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		CORRECTIONAL PROGRAMMING AND SOCIAL SERVICES	

This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

EFFECTIVE: March 1, 1980
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SUMMARY of REVISION/REVIEW

Changed Title. Changes throughout to include programming availability based on individuals assessed criminogenic needs. Includes cognitive behavioral programming availability.
 Changed section III to "Reentry Planning" and added all content to that paragraph. Changed section VII to "Social Work Services" and added all content to that paragraph.
 Re-numbered the existing paragraphs following number VIII.
 Added A.R. 115.25, *Social Work Services* and A.R. 209.01, *Reentry Planning and Release* to the Administrative Regulations Reference section.
 Changed the order of the existing A.R.s listed under the Reference section.

APPROVED:



 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

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PURPOSE

Correctional programs and social services are a key elements in helping the Nebraska Department of Correctional Services (NDCS) to achieve its objectives in the areas of increasing opportunities for inmate responsibility and for inmate self/career development. Access to programs that target their individual criminogenic needs prepare them for reentry and gives them the tools to live prosocial lives.

GENERAL

Each institution, consistent with its function and the nature of its inmate population and programs, shall develop its own version of this regulation within the limits and guidelines which follow.

PROCEDURE

I. SCOPE and TYPE of SOCIAL SERVICES and COUNSELING ACTIVITIES

Each institution shall maintain a social services program that provides a range of resources appropriate to the needs of inmates, including individual and family counseling, family planning and parental education, cognitive/behavioral classes, life skills and community services. Individuals should be directed to programs that target interventions related to their assessed needs. Some of these services may be provided through contractual arrangements with community agencies. Such a social services program shall provide coordinated and regularly scheduled counseling for inmates. All inmates are made aware of available social service programs in their institution during the orientation process.

II. PROGRAM/SERVICES REVIEW

Each Institution/Program shall identify, at least annually, the needs of the inmate population to ensure that the necessary programs and services are available, including programs to meet the needs of inmates with specific types of problems. The review should include an description of the academic, vocational, library, religious, cognitive and leisure time programs and services. This review should include the number of individuals served. Annually, a report of programs/services will be forwarded to the Central Office Programs Coordinator by December 31st. The Central Office Programs Coordinator will submit an annual agency review of programs/services to the Director.

III. REENTRY PLANNING

All inmates will be provided with a reentry work book upon admission to NDCS. Inmates will be directed to complete the reentry work book, with the assistance of their case manager, when possible, and return it at their initial classification hearing. Reentry plans aid the inmate in identifying his/her strengths and addressing needs and corresponding actions necessary within the following areas: housing; mental health/substance abuse; medical; employment/education; family/social support; hobbies/leisure activities; and community. The reentry plan will be formally reviewed in conjunction with the annual review of the inmate's personalized plan. Reentry specialists will conduct reentry planning groups with inmates when they have completed approximately 50 percent of their sentence, and again in 90 to 120 days prior to discharge, to identify resources, assistance needed and progress toward meeting the needs identified in the plan. See A.R. 209.01, *Reentry Planning and Release*.

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IV. STAFFING

The institutional programs and social services program shall be administered and supervised by a person holding a bachelor's degree in the social or behavioral sciences or a related field. Counseling shall be provided by qualified, trained staff. All institutional personnel should be familiar with the counseling programs in order to refer inmates when appropriate. Paraprofessionals from the community may also be utilized in the counseling program.

V. CASELOADS

Institutional policy and procedure shall determine caseloads for counselors. Factors which should be considered in determining caseloads are: type of inmate population, type of institution, legal requirements, goals to be accomplished, administrative tasks, use of classification and use of volunteers and paraprofessionals. There shall be at least one social services staff (Case Manager, Case Worker, Unit Manager, Diagnostic and Evaluation Center Case Manager, Chemical Dependency Counselor II or Mental Health Staff Member) for each 100 inmates. These staff will document recommended social services programs for their respective caseloads in the personalized plans.

VI. AVAILABILITY of STAFF

At initial classification and all subsequent facility transfers, each inmate shall be assigned a staff member or unit management team to ensure supervision and personal contact.

- A. Staff members shall be available to counsel inmates on request or when a crisis situation develops in the life of an inmate.
- B. Staff shall inform inmates in a timely manner of the verifiable death or critical illness of an immediate family member.
 - 1. In the case of critical illness of an immediate family member, unit staff may facilitate phone contact with the family member. With approval of the Unit Administrator/Case Management Supervisor, this may be in addition to the daily 15 minute call on the Inmate Calling System.
 - 2. In the case of the death of an immediate family member, the Unit Administrator/Case Management Supervisor may approve special/extended visits for family members. The administration will review other requests on a case by case basis.

VII. COMMUNITY RESOURCES

Where possible, the institution should utilize community social service resources to augment institutional services. Such community resources may be particularly valuable in supplying services and counseling in the areas of family planning, parental education, health education, and child placement services, which should be available to inmates with special needs in these areas. In community corrections facilities, a directory of functioning community agencies will be developed and periodically updated.

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VIII. SOCIAL WORK SERVICES

Inmates with risk factors as identified in AR 115.25 will receive priority for social work services; however, any inmate as identified needing services will be provided with such to meet inmate discharge needs. See AR 115.25, *Social Work Services*.

IX. SUBSTANCE ABUSE PROGRAM

Inmates with drug and/or alcohol addiction problems shall have access to substance abuse programs. See A.R. 115.09, *Substance Abuse Treatment Programming, Detoxification and Chemical Dependency* for policy concerning substance abuse programs.

X. MENTAL HEALTH PROGRAMS

Inmates with mental health needs shall have access to mental health programs. See A.R. 115.12, *Special Needs Inmate Programs*, A.R. 115.23, *Mental Health Services*, and A.R. 115.03, *Health Care Records* for policy concerning mental health programs.

XI. FEMALE INMATES

For institutions housing female inmates, comprehensive counseling and assistance are provided to pregnant inmates in keeping with their expressed desires in planning for their unborn children.

XII. BUDGET PLAN

Each inmate in a community corrections facility will develop a written personal budget that will be reviewed by his/her assigned Unit Case Manager.

XIII. INMATE RESPONSIBILITY

Services and opportunities will be provided for inmates at Community Corrections Centers to take responsibility for their actions and encourage inmates to make restitution to the victims of their crime (s) and/or the community. Opportunities are based on victim and community input and may include paying restitution, donating community service hours and satisfying court obligations, such as fines and court costs.

REFERENCE

I. ADMINISTRATIVE REGULATIONS

- A. AR 115.25, *Social Work Services*
- B. AR 209.01, *Reentry Planning and Release*
- C. AR 115.09, *Substance Abuse Treatment Programming, Detoxification and Chemical Dependency*
- D. AR 115.12, *Special Needs Inmate Programs*
- E. AR 115.23, *Mental Health Services*
- F. AR 115.03, *Health Care Records*

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II. ATTACHMENTS – None.

III. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS

- A. Standards for Adult Correctional Institutions (ACI) (4th edition): 4-4428, 4-4430, 4-4431, 4-4432, 4-4434, 4-4435, 4-4436 and 4-4500-1
- B. Performance Based Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-5A-02, 4-ACRS-5A-07, 4-ACRS-5A-11, 4-ACRS-5A-12, 4-ACRS-6D-01, 4-ACRS-6D-02