

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Resident Programming</u> STATEMENT NUMBER <u>7.35</u>
SUBJECT: SOCIAL SERVICE PROGRAMS PROPONENT <u>Joseph Diament, Director</u> <i>Name/Title</i> <u>Division of Community</u> <u>Corrections</u> <u>271-5601</u> <i>Division Phone #</i>	EFFECTIVE DATE <u>07/01/13</u> REVIEW DATE <u>07/01/14</u> SUPERSEDES PPD# <u>7.35</u> DATED <u>05/01/03</u>
ISSUING OFFICER: <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. **PURPOSE:**
 To describe the Department of Corrections' (DOC) social service programs to be made available to inmates based on assessed needs through the Division of Community Corrections.
- II. **APPLICABILITY:**
 All inmates and staff involved in social service programs.
- III. **POLICY:**
 It is the policy of the DOC to provide the following cognitive behaviorally-based programs and services to inmates:
- A. Evidence-based screenings and, if needed, assessments of all incoming inmates to determine program needs;
 - B. Substance use disorder and addiction services;
 - C. Vocational and technical education;
 - D. Spiritual guidance through chaplaincy that recognizes all DOC-approved faiths (see PPD 7.17);
 - E. General education and special education when inmates fall under such requirements;
 - F. Family Connections support (see PPD 7.08); and
 - G. Case management/reentry planning.
- IV. **PROCEDURE:**
- A. **Social Service Planning**
 - 1. **Identification of Inmate Needs**
 Upon arrival at DOC's Reception & Diagnostic Unit (R&D) the inmate will undergo a risk/needs assessment using an evidence-based instrument approved by NHDOC.
 - 2. The inmate's classification board will utilize the outcomes of the assessment for a variety of decisions and assignment of a Corrections Counselor/Case Manager (CC/CM).
 - 3. The CC/CM will meet with the inmate and identify the programs and/or services that the inmate is expected to complete (if any) and explain any optional services that might be available to the inmate.
 - 4. The CC/CM will also inform the inmate of the frequency that they will be meeting (at least once per year) and how to contact her/him should it be necessary between scheduled meetings.
 - B. **Requests for Counseling**
 - 1. To begin or enter a program, the inmates shall submit an Inmate Request Slip to their CC/CM or

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- to the staff member in charge of a program.
- 2. Staff members may initiate a request for an inmate to receive services if they are consistent with the inmate's risk/needs assessment or new developments.
- C. Emergency Counseling
See PPD 6.10 "Suicide Prevention and Intervention"

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition. Standards
2-CO-4F-01

Standards for Adult Correctional Institutions
Fourth Edition. Standards
4-4428; 4-4430, 4-4434 thru 4435; 4-4437

Standards for Adult Probation and Parole Field Services
Third Edition. Standards

Standards for Adult Community Residential Services
Fourth Edition. Standards
4-ACRS-5A-02

Other

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