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...
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

DIAMENT/cdr