

	Ramsey County, Minnesota Department of Community Corrections Administrative Services Division <i>Policies and Procedures</i>	Number: CBI... Effective: Revision: Review: Page(s): 6
Chapter: Section: Subject:	Cognitive Behavioral Interventions Programs Program Implementation	

Purpose To define a structured process for selecting, implementing, referring participants, delivering, and evaluating cognitive behavioral intervention programs within the Ramsey County Community Corrections Department.

Authority Department Director of Ramsey County Community Corrections

Applicability Adult Field Services, Juvenile Field Services, Boys Totem Town, Ramsey County Corrections Facility, Juvenile Detention Center that offer programs and services to offenders.

Terms and Definitions

Program: Cognitive behavioral interventions (CBI) evidence based with key components including modeling, role playing feedback, and homework as core parts of the program delivery

Risk: Predictive description of the likelihood that an individual will engage in criminal behavior based on actuarial assessment.

Criminogenic need: Specific areas of need that contribute to an individual's criminal behavior as determined by actuarial assessment.

Dosage: The amount of time an offender participates in defined cognitive behavioral intervention programming and/or individual skill building.

Program Coordinator: A content and planning expert assigned to oversee the implementation of a program as well as ensure scheduling of facilitators, material availability, program documentation, and coordination of program evaluation.

Facilitator: A qualified and trained individual who delivers program content to referred participants

Trainer: A qualified and trained individual who trains others in how to deliver program content

Continuous Quality Improvement (CQI): Process of evaluating program components for fidelity and effect then using findings to shape and enhance program delivery.

Fidelity: adherence to procedures, protocols and delivery of program content as described by the authors of the CBI curriculum.

Policy

Cognitive behavioral intervention programs shall be implemented, evaluated and utilized to target assessed criminogenic needs and thinking of offenders as follows:

- Adult and Juvenile services and facilities shall offer programs and services to offenders with specific criminogenic needs.
- Referrals will include Adult and Juvenile offenders that score medium risk and above (Adult); moderate risk and above (Juvenile) or per policy.
- Program population will have similar level of risk as possible
- Facilitator and trainer recruitment will be based on evidence based criteria
- Continuous Quality Improvement processes will be utilized to assess trainers, facilitators, model fidelity, and documentation.
- Programs will develop and employ incentives and sanctions for offender participants.
- Programs will develop and utilize data tracking and reporting that include:
 - Attendance
 - Quality of participation
 - Dosage
 - Termination from group
 - Graduation Recidivism rates of referrals
- Whenever possible programs will develop and employ revenue

capturing processes.

Procedures:

Selecting a program: any program considered for implementation and funding must meet the minimum criteria for effective programming established by research and evidence. The minimum requirements of a program must include:

- An established length of the program of at least 10 weeks
- Program dosage of at least 50 hours over the course of the program
- Lesson content and skill instruction must be based on “social learning” theory and practices
- Modeling of skills: Facilitator giving instructions and demonstration of specific interventions skills
- Role playing of skills: Participants practicing the new skill with coaching
- Feedback provided on skill application: Facilitator provides accurate assessment of participant skills
- Homework: specific assignments intended to promote the transfer of the new skill
- Pre/post test or other similar measures of participants
- Methods for facilitator evaluation
- Methods for evaluation of program effect

Implementing a program: Any program selected must follow established and effective strategies for implementation. Those strategies, developed through a program coordinator in collaboration with CCW and facilitators, include but are not limited to:

- Establishing a program coordinator
- Selection of facilitators (and when possible; selection of trainers)
- Training of facilitator (and when possible; training of trainers)
- Clear communication of program scope and capabilities of the

program to directors, institution and agents

- Clear definition of program content and criminogenic need is addressed through participation
- Clear referral process (whenever possible; attached to CSTS)
- Clear documentation of participant attendance and participation (whenever possible; attached to CSTS)
- Purchasing and supplying all required materials (i.e. manuals, handouts, markers, charts, etc.)
- Establishing data collection points and procedures
- Minimum 6 month schedule of course offerings including locations, times and facilitators
- Scheduling of primary facilitators and list of alternates/substitutes
- Communication of expectations for referring agents
- Communication of expectations for participants (i.e. start date, attendance requirements, rules, etc.)
- Protocols in place for CQI that includes facilitator evaluation and evaluation of program effect
- Protocols in place for data collection (i.e. pre/post tests, participant tracking, etc.)
- Aftercare or follow-up procedures clearly defined

Selecting facilitators/trainers: The selection of qualified facilitators is vital to the effectiveness and sustainability of any program. Any program selected for implementation must set minimum criteria for recruiting and training the facilitators that include but are not limited to:

- Those selected/volunteering to be trained as facilitators must commit to delivering the program at least once a year for three (3) years
- Those selected/volunteering to be trained as trainers must commit to delivering a training at least once (1) every two (2) years
- Facilitator: Experience or training in group facilitation skills

(Trainer: foundation skills for trainers)

- Willingness to be observed, rated and provided feedback on their delivery
- Ability to effectively correct “anti-social” behaviors
- Ability to effectively coach skill development
- Demonstrate and encourage objectivity in discussing “thoughts, feelings, attitudes and beliefs”

Whenever possible, program facilitators/trainers will be offered incentives for their participation in program delivery or training of facilitators that may include:

- Accrual of comp time during hours of program delivery and preparation
- Granting of flexible schedules
- Approval of schedules with nontraditional hours
- Reduction in new job responsibilities/cases during program delivery

Supervisors: Supervisors will show considerations to facilitators by allowing appropriate time to prepare and deliver assigned programming. In addition, supervisors will equitably apply incentives for facilitators throughout the department.

Program delivery: to increase the effectiveness of all CBI programs, all implemented programs will be delivered with fidelity. Program coordinators will establish protocols and schedules for CQI that have:

- Clearly defined expectations of program delivery
- A structured format for when to conduct CQI
- A structured format for evaluating facilitators (see attached example)
- A structured format for providing feedback to facilitators

- A structured format for communicating evaluations to internal stakeholders
- A system for storing results of evaluations

Program evaluation: all implemented and scheduled programs will coordinate with the evaluation unit in administration to establish criteria and methodology for the evaluation of their program (using program specific established methods) that include but are not limited to:

- Administering and processing data collected from pre/post test
- Administering and processing data collected from facilitator performance and feedback (gathered through observation and participant feedback)
- Tracking referred participant recidivism
- Tracking dosage of referred participants
- Supporting methods of reporting results of collected data internally and externally

Approval:

Name

Carol Roberts

Department of County Community Corrections Director

Date