

POLICY AND ADMINISTRATIVE PROCEDURE			
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THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, AND CASE MANAGEMENT			

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are provided:

- A. **ACTIVITY:** Facility specific activities that are approved by the Warden, which do not meet the criteria of a program or course.
- B. **AUDIT:** The on-site verification activity such as an inspection or examination of a process or quality system, to ensure compliance to requirements.
- C. **BIRTH CERTIFICATE:** An official document issued to record a person's birth, including such identifying data as name, gender, date of birth, place of birth, and parentage.
- D. **CASE MANAGEMENT:** The process of identifying and assessing the incarcerated individual's risk and needs, developing a Case Plan, linking the incarcerated individual to appropriate services, monitoring progress, advocating for and holding the incarcerated individual accountable as needed. Case Management occurs from Intake through release and ensures placement is secured, medical/mental health needs are met, links to appropriate services upon release are provided, and this information is provided to the post-release supervising agency.
- E. **CASEWORK MANAGER (CWM3):** A member of Unit Team that acts as the initial point of contact for day-to-day incarcerated individual issues in the unit, coordinates Case Management matters and facilitates incarcerated individual access to programs and services, works with incarcerated individuals to create Case Plans, and assists in preparing the incarcerated individual for release. The CWM3 may be responsible for the supervision of Correctional Caseworkers, maintain an incarcerated individual caseload, and conduct Continuous Quality Improvement (CQI) assessments as determined by the facility.
- F. **CASE PLAN:** A formal document that integrates information from multiple sources including the Indiana Risk Assessment System (IRAS) to strategically address incarcerated individual needs by identifying goals and assigning SMART, personalized interventions.
- G. **CASE PLAN CREDIT TIME (CPCT) ABBREVIATED REVIEW:** If all three of the incarcerated individual's reviews fall within 90 days. All paperwork would be

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valid for 90 days thus review paperwork from the first full review would serve as documentation for the subsequent reviews, unless staff or the incarcerated individual reported significant change.

- H. CASE PLAN CREDIT TIME ANALYST: Reviews all CPCT packets submitted from assigned facilities, ensures that all reviews are conducted with an unbiased opinion for either approval or denial based on the case plan documents and IDOC Policy and Procedures, and forwards completed CPCT packets to Classification Department for completion.
- I. CASE PLAN CREDIT TIME (CPCT). An earned credit time cut structure that is driven by compliance with interventions, programming, activities, services and/or referrals based on the needs which are indicated in the IRAS and addressed through the individualized case plans to provide each individual opportunity to make progress and earn credit time, as allowed by law.
- J. CASE PLAN CREDIT TIME (CPCT) Packet: A series of forms required to submit an incarcerated individual 's review for credit time. Forms to be uploaded in the following order: Scoring Tool, Case Plan, Conduct (if applicable), Incarcerated individual Performance Evaluation SF3380 (utilized for work, education, and/or programming if applicable), Idle SF57130
- K. CLASSIFICATION: The process used by the Department to divide incarcerated individuals into subgroups with the goal of placing each incarcerated individual in an environment that meet his/her appropriate security level and is consistent with the risk and needs of the incarcerated individual.
- L. COGNITIVE BEHAVIORAL TOOLS: A tool focusing on identifying and changing destructive or disturbing thought patterns that have negative impact on behavior and emotions. (e.g. BITS and Guides)
- M. COMMUNITY TRANSITION PROGRAM (CTP): A court supervised program that an incarcerated individual, at the discretion of the sentencing court, may participate in prior to the incarcerated individual's earliest possible release date.
- O. CONTINUOUS QUALITY IMPROVEMENT (CQI): A "best practice" management philosophy that is ongoing in nature and examines processes to identify, analyze, and improving outcomes for service recipients as well as organizational performance. It involves a structured approach to problem-solving, data collection, and analysis to implement changes and enhance the quality of

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work and promote better outcomes It looks at effectiveness and efficiency at all levels as well as responsivity, flexibility, and timeliness. CQI provides a framework for organizations to aim for and a way to quantify and document qualitative work in the social services field. It encourages collaboration among team members and focuses on improvements in the processes involved and skills of practitioners using both assessments and coaching.

- P. CORRECTIONAL CASEWORKER (CCW4): A member of Unit Team that acts as the initial point of contact for day to day incarcerated individual issues in the unit, coordinates Case Management matters, facilitates incarcerated individual access to programs and services, works with incarcerated individual to create Case Plans, and assists in preparing the incarcerated individual for release and the Re-Entry process.
- Q. COURSE: Group or self-study approved by the Commissioner or designee with standardized curriculum that does not qualify for a time cut/earned credit time.
- R. CRIMINOGENIC NEEDS: Characteristics, traits, problems, or issues of an individual that directly relate to the individual’s likelihood to re-offend and commit another crime. Criminogenic needs are broken down into two (2) categories; static and dynamic.
- S. DD 214: Certificate of Release or Discharge from Active Duty is a document of the US Department of Defense, issued upon a military service member’s retirement, separation, or discharge from active duty in the US Armed Forces.
- T. DELTA: The single source system of record for incarcerated individuals’ data.
- U. DEPUTY WARDEN OF RE-ENTRY (DWR): The Deputy Warden of a facility who supervises and manages the Unit Team Managers, programs, and services.
- V. DIRECTOR OF CASE MANAGEMENT: The position responsible for planning and directing the areas of Case Management, Programming, and the Department’s Pre-Release Course.
- W. DISCHARGE: The final unconditional release of an incarcerated individual from the jurisdiction of the Department.
- X. DRIVER’S LICENSE TEST: Test administered by the Indiana Bureau of Motor Vehicles which is required to obtain a driver’s license.

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- Y. DOC ASSIST: The assistance provided by Parole staff in securing a home placement for sex incarcerated individuals that is secured by financial assistance provided by the Department.
- Z. EARLIEST POSSIBLE RELEASE DATE (EPRD): The date on which an incarcerated individual would be entitled to discharge or release, taking into consideration: (1) The term of the sentence; (2) the term of any other concurrent or consecutive sentence which the incarcerated individual must serve; (3) credit time which the incarcerated individual has earned prior to sentencing; and, (4) the maximum amount of credit time which the incarcerated individual would earn if the incarcerated individual remained in the current credit class during the period of confinement.
- AA. EVIDENCE-BASED PRACTICES (EBP): The use of systematic decision-making processes or provision of services which have demonstrated, through available scientific evidence, to consistently improve measurable incarcerated individual outcomes.
- BB. EXECUTIVE DIRECTOR OF PROGRAMS AND RE-ENTRY READINESS: The position responsible for direction and oversight of the Department's Programming, and Hoosier Initiative for Re-Entry (HIRE).
- CC. FIELD TRAINING OFFICER (FTO): A staff member with specific knowledge, skills, and training who is responsible for the administration of the On-The-Job Training (OJT) program to trainees.
- DD. IDOC RECORDS MANAGEMENT SYSTEM (IRIS): The electronic storage system used by the Department for the storing and maintenance of incarcerated individual records.
- EE. INTERSTATE COMPACT OFFENDER TRACKING SYSTEM (ICOTS): A web-based system that facilitates the transfer of supervision of probationers and parolees from one (1) state to another.
- FF. INTERVENTION. Any action taken by staff in creating/updating/editing the case plan designed or intended to intervene or interrupt in the actions, lives, events of an incarcerated individual; introduce the possibility of change; in some way attempt to help or improve a situation or problem that the incarcerated individual is or will experience; modify the incarcerated individual life, options,

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or outcomes; or assist the incarcerated individual in some other manner. This may include but is not limited to referrals, programming, courses, activities, Carey Bits and/or Guides, journaling, planning exercises, transitional behaviors, precontemplation exercises, and/or removing barriers or increasing access to services or opportunities. Because interventions are individualized and responsive to personalized circumstances something that meets the criteria of an intervention for one incarcerated individual may not be an intervention for another incarcerated individual.

- GG. INDIANA COURT INFORMATION TECHNOLOGY EXTRANET (INcite): A web-based application used to score and store the Indiana Risk Assessment System. INcite is managed by the Judicial Technology and Automation Committee (JTAC).
- HH. INDIANA RISK ASSESSMENT SYSTEM (IRAS): A system consisting of six (6) separate instruments to be used during specific points in the criminal justice process to identify an incarcerated individual’s criminogenic needs and risk to reoffend.
- II. INDIANA RISK ASSESSMENT SYSTEM PRISON INTAKE TOOL (IRAS-PIT): An assessment tool to be used during an incarcerated individual’s entry into the Department.
- JJ. INDIANA RISK ASSESSMENT SYSTEM PRISON SUPPLEMENTAL RE-ENTRY TOOL (IRAS-SRT): An assessment tool designed to reassess an incarcerated individual’s risk to reincarcerated individual prior to his/her release from the Department.
- KK. INDIANA RISK ASSESSMENT SYSTEM PRISON STATIC TOOL (IRAS-ST): An assessment instrument designed to be used for incarcerated individuals who refuse to participate in the assessment process, or those who are incapable due to severe mental illness.
- LL. INTAKE UNIT: A unit designated by the Commissioner to receive incarcerated individuals from a court for diagnostic and classification purposes.
- MM. NEEDS: Those static (cannot be changed) and dynamic (can be changed) risk factors closely associated with an individual’s criminal behavior.

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- NN. PAROLE: The administrative conditional release of an incarcerated individual from a facility prior to the expiration of his/her sentence.
- OO. PAROLE ASSIST: The assistance provided by Parole staff in securing a shelter or other placement for incarcerated individuals with no placement options.
- PP. PAROLE SERVICES: The division of the Department that supervises incarcerated individuals released from a facility to Parole supervision.
- QQ. PAROLE VIOLATOR: An incarcerated individual who has been found by the Indiana Parole Board to have violated one (1) or more conditions of Parole.
- RR. PROBATION: A conditional release ordered by a court allowing an incarcerated individual to serve a portion of his/her sentence under the supervision of a probation officer in lieu of incarceration.
- SS. PROGRAM: An earned credit time/time cut program of study, approved by the Commissioner or designee, which included any of the following criteria: Standardized Curriculum, Validated Evidence-Based Practices, and/or Established Performance Measure.
- TT. PROGRESS REPORT: The document prepared by Unit Team for distribution upon request to government agencies and other organizations providing a lawful service to incarcerated individuals during the period of incarceration or upon release to the community.
- UU. QUALITY ASSURANCE: The maintenance of a desired level of quality in the Case Management services or processes, especially by means of attention to every stage of delivery or production. This will encompass a CQI process and Audit portion for each Case Management employee.
- VV. RE-ENTRY COORDINATOR: The staff person who is designated by the Warden and credentialed as an OWDS to coordinate the development, operation, supervision, and administration of the Pre-Release Course at the facility..
- WW. RE-ENTRY MONITOR: The staff person serving as a resource and trainer for facility staff, contractual staff, and community criminal justice partners regarding Case Management policy expectations, technology issues, and programs throughout the Department.

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- XX. RE-ENTRY PORTFOLIO: A folder of information and documents compiled by staff for each incarcerated individual with an EPRD that includes originals or copies of certificates, resumes, birth certificates, Social Security cards, Bureau of Motor Vehicles (BMV)-issued identification cards, and other materials to be used in the community and provided to the incarcerated individual upon release.
- YY. SAFEKEEPER: An incarcerated individual whom a court has determined cannot be managed in a local facility and has ordered the incarcerated individual to the Department prior to sentencing.
- ZZ. SENTENCE COMPUTATION AND RELEASE SECTION: A section within the Division of Classification in Central Office that assures accurate and timely computation of incarcerated individual sentences and provides for the on-time release of incarcerated individuals to the appropriate community supervision.
- AAA. SMART GOALS. Goals used with Incarcerated Individuals on Case Plans, in Re-entry Class and during other aspects of the Case Management Process that are specific, measurable, attainable, relevant, and time based.
- BBB. SOCIAL SECURITY CARD: An official government document containing a unique nine (9)-digit number assigned by the Social Security Administration and provided to every US citizen, permanent resident, or temporary working resident.
- CCC. SPECIAL NEEDS INCARCERATED INDIVIDUAL: An incarcerated individual who has been diagnosed with mental health or physical health issues that significantly impact the incarcerated individual's ability to perform normal activities of daily living.
- DDD. STATE IDENTIFICATION CARD: A secure form of identification which would include a name, date of birth, address, and a state identification number.
- EEE. SUCCESSFUL TRANSITION AND RE-ENTRY TRAINING (START): A set of Core workshops making up the Pre-Release Course which adheres to Indiana Code 11-13-8-3 and educates all adult incarcerated individuals with the necessary information, skills, and resources for the purposes of Re-Entry.
- FFF. SUPERVISOR OF CLASSIFICATION: The facility staff person who works with Unit Team to render the final decision on all incarcerated individual Classification activities within a facility.

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- GGG. TRANSITIONAL HEALTHCARE DEPARTMENT (THD): A section within the Health Services Division of the Indiana Department of Correction that specializes in coordination and continuum of health care when an incarcerated individual enters and is released from the Department.
- HHH. TRANSITIONAL INFORMATION PACKET SERVICES (TIPS): A modified version of workshops used in the Pre-Release Course that provides incarcerated individuals not eligible for START with information and resources necessary for Re-Entry.
- III. UNIT TEAM (UT): A grouping of Re-Entry staff members designated by the Warden, responsible for overseeing an incarcerated individual's Re-Entry process.
- JJJ. UNIT TEAM MANAGER (UTM): The administrator and supervisor of a unit who is responsible for the Casework Manager and Correctional Caseworker.
- KKK. VETERAN: An incarcerated individual with a history of having served in a branch of the US Armed Forces. Veteran status must be confirmed through the receipt of a DD-214 confirming military service.
- LLL. VITAL RECORDS: Documents of life events maintained under governmental authority such as birth certificates, Social Security documents, State identification, etc.
- MMM. WALK-THROUGH: A term used to denote placement investigations requests for incarcerated individuals with forty-five (45) days or less to EPRD.
- NNN. WORKSHOP: A brief, intensive educational course for a relatively small group (up to 25 individuals) of incarcerated individuals focusing on a specific topic.