

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	V-1	V-1
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, AND CASE MANAGEMENT</b>			

V. DEVELOPMENT AND IMPLEMENTATION OF PROGRAMS, COURSES, AND ACTIVITIES:

In order to comply with the required process, facilities interested in adding new programming shall follow the process below:

1. Complete State Form 56011, “Application for New Program/Course;”
2. The completed State Form 56011 shall be submitted to the Warden for review and approval;
3. If approved by the Warden, the completed State Form 56011 and required materials shall be submitted with the Warden’s recommendation to the Executive Director of Programs and Re-Entry Readiness with a copy to the appropriate Regional Director;
4. The Executive Director of Programs and Re-Entry Readiness shall review the submitted State Form 56011 and consult with other staff, as necessary, to review the proposed programming;
5. After review and recommendation, the Executive Director of Programs and Re-Entry Readiness shall submit the completed State Form 56011 and recommendation to the Deputy Commissioner of Re-Entry and Youth Services;
6. If approved by the Deputy Commissioner of Re-Entry and Youth Services, the completed State Form 56011 shall be submitted to the Commissioner for final approval/denial.
7. The Executive Director of Programs and Re-Entry Readiness shall ensure the final decision by the Commissioner and the completed State Form 56011 are returned to the submitting Warden, including any instructions regarding the Program/Course; and,
8. If approved, the Executive Director of Programs and Re-Entry Readiness shall ensure the approved Program/Course is added to PMRS and the Department’s Program and Course Catalog.

Wardens have the responsibility of regulating activities offered at the facility. Each facility shall maintain a “Catalog of Activities” offered and shall ensure it is updated annually and submitted to the Executive Director of Programs and Re-Entry Readiness and the Director of Case Management by January 10<sup>th</sup> of each year.