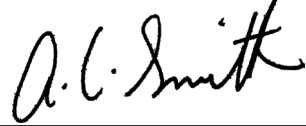




Department of  
Rehabilitation & Correction

SUBJECT: <b>Reentry Programs</b>	PAGE <u> 1 </u> OF <u> 6 </u>
	NUMBER: <b>02-REN-02</b>
ORC/OAC REFERENCE: ORC 5120.01	SUPERSEDES: 02-REN-02 dated 11/01/2021
RELATED ACA STANDARDS:	EFFECTIVE DATE: <b>August 15, 2022</b>
	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to set forth procedures regarding the identification, submission, and approval process for programs seeking reentry approval, the monitoring of all reentry approved programs, and to establish a centralized review process for non-Ohio Department of Rehabilitation and Correction (ODRC) program providers seeking ODRC support for their reentry program.

## III. APPLICABILITY

This policy applies to all ODRC employees, contractors, and volunteers that provide reentry programs including, but not limited to, disciplines in academia, career-technical education, recovery, religious, mental health, unit management, and recreation services.

## IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

### [Definitions Link](#)

- **Meaningful Activity**
- **Ohio Risk Assessment System (ORAS)**
- **Program Aide**
- **Program Facilitators**
- **Reentry Approved Program**
- **Reentry Program Index**
- **Reentry Supplemental Program**
- **Session-Defined Program**
- **Skill-Defined Program**

**V. POLICY**

It is the policy of the ODRC to provide or support reentry programs that incorporate the evidence-based practices and principles associated with effective correctional programming. Effective reentry programming shall be based upon the dynamic needs areas identified on the Ohio Risk Assessment System (ORAS) case plan or reentry accountability plan (RAP), in accordance with ODRC Policy 02-REN-01, Prison Reentry Assessment and Planning. Reentry programming shall begin at the institution, if recommended in the RAP or ORAS case plan, and shall continue as appropriate into the community during any period of supervision that may follow.

**VI. PROCEDURES****A. Reentry Program Oversight Committee (RPOC)**

The Office of Reentry deputy director shall assign a chairperson of the Operation Support Center (OSC) Reentry Program Oversight Committee (RPOC). In consultation with the appropriate deputy directors, the chairperson shall appoint members that include, but are not limited to, a representative from Education, Behavioral Health Operations, Office of Prisons, Ohio Department of Mental Health and Addiction Services (ODMHAS)/Recovery Services, Division of Parole and Community Services (DPCS), Office of Victim Services (OVS), Office of Reentry, and the Bureau of Research and Evaluation.

**B.** All programs being considered for use inside the facilities and/or within the APA regions must be submitted to the RPOC for consideration and approval. Meaningful Activity programs are excluded and do not require RPOC review.

**C. Reentry Programs**

1. All approved reentry programs shall incorporate the following principles:
  - a. Clearly addresses a criminogenic need in one or more of the dynamic domains/needs areas as specified on the RAP or ORAS,
  - b. Refers to or is based on theory or research,
  - c. Relies on staff facilitating the program that have the appropriate credentials and/or facilitation training as required by the program developer,
  - d. Relies on a structured lesson plan(s),
  - e. Admission includes an assessment of offender risk and need,
  - f. Includes discharge/completion criteria for program participants,
  - g. Includes a plan for process and/or outcome evaluation,
  - h. Includes incentives for positive program participation and completion.
2. To increase the capacity of ODRC to offer effective, reentry-focused programs to those individuals who need them, each institution and APA region is required to offer or support identified reentry approved programs.
3. All programs approved for reentry must be facilitated by trained instructors or an approved community partner or volunteer. Designated administrators shall track the credentials, licensure and/or training of program facilitators.

- a. Incarcerated individuals may assist staff with some reentry approved and supplemental programs but shall not facilitate reentry approved programs without co-facilitation of a trained staff facilitator for the program. Incarcerated individuals who facilitate meaningful activities must complete the required mentorship academy facilitator training. For those incarcerated individuals facilitating reentry or supplemental programs, they must complete the mentorship academy facilitator training as determined by the program developer. Incarcerated individuals may be assigned as program aides for the program. Staff shall retain authority over the program enrollment, attendance, and oversight to ensure the integrity of the program is maintained. Programs that do not permit incarcerated individual facilitation: Victim Awareness, Personal Responsibility of Violence Elimination (PROVE).
  - b. The managing officer/designee shall retain the authority to deny incarcerated individual facilitation of reentry approved programs at their facility based on the individual characteristics of the institution, staff, or incarcerated individuals.
4. Only programs that have been reviewed and approved by RPOC shall be recognized as a reentry approved program or a reentry supplemental program.
- D. Submission and Approval of Programs for Reentry
1. The RPOC shall meet quarterly on prescheduled dates to review the program(s) submitted for that quarter.
  2. The RPOC shall use the Program Evaluation Scoring Sheet to provide a set of criteria for assessing all program submissions. All criteria should be reviewed prior to submission to RPOC.
  3. Currently incarcerated persons may neither design nor submit a program for reentry approval consideration.
  4. All programs submitted to RPOC for review shall utilize the Reentry Program Assessment (DRC4366). Those persons and/or agencies outside of ODRC submitting a program review shall also include the Community Reentry Partnership Request (DRC4380). The completed Reentry Program Assessment (DRC4366) and all required documents and signatures shall be scanned and emailed to the RPOC designee at the Office of Reentry. If scanning is unavailable, instructions may be obtained by contacting the RPOC designee at the Office of Reentry. The RPOC contact in the Office of Reentry shall return a receipt to the author and notify them of the quarterly review date.
  5. The OSC RPOC chair shall review the submitted Reentry Program Assessment (DRC4366) and required documentation.
  6. Once a quarter, at prescheduled times, the committee shall review the submitted program material and return the Reentry Program Oversight Committee Action (DRC4367) to the institution reentry coordinator or APA regional administrator/designee with one of the following four items checked:

- a. Approved – The approved program shall then be added to the reentry program index, and all submitted materials, including the corresponding Reentry Program Oversight Committee Action (DRC4367) will be available upon request.
  - b. Program Modification – The submitting entity may modify the proposed program, and/or resubmit by providing additional documentation as requested by the OSC RPOC.
  - c. Reentry Supplemental – The program shall then be added to the reentry supplemental program index, and all submitted materials, including the corresponding Reentry Program Oversight Committee Action (DRC4367) will be available upon request.
  - d. Denied – The submitting entity may provide the program, but it will not be included in the reentry program index.
7. The RPOC chairperson/designee shall document all reentry approved and reentry supplemental programs in the statewide reentry program index. This index shall be maintained and made available to employees on the ODRC intranet. In addition, the chairperson/designee shall electronically post all submitted and approved reentry program materials in a manner to permit accessibility by ODRC employees.
  8. Reentry approved programs may be reviewed periodically for fidelity to the curriculum and for continued research/evidence showing positive change in the individual's behavior. Programs not able to show research/evidence that indicate positive change in the offender's behavior shall be removed from the ODRC reentry approved program list upon review of the RPOC. The RPOC shall conduct a 5-year review of all reentry approved programs.
- E. Implementation of Reentry Approved Programs
1. Each institution unit management chief (UMC) or designee shall ensure all reentry approved programs implemented are in accordance with the program directory and program requirements.
  2. Program facilitation for those with APA supervision shall be referred by the parole officer to program facilitator(s) and documented in OCSS. Program completion or removal from program shall be documented by the program facilitator in OCSS.
  3. The institution reentry coordinator or APA regional administrator/designee shall ensure that:
    - a. The active status of all reentry approved, and reentry supplemental programs being facilitated at the institution/APA are submitted to the Office of Reentry.
    - b. All reentry approved programs that are open-ended, such as Decision Points, shall be facilitated a minimum of ten (10) consecutive weeks.

- c. Each parent institution shall be responsible for facilitating and completing a minimum of one (1) reentry supplemental program from the RPOC supplemental program list per calendar year.
  4. The UMC shall design institution program schedules to include programs approved by RPOC. Program schedules and assignments shall be created based upon the needs identified in the Annual Needs Assessment and should be determined by the individual case plans indicated in ORAS assessments, with priority given to moderate to high-risk population, and/or those displaying a readiness for programming.
  5. The institution unit manager shall attend and document their attendance in one (1) program per case manager every quarter reviewing whether the case manager is adhering to the information in the materials submitted and approved by RPOC on the Program Observation Tool (DRC2186). The unit manager shall utilize the Program Observation Tool (DRC2186) documentation in establishing and evaluating annual performance evaluation goals for each case manager.
  6. The unit manager shall also complete a monthly report indicating the reentry approved programs, reentry supplemental programs, and other programs completed and the number of participants that graduated from each program. The information shall be compiled and provided to the UMC annually. The institution UMC shall use the information to complete the annual needs assessment.
- F. Non-ODRC Program Providers
1. Non-ODRC program providers who approach ODRC shall be directed to complete the Community Reentry Program Partnership Request (DRC4380) and Reentry Program Assessment (DRC4366). These program providers may include individuals, agencies, or organizations seeking access to ODRC prisons to implement a reentry-specific program.
  2. Guidelines and instructions for completing the Community Reentry Program Partnership Request (DRC4380) are available on the ODRC Internet at <http://www.drc.ohio.gov/reentry-partnership>.
  3. The RPOC shall respond to all requests within sixty (60) days using the Community Reentry Program Partnership Response (DRC4370).
- G. Documenting/Tracking of Reentry Approved Programs
- Participation/completion in reentry approved programs shall be documented by the facilitator or assigned staff in the program tab of ORAS, if offender is in ORAS or RAP if offender is a RAP offender. Documentation shall include beginning/end and type of completion/termination. Participation/completion shall be documented in OCSS for those participants currently released on APA supervision
- H. Positive Incentives
1. Positive incentives should be established at each institution to include a list of positive incentive options as well as criteria for receipt of the positive incentives. Positive

incentives list may include items such as certificates, special visits, extra phone time, bed move, early chow, hygiene kit/legal kit, etc.

2. The criteria for receipt of the positive incentives may include program completion, workshop completion, intervention completion, improved positive behavior, case plan progress, medication compliance, etc. The distribution and earning of positive incentives shall be documented for each offender in ORAS incentive tab if an ORAS incarcerated individual or RAP PME screen if not.

**Referenced ODRC Policies:**

02-REN-01 Prison Reentry Assessment and Planning  
03-OVS-05 Victim Awareness Program

**Referenced Forms:**

Program Observation Tool	DRC2186
Reentry Program Assessment	DRC4366
Reentry Program Oversight Committee Action	DRC4367
Community Reentry Partnership Request Committee Action	DRC4370
Community Reentry Program Partnership Request	DRC4380