



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Counseling Services		Policy Number: 7.2.1
Date of Issue: November 8, 2001	Authority: Signature on File Jeffrey A. Beard, Ph.D.	Effective Date: December 1, 2001

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 66, and 186, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. PURPOSE¹

The purpose of this document is to establish policy and procedures for a systematic method of delivering counseling services to all inmates under Department supervision.

III. APPLICABILITY

The policy and procedures set forth in this document shall apply to Department employees and all offenders under the custody of the Department.

IV. DEFINITIONS

All pertinent definitions are contained in the procedures manual for this policy.

V. POLICY²

It is the policy of the Department to provide counseling services to all inmates under its supervision. Counseling services shall include case management, inmate assessment and placement, reentry planning and specialized programming for offense related issues. These programs are recommended as part of an inmate's individual **DC-43, Correctional Plan (CP)** based on the inmate's classification and assessment needs.

¹ 4-4433

² 4-4433, 4-4435

VI. PROCEDURES

All pertinent procedures and/or terms are contained in the procedure manual for this policy.

VII. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal institutional operation, the Secretary, or designee may suspend any provision or section of this policy, for a period of time.

VIII. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility so as to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

IX. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

This policy document is public information and may be released to members of the public, staff, legislative, judicial, law enforcement and correctional agencies and/or inmates upon request.

2. Procedure Manual (if applicable)

The procedure manual for this policy is not public information and shall not be released in its entirety or in part, without the prior approval of the Secretary of Corrections or designee. This manual or parts thereof, may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections' policy and procedure manuals (when applicable) shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution to other individuals and/or agencies is subject to the approval of the Secretary of Corrections or designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee

expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures.

X. SUPERSEDED POLICY AND CROSS REFERENCE

A. SUPERSED POLICY and PROCEDURE

1. Department Policy

- a. 7.2.1, Counseling Services, issued February 26, 1993, by former Secretary Joseph D. Lehman.
- b. 7.2.1-1, Counseling Services, issued October 7, 1999, by former Secretary Martin F. Horn.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. CROSS REFERENCE(S)

1. Administrative Manuals

- a. DC-ADM 801, Inmate Discipline;
- b. DC-ADM 802, Administrative Custody Procedures;
- c. DC-ADM 804, Inmate Grievance System;
- d. DC-ADM 805, Obtaining Pre-Release Transfer;
- e. DC-ADM 812, Inmate Visiting Privileges;
- f. DC-ADM 821, Inmate Marriages;
- g. 6.3.1, Facility Security;
- h. 6.5.1, Administration of Security Level 5 Housing Units;
- i. 6.5.3, Single Celling (Z Code) and Double Celling
- j. 7.3.1, Delivery of Mental Health Procedures;
- k. 7.3.6, Special Needs Units;
- l. 7.6.1, Delivery of Educational Services;
- m. 11.3.1, Pennsylvania Additive Classification Tool (PACT);
- n. 11.3.3, Approval and Review Process for Inmates in Outside Assignments;
- o. 11.4.1, Case Summary;
- p. 11.5.1, Records Office Operations;
- q. 11.5.2, Court Ordered Funeral and Death Bed Visits;
- r. 13.1.4, Refusal to Eat and/or Take Liquids;
- s. 13.1.6, Inmate Refusal to Accept Medical Treatment; and
- t. 17.2.1, Victim Services.

2. ACA Standards

- a. Administration of Correctional Agencies: None
- b. Adult Correctional institutions: 4-4016, 4-4280, 4-4291, 4-4295, 4-4297, 4-4299, 4-4302, 4-4303, 4-4428, 4-4433, 4-4435, 4-4443, 4-4449, 4-4500-1
- c. Adult Community Residential Services: None
- d. Adult Correctional Boot Camp Programs: None
- e. Correctional Training Academies: None



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

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Counseling Services

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Jeffrey A. Beard, Ph.D.**

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Release of Information:

Policy Document: The Department of Corrections' policy document on this subject is public information and may be released upon request.

Procedures Manual: This Procedures Manual is **not public information** and **will not be released** in its entirety or in part, without the prior approval of the Secretary of Corrections or designee. This manual or parts thereof may be released to any Department of Corrections employee on an as needed basis.

Procedures Development: All required procedures shall be developed in compliance with the standards set forth in this manual and/or the governing policy. These standards may be exceeded, but in all cases these standards are the minimum standard that must be achieved. In the event a deviation or variance is required, a written request is to be submitted to the appropriate Regional Deputy Secretary and the Standards and Practices Unit for review and approval prior to implementation. Absent such approval, all procedures set forth in this manual must be met.

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Completed Treatment/Educational Programs (CTEP) Forms**

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Section 1 - Case Assignments

A. Initial Reception Committee

Each inmate shall be assigned to a specific counselor immediately upon reception at a Diagnostic and Classification Center (DCC) for the purpose of diagnostic and counseling services while in the center. Upon transfer, the receiving facility shall immediately assign the inmate to a Unit Management Team and the Unit Manager shall assign the inmate to a specific counselor on that team.¹

1. To provide continuity of services, the Initial Reception Committee (IRC) generally makes the initial Unit Management Team assignment based on the inmate's custody level, specific needs, and the specific counseling specialties of the various Unit Management Team, e.g., alcohol and other drugs, sex offenders, etc.
2. All new receptions including parole violators (PVs) shall be initially interviewed by the assigned counselor as soon as possible but no later than five working days from the date of reception.²
3. ***The Records Office will notify the assigned counselor within five working days if the inmate is a registered sex offender. In these cases the counselor shall ensure that the inmate completes the Sexual Offender Address Worksheet, in accordance with Department policy 11.6.1, "Sexually Violent Offender Registration (Megan's Law)."***
4. The IRC or counselor shall determine if the inmate has a social security card (SSC) in his/her possession, by reviewing the Counselor File, Miscellaneous Tab. If there is no notation in the file that a SSC is on file, the counselor shall be responsible for initiating the process to obtain a duplicate SSC via the process listed in **Section 2** of this manual.

B. Assignment Method

1. The method for assigning cases may vary from facility to facility using any combination of the following:
 - a. digit system - assignment may be made by using inmate ID numbers with certain numbers assigned to specific counselors;
 - b. unit system - assignment may be made by assigning inmates to a specific counselor on a specific housing or program unit; and
 - c. case difficulty - assignment may be made based on case difficulty.
2. The Facility Manager/designee shall determine which method of case assignment is best suited for the facility.

¹ 4-4299, 4-4435

² 4-4291

7.2.1, Counseling Services Procedures Manual
Section 1 - Case Assignments

3. The Deputy Superintendent for Facilities Management (DSFM), Major for Unit Management, or the Unit Manager may reassign cases from one counselor to another.
4. Each Unit Manager shall ensure that caseload coverage is provided in the absence of a counselor.

Section 2 – Case Contacts

A. Individual Case Contacts

1. Individual case contacts between the inmate and his/her assigned counselor will be made on an as-needed basis, but in no case will individual counselor contact of a formal nature be less frequent than semi-annually.
2. Unless circumstances do not allow for electronic documentation (e.g., temporary transfers, inmate's death, etc.), these contacts shall be documented electronically in the ***Inmate Cumulative Adjustment Record (ICAR) in the Unit Management System*** and printed for filing in the **DC-14, Counselor File** at Annual Review, Semi-Annual Review and prior to any major staffings.
3. In addition to the contacts mentioned above, all other individual counselor contact will occur in accordance with the following Department policies. Where possible, documentation will be done electronically by the staff member having the contact and will include the date and specific information as it pertains to the discussion:
 - a. **DC-ADM 801, "Inmate Discipline;"**
 - b. **DC-ADM 802, "Administrative Custody Procedures;"**
 - c. **DC-ADM 805, "Application, Review, and Approval for Inmates Requesting Pre-Release Status and Placement in Outside Assignments;"**
 - d. **DC-ADM 812, "Inmate Visiting Privileges;"**
 - e. **DC-ADM 821, "Inmate Marriages;"**
 - f. **6.5.1, "Administration of Security Level 5 Housing Units;"**
 - g. **7.3.1, "Inmate Reentry and Transition;"**
 - h. **11.4.1, "Case Summary;"**
 - i. **13.2.1, "Access to Health Care;"** and
 - j. **13.8.1, "Access to Mental Health Care."**

B. Initial Interview

Within 10 days of reception at an inmate's permanent facility the assigned counselor will meet with the inmate for an initial interview in order to process the following items:

1. complete the **Housing Unit Management Team Initial Security Threat Evaluation Form** (refer to Department policy **6.3.1, "Facility Security," Attachment 25-B**), if not previously completed by the Initial Reception Committee (IRC);

2. review the inmate's escape risk status and, if necessary, follow the procedures for placing the inmate on the Escape Risk List, in accordance with Department policy **6.3.1, Section 13**, and enter the appropriate program codes in accordance with Department policy **11.2.1, "Reception and Classification," Section 3**;
3. **review the General Inmate Info screen in the Unit Management System**, to ensure the appropriate box is checked for offenses with minor victims, so that the non-contact visit with minors designation is applied, in accordance with Department policy **DC-ADM 812, "Inmate Visiting Privileges;"**
4. review telephone and visiting lists for completeness and accuracy per Department policies **DC-ADM 812** and **DC-ADM 816, "Automated Inmate Telephone System;"**
5. conduct a file review to determine the inmate's eligibility for outside assignment, and if eligible, a request for information needed to process outside assignments shall be initiated. These actions will be documented **in the ICAR in the Unit Management System;**
6. review the Next-of-Kin Emergency Notification and update as needed on the automated Unit Management System;
7. **review the DC-43, Correctional Plan**, in accordance with **Section 4** of this manual;
8. initiate the Reentry Plan in accordance with Department policy **7.3.1**;
9. review the Unit Management System to ensure that the current Unit Manager/Counselor, Pennsylvania Board of Probation and Parole (PBPP) review date, pre-release eligibility date and security concerns are entered;
10. **review Recidivism Risk Reduction Incentive (RRRI) minimum sentence and expectations for program completion and positive adjustment to maintain eligibility;**
11. review status of Crime Victims Compensation payments, **initiate deductions** in accordance with **DC-ADM 005, "Collection of Inmate Debts;"** and
12. determine whether an inmate is a foreign national, if so the procedures in **Subsection H.1. through 9.** shall be followed.

C. Annual Review

At a minimum, each inmate will be reviewed annually by the Unit Management Team within two months of the anniversary of the inmate's reception into the Department. This review may be done at the time of other major staffings, as defined in **Section 8** of this manual, that occur within this two month period. The annual review will be based upon a multi-disciplinary approach and will entail an objective review of the inmate's accomplishments and remaining deficiencies that require further attention. The assigned counselor is responsible for coordinating the collection of reports and documents necessary for the review. Unless

precluded for security or other substantial reasons, each inmate shall appear at his/her annual review and shall be given notice 48 hours prior to the review; such notice may be waived by the inmate in writing.¹

1. The results of the annual review shall be documented in the ***ICAR in the Unit Management System***.
2. The Unit Management Team shall review and document each of the following in the ***ICAR in the Unit Management System*** and take action where needed:
 - a. ***review and update the current DC-43 with input from the inmate;***
 - b. ***review eligibility for RRRI in regard to conduct and program completion;***
 - c. ***review program recommendations and risk and needs assessments to ensure compliance with current program placement guidelines. Based on this review, program recommendations may be changed with the approval of the Bureau of Treatment Services (BTS) using the CP Modification Form (Attachment 2-A);***
 - d. ***review the current Pennsylvania Additive Classification Tool (PACT) classification data. Process the reclassification according to Department policy 11.2.1;***
 - e. review information to be certain it is current. Update the following as needed:
 - (1) Next-of-Kin Emergency Notification, in the Unit Management System;
 - (2) escape packet (for 2MC cases only);
 - (3) request official versions of current violent offense(s) if not contained in the file;
 - (4) separations;
 - (5) **Act 185 of 2004** requirements relative to DNA samples; and
 - (6) ID photographs.
 - f. outside assignment and/or pre-release review, as follows:
 - (1) if the inmate has not been approved, and is eligible for 2RV custody status, at the annual review closest to five years, but not less than 24 months prior to the inmate's minimum or re-parole PBPP interview, the counselor shall review the inmate for 2RV status, via the **DC-46, Vote Sheet**; and
 - (2) if the inmate was not approved/eligible for 2RV status at his/her previous annual review, the counselor will review him/her at the annual review closest to 12

¹ 4-4302

months prior to the minimum or re-parole PBPP interview. The inmate shall also be considered for pre-release at this time, via the **DC-46**.

- g. **Prison Rape Elimination Act of 2003:** the counselor shall discuss issues regarding sexual contact in prison and provide an informational brochure to the inmate in accordance with **DC-ADM 008, “Sexual Harassment of or Sexual Contact with Inmates.” This shall be documented as part of the annual review in the ICAR in the Unit Management System;**²
- h. review the status of the payment of Crime Victim’s Compensation fees as required per Department policy **DC-ADM 005, and initiate deductions if not previously begun;**
- i. **require the inmate to obtain forms of identification in accordance with Department Policy 7.3.1;**
- j. review an inmate with outside clearance to determine if outside clearance remains appropriate and ensure an updated RAP sheet/CLEAN check has been completed within the past year;
- k. review an inmate with single cell status **to determine if this remains appropriate and document results of this review in the ICAR in the Unit Management System;**
- l. **review an inmate with H code status in accordance with Department Policy 6.3.1, and Section 8 of this manual and document results of this review in the ICAR in the Unit Management System;**
- m. identify an inmate who will present difficulties in securing a release plan and follow the procedures for handling hard to place inmates as outlined in Department policy **7.3.1;** and
- n. update the Reentry Planning Checklist (refer to Department policy **7.3.1, Attachment 1-A**).

D. Staffing Interview

An interview should be held with the inmate prior to a staffing to gather information for the following:

1. **completion of the sections of the ICSA document;**
2. **information needed to assess the inmate’s risk and needs and program participation;**
3. **re-entry plan; and**

² 4-4281-1

4. **RRRI certification process.**

E. Return of an Inmate After Authorized Temporary Absence (ATA)

1. The assigned counselor will interview every ATA returnee within five working days of his/her return. During the post ATA interview, the counselor will discuss the nature of the ATA and document the inmate's frame of mind. The counselor will ask the inmate if there was a change in the inmate's detainer status or if any new charges have been filed.
Document this interview in the ICAR in the Unit Management System. The Records Office will notify the counselor and/or Unit Manager of any changes.
2. An inmate on outside assignment status (2R, 2M, 2MC, 2X) as outlined in Department policy **11.2.1**, shall have his/her outside assignment status temporarily suspended and the appropriate box in the Inmate Status application shall be checked. The inmate will be reviewed for reinstatement in accordance with Department policy **DC-ADM 805**.
3. Documentation of the interview shall be made in the general document results of this review in the **ICAR in the Unit Management System** and, if necessary, other staff shall be informed of the interview assessment, i.e., referral to the Psychology Department, if necessary, in accordance with Department policy **13.8.1, Section 1** via the **DC-97, Mental Health Referral Form**.

F. Family Crisis

While a Facility Chaplain generally is the first to notify an inmate regarding the death of a family member, a counselor or Shift Commander (during non-traditional working hours) may receive a phone call from an inmate's relatives regarding a death or serious accident/injury in the family. Staff will work in concert with the Chaplain to inform the inmate.

1. The counselor will offer supportive counseling to the inmate; assess the severity of the inmate's grief and how the inmate is coping. This information shall be forwarded to other staff (Unit Manager, housing officers, work supervisor, and Psychology Department) on an as-needed basis. All actions taken and observations made by the counselor shall be documented in the **ICAR in the Unit Management System**.
2. Follow-up interviews will occur until the counselor and other Unit Management Team members are satisfied that the inmate is appropriately dealing with his/her grief.
3. When the counselor becomes aware of an inmate experiencing an emotionally charged incident such as a "Dear John/Jane" notification (letter or telephone call) or family crisis, the inmate shall be interviewed to assess how he/she is coping with the event.
4. If the counselor/staff determines it is warranted, the inmate's outside clearance should be suspended in accordance with **DC-ADM 805**. The Unit Management Team shall determine whether or not a suspended outside clearance inmate shall have his/her outside program code reinstated. A staffing and a **DC-46** shall be used to reinstate an outside program code. For an inmate whose outside assignment status is suspended, a

Temporary Hold-in Order shall be initiated. The appropriate box in the Inmate Status application shall be checked.

G. Case Conference with Unit Managers

The Unit Manager shall schedule regular case conferences with each counselor. These conferences provide the counselor the opportunity to discuss specific cases, frequency of contact, policy and procedure clarifications, formal staffings, release planning, the inmate's overall adjustment, etc. The Unit Manager shall determine the frequency of regular case conferences based on the experience level of the counselor and the degree of supervision and review necessary. The Unit Manager shall also use case conferences to discuss the counselor's work performance and career development/training issues.

H. Inmate Foreign National Access to Consular Representatives

1. The counselor shall determine whether an inmate is a foreign national at the time of the initial counseling session.
2. When a foreign national is arrested or detained, he/she must be advised of the right to have his/her consular officials notified. The counselor shall advise the inmate, using the applicable statement on the **Suggested Statements to Arrested or Detained Foreign Nationals (Attachment 2-B)**, and document that the inmate has been notified in the **ICAR in the Unit Management System**.
3. The counselor shall also:
 - a. determine the foreign national's county;
 - b. if the foreign national inmate's county IS on the **Mandatory Notification Countries and Jurisdiction List (Attachment 2-C)**:
 - (1) notify that country's consular officials of the inmate's incarceration; and
 - (2) advise the inmate that you are making this notification. A suggested statement to the inmate and translations in selected languages are available in the publication, "Instructions for Federal, State, and Local Law Enforcement and Other Officials Regarding Foreign Nationals in the United States and the Rights of Consular Officials to Assist Them," available at <http://travel.state.gov/law/CNAdownloads.html>.
 - c. if the foreign national's country IS NOT on the **Mandatory Notification Countries and Jurisdiction List**:
 - (1) offer to notify the inmate's consular officials of his/her incarceration; and
 - (2) if the inmate requests that consular notification be given, notify the consular officials to the inmate's country. This information is available at <http://travel.state.gov/law/CNAdownloads.html>.

4. A suggested fax sheet for notifying consular officers of an inmate's incarceration is contained in the **Notification Fax (Attachment 2-D)**.
5. Under no circumstances should any information indicating that a foreign national inmate may have applied for asylum in the United States or elsewhere be disclosed to his/her government.
6. The Counselor shall document his/her contact with Consular Officials in the **ICAR in the Unit Management System**.
7. Consular Officials are considered official visitors, they are entitled to access to their nationals in detention, and are entitled to provide consular assistance. Visits by consular officials shall be in accordance with Department policy **DC-ADM 812**.
8. When an inmate who is a foreign national dies in Department custody, consular officials must be notified.
9. Additional information regarding consular notification may be directed to the Office of the Assistant Legal Advisor for Consular Affairs, L/CA, Room 5527A, U.S. Department of State, Washington, DC 20520, (202) 647-4415.

I. Language Translation Services

The Department maintains a contract for the use of a telephone translation service for handling telephone calls, on-site visitors, and for an inmate with limited English language skills. The counselor shall contact the facility Business Manager for information on this service, if needed.

J. Services for Inmates with Disabilities

Department policy **DC-ADM 006, "Reasonable Accommodations for Inmates with Disabilities"** provides procedures for accessing services and accommodations for inmates who are deaf/hard of hearing, visually impaired and mentally and/or physically impaired.

K. Veterans Services

Counselors shall identify inmates who are veterans of the armed services and link them to services. Procedures for identifying veterans and linking them to services can be found in Department policy **7.3.1, Section 1**.

L. Release Preparation/Exit Interviews

1. Preparation for release of an inmate begins at the time of reception. Correctional programming focuses on the eventual release and provides a mechanism to assess an inmate's progress while incarcerated.
2. Every inmate nearing release, including sentence complete cases, will receive counseling and orientation concerning his/her individual needs, financial needs, strengths, and

weaknesses related to his/her return to the community. The counselor shall ensure that each inmate is given pertinent information as outlined in the Reentry Planning Checklist.

3. Additional requirements for preparing an inmate for release when he/she is within one year of release, are found in Department policy **7.3.1, Section 1**.

4. Duty to Warn

If a member of the Unit Management Team or other staff becomes aware of threats by an inmate to do harm to victims or others upon release, he/she shall notify the appropriate agency. For an inmate being paroled, the PBPP shall be contacted. For an inmate being released by serving his/her sentence complete, the Unit Manager/designee shall notify the local police agency. These actions shall be documented in the ICAR in the Unit Management System, in the Security Concerns section.

5. Exit Interview

The counselor shall schedule an interview with the inmate within a few days prior to release to review and summarize the inmate's release plans, including any aftercare plans for treatment or follow-up care. The Records Office shall provide the inmate with a **DC-158, Release Worksheet** and provide instructions on how to "process out." The counselor shall sign off on the worksheet when it is completed and document the last interview in the **ICAR in the Unit Management System**.

Section 3 - Request Slips

A. Inmate's Responsibility¹

1. Inmates may make written requests to staff by using the **DC-135A, Inmate's Request to Staff Member (Attachment 3-A)**. The **DC-135A** provides a uniform method of communication.²
2. The **DC-135A** includes instructions to the inmate for completing the necessary items on the form. The Inmate Handbook and local procedures provide instructions for forwarding Request Slips to appropriate staff. The **DC-804, Part I, Inmate Grievance Form**, shall be used to file a grievance in accordance with Department policy **DC-ADM 804, "Inmate Grievances."**

B. Staff Responsibility

1. Staff receiving a **DC-135A** must respond to the request within five working days.
2. **DC-135As** that are deemed as non-essential for recording purposes after the request has been handled may be destroyed. Notation of the request and disposition should be made in the **DC-14** for significant issues.
3. Item #9 on the **DC-135A** may be completed by the staff member and may be used for the following:
 - a. as a means of returning a response to the inmate; and/or
 - b. have the disposition entered in the **DC-14** and subsequently filed in the **DC-15, Inmate Central File** by checking the appropriate box at the bottom of the **DC-135A**.
4. All **DC-135As** returned to the inmate or retained in the file shall include the signature and date of the responding staff member.
5. **DC-135As** that deal with substantive (other than routine requests) issues shall be filed in the **DC-15, Inmate Central File**, and a notation shall be made on the **DC-14**, regarding the request and disposition of the request.

¹ 4-4303

² 4-4435

Section 4 - Correctional Plan

A. Purpose and Goals

1. Correctional planning begins at the point of entry into the Department. The majority of inmates will eventually return to the community; therefore, the initial Correctional Plan and subsequent plans will focus on the inmate's reintegration into the community as a law-abiding citizen. The **DC-43, Correctional Plan (Attachment 4-A)** provides a method of ongoing assessment, evaluation, and tracking of each inmate's progress in addressing the behaviors and attitudes that resulted in incarceration.¹ A copy of the **DC-43** is provided as part of the parole recommendation to help the Parole Board assess the inmate's readiness for parole. The overall mission of every program is to enhance public safety by providing an inmate the opportunity to become a law-abiding citizen through structured educational, vocational, and therapeutic experiences.
2. Correctional programming is the process of matching individual inmate program needs with the standardized programming resources available at each facility. Using the standard **DC-43**, the counselor shall recommend appropriate programs for each inmate in the following five major areas:²
 - a. Work/Education;
 - b. Family/Relationship/Self;³
 - c. Citizenship/Personal Responsibility;⁴
 - d. Offense Related; and
 - e. Re-entry Planning.
3. The overall goals of every program are to have each inmate:
 - a. understand the effects and consequences his/her criminal behavior has had on his/her victim, family, community, and personal responsibility;⁵
 - b. demonstrate an appropriate respect for authority, peers, and self by having a better understanding of what it means to be a member of the community;⁶
 - c. understand his/her high risk factors for re-offending; and
 - d. describe resources and intervention strategies for support to establish and maintain successful community adjustment.

¹ 4-4295, 4-4297

² 4-4297

³ 4-4428

⁴ 4-4428

⁵ 4-4428

⁶ 4-4428

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4. Each counselor is responsible for conducting a minimum of two treatment groups per week. The groups shall address issues under the various categories of standardized programs enumerated on the **DC-43**.
5. Each Corrections Classification and Program Manager (CCPM) is responsible for the development and implementation of all treatment programming within his/her facility. This includes scheduling and assigning treatment programs for alcohol and other drugs staff, psychologists, corrections counselors, chaplains, unit managers, and other appropriate staff. When this function crosses lines of authority, the scheduling and assignment shall be accomplished in conjunction with the Major for Unit Management or Deputy Superintendent for Facilities Management (DSFM).

B. General Procedures

1. The counselor will enter the correctional plan into the automated Unit Management System within five working days of the inmate's arrival at the programming facility. The counselor shall use relevant information from the **DC-15, Inmate Record**, an interview of the inmate, and consultation with other facility staff to develop a realistic work, educational, and treatment plan for the inmate.⁷
2. During the initial interview(s) and development of the **DC-43**, the counselor shall determine the inmate's technical eligibility date for pre-release processing, inform the inmate, and document this date on the **DC-43**. Eligibility for consideration for the privilege of pre-release should be stressed as an incentive for the inmate, a goal to work toward.
3. The counselor shall distribute copies of the completed and signed **DC-43** to the **DC-15, DC-14, Cumulative Adjustment Record** and the inmate. Upon review of the **DC-43**, either at the annual review or a major staffing that necessitates the updating of the **DC-43**, the counselor shall make the necessary changes in the Unit Management System and distribute the updated copies of the **DC-43** as described above.
4. Copies of the **DC-43s** will be filed chronologically in the **DC-14** under the **DC-43** tab of the Staffing Packet.
5. The current **DC-43** and copies of the completed **DC-43s** from the last three years shall be forwarded to the Pennsylvania Board of Probation and Parole (PBPP) as a part of the parole recommendation. In addition, copies of all completed program evaluation forms should be forwarded to the PBPP as a part of the parole recommendation.

C. Completing the Standardized Correctional Plan (DC-43)

1. Each major program category contains specific programs that may or may not apply to the inmate. When completing the initial **DC-43**, the counselor should include all recommended programming for the inmate's entire period of incarceration. This initial **DC-43** is subject to change throughout an inmate's incarceration, as his/her program needs change.

⁷ 4-4297, 4-4449

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2. Upon receipt of a request slip from an inmate, the Corrections Education Department shall evaluate that inmate to establish the his/her educational programming needs. Counselors shall instruct each inmate to submit a request slip to the Corrections Education Department requesting such an evaluation.
3. The Corrections Employment and Vocational Coordinator is responsible for assigning the inmate a facility job.
4. The Family/Relationship/Self Section of the **DC-43** deals with the following:
 - a. Parenting courses - the **Parenting Program of the Pennsylvania Department of Corrections (Attachment 4-B)** is intended for an inmate who has children under the age of 18. If the inmate does not have children under the age of 18 or has no contact or interest in contacting his/her children do not recommend parenting courses. However, if an inmate who expresses interest in the parenting course does not meet the basic criteria, he/she shall be put on a waiting list for placement when space is available.⁸
 - b. Health and Wellness - refers to general activities conducted by the Activities Department.
 - c. 55 and Older Programming - addresses the specific older population at each facility. These programs may be provided by an outside vendor or a creative facility program.
 - d. Long Term Offender Programming – **Long Term Offender Programs (Attachment 4-C)** are crucial for facilities to address because so much programming is minimum sentence driven. Facilities are encouraged to involve an inmate who has 10 or more years on his/her minimum sentence in a facility program to deal with the issues surrounding his/her time. Long Term Offender programs may also be provided to an inmate with less than 10 years at the discretion of the staff, depending upon the individual needs of the case. Using Long Term Offenders as well supervised, trained facilitators for some inmate programming accomplishes several goals at once.

5. Citizenship⁹

Citizenship Groups (Attachment 4-D) is a unit based program that teaches an inmate what it means to be a citizen of the facility community and provides the basis for being a better member of society upon release. The Corrections Education Department offers a formal Citizenship course on basic civics based on educational readiness.

6. Offense Related Programs

Offense related programs are programs that specifically address the inmate's offense or prior offense pattern. Programs include but are not limited to the following:

⁸ 4-4428

⁹ 4-4428

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- a. Drug and Alcohol Treatment is a standardized program that includes education, outpatient, and intensive therapeutic community experience. The Drug and Alcohol Treatment Specialist Supervisor will inform the counselor as to the inmate's treatment phase and waiting list status in accordance with Department policy **7.4.1, "Alcohol and Other Drugs Treatment Programs."**
- b. **Standardized Sex Offender Treatment Program (Attachment 4-E)** is a program that includes an educational/ orientation phase, a treatment phase, and a maintenance phase.
- c. **Anger Management Programs (Attachment 4-F)** are for inmates who have aggressive impulse control issues.
- d. **Act 143 of 1998, 61 P.S. §331.21(b.1)** will only affect an inmate who has an offense(s) that fall under that particular law as defined in Department policy **1.2.1, "Victim Services."**

7. Re-entry Planning

- a. Each inmate shall be informed of his/her pre-release eligibility date and referred to the Inmate Handbook for procedures in accordance with Department policy **DC-ADM 805, "Application, Review, and Approval for Inmates Requesting Pre-Release Status, Placement in Operation Outward Reach, and Outside Assignments."**
- b. Each inmate is informed of his/her responsibility to formulate an acceptable Parole Plan in anticipation of Parole. A time is established to have that plan completed. For re-entry planning it is important that the inmate is made aware at the very beginning of his/her sentence what is required of him/her regarding the **Act 85 of 2000, 18 P.S. §11.1101(a)(1) Crime Victims Compensation** fee.

8. Use of Assessment Information in Formulating the Correctional Plan

- a. The Department completes the following assessments on every newly committed inmate as he/she moves through the Diagnostic and Classification Center (DCC) process.
 - (1) Level of Service Inventory - Revised (LSI-R) - measures risk of re-offending and treatments needs;
 - (2) Hostile Interpretations Questionnaire (HIQ) - measures characteristics of hostility; and
 - (3) Criminal Sentiments Scale - Modified (CSS-M) - measures attitudes, values and beliefs related to criminal behavior.
- b. Facility staff will use the results of these assessment instruments to prescribe programming to lower the risk/needs as measured by these tools. When an inmate is

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received from the DCC, the Unit Management staff at the receiving facility will review the assessment results, found under the “Assessment/ Screening Tools” tab on the left side of the **DC-14, Cumulative Adjustment Record**, and place the inmate into programming related to his/her needs.

- c. The following guidelines shall be used:
- (1) A medium to high score on all three assessment tools (CSS-M, HIQ, and LSI-R) results in priority programming for “Thinking for a Change” and “Violence Prevention.”
 - (2) A medium to high score on CSS-M and LSI-R results in priority programming for “Thinking for a Change.”
 - (3) A medium to high score on CSS-M and a low score on LSI-R results in programming for “Thinking for a Change.”
 - (4) A medium to high score on HIQ and LSI-R results in priority programming for “Violence Prevention.”
 - (5) A medium to high score on HIQ and a low score on LSI-R results in programming for “Violence Prevention.”
 - (6) A medium to high score on CSS-M and HIQ, but a low score on LSI-R results in programming for “Thinking for a Change” and “Violence Prevention.”
 - (7) Low scores on CSS-M, HIQ, and LSI-R may not be appropriate for treatment (absent other indicators).
- d. Please note that the assessment data is to be used along with the professional judgment of staff to provide effective correctional intervention via inmate assignment to programs based on identified needs.
- e. The **Criminal Sentiments Scale - Modified (CSS-M), Attachment 4-G** contains information regarding the CSS-M, HIQ, and LSI-R. The **Inmate Needs Assessment Profile, Attachment 4-H**, is a sample that contains the results of the various assessments.

D. Process for Approving New Programs

1. Facility Program Development Committee (FPDC)
 - a. Each facility shall designate a FPDC chaired by the CCPM to review any program ideas or suggestions.
 - b. The FPDC shall evaluate the program to determine whether or not the idea or suggestion is consistent with the Standardized Program philosophy and mission.

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- c. If the program is consistent with the Department's overall treatment philosophy, it shall be referred to the Department's Program Development Committee (DPDC) at the Bureau of Inmate Services (BIS).
2. Department Program Development Committee (DPDC)
 - a. The Chief of the Treatment Division at the BIS shall chair the DPDC, which shall review inmate program suggestions submitted from the FPDC.
 - b. The program must be research based and fit within the Department's treatment philosophy and framework.
 - c. If the program is accepted, the DPDC shall propose a pilot program to be approved by the Deputy Secretaries.
 - d. Following the pilot program, the results shall be evaluated for Department-wide implementation.

Section 5 – Ongoing Case Recording

Ongoing case recording is a vital element in the correctional process. The ***Inmate Cumulative Adjustment Record (ICAR) in the Unit Management System*** shall be used for this purpose in all Department facilities. The ***ICAR in the Unit Management System*** shall be used by each Unit Manager and/or counselor to record significant comments that relate to the adjustment of an inmate. ***The entry shall be made by a staff member having direct contact with the inmate. When electronic documentation is not possible, information may be recorded on the DC-14, Counselor File.***

A. Use of the ICAR in the Unit Management System

1. The ***ICAR*** shall be used to record relevant contacts with the inmate, formal and informal observations of the inmate, and any other information that is deemed pertinent to the inmate's adjustment and the security of the facility.
2. Standard Entries
 - a. ***The name, title, and date will be entered automatically when an entry is made in the Unit Management System. A brief, concise, professional, and legible statement regarding the nature of the inmate contact along with the staff member's observations and assessments shall be recorded. Entries are permanent and can not be deleted.***
 - b. ***When electronic means of documentation is not available, the Unit Manager, DATS, or counselor initiating a new DC-14 shall complete the heading of the DC-14. This shall include the standard abbreviation of the facility or center, inmate's Department number and commitment name. The Unit Manager, DATS, counselor, or other staff making entries, shall enter the date of his/her entry. A brief, concise, and legible statement regarding the nature of the inmate contact along with the staff member's observations and assessments shall be recorded. The Unit Manager, DATS, or counselor shall legibly sign his/her name and classification.***

3. Format

The ***ICAR/DC-14*** shall be used to record entries in chronological order. ***ICAR entries should be printed and placed in the DC-14 and shall be placed on top of the filled one(s), thereby continuing the record in proper order.***

B. Types of Entries

The types of entries that shall be recorded in the ***ICAR*** include, but are not limited to, the following:

1. significant changes in work or housing assignment, including reasons;

2. brief reports of misconducts and dispositions including any Program Review Committee (PRC) actions;
3. informal resolution actions;
4. changes in classification or status, custody level, and program codes;
5. annual case reviews, classification, reclassification;
6. **minor staffings;**
7. **referrals;**
8. **support team meetings;**
9. staffings for parole, commutation, pre-release, etc., with decisions and inmate's response/reaction;
10. **RRRI certification status changes;**
11. **rebuttable parole certification status changes;**
12. changes in family, or incidents in family;
13. summaries of psychological, psychiatric, or counseling contacts;
14. pertinent comments from work, program, or operations personnel;
15. observations of the inmate's reactions, behavior, or attitudes in his/her daily relationships with staff and inmates;
16. suspicions which do not become part of the disciplinary record; and
17. reports of contacts with other agencies.

C. Method of Use

It is emphasized that the **ICAR** shall be used by each Unit Manager, counselor, DATS, and/or other staff members to record relevant contacts with the inmate.

Section 6 – Correctional Plan Evaluations (CPE) and Completed Treatment/Educational Programs (CTEP) Forms

A. Purpose and Use of the CPE Form

1. The CPE form has been developed to assist with the following:
 - a. ensure clear communication regarding inmate program participation between facilities when inmates are being transferred;
 - b. report the performance of inmates in programs to the PBPP;
 - c. prevent inmates from repeating programs that they have already completed at another facility (if an inmate must be transferred while in a therapeutic community, they should be placed in the same phase of the therapeutic community they are currently in as soon as possible); and
 - d. to assist with potential research projects.
2. The form shall be completed on all inmates who complete or fail to complete a group.
3. All groups or classes conducted by counselors, DATS and members of the Psychology Department shall require form completion.
4. Activities Specialists shall complete the form for classes in decision-making, life skills, and wellness.
5. Education staff shall complete the form for Victim's Awareness and Citizenship.

B. CPE Form Completion

1. Eventually, the CPE form shall be placed on the Unit Management Tracking System. Staff shall then be able to complete, store, and transfer the information in an automated manner. The manually completed form (**Attachment 6-A**) shall be completed as follows:
 - a. inmate name, inmate #, DOB, facility;
 - b. program category - mark the category block that most closely relates to the group or class. Programs run by the Activities Department such as decision-making, life skills, or wellness fall into the category of family, relationship/self;
 - c. program name - indicate name of program;
 - d. date program completed/failure to complete - circle either "Program Completed" or "Failure to Complete" and indicate date of program completion or failure;

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Section 6 – Correctional Plan Evaluation (CPE) and Completed Treatment/Educational Programs (CTEP) Forms

- e. number of program sessions - number of sessions scheduled in a specific class or group;
 - f. number of sessions attended;
 - g. length of session - number of hours of each session or class;
 - h. current phase of Therapeutic Community (if applicable);
 - i. reason for failure to complete the program - comments can be made as needed for clarification;
 - j. attendance - comments can be made as needed for clarification;
 - k. knowledge acquired - comments can be made as needed for clarification;
 - l. integrated the information into his/her lifestyle - comments can be made as needed for clarification; and
 - m. overall assessment - comments can be made as needed for clarification.
2. Copies of the completed form shall be filed in the **DC-14** file (under the Correctional Plan Programming tab), **DC-15** file (under the facility tab), and forward to Medical Records, the inmate, and the facility parole representative. The copy to be provided to the facility parole represented shall be attached to the **DC-13A** at the time of parole processing.
 3. The Bureau of Corrections Education (BCE) shall provide standardized tests for the Knowledge Acquired section for decision-making, life skills, and wellness. The Bureau of Inmate Services (BIS) shall provide standardized tests for sex offender treatment, anger management, citizenship, alcohol and other drug basic education and relapse prevention. Additional standardized tests shall be provided as programs are developed. If a standardized test is not available when the form is completed, the section should be marked non-applicable.

C. Complete CTEP Form Completion

1. The CTEP form (**Attachment 6-B**) shall be used to list all treatment and education programs completed by an inmate.
2. At the time of program completion, Unit Management staff shall complete the "Date Completed" and "Program Title" sections on the form for each program completed by the inmate.
3. The CTEP form shall be maintained in the **DC-14**, Counselor File, under the PPP's Programming tab, and forwarded to the facility parole representative with the **DC-13A, Reclassification Summary**, at the time of parole processing.

Section 7 - Organization of the Counselor File (DC-14)

This section describes the organization of the **DC-14**. Using the pre-made folders, each inmate counselor file shall be standardized throughout the Department. All forms and entries described in Department policy **11.4.1, "Case Summary"**, are to be allowed.

A. Use of the Counselor File

The **DC-14** is a working file used by staff to keep an up-to-date running account of an inmate's progress as well as to provide facility staff with pertinent information in order to make informed decisions at staffings. The inmate's counselor has the primary responsibility for maintaining and keeping this file up-to-date, clerical staff may assist in this process. The **DC-14** shall be reviewed at least annually by the counselor for purging of outdated material.

B. Format

The file shall be divided into three sections: a left side, a right side, and a removable center section. Each section shall have tab separators with a pre-printed list of everything to be found under the tab leaf to ensure appropriate and consistent organization.

1. The left side of the file shall consist of the following from top to bottom:
 - a. Public Safety Face Sheet;
 - b. **DC-16D, Sentence Status Summary**;
 - c. **DC-23B, Sentence Status Change Report**;
 - d. program assessment forms;
 - e. **DC-1, Classification Summary** (two copies);
2. The right side of the file shall consist of the following in chronological order:
 - a. **DC-14**;
 - b. **DC-141, part 3, Program Review Committee Action**, decisions that do not change the sanction;
 - c. **DC-135** (pertinent requests only);
 - d. outside correspondence;
 - e. referrals;
 - f. double celling form; and
 - g. miscellaneous (including copy of personal data questionnaire).

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Section 7 - Organization of the Counselor File (DC-14)

3. The center section shall be considered the staffing packet that shall be used to circulate vote sheets. It shall contain the following filed from top to bottom:
 - a. the current **DC-46, Vote Sheet** (pre-release, parole, outside clearance, etc.);
 - b. a current Public Safety Face Sheet;
 - c. all previous **DC-46** vote sheets in chronological order, except pre-release;
 - d. **DC-141, Part 1, Misconduct Report** in chronological order (including any appeals that changed the sanction imposed by the Hearing Examiner);
 - e. PACTs in chronological order with housing and work reports (not to include the PACT worksheet);
 - f. **DC-43s, CPs**;
 - g. psychologicals;
 - h. **DC-13A**, (except pre-release - "greensheets");
 - i. pre-release: CCC referrals, judge's letters, and responses;¹
 - j. pre-release summaries;²
 - k. **DC-46**;
 - l. **DC-23Bs, Sentence Status Change Reports**;
 - m. **DC-1**, "face sheets";
 - n. transfer rationales;
 - o. pre-sentence investigation (PSI)/official version; and
 - p. a current inmate photograph attached to the inside cover of the staffing packet.

C. Monitoring

The Counselor's Unit Manager shall review the counselor files on a regular basis, but no less than annually. A random sample of counselor files shall also be reviewed during the Annual Facility Inspection in accordance with Department policy **6.3.1, "Facility Security"**.

¹ 4-4443

² 4-4443

Section 8 – *Vote Sheet*

This section describes the format and uses of the **DC-46 (Attachment 8-A)**. The **DC-46** is designed to enable all participating staff to record their formal vote and rationale. This format broadens the **DC-46s** relevance by allowing increased majority/minority input through the inclusion of a brief explanation or comment following the “yes” or “no” entry.

A. *Use of the DC-46*

1. The **DC-46** shall be used to record each major staff decision that affects an inmate. Other staff decisions may be recorded on the **DC-46** according to facility procedures. However, all significant staff decisions affecting an inmate shall be recorded in the ***Inmate Cumulative Adjustment Record (ICAR) in the Unit Management System*** whether or not a **DC-46** has been used.
2. ***The DC-46 will not be used to certify that an inmate is eligible for his/her Recidivism Risk Reduction Incentive (RRRI) minimum date.***

B. *Major staff Decisions*

The inmate’s Unit Manager shall chair all staffings that deal with major decisions. These decisions shall be recorded on the **DC-46**. The Unit Support Team (i.e., counselor, corrections officer, work supervisor), are encouraged to attend such staffings. In the event that a member of the Unit Support Team cannot be present for a staffing, his/her vote shall be submitted via the adjustment record or other written means so that his/her vote can be noted on the **DC-46**. The Unit Support Team shall use the ***ICAR in the Unit Management System*** to record minor staff decisions that do not present community risk. Examples of major staff decisions that require the use of the **DC-46**, include, but are not limited to, the following:

1. parole;
2. commutation;
3. pre-release programs;
4. emergency furloughs;
5. outside clearance with related program codes (“R”, “M”, “C”, “X”, “V”);
6. single cell status (Z Code);
7. ***transfer to a Special Housing Unit (SMU/SSNU);***
8. custody level overrides from custody level three (CL-3) to custody level two (CL-2) for the following reasons:
 - a. outside clearance eligibility;

- b. transfer to another facility; and/or
 - c. lifers – annual re-staffing is not necessary as long as a lifer's Pennsylvania Additive Classification Tool (PACT) score falls in the custody level two (CL-2) range.
9. high risk status (H code).

C. Filing of the DC-46

All **DC-46s**, regardless of the action that is taken, shall be filed in the **DC-15**. A copy of the **DC-46** shall be filed in the designated location in the **DC-14**.

D. Content of the DC-46

The following procedures shall be used for completing the **DC-46**:

1. enter the name or abbreviation of the facility using the standard Department designation;
2. enter the date on which the vote is taken;
3. enter the inmate's Department number;
4. enter the inmate's name (last name first);
5. enter the inmate's current custody level and all program codes;
6. ***enter the minimum and maximum sentence dates;***
7. ***enter whether or not detainers are listed;***
8. ***enter whether or not there are CWP/Escorted Leave restrictions;***
9. ***enter whether the offense(s) is problematic;***
10. ***enter whether the offense is covered by DNA act and date the DNA sample was collected;***
11. ***enter explanation for current program codes of O, H, and Z;***
12. enter purpose(s) of vote sheet;
13. enter the names of voting staff on the appropriate lines;
14. enter the explanation of "yes" or "no" votes of each member, ***for each purpose voted on*** (if the recommended action is supported, a comment is optional, however, a comment shall be included when the vote is for non-support of the recommended action);
15. ***enter inmate's reception date;***

16. **enter information regarding inmate's escape history;**
17. **enter the date of last misconduct;**
18. **enter inmate's assessment scores if applicable, TCU score, and TABE score;**
19. **enter whether inmate meets the educational requirements for the proposed clearance, if attending, on the waiting list for the required educational programming, or if a waiver has been granted, and date of waiver;**
20. enter a synopsis of staff recommendations, including brief rationale(s) **for each new purpose voted on;**
21. the Deputy Superintendent for Centralized Services (DSCS) shall enter the vote(s) and pertinent comments;
22. the Deputy Superintendent for Facilities Management (DSFM) and **Deputy Secretary for Centralized Services (DSCS)**, if applicable, shall enter the vote(s) and pertinent comments; and
23. the Facility Manager/designee or Diagnostic and Classification Center (DCC) Director shall enter the vote(s) and signature. This vote is the ultimate decision to approve or disapprove the recommended action of the **DC-46**. If the recommended action is approved, a comment is optional, however, a comment shall be included when the recommended action is disapproved.

E. Processing of the DC-46

Guidelines for processing the **DC-46** are listed below. Local procedures shall, however, dictate the processing of various types of **staffings through various levels of approval**.

1. When a particular action **is recommended for disapproval at the Unit Team Level**, the Unit Management Team shall recommend a timeframe to the Facility Manager when the issue can again be processed.
2. **If the recommended action receives final disapproval, excluding parole cases, the Facility Manager/designee, shall establish the date (six – 12 months in the future), when a subsequent formal staffing would be appropriate. The inmate will not be scheduled for a formal staffing prior to the date established by the Facility Manager/designee without the prior approval of the Facility Manager. The inmate's Unit Manager is responsible for informing the inmate of the review date. The inmate may request another formal staffing on or after the established review date.**
3. Individual staff votes shall not be divulged to the inmate.

Section 9 - Counselor Manual

A. Manual Development

1. Each Facility Manager/designee shall ensure that a Facility Counselor Manual is developed that includes all related counselor responsibilities. This manual shall contain, but not be limited to, the following:
 - a. procedures in accordance with relevant Department policy;
 - b. procedures that are specific to the individual facility; and
 - c. examples of each applicable procedure and form.
2. The Counselor Manual shall include procedures and forms related to the following tasks and responsibilities:
 - a. PACT - annual review – **DC-43**;
 - b. parole;
 - c. transfer;
 - d. single celling;
 - e. parole violator summary;
 - f. continuation;
 - g. outside clearance and hold-in orders;
 - h. pre-release; and
 - i. commutation.

B. Update and Review

1. This manual shall be kept in a three-ring binder. Each Unit Manager is to ensure that each counselor is issued his/her own copy of the Counselor Manual.
2. Each counselor shall be responsible for reviewing and updating his/her copy of the Counselor Manual on an as-needed basis but at least annually.¹

¹ 3-4381

**7.2.1, Counseling Services Procedures Manual
Glossary of Terms**

Correctional Counseling – An intentional, interactive process of a professionally trained staff member to address the facility adjustment, case management, classification, treatment, and release issues presented by the inmate population of the Department.

Correctional Plan – The **DC-43, Correctional Plan (CP)** is a standardized form used to describe and track each inmate's individualized program needs. The form, which is completed on an annual basis and updated as needed, is a cumulative record of the inmate's progress and completion of prescribed correctional programming. The inmate shall always be involved in the completion of this form.

Department – The Pennsylvania Department of Corrections.

Formal Contact – A one-on-one contact between the counselor and inmate whose purpose is to review the inmate's progress in programs, address the inmate's concerns and discuss other relevant matters.

Initial Reception Committee (IRC) – A committee of staff generally composed of the CCOM, a unit manager, custody staff, and other professional staff whose responsibility is to screen new receptions and assign them to appropriate housing and to a counselor.

Rebuttable Parole – Procedures for the Pennsylvania Board of Probation and Parole (PBPP) to follow for less serious offenders who meet established criteria and successfully complete prison programming to be paroled at their minimum sentence date. To streamline and facilitate the parole process, only one decision maker (Hearing Examiner) is required to interview and make the final decision. An eligible offender would be paroled at his/her minimum sentence date if the PBPP confirms the following:

- 1. The less violent offender has successfully completed all programs required by the Department and has maintained good conduct.***
- 2. The less violent offender has an adequate reentry plan to the community that addresses the needs for housing, employment, or treatment and established conditions of parole.***
- 3. There is no compelling reason why releasing the offender on parole would be dangerous or detrimental to public safety.***

Recidivism Risk Reduction incentive (RRRI) – A type of sentence for eligible offenders in which the court imposes a regular minimum and maximum sentence and the court indicates that the imposed sentence is also eligible for the Recidivism Risk Reduction Incentive. An eligible offender will have the opportunity to serve ¾ of the minimum sentence for sentences up to three years, and 5/6 of the minimum sentence for sentences greater than three years by completing program recommendations and maintaining positive adjustment. In order for an inmate to be released at the RRRI minimum sentence, the Department must certify that the inmate has maintained positive adjustment and that the inmate has completed all recommended treatment programming.

**7.2.1, Counseling Services Procedures Manual
Glossary of Terms**

Release Packet/Booklet – A standardized packet of release planning and community support systems information given to each inmate upon release from the Department.

Unit Management Tracking System – A computer application that allows staff to track individual inmate information or needs such as programming, employment, security, medical, and education giving staff the ability to better manage a diverse inmate population within a housing unit and the facility as a whole.