

Training plan for Regional and Institution Staff concerning the First Step Act.

The week of September 23, 2019 is the CMC conference. The CMC's will be trained on how to determine an inmate's eligibility, determine the inmates risk score for recidivating (PATTERN) and how the calculation of Time credits will occur.

The week of October 7, 2019, Regional Office and Privatization staff will come to D.C. for FSA training. This training will be provided to all Correctional Programs staff in the Regional Offices who will be conducting training in the field. The Regional Offices may pull a few CMC's into this training as well. These CMC's will assist with training in the field. This will be a two day training (Travel Monday and Thursday).

The Regional Administrators and the Privatization Branch will present their plan on training all of the Case Managers and Unit Managers in their institutions. This training is expected to begin the week of October 14th. The institution staff will be trained by November 8, 2019. This will give Central Office/Regional Office staff four weeks to train all institution staff.

The trainings conducted at the institutions would be in person training and last for one day. Case Managers would learn how to determine an inmate's eligibility for time credits, how to score an inmate to determine their risk level for recidivating (until the program PATTERN is operational) and be provided an explanation on how time credits will be calculated. It is not expected Case Managers will be required to calculate time credits. IPPA is working to make this automated.

The Regional Administrators should pick an institution where several facilities can be trained at once. For example: conduct a training at FMC Lexington for McCreary, Manchester and Lexington staff.

Once institution staff are trained they can begin identifying the eligibility status of each inmate on their case load and provide them with their risk score.

A meeting with the inmates outside of their regularly schedule program review will need to be conducted. The inmates will be

informed verbally and in writing (proposed form attached) of their eligibility status and risk level. The Unit Manager and Case Manager at a minimum should be present at this meeting.

All inmates will have their eligibility determined, risk score completed and loaded into SENTRY by January 17, 2020.

It should be noted, if a continuing resolution begins on October 1, 2019, this training is necessary to ensure inmates are notified whether or not they are eligible for time credits and their risk of recidivating (Minimum, Low, Medium, or High) under the First Step Act.

Timeline of completed items and what is scheduled

The PATTERN instructions and male/female recidivism risk scoring tool was received from ORE on September 3rd.

A meeting with the regional Administrators took place the week of September 14th to discuss training, create a form to be attached to the policy for Time Credits to determine and inmate's eligibility (attached).

A second meeting with the Administrators will take place on September 23, 2019, prior to the beginning of the CMC conference. The above plan will be discussed.

What is still needed

Reentry Division:

Need a list of approved Evidence-Based Recidivism Reduction programs and productive activities to provide the Case Managers. This list will be on Sallyport. Case Managers can begin recommending these programs.

IPPA:

1) Implement the following FSA eligibility assignments in SENTRY: "ineligible automatic", "ineligible manual", "eligible", "need review" and the FSA risk codes for recidivating "High", "Medium", "Low", and "Minimum" (Spoke with (b)(6);(b)(7)(C) He feels this can be completed within the next two weeks)

2) Modify sentence monitoring program(s) to automatically give inmate the FSA assignment "ineligible automatic" or "needs review" based on offense code. This would happen when DSCC enters the comp so it could be up to 60 days before the FSA eligibility is entered based on DSCC processing.

3) Write a batch program to give all inmates the FSA assignment "ineligible automatic" or "needs review" so that we can get the assignments in for the current BOP population. **(Number 2 and 3 are expected to be completed prior to Thanksgiving. It is expected a little over 40% of the inmate population will be ineligible. If the timeline can be moved up it would be extremely helpful. If not, Case Managers will be reviewing the 100% of their caseloads).**

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Note #1: This does not include giving them an initial PATTERN assessment. In order to do that we would need to do the following as well.

- 1) Add the ability to collect "age/date of first conviction" to appropriate SENTRY transactions **(analysis in progress right now. Case Manager can complete this on paper form. DSCC will load all age/date of first conviction into SENTRY once it is ready).**
- 2) Write a batch program to use NLETS data to populate "age/date of first conviction" for current BOP population.
- 3) Implement the full PATTERN scoring service **(work currently in process. Case Managers will complete the scoring on paper until PATTERN is operational).**
- 4) Integrate the PATTERN scoring service into the Insight Suite.
- 5) Write a batch program to give a PATTERN score to all inmates in current BOP population **(Case Managers will complete on paper until this program is completed.)**

Note #2: we also need to determine how we are going to implement time credit calculations as well as modify the discipline programs to allow sanctions on time credits by the DHO.

ADM:

Need Cost Center for the funds that will be used to conduct all trainings.