



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUAL

REVISION DATE
1/3/22

PAGE NUMBER
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DOC 310.300

POLICY

TITLE

SKILL BUILDING UNIT

REVIEW/REVISION HISTORY:

Effective: 1/30/17

Revised: 1/3/22

SUMMARY OF REVISION/REVIEW:

Major changes to include terminology updated throughout. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

12/7/21

Date Signed

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|---|--|------------------------------|-------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON FACILITY/SPANISH MANUAL | | |
| | REVISION DATE 1/3/22 | PAGE NUMBER 2 of 6 | NUMBER DOC 310.300 |
| | TITLE SKILL BUILDING UNIT | | |

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; DOC 300.380 Classification and Custody Facility Plan Review; DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments; DOC 540.150 Nature Imagery Program

POLICY:

- I. The Department has established procedures for identifying incarcerated individuals with intellectual and/or developmental disabilities or traumatic brain injury to house in a Skill Building Unit (SBU) that provides a safe environment for building skills to improve independence in the correctional setting and support successful transition back into the community.
- II. Facilities may establish an SBU, in consultation with the Mission Housing Administrator (MHA).

DIRECTIVE:

- I. Responsibilities
 - A. Each facility with an SBU will designate:
 1. The Health Services Manager 1 or higher rank as the SBU Point of Contact (POC), who will facilitate bimonthly SBU unit and program employee/contract staff meetings to discuss:
 - a. Clinical issues
 - b. Unit operations
 - c. Staffing
 - d. Specific needs of incarcerated individuals
 - e. Programming
 - f. Reentry
 - g. Unit activities
 2. An Associate Superintendent/designee to coordinate with:
 - a. A local college(s) to provide educational programming, and
 - b. Evergreen State College for Sustainability in Prisons Project (SPP) programs.
 - B. The MHA, Chief of Classification/designee, and/or the Mental Health Director/designee will co-chair a multidisciplinary Headquarters SBU Committee that will meet weekly and include, at a minimum:

| | | | |
|---|--|------------------------------|-------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON FACILITY/SPANISH MANUAL | | |
| | REVISION DATE 1/3/22 | PAGE NUMBER 3 of 6 | NUMBER DOC 310.300 |
| | TITLE SKILL BUILDING UNIT | | |


1. SBU Correctional Unit Supervisor (CUS)
2. Facility SBU POC
3. Americans with Disabilities Act Compliance Manager
4. Headquarters Classification Manager

C. The facility SBU POC will develop, publish, and maintain a schedule of unit programs/activities to include:

1. Life skills lab
2. Specialized educational classes
3. Nature imagery per DOC 540.150 Nature Imagery Program
4. Adaptive skills groups

II. Eligibility


- A. Individuals will be screened for intellectual deficits and traumatic brain injury using DOC 13-349 Intersystem/Restrictive Housing Mental Health Screening at the Reception Diagnostics Centers.
 1. Based on results, a standardized intellectual assessment to screen for intellectual and/or developmental disabilities may be completed by mental health employees/contract staff on a case-by-case basis.
 2. If screening is not able to occur at reception, then any subsequent facility where the individual is transferred will complete the screening.
- B. For individuals that score in the low average range or less on the assessment, mental health employees/contract staff will notify the case manager to complete DOC 13-457 Intellectual Disability Review and forward the form to the facility SBU POC.
- C. Individuals will be considered for housing placement in the SBU based upon the following criteria:
 1. Indicator of intellectual disability or observation of poor adaptive functioning or traumatic brain injury as documented on DOC 13-457 Intellectual Disability Review.
 2. Documented intellectual disability (e.g., previous enrollment in Division of Developmental Disabilities services).
 3. Exceptions may be made on a case-by-case basis by the Headquarters SBU Committee.

| | | | |
|---|--|------------------------------|-------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON FACILITY/SPANISH MANUAL | | |
| | REVISION DATE 1/3/22 | PAGE NUMBER 4 of 6 | NUMBER DOC 310.300 |
| | TITLE SKILL BUILDING UNIT | | |

- D. In consultation with the Headquarters Maximum (MAX) Custody Committee, developmentally disabled/intellectually delayed individuals assigned to MAX custody housed in an Intensive Management Unit may be provided specific programming by SBU employees/contract staff.
- E. The facility POC will consult with the SBU CUS to review individuals for other eligibility criteria and determine if placement in the SBU would be beneficial.

III. Referral process

- A. Employees will email referrals for the SBU to docsbureferrals@doc1.wa.gov.
- B. The facility SBU POC will:
 - 1. Collaborate with appropriate employees to create informative and effective meetings and develop an agenda,
 - 2. Review and forward referrals with a recommendation regarding admission and the agenda to the Headquarters SBU Committee prior to the meeting, and
 - 3. Notify all SBU employees of meeting decisions.
- C. The Headquarters SBU Committee co-chairs will:
 - 1. Identify committee members, determine when a quorum has been established, and meet to review the SBU referrals, plan(s), and placement options.
 - 2. Consider the SBU Committee's input and make the final decision.
 - a. If SBU placement is approved, the facility SBU POC will:
 - 1) Email the referring and receiving facility to provide notification of the decision, and
 - 2) Document the decision as a Chronological Event (chrono) in the individual's electronic file and ensure it is included in the Custody Facility Plan.
 - b. If SBU placement is denied, the Headquarters SBU POC will:
 - 1) Provide the receiving facility with direction regarding the individual's housing assignment, and

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|---|--|------------------------------|-------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON FACILITY/SPANISH MANUAL | | |
| | REVISION DATE 1/3/22 | PAGE NUMBER 5 of 6 | NUMBER DOC 310.300 |
| | TITLE SKILL BUILDING UNIT | | |

2) Document the decision as a chrono in the electronic file.


- c. If the co-chairs cannot agree, the final decision will be made by the Comprehensive Case Management Senior Director.

IV. Unit Operations

- A. The SBU CUS is responsible for the day-to-day operations of the SBU and will ensure employees, contract staff, and volunteers adhere to the processes and procedures of the unit.
- B. DOC 13-069 Individual Behavior Management Plan will be developed and implemented as needed for individuals in the SBU.
- C. The Correctional Mental Health Counselor (CMHC) 3 will:
 1. Meet with each SBU participant every 6 months to complete DOC 13-576 Skill Building Unit Individualized Plan.
 2. Offer an informal monthly meeting with the participant to monitor the progress of the plan and document the meeting on DOC 13-538 Mental Health Encounter Report.
- D. Formal reviews will be conducted every 6 months per DOC 300.380 Classification and Custody Facility Plan Review.

V. Transfer or Release

- A. If an individual is believed to no longer need SBU services, requests a transfer, or is found unsuitable for the SBU environment, a recommendation will be made to the Headquarters SBU Committee, who will make the final decision for discharge from the program and placement in another unit/facility.
 1. Individuals requesting transfer will be considered during the next formal review.
 2. The Headquarters Classification Manager will notify the facility SBU POC and SBU CUS of the committee chair's decision regarding the individual's housing assignment.
- B. One year before an individual's Earned Release Date, the case manager, CMHC 3, and a continuity of care nurse will collaborate with a Psychiatric Social Worker to complete documentation necessary to continue/initiate disability benefits, health insurance, and any other applicable benefits to contribute to successful reentry.

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|---|--|------------------------------|-------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON FACILITY/SPANISH MANUAL | | |
| | REVISION DATE 1/3/22 | PAGE NUMBER 6 of 6 | NUMBER DOC 310.300 |
| | TITLE SKILL BUILDING UNIT | | |

1. Documentation will include the completion of DOC 13-084 Mission Housing/Skill Building Unit Transition Plan.

- C. Individuals releasing from the SBU will be assessed for transportation needs that may include transporting the individual to a destination in the community.

VI. Training

- A. Specialized training for SBU employees/contract staff will be provided to include information on people with intellectual/developmental disabilities and disability etiquette.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 13-069 Individual Behavior Management Plan
DOC 13-084 Mission Housing/Skill Building Unit Transition Plan
DOC 13-349 Intersystem/Restrictive Housing Mental Health Screening
DOC 13-457 Intellectual Disability Review
DOC 13-538 Mental Health Encounter Report
DOC 13-576 Skill Building Unit Individualized Plan