REVIEW/REVISION HISTORY:

Effective: 2/15/01
Revised: 8/1/05
Revised: 7/3/06
Revised: 7/31/07
Revised: 12/19/08
Revised: 6/20/11

SUMMARY OF REVISION/REVIEW:

Added II.A.6. that academic degree program attendance/achievement will be recorded in the RPM system
Added III.A.8. that the RPM system will be used to coordinate with the callout system
V.B. - Adjusted that offenders will be referred to programs based on the Statewide Referral Grid
V.C. - Added that program providers will place offenders into programs based on offender needs, Earned Release Date, and risk level

APPROVED:

Signature on file

ELDON VAIL, Secretary
Department of Corrections

5/15/11

Date Signed
REFERENCE:

DOC 100.100 is hereby incorporated into this policy; DOC 420.155 Callout System; DOC 500.000 Education and Vocational Programs for Offenders; DOC 670.500 Chemical Dependency Treatment Services; DOC 590.350 Offender Change Programs; DOC 700.100 Class III Offender Employment and Compensation; DOC 700.400 Class IV Off-Site Work Crew; DOC 710.400 Correctional Industries Class II Employment

POLICY:

I. Resource Program Management (RPM) is a series of screens in the Offender Based Tracking System (OBTS), used to track offender participation in programs and work that is used by Department facilities, Field Offices, Community Justice Centers, and Correctional Industries. RPM allows the Department to monitor use and track outcomes, both locally and statewide, as needed.

DIRECTIVE:

I. Statewide Application

A. The Educational Services Administrator will oversee the RPM system, to include modifications to the OBTS-RPM system with the support of:

1. Educational/vocational/life skills programs,
2. Chemical Dependency Program Administrator,
3. Director of Behavioral Health,
4. Correctional Industries Director,
5. Major facility Superintendents/designees,
6. Community Corrections Administrators,
7. Re-entry Grant Manager,
8. Sex Offender Treatment Program Director,
9. Family centered/volunteer programming, and
10. Offender Change Oversight Committee.

II. Data

A. At intake, RPM will be used to record Offender Chemical Dependency and Education screening, assessment, and evaluations, to include standardized testing.

B. Superintendents/Community Corrections Supervisors will designate a staff to update the RPM screens to accurately reflect current attendance and record achievements in:

1. Offender work programs (i.e., Class II, III, IV, and V),
2. Offender Change Programs,
3. Life skills,
4. Vocational programs,
5. Basic skills,
6. Academic degree programs,
7. Chemical Dependency Treatment Program,
8. Sex Offender Treatment Programs,
9. Work Release programs,
10. Other Community Corrections programs,
11. Community Justice Center programs, and
12. Family Centered Programming.

C. RPM program reports, data, charts, graphs for reports and tracking, Government Management Accountability and Performance (GMAP), and performance measures may be requested from the statewide RPM Correctional Specialist.

III. Use of Resource Program Management

A. The RPM system will be used to:

1. Track offender progress in programs.
2. Track offender program information transfers between facilities and into Community Corrections.
3. Establish a list of offenders by priority of enrollment.
4. Provide offenders with program schedules.
5. Track offender programs and achievements (i.e., certificates).
6. Provide data to support research activities relevant to programs, services, operations, and performance measures.
7. Track program participation and attendance.
8. Coordinate with the callout system.

B. RPM data will be used, in part, to:

1. Determine the type and number of programs to meet the needs of the offender population, and
2. Direct funding from state and federal sources to offender population and programs.

IV. Training

A. All RPM data entry staff, including Department and contract staff, must be trained by the statewide RPM Corrections Specialist.

B. The statewide RPM Corrections Specialist will:
1. Provide training, upon request, to other staff who use the system, and

2. Update training materials and the RPM Manual and post information on InsideDOC.

V. Program Referral and Placement

A. RPM will be used to refer offenders to programs.

B. Counselors, Community Corrections Officers, or the facility Risk Management Team will refer offenders to programs based on the Statewide Referral Grid.

C. Program providers will place offenders into programs based on offender needs, Earned Release Date, risk level, and referral priority.

D. Within Prisons, requests to change referral priority must be approved by the facility Risk Management Team.

DEFINITIONS:

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

ATTACHMENTS:

None

DOC FORMS:

None