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GUIDELINES 726-3

In Effect: 2015-05-11

Due for Review: 2017-05-11

National Correctional Program Management Guidelines

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|--------------------------------------|--|
| PROGRAM ALIGNMENT | Correctional Interventions |
| OFFICE(S) OF PRIMARY INTEREST | Correctional Operations and Programs Sector |
| ONLINE @ | <ul style="list-style-type: none"> • http://infonet/cds/cds/726-3-gl-eng.pdf • http://infonet/cds/cds/726-3-gl-fra.pdf • http://www.csc-scc.gc.ca/text/plcy/cdshtm/726-3-gl-eng.shtml • http://www.csc-scc.gc.ca/text/plcy/cdshtm/726-3-gl-fra.shtml |
| AUTHORITIES | <ul style="list-style-type: none"> • <i>Corrections and Conditional Release Act</i> (CCRA), sections 3, 3.1, 4, 5(b), 15.1, 26, 76, 77, 79, and 80 • <i>Corrections and Conditional Release Regulations</i> (CCRR), section 102 • CD 726 – Correctional Programs |
| PURPOSE | <ul style="list-style-type: none"> • Ensure correctional program effectiveness and efficiency through a standardized approach to correctional program implementation and management |
| APPLICATION | <ul style="list-style-type: none"> • Applies to all staff involved in correctional program management, monitoring, and delivery |

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RESPONSIBILITIES AND PROCEDURES

1. The Director, Reintegration Programs Division, will oversee the approval or denial of requests to add [national correctional programs](#) to the site program inventory.
2. The Regional Administrator, Assessment and Interventions, will approve or deny requests to add regional or local correctional programs to the site program inventory.
3. The Assistant Warden, Interventions/Associate District Director or delegate will chair the Correctional Intervention Board (CIB).
4. The Manager, Programs/Community Program Manager will:
 - a. submit requests to add national correctional programs to the site program inventory to [GEN-NHQ RPD Program Inventory](#)
 - b. submit requests to add regional or local correctional programs to the site program inventory to the Regional Administrator, Assessment and Interventions, for approval
 - c. participate in the CIB
 - d. notify the Assistant Warden, Interventions/Associate District Director when a correctional program schedule is delayed by more than one month

- e. ensure correctional program schedule information is entered and updated in the Offender Management System (OMS), including the Correctional Program Officer/Aboriginal Correctional Program Officer name(s) and program start and end dates
 - f. monitor the number of offenders on the waitlist for each program schedule in order to maximize program capacity
 - g. specify the number of correctional program sessions the Correctional Program Officer/Aboriginal Correctional Program Officer is expected to deliver each week, to a maximum of six program delivery sessions per week.
5. The Correctional Program Officer assessor will:
- a. complete a preliminary draft of the risk assessment measures for men offenders at intake
 - b. enter the appropriate Static-99R flag for men [sex offenders](#)
 - c. review the results of the [Program Identification Tool](#) and determine whether an offender meets the criteria for an override
 - d. complete referrals to program primers at intake and the appropriate Identified Program Need via an administrative referral.
6. The Program Assistant will, under the direction of the Manager, Programs/Community Program Manager, enter and update program schedule and assignment information.

Entering Programs in the OMS Program Inventory

National Correctional Programs

7. If a decision is taken by a site to offer a national correctional program not currently listed in the OMS program inventory, the Manager, Programs/Community Program Manager will complete the [Program Record Identification](#) (CSC/SCC 1243) form, and submit the form electronically to [GEN-NHQ RPD Program Inventory](#).
8. Once the request to install a national correctional program is approved, the program will be added to the OMS program inventory by OMS staff at National Headquarters (NHQ).
9. National correctional programs are generally installed at the requested site within 48 hours of approval of the request by the Reintegration Programs Division at NHQ.

Regional/Local Correctional Programs

10. Prior to installing a regional or local correctional program in the OMS program inventory, the Manager, Programs/Community Program Manager will complete the [Program Record Identification \(CSC/SCC 1243\)](#) form. The completed form should be submitted electronically to the Regional Administrator, Assessment and Interventions, for verification.
11. Once the correctional program information has been confirmed by the Regional Administrator, Assessment and Interventions, the program can be installed in the site program inventory.

18-Month Correctional Program Schedule

12. The 18-month correctional program schedule in OMS must be maintained and monitored for all national correctional programs. The 18-month schedule must be reflected in the appropriate Annual Program Plan.
13. There are three program schedule status options available in OMS:
 - a. Active: indicates that the program is currently being delivered, or is scheduled for delivery in the future. This schedule status is used for both continuous and non-continuous programs
 - b. Inactive: indicates that a Correctional Program Officer/Aboriginal Correctional Program Officer is not currently delivering the program, but is expected to return to delivering the program in the foreseeable future (e.g., is currently delivering another correctional program or is on a short-term assignment). This schedule status should be used for continuous programs only
 - c. Closed: indicates that the program was completed, is no longer being offered through the schedule, or the program was cancelled. This status can be used for both continuous and non-continuous programs.
14. The name of the Correctional Program Officer/Aboriginal Correctional Program Officer(s) who will be delivering the program must be identified in the 18-month correctional program schedule, when available.
15. When the Correctional Program Officer/Aboriginal Correctional Program Officer who will be delivering the program has not yet been identified, the name of a designated person, such as the Manager, Programs/Community Program Manager should be used. Only one name per site should be used for this purpose.
16. Once the Correctional Program Officer/Aboriginal Correctional Program Officer who will be delivering the program has been identified, the Manager, Programs/Community Program Manager will ensure that the program schedule is updated accordingly.

17. Should the exact start date of a program not be available, a reasonable estimate should be made. The Manager, Programs/Community Program Manager is responsible for ensuring that the program start and end dates are accurately updated in OMS.
18. If a program on the 18-month schedule cannot be delivered, the program schedule status will be set to Closed. The start and end dates should be set to the same day, and the number of seats should be set to zero to indicate that the program was cancelled.
19. If a program schedule start date is delayed by more than one month, or if a program is cancelled, the Assistant Warden, Interventions/Associate District Director must notify the Regional Administrator, Assessment and Interventions.

Schedule Transition

20. In order to ensure schedule accuracy and facilitate the entry of program performance measures into the Program Performance Measure in the Offender Management System Renewal (OMSR), for continuous programs, a new program schedule should be created a minimum of once every 18 months, or whenever there are changes to the schedule information.
21. For continuous intake programs, it may be necessary to replace an existing program schedule with a new program schedule. When this occurs, the schedule should be transitioned as follows:
 - a. a new schedule should be created in OMS with the new facilitator's name and schedule information
 - b. all offenders currently waitlisted to the program on the former schedule should be transitioned to the newly created schedule
 - c. offenders assigned to the former program schedule should maintain the assignment status of Assigned until the current cycle is completed. Should a subsequent cycle of program be required, a new referral should be made to the new program schedule
 - d. once the former program schedule no longer has any offenders assigned or waitlisted, the schedule should be closed in OMS.

Delivery Timeframes

22. In order to maximize program capacity, Correctional Program Officers/Aboriginal Correctional Program Officers will normally deliver up to six correctional [program sessions](#) per week.
23. Factors to be considered by the Manager, Programs/Community Program Manager in determining a fair and equitable workload for each Correctional Program Officer/Aboriginal Correctional Program Officer may include, but are not limited to:

- a. operational limitations (e.g., inmate movement, program room availability)
 - b. number of participants enrolled in the program
 - c. frequency of contact with the participants
 - d. the program intensity level
 - e. program demand
 - f. total number of participants under the Correctional Program Officer/Aboriginal Correctional Program Officer's responsibility
 - g. number of programs being delivered by the Correctional Program Officer/Aboriginal Correctional Program Officer
 - h. number of participants with [responsivity](#) needs
 - i. for continuous programs, the number and frequency of participants entering and leaving the program
 - j. availability of participants
 - k. other reintegration priorities for participants (e.g., education, employment, time with family)
 - l. time required to travel in remote areas.
24. The maximum of six program sessions per week refers to the total number of sessions for all programs delivered by a Correctional Program Officer/Aboriginal Correctional Program Officer, and not necessarily the frequency with which a single program is delivered (e.g., maintenance programs).
25. For detailed information on the anticipated delivery timeframes of a particular correctional program, please refer to the [National Program Descriptions](#).

Correctional Intervention Board

26. In the institution, the CIB is chaired by the Assistant Warden, Interventions or his/her delegate. Other members of the CIB may include the Manager, Assessment and Interventions, Manager, Programs, Chief of Education, Parole Officer, Correctional Program Officer/Aboriginal Correctional Program Officer, Elder, Psychologist, Correctional Officer II or Primary Worker, Correctional Manager, Aboriginal Liaison Officer, or any other staff member who may contribute to the discussion or decision.

27. In the community, the CIB is chaired by the Associate District Director or his/her delegate. Other members of the CIB may include the Community Program Manager, Parole Officer, Parole Officer Supervisor, Psychologist, Correctional Program Officer/Aboriginal Correctional Program Officer, or any other staff member who may contribute to the discussion or decision.
28. The CIB will accept referrals to correctional programs for participants who meet the [selection criteria](#) outlined in [GL 726-2 – National Correctional Program Referral Guidelines](#). For ICPM programs, the CIB will also ensure that the referral matches the offender's [Identified Program Need](#).
29. The CIB should only accept referrals to local or regional correctional programs in place of a referral to a national correctional program where no reasonable alternative exists.
30. In cases in which there are dissenting opinions on whether to accept an [override](#) to a correctional program, the Regional Administrator, Assessment and Interventions, will take the final decision.

ICPM Intake Assessment Process

31. In order to accurately capture the intake process timeframes, a continuous program termed the Intake Assessment Process has been added to the program inventory at reception centres.
32. The Program Assistant will complete a referral and assign all new admissions to the Intake Assessment Process program. The assignment start date will be the date of admission. Following completion of the Intake Assessment Process program, the Program Assistant will update the assignment status to Successful Completion. The assignment end date will be either:
 - a. the date of penitentiary placement transfer for those offenders who stay at the reception centre for the duration of the intake assessment process, or
 - b. the date the offender's case was presented to the reception centre CIB for offenders who are penitentiary placed prior to the completion of the Correctional Plan.
33. In the case of offenders who start but do not complete the Intake Assessment Process program, the assignment end date will be the date of release. The assignment status will be Incomplete, as they did not complete the assessment process.
34. Offender program needs are identified through the intake assessment process. The Correctional Program Officer assessor will complete a preliminary draft of the [Revised Statistical Information on Recidivism – Revised](#) (SIR-R1) for non-Aboriginal offenders, the [Custody Rating Scale](#) (CRS) for Aboriginal offenders, and the [Static-99R](#) for sex offenders.
35. The SIR-R1 and CRS will remain unlocked in OMS, and will be finalized by the intake Parole Officer once all required information is received.

36. The Correctional Program Officer assessor will enter the Static-99R flag based on the results of the draft assessment. Following the completion of the specialized sex offender assessment, the Correctional Program Officer assessor will enter the results of the Static-99R in the Program Performance Measure in OMSR.
37. In the event that the intake Parole Officer disagrees with the draft assessment completed by the Correctional Program Officer assessor, a case conference should be held to determine the reason for the difference of opinion. The case conference will be documented in OMS by the Correctional Program Officer assessor.
38. Offenders serving sentences of four years or less who meet the selection criteria for an ICPM program will be referred by the Correctional Program Officer assessor to the appropriate program primer at intake via an administrative referral.
39. The results of the Program Identification Tool will be reviewed by the Correctional Program Officer assessor to determine the recommended program, and assess whether the offender may meet the override criteria (override of intensity level or override of stream). The intake Parole Officer will be apprised of the results of the review.
40. If the Correctional Program Officer assessor and the intake Parole Officer disagree with the results of the Program Identification Tool, the Parole Officer will submit an override request to the Regional Program Manager. The Regional Program Manager will review the request and provide a recommendation, including a rationale for the decision, within four working days of receipt.
41. Once the results of the Program Identification Tool have been reviewed and, where applicable, the override process is complete, the Correctional Program Officer assessor will refer the offender to the appropriate Identified Program Need.
42. The CIB will accept the referral to the Identified Program Need, and assign the offender to the appropriate Identified Program Need marker. This assignment will remain open until the offender completes the ICPM moderate or high intensity program or reaches warrant expiry, whichever comes first. The Program Assistant at the intake unit will be responsible for updating the Identified Program Need assignment status to Successful Completion once the offender has completed the program.

Correctional Program Referrals (All Programs)

43. Referrals to the appropriate correctional program(s) will normally be made via the initial Correctional Plan by the intake Parole Officer.
44. Subsequent referrals to correctional programs, including maintenance programs, will be included or linked to the Correctional Plan, Correctional Plan Update or Community Strategy by the institutional/community Parole Officer.

45. When entering referrals in OMS, the facility where the offender will be taking the program must be identified. The "Preferred Location" field is used to identify a site where the program is not currently offered, but if the program were in fact on the program inventory at that site, the referral would have been made to that location.
46. The suggested start date should coincide with the scheduled start date of the program at the facility where the offender will be taking the program. If no program is scheduled, the suggested start date should reflect a target date consistent with the offender's Correctional Plan.
47. For long-term offenders whose anticipated start date is greater than 18 months in the future, the Parole Officer will make a referral to the appropriate institution. The suggested start date should clearly indicate that the desired start date is beyond the 18-month schedule. The offender will be placed on the appropriate waitlist in OMS and his/her needs will be prioritized with all other offenders on the waitlist.
48. For override cases, the Parole Officer must indicate in the referral comments that the referral is the result of an override and document the override rationale and decision of the Regional Program Manager/CIB in the Correctional Plan. For detailed information on overrides, please refer to [GL 726-2 – National Correctional Program Referral Guidelines](#).

Re-Referrals to Correctional Programs

49. In the event that an offender does not complete a correctional program to which he/she was assigned, a re-referral to the same correctional program is normally required.
50. When an offender does not complete a correctional program and re-referral is required, the Parole Officer will complete an administrative referral. The Parole Officer will identify the Correctional Plan/Correctional Plan Update/Community Strategy that included the initial correctional program referral, as well as the report completion date, in the referral comments field in OMS.
51. For non-ICPM and women offender programs, an offender who is re-referred to a correctional program he/she did not complete will normally be required to start the correctional program from the beginning.
52. Notwithstanding the above, at the discretion of the CIB, an offender who was engaged in a correctional program but whose participation was interrupted may be considered for alternative strategies to facilitate program completion:
 - a. if the same correctional program is available in a timely manner, an offender may be integrated into an existing correctional program group where he/she left off in the previous program. Prior to integrating an offender into an existing correctional program group, the Correctional Program Officer/Aboriginal Correctional Program Officer will meet with the offender to review the program material he/she previously completed

- b. when an offender's correctional program was nearing completion prior to the interruption to his/her participation and it is not possible to integrate the offender into an existing correctional program group in a timely manner, make-up sessions may be conducted to facilitate the offender's correctional program completion.

53. For moderate and high intensity ICPM programs, an offender who has previously completed one or more ICPM program modules will be able to enter an existing correctional program group at the beginning of the program module where he left off. Please see the section entitled [ICPM Certificates](#) for additional details.

Referrals to Community Programs

54. Offenders who are being released to the community may be referred to correctional programs, including maintenance programs, in the community.
55. Referrals to correctional programs in the community should be included or linked to the Community Strategy or Correctional Plan Update upon release to the community.

ICPM Motivational Module Referrals

56. Offenders who refuse to participate in, or who have dropped out of, an ICPM program should be referred to the motivational module in either the refuser or dropout stream, respectively.
57. Offenders with responsivity needs who are participating in an ICPM program may be referred to the motivational module support stream.
58. Participation in the motivational module is intended to occur in a timely manner in order to facilitate participation in a moderate or high intensity program, or to prevent the offender from dropping out of an ICPM program.
59. Referrals to the motivational module do not require a Correctional Plan update and can be completed by the Correctional Program Officer/Aboriginal Correctional Program Officer via an administrative referral.
60. Prior to completing a referral to the motivational module, the Correctional Program Officer/Aboriginal Correctional Program Officer will initiate a case conference with the Manager, Programs/Community Program Manager and the offender's Parole Officer.
61. When the Correctional Program Officer/Aboriginal Correctional Program Officer completes a referral to the motivational module, he/she will notify the motivational module Correctional Program Officer/Aboriginal Correctional Program Officer, so that he/she may initiate contact with the offender as soon as practicable.

62. Once the CIB has processed the motivational module referral, the assignment start date will be backdated to reflect the actual assignment start date.
63. For offenders referred to or participating in the ICPM Aboriginal stream, a program Elder should be involved in the delivery of the motivational module or an Aboriginal Correctional Program Officer should be consulted to ensure cultural relevancy.

Referrals to Additional Cycles of ICPM Maintenance

64. When an offender completes an initial cycle of maintenance, and the Correctional Program Officer/Aboriginal Correctional Program Officer/case management team determines that he would benefit from additional cycles, the maintenance assignment will not be closed, and a certificate will be entered as outlined in the [ICPM Certificates](#) section of these guidelines. This will eliminate the need for additional referrals in order to maintain the offender's program assignment.
65. The Correctional Program Officer/Aboriginal Correctional Program Officer will complete an interim correctional program report, which will contain all required program related information, as well as the rationale for the offender's continued participation in maintenance.

Referrals to Additional Cycles of non-ICPM and Women Offender Maintenance Programs

66. When an offender completes an initial cycle of maintenance, and the Correctional Program Officer/Aboriginal Correctional Program Officer/case management team determines that the offender would benefit from additional cycles, the program assignment status will be closed and the Correctional Program Officer/Aboriginal Correctional Program Officer will complete a final correctional program report.
67. Referrals to subsequent maintenance cycles will be made via an administrative referral. The Correctional Plan Update/Community Strategy that included the initial maintenance referral, as well as the report completion date, will be noted in the referral comments field in OMS.

Managing Referrals

68. Once a program referral has been reviewed by the CIB, the referral status will be changed from "To Be Reviewed" to one of the following:
- a. Accepted: to waitlist an offender to a future schedule or to assign to a current program. Waitlisted means that an offender is accepted into the program and is being prioritized for participation along with other offenders
 - b. Denied: when a referral to a program assignment is denied by the CIB, the following options are available in OMS to provide a reason for the denial:
 - i. duplicate referral

- ii. fails program entry criteria
 - iii. fails security requirements
 - iv. not on Correctional Plan
 - v. program not offered
 - vi. previous failures
 - vii. program unavailable
 - viii. other
- c. Deferred: a referral can be deferred when the CIB requires further information in order to make a decision (e.g., completion of final correctional program report, information from a Parole Officer, etc.). The CIB should defer the referral to the earliest possible date the required information will become available. Once deferred, the referral will not be available in OMS to the CIB until the "Deferred To" date
- d. Conditionally Accepted: if an offender is referred to a site but has not yet arrived, this status can be used to accept him/her into the program and waitlist the offender pending transfer. This status should be updated to Accepted once the offender is transferred.

Contentious Referrals (non-ICPM and Women Offender Programs)

69. There may be circumstances in which the CIB receives referrals that are inconsistent with the selection criteria outlined in [GL 726-2 – National Correctional Program Referral Guidelines](#) or there is no documentation of an override. In such cases, the CIB should defer the referral.
70. When a referred offender does not meet the selection criteria, the Manager, Programs, should contact the Manager, Assessment and Interventions, at the referring operational site to discuss the case. The Manager, Assessment and Interventions, will follow up with the referring Parole Officer to gather information on the program referral, and provide this information to the Manager, Programs.
71. In cases in which a referral was an override but was not documented, the referring Parole Officer will input the required information in the comments field attached to the referral.
72. If the referral is erroneous, the CIB will deny the referral, and the referring Parole Officer will refer the offender to the appropriate correctional program pursuant to [GL 726-2 – National Correctional Program Referral Guidelines](#).

73. Once the required information is obtained and the appropriate referral is in place, the CIB will accept the referral.

Contentious Referrals (ICPM Programs)

74. An offender's Identified Program Need is carefully determined in order to guide the management of offender programming needs throughout the sentence. There may be circumstances in which the CIB receives referrals that are inconsistent with the offender's Identified Program Need. In these cases, the CIB should deny the referral and direct the Parole Officer to complete a referral to the appropriate program, as identified by the Identified Program Need.

75. In some instances, the CIB at the receiving site may be in disagreement with a referral originating from the CIB at the reception centre. When this occurs, the CIB chair at the receiving site should contact the Manager, Programs, at the reception centre to discuss the specifics of the referral. If there are still dissenting opinions, consultation should be conducted with the Regional Administrator, Assessment and Interventions, to resolve the issue.

Managing Program Referrals in the Community

76. Referrals to correctional programs in the community are included or linked to the Community Strategy when the offender's case is being prepared for review by the Parole Board of Canada, or the Correctional Plan Update once the offender has been released to the community.

77. When an offender in an institution who has not yet completed a moderate or high intensity correctional program is referred to maintenance in the community in anticipation of his/her release, the CIB should defer the referral. The Community Program Manager should instruct the Program Assistant to note in the referral comments that the offender does not currently meet the selection criteria, but is waitlisted or currently assigned to a moderate or high intensity correctional program. The Community Program Manager should defer the referral to the targeted end date of the moderate or high intensity correctional program.

78. The Community Program Manager will review new releases to the community to ensure continuity and consistency in [correctional program referrals](#).

Managing Program Demand

Managing non-ICPM and Women Offender Program Demand

79. For non-ICPM and women offender programs, the number of offenders waitlisted to each program schedule should be slightly above the program's [rated group capacity](#) to account for offenders who refuse or are unable to attend.

80. Additional program schedules should be created when the number of offenders waitlisted to a particular schedule greatly exceeds the maximum group size. Offenders beyond the program's rated group capacity should be waitlisted and/or assigned to a new schedule number.
81. If a particular correctional program has two different program schedules and each program schedule is at 50% capacity or less, the Manager, Programs/Community Program Manager should maximize program capacity by combining the two schedules and prioritizing program participation.

Managing ICPM Program Demand

82. For ICPM programs, in order to facilitate the prioritization of program participation, each site will create a program schedule in OMS for each ICPM program component that will act as a holding schedule for all waitlisted offenders.

Prioritization of Participation

83. Waitlisted offenders will be prioritized for program participation using an automated prioritization report:
- a. for non-ICPM and women offender programs, offenders will be prioritized using the "Prioritized Assigned and Wait Listed Offenders (Current and Future Scheduled Programs by Module)" report, which sorts offenders by their respective day parole eligibility dates and provides additional information as to whether the offender is scheduled to attend additional programs
 - b. for ICPM programs, offenders will be prioritized using the ICPM "Prioritisation Report", which prioritizes participants on a number of variables which vary depending on the program subcategory. Waitlists are then sorted based on the offender's program urgency score and calculated priority date.
84. Notwithstanding the above, indeterminate and long-term offenders may be prioritized for program participation by the Manager, Programs/Community Program Manager to ensure that they do not face unreasonable delays in accessing correctional programs.
85. Once an offender has been prioritized to attend a program, the Manager, Programs/Community Program Manager will provide the list of participants to the Correctional Program Officer/Aboriginal Correctional Program Officer.
86. Once the Correctional Program Officer/Aboriginal Correctional Program Officer has met with the offender, obtained his/her consent to participate in the correctional program being offered, and the offender attends the first session of the program, the Program Assistant will assign the offender to the appropriate schedule in OMS.
87. If an offender drops out of a correctional program within the first few sessions, another offender on the waiting list may be assigned to the correctional program to take his/her place. When this

occurs, the Correctional Program Officer/Aboriginal Correctional Program Officer will complete make-up sessions to cover the content the incoming offender has missed prior to his/her integration into the correctional program group.

88. Aboriginal offenders following a healing path are the priority candidates for participation in [Aboriginal correctional programs](#). Aboriginal offenders who are not following a healing path and non-Aboriginal offenders who wish to participate in Aboriginal correctional programs may do so, provided that there is a vacancy and that they do not take the opportunity to participate away from an Aboriginal offender who is following a healing path.

Identifying Refusals

89. When a waitlisted offender is interviewed for a correctional program and refuses to participate, the word "Refused" is entered as the first word in the status comment field in OMS. Following the word "Refused", the date of the interview (YYYY-MM-DD) is also entered.
90. Offenders will generally not be interviewed for a subsequent opportunity to participate in the program until at least 90 days have passed since the date of their last refusal.
91. Each time a subsequent interview is held, and the offender continues to refuse, the new interview date will be added to the list beside the word "Refused". Any other comments will be recorded following this information.
92. The refusal information in the comment box will provide a rationale for the delay in the offender's participation in the program if and when the offender completes the program, or when the assignment is cancelled.
93. Offenders who refuse to participate in an ICPM program will be referred to the refuser stream of the motivational module.

Managing Assignments

94. The program assignment options in OMS are aligned with the four stages of program delivery:
- a. prior to the program start date
 - b. program participation
 - c. interruptions to program participation
 - d. program completion.

Prior to the Program Start Date

95. Wait Listed: once the CIB accepts the referral, the offender is waitlisted to attend a future program. For a program assignment, an offender would be waitlisted for a future program schedule based on the program planning identified in the Correctional Plan. For work assignments, an offender would be waitlisted because there are no current vacancies; however, a vacancy is expected in the near future. If an offender has been waitlisted to a specific program schedule, he or she can be redirected to another program schedule at the same operational site should the need arise.
96. Assignment Cancelled: the program referral was accepted by the CIB and the offender was waitlisted to the program. However, prior to actually participating in the program, a decision was taken not to proceed with the assignment.
97. A status of Assignment Cancelled should not be used if the offender participated in the program for one half day or more.
98. The assignment status Assignment Cancelled can also be used for program assignments that were completed in error.
99. When selecting a status of Assignment Cancelled, the date of the cancellation must also be entered in OMS. The rationale for the cancellation should be documented in the Status Comment field in OMS. The Correctional Program Officer/Aboriginal Correctional Program Officer/Parole Officer's rationale for the cancellation should also be documented in a Casework Record or Correctional Plan Update.
100. Once an Assignment Cancelled status is selected, a new referral must be completed and a new program assignment created, if required.

Program Participation

101. Assigned: the offender has been accepted into the program and is actively attending the program.
102. Once the program begins, all offenders participating in the program must have their program assignment status updated to Assigned.
103. Temporarily Reassigned: the offender has left his/her current program assignment in order to participate in a different assignment for a short period of time, with the expectation that he or she will return to the original program assignment.
104. Typically, Temporarily Reassigned will include offenders who are currently assigned to work or a long-term program, such as education, without a specific end date identified, and they need to participate in a correctional program with a pre-identified completion date. The offender will return to the previous program assignment upon completion of the interrupting program.

105. The Temporarily Reassigned status is also used in the community when an offender participating in maintenance is temporarily detained, with the possibility of returning to the community within a short period of time. This will allow the offender to return to the program in the event that the suspension is cancelled.
106. When an offender withdraws from an ICPM program and is referred to the dropout stream of the motivational module, the Program Assistant will update the ICPM program assignment to Temporarily Reassigned while he is participating in the motivational module. Should the offender agree to return to the ICPM program, this will facilitate a timely return to the program without the need for a new referral. If the offender does not return to the ICPM program, his ICPM program assignment status should be updated to Suspended.

Interruptions to Program Participation

107. Program Cancelled: indicates an offender was participating in the program (Assigned or Temporarily Reassigned) and the program was cancelled while the offender was participating in it. The cancellation of the program was due to circumstances beyond the control of the offender.
108. Where offenders are actively participating in a program and the program is cancelled, each offender's case should be immediately reviewed, a new referral must be completed and a new program assignment created.
109. In the event that a program is cancelled, the Assistant Warden, Interventions/Associate District Director will ensure the reasons for the cancellation are documented in a Casework Record for each offender.
110. Suspended: indicates the offender was assigned to a program and will not be reassigned without a new placement decision by the CIB. This status is normally used to identify disciplinary concerns that have arisen during the program assignment or when the offender's quality of participation does not meet participation, behavioral or other related program expectations, including poor attendance. The status Suspended is also used when an offender withdraws from an assignment specified in the Correctional Plan.
111. Released: indicates an offender was assigned to and participated in a program up to and immediately prior to the time of a scheduled release from incarceration on day parole, full parole, or statutory release.
112. Transferred: indicates the offender was transferred outside the current facility but was assigned to, and participated in, a program immediately prior to transfer from the facility.
113. The assignment status Transferred also applies in the community setting where an offender transfers to a different supervision office or location and the current program participation ends with the transfer of supervision.

114. Transferred status should never be used to re-assign an offender from one program assignment to another assignment at the same site.
115. Assignment Transferred: the offender is Assigned or Temporarily Reassigned to a program and permanently leaves the program to participate in a different assignment at the same site, or to participate in the same program at a different security level unit as a result of a movement within a clustered site.
116. Incomplete: the offender was participating in a program but did not complete the assignment and/or was removed from the program for reasons unrelated to program participation. This status is typically used when an offender is deceased, is unable to meaningfully participate in the program due to responsivity needs, for outside court or outside hospital. It is also used when an offender refuses to attend all sessions of the refuser/dropout stream of the ICPM motivational module.
117. The status Incomplete is also used in the community when an offender does not complete the program because his or her conditional release has been suspended for reasons unrelated to program participation.
118. WED Reached: the offender was participating in a program and reached his or her warrant expiry date (WED).

Program Completion

119. Successful Completion: the offender successfully completed the program, as evidenced by attendance, the overall [ability and commitment](#) to use the skills required to manage his/her risk factors, and progress against program targets. The degree of progress can only be fully assessed by consulting the content and overall conclusion of the final program report.
120. For men's maintenance programs and women's self-management programs, Successful Completion may also be used for offenders who have not completed all of the required program sessions. This may only occur when the offender meets all four of the following conditions:
- a. has completed a minimum of four structured sessions
 - b. has completed a detailed self-management/healing plan that identifies concrete and realistic strategies to manage personal risk factors
 - c. is assessed as making progress toward his/her goals
 - d. is leaving the program for reasons assessed as positive (e.g., release, warrant expiry).
121. Attended All Sessions: the offender completed the program but there was minimal or no evidence of the offender's overall ability and/or commitment to use the skills required to manage his/her risk factors. This type of assignment status should usually result in a negative final report of the

offender's participation in the program or an indication that the offender failed to demonstrate that he or she has internalized the skills of the program.

ICPM Motivational Module Refuser/Dropout Stream Completion

122. An offender who completes the required hours for the motivational module and agrees to participate in, or return to, the ICPM program will receive an assignment status of Successful Completion for the motivational module assignment.
123. An offender who completes the maximum of four hours of the motivational module but still refuses to participate in/return to the ICPM program will receive an assignment status of Attended All Sessions for the motivational module assignment.
124. If an offender completes fewer than four hours of the motivational module and is still refusing to participate in/return to the ICPM program, he will receive an assignment status of Incomplete for the motivational module assignment.

ICPM Motivational Module Support Stream Completion

125. When an offender who participated in the motivational module support stream completes an ICPM program, the motivational module support stream assignment is updated to Successful Completion.
126. If an offender participates in the motivational module support stream but does not complete the ICPM program, the motivational module support stream assignment is updated to Attended All Sessions.
127. If an offender participates in the motivational module support stream but does not complete the required sessions, the offender will receive an assignment status of Incomplete for the motivational module assignment, regardless of the ICPM final assignment status.

Managing ICPM Identified Program Need Assignments

128. The Program Assistant at the reception centre is responsible for updating the Identified Program Need assignment when an offender completes the required program, or reaches his WED.
129. The reception centre can use the automated reports "Open Identified Program Need Assignments with an ICPM Completion", and "Deactivation Required – Static 99/99R Flag or IPN Assgt within 14 days of WED" in order to efficiently identify offenders whose Identified Program Need assignments should be updated.
130. Offenders who have completed the moderate or high intensity ICPM program that corresponds with their Identified Program Need should receive an assignment status of Successful Completion.

Offenders who did not complete an ICPM program matching their Identified Program Need should receive an assignment status of Incomplete.

131. The Identified Program Need assignment end date for offenders who completed their requisite ICPM program should be the same end date as their ICPM moderate or high intensity program assignment.
132. When an offender did not complete his requisite ICPM program and is identified in the automated report "Deactivation Required – Static 99/99R Flag or IPN Assgt within 14 days of WED", the Identified Program Need assignment end date should be set to the offender's WED.

Offenders Reaching WED or No Longer Under CSC Jurisdiction

133. To ensure data quality, offenders waitlisted to a correctional program should normally have their Assignment Cancelled prior to reaching WED or being released from CSC jurisdiction (e.g., deportation). Offenders who are waitlisted to a program upon their deaths should have their Assignment Cancelled.
134. If an offender is participating in a program assignment at the time he/she reaches his/her WED, the assignment end date should be set to the WED and the program assignment status changed to WED Reached. This status does not apply to offenders subject to long-term supervision orders who will remain under CSC supervision following their WEDs.
135. If an offender is participating in a program assignment at the time of his/her death, the assignment end date should be set to the last day he/she participated in the program, and the program assignment status changed to Incomplete.
136. If an offender is participating in a program assignment at the time he/she is no longer under CSC jurisdiction (e.g., international transfer, deportation), the assignment end date should be set to the last day he/she participated in the program, and the program assignment status changed to Released.

Maintenance Flag

137. Upon completion of the final correctional program report, if the Correctional Program Officer/Aboriginal Correctional Program Officer recommends participation in maintenance programming, the Correctional Program Officer/Aboriginal Correctional Program Officer must activate the Maintenance Referral Required flag in OMS.
138. The Maintenance Referral Required flag should be inactivated by the Program Assistant once the maintenance referral has been accepted by the CIB.

Final Correctional Program Reports

139. All offenders who participate in a correctional program for one half-day or more must have a final correctional program report completed regardless of whether he/she completes the program.
140. Should the offender's correctional program assignment be interrupted for any reason, the final correctional program report must be completed by the Correctional Program Officers/Aboriginal Correctional Program Officer within a maximum of 10 working days of the program assignment end date, and locked within an additional two working days by Manager, Programs/Community Program Manager.
141. Offenders who complete a correctional program must have their final correctional program report completed by the Correctional Program Officers/Aboriginal Correctional Program Officer within a maximum of 10 working days of the program assignment end date, and locked within an additional two working days by Manager, Programs/Community Program Manager.
142. The final correctional program report will follow the report template for that program area/stream, and will include the following sections:
 - a. attendance and participation
 - b. analysis of progress against program targets
 - c. recommendations for future programming/risk management strategies.

ICPM Certificates

143. When an offender's assignment to an ICPM program ends, the Correctional Program Officer/Aboriginal Correctional Program Officer will clearly indicate in the final correctional program report how many modules of the program the offender completed.
144. The Program Assistant will enter a certificate in OMS for each ICPM program module the offender completed. This certificate information will facilitate the tracking of offenders who have not completed all modules of an ICPM program in order to prioritize them for participation in future scheduled ICPM programs.
145. The motivational module for the refuser and dropout streams may continue for up to four hours of total participation. For each cycle of the motivational module in the dropout or refuser stream completed, the Program Assistant will enter the appropriate certificate in OMS.
146. For the motivational module support stream, the Program Assistant will enter a certificate in OMS for every four sessions completed. If an offender completes three or fewer sessions during the duration of the ICPM program, and that is all that is required, the Program Assistant will enter a motivational module support stream certificate at the end of the ICPM program.

147. Each time an offender completes a maintenance cycle, the Correctional Program Officer/Aboriginal Correctional Program Officer will notify the Program Assistant, who will enter a certificate in OMS. This will assist in determining the number of maintenance cycles the offender has completed.

ENQUIRIES

148. Strategic Policy Division
National Headquarters
Email: Gen-NHQPolicy-Politi@csc-scc.gc.ca

Assistant Commissioner,
Correctional Operations and Programs

Original Signed by:
Fraser Macaulay

ANNEX A

CROSS-REFERENCES AND DEFINITIONS

CROSS-REFERENCES

[CD 700 – Correctional Interventions](#)

[CD 702 – Aboriginal Offenders](#)

[CD 705 – Intake Assessment Process and Correctional Plan Framework](#)

[CD 705-5 – Supplementary Intake Assessments](#)

[CD 705-6 – Correctional Planning and Criminal Profile](#)

[CD 710 – Institutional Supervision Framework](#)

[CD 710-1 – Progress Against the Correctional Plan](#)

[CD 715-1 – Community Supervision](#)

[CD 715-2 – Post-Release Decision Process](#)

[CD 719 – Long-term Supervision Orders](#)

[CD 720 – Education Programs and Services for Offenders](#)

[GL 726-1 – National Correctional Program Standards](#)

[GL 726-2 – National Correctional Program Referral Guidelines](#)

[CD 730 – Offender Program Assignments and Inmate Payments](#)

DEFINITIONS

Ability and commitment: ability refers to the offender's skills acquisition, while commitment refers to the offender's skills application.

Aboriginal correctional programs: structured, culturally-based interventions that target empirically-validated factors directly linked to Aboriginal offenders' criminal behaviour in order to reduce re-offending. These programs' culturally-relevant content includes Aboriginal social history considerations, traditional teachings and ceremonies, and cultural activities. Aboriginal correctional programs should normally be delivered by Aboriginal Correctional Program Officers with the involvement of Elders, and will utilize a healing and holistic approach to address the physical, emotional, spiritual and mental needs of Aboriginal offenders.

Correctional program: a structured intervention that targets empirically-validated factors directly linked to offenders' criminal behaviour, in order to reduce re-offending.

Correctional program referral: the means used to identify an offender for participation in a correctional program.

Custody Rating Scale: a research-based tool used to assist in assessing the most appropriate level of security for the penitentiary placement of an offender.

Identified Program Need: indicates the correctional program identified during the Integrated Correctional Program Model intake assessment process as being required to appropriately address an offender's risk and needs.

National correctional programs: are comprised of a specific set of correctional programs that have been developed and implemented on a national level. These programs are structured interventions that target empirically-validated factors directly linked to offenders' criminal behaviour, in order to reduce re-offending.

Override: the referral of an offender to a correctional program for which he/she does not fully meet the correctional program selection criteria. That is, there is a difference between the offender's level of risk or need(s) and what is targeted by the correctional program. An override may be to a higher or lower intensity program than the program for which the offender meets the selection criteria.

Program session: includes the following correctional program delivery activities:

- a. **structured group sessions** outlined in the correctional program manual, which are normally 2 to 2.5 hours in length
- b. **mandatory individual sessions**, as specified in the correctional program manual, including pre and post program interviews, structured individual sessions, make-up sessions, and individual sessions to address specific responsivity issues. Individual sessions are not counted by the number of individual offenders, but rather as morning or afternoon sessions. As individual sessions normally require 1 to 1.5 hours, the Correctional Program Officer/Aboriginal Correctional Program Officer may see multiple offenders during a morning or afternoon session
- c. **ceremonial sessions** for Aboriginal correctional programs.

Program Identification Tool: an automated report which compares the offender's SIR-R1/CRS/Static-99R results and number of violent offences with the program selection criteria in order to determine the most appropriate program intensity and stream for the offender.

Rated group capacity: the maximum number of seats available for a particular correctional program.

Responsivity: the presence of a characteristic(s) that influences the offender's capacity to benefit from the targeted intervention(s).

Revised Statistical Information on Recidivism: a statistically derived tool for predicting recidivism, which combines measures of demographic characteristics and criminal history.

Selection criteria: used to identify the target population for the correctional program. Correctional program selection criteria include the level of actuarial risk in conjunction with criminogenic needs as assessed by the standard supplementary assessments or as defined by selection criteria that serve to determine the intensity level of a correctional program.

Sex offender: a person who meets the criteria for referral for a specialized sex offender assessment, pursuant to [CD 705-5 – Supplementary Intake Assessments](#).

Static-99R: an actuarial assessment tool designed to assist in the prediction of sexual and violent recidivism for sexual offenders.