VERMONT'S FOUR-STEP PROCESS FOR EFFECTIVE POLICY DEVELOPMENT

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Brought to you by the National Reentry Resource Center and the Bureau of Justice Assistance, U.S. Department of Justice

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OVERVIEW

the NATIONAL REENTRY RESOURCE CENTER

The National Reentry Resource Center (NRRC) is supported by the Bureau of Justice Assistance.

NRRC staff have worked with more than 600 Second Chance Act (SCA) grantees, including 40 state corrections agencies.

The NRRC provides individualized, intensive, and targeted technical assistance, training, and distance learning to support SCA grantees.

✓ Register for the monthly NRRC newsletter at:

csgjusticecenter.org/subscribe/

✓ Share this link with others in your networks that are interested in reentry

BJA
Bureau of Justice Assistance
U.S. Department of Justice

Statewide Adult Recidivism Reduction Grant

The SCA Comprehensive Statewide Adult Recidivism Reduction (SRR) Program was uniquely designed by the Bureau of Justice Assistance (BJA), U.S. Department of Justice, to help executive-branch policymakers and state corrections departments plan and implement system-wide reforms to reduce recidivism.
https://csgjusticecenter.org/nrrc/second-chance-act-recidivism-reduction-grant-program/

- As a recipient of the Statewide Adult Recidivism Reduction (SRR) grant, the Vermont Department of Corrections (DOC) has emerged as a leader in the field of corrections.

- Through their integrated and comprehensive approaches to reentry, the Vermont DOC is implementing evidence-based practices and measuring their impact on recidivism reduction.

Statewide Adult Recidivism Reduction Grant
NINE AWARDS ACROSS THE COUNTRY
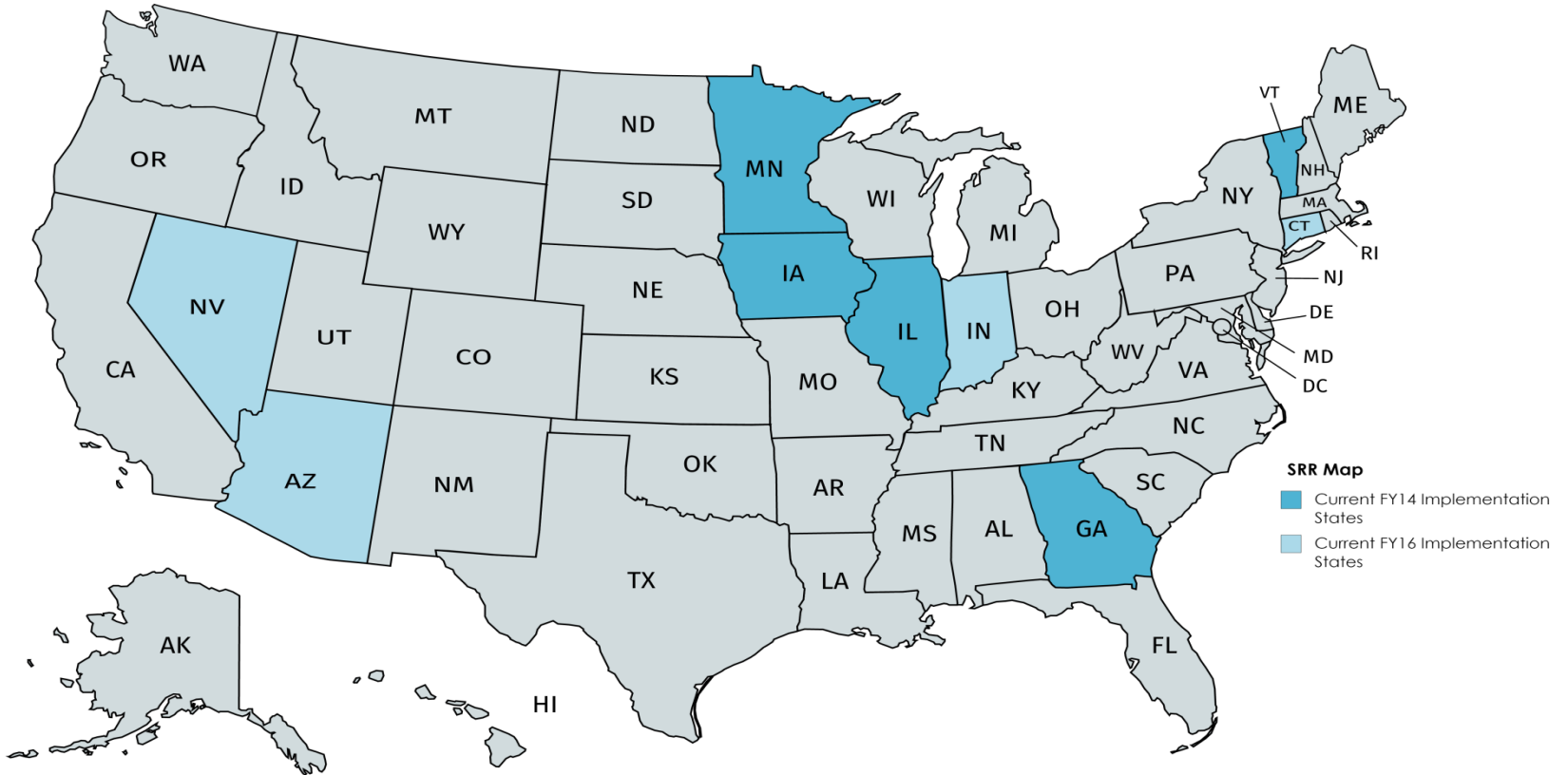
SRR Map

- Current FY14 Implementation States
- Current FY16 Implementation States

Created with mapchart.net ©

Introduction

- The purpose of this webinar is to demonstrate how the Vermont DOC's Policy Development Process successfully streamlines policy development into a continuous workflow from inception to signature.

- This process involves four primary steps that can be applied to any correctional department and will guide you toward <u>organizing policies</u>, <u>codifying correctional practices</u>, and <u>streamlining documentation.</u>

Vermont: Intentional and sustainable rollout

- Revise policy/procedures around risk tools, case planning, sanctions and incentives, classification, and supervision

- Core Correctional Practices training for state agencies and community providers working with people in the justice system

- Comprehensive and sustainable EPICS program

- Data-sharing process to support integrated case management

- Increase quality assurance/implementation fidelity of risk reduction programs (focus on CPC)

- Validate and norm the ORAS

- Targeted programming, including Domestic Violence

- Partner with University of Cincinnati to develop and pilot a web-based cognitive-behavioral curriculum for rural communities

Why is a streamlined policy development process important?

- Correctional agencies are responsible for effectively communicating clear and concise policies and directives, particularly when seeking to cultivate system-wide buy-in from stakeholders, staff, and people returning to the community. These policies govern and inform staff behavior, set clear expectations, and confirm that the administration has performed its role.

- Correctional policies cannot be based on subjective opinions or whim, but rather should be grounded in evidence-based practices that are proven to be effective.

The Opt-In vs. Opt-Out Approach

❑ Clear timelines for each phase of the process created by policy and stakeholder staff

❑ Clear expectations for when documents need to be reviewed and feedback submitted

❑ Failure of staff to perform a review WILL NOT hold up a policy from moving forward

❑ The process keeps going!

OVERVIEW

Where Vermont Started

EXPECT DELAYS

What are Vermont's four steps in creating an effective policy development process?

Step One: Identification and Concept Approval

- ✓ Identify the reason behind the need for a new or revised policy

- ✓ Determine current programmatic and operational impacts

- ✓ Highlight financial and technological needs

- ✓ Identify stakeholders

- ✓ Determine security level of the policy

- ✓ Identify forms needed to support the policy

- ✓ Consider procedures and <u>guidance documents</u> needed to support the policy

Step Two: Drafting the Policy

✓ Circulate the draft via email to the identified internal stakeholder group

✓ Utilize an electronic comment form to provide line-by-line feedback

✓ Policy staff and subject matter experts review feedback, respond, and incorporate it when appropriate

✓ Clearly articulate reasoning behind the decision to incorporate feedback

✓ Ensure that any staff member who comments receives a response to their feedback, to emphasize the importance of their contribution

✓ Email the response to each comment directly back to the internal stakeholder group

✓ Update the draft and send for legal review and executive approval

Step Three: Public and Staff Comment

✓ Identify and notify external stakeholders of their opportunity to comment

✓ Include the union in the notification, as this allows the DOC to become aware of any union implications as well as any unforeseen implementation or operational obstacles

✓ Close the comment period after two weeks, compile the comments, review, and incorporate as appropriate

✓ Respond to all comments received and make responses available on the DOC's website

✓ Create the final draft for approval

Step Four: Finalization of the Policy

✓ Conduct a Policy Development Unit review of the documents

✓ Receive final approval and signatures from all relevant parties

✓ Disseminate the policy to staff and post it on the public website

✓ Make all procedures and guidance materials available to staff

✓ Perform implementation tasks, such as training, software development, and updates pertinent to the policy

✓ Build mechanism for review and ongoing evaluation

OVERVIEW

01   INTRODUCTION

02   VERMONT'S POLICY
          DEVELOPMENT PROCESS

03   IN PRACTICE EXAMPLE:
          CASE MANAGEMENT DIRECTIVE

Case Management Directive Overview

- The Vermont Department of Correction's (DOC) Case Management directive provides a summary of the DOC's philosophy, policy, and general principles surrounding case planning and management.

- In addition, it provides step-by-step procedures for staff to operationalize the principles of the directive, which tie together evidence-based research and correctional best practice. The directive principally walks its reader through case management from intake into a correctional facility through discharge from community supervision.

Case Management Directive Overview

- Facility Case Management

- Case Planning

- Transition and Reentry

- Community Supervision

- Risk Management Supervision

- Response Supervision

- Contact Notes

- Risk Assessments

- Case Staffing

- Integration of Victims Notification and the Victim Services Unit

In Practice Example: Case Management

Identification and

Concept Approval

Finalization

What's Next for Vermont?

- **SharePoint Site -** Collaborating with IT staff and incorporating process feedback to create a(n):

    1. Easier ability for staff to provide comments on policy drafts

    2. Faster response from Policy Development Unit on staff feedback

- **Cohesive policy documents –** Collective Policy Development Unit reviews

- **Targeted legal reviews**

- **SRR evaluation** - Quarterly surveys sent to all staff regarding recently released policies

Questions and Discussion

the NATIONAL REENTRY RESOURCE CENTER
A Project of the Bureau of Justice Assistance

Thank You!

Join our distribution list to receive
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