

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
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THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, AND CASE MANAGEMENT			

XII. CASE PLAN CREDIT TIME:

All incarcerated individuals admitted to the Department after January 1, 2022, and who upon their arrival at their initial housing facility have greater than 180 days to their EPRD, will automatically be entered into the Case Plan Credit Time (CPCT) structure. Those with less than 180 days between arrival at their initial housing facility and their release are not eligible for CPCT due to the Case Plan not being required. CPCT is designed so that an incarcerated individual receives additional educational credit time of no more than one (1) day for every three (3) days spent under the Case Plan.

Incarcerated individuals who were admitted to the Department before January 1, 2022 were given the option to opt into CPCT or stay with the traditional educational credit time structure.

Any incarcerated individual that was initially incarcerated before January 1, 2022 but released on Parole prior to being offered the option to opt in or out of CPCT and returns as a Parole Violator (technical only) without new charges, will be offered the option to opt in within 30 days following their initial Parole hearing.

A. Case Plan Credit Time Structure

For all incarcerated individuals who participate in the CPCT structure for educational credit time, Case Plan assessments are reviewed and assessed for compliance and progress in programming and personalized interventions by the assigned caseworker/casework manager. Compliance with/progress with minimally 50% of the incarcerated individual's Case Plan is mandatory to receive any additional educational credit time under this structure. Additionally, the incarcerated individual must not have refused any program (as defined in this policy and administrative procedure as a program, not a course or activity) referred to and offered, quit the program, or have been terminated from the program for behavior or conduct during the review period to receive the Case Plan point.

Incarcerated individuals with an EPRD of at least 180 days but not more than two (2) years from January 1, 2022 or arrival at initial housing facility, will receive one (1) review during their current episode. The timing of the review must strive towards proportionality of work completed during the current incarceration episode and the amount of credit time for which they are eligible. If the review is successfully passed, all eligible additional educational credit time (ECT) will be awarded.

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Incarcerated individuals with an EPRD greater than (2) years but not more than four (4) years from January 1, 2022 or arrival at initial housing facility, will receive two (2) reviews. The timing of the reviews must strive towards proportionality of work completed during the incarceration episode and the amount of credit time for which they are eligible. If the review is successfully passed, all eligible additional educational credit time (ECT) will be awarded.

Incarcerated individuals with an EPRD of four (4) to six (6) years from January 1, 2022 or arrival at initial housing facility will receive three (3) reviews. The timing of the reviews must strive towards proportionality of work completed during incarceration episode and the amount of credit time for which they are eligible. If the review is successfully passed, all eligible additional educational credit time (ECT) will be awarded.

Incarcerated individuals with an EPRD greater than six (6) years from January 1, 2022 or arrival at initial housing facility, will be reviewed annually for the duration of their incarceration.

Review dates will be determined by calculations in DELTA and displayed on the DELTA dashboard. For incarcerated individuals participating in CPCT, these reviews will be used to determine whether the incarcerated individual is eligible for educational credit time in accordance with Section VII, "Credit Time," of Policy and Administrative Procedure 01-04-101, "Adult Classification."

Upon review of the incarcerated individual's Case Plan, the assigned caseworker/casework manager shall compile required review forms, supplemental documentation, and the up-to-date Case Plan to document the incarcerated individual's progress since the last review for additional credit time. Both the incarcerated individual and caseworker/casework manager are required to sign all review forms in the packet. For incarcerated individuals participating in the CPCT structure, all educational credit time reviews must be done as a face-to-face contact. The CPCT packet will be submitted to the designated facility Unit Team Manager for review within twenty (20) calendar days of the review period end date generated on the DELTA dashboard. Upon approval and signature from the designated Unit Team Manager, the designee will submit the CPCT review packet for earned credit time to Central Office by uploading the forms to DELTA within ten (10) calendar days of the CPCT packet being forwarded from the caseworker/casework manager (but not to exceed 30 calendar days of the review period end date). The review packet will be examined by the Central Office CPCT Analyst. If any errors are found, the review will be returned to the facility UTM for correction. The UTM

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will resubmit the corrected packet within five (5) calendar days of receipt. Once it is determined to be complete, the CPCT Analyst will forward the recommendation of facility staff to the Sentence Computation Specialist to complete the approval or denial of the time cut per statute.

B. Case Plan Credit Time Review Packet

The CPCT review packet should contain the following information in the following order: CPCT Scoring Tool, Case Plan, and **either** State Form 3380, “Work Evaluation or Idle Review.”

Packet Review considerations include:

1. **Case Plan:** Compliance with this portion of the review is mandatory to pass the review. Unit team staff shall ensure that each incarcerated individual has at minimum one active intervention for each review.
2. **Prison Intake Tool (PIT) Refusal:** Incarcerated individuals who refuse to participate in the IRAS-PIT assessment will not be eligible to earn educational credit time or any additional credit time through the CPCT process.
3. **Refusing Education:** CPCT structure allows incarcerated individuals who refuse educational services to pursue other Case Plan goals/interventions **only** if the case worker does not believe that the educational programming is in the incarcerated individual's best interest. In this case, a referral should not be made, but if one had been made previously, the referral should be closed as either “client not appropriate for services” or “re-refer at a later date”.
4. **Mental Illness:** Incarcerated individuals with serious mental illness shall be eligible for educational credit time if medical and/or behavioral goals and interventions are met, based on a review from Health Services staff.
5. **Medical Interventions:** Incarcerated individuals participating in CPCT structure should continue to pursue medical, behavioral, and other goals/interventions outlined in their individualized Case Plan.

C. Parole Violators (See Attachment)

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1. **Parole Violators / PV-T/ PPH-T** (Technical Violations only) with more than 180 days of incarceration from the date of their Parole Board Hearing are eligible for CPCT, unless they opted out during their prior episode.
2. **Parole Violators / PV-NC** (New Charges) with more than 180 days of incarceration from the date of arrival at the initial housing facility are eligible for CPCT. For these individuals, it does not matter which HEA 1120 option they have chosen previously, they are currently opted into CPCT.
3. **Parole Violators / PPH-NC** (Pending Charges) will not be eligible for CPCT due to non-appearance at the Indiana Parole Board. No Case Planning will be completed for them per this policy and administrative procedure until their pending case is disposed, or they have a hearing with the Indiana Parole Board.
4. **CTP Violators/ CTP-TV** Individuals returned from CTP remain on executed Department time. If they are returned, they will continue with the same CPCT Option they were with during their current episode (if they have more 180 days of incarceration after their return).
5. **Community Supervision Violators – CSVT-NODOC, CSVN-NODOC, CCVT-NODOC, CCVN-NODOC, CSVT-RTDOC, CSVT-RTDOC, CCVT-RTDOC, CCVN-RTDOC** Majority of these violations will be returning with new charges or commitments. Due to this fact, these individuals are now opted in to CPCT, assuming they have more than 180 days of incarceration on the current episode.