

POLICY AND ADMINISTRATIVE PROCEDURE			
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THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, AND CASE MANAGEMENT			

IV. UNIT TEAM EXPECTATIONS AND RESPONSIBILITIES:

The Warden or designee shall establish the working hours and schedule for the Unit Team Staff. Unit Team Managers, Casework Managers, and Correctional Caseworkers shall be scheduled to ensure their availability to incarcerated individuals.

Unit Team staff meetings shall be held monthly. A summary of each staff meeting shall be made and maintained by the Unit Team Manager. A copy of this summary shall be forwarded to the Deputy Warden of Re-Entry, the Director of Case Management, and the facility's assigned Re-Entry Monitor and shall be made available to all unit staff.

Topics required at each monthly meeting include, but are not limited to:

1. Staffing
 - a. Vacancies;
 - b. Staff Resignations;
 - c. New Staff and Assignments, including review of OJT packet
2. Programming/Case Management
 - a. New programs, courses or activities initiated;
 - b. Review any changes to Re-Entry policy, procedure, and/or directives.
3. Training Needs
 - a. Communication of upcoming Re-Entry training;
 - b. Discussion of areas within Re-Entry where staff need additional training.
4. Cognitive Behavioral Tools (BITS and Guides)-Number of BITS and Guides completed by each caseworker/casework manager.
5. Continuous Quality Improvement (CQI)-Performance Measures Covered

If any position designated in this policy and administrative procedure does not exist at a facility, the Warden shall designate a staff position to carry out these duties.

Where the Unit Team Manager and/or Casework Manager is a staffing table position and the position requires direct supervision of other Unit Team staff (i.e. Caseworker, Casework Manager) or will require staff to complete CQI assessments, the Director of

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Case Management, or designee, shall serve as a member of the interview and selection panel.

A. Deputy Warden of Re-Entry Responsibilities:

1. Supervise the Unit Team Managers;
2. Coordinate inter-unit activities and relationships between various units and other facility service providers;
3. Monitor unit activities to ensure compliance with the policies and administrative procedures of the Department;
4. Direct appropriate staff in the delivery of services and programs;
5. Notify the Director of Case Management when a Casework Manager or Unit Team Manager leaves his/her position; and,
6. Other duties as assigned.

B. Unit Team Manager Responsibilities:

1. Supervise, train, and review the performance of Casework Managers assigned to the Unit Team, assessing individual strengths and weaknesses, using regular evaluations and frequent informal reviews of staff performance in accordance with the standards, guidelines, and policies of the Department and the State Personnel Department;
2. Ensure new Unit Team staff successfully complete IRAS training, Case Management 101 training, and when necessary, Continuous Quality Improvement Training.
3. Address the changing needs of the incarcerated individuals assigned to the unit by continually assessing the relevance of unit programming and re-structure as needed with the approval of the Deputy Warden of Re-Entry;
4. Foster positive channels of communication between Unit Team and other departments at the facility and between Unit Team staff and incarcerated individuals;
5. Schedule and conduct monthly Unit Team staff meetings;
6. Maintain appropriate records of Unit Team activities;
7. Monitor Unit Team staff for adherence to policy and procedure through the use of routine CQI assessments and coaching;
8. Review and approve Progress Reports for incarcerated individuals assigned to the unit;
9. Coordinate with Custody staff to ensure unit safety and sanitation needs are met;
10. Coordinate with the Physical Plant Director, Safety Hazard Manager, and/or Fire Chief on Unit safety issues;

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11. Act as Deputy Warden of Re-Entry when designated;
12. Coordinate with Classification staff and the Sentence Computation and Release section to assist in preparation for the release of each incarcerated individual;
13. Review the quality of reports and documents sent to courts, Parole, probation, etc. for quality assurance;
14. Ensure implementation of the incarcerated individual grievance process through the Unit Team;
15. Ensure that information and staff from other areas are included in the decision-making process when recommendations for assignments to a specialized area (e.g., Education, Mental Health Services, etc.) are made;
16. Review the quality of reports and documents sent to COA CPCT Analyst(s) for quality assurance;
17. Other duties as assigned.

C. Casework Manager Responsibilities:

1. Supervise, train, and review the performance of Correctional Caseworkers assigned to the Unit Team, assessing individual strengths and weaknesses, using regular evaluations and frequent informal reviews of staff performance in accordance with the standards, guidelines and policies of the Department and the State Personnel Department;
2. Successfully complete IRAS Training, Case Management 101 training, and Continuous Quality Improvement Training,
3. Monitor Correctional Caseworkers for adherence to policy and procedure using routine CQI assessments and coaching;
4. Assess each assigned incarcerated individual's risk and needs using the IRAS;
5. Unit Team staff shall solicit information from other staff involved in various areas that may impact the incarcerated individual's Case Plan including, but not limited to Custody, Classification, Education, Health Service, Recreation, Food Services, Addiction Recovery, and Program staff;
6. Develop, implement, and review each assigned incarcerated individual's Case Plan;
7. Compile and complete CPCT packet and submit to UTM;
8. Refer incarcerated individuals to Programs, Courses and work assignments;
9. Coordinate with all appropriate facility staff to address Re-Entry and release issues;
10. Act as Unit Team Manager when designated;
11. Provide group and individual programming as required;
12. Prepare Progress Reports as required;

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13. Coordinate with Classification staff to make appropriate Classification recommendations;
14. Conduct unit orientation for newly received incarcerated individuals;
15. Provide day-to-day assistance for assigned incarcerated individuals;
16. Prepare reports as required or requested by a supervisor;
17. Maintain high security standards in the unit and facility; and,
18. Other duties as assigned.

D. Correctional Caseworker Responsibilities:

1. Assess each assigned incarcerated individual's risk and needs utilizing the IRAS;
2. Successfully complete IRAS Training, Case Management 101 training, and Continuous Quality Improvement Training;
3. Develop, implement, and review each assigned incarcerated individual's Case Plan;
4. Compile and complete CPCT packet and submit to UTM,
5. Unit Team staff shall solicit information from other staff involved in various areas that may impact the incarcerated individual's Case Plan including, but not limited to Custody, Classification, Education, Health Service, Recreation, Food Services, Addiction Recovery, and Program staff;
6. Refer incarcerated individuals to Programs, Courses, and work assignments;
7. Coordinate with all appropriate facility staff to address Re-Entry and release issues;
8. Provide group and individual programming as required;
9. Prepare Progress Reports as required;
10. Act as Casework Manager when designated;
11. Coordinate with Classification staff to make appropriate Classification recommendations;
12. Conduct unit orientation for newly received incarcerated individuals;
13. Provide day-to-day assistance for assigned incarcerated individuals;
14. Prepare reports as required or requested by a supervisor;
15. Maintain high security standards in the unit and facility; and,
16. Other duties as assigned.

E. Re-Entry Coordinator Responsibilities:

1. Assist the Warden with the development of Pre-Release;
2. Ensure incarcerated individuals are appropriately assigned and provide Pre-Release resources;
3. Coordinate delivery of Pre-Release Courses;-START and/or TIPS,

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4. Establish and maintain partnerships with community resources;
5. Assist in the annual quality assurance of Pre-Release; and,
6. Coordinate with the BMV on annual Mobile BMV Site Visits.
7. Apply for and receive Vital Documents/records/credentials as needed, and
8. Other duties as assigned