I. PURPOSE:  
To describe the Department of Corrections’ (DOC) social service programs to be made available to inmates based on assessed needs through the Division of Community Corrections.

II. APPLICABILITY:  
All inmates and staff involved in social service programs.

III. POLICY:  
It is the policy of the DOC to provide the following cognitive behaviorally-based programs and services to inmates:  
A. Evidence-based screenings and, if needed, assessments of all incoming inmates to determine program needs;  
B. Substance use disorder and addiction services;  
C. Vocational and technical education;  
D. Spiritual guidance through chaplaincy that recognizes all DOC-approved faiths (see PPD 7.17);  
E. General education and special education when inmates fall under such requirements;  
F. Family Connections support (see PPD 7.08); and  
G. Case management/reentry planning.

IV. PROCEDURE:  
A. Social Service Planning  
   1. Identification of Inmate Needs  
      Upon arrival at DOC’s Reception & Diagnostic Unit (R&D) the inmate will undergo a risk/needs assessment using an evidence-based instrument approved by NHDOC.  
      2. The inmate’s classification board will utilize the outcomes of the assessment for a variety of decisions and assignment of a Corrections Counselor/Case Manager (CC/CM).  
      3. The CC/CM will meet with the inmate and identify the programs and/or services that the inmate is expected to complete (if any) and explain any optional services that might be available to the inmate.  
      4. The CC/CM will also inform the inmate of the frequency that they will be meeting (at least once per year) and how to contact her/him should it be necessary between scheduled meetings.  
B. Requests for Counseling  
   1. To begin or enter a program, the inmates shall submit an Inmate Request Slip to their CC/CM or
to the staff member in charge of a program.

2. Staff members may initiate a request for an inmate to receive services if they are consistent with the inmate’s risk/needs assessment or new developments.

C. **Emergency Counseling**

See PPD 6.10 "Suicide Prevention and Intervention"

REFERENCES:

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<tr>
<th>Standards for the Administration of Correctional Agencies</th>
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<td>2-CO-4F-01</td>
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<th>Standards for Adult Probation and Parole Field Services</th>
<th>Standards for Adult Community Residential Services</th>
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Other

DIAMENT/clr