



Appendix "A" Statement of Work Consulting and Professional Services

Relapse Prevention Program

1. Background

The Correctional Service of Canada has the responsibility to provide programs for offenders to assist them in changing their criminal behaviour and to enhance their potential for successful reintegration into the community. There is significant research supporting the fact that men's and women's experiences related to Substance Abuse differ. Thus for this program to be effective it must provide information specific to the needs of women by taking the context of their lives into account and be firmly rooted in a model which emphasises empowerment and safety.

The intended program must consist of supportive group work while focusing on skill development in relapse techniques, problem solving and recognition of high-risk situations.

2. Objectives

The Contractor is required to provide the following services:

- Develop a substance abuse relapse prevention program based on the needs of women offenders.
- Deliver program sessions (2 hours per session)
- Provide program activity reports and possibly provide individual offender participation and progress reports

3. Program Requirements

Location: The program must be delivered in a designated room on the premises of Nova Institution, a multi-security level federal institution for women offenders, located in Truro, Nova Scotia.

Program Participants: Women inmates with substance abuse problems attend the program sessions on a voluntary basis and as a group participant.

Frequency and Duration of Program Sessions: One session of a duration of two (2) hours shall be delivered each week.

Program Model and Content: The program model is weekly, continuous entry supportive group program for federally sentenced women. It must address the specific needs of female offender substance abusers.

The content of the program must focus on developing the substance abuser's skills in applying relapse prevention techniques, problem solving, and recognition of high-risk situations in the recovery from addictive substances.

The program shall prepare women to continue their recovery or maintain their drug-free status upon their release by assisting them in making appropriate community contacts. This is accomplished within a weekly, continuous entry supportive group environment.

Reports: The Facilitator shall provide monthly reports to the *Manager* of Programs outlining program content. Names of offenders participating in the group shall be included in this report.

The Facilitator shall provide individual reports as requested by the Manager of Programs or the Case Management team indicating progress and participation of individual offenders in the group.

Reports are to be submitted in English and in both hard copy and electronic format. Electronic copies must be Microsoft Word 6.0 or a compatible word processing program.

4. Deliverables:

- Provide monthly reports indicating program content presented during group sessions as well as names of participants
- Deliver one (1) Substance Abuse Relapse Prevention Program for Women Offenders each week up to a maximum of fifty-two (52) sessions over a one (1) year contract period.
- Provide individual inmate's participant and progress reports as required.



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5. Constraints

- The Facilitator may be required to participate in orientation in safety and security pertaining to the areas specific to the working environment of a Federal Institution, if deemed necessary by Correctional Service Canada.
- The Facilitator shall immediately inform a CSC representative when the security of an individual or the facility is threatened. A release of confidentiality form may be completed by the facilitator in such a case.