

## ANNEX A – STATEMENT OF WORK

### **TITLE: INTEGRATED CORRECTIONAL PROGRAM MODEL (ICPM) - COMMUNITY MAINTENANCE PROGRAM - MULTI TARGET (CMP-MT) AND COMMUNITY MAINTENANCE PROGRAM - SEX OFFENDER (CMP-SO)**

#### **BACKGROUND AND PURPOSE:**

As part of its mandate, the Correctional Service of Canada (CSC) has a requirement for the delivery of programs to offenders. These programs play an essential role in the successful reintegration of offenders as productive law-abiding citizens. Candidates who meet the selection criteria shall be referred to the Contractor by the Correctional Service of Canada (CSC).

ICPM - Community Maintenance Programs (Multi-target and Sex Offender) are integrated self-management programs for moderate or high risk offenders who completed an ICPM program (non-transition offenders) or have participated in the former cadre of Correctional Programs (transition offenders). The main goal of maintenance is to review and refine core self management skills and apply them to real-life situations, obstacles, and high-risk situations to reduce risk to re-offend, including a focus on sexual deviancy for the sex offender stream.

One ICPM CMP (Multi Target or Sex Offender) program cycle is delivered at a rate of one session per week for twelve weeks; the total number of hours per cycle per program is described in detail in the tables provided in this document.

#### **RESPONSIBILITIES OF THE CORRECTIONAL SERVICE OF CANADA (CSC)**

##### **CSC shall:**

- a) Schedule the CMP-MT and/or CMP-SO, which are continuous entry programs, in OMS on an as and when required basis;
- b) Process ICPM referrals according to the ICPM: National Implementation and Program Management Guidelines. Clients are referred through the CSC Correctional Intervention Board via OMS. Program Assignment lists are faxed/e-mailed, when updated, to the Contractor;
- c) Ensure the program is kept at or near participant capacity (10 participant maximum) by conducting a weekly review and continuous intake of waitlisted participants with Program Manager by phone or via the Correctional Intervention Board;
- d) Ensure that the facilitator(s):
  - 1) meet the mandatory requirements as outlined in the Evaluation Criteria,
  - 2) is trained in the Integration Correctional Program Model (ICPM) and is deemed suitable to deliver the program by Regional Program Manager/Trainer, and
  - 3) participates in the Quality Review process scheduled by RHQ. It should be noted that Certification is the goal of the Quality Review process.

#### **RESPONSIBILITIES OF THE CONTRACTOR/FACILITATOR**

##### **The contractor/facilitator shall:**

- a) Provide delivery of the requested number of ICPM sessions (whether CMP MT or CMP SO) to offenders referred by CSC, depending upon the need and according to national directives, policy and guidelines;
- b) Delivery of the program will be every 2 weeks per location, alternating delivery location every week between Summerside and Charlottetown. (Program delivery in Summerside one week, and Charlottetown the following week, and so on and so forth.)
- c) Obtain necessary program materials and prepare lesson plans;
- d) For all individuals who meet the criteria for ICPM Maintenance (MT or SO) - the facilitator(s) shall:

- conduct file review,
  - complete pre-program semi-structured interview,
  - complete Pre/Post program testing (i.e. GPPM) and assessment interviews as required;
  - ensure understanding and signing (or refusal to sign) of program consent form prior to program commencement while documenting such in a casework record in OMS. The consent to participate is placed on Case Management File;
  - ensure to set up meeting for those participants who failed to attend a session and cover content missed. This should not be counted as an extra session and must be inclusive in the session rate,
  - prepare participant progress reports following ICPM template report for entry into OMS, at the completion of the required number of sessions. Offenders will participate in a 12 session cycle unless determined otherwise by CSC.
- e) Complete program interim and/or final reports within (8) working days from the last day of the Offender's attendance and input data into the CSC Offender Management System (OMS) Note: when OMS is not available, please refer to section "Transmission of Casework Records and Program Reports on Computer Media";
- f) Consult or provide feedback, as required, with each participant's parole officer with reference to the conduct, attendance, the clients' response to individuals in group and individual treatment;
- g) As per most recent Commissioner's Directive 726 - Correctional Programs, the facilitator will complete a casework record in OMS (unless at a site where there is no connectivity) within one working day:
- when there is an offender contact which is not a requirement of the program,
  - an individual interview is completed with the offender,
  - a make-up session has been completed,
  - there is sharing of information regarding offender participation in the program, and
  - if there is significant information for the Case Management Team.
- h) Immediately, or within a 24 hour period, provide a verbal (phone call) and written report (casework record in the Offender Management System) of non-scheduled absences from group or individual sessions to the subject's parole officer;
- i) Consult with the offender's parole officer and the Program Manager prior to removing a participant from the program;
- j) Maintain a program attendance sheet indicating the names of participants of each program (which must be forwarded with monthly invoice to Project Authority);
- k) The facilitator is expected to enter a casework record per session for each regular attending participant. This record of attendance should be entered within the 30th day of the month in the Offender Management System (OMS); the attendance log will be forwarded along with the monthly invoice to the Project Authority and the verification of casework record entries are verified;
- l) Provide classroom space (unless otherwise pre-arrange by CSC), program equipment and supplies, and all administrative services associated with the project;
- m) Participate in CSC-funded program delivery training as required and available;
- n) Participate in the Correctional Intervention Board (CIB) to provide consultation in regards to CSC Core Program entry criteria and opinion on specific case direction and program involvement as required.
- o) Each session follows the same process (see below) and is approximately two hours in duration (and may include a break of up to 15 minutes):
1. Roundtable and introductions (30 minutes)
  2. Grab Bag (optional)
  3. Structured segment, each focusing on a specific theme and skills set (50 - 60 minutes)
  4. Update Self-Management Plan (10 minutes)
  5. Wrap-up (5 - 10 minutes)
- p) Programs are to be delivered in the evenings, but could be delivered during the day as well based on client availability and client need.

- q) The Contractor will provide the delivery of 2-hour group sessions for up to ten (10) participants. In addition, one-on-one interventions will be provided for participants who were absent during group sessions in order to cover content missed.
- r) The Contractor must advise CSC in writing when changes occur within the delivery of the program, such as schedule change and facilitator availability.
- s) Training to deliver CMP-MT consists of a 10 day initial training; training to deliver CMP-SO consists of a 10 day initial training, an extra 5 days of training and a 3 day Risk Assessment training. All training is provided by CSC.

**TRANSMISSION OF CASEWORK RECORDS AND PROGRAM REPORTS ON COMPUTER MEDIA:**

- a) When OMS Connectivity is unavailable to the Contractor, the Casework Records and Program Reports are to be submitted in hard copy and electronic format. The electronic format must be Microsoft Word 6.0 to XP or a compatible word processing program.
  - **CASEWORK RECORDS** are to be completed on each case for one on one and make up sessions following the delivery of each session, within one working day. All other related entries (i.e. progress related to session topic) are to be **forwarded no later than** the **30<sup>th</sup> day of each month**.
  - **FINAL / INTERIM PROGRAM REPORTS SHALL** be entered into OMS eight (8) working days following a 12-session cycle since program assignment. Once report is completed, an email is to be forwarded to clerical staff for entry into the OMS and to the Program Manager for Quality Review once it has been entered in the Offender Management System. When OMS Connectivity is available to the contractor, with Secure E-Mail, the Program Reports and Casework Records shall be processed as follows: the Contractor shall enter the report and casework record and advise the administrative assistant to programs department and the Program Manager that the report has been entered and is ready to be reviewed; the contractor will also relay the assignment status of the offender as it relates to the reason for the final report.
  - **GPPM AND PPM RELATED DATA SHALL BE ENTERED FOR EACH OFFENDER AS PER PROGRAM MATERIAL/POLICY.**

**CANCELLATION OF A PROGRAM:**

1. Written confirmation of Program cancellation will be given to the contractor 48 hours prior to the scheduled start date of the program.
2. Written notification is required to the Project Authority for the Correctional Services of Canada when the contractor must cancel a scheduled program 48 hours prior to the scheduled start date of the program.

**Delivery of the ICPM: Community Maintenance Programs shall be provided in accordance with the following documents:**

- Correctional Programs (CD 726);
- Standards for Correctional Programs (CD 726-1);
- ICPM: Program Implementation and Program Management Guidelines
- Available at:
  - ♦ English: [http://www.csc-s.gc.ca/text/legislat\\_e.shtml](http://www.csc-s.gc.ca/text/legislat_e.shtml)
  - ♦ French: [http://www.csc-scc.gc.ca/text/legislat\\_f.shtml](http://www.csc-scc.gc.ca/text/legislat_f.shtml)
- ICPM Community Maintenance Program (Multi Target and Sex Offender) Manuals - when connected to OMS;
- CRF/Community Agencies Security Connection Standard-Annex 10.26.2006;

**DELIVERY AUTHORIZATION:**

This document does not oblige Her Majesty in any way to authorize services in sufficient quantities to expend the total estimated expenditures or any portion thereof whatsoever.

## COMMUNITY MAINTENANCE PROGRAM, MULTI-TARGET (CMP-MT)

### THE SESSION CONTENT OF THE CMP-MT COVERS THE FOLLOWING MODULES:

- Finding a SMART Balance
- Managing Cravings, Urges, Temptations and Impulses
- Communication Skills and Relationships
- Focus on Problem Solving
- Managing Harmful Emotions
- What I want From My Leisure Time
- Coping with Risky Thinking
- Balancing the Good Life Wheel
- Good and Bad Support
- Dealing with Conflict
- Watch for Warning Signs
- Keep your Thinking in Perspective

NOTE: ADDITIONAL SESSIONS ARE PROVIDED TO SUPPORT THE NEED OF THE GROUP

### Estimated Hours for a maximum of ten (10) clients:

List of activities for non-transition clients	ESTIMATED MAXIMUM HOURS
<p><b>Pre-program Interview and Assessment Outcome:</b>                      Request priority list from Program Manager                      Ensure referrals meets the selection criteria                      Notify Parole Officer of program start date                      Ensure that the offender signs <i>Consent to Participate in a Correctional Program</i>                      Follow the <i>ICPM Maintenance Program Interview &amp; Participant Summary Booklet(June 2012)</i> as outlined. (1.5 to 3 hours maximum per non-transition offender***)</p>	<p><b>30 for non- transitional cases/50 for transitional cases</b></p>
<p><b>Preparation for Delivery:</b>                      Prepare lesson plan, obtain delivery materials, classroom enhancements, etc. (1 hour per session)</p>	<p><b>12</b></p>
<p><b>Conduct the Program – 2 hours x 12 sessions = 24 hours</b></p>	<p><b>24</b></p>
<p><b>Correcting Homework:</b>                      Clients are assigned homework tasks throughout the program. Facilitator must correct and provide feedback. Also, scoring of tests included. (.5 per session)</p>	<p><b>6</b></p>
<p><b>Daily Session/Participant Evaluations:</b>                      Assessments are done daily while conducting the program and casework records are entered in OMS (1 hour per session)</p>	<p><b>12</b></p>
<p><b>Make Up Sessions:</b>                      Missed sessions must be made up by facilitator in a one to one session as required</p>	<p><b>6</b></p>
<p><b>Preparation of Reports/Post Program Requirements:</b>                      To be compiled at the conclusion of the program for each participant based on progress throughout the program in identified areas of need.                      Complete <i>ICPM Maintenance Program Interview &amp; Participant Summary Booklet(June 2012)</i> as outlined and ensure file information is sent to offender files.                      Ensure the Report and GPPM is to be entered into OMS and OMS/R. (7.5 hours per participant)</p>	<p><b>75</b></p>
<p>Total Estimated Hours of Delivery Per Cycle (12 weeks)</p>	<p><b>165 (non- transition)/ 185 (transition)</b></p>

\*\*\*non-transition offenders are offenders who were admitted at the Regional Reception Centre as of July 1, 2011. The work completed with transition offenders will require additional time. Transitional offenders are those who have completed previous correctional programs, but not ICPM. The facilitator is responsible to complete the Crime Process and enter it in OMS, show a 15 minutes presentation and establish personal targets for each transition participant. It is estimated that it will take an extra 2 hour per offender to complete the work required for those transitional cases.

## COMMUNITY MAINTENANCE PROGRAM, SEX OFFENDER (CMP-SO)

### THE SESSION CONTENT OF THE CMP-SO COVERS THE FOLLOWING MODULES:

- FINDING A SMART BALANCE
- MANAGING RISKY SEXUAL THOUGHTS, FANTASIES AND AROUSAL
- COMMUNICATION SKILLS AND RELATIONSHIPS
- FOCUS ON PROBLEM SOLVING
- MANAGING HARMFUL EMOTIONS
- WHAT I WANT FROM MY LEISURE TIME
- COPING WITH RISKY THINKING
- HEALTHY SEXUAL LIFESTYLE
- GOOD AND BAD SUPPORT
- DEALING WITH CONFLICT
- WATCH FOR WARNING SIGNS
- KEEP YOUR THINKING IN PERSPECTIVE

NOTE: ADDITIONAL SESSIONS ARE PROVIDED TO SUPPORT THE NEED OF THE GROUP

#### Estimated Hours for a maximum of ten (10) clients:

List of activities for non-transition clients	ESTIMATED MAXIMUM HOURS
<p><b>Pre-program Interview and Assessment Outcome:</b> Request priority list from Program Manager Ensure referrals meets the selection criteria Notify Parole Officer of program start date Ensure that the offender signs <i>Consent to Participate in a Correctional Program</i> Follow the <i>ICPM Maintenance Program Interview &amp; Participant Summary Booklet (June 2012)</i> as outlined. (1.5 to 3 hours maximum per non-transition offender***)</p>	<p><b>30 for non-transitional cases/50 for transitional cases</b></p>
<p><b>Preparation for Delivery:</b> Prepare lesson plan, obtain delivery materials, classroom enhancements, etc. (1 hour per session)</p>	<p><b>12</b></p>
<p><b>Conduct the Program – 2 hours x 12 sessions = 24 hours</b></p>	<p><b>24</b></p>
<p><b>Correcting Homework:</b> Clients are assigned homework tasks throughout the program. Facilitator must correct and provide feedback. Also, scoring of tests included. (.5 per session)</p>	<p><b>6</b></p>
<p><b>Daily Session/Participant Evaluations:</b> Assessments are done daily while conducting the program and casework records are entered in OMS (1 hour per session)</p>	<p><b>12</b></p>
<p><b>Make Up Sessions:</b> Missed sessions must be made up by facilitator in a one to one session as required</p>	<p><b>6</b></p>
<p><b>Preparation of Reports/Post Program Requirements:</b> To be compiled at the conclusion of the program for each participant based on progress throughout the program in identified areas of need. <i>Complete ICPM Maintenance Program Interview &amp; Participant Summary Booklet (June 2012)</i> as outlined and ensure file information is sent to offender files. Ensure the Report and GPPM is to be entered into OMS and OMS/R. (7.5 hours per participant) Psychometric assessment - see Note below</p>	<p><b>75</b></p>
<p>Total Estimated Hours of Delivery Per Cycle (12 weeks)</p>	<p><b>165(non-transition)/185(transition)</b></p>

\*\*\*non-transition offenders are offenders who were admitted at the Regional Reception Centre as of July 1, 2011. The work completed with transition offenders will require additional time. Transitional offenders are those who have completed previous correctional programs, but not ICPM. The facilitator is responsible to complete the Crime Process and enter it in OMS, show a 15 minutes presentation and establish personal targets for each transition participant. It is estimated that it will take an extra 2 hour per offender to complete the work required for those transitional cases.

NOTE: **Psychometric assessment** to be administered for CMP-SO only are:

- PRE-Program - The facilitator must conduct and code the STATIC-99, the STABLE 2007 and the ACUTE and enter results in OMS-R.
- DURING PROGRAM DELIVERY - The facilitator must conduct and code the ACUTE and enter in OMS-R monthly or if risk elevates.
- POST- program - The facilitator must conduct and code the ACUTE and enter results in OMS-R.

**WORK RELATIONS:**

1. This standing offer agreement provides for the provision of a service, and the Contractor is engaged as an independent contractor for the sole purpose of providing a service. The Contractor himself/herself or his/her potential substitutes are not engaged here under as employees, public servants nor agents of the Crown.
2. The Contractor agrees to be the sole party responsible for the payment of all the required premiums and/or salary deductions, including those required for the Canada Pension Plan, the Unemployment Insurance Program, the Workmen's Compensation Plan, or the income tax.

**VEHICLE LIABILITY INSURANCE:**

The Contractor shall obtain and maintain, in force for the duration of the Standing Offer, adequate insurance coverage with regard to losses, damages or injuries that may be caused to, or suffered by, third parties, Her Majesty or the Contractor's employees of Contractor vehicles in the performance of their duties under the Standing Offer. Her Majesty shall not be liable for any losses, damages, or injuries caused by the Contractor or Contractor's employees.