

## Offender Services & Programs Corrective Services NSW

# Policy for Implementation and Recording Remand Interventions for State-wide Programs

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# 1 Policy Statement

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Approximately one third of inmates currently in a correctional centre are on remand, with an average remand time of 7-14 days. This remand cohort has a relatively high rate of reoffending on their release from court/to bail, even prior to their court proceedings being finalised.

An early intervention strategy for remand inmates supplements the suite of behaviour change programs delivered to sentenced offenders. State-wide Programs has implemented the Remand Domestic Violence intervention to contribute to a reduction in DV re-offending and the Remand Addiction intervention to assist the high proportion of inmates who enter custody on remand with a substance abuse or dependence problem, or in withdrawal.

## 2 Scope

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This document applies to Offender Services and Programs staff including Service and Programs Officers (SAPOs), Senior Service and Programs Team Leaders (SSAPTLs), Managers of Offender Services and Programs (MOSPs) and Regional Support Managers (RSMs).

NSW Correctional Centres that are subject to Operating / Management Agreements (a 'contract') and operated or managed either by the State or a private service provider will be required to meet the Service Specifications and Key Performance Indicators as detailed in respective contracts.

The Assistant Commissioner, OMP has oversight for implementing this policy. The Group Director, OSP through the Director State-wide Services and Director State-wide Programs is responsible for monitoring compliance with the policy.

Governance and Continuous Improvement has responsibility for performance monitoring and reporting against associated Service Specifications and Key Performance Indicators.

## 3 Purpose

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The purpose of this document is to set out the procedures to be followed when delivering and recording sessions of the Remand Domestic Violence Intervention and Remand Addiction Intervention.

## 4 Remand Domestic Violence (DV) Intervention

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### 4.1 Introduction

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The Remand Domestic Violence Intervention was collaboratively developed between CSNSW and Legal Aid NSW. It is a six-session intervention that focuses on assisting inmates to understand their legal circumstances specific to domestic violence and to provide them with knowledge and skills for healthier relationships. The intervention is based on cognitive-behavioural therapy principles and strategies in the EQUIPS suite of programs. This is a voluntary intervention facilitated either in groups or individually. It is run as an open group intervention, meaning participants can start at any time regardless of which session others are up to. The open format takes account of the high turnover of remandees who may be in custody for short periods and therefore may leave the group at any time.

Once identified as requiring the intervention and being provided with an information and motivational brochure (available in English, Arabic, Chinese and Vietnamese), inmates may then be engaged in the six-session intervention. As part of the six-session intervention, a short video clip is shown to the participants to increase their legal literacy regarding Apprehended Domestic Violence Orders (ADVOs) and what a defendant can and cannot do if they are subject to such an order.

Procedures for delivering and recording the Remand DV Intervention are outlined below.

## 4.2 Aims

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The aims of the Remand DV Intervention are to assist inmates to understand their legal circumstances specific to DV, to provide them with skills to recognise abuse, to foster healthy relationships and to develop better coping strategies.

Importantly, the intervention does not require participants to admit guilt or take responsibility for the charges for which they are currently on remand. While domestic violence is discussed, no details of the individual's charges should be disclosed.

The aims are achieved by exploring the following topics:

1. Caring: Health Lifestyle
2. Coping: Managing Emotions, Distress Tolerance
3. Connection: Family, Friends and Community
4. Communication
5. Change: Identifying Abuse
6. Choices: Action Planning

## 4.3 Eligibility Criteria

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Eligible inmates are those who:

- have a current domestic violence charge (family or intimate partner); and/or
- have a current Apprehended Domestic Violence Order

The intervention is offered on the following basis:

- a case plan, or risk assessment, is not required
- participation is voluntary
- offence details are not discussed during the intervention

### **Exclusion criteria:**

- Sentenced inmates

## 4.4 Identification at Screening

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Service and Programs Officers (SAPOs) who conduct screening must identify and refer eligible inmates to the Remand Domestic Violence Intervention.

Identification of eligibility is made through the Intake Screening Questionnaire (ISQ), which asks: *Are*

*any of your current offences related to violence/abuse towards a partner or family member?*

If the answer to the question is yes, the SAPO conducting the screening must:

1. record the response in the Offender Integrated Management System (OIMS) ISQ Narrative Summary;
2. create the OIMS program line *Remand DV Intervention with Identified at Screening* in the comments field;
3. inform the inmate of the following:

*You are eligible to participate in an intervention program to help you learn more about Domestic Violence and improve your relationships.*

4. offer the inmate a *Domestic Violence Intervention for Remandees Booklet* and record the inmate's response in OIMS as follows, under the *Remand DV Intervention* program line:
  - if the inmate accepts the booklet and is willing to participate in the intervention program, record the module as "Accepted booklet-willing to participate"
  - if the inmate accepts the booklet and is not willing to participate in the intervention program, record the module as "Accepted booklet-NOT willing to participate" and
  - if the inmate refuses the booklet and is not willing to participate in the intervention program, record the module as "Refused booklet".
5. for all sites where the intervention program is available, inform the inmate that:

*One of our staff, a Domestic Violence SAPO, will come and see you over the next day or so to give you more information. I highly recommend you make use of this service.*

## **4.5 Initial Contact by a Domestic Violence Services and Programs Officer**

The SAPO responsible for facilitating the Remand Domestic Violence Intervention (DVSAPO) must run the Remand DV Intervention waiting list daily (see [Annexure 1](#) for instructions).

The DVSAPO schedules individual contact with each eligible inmate identified at screening, based on arrival and referral date.

Suitability for participation in the Remand DV Intervention sessions is confirmed during this initial contact.

For the purposes of this intervention, the inmate is deemed suitable if there is no active psychosis, if the inmate has adequate English language skills and if the inmate is not in acute alcohol or drug intoxication/withdrawal which would impair concentration or participation.

## **4.6 Resources Required**

- 'Remand DV' booklet
- Remand DV Intervention Manual
- Remand DV letter of attendance
- NSW Legal Aid 'Got and AVO? How to stick to your order' booklet and YouTube resource

### 4.6.1 Ordering Resources

To order the 'Remand DV' booklet and the 'Got and AVO? How to Stick to your Order. A pocket guide' booklet please send an email to [OSPBusinessProcessSupport@justice.nsw.gov.au](mailto:OSPBusinessProcessSupport@justice.nsw.gov.au) detailing how many copies you require as well as a contact name, phone number and address for delivery.

## 4.7 Implementation Guidelines

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### Prior to the Intervention

Local procedures at some correctional centres will require that advance notice is provided to facilitate access to the inmates for this intervention.

The DVSAPO is responsible prior to the intervention for checking non-associations for inmates.

### Number of Participants

Sessions delivered by the DVSAPOs may comprise a group session for general population offenders or one-to-one sessions for those in protection.

Remand DV program sessions can be run with a minimum of 2 participants. The maximum number of participants allowed in a Remand DV session group is 12.

### Entry Points

Each Remand DV session is stand-alone. Participants can enter this intervention at any of the six session stages.

### Exit points

Participation in Remand DV is voluntary, so it is on this basis that an offender can choose to stop participating at any time without incurring any penalty. Eligible remandees can complete as few or as many Remand DV sessions as they choose, including repeating attendance at sessions. For further details, see below.

### Session frequency

The preferred method of delivery for this intervention is one/two sessions per day in the morning. Sessions can be run in any order and delivered non-sequentially depending on the identified needs of the group. The Legal Aid clip 'How to Stick to Your Order' resource should be shown once per occasion of service.

If necessary and resources allow, the program can run as individual sessions to accommodate logistical issues such as limited access by protection status inmates.

All six sessions can be run on one day with an adjustment to the delivery of the 'How to Stick to Your Order' resource being shown once at the beginning of the intervention and again at the end.

### Session Duration

Each session should run for a minimum of one hour.

## Facilitator

The group should be facilitated by the DVSAPO. In the cases where a DVSAPO is not available, consideration can be given to program delivery by a SAPO who has both knowledge of and experience delivering the Remand DV intervention.

Having good knowledge of the intervention sessions allows facilitators to link the information between the sessions for the new arrivals. This is critical as group membership is likely to be continually changing.

Note: Group members who have attended more than one session can act as a “wise mind” for newer group members. Current group members can be paired with a new group member on their arrival as this is beneficial to the learning experience of both members.

## Training requirement for facilitators

Remand DV complements the EQUIPS Domestic and Family Violence Program and implicit theories of domestic violence<sup>1</sup>. Training and experience in the delivery of EQUIPS Domestic and Family Violence is a prerequisite for Remand DV facilitators. Remand DV program facilitators are required to attend a one-day Remand DV training session to familiarise themselves with this intervention.

## Dealing with offence-related information

Remandees are unconvicted and unsentenced. Facilitators must therefore ensure that participants are aware of the limits of confidentiality and inform the participants at session commencement that they should not disclose details of their alleged offences.

If a group member does disclose offence-related information, and there is a concern that confidentiality may need to be breached, this information should be discussed with the manager (MOSP or RSM). For further information, refer to [Section 316 of the Crimes Act](#).

Inmates on remand for sex offences are eligible for the program; however, facilitators need to advise the individual not to disclose the nature of their offence to other group members.

## How to record sessions in OIMS

See [Annexure 1](#).

## Letter of Attendance

A letter of attendance will be issued to each inmate stamped with sessions completed. This should be saved to the inmate’s case management file on EDRMS.

## Exit points from the intervention

1. Inmate exits correctional centre - If an inmate exits the correctional centre during the course of the Remand DV intervention, it is possible that they will have completed none, one, two, three, four, five or all six sessions of the intervention. The inmate will remain eligible to participate in Remand DV in the event of a return to custody as a remandee for the existing, or a new, domestic violence offence.

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<sup>1</sup>Dempsey & Day (2011); Weldon & Gilchrist (2012)



2. Transfer to another correctional centre - If an inmate is transferred to another correctional centre, they will only continue to participate if DV Remand is offered at the Correctional Centre in which the offender is transferred to. The OIMS *Remand DV Intervention* line must remain open to allow a continuation of intervention.
3. Inmate becomes sentenced - If an inmate becomes sentenced, the OIMS *Remand DV Intervention* line must be closed.

## Return to custody

If an inmate returns to custody on a Breach of Parole (BOP) for any reason and is on remand for a new domestic violence charge or is subject to a current ADVO, they will be considered eligible for the Remand DV Intervention.

A remandee can attend this program more than once if considered beneficial.

# 5 Remand Addiction Intervention

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## 5.1 Introduction

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The Remand Addiction Intervention is a modified version of the EQUIPS Addiction program based on cognitive-behavioural therapy (CBT) principles and strategies. It is run as an open/rolling group intervention, meaning participants can start at any time regardless of which session is being run. The open format allows for the high turn-over of remandees who may spend time in custody for short periods, and group members may leave the group at any time.

## 5.2 Aims

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The Remand Addiction open group aims to meet the need of inmates on remand who may benefit from a CBT-based addiction support intervention, to better understand their addiction, reduce unhelpful thinking and distress, and learn new coping skills. It is a flexible 20 session program with five modules. These modules are taken from the EQUIPS Addiction manual.

Participation in Remand Addiction does not equate to participation in EQUIPS Addiction. Remand Addiction participants attend as few or as many of the program sessions as they choose for support and guidance in relation to their addictive behaviour.

The aims are achieved by exploring the following topics:

- Understanding addiction
- Understanding change
- Problem Solving
- Better Living
- Self-Management Planning

## 5.3 Eligibility Criteria

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The program is offered on the following basis:

- a case plan, or risk assessment, is not required

- participation is voluntary
- offence details are not discussed during the intervention

Eligible inmates are those who self-identify as having a substance abuse problem.

**Exclusion criteria:**

- Sentenced inmates

## 5.4 Identification at Induction Screening OR Orientation

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At the time of Induction (at Reception Centres on initial admission) or Orientation (at other centres following transfer) the staff member (e.g. SAPO) conducting the Induction/Orientation should inform the inmate if a Remand Addiction open group is running in the centre. The Remand brochure to be issued at Induction/Orientation provides information on Remand Addiction.

If the inmate expresses an interest in participating, then the SAPO conducting the Induction/Orientation should open the Addiction Support Group service line and add a standard comment: 'Has expressed interest in attending Remand Addiction'. This will differentiate this group from AA/NA/GA and SMART Recovery which also appear under Addiction Support Group. The comment field will allow staff to identify the participants for Remand Addiction specifically.

Suitability for participation in the Remand Addiction Intervention sessions is confirmed during this initial contact.

For the purposes of this intervention, the inmate is deemed suitable if there is no active psychosis, if the inmate has adequate English language skills and if the inmate is not in acute alcohol or drug intoxication/withdrawal which would impair concentration or participation.

On the day when the group is to run in a centre, the facilitator can generate the waitlist (sorted by location/wing) and call for those inmates who have expressed interest to attend.

## 5.5 Resources Required

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Check the EQUIPS Addiction manual for a detailed description of the resources required for each session.

## 5.6 Implementation Guidelines

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### **Determining the priority for the delivery of the Remand Addiction open group**

At the local level, the Cluster MOSP will allocate resources for Remand Addiction, taking into account competing priorities.

### **Number of Participants**

Remand Addiction program sessions can be run with a minimum of 2 participants. The maximum number of participants allowed in a Remand Addiction session group is 12.

If necessary and resources allow, the program can run as individual sessions to accommodate logistical issues such as limited access by protection status inmates.

## Entry Points

Participants can enter at any session.

## Exit points

The group is voluntary, so if an inmate decides the group is not suited to them, they can stop participating at any time without incurring any penalty.

## Session frequency

It is recommended that the Remand Addiction sessions be facilitated at least once a week.

## Session Duration

Each session should run for two hours.

## Facilitators

The group should be facilitated by SAPOs who have been formally trained in, and have significant experience facilitating, the EQUIPS Addiction program.

Having strong knowledge of EQUIPS Addiction allows the facilitator to link the information between the sessions/modules for the group members. It also assists as group members are likely to be continually changing.

Note: Group members who have attended more than one session can act as a “wise mind” for newer group members. Current group members can be paired with a new group member on their arrival to group as this is beneficial for their learning experience. This replicates the senior resident concept used in Addiction treatment and the Buddy System used in 12 step models.

## Training requirement for facilitators

The Remand Addiction intervention is based on the EQUIPS Addiction manual. Those who have completed EQUIPS Addiction training require an additional two-hour workshop with the primary focus of working in open/rolling group formats and group guidelines on mandatory reporting.

## Dealing with offence-related information

Remandees are unconvicted and unsentenced prisoners. Facilitators must therefore ensure that participants are aware of the limits of confidentiality and that they should not disclose details of their alleged offences.

If a group member does disclose offence-related information, and there is a concern that confidentiality may need to be breached, this information should be discussed with the manager (MOSP or RSM). For further information, refer to [Section 316 of the Crimes Act](#).

Inmates on remand for sex offences are eligible for the program; however, facilitators need to advise the individual not to disclose the nature of their offence to other group members.

## Referral to EQUIPS Addiction

If a participant is sentenced and is part way through a Remand Addiction program at the time of conviction and/or sentencing, the program line *Addictions support group* should be closed. This is

because Remand Addiction is one of several modules under Addictions Support group and the module comes under this programs line. The other modules are Alcoholics Anonymous, Gamblers Anonymous, Narcotics Anonymous and SMART Recovery. If an inmate wishes to participate in any of the other modules, a new *Addictions support group* program line can be opened at a later date.

Note that Remand Addiction **is not** equivalent to the EQUIPS Addiction program. It is on this basis that participation in Remand Addiction sessions does not count towards program completion for offenders who may become sentenced and who have EQUIPS Addiction in their case plan. Previously remanded offenders who become sentenced, who are assessed as program eligible, and who are required to participate in EQUIPS Addiction must complete the entire program, commencing with Session 1.

### How to record sessions in OIMS

See [Annexure 2](#)

### Letter of Attendance

A letter of attendance will be issued to each inmate indicating sessions completed. This should be saved to the inmate's case management file on EDRMS.

## 6 Operational differences (from EQUIPS) when running Remand Interventions

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- Evaluation Forms do not need to be administered.
- Additional support from the Program Development and Integrity Team will be offered with regular Remand DV / Remand Addiction. These workshops will be in addition to the Program Delivery Workshops (PDWs) which support the EQUIPS suite of programs.

## 7 Definition of Terms

Terms	Definition
<b>ADVO</b>	Apprehended Domestic Violence Order
<b>BOP</b>	Breach of Parole
<b>CSNSW</b>	Corrective Services NSW
<b>DV</b>	Domestic Violence
<b>DVSAPO</b>	Domestic Violence Service and Programs Officer
<b>EDRMS</b>	Electronic Document & Records Management System
<b>ISQ</b>	Intake Screening Questionnaire
<b>MOSP</b>	Manager of Offender Services & Programs
<b>OIMS</b>	Offender Integrated Management System
<b>OS&amp;P</b>	Offender Services & Programs
<b>PDW</b>	Program Delivery Workshop
<b>RSM</b>	Regional Support Manager
<b>SAPO</b>	Service and Programs Officer

## 8 Document History

Version	Date	Reason for Amendment
1.0	31/10/2017	Initial publication
2.0	19/09/2018	Removed all references to 'pilot' and 'control' sites
3.0	08/11/2021	To align document with EQUIPS program and policy changes
4.0	25/11/2021	Updated to new/updated legal aid resources and ordering with BPSU

## 9 Annexures

### 9.1 Annexure 1 – Recording Remand DV Intervention in OIMS

The Remand DV Intervention referral process requires action by both screeners and the Remand DV SAPO:

- The screener identifies eligible inmates from answers provided in *Section 4 AVO/DVO Issues* of the Intake Screening Questionnaire (ISQ). The eligible inmate is offered the Remand DV booklet and asked if they are willing to participate in the Remand DV Intervention.
- The Remand DV SAPO monitors and maintains the Remand DV Intervention waiting list for validity and currency
- The Remand DV SAPO records participation in Remand DV Intervention sessions

#### 9.1.1 Instructions for Screeners (identify/offer/invite)

- Screener to identify eligible inmates as per *Section 4 AVO/DVO Issues* of the Intake Screening Questionnaire (ISQ). This occurs where either/both answers selected
- Rem – Yes – Intimate Partner
- Rem – Yes – Other Family Member
- Screener to offer the booklet, “Have you been accused of being abusive or violent towards your partner or family?”
- Screener to invite inmate to participate in Remand DV Intervention sessions

The screenshot displays the 'ASSESSMENT QUESTIONNAIRE - (OCUOAQUE)' interface. The 'Questionnaire Section' is set to 'S4 - AVO/DVO Issues'. The 'Questions' section contains several questions, with the one 'Is your current offence related to Violence/ Abuse towards a partner or family member? (Tick responses)' selected. The 'Answers' section shows a table with options and checkboxes. The 'Rem - Yes - Intimate Partner' and 'Rem - Yes - Other Family Mem' options are checked. An 'Editor' window is open over the selected question, showing the text of the question and a 'Search' button.

Option	Select Comments
Sent - Yes - Intimate Partner	<input type="checkbox"/>
Sent - Yes - Other Family Mem	<input type="checkbox"/>
Rem - Yes - Intimate Partner	<input checked="" type="checkbox"/>
Rem - Yes - Other Family Mem	<input checked="" type="checkbox"/>

In addition to ISQ requirements/instructions, the screeener performs the following tasks:

1. Screeener to create the referral for *Remand DV Intervention*<sup>2</sup>.
  - Go to OIMS main menu>>Programs&Services>>Accredited Programs>>Offender Programs and Evaluation Measures screen
  - Enter MIN & execute query
  - Insert new record line & select *Remand DV Intervention* from the List of Values (LOV)
  - Enter comment “Identified at Screening”
  - Save

2. Screeener to create an appointment to record outcome of booklet offer and invitation to participate
  - Check to ensure the current Remand DV Intervention record is highlighted
  - Click on appointments tab
  - Click in the Date field on the appointment line
  - Enter date, time (24-hour format) of booklet offer/invitation to participate
  - Enter Type as ‘Program session’
  - Enter Location at which action occurred
  - Staff name will auto-populate.
  - Enter Phase as ‘Remand DV Intervention’
  - Select the required Module from the LOV to reflect interaction with inmate:
    - Accepted booklet – willing to participate
    - Accepted booklet, NOT willing to participate
    - Refused booklet
  - Save
  - Click on the Confirm Attendance LOV and select ‘Attended’
  - Save and exit

<sup>2</sup> If the *Remand DV Intervention* referral was auto-populated by OIMS as a result of the screening (ie the referral date is the same as the ISQ date), then highlight the referral & jump to the steps to create the appointment.

The inmate has been properly identified and referred for the attention and further action of the Remand DV SAPO

### 9.1.2 Remand DV SAPO to monitor and maintain the Remand DV Intervention waiting list

1. Go to >Utilities>>Report Submission screen
2. Run the waiting list report by selecting:  
Click on **Application** LOV & select **PROG/SERV**  
Click on **Report Name** LOV & select **OIRPSWLO** (waiting list)  
Click into the **Parameter** box and enter the following:

**Program/Service LOV:** Select Remand DV Intervention  
**Location LOV:** Select required location  
**Optional Columns:** Select items as preferred (e.g. Referred By)

Sort by: as per your preference (Surname is the default). Wait Days will group the most recent referrals at the end of the report

Click on the 'Run Report' button

The screenshot shows a web-based interface for report submission. At the top, it says 'REPORT SUBMISSION - (OMSIREPS)'. Below this, there are two sections: 'Report' and 'Parameters'.  
In the 'Report' section, there are two dropdown menus. The first is labeled 'Application' and has 'PROG/SERV' selected, with a list of 'OPERATIONAL PROGRAMS/SERVICES REPORTS' visible. The second is labeled 'Report Name' and has 'OIRPSWLO' selected, with a list of 'Waiting List - Offender on a Program/Service' visible.  
In the 'Parameters' section, there is a table with two columns: 'Parameter' and 'Value'.  
The table contains the following rows:  
1. Parameter: Program/Service, Value: REMAND DV INTERVENTION  
2. Parameter: Location, Value: WEL - WELLINGTON CORRECTIONAL CENTRE  
3. Parameter: Optional Columns (MAXIMUM 4), Value: REFERRED BY  
4. Parameter: Sort By, Value: SURNAME  
There are several empty rows below these. To the right of the table is a vertical scroll bar and a blue arrow button pointing downwards.  
At the bottom of the interface, there are two buttons: 'Run Report' and 'Exit'.

NOTE: The waiting list report is designed to display all records where the status of the Remand DV Intervention referral is either Referred or Suspended.


**New** referrals will have the screener's referring comment of "Identified at screening"

Continuing referrals for intervention (i.e. those inmates properly identified for the intervention sessions) will be identified with the appended comment 'F/up intervention sessions required'. Follow steps **Remand DV SAPO to record details of Remand DV Intervention Sessions**

Use the waiting list report and identify the **new** referrals resulting from screening (ie those with the referral comment of "Identified at screening").

Then, for each MIN check the referral and appointment for completeness and whether or not the inmate is willing to participate in Remand DV Intervention:



1. Go to OIMS main menu>>Programs&Services>>Accredited Programs>>Offender Programs and Evaluation Measures screen
2. Enter **MIN** and execute query
3. Click on the **Remand DV Intervention** program line
4. Click on the **Appointments** tab
5. Check that all of the details have been entered in the appointment. The Module is particularly important as it is the means to identify those inmates who require the intervention session/s. If any details are missing, liaise with the referring screener to fill in the required information.
6. Check the Module which has been entered by the screener.
  - o If the Module has been entered as “**Accepted booklet-NOT willing to participate**” or “**Refused booklet**”:
    - i. Click on ‘**Update Program Status**’ button
    - ii. Select ‘**Abandoned**’ from the LOV
    - iii. Acknowledge the warning by clicking ‘**Yes**’
    - iv. Enter a comment to indicate the reason (e.g. “Decline/refuse to participate”)
    - v. Save (the inmate will no longer appear on the waiting list)
  - o If the Module has been entered as “**Accepted booklet- willing to participate**”
    - i. Click on the Append button  in the comment field of the referral line



Program / Service*	Referral Date*	Priority	Specific Needs	Availability	Comment	Status
Remand DV interv	06/06/2017	Orders	<input type="checkbox"/>		Identified at screening	Referred

- ii. Enter the comment “F/up intervention sessions required” and Save. This appended comment will appear on the waiting list and identify the inmates requiring the intervention sessions
7. Make firm arrangements to conduct intervention sessions with the eligible inmates who are willing to participate in the intervention sessions
8. For any referrals which have not been identified at screening, the inmate does not meet eligibility criteria and the referral must be closed off. Follow steps **Remand DV SAPO to identify and abandon ineligible referrals**.
9. For any referrals where the inmate no longer wishes to participate, the referral must be closed off. Follow steps **Remand DV SAPO to abandon referrals for inmates who decline to participate further**.

### 9.1.3 **Remand DV SAPO to identify and abandon ineligible referrals**

If at any time the Remand DV SAPO determines the inmate does not meet the eligibility criteria (either initially or later upon sentencing etc), then this decision needs to be recorded as an appointment and the referral closed off.

1. Go to Programs & Services>>Accredited Programs>>Offender Programs and Evaluation Measures screen.  
Enter the **MIN** and execute query  
Scroll to **Remand DV Intervention** line and click to highlight

Click on **appointments** tab & enter a new appointment (use Ctrl+↵ on your keyboard if there are no spare lines showing)

Enter **date/time** of action

Enter Type as 'Program session'

Enter **Location** at which action occurred

Staff name will auto-populate

Enter Phase as Remand DV Intervention

Click on the required Module from the LOV, and select '**Criteria not met – no further intervention**'

Enter a comment stating the reason

Save

Copy this comment (to be used for pasting later)

Click on the **Confirm Attendance** LOV and select the relevant Attendance outcome (e.g. 'Offender not required')

Save

Date*	Start Time*	End Time*	Type*	Location*	Staff Name	Phase	Module	Session	Confirm Attendance
06/06/2017	23:00	23:45	Program	WEL - WEL	OSP50,SERV	Remand	Accepted		Attended
06/06/2017	10:00	10:10	Program	WEL - WEL	OSP50,SERV	Remand	Criteria		Offender n

Click on 'Update Program Status' button

Select '**Abandoned**' from LOV

Acknowledge the warning by clicking '**Yes**' button

Paste the comment copied earlier (this auto populates case notes)

Save – the inmate will no longer appear on the waiting list

UPDATE PROGRAM STATUS - (OCUUPSTA)

Update Status

Status\* 06/06/2017 Reason for Ending Program Comment Enter/paste comment stating ineli

Status (domain=PS\_PRG\_STAT)

Find%

Description	Code
Abandoned	ABA
Allocated	ALLOC
Removed	REM
Service Referral Completed	SRC
Suspended	SUSP

Find OK Cancel

User OSP50, SERVICE

## 9.1.4 Remand DV SAPO to record details of Remand DV Intervention Sessions

Use the waiting list report to identify inmates for invention sessions

1. Go to >Utilities>>Report Submission screen
2. Run the waiting list report by selecting:

Click on **Application** LOV & select **PROG/SERV**

Click on **Report Name LOV** & select **OIRPSWLO** (waiting list)

Click into the **Parameter** box and enter the following:

**Program/Service LOV:** Select Remand DV Intervention  
**Location LOV:** Select required location  
**Optional Columns:** Select items as preferred (e.g. Referred By)  
**Sort by:** As per preference (Surname is the default).

Click on the **'Run Report'** button

NOTE: The waiting list report is designed to display all records where the status of the Remand DV Intervention referral is either Referred or Suspended.

New referrals will have the screener's referring comment of "Identified at screening". Follow steps **Remand DV SAPO to monitor and maintain the Remand DV Intervention waiting list**

**Continuing** referrals for intervention (i.e. those inmates properly identified for the intervention sessions) will be identified with the appended comment 'F/up intervention sessions required'.

Use the waiting list report to identify the inmates who are willing to participate in Remand DV Intervention. The names of inmates who need to attend the intervention sessions will be listed with the appended comment 'F/up intervention sessions required'. Make firm arrangements for the conduct of an intervention session with inmates who have the appended comment 'F/Up intervention sessions required'.

PROGRAM NAME : Remand DV intervention  
 DATE : 07/06/2017

M.I.N	Surname, Given Name	Housing Location	Priority	Referred Days By	Comments
0000860100	DHAR, JAL	WEL-A BLOCK-TOP-C021-B1	1	OSP50, SERVICES	Identified at screening [ 07/06/2017 17:15:11 OSP50 ] F/u intervention sessions required

For each inmate for whom the firm session arrangements were made, record inmate participation (or reason for session absence, if applicable):

- Go to Programs & Services>>Accredited Programs>>Offender Programs and Evaluation Measures screen.  
 Enter **MIN** and execute the query

Scroll to **Remand DV Intervention** line and click to highlight

Click on **appointments** tab and enter a new appointment (use Ctrl+↓ on your keyboard if there are no spare lines showing)

Enter **date/time** of intervention session

Enter Type as 'Program session'

Enter **Location** at which action occurred

Staff name will auto-populate

Enter Phase as Remand DV Intervention

Select the required Module from the LOV which reflects the content of the session conducted (e.g. Coping, Change, Caring, Communication, Choices)

The screenshot shows the 'Appointments' tab in a software interface. It features a table with columns for Date, Start Time, End Time, Type, Location, Staff Name, Phase, Module, Session, and Confirm Attendance. Three rows of data are visible, with the third row highlighted. Below the table is a 'Level of Engagement' dropdown and a 'Comments' field. A modal window titled 'Module (maint= 'OCMSVMOD')' is open, displaying a list of modules with their descriptions and sequences. The modules listed are: Coping-managing emotions (4), Change-identifying abuse (5), Caring-healthy lifestyle (6), Communication-social skills (7), and Choices-safety planning (8). The 'Session' column in the table is highlighted in blue, and the 'Module' dropdown in the modal is also highlighted in blue.

Date*	Start Time*	End Time*	Type*	Location*	Staff Name	Phase	Module	Session	Confirm Attendance
06/06/2017	10:00	10:10	Prograr	WEL - WEL	OSP50, SERV	Remand	Coping-r		Attended
06/06/2017	09:00	10:00	Prograr	WEL - WEL	OSP50, SERV	Remand	Change-		Attended
07/06/2017	10:00	11:00	Prograr	WEL - WEL	OSP50, SERV	Remand			

Description	Sequence
Coping-managing emotions	4
Change-identifying abuse	5
Caring-healthy lifestyle	6
Communication-social skills	7
Choices-safety planning	8

**If it is the final intervention session, follow steps as per 1-10 below: Additional final session tasks - If it is not the final intervention session, continue from j:**

Enter comment (if required)

Save

Enter relevant attendance outcome. For those who attended, select 'Attended'. For those who did not attend the session as arranged, select the relevant item (e.g. Acceptable absence/Fail to attend-non compliant etc). For guidance to select the correct value see **Explanation and use of Confirm Attendance values for PROGRAMS** (D16/284507).

If the inmate has NOT completed all their sessions take no action regarding Update Program Status. This means the inmate remains on the waiting list for further intervention sessions. Should the inmate be unwilling to participate in any further intervention session, follow steps **Remand DV SAPO to abandon referrals for inmates who decline to participate further**.

### 9.1.5 Additional final session tasks (when inmate completes all intervention sessions)

If (and only if) the inmate has completed all intervention sessions, a concluding comment summarising participation and a record of completion is required.

1. Enter into the **appointment** line as per points **a – i** above and then:
2. Enter a comment to summarise participation. State that the Letter of Attendance was provided to the inmate and include EDRMS reference of the scanned document.
3. Save

- Copy this comment (to be used for pasting later)
- Select 'Completed Program/Certificate' as the attendance outcome
- Save

- Click on 'Update Program Status' button

- Select 'Service Referral Completed' from the Status LOV

- In the **comment** field, paste the comment copied earlier. This comment will auto-populate to case notes
- Save. The inmate will no longer appear on the waiting list for Remand DV Intervention.

### 9.1.6 **Remand DV SAPO to abandon referrals for inmates who decline to participate further**

If at any time (either prior to or after attending intervention session/s) the inmate expresses the wish to decline/discontinue participation in the Remand DV Intervention sessions, then this decision needs to be recorded as an appointment and the Remand DV Intervention referral closed off.

- Go to Programs & Services>>Accredited Programs>>Offender Programs and Evaluation Measures screen.  
Enter the **MIN** and execute query  
Scroll to **Remand DV Intervention** line and click to highlight  
Click on **appointments** tab and enter a new appointment (use Ctrl+↓ on your keyboard if there are no spare lines showing)  
Enter **date/time** of action

Enter Type as 'Program session'

Enter **Location** at which action occurred

Staff name will auto-populate

Enter **Phase** as Remand DV Intervention

Click on the **Module** LOV and select '**Decline/Refuse** to participate further.

Enter a comment to summarise participation (if any) and the reasons (if known) the inmate no longer wants to participate

Date	Start Time	End Time	Type	Location	Staff Name	Phase	Module	Session	Confirm Attendance
06/06/2017	23:00	23:15	Program	WEL - WEL	OSP50,SERV	Remand	Accepted		Attended
06/06/2017	10:00	10:10	Program	WEL - WEL	OSP50,SERV	Remand	Decline		Attended

Save

Click on 'Update Program Status' button

Select '**Abandoned**' from the **Status** LOV

UPDATE PROGRAM STATUS - (OCUUPSTA)

Update Status

Status: [Abandoned] Date: 07/06/2017 Reason for Ending Program: [ ] Comment: [ ]

Status (domain=PS\_PRG\_STAT)

Find %

Description	Code
Abandoned	ABA
Allocated	ALLOC
Removed	REM
Service Referral Completed	SRC
Suspended	SUSP

User: ening OSP50, SERVICI

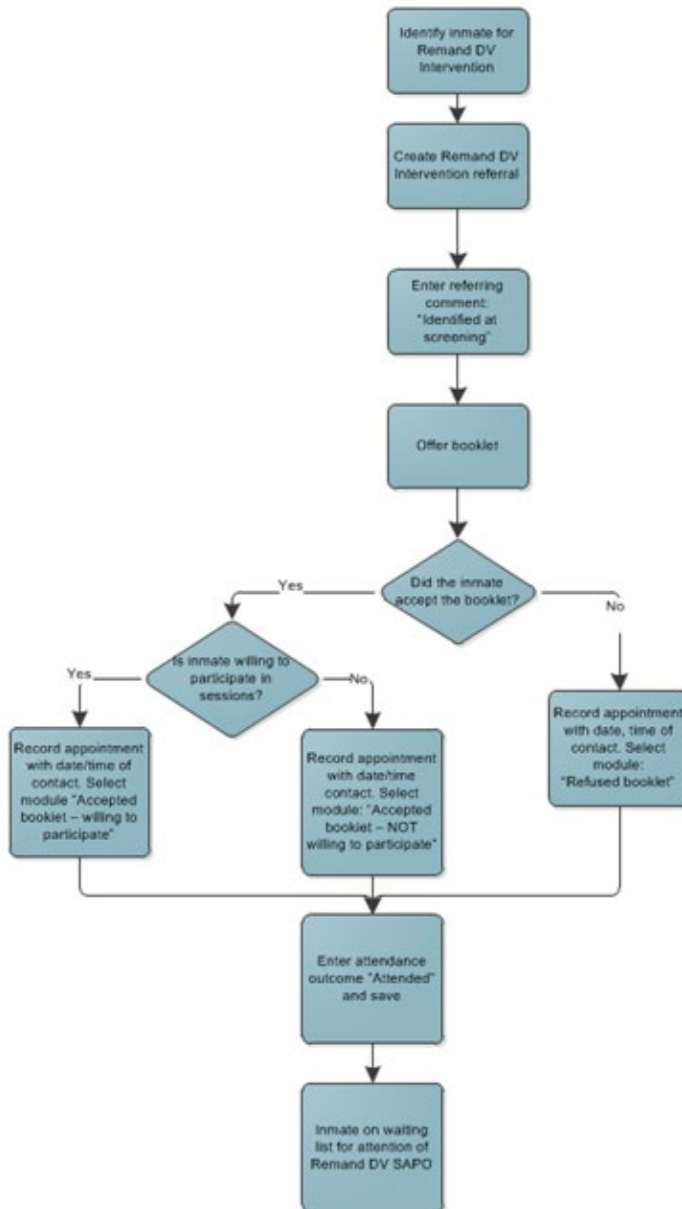
Find OK Cancel

In the **comment** text box, paste the comment copied earlier. This comment will auto-populate to case notes

Save. The inmate will no longer appear on the waiting list for Remand DV Intervention

9.1.7 **Flow chart: Screener only - Create Remand DV Intervention Referral and Record Willingness to Participate**

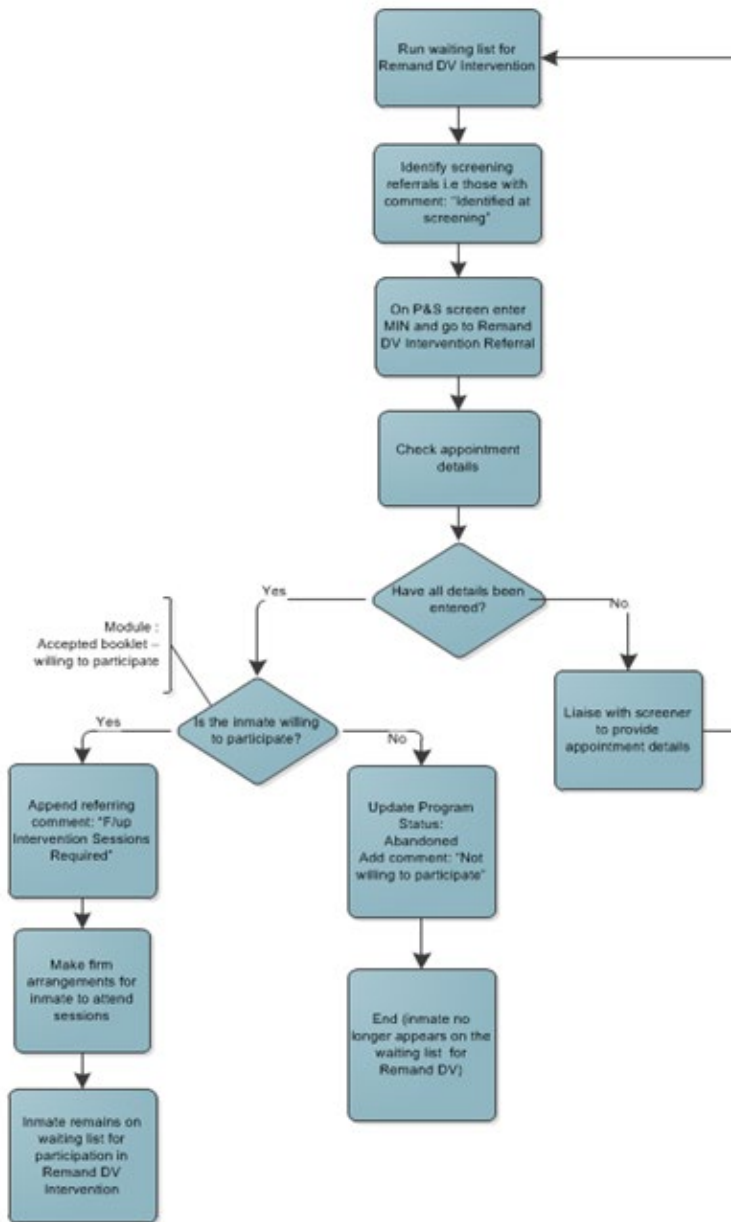
SCREENERS ONLY  
 Create Remand DV Intervention Referral and Record Willingness to Participate



9.1.8

Flow chart: Remand DV SAPO Monitor and Maintain Waiting List

REMAND DV SAPO  
Monitor and Maintain Waiting List





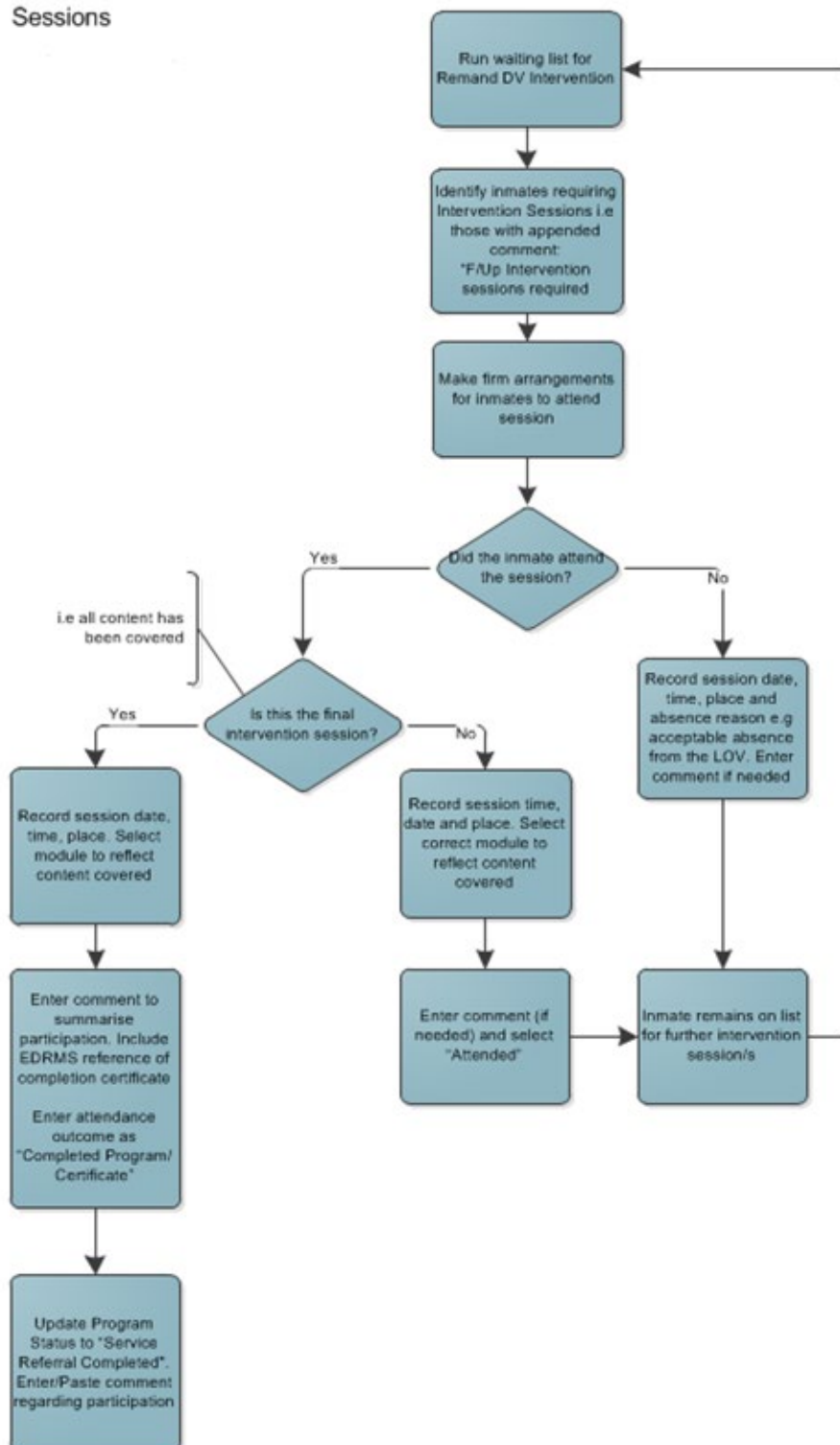
9.1.9 *Flow chart: Remand DV SAPO Abandon Ineligible Referrals (e.g not identified at screening, becomes sentenced etc)*

REMAND DV SAPO  
Abandon Ineligible Referrals (e.g  
not identified at screening,  
becomes sentenced etc)



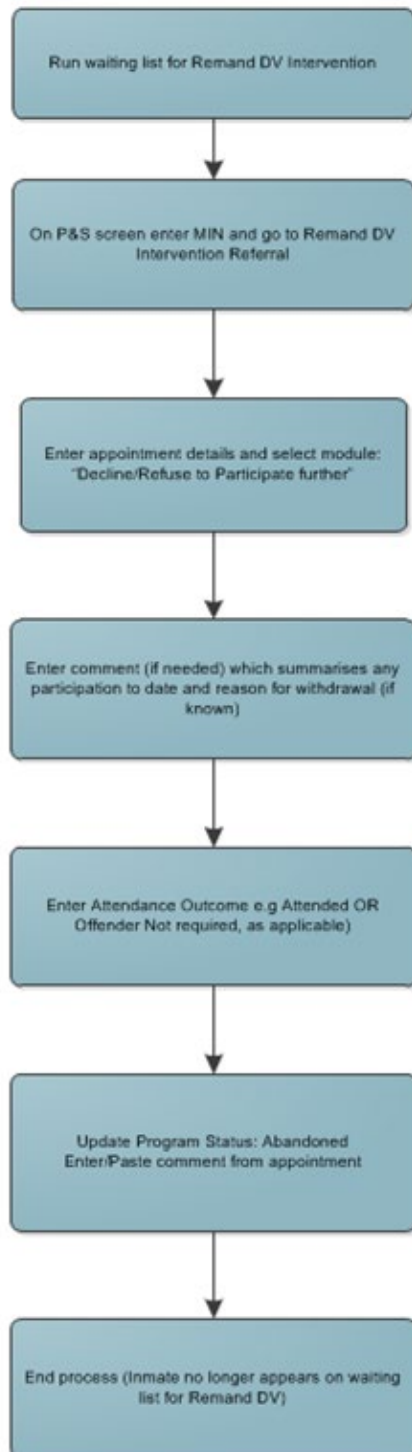
9.1.10 **Flow chart: Remand DV SAPO Record Remand DV Intervention Sessions**

REMAND DV SAPO  
Record Remand DV Intervention  
Sessions



9.1.11 *Flow chart: Remand DV SAPO Abandon referral for inmates who decline to participate*

REMAND DV SAPO  
Abandon referrals for inmates  
who decline to participate



## 9.1.12 *Module summary: relationship between module, appointment waiting list program referral and status codes*

### Stage 2: Offer Booklet

Appointment Module value	Use when	Further actions for program referral
<b>Accepted booklet – willing to participate</b>	Inmate has accepted the booklet and is interested in participating in this program	Append referral comment "F/up sessions required". Inmate remains on the waiting list
<b>Accepted booklet – NOT willing to participate</b>	Inmate has accepted the booklet but is not interested in participating in this program	Click 'Update Program Status' button and select 'Abandoned' and enter a relevant comment. Inmate removed from waiting list
<b>Refused booklet</b>	Inmate has refused the booklet	Click 'Update Program Status' button and select 'Abandoned' and enter a relevant comment. Inmate removed from waiting list
<b>Criteria not met – no further intervention</b>	The inmate does not meet the program criteria (confirmed by DV SAPO)	Click 'Update Program Status' button and select 'Abandoned' and enter a comment. Inmate removed from waiting list

### Stage 3: Remand DV Intervention Sessions

Appointment Module value	Use when	Further actions for program referral
<b>Decline/refuse to participate further</b>	Inmate has accepted the booklet and commenced the program, but no longer wishes to participate	Click 'Update Program Status' button and select 'Abandoned' and enter a comment. Inmate removed from waiting list
<b>Criteria not met – no further intervention</b>	The inmate does not meet the program criteria (e.g. inmate now sentenced on DV charges)	Click 'Update Program Status' button and select 'Abandoned' and enter a relevant comment. Inmate removed from waiting list
<ul style="list-style-type: none"> <li>• Caring – Healthy lifestyle</li> <li>• Coping – Managing emotions</li> <li>• Connection – Family, friends and community</li> <li>• Change – Identifying abuse</li> <li>• Choices – Action planning</li> </ul>	Content covered during the session of the Remand DV Intervention.	<p>Inmate remains on the waiting list, for further sessions <u>do NOT update status</u>.</p> <p>For the final session <u>only</u>, update Program Status to 'Service Referral Completed'</p>

## 9.2 Annexure 2 – Recording Remand Addiction sessions in OIMS

Attendance at a Remand Addiction session must be recorded in OIMS as an appointment under the **Addiction Support Group** program line in the Offender Programs and Evaluation Measures screen.

- Understanding Addiction
- Understanding Change
- Problem Solving
- Better Living
- Self-Management Planning

### 9.2.1 Steps for recording attendance at Remand Addiction

2. Go to Programs&Services>>Accredited Programs>>Offender Programs and Evaluation Measures screen.
3. Enter **MIN** and execute the query
4. In the Programs/Services block, scroll to **Addictions Support Group** program line and click to highlight. If one does not exist, insert a new record and select **Addictions Support Group** from the LOV.

5. Click on **appointments** tab and enter a new appointment (use Ctrl+↓ on your keyboard if there are no spare lines showing)
6. Enter **date/time** of the session
7. Enter **Type** as 'Program session'
8. Enter **Location** at which session occurred
9. Staff name will auto-populate
10. Enter **Phase** as Addiction Support Group
11. Select **Remand Addiction** from the Module from the LOV

12. Enter comment (if required)
13. Save
14. Confirm the attendance by selecting '**Attended**' from the LOV
15. Save & Exit

Note: Do NOT make any adjustment to Update Program Status button. The program line remains active throughout the booking for any future participation to be recorded (AA, NA, GA, SMART Recovery, Remand Addiction, and/or Miruma Addiction, as applicable).