

Inmate Classification and Placement Corrective Services NSW

Identifying Interventions for Classification & Placement

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Identifying Interventions for Classification & Placement

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1 Overview

This document replaces the former IC&P documents:

- *Inmate Classification and Placement Identifying HIPU Candidates;*
- *Inmate Classification and Placement Identifying Short Sentenced Inmates for Interventions (interim).*

The policy and procedures within this document must be utilised in conjunction with the [OVERARCHING POLICY - Policy for Inmate Classification and Placement](#).

All staff must be familiar with the overarching policy prior to utilising this document.

The overarching policy and the instructions and procedures within this document apply to all staff involved in the inmate classification and placement processes within New South Wales correctional centres.

Corrective Services NSW (CSNSW) received funding as part of the Department of Communities and Justice's Reducing Reoffending Strategy to establish High Intensity Program Units (HIPU) to deliver intensive rehabilitation services, programs and enhanced release planning to participants serving shorter sentences; this cohort includes inmates with 5 months to 3 years remaining to serve.

Further initiatives have now also been implemented supporting the Department's strategy to meet the Premier's Priority to address high risk offenders from returning to custody by 5% by 2023. These include identifying short sentence cohort inmates for interventions; this cohort includes inmates 5 months remaining to serve.

Previously, most programs and services weren't available to inmates with these shorter sentences. Now, inmates serving shorter sentences who meet the criteria can be identified to participate in a Short Sentence Intensive Program (SSIP), HIPU (including HIPU VOTP), or Young Adult Offender Program (YAOP) prior to release. These criminogenic programs have been designed to give inmates all of the support needed in the time available so they don't reoffend and return to custody.

2 Related documents

This document must be implemented in conjunction with the relevant sections of the Custodial Operations Policy and Procedures (COPP) and other related documents, including:

- [HIPU Procedures: Operations](#)
- [Procedure for the use of Intervention Pathways supporting tools](#)
- [Management of Public Correctional Centres Services Specifications](#)
- [Inmate Classification and Placement - Initial Classification and Placement](#)
- [Inmate Classification and Placement - Reviews](#)

3 Identifying candidates at the Initial Classification and Placement Assessment

Case Plans are required for all inmates with a sentence over 3 months, however to ensure eligible inmates with shorter sentences receive the required intervention/s, in most cases, program referrals must occur prior to the case plan being developed.

To ensure program eligible inmates with sentences less than 12 months receive the required program delivery, they must be referred directly at the time of the Initial Classification and Placement Assessment (Initial), and then promptly transferred to a SSIP, HIPU, HIPU (VOTP), or YAOP site.

3.1 Criminogenic Program Eligibility Overview (CPEO) Report

A tool has been developed to support Inmate Classification and Placement at the Initial, in identifying and classifying to a specific location to support intervention participation.

This tool is known as the *Criminogenic Program Eligibility Overview (CPEO)*. The CPEO is the only approved tool for identifying an inmate's intervention pathway at the Initial. It is an algorithm in the form of an Excel spreadsheet and is used to determine program eligibility based on the sentence length, offending behaviour, as well as other factors.

The CPEO is generated and disseminated daily to assist with the identification of program eligible inmates via auto delivery from Corrections Research Evaluation Statistics (CRES) to the following personnel:

- Classification Interventions Team (CIT) at Newington House;
- Ratifying staff:
 - Managers/Deputy Managers Inmate Classification and Placement (M/DMCP);
 - Senior Classification and Placement Officers (SCAPO); and
- Classification and Placement Teams (CPTs) via centre identified shared generic Classification outlook accounts.

Given the timeframe, it is critical the CPEO is used to identify and refer eligible inmates to criminogenic programs before the Case Plan is developed.

Note: The CPEO replaces all former tools including the Weekly HIPU Candidates Report (also known as the HIPU calculator). There must be no other form of intervention identification used by IC&P at the Initial.

3.2 CPEO use at Initials

In accordance with [Inmate Classification and Placement Director's Memorandum 2020/02](#) the CPEO must be utilised during Initials for all sentenced inmates. If the CPEO is not available for the CPT, the process must not proceed. Under no circumstances should the Initial be completed without the CPEO.

Note: the CPEO must not be used at any other classification assessment including Reviews.

3.3 CPEO Intervention Pathway outcomes

The CPEO Intervention Pathway can result in a number of outcomes. These outcomes are then used for different purposes according to the inmates identified needs. See [CPEO Intervention Pathway outcomes table](#).

3.4 CPEO Intervention Pathway outcomes table

Column 1 Must consider at CPT and ratification	Column 2 Record outcome for CMU reference only	Column 3 Record outcome only
YAOP	EQUIPS	Not eligible
SSIP	VOTP	Correctional Patient
HIPU	SOP	Forensic Patient
HIPU (VOTP)	IDATP	-----

Note: CPEO Intervention Pathway outcomes in [Column 2](#) may also result in variations of the above. In any case the outcomes must be recorded in the OIMS 'Override Comment' and 'Comment' box exactly as it is seen on the CPEO. These variations may include:

- SOP-IDATP;
- VOTP;
- VOTP-IDATP;
- VOTP-SOP-IDATP.

3.4.1 Column 1 – IC&P identified and referred

To ensure program eligible inmates with sentences less than 12 months receive the required program delivery, it is critical they are referred directly at the time of the Initial and without delay transferred to a SSIP, HIPU, HIPU (VOTP), or YAOP, site. This is critical to ensure sufficient time to complete the identified program.

3.4.2 Column 2 - intensive programs (recording only)

Where the CPEO Intervention Pathway outcome is an intensive criminogenic program from [Column 2](#), normal classification processes must apply. CPTs and ratifying officers must not recommend and approve an inmate's placement to a participating Centre without an acceptance for the program.

These intensive programs include:

- VOTP;
- SOP;
- IDATP.

3.4.3 Column 3 - Correctional Patient & Forensic Patient

In the case of the following OIMS Imprisonment Status cohorts, the CPEO Intervention Pathway will be:

3.4.4 Correctional Patient

██████████ CPEO will result in 'Correctional Patient'

3.4.5 Forensic Patient

██████████ CPEO will result in 'Forensic Patient'

CPTs and ratifying officers must record this outcome in the OIMS 'Override Comment' and 'Comment' box for recording purposes only.

Note:

- The CPEO outcomes for the Correctional Patient and Forensic Patient will be as above due to the acute nature of the CPEO and will result in being found not program suitable.
- In the case of program ineligible inmates the CPEO result will be 'not eligible'.

3.5 CPEO displays 'not found'

In the event the CPEO displays a result of 'not found' the CPT process must not proceed.

The following scenarios may result in 'not found' and should be considered before seeking advice:

3.5.1 CPEO not current

Issue - if the CPT and/or ratifying staff are using an old CPEO Report it may result 'not found' as the inmate may have been sentenced after the CPEO Report was generated.

Solution – check the CPEO Report is the most recent version available.

3.5.2 Inmates OIMS Imprisonment not updated

Issue – if the inmates imprisonment status has not been updated to reflect a sentencing event i.e. shows 'UNS – UNSENTENCED ██████████' or 'POLICE BAIL REFUSED / NOT MET ██████████' it will result in 'not found' result on the CPEO. This is due to the CPEO outcome being triggered by the imprisonment status data entry.

Solution - the CPT must refer the case to their local Sentence Administration and request OIMS records are updated to reflect the correct imprisonment status. Once this has occurred the inmate's data should be available on the next available CPEO Report.

3.5.3 Inmates data was not available in OIMS at the time the CPEO was generated

Issue – if the inmates data was not available in OIMS at the time the CPEO was generated it will result in 'not found' result on the CPEO.

Solution – hold the CPT over until the following day and use the most recent CPEO Report available.

3.5.4 Refer to Classification Interventions Team (CIT)

In the event the above solutions have been attempted and the CPEO still returns 'not found' these should be referred to the CIT via email at: [REDACTED]

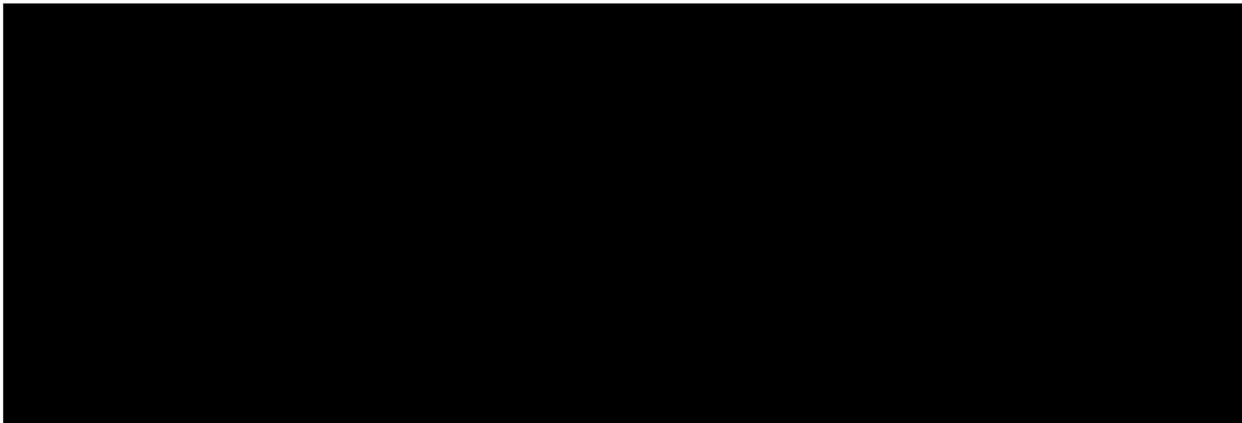
3.6 Recording the CPEO Intervention Pathway outcome

In accordance with [Inmate Classification and Placement Director's Memorandum 2020/04](#) the CPEO Intervention Pathway outcomes must be recorded in OIMS for all Sentenced Initials. To assist with the outcome being easily identified by all users, and for ongoing Intervention Pathways analysis and reporting, it is critical in all cases the data entry clearly identifies the CPEO 'Intervention Pathway' with the exact terminology as seen on the CPEO report I.e. **CPEO = HIPU**.

3.6.1 CPEO Recording Instructions for CPTs

CPTs must ensure the following:

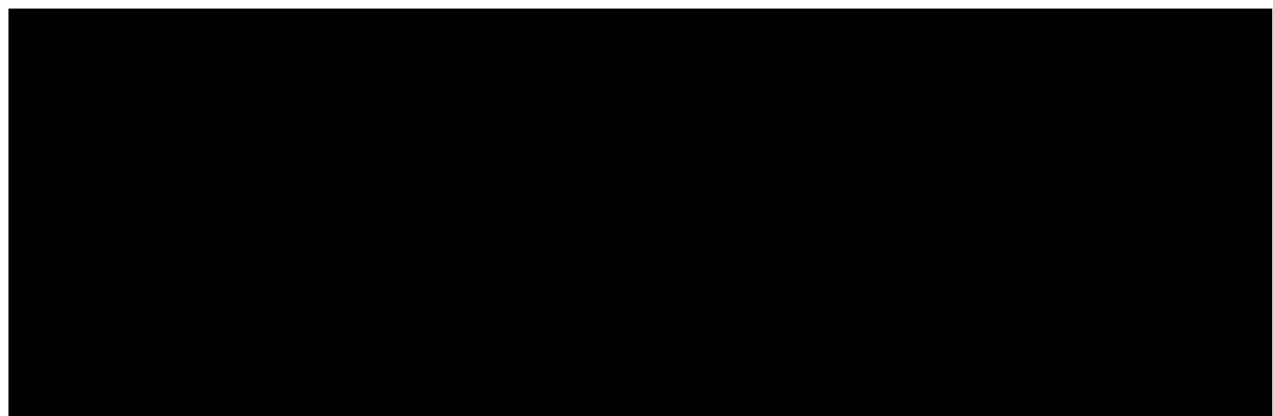
- [REDACTED]
- [REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]



3.6.2 CPEO Recording Instructions for Ratifying Officer's

Instructions for SCAPOs, DMCPs and MCPs (Ratifier's), Ratifier's must ensure the following:

- [REDACTED]
- [REDACTED]



3.7 CPT responsibilities

For the purpose of the CPT **ALL** Intervention Pathway outcomes must be included in the CPT OIMS 'Override Comment' box ('Offender Assessments' screen). The CPT must:

1. **use** the CPEO during every Initial for sentenced inmates;
2. **record** the CPEO Intervention Pathway in the OIMS 'Override Comment' box adjacent to the 'Recommended Placement' box ('Offender Assessments' screen) E.g. CPEO = HIPU;
3. **consider** the CPEO Intervention Pathway when making their recommendation;
4. **justify** the classification recommendation in the OIMS Narrative Summary, including a clear explanation if the classification outcome is NOT consistent with the CPEO Intervention Pathway outcome due to being unsuitable for placement. I.e. if the CPEO intervention pathway is HIPU however the inmate's protection status is PRNA the inmate would not be suitable for placement in any of the HIPU locations as HIPUs are not currently offered at locations housing PRNA inmates.

3.7.1 Column 1

CPEO Intervention Pathway outcomes as listed in **Column 1** in the [CPEO Intervention Pathway outcomes table](#) are inmates serving a sentence where as a result of their sentence length; the referral for criminogenic programs must be made prior to the Case Plan being developed. These must be considered, and included in the OIMS 'Override Comment' box when the CPT at the time of the classification recommendation.

3.7.2 Column 2

CPEO Intervention Pathway outcomes as listed in **Column 2** in the [CPEO Intervention Pathway outcomes table](#) are Intensive Programs, and other longer interventions. These outcomes must be recorded in the OIMS 'Override Comment' box to allow the CMU to reference during future case planning processes.

3.7.3 Column 3

CPEO Intervention Pathway outcomes in **Column 3** in the [CPEO Intervention Pathway outcomes table](#) are not program suitable, these outcomes must be recorded in the OIMS 'Override Comment' box only.

3.8 Ratifying staff responsibilities

For the purpose of the CPT ratification **ALL** Intervention Pathway outcomes must be included in the OIMS 'Comment' box ('Assessments Approval' screen). Ratifying staff must:

1. **confirm** the CPEO Intervention Pathway;
2. **consider** the intervention pathway re placement option (column 1 only);
3. **record** the Intervention Pathway (all) in the OIMS 'Comment' box adjacent to the 'App Placement' box ('Assessments Approval' screen);
4. **justify** the classification outcome in the OIMS Approval Comments, including a clear explanation if the classification outcome is NOT consistent with the CPEO due to be unsuitable for placement.

3.8.1 Column 1

CPEO Intervention Pathway outcomes as listed in Column 1 in the [CPEO Intervention Pathway outcomes table](#) are inmates serving a sentence where as a result of their sentence length; the referral for criminogenic programs must be made prior to the Case Plan being developed. These must be considered by ratifying staff, and included in the OIMS 'Comment' box.

3.8.2 Column 2

CPEO Intervention Pathway outcomes as listed in Column 2 in the [CPEO Intervention Pathway outcomes table](#) include Intensive Program and other longer interventions. Ratifying staff must include these outcomes in the OIMS 'Comment' box to allow the CMU to reference during future case planning processes.

3.8.3 Column 3

CPEO Intervention Pathway outcomes in Column 3 in the [CPEO Intervention Pathway outcomes table](#) are not program suitable, ratifying staff must include these outcomes in the OIMS 'Comment' box only.

3.9 Flow chart – CPEO at Initials for CPT and ratifying staff

PROCEDURE	
1	Open the most recent available CPEO Excel document. Note the report date on the CPEO Report.
2	Enter the MIN in the "MIN" field and press enter. Note the report will populate data against the fields.
3	Review results in all fields.
4	Scroll to the 'Intervention Pathway' field at the bottom of the report.
5	Where the CPEO results in any of the outcomes from Column 1 CPEO Intervention Pathway outcomes table the CPT and ratifying staff must consider for placement suitability.
6	Where the CPEO results in any of the outcomes from Column 2 CPEO Intervention Pathway outcomes table the CPT and ratifying staff must record the outcome for CMU reference.
7	Where the CPEO results in any of the outcomes from Column 3 CPEO Intervention Pathway outcomes table the CPT and ratifying staff must record the outcome only.
8	Where the results state "not found" the CPT and ratifying staff must trouble shoot in accordance with CPEO shows 'not found' .
9	Identify and classify eligible and placement suitable candidates to a correctional centre facilitating the identified short sentence program.
10	Enter service line (HIPU, HIPU (VOTP), Short Sentence Intervention Program, and YAOP GLC) in the OIMS Programs / Services screen in accordance with Procedures for entering OIMS Programs/Services Line Referrals
11	Ensure short sentence identified inmates are clearly communicated for priority transfer via Section 23 Request – Special Instructions.
12	Include IC&P in all Section 23 Requests via email; [REDACTED]

4 HIPU

This strategy has been established to deliver intensive rehabilitation services, programs and enhanced release planning to participants serving shorter sentences; this cohort includes inmates with 5 months to 3 years remaining to serve.

4.1 HIPU identification

CPEO = HIPU/HIPU VOTP

CPTs and Ratifier's must consider and classify these inmates when found suitable. All efforts must be made to ensure these program eligible inmates are placed at a centre to support them receiving criminogenic programs.

Note: where it is determined an inmate is not suitable for placement at all HIPU locations the IC&P CIT must be advised via email at: [REDACTED] The CIT will assess for an alternate program pathway in consultation with OS&P and reply via return email.

Where all options are exhausted and the inmate is found to be unsuitable based on placement or other concerns. This must be justified in the narrative summary (CPT) and approval comments (Ratifier's).

In all cases the CPEO = HIPU/HIPU VOTP must be recorded in accordance with the instructions at [Recording the CPEO Intervention Pathway outcome](#).

4.1.1 CPEO = HIPU VOTP but not suitable for Shortland placement

Where the CPEO Intervention pathway outcome is 'HIPU VOTP' but not placement suitable for SHLD all efforts must be taken by the CPT and Ratifying Officer to ensure the next most appropriate program pathway is followed to ensure these program eligible inmates receive interventions.

4.1.2 Minimum security

Where the CPEO Intervention pathway outcome is 'HIPU VOTP' but is a minimum security (C1, C2) classified inmate, they must then be considered for placement at HIPU location.

4.1.3 Not placement suitable for Shortland

Where the CPEO Intervention pathway outcome is 'HIPU VOTP' and the inmate is a medium/maximum security (E2, B, A2, E1) classified inmate, but is not placement suitable for Shortland due to associations, or any other reason. They must then be considered for placement at Macquarie for MIP participation.

4.4 Programs Placement Guide Part 1

The following [Programs Placement Guide, Part 1](#) is specific to the CPEO Intervention Pathway outcomes as listed [Column 1](#) for males. This includes the HIPU and YAOP locations and further details the specific cohort at each site.

NB: This guide DOES NOT cover SSIP sites. For more information on the SSIP sites see: [Programs Placement Guide Part 2 – SSIP](#).

4.5 Male HIPU criteria

4.5.1 Shortland (SHLD) – Violent Offenders Therapeutic Programs (VOTP)

The VOTP HIPU at SHLD is specific to the persistent general violence cohort. Inmates that fall in this cohort, but do not meet the eligibility criteria for the standard VOTP due to having an insufficient timeframe to serve, may be eligible for the HIPU VOTP at SHLD.

The following criterion applies:

- **CPEO Intervention Pathway outcome = HIPU (VOTP);**
- Medium or maximum security male [REDACTED];
- Normal discipline only – no Special Management Area Placement (SMAP);
- Minimum 7 months to Earliest Possible Release Date (EPRD);
- Violence related offences and/or custodial history;
- No sex offenders; current or historical.

4.5.2 Shortland (SHLD)

The HIPU at SHLD is a generic HIPU for medium and maximum security male inmates. The following criterion applies:

- **CPEO Intervention Pathway outcome = HIPU;**
- [REDACTED]
- Normal discipline only – no SMAP;
- Minimum 5 months to EPRD;
- No sex offenders; current or historical.

4.5.3 Cooma (COO)

The HIPU at COO is a generic HIPU for minimum and medium security male inmates. The following criterion applies:

- **CPEO Intervention Pathway outcome = HIPU;**
- Area 2 – [REDACTED] (must be able to achieve a 6.2 order);
- Area 1 - [REDACTED];
- SMAP – sign off as per COO standard procedures;
- Achieve SPC clearance – “not on SPC threat file”.

4.5.4 Wellington (WEL) and Mid-North Coast (MNC), including ATSI identified

Whilst the fundamental services, criminogenic programs and model for the external reintegration service providers are the same in all HIPUs, the specific needs of ATSI offenders are addressed by integrating additional supports through the whole program pathway. The men's HIPUs at WEL and MNC have dedicated capacity to address the specific needs of ATSI participants. The following criterion applies:

- **CPEO Intervention Pathway outcome = HIPU;**
- ATSI identified;
- [REDACTED];
- Normal discipline only – no SMAP/PRNA/SEG;
- Minimum 5 months to EPRD.

4.5.5 Bathurst (BTH) and South Coast (STHC)

The HIPUs at BTH and STHC are generic HIPUs for minimum security male inmates. The following criterion applies:

- **CPEO Intervention Pathway outcome = HIPU;**
- [REDACTED];
- Normal discipline only – no SMAP/PRNA/SEG;
- Minimum 5 months to EPRD.

4.6 Female HIPU criteria

4.6.1 Dillwynia (DIL), Wellington (WEL) and Mid-North Coast (MNC)

Female HIPUs at DIL, WEL and MNC focus on women participants and provide programs and services that reflect the specific characteristics and reintegration needs of female participants using a trauma informed framework. This includes addressing family violence, access to children (face to face or virtual), externally provided mentoring programs and a particular focus on exiting to secure and safe accommodation.

- **CPEO Intervention Pathway outcome = HIPU**
- [REDACTED];
- [REDACTED] – Dillwynia only ([REDACTED] must include consultation with DIL centre management);
- Normal discipline only – no SMAP/PRNA/SEG;
- Minimum 5 months to EPRD.

4.7 HIPU placement considerations

Where one or more of the following factors are present placement for HIPU participation should be further considered:

- Current or recent Segregation order;
- Current or previous sex offence;
- Active RIT/RAIT management;
- Current Protection Non Association (PRNA) management;
- Current Special Management Area Placement (SMAP), unless willing to sign off for COO placement;
- Disability, to be individually assessed;
- Special Management Programs i.e. Mental Health Screening Unit (MHSU), Mum Shirl Unit (MSU), Kevin Waller Unit (KWU), Additional Support Unit (ASU).

In these cases, further enquiries should be conducted to assess suitability via the CIT via email:

5 Short Sentence Intensive Program (SSIP)

To address the needs of very short sentenced inmates a strategy has now been developed aimed at focusing resources at a small number of correctional centres where an innovative intervention package is delivered to short sentence inmates (who reoffend at higher rates).

These inmates have custodial sentences less than 5 months (and therefore are not eligible for HIPU cohorts). This strategy is focused on ensuring this cohort of inmate will receive adequate intervention dosage at a Short Sentence Intensive Program (SSIP) before their release.

To do this, inmates will continue to be identified at their Initial, and if not already at an identified SSIP they will be moved quickly to a nearby centre to participate.

5.1 SSIP identification

CPEO Intervention Pathway outcome = SSIP

CPTs and Ratifier's must consider and classify these inmates when found suitable.

Note: suitability includes the ability to be transferred to a SSIP site with minimal transport, if not already at a SSIP location.

Where the CPT and/or Ratifier determines unsuitability due to multiple transport requirements and they are NOT classifying SSIP CPEO outcomes outcome to a SSIP site, they must justify this in their narrative summary (CPT) and approval comments (Ratifier's).

In all cases the CPEO = SSIP must be recorded in accordance with the instructions at [Recording the CPEO Intervention Pathway outcome](#).

5.2 SSIP sites and criterion

The following criterion applies:

- CPEO Intervention Pathway outcome = SSIP

5.2.1 Bathurst

- Male
- [REDACTED];
- Normal discipline ONLY;
- 0 to 5 months to EPRD.

5.2.2 Cessnock

- Male
- [REDACTED];
- Normal discipline;
- SMAP;
- 0 to 5 months to EPRD.

5.2.3 Mid North Coast

- Male
- [REDACTED];
- Normal discipline;
- SMAP;
- 0 to 5 months to EPRD.

5.2.4 Geoffrey Pearce

- Male
- [REDACTED];
- Normal discipline ONLY;
- 0 to 5 months to EPRD.

5.2.5 South Coast

- Male
- [REDACTED];
- Normal discipline ONLY;
- 0 to 5 months to EPRD.

5.2.6 Wellington

- Male
- [REDACTED];
- Normal discipline ONLY;
- 0 to 5 months to EPRD.

5.2.7 Dillwynia

- Female
- [REDACTED];
- Normal discipline ONLY;
- 0 to 5 months to EPRD.

5.3 Programs Placement Guide Part 2 – SSIP

The following [IC&P Programs Guide - Part 2](#) is specific to the male SSIP locations and further details the specific cohort at each site.

Note: [Programs Placement Guide Part 3](#) is specific to all female program classification and placement requirements; this includes the female SSIP at DIL.

6 Macquarie Intensive Program (MIP)

A further strategy to meet the Premier's Priority includes delivering a high intensive program over 16 weeks at Macquarie Correctional Centre. Known as the Macquarie Intensive Programs (MIP) it is similar to HIPU delivery, however this is NOT a HIPU.

The MIP is NOT a CPEO Intervention Pathway outcome.

This strategy targets program eligible inmates who have not been able to be included in the intervention originally identified (either by CPEO or otherwise) as a result of placement and/or suitability barriers.

Inmates identified for MIP are NOT identified via the CPEO. Eligible and suitable inmates will be identified by the IC&P CIT who will ensure appropriate consultation with OS&P, CMU and MCQ is conducted.

In the event all other options are exhausted at an Initial for a program eligible inmate i.e. CPEO = YAOP but not suitable for placement at OBE, and then not suitable for placement at all HIPU sites. These instances can be considered by the CPT and Ratifying Officer for placement at Macquarie CC for MIP participation.

For further information see: [Programs Placement Guide Part 1](#).

Any enquiries must be referred to the CIT at [REDACTED]. The CIT will assess for suitability of inclusion in the MIP and will advise by return email.

7 YAOP

7.1 The YAOP 'Gurnang Life Challenge' (GLC)

The YAOP 'Gurnang Life Challenge' (GLC) is a 16 week program that is run at Oberon (OBE) CC for young male offenders with between 5 months and 3 years remaining on their sentence at Initial. The program delivers interventions that address offending and include outdoor adventure based activities as well as participation in therapeutic programs addressing risk. CSI employment and Education may also be provided to participants in the GLC.

Note: the GLC is currently under review. The following interim process is implemented to ensure inmates that are identified for YAOP participation (as per the CPEO) are correctly referred and recorded. This collaborative process will provide intervention options for eligible inmates who are not suitable for participation in the YAOP at OBE.

7.2 YAOP criterion – Oberon CC

The following criterion applies:

- **CPEO Intervention Pathway outcome = YAOP;**
- Male under the age of 26;
- [REDACTED];
- Cleared by JH or other health service provider (contracted centres) for remote placement (camp);
- Normal discipline only – no SMAP/PRNA/SEG;
- Minimum 5 months to EPRD.

7.2.1 YAOP exclusions

Current or historical sex offence

7.3 YAOP eligible but not placement suitable

In the case of the CPEO Intervention Pathway outcome being YAOP but the inmate is not suitable for placement at OBE to participate in the YAOP; these must then be considered for an alternate criminogenic program in accordance with [Alternate short sentence criminogenic programs](#).

In the case of any program eligible inmates not suitable for YAOP and all criminogenic pathways as defined in [Alternate short sentence criminogenic programs](#) these must then be referred to the CIT via email at: [REDACTED]. The CIT will assess for suitability of inclusion in an alternate pathway and will advise by return email.

7.4 Alternate short sentence criminogenic programs

In the case of YAOP eligible inmates (as per the CPEO) but not suitable for inclusion for any reason at OBE, the following should then be considered:

7.4.1 HIPU - minimum security male inmates – normal discipline:

In accordance with the criteria set out in [Wellington \(WEL\)](#) and [Mid-North Coast \(MNC\)](#), including [ASTI identified](#) or [Bathurst \(BTH\)](#) and [South Coast \(STHC\)](#).

7.4.2 HIPU - minimum & medium security male inmates – SMAP:

In accordance with the criteria set out in [Cooma \(COO\)](#).

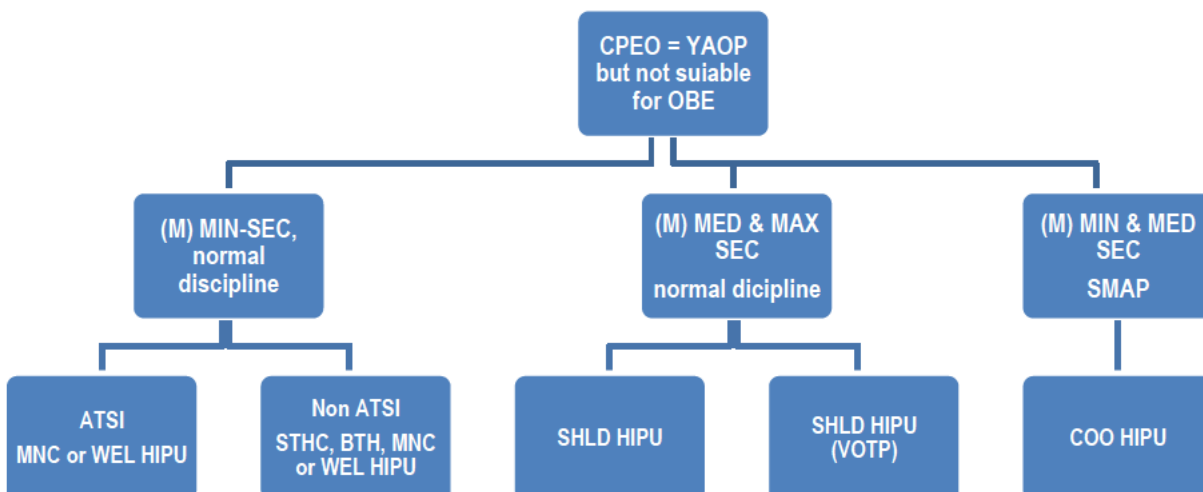
7.4.3 HIPU – medium & maximum:

In accordance with the criteria set out in [Shortland \(SHLD\)](#).

7.4.4 HIPU (VOTP) – medium & maximum – normal discipline:

In accordance with the criteria set out in [Shortland \(SHLD\) – Violent Offenders Therapeutic Programs \(VOTP\)](#).

7.4.5 Alternate program chart



For further information see: [Programs Placement Guide Part 1](#).

7.5 YAOP Satellite Sites

Previously a satellite YAOP has been offered in centres across the State. Note the Satellite YAOP is currently under review and is not currently offered.

7.6 YAOP Nucleus

Note the YAOP Nucleus program and identification process is currently under review. Please forward all enquiries/applications to the SMYAO via email at: [REDACTED]

7.7 Women's YAOP

Previously minimum security women were able to participate in an abbreviated course run at OBE. This is under review and not currently offered.

7.8 YAOP GLC referral process - OIMS

The OIMS referral process for YAOP eligible and suitable, i.e. classified to OBE for the YAOP is entered by Ratifying staff only.

Note: this process has been implemented ahead of the YAOP Review to ensure inmates that are identified for YAOP participation are correctly identified and reflected in OIMS and will assist with the transfer to of inmates to the right place at the right time.

7.8.1 CPT responsibilities

When the CPEO Intervention Pathway results in YAOP the CPT must:

- **consider** this intervention pathway when making their recommendation;
- **include** the CPEO Intervention Pathway outcome in the OIMS 'Override Comment' box;
- **complete** the CPT as per usual process (including requesting a JH&FMHN remote placement clearance);

7.8.2 Ratifying staff responsibilities

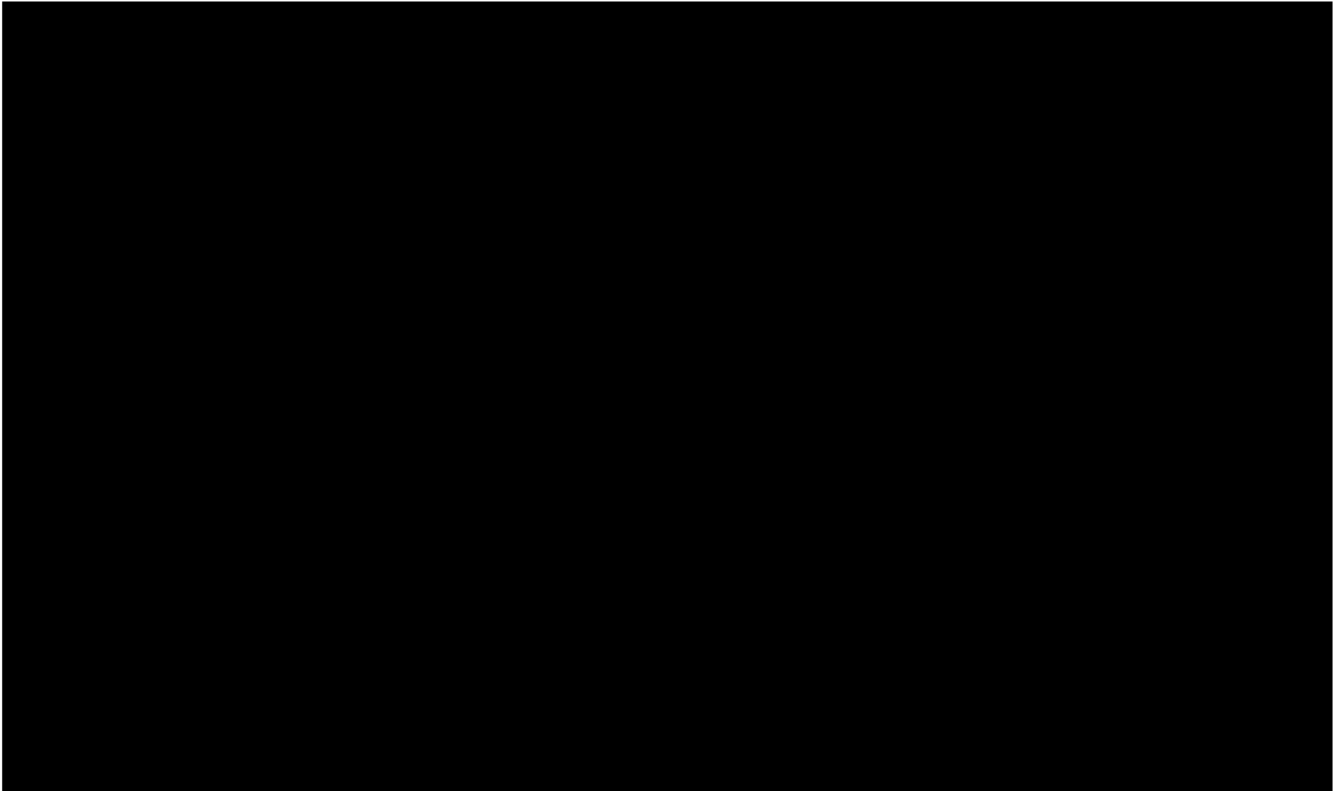
When the CPEO Intervention Pathway results in, and where the ratifying officer identifies suitable inmate for YAOP ratifying staff must also:

- **consider** the CPEO Intervention Pathway outcome, and additional program advice when determining the classification;
- **include** the CPEO Intervention Pathway outcome in the OIMS 'Comment' Box;
- **enter** a 'YAOP GLC process' service referral in OIMS;
- **complete** the assessment as per usual process.

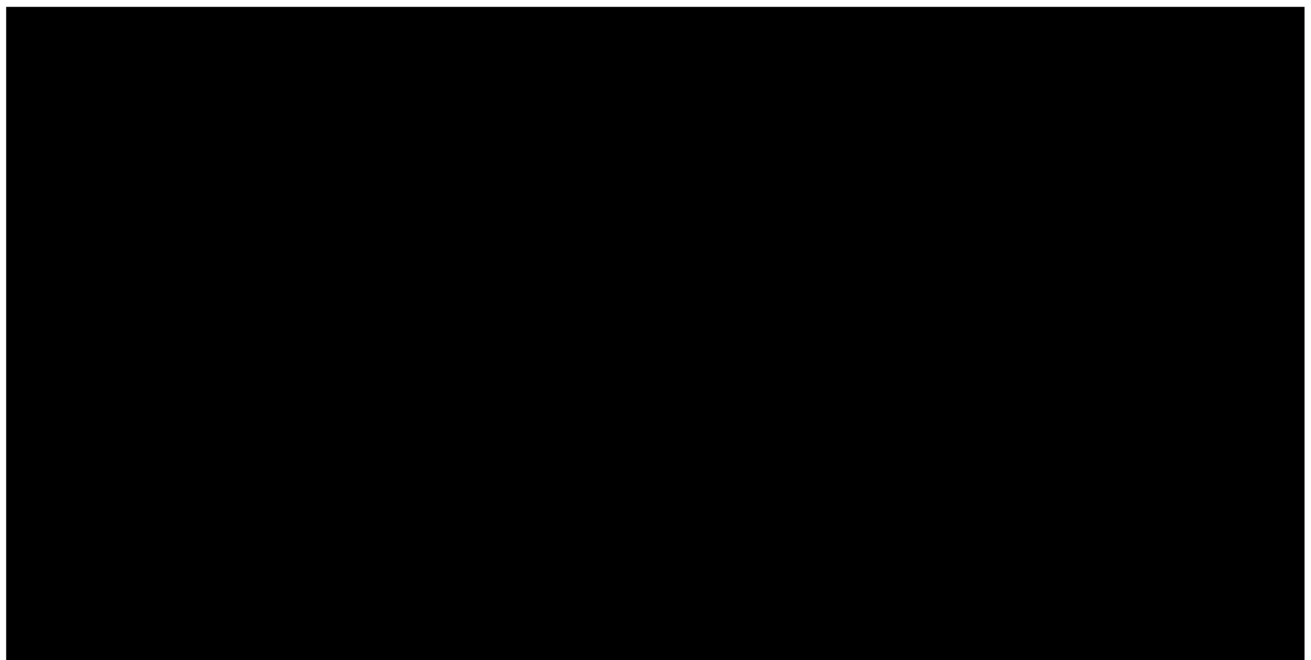
Note: Effective immediately the previous process of referring all YAOP eligible cases to the State-wide Manager Young Adult Offender (SMYAO) (role with IC&P based at Newington House) is no longer required. The only approved process of identifying YAOP inmates by IC&P processes at the Initial is via the CPEO.

The inclusion of the 'YAOP GLC process' referral line in OIMS now excludes the need for YAOP eligible and Oberon suitable inmates to be referred the CIT, SMYAO or Oberon direct. Following eligibility and suitability ratifying officers have the delegation to classify to this location.

8.1.1 Example of OIMS process line (MIP)



8.1.2 Example of OIMS process line (SSIP)



9 COP required for inclusion in intensive programs

Where a Change of Placement (COP) is required this should be referred to relevant D/MCP of the region with supporting documentation to confirm acceptance and inclusion in the program, or the CIT via email at: [REDACTED]

I.e. advice received from IDATP Administration that inmate (XXXXXX) is required for IDATP participation at Geoffrey Pearce CC.

10 Clear of court reviews

In some cases an inmate will be reviewed within the scheduled time frame (usually 12 months) as a result of being clear of all court matters.

The CPEO **must not** be used at these reviews. The CPEO is an algorithm designed to pick up data at an inmate's entry into custody for sentenced inmates – it is not dynamic and therefore does not pick up on any changes to data (like time to EPRD). Running a CPEO at any time after will contain distorted data.

10.1 Clear of court reviews resulting in a change to EPRD

The aim of this interim process is to capture those inmates who have had a change in EPRD that that are eligible for short sentence interventions, and place them at a centre as soon as possible to access interventions.

To ensure short sentence intervention eligible inmates are identified for intervention; where it is identified that the inmate is now 'clear of court, prior to the CPT convening the S/CAPO refers the matter to the Classification Interventions Team (CIT) for determination via email at:

[REDACTED] (cc their Classification Manager/ Deputy Manager).

The referral must include:

- inmates MIN;
- that they are now clear of court;
- there has been a change in EPRD (details of change).

The referral must then be reviewed by a CIT member who will utilise a set of tools including a Clear of Court Decision Tree to determine the outcome. The CIT will advise via return email.

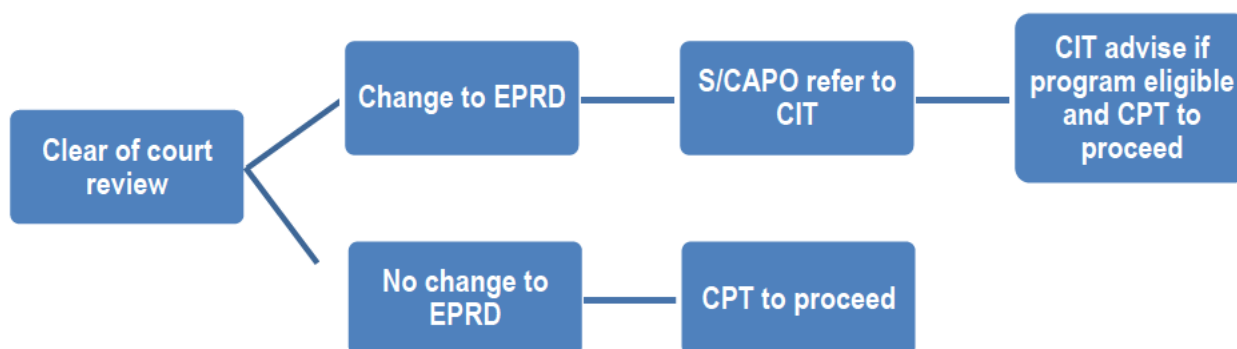
10.1.1 Clear of court review - CIT responses

In all cases the CIT will advise via return email to the S/CAPO (cc the ratifying staff) of the outcome. The response will be one of the following:

1. Inmate is program ineligible, please proceed with normal classification processes;
2. Inmate is program eligible with less than 12 months left to EPRD, please consider at CPT for (CIT will advise of most appropriate short sentence intervention I.e. HIPU / HIPU (VOTP) / YAOP GLC);
3. Inmate is program eligible with more than 12 months to EPRD; this inmate's intervention pathway will be determined by the CMU during the case planning stage. Please proceed with normal classification processes and note this advice in the OIMS CPT 'Narrative Summary'.

The CPT must then conduct a review of classification, in accordance with the [Inmate Classification and Placement - Reviews](#) taking into consideration the determination of CIT. The CPT must also include in their OIMS Narrative Summary that the **inmate is now clear of court specifying the change to EPRD**. The review must then proceed using normal Review processes.

10.1.2 Clear of court review referral decision chart



11 Acronyms

ACRONYM	MEANING
ASU	Additional Support Unit
ATSI	Aboriginal and Torres Strait Islander
BTH	Bathurst
CAPO	Classification and Placement Officer
CIT	Classification Intervention Team
COO	Cooma
CPEO	Criminogenic Program Eligibility Overview
COPP	Custodial Operations Policy and Procedures
CMU	Case Management Unit
CPT	Classification and Placement Team
CRES	Corrections Research Evaluation Statistics
CSNSW	Corrective Services New South Wales
DIL	Dillwynia
DMCP	Deputy Manager Classification and Placement
EPRD	Earliest Possible Release Date
GLC	Gurnang Life Challenge
HIPU	High Intensity Programs Unit
Initial	Initial Classification and Placement Assessment
IDATP	Intensive Drug and Alcohol Therapeutic Program
KWU	Kevin Waller Unit
MCP	Manager Classification and Placement
MCQ IP	Macquarie Intensive program
MHSU	Mental Health Screening Unit
MNC	Mid North Coast
MSU	Mum Shirt Unit
NSW	New South Wales
OBE	Oberon
OIMS	Offender Integrated Management System
PRNA	Protection Non Association
RIT/RAIT	Risk Intervention Team/Risk Assessment Intervention Team
SCAPO	Senior Classification and Placement Officer
SHLD	Shortland
SMAP	Special Management Area Placement

ACRONYM	MEANING
SMYAO	State-wide Manager Young Adult Offender
SOP	Sex Offender Program
SSIP	Short Sentence Intensive Program
STHC	South Coast
VOTP	Violent Offenders Therapeutic Program
YAOP	Young Adult Offender Program
WEL	Wellington

12 Document history

VERSION	DATE	REASON FOR AMENDMENT
1.0	25 October 2019	In line with Case Management Review outcomes
1.1	3 July 2020	Update to include CPEO and additional short sentence interventions
1.2	31 July 2020	Update to include YAOP GLC process OIMS referral
1.3	10 August 2020	Update SMYAO title
1.4	6 October 2020	Update to include operational changes
1.5	23 October 2020	General formatting update and improvements
2.0	4 February 2021	Full review conducted