

Offender Services & Programs Corrective Services NSW

Policy and Procedures for the Delivery of NEXUS



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Policy and Procedures for the Delivery of NEXUS

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1 Policy statement and purpose

Corrective Services NSW (CSNSW) is committed to engaging every inmate in their pre-release reintegration planning. NEXUS follows an 'inmate centred' approach to reintegration. Services and Program Officers (SAPOs) and Custodial Case Management Unit (CMU) staff assist inmates to address their identified needs, and plan their release into their chosen community. NEXUS reintegration planning is to be delivered in accordance with the *Policy for Prioritising Offender Services and Programs in Custody* [D15/179500] and *Procedures for Reintegration Planning in CSNSW* [D17/445427].

This Policy has been developed to outline and standardise the delivery and recording of the NEXUS service. No inmates are excluded from participating in NEXUS.

Key objectives of NEXUS are to:

- increase the number of occasions where OS&P and CMU staff prompt inmates to consider their release needs
- encourage inmates to engage in release planning, and take responsibility for their return to the community
- raise awareness of actions inmates can take to assist in their reintegration
- support inmates to develop self-efficacy and recognise their capacity
- promote inmate access to services, programs, and service providers to plan for release.

2 Application

This policy applies to Managers of Services and Programs (MOSPs), Specific Needs Managers, Services and Programs Team Leader (SAPTLs), Senior Services and Program Officers (SSAPO – IDATP only), SAPOs and CMU staff.

MOSPs and Specific Needs Managers are responsible for ensuring that the delivery of NEXUS is in accordance with the centre's structured routine and inmate cohort. This includes ensuring the availability of rooms and the provision of printed resources.

Those 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 their respective contracts.

3 Governance

The Assistant Commissioner, Offender Management and Programs (OMP) has oversight for implementing this policy. The Group Director, Offender Services and Programs (OS&P) through the Director State-wide Services and Director State-wide Programs is responsible for monitoring compliance with the policy.

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

4 Trauma Informed Practice (TIP) and Motivational Interactions (MI)

Many inmates have experienced trauma in their life which may have contributed to their outcomes in life, disadvantage or offending behaviour. It is not uncommon for inmates to have been victims of childhood abuse or to have come from disadvantaged backgrounds. Inmates can also experience trauma throughout their time in custody. Most Aboriginal inmates have experienced 'intergenerational trauma' and it is not uncommon for inmates from Culturally and Linguistically Diverse (CALD) backgrounds to have experienced trauma in their lives.

Each and every interaction with an inmate is an opportunity to influence pro social behaviours and encourage continued development. Interventions with inmates must adhere to the principles of Motivational Interviewing (MI). Staff members must use MI to engage in conversations that increase intrinsic motivation to change, and treat all inmates with respect.

5 NEXUS overview: three streams

NEXUS is a three-streamed intervention designed for an inmate to plan for their exit-on-entry. Release planning occurs across the whole sentence.

The first two (2) streams occur on entry into custody and during early interactions with CMU staff. The third stream is a multi-module service designed to be delivered in a group format with inmates appearing on the NEXUS Candidates List.

5.1 NEXUS Stream 1

The inmate is provided with a brochure on reception into a correctional centre. The brochure is designed to prompt inmates during their adjustment phase into custody to take actions that will contribute to a more successful re-entry into the community. For example, contacting Child Support to limit debt accrual. For further detail, see [section 7.1](#).

5.2 NEXUS Stream 2

NEXUS Stream 2 is a worksheet that assists the inmate to set goals in the areas of: identity; housing; finances; transport; support; education and employment; health; property and clothing; parole; and immigration. These goals form the basis for further discussion with Case Management Officers (CMO's) and OSP staff members. For further detail, see [section 7.2](#).

5.3 NEXUS Stream 3

NEXUS Stream 3 offers meaningful reintegration services to people in custody. Research on what works in reintegration combined with ideas from the field has resulted in a comprehensive reintegration package for people in custody to plan for their release. Refer to the *Reintegration Summary* [D21/0627306].

NEXUS 3 is a multi-module service designed to be run as a group, facilitated by a SAPO or SAPTL. Inmates are identified via the NEXUS Candidates List which incorporates identified needs from the Case Plan Intervention Report (CPIR) from Case Management. For further

detail, see [section 7.3](#).

NEXUS 3 supports individuals to assess particular areas of their lives and map progress by setting actionable goals. It is for this reason that NEXUS 3 is able to occur 12 months from EPRD as it may support inmates to complete criminogenic programs, seek employment or aim towards works release or external leave programs.

6 Remand and life sentenced inmates

No inmates are deemed ineligible for NEXUS 3. Remand and life sentenced inmates can be offered access to NEXUS on a voluntary basis.

The implementation of NEXUS 3 in a Remand Centre can be considered and implemented by staff at the Remand centre.

7 Procedures

Procedures for NEXUS reintegration planning are broken down into three (3) separate streams.

7.1 NEXUS Stream 1

Stream 1 is provided to every inmate in a CSNSW Correctional Centre, including unsentenced inmates, at the Formal Induction Meeting.

- Refer to *Procedures for the Reception, Screening, Induction and Orientation of CSNSW Inmates* [D17/445319] for more information on the Formal Induction process.

	Procedure steps	Responsibility
1.	Ensure copies of the <i>Planning Your Release Brochure</i> [D16/776284] are available. Brochure is to be printed (where possible) double sided, in colour on A4 sized paper. Refer to Annexure 1 .	MOSP
2.	Deliver NEXUS Stream 1 <ul style="list-style-type: none">• Provide inmate with the <i>Planning Your Release Brochure</i>• Invite inmate to consider what they require assistance with to improve their return to the community• Action or refer for any consequential service delivery. For example:<ul style="list-style-type: none">○ NSW Birth Certificate○ Replacement Medicare card	SAPO
3.	Record action in OIMS under: <i>01OSP: NEXUS reintegration planning</i> Refer to Annexure 2 .	SAPO

7.2 NEXUS Stream 2

Stream 2 is delivered:

- By CMU staff for Case Management eligible inmates during their first two (2) Case Management interviews
 - See 2.5 *Procedures for case planning with inmates in CSNSW* [D17/445424] for delivery.
- By a SAPO for inmates not eligible for Case Management (unsentenced, or sentenced to less than 3 months)

NEXUS Stream 2 may also be used as a referral point to NEXUS 3 specific modules: Home; Money; Employment & Education. These three (3) reintegration needs are captured as case plan steps in the Case Plan Intervention Report (CPIR).

	Procedure steps	Responsibility
1.	Ensure copies of the <i>Planning Your Release Worksheet</i> [D16/772114] are available. Worksheets are to be printed (where possible) double sided, in colour, on A3 paper. Refer to Annexure 1 .	Case Manager (CM) / MOSP
2.	Deliver NEXUS Stream 2 <ul style="list-style-type: none"> • Provide inmate with the <i>Planning Your Release Worksheet</i> • Discuss and explain the purpose and expected outcomes of the worksheet <ul style="list-style-type: none"> ○ Inmate can either complete worksheet independently in their own time or with the support of staff • Action or refer for any consequential service delivery based on identified needs. For example: <ul style="list-style-type: none"> ○ Clothing/transport for release ○ Proof of Identification 	CM / SAPO
3.	Record action in OIMS under: <i>01OSP: NEXUS reintegration planning</i> Refer to Annexure 2 .	CM / SAPO

7.3 NEXUS Stream 3

Modules 1, 2 and 8 are mandatory, and modules 3-7 are highly recommended.

Inmates are provided with the:

- *Participant Workbook* to complete, and
- *Planning Your Release Booklet* as a reference document.

Refer to the *NEXUS 3 Facilitator Checklist* [D21/0595189].

	Procedure	Responsibility
1.	Order required NEXUS Stream 3 resources, and ensure copies are available. Refer to Annexure 1 .	MOSPs and Specific Needs Managers
2.	Identify inmates required to attend <ol style="list-style-type: none"> 1. NEXUS Candidates List [D14/458969] 2. *Case Plan Intervention Report (CPIR) [D20/0519326] 	SAPO
3.	Familiarise self with NEXUS Stream 3 modules and resources	SAPO
4.	Deliver NEXUS Stream 3 modules	SAPO
5.	Provide subsequent service provision arising from individually identified actions during the NEXUS modules. For example: <ul style="list-style-type: none"> • facilitate connection to a service • print out required resources to develop skills or increase awareness around identified need • structured family contact. 	SAPO
6.	Record action in OIMS under: NEXUS 3 service line Refer to Annexure 2 .	SAPO

* CPIR interim measure

The CPIR is an interim measure used to identify NEXUS 3 needs of inmates via their case plan. SST are working to have this incorporated into the Candidates List. In the interim, the process is:

Filter the CPIR report to:

- Column E: Reintegration Case Plan steps (accommodation, employment, finances)
- Column F: with an Active status.
- Column U: refer to the corresponding comment.

7.3.1 SAPO delivery standards

To support the implementation of NEXUS 3, initial training will be provided for SAPOs. SAPOs are required to use their skills and knowledge in group facilitation and Motivational Interviewing.

Staff must attend and complete the following prior to delivering NEXUS 3:

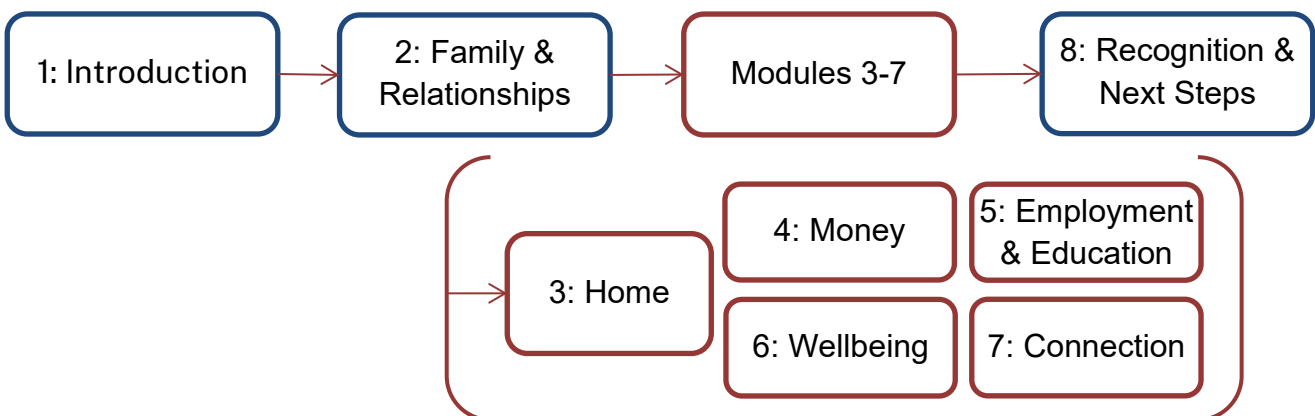
- Creative Group Work Skills (Programs Unit)
- Group Work Facilitation (Brush Farm Corrective Services Academy)
- Motivational Interactions (Brush Farm Corrective Services Academy).

To ensure a high standard of delivery, staff must:

- be prepared to bring areas of the NEXUS delivery to group supervision to reflect on work practice and review areas of development and success
- be familiar with the *Facilitator Guide* and *Participant Workbook*
- share knowledge of successful application with their peers.

7.3.2 NEXUS module pathway

NEXUS is designed to be a flexible service, matching the needs of the inmate to their reintegration pathway. NEXUS Stream 3 is divided into eight (8) modules:



All inmates are expected to complete modules 1: Introduction; 2: Family & Relationships; and 8: Recognition & Next Steps. The modules are recommended to run in the following order, as Family & Relationships requires more time to work on in a successful reintegration pathway:

- 1: Introduction
- 2: Family & Relationships
- Then any combination or sequence of: 3: Home; 4: Money; 5: Employment & Education; 6: Wellbeing; 7: Connection.
- 8: Recognition & Next Steps

7.3.3 NEXUS 3: flexible delivery

NEXUS 3 must ensure a level of flexibility in delivery to reflect the inmate cohort's needs and the centre's structured routine.

Where an inmate cannot participate in group or one-on-one modules (i.e. due to isolation or works release), the self-directed workbook delivery option can be used, provided a follow up session is scheduled.

Delivery Examples	
Facilitating all modules (1-8) in sequence	Facilitating mandatory (1, 2 & 8) and needs-based (3-7) modules
<p>Determine participants and identified needs from the <i>NEXUS Candidates List</i> [D14/458969].</p> <p>Delivery options</p> <p>Run modules 1-8 with identified participants. For example:</p> <ul style="list-style-type: none"> • Run modules 1-8 over 1, 2, 3 or 4 weeks. <ul style="list-style-type: none"> ○ i.e. 2 modules each week, for 4 weeks • Run 2 modules in a block (i.e. 2 modules over 2 hours) <p>Ideal for</p> <p>Periods between intensive program cohorts, and for centres that run scheduled services and programs</p>	<p>Determine participants and identified needs from the <i>NEXUS Candidates List</i> [D14/458969].</p> <p>Delivery options</p> <p>Run modules 1 & 2, then only required modules, as needed with identified participants. Then run module 8. For example:</p> <ul style="list-style-type: none"> • Run modules 1-2, then identified needs-based modules (i.e. 3, 4, 5 and 6). Then run module 8. <p>Ideal for</p> <p>Inmates in isolation or association issues Inmate cohorts with similar needs</p>

7.4 Planning and implementing NEXUS Stream 3

7.4.1 NEXUS 3 Candidates List

The NEXUS 3 Candidates List [D14/458969] is published weekly. The Candidates List identifies:

- Service delivery priority, based on time left in custody
- Possible suitable modules as identified via ISQ (for Remand inmates and Case Management in-eligible) or Case Plan reintegration steps.

7.5 Removing inmate from the Candidates List

Candidates remain on the Candidates List until one of the below outcomes occur on the NEXUS 3 service line:

Outcome	OIMS attendance	Service line status
Completion of mandatory modules 1, 2 & 8	Attended	Service Referral Completed
Inmate released	Released	Abandoned
Inmate without capacity to complete	Acceptable/Excused absence	Abandoned

Outcome	OIMS attendance	Service line status
Persistent repeated refusal to participate in NEXUS, following: <ul style="list-style-type: none"> Attempted Service Interventions (SI) Consult with MOSP 	Failed to attend – Non compliant	Abandoned

7.6 Module 8: Recognition and Next Steps

Module 8 is an invitation for participants to share their goals and any actions they may have taken towards achieving them, big or small. The environment should be one of recognition, celebration, sharing success and motivation for further action. Participants should be encouraged to attend additional modules on a voluntary basis for the purpose of continued action and progress towards meaningful change.

Module 8 can also support participants to identify next steps to be taken once in the community. Participants may require additional support to achieve these goals. For example, booking an appointment with a GP in the community to commence a mental health care plan, or a referral to Relationships Australia to commence family counselling.

Consequential service delivery that has been self-identified by the participant should be prioritised by SAPOs. Refer to [section 7.8](#) resource libraries.

OS&P staff should consider inviting centre-based Community Corrections (Parole) and Case Management staff to module 8. Attendance would assist to:

- increase continuity of support and successful transition into the community
- enhance the sense of recognition and inspire continued mapping towards success.

SAPOs are encouraged to become creative with recognising success, for example the provision of positive affirmations to participants. However this must be done with the approval of the Governor and the MOSP.

7.7 Self-directed delivery

When delivery of NEXUS 3 is self-directed:

Procedure	Responsibility
1. Self-directed NEXUS required due to inmate request. Introduce NEXUS 3. Where possible, deliver modules 1 (Introduction) and 2 (Family & Relationships) to the inmate via group or one-on-one delivery. Record in OIMS: <ul style="list-style-type: none"> NEXUS 3 > <i>Self-directed NEXUS 3 requested.</i> Attendance: ATT 	SAPO
2. Conduct a NEXUS 3 follow up with inmate. Record in OIMS: <ul style="list-style-type: none"> NEXUS 3 > 	SAPO

Procedure		Responsibility
	<ul style="list-style-type: none"> ○ <i>Self-directed NEXUS 3 follow up ongoing</i>: when follow up is not completed in a single session. ○ <i>Self-directed NEXUS 3 follow up completed</i>: when follow up is completed. <ul style="list-style-type: none"> ● Attendance outcome: ATT <p>See section 8.2 for <i>Self-directed NEXUS 3 follow up</i> business rules.</p>	
3.	<p>Calculate dosage for self-directed NEXUS 3. See sections 7.7.2 and 7.7.3 for calculation rules. Record in OIMS:</p> <ul style="list-style-type: none"> ● NEXUS 3 > <i>Self-directed NEXUS 3 follow up completed</i>. ● Attendance outcome: Self-Directed Dosage <p>The comment must note:</p> <ul style="list-style-type: none"> ● What modules and elements have been attempted/completed (to support the dosage calculation). 	SAPO

Self-directed modules

The NEXUS 3 service line self-directed modules are used to record attendance, participation and dosage. The modules are:

- NEXUS 3 > Self-directed NEXUS 3 requested
- NEXUS 3 > Self-directed NEXUS 3 follow up ongoing
- NEXUS 3 > Self-directed NEXUS 3 follow up completed

The *NEXUS 3 > Self-directed NEXUS 3 follow up completed* module is entered twice, to separately record:

1. The one-on-one follow up
 - This records the inmate’s actual attendance with the SAPO.
 - The self-directed follow up is as per the *NEXUS Policy*.
2. Which modules have been attempted or completed, to calculate dosage.
 - This records the calculated dosage, via the attendance outcome: Self-Directed Dosage.

7.7.2 Calculating dosage for self-directed NEXUS 3

Dosage calculation is recorded on the *NEXUS 3 > Self-directed NEXUS 3 follow up completed* module.

The second module is for recording non face-to-face dosage associated with self-directed NEXUS 3. It is used when the inmate is provided with the Participant Workbook and completes modules in their own time.

For this purpose, use NEXUS 3 OIMS module: *Self-directed NEXUS 3 follow up completed*

- Dosage is calculated based on what elements the inmate has completed or reasonably attempted. These are allocated in 10-minute increments per element with a maximum

of 30 minutes allocated for each completed module. Refer to section [7.7.3](#) below for the self-directed NEXUS dosage calculation.

- Inmate attendance: Self-Directed Dosage.

7.7.3 Self-directed NEXUS dosage: calculation method

Self-directed completion of the workbook requires completion of three (3) elements in most modules. The elements are:

- Specific module questions and/or alternative activity
- Worksheet 1
- Worksheet 2

Maximum allowable dosage for the completion of a single module is 30 minutes.

Completed	Dosage to Allocate
All elements completed	Allocate 30 minutes for completion of the module
Partial attempt	Allocate 10 minutes per attempted element

Dosage calculation linked to attendance outcome

Dosage will be calculated by using the

- Time allocated (calculated): to the elements in the modules
- Attendance option: Self-Directed Dosage.

7.8 Voluntary NEXUS attendance and completion

The NEXUS 3 Candidates List captures inmates who eligible for NEXUS.

Due to the nature of NEXUS, individuals are able to attend and complete all relevant modules outside of their final 12 months in custody (if availability permits) to support:

- conscious planning for their remaining time in custody, and release
- the process in setting SMART goals.

Refer to [section 6](#) for Remand and life sentenced inmate participation.

Inmates are also encouraged to visit or re-visit modules as required. If a participant has already attended module 8 and the NEXUS 3 service line had been closed, SAPOs will open another NEXUS 3 service line.

7.9 NEXUS intranet site, resources and libraries

The [NEXUS intranet site](#) contains all relevant information for the successful implementation and delivery of NEXUS.

Printed resources are ordered by completing and emailing the *BPSU Order Form* [D15/349124] to OSPBusinessProcessSupport@justice.nsw.gov.au

The *NEXUS Facilitator Checklist* [D21/0595189] may be used as a quick reference guide when facilitating NEXUS Stream 3. Resources and libraries are available on the [NEXUS](#) intranet site.

The *NEXUS 3 Resource Toolbox* [D21/1410975] has two (2) major aims:

1. Consolidates the resource libraries into one (1) source document, and
2. Provides the process for submitting staff ideas into the resource libraries.

Resources assist staff to maintain a high standard of service delivery. Resources include up to date and relevant information and various ideas to improve the support of participants. The resource libraries are:

Library	How to use it
Service Interventions (SI) library [D20/1103589]	Provides an overview of which SI Conversation Guides may be applied within a module
Ice breaker library [D21/0312252]	Alternative ice breakers assist to improve group cohesiveness, opening participant-led discussion
Group activity library [D21/0312258]	Alternative group activities assist to improve group discussion and problem solving, and continuing participant-led discussion.
Activities and Practices Library [D21/0328660]	Specifically designed to assist with the completion of Worksheet 2. Examples assist facilitators to help participants to identify and implement small steps towards their SMART goals. Steps can be initiated or completed in custody.
External module resources <ul style="list-style-type: none"> • Staff [D20/0967688] • Participant [D20/0967704] 	Resources intended to broaden your knowledge on current information related to NEXUS 3 topics. These may enhance the take-away information for the participants. For example, the provision of a fact sheet.

Staff contribution to libraries

Staff are encouraged to contribute to the resource libraries. Where there are suggestions for use or improvement of reintegration support, email ideas to SST@justice.nsw.gov.au

8 Mandatory record keeping

8.1 Recording NEXUS actions

8.1.1 OIMS recording

All NEXUS actions are to be recorded under:

- 01OSP: NEXUS Reintegration Planning
- NEXUS 3

See [Annexure 2](#) for a list of the OIMS attendance outcomes.

The SAPO must continue updating the OIMS service lines during an inmate's progress against the NEXUS requirements.

8.2 Business rules for self-directed NEXUS 3 follow up modules

Module	Purpose
Self-directed NEXUS 3 follow up ongoing	To be used when follow up is not completed in a single session. To be repeated as many times as need to complete. Final follow up to be recorded with new module belonging to record completion (<i>Self-directed NEXUS 3 follow up completed</i>).
Self-directed NEXUS 3 follow up completed	To be used when follow up is completed. If only one (1) follow up is required, this is used to record follow up and the completion.

9 Annexures

9.1 Annexure 1: Stream 1, 2 and 3 resources

Stream	Resource
One (1)	Planning Your Release Brochure [D16/776284]
Two (2)	Planning Your Release Worksheet [D16/772114]
Three (3)	<p>At the centre-level, obtain printed booklets from the MOSP or Manager Specific Needs.</p> <p>Stream 3 resources are centrally printed. To order resources, complete and email the <i>BPSU Order Form</i> [D15/349124] to OSPBusinessProcessSupport@justice.nsw.gov.au</p> <ul style="list-style-type: none">• Facilitator Guide [D21/0329217]• Participant Workbook [D20/0967581]• Planning Your Release Booklet (male)• Planning Your Release Booklet (female)• NEXUS 3 Resource Toolbox [D21/1410975]

9.2 Annexure 2: Instructions for recording NEXUS Stream 1, 2 & 3 modules in OIMS

EXAMPLE for NEXUS Stream 1						Service line: 01OSP: NEXUS reintegration planning					
Appointment line detail											
Date	Start Time	End Time	Type	Location	Staff name	Phase	Module	Session	Confirm attendance	Appointment comment	Program status
<i>Date of appointment</i>	<i>Actual time present</i>	<i>Actual time present</i>	<i>Program</i>	<i>Your centre</i>	<i>Your name</i>	<i>[the service line]</i>	<i>As directed</i>	<i>Ignore this field</i>	<i>Attended / other</i>	<i>Mandatory comment</i>	<i>As directed: Referred, Service Referral Completed, or Abandoned</i>
EXAMPLE: 10/01/2021	9:00	9:15	Program	MRCC	Joe Blogs	01OSP: NEXUS reintegration planning	Brochure given	Ignore this field	Attended	Inmate attended NEXUS Stream 1 module. Brochure given	Leave as 'Referred'

Note:

- To reduce duplication in the OIMS outcome tables below, the Date; Start Time; End Time; Type; Location; Staff name; Phase; and Module are not included.
- When Program Status is updated, copy and paste the Appointment Line comment into the Program Status comment field.
 - Providing the Program Status comment enables Parole and other CSNSW units to view the participant's progress.

NEXUS Stream 1		Service line: 01OSP: NEXUS reintegration planning	
Appointment line detail			
Module	Confirm attendance	Appointment comment	Program status
Brochure given	Attended	Inmate attended NEXUS Stream 1 module. Brochure given.	Leave as 'Referred'
Brochure declined/refused	Attended	Inmate attended NEXUS Stream 1 module. Brochure declined/refused	Leave as 'Referred'

NEXUS Stream 2		Service line: 01OSP: NEXUS reintegration planning	
Appointment line detail			
Module	Confirm attendance	Appointment comment	Program status
Worksheet given	Attended	Inmate attended NEXUS Stream 2 module. Worksheet given	Leave as 'Referred'
Worksheet declined/refused	Attended	Inmate attended NEXUS Stream 2 module. Worksheet declined/refused	Leave as 'Referred'
Worksheet discussed/completed	Attended	Inmate attended NEXUS Stream 2 module. Worksheet discussed / completed	Leave as 'Referred'

NEXUS Stream 3 (resource only)		Service line: 01OSP: NEXUS reintegration planning	
Appointment line detail			
Module	Confirm attendance	Appointment comment	Program status
Booklet given	Attended	Planning Your Release Booklet given. Inmate has not yet commenced NEXUS Stream 3 process.	Leave as 'Referred'

NEXUS Stream 3

Service line: NEXUS 3

Appointment line detail

Module	Confirm attendance	Appointment comment	Program status
Introduction	Attended	<ul style="list-style-type: none"> Inmate attended NEXUS Stream 3 Introduction module. List modules the participant has committed to attending, and any identified reintegration needs (from the EOI form). 	Leave as 'Referred'
Family & Relationships; Home; Money; Employment & Education; Wellbeing; Connection	Attended	Inmate attended NEXUS Stream 3 [name of module]. Inmate identified [XXX] needs and goals.	Leave as 'Referred'
Recognition & Next Steps	Attended	<ul style="list-style-type: none"> List all modules attended. List any post-custody goals the participant has identified in 'My Reintegration Plan.' 	Update to 'Service Referral Completed'. Copy and paste appointment line comment, to generate case note relevant to Parole.
Self-directed NEXUS 3 requested	Attended	Inmate undertaking self-directed NEXUS. <ul style="list-style-type: none"> List any identified reintegration needs. 	Leave as 'Referred'
Self-directed NEXUS 3 follow up ongoing	Attended	<ul style="list-style-type: none"> List reintegration needs identified by the participant. List all modules completed/attempted. List any post-custody goals the participant has identified in 'My Reintegration Plan.' Further follow up required 	Leave as 'Referred'

NEXUS Stream 3

Service line: NEXUS 3

Appointment line detail

Module	Confirm attendance	Appointment comment	Program status
Self-directed NEXUS 3 follow up completed	Attended	<ul style="list-style-type: none"> List reintegration needs identified by the participant. List all modules completed/attempted. List any post-custody goals the participant has identified in 'My Reintegration Plan' NEXUS 3 completed.	Leave as 'Referred'. <i>Must enter Self-Directed Dosage time/attendance (see below row) before updating Program Status.</i>
Self-directed NEXUS 3 follow up completed	Self-Directed Dosage	List all elements that are <ul style="list-style-type: none"> partially completed fully completed. Note: <i>Dosage time to be awarded is determined by the calculation method in section 7.7.2</i>	Update to 'Service Referral Completed'. Copy and paste appointment line comments for <i>Self-Directed follow up completed</i> module (see above row), to generate case note relevant to Parole
Unable to attend scheduled NEXUS 3 module	Offender access not available	Inmate unable to attend scheduled [XX] module.	Leave as 'Referred'
Refused to participate in NEXUS	Failed to Attend	Persistent repeated refusal to participate in NEXUS. Include in comment relevant SI attempted and consultation with SAPTL.	Update Program status to 'Abandoned'. Enter relevant comment.

10 Annexures and forms

EDRMS Ref	Key Documents
	Annexure 1: Stream 1, 2 and 3 resources
	Annexure 2: Instructions for recording NEXUS Stream 1, 2 & 3 modules in OIMS
D15/179500	Policy for Prioritising Offender Services and Programs in Custody
D17/445319	2.1 Procedures for the Reception, Screening, Induction and Orientation of CSNSW Inmates
D17/445424	2.5 Procedures for case planning with inmates in CSNSW
D17/445427	2.9 Procedures for Reintegration Planning in CSNSW (CMU)
D14/458969	NEXUS Candidates List (Weekly Report)
D20/0519326	Case Plan Intervention Report (CPIR)
D13/494841	Compendium of Support Services
D15/349124	BPSU Order Form
D16/776284	Planning Your Release Brochure (Stream 1)
D16/772114	Planning Your Release Worksheet (Stream 2)
D21/0329217	Facilitator Guide (Stream 3)
D20/0967581	Participant Workbook (Stream 3)
D21/0595189	NEXUS 3 Facilitator Checklist
D21/1410975	NEXUS 3 Resource Toolbox
D20/1103589	NEXUS 3: Service Interventions (SI) library
D21/0312252	NEXUS 3: Ice breaker library
D21/0312258	NEXUS 3: Group activity library
D21/0328660	NEXUS 3: Activities and practices library
D20/0967608	NEXUS 3: Participant Worksheets 1-2
D20/0967588	NEXUS 3: Participant recognition certificate (blank)
D20/0967688	NEXUS 3: External Module Resources - Staff
D20/0967704	NEXUS 3: External Module Resources - Inmates
D21/0627306	Reintegration Summary

11 Definition of terms

Terms	Definition
CALD	Culturally and Linguistically Diverse
CMO	Case Management Officer
CMU	Case Management Unit
CPIR	Case Plan Intervention Report
CSNSW	Corrective Services New South Wales
EDRMS	Electronic Document Records Management System
EPRD	Earliest Possible Release Date
MI	Motivational Interviewing
MOSP	Manager of Services and Programs
OIMS	Offender Integrated Management System
OS&P	Offender Services and Programs
SAPO	Services and Programs Officer
SAPTL	Services and Programs Officer Team Leader
SSAPO	Senior Services and Programs Officer (IDATP staff only)
TIP	Trauma Informed Practice

12 Document history

Version	Date	Reason for Amendment
1.0	28/01/2015	Initial publication
2.0	30/08/2016	Updated planning for release booklet
2.1	23/02/2017	Additional service lines and broader focus for NEXUS
2.2	29/03/2017	Section 8.1 Screening has been removed; Section 8.2.4 has been amended and Annexure 4 has been amended to include instruction note
2.3	28/04/2017	Minor alterations to text
2.4	30/06/2017	Updated to reflect current case management processes and clarification of OIMS entries. Annexure 5 Table added. Format update.
2.4.1	22/10/2020	Addition of Trauma Informed Practice and Motivational Interviewing section. Email domain change to @dcj.
2.5	19/10/2020	Update of NEXUS in line with Case Management Unit processes; new NEXUS Stream 3 for field Pilot.
3.0	22/06/2021	NEXUS 3 redevelopment and state-wide release.
3.1	03/02/2022	Inclusion of attendance outcome Self-Directed Dosage; and NEXUS 3 self-directed follow up module & business rules.