Welcome!

Webinar information

• We will begin at 3:00 p.m. Eastern Time.

• The audio for today’s web conference will be coming through your computer speakers. If you do not hear any sound coming from your speakers, or if you’re experiencing any other technical difficulties, please send a Private Chat to Kaitlin Kall, or email Kaitlin Kall at kkall@vera.org

• If you have any questions or comments throughout the presentation, please send those to Margaret diZerega through Private Chat or via email at mdizerega@vera.org
PREA in Action Webinar Series

Implementing the Screening Standards: Emerging Lessons from the Wyoming Department of Corrections

July 23, 2013
National PREA Resource Center (PRC)

PRC was established through a cooperative agreement between the Bureau of Justice Assistance and NCCD. The mission of the PRC is to assist adult prisons and jails, juvenile facilities, lockups, community corrections, and tribal facilities in their efforts to eliminate sexual abuse by increasing their capacity for prevention, detection, monitoring, responses to incidents, and services to victims and their families.

Notice of Federal Funding and Federal Disclaimer

This project was supported by Grant No. 2010-RP-BX-K001 awarded by the Bureau of Justice Assistance. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice.
Vera was founded in 1961 and combines expertise in research, demonstration projects, and technical assistance to help leaders in government and civil society improve the systems people rely on for justice and safety.
Webinar Agenda

• Introduction to the screening standards
  • Allison Hastings, Senior Policy Associate, Vera Institute of Justice

• The process of developing a screening tool and testing it
  • Patricia L. Hardyman, Ph.D., Principal, Criminal Justice Institute, Inc.

• Operationalizing a screening tool and assessment process
  • Carl Voigtsberger, Housing and Classification Manager, Wyoming Department of Corrections

• Q & A
What Is the Purpose of Screening?

• To keep inmates at high risk of victimization away from those at high risk of committing abuse

• Guidelines for Administering Screening Instruments and Using the Information to Inform Housing Decisions

What Are the Limitations of Screening?

• Screening information does not tell you everything you need to know about an individual

• Screening may lead to over-classifying people as prone to victimization or abusiveness

• Screening results can lead to an over-reliance on restricted housing to keep people safe
Overview of the Screening Standards

Adult Prisons and Jails

- §115.41: Screening for risk of victimization and abusiveness
  - Timing
  - Use of objective instrument
  - Criteria
  - Re-screening
  - No discipline for failure to disclose

- §115.42: Use of screening information
  - Housing, bed, work, education, and program assignments
  - Considerations for lesbian, gay, bisexual, transgender, and intersex (LGBTI) inmates

- §115.43: Protective custody
§115.41 Screening for risk of victimization and abusiveness

Minimum Criteria for Assessing Risk of Sexual Victimization

- Mental, physical, or developmental disability
- Age
- Physical build
- Previous incarceration
- Exclusively nonviolent criminal history
- Prior convictions for sex offenses against an adult or child
- Sexual orientation and gender identity
- Inmate’s perception of vulnerability
- Detention for civil immigration purposes only
Screening for Risk of Abusiveness in Adult Prisons and Jails

§115.41 Screening for risk of victimization and abusiveness

Criteria for Assessing Risk of Sexual Abusiveness

- Prior acts of sexual abuse
- Prior convictions for violent offenses
- History of prior institutional violence or sexual abuse, as known to the agency
§115.42 Use of Screening Information

- Housing, bed, work, education, and program assignments
- Individualized determinations
- Protections for LGBTI inmates
  - Case-by-case determinations
  - Reassessment twice a year
  - Consideration of LGBTI inmate’s own views of safety
  - Separate showers
  - Prohibition on placement in dedicated facilities, units, or wings solely because of sexual orientation or gender identity
Overview of the Screening Standards: Different Requirements for Other Settings

Lockups
• §115.141: Screening for risk of victimization and abusiveness

Community Confinement
• §115.241: Screening for risk of victimization and abusiveness
• §115.242: Use of screening information

Juvenile Facilities
• §115.341: Obtaining information from residents
• §115.342: Placement of residents in housing, bed, program, education, and work assignments
Introducing

Patricia L. Hardyman, Ph.D.

Principal
Criminal Justice Institute, Inc.
Design & Testing of Your Screening and Assessment Processes: 4 Phases

I. Mobilization
II. Assessment
III. Planning
IV. Implementation
Phase I: Mobilization

Step 1: Identify the issues

- Gender-Specific
- Offender Pop
- Housing Unit Assignment Plans
- PREA Standards
- Intake Processes
- Budget

Design of YOUR Instruments and Process
Phase I: Mobilization

Step 2: Convene a steering committee – Who?

<table>
<thead>
<tr>
<th>Representatives from all of the agency’s operational areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security – all levels</td>
</tr>
<tr>
<td>Medical</td>
</tr>
<tr>
<td>Mental Health</td>
</tr>
<tr>
<td>Program/Education</td>
</tr>
<tr>
<td>Classification/Case Management</td>
</tr>
<tr>
<td>Research &amp; Planning</td>
</tr>
<tr>
<td>Information Systems</td>
</tr>
<tr>
<td>Budget</td>
</tr>
<tr>
<td>Training</td>
</tr>
<tr>
<td>Legal</td>
</tr>
</tbody>
</table>
Phase II: Assessment of Current System

How Are Predatory and Vulnerable Individuals Currently Identified and Managed?

- Issues
  - Statistics
  - Observations
  - Interviews

- Document! Document! Document!

- Security/Housing
  - Case Management
  - Mental Health
  - Education
  - Jobs
Step 1: Learn and explore

Consult all available resources

- Listen to your staff
- Review literature
- Consider contacting technical assistance providers
- Network with other correctional agencies
Phase III: Planning

Step 2: Revise current process to meet PREA Standards

- Develop practical, cost-effective solutions
- Revise intake, classification, mental health, housing, and program/work policies
- Identify preliminary screening factors and draft instrument
- Develop facility-specific housing unit assignment plans
- Revise operational procedures for ensuring separations and safety
- Develop implementation (facility-specific) plans

Incorporate change at all levels
### Phase III: Planning

#### Step 2: Revise current process (continued)

<table>
<thead>
<tr>
<th>Design YOUR Screening/Assessment Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prototype Instruments – initial vs. re-assessment; male vs. female</td>
</tr>
<tr>
<td>Schedule – When to complete? (event-driven, regular review, special reviews)</td>
</tr>
<tr>
<td>Staffing – Who completes? Who reviews?</td>
</tr>
<tr>
<td>Quality Control – overrides, audits, reliability</td>
</tr>
<tr>
<td>Management Information System – automated scoring</td>
</tr>
</tbody>
</table>
# Step 2: Revise current process (continued)

<table>
<thead>
<tr>
<th>Pilot test your revised process</th>
<th>Draw Representative Samples – stratify by instrument type, gender, special populations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data Requirements – what data are required to test each factor/question</td>
</tr>
<tr>
<td></td>
<td>Collect/Compile data</td>
</tr>
<tr>
<td></td>
<td>Analyze data – risk factors, vulnerability/predation scales, etc.</td>
</tr>
</tbody>
</table>
Phase III: Planning

Step 3: Develop an action plan

Staffing
- New Hires
- Workload

Training
- Schedule
- Location
- Materials
- Cases

Timing
- Systemic
- By institution

Stakeholders
- Inmates
- Security
- Wardens
- Parole
- Program, MH, Med.

Operational Impacts
- Housing - GP
- Assignments to jobs, programs, housing units, recreation

MIS
- New Screens
- Lookup tables
- Schedules
- Quality Control
- Reports

Evaluation
- Process
- Outcome

Costs
- Staffing
- Management Information System
- Beds
Phase IV: Implementation

Move from planning to practice

1. Schedule for implementation
2. Revise policies and procedures
3. Train staff on changes to the current processes
4. Practice Cases
5. Reliability testing
6. Roll out new instruments
7. What to do with the information – more than just another form to complete and file!!!
Introducing

Carl Voigtsberger

Housing and Classification Manager
Wyoming Department of Corrections
Wyoming DOC Institutions

**Total Population**
- Incarcerated Males: 1,923
- Incarcerated Females: 250
- Total Males: 2,114
- Total Females: 268

**Four Male Facilities**
- 1 Minimum-Maximum: WY State Penitentiary
- 1 Minimum-Medium: WY Medium Correctional Institution
- 2 Minimum: WY Honor Farm & WY Honor Conservation Camp

**One Female Facility**
- 1 Minimum-Maximum: WY Women’s Center
Integrating Screening into Classification

1992 • External Objective Classification

2003 • Internal Classification (males)

2011 • Female Classification Systems Developed

2012 • Addition of Vulnerability Factors (PREA)
Planning and Implementation

Key Considerations

- Staff Interest & Buy-In
- Data Collection, Testing, & Automation
- Training
- Internal Auditing
- Maintenance
Obtaining Buy-In and Input from Classification Staff

- Provide explanation and reasoning for the additional instrument
- Discuss PREA requirements
- Emphasize benefits:
  - Improved separation of aggressive and non-aggressive inmates and reduction in assaults
  - Improved identification of victims of sexual abuse and potential victims of sexual abuse
  - If processed accurately and completely, a reduction in individual staff liability with a shift to departmental liability
WYOMING DEPARTMENT OF CORRECTIONS
Internal Classification Form - Male

I. Identification

Name:

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>WDOC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Custody Level:</td>
<td>MIN</td>
<td>MRE</td>
<td>MED</td>
</tr>
<tr>
<td>Current Aggression Category:</td>
<td>Altus</td>
<td>Medius</td>
<td>Brevis</td>
</tr>
<tr>
<td>Current Vulnerability Category:</td>
<td>Known Victim</td>
<td>Potential Victim</td>
<td>Non-Victim</td>
</tr>
<tr>
<td>Type of Assessment:</td>
<td>Intake</td>
<td>Post-Disciplinary Review</td>
<td>New Information</td>
</tr>
</tbody>
</table>

II. Aggression Assessment – For each aggression factor, score the offender in the category that best describes his most serious behavior.

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Points</th>
<th>Risk Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Serious Felony Conviction</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest or High Severity</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderate</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Age</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lo – 27.99</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.0 – 46.99</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47.0+</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Behavior ≤ 60 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3+ Predatory ≤ 60 months</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1+ Predatory ≤ 12 months</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Predatory 13 – 60 months</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Predatory 13 – 60 months</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2+ Non-Predatory Major ≤ 12 mos</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1+ Aggression ≤ 36 months</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Aggression Score

III. Aggression Category: Enter the category based on the Total Aggression Score:

- 9+ points Altus
- 6 to 8 points Medius
- 0 to 5 points Brevis

IV. Override Criteria: Enter the override criteria applicable to the inmate.

1. Sexual Behavior/Orientation
2. Developmental Disability/Delay
3. Language Barrier
4. Age/Size
5. Mental Health: _______________________
6. Medical:
7. 1st Institutional Incarceration/ Naïveté
8. Other: _______________________

Comments:

V. Aggression Category: Altus Medius Brevis

Male Internal Classification System 1 September 27, 2012
## VI. Vulnerability Factors

<table>
<thead>
<tr>
<th>Factor</th>
<th>Yes</th>
<th>No</th>
<th>Comments/Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Victim of prison rape or sexual assault w/in 10 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Age (21.99 years or younger) or (62.0 years or older)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Small physical stature (Male: 5'6&quot; and/or less than 140 lbs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Developmental disability/mental health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Incarcerated less than 90 Days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Gay, bi-sexual, transgender, and/or overtly effeminate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. History of sexual abuse in a non-correctional setting within 10 years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. History of sexual activities while incarcerated within 10 years (MJ19)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Protective custody placement within 10 years</td>
<td>Date exited PC:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Count number of “Yes” responses to obtain the Vulnerability Score

## VII. Vulnerability Designation

If “Yes” to item 1, Enter “Known Victim” code.
If “Yes” to two or more to items 2 – 9, Enter “Potential Victim” code.
If “Yes” for one or none of items 2 – 9, Enter “Non-Victim” code.

**Scored Designation:**

- Known Victim
- Potential Victim
- Non-Victim

## VIII. Vulnerability Override (CANNOT override a known victim, ONLY a potential or non-victim code)

- Yes [ ] No [ ]

If Yes, indicate change:
- Potential Victim to “Non-Victim”
- Non-Victim” to “Potential” Victim

Rationale for the Recommended Override of the Vulnerability Designation: __________________________

**Final Designation:**

- Known Victim
- Potential Victim
- Non-Victim

## IX. Conflicts

Provide the name, WDOC #, reason for and status of any separation requirements between this inmate and other inmates and/or staff.

**Reason:**
- Co-defendant
- Victim
- Institutional behavior
- STG affiliation
- Other

**Status:**
- Active = A
- Resolved = R
- None Reported or Noted

Male Internal Classification System 2 September 27, 2012
X. **Unit and Pod Placement:** Based on the inmate’s aggression category and external custody level, determine the appropriate Unit and Pod.

<table>
<thead>
<tr>
<th>External Custody Level</th>
<th>Aggression Category</th>
<th>WMCI GP Housing Assignment Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Altus</td>
<td>Medius</td>
</tr>
<tr>
<td></td>
<td>Known Victim/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Potential Victim</td>
<td></td>
</tr>
<tr>
<td>Maximum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close-Restricted</td>
<td>A-1, B-2</td>
<td>C-1&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Close-GP</td>
<td>A-1, B-2</td>
<td>C-1&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Medium</td>
<td>A-1, B-2</td>
<td>C-1&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Minimum-Restricted</td>
<td>B-1&lt;sup&gt;2&lt;/sup&gt;</td>
<td>C-1&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>Minimum</td>
<td>B-1&lt;sup&gt;2&lt;/sup&gt;</td>
<td>C-1&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

**Recommended Housing Assignment:**

<table>
<thead>
<tr>
<th>Housing Unit:</th>
<th>Housing Needs:</th>
<th>Brevis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bottom Bunk</td>
<td>Single cell</td>
</tr>
</tbody>
</table>

Case Manager: ________________________________
Comments: ________________________________
Date: ________________________________

XI. **Housing Assignment**

<table>
<thead>
<tr>
<th>Housing Unit:</th>
<th>Housing Needs:</th>
<th>Single cell</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bottom Bunk</td>
<td></td>
</tr>
</tbody>
</table>

Housing Manager: ________________________________
Comments: ________________________________
Date: ________________________________

<sup>1</sup> Provide single cells with direct supervision during out time for Altus Non-Victim and Altus Known Victim/Potential Victim.

<sup>2</sup> Do NOT house a Medius-Potential/Known Victim and an Altus/ NonVictim in B-1 simultaneously.
I. Identification

Name:

Last       First       Middle       WDOC #
Current Custody Level:       MIN       MRE       MED       CGP       CRE       MAX
Current Aggression Category: Altus       Medius       Brevis
Type of Assessment:          Intake       Post-Disciplinary Review       New Information

II. Aggression Assessment – For each aggression factor, score the offender in the category that best describes her most serious behavior.

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Points</th>
<th>Risk Factor</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most Serious Felony Conviction</td>
<td>2</td>
<td>Aggressive Interactions</td>
<td>2</td>
</tr>
<tr>
<td>Highest or High Severity</td>
<td>0</td>
<td>Cognitive Behavior &gt; 4 indicators</td>
<td>1</td>
</tr>
<tr>
<td>Low</td>
<td></td>
<td>Isolation &gt; 3 indicators</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cog Behavior = 1-3/Isolation = 1-2</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Aggressive Interaction Indicators</td>
<td>-1</td>
</tr>
<tr>
<td>Current Age</td>
<td></td>
<td>Institutional Aggression</td>
<td>6</td>
</tr>
<tr>
<td>Lo - 25.99</td>
<td>3</td>
<td>History of institutional sexual activities</td>
<td>4</td>
</tr>
<tr>
<td>26.0 - 33.99</td>
<td>2</td>
<td>STG activities in prison</td>
<td>4</td>
</tr>
<tr>
<td>34.0 - 46.99</td>
<td>1</td>
<td>Conflict/Validated Current STG</td>
<td>1</td>
</tr>
<tr>
<td>47+</td>
<td>0</td>
<td>Suspected/Previous Member of STG</td>
<td>0</td>
</tr>
<tr>
<td>Institutional Behavior ≤ 60 months</td>
<td>8</td>
<td>No Indication of Institutional Aggression</td>
<td>0</td>
</tr>
<tr>
<td>3+ Predatory ≤ 60 months</td>
<td></td>
<td>Total Aggression Score</td>
<td></td>
</tr>
<tr>
<td>1+ Predatory ≤ 12 months</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Predatory 13 - 60 months</td>
<td>5</td>
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<tr>
<td>2+ Non-Predatory Major ≤ 12 mos</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1+ Aggression ≤ 36 months</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td>0</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

III. Aggression Category: Circle the category based on the Total Aggression Score:

Aggression Scale:
- 9+ points: Altus
- 5 to 8 points: Medius
- 1 to 4 points: Brevis

IV. Override Criteria: Circle the override criteria applicable to the inmate.

1. Sexual Behavior/Orientation
2. Developmental Disability/Delay
3. Language Barrier
4. Age/Size
5. Mental Health: __________________________
6. Medical: __________________________
7. 1st Institutional Incarceration/Naiveté
8. Other: __________________________

V. Recommended Aggression Category:
- Altus
- Medius
- Brevis

12/16/2011
### VI. Vulnerability Factors

<table>
<thead>
<tr>
<th>Factor</th>
<th>Yes</th>
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<th>Comments/Source</th>
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</thead>
<tbody>
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<td>2. Age (less than or equal to 21.99 years) or (62.0 years or older)</td>
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<td>4. Incarcerated less than 90 Days</td>
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<tr>
<td>5. Lesbian, bi-sexual, or transgender</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. History of sexual abuse in a non-correctional setting within 10 years</td>
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<td></td>
<td></td>
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<tr>
<td>7. History of sexual activities while incarcerated within 10 years (MJ19)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8. Protective custody placement within 10 years</td>
<td></td>
<td></td>
<td>Date exited PC:</td>
</tr>
</tbody>
</table>

Count number of “Yes” responses to obtain the **Vulnerability Score**

### VII. Vulnerability Designation

- If “Yes” to item 1, circle “Known Victim code.
- If “Yes” to two or more to items 2 – 8, circle “Potential Victim” code.
- If “Yes” for one or none of items 2 – 8, circle “Non-Victim” code.

**Scored Designation:**
- Known Victim
- Potential Victim
- Non-Victim

### VIII. Victim Override

- Do NOT override a known victim, ONLY a potential or non-victim code.

**Override Recommended:**
- Yes ❑ ❑ No ❑ ❑

If Yes, indicate change:
- ☐ ☐ Potential Victim to “Non-Victim”
- ☐ ☐ Non-Victim to “Potential” Victim

**Final Designation:**
- Known Victim
- Potential Victim
- Non-Victim

### IX. Conflicts

Provide the name, WDOC #, reason for and status of any separation requirements between this inmate and other inmates and/or staff.

**Reason:** Co-defendant  Victim  STG affiliation  Witness  Institutional behavior  Other

12/16/2011
X. Unit and Pod Placement

Determine the appropriate Unit and Pod according to the inmate’s aggression category, vulnerability designation, and external custody level.

<table>
<thead>
<tr>
<th>Wyoming Women’s Center</th>
<th>Aggression Category</th>
<th>Medius</th>
<th>Brevis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>External Custody Level</strong></td>
<td><strong>Altus</strong></td>
<td><strong>Known Victim/Potential Victim</strong></td>
<td></td>
</tr>
<tr>
<td>Maximum</td>
<td>Hall 4^{**###}</td>
<td>East Wing – Single Cells/No Mix for Altus/Brevis for Out Time</td>
<td>Hall 4 &amp; 5</td>
</tr>
<tr>
<td>Close-Restricted</td>
<td>Hall 4^{**###}</td>
<td>Hall 4 &amp; 5</td>
<td>Hall 5</td>
</tr>
<tr>
<td>Close-GP</td>
<td>Hall 4^{**###}</td>
<td>Hall 4 &amp; 5</td>
<td>Hall 5</td>
</tr>
<tr>
<td>Medium/Min-R/Min</td>
<td>Hall 6^{***^A}</td>
<td>Halls 4, 5 &amp; 6</td>
<td>Hall 6^{**^A}, 7, Pods 8 &amp; 10</td>
</tr>
<tr>
<td>Minimum-Restricted</td>
<td>Hall 6^{***^A}</td>
<td>Hall 6^{**^A}, 7, Pods 8 &amp; 10</td>
<td>Hall 6^{**^A}, 7, Pods 8 &amp; 10</td>
</tr>
<tr>
<td>Minimum</td>
<td>Hall 6^{***^A}</td>
<td>Hall 6^{**^A}, 7, Pods 8 &amp; 10</td>
<td>Hall 6^{**^A}, 7, Pods 8 &amp; 10</td>
</tr>
</tbody>
</table>

**Separate Out times for Altus Non-Victim vs Know/Potential Victim unless direct supervision is provided.

^{**} Hall 6 should be used to house Minimum-Restricted/Minimum Altus OR Brevis inmates. If an Altus inmate is house on Hall 6, DO NOT house a Brevis inmate on the unit. Minimum-Restricted/ Minimum Medius and Altus inmates can be housed on Hall 6 simultaneously.

^{###} Hall 4 should be used to house Medium, Close, & Close-Restricted Altus OR Brevis inmates. If an Altus inmate is house on Hall 4, DO NOT house a Brevis inmate on the unit. Minimum-Rest’d/ Minimum Brevis and Altus inmates cannot be housed on Hall 4 together.

Recommended Housing Assignment:

<table>
<thead>
<tr>
<th>Housing Unit:</th>
<th>Housing Needs:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bottom Bunk</td>
<td>Handicapped Cell</td>
<td>Single cell</td>
</tr>
</tbody>
</table>

Case Manager: ___________________________  Comments: ___________________________  Date: ___________________________

III. Housing Assignment

<table>
<thead>
<tr>
<th>Housing Unit:</th>
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<td>Handicapped Cell</td>
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</tr>
</tbody>
</table>

Housing Manager: ___________________________  Comments: ___________________________  Date: ___________________________
Data Collection, Testing, & Automation

Collect Data
- Look at a sample of cases
- Look at factors

Test
- Pilot test
- Re-test after implementation

Automate
- Work with IT staff to automate as many features as possible and test with staff
- Revise as necessary
Training

Train

• Complete initial training with case managers and classification staff
• Annual training
Internal Auditing

**WHO?**
- Experienced and inexperienced (new case managers) auditors familiar with classification process who are NOT from the facility being audited

**WHAT?**
- The most recent classification on file, including every item on the instrument for accuracy and completeness

**WHEN?**
- Yearly

**WHY?**
- To ensure proper administration of the instrument

**WHAT NOW?**
- Report out to facility wardens and classification staff
- Require corrective responses in writing
- Adjust training based on findings
Make sure you have a process in place that allows you to make changes based on audit findings

Train annually with a consistent message

- Ensure availability of Classification Manager for questions and interface with IT and administration
- Keep experienced facility housing managers in the loop

Regularly update classification manual and highlight changes to staff

- Make the most recent manual easily accessible to staff
- Do not publish manuals prior to instruments’ availability through IT
Questions?

We will now take questions from our participants. Please send those to Margaret diZerega through Private Chat or via email at mdizerega@vera.org, and we will ask them on your behalf.

A recording of this webinar will be available on the PREA Resource Center in a few days.
For More Information

For more information about the National PREA Resource Center, visit www.prearesourcecenter.org. Ask questions at info@prearesourcecenter.org.

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