



GUIDELINES 711-4

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Correctional Interventions and Services in Structured Intervention Units

CORE RESPONSIBILITY	Correctional Interventions and Services
OFFICE(S) OF PRIMARY INTEREST	Correctional Operations and Programs Sector
ONLINE @	<ul style="list-style-type: none"> • http://thehub/En/collections/policy-legislation/CommissionersDirectives/711-4-gl-eng.pdf • http://lehub/Fr/Collections/politiques-lois/DirectivesDuCommissaire/711-4-gl-fra.pdf • http://www.csc-scc.gc.ca/politiques-et-lois/711-4-gl-en.shtml • http://www.csc-scc.gc.ca/policy-and-legislation/711-4-gl-fr.shtml
AUTHORITIES	<ul style="list-style-type: none"> • <i>Corrections and Conditional Release Act</i> (CCRA), sections 4(c), 4(g), 15.1(2.1), 28, 29, 29.01, 31 to 37.5, 37.6 to 37.9, 37.91, 78, 79.1, 80, 86, 86.1 and 87 • <i>Corrections and Conditional Release Regulations</i> (CCRR), sections 5(1), 6(c), 13.1, 16.1, 19 to 23.07 and 97
PURPOSE	<ul style="list-style-type: none"> • To ensure offenders within Structured Intervention Units receive appropriate correctional interventions and services that are delivered and managed with integrity
APPLICATION	Applies to all staff responsible for the management and delivery of correctional interventions and services in Structured Intervention Units

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RESPONSIBILITIES

1. The Assistant Commissioner, Correctional Operations and Programs, in collaboration with the Deputy Commissioner for Women (DCW), will ensure that [correctional interventions](#) and services are available in Structured Intervention Units (SIUs) to support the return of inmates to the mainstream inmate population at the earliest possible time, while maintaining continuity in meeting the objectives of their Correctional Plan.
2. The Regional Deputy Commissioner will ensure that inmates have access to correctional interventions and services in SIUs.
3. The Regional Administrator, Assessment and Interventions, will oversee the delivery of correctional interventions and services in SIUs, including monitoring and ensuring procedures are in place to support their delivery.
4. The Assistant Warden, Interventions (AWI), will ensure that a variety of correctional interventions and services are made available to inmates in SIUs, including correctional programs, education programs, behavioural skills coaching, and social programs.
5. The SIU Manager or the Manager, Intensive Intervention Strategy (IIS), will:
 - a. chair the [SIU Correctional Intervention Board](#)
 - b. ensure that all staff and contractors in SIUs encourage inmates to engage in correctional interventions, services, cultural activities, [religious and spiritual practices](#), leisure activities, family and community contact
 - c. ensure that the needs of an inmate, including their health and mental health, are considered in determining the correctional interventions and services in which the inmate will participate while in an SIU or subject to [restricted movement](#)

- d. ensure that Indigenous correctional programs and interventions in SIUs are delivered by Indigenous Correctional Program Officers. When appropriate, a non-Indigenous Correctional Program Officer will deliver the program, in accordance with the approval process outlined in [Guidelines \(GL\) 726-1 – National Correctional Program Standards](#)
 - e. allow the delivery of a high intensity correctional program in an SIU by a single [SIU Correctional Program Officer \(CPO\)/Indigenous Correctional Program Officer \(ICPO\)](#)
 - f. ensure that inmates are provided with individualized and culturally appropriate correctional interventions and services through an interdisciplinary team, including, but not limited to: Correctional Program Officers, Indigenous Correctional Program Officers, Teachers, Behavioural Skills Coaches, Social Program Officers, Elders/Spiritual Advisors, Chaplains, [religious and spiritual practitioners](#) and Indigenous Liaison Officers
 - g. ensure the delivery of correctional interventions and services continues up until the inmate is physically transferred out of an SIU
 - h. ensure that an SIU Threat Risk Assessment is completed for inmates in SIUs pursuant to [Commissioner's Directive \(CD\) 711 – Structured Intervention Units](#) and [GL 711-1 – Structured Intervention Unit Transfer Procedures](#).
6. The [SIU Correctional Intervention Board \(SIU-CIB\)](#) will:
- a. review and approve referrals to correctional interventions to support the return of inmates to the mainstream inmate population at the earliest possible time, while ensuring continuity in meeting the objectives of the inmate's Correctional Plan
 - b. review and determine pay levels for inmates in an SIU
 - c. consult with the appropriate staff members and discuss inmates' progress and performance in correctional interventions.
7. The Manager, Assessment and Interventions (MAI), at non-SIU sites will ensure that correctional interventions and services will be made available for an inmate subject to restricted movement, when operationally feasible.
8. The [SIU Parole Officer](#), in consultation with the [Case Management Team](#), will:
- a. assess the inmate's case to determine the most appropriate correctional interventions required to address the inmate's specific needs while in an SIU. Considerations of the assessment will include:
 - i. the circumstances that resulted in the inmate's transfer to an SIU
 - ii. whether the inmate has already started a correctional program or education program
 - iii. whether the inmate has an identified need for correctional programs or education programs
 - iv. whether the inmate refused opportunities to participate in activities outside of their cell and/or opportunities to interact with others within the SIU

- v. the number of occurrences the inmate has been in/transferred to an SIU, and the corresponding timeframes
 - vi. participation in correctional interventions during previous SIU stay(s)
 - vii. the inmate's parole eligibility dates, statutory release date, or warrant expiry date
- b. consider referrals to the Motivational Module – Structured Intervention Unit (MM-SIU) or the Motivational Module – Structured Intervention Unit – Indigenous (MM-SIU-I) for all inmates in a men's SIU, regardless of whether they have an identified need for correctional programs
 - c. refer inmates to correctional programs, pursuant to [GL 726-2 – National Correctional Program Referral Guidelines](#)
 - d. refer inmates to education programs, pursuant to [GL 720-1 – Guidelines for Education Programs](#)
 - e. refer inmates to behavioural skills coaching, in accordance with [Annex B](#)
 - f. ensure that all participation in correctional interventions and services is documented in the inmate's Structured Intervention Unit – Correctional Plan Update (SIU-CPU)
 - g. review the inmate's SIU Threat Risk Assessment:
 - i. to determine whether the inmate can participate in correctional interventions and services with other inmates in SIUs, or whether one-on-one delivery is required
 - ii. to determine if an inmate transferred to an SIU can return to their original group and/or classroom or join a new group in the mainstream inmate population in order to continue participating in their programs.
9. The [Elder/Spiritual Advisor](#) will:
- a. provide cultural support in the delivery of Indigenous correctional programs and interventions in SIUs, pursuant to [CD 726 – Correctional Programs](#) and [GL 726-1 – National Correctional Program Standards](#)
 - b. participate in at least 50% of the MM-SIU-I sessions.
10. The Chief of Education, or the Regional Program Manager in regions where the Chief of Education position does not exist, will ensure that [SIU Teachers](#) are supervised in the delivery of education programs.

PROCEDURES

Managing Program Assignments from the Sending Institution in SIUs at Men's Institutions

11. When an inmate is "Assigned" to a correctional program and a decision has been made to approve their transfer to an SIU, the Manager, Programs, from the sending institution will ensure that:
- a. the assignment status is updated, pursuant to [GL 726-3 – National Correctional Program Management Guidelines](#)

- b. a certificate is entered in the Offender Management System (OMS) for the last completed program module and a casework record is entered indicating the last completed module and session
 - c. the inmate's progress is documented, pursuant to [CD 726 – Correctional Programs](#).
12. When an inmate is "Assigned" to an education program and a decision has been made to approve their transfer to an SIU, the Chief of Education or Manager, Programs, from the sending institution will ensure that:
- a. the assignment status is updated to "Temporarily Reassigned – SIU" or the applicable status, pursuant to [GL 720-1 – Guidelines for Education Programs](#)
 - b. course achievements are entered in OMS for the last completed education course and, when applicable, a certificate is entered into OMS for the last completed education level
 - c. a casework record is completed to inform the SIU Teacher which course the inmate is working on and their starting point
 - d. the inmate's progress is documented, pursuant to [CD 720 – Education Programs and Services for Offenders](#).

Referrals to the Motivational Module – Structured Intervention Unit (MM-SIU) or the Motivational Module – Structured Intervention Unit – Indigenous (MM-SIU-I) in SIUs at Men's Institutions

13. The SIU Parole Officer will refer offenders, when applicable, to the appropriate stream of MM-SIU via an administrative referral.
14. The SIU Manager, Manager, IIS, or delegate will:
- a. when the program referral is approved by the SIU-CIB, change the assignment status in OMS to "Assigned", in order to allow program delivery to commence at the earliest possible time. Should there be a delay in offering the intervention or the offender refuses to participate, the SIU Manager, Manager, IIS, or delegate will set the program assignment status to "Waitlisted" until such time that program delivery can commence
 - b. ensure that the MM-SIU/MM-SIU-I interventions are maintained as continuous program schedules in OMS, and are managed pursuant to [GL 726-3 – National Correctional Program Management Guidelines](#)
 - c. update the program assignment status to "Assignment Cancelled" should an inmate be physically transferred out of an SIU prior to participating in the MM-SIU/MM-SIU-I.
15. The SIU CPO/ICPO will:
- a. ensure that the offender understands and signs the [Consent to Participate in a Correctional](#)

[Program](#) form (CSC/SCC 1288)

- b. review information provided in the most recent Casework Records, Final Correctional Program Reports, Correctional Plan, Correctional Plan Update, and SIU-CPU
- c. deliver the MM-SIU/MM-SIU-I sessions to the inmate, as outlined in the program manuals
- d. ensure that, when the program assignment has ended, change the status in OMS to one of the following options, based on the identified circumstances:
 - i. **Successful Completion:** when the inmate was transferred out of an SIU while participating in the intervention; the inmate fully completed the program and is transferred out of an SIU; or the inmate fully completed the intervention and will remain in an SIU
 - ii. **Incomplete:** when the inmate was participating in the intervention, but the inmate is deceased; the inmate is unable to meaningfully participate in and complete the intervention; the inmate was suspended from the intervention; or the inmate decided to dropout of the intervention
- e. ensure that a certificate is entered in OMS for each MM-SIU/MM-SIU-I module that an inmate completes
- f. complete a final program report within a maximum of 10 [working days](#) for all offenders who complete the intervention or whose assignment to the intervention has ended, pursuant to [GL 726-3 – National Correctional Program Management Guidelines](#).

Referrals to Correctional Programs (excluding MM-SIU/MM-SIU-I) in SIUs at Men's Institutions

16. The SIU Parole Officer will review or complete the [Identified Need for Correctional Program \(INCP\)](#) screen in OMS and refer the offender to their required correctional program, pursuant to [GL 726-2 – National Correctional Program Referral Guidelines](#).
17. The SIU-CIB will review and approve the program referral and update the assignment status to "Waitlisted" or "Assigned", pursuant to [GL 726-3 – National Correctional Program Management Guidelines](#).
18. The SIU CPO/ICPO will:
 - a. review information provided in the most recent Casework Records, Final Correctional Program Reports, Correctional Plan, Correctional Plan Update, and SIU-CPU
 - b. deliver correctional program sessions, as outlined in the correctional program manuals
 - c. enter program assessments, pursuant to [CD 726 – Correctional Programs](#)
 - d. enter certificates in OMS, pursuant to [GL 726-3 – National Correctional Program Management Guidelines](#)

- e. ensure that the program assignment is ended in OMS, pursuant to [GL 726-3 – National Correctional Program Management Guidelines](#)
- f. complete a final program report within a maximum of 10 working days for all offenders who complete the program or whose assignment to the program has ended, pursuant to [GL 726-3 – National Correctional Program Management Guidelines](#).

Referrals to Education Programs Delivered in SIUs at Men’s Institutions

19. The SIU Parole Officer, in consultation with the SIU Teacher, will review the educational assessments in OMS in order to determine the inmate’s education program need and adhere to [GL 720-1 – Guidelines for Education Programs](#) for education program referrals.
20. The SIU Manager, Manager, IIS, or delegate will:
 - a. when the program referral is approved by the SIU-CIB, change the assignment status in OMS to “Assigned”, in order to allow education program delivery to commence at the earliest possible time. Should there be a delay in offering the program or the offender refuses to participate, the SIU Manager, Manager, IIS, or delegate will set the program assignment status to “Waitlisted” until such time that program delivery can commence
 - b. update the program assignment status to “Assignment Cancelled” should an inmate be physically transferred out of an SIU prior to the inmate actually participating in their education program.
21. The SIU Teacher will:
 - a. review information provided in the most recent Casework Records, final program report, Correctional Plan, Correctional Plan Update, and SIU-CPU
 - b. facilitate education programs to the inmate in accordance with the provincial curriculum and the inmate’s education assessments, needs and objectives
 - c. enter course achievements and certificates for completed education levels in OMS, pursuant to [CD 720 – Education Programs and Services for Inmates](#)
 - d. ensure that the program assignment is ended in OMS, pursuant to [GL 720-1 – Guidelines for Education Programs](#)
 - e. complete a final program report within a maximum of 10 working days, for all offenders who complete the program or whose assignment to the program has ended pursuant to [GL 720-1 – Guidelines for Education Programs](#).

Referrals to Behavioural Skills Coaching Delivered in SIUs at Men’s Institutions

22. The SIU Parole Officer, in consultation with the [Behavioural Skills Coach](#), will review the inmate’s case in order to assess the inmate’s need for [behavioural skills coaching](#), in accordance with [Annex B](#).

23. The SIU Manager, Manager, IIS, or delegate will:

- a. when the program referral is approved by the SIU-CIB, change the assignment status in OMS to “Assigned” once the offender starts their first intervention session. Should there be a delay in offering the intervention or the offender refuses to participate, the SIU Manager, Manager, IIS, or delegate will set the program assignment status to “Waitlisted” until such time that the intervention delivery can commence
- b. update the program assignment status to “Assignment Cancelled” should an inmate be physically transferred out of an SIU prior to the inmate actually participating in their intervention.

24. The Behavioural Skills Coach will:

- a. review information provided in the most recent Casework Record, Correctional Plan, Correctional Plan Update, and SIU-CPU
- b. deliver behavioural skills coaching to the inmate, as outlined in the intervention manual
- c. ensure that, when the program assignment has ended and the inmate has completed the intervention or has physically transferred out of the SIU, change the status in OMS to one of the following options, based on the identified circumstances:
 - i. Successful Completion: when the inmate was transferred out of an SIU while participating in the intervention; the inmate fully completed the intervention and is transferred out of an SIU; or the inmate fully completed the intervention and will remain in an SIU
 - ii. Incomplete: when the inmate was participating in the intervention, but the inmate is deceased; the inmate is unable to meaningfully participate in and complete the intervention; the inmate was suspended from the intervention; or the inmate decided to dropout of the intervention
- d. provide a paper intervention certificate and badge to offenders for each intervention module that an inmate completes
- e. complete a final program report for all offenders who complete the intervention or whose assignment to the intervention has ended. The timeframe for the report completion can be up to a maximum of 10 working days.

Social Programs Delivered in SIUs at Men’s Institutions

25. The [SIU Social Program Officer](#) will:

- a. track the activities and modules of the SIU Social Program through the [SIU Application](#)
- b. review information provided in the most recent Casework Record, Correctional Plan, Correctional Plan Update, and SIU-CPU
- c. meet with the inmate in the SIU, as soon as possible but no later than one working day after the inmate is transferred to the SIU, to determine the inmate's social program needs, using the [SIU Social Program Referral Tool](#)
- d. deliver SIU Social Program activities, as outlined in the SIU Social Program manual
- e. complete an entry in the SIU Application for each SIU Social Program activity offered to an inmate and document any refusals and, if provided, the reasons for the refusal
- f. complete an entry in the SIU Application when an activity has been completed, and the offender is back in their cell
- g. complete a Casework Record in OMS within one working day when:
 - i. they have contact with the inmate in an SIU that is not a requirement of the Social Program
 - ii. there is relevant information for the Case Management Team
 - iii. an activity from Module one or a workshop from any module has been completed
- h. provide a program certificate to offenders who participate in and complete:
 - i. five different activities from the social program, including one workshop from either Module one or four
 - ii. ten different activities across at least two Modules, including two workshops from either Module one or four
 - iii. fifteen different activities across at least three Modules, including three workshops from either Module one or four
 - iv. twenty-five different activities across all four Modules, including five workshops from either Module one or four
- i. save copies of certificates to the offender's file
- j. coordinate volunteer activities, including the provision of orientation and training to volunteers, pursuant to [CD 024 – Management of Correctional Service of Canada Volunteers](#).

ENQUIRIES

26. Strategic Policy Division
National Headquarters
Email: Gen-NHQPolicy-Politi@CSC-SCC.gc.ca

Assistant Commissioner,
Correctional Operations and Programs

France Gratton

ANNEX A

CROSS-REFERENCES AND DEFINITIONS

CROSS-REFERENCES

[CD 700 – Correctional Interventions](#)

[CD 702 – Indigenous Offenders](#)

[CD 705-6 – Correctional Planning and Criminal Profile](#)

[CD 711 – Structured Intervention Units](#)

[GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#)

[GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#)

[GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#)

[GL 711-5 – Health Services in Structured Intervention Units](#)

[GL 711-6 – Referrals to and Information Sharing with Independent External Decision Makers](#)

[CD 720 – Education Programs and Services for Inmates](#)

[GL 720-1 – Guidelines for Education Programs](#)

[CD 726 – Correctional Programs](#)

[GL 726-1 – National Correctional Program Standards](#)

[GL 726-2 – National Correctional Program Referral Guidelines](#)

[GL 726-3 – National Correctional Program Management Guidelines](#)

[CD 730 – Offender Program Assignments and Inmate Pay](#)

[CD 750 – Chaplaincy Services](#)

[GL 750-1 – Inmate Religious Accommodations](#)

[CD 760 – Social Programs and Leisure Activities](#)

[CD 767 – Ethnocultural Offenders: Services and Interventions](#)

DEFINITIONS

Behavioural Skills Coach: a staff member assigned and trained to deliver the Behavioral Skills Coaching intervention to inmates in the SIU.

Behavioural skills coaching: an individualized and behaviour-focused intervention designed to assist inmates in developing skills to support their return to the mainstream inmate population at the earliest possible time.

Case Management Team: the individuals involved in managing an offender's case, which include at a minimum the Parole Officer and the offender, and in institutions, the Correctional Officer II/Primary Worker.

Correctional interventions: for the purpose of this guideline, correctional interventions include activities and interventions related to correctional programs, education programs, behavioural skills coaching, and social programs that support the return of inmates in SIUs to the mainstream inmate population at the earliest possible time, while maintaining continuity in meeting the objectives of their Correctional Plan.

Elder/Spiritual Advisor: any person recognized by an Indigenous community as having knowledge and understanding of the traditional culture of the community, including the physical manifestations of the culture of the people and their spiritual and social traditions and ceremonies. Knowledge and wisdom, coupled with the recognition and respect of the people of the community, are the essential defining characteristics of an Elder/Spiritual Advisor. Elders/Spiritual Advisors are known by many other titles depending on the region or local practices. An example is “Angakuk” who is an Inuit shaman or medicine man.

Identification of Needs for Correctional Programs (INCP): a screen in OMS that considers the results of various assessments, including risk and actuarial assessments, and the override assessments (when applicable) to identify the required correctional program(s) for the offender in order to address their correctional program needs.

Religious and spiritual practice: includes, but is not limited to, religious rites and spiritual rituals as prescribed by a recognized faith group. Normally, inmates practice to the same level as what is available and normal in the community. Institutional Chaplains and other spiritual advisors or leaders, including those from the community, may provide religious and spiritual practice.

Religious and spiritual practitioners: Chaplains and other spiritual advisors or leaders, including those from the community, who are recognized as Qualified Professional Official Representatives (QPOR) who provide religious and spiritual practice, services and rites.

Responsivity: the presence of a characteristic(s) that influences the offender's capacity to benefit from the targeted intervention(s). These can include, but are not limited to: health needs, intellectual and developmental disabilities, physical disabilities, learning disabilities, Fetal Alcohol Spectrum Disorder, Attention Deficit Hyperactivity Disorder, age, gender, linguistic differences, ethnocultural background, motivation level, etc. Responsivity resource kits are available to staff to effectively engage and work with offenders with responsivity needs.

Restricted movement: an inmate who is authorized for a transfer to an SIU when incarcerated at a penitentiary that does not have an SIU may be subject to restrictions on their movement within the penitentiary and interactions with others, subject to safety and security considerations, until a transfer to an SIU can be effected.

SIU Application: application used by CSC staff and applicable contractors to document SIU decisions, the daily activities of SIU inmates and inmates subject to restricted movement, interactions with inmates and other information related to an inmate's confinement in an SIU.

SIU Correctional Intervention Board (SIU-CIB): a multidisciplinary intervention body chaired by the SIU Manager or Manager, Intensive Intervention Strategy, that approves interventions and contributes to recommendations or decisions. Members may include, as applicable: the Parole Officer working in an SIU or Parole Officer, Correctional Program Officer (CPO)/Indigenous Correctional Program Officer (ICPO), Chief of Education, Teacher, Behavioural Skills Coach, Elder/Spiritual Advisor, Religious or Spiritual Practitioner and Indigenous Liaison Officer and any other staff member who may contribute to the discussion or decision as determined by the Chairperson.

SIU Correctional Programs Officer or SIU Indigenous Correctional Programs Officer: a Correctional Program Officer or an Indigenous Correctional Program Officer assigned to an SIU.

SIU Parole Officer: a Parole Officer assigned to an SIU.

SIU Social Program: a program developed for male offenders who cannot be safely managed in the general inmate population, founded on an “à la carte” model, and therefore not a continuous program, with no administrative referral or enrollment in OMS.

SIU Social Program Officer: a Social Program Officer assigned to an SIU.

SIU Teacher: a Teacher assigned to an SIU.

Working day: means a day of the week that is not a statutory holiday or weekend.

ANNEX B**BEHAVIOURAL SKILLS COACHING – REFERRAL CRITERIA**

Inmates will be referred to behavioural skills coaching when one or more of the following criteria are met:

- a) the inmate consistently refuses opportunities to participate in activities outside of their cell and/or opportunities to interact with others within the SIU
- b) the inmate cannot meaningfully participate in the MM-SIU or MM-SIU-I due to [responsivity](#) needs related to learning challenges and cognitive functioning
- c) the inmate is participating in the MM-SIU or MM-SIU-I and requires extra support to target specific behavioural needs
- d) the inmate refuses to leave the SIU when they have been approved to transfer out of the SIU and into the mainstream inmate population.