



# STANDARDS FOR CORRECTIONAL PROGRAMS

726-1



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Assistant Commissioner, Correctional  
Operations and Programs

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**Note:** The most current version of this support tool is online at <http://infonet/infonet/policies/standards-726-1.doc>. If you print this document, please note that underlined references will not be linked to related documents; they are linked online.

Canada

## TABLE OF CONTENTS

<b>TARGET AUDIENCE.....</b>	<b>3</b>
<b>WHAT IS A CORRECTIONAL PROGRAM? .....</b>	<b>4</b>
<i>LEGISLATIVE AUTHORITY .....</i>	<i>4</i>
<i>CROSS REFERENCES .....</i>	<i>4</i>
<b>STANDARDS FOR CORRECTIONAL PROGRAM DEVELOPMENT .....</b>	<b>5</b>
<i>AUTHORIZATION FOR CORRECTIONAL PROGRAM DEVELOPMENT .....</i>	<i>5</i>
<i>SUPPORTING DOCUMENTATION.....</i>	<i>5</i>
<i>INTENSITY, DURATION AND SETTING OF THE CORRECTIONAL PROGRAM - MEETING THE RISK AND NEEDS OF OFFENDERS.....</i>	<i>5</i>
<i>ONGOING MONITORING AND EVALUATION.....</i>	<i>6</i>
<b>STANDARDS FOR CORRECTIONAL PROGRAM ACCREDITATION AND SITE ACCREDITATION .....</b>	<b>7</b>
<i>CORRECTIONAL PROGRAM ACCREDITATION.....</i>	<i>7</i>
<i>SITE ACCREDITATION.....</i>	<i>7</i>
<b>STANDARDS FOR THE TRAINING AND CERTIFICATION PROCESS FOR PROGRAM STAFF .....</b>	<b>8</b>
<i>PROGRAM TRAINERS .....</i>	<i>8</i>
<i>TRAINING OF PROGRAM TRAINERS .....</i>	<i>8</i>
<i>CERTIFICATION OF PROGRAM TRAINERS.....</i>	<i>8</i>
<i>QUALITY REVIEW OF PROGRAM TRAINERS.....</i>	<i>8</i>
<i>REFRESHER TRAINING FOR PROGRAM TRAINERS .....</i>	<i>9</i>
<i>CORRECTIONAL PROGRAM OFFICERS.....</i>	<i>9</i>
<i>TRAINING OF CORRECTIONAL PROGRAM OFFICERS.....</i>	<i>9</i>
<i>CERTIFICATION OF CORRECTIONAL PROGRAM OFFICERS .....</i>	<i>9</i>
<i>QUALITY REVIEW OF CORRECTIONAL PROGRAM OFFICERS.....</i>	<i>10</i>
<i>REFRESHER TRAINING FOR CORRECTIONAL PROGRAM OFFICERS.....</i>	<i>10</i>
<b>STANDARDS FOR CORRECTIONAL PROGRAM DELIVERY.....</b>	<b>11</b>
<i>PARTICIPATION IN CORRECTIONAL PROGRAMS .....</i>	<i>11</i>
<i>MAKE-UP SESSIONS .....</i>	<i>11</i>
<i>POST-PROGRAM WORK .....</i>	<i>12</i>
<i>CORRECTIONAL PROGRAM AWARENESS.....</i>	<i>12</i>
<b>FREQUENTLY ASKED QUESTIONS.....</b>	<b>13</b>
<b>ASK AN EXPERT .....</b>	<b>14</b>
<b>ANNEX 1 - PROGRAM DESCRIPTION.....</b>	<b>15</b>
<b>ANNEX 2 - GUIDE TO DETERMINE THE INTENSITY, DURATION AND SETTING OF CORRECTIONAL PROGRAMS.....</b>	<b>16</b>
<b>ANNEX 3 - DEFINITIONS.....</b>	<b>17</b>
<i>CONTINUITY OF CARE.....</i>	<i>17</i>
<i>CORRECTIONAL PROGRAM.....</i>	<i>17</i>
<i>CORRECTIONAL PROGRAM OFFICER.....</i>	<i>17</i>
<i>CRIMINOGENIC FACTORS .....</i>	<i>17</i>
<i>EMPIRICALLY-BASED MODEL OF CHANGE .....</i>	<i>17</i>
<i>NATIONAL PROGRAM MANAGER.....</i>	<i>17</i>

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PROGRAM AREA.....	17
PROGRAM INTENSITY.....	17
PROGRAM TRAINER.....	18
RESPONSIVITY .....	18
<b>ANNEX 4 - ACRONYM DEFINITIONS.....</b>	<b>19</b>

TARGET AUDIENCE			
Type	Audience	Specific Responsibilities in Standards for Correctional Programs	
INTERNAL	Commissioner	<a href="#">Grants Site Accreditation</a>	
	Executive Committee	<a href="#">Approves Correctional Program Development</a>	
	Assistant Commissioner, Correctional Operations and Programs (ACCOP)	<a href="#">Develops Correctional Program Plan</a> <a href="#">Manages Training and Certification of Program Staff</a>	<b>Comment:</b> Assistant Commissioner, Correctional Operations and Programs
	Assistant Commissioner, Performance Assurance (ACPA)	<a href="#">Manages Program Accreditation and Site Accreditation</a>	
	National Site Accreditation Panel	<a href="#">Recommends Site Accreditation</a>	<b>Comment:</b> Assistant Commissioner, Performance Assurance
	Wardens and District Directors	<a href="#">Ensure Data Collection</a> <a href="#">Ensure Offender Participation in Correctional Programs</a> <a href="#">Implement Correctional Program Delivery Annual Plan</a> <a href="#">Ensure Correctional Program Awareness</a>	
	Director, Reintegration Programs	<a href="#">Provides Standards for Monitoring and Evaluation</a> <a href="#">Certifies Program Trainers</a> <a href="#">Certifies Correctional Program Officers</a>	
	National Program Managers (NPM)	<a href="#">Develop Correctional Programs</a> <a href="#">Provide Supporting Documentation for Correctional Program Development</a> <a href="#">Determine the Intensity, Duration and Setting of Correctional Programs</a> <a href="#">Monitor and Evaluates Correctional Programs</a> <a href="#">Train Program Trainers</a> <a href="#">Recommend Certification of Program Trainers</a> <a href="#">Conduct Quality Review of Program Trainers</a> <a href="#">Provide Refresher Training for Program Trainers</a>	<b>Comment:</b> National Program Manager
	Regional Administrators of Correctional Programs (RACP)	<a href="#">Ensure Regional Administration of Correctional Programs</a> <a href="#">Consolidate Data</a> <a href="#">Ensure Professional Development of Correctional Program Officers</a> <a href="#">Develop Correctional Program Delivery Annual Plan</a>	<b>Comment:</b> Regional Administrator of Correctional Programs
	Program Trainers	<a href="#">Train Correctional Program Officers</a> <a href="#">Recommend Certification of Correctional Program Officers</a> <a href="#">Conduct Quality Review of Correctional Program Officers</a> <a href="#">Provide Refresher Training for Correctional Program Officers</a>	
Correctional Program Officers	<a href="#">Deliver Correctional Programs</a> <a href="#">Provide Make-up Sessions</a> <a href="#">Produce Post-program Report and Case-Conference</a>		
EXTERNAL	Correctional Programs Accreditation Panel	<a href="#">Accredits Correctional Programs</a>	

## WHAT IS A CORRECTIONAL PROGRAM?

A Correctional Program is a structured intervention that addresses the factors directly linked to offenders' criminal behaviour ([CD 726 para. 5](#)).

The purpose of the correctional system is to assist "the rehabilitation of offenders and their reintegration into the community as law-abiding citizens through the provision of programs in penitentiaries and in the community" ([CCRA s. 3](#)). Therefore, CSC is responsible for providing these types of programs ([CCRA s. 5\(b\)](#)).

**Comment:** Correctional Service Canada

## LEGISLATIVE AUTHORITY

### Corrections and Conditional Release Act (CCRA) Sections

- Purpose of the Correctional System - [CCRA s. 3](#)
- Correctional Service of Canada Responsibilities - [CCRA s. 5\(b\)](#)
- Programs for Offenders Generally - [CCRA s. 76](#)
- Programs for Female Offenders - [CCRA s. 77](#)
- Aboriginal Offenders; Definitions - [CCRA s. 79](#)
- Aboriginal Offenders; Programs - [CCRA s. 80](#)
- Meaning of Informed Consent - [CCRA s. 88 \(2\)](#)

**Comment:** Corrections and Conditional Release Act

### Corrections and Conditional Release Regulations (CCRR) Sections

- Correctional Plans - [CCRR s. 102](#)

**Comment:** Corrections and Conditional Release Regulations

## CROSS REFERENCES

### Commissioner's Directives

- Aboriginal Programming - [CD 702](#)
- Correctional Programs - [CD 726](#)
- Inmate Program Assignment and Payments - [CD 730](#)
- Ethno-cultural Offender Programs - [CD 767](#)

[The Correctional Program Strategy for Federally Sentenced Women](#)

## STANDARDS FOR CORRECTIONAL PROGRAM DEVELOPMENT

The National Program Manager (NPM) is responsible for developing a Correctional Program based on:

- needs identification and analysis;
- literature review and analysis of current practices;

**Comment:** National Program Manager

The analysis will assist the NPM determine:

- the program design (the overall program model, structure and content); and
- the process for program validation.

**Comment:** National Program Manager



It is essential that the development of Correctional Programs meets the identified needs of offenders and promotes their successful reintegration to society ([CD 726 para. 1](#)).

## AUTHORIZATION FOR CORRECTIONAL PROGRAM DEVELOPMENT

- The ACCOP is responsible for presenting a plan to the Executive Committee for the development of a Correctional Program.
- The Executive Committee authorizes the development of Correctional Programs.

**Comment:** Assistant Commissioner, Correctional Operations and Programs

## SUPPORTING DOCUMENTATION

In the development of every Correctional Program, certain supporting documents must be produced. The NPM is responsible for producing the following support documents:

- a program manual, including the [program description](#);
- an assessment manual;
- a training manual; and
- supplementary materials.

**Comment:** National Program Manager

## INTENSITY, DURATION AND SETTING OF THE CORRECTIONAL PROGRAM - MEETING THE RISK AND NEEDS OF OFFENDERS

In the development of Correctional Programs, the NPM must always consider the offender's level of risk and need to determine the intensity, duration and type of group setting.

**Comment:** National Program Manager

View the [Guide to Determine the Intensity, Duration and Setting of Correctional Programs](#) for more detailed information.

**Note:** A **range** of Correctional Programs designed to address the various needs of offenders and contribute to their successful reintegration must be offered ([CCRA s. 76](#)).

- According to [CCRA s. 77](#), CSC is responsible for providing programs that are designed to address the unique needs of female offenders. For further information on programs for female offenders, see [The Correctional Program Strategy for Federally Sentenced Women](#).
- According to [CCRA s. 80](#), CSC is responsible for providing programs which are designed to address the unique needs of [Aboriginal](#) offenders. For further information on Aboriginal programs, see [CD 702](#).
- Additionally, [CD 767](#) stipulates that needs and cultural interests of offenders belonging to ethnocultural minority groups should be identified in Correctional Program development.


**Comment:** Correctional Service Canada

**Comment:** Correctional Service Canada

The Regional Administrator of Correctional Programs (RACP) is responsible for:

**Comment:** Regional Administrator of Correctional Programs

- ensuring that the infrastructure for the administration and the delivery of Correctional Programs meets the needs of offenders;
- providing a continuum of Correctional Programs between institutions and the community; and
- ensuring the integrity of Correctional Programs and notifying the Director, Reintegration Programs of potential problems.

 It is essential to ensure that Correctional Programs are operated according to their design and based on solid theory and supporting research ([CD 726 para. 2](#)).

## ONGOING MONITORING AND EVALUATION

In Correctional Program development, the Director, Reintegration Programs is responsible for:

- proposing and monitoring the standards for program development and delivery, and
- managing and coordinating the gathering and presentation of evidence of program effectiveness.

Once a program has been developed, the [NPM](#) will provide ongoing monitoring and evaluation of the Correctional Program. This consists of:

**Comment:** National Program Manager

- rates of participation, completion, and reasons for non-completion;
- assessment of progress against program targets;
- influence of [responsivity](#) factors;
- participants' satisfaction;
- impact on institutional conduct and adjustment;
- rates of readmission following release;
- rates of re-offending following release; and/or
- cost-effectiveness of the program.
- Wardens and District Directors are responsible for ensuring that data related to program evaluation are collected and available for research purposes.
- The [RACP](#) provides assistance to consolidate the data related to program evaluation and provides additional analysis as required.

**Comment:** Regional Administrator of Correctional Programs

## STANDARDS FOR CORRECTIONAL PROGRAM ACCREDITATION AND SITE ACCREDITATION

The Assistant Commissioner, Performance Assurance (ACPA) is responsible for managing the program accreditation process and the site accreditation process ([CD 726 para. 7](#)).

**Comment:** Assistant Commissioner, Performance Assurance

### CORRECTIONAL PROGRAM ACCREDITATION

The "Correctional Programs Accreditation Panel" accredits Correctional Programs that meet the following criteria:

- [Empirically-Based Model of Change](#);
- Targeted [Criminogenic Factors](#);
- Effective Methods of Delivery, including the Statement of Qualifications for Correctional Program Officers;
- Skills-Oriented;
- [Responsivity](#);
- [Program Intensity](#);
- [Continuity of Care](#);
- Ongoing Monitoring and Evaluation.

### SITE ACCREDITATION

Each Operational Unit undergoes the established [CSC](#) process of site accreditation. Site accreditation shall be granted by the Commissioner on the recommendation of the "National Site Accreditation Panel".

**Comment:** Correctional Service Canada

## STANDARDS FOR THE TRAINING AND CERTIFICATION PROCESS FOR PROGRAM STAFF

The ACCOP is responsible for the overall training and certification of Program Trainers and Correctional Program Officers ([CD 726 para. 7](#)).

**Comment:** Assistant Commissioner, Correctional Operations and Programs

### PROGRAM TRAINERS

A Program Trainer is the individual responsible for the training of Correctional Program Officers and the monitoring of the Quality Review processes for Correctional Program Officers in a specific [Correctional Program Area](#).

#### TRAINING OF PROGRAM TRAINERS

The NPM responsible for the [Program Area](#) co-ordinates the training of the Program Trainers. Program Trainers will be trained in the Program Area in which they deliver training.

**Comment:** National Program Manager

#### CERTIFICATION OF PROGRAM TRAINERS

The Director, Reintegration Programs is responsible for certifying a Program Trainer, based on the recommendation of the NPM.

**Comment:** National Program Manager

Initially, Program Trainers will be certified as Correctional Program Officers in a [Program Area](#). Afterwards, as Program Trainers, they will deliver training to Correctional Program Officers in accordance with the training manual that is developed for each Correctional Program Area.

The certification process for Program Trainers includes:

- successfully completing the “Program Trainer” training program;
  - successfully training Correctional Program Officers on the theory and effective delivery of at least one program; and
  - successfully meeting all the requirements of the Quality Review process.
- For certified Program Trainers, Quality Reviews will be conducted at three and six years following certification. Additional Quality Reviews may be conducted during this period if required. The Quality Review will end after the sixth year following certification, unless the need for improvement is identified.

#### QUALITY REVIEW OF PROGRAM TRAINERS

The NPM is responsible for the [Program Area](#) co-ordinates the Quality Review of Program Trainers.

**Comment:** National Program Manager

The Quality Review process assesses Program Trainers in the following areas:

- administration of the overall training;
- training delivery;
- assessment of Correctional Program Officers; and
- report writing.

The Quality Review of Program Trainers results in a written report that addresses:

- strengths and areas for improvement;
  - Certification (if applicable); and
  - the need for additional training or professional development.
- To ensure that the Program Trainer undergoes a fair evaluation, the Quality Review will examine the equivalent of at least 2 training days.

### REFRESHER TRAINING FOR PROGRAM TRAINERS

The NPM responsible for the Correctional Program Area will provide refresher training to Program Trainers when:

**Comment:** National Program Manager

- the Quality Review identifies a need for it;
- the Program Trainer was trained but did not deliver training in the Correctional Program Area within six months of training;
- the Program Trainer has been inactive in the Correctional Program Area for more than 24 months; and/or
- significant changes have been made to the Correctional Program Area.

## CORRECTIONAL PROGRAM OFFICERS

A Correctional Program Officer is the individual who delivers Correctional Programs to offenders.

### TRAINING OF CORRECTIONAL PROGRAM OFFICERS

Correctional Program Officers are trained by Program Trainers to deliver programming to offenders in a specific Correctional Program Area. The training will address all levels of program intensity within a Correctional Program Area.

- The RACP is responsible for ensuring that Correctional Program Officers participate in a total of three days of program-related Professional Development annually.

**Comment:** Regional Administrator of Correctional Programs

### CERTIFICATION OF CORRECTIONAL PROGRAM OFFICERS

The Director, Reintegration Programs is responsible for certifying a Correctional Program Officer, based on the recommendation of the Program Trainer.

The certification process for Correctional Program Officers includes:

- successfully completing the training on the theory and effective delivery of the program;
  - successfully delivering a minimum of one program to offenders; and
  - successfully meeting all the requirements of the Quality Review process.
- For a certified Correctional Program Officer, Quality Reviews will be conducted at three and six years following certification. Additional Quality Reviews may be conducted during this period if needed. The Quality Review will end after the sixth year following certification, unless the need for improvement is identified.

## QUALITY REVIEW OF CORRECTIONAL PROGRAM OFFICERS

The Quality Review process for Correctional Program Officers is monitored by the Program Trainer, in the specific Correctional [Program Area](#).

The Quality Review process evaluates a Correctional Program Officer in the following areas:

- administration of the overall program;
- program delivery;
- assessment of offenders; and
- report writing.

The Quality Review of Correctional Program Officers results in a written report that addresses:

- Strengths and areas for improvement;
  - Certification (if applicable); and
  - Need for additional training or professional development.
- 
- To ensure the fair evaluation of the Program Officer, the Quality Review will examine the equivalent of at least four program sessions in the Correctional [Program Area](#).

## REFRESHER TRAINING FOR CORRECTIONAL PROGRAM OFFICERS

The Program Trainer responsible for the Correctional [Program Area](#) will provide refresher training to Correctional Program Officers when:

- the Quality Review identifies a need;
- the Correctional Program Officer was trained but did not deliver in the Correctional Program Area within six months of the training;
- the Correctional Program Officer has been inactive in the Correctional Program Area for more than 12 months; and/or
- significant changes have been made to the Correctional Program Area.

## STANDARDS FOR CORRECTIONAL PROGRAM DELIVERY

- The RACP is responsible for developing the annual program plan for each operational unit ([CD 726 para. 8](#)).
- Wardens and District Directors are responsible for implementing the annual program plan, taking into account the needs of offenders and the types of programs available ([CD 726 para. 9](#)).
- Correctional Program Officers must deliver Correctional Programs according to the program delivery manual that is developed for every Correctional Program. Wardens and District Directors are responsible for ensuring that Correctional Programs are delivered in this manner. Also, Wardens and District Directors must ensure that non-CSC Correctional Programs provided under contract meet CSC standards.


**Comment:** Regional Administrator of Correctional Programs

**Comment:** Correctional Service Canada

**Comment:** Correctional Service Canada

## PARTICIPATION IN CORRECTIONAL PROGRAMS

- Offenders are assigned to a Correctional Program based on their Correctional Plan and on established Correctional Program selection criteria. Pre-program interviews and assessment batteries are completed no earlier than 30 working days before the Correctional Program begins.
- Wardens and District Directors must ensure that offenders are enrolled in the Correctional Programs, which were recommended in their Correctional Plans ([CCRR s. 102](#)). Offenders should be encouraged to participate in programs identified in their Correctional Plans.

 All Correctional Program participation must be **voluntary** and based on **informed consent** ([CD 726 para. 12](#)). Program participants must complete the standardized [Consent to Participate in Correctional Programs Form](#).

The number of Correctional Program participants is based on the number of Correctional Program Officers:

- If there is one Correctional Program Officer: maximum 10 participants;
- If there is more than one Correctional Program Officer: maximum 12 participants.

All staff members who work directly with offenders are responsible for sharing of information regarding the offender's program participation and progress against [criminogenic factors](#) ([CD 726 para. 10](#)).

## MAKE-UP SESSIONS

Correctional Program Officers will provide Correctional Program participants with make-up sessions, or the equivalent, whenever possible in the case of absences. Make-up sessions must be entered into OMS.

**Comment:** Offender Management System

## POST-PROGRAM WORK

After the delivery of a Correctional Program, Correctional Program Officers must produce a post-program report and input information into OMS. The report is limited to the following components:

**Comment:** Offender Management System

- attendance and participation;
- analysis of progress against program targets, taking into consideration the information generated by level II correction officers on the offender's progress in monthly structured casework records;
- psychological risk assessment, if required; and
- recommendations regarding risk management strategies.

The timeframes for the post-program reports are as follows:

- ten working days from the last group session for maintenance, low intensity, and moderate intensity programs;
- fifteen working days from the last group session for high intensity programs; and
- five additional days are allotted for Correctional Programs requiring psychological and/or psychiatric testing.

A Correctional Program Officer co-ordinates a post-program case conference with an offender and the Case Management Team to share information.

## CORRECTIONAL PROGRAM AWARENESS

- Wardens and District Directors are responsible for providing program awareness annually and prior to the introduction of a new Correctional Program to the operational staff members who interact with offenders.

## FREQUENTLY ASKED QUESTIONS

Please click here:

[http://infonet/opr/programs/policies\\_e.shtml](http://infonet/opr/programs/policies_e.shtml)

## ASK AN EXPERT

Area of Responsibility	Name (click on the name to send an email)	Title	Number
Atlantic Region	<a href="#">Jean-Guy Bourque</a>	Regional Administrator of Correctional Programs (RACP)	(506) 851-2031
Quebec Region	<a href="#">Réjean Tremblay</a>	RACP	(450) 967-3355
Ontario Region	<a href="#">Brian Caughey</a>	A/RACP	(613) 536-4283
Prairie Region	<a href="#">Henry Kowal</a>	A/RACP	(306) 975-5220
Pacific Region	<a href="#">Sam Thurasamy</a>	A/RACP	(604) 870-2575

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Change of name or number? Please contact [Michael Bettman](#), Director, Reintegration Programs.

Irving Kulik  
Assistant Commissioner,  
Correctional Operations and Programs

## ANNEX 1 - PROGRAM DESCRIPTION

The description of a Correctional Program must include:

- selection criteria;
- program intensity level;
- targeted criminogenic factors / program targets
- frequency and duration of the program;
- program goals; and
- pre- and post-program assessment.

## ANNEX 2 - GUIDE TO DETERMINE THE INTENSITY, DURATION AND SETTING OF CORRECTIONAL PROGRAMS

Target Population		Intensity	Average Duration	Group Setting
Overall Risk	Needs			
High	High or Moderate to High	<b>High</b>	Minimum 15 to 36 weeks Minimum 10 to 15 hours per week	Closed or open groups 2 correctional program officers
	Moderate-High			
Moderate - High	Moderate to Low	<b>Moderate</b>	Between 5 to 25 weeks 5 to 15 hours per week	Closed or open groups 1 or 2 correctional program officers according to the program manual
Moderate	Moderate			
Moderate - Low	Moderate to High			
Moderate - Low	Low Or Moderate to Low	<b>Low</b>	Between 1 to 16 months 2 to 6 hours per week	Closed or open groups 1 correctional program officer
Low				
Offenders who complete program Given to moderate and high risk offenders		<b>Maintenance</b>	Duration and frequency determined by the correctional program officer after discussion with the parole officer	Open groups 1 correctional program officer

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## ANNEX 3 - DEFINITIONS

### CONTINUITY OF CARE

Continuity of Care means that treatment gains made during incarceration are reinforced and strengthened by intervention efforts in the community.

### CORRECTIONAL PROGRAM

A Correctional Program is a structured intervention that addresses the factors directly linked to the offender's criminal history.

### CORRECTIONAL PROGRAM OFFICER

The individual who delivers Correctional Programs to offenders.

### CRIMINOGENIC FACTORS

Factors that contribute directly to criminal behaviour.

### EMPIRICALLY-BASED MODEL OF CHANGE

A model of how a program facilitates change in offenders' attitudes/behaviour, which is based on theory and supporting research.

### NATIONAL PROGRAM MANAGER

The individual responsible for the development and the quality of Correctional Programs at the national level.

### PROGRAM AREA

A Program Area is a group of Correctional Programs of varying intensity that target similar factors related to offending behaviour.

### PROGRAM INTENSITY

Program intensity is the scope, sequencing and duration of treatment related to the seriousness and persistence of offenders' risk and need.

## **PROGRAM TRAINER**

A Program Trainer is the individual responsible for training Correctional Program Officers and monitoring the Quality Review processes of a Program Area.

## **RESPONSIVITY**

Responsivity refers to the characteristics of offenders that have a direct impact on how much benefit they will derive from an intervention.

## ANNEX 4 - ACRONYM DEFINITIONS

<b>ACCOP</b>	<b>Assistant Commissioner, Correctional Operations and Programs</b>
<b>ACPA</b>	<b>Assistant Commissioner, Performance Assurance</b>
<b>CCRA</b>	<b>Corrections and Conditional Release Act</b>
<b>CCRR</b>	<b>Corrections and Conditional Release Regulations</b>
<b>CSC</b>	<b>Correctional Service Canada</b>
<b>OMS</b>	<b>Offender Management System</b>
<b>NPM</b>	<b>National Program Manager</b>
<b>RACP</b>	<b>Regional Administrator of Correctional Programs</b>