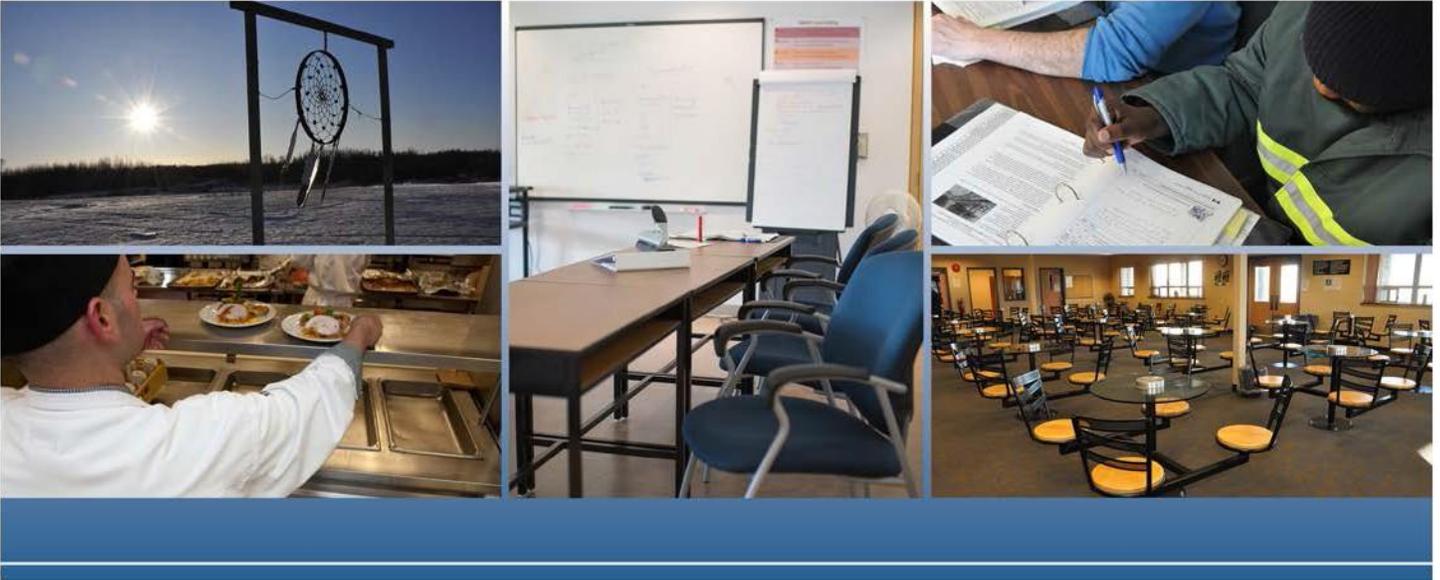


CORRECTIONAL SERVICE CANADA



THE CORRECTIONAL PLAN PROGRESS REPORT

A GUIDE FOR VICTIMS

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The Correctional Plan Progress Report.

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INTRODUCTION

This guide explains the terms and processes related to offenders' correctional plans and their progress in meeting the objectives of their plan. We hope that this guide will help you understand the information you receive in the Correctional Plan Progress Report (CPPR) about the offender who harmed you.

The *Corrections and Conditional Release Act* (CCRA) allows the Correctional Service of Canada (CSC) to share some information about offenders with victims. This guide describes all the possible types of information that could appear in a CPPR, for both offenders who are in a CSC facility and those who are under supervision in the community. However, CSC can only share information about an offender's correctional plan and progress when the interest of the victim carries more weight than the invasion to the offender's privacy. This means that the report you receive may not contain all of the types of information found in this guide.

The information in this guide comes from various CSC policies, called Commissioner's Directives (CDs). You can find more detail about these policies on CSC's website: <http://www.csc-scc.gc.ca/policy-and-legislation/005006-0001-eng.shtml>

CORRECTIONAL PLANS

All offenders have a Correctional Plan. When they start serving their sentence, CSC collects information about their lives and crimes. This includes information from the courts and the police. CSC assesses and rates offenders' needs in relation to mental health, learning, substance abuse, and other topics. CSC also rates how willing offenders are to act responsibly, to work on their Correctional Plan, and to address the issues that led them to commit crimes. Finally, CSC rates how able offenders are to live in society without committing crimes in the future. These ratings are included in offenders' Correctional Plans.

Correctional Plans also list the goals that offenders are expected to reach in relation to how they act. They contain the programs that offenders should take to deal with the issues that led them to commit crimes. CSC reviews the Plans on a regular basis and adjusts the ratings to keep an eye on the progress made toward meeting the goals of the Plan and address the risk of reoffending throughout the sentence.

In the 1990s CSC created databases to hold information about offenders' Correctional Plans and program results. Information about results from earlier years is not available. For a listing of the various programs that are available to offenders, please visit CSC's website.

CORRECTIONAL PLAN PROGRESS REPORT (CPPR)

Introduction

This section gives basic information about offenders: their name and age, the prison where they are serving the sentence or the area in which they are being supervised, the date their sentence started and the date when they came into CSC custody. It also gives the dates when offenders are “eligible” (can be considered) for release from the prison into the community, including:

- Unescorted Temporary Absence (UTA) eligibility date,
- Day Parole Eligibility Date (DPED),
- Full Parole Eligibility Date (FPED),
- Statutory Release Date (SRD)¹,
- Warrant Expiry Date (WED)²,
- Long Term Supervision Expiry Date (LTED)³.

Next the report gives the crimes related to the current sentence. Offenders may receive additional time for offences they commit either before going to prison or during their sentence. For more information about these offences please refer to the *Criminal Code of Canada* or Schedule I or II of the CCRA, which are accessible online from CSC’s website.

Summary of Sentence Plan

Dynamic Factors

CSC does a number of tests when offenders arrive in CSC custody. This process is known as “Intake Assessment”. The tests reveal offenders’ needs in 8 different areas called “dynamic factors” (listed on the next page). Parole Officers use the results to settle on which factors played a role in the crimes. The factors that played the most important role are called “contributing factors” and become the areas in which goals are set for offenders to meet as part of their Correctional Plan. If they improve in these areas, offenders are less likely to commit crimes in the future.

¹ Unlike the other dates in this list, the Statutory Release Date is not when the offender can be considered for a release; rather it is that date when the law says the offender must be released to the community (after the offender has served two-thirds of the sentence in custody), unless steps are undertaken to keep the offender in custody until the end of the sentence. The process for “detaining” an offender past the SRD is found in CD 712-2.

² The Warrant Expiry Date is the date on which the offender’s sentence ends

³ This type of information applies only when the court imposes a Long Term Supervision Order on the offender. This order start after the sentence ends and can last for up to 10 years after the WED

Dynamic Factor	Warning Signs	Goals of Intervention
1-Personal / Emotional	Does not interact well with others. Has difficulty controlling behaviour, especially anger. Has trouble solving problems in relationships.	Gain skills to better manage behaviour and decisions.
2-Attitude	Finds excuses for illegal actions. Has a negative attitude towards the law.	Challenge excuses and encourage positive attitudes. Build a positive identity.
3-Associates	Has criminal friends and is separated from friends who could have positive influence.	Learn how to make and keep pro-social friends.
4-Substance Abuse	Abuses alcohol and/or drugs.	Reduce substance abuse. Teach better ways to cope with life.
5-Family/Marital Relationships	Has poor parenting skills and family relationships.	Learn how to be a better parent and how to show warmth and caring.
6/7-Employment and Education	Has a history of poor results and low level of satisfaction with school and/or work.	Strengthen skills and relationships in relation to school and/or work.
8-Community Functioning	Is not involved in positive leisure activities. Has trouble with finances.	Encourage positive activities, hobbies and sports during leisure time; encourage employment to improve financial stability.

Programs: Participation Status

This section of the report lists the programs or work that offenders have participated in (listed by program name and type) and the status of their participation (listed below).

- *Assigned:* The offender is actively attending the program.
- *Assignment Transferred:* The offender left the program to attend another assignment at the same site.
- *Attended All Sessions:* The offender completed the program, but there was little or no evidence of progress. The offender failed to show he/she had learned the expected skills of the program.
- *Incomplete:* The offender was participating in a program but did not complete it and/or was removed from the program. This typically happens when an offender is removed for a disciplinary offence, or absent for court or hospital or because their conditional release was suspended (for reasons unrelated to their participation in the program).

- *Program Cancelled:* The offender was participating in a program that was cancelled (due to circumstances beyond the offender's control).
- *Temporarily Reassigned:* The offender left one program in order to participate in a different one for a short period of time. The offender will return to the previous program upon completion of the program that interrupted it.
- *Released:* The offender participated in a program up until he/she was released on Day Parole, Full Parole, or Statutory Release.
- *Successful Completion:* The offender successfully completed all aspects of the program. This includes attendance and progress in reaching program targets. The degree of progress is considered personal information and will not be shared.
- *Suspended:* The offender quit or was removed from a program he was participating in. This normally happens because the offender is not willing to attend the sessions or follow the rules, or because the quality of participation does not meet the level expected for the program.
- *Transferred:* The offender participated in a program up until he/she was transferred from one prison or supervision area to another.
- *Wait-listed or Assignment Cancelled:* The offender has been referred to the program, but has not yet participated in it. This is because the program has not been offered, there was no space for the offender when it was offered, or the decision that the offender should participate in the program was changed.
- *Warrant Expiry Date:* The offender was participating in a program when he/she reached their WED (end of sentence).

If you have questions about what is covered in CSC's Correctional Programs, please contact your Victim Services Officer or visit CSC's website.

Community Supervision

This section gives an overview of the information about offenders who have been released to serve the rest of the sentence in the community. You will find some or all of the following types of information in the report you receive: the types of releases the offender has been granted, the level of intervention during these releases, the dates and reasons for the offender returning to prison (where applicable). Reports for offenders with Substance Abuse as a contributing factor will give the number of urine tests that came back positive for banned substances.

Employment

While CSC is supervising offenders in the community, they are expected to show effort and make progress toward reaching the goals of their Correctional Plans. An important part of this is seeking and keeping a job and attending programs. If Employment is one of the contributing factors identified in their Correctional Plans, the report will have information about whether they have a job or why they are not working.

Suspension of an Offender's Release

When offenders' behaviour raises concerns in the community, a warrant for their arrest may be issued. If it turns out that their behaviour was not as concerning as first thought, the Parole Officer or the Parole Board of Canada can cancel the warrant. However, if the warrant is carried out ("executed"), the offender is arrested and returned to prison. When this happens, the Parole Board decides whether the offender will be kept in prison or released back to the community. The report will show who issued the warrant, when it was issued, and its status.

Level of Intervention

While offenders are in the community, CSC looks at the level of supervision needed at various points. Offenders must meet with their Parole Officers face-to-face a set number of times per month. The number reflects how well the offenders are doing in the community and the level of supervision, structure, and support they need. The report you receive gives the offenders' level of intervention/supervision in community and the name of the facility or area in which they are supervised. Supervision also includes contacts that Parole Officers make with people involved in the offenders' life: family members, friends, police, program staff, etc. Parole Officers can also stay in touch with offenders by phone in addition to the scheduled meetings.

For more information about the levels of supervision, and when and how they are assessed, please refer to CD 715-1, *Community Supervision*, on CSC's website.

Progress Summary

This section of the CPPR contains information about offenders' progress in meeting the goals of their Correctional Plan. The progress summary includes information about changes to the Correctional Plan, including changes in the various ratings, information about disciplinary offences, pay levels and allowances, and court-ordered financial obligations.

Disciplinary Offences (while in prison)

The progress summary gives an overview of the offender's record in following the rules of the prison. The list of possible charges comes from Section 40 of the *CCRA*, which is accessible on CSC's website. The summary provides the number of "minor" offences and gives the type of charge if the offender is found guilty of any "serious" offences. The summary lists the results of urine tests if Substance Abuse is a contributing factors in the offender's Correctional Plan.

Pay Levels and Allowances (while in prison)

Offenders’ pay level can be seen to indicate the progress they are making on reaching the goals of the Correctional Plan. Offenders can earn one of six daily pay levels based on their situation.

Level A - \$6.90/day: The offender has been earning Level A or B pay for at least 6 months and:

- has an acceptable level of participation in work or programs;
- follows the rules of the prison;
- is rated ‘High’ for Accountability, Motivation and Engagement; and
- performs better than expected in programs, relationships, attitude, motivation, behaviour, effort, results and responsibility.

Level B - \$6.35/day: The offender has been earning Level B or C pay and meets all of the following for at least 6 months:

- works fully on all aspects of the Correctional Plan and performs as expected;
- has not broken any “serious” prison rules;
- has passed all tests for banned substances in their urine; and
- is rated ‘Moderate’ for Accountability, Motivation, and Engagement.

Level C - \$5.80/day: The offender attends the work/programs listed in the Correctional Plan.

Level D - \$5.25/day: The offender participates in assigned work, but refuses to attend another program listed in the Correctional Plan. Offenders remain at this level of pay until they agree to attend all programs listed in the Correctional Plan.

Allowance: An amount of \$2.50 per day is given to offenders who have approval to be absent from their program or who cannot attend a program for reasons beyond their control.

Basic Allowance: A basic amount of \$1.00 per day is given to offenders who refuse to attend programs before their Correctional Plan is finalized, and to offenders held in segregation for not following the rules of the prison.

For more information on pay levels, please refer to Annex B of CD 730 on the CSC website.

Level of Intervention

CSC rates offenders’ need for programs and other activities based on both static and dynamic factors. Their level of need affects the level of intervention: Low, Medium, or High.

Level of Intervention Based on Dynamic Factors		
Low	Medium	High
No dynamic factors identified (all factors rated as “None” or “Asset”) OR	Any combination of severity and number of factors between the Low and High guidelines.	Few dynamic factors identified and rated as “High”; OR

Relatively few dynamic factors identified and rated as “Low” or “Medium”.		Multiple dynamic factors identified (regardless of severity of “need”)
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The decision about whether or not to change this rating is based on the amount of change, how serious the change is, and in how many areas the offenders have changed.

Level of Intervention Based on Static Factors		
LOW The criminal offence history meets all of the following conditions:	MEDIUM The offender is clearly not a LOW criminal risk but does not meet the criteria to be rated as HIGH.	HIGH The criminal offence history meets at least one of the following conditions:
Little or no involvement with the criminal justice system		Considerable involvements with the criminal justice system
Little or no harm to society in general, and victims in particular		Extensive harm to society in general, and victims in particular
Little or no sex offending		Considerable sex offending

This rating normally stays the same while offenders are in prison and for the first 6 months after they are released into the community. The rating only changes if offenders’ behaviour changes a lot, and stays changed for a long time, so it may not have changed prior to their release.

[Accountability](#)

Accountability speaks to how much offenders take responsibility for their crimes. Attitude, behaviour, and understanding are key to this factor, which is rated as Low, Moderate, or High.

Low	Moderate	High
Take no responsibility for their actions	May not accept full responsibility for their actions.	Take responsibility for their actions
Do not admit their problems	Do understand some of their problems	Understand their problems
Do not deal with their feelings. Do not show they are sorry for the harm they caused	Show they are sorry to a certain point for the harm they caused.	Can express their feelings. Show they are sorry for the harm they caused
Do not understand the impact of their actions on their victim(s)	Understand at least some of the impact that their actions had on their victim(s)	Understand the impact that their actions had on their victim(s).
May deny or change the story of what happened	May deny or change some details about what happened	Admit to and understand what happened

Motivation

Motivation is about whether offenders want to and are willing to change. In addition to the motivation rating given for each dynamic factor, offenders’ overall level of motivation is rated as Low, Medium, or High.

Low	Medium	High
Strongly deny the need for change or are not willing to take part in programs or activities that CSC recommends	May not fully accept CSC’s evaluation of what needs to change but will take part in programs or activities that CSC recommends	Wish to change and are actively working on the areas where they have problem.

Responsivity

Responsivity is about whether offenders are able to benefit from the programs and activities that CSC recommends. Factors that can affect this ability include limited language skills, problems with learning and concentrating. These issues may last a short or a long time, or may never improve. The report you receive will show either “YES” or “NO” for this area.

Engagement

Engagement is about whether offenders have shown that they are willing to:

- actively take part in their Correctional Plan;
- stay away from criminal and gang activity while serving the sentence;
- show respect by how they behave;
- follow the rules while in prison and/or while being supervised in the community.

The rating for Engagement combines the ratings for Motivation and Accountability. Engagement is rated as “YES” or “NO”.

For more information please refer to CD 705-6 and Annex C of CD 710-1 on CSC’s website.

Rating of Contributing Factors⁴

Dynamic Factors

Offenders receive both a “need” rating and a “motivation” rating for each dynamic factor. The need ratings speak to how much offenders need to improve in relation to that factor.

⁴ You can find out more about how CSC rates each contributing factor in Annex C of CD 710-1 on CSC’s website. Additional CDs are referred to in the paragraphs about ‘Engagement’ and ‘Reintegration Potential’.

Need Ratings				
Low	Medium	High	Asset	None
Little need to improve	Some need to improve	High need to improve	Will help offenders make progress	No need to improve at this time

The motivation ratings speak to how willing offenders are to work on improving that factor.

Motivation Ratings			
Low	Medium	High	Not assessed
Do not recognize the need	May not fully recognize the need	Fully recognize the need	
Are not interested in taking part in interventions	Are willing to participate in interventions; Are possibly motivated by external benefits.	Fully ready to start intervention; Primarily motivated by internal reasons	
Show no genuine commitment to change	Genuine commitment to change may still be absent	Are genuinely committed to change	

Static Factors

Static factors are aspects of offenders’ lives (mostly in the past) that do not usually change much or quickly. Static factors include the offenders’ age, criminal history, previous court rulings, time spent in jail or prison, how serious the harm the offender caused was, and their risk of committing crimes in the future. CSC looks at the following static factors when assessing how the offender will behave when in the community:

- The length of time since the offender’s release (if any),
- Whether the offender has access to people who could assist and support him/her,
- Whether the offender has had any serious problems following rules, has been returned to prison, or has been involved with the police in the last year, and
- The offender’s progress and willingness to work on his/her Correctional Plan.

Static factors are not listed in the CPPR but they are taken into account when CSC determines the level of intervention the offenders need.

Reintegration Potential

The rating for Reintegration Potential reflects offenders’ ability to return to the community without committing crimes in the future. The first rating that offenders receive is based on a number of other ratings and scores about the offender’s behaviour and progress:

- Level of Motivation (described above)
- Level of Intervention Based on Static Factors (described above)
- Level of Intervention Based on Dynamic Factors (described above)
- Score on Statistical Information on Recidivism (described below)
- Security Reclassification (described below)

Statistical Information on Recidivism: CSC uses a statistical tool to predict offenders’ success or failure in terms of re-offending when released to the community.

Security Reclassification: CSC regularly reviews the level of security needed for each offender (minimum, medium or maximum). This helps CSC decide which prison will best manage the offender’s risk. These reviews look at the offender’s ability to adjust to life in prison, their risk of escaping from prison, and the risk they pose to the safety of the public.

To learn more about the process to determine the level of security required, please refer to Annex C of CDs 705-7, 706, and 710-6, which are all available on CSC’s website.

When reviewing the offender’s progress in this area at various points in the sentence, CSC takes the five factors listed above into account and gives a rating of Low, Medium, or High.

Low	Medium	High
<p>Received a HIGH score in two or more of the three tools.</p> <p>The previous rating was LOW and the tools show no significant change.</p> <p>The previous rating was MEDIUM and the tools show significant decline compared to expected results.</p>	<p>-Received one HIGH score and one moderate score or a moderate score on all three tools.</p> <p>-The previous rating was MEDIUM and the tools show no significant change.</p> <p>-The previous rating was HIGH and the tools show significant decline compared to expected results.</p> <p>-The previous rating was LOW and the tools show significant improvement.</p>	<p>-Did not score HIGH on any of the tools or received only one HIGH score and LOW scores on the other two tools.</p> <p>-The previous rating was HIGH and the tools show no significant change.</p> <p>-The previous rating was MEDIUM and the tools show significant improvement.</p>
<p>Requires correctional intervention and additional strategies to manage risk prior to release and continued in the community as necessary.</p>	<p>Requires correctional intervention that can also be continued in the community.</p>	<p>Should not require formal correctional interventions. Other strategies to manage risk may be used (including services and work placements).</p>

For more information, please refer to CD 705-6 and Annex C of CD 710-1 on CSC’s website.