

GOVERNMENT OF THE DISTRICT OF COLUMBIA



SUBJECT: New DOC Requirements and Partnership Plan

Effective, Monday, June 1st, 2020 the DC Department of Corrections (DC DOC) will implement its new requirements and partnership contingency plan.

This new process will allow DOC to strengthen its institutional programming and re-entry services for returning citizens to ensure the supports and services offered to them are delivered in a coordinated, efficient, and transparent fashion with meaningful outcomes.

One of the goals of DC DOC's Programs and Case Management (PCM) division is to provide as many evidence-based, best and promising practices and programs as possible to justice-involved individuals for successful community reintegration. It is also equally important to the division to utilize metrics to evaluate the program effectiveness and demonstrate the impact by using data if and where possible to prove the programs and services offered actually work and are making a difference in the lives of the DC DOC residents.

Therefore, as part of our proposed process, all program and service providers are required to complete the New Program/Service Proposal Application (NPSPA). Upon DC DOC's review and approval, the provider will be notified to complete the Volunteer Service application and process. Once the volunteer(s) are cleared and have completed the volunteer service process to include training, the provider should request a Memorandum of Agreement (MOA) from DC DOC. Please note, there are two different MOA templates that will be used by the agency to help better track institutional versus re-entry programming/services through the READY Center.

The providers have two options for submitting a proposal to DC DOC.

Option 1: For DC DOC in-facility or institutional programs/services, the process is 60 days to 90 days from the date of receipt of the completed NPSPA.

- Step 1:** Submit a program proposal that demonstrates that your program is evidence-based or best and promising practices and programs, with the ability to conduct a program evaluation that demonstrates programs effectiveness;
- Step 2:** Demonstrate that you have the ability and methodology to collect, track and report data to DC DOC;

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- Step 3:** Demonstrate that you have a business plan and staffing plan that is viable to meet the goals of the programming you intend to provide;
- Step 4:** Complete the Volunteer Service application and process;
- Step 5:** Complete the DC DOC MOA template with your organization specific information and proposed program;
- Step 6:** Ensure that your organization or respective employees, remain certified as volunteers, yearly; and/or

Option 2: For a re-entry partnership through the READY Center, the process is 30 days to 60 days from receipt of email notification of interest.

- Step 1:** Community Based Organizations (CBOs) interested in option two should contact the READY Center Director via email to express interest in partnering to provide release planning services to residents;
- Step 2:** Demonstrate that you have the ability and methodology to collect, track and report data;
- Step 3:** Demonstrate that your organization has the capacity and capabilities to conduct re-entry engagement and provide community re-entry services to residents;
- Step 4:** Complete the DC DOC MOA template with your organization specific information and proposed re-entry process; and
- Step 5:** Upon completion and signature of the MOA, contact READY Center Outreach Specialist to request access to outreach schedule and to sign up your organization for the READY Center e-Calendar. To access the calendar, please visit: <https://teamup.com/ksfsmv8mrwwa6uhsdw>

Note, providers that have submitted its original application for partnership that is approved by the DC Department of Corrections; will not be required to submit another application in the subsequent years if there are no change(s) to their program curriculum, goals and objectives.

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For questions and/or clarifications, please email:

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