

JUSTICE AND PUBLIC SAFETY CABINET

Department of Corrections

(Amendment)

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

RELATES TO: KRS Chapters 196, 197, 197.400 - 197.440, Chapter 439

STATUTORY AUTHORITY: KRS 196.035, 196.111, 197.020, 197.110, 439.3101, 439.640

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 196.111 requires the Department of Corrections to promulgate administrative regulations for an evidence-based practices review process. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their deportment and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197. KRS 439.3101 requires the department to promulgate administrative regulations that require the supervision and treatment of supervised individuals in accordance with evidence-based practices. KRS 439.640 requires the department to promulgate administrative regulations to implement the provisions of the vocational training program for inmates in the last ninety (90) days of confinement. This

administrative regulation establishes policies and procedures concerning programs and sentence credits for the Department of Corrections.

Section 1. Incorporation by Reference.

(1) "Department of Corrections Policies and Procedures, Chapter 30", November 19, 2025 [~~October 15, 2024~~], are incorporated by reference. Department of Corrections Policies and Procedures Chapter 30 includes:

30.1	Program Approval Process, Evaluation, and Measurement (5/15/24)
30.2	Program Credit <u>11/19/25</u> [(5/15/24)]
30.3	Risk and Needs Assessment and Reentry Programming Training and Quality Assurance (10/15/24)
30.4	Probation Program Credit (5/15/24)
30.5	Sex Offender Treatment Program (10/15/24)
30.6	Division of Addiction Services Substance Abuse Program (5/15/24)
30.7	DOC Approved Substance Abuse Program Parole Compliance Credits and Probation Program Credits (5/15/24)
30.8	Pretrial Substance Abuse Program (PSAP) 9/13/24
30.9	Supporting Others in Active Recovery (SOAR) Program (5/15/24)

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Justice and Public Safety Cabinet, Office of Legal Services, 125 Holmes Street, 2nd Floor, Frankfort, Kentucky 40601, phone (502) 564-3279, fax (502) 564-6686, Monday through Friday, 8 a.m. to 4:30 p.m. This material may be obtained from the Department of Corrections Web site in the policies and procedures area at <https://corrections.ky.gov/About/cpp/Pages/default.aspx> or the regulation filing area at <https://corrections.ky.gov/about/pages/lrcfilings.aspx>.

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

11/19/05
Date

Cookie Crews
Cookie Crews
Commissioner, Department of Corrections

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on February 25, 2026, at 9:00 a.m. at the Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through February 28, 2026. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601

Phone: (502) 564-8216

Email: Justice.RegContact@ky.gov

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601

Phone: (502) 564-8216

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Subject Headings: Justice and Public Safety, Prisons, Crimes and Punishments

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes policies and procedures concerning programs and sentence credits for inmates in the custody of the Department of Corrections.

(b) The necessity of this administrative regulation: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 196.111 requires the Department of Corrections to promulgate administrative regulations for an evidence-based practices review process. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their deportment and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197. KRS 439.3101 requires the department to promulgate administrative regulations that require the supervision and treatment of supervised individuals in accordance with evidence-based practices. KRS 439.640 requires the department to promulgate administrative regulations to implement the provisions of the vocational training program for inmates in the last ninety (90) days of confinement. This administrative regulation establishes policies and procedures concerning programs and sentence credits for the Department of Corrections.

(c) How this administrative regulation conforms to the content of the authorizing statutes: The administrative regulation governs the operations of the department concerning programs and sentence credits for inmates in the custody of the department. This administrative regulation complies with the requirements to promulgate administrative regulations as stated in (b).

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: The administrative regulation and material incorporated by reference establish the policies and procedures that govern the operations of the Department of Corrections and its institutions concerning inmate programs and sentence credits. It provides direction and information to department employees and offenders concerning the operations of the department.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: The administrative regulation amendment amends CPP 30.2, specifically its provisions related to who may be enrolled in programs. For an inmate who was on Mandatory Reentry Supervision and was

returned as a result of a revocation, for a period nine (9) months, the amendment prohibits such inmate from enrolling in a program.

(b) The necessity of the amendment to this administrative regulation: The administrative regulation amendment is needed to ensure the safety and security of the public.

(c) How the amendment conforms to the content of the authorizing statutes: The administrative regulation governs the operations of the department concerning inmate programs and sentence credits. This administrative regulation complies with the requirements to promulgate administrative regulations as stated in (1)(b) above.

(d) How the amendment will assist in the effective administration of the statutes: The amendment is consistent with statutory requirements and is needed to protect the public safety and security.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? No.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: This amendment will affect the Department of Corrections; approximately 3,900 employees; approximately 815 inmates per year who are revoked from mandatory reentry supervision; jailers; and jail employees.

(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment: Department staff will have to change their actions to comply with operational procedures. Jailers and jail employees will have to comply for state inmates housed in a jail.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): It will cost the Department of Corrections approximately \$2,700,000 to \$4,100,000 per year; it will cost jailers approximately \$549,000.00 to \$823,500.00 per year; it will not cost Department of Correction employees, inmates, or jail employees anything.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The operational procedures will assist in the effective and orderly management of the department, its correctional institutions, jails housing state inmates, and offenders on mandatory reentry supervision. The procedures will also ensure the safety and security of the public.

(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: Approximately \$2,700,000 to \$4,100,000 per year.

(b) On a continuing basis: Approximately \$2,700,000 to \$4,100,000 per year as adjusted for inflation.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Appropriated funding

(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: There will not be an increase in fees or funding necessary to implement this administrative regulation amendment.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: The administrative regulation amendment does not establish any fees.

(10) TIERING: Is tiering applied? (Explain why or why not) No. Tiering was not appropriate in this administrative regulation amendment because the administrative regulation amendment applies equally to all those individuals or entities regulated by it.

FISCAL IMPACT STATEMENT

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601

Phone: (502) 564-8216

Email: Justice.RegContact@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation: KRS 196.035, 197.020, 197.110, and 197.045.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for an evidence-based practices review process. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197. KRS 439.3101 requires the department to promulgate administrative regulations that require the supervision and treatment of supervised individuals in accordance with evidence-based practices. KRS 439.640 requires the department to promulgate administrative regulations to implement the provisions of the vocational training program for inmates in the last ninety (90) days of confinement. This administrative regulation establishes policies and procedures concerning programs and sentence credits for the Department of Corrections.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Department of Corrections, its correctional institutions, and offenders on probation and parole will be affected.

(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):

1. Expenditures:

For the first year: Approximately \$2,700,000 to \$4,100,000 per year.

For subsequent years: Approximately \$2,700,000 to \$4,100,000 per year as adjusted for inflation.

2. Revenues:

For the first year: No revenues are expected due to the amendment.

For subsequent years: No revenues are expected due to the amendment.

3. Cost Savings:

For the first year: No cost savings are expected due to the amendment.

For subsequent years: No cost savings are expected due to the amendment.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): Local jails will be affected by this amendment.

(b) Estimate the following for each affected local entity identified in (4)(a):

1. Expenditures:

For the first year: Approximately \$550,000 to \$825,000 per fiscal year.

For subsequent years: Approximately \$550,000 to \$825,000 per fiscal year as adjusted for inflation.

2. Revenues:

For the first year: No revenues are expected due to the amendment.

For subsequent years: No revenues are expected due to the amendment.

3. Cost Savings:

For the first year: No cost savings are expected due to the amendment.

For subsequent years: No cost savings are expected due to the amendment.

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): Inmates in the custody of the Department of Corrections will be affected by this administrative regulation amendment.

(b) Estimate the following for each regulated entity identified in (5)(a):

1. Expenditures:

For the first year: There will be no expenditures to inmates in the custody of the Department of Corrections.

For subsequent years: There will be no expenditures to inmates in the custody of the Department of Corrections.

2. Revenues:

For the first year: No revenues are expected due to the amendment.

For subsequent years: No revenues are expected due to the amendment.

3. Cost Savings:

For the first year: No cost savings are expected due to the amendment.

For subsequent years: No cost savings are expected due to the amendment.

(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a):

(a) Fiscal impact of this administrative regulation: Approximately \$3,300,000 to \$4,900,000 per year as adjusted for inflation.

(b) Methodology and resources used to reach this conclusion:

In 2024, 35 Class B felons, 169 Class C felons, and 610 Class D felons were revoked from Mandatory Reentry Supervision. These inmates were initially released on mandatory reentry supervision 270 days prior to the minimum expiration dates of their sentences. Prior to their return to incarceration, the Class B felons were on supervision for an average of 86 days, the Class C felons were on supervision for an average 75 days, and the Class D felons were on supervision for an average of 94 days. Accordingly, when they were returned to custody, the inmates had on average approximately 6 months left to serve. But for this emergency regulation, these inmates would have been eligible to earn additional sentencing credits and would have been eligible for

administrative release.

Because the rate at which each inmate earns sentencing credits varies based on their behavior, program enrollments, education enrollments, and work programs, there is no way to calculate exactly how many days of sentencing credits an inmate would have earned if they were eligible. This analysis estimates that an inmate would have earned between sixty days of sentencing credit (low) and 90 days of sentencing credit (high).

ESTIMATED FISCAL IMPACT TO DOC PER YEAR				
Felony Class	Total Number of Returned Inmates in 2024	Cost to DOC per Day to Incarcerate	60 Day Cost to DOC to Incarcerate	90 Day Cost to DOC to Incarcerate
Class B	35	\$116.41	\$244,461.00	\$366,691.50
Class C	169	\$116.41	\$1,180,397.40	\$1,770,596.10
Class D*	610	\$35.34	\$1,293,444.00	\$1,940,166.00
Total			\$2,718,302.40	\$4,077,453.60

*This analysis assumes that most Class D inmates are housed in county and regional jails.

ESTIMATED FISCAL IMPACT TO JAILERS PER YEAR				
Felony Class	Total Number of Returned Inmates in 2024	Cost** to Jailers per Day to Incarcerate	60 Day Cost to Jailers to Incarcerate	90 Day Cost to Jailers to Incarcerate
Class D	610	\$15.00	\$549,000.00	\$823,500.00
Total			\$549,000.00	\$823,500.00

**This is the approximate cost beyond the \$35.34 paid by DOC to jailers per day.

(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a “major economic impact”, as defined by KRS 13A.010(13): Yes.

(b) The methodology and resources used to reach this conclusion: Department of Corrections population numbers were used to determine the number of inmates that were returned in 2024. The Department of Corrections cost to incarcerate individuals in its facilities is calculated yearly and is currently set at \$116.41. Payments from the Department of Corrections to jailers for the incarceration of state prisoners is calculated according to statute and is currently set at \$35.34 per day. The Department of Corrections creates an annual estimate of the total cost to jails to incarcerate state inmates. In 2025, the cost per day ranged between \$46.51 and \$56.51. In doing this analysis, \$50.34 per day was used as the midpoint between the two for estimation purposes, resulting in a \$15 per day difference between what the Department of Corrections pays to the jailers and the jailers’ cost to incarcerate.

501 KAR 6:530. Corrections policies and procedures: programs and sentence credits.

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE


The total number of pages incorporated by reference is 13.

- CPP 30.1 Program Approval Process, Evaluation, and Measurement (5/15/24)
- CPP 30.2 Program Credit (11/19/25)
The administrative regulation amendment amends CPP 30.2, specifically its provisions related to who may be enrolled in programs. For an inmate who was on Mandatory Reentry Supervision and was returned as a result of a revocation, for a period nine (9) months, the amendment prohibits such inmate from enrolling in a program.
- CPP 30.3 Risk and Needs Assessment and Reentry Programming Training and Quality Assurance (10/15/24)
- CPP 30.4 Probation Program Credit (5/15/24)
- CPP 30.5 Sex Offender Treatment Program (10/15/24)
- CPP 30.6 Division of Addiction Services Substance Abuse Program (5/15/24)
- CPP 30.7 DOC Approved Substance Abuse Program Parole Compliance Credits and Probation Program Credits (5/15/24)
- CPP 30.8 Pretrial Substance Abuse Program (PSAP) 9/13/24
- CPP 30.9 Supporting Others in Active Recovery (SOAR) Program (5/15/24)

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- CPP 30.8 Pretrial Substance Abuse Program (PSAP) 9/13/24
- CPP 30.9 Supporting Others in Active Recovery (SOAR) Program (5/15/24)

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	30.2	13
	Date Filed	Effective Date
	November 19, 2025	
	Supersedes Effective Date	
Authority/References KRS 196.035, 196.111, 197.010, 197.020, 197.045, 439.250 501 KAR 3:120, 501 KAR 7:120 CPP 17.4, 19.3, 20.1, 30.1, 30.6	Subject <p style="text-align: center;">PROGRAM CREDIT</p>	

I. DEFINITIONS

“Activity” means a facility specific function that is voluntary for offenders, does not require a standard curriculum, maintaining attendance records, or an achievement certificate and does not qualify for program credit.

“Case management” means an unstructured collaborative process of meeting with a member of the behavior management team or contract staff in a small group or individual setting, to discuss needs, progress in programming, conduct assessment of needs, safety planning, relapse prevention planning, and care coordination. Attendance tracking or progress review is excluded.

“Evidence-based practices” is defined by KRS 446.010 and 196.111(1).

“Jail” means a jail defined by KRS 441.005(1) or a regional jail as defined by KRS 441.005(7) but shall not include juvenile facilities for this policy.

“Jailer” means:

- A. The official duly elected or appointed pursuant to Section 99 or 152 of the Kentucky Constitution, charged with the responsibility of administering the jail;
- B. The administrator or director of a department as defined by KRS 67B.020(1);
- C. The administrator or director of a correctional services division as created by KRS 67A.028; or
- D. The administrator of a regional jail as defined by KRS 441.005(7).

“Jail program staff” means jail personnel that facilitate or oversee Department of Corrections approved programming provided to the offender population.

“Life skills program” is defined in KRS 197.010.

“Program” means a series of instruction or meetings with a standard curriculum that:

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- A. Addresses the criminogenic needs of offenders in a group or individual setting;
- B. Complies with KRS 197.045(1)(a)3.;
- C. Is approved by the Department of Corrections;
- D. Has established performance measures; and
- E. Has mandatory attendance requirements.

“Program credit” means a sentence credit earned by completion of a designated program approved by the Department of Corrections as required in KRS 197.045(1)(a)(3).

“Promising practice” is defined by KRS 197.010.

“Publicize” means advertisements, posted notices, pamphlets, brochures, flyers, offender newsletters, or other publication or written material distributed to offenders.

“Religious program” means a program that does not have a secular purpose or a program, which has a curriculum that advances or inhibits specific religion(s) and does not qualify for program credit.

II. POLICY AND PROCEDURE

This policy establishes procedures for the Department of Corrections (DOC) to award good time credit to offenders for completion of programs. This policy shall apply to all institutions, contract facilities, jails, and Probation and Parole.

A. General Procedures

Program completion shall be verified by staff conducting the program. The program credit shall be awarded under the following procedures:

1. The DOC Commissioner or designee shall designate programs that qualify for program credit as referenced in CPP 30.1.
2. A list of programs approved by the DOC that meet the qualifying criteria in CPP 30.1 shall be maintained by the Department and publicized to offenders with the program title, program description, and amount of good time credit eligible for completion. Case management participation shall not be eligible for program credit.
3. Offenders may enter into a program only if the admission criteria is met as outlined in the list of DOC approved programs and if they meet the qualifications as provided in this policy.
4. Documentation of the offender’s program completion and program credit award shall be entered into the offender management system within the timeframes provided in this policy.

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5. The Department shall use a series of decision-making points to determine the amount of good time credit each program shall award upon completion to an offender. Good time credit amounts shall be evaluated based on these decision-making points annually by the Branch Manager of Programs.
6. The Department shall award credit for completion of each program an offender completes, including instances of enrollment in the same program on multiple occasions. While it shall not be common practice for the Department to enroll an offender in a duplicative program, there are circumstances where this may be an option:
 - a. If ordered by the Kentucky Parole Board or Sentencing Court for program completion.
 - b. If a DOC staff member deems the need for the offender to replicate a program based on a high or moderate risk factor as determined by the validated risk and needs assessment.
 - c. If a DOC staff member deems the need for the offender to replicate a program based on addressing an unmet clinical need.
7. An offender shall not be placed in more than two (2) concurrent programs unless a request for additional programming is approved by the Warden or the applicable Department of Corrections Director.
8. The DOC, jails, and contract facilities shall only award credit for a program that has completed the program approval process as outlined in CPP 30.1. A DOC recognized activity or religious program shall not be eligible to receive good time credit.
9. An offender requesting programming that does not originally meet the criteria outlined in section 6, shall be reviewed by DOC staff. The DOC staff member shall review the offender's KyRAS domains to see if they score moderate or high in a domain where programming is offered to address that need. If the score in a particular domain is moderate or high, the offender may be placed into programming that addresses that domain, as requested.
10. Staff shall upload all required program documentation into the offender management system. All documents not uploaded into the offender management system shall be retained in accordance with the Records Retention Schedule.
11. For substance abuse treatment programs operated by the Division of Addiction Services, refer to CPP 30.6.

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12. For education courses, refer to the Academic and Vocational Education policy CPP 20.1.

B. Institutions - Procedures for Program Completion and Credit

1. Program Referral Process

- a. Department of Corrections Classification and Treatment Officers (CTOs), Unit Administrators (UAs), or licensed clinical staff shall refer inmates to programs based on the following:
 - (1) If ordered by the Kentucky Parole Board or Sentencing Court for program completion as found in scanned documents on the court order or parole certificate;
 - (2) If a DOC staff member deems the need for the offender to complete a program based on a high or moderate risk factor as determined by the validated risk and needs assessment; or
 - (3) If a DOC staff member deems the need for the offender to complete a program based on addressing an unmet clinical need.
- b. The CTO or UA shall notify the offender of the referral.
- c. The CTO shall document the referral in the Program Recommendation screen in the Kentucky Offender Management System (KOMS).
 - (1) If an offender is recommended to take a program, the offender's status shall be updated by the CTO to "On Waiting List" on the Program Recommendation screen in KOMS. A program assignment shall be created once the offender is enrolled into the program.
 - (2) If not recommended, the reasons for this shall be entered into the Program Recommendation screen in KOMS.
- d. For an inmate who was on Mandatory Reentry Supervision and was returned as a result of a revocation, for a period of nine (9) months, beginning on the date that an inmate's Mandatory Reentry Supervision is revoked, an inmate shall not be referred to a program, except that this provision shall not apply if the Parole Board, in making its Revocation Final Decision:
 - (1) finds that the inmate violated a term of supervision related to drug or alcohol use and the program is drug or alcohol addiction-related; or

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- (2) finds that the inmate is in need of mental health treatment and the program is mental health-related.

2. Program Tracking

- a. Program staff shall enter program attendance weekly into the Job/Program Assignment screen in KOMS.
- b. The CTO shall properly maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression. Any change in status shall be documented in KOMS within three (3) working days.

3. Application of Credit

- a. Upon completion of an approved program, program staff shall:
 - (1) Upload the completion document through the Program Achievement screen in KOMS within three (3) working days.
 - (2) Good time credit shall automatically generate in KOMS upon uploading the completion document.
- b. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
 - (1) Review the KOMS generated completion certificate to verify the program title, site at which the program was completed, the offender's name, PID number, date of completion, and facilitator name and signature are included on it;
 - (2) Review the External Movements screen in KOMS to verify the offender was housed in the institution where the program was completed;
 - (3) Review the Institution Program Matrix to verify the program has been approved for that facility and is listed on the matrix;
 - (4) Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
 - (5) Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and

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- (6) If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.
 4. An offender issue regarding sentence credit shall be appealed according to CPP 17.4.
 5. The Department of Corrections shall publicize available institutional programming to the offender population.
- C. Reentry Service Centers (RSC) and Recovery Kentucky Centers (RKC) - Procedures for Program Completion and Credit
 1. Program Referral Process
 - a. Reentry Service Center or Recovery Kentucky Center staff shall refer inmates to programs based on the following:
 - (1) If ordered by the Kentucky Parole Board or Sentencing Court for program completion as found in scanned documents on the court order or parole certificate;
 - (2) If the RSC/RKC staff member deems the need for the offender to complete a program based on a high or moderate risk factor as determined by the validated risk and needs assessment in the KOMS risk assessment summary screen; or
 - (3) If the RSC/RKC staff member deems the need for the offender to complete a program based on addressing an unmet clinical need.
 - b. The RSC/RKC staff member shall notify the offender of the referral.
 - c. The RSC/RKC staff member shall document the referral in the Program Recommendation screen in the Kentucky Offender Management System (KOMS).
 - (1) If an offender is recommended to take a program, the offender's status shall be updated to "On Waiting List" on the Program Recommendation screen in KOMS. A program assignment shall be created once the offender is enrolled into the program.
 - (2) If not recommended, the reasons for this shall be entered into the Program Recommendation screen in KOMS.

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2. Program Tracking

- a. Reentry Service Center or Recovery Kentucky Center staff shall enter program attendance weekly into the Job/Program Assignment screen in KOMS.
- b. Reentry Service Center or Recovery Kentucky Center staff shall maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression. Any change in status shall be documented in KOMS within three working days.

3. Application of Credit

- a. Upon completion of the program, Reentry Service Center or Recovery Kentucky Center staff shall:
 - (1) Upload the completion document through the Program Achievement screen in KOMS within three (3) working days.
 - (2) Good time credit shall automatically generate in KOMS upon uploading the completion document.
- b. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
 - (1) Review the KOMS generated completion certificate to verify the program title, RSC or RKC at which the program was completed, the offender's name, PID number, date of completion, and facilitator name and signature are included;
 - (2) Review the External Movements screen in KOMS to verify the offender was housed in the RSC or RKC where the program was completed;
 - (3) Review the Reentry Service Center Program Matrix to verify the program has been approved for that RSC/RKC and is listed on the matrix;
 - (4) Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
 - (5) Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits

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screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and

- (6) If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.

4. An offender issue regarding a sentence credit shall be appealed according to CPP 17.4.
5. The Reentry Service Center or Recovery Kentucky Center shall publicize approved programming available as part of the orientation process to the residential population.

D. Jails - Procedures for Program Completion and Credit

1. Program Referral Process

- a. The jailer or jail program staff shall ensure the offender has been classified prior to enrolling the offender into a program, except in the case of GED.
- b. The jailer or jail program staff shall refer inmates to programs based on the following:
 - (1) If ordered by the Kentucky Parole Board or Sentencing Court for program completion;
 - (2) If a jailer, jail staff member, or DOC staff member deems the need for the offender to complete a program based on a high or moderate risk factor as determined by the validated risk and needs assessment or most recent PSI if needed; or
 - (3) If a DOC staff member deems the need for the offender to complete a program based on addressing an unmet clinical need.
- d. The jailer or jail staff member shall notify the offender of the referral. Notification shall be documented in the offender's file.

2. Program Tracking

- a. The jailer or jail program staff shall submit program attendance weekly to the Division of Local Facilities.

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- (1) The jailer or jail program staff shall use the program attendance roster provided by the Division of Local Facilities.
 - (2) Completed program attendance rosters shall be submitted electronically on Monday to Program.Attendance@ky.gov.
 - b. Local Facilities staff shall enter the reported weekly program attendance into the Job/Program Attendance screen in KOMS.
 - c. Local Facilities staff shall maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression, as reported by the jailer or jail program staff. Any change in status shall be documented in KOMS within three working days.
3. Application of Credit
- a. Upon completion of the program, the jailer or jail program staff shall:
 - (1) Indicate the completed status on the program attendance roster within three (3) working days.
 - (2) Submit the DOC authorized completion document to the Offender Information Services Branch electronically to Program.Certificates@ky.gov within three (3) working days.
 - b. Central Office Offender Information Services staff shall upload the completion document through the Program Achievement screen in KOMS within twenty-four (24) hours of receipt.
 - c. Good time credit will automatically generate in KOMS upon uploading the completion document, if the program is approved to earn credit.
 - d. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
 - (1) Review the completion document to verify the program title, jail at which the program was completed, the offender's name, PID number, date of completion, and facilitator name and signature are on it;

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- (2) Review the External Movements screen in KOMS to verify the offender was housed in the jail where the program was completed;
- (3) Review the Jail Program Matrix to verify the program has been approved for that jail and is listed on the matrix;
- (4) Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
- (5) Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and
- (6) If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.

5. An offender issue regarding the failure to recommend a program or termination from a program shall be appealed through the jail.
6. An offender issue regarding a sentence credit shall be appealed according to CPP 17.4.
7. The jail shall publicize approved programming available to the offender population as part of the orientation process pursuant to CPP 5.3, incorporated by reference 501 KAR 3:120 and 501 KAR 7:120.

E. Division of Reentry Services and Division of Probation and Parole - Procedures for Program Completion and Credit

1. Program Referral Process

- a. Department of Corrections Probation and Parole Officers shall refer offenders to the Division of Reentry Services for programs based on the following:
 - (1) If ordered by the Kentucky Parole Board or Sentencing Court for program completion as found in scanned documents on the court order or parole certificate;

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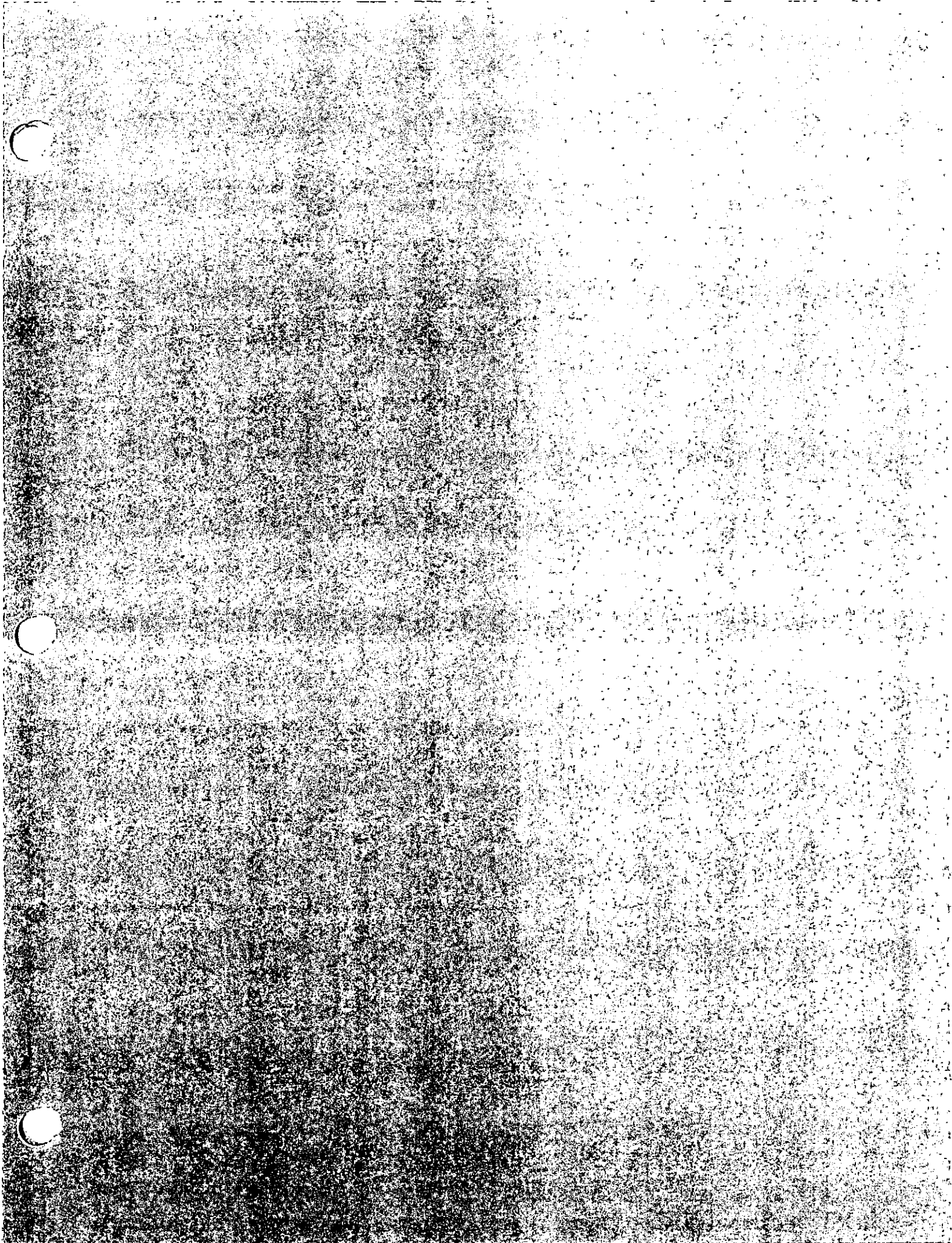
- (2) If a DOC staff member deems the need for the offender to complete a program based on a high or moderate risk factor as determined by the validated risk and needs assessment; or
 - (3) If a DOC staff member deems the need for the offender to complete a program based on addressing an unmet clinical need.
 - b. The Probation and Parole Officer shall notify the Reentry Coordinator if the offender is being referred to programming.
 - c. The Probation and Parole Officer shall notify the offender of the referral.
 - d. The Probation and Parole Officer shall document the referral in the Program Referral screen in the Kentucky Offender Management System (KOMS).
 - (1) If an offender is recommended to take a program, the referral shall be put in the KOMS Program referral screen and the offender's status shall be listed as "Pending Referral". Once the offender is enrolled into the program, Reentry staff shall update the status of the referral to show "Active (Admitted)".
 - (2) If not recommended, the reasons for this shall be entered into the KOMS supervision contacts.
 - e. Upon enrollment, the Probation and Parole Officer and Reentry Coordinator shall provide the offender with instructions for entrance into the specific program.
- 2. Program Tracking
 - a. Reentry Coordinators shall enter program attendance weekly into the Job/Program Assignment screen in KOMS.
 - b. The Reentry Coordinator shall properly maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression. Any change in status shall be documented in KOMS within three working days.
- 3. Application of Credit
 - a. Upon completion of an approved program, reentry staff shall:


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- (1) Upload the completion document through the Program Achievement screen in KOMS within three (3) working days.
 - (2) Good time credit will automatically generate in KOMS upon uploading the completion document if credit is applicable.
- b. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
- (1) Review the KOMS generated completion certificate to verify the program title, site at which the program was completed, the offender's name, PID number, date of completion, and facilitator name and signature are included on it;
 - (2) Review the External Movements screen in KOMS to verify the offender was supervised in the district where the program was completed;
 - (3) Review the Probation and Parole Program Matrix to verify the program has been approved for that district and is listed on the matrix;
 - (4) Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
 - (5) Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and
 - (6) If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.
- c. If an offender under supervision in another state completes a program recognized by the DOC, the Officer shall notify the Reentry Coordinator of the program completion. At this time, the Reentry Coordinator shall follow the steps as outlined in this section to award good time credit.

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4. An offender issue regarding a sentence credit shall be appealed according to CPP 17.4.
5. The Department of Corrections shall publicize available community programming to supervised offenders.



 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number <p style="text-align: center;">30.2</p>	Total Pages <p style="text-align: center;">13</p>
	Date Filed <p style="text-align: center;">November 19, 2025 May 15, 2024</p>	Effective Date
	Supersedes Effective Date 	
Authority/References KRS 196.035, 196.111, 197.010, 197.020, 197.045, 439.250 501 KAR 3:120, 501 KAR 7:120 CPP 17.4, 19.3, 20.1, 30.1, 30.6	Subject <p style="text-align: center;">PROGRAM CREDIT</p>	

I. DEFINITIONS

“Activity” means a facility specific function that is voluntary for offenders, does not require a standard curriculum, maintaining attendance records, or an achievement certificate and does not qualify for program credit.

“Case management” means an unstructured collaborative process of meeting with a member of the behavior management team or contract staff in a small group or individual setting, to discuss needs, progress in programming, conduct assessment of needs, safety planning, relapse prevention planning, and care coordination. Attendance tracking or progress review is excluded.

“Evidence-based practices” is defined by KRS 446.010 and 196.111(1).

“Jail” means a jail defined by KRS 441.005(1) or a regional jail as defined by KRS 441.005(7) but shall not include juvenile facilities for this policy.

“Jailer” means:

- A. The official duly elected or appointed pursuant to Section 99 or 152 of the Kentucky Constitution, charged with the responsibility of administering the jail;
- B. The administrator or director of a department as defined by KRS 67B.020(1);
- C. The administrator or director of a correctional services division as created by KRS 67A.028; or
- D. The administrator of a regional jail as defined by KRS 441.005(7).

“Jail program staff” means jail personnel that facilitate or oversee Department of Corrections approved programming provided to the offender population.

“Life skills program” is defined in KRS 197.010.

“Program” means a series of instruction or meetings with a standard curriculum that:

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- A. Addresses the criminogenic needs of offenders in a group or individual setting;
- B. Complies with KRS 197.045(1)(a)3.;
- C. Is approved by the Department of Corrections;
- D. Has established performance measures; and
- E. Has mandatory attendance requirements.

“Program credit” means a sentence credit earned by completion of a designated program approved by the Department of Corrections as required in KRS 197.045(1)(a)(3).

“Promising practice” is defined by KRS 197.010.

“Publicize” means advertisements, posted notices, pamphlets, brochures, flyers, offender newsletters, or other publication or written material distributed to offenders.

“Religious program” means a program that does not have a secular purpose or a program, which has a curriculum that advances or inhibits specific religion(s) and does not qualify for program credit.

II. POLICY AND PROCEDURE

This policy establishes procedures for the Department of Corrections (DOC) to award good time credit to offenders for completion of programs. This policy shall apply to all institutions, contract facilities, jails, and Probation and Parole.

A. General Procedures

Program completion shall be verified by staff conducting the program. The program credit shall be awarded under the following procedures:

1. The DOC Commissioner or designee shall designate programs that qualify for program credit as referenced in CPP 30.1.
2. A list of programs approved by the DOC that meet the qualifying criteria in CPP 30.1 shall be maintained by the Department and publicized to offenders with the program title, program description, and amount of good time credit eligible for completion. Case management participation shall not be eligible for program credit.
3. Offenders may enter into a program only if the admission criteria is met as outlined in the list of DOC approved programs and if they meet the qualifications as provided in this policy.
4. Documentation of the offender’s program completion and program credit award shall be entered into the offender management system within the timeframes provided in this policy.

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5. The Department shall use a series of decision-making points to determine the amount of good time credit each program shall award upon completion to an offender. Good time credit amounts shall be evaluated based on these decision-making points annually by the Branch Manager of Programs.
6. The Department shall award credit for completion of each program an offender completes, including instances of enrollment in the same program on multiple occasions. While it shall not be common practice for the Department to enroll an offender in a duplicative program, there are circumstances where this may be an option:
 - a. If ordered by the Kentucky Parole Board or Sentencing Court for program completion.
 - b. If a DOC staff member deems the need for the offender to replicate a program based on a high or moderate risk factor as determined by the validated risk and needs assessment.
 - c. If a DOC staff member deems the need for the offender to replicate a program based on addressing an unmet clinical need.
7. An offender shall not be placed in more than two (2) concurrent programs unless a request for additional programming is approved by the Warden or the applicable Department of Corrections Director.
8. The DOC, jails, and contract facilities shall only award credit for a program that has completed the program approval process as outlined in CPP 30.1. A DOC recognized activity or religious program shall not be eligible to receive good time credit.
9. An offender requesting programming that does not originally meet the criteria outlined in section 6, shall be reviewed by DOC staff. The DOC staff member shall review the offender's KyRAS domains to see if they score moderate or high in a domain where programming is offered to address that need. If the score in a particular domain is moderate or high, the offender may be placed into programming that addresses that domain, as requested.
10. Staff shall upload all required program documentation into the offender management system. All documents not uploaded into the offender management system shall be retained in accordance with the Records Retention Schedule.
11. For substance abuse treatment programs operated by the Division of Addiction Services, refer to CPP 30.6.

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12. For education courses, refer to the Academic and Vocational Education policy CPP 20.1.

B. Institutions - Procedures for Program Completion and Credit

1. Program Referral Process

- a. Department of Corrections Classification and Treatment Officers (CTOs), Unit Administrators (UAs), or licensed clinical staff shall refer inmates to programs based on the following:
 - (1) If ordered by the Kentucky Parole Board or Sentencing Court for program completion as found in scanned documents on the court order or parole certificate;
 - (2) If a DOC staff member deems the need for the offender to complete a program based on a high or moderate risk factor as determined by the validated risk and needs assessment; or
 - (3) If a DOC staff member deems the need for the offender to complete a program based on addressing an unmet clinical need.
- b. The CTO or UA shall notify the offender of the referral.
- c. The CTO shall document the referral in the Program Recommendation screen in the Kentucky Offender Management System (KOMS).
 - (1) If an offender is recommended to take a program, the offender's status shall be updated by the CTO to "On Waiting List" on the Program Recommendation screen in KOMS. A program assignment shall be created once the offender is enrolled into the program.
 - (2) If not recommended, the reasons for this shall be entered into the Program Recommendation screen in KOMS.
- d. For an inmate who was on Mandatory Reentry Supervision and was returned as a result of a revocation, for a period of nine (9) months, beginning on the date that an inmate's Mandatory Reentry Supervision is revoked, an inmate shall not be referred to a program, except that this provision shall not apply if the Parole Board, in making its Revocation Final Decision:
 - (1) finds that the inmate violated a term of supervision related to drug or alcohol use and the program is drug or alcohol addiction-related; or

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(2) finds that the inmate is in need of mental health treatment and the program is mental health-related.

2. Program Tracking

- a. Program staff shall enter program attendance weekly into the Job/Program Assignment screen in KOMS.
- b. The CTO shall properly maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression. Any change in status shall be documented in KOMS within three (3) working days.

3. Application of Credit

- a. Upon completion of an approved program, program staff shall:
 - (1) Upload the completion document through the Program Achievement screen in KOMS within three (3) working days.
 - (2) Good time credit shall automatically generate in KOMS upon uploading the completion document.
- b. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
 - (1) Review the KOMS generated completion certificate to verify the program title, site at which the program was completed, the offender's name, PID number, date of completion, and facilitator name and signature are included on it;
 - (2) Review the External Movements screen in KOMS to verify the offender was housed in the institution where the program was completed;
 - (3) Review the Institution Program Matrix to verify the program has been approved for that facility and is listed on the matrix;
 - (4) Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
 - (5) Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and

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- (6) If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.
 4. An offender issue regarding sentence credit shall be appealed according to CPP 17.4.
 5. The Department of Corrections shall publicize available institutional programming to the offender population.
 - C. Reentry Service Centers (RSC) and Recovery Kentucky Centers (RKC) - Procedures for Program Completion and Credit
 1. Program Referral Process
 - a. Reentry Service Center or Recovery Kentucky Center staff shall refer inmates to programs based on the following:
 - (1) If ordered by the Kentucky Parole Board or Sentencing Court for program completion as found in scanned documents on the court order or parole certificate;
 - (2) If the RSC/RKC staff member deems the need for the offender to complete a program based on a high or moderate risk factor as determined by the validated risk and needs assessment in the KOMS risk assessment summary screen; or
 - (3) If the RSC/RKC staff member deems the need for the offender to complete a program based on addressing an unmet clinical need.
 - b. The RSC/RKC staff member shall notify the offender of the referral.
 - c. The RSC/RKC staff member shall document the referral in the Program Recommendation screen in the Kentucky Offender Management System (KOMS).
 - (1) If an offender is recommended to take a program, the offender's status shall be updated to "On Waiting List" on the Program Recommendation screen in KOMS. A program assignment shall be created once the offender is enrolled into the program.
 - (2) If not recommended, the reasons for this shall be entered into the Program Recommendation screen in KOMS.

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2. Program Tracking

- a. Reentry Service Center or Recovery Kentucky Center staff shall enter program attendance weekly into the Job/Program Assignment screen in KOMS.
- b. Reentry Service Center or Recovery Kentucky Center staff shall maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression. Any change in status shall be documented in KOMS within three working days.

3. Application of Credit

- a. Upon completion of the program, Reentry Service Center or Recovery Kentucky Center staff shall:
 - (1) Upload the completion document through the Program Achievement screen in KOMS within three (3) working days.
 - (2) Good time credit shall automatically generate in KOMS upon uploading the completion document.
- b. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
 - (1) Review the KOMS generated completion certificate to verify the program title, RSC or RKC at which the program was completed, the offender's name, PID number, date of completion, and facilitator name and signature are included;
 - (2) Review the External Movements screen in KOMS to verify the offender was housed in the RSC or RKC where the program was completed;
 - (3) Review the Reentry Service Center Program Matrix to verify the program has been approved for that RSC/RKC and is listed on the matrix;
 - (4) Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
 - (5) Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits

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screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and

- (6) If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.

4. An offender issue regarding a sentence credit shall be appealed according to CPP 17.4.
5. The Reentry Service Center or Recovery Kentucky Center shall publicize approved programming available as part of the orientation process to the residential population.

D. Jails - Procedures for Program Completion and Credit

1. Program Referral Process

- a. The jailer or jail program staff shall ensure the offender has been classified prior to enrolling the offender into a program, except in the case of GED.
- b. The jailer or jail program staff shall refer inmates to programs based on the following:
 - (1) If ordered by the Kentucky Parole Board or Sentencing Court for program completion;
 - (2) If a jailer, jail staff member, or DOC staff member deems the need for the offender to complete a program based on a high or moderate risk factor as determined by the validated risk and needs assessment or most recent PSI if needed; or
 - (3) If a DOC staff member deems the need for the offender to complete a program based on addressing an unmet clinical need.
- d. The jailer or jail staff member shall notify the offender of the referral. Notification shall be documented in the offender's file.

2. Program Tracking

- a. The jailer or jail program staff shall submit program attendance weekly to the Division of Local Facilities.

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- (1) The jailer or jail program staff shall use the program attendance roster provided by the Division of Local Facilities.
 - (2) Completed program attendance rosters shall be submitted electronically on Monday to Program.Attendance@ky.gov.
 - b. Local Facilities staff shall enter the reported weekly program attendance into the Job/Program Attendance screen in KOMS.
 - c. Local Facilities staff shall maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression, as reported by the jailer or jail program staff. Any change in status shall be documented in KOMS within three working days.
3. Application of Credit
- a. Upon completion of the program, the jailer or jail program staff shall:
 - (1) Indicate the completed status on the program attendance roster within three (3) working days.
 - (2) Submit the DOC authorized completion document to the Offender Information Services Branch electronically to Program.Certificates@ky.gov within three (3) working days.
 - b. Central Office Offender Information Services staff shall upload the completion document through the Program Achievement screen in KOMS within twenty-four (24) hours of receipt.
 - c. Good time credit will automatically generate in KOMS upon uploading the completion document, if the program is approved to earn credit.
 - d. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
 - (1) Review the completion document to verify the program title, jail at which the program was completed, the offender's name, PID number, date of completion, and facilitator name and signature are on it;

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- (2) Review the External Movements screen in KOMS to verify the offender was housed in the jail where the program was completed;
 - (3) Review the Jail Program Matrix to verify the program has been approved for that jail and is listed on the matrix;
 - (4) Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
 - (5) Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and
 - (6) If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.
 5. An offender issue regarding the failure to recommend a program or termination from a program shall be appealed through the jail.
 6. An offender issue regarding a sentence credit shall be appealed according to CPP 17.4.
 7. The jail shall publicize approved programming available to the offender population as part of the orientation process pursuant to CPP 5.3, incorporated by reference 501 KAR 3:120 and 501 KAR 7:120.
- E. Division of Reentry Services and Division of Probation and Parole - Procedures for Program Completion and Credit
1. Program Referral Process
 - a. Department of Corrections Probation and Parole Officers shall refer offenders to the Division of Reentry Services for programs based on the following:
 - (1) If ordered by the Kentucky Parole Board or Sentencing Court for program completion as found in scanned documents on the court order or parole certificate;

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- (2) If a DOC staff member deems the need for the offender to complete a program based on a high or moderate risk factor as determined by the validated risk and needs assessment; or
 - (3) If a DOC staff member deems the need for the offender to complete a program based on addressing an unmet clinical need.
 - b. The Probation and Parole Officer shall notify the Reentry Coordinator if the offender is being referred to programming.
 - c. The Probation and Parole Officer shall notify the offender of the referral.
 - d. The Probation and Parole Officer shall document the referral in the Program Referral screen in the Kentucky Offender Management System (KOMS).
 - (1) If an offender is recommended to take a program, the referral shall be put in the KOMS Program referral screen and the offender's status shall be listed as "Pending Referral". Once the offender is enrolled into the program, Reentry staff shall update the status of the referral to show "Active (Admitted)".
 - (2) If not recommended, the reasons for this shall be entered into the KOMS supervision contacts.
 - e. Upon enrollment, the Probation and Parole Officer and Reentry Coordinator shall provide the offender with instructions for entrance into the specific program.
- 2. Program Tracking
 - a. Reentry Coordinators shall enter program attendance weekly into the Job/Program Assignment screen in KOMS.
 - b. The Reentry Coordinator shall properly maintain the Assignment Status field in the Job/Program Assignment screen in KOMS for the duration of the program progression. Any change in status shall be documented in KOMS within three working days.
- 3. Application of Credit
 - a. Upon completion of an approved program, reentry staff shall:

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- (1) Upload the completion document through the Program Achievement screen in KOMS within three (3) working days.
 - (2) Good time credit will automatically generate in KOMS upon uploading the completion document if credit is applicable.
- b. Central Office Offender Information Services staff shall review the daily report of Program Achievement entries and shall audit earned program credit for accuracy in Sentence Credits/Debits in KOMS. The staff performing the audit shall:
- (1) Review the KOMS generated completion certificate to verify the program title, site at which the program was completed, the offender's name, PID number, date of completion, and facilitator name and signature are included on it;
 - (2) Review the External Movements screen in KOMS to verify the offender was supervised in the district where the program was completed;
 - (3) Review the Probation and Parole Program Matrix to verify the program has been approved for that district and is listed on the matrix;
 - (4) Verify program attendance was entered into the Job/Program Assignment screen in KOMS;
 - (5) Enter a remark into the comment field in the Program Completion Credit entry in the Sentence Credits/Debits screen in KOMS to reflect the credit is audited. Specify if the credit was approved or denied; and
 - (6) If it is determined that the program completion requirements were not met or the program did not qualify for program credit, remove the credit and enter information indicating the reason for the denial.
- c. If an offender under supervision in another state completes a program recognized by the DOC, the Officer shall notify the Reentry Coordinator of the program completion. At this time, the Reentry Coordinator shall follow the steps as outlined in this section to award good time credit.

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4. An offender issue regarding a sentence credit shall be appealed according to CPP 17.4.
5. The Department of Corrections shall publicize available community programming to supervised offenders.