



ASSESSMENT and EVALUATION MANUAL

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Introduction

The Challenge to Change programme is a hybrid programme containing structured sessions, which are delivered within a TC environment.

This programme is targeted at offenders with a medium to high risk of offending, who have deficits in at least two of the following areas:

- **Deficits in self management, decision making and problem solving**
- **Poor cognitive skills**
- **Poor pro-social interpersonal skills**
- **Cognitive support for offending**

This manual provides guidance for the assessment of individuals for the Kainos Challenge to Change Programme. The selection and de-selection of participants in the programme are covered in detail in the Management Manual. The Assessment and Evaluation Manual describes in detail the process by which the prisoners are assessed for the programme and the various mechanisms for monitoring participant's progress through the programme.

This manual is broken into two sections:

Section one: Assessment

This first section details how offenders are assessed as having the above deficits, and also how their progress within the programme is assessed. In addition this section details how the programme itself is monitored in order to maintain treatment integrity.

Section two: Evaluation

The second section focuses on how the effectiveness of the programme is evaluated. This includes evaluation of cognitive and behavioural changes whilst in prison, as well as rates of recidivism following release.

Section one: Assessment

Selection of Prisoners for the Kainos Challenge to Change Programme

Summary

Selection criteria

OGRS score of 30 or above

More than 7 months left to serve

At least two of the four area of dynamic risk targeted by the programme

Referral process

Self referral

Via OMU

Through Sentence Planning

Initial Assessment process

Psychometric Measures used:

Crime Pics II- To assess criminal attitudes

Barratt Impulsivity scale II (BIS-II) - To assess level of impulsivity

Semi-structured questionnaire- To assess level of motivation, consequential thinking and problem solving

Assessment through induction

EPQ-R- To assess personality style informing treatment approach

Behavioural monitoring to assess extent of offence paralleling behaviours displayed

Drugs testing to ensure drug free status prior to entering the core programme

Individual learning plan (ILP) - To identify targets for change

Assessment through core programme

Weekly personal review sheet

Individual learning plan reviews (9, 13, 17 & 22 weeks into programme)

End of module reports

Module questionnaire

History sheet

Assessment after programme completion

Post programme administration of Crime Pics II and Barratt Impulsivity Scale

Comparison of adjudications pre and post programme

End of programme report

Referral pathways

Potential participants are considered for the programme following a referral which may be via sentence planning, OASys, probation, personal officer, or directly from the individual. Full details of the selection process are provided in the Management Manual.

Assessment Procedure

Initial assessment

Once a referral has been received LIDs is checked to ensure that the prisoner has sufficient time to complete the programme. This information is cross checked with the information supplied by the prisoner on their application form ([APPENDIX 1](#)). If the prisoner's earliest possible release date prevents them from completing the programme, a letter is sent informing them that they cannot be accepted stating the reason ([APPENDIX 2](#)). A copy of the letter is passed on to sentence planning for them to pick up alternative support. If other problems are identified at this stage a letter ([APPENDIX 3](#)) is sent to the prisoner informing him that he will not be able to participate in the programme.

If no problems are identified at this stage, an acknowledgement letter is sent to the prisoner informing him that a member of Kainos staff will visit him to explain what is involved in the programme and to complete a semi structured interview ([APPENDIX 4](#)). A copy of the letter is sent to sentence planning to keep them informed of the applicant's progress.

The security department is contacted to see if there is any relevant security information of which Kainos should be aware of prior to arranging the interview.

Semi-structured questionnaire

An assessment, in more depth, of the Prisoner's cognitive skills/deficits is undertaken using the semi-structured interview ([APPENDIX 5](#)).

A member of the Kainos team carries out the interview with the applicant in order to ensure that all prisoners receive the same information and are asked the same questions. The semi-structured questionnaire contains several questions designed to explore the individual's level of consequential thinking/problem solving. Should the individual only be able to provide two examples or less for each question, they are then deemed to have a difficulty in this area. Training for all staff is covered in the staff training sessions that Kainos provides twice a year in how to administer this interview.

Psychometric Assessments

These are used as selection assessment tools, but are also used to assess the level of attitudinal change resulting from the programme, and so are also administered after programme completion. The treatment manager ensures that these measures are carried out and scored by appropriately trained individuals. The psychometric Measures used to assess for initial selection are:

Crime Pics II (Michael & Associates 1994)
BIS-II- Barratt (1994) - Barratt Impulsivity Scale

CRIME PICS II

The prisoner, prior to starting the programme, completes a CRIME PICS II ([APPENDIX 23](#)) assessment form purchased on licence from Michael & Associates. This assessment tool gives an indication of the Prisoner's perception of crime in five areas:

- Their general attitude towards criminal activity
- Their perception of whether or not they are likely to re-offend
- How they perceive victims of crime
- Whether they think crime is economically viable
- The importance they place on personal problems

It also gives sufficient additional information on the prisoner to add them to the Kainos database and assess their recidivism risk in the future from the OGRS 3 calculator. CRIME-PICS II, which has been in widespread use since 1994, is the improved and carefully tested successor to CRIME-PICS, an instrument originally developed by the authors with the support of the Mid-Glamorgan Probation Service. The instrument offers probation services and other agencies a convenient and standardised means of measuring changes in Prisoners' attitudes to offending.

The instrument consists of 20 questionnaire items and a 15-item "Problems" inventory. The prisoner's responses can be translated into FIVE scores, which together provide a profile for that individual. Raw scores can also be translated where appropriate to scaled scores on a 0-9 scale, so that each conforms to a broadly comparable metric.

The main score (which is referred to as 'G') represents that person's GENERAL ATTITUDE TO OFFENDING at the point in time at which the questionnaire was completed.

In addition to this general score, the questionnaire provides specific measures of the prisoner's:

- Anticipation of re-offending ('A')
- Victim hurt denial ('V')
- Evaluation of crime as worthwhile ('E')
- Perception of current life problems ('P')

A score of 6 or more in the G scale indicates the present of generally positive attitudes to offending, and would be considered as the minimum score for selection based on this assessment tool.

Barratt Impulsivity Scale - II

The BIS - II is a 30 item self report questionnaire designed to measure forward planning, motor and cognitive aspects of the construct of impulsiveness (Barratt 1994) ([APPENDIX 24](#)). Although each factor may be measured separately, variations in these factors between populations suggest that practitioners may be best using a total score at present. Each of the items is rated on a four point scale: rarely/never, occasionally, often, and always.

A score of 60 or more would indicate the presence of risk of engaging in impulsivity and experiencing difficulties with self management.

Additional information

Following the interview and psychometrics, the Kainos team member gathers information about the prisoner from an officer on the wing, preferably the prisoner's personal officer, and the prisoner's history sheets. Sentence planning files are read to identify any issues that would be relevant to the prisoners' suitability for the programme.

The education department are contacted to get information from their records about the prisoner's basic literacy and numeracy skills. This information is passed back to the Kainos staff so that the individual can be picked up on the learning support provided by the education department or prison, such as the Toe to Toe mentoring programme.

This information is then discussed with the treatment manager, who takes the ultimate decision upon who is selected, in consultation with facilitators, based on combination of the above assessment tools, but which identify the presence of at least two risk factors targeted by the programme.

The selection process usually takes approximately two weeks.

Following initial assessment

If the prisoner's application is successful a letter ([APPENDIX 6](#)) is sent informing the prisoner that arrangements are being made for them to be moved onto the Kainos wing as soon as possible. A copy of this letter is sent to sentence planning. A memorandum ([APPENDIX 7](#)) is sent to the wing where the prisoner will be transferring from so that they are aware of the selection and do not move the prisoner elsewhere.

At least two weeks prior to the next group starting the Kainos staff meet to discuss the selection of the group using all available data. The aim is to provide where possible a workable mix within the group in relation to age, culture and ability.

Once the names have been selected for a specific group, a memo ([APPENDIX 8](#)) is sent to all relevant departments within the prison, informing them of the start and finish date of the group and the names and numbers of all prisoners due to participate.

Assessment through Induction

During the four weeks of induction, individuals are further assessed, in order to inform their treatment plan, known as the Individual Learning Plan (ILP).

Administration of the Eysenck Personality Questionnaire (EPQ-R)

This 100 question assessment is administered to assess the personality style that each prisoner displays, as this can inform both how they are likely to present, and the intervention style most likely to be effective ([APPENDIX 25](#)).

This measure identifies the extent to which individuals possess personality styles in the three following areas:

- P- Psychoticism (32 questions)
- E- Extraversion (23 questions)
- N- Neuroticism (24 questions)

It is suggested (eg. Rebollo et al 2002 , Gottlieb and Caruso 2004) that offenders display higher levels on these ranges, with the following observations:

Higher levels of P suggest greater levels of anger and impulsivity

Higher levels of E suggest greater levels of irresponsibility and recklessness

Higher levels of N suggest greater levels of anxiety and/or depression

The questionnaire also contains a lie scale (21 questions), to test levels of inaccuracy or attempts to be seen in a positive light. High lie scales suggest that the PEN levels are unlikely to be accurate, and it is only this lie scale that is fed back to the prisoner. This in itself can become a target for change (see below).

Such information is fed back to the prisoners, and helps inform the individual learning plan (ILP) detailed below.

Behavioural monitoring

The behaviour of prisoners is observed during induction, and is focused upon their interpersonal style and mechanisms of conflict resolution and problem solving. Their behaviour is compared to the information provided regarding their index offence and other offences if available, to explore possible offence paralleling behaviours. This information is then again discussed with the prisoner and placed into their Individual Learning plan.

Drug testing

In order to progress through to the core programme phase, all prisoners must provide a negative drugs test. Should a prisoner provide a positive drugs test, this will be discussed and they will be supported in identifying strategies to ensure they can provide a negative drugs test in two weeks. Should a further positive drug test occur, they are deselected from the programme.

Independent learning Plan (ILP) and targets for change (TFC)

As a result of the initial and induction assessments, an ILP is developed in collaboration with the prisoner, which identifies the areas for treatment focus, and how the offender is going to display his behavioural and cognitive changes (targets for change). This then informs the initial focus of treatment for that prisoner ([APPENDIX 12](#)).

The Individual Learning Plans assists Kainos Staff and programme participants to identify strengths and weaknesses. They help the participants to focus on the programme and in the best cases, participants are motivated to work as part of the community as well as independently to improve their social and emotional management skills. Indications are that the ILP's are good for the participant's self-confidence as they give participants specific and achievable tasks to accomplish rather than difficult abstractions.

Monitoring Residents Progress

There are various reports which are prepared and maintained by the Kainos Staff team. These reports are in place to ensure that all members of the team are aware what is taking place with individuals and groups. In addition to written reports, discussions are held daily with wing staff and Kainos staff to raise any specific issues, which are noted in the Kainos wing daily diary.

The Kainos staff team maintain a file for each participant going through the programme. The file allows the team to record daily activities of the participant, specific individual and behavioural issues, and attendance. This file is an important source of information as it enables any member of Kainos staff to access relevant information and identify what the individual has covered.

Register

The register ([APPENDIX 9](#)) lists the names of all the prisoners in the group. The member of staff facilitating the group is responsible for recording whether a prisoner has attended each session of the intervention and if not, the reason why (e.g. legal visit, sick). This information is used to complete the regime monitoring for the prison.

If a prisoner misses a session, it is important that this is recorded and the work is covered. This must be arranged by the group facilitator. A note should be made on the register and in the prisoner's personal file of the absence and if the work has been completed or not.

Weekly Personal Review Sheet

The personal review sheet ([APPENDIX 10](#)) is used to help the participant look at his achievements in the last week. This helps with motivation and direction as it is looked at on a weekly basis so any issues or problems can be addressed at a very early stage. Feedback and short term goals are brought into focus with regularity.

Individual Learning Plan Review

The ILP's are reviewed at appropriate intervals during a programme (9, 13, 17 & 22 weeks into programme) ([APPENDIX 10](#)). At each stage, the resident has an individual session with their key worker, with the aim of exploring what targets for change have arisen as a result of their participation in the modules, and the extent to which they have been able to put these targets for change into practice. (See Theory Manual for more detail on targets for change).

End of module reports

After each module has been completed a report is undertaken ([APPENDIX 13](#)) by the programme facilitator and a copy of this is given to the participant. This report is used to monitor the progress of the individual prisoner by Kainos staff as he progresses through the programme. It also means that the prisoner is aware of the progress he is making and is fully aware of the areas where further work is needed in the remainder of the programme. In addition to comments about a participant's time keeping and interaction during the intervention, there are seven sections that are given a rating of, poor, satisfactory, good and excellent.

- Interpersonal problem solving
- Cognitive Style
- Self-control
- Social Perspective Taking

- Moral Reasoning
- Critical Reasoning
- Attendance & Participation

These ratings are used in the completion of the end of programme report ([APPENDIX 14](#)) to give an overall achievement of the participant throughout the programme.

Module Questionnaires

At the start of each intervention a questionnaire ([APPENDIX 17](#)) is completed by the participant. The same is done at the end of the intervention. The questions are the same and are specifically designed for each intervention for both the start and finish of the programme. The participants are able to see in a before and after snapshot the progress they have made and what they have learnt from each intervention.

History Sheets

Throughout the programme the progress of each participant is monitored and logged on a history sheet ([APPENDIX 18](#)). Any information that would assist the Kainos staff in evaluating the progress of the participant on the programme is logged on the history sheet.

End of Programme Reports

A report is produced at the end of each intervention ([APPENDIX 14](#)). The report is completed by the programme facilitator. At the end of each module the participants are required to complete a learning points overview for the completed module ([APPENDIX 11](#)). These are used by the facilitators when producing the end of programme reports.

The report is split into seven headed sections:

- Interpersonal problem solving
- Cognitive Style
- Self-control
- Social Perspective Taking
- Moral Reasoning
- Critical Reasoning.
- Attendance & Participation.

Each section gives an overview of a prisoner's performance and their individual progress throughout the programme. A copy of the report is given to the Participant, Sentence Planning and a copy is also put in the participant's file.

Assessment of the programme

Summary

To assess delivery of the programme

Prisoner's feedback

Daily debrief

Group session learning points

Non-Completers report

To maintain treatment integrity

Monitoring of core module delivery

Monitoring of TC processes

Supervision

Audit document

To present to management

Bi-monthly reports

To assess the delivery of the programme

Prisoners Feedback

At the end of each programme the participants are asked to fill out an evaluation of the programme ([APPENDIX 15](#)). It is important that any evaluation of the Challenge to Change programme reflects the thoughts of the prisoners in relation to the programme content and structure. This evaluation procedure gives a sense of ownership to the participants by involving them in the continuing development of the programme. It also provides the Kainos team with an indication of what is effective and where further work is required in relation to the programme material and group dynamics. Participants are encouraged to be honest and identify positive and negative aspects of the programme.

Daily Debrief sessions

Time is made available within the programme each day for facilitators to discuss between themselves any issues that have arisen either within the formal modules, or within the TC. The aim of this debrief session ([APPENDIX 28](#)) is so that issues can be highlighted, regarding individual residents, TC or group dynamics, or module delivery issues. Action points arising from these sessions are then minuted, and placed within the programme monitoring folder

Group Session Learning Points

This form ([APPENDIX 11](#)) is used to record a brief overview of what was covered in each module and what learning points were relevant. This enables the facilitators to be aware of any issues which were raised during a particular session with regard to the group and individual performance.

Non Completers Report

Every programme has for various reasons participants who are de selected and do not complete the programme. A detailed description of the reasons for de-selection, and any efforts made to keep the participant on the programme are recorded on a non completion report ([APPENDIX 19](#)). The report also has the Prisoner's response to the de-selection which is completed where possible.

To maintain treatment integrity

Core module reviews

This is detailed more fully in the Management Manual, but briefly, comprises of the treatment manager sitting in on four sessions per module. The treatment manager fills in the session review sheet ([APPENDIX 20](#)) and any variations between actual and recommended practice is discussed with each facilitator within supervision.

TC process reviews

The manner by which facilitators should be supporting the TC processes is highlighted in the TC programme manual. The treatment manager ensures that the TC is being managed in accordance with this document through:

- Attending community meetings
- Attending weekly spur meetings
- Attending 10% of daily spur meetings
- Observing individual staff behaviour within the TC once per week

The treatment manager fills in the TC review sheet ([APPENDIX 21](#)) for each facilitator, to feed back to them in their supervision session.

Supervision

The process of supervision is detailed more fully in the management manual, but briefly, this aims to ensure that the facilitators are acting as pro-social models within the TC, are using the specified TC facilitation styles, and are delivering the core modules in accordance with the manuals. Any areas of ongoing concern are logged in the supervision log ([APPENDIX 22](#)).

Bi Monthly Reports

A report ([APPENDIX 16](#)) is produced on a bi-monthly basis and supplies the relevant information to the Governor of the prison, the relevant departments within the prison, Kainos' CEO and the Board of Kainos Trustees. The following information is made available in the report:

- Number of prisoners on the programme
- Number of prisoners in the prison
- Bi-Monthly Kainos Residents Release
- Cumulative Kainos Residents Release
- No of Non - Completions to date for this period
- Kainos Bi-Monthly meaningful activity hours
- Kainos Cumulative meaningful activity hours:

- Bi Monthly number of adjudications
- Cumulative number of adjudications
- Bi Monthly number of assaults
- Cumulative number of assaults
- Bi monthly number of added days
- Cumulative number of added days
- Bi Monthly number of VDT's
- Cumulative number of VDT's
- Bi Monthly number of MDT's
- Cumulative number of MDT's

Audit

Kainos Community is very aware of the importance of auditing its programmes ([APPENDIX 24](#)). The audit process provides a recognised “benchmark” of practice in order to assess the quality of the programmes that are being delivered.

They also provide assurance to Governors, commissioners and government departments that the Challenge to Change Programmes are of an acceptable standard and quality in their delivery.

Regular audits stimulate Kainos to work to constantly improve the quality of the programmes that they provide and they also give funders confidence to invest in the programme.

Section two: Evaluation of programme effectiveness

Summary

Research undertaken to date

Behavioural changes whilst in prison

2007-2008 Significant reductions in adjudications

2001 Increase in prisoner morale

Increase in pro-social attitudes

Reduction in interpersonal anxiety

2009 Reduction in offending attitudes from CRIMPICS-II

Recidivism rates following release

Significant reduction in rates of reconviction to comparison group

1999 - 3% reduction in one year reconviction rate

2002 - 5-10% reduction in two year reconviction rate

2006 - 10% reduction in two year reconviction rate

2008 - 21% reduction in four year reconviction rate

Ongoing research

Adjudications comparison

Pre and post psychometric measures

Commitment to recidivism research every two years

Research undertaken to date

Behavioural changes whilst in prison

Burnside et al 2001

In 2001 Burnside et al undertook an evaluation of the Kainos community programme, at the time being run at HMP Swaleside, Highpoint and the Verne. Using a combination of psychometric measures and semi structured questionnaires, the research found that participation on the programme yielded the following changes whilst offenders remained in prison, compared to those not on the programme:

- An improvement in prisoner morale
- An increase in anti-offending attitudes
- A reduction in anxiety
- More positive attitudes towards Christianity
- More positive attitudes between offenders and staff
- A reduction in rates of adjudications

This research noted: *'The attitudinal study showed some significant gains for Kainos, compared to the matched control group, especially regarding attitudes to criminality, anxiety and morale. The study shows, among other things, that, in the view of most respondents, Kainos was 'calmer' and 'quieter' than other parts of the host prisons. There were almost universally positive staff-prisoner relationships and a community spirit that attracted some prisoners and encouraged others to remain. In these and in other ways, Kainos provides a valued alternative to inmate culture.'*

Adjudications (for graduates of the 2006 cohort, one year post treatment)

Levels of adjudications have been compared one year prior to treatment and one after treatment for residents attending the programme in 2006 at Swaleside (N=13) and the Verne (N= 29)

The average level of adjudications for Swaleside graduates one year prior to entry into the programme was 3.7, as compared to an average level of adjudications up to one year post programme completion of 0.3.

The average level of adjudications for the Verne graduates one year prior to entry into the programme was 1.2 as compared to an average level of adjudications up to one year post programme completion of 0.1.

The adjudication rates for the each prison did not vary significantly during this time.

Crime PICs-II 2009 data

The latest information from collation of the Crime PICs-II pre and post measures (N=20) indicated a reduction in all post measures, as follows:

	Pre	Post
G- General attitude to offending	1.35	0.8
A- Anticipation of reoffending	2	1.4
V- Victim hurt denial	4.35	1.5
E- Evaluation of crimes as worthwhile	1.65	0.8
P- Perception of life problems	3.5	2.5

Using the Wilcoxon signed rank test, it would appear that despite the small sample size, V, E and P show significant reductions ($P < 0.05$).

This suggests that attitudes to victim hurt, evaluating crimes as worthwhile and perception of life problems have reduced significantly following the programme. Should such a change not be evident within a matched prison population, this would suggest that the programme was affecting anti-social attitudes in the desired direction.

Rates of recidivism following release

Burnside et al (2001)

Burnside et al (2001) also followed up on reconviction rates for 84 participants released prior to 1999, the one year reconviction rate was 23%, 3% less than for a comparison group of 14,000 prisoners that had been released at a similar time, with similar sentences, who had not been on the programme. Whilst not statistically significant due to the relatively small sample size, this trend was seen to be in the desired direction.

Rose (2002)

In 2002 further research was conducted by Rose. In this research, focusing on 56 cases released from HMP the Verne, the two year reconviction rate was 41%, compared to a predicted rate according to their OGRS score of 46%. 28 cases were also followed up from HMP Highpoint, who had a predicted rate of offending of 38%, but an actual rate of offending of 28.6%. Again, whilst not significantly different due to the small sample sizes, the reconviction rates were in the desired direction. As a result of these findings elements of the programme were changed to attempt to address individual criminogenic needs more directly, such as the targeting behaviours for change noted above.

In 2006 117 cases were followed up from HMP the Verne. In this research, by Portsmouth University, it was noted that the actual rates of reconviction had fallen to 36%, which was a significant reduction compared to the 2002 predicted rate of 46%.

Ellis and Shalev (2008)

The latest independent research (Ellis and Shalev 2008), again undertaken by Portsmouth University, has highlighted that the Kainos programme appears to be particularly successful with medium to high risk offenders. Of the 112 offenders released with an OGRS3 score of 30 or more, 42.8% were reconvicted within a four year period, a significant reduction compared to a predicted national rate of 63.1%. The two year reconviction rates to prison for those having been released between 1997 and 2003 (N=312) were 13% as compared to a predicted level of 35%.

Return rates monitored by Kainos to end of 2008

Routine evaluation takes place of return rates to prison following a procedure validated by an external researcher. The most recent figures relate to over 250 graduates from the Verne and Swaleside and show that only 12% of these were recommitted to prison within 2 years. Within this figure the reconviction rate for the 50 Challenge to Change graduates from Swaleside was only 4%. These results are very encouraging and compare favourably with the published E & W figure of around 35% of all adult prisoners who were recommitted to prison within 2 years of release. (More details are to be found in the theory manual)

Ongoing evaluation

The Kainos management team are committed to continuing to evaluate the effectiveness of the programme, both in terms of changes within the prison and following release. To that end, Kainos plans to continue to pay for external research to be conducted on the programme not less than once every two years.

In addition, data is continuing to be gathered on:

- Pre and post measures on Crime PICS- II and BIS-II
- Pre and post adjudication levels for both completers and non completers compared to matched controls
- Self reports on learning acquired by graduates during their attendance of the programme ([APPENDIX 22](#))
- Self evaluation by residents pre and post programme on fourteen areas ([APPENDIX 23](#))

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Appendices

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Appendix 1 Application form



KAINOS COMMUNITY APPLICATION FORM

Please complete this form and sign **THE COMPACT** on page 2 before sending it in.

PART A

First Name(s)..... Surname.....

Length of Sentence Release Date/...../..... Prison Number

Current Prison Location (Wing) Date of Birth

Give date you arrived at your current prison/...../..... from (last prison)

Ethnic Origin (for Equal Opportunities purposes) Place of Birth

I am interested in joining the Kainos Community because

.....

.....

What do you see as your greatest needs?

.....

.....

Do you have any medical needs to be catered for? YES NO

If YES, please specify

.....

Are you currently Enhanced Status? YES NO

Have you ever done any other programme? YES NO

If YES, state which, when, and for how long

.....

Have you contact with family? YES NO

Do you have a working knowledge of English? YES NO

If NO, please state your first Language

.....

Appendix 2 Letter: Not acceptable due to release date

Kainos Community



3/1/2008

Dear Prisoner

Kainos Programme

Thank you for your interest in the Kainos Programme. Unfortunately, due to your earliest release date we cannot guarantee that you have sufficient time to complete the 24-week Kainos Programme. We are therefore unable to accept your application.

We will send a copy of this letter to sentence planning for their information.

Yours sincerely,

Steve Hook
Programme Manager

Cc Sentence Planning File

Appendix 3 Letter: Prisoner not accepted

Kainos Community



3/1/2008

Dear Prisoner

Kainos Programme

Following your assessment for the Kainos Programme the team feel that it is not appropriate for you to participate in the Kainos Programme at this time. Current information available indicates that the Kainos Programme is unable to meet your needs.

I would suggest you make an appointment to see a person in sentence planning to suggest other programmes that would meet your needs more fully.

If you have any questions please contact us via a prison application, or come and talk to us in the Kainos office in the prison

We will send a copy of this letter to sentence planning for their information.

Yours sincerely,

Steve Hook
Programme Manager

Cc Sentence Planning File

Appendix 4 Letter: Thanking for interest in the programme

Kainos Community



3/1/2008

Dear Prisoner

Kainos Programme

Thank you for your interest in the Kainos Programme. In the near future, a member of Kainos Community's staff will visit you to explain what is involved in the programme, complete a short semi structured interview and get some personal details from you.

From this and other information available, an assessment will be made to see if the Kainos Programme is suitable to meet your needs.

If you have any questions concerning your application please contact us via a prison application, or come and talk to us in the Kainos office in the prison

We will send a copy of this letter to sentence planning for their information.

Yours sincerely,

Steve Hook
Programme Manager

Cc Sentence Planning File

Appendix 5 Semi Structured Interview

Kainos Community



Semi Structured interview

Prisoner Name

Prison Number

Interviewer

Date of interview

Duration

Begin by checking that the individual understands the information about the programme and the wing. Give the opportunity for them to ask questions or raise any concerns. Explain that the information disclosed in the assessment is confidential within the Kainos team apart from exceptional circumstances where it is felt that there is a risk to the individual or a third party or a threat to prison security. Should this be the case then the individual will be informed that the information will be disclosed.

All questions should be read out to the prisoner. Sections in *italics* are guidance notes for you the interviewer.

It is important that the quality of information obtained during the interview is sufficient for you to be able to assess the individual for the Challenge to Change Programme taking into account the dynamic risk factors targeted by the programme. It is your responsibility to make this judgement and to identify where it may be necessary for you to prompt for further information.

There is a table at the end of the assessment where you need to assess the dynamic risk factors which apply to the individual.

Dynamic Risk Factors:

- Self management, decision making and problem solving
- Poor pro-social interpersonal skills
- Poor cognitive skills
- Cognitive support for offending

Explain that you will now be asking a number of questions which will fall into different sections and that you will be writing the answers down.

How old were you when you were first convicted and what was the offence?

Can you give me a brief account of your Current offence? (*Identify if drug related*)

How many prison sentences have you served and what where they for?

How many previous convictions do you have? And what were they for? (*Approximate*)

Do you use any drugs? YES NO

Has drinking alcohol ever caused you a problem? YES NO

If Yes how?

Can you think of any situations in the past when you have acted without thinking? (Please provide examples)- Do you tend to act impulsively?

The next few questions are about your family and close friendships.

Who did you live with as a child? (*Identify who living with, any extended family and environment*)

How do you feel about your family? (*Identify the quality of the relationship with parents, partners, siblings and children where appropriate*)

Up until now who have been the important people in your life? (*Note the relationships. e.g. child, parent, friend etc. and how long in the relationship. Can be either positive or negative*)

Have you suffered the loss of someone close to you? *(If yes, sensitively ask the following questions one at a time. Who? When? How did you cope?)*

Can you describe briefly any major upsets or separations you have experienced in your life?

Have you ever attempted to harm yourself? *(If yes, sensitively ask why and how)*

Have you ever been the victim or witness of a major incident e.g. accident, assault, disaster etc.

VICTIM

WITNESS

If yes, would you like to tell me about it?

What aspects of your life do you feel good about?

In choosing goals what would you like to achieve, what would be the three most important ones for you?

What makes you angry?

What do you do when you get angry? *(Identify how often this happens?)*

What do you like about yourself?

What do you dislike about yourself?

What would you like to change?

Who do you feel has been responsible for the way your life has been?

A few questions on problem solving:

You have been given some money, and want to spend some on the family, some on yourself, and some on bills. How would you decide how much to spend on each area?

What would you need to think about if you decided to start up a business?

A family member takes something important of yours without asking. What might be the consequences of getting angry with them and demanding they return it immediately 'or else'?

What do you hope to gain from the Kainos Programme?

What do you have to offer the Kainos Programme?

Is there anything else you would like to tell me that you feel is relevant and we have not already covered?

(Finish off the interview by asking if the interviewee has any other questions and thank them for their participation)

Assess the dynamic risk factors which the individual appears to need to address on the table below:

Dynamic Risk Factors	Level of risk
Self management, decision making and problem solving <i>Difficulty in recognising triggers, management of anger etc.</i>	1, 2, 3, 4, 5
Poor pro-social interpersonal skills <i>Anti social, dysfunctional attitude and beliefs</i>	1, 2, 3, 4, 5
Poor cognitive skills <i>including impulsivity, low self esteem</i>	1, 2, 3, 4, 5
Cognitive support for offending <i>weak social support, identification with criminal role models</i>	1, 2, 3, 4, 5

Appendix 6 Letter: Prisoner accepted on the programme

Kainos Community



3/1/2008

Dear Prisoner

Kainos Programme

Following your assessment for the Kainos Programme I am pleased to inform you that your application has been successful. You will be moved on to the Kainos wing as soon as possible.

If you have any questions please contact us via a prison application, or come and talk to us in the Kainos office in the prison.

We will send a copy of this letter to sentence planning for their information.

Yours sincerely,

Steve Hook
Programme Manager

Cc Sentence Planning File

Appendix 7 Memorandum: Prisoner accepted on the programme



Kainos Community Programme

Memorandum

To: OCA
A2 Wing SO

Cc: Sentence Planning

From: Mike Philips
Kainos Community

Date: 21 Jan 08

Re: Kainos Programme

The following prisoner has been assessed and accepted to join the Kainos Programme. Please can you make arrangements for them to be moved to the Kainos wing?

Prisoner's Name.

Prisoner's Number

If you encounter any problems with the move please can you inform me as soon as possible?

Many Thanks.

Appendix 8 Memorandum: Prisoners participating on the programme



Kainos Community Programme

Memorandum

To: Sentence Planning
Education
Labour Board

Cc: Head of interventions

From: Mike Philips
Kainos Community

Date: 21 Jan 08

Re: Kainos Programme

The following prisoners have been assessed and accepted to join the Kainos Programme.

The programme starts on the 12th February and finishes on the 19th July

Prisoner's Name

Prisoner's Number

If you encounter any problems with this please can you inform me as soon as possible?

Many Thanks.

Assessment & Evaluation Manual 31 Mar 08 mp

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Appendix 10 Weekly Personal Review Sheet



PERSONAL REVIEW SHEET

NAME:

DATE:

The issues I worked on this week were:

What pleased me most this week was (best achievement)

Next week I want to focus on:

The best feedback I got was:

It was a very good/average/poor week for me because:



Community Living

Session One - Handout 7

My Learning Points

The learning points for me from this session are:-

I have benefited from this session because:-

The targets for change I need to set for myself as a result of this session are:-

Appendix 12 Individual Learning Plans



Individual Learning Plan – Part 1

Name: Number::..... DOB:..... Ethnicity::..... DOA:..... EDR:.....									
Existing qualifications:					Previous Courses Completed:				
Prison Work Place:									
Basic Skills Assessment outcomes									
Literacy					Numeracy				
<E	E1	E2	E3	L1	<E	E1	E2	E3	L1
Do you have Dyslexia? Yes / NO (please circle)					ESOL (English as a Second Language) Support required? YES / NO (please Circle)				
Disabilities/difficulties which may affect learning:									
Wants _____ Needs _____ Called for interview _____ Outcome _____ _____ Comments. _____ _____									

Individual Learning Plan – Part 2

(To be completed by Kainos Staff and participant at the start of the programme)

Name:		No.:	
Courses: 1. Induction 2.Community Living 3. Focus			
4. Inter Personal Relationships 5. Citizenship			
Long-term objective(s), including post-release (SMART):			
Medium-term goals:			To be achieved by:
1			
2			
3			
4			
Targets for change whilst on the programme			
Student's comments			
Participant signature:		Date:	
Staff signature:		Date:	

Individual Learning Plan – Part 3

(To be completed 9,13,17& 22 weeks into the programme by the facilitator and participant)

Name: _____ No.: _____	
Course No. _____	Attendance/behaviour
Review of targets for change? Please explain/justify non-compliance 1 2 3 4	
New targets for change 1 2 3 4	
Student's comments	
Participant signature..... Date..... Staff signature. Date.....	

Appendix 13 Post Intervention Report

KAINOS COMMUNITY - HMP THE VERNE

POST-WORKSHOP REPORT



Name: _____

Number _____

CITIZENSHIP Workshop #

Workshop/course completed satisfactorily? **Yes/No**

Date(s):

No. of Sessions Attended:

Aims: To develop an understanding of the democratic process including socialwelfare / obligation and anti-social behaviour
To encourage sound moral reasoning and consideration of reintegration issues.

Please tick the appropriate box in the table below (x)

At the beginning of the programme we would expect all participants to be satisfactory in these skills and then show steady progress over the next 7 months of the programme.

P = needs to work on this

S = competent

G = above average

E = Exceptional

	Interpersonal Problem Solving	Cognitive style	Self- Control	Social Perspective Taking	Moral Reasoning	Critical Reasonong	Attendance	Participation
Skills								
Poor								
Satisfactory								
Good								
Excellent								

Name: C. BALLARD

Date: 19/08/2008

Signed: _____

Course Tutor

Post Workshp Report (Admin Copy)

Appendix 14 Post Programme Report
KAINOS COMMUNITY



POST PROGRAMME REPORT

Name

Date

Assess the participant's progress in the following six cognitive areas associated with offending, and the extent to which the participant has successfully completed the programme (examples of behaviour may be used if applicable).

Interpersonal problem solving

Cognitive style

Self-control

Social perspective taking

Moral reasoning

Critical reasoning

Attendance and participation

Signed **Name**

Signed **Name**

Date

Appendix 15 Prisoner Evaluation



Participant Perception of Programme

We would like to find out what you think about the programme you have just completed as it will help us to improve the quality of the service you receive. Please take the time to answer the following questions and add any comments you think would be useful.

		Strongly Agree	Agree	Disagree	Strongly Disagree
1	The programme is interesting				
2	The speed at which I am expected to learn is right for me				
3	The programme will help me if I study in the future				
4	The programme will be useful in the future				
5	The programme content is what I expected				
6	The programme is well organised				
7	The teaching materials and resources used are good				
8	The quality of teaching is good				
9	The support and encouragement I receive from Kainos staff is good				
10	The feedback on work done is very useful				

What aspect of the programme did you find the most challenging?

--

What aspect of the programme did you find most enjoyable?

Are there any other courses you would like to complete?

Please make any comments that you think will be useful

Thank you

Appendix 16 Bi Monthly Report



Kainos Community Bi Monthly Report

Programme Manager P Burton

Liaison Trustee: Elizabeth Berridge

Month & Year

Feb/Mar 08

No of Non - Completions to date for this period (Current programme):

Kainos Bi-Monthly meaningful activity hours:

Kainos Cumulative meaningful activity hours:

8005

44185

			%			%
Bi-Monthly No of Adjudications	Prison	165	22.39	Kainos	7	10.61
Cumulative No of Adjudications	Prison	949	128.77	Kainos	25	37.80
Bi-Monthly No of Assaults	Prison	14	1.90	Kainos	0	0.00
Cumulative No of Assaults	Prison	71	9.63	Kainos	2	3.03
Bi-Monthly No of Added Days	Prison	374		Kainos	20	
Cumulative No of Added Days	Prison	1699		Kainos	119	
Bi-Monthly No of VDT's	Prison	1178		PT	47	75.12
	Kainos	160		PT	9	21.82
Cumulative No of VDT's	Prison	6967		PT	225	3.23
	Kainos	738		PT	25	3.39
Bi-Monthly No of MDT's	Prison	123		PT	25	20.33
	Kainos	19		PT	7	36.84
Cumulative No of MDT's	Prison	466		PT	34	7.30
	Kainos	47		PT	7	14.89

Appendix 17 Module Questionnaire

Sample Module Questionnaire - start

Date:

To be completed at the *START* of the module

Surname: _____ Forename: _____ No: _____

Do you think the way we understand things affects our actions and behaviour?

Does the way you talk to yourself affect what you do?

How many different types of motivation do you think there are?

Is it important to set goals for your life?

Do you know what self-esteem is, can you raise your own self-esteem?

Sample Course Questionnaire – end

Date:

To be completed at the *END* of the module

Surname: _____ Forename: _____ No: _____

Do you think the way we understand things affects our actions and behaviour?

Does the way you talk to yourself affect what you do?

How many different types of motivation do you think there are?

Is it important to set goals for your life?

Do you know what self-esteem is, can you raise your own self-esteem?

Appendix 18 Events/History Log



HISTORY / EVENTS LOG

Name: Prisoner no 1

Number: TJ 5668

Sample

DATE

12 Jan 08, 12.15hrs	Prisoner no 1 swore at prisoner 3 who was working at the servery, as he felt that he should have been given another spoon of mashed potato. He said he had only been given half a spoon. He was very aggressive and made a specific threat in the in the way he approached prisoner 3. (Mike Philips)
12 Jan 08, 16.30hrs	I spoke to prisoner 1 about the aggressive way he approached prisoner 3 at the servery. Prisoner 1 said that he had had a bad phone call from his partner earlier that morning and it had got to him. He said that he would apologise to prisoner 3 later. (Mike Philips)
12 Jan 08, 17.40hrs	Prisoner 3 approached me in the corridor and mentioned to me that prisoner 1 had apologised for his behaviour at lunch time and that everything was OK between them. (Mike Philips)

Appendix 19 Non-Completers Report



Non – Completers Report

Name..... No.....

Prison..... Date.....

REASON FOR DROPPING OUT/ REMOVAL

Include a detailed description of the reasons for de-selection, and any efforts made to keep the Prisoner on the programme. Also the Prisoner's response to the de-selection.

PROGRESS ON PROGRAMME PRIOR TO REMOVAL

RECOMMENDATIONS FOR FUTURE TREATMENT

PRISONER'S COMMENTS

Appendix 20 Core module review log

Facilitator Name:

Date:

Module session:

Delivery:

Content:

Score (5 top score)

Introductions to the session

1---2---3---4---5

Use of Socratic style

1---2---3---4---5

Logical development?

1---2---3---4---5

Clear summaries?

1---2---3---4---5

Areas for development

Relationships:

Eye contact with whole group?

1---2---3---4---5

Kept the group involved?

1---2---3---4---5

Dealt with any difficulties?

1---2---3---4---5

Areas for development

General:

Appropriate use of the time?

1---2---3---4---5

Maintain group processes?

1---2---3---4---5

Confident manner and poise?

1---2---3---4---5

Use of voice to maintain interest?

1---2---3---4---5

Areas for development

Appendix 21: TC process review

Facilitator Name:

TC process observed:

Date:

TC facilitation skills:

Empathy	1---2---3---4---5
Validation	1---2---3---4---5
Encouragement and support	1---2---3---4---5
Rolling with resistance	1---2---3---4---5
Pro-social modelling	1---2---3---4---5
Building discrepancy	1---2---3---4---5
Facilitating insight	1---2---3---4---5
Facilitating peer processes	1---2---3---4---5
Facilitating mentor processes	1---2---3---4---5

Areas of development

Appendix 22: Supervision sheet

Supervisee Name:

Date:

Agenda for supervision:

TC Process issues

TC Systems issues

Core module delivery issues

Interpersonal Issues within the TC

<i>Area discussed</i>	<i>Action Agreed</i>	<i>Action Review</i>
Areas of strength Within the TC In core module delivery		
Areas for growth Within the TC In core module delivery Administration		

Training needs		
Other		

Signed by Supervisee

Signed by Supervisor

Appendix 23 CRIME PICS II

Marking the Measures for Evaluation

- **CRIME-PICS II:**

The **CRIME-PICS II** instrument is straightforward to administer and can be scored quickly and easily. The whole process including scoring usually takes no more than 15 minutes. This time is further reduced if the scoring software is used.

The instrument consists of 20 questionnaire items and a 15-item "Problems" inventory. The Prisoner's responses can be translated into FIVE scores, which together provide a profile for that individual. Raw scores can also be translated where appropriate to scaled scores on a 0-9 scale, so that each conforms to a broadly comparable metric.

The main score (which is referred to as 'G') represents that person's GENERAL ATTITUDE TO OFFENDING at the point in time at which the questionnaire was completed.

In addition to this general score, the questionnaire provides specific measures of the Prisoner's:

- Anticipation of re-offending ('A')
- Victim hurt denial ('V')
- Evaluation of crime as worthwhile ('E')
- Perception of current life problems ('P')

	RAW	SCALED	PREVIOUS	CHANGE + / -
G				
A				
V				
E				
P				

PROFILE OF SCALED SCORES

9					
8					
7					
6					
5					
4					
3					
2					
1					
0					
	G	A	V	E	P

Thus a numerical profile of the Prisoner's attitudes on five scales can be obtained. This is a snapshot at one point in time. A similar snapshot obtained by repeating the process at a later time enables staff to identify any change on each of the five scales.

A profile of change can be obtained, for example, by comparing scores at different times during a probation order.

After the prisoner has completed the programme the same Crime Pics assessment is completed by the prisoner to measure the change in the scaled scores to determine the progress the prisoner has, or has not made.

IN THE CRIME-PICS II, scoring system, each of the five scales is scored in such a way that a high score indicates that the Prisoner has attitudes predispose him towards involvement in crime, or, in the case of the problems scale, has problems in many, areas of his life.

A reduction in the raw score from one administration of the instrument to the next is interpreted as an improvement in the Prisoner's attitude or, in the case of the P score, as a reduction in the number of problems the person identifies in his life.

In addition to the five scale scores obtained, each of the individual items on the questionnaire provides useful information in itself. For example, specific items in the problems inventory provide a quick scan of issues in the Prisoner's current lifestyle, which are problematic.

The Crime Pics II is evaluated in the following way:

The raw scores are scaled by using either the transparencies or the computer scoring method. These scaled scores are profiled by transposing them onto a graph.. On completion of the Programme the prisoner will complete another CRIME PICS II form and the scaled scores will then be compared with the previous CRIME PICS II submission. It is then possible to compare any changes that may have been made by the prisoner on the programme.

CRIME-PICS II

NAME (or identifier)

NUMBER

DATE/..... / 200..... This CRIME-PICS II 1st 2nd 3rd

CLIENT DETAILS:

Age Sex M/F Offence.....

Offence tariff Length of non-custodial sentence months

Team code Client area code Officer code.....

Client Origin :

Number of previous convictionsNumber of custodial sentences.....

Age at first conviction Previous custodial sentence of 4 yrs + Yes / No

Other indices: 1 2 3

CRIME-PICS II - QUESTIONNAIRE ITEMS

SA - Strongly agree A - Agree N - Neither agree nor disagree

D - Disagree SD - Strongly disagree

1. In the end, crime does pay SA A N D SD
2. I have never hurt anyone by what I've done SA A N D SD
3. I will always get into trouble SA A N D SD
4. Crime has now become a way of life for me SA A N D SD
5. Crime can be a useful way of getting what you want SA A N D SD
6. I believe in living for now; the future will take care of itself ... SA A N D SD
7. Most people would commit offences if they knew that
they could get away with it SA A N D SD
8. I definitely won't get into trouble with the police in the next.
Six months SA A N D SD
9. I don't see myself as a real 'criminal' SA A N D SD
10. Committing crime is quite exciting SA A N D SD
11. I find it hard to resist an opportunity to commit a crime SA A N D SD
12. Many so-called crimes are not really wrong SA A N D SD
13. My crimes have never harmed anyone SA A N D SD
14. If things go wrong for me, I might offend again SA A N D SD
15. I am not really a criminal SA A N D SD
16. I always seem to give in to temptation SA A N D SD
17. When people have no money, they can't be blamed for
stealing SA A N D SD
18. There was no victim of my offence(s) SA A N D SD
19. I wouldn't commit the offence again SA A N D SD
20. Once a criminal always a criminal SA A N D SD

PROBLEM INVENTORY

BP Big problem P Problem SP Small problem NO No problem at all

- | | | | | | |
|-----|---|----|---|----|----|
| 1. | Problems with money | BP | P | SP | NO |
| 2. | Problems with relationships | BP | P | SP | NO |
| 3. | Problems with employment / prospects | BP | P | SP | NO |
| 4. | Controlling temper | BP | P | SP | NO |
| 5. | Need for extra excitement in life | BP | P | SP | NO |
| 6. | Family problems | BP | P | SP | NO |
| 7. | Problems of health and fitness | BP | P | SP | NO |
| 8. | Tendency to get bored | BP | P | SP | NO |
| 9. | Problems with housing | BP | P | SP | NO |
| 10. | Problems with drink / drugs | BP | P | SP | NO |
| 11. | Problems with gambling | BP | P | SP | NO |
| 12. | Depressed | BP | P | SP | NO |
| 13. | Problems with feeling good about self | BP | P | SP | NO |
| 14. | Problems with lack of confidence | BP | P | SP | NO |
| 15. | Lots of worries | BP | P | SP | NO |

RAW SCORE; P

RAW SCORES; G A V E

--	--	--	--	--	--

CRIME-PICS II

CLIENT NAME (or identifier)

DATE/ / 200.... This CRIME-PICS II 1st 2nd 3rd

Team Code Client area code Officer code

	RAW	SCALED	PREVIOUS	CHANGE
G				
A				
V				
E				
P				

PROFILED OF SCALED SCORES

G A V E P

9
8
7
6
5
4
3
2
1
0

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Associates 1994

Appendix 24 Barratt Impulsivity II

Administration and Evaluation of the Barratt Impulsivity Scale (BIS-II)

Items are scored from 1 = rarely/never, 2 = occasionally, 3 = often and 4 = almost always. There are sub scales for three different categories of impulsivity, each containing ten items and some being reversed scoring as stipulated on the schedule.

Research suggests that impulsivity can be viewed as three sub traits:

- Motor impulsivity (acting without thinking)
- Cognitive Impulsivity (making quick cognitive decisions)
- Non Planning Impulsivity (lack of concern for the future)

There are three subscales each containing ten items which are totalled once the items have been assured.

Motor impulsivity items: 2, 9, 14, 15, 18, 20, 21, 23, 26, 29

Cognitive Impulsivity Items: 3, 4, 12, 16, 27
Reversed Items: 6, 7, 10, 13, 19

Non Planning Impulsivity Items: 25, 28
Reversed items: 1, 5, 8, 11, 17, 22, 24, 30

Means and standard deviations for selected population taken from use of the BIS-10 (Barratt)

	Motor Impulsiveness (IM)		Cognitive Impulsiveness (IC)		Non Planning Impulsiveness (Inp)		N
	Score	SD	Score	SD	Score	SD	
Mixed adult population (normal)	15.0	4.2	16.3	5.3	17.8	4.9	300
College students	19.6	5.1	10.3	6.1	16.8	5.1	379
Prisoners (impulsive aggressive)	22.9	6.9	21.9	6.2	25.0	7.7	74
Adult matched controls for prisoners study	17.8	6.0	18.8	4.1	17.4	5.3	20
Psychiatric inpatients	18.0	7.0	19.0	7.0	22.0	9.0	135
Substance abusers (other than cocaine)	19.0	6.0	20.0	6.0	22.0	7.0	239
Cocaine abusers	21.0	8.0	20.0	7.0	24.0	7.0	81

Interpretation

Motor Impulsiveness (Im) – a high score denotes someone who acts without thinking

Cognitive Impulsiveness (Ic) – a high score denotes someone who makes quick cognitive decisions.

Non planning Impulsiveness (Inp) – a high score denotes someone who is not concerned and does not plan for the future.

DIRECTIONS: People differ in the ways they act and think in different situations. This is a test to measure some of the ways in which you act and think. Read each statement and put an X on the appropriate circle on the right side of this page. Do not spend too much time on any statement. Answer quickly and honestly.				
	○	○	○	○
	Rarely/Never	Occasionally	Often	Almost /Always
1) I plan tasks carefully.	☐	☐	☐	☐
2) I do things without thinking.	☐	☐	☐	☐
3) I make-up my mind quickly.	☐	☐	☐	☐
4) I am happy-go-lucky.	☐	☐	☐	☐
5) I don't "pay attention."	☐	☐	☐	☐
6) I have "racing" thoughts.	☐	☐	☐	☐
7) I plan trips well ahead of time.	☐	☐	☐	☐
8) I am self controlled.	☐	☐	☐	☐
9) I concentrate easily.	☐	☐	☐	☐
10) I save regularly.	☐	☐	☐	☐
11) I "squirm" at plays or lectures.	☐	☐	☐	☐
12) I am a careful thinker.	☐	☐	☐	☐
13) I plan for job security.	☐	☐	☐	☐
14) I say things without thinking.	☐	☐	☐	☐
15) I like to think about complex problems.	☐	☐	☐	☐
16) I change jobs.	☐	☐	☐	☐
17) I act "on impulse."	☐	☐	☐	☐
18) I get easily bored when solving thought problems.	☐	☐	☐	☐
19) I act on the spur of the moment.	☐	☐	☐	☐
20) I am a steady thinker.	☐	☐	☐	☐
21) I change residences.	☐	☐	☐	☐
22) I buy things on impulse.	☐	☐	☐	☐
23) I can only think about one thing at a time.	☐	☐	☐	☐
24) I change hobbies.	☐	☐	☐	☐
25) I spend or charge more than I earn.	☐	☐	☐	☐
26) I often have extraneous thoughts when thinking.	☐	☐	☐	☐
27) I am more interested in the present than the future.	☐	☐	☐	☐
28) I am restless at the theater or lectures.	☐	☐	☐	☐
29) I like puzzles.	☐	☐	☐	☐
30) I am future oriented.	☐	☐	☐	☐

Scoring Barratt Impulsiveness Scale – 11 Score Sheet

This template is laid out so that it may be copied onto a transparency and placed over the completed questionnaire for ease of scoring.

	1 Rarely/Never	2 Occasionally	3 Often	4 Almost /Always
1 I plan tasks carefully.				4 3 2 1
2 I do things without thinking.				1 2 3 4
3 I make-up my mind quickly.				1 2 3 4
4 I am happy-go-lucky.				1 2 3 4
5 I don't "pay attention."				1 2 3 4
6 I have "racing" thoughts.				1 2 3 4
7 I plan trips well ahead of time.				4 3 2 1
8 I am self controlled.				4 3 2 1
9 I concentrate easily.				4 3 2 1
10 I save regularly.				4 3 2 1
11 I "squirm" at plays or lectures.				1 2 3 4
12 I am a careful thinker.				4 3 2 1
13 I plan for job security.				4 3 2 1
14 I say things without thinking.				1 2 3 4
15 I like to think about complex problems.				4 3 2 1
16 I change jobs.				1 2 3 4
17 I act "on impulse."				1 2 3 4
18 I get easily bored when solving thought problems.				1 2 3 4
19 I act on the spur of the moment.				1 2 3 4
20 I am a steady thinker.				4 3 2 1
21 I change residences.				1 2 3 4
22 I buy things on impulse.				1 2 3 4
23 I can only think about one thing at a time.				1 2 3 4
24 I change hobbies.				1 2 3 4
25 I spend or charge more than I earn.				1 2 3 4
26 I often have extraneous thoughts when thinking.				1 2 3 4
27 I am more interested in the present than the future.				1 2 3 4
28 I am restless at the theatre or lectures.				1 2 3 4
29 I like puzzles.				4 3 2 1
30 I am future oriented.				4 3 2 1

Appendix 25 EPQ-R administration and scoring

Means and standard deviations of P, E, N and L for different age groups on the EPQ-R:

Males

	P		E		N		L	
Age	Mean	SD	Mean	SD	Mean	SD	Mean	SD
16-20	9.57	5.26	15.97	5.26	11.12	5.68	5.37	4.18
21-30	8.65	4.56	14.5	5.64	11.08	5.37	5.53	3.39
31-40	6.69	3.58	11.92	5.61	11.92	5.7	6.66	3.59
41-50	7.00	4.65	11.91	5.09	11.22	5.95	7.04	3.87
51-60	5.28	3.59	8.94	5.15	9.43	6.27	9.14	4.29
61-70	4.87	3.55	8.68	5.71	8.32	5.07	10.05	3.65
Ave	7.19	4.60	12.51	6.00	10.54	5.81	7.1	4.28

Scoring key for the EPQ-R (items numbered as for the IOO-item questionnaire)

P

YES: 25, 29, 30, 34, 37, 42, 48, 50, 56, 73, 75, 91, 95

NO: 2, 5, 7, 9, 12, 14, 18, 21, 41, 54, 59, 64, 68, 79, 81, 85, 88, 96, 99

E

YES: 136, 11, 16, 20, 28, 36, 40, 45, 51, 55, 58, 61, 63, 67, 69, 72, 78, 90, 94

NO: 24, 33, 47

N

YES: 3, 8, 13, 17, 22, 26, 31, 35, 38, 43, 46, 52, 60, 65, 70, 74, 76, 80, 83, 84, 87, 92, 97, 100

L

YES: 15, 23, 39, 62, 86, 98

NO: 4, 10, 19, 27, 32, 44, 49, 53, 57, 66, 71, 77, 82, 89, 93

EPQ-R Score Sheet

Name..... Age .

Instructions: Please answer each question by putting a circle around the 'YES or the 'NO' following the question. There are no right or wrong answers, and no trick questions. Work quickly and do not think too long about the exact meaning of the questions.

PLEASE REMEMBER TO ANSWER EACH QUESTION

1. Do you have many different hobbies?Yes No
2. Do you stop to think things over before doing anything?Yes No
3. Does your mood often go up and down?Yes No
4. Have you ever taken the praise for something you knew
someone else had really done?Yes No
5. Do you take much notice of what people think?Yes No
6. Are you a talkative person?Yes No
7. Would being in debt worry you?Yes No
8. Do you ever feel 'just miserable' for no reason?Yes No
9. Do you give money to charities?Yes No
10. Were you ever greedy by helping yourself to more than your
share of anything?Yes No
11. Are you rather lively?Yes No
12. Would it upset you a lot to see a child or an animal suffer?Yes No
13. Do you often worry about things you should not have done or said?Yes No
14. Do you dislike people who don't know how to behave themselves?Yes No
15. If you say you will do something, do you always keep your promise no matter how
inconvenient it might be?Yes No
16. Can you usually let yourself go and enjoy yourself at a lively party?Yes No
17. Are you an irritable person?Yes No
18. Should people always respect the law?Yes No
19. Have you ever blamed someone for doing something you knew
was really your fault?Yes No
20. Do you enjoy meeting new people?Yes No
21. Are good manners very important?Yes No
22. Are your feelings easily hurt?Yes No
23. Are all your habits good and desirable ones?Yes No
24. Do you tend to keep in the background on social occasions?Yes No
25. Would you take drugs which may have strange or dangerous effects?Yes No
26. Do you often feel 'fed-up'?Yes No
27. Have you ever taken anything (even a pin or button) that belonged
to someone else?Yes No
28. Do you like going out a lot?Yes No
29. Do you prefer to go your own way rather than act by the rules?Yes No
30. Do you enjoy hurting people you love?Yes No
31. Are you often troubled about feelings of guilt?Yes No
32. Do you sometimes talk about things you know nothing about?Yes No
33. Do you prefer reading to meeting people?Yes No
34. Do you have enemies who want to harm you?Yes No
35. Would you call yourself a nervous person?Yes No
36. Do you have many friends?Yes No
37. Do you enjoy practical jokes that can sometimes really hurt people?Yes No
38. Are you a worrier?Yes No
39. As a child did you do as you were told immediately and without grumbling? Yes No

40. Would you call yourself happy-go-lucky?	Yes No
41. Do good manners and cleanliness matter much to you?	Yes No
42. Have you often gone against your parents' wishes?	Yes No
43. Do you worry about awful things that might happen?	Yes No
44. Have you ever broken or lost something belonging to someone else?	Yes No
45. Do you usually take the initiative in making new friends?	Yes No
46. Would you call yourself tense or 'highly-strung'?	Yes No
47. Are you mostly quiet when you are with other people?	Yes No
48. Do you think marriage is old-fashioned and should be done away with?	Yes No
49. Do you sometimes boast a little?	Yes No
50. Are you more easy-going about right and wrong than most people?	Yes No
51. Can you easily get some life into a rather dull party?	Yes No
52. Do you worry about your health?	Yes No
53. Have you ever said anything bad or nasty about anyone?	Yes No
54. Do you enjoy co-operating with others?	Yes No
55. Do you like telling jokes and funny stories to your friends?	Yes No
56. Do most things taste the same to you?	Yes No
57. As a child were you ever cheeky to your parents?	Yes No
58. Do you like mixing with people?	Yes No
59. Does it worry you if you know there are mistakes in your work?	Yes No
60. Do you suffer from sleeplessness?	Yes No
61. Have people said that you sometimes act too rashly?	Yes No
62. Do you always wash before a meal?	Yes No
63. Do you nearly always have a 'ready answer' when people talk to you?	Yes No
64. Do you like to arrive at appointments in plenty of time?	Yes No
65. Have you often felt listless and tired for no reason?	Yes No
66. Have you ever cheated at a game?	Yes No
67. Do you like doing things in which you have to act quickly?	Yes No
68. Is (or was) your mother a good woman?	Yes No
69. Do you often make decisions on the spur of the moment?	Yes No
70. Do you often feel life is very dull?	Yes No
71. Have you ever taken advantage of someone?	Yes No
72. Do you often take on more activities than you have time for?	Yes No
73. Are there several people who keep trying to avoid you?	Yes No
74. Do you worry a lot about your looks?	Yes No
75. Do you think people spend too much time safeguarding their future with savings and insurance?	Yes No
76. Have you ever wished that you were dead?	Yes No
77. Would you dodge paying taxes if you were sure you could never be found out?	Yes No
78. Can you get a patty going?	Yes No
79. Do you try not to be rude to people?	Yes No
80. Do you worry too long after an embarrassing experience?	Yes No
81. Do you generally 'look before you leap'?	Yes No
82. Have you ever insisted on having your own way?	Yes No
83. Do you suffer from 'nerves'?	Yes No
84. Do you often feel lonely?	Yes No
85. Can you on the whole trust people to tell the truth?	Yes No
86. Do you always practice what you preach?	Yes No
87. Are you easily hurt when people find fault with you or the work you do?	Yes No
88. Is it better to follow society's rules than go your own way?	Yes No
89. Have you ever been late for an appointment or work?	Yes No
90. Do you like plenty of bustle and excitement around you?	Yes No
91. Would you like other people to be afraid of you?	Yes No

92. Are you sometimes bubbling over with energy and sometimes very sluggish? Yes No
93. Do you sometimes put off until tomorrow what you ought to do today?. Yes No
94. Do other people think of you as being very lively? Yes No
95. Do people tell you a lot of lies?. Yes No
96. Do you believe one has special duties to one's family?. Yes No
97. Are you touchy about some things?. Yes No
98. Are you always willing to admit it when you have made a mistake?. Yes No
99. Would you feel very sorry for an animal caught in a trap?. Yes No
100. When your temper rises, do you find it difficult to control?. Yes No

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. .
. .
. .

PLEASE CHECK THAT YOU HAVE ANSWERED ALL THE QUESTIONS

Kainos Self Assessment

This questionnaire gives an indication of where a prisoner may identify he may have a problem in 14 specific areas. It also gives Kainos staff an indication of the perceptions of the prisoner in regard to their problem areas.

The questionnaire is completed at the start of the programme and also on completion of the programme to give an indication of the perceived progress that the prisoner has made.

Kainos Community Self Assessment

Name _____ Number _____

Identify the concern- give it a number 1 for min, 10 for max & agree an action

	Date	Date	
Concern	Scale 1-10	Scale 1-10	ACTION
Drugs			
Anger			
Decision Making			
Relationships			
Self – Worth			
Life – Skills			
Thinking Skills			
Education			
Peer Pressure			
Motivation			
Lifestyle			
Emotions			
Behaviour			
Attitudes			

Comments

Appendix 27: Daily debrief sheet

Date:

Staff present:

TC process status:

Core module delivery status:

Resident/community status:

Action points for tomorrow:

Appendix 28 Prisoner Compact

THE COMPACT

- 1 **I agree** to participate fully in all aspects of the KAINOS COMMUNITY Programme, to live by the principles it teaches and to be supportive of all other members. I accept that this includes compulsory attendance at all meetings that form part of the programme.
- 2 **I agree** to take responsibility for my own actions, to work for change within my own life and to be a positive influence within the Prison and the wider community. **Any violent, abusive or threatening behaviour deemed unacceptable will result in a review of incentive level and possible removal from the Wing.**
- 3 **I will** keep my personal area/cell and myself clean; **I will** respect and enhance the environment in which I live and will undertake to share any extra cleaning tasks as requested.
- 4 As a participant in the Programme on the Kainos Unit, **I accept** that I am still subject to normal Prison rules and regulations, and accept that information recorded will be used to evaluate the programme and assess re-offending statistics against the prison population.
- 5 **I will** work as required, co-operate fully with the sentence planning system and attend any offending behaviour groups and courses recommended for me.
- 6 **I will not** be involved in the use of, or trafficking in, drugs, alcohol or pornography within the Unit or the Prison, nor be involved in gambling. I also **agree** to be drug tested on a frequent ad hoc basis if required and searched in line with normal prison procedures. **I accept** that Kainos is a Voluntary Testing Unit and that it operates a zero tolerance drugs policy.
- 7 **I agree that if I test positive for the use of any illicit substances, fail to attend or if any sample I give proves to have been adulterated, my incentive level will be reviewed, I will be removed from the Kainos Community, and Sentence Management will be informed.**
- 8 **I agree** to commit myself to the Kainos Programme and to participate fully in all the interventions as agreed for me so as to ensure that I get the maximum benefit from it.
- 9 **I accept** that anyone not complying with the above may be removed from the Programme and the wing at the discretion of the Wing Principal Officer, Senior Officer or Programme Manager and, if appropriate, returned to the Prison of transfer, or back to the wing of origin.
- 10 As I have committed myself to participate fully in this Programme as agreed with me, **I accept** that **no transfer applications** will be processed during the period of the Programme **except** in very special circumstances in agreement with the Programme Manager and Principal Officer.
- 11 As part of the Challenge to Change Programme Photos may be taken on some occasions and published to promote the Programme, but that I may choose not to have my image used in publications.

Have you read and do you understand the COMPACT? YES ☐ NO ☐

I give my consent to allow my picture to be used in publications to promote the programme YES ☐ NO ☐

Do you agree to abide by the COMPACT? YES ☐ NO ☐

Applicant's signature:Date:

Wing S.O's comments

PRINT NAME:Signed:.....Date:



AUDIT CONTROL MANUAL

Programme_____

Establishment_____

Auditor/ s _____ Date Of Audit_____

This audit document applies to Kainos Community Programmes run within HMPS:

If you have any queries regarding this document, please contact Mike Philips on: 01305 822515

Scoring

The audit document will be scored in the following way:

There are 4 scores that the Audit document will be measured against:

- 4 = Criterion fully met
- 3 = Acceptable needs improvement
- 2 = Acceptable immediate action required
- 1 = Fail

The Kainos Audit document has 29 baselines. This means that the top score an audit can achieve on this document will be 116, ie all baselines achieving a score of 4 ($4 \times 29 = 116$). If all the baselines scored 3 this would give a total mark of 87 ($3 \times 29 = 87$). If all the baselines scored 2 this would give a total mark of 58 ($2 \times 29 = 58$). If all the baselines scored 1 this would give a total mark of 29 ($1 \times 29 = 29$).

SCORE	SCORE	
4 = Criterion fully met	116	PASS
3 = Acceptable needs improvement	87	PASS
Minimum AUDIT PASS mark	70	PASS
2=Acceptable immediate action required	58	FAIL
1 = Fail	29	FAIL

Any score below 80 would fail on the audit and any score above 80 would pass.

Baseline	Score	Comments
1		
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32		
Total Score		

Rationale & Performance Standards Reference	Required Action Baseline	Method of Checking/Evidence	Score =
1. The senior management of the establishment is actively committed to the proper management and delivery of the programme	- Letter of commitment signed by Governing Governor to be sent to Kainos - Regular meetings between senior management & Kainos - Managerial support to residential function	Letter of commitment to be held on file by Kainos. Dates or Minutes of meetings	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
2. An SLA exists between Kainos and the Governor	A current copy of the SLA	A current copy of the SLA	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
3. The senior management of the establishment and Kainos is actively committed to the proper resourcing, management and delivery of the programme	- The Governor will provide line management - Kainos will provide a Programme Manager, Assistant Manager and Support Worker	Job Descriptions exist for prison staff Job Descriptions exist for Kainos staff	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method of checking/Evidence	Score =
4. The senior management of the establishment is actively committed to the proper resourcing, management and delivery of the intervention	Managers and staff are trained as set out in the Kainos training manual	Kainos managers provide a record of who attends training Training records for each member of staff	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
5. The senior management of the establishment is actively committed to the proper resourcing, management and delivery of the intervention	The establishment will provide local staff awareness training	A minimum of two staff training sessions will be held per annum	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
6. The senior management of the establishment is actively committed to the proper resourcing, management and delivery of the intervention	Good communication to exist between relevant prison departments and Kainos	Records / reports of offenders	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method of checking/Evidence	Score =
7. The senior management of the establishment is actively committed to the proper resourcing, management and delivery of the intervention and to ensuring a supportive institutional environment	- Facilities, rooms, materials etc. must be adequate for the course to take place - There should be a secure storage area for the safe keeping of materials and course work. Rooms should have sufficient space for a full group to sit comfortably, with an area for role-plays. Over large areas clearly designed/in use for other purposes, e.g. large association rooms, visits, dining areas etc., are not acceptable. There should be flip charts and/or whiteboard	Kainos to check facilities during site visits This will include: room size, equipment and furnishings, cleanliness and decor, lighting, privacy Auditors to view all of the rooms that are used to run groups in and not just the best room that has been used	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method of checking/Evidence	Score =
8. Management and deployment of staff should allow proper completion of all aspects of their role and ensure maintenance and development of their skills	Staff should have sufficient time for pre course supervision\ preparation Staff should have sufficient time for debriefing and completing post session work (e.g. session evaluations, self-assessments etc)	Check supervision logs and staff interviews	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
9. Scheduling of sessions and attendance by staff and offenders meet effectiveness criteria	Group size should be appropriate. Minimum 4,maximum 12	Check group size from post-programme intervention lists	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
10. Scheduling of sessions and attendance by staff and offenders meet effectiveness criteria	- Group members should not miss sessions without good reason. (Sudden court appearance, urgent medical treatment, serious adjudication etc) - Group members should not be transferred out of the prison during the course of a group unless they pose an unacceptable threat to security	Staff to ensure group member attendance is recorded with reasons for any absences Check attendance during site visits Monitor occurrence of transfers	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method checking/Evidence of	Score =
11. Programme Managers must have sufficient professional competence and experience to manage the programme, as outlined in the competency criteria document for each programme, and should have attended any training deemed as compulsory	Kainos to provide: • Training programme • Details of Programme Managers' competency. In line with SPDR competencies	Check SPDR and training programme	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
12. Staff selection procedures meet the requirements of the intervention and only staff meeting the defined criteria are selected to deliver it	• Staff/facilitators should be properly selected as laid down in the Managers' Manual	Programme Managers ensure guidelines for selection of Staff are followed, provide evidence of the selection Interview documentation	4 = Criterion fully met 3 =Acceptable needs improvement 2 = Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method checking/Evidence of	Score =
13. Staff training provision meets the requirements of the intervention. Staff are not deployed in roles for which they have not successfully completed the required training	Staff must be properly trained. All Staff must have completed the approved training course[s] for the programmes they run, and any other compulsory courses	Kainos to maintain database of all Staff trained	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
14. Staff training provision meets the requirements of the intervention. Staff are not deployed in roles for which they have not successfully completed the required training	Newly trained Staff should be paired with more experienced Staff when running their first course	Check with Programme Managers and confirm training logs	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
15. Staff supervision is provided according to the requirements of the intervention	Kainos Staff should receive the required amount of supervision. Supervision should be done with whole tutor teams rather than individually (except where specified), although new Staff may need extra individual supervision. 1 1/2 hours supervision every week	Programme Managers to maintain supervision log Check supervision log during visits	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method of checking/Evidence	Score =
16. Staff supervision is provided according to the requirements of the intervention	Supervision should include the following activities: Maintaining programme integrity by reviewing previous sessions, advising on session delivery and planning future sessions Developing Staff' skills by providing feedback from observations of Staff practice Discussing issues of co-working Discussion of treatment style & group progress	Supervision records should be retained and made available to the auditor	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
17. Offenders are selected and de-selected for an intervention through assessments of need, risk and suitability	The establishment and Kainos to follow guidelines for selection of offenders on the basis of risk as laid out in the Management Manual	Check to ensure assessment completed for each offender	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method of checking/Evidence	Score =
18. Reports are prepared as required, containing an assessment of offenders' progress based on evidence from records kept during the intervention	Post session evaluation documentation should be completed to a high standard	Check standard of completion	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
19. Reports are prepared as required, containing an assessment of offenders' progress based on evidence from records kept during the intervention	Post-programme reports should be completed	Check to ensure Post Programme Reports (PPRs) are completed correctly, with objectives specified	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
20. Composition of groups should be sensitive to offenders' culture and race	To operate within the establishment Race Equality Policy	Check establishment & offender records Investigate all incidents as required	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method checking/Evidence of	Score =
21. Information pertaining to offenders who are assessed and not found to be suitable for the programme should be recorded as should information about those who drop out and those who are offered a place but refuse the offer	Keep a record of failed assessments	Check records	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
22. Appropriate procedures are in place to ensure that progress made by offenders who complete interventions is reinforced	A Post Programme Report should be completed for each participant in the programme. Each report should be sent to probation and a copy to the offenders wing file	Programme Manager to ensure PPRs are, completed and made available for audit inspection	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
23. Appropriate procedures are in place to ensure that progress made by offenders who complete interventions is reinforced and taken forward during the remainder of their sentence and following release	Post Programme documentation / reports should be attached to Sentence Planning Documentation and sent to resettlement / probation officer	Check evidence to ensure documentation is sent to relevant departments	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method checking/Evidence of	Score =
24. Appropriate procedures are in place to ensure that progress made by offenders who complete interventions is reinforced and taken forward during the remainder of their sentence and following release	- Programme Managers should ensure that there is relevant information delivered as part of the staff awareness package. This should include information on how programmes link to: - IAG - Other interventions - Family ties - Risk management	Evidence of staff awareness packages including this material will be seen at audit. Other sources of evidence may be presented e.g. feedback forms from staff awareness sessions.	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
25. The post-programme questionnaire assessment (crime pics) and risk assessment tools should show that the course has had an impact in the required direction	Check direction of change in key areas	Check Records Crime Pics / Self assessment	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
26. The overall drop out rate from courses is at an acceptable level.	Programme Managers to keep a record of dropout rates.	Check Records Check during site visit. (10% is an acceptable level)	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method checking/Evidence of	Score =
27. Delivery of the programme adheres to the manual	There should be evidence of motivation of the group through appropriate presentation	Check Pre & Post module questionnaires Check treatment manager core session review sheets	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
28. Delivery of the programme adheres to the manual	There shall be no drift in the delivery of the intervention	Auditor to Check: - Supervision - Management checks	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
29. Offenders will progress through the programme in a timely manner	- Each offender will be assessed - Progress will be monitored by programme manager	Check records and T card system	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail

Rationale & Performance Standards Reference	Required Action Baseline	Method checking/Evidence of	Score =
30. TC groups adheres to the manual	TC groups are attended and observed once per week by treatment manager	Check Pre & Post Intervention questionnaires	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
31. TC facilitation adheres to the manual	Each facilitator observed for one hour per week within the TC, with feedback in supervision	Auditor to Check: - TC process logs - Supervision - Management checks	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail
32. TC management adheres to the manual	- Mentor support processes monitored by treatment manager - Assigning of duties monitored by treatment manager	Check mentor logs and duty assignment logs	4 = Criterion fully met 3 = Acceptable needs improvement 2=Acceptable immediate action required 1 = Fail