

# New Hampshire Department of Corrections



Senate Finance Committee  
April 27, 2021

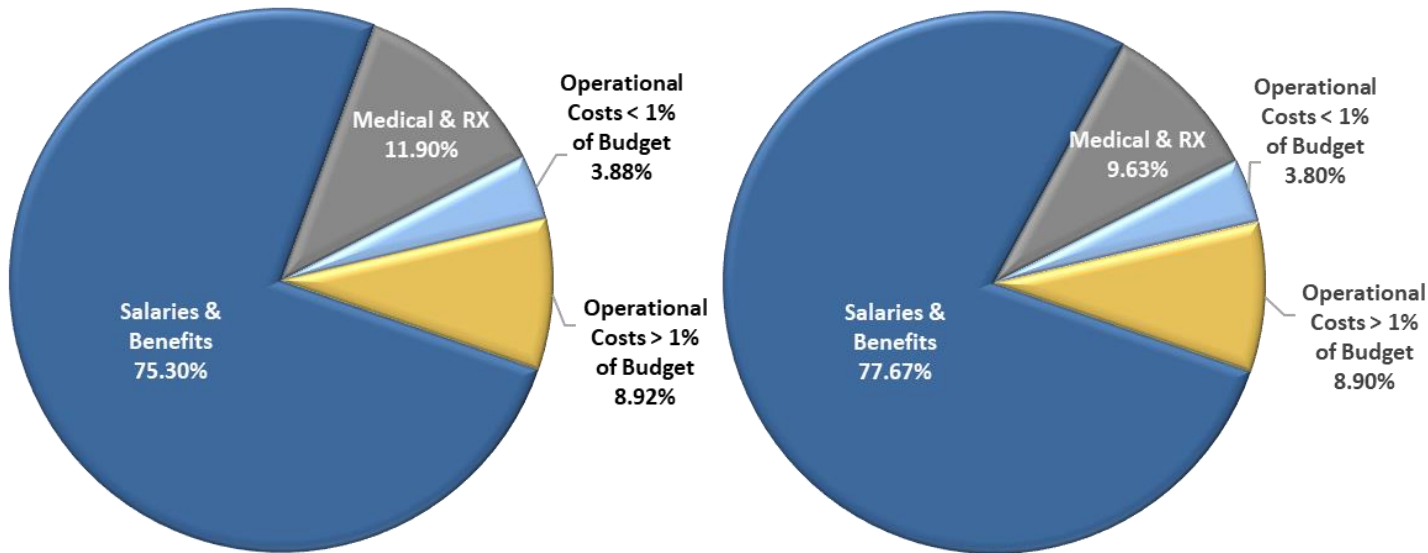
# State of New Hampshire Department of Corrections



## FY 2022 - 2023 House Approved General Funds

**FY 2022**  
**\$137,664,892**

**FY 2023**  
**\$140,496,145**



Major Expense Classes GENERAL FUNDS (Does Not Include Parole Board)	FY 2020 Actual	FY 2021 Adjusted Authorized	Difference between FY 2022 and FY 2021	FY 2022 House Approved Budget	Difference between FY 2023 and FY 2022	FY 2023 House Approved Budget
Salary & Benefits	81,802,708	97,058,189	2,113,155	99,171,344	5,459,808	104,631,152
Overtime	13,662,063	5,756,910	(1,267,384)	4,489,526	-	4,489,526
<b>Total Personnel Services</b>	<b>95,464,771</b>	<b>102,815,099</b>	<b>845,771</b>	<b>103,660,870</b>	<b>5,459,808</b>	<b>109,120,678</b>

Medical Payments to Providers	12,214,273	13,470,117	(1,318,392)	12,151,725	(1,578,551)	10,573,174
Prescription Drugs	4,677,066	3,549,459	677,369	4,226,828	(1,270,710)	2,956,118
<b>Total Medical/RX</b>	<b>16,891,339</b>	<b>17,019,576</b>	<b>(641,023)</b>	<b>16,378,553</b>	<b>(2,849,261)</b>	<b>13,529,292</b>

Heat, Electricity & Water	3,927,186	4,727,304	(480,187)	4,247,117	56,242	4,303,359
OIT Expense	2,927,290	3,280,239	441,285	3,721,524	110,544	3,832,068
Food Institutions	2,730,118	2,762,618	32,500	2,795,118	32,500	2,827,618
Current Expense	1,474,519	1,505,497	11,459	1,516,956	30,284	1,547,240
<b>Total Operations Expense &gt; 1%</b>	<b>11,059,113</b>	<b>12,275,658</b>	<b>5,057</b>	<b>12,280,715</b>	<b>229,570</b>	<b>12,510,285</b>

<b>Total Operations Expense &lt; 1%</b>	<b>5,565,084</b>	<b>5,670,181</b>	<b>(325,427)</b>	<b>5,344,754</b>	<b>(8,864)</b>	<b>5,335,890</b>
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<b>Total General Funds Request</b>	<b>128,980,307</b>	<b>137,780,514</b>	<b>(115,622)</b>	<b>137,664,892</b>	<b>2,831,253</b>	<b>140,496,145</b>
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All classes detailed on page 8

# State of New Hampshire Department of Corrections



**FY 2022 - 2023 House Approved**

**Personnel Services (General Funds)**

**FY 2022 \$103,660,870 (26 pay periods)    FY 2023 \$109,120,678 (27 pay periods)**

Personnel services, approximately 75% of the House Approved in FY 2022 and approximately 78% in FY 2023, includes classified, unclassified and part-time salaries, holiday pay, overtime and benefits. The authorized positions approved allow the Department to be successful in its mission to provide a safe, secure and humane correctional system.

In FY 2022-2023:

- 965 of 971 authorized full-time positions are funded (6 Parole Board staff not included in these numbers, will be presented separately)
- Overtime is budgeted at \$4.5 M. This is an estimated minimum budget target.
- With personnel services as budgeted for FY 2022-2023 and approval of the statutory change below, the intent is to use funding associated with unfilled positions to fund the overtime generated as a result of the vacancies. As recruitment and retention strategies are more and more successful, and positions are and remain filled, the need to transfer funding should diminish.

*Department of Corrections; The following classes within the department of corrections shall be exempt from the transfer restrictions in RSA 9:17a, 9:17c, classes 10-personal services-perm classified, 11-personal services-unclassified, 12-personal services-unclassified, 18-overtime, 19-holiday pay, 50-personal service-temp/appointed and 60-benefits. The department is authorized to transfer funding in these classes within and amongst all accounting units provided that any transfer of \$100,000 or more shall require prior approval of the fiscal committee of the general court and governor and council.*

All three of these components are integral parts of the Department's approach to budgeting personnel services in a challenging recruiting environment.

# State of New Hampshire Department of Corrections



**FY 2022 - 2023 House Approved**

## **Medical and Pharmacy (General Funds)**

<b>Medical</b>	<b>FY 2022</b>	<b>\$12,151,725</b>	<b>FY 2023</b>	<b>\$10,573,174</b>
<b>Pharmacy</b>	<b>FY 2022</b>	<b>\$ 4,226,828</b>	<b>FY 2023</b>	<b>\$ 2,956,118</b>

The medical and pharmacy request is approximately 12% of the total House Approved in FY 2022 and 10% in FY 2023. The Department received approval to be part of the Federal 340B Drug Pricing program which will reduce the cost of HCV and HIV drugs.

The following footnotes are requested to continue in the FY 2022-2023 biennium to allow the Department to provide the medical and pharmaceutical services required by law:

*In the event expenditures are greater than amounts appropriated, the Commissioner may request, with prior approval of the Fiscal Committee, that the Governor and Council authorize additional funding. Upon Fiscal Committee and Governor and Council approval, the Governor is authorized to draw a warrant from any money in the Treasury not otherwise appropriated (Expenditure Class 101, Accounting Units 5833, 8231 and 8234 within Activity MED465010 and Accounting Unit 8301 within Activity COM460010) and (Expenditure Class 100, Accounting Unit 8236 within Activity MED465010).*

*Footnote F: This appropriation shall not lapse until June 30, 2023 (Expenditure Class 101, Accounting Units 5833, 8231 and 8234 within Activity MED465010 and Accounting Unit 8301 within Activity COM460010) and (Expenditure Class 100, Accounting Unit 8236 within Activity MED465010).*

# State of New Hampshire Department of Corrections



## FY 2022 - 2023 House Approved

### Additional Funding Requested

The Department respectfully requests an additional \$3,686,834 of funding over the FY 2022-2023 biennium. Appropriations are requested for 6 existing unfunded education positions, two additional prioritized requests not currently funded (the addition of 6 Probation/Parole Officers and funding to continue a recruitment marketing social media campaign), and a request for funding of body worn cameras for corrections and probation/parole officers.

Funding Request	FY 2022	FY 2023
Six Education Positions	629,969	663,419
Six Probation/Parole Officer Positions & Equipment	635,304	638,142
Recruitment Marketing	200,000	200,000
Body Worn Cameras	580,000	140,000
Total Additional Funding Request	\$ 2,045,273	\$ 1,641,561

### 6 Education Positions FY 2022 \$629,969 FY 2023 \$663,419

While the House was able to restore \$5 million for educational services for residents, six education positions remain unfunded. These positions are integral to providing an efficient and complete educational program to the residents of all facilities. The table below details the salary and benefits of the positions. Please see Attachment I for more information on the impacted positions and programs.

	POS	Position Title	2022 SALARY	2022 BENEFITS	2022 TOTAL	2023 SALARY	2023 BENEFITS	2023 TOTAL
1	41524	PROGRAM COORDINATOR	54,483	38,768	93,251	58,866	41,355	100,221
2	12959	TI/COLLEGE PROFESSOR	61,698	41,317	103,015	66,584	44,081	110,665
3	42250	TEACHER III	61,698	41,317	103,015	66,584	44,081	110,665
4	41455	TEACHER II	76,389	46,518	122,907	79,316	48,590	127,906
5	44331	TEACHER I	63,708	54,019	117,727	66,785	56,775	123,560
6	42248	TEACHER III	64,311	22,743	87,054	66,785	23,617	90,402

Totals	382,287	244,682	626,969	404,920	258,499	663,419
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# State of New Hampshire Department of Corrections



## FY 2022-2023 House Approved

**Division of Field Services FY 2022 \$635,304 FY 2023 \$638,142**

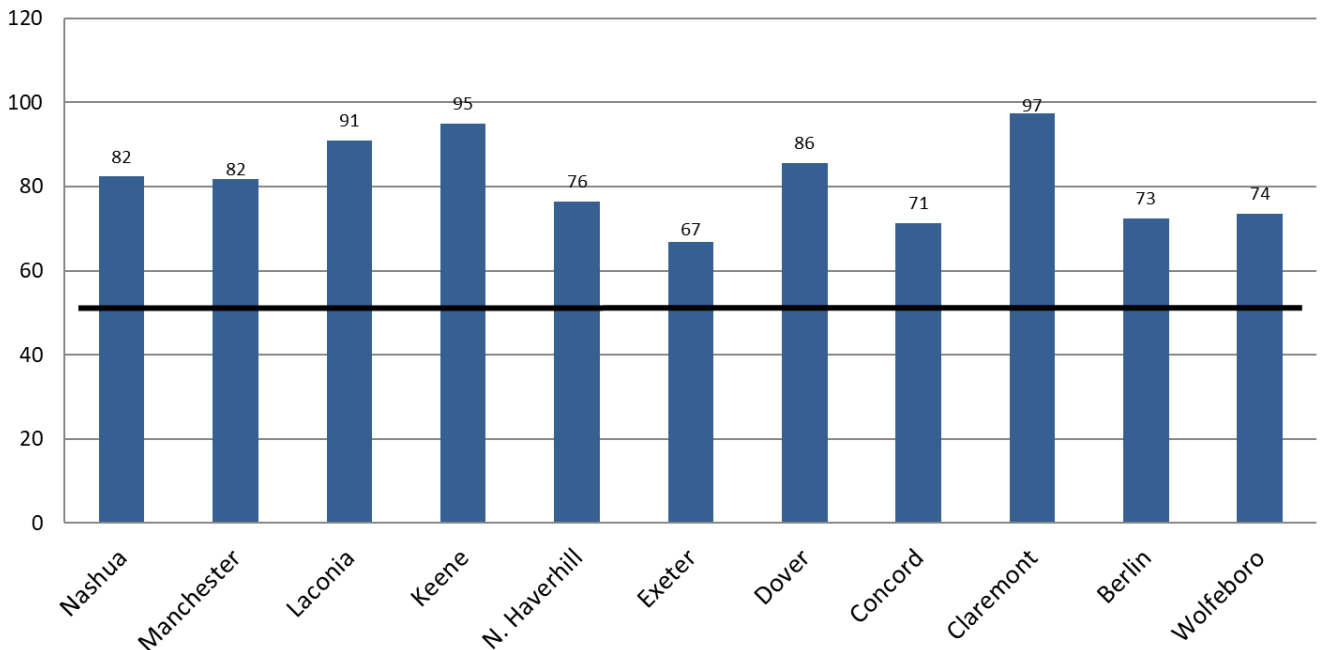
Six additional Probation/Parole Officers (PPOs) are requested to reduce the supervision cases to PPO ratio, which is currently 79:1. The American Probation/Parole Association's ideal caseload ratio is 50:1. These positions will bring drug court and other active supervision caseloads into closer alignment with best practices.

Title	LG	FY 2022					FY 2023				
		Salary	Benefits	Total Salary & Benefits	Other Expenses*	Total Salary, Benefits, & Other Expenses	Salary	Benefits	Total Salary & Benefits	Other Expenses**	Total Salary, Benefits, & Other Expenses
Probation/Parole Officer II	22	57,408	39,802	97,210	8,674	105,884	61,976	42,454	104,430	1,927	106,357
<b>Total for Six Positions</b>	<b>22</b>	<b>344,448</b>	<b>238,812</b>	<b>583,260</b>	<b>52,044</b>	<b>635,304</b>	<b>371,856</b>	<b>254,724</b>	<b>626,580</b>	<b>11,562</b>	<b>638,142</b>

\*Class 20 Current Exp: \$960; Class 30 Equipment: Weapons & Vest \$4,485; Class 37: Hardware \$1,477, Class 38 Software: \$525; Class 39 Telecom: \$927; Class 70 Travel: \$300

\*\*Class 20 Current Exp: \$700; Class 39 Telecom: \$927; Class 70 Travel: \$300

### Caseload Ratio by Office



# State of New Hampshire Department of Corrections



## FY 2022-2023 House Approved

### **Recruitment Marketing    FY 2022 \$200,000    FY 2023 \$200,000**

This funding will provide resources to market our vacant positions on social media and other advertising platforms to address our continuing urgent need to fill corrections officer and other direct care positions. Executive Order 2020-19 addresses the need for law enforcement agencies to recruit officers from minority communities and to develop a comprehensive plan and strategy to actively attract, recruit, and retain diverse law enforcement candidates. This funding would allow the DOC to implement the recruitment strategy of the comprehensive plan.

	New Hires			FY 2021
	FY 2018	FY 2019	FY 2020	YTD
Uniform	44	54	35	41
Civilian	46	56	53	34
Total	90	110	88	75

### **Body Worn Cameras    FY 2022 \$580,000    FY 2023 \$140,000**

The Department is currently purchasing body worn cameras for use in the NH State Prison for Men. Due to limited funding only 50 will be purchased. The Department respectfully requests consideration of funding the additional 194 body worn cameras necessary to have all corrections officers and probation/parole officers on duty outfitted with a camera.

The camera will attach to the uniform shirt of officers and will standardize video recording of interactions with residents and those on probation/parole and select auditing of staff supervision tasks. This approach is being adopted by correctional and law enforcement agencies throughout the country. The purpose is to enhance professional standards, professional accountability, and to mitigate false allegations made by residents and those on probation/parole against staff.

The FY 2022 funding will purchase the additional cameras, charging units, servers, data storage and software to view and manage the collected video. The FY 2023 funding will fund on-going warranty, video storage, software licenses and support.

# State of New Hampshire Department of Corrections



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## FY 2022-2023 House Approved

The following are HB 2 items pertaining to the Department. We hope to have the continued support of the Senate Finance Committee regarding these items.

The amendment of RSA 21-H will help in retention and promotion of experienced Group II staff into senior management positions. Allowing those with 10-15 years of Group II retirement classification to retain this classification, when promoted to senior management, will expand career path progression for Corrections staff.

*New Section; Department of Corrections; Officials; Status in Retirement System. Amend RSA 21-H by inserting after section 8-a the following new section:*

*21-H:8-b Status in Retirement System.*

*I. For purposes of classification under RSA 100-A, any person who is or become the assistant commissioner, the director or deputy director of professional standards, or the director or deputy director of community corrections, such person shall be included in the definition of correctional line personnel, as defined in RSA 100-A:1, VII under the retirement system, if such person was a group II member for at least 15 years prior to appointment in his or her position and shall remain in group II status for the duration of service in that position with the department.*

*II. For purposes of classification under RSA 100-A, any person who is or becomes the director of security and training, the director or deputy director of field services, or the director or deputy director of medical and psychiatric services, such person shall be included in the definition of correctional line personnel, as defined in RSA 100-A:1, VII under the retirement system, if such person was a group II member for at least 10 years prior to appointment in his or her position and shall remain in group II status for the duration of service in that position with the department.*

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The amendment of RSA 622:28-a aligns the purchasing limits of Correctional Industries with all other state agencies.

*Equipment Purchases. Amend RSA 622:28-a,V to read as follows:*

*V. All purchases of materials, supplies, and equipment into the inventory account shall be made in accordance with the provisions of RSA 21-I:11 and any equipment purchase in excess of ~~[\$5,000]~~ the approval threshold for contracts set by the governor and council manual of procedures, and made under the provisions of this section, shall require the prior approval of both the fiscal committee of the general court and the governor and council.*



# State of New Hampshire Department of Corrections



## FY 2022-2023 House Approved FY 2020-2021 compared to FY 2022-2023 House Approved General Funds (Parole Board not included)

GENERAL FUNDS (Does not Include Parole Board)		FY 2020	FY 2021	Difference	FY 2022	Difference	FY 2023
CLA	DESCRIPTION	Actual	Adjusted Authorized	between FY 2022 and FY 2021	House Approved Budget	between FY 2022 and FY 2023	House Approved Budget
010	Personnel Services-Permanent	45,440,751	55,431,074	(523,994)	54,907,080	3,153,688	58,060,768
011	Personnel Services-Unclassified	986,548	999,737	26,460	1,026,197	39,922	1,066,119
012	Personnel Services-Unclassified	259,071	249,163	(1)	249,162	9,585	258,747
017	Hazardous Duty/Longevity Teamsters	-	-	199,705	199,705	16,431	216,136
018	Overtime	13,662,063	5,756,910	(1,267,384)	4,489,526	-	4,489,526
019	Holiday Pay	983,595	966,699	43,301	1,010,000	15,150	1,025,150
050	Personal Services-Temporary	976,350	1,429,832	(48,600)	1,381,232	49,627	1,430,859
060	Benefits	33,156,393	37,981,684	2,416,284	40,397,968	2,175,405	42,573,373
	<b>Total Personnel Services ~75%</b>	<b>95,464,771</b>	<b>102,815,099</b>	<b>845,771</b>	<b>103,660,870</b>	<b>5,459,808</b>	<b>109,120,678</b>
101	Medical Payments to Providers	12,214,273	13,470,117	(1,318,392)	12,151,725	(1,578,551)	10,573,174
100	Prescription Drugs	4,677,066	3,549,459	677,369	4,226,828	(1,270,710)	2,956,118
	<b>Total Medical/RX ~12%</b>	<b>16,891,339</b>	<b>17,019,576</b>	<b>(641,023)</b>	<b>16,378,553</b>	<b>(2,849,261)</b>	<b>13,529,292</b>
023	Heat, Electricity & Water	3,927,186	4,727,304	(480,187)	4,247,117	56,242	4,303,359
027	OIT Expense	2,927,290	3,280,239	441,285	3,721,524	110,544	3,832,068
021	Food Institutions	2,730,118	2,762,618	32,500	2,795,118	32,500	2,827,618
020	Current Expense	1,474,519	1,505,497	11,459	1,516,956	30,284	1,547,240
	<b>Total Operations Expense &gt; 1% ~9%</b>	<b>11,059,113</b>	<b>12,275,658</b>	<b>5,057</b>	<b>12,280,715</b>	<b>229,570</b>	<b>12,510,285</b>
022	Rents & Leases Other than State	463,540	708,074	(208,048)	500,026	3,543	503,569
024	Maint, Other than Bldg/Grounds	114,266	102,000	4,707	106,707	-	106,707
026	Organizational Dues	5,855	6,630	(675)	5,955	-	5,955
028	Transfers to General Services	382,809	415,488	(6,330)	409,158	6,750	415,908
030	Equipment	579,352	563,717	26,783	590,500	(36,580)	553,920
037	Technology - Hardware	2,254	-	-	-	-	-
038	Technology - Software	1,178	-	-	-	-	-
039	Telecommunications	445,326	440,310	41,910	482,220	-	482,220
047	Own Forces Maint-Bldg/Grounds	233,150	196,576	38,683	235,259	-	235,259
048	Contract Maint-Bldg/Grounds	307,570	349,134	75,447	424,581	-	424,581
049	Transfer to Other State Agencies	26,151	28,330	849	29,179	2,079	31,258
057	Books, Periodicals, Subscriptions	19,192	13,710	(979)	12,731	-	12,731
061	Unemployment Comp	16,447	10,833	-	10,833	-	10,833
062	Workers' Comp	1,121,781	673,008	2	673,010	-	673,010
066	Employee Training	66,223	84,205	3,423	87,628	-	87,628
068	Remuneration	925,150	1,025,171	(60,236)	964,935	-	964,935
070	In-State Travel	313,145	385,531	(38,619)	346,912	-	346,912
080	Out-of-State Travel	5,209	8,837	(4,298)	4,539	50	4,589
089	Transfer to DAS Maintenance Fund	27,966	27,966	(1,222)	26,744	-	26,744
102	Contracts - Program Services	334,703	486,533	(218,338)	268,195	13,479	281,674
103	Contracts - Operational Services	142,957	120,925	24,288	145,213	-	145,213
211	Catastrophic Casualty Ins	20,152	21,827	(2,774)	19,053	1,815	20,868
230	Interpreter Service	1,276	1,276	-	1,276	-	1,276
242	Transportation of Inmates	9,432	100	-	100	-	100
	<b>Total Operations Expense &lt; 1% ~4%</b>	<b>5,565,084</b>	<b>5,670,181</b>	<b>(325,427)</b>	<b>5,344,754</b>	<b>(8,864)</b>	<b>5,335,890</b>
	<b>Total General Funds Request 100%</b>	<b>128,980,307</b>	<b>137,780,514</b>	<b>(115,622)</b>	<b>137,664,892</b>	<b>2,831,253</b>	<b>140,496,145</b>

# State of New Hampshire Department of Corrections



## FY 2022-2023 House Approved FY 2022-2023 Efficiency Request, Governor's Recommended and House Approved General Funds (Parole Board not included)

GENERAL FUNDS (Does not Include Parole Board)		FY 2022 Efficiency Expenditure Request*	FY 2022 Governor's Recommended	FY 2022 House Compared to Governor's	FY 2022 House Approved	FY 2023 Efficiency Expenditure Request*	FY 2023 Governor's Recommended	FY 2023 House Compared to Governor's	FY 2023 House Approved
CLA	DESCRIPTION								
010	Personnel Services-Permanent	55,289,734	53,270,949	1,636,131	54,907,080	58,466,297	56,407,541	1,653,227	58,060,768
011	Personnel Services-Unclassified	1,026,197	1,026,197	-	1,026,197	1,066,118	1,066,119	-	1,066,119
012	Personnel Services-Unclassified	249,164	249,162	-	249,162	258,747	258,747	-	258,747
017	Hazardous Duty/Longevity Teamsters	199,705	199,705	-	199,705	216,136	216,136	-	216,136
018	Overtime	4,489,526	4,390,715	98,811	4,489,526	4,489,526	4,390,715	98,811	4,489,526
019	Holiday Pay	1,010,000	971,554	38,446	1,010,000	1,025,150	986,127	39,023	1,025,150
050	Personal Services-Temporary	1,381,232	1,381,232	-	1,381,232	1,430,859	1,430,859	-	1,430,859
060	Benefits	40,970,842	39,331,323	1,066,645	40,397,968	43,199,592	41,475,679	1,097,694	42,573,373
	<b>Total Personnel Services</b>	<b>104,616,400</b>	<b>100,820,837</b>	<b>2,840,033</b>	<b>103,660,870</b>	<b>110,152,425</b>	<b>106,231,923</b>	<b>2,888,755</b>	<b>109,120,678</b>
101	Medical Payments to Providers	13,867,831	12,151,725	-	12,151,725	14,182,194	10,573,174	-	10,573,174
100	Prescription Drugs	4,726,828	4,226,828	-	4,226,828	5,056,118	2,956,118	-	2,956,118
	<b>Total Medical/RX</b>	<b>18,594,659</b>	<b>16,378,553</b>	<b>-</b>	<b>16,378,553</b>	<b>19,238,312</b>	<b>13,529,292</b>	<b>-</b>	<b>13,529,292</b>
023	Heat, Electricity & Water	4,247,117	4,230,499	16,618	4,247,117	4,303,359	4,286,537	16,822	4,303,359
027	OIT Expense	3,510,171	3,721,524	-	3,721,524	3,661,582	3,832,068	-	3,832,068
021	Food Institutions	2,795,118	2,795,118	-	2,795,118	2,827,618	2,827,618	-	2,827,618
020	Current Expense	1,516,956	1,507,089	9,867	1,516,956	1,547,240	1,537,176	10,064	1,547,240
	<b>Total Operations Expense &gt; 1%</b>	<b>12,069,362</b>	<b>12,254,230</b>	<b>26,485</b>	<b>12,280,715</b>	<b>12,339,799</b>	<b>12,483,399</b>	<b>26,886</b>	<b>12,510,285</b>
022	Rents & Leases Other than State	478,410	475,290	24,736	500,026	481,456	478,336	25,233	503,569
024	Maint, Other than Bldg/Grounds	106,707	106,179	528	106,707	106,707	106,179	528	106,707
026	Organizational Dues	5,955	5,955	-	5,955	5,955	5,955	-	5,955
028	Transfers to General Services	279,482	429,553	(20,395)	409,158	284,507	436,800	(20,892)	415,908
030	Equipment	590,500	580,318	10,182	590,500	553,920	544,422	9,498	553,920
039	Telecommunications	482,220	469,585	12,635	482,220	482,220	469,585	12,635	482,220
047	Own Forces Maint-Bldg/Grounds	235,259	235,259	-	235,259	235,259	235,259	-	235,259
048	Contract Maint-Bldg/Grounds	424,581	424,581	-	424,581	424,581	424,581	-	424,581
049	Transfer to Other State Agencies	29,179	29,179	-	29,179	31,258	31,258	-	31,258
057	Books, Periodicals, Subscriptions	12,731	7,731	5,000	12,731	12,731	7,731	5,000	12,731
061	Unemployment Comp	10,833	10,833	-	10,833	10,833	10,833	-	10,833
062	Workers' Comp	673,010	673,010	-	673,010	673,010	673,010	-	673,010
066	Employee Training	87,628	87,628	-	87,628	87,628	87,628	-	87,628
068	Remuneration	964,935	964,935	-	964,935	964,935	964,935	-	964,935
070	In-State Travel	346,912	340,283	6,629	346,912	346,912	340,283	6,629	346,912
080	Out-of-State Travel	4,539	4,539	-	4,539	4,589	4,589	-	4,589
089	Transfer to DAS Maintenance Fund	27,965	27,965	(1,221)	26,744	27,965	27,965	(1,221)	26,744
102	Contracts - Program Services	268,195	268,195	-	268,195	281,674	281,674	-	281,674
103	Contracts - Operational Services	145,213	138,499	6,714	145,213	145,213	138,499	6,714	145,213
211	Catastrophic Casualty Ins	20,333	19,053	-	19,053	22,278	20,868	-	20,868
230	Interpreter Service	1,276	1,276	-	1,276	1,276	1,276	-	1,276
242	Transportation of Inmates	100	100	-	100	100	100	-	100
	<b>Total Operations Expense &lt; 1%</b>	<b>5,195,963</b>	<b>5,299,946</b>	<b>44,808</b>	<b>5,344,754</b>	<b>5,185,007</b>	<b>5,291,766</b>	<b>44,124</b>	<b>5,335,890</b>
	<b>Total General Funds Request 100%</b>	<b>140,476,384</b>	<b>134,753,566</b>	<b>2,911,326</b>	<b>137,664,892</b>	<b>146,915,543</b>	<b>137,536,380</b>	<b>2,959,765</b>	<b>140,496,145</b>

\*Does not include additional prioritized needs

April 7, 2021



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The unfunding of six existing education positions will result in reduced programs and educational opportunities, as well as the reduced ability to get grant funding, expand vocational opportunities, and limited ability to appropriately conduct thorough program reviews and assessments.

**Reentry Programs and Services –**

**Program Coordinator #41524:** This position is responsible for coordinating and facilitating re-entry program services for residents at NHSPM and NHCWF, with some program coordination responsibilities at NCF. This includes implementing, supervising, monitoring and delivering evidence-based direct program services throughout the NH Department of Corrections' facilities and analyzing and interpreting data and policies in order to plan, implement and evaluate programming. This position is also responsible for the collection, organization, logging, securing and distribution of all resident forms of identification for NHSPM, NHCWF, and TWC.

**Impact:** The following programs will be impacted by the unfunding of this position. Elimination of the program will affect participation numbers, oversight of the programs, and future creation and implementation of new programs.

**Thinking for a Change**

Thinking for a Change group is a cognitive behavioral intervention. The three components of Thinking for a Change are: cognitive self-change, social skills, and problem solving skills. Cognitive self-change teaches individuals a concrete process for self-reflection aimed at uncovering antisocial thoughts, feelings, attitudes, and beliefs. Social skills instruction prepares group members to engage in pro-social interactions based on self-understanding and consideration of the impact of their actions on others. Problem solving skills integrates the two previous interventions to provide group members with an explicit step-by-step process for addressing challenging and stressful real life situations.

**Anger Management**

The Anger Management group will provide practical instruction about how one can be angry, but avoid aggressive behavior. In addition, help recognize situations in which one may have gotten angry unnecessarily and discusses how they can change their attitudes to avoid becoming angry needlessly. The group will allow offenders to explore causes of anger, experiences, pain and describe internal and external triggers. It will also touch on the differences between anger and aggressive actions and how to avoid letting anger lead to violence. Offenders will learn different types of coping strategies to include relation techniques, guidance about how to change negative thinking patterns to help them manage anger successfully.

**Employment Group (with NH Employment Security\*)**

The Employment Group is for individuals who are at least two years from their minimum parole date and of the appropriate classification level. Each group member will develop a cover letter and resume. The group will work to improve interviewing skills and learn how to discuss convictions with potential employers. Each member will have a chance to participate in mock interviews and receive feedback. The goal is to increase confidence in individuals and their chances of achieving their employment goals. Guest speakers will also present from NHES.

\*The NH Department of Employment Security has developed a series of presentations for job seekers and those looking to reenter the workforce after incarceration. COVID-19 has delayed these presentations.

**Reentry Group**

The Reentry Group focus' on preparing for reentry back into the community. The following topics are covered; Obtaining identification and health insurance, money management, housing and stress management. The goal is to offer support and information to help participants maintain stability once released to the community.



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Managing My Life (Journaling Program)

Managing my life - This Journal focuses on successful living skills. Financial responsibility, time management, physical health, living arrangements, legal issues, employment and coping skills are covered. Participants also work on developing 10 good habits for success.

Responsible Thinking (Journaling Program)

In the *Responsible Thinking* Journal, participants consider the connection between their thinking and their involvement in the criminal justice system. They weigh the payoffs and costs of their negative behavior and consider possible errors in thinking that lead to irresponsible and criminal behavior. Participants learn how to challenge and change their self-talk and practice decision-making and problem-solving skills.

Core Skills (Journaling Program)

In *Core Skills* participants focus on replacing irrational and criminogenic beliefs, improving self-control, practicing effective communication, building healthy relationships and creating a support network. Finally, they will have an opportunity to further commit to working their goals for positive change by developing a Statement of Change.

**Future programming in planning stages that will be impacted.**

Domestic Violence programming – Intimate Partner Abuse Education (Batterers Intervention)

Recent funding was acquired to purchase curriculum and facilitator guides. Training for staff to facilitate this program is being researched. The Program Coordinator will be tasked to organize and identify participants and receive group facilitation training.

Choose Love

Choose Love is a SEL (Social & Emotional Learning) which teaches both children and adults how to better understand and manage their emotions. It helps to develop self-awareness, strengthen relationships and develop responsible decision making skills. NHDOC, Division of Community Corrections is working with Choose Love NH Director Shannon Desilets and Choose Love Founder, Scarlett Lewis to implement Choose Love programming throughout the facilities. Although the curriculums are free, they are geared toward the school setting. CAST is a nonprofit education research and development organization that created the Universal Design for Learning (UDL) framework with the goal of making learning more inclusive. The goal of UDL is to “improve and optimize teaching and learning for all people based on scientific insights into how humans learn”. DCC is already working with CAST in our Education Department to learn the UDL framework, and DCC wants to utilize the UDL philosophy of learning for the Choose Love program. Teaching Choose Love in NHDOC facilities will improve the social emotional learning of all participants, with the goal of improving the resident’s relationships and interactions with their families and communities, better preparing them for reentry.



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**Education and Vocational Programs and Services –**

**Career and Technical Education Director (TI/College Professor) #12959:** This position is tasked with developing and implementing industry recognized certificate-training programs for the incarcerated students. Plans short and long-term organizational goals to ensure all programs are maintained in compliance with the state and federal standards for approval of CTE. Fosters partnerships with community educational organizations and employers.

Additional tasks and responsibilities:

- Development of competency-based vocational education and training for Correctional Industries (CI) apprentice and certificate programs and services.
- Participates in the development, adoption and implementation of curricula for CTE and CI programs. Reviews all career and technical education curriculum and materials to ensure consistency and conformance with overall agency objectives and policies and all relevant laws and administrative rules.
- Interfaces with post-secondary institutions to coordinate programs, develop articulation agreements, implement dual credit opportunities (e.g., Running Start) and expand the opportunities for all learners to access appropriate learning opportunities

**Outreach Coordinator (Teacher III) #42250:** This position is tasked with creating better partnerships and connections between NHDOC and employers and that skills and competencies that employers are looking for are being taught through education, career and technical education and industries programs. Additionally, this position has a certification in Comprehensive Family & Consumer Science Education; these classes help teach students more life skills.

Additional tasks and responsibilities:

- Develops and maintains relationships with workforce, industry, and high education partners for the purpose of developing, implementing, monitoring, and evaluating a comprehensive career and technology education (CTE) work-based learning program. Also, teaches classes that promote successful reintegration into employment and the community.
- Facilitates career exploration sessions with students and works with students and instructors by providing knowledge in resume writing and interview skills.
- Recruits new business partnerships to provide better learning opportunities for students; collects and analyzes career pathways and reports findings to community partners; and works with CTE leaders and teachers and industry experts to coordinate services and align required industry recognized competencies with classroom competencies to better prepare resident students for release.

**Special Education Teacher/ Commercial Driver’s License Preparation Program (Teacher II) #41455:**

**Impact:** Will no longer be able to run CDL Prep program.

Plans, outlines and teaches a range of academic subjects within his/her special education certification area(s) at levels required for successful remediation of low functioning adult learners while meeting Department of Education standards for high school curricula.

Adapts classroom and/or lab activities, teaching methods and academic materials to meet the special individualized needs of educationally disabled and/or educationally disadvantaged resident students. Meets with educators regarding necessary accommodations to the needs of special education resident students, solving problems and monitoring progress and submits progress reports on each resident student in the special education program with identification of strengths, weaknesses, objectives met and recommendations for further development and IEP structure.

Currently, this individual also instructs the CDL Course – Duties Include:

- Conducts Intakes of potential CDL students.
- Proctors TABE 11/12 and accesses Pre/Post Test results for CDL students.
- Develops lesson plans for CDL course.



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- Provides classroom instruction for CDL with embedded Adult Ed content.
- Instructs CDL students using the CDL simulator
- Prepares learning packets for CDL Remote Learning.
- Maintains attendance records.

**Math (Teacher I) #44331:**

**Impact:** Loss of Math Teacher I #44331 would result in less math class offerings and larger class size. Math is a struggle for many students and smaller class sizes and ability to provide more one on one support ensure success in this subject. Additionally, it provides no coverage if a teacher is out or a position becomes vacant in the future, resulting in a disruption of services.

**Guidance NCF (Teacher III) #42248:**

**Impact:** Loss of the above positions would reduce guidance services at NCF facility as well as reduce services at NHSP/M as the Guidance Counselor in Concord will have to take time to travel to NCF to fulfill some duties.

The Comprehensive Guidance Program at the Corrections Special School District is a central component within the school’s learning environment. The program provides not only the structure for all related activities and services, but for the planning and implementation that are required to serve students.

The Guidance Department offers educational counseling for course selection, pre-vocational needs, and close graduates. The program is inclusive, where all students are assisted as per their individual needs to make progress toward secondary school completion, participation in courses for enrichment purposes, vocational courses, and post-secondary education.

**Guidance activities that would be impacted at NCF:**

Intakes (Teachers would take over duties, reducing the number of classes they are able to teach at NCF)

Within 30 days of entry into the corrections system, residents meet with an Education Correctional Counselor/Case Manager to complete an Educational Intake covering educational history, high school information, completion status, career goals, vocational interests, and special education data. Information from this intake is stored within the educational database.

Request of Transcript and/or Request of Records (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

A request for the residents’ high school transcript is completed at the Educational Intake. Consenting to this request is optional for the resident. The request is then forwarded to the records clerk for processing.

Upon receipt of the high school transcript, the records clerk will verify high school completion status, note the receipt of the transcript, and if the resident has completed high school, the records clerk will enter the status into the database.

Transcript Entry (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

If the resident has not completed high school, the transcript is forwarded to the Education Correctional Counselor/Case Manager for data input of all classes and grades received from their original high school. This transfer of grades allows for a clearer picture of what is needed to complete the residents’ high school education.

Request of HiSET/GED Transcript (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

Students who disclose at intake the completion of a High School Equivalency Test (HiSET) or General Education Diploma (GED) will have the opportunity to sign a release of information for a copy of their HiSET/GED transcript. Upon receipt of the transcript, the records clerk will verify completion status and note the receipt of the transcript in the school database.



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Development of Graduation Worksheet (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

For students who have not completed high school, a graduation worksheet is developed using the student's original transcript. This document is helpful to both staff and student in developing a clear plan to move toward secondary school completion status. Credit is transferred towards New Hampshire high school credit standards. Duplicate credits are not counted toward completion. This document is available to students upon request; however, students who have already completed high school will not be issued a graduation worksheet.

Test of Adult Basic Education (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

The Test of Adult Basic Education is mandatory for students who plan to become a student with Corrections Special School District. This assessment measures grade level equivalency for reading, math, and language. The assessment is used to determine placement within specific core courses, the need for remediation, and is a factor for prevocational planning.

Prevocational Planning (Teachers would take over duties, reducing number of classes able to teach at NCF)

A pre-vocational plan may be needed to assist residents who do not possess the appropriate skill sets to succeed in the CSSD career and technical education curriculum. The necessity for prevocational planning is identified through the CSSD intake process. It is further acknowledged by the resident, with assistance of guidance personnel, in order to determine the course of education to best suit his needs upon release. The resident is then assigned a curriculum to assist him in achieving the necessary pre-requisite skills sets needed to succeed in a vocational program of his choice. Residents who are assigned a prevocational plan will meet with guidance staff once per quarter to review progress and to plan for the following quarter.

Job Fair (Teachers would take over duties, reducing number of classes able to teach at NCF)

Job fair is held on a quarterly basis and is an opportunity for students to meet with instructors, sign up for classes, and meet with other departments within the facility. Job Fair is announced to the residents several weeks before the event through job fair posters within the units and by announcement on Channel 99. Job fair posters include the upcoming academic schedule, and date, time, and place of the job fair.

Close Graduate Counseling (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

Students who are within four (4) mandatory credits of graduation meet with the guidance staff on a quarterly basis. This is an opportunity to discuss their program, plan for the upcoming semester, sign up for classes, and discuss plans for post-graduation. This may include continuing in a vocational or industry program, continuing in classes with education for the purpose of enrichment, or exploring post-secondary options.

HiSET (High School Equivalency Testing) (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

Corrections Special School District is a designated testing site for the HiSET exam. This exam consists of five subject areas: Reading, writing, math, science and social studies. Students may opt to participate in any one of the exams or the full battery. Students who successfully complete the full battery exam will be awarded a certificate from the State of New Hampshire, Department of Education. Preparation for the exam is highly recommended through HiSET Prep courses, English courses in both literature and writing, and math courses such as Algebra 1A and 1B and geometry. Students are responsible for the cost of the exam. Exams are offered at a reduced price in comparison to other adult education locations within the state.

Add/Drop classes (Teachers would take over duties, reducing number of classes able to teach at NCF)

Students who wish to add a class have an opportunity to do so during the first week of classes. Students will request to meet with guidance to discuss options and opportunities for adding classes. Instructors are informed of the request and have the option of adding the student based on varying factors such as seat availability and meeting pre-requisites. If the student is added to the class, this will be entered into the school database by guidance staff.



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Students who request to drop a class must meet with the instructor and a member of the guidance staff to discuss the reason for the request. Data is entered for the drop into the school database by the guidance staff.

Graduation (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

CSSD hosts graduation once per year during the summer months, barring unforeseen circumstances. Students who have met the requirements for completion of their high school diploma are invited and encouraged to participate in the graduation ceremony. Official diplomas, if not already issued, will be handed to the student during the ceremony.

Post-secondary School Counseling (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

Residents who have an interest in attending post-secondary school shall make an inquiry with guidance, and a copy of the Post-Secondary Options Handbook sent to the student. This handbook explains the policy and procedure for gaining entry to a post-secondary school, communication from the resident regarding each course to be taken, the procedure for ordering exams, and how to request an exam proctor. Cost of the post-secondary courses are at the residents' expense. Residents are not eligible for federal grants or loans to cover tuition or other costs.

Test Proctoring (Teachers would take over duties, reducing number of classes able to teach at NCF)

Test proctors are assigned through the guidance department for students attending a post-secondary school and must be a member of the CSSD staff. Proctors include guidance staff and instructors (if needed and available).

Parole Hearing Requests for Information (Guidance in Concord would take over, reducing abilities to perform other essential job functions).

The Education Record Clerk completes requests for parole hearing information regarding the educational history of the student. Records may include a cover sheet stating "Records Attached" or "No Records Found", transcripts of classes, verification of Career and Technical Education Certificates, and verification of HiSET or GED certificates completed while incarcerated. The packet is forwarded to the assigned case counselor/case manager.