

Fifth Judicial District
Department of Correctional Services

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Approved By:


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Approval Date: 09/09

Policy Manual

Unit: 5th Judicial District Substance Abuse
Treatment Programs

Subject: Quality Improvement

POLICY

The 5th Judicial District Substance Abuse Treatment Program has an ongoing quality improvement process.

The Substance Abuse Treatment Program will objectively and systematically monitor and evaluate the quality and appropriateness of client care, pursue opportunities to improve client care and resolve identified problems.

PROCEDURES

1. The Treatment Supervisor will have direct oversight of the Quality Improvement Process and may utilize clients, Program Staff, Residential Officers, Residential Supervisors, the Assistant District Director and the District Director in the evaluation of services and resolution of problems.
2. The Treatment Supervisor will gather information for Quality Improvement from a series of resources, to include but not limited to the following:
 - A. Information discussed during Program staff meetings
 - B. Information discussed during clinical supervision at the Women's Program
 - C. Information discussed during Client Council meetings
 - D. Treatment file reviews
 - E. Exit evaluations
 - F. Escape surveys
 - G. Client grievances and appeals
 - H. Working Alliance Inventory
 - I. Audits of individual and group sessions, intake and assessment, treatment orientation
3. The Treatment Supervisor will complete Quality Improvement Worksheets to document and track improvement of client care and/or resolution of the problem and to detect trends and patterns of performance. (Attached) This worksheet will include the following:
 - A. Identification of the problem, issue or situation
 - B. Impact on client care, clinical performance or program services
 - C. Analysis of the problem, issue or situation
 - D. Action Plans to improve client care, clinical performance or program services
 - 1) Specific action plan
 - 2) Responsible party
 - 3) Due date
 - 4) Completion date
4. The Treatment Supervisor will inform Program Staff of necessary outcomes and will communicate with supervisors of the facility and the Assistant District Director when other components of the Fort are involved.
5. The Treatment Supervisor will evaluate the effectiveness of the Quality Improvement Process at least annually, will relay outcomes to Program Staff and the Assistant District Director and will make revisions as necessary.