# Reference Sheet for Programming and Structured Time Tracking Spreadsheet

## Education

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Criminogenic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments</td>
<td></td>
</tr>
<tr>
<td>GED/Literacy Classes</td>
<td></td>
</tr>
<tr>
<td>School/College</td>
<td></td>
</tr>
<tr>
<td>Practice Test Sessions</td>
<td></td>
</tr>
<tr>
<td>Testing</td>
<td></td>
</tr>
<tr>
<td>Case Management/EPICS Driven Session</td>
<td></td>
</tr>
</tbody>
</table>

## Employment

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Criminogenic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments</td>
<td></td>
</tr>
<tr>
<td>Job Search, i.e., applications, recruiters, job fairs</td>
<td></td>
</tr>
<tr>
<td>Any Employment Class</td>
<td></td>
</tr>
<tr>
<td>Serv. Safe</td>
<td></td>
</tr>
<tr>
<td>Interviews</td>
<td></td>
</tr>
<tr>
<td>Employment Individuals, i.e., goal sheets</td>
<td></td>
</tr>
<tr>
<td>Vocational/Technical School</td>
<td></td>
</tr>
<tr>
<td>Re-entry - Employment Topics</td>
<td></td>
</tr>
</tbody>
</table>

## Financial Situation

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Criminogenic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments</td>
<td></td>
</tr>
<tr>
<td>Benefit Referrals, i.e., SS, Veterans, Medicaid, Job and Family Services</td>
<td></td>
</tr>
<tr>
<td>Re-entry – Financial Topics</td>
<td></td>
</tr>
</tbody>
</table>

## Family and Social Support

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Criminogenic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments</td>
<td></td>
</tr>
<tr>
<td>Structured Family Activities, i.e., family celebrations, PTA, school extra-curricular events, teacher’s meetings</td>
<td></td>
</tr>
<tr>
<td>Family/Couples Counseling</td>
<td></td>
</tr>
<tr>
<td>Re-entry – Family Topics</td>
<td></td>
</tr>
</tbody>
</table>
### Neighborhood Problems

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Criminogenic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Management/EPICS Driven Session</td>
<td>ATR Services</td>
</tr>
<tr>
<td></td>
<td>Referrals for Housing</td>
</tr>
<tr>
<td></td>
<td>Apartment/House Searching Activities</td>
</tr>
<tr>
<td></td>
<td>Re-entry – Neighborhood Topics</td>
</tr>
</tbody>
</table>

### Substance Use

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Criminogenic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment Readiness Group</td>
<td>Assessments</td>
</tr>
<tr>
<td>Out-Patient</td>
<td>12-Step Meetings</td>
</tr>
<tr>
<td>Intensive Out-Patient</td>
<td>Sponsor-related Activities</td>
</tr>
<tr>
<td>Intensive Out-Patient Individuals</td>
<td>Founder’s Day</td>
</tr>
<tr>
<td>Aftercare</td>
<td>Recovery Month Activities</td>
</tr>
<tr>
<td>K-2 Group</td>
<td>A Woman’s Journey</td>
</tr>
<tr>
<td>Opiate Group</td>
<td>Re-entry – Substance Use Topics</td>
</tr>
<tr>
<td>Case Management/EPICS Driven Session</td>
<td>Recovery Coach Sponsored Events</td>
</tr>
<tr>
<td>Recovery Coach/EPICS Driven</td>
<td></td>
</tr>
</tbody>
</table>

### Peer Associations

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Criminogenic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Management/EPICS Driven Session</td>
<td>Church Activities, i.e., interactive social clubs/meetings, single’s club, ladies guild</td>
</tr>
<tr>
<td></td>
<td>Pro-social Clubs with organized meetings, i.e., book clubs, work union</td>
</tr>
<tr>
<td></td>
<td>Referrals to events with the focus of meeting or interacting with pro-social people</td>
</tr>
</tbody>
</table>

### Criminal Attitudes and Behavioral Patterns

<table>
<thead>
<tr>
<th>Dosage</th>
<th>Criminogenic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thinking for a Change</td>
<td>Assessments, i.e., CTS, Anger Management</td>
</tr>
<tr>
<td>Thinking for a Change Individuals</td>
<td>Re-entry Support Meeting</td>
</tr>
<tr>
<td>Thinking Errors</td>
<td></td>
</tr>
<tr>
<td>Boosters</td>
<td></td>
</tr>
<tr>
<td>Social Skills Sessions</td>
<td></td>
</tr>
<tr>
<td>Motivation for Success/Orientation</td>
<td></td>
</tr>
<tr>
<td>New Directions</td>
<td></td>
</tr>
<tr>
<td>Anger Management</td>
<td></td>
</tr>
<tr>
<td>Coping Skills</td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
</tr>
<tr>
<td>Case Management/EPICS Driven Session</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Non-Criminogenic</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mental Health Sessions/Individual or Group</td>
<td>Meals</td>
</tr>
<tr>
<td>Crisis Counseling</td>
<td></td>
</tr>
<tr>
<td>Medical</td>
<td></td>
</tr>
<tr>
<td>Clothing Referrals</td>
<td></td>
</tr>
<tr>
<td>Planned Parenthood</td>
<td></td>
</tr>
<tr>
<td>HIV/STD Sessions</td>
<td></td>
</tr>
<tr>
<td>Criminal Non-Support</td>
<td></td>
</tr>
<tr>
<td>Church Services</td>
<td></td>
</tr>
<tr>
<td>Bible Study</td>
<td></td>
</tr>
<tr>
<td>Sunday School</td>
<td></td>
</tr>
<tr>
<td>Nutrition Classes</td>
<td></td>
</tr>
<tr>
<td>Life Management Skills</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Time staff practice social skills with clients on the floor can be counted for dosage hours as the topic relates to all the criminogenic needs.

INSTRUCTIONS

- Spread Sheet is to be updated weekly.
- Record times in 15 minute increments
- Use information to evaluate client performance and progression through the program.