



SERVICE PROPOSAL

February 28, 2020

The University of Cincinnati Corrections Institute (UCCI) proposes to provide services for the Montana Department of Corrections (Sponsor) in the form of training on UC's Evidence-Based Correctional Program Checklist (CPC); training on the CPC – Group Assessment (CPC-GA); training on Core Correctional Practices (CCP) for new end users, a booster training for existing users, and a training of trainers; and onsite technical assistance to enhance risk and needs assessment throughout the state. Details of the proposed scope of work, the estimated costs and proposed timeline for meeting deliverables, and agency requirements are described in the remaining sections of this proposal.

SCOPE OF WORK

CPC Training

The Evidence-Based Correctional Program Checklist (CPC) is a tool developed by the University of Cincinnati Corrections Institute (UCCI) for assessing correctional intervention programs. The CPC is designed to evaluate the extent to which correctional intervention programs adhere to evidence-based practices (EBP) including the principles of effective interventions. Data from four studiesⁱ conducted by UCCI on both adult and youth programs were used to develop and validate the CPC indicators. These studies produced strong correlations between outcome (i.e., recidivism) and individual items, domains, areas, and overall score. Two additional studiesⁱⁱ have confirmed that CPC scores are correlated with recidivism and a large body of research exists that supports the indicators on the CPC.ⁱⁱⁱ To continue to align with updates in the field of offender rehabilitation, the CPC has been revised twice. A substantial revision was released in 2015 (CPC 2.0) and in 2019, minor revisions were made (CPC 2.1). Throughout this document, all references to the CPC are a direct reference to the revised CPC 2.1 version of the assessment tool. UCCI offers an end user training for the CPC for up to 16 trainees. This training allows for the development of internal capacity to sustain long-term program evaluation and improvement processes. The training process consists of a series of steps that ends in a certification decision for each trainee. These steps, as well as a full description of the CPC, are outlined in the CPC 2.1 Training Protocol (Attachment A).

CPC-GA Training

The CPC-GA is a program evaluation tool created by UCCI. It is very similar the CPC, but the CPC-GA should be used for smaller treatment programs or stand-alone treatment groups. It contains a smaller number of indicators than the original CPC and is more focused on the program service delivery. UCCI offers a 3-day onsite training on the CPC-GA for up to 16 trainees who have been previously certified as in use of the base CPC tool. This training allows for the development of internal capacity to sustain long-term program evaluation and improvement processes. A description of the CPC-GA is attached to this proposal (Attachment B).

CCP Training

In the 1980's, Andrews and Keissling introduced Core Correctional Practices, commonly referred to as

CCPs, as a way to increase the therapeutic potential of rehabilitation. CCPs are approaches staff should utilize with participants. Research shows, if implemented properly, CCP can reduce recidivism by teaching participants how to engage in long-term prosocial behavior. To provide instruction on these practices, UCCI has developed a training that instructs criminal and juvenile justice workers on the core skills needed to support cognitive behavioral programming. The training is relevant to direct care, security staff, and treatment staff. Specific topics to be discussed include: (a) a brief description of the principles of effective intervention, (b) an overview of the core correctional practices (relationships skills, effective use of reinforcement, effective use of disapproval, effective use of authority, prosocial modeling, cognitive restructuring, social skills training and problem solving skills), (c) practice of each of the core correctional practices occurs and implementation strategies are discussed, (d) principles of an effective behavior management system are emphasized. UCCI can provide an onsite CCP end user training for up to 30 staff and an onsite training-of-trainers session for up to 12 staff. To be eligible to participate in the trainer session, Sponsor staff must have 1) successfully completed the 2-day facilitator training, and 2) demonstrate an understanding of CCP concepts and applications. A detailed description of the CCP training is included in Attachment C.

In addition to the standard trainings described above, UCCI offers an additional training option for staff previously trained on CCP. CCP Interaction Skills training is a 2-day onsite training that builds off of the CCP end user training to help staff develop the skills necessary to provide more strategic use of CCP based on scenarios that simulate real world situations. As a result, this session will not only provide additional means of program fidelity, but also allow the Sponsor and UCCI to best gauge staff skill level for entrance into the CCP Training of trainer’s session.

Risk/Needs Assessment Technical Assistance

To enhance fidelity of the implementation of the risk/needs assessment throughout the state, UCCI will provide customized onsite technical assistance. Two UCCI staff members will visit the state for one week (five consecutive business days) to conduct a comprehensive assessment of the critical needs pertaining to risk/needs assessment. During this first visit, the UCCI staff will meet with the appropriate leadership in the state (e.g., administrators, judges) and conduct initial interrater reliability exercises with trained assessors to determine the level of accuracy and consistency in scoring assessments. Based the results of this site visit, the UCCI staff will then develop strategies to enhance the use of risk/needs assessments, and return for another week (five consecutive business days) to train staff in critical need areas.

DELIVERABLES, TIMELINE, AND COSTS FOR SERVICES

The proposed services will begin upon execution of the contract with an expected completion date of August 31, 2020. The proposed deliverables and estimated costs for services are shown in the table below.

Deliverable	Estimated Costs
CPC Training for up to 16 trainees	\$39,000
CPC-GA Training for up to 16 trainees	\$32,250
Core Correctional Practices End-User Training for up to 30 trainees	\$10,500
Core Correctional Practices Interaction Skills Training for up to 20 trainees	\$10,500
Core Correctional Practices Training of Trainers for up to 12 trainees	\$19,500
Risk/Needs Assessment Onsite Technical Assistance with two UCCI staff for a total of 10 days	\$36,500
Off-site TA (up to 40 hours at \$125 per hour)	\$5,000
Total Estimated Costs	\$153,250

Costs are inclusive of UCCI staff salaries/benefits, travel accommodations/expenses, training material production/shipment, and administrative costs. Expenses for ADOC staff salaries/benefits and travel accommodations/expenses are not included in this estimate.

SPONSOR REQUIREMENTS

For onsite technical assistance and services, the Montana DOC will need to support UCCI's abilities to conduct the program assessments. This may include, but is not limited to, table and chairs in a semi-private room to conduct staff interviews, and support in scheduling/coordination of staff interviews/observations.

For training services, the sponsor will need to provide a training room large enough to accommodate individual training capacity. This training room will need:

- Projector and Screen to show a Power Point presentation
- Audio/Visual capabilities to show training videos
- Tables with chairs for trainees, preferable in a U-shape for trainings up to 30 trainees
- Flip Chart (self-sticking to the wall, or a roll of painter's tape to hang sheets up)
- Flip Chart markers

Additionally, some trainings may require a breakout room for half of the trainees to split into a smaller group and practice taught skills. This breakout room will need the same items as the main training room.

For offsite technical assistance services, the sponsor will need phone and/or video conference calling capabilities.

CONTRACTUAL AGREEMENT

The University of Cincinnati Corrections Institute (UCCI) agrees to provide these services as outlined through a business contracting partnership with the University of Cincinnati. All contract terms and conditions are subject to approval of both entities. UCCI performs all or part of the services; will comply with all UC's obligations to set forth in the agreement established.

The fees included in this proposal are only valid for 120 days from the date of this document. Please note that if a signed agreement is not executed within that time period, UCCI reserves the right to rescind the proposal and offer a new proposal with updated pricing.

ATTACHMENT A: CPC 2.1 Training Protocol

The Evidence-Based Correctional Program Checklist (CPC) is a tool developed by the University of Cincinnati Corrections Institute (UCCI) for assessing correctional intervention programs. The CPC is designed to evaluate the extent to which correctional intervention programs adhere to evidence-based practices (EBP) including the principles of effective interventions. Data from four studies conducted by UCCI on both adult and youth programs were used to develop and validate the CPC indicators. These studies produced strong correlations between outcome (i.e., recidivism) and individual items, domains, areas, and overall score. Two additional studies have confirmed that CPC scores are correlated with recidivism, and a large body of research exists that supports the indicators on the CPC.

To continue to align with updates in the field of offender rehabilitation, the CPC has been revised twice. A substantial revision was released in 2015 (CPC 2.0) and in 2019, minor revisions were made (CPC 2.1). Throughout this document, all references to the CPC are a direct reference to the revised CPC 2.1 version of the assessment tool. UCCI offers an end user training for the CPC. This training allows for the development of internal capacity to sustain long-term program evaluation and improvement processes. A description of the CPC, the available CPC variations, and the end user training process is outlined below.

Description of the Instrument

The CPC is divided into two basic areas: capacity and content. Capacity measures whether a correctional program has the capability to deliver evidence-based interventions and services for justice involved participants. There are three domains in the capacity area including: Program Leadership and Development, Staff Characteristics, and Quality Assurance. The content area includes the Offender Assessment and Treatment Characteristics domains. This area focuses on the extent to which the program meets certain elements of the principles of effective interventions. The CPC is comprised of a total of 73 indicators, worth up to 79 possible points. Each domain, each area, and the overall score are tallied and rated as either Very High Adherence to EBP (65% to 100%); High Adherence to EBP (55% to 64%); Moderate Adherence to EBP (46% to 54%); or Low Adherence to EBP (45% or less). It should be noted that not all of the five domains are given equal weight, and some items may be considered "not applicable" in the evaluation process.

The CPC assessment process requires a site visit to collect various program traces. These include, but are not limited to: interviews with executive staff (e.g., program director and clinical supervisor), direct service delivery staff, and key program staff; interviews with program participants; observation of direct services; and review of relevant program materials (e.g., participant files, program policies and procedures, treatment curricula, handbooks, etc.). Once the information is gathered and reviewed, assessors score the tool. When the program has met a CPC indicator, it is considered an area of strength for the program. When the program has not met an indicator, it is viewed an area in need of improvement. For each area in need of improvement, the assessors craft a practical recommendation to help the program develop a plan to better align with current research.

All of the assessment results are compiled into a report where program scores are also compared to the average scores across all programs that have been assessed with the CPC. The report is first issued in draft form and feedback from the program is sought. Once feedback from the program is received and considered, a final report is submitted. Unless otherwise discussed, the scores and report are the property of the program/agency requesting the CPC and UCCI will not disseminate the results without prior program approval. The scores from each program assessed are added to our CPC database, which we use to update scoring norms.

There are several limitations to the CPC that should be noted. First, the instrument is based upon an “ideal” program; that is, the criteria have been developed from a large body of research and knowledge that combines the best practices from the empirical literature on “what works” in reducing recidivism. As such, no program will ever score 100% on the CPC. Second, as with any explorative process, objectivity and reliability are an issue. Although steps are taken to ensure that the information gathered is reliable and accurate, given the nature of the process, decisions about the information and data gathered are invariably made by the assessors. Third, the process is time-specific. The program may have plans for future changes or modifications; however, only those activities and processes in place at the time of the review are considered for scoring. Fourth, the process does not take into account all of the “systems” issues that can affect the integrity of the program. Finally, the process does not address the reasons why certain practices do or do not take place. Rather, the process is designed to determine the overall integrity of the program.

Despite these limitations, there are a number of advantages to this process. First, it is applicable to a wide range of programs. Second, all of the CPC indicators have been found to be correlated with reductions in recidivism. Third, the process provides a measure of program integrity and quality; it provides insight into the “black box” of a program, something an outcome study alone does not provide. Fourth, the results can be obtained relatively quickly; usually the site visit process takes a day or two and the report process described above, is completed within three months of the assessment date. Fifth, it identifies the strengths and areas for improvement for a program as well as specific recommendations that will bring the program closer in adherence to EBP. Finally, it allows for benchmarking. Comparisons with other programs that have been assessed using the same criteria are provided. Since program integrity and quality can change over time, it also allows a program to reassess its adherence to EBP.

CPC Variations

Different versions of the CPC have been created for use in different types of correctional contexts, allowing for increased specification for commonly seen types of programs. The CPC-Group Assessment (CPC-GA) is geared toward stand-alone groups (e.g., Thinking for a Change®, Aggression Replacement Training®, outpatient substance abuse, etc.). The CPC-Drug Court (CPC-DC) is used to assess therapeutic courts, as well as the corresponding agencies providing treatment services for the court. The CPC-Community Supervision Agency (CPC-CSA) is used to assess probation and parole departments and corresponding agencies providing treatment services for the department. Finally, UCCI is in the process of developing the CPC-Vocation/Education Program (CPC-VEP) that will be used to assess correctional education programs. UCCI can conduct CPC assessments as well as train governmental agencies to conduct CPC assessments. Training in any of the variations first requires an end user certification in the CPC.

Overview of the Initial CPC End User Training

The CPC training protocol encompasses an initial four-day training session. UCCI staff typically travel to the agency to complete the training session. The first two days involve a didactic presentation in which the trainers review the principles of effective interventions and CPC research. Further, participation exercises ensure trainee comfort with the CPC indicators and scoring criteria. The third day of the training is spent at a program for the purposes of conducting a mock CPC assessment. During this time, trainees will observe interviews with staff and program participants, observe treatment sessions, and review client files as well as other relevant program materials. Trainees are also observed conducting various interviews and are provided feedback on their performance. On the fourth day of the training, the trainers and trainees score the CPC based on the information collected during the site visit. The last day of the training concludes with the trainees taking a certification quiz and planning the next steps in the CPC end user certification requirements. The trainers will write the CPC report based on the site visit to be distributed amongst the trainees within six to eight weeks of the initial training. Trainees will review the report and provide recommendations and the draft report will be submitted to the program. The program will be provided the

opportunity to respond in writing and a final report will be provided to the program and the trainees.

UCCI can accommodate eight trainees with two trainers. We divide the training participants into two smaller groups during the site visit (four participants per trainer). This is done in order to minimize the disruption to the correctional agency and ensure all trainees receive exposure to the different evaluation components. Moreover, limiting the number of trainees to eight allows us to better assess the knowledge and skills of the participants. Please see the training agenda in Appendix A for more details on the specific topics covered during the in-person training.

Selection of Trainees

It is extremely helpful for all trainees to have prior knowledge and experience working with offender populations. As such, we strongly recommend that trainees have: (1) a graduate degree in a helping profession and at least two years of corrections experience; or (2) an undergraduate degree in a helping profession and at least three years of corrections experience. In order to avoid conflicts of interest, we do not train contract providers or private entities; only state or county employees are eligible to attend the training. It should be noted, however, that we are willing to assess prospective participants on a case-by-case basis.

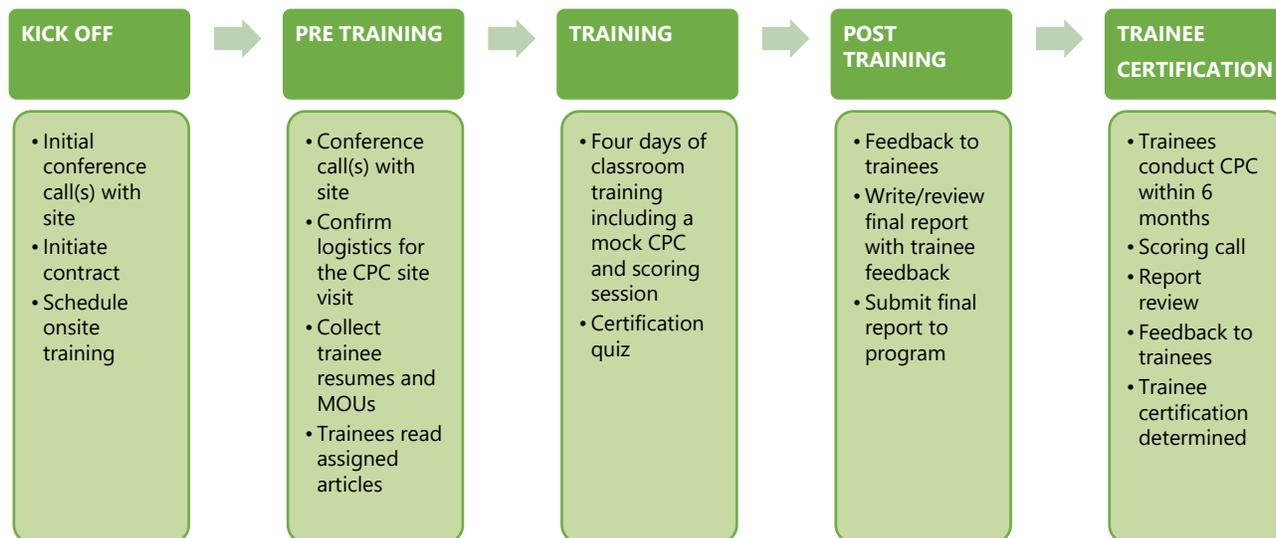
IMPORTANT: All trainees should forward their resumes to UCCI in order to be approved prior to the initial training. All trainees must read all of the required readings prior to the formal training. Please see Appendix B for a list of readings that will be disseminated to trainees prior to the initial training. It is critical that trainees attend all four days of training. Please note that we will not certify trainees who are absent for any part of the formal training.

Certification of Trainees

Trainees are evaluated as satisfactory (S) or unsatisfactory (U) on four components: Performance in the training and mock assessment conducted as part of the four-day training process; score on the CPC Certification Quiz taken during the four-day training process (must score 80% or higher to receive an S); knowledge and application of the scoring criteria in a scoring session conducted after the first independent CPC assessment; and performance in the writing of a CPC report. Trainees must be rated as satisfactory in at least three of the four components to be certified as a CPC assessor.

After the training, each trainee will be provided a document indicating their performance during the training and their test score. They will also receive a copy of their test to review. Trainees are required to assess a program as soon as possible after the initial training—at least within six months from the in-person training. Should a trainee not qualify for CPC certification through the initial training, supplementary opportunities for certification can be discussed with UCCI. If substantial assistance and coaching is needed from UCCI, additional costs may be required (process and pricing to be determined on an individual basis).

Below is a flowchart of the training process:



Ongoing Use of the Instrument

There is no cost to use the tool once training has been completed and trainees have been certified in the CPC. Scores for each program assessed with the CPC must be forwarded to UCCI. We review these scores for quality assurance purposes and scores will also be added to our database to calculate norms. We will not release the results under any circumstances, nor will we publish any program specific findings. Trainees will also be required to sign a memorandum of understanding with UCCI. Please note that successful completion of the training protocol does not certify participants to train others on the use of the instrument. As a general rule, we do not offer a training of trainers (ToT) on the CPC.

Memorandum of Understanding (MOU)

Individuals certified as CPC assessors are only permitted to conduct CPC assessments within the scope of their employment with the contracting agency. Individuals are not permitted to conduct an assessment outside of their employment or current relationship with the contracting agency, as an independent contractor or consultant, either for profit, or in any way that competes with the training offered by UCCI. Any exceptions to this must be granted by UCCI. If a certified end user is no longer with the contracting agency, they forfeit all rights to conduct CPC assessments unless specific permission is granted by UCCI. At the time of the training, all trainees are required to sign the MOU (see Appendix C) that outlines these restrictions. If participants do not sign the agreement, they will not be certified.

Training and Certification in the CPC Variations

Once trainees are certified as an end user on the CPC, they are eligible to be trained as an end user in the CPC-GA, CPC-DC, and CPC-CSA. Trainees may be provided additional reading materials in advance of the training and these readings should be read in their entirety in advance of the training.

Training on these tools typically lasts two and a half days. Trainees spend one day in the classroom to review the scoring criteria and prepare for the site visit, one day conducting the evaluation, and a half of a day scoring the program and crafting recommendations to be included in the report. Trainees will take the lead on writing the report, which will be approved by UCCI staff and then submitted to the program by the trainees. Trainees will be certified given a satisfactory performance during the training and report writing process. UCCI will not certify trainees who are absent for any part of the formal training.

Attachment B: Summary of the Evidence-Based Correctional Program Checklist – Group Assessment

The Evidence-Based Correctional Program Checklist-Group Assessment (CPC-GA) is a program evaluation tool developed by the University of Cincinnati Corrections Institute (UCCI)^{iv} for assessing limited scope treatment programs and stand-alone treatment groups offered to justice involved participants. Examples of programs and groups appropriate for CPC-GA assessment include an outpatient service targeting one need area (e.g., outpatient substance abuse treatment), a program that only offers case management or individual services, a single service at an agency or facility that offers a variety of services, or a stand-alone group like Thinking for a Change.^v

The CPC-GA is designed to evaluate the extent to which correctional intervention programs adhere to evidence-based practices (EBP) including the principles of effective interventions. Data from three studies^{vi} conducted by UCCI on both adult and youth programs were used to develop and validate the CPC-GA indicators. These studies produced strong correlations between outcome (i.e., recidivism) and individual items, domains, areas, and overall score. One independent study^{vii} has confirmed that CPC-GA scores are correlated with recidivism and a body of research exists that supports the indicators on the CPC-GA.^{viii} To continue to align with updates in the field of offender rehabilitation, the CPC-GA was revised in 2020. Throughout this document, all references to the CPC-GA are a direct reference to the revised CPC-GA 2.0 version of the assessment tool.

The CPC-GA is divided into two basic areas: content and capacity. Capacity measures whether a program has the capability to deliver evidence-based interventions for justice involved participants. There are two domains in the capacity area: Program Staff and Support and Quality Assurance. The content area includes the Offender Assessment and Treatment Characteristics domains. This area focuses on the extent to which the program meets certain elements of the principles of effective interventions. The Treatment Characteristics domain is designed to measure the program's use of core correctional practices. The CPC-GA is comprised of 50 indicators, worth up to 55 possible points. Each domain, each area, and the overall score are tallied and rated as either Very High Adherence to EBP (65% to 100%); High Adherence to EBP (55% to 64%); Moderate Adherence to EBP (46% to 54%); or Low Adherence to EBP (45% or less). It should be noted that not all of the domains are given equal weight, and some items may be considered "not applicable" in the evaluation process.

The CPC-GA assessment process requires a site visit to collect various program traces. These include, but are not limited to: interviews with executive staff (e.g., program coordinator); direct service delivery staff (e.g., group facilitators, case managers, etc.); interviews with participants; observation of direct services; and review of relevant program materials (e.g., offender files, program policies and procedures, treatment curricula, client handbook, etc.). Once the information is gathered and reviewed, the program is scored. When the program has met a CPC-GA indicator, it is considered a strength. When the program has not met an indicator, it is considered an area in need of improvement. For each area in need of improvement, the assessors craft a recommendation to assist the program in better aligning with what the research deems effective for that program. A report is generated which contains all of this information. In the report, program scores are also compared to the average scores across all programs that have been assessed with the CPC-GA. The report is first issued in draft form and feedback from the program is sought. Once feedback from the program is received, a final report is submitted. Unless otherwise discussed, the report is the property of the agency requesting the CPC-GA and UCCI will not disseminate the report without prior program approval. The scores from each program assessed are added to our CPC-GA database, which we use to update scoring norms.

There are several limitations to the CPC-GA that should be noted. First, the instrument is based upon an

“ideal” program; that is, the criteria have been developed from a large body of research and knowledge that combines the best practices from the empirical literature on “what works” in reducing recidivism. As such, no program will ever score 100% on the CPC-GA. Second, as with any explorative process, objectivity and reliability are an issue. Although steps are taken to ensure that the information gathered is reliable and accurate, given the nature of the process, decisions about the information and data gathered are invariably made by the assessors. Third, the process is time-specific. Changes or modifications may be planned for the future or may be under consideration; however, only those activities and processes that are present at the time of the review are considered for scoring. Fourth, the process does not take into account all of the “system” issues that can affect the integrity of the program. Finally, the process does not address the reasons why certain practices do or do not take place. Rather, the process is designed to determine the overall integrity of the program.

Despite these limitations, there are a number of advantages to this process. First, it is applicable to a wide range of programs and groups. Second, the indicators included in the CPC-GA have been found to be correlated with reductions in recidivism. Third, the process provides a measure of program integrity and quality; it provides insight into the “black box” of a program, something an outcome study alone does not provide. Fourth, the results can be obtained relatively quickly; usually the site visit process takes a day and a report is generated within two to three months. Fifth, it identifies the strengths and areas for improvement for a program as well as specific recommendations that will bring the program closer in adherence to evidence-based practices. Finally, it allows for benchmarking. Comparisons with other programs that have been assessed using the same criteria are provided. Since program integrity and quality can change over time, it also allows a program to reassess its adherence to evidence-based practices.

Attachment C:
Core Correctional Practices (CCP) Training of Trainers (ToT) Protocol

The University of Cincinnati Corrections Institute (UCCI) offers a Train of Trainer (ToT) process for UC's *Core Correctional Practices* training (CCP). As such, agencies and organizations can develop internal capacity and sustain long-term use of CCP's within the provision of services. A description of the ToT process, the staff selection and certification criteria, and costs are outlined below.

General Description of Training-of-Trainers

The CCP ToT is a 5-day training that prepares staff previously trained in CCP to train other staff. UCCI-approved Master Trainers provide the ToT training. The maximum number of ToT training participants is 6 individuals for each master trainer.

The training covers CCP training logistics, content and strategies. It also provides the opportunity for each participant to practice delivering training via teach backs and a live end-user session. The full training is designed to allow the participant to demonstrate the essential CCP trainer lessons, during which Master Trainers measure participant ability to deliver the training. At the end of the ToT training, participants will be administered a written examination. The exam tests on specific training content learned throughout the training, as well as the trainer's knowledge of CCP and their application.

ToT Selection Criteria

To be selected for this training, staff must meet the following requirements:

- 1) Attended and participated in a 2-day CCP end-user training as conducted by a UCCI certified CCP trainer; and
- 2) Demonstrate an understanding of CCP concepts, tools, and applications.

ToT Participant Selection Guidelines

In addition to attending the initial end user 2-day CCP training individuals selected to attend ToT training should:

- 1) Possess skill and comfort with public speaking, preferably with experience conducting trainings;
- 2) Demonstrate a thorough understanding of cognitive-behavioral interventions, core correctional practices, and evidence-based strategies for correctional treatment;
- 3) Value and skillfully these correctional practices in their daily interactions with offenders;
- 4) Have a flexible schedule that allows for training time, supported by your organization;
- 5) Be a reliable and long-term employee within your agency; and
- 6) Express interest and enthusiasm in becoming a trainer.

ToT Participant Certification

Based upon training participation and training ratings and written examination scores, ToT participants will be classified into one of three categories: 1) Certified Trainer; 2) Co-Trainer; or 3) Uncertified.

Upon receiving certification status from UCCI the training and receiving acceptable scores on teach-backs and the exam, Certified Trainers may begin training CCP within their agency immediately. If a participant does not meet the expectations needed to be certified, the individual may be considered a Co-Trainer. These individuals require additional practice delivering the material or learning the key concepts and must co-train with a Certified Trainer until deemed appropriate for certification by the Master Trainer and approved by UCCI (process and pricing to be determined on an individual basis).

Uncertified participants are individuals who were unable to successfully complete the training requirements. Cases are rare when an individual is appropriately selected for the training and then does

not demonstrate the necessary skills for certification. However, if the UCCI Master Trainer, via objective evidence, determines a participant is unable to demonstrate the necessary trainer skills needed, the person will not be certified.

To be certified as either a Certified Trainer or a Co-Trainer, ToT participants must:

- 1) Attend the entire 5-day ToT Training (3-days in class with a UCCI Master Trainer and 2-days delivering the live end-user training under the observation of UCCI Master Trainer¹);
- 2) Fully participate in the 5-day training process;
- 3) Pass the written examination; and
- 4) Receive an acceptable rating score from the UCCI Master Trainer on their ability to effectively deliver the training material.

ToT Training Agreement and MOU

Individuals certified as Trainers on this program are only permitted to train within the scope of their employment with the contracting agency. **Individuals are not permitted to train outside of their employment or current relationship with the contracting agency, as an independent contractor or consultant, either for profit, or in any way that competes with the training offered by UCCI.** Any exceptions to this must be granted by UCCI. If a certified trainer is no longer with the contracting agency, they forfeit all rights to train the material unless specific permission is granted by UCCI. All trainers are required to sign the following MOU (last page of this document) at the time of the training which outlines these restrictions. If participants do not sign the agreement, they will not be certified.

¹ The agency is responsible for organizing the 2-day live end-user training and responsible for providing the training materials needed for the 2-day live end-user portion. UCCI will supply electronic versions of the material along with assembly instructions for the manuals.

**UNIVERSITY OF CINCINNATI (UC)
CORE CORRECTIONAL PRACTICES (CCP)
TRAIN-OF-TRAINERS (TOT) MEMORANDUM OF UNDERSTANDING**

Under this Agreement, _____ (PRINT AGENCY TRAINER NAME), from _____ (PRINT AGENCY NAME), I consent to the following:

- (a) I acknowledge and understand UC's *Core Correctional Practices* (CCP) Training-of-trainers protocol as outlined in the attached description.
- (b) I forfeit all rights to train UC's *Core Correctional Practices* (CCP) material upon termination of employment with the contracting agency, full-time, part-time or contractual, unless specific permission is granted by the University of Cincinnati Corrections Institute (UCCI).
- (c) I will not train UC's *Core Correctional Practices* (CCP) outside of my employment or current relationship with the contracting agency, as an independent contractor or consultant, either for profit, or in any way that competes with the training offered by the University of Cincinnati Corrections Institute (UCCI).
- (d) Upon completion of each training session, I will submit the names/titles/email addresses of all trainees who completed the full end user training (if applicable, identifying pass/fail status of certification exam) to the University of Cincinnati Corrections Institute (UCCI) via email at corrections.institute@uc.edu.
- (e) I recognize that the University of Cincinnati holds ownership and copyright of UC's *Core Correctional Practices* (CCP) curriculum, and as such I will abide by all copyright laws and restrictions as outlined by the curriculum.

Trainee

Date

University of Cincinnati Representative

Date

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- ⁱ A large component of this research involved the identification of program characteristics that were correlated with recidivism outcomes. References include:
1. Lowenkamp, C. T., & Latessa, E. J. (2002). Evaluation of Ohio's community-based correctional facilities and halfway house programs: Final report. Cincinnati, OH: University of Cincinnati, Center for Criminal Justice Research, Division of Criminal Justice.
 2. Lowenkamp, C. T., & Latessa, E. J. (2005a). Evaluation of Ohio's CCA funded programs. Final report. Cincinnati, OH: University of Cincinnati, Center for Criminal Justice Research, Division of Criminal Justice.
 3. Lowenkamp, C. T., & Latessa, E. J. (2005b). Evaluation of Ohio's RECLAIM funded programs, community corrections facilities, and DYS facilities. Final report. Cincinnati, OH: University of Cincinnati, Center for Criminal Justice Research, Division of Criminal Justice.
 4. Latessa, E., Lovins, L. B., & Smith, P. (2010). Follow-up evaluation of Ohio's community-based correctional facility and halfway house programs—Outcome study. Final report. Cincinnati, OH: University of Cincinnati, Center for Criminal Justice Research, School of Criminal Justice.
- ⁱⁱ Makarios, M., Lovins, L. B., Myer, A. J., & Latessa, E. (2019). Treatment Integrity and Recidivism among Sex Offenders: The Relationship between CPC Scores and Program Effectiveness. *Corrections*, 4(2), 112-125; and Ostermann, M., & Hyatt, J. M. (2018). When frontloading backfires: Exploring the impact of outsourcing correctional interventions on mechanisms of social control. *Law & Social Inquiry*, 43(4), 1308-1339.
- ⁱⁱⁱ Upon request, UCCI can provide the CPC 2.1 Item Reference List which outlines the UCCI and independent research that supports the indicators on the CPC.
- ^{iv} In the past, UCCI has been referred to as the University of Cincinnati (UC), UC School of Criminal Justice, or the UC Center for Criminal Justice Research (CCJR). We now use the UCCI designation.
- ^v Programs that do not fit this description should be assessed with the Evidence-Based Correctional Program Checklist (CPC).
- ^{vi} A large component of this research involved the identification of program characteristics that were correlated with recidivism outcomes. References include:
1. Lowenkamp, C. T., & Latessa, E. J. (2002). Evaluation of Ohio's community-based correctional facilities and halfway house programs: Final report. Cincinnati, OH: University of Cincinnati, Center for Criminal Justice Research, Division of Criminal Justice.
 2. Lowenkamp, C. T., & Latessa, E. J. (2005a). Evaluation of Ohio's CCA funded programs. Final report. Cincinnati, OH: University of Cincinnati, Center for Criminal Justice Research, Division of Criminal Justice.
 3. Lowenkamp, C. T., & Latessa, E. J. (2005b). Evaluation of Ohio's RECLAIM funded programs, community corrections facilities, and DYS facilities. Final report. Cincinnati, OH: University of Cincinnati, Center for Criminal Justice Research, Division of Criminal Justice.
- ^{vii} Husky & Associates. (2012). *Recidivism Study of the Santa Clara County Department of Correction's Inmate Programs Final Report*.
- ^{viii} Upon request, UCCI can provide the CPC-GA 2.0 Item Reference List which outlines the UCCI and independent research that supports the indicators on the CPC-GA.