

Dosage Probation Implementation Checklist

Introduction

Use the following checklist alongside the guidance in the *Dosage Probation Toolkit* to determine whether your probation agency and jurisdiction have the essential characteristics and conditions to support the successful implementation of the dosage probation model. Implementation is only recommended when all criteria are met.

Checklist

- ☐ The legal/statutory authority exists to formally discharge people from probation early based on the successful accomplishment of dosage probation requirements.
- ☐ An empirically based risk/needs assessment is used to determine people's likelihood of recidivism and most influential criminogenic needs before sentencing and/or post-sentencing at probation intake, and assessment results are shared with decision makers (e.g., the court, prosecutors, public defenders, etc.).
- ☐ Probation leadership and staff are supportive of and committed to implementing dosage probation with fidelity.
- ☐ Probation leadership is familiar with the dosage probation implementation model, including its phases, steps, activities, and typical timeline.
- ☐ Probation staff are knowledgeable in evidence-based community supervision practices, including, at a minimum, the principles of effective intervention, core correctional practices, and motivational interviewing.
- ☐ Probation staff are skilled or building their skills in applying evidence-based community supervision practices to their daily work, including effective case planning and cognitive behavioral/prosocial skill building interventions.
 - ☐ The probation agency is prepared to ensure staff receive sufficient training, coaching, and other support to develop their practical application skills.
- ☐ The probation agency can limit probation caseloads to approximately 45–60 people who have a moderate or higher likelihood of recidivism and who are on active supervision, depending on other non-casework responsibilities.
- ☐ The probation agency can support one-on-one appointments of 20–30+ minutes.
- ☐ The probation agency can support multiple monthly contacts to help people on probation engage in the behavior-change process and accrue dosage hours efficiently.
- ☐ The probation agency can record and track dosage hours manually or via an automated information system (preferred).

- ☐ The probation agency can build a new or strengthen an existing continuous quality improvement (CQI) infrastructure (e.g., written CQI policies/procedures, designated coaches, checklists/feedback forms/other tools, a training/booster protocol, CQI data collection and analysis, planned professional development activities, coaching for coaches, etc.).
- ☐ The probation agency has or can implement a manual or automated information system (preferred) to capture and analyze performance and outcome measures related to dosage probation, including new measures identified through implementation.
- ☐ The probation agency is willing to ensure transparent communication and to share performance and outcome data with local stakeholders and the National Institute of Corrections.
- ☐ The probation agency has the staffing, time, and commitment to support dosage probation's long-term, collaborative implementation process, including all of the following activities:
 - Establish and participate in the Dosage Probation Policy Team
 - Establish and participate in the Dosage Probation Workgroup
 - Coordinate and communicate between the policy team's and workgroup's efforts
 - Engage in workgroup and subcommittee efforts to develop a dosage probation logic model and relevant action plans/policies/procedures/manuals, etc.
 - Identify and collaborate with community service provider partners
 - Oversee and ensure implementation progress
 - Identify and resolve adaptive and technical challenges
- ☐ The probation agency can acquire funding to support additional staff training, the use of the Correctional Program Checklist (CPC) or its equivalent for in-house and/or community-based programming, and outside technical assistance as may be needed.
- ☐ Policymakers, including the following, support the implementation of dosage probation and are willing to serve on the Dosage Probation Policy Team:
 - The local chief judge
 - The local chief public defender
 - The local elected district attorney
 - The local chief of probation
 - The local chief law enforcement officer(s) (police and/or sheriff)
 - One or more local representatives of people harmed by crime

☐ Where state officials have authority over local jurisdictions, state leadership supports the implementation of dosage probation.

- ☐ Community-based service providers express interest in partnering with the probation agency to deliver evidence-based dosage hours, develop policies and procedures related to referrals and information sharing, and communicate about people's program participation and progress.
- ☐ Community-based service providers are willing to undergo a fidelity assessment (such as the CPC or its equivalent) and participate in corrective action planning to strengthen programs as identified through the assessment.