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# Correctional Program Checklist (CPC)

Overview for the Juvenile Justice Oversight Commission (JJOC)  
Planning and Development Committee

Division of Child and Family Services

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Department of Human Services

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# What is the Correctional Program Checklist (CPC)?

The Correctional Program Checklist (CPC) is an evidence-based assessment tool from the University of Cincinnati (UCCI)

Components of the assessment include five domains:

- Program Leadership and Development
- Staff Characteristics
- Offender Assessment
- Treatment Characteristics
- Quality Assurance

\*See attached UCCI CPC Assessment Description



# Nevada Revised Statutes 62B.620

## **NRS 62B.620**

Annual quality assurance review of each state facility for the detention of children and regional facility for the treatment and rehabilitation of children; facilities to develop facility improvement plan.

1. The members of the Commission shall conduct an annual quality assurance review of each state facility for the detention of children and regional facility for the treatment and rehabilitation of children. Each review must use a validated service assessment tool, selected by the Commission, which includes, without limitation:



# Nevada Revised Statutes 62B.620 cont.

- (a) An analysis of the facility's service delivery;
- (b) A review of the facility's case management procedures;
- (c) A review of the facility's policies on supervision and behavior management of children placed in the facility; and
- (d) An analysis of the facility's procedures relating to the release of children from the jurisdiction of the juvenile court.



# Nevada Revised Statutes 62B.620 cont.

2. Before conducting a review pursuant to subsection 1, a member of the Commission must receive training on the use of the validated service assessment tool selected by the Commission pursuant to subsection 1.
3. The members of the Commission who conduct a review pursuant to subsection 1 shall share the results of the review and recommendations for improvement with the facility and the Division of Child and Family Services or a local department of juvenile services.



# Nevada Revised Statutes 62B.620 cont.

4. A facility shall develop a facility improvement plan, in coordination with the Division of Child and Family Services or a local department of juvenile services, if such a plan is required to address any issues raised in the review. Not more than 60 days after receiving the results of the review and recommendations for improvement pursuant to subsection 3, the facility shall submit the facility improvement plan to the Commission. The Commission shall compile all such facility improvement plans and submit the plans to the Governor and to the Director of the Legislative Counsel Bureau with its annual review.

(Added to NRS by 2017, 4381)



# How the CPC Meets NRS 62B.620 Requirements

- (a) An analysis of the facility's service delivery;
  - CPC directly evaluates whether programs are delivering services the way they were designed, including:
    - Staff adherence to curriculum
    - Consistent use of evidence-based techniques
    - Appropriate dosage and duration
- (b) A review of the facility's case management procedures;
  - CPC reviews case documentation, assessments, and case plans to determine whether program materials meet evidenced based standards



# How the CPC Meets NRS 62B.620 Requirements

- (c) A review of the facility's policies on supervision and behavior management of children placed in the facility; and
  - CPC examines policies, curricula, manuals, documentation, assessments, and case plans to determine whether program materials meet professional standards.
- (d) An analysis of the facility's procedures relating to the release of children from the jurisdiction of the juvenile court.
  - CPC examines Discharge planning, Aftercare provided, Aftercare quality





# NRS 62B.620 Requirements Not Being Met

- 2. Before conducting a review pursuant to subsection 1, a member of the Commission must receive training on the use of the validated service assessment tool selected by the Commission pursuant to subsection 1. –
  - Members of the JJOC have never received training, nor have they conducted the required annual evaluations.
  - In 2019 DCFS Personnel and County Juvenile Justice Personnel were trained to be evaluators (9 total).
  - A subsequent cohort was trained, however did not complete certification, and no additional evaluators were added.
  - To date, there remain 3 DCFS Personnel trained as CPC evaluators.



# NRS 62B.620 Requirements Not Being Met

- 3. The members of the Commission who conduct a review pursuant to subsection 1 shall share the results of the review and recommendations for improvement with the facility and the Division of Child and Family Services or a local department of juvenile services.
  - JJOC does not conduct the reviews, nor do they share the results of the reviews
    - The results are shared by the original trained evaluators.



# How the CPC Exceeds NRS 62B.620 Requirements

**The CPC also reviews the following:**

- Staff hiring practices
- Staff education, credentials, and background
- Initial and ongoing training requirements
- Professional supervision and coaching practices
- Staff-to-youth ratios and caseload distribution
- Program leadership structure
- Internal communication systems

NRS 62B.620 does not require these elements to be reviewed or evaluated



# How the CPC Exceeds NRS 62B.620 Requirements

**The CPC assigns programs a score based on:**

- Adherence to evidence-based principles
- Program capacity to reduce recidivism
- Comparison to national benchmarks

**Scores fall into categories:**

- Very High Adherence
- High Adherence
- Moderate Adherence
- Low Adherence

NRS 62B.620 does not require these elements to be reviewed or evaluated



# How the CPC Exceeds NRS 62B.620 Requirements

## **CPC reports include:**

- Strengths
- Weaknesses
- Recommended improvements
- Prioritized action steps
- Suggested timelines
- Identification of structural gaps
- Recommendations for training or resource allocation

NRS 62B.620 does not require these elements to be reviewed or evaluated



# How the CPC Exceeds NRS 62B.620 Requirements

**Beyond verifying fidelity, the CPC assesses:**

- The quality of group facilitation
- Whether staff demonstrate cognitive-behavioral techniques appropriately
- Whether youth are engaged and understand concepts
- Quality of feedback and coaching
- Program atmosphere and culture

NRS 62B.620 does not require these elements to be reviewed or evaluated



# Timeline and Process to Complete the CPC

The entire CPC process typically takes approximately 5-8 weeks, depending on evaluator availability, program responsiveness, and scheduling constraints. Below is the breakdown:

## **Pre-Assessment Preparation (4 weeks prior to the onsite visit)**

Scheduling and Coordination (1–2 weeks prior to the onsite visit)

- Contacting the program to schedule assessment dates.
- Coordinating evaluator team schedules (minimum two evaluators).
- Confirming onsite logistics (space for interviews, access to files, staff availability).
- Ensuring program leadership is informed and expectations are clear.



# Timeline and Process to Complete the CPC cont.

## **Document Collection (1–2 weeks prior to the onsite visit)**

Evaluators request a broad set of documents in advance, such as:

- Program manuals and policies
- Staffing patterns, training materials
- Curriculum materials
- Intake, assessment, case management and discharge documents
- Quality assurance materials
- Performance data and recidivism outcomes
- Organizational charts
- Sample case files





# Timeline and Process to Complete the CPC cont.

## **On-Site Assessment (2–3 full days)**

What evaluators do on site:

Staff Interviews (During the 2-3 days onsite)

- Program administrator/supervisor
- Direct-service staff
- Clinical or specialized staff
- Line staff
- Case managers or probation officers
- QA/data staff

Each interview is structured and takes 20–60 minutes.



# Timeline and Process to Complete the CPC cont.

## **Program Observation (During the 2-3 days onsite)**

Evaluators must observe:

- At least one full group session
- Client interactions
- Staff implementing program components
- Environment and facility operations

This ensures scores are based on observable practice, not only self-report or documents.



# Timeline and Process to Complete the CPC cont.

## **Case File Reviews (During the 2-3 days onsite)**

Evaluators review a minimum of ten files, often more, to assess:

- Assessment practices
- Case planning
- Use of risk/needs tools
- Responsivity interventions
- Fidelity to curriculum
- Documentation quality and consistency



# Timeline and Process to Complete the CPC cont.

## **Conclusion of the Onsite Visit (Last day onsite):**

Evaluators present:

- Strengths
- Areas for improvement
- Initial recommendations



# Timeline and Process to Complete the CPC cont.

## **Scoring and Initial Debrief (1 day following the onsite review)**

Each evaluator independently scores all 77 items in the CPC's five domains:

1. Leadership & Development
2. Staff Characteristics
3. Quality Assurance
4. Offender Assessment
5. Treatment (Core Correctional Practices & Curriculum)

Evaluators cite evidence for each score.



# Timeline and Process to Complete the CPC cont.

## **Consensus Meeting Between Evaluators (Same day following the onsite review)**

Evaluators reconcile discrepancies, sometimes requiring:

- Re-review of documentation
- Follow-up questions to the program
- Clarifying notes from interviews or observations



# Timeline and Process to Complete the CPC cont.

## **Report Writing & Internal Quality Review**

Full CPC Report Draft (2–3 weeks)

The report is highly detailed, typically 20–35 pages, and includes:

- Program description and context
- Detailed scoring by domain
- Documentation supporting each score
- Evidence-based commentary
- Priority recommendations
- Improvement roadmap
- Comparative context to national averages (if available)



# Timeline and Process to Complete the CPC cont.

## **Final Report Completion and Delivery (1 week)**

Evaluators submit:

- Final CPC Report
- Summary score sheet
- Recommendations list
- Optional improvement plan template





# CPC Evaluator Training Overview

- Training delivered by UCCI
- 3–4 days intensive classroom training
- Live on-site facility evaluation with instructors
  - Includes: scoring standards, interviews, observations, file review
- Post training competency completion
  - Certification requires completing 1 supervised CPC
- (See attached UCCI CPC Overview)



# NRS 62B.620 and CPC Challenges

- The state is out of compliance with NRS 62B.620 because Commissioners have never participated in CPC evaluations.
- NRS 62B.620 requires annual evaluations. UCCI recommends minimum 18 month-3 year Evaluation Cycle.
- The original CPC evaluator workforce from 2019 has largely dissolved due to turnover and role changes.
- A second training was conducted, but trainees did not complete certification. The state lacks a functional evaluator pipeline.
- Conducting statewide CPC assessments requires a dedicated, trained team



# Questions?



# Add “Contact Information”

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