

BOP FIRST STEP ACT NEEDS ASSESSMENT SELF-AUDIT

Inmate Interview Form

INMATE NAME:		**ATTACH PP44**
REGISTER NUMBER:		
DATE OF INTERVIEW:		
NAME OF INTERVIEWER:		
FACILITY:	PRD:	ASSESSED RISK LEVEL:

MODERATOR INTRODUCTION:

Thank you for taking the time to talk with us about the First Step Act needs assessment process.

Our goal is to understand your thoughts on the process of identifying and assessing needs as a requirement of the First Step Act. Additionally, we are looking to gather information on available programs to address your identified needs.

This conversation will be documented for internal reference to make sure we capture all relevant information appropriately. The information will remain confidential and will be used in combination with other interviews.

Document all responses as closely to verbatim as possible.

PART 1: FIRST STEP ACT

1. How familiar are you with the First Step Act?

Not at all familiar Slightly familiar Somewhat familiar Moderately familiar Extremely familiar

2. What is your understanding of the First Step Act?

3. Where did you learn your information about the First Step Act?

Admission & Orientation BOP staff member Family/Friends Attorney/Advocacy Group

PART 2: NEEDS ASSESSMENT PROCESS

4. How are needs identified for the First Step Act?

5. Did you take the inmate surveys on TRULINCS? If Yes, do you have any feedback about how they were presented? If No, why didn't you complete the surveys?

6. Are you aware of your identified needs under the First Step Act?

7. Who told you about your First Step Act needs? How were you told?

PART 3: FIRST STEP ACT PROGRAMMING

8. What First Step Act programs are available at your institution?

9. How do you go about expressing interest in a program?

10. Are you pending participation for any programs? If Yes, what programs are you waiting to complete?

11. Have you completed any programs? If Yes, what programs have you completed?

12. What are your thoughts on the incentives available for program participation?

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Staff Interview Form

JOB TITLE:	DEPARTMENT:
DATE OF INTERVIEW:	
NAME OF INTERVIEWER:	
FACILITY:	

MODERATOR INTRODUCTION:

Thank you for taking the time to talk with us about the First Step Act needs assessment process.

Our goal is to understand your thoughts on the process of identifying and assessing needs as a requirement of the First Step Act. Additionally, we are looking to gather information on available programs to address identified needs at your institution.

This conversation will be documented for internal reference to make sure we capture all relevant information appropriately. The information will remain anonymous and will be used in combination with other interviews.

Document all responses as closely to verbatim as possible.

PART 1: FIRST STEP ACT

1. How familiar are you with the First Step Act?

Not at all familiar Slightly familiar Somewhat familiar Moderately familiar Extremely familiar

2. What is your understanding of the First Step Act?

3. Where did you learn your information about the First Step Act?

Annual Training Sallyport Institution Familiarization BOP.gov Other

PART 2: NEEDS ASSESSMENT PROCESS

4. How are needs identified for the First Step Act?

5. What need(s) is your department responsible for assessing?

6. How does an inmate learn about their identified needs?

7. What are your thoughts on Program Statement 5400.01, First Step Act Needs Assessment?

PART 3: FIRST STEP ACT PROGRAMMING

8. What First Step Act programs are available at your institution?

9. How does an inmate go about expressing interest in a program offered by your department?

10. What are your thoughts on Program Statement 5220.01, First Step Act Program Incentives?

11. What incentives does your institution offer for program participation?