

## New York City Department of Correction

### Young Adult ESH Compliance Audit – October 2018

Pursuant to the six (6) month limited variance granted by the NYC Board of Correction on May 8, 2018 allowing for the continued use of Enhanced Supervision Housing (ESH) for young adults (18 to 21 years old), the related variance conditions require a monthly audit on compliance with the following provisions of the Board's Minimum Standards:

- § 1-05(b) (Lock-in), specifically, the number of out-of-cell hours per person;
- § 1-08(f) (Access to Courts and Legal Services, including Law Library);
- § 1-06 (Recreation); and
- § 1-02(c)(2) (Classification), specifically, the number of programming hours offered to each young adult and the number of hours each young adult participated in programming.

#### Audit Parameters

The audit is conducted through a manual review of housing area logbooks and programming attendance data on four (4) random dates each month. The scope of the audit encompasses only those housing units within ESH in which young adults are housed within the audit period. During this audit period, young adults were housed within up to six (6) ESH housing areas.

This audit report covers the following four (4) dates in the month of October 2018:

- October 2<sup>nd</sup>
- October 10<sup>th</sup>
- October 18<sup>th</sup>
- October 23<sup>rd</sup>

Additionally, on-site inspections of the ESH unit kiosks and typewriters were conducted on four (4) random dates:

- October 4<sup>th</sup>
- October 12<sup>th</sup>
- October 19<sup>th</sup>
- October 24<sup>th</sup>

#### **§1-05(b) Lock-in**

A manual review of housing area logbooks was performed to determine whether seven (7) or fourteen (14) hours of out-of-cell time was afforded to the young adults based on their housing level. This audit report also provides individualized data related to each young adult's out-of-cell time during the reporting period.

#### **§1-08(f) Access to Courts and Legal Services, including Law Library**

A manual review of housing area logbooks was conducted to determine whether Law Library services were afforded. In addition to the logbook review, on-site inspections were completed to determine if the kiosks and typewriters located within the various young adult ESH housing areas were operational.

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#### §1-06 – Recreation

A manual review of housing area logbooks was conducted to determine whether one (1) hour of recreation was afforded.

#### § 1-02(c)(2) (Classification), Provision of Programming

A manual review of programming attendance data was conducted to determine the number of programming hours offered to each young adult and the number of hours each young adult participated in programming.

#### Audit Findings

#### §1-05(b) Lock-in

All young adults in ESH are afforded lock-out based on their housing level: seven (7) hours for Level I and Level II and fourteen (14) hours for Level III. On all four (4) dates, institutional lock-out and lock-in was consistently recorded in the logbook for each of the levels.

#### Level I

Young adults in Level I are afforded seven (7) hours of out-of-cell time each day. Listed below is individualized data related to each young adult's total out-of-cell time in Level I, based on a manual review of the logbook, on the dates audited. The out-of-cell time is the hours each day that a young adult chooses to be out of his cell during institutional lock-out periods. The data reflects the young adults present in the unit for institutional lock outs on each audit date.<sup>1</sup>

#### **October 2, 2018**

There were six (6) young adults in Level I; their out-of-cell times on this audit date were:

1. 8 hours
2. 6 hours
3. 8 hours
4. 6 hours
5. 2 hours; young adult refused the majority of afforded out-of-cell time

On this audit date, one (1) young adult refused all afforded out-of-cell time.

#### **October 10, 2018**

There were five (5) young adults in Level I; their out-of-cell times on this audit date were:

1. 6 hours 25 minutes
2. 8 hours 40 minutes
3. 8 hours 15 minutes
4. 6 hours 16 minutes

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<sup>1</sup> On any given day, a young adult may be out to court or transferred in or out of the ESH Unit. These young adults may not be included in the out-of-cell time reporting.

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5. 8 hours 30 minutes

### **October 18, 2018**

There were five (5) young adults in Level I; their out-of-cell times on this audit date were:

1. 1 hour; young adult refused the majority of afforded out-of-cell time
2. 7 hours 45 minutes
3. 1 hour; young adult refused the majority of afforded out-of-cell time
4. 6 hours
5. 3 hours 45 minutes; young adult refused the remainder of afforded out-of-cell time

### **October 23, 2018**

There were five (5) young adults in Level I; their out-of-cell times on this audit date were:

1. 9 hours
2. 7 hours
3. 10 hours 44 minutes
4. 2 hours; young adult refused the majority of afforded out-of-cell time

On this audit date, one (1) young adult refused all afforded out-of-cell time.

### Level II

Young adults in Level II are afforded seven (7) hours of out-of-cell time each day. Listed below is individualized data related to each young adult's total out-of-cell time in Level II, based on a manual review of the logbook, on the audit dates. The out-of-cell time is the hours each day that a young adult chooses to be out of his cell during institutional lock-out periods. The data reflects the young adults present in the unit for institutional lock outs on each audit date.<sup>2</sup>

### **October 2, 2018**

There were sixteen (16) young adults in Level II; for those present on this audit date, their out-of-cell times were:

1. 2 hours 15 minutes; young adult refused the majority of afforded out-of-cell time
2. 3 hours 45 minutes; young adult refused the remainder of afforded out-of-cell time
3. 6 hours 45 minutes
4. 7 hours 15 minutes
5. 6 hours 15 minutes
6. 7 hours 7 minutes
7. 2 hours 15 minutes; young adult refused the majority of afforded out-of-cell time
8. 3 hours 15 minutes; young adult refused the majority of afforded out-of-cell time
9. 3 hours 15 minutes; young adult refused the majority of afforded out-of-cell time
10. 3 hours; young adult refused the majority of afforded out-of-cell time

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<sup>2</sup> On any given day, a young adult may be out to court or transferred in or out of the ESH Unit. These young adults may not be included in the out-of-cell time reporting.

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11. 1 hour 15 minutes; young adult refused the majority of afforded out-of-cell time
12. 5 hours 45 minutes
13. 2 hours 15 minutes; young adult refused the majority of afforded out-of-cell time
14. 3 hours 45 minutes; young adult was out to court for a portion of the day and as a result his out-of-cell time was affected
15. 1 hour and 15 minutes; young adult was out to court for a portion of the day and also refused some afforded out-of-cell time and as a result his out-of-cell time was affected

On this audit date, one (1) young adult was out to court for a significant portion of the day, as a result his out-of-cell time was not included in the out-of-cell time reporting.

#### **October 10, 2018**

There were twenty (20) young adults in Level II; for those present on this audit date, their out-of-cell times were:

1. 4 hours 25 minutes
2. 5 hours 45 minutes
3. 6 hours 25 minutes
4. 7 hours 8 minutes
5. 6 hours 25 minutes
6. 7 hours 8 minutes
7. 6 hours 25 minutes
8. 7 hours 8 minutes
9. 2 hours 15 minutes; young adult refused the majority of afforded out-of-cell time
10. 1 hour 25 minutes; young adult refused the majority of afforded out-of-cell time
11. 2 hours 15 minutes; young adult refused the majority of afforded out-of-cell time
12. 6 hours 45 minutes
13. 2 hours 25 minutes; young adult refused the majority of afforded out-of-cell time
14. 2 hours 45 minutes; young adult was out to court for a portion of the day and as a result his out-of-cell time was affected

On this audit date, one (1) young adult refused all afforded out-of-cell time. In addition, five (5) young adults were out to court for a significant portion of the day, as a result their out-of-cell times was not included in the out-of-cell time reporting.

#### **October 18, 2018**

There were twenty-one (21) young adults in Level II; for those present on this audit date, their out-of-cell times were:

1. 2 hours 25 minutes; young adult refused the majority of afforded out-of-cell time
2. 5 hours 30 minutes
3. 5 hours 25 minutes
4. 1 hour; young adult was out to court and as a result his out-of-cell time was affected
5. 5 hours 25 minutes
6. 4 hours 25 minutes
7. 7 hours 20 minutes
8. 7 hours 20 minutes

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9. 7 hours 10 minutes
10. 7 hours
11. 3 hours 30 minutes; young adult refused the majority of afforded out-of-cell time
12. 2 hours; young adult refused the majority of afforded out-of-cell time
13. 6 hours 45 minutes
14. 1 hour 15 minutes; young adult refused the majority of afforded out-of-cell time
15. 7 hours
16. 6 hours 45 minutes
17. 7 hours

On this audit date, four (4) young adults were out to court for a significant portion of the day, as a result their out-of-cell times was not included in the out-of-cell time reporting.

#### **October 23, 2018**

There were twenty-five (25) young adults in Level II; for those present on this audit date, their out-of-cell times were:

1. 7 hours 13 minutes
2. 7 hours 13 minutes
3. 7 hours 13 minutes
4. 7 hours 13 minutes
5. 7 hours 13 minutes
6. 7 hours 13 minutes
7. 7 hours 13 minutes
8. 7 hours 17 minutes
9. 7 hours 17 minutes
10. 7 hours 17 minutes
11. 3 hours 45 minutes; young adult refused the remainder of afforded out-of-cell time
12. 7 hours 17 minutes
13. 2 hours 15 minutes; young adult refused the majority of afforded out-of-cell time
14. 7 hours
15. 4 hours
16. 7 hours
17. 7 hours 12 minutes
18. 7 hours 12 minutes
19. 7 hours 12 minutes

On this audit date, four (4) young adults refused all afforded out-of-cell time. In addition, on this audit date, two (2) young adults transferred into the unit, as a result their out-of-cell times were not included in the out-of-cell time reporting.

#### Level III

Young adults in Level III are afforded fourteen (14) hours of out-of-cell time each day. Listed below is individualized data related to each young adult's total out-of-cell time in Level III, based on a manual review of the logbook, on the audit dates. The out-of-cell time is the hours each

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day that a young adult chooses to be out of his cell during institutional lock-out periods. The data reflects the young adults present in the unit for institutional lock outs on each audit date.<sup>3</sup>

#### **October 2, 2018**

There were three (3) young adults in Level III; for those present on this audit date their out-of-cell times were:

1. 13 hours 20 minutes
2. 10 hours 35 minutes
3. 8 hours; young adult was out to court and as a result his out-of-cell time was affected

#### **October 10, 2018**

There were three (3) young adults in Level III; for those present on this audit date, their out-of-cell times were:

1. 11 hours 47 minutes
2. 12 hours 47 minutes

On this audit date, one (1) young adult was out to court for a significant portion of the day, as a result his out-of-cell time was not included in the out-of-cell time reporting.

#### **October 18, 2018**

There were two (2) young adults in Level III; their out-of-cell times on this audit date were:

1. 12 hours 30 minutes
2. 13 hours 30 minutes

#### **October 23, 2018**

There were two (2) young adults in Level III; their out-of-cell times on this audit date were:

1. 13 hours 12 minutes
2. 12 hours 23 minutes

### **§1-08(f) Access to Courts and Legal Services, including Law Library**

#### Law Library Coordinator

In ESH, there are four (4) Law Library Coordinators assigned to areas in which young adults are housed<sup>4</sup>. A manual review of the housing area logbooks reflected that the Law Library Coordinators were in these areas to provide assistance on all four (4) days audited.<sup>5</sup> On

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<sup>3</sup> On any given day, a young adult may be out to court or transferred in or out of the ESH Unit. These young adults may not be included in the out-of-cell time reporting.

<sup>4</sup> To facilitate the provision of law library services, within their assigned areas, Law Library Coordinators provide services to all individuals regardless of whether it's during the individual's lock-out period.

<sup>5</sup> This is evidenced by the Coordinator signing in and out of the logbook on each of the audit dates.

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October 10<sup>th</sup>, due to a Law Library Coordinator's absence, three (3) housing areas were not provided an afternoon session of law library.

Except for the issue noted above, the duration of each Law Library Coordinator's time in ESH areas during the dates audited were in compliance with the provisions of Minimum Standards. On average, based on each Coordinator's schedule, on the dates audited, a Coordinator was available to assist young adults within the housing areas for approximately four (4) hours.

During the reporting period, on the dates audited, Law Library Coordinators provided assistance to one (1) to eight (8) young adults per day. On some of the audit dates, it is noted that young adults did not request law library assistance.

#### Kiosks and Typewriters

During this audit period, young adults were housed within up to six (6) housing areas in ESH. Young adults in ESH are provided with access to a minimum of one (1) kiosk and one (1) typewriter. During the audit period, all available kiosks were operable. The typewriters were operational on all of the audit dates, except on October 19<sup>th</sup>, when one (1) of the typewriters was out of service in one (1) housing area.

#### **§1-06 – Recreation**

Institutional recreation was afforded to young adults present in ESH on all four (4) days audited.<sup>6</sup>

#### **§ 1-02(c)(2) (Classification), Provision of Programming<sup>7</sup>**

Young adults in ESH are placed in housing units exclusively with other young adults (18 to 21 years old) or in blended units co-mingled with adults (22 years old and older).<sup>8</sup> Programming is provided to all young adults. In the young adult exclusive housing area within ESH, tablets are utilized in the provision of programming and offered to young adults regardless of whether it's during the individual's lock-out period. When young adults collect their tablets, they also have the opportunity to request an additional component of programming during that time. In addition, in the young adult exclusive housing area, on days when support programming staff are present, young adults may request individualized counseling while other programming components are being held. In the blended housing areas, the provision of programming is provided to each tier separately through two programming sessions. The hours of programming afforded may vary by tier within a housing area.

The audit reviewed programming attendance data on each of the four (4) dates to ascertain the number of programming hours offered to each young adult and the number of hours each young

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<sup>6</sup> On three (3) of the four (4) audit dates, logbook entries recorded that some of the young adults were out to court.

<sup>7</sup> In July 2018, the Department expanded program offerings in two (2) housing areas to include courses and services by a contracted provider. Further programming expansion to additional ESH housing areas is anticipated in the near future.

<sup>8</sup> Young adults who are eighteen years old are not housed in ESH blended units with adults (22 years old and older.)

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adult participated in programming. Program participation hours is based on the number of hours each young adult chooses to participate in programming. The data reflects the young adults present in the housing area during programming on each audit date.<sup>9</sup>

Listed below is the number of programming hours offered based on housing area.

#### October 2, 2018<sup>10</sup>

On this audit date, up to five (5) hours and twenty (20) minutes of programming was offered to the young adults housed within the six (6) young adult ESH housing areas, labelled A-F.

- ❖ A: 4 hours and 55 minutes of programming was offered: 2 hours and 25 minutes of programming for participants in the morning session and 2 hours and 30 minutes of programming for participants in the afternoon session.
  1. There were three (3) young adults housed in this area. The three (3) young adults participated in the morning programming session. Their hours of program participation were:
    - a. 19 minutes
    - b. 14 minutes
    - c. 19 minutes
- ❖ B: 4 hours of programming was offered: 2 hours of programming was offered for participants in the morning session and 2 hours of programming for participants in the afternoon session.
  1. There were three (3) young adults housed in this area.
    - a. For those present during programming, their hours of program participation were:
      - i. young adult participated in the afternoon session for two (2) hours
    - b. One (1) young adult was out to court during programming and one (1) young adult was in school during programming.
- ❖ C: 30 minutes of programming was offered: 30 minutes of programming for participants in the morning session. No programming was scheduled in the afternoon session.
  1. There were two (2) young adults housed in this area. One (1) young adult was out to recreation during programming and one (1) young adult was out to court during programming.
- ❖ D: 4 hours and 30 minutes of programming was offered in one (1) of the two (2) tiers. In the other tier, 3 hours of self-guided programming was provided through the provision of tablets.
  1. There were eight (8) young adults housed in this area.

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<sup>9</sup> On any given day, a young adult may be out to court or transferred in or out of the ESH Unit. These young adults may not be included in the programming reporting. It is important to note that young adults returning from court during programming hours are offered the opportunity to participate in programming upon their return.

<sup>10</sup> On any given day, a young adult may be out to court or transferred in or out of the ESH Unit. These young adults may not be included in the programming reporting. It is important to note that young adults returning from court during programming hours are offered the opportunity to participate in programming upon their return.



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- a. Six (6) young adults were housed in the tier where three (3) hours of self-guided programming was offered through the provisions of tablets.
    - i. Four (4) young adults refused all afforded programming
    - ii. Two (2) young adults participated in three (3) hours of self-guided programming through the provisions of tablets.
  - b. Two (2) young adults were housed in the tier where four (4) hours and thirty (30) minutes of programming was offered, inclusive of the tablets. Their hours of program participation were:
    - i. 1 hour 30 minutes; young adult refused to participate in any additional programming
    - ii. 1 hour 30 minutes; young adult refused to participate in any additional programming
- ❖ E: 5 hours and 20 minutes of programming was offered.
- 1. There were six (6) young adults housed in this area.
    - a. Two (2) young adults refused to participate in all afforded programming.
    - b. For the remaining four (4) young adults, their hours of program participation were:
      - i. 5 hours
      - ii. 5 hours 20 minutes
      - iii. 5 hours
      - iv. 5 hours
- ❖ F: 2 hours and 30 minutes of programming was offered.
- 1. There were three (3) young adults housed in this area.
    - a. For those present during programming, their hours of program participation were:
      - i. 30 minutes; young adult refused to participate in any additional programming
    - b. One (1) young adult was in school during programming and one (1) young adult was in court during programming.

**October 10, 2018<sup>11</sup>**

On this audit date, up to five (5) hours of programming was offered to the young adults housed within the six (6) housing areas, labelled A-F.

- ❖ A: 4 hours of programming was offered: 2 hours of programming was offered for participants in the morning session and 2 hours of programming was offered for participants in the afternoon session.
- 1. There were five (5) young adults housed in this area.
    - a. Two (2) young adults participated in the morning programming session. Their hours of participation were:
      - i. 2 hours

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<sup>11</sup> On any given day, a young adult may be out to court or transferred in or out of the ESH Unit. These young adults may not be included in the programming reporting. It is important to note that young adults returning from court during programming hours are offered the opportunity to participate in programming upon their return.

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- ii. 2 hours
        - b. One (1) young adult refused to participate in all afforded programming.
        - c. Two (2) young adults were out to court during programming.
  - ❖ B: 3 hours and 42 minutes of programming was offered: 2 hours 20 minutes of programming was offered for participants in the morning session and 1 hour 22 minutes of programming was offered for participants in the afternoon session.
    - 1. There were five (5) young adults housed in this area.
      - a. Two (2) young adults participated in programming during the morning session and two (2) young adults participated in programming during the afternoon session. Their hours of program participation were:
        - i. 19 minutes; young adult refused to participate in any additional programming
        - ii. 23 minutes
        - iii. 20 minutes; young adult refused to participate in any additional programming
        - iv. 30 minutes; young adult refused to participate in any additional programming
      - b. One (1) young adult was out to court during programming.
- ❖ C: 2 hours and 30 minutes of programming was offered: 2 hours 30 minutes of programming for participants in the afternoon session. No programming was scheduled in the morning session.
  - 1. There were two (2) young adults housed in this area. One (1) young adult was not offered programming that day, as he was housed in the tier where programming was not scheduled. One (1) young adult participated in the afternoon session for one (1) hour and refused to participate in any additional programming.
- ❖ D: 5 hours of programming was offered in one (1) of the two (2) tiers. In the other tier, 3 hours of self-guided programming was provided through the provision of tablets.
  - 1. There were eight (8) young adults housed in this area.
    - a. Six (6) young adults were housed in the tier that were offered three (3) hours of self-guided programming through the provisions of tablets. Due to conflicting logbook and program attendance information, it could not be determined whether one (1) young adult was afforded programming.
      - i. Three (3) young adults refused all afforded programming
      - ii. One (1) young adult was out to visits during programming
      - iii. One (1) young adult was in court during programming
    - b. Two (2) young adults was housed in the tier where five (5) hours of programming was offered, inclusive of the tablet.
      - i. One (1) young adult participated in programming for four (4) hours
      - ii. One (1) young adults were out to court during programming
- ❖ E: No programming was offered due to a security concern.
- ❖ F: 2 hours and 30 minutes of programming was offered.

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1. There were three (3) young adults housed in this area. Two (2) young adults were in school during programming. One (1) young adult was out to court during programming.

#### October 18, 2018<sup>12</sup>

On this audit date, up to five (5) hours of programming was offered to the young adults housed within the six (6) housing areas, labelled A-F.

- ❖ A: 4 hours and 55 minutes of programming was offered: 2 hours and 25 minutes of programming for participants in the morning session and 2 hours and 30 minutes of programming for participants in the afternoon session.
  1. There were six (6) young adults housed in this area.
    - a. Four (4) young adults participated in the morning session. Their hours of program participation were:
      - i. 30 minutes
      - ii. 1 hour 10 minutes
      - iii. 30 minutes
      - iv. 45 minutes
    - b. One (1) young adult was in school during programming.
    - c. One (1) young adult was out to court during programming.
- ❖ B: 3 hours and 20 minutes of programming was offered: 2 hours of programming for participants in the morning session and 1 hour and 20 minutes of programming for participants in the afternoon session.
  1. There were six (6) young adults housed in this area.
    - a. Three (3) young adults participated in programming, one (1) young adult participated in the morning session and two (2) young adults participated in the afternoon session. Their hours of program participation were:
      - i. 2 hours
      - ii. 1 hour 20 minutes
      - iii. 1 hour 20 minutes
    - b. Two (2) young adults were out to court during programming
    - c. One (1) young adult was in school during programming
- ❖ C: 1 hour and 20 minutes of programming was offered during the afternoon session. No programming was scheduled for the morning session.
  1. There were two (2) young adults housed in this area. One (1) young adult was not offered programming that day, as he was housed in the tier where programming was not scheduled. One (1) young adult was out to court during programming.
- ❖ D: 5 hours of programming was offered in one (1) of the two (2) tiers. In the other tier, 3 hours of self-guided programming was provided through the provision of tablets.
  1. There were seven (7) young adults housed in this area.

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<sup>12</sup> On any given day, a young adult may be out to court or transferred in or out of the ESH Unit. These young adults may not be included in the programming reporting. It is important to note that young adults returning from court during programming hours are offered the opportunity to participate in programming upon their return.

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- a. Four (4) young adults were housed in the tier that were offered three (3) hours of self-guided programming through the provisions of tablets.
    - i. Two (2) young adults refused all afforded programming.
    - ii. One (1) young adult participated in three (3) hours of self-guided programming through the provisions of tablets.
    - iii. One (1) young adult was out to court during programming.
  - b. Three (3) young adults were housed in the tier where five (5) hours of programming was offered, inclusive of the tablet.
    - i. Two (2) young adults refused all afforded programming
    - ii. One (1) young adult was out to visits during programming.
- ❖ E: 4 hours of programming was offered.
- 1. There were five (5) young adults housed in this area. Their hours of program participation were:
    - a. Two (2) young adults participated programming for three (3) hours
    - b. Three (3) young adults refused to participate in all afforded programming
- ❖ F: 2 hours and 30 minutes of programming was offered.
- 1. There were two (2) young adults housed in this area; their hours of program participation were:
    - a. 30 minutes; young adult refused to participate in any additional programming
    - b. 1 hour; young adult opted to go to school for the remaining time that programming was afforded.

**October 23, 2018<sup>13</sup>**

On this audit date, up to four (4) hours of programming was offered to the young adults housed within the six (6) housing areas, labelled A-F.

- ❖ A: Due to counselor absence, scheduled programming was not offered.
- ❖ B: 3 hours and 30 minutes of programming was offered: 1 hour and 30 minutes of programming for participants in the morning session and 2 hours of programming for participants in the afternoon session.
  - 1. There were six (6) young adults housed in this area.
    - a. Three (3) young adults participated in the afternoon session for two (2) hours.
    - b. One (1) young adult refused to participate in all afforded programming during the afternoon session.
    - c. Two (2) young adults were in school during programming.
- ❖ C: Scheduled programming was not offered.

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<sup>13</sup> On any given day, a young adult may be out to court or transferred in or out of the ESH Unit. These young adults may not be included in the programming reporting. It is important to note that young adults returning from court during programming hours are offered the opportunity to participate in programming upon their return.

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- ❖ D: 4 hours of programming was offered in one (1) of the two (2) tiers. In the other tier, 3 hours of self-guided programming was provided through the provision of tablets.
  1. There were nine (9) young adults housed in this area.
    - a. There were three (3) young adults housed in the tier that were offered three (3) hours of self-guided programming through the provisions of tablets. All three (3) young adults refused all afforded programming.
    - b. Four (4) young adults were housed in the tier where four (4) hours of programming was offered, inclusive of the tablet.
      1. Of the four (4) young adults, two (2) young adults participated in programming, their hours of program participation were;
        - i. 2 hour 30 minutes
        - ii. 2 hours
      2. The remaining two (2) young adults did not participate in programming, due to conflicting data recording the reason why they did not participate in programming could not be determined.
    - c. Two (2) young adults transferred into the unit on this audit date and as a result did not participate in programming.
- ❖ E: 3 hours of programming was offered.
  1. There were five (5) young adults housed in this area. Due to a lack of recording, it could not be determined whether one (1) young adult was afforded or participated programming. The remaining four (4) young adults hours of program participation were:
    - a. 2 hours 15 minutes
    - b. 2 hours 15 minutes
    - c. 2 hours 15 minutes
    - d. 15 minutes; young adult refused to participate in any additional programming
- ❖ F: 1 hour and 40 minutes of programming was offered.
  1. There were two (2) young adults housed in this area, both young adults were in school during programming.

#### Audit Recommendations

The Department began conducting monthly audits of young adult ESH in January 2018. In the time since, through the audit process, issues have been identified and addressed related to the provision of mandated services and programming.

During this audit period, issues were identified in regard to the provision of law library services and programming. The below recommendations and/or corrective action should be advanced to address the matters.

#### Law Library Services- Kiosks and Typewriters

- During this audit period, as noted herein, on one (1) of the audit dates, one (1) typewriter was not operable.

## New York City Department of Correction

### Young Adult ESH Compliance Audit – October 2018

- To facilitate the maintenance and operation of the kiosks and typewriters in the housing areas, instruct designated facility and law library staff to check on a daily basis that all typewriters and kiosks are operational. When a typewriter or kiosk is identified as in need of repair, facility administration in coordination with the Director of Law Libraries should ensure that repairs are conducted in a timely manner.

#### Programming

- During this reporting period, in a few incidences, noted herein, due to a lack of data recording and/or conflicting data, complete programming information could not be determined.
  - To facilitate complete and consistent recording of both programming hours offered and individualized data related to hours of participation, program counselors and external providers are directed to provide more comprehensive individualized outcomes, by:
    - Verifying on a daily basis which young adults are housed in each ESH blended housing area and updating information accordingly;
    - Recording of program start and end times, by participant;
    - Delineating the reason for participants' absences;
  - Designate supervisory staff to review programming attendance documentation and related information to ensure that programming hours and participation is recorded on a daily basis, that deficiencies are corrected in a timely manner and that young adults' program participation is accurately reflected and any programmatic overlap explained.
- Additionally, during this audit period, as noted herein, in some housing areas, the programming schedule overlapped with school hours. Corrective action should be taken to ensure that programming hours do not coincide with the provision of school.