

DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: Transitioning the Offender	PAGE <u>  1  </u> OF 10 <u>  </u>
RULE/CODE REFERENCE:	NUMBER: 02-REN-03
RELATED ACA STANDARDS: #3-4389; #3-4391	SUPERCEDES: N/A
RELATED AUDIT STANDARDS:	EFFECTIVE DATE: January 10, 2005
	APPROVED: <i>Reginald Q. Wilkinson</i>

**I. AUTHORITY:**

This policy is issued in compliance with section 5120.01 of the Ohio Revised Code which delegates to the Director the authority to manage and direct the total operations of the Department and to establish such rules as the Director prescribes.

**II. PURPOSE:**

The purpose of this policy is to set forth procedures governing reentry risk and needs assessments, offender reentry planning, and reentry management teams to assist transitioning offenders to the community.

**III. APPLICABILITY:**

This policy applies to all employees of the Department of Rehabilitation and Correction (DRC) and contract service providers and inmates involved in transitioning from prison to the community.

**IV. DEFINITIONS:**

**Adult Parole Authority (APA):** That section of the Division of Parole and Community Services that includes the Parole Board, and Field Services, including the Interstate Compact and the Offender Services Network.

**Career Passport:** A portfolio of documents that is issued to each program graduate's home address at the time of release from DRC, as required by state and federal funding. The passport contains the career-technical certificates of completion. Career Passports are a requirement of the Ohio Department of Education.

**Community Justice ABLE Centers/Reentry Center:** A community agency set up to assist ex-offenders in making the transition from prison to the community formerly known as post release service centers. These centers may receive grant funding from the Department of Rehabilitation and Correction, and the Ohio Department of Education designed to provide Adult Basic Literacy Education Services and to assist in linking offenders to services, agencies and employers.

**Community Linkage Social Worker:** An Ohio Department of Mental Health employee within a DRC institution responsible for arranging community mental health services for released offenders with C-1 and C-2 diagnoses.

**Community Linkage Packet:** A summary of mental health information compiled by the Community Linkage Social Worker, and provided to the community mental health agency and the Adult Parole Authority.

**Community Resources:** Information and/or linkages to community-based agencies that may provide assistance to offenders in making a successful return to the community.

**Dynamic Needs Assessment:** An assessment of seven dynamic needs areas (domains) conducted on all offenders designed to determine appropriate programs or interventions to effect change in the offender's behavior. These dynamic need areas (domains) include employment, marital/family, associates/social interaction, substance abuse, community functioning, personal/emotional orientation, and attitude.

**Employer Video Conference:** The use of teleconferencing technology and/or other distance learning technology to conference for the purpose of employment interviewing/screening, and establishing linkages to community service agencies for soon-to-be released offenders.

**Medicare:** A type of hospital and medical insurance for those who are receiving Social Security benefits either due to retirement or age eligibility, or for those receiving disability benefits under Social Security for over a two-year period.

**Medicaid:** A form of hospital and medical insurance for indigent persons who meet eligibility requirements through the Ohio Department of Job and Family Services.

**Projected Release Date:** The parole board considers offenders who committed their offense prior to 7-1-96 for a projected release date from prison. This is an action taken by the parole board to establish a future date of release not less than six months or more than ten years from the date of the hearing. Release on this date is based on the inmate complying with the program and institution conduct requirements.

**Reentry Accountability Plan:** An individualized plan designed to identify and target the offender's risk and needs areas through appropriate programming. The development and monitoring of the Reentry Accountability Plan (RAP) may begin at reception and/or at the parent institution and continues throughout the term of incarceration, including any period of community supervision that follows.

**Reentry Management Team:** A multi-disciplinary team that has primary responsibility for developing and/or monitoring the offender's Reentry Accountability Plan. The team consists of those individuals who, by nature of their roles, have ongoing and direct contact with the offender, as well as those individuals who have intermittent contact, but have some capacity to influence an offender's progress on the Reentry Accountability Plan. In the institutions, this team may replace what had previously been referred to as the Unit Classification/Reclassification Committee.

**Static Risk Assessment:** An assessment conducted on all offenders to measure their risk of re-offending. The assessment is based on six static risk factors which include: prior convictions, prior commitments, recent commitment free period, prior probation/parole revocations, the age of the offender at the time of the current offense, and the probation/parole/confinement/escape status. (DRC Form #3153.)

**Transitional Control:** A type of supervision for a prisoner transferred from an institution pursuant to the Ohio Revised Code (ORC) 2967.26 and placed under the jurisdiction of the Adult Parole Authority. The placement is made to an approved halfway house that provides 24-hour supervision.

## V. **POLICY:**

It is the policy of the Department of Rehabilitation and Correction to provide every offender with discharge planning services and release preparation prior to release from prison. These services are designed to facilitate an offender's successful reintegration into the community.

## VI. **PROCEDURES:**

Staff will be responsible for following the guidelines set forth in Policy #02-REN-01 "Offender Reentry Assessments and Planning," and Policy #78-REL-01 "Release Preparation Program," as well as to provide discharge planning services and release preparation in accordance with the following procedures.

### A. **Reentry Release Preparation**

1. The institutional staff identified below will be responsible for completing the Reentry Release Preparation Checklist for each offender within the designated timeframes prior to release. The checklist is composed of several components that are automated on DOTS (Department Offender Tracking System) under the RAP (Reentry Accountability Plan). Designated staff will be responsible for inputting the information on the automated checklist indicating that the offender has completed the tasks and participated in the release preparation modules.
2. The completion of the checklist will begin at least 180 days prior to an offender's release on Post Release Control (PRC), End of Stated Term (EST)/or Definite Sentence (EDS), or Projected Release Date (PRD), or Transitional Control (TC). The Reentry Management Team and/or the Case Manager will provide appropriate information from the Release Preparation Checklist to the offender, as discussed in section D1 of this policy.
3. For Reentry Intensive offenders who do not have a definite release date, (i.e., those serving an indeterminate sentence), the checklist process will be initiated 180 days prior to their first or continued parole hearing date. If parole is denied, the checklist process stops. This process will be initiated again at the 180-day point prior to their next Parole Board hearing date. For Reentry Basic offenders who do not have a definite release date, the checklist process will be initiated immediately upon confirmation of a POA (Parole On or After) date from the Parole Board.

4. For those offenders who are serving less than six months in duration the components identified in the Reentry Release Preparation Checklist will be completed in as much as time permits whether at a reception center or a parent institution. The Education Specialist or other designated staff will initiate the checklist for those staying at the reception centers and the case manager will initiate the checklist at the parent institution. Short-term offenders at the reception centers will be offered Release Preparation - Employment Readiness modules (as described below) on a voluntary basis with priority given to those closest to their release date. Offenders serving less than (sixty) 60-days may be excluded from these modules.
5. Those sex offenders serving time at the Sex Offender Risk Reduction Center - (SORRC) will have their checklist initiated by the case manager or by the Reentry Management Team within the indicated timelines.

**B. Reentry Release Preparation – Housing and Vital Documents**

1. **To be completed within 90-120 Days of Release:** The Case Manager will assist offenders in determining potential housing options for release to the community. Identified housing options will include the sponsor's name, **address**, phone number, and relationship to the offender. The Case Manager should consider making appropriate halfway house referrals for offenders lacking placement options in accordance with APA Policy 101-PLA-01 "Parole and/or Post Release Control Release Process." The Case Manager should also consider any victim's issues that may be relevant to the placement.
  - a. Unit Management and APA staff will immediately resolve placement barriers by communicating additional plans. All Placement Investigation Requests (PIR) will be completed in accordance with the above referenced APA Policy
  - b. RAPR – Reentry Release Preparation (Housing Arrangements) on the automated checklist should be completed on all offenders, including those released without supervision. For offenders who are being released unsupervised, housing options plans should still be developed to assist them in their transition to the community. This housing plan shall not be forwarded on to the Adult Parole Authority.
2. **Within 90 days of Release - Vital Documents:** Information regarding this process is also available in the Reentry Resource Center of the library and made available during the community resources component of Release Preparation classes. The Case Manager will review with the offender the need for appropriate documents/credentials and record the information in the DOTS-RAP90 screen. If necessary, the Case Manager will assist the offender in acquiring those documents needed for the purpose of identification, obtaining employment, or determining program eligibility. Such documents may include but not be limited to, a Social Security replacement card, a birth certificate, and the Veteran's Discharge Status form #DD214. The Case Manager will complete this section. This information is located on the RAP90 screen.

- a. **Social Security Card:** The Case Manager will assist any offender who is in need of a replacement social security card. There is no cost to replace or apply for a Social Security card. The offender can obtain the application in the institutions resource area of the library, during the community resource workshop or directly from the Case Manager. The Case Manager will produce a letter on institutional letterhead verifying the identity of the offender, using court documents and FBI/BCI reports, and will send a copy of the offender's institutional identification badge, or ISNET picture with the application to the Social Security Administration. This letter will also contain the offender's forwarding address.

Applications for new cards must be made at a local Social Security office in person. Social Security forms, as well as additional requirements to obtain a card may be obtained from the local Social Security Administration. A listing of local and/or regional Social Security Administration offices is available in the institutional library.

- b. **Birth Certificate:** Information regarding the process to obtain a certified birth certificate is located in the institution resource library. The Case Manager will assist the offender in obtaining a certified birth certificate. If the offender needs to obtain a birth certificate he/she may receive information in the library, or by attendance at the specific community resource workshop. The offender should complete the appropriate state application for a replacement birth certificate. A signed cash withdrawal slip must be included to cover the appropriate cost, along with a self addressed stamped envelope and a stamped addressed envelope to the appropriate State Bureau of Vital Statistics. Birth certificates received at the institution should be kept in the Master File and provided to the offender upon release by records office personnel.
- c. **Veteran's Discharge Status Form#DD-214:** Information regarding the process to obtain a DD-214 can be found in the institution library. The Case Manager will assist the offender in obtaining the Veteran's Discharge Status known as the DD-214. The offender will complete the application requesting copy of his/her official discharge status, which is necessary to obtain services through the Veterans Administration. Institutions with local Vietnam Veterans Administration (VVA) inmate groups may assist with the application process. Institutions that do not have this type of group may obtain the application through their local Veterans Administration. Offenders may obtain information in the resource area of the library or at the community resource workshop. The completed application is sent to the address noted on the application. This process typically takes 90 days to obtain verification of Veterans' discharge status. Veteran's Discharge Status (DD-214) received at the institution should be kept in the Master File and provided to the offender upon release by records office personnel.
- d. **Identification Documents:** A Social Security card, driver's license, or birth certificate and/or other identification received in the reception process or while incarcerated should be kept in the Master file and given to the offender upon release by records office personnel. The records office personnel will record receipt of any identification documents in DOTS-RAP91.

3. **Within 30 days of release - Discharge Planning:** The Case Manager indicates whether or not the placement has been finalized. The Case Manager will review the need for identification, and if necessary assist with securing temporary identification. The Case Manager will check to determine course of transportation for the offender's release and where necessary, provide information on public transportation and cost of fares. The mode of transportation will be indicated on the checklist, and be recorded by the Case Manager in the DOT-RAP30 screen.
- C. **Transitional Linkages:** The Transitional Linkage components of the checklist are the responsibility of the various departments within the institution to complete within the specified timelines below.
1. **Transitional Linkages To be Completed Within 60-90 Days of Release:**

Each department on a monthly basis will generate their release list from DOTS for offenders who are scheduled to be released within the timeframe indicated, and to complete their area of the checklist on each of the offenders. This list can be found in DOTS under Reports entitled: Release In-Between Dates (RRELINST). Information will be entered into the RAP60 screen.

    - a. **Recovery Services:** For those offenders who have participated in or have completed a Recovery Services Program (TC, RTU/SAMI, Intensive Outpatient, Residential, Outpatient), and will be released under supervision, a referral will be made to ensure the continuity of recovery services treatment through the APA-Offender Services Network (OSN). Offenders not subject to supervision will be linked to treatment services in the community, if requested by the offender. Recovery Services personnel will complete a transition plan on inmates released to the community, if designated as Reentry Intensive, regardless of supervision type, and will note this on the Transitional Linkage section of the Release Preparation Checklist (RAP 61).
    - b. **Mental Health Community Linkage:** The Community Linkage Social Worker should be notified within 60 days of a C1 or C2 offender's pending release date by the Record's Office. If the offender is a C1 or C2, the Community Linkage Social Worker will complete the necessary paperwork for the Community Linkage Packet sending the referral to the local mental health community agency and the local Adult Parole Authority. The Community Linkage Social Worker will complete the checklist under the Transitional Linkages section RAP 61.
    - c. **Medicaid Application:** Information on Medicaid will be available through the Community Resource Workshop or in the institutional library. Offenders who are not critically/seriously ill must complete their Medicaid application in person upon return to the community by contacting the county Job and Family Services office.

Inmate Health Services (IHS) will refer offenders with chronic/critical medical concerns to the appropriate Case Manager. The Case Manager shall assist those in completing and processing the Medicaid application. The local Agency on Aging Councils will assist in determining "nursing home eligibility" by conducting a

PASSR (Pre-Admission Screening and Resident Review). If the inmate qualifies for nursing home care the APA and institution staff will work together in completing the placement and transition.

- d. **SSI/SSA Eligibility Review:** At 90 days prior to release, the offenders will be reviewed either by their RMT if reentry intensive or by their Case Manager if basic to determine if he/she is potentially disabled and in need of a pre-release SSI (Supplemental Security Income) application. Offenders will be screened for this process as potentially eligible as follows: Mental Health level C1 and C2, Mental Retardation, medical level 3 or higher and offenders age 62 or over. (Pilot Protocol)

## 2. **Transitional Linkages To be Completed Within 30 Days of Release:**

- a. **LEADS Check:** The Records Office should complete a LEADS Check for outstanding warrants and detainers. This process is documented in the master file versus utilizing the DOTS- RAP screen.
- b. **Driver's License:** The Case Manager will request information on the Offender's license status from the local reinstatement offices. The computerized data sheet will be returned to the Case Manager and forwarded to the Offender so that he/she may address any barriers to obtaining his/her license, (e.g. fines, fees and suspensions). Whenever possible, Case Managers will assist the offender in developing a plan of action to resolve barriers. The library will have driver's license manuals available to assist offenders in preparing for the licensing examination.
- c. **Request for Temporary ID:** This applies to those offenders who are being released from prison on EDS and need picture identification. The offender, who is within 30 days of release will, complete the Application for Temporary ID form number DRC 2608, pursuant to DRC Policy #78-REL-02 (Inmate Temporary Identification Card.) Once verification of the social security number and name is received from the local Social Security office, the application will be forwarded to the Institution Identification Department for processing. The Case Manager / ID Officer will indicate on the checklist the date the temporary ID is made. Offenders who are leaving under supervision will be provided an Offender ID from the appropriate APA office.
- d. **Medical Summary:** The Inmate Health Services (IHS) Department shall on the first of each month run a report/ list from DOTS requesting those offenders who are scheduled to be released the following month (30 days). This report can be located in DOTS under reports entitled Release Between Dates. IHS will begin the process of preparing medical summaries for offenders scheduled for release the following month. .
  1. If the offender is being released to the community under APA supervision, IHS staff will have the offender sign the Consent for Release and Exchange of Confidential Medical Information form (DRC #3436). IHS staff will then complete the APA Medical Summary form (DRC#5311). The completed form

shall be marked confidential and faxed to the appropriate APA office for placement in a separate confidential section of the offender's APA file. If the supervising unit is unknown; the summary will be maintained in IHS until such time as this information is available. When a release notification is circulated by the Records Office to all Departments, IHS will then forward the APA Medical Summary form (DRC#5311) to the appropriate supervising APA office as indicated on the release notification. If the inmate refuses to authorize a release of information, IHS staff shall note the refusal on form DRC#5311 and forward a copy of that document to the applicable APA office. When IHS staff obtains the signed release or refusal from the offender and initiates the summary, he/she will then mark the checklist. The level of need will be designated in the need area, as reported on the Placement Investigation Request Form (PIR) of the placement plan.

2. If the offender is being released to a Halfway House, that organization will have access to the offender's medical classification information per the Placement Investigation Request (PIR) form of the placement plan. If the halfway house requests a medical summary, I.H.S. staff will ask the offender to sign Consent for Release of Confidential information form (DMH#0037) for that specific halfway house. An APA Medical Summary form (DRC #5311) will be completed and forwarded to the applicable organization. If the offender refuses to sign the release, the halfway house will be notified and the offender advised that this refusal may jeopardize his consideration for placement in this facility.

e. **Medication Orders:**

1. Medical: The Health Care Administrator or designee will check to determine if the offender has a prescription and will ensure applicable orders are requested and a 14-day supply of medication, or the remaining doses of a short-term prescription is available for the offender upon release, including the paraphernalia needed to administer the medication. The Health Care Administrator or designee will be responsible for completing the Reentry Release Preparation Checklist-Transitional Linkages section, any medical items, as applicable to the inmate.
2. Mental Health: If the offender is on psychotropic medications, the Psychiatric Nurse Supervisor or designee will ensure applicable orders are requested, and a 14-day supply of the medication is available for the offender upon release. The Psychiatric Nurse Supervisor or Designee will obtain the medication order from the Psychiatrist.

**D. Release Preparation Checklist-Offender/RMT Responsibilities:** Each offender will be provided the checklist and informed of their responsibility for completing the tasks and workshops to prepare for release.

1. The Release Preparation Checklist (located in DOTS- RAPR-Select [5]), will be given to the offender when he/she meets with the Case Manager approximately 180 days prior to release. The Case Manger will review the components / modules that need to

be completed by the offender. The Case Manager should emphasize the offender's responsibility to sign-up for the workshops prior to their release. The offender will sign and date acknowledging receipt of the checklist and his or her role in its completion. The Case Manager will sign and date acknowledging the inmate was provided the checklist. A copy of the checklist will be placed in the Unit file. Each Department that provides the workshop will be responsible for completing their section of the automated checklist for each offender. The Institution Workshop Coordinator will enter the information on attendance for the APA Rules of Supervision workshop. This is in addition to the offender's responsibility to maintain a hardcopy and obtain the necessary signatures.

2. The Reentry Management Team (RMT) or Case Manager, six months prior to an offender's release, will meet with the offender and determine which workshops are mandatory/optional or not applicable. The Work History, Job Search, Resumes, Applications, Interview Skills and Job Retention Workshop, Community Resources and Goal Setting workshops are mandatory. The Recovery Services, Mental Health and Medical workshops are mandatory if the offender has a history of receiving such services while incarcerated or a need is indicated on one or more of the dynamic domains. The APA- Rules of Supervision workshop is mandatory only for those released to supervision. Optional workshops include the Faith-based workshop, and the Community Justice workshop. Community Justice becomes mandatory if the offender has not attended during his incarceration a workshop on Community Justice. Additional workshops may be added as optional modules to supplement the program. The Checklist is located under RAPL, select [2]. The RMT or case manager will mark mandatory and optional on the appropriate workshops.
3. **Release Preparation and Employment Readiness Modules:** Offenders will attend the release preparation modules during the last 180 days of incarceration based on space availability and with priority given to those closest to release.
  - a. Information regarding attendance of release preparation program modules will be entered into the RAPW, (Enter Workshop Participation) of DOTS-RAP within fourteen calendar days of the offender's attendance. In the RAP menu, selection [W] is used for recording attendance. It is the responsibility of the person/department area that delivers the module to record attendance in the RAPW screen. The person responsible for delivery of the module will sign the offender's checklist noting the date of completion.
  - b. On a monthly basis the Deputy Warden of Special Services (DWSS) will print out a list of those offenders who have not completed mandatory workshops. This list will include offenders who have not attended mandatory and or non-mandatory workshops. The DWSS shall address any deficiencies with the appropriate staff.
  - c. If the offender has not been scheduled and/or completed the required modules at the 60-day checkpoint, the Reentry Management Team or Case Manager will be notified of missed mandatory programming. The offender will be provided with a schedule of the mandatory modules supplied by the Deputy Warden of Special

Services. The list of offenders who has not completed specified modules can be obtained by going to RAPR 6 – Reports Menu.

- d. The Case Manager and the inmate will sign and date the completed Release Preparation Checklist. Copy of the Checklist will be placed in the unit file. The DWSS will be responsible for ensuring program completeness.

**E. Within 30 days of release: Education and Employment Linkages and Referrals**

1. **Career Passport, Apprenticeship and Educational Referrals:** The School Administrator or designee shall monitor on a monthly basis the offenders nearing completion of required hours to earn their career-technical and/or apprenticeship certificates programs. The School Administrator shall also monitor the number of Career Passport requests generated each month. The School Administrator or designee will mark the offender's checklist under the appropriate section, Employment Linkage and Referral of the Release Preparation Checklist provided by the inmate, as well as complete RAP34 Employment Referral Information.
2. **Job Fairs/Employer Videoconferences-Employment Linkage:** The Job Coordinator/Designee will monitor attendance of offenders at institutional job fairs, quarterly employment interviews and employer videoconferences. The Job Coordinator will complete Release Preparation Checklist, IV, item 5, of the Release Preparation Checklist provided by the inmate, and as well as the automated version of RAPR Section RAP35 Employment Linkages.