

Idaho Department of Correction 	Standard Operating Procedures	CONTROL NUMBER: 607.26.01.002	PAGE NUMBER: 1 of 12
	OPERATIONS Institutional Programs and Activities	TITLE: Structured Reentry Case Management	Approved: 11-12-2003 Reviewed: 12-21-2005 Next Review: 12-21-2007

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BOARD OF CORRECTION IDAPA RULE NUMBER 607.

[Public Participation in Program Activities](#)

POLICY STATEMENT NUMBER 607.

[Correctional Education and Programs](#)

POLICY DOCUMENT NUMBER 607.

[Correctional Education and Programs](#)

DEFINITIONS

[Standardized Definitions List](#)

PURPOSE

To identify a process by which offenders are prepared for release to the community, through institutional and community programming, who are equipped to complete probation/parole.

SCOPE

The scope of this standards and operational procedure includes any offender preparing for release into the community.

RESPONSIBILITY

District managers and facility heads are responsible for implementing this standard operating procedure and following the procedures described herein.

District managers are responsible for designating reentry probation and parole officers and reentry managers in their district.

Facility heads are responsible for designating reentry managers in their facilities.

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 2 of 12
---	---	--------------------------------

GENERAL REQUIREMENTS

Table of Contents

1. Procedure..... 2

2. Reception and Diagnostic Unit (RDU) Intake..... 2

3. Long Term Commitment 3

4. Reentry, Long Term Commitment..... 4

5. Reentry, Short Term Commitment 4

6. Structured Reentry, Long and Short Term Commitments, Retained Jurisdiction..... 5

7. Community Structured Reentry 7

8. Community Sustaining Phase 7

9. Oversight..... 8

Process Steps..... 8

General Requirements 8

Reentry, Long Term Commitment..... 9

Reentry, Short Term Commitment 9

Structured Reentry, Long and Short Term Commitments, Retained Jurisdiction..... 9

References..... 12

1. Procedure

Community Corrections district offices shall designate reentry parole agents/probation officers in each judicial district. Department facilities/Community Correction district offices shall designate reentry managers in each institution/district office. The reentry parole agents/probation officers, offender case managers, and the offender will collaborate to develop reentry individual case plans for the offenders. The reentry managers at each location will be responsible for ensuring the reentry parole agents/probation officers, offender case managers, and parole hearing officers are collaborating with each other to make certain plans have been developed that assist the offender upon release to the community.

2. Reception and Diagnostic Unit (RDU) Intake

Offenders received at the Reception and Diagnostic Unit (RDU) without an assessment will be assessed for criminogenic risk and need using the Level of Service Inventory-Revised,

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 3 of 12
---	---	--------------------------------

TABE Locator and Texas Christian University Drug Screen. When indicated by assessment or when recommended by program staff, secondary assessments such as the Hare Psychopathy Checklist - Revised for psychopathy or substance abuse assessments shall be administered to offenders either at RDU or at a receiving institution to further measure offender risk and need.

RDU staff will jointly develop individual case plans or modify existing case plans with the offender that target criminogenic risks and needs identified through assessment. Individual case plans will include goals, objectives, action plans and timelines to complete programs by the offenders parole eligibility date (PED) or tentative parole date (TPD). Programs and timelines will be ranked according to an offender's need and ability to comprehend and complete the material. The individual case plan will be entered into the Offender Management Program (OMP) module of the Corrections Integrated System (CIS).

RDU program staff will recommend institution placement based on risk classification, offender amenability to programming, length of time to PED or TPD, and need as identified in the domains of the LSI, the TCU Drug Screen, TABE Locator and secondary assessments.

3. Long Term Commitment

A long-term commitment is defined as approximately two (2) or more years to parole eligibility date (PED) or tentative parole date (TPD).

Case managers will identify offenders who are amenable to programming through individual interview and through file review for behavioral concerns. Those offenders that need prerequisite programs such as special education, English as a second language, mental health services or who have educational deficits shall reside at a facility, security permitting, that offers such programming. Case managers will enroll offenders in prerequisite programs as identified by assessment. Case managers will document offender progress with programming into the narrative section of the OMP module in the Corrections Integrated System.

Offenders who have completed programming or who are amenable to programming, shall receive preference for offender worker positions, Work Camp placement, Correctional Industries placement, or work crew participation. Offenders who are working should complete programming prior to their PED or TPD. Only offenders who have completed programming or who have time to complete programming before their PED, TPD or Full Term Release Date will be used on extended overnight stay work crews such as a fire crew.

Programming staff will work, when necessary, non-traditional hours to offer offender programming.

Offenders who have behavior problems as identified by disciplinary offense report (DOR) history or who chose to complete their sentence without participating in programming may be denied the privilege of work opportunities.

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 4 of 12
---	---	--------------------------------

4. Reentry, Long Term Commitment

Approximately seven (7) months to two (2) years prior to parole eligibility date (PED) or tentative parole date (TPD).

When programming is available, offenders will begin the core curriculum programming, identified in their individual case plan that targets their programmatic needs, seven (7) months to two (2) years prior to their PED, or TPD. Core programming may be started earlier when circumstances dictate, such as length of time needed to complete programming or staff capacity to deliver programming. Case managers will document offender progress with programming in the curriculum in the narrative section of the OMP module in the Corrections Integrated System. When a program has been identified as a need that an offender is unable to complete at his current institution he may be moved to an institution that can provide the program, bed space and appropriate custody level.

Institutional management and case managers will contact community agencies, program providers, and stakeholders such as faith based organizations, Vocational Rehabilitation, Health and Welfare, mental health providers, victim representation and family representation, for input into the reentry process. Where feasible these stakeholders will be invited into the institutions to deliver needed services to the offender population and to consult with the offender and his case manager on community safety and reentry issues prior to his release. Stakeholders may be a part of a reentry team established in the institution.

Offenders who are working should complete programming prior to their PED or TPD. Only offenders who have completed programming or who have time to complete programming before their PED, TPD or Full Term Release Date will be used on extended overnight stay work crews such as a fire crew.

Programming staff will work, when necessary, non-traditional hours to offer offender programming.

5. Reentry, Short Term Commitment

Less than one (1) year prior to parole eligibility date (PED) or tentative parole date (TPD).

Offenders who are identified at RDU through assessment and classification as low or medium risk with a short term to PED (three (3) months to six (6) months), will be moved, security permitting, from RDU to institutions that have short term programming curriculums.

When space is available, the case manager will enroll these offenders in short term core curriculum programs as identified in their individual case plan that target their programmatic needs. For example, case managers can choose an array of short term programs based on need as identified by the LSI-R such as Breaking Barriers, Cognitive Self Change Orientation and Phase One of the program, substance abuse programs or pre-release. Short-term programs will be ranked according to the highest need prior to release and to those that can be completed prior to the PED or TPD. Case managers will enter suggested programs that cannot be completed in the institution into the Narrative section of OMP as a goal to be completed or targeted in the community. Case managers will make programs that

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 5 of 12
---	---	--------------------------------

have been started in the institution but cannot be completed while there a part of the treatment plan contained in the parole plan.

Institutional management and case managers will contact community agencies, service providers, and stakeholders such as faith based organizations, Vocational Rehabilitation, Health and Welfare, mental health providers, victim representation and family representation, for input into the reentry process. Where feasible these stakeholders will be invited into the institutions to deliver needed services to the offender population and to consult with the offender and his case manager on community safety and reentry issues prior to his release. Stakeholder may be a part of a reentry team established in the institution.

6. Structured Reentry, Long and Short Term Commitments, Retained Jurisdiction

Approximately one (1) year to parole eligibility date (PED) or tentative parole date (TPD), and approximately two (2) to three (3) weeks after facility receipt for retained jurisdiction offenders (riders).

A structured reentry plan is a plan developed by the institution case manager in consultation with the offender and, where need is identified, with the RPA or assigned probation officer (PO). Structured reentry targets offender programmatic needs that have yet to be completed in facilities and identifies needs that will be targeting and addressed in the community.

Approximately one (1) year from PED or TPD for long term commitments and upon institution placement for short-term commitments, the offender case manager should meet with the offender to develop a Structured Reentry Plan. For offenders who are difficult to place in the community the case manager will contact the RPA or PO, where the offender intends to parole, to collaborate in the development of a structured reentry plan. Case managers structuring reentry plans for riders will contact the reentry manager in the sentencing district for assignment of a PO who will assist in the development of a reentry plan. It is the case manager and RPA/PO responsibility to ensure that offenders are on track to complete programs. The case manager will modify the individual case plan in the OMP module in the Corrections Integrated System to include structured reentry plans not targeted earlier.

Reentry parole agents that are assigned by their district to work part-time within institutions will assist reentry parole agents/POs in other districts with resolving reentry issues. For example they may review a file or complete a signup for an agent whose district is far from the holding facility.

When there is a question about an offender's regional placement within in the state, the facility RPA will consult with other reentry parole agents in the State to identify appropriate placement.

The offender case manager will enroll offenders in short term structured reentry programs, where available, such as but not limited to, marriage and family counseling, pre-release, Community Work Center placement, Vocational Rehabilitation services, and institutional work projects. Case managers may consult with victims or victim organizations that desire input into the parole planning process. When there is a known victim issue the case

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 6 of 12
---	---	--------------------------------

manager will consult with the Department Victim Services Coordinator to receive input about how to resolve the concern.

Beginning approximately six (6) months from the PED or TPD, case managers will consult with the offender and, as needed, with the RPA, to identify community linkages such as housing, employment and community programming resources. Beginning approximately thirty (30) to sixty (60) days from rider release and prior to completion of the APSI, case managers will consult with the offender and, as needed, with the PO, to identify community linkages such as housing, employment and community programming resources. Where lack of housing is an issue the case manager will consult with the offender, the parole coordinator and the reentry parole agent/probation officer to develop a housing resource before parole/release. Where employability is an issue, the case manager in consultation with the parole agent/probation officer shall identify employment resources such as the Work Force Investment Board and Vocational Rehabilitation that will be accessed upon release. Case managers will consult with the reentry parole agents/probation officers to place offenders in communities where their programmatic needs may be met.

The RPA/PO will contact the offender's family, where appropriate, to inform them of a pending release and to describe the conditions of supervision.

The case manager or RPA/PO will assist the offender to obtain documents that the offender will need in the community, such as driver's license, Social Security Card, SSI application, state identification card, and alien work permits.

The offender case manager and offender, with RPA/PO input when necessary, will develop a parole plan/release plan that incorporates structured reentry. The parole plan will be entered into the Reflections System in the Parole Plan module.

The offender case manager will contact the Commission of Pardons and Parole by e-mail and notify the parole hearing officer there is a reentry plan entered into the Corrections Integrated System.

Beginning approximately thirty (30) to sixty (60) days from the PED or TPD, the RPA/PO and case manager will assist the offender in establishing community linkages. With respect to the PED, before community linkages are established, consideration should be given to the likelihood of an offender receiving parole based on the parole hearing report, the parole plan and case manager and RPA assessment.

The RPA/PO, in consultation with the case manager and the offender, where appropriate, will develop prior to release, a program schedule with Department and community program providers that specify the programs that the offender will attend upon release. The program schedule will specify the programs that the offender must attend and complete. For example, arrangements should be made for the offender to access substance abuse services, community mental health services, community health services, cognitive programs, and Social Security applications.

Prior to parole/release, the case manager will ensure that the Department's medical provider is aware of a pending release so that the offender receives prescribed medications prior to release and prescriptions to fill in the community.

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 7 of 12
---	---	--------------------------------

Where possible, the offender will be moved, a week or less prior to the release date, to a location such as a jail, institution or work center near the district where supervision will commence. The offender case manager or RPA will complete parole signup paperwork on the parole release date and the offender will be released from the holding facility. The releasing official will instruct the paroled offender to report to the receiving district office within twenty-four (24) hours of release excluding weekends and holidays.

7. Community Structured Reentry

The RPA/PO or designee will meet with the offender in the community within twenty-four (24) to forty-eight (48) hours of release, excluding weekends and holidays.

The RPA/PO will review with the parolee/probationer the individual case plan and parole/court order conditions, instruct the parolee/probationer to attend his first programming classes, review the supervision plan and schedule next appointment. Where possible, the RPA/PO will include family members and significant others in the case and supervision planning process.

The RPA/PO will complete the parole/probation signup that includes a home visit, employment verification and a programming collateral contact within two (2) weeks of receipt of the parolee/probationer. The parole agents/POs are expected to create reentry teams within the community that will consult with the agent on the individual case plan. The reentry team may consist of some of the following: community treatment providers, Health and Welfare; Vocational Rehabilitation; law enforcement; and, the victim.

The RPA will supervise the parolee using current supervision standards until such time as the parolee is stable within the community, usually thirty (30) to ninety (90) days after release. The RPA may transfer a parolee to a traditional parole officer after the parolee is stabilized. The RPA will complete a transfer summary on the parolee upon transfer to another agent or district.

8. Community Sustaining Phase

Parole agents/POs will consult with reentry team prior to a parolee's release from supervision to establish a support network after parole discharge.

The RPA/PO will jointly develop with the offender a written individual plan that identifies community resources that will continue to be available to the offender after release from parole/probation. The plan may contain some or all of the following components:

- Continued contact with the parole agent;
- Permission to attend department delivered treatment programs
- Community program and service providers
- Community stakeholders
- Law enforcement
- Vocational Rehabilitation

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 8 of 12
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- Mental health providers
- Health and Welfare Department
- Substance abuse support groups

Prior to release from parole, the releasing officer will give the parolee/probationer a copy of the individual plan.

9. Oversight

The Operations Division will monitor compliance with this Standard Operating Procedure.

Process Steps

General Requirements

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Community Corrections or district offices	1	Shall designate reentry parole agents/probation officers in each judicial district.
Department facilities or district offices	2	Shall designate reentry managers in each institution/district office.
The reentry managers at each location	3	Will be responsible for ensuring the reentry parole agents/probation officers, offender case managers, and parole hearing officers are collaborating with each other to make certain plans have been developed that assist the offender upon release to the community.
RDU	4	Will administer the appropriate assessments on all Offenders received without a Level of Service Inventory-Revised, TABE Locator and Texas Christian University Drug Screen and enter the results in OMP.
RDU	5	Will jointly develop individual case plans or modify existing case plans in OMP with the offender that target criminogenic risks and needs identified through assessment.
RDU	6	Will recommend institution placement based on risk classification, offender amenability to programming, length of time to PED or TPD, and need as identified in the domains of the LSI, the TCU Drug Screen, TABE Locator and secondary assessments.

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 9 of 12
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Reentry, Long Term Commitment

Approximately seven (7) months to two (2) years prior to parole eligibility date (PED) or tentative parole date (TPD).

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Offenders	1	Will begin the core curriculum programming, identified in their individual case plan, when programming is available.
Case managers	2	Will document offender progress with programming in the Narrative section of the OMP Module in the Corrections Integrated System.
Institutional Management and case managers	3	Will contact community agencies, as outlined in this SOP, for input during the reentry process.
Programming staff	4	Will work, when necessary, non-traditional hours to offer offender programming.

Reentry, Short Term Commitment

Less than one (1) year prior to parole eligibility date (PED) or tentative parole date (TPD).

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Offenders	1	Those who are identified at RDU through assessment and classification as low or medium risk with a short term to PED (three (3) months to six (6) months), will be moved, security permitting, from RDU to institutions that have short term programming curriculums.
Case manager	2	Will enroll these offenders in short-term core curriculum programs in OMP, as identified in their individual case plan.
Case manager	3	Will make programs that have been started in the institution but cannot be completed while at that location, a part of the treatment plan contained in the parole plan.

Structured Reentry, Long and Short Term Commitments, Retained Jurisdiction

Approximately one (1) year to parole eligibility date (PED) or tentative parole date (TPD) and approximately two (2) to three (3) weeks after facility receipt for retained jurisdiction offenders.

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 10 of 12
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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Case Manager and/or RPA	1	Will develop a structured reentry case plan in OMP targeting pre-assessed programmatic needs.
Case Manager and/or RPA	2	Will ensure that the offender is on target with programming goals and will keep thorough follow up notes in the Narrative section of OMP.
Case managers	3	Beginning approximately six (6) months from the PED or TPD will consult with the offender and, as needed, with the RPA, to identify community linkages such as housing, employment and community programming resources.
Case managers	4	Beginning approximately thirty (30) to sixty (60) days from rider release and prior to completion of the APSI, will consult with the offender and, as needed, with the PO, to identify community linkages such as housing, employment and community programming resources.
Case managers	5	Will consult with the reentry parole agents/probation officers to place offenders in communities where their programmatic needs may be met.
RPA/PO	6	Will contact the offender's family, where appropriate, to inform them of a pending release and to describe the conditions of supervision.
Case manager or RPA/PO	7	Will assist the offender in obtaining documents needed in the community, such as driver's license, Social Security Card, SSI application, state identification card, and alien work permits.
Case manager and offender,	8	With RPA/PO input when necessary, will develop a parole plan/release plan that incorporates structured reentry. The parole plan will be entered into the Reflections System in the Parole Plan module.
Case manager	9	Will contact the Commission Of Pardons And Parole by e-mail and notify the parole hearing officer there is a reentry plan entered into the Corrections Integrated System, and note the contact in the Narrative section of OMP.
RPA/PO	10	In consultation with the case manager and the offender will develop prior to release, a program schedule with Department and community program providers that specify the programs that the offender will attend upon release.

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 11 of 12
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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Case manager	11	Prior to parole/release, will ensure that the Department's medical provider is aware of a pending release so that the offender receives prescribed medications prior to release and prescriptions to fill in the community.
Case manager	12	Will add notes that outline the transfer summary into the narrative section of the OMP.
Case manager or RPA	13	Will complete parole signup paperwork on the parole release date and the offender will be released from the holding facility.
Releasing official	14	Will instruct the paroled offender to report to the receiving district office within twenty-four (24) hours of release excluding weekends and holidays.
Case manager	15	Will add notes that outline the discharge summary and enter it into the narrative section of the OMP for offenders going on parole or being released full term.
RPA/PO	16	Will meet with the offender in the community within twenty-four (24) to forty-eight (48) hours of release, excluding weekends and holidays.
RPA/PO	17	Will review with the parolee/probationer the individual case plan in OMP and parole/court order conditions, instruct the parolee/probationer to attend his first programming classes, review the supervision plan and schedule next appointment. All of this is to be documented in the Narrative section of the OMP.
RPA/PO	18	Will complete the parole/probation signup that includes a home visit, employment verification and a programming collateral contact within two (2) weeks of receipt of the parolee/probationer.
RPA/PO	19	Are expected to create reentry teams within the community that will consult with the agent on the individual case plan.
RPA	20	Will supervise the parolee using current supervision standards until such time as the parolee is stable within the community, usually thirty (30) to ninety (90) days after release.

CONTROL NUMBER: 607.26.01.002	TITLE: Structured Reentry Case Management	PAGE NUMBER: 12 of 12
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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
RPA	21	May transfer a parolee to a traditional parole officer after the parolee is stabilized and complete a transfer summary on the parolee if transfer is approved and takes place.
RPA/PO	22	Will consult with reentry team prior to a parolee's release from supervision to establish a support network after parole discharge.
RPA/PO	23	Will jointly develop with the offender a written individual plan that identifies community resources that will continue to be available to the offender after release from parole/probation.
Releasing officer	24	Prior to release from parole, will give the parolee/probationer a copy of the individual plan.

For further assistance, see your designated Super User.

References

Idaho Department of Correction Transition Team Document.

Serious and Violent Reentry Initiative, Award #2002-RE-CX-0013 (Dated 06-25-02).

Standards for Adult Correctional Institutions, 4th Edition, Standards 4-4442.

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