

## **ECRM > DIVISION OF ADULT INSTITUTIONS (DAI) > DISCHARGE > RELEASE PLANNING > DAI RELEASE PLANNING**

Institutions/Centers, irrespective of custody level, will facilitate release planning for all inmates.

- Initial release planning begins with completion of the [COMPAS](#) Reentry Assessment per the [DAI COMPAS Business Process](#). At six months to release (or sooner at work release sites), Social Workers shall verify/assist inmate to obtain Vital Documents ([Supervision Inmate Vital Documents](#) section) and update [COMPAS](#) Case/Custom Fields/Release Plan to reflect status of vital documents.
- A paper application and information about the Medicaid pre-release application process will be provided during a release planning session if the inmate did not receive documents during pre-release modules on Financial Literacy and Health.
- A custom field entry is required for the ForwardHealth Card for every inmate during release planning. There are five choices in the ForwardHealth Card custom field drop-down menu. They are listed and defined here:
  - **Institution Property Envelope**-The ForwardHealth card has been received by the facility, the inmate was sent a receipt, and the card is stored in the DOC-236D Identification Property Access Record
  - **Application in Process**-Inmate wants to apply and has received DOC information and a paper application. Screening for additional staff assistance has been completed. Inmate will apply during the correct timeframe for his/her release date.
  - **Not Eligible**-Inmate has applied and been determined ineligible by Income Maintenance Consortia staff
  - **Residency Status Prohibits**-Inmate does not have legal residency in the United States
  - **Declined**-Inmate declines to apply for BadgerCare Plus prior to release from a DOC facility
- The ForwardHealth Card status, action date, and staff member name boxes shall be completed. Staff updating the record shall enter their name, classification, and location (e.g. TBlack SW at JCI). When necessary, include comments sharing any useful information that supports the documentation. There will only be one record for the ForwardHealth Card. Subsequent entries will be reflected by editing the existing record and action date.

- For those inmates who are releasing on Extended Supervision or Mandatory Release, Social Worker generates [DOC-0745 Release Plan](#); inmate completes plan and returns to Social Worker.
- At six months to release the social worker completes Opioid Use History Screening Questionnaire (DOC-2945) with the person in our care and indicates the individual's opioid use history in the COMPAS Cautionary Information section as indicated by the DOC-2945. This screening is completed for individuals who score probable or highly probable in the Substance Abuse scale, and there is insufficient evidence to determine whether a history of opioid use exists. If there is sufficient evidence of a history of opioid use, the screening tool does not need to be completed; however the information still needs to be updated in the Cautionary Information section of COMPAS.
- The Release Plan Information ([DOC-745](#)) and Opioid Use History Screening Questionnaire (DOC-2945) is forwarded to the agent of record.
- Copy of the release plan is given to the inmate and original is stored in the inmate's Social Service File and saved to [Offender Locator](#), Documents tab/Release planning folder.
- A Pre-Release phone call, video conference, or institution visit is scheduled with the Parole Agent to review release plan information.
- If inmate is requesting residence in another state, refer to [Interstate Compact section](#).
- Parole Agent must generate supervision rules in COMPAS (refer to [DAI COMPAS Business Process](#)) and submit an [Inmate Release Authorization \(DOC-0015\)](#) at least 30 days prior to the offenders release date. Except for maximum discharge, inmates are ordinarily released on the Tuesday prior to the official date of release. This procedure also applies in the event the inmate is released to a detainer.
- No Release Plan or Authorization for Release is needed for maximum discharge inmates.

### **Reentry Resource Handout**

The *General Resources for Releasing Offenders* handout contains contact information for community-based resources such as food, clothing, shelter, employment and education, medical assistance, etc., to assist inmates who are transitioning back into Wisconsin communities.

At six (6) months prior to release, the Social Worker or Treatment Specialist will provide a copy of the handout to the inmate.

NOTE: This document will be updated routinely to reflect current availability of services. Make sure to retrieve the latest version go to MyDOC > Reentry Unit and click on the link titled, "General Resources for Releasing Offenders".

**Social Worker/Treatment Specialist Responsibilities:**

- Ensures inmate has obtained Vital Documents and records in [COMPAS](#) - Custom Fields;
- Completes [COMPAS](#) Reentry, when applicable;
- Generates [DOC-0745](#), routes accordingly;
- Facilitates contact with Parole Agent;
- Completes all relevant release paperwork generated by institution and field agent;
- Prints Agent generated [COMPAS](#) Rules, processes with inmate, routes accordingly;
- Complete the Opioid Use History Screening Questionnaire (DOC 2945) or a review of other reliable sources, if available. Make a note in COMPAS that the screening was completed. If the offender has been identified as having a history of opioid use, the options for Medication Assisted Treatment (MAT) shall be discussed. Planning at this stage will include provision of educational materials concerning MAT and reviewing potential MAT providers in the individual's releasing community. Discuss with the individual their interest in and comfort level with engaging in treatment upon release.
- If the individual has been identified as having a history of opioid use, options for Medication Assisted Treatment (MAT) should be discussed and what, if any, treatment the individual is interested in and agrees to attend. Coordinate referral for services with a goal to continue programming/treatment upon release. If a referral is made, an 1163A Release of Information is required to make the referral. As these discussions occur and referrals are considered, social workers and treatment specialist should communicate with Agent of Record to ensure continued care upon release. Coordinate with Agent of Record who (DAI or DCC) will make the referral for treatment. Provide person in our care with information regarding any treatment referrals made.
- If an individual in our care has been identified as not having a history of opioid use via use of the screening tool or other reliable sources, if available; however between the time the screen was completed and their release, they are found guilty of and have a positive UA for using opioids, a new screening shall be conducted.
- If the individual in our care has been found to not have a history of opioid use via use of the screening tool, route the completed screening form to the AOR and note in COMPAS that the screening was completed.
- Ensures proper documentation in [WICS](#) Release Plan screen.
- Documents progress and actions taken in a note in [COMPAS](#).

DCC Agent:

- Reviews [DOC-0745](#);
- Facilitates contact with Social Worker and inmate;
- Generates [COMPAS](#) Rules;
- Generates [DOC-0015](#) and routes accordingly.

Inmate:

- Ensures Portfolio is updated and present at all formal meetings;
- Ensures Vital Documents are secured;
- Completes [DOC-0745 Release Plan Information](#);
- Establishes release clothing and transportation;
- Updates Community Resources Worksheet (per Portfolio checklist [DOC-2399](#)).

For additional information, the following resources may be utilized:

[DAI 300.00.14 Pre-Release Curriculum](#)

[DAI 300.00.15 Development and Use of Inmate Portfolio](#)

[DAI 300.00.15 Development and Use of Inmate Portfolio - Administrator Jess Memo](#)

[DAI 309.45.02 Inmate Trust System Deductions Attachment A - Release Funds](#)

[Allowable Uses](#)