

DIVISION OF ADULT INSTITUTIONS > DISCHARGE > RELEASE PLANNING > MAXIMUM DISCHARGE RELEASE PLANNING

Maximum Discharge Release Planning

Maximum discharge occurs when a PIOC releases to the community without a term or period of WI DOC community supervision. The Social Worker should communicate with the Records Department and Agent of Record to ensure there are no consecutive cases to the maximum discharge case. If it is determined that the PIOC will be max discharging from DAI, that person will release on the date of their discharge and not the Tuesday before that date.

Social Worker/Treatment Specialist Responsibilities:

No sooner than 9 months but no less than 6 months prior to release the DOC – 745 shall be completed by the person in our care, with the DAI social worker or treatment specialist assistance, if necessary. The document should then be reviewed with the PIOC, taking special note to the following sections to determine if any additional steps may be needed:

- Proposed Residence Plan discuss residence appropriateness and provide resources as needed.
- Financial to determine if the individual has received Social Security Benefits in the past or may be eligible for Social Security or Veterans Benefits. Link or reference RLS, Social Security Benefits Application Process
- Health to determine if the individual would like to apply for health insurance prior to release (Affordable Care Act- ACA); any current health including medical, psychological (OARS), dental or medical appliance needs to be considered during release planning.
- Transportation Upon Release to determine if the individual has a family member or friend who can pick him/her up on day of release or if local bus transportation is needed. See Transportation for additional information.
- Clothing Needs Upon Release to determine if the individual has appropriate and adequate clothing to leave the institution in. See Release Clothing for additional information.
- Vital Documents/Proper Identification to determine if the individual needs assistance in obtaining his/her vital documents. See Inmate Vital Documents for additional information.

The Social Worker or Treatment Specialist will then provide additional, pertinent information, in the Social Worker Statement section. Examples of information include: Institution adjustment, program completion status, mental health concerns, and known active detainees.

Upon completion of the DOC–745, the DAI Social Worker or Treatment Specialist shall distribute the completed form as noted on the approved distribution list.

- A copy is provided to the person in our care.
- Electronically scan the document and forward to Agent of Record.
- Save the scanned document in the individual’s virtual folder for future reference utilizing the following naming convention: DOCFormNumber_DOC Number (Date of Entry-MMDDYY). (Example: 745_123456(090517)).
- The original shall be retained in the social service file.

The Social Worker or Treatment Specialist should communicate with the Records Department and the Agent of Record to clarify any other documentation that may be requested to be completed (Examples: Sex Offender Registration, Special Bulletin Notice, GPS).

The Social Worker or Treatment Specialist shall document release planning information updates in COMPAS and upon release, should make a note indicating that the person has reached maximum discharge. Notes should be placed under General Notes with a Sub Type of Release Planning.

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References/Resources:

DOC-745 - Release Plan Information