

**ECRM - SUPERVISION\DCC\SUPERVISION PROCESS\PRE-RELEASE PLANNING**  
**Division of Adult Institutions (DAI) Incarcerated Clients**

**.01 AUTHORITY**

[Wisconsin Statutes 320.05](#)

**.02 PURPOSE**

The Division of Adult Institutions (DAI) and the Wisconsin Correctional Center System (WCCS) protect the public through secure and humane treatment of inmates committed to its custody and affords inmates the opportunity to gain skills needed to support a crime-free life upon release to the community. The Division of Community Corrections (DCC) and DAI developed the following procedures to assist with the reintegration of clients back into the community.

**.03 RESPONSIBILITIES**

DAI and WCCS are responsible for the care, housing, supervision and programming of persons incarcerated in state correctional institutions. Agents will maintain involvement with institutionalized clients from the point of incarceration to the point of release. The purpose of this involvement is to:

- ensure field participation in the development of an institution service delivery plan for each individual;
- identify needs or problems, which resulted in the individual's incarceration;
- identify and plan treatment and services necessary to improve the inmate's chances of successful community reintegration;
- develop a working relationship between the inmate and field agent;
- accomplish pre-release planning; and
- establish a working relationship between field agents and institution staff.

**Field Staff Responsibility During DAI Incarceration**

**.01 ADMISSION PROCEDURE**

When a client is received at the Assessment and Evaluation (A & E) Center at Dodge or Taycheedah Correctional Institution, the inmate information is entered into WICS.

Each county has a DCC staff member assigned to retrieve Judgments of Conviction from E-JOC. This information will then be forwarded to the appropriate field office for agent assignment.

- If a Presentence Investigation is not available in Virtual Folders, the field office will immediately place the Presentence Investigation, if one has been completed, into Virtual Folders. The institution may ask for verification or clarification of certain information. If information from the field has not been received at Assessment and Evaluation three days prior to the staffing of the case, A&E will notify the Agent, who will immediately forward the requested material. If the agent is having difficulty locating the material, they should notify A&E of the problem. The A&E social worker report is available in WICS.

## **.02 PERIODIC REVIEW**

The security/treatment needs of the inmate and progress in meeting those needs are reviewed at least once every six months by the institution Client Classification Committee. Classification decisions are available in WICS. Agents are encouraged to contact an inmate's institution social worker for input if there may be a change that could affect release planning.

## **Agent Contact During Client Incarceration**

### **.01 INSTITUTION VISITS BY AGENT**

The primary purpose of institution visiting by agents is to develop release plans and a positive casework relationship. This type of visit shall be arranged by video conference when the travel distance is significant. At least one week in advance, the agent will contact the institution giving the date and approximate hour of arrival, with the names and case numbers of those to be interviewed. If any change is necessary, the institution must be notified. When making institution visits, agents are subject to rules of the facility. Whenever possible during the institution visit, agents should meet with social workers regarding their cases. Agents must be prepared to show their DOC identification card at the institution.

When an inmate is releasing from segregation, case planning with the social worker and the client via video or telephone conference should occur prior to release. Case staffing must be coordinated with the client's assigned social worker. The purpose of the contact is to discuss

release planning with the inmate, social worker and/or clinical services staff. If, based on information provided by the institution social worker, it is apparent that the contact would be non-productive due to an inmate's mental/emotional state or refusal to meet with the agent, the agent should consult with the supervisor for further direction.

Institution visits must be documented in COMPAS notes.

## **.02 CORRESPONDENCE BETWEEN AGENTS AND INMATES**

All correspondence must be answered promptly. When an agent corresponds directly with an inmate, a copy of the letter must also be sent to the facility for inclusion in the client's social service file. The inmate's case number should be on all correspondence.

Inmates who are housed in out of state non-contract placements are administratively assigned to DCI. Inmates in out of state contract placements are assigned to the Out of State Transfer Unit, which is housed as DCI. The agent can call DCI or the Out of State Transfer Unit and find the exact location for correspondence.

## **.03 PRE-RELEASE PLANNING**

*Six months prior to release:*

- The inmate completes the Release Plan Information ([DOC- 745](#)) with the assistance of the institution social worker, if needed.
- The social worker completes Opioid Use History Questionnaire ([DOC-2945](#)) with the inmate. The Opiate History indicator shall be selected in the Cautionary Information section with the "Alert" checkbox selected if the DOC-2945 indicates history.
- The Release Plan Information ([DOC-745](#)) and Opioid Use History Questionnaire ([DOC-2945](#)) is forwarded to the agent of record who begins to make COMPAS entries of any case activity. Upon receipt, the DOC-745 is routed to the status keeper who will enter Pre-Release status six months prior to release.
- The agent gathers pertinent information regarding the inmate's needs/risks including reviewing the file, obtaining a warrant check, and reviewing any assessments and notes available in COMPAS. The most recent Classification Action Report will be reviewed by agent prior to release and is accessible in [WICS](#) (Refer to [WICS Users Guide](#) for instructions for accessing this report).
- The agent contacts the institution social worker to discuss the inmate's proposed plan, any specific information that may be case-sensitive to potential victims, and discussion of responsibility for the Reentry assessment. At that time, an Initial Planning Conference is scheduled involving the social worker, agent, and client for

the purpose of developing a tentative release plan. All reentry case planning should be documented in COMPAS case notes.

- The agent and social worker must communicate to assign completion responsibility for the assessment prior to the client's release. Per policy, responsibility is determined as follows:
  - If the client has been incarcerated one year or longer, the social worker will complete the COMPAS Reentry. The use of alternative screening tools by the social worker is determined by DAI business process. If client has been incarcerated less than one year from DCI/TCI admission and no COMPAS was previously completed, a COMPAS Core will be completed by the agent upon release.
  - If client has been incarcerated less than one year and a COMPAS Core was done prior to going to prison, the previous assessment can be copied forward in order to complete a new assessment if it is determined that there has been significant case activity, such as a felony arrest or misdemeanor assaultive arrest, requiring a re-assessment. The agent should discuss if this is needed with the supervisor.
  - If there are not any Alternative Screenings previously completed, the agent will initiate appropriate screenings as needed. The use of any Alternative Screenings other than the URICA, TCU Criminal Thinking, or Static 99R at this time should be first discussed with and approved by the supervisor.
  - If the agent is requesting an override, the information is provided to the supervisor and the override process is followed.
  - The agent is required to complete a home visit in the investigation of the residence unless a THS/Residential Services Program is utilized. If the placement plan is a THS/Residential Services Program, the agent is to immediately make a bed reservation date to make a bed available seven days after the anticipated program completion date.

*Three months prior to release:*

- The agent will contact family members or person(s) with whom the client proposes to reside, community support persons, treatment providers, and potential employers.
- The agent arranges a Final Planning Conference (whether face-to-face, telephone, or video conference) among the interested parties if available.
- The agent, in consultation with the supervisor, shall determine if electronic monitoring or other tracking technology is appropriate.
- The social worker will ensure that the client has proper I.D..., birth certificate, driver's license, Social Security card, and that any applications for Social Security/Medical Assistance or Veteran's Benefits are completed.
- The [Rules of Community Supervision](#) in COMPAS are completed. The social worker is then notified of the availability in COMPAS for review and signature with the client

during the Final Planning Conference. Potential victim issues are also addressed. When the Final Release Planning Conference is held to finalize the case plan for release, all other relevant release planning factors (i.e., residence, employment, transportation, and treatment services) will be discussed.

- If the client has been identified as having a history of opioid use options for Medication Assisted Treatment (MAT) shall be discussed. Planning at this stage should include reviewing potential MAT providers in the individual's releasing community and provision of educational materials concerning MAT. Discuss with the individual their interest with attending MAT upon release.

### *30 Days Before Anticipated Release:*

A telephone conference is held with the social worker and client to verify the release plan is in place. The following topics will be addressed:

- The agent confirms transportation arrangements. If possible, transportation should be arranged with family, friends, community mentors, or DOC staff.
- The agent ensures the distribution of funds by arranging a plan for the handling/cashing of the release check (i.e., client has adequate funds on day of release to pay for needs, food, residence, etc.). If the individual has been identified as having a history of opioid use options for Medication Assisted Treatment (MAT) discuss what if any treatment the individual agrees to attend and coordinate referral for services with a goal to continue programming upon release.
- The agent schedules an appointment with the client within twenty four hours of release.
- The agent submits the Client Release Authorization ([DOC- 15](#)). Release generally occurs within ten working days after date of program graduation.
- If the victim is registered with DOC NOTIS, the victim will receive notification from the Office of Victim Services & Programs of the client's release.
- The agent will start the unified case plan in COMPAS in collaboration with the client and social worker. Upon release to the field, the agent will review and update the case plan as necessary with the client.