

.03 PRE-RELEASE PLANNING

Six months prior to release:

- The status keeper will set the status to Pre-Release Phase 1.
- 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 notes. The Initial Planning Conference should be completed during this phase and documented utilizing the Supervision Contact sub-type. This will complete the Supervision Contact task.
- 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, and the current assessment is more than three years old, the social worker will complete the COMPAS-R Core. 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-R Core will be completed by the agent upon release.
 - If client has been incarcerated less than one year and a COMPAS-R 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 status will then move to Pre-Release Phase 2.
- 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 Final Planning Conference shall be held during this phase, and should be noted utilizing the Supervision Contact sub-type. This will complete the Supervision Contact task.
- 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:

The status will move to Pre-Release Phase 3.

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.

The phone conference shall be documented by the agent using the sub-type Supervision Contact. This will complete the task of Supervision Contact due.