

## **REFERRALS TO OUTSIDE AGENCIES**

### **.01 GENERAL STATEMENT**

Based on an offender's problems or needs, offender risk score, criminogenic needs, and judgment of conviction requirements, it may be necessary to refer offenders to other agencies.

### **.02 REFERRAL PROCEDURE**

When specific need areas are identified and a referral is appropriate, it will be documented in the COMPAS notes.

The following steps are to be taken when making referrals:

- Discuss referrals with the offender.
- Contact the agency to which the offender is being referred.
- Complete required forms, including Releases of Confidential Information ([DOC-1163](#) or [1163A](#)).
- Follow procedure outlined in 06.10 if Purchase of Service funds are involved.
- Make periodic inquiries on offender's progress.
- Periodically review progress with the offender.

#### Documenting Referrals and Program Participation in COMPAS:

- For the service providers that have COMPAS access, once applicable releases are signed, access approved, and the offender begins either the assessment process or programming, the agent will notify the "Access Admin" staff member. This person will grant temporary access for that offender only to the service provider for the specified time period.
- For referrals for assessment services, the provider will be granted temporary access to document case activity.
- For all other program referrals, the provider will be granted temporary access upon verified entry into the program.

When searching for providers in the COMPAS case plan, use the coding as follows:

DCC "R" followed by Region #, then followed by Program Code

(i.e.. DCC R5 AODA for Region 5; DCC R1 AODA for Region 1, and so on).

**SUPERVISION > DIVISION OF COMMUNITY CORRECTIONS (DCC) > SUPERVISION PROCESS > ACCESSING OFFENDER PROGRAMS AND SERVICES > REFERRALS TO OUTSIDE AGENCIES**

Service Provider searches by county and type can also be done using the “advanced search” function.

If there are any providers incorrectly entered or missing, please contact your supervisor. The program coding chart is provided below.

Type Key Abbreviation	Service Type Description
AM	Anger Management
Antabuse	Antabuse Treatment
AODA	AODA (All Types of Treatment)
AODA Assess	AODA Assessment Only
Circle	Circles
Cog	Cognitive Interventions
CS	Community Service
Day Treatment	Miscellaneous Day Treatment Services
SC	Specialty Court
DD	Dual Diagnosis Programming
DRC	Day Report Center
DV	Domestic Violence Programming
Employ	Employment Services
HWH	Halfway Houses
MH	Mental Health Services
Other	Other
Parenting	Parenting Classes
Reentry	Reentry / Transition Programming
RJ	Restorative Justice
SOT	Sex Offender Treatment
THS	Transitional Housing Service
VocEd	Vocational Programming

**.03 PROGRAMMING WITH FAITH/RELIGIOUS/SPIRITUAL COMPONENTS**

Agents shall not order an offender to attend a specific program with a religious component including alcohol or drug treatment or a 12 step program. An agent may write a rule requiring an offender to attend and complete AODA treatment without naming a specific program. An agent may also provide an offender with a list of acceptable programs, as long as both secular and non-secular options are clearly identified. If an offender chooses to participate in a program having a religious component, the agent should document in the COMPAS notes that a secular program was offered.

**.04 Disclosure of Treatment Related Information**

Agents shall not re-disclose confidential treatment information without the client's consent. The agent should obtain signed 1163A Authorization for Use and Disclosure of Protected Health Information forms upon referral authorizing disclosure of substance abuse treatment information with the Administrative Law Judge and Public Defender in the event the client does not comply with treatment and revocation may be a consequence. The court may order the client to disclose information to a sentencing court in the event of probation revocation with a withheld sentence.

If the client withdraws consent, confidential treatment information shall be redacted as necessary and the agent may provide information concerning non-compliance with rules and conditions of supervision in a manner which does not disclose the client's participation in substance abuse treatment.