

### **Pre-Release Phone Calls: (Revised 9/7/2022)**

#### **Overview:**

The assigned DAI social worker/treatment specialist shall coordinate and facilitate pre-release phone calls to include the inmate, agent, and social worker/treatment specialist. The agent may elect to have this conversation via video conference or an institution visit.

#### **Social Worker/Treatment Specialist Responsibilities:**

Social worker/treatment specialist shall work with the DCC agent of record to schedule pre-release phone calls generally occurring at the 6 month and 30 day mark prior to release. The initial call's purpose is to develop a tentative release plan. At 30 days prior to anticipated release another call shall be held to verify the release plan is in place and the following topics shall be addressed: transportation, distribution of funds, treatment, and reporting instructions.

Additional phone calls may be facilitated for complex releases. Should the Agent request to have these conversations via video conference or institution visit, follow institution specific procedures to honor such request(s).

Note: If an inmate is being considered for a release sooner than the calculated adjusted release date (Parole Commission Interviews, Act 38 release considerations, Earned Release Program, Challenge Incarceration Program, Petition to Modify Geriatric-Extraordinary Health Conditions, etc.), the timeframe of these calls may change.

Social worker/treatment specialist shall contact agent directly as significant concerns arise and document it in COMPAS Notes under General Notes with a Sub Type of Release Planning. Examples of significant concerns include: attitude regarding release; unable to reside at proposed residence; change of proposed hosts address or phone number; new pending charges; status of Interstate Compact application; placement in Restrictive Housing, particularly for serious violations which the inmate is found guilty of such as Assault, Aggravated Assault, Use of Intoxicants, Threats, Soliciting Staff, etc. Conduct report information shall be documented as behavioral observations as outlined in the DAI COMPAS Business Process.

When an inmate is releasing with an unmet substance use disorder (SUD) need, the social worker/treatment specialist shall:

- Notify the agent if the inmate has a SUD need that will remain unmet at time of release

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- Discuss referral for a SUD assessment in the community with the agent
- Provide a signed DOC-1163/DOC-1163A as needed, as well as facilitate any necessary phone calls or screenings
- Document these efforts in COMPAS

**References/Resources:**

WICS Caseload Information icon

myDOC: Home > Department Info > Regions and Field Staff

DOC-1163 - Authorization for Disclosure of Non Health Confidential Records

DOC-1163A - Authorization for Use and Disclosure of Protected Health Information PHI

DAI COMPAS Business Process