

03 PROCEDURE

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 Release Plan Information ([DOC-745](#)) forwarded to the agent of record who begins to make COMPAS entries of any case activity. Upon receipt, this form is routed to the status keeper who will enter Pre-Release six months prior to release.
- The agent gathers pertinent information regarding the inmate's risks/needs 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 discuss responsibility for the Reentry assessment. At that time, an Initial Planning Conference is scheduled involving the social worker, agent, and offender for the purpose of developing a tentative release plan. All reentry case planning should be documented in COMPAS notes.
- The agent and social worker must communicate to assign completion responsibility for the assessment prior to the offender'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 offender 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 offender 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.

ECRM > SUPERVISION > DCC SUPERVISION > WI SUBSTANCE ABUSE PROGRAM

- The agent is required to complete a home visit in the investigation of the residence unless a THS/Halfway House is utilized. If the placement plan is a THS/Halfway house, the agent is to immediately make a bed reservation date to make a bed available seven days after the anticipated program completion date.