



OPERATIONAL INSTRUCTION

Operational Instruction CSS-2007-02

Effective: June 7, 2007

Approved : *Thomas H. Williams*

Thomas H. Williams

Associate Director

Community Supervision Services

Referral of Appropriate Mental Health Offenders to the Re-Entry and Sanctions Center (RSC)

The following information is to provide guidance to the Community Supervision Services (CSS) staff with respect to identifying the targeted mental health population that is appropriate for post-release and supervision referrals to the Re-Entry and Sanctions Center (RSC) for admission consideration¹.

Offenders (parolees, probationers, or supervised releasees) identified for referral to the RSC should be those offenders who have exhibited non-compliant behaviors that have increased the offenders' risk to re-offend in the community or whose stability in the community is compromised owing to the offenders' lack of treatment resources. The offender's risk level or need for treatment services, as assessed by the Community Supervision Officer and/or CSS Management, is to be at a significant level to warrant the offender's temporary removal from the community to a therapeutic environment. Those offenders who have been referred through the mental health referral process to determine mental health needs may be candidates for referral to the RSC.²

Eligible offenders are to be referred to the RSC as:

1. an alternative to incarceration after the implementation of graduated sanctions have failed to change the offender's non-compliant behavior;
2. as a vehicle to assess the need for services for this special population;
3. reentry from a maintaining institution following a period of incarceration or jail detention; or,
4. recommendation by the CSO following a Show Cause Hearing or USPC Sanction Hearing.

The goals of the RSC referral are:

1. Community safety by enrolling the offender in an environment conducive to a reassessment of the offender's risk and need levels; and,
2. Development of an individualized treatment assessment and treatment plan for the offender that will be incorporated by the CSO in the offender's Prescriptive Supervision Plan (PSP).

¹ This referral process is independent of the CIT referral process. Referrals are to be submitted via the CSO's Referral Module in SMART 3. (Note: CSS will request OIT to add a drop down for the RSC to the CSO's module in SMART.)

² All mental health referrals for the RSC from general supervision must go through the existing mental health referral process.

The goals of the RSC intervention are to:

1. Identify the specific offender holistic service needs;
2. Develop a service plan and initiate a referral process in collaboration with mental health staff;
3. Identify medications and medical resources required to stabilize the offender in the community, and make appropriate referrals, as necessary; and,
4. Identify potential gaps in treatment services between RSC and mental health service providers.

MISSION STATEMENT:

The mission of the RSC is to provide intensive assessment and reintegration programming services in a residential setting (28 days) for high-risk, non-compliant offenders who are in technical violation of their conditions of release.

REQUIRED ELIGIBILITY CRITERIA:

To be eligible for referral to the RSC, the offender must:

- Have six (6) or more months remaining on supervision;
- Assessed as high risk (i.e., extensive criminal history, high criminality, threat potential to self or community, etc.), per the AUTO Screener; and,
- An extensive and chronic history of mental health issues;

In addition to meeting the required eligibility criteria for referral to the RSC, the offender also may have one or more of the following criteria:

- Technical violations of the release condition;
- A history of current and/or past substance abuse issues;
- Non-responsive to graduated sanctions imposed for non-compliant behaviors;
- Currently taking medication for mental health disorder(s);
- Prior assessment, treatment, or hospitalization for mental health conditions;
- Motivation to complete treatment (community based/sanctioned offenders/defendants); or
- An identified mental health disorder, but the offender fails to comply with the prescribed treatment regimen.

EXCLUSIONARY CRITERIA:

Offenders ineligible for referral to the RSC include offenders who have:

A history of arson (arrest, charge, and/or conviction).

Offenders with a sex offense history can be referred to the RSC; however, these offenders will be reviewed on a case-by-case basis.

CATEGORY OF MENTAL HEALTH OFENDERS:

There are at least four profiles or categories of mental health offenders who may require assessment and/or subsequent treatment services:

- Category I:** Offenders with a history of having been diagnosed with a mental illness in the past and were placed on psychotropic medication. At mental health screening, the offender is not on medication and has been drug free, due to a period of incarceration. The offender does not have any psychotic symptoms at screening.
- Category II:** Offenders presently in treatment at one of the core service agencies with a co-occurring mental health disorder. The offender is on psychotropic medication was treatment compliant, but has relapsed.
- Category III:** Offenders not assigned to a mental health provider. The offenders have psychotic symptoms such as delusions and hallucinations and may have a severe thought disorder.
- Category IV:**
- a) Offenders not assigned to a mental health provider, but who presents with suicidal or homicidal ideations, thereby significantly increasing the offender's risk to public safety and/or to self.
 - b) Offenders who also may present with manic personalities and appear to be out of control, threatening, and highly agitated.
 - c) Offenders who appear to have mental dysfunctions that grossly interferes with the offenders' ability to function independently (i.e., take care of basis needs) or who cannot function effectively in a program.

REFERRAL PROCESS:

The CSO is to staff all offenders' cases that are being considered for referral to the RSC with his or her SCSO in consultation with the Agency's contract staff and/or mental health coordinator. If the SCSO agrees that a case is eligible for referral to the RSC, the CSO is to prepare a referral package to the RSC for program enrollment consideration. A referral to the RSC by the CSO is to be submitted via the CSO referral module in SMART. The SCSO is to email the RSC's Referrals mailbox³ to advise when the referral package was sent and the method used to send the package (i.e., electronic or internal mail). At the direction of CSS Management, the CSO is to prepare and forward an offender referral package to the RSC for program consideration.

³The RSC will contact OIT to obtain a mailbox for all RSC referrals. CSS plans to begin making referrals for the Sanctions Unit the last week of July 2006.

The referral package is to include the following information:

- a copy of the offender's J&C, parole or supervise release certificate;
- a copy of the offender's drug test results* ;
- a copy of a signed release of information form;
- a copy of any medical/psychological information;
- current TB test results (conducted within a least 6 months of admission);
- a copy of the offender's signed behavioral contract
- a completed RSC referral form;
- a copy of the Pre-sentence Investigation Report (PSI)* ;
- a violation screen printout (copy specific relative referral information the section of the running record)* ;
- Notice of Actions (NOAs);
- a running record printout of offender's compliance and noncompliance (only those entries that led to the referral for placement should be included)* ;
- a statement of the offender's impressions by the mental health coordinator, contract psychologist or contract psychiatrist; and/or,
- Any assessment previously conducted by mental health professionals.
(note: * asterisk items will be obtained via SMART by the RSC staff)

After review of the referral package by the RSC determination team, an acceptance or rejection will be provided to the SCSO and CSO within 3–5 calendar days via e-mail. The RSC staff will update the SMART Treatment Module. If the Program Director approves acceptance of the offender to the RSC, the Program Director or designee will e-mail the SCSO and CSO to advise them of the acceptance for the offender and the enrollment date.

If the RSC determines from the review of the paperwork and discussions with the CSO that the offender requires placement in a detoxification center before admittance into the RSC, the RSC staff will coordinate the detox placement. At the conclusion of the detox stay, RSC staff will escort the offender to the RSC and notify the CSO of the placement.⁴

In the event that program acceptance is not recommended by the Program Director or designee, the SCSO/CSO will be notified via email that the offender was not selected for the RSC and that offender's referral package will be forwarded to CIT for evaluation by the RSC staff. The CSO will follow the normal protocol based on the CIT assessment.

OFFENDER NOTIFICATION:

Upon notification by the Program Director or designee of the RSC enrollment date, the CSO is to immediately contact the offender and provide the date, time, location, and contact person at the RSC to whom the offender must report. The offender will be expected to report to the RSC as directed by the CSO. At the CSO's discretion, he/she

⁴ CJP will follow-up on its request to OIT for a drop-down in the SMART Treatment Module for the RSC.

may escort the offender to the RSC and may request a Government Operated Vehicle (GOV) for that purpose. Additionally, another CSO will accompany the CSO and the offender. The CSO is to inform the offender that the offender's failure to report to the RSC as directed will result in an Alleged Violation

Report (AVR) notification to the releasing authority. The CSO also may place the offender on GPS pending the decision by the releasing authority to the AVR request.

ORIENTATION AND STAFFINGS:

The CSO may assist the RSC Program staff in an orientation of the offender to the RSC and community supervision requirements. The CSO and the Program staff will agree upon the number of staffings to be held at the RSC regarding the offender's response to the assessment process, discharge plan, and/or assist with the therapeutic sanctioning process. The CSO may be required to report to the RSC not later than within 2 (two) business days for a staffing upon notice from the RSC staff to assist the RSC staff in the event that an emergency or behavioral crisis situation develops with the offender. The CSO will attempt the enforcement of a behavioral contract.

At a minimum, the CSO or designated CSO appointed by the SCSO will be required to meet with the offender along with the assigned RSC counselor or case manager, within the first seven days of admittance.⁵ The purpose of this collaborative efforts is aimed at assisting the offender to understand the purpose of the RSC enrollment, what to expect from the assessment experience, the limitations of the assessment experience, what may happen after the 28-day stay, the importance of being prepared for the treatment experience, offender supervision responsibilities, expectation of the releasing authority regarding treatment compliance, the CSO's responsibility to report to the releasing authority treatment failures or if the offender leaves the facility against the advise of the treatment staff, obtain additional collateral contact information from the offender and to address with the offender any additional questions.

In addition, the CSO will be required to participate in the discharge staffing process (on or about day 21). At least 7 days before the discharge staffing is held, an RSC staff person will send electronic notification to the CSO and SCSO of the meeting date, time, and location. Other staffing participation will be required as mutually agreed and as necessary. The staffings will include, but will not be limited to, the following topics:

By day 7:

- the offender's compliance with the assessment processes;
- the offender's compliance and active participation in the group process; and
- a review of the offender's behavioral contract.

⁵ If an offender is noncompliant before his/her initial staffing is held, the RSC will immediately notify the CSO and request the CSO to come over to the RSC for a staffing.

By day 21:

- the offender's re-entry compliance plan (CSO leads);
- discussion of the offender's discharge summary (RSC leads), treatment continuum, supervision recommendations (aftercare strategy, supervision support), life supports needed (housing, influences, etc.), and relapse prevention;⁶
- the offender's barriers and positive influences to achieve the re-entry compliance plan; and
- the offender's home plan (the CSO is to review the TIPS Investigative Report in SMART to determine if the offender's original proposed home plan was rejected).

SUMMARY:

Offenders referred to the RSC are considered to be a high risk to community safety. An offender who fails to report as directed to the RSC, leaves the RSC against medical advice, or fails to follow the next level of care as recommended by the RSC staff is to be sanctioned immediately with an AVR to the releasing authority.

The offender's behavioral contract is to include the aforementioned information. It is important that the CSO fully implement the tenants of CSOSA's currently established evidence-based practices with this high-risk offender group. Staff must assist the offender in education and employment efforts, housing, marital/family involvement, positive attitude, community functioning, and CSOSA's other currently established evidence-based practices. The SCSO is to closely monitor staff's supervision efforts with this special population post-release from the RSC.

⁶ CSO and TX staff should confer to agree upon a date for the staffing. It is imperative that the CSO attend the discharge staffing as this meeting is critical to discuss with the offender his Re-Entry behavior contract.



Offender Behavioral Contract

OFFENDER'S NAME: _____ CSOSA#: _____ PDID#:

CSO'S NAME: _____ TEAM #: _____ TELEPHONE:

OFFENDER'S FULL TERM DATE: _____

A. PRESENTING PROBLEM(s): (CSO identifies and lists issues of offender non-compliance)

B. LIST CONDITIONS OF RELEASE:

C. SHORT TERM GOALS: (0 to 30 days) [short term goals to be completed within 30 days] 1. Offender will enter and complete The Re-Entry and Sanctions Center.

LONG TERM GOALS: (31 to 180 days) [goals to be completed within six months consistence with the prescriptive supervision plan i.e. employment, housing, abstinence, pro-social contacts, etc]

1. Offender will enter and complete any other treatment programs recommended by the Re-Entry and Sanctions Center staff

RSC STAFF'S RECOMMENDATION FOR THE CSO:

Offender's Signature & Date

**Community Supervision Officer
Signature & Date**

**Supervisory Community Supervision Officer
Signature & Date**

RSC Treatment Specialist Signature & Date