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VI. RE-ENTRY PROCESS-EPRD 180 DAYS OR MORE:

The following procedures apply to incarcerated individuals who have 180 days or more to EPRD upon arrival at their initial housing facility.

A. Orientation

The facility orientation shall include information on Case Management and Unit Management processes at the facility. Facility Orientation shall include but not limited to Sexual Violence Assessment Tool (SVAT), Prison Rape Elimination Act (PREA) Education, Case Management/Unit Team overview, Law Library information, Health Services procedures, Behavioral Health resource, etc. Except in unusual circumstances, reception and orientation for incarcerated individuals transferred from another Department facility shall be completed within seven (7) calendar days after arrival.

All incarcerated individuals admitted to the Department after January 1, 2022 with at least six months to their EPRD from arrival at initial housing unit and who have an EPRD (not an indeterminate sentence) will automatically be entered into the Case Plan Credit Time structure.

All facility Admissions and Orientation programs shall ensure that information on the purpose and benefits of Re-Entry services and obtaining release documentation (i.e. BMV ID, Birth Certificate, Social Security card, etc.) prior to release are included as part of the Intake process. Institutional packets should be reviewed upon arrival to determine what release documents will be needed prior to release. If an incarcerated individual does not have a birth certificate available to them, staff at the Intake facility **(RDC/RTC-if this is conducted at the Intake facility, the current facility shall address immediately upon discovery of the need)** shall work with the incarcerated individual to apply for the document. If the incarcerated individual does not have a Social Security card, staff shall apply for the document as soon as the incarcerated individual is in within 180 days of release. Attachment 5 outlines the procedure for requesting duplicate Social Security cards. If an incarcerated individual does not have a State ID, operator's license, or learner's permit, and meets eligibility requirements, they should utilize the BMV site visit prior to release. Whenever possible all documents needed for a "secure" ID should be obtained and BMV will issue the secure ID. If an incarcerated individual refuses any of these vital record and credentials / documents, the employee will have the incarcerated individual sign a refusal

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form. The incarcerated individual will be asked again at least 24 hours later but not more than 72 hours. If they continue to refuse, another refusal form will be signed and a Case Note will be completed. If an incarcerated individual signs the refusal, they may change their mind and request the vital record and credentials s and credentials / documents at any time. In future meetings with the incarcerated individual, obtaining these documents / records should be encouraged if there is not proof that the incarcerated individual already has them.

B. Indiana Risk Assessment System (IRAS):

The following staff, Unit Team Manager, Casework Manager, Correctional Caseworker, and/or Intake Unit Classification Specialist designation shall become a certified user of IRAS. They shall complete any necessary training to obtain the certification within ninety (90) days or next available date of accepting their position and shall maintain the certification as required by Indiana Judicial Center statewide policy. In the event case management staff attempts and fails IRAS certification four (4) times, the facility’s Deputy Warden of Re-Entry shall consult with the Director of Case Management, notifying him/her of this situation to discuss next steps.

Within seven (7) calendar days of receipt of notification of certification, the staff member shall take the necessary steps to become an authorized user of the INcite System by completing and submitting the signed INcite User Agreement (Attachment 1).

A staff member transferring from an agency that uses the IRAS Community Supervision Tool (IRAS-CST), including Parole Services Division, is not required to recertify on the PIT and SRT unless recommended by supervisory staff at the facility. A new INcite User Agreement must be completed to reflect IDOC as the staff person’s current agency in the INcite system.

Scoring documents from the IRAS assessment including the interview guide, incarcerated individual self-report, and hard copy score sheet do not need to be saved in the incarcerated individual’s institutional packet. Risk level overrides should go no higher than one risk level and any override shall require documentation in INcite and in a Case Note. A Case Note shall be entered listing the reason for and level of override. When appropriate, risk level overrides of more than one risk level shall require supervisor approval and an additional Case Note entry by the supervisor documenting review of the override.

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1. IRAS Prison Intake Tool (IRAS-PIT)

The IRAS-PIT shall be completed per the expectations set forth by the University of Cincinnati and the Indiana Office of Court Services by conducting a face-to-face interview with the incarcerated individual and ensuring the information in the PIT interview guide is discussed. The recommended time allotted for an IRAS-PIT is a minimum of 30 minutes per incarcerated individual. The assessment shall be completed for all incarcerated adults at the facility level. The IRAS-PIT shall be completed for all incarcerated adults at the facility level and the results entered into the INcite system within thirty (30) calendar days of their arrival at the intake facility. Once DELTA identifies that an incarcerated individual needs an IRAS-PIT completed the staff member will have ten (10) calendar days to complete. The IRAS-PIT can be completed prior to showing due in DELTA. The data from the IRAS-PIT shall be used by Unit Team staff as the foundation for Case Planning and referrals. Incarcerated individuals shall not be given copies of their assessment.

a. IRAS-PIT: Refusal to participate:

If an incarcerated individual refuses the IRAS-PIT assessment, no Program referrals shall be made; however, a “refusal” Case Plan shall be generated and a Case Note entered documenting the incarcerated individual’s refusal to participate in the Re-Entry process. At this time, the IRAS-Static Tool shall be completed in place of the IRAS-PIT by Unit Team staff for the purposes of creating a “refusal” Case Plan. The IRAS-Static Tool is only intended for those incarcerated individuals who refuse to participate in the assessment process or those who are incapable due to severe mental illness. Incarcerated individuals who are unwilling to participate in the IRAS-PIT assessment process, shall be offered the opportunity to rescind the refusal at each subsequent mandatory minimum contact. If an incarcerated individual continues to refuse to participate in the IRAS-PIT assessment, no referrals for programming shall be made. With the exception that treatment referrals to Mental Health and Addiction Recovery must be permitted with a refusal to participate in the IRAS-PIT. Direct coordination with Mental Health and/or Addiction Recovery must

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occur in these cases since the system will not allow referrals on a refusal Case Plan. Incarcerated individuals who refuse to participate in the IRAS-PIT assessment may not be eligible to earn additional credit time including under the CPCT system. If the incarcerated individual agrees to participate in the IRAS-PIT assessment, the assessment shall be completed within thirty (30) days by Unit Team staff. If an incarcerated individual initially refuses an IRAS-PIT and decides after that they want to participate in the IRAS process, the incarcerated individual will then be offered the IRAS-SRT. When this is completed, a Case Note will be added documenting the incarcerated individual's decision to participate.

b. IRAS-PIT: Mental Health incarcerated individuals

If an incarcerated individual is unable to participate in the IRAS-PIT due to serious mental illness, a Case Note shall be entered documenting their inability to participate. At this time the IRAS-Static Tool shall be completed in place of the IRAS-PIT by Unit Team staff. The IRAS-Static Tool is only intended for those incarcerated individuals who refuse to participate in the assessment process or those who are incapable due to severe mental illness. In this instance, a Case Plan shall be generated using the incapable Case Plan type and appropriate referrals and interventions shall be made. Incarcerated individuals with serious mental illness shall be eligible for educational credit time if medical and/or behavioral goals and interventions are met/or the incarcerated individual is in compliance with treatment in these areas.

If an incarcerated individual requiring an IRAS-PIT is received from a prior facility without the assessment on file, Unit Team staff at the receiving facility shall complete the assessment either an IRAS-PIT or IRAS-SRT whichever is appropriate based on the length of time the incarcerated individual has already been incarcerated.

2. IRAS Supplemental Re-Entry Tool (IRAS-SRT)

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The IRAS-SRT shall be completed and the results entered into the INCite system for all incarcerated individuals sixty (60) days prior to the incarcerated individual's CTP commencement date or one hundred and eighty (180) days prior to the incarcerated individual's release to probation, community corrections, Parole, or discharge, whichever comes first.

If an IRAS-SRT is completed and entered the INCite system sixty (60) days prior to an incarcerated individual's CTP commencement date, another IRAS-SRT will not be required at release.

If the IRAS-SRT cannot be completed due to the incarcerated individual's unwillingness or inability, a supervisor shall validate the circumstances and enter a Case Note documenting the reason for the incomplete assessment. At this time the IRAS-Static Tool shall be completed in place of the IRAS-SRT by Unit Team staff.

An IRAS-SRT is not required when an incarcerated individual is released from court. In these cases, a Case Note shall be entered documenting the reason that the IRAS-SRT was not completed.

If an incarcerated individual loses earned credit time or they have a sentence change after the IRAS-SRT has been completed, and the IRAS-SRT is less than one (1) year old, the sixty (60) day process will not need to be completed again. In the event the IRAS-SRT is more than one (1) year old, the sixty (60) day process will need to be repeated, including completion of a new IRAS-SRT.

C. Case Planning

Unit Team staff members shall maintain their caseloads in DELTA. Any caseload transfer shall be completed in DELTA within seven (7) days.

The Case Plan shall be developed from the IRAS-PIT assessment. If an incarcerated individual does not have an IRAS-PIT on file due to how long he or she has been incarcerated, an IRAS-SRT shall be completed during the annual review period. That IRAS-SRT will be used to establish risk and need for Case Planning. An SRT can be completed anytime during incarceration to determine a change in the incarcerated individual's risks or needs. The Case Plan shall be

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developed, reviewed, and signed by the incarcerated individual within thirty (30) calendar days of arrival at the housing facility. The Case Plan shall be updated as necessary.

In order for a Case Plan to be considered active, the incarcerated individual must have at least one current/active intervention or referral. All incarcerated individuals who arrive at the initial housing facility with 180 days or more to serve and an EPRD are required to have an active Case Plan.

1. Risk Level Referral Requirements:

Program referrals shall be associated with an IRAS domain. Incarcerated individuals whose assessment indicates risk levels of moderate or above shall be referred to appropriate programming. Those incarcerated individuals with low risk levels should be considered for courses and activities within the facility. Should there be supporting evidence of a high need for an incarcerated individual with a low-risk score, a Case Note must be entered justifying the need for this referral. Deputy Wardens of Re-Entry are encouraged to implement a process that allows for these types of referrals to be reviewed by appropriate staff prior to referral.

a. Educational Referral Priority:

Education shall be the primary program referral for any incarcerated individual who does not meet the required educational standard for all other program enrollment. Incarcerated individuals who refuse the educational referral are ineligible to be referred to any other programming. The exception to this being incarcerated individuals may be referred to Addiction Recovery services for clinical assessment and if deemed clinically appropriate may participate in Addiction Recovery services. There is no minimum education requirement for an individual to participate in Addiction Recovery Services.

Case Plan Credit Time structure allows incarcerated individuals who refuse educational services to pursue other Case Plan goals/interventions. However, these other goals interventions must be part of the Case Plan as determined necessary and appropriate by the correctional case worker or case work manager.

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Incarcerated individuals designated for Purposeful Incarceration (PI) are exempt from the educational/literacy priority referral requirement and shall be referred for substance abuse assessment before any other programming.

b. **Addiction Recovery Priority:**

Addiction Recovery services referrals can be made at any time for clinical assessment, and shall be based on administrative indicators, behavioral indicators or at the request of the incarcerated individual.

- 1) Administrative indicators include: a qualifying screening score at the incarcerated individual's Intake facility, a moderate or high IRAS-PIT Substance Abuse domain score, or the incarcerated individual having been designated for Purposeful Incarceration.
- 2) Behavioral indicators include: incarcerated individual receives a conduct report related to substance use/possession, incarcerated individual tests positive for illegal substances on a urine drug screen, or incarcerated individual is seen by Health Services for a suspected or actual acute intoxication.
- 3) Priority regarding Addiction Recovery referrals will be determined by the Addiction Recovery Services staff after completion of the Comprehensive Substance Use Assessment (CSUA). Clinical need of the incarcerated individual will determine priority of Addiction Recovery with other referrals, and whether that incarcerated individual may participate in programs while in Addiction Recovery Services. Clinical recommendation for treatment level and the ability to participate in programs shall be communicated to the caseworker by entering an enrollment Case Note that directs whether they may participate in another time-cut eligible program or employment.

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- 4) Incarcerated Individuals have the right to refuse to participate in Addiction Recovery services.

D. Program and Course Referrals

1. Referral Process:

All Program and Course referrals shall be completed by assigned Case Management staff. All referrals will be associated with an IRAS domain and supporting rationale should be documented concerning why the referral was made. If an incarcerated individual does not have an IRAS-PIT on file due to how long they have been incarcerated, Case Management staff shall use the IRAS-SRT to identify areas of risk and need.

Facilities shall designate staff responsible for the timely entry of program data. All program actions including referral, wait list, start date, end date, and completion type shall be completed within five (5) business days of the action's occurrence.

If an incarcerated individual quits or is terminated from a Program, or refuses a referral to a Program, Unit Team shall complete the referral as enrolled and completed on the same date. The incarcerated individual must not have refused any program (as defined in this policy and administrative procedure, not a course or activity) referred to and offered, quit the program, or have been terminated from the program for behavior or conduct during the review period to receive the Case Plan point.

A review in the Case Plan along with a Case Note shall be required detailing the circumstances when an incarcerated individual quits, is terminated, or refuses a Program/Program referral.

If an incarcerated individual who is enrolled in a program quits, is terminated, or unsuccessfully completes the Program (if program referral is closed for reasons a-c) they are ineligible to enroll in any other Program for a period of 180 days from the date that the incarcerated individual is officially removed. In addition, the facility may determine that the incarcerated individual is course and/or job ineligible and assign the incarcerated individual to idle status for a fixed period of time, not to exceed 180 days. Second Chance courses are the approved exceptions to

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this rule. Incarcerated individuals participating in CPCT structure should continue to pursue medical, behavioral, and other goals/interventions outlined in their individualized Case Plan. However, if the program referral is closed for reasons a-c during the CPCT review period, the incarcerated individual cannot receive the Case Plan point for that review period.

2. SMART Personalized Interventions and Referrals:

All SMART Personalized Interventions and Referrals shall be completed. Any activity that an incarcerated individual participates in shall be documented as a SMART Personalized Intervention. The use of Cognitive Behavior Tools (e.g. Brief Intervention Tools (BITS) and Guides) should also be entered as a SMART personalized intervention.

All Referral actions including start date, end date, and completion type shall be entered within five (5) business days of the action's occurrence. Additionally, a Case Note shall be entered detailing each Referral action.

3. Case Plan Reviews:

A formal Case Plan update and review can take place at any time but is required annually at a minimum. Therefore, if an incarcerated individual has not had a Case Plan update within the previous 10 months prior to their annual review, a Case Plan review will be required in conjunction with the incarcerated individual's annual Classification review. The incarcerated individual shall sign the updated Case Plan at the annual review. A Case Note shall be entered detailing the annual review, the updates/reviews made to the Case Plan.

For incarcerated individuals who participate in the Case Plan Credit Time (CPCT) structure for educational credit time, Case Plan assessments are reviewed and assessed for compliance and progress in programming and personalized interventions by the assigned caseworker/casework manager.

For incarcerated individuals with less than six (6) years, the CW/CM shall make every effort to complete the incarcerated individual's CPCT review within 30 days of the review period end date. For incarcerated

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individuals with more than six (6) years, the CPCT review should be completed in conjunction with the annual review.

Upon review of the incarcerated individuals' Case Plan, the assigned caseworker/casework manager shall compile forms, supplemental documentation, and the up-to-date Case Plan to document the incarcerated individual's progress since the last review for educational credit time. Both the incarcerated individual and caseworker/casework manager are required to sign. The packet will then be submitted to the designated facility Unit Team Manager for review. Upon approval and signature from the designated Unit Team Manager, the designee will then submit the CPCT packet for review to Central Office CPCT Analyst. A review of the packet will be made by the CPCT Analyst and forwarded on to the Sentence Computation Specialist at Central Office for final review and approval.

4. Face-to-Face Contacts

Staff shall meet face-to-face with each incarcerated individual assigned to their caseload, based on each incarcerated individual's documented overall IRAS risk level. These contacts shall be documented in Case Notes. Incarcerated individuals who score an overall Low must have documented face-to-face contact at least once every one hundred and eighty (180) days. Incarcerated individuals who score an overall Moderate must have documented face-to-face contact at least once every one hundred and twenty (120) days. Incarcerated individuals who score an overall High or Very High must have documented face-to-face contact at least once every ninety (90) days. These meetings may include but are not limited to Case Plan reviews, CPCT reviews, the discussion of behavioral issues, release needs, programming issues, possible reclassifications, and work release eligibility. For incarcerated individuals participating in the CPCT structure, all educational credit time reviews must be done as a face-to-face contact.

The risk level does not apply if an incarcerated individual has an EPRD of twenty years or more to their EPRD. An incarcerated individual with twenty years of more will require a face to face meeting at their scheduled annual review and 183 days after their annual review. Regular face-to-face

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meetings should resume when the incarcerated individual has less than twenty years to their EPRD.

When an incarcerated individual is identified through DELTA as due for a face-to-face meeting, staff will have ten (10) calendar days to complete and document this meeting.

E. Re-Entry Portfolio

The Re-Entry Portfolio for each incarcerated individual includes originals or copies of certificates, resumes, birth certificates, Social Security cards, Bureau of Motor Vehicles (BMV)-issued identification cards/operator’s license, and other materials to be used in the community and provided to the incarcerated individual upon release. If a Re-Entry Portfolio has not been created at the time of the incarcerated individual’s arrival at the facility, designated staff shall create a portfolio using the Re-Entry Portfolio Face Sheet form (Attachment 2).

Unit Team staff shall collaborate as necessary with the Re-Entry Coordinator and Release staff to assist the incarcerated individuals in obtaining any necessary documentation for the Re-Entry Portfolio.

F. CTP

Sixty (60) days prior to the incarcerated individual’s CTP Commencement Date, Unit Team staff shall ensure a Progress Report is approved for the court and complete the IRAS-SRT. When a request for the CTP Progress report is sent by the facility’s Re-Entry Monitor, the Progress Report shall be completed within five (5) business days of the request. Unit Team staff shall notify their supervisor that the Progress Report and IRAS-SRT have been completed. The supervisor shall review and lock the Progress Report and ensure the IRAS-SRT has been completed in INcite. Unit Team staff shall verify that placement has been entered. If not yet entered, staff shall enter the placement and submit the placement investigation request to parole if necessary.

G. Placement

When entering placements, a primary and an alternate address is required regardless of the type of release supervision. If only one address is available, Unit Team staff shall review, at a minimum, the incarcerated individual’s packet,

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visitation list, telephone list, money donors, prior placements, and placement Case Notes to ensure all efforts have been exhausted. All efforts to locate an alternate placement and the reason for not entering an alternate placement shall be documented in Case Notes.

Unit Team staff should notify the REMs and Director of Case Management as soon as they identify that an incarcerated individual may be a difficult placement.

Prior to entering placements and submitting placement investigation requests (i.e. Parole), Unit Team staff shall:

1. Research prior placement denials to determine suitability for current placement.
2. Verify placement as an actual residence by researching the address through a mapping program, such as Google Earth. The mapping program will provide verification that the location is a valid housing location, and in the case of a sex incarcerated individual, provide a visual of the area to determine whether schools or parks are nearby.
3. Call to confirm the placement with the sponsor; making sure to confirm the address and ensure the sponsor is willing to house the incarcerated individual. Staff is not to ask specific parole or sex incarcerated individual-related questions when contacting the sponsor.
4. If placement is a shelter, a halfway house, a mission, or Parole Assist, Unit Team staff shall ensure all placement options are exhausted and documented. first. If the incarcerated individual is being released to parole, the Unit Team staff are to contact the Parole Agent (check with the parole district to determine correct Parole Agent if needed) to determine the best placement option, shelter, halfway house, mission, or program housing to use and correct procedures. If the incarcerated individual is not a parole release, findhelp.org may be used to find current housing options.
5. This placement option determined in conjunction between the Parole Agent and Unit Team may be the only placement entered. This is an exception to the two (2) placement option requirement. For non-parole releases only one shelter, halfway house, or mission must be entered.

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6. Staff may not use abbreviations for city names when entering placement. Staff are to use proper capitalization for sponsors, cities, and street names.
7. All previous steps in the above process shall be thoroughly documented in the Case Notes.

Placements entered while the incarcerated individual is housed at an intake facility should still follow the process above for verification of geographic location and sponsor approval to reside at that residence. When a placement is identified as due by DELTA, staff will have ten (10) calendar days to complete the task(s). Staff may enter a placement prior to being identified as due by DELTA.

1. Parole Release:

If a Parole release, both addresses shall require a request for investigation. Placements and requests for Parole Placement Investigations shall be submitted in DELTA one hundred and eighty (180) days prior to the incarcerated individual's release or sixty (60) days prior to the incarcerated individual's CTP commencement date, whichever occurs first. When DELTA identifies a placement is due the staff member will have ten (10) calendar days to complete this task. Placement can be entered prior to being identified as due by DELTA. At this time, staff should verify that the incarcerated individual's parole packet information is in IRIS. If the information has been uploaded, the placement may be submitted for investigation. If the information has not been uploaded, the parole packet shall be sent to the Parole district office prior to requesting the placement investigation.

2. Probation Release:

If a Probation release, the placement screen's sponsor field shall identify which placement is the primary and which placement is the alternate address.

3. Dual Supervision:

If an incarcerated individual will be released on dual supervision, only a primary and alternative parole placement entry is required.

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4. Discharge:

A primary and an alternate address is required.

5. Interstate Compact Placement:

When entering an Interstate Compact placement, the out-of-state placement is always entered as the alternate placement. An accompanying primary placement in Indiana must also be entered in DELTA. Interstate Compact placements shall be entered at 180 days to EPRD and ICOTS action shall be initiated at 120 days prior to EPRD. An ICOTs application must, at a minimum, be initiated by the facility in the system as long as the incarcerated individual requests it at least one business day prior to their release and is likely to be a viable placement option or is likely to be beneficial in the incarcerated individual's Re-Entry.

6. DOC Assist:

The process for finding placement options for sex offenders shall begin at least 180 days prior to EPRD. If no viable placement option can be found for a sex offender, a DOC Assist may be requested. DOC ASSIST should not be requested until all options are exhausted and the incarcerated individual is at 90 days prior to EPRD. Case Notes documenting all DOC Assist actions shall be entered within two (2) business days of occurrence and shall include details of each interaction. At a minimum, the following steps shall be followed:

- a. The incarcerated individual and the Unit Team shall discuss all possible placements where the incarcerated individual may reside and the Unit Team shall exhaust all possible placements and document in notes before determining that the incarcerated individual shall need a DOC Assist placement.
- b. In exhausting all possible placements, staff and the incarcerated individual shall consider contacting those on the incarcerated individual's visitation list, phone list, other family members and any other persons listed in the Pre-Sentence Investigation report

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(PSI) who may be able to provide the incarcerated individual with a residence.

- c. Unit Team shall complete a records check for wanting authorities, incarcerated individual flags, placement history, and Trust Fund balance. Incarcerated individuals with Trust Fund balances equal to or greater than two hundred dollars (\$200.00) shall be considered self-pay. In these cases, Unit Team staff shall coordinate with Parole staff to determine available community resources for incarcerated individual self-pay.
- d. Unit Team shall contact the supervising Parole District Supervisor to inform of the placement concerns and the possible need for a DOC Assist placement for the incarcerated individual.
- e. Once all placement options have been exhausted and documented in notes, the incarcerated individual shall be required to sign the DOC Assist Agreement prior to release (Attachment 3) and abide by its conditions. The incarcerated individual shall be notified that failure to abide by the conditions may result in disciplinary action being taken against the incarcerated individual.
- f. Unit Team staff shall forward the DOC Assist agreement via email to the SOMM Program Director, the Re-Entry Monitors, the Director of Case Management, the Parole District Supervisor, the Parole Agent if known, and the Unit Team Manager.
- g. Throughout the process, the incarcerated individual, the Parole Agent and Unit Team staff shall collaborate to obtain and verify a suitable non-DOC Assist placement for the incarcerated individual. If such a placement is found, the incarcerated individual shall be denied the “DOC Assist” placement.

7. Parole Assist:

The process for exploring all viable placement options for an incarcerated individual shall begin at least 180 days prior to EPRD. If no placement options can be found a parole assist may be requested. Parole ASSIST should not be requested until all options are exhausted and the offender is

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at 90 days prior to EPRD. Case Notes documenting all Parole Assist actions shall be entered within two (2) business days of occurrence and shall include details of each interaction. At a minimum, the following steps shall be followed:

- a. The incarcerated individual and the Unit Team shall discuss all possible placements where the incarcerated individual may reside and the Unit Team shall exhaust all possible placements and document in notes before determining that the incarcerated individual shall need a Parole Assist placement.
- b. In exhausting all possible placements, staff and the incarcerated individual shall consider contacting those on the incarcerated individual's visitation list, phone list, other family members and any other persons listed in the Pre-Sentence Investigation report (PSI) who may be able to provide the incarcerated individual with a residence.
- c. Unit Team shall contact the supervising Parole District Supervisor to inform of the placement concerns and the possible need for a Parole Assist placement for the incarcerated individual.

H. Progress Reports

Progress Reports shall be completed by Unit Team staff sixty (60) days prior to the incarcerated individual's Community Transition Program Commencement Date (CTPCD), or at one hundred eighty (180) days prior to the incarcerated individual's EPRD, whichever occurs first. Progress Reports shall be completed and approved with hard copies to Probation/Community Supervision only.

Progress Reports are considered **RESTRICTED** information. Department policy authorizes that restricted information may be released to governmental agencies providing a lawful service to an incarcerated individual. It is not necessary for these agencies to produce a court order to obtain restricted information, but the request must be a written request.

When a request for a Progress Report is received by telephone, the staff person receiving the request shall ask that the person make the request in writing. The written request may be sent via e-mail, mail, or fax to the facility. An incarcerated

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individual is allowed a duplicate copy of the progress report if requested. The duplicate must have the word “COPY” on the report.

Responses to requests for Progress Reports shall be completed and the Progress Report submitted to the requesting agency within five (5) business days of receipt of the request. If the request cannot be honored within five (5) business days, the Deputy Warden of Re-Entry shall contact the requesting agency and advise of the delay and when the information shall be provided. All progress reports must be sent to the recipient via secure (encrypted) email or fax.

Staff are not permitted to enter medical or mental health diagnosis (including addiction diagnosis) and/or medications (name, dosage, etc.) in the progress report. Staff may only include the medical and mental health codes and the definition of those codes.

Progress Reports are valid for ninety (90) days from the date the report was reviewed and approved. A Progress Report must be reviewed by a supervisor within thirty (30) days of the report being created. If the report is older than thirty (30) days, the report cannot be reviewed, and a new report must be completed. Secured placement is not mandatory. If a Progress Report is due and placement has not been secured, the author shall document all efforts that have been made to secure a placement in the Case Plan comments section of the report. When a Progress Report is identified as due by DELTA, staff will have ten (10) calendar days to complete this report. The Progress Report can be completed prior to being identified by DELTA.

Progress Report authors shall conduct a comprehensive record review in order to complete the Progress Report thoroughly.

I. Release:

Unit Team staff shall collaborate with multiple divisions, specifically Classification and Pre-Release to prepare the incarcerated population for release.

1. 180 Days Prior to Release:

- a. Ensure that placement has been verified and entered;

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- b. Complete the comprehensive 180 Day Release Review Template The 180 Day Release Review Template is attached to this policy and administrative procedure (Attachment 4).
- c. The IRAS-SRT is completed, including identifying other areas of concern or barriers.
- d. Incarcerated individuals are to be referred to the Pre-Release Course by their assigned Caseworker/Casework Manager at least 180 days prior to the incarcerated individual's release from the Department or at the time of a CTP progress report, whichever comes first.
- e. Ensure a progress report is complete and still valid.

2. 60 Days Prior to Release:

- a. Ensure placement is entered and approved;
- b. A review of the 180 Day Release Review Template has been conducted to address outstanding concerns or barriers that were identified.

3. 30 Days Prior to Release:

- a. Review incomplete processes from 60-day Release Review;
- b. Placement approval;
- c. Discuss upcoming release questions/needs;
- d. Discuss Pre-Release steps: Did the incarcerated individual complete START or receive a TIPS Packet, Participation in HIRE Academy?

J. Vital Documents and Credentials:

- 1. Birth Certificates: Should be applied for at any time during the incarcerated individual's incarceration. They should not be applied for under 60 days from EPRD.

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2. DD214 Report of Separation: May be applied for at any time during the incarcerated individual’s incarceration. It should not be applied for under 60 days from EPRD.
3. Social Security Cards: May be applied for at 180 days from EPRD. It should not be applied for earlier than 180 days or under 60 days from EPRD.
4. State Identification Cards: Incarcerated individuals should be referred to see the mobile BMV during scheduled site visits when they are 365 days from EPRD.

Any incarcerated individual required to register as a sex offender after release is mandated to obtain a state identification card. Unit Team Re-Entry staff shall make every effort to assist the incarcerated individual in obtaining this document prior to release. Any incarcerated individual who is required by law to register as a sex incarcerated individual and refuses a state identification card can receive a written conduct at the discretion of the facility. Incarcerated individual’s refusals to be referred to see the mobile BMV in order to obtain an identification card should be documented in a Case Note. A refusal form must be completed.

5. State Operator’s License and Learner’s permits testing: Incarcerated individuals should be referred to see the mobile BMV during scheduled site visits when they are 150 days from EPRD. Two weeks prior to the BMV site visit, the Re-Entry Coordinator will generate a list of incarcerated individuals with their date of birth and Social Security number. This list must be submitted to the BMV to be reviewed. An approved list will be returned to the Re-Entry Coordinator before the site visit.

If an incarcerated individual is transferred to another facility, vital documents shall be sent in the incarcerated individual’s facility packet to the receiving facility. If the document(s) were not sent when the incarcerated individual is transferred, it is the responsibility of the transferring facility to make sure the receiving facility receives the document(s), if the incarcerated individual is released from the Department without possession of vital documents:

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For BMV ID/Operator’s Licenses, DD214 and Birth Certificates – the releasing facility will forward the document to the incarcerated individual’s releasing address or their supervising agency (Parole/Probation/Community Corrections).

For Social Security Cards – the releasing facility will forward the document to the supervising authority (Parole/Probation/Community Corrections). If the incarcerated individual is no longer on supervision, the document should be mailed to Central Office Re-Entry Services at 302 W. Washington RM 334 Indianapolis, IN 46204.

In the event of an incarcerated individual death, vital documents must be received at Central Office location within ten (10) business days of date of death.

K. Special Needs Incarcerated Individual Releases

The Division of Data Analytics shall provide the Transitional Healthcare Department a monthly database of incarcerated individuals releasing within 180 days. This database will include incarcerated individual’s name, DOC number, received date, facility, and classification designation.

The Transitional Healthcare Department shall review the database to triage incarcerated individuals by most severe medical and mental health codes/needs. Incarcerated individuals classified with a medical code of B shall be triaged as potential long- term care or skilled nursing placement.

At time of CTP eligibility, the CTP Coordinator shall contact the Transitional Healthcare Department regarding any incarcerated individual classified as a B,C,F, I medical code, B, C, D disability code, or an E or F mental health code, to determine capability of participating in CTP. Determination of capability shall be made within five (5) business days of notification.

Case Management staff will make every attempt to assist in notifying Transitional Healthcare when an incarcerated individual on their caseload shows signs of deteriorating mental health. They will communicate this by sending notification to facility Behavioral Health staff as well as inform Transitional Health with an email to:

SpecialNeedsReleases@idoc.in.gov

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In the event of an immediate release Case Management staff and Health Services shall determine if incarcerated individual requires special needs release planning. This may include, but is not limited to skilled nursing care, durable medical equipment, or infectious disease coordination. If special needs planning is requested by Health Services staff, the assigned Case Management staff shall forward an email to SpecialNeedsReleases@idoc.in.gov within one (1) day of notification providing information regarding level of care, placement information, and transition planning concerns.

If any incarcerated individual who is identified as special needs has any placement concerns the REMs and Director of Case Management should be notified immediately.

L. Military Veteran Incarcerated Individual Releases

1. Unit Team staff shall identify incarcerated individuals who have served in the US Military. If missed at Intake, military involvement can be identified and flagged when completing the 180 Day Release Review Template through a facility packet review, review of incarcerated individual Flags, or incarcerated individual self-report.
2. Unit Team staff shall assist incarcerated individuals identified as veterans in obtaining a copy of their DD-214s in cases where copies are not located in the incarcerated individual's Release Packet. This shall be completed as a step of the 180 Day Release Review Template.
3. Unit Team shall notify the Parole District Supervisor of the incarcerated veteran's district of release. The Parole District Supervisor or designee shall follow up with the incarcerated veteran after they have been released to ensure they are aware of veteran resources in the community.