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	<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4923.5B October 20, 2011	
			<b>OPI:</b>	PROGRAMS	
			<b>REVIEW DATE:</b>	May 1, 2014	
			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	<b>REENTRY PROGRAM AND SERVICES</b>			
<b>NUMBER:</b>	<b>4923.5C</b>				
<b>Attachments:</b>	Attachment A – Re-Entry Referral Letter, English & Spanish				

**SUMMARY OF CHANGES:**

<b>Section</b>	<b>Change</b>
Page 2, §3 (b)	<i>“DOC will ensure gender-responsive reentry programs are provided to meet the unique care, custody, treatment and community transition needs for women offenders”.</i>
Page 4, §10 (f)	Adjusted description on Gender Responsive Programs.
Page 4, §11 (Entire Section)	Added Section – <b>“WOMEN OFFENDER REENTRY SERVICES”</b>
Page 4, Added § 10, “Reentry Coordinator”	Added Section 10 – <b>“REENTRY COORDINATOR”</b>
Page 6, § 13 (a-1) - Updated	<i>“Sentenced inmates who are within thirty to one-hundred and eighty (30-180) days of release are eligible”.</i>
<b>“DELETED” Attachments</b>	Deleted Attachments A, B, C, D

**APPROVED:**

Signature on File

f/ 

5/8/2013

**Thomas Faust, Director**

**Date Signed**

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1. **PURPOSE AND SCOPE.** To provide guidelines for inmate eligibility, referral, enrollment and participation in pre-release programs at the DC Department of Corrections (DOC).
  
2. **POLICY**
  - a. It is DOC policy to collaborate with local and federal government partners in order to help inmates, to upon release improve their quality of life in the areas of workforce development, education, housing assistance, substance abuse rehabilitation, mental and physical health care, family/community support services and community education.
  
  - b. In addition to providing inmates with a community resource information package, DOC shall issue each inmate a photo identification card upon release from custody by a court order, mandatory release from custody or upon halfway house placement. The inmate may use the card for personal identification and the card shall be effective for sixty (60) days from release. DOC shall not renew issuance of the Identification Card (ID). Prior to expiration of the ID card, inmates who are District of Columbia residents may use the ID card to make application to DC Reentry Program initiatives and to make application to the DC Department of Motor Vehicles for a non-driver ID.
  
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Inform and prepare inmates for successful reintegration into the community.
  
  - b. DOC will ensure gender-responsive reentry programs are provided to meet the unique care, custody, treatment and community transition needs for women offenders.
  
  - c. Public benefit will be derived from an effective alignment of reentry services.
  
4. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age,

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marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

## 5. DIRECTIVES AFFECTED

### a. Directives Rescinded

- 1) PS 4923.5B Reentry Program and Services (10/20/11)

### b. Directives Referenced

- 1) PS 1300.3 Health Information Privacy
- 2) PS 2000.2 Retention and Disposal of Department Records
- 3) PS 4090.3 Classification (Program Review)
- 4) PS 6000.1 Medical Management

## 6. AUTHORITY

- a. D.C. Code § 24-211.02, Powers; Promulgation of rules
- b. 45 C.F.R. 164-501 et seq., Health Insurance Portability and Accountability Act of 1996 (HIPPA)
- c. 5 U.S.C. 55a, Federal Privacy Act
- d. D.C. Code § 21-2201, et seq., Health Care Decisions
- e. D.C. Code § 14-307, Physicians and Mental Health Professionals
- f. D.C. Code § 7-1231.01, et seq., Mental Health Consumers' Rights Protection

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## 7. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4<sup>th</sup> Edition Standards for Adult Local Detention Facilities: 4-ALDF-5B-13.

8. **DC INITIATIVE.** The District of Columbia Government has initiated a program to provide inmates and offenders with wraparound social services as to increase the likelihood of assuming a law abiding and self sufficient life. The DC DOC is in partnership with various government and private agencies to provide these services.

## 9. DOC RELEASE ASSISTANCE

- a. Unity Health Care discharge planners shall provide inmates with a community resource information package as they are released from custody.
- b. DOC shall issue each inmate a photo identification card upon release from custody by a court order, mandatory release from custody or upon halfway house placement. This directive shall not apply to inmates who are being transferred to another correctional facility or placed into the custody of another jurisdiction.
- c. The ID card shall be effective for sixty (60) days from release.
- d. The inmate may use the ID card for personal identification.
- e. Prior to expiration of the ID card, inmates who are District of Columbia residents may use the ID card to make application to DC Re-entry Program initiatives and to make application to the DC Department of Motor Vehicles for a non-driver ID.

10. **REENTRY PROGRAMS –GENERAL.** DOC provides a myriad of programs that present inmates with opportunities for self-improvement and community reintegration assistance. Many of the programs are provided in partnership with government agencies and various volunteer and private social service providers. Inmates are notified of available programs at Orientation, Initial Classification, and Reclassification and through Religious and Volunteer Services. Programs include but are not limited to:

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- a. *Health Care Services.* Services may include topics about disease prevention, weight management, holistic health, mental health support or counseling groups, eating and shopping nutritionally, stress management, sexuality, AIDS awareness, physical fitness, substance abuse and alcohol abuse.
- b. *Employment Preparedness.* Topics and seminars may include resume preparation and writing skills, dressing for success, job search techniques, interviewing techniques and skills, career choices, keeping a job and relationships with co-workers.
- c. *Personal Finance and Consumer Resources.* Topics and seminars may include balancing and maintaining a checkbook, developing savings accounts, buying a car or home, managing money and credit, and living on a budget.
- d. *Personal Growth and Development.* Topics may include marriage enrichment, parenting and building healthier relationships with children, positive self-image, anger control, cognitive skills, drug education, speech or communication workshops, education development, life skills training and self sufficiency skills.
- e. *Information and Community Resources.* Topics and seminars may include the role of the Court Services and Offender Supervision Agency (CSOSA) Parole Officer and supervision requirements, Transitional Intervention for Parole Supervision Program (TIPS), halfway house regulations, using local social services agencies, social security resources, and local employment services.
- f. *Gender Responsive Programs.* DOC will provide evidence based and general programs and reentry services for pre-trial and sentenced misdemeanant female inmates that emphasize treatment from a women's perspective, increasing her self-esteem, improving life management skills, addressing health and co-occurring disorders, reinforcing familial reunification and providing a bridge to community support.
- g. *Classification.* All DOC Case Managers shall prepare a Re-Entry Referral letter to be included with the classification referral packages when an inmate on their caseload is within one hundred and fifty (150) days of release (Attachment A). The referral shall, at a minimum, include the inmate's release status and assessed personal and community resource needs.

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- h. *Immediate Release.* Inmates who are released at Court shall be issued a community resources information package and an ID card, good for sixty (60) days that will aid in obtaining community-based services.

## 11. **WOMEN OFFENDER REENTRY SERVICES**

- a. Reentry services for women will begin with distributing community resources information at intake.
- b. DOC will directly involve pretrial and sentenced misdemeanants with its community partners while the woman is confined to improve chances that the woman will continue treatment relationships upon release.
- c. DOC will coordinate the provision of training to improve staff's skills in case management, professional working relationships with women and gender-responsive and evidence-based treatment approaches.

## 12. **INTENSIVE IN-HOUSE REENTRY PROGRAM.** In addition to the above programs, DOC has an on-unit program dedicated to reentry services.

- a. Eligibility
  - 1) Sentenced inmates who are within thirty to one-hundred and eighty (30-180) days of release are eligible.
  - 2) For the purpose of this program sentenced inmates may include misdemeanants, felons designated to serve the sentence in a DOC facility and inmates pending release on a split sentence.
- b. Notification about the Reentry Program
  - 1) DOC Case Managers shall notify inmates of the Reentry Program and participation eligibility criteria during Intake orientation interviews.
  - 2) Reentry staff shall review each inmate's institutional file at Intake to determine those eligible for immediate placement in the Reentry program.
  - 3) *Self-Referral.* Inmates may submit applications to be placed on the ReEntry Unit through Case Managers.
  - 4) The referral shall at a minimum include the inmate's release status and assessed personal and community resource needs.

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c. Program Operations

- 1) The DOC Reentry Program Coordinator shall provide day-to-day operational management of the program to include program placement, treatment, and release planning and shall act as a liaison to community partners.
- 2) At least one housing unit and core staff shall be dedicated to the program.
- 3) The program shall include treatment and release planning modules and provide links to community resources.
- 4) The program day shall approximate the workday in the community. Inmate performance shall be regularly evaluated and recorded.

d. Program Components

- 1) Eligible inmates may be required to participate in general and special education, substance abuse education, drug surveillance and other preparatory programs.
- 2) Inmates shall be advised and receive instruction in how to access and obtain community resources to include, but not be limited to, transitional housing, employment leads, non-profit and volunteer organizations and government agencies in order to secure housing, employment and treatment.
- 3) Release Planning. The Reentry Case Manager shall ensure that a Case Conference and Release Plan are completed in advance of the inmate's release. The Case Conference shall be conducted in the presence of the Program Coordinator, Case Manager, Reentry Partners and inmate to provide specific resources that can be accessed by the inmate upon release. The Release Plan shall include referrals to community resources that would assist the inmate with specific needs in pursuit of a successful reintegration into the community.

13. **PROGRAM DOCUMENTATION.** The DOC Reentry Coordinator shall submit monthly reports that include accomplishments, issues that must be addressed at a higher level, statistics for program participation, completion and failure as well as documentation when referrals are issued to inmates scheduled for immediate release.

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14. **CONFIDENTIALITY OF RECORDS.** Reentry partners shall share program information while respecting the confidentiality and privacy of offender records.

- a. Inmates shall sign consent prior to the release of information as required by DOC policy.
- b. Protected health information shall be used and disclosed in accordance with local and federal laws.

15. **QUALITY ASSURANCE**

- a. The DOC Director of Religious, Volunteer and Re-entry Programs has oversight for all Reentry initiatives at the CDF and shall regularly meet with the various partners/providers and the District-wide steering committee to evaluate program effectiveness and provide liaison services for DOC.
- b. DOC Program Staff, the Religious Volunteer Services (RVS) Supervisor, Reentry Coordinators and other related work groups shall meet at least every month to share ideas for program enhancement and resolve issues. The RVS administrative assistant shall maintain minutes of these meetings in accordance with records retention requirements.

Attachments

Attachment A – Re-Entry Referral Letter – English  
Attachment B- Re-Entry Referral Letter - Spanish