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<b>Section-06 Classification and Case Management</b>	<b>OP-060901</b>	<b>Page: 1</b>	<b>Effective Date: 10/08/2020</b>
<b>Pre-Release Planning</b>	<b>ACA Standards: 2-CO-4G-01, 5-ACI-5E-05, 5-ACI-5F-01, 5-ACI-5F-03, 4-ACRS-5A-11, 4-ACRS-5A-12, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-15, 4-ACRS-5A-16, 4-ACRS-5A-20, 4-APPFS-2A-01, 4-APPFS-2C-06, 4-APPFS-2D-01</b>		
<b>Scott Crow, Director Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Pre-Release Planning

The Oklahoma Department of Corrections (ODOC) in partnership with appropriate agencies, will maintain an infrastructure of inmate reentry including assessment, needs identification, case planning, training, treatment and pre-release planning, which is critical to inmate success post-discharge. All inmates will have access to classes in release preparation prior to their return to the community. (2-CO-4G-01, 5-ACI-5F-01) The goal of reentry is the reduction of inmate recidivism, which may be achieved through underscoring the philosophy that reentry begins at reception and continues throughout incarceration and community supervision. (4-APPFS-2A-01)

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to wardens and community corrections centers directors and the term “unit head” will apply to unit directors and probation and parole deputy directors.

### I. Definitions

#### A. Reentry

Reentry prepares the inmate with the knowledge and skills necessary to rejoin the community in a safe and productive way. (4-ACRS-5A-13, 4-

ACRS-5A-14)

A system of multi-agency resources and networks will be maintained to serve the transition and aftercare needs of inmates. (4-ACRS-5A-11, 4-APPFS-2D-01)

B. Pre-Release Planning

Pre-release planning is the process in which the inmate's transition from the institutional setting to the community is addressed when possible. This process begins one year prior to projected release and involves a shift from achieving case plan objectives to individual community preparedness. In addition to continuing case plan objectives, this policy indicates specific tasks and responsibilities as outlined below.

II. Reentry

Every inmate will have the opportunity to receive assistance with reentry resources prior to being released from custody. This includes assessment and reception discharges, inmates released from court due to a judicial review or a delayed sentence hearing, and inmates unexpectedly released through post-conviction relief or an appeal. Inmates being released to United States Immigration and Customs Enforcement (ICE) detainers are not required to complete a Pre-release Plan. The fact that the inmate is being released to an ICE detainer shall be noted in the "Pre-release Plan" section of the "Adjustment Review" in accordance with [OP-060203](#), entitled, "Adjustment Review." (5-ACI-5F-01, 5-ACI-5F-03, 4-ACRS-5A-14, 4-ACRS-5A-16)

III. Institutional Pre-Release Planning (4-ACRS-5A-11, 4-ACRS-5A-13, 4-ACRS-5A-15, 4-ACRS-5A-16, 4-ACRS-5A-20)

A thoroughly developed and achievable pre-release plan is critical for the inmate's successful reintegration into the community. The development of a pre-release plan requires input from the inmate, the inmate's assigned case manager, health services staff, and probation and parole staff, (if discharged to ODOC probation and parole supervision). In order to ensure the effectiveness of the plan, its development requires continual monitoring and follow-up so that any obstacles are addressed prior to release. Pre-release planning should be based on the "Projected Release Date" chart as outlined in [OP-060203](#) entitled "Adjustment Review", [Attachment A](#) (attached). Attention to the inmate's transition from the institutional setting to the community is necessary to ensure the inmate has adequate information and contacts to access needed community resources.

A. In preparation for the development of a pre-release plan, a transition workshop will be provided by the facility's assigned reentry staff to begin the reentry thought process and aid in the development of the plan. Reentry staff will work with records staff, or facility designee, to identify all inmates that have a projected release date within twelve months and

inform case management staff of the next scheduled transition workshop so the inmate can be better prepared for pre-release planning.

- B. The goal of pre-release planning is to identify and address barriers to successful reentry.
  - 1. Assigned case managers will identify appropriate referrals to community agencies to assist with services as well as provide resource referrals within the community. Community social service resources are used to augment social services provided in the institution as outlined in [OP-090101](#) entitled "Standards for Inmate Programs." (5-ACI-5E-05, 4-ACRS-5A-12)
  - 2. Inmates should have proper identification as outlined in [OP-060203](#) entitled "Adjustment Review." Arrangement for essential items such as discharge clothing will be provided to the inmate as outlined [OP-030120](#) entitled "Inmate Property."
- C. The "Pre-Release Plan" ([Attachment A](#), attached) contains relevant information pertaining to the inmate's reentry plan. The assigned case managers will begin the process of completing this document with inmates who are within twelve months of their projected release date. The assigned case manager and inmate will identify any barriers the inmate may face during reentry back into the community.

#### IV. Reentry Staff Duties and Responsibilities

- A. Reentry staff will provide monthly workshops at each facility and inform case management staff of the workshop schedule. Inmates may participate multiple times in a transition workshop. Reentry staff will be responsible for the following:
  - 1. Working with facility records staff to identify inmates projected to be released within twelve months of the scheduled transition workshop and communicating this information to the facility contact person/case management staff.
  - 2. Provide a reentry workbook to all transition workshop attendees.
  - 3. Provide assistance and resources to inmates.
  - 4. Record all transition workshop attendees' electronically as outlined in [OP-090101](#), [Attachment A](#), entitled "Program Attendance Record."
  - 5. Via email, report workshop attendance to the Reentry Manager.

6. Provide list and Certificates of Completions for inmates who complete the transition workshop to facility contact person or designee.
- B. Reentry staff will provide assistance to assigned case managers in identifying possible community resources.

V. Assigned Case Manager Duties and Responsibilities

The assigned case manager will collaborate with the inmate to complete the pre-release plan. Multiple meetings with the inmate will likely be necessary for completion of the pre-release plan. All activities associated with the development of the pre-release plan will be documented as case notes in OMS. The assigned case manager will:

- A. Conduct face-to-face interviews with the inmate.
- B. After the inmate completes a transition workshop, review and discuss the reentry workbook, and record resource information on the pre-release plan.
- C. Review the case plan and the inmate's progress toward completion of assessed needs and make referrals as necessary for needs not met.
- D. If an inmate has required supervision, or a detainer from another jurisdiction within the State of Oklahoma which will result in the inmate's further incarceration, this will be indicated in the residence section of the pre-release plan.
- E. If an inmate requests to reside outside the State of Oklahoma upon release and requires probation or parole supervision, an Interstate Compact packet must be completed in accordance with [OP-160108](#) entitled "Interstate Compact for Probation/Parole." The Interstate Compact Offender Tracking System (ICOTS) number will be recorded on the pre-release plan.
- F. As needed, seek assistance for additional resources from other staff, such as:
  1. Programs Unit reentry staff
  2. Chaplains and/or volunteer coordinators
  3. Tribal groups
  4. Education and/or CareerTech staff

5. Facility treatment program directors
  6. Probation and Parole staff
- G. Notify inmates of registration requirements, if applicable.
1. Inmates required to register due to a sex or violent crime conviction will be provided with the appropriate registration form(s) which will be completed and submitted to the Sex and Violent Offender Registration Unit in accordance with [OP-020307](#) entitled "Sex and Violent Crime Offender Registration."
  2. Inmates required to register due to a methamphetamine conviction will be provided ([Attachment D](#), attached) entitled "Methamphetamine Inmate Registration." The inmate will be informed to direct all questions regarding requirements for methamphetamine registry to the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBND) as indicated on [Attachment D](#).
- H. Inform and provide releasing inmates with a copy of ([Attachment C](#), attached) entitled "Voter Rights for Convicted Felons" in accordance with 26 O.S. § 4-120.4.
1. Inmates may vote once a period of time equal to the time prescribed in the judgment and sentence has been completed; for example, a person convicted on August 1, 2002, to a five year sentence cannot vote until August 1, 2007, regardless of the release date from prison.
  2. A person whose registration has been cancelled will be required to register again before voting.
  3. For information on how to register, the assigned case manager may go to [www.ok.gov/elections/Voter\\_Info/Register\\_to\\_Vote/](http://www.ok.gov/elections/Voter_Info/Register_to_Vote/) and provide the inmate with the necessary information.
- I. If the inmate will be supervised by ODOC Probation and Parole and a home offer is required, the inmate's proposed pre-release residence plan will be forwarded to the appropriate Probation and Parole region at least 30 days prior to the projected release date. Requirements for all inmates being placed in the "Global Position Satellite Surveillance (GPS) Program" will be in accordance with [OP-061001](#), the "Electronic Monitoring Program for DUI Offenders" in accordance with [OP-061002](#) and "Parole" in accordance with [OP-060205](#).

- J. Contact medical and mental health staff at least six months prior to release for assistance in completing the Medical and Mental Health sections of the pre-release plan.
- K. Ensure each inmate receives the opportunity to request a state-issued identification card or the status of his/her driver's license by following the process outlined in [Attachment F](#) entitled "Process for Inmate State-Issued Identification Card or Driver's License."
- L. Provide a completed copy of the pre-release plan to the inmate, place a completed copy in section 4 of the field file, and forward a completed copy to the appropriate Probation and Parole region if the inmate will be supervised by ODOC. The inmate may be provided a second copy that they can mail, at their own expense, to any person they wish to elicit support from upon their release into the community.

#### VI. Health Services Staff Responsibilities

Health Services staff will provide information and referrals as needed for the Medical and Mental Health sections of the pre-release plan to the assigned case manager. They will assist inmates by contacting professionals in the community as deemed appropriate, for example: any inmate with a history of mental health treatment, serious health condition, and/or receiving services from a chronic medical clinic. (4-ACRS-5A-12, 4-APPFS-2C-06)

##### A. Medical

- 1. The assigned case manager will notify the Correctional Health Services Administrator (CHSA) within thirty days of the inmate's projected release. Medical staff will ensure that necessary referrals for follow-up medical care are made and an appropriate supply of medication is provided in accordance with [OP-140130](#) entitled "Pharmacy Operations."
- 2. Medical staff will provide a copy of the "Discharge Health Summary" and an immunization record to the inmate in accordance with "Tuberculosis & Immunization History Record" (located in the EHR).
- 3. Medical staff will ensure that both an "Authorization for Release of Protected Health Information" form ([DOC 140108A](#)) and an "Authorization for Release of Protected Health Information Release of Psychiatric/Psychological Records" for ([DOC 140108G](#)) are provided to the inmate for signature. (5-ACI-5F-01, b#7)

## B. Mental Health

Mental Health staff will ensure that proper discharge planning activities, resources and support are available for any inmate currently receiving mental health treatment (Mental Health Level B, C1, C2, or D) or any inmate who requests mental health resources during the discharge planning process.

1. The coordinator of Mental Health Reentry Services will serve as a liaison with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) Integrated Services discharge managers. The ODMHSAS Integrated Services discharge managers will coordinate the mental health reentry planning for inmates with a serious mental illness who are located at facilities designated by the Mental Health Unit. The ODMHSAS Integrated Services discharge managers will work in conjunction with ODMHSAS funded community mental health center based Reentry Intensive Care Coordination Teams (RICCT). RICCT staff provides in-reach services to inmates with serious mental illness who meet specific criteria. The discharge managers will assist with the re-entry planning of inmates located at other facilities when appropriate.
2. The coordinator of Mental Health Reentry Services will manage the coordination of RICCT referrals from qualified mental health professionals from facilities other than the designated mental health facilities.
3. Documentation of discharge planning with a specific inmate must be entered in the inmate's case notes/progress notes to include the name of the organization and worker. The assigned case manager will document the discharge plan in OMS.
4. The assigned case manager will communicate with medical staff and mental health staff for verification of the Medical and Mental Health portion of the pre-release plan.

## VII. Probation and Parole Staff Responsibility

The probation and parole staff will complete the Probation and Parole portion of the pre-release plan for each inmate who has required supervision under ODOC.

- A. Determine if a home visit is required for the inmate's home offer or residence. A home visit will be completed as required for all inmates being placed on the "Global Position Satellite Surveillance (GPS) Program" in accordance with [OP-061001](#), the "Electronic Monitoring Program for DUI Offenders (EMP)" in accordance with [OP-061002](#) and

Parole in accordance with [OP-060205](#) entitled "Parole Process Procedures."

- B. Conduct a home visit if required and determine if the residence is valid or invalid.

#### VIII. Discharge/Release

The actual day of release is critical to the inmate's successful reentry. Activities should focus on the final steps required for a seamless transition to the community. This will be accomplished by the assigned case manager ensuring that the inmate obtains the signature of the designated staff listed on the "Release Checkout Sheet" ([Attachment B](#), attached) on the day of discharge prior to the inmate's release. In addition to the "Release Check-out Sheet," the inmate will be provided a folder to keep documents together and have them readily available when needed in the community.

#### IX. Training

Reentry training will be conducted during job specific training for all new unit managers, assigned case managers and probation and parole officers utilizing a lesson plan developed with the assistance of the Program Services staff. All relevant trainings are included in case manager/probation and parole staff training in conjunction with those units and shall be approved by the director of training.

#### X. References

Policy Statement No. P-060100 entitled "Classification and Case Management of Inmates"

OP-020307 entitled "Sex and Violent Crime Offender Registration"

OP-030120 entitled "Inmate Property"

OP-060205 entitled "Parole Process Procedures"

OP-061001 entitled "Global Position Satellite Surveillance Program"

OP-061002 entitled "Electronic Monitoring Program for DUI Offenders"

OP-060203 entitled "Adjustment Review"

OP-140108 entitled "Privacy of Protected Health Information"

OP-160108 entitled "Interstate Compact for Probation/Parole"

#### XI. Action

The facility/unit head is responsible for compliance with this procedure.

The director of Offender Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-060901 entitled "Pre-Release Planning and Reentry Process" dated February 14, 2019

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 020307A</a>	"Sex Offender Registration Form"	<a href="#">OP-020307</a>
<a href="#">DOC 020307C</a>	"Violent Offender Registration Form"	<a href="#">OP-020307</a>
<a href="#">DOC 060203A</a>	"Adjustment Review"	<a href="#">OP-060203</a>
<a href="#">DOC 060211H</a>	"Consolidated Records Card" (CRC)	<a href="#">OP-060211</a>
<a href="#">DOC 140108A</a>	"Authorization for Release of Protected Health Information"	<a href="#">OP-140108</a>
<a href="#">DOC 140108G</a>	"Authorization for Release of Protected Health Information Release of Psychiatric/ Psychological Records"	<a href="#">OP-140108</a>
MSRM Form	"Tuberculosis & Immunization History Record"	EHR
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Projected Release Date"	<a href="#">OP-060203</a>
<a href="#">Attachment A</a>	"Pre-Release Plan"	Attached
<a href="#">Attachment B</a>	"Release Checkout Sheet"	Attached
<a href="#">Attachment C</a>	"Voter Rights for Convicted Felons"	Attached
<a href="#">Attachment D</a>	"Methamphetamine Inmate Registration"	Attached
<a href="#">Attachment E</a>	"Probation and Parole Offices"	Attached
<a href="#">Attachment F</a>	"Process for Inmate State-Issued Identification Card or Driver's License"	Attached
<a href="#">Attachment A</a>	"Program Attendance Record"	<a href="#">OP-090101</a>
<a href="#">Attachment B</a>	"Mental Health Levels Classification System Criteria"	<a href="#">OP-140201</a>