

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>6</u>
Offender Transitional Release Planning	NUMBER: 78-REL-01
RULE/CODE REFERENCE:	SUPERSEDES: 78-REL-01 dated 07/16/14
RELATED ACA STANDARDS: 4-4442	EFFECTIVE DATE: February 9, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to outline procedures governing transitional release planning for an offender's successful release into the community.

III. APPLICABILITY

This policy applies to all offenders, contract providers, and employees of the Department of Rehabilitation and Correction (DRC).

IV. DEFINITIONS

Career Passport - A portfolio of documents that is issued to each program graduate's home address at the time of release from DRC, as required by state and federal funding. The passport contains the career-technical certificates of completion. Career Passports are a requirement of the Ohio Department of Education.

Essential Habilitation Services - Basic set of services that all offenders must have access to in order to facilitate community reintegration following any period of incarceration.

Indigent Inmate - An inmate is considered indigent if, during the thirty (30) days immediately preceding the request, the inmate has earned or received less than \$12.00 and, if the inmate's account balance has not exceeded \$12.00 at any time during the thirty (30) days immediately preceding the request.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to provide every offender with transitional release planning services prior to release from prison. Essential habilitation services shall be provided at each institution for all offenders prior to release. These services are designed to facilitate an offender's successful reentry into the community.

VI. PROCEDURES

A. Reception Center Processing

Transitional release planning shall begin at the offender's admission to the Department of Rehabilitation and Correction and shall continue until his/her release from prison. All designated planning activities and/or information in this policy shall be documented on the Offender Transitional Release Plan located in DOTS Portal.

B. Personal Identification Documents

1. For offenders lacking personal identification documents, applications for these personal identification documents shall be provided during the orientation process at their parent institution if the offender is within two (2) years of release. Unit staff shall make information available on how to obtain the required documents at the offender's expense and document the information on the Offender Transitional Release Plan. Offenders serving over two (2) years shall have the information provided upon request. Such documents include, but are not limited to, the following:
 - a. Birth Certificate: Upon request by the offender, unit staff shall assist the offender in requesting a replacement birth certificate by helping them complete the State Bureau of Vital Statistics form and forwarding it to the proper bureau for processing.
 - b. Driver's License: Upon request by the offender, unit staff shall assist the inmate in requesting information on his/her driver's license from the local reinstatement offices. The computerized data sheet shall be returned to unit staff and forwarded to the offender so he/she may address any barriers to obtaining his/her license.
 - c. Veteran's Discharge Status Form DD-214: Upon request by the offender, unit staff shall assist those offenders who self-identify as having served in the United States military in requesting a copy of his/her discharge status form by processing the appropriate application and forwarding it to the local Veteran's Administration office for processing.
 - d. Social Security Card: Upon request by the offender, unit staff shall instruct the offender on how to apply for a replacement Social Security Card. Forms to apply for replacement Social Security Cards shall be available in the Reentry Resource Center of each facility. It shall be the offender's responsibility to complete and submit the application for processing

2. When an offender's social security card, birth certificate, driver's license, State of Ohio identification card, and/or other identification documents are received by the institution, the receipt shall be recorded by the Cashier's Office staff in the Offender Transitional Release Plan.
 - a. If received during the last sixty (60) days of incarceration, the personal identification documents shall be maintained in the Cashier's Office and be returned to him/her upon release. The return of all personal identification documents shall be documented on the Offender Release Processing Checklist (DRC2749) by the Cashier's Office staff.
 - b. If received prior to the last sixty (60) days of incarceration, they shall be forwarded out of the institution to an individual designated by the inmate. The offender shall assume the cost of forwarding these items unless he/she is determined to be indigent as defined in this policy. If determined indigent, the institution shall bear the cost of forwarding the items.
3. On the day of release, offenders shall be provided with an offender release identification card according to the guidelines established in Department policy 78-REL-02, Offender Release Card. The issuance of the release identification card shall be documented by security personnel as designated by the institutional Security Chief on the Offender Release Processing Checklist (DRC2749) and on the Offender Transitional Release Plan.

C. Essential Habilitation Services Available to All Offenders

1. Pursuant to Department policy 78-REL-05, Reentry Resource Center, the School Administrator, Assistant Principal or Principal shall ensure all offenders have access to the Reentry Resource Center in their facility to encourage and assist them in taking personal responsibility for preparing for their transition to release.
2. The Managing Officer shall ensure the institution hosts a Community Resource Fair at least annually. The Community Resource Fair shall consist of community partners who maintain workforce development and reentry initiatives that assist offenders preparing for their release transition. Programs and/or community service providers that provide access to training, education, financial aid, and career development shall also be included. The community partners and volunteers should reflect the demographics of the releasing population.
3. Prisons identified as Control Prisons (e.g. Ohio State Penitentiary) are not required to conduct Community Resource Fairs but must still provide releasing offenders with information regarding community resources and prepare them for release.
4. Sixty (60) Days Prior To Release
 - a. Unit staff shall discuss housing plans with each offender. The designated staff shall assist offenders who will be homeless upon release in preparing a housing plan. This shall be documented by unit staff in the Transitional Release Plan in DOTS Portal.
 - b. Unit staff shall facilitate Citizen Circle referrals for offenders returning to those counties providing this service by providing necessary information and assisting the

offender in completing the Application/Referral Form and Release of Information. These shall be forwarded to the Adult Parole Authority. Completion of the Citizen Circle referral shall be documented on the Offender Transitional Release Plan in DOTS Portal.

- c. On an individual or group basis, institution staff shall share the appropriate Welcome Home Video (WHV) with inmate's being released to identified counties. Staff and inmates may review the WHV on the web at <http://www.reentrycoalition.ohio.gov>
5. Thirty (30) Days Prior To Release
 - a. Upon request by the offender, unit staff shall offer offenders a copy of the Reentry Resource Guide for the county to which they are returning. The Reentry Resource Guide shall be obtained from the DRC M.U.S.C.L.E webpage located on the internet at www.drc.ohio.gov/web/offenderreentry.htm. The resource guide includes information in the areas of mental health, social security, substance abuse, community justice, Citizen Circles, services through the Ohio Department of Job and Family Services, employment, housing, clothing, and financial resources. This shall be documented by unit staff in the Transitional Release Plan in DOTS Portal.
 - b. Upon request by the offender, unit staff shall provide the offender with a copy of his/her job history from DOTS Portal, showing the offender's work history while incarcerated. This shall be documented on the Offender Transitional Release Plan in DOTS Portal.
 - c. Upon request by the offender, unit staff may assist offenders in determining the course of transportation from the institution to his/her county of return. When necessary, this may include providing information on public transportation options. This shall be documented by unit staff in the Offender Transitional Release Plan in DOTS Portal.

D. Specialized Habilitation Services for Applicable Offenders

1. Within Sixty (60) Days Prior to Release
 - a. Offenders who self-identify as veterans other than dishonorable discharged veterans shall be eligible to participate in the Successful Transition for Incarcerated Veterans to Employment (STRIVE) prior to their release from prison. Participation in STRIVE shall be documented on the Offender Transitional Release Plan in DOTS Portal.
 - b. Unit staff shall work with APA staff to set up a regularly scheduled workshop for all offenders who are being released under supervision with the Division of Parole and Community Services. Appropriate offenders shall be directed to attend the workshop facilitated by staff from the Adult Parole Authority. The workshop shall utilize the Release Preparation Lesson Plan as developed by the Adult Parole Authority, assisting the offender in understanding the expectations while under supervised release and available resources in the community. Unit staff shall document participation in the workshop on the Offender Transitional Release Plan.
 - c. The community linkage social worker (CLSW) shall meet with offenders classified as C-1 (or C-2 upon special request from the treatment team) and offer community linkage

services. The CLSW shall complete a Community Linkage (CL) packet for those offenders who agree to participate and sign a Release of Information (ROI) for community linkage services. The packet shall be submitted to the community mental health agency per the memorandum of understanding between DRC and ODMH. Once an appointment has been established, the CLSW will provide a referral letter to the offender indicating the date/time/specifics of the community mental health appointment. If the offender signs an ROI to DRC, the CLSW shall share the CL packet with the APA Regional Administrator/designee and the treatment team, if appropriate. All activities associated with community linkage efforts shall be documented by the CLSW in the third party section of the mental health file per the MOU. In addition, for those offenders referred by the mental health treatment team, the CLSW shall also coordinate and assist offenders with applying for SSI/SSDI benefits.

- d. In accordance with Department policy 57-EDU-12, Career Technical Education Programs, all offenders who have successfully completed a career technical education program shall have a Career Passport forwarded to the appropriate non-facility home address upon their physical release from the facility in accordance with ORC 3313.607, Career Plans and Passports for Students, and federal Carl D. Perkins legislation by education staff. Completion of the Career Passport Request form (DRC4329) and the mailing of the career passport to the offender's home residence shall be documented on the Offender Transitional Release Plan in DOTS Portal by OCSS TEC staff.
- e. For those offenders participating in a recovery services program, recovery services staff shall complete the Recovery Services Discharge Summary and Prognosis Forms (DRC5209) within fourteen (14) working days after the end of program participation and document completion in the Offender Transitional Release Plan in DOTS Portal.
- f. Designated staff shall assist offenders in determining possible eligibility for benefits through the use of the Ohio Benefit Bank (OBB). Staff shall ensure inmates are aware of the OBB and review their needs for services prior to the inmate's release. For those inmates in need, the OBB application shall be initiated prior to the inmate's release.

2. Within Thirty (30) Days of Release

- a. A copy of the Medical Release Summary (DRC5179) shall be provided to unit staff to allow them to assist offenders with serious medical conditions in completing and processing the Medicaid application. At the time of receipt of the Medical Release Summary, the unit staff shall record the completion of the Medicaid application in the Offender Transitional Release Plan in DOTS Portal.
- b. A fourteen (14) day supply of essential medication (excluding OTC and PRN medications) shall be issued to the offender at the time of release or placement. Offenders having been identified by Mental Health Services as being Severely Mentally Ill (SMI) shall be prescribed a thirty (30) day supply of mental health and medical medications (excluding OTC and PRN medications) and two (2) refills for a maximum of ninety (90) days of medication. At this time, the offender shall be offered a copy of the completed Medical Release Summary (DRC5179) for his/her

retention. A list of medical referral sources shall be provided to offenders who require follow-up care.”

E. Offender Release Processing

The Department has an established, standardized process for the release of offenders upon the conclusion of their incarceration. All offenders shall be processed according to the provision set forth in Department Policy 78-REL-06, Offender Release Policy. Offender release processing shall be documented on the Offender Release Processing Checklist (DRC2749).

Related Department Forms

Offender Release Processing Form	DRC2749
Career Passport Request Form	DRC4329
Medical Release Summary	DRC5179
Recovery Services Discharge Summary and Prognosis	DRC5209