



Department of  
Rehabilitation & Correction

SUBJECT: <b>Supervision Reentry Planning, Offender Classification, Case Planning and Contact Standards</b>	PAGE <u> 1 </u> OF <u> 12 </u>
	NUMBER: <b>100-APA-13</b>
RULE/CODE REFERENCE: ORC 2967.28, 5120.01	SUPERSEDES: 100-APA-13 dated 05/15/2017
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	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to describe the Adult Parole Authority (APA) classification system and the minimum requirements for the type and frequency of offender contacts.

## III. APPLICABILITY

This policy applies to employees of the APA, Ohio Department of Mental Health and Addiction Services (ODMHAS) employees out of an interagency MOU, and offenders under their supervision.

## IV. DEFINITIONS

**Calendar Days** - The days of the week, including Saturday, Sunday, and any legal holiday.

**Case Plan** - An individualized plan for offenders under ODRC's custody/supervision designed to identify and target the offender's dynamic risk factors based upon the completion of the ORAS tools.

**Classification** - The process of assessing the needs and risk of an offender in order that they are assigned to the appropriate supervision level.

**Community Based Correctional Facility (CBCF)** - Secure residential programs that provide comprehensive programming for offenders. CBCFs provide a wide range of programming addressing offender needs such as cognitive behavioral therapy, chemical dependency, education, employment, and family relationships. CBCFs are governed by a facility governing board and advised by a judicial advisory board.

**Community Contact** - A face-to-face contact made with the offender at a location other than the APA office.

**Community Corrections Information System (CCIS)** - A computerized information system used to track the criminal history and progress of offenders under the supervision of the APA. Access to CCIS is restricted to essential users only.

**Community Supervision Tool (CST)** - One of the ORAS standardized assessment tools designed to be used with offenders in the community under the supervision of the ODRC, as well as offenders under the jurisdiction of the court, in residential facilities, and other community alternatives (such as day reporting centers).

**Contact** - The obtaining or attempt to obtain meaningful information about the offender and/or the offender's behavior by ODRC staff or an ODMHAS Chemical Dependency Specialist (CDS). The source of the information may be the offender, another person, or agency; it may be in person, by telephone or by written communication and may be at any location.

**Detainer** - A request filed by a criminal justice agency with the institution in which a prisoner is incarcerated asking the institution either to hold the prisoner for the agency or to notify the agency when release of the prisoner is imminent.

**Domain Intervention (DI)** - A program or officer intervention addressing one or more of the identified dynamic need domains.

**Evidence Based Practices (EBP)** - The use of current research and available data to guide policy and practice decisions that are aimed at improving outcomes.

**Family Involvement (FI)** - Meaningful communication with a member of an offender's family or an individual with personal ties to the offender and who is influential in the life of the offender and can provide information regarding community adjustment. Family involvement does not include contacts with service providers, case managers, or other halfway house staff.

**Field Officer Tablet (FOT)** - Computerized data maintained by the parole officer assigned to supervise an offender that contains the chronological details involving contact with the offender, social services agencies, law enforcement, etc. The tablets also contain all demographic information pertaining to the offender and documentation of staffing decisions.

**Halfway House (HWH)** - A facility licensed by the ODRC, pursuant to Ohio Revised Code (ORC) section 2967.14, as a suitable facility for the care and treatment of adult offenders.

**In-Custody** - An offender under the supervision of the APA who is being held in a jail, prison, or similar detention facility.

**Interstate Compact** - The agreement codified in ORC section 5149.21 governing the transfer and supervision of adult offenders under the administration of the National Interstate Commission for Adult Offender Supervision.

**Judicial Release (JUR) 80%** - Offenders released by a court after serving 80% of their sentence per HB 86.

**Monitored Time** - A period of time during which an offender continues to be under the control of the sentencing court and the APA, subject to no conditions other than leading a law-abiding life.

**No Contact (NC)** - An attempt (in person or by telephone) by an appropriate ODRC staff or ODMHAS CDS to contact an offender or other person regarding an offender with no contact being made (includes voicemail messages). This should be used for any administrative activities involving an offender such as staffing, faxes, report writing, and telephone messages.

**NOTEC** - A section in the Community Corrections Information System (CCIS) to record information regarding an offender's activity while under supervision.

**Offender Services Network (OSN)** - ODRC and ODMHAS staff that provide direct services to offenders and facilitate linkages between community service providers, APA field staff, and prison providers.

**Ohio Risk Assessment System (ORAS)** - A collection of risk and needs assessment tools to accurately determine the risk of Ohio offenders.

**Ohio Youth Assessment System (OYAS)** - A collection of risk and needs assessment tools to accurately determine the risk of youthful/juvenile offenders.

**Other Contact (OC)** - A contact during which significant information regarding an offender is obtained, (e.g., ancillary services provider, chemical dependency specialist, computer inquiries, criminal justice agencies, texting, etc.). An OC shall not be claimed as a Supervision Report (DRC3250) when the offender is not seen at the time the form is completed, except for low and monitored time supervision level offenders.

**Positive Contact (PC)** - A face-to-face contact between an offender and an appropriate ODRC staff or ODMHAS CDS at any location for the purpose of obtaining information regarding community adjustment.

**Positive Incentive (PI)** - A reward of varying degrees that recognizes constructive, pro-social behaviors demonstrated by offenders to reinforce successful reentry into the community.

**Reentry Tool (RT)** - One of the ORAS standardized assessment tools designed to be used with offenders being released from prison who have served four years or more.

**Risk Reduction (RR)** - Offenders sentenced pursuant to ORC section 2929.143.

**Sanction** - Any penalty imposed upon an offender who is found guilty of an offense or violation of the conditions of supervision, including any sanction imposed pursuant to any provision of ORC sections 2929.14 to 2929.18.

**Significant Change** - Any critical event, which includes, but is not limited to felonious behavior, high-severity or violent violation behavior, serious misdemeanor behavior, assaultive behavior, positive or negative adjustment/behavior impacting multiple domains (e.g., education, employment, housing, peers, attitude, etc.).

**Static Tool (ST)** - One of the ORAS standardized assessment tools designed to be used with offenders who are currently unavailable for an assessment due to a variety of reasons, including absconding supervision prior to initial visit, severe mental illness or medical issues resulting in the inability of the offender to participate in an interview.

**Supplemental Reentry Tool (SRT)** - One of the ORAS standardized assessment tools designed to be used with offenders being released from prison who have served four years or less, but six months or more.

**Telephone Contact (TC)** - A contact between an ODRC employee or ODMHAS CDS and an offender via the telephone.

**Violation Behavior** - Conduct by an offender during the period of APA supervision that is a violation of the conditions of release.

**Violation Hearing** - An administrative hearing conducted by a representative(s) of the Parole Board or designee of the chief of the APA to determine whether an offender has violated one or more of the conditions of release and, if so, the specific sanction that should be imposed upon the offender.

**Violator at Large (VAL)** - An offender who absconds the supervision of the APA/supervising authority, as set forth in ORC section 2967.15 (C)(1).

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) that all offenders supervised by the APA shall be classified to levels of supervision as determined by the risk assessment tool or as mandated by the court or Parole Board. A case plan shall be established on specified classification levels consistent with the needs of the offender.

## VI. PROCEDURES

### A. ORAS Classification

The offender's risk shall be determined by the ORAS assessment tool. An ORAS assessment shall be administered using all available information, which may include a file review, a structured face-to-face/in-person interview, self-report questionnaire, information from previously completed assessments, PSI, BCI reports, OHLEG, and the Ohio Court Network.

### B. ORAS Assessment and Case Plans for Prison Releases and Incoming Compact Offenders

An ORAS assessment and case plan shall be completed within 30 calendar days of release or APA assuming supervision of an offender:

1. Offenders released from prison without a valid reentry tool (RT) or supplemental reentry tool (SRT), released from a detainer, or incoming compact (who were released from prison) shall have an SRT and case plan completed.

2. Parole, PRC, JUR 80, and RR offenders released with a valid completed RT or SRT shall have a case plan completed within 30 calendar days of release or becoming available. A CST shall be completed within one year from the date of the RT or SRT.
3. Offenders released from prison sanction terms (does not include CBCF releases) shall have an SRT and case plan completed within 30 calendar days of release.
4. When APA staff believe the circumstances warrant the completion of the ST, it shall be staffed with the ORAS quality assurance (QA) analyst. If the analyst agrees, the ST shall be completed, and a case plan is not required.
5. If an offender is in-custody or in a CBCF at time of initial assessment, the unit supervisor/designee shall document reason unavailable in NOTEC. An initial assessment (if a valid assessment isn't available) and case plan shall be completed within 30 calendar days from when the offender is available for supervision with the APA.
6. Circumstances that may require a different assessment may be staffed with the ORAS QA analyst.
7. Compact parole offenders who are released from prison in the last 90 calendar days shall have an SRT and case plan completed within 30 calendar days.

**C. ORAS Assessment and Case Plans for Court and Incoming Compact Offenders**

1. If there is not a valid assessment, a CST and case plan shall be completed or updated within 30 calendar days of assuming supervision.
2. Compact offenders who have been in the community longer than 90 calendar days shall have a CST completed within 30 calendar days of APA assuming supervision of the case or offender's arrival.
3. An initial assessment is not needed on court offenders who immediately transfer out-of-state (via Interstate Compact) due to residing in the receiving state at the time of sentencing.

**D. ORAS Assessment for Direct Halfway House Placements**

An offender released from prison to a halfway house placement shall have an assessment completed by halfway house staff in accordance with section VI.B of this policy. The unit supervisor/designee shall review the assessment and assign supervision level in CCIS. The unit shall have the case plan signed within 30 calendar days of release from the halfway house.

**E. ORAS Assessment for Violator-at Large / Detainer Offenders**

When an offender is arrested after being a violator-at-large (VAL) prior to the initial visit and no ORAS assessment was completed, a CST and case plan shall be completed within 30 calendar days from when the offender is available for supervision.

**F. Risk and Supervision Levels**

1. The RT, SRT, CST or specialized tool shall determine the level of risk. The risk level shall determine the supervision level, except when overriding due to aggravating or mitigating factors. The unit shall assign the offender to a level of supervision as determined by the current ORAS assessment tool or as mandated by the court or the Parole Board. The following levels of supervision shall apply to correspond with the risk score:
  - a. Very High:
    - i. CST score males 34+.
    - ii. Parole cases.
  - b. High:
    - i. RT score males 16+ / females 15+.
    - ii. CST score males 24-33 / females 29+.
    - iii. SRT score males 21+ / females 22+.
    - iv. ST score 6-11.
  - c. Moderate:
    - i. RT score males 10-15 / females 11-14.
    - ii. CST score males 15-23 / females 15- 28 (inclusive of Low/Moderate).
    - iii. SRT score males 15-20/ females 14-21.
    - iv. ST score 4-5.
  - d. Low:
    - i. RT score males 0-9/females 0-10.
    - ii. CST score males 0-14/ females 0-14.
    - iii. SRT score males 0-14/ female 0-13.
    - iv. ST score 0-3.
  - e. Monitored Time:
    - i. Exhausted Prison Sanction Time (PST).
    - ii. Reassessed pursuant to section VI. J of this policy.
    - iii. RR designated to Monitored Time.
    - iv. PRC offenders who have been deported and have been rescreened to Monitored Time supervision by the Parole Board.
2. Overrides to the supervision level may be approved one level per assessment by the unit supervisor/designee according to the override criteria in the ORAS IT application. The reasons for the override to supervision shall be documented in NOTEC.

- a. Reasons to reduce an offender's supervision level:
  - i. Demonstrates improvement in any of the primary risk factor domains (i.e., antisocial attitudes, antisocial peers, antisocial personality, recent history of antisocial behavior; and
  - ii. There has been no violation behavior resulting in a violation hearing or conviction for a felony, assaultive misdemeanor or DUI since the most recent assessment.
- b. Reasons to increase an offender's supervision level:
  - i. There is a documented lack of progress in the identified dynamic risk factors since the recent assessment; or
  - ii. New risk factors are identified; and/or
  - iii. There has been repeated high violation behavior resulting in two or more unit sanction(s) or a violation hearing or conviction for a new felony, assaultive misdemeanor or DUI since the most recent assessment.
3. All parole cases released from prison shall begin supervision at the very high level for a minimum of one year. The parole offender's supervision level shall not be reduced without approval from the designated Parole Board member.
4. When the APA is assuming supervision of an offender from a community agency, the offender's supervision level shall be determined based on the ORAS assessment tool completed by the community agency.
5. All sex offenders shall be supervised according to ODRC Policy 103-SPS-02, Sex Offender Supervision.
6. After being placed on low supervision for 90 calendar days, an offender's supervision level may be reduced from low to monitored time, excluding sex offenders, and parole offenders. The parole officer shall complete a record check and staff the case with the unit supervisor/designee. The staffing shall be documented in FOT or NOTEC.

## **G. Contact Standards**

1. The parole officer shall comply with the following minimum contact standards for each level of supervision. The parole officer may have additional contacts with the offender. A criminal record check shall be completed annually through LEADS, OHLEG, or OCN. Additionally, officers shall verify registered addresses for offenses that require registration and address any discrepancies accordingly:
  - a. Very High
    - i. Three positive contacts per month;
    - ii. A Positive community contact every two months
    - iii. Two contacts with family/support systems (if identified) every six months.

- b. High
  - i. One positive contact per month;
  - ii. A positive community contact every two months;
  - iii. Two contacts with family/support systems (if identified) every six months.
- c. Moderate
  - i. One positive contact per quarter;
  - ii. A positive community contact every six months.
- d. Low

A contact per quarter

- e. Monitored Time

One contact annually that may be satisfied through contact with the offender or family/support system. If LEADS/OHLEG provides verification of the issuance of state identification since the last annual contact that report shall suffice as the annual contact.

- f. Halfway House (HWH) Cases

Very high and high cases placed in an HWH require contacts that meet the moderate supervision level. Parole officers and/or other appropriate APA staff shall maintain regular contact with the HWH staff to obtain information on the offender's progress. All sex offenders shall be supervised in accordance with ODRC Policy 103-SPS-02, Sex Offender Supervision.

- g. Local Sentences

A monthly status verification is required for offenders serving a sentence in jail or CBCF. All sex offenders shall follow ODRC Policy 103-SPS-02, Sex Offender Supervision.

- h. Other Residential Facilities/Restricted Movement

Offenders in nursing homes, group homes, or similar type facilities and any offender who is immobile or not permitted to leave the residential facility without staff supervision, shall have their status/location verified one time per month.

- 2. Contacts made by staff other than the supervising officer shall be forwarded to the supervising officer for documentation in FOT. The officer's FOT notes shall reflect the offender's progress, or lack thereof, in the identified dynamic needs areas throughout supervision.
- 3. Officers shall include family and/or community support systems as much as possible in the supervision of the offender and document those contacts in FOT.

4. If a regional administrator determines that staffing levels or other circumstances exist to warrant an exemption to the requirements of this policy, they may request an exemption from the appointing authority through the superintendent of field services. The appointing authority may authorize exemptions to the requirements for no longer than 90 days. The exemption may be extended if staffing levels or other warranted circumstances still exist.

**H. ORAS Case Management Plan – Reentry Tool (RT), Supplemental Reentry Tool (SRT), and Community Supervision Tool (CST)**

1. The case plan shall be developed (SMART Format – specific, measurable, achievable, realistic, and timely), with the offender, to include techniques/objectives/goals and shall be updated to document an offender’s progress. The case plan shall be reviewed when an objective is completed or minimally every two months on offenders supervised at the very high or high supervision level and every six months on offenders supervised at the moderate supervision level.
2. All offenders who are moderate or high risk shall have all moderate or higher domains addressed in the case plan. If an offender’s supervision level is reduced to low (regardless of risk level), a case plan is not needed unless there is an outstanding moderate or high domain or an outstanding court order or Parole Board condition that has not been addressed. Case plans for low supervision level offenders shall not be developed. The supervising parole officer shall make appropriate interventions, program recommendations, and/or referrals based upon the offender’s risk level, identified dynamic risk factors, and resources available.
  - a. Since the criminal history domain will not reduce after being addressed, there is no need to continue to address throughout supervision unless there has been ~~no~~ new criminal activity. Barriers shall be appropriately addressed.
  - b. Domains that are low in need shall not be addressed in the case plan unless judicially mandated, Parole Board special condition, or requested by the offender.
  - c. If the offender has a case plan due to special conditions from the court that are related to an identified risk factor that have been addressed, the parole officer shall document completion of the case plan in FOT. If a parole board special condition or judicial mandate is not related to the offender’s risk/need (e.g., no contact orders, financial obligations, and non-programming specific sex offender special conditions), it is not required to be addressed in the case plan.
3. Domain intervention(s), to include programming and/or officer intervention, shall be documented in the FOT. If an offender completes a recommended program(s) while incarcerated, the programming shall be considered in determining the appropriate intervention during supervision. This determination shall be documented in the case plan.

4. The case plan shall be signed by the offender and parole officer and a copy provided to the offender. The unit supervisor/designee shall document approval in NOTEC. A signed copy shall be placed in the offender's file.
5. A specialist may be included in the creation and or reassessment of the case plan to ensure the offender's needs are being met.
6. ORAS Case Management Plan - Parole Offenders Recently Released from Prison
  - a. The case plan shall be developed by the parole officer in conjunction with the parole offender within 30 calendar days of release. Development of a case plan shall be a special condition imposed by the Parole Board regardless of the offender's risk level.
  - b. The Parole Board shall communicate to field supervision staff when the details of the release plan provided at the time of the hearing are a primary consideration in the determination of suitability for release. If there are significant changes in the offender's release plan prior to or following the offender's release, the supervising officer shall staff change(s) with the Parole Board to determine if the proposed change(s) are counter to the determination of suitability for release.
  - c. Offenders who have no identified dynamic risk factors shall have a case plan developed to indicate monitoring of successful transition and reintegration into society. This shall be documented as a barrier/responsivity in the ORAS assessment and case plan.

Areas of high and moderate dynamic risk factors shall be addressed.
  - d. If the case plan was created due to special conditions from the Parole Board which have been addressed, the parole officer shall document completion in the FOT.

## **I. ORAS Reassessment**

1. Offenders shall be reassessed annually, and the case plan shall be updated with the offender. Assessment and case plan updates may be made anytime during the year if significant changes occur. Assessments completed due to significant change shall note the significant change. The case plan shall be signed by the offender and parole officer. The unit supervisor/designee shall review and document approval in NOTEC. Reassessments due within 30 calendar days of an offender's maximum expiration of sentence shall not be completed, unless APA has requested an extension of the supervision period. If significant changes have not occurred, reassessments due when an early termination recommendation has been submitted shall not be conducted. If the early termination is denied, a reassessment shall be completed within 30 calendar days of the rejection. Reassessments are not required on low offenders unless negative significant change has occurred. These cases shall be review annually to determine if an assessment is needed. The review shall be documented in NOTEC, FOT or ORAS.

2. If there are no changes, the offender shall be maintained at the current supervision level as indicated by the most recent assessment score. The case plan shall be staffed and signed by the offender and parole officer and the offender shall be given a copy.
3. After being placed on low supervision for 90 calendar days, an offender's supervision level can be reduced from low to monitored time, excluding sex offenders and parole offenders. The parole officer shall complete a record check and staff the case with the unit supervisor/designee. The staffing shall be documented in NOTEC.
4. If an offender is under supervision and convicted of a new felony and placed on community control for the new offense, a reassessment shall be completed to reflect the new conviction and documented in NOTEC.
5. If an offender is VAL, in-custody, or in a CBCF at the time of the reassessment, the unit supervisor/designee shall document the reason the offender is unavailable in NOTEC. A reassessment and case plan shall be completed within 30 calendar days from when the offender is available for supervision with the APA.
6. If APA staff believe the circumstances warrant the completion of the ST, it shall be staffed with the ORAS QA analyst. If the case analyst agrees, the ST shall be completed, and a case plan is not required. If the offender becomes available or able to participate in the interview, a CST and case plan shall be completed within 30 calendar days of knowledge by the APA that the offender is able to participate.
7. For offenders who are transferred from one APA unit to another at sentencing, the sending unit shall complete the appropriate CST or SRT assessment and case plan prior to transferring the case.

#### **J. Special Criteria for Parole Cases**

All parole cases shall be staffed with the designated Parole Board member when the following occur:

1. Release, first assessment, initial case plan;
2. Reassessments, Case Plans;
3. Violation behavior that rises to the level of unit sanction or above or violation of a Parole Board imposed special condition.

#### **K. ORAS Positive Incentives for Offenders under Supervision**

1. Parole officers shall provide positive incentives for offenders who are progressively moving through supervision and/or making positive efforts at changing dynamic risk factors. Positive incentives shall be documented in the FOT.
2. Each region shall develop a list of positive incentives that are available for use by regional staff and shall be routinely updated and distributed.

**L. Offenders under the age of 18**

1. If an offender is to be released to PRC/Parole/CPA supervision and is under the age of 18 years old, the ORAS QA analyst shall be notified by the PBPO, if PRC/Parole, or the supervising unit if CPA 30 calendar days prior to the offender's release. The ORAS QA analyst shall complete an OYAS reentry assessment with the offender. The assessment and results shall be emailed to the assigned APA unit so that the unit can case plan the moderate or high domains from the assessment if the offender is a moderate or higher risk.
2. If an offender is sentenced to community control/probation/compact probation and is under the age of 18, the unit shall notify the ORAS QA analyst when the offender has been placed on supervision/arrives to Ohio. The ORAS QA analyst shall complete an OYAS disposition assessment within 30 calendar days. The assessment and results shall be given to the unit who will complete a case plan on moderate or high domains if the offender is a moderate or higher risk.
3. All reassessments for the offender while they are under the age of 18 shall be completed by the ORAS QA analyst utilizing the appropriate OYAS tool. The unit shall notify the ORAS QA analyst at a minimum of thirty 30 calendar days prior to the annual reassessment due date and the ORAS QA analyst shall complete the assessment within 30 calendar days.
4. The unit shall enter notes in NOTEC that the offender is under the age of 18 and the date that they notified the ORAS QA analyst. The ORAS QA analyst shall enter notes into NOTEC indicating the date that the OYAS assessment is completed, date results given to unit, and the risk level. The paper version of the OYAS tool shall be kept in the unit file along with the signed paper case plan that the unit completes with the offender.

**Related Attachments:**

- Appendix A** ORAS Assessment and Case Plans for Prison Releases and Incoming Compact Offenders Table  
**Appendix B** ORAS Assessment and Case Plans for Court and Incoming Compact Offenders Table  
**Appendix C** ORAS Contact Requirements Table

**Referenced ODRC Policies:**

103-SPS-02 Sex Offender Supervision

**Related Department Forms:**

Special Conditions	DRC3019
Supervision Report Form	DRC3250

**APPENDIX A  
(100-APA-13)**

The below table is a summary of the ORAS assessment and Case Plans for Prison Releases and Incoming Compact Offenders; however, the specific directives listed in this policy must also be followed.

<b>Assessment completed</b>	<b>Officer to complete</b>	<b>Follow up</b>
No tool completed prior to release from prison, offender reports as directed	SRT and case plan within 30 calendar days of release	CST and case plan due 1 year from date of SRT
SRT or RT completed prior to release	Case plan within 30 calendar days of release	CST and case plan due 1 year from the date of RT or SRT
No tool completed prior to release from prison, offender absconds and does NOT report for initial visit	ST within 30 calendar days of release	CST and case plan within 30 calendar days of offender placed back under supervision/available
No tool completed prior to release from prison and offender is unable to cognitively/medically complete assessment	ST within 30 calendar days of release	If offender becomes able medically/cognitively complete CST and case plan within 30 calendar days
Compact Parole offender released from prison within last 90 calendar days	SRT and case plan within 30 calendar days of release	CST and case plan due 1 year from the date of SRT

**APPENDIX B**  
**(100-APA-13)**

The below table illustrates the required timeframes for ORAS assessments and Case Plans for Court and Incoming Compact Offenders; however, the specific directives in this policy must be followed.

<b>Assessment completed</b>	<b>Officer to complete</b>	<b>Follow up</b>
Court case with an assessment (CST) completed prior to APA assuming supervision	Create or update case plan within 30 calendar days of assuming supervision	CST and case plan due 1 year from date of CST
Court case no assessment completed prior to APA assuming supervision	CST and case plan within 30 calendar days of APA assuming supervision	CST and case plan due 1 year from date of CST
Compact Probation or Compact Parole who has been in the community for more than 90 calendar days	CST and case plan within 30 calendar days of APA assuming supervision	CST and case plan due 1 year from date of CST
Court case transferring immediately out-of-state	N/A	N/A

**APPENDIX C**  
**(100-APA-13)**

The following table is a summary of the ORAS Contact Requirements; however, the preceding specific directives must also be followed.

<b>Level</b>	<b>Minimum Frequency</b>	<b>Stipulations</b>
<p style="text-align: center;">Very High All Parole and PRC</p> <p>**Very High cases in halfway houses are supervised at the Moderate Level.</p>	<p style="text-align: center;">Three (3) positive contacts per month</p>	<p>Every two months, one of the contacts must be in the community (If three attempted contacts in the community were not successful the community requirement may be waived; however, the positive contact must still occur. This waiver may not be utilized on a regular basis or for two consecutive two month periods).</p> <p>The three contacts are in addition to the collateral contacts.</p> <p>Every 6 months, two of the contacts must include family involvement when available.</p>
<p style="text-align: center;">High IPP</p> <p>**High cases in halfway houses are supervised at the Moderate Level.</p>	<p style="text-align: center;">1 positive contact per month</p>	<p>Every two months, one of the contacts must be in the community (If three attempted contacts in the community were not successful the community requirement may be waived; however, the positive contact must still occur. This waiver may not be utilized on a regular basis or for two consecutive two month periods).</p> <p>Every 6 months, two of the contacts must include family involvement when available.</p>
<p style="text-align: center;">Moderate</p>	<p style="text-align: center;">1 positive contact per quarter</p>	<p style="text-align: center;">Every 6 months, one of the contacts must be in the community.</p>
<p style="text-align: center;">Low</p>	<p style="text-align: center;">1 positive contact, telephone contact, or other contact per quarter</p>	
<p style="text-align: center;">Monitored Time</p>	<p style="text-align: center;">contact annually</p>	
<p>Offenders serving sentence in jail, nursing home, group home or other similar facility</p>	<p style="text-align: center;">Status/location verified 1 time per month</p>	<p>Parole offenders must have their status/location verified 2 times per month.</p>