



Community Transition Program (CTP)

Indiana Department of Correction

Community Corrections Division

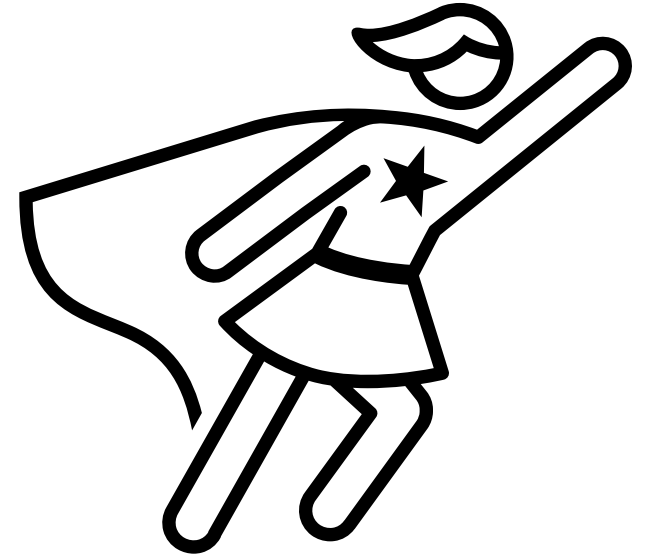
Audience: Facility Staff



IDOC
CTP
Coordinators

Brianna Newton
Bonnie Russell

Located in Central Office (COA)



All CTP Questions or Concerns should be sent to the primary CTP email address.

CTPCoordinatorsNotifications@idoc.in.gov



Topics Discussed



CTP Overview



Staff
Responsibilities



CTP Offender
Eligibility



CTP Eligibility
Notifications



CTP Offender
Commencement
Date



Funding



Definitions

- ❑ **Active Sentence**: Any sentence with a period of State incarceration which has not been discharged.
- ❑ **Commitment Period**: The period of time from the offender's effective date of sentence until the final discharge from all Indiana Department of Correction (IDOC) authority.
- ❑ **Community Transition Program (CTP) Coordinator**: IDOC Community Corrections Division staff members, located in Central Office, responsible for managing the statewide program and collaborating with county supervising agencies for program delivery.
- ❑ **Earliest Possible Release Date (EPRD)**: The earliest date an offender is released to community corrections, probation and/or parole, or discharged for the current commitment period.
- ❑ **Offender Case Management System (OCMS)**: The IDOC offender case management computer system.



Acronyms

OIS Specific ↓

CTPCD:	Community Transition Program Commencement Date
CTP:	Community Transition Program
DHB:	Disciplinary Hearing Board
EDS:	Effective Date of Sentence
EPRD:	Earliest Possible Release Date
HEA:	House Enrolled Act
IC:	Indiana Code
MRD:	Maximum Release Date
OCMS:	Offender Case Management System
OIS:	Offender Information System
PRD:	Projected Release Date

COA:	Central Office Administration
CTP-TV:	CTP Technical Violation (sent back to IDOC)
ESC-RET:	CTP Escapée was Apprehended
IPB:	Indiana Parole Board
PPH-T:	Pending Parole Hearing for a Technical Violation (<i>IPB Hearing has not been conducted</i>)
PPV-T:	Parole Violator for a Technical Violation
PV-NC:	Parole Violator with a New Charge (<i>IPB Hearing will not be conducted until sentenced on the new charge(s)</i>)





Community Transition Program (CTP) Overview



What is CTP?

- ❑ IDOC and Indiana Courts partnership
- ❑ Established by Indiana Code in 1999.
- ❑ Opportunity for additional assistance
- ❑ IDOC funded program
 - *\$25 a day per offender*
 - *Regardless of felony level*
- ❑ Supervised by Community Corrections
 - *Probation if no Community Corrections*



CTP Supervision Types

❑ Determined by supervising agency.

❑ Types include, but are not limited to:

- Residential / Work Release
- Home Detention
- Electronic Monitoring
- Intensive Supervision
- *Day Reporting*



Advantages of CTP

- ❑ State cost savings

- ❑ County monetary incentive

- ❑ Additional offender support
 - *Employment*
 - *Family*
 - *Support*

- ❑ Adjustment period





CTP Eligibility



Eligibility Criteria

An offender who is committed to IDOC, with 1 or more felony sentences, and who meets the following criteria is eligible for CTP:

- State of release must be Indiana
 - *Those applying for Interstate Transfer are not eligible*
- Executed IDOC sentence must be a minimum of 2 years
- Cannot have any open Warrants/Detainers/Pending Charges
 - *Notifier does not disqualify an individual*
- Cannot have a pending parole violation hearing
- Cannot have a prior CTP violation in the current commitment period
- Must have an initial/updated classification review completed since intake
- Must have at least 30 days to serve on CTP
 - *The supervising agency is given a minimum of 45 days to review offender eligibility.*
 - *To be identified as eligible, an offender would need to have a total of 75 days (30+45) until their EPRD.*



CTP Eligibility Procedure

- ❑ OIS automatically generates a CTP screen for offenders who are eligible for CTP, based on the eligibility criteria.

- ❑ The CTP screen is generated approximately 60 days prior to the offender's CTPCD.
 - *The offender should appear on the CTP1 report the day the screen is generated.*

 - *Time cuts may have an affect on the time frame in which a CTP screen is generated. The offender must still have 75 days until their EPRD.*

Offenders do NOT sign up!!





CTP Commencement Date (CTPCD)



CTPCD Guidelines Determination

- ❑ The CTPCD is the earliest possible date that an offender can begin CTP.
 - An offender will never be released to CTP prior to their CTPCD, unless a court order is received stating otherwise.
- ❑ The CTPCD is calculated based off the offenders EPRD, Felony Level and Sentencing Code.
- ❑ The amount of time allowed is determined by IC 11-10-11.5 and is outlined in the chart to the right.

Felony Level(s)	Sentencing Codes	# of Days Eligible
*F1-F4 (A&B)	IC 35-48-4 <u>OR</u> IC 16-42-19	180 Days
*F1-F4 (A&B)	All other IC Codes	120 Days
*F5 (C)	IC 35-48-4 <u>OR</u> IC 16-42-19	120 Days
*F5 (C)	All other IC Codes	90 Days
*F6 (D)	All IC Codes	60 Days
*Indicates HEA1006 Felony Levels		



Enhancement Eligibility

An offender who has been convicted **SOLELY** of a felony under IC 35-48-4 and (or) IC 16-42-19, is eligible for additional CTP time. The amount of enhanced time depends on the charges and are outlined below.

☐ The following may be eligible for an enhancement which would allow them to participate in CTP for 180 days:

- *A/B felonies (if offense was committed before July 1, 2014)*
- *Level 1/2/3/4 felonies (if offense was committed on or after July 1, 2014)*

☐ The following may be eligible for an enhancement which would allow them to participate in CTP for 120 days:

- *C felony (if offense was committed before July 1, 2014)*
- *Level 5 felony (if offense was committed on or after July 1, 2014)*

Note: If the offender is convicted of more than one (1) charge under his/her current commitment period, and if **any** of those charges do **not** fall under IC 35-48-4 and/or IC 16-42-19, then that offender is **not** eligible for an enhancement of CTP.



Blank/Old CTP Screen

- ❑ What can staff do if an offender is eligible for CTP however a CTP Screen has not been created (or is from a prior commitment period) in OIS?
 - **First**, staff should determine what the offender's CTPCD is.
 - **Second**, staff should verify that the offender's CTPCD is not more than 60 days away.
 - *OIS automatically determines CTP eligibility based off the EPRD listed in OIS.*
 - *Time cuts will not be considered when determining the CTPCD until it is entered by COA in OIS*
 - **Last**, staff should go through each of the 'CTP Eligibility Procedures' outlined in the previous slides to determine if the offender is eligible for CTP

If staff determine that the offender needs a new CTP screen created in OIS, after following all steps above, please email the primary CTP email address provided on slide 2. In your email, please include a screen shot of the offenders 'Sentence Summary' as it appears in OIS.





Staff Responsibilities



Initiation of Release Procedures

□ Facility staff are responsible for completion of the following steps, 60 days prior to the offender's CTPCD.

- Progress Report generation and approval by supervisor
- IRAS-SRT entered in INCite
- Placement, including
 - *Verify placement details with the offender's sponsor*
 - *Verify placement details with offender*
 - *Research prior placement denials to determine suitability for current placement*
 - *Verify placement is an actual residence through mapping program*
 - *Verify placement has been entered in OCMS*
 - *Verify release address in OIS matches placement address in OCMS*
 - *Request placement investigation to Parole (if applicable)*



Offender Conduct

- ❑ What should facility staff do if an offender receives conduct after the progress report is generated?
 - Send email to the primary CTP email address and include the following offender information.
 - *Full name*
 - *IDOC number*
 - *CTPCD*
 - *Date of offense*
 - *Offense code*
 - *Offense title*

Note: Please do not contact county staff directly for conduct. This is the responsibility of the CTP Coordinators.



OIS CTP Reports

❑ CTP 8 Report

- Generated by UTM or Designee every Monday.
- Offenders who need a progress report completed.
- How to access in OIS
 - On home screen, press F10, F1, then Shift+F8

❑ CTP 1 Report

- Automatically generated by OIS every day.
- Contains all offenders, in your facility, with a CTPCD in the next 45-60 days.
- Offenders who need to be notified of their CTP eligibility.

```
OIFRCTP8 * CREATE * OFFENDER INFORMATION SYSTEM 06/09/17 12:52:08
ANTICIPATED ON CTP IN < 60D USER: COA899 STEP MODE --

FACILITY/LOCATION: DC
REPORT NUMBER: 1
PRINTER ID:
NUMBER OF COPIES: 1

** REPORT INFORMATION IS UPDATED WEEKLY (SUNDAY) **

(1) DISPLAYS OFFENDERS EXPECTED ON REPORT CTP1 IN 60 DAYS AND LESS.
SORTED BY DATE EXPECTED ON CTP1 REPORT. (RPTCTP8)

NEXT RESPONSE: RESPONSE VALUE:
DC904050 ENTER INFORMATION & PRESS <PF1> TO GENERATE REPORT OR <PA1> TO EXIT
PF1=CREATE REPORT PF6=CLEAR SCREEN PF13=HELP PA1=EXIT
```




Offender Notification and Response

☐ Notification:

- Notify all offenders who appear on CTP1 Report.
- Complete **State Form 49719 Notice of Community Transition Program Eligibility**
- The offender will sign the form, acknowledging that they have been notified of their eligibility to participate in CTP.

☐ Response:

- The offender has ten (10) working days from the date of signature to submit a written statement to the sentencing court(s) requesting to not participate in CTP.

 NOTICE OF COMMUNITY TRANSITION PROGRAM ELIGIBILITY State Form 49719 (5-00)			
Name of offender	DOC number	Housing location	Facility
<p>In accordance with IC 11-10-11.5-4.5, this form serves as notice of your eligibility to participate in the Community Transition Program. You have ten (10) working days from the date you sign this form to submit a written statement to the sentencing court(s) regarding your assignment to this program. If you do not want to participate in the Community Transition Program, you must notify the court(s) within ten (10) working days.</p> <p>Upon your transfer to a Community Transition Program, you will be provided the opportunity to review and sign your agreement to abide by all the rules and conditions of the program. This agreement must be signed before you be permitted to participate in the program. Failure to abide by these rules may result in your return to the Department of Correction and possible disciplinary proceedings.</p> <p>Once you are assigned to a Community Transition Program, you will be responsible for all of your own medical care. However, if your sentencing court finds that you are unable to pay for necessary medical care the Department of Correction shall provide for this necessary medical care.</p> <p>Upon completion of your fixed term of imprisonment, you will be released from the Community Transition program to parole supervision for a period of up to 24 months, unless your sentence included a period of probation, in which case you shall be referred to the sentencing court's probation department. The sentencing court may discharge you from the Community Transition Program without the requirement of parole or probation.</p>			
Projected release date	CTP commencement date	CTP transfer date	
<p>By my signature, I indicate that I have read or had explained to me the above information and I understand that I am eligible for participation in the Community Transition Program. Further, my signature indicates that I recognize this form as my notice of eligibility for the Community Transition Program.</p>			
Signature of offender	DOC number	Date (month, day, year)	



Offender Response to Notification

Question: What does an offender do if he/she wants to transfer their CTP to another county?

Answer: An offender may request to have his/her CTP transferred to another county by writing a letter requesting a transfer, to the sentencing court and receiving supervising agency. The sentencing court and receiving supervising agency must agree to the transfer.

Question: What does an offender do if he/she wants to delay CTP to complete IDOC programming?

Answer: An offender may request his/her enrollment in CTP be delayed until the completion of any departmental programming. This request must be made in writing to the offender's case manager and a copy forwarded to the CTP Coordinator.

Question: What does an offender do if he/she does not want to participate in CTP?

Answer: The offender should write the sentencing court(s) and supervising agency to request that CTP be denied, as soon as they are notified of their CTP Eligibility. If the court does not deny the request, the offender is still required to participate.



CTP Transportation

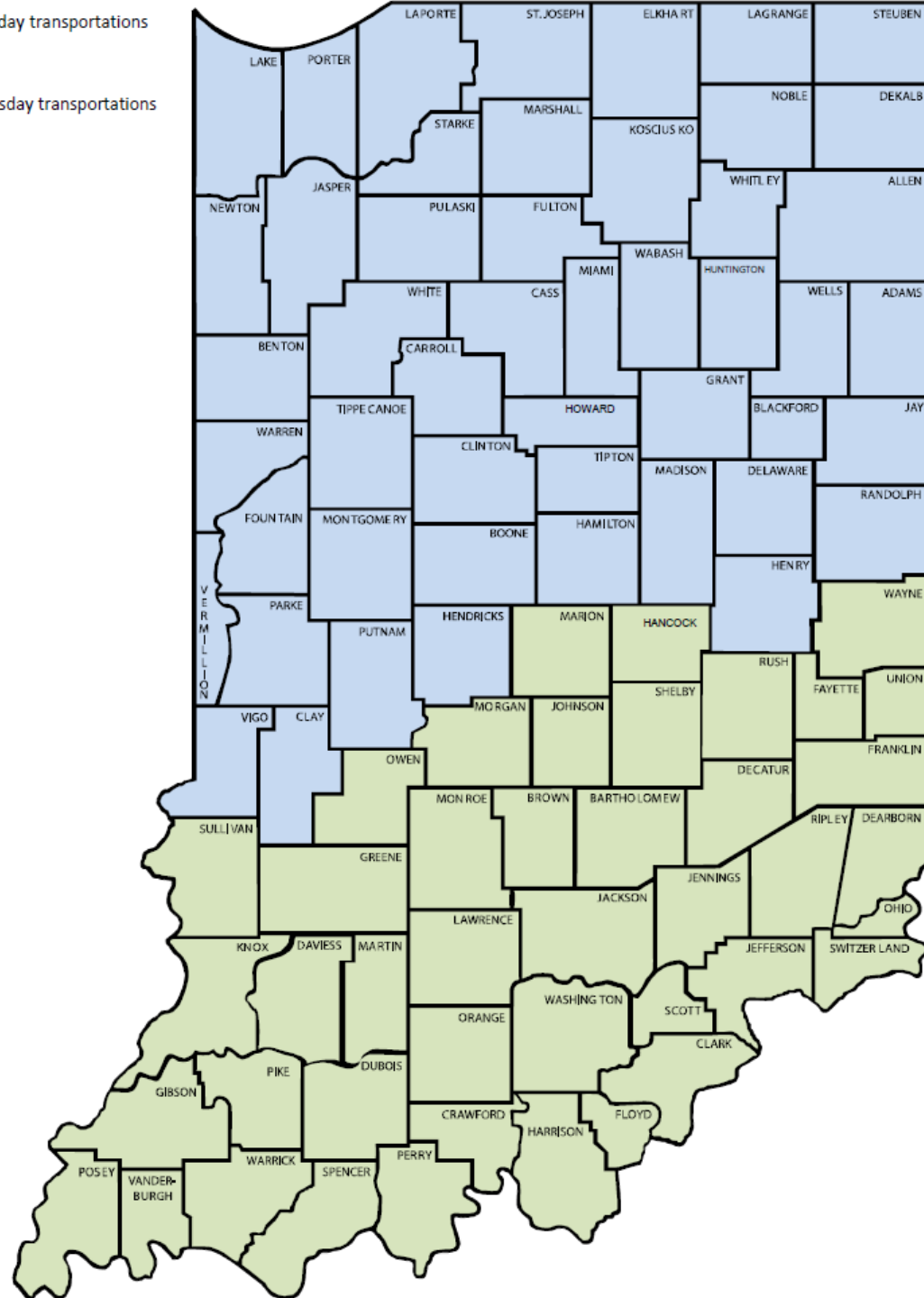
- ❑ Prior to transportation, the facility Release Coordinator or Designee shall confirm the following with the receiving county:
 - Transportation date
 - Drop-off location
 - Drop-off hours

- ❑ IDOC transports CTP Offenders on the Monday or Thursday directly following their CTPCD.
 - The CTP Holiday Release Schedule determines the release date if the transport date falls on a holiday.

- ❑ Per statute, IDOC can only delay an offenders CTPCD a maximum of 7 days without a court order of delay or denial.
 - Delays may be utilized for pending conduct, at the discretion of the CTP Coordinators.
 - Pending placement approvals will not delay an offenders CTPCD. Please email the primary CTP email address with any placement concerns.



- Monday transportations
- Thursday transportations



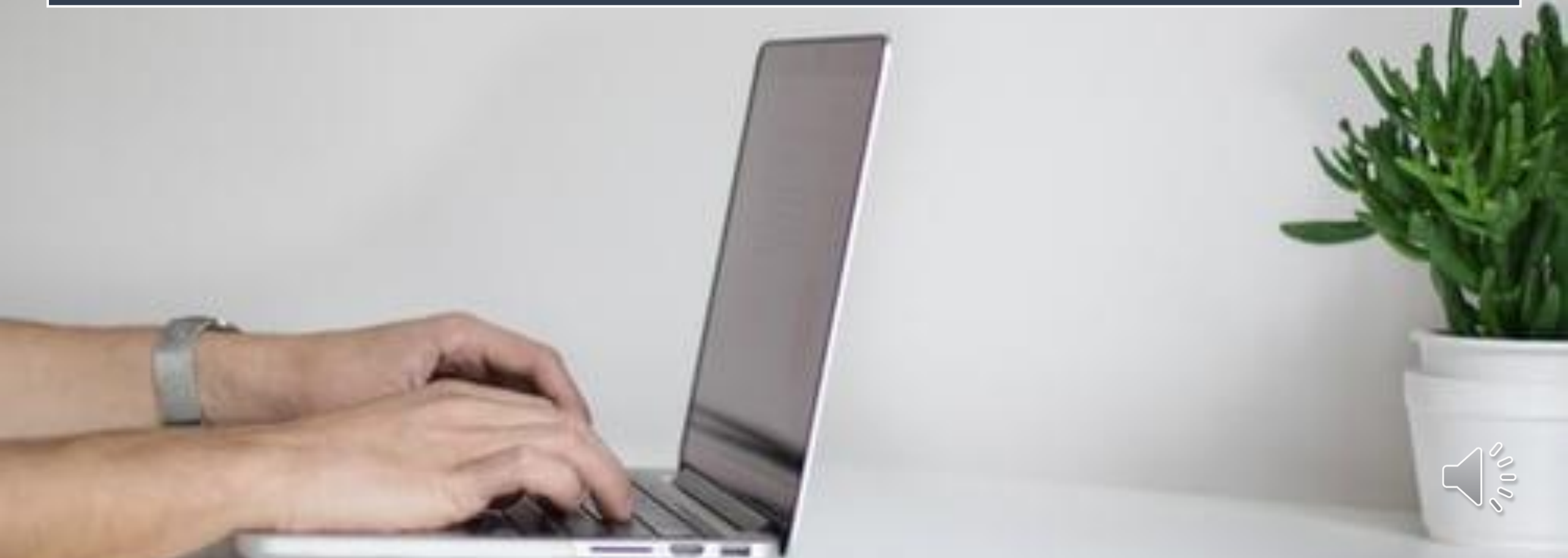
CTP Transportation Map

This map displays which counties receive CTP Offenders on Mondays and Thursdays.





CTP Eligibility Notification



CTP County Notification

- ❑ Once an offender appears on the CTP1 report, identifying them as eligible for CTP, an OIS screen is automatically created.
- ❑ CTP Coordinators will complete the notification process within 45-60 days, prior to the offenders CTPCD.
- ❑ CTP Coordinators have a 15-day window to get the notification sent out and OIS/OCMS updated.



Court Response to Notification

The Courts are not required to respond to CTP Notifications. Some courts will send out approvals and (or) denials and others will not respond.

Not all counties participate in CTP

- Will receive CTP notifications
- Must provide a court ordered denial for automatic CTP approvals.

Counties without a local Community Corrections may supervise CTP participants through another agency.

- Jail
- Probation Department



CTP Participation Without Court Response

❑ Will an offender still go to CTP if the court doesn't respond to a CTP Notification?

○ **Automatic Approvals**

○ **Yes,** for;

▪ *C, D, 5, and 6 Felons*

▪ *IDOC must receive a court order denial, from the sentencing court, for the offender to remain in IDOC and to **not** be transported to CTP*

○ **Automatic Denials**

○ **No,** for;

▪ *A, B, 1, 2, 3, and 4 Felons*

▪ *IDOC must receive a court ordered approval, from each sentencing court, for the offender to be sent to CTP*

This is based on the offender's highest-level felony, for his/her current commitment period.



Offender Refusal

- ❑ If the sentencing court decides that the offender will participate in CTP, then the offender is required to go to CTP.
 - Offender will be transported to CTP as scheduled.
 - Upon arrival, if the offender refuses to participate, they will be placed in the local County Jail or Work Release, pending a CTP Violation Hearing.
 - After sanctions have been determined, the DHB Hearing Reports or Court Order will be submitted to the IDOC CTP Coordinator
 - The CTP Coordinator enters the DHB/Conduct and sanctions into OIS, and uploads copies into OCMS.
 - If sanctioned to return to IDOC, the CTP Coordinator will set up transportation arrangements and will keep the County staff advised of the date of pick up.



Purposeful Incarceration (PI) Modifications

When considering modification from IDOC to CTP, the courts are asked to please use the following wording:

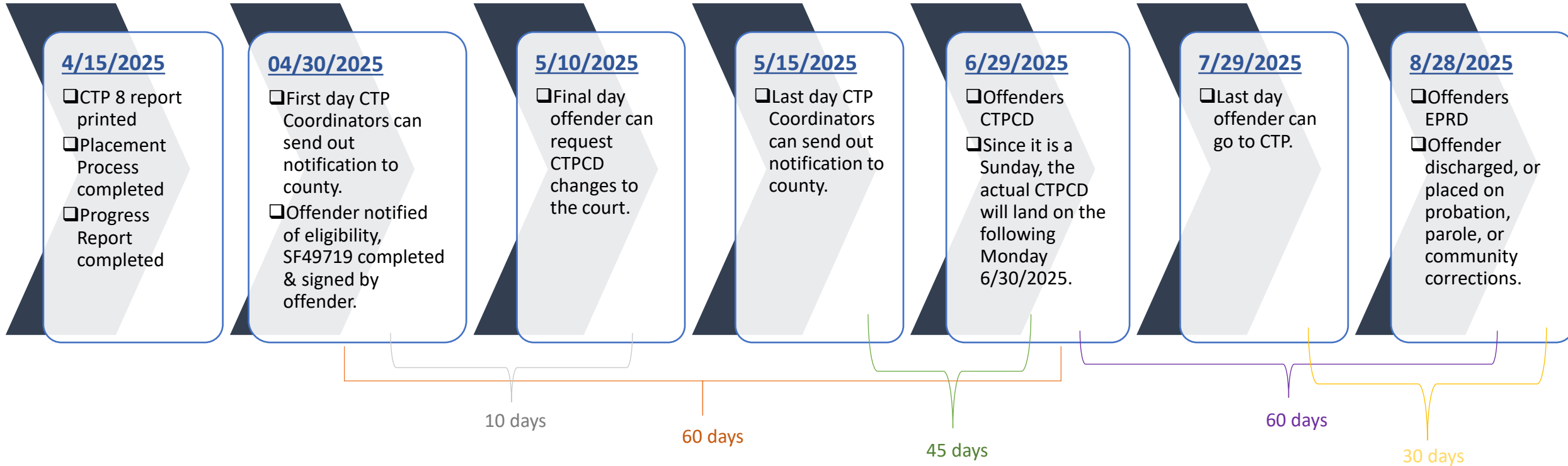
“The Court has suspended sufficient time to modify the IDOC release date to mm/dd/yyyy. Defendant is approved for the Community Transition Program, effective mm/dd/yyyy, under Electronic Monitoring, Day Reporting, and/or Re-Entry Court Supervision.” Defendant’s modified DOC release date is mm/dd/yyyy.”



CTP Timeline Example

❑ The following CTP Timeline is based on the following example

- Offender John Smith's highest level felony charge is a FD/F6. Offender Smith meets all the eligibility criteria for CTP and his EPRD is 8/28/2025



Breakdown:

- ❑ The FD/F6 makes him eligible for 60 days on CTP
- ❑ Therefore, his earliest CTPCD is 6/29/2025
 - From 6/29/2025 to 8/28/2025 is 60 days

- ❑ CTP Coordinators send out CTP notifications 45-60 days prior to the CTPCD
 - At which time, a CTP screen will be created in OIS.
 - 45-60 days would be between 5/15/2025 to 5/30/2025.
 - From 5/15/2025 to 6/29/2025 is 60 days.
 - From 5/30/2025 to 6/29/2025 is 45 days.





Financial



Medical Related Expenses

- CTP offenders are responsible for all medical related expenses.
 - Including, but not limited to;
 - Medical
 - Mental Health
 - Dental

- The county is not responsible for any medical related expenses for CTP offenders.

- Court ordered indigent offenders may be returned to IDOC for treatment.



Participant Fees

- In accordance with IC 11-10-11.5-12, local fees to cover other program costs can be charged to the offender.
- The percentage is set forth by each County Community Correction Advisory Board and (or) at the local level for Non-Community Corrections Counties.



Questions

Question: Is CTP a time-cut program?

Answer: No, but it does allow for an offender to serve the end of their IDOC sentence in the community.

Question: How long does CTP last?

Answer: CTP lasts between 60 and 180 days, which is determined by the highest-level felony conviction. Once an offender begins supervision under CTP, they will be under CTP supervision until their EPRD. The offender is still considered an IDOC Offender until they reach their EPRD.

Question: What happens if an offender violates a program rule while on CTP?

Answer: The county may conduct a DHB Hearing and sanction an offender per IDOC Policy and Procedures. If there is not a staff member trained in DHB then the court may hold a hearing and sanction the offender through a Court Order. The Court may return an offender being supervised under CTP to IDOC for any reason with a Court Order.

Question: What happens when an offender completes CTP?

Answer: The offender will be released from IDOC custody in OIS and will begin any other supervision requirements such as Parole, Probation, Community Corrections, or may be Discharged if applicable.



Resources

- [Community Transition Program Website](#)
- [01-04-107 Community Transition Program Policy](#)
- [CTP Brochure](#)
- [02-04-101 The Disciplinary Code for Adult Offenders](#)
- [IC 11-10-11.5 Assignment to Community Transition Program](#)
- [IC 16-42-19 Drugs: Indiana Legend Drug Act](#)
- [IC 35-48-4 Offenses Relating to Controlled Substances](#)



Thank
you.

