

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	X-1	X-9
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, CASE MANAGEMENT</b>			

X. PRE-RELEASE AND RE-ENTRY PROGRAMMING (See Facility Directive):

A. Establishment of Pre-Release Course:

The Commissioner shall establish a Pre-Release Course for all incarcerated individuals who will be released from an adult Department facility. The Pre-Release Course shall be guided by evidence-based correctional practices and designed to address needs that include, but are not limited to:

1. Substance Use;
2. Living skills, Health and Wellness;
3. Family dynamics;
4. Educational advancement;
5. Community resources identification; and,
6. Workforce Readiness

Wardens shall designate an employee (with notification to the Director of Case Management) to serve as the Re-Entry Coordinator for their facility.

The Re-Entry Coordinator shall have oversight of the Pre-Release Course to ensure that curriculum/workshops are delivered to all releasing incarcerated individuals. Refusal of an incarcerated individual to participate in the Pre-Release Course may result in disciplinary action, which does not preclude the individual from completing Pre-Release requirements.

The Director of Case Management, and/or designee, shall assist facilities with the Pre-Release Course and shall review the overall operation of the workshops, including monthly reports and annual Quality Assurance.

A facility directive shall be developed by each facility regarding the Pre-Release Course. The facility directive shall include:

1. Information regarding how and when the Pre-Release Course is offered at the facility;
2. The Core and Elective Pre-Release Workshops delivered to the incarcerated population;
3. The specific housing units eligible for TIPS according to policy; and,
4. Any additional information deemed necessary to present a clear understanding of the Pre-Release Course at the facility.

B. Duties and Responsibilities of the Re-Entry Coordinator:

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	X-2	X-9
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, CASE MANAGEMENT</b>			

The Re-Entry Coordinator shall be responsible for ensuring the Pre-Release Course and its requirements are completed by all releasing incarcerated individuals through referring and assigning them to appropriate workshops, coordinating and overseeing the instruction of workshops, recruiting and managing guest speakers, completing required paperwork, working in partnerships with Case Management, and communicating to Director of Case Management and/or designee any questions or concerns regarding the implementation of Pre-Release at the facility.

The specific duties and responsibilities of the Re-Entry Coordinator include one, but are not limited to:

1. Assist the Warden with the development of Pre-Release;
2. Quarterly attend one Unit Team meeting;
3. Evaluate incarcerated individuals to ensure they are assigned appropriately per policy expectations;
4. Coordinate, organize, and oversee the delivery and presentation of the Pre-Release Course;
5. Establish and maintain partnerships with community resources for the purpose of using subject matter experts as guest speakers;
6. Plan and prepare, at minimum, two Re-Entry Simulations per year;
7. Coordinate/update/organize a facility resource center for incarcerated individuals.
8. Complete a monthly report on Pre-Release Courses as directed in Section VIII, "Monthly Reports;"
9. Assist in the annual quality assurance activities of the Pre-Release Course;
10. Participate in the Workforce Development Specialist certification training within twelve (12) months of assuming responsibilities as the Re-Entry Coordinator, or the next available class, whichever occurs first;

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	X-3	X-9
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, CASE MANAGEMENT</b>			

11. Ensure each incarcerated individual has the opportunity to apply and receive vital records and credentials for which they are eligible; and,

12. Other duties as assigned.

C. Successful Transition and Re-Entry training (START):

START is a Pre-Release Course that consists of six (6) Core Workshops that adhere to Indiana Code 11-13-8-3. START further consists of Elective Workshops that are intended to meet additional needs that incarcerated individuals may have. Workshops serve several inter-related purposes:

- To provide a structure for the effective learning of key concepts/information and development of related skills.
- To address risk factors related to recidivism, as well as responsivity factors related to incarcerated individuals' ability to integrate back into society.
- To ensure appropriate referrals can be made to probation, parole, or other community providers.
- To provide incarcerated individuals with reference material upon release.
- To make every effort in assisting with/providing workshops for those individuals that have been consecutively incarcerated for more than ten (10) years.

1. Core Modules

Core modules are mandatory for all eligible incarcerated individuals. These modules consist of approved curriculum (totaling a minimum of eighteen [18] hours) and must be facilitated by either Department staff or approved guest speakers (subsection G, "Community Resources"). The caseworker will refer the incarcerated individual to the Pre-Release course in DELTA. The referral should be included in the individual's 180-day release template note in DELTA.

- a. Orientation (1.5 hours)
- b. Education and Workforce Readiness (8 hours)

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	X-4	X-9
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, CASE MANAGEMENT</b>			

- c. Living Skills (3 hours)
- d. Family Dynamics (1 hour)
- e. Substance Use Education (1.5 hours)
- f. Community Resources (2 hours)

D. Transitional Information Packet Services (TIPS):

TIPS is a self-study Pre-Release Course that consists only of the six (6) modules covered in the Core Workshops.

E. Assignment, Eligibility, and Completion of the Pre-Release Course:

Incarcerated individuals shall be referred to Pre-Release by their assigned Caseworker at least one hundred eighty (180) calendar days prior to release from the Department or at the time a Community Transition Program (CTP) progress report is created, whichever occurs first.

An incarcerated individual with active warrants or detainers is eligible for participation in the Pre-Release Course. An incarcerated individual who has returned to the Department as a “Parole Violator” is not required to complete the Pre-Release Course so long as it was completed during their incarceration period prior to violation. Should they desire to complete the Pre-Release Course again, the Re-Entry Coordinator shall enroll them appropriately.

Incarcerated individuals who are unable to read/write for the purposes of participation in the Pre-Release Course, shall be aided by clerks or tutors for the purposes of obtaining the necessary Pre-Release information. Individuals whose primary language is not English and who are assigned to START shall be aided by clerks or tutors who serve as translators. If no translator is available, the Re-Entry Coordinator shall contact the Director of Case Management or designee for assistance.

The Re-Entry Coordinator shall ensure each incarcerated individual is evaluated and assigned to the appropriate Pre-Release Course:

1. Incarcerated individuals eligible for TIPS must meet the following criteria:
  - a. Does not meet the minimum time requirement required to participate in START;

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	X-5	X-9
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, CASE MANAGEMENT</b>			

- b. The incarcerated individual is housed in a specialized housing unit/facility such as an Intake facility, administrative restrictive status housing unit, disciplinary restrictive status housing unit, or a special needs unit;
- c. The incarcerated individual will be extradited to serve federal or state time in a state other than Indiana following their release from Department custody; and/or,
- d. The incarcerated individual has been identified by ICE (Immigration and Customs Enforcement) for transport following their release from Department custody.

2. Incarcerated Individuals Eligible for START:

START incarcerated individuals include those who meet the minimum time requirement and are not housed in intake facilities, administrative restrictive status housing, disciplinary restrictive status housing, or a special needs unit.

3. START Refusal

Individuals who refuse Pre-Release can receive disciplinary action, Offense A116, "Refusing A Mandatory Program," as a result of their refusal. For those facilities who elect to impose disciplinary action, this does not preclude the individual from participation in START. When applicable, the individual's participation may be waived by the Warden due to safety/security concerns.

4. Incarcerated Individuals Assigned to TIPS

The Re-Entry Coordinator shall enroll eligible incarcerated individuals into DELTA. Incarcerated individuals must be provided with the required self-study materials. Prior to release and, if time permits, incarcerated individuals shall have the opportunity to request additional meetings with the Re-Entry Coordinator to discuss information related to TIPS. Once an incarcerated individual has completed TIPS, the Re-Entry Coordinator shall close out the Pre-Release referral in PMRS.

A case note shall be entered in DELTA indicating the incarcerated individual received the TIPS packet and a detailed justification for it.

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	X-6	X-9
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, CASE MANAGEMENT</b>			

5. Incarcerated Individuals Assigned to START:

The Re-Entry Coordinator shall enroll eligible incarcerated individuals into DELTA. The Pre-Release Course is mandatory for every incarcerated individual participating in START. Every effort will be made to retain incarcerated individuals in START until completion.

Where, when, how often, and length of assignment (i.e., full or half day) the Pre-Release Course is at the discretion of the Re-Entry Coordinator as long as the Course encompasses the minimum number of hours required for START (Pre-Release) Course completion.

The Re-Entry Coordinator will ensure the incarcerated individual initials and dates the completion of each module on the Pre-Release Completion Form. Upon completion of the Pre-Release Course, both the incarcerated individual and staff will sign and date the form.

Incarcerated individuals that are not available or eligible to complete the Pre-Release Course, will be provided the TIPS packet and sign the Pre-Release Completion Form.

Once incarcerated individuals have completed the Pre-Release Course or received the TIPS packet, the Re-Entry Coordinator shall close out the Pre-Release referral in DELTA. A case note shall be made in DELTA indicating the individual completed the Pre-Release Course (START) or received the TIPS packet.

F. Wages:

Incarcerated individuals assigned to the Pre-Release Course shall be paid at the rate indicated in Policy and Administrative Procedure 02-01-106, "Work Assignments and Pay Schedules."

G. Use of Community Resources:

For the facilitation of the Pre-Release Course, the Re-Entry Coordinator shall attempt to maximize the use of community resources. Community resource refers to an organization, individual, educational institution, and/or club that is or will be a source of support for a facility.

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	X-7	X-9
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, CASE MANAGEMENT</b>			

Guest speakers may facilitate modules but must be established as “subject matter experts” and approved by the Director of Case Management or designee in order to ensure incarcerated individuals are receiving credible instruction. Where guest speakers are approved for modules, the development and delivery of information is at their professional discretion but must be relevant to the topic, enhance the approved curriculum, and meet the needs of the assigned individuals. Guest speakers may facilitate either part of or the entirety of the modules, depending on their area of expertise and how it fits into the approved curriculum. The Re-Entry Coordinator is ultimately responsible for the oversight of guest speakers and the information, curriculum, and/or other materials that are used.

Indiana Department of Correction speakers include, but are not limited to, Addiction Recovery, HIRE, and Parole and BMV. Speakers shall present only on their area of expertise in each START class.

The use of community resources shall be consistent with the safety and security of the facility. In addition to the approval of guest speakers, the Re-Entry Coordinator shall work with the facility’s Community Involvement Coordinator to ensure individuals are processed in accordance with Policy and Administrative Procedure 01-03-103, “Community Engagement.”

H. Vital Records and Credentials

Each incarcerated individual will be provided the opportunity to obtain a birth certificate, replacement Social Security Card, and State-issued identification or operator’s license/permit. It is the responsibility of the Re-Entry Coordinator (or designee) to provide the incarcerated individual with the appropriate applications and/or materials to facilitate the incarcerated individual receiving a record and/or credential

Prior to applying for a record/credential, the Re-Entry Coordinator (or designee) must verify if the incarcerated individual already has the record/credential in their Pre-Release portfolio.

There are time restrictions per the Memorandum of Understanding (MOU) with each agency for the application of vital records/credentials. Applications may be denied if they are not submitted according to the MOU. All vital records/credentials are provided at no cost to the incarcerated individual in accordance with Section XI, “Vital Records and Credentials,” of this policy and administrative procedure.

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	X-8	X-9
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, CASE MANAGEMENT</b>			

I. Monthly and Annual Reporting:

The Re-Entry Coordinator shall complete the standardized monthly report and include all requested information, including any comments relevant to the Pre-Release Courses. The monthly report shall be forwarded to the Director of Case Management and/or designee by the tenth (10<sup>th</sup>) day of the following month. The Re-Entry Coordinator must maintain a copy of each monthly report for up to 24 months from the last date of the month.

The Director of Case Management shall develop a standardized format for monthly reports, which includes the number of individuals participating in Pre-Release Courses, exit surveys, as well as any other information deemed necessary. The Director of Case Management and/or designee shall compile information provided in the facilities' monthly reports into a Department report.

Prior to January 1st of each year, the Director of Case Management and/or designee shall prepare an annual report indicating the total number of individuals participating in Pre-Release Courses, the types of modules in which they participated, any changes in START curriculum, as well as any other information deemed necessary. The Director of Case Management shall submit the report to the Executive Director of Programs and Re-Entry Readiness and the Deputy Commissioner of Re-Entry and Youth Services for review and approval. Once the report has been reviewed and approved, the Commissioner shall prepare a cover memorandum and submit a copy of the report to the General Assembly by January first (1<sup>st</sup>) of each year.

I. Quality Assurance:

Prior to December each year, annual quality assurance shall be completed by the Director of Case Management and/or designee for the Pre-Release Course at each facility. Quality assurance consists of documentation reviews and workshop observations that reflect the major components of the Pre-Release Course, as well as ensure the facilitation of START and TIPS is guided by evidence-based practices and adheres to this policy and administrative procedure. Quality assurance shall further be used to determine any necessary improvements in the Pre-Release Course.

The Director of Case Management and/or designee shall establish a quality assurance schedule for the review of documentation at each facility. The facilities shall be advised of the schedule at least thirty (30) business days in advance so the necessary information is made available for the reviewers. The Re-Entry Coordinator shall be responsible for ensuring copies of the



<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
Number	Effective Date	Page	Total Pages
01-07-101	9/11/2023	X-9	X-9
Title			
<b>THE DEVELOPMENT AND DELIVERY OF PROGRAMS, PRE-RELEASE, CASE MANAGEMENT</b>			

required documentation are maintained for at least one (1) calendar year. This can be maintained through paper copy or electronically. Course observations shall be conducted on a random basis and to ensure adherence to Pre-Release curriculum expectations, as well as the policy and administrative procedure governing use of community resources.

The Director of Case Management and/or designee reserves the right to develop and oversee remedial action planning, in conjunction with facility administration, for facilities in need of additional support to meet Pre-Release quality assurance requirements.