

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
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VII. RE-ENTRY PROCESS-EPRD LESS THAN 180 DAYS:

The following procedures apply to incarcerated individuals who have less than 180 days to EPRD upon arrival at their initial housing facility.

A. Orientation

The facility orientation shall include information on Case Management and Unit Management processes at the facility. Facility Orientation shall include but is not limited to Sexual Violence Assessment Tool (SVAT), Prison Rape Elimination Act (PREA) Education, Case Management/Unit Team overview, Law Library information, Health Services procedures, Behavioral Health resource etc. Except in unusual circumstances, reception and orientation for incarcerated individuals transferred from another Department facility shall be completed within seven (7) calendar days after arrival.

Incarcerated individuals who arrive at their initial housing unit with 6 months or less to their release are not eligible for CPCT.

All facility admissions and orientation programs shall ensure that information for the purpose and benefit of re-entry services and obtaining release documentation (i.e., BMV ID, Birth Certificate, Social Security card, etc.) prior to release are included as part of the Intake process. Institutional packets and IRIS files shall be reviewed upon arrival to determine what release documents will be needed prior to release. If an incarcerated individual does not have a birth certificate available to them, staff at the Intake facility (if this is not done at the Intake facility, the current facility shall address it immediately upon discovery of the need) shall work with the incarcerated individual to apply for the document. If the incarcerated individual does not have a Social Security card, staff shall apply for the document as soon as possible. If an incarcerated individual does not have a State ID, operator's license, or learner's permit, and meets eligibility criteria, they should utilize the BMV site visit prior to release. Whenever possible all documents needed for a "secure" ID should be obtained and BMV will issue the secure ID. If an incarcerated individual refuses any of these vital records/documents and credentials, the staff member will have the incarcerated individual sign a refusal form and case note. If an incarcerated individual signs the refusal, they may change their mind and request the vital records/documents and credentials at any time. In future meetings with the incarcerated individual,

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obtaining these documents/records should be encouraged if there is not proof that the incarcerated individual already has them.

B. Indiana Risk Assessment System (IRAS)

The Unit Team Manager, Casework Manager, Correctional Caseworker, and/or Intake Unit Classification Specialist designations shall become a certified user of IRAS. They shall complete any necessary training to obtain the certification within ninety (90) days or the next available date of accepting their position and shall maintain the certification as required by Indiana Judicial Center’s Statewide policy. In the event Case Management staff attempts and fails IRAS certification four (4) times, the facility’s Deputy Warden of Re-Entry shall reach out to the Director of Case Management notifying them of this situation to discuss next steps.

Within seven (7) calendar days of receipt of notification of certification, the employee shall take the necessary steps to become an authorized user of the INcite System by completing and submitting the signed INcite User Agreement (Attachment 1).

An employee transferring from an agency that uses the IRAS Community Supervision Tool (IRAS-CST), including the Parole Services Division, is not required to recertify on the PIT and SRT unless recommended by supervisory staff at the facility. A new INcite User Agreement must be completed to reflect “IDOC” as the employee’s current agency in the INcite system.

Scoring documents from the IRAS assessment including the interview guide, incarcerated individual self-report, and hard copy score sheet do not need to be saved in the incarcerated individual’s institutional packet. Risk level overrides should go no higher than one risk level and any override shall require documentation in INcite and a case note. A case note shall be entered listing the reason for and level of override. When appropriate, risk level overrides of more than one risk level shall require supervisor approval and an additional case note entry by the supervisor documenting review of the override.

1. IRAS Prison Intake Tool (IRAS-PIT)

The IRAS-PIT shall be completed per the expectations set forth by the University of Cincinnati and the Indiana Office of Court Services by

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conducting a face-to-face interview with the incarcerated individual and ensuring the information in the PIT interview guide is discussed. The IRAS-PIT shall be completed for all incarcerated adults at the facility level and the results entered into the INcite system within thirty (30) calendar days of their arrival from the Intake facility. Once DELTA identifies that an incarcerated individual needs an IRAS-PIT completed, the employee will have ten (10) calendar days to complete. The IRAS-PIT can be completed prior to showing due in DELTA. The data from the IRAS-PIT shall be used by Unit Team staff as the foundation for referrals and needed resources/services. Incarcerated individuals shall not be given copies of their assessment.

a. IRAS-PIT: Refusal to participate:

If an incarcerated individual refuses the IRAS-PIT assessment, no Program referrals shall be made; a case plan is not required but a “refusal” Case Plan may be generated if determined beneficial by Unit Team staff and a case note entered documenting the incarcerated individual’s refusal to participate in the Re-Entry process. At this time, the IRAS-Static Tool shall be completed in place of the IRAS-PIT by Unit Team staff. for the purposes of creating a “refusal” Case Plan. The IRAS-Static Tool is only intended for those incarcerated individuals who refuse to participate in the assessment process or those who are incapable due to severe mental illness. Incarcerated individuals who are unwilling to participate in the IRAS-PIT assessment process, shall be offered the opportunity to rescind the refusal at each subsequent mandatory minimum contact. If an incarcerated individual continues to refuse to participate in the IRAS-PIT assessment, no referrals for programming shall be made. With the exception that treatment referrals to Mental Health and Addiction Recovery must be permitted with a refusal to participate in the IRAS-PIT. Direct coordination with Mental Health and/or Addiction Recovery must occur in these cases. Incarcerated individuals have the right to refuse to participate in Addiction Recovery services. If the incarcerated individual agrees to participate in the IRAS-PIT assessment, the assessment shall be completed within thirty (30) days by Unit Team staff.

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b. IRAS-PIT: Mental Health incarcerated individuals

If an incarcerated individual is unable to participate in the IRAS-PIT due to serious mental illness, a case note shall be entered documenting his/her refusal. At this time the IRAS-Static Tool shall be completed in place of the IRAS-PIT by Unit Team staff. The IRAS-Static Tool is only intended for those incarcerated individuals who refuse to participate in the assessment process or those who are incapable due to severe mental illness.

If an incarcerated individual requiring an IRAS-PIT is received from a prior facility without the assessment on file, Unit Team staff at the receiving facility shall complete the assessment either an IRAS-PIT or IRAS-SRT whichever is appropriate based on the length of time the incarcerated individual has already been incarcerated.

2. IRAS Re-Entry Tool (IRAS-SRT)

An IRAS-SRT is not required for incarcerated individuals arriving at their initial housing facility with less than 180 days to EPRD.

C. Release Review

Unit Team staff shall complete the 180 Day Release Review Template with each incarcerated individual within thirty (30) calendar days of the incarcerated individual's arrival to the facility. Once DELTA identifies that an incarcerated individual needs any part of the 180 Day Release Review Procedures completed, the employee will have ten (10) calendar days to complete. These procedures can be completed prior to showing due in DELTA. This interview shall be conducted in a manner to answer relevant questions regarding release planning.

Prior to the interview, Unit Team staff shall review any flags, relevant Classification information including type of release supervision and CTP eligibility, and any visitation restrictions. A comprehensive 180 Day Release Template is attached to this policy and administrative procedure (Attachment 4).

Unit Team staff shall maintain their caseload. Any caseload transfer shall be entered within seven (7) calendar days.

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D. Case Planning

A Case Plan is not required for incarcerated individuals arriving at their initial housing facility with less than 180 days to EPRD. Therefore, all incarcerated individuals admitted to the Department with less than 180 days do not qualify for the Case Plan Credit Time structure. While a Case Plan is not required, it may still be created but the incarcerated individual will still **NOT** be eligible for CPCT.

E. Program and Course Referrals

1. DELTA Referral Process:

All Program and Course referrals shall be completed in DELTA by assigned Case Management staff. All referrals will be associated with an IRAS domain and documented in a case note why the referral was made. An incarcerated individual may be enrolled in more than one educational credit time-eligible program at a time. Education is the primary referral for all incarcerated individuals. If an incarcerated individual is Purposefully Incarcerated (PI) or there is a significant reason for Substance Abuse Intervention, a referral may be entered for Assessment.

Facilities shall designate staff responsible for the timely entry of program data. All program actions including referral, wait list, start date, end date, and completion type shall be completed within five (5) business days of the action's occurrence.

If an incarcerated individual quits or is terminated from a Program, or refuses a referral to a Program, Unit Team shall complete the referral as enrolled and completed on the same date. The incarcerated individual must not have refused any program (as defined in this policy and administrative procedure, not a course or activity) referred to and offered, quit the program, or have been terminated from the program for behavior or conduct during the review period to receive the Case Plan point.

A review of the referral along with a case note shall be required detailing the circumstances in which an incarcerated individual quits, their participation is terminated, or they refuse a program referral.

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If an incarcerated individual who is enrolled in a program quits, participation is terminated (for any reason), or unsuccessfully completes the Program (i.e., does not meet all requirements to successfully complete the program) they are ineligible to enroll in any other Program for a period of 180 days from the date that the incarcerated individual is officially removed. In addition, the facility may determine that the incarcerated individual is course and/or job ineligible and assign the incarcerated individual to idle status for a fixed period of time, not to exceed 180 days. Second Chance course are an approved exception to this rule.

F. Service Referrals

All Service Referral actions including start date, end date, and completion type shall be entered within five (5) business days of the action's occurrence. Additionally, a case note shall be entered detailing each Service Referral action.

G. Face-to-Face Contacts

Staff shall meet face-to-face with each incarcerated individual assigned to their caseload, based on each incarcerated individual's documented overall IRAS risk level. These contacts shall be documented in case notes. Incarcerated individuals who score an overall Low must have documented face-to-face contact at least once every one hundred and eighty (180) days. Incarcerated individuals who score an overall Moderate must have documented face-to-face contact at least once every one hundred and twenty (120) days. Incarcerated individuals who score an overall High or Very High must have documented face-to-face contact at least once every ninety (90) days. These meetings may include but are not limited to, the discussion of behavioral issues, release needs, programming issues, possible reclassifications, and work release eligibility. When an incarcerated individual is identified through DELTA as due for a face to face meeting, staff will have ten (10) calendar days to complete and document this meeting.

H. Re-Entry Portfolio

The Re-Entry Portfolio for each incarcerated individual includes originals or copies of program certificates, resumes, birth certificates, Social Security cards, BMV issued ID cards, and other materials to be used in the community and provided to the incarcerated individual upon release.

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Unit Team staff shall collaborate as necessary with Re-Entry Coordinator and Release staff to assist the incarcerated individual in obtaining any necessary documentation for the Re-Entry Portfolio. If a Re-Entry Portfolio has not been created at the time of the incarcerated individual’s arrival at the facility, designated staff shall create a Re-Entry Portfolio using the Re-Entry Portfolio Face Sheet (Attachment 2).

Any incarcerated individual required to register as a sex offender after release is mandated to obtain a state identification card. Unit Team Re-Entry staff shall make every effort to assist the incarcerated individual in obtaining this document prior to release. Any incarcerated individual who is required by law to register as a sex offender and refuses a state identification card can receive a written conduct at the discretion of the facility. The incarcerated individual’s refusal’s to be referred to see the mobile BMV in order to obtain an identification card should be documented in a case note.

I. CTP

Sixty (60) days prior to the incarcerated individual’s CTP commencement date, Unit Team staff shall ensure a Progress Report is approved for the court; an IRAS-SRT is not required. When a request for the CTP Progress report is sent by the facility’s Re-Entry Monitor, the Progress Report shall be completed within five (5) business days of the request. If DELTA identifies a CPCT progress report as being due, staff will have ten (10) calendar days to complete this report and the IRAS-SRT. Unit Team staff shall notify their supervisor that the Progress Report has been completed. The supervisor shall review and lock the Progress Report. Unit Team staff shall verify that placement has been entered. If not yet entered, staff shall enter the placement and submit the placement investigation request to Parole Services if necessary.

J. Placement

When entering placements, a primary and an alternate address is required regardless of the type of release supervision. If only one (1) address is available, Unit Team staff shall review, at a minimum the incarcerated individual’s packet, visitation list, telephone list, money donors, prior placements, and placement case notes to ensure all efforts have been exhausted. All efforts to locate an alternate placement and the reason for not entering an alternate placement shall be documented in case notes.

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Prior to entering placements and submitting placement investigation requests (i.e. Parole), Unit Team staff shall:

1. Research prior placement denials to determine suitability for current placement.
2. Verify placement as an actual residence by researching the address through a mapping program, such as Google Earth. The mapping program will provide verification that the location is a valid housing location, and in the case of a sex offender, provide a visual of the area to determine whether schools or parks are nearby.
3. Call to confirm the placement with the sponsor; making sure to confirm the address and ensure the sponsor is willing to house the incarcerated individual. Staff is not to ask specific parole or sex offender-related questions when contacting the sponsor,
4. If placement is a shelter, a halfway house, a mission, or Parole Assist, Unit Team staff shall ensure all placement options are exhausted and documented. first. Then, if the incarcerated individual is being released to Parole, the Unit Team staff are to contact the Parole Agent (check with the Parole District to determine correct Parole Agent if needed) to determine the best placement option, shelter, halfway house, mission, or program housing to use and correct procedures. If the incarcerated individual is not a parole release, [findhelp.org](http://findhelp.org) may be used to find current housing options.
5. This placement option determined in conjunction between the Parole Agent and Unit Team may be the only placement entered. This is an exception to the two (2) placement option requirement. For non-parole releases only one shelter, halfway house, or mission must be entered.
6. Staff may not use abbreviations for city names when entering placement. Staff are to use proper capitalization for sponsors, cities, and street names.
7. All previous steps in the above process shall be thoroughly documented in the case notes.



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Placements entered while the incarcerated individual is housed at an Intake facility should still follow the process above for verification of geographic location and sponsor approval to reside at that residence. When a placement is identified as due by DELTA, staff will have ten (10) calendar days to complete the task(s). Staff may enter a placement prior to being identified as due by DELTA.

1. Parole Release:

If a Parole release, both addresses shall require a request for investigation. Placements and requests for Parole Placement Investigations shall be submitted in DELTA one hundred and eighty (180) days prior to the incarcerated individual's release or sixty (60) days prior to the incarcerated individual's CTP commencement date, whichever occurs first. When DELTA identifies a placement is due, the employee will have ten (10) calendar days to complete this task. Placement can be entered prior to being identified as due by DELTA. At this time, staff should verify that the incarcerated individual's Parole packet information is in IRIS. If the information has been uploaded, the placement may be submitted for investigation. If the information has not been uploaded, the Parole packet shall be sent to the Parole District office prior to requesting the placement investigation.

2. Probation Release:

If a Probation release, the placement screen's sponsor field shall identify which placement is the primary and which placement is the alternate address.

3. Dual Supervision:

If an incarcerated individual will be released on dual supervision, only a primary and alternative parole placement entry is required.

4. Discharge:

A primary and an alternate address is required.

5. Interstate Compact Placement:

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When entering an Interstate Compact placement, the out-of-state placement is always entered as the alternate placement. An accompanying primary placement in Indiana must also be entered in DELTA. Interstate Compact placements shall be entered at 180 days to EPRD and ICOTS action shall be initiated at 120 days prior to EPRD. An ICOTs application must, at a minimum, be initiated by the facility in the system as long as the incarcerated individual requests it at least one business day prior to their release and is likely to be a viable placement option or is likely to be beneficial in the incarcerated individual's Re-Entry.

6. DOC Assist:

The process for finding placement options for sex offenders shall begin at least 180 days prior to EPRD. If no viable placement option can be found for a sex offender, a DOC Assist may be requested. DOC ASSIST should not be requested until all options are exhausted and the incarcerated individual is at 90 days prior to EPRD. Case notes documenting all DOC Assist actions shall be entered within two (2) business days of occurrence and shall include details of each interaction. At a minimum, the following steps shall be followed:

- a. The incarcerated individual and the Unit Team shall discuss all possible placements where the incarcerated individual may reside and the Unit Team shall exhaust all possible placements and document in notes before determining that the incarcerated individual needs a DOC Assist placement.
- b. In exhausting all possible placements, staff and the incarcerated individual shall consider contacting those on the incarcerated individual's visitation list, phone list, other family members and any other persons listed in the Pre-Sentence Investigation report (PSI) who may be able to provide the incarcerated individual with a residence.
- c. Unit Team shall complete a records check for wanting authorities, flags, placement history, and Trust Fund balance. Incarcerated individuals with Trust Fund balances equal to or greater than two hundred dollars (\$200.00) shall be considered self-pay. In these

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cases, Unit Team staff shall coordinate with Parole staff to determine available community resources for incarcerated individual self-pay.

- d. Unit Team shall contact the supervising Parole District Supervisor to inform of the placement concerns and the possible need for a DOC Assist placement for the incarcerated individual.
- e. Once all placement options have been exhausted and documented in notes, the incarcerated individual shall be required to sign the DOC Assist Agreement prior to release (Attachment 3) and abide by its conditions. The incarcerated individual shall be notified that failure to abide by the conditions may result in disciplinary action being taken against the incarcerated individual.
- f. Unit Team staff shall forward the DOC Assist agreement via email to the SOMM Program Director, the Re-Entry Monitors, the Director of Case Management, the Parole District Supervisor, the Parole Agent, if known, and the Unit Team Manager.
- g. Throughout the process, the incarcerated individual, the Parole Agent and Unit Team staff shall collaborate to obtain and verify a suitable non-DOC Assist placement for the incarcerated individual. If such a placement is found, the incarcerated individual shall be denied the “DOC Assist” placement.

7. Parole Assist:

The process for exploring all viable placement options for an incarcerated individual shall begin at least 180 days prior to EPRD. If no placement options can be found a Parole Assist may be requested. Parole Assist should not be requested until all options are exhausted and the individual is at 90 days prior to EPRD. Case notes documenting all Parole Assist actions shall be entered within two (2) business days of occurrence and shall include details of each interaction. At a minimum, the following steps shall be followed:

- a. The incarcerated individual and the Unit Team shall discuss all possible placements where the incarcerated individual may reside

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and the Unit Team shall exhaust all possible placements and document in notes before determining that the incarcerated individual shall need a Parole Assist placement.

- b. In exhausting all possible placements, staff and the incarcerated individual shall consider contacting those on the individual's visitation list, phone list, other family members and any other persons listed in the Pre-Sentence Investigation report (PSI) who may be able to provide the incarcerated individual with a residence.
- c. Unit Team shall contact the supervising Parole District Supervisor to inform of the placement concerns and the possible need for a Parole Assist placement for the incarcerated individual.

K. Progress Reports

Incarcerated individuals who arrive at their initial housing facility with less than 180 days to EPRD shall not have a Progress Report prepared unless one is necessary for CTP or one is requested by the court or a criminal justice partner agency. If one is determined necessary, staff shall review the Progress Report section under Section VI. When a Progress Report is identified as due by DELTA staff will have ten (10) calendar days to complete this report. The Progress Report can be completed prior to being identified by DELTA. Requests for Progress Reports cannot be made via telephone, they must be in written format.

Progress Reports are considered **RESTRICTED** information. Department policy authorizes that **RESTRICTED** information may be released to governmental agencies providing a lawful service to an incarcerated individual. It is not necessary for these agencies to produce a court order to obtain **RESTRICTED** information, but the request must be a written request.

When a request for a Progress Report is received by telephone, the employee receiving the request shall ask that the person make the request in writing. The written request may be sent via e-mail, mail, or fax to the facility. An incarcerated individual is allowed a duplicate copy of the progress report if requested. The duplicate must have the word "COPY" on the report.

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Reponses to requests for Progress Reports shall be completed and the Progress Report submitted to the requesting agency within five (5) working days of receipt of the request. If the request cannot be honored within five (5) working days, the Deputy Warden of Re-Entry shall contact the requesting agency and advise of the delay and when the information shall be provided. All progress reports must be sent to the recipient via secure (encrypted) email or fax.

Staff are not permitted to enter medical or mental health diagnosis (including addiction diagnosis) and/or medications (name, dosage, etc.) in the progress report. Staff may only include the medical and mental health codes and the definition of those codes.

Progress Reports are valid for ninety (90) days from the date the report was reviewed and approved. A Progress Report must be reviewed by a supervisor within thirty (30) days of the report being created. If the report is older than thirty (30) days, the report cannot be reviewed, and a new report must be completed. Secured placement is not mandatory. If a Progress Report is due and placement has not been secured, the author shall document all efforts that have been made to secure a placement in the Case Plan comments section of the report. When a Progress Report is identified as due by DELTA, staff will have ten (10) calendar days to complete this report. The Progress Report can be completed prior to being identified by DELTA.

Progress Report authors shall conduct a comprehensive record review in order to complete the Progress Report thoroughly.

I. Release:

Unit Team staff shall collaborate with multiple divisions, specifically Classification and Pre-Release to prepare the incarcerated individual population for release.

L. Release

Unit Team staff shall collaborate with multiple divisions, specifically Classification and Pre-Release to prepare the incarcerated individual population for release. Within thirty (30) days of arrival at the facility, Unit Team staff shall ensure placement is entered. When a placement is identified as due by DELTA, staff will have ten (10) calendar days to complete the task(s). Staff may enter a

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placement prior to being identified as due by DELTA. Unit team will notify the REMs and Director of Case Management as soon as possible if the incarcerated individual is anticipated to be a difficult release.

1. 60 Days Prior to Release:
  - a. When any of the 60 day procedures are identified as due by DELTA, staff will have ten (10) calendar days to complete the task(s). In some cases some or all of these task(s) may be completed prior to identification in DELTA
  - b. Ensure placement is entered and approved;
  - c. Document in DELTA notes the status of any outstanding issue(s) with placement or the release process.
  
2. 30 Days Prior to Release:
  - a. When any of the 30 day procedures are identified as due by DELTA, staff will have ten (10) calendar days to complete the task(s). In some cases some or all of these task(s) may be completed prior to identification in DELTA
  - b. Review incomplete processes from 60-day review;
  - c. Placement approval;
  - d. Discuss upcoming release questions/needs;
  - e. Discuss Pre-Release steps: Did the incarcerated individual complete START or receive a TIPS Packet, Participation in HIRE Academy?
  
- M. Vital Documents and Credentials:
  1. Birth Certificates: If this document was not applied for upon Intake, it can be applied for as soon as the need is identified during the individual's incarceration. It should not be applied for under 60 days from EPRD.
  2. DD214 Report of Separation: Can be applied for at any time during the incarcerated individual's incarceration. It should not be applied for under 60 days from EPRD.

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3. Social Security Card: Can be applied for at 180 days from EPRD. It should not be applied for earlier than 180 days or under 60 days from EPRD.
4. Any incarcerated individual required to register as a sex offender after release is mandated to obtain a State identification card. Unit Team Re-Entry staff shall make every effort to assist the incarcerated individual in obtaining this document prior to release. Any incarcerated individual who is required by law to register as a sex offender and refuses a State identification card can receive a written conduct at the discretion of the facility. An incarcerated individual's refusals to be referred to see the mobile BMV in order to obtain an identification card should be documented in a case note. A refusal form must be completed.
5. State Operators License and Learners permits testing: Incarcerated individuals should be referred to see the mobile BMV during scheduled site visits when they are 150 days from EPRD. Two weeks prior to the BMV site visit, the Re-Entry Coordinator will generate a list of incarcerated individuals with their date of birth and Social Security number. This list must be submitted to the BMV to be reviewed. An approved list will be returned to the Re-Entry Coordinator before the site visit.

For BMV ID/Operator's Licenses, DD214 and Birth Certificates – the releasing facility will forward the document to the incarcerated individual's releasing address or their supervising agency (Parole/Probation/Community Corrections).

For Social Security Cards – the releasing facility will forward the document to the supervising authority (Parole/Probation/Community Corrections). If the incarcerated individual is no longer on supervision, the document should be mailed to Central Office Re-Entry Services at 302 W. Washington RM 334 Indianapolis, IN 46204.

In the event of an incarcerated individual death, vital documents must be received at Central Office within ten (10) business days of date of death.

- N. Incarcerated Individuals with Special Needs Releases

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The Division of Data Analytics shall provide the Transitional Healthcare Department a monthly database of incarcerated individuals releasing within 180 days. This database will include name, DOC number, received date, facility, and classification designation.

The Transitional Healthcare Department shall review the database to triage incarcerated individuals by most severe medical and behavioral health codes. Incarcerated individuals classified with a medical code of B shall be triaged as potential long- term care or skilled nursing placement.

At time of CTP eligibility, the CTP Coordinator shall contact the Transitional Healthcare Department regarding any incarcerated individual classified as a B,C,F, I medical code, B, C, D disability code, or an E or F behavioral health code, to determine capability of participating in CTP. Determination of capability shall be made within five (5) business days of notification.

Case Management staff will make every attempt to assist in notifying Transitional Healthcare when an incarcerated individual on their caseload shows signs of deteriorating mental health. They will communicate this by sending notification to facility Mental Health staff as well as inform Transitional Health with an email to:

[SpecialNeedsReleases@idoc.in.gov](mailto:SpecialNeedsReleases@idoc.in.gov)

In the event of an immediate release, Case Management staff and Health Services shall determine if incarcerated individual requires special needs release planning. This may include, but is not limited to skilled nursing care, durable medical equipment, or infectious disease coordination. If special needs planning is requested by Health Services staff, the assigned Case Management staff shall forward an email to:

[SpecialNeedsReleases@idoc.in.gov](mailto:SpecialNeedsReleases@idoc.in.gov)

within one (1) day of notification providing information regarding level of care, placement information, and transition planning concerns.

If any incarcerated individual identified as special needs has any placement concerns, the REMs and Director of Case Management should be notified immediately.



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O. Military Veteran Releases

1. Unit Team staff shall identify incarcerated individuals who have served in the US Military. If missed at Intake, military involvement can be identified and flagged when completing the 180 Day Release Review Template through a facility packet review, review of Incarcerated individual Flags, or incarcerated individual self-report.
2. Unit Team staff shall assist incarcerated individuals identified as veterans in obtaining a copy of their DD-214s in cases where copies are not located in the incarcerated individual's Release Packet. This shall be completed as a step of the 180 Day Release Review Template.
3. Unit Team shall notify the Parole District Supervisor of the incarcerated individual veteran's district of release. The Parole District Supervisor or designee shall follow up with the incarcerated individual veteran after the incarcerated individual veteran has been released to ensure the incarcerated individual veteran is receiving appropriate care in the community.