



Iowa
Department of Corrections
Reentry Procedures Manual

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REFERENCED FORMS

AD-CR-04 F-2 Consent to Release Information

IS-RL-01 F-1 Release Checklist

IS-RL-06 F-1 Reentry Needs Assessment

IS-RL-06 F-2 Parole Home Placement Questionnaire

IS-RL-06 F-3 Sex Offender Parole Home Placement Questionnaire

DEFINITIONS

- A. Board of Parole Release Plan – An Iowa Corrections Offender Network (ICON) document used to communicate release recommendations to the Iowa Board of Parole (IBOP). Correctional counselors, in collaboration with offenders, prepare this plan. It includes transition plans (proposed residence, employment, substance abuse/mental health aftercare plans if needed) and any additional rationale for recommendation. Prior to the submission by the Associate Warden of Treatment/designee to the IBOP, this plan is reviewed by the institutional classification committee for final approval.
- B. Offender Case Plan – A dynamic and offender-driven case management tool based on offender risk, needs, and responsivity information. A case plan is a collaborative effort between the offender and the case manager. Review/revision of this plan is an ongoing process which is event driven. It engages the offender with a focus on the offender’s transition planning as release approaches.
- C. Reach-In Intervention - A teleconference, videoconference, or face-to-face meeting conducted in preparation of offender reentry. These pre-release contacts may include the offender, institution and/or CBC reentry coordinator, institution case manager and/or CBC case manager and are intended to explore the specific needs/barriers the offender may have during the transition process, review resources available to address those needs, clarify with the offender CBC supervision expectations, and answer any questions the offender may have regarding their transition.
- D. Reach-Out Intervention – A teleconference, videoconference, or face-to-face meeting conducted by the institutions in preparation of offender reentry. The pre-release reach-out calls may include the offender, institution case manager, CBC case managers/supervisors, community partners, offender’s family and are intended to explore the specific needs/barriers the offender may have during the transition process and the resources available to address those needs.
- E. Reentry Coordinator – Designated position in an institution and/or CBC, if available in district or geographical region, to perform specialized reentry preparation and transition planning to facilitate the successful return of offenders from the institutional setting to community supervision and, if applicable, vice versa.
- F. Transition to Community – A projected release report will identify district offenders who score moderate-high to high risk and are within 180 days of release from the institution. Three reach-in/reach-out pre-release conference sessions may take place at approximately 180, 90, and 30 days based on the

offender and their specific reentry needs. High needs offenders or hard-to-place offenders may require more extensive reach-in/reach-out services.

- G. Wellness Plan – An informal, dynamic, and offender-driven documentation of plans for risk management. This is a collaborative effort between the case manager and those offenders who do not have a formal case plan (typically higher risk, longer term offenders) with a focus on the offender behavior improvement as offender progresses through Transition Incentive Program (TIP) and any other individual wellness goals.
- H. See IDOC Policy **AD-GA-16** for additional Definitions.

PROCEDURES

- A. Initial Risk/Need Assessment and Classification
 - 1. The designated reception center will complete the following within thirty (30) days of an offender's arrival:
 - a. Comprehensive assessments (Custody Classification, Jesness, Mental Health, Substance Abuse, BETA, Education, SOR, Sexual Violence Propensity)
 - b. Develop Reentry Case Plan Face Sheet and determine the county to which the offender is planning to reside after release.
 - c. Arrange for transfer to the institution that best provides needed treatment/supervision services.
 - 2. Additional Assessment
 - a. Any further assessment warranted in specific risk/need areas will be conducted at the placement institution.
 - b. Offender motivation shall be monitored on an ongoing basis as the offender progresses through the Stages of Change. Focus is to be placed on matching treatment placement with offender responsivity factors and Stage of Change. Every effort will be made to maximize treatment outcomes for the offender and make the most efficient use of IDOC resources.
 - c. Upon completion of orientation at local institution, offender will be assessed by Treatment/Classification Team for appropriate placement in the TIP.

B. Risk Reduction

1. The institution case manager will complete an offender case plan that addresses the offender's criminogenic needs and protective factors. (See IDOC Policy **IS-CL-03**, Case Planning Procedures, for more specific details regarding the case planning process.) The institution case manager will provide the offender **IS-RL-06 F1** Reentry Needs Assessment as well.
 - a. Review/revision of this plan is an ongoing process which is event driven with a focus on transition planning as release approaches.
 - b. The case plan will be reviewed not less than every six (6) months during the offender's incarceration and revised as needed.
 - c. Offender's motivation and level of participation in the development of a case plan is an important element to their success and will be documented in Iowa Corrections Offender Network (ICON) Generic Notes each time the case plan is reviewed.
2. Priority will be given to place offenders into treatment programming that corresponds to one or more of the offender's criminogenic needs as they progress through the TIP.
3. Institutions shall outline internal processes to ensure proper referrals of more difficult cases are made for more intensive reentry coordination as needed. Institution reentry coordinators shall be involved in the primary classification process to make an initial assessment regarding the level of involvement needed in reentry services, as well as ongoing involvement in intensive reentry coordination for more difficult cases.

C. Risk Management

1. Further assessment shall identify offenders most appropriate for case plans (following risk reduction as outlined in B above) or wellness plans with a focus on TIP progress and risk management (typically those with higher risk and longer sentences).
2. Risk management focus is on monitoring behavioral management versus utilizing treatment interventions to address needs for risk reduction. The wellness plan from a risk management perspective focuses on what the offender needs to do in order to progress through the TIP and any other

wellness objectives the offender, along with the assistance of their treatment team, identifies they would like to address.

D. Transition to Community

1. Anticipated Release Date

- a. Institution case managers will identify medium-high to high-risk offenders who are within approximately one hundred eighty (180) days of anticipated release from the institution.
- b. It is the responsibility of the case manager, in consultation with the institution reentry coordinator, to further assess and triage offenders that are in need of reentry transition services (i.e., moderate to high mental health needs, lower functioning, cognitive deficits, homelessness, no prosocial support system).

2. Pre-Release Services

- a. Based upon a review of the upcoming anticipated releases, the case manager will consult with institution reentry coordinator for assistance with difficult cases as needed. There is the potential for up to three (3) reach-in/reach-out pre-release conference sessions (or more if needed) to occur while the offender is in the institution: approximately 180 days, 90 days, and 30 days prior to release. However, for those offenders who have viable parole plans in place and are not in need of such services, no reach-in/reach-out conferences or services may be needed.
- b. During the sessions, the case plan and **IS-RL-06 F1** Reentry Needs Assessment will be reviewed and transitional/release planning will be determined. (**IS-RL-06 F2 or F3** are also resources to guide this planning.)
 - i. Approximately 180 days prior to release (teleconference, videoconference, or face to face)
 - a) Recommended Participants: Institution reentry coordinator, CBC reentry coordinator, if available, institutional case manager, CBC case manager, offender.
 - b) Critical Goals/Activities: Upon review of the updated case plan, begin transition/release planning

process. Verify the offender's expected release to the district; identify detainers and the offender's responsibility to address; identify No Contact Orders that may affect offender's release plan; plans for residence/living arrangement; update case plan; provide offender with Parole Home Placement Questionnaire (if not already on file), **IS-RL-06 F2 or F3** ; have offender sign Consent to Release Information (**AD-CR-04 F-2**) to primary contact of proposed parole residence.

- c) If **IS-RL-06 F2 or F3** is already on file, update to ensure information is accurate. Contact the corresponding judicial district point of contact for reentry to request residence verification. (Email with documentation in Generic Notes under the Note Category of Case Plan is sufficient.)
- d) Determine eligibility and make referral for reach-in services. The case managers will screen offenders on their caseloads that are to be released to the community within approximately 180 days and refer potential candidates for reentry services as needed.
- e) Offenders who meet the following criteria shall be eligible for reach-in/reach-out reentry services:
 - 1) LSI-R score of 24 and above.
 - 2) Homeless - no viable release plan in place and/or concerns with plan.
 - 3) Significant issues in one or more need areas (i.e., mental health, employment)
 - 4) Institutions shall outline internal processes to ensure referrals are made for reentry coordination as appropriate.
 - 5) Determine eligibility and make referral for more intensive, continued reentry services - referral process typically completed by CBC reentry coordinator, if available. Continued

reentry services are reserved for those offenders returning to the community that may be in need of more intensive transitional services that are longer in duration.

- 6) ICON data entry: All reach-in/reach-out intervention sessions are to be documented in Generic Notes under the Note Category of Case Plan.

ii. Approximately 90 days prior to release (teleconference, videoconference, or face to face)

- a) Recommended Participants: Institution reentry coordinator, CBC reentry coordinator, if available, institutional case manager, CBC case manager, offender.
- b) Critical goals/activities: Develop transition plan; verify appropriate residence; ensure Parole Home Placement Questionnaire has been completed and address any outstanding issues; address any unresolved detainers; consider and discuss release plan impact on victims; discuss employment opportunities; identify barriers to success; update case plan.
- c) ICON data entry: All reach-in/reach-out intervention sessions are to be documented in Generic Notes under the Note Category of Case Plan.

iii. Approximately 30 days prior to release (teleconference, videoconference, or face to face)

- a) Recommended Participants: CBC reentry coordinator, if available, institution reentry coordinator, institutional case manager, CBC case manager, offender.
- b) Critical goals/activities: Finalize transition plan; address barriers to success; update case plan; schedule community referrals; complete Iowa Risk Assessment (do not submit); schedule appointment

with the offender for the same date as release, if date is known.

- c) ICON data entry: All reach-in/reach-out intervention sessions are to be documented in Generic Notes under the Note Category of Case Plan.

iv. Following the 30 Day Reach-In Conference

- a) CBC case manager/residential manager: Conduct home visit to verify and approve residence if this has not already been accomplished and report back to the institution reentry coordinator and institution case manager within ten (10) working days.
- b) CBC reentry coordinator, if available: Confer and obtain approval from CBC case manager/residential manager regarding residence and all other release planning activities.
- c) Institution case manager: Communicate the release plan to the IBOP by updating IBOP Release Plan screen in ICON, ensuring the Recommendation Rationale is well defined. (See Recommendation Rationale Guidelines in ICON)

E. Release to the Community

The CBC reentry coordinator, if available, and the assigned CBC case manager will meet with the offender within their own timeframe.

- 1. During this meeting the case plan will be reviewed and fully implemented.
- 2. ICON Data Entry: All sessions are to be documented in Generic Notes under the Note Category of Case Plan.

F. Community Post-Release Services

- 1. Throughout the offender's term of supervision, the CBC reentry coordinator, if available, and the CBC case manager may collaborate as needed to actively monitor and support the offender's performance and follow through with the case plan.

2. Term of post-release intervention services:
 - a. Offenders will participate in the post-release intervention services until identified objectives are accomplished.
 - b. Performance objectives include: stable housing & employment; stabilized participation in treatment; prosocial support system established; abstinence from illegal drugs; adherence to any No Contact Orders or parole conditions related to contact with victims or victims' families; and, completion of an ongoing relapse prevention plan that may have been developed while offender was incarcerated.
 - c. The CBC treatment team will determine when such objectives are accomplished.
 - d. ICON Data Entry: All post-release sessions are to be documented in Generic Notes under the Note Category of Case Plan.
3. During the term the offender is participating in post-release intervention services, the CBC reentry coordinator, if available, and CBC case manager may collaborate to:
 - a. Provide advocacy, facilitation, and referral services.
 - b. Provide individual and group level counseling and case management to persons in the reentry process.
 - c. Link participants to service providers and support services.

G. Responsibilities

1. Institution Reentry Coordinator:
 - a. Monitors the implementation of the Department's case management policy at the institution level to ensure that offenders are properly prepared and have viable transition plans to meet the needs of their return to the community.
 - b. Reviews and develops resources and community linkages to improve case plans for offender transition planning.

- c. Advises and consults with correctional staff to assist them to reach effective release planning decisions on difficult cases, provides information about possible resources available in the community to offenders with special needs, coordinates mental health issues with psychological/medical staff, and considers impact of offender's release plan on victims and/or victims' families.
- d. Works with case manager to ensure release plans submitted to the IBOP comply with IBOP requirements and expedite the movement of offenders from institution to community following the IBOP granting of release.
- e. Communicates specifics of release plans to appropriate community corrections officials and works with community mental health, housing, or other entities to meet offender reentry needs. Makes pre-release planning contacts with the community within the required timeframes.
- f. Assures completion of necessary reports and electronic record keeping necessary to facilitate the reentry process.
- g. Maintains program data, compiles demographic data, and assists with reentry process evaluation.
- h. Assists in collecting, analyzing, and summarizing data elicited from questionnaires, surveys, and focus groups.
- i. Collaborates with service providers to implement appropriate programs and develop referral networks.
- j. Assists with preparing responses to requests for information or technical assistance on a variety of reentry/offender issues.
- k. Participates in training/education opportunities and works with related meetings as requested.

2. CBC Reentry Coordinator:

- a. Monitors the implementation of the Department/District's case management policy and procedure to ensure that offenders are properly monitored and transition plans meet the needs of offenders' return to the community.

- b. Reviews and develops resources and community linkages to improve case plans for offender transition planning.
- c. Communicates to appropriate community corrections officials and works with community mental health, housing, or other entities to meet offender reentry needs.
- d. Assists institution reentry coordinator and case manager to make necessary pre-release planning contacts with the community within the required timeframes, as requested.
- e. Advises and consults with correctional staff to assist them to reach effective reentry outcomes on difficult cases, provides information about possible resources available in the community to offenders with special needs, coordinates mental health issues with psychological/medical staff, and considers impact of offender's Release Plan on victims and/or victims' families.
- f. Assures the completion of necessary reports and electronic record keeping necessary to facilitate the reentry process.
- g. Maintains program data, compiles demographic data, and assists with reentry process evaluation.
- h. Assists in collecting, analyzing, and summarizing data elicited from questionnaires, surveys, and focus groups.
- i. Collaborates with service providers to implement appropriate programs and develop referral networks.
- j. Assists with preparing responses to requests for information or technical assistance on a variety of reentry/offender issues.
- i. Participates in training/education opportunities and works with related meetings as requested.

H. Related IDOC Policies

- 1. All standard procedures specific to the release process as outlined in IDOC Policy **IS-RL-01**, Release Procedures, shall be followed. **(4-4446)** Records offices shall ensure that a release checklist is completed prior to the release of an offender for any reason (**IS-RL-01 F-1**, Release Checklist).

2. The IBOP release planning process will be completed.
3. Sex Offender registration shall be completed in accordance with IDOC Policy **OP-SOP-01**, Sex Offender Registry for Community Notification.
4. Individuals registered with IDOC as victims will be notified in writing at least 20 days prior to the release of the offender as outlined in IDOC Policy **IS-CL-06**, Victim Notification.
5. All standard procedures related to Prison Rape Elimination Act (PREA) and responding to offenders who have been victims of sexual violence shall be followed in accordance to **PREA 115.83 (Prisons) and 283 (Residential Facilities)** and IDOC Policy **HSP-628**, Offender Sexual Assault.

Per **PREA 115.83 (Prisons) and 283 (Residential Facilities)**:
Ongoing medical and mental health care for sexual abuse victims and abusers.

- a. 115.83(a) The facility shall offer medical and mental health evaluation and, as appropriate, treatment to all offenders who have been victimized by sexual violence in any prison, jail, lockup, or juvenile facility.
 - b. 115.83(b) The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary, referrals for continued care following their transfer to or placement in other facilities or their release from custody.
 - c. 115.83(c) The institution shall provide such victims with medical and mental health services consistent with the community level of care.
 - d. 115.83(g) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the perpetrator or cooperates with any investigation arising out of the incident.
6. DOC Policy **IS-RL-01 Release Procedures** addresses specific release procedures for: Expiration of Sentence Discharge, Reconsideration of Sentence (Shock Probation) and Court Ordered Releases, Out of State Parole, Parole to Detainer, Appeal Bond Releases, and Interstate Corrections Compact.