



**POLICY STATEMENT**  
Commonwealth of Pennsylvania • Department of Corrections

<b>Policy Subject:</b> <b>Inmate Reentry and Transition</b>		<b>Policy Number:</b> <b>7.3.1</b>
<b>Date of Issue:</b> <b>January 5, 2006</b>	<b>Authority:</b> <b>Signature on File</b> <b>Jeffrey A. Beard, Ph.D.</b>	<b>Effective Date:</b> <b>February 6, 2006</b>

**I. AUTHORITY**

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61,66,186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

**II. PURPOSE**

The Department of Corrections is committed to preparing an inmate for reentry into his/her community by providing educational, vocational, and treatment programs that address assessed criminogenic needs, encourage pro-social behavior and enhance successful transitions to free society through a continuum of care. The purpose of this document is to provide policy and procedures to assist an inmate in his/her plans for release from Department custody.

**III. APPLICABILITY**

This policy is applicable to all Department facilities, employees, contracted providers, and inmates committed to the Department and the Community Corrections Centers.

**IV. DEFINITIONS**

All pertinent definitions are contained in the procedures manual for this policy.

---

**V. POLICY**

It is the policy of the Department that planning for reentry begins upon an inmate's reception into the Department. The Department is committed to providing services that prepare an inmate for making a successful transition from incarceration to free society.

**VI. PROCEDURES**

All pertinent procedures for staff are contained in the procedures manual for this policy.

**VII. SUSPENSION DURING AN EMERGENCY**

In an emergency or extended disruption of normal facility operations, the Secretary/designee may suspend any provision or section of this policy for a specific period.

**VIII. RIGHTS UNDER THIS POLICY**

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility so as to be consistent with law and to permit the accomplishment of the purpose of the policies of the Department.

**IX. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY****A. Release of Information**

## 1. Policy

This policy document is public information and may be released upon request.

## 2. Procedures Manual (if applicable)

The procedures manual for this policy is not public information and shall not be released in its entirety or in part, without the prior approval of the Secretary/designee. This manual or parts thereof may be released to any Department employee on an as needed basis.

**B. Distribution of Policy**

## 1. General Distribution

The Department's policy and procedure manuals (when applicable) shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution to other individuals and/or agencies is subject to the approval of the Secretary/designee.

## 2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures.

# X. SUPERSEDED POLICY AND CROSS REFERENCE

## A. Superseded Policy

### 1. Department Policy

This document establishes policy and procedures for reentry programs for the Department.

### 2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

## B. Cross Reference(s)

### 1. Administrative Manuals

- a. DC-ADM 003, Release of Information
- b. DC-ADM 005, Collection of Inmate Debts
- c. DC-ADM 805, Application, Review, and Approval for Inmates Requesting Pre-Release Status, Placement in Operation Outward Reach, and Outside Assignments
- d. DC-ADM 816, Inmate Compensation
- e. 7.2.1, Counseling Services
- f. 7.4.1, Alcohol and Other Drug Treatment Programs
- g. 7.6.1, Delivery of Educational Services
- h. 8.1.1, Community Corrections Centers
- i. 11.4.1, Case Summary Manual
- j. 13.1.1, Management and Administration of Health Care
- k. 13.2.1, Access to Health Care
- l. 13.8.1, Access to Mental Health Care

### 2. ACA Standards

- a. Administration of Correctional Agencies: None
- b. Adult Correctional Institutions: None
- c. Adult Community Residential Services: 4-ACRS-3A-03, 4-ACRS-3A-04, 4-ACRS-5A-01, 4-ACRS-5A-04

- d. Adult Correctional Boot Camp Programs: None
- e. Correctional Training Academy: None



**PROCEDURES MANUAL**  
Commonwealth of Pennsylvania • Department of Corrections

**Policy Subject:**

**Inmate Reentry and Transition**

**Policy Number:**

**7.3.1**

**Date of Issue:**

**January 5, 2006**

**Authority:**

**Signature on File**

**Jeffrey A. Beard, Ph.D.**

**Effective Date:**

**February 6, 2006**

**Release of Information:**

**Policy Document:** The Department of Corrections' policy/procedure manual document on this subject is public information and may be released to members of the public, staff, legislative, judicial, law enforcement, and correctional agencies and/or inmates upon request..

**Procedure Development:** All required procedures will be developed in compliance with the standards set forth in this manual and/or the governing policy. These standards may be exceeded, but in all cases these standards are the minimum standard that must be achieved. In the event a deviation or variance is required, a written request is to be submitted to the appropriate Regional Deputy Secretary and the Standards and Practices Unit for review and approval prior to implementation. Absent such approval, all procedures set forth in this manual must be met.

**7.3.1, Inmate Reentry and Transition Procedures Manual  
Table of Contents**

---

**Section 1 – Case Management**

A. Responsibilities .....	1-1
B. Assessment Process .....	1-5
C. Reentry Planning Checklist .....	1-5
D. Obtaining Birth Certificates and Duplicate Social Security (SS) Cards .....	1-8
E. Identifying Veterans and Linking them with Services .....	1-11
F. Release Preparation/Exit Interviews.....	1-13

**Section 2 - Hard to Place Inmates**

A. Identification .....	2-1
B. Follow Up and Follow Through.....	2-1

**Section 3 - Community Orientation and Reintegration Program (COR)**

A. Phase I .....	3-1
B. Phase II .....	3-4
C. Community Corrections COR Plan.....	3-5
D. Elements of the Community Corrections COR Plan.....	3-6
E. Community Corrections COR Plan Administration .....	3-6
F. Program Monitoring .....	3-7

**Section 4 - Health Care Release Planning**

A. Upon Reception.....	4-1
B. Medical Assistance (MA) Application Process .....	4-2
C. Prior to Release .....	4-2
D. At Release .....	4-3

**Section 5 - Women Offenders with Dependent Children Program**

A. Purpose and Goals.....	5-1
B. Dissemination of Program Information .....	5-1
C. Identification .....	5-1
D. Program Acceptance.....	5-2

**Section 6 – Obtaining a PA Driver’s License or Non-Driver’s ID**

A. General .....	6-1
B. Application for PA Driver’s License or Non-Driver’s ID with Confirmed Driving Record .....	6-2
C. Application for PA Non-Driver’s Photo ID without a Confirmed Record.....	6-5
D. Application for PA Driver’s License with a Suspended Record .....	6-9

**7.3.1, Inmate Reentry and Transition Procedures Manual  
Table of Contents**

---

**Attachments by Section**

**Section 1 - Case Management and Continuity of Care**

Reentry Planning Checklist.....	Attachment 1-A
SS-5, Application for a Social Security Card.....	Attachment 1-B
SSA-3288, consent for Release of Information Form .....	Attachment 1-C
Certification of Identification Letter.....	Attachment 1-D
A Listing of Department Facilities and the SSA Office Assigned to Process SS-5's for that Facility .....	Attachment 1-E
Instructions for Applying for a Social Security Card at the Social Security Office After Release from a Facility .....	Attachment 1-F
10-10EZ, Application for Applying for Veteran Health Services.....	Attachment 1-G
Outreach to Incarcerated Veterans – Lebanon VA Medical Center .....	Attachment 1-H
CCC Referral Packet Checklist.....	Attachment 1-I

**Section 2 - Hard to Place Inmates**

Hard To Place Offender Referral .....	Attachment 2-A
---------------------------------------	----------------

**Section 4 - Health Care Release Planning**

DC-467, Problem List .....	Attachment 4-A
----------------------------	----------------

**Section 5 - Women Offenders with Dependent Children Program**

The Reentry of Women Offenders with Dependent Children Information Contract .....	Attachment 5-A
---	----------------

## **Section 1 – Case Management**

### **A. Responsibilities**

#### 1. Central Office

- a. The Deputy Secretary for Specialized Programs and Facilities provides oversight and direction for the Department's Reentry Program.
- b. The Bureau of Inmate Services (BIS) Reentry Specialist coordinates the Department's Reentry and Core Treatment Programs. The Reentry Specialist serves as a liaison for the Department with other government agencies and with agencies in local communities regarding reentry issues. The Reentry Specialist also coordinates and provides reentry resources to Department facilities and staff.
- c. Bureau of Community Corrections (BCC)
  - (1) A Community Resource Specialist will meet with the Reentry Coordinator from each facility in his/her region at least quarterly. The Community Resource Specialist will provide updates as to available community resources, programs, and contact persons. He/she is responsible for coordination with the Department of Labor and Industry (L&I) to stay abreast of available incentives for employers to hire former inmates and to ensure that prospective employers and Department staff are aware of these incentives.
  - (2) The Community Corrections Center (CCC) staff will schedule meetings with family members prior to the inmate's release to a CCC or Community Contract Facility (CFC). The purpose of these meetings is to define goals and objectives that will assist the inmate in the reentry process. Subsequent family sessions will be scheduled upon an inmate's transfer to a CCC or CCF. (See **Section 3, Community Integration and Reintegration Program** of this procedures manual.)

#### 2. Facility

##### a. Facility Manager/designee

The Facility Manager/designee will develop local procedures to ensure that the release or transfer of an inmate is not delayed due to failure on the part of facility staff to comply in a timely manner with statutes or policies that must be met for the release or transfer of an inmate.

##### b. Corrections Classification Program Manager (CCPM)/Deputy Superintendent for Centralized Services (DSCS)/designee

The CCPM/DSCS/designee is responsible for the following:

- (1) function as the Reentry Coordinator and coordinate all facility reentry programs;

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

- (2) monitor pre-release, parole, the Community Orientation and Reintegration (COR) Program, and any other program designed to assist an inmate in his/her return to the community;
- (3) ensure that community resource lists are available to inmates in the library;
- (4) work closely with the Unit Managers, assigned Corrections Counselors, and Drug and Alcohol Treatment Specialists (DATS) who are assigned inmate caseloads to ensure that reentry and transition plans are developed for each inmate on their caseload, with the exception of those serving a life sentence or a capital case;
- (5) coordinate programs that address the needs of families, including parenting programs and family counseling provided by staff and outside vendors, and ensure that each visiting room remains stocked with the materials required by BIS and listed on the DOCNet BIS website at [www.cor.state.pa.us](http://www.cor.state.pa.us);
- (6) coordinate with the Community Resource Specialists to identify community resources that can assist an inmate in his/her reentry planning;
- (7) schedule individuals and agency representatives from the community to speak with inmates, interview inmates, and take applications for community services. Services may include, but not be limited to, employment counseling, housing assistance, emergency financial public assistance, counseling services, educational opportunities, money management, and veteran's benefits; and
- (8) serve as the primary contact between Community Corrections and the facility, while direct communication between assigned Corrections Counselors, DATS, and Unit Managers with Community Corrections staff is encouraged.

c. Property Officer

Upon reception at any facility, the Property Officer will ensure that all forms of identification in an inmate's possession are placed in a sealed envelope, and forwarded to the Business Office at the inmate's parent facility where they will be maintained during the inmate's incarceration. These forms of identification will be given to an inmate upon his/her release to the community and/or his/her transfer to a community based facility.

d. Corrections Counselor

The Corrections Counselor is responsible for the following for all inmates assigned to his/her caseload:

- (1) within three weeks of a newly committed inmate's transfer from a Diagnostic and Classification Center (DCC), or upon the return of a Parole Violator (PV) to the assigned facility, the Corrections Counselor at the receiving facility will interview the inmate and review his/her files to determine if the inmate is in need of a

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

driver's license (refer to **subsection D.** below), birth certificate (refer to **subsection E.** below), Social Security Card (SSC) (refer to **subsection E.** below), and whether he/she is a veteran (refer to **subsection G.** below), and will make appropriate referrals to ensure that the documents are obtained and applications for those documents are completed;

- (2) when appropriate, explain to the inmate the importance of possessing a birth certificate, SSC, driver's license, etc., and applying for available benefits for eventual release planning, and encourage the inmate to apply for these items;
  - (3) manage the reentry planning for an inmate. In cases where DATS carry a caseload, case management of an inmate's reentry planning shall be the responsibility of the assigned DATS;
  - (4) make an entry regarding reentry and transition in the Unit Management System, at a minimum, at one year preceding an inmate's anticipated release, at six months preceding an inmate's release, and at any other time when changes must be made to the Reentry Plan;
  - (5) provide the inmate with a copy of the *Finding a Place to Live* booklet when the inmate has one year or less remaining to his/her minimum expiration date, or anticipated release date for an inmate who is beyond his/her minimum;
  - (6) review with the inmate the procedures for pre-release in accordance with Department policy **DC-ADM 805, "Application, Review, and Approval for Inmates Requesting Pre-Release Status, Placement in Operation Outward Reach, and Outside Assignments;"**
  - (7) interact with the Referral Specialists and Community Corrections Center Directors to discuss specific inmate concerns prior to the transfer of that inmate. Specific concerns may include family support and dynamics, medical and mental health needs, criminogenic behavior, and other therapeutic programming needs; and
  - (8) use the resources on the BIS website (the *Pennsylvania County Resource Directories*, *Finding a Plan to Live*, and the *Handbook for the Families and Friends*), and inform an inmate and his/her family of these resources to assist the family and inmate in release planning.
- e. Corrections Health Care Administrator (CHCA)

The CHCA will ensure community follow-up for an inmate with a chronic medical condition in accordance with Department policy **13.2.1, "Access to Health Care."**

f. Psychology Staff

Psychology staff will ensure continuity of care for a mentally ill inmate in accordance with Department policy **13.8.1, "Access to Mental Health Care."**

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

g. Facility Veterans Administration (VA) Coordinator

The facility VA Coordinator will coordinate the flow of information between the facility and the Regional VA. The VA Coordinator will ensure that *VA Guidebooks* and other relevant VA publications are made available to staff and eligible inmates. These materials and current contact information with Regional VA offices can be obtained by contacting the BIS Reentry Specialist.

h. Education Staff

- (1) The Facility School Principal will ensure that an inmate is scheduled to be interviewed by education staff within one month of reception in order to develop educational/vocational goals and objectives. The educational/vocational goals and objectives will include short-range objectives that may reasonably be achieved until he/she is released.
  - (2) Education staff will work closely with the Correctional Employment/Vocational Coordinator/designee to place an inmate in an employment assignment that will enhance his/her educational/vocational objectives.
  - (3) The Facility School Principal/designee will coordinate vocational program enrollment to maximize the use of available programming to provide entry level job skills to as many inmates as possible. Academic programming will focus on obtaining a GED or CSD. Vocational programming will focus on providing industry recognized certification and, whenever possible, will work with industry recognized certification entities (National Center for Construction, Education and Research, Automotive Service Excellence, Mobil Air Conditioning Society, and the National Occupational Competency Testing Institute). Collaboration with Project Reconnect, COR, and CareerLink will occur, whenever possible, to link the inmate with community employers.
  - (4) Each inmate's long-range educational/vocational objectives will be reviewed by education staff and updated no later than two months prior to an inmate's anticipated release date.
  - (5) Education staff will provide links to community resources and assist an inmate in obtaining admittance to educational and vocational programs in the community, as needed.
- i. Other facility staff and resources will be involved based on the specific needs of the inmate.
- j. All staff involved in the reentry process will identify continuing areas of concern for reentry, make recommendations for changes where needed in existing reentry programs, and make recommendations for the development of new programs to address inmate reentry needs. The process for approving new programs shall be in accordance with Department policy **7.2.1, "Counseling Services."**

## **B. Assessment Process**

1. As part of the classification process, each inmate received into the Diagnostic and Classification Center will be assessed with actuarial instruments to determine criminogenic risks and needs. The Level of Service Inventory-Revised (LSI-R), Hostile Interpretations Questionnaire (HIQ), Criminal Sentiments Scale – Modified (CSS-M), and the Texas Christian University (TCU) Drug Screen provides an assessment of the overall risk an inmate presents for re-offending and identifies the treatment needs of the inmate in accordance with Department policy **7.2.1**.
2. The results of the assessments will be used by counseling staff and DATS to formulate each inmate's **DC-43, Correctional Plan** in accordance with Department policy **7.2.1**.
3. Prior to parole release and/or transfer to a Community Corrections Center (CCC)/Community Contract Facility (CCF), the **DC-43** will be reviewed and updated by the inmate's assigned Corrections Counselor. The results of any assessments that were administered while the inmate was incarcerated will be shared with the Pennsylvania Board of Probation and Parole (PBPP), Community Corrections staff, and treatment providers to better inform planning for supervision in the community. Recommendations for continued treatment and aftercare, where appropriate, will be part of the inmate's parole or pre-release plans.

## **C. Reentry Planning Checklist**

1. Entry/Reentry Planning Session
  - a. Corrections Counselor

The Corrections Counselor's responsibilities include, but are not limited to, the following:

- (1) within three weeks of reception at the DCC (for new commitments) and at every other facility housing general population inmates (for returned PVs) meet with each inmate, who is not a capital case or serving a life sentence, and initiate the **Reentry Planning Checklist (Attachment 1-A)**. Document whether the inmate has a drivers license, a birth certificate, and a social security card, and outline the planning necessary to prepare the inmate for parole and eventual release. This session will be documented in the Unit Management System;
- (2) maintain the **Reentry Planning Checklist** in the Parole Section of the **DC-14, Cumulative Adjustment Record** for each inmate;
- (3) ensure that each inmate assigned to him/her is brought into compliance with each item on the **Reentry Planning Checklist** at the earliest possible time in the inmate's incarceration;
- (4) determine if the inmate has a valid driver's license;

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

- (a) If the inmate has a valid driver's license in his/her property, the inmate will be encouraged to maintain the license in preparation for his/her reentry.
  - (b) If the inmate has a valid driver's license being held by someone in the community, arrangements will be made to ensure the inmate will have the driver's license available the day of release to the community or transfer to a community based facility.
  - (c) If the inmate has a license under suspension, the inmate will be instructed to make arrangements to surrender the license to PennDOT so the process to reinstate it can begin.
  - (d) The counselor will make an entry on the status of the inmate's driver's license in the **Reentry Planning Checklist**.
  - (e) At the time of the inmate's facility staffing for parole, the status of the inmate's driver's license will be reviewed again.
- (5) Encourage the inmate to start saving for his/her reentry from the start of his/her incarceration by saving 10% of any funds added to his/her inmate account. An outside savings account can be opened in accordance with Department policy **3.1.1, "Fiscal Administration;"**
- (6) screen the inmate for his/her possible eligibility for either Supplemental Security Income (SSI), Social Security Disability Income (SSDI), or Social Security Retirement Benefits;
- (a) The Social Security Administration defines disability as the inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment(s) which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months.
  - (b) SSI is for an individual with a disability and a work history of working less than five of the last 10 years.
  - (c) SSDI is for an individual with a disability and a work history of working at least five of the last 10 years.
  - (d) Social Security Retirement Benefits are based on the inmate's age and whether he/she has worked and contributed to Social Security the required number of quarters.
- b. Community Corrections Center (CCC) staff

CCC staff will use the **Reentry Planning Checklist** and the information provided to assist in the establishment of a reentry plan for the inmate and to ensure that all of the inmate's responsibilities are met prior to the parole consideration interview.

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

2. Annual Review and Parole/Pre-Release Staffing

- a. At the time of an inmate's annual review, and at the time of any major staffing, but especially at the time of a Parole and Pre-Release Staffing, the inmate's assigned Corrections Counselor shall interview him/her and review his/her file to ensure that Department policy **7.2.1** has been followed. The **Reentry Planning Checklist** shall also be reviewed and discussed with the inmate during the annual review.
- b. An inmate will be interviewed by his/her assigned Corrections Counselor at the time of his/her parole staffing to ensure that he/she is in compliance, where applicable, with **Act 98, Inmates Required to Participate in Sex Offender Treatment, Act 143, Victim's Awareness, Act 14, DNA Data and Testing, Act 185, DNA Detection of Sexual and Violent Offenders, and Act 24, Megan's Law**, as well as with Department policy **DC-ADM 005, "Collection of Inmate Debts."**
- c. An inmate will be interviewed by his/her assigned Corrections Counselor at the time of the parole staffing to determine the status of the inmate's driver's license.

**D. Obtaining a Pennsylvania Drivers License**

1. If an inmate has previously held a Pennsylvania driver's license, that license has expired and is not currently under suspension, and the inmate has the proper custody level and program code for an escorted leave, the inmate may be scheduled for transport to the closest PennDOT processing center to apply for a renewal of his/her driver's license or for a non-driver's identification card.
2. If an inmate does not possess the proper custody level and program code for a security escorted leave and it is determined that a driver's license or non-driver's identification is critical to that inmate's reentry, the Facility Manager/designee has the discretion to approve a temporary custody level and program code for a security escorted leave to enable that inmate to obtain renewal of his/her driver's license or to obtain a non-driver's identification card.

**E. Obtaining a Birth Certificate**

1. The Corrections Counselor will provide the inmate with an Application for a Certified Copy of Birth Record, and, when necessary, assist the inmate in completing the form. Applications may be obtained on the BIS DOCNet website.
2. The inmate will be asked to sign a **DC-138A, Cash Slip** authorizing withdrawal of the amount necessary from his/her account to be paid to the Pennsylvania Department of Health, Division of Vital Records, or the applicable state's office of vital statistics. An inmate who is a veteran of the Armed Forces may not be required to pay a fee.
3. If the inmate was born in another state or country, the counselor will assist him/her in obtaining the necessary form for obtaining the birth certificate. Contact information for every state's vital statistics office is located on the DOCNet BIS website.
4. The completed application and the cash slip will be sent to the facility's Business Office

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

for processing and mailing to the vital statistics office of the state where the inmate was born.

5. The Corrections Counselor will make a notation in the inmate's **Reentry Planning Checklist** indicating that an application was for a duplicate birth certificate processed.
6. The birth certificate will be held in the Business Office until the inmate is released.

**F. Obtaining a Duplicate Social Security (SS) Card**

1. The Social Security Administration (SSA) has agreed to allow the Department to request, process, and maintain a duplicate SSC for an inmate whose application is received by the SSA no more than 90 days and no less than 30 days before his/her release.
2. To apply for a duplicate SSC, an inmate must be a U.S. citizen, must already have a Social Security Number (SSN), and all information on his/her application must exactly match information in the SSA's record. A request for a new SSC or changes to SSA records, or a request from non-U.S. citizens, will not be processed by Department staff. An inmate 18 years of age or older who has never been assigned a SSN must apply in person upon release to his/her community.
3. No later than four months prior to an inmate's release to the community, the assigned Corrections Counselor will determine if the inmate needs to apply for a duplicate SSC. An inmate who wishes to apply shall be provided with a **SS-5, Application for a Social Security Card (Attachment 1-B)** for completion. Copies of applicable Social Security forms may be obtained online at [www.ssa.gov](http://www.ssa.gov) and should be provided to the Corrections Counselor by the facility Reentry Coordinator when needed.
4. The assigned Corrections Counselor will review the completed **SS-5** to ensure it is properly completed. Line one of the **SS-5** should reflect the true name, not the court commitment name. All aliases and SSNs used by the inmate should be shown on the form (in the "other names used" section, SSNs in the "previous SSN" section). The inmate's Department number will be included in the address block. The address will also include the name of the requesting Corrections Counselor (c/o Jane Smith). The inmate's signature is required on the **SS-5**.
5. A **SSA-3288, Consent for Release of Information Form (Attachment 1-C)** giving the reason the SSN card is requested and permission to release the SSN to Department staff must be completed and signed by the inmate at the time that the **SS-5** is completed.
6. The Corrections Counselor will prepare a **Certification of Identification Letter (Attachment 1-D)** based on documents from the inmate's record that have been determined by a SSA representative to meet SSA's evidence requirements. This letter must be on the letterhead of the facility and signed by an approved Corrections Counselor.
7. A list of all Department Corrections Counselors must be maintained by each facility and by the BIS Reentry Specialist. These lists shall be updated as Corrections Counselors

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

are added or removed from a facility's personnel roster. The facility Reentry Coordinator is responsible for notifying the BIS Reentry Specialist when changes occur. The Reentry Specialist is responsible for notifying the SSA of those changes.

8. An original signed **Certification of Identification Letter** must accompany each application. Copies of this letter and each application will be maintained under the Miscellaneous Tab of the **DC-14** file and under the Correspondence Tab of the **DC-15, Inmate Record Jacket**.
9. **Certification of Identification Letters** accompanying each **SS-5** shall be mailed to the SSA in batches by each facility. The size and frequency of batch mailings will be determined by contact with the assigned SSA Office Manager and the facility Reentry Coordinator. See the **Listing of Department Facilities and the SSA Office Assigned to Process SS-5's for that Facility (Attachment 1-E)**.
10. A cover letter, on facility letterhead, signed by the facility Reentry Coordinator, must be attached to each batch of **SS-5s**. The cover letter will indicate the number of **SS-5s** in the batch being mailed. SSN applications with a mailing address at a Department facility received outside of these procedures will not be processed by the SSA and will be returned to the facility Reentry Coordinator.
11. Each Facility Manager/designee shall forward the name of the Reentry Coordinator at his/her facility to the BIS Reentry Specialist and notify him/her if the person assigned to this responsibility changes.
12. SSN cards received at the facility will be stored under the supervision of the Business Office in a secure area and will be processed under the immediate supervision and control of Department staff in a manner which will protect the confidentiality of the SSN card and in a manner that unauthorized persons cannot retrieve the cards.
13. Access to the SSN cards shall be restricted to only authorized staff who need the information to perform his/her official duties. Any SSN card that cannot be associated with the proper file within 30 days shall be returned to the SSA for disposition. Every effort shall be made to get the SSN card to the inmate. Use of the Inmate Locator and contact with Parole shall be made prior to returning the SSN card to the SSA.
14. In cases where an inmate is entitled to leave a Department facility on a temporary basis, his/her assigned Corrections Counselor shall authorize and arrange for the temporary release of the SSN card from the secure location and for its return as needed. The SSN card will not be retained by an inmate while he/she is in a facility.
15. Whenever an inmate is permanently transferred from one facility to another, the SSN card shall be forwarded to the receiving facility. The SSN card shall be given to the inmate upon release or parole, and Department staff who hands the card to the inmate shall obtain written acknowledgement from the inmate that he/she took possession of the SSN card. Written acknowledgement of receipt of the SSN card should include the name and SSN shown on the card. This written acknowledgement of receipt shall be filed under the Correspondence Tab in the inmate's **DC-15**.

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

16. When an inmate is released or paroled to a Community Corrections Center (CCC)/Community Contract Facility (CFC), the SSN card will be given to the inmate with his/her personal belongings.
17. Each facility shall allow the assigned SSA office to perform periodic on-site inspection of the enumerated process, with prior approval of the Facility Manager/designee to:
  - a. review the documents used as the basis for the evidence of identity for comparison to a sample of completed certifications;
  - b. update the sample signatures of designated officials; and
  - c. observe the handling of SSN cards to ensure compliance with authorized procedures. This includes placement of the cards in a secure location and the release of SSN cards to inmates.
18. For this document review, the SSA shall submit a sample of the **Certification of Identification Letter** received by the SSA to the facility Reentry Coordinator. The Reentry Coordinator shall review the facility record and certify that the information on the **Certification of Identification Letter** is contained in the designated documents from the inmate's record and matches the information on the letter. The recertification may be either a newly completed **Certification of Identification Letter** or a notation on the original letter similar to "Certified as accurate on mm/dd/yy by \_\_\_\_\_," and signed by the Reentry Coordinator who did the recertification.
19. If an inmate needs a SSN card and requests Department assistance, but the card cannot be processed due to a name difference, or pending release within 30 days, the assigned Corrections Counselor will provide the following assistance:
  - a. provide a **SS-5** form to the inmate and assist with its completion, or review the completed document at the request of the inmate. Note: in these cases the address should NOT be the facility address and should NOT include the inmate's Department number, nor the name of the Department staff member;
  - b. provide the inmate with a copy of **Instructions for Applying for a Social Security Card at the Social Security Office After Release from a Facility (Attachment 1-F)**; and
  - c. provide assistance to the inmate in obtaining other necessary documents such as evidence of identity in a prior name or proof of age prior to release, if appropriate.

**G. Identifying Veterans and Linking them with Services**

1. Identifying Veterans and Establishing Eligibility for Services
  - a. When a newly committed inmate is received into the Department at the Diagnostic and Classification Center (DCC), Inmate Records staff shall ask the inmate if he/she has served in the United States Armed Services. If yes, the Records Specialist will

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

enter the inmate's number, dates of service, and type of discharge in the Inmate Records System (IRS) on the 75 screen.

- b. If an inmate has not yet been screened for eligibility, the assigned Corrections Counselor will ask if he/she has served in the United States Armed Services. If the inmate indicates that he/she is a veteran that information will be provided to the Veterans Administration (VA) Coordinator for the facility. The VA Coordinator will ensure the information is recorded in the IRS and that Corrections Counselors are notified of every inmate on his/her caseload who is a veteran. Current lists of veterans by facility may be obtained, as needed, by request to the BIS Reentry Specialist.
- c. The assigned Corrections Counselor will meet with an inmate who identifies himself/herself as a veteran and distribute a VA form **10-10EZ (Attachment 1-G)** for completion and signature by the inmate. The VA form **10-10EZ** can also be obtained using website <https://www.1010ez.med.va.gov/sec/vha/1010ez/>.
- d. The Corrections Counselor will review the **10-10EZ** for readability, completeness, signature, and forward the form to the VA Coordinator.
- e. The VA Coordinator will forward the completed **10-10EZ** to:

Readjustment Counselor 650  
Lebanon VA Medical Center  
1700 South Lincoln Avenue  
Lebanon, PA 17042
- f. Staff from the VA Medical Center may contact the facility and interview the inmate to further determine eligibility and screen for services and benefits.
- g. The facility VA Coordinator will request that the VA notify him/her of the results of the eligibility screening indicating whether the inmate is eligible for benefits.
- h. If the inmate is eligible for benefits, the facility VA Coordinator will complete the following:
  - (1) notify the Corrections Health Care Administrator (CHCA) and Unit Manager of the inmate's eligibility status; and
  - (2) provide the eligible inmate with copies of the **Outreach to Incarcerated Veterans – Lebanon VA Medical Center (Attachment 1-H)** document and the *VA Guidebook*.
- i. The Corrections Counselor will note the inmate's eligibility status for VA benefits on the **Reentry Planning Checklist**.
- j. The Corrections Counselor and the facility VA Coordinator will assist the inmate in applying for programs offered at the Lebanon VA Medical Center and/or in locating

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

services in other appropriate VA Centers, if possible, in communities where he/she will reside upon release.

2. Services Provided by the VA

Available services provided by the VA include the following:

- a. basic information regarding VA services and benefits;
- b. determination of eligibility for VA services and benefits;
- c. assistance with discharge upgrading;
- d. assistance with obtaining a copy of the inmate's **DD-214, Discharge Papers**;
- e. Residential Substance Abuse Programs; and
- f. assistance with an alternate home plan (limited basis only).

**H. Release Preparation/Exit Interviews**

1. The assigned Corrections Counselor will meet with the inmate no later than within one month of his/her anticipated release date and offer information and counseling concerning his/her return to the community. The Corrections Counselor will review with the inmate his/her individual needs, financial needs, strengths, and weaknesses related to his/her reentry and transition and document this session in the Unit Management System.
2. Duty to warn – if a staff member becomes aware of threats by an inmate to do harm to victims or others upon release, he/she shall notify the appropriate agency. For an inmate being paroled, the Pennsylvania Board of Probation and Parole (PBPP) shall be contacted. For an inmate being released by serving his/her Sentence Complete, the Unit Manager/designee shall notify the local law enforcement agency. These actions shall be documented in the Unit Management System.
3. If an inmate is transferring to a CCC, the assigned Corrections Counselor will complete the **CCC Referral Checklist** in accordance with Department policy **8.1.1, "Community Corrections Centers," Section 4, Attachment 4-C**. This checklist will be included with all referral packets. If the inmate is paroling to a CCC, this procedure will be completed by the Facility Parole Agent.
4. If the inmate has been deemed eligible for Social Security benefits (described in **Section C.1.a.(6)** above) as soon as the inmate has acquired facility support for parole or is within six months of his/her Sentence Complete date, the process for Social Security Benefits Application will begin. The assigned Corrections Counselor will:
  - a. meet with the inmate to discuss and educate him/her regarding eligibility requirements and to assist in initiating the application;

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 1 – Case Management**

---

- b. arrange for the inmate to complete the required telephone application with the local SSA Office. Upon completion of the application process, supporting documentation may be requested; and
  - c. ensure the appropriate SSA forms are completed and forwarded to the designated SSA office. If the inmate is unable to complete the forms, the Counselor will assist him/her in accomplishing this task. These forms may include:
    - (1) 10 copies of the **SSA-827, Release Form**. These must be signed by the inmate and witnessed by a Department staff member;
    - (2) if required, the Medical Department will provide documentation, to include one year or more of current medical/psychological information to support a medical claim. Medical examinations must be within two to three months of application. The form must be completed by the physician, physician assistant, registered nurse, or licensed practical nurse. Consultative examinations for applicants will be paid by the SSA Bureau of Disability Determination. These may require x-rays and/or blood tests; and
    - (3) if required, a psychiatrist or clinical psychologist must perform an examination and sign the SSA application.
5. Each inmate shall be provided with a copy of the *Successful Transition Booklet*, the *Housing Booklet*, a photo I.D., personal documents secured by the Business Office, and any other information that would assist in the reentry process.

## **Section 2 - Hard to Place Inmates**

### **A. Identification**

1. As part of the annual review or at any other routine review, the assigned Corrections Counselor shall identify each inmate with approximately 12 months to his/her earliest release date who is likely to earn a Department recommendation for parole, and is identified as “Hard to Place” on parole. The assigned Corrections Counselor shall notify the Unit Manager, Corrections Health Care Administrator (CHCA), and the Corrections Classification and Program Manager (CCPM) or Deputy Superintendent for Centralized Services (DSCS) when an inmate falls into this category via the **Hard to Place Offender Referral Form (Attachment 2-A)**.
2. The assigned Corrections Counselor and/or the Mental Health Coordinator shall recommend an inmate be characterized as “Hard to Place” to the Unit Manager. The “Hard to Place” category includes, but is not limited to:
  - a. mental health needs;
  - b. chronic medical concerns;
  - c. lack of familial resources;
  - d. nature of conviction/offense history; or
  - e. any combination of the above.
3. The Unit Manager shall recommend approval to the Reentry Coordinator. The CCPM or DSCS will approve/disapprove and will notify the appropriate staff of the designation.

### **B. Follow Up and Follow Through**

1. Once an inmate is identified as “Hard to Place,” the CCPM or DSCS shall schedule a meeting with the Unit Manager, assigned Corrections Counselor, Licensed Psychology Manager, CHCA (if applicable), and the facility Parole Agent or Supervisor to discuss with the inmate his/her options for parole.
2. The facility Parole Supervisor shall ensure that parole staff attends the parole staffing at the facility for all cases identified as “Hard to Place.” The participating facility parole staff shall take an active role in the placement process for these cases. He/She shall serve as the liaison with the parole Field Agents as well as the Regional Parole Referral Specialists. The Regional Parole Referral Specialist shall work with community based programs to arrange for inmate placement and delivery of services for an inmate on a case-by-case basis. Facility staff may contact the Regional Parole Referral Specialists directly for “Hard to Place” or any other cases.

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 2 - Hard to Place Inmates**

---

3. For cases involving mental health concerns, the facility Parole Supervisor shall ensure staff attends monthly Psychiatric Review Team (PRT) meetings once the inmate has been identified.
4. The inmate, Unit Management Team, and the facility parole staff must be resourceful and creative in exploring release-planning options. (A statewide listing of available placement resources will be published and made available via DOCNet. This resource list will include agencies, support groups, and individuals who provide release assistance for “Hard to Place” inmates.)
5. In the initial meeting, the assigned Corrections Counselor shall be assigned specific duties and timelines to facilitate a timely release. The Parole Agent or Supervisor shall work with the Reentry Coordinator to coordinate the completion of the facility parole staff’s assigned duties in this process.
6. Other facility resources and staff shall be involved based on the specific needs of the inmate as determined by the Unit Management team and the CCPM or DSCS.
7. The CHCA shall ensure community follow-up for an inmate with a chronic medical condition, according to Department policy **13.2.1, “Access to Health Care,” Section 2, Initial Intake and Screening and Medical Clearance for Transfer.**
8. Psychology staff shall ensure continuity of care for a mentally ill inmate according to Department policy **13.8.1, “Access to Mental Health Care,” Section 2, Delivery of Mental Health Services.**
9. An inmate who has received a paroling action, is past his/her minimum sentence date, and who has not developed a viable parole plan, can be identified by accessing the Parole Release Pending List (parole holdover list) generated by the Pennsylvania Board of Probation and Parole (PBPP) staff at each facility or by routine counseling contacts with the inmate. These cases shall be referred to the Bureau of Community Corrections (BCC) for placement.
10. The name and number of an inmate who has been identified as a “Hard to Place” inmate shall be reported monthly to the Bureau of Inmate Services (BIS) Reentry Specialist. The Reentry Specialist shall coordinate and work with facility, PBPP and Community Corrections staff to finalize these inmate plans for release and reentry into the community.
11. By the third working day of each month, each facility will provide the BIS a list of those inmates who have been identified as “Hard to Place.”

### **Section 3 - Community Orientation and Reintegration Program (COR)**

The purpose of COR is to provide a standard, coordinated release program based on known risk factors and needs; to promote effective community links; to enhance employability and job readiness; and to promote healthy family and interpersonal relationships. COR is designed to address the critical adjustment period between incarceration and return to the community.

#### **A. Phase I**

Phase I is a two week course that is intended to reinforce the programs in which the inmate participated while incarcerated and to address the critical issues that will affect his/her reintegration to the community. Phase I is presented in the facility one month before the inmate is released into the community. Any variance to the schedule below must be approved by the Bureau of Inmate Services (BIS).

1. The COR, Phase I, program objectives:
  - a. prepare the inmate for job readiness and retention;
  - b. work on relapse prevention plans, practice pro-social responses to conflict situations, and exercise decision making and problem-solving skills;
  - c. review effective parenting skills;
  - d. review effective communication skills; and
  - e. review financial management and budgeting skills.
2. Phase I/Week One consists of the following instruction:
  - a. Introduction;
  - b. Preparing for Employment and Documentation (Voter Registration and Career Link);
  - c. Job Search;
  - d. Application Preparation;
  - e. Cover Letters and Computer Generated Resumes;
  - f. How To Explain Your Prison Record;
  - g. Interview Practice;
  - h. How to Lose a Job;
  - i. How to Keep a Job; and

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 3 - Community Orientation and Reintegration Program (COR)**

---

- j. Money Management.
3. Phase One/Week 2 consists of the following instruction:
- a. Decision Making;
  - b. Re-uniting with Family;
  - c. Parenting Issues;
  - d. What Your Victim Wants You To Know;
  - e. Violence Prevention;
  - f. Alcohol and Other Drug Relapse Prevention;
  - g. Long Term Offenders;
  - h. Parole Issues;
  - i. Community Corrections Orientation;
  - j. Health, Wellness, and Balance;
  - k. Veterans Information; and
  - l. Housing in the Community.
4. Facility Staff Responsibilities
- a. The Corrections Classification and Program Manager (CCPM)/designee is responsible for the overall coordination of the COR program. If a designee is identified, then the CCPM or Deputy Superintendent for Centralized Services (DSCS) maintains oversight responsibility.
  - b. The CCPM shall oversee the Adult Basic Education (ABE) COR Limited Term Wage Instructor, if applicable, for the Employability section of the program. A Vocational Counselor shall coordinate and deliver the Employability section of the program where there is no ABE COR Limited Term Wage position. A Unit Manager shall be assigned to coordinate and deliver the Employability section in a facility without a Vocational Counselor.
  - c. Corrections Counselors, Volunteers, and Peer Assistants may present portions of the Employability section.
  - d. One or more Unit Managers shall be assigned to coordinate and deliver the Program Refresher section.

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 3 - Community Orientation and Reintegration Program (COR)**

---

- e. Corrections Counselors, Drug and Alcohol Treatment Specialist Supervisors, Psychology staff, Peer Assistants and other appropriate staff may be assigned to present portions of the intensive refresher section of the program,
- f. The Reentry Coordinator shall identify community resources and ensure that an overview of resources available in the community (Labor and Industry, Office of Vocational Rehabilitation, etc.) is provided to inmates during the CCC/COR module.

5. Procedures

- a. An inmate who is being pre-released, paroled, or reparaoled from a state correctional facility will be enrolled into the COR Program approximately one month prior to his/her date of release.
- b. The Bureau of Community Corrections (BCC) shall provide at least two and one-half week's notice to the facility on inmate bed dates.
- c. The CCPM/designee shall identify each inmate who is eligible for COR participation. The inmate must have a release date of at least two weeks from the time of enrollment. The Notice of Board Action (green sheet) provided by the Pennsylvania Board of Probation and Parole (PBPP) and the bed date provided by the BCC will be used to determine inmate eligibility for COR enrollment.
- d. The CCPM/designee shall send written notification to the inmate of his/her enrollment in the COR program. All staff who are involved with COR Phase 1 shall be provided with a list of every inmate who is enrolled/participating in COR Phase 1.
- e. The CCPM/designee shall ensure that notification is given to the Medical Department, Inmate Employment Office, work supervisors, and other staff as necessary. An inmate will be paid at a rate of Class 2, Step B, in accordance with Department policy **DC-ADM 816, "Inmate Compensation"** for the duration of time he/she is involved in the COR program.
- f. Facility staff should schedule all activities and medical appointments for an inmate in the program outside of the times that COR classes meet, if possible. An inmate is also to be encouraged to schedule visits outside of the times that COR classes meet. An inmate in COR classes will be excused for religious services.
- g. The CCPM/designee shall maintain a tracking record of each inmate who is offered enrollment and his/her participation status. If an inmate chooses not to participate in the program, the CCPM/designee shall be notified. The refusal shall be documented in the inmate's Unit Management System and the Reentry Coordinator shall report the inmate's refusal to the facility parole representative with an explanation for the inmate's non-participation. A misconduct shall not be issued to the inmate for failing to attend the program.

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 3 - Community Orientation and Reintegration Program (COR)**

---

- h. An inmate who fails to attend, or is expelled for any reason, will remain unassigned from work for the two week period he/she was to attend COR and will not be paid for that two week period.
- i. A parole violator who may have participated in COR prior to his/her most recent parole violation must attend COR again.
- j. An inmate due to be released because of Sentence Complete will be afforded the opportunity to attend COR.

**B. Phase II**

1. The COR, Phase II occurs in a CCC or Community Contract Facility. It is provided to an inmate based on his/her assessed need for the program. The program has the following objectives:
  - a. provide each participant with an individualized plan that facilitates successful reentry, enables staff to ascertain inmate strengths and weaknesses and identify resources to be accessed; and
  - b. ensure that a formal reentry plan is developed for each inmate that is matched with individual need and identifiable programs. An inmate will have an opportunity to improve his/her basic life skills, coping skills, employment opportunities, housing choices, and learn other skills that support reentry back into the community.
2. Facility Responsibilities
  - a. During the Community Corrections Orientation Module of Phase I, each inmate will be provided with a copy of the Community Corrections COR Plan (Refer to Department policy **8.1.1, "Community Corrections Centers," Section 4, Resident Procedures, Attachment 4-A**). The inmate will be instructed to complete the form in class and take it with him/her to the CCC where he/she is assigned.
  - b. The Community Corrections COR Plan information shall be used by the assigned Corrections Counselor to review the programs completed by the resident while incarcerated at the facility and to determine the areas where he/she will need assistance and services. The assigned Corrections Counselor may include any suggested lessons, programs or community resources that would benefit the resident during the reentry process.
3. Regional Community Corrections Office Responsibilities

The Referral Specialist shall review the referral packet. If a bed date is determined, the Referral Specialist shall fax the **CCC Referral Packet Checklist (Attachment 1-I)** of this procedures manual, to the assigned CCC for the Center Director. The Center Director shall assign the inmate's case to a Community Corrections Counselor within one business day of receiving the referral packet. The referral packet, including the **Reentry**

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 3 - Community Orientation and Reintegration Program (COR)**

---

**Planning Checklist (Attachment 1-H)** of this procedures manual, shall be provided to the Community Corrections Counselor when the case is assigned.

4. Assigned Community Corrections Counselor Responsibilities

- a. Prior to the resident's arrival to the CCC, the assigned Community Corrections Counselor will contact the family or support system identified by the inmate on the **Reentry Planning Checklist**. CCC staff will contact the family or support system and determine their intent in providing assistance to the inmate during his/her reentry to the community and participation in the CCC program; this contact will be documented on the **DC-14, Cumulative Adjustment Record**. The family or support system will be provided with general information, including the facility's rules.
- b. Should the family or support system wish to be an active participant in the inmate's reentry the CCC staff will provide follow-up contacts on a regular basis, including, but not limited to telephone contacts and an invitation to the CCC facility. ***The Corrections Counselor will provide the family with information on community services and resources if requested.***
- c. Should the family or support system indicate that they are not interested in participating in the inmate's reentry to the community and participation in the CCC program and request that their choice to not participate in the inmate's reentry be kept confidential, the CCC staff will not share this information with the inmate. An effort should be made to have the family share their request with the inmate; however, the Community Corrections staff will honor the family or support system's request for confidentiality.
- d. Every resident admitted to a CCC will participate in the implementation and design of a Community Corrections COR Plan. Information regarding the family or support system's participation or lack of participation shall be taken into consideration in the development of the inmate's COR Plan. When a literacy or communication problem exists, the resident's assigned Corrections Counselor shall provide assistance to ensure that the resident understands the program requirements.<sup>1</sup>

5. COR Phase II Plan and Goals

- a. The Community Corrections COR Plan reinforces skills learned while identifying and meeting the needs of the resident through local resources.
- b. The goals are to identify resources that specifically address the individual needs of the resident, facilitate referrals to appropriate community services, health and other social service agencies. Structured release allows a resident to pursue employment, find approved housing, use available services, and reunite with his/her family.

---

<sup>1</sup> 4-ACRS-3A-03, 4-ACRS-3A-04

### **C. Community Corrections COR Plan**

1. An individualized Community Corrections COR Plan shall be designed and completed within two weeks of the resident's admission to a CCC. During the initial intake and orientation, the Corrections Counselor shall review the resident's record and design the plan according to the resident's needs, strengths, and weaknesses. Each resident will have the opportunity for input into planning, resource identification, scheduling, tracking, and completion of time frames. The resident's signature confirms participation in decision making relative to his/her individualized COR plan.
2. The Community Corrections COR Plan, as designed by the inmate with the Corrections Counselor's assistance, shall be reviewed and may be revised and expanded as the inmate and assigned Corrections Counselor become more aware of needs and options. Any change shall be reviewed and discussed with the inmate. The review is documented by staff and inmate signature.
3. The inmate shall take ownership for completing his/her plan. The Corrections Counselor shall use the Community Corrections COR Plan and updates to monitor progress and challenges and make recommendations and adjustments as necessary. The Community Corrections COR Plan is the key to progress and must be realistic and time specific. An assessment of a resident's progress shall be conducted monthly and appropriate adjustment to the plan must be made.<sup>2</sup> The assigned Corrections Counselor shall meet with each resident bi-weekly to assess his/her progress.

### **D. Elements of the Community Corrections COR Plan**

1. The COR Plan will differ for each resident.
2. A resident with an approved home plan, employment, and a stable support system to help in his/her reentry may have a limited COR Plan. Although this person may be released to his/her home plan, he/she may request assigned Corrections Counselor assistance to access additional resources in the community.
3. A resident pursuing an extensive plan must complete all activities as prescribed by the assigned Corrections Counselor. He/She will pursue appropriate health, human services, facility, and community resources.
4. While it is required that each resident will be involved in community service, community service shall not compete with job search efforts.
5. A resident will be provided ample time to participate in family reunification activities, visitation and interaction with family members. This shall begin after initial intake, orientation, and development of the COR plan. Leisure time is a privilege granted by staff and includes furloughs.

---

<sup>2</sup> 4-ACRS-5A-05

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 3 - Community Orientation and Reintegration Program (COR)**

---

6. Furlough investigations are completed by Community Corrections staff. Center staff shall contact the family or identified sponsor on a monthly basis to keep updated on the progress or problems the resident is having.

**E. Community Corrections COR Plan Administration**

1. The resident and assigned Corrections Counselor shall meet every two weeks to review the resident's activity and progress towards the established program goals. The outcome of each review shall be documented and reviewed periodically using the Community Corrections COR Plan.
2. Any change in a resident's plan shall be reviewed and discussed with the resident. If circumstances change and the resident discovers new information which would affect the plan, he/she may request a review of the plan. It is incumbent upon the assigned Corrections Counselor to decide whether the information is substantial enough to initiate a review. If a review is completed, it shall be dated and signed by the Facility Director, assigned Corrections Counselor, and resident.
3. Ongoing case management is a vital element in the Community Corrections COR Plan. The **DC-14** shall be used for documentation. The assigned Corrections Counselor shall record significant activities and events comments that relate to the Community Corrections COR Plan in the **DC-14**.

**F. Program Monitoring**

1. The progress review section is completed on every resident. The Facility Director shall review the Community Corrections COR Plan and the assigned Corrections Counselor files monthly. A random sample of COR Plans shall also be reviewed during site visits from the BCC Regional and Central Office staff.
2. As an effective method of assessing all aspects of the implementation of COR Phase II, BCC Regional, and Central Office staff shall monitor, make site visits, contact assigned Corrections Counselors, provide assistance, and keep all facilities up to date on significant program developments.
3. Once the inmate completes the Community Corrections COR Plan, the Facility Director shall certify its completeness. The Facility Director shall refer the COR Plan to the PBPP for distribution to the appropriate Field Agent and retain a copy in the resident's permanent record for planning and research purposes.

## **Section 4 - Health Care Release Planning**

The medical department of each facility is responsible for the coordination of Health Care Release Planning for an inmate. Health Care Release Planning is initiated for each inmate when the medical department is notified of the inmate's pending release. Health Care Release Planning consists of several components: health education, self-care instruction, and continuity of care plan development, which has two components: the treatment plan and community agency referrals. These aspects of Health Care Release Planning may be accomplished by Department medical staff, contracted health care staff, or for an inmate over 50 by the Services to Elderly Prisoners (STEP) Case Manager.

### **A. Upon Reception**

1. The Deputy Superintendent for Centralized Services (DSCS) shall establish local procedures for notification of the medical department of the anticipated release date for an inmate. Notification may be triggered by a Pennsylvania Board of Probation and Parole Board Action (PBPP-15), by a bed date acceptance letter from Community Corrections, or by notification from the Records Office of anticipated sentence complete dates.
2. The Corrections Health Care Administrator (CHCA) shall designate a Department medical staff member, or a contracted health care staff member, to serve as a Health Care Release Coordinator. The work associated with the Health Care Release Coordinator is accomplished in coordination with other departments and multiple disciplines. Current practice reflects a "team" concept for release planning. The medical component is outlined in Department policy **13.2.1, "Access to Health Care."**
3. When an inmate is received at his/her parent facility, or when an inmate is within six months of anticipated release while at a Diagnostic Center, the Health Care Release Coordinator shall determine if the inmate has medical insurance. If so, he/she shall gather any necessary information pertaining to his/her insurance. A copy of an inmate's insurance card, if available, shall be made (front and back) and retained in the inmate's medical chart under the Miscellaneous Section. A copy of the insurance documentation shall be attached to the **DC-481, Medical Release Summary** (refer to Department policy **13.2.1, Section 2, Initial Intake and Screening and Medical Clearance for Transfer, Attachment 2-L**) and maintained under the Miscellaneous Section in the medical record.
4. The facility Veteran's Administration (VA) Coordinator shall establish each veteran inmate's medical benefits eligibility status with the VA as soon as possible after the inmate is received.
5. The VA Coordinator shall notify the Medical Records staff when an inmate is determined to be eligible for benefits. The Medical Records staff shall document the veteran's status in red on the **DC-467, Problem List (Attachment 4-A)** under chronic problems.

**B. Medical Assistance (MA) Application Process**

1. The Facility Reentry Coordinator shall ensure that a list of inmates is provided to the Health Care Release Coordinator that includes every inmate who is eligible to be reviewed for parole and/or released upon completion of his/her sentence within the next nine months.
2. The Health Care Release Coordinator shall review the medical record for every inmate on this list no later than six months of his/her anticipated release date. At that time the Health Care Release Coordinator shall notify the CHCA of any inmate with a serious healthcare problem that will require extensive medical care or who present complex medical conditions post-release. The CHCA/designee shall ensure that Section II of the **PA 1663 - Employability Assessment Form** and the **PA 1671 - Health-Sustaining Medication Assessment Form** of the MA application to the Physician or the Physician Assistant (PA) are completed for every inmate.
3. Within three months of an inmate's anticipated release date, the inmate's assigned Corrections Counselor, assigned Drug and Alcohol Treatment Specialist (DATS), STEP Case Manager for an inmate over 50, or other staff designated by the facility Reentry Coordinator, shall assist the inmate in completing an **Application for Health Care Coverage** and the **Application for Health Care Coverage Signature Page**.
4. The Health Care Release Coordinator shall ensure the completion of the on-line COMPASS application for an inmate two weeks prior to release. The inmate is not eligible until release. The Department of Public Welfare (DPW) County Assistance Offices (CAOs) only have 30 days to process an application.
5. The Health Care Release Coordinator shall mail, or e-mail when possible, the completed **Application for Health Care Coverage Signature Page** and the medical form, if necessary, to the CAOs two weeks prior to the release of the inmate.
6. The Health Care Release Coordinator shall coordinate discharge planning of every mental health/mental retardation (MH/MR) inmate with the Licensed Psychology Manager (LPM) and designated Mental Health Coordinators. The continuity of care procedures for mental health inmates are described in Department policy **13.8.1, "Access to Mental Health Care."**

**C. Prior to Release**

1. The Records Supervisor shall notify the CHCA two weeks prior to an inmate's scheduled CCC placement, parole, or sentence complete.
2. The CHCA shall ensure that the procedures in Department policy **13.2.1, Section 2** are followed.
3. An inmate requiring extensive medical care and/or those who present complex medical conditions post release will be referred to the CHCA/designee (designated Health Care Release Coordinator and/or Nursing Supervisor).

**7.3.1, Inmate Reentry and Transition Procedures Manual**  
**Section 4 - Health Care Release Planning**

---

4. The CHCA/designee, in conjunction with the Reentry Coordinator, shall determine the need to schedule a multidisciplinary review of the inmate's medical needs. The CHCA/designee shall schedule the meeting with appropriate personnel. The goals of the meeting are as follows:
  - a. determine the inmate's medical needs;
  - b. develop an integrated comprehensive Treatment/Care Plan; and
  - c. coordinate the inmate's medical release planning, as necessary, with the appropriate agency (Community Corrections Center [CCC], Pennsylvania Board of Probation and Parole [PBPP], and/or other Community agencies/resources). Note: Local procedures developed by the DSCS are to be followed for release of an inmate with significant medical conditions that require placement in a skilled care/personal care facility in accordance with Department policy **13.1.1, "Management and Administration of Health Care."** Reference Department policy **13.8.1** for an inmate in the MH/MR category.
5. Planning and communication for all other cases will be accomplished as needed.
6. An inmate will receive information on self-care and health education by assigned nursing staff in the Health and Well-Being component of COR Phase I. An inmate with special needs will receive information on self-care and health education by assigned nursing/medical staff.
7. The released offender is responsible for obtaining his/her health care in the community.

**D. At Release**

The CHCA shall ensure that every inmate with continuity of care needs will receive the necessary release planning support, as needed, to include:

1. Medical application number, password, and appointment date/time, if available.
2. The Medical Department shall ensure that all necessary medications will be given to the inmate at release in accordance with Department policy **13.2.1**.
3. Instruction on self-care and health education will be completed and documented in the Medical Record.
4. All necessary referrals, appointments, and placements shall be secured as needed.
5. All other applicable health care related information instructions will be reviewed with the inmate.

## Section 5 - Women Offenders with Dependent Children Program

### A. Purpose and Goals

The purpose of the Women Offenders with Dependent Children Program, located in Ashland, PA, is to provide a safe and protective environment where staff shall engage a woman offender and her children to build trust and faith in the future. A woman offender who is paroling from a facility, requires substance abuse treatment, and has children under the age of 18, may be considered for the program. The program is designed to address the individual needs of a woman offender and her dependent children, preserve and support the family unit, and provide a safe and healthy environment for dependent children to recover from the devastating effects of substance abuse.

### B. Dissemination of Program Information

A program flyer announcing the goals and eligibility for program participation may be posted on each unit within the facility, offered over facility television, and/or posted in an inmate newsletter. The program flyer shall describe the program, outline inmate eligibility and invite any qualifying inmate to request more information by sending a **DC-135A, Inmate's Request to Staff Member** to her assigned Corrections Counselor. The participating service provider may also be invited to come and explain the program to the inmates.

### C. Identification

1. The assigned Corrections Counselor from SCI Muncy or SCI Cambridge Springs, or from a Community Corrections Center (CCC) facility, shall identify an inmate who meets the primary criteria described below:
  - a. 12 months to earliest release date and is likely to earn a Department recommendation for parole;
  - b. over the age of 18;
  - c. has a record of drug and alcohol abuse problems or dependency;
  - d. has at least one dependent child who may reside with her at the halfway house; and
  - e. is not in need of detoxification.

NOTE: A woman with minor-related offenses will not be considered and the Facility Manager/designee shall consider any cases with special conditions.

2. The assigned Corrections Counselor shall provide a copy of the **Reentry of Women Offenders with Dependent Children (RWWDC) Information Application (Attachment 5-A)** to the inmate. The assigned Corrections Counselor shall discuss the program, answer questions and confirm the inmate's interest and eligibility to be considered for the program. If the inmate is eligible and chooses to be considered for the program, she will sign the **RWWDC Information Application** indicating her desire to be considered.

### **7.3.1, Reentry Programs Procedures Manual**

#### **Section 5 - Women Offenders with Dependent Children Program**

---

3. If recommended by the Unit Team for this program, the assigned Corrections Counselor shall submit the **RWWDC Information Application**, along with the **DC-46, Vote Sheet** for program participation to be circulated with the Parole Vote Sheet.
4. If the facility supports the inmate's decision to be considered for the program through the **DC-46** procedures, the assigned Corrections Counselor shall meet with the inmate to confirm her interest in the program.
5. The assigned Corrections Counselor shall have the inmate sign the **DC-108, Authorization for Release of Information**, in accordance with Department policy **DC-ADM 003, "Release of Information"** prior to establishing contact with the providing contractor.
6. The assigned Corrections Counselor shall then prepare a staffing information packet that will include the facility recommendation, the signed **RWWDC Information Application** and the **DC-108** in accordance with Department policy **11.4.1, "Case Summary Manual."**
7. The staffing information packet along with other documents necessary to complete a parole packet, in accordance with Department policy **11.4.1**, will be forwarded to the Pennsylvania Board of Probation and Parole (PBPP) for consideration.

#### **D. Program Acceptance**

The Facility Parole Agent shall forward the **RWWDC Information Application** to the Program Treatment Team. Once the Facility Parole Agent has been informed of the Program Treatment Team's decision, the Parole Agent shall notify the inmate's assigned Corrections Counselor and the inmate if she has been accepted for placement in the program.

# **CONFIDENTIAL**

## **7.3.1, Inmate Reentry and Transition**

### **Section 6 – Obtaining a PA Driver’s License or Non-Driver’s ID**

**This section is confidential and not for public dissemination.**

### **7.3.1, Inmate Reentry and Transition Procedures Manual Glossary**

---

**Community Resource Specialist** - A Community Corrections Regional Office staff member who is responsible for the development of community resources necessary to assist the reentry process for persons being released from a state correctional facility.

**Criminogenics Risks and Needs** - Criminogenics risks and needs are determined from assessment instruments that include the Level of Service Inventory - Revised (LSI-R), Hostile Interpretations Questionnaire (HIQ), Criminal Sentiments Scale - Modified (CSS-M), and the Texas Christian University Screen (TCU). These instruments provide the overall risk an inmate presents of re-offending and identifies the treatment needs of the inmate.

**Department** - Pennsylvania Department of Corrections.

**Finding a Place to Live** - A workbook for inmates found on the BIS website under Publications, Booklets, Handouts, etc.

**Health Care Release Coordinator** - An individual assigned to this position is responsible for the overall health care release managing of inmates. Staff will be assigned as the Health Care Release Coordinator at the discretion of the Facility Manager.

**Initial Reception Committee (IRC)** - A committee of staff generally composed of the Corrections Classification Program Manager (CCPM), a Unit Manager, custody staff, and other professional staff whose responsibility is to screen new receptions and assign them to appropriate housing and to a counselor.

**Pennsylvania Commission on Crime and Delinquency (PCCD)** - The PCCD promotes a collaborative approach to enhance the quality of justice through guidance, leadership, and resources by empowering citizens and communities and influencing state policy.

**Pennsylvania Department of Health - Bureau of Drug and Alcohol Programs (BDAP)** - The BDAP was established by the Pennsylvania Drug and Alcohol Abuse Control Act and is charged with developing and implementing a comprehensive health, education, and rehabilitation program for the prevention, intervention, treatment, and case management of drug and alcohol abuse and dependence.

**Reentry Coordinator** - The staff member (Corrections Classification and Program Manager or Deputy Superintendent for Centralized Services) responsible for coordinating a facility's reentry program and ensuring that each inmate has a reentry plan established prior to release that maximizes facility and community resources in order to achieve a successful transition from the facility to the community.

**Reentry Specialist** - A Central Office staff member assigned to the Bureau of Inmate Services who is responsible for the overall coordination of Department reentry treatment programs.

**Reentry of Women Offenders with Dependent Children (RWWDC)** - A program designed to address the individual needs of a women offender and her dependent children, preserve and support the family unit, and provide a safe and healthy environment for dependent children to recover from the devastating effects of substance abuse.

**7.3.1, Inmate Reentry and Transition Procedures Manual  
Glossary**

---

**RWWDC Program Treatment Team** - The decision making team for the Reentry for Women Offenders with Dependent Children project. The team will consist of a member from the Department of Health, the Pennsylvania Board of Probation and Parole, and the service provider.

**Referral Specialist** - An individual employed by the Department in a Community Corrections region with the job responsibility to evaluate inmates and parolees in state correctional facilities for placement in a Community Corrections Center.

**Veterans (VA) Coordinator** - The VA Coordinator is a staff member assigned by the facility who has the responsibility of coordinating contacts and information flow between the facility and the Regional Veterans Administration.