



POLICY
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: SUPERVISION, REENTRY: REENTRY SERVICES		Policy Number: 12.4.01.08
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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 purpose of this policy is to explain supervision planning and assistance provided to reentrants during supervision.

III. APPLICABILITY

This policy is applicable to all Department staff.

IV. DEFINITIONS

All definitions are located in Policy **12.4.01.01, Glossary**.

V. POLICY

The Department will work with the community in developing partnerships with a variety of stakeholders to prevent victimization, provide conflict resolution, and promote public

safety.¹ A current inventory of community agencies that provide financial and other assistance to reentrants will be maintained and readily available.²

The Department will devote resources to assist reentrants in finding suitable employment³ and/or support the enrollment in educational programs and vocational training.⁴

It shall be the policy of the Department that evidence-based practices⁵ will be employed when jointly developing case plans with every reentrant supervised by the Department. The case plan shall be based on the Department approved assessment tool and address imposed supervision conditions, goals, and reentrant needs. The case plan will be continually reviewed and adjusted according to the reentrant's criminogenic needs and risk to recidivate. The Department also recognizes that reentrants' needs do not end at their termination of supervision, and resources should remain available when possible.⁶

VI. PROCEDURES

A. Reentrant Supervision Planning

The development of a reentrant case plan is a joint effort between the agent and the reentrant using the information derived from the assessment tool. The plan identifies jointly developed goals for the reentrant to accomplish within a specific period of time. For additional information concerning the processing of the **DC-P 22P, Reentrant Case Plan**, refer to Policy **12.4.01.05, Assessment, Case Plan, Levels of Supervision and Contacts**.

B. Community Collaborative Reentry Efforts

The Department is committed to long-term strategies that reduce recidivism. Directly addressing reentrants' criminogenic needs and the operation of a variety of evidence-based reentry programs have the intent of helping reentrants successfully reintegrate into the community and, ultimately, promote increased public safety.⁷

Partnerships shall be explored with a full range of stakeholders in both the public and private sectors, including, but not limited to: criminal justice agencies and entities (law enforcement, prosecutor offices, defense bar, judiciary, corrections), human service providers, victims' organizations, reentrant advocacy groups, service organizations, all levels of government, business, education, health care, faith community, organized labor, employment and training agencies, and reentrants' families.⁸

¹ 4-APPFS-1A-01

² 4-APPFS-2D-01

³ 4-APPFS-2D-02

⁴ 4-APPFS-2D-03

⁵ 4-APPFS-2A-07

⁶ 4-APPFS-2C-06

⁷ 4-APPFS-2A-07

⁸ 4-APPFS-1A-01

Supervision staff shall endeavor to establish, support, and maintain a cooperative working relationship with public and private service agencies to address the needs of the reentrant. Methods to achieve this include:

1. District Resource PA-211

The Department utilizes the statewide PA 211 directory for all available resources in each county. This information is accessible via the internet at PA211.org and staffed by a 24 hour helpline by dialing 2-1-1.

The Community Reentry Parole Agents (CRPA) are responsible for networking with local community resources available in their district to assist supervision staff with meeting the needs of reentrants.⁹

2. Referrals for Treatment/Services

Supervision staff shall assist reentrants by referring them to community treatment/service providers that will meet their needs. When making a referral, the agent must be very specific about the referral, giving the reentrant information about the nature of the treatment/services offered by the agency, and any costs for these services or third-party coverage. Supervision staff shall also provide the reentrant with the exact address and directions to locate the provider and the hours of operation. Referral information, start dates, progress, and completion dates are maintained in the electronic reentrant record (ERR).

3. Bureau of Community Corrections (BCC) Contracted Reentry Services¹⁰

The Department developed these reentry services to provide treatment for reentrants who could not otherwise receive these services through community resources or third-party coverage.

a. BCC Reentry Services Referral form

A BCC Reentry Services Referral form (refer to Department policy **7.3.1, “Reentry and Transition”**) is completed by supervision staff and emailed to **CR, BCC Services Referral** for review and funding approval. The funding response will be returned to the requesting supervision staff by close of the following business day. If an immediate placement is needed, supervision staff may call the BCC Referral Unit Region 1 at (717) 512-7897 or Regions 2 & 3 at (717) 512-2551, during regular business hours, to provide the required information to the BCC Referral Unit staff. The BCC Referral Unit will complete the referral request form, identify the provider and effective date of services, and forward the approved referral request form to the appropriate entities (i.e.: requesting supervision staff, service provider, contract facility coordinator, etc.).

⁹ 4-APPFS-2D-01

¹⁰ 4-ACRS-5A-11

b. Issuing **DC-P 348I, Parole Instruction**

Supervision staff will issue the reentrant a **DC-P 348I** directing the reentrant to report to the service location by a specific date. The service provider will notify all interested parties by close of business when the reentrant reports or fails to report by the deadline as indicated on the BCC Reentry Services Referral form. All continuing communications regarding change in reentrant status such as non-compliance, arrest, address change, etc. should be communicated through email by sending a reply to all from BCC's original approval email notification.

c. Community Corrections Center (CCC)/Community Contract Facility (CCF) Residents

Residents of a CCC/CCF may be eligible for these services (except for day reporting) unless the service is offered at the CCC/CCF location. Supervision staff will send an email to the CCC/CCF counselor advising that an appointment has been scheduled. Supervision staff will also provide the reentrant with an extra copy of the **DC-P 348I** to give to center staff. It is the reentrant's responsibility to request time to attend scheduled appointments.

d. Special Probation/Parole Cases

Special probationers and special parolees are eligible for certain contracted reentry programs. If attendance is being sought, supervision staff shall request the Court issue an order directing the special probationer/special parolee to the contracted reentry program. If the Court determines that the special probationer/special parolee is not an identifiable threat to public safety and does not direct said program, supervision staff will review the case circumstances with their chain of command. Staff shall refer to Policy **12.4.01.13, Probation and Parole Conditions** for further guidance.

4. Available Programs¹¹

a. Outpatient Sex Offender Treatment

Contractors will provide outpatient sex offender treatment to include individual and group counseling, monthly case management conferences with supervision staff, access to psychiatric evaluations, prescription medications, and the completion of one sexual history polygraph test.¹² Based on the reentrant's need, the provider is permitted to administer a denial, sexual history, or maintenance polygraph examination. Initial funding is approved for six months. Funding for treatment beyond six months must be preapproved by the Department.

¹¹ 4-APPFS-2C-06

¹² 4-APPFS-2A-06, 4-ACRS-5A-02

Eligibility – A reentrant must be mandated for sex offender evaluation or treatment on his/her **PB-15, Board Action**, special condition imposed by the sentencing court, or has been stipulated for placement through progressive sanctioning.

b. Day Reporting Services

Contractors will provide up to six months of day reporting center services for referred reentrants. Services may include assessments, case management conferences, attendance verification, structured cognitive Alcohol and Other Drug (AOD) programming, AOD testing, workforce development, and other cognitive behavioral interventions as needed.¹³

Eligibility – A reentrant may be recommended for day reporting services upon release from a State Correctional Institution (SCI) or as part of progressive sanctioning.

c. Housing Assistance Program¹⁴

Contractors will provide housing coordination for the purpose of assisting reentrants and, where necessary, their dependents, in attaining independent living by securing safe and affordable housing that is conducive to effective supervision. Funding is available for rental payments and security deposits made directly to landlords. Initial funding is approved for six months. Funding for assistance beyond six months must be preapproved by the Department.

Eligibility – A reentrant is unable to secure housing or an approved home plan. Reentrants will need a confirmed source of income in order to sustain the residence long-term. Reentrants mandated through a **PB-15** for placement in a residential program are not eligible for referral at the time of release, but may become eligible once placed in a CCC/CCF.

d. Mentoring

Contractors will facilitate mentoring services for reentrants to focus on addressing the need for pro-social relationships and community involvement. Funding for these services may not exceed six months in duration without preapproval by the Department.

Eligibility – Based on the assessment tool, the reentrant has a moderate-high need in at least two areas: leisure/recreation, companions, attitudes or emotional/personal or mentoring services has been stipulated through progressive sanctioning.

¹³ 4-APPFS-2A-06, 4-ACRS-5A-02

¹⁴ 4-ACRS-5A-13

e. Transitional Reentrant Workforce Development Services¹⁵

Contractors will provide employment, education, and vocational support opportunities. These services should be individualized and structured to assist each reentrant with employment searches, job placement, and job retention abilities according to their assessed needs and should range in duration from six to 12 months.

Eligibility – The reentrant should be unemployed or underemployed and has a moderate-high need indicated on the assessment tool or services have been stipulated through progressive sanctioning.

f. Family Reunification

Contractors will provide family reunification services in a nonclinical setting to help address the impact of the reentrant's incarceration on the family. Programming should address areas including, but not limited to, parenting skills, spousal/significant other support groups, effective communication strategies, identification of reasonable expectations, establishing pro-social goals, and breaking the cycle of incarceration. Services should not exceed nine months in duration unless granted approval by the Department.

Eligibility – The reentrant has a moderate-high need indicated on the assessment tool or has been stipulated for placement through progressive sanctioning.

g. Outpatient AOD Services¹⁶

Contractors will provide six to 12 months of services to reentrants with a recent history of problematic alcohol or drug use when outpatient AOD treatment is the appropriate level of care. Programming must focus upon assessment, the development of individualized treatment plans/goals, incorporating group therapy and individual counseling that is based upon cognitive behavioral and/or motivational enhancement therapy models and aftercare planning.

Eligibility – Reentrant has been mandated for a drug and alcohol evaluation or treatment on his/her **PB-15**, or has been stipulated for placement through progressive sanctioning, or has incurred a drug or alcohol related misconduct while at a CCC/CCF.

¹⁵ 4-APPFS-2D-03

¹⁶ 4-ACRS-5A-08

h. Cognitive Behavioral Interventions

Contractors will provide six to 12 months of group cognitive behavioral therapy to high/moderate risk reentrants that address antisocial attitudes, values, beliefs, thinking, and/or other criminal cognitions.¹⁷

Eligibility – A reentrant has been stipulated for placement through progressive sanctioning and assessed with a score of 28 or greater, or a score of 20-27 with a high/very high need indicated in at least two of the following subcategories: criminal history, companions, attitudes, or emotional/personal.

All high-risk reentrants are automatically placed on a listing to participate in a cognitive intervention with a CRPA.

Supervision staff shall check with the CRPA if the reentrant will be receiving a cognitive behavioral intervention. If not, supervision staff will forward the completed BCC Reentry Services Referral form for cognitive behavioral services to **CR, BCC Services Referral**.

i. Outpatient Mental Health Services

Service providers will provide mental health case management and outpatient mental health treatment services for reentrants transitioning to the community. Providers will provide assessment, case management, group and individual therapy, medication compliance/adjustment, and permanent or temporary disability assistance. Funding can be provided for up to 12 months. Funding for services beyond 12 months must be preapproved by the Department.

Eligibility – Reentrants with a current mental health diagnosis to assure continuum of care services are occurring at an appropriate level.

j. Batterers' Intervention Services (BIS)

Contractors will provide BIS based upon the Duluth Model of domestic violence intervention or use curriculum approved and deemed appropriate by the PA Coalition Against Domestic Violence (PCADV).¹⁸

Eligibility – Reentrants recently released from a correctional institution in need of continuing BIS, have an imposed condition of supervision or have been stipulated for placement through progressive sanctioning.

¹⁷ 4-APPFS-2A-06, 4-ACRS-5A-02

¹⁸ 4-APPFS-2A-06, 4-ACRS-5A-02

5. Veteran's Services

A reentrant with veteran status may be eligible for services through the U.S. Department of Veterans Affairs (VA). When necessary, supervision staff may provide reentrants with copies of VA forms to aid in acquiring proof of discharge (SF-180 Request Pertaining to Military Records) and Application for Health Benefits (VA form 10-10EZ).

a. Available Services Include

- (1) Assistance in obtaining a copy of discharge papers (DD-214).
- (2) Substance abuse treatment.
- (3) Mental health treatment.
- (4) Vocational and independent living skills programs.
- (5) Community transitional residence programs.
- (6) Hospice care.
- (7) Per diem housing grants and VA supported housing.
- (8) Post-traumatic stress disorder (PTSD) critical care teams.
- (9) Veteran's crisis national hotline 1-800-273-8255 ext. 1.
- (10) Veteran's chat service, available 24 hours per day at www.veteranscrisisline.net.

b. Eligibility Guidelines

- (1) An honorable or general under honorable conditions discharge from the military after a period of service as defined by the Department of Veterans Affairs. The final determination regarding eligibility will be made by the Department of Veterans Affairs.
- (2) Special benefits for combat veterans.
- (3) Willingness to participate in all aspects of treatment and programming by adhering to the Department of Veterans Affairs' policies, rules, and regulations.
- (4) Serving an active term of community supervision.

c. Interstate Transfer of Veterans for Medical or Mental Health Services

A reentrant who is a veteran of the United States military who is also eligible to receive health care through the U.S. Department of Veterans Affairs, Veterans Health Administration and who has more than 90 calendar days of supervision remaining at the time that the interstate request is made and is in substantial compliance with his/her Pennsylvania terms of supervision and is referred for medical and/or mental health services by the Veterans Health Administration to a regional Veterans Health Administration facility in the receiving state shall be eligible for reporting instructions and transfer of supervision provided:

- (1) supervision staff provide documentation of the medical and/or mental health referral; and
- (2) the transfer of supervision will be accepted if the reentrant is approved for care at the receiving state's Veterans Health Administration facility.

The receiving state is required to issue reporting instructions no later than two business days following receipt of such a request.

6. Support and Use of Community Agencies

CRPAs interface with existing local social service agencies, hospitals, clinics, courts, community resources, and faith-based entities in helping to meet the needs of reentrants and assist them in the use of these resources.¹⁹ CRPAs also work to develop additional resources and new programs, as needed, with community-based resources and agencies. For additional information, reference Policy **12.4.02.01, Community Reentry Parole Agents**.

It is important for supervision staff to be acquainted with community service providers and to support and cooperate fully with those agencies. This includes maintaining regular contact with the agencies and, if requested, speaking on behalf of the Department. In some instances, it may also be appropriate for Department staff members to serve on boards of directors or advisory boards of those agencies not under contract with the commonwealth.

7. Community Service

Community service is productive and meaningful work provided by reentrants that may benefit 501(c)(3) tax-exempt organizations such as: government agencies, schools, churches, and charitable and non-profit organizations. Community service is imposed through a court order or may be used as a progressive sanctioning option.

- a. Community service locations under County jurisdiction should have an executed intergovernmental agreement.

¹⁹ 4-APPFS-2C-06

- b. The agent shall contact the community service agency quarterly to determine the number of hours contributed and the quality of the service performed.
- c. The agent shall record the total number of community service hours completed by the reentrant. Community service hours imposed and completed are tracked by supervision staff through the ERR.
- d. If supervision staff are aware of a potential problem between the reentrant and community service agency, meet with the agency representative and/or the reentrant to determine the nature and cause of the problem and attempt to resolve it in everyone's best interest.
- e. Failure to complete community service, as with any special condition of supervision, shall be reported by the agent in writing to the releasing authority.

8. Contracting for Services from Community Agencies

When funds are authorized and there are sufficient needs, the Department may contract with community agencies to provide services to reentrants. When provided with contract services, this information is maintained in the ERR.

9. Reentrant Employment²⁰

- a. Employment is an integral part of a reentrant's successful adjustment in the community. Supervision staff shall make concerted efforts to assist reentrants in securing employment and upgrading their employment based on the reentrant's capabilities. The CRPA shall ensure that employment groups are conducted on a regular basis within the district and sub offices. The supervision staff or other resources can assist CRPA in facilitating these groups. These groups will provide the reentrant the knowledge and motivation for securing meaningful employment. The ERR will be updated to reflect correct employment code, employer information, and/or group referrals.
- b. The supervision staff shall also maintain a close liaison with the commonwealth employment or vocational rehabilitation services, or both, labor unions, the private business sector, and the various community programs that may provide referrals for reentrants.²¹
- c. Federal Bonding Program

When bonding of a reentrant is required for employment, information shall be provided about the federal bonding program. This information may be secured from the appropriate commonwealth agency responsible for employment services.

²⁰ 4-APPFS-2D-02

²¹ 4-APPFS-2D-02

10. Educational/Vocational Training Needs²²

- a. Based on reentrants' needs and capabilities, supervision staff should assist and encourage them to prepare more adequately for meaningful employment by:
 - (1) securing their general equivalency diploma (if not a high school graduate);
 - (2) securing additional education through night school courses, attendance at community colleges, etc.; and
 - (3) participating in vocational training opportunities.
- b. Supervision staff should be aware of educational opportunities and the availability of financial grants and loans for education or training pursuits, and provide such information to reentrants. Information regarding reentrants' educational and vocational status is maintained in the ERR.

11. Financial Assistance

During the course of supervision, supervision staff shall assist reentrants in obtaining financial assistance, when needed, by referring them to county public assistance offices, and any other public or private agencies offering grants or cash assistance programs. Agents' referrals are recorded in the ERR.

12. Use of Leisure Time

Recognizing the importance of reentrants engaging in positive leisure time and other pro-social activities, supervision staff shall become familiar with community organizations that provide such activities. Staff shall encourage, motivate, and guide reentrants to participate in meaningful leisure-time activities that are of interest to them.

C. Services to Former Reentrants

Some former reentrants may continue to experience problems and seek the assistance of supervision staff. When possible, supervision staff should provide assistance by referring them to appropriate agencies in the community.²³ A brief description of each occurrence that assistance was given to former reentrant(s) shall be forwarded to the director of the Bureau of Reentry.

²² 4-APPFS-2D-03

²³ 4-APPFS-2C-06

VII. SUSPENSION DURING AN EMERGENCY

This policy may be suspended during an emergency at the sole discretion of the Secretary of the Department of Corrections.

VIII. RIGHTS UNDER THIS POLICY

This policy creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION POLICY

- A.** This policy does not contain information that impacts the security of Department staff or reentrants and may, therefore, be released to the public.
- B.** This policy is to be distributed to all Department staff.

X. CROSS REFERENCES

A. Superseded

This policy replaces the previous versions listed below:

4.7: 08/01/04, 12/01/04
4.01.08: 01/14/08, 9/8/09, 11/06/2014

B. Statutes

- 1. Federal – None
- 2. State

61 Pa.C.S. § 6171
Executive Order 2013-03

C. Department Policies

7.3.1
12.4.01.01
12.4.01.05
12.4.01.13
12.4.02.01

D. American Correctional Association Standards

4-APPFS-1A-01
4-APPFS-2A-06
4-APPFS-2A-07

4-APPFS-2C-06
4-APPFS-2D-01
4-APPFS-2D-02
4-APPFS-2D-03
4-ACRS-5A-02
4-ACRS-5A-08
4-ACRS-5A-11
4-ACRS-5A-13

E. Management Directives – None

F. Report of the Reentry Policy Council – None