

PHASE THREE TRANSITION ACCOUNTABILITY PLAN

② IDENTIFIES COLUMN WITH PULL-DOWN OPTIONS – DATA DICTIONARY ON LAST PAGE

INITIAL PLAN:

FOLLOW-UP PLAN:

INTERVIEWER:

PART ONE**DEMOGRAPHICS, ASSESSMENT RESULTS, SUMMARY OF ACCOMPLISHMENTS DURING PRISON STAY, PAROLE CONDITIONS****1. INDIVIDUAL IDENTIFICATION**

NAME:

GENDER: Male Female

DOB: (MM/DD/YYYY)

Email Contact:

SOC #:

Facility Name:

Incarceration Date:

Projected Release Date:

Case Supervision Level:

Actual Parole Date:

2. CSO INFORMATION

Judicial Office:

NAME:

TITLE:

CONTACT #:

E-MAIL:

DATE OF PLAN: TIME:

3. Release Of Information Signed: (Check all that are completed)

CFR 42 Part 2 YES NO

HIPAA YES NO

JIS YES NO

4. Supervision Restrictions (Press Enter after each entry):**5. Effective Incentives (Press Enter after each entry):**

PHASE THREE TRANSITION ACCOUNTABILITY PLAN

6. TAP2 Re-Entry Plan Summary

PHASE THREE TRANSITION ACCOUNTABILITY PLAN**PART TWO****INTERVIEW****1. WHAT ARE YOUR TOP THREE GOALS TO BE SUCCESSFUL ONCE RELEASED? (*stated in their own words*)****2. HAVE YOU BEEN HOMELESS IN THE PAST? Yes No #Times:**

Residential Type: (Prior to Incarceration)

Other:

3. RESIDENTIAL**A. RESIDENTIAL ADDRESS:**

PHONE:

MONTHLY RENT:

HOW WILL RENT BE PAID?

B. RESIDENTIAL SUPPORTS NEEDED? Yes No**START-UP SUPPLIES***(Comments Below)*

SHARED

SUPPLIES -IND. APT/HOME

HYGIENE SUPPLIES

3 DAYS OF CLOTHING

(INCLUDE 1 PR. OF SHOES AND JACKET)

DIETARY RESTRICTIONS?

FURNISHINGS

GROCERIES

TELEPHONE

UTILITIES

EBT CARD

4. DOES THE RETURNING CITIZEN HAVE TRANSPORTATION NEEDS ON DAY OF RELEASE AND ONGOING : Yes No

TRANSPORTATION NEEDED	MODE	RESPONSIBLE PARTY (PERSON, AGENCY, SELF, ETC AND PHONE NUMBER)
FACILITY ➔RESIDENCE		
RESIDENCE ➔EMPLOYMENT		
RESIDENCE ➔CSO/CSS		
RESIDENCE ➔MH TREATMENT/AOD		
RESIDENCE ➔MEDICAL TREATMENT		
RESIDENCE ➔SHOPPING		
RESIDENCE ➔COMMUNITY ACTIVITIES		

PHASE THREE TRANSITION ACCOUNTABILITY PLAN

5. DISABILITY

DO YOU HAVE A DISABILITY? YES NO **IF YES, IS IT DOCUMENTED?** YES NO

HAVE YOU RECEIVED BENEFITS IN THE PAST? YES NO IF YES, WHAT TYPE?

ARE YOU ABLE TO WORK? YES NO

6. FINANCIAL AND MEDICAL RESOURCES

INCOME TYPE	MONTHLY AMT.	PAYEE/CONSERVATOR	CONTACT INFORMATION

OTHER:

APPLICATION STATUS IF NO FINANCIAL AND/OR MEDICAL RESOURCES:

7. AOD and MENTAL HEALTH IDENTIFICATION

A. AOD Use

Do You Use AOD Services? Yes No

AOD RISK SCORE:

Have you ever been convicted of an alcohol or drug related offense? Y N

Are you currently serving time for an alcohol or drug related offense? Y N

Special conditions by the court for an AOD assessment? Y N

If yes, is the returning citizen aware of the Special conditions? Y N

Special conditions by the court for AOD treatment? Y N

If yes, is the returning citizen aware of the Special conditions? Yes No

At what age did you begin using? _____ How long have you been using? _____ AOD of choice? _____

At what age did you begin using? _____ How long have you been using? _____

B. MH Services

DOES IT APPEAR THAT THE RETURNING CITIZEN HAS ISSUES WITH COMPREHENSION? YES NO

WHAT IS THE CURRENT MH LEVEL:

WHAT IS THE CURRENT MH SCORE:

WHAT IS THE HIGHEST MH LEVEL:

DO YOU RECEIVE MENTAL HEALTH SERVICES? YES NO

IF NO, HAVE YOU EVER RECEIVED SERVICES OR MH SERVICES IN THE COMMUNITY? YES NO

PHASE THREE TRANSITION ACCOUNTABILITY PLAN

8. RESOURCE IDENTIFICATION: Need ancillary resources after release? Y N			
A . ANCILLARY SERVICES 	PROVIDER AGENCY/CONTACT NAME/PHONE NUMBER	START DATE	TIME
EMERGENCY CLOTHING/FOOD			

B . PROGRAM/SPECIAL CONDITION REFERRALS 	PROVIDER AGENCY/CONTACT NAME/PHONE NUMBER	START DATE	TIME

Comments:

COMMENTS:

9. DIAGNOSTIC (SEPARATE MULTIPLE DIAGNOSIS WITH COMMA)

AX I:

AX IV:

AX II:

AX V:

AX III:

PHASE THREE TRANSITION ACCOUNTABILITY PLAN

10. PSYCHIATRIC MEDICATIONS * SPECIAL NOTE FOR INJECTABLE MEDICATIONS				
CURRENT MEDICATION	COSTS COVERED BY	WHERE FILLED (ADDRESS AND PHONE)	INJECTION DATE OF NEXT	INJECTION SITE

DATE OF LAST LABS: FOLLOW UP REQUIRED?: Yes No **IF YES A COPY OF LAST LABS SHOULD BE ATTACHED TO THE TAP UPON RELEASE.**

NEEDS 30 DAYS OF MEDICATION UPON RELEASE?: Yes N

INSTRUCTIONS:

PHARMACY ASSISTANCE AVAILABLE?: Yes No _____

IF YES, STATUS OF APPLICATION?

HOW ARE ONGOING OF MEDICATION GOING TO BE FILLED?

HOW ARE ONGOING OF MEDICATION GOING TO BE PAID FOR?

COMMENT:

11. MEDICAL SERVICES *Physical to include wellness appointments

RECEIVES ONGOING MEDICAL SERVICES FOR PHYSICAL PROBLEMS: YES NO

NAME OF PHYSICIAN OR CLINIC:

ADDRESS:

APPT. DATE AND TIME:

PHONE:

COMMENT:

PHASE THREE TRANSITION ACCOUNTABILITY PLAN

11 A. Physician-Health Medications

CURRENT MEDICATION(S)	COST COVERED BY	RESPONSIBLE PARTY	WHERE FILLED (PHARMACY ADDRESS AND PHONE)

REQUIRES LAB WORK FOR MEDICATIONS: YES No IF YES -> DATE: TIME:

DO D/C MEDS REQUIRE APPLICATION FOR PHARMACY ASSISTANCE? YES NO

IF YES, STATUS OF APPLICATION?

HOW ARE ONGOING MEDICATIONS GOING TO BE FILLED?

COMMENT:

11 B. Allergies

Allergy	Symptoms

12. LEGAL (* ATTACH COPY OF COURT MANDATED CONDITIONS TO TAP)

STATUS (CHECK ALL THAT APPLY)	CONDITIONS	CONTACT (NAME AND PHONE)
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LEGAL HOLD

COURT MANDATE CONDITIONS

MENTAL HEALTH AND/OR DRUG COURT INVOLVEMENT

CRIMINAL ISSUES PENDING

PROBATION/PAROLE CONDITIONS ON RELEASE

COMMENT:

PHASE THREE TRANSITION ACCOUNTABILITY PLAN**13. NATURAL SUPPORTS**

SUPPORT	Support Name	Phone	Comments
FAMILY			
FRIEND			
EMPLOYER/CO-WORKER			
COMMUNITY/PEER MENTOR			
NAMI			
CHURCH/SPIRITAL PREF:			
SPONSOR/OTHER			
COMMENT:			

14. VOCATIONAL/ACADEMIC/EMPLOYMENT

INDIVIDUAL ABLE TO WORK: YES NO INDIVIDUAL HAS WORK LINED UP : YES NO

EMPLOYMENT VERIFIED: YES NO IF SO, WHERE?:

HIGHEST GRADE COMPLETED (0 - 18+):

INDIVIDUAL IS INTERESTED IN FURTHERING EDUCATION: YES NO

INDIVIDUAL HAS STUDENT LOANS: YES NO

ARE STUDENT LOANS PAST DUE/IN DEFAULT? YES NO

ANY CRIMINAL CHARGES THAT WILL MAKE THE RETURNING

INDIVIDUAL INELIGIBLE FOR FINANCIAL ASSISTANCE/

GRANTS? YES NO

REGISTERED FOR SELECTIVE SERVICE? YES NO n/a

A. EDUCATIONAL PROGRAM	Provider	Phone	Start Date	Comments
B. VOCATIONAL PROGRAM	Provider	Phone	Start Date	Comments
C. ACTIVE EMPLOYMENT	Employer	Phone	Start Date	Comments

Attachment #1
PHASE THREE TRANSITION ACCOUNTABILITY PLAN

PART THREE:

Intervention Goals, Plans and Support

Focus Areas ¹	Goals	Immediate Needs & Referrals	1 st Week Plans	Supporters	Plans by Month				Strengths ²
					Month 2	Month 3	Month 6	Month 9	
Housing									
Employment/ Income Supports									
Education									
ID Documents									
AOD Treatment									
MH Treatment									

¹ These are derived from the TAP2 assessment section and from the Interview – add or subtract from list as needed. These are need areas, both basic and criminogenic

² The Focus Areas that are positive should be included in this column so that a running list of strengths is developed (ex. "has secured stable housing").

Attachment #1
PHASE THREE TRANSITION ACCOUNTABILITY PLAN

Focus Areas ¹	Goals	Immediate Needs & Referrals	1 st Week Plans	Supporters	Plans by Month				Strengths ²
					Month 2	Month 3	Month 6	Month 9	
Physical Health									
Family Reunification or Violence Intervention									
Transportation									
Criminal Thinking									
Peer Associations									
Pro-Social Activities									
Other Needs									

PHASE THREE TRANSITION ACCOUNTABILITY PLAN

Schedules –Expected Date and Time of Release: _____ Transportation Home: _____

DAY ONE	APPOINTMENTS AND ACTIVITIES- INDICATE LOCATIONS AND PERSONS	TRANSPORTATION
First Hour		
2nd Hour		
3rd Hour		
4th Hour		
5th Hour		
6th Hour		
7th Hour		
8th Hour		
9th Hour		
10th Hour		
11 Hour		
12 Hour		

PHASE THREE TRANSITION ACCOUNTABILITY PLAN

WEEK ONE	APPOINTMENTS AND ACTIVITIES- INDICATE LOCATIONS, TIMES WHEN KNOWN AND PERSONS	TRANSPORTATION
Day One AM		
PM		
Day Two AM		
PM		
Day Three AM		
PM		
Day Four AM		
PM		
Day Five AM		
PM		
Day Six AM		
PM		
Day Seven AM		
PM		

PHASE THREE TRANSITION ACCOUNTABILITY PLAN

WEEK TWO	APPOINTMENTS AND ACTIVITIES- INDICATE LOCATIONS, TIMES WHEN KNOWN AND PERSONS	TRANSPORTATION
Day One AM		
PM		
Day Two AM		
PM		
Day Three AM		
PM		
Day Four AM		
PM		
Day Five AM		
PM		
Day Six AM		
PM		
Day Seven AM		
PM		

Attachment #1
PHASE THREE TRANSITION ACCOUNTABILITY PLAN

WEEK THREE	APPOINTMENTS AND ACTIVITIES- INDICATE LOCATIONS, TIMES WHEN KNOWN AND PERSONS	TRANSPORTATION
Day One AM		
Day Two AM		
Day Three AM		
Day Four AM		
Day Five AM		
Day Six AM		
Day Seven AM		

Attachment #1
PHASE THREE TRANSITION ACCOUNTABILITY PLAN

WEEK FOUR	APPOINTMENTS AND ACTIVITIES- INDICATE LOCATIONS, TIMES WHEN KNOWN AND PERSONS	
Day One AM		
Day Two AM		
Day Three AM		
Day Four AM		
Day Five AM		
Day Six AM		
Day Seven AM		

Attachment #1
PHASE THREE TRANSITION ACCOUNTABILITY PLAN

MONTH TWO	GOALS FOR APPOINTMENTS AND ACTIVITIES- INDICATE LOCATIONS, TIMES WHEN KNOWN AND PERSONS	NEEDS	SUPPORT
Week 1			
Week 2			
Week 3			
Week 4			
MONTH THREE	GOALS FOR APPOINTMENTS AND ACTIVITIES- INDICATE LOCATIONS, TIMES WHEN KNOWN AND PERSONS	NEEDS	SUPPORT
Week 1			
Week 2			
Week 3			
Week 4			

Attachment #1
PHASE THREE TRANSITION ACCOUNTABILITY PLAN

WHAT ARE YOUR TOP THREE GOALS TO BE SUCCESSFUL ONCE RELEASED? (stated in their own words)

Individual's Signature: _____

Signature

Date

InReach Specialist: _____

Signature

Date

COMMUNITY TRANSITION ACTION PLAN

Data Dictionary – Choices available in  pull-down fields

PART TWO	PART TWO	PART TWO	PART TWO
2. Residential Type (Prior to Incarceration)	3.A. Residential Arrangements	8.A. Ancillary Referrals	8.B. Program/Special Condition
HOUSING TYPE 	RESIDENTIAL TYPE 	ANCILLARY SERVICES TYPE 	DIRECT REFERRAL TYPE 
Lived in a shelter Lived in transitional housing The streets	Boarding Home Community Integrated Home (CIH) Crisis Stabilization Family Friends Home/Appartment Home with Supports Hotel Housing Voucher (GHVP) Independent Housing Intensive SA Residential Services Intensive Treatment Residential Nursing Home Personal Care Home (PCH) Refuses to Disclose Residential SA Program Respite Care RPH Shelter Semi-Independent Setting Shelter THOR Transitional Housing Unknown Other (must specify)	Birth Certificate Clothing Drivers License EBT Card Food Hygiene supplies Outstanding Child Support (list amt.) Outstanding fines/fees (list amt.) Outstanding Student Loans (list amt.) Outstanding Warrants Social Security Card Startup supplies – shared housing Startup supplies - ind. home/apt State ID Card Transportation Other (specify)	AOD referral/intake appt. AOD Special Conditions DD referral if approved for a DD waiver Dept. of Labor Domestic Violence referral GCAL MH referral/intake appt. MH Special Conditions Physical Health appt. Post Release Orientation Psychiatrist/Psychologist appt. Work Force Development Other (specify)
		PART TWO	PART TWO
		6. Financial	14. Employment/Vocational/Academic
		INCOME TYPE 	A. EDUCATION
		Child Support DFCS Funds Medicaid Medicare Money On The Books Pension Personal Assets Private Insurance Self-Employed SSDI SSI Trust Fund VA Assistance/Pension Other (must specify)	PROGRAM GED High-school Vocational School College
			B. VOCATIONAL PROGRAM  Supported Employment Technical School Vocational Rehab Workforce Development
			C. Active Employment  Full-time Employment Part-time Employment Volunteer

Georgia Prisoner Reentry Initiative (GA-PRI)
Safer Neighborhoods, Better Citizens

Prisoner Reentry TAP3 Instructions

Prior to meeting with the returning citizen to conduct a needs interview, complete the information in PART ONE.

PART ONE

Demographics, Assessment Results, Summary of Accomplishments During Prison Stay; Parole Conditions:

- a) *PIRS determines type of TAP3 plan: Initial or Follow-up: Check appropriate box*
- b) *Type PIRS interviewer's name in textbox*

1. Individual Identification

- a) *Scribe will auto-populate section and will also 1. 1. 1. Include: Incarceration Date__, Case Supervision Level__, Projected Release Date__ and Actual Parole Date__*
- b) *Does the returning citizen have an email address?*
 - i. *Enter address in the text field.*
 - ii. *If no, indicate N/A*

2. CSO Information:

- a) *PIRS completes all sections as information is available.*
- b) *Date and time of meeting must be included each time the TAP3 is reviewed/revised*

3. Release of Information (ROI) signed? Y/N

- a) *Check Y/N for signed ROI's for **all 3 D.O.C.** Release of Information forms.*
- b) *If No, have the returning citizen sign releases of information. Be specific in the ROI re: AOD issues and requested medical information such as the CURRENT Medication Administration Record (MAR) and if on an injectable, the body injection site where the medication was last*

4. Supervision Restrictions

- a) List restrictions
- b) Separate multiple restrictions with a comma

5. Effective Incentives: What assists the returning citizen to make socially and legally responsible choices?

- a) List incentives
- b) Separate multiple incentives with a comma

6. TAP2 Re-Entry Plan Summary:

- a) *Scribe will auto-populate into TAP3*

PART TWO

In-Reach Needs Interview: Review TAP2 with the returning citizen prior to going into the TAP3 discussion.

Introduce the purpose of the TAP3: The TAP3 is used to discover what your immediate and ongoing needs are; to better assist you in a successful community transition.

"I will be asking a lot of questions to identify the needs you may have when you are released. I cannot guarantee that we will be able to successfully get you the resources you need, but hope to help you identify where the resources may be available in your community".

1. **What are your top 3 goals to be successful once released?** Be sensitive to the individual's education and/or ability to understand. Quote ("...") the individual's responses directly into the TAP3 form.

2. **Have you been homeless in the past? Y/N.**

If yes, ask the # of times, enter data in the text box.

PIRS needs to be familiar with the federal definition of homeless. Be sensitive to the individual's education and/or ability to understand.

If yes, use the pull down box to identify the type of homelessness the returning citizen experienced prior to incarceration. If multiple types, indicate as other and specify in the comment box.

3. **Residential:** Review the type of residential options the returning citizen will be using when released.

- a) **Residential Address.** Having an address is essential for a successful re-entry. PIRS needs to be sure to review residential arrangements again prior to release.

Use the drop down box for the review and check all that apply.

Complete section and include full address and telephone number.

- b) **Does the returning citizen need residential supports? Y/N**

Inform the citizen that you will be reviewing and identifying the different types of residential supports/items that are needed as part of a successful re-entry.

Remind the returning citizen:

"I cannot guarantee that we will be able to successfully get the resources you need, but I hope to help identify where the resources may be available in the community."

Check all appropriate needed supports and complete the additional fields on the form.

- i. **Note:**

1. Start-up supplies – shared housing.

- a. If you are going to be living with family or friends, start now to have conversations about where you will sleep, what kind of items you need, etc.

2. Start-up supplies-home.

- a. If you are moving into a house/apartment, start thinking now how you are going to get the necessary items to set up your home. Think about furniture, linens, toilet/paper products, dishes, cookware, dishes, etc.

Attachment #2

- b. If you are *going to be living with family or friends, start now to have conversations about where you will sleep, what kind of items you need, etc.*
- c. *If you are moving.....*

4. Does the returning citizen have transportation on the day of release and ongoing?

Y/N

Review how the returning citizen will access transportation.

Review each section and fill in the appropriate boxes

5. Disability: *Information should be transcribed from the TAP2 document*

6. Financial and Medical Resources: *Ask the following:*

- a) Will you have health insurance upon your release?
- b) If no, are you aware of the new federal law requiring you to have health insurance in order to avoid paying a fine?
- c) *If no, inform the returning citizen that they can find out information about the new requirements on-line at: www.healthcare.gov.*
- d) Ask if the returning citizen will have access (and check for permissions) to use the Internet once released?
 - i. *If the returning citizen will have permission but not access, then inform him/her about the local library as a free resource for access to the Internet.*
 - ii. *If the returning citizen will NOT have permission to use the Internet, then instruct him/her to ask a librarian for assistance.*
- e) Using the pull down box, review the different types of resources.
 - i. Check all appropriate resources and complete the additional fields on the form.
- f) *If the inmate has a disability and there are no financial and/or medical resources, than do the following:*
 - i. Confirm application has been started for SSI/SSDI.
 - ii. If it has not been started, identify staff who will assist the returning citizen in starting the application process.
- g) Indicate the status of the application if there are no financial and/or medical resources.

7. Alcohol or Other Drug (AOD) and Mental Health (MH) Identification: *Inform the citizen that you will be reviewing and identifying the different types of resources the returning citizen may need to access when returning to the community. Inform the citizen that some of the needed resource linkage will be made by the PIR's and others will be made with approval or directly by the Community Supervision Officer (CSO).*

- a) **Alcohol or Other Drug (AOD) Use**
 - a. Enter risk score for substance abuse
 - b. Ask the questions in this section and check answers on form
- b) **Mental Health Services**
 - a. **Does it appear that the returning citizen has issues with comprehension? Y/N**
 - b. Ask the questions in this section and check answers on form
 - c. Enter current MH level

- d. Enter current MH score
- e. Enter highest MH level

8. Resource Identification: *Inform the citizen that you will be reviewing and identifying the different types of resources the returning citizen may need to access when returning to the community. Inform the citizen that some of the needed resource linkage will be made by the PIR's and others will be made with approval or directly by the Community Supervision Officer (CSO).*

I cannot guarantee that we will be able to successfully get the resources you need, but I hope to help identify where the resources may be available in the community.

Ask if the returning citizen need ancillary resources after release? Check Y/ N

a) **Ancillary Services:** *Services that do not require a professional referral*

- a. Emergency clothing/food
 - i. Identify the closest clothing/food bank to the residential address
 - ii. Enter provider agency, contact name and telephone number.along with dates and hours of operation. No need to complete start date and time.
- b. Using the pull down box, identify/review the different types of needed referrals.
- c. Complete the additional fields for each identified need.
 - i. Enter date and time of appointment

b) **Program/Special Condition Referrals**

- a. *Using the pull down box, identify/review the different types of needed referrals.*
- b. *Only complete the additional fields for each identified need if approved by CSO.*
- c. *If not approved, indicate in the "Comment" field, that the CSO will schedule the appointment*

9. Diagnostic: Scribe will auto-populate section

10. Psychiatric Medications

- a) *Inform the returning citizen that you will be discussing needs associated with their whole health; both physical health (body) as well as their mental health (brain).*
- b) *Ask the returning citizen if they take any medication for mental health problems.*
 - a. Be specific in the ROI re: requested medical information such as
 - i. The CURRENT Medication Administration Record (MAR)
 - ii. If on any injectable, the site where the medication was last administered.
 - iii. Date and copy of the last Lab work (at release) complete
 - b. If yes, for injectable
 - i. Indicate on form the date the next injection is due
 - ii. Indicate on form the body site with an acronym/abbreviation, such as: upper right arm (URA) or left Glut (LG) or Buttocks (LB)
 - c. List Current psychiatric medications
 - i. If available attach copy of the MAR to the form
 - ii. Indicate current medication list is attached on the MAR
 - iii. Otherwise, cut and paste the medication(s) and dosage sent from Medical Services
- c) *Ask the returning citizen how they will pay for medication and where the ongoing medication will be filled upon release*
 - a. insert address and phone of the pharmacy
- d) *If the returning citizen has lab work associated with a psychiatric medication,*

- a. Confirm the date of the last labs
- e) Will the returning citizen need to continue with lab work after release? Y/N
 - a. If yes, a copy of the last labs should be included with the final TAP3
- f) Needs 30 day supply of medication upon release Y/N
 - a. *List the specific instructions to ensure citizen leaves with medication*
- g) Needs an additional 30 day prescription upon release? Y/N
 - a. Note: *Prescriptions for controlled substances or medications that have a history of being sold or misused will not be given*
- h) If the citizen cannot pay for meds, is pharmacy assistance available Y/N
 - a. If yes, what is the status of an application for assistance?
- i) Indicate how ongoing medications are going to be filled
- j) Indicate how ongoing medications are going to be paid.

11. Medical Services

- a) Does the returning citizen receive ongoing medical services for physical problems? Y/N
 - a. Ask returning citizen if they have a medical provider or clinic for health issues that will be easily accessed from their new living arrangements
 - b. Ensure medical services are addressed as a need in the resource identification section 7A.

11A. Physical Health Medications

- a) Ask the returning citizen if they take any medication for health problems
- b) List Current medications.
 - a. Be specific in the ROI re: requested medical information
 - b. The CURRENT Medication Administration Record (MAR)
 - c. Date and Copy of the last Lab work (at release) completed
 - d. Ask the returning citizen how they will pay for medication and where the ongoing medication will be filled upon release
 - e. Insert address and phone of the pharmacy
 - f. If the returning citizen has lab work completed associated with a medication, confirm the date of the last labs
 - g. Will the returning citizen need to continue with lab work after release? Y/N
 - h. Needs 30 day supply of medication upon release Y/N
 - i. List the specific instructions to ensure citizen leaves with medication
 - j. Needs an additional 30 day prescription upon release? Y/N
 - k. If the citizen cannot pay for meds, is pharmacy assistance available
 - (a) If yes, what is the status of an application for assistance?
 - l. Indicate how ongoing medications are going to be filled
 - m. Indicate how ongoing medications are going to be paid
 - (a) Note: Prescriptions for controlled substances or medications that have a history of being sold or misused will not be given.

11B. Allergies

- a) Ask the returning citizen if they have any allergies or sensitivities to medications, food or anything else. Request they indicate the symptoms.
- b) Complete all the necessary fields in section

12. Legal

- a) Check all that apply and complete text fields

13. Natural Supports

- a) *Review the returning citizen's available supports that will aid in a successful transition back into the community*
- b) Check all that apply and complete text fields

14. Vocational/ Academic/ Employment

- a) *Inform the returning citizen, that you will be discussing Vocational/Academic/ Employment opportunities. Past student loans as well as registration for selective service may impact opportunities for further educational opportunities.*
- b) **Does the returning citizen have past due student loans? Y/N**
- c) **Registered for Selective Service? Y/N (in TAP2)**
- d) **Are there any criminal charges that will make the returning citizen ineligible for financial assistance/grants? Y/N**

Educational Programs

- a. *Using the pull down box, identify/review the different type's educational programs*
- b. *Complete the additional fields for each identified program*

Vocational Programs

- a. *Using the pull down box, identify/review the different type's vocational programs*
- b. *Complete the additional fields for each identified program*

Active Employment

- a. *Using the pull down box, identify/review the different type's employment programs. Indicate if the returning citizen already has employment or is a volunteer*
- b. *Complete the additional fields for each identified program/employment/volunteer.*

PART THREE

Intervention Goals, Plans, Supports & Schedules

The TAP3 must clearly identify the appropriate housing option for each returning citizen well in advance of release and complete the paperwork needed to ensure enrollment or placement. Given that every returning citizen must have a home plan, the TAP3 should define housing options in terms of expectations at 3, 6 and 9 months after release.

1. Intervention Goals, Plans, Support

PIRS reviews and completes each focus area with the exception of "Plans by month" Text box size is limited. Please be clear and brief.

2. Schedule

3. Review of the TAP3 interview with returning citizen

PIRS in consultation with PPO will complete the Day One schedule in its entirety. Additional weeks and months will be completed for only those appointments they were scheduled prior to release with the approval of the PPO.

- a. Complete Expected Date and Time of Release
- b. Complete Transportation Home

First Day Release

1. Complete all applicable fields after review with PPO with referrals and services are approved

Weeks 2-4

2. Complete all applicable fields after review with PPO with referrals and services are approved

Month 2-3

3. Complete all applicable fields after review with PPO with referrals and services are approved.

Acknowledge your appreciation for their assistance in completing the TAP3. Remind the returning citizen that we are working in partnership to assist in making their re-entry back into the community a success.

- a. *Remind the returning citizen that the purpose of the interview has been to review and identify the different types of resources the returning citizen may need to access when returning to the community.*
- b. ***Remind the returning citizen that DOC cannot guarantee that we will be able to successfully get the resources they have identified, but hope to help you identify where the resources may be available in your community.***
- c. *Before ending the interview, inquire again re: the Top 3 goals to see if they have changed.*

4. What are your top 3 goals to be successful once released?

Quote ("...") the individual's responses directly into the TAP3 form.

5. Signatures

- a. Have returning citizen sign and date form
- b. Staff completing the form sign name, title and date

6. Data Dictionary

- a. *Data dictionary provides a quick reference to the pull down boxes in Part Two.*

7. Give returning citizen a copy of the TAP3.

ATTACHMENT #3

**Georgia Prisoner Reentry Initiative (GA-PRI)
Prison In-Reach and Phase III TAP Development**

Procedures for the Prison In-Reach Process

References/Appendices/Attachments: (To be developed and/or added)

1. A returning citizen is selected to participate in the GA-PRI Prison In Reach by scoring a five or greater on the risk scale for commission of a new felony as defined by the Next Generation Assessment (NGA) and by having a county of residence identified as a GA-PRI site (see attachment 1 for list of sites). **See protocol for overrides (1).** Eligible returning citizens are transferred (staged) to a GA-PRI designated correctional facility or transition center in close proximity to the community where the returning citizen will reside upon release from custody. The goal will be to have individuals transferred one year prior to projected release date. Due to security, programming, medical, and/or victims' concerns some returning citizens may not be eligible for staging. Technology and regional reentry counselors (employed by GOTSR) will be utilized in an attempt to touch as many of the returning citizens who are not eligible for staging as possible prior to their release.
2. Within 24 hours of transfer to a staging facility (72 hours if transfer occurs on a Friday), the Reentry Counselor, facility designee or **Prison In-Reach Specialist (PIRS)** will:
 - a) **Confirms the returning citizen's intention to reside in a GA-PRI Site (2).** If yes then:
 - b) Meet with the returning citizen to review the Transition Accountability Plan (TAP2), briefly explain the concept of the GA-PRI and provide a copy of the GA-PRI Trifold. (See attachment #2 – GA-PRI Trifold)
 - c) Email notification to the on site Prison In-Reach Specialist (PIRS) and Community Coordinator of the transfer.
 - d) **If the returning citizen does not intend to reside in a GA-PRI site, the Reentry Counselor will make an appropriate entry in SCRIBE (2a).**
3. **The Prison In-Reach Specialist (PIRS) at the staging facility meets with the returning citizen to confirm the returning citizen's intention to reside in a GA-PRI site. If the returning citizen does not intend to reside in a GA-PRI site, the PIRS notifies the Reentry Counselor and makes an appropriate entry in SCRIBE.**

If the returning citizen will be residing in a GA-PRI site, the PIRS reviews and completes the Residence and Economic Stability Factors (RESF, see attachment 3) form, the In-reach Data Collection Form (see attachment 4), and the ARS Research Consent Forms (see attachment 5). One copy of these forms goes to the returning citizen and one copy is forwarded to the research evaluator at Applied Research Services (ARS). Also during this meeting the TAP2 is explained to the returning citizen **again**. Other forms necessary to build a complete TAP3 may be filled out at this and subsequent meetings. These forms may be completed by the returning citizen, but must be

Georgia Prisoner Reentry Initiative (GA-PRI)

Safer Neighborhoods, Better Citizens

returned to the Reentry Counselor or PIRS for inclusion in the TAP3. Refusal, failure **or inability** (due to mental illness, cognitive or other impairment) (3) to submit forms, will be noted in SCRIBE by the PIRS.

4. This meeting initiates development of the returning citizen's individualized TAP3 which is informed by the NGA and additional information acquired by the Reentry Counselor or PIRS. Completion of the TAP3 is a multi-faceted process that takes place during GA-PRI Phase II and while on community supervision.

The PIRS ensures that all required Release of Information forms are signed (4), interviews the returning citizen using the TAP3 instructions (5) to compile current information regarding the residence plan and other reentry needs (6), engages the returning citizen in setting initial reentry goals (7), and records all answers and information on the TAP3 document (8). The Housing Coordinator may be contacted for assistance with residential placement.

5. The PIRS or Community Coordinator notifies the appropriate Community Supervision Officer and the Local Steering Team co-chairs that a preliminary TAP3 and associated information is available in SCRIBE or the web portal, and requests their review and input as part of the Prison In-Reach TAP3 development process.
6. The PIRS, Community Coordinator, Reentry Counselor and Community Supervision Officer (all of which serve as members of the Transition Team) identify existing community resources **for inclusion on the Transition Team** (9) based on the identified needs on the preliminary TAP3. The PIRS consults with the Community Coordinator, Reentry Counselor, and Community Supervision Officer to complete the Transition Team from among the previously identified community resources. Entries will be made into the appropriate agency's case management system to identify the Transition Team.
7. The Community Coordinator consults with the Co-Chairs as needed and schedules Transition Team meetings **and/or workshops** (10). Email notifications of the date, time and location are sent by the Community Coordinator to all individuals who have been identified on the preliminary TAP3 and who will help finalize the TAP3 prior to reentry. This team, led by **the PIRS or** (11) the Community Coordinator, is responsible for fully developing the TAP3, which facilitates the reintegration of the returning citizen into the community.
8. The PIRS, **or the Community Coordinator** facilitates the Transition Team meetings with the returning citizen. Ancillary referrals such as clothing may be made by GOTSR staff. Recommendations for programmatic **or special conditions** (12) referrals must be submitted to the **Community Supervision Officer** for approval prior to inclusion in TAP3. Upon approval by the **Community Supervision Officer**, efforts will be made to deliver programmatic services during In Reach and appointments will be set as close to release date as possible. **The Transition Team will be responsible for making appointments** for the first day, first week and up to 3 months post-release (13). For inmates with mental health needs the Mental Health Counselor will schedule the first **mental health appointment** (14). Recommendations for referrals and service provider

Georgia Prisoner Reentry Initiative (GA-PRI)

Safer Neighborhoods, Better Citizens

placement/enrollment plans, developed by the Transition Team will be entered in the GDC SCRIBE, State Board of Pardons and Parole (SBPP) Case Notes and/or the appropriate web portal access.

9. The sharing of TAP3 information is important to allow for continuous review and input from all members of the transition team. Sharing will occur via a hardcopy of the TAP3, SCRIBE access or appropriate web portal access.
10. The PIRS and the Reentry Counselor reviews the TAP3 with the returning citizen a minimum of 30 days prior to his/her expected release to finalize the TAP3 and to reaffirm the returning citizen's commitment to the reentry strategy outlined therein. The PIRS emails the Community Supervision Officer and the Community Coordinator advising that the TAP3 is finalized **for the initial release (15).** Frequent communication among all staff involved in the in-reach process is encouraged.
11. The Reentry Counselor and PIRS reviews the TAP3, the Order of Release and any special instructions with the returning citizen prior to institutional release. Appointment is made to meet with Community Supervision Officer immediately upon release. PIRS will assist the Reentry Counselor, when necessary, in arranging transportation.
12. Upon arrival at the initial reporting location, the Community Supervision Officer conducts an initial interview in accordance with agency procedures. This interview includes a complete review of TAP3 and confirmation of all community placements and scheduled appointments. Transition Team members and/or mentors of the returning citizen may be invited by the Community Supervision Officer to the initial interview or future meetings. Attendance at these meeting is designed to provide support and celebrate successes, discuss areas needing improvement, and make adjustments to the TAP3 or TAP4. While attendance of Transition Team Members and/or mentors is strongly recommended, the final decision to invite Transition Team lies with **the Community Supervision Officer.** The Community Supervision Officer assumes the lead of the Transition Team during the reentry supervision phase.
13. While on supervision in the community, the Transition Team and community service agency staff provide timely and meaningful updates to the **Community Supervision Officer.** The **Community Supervision Officer** documents all communications and activities in the case management system while continuing to refine the TAP3 as needed.
14. When returning citizens are not from a county identified as a GA-PRI site, GOTSR staff may assist in making referrals to assist a returning citizen with their successful transition back into the community.

Attachment #4

Re-Entry Plan Summary

STATE OF GEORGIA GDC ID

John Doe,
Location:Information Technology

Home Offender Menu

Re-Entry Plan Checklist Re-Entry Plan

 **GEORGIA DEPARTMENT OF CORRECTIONS**
STATE OF GEORGIA
Offender Re-Entry Summary
MILLER, AARON JAMES- GDCID 1297423

Nathan Deal Governor Printed on 02-08-2015

Brian Owens Commissioner

Offender Information	
GDC ID:	1297423
Name:	MILLER, AARON JAMES
Birth Date:	01/01/1989
Race:	WHITE
Gender:	MALE
Age:	25
Residence County:	
Current Marital Status:	single
Amount of Child Support Arrears:	\$0
Driver's License:	
Social Security Card:	
Birth Certificate:	



Recommendations for changes to TAP2:

1. Auto-populate answers from the Reentry Checklist into the TAP2.
2. Add Military/Veteran's Status to form.
3. Clarify that the program completions are cumulative and may not be from this current incarceration.
4. Confirm identification documents and pending issues.
5. Recommend pre-release program placement (Max Out Reentry, Transitional Center Veterans' Dorm, etc.).
6. Recommend In-Reach Facility if needs are moderate to high.
7. Include status of benefits and status of application process.
8. Confirm Residence Plan.
9. Document visitation and family reunification efforts during prison stay.
10. Identify Incentives that worked during incarceration.
11. Include Case Supervision Recommendations.
12. Include restrictions and expectations per parole board action.
13. Include a Healing Communities Referral

Attachment #4

14. Include Mentoring Needs/Eligibility
15. Auto-populate the TAP2 with specific information from the Medication Administration Record:
 - Include Level of care – Level II = mild impairment, Level III = moderate impairment and Level IV = severe impairment
 - Include if any threatening behaviors
 - Include any suicidal behaviors and history of suicide attempts
 - Include list if any needed medical appliances
 - Include any significant behavioral or other problems on medications
 - Include any significant behavioral or other problems off medications
16. Include case notes to assist in development of TAP3
17. Remove appointments that are to occur post-release or incorporate into the PART THREE "Schedules" section of TAP3.
18. Format the TAP2 document so it can auto-populate into the beginning of the TAP3.

Status and Classification		Type Population	COMMUNITY SUPERVISION ADMINISTRATIVE					
Status	PROBATIONER							
Location	JAIL NEW CHARGE - BIBB COUNTY	Supervision Level						
Current Court Cases								
Docket#	Place of Conviction	Counts/Offenses	Sentence Date	FOA	Probation Start Date	Initial End Date	Adjusted End Date	
14CR70805	BIBB COUNTY	Count 1,4 FAMILY VIOLENCE BATTERY Count 2 CRUELTY TO CHILDREN Count 3 CRMNL TRESPASSING	08/19/2014	N	01/24/2014	08/18/2019	01/23/2019	
14CR70948	BIBB COUNTY	Count 1 POSS W INT DIST MARIJUANA	08/19/2014	N	08/19/2014	08/18/2019	08/18/2019	
Community Service								
Hours Ordered	120.00		Hours Completed	0.00				
Current Assignment	Last Day Worked							
Financials								
Last Receipt Amount	0.00		Last Receipt Date					
Money Owed	0.00		Spendable Amount	0.00				
Funds Balance	0.00							
Profiles Information								
Educational Attainment				Employment History				
Military History								
Programming – Academic								
Program Name	EDUCATIONAL TESTING	Date	08/30/2014	Status	DENT FIED BUT NOT ENROLLED			
Program Name	GED TESTING	Date	02/25/2010	Status	COMPLETED			
Program Name	GED TESTING	Date	01/28/2010	Status	COMPLETED			
Program Name	GED PREPARATION	Date	01/26/2010	Status	COMPLETED			
Program Name	ADULT BASIC EDUCATION	Date	08/06/2009	Status	COMPLETED			
Programming – Cognitive Instruction								
Program Name	THINKING FOR A CHANGE	Date	05/29/2010	Status	DENT FIED BUT NOT ENROLLED			
Program Name	MORAL RECONCILIATION THERAPY	Date	04/30/2009	Status	UNSUCCESSFUL TERM NATION			
Program Name	THINKING FOR A CHANGE	Date	04/30/2009	Status	UNSUCCESSFUL TERM NATION			
Program Name	REASON NO & REHABILITATION	Date	04/30/2009	Status	UNSUCCESSFUL TERM NATION			
Programming – Sopp								
Program Name	SOPP	Date	04/30/2009	Status	COMPLETED			

Attachment #4

Programming – Other

Program Name	RE-ENTRY SKILLS BUILDING	Date	07/22/2009	Status	CURRENTLY ENROLLED
Program Name	CUSTODIAL MAINTENANCE	Date	10/21/2013	Status	DENT FIED BUT NOT ENROLLED
Program Name	CAREER CLERK	Date	09/16/2013	Status	UNSUCCESSFUL TERM NATION
Program Name	FAITH AND CHARACTER DORM	Date	12/05/2012	Status	DENT FIED BUT NOT ENROLLED
Program Name	TOPPSTEP	Date	08/16/2012	Status	UNSUCCESSFUL TERM NATION
Program Name	EDUCATIONAL TESTING	Date	05/19/2011	Status	UNSUCCESSFUL TERM NATION
Program Name	CAREER CLERK	Date	10/13/2010	Status	UNSUCCESSFUL TERM NATION
Program Name	TCUDS	Date	10/14/2009	Status	COMPLETED
Program Name	COMPAS	Date	10/14/2009	Status	COMPLETED
Program Name	EDUCATIONAL TESTING	Date	05/19/2009	Status	COMPLETED
Program Name	BIRTH CERTIFICATE (TOPPSTEP)	Date	05/21/2009	Status	COMPLETED
Program Name	SOCIAL SECURITY CARD (TOPPSTEP)	Date	05/21/2009	Status	COMPLETED
Program Name	JOB READINESS	Date	05/21/2009	Status	UNSUCCESSFUL TERM NATION
Program Name	FAMILY VIOLENCE I	Date	09/16/2012	Status	UNSUCCESSFUL TERM NATION

Institutional Work Details

Inmate Job Title:	SANITATION	Number Of Days:	200
Inmate Job Title:	A DE	Number Of Days:	229
Inmate Job Title:	NS DE ORDERLY	Number Of Days:	1196
Inmate Job Title:	FOOD SERVICE - WORKER	Number Of Days:	10

Risk Scales

Arrest for Any Offense: 9
 Arrest for Felony Offense: 7
 Arrest for Sex/Violent Offense: 2

Needs Scales

Criminal Thinking:	3
Education:	6
Employment:	5
Peer-Family:	3
Mental Health:	8
Substance Abuse:	10
Trauma:	6
Motivation to Change:	10

Risk/Needs for Substance Abuse Score = **19**

Risk/Needs for Criminal Thinking = **12**

Risk/Needs for Criminal Thinking/Sex or Violent Offence = **12**

Risk/Needs Employment-Education = **12**

Score of 1 – 8 indicates a **Low** overall Risk/Needs Score
 Score of 9 – 18 indicates a **Moderate** overall Risk/Needs Score
 Score of 19 – 25 indicates a **High** overall Risk/Needs Score

Post Release Notes/Appointments:

01/28/2015 – This offender has an appointment with Dr. Jones on 2/12/15 @ 1:30pm. The contact number is ####-####-####.

01/27/2015 – This offender has been advised that he needs to attend 12 step meetings 3X a week.

01/10/2015 – This offender etc. etc. etc.

ATTACHMENT #5

Georgia Prisoner Reentry Initiative (GA-PRI)

Safer Neighborhoods, Better Citizens

TAP 3 Roles & Responsibilities

Definitions

TAP2: The terms and conditions for the returning citizen's release to communities.

The TAP2 documents the history and results of prison programming and compliance during prison. It also includes the Parole Board expectations for conditions of release and other recommendations and/or directives regarding post-release supervision, treatment and services.

TAP3: The supervision and services returning citizens will experience in the community.

The TAP3, utilized by a Transition Team that includes prison staff, community supervision staff, and community agencies and service providers, is an accountability tool that documents explicit details for supervision, treatment and services. The initial development of the TAP3 begins during the end of the prison stay and continues through Prison In-Reach. The TAP3 is an evolving document that guides the supervision and services for returning citizens after release and throughout the full term of community supervision. The value of the TAP3 increases with the level of detail it includes for program and service enrollment and the schedule of activities upon release.

The schedule begins with the first hour that a returning citizen is released and includes his or her orientation with a Community Supervision Officer in addition to the expectations of how the returning citizen will spend his or her time during the first day, first week and first 90 days after release.

Roles & Responsibilities

Transition Team

The PIRS, Community Coordinator, Reentry Counselor and Community Supervision Officer serve as members of the Transition Team for each GA-PRI returning citizen. Together, they identify and select additional members from existing community resources for inclusion on the Transition Team, based on the needs identified on the returning citizen's preliminary TAP3.

At each stage in the process, Transition Team members use a collaborative case management model to monitor progress in implementing the TAP.

1. Work with returning citizens to maintain written information in their “re-entry portfolio” about their prospective employers or community employment service providers and official documentation of their skills and experience, including widely accepted credentials and/or letters of recommendation.
2. Ensure that the process of applying for proper and fully acceptable forms of identification is put into motion at the earliest possible time during Phase II as found in the TAP3 and the returning citizen’s Reentry Portfolio.
3. Encourage returning citizens to participate in available educational opportunities.
4. Initiate job searches before returning citizens are released using community-based workforce development resources and indicate the results of these efforts in the TAP3.
5. Conduct Transition Team meetings and/or workshops for returning citizens to begin during In Reach.
6. Encourage employers to visit the correctional facility (where possible) to meet with prospective employees before release.
7. Help fully develop and finalize the TAP3 prior to reentry.
8. Enter recommendations for referrals and service provider placement/enrollment plans in the GDC SCRIBE, State Board of Pardons and Parole (SBPP) Case Notes and/or the appropriate web portal access.
9. Schedule appointments for the first day, first week and up to 3 months post-release after ancillary referrals have been made by GOTSR staff, and programmatic or special conditions referrals have been approved by the Community Supervision Officer. Note: for inmates with mental health needs, the Mental Health Counselor will schedule mental health appointments.
10. Share TAP3 and other relevant information with all members of the Transition Team via a hardcopy of the TAP3, SCRIBE access or appropriate web portal access.
11. If invited, attend the initial interview with the returning citizen as part of his first report, and/or subsequent meetings. The Community Supervision Officer assumes the lead of the Transition Team during the reentry supervision phase.
12. Provide timely and meaningful updates to the supervising officer.

Community Supervision Officer

Leads the Transition Team, as the central and primary case manager, during the community supervision and treatment phase, with community services providers as partners in the collaborative process. At each stage in the process, Transition Team members will use a collaborative case management model to monitor progress in implementing the TAP.

1. Review and provide input for the preliminary TAP3 as part of the Prison In-Reach TAP3 development process.
2. With the PIRS, Community Coordinator, and Reentry Counselor, help identify existing community resources for inclusion on the Transition Team based on the identified needs on the preliminary TAP3.
3. Select the Transition Team from among the previously identified community resources in consultation with the PIRS, Reentry Counselor, and Community Coordinator.
4. Review and approve (if appropriate) any Transition Team recommendations for programmatic or special conditions referrals for inclusion in TAP3.
5. Share TAP3 and other relevant information with all members of the Transition Team via a hardcopy of the TAP3, SCRIBE access or appropriate web portal access.
6. Review email from the PIRS advising when the TAP3 is finalized for the initial release, including the appointment for the returning citizen to meet with Community Supervision Officer immediately upon release. Communicate any changes needed to the PIRS.
7. Lead the Transition Team during the reentry supervision phase.
8. Conduct an initial interview with the returning citizen in accordance with agency procedures. Include a complete review of TAP3 and confirmation of all community placements and scheduled appointments. Transition Team members and/or mentors of the returning citizen may be invited at the Community Supervision Officer's discretion to the initial interview or future meetings.
9. Hold regular meetings with the returning citizen to provide support and celebrate successes, discuss areas needing improvement, and make adjustments to the TAP3 or TAP4. The Community Supervision Officer is strongly encouraged (but not mandated) to include Transition Team Members and/or mentors at these meetings.
10. Receive and review updates from the Transition Team and community service agency staff.
11. Document any additions to the Transition Team in the case management system.

12. Document all communications and activities in the case management system while continuing to refine the TAP3 as needed.

Reentry Counselor

During the prison portion of the TAP process, the Reentry Counselor acts as case manager. At each stage in the process, Transition Team members will use a collaborative case management model (CCM) to monitor progress in implementing the TAP.

1. Within 24 hours of arrival at a staging facility (72 hours if transfer occurs on a Friday), confirm that the returning citizen intends to reside in a GA-PRI Site. If the returning citizen does not intend to reside in a GA-PRI site, make an appropriate entry in SCRIBE.
2. If the returning citizen will be residing in a GA-PRI site, then meet with him/her to review the Transition Accountability Plan (TAP2), briefly explain the concept of the GA-PRI and provide a copy of the GA-PRI Trifold, also within 24 hours of arrival at a staging facility (72 hours if transfer occurs on a Friday).
3. Email notification to the on site Prison In-Reach Specialist (PIRS) and Community Coordinator of the transfer.
4. Assist, as necessary, with completion of other forms necessary to build a complete TAP3, at this and subsequent meetings. With the PIRS, gather any forms that may **be** completed by the returning citizen and ensure all pertinent information is included in the TAP3.
5. Document the issuance of identification documents in the TAP3, or the specific steps in the process (phone calls, appointments and the individuals to whom the returning citizen will need to speak) if documents still need to be obtained. Ensure that hard copies are contained in the returning citizen's Reentry Portfolio.
6. With the PIRS, Community Coordinator, and Community Supervision Officer, help identify existing community resources for inclusion on the Transition Team based on the identified needs on the preliminary TAP3.
7. Select the Transition Team from among the previously identified community resources in consultation with the PIRS, Community Coordinator and Community Supervision Officer.
8. Share TAP3 and other relevant information with all members of the Transition Team via a hardcopy of the TAP3, SCRIBE access or appropriate web portal access.

9. With the PIRS, review the TAP3 with the returning citizen a minimum of 30 days prior to his/her expected release to finalize the TAP3 and to reaffirm the returning citizen's commitment to the reentry strategy outlined therein.
10. With the PIRS, review the TAP3, the Order of Release and any special instructions with the returning citizen prior to institutional release. Ensure appointment is made to meet with Community Supervision Officer immediately upon release.
11. With assistance from the PIRS, arrange transportation from the institution when necessary.
12. When returning citizens are not from a county identified as a GA-PRI site, assist in making referrals to help with their successful transition back into the community.

Prison In-Reach Specialist

With the Community Coordinator, the Prison In-Reach Specialist (PIRS) is responsible for: 1) making certain the information from the Transition Accountability Plan (TAP) is in the hands of the local GA-PRI Steering Team, 2) linking community resources to the needs of returning citizens, 3) ensuring the coordination of logistics for interactions between the Transition Team and the local prison, and, 4) facilitating local Transition Team meetings to develop the TAPs. At each stage in the process, Transition Team members use a collaborative case management model to monitor progress in implementing the TAP.

1. Meet with the returning citizen to confirm the returning citizen's intention to reside in a GA-PRI site. If the returning citizen does not intend to reside in a GA-PRI site, notify the Reentry Counselor and make an appropriate entry in SCRIBE.
2. If the returning citizen will be residing in a GA-PRI site, initiate the development of the returning citizen's individualized TAP3 by reviewing and completing the Residence and Economic Stability Factors (RESF) form, the In-reach Data Collection Form, and the ARS Research Consent Form. Distribute one copy of these forms to the returning citizen and forward one copy to the research evaluator at Applied Research Services (ARS).
3. Assist, as necessary, with completion of other forms necessary to build a complete TAP3, at this and subsequent meetings. With the Reentry Counselor, gather any forms that may **be** completed by the returning citizen and ensure all pertinent information is included in the TAP3. Note any refusal, failure or inability (due to mental illness, cognitive or other impairment) to submit forms in SCRIBE.
4. Ensures that all required Release of Information forms are signed, interview the returning citizen using the TAP3 instructions to compile current information regarding the residence plan and other reentry needs, engage the returning citizen in setting initial reentry goals, and record all answers and information on the TAP3 document.

5. If needed, contact the Housing Coordinator for assistance with residential placement.
6. Notify, or ensure that the Community Coordinator notifies, the appropriate Community Supervision Officer and the Local Steering Team co-chairs when a preliminary TAP3 and associated information is available in SCRIBE or the web portal. Request their review and input as part of the Prison In-Reach TAP3 development process.
7. With the Reentry Counselor, Community Coordinator, and Community Supervision Officer, help identify existing community resources for inclusion on the Transition Team based on the identified needs on the preliminary TAP3.
8. Select the Transition Team from among the previously identified community resources in consultation with the Community Coordinator, Reentry Counselor, and Community Supervision Officer. Document the Transition Team member selection in the appropriate case management systems.
9. Facilitate Transition Team meetings with the returning citizen. Make appropriate ancillary referrals such as clothing in consultation with other GOTSR staff.
10. Submit recommended programmatic or special conditions referrals to the Community Supervision Officer for approval prior to inclusion in TAP3.
11. If approved by the Community Supervision Officer, ensure delivery of any programmatic or ancillary services during In Reach, whenever possible and set appointments as close as possible to the release date.
12. Ensure that the The Transition Team makes appointments for the first day, first week and up to 3 months post-release. For inmates with mental health needs, ensure that the Mental Health Counselor schedules any needed mental health appointments.
13. Ensure all recommendations for referrals and service provider placement/enrollment plans are entered in the GDC SCRIBE, State Board of Pardons and Parole (SBPP) Case Notes and/or the appropriate web portal access.
14. Share TAP3 and other relevant information with all members of the Transition Team via a hardcopy of the TAP3, SCRIBE access or appropriate web portal access.
15. With the Reentry Counselor, review the TAP3 with the returning citizen a minimum of 30 days prior to his/her expected release to finalize the TAP3 and to reaffirm the returning citizen's commitment to the reentry strategy outlined therein.
16. With the Reentry Counselor, review the TAP3, the Order of Release and any special instructions with the returning citizen prior to institutional release. Ensure

appointment is made to meet with Community Supervision Officer immediately upon release.

17. Assist the Reentry Counselor in arranging transportation from the institution when necessary.
18. When returning citizens are not from a county identified as a GA-PRI site, assist in making referrals to help with their successful transition back into the community.

Community Coordinator

The Community Coordinator serves as a liaison, facilitating the flawless execution of the Transition Accountability Plan (TAP) process with prison officials, release authorities, supervising agencies and the local steering team.

With the Prison In-Reach Specialist (PIRS), the Community Coordinator is responsible for: 1) making certain the information from the Transition Accountability Plan (TAP) is in the hands of the local GA-PRI Steering Team, 2) linking community resources to the needs of returning citizens, 3) ensuring the coordination of logistics for interactions between the Transition Team and the local prison, and, 4) convening and facilitating local Transition Team meetings to develop the TAPs. At each stage in the process, Transition Team members will use a collaborative case management model to monitor progress in implementing the TAP.

1. With the PIRS, Reentry Counselor, and Community Supervision Officer, help identify existing community resources for inclusion on the Transition Team based on the identified needs on the preliminary TAP3.
2. Select the Transition Team from among the previously identified community resources in consultation with the PIRS, Reentry Counselor, and Community Supervision Officer.
3. Consult with the Co-Chairs as needed, and schedule Transition Team meetings and/or workshops. Email notifications of the date, time and location to all individuals who have been identified on the preliminary TAP3 and who will help finalize the TAP3 prior to reentry.
4. Lead the development of the TAP3.
5. If the PIRS is unavailable, facilitate Transition Team meetings with the returning citizen. Make appropriate ancillary referrals such as clothing in consultation with other GOTSR staff.
6. Share TAP3 and other relevant information with all members of the Transition Team via a hardcopy of the TAP3, SCRIBE access or appropriate web portal access.

7. Ensure receipt of an email from the PIRS, also sent to the Community Supervision Officer, advising that the TAP3 is finalized for the initial release.
8. When returning citizens are not from a county identified as a GA-PRI site, assist in making referrals to help with their successful transition back into the community.

Housing Coordinator

The Housing Coordinator is familiar with the full range of housing options available in the community and maintain an inventory of available housing. The Housing Coordinator works with the Steering Team to encourage private sector or nonprofit housing developers or community-based organizations to develop housing that is accessible to returning citizens. At each stage in the process, Transition Team members will use a collaborative case management model to monitor progress in implementing the TAP.

1. Match housing information to the specific needs of the returning citizen as determined by the Transition Team.
2. All housing plans must be approved by the CSO and:
 - a) Consider the feasibility, safety, and appropriateness of an individual living with family members after his or her release.
 - b) Ensure that family violence risks are recognized and addressed in the housing plan of any returning citizen whose return to the community may pose a risk to the individual or to his or her family.
3. Coordinate stable housing placements, as needed, for the first 9 months post-release.
4. Expand capacity in the community for returning citizens who have housing needs outside of the general housing inventory.
5. Interview returning citizens to identify current housing plans and help them develop a plan to move from temporary or transitional housing to permanent housing based on individual situations (ie. Sex offender, medical, and mental health needs).
6. Share TAP3 and other relevant information with all members of the Transition Team via a hardcopy of the TAP3, SCRIBE access or appropriate web portal access.

ATTACHMENT #6

GA-PRI Train the Trainers Curriculum

Tuesday, May 19, 2015

8:45am – 4:15pm

- 8:45am **Welcome and Introductions** (Jay Neal or Jay Sanders if present)
- 9:00am **The TAP Process: Overview** (Jay Neal if present, otherwise, Dennis Schrantz)
- 9:15am **Training #1: TAP Documentation - Tap2/Tap3 Forms & Instructions** (Mary)
- What is the TAP2? – 2 mins
 - General definition, purpose & timeline
 - The TAP2 (definition from ED memo) will document the history and results of prison programming and compliance during prison. It will also include the Parole Board expectations for conditions of release and other recommendations and/or directives regarding post-release supervision, treatment and services.
 - The TAP2:
 - Provides scoring of criminogenic risks and needs based on the NGR.
 - Lists prison training and employment, programming, compliance and completions.
 - Reports status of identification documents and benefit applications.
 - Is completed prior to transfer to a Staging Facility.
 - Review TAP2 Form – 13 mins
 - What is the TAP3? – 2 mins
 - General definition, purpose & timeline
 - The TAP3 is a treatment and supervision plan that details the supervision and services returning citizens will experience in the community.
 - The TAP3:
 - Part One includes the TAP2, the Case Supervision Level Recommendation, a list of Supervision Restrictions and Expectations, and effective incentives.
 - Identifies critical needs via returning citizen interview.
 - With returning citizen input, sets initial goals for each identified need.

- Creates a plan to begin immediately that prepares specifically for release, and identifies supporters.
 - Recommends referrals for programs and treatment for CSO approval.
 - Recommends referrals for ancillary services to Transition Team members and other community resources
 - Establishes schedules for Day 1, Week 1 and the first 90 days, including transportation and appointments for supervision
- Review TAP3 Form – 28 mins (Mary)
 - Part One
 - Returning citizen interview
 - Referrals and appointment setting
 - Questions – 15mins

10:15am **Break**

Training #2: The TAP Process/Protocol – Who does What, When

- Review DRAFT Best Practice Case Logic Model – 20mins (Dennis)
- TAP3 Current Procedures/Protocols (Review form) – 30mins (Mary)
 - Selection/Transfer to Staging Facilities
 - Orientation, ROIs & 1st review of TAP2 with returning citizen
 - Gathering info for TAP3
 - Developing the TAP3 with the returning citizen
 - Notifications
 - Identifying the Transition Team
 - Holding Transition Team Meetings prior to release
- Questions – 10 mins

11:30am **Gather Lunch**

Training #2 (cont.): The TAP Process/Protocol – Who does What, When

- TAP3 Current Procedures/Protocols (Review form) – 30mins (Mary)
 - Setting Appointments
 - Sharing TAP3 information
 - Review/finalize initial TAP3
 - Preparing for release
 - Initial interview with CSO
 - Reentry Transition Team meetings
 - Service Updates for CSO
 - Non GA-PRI returning citizens

- Questions – 15mins
- 1:00pm **Training #3: Roles/Responsibilities for TAP3 (Mary)**
 - Transition Team
 - Community Supervision Officer
 - Reentry Counselor
 - Prison In-Reach Specialist
 - Community Coordinator
 - Housing Coordinator
- 2:00pm **Break**
- 2:15pm **Review Conference Detailed Agenda (Dennis)**
- 2:45pm **Conference Training Curriculum Assignments (Mary & Dennis)**
 - Co-Facilitation
 - Other tasks
- 3:00pm **Conference Training Presentation Development & Practice**
- 4:00pm **Adjourn**

ATTACHMENT #7

Georgia Prisoner Reentry Initiative (GA-PRI) Safer Neighborhoods, Better Citizens

GA-PRI Stakeholder Conference Detailed Agenda

(*Document #1*)

Wednesday, May 20, 2015
9:30am – 5:00pm

9:30am **Welcome & Highlights of Agenda** – *Jay Sanders, Deputy Director, GOTSR; Commissioner Homer Bryson, GDC*

9:40am **The Logic of TAP Process** – *Dennis Schrantz, Center for Justice Innovation*
(*Document #2 & #3: TAP Flow Chart & Case Logic Model*)

10:05am **Session #1: The TAP Process/Protocol – Who does What, When** – 30 min
(*Document #4: Procedures for the Prison In-Reach Process*)

1. Selection/Transfer to Staging Facilities – Tony L.
2. Orientation, releases & 1st review of TAP2 with the returning citizen – Tony L.
3. Gathering info for TAP3 – Tony L.
4. Developing the TAP3 with the returning citizen – Reggie
5. Notifications – Reggie
6. Identifying the Transition Team – Reggie
7. Scheduling Transition Team Meetings during In-Reach– Erika
8. Facilitating meetings & setting appointments - Erika
9. Sharing TAP3 information - Monica
10. Review/finalize initial TAP3 at 30 days - Monica
11. Preparing for release - Beth
12. Initial interview with CSO & Transition Team Mtgs - Beth
13. Service Updates for CSO - Beth
14. Non GA-PRI returning citizens – Tony L.

- Questions – 10min

10:45am **Break**

11:00am **Session #2: TAP Documentation - Tap2/Tap3 Forms & Instructions**

- What is the TAP2? – Sherri – 15 min
 - General definition, purpose & timeline
 - Review TAP2 Form

(*Document #5: TAP2 Reentry Plan & Document #6: Matrix*)

- Questions – 10min

- What is the TAP3 (Part 1) – 25min
 - General definition, purpose & timeline – Mary -5 min
 - The TAP3 is a treatment and supervision plan that details the supervision and services returning citizens will experience in the community.
 - The TAP3:
 - Part One includes the TAP2, the Case Supervision Level Recommendation, a list of Supervision Restrictions and Expectations, and effective incentives.
 - Identifies critical needs via returning citizen interview.
 - With returning citizen input, sets initial goals for each identified need.
 - Creates a plan to begin immediately that prepares specifically for release, and identifies supporters.
 - Recommends referrals for programs and treatment for CSO approval.
 - Recommends referrals for ancillary services to Transition Team members and other community resources
 - Establishes schedules for Day 1, Week 1 and the first 90 days, including transportation and appointments for supervision
 - Review TAP3 Form
(Document #7 – TAP3 Instructions & Document #8 –TAP3)
 - TAP2 – Mary – 5 mins
 - Inmate Interview (Part 1)
 - Intro & Goals – George – 3 min
 - Homeless & Residential – Erin – 5 min
 - Transportation – Jennie – 1 min
 - Disability – Jennie – 2 min
 - Financial & Medical – Mary K. – 5 min
 - AOD – Mary M. – 5 min
 - Mental Health – Jennie – 2 min
 - Questions – 10min

12noon

Luncheon & Keynote Speakers: Commissioner Michael Nail, DCS; Denise O'Donnell, Director BJA, Department of Justice (12:30)

1:00pm

Session #2: TAP Documentation - Tap2/Tap3 Forms & Instructions

- What is the TAP3 (Part 1)? – 30min

- Review TAP3 Form
 - Inmate Interview (Part 2)
 - Resources – Mary K. – 5 min
 - Diagnostic, Psychiatric meds & med Services – Stefanie – 5 min
 - Allergies – Jennie – 1 min
 - Legal – Jennie – 2 min
 - Natural Supports – Jennie – 3 min
 - Vocational/Academic/Empl – Mary K – 3 min
 - Goals, Plans & Supports – Valencia – 5 min
 - Schedule – Nichole – 5 min
 - Wrap up – Jennie – 5 min
 - Questions – 15min

1:45pm **Session #3: Roles/Responsibilities for TAP3 – Local and State Stakeholders**
(Document #9: Roles & Responsibilities)- 45min

- Transition Team - David
- Community Supervision Officer - James
- Reentry Counselor - Jenn
- Prison In-Reach Specialist - Valencia
- Community Coordinator - Larry
- Housing Coordinator - Cynthia

2:30pm **Break**

2:45pm **Session #4: Steering Team Discussion** – 60min
Each team is directed to first answer 1 assigned question and then moves to the next most important question for their site.

Facilitators: Community Coordinator; Albany - Tony
 Co-Facilitators: Housing Coordinator: Albany - George
 New Sites: Renee & Harris
 Scribes: New staff or ID from within group

- Given the unique assets, gaps and barriers in your site:
 - Based on what you learned today, what do you think your site is doing especially well?
 - How will you implement what you learned today at your site?
 - Who does what, when and how?
 - Do you have any questions/concerns/suggestions about what you learned today?

3:45pm **Local Steering Team Report Backs** (*using recording sheet we provide – Stakeholder Roundtable Recording Form, W3*)- 45min

4:30pm

Closing Remarks – Governor Nathan Deal (introduced by Jay Neal)

ATTACHMENT #8

Georgia Prisoner Reentry Initiative (GA-PRI) Safer Neighborhoods, Better Citizens

GA-PRI Stakeholder Conference Annotated Agenda

Wednesday, May 20, 2015

9:30am – 5:00pm

- | | |
|---------|---|
| 9:30am | Welcome - GDC Commissioner Homer Bryson & GOTSR Deputy Director Jay Sanders |
| 9:40am | The TAP Process – Dennis Schrantz, MCCD Center for Justice Innovation |
| 10:05am | Session #1: The TAP Process/Protocol – Who does What, When – Mary King & TAP3 Work Group |
| 10:45am | Break |
| 11:00am | Session #2: TAP Documentation – Tap2/Tap3 Forms & Instructions – Mary King, Center for Justice Innovation & TAP3 Work Group |
| 12:00pm | Luncheon: Remarks: DCS Commissioner Michael Nail; Keynote Speaker – Denise O'Donnell, Director Bureau of Justice Assistance, Department of Justice |
| 1:00pm | Session #2 (cont.): TAP Documentation – Tap2/Tap3 Forms & Instructions – Mary King, Center for Justice Innovation & TAP3 Work Group |
| 1:45pm | Session #3: Roles/Responsibilities for TAP3 – Local and State Stakeholders – Mary King & TAP3 Work Group |
| 2:30pm | Break |
| 2:45pm | Session #4: Steering Team Discussion |
| 3:45pm | Local Steering Team Report Backs |
| 4:30pm | Closing: Introduction of the Governor, GOTSR Director Jay Neal
Closing Address: The Honorable Nathan Deal |

The Georgia Prisoner Reentry Initiative Vision, Mission, and Goals

- The **VISION** of the Georgia Prisoner Reentry Initiative is that every returning citizen released from prison will have the tools and support needed to succeed in the community.
- The **MISSION** of the Georgia Prisoner Reentry Initiative is to improve public safety by reducing crime through implementation of a seamless plan of services and supervision developed with each returning citizen—delivered through state and local collaboration—from the time of their entry to prison through their successful transition, reintegration, and aftercare in the community.
- The fundamental **GOALS** of the Georgia Prisoner Reentry Initiative are to:
 - **Promote public safety** by reducing the threat of harm to persons, families and their property by citizens returning to their communities from prison.
 - **Increase success rates of returning citizens** who transition from prison by fostering effective, evidence-based risk and need management and treatment, returning citizen accountability, and safe family, community and victim participation.

OVERARCHING PARADIGMS ESSENTIAL FOR PRISONER REENTRY SYSTEM IMPROVEMENTS

PARADIGM #1: THE TRANSITION ACCOUNTABILITY PLAN & CASE MANAGEMENT PROCESS

TAPs are concise guides for the returning citizens and staff and integrate returning citizens' transition from prisons to communities by spanning phases in the transition process and agency boundaries. TAP reduces uncertainty in terms of release dates and actions - and the timing of actions - that need to be taken by returning citizens, prison staff, the releasing authority, community supervision staff, and partnering agencies. Increased certainty will motivate returning citizens to participate in the TAP process and to become engaged in fulfilling their responsibilities and will ensure that all parties are held accountable for timely performance of their respective responsibilities¹.

TARGET FOR CHANGE: *Policies and Operations for Returning Citizen Transition Planning and Engagement*

GOAL: To establish the comprehensive and standardized use of Transition Accountability Plans (TAPs) at four critical points in the returning citizen transition process that succinctly describe for the returning citizen, the staff, and the community exactly what is expected for returning citizen success.

POLICY EXPECTATIONS¹

- The TAPs consist of the returning citizen's Case Management Plan updated at critical junctures in the transition process and are prepared at prison intake, at the point of the parole decision, at the point of return to the community, and at the point of discharge from parole supervision².
- The TAPs are a collaborative product involving prison staff, the returning citizen, the releasing authority, community supervision officers, human services providers (public and/or private), victims, and neighborhood and community organizations.
- The TAP policy clearly states that the objective of the TAP is to increase both overall community protection by lowering risk to persons and property and by increasing individual returning citizen's prospects for successful return to and self-sufficiency in the community.

OPERATIONAL/PERFORMANCE EXPECTATIONS³

- The TAP1, the Prison Programming Plan, details the expectations for the prison term that will help returning citizens prepare for release.
- The TAP2, the Parole and Reentry Plan, details the terms/conditions/expectations about the returning citizen's release to the community.
- The TAP3, the Treatment and Supervision Plan, details the supervision and services returning citizens will experience in the community.
- The TAP4, the Discharge and Aftercare Plan, include the expectations for service delivery and case management after parole discharge

¹ Policies refer to formal written rules or agreements about how what agencies expect to occur as standard practice.

² The membership of the Transition Management Team and their respective roles and responsibilities will change over time. During the institutional phase prison staff may lead the team. During the reentry and community supervision phase parole officers may lead the team. During the reintegration phase human services agencies or community services providers may lead the team. After returning citizens have successfully completed community supervision, their TAP may continue and be managed by staff of human services agencies, if the returning citizen chooses to continue to seek and receive services or support. At each stage in the process Team members will use a case management model to monitor progress in implementing the plan.

³ Operational expectations refer to activities that respond to policies that can be quantified. Each is critical to performance and should be counted.

Transition Accountability Planning (TAP) Flowchart

NOTE: The various operational

expectations for the TAP and Case

PHASE 1: GETTING READY *The Institutional Phase*

Management Process
appropriate Targets for Change.

TAP1:
Prison
Programming
Plan

Assessment &
Classification

Facility
Programming

throughout the
assessment framework.

PHASE 2: GOING HOME *The Transitional Phase*

Release
Preparation

TAP2:
Parole &
Reentry
Plan

Release Decision
Making

Transition Team Meetings:
Attended by transitional planners, probation/
parole reps, service providers, returning citizen,
and his/her family

PHASE 3: STAYING HOME *The Community Phase*

are embedded in the
Activities to implement these Targets are

TAP3:
Treatment &
Supervision
Plan

Supervision &
Services

therefore
included

TAP4:
Discharge &
Aftercare
Plan

Discharge &
Aftercare

Transitional Planners: Work with returning citizens while they are incarcerated preparing them for release and continue to work as partners with probation and parole for as long as one year after release.

OVERARCHING PARADIGMS ESSENTIAL FOR PRISONER REENTRY SYSTEM IMPROVEMENTS**PARADIGM #2: EVIDENCE BASED PRACTICES**

Evidence Based Practices (EBP) are scientifically supported techniques used to reduce returning citizen risk and recidivism. When correctly, appropriately and consistently implemented, EBP's will help lower returning citizen risk levels and therefore decrease the likelihood of reoffending. In order to maximize the effectiveness of any interventions implemented within this framework for prisoner reentry, *all* interactions with returning citizens must occur in a fashion that is consistent with the principles of EBP. It is imperative that EBP's are not confused as a *program* or *curricula* that can be implemented within a correctional setting in order to reduce recidivism. Instead, it must be clear in policy and in operational procedure that the effective implementation of EBP requires a fundamental shift in how a criminal justice agency, its personnel, and other reentry related professionals *interact with* returning citizens on a daily basis. Thus, EBPs should be consistently applied at all phases and decision points within the reentry process.

TARGET FOR CHANGE: *Policies & Procedures Reflect Evidence Based Practices that will Change Returning Citizens' Attitudes & Behaviors*

GOAL: To ensure that all persons who interact with returning citizens, (at all phases and decision points within the reentry transition), are appropriately trained in the use of EBP and that they appropriately implement the evidence based principles of effective intervention.

POLICY EXPECTATIONS

- The agency has policies and procedures to stipulate the use of EBPs in the delivery of all interventions.
- The requirement for the use of EBP is explicitly stated and defined in all 3rd party contracts for services.
- Scope of work and job description documents, clearly identify the role and responsibility of employees in supporting and implementing EBP.
- The agency has established mechanisms to monitor employees that successfully implement EBPs; for example, through annual personnel evaluations, that result in commendation for excellence and responsive action for inadequate adherence to EBP principles.

OPERATIONAL/PERFORMANCE EXPECTATIONS

- All staff and reentry related professionals are trained in the use of EBPs.
- All staff and reentry related professionals are supervised and accountable for the adequate implementation of EBPs.
- Returning citizen risk levels are monitored for risk reduction.
- The frequency and quality of EBP implementation is monitored.

Targets for Change & Evidence Based Principles that Guide Reentry Reforms

PHASE 1: GETTING READY

1. ASSESSMENT AND CLASSIFICATION

1.1: Development of Intake Procedures

2. RETURNING CITIZEN BEHAVIOR AND PROGRAMMING

2.1: Development of Programming Plan

2.2: Physical Health Care

2.3: Mental Health Care

2.4: Substance Abuse Treatment

2.5: Children & Family Support

2.6: Behaviors & Attitudes

2.7: Education

2.8: Technical Training

2.9: Work Experience

PHASE 2: GOING HOME

3. RETURNING CITIZEN RELEASE PREPARATION

3.1: Development of Parole & Reentry Plan (TAP2)

3.2: Housing

3.3: Continuity of Care Planning

3.4: Working with Potential Employers

3.5: Employment Upon Release

3.6: Identification and Benefits

3.7: Release Preparation for Families

3.8: Release Preparation for Victims

4. RELEASE DECISION MAKING

4.1: Advising the Releasing Authority

4.2: Release Decision

PHASE 3: STAYING HOME

5. SUPERVISION AND SERVICES

5.1: Design of Supervision & Treatment Strategy (TAP3)

5.2: Implementation of Supervision & Treatment Strategy

5.3: Maintaining Continuity of Care and Housing

5.4: Job Development and Supportive Employment

6. REVOCATION DECISION MAKING

6.1: Graduated Responses

7. DISCHARGE AND AFTERCARE

7.1: Development of Discharge and Aftercare Plan (TAP4)

The Evidence Based Principles of Effective Intervention

THE RISK PRINCIPLE: Focus supervision and treatment on the people most likely to commit crimes.

- Use objective, normed & validated assessment of the returning citizens risk to reoffend

THE NEED PRINCIPAL: Focus resources on the factors that change a person's likelihood to commit crime.

- Use targeted interventions that are proven to be effective
- Encourage & support the reduction of attitudes, values, and belief systems that support criminal behavior

THE RESPONSIVITY PRINCIPLE: Pay attention to how returning citizens learn & maximize their ability to acquire new attitudes.

- Identify, foster, support and reinforce a motivation to change.

Priorities shown in red font

PHASE 1: GETTING READY (THE INSTITUTIONAL PHASE)

DECISION POINT #1: ASSESSMENT AND CLASSIFICATION

TARGET FOR CHANGE 1.1: *Development of Intake Procedures*

GOAL: To establish a comprehensive, standardized, objective, and validated intake procedure that, upon the admission of the returning citizen to the corrections facility, can be used to assess the individual's strengths, risks, and needs (*Reference: Report of the ReEntry Policy Council, pgs. 110-140*).

DECISION POINT #2: RETURNING CITIZEN BEHAVIOR AND PROGRAMMING

TARGET FOR CHANGE 2.1: *Development of Programming Plan (Transition Accountability Plan or TAP1)*

GOAL: To develop, for each person incarcerated, an individualized plan that, based upon information obtained from assessments, explains what programming should be provided during the period of incarceration to ensure that his or her return to the community is safe and successful (*Reference: Report of the ReEntry Policy Council, pgs. 141-153*).

TARGET FOR CHANGE 2.2: Physical Health Care

GOAL: To facilitate community-based health care providers' access to prisons and promote delivery of services consistent with community standards and the need to maintain public health (*Reference: Report of the ReEntry Policy Council, pgs. 156-166*).

TARGET FOR CHANGE 2.3: Mental Health Care

GOAL: To facilitate community-based mental health care providers' access to prisons and promote delivery of services consistent with community standards and the need to maintain public mental health (*Reference: Report of the ReEntry Policy Council, pgs. 167-178*).

TARGET FOR CHANGE 2.4: *Substance Abuse Treatment*

GOAL: To provide effective substance abuse treatment to anyone in prison who is chemically dependent (*Reference: Report of the ReEntry Policy Council, pgs. 178-179*).

TARGET FOR CHANGE 2.5: *Children and Family Support*

GOAL: To help returning citizens maintain, establish, re-establish, expand, and strengthen relationships with their families and to make available services and supports for family members and children of returning citizens, when appropriate. (*Reference: Report of the ReEntry Policy Council, pgs. 190-200; and Why Ask About Family? A Guide for Corrections* (NY: Vera Institute of Justice, 2011. <http://www.vera.org/content/why-ask-about-family-guide-corrections>).

TARGET FOR CHANGE 2.6: *Behaviors and Attitudes*

GOAL: To provide cognitive behavioral therapy, peer support, mentoring, and basic living skills programs that improve returning citizens' behaviors, attitudes, motivation, and ability to live independently, succeed in the community, and maintain a crime-free life (*Reference: Report of the ReEntry Policy Council, pgs. 201-210*).

TARGET FOR CHANGE 2.7: *Education*

GOAL: To teach returning citizens educational competencies (*Reference: Report of the ReEntry Policy Council, pgs. 211-220 & From the Classroom to the Community: Exploring the Role of Education during Incarceration and Reentry, The Urban Institute and John Jay College of Criminal Justice, 2009. (<http://www.urban.org/url.cfm?ID=411963>)*).

TARGET FOR CHANGE 2.8: *Technical Training*

GOAL: To teach returning citizens functional technical competencies based on employment market demand and public safety requirements (*Reference: Report of the ReEntry Policy Council, pgs. 211-220*).

TARGET FOR CHANGE 2.9: *Work Experience*

GOAL: To provide returning citizens with opportunities to participate in work assignments and skill-building programs that give them needed experience for successful careers in the community (*Reference: Report of the ReEntry Policy Council, pgs. 221-226*).

PHASE 2: GOING HOME (THE REENTRY PLANNING PHASE)

DECISION POINT #3: RETURNING CITIZEN RELEASE PREPARATION

TARGET FOR CHANGE 3.1: *Development of Parole and Reentry Plan (Transition Accountability Plan or TAP2)*

GOAL: To develop, for each person incarcerated, an individualized plan that, based upon information obtained from assessments, explains what programming should be provided after the period of incarceration to ensure that his or her return to the community is safe and successful (*Reference: Report of the ReEntry Policy Council, pgs. 141-153*).

TARGET FOR CHANGE 3.2: *Housing*

GOAL: To facilitate access to stable housing upon re-entry into the community (*Reference: Report of the ReEntry Policy Council, pgs. 256-281*).

TARGET FOR CHANGE 3.3: *Continuity of Care Planning*

GOAL: To prepare community-based health/treatment providers, prior to the release of an individual, to receive returning citizens and to ensure that service delivery is uninterrupted and supports successful return to the community (*Reference: Report of the ReEntry Policy Council, pgs. 282-292*).

TARGET FOR CHANGE 3.4: *Working with Potential Employers*

GOAL: To promote, where appropriate, the employment of people released from prison and facilitate job opportunities for this population that will benefit communities (*Reference: Report of the ReEntry Policy Council, pgs. 293-305*).

TARGET FOR CHANGE 3.5: *Employment Upon Release*

GOAL: To connect returning citizens to employment, including supportive employment and employment services, before their release the community (*Reference: Report of the ReEntry Policy Council, pgs. 306-316*).

TARGET FOR CHANGE 3.6: *Identification and Benefits*

GOAL: To ensure that individuals exit prison with appropriate forms of identification and that those eligible for public benefits receive those benefits immediately upon their release from prison (*Reference: Report of the ReEntry Policy Council, pgs. 331-342*).

TARGET FOR CHANGE 3.7: *Release Preparation for Families*

GOAL: To prepare family for the released individual's return to the community, and provide them with protection, counseling, services and support, as needed and appropriate (*References: Report of the ReEntry Policy Council, pgs. 317-330; and Why Ask About Family? A Guide for Corrections*. NY: Vera Institute of Justice, 2011. <http://www.vera.org/content/why-ask-about-family-guide-corrections>; and *Safe Return: Working Toward Preventing Domestic Violence When Men Return from Prison*. (NY: Vera Institute of Justice, 2006. http://www.vera.org/download?file=3031/SRIRoundtable_Final.pdf)

TARGET FOR CHANGE 3.8: *Release Preparation for Victims*

GOAL: To prepare victims for the released individual's return to the community, and provide them with protection, counseling, services and support, as needed and appropriate (*References: Report of the ReEntry Policy Council, pgs. 317-330; and The Victim's Role in Offender Reentry*, Office for Victims of Crime, OJP and the American Probation and Parole Association, 2010. <http://www.appa-net.org/eweb/docs/appa/pubs/VROR.pdf>).

DECISION POINT #4: RELEASE DECISION MAKING

TARGET FOR CHANGE 4.1: *Advising the Releasing Authority*

GOAL: To inform the releasing authority about the extent to which the returning citizen is prepared to return to the community and the community is prepared to receive the individual (*Reference: Report of the ReEntry Policy Council, pgs. 230-242*).

TARGET FOR CHANGE 4.2: *Release Decision*

GOAL: To ensure that people exiting prison with a pre-determined threat to public safety are released to some form of community supervision. Use the results generated by a validated risk-assessment instrument, in addition to other information, to inform the level and duration of supervision, and, for those states that have maintained some discretion in the release process, to determine when release would be most appropriate (*Reference: Report of the ReEntry Policy Council, pgs. 243-253*).

PHASE 3: STAYING HOME (THE COMMUNITY SUPERVISION & DISCHARGE PHASE)

DECISION POINT #5: SUPERVISION & SERVICES

TARGET FOR CHANGE 5.1: *Design of Supervision and Treatment Strategy (TAP3)*

GOAL: To review and prioritize what the releasing authority has established as terms and conditions of release, and to develop a community supervision and treatment strategy (an updated Transition Accountability Plan) that corresponds to the resources available to the supervising agency, reflects the likelihood of recidivism, and employs incentives to encourage compliance with the conditions of release (*Reference: Report of the ReEntry Policy Council, pgs. 343-355*).

TARGET FOR CHANGE 5.2: *Implementation of Supervision and Treatment Strategy (TAP3)*

GOAL: To concentrate community supervision and community treatment resources on the period immediately following the person's release from prison, and to adjust these strategies to the needs of the person released, the victim, the community, and the family (*Reference: Report of the ReEntry Policy Council, pgs. 358-369*).

TARGET FOR CHANGE 5.3: *Maintaining Continuity of Care and Housing*

GOAL: To facilitate releasees' sustained engagement in treatment, mental health and supportive health services, and stable housing (*Reference: Report of the ReEntry Policy Council, pgs. 370-382*).

TARGET FOR CHANGE 5.4: *Job Development and Supportive Employment*

GOAL: To recognize and address the obstacles which make it difficult for a returning citizen to obtain and retain viable employment while under community supervision (*Reference: Report of the ReEntry Policy Council, pgs. 383-389*).

DECISION POINT #6: REVOCATION DECISION MAKING

TARGET FOR CHANGE 6.1: *Graduated Responses*

GOAL: To ensure that community corrections officers have a range of options available to them to reinforce positive behavior and to address, swiftly and certainly, failures to comply with conditions of release (*Reference: Report of the ReEntry Policy Council, Pgs. 390-405*).

DECISION POINT #7: DISCHARGE AND AFTERCARE

TARGET FOR CHANGE 7.1: *Development of Discharge and Aftercare Plan (TAP4)*

GOAL: To ensure that when the term of community supervision is concluded – particularly through an early discharge – that community human service agencies are prepared to continue to manage the returning citizen's case without the benefit of parole supervision, as appropriate based on risk.

December 2013

The Georgia PRI Implementation Team

Contributors:

- Dennis Schrantz, The Center for Justice Innovation; Envision Justice Solutions
- Angel Ilaraza, Northpointe, Inc. (formerly with the National Reentry Resource Center)
- Valerie Hart, Northpointe, Inc.
- Robb Burroughs, Public Policy Associates, Inc. (formerly with the Michigan Council on Crime and Delinquency)
- Margaret diZerega, Vera Institute of Justice
- Debi Cain and Lore Rogers, Michigan Domestic Violence Prevention and Treatment Board
- Prisoner reentry teams in Arkansas, Delaware, Florida, Michigan, Montana, and Oregon
- See *Endnotes and Citations* for additional contributions

ENDNOTES AND CITATIONS

¹ NIC TPCI – modified under the *Michigan Prisoner Reentry Initiative*, Michigan Department of Corrections. Dennis Schrantz, 2006

Phase I: The Institutional Phase

1. ASSESS RISK, NEED AND RESPONSIVITY
Assess offender risk level and target offenders who pose the highest risk for re-offending; Administer validated need assessment battery to identify criminogenic needs and dynamic risk factors .

2. DEVELOP TAP1
Utilize risk, need, and responsivity assessment results to develop an individualized Transition Accountability Plan (TAP1) guiding the types and levels of services to address needs

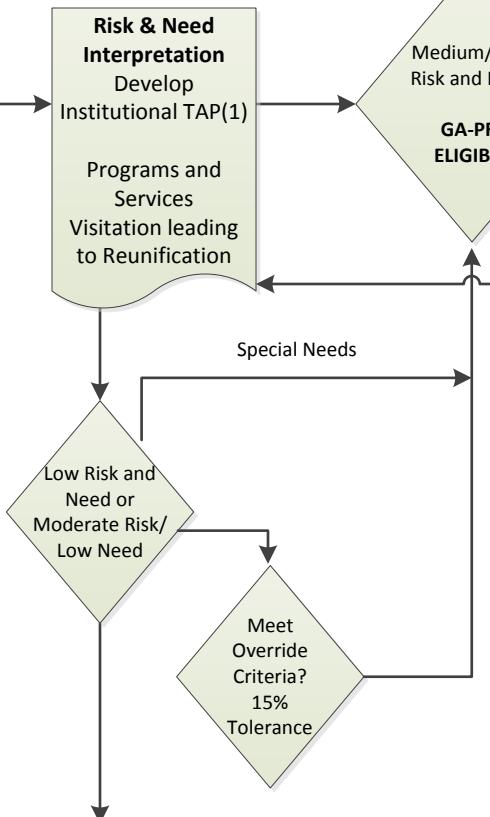
3. DETERMINE GA-PRI ELIGIBILITY
Based on Final Security Classification and Determination of GA-PRI Eligible

4. ASSIGN TO FACILITY
Based on Final Security Classification and Determination of GA-PRI Eligible

5. DELIVER PROGRAMS
Deliver Evidence Based & Time Management Programs offering varying levels of dosage (duration and intensity) based on risk & need as well as idleness

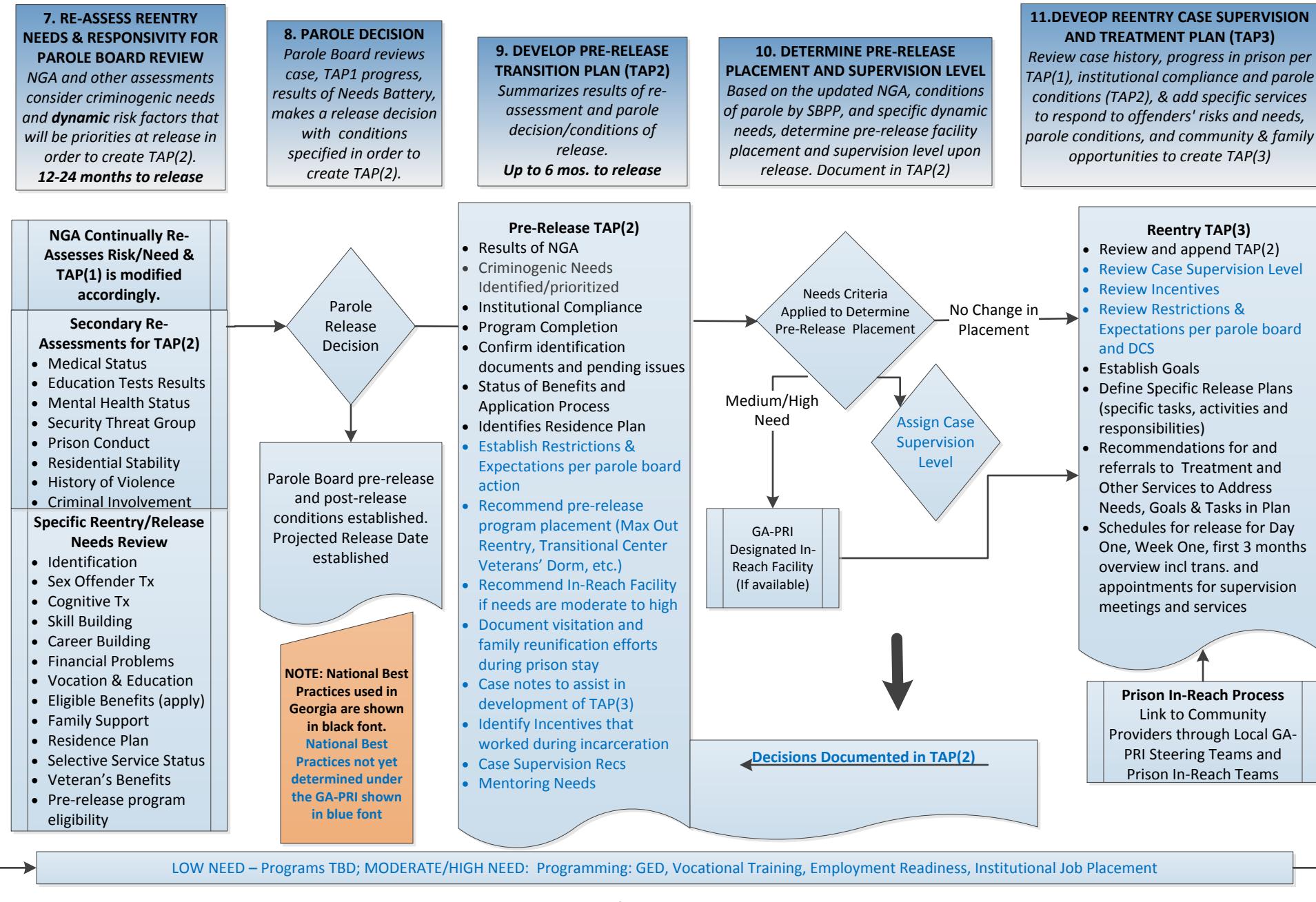
6. MEASURE PROGRESS
Conduct periodic case reviews to evaluate progress, measure treatment gains and setbacks, and update the TAP (1) accordingly within the context of housing assignments

Conduct NGA
• Arrests (Any, Felony, Violent/Sex)
• Criminal Thinking
• Trauma
• Mental Health
• Peer and Family Relationships
• Education, Vocational
• Substance Abuse
• Motivation for Change
• Security Risk Factors
Secondary Assessments
• Medical
• PREA
• Educational Testing
• Mental Health
• Security Threat Group
• Prior Prison Misconduct
• Residential Stability
• History of Violence
• Criminal Involvement



NOTE: National Best Practices used in Georgia are shown in black font. National Best Practices not yet determined under the GA-PRI shown in blue font

LOW RISK & NEED/MODERATE RISK & LOW NEED – Facility Assignment and Programs TBD. Examples: GED, Vocational Training, Employment Readiness, Institutional Job Placement

Phase II: The Reentry Phase

Phase III: The Community Phase**12. FINALIZE AND IMPLEMENT TAP3 & MONITOR PROGRESS**

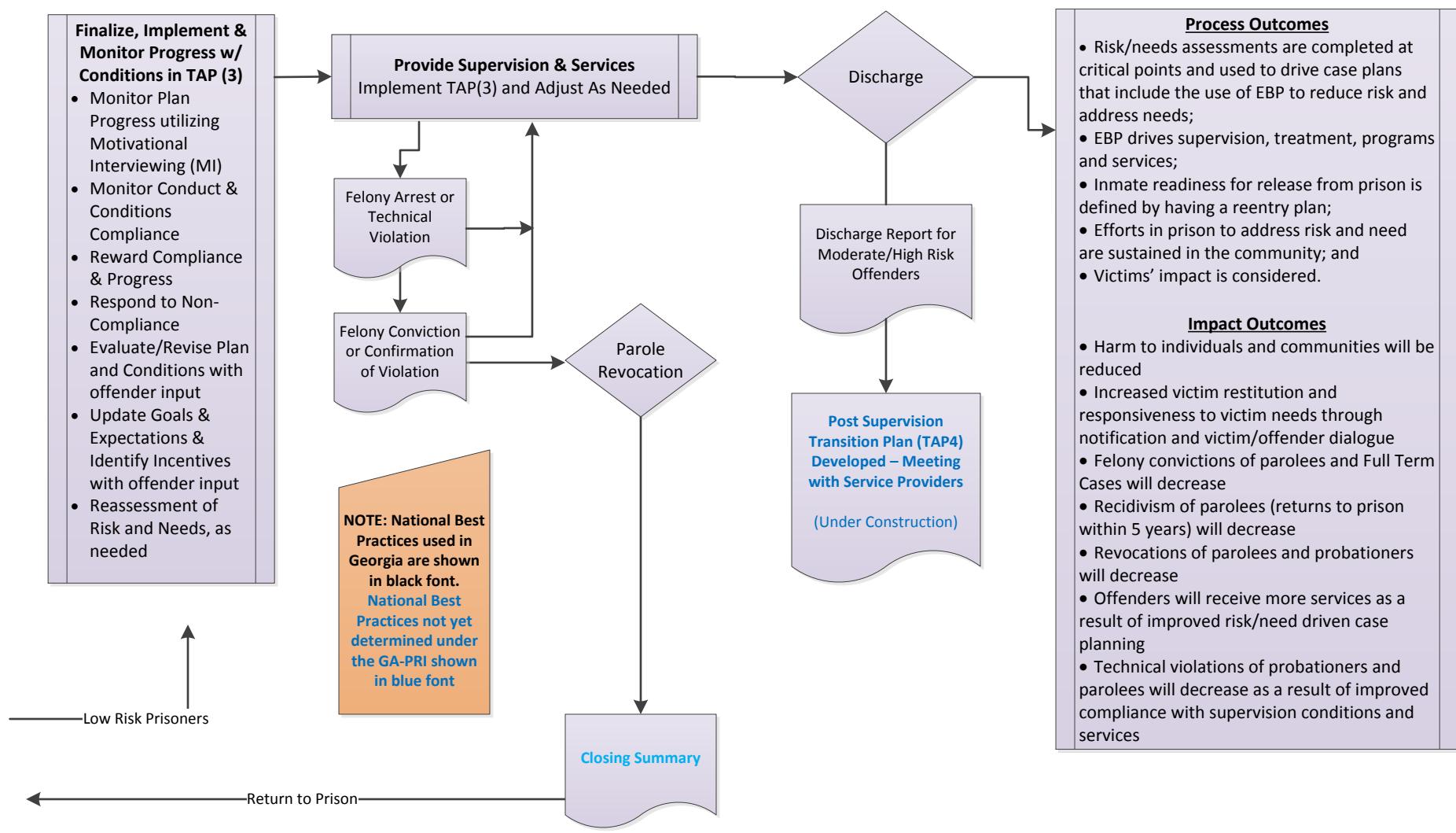
Complete the development of the TAP(3) that began prior to release from prison and adjust pursuant to: enrollment in additional services and programs, rewards and sanctions policy and procedure (TBD) using "coaching" skills to enhance motivation, such as Motivational Interviewing and goal centered dialogue

13. DISCHARGE

Develop a discharge report and final TAP(4) to hand off to community service providers at the conclusion of parole supervision

14. OUTCOMES

Expectations from improved use of Evidenced Based Practices (EBP) including actuarial risk and needs assessment, case planning and the use of the TAP are consistent with performance expectations of the GA-PRI Framework





ATTACHMENT #11

Risk/Needs Matrix

Risk	Dynamic Needs Score				
Score	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
1 - 2	Low	Low	Low	Low	Medium
3 - 4	Low	Low	Medium	Medium	High
5 - 6	Low	Low	Medium	Medium	High
7 - 8	Medium	Medium	Medium	Medium	High
9 - 10	Medium	High	High	High	High