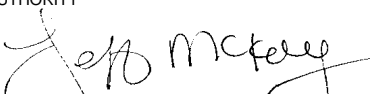
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Transitional Services</p>		<p>NO. 4780</p>
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<p>SUPERSEDES</p> <p>DIR #4780 Dtd. 10/08/21</p>	<p>DISTRIBUTION</p> <p>A B</p>	<p>PAGES</p> <p>PAGE 1 OF 6</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>See Section II</p>	<p>APPROVING AUTHORITY</p> 		

I. PURPOSE: This directive describes the mission and functions of the Office of Transitional Services and establishes standards and procedures for the operation of facility Transitional Services Centers.

II. REFERENCES

- ACA Expected Practices
 - 5-ACI-5B-03, 5-ACI-5E-15, 5-ACI-5F-01
 - 2-CO-3C-01, 2-CO-4G-01
 - 4-APPFS-2C-04
- Directive #4802
- Transitional Services Program Manuals
 - Phase I – *Introductory Phase*
 - Phase II – *Thinking for a Change/Moving On*
 - Phase III – *The Transitional Phase*
- Document Retrieval Policy and Procedure Manual
- Aggression Replacement Training (ART) Program Manual
- Moderate Aggression Program Manual
- Living Safely and Without Violence (LSWV) Program Manual
- Advanced Aggression/Cognitive Behavioral Therapy (CBT) Program Manual
- Step Down to General Population (SDP) Policy/Program Manual
- Step Down to Community (SDC) Policy/Program Manual
- Incarcerated Program Associate (IPA) Policy/Training Manual
- Community Lifestyles Program Manual
- Re-Entry Program Manual
- Medicaid Enrollment Policy & Procedure Manual

NOTE: Program materials issued by the Office of Transitional Services are to be followed as designed.

- III. POLICY:** It is the mission of the Department of Corrections and Community Supervision to improve public safety by providing a continuity of appropriate treatment services in safe and secure facilities where incarcerated individuals' needs are addressed and they are prepared for release. This will be followed by supportive services, under Community Supervision, to facilitate a successful completion of their sentence and better prepare them to lead successful, crime-free lifestyles.

To accomplish this mission, the Department shall operate a Transitional Services Program. Participation in the Transitional Services Program is **mandatory** for all. The Office of Transitional Services will also monitor the operation of Aggression Replacement Training (ART), Moderate Aggression, Living Safely and Without Violence (LSWV), Advanced Aggression/Cognitive Behavioral Therapy (CBT), Step Down to General Population (SDP), Step Down to Community (SDC), the Incarcerated Program Associate (IPA) Program, Community Lifestyles Program, Network Program, the Re-Entry Unit(s), Personal Document Procurement, and Resource Centers. In addition, the Office of Transitional Services will supervise Office Assistant IIs assigned to assist eligible incarcerated individuals with Medicaid enrollment.

IV. PROGRAM COMPONENTS

- A. Transitional Services: The Department shall operate a Transitional Services Program, delivered in three phases, to assist the population in achieving a successful transition to the community. Phases I, II, and III are mandatory for all with an assessed need.

The Transitional Services Program shall be in operation in all general confinement facilities. Reception, Work Release, Comprehensive Alcohol Substance Abuse Treatment (CASAT), and Lakeview Shock Incarceration Facility shall operate a Transitional Services Program as approved by the Deputy Commissioner for Program Services.

1. Phase I - Introductory Phase: Phase I is designed to assist individuals as they begin planning for their transition to the community. Facility orientation is **not** part of the program.
2. Phase II - Thinking for a Change/Moving On: *Thinking for a Change* (for males) and *Moving On* (for females) consist of lessons designed to provide cognitive and behavior-changing tools necessary to lead successful and crime-free lives. Each program shall be delivered by trained staff only. Under **no** circumstances shall IPAs be involved in the delivery of *Thinking for a Change* or *Moving On*.
3. Phase III - The Transitional Phase: Phase III is designed to assist in the final preparation for release to the community. Participants will be placed in Phase III within 120 days of an approved release date.

- B. Transitional Services Resource Center: Each facility shall be responsible for the development and maintenance of a Transitional Services Resource Center. The Resource Center shall be a designated space accessible to all individuals. This area must adequately allow for the Transitional Services resource database to be printed, stored, and organized by release region and topic. This resource material will also be available in the General Library. All materials within the Resource Center must be approved by the Office of Transitional Services. Utilization of the Resource Center shall be available to all during operational hours via callout procedures.

Individuals physically unable to access the Resource Center may submit a written request for resources to their Offender Rehabilitation Coordinator (ORC). A logbook will be utilized in the Resource Center to record all visits, receipts, and outcomes of all written requests. In the library, one logbook shall be maintained to record resource material requests while visiting the area.

- C. Personal Document Procurement: The Deputy Superintendent of Programs (DSP) will ensure that staff provide all who are eligible the opportunity to secure personal documents consistent with procedures outlined in the Document Retrieval Manual. At no time in the procurement process is an incarcerated individual to have access to another's Social Security card, number, or other personal information.
- D. Aggression Replacement Training (ART): ART is designed to assist participants in identifying and controlling their aggressive behavior. ART is mandatory for all assessed with the need.
- E. Moderate Aggression: An integrated cognitive behavioral program designed for individuals assessed with a moderate or high Automated Reception Risk Score. Focus is placed on cognitive self-change, social skills, and problem solving, while exploring the role anger/aggression plays in participants' lives. Individuals will learn strategies/skills for managing how to express anger/aggression and other difficult feelings, self-regulation skill development, and an understanding of how traumatic events can impact behavior. Successful completion of the program is designed to satisfy one's aggression and Phase II needs.
- F. Living Safely and Without Violence (LSWV): A trauma-informed gender-responsive aggression program for incarcerated females. This curriculum emphasizes self-regulation practices as a coping mechanism to deal with stress and is an extension of *Moving On*. Successful completion of LSWV is designed to satisfy the aggression need.
- G. Advanced Aggression/Cognitive Behavioral Therapy (CBT): The goal of the program is to provide an introspective look at the factors which have contributed to an individual's violent behavior and to assist in the development of strategies for preventing future acts of violence. The program shall be facilitated by trained staff only. Advanced Aggression/CBT is mandatory for individuals assessed with an Automated Reception Risk Score for high violence, and by Superintendent referral at select facilities. Successful completion of the program is designed to satisfy one's aggression need.
- H. Step Down to General Population (SDP): The goal of SDP is to offer behavioral modification programming to long-term SHU incarcerated individuals with the capacity to benefit from SDP. The aim is to return individuals who successfully complete the program back to general population, consistent with achieving overall success and the safety and security of participants and staff. As appropriate to each phase, the curriculum includes cognitive behavioral components, anger management, emotional regulation techniques, and social skills, with increasing focus in later phases on applying these skills and techniques in the general population environment. Successful completion of SDP is designed to satisfy the aggression need.

- I. Step Down to Community (SDC): The goal of SDC is to assist participants with successful preparation for release to the community. The curriculum includes development of a comprehensive release plan, relapse prevention, family reintegration, employment readiness, and behavior modification. Participants identify high-risk behaviors, engage in emotional regulation exercises, and practice social skills. Successful completion of SDC is designed to satisfy the Transitional Services Phase III need.
- J. Incarcerated Program Associate (IPA): The purpose of the IPA Program is to provide meaningful work assignments for incarcerated individuals with advanced education and training, and to assist staff in providing program services in each facility. IPA candidates are to be screened and trained according to the IPA Policy and Procedure Manual before placement in IPA positions.
- K. Network: The Network Program is a voluntary therapeutic program that uses a hierarchical process to assist participants in learning cooperative work and leadership skills while demonstrating responsible behaviors.
The Network Program can be structured in one of two ways:
 - 1. Residential: Participants live in a specified housing unit supervised by trained Correction Officers.
 - 2. Modular: Participants are placed on a callout and the program is run weekly in a common area.The program is coordinated by designated program staff. All participants are expected to continue with regular facility programs.
- L. Community Lifestyles: The Community Lifestyles Program is an open-ended residential therapeutic program. It provides a structured dormitory program that supports the essential correctional goals of order and safety. One of the primary objectives of the Community Lifestyles Program is to establish positive, participatory communities in the individual dormitories: a place to both enhance and practice appropriate living skills. The Community Lifestyles Program is overseen by housing unit teams comprised of a Correction Officer and an ORC assigned to the housing unit.
- M. Re-Entry Units: The program operating in a Re-Entry Unit has been designed to provide individuals having 120 days or less to release with an opportunity to finalize their release plans, to work toward family and community reintegration, and to strive for an orderly transition back into society. The program utilizes a multidisciplinary approach whereby a team of ORCs, Security personnel, incarcerated individuals, and representatives from both public and private sectors work collaboratively to assist participants with their return to the community and successful completion of Community Supervision.
- N. Medicaid Enrollment: The Office of Transitional Services is responsible for the direct oversight, management, and distribution of the statewide caseload generated by the Office of Information Technology Services, as well as providing technical assistance to Office Assistant IIs assigned to assist all whom are eligible for Medicaid enrollment.

V. ORGANIZATION

- A. The Director of Transitional Services is responsible for the operation of the Office of Transitional Services.
- B. Each facility shall have:
 - 1. A designated Transitional Services Coordinator to accomplish the mission of Transitional Services. In addition, some facilities may have a Supervisor of Volunteer Tutors to assist.
 - 2. An Administrative Committee to oversee the operation of the facility's Transitional Services Program.
 - 3. An adequate number of IPA-trained facilitators.
 - 4. An adequate number of clerks to support the operation of the Resource Center.

VI. RESPONSIBILITIES

- A. The Director of Transitional Services shall be responsible for the following:
 - 1. Coordination of the development of specialized Transitional Services programs, as appropriate.
 - 2. Development of policies and procedures to govern the programs.
 - 3. Oversight of the implementation of these programs and services in facilities.
 - 4. Acting as a liaison with State and Federal agencies and community organizations concerning Transitional Services issues.
 - 5. Coordination of training opportunities for facility staff and other appropriate personnel.
 - 6. Overseeing contracts with private agencies to provide specific and/or additional Transitional Services to assigned participants.
 - 7. Providing direction and supervision of the Transitional Services office staff.
 - 8. Monitoring compliance with the document retrieval policy and procedure.
 - 9. Reviewing and updating, on a regular basis, resource materials within the resource database and notifying facility staff when material is changed, added, or updated.
 - 10. Supervising Medicaid enrollment caseloads assigned to Office Assistant IIs.
- B. Facilities: The DSP or highest-ranking Program Services authority (e.g., Program Administrator, Assistant DSP) is responsible for implementing all programs overseen by the Office of Transitional Services. The DSP shall:
 - 1. Designate a Transitional Services Coordinator and establish their responsibilities.
 - 2. Establish and chair an Administrative Committee to oversee the operation of the Transitional Services Program (see subsection VI-D).
 - 3. Provide adequate space, equipment, supplies, and other resources for the operation of the Transitional Services Program.
 - 4. Maintain payroll standards in accordance with Directive #4802, "Incarcerated Payroll Standards."
 - 5. Ensure compliance with personal document retrieval and handling policies and procedures.

6. Ensure the Resource Center and its information is accessible to all.
 7. Ensure updated material is placed in the Resource Center and General Library with old material discarded immediately upon notice of the issuance of new materials by the Office of Transitional Services.
 8. Provide oversight of the Medicaid enrollment process and ensure policy and procedure is followed.
- C. Transitional Services Coordinator: The Transitional Services ORC is responsible for maintaining and presenting the Phase I and Phase III curricula as approved by the Department. All facility Transitional Services Coordinators shall:
1. Be responsible for all activities of the facility Transitional Services Center, including maintaining the approved class curriculum, daily lesson plans, and schedule.
 2. Identify potential facilitators and submit their names to the Program Committee for assignment to the Transitional Services Program.
 3. Identify potential clerks and submit their names to the Program Committee for assignment to the Transitional Services Resource Center.
 4. Actively recruit guest speakers from facility staff and the community.
 5. Submit monthly activity reports and other reports, as required, to the Director of Transitional Services.
 6. Maintain a logbook of requests made for resource materials. Record materials provided, such as substance abuse treatment providers, educational, vocational, or employment information, housing assistance, and medical and/or mental health providers.
- D. Administrative Committee: The Administrative Committee shall:
1. Be chaired by the DSP or highest-ranking Program Services authority, and include the Supervising Offender Rehabilitation Coordinator and/or Education Supervisor, the Transitional Services Coordinator, and a security staff representative.
 2. Meet quarterly and maintain a file containing the minutes of the meeting, including attendees.
 3. Meet with the assigned facilitators at least twice a year.