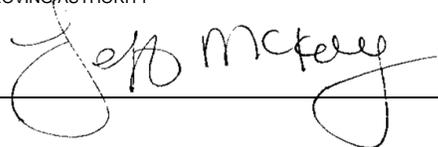


 <p style="text-align: center;">STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION</p> <p style="text-align: center;">DIRECTIVE</p>	TITLE <p style="text-align: center;">Guidance & Counseling Services</p>		NO. 4401
			DATE 2/11/2013
SUPERSEDES DIR #4401 Dtd. 07/12/2010	DISTRIBUTION A B	PAGES PAGE 1 OF 10	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. PURPOSE:** This directive describes the mission and functions of the Office of Guidance and Counseling and establishes standards and procedures for the operation of facility Guidance and Counseling Units. It is designed to assure that case management, purposeful counseling, and monitoring are performed in a consistent and systematic manner.
- II. POLICY:** The Department's philosophy embodies a commitment to the development of the whole person. This commitment is demonstrated by the establishment and maintenance of a professional relationship between the Offender Rehabilitation Coordinator and the offender. The professional demeanor and appearance of the Guidance and Counseling staff will serve as a positive role model.
- The Department's policy is to provide comprehensive counseling to offenders so that they may become aware that there are alternatives they may choose in order to take responsibility for their lives. Through the use of Motivational Interviewing techniques, Offender Rehabilitation Coordinators increase offenders' intrinsic motivation to make positive changes in their lives. The Offender Rehabilitation Coordinator has the obligation to advise and prescribe program activities based on an assessment of the offender's strengths, needs, interests and available facility resources. For counseling related matters, the Offender Rehabilitation Coordinator is the primary person through whom contacts with other Departmental Units, outside agencies, and other individuals are best channeled.
- III. COMPONENTS:** Guidance and Counseling services are comprised of three major functions: Case Management, Counseling Services, and Program Committee.
- A. Case Management: This function consists of gathering information about and from offenders, preparing thorough assessments, identifying strengths and needs, setting goals, evaluating progress, documenting information, screening offenders for specific programs, making referrals, performing classification/reclassification procedures, and preparing and submitting appropriate forms and reports. Programs and screening procedures that fall within the case management function are listed below.
1. Earned Eligibility Program: Pursuant to Correction Law, Section 805, the Earned Eligibility Program provides eligible offenders with an incentive for addressing the reasons for their incarceration by assigning to them recommended programs as soon as practicable. Upon entering the Department, a Program/Earned Eligibility Plan is developed for each eligible offender and reviewed on a quarterly basis. Prior to their Parole Board Hearing, offenders are assessed for compliance with the plan. Based on the assessments' outcome, offenders are issued certificates, denied certificates, or assigned noncertifiable status. A copy of the determination is provided to the offender, and placed in the offender's Guidance and Parole folders.
 2. Merit Time/Supplemental Merit Time:
 - a. Pursuant to Correction Law, Section 803(1) (d), eligible offenders are evaluated for Merit Time if they satisfy certain programmatic criteria and have maintained an overall acceptable level of attendance, participation, and progress in the programs identified in his/her Program/Earned Eligibility Plan. Any offender who is granted Merit Time will appear before a Merit Parole Board (ref. Directive #4790, "Merit Time").

-
- b. Eligible offenders are evaluated for Supplemental Merit Time similar to Merit Time eligible offenders, if they satisfy certain programmatic criteria and have maintained an overall acceptable level of attendance, participation, and progress in the programs identified in his/her Program/Earned Eligibility Plan. Any offender who is granted Supplemental Merit Time will appear before a Supplemental Merit Parole Board.
3. Presumptive Release: Pursuant to Correction Law, Section 806, eligible offenders are evaluated for Presumptive Release if they satisfy certain programmatic criteria and are eligible for an Earned Eligibility certificate, following a criminal history evaluation (reference Directive #4791, "Presumptive Release"), they may be granted Presumptive Release certificates. Any offender who is granted a Presumptive Merit Allowance may be released to community supervision at a date computed by subtracting the Merit Allowance from his/her parole eligibility date. An offender eligible for Presumptive Release may be released to community supervision at the expiration of the minimum sentence, or at the expiration of 5/6^{ths} of the minimum sentence if the offender also qualifies for Merit Time.
 4. Temporary Release/CASAT Screening: The Facility Temporary Release Program consists of screening offenders for Work Release and CASAT when they become time eligible. When appropriate, offenders are also assessed for Furloughs, Leaves of Absence, Community Services and Industrial Training Leaves, and Educational Release. Screening procedures are described in the "Temporary Release Manual" and the "CASAT Manual."
 5. Shock Incarceration Screening: Offenders who have been deemed statutorily eligible and have also been deemed suitable through the automated screening process will be manually screened for the Shock Incarceration Program by Offender Rehabilitation Coordinators. Screening procedures are described in the Shock Suitability Screening Manual.
 6. Limited Credit Time Allowance Screening: Pursuant to Correction Law, Section 803-b, offenders who are eligible for the Limited Credit Time Allowance (LCTA) are screened by Offender Rehabilitation Coordinators in accordance with established policy. Eligible offenders must meet the program and disciplinary criteria to be granted LCTA. (See Directive #4792, "Limited Credit Time Allowances").
- B. Counseling Services: This aspect entails both individual and group sessions. Counseling is defined as an interpersonal process that uses evidence based practices to assist individuals to understand themselves and their interactions with their environment, to address their identified needs, to set personal goals and to develop skills to achieve these goals. The aims of counseling are to assist individuals to make a positive adjustment to incarceration, to prepare themselves for a successful reintegration into the community, and to prevent them from reoffending. Offender Rehabilitation Coordinators may be assigned to facilitate and supervise group sessions as designated by the Deputy Superintendent for Programs (DSP).
1. Veteran's Services: Each facility will assign a Facility Veterans Liaison who will interact with the Central Office Veterans Guidance Specialist to address the readjustment and reentry needs of veterans within the facility. The Facility Veterans Liaison may be any staff member; however, if this is not a Guidance staff member, then someone in Guidance will be assigned to ensure veterans documentation is updated on a monthly basis. The designated staff member will participate in training with the Veterans Guidance Specialist on an annual basis.

The Facility List of Veterans shall be sent by Central Office to the Deputy Superintendent of Programs each month, who will then distribute this to designated facility staff members. A video of basic veteran's information and benefits, currently "Serving Those Who Served," is to be shown during each Orientation and DD214s are to be requested by each offender who served in the military. When received, the DD214 is to be entered in F451 and in KGNC.

The staff member will also assist those eligible and interested veterans with applying for the Residential Veterans Program and will facilitate access of the Veterans Administration Reentry Specialist to veterans who will be reentering the community within 1 year as specified in our Memorandum of Understanding with the Veterans Administration.

C. Program Committee

1. The purpose of the Program Committee is to provide general population offenders with program assignments designed to address their needs and the vital operational needs of the facility.
2. The Program Committee is responsible for all program placement and program removals per the Manual of Policy, Procedures and Standards for Programming Offenders. The Program Committee works with an offender's Program/Earned Eligibility Plan to help him/her address priority program needs within the context of the safety and security needs of offenders and staff. The Program Committee makes every reasonable effort to help each offender satisfy program needs.
3. All program and work assignments shall be made without regard to an offender's age, race, religion, national origin, sex, sexual orientation, or non-violent political views. An offender with disabilities shall not be disqualified from participation in a program, if the individual is otherwise qualified and meets the criteria set forth in Directive #4803, "Offender Program Placement."
4. The Program Committee shall place an offender in an assignment deemed most appropriate for the offender and the facility. Programs may include counseling and treatment, academic study, vocational training, transitional services, industrial training, and maintenance work assignments. An offender can be assigned to any combination of programs and to any available program module to meet the needs of the facility.
5. Whenever possible, an offender will be seen by the Program Committee within five working days of arrival at a new facility. The offender's needs and eligibility for outside clearance will be assessed by an Offender Rehabilitation Coordinator. Based on this information, and the needs of the facility, the offender will be assigned to an appropriate program. Upon completion of or removal from an assigned program, the offender will be referred to the Program Committee for reassignment.
6. If an offender refuses to accept assignment to a recommended program, he/she should be advised that failure to do so may result in a loss of good behavior allowance as authorized by Correction Law, Section 803, and Form #3617, "Program Refusal," should be completed. Offenders refusing educational therapeutic programming may also be subject to pay grade and/or rate decreases in their assigned work program. In addition, in accordance with Directive #4803, "Offender Program Placement," the Program Committee Chairperson may place an offender who refuses all assignments in limited privilege program status without a hearing.

IV. SUPERVISING OFFENDER REHABILITATION COORDINATOR'S RESPONSIBILITIES: A Supervising Offender Rehabilitation Coordinator shall be in charge of the Guidance and Counseling Unit under the direction of the Deputy Superintendent or Assistant Deputy Superintendent for Program Services. Responsibilities include:

A. Staff Supervision

1. Ensure that Offender Rehabilitation Coordinators and support staff are aware of and have access to all written policies, procedures, and guidelines pertaining to their job functions and responsibilities, including case management and counseling activities.
2. Ensure newly hired Offender Rehabilitation Coordinators and support staff are provided with on the job training and development.
3. Ensure that Guidance staff adheres to the programs and policies of the Department consistent with ethical standards that are appropriate in a professional relationship between an offender and an Offender Rehabilitation Coordinator.
4. Ensure that all offenders have a Program/Earned Eligibility Plan that identifies their program needs.

5. Ensure that all offenders eligible for Earned Eligibility, Merit Time, Supplemental Merit Time, Presumptive Release, LCTA, or scheduled for Temporary Release, CASAT, Case Plans, and Scheduled Transfer Reviews are processed within the required time frames.
 6. Reinforce the Department's mission and goals within all aspects of guidance and to staff.
- B. Assignments
1. Ensure that offender caseloads are equitably distributed and accurately assigned among Offender Rehabilitation Coordinators. All Offender Rehabilitation Coordinators will carry caseloads.
 2. Ensure that each offender is assigned an Offender Rehabilitation Coordinator upon admission to the facility by using Function 30 of the Guidance Information Management System.
 3. Counseling is provided to all offenders without regard to an offender's age, race, religion, national origin, sex, sexual orientation, non-violent political views, or health status.
 4. Conduct offender disciplinary hearings when assigned.
- C. Parole Board/Community Preparation: Supervises staff in the preparation of the comprehensive release reports, risk and needs assessments, community preparation investigation materials, and related reports for Parole Board appearances and case reviews.
1. Coordinates and supervises the monthly Parole Board interview and case review.
 2. Plans, coordinates, and implements supervision plans for offenders who meet the criteria of having disabilities and/or special needs.
 3. Performs pre-Board, Parole Board, and discharge planning services for clients in the custody of OCFS and OMH.
 4. Arranges for multi-disciplinary case conferences as required, in order to develop and coordinate implementation of discharge plans. Maintains a liaison role with various agencies including OCFS and OMH.
 5. Provides notification and service documents to the Field Supervision Team, and where appropriate, utilized the Field Supervision Team for offenders who require additional services or specialized treatment.
 6. Writes and submits timely report and documents related to discharge planning.
 7. Attends Parole Board Hearings and oversees operation of hearings.
 8. Completes post-Board activities; supervises preparation of disposition reports; distributes disposition reports to OCFS and OMH; and ensures appropriate notification is provided to offenders.
- D. Liaison with Office of Guidance and Counseling: One Supervising Offender Rehabilitation Coordinator at each facility will be designated to serve as the liaison with the Office of Guidance and Counseling. This Supervising Offender Rehabilitation Coordinator liaison will submit monthly reports via E-Mail to the Office of Guidance and Counseling, and other reports as requested.
- E. Access to Counseling: Counseling is provided to all offenders without regard to an offender's age, race, religion, national origin, sex, sexual orientation, non-violent political views, or health status.
- F. Records Management
1. Ensure that a Guidance and Parole folder is created and properly maintained for each offender, in accordance with established procedures.
 2. Ensure that all counseling, contacts, and other pertinent activities are documented in the offender's case folder as a chronological entry.
 3. Ensure that information is released in accordance with established standards of confidentiality (reference Directive #2010, "Departmental Records").

-
- G. **Professional Development:** Ensure that all Offender Rehabilitation Coordinators participate in a minimum of forty hours of training each fiscal year, April 1 to March 31. Thirty of those hours must be in areas directly related to activities in the Guidance and Counseling Unit such as; individual/group counseling (Motivational Interviewing, Thinking for a Change, Moving On), special needs offenders, cultural awareness and diversity, communication skills, ethics, or other appropriate topics. Staff training activities will be reported to the Hub Training Office.
- V. **FUNCTIONS:** Under the direction of a Supervising Offender Rehabilitation Coordinator, the Guidance and Counseling Unit at each facility provides counseling, and caseload management.
- A. **Counseling Activities**
1. **Offender Assessment:** Each offender is interviewed and assessed by the assigned Offender Rehabilitation Coordinator within five business days of arrival at a new facility. This assessment should include the following components:
 - a. Offender Overview;
 - b. Offender Program Overview;
 - c. Security and Current Classifications;
 - d. Education Summary/Employment History;
 - e. Family;
 - f. Emergency Contact and Information;
 - g. Mental Health;
 - h. Family History/Social Dynamics;
 - i. Program/Earned Eligibility Plan;
 - j. Personal Concerns;
 - k. Strengths and Needs;
 - l. Security Alerts; and
 - m. Personal Documentation.
 2. **Individual and Group Counseling:** Each offender has access to appropriate individual and/or group counseling in consultation with the designated Offender Rehabilitation Coordinator.
 3. **Identification of Needs and Concerns:** When the need for specialized counseling programs or a security concern is identified the following steps shall be taken:
 - a. In keeping with the Department's "Policy on the Prevention of Sexual Abuse of Inmates" (Directives #4027A, 4027B, 4028A, and 4028B) at each Initial and Case Plan Review, an Offender Rehabilitation Coordinators will inquire whether or not an offender has any issues, concerns or questions related to sexual abuse, document the response as part of the respective review and initiate any required action, including referrals.
 - b. Offender Rehabilitation Coordinators will direct offenders to participate in specialized counseling/treatment programs which best meet their needs. Necessary referrals will be made by the assigned Offender Rehabilitation Coordinator and documented in the offender's case folder.
 - c. For offenders with special needs who require contact with outside resources or agencies, the Offender Rehabilitation Coordinator shall discuss the case with the Supervising Offender Rehabilitation Coordinator. The Supervising Offender Rehabilitation Coordinator will relay the information to the appropriate person(s) prior to referral. The contact or referral will be documented in the offender's case folder.

-
- d. The Offender Rehabilitation Coordinator will provide any information regarding security concerns, offender enemies, or danger to self or others to the Supervising Offender Rehabilitation Coordinator who will immediately forward the information to Security Supervisor.
- B. Caseload Reviews
1. Case Plan Reviews: Offender Rehabilitation Coordinators review offenders on their caseloads on a quarterly basis, using Function 40 of the Guidance Information Management System (GIMS) and COMPAS 8.0 on the E-Justice Portal. Offender Rehabilitation Coordinators are not required to have a face-to-face interview with offenders on their caseload who are four or more years from their Earliest Release Date every quarter; these offenders are to be seen every other quarter. The reviews shall include:
 - a. Assessment of offenders' attendance, participation and progress in programs, counseling, and institutional adjustment;
 - b. Assessment of personal goal achievement and program participation;
 - c. Establishment of offenders' goals for the next quarter (the goals will be written and signed by the offender and the Offender Rehabilitation Coordinator); and
 - d. Case management activities include referral services, verification of emergency contact, potential for outside clearance, etc. This also includes review of personal documentation section, and making changes to the Offender Telephone and Offender-to-Offender Correspondence lists.
 2. Other Reviews: On an as needed basis, the following reviews will be conducted:
 - a. Scheduled Transfer Reviews (Function 40) - offenders will be screened semi-annually for possible reclassification and eligibility for area of preference transfers;
 - b. Unscheduled Transfer Reviews (Function 40);
 - c. Unscheduled Offender Review (Function 40);
 - d. Transfer Summary (Function 40);
 - e. Temporary Release/Work Release (Function 50);
 - f. Earned Eligibility/Merit Time/Supplemental Merit Time/Presumptive Release Reviews (Function 61), LCTA;
 - g. CASAT (Function 70); and
 - h. Shock (KPSM Function 90).
- C. Earned Eligibility/Merit Time/Presumptive Release Program and Parole Board/Community Preparation: The specifics about the procedures are provided in the Earned Eligibility Manual and Function 61 of the Guidance Information Management System (GIMS). Offenders are assessed and a Program/Earned Eligibility Plan is developed based on their identified needs. The plan must be signed by the offender and approved by the Supervising Offender Rehabilitation Coordinator. The Offender Rehabilitation Coordinator will assist all offenders with preparation for release.
1. Satellite Facilities: Offenders without Program/Earned Eligibility Plans must have one developed and signed at the Initial Interview or the first Case Plan Review. At each Case Plan Review, the Offender Rehabilitation Coordinator reviews with the offender the progress made toward his/her Program/Earned Eligibility Plan and has the offender sign the Case Plan.

-
2. Earned Eligibility/Merit Time/Supplemental Merit Time/Presumptive Release Evaluations for Earned Eligibility Purposes:
- a. For Earned Eligibility purposes, the record of each offender who has an indeterminate sentence with a minimum term of eight years or less shall be evaluated by his or her Offender Rehabilitation Coordinator two months prior to the offender's scheduled Parole Board Hearing. The Offender Rehabilitation Coordinator shall consider the offender's overall attendance, participation, and progress in the programs identified in his/her Program/Earned Eligibility Plan. Each evaluation will then be reviewed by a Supervising Offender Rehabilitation Coordinator and the Deputy Superintendent for Programs and a recommendation forwarded to the Central Office Earned Eligibility staff who will make the final determination as the Commissioner's designee. Thereafter, the offender will either be issued a certificate of Earned Eligibility for successful participation in appropriate programs, denied a certificate because of unsatisfactory participation in appropriate programs or unsatisfactory behavior, or assigned to non-certifiable status because the offender has not been able to participate in programs, through no fault of his or her own, for a significant period of time.
 - b. For Merit Time purposes, the record of each Merit Time eligible offender (reference Directive #4790, "Merit Time," for eligibility criteria) shall be evaluated by his or her Offender Rehabilitation Coordinator three months prior to the offender's scheduled Merit Parole Hearing. Each evaluation will then be reviewed by a Supervising Offender Rehabilitation Coordinator and the Deputy Superintendent for Programs and a recommendation forwarded to the Central Office Earned Eligibility staff who will make the final determination as the Commissioner's designee. If the offender has satisfied Merit Time requirements, he/she will be issued a Merit Time certificate.
 - c. For Supplemental Merit Time purposes, the record of each Supplemental Merit Time eligible offender shall be evaluated by his/her Offender Rehabilitation Coordinator three months prior to the offender's scheduled Supplemental Merit Parole Hearing. Each evaluation will then be reviewed by a Supervising Offender Rehabilitation Coordinator and the Deputy Superintendent for Programs and a recommendation forwarded to the Central Office Earned Eligibility staff who will make the final determination as the Commissioner's designee. If the offender has satisfied Supplemental Merit Time requirements, he/she will be issued a Supplemental Merit Time certificate.
 - d. For Presumptive Release purposes, the record of each Presumptive Release eligible offender (see Directive #4791, "Presumptive Release," for eligibility criteria) shall be evaluated by his/her Offender Rehabilitation Coordinator three months prior to the offender's scheduled merit or initial Parole Hearing. The Offender Rehabilitation Coordinator shall consider the offender's overall attendance, participation and progress in the programs identified in his/her Program/Earned Eligibility Plan. Each evaluation will then be reviewed by a Supervising Offender Rehabilitation Coordinator and the Deputy Superintendent for Programs and a recommendation forwarded to Central Office Earned Eligibility staff who will make the final determination as the Commissioner's designee.
- The Commissioner's designee shall consider the offender's entire criminal arrest record, any recommendations from the sentencing court and the district attorney's office, any statements made by crime victims, whether the offender has been designated a Central Monitoring Case and any active orders of protection.

Thereafter, the offender will either be issued a certificate of Presumptive Release for successful participation in appropriate programs, denied a certificate because of unsatisfactory participation in appropriate programs or unsatisfactory behavior, assigned to non-certifiable status because the offender has not been able to participate in programs, through no fault of his/her own, for most or all of the period of incarceration, or the determination is made that the release decision can best be made following the offender's appearance before the Board of Parole.

3. Protection of Offender Rights: In lieu of an appeal mechanism, the Earned Eligibility/Merit Time/Supplemental Merit Time/Presumptive Release Program provides ongoing opportunities for the offenders to review and sign off on their Program/Earned Eligibility Plan and quarterly progress reviews.
 4. Distribution: Prior to the Parole Board Hearing, copies of the final Earned Eligibility/Merit Time/Supplemental Merit Time/Presumptive Release determinations are to be given to Community Supervision and each offender and placed in the offenders' Guidance and Parole folders.
 5. Preparation for Release:
 - a. Implements discharge planning activities in order to prepare offenders for release and reintegration into the community.
 - b. Prepares comprehensive evaluative summary reports for Board of Parole consideration and review.
 - c. Attends Board of Parole Hearings and, when necessary, provides panel members with additional case specific information and documentation needed to complete the hearing.
 - d. May serve the offender with the Board of Parole decision notice and advises regarding further release opportunity and the administrative appeal process.
 - e. Participates in rescission and preliminary violation hearings.
 - f. Coordinates with field parole staff in the development of the final discharge and supervision plan.
 - g. Updates the Guidelines Entry System and Case Management System and reviews PARMIS and Violators systems as needed.
- D. Receipt of Work and Program Progress Reports and Treatment Evaluations: Information about offenders is collected from other units. The units shall submit evaluations and progress reports to the Guidance and Counseling Unit (or Supervising Offender Rehabilitation Coordinator) according to the designations indicated below:
1. Quarterly Basis: Offender Progress Reviews will be forwarded to the Guidance and Counseling Unit on a quarterly basis if the information is not obtainable from the mainframe computer. Progress reviews should be sent from the following areas when the offender wage time sheet identifies a due progress review with two asterisks:
 - a. Sex Offender Counseling and Treatment Program: The Offender Rehabilitation Coordinator assigned to the Sex Offender and Counseling Treatment Program shall provide information pertinent to progress made in the program.
 - b. Transitional Services Program: The Offender Rehabilitation Coordinator assigned to Transitional Services shall provide information pertinent to progress made in the program.
 - c. Substance Abuse Programs: (ASAT) (RSAT) (CASAT) The ASAT Offender Rehabilitation Coordinators shall provide information pertinent to progress made in the program.

- d. Education and Vocational Programs: The Education Supervisor shall be responsible for the submission of progress reports in accordance with established procedures. These reports shall consist of an evaluation of the offender's progress, skills developed, information acquired, attitudes demonstrated, and grade level achieved.
In vocational areas, the content of these reports should contain information regarding tasks the offender is capable of performing and machines he/she can operate.
 - e. Work Assignment Program: The Work Assignment Supervisor shall submit progress reports on the offender's skill development, attitude, and work habits in the work assignment.
2. As warranted
- a. Chaplains: The Chaplains shall submit relevant information that does not violate religious confidentiality.
 - b. Security Personnel: Security personnel shall promptly inform the Supervising Offender Rehabilitation Coordinator of any change in offender behavior that requires counseling intervention. Security Personnel should also inform the Supervising Offender Rehabilitation Coordinator about improvements in the offender's attitude and behavior.
 - c. Health Services: Nurse Administrators shall forward to the Guidance and Counseling Unit a report of significant medical and dental issues, when dissemination of such information does not violate the patient's right of confidentiality. The record of hospitalization should indicate the following for each admission:
 - (1) Date of admittance and discharge;
 - (2) Diagnosis, when confidentiality is not breached;
 - (3) Restrictions and recommendations; and
 - (4) Provision of dentures, eyeglasses, or any prosthetic devices.
 - d. Office of Mental Health: The Office of Mental Health shall provide the Guidance and Counseling Unit with a list of offenders being seen or status changes.
 - e. Inmate Records Office: The Inmate Records Coordinators shall forward to the Guidance and Counseling Units information about personal documents contained in the offender's personal property such as; social security card, DD214, marriage license, driver's license, or birth certificate.

VI. WORK RELEASE FACILITIES: SPECIAL FUNCTIONS: The Guidance and Counseling Unit will focus on work release activities and developing resources and release plans for offenders.

- A. Offender assessment: The Guidance staff will interview all new offenders upon arrival at Work Release Facilities within five days. In addition to establishing a relationship with the offender, the following should be discussed:
 1. Expectations of Work Release;
 2. Needs of offenders and resources available;
 3. Personal document needs;
 4. Housing arrangements;
 5. Job possibilities;
 6. Development of a time schedule; and
 7. Budgeting of finances.
- B. Counseling: The Guidance staff will discuss counseling or other resources in the community.
- C. Reviews: The Guidance staff will review offenders on their caseloads frequently. Additionally, Guidance staff are to maintain on-going chronological entries throughout an offender's temporary release status. Matters that require review are to be submitted to the facility Temporary Release Committee.

-
- D. Release Planning: Offender Rehabilitation Coordinators will assist offenders in developing a release profile prior to their release. The release profile consists of a checklist of their personal documents, a draft/completed resume, and tentative release plans. The offenders should be encouraged to discuss their release profile with their assigned Offender Rehabilitation Coordinator.

VII. GUIDANCE AND COUNSELING MANUAL: By authority of the Director of Guidance and Counseling, the Guidance and Counseling Manual sets forth policies and procedure concerning Guidance and Counseling case management, case recording, counseling, and related activities for all correctional facilities. The rules and regulations for the Earned Eligibility, Merit Time, Supplemental Merit Time, Presumptive Release, and Temporary Release Programs will be found in their respective manuals and/or directives.