


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE Pursuant to NH RSA 21-H:8 III Internal Practices and Procedures	CHAPTER <u>Resident Case Mgt.</u> STATEMENT NUMBER <u>682</u>
SUBJECT: CASE MANAGEMENT SUPPORT OF RELEASE PLANNING PROPONENT: <u>Director of Community Corrections</u> <i>Name/Title</i> <u>Community Corrections 271-5601</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>11/3/2020</u> REVIEW DATE <u>11/3/2020</u> SUPERSEDES PPD# <u>NEW</u> DATED <u>10/30/2020</u>
ISSUING OFFICER:  <i>Helen E. Hanks, Commissioner</i>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- (a) **PURPOSE**
 To establish internal procedures outlining the function of Correctional Counselor/Case Managers (CC/CMs) in supporting release planning of residents.
- (b) **APPLICABILITY**
 To all NH Department of Corrections Counselor/Case Managers (CC/CMs), other staff involved in the procedures associated with release of residents and residents who need support resource for release planning.
- (c) **POLICY**
 It is the policy of the NH Department of Corrections to provide CC/CM services to residents to support release-planning activities as applicable to the resident for:
- (1) Administrative Home Confinement
 1. The procedure for administrative home confinement requests is outlined in PPD 854.00 Administrative Home Confinement and Electronic Monitoring and will be modified in conjunction with this policy as necessary to create efficiency in staff resources as the areas of inquiry associated with release application are similar in nature.
 - (2) Residents Maxing Out Sentences
 1. Residents who are reaching their maximum sentence that do not have legal

detainers or other holds that will result in the continued confinement will be provided supports from CC/CMs relative to their release needs. Referrals to community agencies and supports in obtaining services will be provided as outlined below.

- (3) Privilege of Parole; The privilege of parole is determined by the NH Adult Parole Board and governed by state law and outlined under their administrative rules Par 100 through 500 referenced at http://gencourt.state.nh.us/rules/state_agencies/par.html. Criteria used by the Adult Parole Board in reviewing the granting of parole is outlined in section Par 300 Criteria for Granting and Denying Parole. Their evaluation criteria is:

Par 301.03 Evaluation Criteria. In determining the reasonable probability of success on parole, the board shall consider the following criteria:

- (a) The inmate's personality, maturity, sense of responsibility, and any developments in personality which might promote or hinder the conformity to the law;
- (b) The appropriateness and adequacy of his parole plan, as determined by the supervising officer during the investigation requested by the board prior to release, including:
 - (1) The inmate's employment plan, employment history, occupational skills, and past employment stability;
 - (2) The type of residence, neighborhood, and community in which the inmate intends to live and work; and
 - (3) The availability of mental health or other rehabilitative services ordered by the board as conditions of parole;
- (c) The inmate's history of use of illegal drugs, and habitual and/or excessive use of alcohol;
- (d) The inmate's criminal record, including the nature and circumstances of criminal activity, and the recency and frequency of previous offenses;
- (e) The seriousness of the confining offense or other committed offenses, including the degree of violence or lack of concern for victims involved;
- (f) The degree of remorse or empathy for victims and the attitude of the inmate toward his prior criminal conduct;
- (g) The inmate's history of conduct during previous paroles, probation, or other community supervision;
- (h) The inmate's conduct within the institution, including, but not limited to:
 - (1) The disciplinary record during incarceration;
 - (2) Evidence of self-improvement through the various institutional programs and, specifically programs which addressed problems or issues that contributed to the inmate's prior criminal activity;
- (i) Evaluations and recommendations received by the board from the department of corrections, courts, and relevant social service, mental health, and criminal justice agencies; and
- (j) The inmate's attitude and conduct during the parole hearing.

Source. #7149, eff 12-7-99, EXPIRED: 12-7-07

New. #9070, INTERIM, eff 1-11-08, EXPIRED: 7-9-08

New. #9255, eff 9-6-08, EXPIRED: 9-6-16

New. #12158, eff 4-7-17

(d) PROCEDURES

The following internal procedure has been developed to provide guidance regarding the CC/CM steps to provide support to residents in release planning:

- (1) Development of a Reentry Plan; CC/CMs work directly with assigned residents to complete a comprehensive Reentry Plan starting upon intake into a NHDOC facility. The CC/CM will in collaboration with the resident update the form entitled "Reentry Plan" (Attached) at assigned intervals during the resident's incarceration to ensure that it is comprehensive and detailed. The reentry plan acts as a guide for the resident and CC/CM to identify areas of strength and areas that the resident needs to improve. Identified areas of improvement will result in the referral to programming and services such as Education, Vocational Training, Behavioral Health, Family Connections, etc. The goal is to provide all residents with supportive services to assist with a successful reintegration into their communities, reduce recidivism and improve public safety. CC/CMs will address the employment, healthcare, housing, educational and family relationship needs by providing resources, referrals, connections and supports to essential community services for the

residents' release.

- a. Initial Reentry Plan – Residents will complete the first reentry plan with their CC/CM within 60 calendar days of their intake into a NHDOC facility. The initial reentry plan in conjunction with the initial assessment will determine programs and services the resident should be referred to in order to start the rehabilitation process.
- b. Updating Reentry Plans – Reentry Plans will be updated at a minimum of the following intervals:
 1. Three or more years to Minimum Parole Date (MPD) – one time per year.
 2. Less than three years to MPD – every six months.
 3. Additional updates will occur in response to significant changes or events (i.e. Parole hearing, Classification determinations, life changes) and at the request of the resident.
 4. Final Reentry Plans – A final Reentry Plan will be developed with support from the CC/CM and provided to the resident prior to their release from incarceration.
 5. Residents who are serving longer sentences, to include life in prison, will still receive a Reentry Plan with the goal of successful integration into the facilities and spending time productively while incarcerated.
- c. CC/CMs will assist residents as appropriate to provide and compile, at a minimum, the documents, assessments and summaries below and send them to the Adult Parole Board for consideration in a parole hearing:
 1. Authorization for Release of Protected Health Information;
 2. Resident Release Application;
 3. Resident Release Synopsis;
 4. Most Current and Updated Re-entry Plan;
 5. Education Transcript;
 6. Behavioral Health Discharge Summary;
 7. Ohio Risk Assessment Reentry Tool (ORAS-RT) Assessment; and
 8. Other verified Certificates of Completion provided by the Resident for inclusion.

A checklist entitled "Parole and Administrative Home Confinement (AHC) Document Checklist" is attached to this policy to assist CC/CM's in monitoring each resident application for release to ensure comprehensive packets.

- d. When meeting with residents, CC/CMs will review the sentence summary section of the electronic client record (CORIS) to monitor for release planning, as well as use the report tools under the NHDOC Intranet online resources – Resources A-Z (<http://mpdocvdwalp/doc/reports/default.asp>) to assist in surveying their caseloads to monitor those who may be eligible for parole release within 4 months of the date range search. CC/CMs will run these reports monthly. Report tools include:
 1. Parole Eligibility Search; or
 2. Active Population Listing
- e. Residents who request a parole hearing after their minimum parole date will request a parole hearing date through their CC/CM, who will instruct the resident to also write the request for a hearing on a request slip (RS) that the

CC/CM will then deliver to the adult parole board office.

1. In supporting a resident in seeking the privilege of parole, the CC/CM will ask the Resident to sign the Authorization for Release of Protected Health Information (Release). A CORIS note will be generated by the CC/CM that authorization was granted or declined.
 2. If resident declines, the CC/CM will draw a line diagonally through the release and write DECLINED, the CC/CM will initial and date the form and write a CORIS note. The CC/CM will explain to the resident that parole can be denied if the adult parole board finds they lack appropriate information to make an informed decision.
 3. If a resident is identified as having a legal guardian (This can be found in a review of Alerts in CORIS), the guardian is to be asked to sign the Release.
 4. The original Release (including declinations) will be sent to medical records via interoffice mail. A copy of the Release will be included in the parole packet. Medical records will scan and file the release into the electronic health record. Medical Records will inform behavioral health staff of the need to draft a discharge summary in preparation for the resident's parole hearing.
- f. The CC/CM will support the resident in completing the Resident Release Application and Resident Release Synopsis. It is the expectation that a resident dedicate time in completing their own application and provide accurate and complete information for the case manager to include in the synopsis. It is the expectation that a face-to-face meeting will be scheduled as necessary to complete this process. If a resident is not engaging in these meetings, the CC/CM will document this in a contact note in CORIS.
1. The CC/CM will make contact through e-mail and generate a contact note in CORIS regarding their request of NHDOC Behavioral Health and the Education Department as applicable to each resident case for information to include in the parole packet (e.g. Discharge Summary, Educational Transcripts). These areas of the Department will be supportive and responsive to the requests made by the CC/CMs.
 2. Education Staff (Education CC/CM and/or Guidance) will send a list of general education/career and tech education or college course completions, earned certificates and/or diplomas to the CC/CM within 7 business days of receiving the notification of the request from the CC/CM. Education Staff will send a document stating that resident did not participate in education, if applicable, and documentation of any attempts educational staff made to engage resident in educational services if the resident has not participated in educational programming.
 3. Behavioral Health Staff will identify their clients and complete the Behavioral Health Services Discharge Summary in the electronic health record within 10 business days of the schedule parole hearing. CC/CMs will review the

electronic health record for the completed discharge summary regularly.

- g. Once all documents, assessment and summaries are available to the CC/CM, the CC/CM will send them to the Adult Parole Board for review and consideration of a parole hearing. For AHC applications, the CC/CM will fill out the cover sheet and send to the next location listed on the cover sheet.
- h. If a resident indicates they want to postpone or cancel their parole hearing application, the CC/CM will instruct the resident to write a request slip to the adult parole board requesting this. The CC/CM will write a CORIS note and send the request slip to the adult parole board.
- i. If the CC/CM is struggling to identify resources or services to connect the resident to upon release, they will notify their supervisor to assist and bring other administrative resources to the attention of the issues of concern.
 - 1. Residents who refuse case management services will be provided with a list of general community resources and contact information in the demographic area they are releasing to. The CC/CM will document their attempts to engage the resident in case management and release planning and notify their immediate supervisor.
 - 2. All actions taken by the CC/CM in these areas will be documented in the Electronic Client Record notes section.
 - 3. Reports Available to Assist CC/CM may include but are not limited to:
 - i. The NHDOC Intranet Resources A-Z contains a report entitled Max Out Reports that can assist in tracking clients nearing the completion of their NH sentences.
 - ii. The NHDOC Intranet Resources A-Z contains reports entitled CC/CM Supervision Reports. This reports will assist in tracking clients MPD, Date of Last reentry note, custody level and housing location.
- j. The Adult Parole Board publishes their hearing schedules on the Internet as required by law. As much advance notice from the Adult Parole Board office as possible best supports the timely and comprehensive delivery of information (e.g. at least 30 calendar day notice is required). These hearing schedules are distributed regularly from the Adult Parole Board Office to NHDOC staff who function to provide information and support their review of releases. All staff are to regularly review these schedules and provide information and support as outlined in this policy. In addition, reporting resources are available under the NHDOC Intranet under the Parole Board's dedicated page.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Other

State Administrative Rule Par 100-500

Duffy/lb

Attachments