

# *Idaho Department of Correction*

## **Court Supported Continuum of Services**

### **Executive Summary**

The Idaho Department of Correction, in support of the continuing partnership with the Idaho Courts, will continue to enhance its role in providing the judicial branch evidenced based recommendations and services to ensure public safety while aggressively engaging in opportunities for offender change coupled with timely and effective supervision. The continuum will consist of probation, rider (multiple types and durations), and term sentencing options.

### **Screening/Assessment**

The IDOC utilizes a combination of screening and assessment tools at various times throughout the period an offender has contact with the department.

- Level of Service Inventory – Revised (LSI-R)
- Global Appraisal of Individual Needs Short Screener (GAIN SS)
- Texas Christian University Drug Screening II (TCU-DS II)
- Test of Adult Basic Education (TABE)
- Additional Screening/Assessments (GAIN I, Full Mental Health Evaluation, Static 99, Pyscho-Sexual Evaluation)

### **Probation**

If probation is ordered by the court, the following would be the general approach to supervision and intervention.

- Supervision is established at intake and based on LSIR aggregate score

#### **High Supervision Category**

Offenders with a LSIR score of 31 or higher.

#### **Moderate Supervision Category**

Offenders with a LSIR score between 17 and 30.

#### **Low Supervision Category**

Offenders with a LSIR score 16 and below

- Supervision is reviewed annually
- Supervision can be reassessed if a significant event occurs.
- Front loaded supervision activities
- Specialized supervision for sex offenders
- **Recommended program/treatment interventions matrix**

### **Retained Jurisdiction (Rider)**

The IDOC will provide a trio of rider options (Female offenders excluded from 90 day CAPP).

- **CAPP-** Early Intervention Rider-90 Day (Male Only)
- **CAPP/NICI/ISCI/SBWCC/PWCC** – 180 Day Traditional Rider
- **TC Rider (NICI/SBWCC)** - TC Rider Male/Female

### **Termed (Relinquished Court Jurisdiction)**

- **Pathways for Success**

The Pathways for Success for termed offenders are made up of thirteen (13) primary pathways and three (3) individual pathways. All pathways are gender responsive and include an extensive pre-release package.

# **Court Supported Correctional Continuum Matrix**

## ***Detailed Discussion***

### ***Overview***

The Idaho Department of Correction, in support of the continuing partnership with the Idaho Courts, will continue to enhance its role in providing the judicial branch evidenced based recommendations and services to ensure public safety while aggressively engaging in opportunities for offender change coupled with timely and effective supervision.

### ***Screening/Assessment***

The IDOC utilizes a combination of screening and assessment tools at various times throughout the period an offender has contact with the department. The continuum is briefly discussed with points along the continuum of where and when the screen/assessments are employed and their primary use.

#### **Level of Service Inventory – Revised (LSI-R)**

The LSI-R is a risk and need assessment designed to predict the likelihood of recidivism and identify problematic life areas that can be targeted for change programming that in turn reduces an offender's risk to recidivate. Offender goals are established with each participant's case manager and include careful assessment of the offender's risk/needs through the LSI-R assessment tool.

The LSI-R is comprised of 54 items grouped into 10 different domains (life areas). These domains include the following: criminal history, education/employment, finances, family/marital, accommodations, leisure time, criminal friends/acquaintances, drug and/or alcohol use, emotional/personal and anti-social attitudes. Based on research data, these domains have proven to be useful predictors of recidivism. The LSI-R also requires a fairly extensive interview. Scoring is based on information elicited during the interview, facts contained in the offender's file, and collateral sources.

Conducted- Initial Presentence Investigation (PSI), in response to significant event on supervision, annually reassessed (If on supervision), Receiving and Diagnostic Unit (RDU) Intake (If not updated in the community), Parole Releases (Approx. 90 days post release)

#### **Global Appraisal of Individual Needs Short Screener (GAIN SS)**

The GAIN SS uses the scores in the moderate/high range (1 to 5, 1 being low end of moderate and 5 being high) on four sub-screeners to identify the specific kinds of behavioral health services (e.g., mental health, substance use, work or school programs, welfare programs, justice programs) that may be needed.

Internalizing Disorder Screener -1-5 score suggests a moderate to high need for mental health treatment related to somatic complaints, depression, anxiety, trauma, suicide, and, at extreme levels, more serious mental illness (e.g., bipolar, schizoaffective, schizophrenia).

Externalizing Disorder Screener -1- 5 score suggests a moderate to high need for mental health treatment related to attention deficits, hyperactivity, impassivity, conduct problems, and, in rarer cases, for gambling or other impulse control disorders.

Substance Disorder Screener -1-5 score suggests a moderate to high need for substance abuse, dependence, and substance use disorder treatment and, in more extreme cases, the need for detoxification or maintenance services.

Crime/Violence Screener- 1-5 score suggests a moderate to high need for help with interpersonal violence, drug-related crimes, property crimes, and, in more extreme cases, interpersonal/violent crimes.

Conducted- Initial PSI (Beginning July 2010), as part of referral process for community based services. The addition of the GAIN SS provides IDOC a proven screening tool to collateralize the findings of LSIR in the areas of mental health, while also supporting the area of substance abuse.

### **Texas Christian University Drug Screening II (TCU-DS II)**

TCU is a public domain instrument containing 15 questions, 9 of which are scored, that adheres to DSM criteria. The tool measures alcohol dependency as well as drug dependence. The instrument has been nationally researched with favorable results. The tool is written at an 8<sup>th</sup> grade level and can be administered as either self-rating test or verbally during interview (PSI or RDU). The TCU-DS II does not have any education or certificate requirements for administration.

Conducted- Initial PSI, RDU Intake, as needed. The TCU DS II provides the IDOC a proven screening tool to collateralize the findings of the LSIR in the area of substance abuse.

### **Test of Adult Basic Education (TABE)**

TABE assists examiners with offender case management by setting realistic educational goals for offenders. TABE measures course placement criteria and, in alignment with high school standards and curricula, and monitor an offender's educational progress.

Conducted- RDU Intake

### **Additional Assessments**

During the comprehensive diagnostic process at RDU or in some cases in a community corrections setting, qualified staff and or contract professionals will administer additional

screening/and or assessments to detect need in the areas of Mental Health, Substance Abuse, Vocational education, and sex offender risk/need. The standardized tools could include but not limited to the following.

### **Substance Abuse**

In support of the State of Idaho adoption of a single assessment protocol, the IDOC will use the GAIN family of tools for community based substance abuse assessments.

- GAIN I

### **Mental Health**

Additional instruments may be administered by qualified clinicians on an as needed basis. Prior to administering these instruments, approval must be obtained from the Chief Psychologist:

- Millon Clinical Multiaxial Inventory (MCMI-III) - a personality disorder assessment that has been normed specifically for anti-social offenders.
- Personality Assessment Inventory (PAI) - general personality test for offenders
- Miller Forensic Assessment of Symptoms (M-FAST) - designed to detect malingering (persons who deliberately pretend to have an illness or disability in order to avoid punishment or responsibility)

Conducted- RDU Intake

### **Vocational Education**

The department employs the use of the Career Scope assessment battery to determine the vocational aptitude and desire to best align the offender's goals for employability training.

Conducted- RDU Intake

### **Sex Offender Risk/Need**

The department employs a battery of tools for the treatment and supervision of sex offenders under the purview of the department. These tools include the Static 99, Stable 2007, and Acute 2007.

#### ***Static 99***

The Static 99 is a brief actuarial instrument designed to estimate the probability of sexual and violent recidivism among adult males who already been convicted of a least one sexual offense against a child or non-consenting adult. It is not recommended for adolescents (less than 18 years

at time of release), female offenders or offenders who have only been convicted of prostitution, pimping, public toileting (sex in public locations with consenting adults), or possession of indecent materials.

The scale contains 10 items: Prior sexual offenses, Prior sentencing dates, Any convictions for non-contact sex offenses, Current convictions for non-sexual violence, Prior convictions for non-sexual violence, Unrelated victims, Stranger victims, Male victims, Young, and Single.

Conducted- Probation, RDU Intake, as needed

***Stable 2007***

A specific sex offender risk assessment instrument that measures factors which are potentially changeable but endure for months or years.

Conducted- Probation

***Acute 2007***

A specific sex offender risk assessment that measures factors that can change over a period of weeks, days, and hours that may indicate the likelihood for sexual re-offending.

Conducted- Probation

## **Probation**

If probation is ordered by the court, the following would be the general approach to supervision and intervention. The core tools for determination will be the LSIR, aggregate and domain scores, TCU, GAIN SS, and other related screening and assessment tools (GAIN I, Full Mental Health Eval, Static 99, Psycho-Sexual Eval) to better determine the overall needs/interventions of the individual offender.

Supervision is established at intake and then is reviewed annually for adjustment. Many of the factors that go into determining supervision risk are dynamic and can change both positively as well negatively. Additionally, Probation/Parole Officers can also reassess the LSIR based on significant events that may occur during the period of supervision that could impact supervision level.

### ***High Supervision Category***

Offenders with a LSI score of 31 or higher.

The PPO must complete the following minimum standards:

- Two (2) separate supervision contacts monthly that cannot result from the same encounter. (At least one [1] of these contacts will be face-to-face.)

- One (1) home visit monthly. (A change in residence requires a home visit within 30 days.)
- One (1) employment verification quarterly, if employed. (A change in employment requires verification within 30 days.)
- One (1) treatment/program attendance verification monthly.
- One (1) urine analysis monthly.

### ***Moderate Supervision Category***

Offenders with a LSI score between 16 and 30.

The PPO must complete the following minimum standards:

- One (1) supervision contact monthly.
- One (1) home visit every three (3) months. (A change in residence requires a home visit within 30 days.)
- One (1) employment verification quarterly, if employed. (A change in employment requires verification within 30 days.)
- One (1) treatment/program verification monthly.
- One (1) urine analysis every three (3) months.

### ***Low Supervision Category***

Offenders with a LSI score between zero (0) and 15.

The PPO must complete the following minimum standards:

- One (1) home visit annually. (A change in residence requires a home visit within 30 days.)
- One (1) employment verification every 6 months, if employed. (A change in employment requires verification within 30 days)
- Review for discharge annually.

### ***Front-Loaded Activities***

The PPO must complete the following minimum activities during the first 90 days of supervision, in addition to assessment-based supervision standards:

- Enroll the offender in core programs identified in the case plan goals (see SOP 607.26.01.014, *Offender Program Management*).
- Conduct treatment contacts at least twice per month for the first 90 days.
- Conduct substance abuse testing. Substance testing shall be conducted at a minimum of 1 per week for the first 90 days.

- Conduct additional home visits.
- Establish a stable residence (when necessary).
- Conduct employer contacts (as needed).
- Establish a job search schedule if the offender is unemployed.
- Conduct additional contacts with family, roommates and significant others.
- Establish, or modify, a curfew.

### *Sex Offender Supervision Categories*

Supervision Level	Home Visits	Face-to-Face Contacts	Employment Verifications	Treatment Collateral Contacts	Supplemental Report Review	Polygraph	IILETS Check
<b>1</b>	*Quarterly	**Quarterly	Quarterly	***Quarterly	Monthly	Annually	Annually
<b>2</b>	*Every two (2) months	**Every two (2) months	Quarterly	***Quarterly	Monthly	Annually	Every 6 Months
<b>3</b>	*Monthly	**Monthly	Monthly	***Monthly	Monthly	Every six (6) months	Every 3 Months

\* Must be completed within two (2) weeks after change in residence

\*\*Can be accomplished during the home visit: face-to-face contact and home visit can be accomplished during one contact

\*\*\*If offender is not in treatment then any collateral contact (family, spouse, landlord, sponsor, etc.)

### *Recommended Program/Treatment Interventions Matrix*

The following matrix will be the general guideline for the appropriate best practice programmatic interventions for community based offender population. Of course, all case planning is tailored to the individual issues emerging from assessed findings.

Recognizing many of these issues are dynamic and can increase and decrease during a period of supervision.

Screen/Assessment	Program/Treatment
LSIR domain criminal history-.04 to 1.0 LSIR domain crime friends/acquaintances- .04 to 1.0	Cog-Behavioral to include: Breaking Barriers Thinking for a Change (TFAC)



LSIR domain anti-social attitudes-.04 to 1.0 GAIN SS- Crime/Violence Screener- 1 to 5	Cognitive Self Change- Idaho Model (CSC-IM) Moral Reconciliation Therapy (MRT)  (Start with BB and work to MRT from low to high risk intervention)
LSIR domain education/employment-.04 to 1.0	<u>BASIC ED</u>  Conduct TABE testing or other educational attainment test  Based on findings  Literacy GED HSD <u>Vocational Ed</u>  Conduct Vocational aptitude and interest-Career Scope or equivalent  Work Force Readiness Skills  Vocational Training  Referral to Voc Rehab
LSIR domain finances-.04 to 1.0	Personal Finance Class  Refer to Consumer Credit
LSIR domain family/marital-.04 to 1.0	Relationship groups  Parenting groups
LSIR domain accommodations-.04 to 1.0	Supervision Practice
LSIR domain leisure time-.04 to 1.0	Structured Schedule to include ancillary support services to limit unstructured time.
LSIR Domain drug and/or alcohol use-.04 to 1.0 GAIN SS Substance Disorder Screener -1 to 5	Refer to H&W MSC-BPA for screen/assessment:

TCU score of 3 to 9	Screen for Drug Court Conduct GAIN I for level of service Based on GAIN I complete Outpatient Services Intensive Outpatient Services Wrap around services (Female offenders will be provided gender responsive strategies)
LSIR domain emotional/personal-.04 to 1.0 GAIN SS Internalizing Disorder Screener -1 to 5 GAIN SS Externalizing Disorder Screener -1 to 5	Refer for full mental health evaluation Screen for Mental Health Court Based on MH Eval, enroll and complete; Med management Counseling (Co-occurring if SA issues are present as well) Wrap around services
Sex Offender (Based on Pyscho-Sexual Evaluation and supervision standards based on Static 99, and Stable and Acute 2007)	Complete ATSA/CSOM supported sex offender program Address all other issues as stated above

**Retained Jurisdiction (Rider)**

If retained jurisdiction is ordered by the court, the following would be the general approach to rider placement and length of stay. The core tools for determination will be the LSIR, aggregate and domain scores, TCU, and other related screening and assessment tools to determine the overall needs of the individual offender in the areas of health care (Medical and Mental Health), education, employability, and sex offender issues.

***It should be noted the length of stay may vary for each offender, based on time in county jail, offender transport issues, and the actual time the offender takes to progress through each select intervention. All offenders will be sentenced to a Rider up to and not to exceed 365 days.***

***CAPP- Early Intervention Rider (Male Only)***

The IDOC will be providing an early intervention rider with an average length of stay of 90 days at the CAPP facility. The program will offer a two track programming intervention. The program will target those offenders who primarily have been unable to stabilize their addiction issues in a community based setting.

### **Inclusion Criteria**

- Probation Officer should, if community treatment is appropriate, exhaust all community-based options prior to recommendation for placement of offender in CAPP.
- Moderate to high risk LSIR aggregate scores (range 14 to 40)
- Offender has substance abuse and cognitive issues with a LSI-R score of .4 or higher on the alcohol/drug domain
- Manageable mental health disorders
- Reading level of 6<sup>th</sup> grade or higher (based on TABE locator)
- Manageable health issues in a non-medical facility
- Sex offenders assessed with a current substance abuse issue that is impeding their ability to complete sex offender treatment

### **Exclusion Criteria**

- Acute mental health symptoms requiring enhanced services and management strategies (e.g. Actively suicidal, psychotic, severe depression)
- Sex offenders without a significant assessed substance abuse issue.
- Pending felony charges, active detainers, or felony warrants (IDOC placement coordinator can make exceptions, in coordination with the courts and Parole Commission).
- Escape history from a secure facility within 5 years.
- Significant education/employability skills deficiencies (e.g. no high school diploma/GED, low TABE scores 6<sup>th</sup> grade and below, limited or no job history)
- *Bed capacity*

### **Curriculum**

The offender will complete 1 of 2 tracks to include

- MRT Track- MRT, Relapse Prevention, Family (If identified), and Reentry
- Meth Matrix (Meth Specific)-Cog-Behavioral, Relapse Prevention, Family, and Reentry

### **Aftercare**

- Rider Aftercare Outpatient Services
- Supervision by Risk
- As needed Wraparound services

### ***CAPP/NICI/ISCI/SBWCC/PWCC -Traditional Rider***

The IDOC utilizes evidenced based practices in the selected curriculum, staff training, and quality assurance. The traditional rider is delivered at multiple sites. The average length of stay for the traditional rider is 120 days.

- SBWCC- is the location for female rider population
- NICI- is the location for primary male population to include sex offenders
- CAPP- will have a 108 bed traditional rider unit
- ISCI- provides rider curriculum to male offenders to include sex offenders who cannot leave due to significant health care issues (medical and mental health) and or security issues. ***Very limited capacity for this facility.***
- PWCC- provides rider curriculum to female offenders who cannot leave due to significant health care issues (medical and mental health) and or security issues.
- Sex Offender Riders will be assessed for amenability for community based treatment and receive some preliminary SO programming. Male-NICI (ISIC if Health Care/Security Issues preclude NICI) Female-PWCC.

### **Inclusion Criteria**

- Offender has substance abuse and cognitive issues with a LSI-R score of .4 or higher on the alcohol/drug domain
- Manageable mental health disorders (If identified, offender will complete at ISCI- Male and PWCC-Female where they will receive symptom management and diagnosis-specific services)
- Reading level of 6<sup>th</sup> grade or higher (based on TABE locator)
- Manageable health issues in a non-medical facility (If identified, offender will complete at ISCI- Male and PWCC-Female)
- Sex offenders will be assessed for amenability for community based treatment and complete some preliminary sex offender treatment at NICI/ISCI
- Requires education and employability skill development (Does not possess HSD/GED, limited or no job skills)

### **Exclusion Criteria**

- Will only be used for facility placement, not a preclusion of services

### **Curriculum**

#### Male

The *New Direction* program is organized into six modules with each focusing on specific developmental areas.

- Module One-Intake and Orientation
- Module Two-Criminal and Addictive Thinking
- Module Three-Drug and Alcohol Education
- Module Four-Socialization
- Module Five- Relapse Prevention
- Module Six- Release and Reintegration Preparation

## Female

### *Core Services*

- Thinking For A Change (TFAC)
- Anger Management (AM)
- Drug & Alcohol Education (DA)
- Learning About Yourself (HIV)
- Pre-Release Program

### *Special Needs Programming Options (SA)*

- Helping Women Recover
- Relapse Prevention

### *Mental Health Programming Options (Clinical referral necessary based on LOC)*

- Seeking Safety
- Mental Health Groups
- Grief and Loss [LSI domains – E/P, A/D]
- Stress Management

### *Domestic Violence Programming Options*

- Building Healthy Relationships

### *Family Reunification Programming Options*

- Brain Building Basics

## **Aftercare**

- Rider Aftercare Outpatient Services
- Supervision by Risk

- As needed Wraparound services

### **Sex Offender Core**

At NICI/ISCI, the offender will receive preliminary aspects of a sex offender continuum of care with the balance completed in a community setting coupled with stringent supervision standards. For those offenders with a domain score of .4 or above for substance abuse will receive New Directions Drug and Alcohol Education and Relapse Prevention modules. These two modules should be accomplished as an integrated piece of the relapse plan development for sex offending behavior.

#### **SO Aftercare**

- Community based sex offender program
- Polygraphs
- Sex offender supervision
- Wrap around services as needed

### ***TC Rider (NICI/SBWCC) - TC Rider Male/Female***

The IDOC will provide a TC rider program that will have an average length of stay of 270 days. Therapeutic Community (TC) simulates society with specific values, principles, rules, and structure specifically designed to teach pro-social attitudes and behavior. Participants (who are referred to as “Family”) are required to hold each other to the standard of the program through a series of accountability tools such as verbal cues (Pull-up’s), written slips (Booking slips) and public confrontation (Encounter). All aspects of the TC are engineered to change attitudes and thinking that lead to incarceration. To keep the integrity of this process, participants are segregated fully from the other inmates on the compound. The program has three (3) phases, each requiring greater attitude, skill, and knowledge levels.

#### **Inclusion Criteria**

The IDOC will use the LSIR’s core criminogenic domain areas of criminal history, Substance Abuse, Attitudes and Orientation, and Companions, these domains have the greatest determination of risk and need. Visualizing the TC Rider as the most intensive intervention, the score thresholds were set as follows:

- 6 or greater for Criminal History
- 6 or greater for Substance Abuse
- 3 or greater for Attitudes and Orientation
- 2 or greater for Companions

#### **Exclusion Criteria**

- Sex offender
- Unstable or active psychosis mental health issues
- Significant learning disabilities (e.g. a TABE score below 6<sup>th</sup> grade)
- *Bed capacity*

### **Curriculum**

- Morning Meeting
- Evening Meeting
- Process Groups
- Encounter Groups
- Seminars
- Core Program Curriculum
  - Anger Management
  - Cognitive Self-Change
  - Relapse Prevention Group
  - Support Groups

### **Aftercare**

- TC Aftercare Group
- CSC II Process Group
- Supervision appropriate to Risk
- Wraparound services as required

### **Termed (Relinquished Court Jurisdiction)**

If the court ordered a term sentence and relinquishes jurisdiction, the offender will move to RDU and undergo extensive assessment and will be placed into the appropriate Pathway based on assessed needs. The Parole Commission reserves the right to make any adjustments to Pathway expectations as they see fit.

### **Inclusion Criteria**

- RDU Intake will be completed to identify primary and individual Pathways for Success.

### **Programming Pathways for Success**

The Pathways for Success for termed offenders are made up of thirteen (13) primary pathways and three (3) individual pathways. All pathways are gender responsive and include an extensive pre-release package. The primary pathways include:

- Low Risk Criminogenic
- Low Risk Substance Abuse
- Criminogenic
- Intensive Substance Abuse
- Therapeutic Community
- High Risk Criminogenic
- High Risk Intensive Substance Abuse
- Sex Offender Low Risk Criminogenic
- Sex Offender Low Risk Intensive Substance Abuse
- Sex Offender Moderate Risk Criminogenic
- Sex Offender Moderate Risk Intensive Substance Abuse
- Sex Offender High Risk Criminogenic
- Sex Offender High Risk Substance Abuse

The Individual Needs pathways include the following core areas:

- Health Care-Medical/Mental Health
- Education/Vocational
- Family Reunification

**(Criteria for Pathways are included in attachment)**



## IDOC PSI Investigator Process Steps for Probation, Rider and Term Populations

*Table 1.0*

Functional Roles and Responsibilities	Steps	Tasks CIS steps are in bold
Presentence Investigator	1	PSI receives order to complete presentence investigation
Presentence Investigator	2	As part of the presentence order, the PSI will complete LSIR, TCU, and GAIN SS.
Presentence Investigator	3	Based on the outcome of screening and assessment protocol, overall findings of PSI report, the PSI will recommend probation, rider, and or term status with justification set forth in recommendation section of PSI report.
<b>Probation Recommendation</b>		
Presentence Investigator	4a	For probation supervision recommendations, the PSI investigator will utilize the primary findings of the LSIR aggregate which will report the anticipated level of supervision based on the guidelines set forth in this process matrix. For sex offenders, PSI Investigator will recommend the sex offender supervision guidelines. The information will be included in the recommendation section of the PSI report for court's consideration.
Presentence Investigator	5a	For probation programming recommendations, the PSI Investigator will utilize the findings of the entire IDOC screen/assessment protocol and matrix to identify programming assessment, treatment and programming needs of each individual offender. The information will be included in the recommendation section of the PSI report for court's consideration.
<b>Rider Recommendation</b>		
Presentence Investigator	4b	For rider recommendation, the PSI Investigator, utilizing the rider inclusion and exclusion criteria, will recommend a preliminary rider option to include CAPP90 (Males Only), Rider 180, and or TC Rider. The final determination will occur at RDU. The recommendation will be included in recommendations section of the PSI report.
<b>Term Recommendation</b>		
Presentence Investigator	4c	For term recommendation, RDU will make the final determination of Pathways for Success based on assessed findings in accordance with presented inclusion and exclusion criteria.

## Discretionary Placement of Probation Offenders:

*Table 1.1*

Functional Roles and Responsibilities	Steps	Tasks CIS steps are in bold
<b>Selection and Placement Process</b>		
<b>Probation Officer</b>	1	Probation Officer identifies an offender who is failing on probation and if community-based treatment was appropriate, has exhausted all community-based options prior to recommendation for placement of offender in CAPP. Update LSI-R.
Probation Officer	2	Coordinate with Section Supervisor for approval to continue to pursue CAPP placement process. Section supervisor will review court order to ensure placement in CAPP is authorized.
<b>Probation Officer/Section Supervisor</b>	3	Submit to CAPP Placement Coordinator - CAPP Placement Referral Form (Attachment 1), copy of GAIN-SS (if updated within the last six months) (LSIR and TCU are maintained in CIS), and court order with conditions of probation for discretionary placement in CAPP facility.
<b>CAPP Placement</b>	4	Review referral form, and if approved, notify probation officer of

<b>Coordinator</b>		approximate time frame for placement of offender in program.
<b>Probation Officer/Section Supervisor</b>	5	Notify the court and/or submit request for approval to the court for discretionary placement in CAPP, if necessary.
<b>Court</b>	6	If required, court approves placement of offender in CAPP.
<b>Probation Officer/Section Supervisor</b>	7	Submit a copy of court's approval for placement of the offender into CAPP to the CAPP Placement Coordinator, if necessary.
<b>CAPP Placement Coordinator</b>	8	Coordinate with Offender Placement Group to have offender moved to RDU.
<b>RDU</b>	9	Conduct RDU processes to prepare offender for placement in CAPP.
<b>RDU</b>	10	Notify CAPP Placement Coordinator of projected date when offender will be ready for transport to CAPP.
<b>CAPP Placement Coordinator</b>	11	Coordinate with Offender Placement Group to have offender moved to CAPP.
<b>Offender Placement Group</b>	12	Coordinate transportation of offender to CAPP.
<b>CAPP Participation</b>		
<b>CAPP Orientation</b>	13	Complete Orientation, Assessments, <b>Update Case Plan and open OMP goal for CAPP</b> , and make Track determinations – CBT or Meth Matrix.
<b>CAPP Program</b>	14	Manage offender activities and programming per CAPP Contract.
<b>CAPP Case Manager</b>	15	Submit housing verification to assigned Probation Officer a minimum of 45 days prior to program completion.
<b>CAPP Successful Completions</b>		
<b>CAPP Reentry Planning</b>	16	Thirty days prior to anticipated program completion, CAPP case managers will begin reentry planning and notification efforts per the CAPP Contract, including a case conference with probation officer to approve probation plan, also including transportation upon release from facility.
<b>CAPP Reentry Planning</b>	17	Twenty-one days prior to anticipated program completion, prepare and/or provide notification and reporting documentation <ul style="list-style-type: none"> <li>• Notification to CAPP Placement Coordinator</li> <li>• Progress Report to Probation Officer and Court</li> <li>• Notification to Probation Officer of pending completion date</li> </ul>
<b>CAPP Placement Coordinator</b>	18	Coordinate with appropriate entities, if necessary for the release of the offender from the facility.
<b>Community Corrections Division</b>	19	Coordinate supervision and provide aftercare.
<b>CAPP Failures to Complete or Removals</b>		
<b>CAPP Case Manager</b>	20	Notify CAPP Placement Coordinator of offender failure to complete or need for removal.
<b>CAPP Placement Coordinator</b>	21	Review request for offender removal.
<b>CAPP Case Manager</b>	22	If removal is approved by CAPP Placement Coordinator, complete Progress Report for the Probation Officer and Court on offenders who have failed or will be unable to complete the program.
<b>CAPP Placement Coordinator</b>	23	Coordinate with Offender Placement Group to have offender moved to appropriate county jail on discretionary jail placement order.
<b>Probation Officer</b>	24	To determine appropriate action.

## Probation Offenders to Retained Jurisdiction Offenders:

Table 1.2

Functional Roles and Responsibilities	Steps	Tasks CIS steps are in bold
<b>Selection and Placement Process</b>		
<b>Probation Officer</b>	1	Probation Officer identifies an offender who is failing on probation and if

		community-based treatment was appropriate, has exhausted all community-based options prior to recommendation for placement of offender in the retained jurisdiction program. Update LSI-R.
Probation Officer	2	Coordinate with Section Supervisor for approval to continue to pursue Retained Jurisdiction.
<b>Probation Officer/Section Supervisor</b>	3	Submit Report of Violation to the court.
<b>Court</b>	4	Conduct Probation Violation Hearing and, if appropriate, place offender on Retained Jurisdiction.
Court	5	Send Judgment of Conviction to IDOC.
<b>Offender Placement Group</b>	6	Coordinate movement of offender from county to RDU.
<b>RDU</b>	7	Conduct RDU processes to determine if offender meets criteria for placement in CAPP.
RDU	8	Submit CAPP Placement Referral form (attachment 1) to CAPP Placement Coordinator with the recommendation of a Retained Jurisdiction-CAPP placement.
<b>CAPP Placement Coordinator</b>	9	Review referral form and notify RDU of decision.
<b>RDU</b>	10	If not approved, pursue alternative placement for retained jurisdiction offender.
<b>CAPP Placement Coordinator</b>	11	Coordinate with Offender Placement Group to have offender moved to CAPP.
<b>Offender Placement Group</b>	12	Coordinate transportation of offender to CAPP.
		<b>CAPP Participation</b>
<b>CAPP Orientation</b>	13	Complete Orientation, Assessments, <b>Update Case Plan and open OMP goal for CAPP</b> , and make Track determinations – CBT or Meth Matrix.
<b>CAPP Program</b>	14	Manage offender activities and programming per CAPP Contract.
<b>CAPP Case Manager</b>	15	Submit housing verification to assigned Probation Officer a minimum of 45 days prior to program completion.
		<b>CAPP Successful Completions</b>
<b>CAPP Reentry Planning</b>	16	Thirty days prior to anticipated program completion, CAPP case managers will begin reentry planning and notification efforts per the CAPP Contract, including a case conference with probation officer to approve probation plan.
CAPP Reentry Planning	17	Twenty-one days prior to anticipated program completion, prepare and/or provide notification and reporting documentation <ul style="list-style-type: none"> <li>• Notification to CAPP Placement Coordinator; and</li> <li>• APSI to the court</li> <li>• Notify Probation Officer of estimated completion date</li> </ul>
<b>CAPP Placement Coordinator</b>	18	Coordinate with Offender Placement Group for transportation to the county.
<b>Court</b>	19	Conduct Retained Jurisdiction Review.
<b>Community Corrections Division</b>	20	Coordinate supervision and provide aftercare.
		<b>CAPP Failures to Complete or Removals</b>
<b>CAPP Case Manager</b>	21	Notify CAPP Placement Coordinator of offender failure to complete or need for removal.
<b>CAPP Placement Coordinator</b>	22	Review request for offender removal.
<b>CAPP Case Manager</b>	23	If removal is approved by CAPP Placement Coordinator, complete APSI for the court on offenders who have failed or will be unable to complete the program.

<b>Court</b>	24	Reviews APSI and determines if court will relinquish jurisdiction or have offender transported back to Court for hearing.
<b>CAPP Placement Coordinator</b>	25	Coordinate the transport process with the Offender Placement Group.

## Direct Sentencing to Retained Jurisdiction Offenders:

Table 1.3

Functional Roles and Responsibilities	Steps	Tasks CIS steps are in bold
		<b>Selection and Placement Process</b>
<b>Court</b>	1	Sentences offender to Retained Jurisdiction,
<b>Court</b>	2	Send Judgment of Conviction to IDOC
<b>Offender Placement Group</b>	3	Coordinate movement of offender from county to RDU
<b>RDU</b>	4	Conduct RDU processes to determine if offender meets criteria for placement in CAPP.
<b>RDU</b>	5	Submit CAPP Placement Referral form (attachment 1) to CAPP Placement Coordinator with the recommendation of a Retained Jurisdiction-CAPP placement.
<b>CAPP Placement Coordinator</b>	6	Review referral form and notify RDU of decision.
<b>RDU</b>	7	<b>Create the Case Plan reflecting the need for participation in the CAPP Program per SOP 607.26.01.004 Case Planning for Offenders.</b>
<b>RDU</b>	8	If not approved, pursue alternative placement for retained jurisdiction offender.
<b>CAPP Placement Coordinator</b>	9	Coordinate with Offender Placement Group to have offender moved to CAPP
<b>Offender Placement Group</b>	10	Coordinate transportation of offender to CAPP
		<b>CAPP Participation</b>
<b>CAPP Orientation</b>	11	Complete Orientation, Assessments, <b>Update Case Plan and open OMP goal for CAPP</b> , and make Track determinations – CBT or Meth Matrix
<b>CAPP Program</b>	12	Manage offender activities and programming per CAPP Contract.
<b>CAPP Case Manager</b>	13	Coordinate with District for assignment of probation officer
<b>CAPP Case Manager</b>	14	Submit housing verification to case assignment Section Supervisor of assigned district where offender will reside a minimum of 45 days prior to program completion. Case assignment Section Supervisor will assign offender to a Probation Officer.
		<b>CAPP Successful Completions</b>
<b>CAPP Reentry Planning</b>	15	Thirty days prior to anticipated program completion, CAPP case managers will begin reentry planning and notification efforts per the CAPP Contract, including a case conference with probation officer to approve probation plan.
<b>CAPP Reentry Planning</b>	16	Twenty-one days prior to anticipated program completion, prepare and/or provide notification and reporting documentation <ul style="list-style-type: none"> <li>• Notification to CAPP Placement Coordinator; and</li> <li>• APSI to the court</li> <li>• Notify Probation Officer of estimated completion date</li> </ul>
<b>CAPP Placement Coordinator</b>	17	Coordinate with Offender Placement Group for transportation to the county.
<b>Court</b>	18	Conduct Retained Jurisdiction Review
<b>Community Corrections Division</b>	19	Coordinate supervision and provide aftercare

<b>CAPP Failures to Complete or Removals</b>		
<b>CAPP Case Manager</b>	20	Notify CAPP Placement Coordinator of offender failure to complete or need for removal.
<b>CAPP Placement Coordinator</b>	21	Review request for offender removal
<b>CAPP Case Manager</b>	22	If removal is approved by CAPP Placement Coordinator, complete APSI for the court on offenders who have failed or will be unable to complete the program.
<b>Court</b>	23	Reviews APSI and determines if court will relinquish jurisdiction or have offender transported back to Court for hearing.
<b>CAPP Placement Coordinator</b>	24	Coordinate the transport process with the Offender Placement Group.