

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

INTEROFFICE COMMUNICATION

To:	SAFPF/IPTC Program Directors,	Date:	29- December 2008
	Unit Wardens, Transitional Coordinator	Revised:	09/17//2009
From:	Pam Carey, Manager III	Subject:	Phase 1B/4-Cs Outpatient Care Services
	RRPD – Operations		

Phase 1B/4-C Description:

Phase 1B/4-C is a Continuum of Care option available for offenders, who meet specific eligibility criteria, and are considered for release to an approved home plan. If the offender is deemed eligible and approved to be released to a home plan instead of a residential TTC, the offender will be referred to a participating TDCJ Contractor (See ATTACHMENT A) for Supportive Outpatient services, with additional group and individual counseling and supervision requirements. Upon successful completion of Phase 1B/4-C programs, the offender will transition to Phase II, Supportive Outpatient Services.

Eligibility Criteria:

To be considered for placement in the Phase 1B/4-C programs, offenders must meet the following criteria:

CSCD – 4-C Eligibility Criteria

Satisfactory completion of the SAFPF/IPTC program

Unanimous agreement of the treatment team for client to enter 4-C phase. A standardized assessment instrument may be used to support the team decision, but the team decision is the deciding factor.

Verifiable Residential Home Plan with supportive sponsor/family shall be completed.

Client must have employment or have a verifiable work history. Written verification from

employer shall be made available upon release or the offender must have a work history or trade showing that he/she is employable.

TDCJ approved Supportive Outpatient Treatment /4-C must be available with in the offenders approved home plan, residential location.

No major disciplinary actions with in the past four months (or ninety (90) before projected discharge date)

May not have any below average progress or conduct reports to the judge in the areas of program participation, compliance, or disciplinary while in the last 4 months of treatment.

No pending Detainers or outstanding warrants.

No history of past or current sexual offenses.

Special needs offenders with medical or physical conditions are eligible if it is deemed that the offender can secure appropriate/specialty care in a home plan before discharge. *Mental health clients will be screened on an individual basis.*

No violent or assault or criminal history while in treatment or 12 months prior to incarceration.

B. Parole - Phase 1B Eligibility Criteria

Satisfactory completion of the SAFPF/IPTC In-Prison program with
Counselor recommendation.

The Treatment Team must unanimously agree that the offender will be better served in an alternative program.

No major disciplinary action within sixty (60) days of release.

No pending detainers.

Not classified as a sex offender (past or current convictions)

The outpatient intake date shall be set prior to the offender leaving the SAFPF/ITPC.

SAFPF/IPTC Unit Approval Procedures:

It is the responsibility of the unit treatment staff to ensure the most appropriate offender for the Phase 1B/4-C program is identified and meets the criteria for consideration. To ensure consistency in the process the following steps must be taken:

A. Transitional Treatment Team Meeting

Ninety (90) days before the projected discharge date the Transitional Treatment Team Meeting should be conducted in person or via phone, to include: the offender, primary counselor, SAFPF Transitional Coordinator; CSCD SAFPF Coordinator and /or Parole Officer.

During the meeting, the Transitional Coordinator must have the offender's treatment file present containing all documentation needed for the team to make the discharge recommendation.

The Transitional Coordinator will complete at the meeting the CJAD-CSCD Community Continuum of Care (4-C)/Parole Phase 1B Placement Form. (See ATTACHMENT B)

Immediately following the meeting, the Transitional Coordinator will forward the Placement form to the CJAD Release Coordinator or to TDCJ Parole Division Huntsville Placement and Release Unit.

Placement Procedures:

Once the CJAD/Parole Phase 1B Placement Form has been forwarded to the appropriate Division (CJAD/Parole) the following will occur:

A. Offenders Recommended for 4-C:

Within sixty (60) days prior to the offender leaving the Unit, the Community Supervision officer will verify the home plan, set up the OP Discharge date and inform the Transitional Coordinator.

Upon receipt of notification of the Outpatient (OP) intake/discharge date/Home Plan Approval from the Community Supervision officer, the Transitional Coordinator will immediately contact their CJAD Release Coordinator and inform them of the date.

If within the sixty (60) days the Transitional Coordinator has not received a date from the Community Supervision officer, or the Community Supervision officer disapproves the Home Plan, the Transitional Coordinator must contact their CJAD Release Coordinator and RRPD Central Placement Coordinator immediately.

Offenders Recommended for Parole Phase 1B:

Once the Phase 1B Offender is identified, TDCJ Parole Division Huntsville Placement and Release Unit (HPRU) will monitor the offender's status for program completion and an approved Home Plan.

The Parole Division, HPRU will schedule a release date and the initial outpatient intake date.

The Parole Division, HPRU will notify the unit of these two (2) dates on their transportation list.

V. Inmate Pre-Release Assessment (IPASS) by the Unit:

It should be noted that TDCJ is working towards implementation of the IPASS. This instrument will be used as a guide to assist the treatment team in making a decision about the level of treatment an offender requires upon release. In order to enhance the Treatment Team discussion, when the assessment is available, the IPASS shall be administered prior to the Treatment Team recommending Phase 1B/4-C. The IPASS was developed specifically as a measure of post-release risks for prison-based substance abuse treatment graduates. By taking into account historical drug use and criminal activity of inmates as well as their performance during prison-based treatment, the IPASS calculates a "priority" score indicating the relative need for

more (versus less) intensive treatment services upon release.

The three instruments to be administered are the TCU Drug Screen (TCUDS), Criminal History Form, and the Treatment Engagement Form (ENGFORM).

Each of these three assessments is a one-page, scantron form that is to be completed by the program participant and may be administered to a group of participants at one time. The three assessments will be scanned and scored electronically.

When the IPASS process is implemented and administration begins, after the first set of scores are provided, TCU researchers will review the results to establish the scores to be used for recommendation purposes.

VI. Data Entry (SAMPIMS and ITP Screen)

Immediately following the Transitional Treatment Team Meeting, offenders identified as meeting the criteria for eligibility for the Phase 1B/4-C program shall be identified in SAMPIMS and on the ITP Screen, by the unit treatment staff. Offender records should be entered upon recommendation for the program and then updated once the recommendation has been approved or denied. To ensure consistency and timeliness, the following process should be followed:

Enter SAMPIMS (M000) from a blank mainframe screen.

Select menu option 10 – ID SA Main Menu.

Select menu option 04 – Substance Abuse Data Entry Screen.

Enter the TDCJ No.

The cursor will move to the **DATE** Column. Enter the date the recommendation, approval, or denial was made.

Enter “B” for the phase in the **P** column.

Enter the appropriate Participation Code in the **STAT** Column.

SBR = SAFP, Phase 1-B **Recommended**

SBA = SAFP, Phase 1-B **Approved**

SBD = SAFP, Phase 1-B **Denied**

IBR = IPTC, Phase 1-B **Recommended**

IBA = IPTC, Phase 1-B **Approved**

IBD = IPTC, Phase 1-B **Denied**

SHAPE * MERGEFORMAT

Press enter.

Review Information.

Press PF6 to process.

The date will be saved in the offender’s Substance Abuse Program History and can be viewed in two places.

SAMPIMS – Main Menu option 02, Page 2.

b. ITP Screen – UCR, Option 12.

Upon completion of the above procedures for Phase 1B/4-C services the unit staff will continue to follow already established program procedures for providing treatment services to ensure program completion.

VII. Offender Pickup/Release:

Offenders accepted into the Phase 1B/4C program shall be allowed to leave the unit via pickup or unit transport to the bus station. The release order from CJAD-CSCD or the Parole certificate may or may not contain the name of the individual picking up the offender.

In cases where the offender will be picked up, the following shall occur:

The unit Transitional Coordinator will provide unit administration with the name of the individual designated to pickup the offender.

If there's a discrepancy at the time of release the unit shall contact, the unit shall contact the Rehabilitation and Reentry Administration staff for guidance.

Phoenix Counseling &
PHASE 1B/4C

ATTACHMENT A
LIST OF PARTICIPATING VENDORS

	Location	County
Abode Treatment, Inc.	Fort Worth	Tarrant
Alcohol & Drug Abuse Council of Deep East Texas	Lufkin	Angelina
Aliviane Inc.	El Paso	El Paso
Amarillo Council on Alcoholism & Drug Abuse	Amarillo	Potter
Bay Area Recovery Center	Webster	Harris
Billy T Cattan Recovery Outreach, Inc.	Victoria	Victoria
Career & Recovery Resources, Inc.	Houston	Harris
CDHS, Inc.	Arlington	Tarrant
Clover House, Inc.	Odessa	Ector
Counseling Center of Ellis County	Waxahachie	Ellis
Dallas County CSCD (CJAD ONLY)	Dallas	Dallas
FSC, Inc. dba First Step Counseling	Dallas Plano	Dallas Collin
First Step Denton Co. Outreach Program	Denton	Denton
Fort Bend Regional Council CJAD/Probation Only	Rosenberg Stafford	Fort Bend Fort Bend
Gateway Foundation – Texas	Dallas	Dallas
Helping Open People's Eyes, Inc. (H.O.P.E.)	Arlington Cleburne Fort Worth Corsicana	Tarrant Johnson Tarrant Navarro
Lakes Regional MHMR Center dba Lakes Behavioral Health	Greenville Sherman Bonham	Hunt Grayson Fannin
Lifestream Behavioral Health	Houston	Harris
New Beginnings Behavioral Services, Inc.	Edinburg	Hidalgo

Phoenix Counseling & Education Centers, Inc.	Arlington Fort Worth	Tarrant Tarrant
Plainview Serenity Center, Inc.	Amarillo Lubbock Plainview	Potter Lubbock Hale
Reality Ranch	Corpus Christi	Nueces
Sabine Valley Regional MHMR Center dba	Longview Paris Texarkana Clarksville	Gregg Lamar Bowie Red River
Sacred Heart Treatment Center	Houston	Harris
Salvation Army	Dallas	Dallas
South TX COADA Laredo Webb	Laredo	Webb
Spindletop MHMR Services	Beaumont Port Arthur Orange	Jefferson Jefferson Orange
TFI Counseling Services	Conroe	Montgomery
Treatment Associate of Victoria	San Antonio Brownsville Corpus Christi McAllen Victoria	Bexar Cameron Nueces Hidalgo Victoria
Tri County Counseling dba Cornerstone Counseling, Inc.	Austin Burnet Round Rock	Travis Burnet Williamson
Unlimited Visions Aftercare, Inc.	**Houston ***Baytown	Harris Harris
Volunteers of America Texas, Inc.	Conroe Fort Worth Houston Huntsville	Montgomery Tarrant Harris Walker
West Texas CSCD	El Paso	El Paso
Zebra, Inc. dba Cheyenne Center	Houston Conroe	Harris Montgomery

*Currently ineligible to receive referrals

Revised: 09/17/2009

Attachment B

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
CJAD -CSCD Community Continuum of Care (4-C) / Parole Phase 1-B
Placement Form**

NOTICE TO RERECEIVING AGENCY OR PERSON: This information has been disclosed from records protected by the federal confidentiality rules (42 CRF Part 2.) **Unauthorized Personnel should not read this report.** The federal rules prohibit any future disclosure of this information unless it is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CRF Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

Please Type or Print Clearly

Transitional Team Meeting Date: _____

SECTION I: CLIENT DATA

1. Name: (Last) _____ (First) _____ DOB: _____

2. SID # _____ TDCJ# _____

3. County of conviction: _____ County of residence: _____

4. SAFPF Coordinator: _____

5. Court: _____ Cause #: _____
(Please be accurate)

6. SAFPF: _____ Date entered SAFPF: _____ Projected Release Date: _____

7. Does this client have special needs? None Physical Psychological
(if yes, TCOOMMI must be notified Provide details of special needs below.)

8. Selection Criteria:
(e.g., approaching 365th, requirements of the sentencing court/ county, Relapse Client or Individual needs of the client)

Home Plan Information

(Only complete if client meets criteria, officer will be verifying home plan or client utilizing alternative Program)

Release Address: _____ City: _____

Contact Person: _____ Relationship: _____

Contact Phone Number: _____

Outpatient Provider: _____ **1B/4C Release Date:** _____

(Reported to unit by officer & unit to inform Release Coordinator)

SECTION II. (To be completed by CJAD/ Parole Release Coordinator only)

Has (1-B /4-C) Outpatient been: Approved _____ or Denied _____
(If denied list TTC information below)

List Transitional Center: _____ Actual Release/ Intake Date: _____

Transition Coordinator Date	Date	Primary Counselor
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Client Date	Date	CSCD SAFPF Coordinator or Parole
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(Phone conference or in person)
CC: CJAD Release Coordinator
SATOM 04.09
Revised: January 2009

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