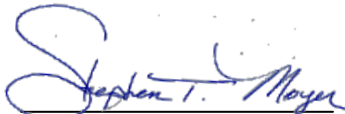
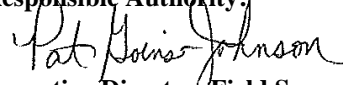
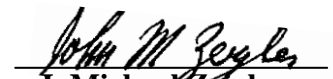


Executive Directive




Stephen T. Moyer
Secretary

Title: Reentry: Assessment, Planning and Programming	Directive Number: OPS.165.0001 Revised
Related Statute/Regulations/Directives: Correctional Services Article, §§2-103, 2-113, and 2-114 Annotated Code of Maryland	Supersedes: OPS.165.0001 Dated February 20, 2015
Related ACA Standards: 4-4442, — 4-4447	Responsible Authority:  Executive Director, Field Support Services
Related MCCS Standards: N/A	Effective Date: June 1, 2016 Number of Pages: 5


J. Michael Zeigler
Deputy Secretary
for Operations

.01 Purpose.

This directive continues minimum requirements for the Department of Public Safety and Correctional Services (Department) to prepare an individual in custody or under supervision of the Department for return to the community.

.02 Scope.

This directive applies to all agencies and units responsible for the custody or supervision of individuals under the authority of the Department.

.03 Policy.

- A. To best protect the public, employees, and individuals in custody or under supervision of the Department, the Department shall establish programming and services intended to prepare an individual for transition to public life following a term of confinement with the Department.
- B. The Department reentry programming and services shall, at a minimum, address:
 - (1) Risk and needs assessment;
 - (2) Individualized case planning;
 - (3) Family and supportive relationships;
 - (4) Employability;
 - (5) Community justice and community based partnerships; and
 - (6) Programming based on other individual criminogenic needs.

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- C. The Department shall give first priority for application of reentry programs and services to individuals assessed and found to be a moderate or high moderate risk of re-offending.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Criminal justice lifecycle" means the duration of an individual's involvement with the Department.
- (2) "Criminogenic need" means the risk factor or characteristic that may change or be impacted by an action or intervention.
- (3) Custody.
 - (a) "Custody" means the individual is confined to a correctional facility.
 - (b) "Custody" includes an individual:
 - (i) Under sentence; or
 - (ii) Detained in a correctional facility for reasons such as waiting to see a court commissioner after arrest, waiting to post bail, waiting for a bail review, waiting for trial, or having been tried and waiting to be sentenced.
- (4) Intake.
 - (a) "Intake" means processing an individual being admitted to the custody or under the supervision of the Department.
 - (b) "Intake" includes:
 - (i) Obtaining essential demographic, social, medical, mental health, substance abuse, and legal information about the individual; and
 - (ii) Orienting the individual to conditions and requirements of custody or supervision.
- (5) "Risk of re-offending" means a classification established using an approved assessment instrument identifying for the purposes of programming an individual's propensity for re-offending when permitted to return to the community.

.05 Responsibility/Procedures.

A. The Deputy Secretary for Operations, or a designee, shall ensure:

- (1) That the following steps are taken as soon as possible, but no later than 60 days after intake, for an individual in custody or under supervision of the Department:

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- (a) If the individual is in custody and Public Safety Program eligible or under community supervision, the approved Department Violence Prevention Initiative (VPI) screening instrument is used to assess and assign the individual to the appropriate VPI status;
- (b) Using the approved risk assessment tool, the individual is assessed to determine the individual's appropriate risk level;
- (c) Using assessment instruments and processes approved by the Executive Director, Field Support Services, the individual is evaluated to determine individual strengths, risks, and needs; and
- (d) A case management representative, parole and probation agent, program or transition coordinator, or pretrial supervision representative develops a comprehensive case plan for the individual that:
 - (i) Employs case plan development strategies approved by Executive Director, Field Support Services;
 - (ii) Is developed as a collaborative process between available service providers, the Parole Commission, and the individual under Department custody or supervision;
 - (iii) Addresses the individual's identified strengths, risks, and needs; and
 - (iv) Includes goals and objectives, as well as strategies for meeting the stated goals and objectives.
- (2) Written procedures are developed and maintained that provide details for actions necessary to implement the practices and guidelines required by this directive that, at a minimum, include:
 - (a) The frequency and timely completion of accurate assessments;
 - (b) Case plans that are responsive to the individuals' strengths, risks and needs identified during assessment;
 - (c) Supervisory approval of a case plan and assessments;
 - (d) Strategies for effective transition through the stages of an individual's criminal justice lifecycle; and
 - (e) Random audits of case plans, assessments, and records by a management employee other than the supervisor approving the case plan, assessment, or record subject to the audit.
- (3) Information and data are collected to measure and monitor outcomes of reentry activities required by this directive.

B. Case Plan Programs and Services — Minimum Requirements.

- (1) Moderate or High Moderate Risk of Re-Offending.
 - (a) If approved assessment tools determine an individual to be at a high moderate or moderate risk of re-offending, the individual's case manager, parole and probation agent, program transition coordinator, or pretrial supervision representative shall schedule or refer the individual for placement in programs that target the individual's criminogenic needs.

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- (i) Program participation shall be at a time during an individual's criminal justice lifecycle determined to be the most effective for reaching case plan goals and objectives.
 - (ii) Program participation shall be for a length of time determined to be the most effective for reaching case plan goals and objectives.
- (b) Programs used to address an individual's risk of re-offending shall:
- (i) Be cognitive-behavioral in nature;
 - (ii) Meet Field Support Services' standards for content and delivery;
 - (iii) Include ongoing skill building methodologies;
 - (iv) Be adaptable to diverse learning styles, skills, and abilities;
 - (v) Be approved for use by the Executive Director Field Support Services, or a designee; and
 - (vi) Be reviewed for quality of content and delivery based on a schedule and using an evaluation tool developed or approved by the Executive Director Field Support Services, or a designee.
- (2) Low and High Risk of Re-Offending.
- (a) If an approved assessment tool identifies an individual to have a low or high risk for re-offending, the individual may not be scheduled for, referred to, or placed in, a cognitive-behavioral program.
 - (b) If an approved assessment tool identifies an incarcerated individual to have a low or high risk for re-offending, the individual's case manager, program coordinator, or transition coordinator shall limit program placement to:
 - (i) Education, if the mandatory requirement applies;
 - (ii) Correctional facility work details or job assignments; or
 - (iii) Transition programs and activities.
- (3) Core Reentry Programming shall:
- (a) Be in accordance with the requirements of §.05B(1)(b) of this directive;
 - (b) Be coordinated with other forms of programming provided throughout an individual's period of custody or supervision;
 - (c) Be based on the individual's proximity to release;
 - (d) Offer skills training focused on immediate transitional needs; and
 - (e) Based on the individual's overall programming plan, include, but not be limited to:

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- (i) Seeking, applying for, and keeping a job; and
 - (ii) Identifying and participating in community services designed to continue support for medical, mental health, substance abuse, or social development needs that continue beyond what was provided while in custody or under supervision.
- (4) At any time during an individual's criminal justice lifecycle, a case manager, parole and probation agent, program or transition coordinator, or pretrial supervision representative shall have, when available, family members and others playing a similar role with a positive impact on the individual's personal development assist with reentry efforts.
- (5) A case manager, parole and probation agent, program or transition coordinator, or pretrial supervision representative shall aggressively promote participation in educational and job skills development programs.
- (a) Individuals shall, to the degree possible, be afforded classroom and work opportunities consistent with case plans.
 - (b) Throughout an individual's criminal justice lifecycle, case plans shall, to the degree possible, include opportunities for the individual to develop and reinforce model work ethics.
- (6) A case manager, parole and probation agent, program or transition coordinator, or pretrial supervision representative shall identify opportunities for partnerships with community organizations to strengthen efforts to meet case plan objectives.
- (7) To support case planning, a case manager, parole and probation agent, program or transition coordinator, or pretrial supervision representative shall take steps to:
- (a) Identify new community partnership opportunities; and
 - (b) Strengthen existing community partnerships through follow up activities such as surveys, interviews, and problem identification and resolution.

.06 Attachment(s).

There are no attachments to this Directive.

.07 History.

This directive rescinds OPS.165.0001 dated February 20, 2015 and supersedes provisions of any other prior existing Department or agency communication with which it may be in conflict.

.08 Correctional Facility Distribution Code.

A
L
S — Case Management, Department of Parole and Probation, Transition Coordinators, Medical staff, Social Work, Substance Abuse, Education Services, Program Coordinators