

Sixth District Department of Correctional Services POLICY	Issue Date 02/15/02	Effective Date 05/19/17	Policy Number 1801-17
Subject <b>MENTAL HEALTH REENTRY PROGRAM INTAKE</b>		Review Month March	Author 0633 (RME)
Rescinds 1801-02	References		

**POLICY:**

The Director ensures that the criterion is developed to place the offender into the Mental Health Reentry Program.

**PROCEDURE:**

1. Reentry staff work in conjunction with institutional staff to begin release planning a minimum of sixty (60) days prior to the release of an offender;
2. Reports to be shared between community and institutional staff include the following:
  - a. Psychological reports;
  - b. IMCC or Mitchellville discharge summary;
  - c. Psychiatrist diagnosis and progress notes;
  - d. Most recent risk assessment information;
  - e. Progress report from current institution;
  - f. Tentative release plan devised by offender and institutional staff that include possible housing, employment, family support, disability history, and appropriateness of starting application for Social Security Disability Income (SSDI).
3. Factors to be considered in determining appropriate placement in this program include, but not be limited to:
  - a. Type of crime;
  - b. Length of sentence;
  - c. History of institutional discipline;

**POLICY NUMBER 1801-17**  
**PAGE 2 OF 2**

**PROCEDURE:** (continued)

- d. History of pertinent community adjustment;
  - e. Medication needs/compliance;
  - f. Symptom management.
4. Institution staff is notified of the decision and Re-entry staff helps coordinate communication with the Board of Parole.
  5. Following notification that a parole has been granted, staff coordinate specific release measures, including transportation, with the institution.
  6. During the initial sign-up to the Mental Health Re-Entry Program, the offender signs all previously established documents pertinent to parole supervision along with a release of information designed for the purpose of exchanging information with the CAB.

BY ORDER OF:

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Bruce Vander Sanden, Director