

Sixth District Department of Correctional Services POLICY	Issue Date 02/02/18	Effective Date 02/10/18	Policy Number 2540-18
Subject EXTENDED TRANSITION PROGRAM (ETP)/ DAY REPORTING (DR)		Review Month December	Author 0120 (CDE)
Rescinds	References DOC WR/OWI-19, 904.901		

POLICY:

Extended Transition Programming/Day Reporting is offered to reintegrate residents back into the community following placement in a Residential Correctional Facility.

PURPOSE:

The Extended Transition Program (ETP)/Day Reporting (DR) helps reduce recidivism of persons discharging from the residential facilities. ETP/DR moves motivated residents through the program more quickly and support residents by reducing the service and contact gap that historically takes place when residents discharge from the facilities. ETP/DR allows the facilities to turn focus on those persons in-house who present the greatest need and risk.

DEFINITION:

The ETP/DR program includes phase progression to ensure residents are stable and following their re-entry case plan prior to placement in a traditional, Intensive Supervision Program (ISP), or Sex Offender Program (SOP) caseload.

PROGRAM CRITERIA:

Persons in this program maintain a re-entry plan that is developed by the resident and case manager that focuses on four (4) protective and stability factors (stable housing, employment, satisfactory progress in treatment, and participation in activities/organizations that promote and support pro-social relationships).

1. Residential offenders must be a WR with C11P component or Probationer, and:
 - A. Must have an acceptable residence within Linn County that has been approved and verified by staff;
 - B. Financially stable;
 - C. Complete a Re-entry Case Plan with case manager, which include a monthly budgeting plan;
 - D. Treatment (completed an evaluation and started treatment or if required by RPPO and satisfactory progress in the treatment;
 - E. Discipline free for the past fourteen (14) days;

POLICY NUMBER 2540-18

PAGE 2 OF 3

PROGRAM CRITERIA: (continued)

- F. Must have Pro-Social Peer Support in place (such as Toastmasters, Mission of Hope, Church, 1 on 1 mentoring, TTW Case Mangers, RISE Program, Habitat for Humanity, Bowling/Recreation Leagues, etc.);
 - G. Reliable means of transportation for check-ins;
 - H. Pay \$63.00 per week/\$9.00 per day.
2. Federal BOP re-entry citizens, Federal Public Law offenders, 321J OWI, and SWR without a C11P are not eligible for the ETP/DR program;

PROCEDURE:

1. A resident that has achieved maximum benefits requests a level advancement for ETP/DR.
2. The Levels and Furlough Committee makes a decision to approve or deny a resident's eligibility based on the resident's compliance with their re-entry case plan.
3. If approved for placement into ETP/DR program a Data Face Sheet (2540A) is completed and placed in offender's file.
4. The resident signs a new supervision agreement (2540B WR or 2540C Probation) based on their supervision component as well as the additional special conditions of the ETP/DR program.
5. If a resident incurs a violation(s) of their supervision while in the ETP/DR:
 - A. Depending on the nature of the violation, the Levels and Furloughs Committee determines if:
 - 1) The resident needs to return to the Residential Facility;
 - 2) The resident needs to restart the level system;
 - 3) A Report of Violation/PPVI needs to be filed;
 - 4) Jail Placement.
6. There are three (3) phases to the ETP/DR:
 - A. Phase 1:
 - 1) UAs → As needed
 - 2) Facility Reporting → 3x per week
 - 3) PO Contact → 1x per week
 - 4) Curfew Schedule → Per PO
 - 5) Cognitive Programming → Attendance as required
 - 6) Pier Diem → \$63 per week

POLICY NUMBER 2540-17
PAGE 3 OF 3

PROCEDURE: (continued)

- B. Phase 2
 - 1) UAs → As needed
 - 2) Facility Reporting → 2x per week
 - 3) PO Contact → 2x per month
 - 4) Curfew Schedule → Per PO
 - 5) Cognitive Programming → Attendance as required
 - 6) Pier Diem → \$63 per week

- C. Phase 3
 - 1) UAs → As needed
 - 2) Facility Reporting → 1x per week
 - 3) PO Contact → As directed
 - 4) Curfew Schedule → Per PO
 - 5) Cognitive Programming → Attendance as required
 - 6) Pier Diem → \$63 per week

- 7. Residents provide their activities/programming schedule on the Extended Transition Programming/Day Reporting Weekly Activities Schedule (2540D) that is turned into RO Staff on a weekly basis.

- 8. Phase progress is tracked and points (2540E) are earned based on pro-social activities, behavior, and following the individualized re-entry case plan. The Weekly Staff Check Off (2540F) is a tracking tool for RO Staff.

- 9. Once the resident has completed Phase 3, a transfer instance to field is completed in ICON.

- 10. There is a flat fee of \$63.00 per week or \$9.00 per day that the resident must remain current on to progress through the levels and those payments are made at the Residential Correctional Facility.

BY ORDER OF:

Bruce Vander Sanden, District Director