



Iowa Department of Corrections

Home Placement Questionnaire (HPQ)

Prison Checklist

CHECKLIST		TIMELINE
Home Place Questionnaire *All steps completed prior to conducting phone interview.		
<input type="checkbox"/>	Send out HPQ to proposed placement (release site)	Per institutional guidelines but no later than 120 days prior to annual or anticipated release
<input type="checkbox"/>	HPQ form reviewed and completed	Add estimated review date; within 30 days of sending out
<input type="checkbox"/>	Release of information (ROI) from offender	
<input type="checkbox"/>	Check contact (ICON, generic notes) for past issues with residence	
<input type="checkbox"/>	Check assessor page for residence to determine if the property is a rental	
<input type="checkbox"/>	Call or email designated reentry contact before completing HPQ (for background information if there might be issues with release site) if applicable	
<input type="checkbox"/>	Conduct HPQ Phone Interview to verify address (this will be the most recent document for CBCs)	No later than 90 days
<input type="checkbox"/>	Enter pre-placement transfer instance (add in attachments-HPQ, HPQ Phone Interview, HPQ ROI)	In comments- estimated time of review
If HPQ is received within 90 days		
<input type="checkbox"/>	Conduct phone interview	90 days
<input type="checkbox"/>	Enter pre-placement transfer instance (add in attachments-HPQ, HPQ Phone Interview, HPQ ROI)	30 days transfer instance only
IF CBC SUBMITS DENIAL		
<input type="checkbox"/>	Meet with offender for new placement plan	
<input type="checkbox"/>	Identify new location (follow previous steps outlined above)	Under 90 days phone interview
<input type="checkbox"/>	Resubmit to CBC by entering new transfer instance	No later than 30 days after denial

*HPQ-hard to place offenders-120 days prior to annual or anticipated release



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Research

Field Investigation

CHECKLIST	TIMELINE/COMMENTS
<input type="checkbox"/> Staff check field transfer report according to district practices and assign PO	Daily
<input type="checkbox"/> Review HPQ and releases	30 days to complete process
<input type="checkbox"/> Run address in ICON by going to reports, core offender, address and phone reports. Check ICON to see if anyone in the residence is on or has been on supervision.	
<input type="checkbox"/> Check Iowa Courts online for recent charges, warrants; and police service calls for proposed residence	
<input type="checkbox"/> Make sure there are no domestic assaults that have not been resolved; and no victim is living in residence.	Check IDAP
<input type="checkbox"/> Call and schedule home placement	According to business practices (e.g., scheduled versus unscheduled)
<input type="checkbox"/> Prior to home placement (ask) the following questions: <input type="checkbox"/> Firearms or weapons, illegal drugs, or alcoholic beverages <input type="checkbox"/> Pets <input type="checkbox"/> People staying in residence that were not identified in HPQ <input type="checkbox"/> Are you willing to have the parolee live in your residence for a minimum of six months? <input type="checkbox"/> If there are weapons in the residence and they agree to get rid of them, schedule a subsequent home placement for a final walkthrough, as needed.	
<input type="checkbox"/> Conduct home placement	
<input type="checkbox"/> During home placement conduct the following activities: <input type="checkbox"/> Take a standard parole conditions to review with contacts at the residence and leave copy <input type="checkbox"/> When you arrive ask if there is anyone else in residence <input type="checkbox"/> Ask for permission to do a general walk through of the house <input type="checkbox"/> Assure that restricted items have been removed (see above) <input type="checkbox"/> Ask for their input on the offender (insights, concerns, protective factors). Explain treatment expectations they need to be aware of or other expectations that will be required of the parolee. Tell them if individual is under curfew. <input type="checkbox"/> Review overview of supervision conditions <input type="checkbox"/> Encourage them to be involved in the support and accountability of the offender. Ask if they are willing to call the PO with concerns about the Parolee's compliance, etc.	
<input type="checkbox"/> Email counselor regarding denial	<ul style="list-style-type: none"> • Before denial is entered in TI • Discuss possible alternatives
<input type="checkbox"/> Approve/deny placement in Transfer Instance	<ul style="list-style-type: none"> • 30 days from assignment • E-mail institution counselor with exceptions/update
IF CBC SUBMITS DENIAL	
<input type="checkbox"/> CBC explanation of denial	<ul style="list-style-type: none"> • Note reason in TI comments • Victim concerns: use VCC

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