

<p align="center"><b>State of Vermont</b> <b>Agency of Human Services</b> <b>Department of Corrections</b></p>	<p>Title: <b>Facility Case Management</b></p>	<p align="right">Page 1 of 22</p>
<p>Chapter: Programs: Classification &amp; Case Planning</p>	<p align="center"><b>#371.02</b></p>	<p>Supersedes: #371.02 5 -Day Classification, dated 12/30/02.</p>
<p>Superseded History</p>		
<p><b>Attachments, Forms &amp; Companion Documents:</b> Projected Movement Date (PMD) Code Explanation Case Staffing Review Form Release Sensitive Notification Checklist Case Staffing Checklist</p>		
<p><b>Local Procedure(s) Required:</b> Yes (See Section 2, Intakes) <b>Applicability:</b> All staff (including contractors and volunteers). <b>Security Level:</b> "B" - Anyone may have access to this document.</p>		
<p align="center"><b>DRAFT STILL IN PROCESS 10.28.11</b></p>		

1 **PURPOSE**

2 The purpose of this administrative directive is to establish standards for case management of  
3 incarcerated offenders. Effective case management will: 1) enhance public safety, 2) prepare the  
4 offender for successful re-entry into the community, 3) address risk/needs of the offender, 4) support  
5 offenders in taking responsibility for their criminal behavior and case plan development, 5) connect  
6 offenders to appropriate resources, 6) build upon offender strengths and assets, and 7) require CSS  
7 case co-management for incarcerated offenders.

8 **POLICY**

9 It is the policy of the Department of Corrections to prepare incarcerated offenders for successful  
10 transition back into the community while maintaining public safety. Offender Case Management in a  
11 facility includes assessment, classification, program planning, and re-entry planning that follows  
12 correctional best practice on security, supervision, treatment planning, continuity of services, and full  
13 utilization of community-based resources. The primary objectives are to provide protection for the  
14 public, reduce the risk of criminal behavior, support offenders to make amends, and enhance offender  
15 growth and development to become law-abiding citizens. This will be accomplished through the  
16 coordinated delivery of a continuum of services and supervision, which provides for offender,

17 community and victim involvement, and wherever possible, the offender remaining engaged with  
18 their home community.

## 19 **AUTHORITY**

20 28 V.S.A. § 2a; 28 V.S.A. § 721. American Correctional Association, Standards for Adult  
21 Correctional Facilities, 4th Edition, 2003, Standard 4-4442. American Correctional Association,  
22 Standards for Adult Probation and Parole Field Services, 3rd Edition, August, 1998, Standards 3-  
23 3125, 3-3131, 3-3132, and 3-3138.

## 24 **REFERENCE**

25 Agency of Human Services Four Key Practices. Department of Corrections Policy #371 *Offender*  
26 *Classification*, APA Rule #00-10/Policy #256 *Community Notification*. Department of Corrections  
27 Administrative Directives #76.05 *Positive Reinforcement*, #254.04 *Case Documentation –*  
28 *Electronic*, #255.01 *Sex Offender Registry & Internet Registry Determinations*, #323.01 *Inmate*  
29 *Release Money*, #342.01 *Pre-Sentence Investigation (PSI) Reports*, #344.01 *Collaborative*  
30 *Community Supervision*, #371.05 *Offender Case Planning*, #371.07 *Offender Risk Assessments*,  
31 #371.08 *Classification of Offenders Convicted of a Listed Offense*, #371.10 *Level C Designation for*  
32 *Offenders Convicted of Listed Offenses*, #371.11 *Level C Performance Expectations*, #371.14  
33 *Furlough Residence Approval*, #371.15 *Conditional Re-entry*, #371.25 *Parole Reviews &*  
34 *Recommendations*, #418.01 *Offender Out of State Movement & The Interstate Compact*, #501.01  
35 *Restorative Justice Programs* and #502.01 *Victim Notification – Automated (VANS) and Non-*  
36 *automated*.

## 37 **DEFINITIONS**

38 Case Co-management: The process by which an assigned facility Caseworker and field office  
39 Probation & Parole Officer engage in collaborative decision-making about an offender's case.

40 Case Management: DOC activities and programs related to offender case planning, community  
41 supervision, and custody. It is the collaborative process of classifying, assessing risk and needs, case  
42 planning, applying correctional resources and supports an offender from detention to discharge.

43 Case Planning: The process by which case co-managers, working collaboratively with the offender  
44 and associated stakeholders, make decisions about activities designed to reduce criminogenic needs,  
45 promote responsibility-taking, repair harm, and support offender reintegration into the community.

46 Case Staffing: Review of pertinent case plan information by Department of Corrections facility,  
47 probation and parole, and central office staff in order to make classification decisions about  
48 appropriate custody level, furlough status, programming and level "C" designation for offenders  
49 convicted of listed offenses, and release sensitive notification cases.

50 Case Staffing Review Form: A form used by correctional staff to document a request to have a  
51 classification case staffing with designated authorities to determine appropriate custody levels,  
52 furlough status, community notification status, programming and level "C" designations. Details on  
53 the form include offender name, legal status, probation and parole office site, convictions, sentence,  
54 date of request, a rationale for the request and a recommended case staffing result. This form also  
55 includes information relevant to details of offense, institutional behavior or field supervision,  
56 program assessment, case plan, victim impact, and case planning formulation of specific needs. (See  
57 Attachment 2.)

- 58 Community Re-entry: A process by which a sentenced offender is released into the community for  
59 furlough supervision while participating in programs that assist in the reintegration process.
- 60 Conditional Re-entry: A furlough by which a sentenced offender is released to the community under  
61 supervision at or beyond their minimum release date.
- 62 Correctional Services Specialist (CSS): A staff role both in facilities and field offices; also referred to  
63 as Caseworker (facility) or Probation/Parole Officer (PO in the field). Field and facility Correctional  
64 Services Specialists share responsibility for case co-management for offenders assigned to their  
65 caseload.
- 66 Criminogenic Need Areas: Offender need areas, which are related to criminal conduct and which,  
67 when addressed in correctional treatment, reduce the overall or specific risk for recidivism (e.g.,  
68 substance abuse).
- 69 Custody: Classification determination, which ensures that offenders reside in appropriate correctional  
70 facilities and living units.
- 71 Furlough: A level of supervision as defined by title 28 VSA § 808, which “extends the limits of the  
72 place of confinement” for purposes of release if the offender agrees to abide by the conditions of  
73 supervision.
- 74 “Max-out” Case: An inmate who completes their maximum sentence while incarcerated and is  
75 released without any Department supervision.
- 76 Needs-reducing Program: A correctional program designed to address an offender’s criminogenic  
77 need areas with the goal of reducing the risk for re-offense.
- 78 Notice of Suspension (NOS): A form that is used by the Department to lodge an offender at a  
79 correctional facility pending a Graduated Sanction meeting or a Formal Due Process Hearing.
- 80 Offender Case Plan (OCP): The Department document that covers offender case planning, case  
81 management and reparative responsibilities. OCP is also the process focused on preparing an  
82 offender to re-enter the community, and/or be successful while under community supervision.
- 83 Parole: The release of an inmate to the community by the Parole Board before the end of the inmate’s  
84 sentence, subject to conditions imposed by the Board and subject to the supervision and control of the  
85 Commissioner of Corrections.
- 86 Probation: The legal status a court may impose on a defendant that suspends all or part of the  
87 sentence and places the person in the care and custody of the Commissioner of Corrections, upon  
88 such conditions and for such time as it may prescribe, in accordance with law, or until further order  
89 of the court.
- 90 Programs: The Department of Corrections provides a range of treatment programs to address crime-  
91 related need areas (criminogenic needs) and lower the likelihood of recidivism or further criminal  
92 conduct by the offender. Treatment programs are offered to offenders in correctional facilities and  
93 Probation and Parole offices. Some examples of correctional programs are as follows:
- 94 • *Cognitive Self Change (CSC)* – A Vermont facility and community-based DOC treatment  
95 program for offenders convicted of violent offenses.
- 96 • *Incarcerative Intensive Domestic Abuse Program (INDAP)* – A Vermont facility-based DOC  
97 treatment program for offenders convicted of domestic assault or a domestic-related offense.

- 98 • *Intensive Domestic Abuse Program (IDAP)* – A Vermont community-based DOC treatment  
99 program for offenders convicted of domestic assault or a domestic-related offense.
- 100 • *Intensive Substance Abuse program (ISAP)* – A Vermont community-based DOC treatment  
101 program for offenders convicted of alcohol/drug-related offenses.
- 102 • *Vermont Treatment Program for Sexual Abusers (VTPSA)* – A Vermont facility and community–  
103 based DOC treatment program for offenders convicted of sexually-related offenses.

104 Projected Movement Date (PMD): Date and reason, which it is projected that an incarcerated inmate  
105 will be eligible to be moved to the next phase in the case management plan, or the reasons why the  
106 offender is still incarcerated. Attachment 1 is the list of PMD codes, the description and explanation  
107 of the codes.

108 Projected Release Date (PRD): The date when it is projected that an offender will be released from a  
109 facility.

110 Reintegration Furlough (RF): A furlough prior to the minimum sentence to prepare an incarcerated  
111 inmate for re-entry into the community.

112 Release Sensitive Notification (RSN) Case: A case in which the Department takes special care in  
113 release planning for and the release of an offender and notifies parties who may be concerned before  
114 the offender is released. A case is assigned RSN status by the central case staffing team based on  
115 field and facility recommendation. Criteria for RSN status include, but are not limited to, LSI scores,  
116 victim and community sentiment, media or political notoriety of the offense, and being a listed or  
117 Level C offender. This does not pertain to sentence-detained or detained offenders.

118 SSISA: An assessment tool - *Simple Screening Instrument for Substance Abuse*.

## 119 **PROCEDURAL GUIDELINES**

### 120 **1. Philosophy**

121 Effective correctional practices involve the allocation of correctional resources and services based on  
122 offender risk to re-offend, offender need areas, sentence length, legal status, and offense severity. The  
123 use of standardized risk assessments helps the Department determine which offenders need more  
124 services and supervision based on the offender's risk and need, along with the severity of their  
125 offense. The primary goal of the DOC is improving public safety by reducing the risk of offenders  
126 and supporting them to become pro-social and law abiding citizens. For incarcerated offenders, this  
127 also includes preparing the offender to re-enter into the community.

### 128 **2. Intake and Admission**

129 Correctional Services Specialist (CSS) staff will maintain an up-to-date caseload, as assigned by the  
130 Facility Superintendent. Facility Superintendents will develop a procedure or revise current  
131 procedures for new admissions to their work site that includes the following.

132 a. Within five (5) days of a new admission into a correctional facility or transfer to another  
133 facility, excluding weekends and holidays, the following activities shall occur on all inmates,  
134 unless special circumstances demand more time. No inmates shall be moved from the initial  
135 lodging facility to another facility until all of the following is completed. The below shall be  
136 in accordance with Departmental policy, administrative directives, and procedures.

137 i. Detained Inmates

- 138 a) Vermont and FBI record check; include DMV and other applicable states;
- 139 b) Update Conviction Violation Survey on all inmates and update as needed when status  
140 changes and if and when the inmate receives major DRs (update as revised);
- 141 c) Deliver Facility Orientation, including PREA orientation,, unless it was done in the  
142 last six (6) months;
- 143 d) Determine if the inmate is a parent of a minor child and fill out the Child Surveys -  
144 make sure both Child Surveys are done (ICHILD and CHILD - Intake Child Survey  
145 and CSS Child Survey for every minor child). Contact Department for Children &  
146 Families (DCF) as required;
- 147 e) Inmate initial contact with CSS (see 2.b. below);
- 148 f) Enter data into the electronic database for the above;
- 149 g) Review inmate's file.
- 150 ii. Sentenced/Detained Inmates
- 151 a) Vermont and FBI record check; include DMV and other applicable states;
- 152 b) Update Conviction Violation Survey on all inmates and update as needed when status  
153 changes; and if and when the inmate receives major DRs (update as revised);
- 154 c) Update Projected Movement Date (PMD) as needed, ensuring that the date matches  
155 the inmate's status;
- 156 d) Deliver Facility Orientation, including PREA orientation, unless it was done in the last  
157 6 months;
- 158 e) Collect DNA on all sentenced inmates with felonies or domestic assault convictions;
- 159 f) Where applicable, complete mandated Departmental process such as ADA (see  
160 administrative directive #371.01), Sex Offender Registry, SSISA;
- 161 g) Update inmate information (ID/Face Sheet, Digital Photo, etc.);
- 162 h) Inmate initial contact with CSS (see 2.b. below);
- 163 i) Enter data into the electronic database for the above, where applicable;
- 164 j) Review inmate's file.
- 165 iii. Sentenced Inmates
- 166 a) Vermont and FBI record check; include DMV and other applicable states.
- 167 b) Update Conviction Violation Survey on all inmates and update as needed when status  
168 changes;
- 169 c) Determine/update Projective Movement Date(PMD) date as needed, ensuring that the  
170 date matches the inmate's status;
- 171 d) Determine/update the Projected Release Date (PRD);
- 172 e) Collect DNA on all sentenced inmates with felonies or domestic assault convictions;

- 173 f) Deliver Facility Orientation unless it was done in the last 6 months;
- 174 g) Determine Management Program Level (MPL);
- 175 h) Complete LSI-R on all sentenced inmates or update LSI-R and/or other appropriate  
176 risk assessments as needed in accordance with administrative directive #371.07  
177 Offender Risk Assessments;
- 178 i) Any mandated Departmental process such as ADA, Sex Offender Registry, SSISA,  
179 Child Survey;
- 180 j) Update Inmate information (ID/Face Sheet, Digital Photo, etc.);
- 181 k) Determine Reintegration Furlough eligibility;
- 182 l) Determine mandated programming and make appropriate referrals;
- 183 m) Determine if the inmate is work camp eligible, and if so, make the appropriate referral;
- 184 n) Determine if the inmate is a candidate for Out-of-State (OOS) placement, and if so,  
185 prepare the OOS packet as required;
- 186 o) Complete Part 1 Classification and Facility Expectations and assist the inmate in  
187 completing the Initial Harm Statement of the Offender Case Plan (OCP);
- 188 p) Begin residence approval process if sentenced to 6 months or less;
- 189 q) Inmate initial contact with CSS (see 2.b. below);
- 190 r) Review of the inmate's case with the field CSS. Determine if a central level case  
191 staffing is required with the field CSS. This is to determine if a Release Sensitive  
192 Notification (RSN), MPL override, or sex offender release staffing is needed;
- 193 s) Enter data into the electronic database for the above, where applicable;
- 194 t) Review inmate's file.

195 b. Initial Contact with CSS (Instate Facilities)

196 The initial contact with the CSS and the inmate will occur within five (5) business days of  
197 admission or transfer to the facility. During the first contact between the CSS and the inmate,  
198 the following activities need to occur. This will need to occur anytime an inmate is admitted  
199 into a facility, transferred to another instate facility, or assigned a new CSS.

- 200 i. Set a tone of collaboration and support.
- 201 ii. Explain that the goal of corrections, treatment, programming and community supervision  
202 to assist the inmate in becoming a law-abiding citizen.
- 203 iii. Explain the role of the CSS, which includes, but is not limited to, facilitating behavioral  
204 change (which includes referral to DOC or other community-based treatment programs  
205 and providers as needed), responding to non-compliance, and contacting partners,  
206 employers, and other collateral contacts.
- 207 iv. Deliver Facility Orientation to all inmates.
- 208 v. Explain staff expectations of the behavior of the inmate.

- 209 vi. Conduct all risk and needs assessments applicable for the inmate and review the results  
210 with the inmate.
- 211 vii. Focus on the criminogenic need areas identified during the assessment process.
- 212 viii. Collaborate with the inmate on an appropriate treatment referral if needed.
- 213 ix. Explore residence options and re-entry planning with the inmate.
- 214 x. Review and discuss the Offender Case Plan (OCP) with the inmate.
- 215 xi. Explain to the inmate what is needed in the OCP and tell them about the Transition  
216 Planning class that is being offered in Education and other activities available to them.

217 c. Initial Contact with CSS (OOS Facilities)

218 The initial contact with the CSS will occur within five (5) business days of the case being  
219 assigned to the Out of State Caseworker. The first contact will be by letter to the inmate,  
220 introducing the assigned caseworkers as well as informing the inmate of how they and/or their  
221 family may get in touch with the assigned caseworker.

- 222 i. Set a tone of collaboration and support.
- 223 ii. Explain the goals of corrections, treatment, programming, and community supervision (if  
224 it applies in their case) to assist the inmate to become a law abiding citizen.
- 225 iii. Explain the role of the CSS, which includes, but is not limited to, facilitating behavioral  
226 change (which includes referral to DOC or other community-based treatment programs  
227 and providers as needed), responding to non-compliance, and contacting partners,  
228 employers and other collateral contacts.
- 229 iv. Let the inmate know the specific rules and regulations of the out of state facility at which  
230 they are housed. Orientation will be provided to all out of state inmates by the out of state  
231 facility staff (contractor) at the facility at which they are housed.
- 232 v. Review all risk and needs assessments applicable for the offender and review the results  
233 with the offender.
- 234 vi. Collaborate with the offender on an appropriate treatment referral if needed.
- 235 vii. Explore residence options and re-entry planning with the offender.
- 236 viii. Review the conditions of community supervision.
- 237 ix. Review and discuss the Offender Case Plan (OCP) with the inmate.
- 238 x. Explain to the inmate what is needed in the OCP and tell them about the Transition  
239 Planning class that is being offered in Education and other activities available to them.

240 **3. Contact Standards**

- 241 a. Instate Inmates: After the initial meeting, the CSS will meet with the inmate on an as- needed  
242 basis or during any case management activity (staffing, parole review, treatment review, etc.),  
243 but will meet with the inmate at least every 14 business days. This meeting and any  
244 updates/changes within the last 14 business days will be documented in electronic case notes.

245 b. Out of State Inmates: (Sentenced Offenders) After the initial contact with the inmate housed  
246 out of state, the assigned CSS (Caseworker) will meet with the inmate on scheduled out of  
247 state trips, as well as contact them via phone and/or interactive TV as needed. The  
248 Caseworker will be required to enter an electronic case note at least every forty-five (45)  
249 business days, which would include an updated summary of activities, programming,  
250 employment or any ongoing case co-management activities. For interstate compact cases, the  
251 standard will be every sixty (60) business days; the Caseworker will enter an electronic case  
252 note which would include an updated summary of activities, programming, employment, or  
253 any ongoing case co-management activities.

#### 254 4. Case notes

255 The assigned CSS will document in electronic case notes all inmate meetings, case management  
256 events, reviews, staffings, team meetings, assessments, and anytime there is an event or change for  
257 the inmate. All case notes will be in accordance with administrative directive #254.04 *Case*  
258 *Documentation – Electronic.*

#### 259 5. Case Co-management

- 260 a. Two (2) CSSs will be assigned to all sentenced and sentenced/detained incarcerated inmates:  
261 one (Caseworker) from the facility where the inmate resides, and one from the field office  
262 (Probation Officer) in the sentencing district (or where the inmate will eventually be  
263 supervised).
- 264 b. Both the Field and Facility Case Co-managers should be focusing on release planning during  
265 the incarcerated period for the inmate.
- 266 c. Case Co-managers will routinely discuss facility-based re-entry services, which may support  
267 successful community transition, residence options, community expectations and utilization of  
268 community resources. They will conduct Case Management reviews as outlined in the time  
269 frame below. These reviews will be documented in electronic case notes.
- 270 i. Initial: The Case Co-managers will review Section 1, Classification and Facility  
271 Expectations of the OCP, sentencing information and release planning. They will review  
272 the case and make programming determinations. They will also determine if a case  
273 staffing is required (e.g., MPL overrides/RSN/program determinations.)
- 274 ii. One (1) year until projected release date: The Case Co-managers, along with the inmate if  
275 possible, will review and discuss release planning and residence options, obstacles and  
276 barriers that the inmate faces around transition, community supports, programming and  
277 other related or important case planning needs.
- 278 iii. 180 days until projected release date: The Case Co-managers and the inmate will meet or  
279 use other means of communication (e.g., phone conference) to review the inmate's case  
280 and Section 2 Transition and Re-entry Plan of the OCP. The purpose of this meeting is to  
281 prepare for release and to bring together the field CSS and the inmate. There will be  
282 discussion and case planning around residence, obstacles and barriers to release,  
283 community supports, programming progress, community resources available to the  
284 inmate, field case planning, and field expectations. The case co-managers will also screen  
285 the residence for appropriateness.

- 286 iv. 90 days until projected release date: The field CSS will do a residence check review and  
287 notify the proposed residence of acceptability. If the residence is denied, both CSSs will  
288 discuss other residence options with the inmate.
- 289 v. 30 days until projected release date: The CSSs and the inmate will meet to review the  
290 inmate's case and preparation for release, review Section 2 Transition and Re-entry Plan  
291 and up date if needed, and discuss Section 3 Community Case Plan and Field Expectation.  
292 This meeting will be focused on field expectations, employment, transportation and  
293 community referrals. The field CSS will conduct the physical residence check for  
294 appropriateness.
- 295 vi. Offenders Held on Furlough Violations: The CSSs will review the case staffing decision  
296 and will begin release planning where appropriate. It is the field CSS' responsibility to  
297 follow through with the case staffing decision and release decision.
- 298 d. In the event that the case co-managers disagree, the issue will be referred to the field  
299 Correctional Program Supervisor and the facility Living Unit Supervisor. If the dispute cannot  
300 be resolved at this level, the District Manager and Superintendent will be notified. If the  
301 District Manager and Superintendent cannot agree on a resolution, they will contact the  
302 Director of Community Corrections, Re-entry and Classification to resolve the issue.  
303 However, it is expected that any issues can be resolved at the local level.
- 304 **6. Levels of Case Planning Services (OCP) for Inmates:** Case planning services will be in  
305 accordance with administrative directive #371.05 *Offender Case Planning*.
- 306 a. All incarcerated inmates serving a sentence of 90 days or more will be required to complete  
307 Section 1, *Classification and Facility Expectations* of the OCP.
- 308 b. All incarcerated inmates serving a sentence of six (6) months or more will be required to  
309 complete Section 2, *Transition and Re-entry Plan* of the OCP.
- 310 **7. Case Review and Summary**
- 311 a. The assigned facility CSS will conduct a case summary and review every 90 days on all  
312 sentenced inmates assigned to them, pre- and post-minimum.
- 313 b. The case summary will involve a review and update of all necessary case information; the  
314 CSS will enter an electronic case note summarizing the review. The review will consist of the  
315 following:
- 316 i. Current convictions and sentence, as well as their minimum and maximum release dates;  
317 ii. Review and update if necessary the Projected Release Date (PRD);  
318 iii. Review and update if necessary the Projected Movement Date;  
319 iv. Review of current RF eligibility;  
320 v. Inmate's proposed residence for release;  
321 vi. Review of obstacles or barriers that would impact release and possible solutions;  
322 vii. Review of inmate's behavior, to include disciplinary reports and incident reports;  
323 viii. Review of progress of the inmate with their Offender Case Plan (OCP);  
324 ix. Review of progress in programming;

- 325 x. Any other pertinent information;
- 326 xi. CSS' professional observations on the progress the inmate is making in changing their  
327 behavior. The CSS will reflect on offender accountability for their offense and the harm  
328 they have caused, progress in addressing risk/need areas, offender's attitudes, offender's  
329 beliefs, positive activities they are involved in, and level of denial.

330 **8. Projected Release Date (PRD):** This is the date when it is projected that an offender will be  
331 released into the community. This date may change based on circumstances, such as work camp  
332 "good time", RF eligibility or case staffing determination. The CSS will ensure the accuracy of  
333 the PRD throughout case reviews while the offender is incarcerated and document any changes in  
334 the 90-day case summary.

### 335 **9. Projected Movement Date (PMD) and Codes**

336 The PMD gives the date and reason it is projected that an incarcerated offender will be eligible to  
337 be moved to the next phase in the case management plan, or the reasons why the offender is still  
338 incarcerated. *Attachment 1* is the list of PMD codes, and the description and explanation of the  
339 codes. PMD codes may change based on changes during the case management process. The CSS  
340 will document any date/code changes in the database.

### 341 **10. Programming**

342 The CSS will prepare packets needed for treatment depending on crime convicted of, as well as  
343 length of minimum sentence and criminogenic risk/need areas. Programming classification will  
344 be in accordance with administrative directive #371.08 *Classification of Offenders Convicted of*  
345 *Listed Offenses*. The CSS must also fill out the ADA accommodations assessment for all  
346 program-required inmates. Once programming needs have been identified, a program packet will  
347 be sent to the respective program facility.

### 348 **11. Work Camp Placement**

- 349 a. It is the responsibility of the Facility Superintendent to ensure that all eligible offenders in  
350 their facility have been referred to the Director of Community Corrections, Re-entry and  
351 Classification/designee for work camp placement.
- 352 b. All offenders meeting work camp eligibility and requirements will be referred to the Director  
353 of Community Corrections, Re-entry and Classification/designee for work camp placement.
- 354 c. The facility CSS or CLUS will refer the case to the qualified health care professional to be  
355 medically cleared.

### 356 **12. Out of State Placement**

357 Any offender who has 60 days or longer to serve where they are not required or refuse to do  
358 correctional programming will be referred for Out-of-State placement. Out-of-State packets will  
359 be submitted to the Out-of-State Unit. The Out-of-State Unit will review the packet and make  
360 referrals to the Health Services Director for medical and mental health approval. It is the  
361 responsibility of the Facility Superintendent/designee to do regular facility headcount reviews to  
362 identify offenders for Out-of-State Placement.

### 363 **13. Central Level Case Staffing**

- 364 a. Except for Furlough Violation staffings, all case staffings will involve input from both the  
365 facility and field case managers.

- 366 b. All case staffing reports will be reviewed and approved by the designated supervisor. This  
367 supervisor will forward the case staffing report to the Director of Community Corrections,  
368 Re-entry and Classification/designee.
- 369 c. All Case Staffing Review Forms (*Attachment 2*) will be submitted the week prior to the  
370 scheduled central level staffing.

#### 371 **14. Types of Case Staffing**

- 372 a. Custody and Placement Decisions: The case staffing review process will be used whenever an  
373 offender is being recommended for custody classification overrides or any other custody  
374 decision, which is extraordinary. In these cases the facility CSS or supervisor will contact the  
375 Director of Community Corrections, Re-entry and Classification/designee to schedule a  
376 review of the particular offender's custody designation. The requesting facility CSS will  
377 complete the case staffing review form and forward the form and accompanying information  
378 to the Director of Community Corrections, Re-entry and Classification/designee. Upon receipt  
379 of the case staffing review request, they will schedule a case staffing with all interested  
380 facility, field work sites and document the results of the case staffing.
- 381 b. Program Participation Decisions: The case staffing review process will be used whenever case  
382 staff reviewers determine that there is justification to classify the offender differently than the  
383 classification guidelines require concerning program participation requirements. These case  
384 planning considerations may sometimes be referred to as "outside the box" in terms of case  
385 plan requirements or designation. Examples may include moving an offender up from Level  
386 A to Level B for offenders convicted of listed offenses, and overrides for the Work Camps. In  
387 these types of cases, the requesting case manager will forward the Case Staffing Review  
388 Request Form to the Director of Community Corrections, Re-entry & Classification/designee  
389 who will schedule a case staffing review of the particular case with all interested parties. At  
390 the conclusion of the case, staffing decision-making review process, the Director of  
391 Community Corrections, Re-entry and Classification/designee will document the results of the  
392 case staffing.
- 393 c. Sex Offender Release and Parole Recommendation Decisions: This case staffing review  
394 process will be used whenever a sex offender is being recommended for release into the  
395 community or for a positive recommendation to parole. A case staffing form, treatment  
396 summary, PSI, and any other related documentation will be submitted to the Director of  
397 Community Corrections, Re-entry and Classification/designee who will convene a meeting of  
398 all designated Executive Directors and facility and field staff. A representative of the facility  
399 or probation and parole field office will present a case summary to the Executive Directors.  
400 At the conclusion of the case staffing meeting a decision will be made concerning the release  
401 of the offender.
- 402 d. Furlough Violation Outcome Decisions: The case staffing review process will be utilized  
403 whenever an offender's furlough status has been interrupted due to a notice of suspension  
404 (NOS) and subsequent administrative due process hearing pursuant to directive # 410.02. The  
405 Case Staffing Review Form and the due process paperwork will be submitted by the  
406 reviewing Correctional Program Supervisor to the Director of Community Corrections, Re-  
407 entry and Classification/designee no later than five (5) business days from the date of the  
408 offender's return. The Director will discuss the case with all parties and determine and publish  
409 a decision.

- 410 e. Level “C” Designation Decisions: The case staffing review process will also be utilized for  
411 cases, which may be classified as Level “C” Designation. These are cases that begin when an  
412 incarcerated offender has been convicted of one (1) or more statutorily listed offenses. Level  
413 “C” designation is reserved for those offenders whose listed offenses are egregiously harmful  
414 and who are assessed as high risk for future violent criminality. (See administrative directive  
415 #371.10.) In these cases the Facility CSS will forward a Case Staffing Review Request Form,  
416 along with all other forms which are outlined in directive #371.10, to the Director of  
417 Community Corrections, Re-entry and Classification/designee. He will then convene a  
418 meeting of all designated Executive Directors and facility and field staff. A representative of  
419 the facility or probation and parole field office will present a case summary to the Executive  
420 Directors. At the conclusion of the case staffing meeting a decision will be made concerning  
421 the Level “C” designation.
- 422 f. Release Sensitive Notification Decisions (RSN): The case staffing review process will be  
423 utilized for identification of release sensitive notification cases. The purpose of these case  
424 staffing reviews will be to ensure quality assurance for all cases whose release to the  
425 community will be sensitive to the victims, community members, law enforcement personnel  
426 and news media. In these cases, the Facility CSS will forward a Case Staffing Review Form  
427 and all other forms as required, as well as document in electronic case notes. The Director of  
428 Community Corrections, Re-entry and Classification/designee will convene a case staffing  
429 meeting with Department Executive Directors and all necessary facility and field staff. A  
430 representative from the facility or probation and parole office will be designated to present the  
431 case summary to the Department Directors. If RSN approval is determined by consensus, the  
432 Deputy Commissioner will signify the decision by signing the RSN Checklist Form  
433 (*Attachment 3.*)
- 434 g. Direct Community Placement (DCP): Offenders who are “maxing out” from a facility, and  
435 who have been incarcerated for more than the last 24 months, will have the opportunity to be  
436 released to Conditional Re-entry Supervision for the last six (6) months of their sentence,  
437 upon approval of a release plan. The offender’s minimum release date and maximum release  
438 date must be more than six (6) months apart. If the offender is convicted of a sex offense and  
439 has not completed programming, they are not eligible for DCP. If either the field or the  
440 facility believes that this would put the offender, victim or community at risk, this case will be  
441 staffed to determine eligibility for the DCP window.
- 442 **15. Transition Planning**: Transition planning will begin at day one (1) and will continue until  
443 release.
- 444 a. OCP- Section 2 Transition and Re-entry Plan
- 445 i. Section 2 will be done on all offenders 180 days prior to the earliest release date, except  
446 for those listed in section a.ii. below.
- 447 a) For offenders who are RF-eligible, this will occur one (1) year prior to their minimum.  
448 b) For offenders not eligible for RF, this will occur 180 days prior to release.
- 449 ii. Certain offenders will need more time to prepare for re-entry. For the group listed below,  
450 the Transition and Re-entry Plan will occur at least one (1) year prior to the earliest  
451 release date. Those are:
- 452 a) Offenders who are convicted sex offenders;

- 453           b) Offenders who will be difficult to place due to mental health reasons (SFI);
- 454           c) Offenders designated RSN;
- 455           d) Offenders designated Level C.
- 456           b. Residence Approval: The residence approval process will be in accordance with
- 457           administrative directive #371.14 *Furlough Residence Approval* or as directed by probation or
- 458           parole conditions.
- 459           i. 180 days prior to the projected release date the facility CSS will notify the field CSS of
- 460           the proposed address for release. The field CSS will need to initially screen the residence
- 461           and document the collaborative decision in electronic case notes.
- 462           ii. 90 days prior to the projected release date the field CSS will be responsible to contact the
- 463           residence and collaterals for appropriateness and notify the facility CSS of the outcome.
- 464           iii. 30 days prior to the projected release date the physical residence check will be completed
- 465           by the field office.
- 466           c. Reintegration Furlough (RF): All offenders will be reviewed by the case co-managers to
- 467           determine RF eligibility in accordance with administrative directive #371.26 *Reintegration*
- 468           *Furlough*.
- 469           d. Conditional Re-entry (CR): All offenders being released on CR will be done in accordance
- 470           with administrative directive #371.15 *Conditional Re-entry*.
- 471           e. Parole: All offenders requiring a review by the Parole Board will be done in accordance with
- 472           administrative directive #371.25 *Parole Reviews and Recommendations*. The CCS who has
- 473           the case 30 days prior to when the parole packets are due is responsible for the parole
- 474           summary.
- 475           f. Sex Offender Registry: Sex Offender Registry requirements will be done in accordance with
- 476           administrative directive #255.01 *Sex Offender Registry and Internet Registry Determinations*.
- 477           g. Interstate Compact Cases: If the offender is projected to reside in another state after release,
- 478           the assigned CSS will manage this process in accordance with administrative directive
- 479           #418.01 *Offender Out of State Movement and the Interstate Compact*.
- 480           h. Notifications: Victim and community notifications will be in accordance with departmental
- 481           policy and State statute.

482           **16. Case Management Time Lines Summary:** Below is a timeline for important case management

483           activities.

- 484           • 5 business days after sentencing
- 485           ○ Intake, Assessment, Classification, and Admission
- 486           ○ CSS Meeting
- 487           ○ Initial Case Co-Management Review between field and facility CSS
- 488           ○ Section 1 *Classification and Facility Expectations* of the OCP.
- 489           • 5 business days after arrival at facility

- 490 ○ Initial CSS Meeting
- 491 ● 1 year prior to Projected Release Date
  - 492 ○ Case Co-Management review between the assigned CSSs and the inmate
  - 493 ○ Section 2 *Transition and Re-entry Plan for RSN, Level C, Sex Offenders, and SFI*
  - 494 inmates
- 495 ● 180 days prior to Projected Release Date
  - 496 ○ Section 2 *Transition and Re-entry Plan*
  - 497 ○ Case Co-Management meeting with assigned CSSs and the inmate
  - 498 ○ Initial residence screen
- 499 ● 90 days prior to Projected Release Date
  - 500 ○ Initial residence screen for approval
- 501 ● 30 days prior to Projected Release Date
  - 502 ○ Case Co-Management meeting with assigned CSSs and the inmate
  - 503 ○ Physical residence check

#### 504 **TRAINING**

- 505 1. It is the responsibility of the Director of Community Corrections, Re-entry, and  
506 Classification/designee, in collaboration with the Director of Facilities Operations, the Director of  
507 Human Resource Development, Facility Superintendents, and District Managers, to ensure that  
508 all relevant staff are trained in this directive.
- 509 2. Local Managers will be responsible to train new staff after the initial training.

#### 510 **QUALITY ASSURANCE**

- 511 1. All District Managers are responsible for compliance with policy, directive and procedures  
512 regarding the supervision of offenders in the community.
- 513 2. All appropriate staff will use practices in compliance with policy, directive and procedures  
514 regarding the supervision of offenders in the community.
- 515 3. In keeping with best practice, the Quality Assurance Division will monitor for compliance with  
516 this directive.
- 517 4. After the directive becomes effective, baseline data will be determined for the various measures  
518 to gauge performance and provide feedback to various levels of the Department. Measures from  
519 the directive will be incorporated into the monthly quality assurance central reporting process

## ATTACHMENT 1- SAMPLE

520

**PROJECTED MOVEMENT DATE CODE EXPLANATION**

521 **CODE** 522 **DESCRIPTION** 523 **EXPLANATION (DATE TO BE USED)**

524 *PT* 525 *Program Termination* 526 6 months from termination date

527 This code is to be used when an inmate is terminated from a Department treatment program. The date  
 528 used is 6 months from the termination date. When the 6 months expires, the assigned CSS will offer  
 529 the inmate an opportunity to reapply to the program. If the inmate accepts, the proper referrals will be  
 530 made to the appropriate program; once the inmate is in the program, the PMD code will change to  
 531 Program Completion (PC) and the date would follow the rules under the PC code. If the inmate  
 532 refuses the program or has yet to complete any assignments necessary to gain re-entry, the code  
 533 should change to Program Refusal (PR) and the date should follow the rules under the PR code.

534 *PR* 535 *Program Refusal* 536 6 months from refusal date

537 This code is to be used when an inmate refuses to participate in a Department-mandated program  
 538 such as CSC or VTPSA. The date used is 6 months from the date the inmate refuses. When the 6  
 539 months expires, the assigned CSS will again offer the inmate an opportunity to apply to the program.  
 540 If the inmate accepts, the CSS should submit the proper referral to the appropriate program. Once the  
 541 inmate is in the program, the PMD code will change to Program Completion (PC) and the date would  
 542 follow the rules under the PC code. If the inmate again refuses to participate in the program, the code  
 543 should remain PR and the date changed to 6 months from the more recent refusal. If the inmate's max  
 544 date is less than 6 months from the refusal, the PR code should remain and the max date used

545 *B1* 546 *Lack Housing* 547 Date returned to facility, date residence issue known

548 This code is to be used when an inmate is eligible for release (including RF) but they cannot secure a  
 549 residence. The date used should be the date that the inmate was returned to the facility from the field  
 550 for losing their residence, or the date after the minimum that it is known that the inmate can't find a  
 551 residence.

552 *B2* 553 *Residential Treatment* 554 Date of staffing

555 This code is to be used when the case is staffed centrally and accepted into a residential treatment  
 556 facility in the community, which is necessary for the inmate to be eligible for release. The date used  
 557 should be the date that the staffing occurred. Once a treatment bed is found and a release date is  
 558 secured, the inmate should remain a B2 until they leave, as that is the reason that they are over their  
 559 minimum.

560 *PE* 561 *Program Eligible* 562 Date of program eligibility to include 180 day  
 563 window

564 This code is to be used when an inmate is prior to their minimum release date. The code determines  
 565 when an inmate is eligible to enter a mandated DOC program such as CSC or VTPSA. In  
 566 determining when an inmate is eligible to enter into a program, a PPC calculation worksheet must be  
 567 completed in accordance with Directive #371.12. The 180 day RF needs to be considered in this  
 568 calculation. Once the CSS has determined the number of PPCs, they will have to work backwards  
 569 from the inmate's minimum release date to determine the correct program eligibility date.

## ATTACHMENT 1- SAMPLE

570 MA 571 *Max Release* 572 Date of maximum release

573 This code is to be used when it has been determined that an inmate will max out their sentence. The  
574 date used is the maximum release date. Split sentences should be reflected under this code.

575 PC 576 *Program Completion* 577 Date of program completion to include 180 day  
578 window

579 This code is to be used when an inmate is in a Department-mandated program. The date used is the  
580 date that the inmate is going to complete the program, which should normally be the inmate's  
581 minimum release date including their 180 day RF. However, given suspensions, terminations and  
582 unearned PPCs, this date can change by the month and should be updated whenever necessary.

583 MP 584 *Max to Probation Release* 585 Date of maximum release

586 This code is to be used when it has been determined that an inmate is serving a split sentences, and  
587 will be released to Probation Supervision. MP is to be used when Programming is not an option. The  
588 date used is the maximum release date.

589 MA 590 *Max Release* 591 Date of maximum release

592 This code is to be used when it has been determined that an inmate will max out their sentence. The  
593 date used is the maximum release date.

594 CR 595 *Conditional Release* 596 Date of minimum release/date of planned release

597 This code is to be used for inmates who are not mandated for in-house DOC programs, not eligible  
598 for RF, and are waiting for their minimum sentence to expire so they can be released. The date should  
599 be their minimum release date.

600 P3 601 *Program Suspension – 30 days* 602 Date of suspension

603 This code is to be used for inmates who have been suspended for 30 days from a mandated  
604 Department program. The date used is the date that the inmate was suspended. It should be noted that  
605 on the 31st day, the inmate should be placed back into the program and their code then changed to PC  
606 with a new program completion date.

607 P6 608 *Program Suspension – 60 days* 609 Date of suspension

610 This code is to be used for inmates who have been suspended for 60 days from a mandated  
611 Department program. The date used is the date that the inmate was suspended. It should be noted that  
612 on the 61st day, the inmate should be placed back into the program and their code then changed to PC  
613 with a new program completion date.

614 P9 615 *Program Suspension – 90 days* 616 Date of suspension

617 This code is to be used for inmates who have been suspended for 90 days from a mandated  
618 Department program. The date used is the date that the inmate was suspended. It should be noted that  
619 on the 91st day, the inmate should be placed back into the program and their code then changed to PC  
620 with a new program completion date.

## ATTACHMENT 1- SAMPLE

621 *GS* 622 *Graduated Sanction* 623 Date sanction ends – release date

624 This code is to be used for inmates who have been returned to a facility on a Graduated Sanction. The  
625 date used is the date the sanction ends, which should also be the release date.

626 *NC* 627 *New Charge* 628 Date returned to facility or charge added, to include  
629 citations

630 This code is to be used for inmates that have been returned to a facility from some type of furlough  
631 (CR, PAF, etc.) status and have been charged with a new crime, or have been charged with a new  
632 crime while incarcerated. It is reserved for inmates who have actually been charged with a new  
633 crime, not for inmates who may be charged with a new crime. The date used should be the date  
634 returned to the facility or the date that the charges were added.

635 *NS* 636 *NOS/Staff* 637 Date returned to facility, staffing date - use if not a  
638 *GS* or *NC*, or waiting for staffing.

639 This code is to be used for inmates who have been returned to the facility from Conditional Re-entry  
640 status and have been served Notice of Suspension paperwork. The date used should be the date that  
641 they were returned to the facility. This code should be used even if the inmate waives their right to a  
642 hearing. Once the staffing has occurred, the code should be changed to reflect the results of the  
643 staffing. Normally the code will change to Centrally Authorized (CA), but other codes may be  
644 appropriate as well.

645 *CA* 646 *Centrally Authorized* 647 Staffing release date or staffing review date

648 This code is to be used for inmates who have been staffed at the Central Level (monthly staffings at  
649 central office or weekly staffings through the Director of Community Corrections, Re-entry and  
650 Classification/designee. The date used is the date that is set by the staffing for the inmate's release; or  
651 if the decision of the staffing is to re-staff the case after a specific period of time, the date should be  
652 listed as the new staffing review date. This code would generally be used for NOS cases that have  
653 been staffed and a decision made to release an inmate at a time in the future. The NS code would  
654 change to a CA code and the release date used.

655 *RF* 656 *Re-integration Furlough* 657 Date (180 days or less) prior to minimum release

658 This code is to be used for inmates who qualify to be released on Re-integration Furlough. The date  
659 would always be prior to the minimum release date. The date used should be the date that the inmate  
660 is scheduled for release. If no release date has been determined because it is too early in the inmate's  
661 sentence, the date used should be exactly 180 days prior to the inmate's minimum release date. In  
662 rare cases, inmates may qualify for Early Release, which is an additional 5 days award that is  
663 calculated in the database. If an inmate qualifies for Early Release, the RF code should be used, and  
664 the date used should be 180 days prior to the minimum release date plus any additional 5 days  
665 awards. Note: In no case should an inmate be released more than 390 days prior to their minimum.

## ATTACHMENT 2- SAMPLE

666

**CASE STAFFING FORM**

667

**Name: Inmate name**

668

**Type of Review:**  Sex Offender  Central  Furlough Violation

669

**Date of Birth: DOB** Age: age

670

**Facility Site: facility** Field Site: field office

671

**Facility CSS: facility caseworker** Field CSS: field PO

672

---

**STAFFING INFORMATION**

---

673

**Date of Request:** Enter date staffing report submitted to Classification division.

674

**Requested by:** Enter person/title/office/facility requesting staffing.

675

**Staffing Date Scheduled For:** Date of staffing if known

676

**Reason for Case Staffing:** MPL override, RSN, Level C, Release Planning, Programming

677

**Determination, etc...**

678

**Rationale for Request:** Enter details of current behaviors or needs which precipitated the

679

**staffing review request.**

680

**Prepared by:** Enter person/title who prepared staffing.

681

**Review and Approved by:** Enter person/title of CWS/CLUS/CPS who reviewed, approved, and

682

**forwarded to the Classification division.**

683

---

**CONVICTIONS & SENTENCE INFORMATION**

---

684

**Convictions:** Enter current conviction.

685

**Sentence:** current sentence Min: current minimum date Max: current maximum date

686

**Details of Offense:** Summary of current underlying offenses

687

**Prior Record:** Enter relevant convictions that relate to current convictions or behaviors.

688

---

**ASSESSMENT INFORMATION**

---

689

**LSI**  (Check boxes and enter score for all.)

690

**VRAG**  **PCLR**  **SARA** 

691

**STATIC 99-R**  **RRASOR**  **VASOR** 

692

**Others:** Enter any other assessments used (include scores.)

---

**ATTACHMENT 2- SAMPLE**

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---

**693 INSTITUTION BEHAVIOR AND FIELD SUPERVISION**

---

694 **Overview:** Enter brief overview of inmate's behavior

695 **Disciplinary Action:** DR history

696 **Grad Sanction Action:** GS history

697 **Furlough Violations:** Enter all NOS/Furlough revocations, interrupts and behavior causing the  
698 violation and case staffing decision.

699 **VOPs/VOPAR:** List all VOPs/VOPAR, including behavior causing the violation and the  
700 court/parole board decision.

---

**701 PROGRAM ASSESSMENT**

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702 **Overview:** Enter brief overview of inmate's program needs.

703 **Facility:** Enter past/present group participation/status (include months/years of participation)  
704 and include progress and participation of programming.

705 **Field:** Enter past/present group participation/status (include months/years of participation)  
706 and include progress and participation of programming.

---

**707 SPECIAL NEEDS**

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708 **Mental health:** Enter past/present MH treatment (include any MH/Health diagnosis available)  
709 and explain how this may impact supervision/programming/release planning.

710 **ADA/SFI:** Note if there are any ADA/SFI issues, what they are and the accommodations for  
711 them. Explain how this may impact supervision/programming/release planning.

712 **Medical Issues:** Medical issues that may impact supervision/programming/release planning.

---

**713 CASE PLAN**

---

714 **Facility Case Plan/ORP:** Provide narrative related to progress and compliance with inmate's  
715 current facility case plan.

716 **Field Case Plan/ORP:** Provide narrative related to the proposed plan, or current progress and  
717 compliance with inmate's case plan.

---

**718 VICTIM**

---

719 **Victim Impact Input:** Provide impact of offense on victim(s), victim(s) input regarding release  
720 and conditions of release that would mitigate victim(s) safety concerns.

721 **Victim Safety Planning:** Recommendation for conditions of release and release planning that  
722 would mitigate victim safety concerns/risks.

723 **Victim Service Specialist involvement:** Is there a VSS involved? If so, who?

---

**ATTACHMENT 2- SAMPLE**

---

**724 SEX OFFENDER SPECIFIC (*SEX OFFENDER'S ONLY*)**

---

725 **Victim Profile (sex offender only):** Indicate the target group preferred by the offender; e.g.,  
726 pre-pubescent females, intra-familial boys ages 5-10, etc...)

727 **Level of Acceptance/or lack of:** Indicate inmate's level of acceptance/denial/minimization of  
728 current offense(s).

729 **Other relevant information:** Any other information that might be relevant, such as  
730 inappropriate fantasies, masturbation pattern, or other unnatural sexual attractions.

731 **Summary of other past sex offender convictions:** Brief summary of past sex offense convictions  
732 to include age of victim, sentence, and treatment and supervision.

---

**733 FORMULATION**

---

734 **Inmate's Risk and Needs:** What are the inmate's primary risk and needs?

735 **Family Supports:** List supportive family members and what level of support that they can  
736 provide to the inmate.

737 **Other Supports:** List other individuals who may provide support.

738 **Transition Plan (if applicable):** What is the offender's current transition plan?

739 **Prognosis for Success:** Professional judgment on the prognosis for success.

740 **Formulation:** In your professional opinion, what would a successful plan be for this inmate?

741 **Co-case Manager Input:** Input from the other case co-manager.

---

**742 RECOMMENDATION**

---

743 **Specific recommendation to include time frames, requirements, and resources/action needed**  
744 **for release:**

745 Cc: DOC Case Staffing Alias

746 Rev.9/2011

**ATTACHMENT 3- SAMPLE**

747

**RELEASE SENSITIVE NOTIFICATION CHECKLIST**

748 **OFFENDER NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

749 **CSS CHECKLIST - Rationale used** (*Check all that apply.*):

750  Listed offender

751  High/medium-high risk/needs LSI

752  Victim notification on file

753  Community sentiment

754  Level C designation

755  Referred to Sex Offender Review Committee (Directive 255.01)

756 **CASE STAFFING CSS (field & facility), CWS, Victim Services) – (Check all that apply.)**

757  Media issues/coverage

758  Political issues/coverage

759  Victim reaction

760  Community reaction

761  Victim/community safety

762  Other reasonable rationale

763 **Central Staffing Date:** \_\_\_\_\_

764 **Case Note Dated:** \_\_\_\_\_

765 **Case Note Entered by:** \_\_\_\_\_

766 **\*Special Note\*** - This form should be mailed electronically to the case staffing alias  
767 (docasestaffing@ahs.state.vt.us) and should not be part of the offender's file.

768 **Central Office Approval by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

769

770

**ATTACHMENT 4- SAMPLE**

**CASE STAFFING CHECK LIST**

771

772 **Offender:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

773 **Min:** \_\_\_\_\_ **Max:** \_\_\_\_\_ **Sentence:** \_\_\_\_\_

774 **Offenses:** \_\_\_\_\_

775 **County of Release:** \_\_\_\_\_

776 **County of Residence:** \_\_\_\_\_

777 **CSS Assigned:** \_\_\_\_\_

778 Please include (if available) the following forms for offenders needing to be case-staffed.

779 \_\_\_\_\_ **1. Case Staffing Form – Case Staffing Review.**

780 \_\_\_\_\_ **2. PSI**

781 \_\_\_\_\_ **3. Record Checks**

782 \_\_\_\_\_ **4. Affidavits and Mitts**

783 \_\_\_\_\_ **5. Victim Letters or input from the victim for the team to review in the staffing**  
784 **process**

785 \_\_\_\_\_ **6. Any other pertinent information or comments:**

786

787

*Cc: DOC Case Staffing Alias*

*Rev 9/2011*