Release Planning for Successful Reentry
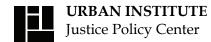
A SELF-ASSESSMENT TOOL FOR CORRECTIONS

NANCY LA VIGNE
ROBIN HALBERSTADT
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URBAN INSTITUTE
Justice Policy Center

2100 M Street NW
Washington, DC 20037
www.urban.org

RELEASE PLANNING FOR SUCCESSFUL REENTRY: A SELF-ASSESSMENT TOOL FOR CORRECTIONS

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INTRODUCTION

In recent years, significant progress has been made in addressing the issues surrounding prisoner reentry. State departments of correction (DOCs) have launched a variety of initiatives designed to improve the reentry process, but little attention has been paid to the role of *release planning* as preparation for the moment of release and as a mechanism for connecting former prisoners with appropriate services and support systems in their communities. Exiting prisoners who are not equipped to meet their most basic needs are more likely to reoffend than individuals who are prepared for the immediate challenges they will face outside prison walls. Thus, the moment of release represents a critical point in time that can make or break an inmate's successful reintegration into society.

While virtually every DOC in the country is engaged in something that could be termed "discharge" or "release" planning, the depth and breadth of such plans vary widely. For prison administrators who want to improve their release planning policies – often in the face of limited resources – determining what kinds of services to provide to prisoners and where to invest resources within the prison system can be a difficult task. To use funding and staff time most efficiently you must not only understand what exemplary release planning policies are, but which of your prisons have these release planning policies in place and whether or not those policies are being implemented appropriately. Determining what release planning policies your prisons are engaged in will make deciding where and how to invest future release planning efforts and resources a less daunting task.

This self-assessment tool is designed to help you – the corrections administrator – evaluate the services the prisons in your state provide to exiting prisoners to prepare them for release, identify goals for enhancing these services, and develop strategies to overcome obstacles you may face when making policy improvements. It will aid you in evaluating the performance of each of your prisons over time, as well as the performance of your department as a whole. The tool is organized according to the most basic needs prisoners face at the moment of release: *transportation; clothing, food and hygiene; financial resources; housing; identification and other important documents; employment and education; and community resources and support system*s. Each of these sections contains policy recommendations that represent what are considered "best practices"[1] in release planning policy. Prisons that implement these practices will increase the odds that their prisoners are prepared for the most immediate challenges they will face upon exit.

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[1] For more information about the recommendations in this assessment tool and their potential benefits, please see the Urban Institute report, *Release Planning for Successful Reentry: A Guide for Corrections, Service Providers and Community Groups*, available at: http://www.urban.org/url.cfm?ID=411767.

HOW TO USE THE ASSESSMENT TOOL

This self-assessment tool asks you to collect information from each of your agency's prisons about their release planning practices; monitor each prison's performance over time; use what you learn from your prisons to evaluate the overall quality of your DOC's release planning practices; and set goals for the future. Included in the following self-assessment are monthly and yearly evaluation reports for prison wardens to complete, as well as a yearly compilation report that you will use to combine the responses from all prison wardens, determine how your DOC as a whole is performing, and identify prisons that are excelling and those that are in need of improvement.

Before beginning your self-assessment, we strongly recommend that you revise the tool to fit your department's needs. To begin, the language used in this tool should be adapted to fit the terminology used by your staff. For example, in Wisconsin the term "extended supervision" is used in place of "parole supervision," so asking staff how many individuals in their released population were released to parole supervision would cause confusion. Piloting the tool among a small number of facilities and soliciting feedback from wardens and case managers prior to system-wide implementation is an effective way to determine what changes should be made to the tool's language and how other elements of the assessment can be adapted to fit the practices and needs of your department. We also recommend converting this written tool into an online format, since an online assessment will likely save resources, easing completion by staff while automating data entry. Using input from IT and data management staff, the format of the assessment and the procedures for completing the assessment should be determined before the tool is introduced to your entire prison system.

Once the tool has been adapted to your needs, distribute the *Materials for Prison Wardens* to your wardens. Each of your wardens, assisted by their case management staff and release planning partners, will use the monthly assessment to collect information about their release planning practices. If you choose to track the efforts of specific prisons of interest more closely over the course of the year, for example in prisons that are severely deficient or those that are in the process of implementing improvements to their release planning policies, you can use information from the monthly reports to record how prisons are progressing in the *Individual Prison Tracking Form* located at the end of this assessment tool. At the end of the year, wardens will combine the information from their monthly reports into a yearly report that summarizes their release planning activities from the year and also provides space for wardens to make suggested improvements to release planning policies and practices.

You will use the yearly reports to complete the *Release Planning Self-Assessment Tool for Corrections Administrators Year-End Compilation Report*. While the monthly prison reports and individual tracking forms will help you examine the release

planning activities at each facility over time, this administrative-level tool will allow you to examine the performance of your DOC as a whole. In addition to providing you with a systematic way of evaluating your DOC's release planning policies and performance, this tool will also help you use that information to set goals, develop implementation plans, and monitor your department's progress over time.

Although this guide covers many aspects of release planning, we recognize that resource constraints and competing demands may often prevent prison administrators from addressing all policy areas at once. Accordingly, we have designed the tool to be easy to use. You can implement the entire tool at once, or choose to implement one section at a time. Although this tool will result in additional responsibilities for staff who are likely already overworked, we believe that the benefits to both exiting prisoners and prison management that will result from this self-assessment process make the tool worth the time it takes to complete.

What if my prisons do not have a prerelease assessment tool in place?

You can still move forward with the self-assessment if you do not have a prerelease assessment tool in place. The self-assessment will help you monitor your prison system's progress over time and set goals for the future. We recommend, however, that you also engage in efforts to implement a prerelease assessment tool.

What if my prisons do not collect some of the information the self-assessment asks for?

You can complete the self-assessment even if you cannot answer all of the questions. Depending on how much information you do not collect, however, the overall utility of your self-assessment may be diminished. The first section in this assessment tool (Understanding the Released Prisoner) will help you conduct a through evaluation of your prerelease inmate assessment and data collection practices, and we recommend completing this section before moving forward with the rest of the self-assessment. If you find that there are some sections of the self-assessment that you cannot complete, you can choose to begin with the sections of the assessment that you can complete (or come close to completing) while you enhance your data collection procedures. You may also choose to conduct exit interviews with inmates to collect missing information about what release planning services they received, but inmate responses are not always reliable and this should be taken into consideration.

What if my prisons collect the information the self-assessment tool asks for, but do so on a different schedule?

The assessment tool asks your prisons to collect information about their release planning policies and activities on a monthly basis. Evaluating prisons on a regular basis will allow you to keep tabs on their progress and identify those institutions that are engaged in policy implementation. For example, at the beginning of the year one prison may be ranked "unsatisfactory" in all areas, while another prison may meet minimum requirements. Throughout the course of the year, the prison that received unsatisfactory marks may put much effort into bringing up their rankings to minimum levels while the other prison may invest little to no effort in improving their release planning policies and procedures. At the end of the year these two prisons may be ranked equally, but by monitoring them on a monthly basis you will be able to see that the first prison has taken on the challenge of improving release planning policies while the second has not. Knowing which prisons are engaged and which ones are not can inform how and where to focus your efforts and can also help you identify exemplary staff.

If your prisons collect information on a bi-monthly or quarterly basis, you can still monitor the progress of prisons over the course of the year. Simply adapt the *Self-Assessment Tool for Prison Managers* and *Prison Tracking Form* to fit your data collection schedule. If your facilities collect information on a semi-annual or annual basis you can still adapt the assessment tool to fit your data collection schedule. However, we recommend increasing the frequency of data collection in order to use the tool to be able to see how your prisons change over time.

This seems like a big undertaking for my prison staff. How do I get my wardens to support it?

Wardens will be more likely to support this assessment if you can demonstrate to them how easily it can be used. The tool was designed for a national audience, and some questions may not be tailored to the language or procedures your DOC uses. To make it easier for wardens to use, you may want to consider piloting it at a small number of prisons and receiving feedback from those wardens before implementing the assessment at all of your facilities. Soliciting input from some of your most dedicated wardens will enable you to adapt the tool to your needs and will also giving it added credibility before it is introduced to your entire prison system. Once the tool has been adapted to fit your DOC's operations, you may also consider uploading it to your intranet or prison management website and making it interactive so that it is even easier for wardens to complete.

If you think that implementing the tool in its entirety will be too much work for your wardens to take on all at once, one approach is to implement one or two sections at a time. This will allow you to begin the assessment process without overloading them. You can also examine the current data collection and evaluation tasks your wardens are responsible for to see if the assessment can replace some of their tasks.

Can this tool be used to assess release planning activities at juvenile detention facilities?

Although some sections of the tool can be used to assess practices at juvenile facilities, release planning for juveniles involves a host of different issues and considerations that do not exist for exiting adult prisoners. We recommend using a different, juvenile-focused tool to assess release planning procedures at juvenile detention facilities.

Can this tool be used to evaluate release planning services for sex offenders?

This tool does not include sections that are specifically tailored to the release planning needs of sex offenders. Sex offenders normally undergo much stricter supervision after release and are not tasked with the same kinds of responsibilities as other exiting prisoners, so many questions in the tool will not be applicable to the exiting sex offender population.

Can this tool be used to evaluate release planning practices of rural prison facilities?

Yes. Although rural facilities will likely not have as many community partnerships as urban facilities, this self-assessment will still be useful in examining facility-provided services and the limited number of community partnerships that rural facilities do have.

MATERIALS FOR PRISON WARDENS

- Sample Introductory Letter
- Release Planning Monthly Assessment
- Release Planning Yearly Assessment

EXPLAINING THE SELF-ASSESSMENT TO STAFF

The staff you are counting on to provide the information for this self-assessment should understand why the assessment is taking place and what their role in the process will be. We recommend holding a DOC-wide meeting with wardens and other staff who will be involved in the self-assessment process (e.g. caseworkers) to present the tool and answer any questions they may have prior to implementation. A letter can also be sent to each warden that explains the project. Here is a sample letter that can be adapted to your needs:

Dear Warden XXX,

The XXX Department of Corrections is dedicated to ensuring that all exiting prisoners are prepared for the moment of release. In accordance with this goal, we are implementing a new self-assessment tool that will identify what release planning services are being delivered in each prison and what share of existing prisoners are receiving those services. Working together, we will use the results of the self-assessment to identify areas in which we excel and to set goals for improvement.

Release planning includes the assessment of the short-term needs and immediate obstacles an individual will face at the moment of release and the days following release. It also involves connecting former prisoners with appropriate services and support systems in their communities to ensure that they are prepared to meet these challenges upon release. Exiting prisoners who are not equipped to meet their most basic needs are more likely to reoffend than individuals who are prepared for the immediate challenges they will face outside prison walls. The moment of release therefore represents a critical point in time that can make or break an inmate's successful reintegration into society.

Each month, you will use the attached release planning monthly report to record what release planning services your prison is offering, to what types of inmates, and to how many individuals. To collect this information, please use prerelease assessments, facility records, consultations with casework staff, and records from outside partners who are involved in the release planning process. If certain data are not available, please indicate this in the assessment. At the end of the year, the results from each monthly report will be tabulated and submitted to the administrative office in a yearly report. These yearly reports will also give you an opportunity to communicate your ideas to the DOC administration on how release planning policies and procedures can be improved. The results of each prison's yearly report will be used to illustrate how the department as a whole is preparing inmates for the moment of release and will also help us set positive and realistic goals for the next year.

Given the implications of release planning, the XXX Department of Corrections believes that this self-assessment process will help us better prepare individuals

for release and will improve the safety of our communities. For more information about release planning, please see the Urban Institute report, "Release Planning for Successful Reentry: A Guide for Corrections, Service Providers, and Community Groups," available at: http://www.urban.org/publications/411767.html.

Sincerely,

MONTHLY RELEASE PLANNING ASSESSMENT FOR PRISON WARDENS

To complete this monthly release planning assessment, please consult data you have collected on the release planning services provided to prisoners who have been released in the last month. The assessment is meant to be distributed and finalized by you, the prison warden. Based on the practices in your facility, however, you may determine that case managers, other prison staff, or release planning partners are better equipped to answer the questions asked in the assessment.

Please submit these reports to the central administrative office at the end of each month. At the end of the year, you will be asked to compile information from these monthly reports into a yearly report. The yearly report will also ask you about improvements to your prison's policies and practices that occurred over the course of the year and will give you a chance to suggest improvements to release planning policies and provide feedback to the administration.

RELEASED POPULATION

In the last month, how many prisoners were released from your prison?
  - ➢ How many of these individuals were released to:
    - o Probation?
    - o Parole?
    - o No form of community supervision?

UNDERSTANDING THE EXITING PRISONER

PRERELEASE ASSESSMENT

Out of all exiting prisoners, how many received a prerelease assessment in the last month?

What types of inmates received a prerelease assessment?
  - ❐ All exiting prisoners
  - ❐ Inmates released to extended supervision or probation
  - ❐ Inmates released to no form of community supervision
  - ❐ Inmates with mental health disorders
  - ❐ Inmates convicted of sex offenses
  - ❐ Inmates convicted of violent offenses
  - ❐ Inmates with co-occurring disorders
  - ❐ Inmates with a history of substance abuse
  - ❐ Other inmates (please list)
  - ❐ Don't know
  - ❐ N/A – my prison does not provide inmates with prerelease assessments

Have there been any changes to your prerelease assessment policies and/or practices this month? If so, what were they?

DATA COLLECTION AND MANAGEMENT

Collection

Does your prison record how many prisoners are eligible to participate in release planning services?

Does your prison record what specific release planning services are offered to prisoners?

Does your prison record whether prisoners accept or deny services?

If release planning services are provided by release planning partners, does your case management staff receive program participation information from these partners?

Management

Does your prison input eligibility data into an online data management system?

Does your prison input offers of service data into online data management system?

Does your prison input program participation data into an online data management system?

If an online data management system is used, is this database easily accessible to staff responsible for release planning?

Is access to this database shared with your release planning partners?

RELEASE PLANNING POLICIES

POLICIES

Does your prison have release planning policies and guidelines in place?

Does your prison have written institutional and/or employee performance measures in place to assess how release planning policies are being implemented?

Are there formal policies in place to ensure that employees are held accountable for the implementation of release planning practices?

Are these accountability policies enforced?

STAFF AND RESOURCES

Who is responsible for creating release plans for exiting prisoners (select all that apply)?
- ❐ Prison case management staff
- ❐ Prison warden
- ❐ Community service providers
- ❐ Community supervision officers
- ❐ Other (please list)

How many staff members in the prison are responsible for creating and updating release plans?

What is the monthly caseload for each staff member (how many release plans do they complete/manage per month)?

How many hours per month do staff spend on release planning?

Are formal lines of communication established between your release planning staff and release planning partners?

WRITTEN RELEASE PLANS

Do your prison staff and/or your release planning partners prepare individualized written release plans for exiting prisoners that outline their goals and responsibilities once they enter their communities?

Do these release plans contain contact names, phone numbers, and addresses for service providers, government agencies, and/or community organizations that can provide services, resources, or other forms of support to prisoners in their communities?

How many prisoners released from your prison in the last year received individualized written release plans?

Does your prison staff or a release planning partner provide copies of the written release plans to community supervision agencies, family members, and/or community groups who will be involved with the individual's reentry process?

What types of inmates receive individualized written release plans upon release?
- ❐ All exiting prisoners
- ❐ Inmates released to extended supervision or probation
- ❐ Inmates released to no form of community supervision
- ❐ Inmates with mental health disorders
- ❐ Inmates convicted of sex offenses
- ❐ Inmates convicted of violent offenses
- ❐ Inmates with co-occurring disorders
- ❐ Inmates with a history of substance abuse
- ❐ Other inmates (please list)
- ❐ Don't know
- ❐ N/A – my prison does not provide inmates with written discharge plans

PARTNERSHIPS

From the following list, please select the agencies, providers, and community groups that have formal partnerships (MOUs) with your prison:
- ❐ Department of Motor Vehicles
- ❐ Social Security Administration
- ❐ Veterans Affairs
- ❐ Health and Human Services
- ❐ Mental health center/agency
- ❐ Probation/Extended supervision
- ❐ Courts
- ❐ Sheriff's Department/Local jail
- ❐ Other community-based service providers
- ❐ None – we do not collaborate with other agencies on discharge planning
- ❐ Don't know
- ❐ Other

Please select the partners that participate informally in the release planning process with your prison:

- ❏ Department of Motor Vehicles
- ❏ Social Security Administration
- ❏ Veterans Affairs
- ❏ Health and Human Services
- ❏ Mental health center/agency
- ❏ Probation/Extended supervision
- ❏ Courts
- ❏ Sheriff's Department/Local jail
- ❏ Other community-based service providers
- ❏ None – we have no formal partnerships established with other agencies
- ❏ Don't know
- ❏ Other

KEY COMPONENTS OF A RELEASE PLAN

TRANSPORTATION

Does your prison provide gate money to exiting prisoners?

How many exiting prisoners received gate money upon release in the past month?

On average, how much gate money was given to each exiting prisoner who received it in the past month?

Does your prison help exiting prisoners arrange for transportation from the detention facility to their release destination?

Please select the type(s) of transportation assistance you provide:

- ❏ DOC-provided
- ❏ Community-based mentor or service provider
- ❏ Parole officer or agency
- ❏ Bus ticket to any location
- ❏ Bus ticket to prior neighborhood
- ❏ Vouchers
- ❏ Coordinate with family members
- ❏ Not applicable – my prison does not provide transportation assistance
- ❏ Don't know
- ❏ Other transportation (please list)

CLOTHING, FOOD AND HYGIENE

Clothing

Does your prison ensure that all exiting prisoners possess seasonally appropriate clothing upon release?

If exiting prisoners do not possess seasonally appropriate clothing and cannot secure this clothing from a family member, friend, or community organization, does your prison provide them with clothing?

What kind(s) of clothing are provided?
- ❒ Civilian clothes they can keep
- ❒ Civilian clothes that must be returned
- ❒ DOC-issued clothing

Does your prison (or a release planning partner) provide exiting prisoners with clothing that is suitable for job interviews and employment?

Does your prison provide exiting prisoners with a list of clothing providers they can access in their return communities after release?

Food

Does your prison (or a release planning partner) provide exiting prisoners with cash or voucher (food stamp) assistance for food upon release?

Does your prison provide exiting prisoners with a list of affordable food providers in their return communities (including food banks, grocery stores, wholesale food providers)?

Hygiene

Does your prison (or a release planning partner) ensure that all exiting prisoners possess basic toiletries upon release (including toothbrush, toothpaste, floss, soap, deodorant, shampoo, conditioner, and hair brush)?

FINANCIAL RESOURCES

Does your prison ensure that all exiting prisoners possess sufficient financial resources to pay for food, lodging, medical card, housing, and other immediate needs during the first 24 hours after release?

What forms of assistance are provided by your prison (or a release planning partner) to ensure that exiting prisoner possess enough financial resources?
- ❒ Gate money
- ❒ Cash
- ❒ Vouchers for transportation
- ❒ Vouchers for food
- ❒ Vouchers for clothing
- ❒ Vouchers for housing
- ❒ Staff assistance securing finances from outside sources (bank accounts, family members) prior to release
- ❒ Not applicable – my prison does not provide any form of financial assistance
- ❒ Other (please list)

On average, how much cash and/or voucher assistance was provided to each exiting prisoner who received it this month?

Does your prison (or a release planning partner) provide exiting prisoners with information on how to restore or enroll in federal benefits?

Does your prison assist exiting prisoners enroll in or restore federal benefits?

On average, how long before an inmate's release did the application process typically begin?

IDENTIFICATION AND IMPORTANT DOCUMENTS

Does your prison (or a release planning partner) provide state-issued ID cards to all inmates who need them prior to release?

What types of identification do exiting prisoners leave with?
- ❒ State-issued ID cards
- ❒ DOC-issued ID cards

How many exiting prisoners possessed state-issued ID cards upon release in the last month?

If your prison provides DOC-issued ID cards to exiting prisoners, can these cards be exchanged for state-issued ID cards after release?

If not all inmates exit your prison with state-issued ID cards, does your prison (or a release planning partner) refer individuals who do not have ID cards to the Department of Licensing to obtain them after release?

If your prison (or a release planning partner does make referrals to the Department of Licensing, do you ensure that individuals possess all proofs of identification needed to obtain a state-issued ID card after release?

Does your prison (or a release planning partner) provide Social Security cards to all exiting prisoners who need them?

How many exiting prisoners possessed Social Security cards upon release in the last month?

Does your prison refer exiting prisoners to the Social Security Administration to obtain Social Security cards after release?

Does your prison (or a release planning partner) provide birth certificates to all exiting prisoners who need them?

How many exiting prisoners possessed birth certificates upon release in the last year?

Does your prison refer exiting prisoners to the appropriate records agency to obtain birth certificates after release?

HOUSING

Does your prison provide exiting prisoners with a list of housing resources/providers in their return community?

How many exiting prisoners from your prison received a list of housing resources/providers in the last month?

Do your staff (or a release planning partner) assist exiting prisoners identify short-term housing options prior to release?

Are your staff required to ensure that bed space is available for exiting prisoners returning to short-term housing (e.g. shelters, halfway houses)?

Does your prison (or your release planning partners) provide exiting prisoners with money or vouchers for short-term housing?

Does your prison (or your release planning partners) provide exiting prisoners with money or vouchers for long-term housing?

EMPLOYMENT AND EDUCATION

Does your prison enroll eligible exiting prisoners in work release programs prior to release?

Does your prison (or a release planning partner) provide prerelease employment readiness services to exiting prisoners?

Does your prison refer exiting prisoners to appropriate workforce development agencies in their return communities?

Does your prison (or a release planning partner) provide prerelease education services (i.e. GED completion, tutoring, college courses) to exiting prisoners?

Does your prison refer exiting prisoners to education providers (i.e. colleges, GED completion programs, learning centers) in their return communities?

Does your prison (or a release planning partner) conduct prerelease education and employment skills and needs assessments?

Does your prison communicate the results of exiting prisoners' prerelease educational and employment assessments to workforce development or other appropriate community agencies in their return communities?

Does your prison work with community supervision agencies to ensure that the conditions of release do not conflict with employment and/or educational goals?

HEALTH CARE

Does your prison (or a release planning partner) teach exiting prisoners about self-care (how to stay healthy, make medical appointments, and fill prescriptions) prior to their release date?

Does your prison provide exiting prisoners with a list of health care providers and resources in their return communities?

How many exiting prisoners received a list of health care providers and resources in the last month?

Does your prison (or a release planning partner) make medical appointments for exiting prisoners in their return communities?

Does your prison (or a release planning partner) make appointments for exiting prisoners with substance abuse treatment centers in their return communities?

Does your prison (or a release planning partner) make appointments for exiting prisoners with mental health professionals in their return communities?

Does your prison (or a release planning partner) provide exiting prisoners who were on prescription medication in the weeks leading up to their release with *prescriptions* for medication upon release?

What is the maximum number of weeks medication prescriptions cover?

Does your prison (or a release planning partner) provide exiting prisoners who were on prescription medication in the weeks leading up to their release with medication upon release?

What is the maximum number of weeks of medication provided?

Does your prison (or a release planning partner) assist exiting prisoners reinstate or enroll in federal benefits?

On average, how long before release does the benefit application process begin?

COMMUNITY RESOURCES AND SUPPORT SYSTEMS

Does your prison provide exiting prisoners with a reentry handbook or community resource guide upon release?

How many exiting prisoners received a reentry handbook in the last month?

Does your prison (or a release planning partner) set up appointments for exiting prisoners with mentors in their communities who can help them within the first 24 hours after release?

Does your prison allow community organizations to begin delivering services while exiting prisoners are still incarcerated?

When appropriate, does your prison involve families in the release planning process?

If your prison involves families, how does it involve them?
- ❏ Prerelease family counseling and/or long distance communication
- ❏ Creation of release plans
- ❏ Notification of release date
- ❏ Other method

Yearly Release Planning Assessment for Prison Wardens

This yearly release planning assessment should be completed by you, the prison warden. This assessment will ask you to compile information from the monthly release planning assessments to report on your release planning activities for the entire year. This yearly assessment will also ask you questions about your general release planning policies and practices that were not previously asked of you in the monthly assessments and will give you an opportunity to share any suggestions you have for improvements to release planning policies and practices.

The administration will use this yearly report and yearly reports from other prisons to evaluate the quality of the release planning practices of the Department.

RELEASED POPULATION

In the last year, how many prisoners were released from your prison?
- ➢ How many of these individuals were released to:
  - ❏ Probation?
  - ❏ Parole?
  - ❏ No form of community supervision?

UNDERSTANDING THE EXITING PRISONER

PRERELEASE ASSESSMENT

Does your prison have policies in place that require all prisoners to undergo a prerelease assessment?

What assessment tool(s) are used? Please provide the name of the tool and a brief description, if necessary.

Out of all exiting prisoners, how many received a prerelease assessment in the last year?

What types of inmates are eligible to receive a prerelease assessment?
- ❏ All exiting prisoners
- ❏ Inmates released to extended supervision or probation
- ❏ Inmates released to no form of community supervision
- ❏ Inmates with mental health disorders
- ❏ Inmates convicted of sex offenses
- ❏ Inmates convicted of violent offenses
- ❏ Inmates with co-occurring disorders
- ❏ Inmates with a history of substance abuse
- ❏ Other inmates (please list)
- ❏ Don't know
- ❏ N/A – my prison does not provide inmates with prerelease assessments

Have any changes been made to your prison's prerelease assessment policies and/or practices in the last year?

If so, what changes were made?

In your opinion, have these changes had a positive, negative, or nonexistent

DATA COLLECTION AND MANAGEMENT

Collection

Does your prison record how many prisoners are eligible to participate in release planning services?

Does your prison record what specific release planning services are offered to prisoners?

Does your prison record whether prisoners accept or deny services?

If release planning services are provided by release planning partners, does your case management staff receive program participation information from these partners?

Management

Does your prison input eligibility data into an electronic database?

Does your prison input offers of service data into an electronic database?

Does your prison input program participation data into an electronic database?

If an electronic records database is used, is this database easily accessible to staff responsible for release planning?

Is access to this database shared with your release planning partners?

RELEASE PLANNING POLICIES

POLICIES

Does your prison have release planning policies and guidelines in place?

Does your prison have written institutional and/or employee performance measures in place to assess how release planning policies are being implemented?

Are there formal policies in place to ensure that employees are held accountable for the implementation of release planning practices?

Are these accountability policies enforced?

STAFF AND RESOURCES

Who is responsible for creating release plans for exiting prisoners (select all that apply)?
- ❒ Prison case management staff
- ❒ Prison warden
- ❒ Community service providers

☐ Community supervision officers
☐ Other (please list)

How many staff members in the prison are responsible for creating and updating release plans?

What is the monthly caseload for each staff member (how many release plans do they complete/manage per month)?

How many hours per month do staff spend on release planning?

Are formal lines of communication established between your release planning staff and release planning partners?

WRITTEN RELEASE PLANS

Do your prison staff and/or your release planning partners prepare individualized written release plans for exiting prisoners that outline their goals and responsibilities once they enter their communities?

Do these release plans contain contact names, phone numbers, and addresses for service providers, government agencies, and/or community organizations that can provide services, resources, or other forms of support to prisoners in their communities?

How many prisoners released from your prison in the last year received individualized written release plans?

Does your prison staff or a release planning partner provide copies of the written release plans to community supervision agencies, family members, and/or community groups who will be involved with the individual's reentry process?

What types of inmates receive individualized written release plans upon release?
☐ All exiting prisoners
☐ Inmates released to extended supervision or probation
☐ Inmates released to no form of community supervision
☐ Inmates with mental health disorders
☐ Inmates convicted of sex offenses
☐ Inmates convicted of violent offenses
☐ Inmates with co-occurring disorders
☐ Inmates with a history of substance abuse
☐ Other inmates (please list)
☐ Don't know
☐ N/A – my prison does not provide inmates with written discharge plans

PARTNERSHIPS

From the following list, please select the agencies, providers, and community groups that have formal partnerships (MOUs) with your prison:
- ❒ Department of Motor Vehicles
- ❒ Social Security Administration
- ❒ Veterans Affairs
- ❒ Health and Human Services
- ❒ Mental health center/agency
- ❒ Probation/Extended supervision
- ❒ Courts
- ❒ Sheriff's Department/Local jail
- ❒ Other community-based service providers
- ❒ None – we do not collaborate with other agencies on discharge planning
- ❒ Don't know
- ❒ Other

Please select the partners that participate informally in the release planning process with your prison:
- ❒ Department of Motor Vehicles
- ❒ Social Security Administration
- ❒ Veterans Affairs
- ❒ Health and Human Services
- ❒ Mental health center/agency
- ❒ Probation/Extended supervision
- ❒ Courts
- ❒ Sheriff's Department/Local jail
- ❒ Other community-based service providers
- ❒ None – we have no formal partnerships established with other agencies
- ❒ Don't know
- ❒ Other

For each partner selected above, please list what release planning services they provide.

KEY COMPONENTS OF A RELEASE PLAN

TRANSPORTATION

Does your prison provide gate money to exiting prisoners?

How many exiting prisoners received gate money upon release in the past year?

On average, how much gate money was given to each exiting prisoner who received it in the past year?

Does your prison help exiting prisoners arrange for transportation from the detention facility to their release destination?

Please select the type(s) of transportation assistance you provide
- ❐ DOC-provided
- ❐ Community-based mentor or service provider
- ❐ Parole officer or agency
- ❐ Bus ticket to any location
- ❐ Bus ticket to prior neighborhood
- ❐ Vouchers
- ❐ Coordinate with family members
- ❐ Not applicable – my prison does not provide transportation assistance
- ❐ Don't know
- ❐ Other transportation (please list)

CLOTHING, FOOD AND HYGIENE

Clothing

Does your prison ensure that all exiting prisoners possess seasonally appropriate clothing upon release?

If exiting prisoners do not possess seasonally appropriate clothing and cannot secure this clothing from a family member, friend, or community organization, does your prison provide them with clothing?

What kind(s) of clothing are provided?
- ❐ Civilian clothes they can keep
- ❐ Civilian clothes that must be returned
- ❐ DOC-issued clothing

Does your prison (or a release planning partner) provide exiting prisoners with clothing that is suitable for job interviews and employment?

Does your prison provide exiting prisoners with a list of clothing providers they can access in their return communities after release?

Food

Does your prison (or a release planning partner) provide exiting prisoners with cash or voucher (food stamp) assistance for food upon release?

Does your prison provide exiting prisoners with a list of affordable food providers in their return communities (including food banks, grocery stores, wholesale food providers)?

Hygiene

Does your prison (or a release planning partner) ensure that all exiting prisoners possess basic toiletries upon release (including toothbrush, toothpaste, floss, soap, deodorant, shampoo, conditioner, and hair brush)?

FINANCIAL RESOURCES

Does your prison ensure that all exiting prisoners possess sufficient financial resources to pay for food, lodging, medical card, housing, and other immediate needs during the first 24 hours after release?

What forms of assistance are provided by your prison (or a release planning partner) to ensure that exiting prisoner possess enough financial resources?
- ❒ Gate money
- ❒ Cash
- ❒ Vouchers for transportation
- ❒ Vouchers for food
- ❒ Vouchers for clothing
- ❒ Vouchers for housing
- ❒ Staff assistance securing finances from outside sources (bank accounts, family members) prior to release
- ❒ Not applicable – my prison does not provide any form of financial assistance
- ❒ Other (please list)

On average, how much cash and/or voucher assistance was provided to each exiting prisoner who received it this year?

Does your prison (or a release planning partner) provide exiting prisoners with information on how to restore or enroll in federal benefits?

Does your prison assist exiting prisoners enroll in or restore federal benefits?

On average, how long before an inmate's release did the application process typically begin?

IDENTIFICATION AND IMPORTANT DOCUMENTS

Does your prison (or a release planning partner) provide state-issued ID cards to all inmates who need them prior to release?

What types of identification do exiting prisoners leave with?
- ❐ State-issued ID cards
- ❐ DOC-issued ID cards

How many exiting prisoners possessed state-issued ID cards upon release in the last year?

If your prison provides DOC-issued ID cards to exiting prisoners, can these cards be exchanged for state-issued ID cards after release?

If not all inmates exit your prison with state-issued ID cards, does your prison (or a release planning partner) refer individuals who do not have ID cards to the Department of Licensing to obtain them after release?

If your prison (or a release planning partner) does make referrals to the Department of Licensing, do you ensure that individuals possess all proofs of identification needed to obtain a state-issued ID card after release?

Does your prison (or a release planning partner) provide Social Security cards to all exiting prisoners who need them?

How many exiting prisoners possessed Social Security cards upon release in the last year?

Does your prison refer exiting prisoners to the Social Security Administration to obtain Social Security cards after release?

Does your prison (or a release planning partner) provide birth certificates to all exiting prisoners who need them?

How many exiting prisoners possessed birth certificates upon release in the last year?

Does your prison refer exiting prisoners to the appropriate records agency to obtain birth certificates after release?

HOUSING

Does your prison provide exiting prisoners with a list of housing resources/providers in their return community?

How many exiting prisoners from your prison received a list of housing resources/providers in the last year?

Do your staff (or a release planning partner) assist exiting prisoners identify short-term housing options prior to release?

Are your staff required to ensure that bed space is available for exiting prisoners returning to short-term housing (e.g. shelters, halfway houses)?

Does your prison (or a release planning partner) provide exiting prisoners with money or vouchers for short-term housing?

Does your prison (or a release planning partner) provide exiting prisoners with money or vouchers for long-term housing?

EMPLOYMENT AND EDUCATION

Does your prison enroll eligible exiting prisoners in work release programs prior to release?

Does your prison (or a release planning partner) provide prerelease employment readiness services to exiting prisoners?

Does your prison refer exiting prisoners to appropriate workforce development agencies in their return communities?

Does your prison (or a release planning partner) provide prerelease education services (i.e. GED completion, tutoring, college courses) to exiting prisoners?

Does your prison refer exiting prisoners to education providers (i.e. colleges, GED completion programs, learning centers) in their return communities?

Does your prison (or a release planning partner) conduct prerelease education and employment skills and needs assessments?

Does your prison communicate the results of exiting prisoners' prerelease educational and employment assessments to workforce development or other appropriate community agencies in their return communities?

Does your prison work with community supervision agencies to ensure that the conditions of release do not conflict with employment and/or educational goals?

HEALTH CARE

Does your prison (or a release planning partner) teach exiting prisoners about self-care (how to stay healthy, make medical appointments, and fill prescriptions) prior to their release date?

Does your prison provide exiting prisoners with a list of health care providers and resources in their return communities?

How many exiting prisoners received a list of health care providers and resources in the last year?

Does your prison (or a release planning partner) make medical appointments for exiting prisoners in their return communities?

Does your prison (or a release planning partner) make appointments for exiting prisoners with substance abuse treatment centers in their return communities?

Does your prison (or a release planning partner) make appointments for exiting prisoners with mental health professionals in their return communities?

Does your prison (or a release planning partner) provide exiting prisoners who were on prescription medication in the weeks leading up to their release with *prescriptions* for medication upon release?

What is the maximum number of weeks medication prescriptions cover?

Does your prison (or your release planning partners) provide exiting prisoners who were on prescription medication in the weeks leading up to their release with medication upon release?

What is the maximum number of weeks of medication provided?

Does your prison (or a release planning partner) assist exiting prisoners reinstate or enroll in federal benefits?

On average, how long before release does the benefit application process begin?

COMMUNITY RESOURCES AND SUPPORT SYSTEMS

Does your prison provide exiting prisoners with a reentry handbook or community resource guide upon release?

How many exiting prisoners received a reentry handbook in the last year?

Does your prison (or a release planning partner) set up appointments for exiting prisoners with mentors in their communities who can help them within the first 24 hours after release?

Does your prison allow community organizations to begin delivering services while exiting prisoners are still incarcerated?

When appropriate, does your prison involve families in the release planning process?

If your prison involves families, how does it involve them?
- ❏ Prerelease family counseling and/or long distance communication
- ❏ Creation of release plans
- ❏ Notification of release date
- ❏ Other method

REFLECTION

If you could make any changes or improvements to your prison's release planning policies or procedures, what changes would you make?

Is there any other information you would like to share with the central office about your release planning policies and practices?

MATERIALS FOR ADMINISTRATORS

- Yearly Compilation Report
- Individual Prison Tracking Form

YEAR-END COMPILATION REPORT

This compilation report provides you with a systematic way of examining the release planning performance of your department as a whole. The self-assessment will first ask you some basic questions about your released population, your prerelease assessment process, and the administrative release planning policies you have in place. The following sections will concentrate on the services your facilities offer to address the most immediate needs released prisoners face after release. Finally, the tool will ask you to assess your department's overall performance in each release planning area, identify prisons that need to make the most improvement and those that are doing well, set specific goals in each release planning need area, and prioritize those goals for the following year.

Each section in this tool will ask you to input release planning data from each prison in your DOC. Please draw your responses to these questions from the information provided in the corresponding sections in the yearly reports submitted to you by your prison wardens.

RELEASED POPULATION

Please answer the following questions to determine the size and composition of your released population. Throughout the self-assessment, you will use the figures provided here to determine the percentage of your released population that currently receives release planning services.

	PRISON											Total
How many prisoners exited each prison in the last calendar year?												
How many were released to probation?												
How many were released to parole supervision?												
How many were released to the community without supervision?												

UNDERSTANDING THE EXITING PRISONER

To best prepare individuals for reentry, prison officials must understand the needs of each prisoner upon their release date. To assess how well prison staff have met those needs, administrators must know what services have been provided (or offered) to prisoners prior to release. Conducting a prerelease assessment will identify prisoner needs, and maintaining detailed records of what services are offered to prisoners prior to release will indicate how effectively prison staff have prepared individuals for release. Prerelease assessments typically include information about the needs individuals had upon incarceration, what services were delivered to address those needs during incarceration, and what needs individuals will have after release.

The following two sections should be used to evaluate prerelease assessment and data collection policies at each prison.

IS A PRERELEASE ASSESSMENT IN PLACE?

PRACTICE	PRISON													
Do your prisons ensure that prisoners receive a prerelease assessment (conducted by prison staff or a release planning partner)? (Yes/No)														
Which assessment tool is used?[2]														
How many exiting prisoners received a prerelease assessment?														
What percentage of prisoners at each facility received a prerelease assessment this year?[3]														

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[2] Some DOCs use multiple prerelease assessment instruments. Please input the name of the instrument used at each prison here. If no tool is used, put N/A

How many prisons have a prerelease assessment tool in place?

What percentage of all exiting prisoners from your DOC's facilities received a prerelease assessment in the last calendar year?[4]

WHO RECEIVES A PRERELEASE ASSESSMENT?

Please indicate what groups of inmates receive written release plans upon release in each prison in the table below. Answer D/K for "Don't Know."

	PRISON												
INMATE GROUP													
All exiting prisoners													
Inmates released to probation													
Inmates released to parole supervision													
Inmates released to no form of community supervision													
Inmates whose sentences expire (max out)													

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[3] To determine this percentage, divide the number of exiting prisoners at each facility by the number who received an assessment.

[4] Divide the total number of exiting prisoners from all facilities (located in the Released Population section on page 32) by the total number of individuals who received a prerelease assessment.

Inmates released directly from segregation											
Inmates with mental health disorders											
Inmates convicted of sex offenses											
Inmates convicted of violent offenses											
Inmates with co-occurring disorders											
Inmates with a history of substance abuse											
Other inmates (please list)											

CONTENT OF PRERELEASE ASSESSMENT

We recommend instituting a uniform prerelease assessment instrument at every facility. If facilities within your DOC use different assessments, it is important to evaluate the content of each instrument individually as some tools are more comprehensive than others. The following checklist is meant to highlight the release planning issues your prerelease assessment(s) address well and where your assessment(s) can be expanded. This list is not meant to include all of the short- and long-term needs exiting prisoners have after release, but is instead limited to only those most immediate needs related to release planning.

Please indicate which of the following subject or need areas your assessment tool or questionnaire covers:

- ➢ Housing
  - ❒ Temporary housing

- ➢ Transportation
  - ❒ From the facility to the release destination
  - ❒ Between the release destination and job interviews, medical facilities, meetings with parole officers, and other locations mandated as conditions of release

- ➢ Clothing, Food and Amenities
  - ❒ Access to food resources in the returning community
  - ❒ Access to clothing resources in the returning community

- ➢ Identification and Important Documents
  - ❒ Need for a government-issued identification card
  - ❒ Need for a Social Security card
  - ❒ Need for a birth certificate
  - ❒ Need for a marriage certificate or other important documents

- ➢ Employment and Education
  - ❒ Job skills and experience
  - ❒ Current educational status
  - ❒ Education needs (i.e. GED)
  - ❒ Requirements and/or goals for further education
  - ❒ Need for transcripts, diplomas, or other educational records
  - ❒ Access to employment agencies in the returning community
  - ❒ Access to educational programs in the returning community

- ➢ Financial Needs and Benefits
  - ❒ Sources of income
  - ❒ Short-term financial needs and resources
  - ❒ Food stamp eligibility
  - ❒ Medical benefits eligibility
  - ❒ Disability benefits eligibility

❑ TANF eligibility
❑ Veteran's benefits eligibility
❑ Access to offices that can assist with filing benefits

➢ Health Care
❑ Physical health history
❑ Need for physical health treatment post-release
❑ Access to doctor's offices or hospitals in the return community
❑ Mental health history
❑ Need for mental health treatment post-release
❑ Access to mental healthcare providers in the return community
❑ Substance abuse history
❑ Need for substance abuse treatment post-release
❑ Access to substance abuse treatment programs in the return community
❑ Need for medication upon release
❑ Access to pharmacies in the return community

➢ Family Life, Support Systems and Community Resources
❑ Relationships with family members in the return community
❑ Community organizations in the return community that can provide resources, mentoring, or other forms of support to exiting prisoners
❑ Child support requirements
❑ Child custody arrangements

Based on the above checklist, what areas do think your prerelease assessment instrument(s) cover effectively, and where should they be expanded or amended? Provide answers for each prerelease assessment tool used.

MOVING FORWARD

What goals do you have for expanding the content of your prerelease assessment instrument(s)?

Are there obstacles to achieving these goals? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❒ Less than six months
- ❒ Six months to 1 year
- ❒ 1 – 2 years
- ❒ More than 2 years

DATA COLLECTION AND MANAGEMENT

Prisons that **collect** information on program eligibility, offers of service, and service delivery, and **manage** this information in an easily accessible, electronic records database will best be able to determine whether their exiting prisoners are receiving the best possible preparation for reentry. The following section will identify whether and to what extent your prisons track the services that are offered to individuals prior to release to help prepare them to reenter their communities.

PRACTICE	PRISON												
COLLECTION													
Do your prisons record how many prisoners are eligible to participate in release planning services?													
Do your prisons record what specific release planning services are *offered* to individual prisoners?													
Do your prisons record which prisoners *accept or deny* release planning services?													
If release planning services are offered and/or delivered by release planning partners, does prison case management staff receive program participation information from them?													

MANAGEMENT												
Do your prisons input eligibility information into an electronic database?												
Do your prisons input offers of service into an electronic database?												
Do your prisons input program participation information into an electronic database?												
If these records are kept in an electronic database, is this database easily accessible to staff responsible for release planning?												
Is access to this database shared with release planning partners?												

Based on the information above, what prisons are currently engaged in comprehensive data collection and management procedures?

Which prisons need to expand their data collection practices?

Which prisons need to expand their data management capacity?

MOVING FORWARD

What goals do you have for expanding your release planning data collection and maintenance procedures?

Are there obstacles to achieving these goals? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❒ Less than six months
- ❒ Six months to 1 year
- ❒ 1 – 2 years
- ❒ More than 2 years

RELEASE PLANNING

The following questions will help you determine the extent of your release planning policies: how many of your prisons provide release planning services; how many exiting prisoners receive release planning services and what (if any) special populations receive services; what partners participate in the implementation of your release planning policies; and what performance measurement procedures are in place to ensure the proper implementation of your policies.

POLICIES

PRACTICE	PRISON								
Do your prisons have release planning policies in place? (Yes/No)									
Do your prisons have written institutional and/or employee performance measures in place to assess how release planning policies are being implemented? (Yes/No)									
Do your prisons have formal policies in place to hold staff accountable for implementing release planning policies properly? (Yes/No)									

STAFF AND RESOURCES

PRACTICE	PRISON												
Who is responsible for creating release plans for exiting prisoners (select all that apply)?													
Prison case management staff													
Prison warden													
Community service providers													
Community supervision officers													
Other (please list)													
How many staff members in the prison are responsible for creating and updating release plans?													
What is the monthly caseload for each staff member (how many release plans do they complete/manage per month?)													
How many hours per month do staff spend on release planning?													
Are formal lines of communication established between outside release planning partners and prison release planning staff?													

WRITTEN RELEASE PLANS

PRACTICE	PRISON								
Do your prisons (or their release planning partners) prepare individualized written release plans for exiting prisoners that outline their goals and responsibilities once they enter their communities? (Yes/No)									
Do the written release plans contain contact names, phone numbers, and addresses for service providers, government agencies, and community organizations that can provide services, resources, and/or support to exiting prisoners in their communities? (Yes/No)									
How many exiting prisoners received a release plan in the last calendar year?									
Do your prisons (or their release planning partners) provide a copy of the written release plan to community supervision agencies, family members, and/or community groups who will be involved with the individual's reentry process? (Yes/No)									

Please indicate what groups of inmates receive written release plans upon release in each prison in the table below. Answer D/K for "Don't Know" and N/A for "Not Applicable."

INMATE GROUP	PRISON												
All exiting prisoners													
Inmates released to probation													
Inmates released to parole supervision													
Inmates released to no form of community supervision													
Inmates whose sentences expire (max out)													
Inmates released directly from segregation													
Inmates with mental health disorders													
Inmates convicted of sex offenses													
Inmates convicted of violent offenses													
Inmates with co-occurring disorders													
Inmates with a history of substance abuse													
Other inmates (please list)													

Are there any prisons that do not provide written release plans to exiting prisoners? Which ones?

How many prisoners released to parole supervision received written release plans upon release?

How many prisoners released to probation received written release plans upon release?

How many prisoners released to no form of community supervision received written release plans upon release?

In total, how many individuals received written release plans upon release from your DOC's prisons in the last year?

What percentage of all prisoners who exited your agency's prisons in the last year received individualized written release plans? [5]

PARTNERSHIPS

From the following list, please select the agencies, providers and community groups that have formal release planning partnerships with your DOC (MOUs):
- ❒ Department of Motor Vehicles
- ❒ Social Security Administration
- ❒ Veterans Affairs (Federal)
- ❒ Veterans Affairs (State)
- ❒ Health and Human Services (Federal)
- ❒ Health and Human Services (State)

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[5] Divide the total number of exiting prisoners (located in the Released Population section on page 32) by the total number of individuals who received a written release plan.

❑ Mental health center/agency
❑ Probation/extended supervision
❑ Courts
❑ Local law enforcment
❑ County/State law enforcement
❑ Local jails
❑ Other community-based service providers
❑ None – we do not collaborate with other agencies on discharge planning
❑ Don't know
❑ Other (please list)

From the following list, please select the agencies that participate informally in the release planning process with your DOC:
❑ Department of Motor Vehicles
❑ Social Security Administration
❑ Veterans Affairs (Federal)
❑ Veterans Affairs (State)
❑ Health and Human Services (Federal)
❑ Health and Human Services (State)
❑ Mental health center/agency
❑ Probation/extended supervision
❑ Courts
❑ Local law enforcement
❑ County/State law enforcement
❑ Local jails
❑ Other community-based service providers
❑ None – we have no formal partnerships established with other agencies
❑ Don't know
❑ Other (please list)

For each partner selected above, please list what release planning services they provide.

Are there any facilities that are excluded from these partnerships? Please list and explain.

UNSATISFACTORY
- No written release plans provided to inmates.
- No release planning classes or counseling provided to inmates.
- Release planning services provided to only some inmates.
- No employee or institutional performance measurement tools in place to monitor policy implementation.
- No formal policies in place to hold employees accountable for policy implementation.
- No partnerships with agencies, service providers or community groups.
- Not enough partnerships established with other organizations to ensure that the most basic needs of exiting prisoners (transportation; food, clothing and amenities; financial resources and benefits; identification and other important documents; education and employment; health care; housing; support systems and community resources) are met.

MINIMUM
- Provide all inmates with a written release plan.
- Provide all inmates with a prerelease class that teaches them how to obtain transportation, food, clothing, housing, health care, employment, education and community resources in the communities they will return to.
- Have tools in place to measure performance over time.
- Have formal policies in place to hold staff accountable for implementing policies.
- Establish partnerships with government agencies, service providers and community groups to ensure that the most basic needs of exiting prisoners (transportation; food, clothing and amenities; financial resources and benefits; identification and other important documents; education and employment; health care; housing; support systems and community resources) are met.
- Establish formal partnerships (MOUs) with all or most discharge planning partners.

EXCELLENT
- Provide each inmate with one-on-one release planning sessions prior to release.
- Provide an extended prerelease class to exiting prisoners.

According to the above scale, are any of your prisons currently meeting less than the minimum requirements for basic release planning practices? If so, which ones?

Do you know why these prisons are not meeting their goals? Please explain.

What actions should be taken to improve release planning practices at these prisons?

What improvements need to be made at the administrative level to improve release planning practices across your entire prison system?

What steps need to be taken to achieve the goals you identified at the prison and administrative levels?

Are there obstacles to achieving the goals you have identified at the prison or administrative level?

    If yes, please describe.

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❐ Less than six months
- ❐ Six months to 1 year
- ❐ 1 – 2 years
- ☐ More than 2 years

KEY COMPONENTS OF A RELEASE PLAN

The following sections will help you evaluate how your DOC helps prisoners address the following needs upon release:

- Transportation
- Clothing, Food and Amenities
- Financial Resources
- Identification and Important Documents
- Housing
- Employment and Education
- Health care
- Community Resources and Support Systems

You may choose to address one, some, or all of these sections on a schedule that works for your agency.

TRANSPORTATION

PRACTICE	PRISON								
Do your prisons provide gate money to exiting prisoners upon release? (Yes/No)									
How many exiting prisoners received gate money in the last year?									
On average, how much gate money was provided to each exiting prisoner?									
Do your prisons help exiting prisoners arrange for transportation from the detention facility to their release destination? (Yes/No)									
Select the type(s) of transportation assistance provided:									
DOC-provided transportation									
Community-based mentor or service provider									
Parole officer or agency									
Bus ticket to any location									
Bus ticket to prior neighborhood									
Vouchers									
Coordinate with family members									
Other transportation									

Do all of your prisons provide gate money to exiting prisoners for their initial transportation costs?

How many exiting prisoners received gate money in the last calendar year?

On average, how much gate money did individuals receive upon release?

Do all of your prisons ensure all exiting prisoners have arranged transportation from the prison facility to their release destination? If not, which ones do not?

MOVING FORWARD

UNSATISFACTORY
- Release individuals without arranging for transportation from the correctional facility to their release destination.
- Release individuals without financial means to pay for transportation.

SATISFACTORY
- Arrange transportation for exiting prisoners from the correctional facility to their release destination through DOC transport, public transportation, a community group or community supervision agency, family member, or some other form of transportation.
- Provide exiting prisoners with enough gate money to pay for transportation from the facility to their release destination.

EXCELLENT
- Through transportation subsidies, partnerships with public transportation agencies, cash, or other forms of assistance, provide exiting prisoners with transportation to job interviews, classes, substance abuse and medical treatment facilities, meetings with probation and parole officers and other locations mandated by their release plan during the first days and weeks after release.

According to the above scale, are any of your prisons currently meeting less than the minimum requirements?

If so, which ones?

Do you know why these prisons are not meeting these goals? If so, please explain.

What changes need to be made at these prisons to improve their performance?

What policy improvements need to be made at the administrative level to improve release planning performance across your entire prison system?

What steps need to be taken to achieve the goals you have identified at the prison and administrative levels?

Are there obstacles to achieving the goals you have identified at the prison or administrative levels? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❒ Less than six months
- ❒ Six months to 1 year
- ❒ 1 – 2 years
- ❒ More than 2 years

CLOTHING, FOOD, AND HYGIENE

PRACTICE	PRISON									
CLOTHING										
Do your prisons ensure that all exiting prisoners possess seasonally appropriate clothing upon release?										
If exiting prisoners do not possess seasonally appropriate clothing and cannot secure this clothing from a family member, friend, or community organization, do your prisons provide them with clothing?										
If so, what kind of clothing is provided (select all that apply)?										
Civilian clothes they can keep										
Civilian clothes that must be returned										
DOC-issued clothing										
Do your prisons (or their release planning partners) provide exiting prisoners with clothing that is appropriate for interviews and employment?										
Do your prisons (or their release planning partners) provide exiting prisoners with a list of affordable										

clothing providers they can access in their returning communities?									
FOOD									
Do your prisons (or their release planning partners) provide cash or voucher assistance (food stamps) for food upon release?									
Do your prisons (or their release planning partners) provide exiting prisoners with a list of food providers and resources they can access in their returning communities (including grocery stores, soup kitchens, food banks and discount food providers)?									
HYGIENE									
Do your prisons (or their release planning partners) ensure that all prisoners exit with basic toiletries (including toothbrush, toothpaste, floss, soap, deodorant, shampoo, conditioner, hair brush)?									

Do all of your prisons ensure that exiting prisoners possess seasonally appropriate clothing upon release? If not, which ones do not?

Do all of your prisons ensure that exiting prisoners have the financial means to access food resources immediately after release? If not, which ones do not?

Do all of your prisons ensure that exiting prisoners possess basic toiletries upon release? If not, which ones do not?

MOVING FORWARD

UNSATISFACTORY
- Release individuals with only DOC-issued clothing.
- Release individuals with civilian clothing that they are required to return to the DOC or to their community supervision agency.
- Release individuals with only the clothing they wore at the time of arrest.
- Release individuals without basic toiletries
- Release individuals without the resources to obtain food or without links to food providers
- Provide food assistance to only some exiting prisoners.

MINIMUM
- Ensure that exiting prisoners possess clean, seasonally-appropriate clothing upon release
- Provide exiting prisoners with a list of affordable clothing providers
- Provide exiting prisoners with a list of affordable grocery stores, food banks, soup kitchens and other food providers they can access in the hours and days following release
- Provide individuals with the vouchers to obtain food from providers
- Provide exiting prisoners with basic toiletries upon release

EXCELLENT
- Provide exiting prisoners with additional clothing suitable for job interviews, seeking housing, and applying for services.
- At least six months prior to release, conduct an assessment of individuals' eligibility to receive food stamps and submit applications for benefit enrollment or reinstatement.

According to the above scale, are any of your prisons currently meeting less than the minimum requirements?

If so, which ones?

Do you know why these prisons are not meeting these goals? If so, please explain.

What changes need to be made at these prisons to improve their performance?

What policy improvements need to be made at the administrative level to improve release planning performance across your entire prison system?

What steps need to be taken to achieve the goals you have identified at the prison and administrative levels?

Are there obstacles to achieving the goals you have identified at the prison or administrative levels? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❐ Less than six months
- ❐ Six months to 1 year
- ❐ 1 – 2 years
- ❐ More than 2 years

FINANCIAL RESOURCES

PRACTICE	PRISON									
Do your prisons ensure that all exiting prisoners possess sufficient financial resources to pay for food, lodging, medical care, housing, and other immediate needs during the first 24 hours after release?										
What forms of assistance are provided by prison staff (or their release planning partners) to ensure that exiting prisoners possess enough immediate financial resources?										
Gate money										
Vouchers for food, transportation, clothing, housing, or other needs										
Staff assists exiting prisoner secure finances from outside sources (bank accounts, family members) prior to release										
Other (please list)										
On average, how much cash and/or voucher assistance is provided to each exiting prisoner by your prisons (or their release planning partners)?										

Do your prisons (or their release planning partners) provide exiting prisoners with information on how to restore or enroll in federal benefits?								
Do your prison staff (or their release planning partners) assist exiting prisoners with the benefit restoration or enrollment process?								
On average, how long before a prisoner's release do your prisons (or their release planning partners) initiate the benefits application process?								

Do all of your prisons ensure that all exiting prisoners possess the financial means to support themselves for the first 24 hours after release? If not, which ones do not?

How much cash and/or voucher assistance did the average exiting prisoner possess upon release?

On average, how long before release do your prisons typically begin the benefit application process?

MOVING FORWARD

UNSATISFACTORY
- Provide exiting prisoners with no financial assistance or less money than they will need to pay for basic lodging, food, transportation and other necessary resources during the first 24 hours after release.

MINIMUM
- Provide exiting prisoners with enough gate money to obtain or subsidize food, transportation, lodging, and any other immediate needs in the first 24 hours of release. As a rule, DOCs should provide exiting prisoners with the FY 2008 federal government per diem rate ($109) in financial assistance upon release at a minimum; Agencies releasing prisoners to higher cost urban environments should provide additional financial assistance as necessary.
- Provide inmates with information on how to enroll in or restore federal benefits.

EXCELLENT
- Provide exiting prisoners with enough money to obtain food, transportation, lodging and any other immediate needs for more than 24 hours after release.
- At least three months prior to release, submit applications for eligible inmates to receive Temporary Assistance for Needy Families, Social Security Income, Social Security Disability Insurance, and other federal benefits.

According to the above scale, are any of your prisons currently meeting less than the minimum requirements?

If so, which ones?

Do you know why these prisons are not meeting these goals? If so, please explain.

What policy changes need to be made at these prisons to improve their performance?

What policy improvements need to be made at the administrative level to improve release planning performance across your entire prison system?

What steps need to be taken to achieve the goals you have identified at the prison and administrative levels?

Are there obstacles to achieving the goals you have identified at the prison or administrative levels? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❏ Less than six months
- ❏ Six months to 1 year
- ❏ 1 – 2 years
- ❏ More than 2 years

IDENTIFICATION AND IMPORTANT DOCUMENTS

PRACTICE	PRISON									
Do your prisons (or their release planning partners) provide state-issued ID cards to all inmates who need them?										
What types of identification do exiting prisoners leave with?										
DOC-issued ID										
State-issued ID										
How many exiting prisoners possessed state-issued ID cards upon release in the last year?										
For prisons that provide DOC-issued ID cards to exiting prisoners, can these cards be exchanged for state-issued ID cards after release?										
If not all inmates exit your prisons with state-issued ID cards, do your prisons refer exiting prisoners to the Department of Licensing to obtain state-issued ID cards after release?										
If making referrals to the DOL for state-issued ID cards, do your prisons (or their release planning partners) ensure that individuals possess all necessary proofs of identification prior to release to obtain ID from the DOL?										
Do your prisons (or their release planning partners) provide Social Security cards to all exiting prisoners who need them?										
How many exiting prisoners possessed Social Security cards upon release in the last year?										
Do your prisons refer exiting prisoners to the Social Security Administration to obtain Social Security cards after release?										
Do your prisons (or their release planning partners) provide birth certificates to all exiting prisoners who need them?										
How many exiting prisoners received birth certificates upon release in the last year?										
Do your prisons refer exiting prisoners to the appropriate records agency to obtain birth certificates after release?										

Do all of your prisons provide exiting prisoners with state-issued identification cards and/or DOC-issued identification cards that can be exchanged for state-issued identification cards upon release? If not, which ones do not?

What percentage of all exiting prisoners received state-issued and/or exchangeable DOC-issued identification cards in the last year?[6]

Do all of your prisons provide exiting prisoners with Social Security cards upon release? If not, which ones do not?

For those prisons that do not provide Social Security cards to exiting prisoners, how many partner with the Social Security Administration to provide individuals with Social Security cards after release?

What percentage of all exiting prisoners received Social Security cards upon release in the last year?[7]

Do all of your prisons provide exiting prisoners with birth certificates upon release? If not, which ones do not?

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[6] Divide the total number of exiting prisoners (located in the Released Population section on page 32) by the total number of individuals who received a state-issued ID or exchangeable DOC-issued ID.

[7] Divide the total number of exiting prisoners (located in the Released Population section on page 32) by the total number of individuals who received a Social Security card.

For those prisons that do not provide birth certificates to exiting prisoners upon release, how many partner with the appropriate local records agency to provide individuals with birth certificates after release?

What percentage of all exiting prisoners received birth certificates upon release in the last year?[8]

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[8] Divide the total number of exiting prisoners (located in the Released Population section on page 32) by the total number of individuals who received a birth certificate.

UNSATISFACTORY
- Provide no identification card to prisoners upon release.
- Refer inmates to agencies that will provide them with state-issued ID cards after release.
- Provide identification cards to only some prisoners upon release.

SATISFACTORY
- Provide all inmates with a DOC ID card that can be easily exchanged for a state-issued ID card after release.
- Refer inmates to agencies that can provide them with Social Security cards, birth certificates, marriage certificates and other important documents after release.

EXCELLENT
- Provide all inmates with a state-issued ID card upon release.
- Provide inmates with Social Security cards, birth certificates, marriage certificates and other important documents at the moment of release.

According to the above scale, are any of your prisons currently meeting less than the minimum requirements?

If so, which ones?

Do you know why these prisons are not meeting these goals? If so, please explain.

What policy changes need to be made at these prisons to improve their performance?

What policy improvements need to be made at the administrative level to improve release planning performance across your entire prison system?

How would you go about achieving the goals you have identified at the prison and administrative levels?

What steps need to be taken to achieve the goals you have identified at the prison and administrative levels?

Are there obstacles to achieving the goals you have identified at the prison or administrative levels? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❒ Less than six months
- ❒ Six months to 1 year
- ❒ 1 – 2 years
- ❒ More than 2 years

HOUSING

PRACTICE	PRISON								
Prior to release, do your prisons (or their release planning partners) give exiting prisoners a list of housing resources and providers in their return communities?									
How many exiting prisoners received a housing resource list in the last year?									
Do your prisons (or their release planning partners) assist exiting prisoners identify short-term housing options prior to their release dates?									
Are prison staff required to ensure that bed space is available for exiting prisoners returning to shelters, halfway houses or other forms of short-term or transitional housing before prisoners are released?									
Do your prisons (or their release planning partners) provide exiting prisoners with money or vouchers for short-term housing?									
Do your prisons (or their release planning partners) provide exiting prisoners with money or vouchers for long-term housing?									

Do all of your prisons provide exiting prisoners with a list of housing resources they can access in their returning communities? If not, which ones do not?

What percentage of all exiting prisoners received a list of housing resources in the last year?[9]

Do all of your prisons provide exiting prisoners in need of housing assistance with short-term housing assistance upon release? If not, which ones do not?

Do all of your prisons provide long-term housing assistance to exiting prisoners who do not have access to long-term housing options? If not, which ones do not?

MOVING FORWARD

UNSATISFACTORY
- Do not identify available housing resources inmates can access after release.
- Do not provide housing assistance to exiting prisoners who need assistance.
- Provide housing assistance to only some exiting prisoners who are in need of assistance.

MINIMUM
- Identify safe, affordable places where exiting prisoners can reside for at least 24 hours after release.
- Identify whether bed space is available at identified lodging locations.

EXCELLENT
- Provide exiting prisoners without familial or financial support and/or who are at risk of becoming homeless after release with transitional assistance to help them pay for lodging and living expenses for an extended period of time after release.

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[9] Divide the total number of exiting prisoners (located in the Released Population section on page 32) by the total number of individuals who received list of housing resources.

According to the above scale, are any of your prisons currently meeting less than the minimum requirements?

If so, which ones?

Do you know why these prisons are not meeting these goals? If so, please explain.

What policy changes need to be made at these prisons to improve their performance?

What policy improvements need to be made at the administrative level to improve release planning performance across your entire prison system?

What steps need to be taken to achieve the goals you have identified at the prison and administrative levels?

Are there obstacles to achieving the goals you have identified at the prison or administrative levels? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❏ Less than six months
- ❏ Six months to 1 year
- ❏ 1 – 2 years
- ❏ More than 2 years

EMPLOYMENT AND EDUCATION

Practice	Prison								
Do your prisons enroll eligible exiting prisoners in work release programs prior to release?									
Do your prisons (or their release planning partners) provide prerelease employment readiness services to exiting prisoners?									
Do your prisons refer exiting prisoners to appropriate workforce development agencies in their return communities?									
Do your prisons (or their release planning partners) provide prerelease education services (i.e. GED completion, tutoring, college courses)									
Do your prisons refer exiting prisoners to education providers (i.e. colleges, GED completion programs, learning centers) in their return communities?									
Do your prisons (or their release planning partners) conduct prerelease education and employment needs assessments?									
Do your prisons communicate the results of exiting prisoners' prerelease educational and employment assessments to workforce development or other appropriate community agencies in their return communities?									
Do your prisons work with community supervision agencies to ensure that the conditions of release do not conflict with employment and/or educational goals?									

UNSATISFACTORY
- Do not provide inmates with referrals to employment and educational organizations or service providers in their communities.
- Provide only some inmates with education and employment assessments and services.

MINIMUM
- Conduct a written assessment of exiting prisoners' literacy problems and other deficits, educational achievements and vocational skills (including those acquired behind bars), and communicate the assessment results to an appropriate workforce development or other community-based agency.
- Refer exiting prisoners to appropriate workforce development agencies.
- Refer exiting prisoners to appropriate education providers.

EXCELLENT
- Enroll exiting prisoners in GED and/or college courses before release.
- Prior to release, provided exiting prisoners with counseling and training that will help them attain and maintain employment; including information on interviewing for jobs, being punctual, and other skills that contribute to job retention.
- Enroll individuals in work release programs prior to release to help them build skills and gain work experience.
- Coordinate with community supervision agencies to ensure that the requirements of an inmate's supervision do not prevent them from attaining or maintaining employment.

According to the above scale, are any of your prisons currently meeting less than the minimum requirements?

If so, which ones?

Do you know why these prisons are not meeting these goals? If so, please explain.

What policy changes need to be made at these prisons to improve their performance?

What policy improvements need to be made at the administrative level to improve release planning performance across your entire prison system?

What steps need to be taken to achieve the goals you have identified at the prison and administrative levels?

Are there obstacles to achieving the goals you have identified at the prison or administrative levels? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❑ Less than six months
- ❑ Six months to 1 year
- ❑ 1 – 2 years
- ❑ More than 2 years

HEALTH CARE

PRACTICE	PRISON								
Do your prisons (or their release planning partners) teach exiting prisoners about self-care (how to stay healthy, make medical appointments, and fill prescriptions) prior to their release date?									
Do your prisons provide exiting prisoners with a list of health care providers and resources in their return communities?									
How many exiting prisoners received a list of health care providers and resources?									
Do your prisons (or their release planning partners) make medical appointments for exiting prisoners in their return communities?									
Do your prisons (or their release planning partners) make appointments for exiting prisoners with substance abuse treatment centers in their return communities?									
Do your prisons (or their release planning partners) make appointments for exiting prisoners with mental health professionals in their return communities?									

Do your prisons (or their release planning partners) provide exiting prisoners who were on prescription medication in the weeks leading up to their release with *prescriptions* for medication upon release?									
What is the maximum number of weeks medication prescriptions cover?									
Do your prisons (or their release planning partners) provide exiting prisoners who were on prescription medication in the weeks leading up to their release with *medication* upon release?									
What is the maximum number of weeks of medication provided?									
Do your prisons (or their release planning partners assist exiting prisoners reinstate or enroll in federal benefits?									
On average, how long before release does the benefit application process begin?									

What percentage of all exiting prisoners received a list of health care providers and resources?[10]

On average, when does your prison system as a whole begin the benefit application process?

MOVING FORWARD

UNSATISFACTORY
- Do not provide exiting prisoners who have medical health needs with referrals to health care providers and/or pharmacies in their communities.
- Do not set up appointments for exiting prisoners with mental health needs with mental health providers.
- Do not make appointments for exiting prisoners with substance abuse problems with substance abuse treatment centers.
- Provide health care referrals to only some exiting prisoners who suffer from health problems.
- Do not provide prescription medication to inmates.
- Do not provide prescriptions to obtain medication to inmates.

MINIMUM
- Provide exiting prisoners with contact information for health care providers in their communities
- Prior to release, instruct prisoners on how to make appointments, fill prescriptions, and attend to other health care needs.
- For individuals with a history of mental illness or substance abuse, appointments are scheduled with a counselor or treatment center in their communities prior to release.
- Provide at least 45 days worth of medication to individuals who were on medication while incarcerated. On average, it takes 45 days for medical benefits to be reactivated after release.

EXCELLENT
- Schedule a medical appointment in the community for exiting prisoners with physical or mental health and/or substance abuse issues.
- Assist eligible individuals enroll in or reinstate health care coverage at least three months prior to release.
- When appropriate, enroll prisoners suffering from substance abuse in substance abuse treatment programs in their communities.

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[10] Divide the total number of exiting prisoners (located in the Released Population section on page 32) by the total number of individuals who received a list of health care providers and resources.

According to the above scale, are any of your prisons currently meeting less than the minimum requirements?

If so, which ones?

Do you know why these prisons are not meeting these goals? If so, please explain.

What policy changes need to be made at these prisons to improve their performance?

What policy improvements need to be made at the administrative level to improve release planning performance across your entire prison system?

What steps need to be taken to achieve the goals you have identified at the prison and administrative levels?

Are there obstacles to achieving the goals you have identified at the prison or administrative levels? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❐ Less than six months
- ❐ Six months to 1 year
- ❐ 1 - 2 years
- ❐ More than 2 years

COMMUNITY RESOURCES AND SUPPORT SYSTEMS

PRACTICE	PRISON								
Do your prisons provide exiting prisoners with a reentry handbook or community resource guide?									
How many exiting prisoners received a handbook or resource guide?									
Do your prisons (or their release planning partners) set up appointments for exiting prisoners with mentors in their communities who can help them within the first 24 hours after release?									
Do your prisons allow community organizations to begin delivering services while exiting prisoners are still incarcerated?									
When appropriate, do your prisons involve families in the release planning process?									
If your prisons involve families, how do they involve them?									
Prerelease family counseling and/or long distance communication									
Creation of release plans									
Notification of release date									
Other method									

What percentage of all exiting prisoners received a reentry handbook or community resource guide upon release?[11]

MOVING FORWARD

UNSATISFACTORY
- Provide exiting prisoners with no referrals to community services.
- Do not involve family members in the release planning process.
- Provide only some exiting prisoners with referrals to community or family support systems.

MINIMUM
- Provide all exiting prisoners with a release handbook listing community resources.
- When appropriate, notify family members of an individual's release date and the conditions of their release plan.
- For individuals without family members, set up appointments with community or faith-based organizations that can offer support during the first 24 hours after release.

EXCELLENT
- Identify community organizations that can provide extended assistance to individuals and allow these organizations to begin working with individuals prior to release.
- When possible, facilitate family visits or family counseling prior to release in order to improve relations between exiting prisoners and their family members and make them aware of what their families expect of them when they return home.
- For individuals with families who live far from the detention facility, provide other means of communication between the inmate and their family prior to release; video conferencing is one possible way to facilitate family communication when in-person visits are not possible.
- For individuals without family connections, provide individuals with mentors who can prepare them for release and help them obtain services and adhere to the conditions of their discharge plan after release.

According to the above scale, are any of your prisons currently meeting less than the minimum requirements?

If so, which ones?

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[11] Divide the total number of exiting prisoners (located in the Released Population section on page 32) by the total number of individuals who received a list of community resources.

Do you know why these prisons are not meeting these goals? If so, please explain.

What policy changes need to be made at these prisons to improve their performance?

What policy improvements need to be made at the administrative level to improve release planning performance across your entire prison system?

What steps need to be taken to achieve the goals you have identified at the prison and administrative levels?

Are there obstacles to achieving the goals you have identified at the prison or administrative levels? What are they?

What steps need to be taken to overcome these obstacles?

- People/Agencies to contact:

- Legislative action:

- Budget changes:

- Other actions:

Have you already engaged in efforts to implement these plans? Please explain.

In your opinion, what is a reasonable timeframe for achieving these goals?
- ❏ Less than six months
- ❏ Six months to 1 year
- ❏ 1 – 2 years
- ❏ More than 2 years

NEXT STEPS

You have completed the self-assessment and set goals in each of the needs areas you are evaluating at this time. Now, please use this worksheet to record the current quality of your discharge planning policies and your priorities for next year.

Ratings
U = Unsatisfactory
S = Satisfactory
E = Excellent
NE = Not Evaluated at this Time

Prison	Transportation		Clothing/ Amenities		Financial Resources		Identification/ Documents		Housing		Employment/ Education		Health Care		Support Systems	
	Now	*Next Year*	*Now*	*Next Year*	*Now*	*Next Year*	*Now*	*Next Year*	*Now*	*Next Year*	*Now*		*Now*	*Next Year*	*Now*	*Next Year*

Which prisons are implementing release planning policies most effectively?

Which prisons need the most improvement?

Please list five most immediate goals you would like to achieve in the next year, in order of importance:

1.
2.
3.
4.
5.

INDIVIDUAL PRISON TRACKING FORM

Prison Name:

As an administrator, you may wish to track the progress individual prisons are making towards achieving their release planning goals over the course of the year. Monthly tracking does not need to be implemented for each prison, but can be a useful method of following certain prisons that require closer supervision (e.g. prisons that are resistant to change or those that are implementing many changes at once).

When compared to the standards outlined in the *Release Planning Self-Assessment Tool for Corrections Administrators*, is this prison exercising unsatisfactory, satisfactory, or excellent release planning policies? After receiving this prison's monthly report, please record your rankings in the appropriate boxes.

Policy Area	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Prerelease Assessment												
Data Collection and Management												
Discharge Planning Policies												
Transportation												
Clothing, Food, and Amenities												
Financial Resources												
Identification and Important Documents												
Housing												
Education and Employment												
Health Care												
Community Resources and Support Systems												

The following questions are meant to help you set goals for this prison and monitor its progress over the course of the year:

MONTH 1
- After ranking this prison's release planning policies and procedures, what release planning services does this prison deliver most effectively?
- In what areas does this prison need the most improvement?
- What goals do you and the prison's management have for this prison over the next year?
- What steps do you and your staff at this prison need to take to achieve these goals?
- What obstacles will you face when trying to achieve these goals?
- Given the obstacles listed above, how long do you expect each step to take?

MONTH 3
- What actions have been taken since Month 1 to achieve the goals set forth for this prison?
- If this prison is not on track with the timeline originally outlined, is it still making consistent progress?
- If progress has stalled, what actions need to be taken to get things back on track?

MONTH 6
- Have any of the changes to policies or procedures at this prison that were identified as goals in Month 1 been enacted?
- Since originally ranking this prison, in what ways has release planning policy performance most improved?
- In what areas does this prison still need the most work?
- Overall, is this prison on track to achieve its goals?
- If the prison is not on track, what obstacles have prevented this prison from progressing on schedule?
- What actions need to be taken to get this prison back on schedule?

MONTH 9
- What actions have been taken since Month 6 to achieve the goals set forth for this prison?
- If the prison is not progressing as scheduled in Month1/Month 6, is it still achieving consistent progress?
- If progress has stalled, what actions need to be taken to get things back on track?

MONTH 12
- Were the goals for this prison achieved over the last year?
- If not all goals were achieved completely, was any progress made? How much? Please explain.
- What obstacles prevented this prison from achieving this year's goals (e.g. staff problems, administrative or legislative barriers, budget shortages)?
- Knowing what you know now, what would you change about the goals you set for this prison and/or the steps you took to achieve those goals? What would you keep the same?