

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: OFFENDER REENTRY COMMUNITY SAFETY PROGRAM POLICY 15.06

Authority: [Chapter 71A RCW](#) *Developmental Disabilities*
[RCW 71.24.470-480](#) *Offenders with Mental Illness*
[RCW 72.09.370](#) *Offenders with Mental Illness (DOC)*

PURPOSE

To establish requirements for Developmental Disabilities Administration (DDA) employees working within the Offender Reentry Community Safety Program.

The Offender Reentry Community Safety Program is a voluntary program that provides intensive services for people with a mental disorder or developmental disability who may be a danger to themselves or others. The purpose of the program is to maintain a successful community placement for the person and ensure their continued participation in treatment after the person is released from the custody of the Department of Corrections.

SCOPE

This policy applies to DDA employees supporting clients who are candidates for or enrolled in the Offender Reentry Community Safety Program.

DEFINITIONS

CARE means the Comprehensive Assessment Reporting and Evaluation tool.

Participant means a DDA client enrolled in the Offender Reentry Community Safety Program.

Review committee means a group of people who review candidates for the Offender Reentry Community Safety Program and make recommendation to the Department of Corrections regarding their possible designation as a program participant.

POLICY

- A. For a client receiving DDA-paid services, DDA must participate in the client's pre-release planning and community transition support services.
-

-
- B. A participant's program start date may be up to 90 days before the participant's release from the Department of Correction's custody, but must not be after the date of the participant's release. A participant may remain in the program for no more than five years.
- C. Program funding supports a participant's transition to and successful placement in the community. Funding is limited to \$12,000 per year per participant. Program funds may be used to purchase goods and services like:
1. Housing;
 2. Clothing
 3. Independent living skills;
 4. Employment services;
 5. Education or vocational training;
 6. Anger management services;
 7. Chemical dependency treatment;
 8. Mental health services;
 9. Medical expenses;
 10. Parenting education;
 11. Transportation expenses; and
 12. Other services/personal needs as determined necessary by the DDA ORCS Program Manager or other Central Office designee, which may include environmental modifications, therapy services, professional evaluations, polygraph or plethysmograph testing.
- D. Before using program funds, participants must use benefits through Medicare, Medicaid, private insurance, and other available resources.
- E. Home and Community Based Waiver Services (HCBS) funds will be accessed first for HCBS Waiver participants. ORCS Program funds will be used to fund applicable State Only services.
- F. Some goods and services must not be purchased using program funds. For example, program funds must not be used to pay for car insurance, legal fees, vacation expenses, or luxury items. For questions, contact the Offender Reentry Community Safety Program Manager.
- G. A participant's program funds may be managed by the Health Care Authority (HCA), an HCA-contracted mental health services provider, or DDA. DDA may only manage the person's funds if the person agrees to receive services and case management through DDA.

PROCEDURES

- A. The review committee:
1. Includes representatives from relevant state agencies and community providers; and
 2. Meets at least monthly to evaluate cases for people nearing the end of their incarceration to review candidates for the Offender Reentry Community Safety Program.

- B. The DDA Offender Reentry Community Safety Program Manager must:
1. Help the Department of Corrections identify current offenders who are or have been DDA clients;
 2. Participate as a member of the review committee as appropriate;
 3. Notify the region where a participant will be residing upon release from incarceration and provide information about the participant;
 4. Enter the participant's program start date, end date, and record who will manage the program funds in the *Mental Health* screen in CARE;
 5. Coordinate communication between the Department of Corrections and the receiving region;
 6. Participate in pre-release planning meetings as necessary;
 7. Provide consultation to regional employees regarding program participants and program requirements;
 8. Serve as DDA's liaison to the Health Care Authority and Department of Corrections for all program issues;
 9. Monitor program fund expenditures, and report to the Health Care Authority as needed; and
 10. Refer the participant back to the review committee for redesignation or undesignation, if applicable (e.g., if the program funds manager changes or the person refuses to participate in services).
- C. The participant's case resource manager must:
1. Participate in release planning meetings as appropriate, which may include the participant, Department of Corrections employees, Community Corrections Officers, HCA, mental health services provider, substance use disorder specialists, law enforcement, and others as appropriate;
 2. Assist the participant's DOC team, including the CCO and the mental health services provider (if there is one), in developing the post-release transition plan;
 3. Coordinate implementation of post-release DDA services and assist with other services as appropriate;
 4. For participants whose program funds are managed by a Health Care Authority contracted mental health services provider:

- a. Provide input to the fund manager regarding use of funds; and
 - b. Notify the DDA ORCS Program Manager if concerns arise regarding use of funds.
7. For program participants whose ORCS Program funds are managed by DDA, the CRM will:
- a. Collaborate with the participant and their support team to determine what ORCSP support services are needed;
 - b. Authorize services and purchases through the DSHS payment system for those participants who are in residential services. Prior approval by the DDA ORCS Program Manager or designee is required. For participants who are not in DDA funded residential services, payment will be coordinated through a designated representative payee who is contracted with the Health Care Authority;
 - c. Track purchases to stay within the annual program funds limit; and
 - d. Notify the DDA ORCS Program Manager if concerns arise regarding the use of program funds.

EXCEPTION

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary.

SUPERSESSSION

DDA Policy 15.06
Issued September 1, 2014

Approved: /s/ Deborah Roberts
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: January 15, 2019