



DEVELOPMENTAL DISABILITIES ADMINISTRATION  
Olympia, Washington

TITLE: OFFENDER RE-ENTRY COMMUNITY POLICY 15.06  
SAFETY PROGRAM

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**

This policy establishes guidelines for Developmental Disabilities Administration (DDA) staff involved in pre-release planning, community transition, and overseeing special funds available to participants enrolled with DDA who are designated as participants in the Offender Re-entry Community Safety Program (ORCSP) per [RCW 72.09.370](#).

Note: The ORCSP was formerly known as the Dangerous Mentally Ill Offender (DMIO) Program.

**SCOPE**

This policy applies to DDA staff working with administration clients who are participants in the ORCSP.

**DEFINITIONS**

**BHSIA** means the DSHS Behavioral Health and Services Integration Administration.

**DBHR** means the Division of Behavioral Health and Recovery in BHSIA.

**Offender Re-entry Community Safety Program participant** means an individual with a diagnosed mental disorder who is reasonably believed to be dangerous to self or others and who has been selected by the Department of Corrections (DOC) ORCSP Statewide Review Committee to participate in the program.

**Program Participant** means a client enrolled with DDA who is participating in the ORCSP.

**ORCSP Funds** means any specialized monies/funding available to ORCSP participants. Program participants are eligible to participate in the program up to sixty (60) service months at a maximum of \$10,000 annually in services and/or goods.

**POLICY**

- A. DDA will participate in pre-release planning and community transition support services for participants of the ORCSP as required under RCW 72.09.370(2). The start date for the ORCSP participant will begin the first day of designation into the ORCSP.
- B. DDA will manage individual program participants' ORCSP funds as determined by the ORCSP Statewide Review Committee. Typically, either the assigned Regional Support Network (RSN) or DDA will manage and monitor the use of ORCSP funds.
- C. ORCSP funds may be used for services to assist DDA participants.
  - 1. The services may include, but are not limited to, the following:
    - a. Coordination of mental health services;
    - b. Assistance with unfunded medical expenses;
    - c. Obtaining chemical dependency treatment;
    - d. Housing;
    - e. Employment services;
    - f. Education or vocational training;
    - g. Independent living skills;
    - h. Parenting education;
    - i. Anger management services;
    - j. Other services/personal needs as determined necessary by the Central Office Mental Health Program Manager or other Central Office designee. This may include environmental modifications, therapy services, professional evaluations, polygraph or plethysmograph testing; and

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- k. Extraordinary transportation expenses. Note: If the participant is on a HCBS waiver, do not pay transportation expenses out of ORCSP funds.
  2. Home and Community Based Waiver Services (HCBS) funds will be accessed first for HCBS Waiver participants. ORCSP funds will be used to fund applicable State Only services.
  3. Some purchases may not be appropriate expenditures of ORCSP funds (e.g., car insurance, etc.). Contact the Central Office Mental Health Program Manager for guidance in this area.

## **PROCEDURES**

### A. Central Office Mental Health Program Manager Responsibilities

1. Assist the DOC in identification of offenders who are or have been clients of DDA.
2. Participate as a member of the ORCSP Statewide Selection Review Committee.
3. Following designation of a DDA client as an ORCSP participant, notify the region where the participant will be residing upon release from DOC custody and provide the region with the ORCSP information packet.
4. Facilitate communication and coordination between DOC and the receiving region.
5. Participate in pre-release planning meetings as necessary.
6. Provide consultation to regional Field Services staff regarding the ORCSP requirements and individual program participants.
7. Serve as the Administration's contact with the BHSIA Division of Behavioral Health and Recovery (DBHR) on all ORCSP issues.
8. Arrange for the reporting of ORCSP funds to DBHR for transfer to DDA.
9. Refer the participant back to the ORCSP Statewide Selection Review Committee for redesignation/undesignation, if applicable (e.g., transfer of funds manager, refusal to participate in services).

**B. Case Resource Manager (CRM) Responsibilities**

1. Enter the ORCSP participant's ORCS Program start date, end date, and ORCSP funds manager (i.e., Regional Support Network (RSN) or DDA) in the Mental Health screen in the Comprehensive Assessment and Reporting Evaluation (CARE) system. The start date for the ORCSP participant is the first day of designation into the Program.
2. Participate in pre-release planning meetings with the offender, DOC institution staff, Community Corrections Officers (CCO), RSN, contracted ORCSP mental health provider, chemical dependency specialist, law enforcement, and others as appropriate.
3. Assist the participant's DOC team, including the CCO and the ORCSP contracted mental health provider (if there is one), in developing the post-release transition plan.
4. Coordinate implementation of post-release DDA services and assist with other services as appropriate.
5. Provide ongoing case management to the program participant.
6. For program participants whose ORCSP funds are managed by the RSN, the CRM will:
  - a. Work in collaboration with RSN staff or designee regarding use of funds; and
  - b. Notify the Central Office Mental Health Program Manager if concerns arise regarding use of funds.
7. For program participants whose ORCSP funds are managed by DDA, with the participant and their treatment team, the CRM will:
  - a. Determine what to purchase with these funds;
  - b. Authorize services/purchases through SSPS (see Appendix E of the SSPS Manual for the ORCS Program 8500 codes). Prior approval by the Regional Administrator or designee is required;
  - c. Keep track of these purchases to stay within the annual budget of \$10,000 per year; and

- d. Notify the Central Office Mental Health Program Manager if the program participant does not use their funding as described in the post-release transition plan. The Program Manager will review and refer back to the ORCSP Statewide Selection Review Committee as necessary.

C. ORCSP Funds

1. Participants in the ORCSP may receive, upon designation, \$10,000 per year in ORCSP funds for up to sixty (60) months.
2. The Central Office Mental Health Program Manager, in concert with Administration financial staff, will arrange for the reporting of the ORCSP funds to the DBHR. These funds will be transferred to the receiving DDA region for those program participants whose ORCSP funds are managed by DDA.
3. Administration financial staff will copy the reporting to the DDA Regional Operations Managers for their records. Any errors observed in the reporting will be reported back to Administration financial staff for correction.

**EXCEPTION**

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

**SUPERSESSION**

DDD Policy 15.06  
Issued February 1, 2010

Approved: /s/ Donald Clintsman  
Deputy Assistant Secretary  
Developmental Disabilities Administration

Date: March 14, 2014