

PROCEDURES

A. Central Office Program Manager Responsibilities

1. Assist the DOC in identification of offenders who are or have been division clients;
2. Participate as a member of the DMIO Selection Review Committee;
3. Following designation of a division client as a DMIO, notify the region where the client will be residing upon release from DOC custody and provide the region with the DMIO 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 DMIO program requirements and individual program participants;
7. Serve as the division contact with the Mental Health Division (MHD) on all DMIO issues; and
8. Arrange for the transfer of DMIO funds, when available, from the MHD to DDD.

B. Case Resource Manager (CRM) Responsibilities

1. Participate in pre-release planning meetings with the offender, DOC institution staff, DOC Risk Management Specialists (RMS), Community Corrections Officers (CCO), Regional Support Network (RSN), contracted DMIO mental health provider, chemical dependency specialists, law enforcement, and others as appropriate;
2. Assist the DOC Risk Management Specialist, DMIO contracted mental health provider, and team in developing the post-release transition plan;
3. Coordinate implementation of post-release DDD services and assist with other services as appropriate;
4. Provide ongoing case management to the program participant;

5. For program participants whose DMIO funds have been transferred to DDD, with the participant and his or her treatment team, determine what to purchase with these funds, authorize purchases, and keep track of these purchases for semi-annual reporting to the Central Office Program Manager.

C. DMIO Funds

1. DMIO program participants may receive, upon release from DOC custody, \$10,000 per year in DMIO funds for up to five (5) years.
2. DMIO funds may be used for services to assist DMIO program participants. The services may include:
 - Coordination of mental health services;
 - Assistance with unfunded medical expenses;
 - Obtaining chemical dependency treatment;
 - Housing;
 - Employment services;
 - Education or vocational training;
 - Independent living skills;
 - Parenting education;
 - Anger management services; and
 - Such other services and personal needs as the CRM deems necessary.
3. The Central Office Program Manager, in concert with administration financial staff, will arrange for the transfer of the DMIO funds from the MHD to the receiving DDD region for those program participants whose DMIO funds are with the division.
4. Regional Business Managers, or other regional designees, are responsible for tracking and maintaining financial records of DMIO expenditures for each program participant.

EXCEPTION TO POLICY

Any exception to policy must have the prior written approval of the division director.

SUPERSESION

None

