

## Reentry Checklist Narrative State Prisons and Transitional Centers

- **Offender reentry preparation/planning begins when the offender is received by the Georgia Department of Corrections.**
- **Reentry planning is intended to be an on-going and dynamic activity that progressively continues through the offender's release from custody.**
- **This attachment is intended to:**
  - **Provide information and guidance to GDC staff responsible to assist offenders with release planning.**
  - **Supplement staff and offender completion of the *SCRIBE Offender Reentry Checklist*. It does not relieve staff from the responsibility of completing the *Offender Reentry Checklist, in SCRIBE*—comprehensively, accurately and in a timely manner.**

### Upon arrival at first permanent facility

- Parole Eligibility Date (PED) of the Offender:
  - This date will automatically be posted in SCRIBE by the parole board. Parole will assess the programming and Next Generation Assessment (NGA) of the offender and may grant parole, or set a TPM. It is important to look at programming as if the PED could happen.
  - Check if the offender has registered for Selective Service:
    - Complete Registration or Status of Registration Letter
      - Must be completed during initial contact
    - To be eligible for grant and education loan funding, one must be registered within five months of their 18th birthday

### Review Reentry Program Case Plan STATUS:

- First Question: Are you a Veteran?
  - If the offender is a veteran they have a different avenue of resources available, so check this first.
    - If DD214 is needed go to [WWW.va.gov/vso](http://WWW.va.gov/vso) (Forms>Popular forms>DD214)
  - Make sure the offender has a copy of their DD 214 and if not contact your local Department of Labor Veteran's representative to assist with this.
  - There is also a handbook for Veterans on CAPTIVA located under the *Reentry* link.
- Academic Education (GED, ABE, and Special Education)
  - Ask offender if he/she has a copy of their High School Diploma of their GED?
    - If so allow them to receive it from home/school.
  - Determine if the NGA reveals an education need.
  - If so, put in a referral immediately to give the offender the time to complete the goal of receiving a GED.
- System for Assessment and Group Evaluation Vocational Education (SAGE): If referring an offender to Vocational Education, they must be:
  - Assessed for placement with the SAGE.
  - Contact the assessment/education staff assigned to your facility.
- Pre-Conditions of Parole / Probation: Look for any *Pre-Conditions* set by the Parole Board or sentencing Judge (probation). Make sure the offender has completed, or is scheduled to complete, all pre-conditions possible while incarcerated.
- Substance Abuse (NGA):
  - The NGA assesses offender substance abuse need(s) and identifies/mandates substance abuse programming—ensure achievement/compliance with identified programming.

- Cognitive Behavioral Programs (NGA):
  - The NGA assesses offender cognitive need(s), and identifies/mandates cognitive programming—ensure achievement/compliance with identified programming.
  - It takes 4 –6 months to complete these programs, so do not forget to check the PED and TPM dates. Make sure offender is on the referral list at your site for the Cog programs available.
- Sex Offender Psycho-Educational Program (If Applicable):
  - SOPP is a six-month program offered at select prisons. Determine if the referral for this has been made and if not, make immediately.
    - Priority for this class is given to offenders with TPMs over Max Outs.
- Reentry Skills Building Curriculum (Reentry Handbook):
  - Give the offender the Reentry Handbook at this time if they do not already have one (utilize the offender’s electronic G.O.A.L device whenever possible).
  - Introduce the handbook to the offender and to do one-on-one work with areas that are identified as reentry barriers.
    - This includes, but is not limited to, offenders in specialty programs to include: Faith and Character Based Dorms, Veterans Dorms, In-House Transitional Centers, and RSAT programs.
  - This curriculum is 12 sessions to be completed the last 12 months of the sentence.
- Complete *Interest Profiler* (Vocational Aptitude):
  - Career Center: Make sure the offender has completed an *Interest Profiler* (provided by the Department of Labor), which will be used to help develop the offender’s career plan and resume’ (use the G.O.A.L. device as a resource for planning and documentation).
- Develop Career Plan (DOL Career Center):
  - From this point on (through release) the offender can be participating in the Center program developing a career plan or a plan for employment, once released
- Develop Resume:
  - Use the Interest Profiler and Career Plan to develop a working resume.
  - The offender should work on this until released. They should have a copy of this on their person (G.O.A.L. Device preferred) while at your site.

**Identify Reentry Release Needs:**

- Child Support Responsibility (Office of Child Support Services, if Applicable):
  - If the offender is a non-custodial parent and owes child support, encourage them to participate in the *Fatherhood Initiatives* through the Department of Human Services/Office of Child Support Services. Contact the local Fatherhood Representative and the numbers are in the Re-entry Handbook.
- Housing / Residence Plan (establish primary residence plan):
  - The offender should have begun to realistically work on a release plan.
  - Question the offender on where they will live upon release to include the possibility of THOR based referrals.
    - Contact persons in the community who can verify the offender’s residence planning.

**Assess Identification Needs and Apply for:**

- Social Security Card (Social Security Administration):
  - The Social Security Card should be/have been applied for 120 days prior to release OR upon being transferred to work release/transitional center OR participating in a school or pre-release social services program, for all offenders not incarcerated under an alias. Review the file and if the card is missing, order one immediately.

- Birth Certificate (Vital Records):
  - The Birth Certificate should have been applied for at orientation on all Georgia born offenders. You may apply for a birth certificate even if the offender is under an alias, but only apply in the offender's real name. [GDCvitalrecords@gdc.ga.gov](mailto:GDCvitalrecords@gdc.ga.gov)
  - If born out of state, encourage the offender to order a birth certificate from their birth state and furnish the contact (other state vital records agency) information to the inmate. If this was not completed in orientation, do so now.
    - Place completed Out-of-State application in offender's TOPPSTEP envelope.
- Motor Vehicle Record Issues—Georgia Department of Driver's Services(DDS):
  - If the offender has an issue with their Driver's License, or State Identification issued by DDS, contact the DDS Headquarters, Conyers, Georgia, or a local DDS Customer Service Center. Headquarters:
    - Driver's License/ID General Information, Hours, Locations, and Services (678) 413-8400
    - Revoked/Suspended Licenses, License Reinstatement (678) 413-8500
    - Lost/Stolen License, Automated Renewal Application, Internet Services (678) 413-8600
    - DUI school information and certified clinical evaluator information is available on the DDS website: [www.dds.ga.gov](http://www.dds.ga.gov)
- Other vital records:
  - Military DD-214,
  - Child Support,
  - Court Orders,
  - Citizenship,
  - Marriage License, etc.

### **TPM or MRD within 24 months**

- Review Reentry Program Plan: Make sure to continuously check the offender program plan for completion and progression in the programming that is identified by the NGA. Document efforts and findings in the offender's SCRIBE notes.
- Schedule Reentry Skills Building Handbook Training:
  - At this time, you should make sure the offender is scheduled (within the last year of the sentence) for the 12 lesson, Reentry Skill-Building Program.
  - The curriculum for the program is the Reentry handbook.
- Review Parole Plan
  - PIC Eligibility:
    - If the offender is eligible for PIC, Parole will send paperwork to be completed. If the Warden approves the date, Parole can release the offender without the standard Full Board review.
    - When you get the paperwork, return it immediately and make sure Warden has made his/her decision.
  - Pre-Conditions:
    - Discuss with the offender any conditions outlined on the parole plan.
- Ensure the primary residence plan has been established:
  - The Counselor or Case manager will discuss the primary residence plan established at twenty-four-month advent, and confirm.
  - Schedule the Reentry Skill Building Training:
    - All offenders MUST take the Reentry Skill Building class.
    - Ensure this is scheduled within *SCRIBE Programs* module

**Identify and Begin Benefits Eligibility Applications, six (6) months prior to release**

- SSI/SSDI Social Security Administration:
  - The online application process should begin six (6) months prior to Max or TPM date of release.
  - Paperwork will be approved by Social Security and held until the offender releases.
  - If the offender does not receive their TPM date, notify Social Security to inform of status. This is available on-line at the Social Security web site: <http://www.socialsecurity.gov>
- Medicaid / Medicare Social Security (Social Security Administration):
  - If the offender was under either or both of these programs prior to incarceration, contact Social Security to check status for when the offender is released.
- Begin Interstate Compact Agreement (SOP IIB07-0001 if Applicable):
  - If the offender wants to transfer out of state an Interstate Compact Agreement must be completed.
  - If post-release, they will be on Parole, this is done when Parole sends the paperwork to complete for his/her Interstate Compact residence plan. Do not submit Parole Interstate Compact Prior to this time. A \$100 mandatory Interstate Compact Fee must be paid.
  - If the offender will need Probation (DCS) Interstate Compact, then you must complete the offender's Application for Interstate Compact Transfer and email it to [interstatecompct@dcs.ga.gov](mailto:interstatecompct@dcs.ga.gov). A \$100 mandatory Interstate Compact Fee must be paid.
    - Remember this includes those on split sentences who have probation to follow.
- Veterans Benefits:
  - [www.va.gov/vso/](http://www.va.gov/vso/)
  - Assure that all Veterans have been in touch with a local Veteran's representative.
  - There is also a Veteran's Resource Book available in CAPTIVA.
- Sex Offender Transfer 12 months prior to release to one of the release facilities to assist in registration, reentry needs, SOPP etc.
  - Facility POC to notify the SPS Officer 45 days prior to release

**TPM or MRD within 3-6 months**

- Review Reentry Program Plan:
  - Make sure to continuously check the offender program plan for completion and progression in the programming that is identified with the NGA.
  - Make sure to document this in your SCRIBE notes.
- Veterans Benefits application complete:
  - At this point, veteran applications should be completed. Contact your TOPPSTEP representative from DOL or your Veteran's Representative.
  - Remember, we also have a Veterans Handbook available on CAPTIVA. Contact numbers are available in the handbook.
- Contact Community Supervision Officer within 45 days with sex offender releases.
  - Contact the reporting Community Supervision Officer by phone and email to advise of release date.
- Confirm Housing:
  - By this point, you should have confirmed where the offender will live or if they have no housing options.
  - Remember to use THOR (on Parole's web site) to search for approved Parole housing.
  - If the offender maxes out, we still want to assist in housing but it does not have to be off the THOR list.
  - If going to Parole supervision, the housing MUST be approved by a Parole Officer.
  - If a registered sex offender, the housing must be approved by the SPS officer in the supervising circuit.

- ALL PROBLEM RESIDENTS MUST BE DETERMINED, REVIEWED AND CONFIRMED!
- Check to see if the offender is returning to a GA-PRI (Department of Community Supervision) site.
  - GA-PRI will establish pre-release connections and linkages with post-release referral services, coordinate with agencies that serve GA-PRI participants, and advocate on the local, state and federal level to eliminate barriers and fill gaps in services needed for GA-PRI participants to successfully reenter their community.
  - GA-PRI targets citizens returning to GA-PRI sites they have identified as their residence of record and who are classified as medium to high risk of reoffending.
  - Participants must have a score of 5 or higher on Risk of New Felony Arrest on the Next Generation Assessment (NGA).
- Community Reentry Assistance:
  - Whenever the releasing offender does not meet GA-PRI criteria and/or is not releasing to a GA-PRI site check for Community Action Agency programs in the offender's local area. There is a list of such available in the Reentry Handbook. They receive federal money to provide housing, employment and financial assistance such as emergency bill pay and tokens for transportation.
  - Community Mentors: Many Faith Based organizations offer mentoring programs. Check with the GDC Chaplain if your offender is in need of such services.
  - Job Leads/ Employment: Make sure to refer the offender to their local DOL TOPPSTEP representative. A list is available in the Reentry Handbook. Make sure to inform the offender that they should ask for the TOPPSTEP rep when they go to DOL. This person specializes in working with offenders.
  - Special Needs: If the offender has physical, mental or developmental issues (which includes substance abuse), contact Vocational Rehabilitation. The numbers are in the Reentry Handbook.

**TOPPSTEP Packet review:**

- Make sure the file contains the following documents.
  - Career Plan and Resume (if applicable)
  - Interest Profiler (if applicable)
  - Social Security Card
  - Birth Certificate
  - DDS ID or DL
  - Completion Certificates
  - DOL Job Application(s)
  - Reentry Checklist (SCRIBE)
  - Pre-release Claimant's form
- Assess Medical needs after release (SCRIBE Profiles):
  - Check with medical to ensure the offender has had all needed medical appointments and medication needed for release.
- Identify Career Center/TOPPSTEP Representative in Area (Department of Labor Office):
  - Look in the Reentry Handbook and note in SCRIBE where the TOPPSTEP office is and give the offender the address and phone number (G.O.A.L. device).
- Develop Transportation Plan (Reentry Handbook Chapter 6):
  - Discuss with offender all transportation issues and expenses to include public transportation options and for rural areas, plans to go to work and reporting for supervision.

**Within 1 month of Release:**

- Review Reentry Program Plan:
  - Make sure to continuously check the offender program plan for completion and progression in the programming that is identified through the NGA. Make sure to document this in your SCRIBE notes.
- Residency Plan “CONFIRMED” (Parole approved, if Parolee):
  - By this point, there should be no question on where the offender will be living, including Problem Residents. If this is still a problem, contact:
    - Parole: Problem\_Residences@pap.state.ga.us
    - Probationer: THOR and Community Supervision Officer
    - Max out: THOR, United Way, Goodwill, Faith Based Organizations

**All problem residents housing must be determined, reviewed and confirmed:**

When release paperwork is received:

- Develop Monthly Budget Plan:
  - Review Chapter 7 with the offender to make sure that they have developed and understand the concepts behind this section in the Reentry Handbook.
- Identify Community Resources:
  - Highlight for the offender the Community Resources in their area (in the Reentry Handbook, Chapter 15)
- Substance Abuse Aftercare (if applicable):
  - This is only for offenders who complete RSAT. Refer to the appropriate aftercare program.
- Job Leads (Reentry Employer List on CAPTIVA):
  - Check the Reentry Employer List on CAPTIVA and see if the offender is interested in any of the possibilities.
  - This is for your use as a counselor. Do not copy the entire list for the offender. Communication may/should be with Transitional Center Employment Manager in area of release for job leads also.
- Clothing Banks (Faith-based & Community-Based Organizations/ Chaplain):
  - If the offender is going to need clothing, make sure to make contact with clothing sources in the area of release (i.e. Goodwill, Salvation Army, and United Way). Also, work with the Chaplain in your facility if applicable.
- Miscellaneous (Mentors, Support Groups, etc. in area of release):
  - Support Group lists are available on-line and you need to look up this information for the offender and give them a copy to refer to when they go home, i.e.: AA/NA, ACOA, Co-dependency groups, etc.
- Finalize Psychotropic Drug needs and assure there is a referral made (Health Services):
  - If the offender is also on a MH caseload, check with the counselor and medical department to ensure this is being taken care of
- Schedule medical appointments as needed:
  - Check with medical to assure this has been taken care of.
- Vital Records ready (Original to Offender, Copy sent to DCS in TOPPSTEP Package):
  - Verify documents are in file,
  - Remember copies are placed in our files and a letter is sent to the supervision site detailing the documents the offender received.
- Social Security Administration, retirement, begin application (if applicable):
  - For offenders eligible for SSI/SSDI, contact SS office to begin process.

**Thirty days before release:**

- The DW/CT, supervisor or designee is to make contact with the Chief Community Supervision Officer (DCS) or designee (Assistant Chief, PO III or Office Manager), through email and phone, to schedule an appointment for the releasing offender
  - The releasing offender shall be informed of reporting instructions given by DCS or Parole.
  - Confirmation of these contacts (DCS, Parole and offender) shall be documented in SCRIBE.

**Reentry Notes:**

Report to: \_\_\_\_\_  
Community Supervision Officer

On: \_\_\_\_\_ (Date)

Address: \_\_\_\_\_  
\_\_\_\_\_, Georgia

Telephone No: \_\_\_\_\_

Date of Contact: \_\_\_\_\_ Contact Person \_\_\_\_\_

- DW/CT, supervisor or designee shall explain proof of residence form, developed by the Department of Driver Services, on file in local Community Supervision Office in order to receive a state ID or driver's license immediately (if applicable and no infractions). This form is not given to the offender at the prison setting.
- The DWS/CT, Supervisor, or designee, will document (on the SCRIBE Reentry Checklist) the address and telephone number of the nearest DOL Career Center to the offender's release residence.
- DW/CT or designee confirms the offender has received the State issued debit card and receipt—confirmation shall be recorded on the SCRIBE Reentry Checklist.

**Information to be given to offender:**

To report to Department of Community Supervision Office/Officer:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_, Georgia

Telephone No. \_\_\_\_\_

RETENTION SCHEDULE: Upon completion, a copy of this checklist, to be placed in the inmate institutional file and in the offender's TOPPSTEP folder.