

<b>State of Vermont</b> <b>Agency of Human Services</b> <b>Department of Corrections</b>	<p align="center"><b><u>INTERIM MEMO:</u></b></p> <p align="center">Transitional Housing</p>	<p align="center"><b>Page 1 of 2</b></p>
<b>Local Procedure(s) Required:</b> No <b>Applicability:</b> All staff (including volunteers and contractors) <b>Security Level:</b> "B"- Anyone may have access to this document.		
<b>Approved:</b>		
<p align="center"><u>SIGNED</u></p> <p><b>Lisa M. Menard, Commissioner</b></p>	<p align="center"><u>5/22/18</u></p> <p align="center"><b>Date Signed</b></p>	<p align="center"><u>6/7/18</u></p> <p align="center"><b>Date Effective</b></p>

The purpose of this Interim Memo is to provide guidance to Department of Corrections’ (DOC) staff on the updated process for submitting a referral for Transitional Housing. This Interim Memo shall establish the use of a custom form available through the Offender Management System (OMS).

This Interim Memo shall supplement policy #503.01 Transitional Housing.

**Standard Referral Process:**

1. For inmates who are eligible for transitional housing, the Facility Corrections Services Specialist (CSS) assigned to work with that inmate shall complete the Transitional Housing Referral Form in OMS.
  - a. The CSS shall ensure the Transitional Housing – Offender Reciprocal Release of Information Form is signed by the inmate and uploaded into OMS.
2. Once the CSS has completed the Transitional Housing Referral Form, OMS shall alert the Probation and Parole Officer (PPO) assigned to the inmate, and the District Manager (DM), to notify them of a referral form for review.
3. The DM or his or her designee shall review the Transitional Housing Referral Form in OMS and complete the District Manager review section of the form either accepting or denying the referral.
  - a. If the DM/designee needs more information to make a decision, he or she shall indicate a request for more information on the referral form and state in the comments section what is needed.
  - b. If the DM/designee denies the referral, the reason for the denial shall be indicated on the referral form.
    - i. The DM shall include a plan for reconsideration.
  - c. If the DM/designee approves the referral, OMS shall send an alert to the specific Transitional Housing Program.
  - d. The DM/designee shall contact the referring CSS and inform them of the decision to approve or deny.

4. The Transitional Housing Program shall review the Transitional Housing Referral Form in OMS and either accept or deny the referral.
  - a. If the Program needs more information to make a decision, they shall indicate a request for more information on the referral form and state in the comments section what is needed.
  - b. If the Program denies the referral, the reason for the denial shall be indicated on the referral form.
    - i. The Program shall include a plan for reconsideration.
  - c. If the Program approves the referral, they shall proceed with their local screening and application procedure.
  - d. Once the Program has entered their determination, OMS shall alert the assigned PPO, the DM/designee, and the CSS to notify them of the decision.
5. The referring CSS shall maintain contact with the Transitional Housing Program and provide any pertinent information regarding the inmate such as:
  - a. Treatment or programming;
  - b. Conditions of release such as curfew;
  - c. Projected Release Date; and
  - d. Any delays in the projected release.

### **Field Referral Process**

In an instance when an offender is being supervised in the community, and being referred to a Transitional Housing Program, the above process should be followed, and the PPO shall be responsible for the duties of the Facility CSS.