

---

## Reentry Services (Adult)

### 525.1 SUCCESSFUL TREATMENT AND REENTRY (STAR) PROGRAM

#### 525.1.1 OVERVIEW

The Successful Treatment and Reentry (STAR) Program is a collaboration between the San Diego County Probation Department, San Diego County Sheriff's Department (SDSD) Reentry Services Division, community-based organizations (CBOs) and the Health and Human Services Agency (HHS) to meet the assessed and reported needs of incarcerated medium-risk and high-risk formal probation clients returning to the community. It serves as a pilot for expanding the services to other regions.

Participation in the STAR program is voluntary for clients and includes services while in custody and for 90 days post-release. STAR provides care coordination to clients through a multi-disciplinary team (MDT) of professionals who assist clients in accessing community resources to address individual needs such as substance use treatment, mental health treatment, housing support services, employment services, transportation, public assistance, and other criminogenic factors identified through various assessments.

#### 525.1.2 POPULATION SERVED

Formal felony probationers with qualifying COMPAS scores in the high or medium-high risk range. Participants must have a treatment need related to mental health, substance use disorder, or criminal thinking/involvement.

#### 525.1.3 IDENTIFICATION OF CLIENTS

Potential participants are identified and referred to the reentry officer by investigating probation officers and supervision probation officers in any office. The assigned investigator or supervision officer should e-mail the reentry officer with the name and case number of the potential participant. Self-referrals are also accepted. Self-referrals may be submitted via a counseling request to participate in STAR by the client to the SDSD Counselor and then provided to the reentry officer. Reentry officers also conduct jail outreach efforts including reviewing booking information and visiting housing units to discuss this reentry program with potential participants. Reentry officers also conduct outreach efforts via probation caseload searches (warrant cleared lists and probation officer caseloads).

#### 525.1.4 ELIGIBILITY REQUIREMENTS

Although eligibility determination may begin prior to sentencing, clients must meet the criteria below.

1. Release status must be supervised on formal felony probation per PC 1203.
2. Assessed as high or medium-high risk on the COMPAS, including at least one Risk of Recidivism or Risk of Violent Recidivism score in the high range (8, 9 or 10).

# San Diego County Probation Department

## Field Services Procedure Manual

### *Reentry Services (Adult)*

---

3. Client must volunteer to participate and be willing to sign a Release of Information (for Sheriffs, Probation, CBO clinician), a Release of CORI (for treatment providers), and Informed Consent (for SANDAG data collection).
4. Client and/or family members would benefit from eligibility benefits and support from social services such as Medi-Cal, Cal Fresh, CalWORKs, housing, childcare, education, treatment programs, and other resources.
5. Client would benefit from linkages and warm hand-offs to other County services based on assessed needs.
6. Client must have at least 30 actual days left to serve in local custody.

#### **Exclusion Criteria**

1. Instant offense or prior criminal history of sex crimes or PC290 registrant
2. Pending jurisdictional transfers or Interstate Compact transfers
3. Severely mentally ill on a case-by-case basis
4. ICE holds/pending immigration matters
5. Dual supervision status (under supervision for formal probation and PRCS or MS)
6. High jail classification level (5+) in custody; level 5 can be reviewed by SDSO for reduction
7. Collaborative courts eligible (i.e., Drug Court, Reentry Court, Veteran's Court, Behavioral Health Court) and client agrees to participate. If client refuses, may be considered for STAR.

#### **525.1.5 ENROLLMENT PROCESS**

Once eligibility is established, the reentry officer meets with the client to describe and formally offer the program. If the client is interested and agrees to participate, releases of information allowing for information sharing between STAR Program parties are completed and signed. The reentry officer also conducts a full COMPAS assessment with the client. The reentry officer informs the unit supervising probation officer, the supervision officer, the CBO, and the SDSO Counselor of the client's enrollment via e-mail. The enrollment notification includes the following documents :

1. SANDAG Release of information
2. SDSO Release of information
3. HHSA Release of information
4. Probation Release of CORI
5. Probation Court Orders
6. COMPAS Legacy/Bar Chart
7. Brief client overview

# San Diego County Probation Department

## Field Services Procedure Manual

### *Reentry Services (Adult)*

---

#### 525.1.6 COMMUNITY REENTRY PLANNING

**Action Plan:** After enrollment in the STAR Program, the CBO meets with the client to conduct the American Society of Addiction Medicine (ASAM) assessment, discuss their needs, and review services available to them. This marks the CBO and the client beginning to develop a client-led action plan. Everything on this action plan is voluntary, except for court orders or PO directives incorporated into the plan. Next steps include a meeting between the client and the SDDS correctional counselor to discuss in-custody programming availability and any other custody related matters.

**Care Coordination Meeting:** CBO staff meet with the client one to two more times to identify specific goals for release before the pre-release MDT meeting to further develop the action plan and to make any necessary changes. Once the action plan is completed, a care coordination meeting between the reentry officer and CBO staff is held to review and discuss the client's assessed and reported needs. The reentry officer then generates a case plan taking into consideration the CBO action plan, COMPAS assessment, court orders, and other PO directives.

**Pre-Release MDT Meeting:** This meeting takes place one to two weeks prior to the client's release date in order to finalize the action and case plans. The following parties participate in this meeting: the client, the reentry officer, CBO staff and a correctional counselor.

**Post Release MDT Meeting:** This meeting takes place at the probation office at least two weeks after the client's release date. The following parties participate in this meeting: the client, the supervision probation officer, the reentry officer, CBO staff, and a representative of HHSA. At this meeting, all parties review the client's progress or gaps in services and engagement. The action plan and case plan are updated to reflect changes. Depending on the client's progress, additional post-release MDT meetings may be scheduled. Clients may also be allowed an extension of STAR services past the 90-day mark with CBO approval.

#### 525.1.7 ROLES DURING MDTS

**Client (Pre- and Post-MDT):** Expresses desired changes to their action plan and case plan, presents questions or concerns. Approves action plan and case plan.

**Correctional Counselor (Pre-MDT only):** Reviews in-custody behavior and programming the client engaged in while in custody.

**CBO (Pre- and Post-MDT):** Presents the client's action plan.

**Probation Reentry Officer (Pre- and Post-MDT):** Presents the case plan. Reviews court orders and probation officer directives. Provides the client with referral and assigned PO information.

**Supervision Probation Officer (Post-Release MDT only):** Reviews progress. Makes changes to case plan and provides further PO directives.

#### 525.2 MANDATORY SUPERVISION

# San Diego County Probation Department

## Field Services Procedure Manual

### *Reentry Services (Adult)*

---

#### 525.2.1 OVERVIEW

The following procedures apply to the reentry officers providing reentry services to Mandatory Supervision (MS) clients serving the custodial portion of their sentence pursuant to PC1170(h)(5)(b) at one of the San Diego County Sheriff's Detention and Reentry Facilities. This section outlines the procedures by which the reentry officers and other staff assigned to these positions collaborate and are involved in daily coordination of services with the San Diego County Sheriff's Department (SDSD) and other participating agencies for the delivery of reentry services to the MS population. Reentry service delivery begins while the client is in custody and utilizes the Multi-Disciplinary Team (MDT) to facilitate linkages for services in the community upon release. Reentry officers assigned to this program use a collaborative, evidence-based approach and program design to reduce recidivism through the development and improvement of skills necessary for Mandatory Supervision Offenders' (MSO) reintegration into society and successful completion of MS.

#### 525.2.2 ELIGIBILITY AND IDENTIFICATION OF PARTICIPANTS

Clients serving a local prison term pursuant to PC1170(h)(5)(b) and housed at any of the San Diego County Sheriff's Department's Detention Facilities and Reentry Facilities are eligible. Reentry services are concentrated primarily at East Mesa Reentry Facility (EMRF) and Las Colinas Detention and Reentry Facility (LCDRF); however, some services may be offered at other Sheriff's facilities.

Reentry officers receive weekly notification of PC1170(h)(5)(b) inmates added to the Sheriff's database for identification of inmates eligible for services. Probation officers assigned in the facilities also receive weekly notification of correctional counselor assignments for all MSOs. Upon notification of an inmate's PC1170(h)(5)(b) sentence and counselor assignment, the professional staff person supporting MS reentry services provides SDSD counseling with the MSO's sentencing report for review in preparation for an initial MDT meeting. At LCDRF and EMRF, the assigned correctional counselor conducts an initial assessment of the MSO and subsequently sends a request to the on-site PO for the initial MDT meeting.

Probation's involvement with PC1170(h)(5)(b) inmates at LCDRF and EMRF begins immediately after identification. Upon request from the Sheriff's Reentry Services Division, services may be provided at other detention facilities. In addition to providing the sentencing document to counseling, professional staff creates an in-custody case file for all offenders housed at EMRF and LCDRF. The file includes the orders granting mandatory supervision (CRM-255), sentencing minute order, PCMS face sheet, the COMPAS assessment graph, and the reentry MDT meeting timeline.

#### 525.2.3 GENERAL MDT STRUCTURE

The MDT at LCDRF and EMRF is composed of the on-site PO, the on-site Alcohol and Drug Program Specialist (ADPS), the assigned correctional counselor and any other jail or treatment staff identified based on a client's specific needs (for example: sworn staff, professional staff, Health and Human Services Agency (HHS) staff, Child Welfare Services (CWS) staff, and on-

# San Diego County Probation Department

## Field Services Procedure Manual

### *Reentry Services (Adult)*

---

site community providers). With very few exceptions, the participant should be present at all MDT meetings.

The EMRF and LCDRF MDT's primary purpose is to prioritize in-custody programming and resources and provide targeted interventions for MSOs based on their assessed criminogenic needs. The team attempts to increase MSO engagement by using Motivational Interviewing and IBIS skills, thus assisting the MSO in their preparation for Mandatory Supervision court and transition from jail to the community.

The on-site POs, ADPS and correctional counselors gather all pertinent information and documents regarding the MSO in preparation for the MDT meeting. When applicable, the team gathers collateral information from the facility program deputy, classification deputy, medical staff and any other reentry facility staff involved with the participant. The following will take place prior to the initial MDT meeting:

- Reentry PO will review the content of the client's in-custody case file and other pertinent PCMS notes and documents. If 18 months have elapsed since completion of the COMPAS assessment on file, the reentry officer will conduct a new assessment in custody.
- ADPS will screen participant site file and PCMS file for self-reported alcohol and/or drug-related needs and prior rehabilitative efforts. If necessary, the ADPS will meet with the MSO prior to the initial MDT to evaluate for in-custody substance abuse programs or any other needs with which the ADPS would be able to assist.

#### 525.2.4 INITIAL MDT MEETING

The initial MDT is a two-part process. The first part includes the reentry PO, the ADPS and the client's assigned correctional counselor. The initial MDT should occur two to four weeks after the client is classified and housed at the reentry facility. During the first part of the MDT, all MDT members share and review the results of their screenings and assessments to identify and prioritize which needs and goals can be addressed in custody. In line with EBP, primary focus will be on the top criminogenic needs with emphasis on education, cognitive behavioral, and substance abuse needs. The MSO participates in the second portion of the MDT, which includes the following elements:

- Welcome the client.
- Clarify roles of MDT members.
- Explain the lack of confidentiality and purpose of MDT.
- Provide the client with an opportunity to explain their understanding of their custody commitment and supervision status.
- Discuss expectations and benefits of active participation in reentry services in custody as well as potential consequences for disciplinary issues.
- Incorporate client's input into custody case plan and confirm their willingness to adhere.

# San Diego County Probation Department

## Field Services Procedure Manual

### *Reentry Services (Adult)*

---

- Recognize accomplishments already achieved by the client (e.g. enrollment or completion of programming).
- Inform client of the purpose of the Community Reentry Plan (CRP), Pre-Release Report and MS Court Hearing.
- Encourage client to maintain communication with MDT members.
- Recommend and explain client's participation in custodial substance abuse programs or classes when applicable.

In collaboration with SDCS correctional counselors, the reentry PO monitors the client's participation with in-custody case plan. When appropriate, the reentry PO will employ effective use of reinforcement for the client's positive behaviors and accomplishments. The reentry officer will make recommendations to SDCS for the client's inclusion in incentive-based housing or specialized vocational training programs based on performance and achievements while in custody. For those who are unwilling or unmotivated to participate in reentry services, or when a disciplinary incident occurs, probation will employ effective use of disapproval. The reentry PO is notified by Sheriff's sworn staff of any disciplinary action resulting in loss of PC4019 credits for MSOs. The reentry officer will have a face-to-face meeting with the client to discuss the outcome of any disciplinary action imposed by SDCS that affects the client's case plan or transition plans. If an MSO is housed at a jail where no reentry PO is available, probation is not involved in the selection or monitoring of programming for MSOs.

#### 525.2.5 COMMUNITY REENTRY PLAN (CRP)

Approximately 60 days prior to the MSO's release date, a correctional counselor will complete a CRP for all MSOs regardless of where they are housed. SDCS counselors may consult with the reentry PO and the ADPS when there are questions or concerns regarding the MSO's plans for transition from jail to the community. The CRP includes information about the client's medical and mental health issues identified and treated while in custody, overall participation in programming, plans for transition from jail to the community, and self-reported strengths and challenges upon release as well as additional comments from the counselor. The CRP and a signed Release of Information are shared with the MSO Pre-Release Report writer, and the documents are attached to the report.

#### 525.2.6 MEDICAL RECORDS

If the MSO received medical or mental health treatment or medication while in custody, probation professional staff receives records from Sheriff's Medical Services in accordance with HIPAA regulations about 30 days prior to release. The data includes the client's in-custody medical records and a list of medications prescribed in custody. Professional staff will forward the records to the assigned MS investigator for consideration in community case planning and inclusion in the MSO pre-release report within confidentiality regulations. The information is also used to ensure the client has a prescription for essential medications upon release.

# San Diego County Probation Department

## Field Services Procedure Manual

### *Reentry Services (Adult)*

---

#### 525.2.7 PRE-RELEASE REPORT

Reentry officers may assist in making clients available for the interview and provide pertinent information and input to the pre-release report writers in preparation for the interview and for case planning.

#### 525.2.8 PRE-RELEASE MDT MEETING PROCEDURES

For clients housed at EMRF and LCDRF, an MDT meeting will be scheduled after the client's MS court hearing to review their accomplishments in custody, and to discuss the outcome of the hearing and the court-ordered case plan. The pre-release MDT meeting will take place approximately one week prior to the client's release. The pre-release meeting at EMRF and LCDRF will include the reentry PO, correctional counselor, ADPS, MSO, Instructors, and facility sworn staff. Child Welfare Services social worker s may also be included in the pre-release MDT meeting when appropriate. Prior to bringing the client into the meeting, the team will convene to discuss updates on the client's performance since the MS court hearing. The client's transition plan will be reviewed.

The following will take place prior to the pre-release MDT meeting:

- The reentry PO will prepare a pre-release packet including the client's MS pre-release report, pre-release hearing minute orders, an updated inmate adjustment report, and a copy of the current case plan for review.
- The reentry PO will review PCMS contact notes and e-mails related to the client's transition from jail to the community, such as arrangements for GPS installation, transportation, and housing, as well as Behavioral Health Service Team (BHST) assessment and recommendations.
- The reentry PO will make note of any scheduled medical or mental health appointments as well as release plans and transportation arrangements.
- In cases where arrangements are pending, the reentry PO will make all reasonable efforts to notify the assigned PO to initiate arrangements or collaborate with the Community Transition Center (CTC ) to secure temporary housing and transportation arrangements.
- The ADPS will prepare information to provide to the MSO regarding referrals made in the Community Resource Directory where available.

The following will take place during the Pre-Release meeting:

- The reentry PO and ADPS will employ effective use of reinforcement to acknowledge the client's accomplishments in custody and encourage MSO to continue with their motivation in the community.
- The reentry PO will review with the MSO the content of the court orders, the case plan, transportation arrangements and any scheduled appointments. Assigned PO contact information and reporting instructions will also be provided. All the information is provided to the client in writing.

# San Diego County Probation Department

## Field Services Procedure Manual

### *Reentry Services (Adult)*

---

- In cases where the MSO will be released to CTC pending placement, the CTC transition officer will be contacted for coordination and when available, will participate in the pre-release MDT meetings.
- The ADPS will provide the MSO with specific information and any pertinent handouts regarding community resources to which they have been referred. These may include brochures or flyers regarding community programs or providers.

#### 525.2.9 DOCUMENTATION

The reentry PO will document all interactions with clients in PCMS. A reentry contact note will be entered subsequent to any MDT or individual face-to-face contact with MSOs or any other inmate who is under the supervision of probation. Contact notes will include the use of IBIS skills and motivational interviewing as well as noted stage of change when applicable.

#### 525.2.10 ATTACHMENTS

[MS Reentry MDT Meeting Timeline](#)

[Probation Consent to Release of CORI](#)



# Attachments

## **MS Reentry MDT Meeting Timeline.pdf**

## MS Reentry MDT Meeting Timeline

### Reentry Multi-Disciplinary Team Meeting

Probation Officer: \_\_\_\_\_

Alcohol and Drug Program Specialist: \_\_\_\_\_

Correctional Counselor: \_\_\_\_\_

Total Sentence: \_\_\_\_\_

Time in Jail: \_\_\_\_\_

Time on Mandatory Supervision: \_\_\_\_\_

### What to expect:

- **Initial Multi-Disciplinary Team Meeting**
  - Understanding sentence and expectations
- **In custody programming monitored by correctional counselor.**
  - Classes that will provide tools for release
  - Classes that will satisfy conditions of Mandatory Supervision
- **60 days prior to release**
  - Meet with Correctional Counselor for Community Reentry Plan
- **45 days prior to release (approximately)**
  - Speak with assigned Probation Officer to discuss case plan
  - Probation Officer writes report for Mandatory Supervision Court and provides to Court with recommendations.
- **30 days prior to release (approximately)**
  - Speak with MS public defender to discuss probation's recommendations
  - MS Court hearing in the designated department to finalize community case plan
- **1-2 weeks prior to release**
  - Meet with Multi-Disciplinary Team to discuss what happened in Court and transition to community on mandatory supervision.

**PROBATION CONSENT TO  
RELEASE OF CORI 13300c6.pdf**



# San Diego County Probation Department

## AUTHORIZATION TO RELEASE CRIMINAL HISTORY INFORMATION

Cal. Penal Code § 13300(c)(6)

Name (print) \_\_\_\_\_ DOB: \_\_\_\_\_

Probation No.: \_\_\_\_\_

Initial	
_____	<p><b><u>NOTIFICATION:</u></b></p> <p>I understand that probation is a privilege, not a right, and that part of my probation supervision requires services and treatment to further my rehabilitation objectives. Participation in these services and treatment may require the disclosure of my criminal history information by the Probation Department to these service and treatment providers to meet my case planning goals and conditions of probation.</p>
_____	<p><b><u>CONSENT:</u></b> I hereby give consent</p> <ul style="list-style-type: none"><li>➤ to the <b>SAN DIEGO COUNTY PROBATION DEPARTMENT</b></li><li>➤ to release any <b>CRIMINAL HISTORY INFORMATION</b>, including but not limited to my:<ul style="list-style-type: none"><li>● arrest record,</li><li>● pretrial proceedings,</li><li>● the nature and disposition of criminal charges sentencing,</li><li>● incarceration, and</li><li>● probation status, conditions, and rehabilitation.</li></ul></li><li>➤ pertaining to me which may be contained in the files of <i>any state or local criminal justice agency in California.</i></li></ul>

_____	<p><b><u>TO WHOM IT MAY BE RELEASED:</u></b> My <b>CRIMINAL HISTORY INFORMATION</b> may be shared</p> <ul style="list-style-type: none"> <li>• <i>by</i> my case carrying Probation Officer</li> <li>• <i>to</i> my treatment providers</li> <li>• <i>for</i> the purpose of furthering my rehabilitation only.</li> </ul>
_____	<p><b><u>FAILURE TO SIGN AUTHORIZATION:</u></b></p> <p>I understand that by not signing this Authorization I am intentionally refusing to comply with conditions of my probation. Failure to sign, therefore, may result in a violation of my probation. A violation of probation may result in additional fines, conditions of probation or jail time.</p>
_____	<p><b><u>EXPIRATION:</u></b></p> <p>This authorization shall expire upon a formal and effective termination or revocation of my release from probation under which I was mandated into treatment.</p>
_____	<p><b><u>COPY OF AUTHORIZATION:</u></b></p> <p>I understand I have the right to receive a copy of this Authorization. Would you like a copy of this Authorization: _____Yes _____No</p>

Signature:	Date:
------------	-------

<b>OFFICIAL USE ONLY</b>	
<b>Witness Signature</b>	Date:
<b>Print Name</b>	Title