



**Texas Department of  
Criminal Justice**

**TCOOMMI**

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Revision 2**

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**Program Guidelines and Procedures**

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**Subject:** General procedures for agencies regarding contract services for offenders with mental illness placed in a Community Corrections Residential Treatment Program.

**Purpose:** To provide guidelines for admission, treatment, pre and post-release planning and coordination with residential and non-residential programs for offenders with mental illness placed in Community Corrections Residential Treatment Programs.

**Procedures:**

**1. Referral/Offender Identification**

**A. Referrals are received in the following manner:**

- i. Supervising Criminal Justice entity and the county of origin Local Mental Health Authority (LMHA) will jointly staff offender cases to determine if he/she qualifies for a referral to a community corrections residential treatment program.
- ii. If agreement is reached, a referral packet will be submitted to the facility director and the designated TCOOMMI Program Director.
- iii. Within 2 business days of receiving the packet, the facility director, in conjunction with the facility LMHA, shall notify the designated TCOOMMI Program Specialist of the intent to accept an offender into the facility. The TCOOMMI Program Specialist shall respond to the facility director approving or denying admission to the program within two business days. (see attached authorization form)
- iv. The facility director shall notify the referring entity of acceptance or denial into the program.
- v. The facility director and county of origin LMHA shall coordinate the transfer of appropriate treatment records. Transportation of the offender to the treatment facility is the responsibility of the referring agency.

**2. Admission**

- A. Within 24 hours of the offender's arrival at the Community Corrections Residential Treatment Facility, the offender will be assessed by the appropriate clinical staff.

- B. The facility TCOOMMI/LMHA staff shall coordinate the development and implementation of the Individual Treatment Plan (ITP) with input from the interdisciplinary team (IDT). The IDT shall at a minimum include the facility LMHA worker and the supervising officer. The ITP shall include documentation of all supervision and treatment needs of the offender. The ITP shall be completed within 7 working days of admission to the facility and be reviewed every 30 calendar days thereafter until the offender discharges from the facility.

**3. Service Delivery within the Facility**

- A. The facility TCOOMMI/LMHA staff members are responsible for identifying the needs of the offender, providing individual and group mental health treatment, and for facilitating the offender's attendance in psychosocial rehabilitation groups, individual sessions, and substance abuse groups and meetings.
- B. The facility TCOOMMI/LMHA staff members shall coordinate with the local LMHA to provide crisis intervention twenty-four (24) hours a day, seven (7) days a week.
- C. The facility TCOOMMI/LMHA staff members shall identify and coordinate the offender's access to all available therapeutic and rehabilitative services, including inter and intra agency resources.
- D. In the event of discharge, for a reason other than successful completion, the facility TCOOMMI/LMHA staff member shall submit an Incident Report to the TCOOMMI Program Specialist within 1 working day.

**4. Pre/Post-Release Continuity of Care**

- A. The facility TCOOMMI/LMHA Continuity of Care (COC) staff member shall initiate COC services which work towards improved systems of coordination and communication among local and/or state criminal justice systems, social service providers and other appropriate disciplines to ensure responsiveness to the special needs of all offenders upon the offender's admission to the facility.
- B. Within one (1) working day following receipt of approved release plan, the COC worker shall:
  - i. Notify the supervising officer of upcoming release of the offender;
  - ii. E-Mail a TCOOMMI County to County COC referral form to the county of origin LMHA TCOOMMI Program with notification of the upcoming release.
  - iii. Ensure that the referral information is entered into the TCOOMMI database.
- C. Within two (2) working days following receipt of the TCOOMMI COC referral form, the county of origin LMHA TCOOMMI COC worker shall:
  - i. Return the TCOOMMI COC referral form with appointment information by e-mail to the facility TCOOMMI/LMHA COC worker.
  - ii. Notify the supervising officer of the appointment time and date. Wherever possible and available, the offender should be placed on a specialized mental health caseload and receive TCOOMMI case management services.

- D. After release, the HCOC shall:
  - i. Contact the supervising officer to verify the offender reported as required;
  - ii. Verify the offender's contact information; and
  - iii. Contact the offender as a reminder of their LMHA appointment.
  
- E. On the day of the appointment, the designated staff of the county of origin LMHA shall:
  - i. Complete the offender's clinical assessment, as needed; and
  - ii. Notify the supervising officer of the offender's appointment status.
  
- F. Within forty-eight (48) hours following a missed post-release appointment, the HCOC worker shall:
  - i. Notify the supervising officer to locate the offender;
  - ii. Meet with the offender (face-to-face) and verify the status of the offender's medication(s);
  - iii. Set up a new appointment (prioritized by medication status);
  - iv. Close the case after two (2) failed collaborative attempts to engage the offender;
  - v. Notify the supervising officer if the case is closed; and
  - vi. Ensure the TCOOMMI database is updated to reflect the case closure status.
  
- G. Monthly, the HCOC worker shall:
  - i. Contact the supervising officer by phone or in person, unless the case has been assigned to a Case Manager; and
  - ii. Contact the offender in person unless the case has been assigned to a Case Manager.
  - iii. Evaluate the offender for on-going service and/or treatment needs, to include completion of a Social Security benefits application for offenders when appropriate.
  
- H. Thirty (30) and Ninety (90) days after release, the HCOC worker shall:
  - i. Complete a post-release report and forward to the TCOOMMI Huntsville office via e-mail; and
  - ii. Close the case and update the TCOOMMI database to reflect case closure status after 30 days.

**5. Reporting Requirements**

- A. The facility LMHA program director shall submit the following reports:
  - i. Weekly Status Report (addendum 01.01) by end of business each Friday to the TCOOMMI Program Specialist..
  - ii. Incident Report (addendum 01.02) –within one working day of the incident to the TCOOMMI Program Specialist.

Attachments: A01.01  
 A01.02