

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND OPERATING
PROCEDURE**

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DATE: 12/18/09

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SUPERSEDES: 09/01/05

SUBJECT: SUBSTANCE ABUSE COUNSELING PROGRAM ADMINISTRATIVE GUIDELINES

AUTHORITY: TEX. GOV'T CODE ANN. § 508.224

PURPOSE: To establish the administrative procedures for eligibility, referral, and placement for the Substance Abuse Counseling Program (SACP).

BACKGROUND: The Parole Division's Substance Abuse Counseling Program is an innovative, comprehensive drug counseling and education program designed to reduce the recidivism rate of offenders who have a history of illegal drug and/or alcohol abuse. SACP consists of Level I (Relapse Prevention), Level II (Outpatient Treatment Services), and Level III (Intermediate Sanction Facility (ISF) Inpatient Treatment Services).

I. SACP LEVEL I

All newly-released offenders, to include those in Residential Reentry Centers or non-treatment ISFs, with special condition "S" (excluding In-Prison Therapeutic Community [IPTC]/Substance Abuse Felony Punishment Facility [SAFPF]), shall complete SACP Level I, Relapse Prevention Services. SACP Level I consists of a four (4) hour Relapse Prevention class and referral to a community based 12 step or recovery support group. The Parole Officer shall enter the SACP Level I referral, and the community based 12 step or recovery support group, in the Offender Information Management System (OIMS) Program section within five (5) business days of release or special condition imposition.

- A. During the initial office visit, the Parole Officer shall instruct the offender to attend the next available Relapse Prevention class and to attend a one (1) hour 12 step or recovery support group at least two (2) times per week.
 - 1. After six (6) months, the Parole Officer may decrease attendance to one (1) 12 step or recovery support group per week if the offender has not tested positive for any illicit substances and/or alcohol during that time frame.

2. After twelve (12) months from release or on continuous supervision, if the offender has not tested positive for any illicit substances and/or alcohol during that time, the Parole Officer may use officer discretion regarding further attendance of the 12 step or recovery support groups.
- B. The Relapse Prevention class shall be conducted in District Reentry Centers (DRCs), District Parole Offices (DPOs), or other designated sites approved by a Region Director or designee. The class will focus on relapse prevention and locating support systems to achieve successful recovery and sobriety.
1. The Parole Officer shall review release certificates and the OIMS Special Condition screens for special condition “S” on newly released offenders to ensure placement in SACP Level I services is appropriate.
 2. The Parole Officer shall make the SACP Level I referral within five (5) business days of release to supervision or imposition of the condition, and update the OIMS Program Referral screen within three (3) business days of the referral.
 3. The Relapse Prevention class is four (4) hours in length. New releasees with Special Condition “S” shall be required to attend the class during the first week of their release, or the next available scheduled class. The SACP Level I Relapse Prevention class shall be facilitated by a Parole Division Counselor (PDC) who is a Licensed Chemical Dependency Counselor (LCDC). A standardized curriculum approved by the Parole Division shall be used for the SACP Level I, to include the completion of a Relapse Prevention Plan by the offender. Each SACP Level I group shall not exceed a ratio of 35:1. The number of Relapse Prevention groups a PDC shall maintain will be determined by the Region Director.
 4. Topics will include choosing a support group, managing cravings, controlling relapse triggers, and relapse prevention planning. Members of local community based 12 step or recovery support groups may be included in the four (4) hour block of the Relapse Prevention class. Newly released offenders are required to complete a written relapse prevention plan in class, and will take it with them.
 5. The PDC shall provide a copy of the SACP Class Roster (SP-0408) and the SACP Level I Requirements form to the offender’s Parole Officer within twenty-four (24) hours (or one business day), reflecting class completion or non-attendance. If the offender fails to attend the class as scheduled, the Parole Officer shall utilize the interventions provided in PD/POP-4.1.1 *Processing Violations of the Rules and Conditions of Release*.
 6. Upon the Parole Officer receiving a copy of the SACP Class Roster (SP-0408), the officer shall update the OIMS Programs section within one (1) business day of receiving notification.
- C. Drug testing shall be conducted in accordance with PD/POP-3.2.10 *Drug and Alcohol Testing Guidelines*.

II. SACP LEVEL II (OUTPATIENT SERVICES)

A. Special Condition "S" Compliance

1. The Parole Officer, upon staffing with a Unit Supervisor, shall determine the best course of action once an offender violates a component of special condition "S", admits use or requests help with alcohol or drug abuse. The Parole Officer shall adhere to PD/POP-4.1.1 *Processing Violations of the Rules and Conditions of Release* to address supervision violations and PD/POP-3.2.10 *Drug and Alcohol Testing Administrative Guidelines*.
2. If SACP Level II placement is the chosen course of action, the Parole Officer shall complete the Offender Admission of Use and Drug Testing Log Screening/Assessment Referral form (PSVS-35) and place the form in the offender file. A request by e-form (4.4 on the mainframe) to the Huntsville Placement and Release Unit (HPRU) shall be submitted to secure SACP Level II services. The HPRU shall contact a local contracted vendor and secure an intake appointment or forward the referral to an available PDC if no contracted vendor is available. The HPRU shall reply to the Parole Officer, within twenty-four (24) hours or one (1) business day, once vendor services have been secured with the date and time for the offender intake appointment. The HPRU will enter the data regarding placement into the Authorization Management System (AMS) database for tracking and billing purposes of SACP services.
3. The Parole Officer shall notify the offender of the intake appointment date and time and enter the referral into the OIMS in the Programs section, complete all necessary subsections of the referral, and update the OIMS as required.
4. During SACP Level II services, the offender shall be required to attend two (2) hours of group counseling per week. SACP Level II services shall not exceed ninety (90) days, unless extended. The offender shall also attend up to four (4) hours of individual counseling during SACP Level II services.
 - a. Extensions for an additional thirty (30) days of treatment services or additional group and individual sessions based on treatment needs may be granted with the recommendation of the contracted treatment provider, Parole Officer and written approval by the Substance Abuse Program Specialist, or designee, Specialized Programs. Extensions and/or additional services shall be requested and approved prior to services being provided.
 - (1) The contracted treatment provider shall fax a SACP Extension Request form (SP-0414) to the assigned Parole Officer requesting an extension of services. The SP-0414 will specify whether the extension is for the offender to make-up sessions missed or for additional treatment based on treatment needs.

- (2) If the Parole Officer is in agreement with the extension request or additional group and individual sessions, the officer shall sign the form and forward to the Substance Abuse Program Specialist, or designee, Specialized Programs for approval.
 - (3) Upon receipt and review, the Substance Abuse Program Specialist, or designee, shall check “approved” or “denied” and return to the Parole Officer who will be responsible for notifying the vendor of approval or denial. If approved, the Substance Abuse Program Specialist, or designee, will also fax the form to HPRU.
 - (4) The HPRU will enter the approval for billing in the AMS authorizing the additional services.
- b. The offender shall attend three (3) hours of community based 12 step or recovery support groups per week and provide signed attendance sheets to the Parole Officer for verification. Upon completion of SACP Level II services, the offender shall attend a one (1) hour 12 step or recovery support group at least two (2) times per week.
- (1) After six (6) months, the Parole Officer may decrease attendance to one (1) 12 step or recovery support group per week, if the offender has not tested positive for any illicit substances and/or alcohol during that time frame.
 - (2) After twelve (12) months from release or on continuous supervision, if the offender has not tested positive for any illicit substances and/or alcohol during that time, the Parole Officer may use officer discretion regarding further attendance of 12 step or recovery support groups.
- c. Urinalysis testing will be conducted at least one (1) time per month while the offender is receiving SACP Level II services.
- d. In areas without contracted vendor services, an available PDC may provide counseling services comparable to the vendor’s upon assessment or refer the offender to community based treatment resources.
- (1) The PDC shall follow a standardized SACP Level II curriculum, approved by TDCJ-PD Specialized Programs. Offender files shall contain progress notes as needed, Open Records Act (ORA) forms 01.06A and B, SACP Consent to Treatment form (SP-0403), Program Rules form (SP-0404) and any other necessary case file material.
 - (2) The PDC shall conduct SACP Level II counseling groups at a ratio no greater than 16:1 unless there is a deviation approved by the Region Director based upon agency needs. The number of counseling groups a PDC shall maintain will be determined by the Region Director.

III. SACP INTERMEDIATE SANCTION FACILITY (ISF) INPATIENT TREATMENT SERVICES (LEVEL III)

- A. Treatment services are provided through a contracted vendor. The SACP/ISF shall provide substance abuse services not to exceed ninety (90) days of inpatient treatment services based on a modified Texas Therapeutic Community (TC) model. Extensions may be approved (see Section II. A. 4 of this policy) for treatment in excess of ninety (90) days.
- B. SACP/ISF Treatment Components
 - 1. While participating in SACP/ISF, the offender shall be required to attend twenty (20) hours of modified TC treatment per week. This programming shall include:
 - a. Cognitive Intervention group;
 - b. Peer-driven self-help/support group;
 - c. Relapse prevention group; and
 - d. Process group to cover Criminal/Addictive Timelines and Craving Management.
 - 2. Each offender will be required to attend individual counseling to include at least two (2), one hour sessions during the first thirty (30) days and one (1), one hour session each thirty (30) days thereafter.
 - 3. Inpatient treatment services shall not exceed ninety (90) days, unless approved by Specialized Programs, Program Specialist, or designee.
 - 4. Prior to release from the facility, the ISF Parole Officer shall notify HPRU with information on the offender's upcoming release including zip code of home plan and phone number, if available.
 - a. HPRU shall secure an intake appointment for outpatient services for the offender with a SACP Level II contracted vendor or, if no vendor is available, a referral to the PDC assigned to the District Parole Office.
 - b. HPRU shall notify, by email, the assigned ISF Parole Officer and the Parole Supervisor who will be receiving the ISF case upon release, of the offender's scheduled SACP Level II intake appointment time and date.
 - c. The ISF Parole Officer shall notify the offender of the intake appointment time and date prior to the offender leaving the facility.
 - d. The offender shall be provided reporting instructions to the District Parole Office by the ISF Parole Officer.
 - e. The ISF Parole Officer shall update the OIMS Program Referral screen with post-release SACP Level II appointment information.

IV. SACP/ISF COMPLETION AND RELEASE

- A. Upon completion of the SACP/ISF treatment program, the offender will be returned to active supervision and placed in SACP Level II. The Parole Officer shall adhere to all SACP Level II requirements, as identified in Section II of this policy, to include monthly urinalysis testing.
- B. Upon completion of SACP Level II services, the offender shall attend a one (1) hour 12 step or recovery support group at least two (2) times per week.
 - 1. After six (6) months, the Parole Officer may decrease attendance to a one (1) hour 12 step or recovery support group per week if the offender has not tested positive for any illicit substances and/or alcohol during that time.
 - 2. After twelve (12) months from release or on continuous supervision and the offender has not tested positive for any illicit substances and/or alcohol during that time frame, the Parole Officer may use officer discretion regarding further attendance of 12 step or recovery support groups.
- C. The District Parole Officer shall enter the referral into the OIMS in the Program Referral section, complete each necessary subsection of the referral, to include community based 12 step or recovery support group referrals, and update the OIMS as required.

V. STATISTICAL REPORTING OF THE SUBSTANCE ABUSE COUNSELING PROGRAM

The PDCs shall complete the applicable portions of the Monthly Performance and Utilization Report (SP-0402) according to the instructions. The SP-0402 shall be completed and submitted by the fifth (5th) working day of each month to the SACP Program Specialist III, Specialized Programs.

VI. PAROLE DIVISION COUNSELOR LICENSURE RENEWALS

- A. The PDC must maintain an active Licensed Chemical Dependency Counselor (LCDC) license issued by DSHS.
 - 1. The LCDC license must be renewed every two (2) years.
 - 2. LCDC license renewal application requires verification of forty (40) hours of approved Continuing Education Units (CEUs) for PDCs with a bachelor degree or less and twenty-four (24) hours of approved CEUs for PDCs with a master's level or more advanced degree to be included with the required licensure renewal fee.

- B. The Parole Division will assist the PDC in acquiring license renewal CEU hours through existing Parole Division policies PD/POP-1.1.1 *Parole Division Training Standards*, PD/POP-1.1.16 *Parole Division In-Service Training Request*, and Personnel Directives PD-93 *Employee Classification* and PD-97 *Training and Staff Development*.
1. DSHS approved CEU hours may be obtained through conferences, seminars, on-line course work, Clinical Training and Staff Development correspondence learning sessions, and in-service trainings established by Parole Division.
 2. An employee may obtain CEU hours from outside sources; however, any CEU hours where reimbursement will be requested shall require prior written approval.
 - a. The employee shall obtain the Cash Reimbursement Request form from their local Human Resource (HR) office and submit the completed form to their Region Director for approval.
 - b. Upon approval by the Region Director, the local HR office shall forward the approved Cash Reimbursement Request form to Specialized Programs, Substance Abuse Program Specialist III. The Program Specialist III shall ensure that the courses taken are approved as pertinent continuing education credit towards license renewal.
 - c. The Program Specialist III, Specialized Programs, shall forward the verified reimbursement form to HR, Central Office for reimbursement processing.
 - d. HR, Central Office shall forward the required documents to the Travel office for cash reimbursement and will maintain the required documentation.

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