

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND OPERATING
PROCEDURE**

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SUPERSEDES: 12/18/09

SUBJECT: SUBSTANCE ABUSE COUNSELING PROGRAM ADMINISTRATIVE GUIDELINES

AUTHORITY: TEXAS GOVERNMENT CODE ANN. § 508.224

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

BACKGROUND: The Parole Division's SACP is an innovative, comprehensive drug counseling and education program designed to reduce the recidivism rate of clients who have a history of illicit drug and/or alcohol abuse. The SACP consists of the following:

- Level I Relapse Prevention Services
- Level I-B Alcohol and Drug Education
- Level II Supportive Outpatient Treatment Services
- Level III Supportive Residential
- Level III-ISF Intermediate Sanction Facility (ISF) Inpatient Treatment Services

I. SACP LEVEL I (RELAPSE PREVENTION SERVICES)

All newly-released clients, to include those in residential reentry centers or non-treatment ISFs, with Special Condition "S" (Substance Abuse Treatment), excluding In-Prison Therapeutic Community (IPTC), Substance Abuse Felony Punishment Facility (SAFPF), Pre-Release Substance Abuse Program (PRSAP) and Pre-Release Therapeutic Community (PRTC) clients, 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 recovery oriented support group. The parole officer shall enter the SACP Level I referral and the recovery oriented support group referral 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 client to attend the next available Relapse Prevention class and to attend a one (1) hour recovery oriented support group at least two (2) times per week.

1. After six (6) months, the parole officer may decrease attendance to one (1) recovery oriented support group per week, if the client 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 client 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 recovery oriented support groups. If discretion is utilized, a chronological entry shall be entered in the OIMS Contact section identifying that the client is no longer required to attend recovery oriented support groups and the parole officer's reasoning for use of the discretion. The program referral shall then be closed successfully.
 3. Urinalysis testing shall be conducted in accordance with PD/POP-3.2.10, *Drug and Alcohol Testing Administrative Guidelines*.
- 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 clients 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. 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 client. 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 recovery oriented support groups may be included in the Relapse Prevention class. Newly released clients are required to complete a written relapse prevention plan in class, and will take it with them. Clients shall be advised of the SACP continuum of services during SACP Level I Relapse Prevention Services, and receive the SACP Client Information Letter.

5. The PDC shall provide a copy of the Substance Abuse Counseling Program (PD-SACP) Class Roster (SP-0408) and the SACP Level I Requirements form to the client's parole officer within (1) business day, indicating class completion or non-attendance/non-completion.

If the client fails to attend and complete 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. After receiving a copy of the SP-0408 form, the parole officer shall update the OIMS Programs section within three (3) business days of receiving notification.

II. SACP LEVEL I-B (ALCOHOL AND DRUG EDUCATION)

Special Condition "S" Compliance

- A. The parole officer, upon staffing with a unit supervisor, shall determine the best course of action once a client 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*.
- B. Criteria for placement in Level I-B Services:
 1. Not a Therapeutic Community (TC) client
 2. Have a current positive urinalysis or admittance for marijuana and/or alcohol **only**
 3. No other positive urinalysis within the last 12 months
 4. Not currently in substance abuse treatment
- C. If SACP Level I-B placement is the chosen course of action, the parole officer shall complete the Offender Admission of Use Drug Testing Log-Screening/Assessment Referral Form (PSVS-35) and place the form in the client's file. An SACP Level II Referral Request Form (SP-0416) shall be completed and submitted to the Huntsville Placement and Release Unit (HPRU) at the huntsvillepandr@tdcj.texas.gov email to secure SACP Level I-B services. The HPRU shall record the request and reply to the parole officer within one (1) business day. The HPRU will enter the data regarding placement into the SACP Outpatient database for tracking of SACP services.
- D. The parole officer shall notify the client in person of the Level I-B class 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.

- E. The client shall be required to attend a four (4) hour Level I-B Education class.

Upon completion of SACP Level I-B services, the client shall attend a one (1) hour recovery oriented support group at least two (2) times per week. See Section I.A.

- F. The Region Director shall designate staff members to conduct the SACP Level I-B Education Class as deemed appropriate. The designated staff members shall:

1. Be Training for Trainers certified;
2. Attend and complete Level I-B Instructor Training.
3. Follow a standardized SACP Level I-B curriculum, approved by TDCJ Parole Division Specialized Programs;
4. Conduct the SACP Level I-B Education class at a ratio no greater than 35:1; and
5. Submit the completed sign in roster to the HPRU at the huntsvillepandr@tdcj.texas.gov email no later than the following business day.

III. SACP LEVEL II (SUPPORTIVE OUTPATIENT TREATMENT SERVICES)

- A. Special Condition “S” Compliance

1. The parole officer, upon staffing with a unit supervisor, shall determine the best course of action once a client 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 PSVS-35 form and image it into OnBase. An SP-0416 form shall be completed and submitted to the HPRU at the huntsvillepandr@tdcj.texas.gov email to secure SACP Level II services.
3. 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 one (1) business day, once vendor services have been secured with the date and time for the client 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.

4. The parole officer shall:
 - a. Notify the client of the intake appointment date and time via an Advisement Form (PSV-42);
 - b. Enter the referral into the OIMS in the Programs\Referral section and complete all necessary subsections of the referral;
 - c. Update the OIMS Contact section within three (3) business days, indicating the client was provided the date and time of intake to SACP Level II programming; and
 - d. Provide the vendor or PDC the intake packet containing the following:
 - i. Offender Admission of Use Drug Testing Log-Screening/Assessment Referral form (PSVS-35)
 - ii. Confirmation testing results (if applicable)
 - iii. Consent for the Release of Substance Abuse Treatment Information and Records— Criminal Justice System (ORA 01.06.A)
 - iv. General Consent for Disclosure of Substance Abuse Treatment Information and Records (ORA 01.06.B) (if applicable)
 - v. Confidentiality of Substance Abuse Treatment Patient Records notice (PSV-09) (if applicable)
 - vi. Parole Certificate
 - vii. Parole Case Summary
5. During SACP Level II services, the client 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 client 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, the parole officer, and written approval by the Substance Abuse Program Supervisor or designee, Specialized Programs. Extensions and/or additional services shall be requested and approved prior to services being provided.
 - i. The contracted treatment provider shall fax or email an SACP Extension Request Form (SP-0414) to the assigned parole officer requesting an extension of services. The SP-0414 form shall specify whether the extension is for the client to make up sessions missed or for additional treatment based on treatment needs.

- ii. If the parole officer is in agreement with the extension request or additional group and individual sessions, the parole officer shall sign the form and forward it to the Substance Abuse Program Supervisor or designee, Specialized Programs, for approval.
 - iii. Upon receipt and review, the Substance Abuse Program Supervisor or designee shall check “Approved” or “Denied” and return the request to the parole officer who will be responsible for notifying the vendor of approval or denial. If approved, the Substance Abuse Program Supervisor or designee will also fax or email the form to the HPRU.
 - iv. The HPRU will enter the approval for billing in the AMS authorizing the additional services.
- b. The client shall attend three (3) hours of community-based recovery oriented support groups per week and provide signed attendance sheets to the parole officer for verification. Upon completion of SACP Level II services, the client shall attend a one (1) hour recovery oriented support group at least two (2) times per week. See Section I.A.
 - c. Urinalysis testing will be conducted at least one (1) time per month while the client 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 client to community-based treatment resources.
 - i. The PDC shall follow a standardized SACP Level II curriculum, approved by Specialized Programs. Client files shall contain progress notes as needed and include the 01.06.A form (if applicable), 01.06.B form, PSV-09 form, Substance Abuse Counseling Program (PD-SACP) Consent to Treatment form (SP-0403), Substance Abuse Counseling Program (PD-SACP) Program Rules (SP-0404), and any other necessary case file material.
 - ii. 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 Specialized Programs Director based upon agency needs. The number of counseling groups a PDC shall maintain will be determined by the Program Supervisor III-SACP.
 - iii. Client substance abuse counseling files shall be maintained according to the Texas Department of State Health Services (DSHS) licensure standards.

- e. Upon approval by the Specialized Programs Director, PDCs may provide services to IPTC/SAFPF TC clients only in those areas where there is not a contracted TC provider available. TC groups shall be separate from SACP Level II client groups and commensurate to those services provided by contracted vendors.
 6. Upon cancellation of a client's SACP Level II services, the parole officer shall submit an email to HPRU at the huntsvillepandr@tdcj.texas.gov identifying the termination date and reason.
 7. Upon receipt from the parole officer of the client's cancellation from SACP Level II services, the HPRU shall terminate the client in the AMS, identifying the termination date and proper termination code.
- B. In-Prison Driving While Intoxicated (DWI) Recovery Program
1. Processing of the client's release shall include the following:
 - a. Review and Release Processing staff shall obtain required Board of Pardons and Paroles special conditions, as applicable.
 - b. Region Institution Parole Office (IPO) staff shall review the individual discharge summary to determine appropriate referral to SACP Level II. Upon recommendation of the treatment provider, 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.
 - c. The HPRU shall initiate vendor payment authorization in the AMS.
 - d. The HPRU shall forward the completed DWI Aftercare Appointment e-form, noting the scheduled outpatient SACP facility and intake appointment date to the appropriate DPO parole supervisor where the client is to report. A copy of the e-form is attached to the client's release certificate (signed by the client) and imaged into OnBase under Aftercare Appointments.
 2. The parole officer shall verify the client's intake appointment date and time, enter the referral into the OIMS in the Program Referral section, complete all necessary subsections of the referral, and update the OIMS as required. The parole officer shall also provide the appropriate case file material to the contracted vendor.
 3. The parole officer shall adhere to all SACP Level II program requirements as identified in Section III.A of this policy.

IV. SACP LEVEL III (SUPPORTIVE RESIDENTIAL)

SACP Level III Residential Treatment

Clients who demonstrate repeated drug use or fail to attend and successfully complete a required drug treatment program, shall be referred to a 30-day supportive residential placement, followed by placement in outpatient treatment.

A. Eligibility Requirements

The client must:

1. Have three (3) or more positive urinalyses or admission of use within the previous 12 months, or have two (2) incidences of being referred to SACP Level II and failing to attend or complete the program as required; **or**
2. Have continued illicit drug use while receiving SACP Level II services and not be on the Therapeutic Community Caseload based on an FI-5 or SAFPF vote.
3. Additional referrals, based upon request and justification by the parole supervisor, may be given with final approval by the Specialized Programs Section Director.

B. Upon determination that the client meets the criteria for placement in SACP Level III, the parole officer shall request placement through the HPRU by submitting an email request to PlacementSACPDAR@tdcj.texas.gov containing the following:

1. Client name and TDCJ number.
2. All positive urinalyses dates within the past 12 months and/or the dates the client failed to report or complete SACP Level II treatment.
3. Most recent TRAS level and date of completion.
4. Most recent release vote and verification the client has not been sent to SAFPF on the current parole.

C. Upon receipt, the HPRU will verify the client's eligibility and respond with an intake date for the client at a residential treatment facility.

D. Upon receipt of the intake date, the parole officer shall:

1. Initiate a program referral in the OIMS for SACP—Residential services.
2. Schedule an office visit with the client.
3. Read the Notification of Required Residential Treatment—Substance Abuse Counseling Program Continuum of Care Services form (SP-0419), to the client and have the client sign it.

4. Notify the client that following completion of 30 days of residential treatment he will be required to attend and complete an additional 90 days of outpatient treatment in the Substance Abuse Counseling Program Level II Supportive Outpatient Treatment.
 5. Provide the client with the instruction packet that provides information on what items are permitted at the facility.
 6. Provide a bus pass or voucher if transportation is needed.
 7. Notify the client that failing to participate in substance abuse treatment is a violation of the conditions of supervision and may result in sanctions, up to, and including, revocation of his parole.
 8. Image the SP-0419 form into the OnBase system under Treatment Program Documents.
 9. Enter a contact in the OIMS indicating the client was read and signed the “Notification of Required Residential Treatment—Substance Abuse Counseling Program Continuum of Care Services”.
- E. Upon arrival at the facility, the local DPO shall assign a parole officer to provide supervision while the client is in treatment. Within seven (7) calendar days of arrival, the assigned parole officer shall:
1. Initiate a home plan for investigation;
 2. Complete a contact at the facility; and
 3. Complete a urinalysis test on the client.
- F. Residential reentry center requests should be made in a timely manner to the HPRU after all other plans have been exhausted, no less than two (2) weeks prior to program completion.
- G. The HPRU will track clients receiving SACP Level III—Residential Services. Two (2) weeks prior to completion of programming, an intake date for Level II services shall be secured and the appointment information provided to the parole officer. The client shall be given reporting instructions for SACP Level II services prior to completion of SACP Level III services.
- H. Clients who fail to arrive at SACP Level III—Residential programming shall have a home visit conducted within one (1) business day of the scheduled arrival date. This shall be followed by an office visit within two (2) business days of the home visit to address the client’s non-attendance.
- I. Clients who fail to attend the required SACP Level III intake without a verifiable emergency or fail to successfully complete the program, shall be sanctioned with a written violation per PD/POP-4.1.1, *Processing Violations of the Rules and Conditions of Release*.

- J. For extensions, see Section III.A.5.a of this policy.
- K. Upon completion of the SACP Residential or ISF Level III treatment program, the client 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 III of this policy, to include monthly urinalysis testing.

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

- A. SACP-ISF Level III treatment services are provided through a contracted vendor. The ISF shall provide substance abuse services, not to exceed ninety (90) days of inpatient treatment services based on a modified Texas TC model. For extensions, see Section III.A.5.a of this policy.
- B. SACP Level III ISF Treatment Components
 - 1. While participating in SACP or ISF, the client 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
 - d. Process group to cover Criminal/Addictive Timelines and Craving Management
 - 2. Each client will be required to attend individual counseling to include at least two (2), one-hour sessions during the first 30 days and one (1), one-hour session each 30 days thereafter.
- C. Prior to release from the facility, the ISF parole officer shall notify the HPRU with information on the client's upcoming release, including the zip code of the home plan and phone number, if available.
 - 1. The HPRU shall secure an intake appointment for outpatient services for the client with an SACP Level II contracted vendor. If no vendor is available, the HPRU will make a referral to the PDC assigned to the DPO.
 - 2. The HPRU shall email notification to the assigned ISF parole officer and the parole supervisor who will be receiving the ISF case upon release of the client's scheduled SACP Level II intake appointment time and date.
 - 3. The ISF parole officer shall notify the client of the intake appointment time and date prior to the client leaving the facility.

4. The client shall be provided reporting instructions to the DPO by the ISF parole officer.
 5. The ISF parole officer shall update the OIMS Program Referral screen with post-release SACP Level II appointment information.
 6. Update the OIMS Contact section within three (3) business days, indicating the client was provided the date and time of intake to SACP Level II programming.
- D. Upon completion of the SACP Residential or ISF Level III treatment program, the client 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 III of this policy, to include monthly urinalysis testing.

VI. 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, and submit it by the fifth (5th) day of each month to the SACP Program Supervisor III, Specialized Programs.

VII. PAROLE DIVISION COUNSELOR LICENSURE RENEWALS

- A. The PDC must maintain an active LCDC license issued by the 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's degree or less, and twenty-four (24) hours of approved CEUs for PDCs with a master's level degree 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 as associated with PD/POP-1.1.1, *Parole Division Training Standards*, 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 the 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 Resources (HR) office and submit the completed form to the Program Supervisor III-SACP for approval.

- b. Upon approval by the Specialized Programs Section Director, the local HR office shall forward the approved Cash Reimbursement Request form to the Substance Abuse Program Supervisor III, Specialized Programs. The Substance Abuse Program Supervisor III shall ensure that the courses taken are approved as pertinent, continuing education credit towards license renewal.
- c. The Substance Abuse Program Supervisor III 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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