

NUMBER: SATOM 03.10 - SAFPF CSCD  
DATE: June 2016 (rev. 1)  
PAGE: 1 of 7

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**SUBJECT: SUCCESSFUL COMPLETION OF SAFPF PROGRAM FOR CSCD OFFENDERS**

**APPLICABILITY:** Community Supervision and Corrections Department (CSCD) offenders participating in a Substance Abuse Felony Punishment Facility (SAFPF) Program

**PURPOSE:** To establish a policy for releasing CSCD offenders from a SAFPF when they are being successfully discharged from the program to a Transitional Treatment Center (TTC) residential facility or a 4-C Program.

**PROCEDURES:**

- I. A qualified professional at the SAFPF, at least every 60 days, shall perform an evaluation that determines the offender's treatment progress and institutional behavior. A copy of the SAFPF Progress and Conduct Report (*Attachment A*) shall be sent to the sentencing court and to the CSCD SAFPF Coordinator in the jurisdiction of the sentencing court. No later than three (3) working days after the date on which the SAFPF Progress and Conduct Report (*Attachment A*) is performed, the qualified professional shall perform the following tasks:
  - A. Include a copy of the SAFPF Progress and Conduct Report (*Attachment A*).
- II. Within 75-90 days prior to the offender's projected release date, the SAFPF Transitional Coordinator shall notify the CSCD SAFPF Coordinator in the jurisdiction of the sentencing court that transitional planning for the offender shall be conducted, including the establishment of a projected release date and the Community Supervision Officer's (CSO) "Release of Authorization Letter" (*Attachment B*) for the Continuum of Care (COC) Program.
  - A. Placement with a specific COC provider shall be based on the following factors:
    1. The offender's projected release date;
    2. The offender's county of conviction (with emphasis on the availability of the nearest approved COC provider);
    3. The requirements of the sentencing court;
    4. The individual needs of the offender; and
    5. Approval or Denial of Phase 1-B/4-C Program.
  - B. The Rehabilitation Programs Division (RPD) Central Placement Office shall be responsible for contacting the Transitional Treatment Center (TTC) to reserve a TTC bed for each offender based on the offender's projected release date. The RPD Central Placement Office shall confirm TTC bed placement with the TTC representative at this time. The appropriate bed placement

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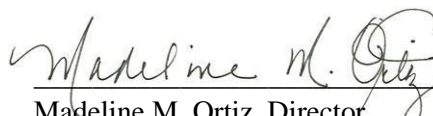
SUCCESSFUL COMPLETION OF SAFPF PROGRAM FOR CSCD OFFENDERS

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- information will be available for the CSCD SAFPF CSO via TDCJ internet site Authorization Management System (AMS) at least 30 days prior to the offender's projected completion date. Any date or TTC changes after the initial bed placement by the RPD Central Placement Office shall be forwarded to TDCJ CJAD, who will forward to the CSCD SAFPF Coordinator.
- C. The Transitional Treatment Team Meeting shall be conducted via telephone conference with the following people serving as a Transitional Treatment Team:
1. The offender;
  2. The Primary Counselor;
  3. The SAFPF Transitional Coordinator; and
  4. The CSCD SAFPF Coordinator.
- D. The SAFPF Transitional Coordinator shall be responsible for contacting the TTC representative prior to the release of the offender to the TTC. The objective of this call is to confirm the actual bed placement and to introduce the offender to the TTC representative.
- E. If the court requires specific documentation to indicate that an offender has completed the SAFPF Program, the CSCD SAFPF Coordinator shall inform the Transitional Treatment Team and documentation shall be provided to the court.
- F. The Transitional Treatment Team shall review the Transitional Plan (Service Plan) and complete the CJAD-CSCD Community Continuum of Care (4-C)/Parole Phase 1-B Placement Form/TTC Placement Form (see SATOM 07.01 – COC – Attachment A), which shall be submitted to the CSCD SAFPF Coordinator no later than 60 days prior to projected release date.
- G. If there is no TTC COC provider in the sentencing jurisdiction, the following guidelines shall be observed. If the nearest approved COC residential TTC is outside the sentencing jurisdiction, and it is anticipated that the offender will return to the sentencing jurisdiction after completing the TTC Residential Program, the offender's case shall not be transferred. The offender's case can be counted as a direct supervision case in the sentencing jurisdiction, as long as face-to-face contacts are continued for the purpose of encouraging the CSCD SAFPF Coordinator to participate in the Transitional Treatment Team Meetings for the offender.
- H. If the nearest approved COC residential TTC is outside the sentencing jurisdiction, and it is anticipated that the offender will remain in the jurisdiction after completing the TTC Residential Program, the offender's case shall be transferred. In addition, the CSCD SAFPF Coordinator from the sentencing jurisdiction shall do the following:
1. Verify the offender's jurisdiction (if possible, in coordination with the CSCD SAFPF Coordinator from the proposed jurisdiction of residence);
  2. Determine if the receiving CSCD requires special condition of Community Supervision to supervise the offender on a CSCD SAFPF Coordinator caseload;

3. Contact the CSCD SAFPF Coordinator at the receiving county to see if an initial appointment date and supervision can be arranged until the courtesy supervision is formally accepted; and
  4. Gain permission from the sentencing court before the transfer is initiated.
- I. The TDCJ Central Placement Office shall provide a 90-day list of CSCD offenders from all of the SAFPF units in an Excel format to the TDCJ CJAD Release Coordinator by the 10th day of each month for review of TTC bed placements for each CSCD offender and process the corresponding reports/forms, as necessary.
1. If the sentencing court chooses not to place the offender into an approved COC Program, the court and the CSCD shall assume the responsibility and costs for the offender's COC Program.
  2. If the sentencing court subsequently places the offender into an approved COC Program within 15 months of release from the SAFPF, the offender may participate in a COC Program for three (3) months in a TTC and nine (9) months in an outpatient care.
- III. The CSCD SAFPF Coordinator shall notify the sentencing court of the fixed release date within five (5) working days after receiving that date from the AMS.
- IV. If the court will require the offender to appear for the modification or signing of the conditions of Community Supervision (probation) for placement into the COC Program, the CSCD SAFPF Coordinator will coordinate the following activities:
- A. Obtain a bench warrant for the court to resume custody of the offender, with transportation to be provided by the county sheriff's department;
  - B. Set a date in the sentencing court for the offender to appear for the purpose of modification of the conditions of Community Supervision to place the offender into the COC Program;
  - C. Make every attempt possible to arrange for the court date to be as soon as possible after the release date; and
  - D. If the court date cannot be arranged within 48 hours of the release date, the CSCD SAFPF Coordinator shall notify the SAFPF Transitional Coordinator of the court date, and the Transitional Coordinator or appropriate treatment professional shall investigate the possibility of adjusting the release date as appropriate or necessary.
- V. If the sentencing court did not include the COC Program as a condition of the modification of Community Supervision that placed the offender into the SAFPF Program, the CSCD SAFPF Coordinator, if allowed by the procedures of the court having jurisdiction in the case, shall work with the sentencing court to arrange for a court order to modify the conditions of Community Supervision to place the offender into the COC Program on a date coordinated with the release date.
- A. The order to modify the condition of Community Supervision shall be mailed to the Transitional Coordinator to obtain the offender's signature and returned via the SAFPF Transitional Coordinator.

- B. Once the modified conditions of Community Supervision have been signed by the judge and file marked by the court, the CSCD SAFPF Coordinator shall arrange for copies of the modified or amended Community Supervision order to be mailed to the offender and to the Warden of the SAFPF, being careful that the date of release from the SAFPF and entrance into the COC Program are coordinated.
- C. The CSCD SAFPF CSO shall arrange for the legal release of the offender from the SAFPF.
1. The CSCD SAFPF Coordinator shall issue a "Release of Authorization Letter" (**Attachment B**) or provide the Court Order for the transfer of the offender from the SAFPF, which specifies that a TDCJ Approved TTC provider will be transporting the offender to a COC Program or provide a bus ticket for regular needs offenders. The "Release of Authorization Letter" (**Attachment B**) format shall be provided to the CSCD CSO by TDCJ CJAD staff. CSCD offenders who are approved to participate in the 4-C Program (CSCD Community COC) shall issue a notarized "Release of Authorization Letter" (**Attachment B**) or Court Order and distribute a copy to family members or CSCD representative regarding the transfer.
  2. The CSCD SAFPF Coordinator shall distribute copies of the "Release of Authorization Letter" (**Attachment B**) to the Warden of the SAFPF, the SAFPF Transitional Coordinator, and to the TTC that will be arranging transportation for the offender to the COC Program.
  3. The CSCD SAFPF Coordinator shall send either the "Release of Authorization Letter" (**Attachment B**) or the Court Order to the Warden of the facility via fax or a mailed copy. Note: The "Release of Authorization Letter" identifies a tentative discharge date, stating on or before the date indicated on the authorization letter.
- VI. If the offender must appear before the court prior to entrance into a residential TTC, the CSCD SAFPF Coordinator shall notify the TTC provider of the date and time when the offender shall be released by the court, so transportation to the TTC can be arranged with the provider.
- VII. In jurisdictions in which the CSCD SAFPF Coordinator is different from the CSCD SAFPF CSO who shall supervise the SAFPF graduates, supervision by the CSCD SAFPF CSO shall begin, once the transportation and placement of the SAFPF offender has been arranged by the SAFPF Coordinator.
- VIII. The appropriate code shall be utilized by the Treatment Team when entering data into the Substance Abuse Master Plan Information Management System (SAMPIMS) and shall be entered within three (3) working days of offender release from the program by the appropriate staff, as designated by the Program Director or designee. The correct participation code is PC – Program Release with Successful Completion of Program Requirements.
- IX. The Program Director or designee shall be responsible for reviewing the ISMP 5000 – Offenders with Possible Data Entry Errors on a weekly basis. Entries shall be corrected by the Program Director or designee.

  
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Madeline M. Ortiz, Director  
Rehabilitation Programs Division

Attachment A

SAFPF PROGRESS AND CONDUCT REPORT

NOTICE TO RECEIVING AGENCY OR PERSON: This information has been disclosed by federal confidentiality rules (42 CFR Part 2). Unauthorized personnel SHOULD NOT read this report. The federal rules prohibit any future disclosure of this information unless it is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

DATE: \_\_\_\_\_

TO: \_\_\_\_\_ Judge of the Sentencing Court RE: \_\_\_\_\_ Offender
\_\_\_\_\_ Court \_\_\_\_\_ Cause #
\_\_\_\_\_ County of Conviction Original Condition of Community Supervision [ ]
\_\_\_\_\_ Address Modification of Community Supervision [ ]
\_\_\_\_\_ City, State, Zip DATE ENTERED SAFPF: \_\_\_\_\_
TDCJ #: \_\_\_\_\_ SID #: \_\_\_\_\_

If Defendant is a Special Needs Client, TCOOMMI was contacted on \_\_\_\_\_, 20 \_\_\_\_\_

The above offender, who is at the \_\_\_\_\_ Substance Abuse Felony Punishment Facility, has made the following progress while at the facility [Each section MUST have relevant comments]:

PROGRAM PARTICIPATION [ ] Below Average [ ] Average [ ] Above Average
Comments: \_\_\_\_\_

ATTITUDE [ ] Below Average [ ] Average [ ] Above Average
Comments: \_\_\_\_\_

COMPLIANCE [ ] Below Average [ ] Average [ ] Above Average
Comments: \_\_\_\_\_

DISCIPLINARY PROBLEMS [ ] None [ ] Slight [ ] Serious
Comments: \_\_\_\_\_

PARTICIPATION OF FAMILY [ ] None [ ] Below Average [ ] Average
[ ] Above Average [ ] Problem of Distance
Comments: \_\_\_\_\_

**Attachment A**

**PROGRESS IN PHASES**

Phase I

Phase II

Phase III

\_\_\_\_\_  
Date Entered

\_\_\_\_\_  
Date Exited

\_\_\_\_\_  
Date Entered

\_\_\_\_\_  
Date Exited

\_\_\_\_\_  
Date Entered

\_\_\_\_\_  
Date Exited

Phase V

Phase VI

\_\_\_\_\_  
Date Entered

\_\_\_\_\_  
Date Exited

\_\_\_\_\_  
Date Entered

\_\_\_\_\_  
Date Exited

**OTHER COMMENTS & SKILLS OBTAINED IN MOST RECENT PHASE**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**CLIENT'S COMMENTS**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client's Signature

\_\_\_\_\_

Counselor's Signature

\_\_\_\_\_

Counselor's Printed Name

\_\_\_\_\_

QCC's Signature

\_\_\_\_\_

Projected Discharge Date

\_\_\_\_\_

Distribution:

- Sentencing Court
- CSCD SAFPF Coordinator
- Client's Treatment Record

**Attachment B**



DATE: \_\_\_\_\_

Warden of SAFPF Unit  
(Address) \_\_\_\_\_  
(City, TX Zip) \_\_\_\_\_

Re:       (Last Name)             (First Name)       SID#: \_\_\_\_\_ County: \_\_\_\_\_  
Cause#: \_\_\_\_\_

Dear Warden:

Offender \_\_\_\_\_ was placed in the SAFPF (Substance Abuse Felony Punishment Facility) as a condition of his community supervision in accordance with Article 42.12, Section 14(c), Code of Criminal Procedure. The \_\_\_\_\_ County CSCD has been notified by the proper authorities of the Texas Department of Criminal Justice that the defendant is successfully completing the treatment program and has been given a tentative discharge date.

The defendant is therefore authorized to be transferred to \_\_\_\_\_ Transitional Treatment Center as part of the Continuum of Care Program and shall be released to a duly authorized representative of said agency on or about       (discharge date)      .

Approved by:

Mr. CSO  
(County Name, CSCD)  
Street  
City, TX Zip

\_\_\_\_\_ notarized  
(if 4C Program)