Processing County Re-Entry Task Force Referrals
Question & Answer Webinar
Welcome and Introductions
Moderators

DCJS

- Michele Clarke, Manager of the VER Unit
- Taylor Alfred, CCR-2
- Frank Cangiano, CCR-2
- Melinda Vick, CCR-2

DOCCS

- Megan Mactavish, Director of the Office of Guidance and Counseling
- Rebecca Oey, Asst. Deputy Superintendent for Programs – Central Office, Office of Guidance and Counseling
Webinar Agenda

- New CRTF Referral Form and Quick Reference Guide
- Brief Overview of Referral Process
- Questions by Category
- Live Question/Answer Session
New CRTF Referral Form

Fillable Fields OR Print and Handwrite
**CMS F6-Crime**

**PRODUCTION** HMQD10  **NYS PAROLE PARTNER/CMS**  **DATE: 05/25/2021**

**PAROLEE CRIME LIST**

Enter NYSID: _________

**NYSID:** REDACTED  **DIN:** REDACTED  **Name:** REDACTED

**DNA Eligibility:** YES, STAT 2012  **SOR Level:** ............  
**DNA Status:** SAMPLE ON FILE  **Type of Conv:** VERDICT  **PE Date:** 01/05/2016  
**DNA Drawn:** ..........  **Violent Felony:** YES  **CR Date:** NONE  
**DNA Waiver:** N/A  **Prior VFO:** NO  **ME Date:** LIFE  
**DNA Waiver Date:** ..........  **Aggr. Sent. Min:** 25-00  **PRSME Date:** ..........

**Shock Incarcer:** NO  **Aggr. Sent. Max:** LIFE  **MEPS Case:** NO  
**Superv’d Shock:** NO  **County Sentenced:** KINGS  **Curr.**

**Crime(s)**  
- **MURDER 2ND**  
- **CRIM POSS WEAP 2ND(REV 09/78)**

**F7=Up F8=Down**

**KEY:**

**SOR Level:** Sex Offender Registry Level

**ME Date:** Maximum Expiration Date

**PRS ME Date:** Post-Release Supervision Maximum Expiration Date

**Min/Max Sentence Structure:**  
Years – Months  
Ex. 05-00 to 15-00 = 5 to 15 years

NO MORE CRIME RECORDS FOUND FOR THIS NYSID
FOR ADDITIONAL CRIME INFORMATION PLACE CURSOR ON CRIME AND PRESS <ENTER>

CLEAR=Menu F5=Full F6=Detl F9=Cntc F10=Emp F11=Asso F12=Drug F13=Prog F14=Case F15=Print F16=ALL F17=Res F18=Cus F19=Dep F20=Absc F21=Veh F23=Educ F24=Intn
# CMS F6-Miscellaneous

NYSID: REDACTED  DIN: REDACTED  Parolee Name: REDACTED

<table>
<thead>
<tr>
<th>Type</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEARES PROJECT</td>
<td>ELIGIBLE</td>
</tr>
<tr>
<td>DMV NO DOCUMENT RSN</td>
<td>REFERRED TO DMV-NOT OBTAINED</td>
</tr>
<tr>
<td>WEAPON USED IN I/O</td>
<td>GUN</td>
</tr>
<tr>
<td>MEDICAID REINSTATED</td>
<td>REDACTED / REDACTED</td>
</tr>
<tr>
<td>MEDICAL DISCH PLAN</td>
<td>04/12/2019</td>
</tr>
<tr>
<td>VOTING PARDON ISSUED</td>
<td>06/18/2019</td>
</tr>
<tr>
<td>VOTING PARDON RECV'D</td>
<td>01/29/2020</td>
</tr>
</tbody>
</table>

---

TO UPDATE MISCELLANEOUS, PLACE CURSOR ON LINE AND PRESS <ENTER>  
CLEAR=Menu F5=Full F6=Detl F9=Cntc F10=Emp F11=Asso F12=Drug F13=Prog F14=Case  
F15=Print  F16=ALL F17=Res F18=Cus F19=Dep F20=Absc F21=Veh  F23=Educ F24=Intn
CMS F6-Narrative

PRODUCTION HMQG30  *** NYS DIVISION OF PAROLE  ***  DATE: 05-25-2021

*** CMS NARRATIVE INQUIRY  ***

ENTER NYSID: __________ . Update Record

NYSID: REDACTED  PAROLEE NAME: REDACTED

**********************************************************************
**
REDACTED: SUBJECT SHOT VICTIM CAUSING HIS DEATH. 01
DIAGNOSIS:
BORDERLINE PERSONALITY DISORDER, CANNABIS USE DISORDER MILD 04
SEIZURE DISORDER, MILD ASTHMA 05
GABAPENTIN 07
KEPRA 09

F7=Up F8=Down

TO SELECT NEXT RECORD, PLEASE ENTER A NYSID AND PRESS <ENTER>
CLEAR=Menu F5=Full F6=Detl F9=Cntc F10=Emp F11=Asso F12=Drug F13=Prog F14=Case F15=Print F16=ALL F17=Res F18=Cus F19=Dep F20=Absc F21=Veh F23=Educ F24=Intn
PAROLE BACKGROUND

Release Facility: QUEENSBORO

Release Date: 04/30/2021

Interview Date: 02/23/2021

Arrival Date: 

Release Type: CR

State/Country of Birth: NEW YORK

Religion: RASTAFARIAN

Country of Citizenship: UNITED STATES

Education: HS EQUIVALENCY-REC

Military Discharge Type: NON-VETERAN

IQ: 086

Photo on File: YES

CAT Read Score: 

Next Photo Due Date: 08/14/2015

CAT Math Score: 

OMH LEVEL: 6

SMI-V Indicator: NO

BACKGROUND INFORMATION DISPLAYED

ENTER NEW NYSID OR PRESS <CLEAR> FOR MENU

CLEAR=Menu F5=Full F6=Detl F9=Cntc F10=Emp F11=Asso F12=Drug F13=Prog F14=Case F15=Print F16=ALL F17=Res F18=Cus F19=Dep F20=Absc F21=Veh F23=Educ F24=Intn
<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Pre-Release Referral Packet Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPAS Re-Entry Legacy Bar Chart and Narrative</td>
<td>Provided by DOCCS Guidance/Counseling Staff</td>
</tr>
<tr>
<td>Consent Forms</td>
<td>Provided by DOCCS Guidance/Counseling Staff</td>
</tr>
<tr>
<td>TAPER</td>
<td>Provided by DOCCS Community Supervision</td>
</tr>
<tr>
<td>CRTF Referral Form</td>
<td>Provided by DOCCS Community Supervision</td>
</tr>
<tr>
<td>CMS F6 Screens</td>
<td>Provided by DOCCS Community Supervision</td>
</tr>
<tr>
<td>Required Documents</td>
<td>Post-Release Referral Packet Documents</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>COMPAS Re-Entry Legacy Bar Chart and Narrative</td>
<td>Provided by DOCCS Community Supervision</td>
</tr>
<tr>
<td>TAPER</td>
<td>Provided by DOCCS Community Supervision</td>
</tr>
<tr>
<td>Consent Forms*</td>
<td>Provided by DOCCS Community Supervision</td>
</tr>
<tr>
<td>CRTF Referral Form</td>
<td>Provided by DOCCS Community Supervision</td>
</tr>
<tr>
<td>CMS F6 Screens Crime, Miscellaneous, Narrative &amp; Background</td>
<td>Provided by DOCCS Community Supervision</td>
</tr>
<tr>
<td>Required Documents</td>
<td>Maximum Expiration Release Referral Packet Documents</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>COMPAS Re-Entry Legacy Bar Chart and Narrative</td>
<td>Provided by DOCCS Guidance/Counseling Staff – Last available</td>
</tr>
<tr>
<td>TAPER</td>
<td>Provided by DOCCS Guidance/Counseling Staff</td>
</tr>
<tr>
<td>Consent Forms</td>
<td>Provided by DOCCS Guidance/Counseling Staff</td>
</tr>
<tr>
<td>CRTF Referral Form</td>
<td>Will not be provided &amp; is not required documentation</td>
</tr>
<tr>
<td>CMS F6 Screens Crime, Miscellaneous, Narrative &amp; Background</td>
<td>Will not be provided &amp; is not required documentation</td>
</tr>
</tbody>
</table>
County Re-Entry Task Force Pre-Release Referral Process

- Effective June 1st
- DOCCS & DCJS Conducted 20 Training Sessions for Facility Guidance/Counseling Staff
- Webinar Recording Made Available to CRTFs
Case Conference
Q. What if we don’t have enough information about the participant/parolee provided to us in the referral form or the CMS F6 screens?

A. It is important to discuss all questions and concerns you have at the biweekly Case Conferences where NYS DOCCS staff will be present and able to answer questions about the referral.
Q. Is it still required that we review criminogenic, and stabilization needs although they may not be noted on the new CRTF referral form?

A. Yes. You should utilize the COMPAS bar chart and narrative which will allow you to review the criminogenic and stabilization needs. You should also discuss any questions with Community Supervision/Parole staff during the Case Conference for any discussion on stabilization and criminogenic needs.
Q. The new process seems like the case conference is going to take more time to conduct. Is there a recommended number of people that should be scheduled for each meeting?

A. No. Each individual referral will be unique, and you will have to utilize the information in the CRTF referral packet against the various questions you may have for service providers and Community Supervision.
Q. For Maximum Expiration Cases since there is no Parole Officer referral, will the CRTF Coordinator be required to complete the CRTF Referral Form as required for case file documentation?

A. No. The CRTF does not need to complete a CRTF referral form for Maximum Expiration Cases. Use of the Service Coordination Plan will suffice for case file documentation.
Q. Previously when a referral was sent to us it included a “parole conditions list”, (which consisted of recommendations from the parole board or parole that showed what the parolee’s mandates were) will that remain the same?

A. Each CRTF should discuss the sharing of additional documentation with the Bureau Chief, Re-Entry Manager and/or other DOCCS staff at your case conference.
Referral Process
Q. What if the CRTF contact person changes for the Maximum Expiration Cases? How do I notify all the facilities?

A. If the contact person for Maximum Expiration referrals changes, notify your OPCA representative. Updated contact lists will be routinely shared with DOCCS Program Services for dissemination to the correctional facilities.
Q. What’s the procedure that I’m expected to follow if DOCCS sends a CRTF referral packet but there is missing documentation?

A. Contact your primary contact at the DOCCS Area Office.
Q. The referral packet was never forwarded to me, but a person still contacted me for help. What do I do now?

A. Contact your primary contact at the DOCCS Area Office. If a referral packet was completed prior to release, then it can easily be forwarded to you. However, if it was an individual who has not yet been referred or is now seeking assistance, NYS DOCCS staff should be contacted so the required paperwork can be obtained.
QUESTIONS?
DCJS Contact Information

Michele Clarke,
Community Correction Representative 3
Office of Probation and Correctional Alternatives (OPCA)
Michele.Clarke@dcjs.ny.gov

Frank Cangiano,
Community Correction Representative 2
Office of Probation and Correctional Alternatives (OPCA)
Frank.Cangiano@dcjs.ny.gov

Taylor Alfred,
Community Correction Representative 2
Office of Probation and Correctional Alternatives (OPCA)
Taylor.Alfred@dcjs.ny.gov

Melinda Vick,
Community Correction Representative 2
Office of Probation and Correctional Alternatives (OPCA)
Melinda.Vick@dcjs.ny.gov