NYS Division of Criminal Justice Services (DCJS)
Processing County Re-Entry Task Force Referrals

Questions and Answers

The following questions were presented and received during the Processing County Re-entry Task Force Referrals Questions and Answers webinar held on Wednesday June 16, 2021. Some language has been edited for clarity and to consolidate similar questions.

Documentation

1. **Question: What's the procedure that I'm expected to follow if DOCCS sends a CRTF referral packet but there is missing documentation?**

   Answer: Contact your primary contact at the DOCCS Area Office.

2. **Question: The referral packet was never forwarded to me, but a person still contacted me for help. What do I do now?**

   Answer: 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.

3. **Question: 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?**

   Answer: 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

4. **Question: What if we don't have enough information about the participant/parolee provided to us in the referral form or the CMS F6 screens?**

   Answer: 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.

5. **Question: Is it still required that we review criminogenic, and stabilization needs although they may not be noted on the new CRTF referral form?**

   Answer: 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.

6. **Question: What is the purpose of the "comment section" on the new referral form?**

   Answer: Our expectation is that Parole Officers or anyone making the referral, would make a comment in respect to any criminogenic/stabilization needs in the comment section of the

referral form. In addition, CRTF staff shall utilize the COMPAS and discuss any additional needs at the case conference.

7. **Question: A referral was received for a neighboring county that is not funded by the DCJS; can I service them?**

    Answer: Unfortunately, no. The CRTF can only provide services to individuals residing in their DCJS funded county.

Maximum Expiration Cases

8. **Question: 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?**

    Answer: 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.

9. **Question: What role does DOCCS-Community Supervision have in providing information regarding Maximum Expiration cases?**

    Answer: Community Supervision has no information to provide to CRTF staff on Maximum Expiration cases. When holding your Case Conference Committee meetings, please separate your Parole-referred CRTF referrals from cases that have reached Maximum Expiration. NYS DOCCS staff will not be part of case reviews that involve Maximum Expiration cases. Our suggestion would be to save the case reviews on Maximum Expiration cases to the end of your Case Conference Committee meetings so that only CRTF staff and service providers can discuss at that time.

10. **Question: If there is a referral that is received by the CRTF coordinator from the facility directly and it was not a maximum expiration case? What do we do?**

    Answer: Notify your OPCA Representative and the information will be shared with DOCCS Program Services staff for proper handling.

Case Conference

11. **Question: 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?**

    Answer: 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.

12. **Question: Moving forward would the Parole Officer/Senior Parole Officer making the CRTF referral be required to participate in the case conference?**

    Answer: It is not guaranteed that an assigned Parole Officer will be at the case conference however there will always be someone from DOCCS at the case conference.

13. **Question: If you receive the CRTF referral packet the night before the case conference what is the expectation on reviewing the CRTF referral packet?**

Answer: While we understand it is not easy to receive the referral at the last minute and they can be quite large we do suggest that you do not put off a case conference or delay that case conference. Instead we suggest that you bring the case to the case conference and review the case for the first time then. While it's not ideal this would ensure there is no delay of CRTF services.

Miscellaneous

14. **Question: What if the CRTF contact person changes for the Maximum Expiration Cases? How do I notify all the facilities?**

    Answer: 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.

15. **Question: Are CRTFs able to provide services to sex offenders?**

    Answer: Yes, sex offenders are included in the eligibility criteria for CRTF services.