

CUSTODY FACILITY PLAN PREPARATION	
Review Facility Prohibitions	<input type="checkbox"/> _____
Review Separation Issues	<input type="checkbox"/> _____
Infraction Record	<input type="checkbox"/> _____
Case Planning	<input type="checkbox"/> Performance evaluations <input type="checkbox"/> Interview work supervisor <input type="checkbox"/> Refer to Offender Needs Evaluation (ONE) for priorities <input type="checkbox"/> Review Incoming Transport/Job Screening Checklist in the electronic file and confirm eligibility for work program approvals <input type="checkbox"/> Confirm work program eligibility with Incoming Screening Committee <input type="checkbox"/> Initiate Incoming Transport/Job Screening Checklist for new work program referrals as appropriate
Prison Rape Elimination Assessment (PREA)	<input type="checkbox"/> Refer to DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting <input type="checkbox"/> Refer to DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments
Criminal History	<input type="checkbox"/> Impacts for custody promotions: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Risks posed by criminal behavior: _____
Risk/Needs	<input type="checkbox"/> Predatory violence <input type="checkbox"/> Predatory sexual offending <input type="checkbox"/> Review/update ONE <input type="checkbox"/> Refer to DOC 320.400 Risk and Needs Assessment Process
Review Prior Custody Facility Plans	<input type="checkbox"/> Confirm current custody <input type="checkbox"/> Confirm/update targeted custody <input type="checkbox"/> Compliance with prior Custody Facility Plan
Update Earned Time	<input type="checkbox"/> Refer to DOC 350.100 Earned Release Time <i>❖ If terminated from a program due to negative behavior, offender will lose earned time and programming points for the month in which the behavior occurred.</i>
Review/Update 10 Day Release	<input type="checkbox"/> _____
Refer End of Sentence Review	<input type="checkbox"/> Refer to DOC 350.500 End of Sentence Review/Sexually Violent Predator Civil Commitment
Identify Mutual Reentry Need	<input type="checkbox"/> Refer to DOC 350.300 Mutual Re-Entry Program
Review PULHESDXT Codes	<input type="checkbox"/> Seek input/identify need for attendance from medical professionals for elevated medical codes (i.e., P-4, U-3, or L-3 or higher) <input type="checkbox"/> Seek input/identify need for attendance of mental health therapist/designee (i.e., S-3 or higher, S-2 combined with U-3, H-4, or predatory/sexual violence) <input type="checkbox"/> Seek input/identify need for attendance from Americans with Disabilities Act Coordinator (i.e., X-3 or higher) <input type="checkbox"/> Refer to Health Services if PULHESDXT codes have not been updated

Interview Offender	<input type="checkbox"/> Community support (i.e., visitor list and visits) <input type="checkbox"/> Self-report <input type="checkbox"/> Verified in CePrison <input type="checkbox"/> Verify approved visitors: <ul style="list-style-type: none"> ▪ Minor aged dependent children ▪ Immediate family members ▪ Extended family ▪ Others <input type="checkbox"/> Requests for transfers <input type="checkbox"/> Requests for change in custody/override <input type="checkbox"/> Requests for program referrals
CREATE CUSTODY FACILITY PLAN	
Create Plan Change Review	<input type="checkbox"/> Click "Edit"
Update Purpose of Review	<input type="checkbox"/> Administrative segregation/Intensive Management Unit <input type="checkbox"/> Overrides (e.g., community risk, mental health, Headquarters Classification Unit) <input type="checkbox"/> Drug Offender Sentencing Alternative (DOSA) compliance <input type="checkbox"/> Disciplinary/suitability <input type="checkbox"/> Early release to deportation <input type="checkbox"/> End of Sentence Review <input type="checkbox"/> Extraordinary medical placement <input type="checkbox"/> Indeterminate Sentence Review Board <input type="checkbox"/> International Treaty Transfer <input type="checkbox"/> Mutual Reentry Program <input type="checkbox"/> ONE <input type="checkbox"/> Out-of-State placement <input type="checkbox"/> Transfer <input type="checkbox"/> Work Release placement and/or denial <input type="checkbox"/> Reentry <input type="checkbox"/> Multidisciplinary Facility Risk Management Team (FRMT) custody promotion <input type="checkbox"/> Multidisciplinary FRMT work program referral <input type="checkbox"/> Other: _____
Update Previous Deportation	<input type="checkbox"/> _____
Warrants/Detainers	<input type="checkbox"/> _____
Update Holds	<input type="checkbox"/> Request closure as appropriate <input type="checkbox"/> Offenders may not transfer with an active hold
Update Community Support/Release Plan	<input type="checkbox"/> _____
Edit Programming Needs	<input type="checkbox"/> Address High and Moderate need areas <input type="checkbox"/> Refer for programs based on need areas <input type="checkbox"/> Explain why referrals are not made if need areas are not addressed
Edit Expectations	<input type="checkbox"/> _____
Confirm Custody Review Score	<input type="checkbox"/> Current custody level <input type="checkbox"/> Infraction behavior <input type="checkbox"/> Programming behavior <i>❖ If terminated from a program due to negative behavior, offender will lose earned time and programming points for the month in which the behavior occurred.</i> <input type="checkbox"/> Detainers <input type="checkbox"/> Escape history

Confirm/Edit Targeted Custody	<input type="checkbox"/> Click "Save"
Reentry Plans, if applicable	<p>See "PURPOSE" of review:</p> <input type="checkbox"/> Ensure transfer requests for appropriate Work Release are submitted <input type="checkbox"/> Address exception to County of Origin requests <input type="checkbox"/> Identify/confirm release plan, including address and sponsor information <input type="checkbox"/> Determine preparation timeframes and initiate release planning per DOC 350.200 Offender Transition and Release <input type="checkbox"/> Initial expectations of a proposed release plan <input type="checkbox"/> Whether sponsor or others residing in the home have ever been a victim of the offender <input type="checkbox"/> Verify completion of high school diploma, GED, offender change programs, and vocational certificates <input type="checkbox"/> Verification of active detainees <input type="checkbox"/> Employment skills and experience as applicable to the release plan <input type="checkbox"/> Requirements of continuum of care per DOC 630.500 Mental Health Services <input type="checkbox"/> Any additional classifications that relate to DOC 350.200 Offender Transition and Release (e.g., no contact order) <input type="checkbox"/> Work Release eligibility. Offenders may refuse Work Release placement. <input type="checkbox"/> Verification of End of Sentence Review process <input type="checkbox"/> Compliance with DOSA <input type="checkbox"/> Apply/request social security card and/or driver's license/identification card
Offender Comments	<input type="checkbox"/> Capture any requests for transfer, programming, good conduct time restoration, or other comments/requests
Case Manager Comments	<input type="checkbox"/> Summarize your case review <input type="checkbox"/> Respond to offender comments/requests <input type="checkbox"/> Document any verified community support concerns <input type="checkbox"/> Make clear recommendations for: <ul style="list-style-type: none"> ▪ Custody assignment ▪ Facility transfer/retain ▪ Targeted custody/facility transfer
Submit Custody Facility Plan to FRMT	<input type="checkbox"/> Schedule multidisciplinary/FRMT review <input type="checkbox"/> Identify and invite team members to attend, as needed <input type="checkbox"/> Provide notice of meeting using DOC 05-794 Classification Hearing Notice/Appearance Waiver <input type="checkbox"/> Ensure offender signed copy is scanned to his/her electronic imaging file
POST CUSTODY FACILITY PLAN	
Provide Copy of Custody Facility Plan	<input type="checkbox"/> Ensure a copy of the Custody Facility Plan is provided to the offender. The offender is entitled to a copy once the final approval decision is entered.