



FAMILY COUNCIL MEETING MINUTES

Location: Virtual - MS Teams Date: 03/16/24 Time: 10am-2:30 pm

Teleconference details: MS Teams - Meeting ID: 292 027 341 128

MEETING ATTENDEES

<u>James R. Key, Deputy Assistant Secretary</u>	<u>Sarah Leon</u>	<u>Greg Mansfield</u>
Department/facility co-chair	Family co-chair	Vice-chair(SFC only)

<u>Ramona Cravens, Executive Assistant</u>	<u>Vacant</u>
Department/council secretary	Family secretary, if applicable

Members present: AHCC- Eileen Hargrove; CCCC-Diane Sifres; CRCC – Scarlett Williams; MCC- Josephine Johnson for absent SFC Rep Danielle White; SCCC-Daphne Nolte, and WCC-Felix D’Allesandro; Not present: CBCC, MCCCW, OCC, WCCW, WSP.

Non-council member attendees: _____

Commonly Used Acronyms

SFC – Statewide Family Council LFC – Local Family Council FC – Family Council DOC – Department of Corrections OCO – Office of Correctional Ombuds

Prison Facilities:

<i>AHCC – Airway Heights Corrections Center</i>	<i>MCC - Monroe Correctional Complex</i>	<i>WCCW - Washington Corrections Center for Women</i>
<i>CBCC - Clallam Bay Corrections Center</i>	<i>MCCCW - Mission Creek Corrections Center for Women</i>	<i>WCC - Washington Corrections Center</i>
<i>CCCC - Cedar Creek Corrections Center</i>	<i>OCC - Olympic Corrections Center</i>	<i>WSP - Washington State Penitentiary</i>
<i>CRCC - Coyote Ridge Corrections Center</i>	<i>SCCC - Stafford Creek Corrections Center</i>	

AGENDA

Topic	Discussion/Key Points
Welcome	Introduction of James Key as the SFC Department Co-Chair. Welcome to the Family Councils, DOC staff, the OCO, and community members who joined today.
Agenda Review, Action Item Review, Election Announcement <i>Ramona Cravens, DOC Co-Secretary</i>	Agenda reviewed (<i>Attachment #1</i>) Action Item Update: (<i>Attachment #2</i>) <ul style="list-style-type: none"> • <u>1/20/24 Visit Room photos</u> - Family Member asked for clarification on the number of photos allowed to be taken in the visit room – Is it two per incarcerated person (total) or two per person in total, and is one pose/two prints or two separate poses? Response: Two per person and two poses (includes the incarcerated and all visitors- includes children). <i>Action Item closed</i>
Facility Updates	<ul style="list-style-type: none"> • AHCC – Still looking for a Co-Chair & Co-Secretary for LFC. The facility received a neon light for MSU, for the parking lot. TV arrived in public access, which is a help with Family Council announcements. Secures tablet chargers are failing. Discussed vending concerns. Working on a brochure for FC. Amend training. To have hybrid meeting in April. <ul style="list-style-type: none"> ○ Sarah requested an update as to how to get replacement chargers, as the incarcerated cannot purchase them directly. Update to follow. <i>Update – There have been no reports from the incarcerated at AHCC that the chargers are bad. An accessory app will be coming soon that individuals can use to purchase items for their tablets.</i> • CBCC – NOT PRESENT • CCCC – Has had some good events. Working on increasing attendance. Updating EFVs. • CRCC – Water damage corrected. Discussed vending/visitation; no improvements in healthy options and prices increasing. Requesting outdoor cover for MSU. Working on hybrid meeting. Significant others event was good. • MCC – Working on EFV Trailer. Vending machine concerns. Asking if deductions can be lowered. TRU is a medium facility, but it has both medium and minimum units, and the Unit runs as a Medium. Working on remote for TV but denied at the state level. <ul style="list-style-type: none"> ○ James – Possibly denied by the Statewide Security Advisory Committee (SSAC)

	<p><i>Update: The remotes were denied by SSAC due to a safety and security concern. There are three televisions currently sold through Union Supply. Two of them require a remote to do initial programming for things like skipping unused channels, but they are not needed for everyday use of the television. Remote controls are kept in the living units and can be checked out by individuals who need to program their televisions. The newer version of the bigger 19" TV that is sold does not need a remote control to program it and the Property Committee is looking for others that do not need it as well.</i></p> <ul style="list-style-type: none"> • MCCCW – NOT PRESENT • OCC – NOT PRESENT • SCCC – Meeting with 175 SCCC incarcerated and the clemency project. Stated that the healthcare initiative was happening; however, after four days, it went into Union Bargaining. OCO met with SCCC on how to access medical care. David Flynn (DOC) Confirmed union and staffing issues. Discussed Patient-Centered Services, which is working on 13 new care delivery initiatives for each facility. Reported issues with Commissary, that the Commissary Rep is not coming to the facility, residents told if they want to request a change, it can be done through the Kiosk. Jamie Dolan (DOC)– there is one Commissary Manager for the entire state and a General Manager at SCCC – the incarcerated can kite the General Manager or share during tier rep meetings. Daphne reported there are issues with maintaining good food. Jamie Dolan (DOC) – After a workgroup with the Department of Health approximately six years ago, where categories of “Better, Better, and Best” were developed. DOC has maintained 33% of the “Best” category for the last four to five years. • WCCW – at the request of Sarah Leon, SFC Co-Chair, Greg Mansfield (SFC Vice Chair): reported issues with women getting into the substance abuse unit. • WCC – The Local Business Advisor attended the last LFC meeting, encouraging IIBF fund spending. Request to have mailroom sergeant at the LFC meeting, but as the meetings are on the weekends, the sergeant has not been able to attend due to being unable to work on the weekend. Reported that he received statistics on contraband from the Intelligence and Investigations Unit (IIU). Concern about food items that the CPM is working on it. Still working on getting tier reps to join meeting. Wants a pamphlet/newsletter for “odd months”; CPM is looking into it. • WSP – NOT PRESENT
<p>Secretary Time Cheryl Strange, Secretary</p>	<p>Was recently at SCCC looking at a patient-centered medical home. Also coming to SCCC, a hands-on children’s museum, due to receiving a grant.</p> <p><u>Budget Funding approved:</u></p> <ul style="list-style-type: none"> • MOUD/SARU (MOUD = Medication for Opioid Use Disorder; SARU = Substance Abuse Recovery Unit). Funds for opioid treatment. Asked that families reach out to their legislature full funding. • Gender Affirming Care • Body Scanner program • Omni sentencing program. • Increased staffing: Community Correction, Transportation. • Support for those who have a sex offense to get into program from GRE. <p>No increase received for AMEND; will inquire again. No funds received for infrastructure (IT, accounting, HR).</p> <p>Sarah Leon, SFC Co-Chair asked for clarification on the SARU, specifically for those under the Indeterminant Sentence Review Board (ISRB) or those with too much time and do not qualify for treatment. Cheryl Strange – DOC does not have the funding. We have funds for DOSA and substance use disorder, but there are rules for those going into GRE. Dave Flynn (DOC) spoke about the medication DOC is allowed to provide, but DOC is limited in the funds for what we can do. Stated that although there are also behavioral health issues, and we are working with SAMSHA - SAMSHA - Substance Abuse and Mental Health Services Administration</p> <p>Sarah Leon, SFC Family Co-Chair– are there restrictions due to someone’s length of sentence? Dave Flynn (DOC) - No, we need the resources to treat them</p> <p><u>Legislative Updates:</u></p> <ul style="list-style-type: none"> • Doctor Licensing: Physicians can now work across state lines, aiding recruitment. • Construction Trades Committee – Created under the OCO bill to support livable-wage jobs. • State ID for Institutional Residents: Available for those who have over six months left in a state institution. • Gate Money for Partial Confinement: Approved for recipients in GRE programs. • Parenting Program: Allows final 18 months to be served under a parenting alternative. • Financial Aid Priority: Grants for students. <p>Family Member: How many appointing authorities does DOC have? Todd Dowler (DOC) approximately 65.</p>

	<p>Family Member: Why was the name of the Reentry Center name changed from Work Release (WR)?</p> <p>Cheryl Strange (DOC): Six months in a WR was not enough time; 12 months in a reentry would help them receive treatment in the community.</p> <p>Family Member whose loved one is at AHCC: The camp is more like medium security under COVID.</p> <p>James Key (DOC) asked if she had brought these concerns to the facility. Family Member said no, they had not but will soon.</p> <p>Family Member would like SB 5953 on action item list regarding the Pell Grant: How will it be implemented, with restrictions on time served? Requirements for scores on ACT? How will HQ oversee this? Questions regarding the Pell Grant and filling out the FASFA for bachelor's degrees. Would like Pell Grant to look into getting unrestricted tablets for the students. <i>Added to Action Item list.</i></p> <p>Family Member – The Attorney General advised the DOC to keep “some evidence standard in disciplinary hearings vs. a preponderance of evidence standard,” was this a letter/memo? And when was this received? Cheryl Strange (DOC) – cannot share without approval. <i>Update: This is Attorney-client-protected information.</i></p> <p>Ellen Hargrove, AHCC Rep – Asked about the Electronic Health Record (EHR). Cheryl Strange (DOC) WaTech is in charge of this. We are working on finding a successful bidder.</p> <p>Sarah Leon, SFC Co-Chair: How many people are in the legislative department affairs office? Cheryl Strange (DOC) – Approximately 9-10 people.</p>
<p>iCoach <i>Kristine Skipworth, Regional Administrator, Community Corrections Division, and Mac Pevey, Assistant Secretary, Community Corrections Division</i></p>	<p>See <i>Attachment #3</i> for presentation.</p> <p>Family Member had questions regarding the transferring of Community Corrections Officers (CCO) – Mac Pevey (DOC); Staffing challenges partly due to the union agreement; DOC cannot block someone transferring. We work internally with continual case management, training, and recently updated contact standards. We can also have virtual contacts or go to the individual for their supervision.</p> <p>Sarah Leon, SFC Co-Chair: Is this available in every county and every facility? Mac Pevey (DOC) – Yes. If a county lacks a field office, nearby offices provide coverage.</p> <p>Family Member: Requested further contact with Kristine Skipworth: kmskipworth@doc1.wa.gov</p> <p>Sarah Leon, SFC Co-Chair: Have you begun gathering data on this program (i.e. rate, satisfaction, efficacy)? Mac Pevey (DOC): Reviewing data and working on a possible exit survey for supervised individuals</p>
<p>Community Partnership <i>Lorne Spooner</i></p>	<p>Post-COVID changes and policy practice: There is an ongoing volunteer program project to address the volunteer shortage. Discussed the following:</p> <ul style="list-style-type: none"> • The existing process of getting volunteers and sponsors into facilities is complex. • This project aims to streamline and simplify the process. • The project did hit a delay due to some staff turnover. • However, the project is moving forward. Current status - The project charter is complete, currently stakeholdering with facility staff, and is near completion. • Next steps – working with CPPC’s and religious coordinators to streamline the volunteer application process and training. <p>Cultural groups</p> <ul style="list-style-type: none"> • We are moving to a Request for Information (RFP) process to seek an outside contractor/vendor to help stakeholder with incarcerated individuals concerning the Cultural Group policy. • Sponsors/volunteers will be required to be in the room during meetings. • Following the stakeholder input, the data will be assessed, and we will move forward with the creation of the cultural policy. <p>Family Member: What is the difference between cultural and holiday events? Had concerns regarding a Federal Holiday event (Juneteenth) canceled due to a cultural event at her loved one’s facility. Lorne Spooner (DOC): Unable to provide a response as to what happened at this specific facility as he did not have all of the information. However, the Department is working with all facilities for more consistency.</p> <p>Community Member: as formerly incarcerated, his group assists those releasing. Asked what the process is to get into the facilities. Lorne Spooner (DOC): This falls under the volunteer process; the volunteer form needs to be completed, which includes a proposal of his program.</p> <p>Sarah Leon, SFC Co-Chair: Requested Cultural, Diversity, and Volunteer policy clarification. Lorne Spooner (DOC): These groups currently fall under the religious policy. Will be stakeholdering with the population; the incarcerated will determine what they consider a cultural event. The three policies will work together. Once the Cultural policy is in place, “cultural” will be removed from the Religious policy. The Cultural, Religious, and Volunteer policies will work together – hand in hand. Currently, religious programs are run through the Chaplain. In some facilities, a staff member or CPPC will also help.</p>

	<p>Daphne Nolte, SFC Rep: Asked a question of Community Member to share his release information with the SFC. Community member will follow up with Daphne.</p> <p>Sarah Leon, SFC Co-Chair: Why is the Volunteer policy now restricted? Lorne Spooner (DOC): Unable to answer this at this time - <i>To be added to Action Item list</i></p> <p>Sarah Leon, SFC Co-Chair: Who determines if a policy is restricted? James Key (DOC): The policy office, through the Administration.</p> <p>Family Member: Does each culture group only receive one event per year? Lorne Spooner (DOC): Policy defines it as per year. However, the facility (the Superintendent) can make changes at its discretion.</p> <p>Sarah Leon, SFC Co-Chair: The Policy states that CPPCs actively recruit volunteers. What are you doing to actively recruit volunteers? Lorne Spooner (DOC): This is done at the facility level. We contact past volunteers, then churches and community groups. Currently developing a process for volunteers.</p> <p>Sarah Leon, SFC Co-Chair: Is there training for CPPCs? Lorne Spooner (DOC): The next quarterly meeting is in April. Will go over training. It will then go to the facilities with expectations for the program.</p> <p>Sarah Leon, SFC Co-Chair: Do you do oversight? Lorne Spooner (DOC): The volunteer manager, Dawn Taylor, does.</p>
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Roundtable open discussion

Topic	Discussion/Key Points
Daphne Nolte, SFC Rep:	SCCC is no longer collecting fees for the Music Room. Is there a change in this policy? James Key (DOC): Unchanged. Please contact the facility with this concern.
Family Member	Question about the Innocence Project and if the urinalysis gathered a few years ago would be tossed out because they are subjective? Charles Anderson (DOC): Yes, they were expunged.
Jo Johnson, for MCC Rep	Is there an update on the CDL program? Danielle Armbruster (DOC): Under development. We do have a flagging certification program.
Daphne Nolte, SFC Rep:	IIBF funds: Requests that the program be raised above the 50.00 allowance. Dianne Doonan (DOC): Still under review and part of budget discussion.
Family Member	Concerns about staff not wearing their name badges. James Key (DOC): This is in policy. Please address specific staff concerns with the local facility.
Family Member	Can reimbursement for gas used for EFVs? Dianne Doonan (DOC): Yes, as it is a visit.
Family Member	Would like mileage requirements lowered due to being three miles under the limit.
Daphne Nolte, SFC Rep:	Commissary – can there be an increase in spending limits? Jamie Dolan (DOC): The Superintendents determine facility limits. Some camps are lower but receive more frequently. Current average spending is \$75.00 a month
Jo Johnson, for MCC Rep	Facility Risk Management Team (FMRT) reviews, counselors only count EFV and in-person visits. However, the counselors cannot see the number of video visits. How can they find the video visits? Lorne Spooner (DOC): video visits do count – the visit sergeant will have this information.
Sarah Leon, SFC Co-Chair	Has there been a consideration of staff e-mails and if they be made uniform? Diane Doonan (DOC): Washington State employee contact information can be found here: https://wa.gov/state-employee-contacts
Daphne Nolte, SFC Rep:	Requesting to extend phone calls. James – F/U. Charles Anderson (DOC): stated he would forward the concern. Also stated that there is a Securus quarterly meeting on the 28 th . <i>Update: At this time, the 20-minute time frame has been set by the Department.</i>
Jo Johnson, for MCC Rep	Securus question – Is there an update on keyboards and the calendar app? <i>Update: Keyboards are available; However, we need to work with Securus and the DOC Property to determine the property accountability process. Securus has been notified of the request for a calendar app; we have not received an update on when it may be expected.</i>
Sarah Leon, SFC Co-Chair	Is the Quarterly Securus meeting open to the family representatives? Charles Anderson (DOC): Has seen family representatives who have attended.
David Flynn (DOC)	Health Services is working with IT to create a tablet section for patient education.
Family Member	Securus – for those placed in medical and are there for over 30 days or on end of life, they have no access to their tablets. Some people do not report being ill because they will lose access to Store and other things. David Flynn (DOC) and Charles Anderson (DOC): Will follow up with the facilities to ensure their living location has been updated in our system.

Felix D'Allesandro, WCC Rep	Confirmed he attends the Securus quarterly meetings.
Daphne Nolte, SFC Rep:	Requests that there be connection devices to be able to connect tablets to TVs
Family Member	Correctional Industries advisory board. When are the meetings, and how to become a member of the advisory board? Jamie Dolan (DOC): Meetings are quarterly; next meeting: March 21, 2024. The application period has closed, and all members have been selected. You can still attend meetings – more information can be found here .
Felix D'Allesandro, WCC Rep	What is the process of someone getting a gate card? James Key (DOC): Must be MI2 custody level. Is based on the Multi-Disciplinary Team (MDT), Classification team, and DOC Policies 300.380 and 700.000.
Family Member	Son transferred from CRCC to WSP. He has had a delay in receiving medication and Catholic services. <i>This question was asked during the Community Corrections presentation. The family member was not present during the Open forum for DOC to respond. For facility specific concerns, please contact the local facility directly: (509)524-7502 for medical concerns and (509)525-3610 for additional other concern.</i>

Next meeting location: Virtual – MS Teams Date: 05/18/2024 Time: 10 am – 3 pm

Comments: _____

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Distribution: **ORIGINAL** - Family council co-chairs

Statewide Family Council

Date: Saturday, March 16, 2024
Time: 10:00 am – 2:30 pm
Location: MS Teams Meeting



[Click here to join the meeting](#)
Meeting ID: 292 027 341 128
Passcode: kf8bKw
Or call in (audio only)
[+1 253-372-2181,696768574#](#)
Phone Conference ID: 696 768 574#

TIME	AGENDA ITEM	DISCUSSION LEADER(S)
10:00 am – 10:05 am	Welcome & Introductions	<i>James Key, DOC Co-Chair, Sarah León, Family Co-Chair, and Greg Mansfield, Family Vice Chair</i>
10:05 am – 10:10 am	Review of the Agenda and Action Items	<i>Ramona Cravens, DOC Co-Secretary</i>
10:10 am - 11:05 am	Facility Updates	<i>Sarah León, Family Co-Chair, and Greg Mansfield, Vice-Chair</i>
11:05 am – 11:30 am	Secretary Time	<i>Cheryl Strange, Secretary</i>
11:30 am – 12:00 am	Open Public Forum	<i>Sarah León, Family Co-Chair, and James Key, DOC Co-Chair</i>
12:00 pm – 12:30 pm	BREAK	
12:30 pm – 12:45 pm	iCoach	<i>Kristine Skipworth, Regional Administrator, Community Corrections Division</i>
12:45 pm – 1:00 pm	iCoach <i>Question and Answer Time</i>	<i>James Key, DOC Co-Chair</i>
1:00 pm – 1:15 pm	Community Partnership	<i>Lorne Spooner, Director for Correctional Services</i>
1:15 pm – 1:30 pm	Community Partnership <i>Question & Answer Time</i>	<i>James Key, DOC Co-Chair</i>
1:30 pm – 2:20 pm	Open Public Forum	<i>Sarah León, Family Co-Chair, and James Key, DOC Co-Chair</i>
2:20 pm – 2:30 pm	Closing	<i>James Key, DOC Co-Chair, Sarah León, Family Co-Chair, and Greg Mansfield, Vice-Chair</i>

**Agenda items are selected by SFC co-chairs per DOC 530.155 Family Councils as a combination of DOC and family-requested topics. DOC 530.155 Family Councils link: <https://doc.wa.gov/information/policies/showFile.aspx?name=530155>*

Next Virtual Statewide Family Council Meeting:

May 18, 2024



FAMILY COUNCIL ACTION ITEMS

Reference	New Action Items Opened	Assigned To	Date Opened	Date Due	Date Closed
	Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Policy/Process	<u>1/20/24 Visit Room photos</u> - Family member asked for clarification on the number of photos allowed to be taken in the visit room. DOC will need clarification: is two per incarcerated or two per person; and is one pose/two prints or two separate poses 03/16/2024 - Two per person (includes the incarcerated and all visitors-includes children; two poses) Action Item Closed	Lorne Spooner	01/20/2024	03/16/2024	03/16/2024
Process	<u>03/16/2024 - Senat Bill 5953</u> How will it be implemented, with restrictions on time served? Requirements for scores on ACT? How will HQ oversee this? Questions regarding the Pell Grant and filling out the FASFA for bachelor's degrees. Would like Educaiton to look into getting unrestricted tablets for the students.	Danielle Armbruster	03/16/2024	05/18/2024	
Policy	<u>03/16/2024 - Volunteer Policy</u> Why is this now a restricted policy?	Lorne Spooner	03/16/2024	05/18/2024	

Reference	Closed Action Items	Assigned To	Date Opened	Date Due	Date Closed
	Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy

Distribution: **ORIGINAL** – Family Council Co-Chairs

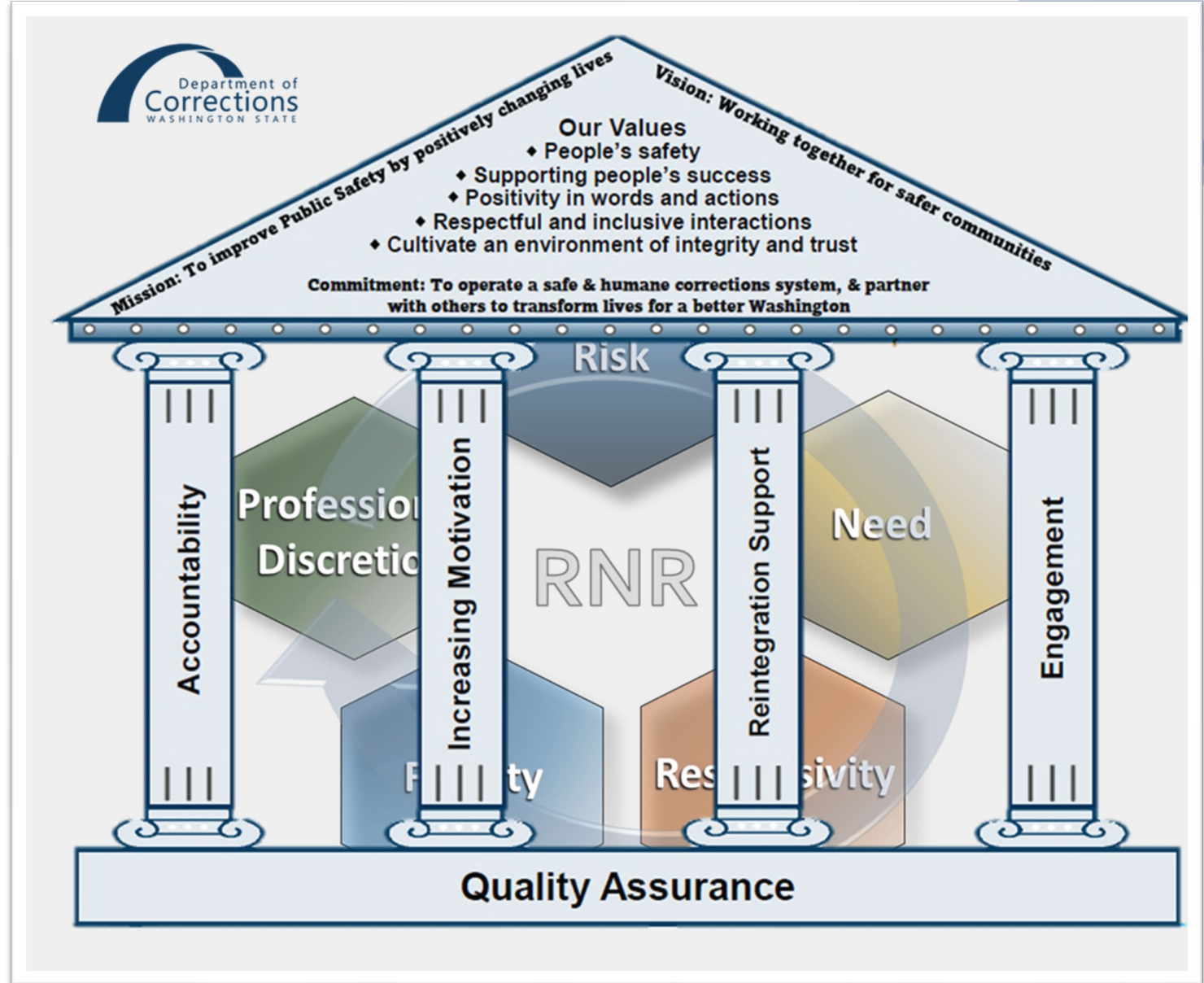
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iCoach

- Individualized
- Community
- Oriented
- Accountability
- Collaborative
- Help

The iCoach Model: To meet our Strategic Anchors and uphold our Agency values

Strategic Anchors



REALIZE

The widespread impact of trauma and understands potential paths for recovery.

RECOGNIZE

The signs and symptoms of trauma in clients, families, staff, and others involved with the system.

RESPOND

By fully integrating knowledge about trauma not policies, procedures, and practices.

RESIST

Resist re-traumatization.



iCoach is driven by two philosophies*:

Philosophy 1:

Enhanced Supervision – An overarching approach to supervision for all individuals.



Case manager applies:

- Building a solid base of Engagement
- Use an assisting and advocating approach
- Individualized Responsivity, including the specific responsivity of being more trauma informed
- Trained Coaching techniques

Reference DOC Policy 300.200 Supervision of Individuals in the Community
(revised: 10/20/2023)

* Some supervised individuals have other forms of supervision/support.

iCoach is driven by two philosophies*:

Philosophy 2:

Reintegration Support – A post-release Reentry support period

Initial 90 days (I90): Provided to those who release from prison, a Reentry Center, or out-of-state equivalent, without the support of another reentry service.

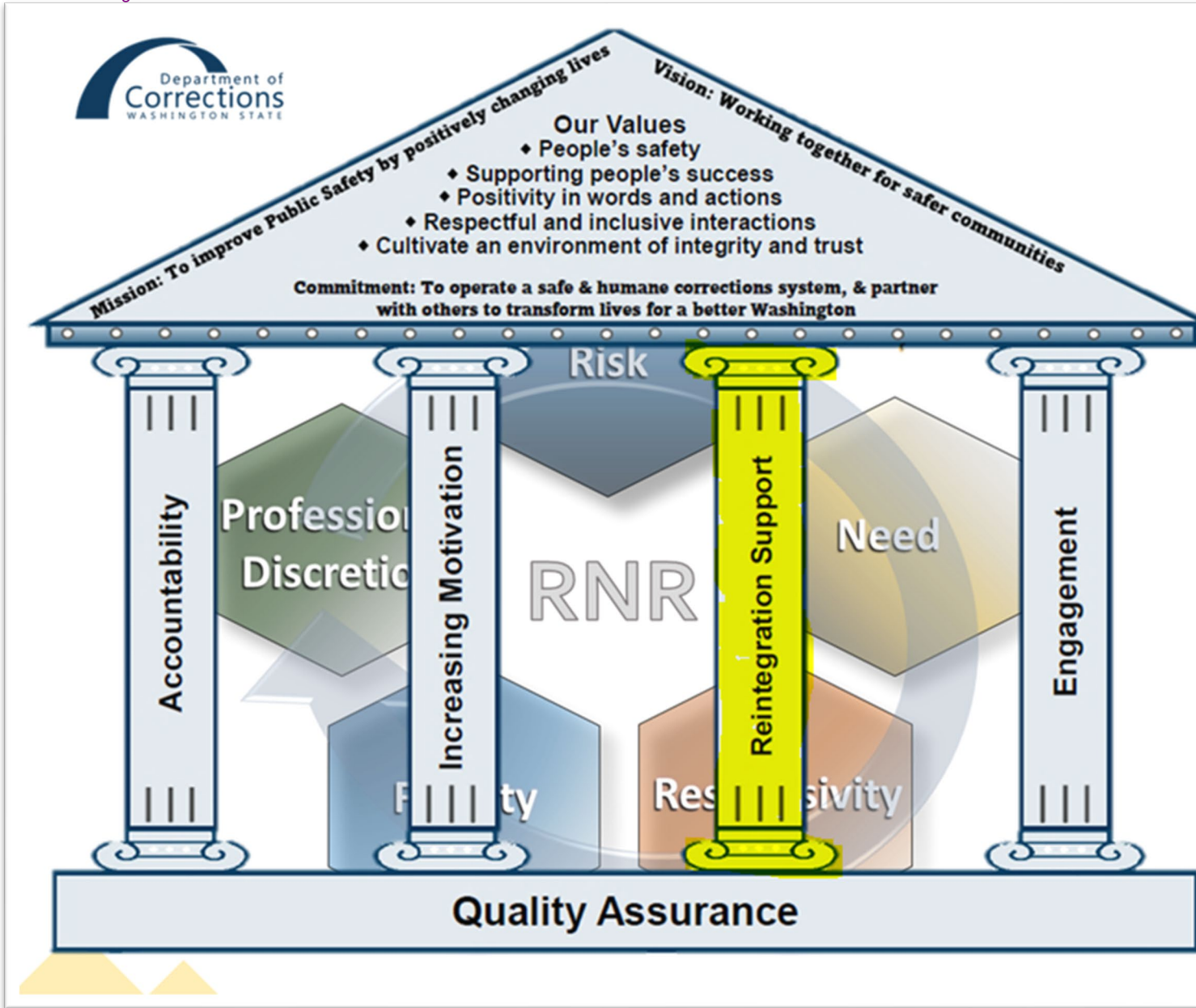
Post-Sanction 30 (PS30): First 30 days of supervision post-sanction, following release.

Case manager applies:

- Frontloading programs, resources, and services
- Non-Punitive Reentry support
- Enhanced Supervision

Reference DOC Policy 380.210 Community Reintegration (Revised: 10/20/2023).

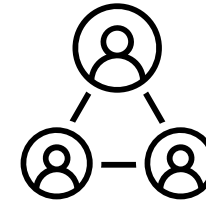
* Some supervised individuals have other forms of supervision/support.



Community Reintegration Wraparound Meeting



Meet a Community Corrections Officer (CCO)



Connect with Community Resources based on needs



Share individual Reentry Plans and Goals

WHO: Individuals releasing to community supervision who are not receiving another reentry service, such as GRE, CPA, LRA, RCS or have a Reentry Navigator.

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Assignment:

- *Research and Data Analytics (RDA) reports releasing I/I's to CCS Taylor.*
- *TRS assigned via SharePoint.*
- *Coordinate I/I's Callout for Orientation Meeting.*

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Orientation Meeting:

- *TRS Completes Orientation Meeting.*
- *Identify referrals needed for the resources, programming, and transition funding based on the I/I's high risks and needs.*
- *I/I finalizes Individual Reentry Plan (IRP).*

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Pre-Release Planning:

- *Coordinate TEAMS invite for I/I's Wraparound Meeting with Community Support.*
- *Coordinate I/I's Callout for Wraparound Meeting.*
- *Connect I/I with applicable community-based organizations as close to the release date as possible when available.*

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Wraparound Meeting:

- *TRS Facilitates Wraparound Meeting.*
- *TRS presents established resources for I/I.*
- *I/I shares Individual Reentry Plan to Community Support.*
- *Initiate Case Management Hand-Off to assigned CCO.*
- *Verify I/I's Pre-Release Planning Process is completed and closed in SharePoint.*

Thank You



Let's stay
connected

WA DOC iCoach Transition and Resource

- doctransitionresources@doc1.wa.gov

WA DOC iCoach Questions

- docicoachquestions@doc1.wa.gov

THANK YOU!