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Number: APD-AR-17-054

Issue date: 8/29/2017

Topic: Agency-wide Policy

Due date:

Subject: DHS and Department of Corrections re-entry program

Applies to (check all that apply):

- | | |
|------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action: The Oregon Governor's Re-entry Council ([GREC](#)) is a joint agency formed to reduce recidivism of person's released from state prisons by providing needed support and opportunities.

The Department of Human Services (DHS) Aging and People with Disabilities (APD) and Area Agency on Aging (AAA) works with the Department of Corrections (DOC) to review and assess potential consumer's for long-term care and Medicaid eligibility prior to their release date.

To assist local branch offices successfully serve this specific population, resources and procedures have been written and are now available as part of the APD Field Support Assistance Manual ([FSAM](#)).

Action required: APD Central Office receives referrals from the Department of Corrections (DOC) when a person with a documented medical condition, or who is aged, is scheduled to be released from a state prison facility and requests long-term care services. Referrals can arrive at Central Office between 90 and 120 days prior to the scheduled release date.

Central Office will complete financial eligibility determination for the applicant, including pending for needed documentation, sending notices, and entering the consumers' information into Oregon ACCESS. The case will remain inactive because the consumer is not eligible until the date of release.

After determining eligibility, APD Central Office transfers the case to the local office in the area where the applicant is currently located (the facility where they are incarcerated) and living. Referrals will come from [DOC5517](#) and include all application materials. The local office in the counties where state prisons are located are considered the local office for the incarcerated person. On release, the case will be transferred to the office where the consumer will be residing after released.

Due to the location of state prisons, staff with the Northwest Senior and Disability Services have received the largest number of requests for services due to releases, but a release may be scheduled from any of the facilities and cause a consumer to need placement in any county. Please see the full list of prisons and offices responsible for assessments in *FSAM. XIII. Department of Corrections, [B. Responsibilities](#)*

Assessments take place within the facility and are scheduled with designated re-entry staff with the DOC.

- **Note:** Assessing the consumer may be challenging due to the highly structured setting where they currently live. For long-term care eligibility questions, contact the Medicaid APD Long-Term Care Systems Policy Unit.

The office that completes the assessment may not be the county of residence for the consumer after release because Oregon law requires the consumer be released back to the county of sentencing. If there is any question about where the consumer will be released, send an email to the DOC 5517 email box: doc5517@state.or.us.

An early, timely assessment will allow the case manager who completes the assessment to work more effectively with staff in the destination office to make an appropriate placement.

- **Note:** These cases require continuing involvement from both the case manager who completes the assessment and the case manager in the office where the placement will occur *until the date of release*.

Consumers for whom the most appropriate placement is out of the county where they were sentenced may be eligible for a waiver from the DOC to be placed in an alternate county. Please contact Julie Jacobs, julie.a.jacobs@state.or.us, and Karen Kaino, karen.l.kaino@state.or.us, in Central Office who will work with DOC for a waiver.

The APD Complex Case Consultation Team can help with placements if the local office is struggling to locate one prior to requesting a waiver of parole action through Central Office: apdcomplexcase.consultationteam@state.or.us.

Some consumers in the re-entry project population may be eligible for General Assistance (GA). In most cases, the Collaborative Disability Determination Unit (CCDU) will have already received a referral from the Department of Corrections. If in doubt, however, please contact CCDU for an eligibility determination.

Things to remember:

- Assessments are not completed as a “courtesy”. The consumer is living in that county and the office completing the assessment is their local office of the area;
- Consumers releasing from a state prison who meet eligibility for benefits are treated like any other person leaving an institution who has a difficult placement;
- Referrals will usually occur far in advance of the 45-day window of placement but cannot be denied due to timing of the referral. Instead, the early referral is an opportunity to determine eligibility for long-term care or other programs and to research placements for difficult to place consumers. Please see [461-115-0190](tel:461-115-0190) for information on extending the 45 days if there are circumstances beyond the consumer’s control;
- Offices that complete assessments should designate staff for this population because staff will need a full background check from the Department of Corrections;
- Many consumers in this specific population may have restrictions related to where they are allowed to live or with whom they may have contact;
- If there is any question around the underlying cause of the consumer’s needs, medical vs. mental health, the local office should complete an [MED referral](#) as soon as possible;
- For questions, or if there are any difficulties with the process, please contact Julie Jacobs, julie.a.jacobs@state.or.us, and Karen Kaino, karen.l.kaino@state.or.us, in Central Office.

Resources:

- Handbook/Manual: FSAM. [XIII. Department of Corrections](#);
- Aged and disabled population re-entry process [timeline](#);
- APD/AAA – DOC service process [flowchart](#);
- GA, DOC, CCDU process [flowchart](#).

Field/stakeholder review: Yes No

If yes, reviewed by: APD Policy; APD Field Operations

If you have any questions about this action request, contact:

Contact(s):	Karen Kaino Julie Jacobs		
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