



Operating Procedure

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Supersedes Operating Procedure 930.2 (5/1/17)	
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ACA/PREA Standards 4-ACRS-2A-07, 4-ACRS-2A-08, 4-ACRS-5A-06, 4-ACRS-6A-10, 4-ACRS-6A-11, 4-ACRS-6A-12, 4-ACRS-6B-02	
Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Office of Primary Responsibility Director of Offender Management Services
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input checked="" type="checkbox"/> #2 No <input type="checkbox"/>	

Subject
COMMUNITY CORRECTIONS ALTERNATIVE PROGRAM REFERRAL UNIT

I. PURPOSE

This operating procedure provides for the organization of the Department of Corrections Community Corrections Alternative Program Referral Unit and provides guidelines for the evaluation, acceptance, and placement of offenders referred for participation in the Community Corrections Alternative Program through Detention and Diversion Center Incarceration Program.

II. COMPLIANCE

This operating procedure applies to all Community Corrections units operated by the Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Case Plan - A dynamic document that outlines treatment needs and program duration based on assessments of the offender's criminogenic factors; it guides an offender through completion of the Community Corrections Alternative Program.

CCAP Programming Requirements - A plan developed jointly between the CCAP Referral Unit and the referring P&P Officer utilizing objective risk/needs assessments to determine the individual offender's programming needs and duration

Community Corrections Alternative Program (CCAP) - A residential facility operated by the Department of Corrections to provide evidence-based programming in accordance with COV §53.1-67.9, Establishment of community corrections alternative program; supervision upon completion

COMPAS (Correctional Offender Management Profiling for Alternative Sanctions) - The DOC approved risk/needs assessment which consists of different versions for community corrections and institutions; COMPAS is a support system for supervision and case-management decisions, a database used in combination with VACORIS, a tool that assesses two critical risks - violence and recidivism and a tool for determining the criminogenic needs that are used to develop case plans and set programming.

Sex Offender - An offender who is required to register as a sex offender; or an offender who has a sex offense in their criminal history; or an offender convicted of an offense of a sexual nature

Virginia Criminal Information Network (VCIN) - A service facility under the management control of the Virginia Department of State Police used by the DOC to access computerized criminal history information.

Women's Risk/Needs Assessment (WRNA) - The risk/needs assessment tool sanctioned by VADOC for institutions and community corrections that includes gender-neutral information of COMPAS, but also is inclusive of gender-responsive factors such as mental health, child/adult abuse and/or victimization, relationship dysfunction, parental stress, and housing safety. Areas of strength such as self-efficacy, parental involvement, family support, and education are also assessed.

IV. PROCEDURE

A. Community Corrections Alternative Program Referral Unit Organization and Mission

1. The Referral Unit is an element of Central Classification Services within Offender Management Services.
2. The mission of the Referral Unit is to serve as the interface between P&P Offices and Community Corrections Alternative Program (CCAP) to evaluate offenders for participation in CCAP and to jointly develop *CCAP Programming Requirements* with the supervising P&P Officer to guide the offender's placement in the appropriate CCAP facility to address the offender's programming needs.
3. The duties of the Referral Unit are as follows:
 - a. Accept all CCAP Referral Investigations for completion by assigned Referral Unit staff.
 - b. Review VACORIS Offender Page information (particularly *PSI, Facility Notes, Supervision Notes, violations, etc.*) VCIN, CAIS, and LIDS to determine eligibility for CCAP.
 - c. Review COMPAS/WRNA assessment/*Case Supervision Review* to determine suitability.
 - d. Work closely with referring P&P Officers and jail staff to gather additional information as needed.
 - e. If the offender is not deemed eligible, suitable, and acceptable for CCAP, explore other potential program/placement options with the referring P&P Officer.
 - f. Enter the *Accepted/Denied* decision in the VACORIS investigation, indicate the *Denial Reason(s)* if needed, and upload a letter documenting the Referral Unit decision for presentation to the referring authority.
 - g. Track the disposition of offenders accepted into CCAP.
 - h. Once notification is obtained that the offender is sentenced to CCAP, identify the suitable placement based on their identified risk level, primary treatment needs (type and program duration), and available bed space, document on the *CCAP Programming Requirements*.
 - i. Coordinate with CCAP facility staff, P&P District staff, Community Release Unit, and jails for efficient bed management and scheduling offenders for intake.

B. Community Corrections Facilities Eligibility Criteria

1. Status - Offenders who have been convicted of a felony and placed on supervised probation/post release supervision, or offenders on parole for whom probable cause has been found for a parole/post release supervision violation other than a new felony or a Class 1 or 2 misdemeanor.
2. Offenses - The current felony offense and/or underlying offense for violations must be nonviolent as defined in Code of Virginia §19.2-316.4 which references COV §19.2-297.1. Those offenders who have been convicted of a sex offense may be considered on a case by case basis.
3. Orders - A Circuit Court and/or the Virginia Parole Board must order offenders into Community Corrections Alternative Program (CCAP), which cannot be in addition to felony incarceration greater than 12 months in a single sentencing or revocation event.
4. Age - Must be a minimum of 18 years of age or older.
5. Health - The offender must be physically, emotionally, and mentally suitable for program participation.

C. Eligibility, Suitability, and Acceptability Evaluation

1. The Referral Unit must develop and maintain a written pamphlet (see Attachment 1) listing specific established eligibility and suitability criteria and CCAP program capabilities. This document must be distributed to each relevant referral agency. (4-ACRS-6A-12)
2. The Department of Corrections prohibits discrimination in accepting referrals based on disability, race, creed, political views, or national origin. Each CCAP facility will be designated to serve offenders of one gender; parallel programs are operated so that there is no discrimination based on gender in accepting referrals. (4-ACRS-6B-02)

3. Community Corrections Facilities Medical and Mental Health Suitability Considerations
 - a. Should have no self-injury or suicidal/homicidal attempts and/or ideations within the past 12 months.
 - b. Must be physically stable, should not require access to 24-hour nursing care, and must be able to perform the activities of daily living and program requirements.
 - c. Potential program participants will not have any medication changes within 60 days of referral or intake and will be assessed in accordance with the CCAP Limited Psychotropic Self-Medication Program (See Operating Procedure 940.4, *Community Corrections Alternative Program*). Approval of any medication changes are at the discretion of the Referral Unit and the receiving facility.

D. Referral Process (4-ACRS-6A-11)

1. Order for Referral
 - a. Probation Cases - Prior to sentencing, or following a finding that an offender's probation should be revoked, the Court should order the DOC to screen the offender for suitability for participation in the Community Corrections Alternative Program (CCAP). The Court's order may be based on a motion by the defense, Commonwealth's Attorney, or the Court's own motion. The DOC then has between 45 - 60 days to determine suitability.
 - b. Parole Cases - Parole violators may be referred to CCAP by the Parole Board, Parole Examiner, or the Preliminary Parole Violation Hearing Officer, with the violator's consent, and following a finding of probable cause that the offender has violated one or more parole conditions. The DOC then has between 45 - 60 days to determine suitability.
 - c. New Conviction Cases - Following conviction and prior to sentencing, the Court should order the DOC to screen the offender for suitability for participation in the Community Corrections Alternative Program (CCAP). The Court's order may be based on a motion by the defense, Commonwealth's Attorney, or the Court's own motion. The DOC then has between 45 - 60 days to determine suitability.
 - d. Unless ordered by the Court, a change in the custodial status is not required during the evaluation period.
2. Once an offender has been ordered for evaluation to the CCAP, the P&P Officer will submit the offender for referral through VACORIS. [CCAP Referral District Checklist](#) 930_F6 is offered as a guide to the referral process.
 - a. The referring P&P Officer must complete the [Program Eligibility Brief Screening for Community Corrections Alternative Program](#) 930_F5 and send it as an email attachment to the CCAP Referral Unit. This document must not be uploaded into VACORIS.
 - b. The referring P&P Officer must evaluate the candidate by completing the *Substance Abuse Information* offender page in VACORIS.
 - c. The referring P&P Officer must ensure that a current EBP Community COMPAS/WRNA risk assessment and *Case Supervision Review* (if applicable) are available in VACORIS. (4-ACRS-2A-07)
 - d. The referring P&P Officer must complete a VCIN check within 14 days of the [Program Eligibility Brief Screening for Community Corrections Alternative Program](#) 930_F5 being completed to determine that no outstanding warrants, unsatisfied incarceration obligations, or detainers exist. Community facilities will not intake offenders until all pending Court matters are resolved.
 - e. The referring P&P Officer must submit an investigation as a CCAP referral in VACORIS at least five business days prior to the scheduled sentencing date.
3. The Referral Unit will perform a timely evaluation of each referral based on specific established eligibility, suitability, and acceptability criteria and the offender's level of risk.
 - a. The Referral Unit staff consults the referring P&P Officer and reviews the available case record to

develop the *CCAP Programming Requirements* to document offender programming needs and duration.

- b. Appropriate local programs should be offered to offenders classified as low risk.
4. Referral Unit staff must enter in VACORIS, for review by the referring P&P Officer, notification of the offender's acceptance or denial into the program and upload a letter documenting the Referral Unit decision for presentation to the referring agency. (4-ACRS-2A-08)
5. The referring P&P Officer must notify the referring agency of the CCAP acceptance or denial of the offender using the Referral Unit letter. (4-ACRS-6A-10)
 - a. If the Court orders the offender into CCAP, the Judge normally imposes and then suspends an active sentence conditioned upon the offender's successful completion of CCAP. In accordance with COV §19.2-316.4, a sentence to CCAP should not be imposed in addition to an active sentence to a state correctional facility.
 - b. The Parole Board may sanction eligible parole violators directly to CCAP.
6. The referring P&P Officer must notify the Referral Unit of the Court or Parole Board decision, via email, as all acceptances are tracked.
7. If the offender is sentenced to CCAP, the Referral Unit staff will respond via email with a projected entry date and ensure that the referring P&P Officer provides a copy of the current *Community Corrections Alternative Program Pre-Admission Manual* (see Attachment 2) to the offender.
8. The referring P&P Officer must send a copy of the Sentencing Order or Parole Board Order to the Referral Unit via email and enter the order and conditions into VACORIS.
9. For offenders accepted to participate in CCAP, the Referral Unit should upload the *CCAP Programming Requirements* in VACORIS. The *CCAP Programming Requirements* form is an internal use only document and is only to be generated by the CCAP Referral Unit staff. It is not to be disseminated.
10. The Referral Unit staff will utilize the *CCAP Programming Requirements* to determine appropriate facility assignment and programs and facility case planning purposes.

E. File Review for Intake

1. Prior to an offender's arrival, facility staff must review the available case record to verify the offender's suitability for program participation and to ensure there have been no changes since the referral and acceptance.
2. Facility staff must verify that the appropriate authorization order is available and that there are no active pending charges, detainers, or other unsatisfied incarceration obligations to interfere with the offender's participation in the program.
3. When the authorization order is incorrect or there are active pending charges, detainers, or other unsatisfied incarceration obligations that would prevent the offender from participating in the program, the referring P&P Officer and the CCAP Referral Unit must be notified via email.

F. Admission - See Operating Procedure 940.4, *Community Corrections Alternative Program*.

1. Offenders will be assigned to a facility that provides the appropriate programming.
2. The Referral Unit and the receiving facility must coordinate the offender's date for admission with the referral agency and jail or other facility housing the offender, if applicable.
3. Promptly after arrival at a CCAP facility, a facility P&P Officer must obtain the offender's participation in the analysis of their problems, the setting of the objectives, and establishing a *Case Plan* to be completed in the Community Corrections Alternative Program.
4. A participant assigned to one facility may be transferred to another facility as needed for bed space or other management considerations or to provide services to the participant that are not available at the original facility.

- a. Transfers will generally be used to address programming needs documented in the *Case Plan* or to address previously unidentified needs.
- b. The Facility Unit Heads or designees of the respective facilities will submit transfer requests to the CCAP Referral Unit for review and approval/denial of the recommended transfer. (4-ACRS-5A-06)

V. REFERENCES

Operating Procedure 940.4, *Community Corrections Alternative Program*

VI. FORM CITATIONS

[Program Eligibility Brief Screening for Community Corrections Alternative Program](#) 930_F5

[CCAP Referral District Checklist](#) 930_F6

[CCAP Programming Requirements](#) 930_F7 (CCAP Referral Unit Use Only)

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

Signature Copy on File

10/5/18

A. David Robinson, Chief of Corrections Operations

Date