



NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION

**SUMMARY OF CHANGES**  
**AR 817 – RE-ENTRY PROGRAM**  
Effective PENDING

Description	Page Number
Major changes throughout AR. Sections deleted and others re-written.	Throughout
817.02 INTAKE Re-named: paragraph 4 deleted.	2-6
817.03, 817.04 Re-named	6,7
817.05-817.09 Added	8-13
Other minor changes have been made in verbiage and formatting for improved clarity and consistency.	

\_\_\_\_\_  
James E. Dzurenda, Director

\_\_\_\_\_  
Date

This summary of changes is for training record purposes only. You must also consult the Administrative Regulation and/or Manual for proper instructions.

I, \_\_\_\_\_, acknowledge receipt of this Summary of Changes and understand it is my responsibility to implement into the course of my duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION

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**RE-ENTRY PROGRAM  
ADMINISTRATIVE REGULATION – 817**

**SUPERSEDES:** AR 817 (06/17/12), AR 817 (Temporary, 05/01/13), AR 817 (10/15/13),  
AR 817 (Temporary, 07/10/17), AR 817 (08/30/17)

**EFFECTIVE DATE: PENDING**

**AUTHORITY:** NRS 209.131, NRS 209.511, NRS 209.4871-209.4889

**RESPONSIBILITY**

The Director of the Nevada Department of Corrections (NDOC and Department) is responsible for the implementation of this Administrative Regulation (AR).

The Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

The Associate Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

Supervisors will ensure that their appropriate subordinate staff members have read and understand this regulation.

Designated staff members will know, comply with, and enforce this regulation.

If, and where applicable, offenders will know and comply with this regulation. The Statewide Re-Entry Administrator and/or Program Officer (PO) III is responsible for the daily operation of the Re-Entry Program, including staff supervision, coordination with community partners, and delivery of Re-Entry programming, and reporting.

**PURPOSE**

To provide assessment-driven, evidence based and best practice programming and employment skills to offenders prior to release from incarceration. These services are designed to prepare and

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promote an offender's integration into the community, reduce recidivism and reduce victimization.

### **817.01 IN-CUSTODY COMMUNITY RE-ENTRY PROGRAM**

1. The Re-Entry Program is supported with comprehensive case management and evidence-based learning. The vision of NDOC is to significantly reduce crime and enhance public safety.
2. Effective implementation of the Re-Entry Program requires a coordinated and systematic approach to re-entry, involving every phase of the correctional system. Successful programming includes, but is not limited to, collaboration with community partners, an offender's family member(s), law enforcement, and other government agencies who are committed to public safety. The re-entry process begins at intake, with an assessment of the offender's needs, and his and/or her commitment to the program. This process continues until the offender has successfully completed the Re-Entry Program, is discharged from the program, or has been released into the community, transferred to transitional housing, and/or is placed on parole/probation.

### **817.02 INTAKE**

1. During the intake process, the Warden and/or designated Associate Warden is responsible to ensure appropriate intake processes are completed including, but not limited to:
  - A. General intake procedures for identification of an offender in accordance with AR 504.
  - B. Completion of the Nevada Risk Assessment System (NRAS) Prison Intake Tool/Questionnaire. Results shall be documented in the Nevada Offender Tracking Information System (NOTIS). This assessment shall be administered by the Mental Health unit staff upon intake to identify program needs.
  - C. Medical and mental health evaluation.
  - D. Comprehensive Adult Student Assessment Systems (CASAS) readability scale assessment.
  - E. Applications for personal identification documentation (birth certificates, social security cards, and NV I.D.) shall be offered by Re-Entry and/or other NDOC staff.
2. Correctional Casework Specialists (CCS), Prison Intake Staff, and Program Officers (PO) will accomplish the following:
  - A. The CCS will document in NOTIS whether or not an offender has access to their Birth Certificate, Social Security Card, or Nevada state identification at intake.

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All efforts by CCS's or identified staff to obtain these documents at intake shall be documented in NOTIS.

- B. Re-Entry staff shall update NOTIS as missing documents are received.
  - C. When developing a case plan, CCSs shall determine if applications for identification have been submitted and obtained for each offender. Re-Entry staff in collaboration with CCS shall regularly review identification statuses and submit applications for offenders. Applications shall be submitted (no later than 6 months of expected release date) directly to the NDOC Vital Records Department and shall be processed as determined by the Operational Procedures (OP) for birth certificates and social security cards.
  - D. Applications will be submitted and documented in NOTIS by the Re-Entry staff, CCS III, or designee assigned by the Warden and Vital Records Department.
    - 1) All social security card and birth certificate applications shall be reviewed and submitted to the attending agency by NDOC Vital Records. Upon their arrival, Vital Records shall note in NOTIS the receipt of requested documents and forward them to the institution to be placed into the offender's Institutional File (I-File). Only original/certified copies will be accepted. Xerox/scanned copies will not be accepted. Notification shall be sent to offender of documentation received in I-File
    - 2) All vital records will be forwarded to the institutions via FedEx. If a record arrives at an institution and the offender has transferred, the records office will forward the vital records to the gaining institution. If the offender has been released, the records office will return the vital records to the NDOC Vital Records office.
  - E. If determined at Intake that an offender will be released, whether paroled or discharged, within 6 months (180 days) a Medicaid application for health insurance will be offered to the offender.
  - F. If an offender declines to complete an application (social security card, birth certificate and/or Medicaid) the refusal shall be documented in NOTIS by the CCS and/or Re-Entry staff. All steps of the process shall be documented in NOTIS.
3. As stated earlier, Mental Health staff are responsible for ensuring that the NRAS is completed and updated in NOTIS for all offenders. Only the Mental Health Director and his/her designee, Statewide Re-Entry Administrator, or Substance Abuse Director are permitted to adjust any NRAS score after an additional assessment by the clinician is administered.

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### **817.03 RE-ENTRY CLASSIFICATION**

1. Re-Entry staff will review the information in NOTIS provided by the CCS to determine formal eligibility and potential enrollment of offenders for re-entry programming.
2. NDOC will provide offenders with a re-entry case plan designed to successfully transition offenders back into society through life skills development, education, and vocational training with the primary goal of reducing recidivism. This wrap-around concept includes working closely with community partners in order to continue programming once an offender leaves NDOC custody.
3. Offenders are only eligible for re-entry and employment training programs when the offender is within a minimum of 3 months and a maximum of 24 months of a probable release date. Offenders must score Medium Risk or higher on the NRAS to be eligible for evidence-based programming, unless waived by the Statewide Re-Entry Administrator.
4. Re-Entry will assist and refer offenders to appropriate programs offered at NDOC such as educational and mental health programs. Re-Entry staff will provide case notes and detailed pertinent information to licensed and professional staff as needed.

### **817.04 PROGRAM ASSIGNMENT**

1. Offenders not enrolled in programming due to lack of availability will be placed on a waiting list generated by program staff, based on their Parole Eligibility Date (PED) and assessment results.
2. Involvement in the Veterans Services Unit (VSU) Program will be based on eligibility (as determined by the Veterans Re-Entry Search Services), availability, and probable expiration or parole date. Honorably discharged veterans, as confirmed by the DD-214, shall rank higher on the enrollment or waiting list.
3. The availability of additional programs and program changes shall be announced to all offenders by VSU staff and posted in the unit(s).
4. The OP for the VSU will be produced and updated by the Veterans Services PO, the AW of Programs for that facility and approved by the Deputy Director of Programs and Offender Management Division (OMD).
5. Upon assignment to programming, the CCS and/or the Re-Entry Program Officer shall assign offenders to an educational program based on availability, assist them in obtaining a High School Equivalency Test, General Education Development Test, High School Diploma, vocational certificate, and/or college credits.
6. NDOC staff will review NRAS assessments in NOTIS and the Case Plan to ensure appropriate placement in suggested mental health and/or substance abuse program is available at the institution or facility and:

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- A. Submit applications to obtain birth certificates, social security cards and/or Medicaid coverage, if applicable.
  - B. Develop re-entry plans for release, with input from the Re-Entry Program Division/ Officers.
  - C. CCS will review all aspects of programing and re-evaluate during the periodic review.
7. Any offender assigned to a Mental Health, Substance Abuse, Education, and/or Re-Entry Program will not be reassigned or transferred unless for personal safety or the security of the facility. The Warden, AW, and CCS III will enforce this policy.

#### **817.05 DESIGNATED RE-ENTRY PROGRAMING UNITS**

1. The expansion of re-entry programs to any institution shall be approved by the Deputy Director of Programs and Re-Entry Administrator. NDOC has Re-Entry programming at: Southern Desert Correctional Center, Florence McClure Women's Correctional Center, Jean Conservation Camp, High Desert State Prison, Warm Springs Correctional Center, Northern Nevada Correctional Center, Northern Nevada Transitional Housing, Casa Grande Transitional Housing, and Three Lakes Valley Conservation Camp.
2. The Re-Entry Division will provide limited re-entry services to the offender population at Lovelock Correctional Center, Ely State Prison, and all their respective conservation camps. If there is no Re-Entry staff assigned to the institutions, the Warden will designate a Re-Entry facilitator at their institution to assist the Re-Entry Division. The facilitator will collaborate with Re-Entry to provide re-entry programing to ensure the offender's case plan is executed. If it is determined that the offender's programming needs would be better served at another facility, a reclassification will be initiated for possible transfer. In compliance with AB 238, NDOC staff will ensure services are provided for Vital Records, Medicaid, and State Photo Identification.
3. The expansion of re-entry programs to any institution shall be approved by the Deputy Director of Programs and Re-Entry Administrator. Defined re-entry units, such as substance abuse, mental health, veteran services, or other specialty re-entry programs will be required to provide monthly reports to include number of participants, eligibility determinations, demographics, PED, evidence-based programs completed, in addition to other metrics as defined by the Deputy Director of Programs, Management Analyst IV, and Re-Entry Administrator.

#### **817.06 RE-ENTRY PROGRAM OFFICER DUTIES**

1. Re-Entry Program Officers (POs) prepare, document, and collect information for offenders in the Re-Entry Program. Their duties include but are not limited to:

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- A. Verifying and determining offender eligibility for the Re-Entry Program based on their NRAS and NOTIS case planning and/or programing progression.
  - B. Assisting with obtaining the goals and/or needs of each offender as noted in personalized case plans, developed by the CCS.
  - C. Providing evidence-based programming for key areas including, but not limited to, employment, social support, life skills which focus on correcting criminogenic attitudes and behavioral patterns, and personal development.
  - D. Referring offenders to programs that assist them upon release including housing, education, mental/behavioral health, and/or community programming. Identifying and ensuring community support and resources.
  - E. Coordinating community partner visits to the institutions for presentation of services and one on one consultations, if applicable.
  - F. Documenting case note if services are requested and approved for the offender upon release.
  - G. Assisting offenders with obtaining identification and/or health care coverage.
  - H. Documenting program participation progress, discharge notes and other pertinent information in NOTIS, including, but not limited to:
    - 1) Class attendance.
    - 2) Completion of class activities.
    - 3) Reason(s) for program withdrawal.
    - 4) Information supporting the goals of the offender's individual case plan.
  - I. Accepting program referrals, if appropriate, from CCS, Mental Health and/or Substance Abuse staff.

#### **817.07 COMMUNITY RELEASE PREPARATION**

- 1. Pre-Release Services consist of:
  - A. Approved Release Plan: Parole and Probation approved and/or NDOC designated staff approval (DOC 2087-Pre-release form).
  - B. Photo identification / driver's license or state identification card (DOC 2005-Personal Property Receipt Upon Release).

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- C. Release Coordinator or designee shall visually double check the accuracy of the enclosed articles of identification.
  - D. Clothing (if applicable).
  - E. Thirty (30) day supply of prescribed medication, if needed.
  - F. Forwarding address and phone number of offender (DOC 2087)
  - G. Medicaid exit document, with Medicaid billing number, referral address and contact information.
  - H. Social Security card (DOC 2005)
  - I. Housing (DOC 2087)
  - J. Community Transitional Housing support (If applicable):
    - 1) Letter of Acceptance
    - 2) Financial deposit from offender's individual funding or Indigent Funding Grant support if eligible.
    - 3) Coordination of transportation/ arrival / and release date
2. Wrap-around Services consist of:
- A. The Wrap-around Services Program Officer (WSPO) facilitates courses regarding resume writing, felonious background reporting, in-person and online job searching, and interview preparation and processes. WSPOs will assist in securing safe and equitable employment for the residents at CGTH with various community partners.
  - B. WSPOs will work in cooperation with community partners, local agencies, and other state agencies to assist offenders with vocational training, certificate programs, and identification procurement.
  - C. WSPOs will refer offenders to Mental Health, Substance Abuse, and Parole and Probation staff for possible access to their programs. WSPOs will assist with securing placement into treatment facilities and halfway houses for life after incarceration so that offenders will have their mental health and substance abuse needs met upon reentering society.



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## 817.08 VITAL RECORDS (VR)

1. The Vital Records department is responsible for the handling, maintenance, and application submission of all personal identification documents, in accordance with the following guidelines:
  - A. Offender identification procurement shall only be accomplished through NDOC VR.
  - B. Any incoming documents or records for offenders from an outside party shall be referred to the facility's Records Department and/or NDOC VR. The records department designee or VR staff shall be responsible for insuring correctness of incoming documents and for updating NOTIS with a case note and a change to the demographics tab upon the receipt of any birth certificates, State issued ID, Social Security cards, Medicaid billing numbers, and other identification. The aforementioned documents will be placed in the offender's I-file. Any vital records documents not received by NDOC VR will be reported on a weekly basis to NDOC VR.
  - C. Any vital records received by an institution records office for an offender that has been released will be returned to NDOC VR. NDOC VR will attempt to contact the former offender three times at the recorded forwarding address to facilitate the transfer of records. If unable to contact the offender, birth certificates and identification cards will be archived in the NDOC VR office. Social Security Cards will be returned to the Social Security Administration.
  - D. NDOC VR staff will conduct quarterly audits of offender identification. The audits will be conducted on site and include a review of NOTIS documentation, I-file accuracy, and rejection and/or correction assistance specific to the facility. The audits will be scheduled with the approval of the Warden, Deputy Director of Programs and NDOC Statewide Re-Entry Administrator. Upon completion of the audit, a report of findings will be presented to the administrators within 10 working days. The Warden and assigned institutional designee will, within 5 working days, answer and complete a Corrective Action Plan (CAP) and submit it to the Vital Records Department.
  - E. The Vital Records Department will compile all audit findings and the CAP and provide all documentation to the Deputy Director of Programs within 10 working days for review. All CAPs will have defined, and measurable corrective actions stated.
  - F. The Vital Records Department will utilize the CAP as a follow up and basis for the next audit which shall be generated 5 working days in advance of the next facility audit date.

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## 817.09 MONTHLY PROGRAM REPORTS

1. Re-Entry staff shall provide monthly activity reports to the Statewide Re-Entry Administrator and his/her Administrative Assistant for review. After review, the reports will be forward to the Deputy Director of Programs. The reports will include the following:
  - A. Number of participants enrolled in Re-Entry programming, by program,
  - B. Number of completions (for each class) year to date, by program,
  - C. Number of offenders on the waiting list for each program., and
  - D. Number of hours each class or program was provided using the reporting tracker identified by the Statewide Re-Entry Administrator.
2. Re-entry staff will be responsible for meeting program goals and expectations including:
  - A. Case load reports,
  - B. Number of classes conducted, and
  - C. Metrics as defined by the Statewide Re-Entry Administrator and Deputy Director of Programs.
3. Vital Records reports will be submitted to the Re-Entry Administrator, Deputy Director of Programs, Management Analyst IV, CCS III, and AW of Programs at each institution.

### APPLICABILITY

1. This AR requires an Operational Procedure at each institution/facility.
2. This regulation does not require an audit.
3. This AR requires compliance with the programming approved for re-entry with the Re-Entry Program Manual, approved by the Deputy Director of Programs.

### REFERENCES

ACA Standards 5<sup>th</sup> Edition 5-ACI-5F-01, 5-ACI-7B-01-5-ACI-7B-15

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James E. Dzurenda, Director

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Date