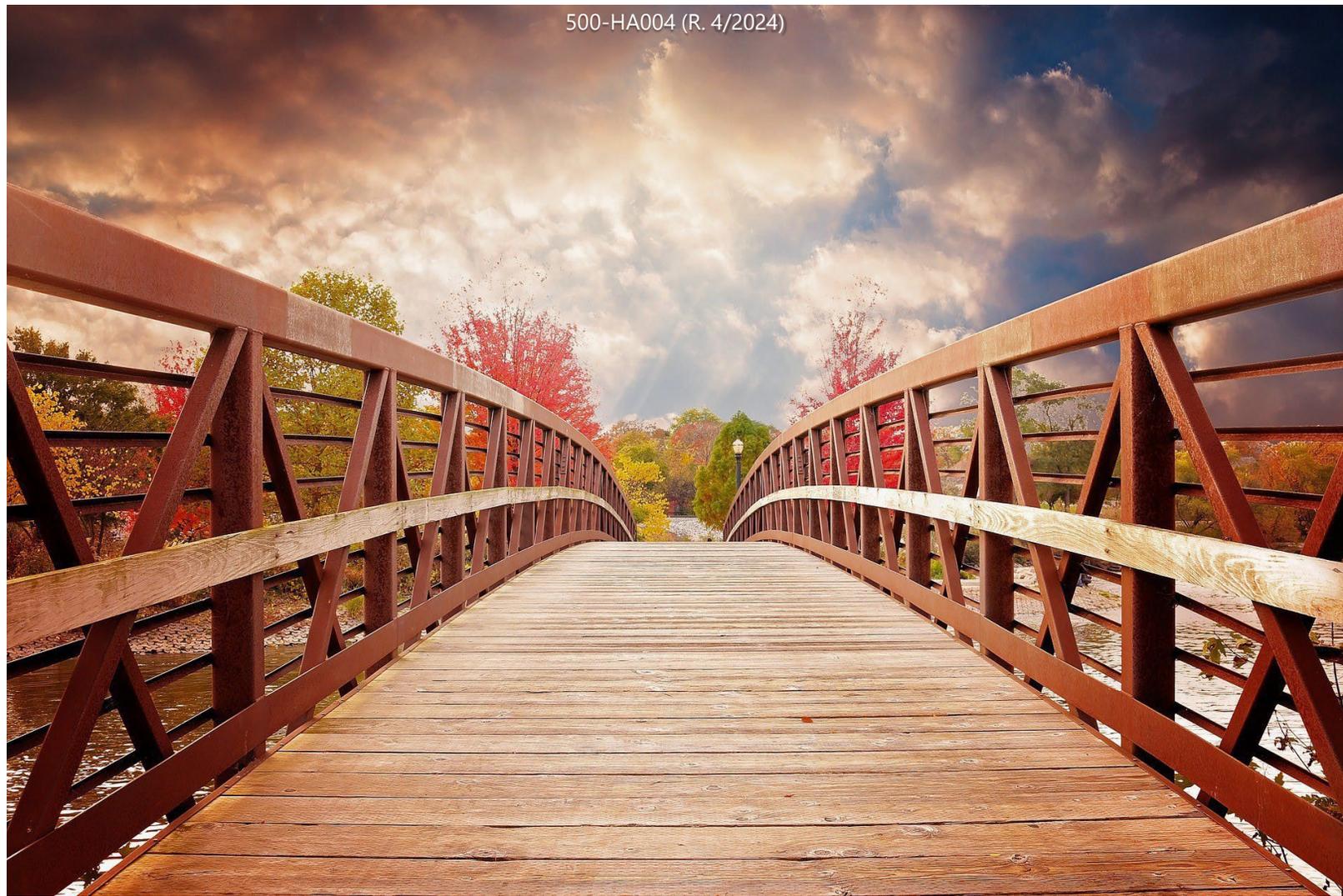


Graduated Reentry Handbook

500-HA004 (R. 4/2024)



Successful reentry takes place when incarcerated individuals, corrections staff, community members, and families, team up to develop an individualized graduated reentry plan from incarceration to the community.



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INTRODUCTION

Welcome to the Graduated Reentry (GRE) program within the Washington State Department of Corrections (DOC). In 2021, The Washington State Legislature passed ESSB 5121, which is an expansion to the Graduated Reentry Legislation (House Bill 2638) passed in 2018.

This expansion now allows Washington State Department of Corrections to transfer individuals onto electronic monitoring at an approved address through two different tracks, Track 1 and Track 2. Track 1 and Track 2 have the same eligibility requirements, however, Track 2 has some additional eligibility requirements. You must not be:

- Under Board Jurisdiction
- Required to register or
- Serving a sentence for a sexual/violent crime or crime against a person.

Per SB 5502, which was implemented July 2023, all individuals determined eligible to participate in GRE are required to complete a substance use disorder assessment prior to transfer to GRE.

Track 1:

Individuals who serve a minimum of 6 months in total confinement in a state correctional facility may transfer to a reentry center up to 12 months prior to release, and up to the final 5 months of their sentence served on electronic monitoring at an approved address.

Individuals who serve a minimum of 6 months in total confinement in a state correctional facility may transfer from a correctional facility to an approved address on electronic monitoring up to 5 months prior to release (no reentry center component).

Track 2:

Individuals who serve a minimum of 4 months total confinement in a state correctional facility, may transfer to an approved address on electronic monitoring up to 18 months prior to release.

The focus of this legislation is to provide an opportunity for incarcerated individuals to build skills by attending treatment, programming, work, or other self-help programs as part of a graduated access to the community in order to support one's transition from incarceration. While an individual completes their prison sentence in the community, the department must:

- Require placement onto electronic monitoring.
- Require an approved address.
- Require participation in programming and treatment based on one's assessed needs, and development of an Individualized Reentry Plan.
- Assign a Corrections Specialist (CS) to monitor compliance with partial confinement conditions.

- Assign a reentry navigator to assist individuals with transitional needs.

The Department may issue rental vouchers for those incarcerated individuals who are unable to secure housing without such assistance for a period not to exceed six months.

While transferring from a correctional facility to home, it is important that an individual understand they remain in inmate status within the Department of Corrections and is not on community supervision. All activities must be pre-approved by the (CS) and cannot be changed without prior authorization. You must remain in the approved residence at all times other than those occasions for which you have permission to attend school, treatment, programs, employment, and/or activities. It is imperative to your success that this distinction be understood and accepted so that the term of home detention can be successful.

ROLES

1.1 CORRECTIONS SPECIALISTS

You will be assigned a CS who will assist you in the transition to the community via Graduated Reentry. The assigned CS is available to assist with organizational skills, time management, budget, referrals to services, and is an advocate for you.

The CS will hold you accountable to the Graduated Reentry standard rules, expectations, and your individualized case plan. The CS will attempt to resolve issues at the lowest level whenever possible and appropriate.

1.2 REENTRY NAVIGATOR

You will be assigned a Reentry Navigator (RNav) to help with individual transition throughout the progressing phases of Graduated Reentry Program. The assigned Reentry Navigator is available to assist you in developing an Individual Reentry Plan (IRP), and an Essential Needs Checklist to focus on the first 72-hours after transfer and provide support for essential business needs during the transfer day. The assigned Reentry Navigator will assist with resource navigation in order for you to gain access to resources that will assist with identified needs to accomplish stability in the community.

You will be scheduled for a Reentry Team Meeting (RTM) by a Reentry Navigator either in person or by phone before transfer to GRE. You will discuss your Essential Needs Checklist, and transfer day support needs with the team. The assigned CS will answer GRE supervision questions or concerns during the RTM.

1.3 SPONSORS

Sponsors have an integral role in assisting the individual in transitioning by providing emotional support and encouragement. When an individual has agreed to participate in the program, the proposed sponsor will be contacted by a GRE staff to ask pertinent questions about:

- Sponsor's criminal history
- Pets
- Residence occupant information
- Inquire about firearms, drugs, alcohol and marijuana in the residence
- Victim concerns
- Neighbor concerns
- Access to the residence for home visits and searches.

Prior to the individual transferring to a private residence, a GRE staff will conduct a home visit to investigate the residence to determine if it is appropriate. At that time, they will request a walk-through of the home, request some form of identification from the sponsor and will confirm occupant names and ages of minor occupants and for the adults' names and date of birth in order to run a criminal history review. The home must be free of drugs to include marijuana, alcohol and firearms to include ammunition. All prescription medication will need to be secured and not accessible to the individual. During the walk-through staff may ask you to open cabinets or your fridge to ensure no drugs, alcohol or firearms are in the residence.

For the address to be approved, the approved sponsor must agree to unannounced home visits, all areas of your residence will be subject to search, and no firearms, ammunition, alcohol, non-prescription drugs, marijuana or narcotics are permitted in the home at any time. The sponsor is also responsible to inform all other occupants of the conditions and requirements.

Approved sponsors need to remember the individual is an active inmate and all activities must be pre-approved by a GRE staff and can't be changed without approval. The individual must always remain in the residence unless previously approved. The individual will not be allowed to drive unless pre-approved in advance by GRE staff.

Sponsors may feel like they are on partial confinement because the individual's conditions and requirements will affect you and your household. Recognize that things take time to work out and that nothing is perfect and establish boundaries and limits and communicate them to the individual. Have clear expectations of what you are willing and unwilling to do and be sure and communicate with the assigned GRE staff, if you have questions, concerns or information.

ACCESS TO THE COMMUNITY

2.1 SCHEDULING AND DAILY ACTIVITIES

As stated in the standard rules, a schedule must be approved in advance by the CS. Once a plan or activity is approved, it **CANNOT** be altered without permission from the CS. **It is your responsibility to manage your schedule, provide verification of approved activities, and obtain permission for changes in advance of the change occurring.** The CS will require verification of such changes to a schedule, so it is always in an individual's best interest to have verification of all activities while in the community. Schedule changes will be allowed at the discretion of the assigned CS.

A daily itinerary may be required to include the activities for the day. This will need to include the type of activity, the location, and contact name and number for the assigned CS to verify as needed. If the internet needs to be used for job search or education, it is to be documented on the daily itinerary documenting what sites were visited and for how long. You will be required to disclose what devices you are using and the passwords for those devices. All electronic devices used by individuals are subject to search.

Individuals must provide their assigned CS with all passwords to social media, email, and other online platforms.

You are subject to a daily curfew of 9:00 pm unless authorized by the assigned CS. Exceptions are New Year's Eve and July 4th curfew will be 6:00 pm.

2.2 SOCIALS

Socials are defined as any activity which is not necessary to care for self or immediate family members and is not connected to programming activities.

Definition of Immediate Family: An Incarcerated individual's children, stepchildren, grandchildren, great grandchildren, parents, stepparents, grandparents, great grandparents, siblings, aunts, uncles, and a person legally married to or in a state registered domestic partnership with an incarcerated individual. "Immediate family" includes the immediate family of an incarcerated individual who was adopted as a child or an adult but does not include an incarcerated individual adopted by another incarcerated individual (or the immediate family of the adopted or adopting individual).

Case manager has discretion to approve socials when the individual does not have immediate family.

Examples (not all inclusive):

Social	Not Social
Sports activities/events (not family related)	Work/job search
Movies (not family related)	Education
Visiting with friends	Programming (AA/NA, T4C) – activities associated with these groups
Out to eat (not family related)	Treatment
Shopping - with others for non-essential items	Religious activities – to include those sponsored by religious organizations
Going to someone’s home (not family related)	Family Reunification
Social event in community (fair, market)	Medical/MH/Dental
Fishing/beach/hiking	Essential – banking, gas, pharmacy, groceries,
	Professional appt (DOL, DSHS, SS)
	House meetings
	Reentry Services
	Pet care
	Physical exercise – gym, running/walking
	Medical for immediate family
	Personal care appointments - hair, required by dr. (massage, pedicure, as examples)
	Department store (clothes/household) - essential items for the individual/children (quick in and out)
	Library
	Family related (immediate family)
	Attorney/court
	Looking for a Residence

Individuals will earn the following allowed hours per week for socials. Hours do not include travel time. Individuals found guilty of a serious infraction will return to the previous phase.

	Participant responsibility: <ul style="list-style-type: none"> • Full compliance with Case Plan to include programming 	Participant responsibility: <ul style="list-style-type: none"> • Full compliance with Case Plan to include programming

	<ul style="list-style-type: none"> • Compliance with program rules to include remaining serious infraction free for last 30 days 	<ul style="list-style-type: none"> • Compliance with program rules to include remaining serious infraction free for last 30 days
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2.3 BLACKOUT PERIOD

You may have a 48-hour blackout period from the time of transfer to your home. During this time, you will not be allowed to leave your approved residence unless authorized by the CS. Work with your sponsor, Reentry Navigator and CS to plan for your essential needs (food, linens, clothing, hygiene etc.) during the blackout period.

2.4 VISITORS

All visitors 18 years and older to the residence may require a background check and will sign-in on a visitor’s log. In addition, overnight visits will not be permitted unless approved by the CS (family visiting for the weekend from out of town). You must communicate with the assigned CS and receive prior permission to have visitors with criminal history and/or visitors under DOC jurisdiction.

2.5 OUTINGS

When attending an outing for a family/friend at a location other than your approved residence and the adult attendees have not already been approved previously for visitation. You may be required to provide the full name and date of birth of each person that will be present depending on the size of the group and type of event. A background check may be conducted on each individual. Your CS will contact the home owner or host and request some form of identification to verify their identity and review criminal history and ensure there are no firearms, marijuana, drugs or alcohol at the outing during your visit. It is your responsibility to leave if you become aware of items present that could place you in violation.

2.6 ELECTRONIC MONITORING

As stated above, you will not be allowed to leave your residence unless approved, in advance, by the assigned CS. To ensure compliance with this, you will be monitored by an electronic monitoring device. The device is simple to operate and should not disrupt daily activities.

A transmitter bracelet will be attached to the individual’s ankle and a receiver will utilize cellular towers or be connected to a landline at the approved residence.

As mentioned, the receiver will utilize cell towers and where cell service is poor it will be connected to a landline. The receiver should be placed in a central location in the home. It should be positioned at least one foot from the wall, approximately waist high, and at least 10 feet from any large metal appliances such as a refrigerator or a stove. **DO NOT** place it near any electronic devices to include computer, television, or stereo.

Ankle bracelet: Must have contact with the skin; socks must be worn **over** the device. Cannot go into hot tubs.

Please note: The cost of this device is approximately \$1,900. Individuals are responsible for the care and management of this equipment. Any damage that occurs by tampering, misuse or defacing of the unit is the individual's responsibility.

GENERAL EXPECTATIONS

3.1 EXPECTATIONS

Although you are being transferred out of a correctional facility and into the community, you are not free to do what you want, when you want, or how you want, **YOU MUST GET PRE-APPROVAL**. We realize the difficulty of being “half-in and half-out,” so you should be sure to communicate stress and struggles to your assigned CS as they arise. We are here for the same goals and outcomes, **YOUR SUCCESS!**

While on electronic monitoring as part of Graduated Reentry, you are on partial confinement and must spend at least 8 consecutive/nonconsecutive hours within a 24-hour period in your residence.

The Washington Administrative Code (WAC)¹ and Revised Code of Washington (RCW)² are specific as to what is allowed while on partial confinement. You are accountable for all of your time while in the community and must communicate that to your assigned CS.

Failure to adhere to your approved schedule will result in disciplinary action and may result in termination and possible loss of good time and/or reclassification back to the institution.

3.2 TELEPHONE CALL-INS

You are required to have phone contact with their assigned CS as instructed. The purpose of this is to increase communication, build positive relationships, and ensure that needs are met.

It is your responsibility to contact your assigned CS daily or as directed by the CS. This is the time to communicate any needs or changes in your status.

CSs are not required to answer their phones on weekends, however, failure to leave a message when directed to call in can result in an infraction or level of disciplinary action.

3.3 CONDITIONS

You will be expected to follow all standard rules and the conditions of Graduated Reentry, which will be explained and given to you in writing at the time of your intake for the program. In addition, you will be required to comply with any and all conditions, requirements, and instructions as ordered in your individualized case plan. Any violation of these conditions may result in disciplinary action, up to and including termination from the program.

3.4 PROGRAMMING AND TREATMENT

An individualized plan will be developed by the assigned CS to include all required programming needs. If you have or owe child support, have traffic fines, or other financial obligations, the CS will incorporate all of these requirements as well.

You will be expected to obtain assessments and evaluations as directed by your assigned CS. These can be completed through a community provider or one contracted with Department of Corrections, if available. You will be required to fully participate and successfully complete all recommended treatment or programs.

¹ WAC 137-25-030

² RCW 9.94A.733

You may also be required to participate in other groups such as parenting programs, 12- step meetings, or other Department of Corrections approved programs as directed by your assigned CS. The CS will go over your individualized case plan with you and explain all expectations and programming needs.

3.5 BUDGETING AND SAVINGS PLAN

The assigned CS will work with you to develop an individual or family budget plan while in Graduated Reentry. You will be responsible for ensuring you are meeting your budget goals and paying legal financial obligations and court costs. The assigned CS may view bank account statements, receipts, etc. to ensure funds are properly spent. The CS will also review the budget plan to verify you're on track with your spending and savings plan.

HEALTH SERVICES & EMERGENCIES

4.1 MEDICAL, DENTAL, AND MENTAL HEALTH

While on electronic monitoring, you have access to medical, dental, and mental health services in the community. You are responsible for payment of all costs associated with this care.

You are required to provide written verification of any and all prescribed medications. You are responsible for taking the medication per the physician's instructions.

Communication with the medical provider is important to overall health and sharing information about previous addiction is necessary for effective medical care.

4.2 EMERGENCIES

For the purposes of Graduated Reentry, an emergency is defined as:

A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

As a Graduated Reentry individual, you are required to return to your approved residence at the designated time. In an emergency, a telephone call **must** be made to a GRE Supervisor assigned as the Duty Officer (DO) for the week. You must inform the DO of the emergency, state the reason for the time extension, and provide details surrounding the emergency. You must also contact your assigned CS to inform them of the emergency as well. GRE Duty Officer for after hours and emergencies:

360-725-8221.

Examples of when to call the after-hours emergency line:

- Medical emergency or immediate family member has medical emergency
- EHM equipment issue (i.e., broken strap)
- Evicted from residence
- Displaced from residence due to fire, flood, mudslide, etc.
- Power outage lasting more than 24 hours

Please seek emergency services as appropriate prior to calling after hours DO (i.e., call 911).

Examples of when NOT to call the after-hours emergency line:

- Early/Late from a scheduled outing (text or leave voice mail for your officer, be prepared to provide verification to Corrections Specialist (CS) if applicable such as picture or paperwork etc. on next business day)
- Power outage of less than 24 hours
- Schedule change
- Do not call the emergency line during normal business hours. (If you have a medical emergency and unable to contact your CS, you may leave and address your medical emergency. Please text your CS/backup CS and provide verification to your CS/back up CS)
- Working later than scheduled out time (text or leave voicemail for your officer. Be prepared to provide verification to CS on next business day)
- Didn't hear back from your CS about schedule change and wanting to know if you can leave. If your schedule is not approved, then you are not allowed to leave
- Just to talk about GRE topics that were missed with CS (needing clarification)

If somebody does not answer, please leave a voicemail with your name, DOC# and phone number and the reason for your call. If you have a medical emergency, you may leave and address your medical emergency prior to a call back.

Again, you must provide verification of your whereabouts to your assigned CS for all times out in the community. Being late returning home because you did not plan time well is not considered an emergency.

EMPLOYMENT SERVICES

5.1 EMPLOYMENT

Part of Graduated Reentry is establishing employment, housing, and other needs upon transition to the community. It is important for you to understand that programming and employment are important while participating in Graduated Reentry to develop skills to sustain employment and balance life responsibilities for successful community living.

5.2 JOB RESTRICTIONS

- You may not work more than 12-hours per day.
- You may not quit your job or schooling program without prior consent by the CS.
- You must remain on the job site premises during the scheduled to work time, unless this change was communicated with the CS.
- There are not to be any personal visitors on the job.
- You may not receive pay advances from the employer.
- You may not work in establishments such as bars or liquor stores where the sale and or/consumption of alcoholic beverages, or marijuana, on the premises is the primary business of the establishment.
- You may not work at dancing establishments, massage parlors, or do home deliveries.
- You may not cross picket lines for work.
- You may not work jobs where locations change frequently, unless approved by your CS.
- You may not sell products door to door.
- You may not be employed as a driver.
- You may not work jobs where you have access to personal, financial, or other records of customers. i.e.: telemarketing where credit card numbers are used for purchases.

DISCIPLINARY SYSTEMS

6.1 DISCIPLINARY SYSTEMS AND PROCEDURES

Violations will be addressed by the CS by following Department of Corrections Policy, 460.135, and may result in various sanctions. The degree of a sanction will be determined by the severity and frequency of violation behavior, as well as adjustment to the program and community.

6.2 INFRACTIONS

Major infractions are violations of the standard rules or conditions of Graduated Reentry or a special condition. If you are charged with a major infraction, you will receive a written statement of the alleged infraction(s), including a description of the incident and specific rules violated. If you remain out of custody, pending the hearing, you will be placed on black out and cannot leave the approved residence or have visitors.

The following list includes, but is not limited to, items and activities that are **prohibited**:

- Gambling (to include purchasing lottery tickets and BINGO).
- Entering contracts where services are rendered but payment is expected (to include layaway). This includes marriages and registered domestic partnerships with the exception of those processes initiated and approved while in total confinement as per DOC policy 590.200.
- Driving motor vehicles unless authorized to do so, per policy 380.540.
- Associating with other Department of Corrections incarcerated individuals, either verbally or in writing (inmate to inmate correspondence, unless approved to do so according to DOC Policy 450.110).
- Out-of-state travel or overnight stays outside of the approved residence.

If you have committed a major infraction a hearing is to be held, this will be consistent with Department of Corrections Policy 460.135 Disciplinary Procedures for Work Release. A finding of guilty in a hearing may result in a loss of good time, additional conditions and/or termination from the Graduated Reentry. Other sanctions may be imposed as deemed appropriate by the Hearings Officer addressing the infraction.

6.3 ESCAPE

Failure to return to the approved residence at the authorized time or leaving the approved residence without authorization is considered an escape. If you are missing from an authorized location you will be reported as an escapee.

Escape proceedings are initiated as soon as an absence is discovered, including notification to local law enforcement.

If you escape, a recommendation will be made with the local prosecutor's office that escape charges will be filed.

Resolution Requests

A resolution request is a written, formalized complaint. The Resolution Program provides a process to have complaints heard and resolved in a formal manner. Before filing a resolution request, individuals should try to resolve issues at the lowest level possible.

Discussing an issue with a CS, Supervisor, or Program Administrator will often clear up any misunderstandings. If a sincere effort has not been successful, then a formal resolution would be the next step in the process.

Resolution Requests are handled consistent with Department of Corrections Policy 550.100 Resolution Program.

A Resolution Request form can be obtained from the assigned CS or local Department of Correction's field office.

7.1 RESOLUTION COORDINATOR

Complete the grievance form and mail it to:

Department of Corrections
Resolution Program
Manager PO Box 41129
Olympia, WA 98504

Q: What is my transfer date?

A: Your transfer date is based on caseload capacity and/or housing availability, as well as any notifications required. Please be patient and remain infraction free.

Q: Can I utilize Social Media?

A: The use of social media is left up to the discretion of the CS. Keeping in mind, all electronic devices are subject to search and passwords will be provided to your CS. If allowed, please be mindful this will be a privilege and will have to be earned.

Q: What is the cost for Electronic Home Monitoring (EHM) for my family and for me?

A: DOC will cover the cost of EHM, however, in some cases there must be an independent phone line in the residence. If an independent line cannot be installed, the Department will work with the sponsor for an accommodation, if feasible.

Q: Can I work a graveyard shift?

A: You may have job restrictions during your first phase on EHM. As long as it is in your schedule, there is an opportunity to work graveyard shifts. Individuals can work a maximum of 12 hours per day.

Q: What if I become engaged in a conflict with the sponsor and/or residents in the home, due to their inappropriate conduct/behavior, and I am asked to move?

A: DOC creates a safe environment for individuals. You are to communicate this conflict ASAP to your CS. Open and honest communication with your CS is pertinent. Your CS will work with you to locate a new residence. If there are no other housing options, you will be returned to the institution.

Q: Can the EHM Ankle Bracelet go into Tanning Beds?

A: Although, the device does not disrupt daily activities, it does have limitations. The bracelet can be submerged no more than 15 feet in water. However, it is not allowed in hot tubs, as well caution should be forefront with utilizing tanning beds. As stated above, you will be responsible for the use and care of the equipment, and if there is any damage or defacing of the equipment the cost is \$1900.

Q: Can I wear socks with the ankle bracelet?

A: Yes, you can wear socks over the bracelet, the bracelet must be against bare skin. It's a good idea to turn the bracelet occasionally to maintain good contact.

Q: Why do I have to make daily contacts?

A: When and how often you contact your CS is based on the phase you are in and the discretion of the CS. It's important to maintain regular contact to make sure your needs are being met, to answer any question you have and to build the relationship between you and your CS.

Q: Do I have to call in on the weekends and holidays?

A: You must call/text/email your CS at their direction, which can include weekends and holidays. Your CS is not required to answer on the weekends and holidays, although you must leave a message if you are directed to call in. Your CS will return your call on the next business day.

Q: Why does my Specialist need all my passwords to my electronic devices?

A: Remember, you are still an active inmate serving your sentence. Your CS needs your passwords for monitoring your behaviors and in the event a search needs to be conducted. All your devices are subject to regular monitoring by the CS and approved searches.

Q: If having a job is important for me to be successful why can't I work overtime?

A: You can work overtime, as long as your schedule provides for that opportunity. For example, if you work on Tuesday and have treatment class that same day, you must accommodate your schedule to allow 8 hours in the home minimum per day. Employment cannot replace other programming requirements that are important to an individual's transition to the community.

Contact Information



GRADUATED REENTRY CONTACTS:

EMAIL:

dockorrespondenceunit@DOC1.WA.GOV

Kristine Skipworth, Regional Administrator East Region

kmskipworth@doc1.wa.gov

Kelly Miller, Graduated Reentry Administrator

klmiller@doc1.wa.gov

Electronic Home Monitoring (EHM) – Key Points & Schedules

Corrections Specialist (CS):

Phone:

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:

This is a quick reference guide from your CS to help you remember the many daily requirements and successfully complete EHM. Please read and utilize your Graduated Reentry Handbook often and check up on your own compliance. Take the initiative for your success!

Daily

Check In – Phone call to CS before 12pm/12:00/Noon

- Set a reminder if needed and let me know if you need help with this.

Logs – Handwritten or Typed

- You are required to complete a log (Daily Itinerary Form) every single day to account for your time.
- Detail your activities throughout the day whether at home or on an outing.

- Verification is required for every activity that occurs outside of your home.
 - Receipts, verification slips, sober support logs, phone “selfies”, medical printout, timecards, etc.
 - Please note in the verification column what verification you have for every outing location.
 - Lack of verification is equal to “unaccounted time in the community”.
- CS will collect these during home visits or office visits, you are not required to carry them on outings unless otherwise notified.

Weekly

Outing Requests – Email due every Wednesday before 12 noon for the following Sunday through Saturday, or as directed by your CS.

- Late requests may be denied – If your schedule is not approved, you cannot leave your home.
- One change per week is permitted with written approval. Please submit via email.
- Stick to your outing plan.
- Do not make unauthorized stops.
- Notify me immediately if you are running late, leaving somewhere early, heading home early, etc.
- **Random visits are required – staff may show up at outings to confirm adherence to schedule.**
- Schedule template/example for requesting outings:

Date: Monday

02/22/22 Leave:

8:00AM Return:

11:00AM

Destination: Sunset Addiction Services

Address: 5682 N. Sundale Rd. Tukwila,

WA Purpose: Drug Treatment Group

Time of Activity: 8:30-10:30am

Travel to outing: 30 minutes

bus 100

Travel from outing: 30 minutes bus 100

Accompanied parties: None

Emergency

- An emergency is a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.
- For emergencies call 911 (when applicable), and notify the Duty Officer, 360-725-8221. This includes evenings and weekends. Leave a detailed voice message including your name, DOC # and location. Proceed to the nearest emergency service as needed. Upon discharge, bring documentation home for your CS to review/verify.

How to fill out a schedule request:

Date: The day/date of the outing.

Leave: This is the time you are physically leaving your residence. Example, If you put 6:30AM, you can leave at that time or after but not before.

Return: This is the time you are walking back into your residence. Example, If you put 4:30PM, you can come in earlier but not later.

Destination: Where are you going?

Address: The specific physical address

Purpose: Why you are going? Be specific, for example don't just put "shopping", specify what you are shopping for at that location "work shoes, clothes, hygiene items".

Time of activity: What time the activity starts, the activity ends. Example 7:00AM-4:00PM

Travel time to outing: Time to travel to the outing.

Travel time from outing: Time to travel home from the outing.

Accompanied parties: Must be pre-approved. Who is traveling with you? Who is transporting you? Who will be with you? If no one, just put alone or none.

Mode of transportation: How are you getting there?

Bus-List specific bus numbers you will be taking. If someone is driving you, they must have a valid license, insurance, and registration. Please provide vehicle information, make, model, license, you can just take a picture. All information will need to be provided to your CS prior to travel and you may only ride with approved drivers.

Fill the below out from Sunday to Saturday (days subject to change per CS) for EACH outing EVERY DAY. An outing can consist of several different destinations. A trip to treatment and then the grocery store would be considered one outing with two different destinations. Please see example below.

If you return home in between destinations, then you fill out the template as two separate outings!!

Example with one Destination	Example with multiple Destinations
<p>Date: Monday 02/22/19 Leave: 8:00AM Return: 11:00AM Destination: Sunset Addiction Services Address: 5682 N. Sundale Rd. Tukwila, WA Purpose: Drug Treatment Group Time of Activity: 8:30-10:30am Travel to outing: 30 minutes bus 100 Travel from outing: 30 minutes bus 100 Mode of Transportation: Accompanied parties: None</p>	<p>Date: Wednesday 1/19/2022 Leave: 6:30pm Return: 9:00 pm Destination #1: 76 Gas station Address: 14807 1st ave s Burien WA 98168 Purpose: To put gas in vehicle for week Time of activity: 6:40 pm to 6:50 pm Travel time to: 10 mins from home Travel time from: 10 mins to New hope Meeting Mode of Transportation: Myself, Driving my approved car Accompanied parties: None</p> <p>Destination #2: NA Meeting at New Hope Address: 235 SW 153rd st burien WA 98166 Purpose: NA Meeting Time of activity: 7:00pm to 8:30pm Travel time to: 10 minutes from gas station Travel time from: 30 minutes to home Mode of Transportation: Myself, driving my approved car Accompanied parties: None</p>