I. ORCS Committee Membership and Meeting Schedule
   A. The committee will include representatives from:
      1. Department of Corrections
         a. ORCS Program Director
         b. Community Corrections Special Needs Unit Supervisor
         c. Director of Mental Health or designee
      2. Department of Social and Health Services (DSHS) Division of Behavioral Health and Recovery (DBHR) (i.e., mental health, chemical dependency, and developmental disabilities professionals)
      3. Regional Support Networks
      4. Washington Community Mental Health Council
      5. Washington Association of Designated Mental Health Professionals
      6. Law enforcement
      7. A community chemical dependency treatment provider
   B. The committee will meet monthly.

II. Criteria for ORCS Committee Review
   A. Major Mental Disorder Criteria
      1. If an offender meets **3 or more** of the following, s/he can be identified as likely to meet major mental disorder criteria:
         a. Has an Axis I Major Mental Disorder and Seriously Mentally Ill (SMI) noted in his/her electronic file.
         b. Has had past mental health related/psychiatric hospitalizations, identified in his/her electronic file or elsewhere in the record.
         c. Is housed in or has previously been housed in a Department Mental Health Unit.
         d. Has a history of community mental health services, is on psychototropic medications, or has been in the past.
         e. Has PULHES “S” code of 3 or higher, or has PULHES “S” code of 2 and is being prescribed psychotropic medication.
      2. An offender can also be identified as likely to meet major mental disorder criteria if s/he is or has been enrolled with the DSHS Developmental Disabilities Administration.
B. Dangerousness Criteria

1. If an offender meets any of the following, s/he can be identified as likely to meet dangerousness criteria:
   a. Is convicted of a Felony Index Violent/Serious Violent Offense,
   b. Is classified as High Risk Violent,
   c. Has a history of potentially lethal suicide attempts,
   d. Has used a weapon during an offense,
   e. Demonstrates a current threat of imminent risk,
   f. Is a Level III sex offender,
   g. Has a history of dangerous infractions,
   h. Has a history of hate crimes, or
   i. Has 2 or more non-custodial assaults.

III. Referrals to ORCS Program

A. ORCS Program referrals can be made by the following:

1. Correctional Unit Supervisors, Correctional Program Managers, Classification Counselors, and/or facility mental health employees
   a. Regional Support Network/community providers may submit a request for referral to program employees.

2. Community Corrections Supervisors and/or Community Corrections Officers (CCOs)

3. End of Sentence Review Committee

4. Indeterminate Sentence Review Board (ISRB)

B. The process to generate a referral is as follows:

1. Employees may submit a referral 12-18 months before the offender’s Earned Release Date (ERD) using DOC 14-030 Offender Re-entry Community Safety Program Referral.

2. An automated referral will be generated through the electronic files of offenders previously designated for the program who are being re-admitted. The Classification Counselor will submit DOC 14-030 Offender Re-entry Community Safety Program Referral for a mandatory review.

IV. Pre-screening and Committee Review Preparation

A. ORCS Program employees will pre-screen potential candidates based on ERD, using various data sources including, but not limited to, the SMI and Mentally Ill lists, referrals, and other OMNI reports.
1. Initial prescreens will be conducted 6-9 months before release, unless the offender’s entry date is within one year of his/her release date, in which case a prescreen will be completed as soon as possible.
   a. For offenders who appear to meet the Major Mental Disorder and Dangerousness criteria, a request for mental health documentation will be sent to the records employee at the facility where the offender is housed.
   b. DOC 14-029 Chemical Dependency/Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information will be forwarded to the offender’s Classification Counselor as needed.
   c. Additional records may be requested from the Regional Support Network, community agencies, state hospitals, and other mental health providers.

B. At 6 months before the offender’s ERD, ORCS Program employees will prepare a narrative summary and committee review packet for offenders who appear to be ORCS candidates.

1. If the offender has less than 3 months to his/her ERD at the time of review, program employees will confer with the DSHS Division of Behavioral Health and Recovery ORCS Program Administrator, contracted Regional Support Network, or contracted agency to present the offender.
   a. In these cases, if the offender is newly committed (i.e., within the past 12 months), program employees will notify the Regional Support Network and DSHS Division of Behavioral Health and Recovery of the decision to present to the ORCS Committee.

2. Program employees will send a request to the mental health lead at the facility where the offender is housed to complete DOC 14-022 Mental Health Status Questionnaire within 10 days.
   a. If DOC 14-022 Mental Health Status Questionnaire is completed 6 months or more before the review date, program employees will contact the offender’s primary therapist at least 2 weeks before review to complete DOC 14-023 Mental Health Status Update from Primary Therapist.

3. The narrative summary will include:
   a. Current mental health status from DOC 14-022 Mental Health Status Questionnaire and DOC 14-023 Mental Health Status Update from Primary Therapist
   b. Psychological history
   c. Current offense
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d. Prior criminal history
e. Infractions

4. The review packet will include, as available:

a. All mental health documentation
b. Pre-sentence Investigation
c. Police reports of violent crimes
d. Criminal history summary
e. DOC 14-022 Mental Health Status Questionnaire
f. DOC 14-023 Mental Health Status Update from Primary Therapist
g. Other available relevant information

V. ORCS Committee Review Process

A. The committee will review the documentation on the offender to determine the:

1. Presence of a major mental disorder.
2. Presence of dangerousness.
3. Designation of ORCS Program participant status.

B. The committee will decide by majority vote, and at least 7 members must be present to constitute a quorum.

C. Upon designating an offender for ORCS Program participation, the committee will:

1. Make a recommendation for evaluation by the designated mental health professional per RCW 71.05, if indicated.
2. Identify the Regional Support Network to which the offender will be referred.
3. Recommend transferring the offender to another facility to facilitate the community transitioning process. Upon request, the offender will be transferred to the facility which:
   a. Meets his/her treatment needs and classification status, and
   b. Is nearest to the county of release.

D. Documentation of ORCS Committee Decisions

1. ORCS Program employees will document the ORCS Program Committee decision in the offender’s electronic file and scan the completed DOC 14-030 Offender Re-entry Community Safety Program Referral and program record into the offender’s electronic imaging file.
2. If the offender has been designated for ORCS Program participation, the Classification Counselor, Transition Corrections Mental Health Counselor, and designated facility transition mental health employee will be notified.

3. A notice will be sent to the mental health lead at the facility where the offender is housed to complete the Advance Directive process per DOC 630.520 Mental Health Advance Directives.

4. ORCS Program employees will prepare and disseminate a Law Enforcement Alert 35 days before release of an ORCS Program participant who is:
   a. Presenting a risk to law enforcement, or
   b. Demonstrating an explicit risk to public safety.

5. ORCS Program employees will refer an ORCS Program participant to the Victim Services Program, via email documented in the offender’s electronic file, who is considered a high risk to re-offend because s/he is:
   a. Exhibiting threatening behavior toward a past/potential victim, or
   b. Pursuing a relationship with a past victim.

VI. ORCS Program Participant Status

A. Once an offender has been designated as an ORCS Program participant, s/he is eligible for 60 months of contracted services upon release. S/he must be actively engaged in mental health treatment to be eligible for program benefits.

   1. ORCS Program participant status will not be affected if the offender refuses community mental health services.

   2. If the offender chooses to re-engage in services, the ORCS Program services will be re-initiated.

VII. Release Planning

A. A Multi-System Care Planning Transition Team should consist of:

   1. Facility Classification Counselor,
   2. Designated facility transition mental health staff,
   3. Transition Corrections Mental Health Counselor,
   4. CCO,
   5. Primary therapist,
   6. Offender,
   7. DSHS Division of Behavioral Health and Recovery representative(s),
   8. Community mental health and chemical dependency professionals,
   9. Regional Support Network representative, and
   10. Other identified persons.
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B. The Classification Counselor will submit an Offender Release Plan (ORP) no later than 6 months before the offender’s ERD.

1. The designated facility transition mental health employee will be notified by the Classification Counselor, or receive an auto-generated notification, when a CCO has been assigned and when the ORP has been approved.

2. The CCO will notify all members of the Multi-System Care Planning Transition Team.

3. The designated facility transition mental health employee will confer with records employee when an ORP has been approved to ensure the offender’s electronic file has been updated.

C. The Transition Corrections Mental Health Counselor will coordinate release planning with the Regional Support Network/ORCS Program contracted mental health provider for all program participants and will keep program employees apprised of all transition meetings and release plans.

1. Pre-release meetings to establish the ORCS Program Transition Plan will be held approximately 90, 60, and 30 days before the offender’s release and will include all available members of the Multi-System Care Planning Transition Team.

   a. Exceptions to county of origin placement will be handled per Attachment 1 of DOC 350.200 Offender Transition and Release.

   b. The meetings will be documented in the offender’s electronic file.

2. The Transition Corrections Mental Health Counselor will complete and maintain DOC 21-964 Offender Re-entry Community Safety Program Transition Plan, and will share the plan with all members of the Multi-System Care Planning Transition Team.

   a. The ORCS Program Transition Plan will document each Multi-System Care Planning Transition Team member’s responsibilities and be updated at the time of each pre-release meeting.

   b. The ORCS Program Transition Plan will be posted on the Mental Health SharePoint site 30 days before ERD and updated as necessary until the actual release date.

D. Changes in the ORP will be reported to ORCS Program employees, via email or phone, as soon as possible so they can issue amended notifications as necessary and provide accurate and updated information.

E. The designated facility transition mental health employee will report any changes in the offender’s release address or county of release.
F. Headquarters ORCS Program employees must be notified of any potential change to the county of release due to victim concerns as soon as that likelihood is evident.

G. ORCS Program participants releasing from commitment status must be transported to their release destination. Public transportation will not be used.

VIII. Referral for Civil Commitment

A. ORCS Program participants may be referred for civil commitment per RCW 71.05.
   1. The process required for admission to a state hospital (i.e., Eastern or Western State Hospital) is defined in Joint Protocols between DSHS Mental Health Division and Department of Corrections Health Services, located under Health Services on InsideDOC.
   2. The ORCS Program transition planning will still occur as the primary plan in case the civil commitment process is not completed.

B. As part of the ORCS Program Transition Plan, the Multi-System Care Planning Transition Team may recommend that the offender be evaluated by the county designated mental health professional.
   1. If an evaluation is recommended, it will occur not more than 10 days and not less than 5 days before release.
   2. A second evaluation can occur on the day of the release, based on new information or a change in the offender’s mental condition, if requested by the Multi-System Care Planning Transition Team and the initial evaluation did not result in an emergency detention or a summons under RCW 71.05.

C. When the recommendation is made, the designated facility transition mental health employee and the Transition Corrections Mental Health Counselor will coordinate the process.
   1. The designated facility transition mental health employee will forward the recommendation to the appropriate clinical employee for further action to ensure the referral is made and the necessary supporting documentation is available to the appropriate designated mental health professional.
   2. If the Multi-System Care Planning Transition Team makes a decision more than 3 working days before the anticipated admission date, the designated facility transition mental health employee will fax the referral packet to the hospital no later than 3 working days before the anticipated admission date.
   3. If the decision is made less than 3 days before the offender’s release, the designated facility transition mental health employee will:
a. Fax the referral packet to the hospital immediately, and

b. Give notification of a probable RCW 71.05 referral, specifying the anticipated admission date and catchment area, and send the medical file information to, as applicable, the:

1) Director of Social Work at Eastern State Hospital, or
2) Community Resource Program Manager at Western State Hospital.

D. The same referral process is used for offenders on community placement/custody.

E. The offender can be transported to Eastern or Western State Hospital or an evaluation and treatment facility up to 10 days before the Maximum Expiration (Max Ex) date for RCW 71.05 evaluation.

1. The Department is responsible for transporting or otherwise ensuring that transportation is provided through agreed upon arrangements with the committing designated mental health professional.

F. If the offender is not detained longer than the initial 72 hours, s/he will be returned to the Department and will be held until the Max Ex date.

1. If the offender is detained for an additional 14 days, s/he will not return to the Department.

2. If the offender escapes before the Max Ex date, the jurisdiction returns to the Department.

3. If the offender is under ISRB jurisdiction, s/he cannot be released before the Max Ex date.

G. Each county Regional Support Network or designated mental health professional may have its own unique system and procedures for RCW 71.05 commitment and/or Less Restrictive Alternative (LRA).

H. Each designated mental health professional evaluation and determination of appropriateness for detention/commitment will be made on the merits of the case and the offender’s individual circumstances.

I. Referral for civil commitment will not constitute an approved release address/plan. If the offender has community placement or community custody following release, the referral must occur before his/her Max Ex date.

J. Employees will contact the ORCS Program Director or designee for assistance with the process.
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IX. Financial Resources

A. ORCS Program funding is through the DSHS Division of Behavioral Health and Recovery and will be provided to the contracted Regional Support Network, mental health agency, or a designated payee in certain areas where no program contract exists.

B. Program funds are intended to pay for additional services to assist in the offender’s successful transition into the community, such as:

1. Enhanced mental health treatment services,
2. Substance abuse evaluation and treatment,
3. Housing,
4. Vocational training and supplies, and
5. Other relevant programs.

C. Program funds will not be used to pay Legal Financial Obligations (LFOs).

D. Funds available for services for an ORCS Program participant can only be spent in Washington State.

E. Offenders will be expected to actively engage in appropriate treatment and recovery services in order to continue receiving participant designated benefits.

F. Housing voucher funds will typically not be used for ORCS Program participants in areas where a program contract exists.