


<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III CHAPTER 4</p> <p>Procedure 4.02.01</p>	<p>Replaces No. 4.02.01 07/01/09</p>
<p>Chapter Title SUPERVISION, REENTRY</p>		<p>Date of Issue: 06/17/09</p>
<p>Subject ASSESSMENT, SANCTIONING AND COMMUNITY RESOURCES AGENT (ASCRA)</p>		<p>Effective Date 05/01/16</p>

## I. AUTHORITY

The chairman of the board is granted the authority to “direct the operations of the board and fulfill the functions established by the act... including organizing, staffing, controlling, directing, and administering the work of the staff.” Act of 1941, P.L. 861, No. 323 § 3 as amended Oct. 9, 1986, P.L. 1424, No.134 **61 Pa.C.S. § 6112.**

## II. PURPOSE

The purpose of this procedure is to explain the responsibilities of parole agents serving in the capacity of Assessment, Sanctioning and Community Resource Agents (ASCRA).

## III. APPLICABILITY

This procedure is applicable to parole agents assigned as Assessment, Sanctioning and Community Resource Agents (ASCRA).

## IV. DEFINITIONS

All definitions are located in Procedure 4.02.01.

## V. POLICY

It shall be the policy of the board to promote offender success by utilizing an evidence based comprehensive case management approach that supports the effective reintegration of offenders back to the community.

## VI. PROCEDURE

The primary function of **ASCRA** is to ensure that the board policy of progressive, corrective, and rehabilitative management of parolees is achieved consistently across all parole districts, with the objective of managing parolees in the communities as long as they can be safely and effectively supervised.

### A. Roles and Responsibilities

#### 1. Evidence Based Practices

- a) **ASCRA's will serve as a local expert in matters pertaining to evidence based practices (EBP) and to facilitate cognitive-behavioral groups, including, but not limited to, Life Skills, Anger Management, AOD and Pennsylvania's Department of Corrections Violence Prevention Booster program.** ASCRA's will maintain information and develop resources concerning individual and group treatment available to offenders in the community.
- b) ASCRA's will be available to advise parole supervision staff in matters relating to case planning and the proper administration of assessment instruments such as the Level of Service Inventory – Revised (LSI-R) and **Static-99R.**
- c) ASCRA's will serve as a resource for parole supervision staff in the development of initial and subsequent supervision/case plans, utilizing evidenced based practices, related to appropriate programming options, available community resources, and reliable employment opportunities.
- d) **ASCRA's will assist parole managers in reviewing measurement strategies and practices of supervision planning to ensure that evidence-based practices are being employed.**

## 2. Offender Groups

### a. Securing group space

- 1) **ASCRA's are responsible for securing suitable space to facilitate their groups. If the district office does not have space available, the ASCRA needs to find suitable space in the community.**
- 2) **If payments are required for facility use, and/or has "terms and conditions" associated with using the site, these requests must be sent to the director of Budget and Office Services for approval. All facilities that require a fee must have a vendor number or be willing to accept credit card payments.**
- 3) **If a facility does not charge a fee or have "terms and conditions", then the ASCRA can use the space without prior approval. In the instance a facility requests a liability certificate; the facility must contact the Bureau of Offender Reentry.**

### b. Group referrals for new releases:

- 1) **An ASCRA Group Referral/Waiver Form PBPP-407 will be completed for all new releases from the parole supervision staff as a part of their initial intake supervision duties. The ASCRA will be forwarded the PBPP-407 after the initial case review with parole supervisor approval.**
- 2) **On a monthly basis, the ASCRA will run the 90-day Initial Case review listing. The offenders in the "group required" column are**

those offenders who automatically meet the eligibility requirement for a National Curriculum Training Institute (NCTI) Cog group. The ASCRA will confirm that they received all the appropriate group referrals.

- 3) The ASCRA will notify parole supervision staff of the offender name and group placement information by email. Field staff should provide a PBPP-348 to the offender to attend the group. The ASCRA may follow up with a letter and/or phone call to the offender.
- 4) The ASCRA will review the PBPP-407, page 2 group waiver requests to make sure the district director and/or deputy district director as well as the supervisor approve of the reason, which includes the field staff plans noted for addressing the criminogenic needs of the offender. If the ASCRA does not agree with the reason provided on the waiver request, the ASCRA shall review with the district director and/or deputy director. If an ASCRA receives a waiver form without signatures, the form will be returned to the parole supervisor for appropriate signatures.

**c. Group referrals for BCC Cognitive Behavioral Services:**

Parole supervision staff will forward the completed BCC Re-Entry Services Referral form for cognitive behavioral services to their designated ASCRA by email or office inbox.

- 1) The ASCRA will review the offender's case within 5 business days to determine if the referral is appropriate and whether the offender was placed into a PBPP cognitive behavioral group prior to the BCC referral.
- 2) If the offender is high risk and has never been placed into a PBPP cognitive behavioral group, the offender will be required to attend an available PBPP cognitive behavioral group first before the BCC referral.
- 3) If the offender will be placed into a PBPP cognitive behavioral group, the ASCRA will return the BCC form to parole supervision staff and note the PBPP group the offender will be scheduled to attend.
- 4) If the offender meets all qualifications and is being referred to the BCC cognitive behavioral intervention service, the ASCRA will make a note on the form requesting BCC Referral Unit to provide the program information to parole supervision staff.
- 5) The ASCRA shall email the completed referral form to CR, BCC Services Referral and include the assigned agent/parole supervisor in the email distribution.

d. Group Facilitation

- 1) ASCRAs will place an offender into a Cognitive Life Skills group for all newly released offenders, if eligible. The offender may also be referred to additional groups depending on needs, including and not limited to the following:

- Violence Prevention Booster
- Employment
- Family Education
- Parole Information
- AOD

- 2) ASCRAs will follow the program curriculum as written for each group and session.
- 3) The duration of each session should be 1.5 to 2.0 hours with a maximum of 15 offenders per session, and no more than two sessions per group should be facilitated each week. The two sessions must be facilitated on 2 separate days during the week.
- 4) At a minimum, ASCRAs will be required to maintain **three (3) NCTI cognitive life skills group** and one (1) (NCTI or other employment curriculum) group at all times. Other groups may be delivered on an as-needed basis. If groups are co-facilitated by two ASCRA's, then this requirement would be a minimum for each individual ASCRA. Also, this requirement is in addition to any non-NCTI groups being facilitated.
- 5) Groups are to be scheduled at varying times during the day and evening hours to best accommodate offenders' ability to attend groups.
- 6) Groups may be delivered in an open or closed setting.

e. Record Keeping for PBPP Cognitive Behavioral Groups:

- 1) Enrollment, Progress and Outcome
  - a) ASCRAs will maintain a listing of all group offerings, inclusive of the date, time and location, and be responsible for documenting in the electronic record (Treatment Tracking) all information pertaining to individual offender enrollment and outcomes of group participation.
  - b) **ASCRAs will record all group progress notes into the PBPP J-Net 259 system for each offender who participated in group within 3 business days of the session.**
- 2) Pre and Post Testing
  - a) ASCRAs will ensure all offenders participating in group will complete pre and post testing requirements of the curriculum.

- b) ASCRAs will ensure these testing documents are forwarded to the Bureau of Offender Reentry upon completion of the entire group series for each individual offender.
- c) If running an open group submit the completed pre/post-tests for each individual offender as a grouping of a minimum of 5 offenders.

### **3) Bureau of Reentry Communication with Parole Manager**

- a) **ASCRAs will be responsible for completing weekly PBPP-145Rs to their supervising parole manager. The PBPP-145R will include, but is not limited to, a daily activity log, group session activity log, any other offender contact, etc. The PBPP-145Rs will be forwarded on a weekly basis, but no later than COB on the following Tuesday of the week worked.**
- b) ASCRAs will maintain an updated Microsoft Outlook Calendar at all times and access is to be granted to the supervising parole manager.
- c) **ASCRAs will provide their assigned parole manager a monthly report of activities the ASCRA has completed for the month. It will be due by COB the first Tuesday of the new month.**
- d) ASCRAs will seek parole manager prior approval for any planned overtime or scheduled/unscheduled time off.
- e) Should an ASCRA be called as a part of the district overtime equalization listing, they can only accept or accrue OT in times outside of performing expected essential ASCRA position duties.

### **3. Sanctioning**

#### **Administrative Conferences**

ASCRAs shall participate in Administrative Conferences when requested and available.

### **4. Reentry Program/Coalition Participation**

**ASCRAs will serve as a member of the reentry program team or as a member of a reentry coalition where programs have been established.**

### **5. Community Resources/Service**

#### **a. Identification and Development**

- 1) ASCRAs will work with existing local social services agencies, community resources, criminal justice professionals, and faith-based entities to help meet the needs of offenders and assist them in the utilization of these resources. ASCRA also will locate additional community resources and

develop new programs, as needed, with community-based resources and agencies.

- 2) ASCRAs will serve as a district resource in matters relating to offender employment and vocational training opportunities including identifying potential employers and educational/vocational training opportunities. ASCRAs may also provide guidance and advice for offenders concerning employment and job retention.
- 3) ASCRAs will be a point of contact for consultation and assistance to institutional, **reentry parole agents** and parole supervision staff regarding issues **related** to employment, housing options, access to financial, medical, and health benefits, etc. for offenders pending release or under active supervision.
- 5) ASCRAs will serve as a district resource to individual public agencies and other community organizations to gain understanding, cooperation and support. ASCRAs will serve as a district liaison between the **agency** and community service providers, employers, educational institutions, and staff in correctional institutions, psychiatric facilities and aftercare agencies. This outreach may require coordination between the ASCRA and the Bureau of Offender Reentry.

b.) Community Service

ASCRAs will assist the district by collaborating with the community to develop a community service listing for offenders to choose a location to complete their community service. At **NO** time will an ASCRA develop an agency-sponsored community service project. If working with a county probation department, an agreement must be developed and approved by the Office of Chief Counsel. The ASCRA should consult with their Parole Manager prior to any mutual agreements.

c.) Victim Service Collaboration

- 1) ASCRAs will work with the Office of the Victim Advocate and local victim services, domestic violence and sexual assault support services agencies in order to collaborate on developing and monitoring effective responses to victim safety concerns.
- 2) ASCRAs will serve as the **initial point of contact for the Office of Victim Advocate and the victim wraparound program.**

d.) Local Directory

ASCRAs shall maintain a local directory of district services and be responsible for update of the electronic Community Resource database on an annual basis.

e.) Citizen Advisory Committee (CAC)

ASCRA shall participate in their district CAC but not in the capacity of chairperson or leader. They may assist with projects and outreach for membership.

f.) Criminal Justice Advisory Boards (CJAB)

ASCRA are encouraged to participate on the local CJAB for their counties if appropriate.

6. Administrative Activities

a. Office Hours

ASCRA will establish a regular schedule of office hours per week in working locations within their districts. During office hours the ASCRA will be available to field staff for questions, referrals and will complete any outstanding paperwork or other job functions. The hours are to be made public so field staff will know on a weekly basis when the ASCRA is available.

**B. Training and Professional Development**

1. Annual Training

ASCRA will receive and attend annual trainings to include but not be limited to, EBP, cognitive-behavioral groups, administration of assessment tools and other forms of professional development or out-service training.

- a. ASCRA will be provided a statewide meeting on a yearly basis, or more if needed.
- b. ASCRA will attend regional meetings scheduled by the supervising parole manager.

**VII. SUSPENSION DURING AN EMERGENCY**

This procedure may be suspended during an emergency at the sole discretion of the chairman.

**VIII. RIGHTS UNDER THE PROCEDURE**

This procedure creates no rights under law.

**IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURES**

- A. This procedure does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all board staff.

**X. CROSS REFERENCES**

- A. Statutes

1. Federal

None

2. State

- a. Parole Act, Act of 1941, P.L. 861, No. 323 § 3 as amended Oct. 9, 1986, P.L. 1424, No. 134 (61 P.S. § 6112).

B. PBPP Policies

None

C. American Correctional Association Standards

1. 3-3108
2. 3-3109
3. 3-3110
4. 3-3125
5. 3-3146
6. 3-3148
7. 3-3149
8. 3-3150
9. 3-3154

D. Management Directives

None

E. Report of the Reentry Policy Council

1. Incorporating Re-Entry into the organization's Missions and Work Plans.
2. Promoting System Integration and Coordination
3. Measuring Outcomes and Evaluating Impact
4. Implementation of a Supervision Strategy
5. Job Development and Supportive Employ