



Division of Criminal
Justice Services

Processing County Re-Entry Task Force Referrals Question & Answer Webinar

June 16, 2021

Welcome and Introductions



**Division of Criminal
Justice Services**

Moderators

DCJS

- Michele Clarke, Manager of the VER Unit
- Taylor Alfred, CCR-2
- Frank Cangiano, CCR-2
- Melinda Vick, CCR-2

DOCCS

- Megan Mactavish, Director of the Office of Guidance and Counseling
- Rebecca Oey, Asst. Deputy Superintendent for Programs – Central Office, Office of Guidance and Counseling



Webinar Agenda

- New CRTF Referral Form and Quick Reference Guide
- Brief Overview of Referral Process
- Questions by Category
- Live Question/Answer Session



New CRTF Referral Form

(Rev. 06/2021)

RE-ENTRY TASK FORCE REFERRAL FORM

Eligible: Y N COMPAS Supervision Level:

Bureau: Assigned Parole Officer:

Identification Information

Name:

NYSID: DIN:

Release Date:

Address:

Address Proposed: Y N Address Approved: Y N Pending Approval: Y N

Phone Number:

Primary Language: Interpreter: Y N

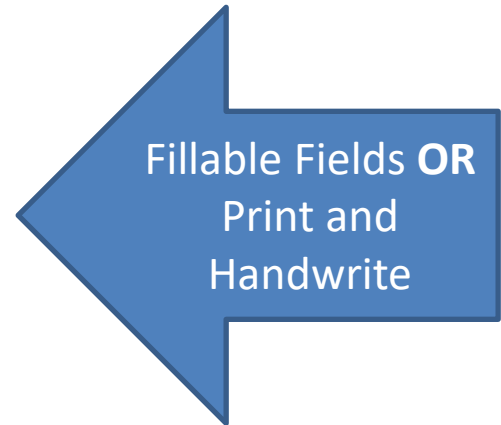
Completed T4C: Y N Unknown Date T4C Completed:

Order of Protection: Active Inactive

OOP Date Issued: DV OOP:

Expiration Date:

Parole Officer Comments/Special Circumstances/Concerns:



CMS F6-Crime

PRODUCTION HMQD10 *** NYS PAROLE PARTNER/CMS *** DATE: 05/25/2021

PAROLEE CRIME LIST

Enter NYSID: _____

NYSID: REDACTED DIN: REDACTED Name: REDACTED

DNA Eligibility: YES,STAT 2012

SOR Level:

DNA Status: SAMPLE ON FILE Type of Conv: VERDICT PE Date: 01/05/2016

DNA Drawn: Violent Felony: YES CR Date: NONE

DNA Waiver: N/A Prior VFO: NO ME Date: LIFE

DNA Waiver Date: Aggr. Sent. Min: 25-00 PRSME Date:

Shock Incarcer: NO Aggr. Sent. Max: LIFE MEPS Case: NO

Superv'd Shock: NO County Sentenced: KINGS Curr

-----Crime(s)-----CL-MIN--MAX--CNTS-Hate-TY-DIN

. MURDER 2ND* A 25-00 LIFE 1 NO .. YES

. CRIM POSS WEAP 2ND(REV 09/78)* C 05-00 15-00 1 NO CC YES

F7=Up F8=Down

NO MORE CRIME RECORDS FOUND FOR THIS NYSID

FOR ADDITIONAL CRIME INFORMATION PLACE CURSOR ON CRIME AND PRESS <ENTER>

CLEAR=Menu F5=Full F6=Detl F9=Cntc F10=Emp F11=Asso F12=Drug F13=Prog F14=Case

F15=Print F16=ALL F17=Res F18=Cus F19=Dep F20=Absc F21=Veh F23=Educ F24=Intrn

KEY:

SOR Level: Sex Offender Registry Level

ME Date: Maximum Expiration Date

PRS ME Date: Post-Release Supervision
Maximum Expiration Date

Min/Max Sentence Structure:

Years – Months

Ex. 05-00 to 15-00 = 5 to 15 years



Division of Criminal
Justice Services

CMS F6-Miscellaneous

NYSID: REDACTED DIN: REDACTED Parolee Name: REDACTED

Type	Detail
* *****	* *****
. MEARES PROJECT	ELIGIBLE
. DMV NO DOCUMENT RSN	REFERRED TO DMV-NOT OBTAINED
. WEAPON USED IN I/O	GUN
. MEDICAID REINSTATED	REDACTED / REDACTED
. MEDICAL DISCH PLAN	04/12/2019
. VOTING PARDON ISSUED	06/18/2019
. VOTING PARDON RECV'D	01/29/2020

* *****

F7=Up F8=Down

NO MORE MISCELLANEOUS RECORDS FOUND FOR THIS NYSID

TO UPDATE MISCELLANEOUS, PLACE CURSOR ON LINE AND PRESS <ENTER>
 CLEAR=Menu F5=Full F6=Detl F9=Cntc F10=Emp F11=Asso F12=Drug F13=Prog F14=Case
 F15=Print F16=ALL F17=Res F18=Cus F19=Dep F20=Absc F21=Veh F23=Educ F24=Intr



Division of Criminal
Justice Services

CMS F6-Narrative

PRODUCTION HMQG30 * * * NYS DIVISION OF PAROLE * * * DATE: 05-25-2021

***** CMS NARRATIVE INQUIRY *****

ENTER NYSID: _____ . Update Record

NYSID: REDACTED PAROLEE NAME: REDACTED

***** **

REDACTED: SUBJECT SHOT VICTIM CAUSING HIS DEATH.	01
	02
DIAGNOSIS:	03
BORDERLINE PERSONALITY DISORDER, CANNABIS USE DISORDER MILD	04
SEIZURE DISORDER, MILD ASTHMA	05
	06
GABAPENTIN	07
	08
KEPRA	09
	10
	11
	12
	13

F7=Up F8=Down

TO SELECT NEXT RECORD, PLEASE ENTER A NYSID AND PRESS <ENTER>
CLEAR=Menu F5=Full F6=Detl F9=Cntc F10=Emp F11=Asso F12=Drug F13=Prog F14=Case
F15=Print F16=ALL F17=Res F18=Cus F19=Dep F20=Absc F21=Veh F23=Educ F24=Intrn



CMS F6-Background

PRODUCTION HMQD50 *** NYS PAROLE PARTNER/CMS *** DATE: 05/25/2021

PAROLEE BACKGROUND

Enter NYSID: _____

NYSID: REDACTED DIN: REDACTED Name: REDACTED

Release Facility: QUEENSBORO **Release Date:** 04/30/2021
 Interview Type: CRC Release Type: CR
 Interview Date: 02/23/2021 Arrival Date:

State/Country of Birth: NEW YORK Religion: RASTAFARIAN
Country of Citizenship: UNITED STATES **Education:** HS EQUIVALENCY-REC
 Marital Status: SEPARATED **IQ:** 086
Military Discharge Type: NON-VETERAN CAT Read Score:
 Photo on File: YES 08/14/2015 CAT Math Score:
 Next Photo Due Date: 08/14/2016 Michigan Alch Score: 04

OMH LEVEL: 6 09/05/2017 SMI-V Indicator: NO

BACKGROUND INFORMATION DISPLAYED

ENTER NEW NYSID OR PRESS <CLEAR> FOR MENU

CLEAR=Menu F5=Full F6=Detl F9=Cntc F10=Emp F11=Asso F12=Drug F13=Prog F14=Case
 F15=Print F16=ALL F17=Res F18=Cus F19=Dep F20=Absc F21=Veh F23=Educ F24=Intrn



**Division of Criminal
Justice Services**

Required Documents	Pre-Release Referral Packet Documents
COMPAS Re-Entry Legacy Bar Chart and Narrative	Provided by DOCCS Guidance/Counseling Staff
Consent Forms	Provided by DOCCS Guidance/Counseling Staff
TAPER	Provided by DOCCS Community Supervision
CRTF Referral Form	Provided by DOCCS Community Supervision
CMS F6 Screens Crime, Miscellaneous, Narrative & Background	Provided by DOCCS Community Supervision



Required Documents	Post-Release Referral Packet Documents
COMPAS Re-Entry Legacy Bar Chart and Narrative	Provided by DOCCS Community Supervision
TAPER	Provided by DOCCS Community Supervision
Consent Forms*	Provided by DOCCS Community Supervision
CRTF Referral Form	Provided by DOCCS Community Supervision
CMS F6 Screens Crime, Miscellaneous, Narrative & Background	Provided by DOCCS Community Supervision



Required Documents	Maximum Expiration Release Referral Packet Documents
COMPAS Re-Entry Legacy Bar Chart and Narrative	Provided by DOCCS Guidance/Counseling Staff – Last available
TAPER	Provided by DOCCS Guidance/Counseling Staff
Consent Forms	Provided by DOCCS Guidance/Counseling Staff
CRTF Referral Form	Will not be provided & is not required documentation
CMS F6 Screens Crime, Miscellaneous, Narrative & Background	Will not be provided & is not required documentation



County Re-Entry Task Force Pre-Release Referral Process

- Effective June 1st
- DOCCS & DCJS Conducted 20 Training Sessions for Facility Guidance/Counseling Staff
- Webinar Recording Made Available to CRTFs

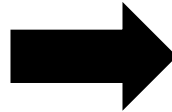


Case Conference



**Division of Criminal
Justice Services**

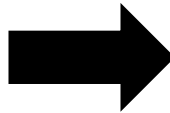
Q. What if we don't have enough information about the participant/parolee provided to us in the referral form or the CMS F6 screens?



A. It is important to discuss all questions and concerns you have at the biweekly Case Conferences where NYS DOCCS staff will be present and able to answer questions about the referral.



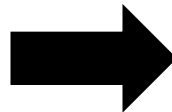
Q. Is it still required that we review criminogenic, and stabilization needs although they may not be noted on the new CRTF referral form?



A. Yes. You should utilize the COMPAS bar chart and narrative which will allow you to review the criminogenic and stabilization needs. You should also discuss any questions with Community Supervision/Parole staff during the Case Conference for any discussion on stabilization and criminogenic needs.



Q. The new process seems like the case conference is going to take more time to conduct. Is there a recommended number of people that should be scheduled for each meeting?



A. No. Each individual referral will be unique, and you will have to utilize the information in the CRTF referral packet against the various questions you may have for service providers and Community Supervision.

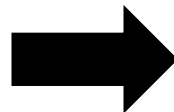


Documentation



Division of Criminal
Justice Services

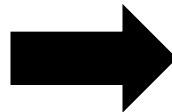
Q. For Maximum Expiration Cases since there is no Parole Officer referral, will the CRTF Coordinator be required to complete the CRTF Referral Form as required for case file documentation?



A. No. The CRTF does not need to complete a CRTF referral form for Maximum Expiration Cases. Use of the Service Coordination Plan will suffice for case file documentation.



Q. Previously when a referral was sent to us it included a “parole conditions list”, (which consisted of recommendations from the parole board or parole that showed what the parolee’s mandates were) will that remain the same?



A. Each CRTF should discuss the sharing of additional documentation with the Bureau Chief, Re-Entry Manager and/or other DOCCS staff at your case conference.

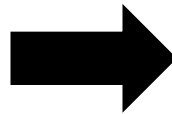


Referral Process



Division of Criminal
Justice Services

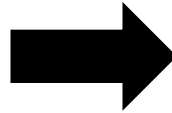
Q. What if the CRTF contact person changes for the Maximum Expiration Cases? How do I notify all the facilities?



A. If the contact person for Maximum Expiration referrals changes, notify your OPCA representative. Updated contact lists will be routinely shared with DOCCS Program Services for dissemination to the correctional facilities.



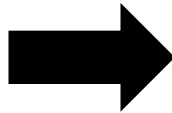
Q. What's the procedure that I'm expected to follow if DOCCS sends a CRTF referral packet but there is missing documentation?



A. Contact your primary contact at the DOCCS Area Office.



Q. The referral packet was never forwarded to me, but a person still contacted me for help. What do I do now?



A. Contact your primary contact at the DOCCS Area Office. If a referral packet was completed prior to release, then it can easily be forwarded to you. However, if it was an individual who has not yet been referred or is now seeking assistance, NYS DOCCS staff should be contacted so the required paperwork can be obtained.



QUESTIONS ?



**NEW
YORK
STATE** | Division of Criminal
Justice Services

DCJS Contact Information

Michele Clarke,
Community Correction Representative 3
Office of Probation and Correctional
Alternatives (OPCA)
Michele.Clarke@dcjs.ny.gov

Frank Cangiano,
Community Correction Representative 2
Office of Probation and Correctional
Alternatives (OPCA)
Frank.Cangiano@dcjs.ny.gov

Taylor Alfred,
Community Correction Representative 2
Office of Probation and Correctional
Alternatives (OPCA)
Taylor.Alfred@dcjs.ny.gov

Melinda Vick,
Community Correction Representative 2
Office of Probation and Correctional
Alternatives (OPCA)
Melinda.Vick@dcjs.ny.gov

