



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: OFFENDER RE-ENTRY COMMUNITY SAFETY PROGRAM POLICY 15.06

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Authority: Chapter 71A RCW *Developmental Disabilities*  
RCW 71.24.470-480 *Offenders with Mental Illness*  
RCW 72.09.370 *Offenders with Mental Illness (DOC)*

**PURPOSE**

This policy establishes guidelines for Division of Developmental Disabilities (DDD) staff involved in pre-release planning, community transition, and overseeing special funds available to participants enrolled with DDD who are designated as participants in the Offender Re-entry Community Safety (ORCS) Program per RCW 72.09.370.

Note: The ORCS Program was formerly known as the Dangerous Mentally Ill Offender (DMIO) Program.

**SCOPE**

This policy applies to DDD staff working with division clients who are participants in the ORCS Program.

**DEFINITIONS**

**Offender Re-entry Community Safety Program participant** means an individual with a diagnosed mental disorder who is reasonably believed to be dangerous to self or others and who has been selected by the Department of Corrections (DOC) ORCS Program Statewide Review Committee to participate in the ORCS Program.

**Program Participant** means a client enrolled with DDD who is participating in the ORCS Program.

**ORCS Program Funds** means any specialized monies/funding available to ORCS Program participants. Program participants are eligible to participate in the program up to sixty (60) service months at a maximum of \$10,000 annually in services and/or goods.

**POLICY**

- A. DDD will participate in pre-release planning and community transition support services for participants of the ORCS Program as required under RCW 72.09.370(2). The start date for the ORCS Program participant will begin the first day of services upon release from DOC.
- B. DDD will manage individual program participants' ORCS Program funds as determined by the ORCS Program Statewide Review Committee. Typically, either the assigned Regional Support Network (RSN) or DDD will manage and monitor the use of ORCS Program funds.
- C. ORCS Program funds may be used for services to assist ORCSP participants.
  - 1. The services may include, but are not limited to:
    - a. Coordination of mental health services;
    - b. Assistance with unfunded medical expenses;
    - c. Obtaining chemical dependency treatment;
    - d. Housing;
    - e. Employment services;
    - f. Education or vocational training;
    - g. Independent living skills;
    - h. Parenting education;
    - i. Anger management services;
    - j. Other services/personal needs as determined necessary by the Central Office ORCS Program Manager or other Central Office designee. This may include environmental modifications, therapy services, professional evaluations, polygraph or plethysmograph testing; and

- k. Extraordinary transportation expenses. Note: If the participant is on a HCBS waiver, do not pay transportation expenses out of ORCS Program funds.
2. Home and Community Based Waiver Services (HCBS) funds will be accessed first for HCBS Waiver participants. ORCS Program funds will be used to fund applicable State Only services.
3. Some purchases may not be appropriate expenditures of ORCS Program funds (e.g., car insurance, etc.). Contact the Central Office ORCS Program Manager for guidance in this area.

## **PROCEDURES**

### **A. Central Office ORCS Program Manager Responsibilities**

1. Assist the DOC in identification of offenders who are or have been clients of DDD;
2. Participate as a member of the ORCS Program Statewide Selection Review Committee;
3. Following designation of a DDD client as a ORCS Program participant, notify the region where the participant will be residing upon release from DOC custody and provide the region with the ORCS Program information packet;
4. Facilitate communication and coordination between DOC and the receiving region;
5. Participate in pre-release planning meetings as necessary;
6. Provide consultation to regional Field Services staff regarding the ORCS Program requirements and individual program participants;
7. Serve as the division contact with the Division of Behavioral Health and Recovery (DBHR) on all ORCS Program issues; and
8. Arrange for the reporting of ORCS Program funds to DBHR for transfer to DDD.

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9. Refer the participant back to the ORCS Program Statewide Selection Review Committee for redesignation/undesignation, if applicable (i.e., transfer of funds manager, refusal to participate in services).

B. Case Resource Manager (CRM) Responsibilities

1. Enter the ORCS Program participant's ORCS Program start date, end date, and ORCS Program funds manager (i.e., Regional Support Network (RSN) or DDD) in the Mental Health screen in the Comprehensive Assessment and Reporting Evaluation (CARE) system. The start date for the ORCS Program participant is the first day of services upon release from DOC.
2. Participate in pre-release planning meetings with the offender, DOC institution staff, Community Corrections Officers (CCO), RSN, contracted ORCS Program mental health provider, chemical dependency specialists, law enforcement, and others as appropriate;
3. Assist the participant's DOC team, including the CCO and the ORCS Program contracted mental health provider (if there is one), in developing the post-release transition plan;
4. Coordinate implementation of post-release DDD services and assist with other services as appropriate;
5. Provide ongoing case management to the program participant;
6. For program participants whose ORCS Program funds are managed by the RSN, the CRM will:
  - a. Work in collaboration with RSN staff or designee regarding use of funds; and
  - b. Notify the DDD ORCS Program Manager if concerns arise regarding use of funds;
7. For program participants whose ORCS Program funds are managed by DDD, with the participant and his/her treatment team, the CRM will:
  - a. Determine what to purchase with these funds;

- b. Authorize services/purchases through SSPS (See Appendix E of the SSPS Manual for the ORCS Program [8500 codes](#)). Prior approval by the Regional Administrator or designee is required;
- c. Keep track of these purchases to stay within the annual budget of \$10,000 per year; and
- d. Notify the DDD ORCS Program Manager if the program participant does not utilize funding as described in the post-release transition plan for possible review back to the ORCS Program Statewide Selection Review Committee for redesignation/undesignation, if applicable (i.e. transfer of funds manager/refusal to participate).

C. ORCS Program Funds

1. Participants in the ORCS Program may receive, upon release from DOC custody, \$10,000 per year in ORCS Program funds for up to 60 months.
2. The Central Office ORCS Program Manager, in concert with administration financial staff, will arrange for the reporting of the ORCS Program funds to the DBHR. These funds will be transferred to the receiving DDD region for those program participants whose ORCS Program funds are managed by DDD.
3. Administration financial staff will copy the reporting to the Regional Business Managers for their records. Any errors observed in the reporting will be reported back to administration financial staff for correction.

**EXCEPTION**

Any exception to this policy must have the prior written approval of the Division Director.

**SUPERSESSION**

DDD Policy 15.06  
Issued April 1, 2008

Approved: /s/ Linda Rolfe  
Director, Division of Developmental Disabilities

Date: February 1, 2010