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Steven Harpe, Director **Oklahoma Department of Corrections**		**Signature on File**	

Adjustment Review

A periodic review is conducted to ensure all inmates are knowledgeable of their status in regard to classification, time calculation and program requirements. The facility head will ensure reviews are conducted so the inmate understands the requirements for successful progression during incarceration and the necessary steps for successful re-entry to the community.

In order to ensure the requirements of this policy are met, each facility/unit is encouraged to hold classification committees on a weekly basis. All classification actions will be documented and submitted to the records office on a weekly basis. The records office will ensure timely posting of changes which affect inmate time calculations.

For the purpose of this procedure, the term "facility" will apply to institutions and community corrections centers, the term "facility head" will apply to wardens and community corrections centers administrators and the term "unit head" will apply to unit administrators and administrators of Community Corrections.

I. Initial Assessment of Needs (5-ACI-5B-04, 5-ACI-5E-13, 5-ACI-7B-09)

A. Assessment and Reception Center (5-ACI-5B-04)

An initial assessment of needs will be completed during each inmate's assessment and reception process at the Lexington Assessment and Reception Center (LARC) or Mabel Bassett Assessment and Reception Center (MBARC). The inmate's assigned case manager will complete a "Case Plan" (OP-060102 (M) (F), Attachment B).The initial assessment will be based on crime, length of sentence, physical health, mental health, and other approved assessment instruments. (5-ACI-5E-13, 4-ACRS-5A-02) The "Case Plan" will serve as a summary of the assessment and reception process and as referral information for re-assessment of inmate progress and adjustment.

B. Case Plan

1. Initial Plan

a. Based on the assessment instruments, assigned custody level, and feedback from the assessment staff, an initial plan to identify program needs will be developed by the assigned case manager through completion of the "Case Plan" (OP-060102 (M) (F), Attachment B).

b. Up to three programmatic needs may be identified and the appropriate sequence determined for the inmate to enter each program based on days remaining. Needs will be prioritized considering sentence length, custody level, court orders, community eligibility, etc. (5-ACI-5E-13 b#2)

c. The original "Case Plan" will be placed in Section 4 of the field file with a copy provided to the inmate. (5-ACI-7B-09)

d. An inmate sentenced to Death, Life without Parole, Life, a sentence length of 100 years or more, or an immigration detainer will not be required to have a "Case Plan" completed.

II. Facility Reviews

A. New Arrival Review (5-ACI-5B-02, 5-ACI-5B-03, 5-ACI-5B-08, 4-ACRS-5A-

01)

A new arrival review will be conducted on each inmate permanently assigned to a facility. Inmates transferred to a facility for disciplinary unit time, law library use, mediation hearings, medical appointments, mental health referral to mental health unit for observation and evaluation, or other temporary assignments will not receive a new arrival review. The review will be conducted within ten working days of reception. (2-CO-4B-01, 4-ACRS-5A-03) The inmate will be notified in writing 48 hours prior to the review and will be present unless precluded for documented reason(s). (5-ACI-5B-08) The "Adjustment Review" (DOC 060203A, attached) will be completed.

The new arrival review will include:

1. The case manager will review the custody assessment to ensure that the points are accurate and the inmate is placed at the correct level of security. (5-ACI-5B-02, 4-ACRS-5A-06)

2. The case manager will review the "Case Plan" and determine if the inmate is making progress. Referrals to available programs will be completed at this time with eligible inmates and entered into the Offender Management System (OMS).

3. Work referrals and facility job assignments will be made as appropriate.

4. The inmate's assigned level will be reviewed and adjustments made as required.

5. A review of inmate identification will be done.

   Inmates will discharge with valid forms of identification to include: a certified copy of the birth certificate (if obtainable), a social security card (if obtainable) and if discharging/residing in Oklahoma, an Oklahoma non-compliant Real State identification card. Other recognized forms of identification include: a valid state issued identification card (from another state), valid state issued driver license, valid United States passport, military records (DD214), Certificate of Degree of Indian Blood (CDIB), or photo identification issued by an Oklahoma technology center school.

   a. The case manager will assist the inmate in securing the appropriate identification. Case managers will have the inmate fill out the appropriate application for a birth certificate immediately following transfer from the reception center. The application for the birth certificate will be retained in the inmate's legal file until the inmate is community eligible or

within the appropriate time frame to discharge. Oklahoma birth certificate application forms and Out-of-State birth certificate forms are located on the Sarah Stitt Act SharePoint page. The ODOC will provide payment for the cost of in state and out of state birth certificates for discharge purposes. Birth certificates needed/requested by the inmate for other purposes will be the fiscal responsibility of the inmate.

b. If the inmate is within 365 days of discharge, the application for a birth certificate will be submitted in accordance with OP-060901 entitled "Pre-Release Planning", Attachment G "Instructions for Birth Certificate Requests." If the inmate is not within 365 days of discharge, the completed Birth Certificate Request form will be stored in the inmate's legal file until the inmate reaches the required days remaining. The birth certificate form may be submitted in advance of 365 days of discharge for medical purposes if requested by the facility CHSA. Birth certificates will also be requested in advance of community placement. Requests for birth certificates will be submitted electronically to Program Services at the following links: Oklahoma Birth Certificate. Out of State request can be submitted to Program Services at: Out of State Birth Certificate.

c. Case managers will assist the inmate in applying for a replacement social security card in accordance with the instructions listed in "Instructions for Obtaining Social Security Cards" (Attachment B, attached).

d. Inmates who may have access to their birth certificates, driver's license, or other forms of identification through family members may have those forms of identification mailed to the facility records office. Upon receipt, the records office will forward a copy of the identification to the inmate's assigned case manager. The assigned case manager will be responsible for completing a case note entry in OMS and entering the birth certificate, social security card, driver's license, state issued identification and other recognized forms of identification information under Aliases and Other Identifiers section of OMS when the inmate has obtained their identification. The case manager will also be responsible for entering all recognized forms of identification into the OMS Alerts section. If the inmate already has a Birth Certificate in their legal file, a new request form does not need to be submitted once the inmate is within 365 days of discharge.

e. Copies of all forms of identification will be placed in section one of the field file in accordance with OP-060212 entitled "Maintenance and Access of Inmate/Offender Records," Section IV.

(1) The original driver's license, state issued identification card, social security card, certified copies of birth certificate, military record (DD214) or Certificate of Degree of Indian Blood (CDIB) card will be maintained in the legal file.

(2) Inmates assigned to work release status, as defined in OP-090110 entitled "Work Release/Halfway House," will be allowed to maintain possession of their identification during job searches. Copies of the identification will be placed in the inmate's field file. Should the inmate be removed from work release status, all identification will be taken from the inmate and returned to the legal file.

f. Inmates failing to participate in the process of requesting a certified copy of their birth certificate will be considered for a demotion in earned credit level, or issuance of an offense report, unless there is documentation that the inmate is unable to obtain a birth certificate for a justifiable reason (e.g., born in another country, difficulty in receiving birth certificate from another state).

6. In accordance with OP-090131 entitled "Inmate/Offender Financial Responsibility Program," the "Inmate/Offender Financial Responsibility Plan" (DOC 090131A) will be completed utilizing the Judgment and Sentence, other court documents and any pertinent information subsequently received.

a. The case manager will provide a copy to the trust fund officer, to the inmate, and place a copy in the inmate field file (Section four).

b. At subsequent new arrival and adjustment reviews, the case manager will review the plan for modifications based on additional financial obligations placed on the inmate during their incarceration or changes in the inmate's ability to pay.

c. Modification of the plan will require documentation of the change with copies distributed as outlined above.

B. Adjustment Review (5-ACI-5B-02, 5-ACI-5B-06, 5-ACI-5B-09, 5-ACI-5B-13,

5-ACI-5B-15, 5-ACI-5B-17, 5-ACI-6C-02)

1. The case manager will conduct an adjustment review on each inmate at least every four months and when changes in an inmate's status would prompt an immediate review. (5-ACI-5B-02, 5-ACI-5B-06, 4-ACRS-5A-01, 4-ACRS-5A-05)

2. An inmate may request a progress or program status review by submitting an "Inmate Request" (DOC 030101A) to their assigned case manager. (5-ACI-5B-09)

3. The purpose of the adjustment review is to formally review and evaluate the inmate's adjustment, behavior, assigned level, and program participation since the last adjustment review. Reviews will inform the inmate of their classification, system of incarceration level and ensure the inmate is progressing towards a successful re-entry into the community. (4-ACRS-5A-03)

   a. The inmate will be provided information regarding their progress and be allowed input toward future program/work goals.

   b. The case manager will review the "Case Plan" and determine if the inmate is making progress. Based upon the inmate's performance, the availability of programs, work assignments and time left to serve; priorities may be changed with the approval of the facility/unit head/designee.

      (1) All revisions to the "Case Plan" will be based on an approved assessment instrument.

      (2) The inmate will be advised of any revisions, will sign the "Case Plan" and be provided a copy of all approved changes. This will be done utilizing the "Case Plan" (OP-060102 (M) (F), Attachment B) developed at reception. All changes will be updated in OMS.

      (3) A transfer packet may be prepared in accordance with OP-060204 entitled "Inmate Transfers" if the inmate cannot address their needs at the current facility. (4-ACRS-5A-04)

   c. The inmate's emergency contact will be verified or updated at each "Adjustment Review" (DOC 060203A, attached). (5-ACI-6C-02, 4-ACRS-4C-21) A review of the inmate's support system will be discussed when determining the person to contact in case of an emergency. The inmate will be given the

opportunity to change the designee on their "Designation for Disposition of Property" (DOC 030120B, attached).

d. A review/change of an inmate's assigned level will be made utilizing the "Adjustment Review" (DOC 060203A, attached) at the time the inmate becomes eligible for promotion or is to be demoted.

e. A review/change of the inmate's current custody assessment will be done as required. (5-ACI-5B-06)

(1) If the inmate has a change in custody points that will not increase or decrease their custody assignment, the change will be noted on the current custody assessment form and the points adjusted accordingly.

(2) If the change results in an increase or decrease in custody assignment, an updated custody assessment will be completed in accordance with OP-060103 (M)(F) entitled "Custody Assessment Procedures."

(3) The custody assessment will be updated at least annually.

The case manager will review the "Case Plan" for inmates identified as 17 years of age and younger. Reviews will provide specific information regarding behaviors that need to be modified and make recommendations. (5-ACI-5B-13, 5-ACI-5B-15, 5-ACI-5B-17)

4. The "Intra-facility Assignment Form" (DOC 060203B, attached) will be completed if a job change is recommended for the inmate.

5. Case managers will ensure valid forms of identification have been obtained or progressing towards obtaining, as outlined in Section II. of this procedure.

C. Documentation of New Arrival Review and Adjustment Review Results (5-ACI-5B-03, 5-ACI-5B-04)

The classification committee will conduct a thorough review of each need area and will fill out, in its entirety, an "Adjustment Review" (DOC 060203A, attached). This process will result in a continuing summary of respective facility efforts to address the inmate's identified needs.

1. The classification committee will consist of a minimum of three staff members as defined by OP-060103 (F)(M) entitled "Custody

Assessment Procedures," to include program staff as appropriate. (5-ACI-5B-03)

2. The inmate will normally be present and receive copies of the completed "Adjustment Review" (DOC 060203A, attached). This will serve as notification of needs areas and progress. (4-ACRS-5A-04)

3. Any new arrival review or adjustment review will be summarized in a case notes entry in OMS. Case note entry will also include reason for absence if the inmate was not present during adjustment review and the reason for absence will be noted on the adjustment review.

D. Reassessment of Needs and Programs (5-ACI-7B-09, 4-ACRS-5A-01)

An inmate's progress toward meeting identified needs through programs will be reviewed at each adjustment review, approved by the unit manager or designee and a case note entry will be made in OMS. (5-ACI-7B-09)

1. The revised "Case Plan" will be completed in OMS and placed in the inmate's field file along with approved instruments used to identify recommended revisions. (5-ACI-7B-09)

2. All entries on the reassessment of needs and programs will be entered in the case notes section of OMS. The inmate will receive a copy of the review forms. (5-ACI-7B-09, 4-ACRS-5A-04)

E. Appeals of Classification Committee Decisions (2-CO-4B-03, 5-ACI-5B-07)

Classification decisions may be appealed through a "Request to Staff" (DOC 090124D) to committee staff or through the inmate grievance procedure in accordance with OP-090124 entitled "Inmate/Offender Grievance Process."

III. Program Needs (2-CO-4B-04, 5-ACI-5B-11, 5-ACI-5E-13, 4-ACRS-5A-02)

Case managers will consider scores from assessment instruments, security/custody level as well as sentence length in order to prioritize program needs. The category needs will be identified at initial assessment, new arrival review or adjustment review. Identified and approved program revisions will be entered in OMS on the "Case Plan" screen by the assigned case manager. A copy will be placed in section four of the field file and a given to the inmate.

Factors to be considered in facility placement may include the following:

A. Physical Health (5-ACI-5B-11)

If an inmate has a serious disability that interferes with functioning and/or

requires frequent medical care, these factors will be considered in terms of facility placement. For instance, not all facilities are wheelchair accessible.

B. Mental Health (5-ACI-5B-11)

All inmates will receive an initial mental health screening upon reception to identify those with serious mental illness and/or other mental health needs. The initial screening will be performed by a qualified mental health professional.

1. Mental health staff may make placement recommendations based upon the level of an inmate's mental health need; an inmate might be appropriate for placement in a mental health unit or a program for the developmentally disabled.

2. Inmate placement may also be affected by the need for significant therapeutic interventions (e.g., suicide prevention, psychotropic medications, or specific housing needs).

C. Criminal Thinking (5-ACI-5B-11, 5-ACI-5E-13, 4-ACRS-5A-02)

1. Inmates with moderate risk score or above on an approved risk instrument will be screened for cognitive behavior treatment which addresses criminogenic thinking.

2. Projected enrollment for purposes of the "Case Plan" will be in the first available program opening upon transfer from an assessment and reception center (5-ACI-5E-13 b#6).

D. Education/Employment (5-ACI-5B-11)

All inmates will complete a Test of Adult Basic Education (TABE) survey at the first facility following reception. Educational program needs will be identified for inmates scoring a grade of eight or below.

Projected enrollment for purposes of the "Case Plan" will be upon transfer from an assessment and reception center.

1. Inmates with a TABE total battery score less than 12.0 will be given a "Case Plan" need for education. If a High School Diploma or GED is claimed or verified, a "Case Plan" need for education will not be developed.

2. Eligibility for vocational training for inmates that are virtually unemployable due to lack of marketable skills will be determined by Career Technology staff. Projected enrollment will normally be within

18 months of discharge and in accordance with OP-090133 entitled "Career and Technical Training."

E. Re-entry (5-ACI-5B-11, 5-ACI-5E-13)

1. Inmates eligible for community corrections in accordance with OP-060104 entitled "Community Corrections Assessment" and/or OP-060204 entitled "Inmate Transfers" and/or OP-090110 entitled "Work Release/Halfway House" will be considered to have a re-entry need. (5-ACI-5E-13 b#10, b#11)

2. In accordance with 57 O.S. § 521, inmates who have 330 days or less remaining will be identified for a re-entry need. Inmates with re-entry and substance abuse treatment needs will normally be transferred to community corrections for assistance in transition to community treatment upon discharge.

F. Alcohol/Drug (5-ACI-5B-11, 5-ACI-5E-13)

1. Inmates with a moderate risk score or above and, with an ASUS Disruptive score of 21 or above, will receive a need for substance abuse treatment. (5-ACI-5E-13 b#1, b#2, b#3)

2. Inmates identified with a "Case Plan" need for substance abuse treatment will be targeted for enrollment into an approved program towards the end of their sentence. Inmates are normally eligible for enrolment into an approved substance abuse treatment program between 4000 to 1000 days remaining. The inmate will be within 120 days of community eligibility and/or halfway placement or discharge at the time of projected completion of the substance abuse program.

IV. Intra-Facility Assignment

A. Intra-Facility Assignment Decisions

Intra-facility assignment decisions will be the responsibility of each correctional facility. These assignments will be recorded on the "Intra-Facility Assignment Form" (DOC 060203B, attached). The intra-facility assignment procedure will not be used for classification decisions affecting the inmate's security level, inter-facility transfer, or segregation housing placement.

1. This form may be used to document achievement credits, and for consideration of meritorious earned credits.

2. The "Intra-Facility Assignment Form" (DOC 060203B, attached) will be used for inmate job assignments and changes.

B. Intra-Facility Assignment Form Completion

The "Intra-Facility Assignment Form" (DOC 060203B, attached) will be completed by the classification committee or a facility staff member designated by the facility head.

1. Housing and job assignments will be made in accordance with OP-030102 entitled "Inmate Housing" and OP-030103 entitled "Inmate Job and Program Assignments."

2. When an inmate is transferred to a facility for a specific job placement, the intra-facility assignment procedure will ensure placement of the inmate in accordance with transfer rationale.

3. The mental health staff at the facility will review recommendations for inmates for special programs such as Habilitation unit or Mental Health unit (MHU) for appropriateness of placement. The correctional health services administrator may perform this review in the absence of psychological staff at the facility.

4. If the intra-facility assignment results from a classification action, (e.g., new arrival review, adjustment review, or unit team meeting) the committee chairperson and member(s) will sign where indicated.

5. If a staff person designated by the facility head completes the intra-facility assignment, the staff designee will sign where indicated and enter their title.

6. Intra-facility assignments which require review and approval by the administrator of Institutions/Community Corrections, facility head, or assistant facility head, will be accompanied by a thorough written justification in the section marked "comments."

C. Intra-Facility Program Waiting Lists

Intra-facility program waiting lists will be generated through OMS. Facilities will utilize this list to ensure that inmates are placed in programs as openings occur, based on the inmate's needs and days remaining. Case managers will note in the comments section if the inmate has parole stipulations, court orders or balance suspended upon completion of program.

D. Pre-Release Plan

1. A pre-release plan will be developed at least twelve months prior to the inmate's projected release date in accordance with OP-060901 entitled "Pre-Release Planning."

2. The pre-release plan will be based on the individual inmate and documented in the pre-release section of the "Adjustment Review" (DOC 060203A, attached).

3. The plan will address immediate basic needs upon release, aftercare referrals and/or primary treatment referral in accordance with OP-060901 entitled "Pre-Release Planning." (5-ACI-5E-13 b#7)

V. Facility Programs

Programs are categorized in accordance with OP-090101 entitled "Standards for Inmate Programs." The information will be updated by the administrator of Programs on an annual basis to ensure accurate information pertaining to programs is available.

VI. References

Policy Statement P-060100 entitled "Classification and Case Management of Inmates/Offenders"

OP-030101 entitled "Unit Management Overview and Major Objectives"

OP-030102 entitled "Inmate Housing"

OP-030103 entitled "Inmate Job and Program Assignments"

OP-060103 (M)(F) entitled "Custody Assessment Procedures"

OP-060104 entitled "Community Corrections Assessment"

OP-060204 entitled "Inmate Transfers"

OP-060212 entitled "Maintenance and Access of Inmate/Offender Records"

OP-060901 entitled "Pre-Release Planning"

OP-090101 entitled "Standards for Inmate Programs"

OP-090110 entitled "Work Release"

OP-090124 entitled "Inmate/Offender Grievance Process"

OP-090131 entitled "Inmate/Offender Financial Responsibility Program"

OP-090133 entitled “Career and Technical Training”

57 O.S. § 521

VII. Action

The appropriate unit head and the administrator of Classification and Population are responsible for compliance with this procedure.

The chief administrator of Institutions is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-060203 entitled “Adjustment Review” dated August 11, 2021

Deleted: OP-060203 Revision-01 dated June 15, 2022

Distribution: Policy and Operations Manual
Agency Website

Referenced Forms	Title	Location
DOC 060203A	"Adjustment Review"	Attached
DOC 060203B	"Intra-Facility Assignment Form"	Attached
DOC 030101A	"Inmate Request"	OP-030101
DOC 030120B	"Designation for Disposition of Property"	OP-030120
DOC 090124D	"Inmate/Offender Grievance Process Request to Staff"	OP-090124
DOC 090131A	"Inmate/Offender Financial Responsibility Plan/Instructions"	OP-090131

Attachments	Title	Location
Attachment A	"Projected Release Date"	Attached
Attachment B	"Instructions for Obtaining Social Security Cards	Attached
Attachment B	"Case Plan"	OP-060102(M)(F)
Attachment G	"Instructions for Birth Certificate Requests"	OP-060901