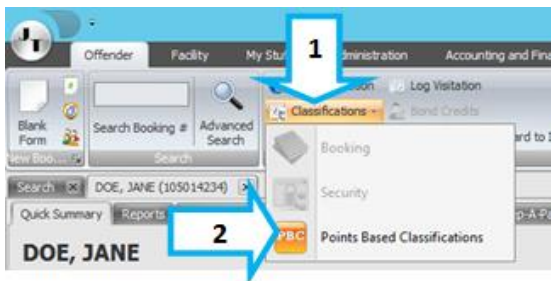
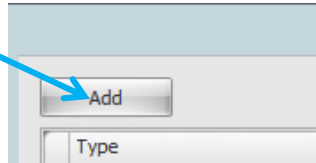
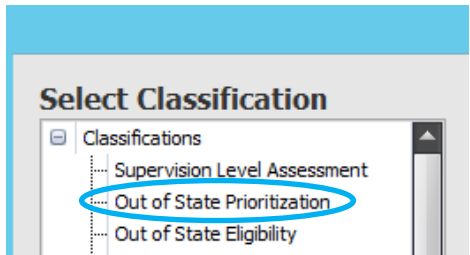
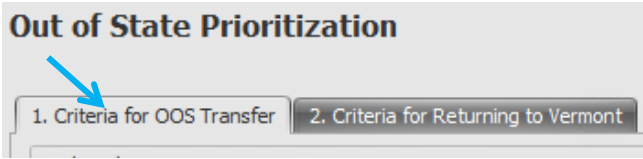
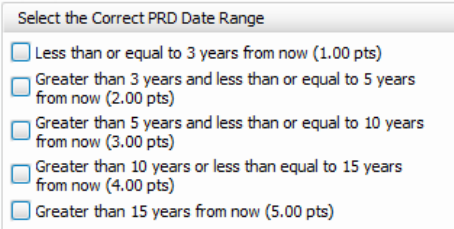


Guide to the OOS Prioritization & Eligibility Forms

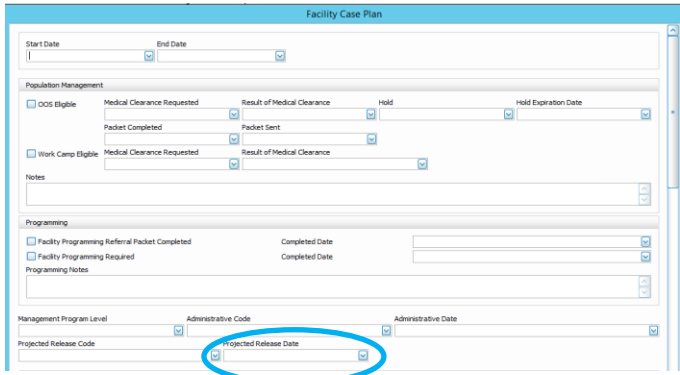
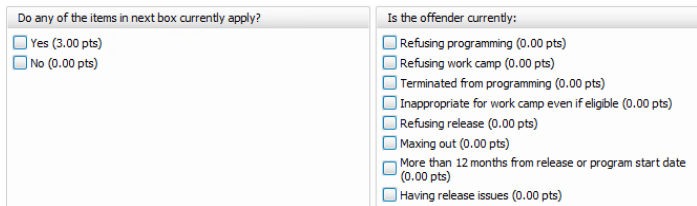
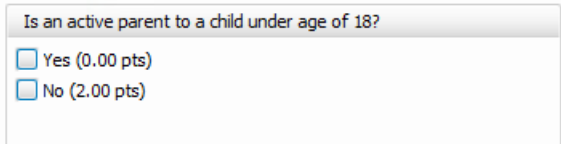
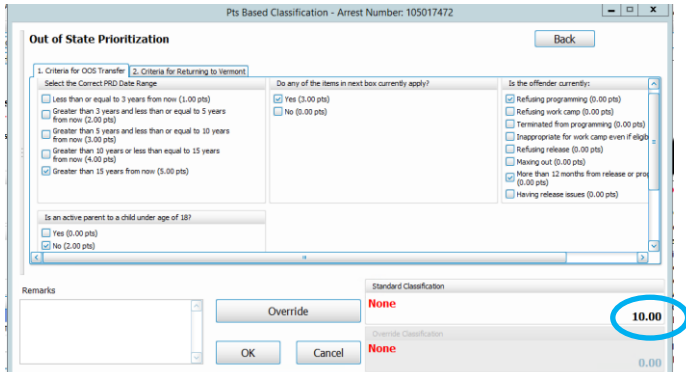
Every sentenced inmate shall be screened for out of state (OOS) transfer and for return to Vermont using the Out of State Prioritization and Out of State Eligibility Points Based Classifications in OMS.

A. Calculating the Prioritization Number for OOS Transfer

Each time the inmate's PRD date is updated, or an inmate's legal status changes from detained to sentenced: the CSS shall complete the Out of State Prioritization Pts. Based Classification following the steps below.

Instructions for Completing the Out of State Prioritization Pts Based Classification - Criteria for OOS Transfer	
In the offender record: Click on "Classifications" then "Points Based Classifications" in the offender ribbon.	
In the new window, click "Add"	
Double click on "Out of State Prioritization"	
Section 1 titled, "Criteria for OOS Transfer" will open by default.	
Question 1 – Select the Correct PRD Date Range – Click the box next to the correct answer	

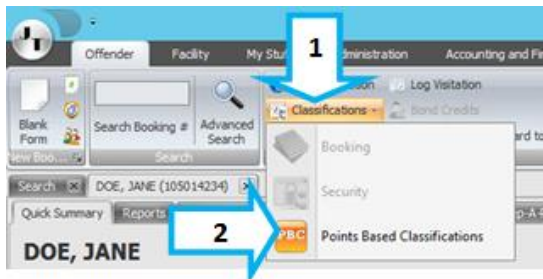
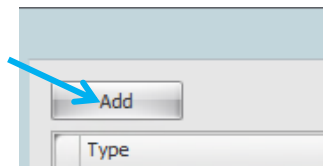
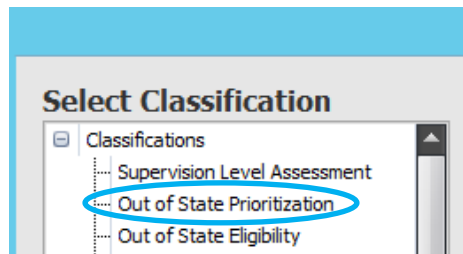
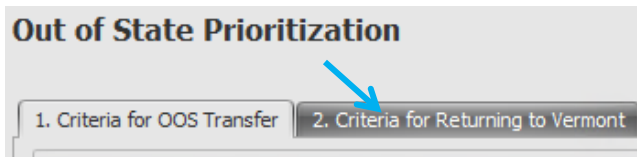
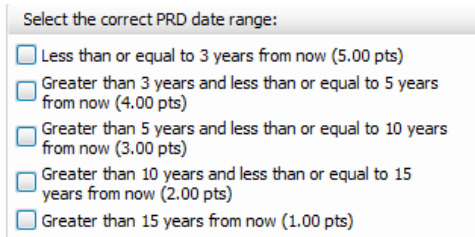
Guide to the OOS Prioritization & Eligibility Forms

<p>NOTE: The PRD date is found on the Facility Case Plan</p>	
<p>Question 2 – By clicking yes or no, the CSS will confirm if the inmate is currently:</p> <ul style="list-style-type: none"> Refusing programming; Refusing work camp; Terminated from programming; Inappropriate for the work camp even if eligible; Refusing release; or Maxing out. <p>Question 3 – The CSS shall check off any item that applies in Question 2.</p> <p>NOTE: The information required to answer these questions can be found in the Administrative codes, dates, case plan, and/or contact notes.</p>	
<p>Question 4 – Active Parent – The CSS shall determine if the inmate is an active parent of a child under the age of 18. The CSS shall use the DOC's provided explanation of active parent to determine whether the inmate qualifies.</p>	
<p>Total – Every inmate shall have a total between: 1-10. The higher the number, the better quality candidate the inmate is for prioritization.</p>	

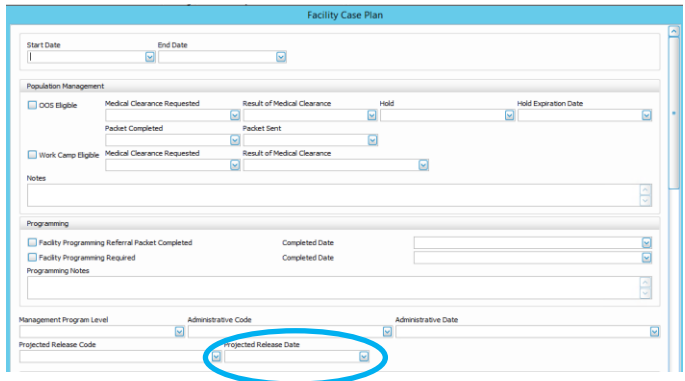
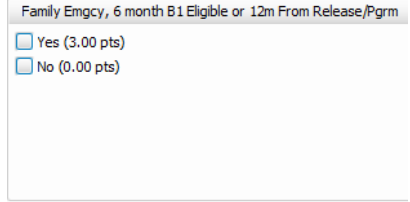
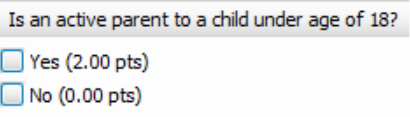
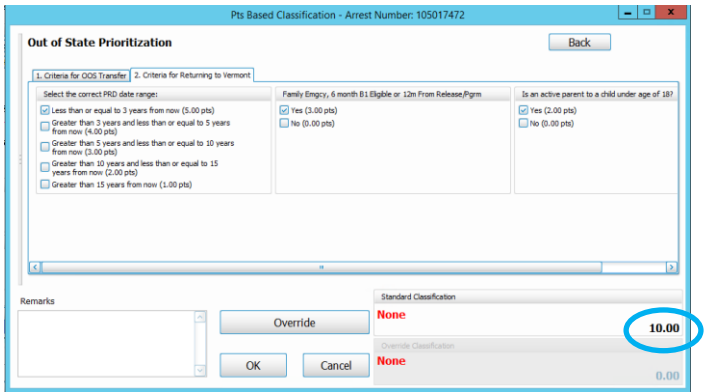
Guide to the OOS Prioritization & Eligibility Forms

B. Calculating the Prioritization Number for Returning to Vermont

Each time the inmate's PRD date is updated, or an inmate's legal status changes from detained to sentenced: the CSS shall complete the Out of State Prioritization Pts. Based Classification following the steps below.

Instructions for Completing the Out of State Prioritization Pts Based Classification - Criteria for Returning to VT	
In the offender record: Click on "Classifications" then "Points Based Classifications" in the offender ribbon.	
In the new window, click "Add"	
Double click on "Out of State Prioritization"	
Section 1 titled, "Criteria for OOS Transfer" will open by default. Select Section 2 titled, "Criteria for Returning to Vermont".	
Question 1 – Select the Correct PRD Date Range – Click the box next to the correct answer	

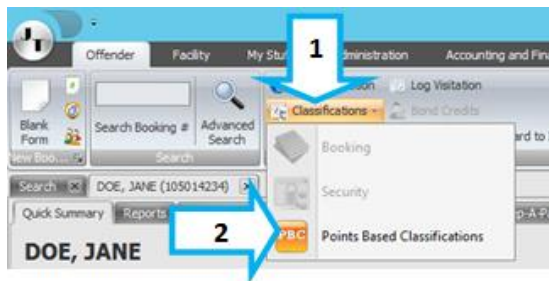
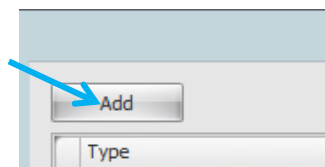
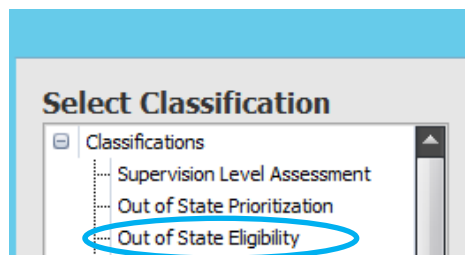
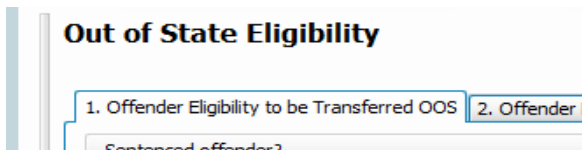
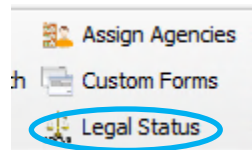
Guide to the OOS Prioritization & Eligibility Forms

<p>NOTE: The PRD date is found on the Facility Case Plan</p>	
<p>Question 2 – Select if any of the following apply:</p> <ul style="list-style-type: none"> Family Emergency 6 month B1 Eligible 12m from Release/Programming 	
<p>Question 3 – Active Parent – The CSS shall determine if the inmate is an active parent of a child under the age of 18. The CSS shall use the DOC's provided explanation of active parent to determine whether the inmate qualifies.</p>	
<p>Total – Every inmate shall have a total between: 1-10. The higher the number, the better quality candidate the inmate is for prioritization.</p>	

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C. Determining OOS Eligibility to be Transferred OOS

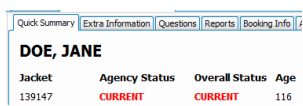
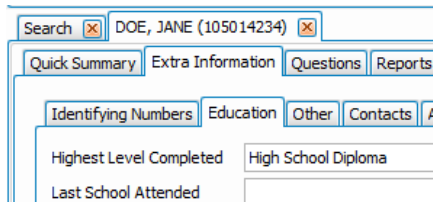
If any circumstances outlined in the Out of State Eligibility Pts. Based Classification change, the CSS shall complete a new classification following the steps below.

Instructions for Completing the Out of State Eligibility Pts. Based Classification – Offender Eligibility to be Transferred OOS																	
In the offender record: Click on “Classifications” then “Points Based Classifications” in the offender ribbon.																	
In the new window, click “Add”																	
Double click on “Out of State Eligibility”																	
Section 1 titled, “Offender Eligibility to be Transferred OOS” will open by default.																	
Question 1 – Is the inmate a sentenced inmate?	<div>Question</div> <div><div>Sentenced offender?</div><div><input type="checkbox"/> Yes (1.00 pts)</div><div><input type="checkbox"/> No (0.00 pts)</div></div>																
NOTE: This information can be found on the quick summary tab or by opening up legal status in the offender ribbon.	<div>Legal Status on Quick Summary</div> <table><tr><th colspan="5">Legal Status</th></tr><tr><th>Agency</th><th>Legal Status</th><th>Type</th><th>Start Date</th><th>End Date</th></tr><tr><td>Out of State (OOS)</td><td>Sentenced</td><td>Incarceration</td><td>3/30/2016</td><td></td></tr></table>	Legal Status					Agency	Legal Status	Type	Start Date	End Date	Out of State (OOS)	Sentenced	Incarceration	3/30/2016		<div>Legal Status on Ribbon</div> 
Legal Status																	
Agency	Legal Status	Type	Start Date	End Date													
Out of State (OOS)	Sentenced	Incarceration	3/30/2016														

Guide to the OOS Prioritization & Eligibility Forms

<p>Question 2 – Is the inmate work camp?</p> <p>NOTE: This can be found on the Facility Case Plan in the work camp eligibility section.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #f0f0f0;">Work camp eligible?</p> <p><input type="checkbox"/> Yes (0.00 pts)</p> <p><input type="checkbox"/> No (1.00 pts)</p> </div> <p>Work Camp Eligibility</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: #f0f0f0;">Population Management</p> <p><input type="checkbox"/> OOS Eligible</p> <p><input checked="" type="checkbox"/> Work Camp Eligible</p> </div>								
<p>Question 3 – Does the inmate have any pending Vermont court actions that require an appearance within 12 months?</p> <p>NOTE: Places to find this information would be in Legal Status (inmate may have a status of Sentenced / Detained); OOS Hold of Court or Contact Notes.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: #f0f0f0;">Pending court actions requiring appear within 12m?</p> <p><input type="checkbox"/> Yes (0.00 pts)</p> <p><input type="checkbox"/> No (1.00 pts)</p> </div>								
<p>Question 4 – Does the inmate have more than a year to their PRD date?</p> <p>NOTE: The PRD date is found on the Facility Case Plan.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: #f0f0f0;">More than a year to their PRD Date?</p> <p><input type="checkbox"/> Yes (1.00 pts)</p> <p><input type="checkbox"/> No (0.00 pts)</p> </div>								
<p>Question 5 – Is the inmate designated SFI?</p> <p>NOTE: The SFI Designation can be found in the Medical Tab on the Basic Info Subtab.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #f0f0f0;">Designated SFI?</p> <p><input type="checkbox"/> Yes (0.00 pts)</p> <p><input type="checkbox"/> No (1.00 pts)</p> </div> <p>SFI Designation</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: #f0f0f0;">SFI Designation</p> <p>SFI <input type="text"/></p> <p>SFI Designation Date <input type="text"/></p> </div>								
<p>Question 6 – Does the inmate have any holds (facility employment, medical, VCI)?</p> <p>NOTE: Holds can be found on the Facility Case Plan.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #f0f0f0;">Any holds (employment, medical, VCI)?</p> <p><input type="checkbox"/> Yes (0.00 pts)</p> <p><input type="checkbox"/> No (1.00 pts)</p> </div> <p>Holds</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><input type="checkbox"/> OOS Eligible</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Med Clear Requested <input type="text"/></td> <td style="width: 25%;">Result of Med Clear <input type="text"/></td> <td style="width: 25%;">Hold <input type="text"/></td> <td style="width: 25%;">Hold Expiration Date <input type="text"/></td> </tr> <tr> <td>Packet Completed <input type="text"/></td> <td>Packet Sent <input type="text"/></td> <td></td> <td></td> </tr> </table> </div>	Med Clear Requested <input type="text"/>	Result of Med Clear <input type="text"/>	Hold <input type="text"/>	Hold Expiration Date <input type="text"/>	Packet Completed <input type="text"/>	Packet Sent <input type="text"/>		
Med Clear Requested <input type="text"/>	Result of Med Clear <input type="text"/>	Hold <input type="text"/>	Hold Expiration Date <input type="text"/>						
Packet Completed <input type="text"/>	Packet Sent <input type="text"/>								
<p>Question 7 – Is the inmate less than 23 years old without a high school diploma?</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; background-color: #f0f0f0;">Less than 23 years old w/o high school diploma?</p> <p><input type="checkbox"/> Yes (0.00 pts)</p> <p><input type="checkbox"/> No (1.00 pts)</p> </div>								

Guide to the OOS Prioritization & Eligibility Forms

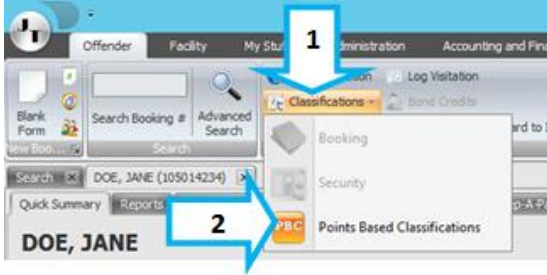
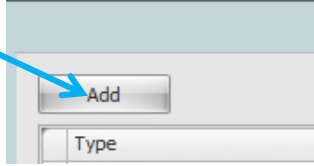
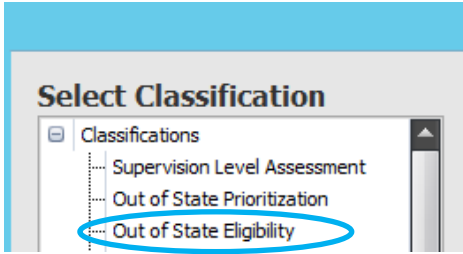
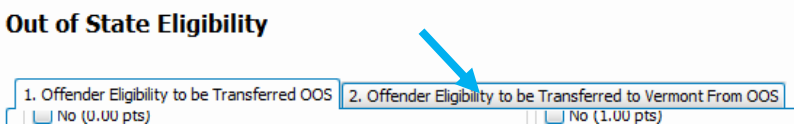
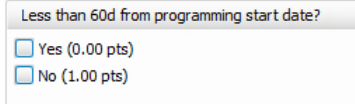
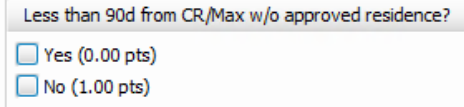
<p>NOTE: Inmate's age can be found on the Quick Summary Tab and Education Level on the Extra Information Tab under Education Sub Tab</p>	<p>Age</p> 	<p>Education</p> 								
<p>Question 8 – Is the inmate B1 Eligible?</p> <p>NOTE: This can be found on the Facility Case Plan in the Administrative code section.</p>	<p>Question</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>B1 eligible?</p> <p><input type="checkbox"/> Has the inmate been a B1 for less than 6 months? (0.00 pts)</p> <p><input type="checkbox"/> Has the inmate been a B1 for 6 months or more AND submitted a residence in the last 30 days? (0.00 pts)</p> <p><input type="checkbox"/> Has the inmate been a B1 for 6 months or more AND NOT submitted a residence in the last 30 days? (1.00 pts)</p> <p><input type="checkbox"/> No (1.00 pts)</p> </div> <p>B1 Administrative Code</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Administrative Code: Lack Housing Administrative Date: 12/1/2015</p> </div>									
<p>Total – The inmate's eligibility shall be determined once the questions have been answered. The level shall determine if the inmate is eligible to be transferred OOS. Below are two examples of the Points Based Classification Report showing the eligibility determinations:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Detainee: Doe, Janey (105017472) Classification Date/Time: 01/04/2017 13:17</p> <p>Classification Name: Out of State Eligibility Classification Officer: Ainsworth, MaryJane</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0f0ff;"> <th style="text-align: left; padding: 5px;">Classification Detail</th> <th style="text-align: right; padding: 5px;">Classification Total Points: 8.00</th> </tr> <tr style="background-color: #fff9c4;"> <td style="padding: 5px;">1. Offender Eligibility to be Transferred OOS</td> <td style="text-align: right; padding: 5px;">Level: Offender Eligible to be Transferred OOS Total Points: 8.00</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Detainee: Doe, Janey (105017472) Classification Date/Time: 01/04/2017 13:32</p> <p>Classification Name: Out of State Eligibility Classification Officer: Ainsworth, MaryJane</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0f0ff;"> <th style="text-align: left; padding: 5px;">Classification Detail</th> <th style="text-align: right; padding: 5px;">Classification Total Points: 5.00</th> </tr> <tr style="background-color: #fff9c4;"> <td style="padding: 5px;">1. Offender Eligibility to be Transferred OOS</td> <td style="text-align: right; padding: 5px;">Level: Offender Not Eligible to be Transferred OOS Total Points: 2.00</td> </tr> </table> </div>			Classification Detail	Classification Total Points: 8.00	1. Offender Eligibility to be Transferred OOS	Level: Offender Eligible to be Transferred OOS Total Points: 8.00	Classification Detail	Classification Total Points: 5.00	1. Offender Eligibility to be Transferred OOS	Level: Offender Not Eligible to be Transferred OOS Total Points: 2.00
Classification Detail	Classification Total Points: 8.00									
1. Offender Eligibility to be Transferred OOS	Level: Offender Eligible to be Transferred OOS Total Points: 8.00									
Classification Detail	Classification Total Points: 5.00									
1. Offender Eligibility to be Transferred OOS	Level: Offender Not Eligible to be Transferred OOS Total Points: 2.00									

D. Determining OOS Eligibility to be Transferred to Vermont From OOS

If any circumstances outlined in the Out of State Eligibility Pts. Based Classification change, the CSS shall complete a new classification following the steps below.

Instructions for Completing the Out of State Eligibility Pts. Based Classification – Offender Eligibility to be Transferred to Vermont from OOS

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<p>In the offender record: Click on “Classifications” then “Points Based Classifications” in the offender ribbon.</p>	
<p>In the new window, click “Add”</p>	
<p>Double click on “Out of State Eligibility”</p>	
<p>Section 1 titled, “Offender Eligibility to be Transferred OOS” will open by default. Select section 2 titled, “Offender Eligibility to be Transferred to Vermont from OOS”.</p>	
<p>Question 1 – Is the offender less than 60 days from their programming start date?</p> <p>NOTE: This can be found on the Facility Case Plan in the Administrative code section.</p>	
<p>Question 2 – Is the offender less than 90 days from Conditional Reentry or their max date without an approved residence?</p> <p>NOTE: This can be found on the Facility Case Plan in the PRD code section.</p>	

Guide to the OOS Prioritization & Eligibility Forms

<p>Question 3 – Is the offender less than 30 days or less from Conditional Reentry with an approved residence.</p> <p>NOTE: This can be found on the Facility Case Plan in the PRD code section.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: #f0f0f0;">Less than 30d from CR/Max w/approved residence?</p> <p><input type="checkbox"/> Yes (0.00 pts)</p> <p><input type="checkbox"/> No (1.00 pts)</p> </div>								
<p>Question 4 – Is the offender less than 365 days from their conditional reentry or their max date and either a sex offender, or designated as RSN or SFI?</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: #f0f0f0;">Less than 365d from CR/Max and SO or RSN?</p> <p><input type="checkbox"/> Yes (0.00 pts)</p> <p><input type="checkbox"/> No (1.00 pts)</p> </div>								
<p>Question 5 – Does the offender have a court date within the next 60 days?</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: #f0f0f0;">Pending court actions requiring appear within 60d?</p> <p><input type="checkbox"/> Yes (0.00 pts)</p> <p><input type="checkbox"/> No (1.00 pts)</p> </div>								
<p>Question 6 – Is the inmate B1 Eligible?</p> <p>NOTE: This can be found on the Facility Case Plan in the Administrative code section.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; background-color: #f0f0f0;">B1 eligible?</p> <p>Has the inmate been a B1 for less than 6 months? (1.00 pts)</p> <p>Has the inmate been a B1 for 6 months or more AND submitted a residence in the last 30 days? (1.00 pts)</p> <p>Has the inmate been a B1 for 6 months or more AND NOT submitted a residence in the last 30 days? (0.00 pts)</p> <p>No (0.00 pts)</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>B1 Administrative Code</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid #ccc; padding: 2px;">Administrative Code</td> <td style="width: 40%; border-bottom: 1px solid #ccc; padding: 2px;">Administrative Date</td> </tr> <tr> <td style="padding: 2px;">Lack Housing</td> <td style="padding: 2px;"><input checked="" type="checkbox"/> 12/1/2015</td> </tr> </table> </div>	Administrative Code	Administrative Date	Lack Housing	<input checked="" type="checkbox"/> 12/1/2015				
Administrative Code	Administrative Date								
Lack Housing	<input checked="" type="checkbox"/> 12/1/2015								
<p>Total – The inmate’s eligibility shall be determined once the questions have been answered. The level shall determine if the inmate is eligible to be transferred OOS. Below are two examples of the Points Based Classification Report showing the eligibility determinations:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Detainee: Doe, Janey (105017472) Classification Date/Time: 01/04/2017 13:32</p> <p>Classification Name: Out of State Eligibility Classification Officer: Ainsworth, MaryJane</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0f0ff;"> <th style="text-align: left; padding: 2px;">Classification Detail</th> <th style="text-align: right; padding: 2px;">Classification Total Points: 5.00</th> </tr> <tr style="background-color: #fff2cc;"> <td style="padding: 2px;">2. Offender Eligibility to be Transferred to Vermont From OOS</td> <td style="text-align: right; padding: 2px;">Level: Offender Eligible to be Returned to VT Total Points: 3.00</td> </tr> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Detainee: Doe, Janey (105017472) Classification Date/Time: 01/04/2017 13:39</p> <p>Classification Name: Out of State Eligibility Classification Officer: Ainsworth, MaryJane</p> <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0f0ff;"> <th style="text-align: left; padding: 2px;">Classification Detail</th> <th style="text-align: right; padding: 2px;">Classification Total Points: 6.00</th> </tr> <tr style="background-color: #fff2cc;"> <td style="padding: 2px;">2. Offender Eligibility to be Transferred to Vermont From OOS</td> <td style="text-align: right; padding: 2px;">Level: Offender Not Eligible to be Returned to VT Total Points: 6.00</td> </tr> </table> </div>		Classification Detail	Classification Total Points: 5.00	2. Offender Eligibility to be Transferred to Vermont From OOS	Level: Offender Eligible to be Returned to VT Total Points: 3.00	Classification Detail	Classification Total Points: 6.00	2. Offender Eligibility to be Transferred to Vermont From OOS	Level: Offender Not Eligible to be Returned to VT Total Points: 6.00
Classification Detail	Classification Total Points: 5.00								
2. Offender Eligibility to be Transferred to Vermont From OOS	Level: Offender Eligible to be Returned to VT Total Points: 3.00								
Classification Detail	Classification Total Points: 6.00								
2. Offender Eligibility to be Transferred to Vermont From OOS	Level: Offender Not Eligible to be Returned to VT Total Points: 6.00								

D. Selecting Inmates to be Transferred OOS

When there is a departmental need to transfer inmates OOS, the Supplemental Housing Manager shall search for the most appropriate candidates using the “OOS Candidates” facility report in OMS to

Guide to the OOS Prioritization & Eligibility Forms

determine which inmates are to be transferred.

Once a selection of inmates is made, the CSS assigned to each inmate shall be notified and an Out of State Packet shall be requested and completed prior to the transfer.