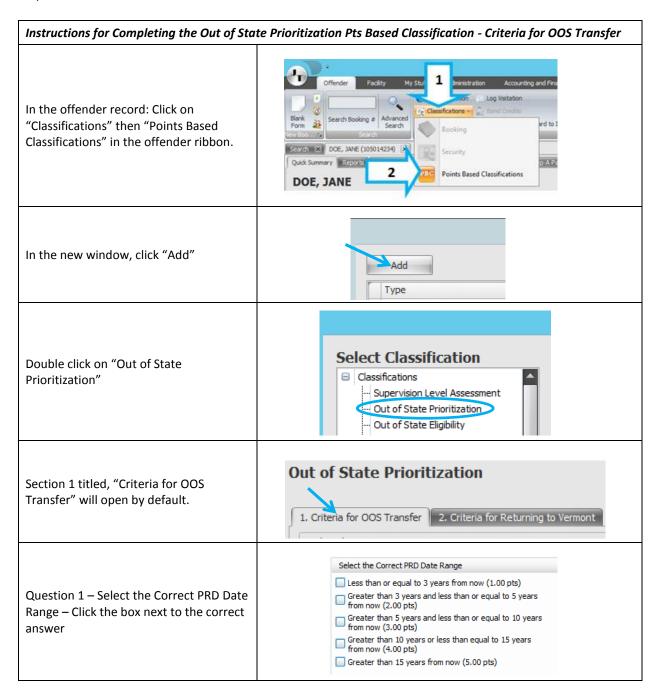
Every sentenced inmate shall be screened for out of state (OOS) transfer and for return to Vermont using the Out of State Prioritization and Out of State Eligibility Points Based Classifications in OMS.

#### 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.



NOTE: The PRD date is found on the Facility Case Plan	Start Date       End Date         Start Date       End Date         Population Management       Reault of Model Clearance         Population Management       Podet Service         Podet Completed       Podet Service         Podet Completed       Podet Service         Work Comp Englete       Reault of Model Clearance         Work Comp Englete       Reault of Model Clearance         Pogeneming       Predit Predit Podet Completed         Predit Predit Podet Completed       Completed Date         Pregeneming       Completed Date         Pregeneming Internal Podet Completed       Imagement Throg an Level         Advertes table Clafe       Imagement Throg an Level         Management Throg an Level       Imagement Date         Imagement Throg an Level       Imagement Throg an Level
<ul> <li>Question 2 – By clicking yes or no, the CSS will confirm if the inmate is currently:</li> <li>Refusing programming;</li> <li>Refusing work camp;</li> <li>Terminated from programming;</li> <li>Inappropriate for the work camp even if eligible:</li> <li>Refusing release; or</li> <li>Maxing out.</li> </ul>	Do any of the items in next box currently apply?       Is the offender currently:         Yes (3.00 pts)       Refusing programming (0.00 pts)         No (0.00 pts)       Refusing work camp (0.00 pts)         Inappropriate for work camp even if eligible (0.00 pts)         Refusing out (0.00 pts)         Maxing release (0.00 pts)         More than 12 months from release or program start date (0.00 pts)         Having release issues (0.00 pts)
Question 3 – The CSS shall check off any item that applies in Question 2. NOTE: The information required to answer these questions can be found in the Administrative codes, dates, case plan, and/or contact notes.	
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.	Is an active parent to a child under age of 18?  Yes (0.00 pts)  No (2.00 pts)
Total – Every inmate shall have a total between: 1-10. The higher the number, the better quality candidate the inmate is for prioritization.	Pits Based Classification - Arrest Number: 105017472     Back       Out of State Prioritization     Back       I frame for 005 thready     Lotter for former (L00 pth)       Sector form 3 years from row (L00 pth)     De totary of the items in met bace carrently apply?     Lot the affende carrently:       Sector form 3 years from row (L00 pth)     De totary of the items in met bace carrently apply?     Lot the affende carrently:       Determine that years and less than or equal to 10 years     De totary of the items in met bace carrently apply?     Lot the affende carrently:       Determine that years and less than or equal to 10 years     De totary of the items in met bace carrently apply?     Lot the affende carrently:       Determine that years and less than or equal to 10 years     De totary of the items in the bace carrently apply?     De totary of the items in the bace or profile       Determine that years and less than or equal to 10 years     De totary of the items in the bace or profile     Determine the bace or profile       Determine that years from row (L00 pth)     De totary of the items in the bace or profile     Determine the bace or profile       Determine that years from row (L00 pth)     Determine that years from row (L00 pth)     Determine the bace or profile       Determine that years from row (L00 pth)     Determine that years from row (L00 pth)     Determine the bace or profile       Determine that years from row (L00 pth)     Determine that years from row (L00 pth)     Determine the bace or profile

#### 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.	Offender Pasity My Star 1 ministration Accounting and Fine Blank Based Classifications Search Booking & Advanced Search Booking & Advanced Search Booking & Classifications Search Booking & Constant Accounting and Fine Booking & Constant A	
In the new window, click "Add"	Add	
Double click on "Out of State Prioritization"	Select Classification Classification Supervision Level Assessment Out of State Prioritization Out of State Eligibility	
Section 1 titled, "Criteria for OOS Transfer" will open by default. Select Section 2 titled, "Criteria for Returning to Vermont".	Out of State Prioritization           1. Criteria for OOS Transfer         2. Criteria for Returning to Vermont	
Question 1 – Select the Correct PRD Date Range – Click the box next to the correct answer	Select the correct PRD date range:  Less than or equal to 3 years from now (5.00 pts)  Greater than 3 years and less than or equal to 5 years from now (4.00 pts)  Greater than 5 years and less than or equal to 10 years from now (3.00 pts)  Greater than 10 years and less than or equal to 15 years from now (2.00 pts)  Greater than 15 years from now (1.00 pts)	

	Facility Case Plan
NOTE: The PRD date is found on the Facility Case Plan	Start Date Population Management Population
Question 2 – Select if any of the following apply: • Family Emergency • 6 month B1 Eligible • 12m from Release/Programming	Family Emgcy, 6 month B1 Eligible or 12m From Release/Pgrm Yes (3.00 pts) No (0.00 pts)
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.	Is an active parent to a child under age of 18? Yes (2.00 pts) No (0.00 pts)
Total – Every inmate shall have a total between: 1-10. The higher the number, the better quality candidate the inmate is for prioritization.	Pits Based Classification - Arrest Number: 105017472     Image: Classification       Out of State Prioritization     Back       Interime for 0001 Intending 1: Othern for Beturning to Vennon     Back       Select the correct PIO date range:     Prioritized for 0001 Intending 1: Othern for Beturning to Vennon       Select the correct PIO date range:     Prioritized for 0001 Intending 1: Othern for Beturning to Vennon       Select the correct PIO date range:     Prioritized for 0001 Intending 1: Othern for Beturning to Vennon       Select the correct PIO date range:     Prioritized for 0001 Intending 1: Othern for Beturning to Vennon       Select the correct PIO date range:     Prioritized for 0001 Priori

### 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.	Offender     Facility     My Star     Imministration     Accounting and Fine       Offender     Facility     My Star     Imministration     Accounting and Fine       Blank     Search Booking #     Advanced     Imministration     Log Visitation       Blank     Search Booking #     Advanced     Imministration     My Star       Search     DOE, JANE     1000     Security     Security       Quick Summary     Record #     2     2     Points Based Classifications		
In the new window, click "Add"	Add Type		
Double click on "Out of State Eligibility"	Select Classification Classifications Supervision Level Assessment Out of State Prioritization Out of State Eligibility		
Section 1 titled, "Offender Eligibility to be Transferred OOS" will open by default.	Out of State Eligibility  1. Offender Eligibility to be Transferred OOS 2. Offender Eligibility Sentenced offender?		
Question 1 – Is the inmate a sentenced inmate?	Question Sentenced offender?		
NOTE: This information can be found on the quick summary tab or by opening up legal status in the offender ribbon.	Legal Status on Quick Summary Legal Status Agency Legal Status Agency Legal Status Type Start Date End Date Custom Forms Legal Status Legal Status Legal Status		

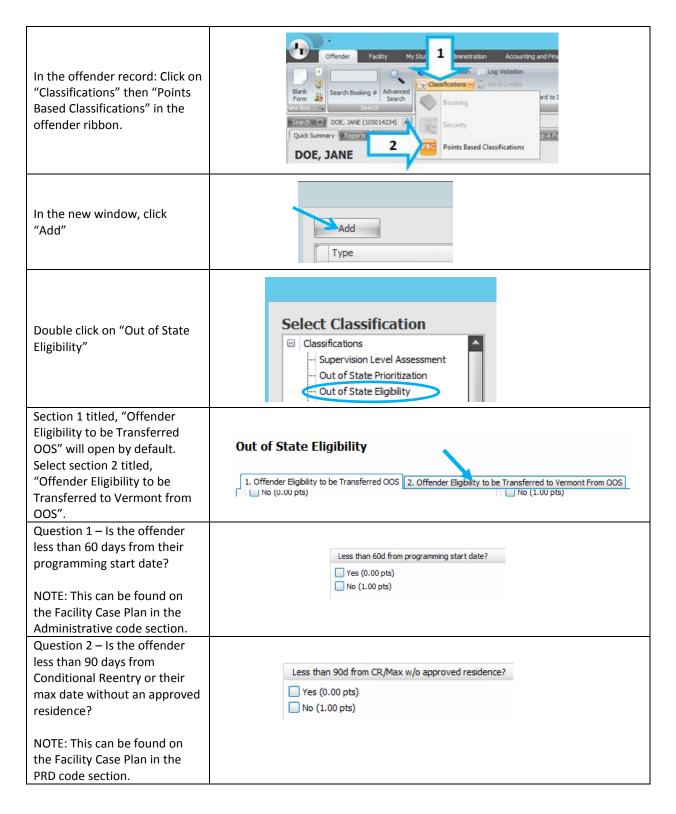
Question 2 – Is the inmate	Question Work camp eligible? Yes (0.00 pts) No (1.00 pts)			
work camp?				
	Work Camp Eligibility			
NOTE: This can be found on the Facility Case Plan in the work camp eligibility section.	OOS Eligible			
Question 3 – Does the inmate				
have any pending Vermont court actions that require an appearance within 12 months?	Pending court actions requiring appear within 12m? Yes (0.00 pts)			
NOTE: Places to find this information would be in Legal	No (1.00 pts)			
Status (inmate may have a status of Sentenced /				
Detained); OOS Hold of Court or Contact Notes.				
Question 4 – Does the inmate				
have more than a year to their PRD date?	More than a year to their PRD Date?			
	Yes (1.00 pts) No (0.00 pts)			
NOTE: The PRD date is found on the Facility Case Plan.				
	Question Designated SFI?			
Question 5 – Is the inmate	Yes (0.00 pts)			
designated SFI?	No (1.00 pts)			
NOTE: The SFI Designation can	SFI Designation SFI Designation			
be found in the Medical Tab on the Basic Info Subtab.	SFI			
	SFI Designation Date			
Question 6 – Does the inmate	Question Any holds (employment, medical, VCI)?			
have any holds (facility	Ves (0.00 pts)			
employment, medical, VCI)?	No (1.00 pts)			
NOTE: Holds can be found on the Facility Case Plan.	Holds Med Clear Requested Result of Med Clear Hold Hold Expiration Date Cost Eligible Med Clear Requested Result of Med Clear Hold Hold Expiration Date Packet Completed Packet Sent Cost Requested Result of Med Clear Hold Cost Requested Result of Med Clear Cost Requested Cost			
Question 7 – Is the inmate less	Question Less than 23 years old w/o high school diploma?			
than 23 years old without a	Yes (0.00 pts)			
high school diploma?	No (1.00 pts)			

NOTE: Inmate's age can be found on the Quick Summary Tab and Education Level on the Extra Information Tab under Education Sub Tab	Age Quel Summary Extre Information Questions Report DOE, JANE Jacket Agency Status Overall 139147 CURRENT CURRENT	Is Booking Info / Quick Summary Extra	leted High School Diploma
Question 8 – Is the inmate B1 Eligible?	bpts) Has the inme Submitted a Has the inme NOT submitt pts) No (1.00 pts	ate been a B1 for less than 6 months? (0.00 ate been a B1 for 6 months or more AND residence in the last 30 days? (0.00 pts) ate been a B1 for 6 months or more AND ed a residence in the last 30 days? (1.00 c)	
NOTE: This can be found on the Facility Case Plan in the Administrative code section.	B1 Administrative Code Administrative Code		dministrative Date 12/1/2015
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:			
Detainee: Doe, Janey (105017472) Classification Name: Out of State Eli	igibility	Classification Date/Time: Classification Officer: Ains	
Classification Detail		Classification	n Total Points: 8.00
1. Offender Eligibility to be Trans		Level: Offender Eligible to be Transferred OOS Tot	tal Points: 8.00
Detainee: Doe, Janey (105017472) Classification Name: Out of State El	igibility	Classification Date/Time: Classification Officer: Ains	
Classification Detail		Classification	n Total Points: 5.00
1. Offender Eligibility to be Trans		Level: Offender Not Eligible to Tot be Transferred OOS	tal 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



Question 3 – Is the offender less than 30 days or less from Conditional Reentry with an approved residence. NOTE: This can be found on the Facility Case Plan in the	Less than 30d Yes (0.00 pt No (1.00 pts		ice?
PRD code section. 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?	🗌 Yes (0	n 365d from CR/Max and SO or R .00 pts) 00 pts)	SN?
Question 5 – Does the offender have a court date within the next 60 days?	🗌 Yes (0	court actions requiring appear with .00 pts) 00 pts)	nin 60d?
Question 6 – Is the inmate B1 Eligible?	Has th Has th submit Has th	gible? e inmate been a B1 for less than 6 months? (1.0 e inmate been a B1 for 6 months or more AND ted a residence in the last 30 days? (1.00 pts) e inmate been a B1 for 6 months or more AND ted a residence in the last 30 days? (0.00 pts) 10 pts)	
NOTE: This can be found on the Facility Case Plan in the Administrative code section.	B1 Administrative Code Administrative Code		Administrative Date
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:			
Detainee: Doe, Janey (105017472) Classification Name: Out of State El	igibility	Classification Date/Tin Classification Officer: A	
Classification Detail		Classificat	tion Total Points: 5.00
2. Offender Eligibility to be Trans	ferred to Vermont From OOS	Level: Offender Eligible to be Returned to VT	Fotal Points: 3.00
Detainee: Doe, Janey (105017472) Classification Name: Out of State Eligibility		Classification Date/Tin Classification Officer: A	
Classification Detail			tion Total Points: 6.00
2. Offender Eligibility to be Trans	ferred 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

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.