



NEW YORK CITY DEPARTMENT OF CORRECTION

Martin F. Horn, Commissioner

NYC DOC
DISCHARGE PLANNING

05 OCT 10 11 50

Office of the Commissioner

33 Beaver Street, 23rd fl.

New York, NY 10004

Office 212-266-1212

Fax 212-266-1219

September 25, 2006

Honorable Linda Gibbs
Deputy Mayor for Health and Human Services
Office of the Mayor
City Hall
New York, New York 10007

Dear Deputy Mayor Gibbs:

As required by Section 9-129 of the New York City Administrative Code, I am submitting to you for transmittal to the Mayor the attached report on our implementation of Sections 9-127 and 9-128 regarding discharge planning services. Additional information regarding the Department of Correction's Discharge Planning initiative was provided in the Mayor's Management Report for fiscal year 2006.

Sincerely,

Martin F. Horn, Commissioner

c: Haeda Mihaltses
Hon. Miguel Martinez

**New York City Department of Correction
Implementation of Administrative Code
Discharge Planning Provisions
October 2006**

Mandate	Implementation
<p>9-127-a The Department of Correction and the Department of Homeless Services shall develop a process for identifying individuals who repeatedly are admitted to city correctional institutions and who, in addition, either immediately before their admission to or after their release from such institutions are housed in shelter provided by the Department of Homeless Services.</p>	<p>The Department of Correction (DOC) and the Department of Homeless Services (DHS) have developed and refined a data match process by which DOC sends DHS monthly discharge files and DHS then computes the percentage of shelter entrants with DOC stays in the six months preceding shelter entry. This data match will be conducted as frequently as is needed, is currently being conducted monthly, and the results used in various elements of the discharge planning effort.</p>
<p>9-127-b The Department of Correction shall collect, from any sentenced inmate who will serve, after sentencing, ten days or more in any correctional institution, information relating to the inmate's housing, employment, and sobriety needs. The Department of Correction shall, with the consent of the inmate, provide such information to any social service organization that is providing discharge-planning services to such inmate under contract with the Department of Correction.</p>	<p>Form 983, the Discharge Planning Screening form, is completed for every individual admitted to DOC. Form 983 addresses housing, employment, sobriety, benefits, and family issues. Social service organizations under contract with the Department of Correction are required to consult the Discharge Planning Screening Form for each client they serve and to document its use.</p> <p>A preliminary analysis was recently conducted from a sample of Discharge Planning Screening Forms in order to gauge the social service needs of the sentenced population. A discharge planning database is being developed, which will allow all responses to be automated in the future, allowing for much more efficient use of the data being collected. Specifications for this database are currently being finalized.</p>
<p>9-128-a The Department of Correction shall make application for government benefits available to inmates by providing such applications in areas accessible to inmates in city correctional institutions.</p>	<p>Twenty "Benefits Boards" containing applications for benefits available through the NYC Human Resources Administration (13 forms), the Social Security Administration (1 package), and the Veterans' Administration (2 forms) have been installed in ten DOC facilities. The Benefits Boards also include resources from: the Department of Motor Vehicles (3 forms), the NYC Department of Health and Mental Hygiene (5 forms), the NYC Department of Education (1 form), US Citizenship and Immigration Services (1 form), and 311 Jail Release Services (English/Spanish flyers).</p> <p>The Benefits Boards are located in all law libraries and counseling areas where they are accessible to all inmates, both sentenced and detained.</p> <p>111,950 forms and packages have been made available for distribution since the inception of the Benefits Boards in 2005.</p>

<p>9-128-b The Department of Correction shall provide assistance with the preparation of applications for government benefits and identification to sentenced inmates who will serve, after sentencing thirty days or more in any city correctional institution and who receive discharge planning services from the Department of Correction or any social services organization under contract with the Department of Correction, and, in its discretion, to any other inmate who may benefit from such assistance.</p>	<p>Assistance is being provided through the Department's discharge planning contractors. This mandate has been included in the revised discharge planning forms used by service providers and in all discharge planning contracts.</p> <p>In addition, RIDE Support Centers -- one currently located in the Eric M. Taylor Center (EMTC), the sentenced men's facility on Rikers Island, and one under construction in the Rose M. Singer Center (RMSC), the women's facility on Rikers Island -- are new components of RIDE aimed at facilitating the enrollment/re-enrollment of individuals into benefit programs for which they are eligible and to which they are entitled. The Support Centers will do so by providing the opportunity for agencies that oversee benefits (HRA, SSA, VA, etc) to work with clients to determine their eligibility and complete applications during incarceration to become active as soon as possible after release. Facilitated Medicaid Enrollment, SSI interviews and Veteran's Administration briefings and follow-up with those eligible are currently taking place.</p>
--	---



NEW YORK CITY DEPARTMENT OF CORRECTION
Martin E. Horn, Commissioner

Office of the Commissioner

60 Hudson Street
New York, NY 10013
212-266-1212
Fax 212-266-1219

September 29, 2005

Honorable Gifford Miller, Speaker
New York City Council
City Hall
New York, New York 10007

Dear Speaker Miller.

As required by Section 9-129 of the New York City Administrative Code, I am submitting to you for transmittal to the Mayor the attached report on our implementation of Sections 9-127 and 9-128 regarding discharge planning services. Additional information regarding our Discharge Planning initiative was provided in the Mayor's Management Report for Fiscal Year 2005.

This represents only a fragment of our extensive ongoing discharge planning efforts. We would like the opportunity to brief interested council members and staff in detail at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Martin F. Horn".

Martin F. Horn

c: Honorable Yvette Clarke
Haeda Mihaltses
file

New York City Department of Correction
 Implementation of Administrative Code
 Discharge Planning Provisions
 October 1, 2005

Mandate	Implementation
<p>9-127-a The department of correction and the department of homeless services shall develop a process for identifying individuals who repeatedly are admitted to city correctional institutions and who, in addition, either immediately before their admission to or after their release from such institutions are housed in shelter provided by the department of homeless services.</p>	<p>The Department of Correction and the Department of Homeless Services have developed a data match process that allows the identification of the individuals addressed in this section. The data match will be conducted as frequently as is needed and is currently being conducted monthly.</p>
<p>9-127-b The department of correction shall collect, from any sentenced inmate who will serve, after sentencing, ten days or more in any correctional institution, information relating to inmate's housing, employment and sobriety needs. The department of correction shall, with the consent of the inmate, provide such information to any social service organization that is providing discharge-planning services to such inmate under contract with the Department of Correction.</p>	<p>An information collection form (Discharge Planning Screening Form – 983, attached) has been developed and pilot tested in collaboration with the Vera Institute of Justice. It addresses the required areas (housing, employment, sobriety).</p> <p>Information is now being collected from all inmates as they are being processed into the Department of Correction.</p> <p>A process has been developed and implemented to have this information made available to all service providers under contract with DOC providing discharge-planning services for each inmate the provider is working with.</p>
<p>9-128-a The department of correction shall make applications for government benefits available to inmates by providing such applications in areas accessible to inmates in city correctional institutions.</p>	<p>Materials have been obtained and areas identified. Wall units have been designed and are being constructed which will hold materials for distribution and ensure that they are adequately identified and supplies maintained. These shall be located in Law Libraries and Counseling areas. It is expected that this will be fully operational by October 1.</p>

9-128-b The department of correction shall provide assistance with the preparation of applications for government benefits and identification to sentenced inmates who will serve, after sentencing thirty days or more in any city correctional institution and who receive discharge planning services from the department of correction or any social services organization under contract with the department of correction, and, in its discretion, to any other inmate who may benefit from such assistance.

Assistance is being provided through the Department's discharge planning contractors. This mandate has been included in the revised discharge planning forms used by service providers and has been incorporated into contracts effective July 1, 2005.

NYC DEP OF CORRECTION

NYC DEP OF CORRECTION