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## WISCONSIN LEGISLATIVE COUNCIL

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*Terry C. Anderson, Director*

TO: CHAIR ALBERTA DARLING AND VICE-CHAIR ROB HUTTON, STUDY  
COMMITTEE ON REDUCING RECIDIVISM AND REMOVING IMPEDIMENTS  
TO EX-OFFENDER EMPLOYMENT

FROM: <sup>MQ</sup> Michael Queensland and <sup>MLS</sup> Melissa Schmidt, Senior Staff Attorneys

RE: Options for Committee Discussion at the October 19, 2016 Meeting

DATE: October 18, 2016

This memorandum summarizes options you have developed for committee discussion at the October 19, 2016 meeting of the Study Committee on Reducing Recidivism and Removing Impediments to Ex-Offender Employment ("hereinafter, "Study Committee").

### WINDOWS TO WORK (W2W)

#### Background

The Department of Corrections (DOC) contracts with each of Wisconsin's 11 Workforce Development Boards to provide the W2W program. W2W helps returning individuals become self-sufficient and obtain full-time employment by developing constructive skills and modifying thought processes connected to criminal behavior. Between three and nine months prior to release from incarceration, participating inmates receive individual release and case planning, along with classroom training in core curriculum areas, including:

- Applications and resumes.
- Cognitive intervention.
- Financial literacy.
- General work skills and expectations.

For approximately one year after participants are released, W2W continues to help them find and retain jobs. Programming varies by region, but might include: (a) help accessing community resources; (b) help overcoming barriers to employment, such as lack of

transportation; or (c) training on employability skills, such as interview techniques. According to DOC, during fiscal year (FY) 2016, 405 participants obtained 546 episodes of employment,<sup>1</sup> with participants earning an average of \$10.54/hour at his or her hire date. Over 70% of the employment episodes were for full-time work.<sup>2</sup>

According to DOC, in FY 2017, W2W will be funded with \$1,227,214 general purpose revenue. Of this amount, \$314,714 is from an appropriation for purchased services for offenders and \$912,500 comes from Becky Young funds. W2W is one of a wide variety of programs that are operated by DOC with Becky Young funds with the purpose of reducing recidivism and is discussed in further detail in Memo No. 2, *Becky Young Community Corrections Recidivism Plan* (July 6, 2016).<sup>3</sup>

### Option

The Study Committee could recommend that the Legislature and DOC expand W2W to serve more participants in the 2017-19 Biennial Budget.

## OPENING AVENUES TO REENTRY SUCCESS (OARS)

### Background

OARS provides services to the most seriously mentally ill inmates that are released in 37 Wisconsin counties. DOC works with the Department of Health Services (DHS) to provide services starting six months before participants are released, and continuing for up to two years after release. Services include:

- Access to community resources for transportation, budgeting, and finances.
- Access to quality psychiatric care and medication.
- Access to structured employment and education activities.

According to DOC, the three-year follow-up recidivism rate for OARS participants is 30.91%, while a group with similar characteristics has a three-year recidivism rate of 37.68%. DOC also reports that in FY 2016, OARS was funded with approximately \$2,600,000 from the Becky Young appropriation and served 261 participants.

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<sup>1</sup> DOC defines "episodes of employment" as any instances of employment, including seasonal employment and temporary placements.

<sup>2</sup> DOC defines full-time work as 35+ hours per week.

<sup>3</sup> DOC's most current Becky Young report, entitled *Becky Young Community Corrections Recidivism Reduction Fiscal Year 2016 Report*, is available at:

<http://doc.wi.gov/Documents/WEB/ABOUT/OVERVIEW/Reentry%20Unit/Becky%20Young%20Report%20FY16%20FINAL.pdf>.

## Option

The Study Committee could recommend that the Legislature and DOC expand OARS to serve more participants in more counties in the 2017-19 Biennial Budget.

## COUNCIL OF STATE GOVERNMENTS JUSTICE REINVESTMENT INITIATIVE

### Background

The Council of State Governments Justice Center (CSG Justice Center) has worked with more than 25 states "to reduce spending on corrections and reinvest in strategies to increase public safety" through an approach called "justice reinvestment." Very generally, justice reinvestment "is a data-driven approach to improve public safety, reduce corrections and related criminal justice spending and reinvest savings in strategies that can decrease crime and reduce recidivism." Information regarding CSG Justice Center's justice reinvestment approach is available at: <https://csgjusticecenter.org/jr/>.

In 2009, at the request of Wisconsin's Governor, Chief Justice of the Supreme Court, Senate President, and Assembly Speaker, the CSG Justice Center provided justice reinvestment technical assistance related to Wisconsin's corrections costs. CSG Justice Center's technical assistance included: (1) mapping of specific neighborhoods where large numbers of offenders were released from prison to identify how to improve coordination of services, correctional supervision, and law enforcement; (2) analyzing the prison population to determine what was driving its growth and to identify which categories of offenders were at high risk of re-offending; (3) developing policy options, based upon the data collected, to increase public safety and decrease corrections spending; and (4) projecting the fiscal impact of any policy options identified.

The Legislative Council's Special Committee on Justice Reinvestment Initiative Oversight was established in the 2008 interim by the Joint Legislative Council to serve as the entity to which the CSG Justice Center reported. After months of technical assistance, the CSG Justice Center provided data-driven recommendations to the Special Committee. These recommendations, as well as the current status of the recommendations, are outlined in Memo No. 5, *Current Status of the 2009 Council of State Governments Justice Center Policy Options on Justice Reinvestment in Wisconsin* (October 12, 2016).<sup>4</sup>

### Option

The Study Committee could propose to the Joint Legislative Council Co-Chairs that they send letters to the Governor, Chief Justice of the Supreme Court, and legislative leadership in the Senate and Assembly recommending that they explore the possibility of requesting justice

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<sup>4</sup> CSG Justice Center's, final report to Wisconsin, entitled *Justice Reinvestment in Wisconsin: Analyses & Policy Options to Reduce Spending on Corrections and Increase Public Safety*, (New York: Council of State Governments Justice Center, 2009), is available at: <https://csgjusticecenter.org/jr/wisconsin/publications/justice-reinvestment-in-wisconsin/>.

reinvestment technical assistance from the CSG Justice Center to provide data-driven policy options that will decrease crime and reduce recidivism in Wisconsin based upon current trends.

## **TRAUMA-INFORMED CARE**

### **Background**

According to DHS, "trauma-informed care" refers to "an intervention and organizational approach that focuses on how trauma may affect an individual's life and his or her response to behavioral health services from prevention through treatment." In this context, trauma refers to "extreme stress that overwhelms a person's ability to cope," and can be a single event, a series of events, or a chronic condition, such as childhood neglect or domestic violence. A trauma-informed approach incorporates the following three key elements: (1) realizing the prevalence of trauma; (2) recognizing how trauma affects individuals; and (3) responding by putting this knowledge into practice. [DHS, "Trauma-Informed Care," (revised August 17, 2016), available at: <https://www.dhs.wisconsin.gov/tic/index.htm>.]

At its August 31, 2016 meeting, the Study Committee heard testimony regarding the Alma Center, a non-profit organization that provides trauma-informed healing, education, social services, and community support services in Milwaukee. The Alma Center's approach to reduce a person's criminogenic needs is to help the person deal with the trauma through gender-specific programming. One of the trauma-informed programs provided by the Alma Center is called the "Wisdom Walk," which is a batterer intervention program for domestic violence offenders who have an extensive background in trauma. The Alma Center currently receives DOC funding to provide this intervention program to domestic violence offenders on community supervision in Milwaukee. The Alma Center also receives funding from the Department of Children and Families (DCF), Division of Milwaukee Child Protective Services, to provide a trauma-informed "Fatherhood Wisdom Walk" intervention program to fathers who have access to, or visitation with, minor children.

Also, DOC management staff members have begun receiving training related to trauma-informed care. These trainings include information related to trauma and secondary trauma, which results when a person hears about another person's trauma. Other DOC staff have or will be receiving training as well. One of the goals of the training is to make corrections a safer environment and to become more trauma sensitive.

### **Options**

The Study Committee could propose to the Joint Legislative Council Co-Chairs that they send letters to:

- DOC and DCF recommending that DOC and DCF work together to develop a pilot program that will be implemented by DOC and provides trauma-informed services to offenders generally, not limited to domestic violence offenders.

- DOC recommending that it study how trauma-informed care can be used in the correctional setting to reduce recidivism and continue to provide DOC staff with training on trauma-informed care.

## **MEDICATION SUPPLY UPON RELEASE FROM PRISON**

### **Background**

Under its current policy, DOC provides a two-week supply of all prescribed medications and certain over-the-counter medications to inmate patients upon discharge. With certain exceptions, DOC funds this two-week supply because state and federal law generally prohibit use of Medical Assistance (MA) benefits to pay for care or services for an individual who is an inmate of a public institution. [s. 49.47 (6) (c) 3., Stats.] Under DOC policy, inmates are also provided a prescription for a 30-day supply of all prescription medications, certain other supplies, and medical equipment upon discharge. DOC's policy on health services provided for inmates at the time of discharge from prison is included as **Attachment 1**.

### **Options**

The Study Committee could propose to the Joint Legislative Council Co-Chairs that they send letters to:

- DOC recommending that inmates be provided with a four-week supply of prescription medication at the time that the inmate is released from prison and request that DOC create a fiscal estimate of the cost for doing so and report this fiscal estimate to the Legislature.
- DOC and DHS that: (1) recommends inmates be provided with a four-week supply of prescription medication at the time that the inmate is released from prison; and (2) requests that the two departments collaborate to determine what would be required in order to shift to the MA program the cost of an inmate's supply of prescription medication ordered prior to the inmate's discharge, as long as the medication is provided to the inmate at the time of release from prison. This may require a statutory change and approval from the U.S. Department of Health and Human Services.

## **BADGERCARE ENROLLMENT**

### **Background**

Wisconsin's MA waiver program for low-income individuals is known as BadgerCare Plus. BadgerCare Plus is administered by DHS and provides various health care services to eligible households. DOC assists inmates submitting applications for MA eligibility and enrollment into BadgerCare Plus prior to release from prison. An inmate who had benefits prior to being incarcerated must reapply in order to receive benefits upon release from prison. In general, an application may be submitted over the telephone on or after the 20th month before the month of the inmate's release from prison. Under its policy, DOC provides additional

assistance for any inmate who has difficulty successfully completing an application for MA. An eligible inmate may be covered for medical expenses on or after his or her prison release date. DOC's policy on assisting inmates applying for BadgerCare Plus prior to discharge from prison is included as **Attachment 2**. When an inmate is released from prison, the person receives a ForwardHealth card and a "welcome home packet," which has information about how to select a provider. The ex-inmate must then find a provider with whom to enroll.

### Option

The Study Committee could propose to the Joint Legislative Council Co-Chairs that they send a letter to DOC recommending that it provide assistance in finding a provider prior to release from incarceration to any inmate who enrolls in BadgerCare Plus prior to release.

## STATE OF WISCONSIN IDENTIFICATION CARDS

### Background

DOC assists inmates who are U.S. citizens and who will reside in Wisconsin upon release from prison obtain a State of Wisconsin identification card (state ID card). Current DOC policy requires staff to contact an inmate that does not possess a valid driver's license or state ID card if the inmate is approaching release from prison or is being considered for work-release opportunities. If the inmate would like to obtain a state ID card, DOC staff must follow certain procedures to assist the inmate. Under current practice, DOC pays the cost of obtaining a state ID card for an inmate from Becky Young funds, while the inmate is responsible for obtaining the necessary vital documents, such as a birth certificate, for application. According to DOC, in FY 2015, DOC paid \$28,052 for 1,288 state ID cards and in FY 2016, DOC paid \$23,004 for 982 state ID cards. DOC's policy on assisting inmates apply for a State of Wisconsin identification card is included as **Attachment 3**.

### Option

The Study Committee could recommend that the Legislature and DOC review current laws and DOC policies to: (1) encourage issuance of a state ID card to any inmate prior to release from prison; and (2) explore the impact of not having a state ID card on an offender's reentry into the community.

## STANDING COMMITTEES OF THE LEGISLATURE

### Background

Standing committees are permanent legislative committees established to engage in activities related to the subject matter under each committee's jurisdiction. The standing committees regularly review proposed legislation and administrative rules and occasionally perform other functions at the discretion of the chairperson. These other functions include

inquiring into or conducting hearings on matters within the subject matter jurisdiction of the standing committee.

### Options

The Study Committee could propose to the Joint Legislative Council Co-Chairs that they send letters to the chairpersons of the appropriate standing committees in the Senate and Assembly, requesting that the standing committees do the following:

- Review DOC's current educational and vocational training practices in order to match this training with current workplace needs, such as "soft skills."
- Examine whether DOC should provide reentry planning to inmates prior to release from prison earlier than current practice.
- Study the relationship between DOC institutions, local technical schools, and regional employers to make recommendations that encourage collaboration.
- Review DOC policies regarding the placement of recently released ex-offenders to encourage continued employment in jobs attained by individuals while incarcerated.
- Review DOC's fraternization policy and its impact on reentry for recently released ex-offenders.
- Study the collateral consequences of conviction related to occupational licensing or certification.

If you have any questions, please feel free to contact us directly at the Legislative Council staff offices.


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Attachments





DOC-1024 (Rev. 02/2009)

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.30.59	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 10/15/02	<b>New Effective Date:</b> 10/28/14
	<b>Supersedes:</b> 500.30.59	<b>Dated:</b> 02/10/14
	<b>Last Reviewed, No Changes:</b> 02/01/16	
	<b>Administrator's Approval:</b> Cathy A. Jess, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Discharge Planning		

**POLICY**

Division of Adult Institution facilities shall facilitate discharge planning for inmate patients with a serious health need who have a scheduled release date to the community.

**REFERENCES**

Standards for Health Care in Prisons – National Commission on Correctional Health Care, 2014, P-E-13 – Discharge Planning  
DAI Policy 300.00.27 – Medical Guardianship  
DAI Policy 500.00.01 – Advance Directives for Health Care

**DEFINITIONS, ACRONYMS, AND FORMS**

CPS – Central Pharmacy Services

Discharge Planning – Multidisciplinary review of the inmate patient's health to ensure identified needs are met during transition to the community.

DOC – Department of Corrections

DOC-2077 – Health Transfer Summary

DOC-3003 – Health Summary

DOC-3397 – Discharge Medication Request

HSU – Health Services Unit

Multidisciplinary coordination – A review the plan of care involving applicable disciplines participating in the care and treatment of the inmate patient with complex needs.

OTC – Over the counter

STD – Sexually transmitted disease

TB – Tuberculosis

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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Discharge Planning		

**PROCEDURE**

- I. Records shall notify HSU of an inmate patient's scheduled release in a timely manner. Regardless of time of notification, ongoing inmate patient care needs shall still be addressed.
  
- II. HSU shall coordinate release needs with Social Services, family and/or guardian/activated Power of Attorney for Health Care, the inmate patient and the assigned probation and parole agent to establish an appropriate plan prior to release.
  
- III. Arrangements and/or referrals shall be made for follow-up community services for those with critical medical or mental health needs or care as required by public health laws (e.g., STDs, active TB).
  - A. Community resources are provided with instruction to the inmate patient on the importance of continuity of care and appropriate follow-up.
  
  - B. Inmate patients with special care needs who are being transferred to nursing homes, community based facilities, group homes or other community facilities require specialized planning for continuity of care. Coordination regarding medical supplies, equipment and medication shall be discussed in these situations as the receiving facility may supply certain items.
  
  - C. Complete DOC-3003 – Health Summary, place the original in the medical chart Correspondence Section and provide copy to inmate patient upon release. A DOC-2077 – Health Transfer Summary may be substituted if an inmate patient is being discharged to a County Jail or the Correctional System.
  
  - D. Complete the DOC-3397 – Discharge Medication Request and send to CPS no sooner than 14 days prior to release to ensure provision of:
    1. A two week supply of all prescribed medications, and certain OTCs as described on the DOC-3397 – Discharge Medication Request The DOC-3397 shall be reviewed and signed by the inmate patient with the original placed in the medical chart under Medications Tab and a copy sent with the inmate patient upon discharge.
    2. A prescription for a 30 day supply of all prescription medications.
    3. A two week supply of Diabetic Management Supplies including:
      - a. Insulin.
      - b. Blood glucose meter.
      - c. Lancets.
      - d. Syringes.
      - e. Test strips.
    4. Necessary medical equipment (e.g., assistive devices, C-Pap, Bi-Pap, oxygen).

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- IV. Multidisciplinary coordination and discharge planning shall occur to meet inmate patient needs at discharge. The discharge plan shall be documented in the inmate patient's medical chart and communicated with appropriate personnel.
- V. Specialized transportation shall be arranged prior to scheduled release if alternate arrangements are necessary due to medical need.

**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
James Greer, Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Ryan Holzmacher, MD, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Mary Muse, Nursing Director

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Cathy A. Jess, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Discharge Planning		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.


**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other

DOC-1024 (Rev. 02/2009)

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 309.00.51	<b>Page</b> 1 of 6
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	<b>Supersedes:</b> N/A	<b>Dated:</b> N/A
	<b>Administrator's Approval:</b> Cathy A. Jess, Administrator	
	<b>Required Posting or Restricted:</b>	
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Medicaid Application		

**POLICY**

The Division of Adult Institutions shall provide releasing inmates the opportunity to apply for public Medical Assistance programs prior to release.

**REFERENCES**

Code of Federal Regulations, Title 42, Chapter IV – Centers For Medicare & Medicaid Services, Department Of Health And Human Services

Wisconsin Statutes Ch. 49 – Subchapter IV – Medical Assistance

Wisconsin Statutes Ch. 49 – Subchapter V – Other Support and Medical Programs

Wisconsin Statutes Ch. 49 – Subchapter VI – General Provisions

Patient Protection and Affordable Health Care Act (PPACA)

Health Care and Education Reconciliation Act

Wisconsin Administrative Code Ch. DHS 101-109 – Medical Assistance

DOC-DHS Memorandum of Understanding

DHS Operations Memo 14-49 – Processing Telephonic Applications for Offenders

myDOC ACA Reference Page

**DEFINITIONS, ACRONYMS, AND FORMS**

ACA – Affordable Care Act

BadgerCare Plus (BC+) – Health care for children, pregnant women and adults, with or without dependent children. Eligibility is based on income and household size.

CIP – Challenge Incarceration Program

DAI – Division of Adult Institutions

DHS – Department of Health Services

DOC – Department of Corrections

DOC-184 – Disbursement Request

DOC-236D – Identification Property Access Record (Red)

DOC-237 – Property Receipt

DOC-745 – Release Plan Information

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<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Medicaid Application		

DOC-2728 – Wisconsin Medicaid Application-Instructions

EBD – Elderly, blind, disabled

ERP – Earned Release Program

ES – Extended Supervision

ID – Intellectually Disabled

Income Maintenance (IM) Agency – IM Consortia, county, or tribal agency administering Wisconsin's income maintenance programs

Income Maintenance (IM) Consortium – An organization composed of groups of counties administering Wisconsin's income maintenance programs.

LEP – Limited English Proficiency

MR – Mandatory Release

PHI – Protected Health Information

PII – Personally Identifiable Information

Wisconsin Medicaid for the Elderly, Blind, and Disabled (EBD Medicaid) – Health care coverage for people who are age 65 and older, blind, or who have a disability. Disability and blindness determinations are made by the Disability Determination Bureau (DDB) in the Department of Health Services.

**PROCEDURE**

**I. Staff Training**

- A. Staff training shall be available through DOC's learning management software.
- B. Initial training is required for ACA Site Coordinators, Social Workers, and Social Worker Supervisors. Warden/designee may designate additional classifications required to attend training.
- C. Training is available for all DAI staff members interested in attending.

**II. Inmate Education**

- A. Inmates cannot use Medicaid services until release with the exception of inpatient hospital stays.
- B. Facilities shall designate staff to provide information to inmates about health care system changes and health coverage options through pre-release or reentry planning.

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<b>Subject:</b> Medicaid Application		

- C. Facilities shall designate staff to provide paper applications and information on the process of applying for Wisconsin's Medicaid programs prior to release. Staff shall also provide the application, instructions and information about applying for health insurance purchases from the Federal Health Insurance Marketplace.
- D. Facilities may provide periodic multi-media presentations about health system changes through inmate-access closed circuit televisions systems and self-study materials in libraries or resource rooms.
- E. Inmates approved for Medicaid services have access to mental health, substance use disorder, medical treatment and other covered services as needed after release.

### **III. Pre-Release Application Assistance Process**

- A. Facilities shall designate ACA Site Coordinators.
- B. Inmates who had benefits prior to their incarceration are required to reapply if they are interested in receiving benefits upon release.
- C. Facilities shall provide all inmates access to application materials.
- D. During release planning, inmates complete a DOC-745 and identify if they plan to complete an application for health insurance prior to their release. Applications are voluntary and the decision to apply rests with the inmate.
- E. Application assistance shall be documented in each inmate's COMPAS case/custom fields/release plan section under ForwardHealth Card.
- F. Inmates may apply for BadgerCare Plus or EBD Medicaid via telephone in accordance with the timeframes described in Section IV.B and E.

### **IV. BadgerCare Plus or EBD Medicaid Application**

- A. The inmate may request the IM Consortium toll-free number or Menominee County toll number.
- B. Calls to the IM Consortia may be placed on or after the 20<sup>th</sup> of the month prior to the inmate's month of release. IM agency staff use the Wisconsin DOC Offender Locator to verify MR/ES and Maximum Discharge dates.
- C. Some CIP, ERP and parole grant releases create exceptions to the calling date. When an inmate's earned release month is unclear because of variability of acquiring signed court orders, the inmate should wait until the first of the month of possible release; e.g., if an inmate completes a program on the 20<sup>th</sup> of June and it is unclear if he or she will release in June or July, the inmate shall wait until June 1st to call the agency.

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- D. DAI staff may verbally confirm release dates for CIP, ERP and parole grants.
- E. Inmate members are required to notify the IM agency of changes in residence, income, and household within 10 days of the change. If incarceration is extended after successful enrollment, inmates shall notify the IM agency of the change.
- F. Procedures may vary by facility because of physical plant, method of pre-release planning and other factors.
- G. Facilities shall ensure protection of inmate PII and PHI shared during phone calls when establishing facility procedures.

#### **V. Telephone Use**

- A. The inmate telephone system allows calls to the IM Consortia and the DHS member services toll-free numbers, as well as the Menominee County toll number. Inmates are required to enter their pin number prior to placing calls.
- B. These numbers shall allow call times up to one hour before terminating. BadgerCare Plus calls average 20 to 40 minutes in length.
- C. Menominee County residents' applications may be handled differently and require additional steps to complete an eligibility determination.
- D. Inmates whose benefits were terminated upon incarceration, must reapply. Those needing a replacement card need to wait two business days after being approved for benefits to call before contacting Member Services for the replacement card.
- E. Facilities may provide alternatives to the inmate phone system in situations where the physical plant or inmate traffic prevents sufficient protection of PII or PHI. Alternatives may include, but are not limited to, attorney call booths and supervised calls from staff offices.

#### **VI. Additional Assistance**

- A. Inmates facing challenges to successful completion of the application process may require additional staff assistance, including assistance completing paper applications and/or staff-facilitated phone calls.
- B. Inmates with ID, serious mental illness, low reading scores, and/or LEP who are interested in applying for health insurance or Medicaid shall be screened for the level of assistance required to successfully complete the application process.
  1. Social Workers' familiarity with inmates on their caseloads, training, experience, and professional judgment shall be used to determine whether an inmate requires a staff-assisted phone call.
  2. IM Consortia shall provide LEP inmates with interpreters.



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C. Staff-facilitated phone calls shall follow established facility procedures.

**VII. After the Eligibility Interview**

A. Inmates may receive a request for pay stubs, family information, or a copy of an ID card as verification. The IM agency may also require copies of vital documents such as a social security card or birth certificate.

B. Inmates shall complete and submit a DOC-184 with an addressed, stamped envelope requesting a copy be made of the required vital document and sent to the requesting IM agency. Facilities shall develop a procedure to designate staff involved in this process.

C. Inmates applying more than 10 days prior to release will likely receive the enrollment information and ForwardHealth card at the facility mailing address.

D. ForwardHealth Cards shall be treated as vital documents and stored securely in the DOC-236D.

a. The inmate shall be issued a DOC-237 for the ForwardHealth card.

b. Facilities shall establish procedures to ensure the card is not sent directly to the inmate.

E. If vital documents are received for an inmate who is no longer at the facility, staff shall forward those documents to the receiving facility or forwarding address.

**VIII. Federal Health Insurance Marketplace**

A. Paper applications for the Federal Health Insurance Marketplace will also be available through pre-release or reentry planning or through staff.

B. Inmates' Marketplace applications should not be processed until on or after their release date.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

Cathy A. Jess, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 309.00.51	<b>Page</b> 6 of 6
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<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Medicaid Application		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

I.

A.

1.

a.

B.

C.


II.

A.

B.

C.

DOC-1024 (Rev. 02/2009)

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	<b>Original Effective Date:</b> 04/17/09	<b>New Effective Date:</b> 07/15/13
	<b>Supersedes:</b> 309.20.02	<b>Dated:</b> 07/01/13
	<b>Administrator's Approval:</b> Cathy A. Jess, Administrator	
	<b>Required Posting or Restricted:</b> <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> State of Wisconsin Identification Card		

**POLICY**

Division of Adult Institutions staff shall assist inmates in obtaining a State of Wisconsin Identification Card, as needed, to assist with their return to the community.

**REFERENCES**

Wisconsin Statutes s. 301.286 – State Identification Upon Release from Prison

**DEFINITIONS, ACRONYMS, AND FORMS**

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DOC – Department of Corrections

DOC-236D – Identification Property Access Record (Red)

DOC-237 – Property Receipt / Disposition

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)

DOT – Department of Transportation

ID – Identification

MV3001 – State of Wisconsin Driver's License Application

MV3004 – State of Wisconsin Identification Card Application

OATS – Offender Active Tracking System

USPS – United States Postal Service

Vital Documents – Certified copy of the inmate's birth certificate, signed social security card and a driver's license / State of Wisconsin ID card.

WITS – Computerized accounting system for recording inmate money activity.

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## PROCEDURE

### I. General Guidelines

Inmates who are US citizens and will reside in Wisconsin upon release are eligible to apply for an ID card.

A. When there is an identity discrepancy, inmates are not eligible to apply and must resolve the issue in person at a DMV Service Station upon release.

B. Inmates are responsible for obtaining the necessary vital documents for application.

### II. Document Acquisition and Storage

A. Upon admission to DAI, designated staff shall determine if the inmate has vital documents.

B. Upon admission to DAI, inmates shall be encouraged to have existing documents sent to their first permanent facility placement. If there are documents the inmate cannot locate, designated staff shall assist the inmate in the process of replacing the documents.

C. A DOC-236D shall be created for all inmates upon arrival at the DAI Intake site.

1. All vital documents shall be stored in this envelope.

2. Upon arrival at the first permanent site, the DOC-236D shall be stored securely in the site's Property Department.

3. Facilities shall ensure limited staff has access to these records.

### III. Obtaining a State of Wisconsin ID Card

A. If it has been determined the inmate does not possess a valid driver's license or valid State of Wisconsin ID Card, and the inmate is approaching release or is being considered for work release opportunities, staff shall contact the inmate to assist in the acquisition of an ID.

B. If the inmate chooses to obtain an ID card, the following procedure shall be followed:

1. Staff shall meet with the inmate to determine the current status of their vital documents.

2. Once the documents are in the facility, staff shall assist the inmate in completing MV-3004.

3. Inmates housed in facilities whose primary function is drug and/or alcohol treatment shall obtain a signed DOC-1163A from the inmate who is participating in the process.

4. The cost of the ID card may be paid for by the DOC when funding is available. Inmate funds from their general or release accounts may be used in the absence of departmental subsidies.

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	<b>Original ID Card</b>	<b>Duplicate ID Card</b>	<b>Renewable ID Card</b>
<b>Definition</b>	Wisconsin DMV record indicates that no ID card has ever been issued.	Wisconsin DMV record indicates the individual holds a valid ID card, but the card was lost, stolen or mutilated. ID card will expire > one year.	Wisconsin DMV record indicates the individual previously held an ID card and the card is or has expired or will expire < one year.
<b>Requirements</b>	Wisconsin resident U.S. citizen  Proof of: 1. Legal presence. 2. Name and date of birth. 3. Identity. 4. Residency = incarceration.	Wisconsin resident U.S. citizen  Proof of: 1. Identity. 2. Social Security Number match.	Wisconsin resident U.S. citizen  Proof of: 1. Identity. 2. Social Security Number match.
<b>Documents</b>  <i>Originals only, no copies</i>	Certified record of birth (with raised seal)  Signed original social security card.  DOT Form: MV3004 Section A & B, indicating they are a U.S. Citizen	Signed original social security card.  DOT Form: MV3004 Section A & B, indicating they are a U.S. Citizen	Signed original social security card.  DOT Form: MV3004 Section A & B, indicating they are a U.S. Citizen

### C. Photograph Session

1. Designated staff shall schedule photograph sessions with the inmates who are eligible for an ID card. The following documents are to be in the facility prior to scheduling a photograph session:
  - a. Certified copy of the inmate's birth certificate (only required if the individual has never possessed a State of Wisconsin ID Card, driver's permit or driver's license).
  - b. Signed original Social Security card.
  - c. Completed MV-3004. The ID FOR FREE box shall not be checked. The DOC or the inmate shall provide the funding for all DOC ID products.
  - d. The MV-3004 shall list the street address of the current facility as the current address. No other address is allowed.
2. Designated staff shall process the photograph utilizing the DOC PICSTaker program. Staff shall verify the inmate's information in PICSTaker is current and matches the information on the application including:
  - a. Address.
  - b. Social Security number – Must be present in PICSTaker. If it is not, use the number on the issued social security card and make the necessary contacts to update. This must be updated through the

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OATS system which is handled by the inmate's community corrections office.

- c. Birth date.
- d. Height/Weight – Any physical attribute changes, i.e., height, weight shall be changed in WITS and then a wait of overnight for involved systems to update.
- e. Eye color.
- f. Citizenship. If an inmate is unable to prove they are a United States citizen to the DOC, the inmate is to be referred to the DMV to work with them directly upon release.

#### D. Document Mailing/Handling

1. After the photographs have been completed, designated staff shall:
  - a. Place the vital documents and the MV-3004 in an unsealed, self-addressed (facility address, attention Property Department), stamped envelope for each inmate who had a photo done.
  - b. Document the removal of documents on the DOC-236D.
  - c. Place all envelopes in a larger envelope and mail to DOT via USPS, if more than one application is done at a time. DOT address shall be made available to all sites via the Office of Program Services.
2. The vital documents shall be returned by the DMV in the envelopes they were sent in and the photo ID shall be mailed to the facility address in a separate "Do Not Forward" envelope.
3. The vital documents and the ID card shall be stored in the DOC-236D with the inmate receiving a DOC-237 for the ID card. The DOC-236D shall be updated to reflect the return of the vital documents and the addition of the new ID card.

#### IV. Inmate No Longer at Facility

- A. If an inmate is transferred while the ID acquisition is in process, the DOC-236D shall be transferred with all other files to the receiving site. The vital documents, including the new ID card, shall be forwarded to the next site upon receipt.
- B. If an ID card is received for an inmate who is no longer at the facility, staff shall:
  1. Determine the current location of the inmate.
  2. Open the envelope.
  3. Pull out the DOT insert; ID card shall be attached.
  4. Put the insert with the new ID card into a new envelope and address the envelope to the inmate's current location.

#### V. Undeliverable ID Cards Returned to DOT

- A. The DOT shall contact the DOC about any mailings returned as "undeliverable" by the USPS.
- B. DOT shall ask DOC facility staff to provide updated information as to the current assigned site of the inmate.

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C. DOT shall then attempt to mail the returned ID card to the updated location of the inmate.

**VI. Release of Inmate**

Address changes with the DMV are required within 10 days of occurrence.

A. Once an inmate releases from prison, they are responsible for following this requirement.

B. This may be done online, by mail or by phone. To receive a new ID card, the inmate must visit their local DMV Service Station for a duplicate ID with address change.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Cathy A. Jess, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> State of Wisconsin Identification Card		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other