

## INCARCERATED PARTICIPANTS

- 1. Participant is incarcerated and seeking services from a Recovery Works provider who provides services IN HOUSE services. This provider comes into the jail to provide services as the participant is UNABLE to leave the facility to access services.**

Step 1: The Criminal Justice Partner completes Information Sheet and send to [RecoveryWorks@paceindy.org](mailto:RecoveryWorks@paceindy.org)

- On the information sheet, please specify that the individual is seeking Re-Entry service. In addition, participant choice should also be included.

Step 2: The Regional Liaison will collect data and process the referral based on approved agency for the in-house services.

- Please note, specific facilities must register with Recovery Works by completing the Recovery Works Jail Information Form. In addition, providers must certify services are provided INSIDE the jail.
- The Regional Liaison will NOT contact the participant, as the participant is incarcerated.

Step 3: The Regional Liaison will forward the referral to the identified provider.

- If the jail has not registered their facility with Recovery Works, the Regional Liaison will return an email stating there are no providers active within the jail.
- The service provider will reach out to the participant and initiate services as they are already working inside the jail.

- 2. Participant is incarcerated and seeking services UPON RELEASE from the facility. The participant may/may not have a definitive release date.**

Step 1: The Criminal Justice Partner completes Information Sheet and send to [RecoveryWorks@paceindy.org](mailto:RecoveryWorks@paceindy.org).

- On the information sheet, please specify that the individual is seeking services within the upon release (Outpatient). Also, be sure to obtain participant choice from the participant.
- Please send any completed applications in which the participant was accepted or denied when sending the Information Sheet

Step 2: The Regional Liaison will collect data and process the referral.

- The Regional Liaison will **not** contact the participant, as the participant is incarcerated.
- The Regional Liaison will utilize any attached applications for recovery residences, provider availability and anticipated needs when determining a provider. If there is not an application attached, PACE will utilize a rotating

system within each county. PACE will attempt to place the individual within the area of address, however availability of provider must be considered.

- The participant must have a definitive out date within **14 days** of PACE receiving an Information Sheet or the form will not be processed.
- We will no longer utilize “next court date” as an option for completing an Information Sheet. CJP’s are welcome to obtain approval from providers to utilize to show the court a participant has been approved for services.

Step 3: The Regional Liaison will forward the referral to the provider and email the CJP listed on the form with the provider the participant is referred to.

- CJP and DSP begin communication at this point. CJP gives information to the participant to access upon release.
- When completing the information sheet, please ensure release dates are within 14 days.

If a release date is known for the participant, the information sheet can be completed up to 14 days pre-release. If a release date is unknown, an Information Sheet cannot be completed until a release date is known. The CJP may apply for acceptance into a Recovery Residence to show to the court an acceptance letter.

### **WORK RELEASE FACILITIES**

All Work Release facilities must register their facility and in-house service providers via the form provided.

- Work release facilities in which participants do not have the ability to access services outside the facility, process #1 above will be utilized.
- If participants are able to leave the facility for treatment, process #2 above will be utilized. Please note, only participants who have restricted movement (may not leave the facility for treatment) will be able to utilize the preferred provider option. All other Work Release participants must utilize process #2 above.