



WELCOME TO OUR PROGRAM!



STOP AREA 2
100 E Hamilton Avenue
Campbell, California 95008
(408) 550-1679

Dear Participant,

Welcome home. It is our hope that by the end of our meeting today, you will have a sense of the program and of the staff who will be working with you each step of the way toward your successful reintegration back into the community. The program has been designed to utilize the most up-to-date tools to support your progress. We will work with you to make the program relevant to your needs.

Engaging in this intake process will allow us to work in conjunction with your provider to ensure that you are set up for success. While we know that filling out forms is no fun, we ask that you carefully and fully complete the intake packet. If you have questions about any of the information being requested, please don't hesitate to ask.

You can expect this meet and greet to include a few forms as well as a quick assessment. You may have given your provider some of this information already during their intake. However, please set aside 30-60 minutes so that GEO can get to know you as well.

Roles and Duties: Treatment Provider Case Managers, GEO STOP Case Managers & Parole Agents

It is important to locate resources that can help you along your path towards successful reentry. Your Parole Agent, Treatment Provider, and GEO STOP Case Manager will work together to help you along your journey. We have included a graph below to show you which resources we can each provide.

Primary Provider:

- Evidence-Based treatment to address criminal thinking
- Help with applying for benefits (Medi-Cal, CalFresh, Social Security, etc.)
 - Medical needs referrals
- Employment Assistance (resume, job search, employment agencies)
- Community Resource Referrals (clothing, free local classes, connections to local support groups, other community resources)
 - Food and transportation while in the program

Parole Agent

- Restitution Information
- Guidance in acquiring State Identification
- Referrals for substance abuse, mental health, anger management, and other treatment
- Housing Resources (affordable housing, transitional housing, shelters)
- Employment Resources
(Felon-friendly Career Centers)

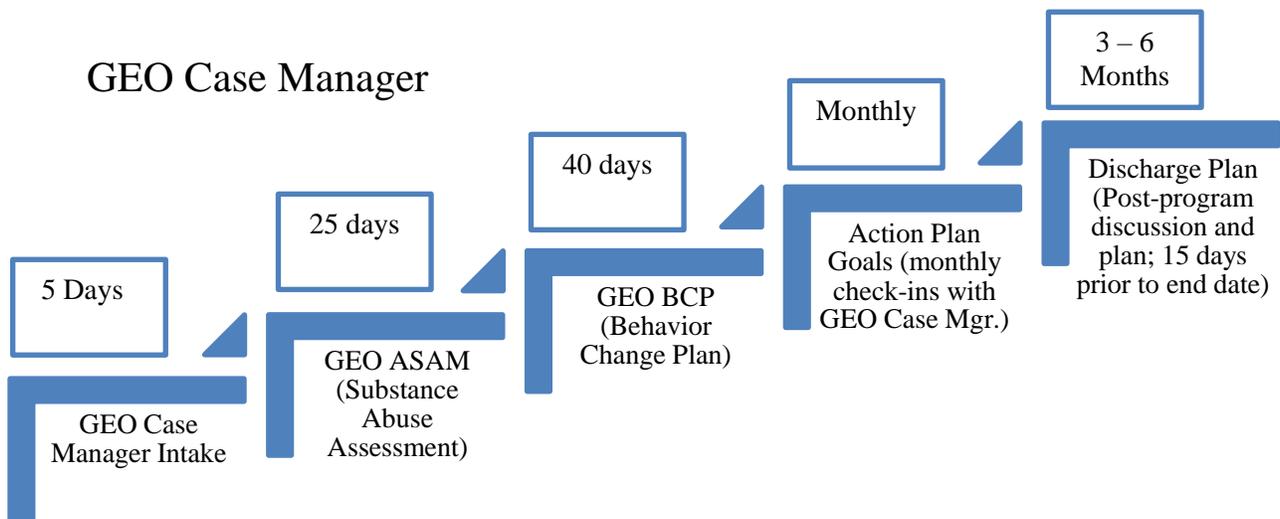
GEO STOP Case Manager:

- Tracking progress
- Monthly check-in
- Ensuring proper level of care

As you can see, we are all working with you on similar things but in different ways. Each of us plays a different role in your journey.



Timeline for GEO STOP Services



During your GEO intake session, you will meet your GEO case manager, sign various release forms, complete a Criminal Thinking Scale (CTS) Assessment and be introduced to “What’s Next”. The GEO intake may only take 30-45 minutes. Please respond to your GEO Case Manager, it is an expectation and a requirement for this program.

Before the first month ends, you will meet with a GEO Case Manager one time for the ASAM assessment – even if you don’t have a substance abuse challenge. It serves as a means for us to get to know you better and ensure you are placed in the appropriate level of care.

By 40-days into your STOP placement, you and the GEO Case Manager will work on a viable treatment plan, (we call a “Behavior Change Plan”) to address criminal thinking, substance abuse (if appropriate) and transition skills to help you with successful reentry. After that, we will meet only one time per month to see that your needs are being met by the program and that your goals are also met for your post-release success. Your provider, Parole Agent and GEO CM will work with you to create a viable discharge plan that serves you well.

Participant Rights

As a program participant, you have the following rights:

1. The right to know the name, business address, business phone number and credentials of any counselor providing psychotherapy to you in this program.
2. The right to receive information about methods of therapy, the techniques used, the duration of therapy (if known) and the fee structure.
3. The right to expect to be treated with dignity and respect regardless of race, color, religion, national origin, age, sex, economic status, political affiliation, sexual orientation, or physical ability.
4. The right to confidentiality in all personal matters, with sensitive concern shown when those matters must be shared with other staff.
5. The right to expect confidentiality of participant records in accordance with Title 42, Code of Federal Regulations (CFR), Part 2:

No information may be disclosed outside the program unless:

- Any information about a crime committed by the participant against GEO Reentry, other participants, or any of its staff
- Disclosure is allowed by the court
- Disclosure made to medical personnel in an emergency, or to qualified personnel for research, audit or program evaluation
- Any information about child/elder abuse or neglect
- Threats of endangerment to self or others, or information affecting public safety
- Results of drug testing and breathalyzers are confidential with the exception that these results will be made available to my referring agency or Courts System when appropriate and a release to the agency has been signed

Professional boundaries are important. It is an expectation that all program and GEO staff involved in your care prioritize your recovery by maintaining these boundaries as set by PREA. In a professional relationship, sexual intimacy, friendships, or gift giving is **NEVER** appropriate and should be reported to the regulatory agencies and the Program Director of GEO/STOP Services.

Supervision and Treatment Responsibilities

1. Cooperate with GEO Reentry staff members and answer all questions honestly.
2. Update your Case Manager of any changes including:
 - a. Who your parole agent is?
 - b. Where you are living (if you are living outside of the STOP network)?
 - c. What is your current phone number?
 - d. Have you received any legal forms of identification (I.D. Passport, Social Security Card, Birth Certificate, etc.)?
3. Attend and actively participate in all treatment programs identified in the Behavior Change Plan
4. Respect and recognize the confidentiality of every other participant in GEO Reentry programs. You agree to follow the guideline: “Who you see here, what you hear here, when you leave here; let it stay here.”

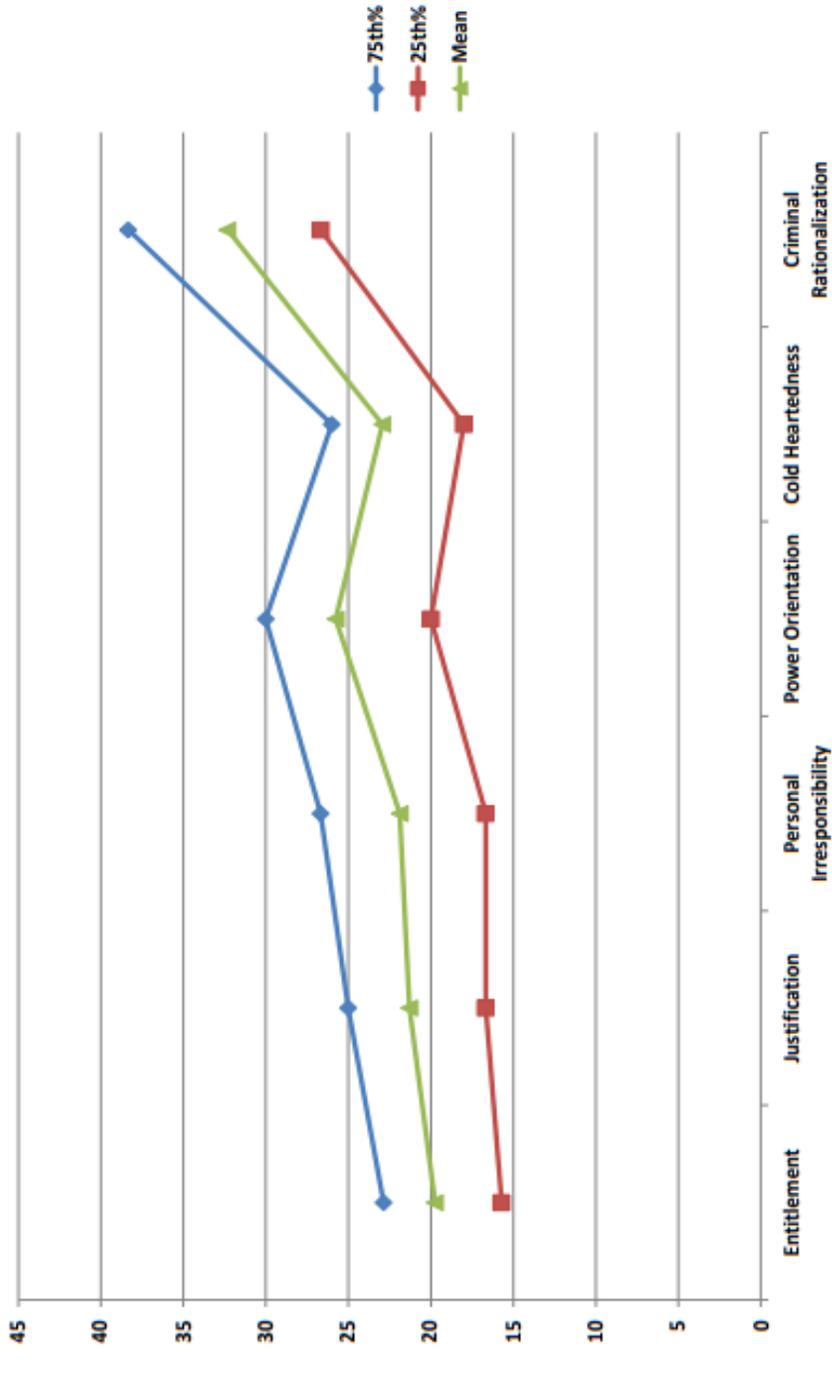
The Top 10 Things You Can Do for a Successful Reentry into the Community

While each individual's journey will be unique, this is a list of common things to consider to help make the transition into the community as smooth as possible. Please understand that your time in STOP services is time-limited. It is important that you develop a plan when our services end. Your provider case manager and your parole agent may be able to help you connect you to some of these services, but remember to advocate for yourself. Some things to work on while you are here may include:

1. Find safe and stable housing.
2. Find a stable source of food.
3. Learn about transportation options and obtain stable transportation.
4. Gather important documents such as birth certificate, social security card, ID card or driver's license.
5. Learn if you qualify for medical coverage and Cal-Fresh (food stamps).
6. Actively engage yourself in finding employment.
 - a. Go to a one-stop, job assistance center or employment program for resume assistance and job resources
 - b. Find appropriate job-related clothing
7. Resolve any child support or legal issues.
8. Take care of your medical needs such as dental, vision, and physical examinations, prescription refills, mental health, HIV/STD/Hepatitis testing and treatment.
9. Build a positive support system of friends, family, and other pro-social people.
10. Attend community support meetings, such as AA, NA, reentry programs and/or faith-based community meetings.

Criminal Thinking Scale Score Profile

Name: _____ Date: _____



SCORES: _____

Instructions: Place participant's scores in blanks above and plot the scores on the chart with "X".

High = Above the 75th%

Medium = Between the 25th% and 75th%

Low = Below the 25th%



CDCR STOP Placement ORIENTATION HANDBOOK

Welcome to a Better Life - Where Change is Your Choice



WELCOME

On behalf of GEO Reentry Services, welcome to Specialized Treatment for Optimized Programming (STOP). We hope you will take advantage of the resources that are available in the area as well as the treatment services that are provided by our providers. We look forward to your success!

Program Director

Enclosed you will find useful information regarding your participation in this program. You are strongly encouraged to read through this information or have someone read it to you. Please keep this information as it will assist you during your stay in the program. If you have any questions that are not outlined in this manual, please talk with your assigned Case Manager.

GEO REENTRY SERVICES PHILOSOPHY

GEO has an established reputation for consistent results and measurable outcomes of recidivism reduction and community cost savings. The evidence-based practices incorporated into our program design enable GEO Reentry to target underlying causes that motivate criminal behavior and assist in reducing criminal behavior for the long-term.

PROGRAM GOAL

STOP contracts with various providers to coordinate placement of state parole and in-prison treatment program graduates into transitional supportive reentry services designed to promote reintegration and recidivism reduction.

GETTING STARTED

Assessment and Treatment Plans

All program participants will complete assessments with the treatment staff to identify specific programming needs. An Individualized Treatment Plan will be created to address program needs and to assist participants in their risk areas.

Attendance and Punctuality

All program participants will be expected to complete treatment services based on their individual needs.

Participants that are placed in Sober Living will be expected to attend three classes per week of outpatient programming.

Participants that are placed in Transitional Housing will be expected to attend one class per week of outpatient programming.

Participants that are placed in Residential Treatment and/ FOTEP will be expected to complete a minimum of 25 hours per week of outpatient programming. In addition,

there shall be an additional 6 hours minimum per week of face-to-face individual, group activities, medical appointments, and/or health and wellness activities.

Length of Stay

The Placement Assessment shall determine the initial length of stay. Participation in STOP services shall not exceed 180 calendar days. Extensions up to 185 calendar days may be considered on a case-by-case basis but must be based on an assessment need. The CBP Program Extension Request must be received from the outpatient facility 45 calendar days before the end of the initial 180-day STOP placement. Placement will not exceed 365 calendar days.

FOTEP participant's length of stay will be based on an individual assessment. Participants may be in the FOTEP program for up to 15 months and program extensions will be considered on a case by case basis.

You win or you lose by what you choose

ALCOHOL AND DRUG SCREENING

The assigned facility will conduct random non-invasive alcohol and drug screenings to test participants for alcohol and/or illicit drug use. Participants are required to complete the drug test upon request; any participant who refuses to test shall be reported to their assigned Agent immediately. All positive tests for alcohol and illicit drugs shall be reported to the Agent within 24 hours upon testing.

WEEKLY ICBT MEETINGS

Participants will meet with their assigned STOP Case Manager on a bi-weekly basis to conduct an individual cognitive-behavioral session and to review the case management plan.

JOB DEVELOPMENT AND EDUCATION

The Employment Development Liaison will assist unemployed participants in the following areas:

- Employment Preparation
- Resume Writing
- Skill Development
- Interviewing Skills
- Job Search
- Placement
- Work Opportunity Tax Credit (WOTC)
- Fidelity Bonding

Academic Literacy programs are available for participants with assessed educational need. These participants will be referred to a Computer Literacy Learning Center to assist in General Education Development (GED) preparation program and/or other general education programs.

Participants who are employed may reduce the amount of required programming hours in accordance with their hours worked. For every verifiable (time sheet, pay stub) hour of work, the participant may reduce programming hours by 15 minutes.

PARTICIPANT SAVINGS FUND

Participants shall be required to place 75% of their net income, including governmental assistance, into a Participant Savings Fund. Participants are not permitted to purchase expensive personal items such as automobiles, motorcycles, stereo sets, or jewelry. Participants who are no longer receiving STOP services shall receive a check from the AOR no later than 3 business days of their final disposition.

RESIDENTIAL AND FOTEP PASSES

Participants adhering to the STOP Program requirements shall be allowed community leave, which includes overnight visits for family reunification. Passes will be limited to the time necessary to accomplish the stated purpose for up to 6 hours. Participants will be responsible for providing the facility verified documentation of his/her activities. Participants can only receive a pass for more than 6 hours if approved by their assigned Agent. The pass can only be used between the hours of 6:00 a.m. through 10:00 p.m.

Community Passes will be allowed for the following:

- Shopping for essential personal items (clothing, toiletries, and work tools)
- Medical and dental appointments
- Arranging parole plans with participant's AOR
- Participating in appropriate and scheduled recreational or social activities (with Agent approval)
- Attending a religious activity
- Seeking employment
- Arranging post-release housing and living arrangements
- Other activities as approved by the Parole Agent Liaison
- Education

RELEASE AND TRANSITION PLANNING

The STOP Case Managers will complete a discharge plan with the participant within thirty (30) calendar days of admission to the program with updates occurring every thirty (30) calendar days thereafter. Participants shall be involved in creating and updating discharge plans with their assigned counselor. All discharge plans shall include, but are not limited to, the following:

- Residency accommodations
- Mental health/medical information
- Employment
- Continued education (if applicable)
- Transportation options
- Substance Use Disorder maintenance to include, at a minimum:
 - List of local area self-help meetings
 - Relapse prevention information

If you keep doing the same thing don't expect different results

HOW TO PROGRESS THROUGH THE STOP PROGRAM

Placement

- Female Offender Treatment and Employment Program (FOTEP)
- Licensed Residential Treatment (LRT)
- Sober Living Environment (SLE)
- Transitional Housing (TH)
- Detoxification
- Outpatient



Treatment

- Assessments
- Case Management
- Treatment Plans
- Cognitive- Behavioral Treatment and Other Various Treatment Services

Transition Planning

- Residency Accommodations
- Employment/Education Services
- Family Reunification
- Sobriety Maintenance and Relapse Prevention



GEO Reentry Services Staff Signature: _____

Participant Signature: _____

Your greatest gift is to make choices. Everyone has a gift, what's yours?

CDCCR STOP PLACEMENT – GEO REENTRY SERVICES

Program Hours: Monday – Friday • 8:00 a.m. – 5:00 p.m.

If you have questions about any of the information contained in this booklet, please contact your assigned Case Manager.

There are 168 hours in a week. Spend them wisely!

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