



**DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU
FACILITY OPERATIONAL REQUIREMENT**

Requirement:	PFB 6.2.437	LENGTHS OF STAY (LOS)
Effective Date:	02/27/2019	Page 1 of 7
Revision Date(s):	01/23/2020; 04/01/2023	
Reference(s):	PFB 6.2.470; 46-18-203, MCA; 46-23-1015, MCA; 46-23-1024, MCA; 46-23-1025, MCA; 53-1-203, MCA	
Signature / Title:	/s/Megan Coy, Community Corrections Facilities and Programs Bureau Chief	

This procedure is referenced as *ACCD 5.1.102 Length of Stay* in Section 3.C. Offender Management; Length of Stay (LOS), in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Connections Corrections Program (CCP), Elkhorn, Nexus, START, and WATCh Contract.

I. PURPOSE:

Community Corrections Facilities and Programs Bureau employees and contract facilities will follow established requirements when it is necessary to extend the stay of an adult offender in the facility.

II. DEFINITIONS:

Community Corrections Facilities and Programs Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services. This Bureau is referenced interchangeably as Programs and Facilities Bureau (PFB) or Facilities and Programs Bureau (FPB) in procedures and forms.

Extended Stay – A stay at an FPB facility that is known prior to placement to last beyond the standard length of stay provided by this requirement.

Facilities and Programs Contract Manager – The Department’s employee(s) who acts as the liaison between the Department and FPB contract facilities regarding services and offender management. This employee also monitors compliance with the terms of contractual agreements between the Department and FPB contract facilities.

Length of Stay (LOS) Extension Request: An extension requested by a facility for an offender already in the program due to reasons outlined in this requirement.

Up to 90-Day Intervention Referral – A probation, parole, or conditional release offender referred for placement in an FPB facility for up to 90 days by a Hearings Officer in accordance with *PPD 6.3.101 (A) Montana Incentives/Interventions Grid for Probation and Parole* and resulting from an intervention hearing. 46-23-1015, MCA and 46-23-1024, MCA.

Up to 9-Month Revocation Referral – A probation or parole offender referred for placement in an FPB facility for up to 9 months as a requirement of the court or Board of Pardons and Parole and resulting from a revocation hearing. 46-18-203, MCA and 46-23-1025, MCA.

III. REQUIREMENTS:**A. LENGTHS OF STAY:**

1. Specified Lengths of Stay: Following are the standard lengths of stay for each contract program/facility.
 - a. Assessment/Sanction Centers:
 - 1) Passages Assessment, Sanction, Revocation Center (ASRC) – up to 120 days
 - 2) Sanction, Treatment, Assessment, Revocation, Transition (START) – up to 120 days
 - b. Treatment Centers:
 - 1) Connections Corrections Program (CCP) – 90 days
 - 2) Passages Alcohol and Drug Treatment (ADT) – 90 days
 - 3) Passages Addictions Recovery Center (PARC) – female DUI treatment – 180 days
 - 4) Warm Springs Addiction, Treatment, and Change (WATCh) Program – 180 days
 - 5) Elkhorn Treatment Center – 270 days
 - 6) Nexus– 270 days
 - 7) Preauthorized Culinary Arts Program (CAP) – 18 months (6 months in classroom/6 months as inmate worker/6 months as PRC resident)
 - c. Prerelease Centers:
 - 1) Alpha House (Billings) – 200 days
 - 2) Butte Prerelease Center – 200 days
 - 3) Gallatin County Re-Entry Program (Bozeman) – 200 days
 - 4) Great Falls Transition Center – 200 days
 - a) Great Falls Veteran Reentry Program - up to 270 days
 - 5) Helena Prerelease Center – 200 days
 - 6) Missoula Pre-release Center – 200 days
 - 7) Passages Prerelease Center (Billings) – 200 days
 - d. Inmate Worker – 180 days
2. In some instances, offenders serving Up to 90-Day Intervention Referrals and Up to 9-Month Revocation Referrals might not be in the program for the full specified length of stay listed above because of timeframe limitations outlined in statute. The timeframes for placement should be calculated as specified in *PFB 6.2.470 Up to 90-Day and Up to 9-Month Placements*.
3. Extended Stays:
 - a. *PFB 6.2.437 (D) Preauthorized Extended Stay Request Form* is necessary when an extended stay is anticipated prior to any placement when required by:
 - 1) the Board of Pardons and Parole;
 - 2) referral source or screening committee decisions;
 - 3) sexual offender program requirements; or
 - 4) length of time to discharge date, if the offender is to remain in the program until the offender's discharge date.
 - b. The *PFB 6.2.437 (D) Preauthorized Extended Stay Request Form* must be submitted to corlos@mt.gov as soon as a bed date is established for the offender.
4. Length of Stay (LOS) Extension Requests:
 - a. A request to extend an offender beyond the program's specified length of stay can be made if more time is needed in the program for one of the following reasons:

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- 1) Hearings Officer determination;
 - 2) pending interstate transfer or conditional release request;
 - 3) pending request for parole investigation;
 - 4) programming needs; or
 - 5) barriers in the release or transfer planning or process (for example, housing availability or wait lists).
- b. Consideration for an extension of an offender's stay will be given based upon individual offender circumstances.
- 1) There will be NO consideration or process to extend the stay for Up to 90-Day Intervention Referrals. Up to 9-Month Revocation Referral offenders may be extended in a program as long as the offender does not exceed the overall 9-month placement and only after verbal consultation with the Facilities and Programs Contract Manager (Contract Manager). The Contract Manager will notify all facilities included in the Up to 9-Month placement that the offender's time in one or more programs may be shortened.
 - 2) Consideration for an extension of an inmate worker's stay beyond 180 days may be given based upon information only related to disciplinary issues and as ordered by a Hearings Officer.
- c. The Department may terminate an offender's participation in a program at any point as it deems necessary. Reasons for the termination will be articulated and communicated to the offender.

B. PROGRESS/SUMMARY REPORT (PSR) REQUIREMENTS FOR ALL FACILITIES:

1. The applicable *PSR* is used as a progress report for an offender in an FPB program/facility.
 - a. The *PSR* will be submitted in an individual email for each offender as outlined in the *PSR and LOS Reports Submission Instructions Attachment 1 ("Attachment")*.
 - b. The summary from PRC programs will include all previous *PSR* narratives from previously submitted *PSRs*.
 - c. All *PSRs* submitted as LOS extension requests must contain a justification for the extended length of stay.
2. The *PSR* is also used as the final discharge summary for all offenders from all facilities and must be submitted within 7 calendar days after the offender's discharge.
 - a. The summary from PRC programs will include all previous *PSR* narratives from previously submitted *PSRs*.
 - b. Discharge summaries may not be submitted prior to the offender's discharge.
 - c. A copy of the discharge summary must be forwarded to the offender's next placement or to the supervising P&P Officer when the offender is being released to community supervision.
3. All original *PSRs* will be retained in offenders' records. Information in the *PSRs* will not be released without first receiving approval from the Department.
4. The Contract Manager (or, for up to 90-day and up to 9-month placements, the supervising P&P Officer) may ask for additional information regarding an offender's progress, or more frequent *PSRs* for the offender, and/or may give direction on further length of stay extension.

C. PROGRESS/SUMMARY REPORT (PSR) FOR ASSESSMENT CENTERS:

1. Offenders shall not participate in an assessment center placement for more than 120 days unless justification has been provided on the applicable *PSR*.
2. Each *PSR* is submitted at discharge or at 120 days and every 30 days following unless directed otherwise by the Contract Manager pursuant to the guidelines of III.B. above. The *PSR* must be submitted within 7 calendar days of these target dates. The email subject line will note whether the submission is a discharge summary or a length of stay extension request as outlined in the *Attachment*.

D. PROGRESS/SUMMARY REPORT (PSR) FOR TREATMENT CENTERS:

1. Justifications for a treatment program LOS extension shall include clinical recommendations of LACs/LCPCs or other professionals based on clinical criteria, or detailed behavioral/disciplinary concerns that will prevent the offender from successfully completing programming within the specified stay. Unless otherwise specified in contract, if the offender's LOS is anticipated to be more than 30 days longer than the specified length of stay in III.A.1. above, the applicable *PSR* is required which contains an LOS extension justification.
2. The applicable *PSR* is submitted as a discharge summary within 7 calendar days after the offender's release from the facility pursuant to the guidelines of III.B. above. The summary will describe the offender's progress and final placement within current clinical placement criteria and will include the following:
 - a. an account of the offender's response to treatment;
 - b. a review of the individualized treatment plan and corresponding progress;
 - c. resolution of identified problems;
 - d. specific foundation errors and core beliefs identified and addressed;
 - e. progress in specialty groups and classes attended; and
 - f. treatment overview, concerns, and continuum of care recommendations, including an individualized aftercare plan.
3. Culinary Arts Program (CAP): The applicable *PSR* is submitted at 6, 12, and 18 months of the program for each offender individually pursuant to the guidelines of III.B. above. The *PSR* must be submitted within 7 calendar days of these target dates.
4. Great Falls Veteran Reentry Program: *PFB 6.2.437 (D) Preauthorized Extended Stay Request Form* must be submitted to corlos@mt.gov within 14 calendar days of development of offender's case plan.

E. PROGRESS/SUMMARY REPORT (PSR) FOR PRERELEASE CENTERS (not including Great Falls Transition Center and Missoula Prerelease Center, which have different contract requirements; *see III.F. below*):

1. Offenders shall not participate in prerelease center (PRC) resident programming for more than 180 days unless justification has been provided on the applicable *PSR*. Completion of residential PRC programming should occur within 180 days. Consideration for an extension of an offender's stay will be given based upon individual offender circumstances.
2. The applicable *PSR* is required to be submitted individually pursuant to the guidelines contained in the *Attachment*.

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- a. The initial *PSR* is submitted on day 120 of residency, and a *PSR* is due on day 180 and every 30 days following unless directed otherwise by the Contract Manager. The *PSR* must be submitted within 7 calendar days of these target dates.
- b. The *PSR* is submitted as a discharge summary within 7 calendar days after the offender's release from the facility pursuant to the guidelines of III.B. above.
- c. Additional information will be requested for *PSRs* lacking adequate justification for continued stay or sufficient information about the offender's progress in the program.
- d. Late or incomplete *PSRs* may result in the center's loss of per diem for that offender.

F. PROGRESS/SUMMARY REPORT (PSR) FOR GREAT FALLS TRANSITION CENTER AND MISSOULA PRERELEASE CENTER:

1. The applicable *PSR* is required to be submitted individually pursuant to the guidelines contained in the *Attachment*.
 - a. The initial *PSR* is submitted on day 120 of residency, and a *PSR* is due on day 180 and every 30 days following unless directed otherwise by the Contract Manager. The *PSR* must be submitted within 7 calendar days of these target dates.
 - b. The *PSR* is submitted as a discharge summary within 7 calendar days after the offender's release from the facility pursuant to the guidelines of III.B. above.
 - c. Additional information will be requested for *PSRs* lacking adequate justification for continued stay or sufficient information about the offender's progress in the program.
2. Offenders shall not participate in prerelease center (PRC) resident programming for more than 200 days without prior written approval from the Contract Manager. Completion of residential PRC programming should occur within 200 days. Consideration for an extension of an offender's stay will be given based upon written information contained in *PFB 6.2.437 (B) Prerelease LOS Extension Form (LOS Extension Form)* submitted to corlos@mt.gov prior to the offender's 200th day in the program.
3. When *PFB 6.2.437 (D) Preauthorized Extended Stay Request Form* has been submitted to corlos@mt.gov and approved by the Contract Manager, a follow-up *LOS Extension Form* will not be required. An additional *LOS Extension Form* would be needed only if the offender's stay exceeds the originally approved amount stated on the preauthorization.

IV. CLOSING:

Questions about this requirement should be directed to the Contract Manager or the Community Corrections Facilities and Programs Bureau Chief.

V. FORMS:

PFB 6.2.437 (B) Prerelease LOS Extension Form
PFB 6.2.437 (D) Preauthorized Extended Stay Request Form
PFB 6.2.437 (G) Progress/Summary Report – Assessment Centers
PFB 6.2.437 (H) Progress/Summary Report – Treatment Centers
PFB 6.2.437 (I) Progress/Summary Report – Prerelease Centers

VI. PROCEDURAL ATTACHMENT:

PFB 6.2.437 PSR and LOS Reports Submission Instructions Attachment 1

PSR AND LOS REPORTS SUBMISSION INSTRUCTIONS ATTACHMENT 1

- I. Unless otherwise specified below, all *PSRs* and *LOS* reports must be submitted to coraccreports@mt.gov. Submitting the *PSR* to the incorrect mailbox or with an incorrect subject line may delay monthly invoice approval.
- A. **ASSESSMENT CENTERS:**
1. If the offender is in the program beyond day 120, the *PFB 6.2.437 (G) Progress/Summary Report – Assessment Centers* form must be submitted as a length of stay extension request on day 120 and every 30 days beyond 120 (for example, 150 days, 180 days, 210 days, 240 days, etc.) The form must be submitted within 7 calendar days of these target dates. Each e-mail will have the following subject line: “Facility: Offender last name, Offender first name: 120 LOS.”
 2. A Discharge *PSR* must be submitted within 7 calendar days after an offender’s release from the program with the following subject line: “Facility: Offender last name, Offender first name: Discharge *PSR*” and be sent to the offender’s next placement at the same time it is submitted to the FPB.
- B. **TREATMENT CENTERS:**
1. If the offender is in the program beyond the program’s specified length of stay, the *PFB 6.2.437 (H) Progress/Summary Report – Treatment Centers* form must be submitted as a length of stay extension request on a schedule as specified in contract. Each e-mail will have the following subject line: “Facility: Offender last name, Offender first name: LOS.”
 2. A Discharge *PSR* must be submitted within 7 calendar days after an offender’s release from the program with the following subject line: “Facility: Offender last name, Offender first name: Discharge *PSR*” and be sent to the offender’s next placement at the same time it is submitted to the FPB.
- C. **PRERELEASE CENTERS:**
1. 120 Day *PSR* must be submitted within 7 calendar days of an offender’s 120th day in the PRC program with the following subject line: “Facility: Offender last name, Offender first name: 120 *PSR*.”
 2. 180 Day *PSR* must be submitted within 7 calendar days of an offender’s 180th day in the PRC program with the following subject line: “Facility: Offender last name, Offender first name: 180 *PSR*.” Please note that the length of stay extension justification must include specific information about why the offender will be in the program beyond 200 days if it appears the offender will not release by day 200.
 3. For *LOS* extension requests beyond 200 days:
 - a. For Great Falls Transition Center and Missoula Prerelease Center, consideration for an extension of an offender’s stay will be given based upon written information contained in *PFB 6.2.437 (B) Prerelease LOS Extension Form* submitted to corlos@mt.gov prior to the offender’s 200th day in the program.
 - b. For all other prerelease centers, if the offender is in the program beyond day 200, the *PFB 6.2.437 (I) Progress/Summary Report – Prerelease Centers* form must be submitted as a length of stay extension request every 30 days beyond 180 (for example, 210 days, 240 days, 270 days, 300 days, etc.) The form must be submitted within 7 calendar days of

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these target dates. Each e-mail will have the following subject line: "Facility: Offender last name, Offender first name: 210 PSR."

4. A Discharge *PSR* must be submitted within 7 calendar days after an offender's release from the program with the following subject line: "Facility: Offender last name, Offender first name: Discharge PSR" and be sent to the offender's next placement at the same time it is submitted to the FPB.

D. INMATE WORKERS:

1. An inmate worker (IW) placement may only be extended by a Hearings Officer through the disciplinary process. If the offender is in the program beyond day 180, the applicable *PSR* must be submitted as a length of stay extension request. The form must be submitted prior to the IW's 180th day. Each e-mail will have the following subject line: "Facility: Offender last name, Offender first name: IW LOS."
2. A Discharge *PSR* must be submitted within 7 calendar days after an offender's release from the IW program with the following subject line: "Facility: Offender last name, Offender first name: IW Discharge PSR" and be sent to the offender's next placement at the same time it is submitted to the FPB.

E. CULINARY ARTS PROGRAM:

1. The applicable *PSR* is submitted at 6 months (180 days), 12 months (365 days), and 18 months (545 days). Each *PSR* must be submitted within 7 calendar days of these target dates with the following subject line: "CAP: Offender last name, Offender first name: 6 Month PSR."
2. If the offender is in the program beyond 18 months, the applicable *PSR* form must be submitted as a length of stay extension request. These LOS reports must be submitted prior to the offender's 18th month in the program. Each e-mail will have the following subject line: "CAP: Offender last name, Offender first name: LOS."
3. A Discharge *PSR* must be submitted within 7 calendar days after an offender's release from the Culinary Arts program with the following subject line: "Facility: Offender last name, Offender first name: CAP Discharge PSR" and be sent to the offender's next placement at the same time it is submitted to the FPB.

F. GREAT FALLS VETERAN REENTRY PROGRAM:

1. The *PFB 6.2.437 (D) Preauthorized Extended Stay Request Form* must be submitted to corlos@mt.gov within 14 calendar days of development of offender's case plan.
2. The applicable *PSR* is submitted at 90 days, 180 days, 240 days, and monthly thereafter until release. Each *PSR* must be submitted within 14 calendar days of these target dates with the following subject line: "GVRP: Offender last name, Offender first name: 90 day PSR."
3. If the offender's stay will exceed the length of stay established in the offender's case plan, the facility must submit the *PFB 6.2.437 (B) Prerelease LOS Extension Form* to corlos@mt.gov.
4. A Discharge *PSR* must be submitted within 7 calendar days after an offender's release from the program with the following subject line: "GVRP: Offender last name, Offender first name: Discharge PSR" and be sent to the offender's next placement at the same time it is submitted to the FPB.