I. PURPOSE:

The Programs and Facilities 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:

Extended Stay – A stay at a PFB facility that is anticipated to be beyond the standard length of stay provided by this requirement. An extension may also be given due to reasons outlined in this requirement.

PFB-Programs and Facilities Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services.

Program and Facilities Contract Manager – The Department’s employee(s) who acts as the liaison for services and monitors the contractual agreements between the Department and PFB contract facilities.

Up to 90-day Intervention Referral – A probation, parole, or conditional release offender referred for placement in a PFB facility for up to 90 days by a Hearings Officer in accordance with the Montana Incentives and Intervention Grid for Probation & 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 a PFB 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. GENERAL:

1. Specified Lengths of Stay: Following are the standard lengths of stay per contract program/facility.
   a. Prerelease Centers:
      1) Alpha House (Billings) – 200 days
      2) Butte Prerelease Center/Women’s Transition Center – 200 days
      3) Gallatin County Re-Entry Program (Bozeman) – 200 days

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.
4) Great Falls Transition Center – 200 days  
5) Helena Prerelease Center – 200 days  
6) Missoula Pre-release Center – 200 days  
7) Passages Prerelease Center (Billings) – 200 days

b. Treatment and Assessment/Sanction Centers:
   1) Connections Corrections Program (CCP) – 90 days  
   2) Passages Alcohol and Drug Treatment (ADT) – 90 days  
   3) Great Falls Veteran Reentry Program – up to 270 days  
   4) Nexus Corrections Treatment Center – 270 days  
   5) Elkhorn Treatment Center – 270 days  
   6) Preauthorized Culinary Arts Program (CAP) – 18 months (6 months in classroom/6 months as inmate worker/6 months as PRC resident)  
   7) Sanction, Treatment, Assessment, Revocation & Transition (START) – up to 120 days  
   8) Passages Assessment, Sanction, Revocation Center (ASRC) – up to 120 days  
   9) Warm Springs Addictions Treatment & Change (WATCh) Program – 180 days  
  10) WATCh Repeaters – 90 days  
  11) WATCh Revocation – 90 days  

c. Inmate Worker – 6 months

2. Up to 90-day Intervention Referrals and Up to 9-Month Revocation Referrals will be shorter than the specified lengths of stay given above due to the specific timeframes involved per statute.

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) screening committee decisions;  
      3) sexual offender program requirements; or  
      4) length of time to discharge date.
   
   b. An extended stay may be requested if it is determined during the course of an offender’s placement that more time is needed in the program for one of the following reasons:  
      1) hearing officer determination;  
      2) pending interstate transfer or conditional release request;  
      3) pending request for parole investigation; or  
      4) programming needs;  
   
   c. 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-days Intervention Referral and Up to 9-months Revocation Referral offenders.  
      2) Consideration for an extension of an inmate worker’s stay beyond six (6) months may be given based upon information only related to disciplinary issues and as ordered by a Hearings Officer.

4. The Programs and Facilities Contract Manager (Contract Manager) may ask for additional information regarding an offender’s progress, or more frequent progress reports for the offender, and/or may give direction on further length of stay extension.
5. 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 to ensure offender’s due process.

B. PROGRESS/SUMMARY REPORTS (PSR):

1. PFB 6.2.437(E) Progress/Summary Report is used as a progress report for an offender in a PFB program/facility:
   a. The report will be submitted in an individual email for each offender as outlined in the sections below.
   b. The appropriate email address (coraccdreports@mt.gov) and subject line will be used for the submission:
      1) For prerelease centers: “Facility: offender last name, first name; PSR; LOS; programming day (120,180, etc.).”
      2) For other facilities: “Facility: offender last name, first name; PSR; LOS.”
      3) For the Culinary Arts Program (CAP): “CAP: offender last name, first name; PSR; 6 month, 12 month or 18 month.”

2. The PSR is also used as the final discharge summary for the offender:
   a. The summary will be submitted in an individual email for each offender within 10 days of each offender’s release or termination, except for the Veteran’s Reentry Program which requires the summary within 15 days of the offender’s release or termination;
   b. The appropriate email address (coraccdreports@mt.gov) and subject line will be used for the submission: “Facility: offender last name, first name: Discharge Summary.”
   c. A copy of the summary is forwarded to the prerelease center (if applicable) or to the supervising Probation & Parole Officer when the offender is being released to the community.

3. All original PSRs will be retained in offenders’ records. Information in the reports will not be released without first receiving approval from the Department.

C. CONTRACT PRERELEASE CENTERS (not including Great Falls Transition Center and Missoula Prerelease Center):

1. Offenders shall not participate in prerelease (PRC) resident programming for more than 180 days unless justification has been provided on PFB 6.2.437(E) Progress/Summary Report. Completion of residential PRC programming and the Transitional Living Program should occur within 180 days. Consideration for an extension of an offender’s stay will be given based upon individual offender circumstances.

2. Each PFB 6.2.437(E) Progress/Summary Report is required to be submitted individually per the guidelines of part B above.
   a. The initial PSR is submitted at programming day 120 of residency;
   b. Progress reports are then due at day 180 and every 30 days following unless directed otherwise by the Contract Manager; and
   c. Additional information will be requested for PSRs lacking adequate justification for continued stay.
   d. Late or incomplete PSRs may result in the center’s loss of per diem for that offender.
Subject: LENGTHS OF STAY (LOS)

D. GREAT FALLS TRANSITION CENTER AND MISSOULA PRERELEASE CENTER:

1. Offenders shall not participate in prerelease (PRC) resident programming for more than 200 days without prior written approval from the Contract Manager. Completion of residential PRC programming and the Transitional Living Program 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 or PFB 6.2.437(E) Progress/Summary Report.

2. 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 will not be required. An additional LOS would be needed only if the offender’s stay exceeds the originally approved amount stated on the preauthorization. (See PFB 6.2.437(C) Instructions for Preauthorized Extended Stay Request.)

E. CONTRACT TREATMENT CENTERS:

1. Justifications for a treatment program LOS shall include clinical recommendations of LACs/ LCPC or other professionals based on ASAM or DSM 5 criteria, or detailed behavioral/disciplinary concerns that will prohibit 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 LOS, PFB 6.2.437(E) Progress/Summary Report is required.

2. The PSR is submitted as a discharge summary upon the offender’s release from the facility per the guidelines of part B above. The summary will describe the offender’s progress and final placement within current ASAM or DSM V placement criteria and 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): PFB 6.2.437(E) Progress/Summary Report is submitted at six (6), 12, and 18 months of the program for each offender individually per the guidelines of part B above.

4. Great Falls Veteran’s Program: PFB 6.2.437(D) Preauthorized Extended Stay Request Form must be submitted to corlos@mt.gov within 14 days of development of offender’s case plan.

F. CONTRACT ASSESSMENT CENTERS:

1. Offenders shall not participate in an assessment center placement for more than 120 days unless justification has been provided on PFB 6.2.437(E) Progress/Summary Report

2. Each PSR is required to be submitted at discharge or at 120 days and every 30 days following unless directed otherwise by the Contract Manager per the guidelines of part B above. The email subject line will note whether the submission is a discharge summary or progress report.
IV. CLOSING:

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

V. FORMS:

- PFB 6.2.437 (A) Instructions for Prerelease LOS Extension
- PFB 6.2.437 (B) Prerelease LOS Extension Form
- PFB 6.2.437 (C) Instructions for Preauthorized Extended Stay Request
- PFB 6.2.437 (D) Preauthorized Extended Stay Request Form
- PFB 6.2.437 (E) Progress/Summary Report