



POLICY
Commonwealth of Pennsylvania • Department of
Corrections

Policy Subject: Supervision, Reentry: Supervision of Mental Health Reentrants		Policy Number: 12.4.01.31
Date of Issue: July 20, 2026	Authority: Signature on File Dr. Laurel R. Harry	Effective Date: August 3, 2026

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections (DOC) is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. PURPOSE

The purpose of this policy is to explain the specialized aspects concerning the supervision of reentrants with mental health needs and associated risks.

III. APPLICABILITY

This policy is applicable to all Department staff.

IV. POLICY

It shall be policy that reentrants under supervision of the Department, who currently ***have or had a diagnosed Serious Mental Illness (SMI) as outlined in Department policy 13.8.1, "Access to Mental Health Care,"*** or a ***mental*** disorder which greatly ***interferes with the reentrant's ability to function appropriately in the community,*** shall be assigned to mental health supervision staff and/or unit, ***if available.***

V. PROCEDURES

A. Case Assignment Criteria

1. Institutional Parole Staff responsibilities:

- a. ***Institutional Parole staff at a State Correctional Institution (SCI) shall check the appropriate psychiatric box for all C and D Mental Health (MH)/ID roster inmates in the Parole Intranet Application for the DC-P 30, Checklist. C and D MH/ID roster inmates are determined by the criteria set forth in Department policy 13.8.1.***
- b. ***Institutional Parole staff shall send the completed DC-P 30 from the Parole Intranet Application to the appropriate PM, BA mailbox.***
- c. ***When the DC-P 30 is returned from the District Office indicating the inmate will be supervised on the Mental Health Caseload, Institutional Parole staff shall notify the SCI Social Worker(s) and the CCPM.***
- d. ***The Institutional Parole staff shall provide the SCI Social Worker(s) and the CCPM, all identified referral information along with the Mental Health Agent's name and contact information.***

2. SCI Social Worker or staff assigned by the CCPM for those paroling to an approved home plan:

- a. ***SCI Social Worker or staff assigned by the CCPM shall coordinate with County Mental Health agencies servicing the location where the inmate is returning to set up an intake appointment in the community as close to the anticipated release date as possible. SCI Social Workers or staff assigned by the CCPM shall ensure that County Mental Health agencies electronically receive the DC-551 Continuity of Care form in the Electronic Health Record (EHR), completed by Psychology staff. When the DC-551 was not previously completed, the SCI Social Worker or staff assigned by the CCPM shall request it from the Psychology department.***
- b. ***SCI Social Worker or staff assigned by the CCPM shall enter a case note in the Cumulative Adjustment Record (CAR) with specific information regarding the appointment.***
- c. ***Medication shall be provided in accordance with Department policy 13.2.1, "Access to Health Care."***

3. SCI Social Worker or staff assigned by the CCPM responsibilities for those paroling to a Community Corrections Center (CCC) or Community Contract Facility (CCF):

- a. ***SCI Social Worker or staff assigned by the CCPM shall coordinate with the County Mental Health agencies servicing the location of the CCC/CCF and set up an intake appointment in the community as close***

to the release date as possible. SCI Social Workers or staff assigned by the CCPM shall ensure that County Mental Health agencies electronically receive the DC-551 completed by Psychology staff. When the DC-551 is not completed in the electronic health record, SCI Social Worker or staff assigned by the CCPM shall request it from the Psychology department.

- b. SCI Social Worker or staff assigned by the CCPM shall enter a case note in the CAR with specific information regarding the appointment.*
- c. Medication shall be provided in accordance with Department policy 13.2.1.*

4. Supervision Staff Responsibilities:

- a. Supervision staff involved in the home plan investigation phase and the initial intake process shall review the reentrant's history to determine risks and needs associated with a mental health diagnosis or **mental** disorder as referenced in **Department** policy 13.8.1. Reentrants **who are diagnosed by a qualified mental health provider with the following minimum criteria**, based on the **Diagnostic and Statistical Manual** of mental disorders shall be assigned to a Mental Health Agent, if available:
 - (1) Bipolar 1 and 2
 - (2) Re-occurring major depression with suicidal behavior.
 - (3) Schizophrenia spectrum of disorders, psychotic disorders, etc.
 - (4) Diagnoses not included in the above criteria shall be approved by the mental health supervisor on a case-by-case basis for supervision on the mental health caseload.*
- b. Clerical staff shall forward any DC-P 30s received from an SCI that have the Psychiatric Box checked to the supervisor for the mental health agent for review.*
- c. Supervisors who review any DC-P 30s and discover cases that may meet the mental health caseload criteria shall forward those cases for review to the supervisor of the mental health agent regardless of whether the Psychiatric Box is checked.*
- d. The supervisor of the mental health agent shall review the case for appropriateness in accordance with policy. When appropriate, the case shall be assigned to the mental health agent for home plan investigation.*

- e. *When the home plan is approved, staff shall note in bold on the DC-P 30 to indicate that the reentrant is assigned to a mental health agent. If supervision staff are making a referral recommendation, that information should be noted in the DC-P 30. The name of the treatment provider and all relevant contact information shall be noted.*

B. Caseload Limits

*Mental health agents shall not be assigned more than 40 active street cases without the approval of the Deputy Secretary of Field Services or Executive Deputy Secretary for Community Corrections, Reentry and **Parole Field Services**.*

C. Initial Interview

1. In addition to the initial supervision requirements outlined in Department policy **12.4.01.03, "Initial Supervision Requirements,"** the following **assessment and case planning activities** shall be completed for each reentrant assigned to a mental health agent/unit:
 - a. All reentrants shall be assessed utilizing the **Static Risk Offender Needs Guide-Revised (STRONG-R)** or Department approved assessment tool to determine the risk level, unless an assessment **completed within the previous 12 months is available**.¹
 - b. Supervision staff shall identify the reentrant's criminogenic needs and current health needs.
 - c. The reentrant shall be directed to **complete** a mental health evaluation in the community and **comply** with **recommended** community services.
 - d. Supervision staff shall **regularly assess for reentrant barriers to treatment compliance** and apply alternate strategies **when** necessary.
 - e. Supervision staff shall develop short and long term goals **focused on maintaining mental health stability and supervision compliance**. **Examples of short and long term goals are provided below:**
 - (1) Short Term-attending scheduled meetings, report to office appointments, and comply with conditions and medication requirements.
 - (2) Long Term-consistent medication management, develop pro-social behaviors, connect with community supports, and employed if able.

D. Supervision Requirements

1. Supervision Levels

¹ 4-APPFS-2A-02

- a. All newly released/accepted SMI reentrants shall be supervised at the maximum level of supervision until a community mental health evaluation is **completed**, psychotropic medication has been obtained (**when prescribed**), and the reentrant is **engaged in** treatment within the community with case management services.
- b. Any supervision level overrides shall be at the discretion of the district director/designee.
- c. Once the reentrant has been enrolled into treatment and **engaged with** resources in the community, supervision staff shall consult with their supervisor to reduce the reentrant's supervision according to the **STRONG-R** assessment tool and other factors present.

2. Case Review

Reentrants assigned to mental health (MH) **specialized** supervision shall be reviewed by supervisory staff as needed due to the heightened risk and special needs inherent with these individuals. In addition to **the requirements within** Department policy **12.4.01.05, "Assessment and Supervision Plan,"** the following is required:

- a. cases shall be reviewed annually via the Progress and Conduct Report in the electronic reentrant record (ERR);²
 - b. MH **agents** shall **collaborate** with treatment providers and/or case managers in the community. **Agents shall** participate in the reentrant's case planning, to include **development of** individual goals and strategies to assist **the reentrant with** parole compliance, treatment compliance, **and** illness management; and
 - c. all available treatment/service plans and goals developed **by community providers** shall be placed in the ERR.
3. Special Conditions (for additional information refer to Department policy **12.4.01.13, "Probation and Parole Conditions"**).³

NOTE: Supervision staff may not impose special conditions on a special probationer/parolee without the sentencing court ordering such conditions be imposed. Refer to Department policy **12.4.04.01, "Probation, Court, and County Services."**

² 4-APPFS-2A-03

³ 4-APPFS-2A-07

In addition to special conditions imposed by the **Parole** Board, a sentencing court or a sending state, **mental health agents/units shall apply the following conditions for reentrants assigned to a mental health caseload:**

- a. an evaluation/determination shall be made as to your need for outpatient therapy/inpatient therapy (**substance use disorder (SUD)**/sex offender/mental health/other treatment). Before the evaluation is conducted, you shall sign the **DC-P 283A, Authorization for Use or Disclosure of Personal Information**. You shall follow all treatment recommendations and instructions of the treatment provider and/or supervision staff;
 - b. attend **recommended** outpatient (**SUD**/sex offender/mental health/other treatment) as a special condition of your parole/probation supervision until the treatment provider and/or supervision staff determines it is no longer necessary. You shall sign the appropriate release form **to enable sharing of confidential information with your agent**;
 - c. in the event you are admitted to a treatment program where the details of your treatment would otherwise be exempt from disclosure, you are required to sign the appropriate facility release of information **to enable sharing of confidential information with your agent**. This includes hospital admissions and other placements that are not the result of the sanctioning process. You shall not leave the recommended treatment program without prior written permission of parole supervision staff;
 - d. you shall take all psychotropic medication as prescribed by your doctor, and;
 - e. you shall notify your agent within 24 hours of any discharge from any treatment or medical care.
4. Eligibility Requirements to Transfer Reentrant to General Supervision **for MH/ID Roster C cases:**

When the following indicators of stabilization are present, a case staffing shall take place with a supervisor to determine whether it is appropriate to transfer the reentrant's supervision to a non-specialized caseload.

NOTE: not all cases will be appropriate for transfer to a non-mental health caseload:

- a. the reentrant has not been psychiatrically hospitalized **during** the previous six months;
- b. the reentrant has not had a high sanction within the previous six months;
- c. the reentrant is stable in the community **for six months or more**;

- d. the reentrant is medication compliant ***for at least six months***;
- e. the reentrant is treatment compliant ***based on attendance and treatment provider feedback, for the previous six months***; or
- f. the reentrant was misdiagnosed by ***a qualified medical/psychiatric practitioner and either had their diagnosis removed, updated to, or replaced by a non-qualifying mental disorder.***

5. Mental Health Agent and Supervisor Qualifications/Requirements

Supervision staff assigned to a mental health caseload shall complete:

- a. ***Crisis Intervention Team (CIT) Training/Crisis Intervention Specialist training when available***;
- b. ***Diagnostic and Statistical Manual (DSM) training if available; and***
- c. ***five (5) hours of mental health specific training approved by their supervisor annually.***⁴

VI. SUSPENSION DURING AN EMERGENCY

The Secretary of the Department of Corrections may suspend this policy in case of an emergency.

VII. RIGHTS UNDER THIS POLICY

This policy creates no rights under law.

VIII. RELEASE OF INFORMATION AND DISTRIBUTION OF POLICY

A. Release of Information

This Policy is public information and may be released upon request.

B. Distribution of Policy

1. Public and General Distribution

Department policies that are not designated as confidential or further restricted, shall be made available to the public through the Department's public web site.

2. Distribution to Staff and Other Government Agencies

⁴ APPFS-3A-14

All Department policies and related elements, that are not further restricted, shall be available to all Department members. It is the responsibility of those individuals within the Department receiving policies through general distribution, to ensure that each employee expected or required to perform the necessary procedures/duties has access to the policy and procedures. Distribution of confidential policies or elements to other government agencies is subject to the approval of the Secretary/designee.

IX. CROSS REFERENCES

A. Superseded

This policy replaces the previous version listed below:

12.4.01.31 issued November 1, 2021, by former Acting Secretary George M. Little.

B. Statutes

1. Federal – None
2. State - Act of 1941, P.L. 861, No. 323 § 3 as amended Oct. 9, 1986, P.L. 1424, no.134

C. Department Policies

12.4.01.03
12.4.01.05
12.4.01.13
12.4.04.01
13.2.1
13.8.1

D. American Correctional Association

4-APPFS-2A-02
4-APPFS-2A-03
4-APPFS-2A-07
4-APPFS-3A-14