

Recruitment Protocol Linkage to Substance Use Treatment

Project staff recruits clients at State Prison X, a prison where many people are transferred in their last 6 months of their sentence. Staff works closely with the State Department of Corrections to outreach at the prison and recruit clients eligible for services under this project.

Staff conducts 1) outreach efforts in housing units and “open” areas to recruit clients; word is spread through existing group activities (in classrooms, work sites, etc.) and through word of mouth; 2) staff may also receive a list of individuals that have been involved in previous in-custody substance use treatment efforts, and will contact them and assess their interest in the post-release treatment program. During these efforts, staff discusses all the programs and services provided by the agency. They also review the criteria for admission to each program. Agency program materials, highlighting all of the services the agency provides, are given to those interested in services. Potential participants are not asked for, and do not provide, any personal information during this part of the recruitment process. Later, during the screening and intake process, staff meets with potential participants privately to obtain confidential data.

Project staff requests the potential participant to meet with staff at an accessible location; if the individual does not show up at the intended time and location, an additional two attempts are made to meet with them.

During the initial meeting, the staff conducts a screening and reviews the eligibility checklist to determine whether the person is eligible for specific post-release treatment services or other services within the organization. If the person does not meet the criteria for treatment services, they can be referred to another program within the organization, or will be given a referral to a community based agency that can address their needs.

Once staff has determined that a person is eligible for project services, an agreement for services (that explains the program) is signed. Assessments are then conducted, releases of information (HIPAA) are signed, and goals are created. Staff informs and works with medical staff at the institution, to support the reentry linkage to treatment. This may include copies of medical records, a medication release form and other relevant materials. All such information is kept at agency in the community, and not at the correctional facility.

If a participant qualifies for enrollment in post release substance use treatment, staff will provide an in-depth overview of the program and how the participant will be supported through the pre and post-release time frame, with the goal to be linked to services. Once the “agreement for services” form is signed, the intake assessments are conducted, action plans are developed and a 2nd pre-release appointment is made. After they have had at least two sessions pre-release, their third appointment will be scheduled to take place in the community, ideally within 48 hours of release. When feasible, project staff may pick up the client upon release in an agency vehicle.

At the first post-release meeting at the offices of the treatment program, organizational intakes and assessments are conducted and inputted into the database. Only at the 2nd or 3rd counseling session post release, is the client formally enrolled into the program, by completing the baseline assessment. All participants will then be scheduled to receive a 6 month program addressing their substance use and/or mental health needs.