

RELEASE FROM CUSTODY PROTOCOL

Between

**MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES
CENTRAL NORTH CORRECTIONAL CENTRE (CNCC)**

and

**THE CANADIAN MENTAL HEALTH ASSOCIATION
BARRIE-SIMCOE BRANCH (CMHA)**

and

ENAAHTIG HEALING LODGE AND LEARNING CENTRE (Enaahtig)

Three parties are hereinafter called “the Partners”

This *Release from Custody Protocol* describes a mutually agreed upon process among the Partners to help keep persons with mental illnesses and other mental disorders out of the criminal justice system.

Community agency Case Managers will identify, assess and provide resources for individuals with mental disorders who are incarcerated at CNCC and will assist in discharge planning strategies to help ensure community supports and treatment options, and when requested, Aboriginal culturally-specific community supports and treatment options, are available upon release, thereby reducing the risk of recidivism.

Summary Outline of Program

The Release from Custody program is designed to assist people 18 years or older with mental disorders who are currently in custody AND people 16 years or older with mental disorders who are currently out of custody and at risk of involvement or re-involvement with the criminal justice system.

The Release from Custody program assists people with mental disorders¹ who are currently in custody to make linkages and access community services upon release. The incarcerated individual receives assistance from the Case Managers (employed by CMHA and Enaahtig) to develop a plan that identifies possible supports in the person's home community.

The Case Managers will also offer services to individuals who are out of custody, currently living in Simcoe-Muskoka and who are at risk of involvement or re-involvement with the criminal justice system.

In addition to linking individuals with community mental health services such as local case management, a psychiatrist, crisis teams, and/or drop-in programs; Case Managers may also assist individuals in meeting basic needs, life skills teaching, referrals and advocacy, medication management, housing needs, social assistance, accessing financial or employment supports, goal setting and achievement of those goals identified by the individual.

In addition, the Partners shall ensure that individuals have access to Aboriginal culturally appropriate services and supports.

The CNCC/ CMHA/ Enaahtig Protocol Partners agree to work collaboratively with each other towards the overall **Program Goal**:

To help prevent/reduce the involvement of persons with mental disorders in the criminal justice system.

Program Objectives

- i) CMHA and Enaahtig to work in partnership with CNCC to provide on-site services for inmates with mental disorders prior to discharge.
- ii) To offer mental health-related awareness training for CNCC staff.
- iii) To identify gaps in services.

¹ *Persons with mental disorders* is broadly defined to include individuals with mental illnesses, intellectual disabilities, dual diagnoses, concurrent disorders or other mental disorders.

The CNCC/ CMHA/ Enaahdig Protocol Partners agree to work collaboratively with each other towards the overall **Client Goal**:

To assist persons with mental disorders who are inmates at the CNCC (both sentenced and remand) to reintegrate into their home community.

Client Objectives

- i) To identify and assess individuals inside CNCC in partnership with CNCC staff to determine their mental status and need for services upon discharge.
- ii) To provide community service linkage, and when requested, Aboriginal culturally-specific services, for inmates within their home community, prior to discharge from CNCC.
- iii) To provide brief case management services to inmates discharged to Simcoe-Muskoka.

CNCC/ CMHA/ Enaahdig Protocol Partners

Each Release from Custody Protocol partner has specific commitments and obligations to ensure the successful implementation of this agreement.

Each Partner agrees to the following:

CENTRAL NORTH CORRECTIONAL CENTRE (CNCC)

1. CNCC will provide a tour of the facility for all Release from Custody Case Managers and make available one copy of CNCC Local Standards (including policies and procedures and institutional rules).
2. CNCC will provide non-security training and orientation.
3. CNCC will provide additional training as deemed necessary or appropriate to meet CNCC operational needs.
4. CNCC will provide Case Managers with access to fax and photocopy machines.
5. Access to office space, telephone and computers at CNCC will be made subject to Ministry corporate approval.
6. CNCC will invite representation from CMHA and Enaahdig to the weekly Multi-disciplinary Team meetings for case review of mentally disordered inmates on the agenda.
7. CNCC will invite representation from CMHA and Enaahdig, along with other agency community partners, to the weekly Discharge Planning Committee (operational committee) meetings for information-sharing and discharge operational review.

8. CNCC will allow Case Managers unescorted access to permitted areas to see referred inmates. Appropriate identification badges will be provided at the completion of non-security training. CNCC will allow Case Managers to come and go between the community and the correctional facility throughout the day in accordance with sign-in and sign-out regulations.
9. CNCC will encourage regular communication with all CNCC staff involved with discharge planning, the Native Inmate Liaison Officer (re: Aboriginal needs) and the Release from Custody Case Managers.
10. Any and all CNCC staff (including medical, social work, rehabilitation, correctional operations) may identify persons who have mental disorders and will make referrals to CMHA/Enahtig Release from Custody Case Managers.
11. CNCC staff and Release from Custody Case Managers shall work in partnership with any individual who is believed to have a mental disorder (and who consents to be referred) as early as possible upon incarceration for timely intervention. The individual does not require a psychiatric diagnosis to be eligible for Case Manager services.
12. Whenever possible, CNCC will provide the Case Managers access to client records/information required to support community planning and case management functions on behalf of the client.
13. CNCC will invite community partner staff to the monthly Program Healthcare professional development in-services.

THE CANADIAN MENTAL HEALTH ASSOCIATION BARRIE-SIMCOE BRANCH (CMHA)

1. CMHA will provide three (3) full time mental health Release from Custody Case Manager positions to work on and off the CNCC site from Monday to Friday within regular business hours (up to 35 hours per week).
2. CMHA will provide a weekly schedule to CNCC re: expected on-site hours.
3. CMHA Case Managers will be directly supervised by a CMHA Program Manager. The Program Manager will complete CNCC non-security training and orientation and abide by all institutional rules and procedures at all times.
4. CMHA will provide services to individuals with diagnosed or diagnosable mental disorders.
5. CMHA Case Managers will complete non-security training and participate in other training/orientation as required by CNCC Local Standards before providing on-site services. They will abide by all institutional rules and procedures at all times.
6. CMHA Case Managers will complete all necessary paperwork for screening (i.e. CPIC) before providing on-site services at CNCC.
7. CMHA Case Managers will abide by all CMHA policies and procedures and reporting requirements (i.e. attend weekly CMHA team meetings currently held in Barrie).
8. CMHA will provide office supplies and equipment (e.g. laptop computers, cell phones) for sole use by CMHA Case Managers. Cell phone to be used outside of secure area of CNCC only.

9. CMHA Case Managers will accept referrals from all sources including but not limited to CNCC staff (e.g. Multidisciplinary Team), Probation and Parole, Enaahtig, community agencies, family members or other natural supports, and self-referrals.
10. CMHA Case Managers will refer all self-reported Aboriginal offenders to the Enaahtig Case Manager for culturally-specific community supports and treatment options.
11. CMHA Case Managers will maintain confidentiality as defined by the Partners at all times.
12. All appropriate consents to participate in the voluntary Release from Custody program and to share information with potential community resources will be obtained.
13. Whenever possible, CMHA Case Managers will respond to all referrals within two (2) business days from receiving the referral information.
14. CMHA Case Managers will work closely and collaboratively with all CNCC staff and agency partners (AGE Identified) involved with discharge planning and attend both the weekly Discharge Planning Committee and the Multidisciplinary Team meetings at CNCC to share information, provide consultation, support, and to assist in planning for the provision of community services for inmates with mental disorders.
15. CMHA Case Managers will provide face-to-face community follow-up and case management for up to three months for individuals with mental disorders released to the North Simcoe Muskoka (LHIN 12²) region.
16. CMHA Case Managers will provide telephone community follow-up for up to 60 days for individuals with mental disorders released to all areas outside LHIN 12 region.
17. CMHA Case Managers will keep statistics on the number of referrals, numbers of people served and community outcomes as required by the funder, Ministry of Health and Long Term Care (MOHLTC) and share the information with CNCC and Enaahtig.
18. CMHA will offer and arrange for training on mental health-related awareness topics for CNCC staff and community partners at least 3 times per year.

² LHIN 12 represents the Ministry of Health and Long Term Care Local Health Integration Network planning region that funds CMHA and Enaahtig for the purposes of this protocol. For a detailed geographic map see: <http://lhins.on.ca/english/main/home.asp>

ENAAHTIG HEALING LODGE AND LEARNING CENTRE (Enaahtig)

1. Enaahtig will provide one (1) full time mental health Release from Custody Case Manager position to work on and off the CNCC site from Monday to Friday during regular business hours (up to 35 hours per week).
2. Enaahtig Case Manager will provide a weekly schedule to CNCC re: expected on-site hours.
3. Enaahtig Case Manager will be directly supervised by an Enaahtig Program Coordinator. The Program Coordinator will complete CNCC non-security training and orientation and abide by all institutional rules and procedures at all times.
4. Enaahtig Case Manager will provide services to Aboriginal individuals with diagnosed or diagnosable mental disorders.
5. Enaahtig Case Manager will complete non-security training and participate in other training/orientation as required by CNCC Local Standards before providing on-site services. They will abide by all institutional rules and procedures at all times.
6. Enaahtig Case Manager will complete all necessary paperwork for screening (i.e. CPIC) before providing on-site services at CNCC.
7. Enaahtig Case Manager will abide by all Enaahtig policies and procedures and reporting requirements.
8. Enaahtig will provide one laptop computer and one cell phone for sole use by Enaahtig Release from Custody Case Manager. Cell phone to be used outside of secure area of CNCC only.
9. Enaahtig Case Manager will accept referrals from all sources including but not limited to CNCC staff (e.g., Multidisciplinary Team), Probation and Parole, CMHA, community agencies, family members or other natural supports, and self-referrals.
10. Enaahtig Case Manager will maintain confidentiality as defined by the Partners at all times.
11. All appropriate consents to participate in the voluntary Release from Custody program and to share information with potential community resources will be obtained.
12. Whenever possible, Enaahtig Case Manager will respond to all referrals within two (2) business days from receiving the referral information.
13. Enaahtig Case Manager will work closely and collaboratively with all CNCC staff including the CNCC Native Inmate Liaison Officer and agency partners (AGE Identified) involved with discharge planning and attend both the weekly Discharge Planning Committee and the Multidisciplinary Team meetings at CNCC to share information, provide consultation, support, and to assist in planning for the provision of community services for Aboriginal inmates with mental disorders.
14. Enaahtig Case Manager will provide face-to-face community follow-up and case management for up to three months for Aboriginal individuals with mental disorders released to the North Simcoe Muskoka (LHIN 12) region.

15. Enahtig Case Manager will provide telephone community follow-up for up to 60 days for Aboriginal individuals with mental disorders released to all areas outside LHIN 12 region.
16. Enahtig Case Manager will keep statistics on number of referrals, numbers of people served and community outcomes as required by the funder, MOHLTC and share the information with CNCC and CMHA.
17. Enahtig will offer and arrange for Aboriginal cultural awareness training for CNCC staff and community partners at least once per year.

Reporting Relationships

There will be clear lines of communication among the Partners within the Release from Custody Protocol. The partner agencies listed herein are committed to providing one another with consultation and assistance to develop the necessary knowledge and skills that will enable achievement of the objectives of this protocol.

CNCC Deputy Superintendent of Programs (or delegate) will be named as contact person and respond to any daily operational issues as they arise in the implementation of the Release from Custody Protocol.

The CMHA Release from Custody Case Managers (3) will receive regular supervision from and report directly to the CMHA Human Services Justice System Coordinator (CMHA Program Manager).

The Enahtig Release from Custody Case Manager (1) will receive regular supervision from and report directly to the Enahtig Program Coordinator for Adult Mental Health Programs.

The CNCC Deputy Superintendent of Programs, the CMHA Human Services Justice System Coordinator, and the Enahtig Program Coordinator for Adult Mental Health Programs comprise the management team. They will meet as needed to share information, to jointly respond to all systemic issues and to resolve any potential conflict situations as identified by the Discharge Planning Committee in the implementation of the Release from Custody Protocol.

The management team (CNCC, CMHA, Enahtig) will meet at least four times per year. The Partners will establish an evaluation process to review, and if required, from time to time, amend the Release from Custody Protocol and the services provided. This Protocol will be maintained unless revoked or altered in writing, by any of the parties, following discussion.

Conflict Resolution

If an identified conflict or issue cannot be resolved by the management team within 30 days or an agreed upon time frame, it will be resolved by the Executive Director of the involved agency/agencies and the Superintendent of CNCC.

Review of Protocol Agreement

The Partners within the Release from Custody Protocol may terminate the partnership agreement by providing at least 90 days written notice to the other parties. The reason for termination must be included in the written notice and signed by the Chief Executive Officer of the participating agency.

Mr. Phill Clough
Superintendent
Central North Correctional Centre

Date

Ms. Nancy Roxborough
Executive Director
Canadian Mental Health Association
Barrie-Simcoe Branch

Date

Ms. Nena Lacaille
Executive Director
Enahtig Healing Lodge
and Learning Centre

Date