

OVR-DOC Memorandum of Understanding

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Randy Loss

M.A. CRC, VR Specialist

OVR, Bureau of Central Operations

Memorandum of Understanding



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- OVR and PA DOC entered into a Memorandum of Understanding (MOU) in June 2013
- The MOU assists the Vocational Rehabilitation Counselor in obtaining an individual's records from the DOC
- Returning citizens have records that can be of assistance in both determining eligibility for the VR program and in developing the rehabilitation case
- MOU can be found on T-Drive under: Placement Services, Criminal Record Information, OVR DOC MOU Information

DOC Documentation

- DC-551 Continuity of Care and Transfer Individual Treatment Plan
- DCC-Psychological Assessment Report
- DOC form for Psychological Evaluation for CCC* and Outside Clearance and Parole and Pre-Release
- DC-481 Medical Release Summary
 - DC-440 Physical Exam
- DC-47C Education Report
- DC-108 PA DOC Authorization for Release of Information

DC-551 Continuity of Care and Transfer Individual Treatment Plan



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- Provides overview of inmate:
 - Mental health
 - Substance Abuse
 - Intellectual Functioning
 - Treatment History
 - Recommendations for Community Services, which deal with:
 - Housing
 - Treatment
 - Education
 - Disability

DCC-Psychological Assessment Report



- Every inmate entering the Department shall be given a psychological assessment conducted at the Diagnostic and Classification Center (DCC).
- The DCC shall administer basic psychometric testing and interview the inmate upon reception and provide further assessments only for an inmate who evidences a need for more comprehensive evaluation.
- The purpose of this testing is to provide screening in the areas of intelligence, achievement, personality, and emotional stability. Whenever screening indicates a need for more in-depth study, such shall be provided.
 - PA DOC Policy 13.8.1, Access to Mental Health Care Procedures Manual Section 1 – Psychological Services

DOC form for Psychological Evaluation for CCC and Outside Clearance and Parole and Pre-Release



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- This is a printout of the Parole Psychological Assessment that is accessible under Inmate Apps/Assessment.
- If the Parole Assessment does not exist, then the DOC will provide the DCC Psychological Report that is also accessible under Inmate Apps/Assessments.
 - PA DOC Policy 13.8.1, Access to Mental Health Care Procedures Manual Section 1 – Psychological Services

DC-481 Medical Release Summary



- This form is to be used for CCC placement, parole, and expiration of maximum sentence
- Overview of a comprehensive list of the current health of the inmate
- Provides employment limitations
- Provides housing limitations

DC-440 Physical Exam

- DC-440 is signed by a physician
- The physical exams are completed at various points and may be anywhere up to 3 years old depending on the inmate's age.
- Progress notes provide information on single patient encounters, so you would require information over a defined timeframe to clearly understand the specific detail in the care process.

DC-47C Education Report



- Inmate Educational and Training Cumulative Record
- The DC-47C is the basic document for recording education data. An enrolled student's cumulative education record will be updated at least quarterly. Assessment scores will be updated and recorded on the DC-47C
- Vocational aptitude, evaluation, and results will be recorded on the DC-47C. Career Scope will be administered by the counselor as needed
- The inmate's GED and TABE test scores will be recorded on the DC-47C each time they are taken

PA DOC Authorization for Release of Information



- All requests for inmate information must be accompanied by a DC-108, Authorization for Release of Information and signed by the inmate who is the subject of the information
- Copy of PA DC-ADM 003, Release of Information Policy, and DC-108 can be found on T-Drive under: Placement Services, Criminal Record Information, OVR DOC MOU Information

Correctional Health Care Administrators



- Each DOC Institution, State Correctional Institution (SCI) has a Correctional Health Care Administrator (CHCA)
- These professionals are the points of contact within each institution for your customer's request for information.
- Please make sure the DC-108 accompanies any information request
- Current list of CHCAs as of 8/2013 and is found on the T-Drive under: Placement Services, Criminal Record Information, OVR DOC MOU Information

Fees for Medical Records

- OVR has been given permission to request medical and psychological records from DOC institutions for free
- Fee for Copies of Medical Records letter can be found on T-Drive under: Placement Services, Criminal Record Information, OVR DOC MOU Information

Questions



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Thank you