

Office Hours:
Justice Involved Reentry Initiative
Correctional Facility Readiness Assessment

Agenda

1. Overview of the Correctional Facility Readiness Assessment Template

2. Readiness Assessment Completion & Submission Process

3. Q&A

4. Next Steps

Overview of the Correctional Facility Readiness Assessment Template



Correctional Facility Readiness Assessment Requirement

As a condition of the Section 1115 demonstration, all prisons, jails, and youth correctional facilities (CFs) are required to demonstrate readiness to participate in the Justice-involved Initiative and receive DHCS approval prior to going live with pre-release services.

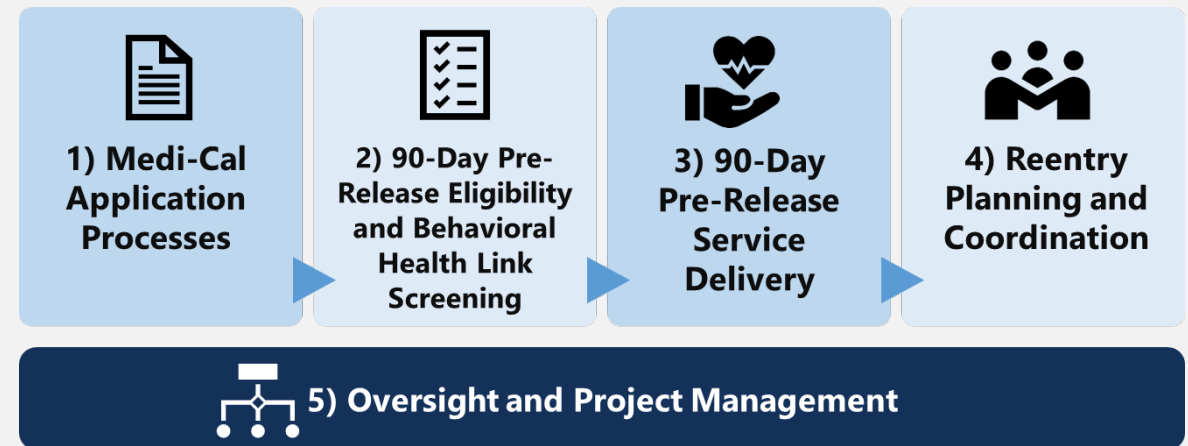
Readiness Assessment Template

DHCS will require each CF to complete and submit a Readiness Assessment Template (“Template”) at least six months prior to its go-live date to demonstrate its readiness to provide pre-release services and Behavioral Health Links. The Template includes the following components:

1. Readiness Checklist and Supporting Information
2. Readiness Assessment Attestation Form
3. Go-Live Date Request Form

Readiness assessments will be conducted on a quarterly basis, and will focus on five key areas.

Assessment Focus Areas



In a change from previous policy, readiness decisions and approval for go live will be made at the individual facility (rather than county) level.⁴

Correctional Facility Readiness Assessment Overview

- The Readiness Assessment Template contains a **series of attestations, narrative responses, and in some instances, requests for supporting documentation.**
- **Most readiness assessment elements are categorized as Minimum Requirements,** indicating that the CF must demonstrate the capability will be in place by the go-live date as a condition of approval.
 - CFs must also demonstrate the ability to meet the three readiness elements categorized as Non-Minimum Requirements within six months after the go-live date (Clinical Consultation, Support for Durable Medical Equipment Upon Release, Governance Structure for Partnerships).
- **To receive approval from DHCS to go-live, a CF must receive an “Approved” score in all five focus areas,** indicating readiness to meet minimum and non-minimum requirements within specified timeframes.
 - If DHCS does not approve the CF for go-live, DHCS will work with the CF on updating the existing submission and/or developing an action plan until approval is granted.
- **Facilities can use PATH dollars to support the planning activities** necessary to demonstrate readiness. Facilities can also leverage information from their PATH JI Capacity Building Program progress reports to build out relevant sections of the readiness assessment.

Updates to Draft Readiness Assessment Template

In October 2023, DHCS released a draft CF Readiness Assessment Template for stakeholder comment. DHCS updated the Readiness Assessment based upon stakeholder feedback and will soon release the final Template.

Key Objectives of Updates to Readiness Assessment Template



Provide additional guidance to CFs on how to gather information for, complete, and submit the Readiness Assessment Template.



Improve user-friendliness and clarity of the Readiness Assessment Template format.



Update attestations, narrative responses, and documentation to reflect the most up-to-date policy and operational guidance.

Updated Template Format: Attestations

DHCS updated the attestation section of each Focus Area to allow CFs to more clearly denote readiness status and timeframe to meet readiness for each minimum requirement.

1a. Screening for Medi-Cal Eligibility and Enrollment – Attestation Table					
Requirements: Please confirm whether CF meets the minimum requirements listed below, and detailed in Table 1 of the Policy & Operational Guide (check one box per row).	CF is ready			CF is not ready	
	CF currently meets requirement	CF will meet requirement by go-live date ²	CF will meet requirement within 6 months of go-live ³	CF will not meet requirement by deadline; TA Requested	TA Request <i>If requesting TA, please briefly describe request (e.g., key questions, barriers to meeting requirement; TA needed)</i>
Processes in place for screening individuals for Medi-Cal enrollment during or near intake	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Click or tap here to enter text.
Processes in place for verifying Medi-Cal enrollment through the Medi-Cal eligibility verification system (EVS), in collaboration with the county SSD, or via another method	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Click or tap here to enter text.
Processes in place for obtaining consent parental/guardian signature to submit a Medi-Cal application for youth under 18 years old	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Click or tap here to enter text.

Updated Template Format: Narrative Responses

DHCS updated the narrative response section of each Focus Area to establish word counts and provide space for CFs to enter responses.

1a. Screening for Medi-Cal Eligibility and Enrollment – Narrative Responses		
Please summarize CF processes for the requirements listed below (provide answers in this table; if you are submitting any optional documentation as a separate attachment to supplement a response, please cite specific section/page number in your narrative response below, as applicable).		
Request	Word Count	Response
Summarize process for ensuring individuals are screened for Medi-Cal enrollment during or near intake	150 words max	Click or tap here to enter text.
Describe method for verifying Medi-Cal eligibility and enrollment (e.g., EVS, communication with county SSD)	150 words max	Click or tap here to enter text.
Summarize process for communicating incarceration information and expected or known release dates with the county SSD	150 words max	Click or tap here to enter text.
Summarize process for ensuring individuals are screened for Medi-Cal enrollment during or near intake	150 words max	Click or tap here to enter text.
Summarize process for obtaining consent parental/guardian signature to submit a Medi-Cal application for youth under 18 years old	150 words max	Click or tap here to enter text.
If the CF indicated in the above attestation table that it will meet a requirement by the requested go-live date, describe the CF's plan for meeting the requirement(s) by go-live, including key actions and estimated timeline for meeting the requirement(s).	150 words max	Click or tap here to enter text.

Updated Template Format: Supporting Documentation

DHCS updated the supporting documentation section of each Focus Area to clarify supporting documentation requirements, including which types of documentation are required or optional.

1a. Screening for Medi-Cal Eligibility and Enrollment – Supporting Documentation (Optional)

To supplement your responses, you **may** provide the following **optional** documentation as separate attachments to demonstrate evidence of compliance.

- Screening template for Medi-Cal enrollment
- Consent form to submit applications for youth under 18 years old

2b. Screening for Behavioral Health Links – Supporting Documentation (Required)

To supplement your responses, please provide the following **required** documentation as separate attachments to demonstrate evidence of compliance.

- Screening template for Behavioral Health Links
- Letter from the county behavioral health agency in the county where the CF is located that confirms its agreement with the Behavioral Health Link screening process and screening tool that will be used by the CF (Letter should be on county letterhead and signed by the County BH Agency Director)
- If you prefer to provide alternative documents, please specify documentation, and explain rationale (200 words max; provide answer in this table)



Additional Notable Template Updates

- **Scoring Rubric:** DHCS updated the scoring rubric terminology to Approved, Not Yet Ready, Denied.
- **Facility-Level Approval:** DHCS will issue readiness decisions and go-live approval at the individual facility, rather than county, level.
- **Guidance on Joint Submissions:** DHCS added guidance on joint Readiness Assessment submission for small counties who may contract with neighboring counties to house their incarcerated individuals.
- **Letter from County BH Agency:** CFs must submit a letter from their county's Behavioral Health Agency indicating mutual agreement on the Behavioral Health Links Screening Tool and process.
- **Section 3: Additional Attestations:** DHCS added attestations related to compliance with future oversight and monitoring efforts.
- **Addition of Section 4: Go-Live Date Request:** CFs must indicate their requested go-live date and have their Readiness Assessment signed by the authorized individual accountable for implementing the Reentry Initiative.
- **Signed MOU:** CFs will be required to attest to intent to enter into a MOU with DHCS as part of Readiness Assessment Template, and the MOU must be signed prior to go-live as a condition of approval.

Readiness Assessment Completion and Submission Process



Correctional Facility Readiness Assessment Submission Timelines

Correctional Facilities must submit their complete Readiness Assessment Template to DHCS at least six months prior to their requested go-live date and no later than March 31, 2026.

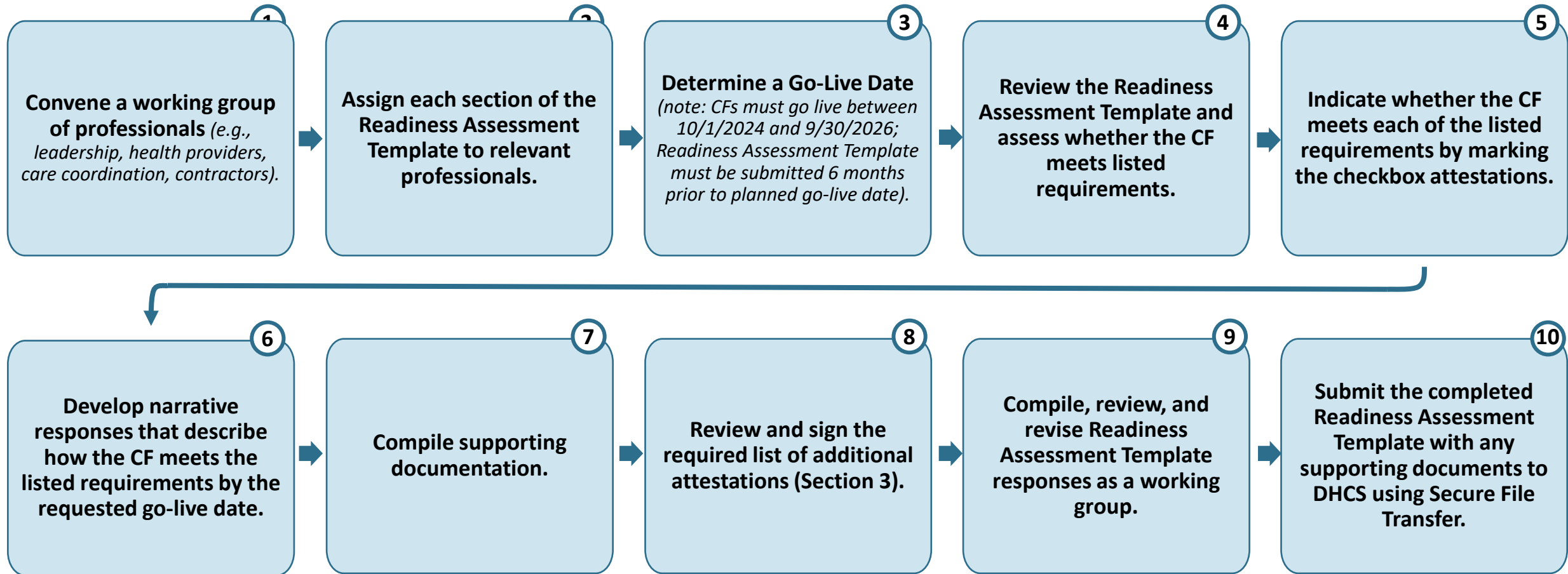
Example Timeline of Submission & Readiness Determination

Timeframe	Correctional Facility Responsibility	DHCS Responsibility
Feb – March 2024	Convene working group of key professionals/leadership and complete Readiness Assessment Template.	Address questions and provide technical assistance to correctional facility (<i>as needed</i>).
April – June 2024	<ul style="list-style-type: none"> • By April 1: Submit Readiness Assessment Template to DHCS using Secure File Transfer. • Respond to DHCS questions and/or requests for additional information and notify DHCS when areas marked as “ready upon go-live” are ready (<i>as needed</i>). 	Evaluate the Readiness Template submission and follow up with Correctional Facility to address questions and provide feedback (<i>as needed</i>).
July 2024	--	Make final determination of readiness for go-live and communicate decision to Correctional Facility.
July – Sept 2024	If Correctional Facility is: <ul style="list-style-type: none"> • <i>Approved:</i> Prepare to go live with pre-release services, including entering a MOU with DHCS. • <i>Not Yet Ready:</i> Notify DHCS when areas marked as “ready by go-live” are ready; prepare to go live with pre-release services, including entering a MOU with DHCS. • <i>Denied:</i> Resubmit Template on a quarterly basis until approved. 	If Correctional Facility is: <ul style="list-style-type: none"> • <i>Approved or Not Yet Ready:</i> Enter into a MOU with Correctional Facility. Provide technical assistance to Correctional Facility during preparations for go-live (<i>as needed</i>). • <i>Denied:</i> Provide technical assistance to Correctional Facility to achieve readiness.
October 1, 2024	Begin providing pre-release services (<i>if approved</i>).	Provide ongoing technical assistance to Correctional Facility and support ongoing monitoring activities.
April 1, 2025	Confirm to DHCS that all non-minimum requirements are live.	

POLL:

When does your correctional facility plan to go live with pre-release services?

Correctional Facility Readiness Assessment Completion and Submission Process



Note: Correctional facilities may contact DHCS with questions as they fill out their Readiness Assessment Template.

DHCS Readiness Evaluation Approach

DHCS will determine a score for each Focus Area based on the correctional facility's attestations and narrative response. DHCS will then determine the correctional facility's overall Readiness Assessment score.

Readiness Assessment Scoring Rubric

Approved	<p>Response is complete and indicates readiness in each readiness element of the focus area.</p> <ul style="list-style-type: none">• <u>Minimum requirements</u>: CF is ready to go live.• <u>Non-minimum requirements</u>: CF is ready to go live with non-minimum requirements within 6 months after the go-live date*
Not Yet Ready	<p>Response is complete and indicates that the CF meets some, but not all, components of the Template.</p> <ul style="list-style-type: none">• <u>Minimum requirements</u>: CF has a clear, time-bound action plan to meet the outstanding minimum requirements by the requested go-live date.• <u>Non- minimum requirements</u>: CF will work with DHCS to be ready to go live with non-minimum requirement elements within six months after the go-live date.
Denied	<p>Response is incomplete or does not sufficiently address narrative questions, or the submission does not indicate readiness to go live by the go-live date for minimum requirements or within six months of the go-live date for non-minimum requirements.</p> <ul style="list-style-type: none">• If a CF receives a "Denied" in any focus area, DHCS will work with the CF to develop an action plan to achieve readiness.

* Non-minimum requirements: Clinical Consultation, Support for Durable Medical Equipment Upon Release, Governance Structure for Partnerships

Question and Answer



Additional Office Hours Session





Upcoming: Readiness Assessment Office Hours

DHCS will another office hours session on the Correctional Facility Readiness Assessment on Thursday, March 7th, from 10:30-11:30am (*calendar invitation forthcoming*).

At the Office Hours, DHCS will:

- » Provide another high-level overview of the Readiness Assessment Template;
- » Review pre-submitted Q&A; and
- » Respond to live Q&A.

Request: Please submit questions on the Correctional Facility Readiness Assessment Template to DHCS in advance of the March 7th Office Hours via the Q&A popup or via the Justice Involved Inbox at calaimjusticeadvisorygroup@dhcs.ca.gov.