NEW YORK STATE Department of Corrections and Community Supervision **DIRECTIVE**	TITLE **Community Based Residential Program (CBRP)**		NO. 8705 DATE 08/13/2026
SUPERSEDES	DISTRIBUTION A B	PAGES PAGE 1 OF 9	DATE LAST REVISED
REFERENCES (Include but are not limited to) Prison Rape Elimination Act; NYS Correction Law § 73; Directives #2011, #2914, #2700, #2112, #2799, #8700	APPROVING AUTHORITY		

I. **DESCRIPTION**: The Community Based Residential Program (CBRP) is a housing initiative intended to assist releasees under the jurisdiction of the New York State Department of Corrections and Community Supervision (DOCCS) to attain stability in the community while providing for individual case needs and community safety. CBRPs provide housing and food, including direct referrals to credentialed providers for substance use disorder treatment, mental health treatment, education/vocational training, and linkages to local social services. A CBRP is not a Substance Use Disorder Residential Treatment Program or homeless shelter. A CBRP provides a structured setting and case management services for a period of up to 120 days. The CBRP is established through Request for Application (RFA) and Procurement Process, and the program responsibilities are outlined in the established CBRP Work Plan.

II. **POLICY**: It is the policy of DOCCS to assist releasees with services for treatment and housing. A CBRP provides supportive services that will increase the releasee's/incarcerated individual's likelihood of success in the community. CBRPs offer safe, secure, and stable housing to releasees.
Incarcerated individuals who are eligible to furlough under Correction Law, Section 73 (CL73) residential outcount can be considered for placement at a CBRP if appropriate and are willing to participate.

NOTE: Prison Rape Elimination Act (PREA): all CBRPs must comply with the Community Confinement Standards, requiring submitting to and passing of a PREA audit every three years. DOCCS will advise the CBRP of the month/year in which the CBRP is to be audited.

III. **PROCEDURE**

A. Coordination: DOCCS Community Supervision staff (Parole Officer [PO], Senior Parole Officer [SPO], Reentry Operations), Facility staff (Offender Rehabilitation Coordinator [ORC], Supervising Offender Rehabilitation Coordinator [SORC]) and CBRP personnel will use a standardized process to assess, refer, and place eligible individuals into CBRP locations, based on need, eligibility and availability, while ensuring transparency, timeliness, and allowing for limited procedural variations across regions. A DOCCS CBRP brochure will be provided to field and facility staff for distribution to incarcerated individuals and releasees identified as prospective CBRP referrals (Form #8705A, "Community Based Residential Program – Referral Form").

B. Eligibility Review: The designated PO/SPO will prescreen prospective releasee referrals according to the following program eligibility criteria:

1. Must be actively supervised by DOCCS; within 60 days of their scheduled release from a DOCCS correctional Facility to supervision or approved for release under NYS CL73.
2. Lacks an approvable residence.
3. Identified need for transitional housing and/or structured support.
4. Disqualifying risk factors:
   a. Geographical restrictions.
   b. In need of a higher level of care.
   c. Exclusions per CBRP program criteria.

C. Referral Packet: The designated PO/SPO will gather all required documents to complete the referral packet.

1. Pre-Release Referral: At the request of the PO/SPO, the assigned ORC must meet with the incarcerated individual to discuss benefits of the CBRP, provide DOCCS CBRP brochure and confirm interest in placement by obtaining a signature on Form #DOH-5032, "Authorization for Release of Health Information (Included Alcohol/Drug Treatment and Mental Health Information) and Confidential HIV/AIDS-related Information."
2. Post Release Referral: The designated PO shall meet with the releasee to discuss benefits of the CBRP, provide DOCCS CBRP brochure and confirm interest in placement by obtaining signature on Form #DOH-5032.
3. Documentation: The designated PO/SPO will gather documentation necessary to complete the referral packet:
   a. Completed Form #8705A
   b. Signed Form #DOH-5032
   c. Parole Board Report (non-confidential part only)
   d. Any recent Comprehensive Medical Screen
   e. Conditions of Release/Special Conditions
4. Submit Referral to CBRP: Reentry Operations staff will submit the referral packet to the CBRP for review.

D. Approval/Disapproval Determination: CBRP referral acceptance decision is required to be submitted to DOCCS within five business days from the receipt of referral package:

1. A disapproval of acceptance by the CBRP will include written reasons for disapproval and require discussion with DOCCS for resolution.
2. DOCCS will determine appropriate clients for program admission.

E. Admission: DOCCS and the CBRP shall agree on the program entry date for releasee.

1. Pre-Release: SPO/PO or designee will alert the assigned ORC of the approved address for the incarcerated individual and document acceptance in the Case Management System (CMS).

2. Post-Release: SPO/PO or designee will alert the releasee of acceptance and provide a date/time to report to location.
3. The SPO/PO will request assistance from Reentry if bed availability does not provide for immediate placement.

NOTE: CBRPs cannot receive direct payment from releasees. Incarcerated individuals assigned to Residential Treatment Outcount (RTO) status are not eligible for governmental financial aid, such as Supplemental Nutrition Assistance Program (SNAP) benefits, social service benefits, Medicaid, etc.

IV. RESPONSIBILITIES

A. CL73, Residential Treatment Outcount referrals

1. SORC/ORC will identify CL73, residential treatment outcount-eligible individuals who are undomiciled to release to a county that has a CBRP. The ORC will interview the individual, provide information regarding CBRP series and programming.
2. If an incarcerated individual agrees to be considered for placement, Form #DOH-5032 will be completed, signed, and emailed to the assigned PO, SPO, and Reentry Manager.
3. POs, upon receipt of signed Form #DOH-5032, will forward the specific CBRP agreement for SORC/ORC to review with the incarcerated individual and have signed. The PO/SPO will forward a complete referral packet to the Regional Reentry staff who will review and forward to the CBRP. Upon receipt of signed specific CBRP agreement from facility, CBRP specific residence code will be proposed in CMS by facility and PO will approve residence in CMS.

B. Pre-Release Referrals

1. The PO/SPO will prescreen a prospective incarcerated individual and/or releasee according to program eligibility criteria. If deemed appropriate for referral, the PO/SPO will generate a referral packet to be submitted to the CBRP.
2. If an incarcerated individual in community prep status is deemed undomiciled prior to release from the correction facility, the PO/SPO will request the ORC/SORC to meet with the incarcerated individual to discuss benefits of the CBRP.
3. If the incarcerated individual agrees to participate in the program, the ORC will have the individual sign Form #DOH-5032 and return to the PO/SPO. ORC will enter CBRP specific residence code as proposed in CMS. The PO/SPO will complete a referral packet with all required documents that will be provided to the Regional Reentry staff who will review and forward to the CBRP. Upon receipt of signed specific CBRP agreement from facility, CBRP specific residence code will be proposed in CMS by facility and PO will approve residence in CMS.

C. Post-Release Referrals: The designated PO shall meet with the releasee to discuss benefits of the CBRP, provide DOCCS CBRP brochure and confirm interest in placement option by obtaining the releasee's signature on Form #DOH-5032.

The PO will complete a referral packet with all required documents and provide to Regional Reentry staff, who will review and forward to the CBRP. Upon approval, the PO will enter the CBRP specific residence code in CMS as approved/current and update accordingly.

D. Supervision Guidelines

1. The PO/SPO will review the initial individual Case Management Action Plan for each releasee assigned and approve the plan if agreed upon by the PO/SPO.
2. The PO/SPO will participate in case reviews with the CBRP Case Manager or designated program staff on a 30-day interval from the date of admission. The focus of the review is to ensure that the goals of the Case Management Action Plan are being attained, leading toward permanent housing.
3. Any instances of the releasee failing to adhere to the Case Management Action Plan, the PO/SPO must determine the releasee's suitability for retention. This may be in coordination with the Reentry Contract Manager or designee.

   NOTE: If an incarcerated individual under CL73 outcount status is discharged or leaves the CBRP without having a verified residence approved by the PO, they will be returned to a correctional facility until they reach their approved release date.
4. The PO/SPO has the right to visit the facility and interview residents at any reasonable time and at other times when necessary and shall have immediate access to all records pertaining to each resident's participation in the program.
5. The PO/SPO has the authority to conduct a search of residents and their belongings.
6. The PO/SPO shall notify the Reentry Contract Manager of any situation that is in violation of the Contract Work Plan.
7. The PO/SPO must immediately notify the Reentry Contract Manager of any observations of any condition that could pose a risk to the health and safety of residents.
8. The PO/SPO and the CBRP staff shall work collaboratively to provide coordinated linkages to counseling, rehabilitation services, and supervision of residents. At any given time, the PO/SPO may request a meeting with the Case Manager to review case progress of each releasee residing in the program.
9. All requests for releasees to be on leave beyond curfew or overnight must be approved by the PO/SPO and documented in CMS and the program's case field. In any instance where the releasee is absent overnight without authorization, the CBRP shall notify the PO/SPO as soon as possible, but no later than the following business day. Notification efforts can take the form of contact with the PO via cell phone, email, or landline communication. The CBRP shall ensure that the notification has been acknowledged by DOCCS staff. The notification can be verbal; however, it must also be followed up in writing no later than the following business day.
10. Residents will not have driving privileges without the written authorization of the PO/SPO.

V. REENTRY OPERATIONS

A. Director of Reentry Operations: Provides contract oversight to the Reentry Operations staff in their responsibility to monitor CBRP contract compliance to include mandatory annual training for Reentry Operations Staff. The Director of Reentry Operations will also coordinate with DOCCS Guidance to ensure facility staff are fully informed of CBRP purpose and function.

B. Contract Management: Reentry Managers and/or their designee are responsible for managing and ensuring compliance with the CBRP contract. Reentry Managers will:

1. Monitor services provided to releasees by CBRP.
2. Review and approve extension requests beyond 120 days.
3. Overall performance and health and safety compliance.
4. Ensure the submission of all CBRP required reports.
5. Review budget modification and annual budgets.
6. Review CBRP vouchers prior to being submitted to DOCCS Budget and Finance Unit for final review and payment processing. Reentry Contract Managers/designees have signature authority to approve voucher/invoices submitted by the contractor.
   a. Expenses submitted must be actual and necessary.
   b. Vouchers must include corresponding documentation (receipts, statements/invoices, timesheets, payroll registers for accuracy and compliance). The documentation must sufficiently support each expense claimed.
   c. Any request for budget modification must be discussed with the Director of Reentry Operations and DOCCS Budget and Finance Unit for final approval.
7. Review and approve the hiring of staff and interns. Written approval from the Reentry Contract Manager must be provided for all hiring and established CBRP staff salary considerations.
   a. No individual who has been convicted of any crime that would bring into question the competence or integrity of the individual to provide services shall be employed in the CBRP, unless prior written approval is obtained from DOCCS. No individual under active DOCCS supervision is eligible for employment in the CBRP contract program, unless prior written authorization is obtained from DOCCS. The Reentry Contract Manager will review all new applicants' qualifications for hire at the CBRP including job description, resume, salary, and background check information.
   b. Reentry contract manager will ensure that all new hires participate in general PREA training prior to providing services under the contract.
   c. Student Interns and Citizen volunteers shall be required to undergo the same approval process.
8. Perform unannounced site visits at a minimum of monthly to include:
   a. A facility tour.

b. Engagement with staff and residents.

c. Review of files and documentation includes, but is not limited to:

(1) Resident Files

(2) Medication Log

(3) Sign in and out sheets

(4) Visitor Log

(5) Transportation Log

(6) Menus/Food

(7) Staff Schedule (for 24/7 coverage)

(8) Fire Drill Log

(9) Review PREA (interview residents, observe posters/pamphlets, utilize monthly PREA form).

d. Completion of Monthly Site Visit Documentation:

(1) Form #8705B, "Community Based Residential Program Monthly Site Visit"

(2) Form #8705C, "PREA Checklist for Contract Manager's Monthly CBRP Site Visit Form"

(3) Form #8705E, "CBRP Review of Fire, Safety, and Maintenance Reports"

9. Provide training to field staff on CBRP requirements, operations, and management, to include CMS program documentation.

C. Unusual Incidents: The DOCCS Reentry Contract Manager will ensure the following:

1. The CBRP will report all unusual incidents involving a residence to the PO/SPO and Reentry Contract Manager, as soon as known, and provide any information requested regarding the unusual incident.

2. For any serious unusual incidents, the CBRP staff on duty will report to the PO/SPO and Reentry Contract Manager within 15 minutes of discovery. Within 30 minutes of the initial discovery, CBRP will report incident details to the PO/SPO and Reentry Contract Manager. Each will notify their respective supervisory chains of command.

3. Examples of a serious unusual incident include, but are not limited to, the following:

a. Abscondence or attempted abscondence.

b. Death, serious injury, or attempted suicide of resident.

c. Death or serious injury to an employee.

d. Death or injury to a visitor or any non-contract resident which occurs on program property.

e. Any incident that seriously affects the normal operation of a facility and has a significant impact on the image of the program, or where law enforcement is summoned to the program.

f. Arrest of a resident or staff member or any indication that any law enforcement agency has an interest in or is seeking a resident or staff member as a witness.

g. Resident assault on employee, volunteer, visitor, or non-contract resident.

h. Any criminal acts that are committed by a resident or employee.

i. Any overdose or serious health condition that requires medical care/response.

4. CBRP staff will make notifications to local authorities when appropriate.

5. CBRP are regularly provided with updated staff listings containing phone numbers for reporting PREA related incidents and unusual incidents. The listing will include contact information for evenings, weekends, and holidays, including the Office of Special Investigations 24 hours a day, 7 days a week at 1-844-OSI-4NYS or 1-844-674-4697.

6. All unusual incidents are followed up in writing within 24 hours of initial report utilizing DOCCS approved form.

7. Submitted CBRP Unusual Incident Report Forms are reviewed for accuracy and distributed to appropriate DOCCS staff where appropriate.

D. CBRP Discharges

1. The Contract Manager will ensure that the CBRP makes every effort to coordinate a transition plan with the resident to avoid gaps in care with community-based services upon discharge.

2. The Contract Manager will ensure that the program will, within five working days of discharge of the releasee, forward to the PO/SPO the completed Form #8705D, "Community Based Residential Program Discharge Summary," to include appropriate discharge type. A copy must also be submitted to the Contract Manager.

3. The discharge summary will include, at a minimum, the following information:

a. Resident Name

b. Department Identification Number (DIN)

c. Date Entered Program

d. Brief narrative describing presenting problem(s) upon entry, case management action plan, goals, and success in implementing plan.

e. Discharge Plan

f. Date Discharged

g. Determination of Successful, Unsuccessful, or Neutral Discharge

h. Residence: specify whether living alone, with family, with friends, in a residential program, etc.

i. Employment/Income: specify employed, unemployed, source of funds.

4. Program Discharge Type and CMS codes:

a. Positive Discharges:

(1) Program Completion: Individual Case Needs Met – CMS Code 00

(2) Early Discharge from Supervision – CMS Code 55

b. Neutral Discharges:

(1) Moved: Client changed address – field staff approved change of address prior to program completion – CMS Code 05

(2) Program Transfer: Clinical – Medical – Client transferred to different and/or more appropriate level of care – CMS Code 04

(3) Reached Maximum Expiration of Sentence – CMS Code 55

c. Negative Discharges:

(1) Arrest/Parole Violation – CMS Code 03

(2) Absconder – CMS Code 56

(3) Program Rule Violation – CMS Code 02

(a) Case Management Non-Compliance.

(b) Drug Possession: to include synthetic marijuana and all other mood-altering substances.

(c) Drug Paraphernalia.

(d) Drug Use: to include synthetic marijuana and all other mood-altering substances.

(e) Fire Setting.

(f) Property Destruction.

(g) Property Tampering: smoke alarms, cameras, doors, etc.

(h) Property Theft.

(i) Sexual Harassment or Sexually Inappropriate Behavior.

(j) Smoking Inside Building.

(k) Verbal Aggression/Threats.

(l) Violent Conduct.

(m) Weapon Possession.

(n) Other: Use only if program rule violations listed above are not adequate.

d. Other: Use only if discharge codes provided are not adequate – CMS Code 09

5. Consideration of re-admission into the CBRP can occur 6 months post-discharge and will be at the discretion of the Reentry Contract Manager.

6. Corrective Action:

a. The Program may utilize graduated responses, approved by DOCCS, to address noncompliance with program rules/regulations as outlined in all CBRP approved resident handbooks.

b. Residents shall be notified of corrective action by the Program, in writing, within 24 hours of occurrence. A copy of this notice will be forwarded to the PO/SPO and Reentry Contract Manager.

c. Violation of the Program's "cardinal rules," prohibited acts, or repeated notice of discipline shall require a case conference between the resident, program staff, and the PO/SPO within 48 hours of notice of violation to determine whether the resident should be discharged and/or to modify the Case Management Action Plan, as necessary.

d. General rule violations, that may not warrant immediate removal, may be addressed with a verbal warning, written warning, case conference, or other approved responses.

7. Removal Procedures:

a. The Program shall not expel a resident without prior notification to the PO/SPO, except in circumstances where waiting for the notification would threaten the safety of the resident, program staff, or others. In such a case, diligent efforts must be continued via phone and email to provide notification. The Contract Manager is to be copied on this communication.

b. If necessary to remove a resident from the Program, the CBRP Director/Designee and PO/SPO will coordinate effort to affect the removal in a professional manner that minimizes program disruption.

E. CBRP Closure Process: Closure of a CBRP may occur for three reasons: terminated by DOCCS for cause, mutual consent, and contract expiration.