



State Board of
Pardons and Paroles



The Transitional Housing for Offender Reentry (THOR) Directory Facility Standards

Revised November 6, 2013

The State Board of Pardons and Paroles

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I. THOR Directory Introduction

A. Directory Purpose

The Georgia State Board of Pardons & Paroles' (SBPP) Field Operations Division maintains the Transitional Housing for Offender Reentry (THOR) Directory to assist staff with making residence decisions. The THOR Directory is available to anyone with internet access using an Internet Explorer web browser via

http://www.pap.state.ga.us/Thor_ejb-war/login.jsp.

This directory contains community-based residential facilities that have met the herein standards on transitional housing for people on state supervision. The primary issues that are addressed before a facility is included in the THOR Directory are:

1. providing a safe and healthy environment for residents and staff,
2. maintaining consistent and timely resident and staff communication with supervising officers, and
3. delivering services that facilitate recovery from alcohol and other drugs and/or criminal lifestyles.

The facilities listed in the THOR Directory are the primary alternatives for supervisees who have unaddressed crime producing needs and/or who are homeless or nearly homeless. Each residence decision requires balancing community safety and offender rehabilitation goals with the supervisee's need for a structured living environment that supports recovery from alcohol and other drug use and/or criminal behavior. SBPP personnel make the final decision on a parolee's residence plan. In addition, the SBPP makes the final determination of each facility's designation as a Structured Housing or a Recovery Residence.

As used herein, "should" and "optional" mean recommended but not required while "shall" or "must" denotes a requirement.

B. Facility Designations

The THOR Directory contains two types of facilities: Structured Housing and Recovery Residences. Supervisees who need only a safe environment in which to live should be sent to Structured Housing. Although Structured Housing does not include substance abuse or mental health treatment, other programming may be provided. Supervisees requiring substance abuse services or substance abuse counseling, see Definitions below, must be sent to a Recovery Residence.

Transitional Housing for Offender Reentry (THOR) Directory Facility Types and Requirements

	Structured Housing	Recovery Residence Standard	Recovery Residence Intensive
Programming includes substance abuse services (SAS) and/or substance abuse counseling (SAC); See Definitions below	optional	One or more hours per week of SAS/SAC required	Five or more hours per week of SAC required
Program attendance by all residents	optional	required	required
Certified/Licensed staff	optional	recommended	required
Resident file contains signed resident rights, consent to release information, assessment information, recovery plan, attendance at required programs and progress documentation, and officer communications documentation	optional	recommended	required
Facility policies and procedures	optional	required	required
Resident finances documentation	required	required	required
Officer communication policy	required	required	required
Facility Questionnaire	required	required	required
Facility Authorization	required	required	required
Consent for Criminal Record Check	required	required	required

Structured Housing is approved for supervisees who meet prison-release eligibility requirements but who do not have an available residence and for probationers or parolees who become displaced. Although this housing does not include substance abuse or mental health treatment, other programs may be provided. However, attendance cannot be required in programs available at Structured Housing facilities. The goal is providing a healthy and safe environment that is consistent with the successful transition of supervisees into the community.

Recovery Residences provide safe and healthy housing for residents who need a more restrictive environment than outpatient services to establish or maintain abstinence from alcohol and other drugs and criminal behavior. Recovery Residences are categorized according to the type and intensity of the substance abuse services/counseling that is delivered. Facilities that do not require all residents who live in one housing location to attend substance abuse services or substance abuse counseling are listed in the THOR Directory as Structured Housing.

1. Standard Recovery Residence: All residents are required to attend one or more hours of substance abuse services or substance abuse counseling per week.
2. Intensive Recovery Residence: All residents are required to attend five or more hours of substance abuse counseling per week delivered by certified substance abuse counselors or licensed professionals.

C. Definitions: The following definitions apply to the terms used herein.

1. Facility authorized representative: the individual who owns or leases the facility property and who is legally authorized to sign contracts and other official documents on behalf of the facility. This may or may not be the same person as the facility director.
2. Facility director: the individual responsible for all of the facility's day-to-day operations.
3. Peonage: a condition of servitude compelling persons to perform labor to pay off a debt.
4. Staff: all paid and volunteer service providers or other facility staff who have contact with residents.
5. Supervisee: a person under the supervision of the Department of Corrections in prison (inmate) or on probation (probationer) and/or who is under the supervision of the State Board of Pardons and Paroles on parole (parolee). "Supervisee" should not be used when referring to people under supervision who reside at the facility – the preferred term is "resident."
6. Substance abuse services (SAS): Twelve-step/self-help/mutual help meetings, individual or group step study, education classes, recreational activities, and faith-based activities/religious text study that specifically address recovery from alcohol and other drug abuse and criminal behavior.
7. Substance abuse counseling (SAC): Evidence-based counseling delivered in individual or group sessions that assist residents in achieving individual recovery plan goals. The goals, and associated interventions, must target a combination of abstinence from alcohol and other drugs, changes in other risk factors for criminal behavior, and relapse prevention. Published curriculum or manual-based, cognitive-behavioral psycho-education or counseling is acceptable when delivered with fidelity to the original program design by certified substance abuse counselors or licensed professionals in accordance with professional standards of practice.
8. Supervising officer: The officer who is responsible for the ongoing supervision of the individual on probation and/or parole. This may be a Probation Officer, who works for the Department of Corrections, or a Parole Officer, who works for the SBPP.

D. Application Instructions

To be included in the THOR Directory, applicants must include a copy of this document with the checkboxes () at the end of each standard marked to indicate compliance and the certification signed on page 19. Also see the application checklist on page 17.

II. Structured Housing Standards

Structured Housing is approved for inmates who meet prison-release eligibility requirements but who do not have an available residence and for probationers or parolees who become displaced. Although this housing does not include substance abuse or mental health treatment, other services/programs may be provided. However, attendance at available programs is not required in Structured Housing. The goal is to create a healthy and safe environment that is consistent with the successful transition of residents into the community.

A. Facility and Property

1. Each resident shall be provided personal furnishings for storing personal belongings. This includes but is not limited to dresser-type storage and a closet or other hanging space for clothes
2. Each resident shall be provided with a bed, mattress and pillow. Clean sheets, pillows, pillowcases, blankets and bed coverings shall be provided if they are not a required admission item. Sheets and pillowcases shall be changed or cleaned at regular intervals.
3. Bedrooms, bathrooms and other living areas shall be ventilated by a window, air conditioner or other mechanical ventilation. Rooms with windows that open must have screens, and both windows and screens must be in good repair.....
4. Sleeping areas shall provide enough floor space to safely and comfortably accommodate the maximum number of residents who may occupy the room. Bedrooms should measure not less than 60 square feet per resident in multiple-person bedrooms and not less than 80 square feet in single-occupancy bedrooms.
5. A dining area with table and chairs for eating meals is required. Refrigerators, stoves and all other appliances must be in working order.
6. Facilities shall maintain a comfortable temperature, generally 65 - 82 degrees Fahrenheit depending on the season.
7. If smoking is allowed, a designated smoking area is required. Smoking must not be allowed in bedrooms or in common living areas inside the facility.....
8. Resident living areas shall have at least one sink, toilet and tub/shower per every six residents.
9. Facilities and grounds shall be kept clean and free from health and safety hazards.
10. An operational fire extinguisher must be kept in the kitchen along with operational smoke alarms throughout each housing unit.....

11. Residents must have access to the residence via a key or resident manager at all times
12. Compliance must be maintained with all local health, food service, fire, building, zoning, welfare, licensure and other city, county, state or federal ordinances or regulations as applicable
13. A mortgage document, lease agreement, property deed, etc. containing the authorized representatives' name shall be provided immediately upon request
14. Food stamps can be assigned only to the facility director or her/his designee when the facility has a USDA permit, has an authorized waiver or is designated as an Authorized Representative on behalf of the supervisee with the Department of Family and Children Services. Food stamps must not be assigned to another resident. (Food and Nutrition Service, USDA, 61 Forsyth Street SW, Suite 8T36, Atlanta, Ga., 30303-3415 – 404-562-2098 (<http://fns.usda.gov/snap/retailers/applicationprocess.htm>)

B. Resident Management

1. A daily sign in and out sheet including date and time out and expected return date and time is required.....
2. A file on each resident admitted to the facility must be available upon request and should contain, at a minimum, the following:
 - a. Name, last address, date of birth, race, emergency contact person information, supervising officer contact information, pertinent medical history and current medications
 - b. Documentation of housing fees, charges and payments/credits, and
 - c. Facility rules and regulations signed and dated by the resident.....
3. Resident progress must be reported to the supervising officer at least once per month, preferably before the 1st of each month, or upon cause. A sample Monthly Report form is in Appendix A
4. Facility directors and other staff must maintain communications with supervising officers including timely notification of absconding at the latest within 24 hours of a no-show.....
5. Parole/probation staff must have access to the residence/facility. Supervisee must be allowed to attend all meetings designated by their supervising officer officers ...

6. Job readiness, life skills classes, spiritual or religious activities, or any required program may comprise a portion of the in-house curriculum. Resident participation is voluntary unless written agreement to participate in specific activities is obtained prior to admission. The required activities should also be referenced in the house rules/policies.....
7. Failure to cooperate with Parole Board staff or supervising officers concerning site visits may result in disqualification.....
8. Staff and residents under supervision who earn senior resident, house manager, or trustee responsibilities must not have access to other residents' files, nor be allowed to conduct drug screens, collect money or have authority over another resident to protect supervisees from allegations of wrongdoing by other residents
9. A bulletin board shall be prominently displayed in the facility with postings to include a weekly activity schedule, facility rules, resident rights, fire evacuation guide, and emergency contact protocol including staff contact information.....
10. Each resident must sign upon admission: a) a copy of the fee schedule, b) an agreement to participate in specified activities and c) a consent form authorizing the facility to release attendance, quality of participation, all drug test results, and progress report information to the supervising officer. All signed documents must be kept in the resident's file. Unsigned versions of these and other pertinent documents may be included in the facility's Resident Handbook.....

C. Sex Offender Housing.

The following applies to housing sex offenders on probation, parole and registered sex offenders who are not under criminal justice supervision.

1. Requirements for housing one to two sex offenders
 - a. Accept electronic monitoring (GPS and VR) requirements including furnishing a land-line telephone free of any special features
 - b. Maintain compliance with all sex offender residence restrictions and acknowledge that subsequent changes in the law and/or the opening of a new childcare facility or church within the restricted proximity of a housing unit will cause immediate disqualification.....
 - c. Obtain written authorization from the county sheriff that includes an acknowledgement of the number of sex offenders to be housed at the location .
 - d. Complete sex offender housing orientation training provided by parole staff
 - e. Submit a criminal history record check document to SBPP on every staff member and volunteer upon hire and annually

- f. Report all inappropriate conduct of sex offender residents to the supervising officer of record immediately, not to exceed 24 hours
 - g. Provide an on-site manager who is accessible by residents on a 24/7 basis.....
 - h. Request approval of overnight passes from the supervising officer of record prior to issuing the pass.....
 - i. Restrict resident access to computers to only those who have the approval of the supervising officer of record. Computers must be secured by password access to ensure any unauthorized access
 - j. Ensure no child under the age of 18 is allowed on the premises of the housing unit for any reason
 - k. Allow sex offender home searches that are more frequent and in-depth than with non-sex offender home visits. Any computers to which residents have access and all accessible personal living spaces are subject to being searched.
2. Requirements for housing three to four sex offenders
- a. Comply with requirements for housing one to two sex offenders
 - b. Provide a minimum of one on-site sex offender support group per week delivered by a licensed/certified counselor, social worker, pastor or therapist. This is in addition to the off-site sex offender treatment conducted by a SBPP/DOC approved therapist
3. Requirements for housing five or more sex offenders
- a. Comply with requirements for housing one to four sex offenders
 - b. Provide on-site sex offender treatment by a SBPP/DOC approved sex offender therapist.....

D. Work-Related Criteria

1. Regarding supervisees who work off-site at contracted jobs (a contract between an employer and the housing provider or facility), they must be guaranteed either a check, money order or being paid or credited at least minimum wage for their work on or off site. At no time shall supervisee/resident be required to perform contractual employment without receiving at least minimum wage compensation and/or without allowing the supervisee/resident an option to transfer to another employment location where minimum wage compensation is paid. (See “Peonage” definition on page 5.) If payment is credited for work performed, credit must be documented for such wages. Stipends for personal items may or may not be debited according to program rules. Debited monies for other requested items must also be documented and comply with program rules. Should a supervisee leave the program, such monies must be given to the supervisee if no further monies are owed to the program, such as pro-rating of earlier debts. All charges should be listed and monies received properly accounted

2. Regarding supervisees working on-site in no-fee programs that have residents performing on site labor for room and board in lieu of normal employment, the supervisee may be required to work on-site performing routine chores such as gardening and other routine maintenance of the facility. This may include assigned daily chores, such as cooking, cleaning or performing daily labor at the site. This labor must at no time “improve” the property or enrich the managerial staff. An example of such restricted labor would be building additions or other forms of site construction. The product(s) made and any profit gained must stay within the program. Examples of such an arrangement would be site operated thrift stores, growing plants for sale at the program site or farm labor for foodstuffs that stay within the program. If payment is credited for work performed, credit must be documented for such wages at the Federal minimum wage standard. Stipends for personal items may or may not be debited according to program rules. Debited monies for other requested items must also be documented and comply with program rules. Should a supervisee leave the program, such monies must be given to the supervisee if no further monies are owed to the program, such as pro-rating of earlier debts. All charges should be listed and monies received properly accounted for. Supervisee on-site work will be in accordance with all applicable federal and state laws.....

3. When supervisees are required to remit their paychecks to the housing providers, the housing providers will be required to furnish statements of deposits, debits and fund balance at least monthly or upon request. All monies on deposit must be returned upon termination of the housing agreement. Any additional charges against accounts must be specified in writing and presented to the supervisee prior to the withdrawal of funds.....

E. Conflicts of Interest

Housing providers, employees and others involved in proprietary positions with the facility including, but not limited to, partners, family members, corporations, board members and shareholders shall make every effort to avoid even the appearance of a conflict of interest. An appearance exists when a reasonable person would conclude from the circumstances that personal interests compromised a decision or behavior of the involved person. Should such a conflict of interest or appearance exist, the facility may be excluded or removed from the THOR Directory. Facilities owned or operated by an employee of the State Board of Pardons and Paroles or the Department of Corrections, or a spouse thereof, are ineligible for the THOR Directory and therefore, are ineligible for referrals of probationers, parolees, or inmates who will be released on probation or parole. In addition, facility owners, staff and other stakeholders must not claim, verbally or in writing, to have influence on incarceration release decisions or dates

F. Ownership/Lease Verification

The housing provider must provide verification immediately upon request either that all facility properties are owned or leased. All properties must be maintained in compliance with all local zoning, fire and health requirements.....

G. Background Checks

Housing provider owners and directors are required to have an NCIC/GCIC background check conducted by the State Board of Pardons and Paroles. The following standards apply.

1. No felony or misdemeanor convictions within the past 3 years for alcohol, other drug, or violent offenses
2. Not currently under probation or parole supervision
3. Applicants with convictions for Board-designated violent offenses must have completed all sentences for a period of 7 years prior to the record check. These offenses include: Aggravated Assault, Residential Burglary, Cruelty to Children, Homicide by Vehicle while DUI/Habitual Violator, Involuntary Manslaughter, Robbery, Aggravated Assault on a Police Officer, Kidnapping-no ransom, no injury, when not classified as a sex offense, Voluntary Manslaughter, Armed Robbery, Kidnapping-for ransom, or with injury-when not classified as a sex offense, RICO Act, and Hijacking Motor Vehicle.....
4. No conviction for sexual offenses
5. Any current arrests without dispositions will place the application in pending status
6. It is highly recommended that housing providers complete background checks on staff members utilizing the previously cited criteria.....
7. Acceptance of an organization’s or individual’s qualifications to provide housing is solely the discretion of the State Board of Pardons and Paroles. Decisions are final and not subject to appeal. These Standards supersede any housing provider's guidelines, regulations, contract, or portion(s) thereof, in the event that the latter is inconsistent or in conflict with said Standards

H. Suspension and Removal from the THOR Directory

Sexual relationships, harassment, and buying from or selling to residents must be avoided. Reports of the above or violations of other standards will result in

suspension from the THOR Directory pending an investigation. The facility director is notified immediately via certified letter that the facility status has changed from Approved to Suspended. While suspended, new referrals will not be made to the facility nor should new supervisees be admitted. SBPP staff will work with the facility to address alleged violations. When violations are found sanctions will be applied up to and including immediate removal from the THOR Directory. Upon suspension or removal all prison, probation and parole staff are notified..... □

III. Recovery Residence Standards

Recovery Residences are safe and healthy housing for residents who need a more restrictive environment than outpatient services to establish or maintain abstinence from alcohol and other drugs and criminal behavior. Recovery Residences are categorized according to the intensity of the required substance abuse services/counseling. Facilities that do not require all residents who live in one housing location to attend substance abuse services or substance abuse counseling are listed in the THOR Directory as Structured Housing.

1. Standard Recovery Residence: All residents attend one or more hours of substance abuse services or substance abuse counseling per week.
2. Intensive Recovery Residence: All residents attend five or more hours of substance abuse counseling per week delivered by certified substance abuse counselors or licensed professionals.

Inclusion in the THOR Directory is based on demonstrated compliance with the herein standards and a willingness to accommodate the individual conditions of parole and/or the sentence including requirements for maintaining employment, attending counseling, taking medications, etc. Recovery Residence standards containing “must” or “shall” are required while those containing “should” are recommendations for serious consideration.

- A. Facility and Property: Refer to the Structured Housing section 2.A beginning on page 6.
- B. Resident Management: Refer to the Structured Housing section 2.B beginning on page 7.
- C. Sex Offender Housing: Refer to the Structured Housing section 2.C beginning on page 8.
- D. Work-Related Criteria: Refer to the Structured Housing section 2.D beginning on page 9.

- E. Conflicts of Interest: Refer to the Structured Housing section 2.D beginning on page 10.
- F. Ownership/Lease Verification: Refer to the Structured Housing section 2.E beginning on page 11.
- G. Background Checks: Refer to the Structured Housing section 2.F beginning on page 11.
- H. Suspension and Removal from the THOR Directory: Refer to the Structured Housing section 2.G beginning on page 11.

I. Personnel and Records

1. Resident files, personnel policies and personnel files must be available for review during site visits. Personnel and resident records must be maintained in strict confidentiality in accordance with federal, state and local regulations. Residents who work as staff must not have access to personnel records or resident files
2. It is recommended but not required that Standard Recovery Residence staff who deliver programming be certified substance abuse counselors and/or licensed professionals with a minimum of 2 years of clinically supervised experience. However, certified or licensed service providers are required for Intensive Recovery Residences. In addition, anyone using the title “Pastoral Counselor” must be credentialed by a nationally recognized organization such as the American Association of Pastoral Counselors. Facilities must maintain documentation of staff certifications and licenses.
3. Arrests of a staff member must be reported to a local supervising officer or chief within 24 hours or the next business day. Any arrested staff who has contact with residents or resident records must be removed from those responsibilities until the circumstances are reviewed by the State Board of Pardons and Paroles’ staff.....
4. Residents who earn the responsibility of a paid or unpaid senior resident, intern, house manager, or other facility position must not: a) have access to other resident’s files including personnel, financial or program records including application and intake documents; b) conduct financial transactions, c) conduct drug tests or d) otherwise have authority over another resident. The facility’s policy on who is eligible for these positions must include a minimum length of stay at the facility and a minimum length of documented abstinence, i.e., negative drug tests. A job description that includes eligibility criteria is recommended for each resident position

5. A file on each resident admitted to the program should contain the following. This is required for Intensive Recovery Residences. Refer to Section II.2.B on page 7.
 - a. Name, last address, date of birth, race, emergency contact person information, supervising officer contact information, pertinent medical history and current medications.....
 - b. Screening, intake and assessment information, and an individual recovery plan
 - c. Signed form consenting to the release of program attendance and participation information to the supervising officer in accordance with 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records
 - d. Required program activity attendance documentation
 - e. Signed financial agreements and an itemized explanation of all fees and any other costs charged by the facility
 - f. Signed copy of the resident’s rights.....
 - g. Progress notes written by staff at least monthly
 - h. Progress reports sent to the supervising officer at least monthly, and.....
 - i. Documentation of all communications with parole and probation officers

6. A 24-hour a day supervisory system must be in place that provides staff accountability for residents. Facility sign in/out sheets are required. Senior residents, whether or not they are paid as facility employees, may have resident monitoring responsibilities but an “on call” procedure to a paid staff employee who is not a resident must be in place

J. Facility Policy and Procedures Manual

1. During the facility approval/re-approval process the Facility Questionnaire must be submitted accompanied by a copy of, or instructions for online access to, the facility policy and procedures manual and all forms used to document resident information. Georgia Association of Recovery Residences’ members (<http://www.garronline.org>) or DHR Office of Regulatory Services’ licensed facilities (<http://ors.dhr.georgia.gov/portal/site/DHR-ORS>) are exempt from this requirement during the initial approval process with the exception of the facility’s policy on communications with supervising officers. See II.B.3 & 4 on page 7.....

2. All facility policies and procedures must be maintained in a manual.
 - a. Programming and activity schedules must match the contents of the policy and procedures manual
 - b. The manual should contain a policy/procedures change documentation process. Ideally each change is immediately updated in the manual, associated admission/resident forms, and posted in a prominent place for viewing by staff and residents.

3. Facilities must have the following written policies and procedures:
 - a. Admission criteria, including any exclusionary criteria not referenced in your Facility Application, and a minimum length of stay
 - b. Resident rights and responsibilities and confidentiality statement
 - c. Resident accountability system including a daily sign in/out log and documentation of attendance at all required activity. The accountability system also must explain the rules and methods for notifying the supervising officer immediately or by the start of the next day of drug test results, serious or repeated rule violations and associated sanctions, arrests or law violations known by the facility staff.....
 - d. Resident discharge process including notification of the supervising officer prior to discharge from the facility
 - e. Program advancement and successful discharge criteria.....
 - f. Financial agreement and an itemized explanation of all costs charged by the facility
 - g. Description of required program activities, staff responsible for delivering each activity, and a weekly schedule of all required activities
 - h. Facility rules covering the health and safety of residents and staff including cardinal rules that when broken result in immediate discharge, and any restrictions on health and safety protections, private conversations or access to telephones, including personal cell phones, and mail
 - i. Prescription medication administration or monitoring protocol,
 - a. Prescribed medication must not be discontinued without the written authorization of a medical doctor.....
 - b. If self-administration is allowed, routine monitoring is strongly recommended to include, but not be limited to, a procedure for notifying the supervising officer and referring to a medical facility or other facility authorized to manage symptoms if self-administration does not occur
 - j. Clearly defined progressive sanctions for sustained progress and for rule noncompliance
 - k. Readmission criteria and minimum timeframe following discharge.....
 - l. Progress reports and overnight pass requests to supervising officers delivered before the first workday of each month. A sample Monthly Progress Report and Pass Request is in Appendix A.....

K. Programming

1. A program philosophy of abstinence from alcohol and all other drugs not prescribed by a physician is required
2. Facilities must require all residents to attend substance abuse services and/or substance abuse counseling, defined as follows.
 - a. Substance abuse services (SAS): Twelve step/self-help meetings, individual or group step-study, education classes, recreational activities, and faith-based activities/religious text study that specifically address recovery from alcohol and other drug abuse and criminal behavior.....

- b. Substance abuse counseling (SAC): Evidence-based counseling delivered in individual or group sessions that assist residents in achieving individual recovery plan goals. The goals, and associated interventions, must target a combination of abstinence from alcohol and other drugs, changes in other risk factors for criminal behavior, and relapse prevention. Published curriculum or manual-based, cognitive-behavioral psychoeducation or counseling is acceptable when delivered by certified substance abuse counselors or licensed professionals in accordance with professional standards of practice
 - c. Dual diagnosis refers to a person having a DSM diagnosis of a mental health disorder in addition to a substance abuse or dependency disorder. If a mental health diagnosis other than substance abuse or dependence is primary, the facility must have arrangements in place to coordinate treatment and address medical needs with a licensed facility and/or private provider
- 3. A written admissions procedure shall be on file. Upon admission, residents have the right to know the nature, intent, and processes by which the program operates ...
- 4. Admission, Discharge and Re-Admission
 - a. A facility shall accept supervisees only after authorization is received from the local parole or probation office.....
 - b. Supervisees must not be discharged before the supervising officer or other local law enforcement is notified.....
 - c. Termination and re-admission policies should be in writing and explained to each resident upon admission. Re-admission must be considered based on the individual's discharge reason and subsequent activities
- 5. Weekly alcohol and other drug testing should be conducted, especially upon return from passes. Positive test results must be reported within 24 hours to the supervising officer and negative results should be communicated in a timely manner. All test results must be included in a monthly progress report. Residents must never conduct these tests even if they hold senior resident or staff positions
- 6. A weekly schedule must be posted in locations that are easily accessible to staff and residents. The posted schedule must include required and optional program components. Schedules should be adhered to because consistent structure and continuity are significant when addressing crime-producing needs

IV. THOR Directory Information

A. Facility Approval Process

The THOR Directory Standards and all forms required to initiate the approval process can be downloaded by going to <https://prod.pap.georgia.gov/documents/housing-provider-information>. The facility application process begins by reviewing the Facility

Standards to determine your facility type: Structured Housing, Standard Recovery Residence, or Intensive Recovery Residence. Then, submit a completed Facility Questionnaire and other associated application materials (see the next paragraph). The information contained in the Facility Questionnaire becomes the Facility Profile that is displayed in the THOR Directory upon approval of the facility.

All facilities must submit a Facility Questionnaire. The Facility Questionnaire must be accompanied by a copy of, or instructions for online access to, the facility policy and procedures manual and all forms used to document resident information. Georgia Association of Recovery Residences' members (<http://www.garronline.org>) or DBHDD licensed facilities (<http://dbhdd.georgia.gov/applications-new-existing-providers>) are not required to submit all policies and procedures only the ones related to communications with supervising officers. **The materials required for an application include the:**

- 1) Facility Questionnaire
- 2) Facility Authorization form.....
- 3) Consent for Criminal History Record Check form.....
- 4) Copy of THR Directory Standards with boxes checked indicating compliance ..
- 5) if applying as a Recovery Residence, a facility policy and procedures manual plus all forms provided to resident forms, and.....
- 6) if applying to house sex offenders, a Sex Offender Authorization Letter from Local Sheriff. See Section B. 6. on Page 8.

After receiving all required materials, a SBPP staff member contacts the Facility Director to complete a pre-site visit Standards Compliance Checklist and to schedule a site visit. During the site visit each housing unit must be visited and all housing units must be fully furnished.

Acceptance of a facility's and individual staff qualifications is made at the discretion of the State Board of Pardons and Paroles. Decisions are final and not subject to appeal. Approval for the THOR Directory is valid for a maximum of 2 years as indicated on the THOR certificate during which time changes in facility location, contact information, facility licensure or accreditations, or staff must be immediately reported to Parole Board staff. Approved facilities must contact a Parole Board staff member within 2 months of the certificate expiration date to schedule a re-approval site visit. An issued THOR Directory Certificate is valid only for the facility and housing units listed in the Facility Questionnaire at the time of approval and may not be transferred to any other location.

B. Locating Approved Facilities in the THOR Directory

All state prison, state probation, and parole staff can identify potential facilities for supervisee referrals. The THOR Directory can be searched using Internet Explorer via <http://pap.georgia.gov/transitional-housing-offender-reentry>. Two methods can be used to locate approved facilities. If a facility name is known, enter its name in the Quick Search box – if the facility does not appear in the dropdown list it is not an approved facility. Select the pertinent facility from the list then click on “Display Facility” to view the Facility Profile.

The second method of searching for approved facilities is to use the criteria search. Choose one or more of the items in Gender (Male, Female, Pregnant Female, and Female with Children) **and** one or more Facility Types (Structured Housing, Standard Recovery Residence and/or Intensive Recovery Residence). Additional factors may be selected to narrow the search to only facilities that accept people with specific characteristics or conditions including all facilities within a specified geographic area (Parole District, Probation Office, County, or City). After selecting all pertinent factors, scroll down to the bottom of the page and click “Search.” This search produces a list of facilities that match the selected criteria and the list includes each facility’s contact person’s information. Before contacting a facility, click on the facility and review its Facility Profile to determine if the admission criteria, required activities including faith-based components, minimum length of stay, etc. are suitable to the potential resident. Many facilities have web sites that contain resident applications and other referral documents.

C. Facility Suspensions and Removals

Reports of standards violations typically result in immediate suspension from the THOR Directory pending an investigation. During the suspension new referrals to the facility are not made nor should supervisees be admitted to the facility. The facility director is notified via certified letter that the facility status has changed and SBPP staff work with the facility to address the alleged violations. If a violation is found the Board reserves the right to impose sanctions up to and including immediate removal from the THOR Directory. Upon removal from the Directory, prison, probation and parole staffs are notified.

D. Disclaimer

The Georgia State Board of Pardons and Paroles does not endorse facilities contained in the Transitional Housing for Offender Reentry (THOR) Directory for any purpose other than placement of parolees who reside in the state of Georgia. Inclusion in the THOR Directory means that the Parole Board may approve placement in the facility however, residence plan decisions are made on an individual basis. Programs not listed in the THOR Directory may not be suitable placements for parolees, especially as a first residence out of prison. Additional resource links, including non-THOR Directory housing, are listed on the THOR Directory webpage as a convenience but are not endorsed by the Parole Board.

Facilities approved for the THOR Directory can include on their website and other facility materials the statement, “Approved for the THOR Directory.” However, no statement shall be included that implies having an influence on the release of an inmate. In addition, the approval statement must be removed from the facility website and any facility literature if the facility closes or is removed from the THOR Directory.

E. Agency Contacts

Direct questions to one of the following according to your agency affiliation.

	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Parole Board	George Braucht	404-309-7226	george.braucht@pap.ga.gov
	Ken Haines	404-844-7549	kenneth.haines@pap.ga.gov
	Marta Daniell	404-309-7238	marta.daniell@pap.ga.gov
Department of Corrections Probation Division	Sheron Padgett	404-502-2095	padges00@dcor.state.ga.us
Department of Corrections Facilities Division	Lisa Haughey	404-463-2520	haughl00@dcor.state.ga.us

V. THOR Directory Standards Compliance Certification

My signature below indicates that I have reviewed the herein THOR Directory Standards and certify that each checked items is a true and accurate reflection of this families' operations, policies, and procedures.

Authorized Representative (print)

Authorized Representative Signature

Date