

COMMUNITY-BASED ORGANIZATIONS AND CORRECTIONS AGENCIES: RELATIONSHIP-BUILDING QUESTIONNAIRE

The success of the mentoring component of a community-based adult reentry program often relies heavily on the quality of the relationship between the program's parent organization and its corrections partners, including probation and parole. This questionnaire is designed to highlight topic areas that are important for community-based organizations to discuss with their potential corrections partner(s) prior to formalizing a partnership. Community-based organizations can use the questions in each category below to confirm the details of their own reentry program and its mentoring component, guide the partnership formation process, and gather information about corrections partners. Community-based organizations may review this questionnaire at different points in the partnership with corrections to adjust policies as necessary.

ROLES, RESPONSIBILITIES, AND EXPECTATIONS:

1. Who are the single points of contact—or liaisons—for the mentoring component of your reentry program and corrections, including probation and parole?
2. Who are the key personnel responsible for the mentoring component of your reentry program? What are their specific roles and responsibilities?
3. Which corrections staff will oversee the facilitation of reentry mentor pre-release engagement within the designated correctional facility (or facilities)? What are their specific roles and responsibilities?
4. How will your organization maintain regular communication with corrections? How frequently will such communication occur?
5. What will corrections' role be in identifying potential participants for the mentoring component of your reentry program?
6. How will conflict between your organization and corrections be managed if or when it arises?

INFORMATION SHARING:

1. List the following key components of your reentry program's mentoring plan to share with corrections partners:
 - a. Target population:
 - b. Participant recruitment strategy:
 - c. Expected days and times of visits to the correctional facility:
 - d. Mentoring model (one-on-one or group, peers or non-peers):
2. What information about reentry mentoring participants will the corrections partners share with your reentry program on an ongoing basis? Identify any legal or ethical concerns with respect to information sharing.
3. What are the best methods for sharing information between your reentry program and corrections?
 - a. Is a formal release of information agreement needed? If so, who from each party needs to sign the agreement and in what circumstances does it apply?
 - b. What are the confidentiality policies of both your organization and the potential corrections partner(s)?

4. How does corrections make release decisions? How will release, probation, and parole decisions be communicated between corrections and your organization?
5. What kinds of data will your organization track about the mentoring component of the reentry program?
 - a. How will your reentry program measure success of the mentoring component?
 - b. Will you share performance measurement information with corrections partners? If so, when and how will you share these data?

SECURITY AND ACCESS:

1. What are the policies regarding visitor access (e.g., background checks, use of visitor rooms, restricted units) for each correctional facility that will be involved with the mentoring component of the reentry program?
2. What training or orientation is mandatory for access to each facility? What training is recommended? List the names and contact information (if available) for corrections staff who will be in charge of administering these trainings.
3. What is the corrections agency's policy for appealing denial-of-access decisions?
4. Which staff members (in both your organization and corrections) will coordinate reentry mentoring personnel access to correctional facilities?