



Offender Services & Programs Corrective Services NSW

Policy for Processing Court Requests for Alcohol and Other Drug Residential Rehabilitation Assessment Reports

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Policy for Processing Court Requests for Alcohol and Other Drug Residential Rehabilitation Assessment Reports

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1 Policy statement

Offender Services and Programs (OS&P) staff provide a report, when requested by the court, containing information about the facilitation of contact between inmates in custody and residential rehabilitation services. This report is designed to advise the court on the availability of residential options and also the outcome of any suitability assessments conducted by the residential rehabilitation services.

While there is no legislative requirement for OS&P staff to prepare this report, all efforts should be made to provide this report to the court if the request allows a reasonable timeframe for completion (5 weeks).

2 Purpose

The purpose of this document is to provide a standard process across all correctional centres in processing requests from the court for Alcohol and Other Drug Residential Rehabilitation Assessment Reports.

3 Scope

The policy applies to OS&P staff working in Corrective Services NSW (CSNSW) correctional centres.

4 Strategic focus

- [NSW State Priorities – Reducing Adult Re-offending](#)
- Department of Justice Strategic Plan 2015-2019
- Department of Justice Multicultural Plan 2015-2018
- A strategy for supporting Aboriginal inmates to desist from re-offending, CSNSW (April 2014)
- Family matters: A strategy for service and program provision to children and families of inmates, CSNSW (May 2014)
- Recognising gender differences: A strategy for program and service provision to women inmates, CSNSW (May 2014)

5 Relevant NSW legislation

- [Crimes \(Administration of Sentences\) Regulation 2014](#)
- [Bail Act 2013](#)

6 Related policies, procedures and guidelines

Staff must be familiar with the Department of Justice (DJ) and CSNSW policies, procedures and guidelines that relate to their practice and employment. Most of these can be accessed through the Department's Directory of Policy, Procedures and Guidelines on the intranet and / or in EDRMS. These include (but are not limited to) the following:

6.1 Offender management

- CSNSW Custodial Operations Policy & Procedures (COPP)
- CSNSW Community Corrections Policy and Procedures Manual (especially Report Writing)
- CSNSW Offender Classification, Placement and Case Management Procedures Manual
- CSNSW Compendium of Offender Assessments 4th Edition (September 2016)
- Policy for Prioritising Services and Programs in Custody

6.2 Human resources

- CSNSW Human Resources policies and procedures directory
- DJ Human Resources policies and procedures
- DJ Work Health and Safety Management System Framework

6.3 Professional standards

- CSNSW Conflicts of Interest Policy
- CSNSW Contact with Offender Policy
- Department of Justice Code of Ethics and Conduct
- DJ Public Interest Disclosure Policy and Procedures

6.4 Communications and information technology services

- CSNSW Communications Policy and Procedures
- DJ Information Technology policies, procedures and guidelines
- DJ Records Management Policy

7 Definition of terms and abbreviations

Abbreviation	Definitions
AOD	Alcohol and Other Drugs
AODRRA Report	Information provided to the court as an Alcohol and Other Drug Residential Rehabilitation Assessment Report
CCO	Community Corrections Officer
Cluster MOSP	Cluster Manager of Services and Programs
CSNSW	Corrective Services New South Wales
EDRMS	Electronic Document Records Management System
OIMS	Offender Integrated Management System
OS&P	Offender Services and Programs
SAPO	Services and Programs Officer
SSAPO	Senior Services and Programs Officer

Note: All references to SAPO are to be interpreted as references to Services and Programs Officer / Alcohol and Other Drugs Officer / Welfare Officer

8 Procedures

When the District Court is considering an application for bail, the court may request an Alcohol and Other Drug Residential Rehabilitation Assessment Report (AODRRA Report) on the suitability for, and availability of a place, in a residential rehabilitation program.

CSNSW will not prepare AODRRA reports for the Local or Supreme Courts.

- If the Local or Supreme Courts request an AODRRA report, MOSP or delegate are to email the relevant RSM, indicating the Court, case number, inmate name, MIN, charges, AOD Report registration date and AOD Report expiry date using the table format below. The RSM will email these details to the Chief Magistrate's Office or Supreme Court Registrar, once per week.

Inmate Name	
MIN	
Case Number	
Charge	
Local Court	
Magistrate/Judge (if known)	
AOD Report Registration Date	
AOD Report Expiry Date	

Once the RSM has been advised of the AODRRA request from the Local Court the MOSP or delegate is required to discharge the AODRRA request from the Local Court in OIMS requests screen and insert the following comment for '*advice provided from the Local Court Chief Magistrates Office, Local Court AOD Assessment Reports are no longer required to be provided*'.

Once the RSM has been advised of the AODRRA request from the Supreme Court the MOSP or delegate is required to discharge the AODRRA request from the Supreme Court in OIMS requests screen and insert the following comment for '*advice provided from the Supreme Court Registrar, Supreme Court AOD Assessment Reports are no longer required to be provided*'

The role of OS&P staff is to facilitate the assessment of inmates by residential rehabilitation services so that those services may determine the inmate's suitability for, and possible placement into, their treatment programs. OS&P staff report to the court whether the inmate has consented to meeting with a residential rehabilitation service and, if so, whether contact occurred between the inmates and the residential rehabilitation service.

AODRRA Reports appear in the *Policy for Prioritising Services and Programs in Custody*, as a *Time-Dependent Priority*; they should be prioritised in accordance with their due date.

8.1 Receiving court report requests

The majority of AODRRA Report requests are received electronically from the court and listed on the *Legal Orders – Requests* screen on OIMS for each individual inmate. Requests for AODRRA Reports will appear as Type: OSP, Code: AOD.

A list of reports requested electronically can be viewed and printed from the Justice Intranet (refer to [Section 8.2](#) below). The Cluster MOSP is responsible for allocating and managing the completion of requested AODRRA Reports and should review the list of report requests daily. The Cluster MOSP may delegate these tasks to the SSAPO.

Ultimately, all requests from the court will be electronic. During the transition between paper and electronic requests, both types will be received by OS&P. Where a request has not been entered on the Offender Information Management System (OIMS), it may be entered by any CSNSW staff member:

1. Go to *Legal Orders > Offender Legal Cases*;
2. Under *Legal Cases*, identify the case number that is listed on the paper request, and click on it;
3. Under *Court Events*, identify the date on which the inmate went to court, and click on it;
4. Click on the *Requests* button;
5. You will be taken to the *Legal Orders > Requests screen*;
6. In a new line, enter the Type (OSP) and Code (AOD); and
7. Save.

A list of reports requested manually can be viewed and printed from the Justice Intranet (refer to [Section 8.2](#) below).

8.2 Accessing a list of AODRRA report requests made by the courts

A list of AODRRA Report requests made by the courts is accessed through the link <http://dcswebapp/OIMSintranetPage/LSIRRequirementReports.aspx>.

1. After accessing the link, the Cluster MOSP or delegate will enter their OIMS Username and Password and click *Go to LSIR Requirement Reports*;
2. The Cluster MOSP or delegate will click on *Court Ordered Requests for AOD Rehab Assessments and Psychology* (located under heading *OS&P Court Ordered Reports*), where the report is located for requests that have been electronically registered.
3. Additionally, the Cluster MOSP or delegate will click on *Manually Registered AOD Residential Rehab Reports* (located under heading *OS&P Court Ordered Reports*), where the report is located for requests that have been manually registered.

Instructions are also available at [Annexure 4](#).

8.3 Determining if AODRRA report requests are reasonable

On receipt of the request, the Cluster MOSP or delegate checks to ensure the request is reasonable in terms of the time required to compile the report. There must be 5 weeks from the date of the court request to the date required. Where there is insufficient time, the AODRRA Report will not be provided.

If a court orders an AODRRA report for an inmate serving a Breach of Parole in custody, an AODRRA report will still be completed.

The timeframe of 5 weeks has been determined to consider both SAPO workload, as well as other time dependent priorities. The timeframe also allows for potentially extensive waiting periods for assessment by residential rehabilitation services.

Note that, in instances where an inmate has been moved between centres, the request will appear on the list for the new centre. In these cases, refer to the *01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact* module and take action as detailed in [Section 8.14](#).

8.4 Action when AODRRA reports will not be provided

AODRRA Reports will not be provided because the request is either:

- not reasonable, or
- no consent is obtained, or
- the inmate is deceased, or
- the inmate has absconded, or
- has been ordered by the Local or Supreme Court as outlined in section 8, the Cluster MOSP or delegate must:
 1. Prepare a report for the court through OIMS. Refer to [Annexure 4](#) for instructions on how to generate the report (a copy of the document is at [Annexure 1](#));

2. Email the letter to the requesting court. A link to a list of all court email addresses is available on the Justice Intranet at *Corrective Services > Community Corrections > Court email addresses*;
3. Record this action in the “Comment” section of the *Legal Orders – Requests* page on OIMS;
4. Record this action in an OIMS case note; and
5. Discharge the request. For more information about how to do this, refer to [Annexure 4](#).

8.5 Allocating AODRRA report requests

When the Cluster MOSP or delegate decides that the AODRRA Report request is reasonable and will be provided, they must:

1. Allocate the request to a SAPO with due regard to workloads and program delivery commitments;
2. Advise the SAPO by email; and
3. Record this action in the “Comment” section of the *Legal Orders – Requests* page on OIMS.

8.6 Time frames

AODRRA Report requests must be allocated to a SAPO within one working day of receipt of the request.

The SAPO must conduct the initial interview and have made contact with the residential rehabilitation service/s, where required, within 5 working days of the allocation of the AODRRA Report request, unless otherwise agreed with the Cluster MOSP or delegate.

Every effort must be made to complete all telephone assessments with residential rehabilitation services by two weeks prior to the report due date.

The AODRRA Report must be completed and forwarded to the Cluster MOSP or delegate one week prior to the report due date.

The AODRRA Report must be submitted to the requesting court by the due date on the request. The only exception to this is in the instance that an additional report (i.e. a Pre-Sentence Report) has been requested by the court, on which occasion the AODRRA Report must be submitted to the requesting court **one week prior** to the due date on the request.

8.7 Initial interview with inmate

The purpose of this interview is to:

1. Broadly determine eligibility for a residential rehabilitation assessment based on the inmate’s attitude and motivation towards participating; and
2. Assist in identifying suitable services to contact for assessment based on the eligibility criteria of those services. Note that most services will not consider inmates with a history of sex-offending or serious violence or who currently have significant mental health issues. These limitations should be discussed with the inmate at this initial interview.

Once eligibility to assess has been established, it is the task of the residential rehabilitation service, not the SAPO, to assess level of use, motivation to attend and final suitability for the service.

If the inmate is considered ineligible for assessment, the reasons for this decision will form the basis of the AODRRA Report.

The SAPO will record the initial interview under 01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact module.

8.8 Obtaining consent

If considered suitable for assessment, the SAPO will:

1. Obtain written consent from the inmate for CSNSW to provide information to the residential rehabilitation service/s. A template is located on the Justice Intranet at *Divisions > Corrective Services NSW > Offender Management and Programs > Offender Services and Programs > OS&P Forms & Templates > Consent to release information – AOD rehabilitation* (a copy of the form is at [Annexure 2](#));
2. Save the completed consent to the inmate's EDRMS case file using the file name AODRRA Report Consent Form – court date [DD/MM/YYYY] - 0000MIN – SURNAME, First Name – DOB [DD/MM/YYYY]. For more information about how to do this, refer to the relevant courselettes on the Justice Intranet at *Courselettes*; and
3. Record this action under *01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact* module, including the EDRMS reference in the comments field.

8.9 Legal Aid NSW contact with residential rehabilitation services

The responsibility for diversion to a residential rehabilitation facility rests with the solicitor. The solicitors are able to contact the residential rehabilitation services directly.

1. The solicitors will, in the first instance, use the Just Connect system to facilitate the telephone call, with the inmate, to the residential rehabilitation facility.
2. Where the solicitor arranges for a residential rehabilitation facility to assess the inmate and the Just Connect is not available, CSNSW would facilitate that telephone call with the inmate to the residential rehabilitation facility.

Note: The Solicitor is to contact the MOSP at the centre where the inmate is housed to advise of the date, time and rehabilitation facility contact details.

The SAPO is able to facilitate a phone call under these circumstances.

The SAPO will record the phone assessment call under *01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact* module

8.10 SAPO Contact with residential rehabilitation services

A list of residential rehabilitation services which are currently accepting referrals is located at EDRMS D16/729625. Residential rehabilitation services can also be identified through a search on HSNet at www.hsnet.nsw.gov.au or by calling the Alcohol and Drug Information Service (ADIS) on 02 9361 8000 or 1800 422 599 if necessary.

The SAPO will:

1. Contact up to three residential rehabilitation service/s to arrange for the inmate to participate in an assessment;
2. Facilitate the assessment process e.g. arrange phone calls and provide information as per consent;
3. Arrange for the outcome of the assessment to be sent to the SAPO in writing to attach to the AODRRA Report. The written advice must specify if the inmate was found suitable or not, the proposed date of commencement of treatment, admission arrangements and the status of the waiting list where applicable. Email or facsimile confirmations are acceptable but some form of written confirmation is required to protect against miscommunication. Note: if no written confirmation is received before the AODRRA Report is due, the verbal confirmation should be included in the document with an explanation that no written confirmation was received;
4. Advise the inmate of assessment outcomes; and
5. Record all action under *01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact* module, including details of appointments made in advance and contact names and numbers.

Note that it is particularly important to record all action and details as the inmate may be transferred to another centre during this process.

Contact with up to three residential rehabilitation services may be organised by the SAPO. However, once an inmate has been assessed as suitable and offered a place in a residential rehabilitation service, there is no requirement to continue with this process and no further referrals are required. Note that this is still the case even if a bed is not available at the time of the court appearance for which the AODRRA Report has been requested.

If the residential rehabilitation services do not have availability or an inmate is found unsuitable by three residential rehabilitation services, there is no requirement for the SAPO to continue with this process. No further referrals are to take place and the AODRRA Report will be completed to advise the court of this outcome.

The purpose of this report is to advise the court on availability and suitability options, it is not to obtain a placement for an inmate.

Should the residential rehabilitation service not be able to assess the inmate before the prescribed court date, the responsibility for pursuing the assessment falls to the inmate and/or his/her legal team. This should be reflected in the AODRRA Report. Should the court make a decision to adjourn for a further period of time to facilitate the information being gathered, a new request from the court for the compilation of this information will need to be made.

8.11 Additional information required by residential rehabilitation service

The residential rehabilitation service may require additional information to complete their assessment. The inmate or the inmate's solicitor should assist with the provision of this information where possible.

Note that an inmate can only give consent for information which belongs to the inmate to be forwarded to the residential rehabilitation service e.g. Medicare number. Documents such as

criminal history and police facts cannot be sent to the residential rehabilitation services by any CSNSW staff. If residential rehabilitation services require such information, they can be advised to contact the inmate's legal representative.

8.12 Completing the AODRRA report

The SAPO will:

1. Complete the AODRRA Report, generating it through OIMS. Refer to [Annexure 5](#) for instructions on how to generate the document (a copy of the document is at [Annexure 3](#));
2. Forward the completed AODRRA Report with attachments (written responses from residential rehabilitation services) to the Cluster MOSP or delegate for review; and
3. Record all action under *01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact* module.

8.13 Reviewing and approving the AODRRA report

The Cluster MOSP or delegate will:

1. Review the AODRRA Report for accuracy against information recorded on OIMS;
2. Check appropriateness of language and format; and
3. Approve the report or advise the SAPO of any changes that are required.

The SAPO will:

1. Make any changes required;
2. Print and sign the AODRRA Report;
3. Scan and email the report and all attachments to the Cluster MOSP or delegate for approval; and
4. Record all action under *01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact* module.

The Cluster MOSP or delegate will:

1. Print and sign the completed AODRRA Report; and
2. Scan and email the report back to the SAPO for submission to the court.

8.14 Submitting the AODRRA report

The SAPO will:

1. Submit the AODRRA Report and attachments to the requesting court via email with a copy to the Cluster MOSP or delegate. A link to a list of all court email addresses is available on the Justice Intranet at *Corrective Services > Community Corrections > Court email addresses*;
2. Record this action under *01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact* module; and

3. Record this action in an OIMS case note.

On receipt of the email, the Cluster MOSP or delegate will discharge the request. For more information about how to do this, refer to [Annexure 4](#).

8.15 Action when an inmate is moved

When an inmate is moved between correctional centres during the AODRRA Report process, the Cluster MOSP or delegate will review the progress to date and the following will generally apply:

1. If the request has been allocated but no action has been taken (i.e. the inmate is moved within five days), the request will become the responsibility of the centre in which the inmate is now located;
2. If the initial interview has taken place and the inmate is considered ineligible for assessment, the request will remain the responsibility of the SAPO to whom it was originally allocated;
3. If assessment interviews with residential rehabilitation services have been scheduled but have not yet taken place, the request will become the responsibility of the centre in which the inmate is now located as these telephone calls will need to be facilitated at that location;
4. If some interviews with residential rehabilitation services have taken place but are not completed, and the inmate is moved, then the original SAPO must enter the basic information into the document, which is then completed by the SAPO at the new location;
5. If all assessment interviews with residential rehabilitation services have occurred, the request will remain the responsibility of the SAPO to whom it was originally allocated.
Note: all assessments should be completed two weeks prior to the report due date.

To assist with reviewing the progress of a request, a search can be made on the *ADA Residential Rehabilitation Service Contact* module:

1. Go to the *Offender Programs and Evaluations* screen on OIMS and enter the MIN for the inmate;
2. Click on the *01OSP Fundamental Support* line then click on the Appointments tab;
3. Click on an appointment line and hit F11 key to clear all fields;
4. Use drop down boxes to select Phase *01OSP Fundamental Support* and Module *ADA Residential Rehabilitation Service Contact*;
5. Hit Shift and F11 keys together to display only entries for this module.

Nothing in the points above precludes the Cluster MOSP or delegate from allocating work on a case by case basis according to the needs of the cluster or inmate.

If the AODRRA Report is re-allocated as above, the Cluster MOSP or delegate will amend the comment in the *Legal Orders – Requests* page on OIMS.

8.16 Residential rehabilitation services requiring ongoing telephone contact

Some residential rehabilitation services require regular telephone contact with clients on their waiting list. Maintaining contact is the responsibility of the inmate who should arrange to have the number added to the Offender Telephone System as a Personal Contact. SAPOs will only be expected to provide such calls where a *00REF: Support Services* referral has been received and operational requirements allow or where exceptional circumstances have been identified. Where such calls are facilitated they will be recorded under *01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact* module.

8.17 Action when no bed is available

On occasion, an inmate is assessed as suitable for admission to a residential rehabilitation service but no bed is available at the time of their court appearance. In these cases, the inmate remains in custody until a bed becomes available. It is the responsibility of the inmate's legal representative to maintain contact with the residential rehabilitation provider so as to advise the court when a bed becomes available. The SAPO will include this information in the AODRRA Report and advise the inmate. The inmate should be encouraged to ensure their legal representative is aware of this requirement.

9 Annexures

9.1 Annexure 1 - Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided



Justice
Corrective Services

Correctional Centre: _____

Address: _____

Date: _____

Name: <<INMATE NAME>>

Date of birth: <<DOB>>

MIN: <<MIN>>

Court: <<COURT>>

Court date: <<COURT DATE>>

CSNSW has received a court request for an Alcohol and Other Drug Residential Rehabilitation Assessment Report for the above-named inmate.

On this occasion, an Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided because insufficient time is available to complete the work required. A period of at least 5 weeks is considered a reasonable length of time to compile the information.

Kind regards

Name:
Cluster Manager, Offender Services & Programs

_____ Cluster

9.2 Annexure 2 - Consent to Release Information – AOD Residential Rehabilitation



CONSENT TO RELEASE INFORMATION

I _____ [name of inmate]

MIN _____

authorise the exchange of information between Corrective Services NSW and _____ [name of residential rehabilitation service].

I consent to the disclosure of information required to facilitate an assessment of my eligibility and suitability for admission into the residential rehabilitation service.

I understand that this information may include personal documentation.

This authority is valid from ____ / ____ / ____ to ____ / ____ / ____.

The effect of this authority has been explained to me and I understand that information obtained will be used in the context of an assessment for entry into a residential rehabilitation service in the community.

Signature of inmate

Signature of witness

Date: _____

Name: _____

Position: _____

Correctional Centre: _____

Phone Number: _____

Date: _____

9.3 Annexure 3 - Alcohol and other drug Residential Rehabilitation Assessment Report



Justice
Corrective Services

Name: <<INMATE_NAME>>
Date of birth: <<DOB>>
MIN: <<MIN>>
Court: <<COURT_LOCATION>>
Court date: <<COURT_DATE>>

SOURCES OF INFORMATION (add or delete as required)

- Interview/s with inmate
- Contact with residential rehabilitation services
- Corrective Services NSW records

COURT REQUEST

The Court has requested that an Alcohol and Other Drug Residential Rehabilitation Assessment Report be prepared in the above matter.

INITIAL CONTACT WITH INMATE

An initial interview with _____ took place on ____/____/____ and as a result of that interview, it was determined the inmate meets the criteria for a residential rehabilitation service to conduct a suitability assessment for their program and that there are services in the community that could be of benefit to the inmate.

OR

An initial interview with _____ took place on ____/____/____ and as a result of that interview, it was determined that the inmate does not meet the criteria for residential rehabilitation assessment for the following reasons: (add or delete as required)

- The inmate has stated he/she does not wish to attend a residential rehabilitation service
- The inmate has specific needs that cannot be accommodated by the available residential rehabilitation services
- The inmate has a criminal history that precludes him/her from being accepted by the available residential rehabilitation service

CONTACT WITH RESIDENTIAL REHABILITATION SERVICE (delete if unsuitable for assessment)

A residential rehabilitation contact was facilitated with [insert name of service worker] of [insert name of service] on ____/____/____ with the outcome being, [detail outcome e.g. suitable and bed available, not suitable, no places available but on waiting list, no advice yet received as to suitability]. Written advice is attached.

Repeat if more than one assessment was facilitated.

ADDITIONAL INFORMATION

- [Include information that needs to be highlighted to the court e.g. requirement for inmate or legal representative to remain in contact with the residential rehabilitation service or inmate preference if suitable for more than one service].

Should the residential rehabilitation service not be able to assess the inmate prior to the prescribed Court date, the responsibility for pursuing the assessment/s falls to the inmate and/or his/her legal team. However, should the Court make a decision to adjourn these matters for a further period of time to facilitate the information being gathered, a new request from the Court for the compilation of this information will need to be made.

Name:
Services and Programs Officer
Location:
Date:

Name:
Manager Offender Services and Programs
Location:
Date:

9.4 Annexure 4 – Cluster MOSP Instructions - Policy for Processing AOD Residential Rehabilitation Assessment Report

Allocating Alcohol and Other Drug Residential Rehabilitation Assessment Reports – for Cluster MOSPs or their delegate

1. Go to <http://dcswebapp/OIMSintranetPage/LSIRRequirementReports.aspx>.
2. Enter your **OIMS username** and **OIMS password** and click on *Go to LSIR Requirement Reports*.

Welcome to the OIMS Intranet Page
Please you are required to
login.

Username:

Password:

3. Select *Nope*.

Community Corrections Reports

Following are the reports for each Correctional Centre and Community Corrections Office as of 20/01/2016:

Correctional Centres	Community Corrections Offices		
Metropolitan District Compulsory Drug Treatment Down Deloas Dillwynia Emu Plains Forensic Long Bay Hospital John Morony Long Bay Hospital Metropolitan Special Programs MRRRC Outer Metropolitan Multi Purpose Centre Parramatta Parramatta Transitional Centre Silverwater Mens Silverwater Women's Mulawa South West District Bathurst Cooma Gosburn Kirkconnell Lithgow Mannus Oberon South Coast Correctional Centre North West District Broken Hill Cessnock Glenn Innes Grafton Ivanhoe Kariong Mid North Coast St Helliers Tamworth Wellington Outsource Management Junee Parklea	Hunter District Lake Macquarie Gosford Maitland Cessnock Wyong Newcastle Newcastle Drug Court Team North West District Armidale Moree Inverell Glen Innes Tamworth Cunnedah Muswellbrook North Coast District Lismore Casino Port Macquarie Taree Kempsey Grafton Coffsharbour	South Coast District Batemans Bay Sutherland Nowra Wollongong Bowral Cooma Bega South West District Albury Goulburn Queanbeyan Tumut Wagga Wagga Griffith Young West District Broken Hill Bathurst Lithgow Orange Forbes Coonamble Dubbo Wellington Bourke	Sydney 1 Bankstown Fairfield Liverpool Campbelltown Campbelltown CCG Hurstville Long Bay Parole Unit Sydney 2 District City Leichhardt Hornsby Dee Why Silverwater Parole Unit Burwood Compulsory Drug Treatment CC Sydney 3 District Blacktown Mt Druitt Parramatta Windsor Penrith Blacktown Drug Court

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EQUIPS candidates & Raw Needs Lists (weekly)

Community	Custody
Addiction	Addiction
Aggression	Aggression
Domestic Abuse	Domestic Abuse
Foundation	Foundation
Raw Offender Needs	Raw Inmate Needs

OSRP Court Ordered Reports

Court Ordered Requests for AOD Rehab Assessments and Psychology

- Click on *Court Ordered Requests for AOD Rehab Assessments and Psychology* or *Manually Registered AOD Residential Rehab Reports* (located under heading *OS&P Court Ordered Reports*).

Community Corrections Reports

Following are the reports for each Correctional Centre and Community Corrections Office as of 17/11/2016:

Correctional Centres	Community Corrections Offices		
Metropolitan District Compulsory Drug Treatment Dawn Deloas Dillwynia Emu Plains Forensic Long Bay Hospital John Morony Long Bay Hospital Metropolitan Special Programs MRRC Outer Metropolitan Multi Purpose Centre Parramatta Parramatta Transitional Centre Silverwater Mens Silverwater Women's Mulawa	Hunter District Lake Macquarie Gosford Maitland Cessnock Wyong Newcastle Newcastle Drug Court Team	South Coast District Batemans Bay Sutherland Nowra Wollongong Bowral Cooma Bega	Sydney 1 District Bankstown Fairfield Liverpool Campbelltown Campbelltown CCG Hurstville Long Bay Parole Unit
South West District Bathurst Cooma Goulburn Kirkconnell Lithgow Mannus Oberon South Coast Correctional Centre	North West District Armidale Moree Inverell Glen Innes Tamworth Gunnedah Muswellbrook	South West District Albury Goulburn Queanbeyan Tumut Wagga Wagga Griffith Young	Sydney 2 District City Leichhardt Hornsby Dee Why Silverwater Parole Unit Burwood Compulsory Drug Treatment CC
North West District Broken Hill Cessnock Glenn Innes Grafton Ivanhoe Kariong Mid North Coast St Heliers Tamworth Wellington	North Coast District Lismore Casino Port Macquarie Taree Kempsey Grafton CoffsHarbour	West District Broken Hill Bathurst Lithgow Orange Forbes Coonamble Dubbo Wellington Bourke	Sydney 3 District Blacktown Mt Druitt Parramatta Windsor Penrith Blacktown Drug Court
Outsource Management Junee Parklea	EQUIPS candidates & Raw Needs Lists (weekly)		
	Community Addiction Aggression Domestic Abuse Foundation Raw Offender Needs	Custody Addiction Aggression Domestic Abuse Foundation Raw Inmate Needs	
	OS&P Court Ordered Reports		
	Court Ordered Requests for AOD Rehab Assessments and Psychology Manually Registered AOD Residential Rehab Reports		

- A report will be generated which will state the Court Ordered AOD Residential Rehabilitation Assessments for your correctional centre:



Court Ordered Requests for AOD Rehab Assessments and Psychology Report

20/11/16 11:16 AM

BTH							
MIN	Last Name	Type	Code	Expiry	Due	Allocated to	Staff Name
		OSP	AOD	23/03/16	23/03/16	BATHURST COMMUNITY CORRECTIONS	P.ALLOCATION
		OSP	AOD	18/02/16	18/02/16	MT DRUITT COMMUNITY CORRECTIONS	P.ALLOCATION

CES							
MIN	Last Name	Type	Code	Expiry	Due	Allocated to	Staff Name
		OSP	AOD	7/03/16	7/03/16	CESSNOCK COMMUNITY CORRECTIONS	P.ALLOCATION
		OSP	AOD	8/02/16	8/02/16	CESSNOCK COMMUNITY CORRECTIONS	P.ALLOCATION

DDL							
MIN	Last Name	Type	Code	Expiry	Due	Allocated to	Staff Name
		OSP	AOD	22/02/16	22/02/16	SILVERWATER PAROLE UNIT	P.ALLOCATION

EMU							
MIN	Last Name	Type	Code	Expiry	Due	Allocated to	Staff Name
		OSP	AOD	30/03/16	30/03/16	WINDSOR COMMUNITY CORRECTIONS	P.ALLOCATION
		OSP	AOD	23/02/16	23/02/16	WINDSOR COMMUNITY CORRECTIONS	P.ALLOCATION

JMI							
MIN	Last Name	Type	Code	Expiry	Due	Allocated to	Staff Name
		OSP	AOD	31/03/16	31/03/16	WINDSOR COMMUNITY CORRECTIONS	P.ALLOCATION
		OSP	AOD	23/03/16	23/03/16	WINDSOR COMMUNITY CORRECTIONS	M.CLARK

MNC							
MIN	Last Name	Type	Code	Expiry	Due	Allocated to	Staff Name
		OSP	PSY	29/02/16	29/02/16	KEMPSEY COMMUNITY CORRECTIONS	P.ALLOCATION

MRR							
MIN	Last Name	Type	Code	Expiry	Due	Allocated to	Staff Name
		OSP	AOD	14/03/16	14/03/16	SILVERWATER PAROLE UNIT	P.ALLOCATION
		OSP	AOD	29/03/16	29/03/16	SILVERWATER PAROLE UNIT	P.ALLOCATION

Or the Manually Registered AOD Residential Rehab Report for your correctional centre:

Min	Type	Code	Start	Expiry	Due	Registered	Location	Registered By	Gaol
	OSP	AOD	2/05/16			10/03/16		MORRISS	BOP - PAROLE BOARD CASELOAD
	OSP	PSY	12/08/16	27/09/16		9/09/16		KUNZAN	BRE - BREWARRINA YETTA DHINNAKAL CENTRE
	OSP	AOD	25/10/16			25/10/16		WIPPLG	BTH - BATHURST CC
	OSP	AOD	7/10/16			18/08/16		LUTCHR	BTH - BATHURST CC
	OSP	AOD	2/11/16			14/10/16		HADLEYM	BTH - BATHURST CC
	OSP	AOD	6/12/16			3/11/16		HALLP	BTH - BATHURST CC
	OSP	AOD	10/10/16	28/11/16	28/11/16	28/10/16		WIPPLG	BTH - BATHURST CC
	OSP	AOD	30/11/16			28/10/16		HADLEYM	BTH - BATHURST CC
	OSP	AOD	7/09/16	24/10/16		23/09/16		HUGGINS	BTH - BATHURST CC
	OSP	AOD	15/09/16			29/07/16		HALLP	BTH - BATHURST CC
	OSP	AOD	9/11/16			12/10/16		HADLEYM	BTH - BATHURST CC
	OSP	AOD	9/05/16			6/04/16		HALLP	BTH - BATHURST CC
	OSP	AOD	4/10/16	21/11/16		13/10/16		HUGGINS	BTH - BATHURST CC
	OSP	AOD	28/09/16			8/09/16		HIGGINA	CES - CESSNOCK CC
	OSP	AOD	31/08/16	21/12/16	20/11/16	6/10/16		MCKESA	CES - CESSNOCK CC
	OSP	AOD	25/01/17			10/11/16		MARTID	CES - CESSNOCK CC
	OSP	AOD	18/07/16			25/05/16		PARKEC	CES - CESSNOCK CC
	OSP	AOD	18/07/16			25/05/16		PARKEC	CES - CESSNOCK CC
	OSP	AOD	30/11/16			26/10/16		MARTID	CES - CESSNOCK CC
	OSP	AOD	26/09/16			23/08/16		FERNADJ	CES - CESSNOCK CC
	OSP	AOD	13/12/16			11/10/16		FERNADJ	CES - CESSNOCK CC
	OSP	AOD	20/09/16	8/11/16		4/11/16		MARTID	CES - CESSNOCK CC
	OSP	AOD	20/09/16	9/11/16		10/10/16		HINTONA	DDL - DAWN DE LOAS CORRECTIONAL CENTRE
	OSP	AOD	28/11/16			18/10/16		HINTONA	DDL - DAWN DE LOAS CORRECTIONAL CENTRE
	OSP	AOD	25/01/17			9/11/16		HINTONA	DDL - DAWN DE LOAS CORRECTIONAL CENTRE
	OSP	AOD	3/11/16			9/11/16		HINTONA	DDL - DAWN DE LOAS CORRECTIONAL CENTRE
	OSP	AOD	6/02/17			19/10/16		HINTONA	DDL - DAWN DE LOAS CORRECTIONAL CENTRE
	OSP	AOD	12/10/16			2/09/16		LUTCHR	DDL - DAWN DE LOAS CORRECTIONAL CENTRE
	OSP	AOD	27/09/16	8/11/16		19/08/16		LUTCHR	DDL - DAWN DE LOAS CORRECTIONAL CENTRE
	OSP	AOD	6/10/16			9/11/16		HINTONA	DDL - DAWN DE LOAS CORRECTIONAL CENTRE
	OSP	AOD	27/09/16			3/08/16		MEEHANK	DIL - DILLWYNIA CORRECTIONAL CENTRE
	OSP	AOD	4/10/16	17/11/16		6/10/16		WILLIKA	DIL - DILLWYNIA CORRECTIONAL CENTRE
	OSP	PSY	8/09/16	7/11/16		10/10/16		KUNZAN	DIL - DILLWYNIA CORRECTIONAL CENTRE
	OSP	AOD	23/11/16			11/10/16		MEEHANK	DIL - DILLWYNIA CORRECTIONAL CENTRE
	OSP	AOD	10/08/16			29/07/16		MEEHANK	DIL - DILLWYNIA CORRECTIONAL CENTRE
	OSP	AOD	9/11/16			13/10/16		WILLIKA	DIL - DILLWYNIA CORRECTIONAL CENTRE

- Allocate each request to a SAPO at your correctional centre and inform them of such by email. Record this action in the *Comment* section of the *Requests* screen, which is located within *Legal Orders*. Identify the request line which has the Court Ordered AOD Residential Rehab Assessment and record the comment.

The screenshot shows the 'REQUESTS - (OCDREQUE)' screen in the legal orders system. The interface includes a sidebar with navigation options like 'Legal Orders', 'Requests', and 'Offender Legal Cases'. The main area displays details for a specific request (Line 3) with the following information:

- Request Line 3:** Type: OSP, Code: AOD, Description: AOD RESIDE, Case Number: 201000409980, Registration Date: 04/01/2016, Commence Date: 21/06/2013, Status: Discharged.
- Comment:** A red box highlights the 'Comment' field, which is currently empty.
- Event:** Date: 21/06/2013, Time: 10:00, Location: DOWNING CENTRE - DISTRI, Type: Sentencing.
- Offences:** A table below shows an offence with Charge ID 621710, Description 'IMPORT MARKETABLE Q...', and Outcome 'Sentenced'.

At the bottom of the screen, there are buttons for 'My Offenders', 'My Work', 'Offender Schedules', 'Offender Updates', and 'Offender Detail'.

7. Once the SAPO has completed the Court Ordered AOD Residential Rehabilitation Assessment Report, the SAPO will send an email to the Cluster MOSP or delegate informing them that the request has been completed. The Cluster MOSP or delegate will access the completed request via OIMS to vet.

8. To access the document, select the *Requests* screen, which is located within *Legal Orders*.

The screenshot shows the OIMS interface for 'REQUESTS - (OCDREQUE)'. The left sidebar contains a navigation tree with 'Legal Orders' and 'Requests' highlighted in red. The main content area is divided into several sections:

- Offender Details:** MIN# [redacted], [Last Name], [First Name], [Middle Name], [Birth Date] 27/02/1971, Age 44, Gender MALE, Alerts QEG.
- Request Table:**

Line	Type*	Code*	Description	Case Number	Registration Date	Commence Date	DTBF	Expiry Date	Report Due Date	Status	M/P
1	ISO	FPRR	FULL PRE RI	201000409980	04/07/2013	28/02/2013	<input type="checkbox"/>	27/08/2013	24/04/2017	Active	[D]
2	OSP	AOD	AOD RESIDE	201000409980	10/12/2015	21/06/2013	<input checked="" type="checkbox"/>			Discharged	[D]
3	OSP	AOD	AOD RESIDE	201000409980	04/01/2016	21/06/2013	<input checked="" type="checkbox"/>			Active	[D]
- Event Table:**

Date	Time	Location	Type	Sub Type	Judge	Appeal	Verification
21/06/2013	10:00	DOWNING CENTRE - DI	Sentencing			<input type="checkbox"/>	<input type="checkbox"/>
- Offences Table:**

Apply	Charge	Description	Complicity Type	Charge ID	Type	Offence Date	Case Number	Outcome
<input checked="" type="checkbox"/>	621710	IMPORT MARKETABLE QU		201000409980	Commonwe:		201000409980	Sentenced
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

At the bottom of the screen, there are five buttons: My Offenders, My Work, Offender Schedules, Offender Updates, and Offender Detail.

- Identify the request line which has a Court Ordered AOD Residential Rehab Assessment. The line will be identified as **OSP** in the *Type* column, **AOD** in the *Code* column and **AOD Residential Rehab Assessment** in the *Description* column. Once the request line is identified, click on the document icon.

The screenshot shows the 'REQUESTS - (OCDREQUE)' interface. The 'Request' table has the following data:

Line	Type*	Code*	Description	Case Number	Registration Date	Commence Date	DTBF	Expiry Date	Report Due Date	Status	MWP
1	ISC	FR	FULL PRE RI	201000409980	04/07/2013	28/02/2013		27/08/2013	24/04/2017	Active	[D]
2	OSP	AOD	AOD RESIDE	201000409980	10/12/2015	21/06/2013	<input checked="" type="checkbox"/>			Discharged	[D]
3	OSP	AOD	AOD RESIDE	201000409980	04/01/2016	21/06/2013	<input checked="" type="checkbox"/>			Active	[D]

Line 3 is highlighted with a red box around the document icon in the 'MWP' column.

- Click on *Select Document Type*, and from the dropdown menu, select *Alcohol and Other Drug Residential Rehabilitation Assessment Report*, Code AODRRA1. Click OK.

The screenshot shows the 'IWP DOCUMENTS - (OIUM/PVE)' interface. A 'Select Document Type' dialog box is open, displaying a list of document codes and descriptions:

Code	Description
PSRSPEC	Specific purpose asses...
PSRUPD	Update assessment
PSRBSA	Bail supervision assess...
CDORAGS19	CDO Report to attorney ...
AODRRA2	Alcohol and Other Drug
AODRRA1	Alcohol and Other Drug ...

The 'AODRRA1 Alcohol and Other Drug ...' entry is highlighted with a red box, and the 'OK' button is also highlighted with a red box.

11. Identify and highlight the line for the correct report and click *View*.

The screenshot shows the IUCIA REQUESTS - (OCDREQUE) and IWP DOCUMENTS - (OIUIWPVE) interface. The 'View' button is highlighted with a red box.

REQUESTS - (OCDREQUE)

MIN#	[Last]	[First Name]	[Middle Name]	[Birth Date]	Age	Gender	Alerts
2013212101				27/02/1971	44	MALE	QEG

IWP DOCUMENTS - (OIUIWPVE)

Select Document Type: AODRRA1 Alcohol and Other Drug Residential Rehabilitation /

Previous Documents

Document ID	Document Name	Comment	Create Date	Time	Author ID	Update Date	Time	User ID	Status
OID16/0000	AODRRA1.doc		01/05/2016	08:50	HUGGINS,	01/05/2016	08:50	HUGGINS,	ACTIVE
OID13/0001	AODRRA1.doc		12/08/2013	09:44	HUGGINS,	12/08/2013	09:44	HUGGINS,	ACTIVE

Buttons: View, New, Exit

12. Click on *Live Edit*.

The screenshot shows the Broker Tray interface. The 'Live Edit' button is highlighted with a red box.

Broker Tray

Welcome DCS\1002995

Start Time:1/5/2016 9:28:15 AM End Time:1/5/2016 9:28:18 AM

Latest Event:

Click to Refresh

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000002		2016-01-05T09:27:58				

13. The Cluster MOSP or delegate will vet the document and then enter their name, location and date.



Alcohol and Other Drug Residential Rehabilitation Assessment Report

Name: [REDACTED]
Date of birth: [REDACTED]
MIN: [REDACTED]
Court: [REDACTED]
Court date: [REDACTED]

SOURCES OF INFORMATION (add or delete as required)

- Interviews with inmate
- Contact with residential rehabilitation services
- Corrective Services NSW records

COURT REQUEST
The Court has requested that an Alcohol and Other Drug Residential Rehabilitation Assessment Report be prepared in the above matter.

INITIAL CONTACT WITH INMATE
An initial interview with _____ took place on ____/____/____ and as a result of that interview it was determined that the inmate meets criteria for a residential rehabilitation service to conduct a suitability assessment for residential rehabilitation and that there are services in the community that could be of benefit to him/her.

OR
An initial interview with _____ took place on ____/____/____ and as a result of that interview it was determined that the inmate does not meet criteria for residential rehabilitation assessment for the following reasons: (add or delete as required)

- Inmate has explicitly stated he/she does not wish to attend a residential rehabilitation service
- Inmate has specific needs that cannot be accommodated by the available residential rehabilitation services
- Inmate has a criminal history that precludes him/her from being accepted by the available residential rehabilitation service

CONTACT WITH RESIDENTIAL REHABILITATION SERVICE (delete if unsuitable for assessment)
An alcohol and other drug residential rehabilitation contact was facilitated with [insert name of service worker] of [insert name of service] on ____/____/____ with the outcome [detail outcome e.g. suitable and bed available, not suitable, no places available but on waiting list, no advice yet received as to suitability]. Written advice is attached.

Repeat if more than one assessment was facilitated.

ADDITIONAL INFORMATION

- [Include information that needs to be highlighted to the court e.g. requirement for inmate or legal representative to remain in contact with the residential rehabilitation service or inmate preference if suitable for more than one service].

Should the residential rehabilitation service not be able to assess the inmate before the prescribed Court date, the responsibility for pursuing the assessment falls to the inmate and/or his/her legal team. However, should the Court make a decision to adjourn for a further period of time to facilitate the information being gathered, a new request from the Court for the compilation of this information will need to be made.

Name:
Services and Programs Officer
Location:
Date:
Name:
Manager Offender Services and Programs
Location:
Date:]

14. Click on the Save icon in the top left hand corner of the screen and then close by clicking on the X in the top left hand corner of the screen.

15. Click on *Live Edit*.

Broker Tray

Welcome DCS\1002995

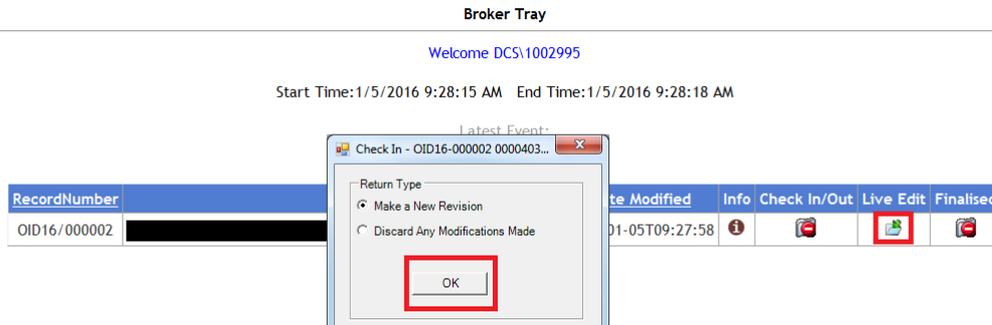
Start Time: 1/5/2016 9:28:15 AM End Time: 1/5/2016 9:28:18 AM

Latest Event:

Click to Refresh

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000002	[REDACTED]	2016-01-05T09:27:58				

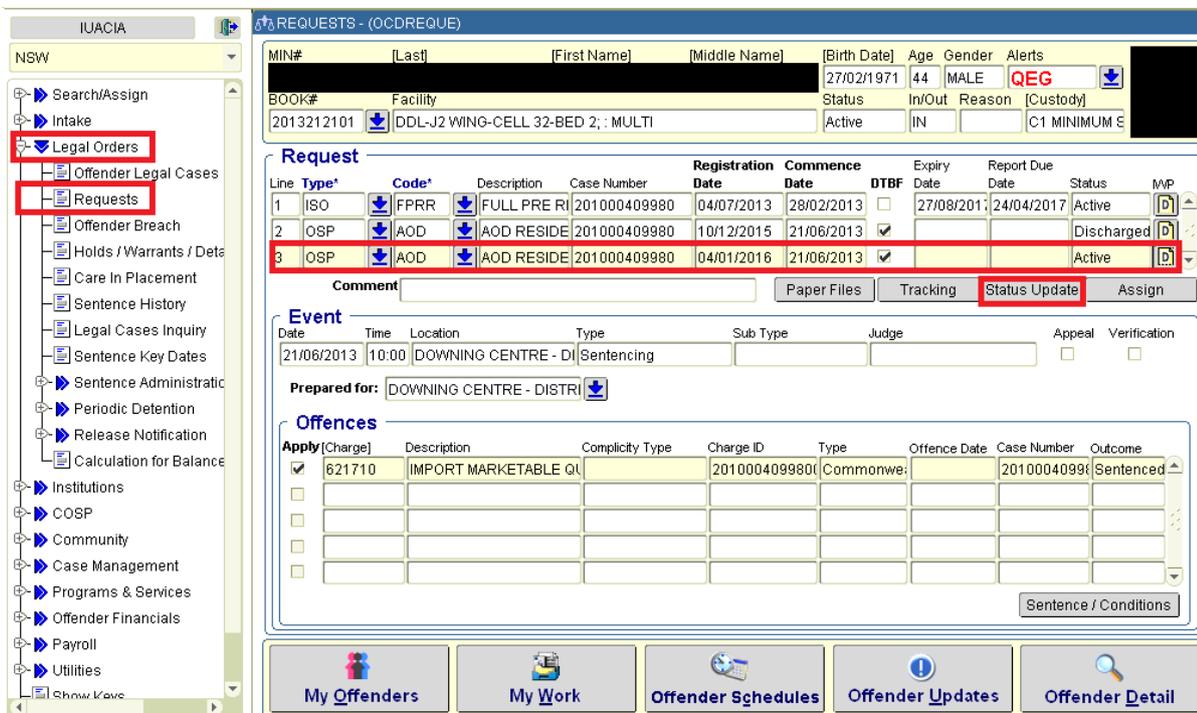
16. Click *OK* and then click on the *X* in the top left hand corner of the screen to close the page.



17. The Cluster MOSP or delegate will then send an email to the SAPO stating that the document has been vetted.

18. Upon making the required amendments at the request of the Cluster MOSP or delegate, the SAPO will print the completed Court Ordered AOD Residential Rehabilitation Assessment Report and email it to the [court](#) by the due date.

19. Once the Court Ordered AOD Residential Rehabilitation Assessment Report has been received by the court, the Cluster MOSP or delegate must discharge the request by going to *Legal Orders* and selecting *Requests*. The Cluster MOSP or delegate must highlight the line of the request and then click on *Status Update*.



20. Select the drop down menu on *Update Reason*, select *Completed (non-CSO/FDO)*, click *OK*, click *Save* and then click *Exit*.

The screenshot shows the 'REQUESTS - (OCDREQUE)' interface. A modal window titled 'NEW STATUS UPDATE CALL FORM - (OCUGLST)' is open. In this window, the 'Update Reason' dropdown menu is expanded, showing a list of reasons. The option 'Completed (non-CSO/FDO)' with code 'CPLD' is highlighted. Other options include 'System Generated ReActivate', 'Accommodation Suitable', 'Accommodation Unsuitable', 'Breach not warranted-return to tre...', 'Breach processed', and 'Error / Invalid - to be Deleted'. The 'Update Date' is set to 05/01/2016 and the user is HUGGINS, SHAHEERA. There are 'Save' and 'Exit' buttons to the right of the modal. The background shows a table of requests with columns for Line, Type, Code, Description, Case Number, Registration Date, Commence Date, DTBF, Expiry Date, Report Due Date, Status, and M/P. The status of the selected request is 'Discharged'.

21. The Requests screen will now indicate that the request has been discharged.

The screenshot shows the 'REQUESTS - (OCDREQUE)' interface after the update. The 'Request' table now has three rows. The third row (Line 3) has a status of 'Discharged'. The 'Event' section shows a date of 21/06/2013 at 10:00 at DOWNING CENTRE - DISTRI. The 'Offences' section shows a table with columns for Apply, Charge, Description, Complicity Type, Charge ID, Type, Offence Date, Case Number, and Outcome. The first row is checked and shows '621710' for Charge, 'IMPORT MARKETABLE QU' for Description, and 'Sented' for Outcome. The 'Status Update' button is highlighted in red.

If there is insufficient time to complete the Court Ordered AOD Residential Rehabilitation Assessment Report OR the inmate refuses to provide consent – for Cluster MOSPs or delegate

If there is insufficient time to complete the Court Ordered AOD Residential Rehabilitation Assessment Report or the inmate refuses to provide consent, the Cluster MOSP or delegate must complete the *Alcohol and Other Drug Residential Rehabilitation Assessment Report* will not be provided report (Code AODRRA2). To do this,

1. Select the *Requests* screen, which is located within *Legal Orders*.

The screenshot shows the IUCIA REQUESTS - (OCDREQUE) interface. The left sidebar contains a navigation tree with 'Legal Orders' and 'Requests' highlighted in red. The main window displays offender details, a table of requests, an event log, and a table of offences.

Offender Details:

MIN#	[Last]	[First Name]	[Middle Name]	[Birth Date]	Age	Gender	Alerts
2013212101				27/02/1971	44	MALE	QEG

Request Table:

Line	Type*	Code*	Description	Case Number	Registration Date	Commence Date	DTBF	Expiry Date	Report Due Date	Status	M/P
1	ISO	FPRR	FULL PRE RI	201000409980	04/07/2013	28/02/2013	<input type="checkbox"/>	27/08/2017	24/04/2017	Active	[D]
2	OSP	AOD	AOD RESIDE	201000409980	10/12/2015	21/06/2013	<input checked="" type="checkbox"/>			Discharged	[D]
3	OSP	AOD	AOD RESIDE	201000409980	04/01/2016	21/06/2013	<input checked="" type="checkbox"/>			Active	[D]

Event Table:

Date	Time	Location	Type	Sub Type	Judge	Appeal	Verification
21/06/2013	10:00	DOWNING CENTRE - DI	Sentencing			<input type="checkbox"/>	<input type="checkbox"/>

Offences Table:

Apply (Charge)	Description	Complicity Type	Charge ID	Type	Offence Date	Case Number	Outcome
<input checked="" type="checkbox"/>	621710	IMPORT MARKETABLE QU	201000409980	Commonwe:		201000409980	Sentenced
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Buttons at the bottom: My Offenders, My Work, Offender Schedules, Offender Updates, Offender Detail.

- Identify the request line which has a Court Ordered Rehab Assessments for AOD. The line will be identified as **OSP** in the *Type* column, **AOD** in the *Code* column and **AOD Residential Rehab Assessment** in the *Description* column. Once the request line is identified, click on the document icon.

Request

Line	Type*	Code*	Description	Case Number	Registration Date	Commence Date	DTBF	Expiry Date	Report Due Date	Status	MWP
1	ISC	FR	FULL PRE RI	201000409980	04/07/2013	28/02/2013		27/08/2013	24/04/2017	Active	[D]
2	OSP	AOD	AOD RESIDE	201000409980	10/12/2015	21/06/2013	<input checked="" type="checkbox"/>			Discharged	[D]
3	OSP	AOD	AOD RESIDE	201000409980	04/01/2016	21/06/2013	<input checked="" type="checkbox"/>			Active	[D]

Event

Date: 21/06/2013 Time: 10:00 Location: DOWNING CENTRE - DISTRI Type: Sentencing

Offences

Apply	Charge	Description	Complicity	Type	Charge ID	Type	Offence Date	Case Number	Outcome
<input checked="" type="checkbox"/>	621710	IMPORT MARKETABLE QU		Commonwe:	201000409980			201000409980	Sentenced

- Click on *Select Document Type*, and from the dropdown menu, select *Alcohol and Other Drug Residential Rehabilitation Assessment Report* will not be provided, Code AODRRA2. Click *OK*.

IWP Documents

Select Document Type*

Previous Documents

Document ID	Document Name	Find	Last Update	User ID	Status*

Code Description

- PSRUPD Update assessment
- PSRBAS Bail supervision assess...
- AODRRA2 Alcohol and Other Drug ...
- AODRRA1 Alcohol and Other Drug ...

End OK Cancel

4. Click New.

The screenshot shows the 'IWP DOCUMENTS - (OIUWVPE)' window. At the top, there is a header with fields for MIN#, [Last], [First Name], [Middle Name], [Birth Date], Age, Gender, Alerts, BOOK#, Facility, Status, In/Out, Reason, and [Custody]. Below this is a table titled 'Previous Documents' with columns: Document ID, Document Name, Comment, Create Date, Time, Author ID, Update Date, Time, Last Update User ID, and Status*. At the bottom of the window, there are three buttons: 'View', 'New' (highlighted with a red box), and 'Exit'. The left sidebar shows a navigation tree with 'Legal Orders' expanded.

5. Click Generate.

The screenshot shows the 'GENERATE IWP DOCUMENTS - (OIUWVPGN)' window. At the top, there is a header with fields for MIN#, [Last], [First Name], [Middle Name], [Birth Date], Age, Gender, Alerts, BOOK#, Facility, Status, In/Out, Reason, and [Custody]. Below this is a form titled 'Generate / Import IWP Document' with a 'Template Name' field set to 'AODRRA2'. The form is divided into two sections: 'Parameters' and 'Document Details'. The 'Parameters' section has a table with columns: Parameter Name, Description, and Value*. The 'Document Details' section has fields for Document, Comment, Create Date/Time, Author, and Status. At the bottom of the window, there are three buttons: 'Generate' (highlighted with a red box), 'Save', and 'Exit'. The left sidebar shows a navigation tree with 'Legal Orders' expanded.

6. The following document will be generated. Close the document by clicking on the X in the top right corner of the screen.



Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided

Correctional Centre: _____

Address: _____

Date: _____

Name: [REDACTED]
Date of birth: [REDACTED]
MIN: [REDACTED]
Court: [REDACTED]
Court date: [REDACTED]

CSNSW has received a court request for an Alcohol and Other Drug Residential Rehabilitation Assessment Report for the above-named inmate.

On this occasion, an Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided because insufficient time is available to complete the work required. A period of at least 5 weeks is considered a reasonable length of time to compile the information.

Kind regards

Name:
Cluster Manager, Offender Services & Programs

_____ Cluster

7. Click Save.

The screenshot shows the 'GENERATE IWP DOCUMENTS - (OIUIWPGN)' form. At the top, there is a header for 'REQUESTS - (OCDREQUE)' and a table with columns: MIN#, [Last], [First Name], [Middle Name], [Birth Date], Age, Gender, Alerts. The table contains one row with values: 2013212101, DDL-J2 WING-CELL 32-BED 2; : MULTI, Active, IN, C1 MINIMUM S. Below this is a sub-section 'GENERATE / Import IWP Document' with a 'Template Name' field containing 'AODRRA2'. There are two main sections: 'Parameters' with a table of columns 'Parameter Name', 'Description', and 'Value*', and 'Document Details' with fields for 'Document*' (AODRRA2.doc), 'Comment', 'Create Date/Time' (05/01/2016 09:59), 'Author' (HUGGINS), and 'Status*' (Locked). At the bottom of the form are three buttons: 'Generate', 'Save', and 'Exit'. The 'Save' button is highlighted with a red rectangle.

8. Click Exit.

This screenshot is identical to the one above, showing the 'GENERATE IWP DOCUMENTS' form. In this view, the 'Exit' button at the bottom of the form is highlighted with a red rectangle.

9. Click Yes.

The screenshot shows the IUCIA REQUESTS - (OCDREQUE) interface. A modal dialog box titled "Forms" is open, asking "Close this form?" with "Yes" and "No" buttons. The "Yes" button is highlighted with a red box. The background interface shows a sidebar with "Legal Orders" expanded, and a main area with "GENERATE IWP DOCUMENTS - (OIUIWP6N)" and "Generate / Import IWP Document" section.

10. Select the line created and click View.

The screenshot shows the IUCIA REQUESTS - (OCDREQUE) interface. The "IWP DOCUMENTS - (OIUIWP6E)" section is active, showing a table of "Previous Documents". The first row is selected, and the "View" button is highlighted with a red box.

Document ID	Document Name	Comment	Create Date	Time	Author ID	Update Date	Time	Last Update User ID	Status*
OID16/0000	AODRRA2.doc		01/05/2016	10:03	HUGGINS,	01/05/2016	10:03	HUGGINS,	ACTIVE

11. The following screen will appear. Click on *Live Edit*.

Broker Tray

Welcome DCS\1002995

Start Time:1/5/2016 10:05:43 AM End Time:1/5/2016 10:05:46 AM

Latest Event:

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000003	[REDACTED]	2016-01-05T10:03:00				

12. The **Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided** report will appear. Update the document with information, removing and/or adding information as required. Once completed, click on the Save icon in the top left hand corner of the screen and then close by clicking on the X in the top left hand corner of the screen.



Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided

Correctional Centre: _____
Address: _____

Name: [REDACTED]
Date of birth: [REDACTED]
MIN: [REDACTED]
Court: [REDACTED]
Court date: [REDACTED]

CSNSW has received a court request for an Alcohol and Other Drug Residential Rehabilitation Assessment Report for the above-named inmate.

On this occasion, an Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided because insufficient time is available to complete the work required. A period of at least 5 weeks is considered a reasonable length of time to compile the information.

Kind regards

Name:
Cluster Manager, Offender Services & Programs
_____ Cluster

13. Click on *Live Edit*.

Broker Tray

Welcome DCS\1002995

Start Time:1/5/2016 10:05:43 AM End Time:1/5/2016 10:05:46 AM

Latest Event:

[Click to Refresh](#)

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000003		2016-01-05T10:03:00				

14. Click *OK* and then click on the *X* in the top left hand corner of the screen to close the page.

Broker Tray

Welcome DCS\1002995

Start Time:1/5/2016 9:28:15 AM End Time:1/5/2016 9:28:18 AM

Latest Event:

Check In - OID16-000002 0000403...

Return Type

Make a New Revision

Discard Any Modifications Made

OK

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000002		2016-01-05T09:27:58				

15. To return to the document at any time, select the *Requests* screen, which is located within *Legal Orders*.

IUACIA

NSW

- Search/Assign
- Intake
- Legal Orders**
 - Offender Legal Cases
 - Requests**
 - Offender Breach
 - Holds / Warrants / Det
 - Care In Placement
 - Sentence History
 - Legal Cases Inquiry
 - Sentence Key Dates
 - Sentence Administratic
 - Periodic Detention
 - Release Notification
 - Calculation for Balance
- Institutions
- COSP
- Community
- Case Management
- Programs & Services
- Offender Financials
- Payroll
- Utilities
- Show Keys

REQUESTS - (OCDREQUE)

MIN#	[Last]	[First Name]	[Middle Name]	[Birth Date]	Age	Gender	Alerts
				27/02/1971	44	MALE	QEG

BOOK#	Facility	Status	In/Out	Reason	(Custody)
2013212101	DDL-J2 WING-CELL 32-BED 2; MULTI	Active	IN		C1 MINIMUM S

Request

Line	Type*	Code*	Description	Case Number	Registration Date	Commence Date	DTBF	Expiry Date	Report Due Date	Status	MP
1	ISO	FPRR	FULL PRE RI	201000409980	04/07/2013	28/02/2013	<input type="checkbox"/>	27/08/2017	24/04/2017	Active	[D]
2	OSP	AOD	AOD RESIDE	201000409980	10/12/2015	21/06/2013	<input checked="" type="checkbox"/>			Discharged	[D]
3	OSP	AOD	AOD RESIDE	201000409980	04/01/2016	21/06/2013	<input checked="" type="checkbox"/>			Active	[D]

Comment:

Paper Files Tracking Status Update Assign

Event

Date	Time	Location	Type	Sub Type	Judge	Appeal	Verification
21/06/2013	10:00	DOWNING CENTRE - D	Sentencing			<input type="checkbox"/>	<input type="checkbox"/>

Prepared for: DOWNING CENTRE - DISTRI

Offences

Apply	(Charge)	Description	Complicity	Type	Charge ID	Type	Offence Date	Case Number	Outcome
<input checked="" type="checkbox"/>	621710	IMPORT MARKETABLE QU			201000409980	(Commonwe:		201000409980	Sentenced
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Sentence / Conditions

My Offenders My Work Offender Schedules Offender Updates Offender Detail

16. Identify the request line which has a Court Ordered Rehab Assessments for AOD. The line will be identified as **OSP** in the *Type* column, **AOD** in the *Code* column and **AOD Residential Rehab Assessment** in the *Description* column. Once the request line is identified, click on the document icon.

Line	Type*	Code*	Description	Case Number	Registration Date	Commence Date	DTBF	Expiry Date	Report Due Date	Status	MWP
1	ISC	FR	FULL PRE RI	201000409980	04/07/2013	28/02/2013		27/08/2013	24/04/2017	Active	[D]
2	OSP	AOD	AOD RESIDE	201000409980	10/12/2015	21/06/2013	<input checked="" type="checkbox"/>			Discharged	[D]
3	OSP	AOD	AOD RESIDE	201000409980	04/01/2016	21/06/2013	<input checked="" type="checkbox"/>			Active	[D]

17. Click on *Select Document Type*, and from the dropdown menu, select *Alcohol and Other Drug Residential Rehabilitation Assessment Report* will not be provided, Code AODRRA2. Click OK.

Document ID	Document Name	Last Update User ID	Status*

18. Identify and highlight the line for the correct report and click *View*.

The screenshot shows the IUCIA system interface. On the left is a navigation tree with categories like 'Legal Orders', 'Institutions', and 'Community'. The main area is titled 'REQUESTS - (QCDREQUE)' and 'IWP DOCUMENTS - (OIUIWPVE)'. It displays a table of 'Previous Documents' with columns for Document ID, Document Name, Comment, Create Date, Time, Author ID, Update Date, Time, Last Update User ID, and Status. The first row is highlighted in blue and contains the following data: Document ID: OI16/00003, Document Name: AODRRA2.doc, Comment: (blank), Create Date: 01/05/2016, Time: 10:03, Author ID: HUGGINS, Update Date: 01/05/2016, Time: 10:03, Last Update User ID: HUGGINS, Status: ACTIVE. Below the table are buttons for 'View', 'New', and 'Exit'. The 'View' button is highlighted with a red box.

19. Click on *Live Edit*.

The screenshot shows the 'Broker Tray' interface. It displays the following information: 'Welcome DCS\1002995', 'Start Time: 1/5/2016 10:05:43 AM End Time: 1/5/2016 10:05:46 AM', and 'Latest Event:'. Below this is a 'Click to Refresh' button and a table with the following data:

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OI16/000003	[REDACTED]	2016-01-05T10:03:00	[Info Icon]	[Check In/Out Icon]	[Live Edit Icon]	[Finalised Icon]

The 'Live Edit' button in the table is highlighted with a red box.

20. Once you have completed your updates, click on the Save icon in the top left hand corner of the screen and then close by clicking on the X in the top left hand corner of the screen.



Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided

Correctional Centre: _____

Address: _____

Date: _____

Name: [REDACTED]
Date of birth: [REDACTED]
MIN: [REDACTED]
Court: [REDACTED]
Court date: [REDACTED]

CSNSW has received a court request for an Alcohol and Other Drug Residential Rehabilitation Assessment Report for the above-named inmate.

On this occasion, an Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided because insufficient time is available to complete the work required. A period of at least 5 weeks is considered a reasonable length of time to compile the information.

Kind regards

Name:
Cluster Manager, Offender Services & Programs
_____ Cluster

21. Click on *Live Edit*.

Broker Tray

Welcome DCS\1002995

Start Time:1/5/2016 10:05:43 AM End Time:1/5/2016 10:05:46 AM

Latest Event:

[Click to Refresh](#)

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000003	[REDACTED]	2016-01-05T10:03:00				

22. Click *OK* and then click on the *X* in the top left hand corner of the screen to close the page.

Broker Tray

Welcome DCS\1002995

Start Time:1/5/2016 9:28:15 AM End Time:1/5/2016 9:28:18 AM

Latest Event:

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000002	[REDACTED]	2016-01-05T09:27:58				

Check In - OID16-000002 0000403...

Return Type

Make a New Revision

Discard Any Modifications Made

23. Once the document has been completed, click *Finalised*.

Broker Tray

Welcome DCS\1002995

Start Time:20/05/2016 12:14:49 PM End Time:20/05/2016 12:14:59 PM

Latest Event:

[Click to Refresh](#)

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/026468	[REDACTED]	2016-05-20T12:14:36				

9.5 Annexure 5 - SAPO Instructions - Policy for Processing AOD Residential Rehabilitation Assessment Report

Generating Alcohol and Other Drug Residential Rehabilitation Assessment Report

1. Select the *Requests* screen, which is located within *Legal Orders*.

The screenshot shows the IUCIA software interface. On the left, a navigation tree under 'NSW' includes 'Legal Orders' and 'Requests', both highlighted with red boxes. The main window title is 'REQUESTS - (OCDREQUE)'. It displays offender information: MIN# [redacted], [Last], [First Name], [Middle Name], [Birth Date] 27/02/1971, Age 44, Gender MALE, Alerts QEG. Below this is a table of requests:

Line	Type*	Code*	Description	Case Number	Registration Date	Commence Date	DTBF	Expiry Date	Report Due Date	Status	M/P
1	ISO	FPRR	FULL PRE RI	201000409980	04/07/2013	28/02/2013	<input type="checkbox"/>	27/08/2017	24/04/2017	Active	[D]
2	OSP	AOD	AOD RESIDE	201000409980	10/12/2015	21/06/2013	<input checked="" type="checkbox"/>			Discharged	[D]
3	OSP	AOD	AOD RESIDE	201000409980	04/01/2016	21/06/2013	<input checked="" type="checkbox"/>			Active	[D]

Below the requests table is an 'Event' section with a table:

Date	Time	Location	Type	Sub Type	Judge	Appeal	Verification
21/06/2013	10:00	DOWNING CENTRE - DI	Sentencing			<input type="checkbox"/>	<input type="checkbox"/>

The 'Prepared for' field is set to 'DOWNING CENTRE - DISTRI'. Below that is an 'Offences' table:

Apply [Charge]	Description	Complicity Type	Charge ID	Type	Offence Date	Case Number	Outcome
<input checked="" type="checkbox"/>	621710	IMPORT MARKETABLE QU	201000409980	Commonwe		201000409980	Sentenced
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

At the bottom of the interface are five buttons: 'My Offenders', 'My Work', 'Offender Schedules', 'Offender Updates', and 'Offender Detail'.

2. Enter *MIN* and then press search icon

3. Identify the request line which has a Court Ordered Rehab Assessments for AOD. The line will be identified as **OSP** in the *Type* column, **AOD** in the *Code* column and **AOD Residential Rehab Assessment** in the *Description* column. Once the request line is identified, click on the document icon.

Line	Type*	Code*	Description	Case Number	Registration Date	Commence Date	DTBF	Expiry Date	Report Due Date	Status	MIP
1	ISC	FP RI	FULL PRE RI	201000409980	04/07/2013	28/02/2013		27/08/2013	24/04/2017	Active	[D]
2	OSP	AOD	AOD RESIDE	201000409980	10/12/2015	21/06/2013	✓			Discharged	[D]
3	OSP	AOD	AOD RESIDE	201000409980	04/01/2016	21/06/2013	✓			Active	[D]

- Click on *Select Document Type*, and from the dropdown menu, select *Alcohol and Other Drug Residential Rehabilitation Assessment Report*, Code AODRRA1. Click OK.

(Code AODRRA2 provides an option of *Alcohol and Other Drug Residential Rehabilitation Assessment Report will not be provided*. It is to be used only by Cluster MOSPs in order to inform the court that a report will not be provided due to insufficient time.)

The screenshot shows the 'REQUESTS - (OCDREQUE)' window for offender 27/02/1971. The 'IWP DOCUMENTS - (OIUMVPE)' section is active. A dropdown menu for 'Select Document Type*' is open, showing a list of codes and descriptions. The code 'AODRRA1' and its description 'Alcohol and Other Drug ...' are highlighted. The 'OK' button is also highlighted.

Code	Description
PSRSPEC	Specific purpose asses...
PSRUPD	Update assessment
PSRBBA	Bail supervision assess...
CDORAGS19	CDO Report to attorney ...
AODRRA2	Alcohol and Other Drug ...
AODRRA1	Alcohol and Other Drug ...

- Click *New*.

The screenshot shows the 'REQUESTS - (OCDREQUE)' window with 'AODRRA1' selected in the 'Select Document Type*' dropdown. The 'Previous Documents' table contains one entry:

Document ID	Document Name	Comment	Create Date	Time	Author ID	Update Date	Time	Last Update User ID	Status*
OID15/0001	AODRRA1.doc		12/08/2015	09:44	HUGGINS,	12/08/2015	09:44	HUGGINS,	ACTIVE

The 'New' button is highlighted with a red box.

6. Click *Generate*.

The screenshot shows the IUCIA REQUESTS - (OCDREQUE) interface. On the left is a navigation tree with categories like 'Legal Orders', 'Institutions', and 'Programs & Services'. The main window displays a 'GENERATE IWP DOCUMENTS - (OIUIWPGN)' form. At the top, there's a header with fields for MIN#, BOOK#, Facility, Status, In/Out, Reason, and Custody. Below this is a 'Generate / Import IWP Document' section with a 'Template Name' field set to 'AODRRA1'. A 'Parameters' table is present with columns for Parameter Name, Description, and Value*. To the right are 'Document Details' fields for Document, Comment, Create Date/Time, Author, and Status. At the bottom of this section are 'Generate', 'Save', and 'Exit' buttons. The 'Generate' button is highlighted with a red box. Below the form is a 'Sentence / Conditions' section and a footer with navigation icons for 'My Offenders', 'My Work', 'Offender Schedules', 'Offender Updates', and 'Offender Detail'.

7. The following Word document will be generated and opened. Close the document by clicking on the X in the top right corner of the screen.

The screenshot shows a generated Word document titled 'Alcohol and Other Drug Residential Rehabilitation Assessment Report'. The document features the NSW Government and Justice Corrective Services logos. It contains several sections: 'Name:', 'Date of birth:', 'MIN:', 'Court:', and 'Court date:', each followed by a redacted area. Below these are 'SOURCES OF INFORMATION' (listing interviews with inmate, contact with residential rehabilitation services, and NSW records), 'COURT REQUEST' (stating the court has requested the report), and 'INITIAL CONTACT WITH INMATE' (describing an interview and determination of suitability). There is also an 'OR' section for cases where the inmate does not meet criteria. On the right side, there are sections for 'CONTACT WITH RESIDENTIAL REHABILITATION SERVICE' and 'ADDITIONAL INFORMATION' (including requirements for inmate or legal representative contact). At the bottom right, there are fields for 'Name:', 'Location:', and 'Date:' for both 'Services and Programs Officer' and 'Manager Offender Services and Programs'.

8. Click Save.

The screenshot shows the 'GENERATE IWP DOCUMENTS - (OIUWPGN)' form. At the top, there is a header with fields for MIN#, Last, First Name, Middle Name, Birth Date, Age, Gender, Alerts, BOOK#, Facility, Status, In/Out, Reason, and Custody. Below this is a section titled 'Generate / Import IWP Document' with a 'Template Name' field set to 'AODRRA1'. The form is divided into two main sections: 'Parameters' and 'Document Details'. The 'Parameters' section contains a table with columns for Parameter Name, Description, and Value*. The 'Document Details' section contains fields for Document* (AODRRA1.doc), Comment, Create Date/Time (05/01/2016 08:38), Author (HUGGINS), and Status* (Locked). At the bottom of the form, there are three buttons: 'Generate', 'Save', and 'Exit'. The 'Save' button is highlighted with a red rectangular box. Below the form is a navigation bar with icons and labels for 'My Offenders', 'My Work', 'Offender Schedules', 'Offender Updates', and 'Offender Detail'.

9. Click Exit.

This screenshot is identical to the one above, showing the 'GENERATE IWP DOCUMENTS' form. In this view, the 'Exit' button at the bottom of the form is highlighted with a red rectangular box. All other elements, including the header, form fields, and navigation bar, remain the same as in the previous screenshot.

10. Click Yes.

The screenshot shows the 'GENERATE IWP DOCUMENTS - (OIUIWPGN)' window. At the top, there is a header with fields for MIN#, BOOK#, Facility, Status, In/Out, Reason, and Custody. Below this is a 'Generate / Import IWP Document' section with a 'Template Name' field set to 'AODRRA1'. A 'Parameters' table is present, and to the right are 'Document Details' fields for Comment, Create Date/Time, Author, and Status. A 'Forms' dialog box is overlaid in the center, asking 'Close this form?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. At the bottom, there are navigation buttons: 'My Offenders', 'My Work', 'Offender Schedules', 'Offender Updates', and 'Offender Detail'.

11. Identify and highlight the line for the correct report and click View.

The screenshot shows the 'IWP DOCUMENTS - (OIUIWPVE)' window. It features a 'Select Document Type' dropdown set to 'AODRRA1' and a dropdown for 'Alcohol and Other Drug Residential Rehabilitation'. Below is a 'Previous Documents' table with columns: Document ID, Document Name, Comment, Create Date, Time, Author ID, Update Date, Time, User ID, and Status. The first row is highlighted with a red box. Below the table are 'View', 'New', and 'Exit' buttons. The 'View' button is highlighted with a red box. The same navigation buttons from the previous screenshot are visible at the bottom.

Document ID	Document Name	Comment	Create Date	Time	Author ID	Update Date	Time	User ID	Status
OID16/0000	AODRRA1.doc		01/05/2016	08:50	HUGGINS,	01/05/2016	08:50	HUGGINS,	ACTIVE
OID13/0001	AODRRA1.doc		12/08/2013	09:44	HUGGINS,	12/08/2013	09:44	HUGGINS,	ACTIVE

12. The following screen will appear. Click on *Live Edit*.

Broker Tray

Welcome DCS\1002995

Start Time:1/5/2016 9:28:15 AM End Time:1/5/2016 9:28:18 AM

Latest Event:

Click to Refresh

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000002	[REDACTED]	2016-01-05T09:27:58				

13. The following document will appear. Update the document with information, removing and/or adding information as required. Once completed, click on the *Save* icon in the top left hand corner of the screen and then close by clicking on the *X* in the top left hand corner of the screen.

Alcohol and Other Drug Residential Rehabilitation Assessment Report

Name: [REDACTED]
Date of birth: [REDACTED]
MIN: [REDACTED]
Court: [REDACTED]
Court date: [REDACTED]

SOURCES OF INFORMATION (add or delete as required)

- Interviews with inmate
- Contact with residential rehabilitation services
- Corrective Services NSW records

COURT REQUEST
 The Court has requested that an Alcohol and Other Drug Residential Rehabilitation Assessment Report be prepared in the above matter.

INITIAL CONTACT WITH INMATE
 An initial interview with [REDACTED] took place on [REDACTED] and as a result of that interview it was determined that the inmate meets criteria for a residential rehabilitation service to conduct a suitability assessment for residential rehabilitation and that there are services in the community that could be of benefit to him/her.

OR

An initial interview with [REDACTED] took place on [REDACTED] and as a result of that interview it was determined that the inmate does not meet criteria for residential rehabilitation assessment for the following reasons: add or delete as required

- Inmate has explicitly stated he/she does not wish to attend a residential rehabilitation service
- Inmate has specific needs that cannot be accommodated by the available residential rehabilitation services
- Inmate has a criminal history that precludes him/her from being accepted by the available residential rehabilitation service

CONTACT WITH RESIDENTIAL REHABILITATION SERVICE (delete if unsuitable for assessment)
 An alcohol and other drug residential rehabilitation contact was facilitated with [insert name of service worker] of [insert name of service] on [REDACTED] with the outcome [detail outcome e.g. suitable and bed available, not suitable, no places available but on waiting list, no advice yet received as to suitability]. Written advice is attached.

Repeat if more than one assessment was facilitated.

ADDITIONAL INFORMATION

- [Include information that needs to be highlighted to the court e.g. requirement for inmate or legal representative to remain in contact with the residential rehabilitation service or inmate preference if suitable for more than one service].

Should the residential rehabilitation service not be able to assess the inmate before the prescribed Court date, the responsibility for pursuing the assessment falls to the inmate and/or his/her legal team. However, should the Court make a decision to adjourn for a further period of time to facilitate the information being gathered, a new request from the Court for the compilation of this information will need to be made.

Name: [REDACTED]
Services and Programs Officer
Location: [REDACTED]
Date: [REDACTED]

Name: [REDACTED]
Manager Offender Services and Programs
Location: [REDACTED]
Date: [REDACTED]

14. Click on *Live Edit*.

Broker Tray

Welcome DCS\1002995

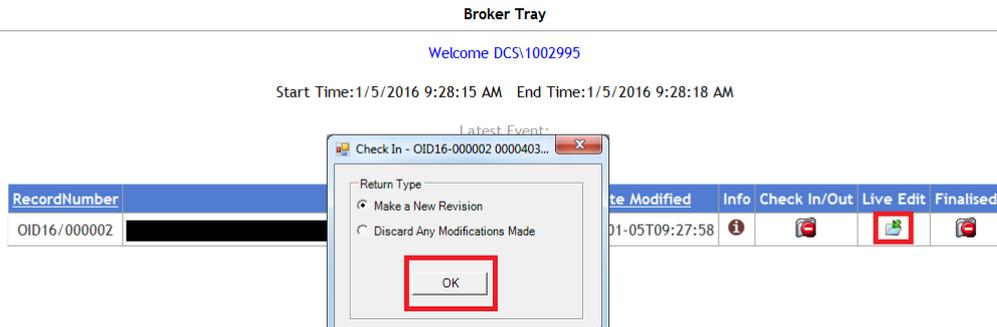
Start Time:1/5/2016 9:28:15 AM End Time:1/5/2016 9:28:18 AM

Latest Event:

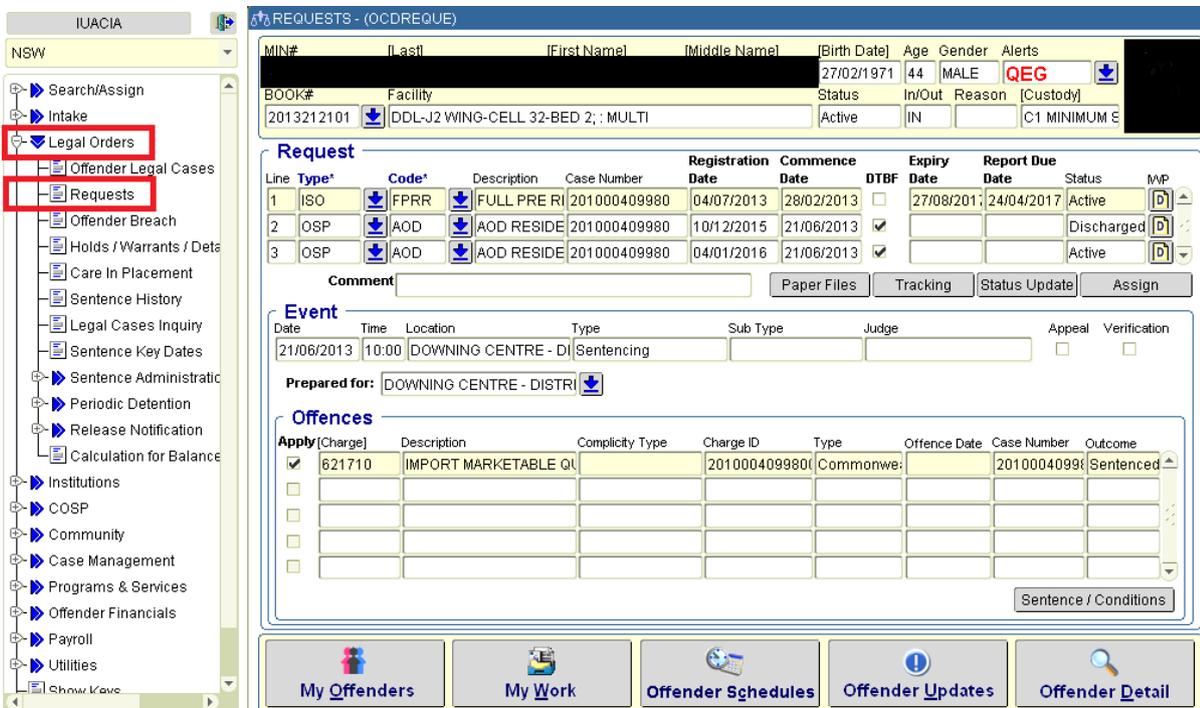
Click to Refresh

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000002	[REDACTED]	2016-01-05T09:27:58				

15. Click *OK* and then click on the *X* in the top left hand corner of the screen to close the page.



16. To return to your document at any time, select the *Requests* screen, which is located within *Legal Orders*.



17. Identify the request line which has a *Court Ordered Rehab Assessments for AOD*. The line will be identified as **OSP** in the *Type* column, **AOD** in the *Code* column and **AOD Residential Rehab Assessment** in the *Description* column. Once the request line is identified, click on the document icon.

The screenshot shows the 'REQUESTS - (OCDREQUE)' window. The 'Request' table contains the following data:

Line	Type*	Code*	Description	Case Number	Registration Date	Commence Date	DTBF	Expiry Date	Report Due Date	Status	MWP
1	ISC	FR	FULL PRE RI	201000409980	04/07/2013	28/02/2013		27/08/2013	24/04/2017	Active	[D]
2	OSP	AOD	AOD RESIDE	201000409980	10/12/2015	21/06/2013	<input checked="" type="checkbox"/>			Discharged	[D]
3	OSP	AOD	AOD RESIDE	201000409980	04/01/2016	21/06/2013	<input checked="" type="checkbox"/>			Active	[D]

18. Click on *Select Document Type*, and from the dropdown menu, select *Alcohol and Other Drug Residential Rehabilitation Assessment Report*, Code AODRRA1. Click OK.

The screenshot shows the 'IWP DOCUMENTS - (OIUM/PVE)' window. A dropdown menu titled 'Select Document Type' is open, displaying the following list:

Code	Description
PSRSPEC	Specific purpose asses...
PSRUPD	Update assessment
PSRBSA	Bail supervision assess...
CDORAGS19	CDO Report to attorney ...
AODRRA2	Alcohol and Other Drug
AODRRA1	Alcohol and Other Drug ...

The 'AODRRA1' row is highlighted with a red box, and the 'OK' button at the bottom of the dialog is also highlighted with a red box.

19. Identify and highlight the line for the correct report and click *View*.

The screenshot shows the IUCIA REQUESTS - (OCDREQUE) and IWP DOCUMENTS - (OIUIWPVE) interface. The 'View' button is highlighted with a red box.

REQUESTS - (OCDREQUE)

MIN#	[Last]	[First Name]	[Middle Name]	[Birth Date]	Age	Gender	Alerts
2013212101				27/02/1971	44	MALE	QEG

IWP DOCUMENTS - (OIUIWPVE)

Select Document Type: AODRRA1 Alcohol and Other Drug Residential Rehabilitation /

Previous Documents

Document ID	Document Name	Comment	Create Date	Time	Author ID	Update Date	Time	User ID	Status
OID16/0000	AODRRA1.doc		01/05/2016	08:50	HUGGINS,	01/05/2016	08:50	HUGGINS,	ACTIVE
OID13/0001	AODRRA1.doc		12/08/2013	09:44	HUGGINS,	12/08/2013	09:44	HUGGINS,	ACTIVE

Buttons: View, New, Exit

20. Click on *Live Edit*.

The screenshot shows the Broker Tray interface. The 'Live Edit' button is highlighted with a red box.

Broker Tray

Welcome DCS\1002995

Start Time:1/5/2016 9:28:15 AM End Time:1/5/2016 9:28:18 AM

Latest Event:

Click to Refresh

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000002		2016-01-05T09:27:58				

21. Once you have completed your updates, click on the Save icon in the top left hand corner of the screen and then close by clicking on the X in the top left hand corner of the screen.

NSW Justice
Corrective Services

Alcohol and Other Drug Residential Rehabilitation Assessment Report

Name: [REDACTED]
Date of birth: [REDACTED]
MIN: [REDACTED]
Court: [REDACTED]
Court date: [REDACTED]

SOURCES OF INFORMATION (add or delete as required)

- Interviews with inmate
- Contact with residential rehabilitation services
- Corrective Services NSW records

COURT REQUEST
The Court has requested that an Alcohol and Other Drug Residential Rehabilitation Assessment Report be prepared in the above matter.

INITIAL CONTACT WITH INMATE
An initial interview with _____ took place on ____/____/____ and as a result of that interview it was determined that the inmate meets criteria for a residential rehabilitation service to conduct a suitability assessment for residential rehabilitation and that there are services in the community that could be of benefit to him/her.

OR

An initial interview with _____ took place on ____/____/____ and as a result of that interview it was determined that the inmate does not meet criteria for residential rehabilitation assessment for the following reasons: (add or delete as required)

- Inmate has explicitly stated he/she does not wish to attend a residential rehabilitation service
- Inmate has specific needs that cannot be accommodated by the available residential rehabilitation services
- Inmate has a criminal history that precludes him/her from being accepted by the available residential rehabilitation service

CONTACT WITH RESIDENTIAL REHABILITATION SERVICE (delete if unsuitable for assessment)
An alcohol and other drug residential rehabilitation contact was facilitated with [insert name of service worker] of [insert name of service] on ____/____/____ with the outcome [detail outcome e.g. suitable and bed available, not suitable, no places available but on waiting list, no advice yet received as to suitability]. Written advice is attached.

Repeat if more than one assessment was facilitated.

ADDITIONAL INFORMATION

- [Include information that needs to be highlighted to the court e.g. requirement for inmate or legal representative to remain in contact with the residential rehabilitation service or inmate preference if suitable for more than one service].

Should the residential rehabilitation service not be able to assess the inmate before the prescribed Court date, the responsibility for pursuing the assessment falls to the inmate and/or his/her legal team. However, should the Court make a decision to adjourn for a further period of time to facilitate the information being gathered, a new request from the Court for the compilation of this information will need to be made.

Name: _____
Services and Programs Officer
Location: _____
Date: _____

Name: _____
Manager Offender Services and Programs
Location: _____
Date: _____

22. Click on *Live Edit*.

Broker Tray

Welcome DCS\1002995

Start Time: 1/5/2016 9:28:15 AM End Time: 1/5/2016 9:28:18 AM

Latest Event:

[Click to Refresh](#)

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000002	[REDACTED]	2016-01-05T09:27:58				

23. Click *OK* and then click on the X in the top left hand corner of the screen to close the page.

Broker Tray

Welcome DCS\1002995

Start Time: 1/5/2016 9:28:15 AM End Time: 1/5/2016 9:28:18 AM

Latest Event:

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/000002	[REDACTED]	2016-01-05T09:27:58				

Check In - OID16-000002 0000403...

Return Type

Make a New Revision

Discard Any Modifications Made

[OK](#)

24. Once the document has been completed, click *Finalised*.

Broker Tray

Welcome DCS\1002995

Start Time:20/05/2016 12:14:49 PM End Time:20/05/2016 12:14:59 PM

Latest Event:

RecordNumber	Title	Date Modified	Info	Check In/Out	Live Edit	Finalised
OID16/026468		2016-05-20T12:14:36				

25. Record all action under *01OSP Fundamental Support > ADA Residential Rehabilitation Service Contact* module.

10 Document information

Title: Policy for Processing Court Requests for AOD Residential Rehabilitation Assessment Reports

Business Owner: State-wide Services, Offender Services & Programs

Author: Phillip Snoyman
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Date of Effect: 07/12/2015

Next Review Date: 24 months after

File Reference: D14/646055

11 Document history

Version	Date	Reason for Amendment
1.1	28/04/2016	Accommodating practical difficulties encountered
1.2	13/09/2016	Updated document hyperlinks
1.3	14/11/2016	Removed intranet and EDRMS links
1.4	29/11/2016	Added information about manually registered reports, amended Section 8.10
1.5	11/07/2018	Updated the naming convention under section 8.8 and wording change on the AODRRA1 template in the policy to make it consistent with OIMS updated AODRRA1 template on OIMS
1.6	6/11/2018	Addition of Breach of Parole AODRRA clarification. Deletion of Local Court AODRRAs.
1.7	30/04/2019	Deletion of Supreme Court AODRRA's. Clarification that the solicitor contacts the MOSP for phone assessments.