



# North Carolina Department of Public Safety

## Rehabilitative Programs and Services

Pat McCrory, Governor  
Frank L. Perry, Secretary

W. David Guice, Commissioner  
Nicole E. Sullivan, Director

### MEMORANDUM

**TO:** All Program Staff  
Facility Medical/Mental Health Staff  
Facility Records Staff

**FROM:** Kiley Marshall, Director *K. Marshall*  
Case Management

**DATE:** June 12, 2014

**RE:** Revised Transition Document Envelope (TDE) DC-935

In April 2001, we became aware of what we needed to do to assist with the inmates' transition back into the community through the "Job Start Transition Program." A primary need was identified for a system of storing important documents for inmates to receive upon release.

At that time, each case manager was to place a folder or envelope in the inmate's jacket labeled "Transition Forms". This folder or envelope was where all information related to the inmate's transition to the community could be stored and then given to the inmate upon release. The items to be placed in the folder or envelope at that time were: replacement social security card, release ID, any other identification and other pertinent certificates or forms. This concept was implemented on June 1, 2001.

In January 2002, the Division adopted a standard Transition Document Envelope (TDE) and each prison facility was sent the appropriate number of TDE's to meet the facilities' population needs. This was the beginning of the envelope being the official storage containment for the above mentioned items and also began the practice of placing the TDE into inmates' jackets upon admission.

**MAILING ADDRESS:**  
4280 Mail Service Center  
Raleigh, NC 27699-4280  
[www.ncdps.gov](http://www.ncdps.gov)



**OFFICE LOCATION:**  
840 W. Morgan St.  
Raleigh, NC 27699-4280  
Telephone: (919) 838-4000  
Fax: (919) 715-5094

Effective July 1, 2014, a newly revised version of the TDE will be implemented. Revisions were made to bring this document up to date with our current practices. One standout change is the envelope is now **RED**. New admissions beginning July 1, 2014, will have this revised **RED** version of the TDE placed in their field jackets. Our current population will retain the brown envelopes. We will not go back and replace these with the new red envelopes. All leftover brown envelopes in stock at the Diagnostic Facilities should be thrown away or destroyed effective July 1, 2014.

The Diagnostic Centers have been issued a supply of the revised TDE to get started with new admissions effective July 1, 2014. When this supply is low, it will be the responsibility of the Diagnostic Facilities to order a stock supply from the Enterprise Warehouse, using NCAS . TDE Envelope is item number 11886.

Case Managers are to review the contents and importance of the TDE with all inmates who are within 30 days of release. This conversation is to be documented on the IP64(Transition Planning) under the F17 comments.

Over the years, it has always been a common scene to see the current brown envelopes in the trash cans outside the prisons. It is hoped the Case Manager's discussion of the TDE and the envelope being **RED**, will reinforce the importance to the releasing inmate to keep the envelope/contents and not throw it away as soon as they exit the prison facility.

Attached to this memo is a proof picture of the new Transition Document Envelope (front and back) with instructions on what is to be placed in the Transition Document Envelope throughout the offender's incarceration. Instructions for the old **BROWN** version of the envelope are also attached.

Please share this information with all your facility staff. It is not only a Case Manager's responsibility to ensure all information is contained within the TDE but also Medical/Mental Health Staff, Social Workers and the Releasing Staff.

If there are any questions or concerns, please contact me via email at [kiley.marshall@ncdps.gov](mailto:kiley.marshall@ncdps.gov)

Attachments

KM/km

cc:	George Solomon	Gwen Norville	Teri Catlett
	Nicole Sullivan	Fay Lassiter	Region Directors
	Region Program Coordinators	Facility Heads	Central Mgt. Staff

# Instructions for Completion of Transition Document Envelope (New Version-Red Envelope)

The TDE is placed in the inmate's field jacket upon admission and given to the inmate upon release. Thirty (30) days prior to release, the Case Manager will discuss contents and importance of the TDE to the inmate. This conversation will be documented on the IP64-Transition Planning F17 comments.

## **Personal Identification Documents –Date and Staff ID are required to indicate date of placing items in TDE and the Staff placing item into envelope**

- **Official Release Document-** This document is printed from the Release Checklist of the offender from the WEB. The releasing official will complete the bottom of the form and place a copy of the form in the TDE. It may be easier to print off 2 Release Documents and fill out both and place one in TDE. Division Memo dated 11/16/11 details purpose and procedure for this document.
- **Social Security Card-** If inmate is admitted with SS Card, it is placed in TDE. If a replacement card is received, it is placed in TDE. SS Number is verified on the OR11 screen for release document purposes (see Division Memo dated 11/16/11).
- **Driver's License or State ID** –If inmate is admitted with one or both forms of ID or receives in mail while incarcerated; they are placed in the TDE.
- **Birth or Marriage Certificate-** If inmate is admitted or receives in mail while incarcerated, these are placed in the TDE
- **DOP Inmate Release ID-** inmate's official release ID is placed in TDE. This ID is a tear off of the picture ID sheet that is in the inmate's field jacket.
- **YOU MAY ADD LINES AS NEEDED FOR IMPORTANT DOCUMENTS RECEIVED AND NOT COVERED ON THE TDE.**

## **Academic & Vocational Credentials & Awards- Date and Staff ID are required to indicate date of placing items in TDE and the Staff placing item into envelope**

- **GED Certificate or High School Diploma-** If inmate completes GED while incarcerated, the original document is to be placed in the TDE(some inmates prefer to send the original home; if this is the case, copy of certificate is placed in the TDE). If inmate has copy or original sent to the facility from home, place in the TDE.
- **Community College Certificate/Diploma/Degree-** If inmate receives any of these while incarcerated; the original is filed in the TDE (some inmates prefer to send the original home; if this is the case, copy of certificate is placed in the TDE). If inmate has copy or original sent to the facility from home, place in the TDE.
- **Transcripts, Grade Reports, Other Records-** If inmate receives anything pertaining to class participation/grades while incarcerated, the original is placed in the (some inmates prefer to send the original home; if this is the case, copy of certificate is placed in the TDE). If inmate has copy or original sent to the facility from home, place in the TDE.
- **Occupational License or Apprenticeship Certificate-** If inmate receives any of these while incarcerated; the original is filed in the TDE (some inmates prefer to send the original home; if this is the case, copy of certificate is placed in the TDE). If inmate has copy or original sent to the facility from home, place in the TDE.
- **Community Resource/Referral Information-** A copy of the county resource listing for county of release and the Preparing for Release Fact sheet are to be placed in the TDE at least 60 days prior to release. All referrals to outside agencies are to be placed in TDE(this may be copies of referrals if originals were sent to the referral agency).
- **Resume, Job Application or Listings-** If inmate has a resume, place in the TDE. If inmate applied for any jobs while incarcerated prior to release, place copy in the TDE. If case manager or other staff find job listings for inmate to check on upon release, place in the TDE.
- **YOU MAY ADD LINES AS NEEDED FOR IMPORTANT DOCUMENTS RECEIVED AND NOT COVERED ON THE TDE-**such as Voter's Information, Art/Creative Writing certificates etc.

**Medical/Mental Health Aftercare Plan- This section is mainly completed by the Medical/Mental Health staff but Program Staff and Releasing Officials have a responsibility also. Date and Staff ID are required to indicate date of placing items in the TDE and the Staff placing item into envelope**

- **Medical/MH Aftercare Plan-** These documents are placed in the TDE by the Medical/Mental Health Staff to include Mental Health and Programs Social Workers.
- **Medicaid Card-** if inmate is admitted with this or receives this while incarcerated, it is placed in the TDE by staff.
- **Medication Issued Yes No-** Upon release, the releasing official or Medical staff is to check the Yes or NO if medication is being given to inmate. Medication is to be placed in the TDE along with documentation of how many days of dosage given upon release. **DO NOT DISCLOSE NAME OF MEDICATION ON TDE** EXAMPLE: YES 30 day dosage.
- **The Blank Entry-** Currently inmates are receiving the Recovery Health Network Discount Prescription card. This is to be documented on this vacant line by the staff who placed it in the TDE. Also this line can be used to document the Affordable Care Act flyer that was recently issued.
- **YOU MAY ADD LINES AS NEEDED FOR IMPORTANT DOCUMENTS RECEIVED AND NOT COVERED ON THE TDE.**

Upon release, the inmate is to sign/date on signature line at bottom of the TDE and the release staff is to place Staff ID/date on line indicated at bottom of the TDE.

A copy of the signed TDE is to be placed in inmate's field jacket. The purpose of this is to support/document that the inmate was given the Transition Document Envelope upon release.

# Instructions for Completion of Transition Document Envelope (Old Version-Brown Envelope)

The TDE is placed in the inmate's field jacket upon admission and given to the inmate upon release. Thirty (30) days prior to release, the Case Manager will discuss contents and importance of the TDE to the inmate. This conversation will be documented on the IP64-Transition Planning F17 comments.

## Personal Identification Documents –Date and Staff ID are required to indicate date of placing items in TDE and the Staff placing item into envelope

- **Social Security Card**- If inmate is admitted with SS Card, it is placed in TDE. If a replacement card is received, it is placed in TDE. SS Number is verified on the OR11 screen for release document purposes (see Division Memo dated 11/16/11).
- **Driver's License or State ID** –If inmate is admitted with one or both forms of ID or receives in mail while incarcerated; they are placed in the TDE.
- **Birth or Marriage Certificate**- If inmate is admitted or receives in mail while incarcerated, these are placed in the TDE
- **DOP Inmate Release ID**- inmate's official release ID is placed in TDE. This ID is a tear off of the picture ID sheet that is in the inmate's field jacket.
- **Blank Entry**- This should be used for the OFFICIAL RELEASE DOCUMENT; this document is printed from the Release Checklist of the offender from the WEB. The releasing official will complete the bottom of the form and place a copy of the form in the TDE. It may be easier to print off 2 Release Documents and fill out both and place one in TDE. Division Memo dated 11/16/11 details purpose and procedure for this document.
- **YOU MAY ADD LINES AS NEEDED FOR IMPORTANT DOCUMENTS RECEIVED AND NOT COVERED ON THE TDE**

## Academic & Vocational Credentials & Awards- Date and Staff ID are required to indicate date of placing items in TDE and the Staff placing item into envelope

- **GED Certificate or High School Diploma**- If inmate completes GED while incarcerated, the original document is to be placed in the TDE(some inmates prefer to send the original home; if this is the case, copy of certificate is placed in the TDE). If inmate has copy or original sent to the facility from home, place in the TDE.
- **Community College Certificate/Diploma/Degree**- If inmate receives any of these while incarcerated; the original is filed in the TDE (some inmates prefer to send the original home; if this is the case, copy of certificate is placed in the TDE). If inmate has copy or original sent to the facility from home, place in the TDE.
- **Transcripts, Grade Reports, Other Records**- If inmate receives anything pertaining to class participation/grades while incarcerated, the original is placed in the (some inmates prefer to send the original home; if this is the case, copy of certificate is placed in the TDE). If inmate has copy or original sent to the facility from home, place in the TDE.
- **Occupational License or Apprenticeship Certificate**- If inmate receives any of these while incarcerated; the original is filed in the TDE (some inmates prefer to send the original home; if this is the case, copy of certificate is placed in the TDE). If inmate has copy or original sent to the facility from home, place in the TDE.
- **YOU MAY UTILIZE THE ADDITIONAL/ADD LINES AS NEEDED FOR IMPORTANT DOCUMENTS RECEIVED AND NOT COVERED ON THE TDE**

**Re-entry Planning/Job Search/Other Transition Documents- Date and Staff ID are required to indicate date of placing items in TDE and the Staff placing item into envelope**

- **M/H Medical Aftercare or Transition/Re-entry Plan**- These documents are placed in the TDE by the Medical/Mental Health Staff to include Mental Health and Programs Social Workers.
- **Community Resource/Referral Information**- A copy of the county resource listing for county of release and the Preparing for Release Fact sheet are to be placed in the TDE at least 60 days prior to release. All referrals to outside agencies are to be placed in TDE(this may be copies of referrals if originals were sent to the referral agency).
- **Resume, Job Application or Listings**- If inmate has a resume, place in the TDE. If inmate applied for any jobs while incarcerated prior to release, place copy in the TDE. If case manager or other staff find job listings for inmate to check on upon release, place in the TDE.
- **The Blank Entry**- Currently inmates are receiving the Recovery Health Network Discount Prescription card. This is to be documented on this vacant line by the staff who placed it in the TDE. Also this line can be used to document the Affordable Care Act flyer that was recently issued.
- **YOU MAY UTILIZE THE ADDITIONAL/ADD LINES AS NEEDED FOR IMPORTANT DOCUMENTS RECEIVED AND NOT COVERED ON THE TDE.**

Upon release, the inmate is to sign/date on signature line at bottom of the TDE and the release staff is to place Staff ID/date on line indicated at bottom of the TDE.

A copy of the signed TDE is to be placed in inmate's field jacket. The purpose of this is to support/document that the inmate was given the Transition Document Envelope upon release.

**IMPORTANT INFORMATION ENCLOSED**

**DO NOT DESTROY**

★★★★★ Please take this envelope to all appointments (employment, housing, legal, medical, etc.) for identification and verification purposes★★★★★

**TURN OVER AND SEE REVERSE SIDE**

DC-935 (04/14)

**NOT TO BE REMOVED UNTIL GIVEN TO INMATE AT RELEASE**

**After Inmate and Staff sign/date at bottom releasing envelope to inmate, make photocopy and insert into Unit Jacket.**

**TRANSITION DOCUMENT ENVELOPE**

The items in this envelope will play a vital role when you apply for your driver's license, employment, public assistance, housing, etc.

**NOTE: BLANK LINES MAY BE USED TO RECORD ADDITIONAL ITEMS OR EXPLANATORY NOTES.**

Inmate Name: \_\_\_\_\_ OPUS Number: \_\_\_\_\_

<u>DATES</u>	<u>DOCUMENT DESCRIPTIONS</u>	<u>STAFF IDS</u>
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**PERSONAL IDENTIFICATION DOCUMENTS**

_____	OFFICIAL RELEASE DOCUMENT _____	_____
_____	SOCIAL SECURITY CARD _____	_____
_____	DRIVER'S LICENSE OR STATE ID _____	_____
_____	BIRTH OR MARRIAGE CERTIFICATE _____	_____
_____	DOP INMATE RELEASE ID _____	_____
_____	_____	_____

**ACADEMIC & VOCATIONAL CREDENTIALS & AWARDS**

_____	GED CERTIFICATE OR HIGH SCHOOL DIPLOMA _____	_____
_____	COMMUNITY COLLEGE CERTIFICATE/DIPLOMA/DEGREE _____	_____
_____	TRANSCRIPTS, GRADE REPORTS, OTHER RECORDS _____	_____
_____	OCCUPATIONAL LICENSE OR APPRENTICESHIP CERTIFICATE _____	_____
_____	COMMUNITY RESOURCE/REFERRAL INFORMATION _____	_____
_____	RESUME, JOB APPLICATION OR LISTINGS _____	_____

**MEDICAL/MH AFTERCARE AND/OR TRANSITION PLAN**

_____	MEDICAL/MH AFTERCARE PLAN _____	_____
_____	MEDICAID CARD _____	_____
_____	MEDICATION ISSUED YES <input type="checkbox"/> NO <input type="checkbox"/> _____	_____
_____	_____	_____

_____	_____	_____
INMATE SIGNATURE	DATE	STAFF ID/DATE

**Please take this envelope to all appointments (employment, housing, legal, medical, etc) for identification and verification purposes.**

**ENCLOSED DOCUMENTS IMPORTANT**