

## John Howard Society of Kingston CAT – Residency Steps (Process)

The purpose of the Community Assessment Team is to screen applicants seeking admission into the transitional house by assessing the potential for successful reintegration through supervision and supports to ensure greater public protection for the community. The decision pertaining to a client's acceptance into the transitional house is made by the Community Assessment Team (CAT) as a whole.

### RESIDENCY

How do I apply and get accepted at The John Howard Society of Kingston's transitional house?

This involves three steps:

- Application Process.
- Interview Process.
- Community Assessment Team Process.

### Application Process

Paroled clients living in the community but experiencing instability or on statutory releases **without** a residency condition; those with LTSO status who will be released to the Kingston Parole Office are eligible to apply. You can obtain an application by writing to:

John Howard Society of Kingston & District  
771 Montreal Street, Kingston, Ontario K7K 3J4  
Telephone Number (613) 542-7373      Toll Free 1-888-325-7930

Acceptance of a client cannot be granted without a formal Community Assessment Process. The Community Assessment or Community Strategy must be initiated by CSC if you are currently incarcerated (either the Institutional Parole Officer or a Community Parole Officer in certain circumstances).

The John Howard Society of Kingston will send a letter confirming receipt of your application. Your name will then be added to the residential list and you will be interviewed by a staff member.

### Interview Process

As part of the interview process, you will have an opportunity to learn about the programs and expectations of The John Howard Society of Kingston. A staff member will work with you to help determine if we can meet your needs. If you are incarcerated, this staff member will continue to meet with you regularly until you are released or our services are no longer required. If we are not a good match, we may be able to make a referral to other community programs.

### Community Assessment Team Process

The CAT's input (including area federal Parole Officers, provincial Probation and Parole Officers, Community Police, Transitional House staff, etc.) and that of other CSC employees, provided via reports, (e.g. Institutional Parole Officers, Caseworkers, etc.) holds considerable weight and value.

If you are incarcerated, in order for the CAT to review your case, your Parole Officer needs to request a Community Strategy or Community Assessment to the local Parole Office. Your case will then be presented to the Team and a decision regarding your residency will be made. A letter outlining the decision and terms will be sent directly to you via your Parole Officer in the Institution.

Expectations of all clients residing here are:

- Apply for OW/ODSP upon moving in; this will allow you to receive the shelter allowance which will be used to pay your rent. These amounts are \$368 from OW and \$474 for someone receiving ODSP.**
- All clients have to actively job search, seek and maintain employment, if medically able. Our employment centre can assist with that process. Once you have secured employment, you will be charged 30% of your income or the equivalent of the OW amount-whichever is higher.**
- Clients will be subjected to curfews & searches (on a case-by-case basis as per CSC), monitoring, and house rules. There will be a Client Handbook and Policies & Procedures to be followed.**

### Community Assessment Team – Questions – Acceptance Criteria

Potential clients (returnees) will need to seek the support of their respective Parole Officer or whoever is in charge of monitoring their Correctional Plan in the institution. Questions based in the following areas of concern are often noted by the CAT – see the list below – requiring answers for those seeking a positive response to their Community Assessment...

- Community Support in this area / jurisdiction of parole
  - Is there support from the community (family, spouse, parents, children, friends, church, etc.)?

- There may be extenuating circumstances as to why this is not the case, but then some rationale should be given, for example
  - An explanation of why a client might wish this location over another.
- Risk Management
  - Has the potential client cascaded down from **maximum** security to **medium** or **minimum**?
  - How do reports reflect upon Institutional Behaviour / Conduct?
  - Is the client demonstrating a motivation to change – reflected in the Parole Officer's report and program completion?
- Program Completion
  - Correctional Plan Program Compliance – Are the programs which form part of the client's Correctional Plan completed – if not, why?