


TEXAS CIVIL COMMITMENT OFFICE

	NUMBER: 3.9
	EFFECTIVE DATE: 07/15/2020
POLICY AND PROCEDURE	SUPERCEDES: 02/16/2016

SUBJECT: CLIENT MOVEMENT AND DAILY ACTIVITY SCHEDULES

PURPOSE: To establish the process for scheduling client movement.

DEFINITIONS:

“**Daily Activity Schedule (DAS)**” is a seven (7) day calendar reflecting the days of the week that has client scheduled activities approved by the Case Manager. The DAS identifies the client’s destination, departure and return time and the method of transportation.

“**Restricted Movement**” is defined as times where the client is not permitted to leave the residential facility or personal residence.

PROCEDURES:

I. Daily Activity Schedule for Clients in the Community

- A.** The Case Manager shall prepare a DAS (TCCO-31-16) on a weekly basis to reflect each client’s approved day-to-day movement.
 - 1.** The DAS shall begin on Saturday and end on Friday.
 - 2.** The client shall advise the Case Manager of appointments two (2) weeks prior to the date of the appointment so that the location can be reviewed and transportation can be arranged.
 - 3.** The Case Manager shall complete each schedule the week prior to the effective date.
 - 4.** The Case Manager shall document all client travel on the schedule.
 - 5.** The Case Manager shall document any restricted movement on the DAS.
 - 6.** The Case Manager and client shall review and sign a DAS by Friday of each week, prior to the effective date.
 - 7.** The Case Manager shall update the GPS tracking software prior to the effective date of the DAS.
- B.** A copy of the signed schedule shall be provided to the client and to facility staff, if the client resides in a residential facility. The original DAS shall be maintained in the

client file and the Case Manager shall scan a copy into the case management automated system within two (2) working days of the client's signature.

- C. If the client is on parole supervision or community supervision, the Case Manager shall provide a copy of the DAS to the Supervision Officer once signed by the client and the Case Manager.
- D. The Case Manager shall not approve time out of the residential facility in excess of eight (8) hours per day unless approved by the Civil Commitment Manager (CCM). Clients who have employment that requires them to be out more than 8 hours, due to travel to and from their place of employment, may receive a standing order from the CCM to allow it on a continuous basis. If a client has been approved time out in excess of twelve (12) hours, the client shall be required to have their Wearable Miniature Tracking Device (WMTD) charger with them.
- E. The Case Manager shall verify and approve all locations and times of activities prior to approving the schedule, and shall allow a reasonable amount of travel time to and from each destination.

II. Schedule Changes for Clients in the Community

- A. A schedule modification is a revision of a schedule in the week(s) prior to the effective date of the schedule.
- B. A schedule change is a change that occurs during the week the schedule is in effect.
- C. All schedule changes and modifications shall be completed face-to-face with the client, and shall be initialed by the client and the Case Manager, unless it is an emergency medical situation. If it is a non-medical emergency situation, the CCM may provide verbal approval with a follow up email to be placed in the client file. A copy of the change shall be sent to the Supervision Officer if the client is dually supervised on the day of the change.
- D. The Case Manager shall not accommodate requests for schedule changes except for the following reasons:
 - 1. If the request results from a verifiable employment offer;
 - 2. The client's employment schedule changed without the client having prior notice;
 - 3. Medical/dental necessity; or
 - 4. If the activity is cancelled. If the activity is cancelled, the Case Manager:
 - a. Does not have to conduct a face-to-face with the client;
 - b. Shall notify the client by phone regarding the cancellation;
 - c. Shall notify the Supervision Officer, if applicable;
 - d. Shall notify the residential facility staff, if applicable; and
 - e. Shall update the GPS tracking software.

- E. Case Managers may make verbal changes to the client's schedule if it is a medical/dental emergency. The CCM shall be notified, via email immediately, of the emergency and the Case Manager shall document the emergency on the DAS.

III. Documentation of Movement for Clients Residing in the Texas Civil Commitment Center (TCCC)

- A. The Case Manager shall document any scheduled transport for clients residing at the TCCC in the case management automated system within two (2) working days of the transport.
- B. If the client is on dual supervision, the Case Manager shall notify the Supervision Officer at least one (1) working day before a scheduled transport via email. If the client departs the TCCC for a medical emergency, the Case Manager shall notify the Supervision Officer, via email, within two (2) hours of the departure. All notifications shall be documented in the case management automated system.

SIGNATURE ON FILE

Marsha McLane
Executive Director