**Vancouver Harbour Light CRF Program**

**Admission and Discharge Criteria**

**Admission Criteria and Procedure**

Potential clients for residency in the CRF are referred by the CSC. The CRF manager conducts a thorough file review as well as attends a weekly Community Corrections Intervention Board (CCIB) meeting to discuss potential cases with the case management team. General criteria implemented includes such factors as, (1) length of sentence, (2) reintegration potential or motivation level, (3) institutional behaviour, (4) mental health, (5) substance abuse, (6) release history, (7) criminal history, (8) risk to reoffend, (9) staff and client safety concerns, (10) public safety, and (11) intangibles. Once a client is accepted to a CRF, it is up to CSC as to where this offender will be placed based on suitability and bed availability.

**Discharge Criteria and Procedure**

The Correctional Services of Canada determines when clients shall be discharged by suspending their release by way of issuing warrants. The CRF also has the option to withdraw services if the client is non-compliant with CRF rules and/or policies. In this case, the CSC would suspend the client’s release due to a breach of their residency condition.

**Follow-up Process**

After a client is discharged, a follow-up process can be initiated which can include:

1. Post-suspension interview
2. Collateral contact with the Community Parole Officer
3. Collateral contact with Institutional Parole Officer
4. Communication with client via phone
5. Communication with client via mail
6. Contact client’s next of kin

Of note, a follow-up process is not part of the contractual agreement with the Correctional Services of Canada, but is something Harbour Light strives to do to ensure rapport is maintained with clients.