

ProjectNewOpportunity

Agenda

Orientation and Training

2 – 3 December 2016

Friday 2 December 2016

Open Society Foundations
1730 Pennsylvania Avenue NW – 7th Floor
Washington, D. C.

- 2:00 – 2:30 pm Introductions
Overview of the Orientation and Training: format and schedule
Introduction to PNO
- 2:30 – 3:15 pm PNO Process Part I: Intake through Assignment
1. How Federal prisoners find PNO
 2. Ways in which Federal prisoners request PNO assistance – the Enrollment Form
 3. PNO staff determine eligibility
 4. For eligible applicants, PNO staff preliminary assess issues, including the length of time before release
 5. Based on its assessment, PNO take initial steps toward obtaining more information and to help the client
 6. PNO staff assigns the Reentry Consultant
- 3:15 – 3:45 pm Introduction to PNO's intranet, the "Igloo" which is home to:
1. Resource guides and directories
 2. Forms and letters
 3. Reference materials, research, reports
 4. Master list of PNO clients
 5. CLIENT FILES
- 3:45 – 4:30 pm Introduction to PNO's government partners – opportunities for collaboration & cooperation with the Department of Justice, Bureau of Prisons, BOP Halfway houses, Federal Defenders, Reentry Courts, U. S. Attorneys' Reentry Coordinators, and Federal Probation.
- 4:30 – 5:30 pm Post-session Reception: Welcome to guests & PNO accomplishments to date. Light refreshments.

Dinner – On each person's own. A variety and range of restaurants are in the area and the vicinity of the hotel.



Saturday 3 December 2016

Loew's Madison Hotel – Room: Hamilton A
1177 15th St NW, Washington, DC 20005
Washington, D. C.

- 8:30 – 9:30 am PNO Process Part II: Assignment – Planning Reentry
1. Logistics of communicating with a client in the federal system
 2. Establishing a relationship with the client
 - a. When release is in the future
 - b. When release is imminent – commence release planning
 - c. When client has been released to halfway house or home detention – assess immediate needs and priorities; prepare to
- (Coffee will be available)
- 9:30 – 9:45 am Confidentiality in Communications
- 9:45 – 10:45 am Making connections with community, family, social and agency resources
1. The “ideal” PNO model: establish links and connections and then step back
 2. Reality: “special circumstances” and the wide range of issues clients bring to us
 3. What does a PNO “Reentry Plan” look like?
 4. What is “over involvement”? How do we set our limits?
- 10:45 – 11:00 am BREAK
- 11:00 – 11:30 am PNO Process Part III: Closing out a case: when in fact is a case closed?
- 11:30 – noon Managing Client files and Reporting
- Noon – 1:00 pm LUNCH: A light lunch will be provided.
- 1:00 – 2:00 pm PNO Tools Workshop
1. PNO email system
 2. Corrlinks (BOP's email system)
 3. Grasshopper phone system
 4. The “Igloo”
- (Participants are encouraged to bring laptops to this session)

2:00 – 2:45 pm	UNASSIGNED/ Participant's choice
2:45 – 3:00 pm	PNO reimbursement procedures: how to invoice for time and expenses.
3:00 pm	Closing