

WINDOWS TO WORK PROGRAM PARTICIPANT REFERRAL CRITERIA AND SELECTION PROCESS

PARTICIPANT NAME		DOC NUMBER	REFERRAL DATE
PAROLE ELIGIBILITY DATE		LENGTH OF LAST DEFERMENT IF APPLICABLE	
SCHEDULED RELEASE DATE FROM THE INSTITUTION		COUNTY BEING RELEASED TO	
DETAINER: <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes, explain:		LENGTH OF PERIOD OF EXTENDED SUPERVISION / MAX DISCHARGE DATE	
DOC-745 RELEASE PLAN INFORMATION COMPLETED <input type="checkbox"/> Yes <input type="checkbox"/> No			
ARE YOU IDENTIFIED MEDICALLY AS "NO WORK" STATUS WHILE INCARCERATED <input type="checkbox"/> Yes <input type="checkbox"/> No			
DID YOU RECEIVE SSI/SSDI BENEFITS WITHIN 12 MONTHS PRECEDING YOUR CURRENT INCARCERATION OR WILL YOU BE ELIGIBLE FOR SSI/SSDI UPON RELEASE <input type="checkbox"/> Yes <input type="checkbox"/> No			

RETURN TO INSTITUTION SOCIAL SERVICES DEPARTMENT

STOP STAFF USE ONLY BELOW THIS LINE

SOCIAL WORKER NAME	PHONE NUMBER AND EXTENSION	AGENT AREA #
TYPE OF RELEASE <input type="checkbox"/> MR <input type="checkbox"/> PMR <input type="checkbox"/> ES <input type="checkbox"/> MAX Discharge Date	PED AND LATEST ACTION (If Applicable)	SCHEDULED RELEASE DATE
DATE COMPAS COMPLETED	COMPAS RECOMMENDED SUPERVISION LEVEL	VERIFY DETAINER STATUS

OFFENSE HISTORY

ELIGIBLE FOR WINDOWS TO WORK PROGRAM? Yes No

IF NO, REASON FOR INELIGIBILITY

INSTRUCTIONS - WINDOWS TO WORK PROGRAM PARTICIPANT REFERRAL CRITERIA AND ELECTION PROCESS

Participant Referral Criteria and Selection Process:

Person in Our Care eligibility to participate in the Windows to Work program will be determined through a 3-step process:

1. Candidate Identification
2. Candidate Screening
3. Interview and Selection of Qualified Candidates

Candidates who are determined to be eligible to participate will be provided information regarding the program and interviewed to determine interest and acceptance status. Those interested and accepted for the program will receive written notice of acceptance and program expectations. All participants will be required to sign a DOC-1163 Authorization for Disclosure of Non-Health Confidential Information, DOC-1163A Authorization for Use and Disclosure of Protected Health Information PHI, and agreement to comply with program guidelines and expectations.

Step 1: Candidate Identification - to be completed by Institution Staff or Windows to Work Coach

*Review the Windows to Work Eligibility list that is provided by the Reentry Employment Coordinator of Division of Adult Institution (DAI)

Persons in our Care meeting the following criteria:

- a. Currently incarcerated at a participating institution (_____).
- b. County of release _____.
- c. Projected release date _____.
- d. At least one year remaining on community supervision upon release.
- e. Not medically identified as "no work" status.
- f. Mental health stability adequate for participation in competitive full-time employment as assessed by PSU.
- g. No detainees.

Step 2: Candidate Screening - to be completed by Social Worker/DOC Site Coordinator/Windows to Work Coach

- a. Persons in our Care who are interested and eligible shall complete the referral and release of information forms.
- b. No history of SSI/SSDI benefits within 12 months preceding current incarceration and will not be eligible for SSI/SSDI upon release.
- c. Person in our Care demonstrates motivation, self-determination, and consistent work toward goals.
- d. Social Worker completes validated Risk Assessment Tool (COMPAS) if applicable. COMPAS recommended supervision level must be medium, medium with override consideration or high to participate in program.

*Windows to Work Coach to document reason candidate is being screened out.

Step 3: Interview and Selection of Qualified Candidates - to be completed by Windows to Work Coach

- a. Meet with qualified, medium to high risk candidates and provide program information and expectations.
 - i. *Program goals, design, services, and scheduling.
 - ii. *Expectations regarding program guidelines, attendance, pre-release and post-release curriculum participation, homework completion, job search activities, program completion, payment of restitution and child support.
- b. Determine candidate interest.
- c. Interested candidates sign DOC-1163 Authorization for Disclosure of Non-Health Confidential Information, DOC-1163A Authorization for Use and Disclosure of Protected Health Information PHI, and Windows to Work Guidelines and Expectations.
- d. Selected candidates receive written notice of acceptance. Prioritization will be given based on release date and county of release.
- e. Candidates not selected will receive written notice documenting reason(s) for non-acceptance.