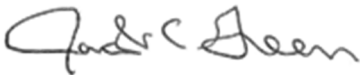




## WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

<b>ADULT TRANSITION PROGRAMS</b>	<b>Section</b>	Programs and Services
	<b>Number</b>	4.7
	<b>Effective Date</b>	01-30-16
	<b>Revision Date</b>	03-30-16
	<b>Revision No.</b>	1
	<b>Approval:</b>	

**1.0. PURPOSE:**

The purpose of this procedure is to provide an operational framework for transition skills programs that prepare students for successful transition to post release education or employment and to life in their communities as responsible and productive citizens.

**2.0 APPLICABILITY:**

This operational procedure shall cover all Transition Skills programs in adult state facilities.

**3.0 POLICY STATEMENT:**

Instruction in skills essential to productive employment and responsible citizenship ensure that offenders are well prepared for a successful reintegration into the community. Education in life skills is essential to the reduction of recidivism.

**4.0 DEFINITIONS:**

**4.1** "Transition" refers to outcome-oriented instruction and programs that prepare students for successful reintegration into the community. These services work in coordination with other programs and partners including but not limited to:

- a. Identification of student's educational and occupational interests, abilities and preferences; development of a training plan; and referral for training;
- b. Employment maturity training, including the development of employment goals and a plan for meeting them;
- c. Development of post-release educational and occupational goals, and a plan for meeting them, including postsecondary education and occupational training.
- d. A social skills curriculum that prepares students for independent living,, obtaining and maintaining employment, securing and maintaining a stable residence, assuming family and community responsibilities, and referral to community resources that aid in the same;
- e. Development of a portfolio to be utilized in employment, education, classification, and custody decisions.

**4.2** "Portfolios" are defined as a well organized collection of purposeful, collaborative, and self-reflective accomplishments including academic, career and technical and practical work. It demonstrates to host agency authorities and prospective employers the student's development, achievement and progress over time.

## **5.0**    **PROCEDURES**

- 5.1**    The principal/lead teacher shall be responsible for and provide direction in:
  - 5.1.1    Organization and delivery of the approved WV Schools of Diversion and Transition curriculum for adults;
  - 5.1.2    Development of the Transition Skills Program at the facility;
  - 5.1.3    Identification of outside resources, when appropriate, to assist in the delivery of resources;
  - 5.1.4    Assisting host agency staff in Division of Corrections Individual Reentry Programs Plans recommendations;
  - 5.1.5    Ensuring students are made aware of the program and scheduled to attend in accordance with procedures;
  - 5.1.6    Completing reports as requested;
  - 5.1.7    Completing annual needs assessments and program evaluations; and
  - 5.1.8    Assisting students with coordinating post-release educational programs and occupational services.
  - 5.1.9    Portfolios shall be developed and maintained by the WV Schools of Diversion and Transition.
- 5.2**    All students shall have the opportunity to participate in the transition programming. Program participation shall be individualized and shall be based on offender needs as identified by case manager Division of Corrections Individualized Reentry Program Plan recommendations.
- 5.3**    The principal/lead teacher shall work with the instructor and host agency staff to ensure course delivery. The principal/lead teacher shall ensure the delivery of the minimum level of programming, which shall consist of:
  - 5.3.1    Open Gate, the orientation course for all Diversion and Transition Programs;
  - 5.3.2    Cognitive Skills I: Thinking for a Change (Anthony Center only);
  - 5.3.3    99 Days and a Get Up;
  - 5.3.4    Transition Portfolio;
  - 5.3.5    Parenting on the Inside;
  - 5.3.6    Incarceration, Grief and Loss (Mount Olive and Lakin Correctional Center only);
  - 5.3.7    Career and Workforce Readiness/Hit the Ground Running;
  - 5.3.8    College 101;
  - 5.3.9    Qualify of Life (Mount Olive only); and
  - 5.3.10    Aftercare.
- 5.4**    All instruction, record keeping, and awarding of certificates or diplomas, shall be in accordance with the guidelines set forth in the approved WV Schools of Diversion and Transition curriculum for adults.
- 5.5**    The principal/lead teacher and transition instructor shall utilize community resources when possible and include the use of written materials provided by community agencies or speakers. The purpose of this utilization shall be to enhance the presentation of the curriculum. All information shall be relevant to the curriculum and to the needs of the offender. The principal/lead teacher and host agency shall approve any use of resources.
- 5.6**    Transition instructors shall participate, as required by WV Schools of Diversion and Transition, in staff development in both curriculum content and teaching methodologies.

- 5.7 The WV Schools of Diversion and Transition Coordinator may organize a committee of stakeholders to consider revision, standardization and staff development.

**6.0 AUTHORITY:**

State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs.*