

Scott Walker
Governor


Edward F. Wall
Secretary



State of Wisconsin
Department of Corrections

Mailing Address

3099 E. Washington Ave.
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 240-5000
Fax (608) 240-3300

DATE: January 12, 2015
TO: Division of Adult Institutions staff
FROM: Cathy A. Jess, Administrator
Division of Adult Institutions 
SUBJECT: Inmate Portfolio - Revised

Beginning on February 16, 2015, all inmates will receive a portfolio at intake regardless of the length of their prison stay. DAI Policy 300.00.15 Inmate Portfolio has been updated to reflect this change and will become effective on February 16 as well.

The revision to DAI 300.00.15 also includes guidelines for distributing portfolios to inmates who did not receive one at the time of intake. The Office of Program Services will work with each site to develop a distribution plan.

A new vendor will begin supplying the folders which will be a darker shade of blue than the current supply. Once the current stock is depleted, we will begin distributing the new folders.

Along with the new folders, there will also be changes to the placeholders within the portfolios. Specifically, a placeholder will be added for the inmate's COMPAS Unified Case Plan, as well as the DOC-2728 Wisconsin's Medicaid Application – Instructions, an instruction sheet that outlines how inmates can secure medical insurance benefits through Badger Care Plus prior to release. The DOC-2399 Portfolio Checklist and portfolio instructions have been updated to reflect this change.

If you have any questions or concerns regarding inmate portfolios, please contact Inmate Portfolio Coordinator Kristine Buscemi or Program Specialist Alan Frank in the Office of Program Services.