

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 309.55.03	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 11/01/15	<b>New Effective Date:</b> 03/25/19
	<b>Supersedes:</b> 309.55.03	<b>Dated:</b> 11/01/15
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Adult Basic Education		

**POLICY**

The Division of Adult Institutions shall maintain a process to screen, determine academic needs, via literacy assessments, for inmates to be placed into Academic Programming. Designation of "Academic Primary Need" shall establish the requirement to complete a General Educational Development (GED) and/or High School Equivalency Diploma (HSED).

**REFERENCES**

Wisconsin Administrative Code s. DOC 309.55(4) (c) – Compensation; Exceptions; Refuses Any Work or Program Assignment  
DAI Policy 309.55.01 – Inmate Compensation Plan  
DAI Policy 309.55.04 – Mandatory Education

**DEFINITIONS, ACRONYMS AND FORMS**

A&E – Assessment and Evaluation

Academic Primary Need – Assignment status for an inmate to complete a high school diploma by meeting all GED/HSED requirements

CBE – Competency Based Education

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DAI – Division of Adult Institutions

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DOC-1163 – Authorization for Disclosure of Non-Health Confidential Information

DOC-2439 – Primary Program Status – Participation/Refusal/Withdrawal

DPI – Wisconsin Department of Public Instruction

GED – General Educational Development

HSED – High School Equivalency Diploma

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MSDF – Milwaukee Secure Detention Facility

TABE – Test of Adult Basic Education

TCI – Taycheedah Correctional Institution

WICS – Wisconsin Integrated Corrections System

WTCS – Wisconsin Technical College System

## **PROCEDURE**

### **I. Determine Academic Need**

- A. Initial academic screening shall take place during the intake process at DCI and MSDF (male inmates) and TCI (female inmates) as part of the overall A&E process. Additional literacy assessments shall occur at the inmate's first permanent facility placement or at A&E as applicable to operational resources.
- B. Orientation to facility Education Departments shall take place at the inmate's first permanent facility placement and in accordance with the facility's orientation process.
- C. Inmate Education files shall be reviewed by the Education Director/designee, to determine the accuracy of information previously obtained.
- D. Facilities shall be responsible for verifying undocumented or self-reported information in the Inmate Education Record.
- E. Verification of Self-Reporting
  1. DOC-1163 to request official transcripts.
  2. Review any GED test records with DPI.
  3. Confirm education records.
  4. Any inmate who has self-reported as a completer of a non-accredited program such as homeschool and homeschool networks, must provide upon request (to the extent feasible or to the extent documents were created and maintained in a manner accessible to the inmate) the following documents:
    - a. Copies of the PI-1206 form covering four years of high school.
    - b. Written copy of graduation requirements for their homeschool.
    - c. Written diploma by the home school administrator certifying that the inmate has completed the graduation requirements.
- F. The facility shall determine appropriate academic need and then add, remove and/or validate the need.

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G. Once an academic need is determined, an inmate shall attend school to address the requirements. See DAI Policy 309.55.04. Facility procedures shall be determined at each site.

## **II. Assessments for Academic Courses**

- A. Standardized testing shall be a part of an assessment process that measures an inmate's literacy competency.
- B. Standardized tests shall be administered in a controlled setting providing an atmosphere that allows all inmates a fair opportunity to accurately demonstrate their functional literacy levels.
- C. The Test of Adult Basic Education (TABE) shall be used as the accepted assessment tool for academic placement. Other recognized/agreed upon literacy assessments can be used to augment placement.

## **III. Enroll into Academic Courses**

- A. After the assessment of academic needs, inmates shall be enrolled in educational programming consistent with this policy and DAI Policy 309.55.01.
- B. Inmates shall be enrolled in classes based on current (within the last 2 years) TABE scores.
- C. Facilities shall make every effort to provide structured learning targeting the content areas of the GED tests or the HSED if applicable.
- D. Inmates with identified academic needs who refuse to participate in academic programming shall complete DOC-2439.
  - 1. All refusals shall be recorded in WICS and in the inmate's education file.
  - 2. Inmates who refuse academic programming shall be placed in Voluntary Unassigned Status in accordance with DAI Policy 309.55.01.

## **IV. General Educational Development**

- A. Facilities shall provide a GED testing program that allows inmates the opportunity to address their academic need in accordance with GED Testing Service policies and standards.
- B. Inmates shall demonstrate GED test readiness by achieving an acceptable score on the official GED Ready Practice Test, or via other recognized predictors of GED test readiness.
- C. Inmates shall complete GED tests or applicable CBE to earn their associated recognized credential.

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**V. Completion of Academic Primary Courses**

- A. Inmates who successfully earn their GED or HSED shall be documented as fulfilling their academic primary need.
  
- B. Scores and completion dates shall be updated in WICS and in the inmate's education files/records as appropriate.

**VI. Completion of Academic Refresher Courses**

- A. Inmates may be assigned a need for academic refresher based on assessment scores (TABE or other recognized/agreed upon literacy assessments) that indicate literacy proficiency levels below career and technical education programming requirements.
  
- B. Inmates assigned an academic refresher need and successfully achieve the required TABE score for their specific program, or other recognized/agreed upon literacy assessments scores shall be coded as completing their academic refresher need.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> Adult Basic Education		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
    - 1.
      - a.
  - B.
  - C.
- II.
  - A.
  - B.
  - C.