



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Eric Barber

Name of Individual Certifying this Document/Proposed Document

Deputy Warden

Title


[Handwritten Signature]

Signature

06/16/2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis Stat § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.55.03	Page 1 of 6
	Original Effective Date: 11/01/15	New Effective Date: 03/25/19
	Supersedes: 309.55.03	Dated: 11/01/15
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: 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

DAI Policy #: 309.55.03	New Effective Date: 03/25/19	Page 2 of 6
Chapter: 309 Resources for Inmates		
Subject: Adult Basic Education		

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.

DAI Policy #: 309.55.03	New Effective Date: 03/25/19	Page 3 of 6
Chapter: 309 Resources for Inmates		
Subject: Adult Basic Education		

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.

DAI Policy #: 309.55.03	New Effective Date: 03/25/19	Page 4 of 6
Chapter: 309 Resources for Inmates		
Subject: Adult Basic Education		

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

Facility: Redgranite Correctional Institution		
Original Effective Date: 2/1/16	DAI Policy Number: 309.55.03	Page 5 of 6
New Effective Date: 06/22/20	Supersedes Number: 309.55.03	Dated: 2/1/16
Chapter: 309 Resources for Inmates		
Subject: Adult Basic Education		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

Wisconsin Administrative Code DOC 301.03 (7) – General Corrections Authority

DEFINITIONS, ACRONYMS, AND FORMS

DOC-1408 – Offender Work Program Assignment Placement Form

RGCI – Redgranite Correctional Institution

FACILITY PROCEDURE

- I. Determination of Academic Need
 - A. Additional literacy assessments, including but not limited to TABE testing, shall be completed as soon as possible after the inmate's arrival at RGCI.
 - B. The Education Director shall ensure inmate orientation is provided by the Education Department.
 - C. The Scheduling Teacher shall verify undocumented or self-reported information in the Inmate Education Record in accordance with Section I. D. and E. of this DAI policy.
 - D. Assessments will be done by designee when available.

- II. Documentation of Enrollment In or Refusal Of an Academic Primary Program
 - A. When inmates agree to placement in school, the Scheduling Teacher shall complete a DOC-2439 to document their acceptance of enrollment.
 1. The Scheduling Teacher shall inform the inmate of his start date, classes enrolled in based on TABE scores, and complete a DOC-1408.
 2. Record enrollment in WICS, COMPAS, Infinite Campus, and the Inmate Education File.

 - B. When inmates refuse placement testing or to enroll into school programming, the Scheduling Teacher shall:
 1. Meet with the inmate to discuss the importance of completing his academic need and the consequences of his refusal.
 2. Document the refusal to participate in academic programming on the DOC-2439.
 3. Record refusals in WICS, COMPAS, Infinite Campus, and in the Inmate Education File, in accordance with DAI Policies 309.55.01 and 309.55.04 using the DOC-1408.
 4. Communicate the change to (VUNA) status to the inmate's housing unit Sergeant and Unit Supervisor.

- III. Documentation of Completed Academic Primary Courses

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Redgranite Correctional Institution		
New Effective Date: 06/22/20	DAI Policy Number: 309.55.03	Page 6 of 6
Chapter: 309 Resources for Inmates		
Subject: Adult Basic Education		

- A. Scores and completion dates of an inmate's academic primary courses shall be entered by the Scheduling Teacher and entered into WICS, COMPAS, Infinite Campus, and a copy of the transcript is to be placed in the inmate's education file upon receipt from DPI.
 - B. A copy is to be given to the inmate to include within his Reentry portfolio.
- IV. Documentation of completed academic refresher courses and a successfully achieved TABE score shall be entered by the Scheduling Teacher in WICS, COMPAS, Infinite Campus, and in the education file.