

Program Completion and Termination

Reasons for program termination other than successful can occur at any time and include:

- Reincarceration
- Violation of supervision
- Movement out of participating area
- Failure to meet program requirements
- Administrative terminations (no fault)
- Withdrawal

Full Program Completion

Windows to Work has pre and post release program components. Successful completion of the full Windows to Work program shall be done within 12 months of post-release programming or when the participant has found employment and it is determined by the Windows to Work Coach that the participant has shown stability in the community, stability in their employment status and completion of their individual employment goals. The Coach shall notify the DCC Agent when full program completion has been acquired. The Windows to Work Coach shall enter a program end date and end code in the DOC Program Data Collection System (PDCS). All employment and education information shall also be updated in PDCS and any entries shall have end dates and end codes listed.

Pre-release Completion and Termination at DAI Sites

Upon successfully completion of the pre-release curriculum phase of the Windows to Work program, a certificate of completion for this accomplishment shall be provided to the participant. The Windows to Work Coach will update the curriculum completion date in the DOC Program Data Collection System (PDCS). The Windows to Work Coach shall complete the DOC-2993 Primary Program Termination/Discharge Summary within 10 business days of the participant completing the program. The Coach shall forward a copy of the completion certificate and DOC-2993 to the DOC Site Coordinator. The completion shall be reviewed by the DOC Site Coordinator. The DOC Site Coordinator or designee shall place the original program discharge summary in the confidential folder of the Social Service file and forward a copy to the participant. The DOC Site Coordinator or designee shall update the participant's program completion status in COMPAS. If the participant has employment listed as an identified primary program need in WICS, the DOC Site Coordinator or designee shall follow Division of Adult Institution (DAI) Policy #300.00.25 and update WICS with the participant's program status.

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If a participant who is located at an institution site is terminated from the program while in the pre-release portion of the program, the Windows to Work Coach shall enter a program end date and end code in the DOC Program Data Collection System (PDCS). The Windows to Work Coach shall complete the DOC-2993 within 10 business days of the participant being terminated from the program and forward to the DOC Site Coordinator. The DOC Site Coordinator or designee shall place the original program discharge summary in the confidential folder of the Social Service file and forward a copy to the participant. The DOC Site Coordinator or designee shall update the participant's program completion status in COMPAS. If the participant has employment listed as an identified primary program need in WICS, the DOC Site Coordinator or designee shall follow Division of Adult Institution (DAI) Policy #300.00.25 and update WICS with the participant's program status. DAI Policy #309.55.01 shall be utilized to determine voluntary unassigned status of persons in our care who are terminated.

If a participant located at an institution site requests to withdraw from the program while in the pre-release portion of the program, the Windows to Work Coach shall meet with the participant to discuss the reasons for the request. If the participant has employment listed as an identified primary program need in WICS, the participant's request to withdraw shall not be honored for at least a 24-hour period to afford the participant an opportunity to reconsider the decision. After the 24-hour time period, if the participant withdraws from the program, the Windows to Work Coach or designee shall have the participant sign the DOC-2439 Primary Program Status. If the participant refuses to sign the DOC-2439, the refusal shall be documented on the form. The DOC-2439 shall be forwarded to the DOC Site Coordinator or designee. The DOC Site Coordinator or designee shall follow Division of Adult Institution (DAI) Policy #300.00.25 and update WICS and COMPAS with the participant's status including an explanation for withdrawal. DAI Policy #309.55.01 shall be utilized to determine voluntary unassigned status of persons in our care who are terminated. The Windows to Work Coach shall enter a program end date and end code in the DOC Program Data Collection System (PDCS). The Windows to Work Coach shall complete the DOC-2993 within 10 business days of the participant's request to withdraw and forward to the DOC Site Coordinator. The completion shall be reviewed by the DOC Site Coordinator. The DOC Site Coordinator or designee shall place the original program discharge summary in the confidential folder of the Social Service file and forward a copy to the participant. If the participant chooses to continue with the program, the Windows to Work Coach shall meet with the participant to assess motivation and willingness to continue to participate.

Completion and Termination of County Jail Sites

Upon successful completion of the Windows to Work Program for County Jail Sites, the Coach shall forward a copy of the certificate of completion to the DCC Agent once the full program completion has been achieved. The Windows to Work Coach shall enter a program end date and end code in the DOC Program Data Collection System (PDCS). All employment and education information shall be updated in PDCS and any entries shall have end dates and end codes listed.

If a participant is located at a county jail site and is terminated or withdrawals from the program while in the pre-release portion of the program, the Windows to Work Coach shall notify the DCC Agent. The Windows to Work Coach shall update PDCS with the proper end code and end date.

Post Release Program Termination

If a participant has not actively participated in the post-release portion of the program for up to 60 days, the Windows to Work Coach shall terminate the participant from the program. This could be due to absconder or DOC violation custody status. The Windows to Work Coach shall notify the DCC Agent of the program completion status and enter a program end date and end code in the DOC Program Data Collection System (PDCS). All employment and education information shall also be updated in PDCS and any entries shall have end dates and end codes listed.