

ECRM > REENTRY > WINDOWS TO WORK > PROGRAM PARTICIPANT SELECTION/REFERRAL > PRIMARY PROGRAM STATUS

Primary Program Status

Employment is identified as a Primary Program at institution sites. Windows to Work has been identified as a formal program which is intended for individuals who have a need for employment programming. Windows to Work candidates who have a primary program need assigned to them should be given priority enrollment into the program. Division of Adult Institution (DAI) Policy #300.00.25 Primary Program Status shall be utilized when enrolling a participant or if an individual who has an assigned employment need refuses programming.

- Once a person in our care (PIOC) is identified for possible program enrollment, the Windows to Work Coach or DOC staff shall conduct an interview with the PIOC, inform them that enrollment into the Windows to Work program is available to them and encourage participation as the program can fulfill their identified program need.
- The Windows to Work Coach or DOC staff shall inform the person in our care of the following:
 - Program start and end date.
 - Content and structure.
 - Performance expectations.
 - Behavior expectations.
- If the PIOC agrees to participate, the Windows to Work Coach or DOC staff shall complete the DOC-2439 and the DOC-1408 and the DOC Site Coordinator or designee shall indicate the program enrollment in WICS and COMPAS.
- If the PIOC refuses to participate, the Windows to Work Coach or DOC staff shall notify the individual that the refusal to participate may:
 1. Negate participation during this period of incarceration.
 2. Decrease the priority for future enrollment.
 3. Impact site placement and/or custody level.
 4. Impact facility work assignment and/or pay status.
- The Windows to Work Coach or DOC staff shall document the refusal on the DOC-2439 and the DOC Site Coordinator or designee shall indicate the program status in WICS and COMPAS noting the reason for refusal.
- DAI Policy #309.55.01 Inmate Compensation Plan shall be utilized to determine program pay, involuntary unassigned status and voluntary unassigned status of persons in our care.