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Enrollment in Windows to Work is voluntary, and potential participants shall be counseled regarding their programming options, including discussion about requirements and expectations of the Windows to Work program. There are three methods for referral of participants to the institution site program: self-referral, referral from institution staff, and recruitment based on a list forwarded from DOC Central Office.

General eligibility requirements for Windows to Work can be reviewed in the Eligibility Requirements. The Windows to Work Coach shall meet individually with interested, eligible participants and determine a final list for enrollment. Participants shall sign the DOC-1163 and DOC-1163A if these forms have not yet been completed. The DOC-2960 Windows to Work Program Enrollment form shall then be forwarded to the DOC Site Coordinator, DOC Reentry Employment Coordinator and if requested, the Workforce Development Board. The Site Coordinator or designee shall enter the enrollment information of the participant in WICS.

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- If an individual believes they meet the criteria to participate in the Windows to Work program, they can apply to be involved in the program by completing the [DOC-2541](#) Windows to Work Program Participant Referral form, the DOC-1163 Authorization for Disclosure of Non-Health Confidential Information form and the DOC-1163A Authorization for Use and Disclosure of Protected Health Information PHI. If the participant does not have access to these forms, they can be requested from the Windows to Work Site Coordinator or the participant's social worker. Once these forms are completed the participant's social worker will fill out any other required information and forward copies to the Windows to Work Coach.
- An individual may also complete a DOC-643 Interview Information Request and send it to the Windows to Work Employment Coach. The Coach shall meet with the individual and if the individual is an appropriate referral, the Coach will have the individual complete the DOC-2541, [DOC-1163](#) and DOC-1163A.

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- A second method of entrance to the program can occur through a referral from the Social Worker or Treatment Specialist. The Social Worker or Treatment Specialist shall coordinate with Windows to Work Coach to complete DOC-1163 Authorization for Disclosure of Non-Health Confidential Information and DOC-1163A Authorization for Use and Disclosure of Protected Health Information. The referral and relevant update, including enrollments shall be documented in COMPAS notes. If the person in our care is enrolled, the referring Social Worker or Treatment Specialist will be informed of the person in our care's progress by the Coach. The Coach is also available to assist with release planning.

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- The third method of referral to the program is through recruitment of participants based on a monthly eligibility list that is forwarded to the DOC Site Coordinator and the Windows to Work Coach. This list originates in Central Office, and contains basic information about individuals who are incarcerated at a participating facility and who are releasing to the participating Workforce Development Board area. Additionally, the list identifies each individual's sex offender status, detainer information, projected release date, length of supervision remaining in the community, COMPAS risk level recommendation (if available), employment need status, and assigned DCC Agent. From this list, the Site Coordinator or designee and Coach can identify potential participants and enroll persons in our care who want to participate in the program. The DOC-2541 Windows to Work Program Participant Referral form, the DOC-1163 Authorization for Disclosure of Non-Health Confidential Information form and the DOC-1163A Authorization for Use and Disclosure of Protected Health Information PHI, as well as other necessary documentation shall be completed by either the Site Coordinator or designee or Coach.

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- For programs operating in a county jail or Huber facility, a process for participant referrals shall be determined by DOC and county jail staff, as well as the local Workforce Development Board (WDB) area or subcontracted agency. The DOC-1336 Referral for Services form, the DOC-1163 Authorization for Disclosure of Non-Health Confidential Information form and the DOC-1163A Authorization for Use and Disclosure of Protected Health Information PHI, COMPAS bar chart and narrative shall be utilized as part of this identified process.

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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. 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.

- The Windows to Work Coach or DOC staff shall notify the individual that the Windows to Work program is available to them and can fulfill their identified program need.
- If the individual agrees to participate, the Coach shall enroll the individual into programming and notify the DOC Site Coordinator or designee. The Site Coordinator or designee shall document this on the DOC-2439 and indicate the program enrollment in WICS.
- If the individual refuses to participate, the Coach shall notify the Site Coordinator or designee and the individual shall be informed 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 Site Coordinator or designee shall document the refusal on the DOC-2439 and indicate the program status in WICS.
- 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.

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Wisconsin DOC uses the COMPAS Risk and Needs Assessment instrument, which is an actuarial assessment tool that determines the risk to recidivate, and identifies the criminogenic needs areas that we need to target in the case planning and programming of our participants. We

should be targeting medium to high risk clients for programming; low risk clients need to be separate and given stabilization services. Within DOC facilities, program assignment(s) are based on the COMPAS criminogenic needs scales as well as a comprehensive review of all collateral information demonstrating aggravating and mitigating factors that are not evident through the COMPAS tool. The COMPAS assessment shall be completed by assigned Division of Adult Institution staff for institution programs and the DCC Agent for county jail programs, prior to participants enrolling in the Windows to Work program. If a participant is interested in and eligible for the program, institution staff shall utilize the following guidelines regarding COMPAS:

- If a Core assessment has been completed for the current incarceration, within the past two years, the existing Core assessment shall be used to determine program eligibility.
- If a Core assessment has not been completed within the past two years and a person in our care is 12 months or less to release, a Reentry assessment shall be completed to determine eligibility.

*NOTE: The 12 month or less timeframe for a Reentry assessment is only applicable to determine eligibility for the Windows to Work program.

Once the COMPAS assessment is complete, for institution site programs, the DOC Site Coordinator or participant's social worker shall forward copies of the COMPAS bar chart and narrative, [DOC-2541](#), [DOC-1163](#) and [DOC-1163A](#) to the Windows to Work Coach. For county jail site programs, the DCC agent of record shall forward copies of the COMPAS bar chart and narrative, DOC-1336, DOC 1163 and DOC 1163A to the Coach.

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The Windows to Work program is designed with specific eligibility requirements. If the Windows to Work Coach or DOC staff person has reason to believe an individual could benefit significantly from the Windows to Work program, but do not meet the eligibility requirements, the individual could receive an exemption into the program. To receive an eligibility exemption, the Coach or DOC staff person who want to request the exemption request, shall complete the DOC-2960C Windows to Work Eligibility Exemption Request. One or more barriers shall be identified and a description of how the Windows to Work program will address the identified barrier(s) shall be documented. The DOC-2960C shall be submitted to the DOC Reentry Employment Coordinator for review. The Reentry Employment Coordinator may request further discussion with the Coach, Social Worker, DCC Agent or DOC Site Coordinator. The Reentry Employment Coordinator shall submit a final decision to the submitter of the DOC-2960C. It

should be noted that priority enrollment for groups will be first given to those that meet all Windows to Work eligibility criteria.

- **Low Risk Cases:** For DOC staff, there are situations where an individual with a COMPAS risk level recommendation of low but will be supervised in the community at an intensive or high supervision level due to a DOC supervisor override. This is reflected in the COMPAS actual supervision level. This does not indicate that an individual's risk level has increased, but it has been determined through DOC policy that the person in our care should be supervised in the community at a higher level. Therefore, the COMPAS actual supervision level should not be relied upon solely to determine if an individual with a COMPAS risk level recommendation of low be enrolled in the program.
- **Inmate Compensation:** If an individual at an institution site is given an exemption request to participate in the Windows to Work program and employment is not listed as a primary program need in WICS, the Site Coordinator or designee shall inform the participant that they will not be compensated per Division of Adult Institution Policy #309.55.01 Inmate Compensation. If the individual who received an exemption request to participate in the Windows to Work program wants to be compensated while in the program, they will need to make a request to classification for employment to be an assigned primary program at the individuals next scheduled classification hearing. This will need to be completed prior to Windows to Work enrollment.

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Each Windows to Work Coach shall provide an acceptance letter for each participant at enrollment. This letter shall detail the program requirements and timeline, and shall be forwarded to the participant, their institution Social Worker and DCC Agent. If the participant was accepted into the program and will be transferring to another Workforce Development Board area when they are released from the institution, the Employment Coach shall forward this acceptance letter to the receiving Coach as well.

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In an effort to increase enrollments and better serve individuals who will be releasing to the community, the Windows to Work program allows for transfers between Workforce Development Board areas. Individuals at a participating facility may enroll in the program while incarcerated and transfer to the program in the Workforce Development Board area where they are releasing to after incarceration. Transfer of participants will depend on the staff availability and resources of the receiving Workforce Development Board.

In cases where a Windows to Work Coach identifies potential participants who are releasing to a different Workforce Development Board area, the following shall take place prior to enrolling participants:

- The Coach in the originating area shall make contact with the Coach in the receiving area to verify if they would accept a transfer participant.
- Once there is approval by the receiving Coach of the transfer, the originating Coach shall enroll the participant in the Windows to Work program.
- A participant who begins the program in the originating Workforce Development Board area shall be listed as a “New” enrollment in the Program Data Collection System (PDCS).
- Within the first 30 days of programming, the originating Coach shall send the Individual Action Plan (IAP) and acceptance letter to the receiving Coach.
- The originating Coach shall communicate program updates as needed with the receiving Coach throughout the program.
- Within the final 30 days of the participant’s proposed release, the originating Coach and receiving Coach shall attempt to schedule and conduct a phone call with the participant and receiving Coach. This can be assisted by the DOC Site Coordinator or designee.
- Within two weeks of the participant’s release, the originating Coach and receiving Coach shall determine a contact appointment for the participant to contact the receiving Coach after they are released.
- The transfer file shall be sent to the receiving Coach a week prior to the release of the participant. The DOC-2960F Windows to Work Participant Transfer Checklist shall be completed by the sending Coach and sent to the receiving Coach and Reentry Employment Coordinator.
- When the participant completes the pre-release portion of the program, the originating Coach shall enter the program end date that reflects the participant’s release date and end code of “Transferred” in PDCS.
- The receiving Coach shall enroll the participant in the program with a program start date of the day the participant is released from the institution and shall be listed as a “Transfer” enrollment in PDCS.
- Coaches shall keep up to date information in the Windows to Work Transfer Information spreadsheet regarding their abilities to accept transfers to their area located in the Windows to Work SharePoint site.