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Curriculum Outline

Curriculum

The Curriculum Outline is a blueprint for facilitating Windows to Work. The method of delivery for required resource materials shall be determined by contracted agency supervisors with direction from DOC Reentry Unit, taking in to account staff resources, institution schedules, and various agency needs.

The competencies and required learning activities for Windows to Work are expected to require 16 lessons for completion, depending on structure and setting, as well as additional discussion during individual meetings. The Windows to Work Coach shall document on the [DOC-2960E](#) Windows to Work Curriculum Checklist when components and competencies of the curriculum are completed. This will be designated by the Coach's initials and completion date with the participant.

CBI-EMP Lessons: The following lessons shall be taught from the CBI-EMP manual as part of the Windows to Work Program

- Module 3
  - Session 13 - Using Self-Control
  - ADDITIONAL SESSIONS - To be determined by facilitator, based on group needs
- Module 4
  - Session 21 - Introduction to Problem-Solving
  - Session 22 - Identifying Your Problem(s) and Goal(s)
  - Session 23 - Brainstorming Options
  - Session 24 - Planning and Trying Your Solution
- Module 5

- Session 25 - Developing a Plan
- Session 26 - Getting to the Source
- Session 27 - Reinventing My Life
- Session 28 - Staying on Track
- Session 29 - Responding to Roadblacks

Orientation

An orientation shall be conducted prior to the first group which outlines rules, guidelines, and expectations. The DOC -2960G Windows to Work Guidelines and Expectations shall be reviewed and signed by all individuals, as well as any other necessary contracted agency forms. This can be done individually or as a group.

Cognitive Intervention

Cognitive intervention is designed to help participants recognize their thoughts, feelings, attitudes, and beliefs. The focus shall be to reduce anti-social cognitions, recognize risky thinking and feelings, build problem solving, self-management, and coping skills. This intervention is specifically designed to teach participants strategies for identifying and managing high risk situations related to obtaining and maintaining employment. Emphasis shall be placed on skill training with directed practice.

- Implementation of Cognitive Behavior Interventions > Cognitive-Behavioral Interventions - Employment Adult (CBI-EA) is the standardized curriculum identified for use in Windows to Work. CBI-EA shall be delivered according to the manual guidelines. Program providers may only utilize alternative cognitive-behavioral materials for this section of the program after receiving written authorization from DOC.
- Instruction Timeframe > Lessons are recommended to be 1.5 hours in duration and shall be structured so that there are at least 2 lessons per week. The elements of CBI-EMP shall be delivered over the course of 16 lessons, depending on staff resources and institution availability.

Week	Day/Session	Length of Session	Curriculum
1	1	2 hours	Module 1 Session 1: Introduction to the Curriculum Module 2 Session 5: Behavior is a Choice
1	2	1.5-2 hour	Module 2 Session 6: Recognizing Risky Situations
2	3	1.5-2 hour	Module 2 Session 7: Countering Risky Thoughts
2	4	1.5-2 hour	Module 2 Session 8: Replacing Risky Thinking
3	5	1.5-2 hour	Module 3 Session 12: Learning Self-Control
3	6	1.5-2 hour	Module 3 Session 13: Using Self-Control
4	7	1.5-2 hour	Additional Session - varies by need
4	8	1.5-2 hour	Module 4 Session 23: Introduction to Problem Solving
5	9	1.5-2 hour	Module 4 Session 24: Identifying the Problem and Goal
5	10	1.5-2 hour	Module 4 Session 25: Brainstorming Options
6	11	1.5-2 hour	Module 4 Session 26: Planning and Trying Your Solution
6	12	1.5-2 hour	Module 5 Session 27: Developing a Plan
7	13	1.5-2 hour	Module 5 Session 28: Getting to the Source
7	14	1.5-2 hour	Module 5 Session 29: Reinventing My Life
8	15	1.5-2 hour	Module 5 Session 30: Staying on Track
8	16	1.5-2 hour	Module 5 Session 31: Responding to a Roadblock