

VOCATIONAL PROGRAMMING

Minnesota Sex Offender Program

Issue Date: 3/3/20

Effective Date: 4/7/20

Policy Number: 220-5070

POLICY: The Minnesota Sex Offender Program (MSOP) offers vocational programming opportunities for clients to apply treatment skills in a vocational setting and an opportunity to acquire or improve skills necessary to live productive and prosocial lifestyles.

AUTHORITY: Minn. Stat. §§ 246B.05; 246.B06.

APPLICABILITY: MSOP, program-wide

PURPOSE: To provide clients with vocational training and guidance to therapeutically enhance clients' overall individual treatment programming.

DEFINITIONS:

Client tier level – see MSOP Division Policy 215-5014, “Client Tier Level System.”

Educational assessment – test administered by the MSOP Education Department measuring client grade/education level.

Special minimum wage – a wage (less than minimum wage) authorized to be paid under a certificate issued by the Department of Labor.

Sub-minimum wage – a special minimum wage paid to a client with a disability based on the client's individual productivity in proportion to the wage and productivity of experienced nondisabled clients performing essentially the same type, quality, and quantity of vocational activities in the vicinity in which the individual under certificate is participating in vocational programming.

Treatment team – see MSOP Division Policy 215-5005, “Treatment Overview.”

Vocational Area Supervisor – staff member responsible for facilitating vocational programming opportunities in practical operational settings.

Vocational Placement Committee (VPC) – staff assigned to the committee, chaired by a vocational rehabilitation counselor, representing many programming areas of the facility, including but not limited to:

1. Vocational Rehabilitation;
2. Vocational shop;
3. Food Service;
4. Special Services;
5. Plant Operations;
6. Clinical Services;
7. Unit directors;
8. Health Services;
9. Laundry;
10. Education/recreation; and
11. Community Preparation Services (CPS) operations supervisor (St. Peter only).

Vocational Programming – vocational opportunities, including training and skill building in vocational shops, Food Service, vocational groups, semi-supervised unit cleaning and laundry tasks.

Vocationally Ready – a determination that a client has met the requirements and the placement is clinically indicated.

PROCEDURES:

A. VPC

1. The VPC meets at least every-other-week to review all approved client placement considerations and discuss any client behaviors and/or concerns regarding a client's vocational programming. Discussion will include participation/progress in treatment as it relates to vocational readiness.
2. The VPC, in conjunction with the primary therapist, may recommend an increase, reduction or removal of a client's scheduled vocational programming hours as documented in the VPC meeting minutes.

B. Vocational Programming Requirements

1. Vocational programming clients must maintain 90% attendance in assigned core groups and modules throughout an entire quarter to remain eligible for placement. The primary therapist reviews attendance during the client's quarterly and annual treatment progress reviews. If at the treatment progress review the client did not meet the 90% attendance criteria in the previous quarter, they receive no more than eight hours of vocational programming per week until the client's next quarterly treatment progress review. For consideration of an exception to this requirement and with treatment team support, the client must submit a Client Request (420-5099a) to the facility associate clinical director for approval.
2. Clients must complete an educational assessment or have a current assessment on file with the MSOP Education Department. Clients who test below the tenth grade level and are in a vocational placement identified as having an academic need area are expected to participate in educational courses to address deficits in order to maintain their vocational placement. Failure to do so may result in removal from the vocational placement, reduction in vocational programming hours, or removal from vocational programming as deemed so by the VPC and/or treatment team. Any deviations from this requirement must be supported by the Education Department and treatment team.
3. Clients must have a current Physical Activity Clearance (DHS 2030) completed by Health Services prior to being considered for a vocational placement.
4. Clients must submit a Client Request (420-5099a) and may attach a Vocational Assignment Application (220-5070a) to the Vocational Department to be considered for a vocational placement.
5. The VPC and the primary therapist considers the client's treatment progress, motivation and behaviors in determining whether the client is vocationally ready.
6. Clients must review and sign the Vocational Programming Agreement (220-5070b) prior to participating in their vocational programming.

C. Vocational Programming Expectations

1. Clients must agree to and abide by all vocational area expectations.

2. Vocational area supervisors and/or Vocational Rehabilitation counselors assign vocational programming based on VPC recommendations, client needs, and placement availability.
3. Upon vocational placement, vocational area supervisors provide and review the position description (example attached as 220-5070d) with the client.
4. Clients must immediately notify the vocational area supervisor when a medical issue and/or medical restriction arises which could impact their assigned vocational programming. Vocational Rehabilitation staff review the client's report with Health Services. Failure to do so may result in removal from vocational programming.
5. Clients who resign from their assigned vocational programming without their primary therapists' approval receive a Vocational Treatment Notice (220-5070e-3011) which may delay eligibility for future vocational opportunities, as determined by the primary therapist in consultation with Vocational Rehabilitation staff and the VPC.
6. Clients may jeopardize vocational opportunities if they are not following the policies and procedures of the facility.

D. Vocational Assignment Process

1. Vocational Opportunity Postings
 - a) The vocational area supervisor notifies the Vocational Rehabilitation counselor of any open positions.
 - b) Vocational Rehabilitation counselors post all open positions in designated areas and on the client network. The posting must include a current position description describing task assignments and required qualifications and tier level.
 - c) Clients are responsible to review the posting areas or the client network.
 - d) Sub-minimum wage positions are exempt from the posting process. If the treatment team determines a client would be appropriate for a sub-minimum wage position, they refer the client to the VPC.
 - e) Vocational opportunities may require a specific level of education, tier level or skill in order to complete the assigned tasks.
2. As the client demonstrates meaningful change and treatment progress, less supervised vocational placements may be appropriate.
3. Clients who transfer to another MSOP site and are determined by Vocational Rehabilitation to be in good standing in a vocational placement receive priority for vacant positions when assigned to a vocational placement at the receiving site, consistent with their treatment needs.
4. Application Processing for Vocational Postings
 - a) Clients must complete the Vocational Assignment Application (220-5070a) and send it with a Client Request (420-5099a) directly to the Vocational Rehabilitation counselors to be considered for a vocational placement.

- b) Vocational Rehabilitation counselors are available to meet with clients who need assistance with completing the Vocational Assignment Application (220-5070a).
- c) Vocational Rehabilitation counselors reviews the submitted Client Requests (420-5099a) and Vocational Assignment Applications (220-5070a) for client eligibility.
- d) Vocational Rehabilitation counselors consult with the primary therapist regarding vocational placement and document in the VPC meeting minutes.
 - (1) A vocational area supervisor/designee may set up interviews and area tours with clients deemed vocationally ready.
 - (2) Vocational area supervisors notify the clients and Vocational Rehabilitation counselors of the dates and times of applicant interviews.
 - (3) Vocational area supervisors provide a Vocational Placement Memo (220-5070f) to notify clients of the determination regarding their final placement.
 - (4) All clients being considered for a specific placement remain in the eligible pool of applicants for six months unless they have been selected for placements in other areas, have been removed from vocational programming or are no longer deemed vocationally ready.
- e) Vocational area supervisors consult with the Vocational Rehabilitation counselors to ensure a client is still eligible prior to offering additional programming to a client in the pool.

E. Vocational Programming Hours

1. Clients actively participating in sex offender treatment are given priority for hours of programming and placements.
2. Client vocational programming hours are directly related to the client's treatment progress (see MSOP Division Policy 215-5010, "Treatment Progression"). Assignment of programming hours is based on programming availability.
 - a) Non-Participants: eight programming hours per week.
 - b) Admissions and Phase I: eight to 14 programming hours per week.
 - c) Phase II: eight to 24 programming hours per week.
 - d) Phase III: eight to 30 programming hours per week.
3. MSOP monetarily compensates clients on a bi-weekly basis for vocational tasks performed. MSOP withholds a percentage of the client's earnings for program obligations and/or court-ordered deductions as outlined in MSOP Division Policy 125-5700, "Client Vocational Compensation." MSOP automatically deposits all funds into the client's individual facility bank account.
4. All clients participating in vocational programming may receive a minimum of eight vocational programming hours per week unless otherwise approved for less by the primary therapist and the VPC.

F. Vocational Programming Attendance

1. Clients must report on time to their vocational assignment, remain for all scheduled vocational programming hours and complete all related responsibilities.
2. Client absence – unless there is an emergency, the client must have pre-approval from the assigned vocational area or obtain a medical lay-in as outlined in MSOP Division Policy 310-5450, “Medical Lay-In.” The vocational area supervisor must document the absence in the Communication Log (410-5075a) (Phoenix).
3. Requested time off
The vocational area supervisor, in consultation with the VPC and Vocational Rehabilitation counselors, reviews client requests for extended time off on a case-by-case basis in consultation with the client’s primary therapist.

G. Vocational Programming Documentation and Evaluation

1. Vocational area supervisors document the client’s vocational progress quarterly and as needed in a Vocational Evaluation Form (220-5070c). The Vocational Rehabilitation counselor incorporates the evaluation into the client’s quarterly and annual treatment progress reports. (See MSOP Division Policy 215-5007, “Clinical Documentation.”)
2. MSOP provides vocational progress at the client’s quarterly and annual treatment progress reviews. (See MSOP Division Policy 215-5007, “Clinical Documentation.”) MSOP also provides progress information for Sexual Violence Risk Assessment Reports and clinical assessments. MSOP’s assessment of client vocational progress includes skills related to specific vocational tasks as well as matrix factors addressed during vocational placement.
3. In consultation with the primary therapist/treatment team and determination from the VPC, the Vocational Rehabilitation counselor and/or the vocational area supervisor may issue a Vocational Treatment Notice (220-5070e-3011) to a client:
 - a) as a means to inform the client of behavioral, clinical, or vocational concerns having an impact on vocational placement(s). A client who receives three Vocational Treatment Notices for non-therapeutic incidents and/or vocational performance concerns within a 90-day period may be removed from vocational programming; or
 - b) to recognize the client for his/her positive vocational performance.
4. Vocational Rehabilitation counselors review all Vocational Treatment Notices completed by vocational area supervisors prior to the notice being sent to the client. Vocational area supervisors meet with the individual client when it is determined a Vocational Treatment Notice will be used to address vocational programming expectations.
5. The author of the Vocational Treatment Notice (220-5070e-3011) signs the memo, provides the original to the client (see MSOP Division Policy 135-5100, “Confidentiality and Data Privacy”) and submits a copy to Health Information Management Systems (HIMS).
6. Clients may utilize MSOP Division Policy 420-5099, “Client Requests and Grievances” regarding decisions from Vocational Rehabilitation counselors or the VPC.

H. Probationary Period

1. Each client completes a 30-day probationary period (Client Signed Agreement for Vocational Programming and Rules (220-5070b)).
2. During the probationary period, the vocational area supervisor evaluates the client's performance and behavior via a Vocational Evaluation Form (220-5070c) to determine if the client meets the requirements of the vocational placement.
3. Upon successful completion of the probationary period, vocational area supervisors evaluate client vocational performance on a quarterly basis via the Vocational Evaluation Form (220-5070c).
4. The VPC and/or the treatment team may determine a client is not meeting the requirements of the vocational placement and may withdraw the client from the vocational assignment. MSOP provides the client this information in a Vocational Treatment Notice (220-5070e).

REVIEW: Annually

REFERENCES: MSOP Division Policy 420-5099, "Client Requests and Grievances"
MSOP Division Policy 125-5700, "Client Vocational Compensation"
MSOP Division Policy 215-5007, "Clinical Documentation"
MSOP Division Policy 215-5010, "Treatment Progression"
MSOP Division Policy 215-5014, "Client Tier Level System"
MSOP Division Policy 310-5450, "Medical Lay-In"
MSOP Division Policy 135-5100, "Confidentiality and Data Privacy"

ATTACHMENTS: Vocational Assignment Application (220-5070a)
Vocational Programming Agreement (220-5070b)
Vocational Evaluation Form (220-5070c)
Position Description Example (220-5070d)
Vocational Treatment Notice (220-5070e-3011)
Vocational Placement Memo (220-5070f)

Client Request (420-5099a)
Physical Activity Clearance (DHS 2030)
 Communication Log (410-5075a) (Phoenix)

SUPERSESSSION: MSOP Division Policy 220-5070, "Vocational Programming," 11/6/18.
 All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/

Nancy A. Johnston, Executive Director
 Minnesota Sex Offender Program