

# Minnesota DOC Consortium Student Orientation and Intake Policy

**Effective Date:** Updated January 1, 2016

**Policy Purpose and Rationale** – The Minnesota Department of Education (MDE) – Adult Basic Education (ABE) office requires that:

- At the time of intake and as an on-going process throughout the year, programs must have an individual goal-setting process with each student to:
  - Establish goals and expectations for each student.
  - Identify an appropriate program of instruction and schedule.
  - Identify students who have any core NRS goals of employment, retain employment, GED/diploma or post-secondary education or training.
- ABE programs adhere to the ABE Student Eligibility Criteria.

## **Required Benchmarks for ABE Consortia**

- Meet or exceed core outcome NRS target percentages.
- Screen students at intake and throughout the year to set core goals, following the guidance that core goals must be reasonably achievable within one program year.

## **Local Consortium Benchmarks**

The DOC will use NRS target percentages.

## **Orientation Process**

Upon initial incarceration, all adult offenders are sent to Saint Cloud (males) or Shakopee (females) for initial intake and orientation to the DOC and life as a convicted offender. Demographic data is gathered by facility intake staff and entered into the DOC database (Correctional Operations Management System or “COMS”). A Tennessee Warning is part of the facility intake process.

After completing the DOC intake and orientation process, adult women remain at Shakopee while adult males, based on the “custody level” calculated during intake and orientation, are either transferred from Saint Cloud to one of the other eight adult male facilities, or, remain at Saint Cloud, to begin their sentence. During their incarceration, male offenders may transfer facilities based on a changing custody level.

At Saint Cloud and Shakopee, an extensive orientation to DOC-wide education programming will be provided during the intake and orientation process for new offenders. After intake and orientation, male offenders who enroll in education will receive a facility-specific education orientation once they are sent to their first facility placement based on the custody level.

- Initial orientation at Saint Cloud and Shakopee to include:
  - Slide show presentation of DOC educational opportunities
  - Completion of TABE or CASAS test

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- Completion of Education History Survey

### Intake Process

- Follow-up intake upon assignment to facility education programming:
  - Review of student records, including GED or high school diploma attainment, & TABE or CASAS scores, and determination of student eligibility AND if new testing is required (support staff)
  - Appropriate class(es) assigned, based on student functioning level, according to facility process (support staff)
  - Review of facility specific education rules and policies (teacher and/or support staff)
  - MARCS data form completed by teacher and support staff, and entered into MARCS by designated MARCS data entry staff
    - New Student:
      - Offender student registered and enrolled in class(es) in COMS AND registered **and** enrolled in class(es) in MARCS by designated MARCS data entry staff
    - Returning Student:
      - Offender re-activated in COMS and MARCS, and appropriate updates made by data entry staff
  - Teacher meets with student within the first week of class and creates a Personal Education Plan (PEP); PEP is entered into COMS.

### Policy Contact Information

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