



Statewide Training Academy Syllabus

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DOC Overview

Instructor Information: Allen Godfrey, allen.godfrey@state.mn.us, MN DOC Field Services Director

Description of course: Introductory training regarding the organizational structure of the MN Department of Corrections. Overview of the institutions, DOC services and career opportunities.

Target Audience: Correctional Professionals

Course Materials: None

Pre-requisites: None

Ethics and Professionalism

Instructor Information: Deb Anderson, debbie.r.anderson@state.mn.us, MN DOC District Supervisor

Description of course: In this course participants will learn about the standards by which the Department of Corrections operates and expects its employees to follow.

Target Audience: Correctional Professionals

Course Materials: Materials will be sent to participants prior to the training.

Pre-requisites: None

CSTS 101

Instructor Information: Genevieve Wilkens, Genevieve.wilkens@state.mn.us, Management Analyst

Description of course: This introductory class will provide an overview of functionality and features available in the CSTS client version. Participants will navigate the different areas and selections that make up the database management system and leave with an understanding of how information is captured and used for various reporting, assessment, case and document management, and client related activities. Time permitting, participants will also participate in a brief demonstration of the newly developed CSTS Web version.

Target Audience: New Agents & Support Staff that will use CSTS

Course Materials: None

Pre-requisites: None



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Community Notification

Instructor Information: Brad Vandervegt, brad.vandervegt@state.mn.us, Community Notification Coordinator, Risk Assessment/Community Notification Unit

Description of course: This course provides an overview and introduction to the Community Notification Act 244.052 and 253D.32. It will cover the risk level assessment and assignment process and the research that supports it. In addition, the course will provide information on notification within the scope of the assigned risk level, myths, and misunderstandings regarding those who have engaged in sexual assault and conduct.

Target Audience: Those providing direct supervision to clients who are serving sentences for felony level convictions. Those who support agents in the documentation and processing of reports regarding registered individuals on supervision.

Course Materials: Note taking material.

Pre-requisites: None

Pre-Trial Assessments (MNPAT)

Instructor Information: Trish Hansen, trisha.hansen@state.mn.us, MN DOC District Supervisor. Served on the Statewide Tool election and implementation committee for the MNPAT as well as on the validation committee, which is ongoing at this time.

Description of course: This course will instruct participants in the accurate scoring of the tool as well as completion of the MNPAT form. Participants will score and review sample MNPATs as part of the training.

Target Audience: Anyone who is required to complete the MNPAT who has not previously completed the initial training on this tool

Course Materials: Materials will be sent to participants prior to the training.

Pre-requisites: None

Predatory Offender Registry (POR)

Instructor Information: Kate Adams, kate.adams@state.mn.us, Program Administrator, MN BCA - POR Unit

Description of course: General overview of Minnesota Predatory Offender Registry laws and updates since the registry began in 1991.

Target Audience: Probation/Correction Agents

Course Materials: None



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Pre-requisites: None

Sentencing Guidelines: Constructing a complete and accurate sentencing worksheet

Instructor Information: Linda McBrayer, linda.mcbrayer@state.mn.us, has been with the Commission for 20 years and has the distinct pleasure of assisting all practitioners with comprehending policy.

Description of course: Creating a complete and accurate sentencing worksheet is more than just entering information. Every point on the Electronic Worksheet System (EWS) becomes data that is used by policy makers to effect sentencing policies statewide. A complete and accurate sentencing worksheet starts and ends with you – let's refresh our skills for doing this important work. We'll go through the process of entering a worksheet, covering not only the EWS information required but the Guidelines policy behind it.

Target Audience: Probation agents who create sentencing worksheets on a regular basis.

Course Materials: PowerPoint/PDF

Suggested Pre-Requisite: It is suggested participants view the [Guidelines Fundamentals: Severity Levels. Criminal History Calculation and find the Presumptive Sentence](#) prior to this training.

Peer Support/Wellbeing

Instructor Information: Erik Ness, erik.ness@state.mn.us, Neal Huemoeller, neal.huemoeller@co.wright.mn.us, Leah Fleming, leah.fleming@co.wright.mn.us, and Lydia Newlin, lydia.newlin@state.mn.us.

Description of course: Proactive and responsive aspects of Peer Support. Areas of wellbeing, threats to wellbeing; How would you know if you need help? Would you feel comfortable asking for help? Would you feel comfortable offering help? Where would you turn to for help? ID support systems within your organization-Peer Support, EAP, CISM.

Target Audience: Corrections Agents, Support staff, OAS, Corrections Officers, STS Crew

Course Materials: PowerPoint available at conclusion of presentation

Pre-Requisite: None

“Find Your Helpers”: Resources & Information to Assist Persons with Disabling Conditions

Instructor Information: Kate Erickson, kate.a.erickson@state.mn.us, has worked with the Minnesota Department of Corrections since 2003. Within her career she has held positions as a Corrections Officer, Corrections Program Therapist, Corrections Agent, Housing Coordinator, and in 2019 became the leader of the Community Stability Team. The focus of this team and the foundational elements of housing



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stability are synonymous – housing stability is necessary for an individual to successfully disengage with the cyclical churn of the criminal justice and corrections system. In order to support the prioritization of housing stability within the corrections system, Kate and the team focus on (1) the prevention and ending of homelessness; (2) outreach, engagement and community resource development; (3) transitions services; (4) focus individuals' identities as parents and needs of families.

Description of course: Individuals with disabling conditions face many barriers to living with stability in communities across the state; and often their lives intersect with the criminal justice system due to experiences of poverty and homelessness. This course is designed to introduce you to touchpoints for resources and services so that you may introduce these opportunities to your clients. These resources and services are integral for your professional development in understanding the needs of individuals on correctional supervision and supporting their journeys through transformational change. Engaging with these resources and services in your daily work processes will support long term professional development.

Target Audience: Corrections professionals who work with individuals who are transitioning from incarceration or those who are on correctional supervision within the community.

Course Materials: Materials will be sent to participants prior to the training.

Pre-Requisites: None

Interstate Compact (ICOTS)-New User Training - Adult Only

Instructor Information: Tracy Hudrlik, tracy.hudrlik@state.mn.us, MNDoc Interstate Director

Description of course: This training will provide the foundation for new agents to become ICOTS users. OnDemand courses will teach participants the basic rules of Interstate Compact for Adult Offender Supervision (ICAOS). ICAOS rules have the same force and effect as federal law and agents are required to follow those rules. The OnDemand training is followed up with a virtual ZOOM training that focuses specifically on MN issues and allows participants to interact and ask questions, as well as consider the application of rules to common scenarios.

Target Audience: All new agents, caseworkers and supervisors with adult caseloads. Also intended for those staff that have not utilized ICOTS or attended training for one year or more.

Course Materials: OnDemand training, PowerPoint and handouts/tip sheets will be provided prior to virtual training

Pre-requisites: Participants will complete several OnDemand courses through the ICAOS national website (interstatecompact.org) prior to attending a Zoom virtual training. OnDemand courses will take approximately 2-3 hours and should be taken within 2 weeks of the virtual training. Participants will receive instructions for completing the OnDemand trainings and will need to provide their certificates of completion prior to being admitted into the virtual training. Once all training is completed, participants will have an ICOTS account created and will be allowed access to ICOTS.



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Hearings and Release Agent Training

Instructor Information: Zach Gahm, zachary.gahm@state.mn.us, is a 2004 graduate of Northwestern College with a bachelor's degree in Sociology. After college, he was hired by the Minnesota Department of Corrections as an Intensive Supervision Agent in the St. Paul ISR/CIP office, where he remained for six years. Zach joined the Hearings and Release Unit in January of 2010 and was promoted to a Senior Hearing Officer in October of 2012. During his career in corrections, he has been active in many projects, served on several committees and is currently the primary training coordinator / trainer for the Hearings and Release Unit.

Tara Rathman, tara.rathman@state.mn.us, is a 2002 graduate of Minnesota State University – Mankato, with a bachelor's degree in Corrections, and a 2006 graduate of Concordia University with a master's degree in Criminal Justice Administration. She has worked in corrections since 2002 and held various positions within the Department. As an agent, she supervised youthful offenders, maintained a group supervision caseload, an enhanced sex offender caseload and spent over four years as an ISR/CIP agent in the Mankato DOC Office. She spent a short time at MCF-Lino Lakes as a Case Manager before assuming her position as a Hearing Officer in 2013, with a promotion to Senior Hearing Officer in February of 2015. She is currently the primary policy manager for that unit. During her time in corrections, she has been actively involved in several projects, committees and trainings. In 2016, Tara became chair of the Communications Committee for MCA and has been active in that capacity ever since. She enjoys her work with the Department of Corrections and is grateful for the opportunity to chair this committee and participate in board-related meetings and activities.

Description of course: The purpose of this training is to not only provide a general overview of the hearings and release unit, but to provide in-depth instruction to agents regarding all aspects of release. This training has been developed and tested to assist agents in all functions pertaining to the Hearings and Release Unit. This crash course will give information on issuing warrants, addressing violations, release planning, hearings, and so much more.

Target Audience: New agents and any agents who have previously not taken formal HRU training.

Course Materials: Participants will receive access to the online training modules and additional handouts related to the content of those modules.

Prior to the online and in-person training date, participants will also be receiving several training materials needed for the day of that training. There will be breakout rooms and activities during the training, so participants may wish to print those packets ahead of time if they prefer that method instead of the computer screen view. PowerPoint presentation material can be made available in handout version prior to the training upon request.

Pre-requisites: HRU Agent Academy Courses in the DOC's Electronic Learning Management Site

- HRU Overview
- Release Planning
- Warrants and Restructures



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- Violation Hearings
- Agent Presentation

Introduction to Agent Safety

Instructor Information: MN DOC Safety Trainers

Description of course: This classroom training will introduce staff to critical safety awareness and skills that can be utilized in the field while conducting client visits. In addition, agents will be able to implement these safety techniques into the course of their everyday employment duties.

Target Audience: Field Service Agents or other staff approved by management based on work assignment.

Course Materials: None

Pre-requisites: None

Agent Safety – Search & Seizure

Instructor Information: MN DOC Safety Trainers

Description of course: This classroom and live scenario training will provide staff an opportunity to practice critical search and seizure skills learned during the classroom portion of the search and seizure class. In addition, agents will be able to identify when to conduct searches, ensuring that the necessary safety/search resources are on hand, how to properly conduct a thorough and safe search and how to collect evidence and clear the scene.

Target Audience: Field Service Agents or other staff approved by management based on work assignment.

Course Materials: None

Pre-requisites: None

Agent Safety – Chemical Irritant

Instructor Information: MN DOC Safety Trainers

Description of course: This hands-on training will provide agents an opportunity to learn about chemical irritant and practice with the use of chemical irritant. Agents will learn about the components of the chemical irritant canister, the types of delivery systems and techniques for use in the field. Agents will also learn about the active and inactive ingredients used in chemical irritant and those ingredients impacts on a person.

Target Audience: Field Service Agents or other staff approved by management based on work assignment.



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Course Materials: None

Pre-requisites: Agent Safety-Introduction

Agent Safety - Live Scenario (Camp Ripley)

Instructor Information: MN DOC Safety Trainers

Description of course: This live scenario training will provide agents an opportunity to practice critical safety awareness and skills learned during the online and classroom portion of the agent safety program. In addition, agents will be able to implement these safety techniques into the course of their everyday employment duties.

Target Audience: Field Service Agents or other staff approved by management based on work assignment.

Course Materials: None

Pre-requisites: Agent Safety-Introduction

Agent Safety – Defensive Tactic’s – DOC Only (Camp Ripley)

Instructor Information: MN DOC Safety Trainers

Description of course: This hands-on training will provide agents an opportunity to learn and practice defensive tactics. The foundation for this program is SPEAR, Natural Response Control Tactics, Blue Shield edged weapon defense and Pressure Point Control Tactics. Agents will learn defensive tactics including; edged weapon defense, firearm takeaways, ground defense, defense against being choked, SPEAR, strikes, knee strikes, elbow strikes, falling safely, balance, stance and movement.

Target Audience: Field Service Agents or other staff approved by management based on work assignment.

Course Materials: None

Pre-requisites: Agent Safety-Introduction

Motivational Interviewing- Level I

Instructor Information: Trainers from all delivery systems.

Description of course: MI is a collaborative, goal-oriented style of communication with particular attention to the language of change. It is designed to strengthen personal motivation for and commitment to a specific goal by eliciting and exploring the person’s own reasons for change within an atmosphere of acceptance and compassion (Miller & Rollnick, 2013, p. 29). In this training participants will learn about the spirit and fundamental processes of MI and will have the opportunity to practice the core elements of active listening skills.



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Target Audience: Any level of agent or caseworker, or others who need these skills for the completion of assigned job duties.

Course Materials: Materials will be sent to participants prior to the training.

Pre-requisites: [Introduction to Evidence-Based Practices \(EBP\)](#).

Motivational Interviewing – Level II

Instructor Information: Trainers from all delivery systems.

Description of course: MI is a collaborative, goal-oriented style of communication with particular attention to the language of change. It is designed to strengthen personal motivation for and commitment to a specific goal by eliciting and exploring the person's own reasons for change within an atmosphere of acceptance and compassion. (Miller & Rollnick, 2013, p. 29). In this training participants will have the opportunity to practice the core elements of active listening skills in-depth and apply them to embrace the spirit of MI and practice the movement through the fundamental processes. Participants must follow all audio tape submission requirements.

Target Audience: Any level of agent or caseworker, or others who need these skills for the completion of assigned job duties.

Course Materials: Materials will be sent to participants prior to the training.

Pre-requisites: Successful completion of MI I is required prior to registration for MI II.

Core Correctional Practices (CCP)

Instructor Information: Trainers from all delivery systems.

Description of course: This training provides agents the core skills needed to support cognitive behavioral programming. Specific topics to be discussed include: (a) a brief description of the principles of effective interventions (b) an overview of the core correctional practices (relationships skills, effective use of reinforcement, effective use of disapproval, effective use of authority, prosocial modeling, cognitive restructuring, social skills training and problem solving skills (c) practice of each of the core correctional practices occurs and implementation strategies are discussed (d) principles of an effective behavior management system is emphasized.

Target Audience: Any level of agent or caseworker, or others who need these skills for the completion of assigned job duties.

Course Materials: Paper copy manual will be provided as well as additional electronic documents.

Pre-requisites: [Introduction to Evidence-Based Practices \(EBP\)](#).

Level of Service/Case Management Inventory (LS/CMI)

Instructor Information: Trainers from all delivery systems.



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Description of course: In this training you will learn the necessary skills for interviewing a client, accurately scoring an LS/CMI assessment, as well as enhancing the quality of case management, treatment planning and service delivery.

Target Audience: Any level of agent or caseworker, or others who need these skills for the completion of assigned job duties.

Course Materials: Paper copy manual will be provided as well as additional electronic documents.

Pre-requisites: [Introduction to Evidence-Based Practices \(EBP\)](#)

Youth Level of Service/Case Management Inventory (YLS/CMI)

Instructor Information: Trainers from all delivery systems.

Description of course: In this training you will learn necessary skills for interviewing a juvenile client, accurately scoring an YLS/CMI 2.0 assessment, as well as enhancing the quality of case management, treatment planning, and service delivery.

Target Audience: Any level of agent or caseworker, or others who need these skills for the completion of assigned job duties.

Course Materials: Paper copy manual will be provided as well as additional electronic documents.

Pre-requisites: [Introduction to Evidence-Based Practices \(EBP\)](#).

Carey Guides

Instructor Information: Trainers from all delivery systems.

Description of course: In this training you will learn how to effectively address criminogenic needs and enhance case management.

Target Audience: Any level of agent or caseworker, or others who need these skills for the completion of assigned job duties.

Course Materials: Materials will be sent to participants prior to the training.

Pre-requisites: Participants are highly encouraged to complete MI I and MI II training prior to attending and you **MUST** have access to either paper Carey Guides, e-guides or TOD's.



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Case Planning

Instructor Information: Trainers from all delivery systems.

Description of course: In this training participants will learn the skills necessary to develop assessment-driven case plans through the utilization of Motivational Interviewing, and they will be provided opportunities to practice these skills. Participants must follow all audio tape submission requirements. The training is separated into two parts to allow participants to complete audio tape recording.

Target Audience: Any level of agent or caseworker, or others who need these skills for the completion of assigned job duties.

Course Materials: Materials will be sent to participants prior to the training.

Pre-requisites: Participants must successfully complete MI I, MI II, Assessment and are highly encouraged to complete CCP and Carey Guides or another Cognitive Behavioral Intervention training prior to attending Case Planning training.

Pre-requisite Checklist:

- Intro to EBP certificate provided to kelly.m.wheeler@state.mn.us
- MI I Certificate provided to kelly.m.wheeler@state.mn.us
- MI II Certificate provided to kelly.m.wheeler@state.mn.us
- Risk Assessment certificate provided to kelly.m.wheeler@state.mn.us



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Introduction to Evidence-Based Practices (EBP) is an online training that all participants (CCA, DOC, CPO) must complete before attending any EBP sessions. DOC participants can access this training through ELM.

All non-state personnel will need to request a user ID in ELM; the link is <https://mn.gov/doc/staff-partners/training/>

Once you have received access to ELM, go to "Quick Links" and "Find Learning" and search by:

Course Title: Introduction into Evidence-Based Practices

Participants attending STA must forward their completion certificate to Training Coordinator, Kelly Wheeler – kelly.m.wheeler@state.mn.us.