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**ISSUE BRIEF**  
**Employment-Related Programs**  
**in Colorado's Prisons**  
**August 2009**

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## INTRODUCTION

The Commission on Criminal and Juvenile Justice is a statewide multidisciplinary panel created to reduce recidivism and to study the cost effectiveness of the state's criminal justice expenditures. The Commission requested the Colorado Department of Corrections provide information on employment-related programs available in prison in Colorado. The Department provided the Commission with a report that is appended to this issue brief.

In November 2008, the Commission recommended the Department "expand the number and scope of vocational programs offered in prison, and to ensure that the job skills offered by these programs are relevant and transferable to the current job market."<sup>1</sup> The Department responded in writing to the recommendation at the Commission's retreat in May 2009.<sup>2</sup>

In preparing this document, CCJRC reviewed the data supplied by the Department to the Commission on Criminal and Juvenile Justice and additional information available from the Department's most recent *Colorado Educational Center Catalog, 2008-2009*<sup>3</sup> and the Department's website.

This issue brief synthesizes this information in order to offer a "snapshot" of the employment-related programs available in the state and private prisons in Colorado. Due to a lack of data and information, it does not offer a comprehensive analysis.

## BACKGROUND

When a person is sentenced to prison, s/he is initially incarcerated by the Department at the Denver Reception and Diagnostic Center (DRDC). While at DRDC, a new inmate receives a battery of tests, including an assessment of his or her vocational needs.

According to the Department, 13,288 people in prison (approximately 67%) need some form of vocational training. Of this number, the Department identifies 676 people as "special need inmates," 7,012 people as "unskilled inmates needing training," and 5,600 people as skilled but in need of "additional training."<sup>4</sup>

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<sup>1</sup> In full, this recommendation states: "Because the research is conclusive that stable and meaningful employment is critical to recidivism reduction, the Department of Corrections should work with the Department of Labor and the Division of Vocational Rehabilitation, private businesses, trade unions, along with city, county, state and private employers to expand the number and scope of vocational programs offered in prison, and to ensure that the job skills offered by these programs are relevant and transferable to the current job market. Job placement and job readiness programs should be added in the Department of Corrections, and should be a priority for offenders approaching their release date. A focus on creating jobs for individuals coming from the Department of Corrections should be a priority for the collaborating entities." *Colorado Commission on Criminal and Juvenile Justice, 2008 Annual Report*. Pages 49-51. Accessed online at <http://cdpsweb.state.co.us/ccj/PDF/2008%20Recommendations/12-18-2008%20FINAL%20CCJJ%20Report.pdf>.

<sup>2</sup> In a written response to the Commission, the Department described an action plan that included the implementation of the pre-release program (described in this brief) and collaboration between pre-release and transition specialist staff and Workforce Center offices. The Department also described an asbestos removal program with the Colorado Department of Labor and Employment (CDLE) at three facilities and a current partnership with CDLE to train 100 inmates in renewable energy. In addition, the Department will work on a "pre-vocational curriculum to address Offender soft skills needs" by September 2009, "determine appropriate educational and vocational training" based on labor market information and employment trends from the CDLE by October 2009, and collaborate with the CDLE to train Department staff. *Colorado Department of Corrections. Response to the Colorado Commission on Criminal and Juvenile Justice 2008 Re-Entry Recommendations, May 2009*. Pages 86-89.

<sup>3</sup> Colorado Department of Corrections. *Colorado Educational Center Catalog, 2008-2009*. Printed September 9, 2008.

<sup>4</sup> CCJJ Data Request, Colorado Department of Corrections, November 12, 2008. Section iii. The Department also assessed that 6,157 inmates (31%) need their high school diploma or general education development (GED) degree. While educational level is

## EMPLOYMENT-RELATED PROGRAMS IN PRISON

This issue brief focuses on information the Department provided about its vocational (career and technical training) programs, apprenticeship programs, and Colorado Correctional Industries programs from fiscal year 2007-08. We also include information about the Department's recently implemented pre-release program (currently available in 19 of the state's 30 prisons) because the program includes a module on employment preparedness.

### Vocational Programs

According to the Department, 24 of the 30 state and private prisons in Colorado offered one or more vocational programs during fiscal year 2007-08. Chart 1 lists the number of different vocational programs offered at each of the facilities and the number of people who completed and did not complete a vocational program at each facility. For a frame of reference, Chart 1 also includes the number of people housed at each facility as of the end of fiscal year 2007-08. Where relevant, we indicate if the facility is a private prison or a women's facility.

Chart 1 arranges the order of the prisons by the number of vocational programs offered, starting with Sterling Correctional Facility, which offers 14 vocational programs, followed by Denver Women's Correctional Facility (11 programs) and Buena Vista Correctional Facility (9 programs). Twelve prisons offer four to seven vocational programs, nine prisons offer one to three vocational programs, and six prisons do not offer vocational programs.

**Chart 1: Vocational Programs and Completions by Facility**

Facility	On-grounds population 6/30/08 <sup>5</sup>	Number of vocational programs <sup>6</sup>	Number of vocational completions FY 07-08 <sup>7</sup>	Number of voc. non-completions FY 07-08 <sup>8</sup>
SCF <i>Sterling Correctional Facility</i>	2495	14	550	545
DWCF <i>Denver Women's Correctional Facility</i> (women)	783	11	21	117
BVCF <i>Buena Vista Correctional Facility</i>	886	9	11	238
AVCF <i>Arkansas Valley Correctional Facility</i>	995	7	36	95
LCF <i>Limon Correctional Facility</i>	931	7	75	56
LVCF <i>La Vista Correctional Facility</i> (women)	464	7	42	137
ACC <i>Arrowhead Correctional Center</i>	490	6	14	22
CCCF <i>Crowley County Correctional Facility</i> (private)	1629	6	121	196
FCF <i>Fremont Correctional Facility</i>	1652	6	40	97
HCCC <i>Huerfano County Correctional Facility</i> (private)	765	5	54	105
TCF <i>Trinidad Correctional Facility</i>	475	5	44	125
CTCF <i>Colorado Territorial Correctional Facility</i>	911	4	43	34

relevant to employment and employability, educational programs, capacity, and outcomes are outside the scope of this issue brief.

<sup>5</sup> At the end of FY 07-08 (6/30/08), 19,789 people were housed in 24 state prisons and six private prisons in Colorado. This figure differs from the total DOC jurisdictional population as people not in prison (e.g., those in community corrections, intensive supervision program, etc.) were excluded because they did not have access to programs in the prison. Colorado Department of Corrections, Monthly Population Capacity Report, as of June 30, 2008. Accessed online at [https://exdoc.state.co.us/secure/combo2.0.0/userfiles/folder\\_36/Jun2008.pdf](https://exdoc.state.co.us/secure/combo2.0.0/userfiles/folder_36/Jun2008.pdf).

<sup>6</sup> Response to CCJJ Data Request, Colorado Department of Corrections, November 12, 2008. Table 1.

<sup>7</sup> Ibid. Table 2.

<sup>8</sup> Ibid. Table 4.

Facility	On-grounds population 6/30/08	Number of vocational programs	Number of vocational completions FY 07-08	Number of voc. non-completions FY 07-08
CWCF <i>Colorado Women's Correctional Facility</i> (women)	211	4	26	14
FLCF <i>Fort Lyon Correctional Facility</i>	476	4	32	28
BCCF <i>Bent County Correctional Facility</i> (private)	924	4	20	50
FMCC <i>Four Mile Correctional Center</i>	475	3	28	39
BVMC <i>Buena Vista Minimum Center</i>	254	3	0	25
YOS <i>Youth Offender Services</i>	219	3	not reported	not reported
KCCC <i>Kit Carson County Correctional Facility</i> (private)	1100	3	54	95
HPCF <i>High Plains Correctional Facility</i> (private) (women)	238	2	24	32
CCF <i>Centennial Correctional Facility</i>	299	1	143	19
RCC <i>Rifle Correctional Center</i>	170	1	not reported	1
SCC <i>Skyline Correctional Center</i>	243	1	not reported	not reported
SCCF <i>San Carlos Correctional Facility</i>	244	1	15	2
CCAP <i>Colorado Correctional Alternative Program</i>	89	0	0	0
CCC <i>Colorado Correctional Center</i>	149	0	0	0
CSP <i>Colorado State Penitentiary</i>	733	0	0	0
DCC <i>Delta Correctional Center</i>	459	0	0	0
DRDC <i>Denver Reception &amp; Diagnostic Center</i>	462	0	0	0
CMRC <i>Cheyenne Mountain Reentry Center</i> (private)	568	0	0	0
<b>TOTAL</b>	<b>19,789</b>		<b>1,393</b>	<b>2,072</b>

Of a total of 3,465 people enrolled in a vocational program during FY 07-08, 40% (n=1,393) completed the vocational program,<sup>9</sup> while 60% (n=2,072) did not.<sup>10</sup>

The Department identified and coded the reasons for non-completion:

- 77% (n=1,595) offender paroled, discharged, transferred prior to completion of program<sup>11</sup>
- 13% (n=269) disciplinary reasons (COPD conviction or placement in segregation)<sup>12</sup>
- 7% (n=150) unacceptable work performance/attendance<sup>13</sup>
- 2% (n=37) offender waiting for job board evaluation<sup>14</sup>
- 1% (n=21) offender disruption, theft, tampering with equipment in program<sup>15</sup>

<sup>9</sup> Ibid. Table 3.

<sup>10</sup> Ibid. Table 4.

<sup>11</sup> Ibid. The Department has 14 separate codes for non-completion. Due to similarities, this category combines code 3, offender transfer/paroled before completing; code A, offender paroled/discharged/transferred; and code T, transferred from program.

<sup>12</sup> Ibid. Due to similarities, this category combines code 7, COPD conviction; code C, inmate placed in administrative segregation; and code P, inmate placed in punitive segregation. COPD conviction means an inmate was convicted of violating a prison rule in the Code of Penal Discipline.

<sup>13</sup> Ibid. Due to similarities, this category combines code 5, poor work performance; code 6, did not report to work; code I, inmate refused to work; and code J, unexcused absence (total of 3).

<sup>14</sup> Ibid. Code 4.

<sup>15</sup> Ibid. This category combines code B, inmate was disruptive while attending program; code G, inmate stole from program; and code H, tampering with program equipment.

With 77% of the people not completing their program due to being paroled, discharged, or transferred, the timing of inter-facility transfers and/or program placement appears to be a major barrier to completion. This data also suggests an overwhelming majority of the non-completions are due to factors outside of the prisoners' control.

Chart 2 lists the completion and non-completion data for the 21 vocational programs offered during fiscal year 2007-08.<sup>16</sup> Chart 2 also includes the total enrollment and completion rates for each type of vocational program. It is arranged by order of vocational program completions, from highest to lowest, and begins with the custodial training program, which had the highest number of completions (605).

**Chart 2: Completion Outcomes by Vocational Program**

Vocational Program	FY 07-08 number of completions <sup>17</sup>	FY 07-08 number of non-completions <sup>18</sup>	FY 07-08 enrollment	FY 07-08 completion rate
Custodial training	605	375	980	62%
Computer information services	429	544	973	44%
Construction technology	69	188	257	27%
Business technology	54	50	104	52%
Electronics technology	45	190	235	19%
Horticulture science technology	25	74	99	25%
Industrial technology	25	39	64	39%
Nurse's aide	22	4	26	85%
Computer applications	22	64	86	26%
Upholstery	20	12	32	62%
Cosmetology	19	39	58	33%
Welding	15	63	78	19%
Food production management	15	78	93	16%
Graphics/desktop design	10	86	96	10%
Collision repair technology	7	27	34	21%
Business management	6	71	77	8%
Multivideo video production	3	5	8	38%
Printing technology	1	55	56	2%
Drafting and design technology	1	46	47	2%
Machine shop	0	36	36	0%
Radio broadcasting	0	26	26	0%
<b>TOTAL</b>	<b>1393</b>	<b>2072</b>	<b>3465</b>	

### Apprenticeship Programs

The Inmate Apprenticeship Program is a partnership between the Department, the U.S. Department of Labor, and the Colorado Department of Labor and Employment. According to the Department's website, the apprenticeship program is available in eleven facilities, includes 49 trades, and enrolls 226 people.<sup>19</sup> People interested in the program must have the physical ability to perform the trade, have a high school diploma or General Education Development degree, demonstrate basic aptitude

<sup>16</sup> Ibid. Table 3.

<sup>17</sup> Response to CCJJ Data Request, Colorado Department of Corrections, November 12, 2008. Table 3.

<sup>18</sup> Ibid. Table 5.

<sup>19</sup> Accessed online at [https://exdoc.state.co.us/secure/combo2.0.0/ajax/ajax\\_nodes\\_contentPreview.php?id=1010](https://exdoc.state.co.us/secure/combo2.0.0/ajax/ajax_nodes_contentPreview.php?id=1010).

for the trade, and be incarcerated in a facility that has both a work opening and a willing supervisor. Participants are selected by a committee.<sup>20</sup> Completion and non-completion information was not provided by the Department in response to the Commission’s data request, nor was the information available on the Department’s website.

**Colorado Correctional Industries Programs**

Colorado Correctional Industries (CCI) is a division of the Department created by statute to assume “responsibility for training offenders in general work habits, work skills, and specific training skills that increase their employment prospects when released.”<sup>21</sup> The Department’s *Colorado Educational Center Catalog, 2008-09* describes 32 CCI programs and identifies the capacity of some of the programs.<sup>22</sup> This information is found in Chart 3. Eligibility, annual completion numbers, and non-completion numbers are not known. These programs are available at 18 different facilities.<sup>23</sup>

**Chart 3: Colorado Correctional Industries Programs**

Colorado Correctional Industries Programs	Number of facilities where program is offered	Program capacity
K-9 adoption/training	9	130
Agriculture training program (certificate) <sup>24</sup>	4	234
Fish farm/processing	2	34
Cow dairy	1	75
Goat dairy	1	45
Vineyard & produce farming	2	45
Heavy equipment	1	12
Heavy equipment refurbishing	1	20
Fleet vehicle service	1	10
Southern canteen operations	1	not reported
Computer assisted design	1	28
AutoLISP	1	not reported
CAD training	1	not reported
Geographical info. systems	1	not reported
Division of Motor Vehicles call center	1	not reported
Plastic bag manufacturing	1	4
Air filtration product	1	8
Web design training	1	not reported
Leather/saddle program	1	20
Strap goods/sewing	1	10
Culinary	1	10
Firefighting	3	20
Light construction & maintenance	2	not reported

<sup>20</sup> Ibid.

<sup>21</sup> Colorado Revised Statute § 17-24-102 (1)(a)

<sup>22</sup> Available online at [https://exdoc.state.co.us/secure/combo2.0.0/userfiles/folder\\_8/education\\_catalog\\_0708.pdf](https://exdoc.state.co.us/secure/combo2.0.0/userfiles/folder_8/education_catalog_0708.pdf).

<sup>23</sup> Available online at <http://www.coloradoci.com/>. Click on the CCI Brochure. Pages 14-15. However, the list of CCI’s products and programs found in their brochure is not consistent with the information provided in the *Colorado Educational Center Catalog, 2008-09*.

<sup>24</sup> In the *Colorado Educational Center Catalog, 2008-2009*, agriculture training programs lists additional jobs available following this training (greenhouse/horticulture, apiary, pheasant farm, produce farming and orchard care) but these programs are not described in the catalog.

Colorado Correctional Industries Programs	Number of facilities where program is offered	Program capacity
Auto body	1	not reported
Metal	1	not reported
Wood fabrication	1	not reported
Northern canteen operations	1	10
Offset press operator	1	not reported
Print shop	1	30
Metal manufacturing	1	123
Wild horse inmate program	1	25
Furniture finisher	1	not reported
Furniture & woodworking	1	10

### Pre-release Program

The Department of Correction's new pre-release program uses a ten-module curriculum titled *Community Ready: A Life, Work and Family Readiness Curriculum for Community Re-Entry*. The third module in the curriculum covers employment, and, according to the module's training objectives, inmates will be taught a number of skills to help them obtain employment upon release. This includes learning how to ask questions of employers, being able to describe the Work Opportunity Tax Credit and Federal Bonding Program, participating in mock interviews, and role playing cold calls and their incarceration speech with employers. Participants in the pre-release program also learn interview techniques, job search strategies, and how to identify potential employers for their job search plan.<sup>25</sup>

During fiscal year 2008-09, 10,780 people were released from prison.<sup>26</sup> Because the pre-release program is budgeted to reach 2,000 people,<sup>27</sup> less than 19% of the people released annually will have access to the soft employment skills offered through the program's employment module.

### CONCLUSION AND RECOMMENDATIONS

*It appears that many if not most inmates who need employment-related training will not receive it while incarcerated.* According to the Department, 13,288 people in prison need vocational training, yet the Department's data demonstrates that 1,393 people completed a vocational program, 226 people were enrolled in an apprenticeship program, and approximately several hundred people were employed by Colorado Correctional Industries during fiscal year 2007-08.

*CCJRC recommends the Department conduct a thorough needs and gaps analysis of its employment-related programs and make this information available to the public and policymakers.* The information provided by the Department did not contain enough data to comprehensively assess the capacity and program gaps of existing vocational programs, apprenticeship programs, and Colorado Correctional Industries programs.

In a management plan for fiscal years 2008-2010, the Department's Education Program Services set a goal to provide "innovative, responsive, relevant," career and technical educational programs that

<sup>25</sup> *Community Ready: A Life, Work and Family Readiness Curriculum for Community Re-Entry*. Division of Adult Parole, Community Corrections and YOS Community Re-Entry Curriculum. First Edition 2008. Page 37.

<sup>26</sup> Colorado Department of Corrections. Monthly Population and Capacity Report, as of June 30, 2009. Page 5. Accessed online at [https://exdoc.state.co.us/secure/combo2.0.0/userfiles/folder\\_15/Current.pdf](https://exdoc.state.co.us/secure/combo2.0.0/userfiles/folder_15/Current.pdf).

<sup>27</sup> Office of State Planning and Budgeting. A Fact Sheet: Governor Ritter's FY 2009-10 Crime Prevention and Recidivism Reduction Package. November 2008. Page 3.

could be “measured for success.”<sup>28</sup> In order to reach that goal, one of the Department’s objectives to attain by June 30, 2009, was for “at least 60% of all offenders” released from the Department’s custody to “possess at least entry-level marketable vocational skills.” We are not aware how the Department is defining “entry-level marketable vocational skills,” or if the Department reached its 60% objective, but we encourage the effort to re-evaluate and realign employment-related training.

*We are concerned that many of the employment-related programs may not provide meaningful marketable skills.* The custodial training program has more completions (605) than the combined total (359) of 19 of the Department’s 20 other vocational programs, and the top two Colorado Correctional Industries programs by known capacity are canine training (130) and agriculture training (234). We encourage an updated assessment of labor market relevance for employment-related training, especially for programs with the largest capacity and were pleased to learn the Department plans to collaborate with the Colorado Department of Labor and Employment on labor market information and employment trends by October 1, 2009, “in order to determine appropriate educational and vocational training.”<sup>29</sup>

*We are also very concerned about the low completion rates of the vocational programs and encourage further investigation into the high non-completion rates of the Department’s vocational programs.* Only four out of 21 programs had a completion rate greater than 50%, and nine of the vocational programs had a completion rate below 20%. Funding programs that the majority of people are not able to complete suggests scarce resources are being wasted.

The Department currently oversees 19,790 people in Colorado’s state and private prisons and releases an average of 898 people a month.<sup>30</sup> With over 10,000 people re-entering our communities in Colorado every year, criminal justice dollars must be spent on what we know will help reduce recidivism. Research shows that a “strong tie to meaningful employment” is “one of the most important conditions that leads to less offending.”<sup>31</sup>

*Because the connection to employment and recidivism is so clear, we believe efforts to provide inmates with relevant skills that lead to meaningful employment in today’s market should be at the forefront of Colorado’s effort to reduce the rate of recidivism.*

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<sup>28</sup> Department of Corrections. Education Program Services. *Management Plan, Fiscal Years, 2008-2010*. CCJJ Data Request, November 12, 2008. Appendix.

<sup>29</sup> Colorado Department of Corrections. *Response to the Colorado Commission on Criminal and Juvenile Justice 2008 Re-Entry Recommendations, May 2009*. Page 87.

<sup>30</sup> Colorado Department of Corrections. Monthly Population and Capacity Report, as of June 30, 2009. Pages 1 & 5. Accessed online at [https://exdoc.state.co.us/secure/combo2.0.0/userfiles/folder\\_15/Current.pdf](https://exdoc.state.co.us/secure/combo2.0.0/userfiles/folder_15/Current.pdf). Inmates housed in the jails, released to community corrections, or living in the community under an intensive supervision program were not included in this total.

<sup>31</sup> Przybylski, Roger. *What Works: Effective Recidivism Reduction and Risk-Focused Prevention Programs*. Prepared for the Colorado Division of Criminal Justice. February 2008. Available online at [http://cdpsweb.state.co.us/ccejj/PDF/WW08\\_022808.pdf](http://cdpsweb.state.co.us/ccejj/PDF/WW08_022808.pdf).

CCJJ DATA REQUEST  
COLORADO DEPARTMENT OF CORRECTIONS



November 12, 2008

CCJJ DATE REQUEST  
Task Force: Incarceration

REQUEST  
SUMMARY

On July 18, 2008, Colorado Commission on Criminal and Juvenile Justice (CCJJ) requested information for the Incarceration Task Force. The primary focus of the request was to collect information that could be used to assess gaps in the Colorado Department of Corrections (CDOC) programs and performance of existing programs. The goal of CDOC in collecting this information is to facilitate the work of Phase 2 of the Incarceration Task Force and to assimilate information necessary to make effective recommendations to the Colorado Commission on Criminal and Juvenile Justice by the task force.

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Each of the following sections will follow the criteria requested by CCJJ:

- i. The Facilities that offer each program
- ii. Description of the program, to include
  - a. Number of sessions in a series
  - b. Frequency of classes taught in a year
  - c. Number of individuals who can participate in the program, and
  - d. Number of staff who are trained to offer the program/service
- iii. The number of people assessed to be in need of the program.
- iv. The number of individuals currently on a wait-list for said program, if any.
- v. The percentage of people assessed to be in need of the program who are unlikely to be able to access the program while incarcerated.
- vi. Any criteria used by the DOC to prioritize certain offenders' access to the wait list and the program.
- vii. The number of individuals who complete the program each year.
- viii. The number of individuals who do not complete the program each year, and the reason(s) for non-completion.
- ix. Any completed studies that compare recidivism rates of those who participate but do not complete the program, as well as the recidivism rate of those that don't participate in the program.
- x. A copy of the most recent program audit, program evaluation, or quality control review available for each program.



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COLORADO DEPARTMENT OF CORRECTIONS  
EDUCATION AND VOCATIONAL PROGRAMS

*i. Education/vocational programs location matrix*

Table 1 shows the location matrix for the education and vocational programs by facility. The matrix shows a breakdown by Academic Education (Yellow), Vocational Education (Blue), and Other Educational courses (Purple).

## *ii. Education and Vocational Program Description (see Appendix A)*

The Colorado Department of Corrections publishes an Educational Catalog on a yearly basis. The Catalog describes all the classes available throughout the facilities. The catalog includes Academic programs, Career and Technical Training programs, available Apprenticeships, and Colorado Correctional Industry programs. The catalogs can be found in each DOC facility library and with program managers at all facilities. In each of the program descriptions found in the catalog, an inmate can find the total credit hours, semester hours or requirement hours. In the back of the catalog, a list of all faculty and staff can be found for each facility.

## *iii. Education and Vocational Program Assessments*

Each inmate is assessed for educational and vocational needs as they enter into DOC. The Denver Reception and Diagnostic Center (DRDC) give offenders a complete academic and vocational testing assessment. Presently, 6,157 have been assessed in needing to complete their High School Diploma or G.E.D. Of that number, 2,660 scored illiterate in English with a grade level of no score to grade level 3.9.

Vocational Diagnostic levels showed that 13,288 inmates need some form of vocational training. Of that number, 676 are special need inmates, 7,012 are unskilled inmates needing training and 5,600 inmates are skilled, but need additional training.

## *iv. Education and Vocational Program Waitlist*

Administrative Regulation 1050-01 states, "the Career and Technical Education (CTE) programs allow for flexible scheduling that permits offenders to enter at any time and to proceed at their own learning pace." In addition, provisions are made to meet the educational and vocational needs of offenders who require special placement because of physical, mental, emotional, or learning disabilities.

## *v. Education and Vocational Program Access*

All inmates can choose to participate in educational and vocational programs. Vocational guidance will be provided to offenders by case managers, CTE rehabilitation counselors, transitional specialists, CTE instructors (shop supervisors), the Correctional Programs manager and job development specialists

## *vi. Education and Vocational Program Criteria for Entering Programs*

Upon admission, and offender will receive a full assessment at DRDC. After six months, a Progress Assessment Summary (PAS) is done by the offender's case manager and continues on a six month review cycle (A.R. 550-01). The PAS helps case managers determine what programs the inmate is participating in, how the inmate is progressing through the program, and what other programs the inmate might want to participate in.

The following shows the scoring made on the PAS:

**ACADEMIC/ VOCATIONAL (levels entered by program)**

Scoring - The case manager is not able to modify the score in this area but should be aware of the criteria used by academic/ vocational instructors in scoring this area.

1. **GOOD PROGRESS** - The offender will have test scores above the 8th grade level and have a journeyman's/master's license in a trade.
2. **FAIR PROGRESS** - The offender will have tested at or above the 8th grade level and /or have sufficient vocational skills in a trade.
3. **PROGRESS** - Has tested at or below the 8th grade level. The offender may not have a GED or possess vocational skills in a trade. This offender will have specific needs identified and will be addressing those needs to the best of their abilities.
4. **MINIMAL PROGRESS** - The offender has test scores ranging from the 4<sup>th</sup> to 8<sup>th</sup> grade level. The offender has the ability to learn if applied.
5. **NO PROGRESS** - The offender has tested at the 3rd grade level or below. May be illiterate, mentally disabled, or refusing to participate in academic/ vocational training.

Narrative - The narrative portion of this area should include the offender's history of academic/vocational program participation, his/her current activities in these areas, and any future plans for activity in these areas. Diplomas, degrees, or certificates of completion should be noted as well as the dates when they were granted. Incomplete or limited program participation should also be noted along with the reasons for and dates of termination. Learning disabilities or program waivers should be mentioned and inmate refusals resulting in a loss of earned time as well as the means by which a full earned time grant may be restored should also be documented in this section.

*vii. Education and Vocational Completions of programs*

A total of 1,354 inmates received their GED in Fiscal Year 2008. Academically, a total of 7,868 individual tests were administered with a total of 7,332 passing grades.

Table 2 shows completions of Vocational Programs. A total of 1,393 completed programs for FY07-08. Custodial Training (605) and Computer Information Systems (429) had the highest completion rates as shown in Table 3.

**Table 2  
VOCATIONAL COMPLETIONS BY  
FACILITY  
FY07-08**

<b>FACILITY</b>	<b># of Offenders</b>
AC	14
AV	36
BF	20
BV	11
CF	143
CL	121
CT	43
DW	21
FC	28
FF	40
FL	32
HC	54
HP	24
KF	54
LF	75
LV	42
SA	15
SF	550
TF	44
WC	26
<b>Grand Total</b>	<b>1,393</b>

Table 3  
 VOCATIONAL COMPLETIONS BY CLASS TYPE  
 Fiscal Year 07-08

EDCODE	Class Description	# of Offenders
573	COLLISION REPAIR TECHNOLOGY	7
574	COMPUTER APPLICATIONS	22
576	CONSTRUCTION TECHNOLOGY	69
577	CUSTODIAL TRAINING	605
578	DRAFTING & DESIGN TECHNOLOGY	1
579	ELECTRONICS TECHNOLOGY	45
580	FOOD PRODUCTION MANAGEMENT	15
581	GRAPHICS/DESKTOP DESIGN	10
583	HORTICULTURE SCIENCE TECHNOLOG	25
584	INDUSTRIAL TECHNOLOGY	25
587	NURSES AIDE	22
588	PRINTING TECHNOLOGY	1
590	BUSINESS MANAGEMENT	6
594	WELDING	15
597	COSMETOLOGY	19
605	BUSINESS TECHNOLOGY	54
607	COMPUTER INFORMATION SYSTEMS	429
617	MULTIVIDEO VIDEO PRODUCTION	3
618	UPHOLSTERY	20
<b>Total</b>		<b>1,393</b>

### *viii. Education and Vocational Non-Completions*

Table 4 shows 2,072 Non-Completions of Vocational Programs by Facility. The largest number of Non-Completions (848) occurred due to offenders paroling, discharging or being transferred to another facility. As shown in Table 5, the program with the largest non-completions was custodial training at 375 inmates (184 did not complete due to being transferred, paroled or discharged prior to completing).

A total of 179 offenders out of 1,533 took the battery of tests for their G.E.D. and did not pass. A total of 536 of 7,868 failed individual testing in the subjects of writing, social studies, science, reading and math.

Table 4  
**FACILITY by NON-COMPLETION TYPE**  
 Fiscal Year 07-08

FAC	3	4	5	6	7	A	B	C	G	H	I	J	P	T	Total
AC	7		2			11						1		1	22
AV	19		1	17		27	2	3	2	1			5	18	95
BF	36				1	13									50
BM						8								17	25
BV	20		6	6	5	94	1	5	3	1		2	21	74	238
CF	5					14									19
CL	73		6	14	3	22	2	9			9	3	18	37	196
CT	10			2	1	14			1				1	5	34
DW	21	1	1	1	3	65	2					1		22	117
FC	7		10	1	1	4		4						12	39
FF	26			1	31	28		1						10	97
FL	12		1	1	2	9								3	28
HC	4		3			70				1	1	1	23	2	105
HP	12			1	1	17								1	32
KF	28			4	2	29						1		31	95
LF	15	2	10	7	1	16	1	2						2	56
LV	21	4	5		6	26					2		1	72	137
RC						1									1
SA	2														2
SF	28		15	6	42	339			4		5		70	36	545
TF	20	30				37		1				1	1	35	125
WC	3		1	1	5	4									14
<b>Total</b>	<b>369</b>	<b>37</b>	<b>61</b>	<b>62</b>	<b>104</b>	<b>848</b>	<b>8</b>	<b>25</b>	<b>10</b>	<b>3</b>	<b>17</b>	<b>10</b>	<b>140</b>	<b>378</b>	<b>2,072</b>

**Non-Completion Type Code:**

- 3 Offender Transfer/Paroled before completing
- 4 Offender waiting for job board evaluation
- 5 Poor work performance
- 6 Did not report to work
- 7 COPD Conviction
- A Offender Paroled/Discharged/Transferred
- B Inmate was disruptive while attending program
- C Inmate Placed in administrative segregation
- G Inmate stole from program
- H Tampering with program equipment
- I Inmate refused to work
- J Unexcused absence (Total of 3)
- P Inmate placed in punitive segregation
- T Transferred from program

Table 5  
**CLASS DESCRIPTION by NON -COMPLETION TYPE\***  
 FY07-08

Class Description	3	4	5	6	7	A	B	C	G	H	I	J	P	T	Total
573 COLLISION REPAIR TECHNOLOGY						19			1						27
574 COMPUTER APPLICATIONS	36	2			2	21		2			1			2	64
576 CONSTRUCTION TECHNOLOGY	35		4	19	11	48	4	4	1		8	4	9	41	188
577 CUSTODIAL TRAINING	54		27	2	10	130	1	7	1		6	3	37	97	375
578 DRAFTING & DESIGN TECHNOLOGY	13	1			9	19		1		1				2	46
579 ELECTRONICS TECHNOLOGY	35		3	4	1	69	1	1	2	1				61	190
580 FOOD PRODUCTION MANAGEMENT	4			3	3	42	1		4				12	20	78
581 GRAPHICS/DESKTOP DESIGN	16				13	49		2					2	4	86
583 HORTICULTURE SCIENCE TECHNOLOGY	12	1	2		1	31		2		1	1	1	4	18	74
584 INDUSTRIAL TECHNOLOGY	6		9			23								1	39
586 MACHINE SHOP	5					19			1					11	36
587 NURSES AIDE	3					1									4
588 PRINTING TECHNOLOGY	4		1	3		23									36
589 RADIO BROADCASTING	1		2			17		2					9	15	55
590 BUSINESS MANAGEMENT	8		2		7	21						1	1	2	26
594 WELDING	11			2	6	21		1						33	71
597 COSMETOLOGY	5	3	3	2	2	6							11	11	63
605 BUSINESS TECHNOLOGY	1			2	5	14								18	39
607 COMPUTER INFORMATION SYSTEMS	116	30	8	23	36	268	1	3			1			27	50
617 MULTIVIDEO VIDEO PRODUCTION	4					1					1		43	15	544
618 UPHOLSTERY															5
<b>Total</b>	<b>369</b>	<b>37</b>	<b>61</b>	<b>62</b>	<b>104</b>	<b>848</b>	<b>8</b>	<b>25</b>	<b>10</b>	<b>3</b>	<b>17</b>	<b>10</b>	<b>140</b>	<b>378</b>	<b>2,072</b>

\*See previous page for non-completion codes.

*ix. Educational and Vocational Studies (Appendix B)*

Appendix B contains The Parenting Class Study which was published in December 2007. The format of the appendix is PDF and is a copy of the article submitted and published in The Journal of Correctional Education 48(4) – December 2007 publication.

*x. Education and Vocational Audits, Evaluations or Quality Control Reviews (Appendix C)*

Appendix C contains the most current Academic, Career and Technical Education Audits for each facility. Appendix C can be opened in PDF and is organized by facility