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## 2010 Innovations Awards Application

Deadline: March 1, 2010

ID # (assigned by CSG): **10-S-14SC**

**Please provide the following information, adding space as necessary:**

State: \_\_\_ South Carolina \_\_\_\_\_

Assign Program Category (applicant): \_\_\_ Human Resources/Education – Workforce Development Category  
\_\_\_\_\_ (Use list at end of application)

1. Program Name: Credentialing Program

2. Administering Agency:

Palmetto Unified School District with SCDC and other SCDC divisions such as Recycling, Facilities Management, Print Shop, institutions, and PUSD vocational and academic classes.

3. Contact Person (Name and Title): Weyland Burns – Director of Vocational Program – PUSD

4. Address: 4444 Broad River Road, PO Box 21787, Columbia, SC 29221-1787

5. Telephone Number: 803 – 896 – 1548

6. FAX Number: 803 896 – 1513

7. E-mail Address: Burns.Weyland @doc.state.sc.us

8. Web site Address: [www.doc.sc.gov](http://www.doc.sc.gov)

9. Please provide a two-sentence description of the program. Palmetto Unified School District created and implemented a plan that would allow inmates who work in SCDC divisions other than in vocational classes to earn a vocational completion certificate. This process allows current inmates' undocumented work skills be documented and recorded on the CRT Education Screen as a vocational completer. How long has this program been operational (month and year)? Note: the program must be between 9 months and 5 years old on March 1, 2010 to be considered.

10. Why was the program created? What problem[s] or issue[s] was it designed to address? January, 2009

11. Describe the specific activities and operations of the program in chronological order: This program was created and implemented to create a mechanism by which inmates' undocumented work skills would be documented.

Many inmates are assigned to work areas such as prison industries, cafeteria, maintenance, waste management, and recycling. These inmates presently in many cases do not receive any documentation of work skills. This program will provide documented competencies for work skills for inmates who are currently not enrolled in a PUSD vocational class. This certificate, which is a PUSD certified credential, is intended to increase an inmate's employability upon release.

12. Why is the program a new and creative approach or method?

PUSD will share certificate certification methodology with requesting SCDC divisions or institutions. After an inmate works a determined amount of hours under a supervisor in a particular job or set of tasks, the inmate will be issued a vocational completion certificate endorsed by PUSD. See memo entitled "Credentialing Program Procedures" for details of process.

The following is the process/procedure we currently use to "certify" inmate work through the Credentialing Program for the SCDC Divisions or institutions.

**PUSD will:**

Meet with Point of Contact (POC) of division or institution to establish the following:

**Division/institution will: Appoint a person (POC) to:**

- Identify general categories of technical competencies for which the inmates would be trained in the duration of this program
- Identify specific skills within these competencies that the inmates would learn
- Identify proficiency levels with each skill recorded
- Identify the duration of the required training in terms of amount of hours
- Identify various levels, if the program supports levels
- Determine starting date of program and whether inmates being trained will be transitioned into the Credentialing Program process
- Enter completion of certificate program data into CRT

**PUSD and Division/Institution will:**

PUSD and POC will finalize precise matrix of skills and competencies

Once the matrix is agreed upon, PUSD will send a prototype to the print shop to get a prototype completed

PUSD will seek approval to expend funds to get certificates printed

Once certificates are printed, PUSD will again meet with POC to provide training in how to issue the certificates and how to record certificates in the CRT.

We would then establish a communication system to include time lapsed updates and benchmark dates for group certificate completions.

13. Why is the program a new and creative approach or method

Before this program was implemented, there were many inmates who worked for SCDC and developed skills that were not recorded in the educational system that benefited inmates' efforts or documented his/her skills. These are inmates who do not generally have access to vocational classes. The documentation now earned by these inmates is accredited by the Palmetto Unified School District and recorded on the inmates' education screen to demonstrate educational achievement.

14. What were the program's start-up costs? (Provide details about specific purchases for this program, staffing needs and other financial expenditures, as well as existing materials, technology and staff already in place.)

\$0.00 starting costs – staffing added was none as we utilized existing staff and reshuffled duties. We then initiated meetings with division leaders and began collaboration efforts with them and we trained them in the specifics of the program. We also utilized existing computerized data management systems. The main expenditure is the cost of printing the certificates. The annual cost is about \$400.00.

15. What are the program's annual operational costs? \$400.00

How is the program funded? EFA carryover money and CATE money (State Department of Education dollars)

16.

17. Did this program require the passage of legislation, executive order or regulations? If YES, please indicate the citation number. No

18. What equipment, technology and software are used to operate and administer this program?  
Printers to print certificates and SCDC internal database system

19. To the best of your knowledge, did this program originate in your state? If YES, please indicate the innovator's name, present address, telephone number and e-mail address. No, we have no knowledge this program existed in another correctional setting.

20. Are you aware of similar programs in other states? If YES, which ones and how does this program differ?  
no

21. Has the program been fully implemented? If NO, what actions remain to be taken?  
Yes, but the pace of certificate completion is determined by the divisions in the collaboration efforts.

22. Briefly evaluate (pro and con) the program's effectiveness in addressing the defined problem[s] or issue[s].  
Provide tangible examples.

Con – pace of certificate completion is determined by divisions that are not familiar with education processes and practices. This makes transference of process knowledge cumbersome and divisions need constant reminders of program steps. This process adds a burden to education staff that is performing other duties.  
Pro – Inmates are receiving certificates and gaining skills they otherwise would not have achieved. This effort will reduce recidivism. We have conducted "Graduation" ceremonies for groups of inmates and have photographed completers. We have received verification from sources of released inmates gaining post release employment in the recycling trade as a direct result of the Credentialing certificates.  
Pro – Several divisions have bought in this program and are consistently producing certificates that otherwise would not have been earned by inmates.

23. How has the program grown and/or changed since its inception?  
Palmetto Unified School District this year began to set goals for the collaborating divisions to complete a certain amount of certificates within a school year.

24. What limitations or obstacles might other states expect to encounter if they attempt to adopt this program?  
Obstacles would include potential cultural and inherent barriers between education service providers and security and operations personnel. Another barrier is budget cut results of decreasing educational personnel to be able to push the program forward and maintain the procedures for recording data in a timely and efficient manner.

CSG reserves the right to use or publish in other CSG products the information provided in this application. If your agency objects to this policy, please advise us in a separate attachment.



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## 2010 Innovations Awards Application Program Categories and Subcategories

Use these as guidelines to determine the appropriate Program Category for your state's submission and list that program category on page one of this application. Choose only one.

### *Infrastructure and Economic Development*

- Business/Commerce
- Economic Development
- Transportation

### *Government Operations and Technology*

- Administration
- Elections
- Information Systems
- Public Information
- Revenue
- Telecommunications

### *Health & Human Services*

- Aging
- Children & Families
- Health Services
- Housing
- Human Services

### *Human Resources/Education*

- Education
- Labor
- Management
- Personnel
- Training and Development
- Workforce Development

### *Natural Resources*

- Agriculture
- Energy
- Environment
- Environmental Protection
- Natural Resources
- Parks & Recreation
- Water Resources

### *Public Safety/Corrections*

- Corrections
- Courts
- Criminal Justice
- Drugs
- Emergency Management
- Public Safety

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