



UNIVERSITY OF NEBRASKA AT OMAHA

**NEBRASKA CENTER FOR JUSTICE RESEARCH**

# **VOCATIONAL AND LIFE SKILLS QUARTERLY REPORT**

**Grant Cycle Three, Quarter Seven  
January – March 2020**

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## Executive Summary

This report presents quarterly data and evaluation updates for the Vocational and Life Skills Program (VLS) through Quarter Seven of Grant Cycle Three. VLS was created by Nebraska Legislative Bill 907 in 2014 with the purpose of reducing recidivism and increasing meaningful employment for individuals convicted of a crime in Nebraska. The report contains 1) descriptions of the eight funded organizations across the state, 2) a snapshot of participation, 3) demographics of the participants, and 4) participation breakdowns and descriptions of the skills participants are gaining through VLS programming. VLS plans to reevaluate service provider inclusions at the conclusion of Grant Cycle Three (6/30/2020) to ensure the best programming is available to participants.

The VLS initiative is evaluated by the Nebraska Center for Justice Research (NCJR) to identify the impact service providers and programming have in increasing meaningful employment. As part of the evaluation, NCJR provides trainings to support grantees as needed, and manages participant data in a data management system created specifically for VLS. NCJR provides feedback and information to the Nebraska Department of Correctional Services (NDCS) regarding the implementation process and data updates on a monthly and quarterly basis. NCJR has collaborated with service providers to create individualized evaluation plans with manageable goals and is working to complete an overall evaluation of VLS during this grant cycle.

Due to changes in service provisions during the COVID-19 outbreak, all statistics in this report may be skewed during the month of March. In order to ensure the safety of participants, providers, NDCS/Parole/Probation staff, others involved in the VLS initiative, and the community, VLS held multiple meetings via videoconference to address necessary changes in programming and service. Generally, service provision was reduced particularly near the end of March as VLS worked diligently to map changes in operating procedures. Providers have worked with all relevant agencies and organizations to ensure the provision of services continues as much as safely possible. Plans to modify programming during and after the community and facility changes have been submitted to NDCS and the evaluation team.

## Report Definitions

### NEW PARTICIPANTS

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New participants represent a subset of the total participants served – those who were new to the programs this quarter. New participants with each service provider are counted only once, which is reflected in the month they began their participation.

### TOTAL SERVED

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Total served is a count of unique active participants for the quarter. Any participant that does not have an end date to their programming during the quarter is counted as a unique participant served. If the same person is a participant in multiple programs, they are counted once in each service provider as a unique participant for the quarter they began participating.

### SUCCESSFULLY COMPLETED

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Participants are considered successful when they meet the individualized plan set up for them upon intake into the programs. Once they meet this threshold, they are exited from the program and marked as successfully completed. Success looks different for each participant and varies across programs as well (see Appendix A). Because of this, comparisons between service providers based on successful completion numbers are not provided in this report.

### TOTAL PARTICIPANTS (CYCLE THREE)

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The total number of participants served during Grant Cycle Three is reported here. If the same person is a participant with multiple service providers, the individual is counted once in each provider as a unique participant.

### TOTAL SUCCESSFULLY COMPLETING (CYCLE THREE)

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Participants are included in the total successfully completing for the grant cycle if they meet the definition of successful completion mentioned above. This captures anyone who has an ending status of successful completion from the beginning of the grant cycle (July 1, 2018) to the end of the current quarter.

## Provider Descriptions

### ASSOCIATED BUILDERS AND CONTRACTORS

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ABC is part of a national company that provides trade-specific apprenticeship training and work-based learning opportunities for careers in the construction industry. ABC offers classes in correctional facilities and ABC facilities in Lincoln and Omaha.

### BRISTOL STATION - WESTERN ALTERNATIVE CORRECTIONS, INC.

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Bristol Station assists formerly incarcerated persons in transitioning into the community in a residential setting. They provide opportunities of self-discovery and encourage participants to develop sustainable pro-social routines. Bristol Station works with the Nebraska Board of Parole in Hastings, NE.

### MENTAL HEALTH ASSOCIATION

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MHA provides peer-run behavioral case management and "wrap-around" support services in Lincoln. This holistic approach provides participants with access to services on an as-needed basis. Services include evidence-based programming, peer-group activities, and education classes and are provided in a residential setting and in prison.

### METROPOLITAN COMMUNITY COLLEGE

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MCC is a public education institution that supports the RAP 180 program to provide education and work readiness training both within prison and on the Omaha campus. They provide college courses, workshops, employment consultations, and a food pantry for those in need.

### MID-PLAINS COMMUNITY COLLEGE

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MPCC is a public education institution that includes a division of Business and Community Education (BCE). The BCE is dedicated to providing communities and businesses with educational programs. They provide trainings and certifications on the MPCC campus with the escort and supervision of NDCS employees.

### RECONNECT

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ReConnect, Inc. offers short courses that balance life skills and cognitive restructuring techniques with employment training to help clients reach their full potential. Located in Omaha, ReConnect hosts job fairs to connect clients, employers and provides pre-release services in correctional facilities.

### TRADE

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TRADE is a program administered by the Center for People in Need. It provides comprehensive services and opportunities to support low-income, high-needs ex-offenders in prison and at the CFPIN facility in Lincoln. Services include courses or trainings, but focus on relational, cognitive, and technical skillsets.

### YORK COLLEGE

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York College is a private education institution that provides participants with education courses and prepares them for gainful employment using a spiritual approach to improve cognitive thinking skills and relationship skills. Participants earn college credit with slightly modified curricula from regular York courses.

## Current Provider Highlights

### ASSOCIATED BUILDERS AND CONTRACTORS

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ABC continues to provide classes in the facilities, but are challenged by COVID-19 safety adjustments of 10 students per room and no night classes permitted in facilities.

### BRISTOL STATION

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Bristol Station has been transparent with residents about the dangers of COVID-19 and have implemented screening protocols for residents.

### MENTAL HEALTH ASSOCIATION

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MHA has been utilizing Facebook Live and Zoom to provide support to their clients through the pandemic. Their downtown office is closed, but their residential housing is still in operation with limited access for guests and staff only for safety.

### METROPOLITAN COMMUNITY COLLEGE

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A new employment peer mentor has joined the MCC team just in time to assist participants overcome COVID-19 employment challenges. MCC continues to offer e-learning classes and have observed an increase of participants utilizing the food pantry.

### MID-PLAINS COMMUNITY COLLEGE

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Students have completed 370 program offerings since the beginning of Grant Cycle Three through Mid-Plains Community College, but hands-on programming is currently on hold since the physical college is currently closed for the safety of participants and instructors threatened by COVID-19.

### RECONNECT

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ReConnect has developed self-paced programs called Key to Life Success (KEYS) and Goals, Plans, and Strategies for Life Success (GPS) to work around COVID-19 restrictions. They have 35 participants signed up in these programs at the facilities.

### TRADE

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Over the last quarter, TRADE completed their first CORE Program at CSI, and successfully hired a new program manager. COVID-19 however has reduced the number of eligible instructors for health and child care limitations, so they are looking into virtual no-contact facilitation options.

### YORK COLLEGE

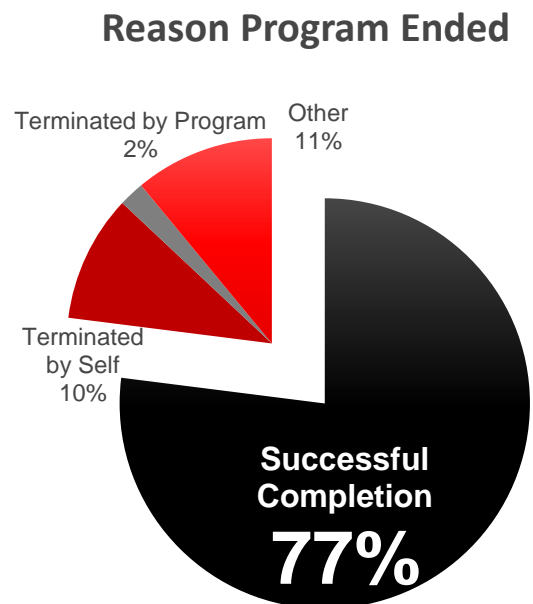
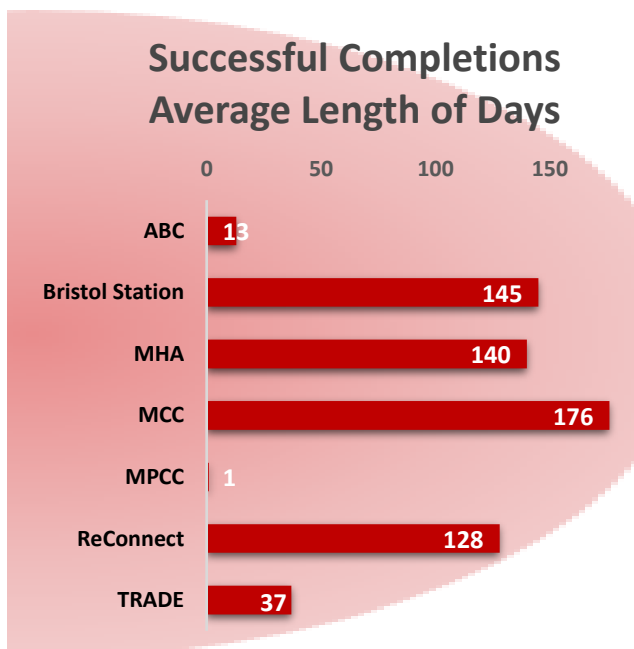
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Students at York College continue to earn high grades in their courses, but method of delivery is adjusting to e-learning recommendations due to COVID-19.

# Program Participation Statistics

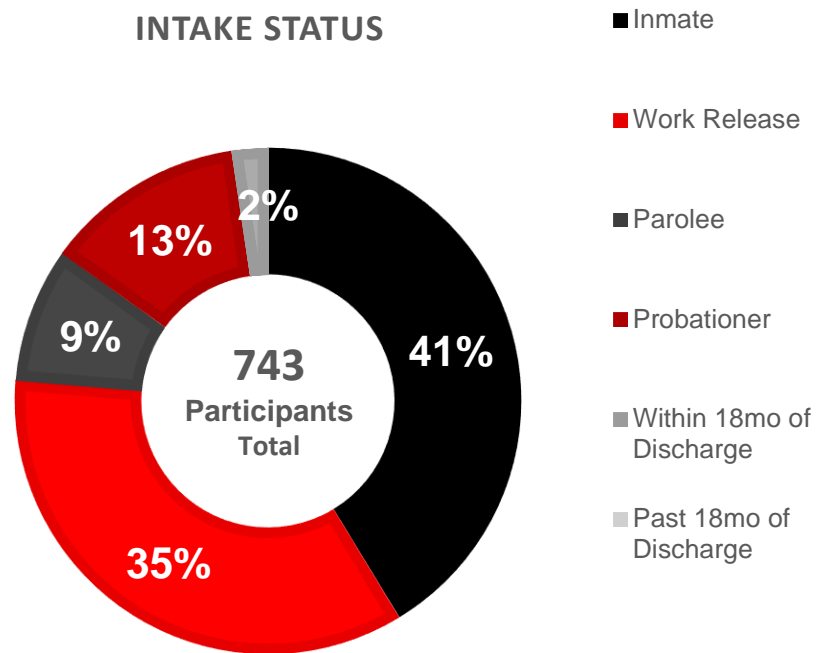
Participants Served					
Provider	New Participants (Q7)	Total Served (Q7)	Successful Completions (Q7)	Total Participants (Cycle 3)	Total Successful Completions (Cycle 3)
ABC	66	143	58	486	362
Bristol Station	20	41	9	126	66
MHA	194	336	69	1,134	788
MCC	268	582	131	1,620	1,078
MPCC	30	30	30	195	192
ReConnect	88	428	27	1,019	503
TRADE	77	216	32	525	269
York College	0	12	0	24	12
<b>Total</b>	<b>743</b>	<b>1,788</b>	<b>356</b>	<b>5,129</b>	<b>3,270</b>

Since the beginning of the current grant cycle, **3,270** Vocational and Life Skills participants have successfully completed programming across all eight providers. Participants successfully complete the programming when they meet the requirements of their individual plan with program staff in **110** days on average (See Appendix A). Although most participants successfully complete programming, some fail for a variety of reasons: decided to leave on their own accord (terminated by self), are asked to leave by the program (terminated by program), relocated residential location or facility (moved), are referred to another agency (referred to other agency), or they may have left for another reason (other). There were **461** participants who ended programming in Quarter Seven.

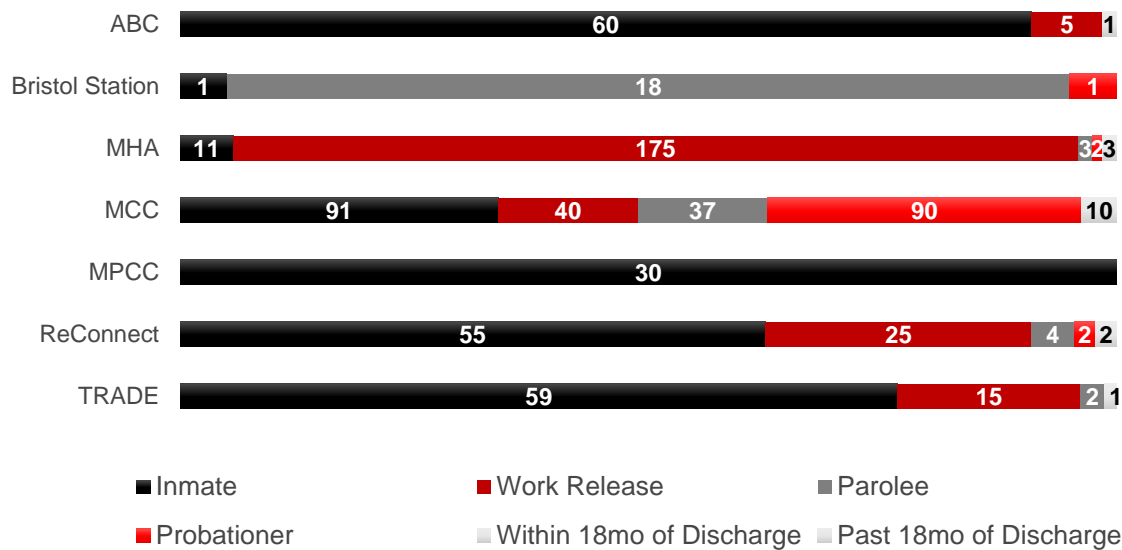


# Participant Status

INTAKE STATUS



New Intake Status by Program

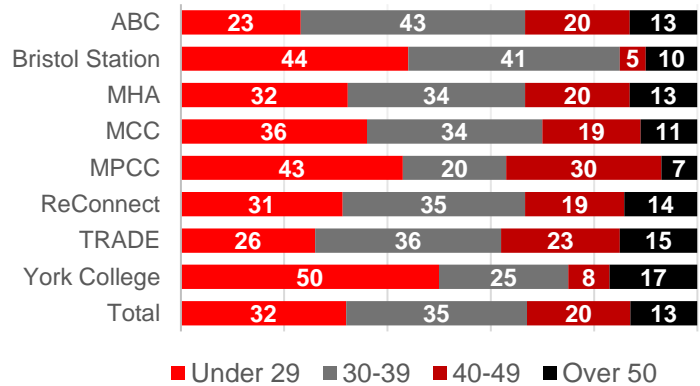




# Participant Demographics

Program staff collect a variety of self-reported demographic information from participants in their programs. If an individual participated in multiple programs, their demographic information is counted for each participation, so the data is based on individual participations and not necessarily individual people. In this report, we present demographic information on age, race, and sex. There were **231** participants (**12.8%**) who identified as Hispanic or Latinx. These participants are most often represented in the Other or White racial categories.

## AGE BY PROGRAM (%)

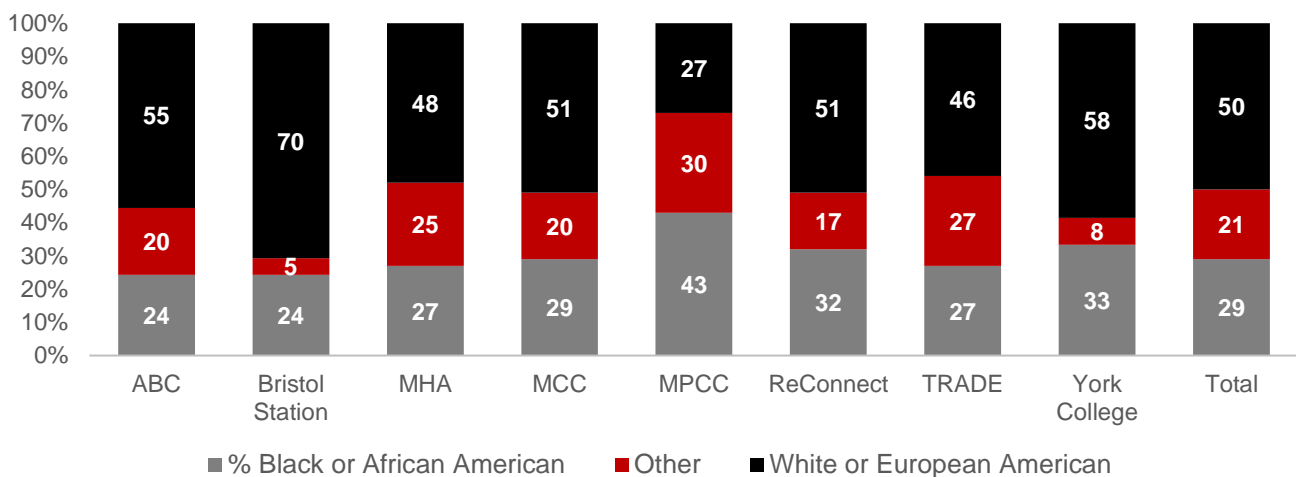


% FEMALE BY PROGRAM	
Program Name	% Female
ABC	28.7
Bristol Station	4.9
MHA	26.3
MCC	13.6
MPCC	0.0
ReConnect	2.8
TRADE	26.9
York College	100.0
<b>Total</b>	<b>16.3</b>

% MALE BY PROGRAM	
Program Name	% Male
ABC	71.3
Bristol Station	92.7
MHA	73.7
MCC	86.4
MPCC	100.0
ReConnect	97.0
TRADE	73.1
York College	0.0
<b>Total</b>	<b>83.5</b>



## RACE BY PROGRAM (%)



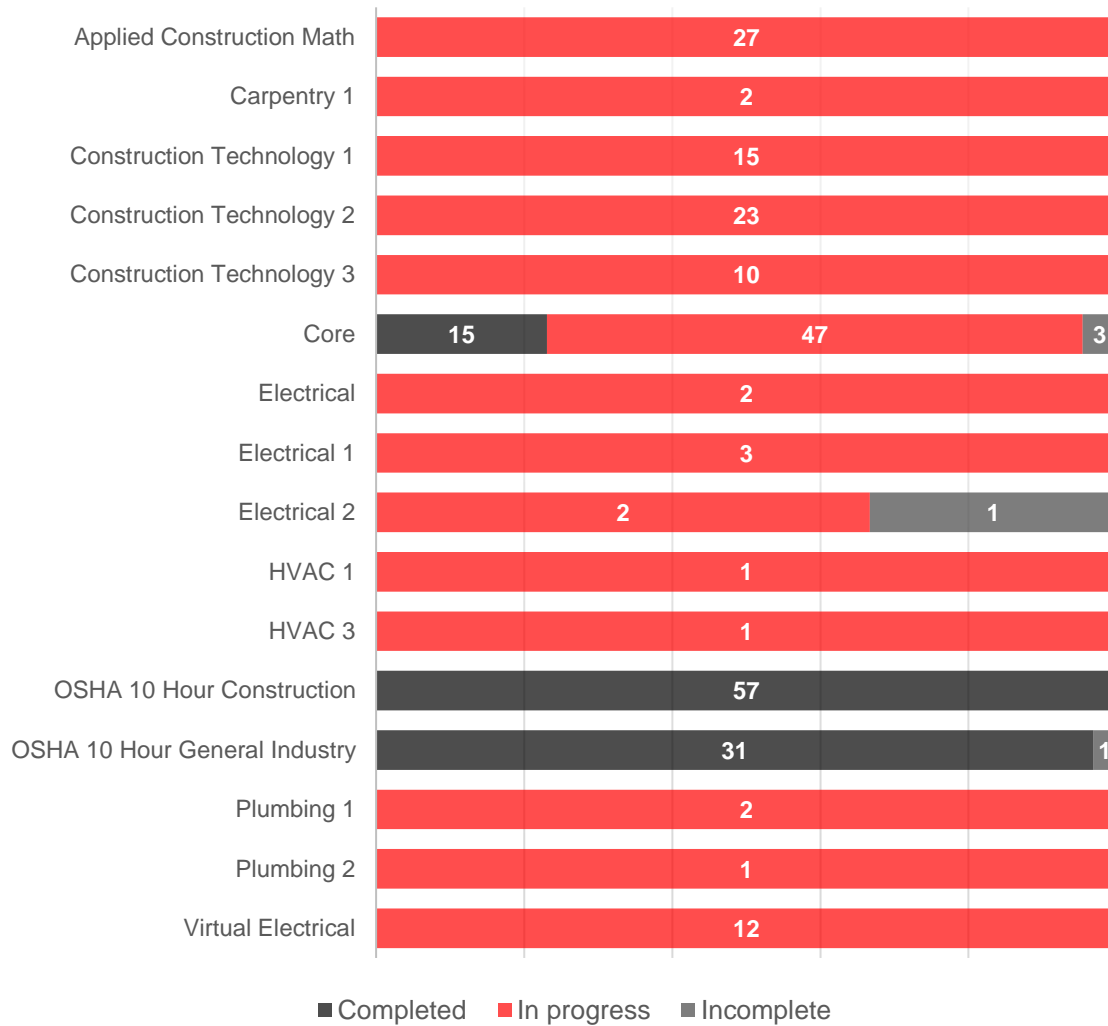
## Program Areas

Program area participations for Grant Cycle Three, Quarter Seven (January 2020 - March 2020) are presented below. Program staff work with each participant to develop an individualized plan of programming unique to their needs. Many participants are involved in multiple program areas at each program and some program areas offered are not suitable for each participant. It is not necessary for a participant to complete each program area to be considered a successful participant. Some may only complete one program area, while others may participate in multiple areas either back-to-back or simultaneously in order to complete the program. It is only when participants complete the necessary program areas that program staff will mark an individual as successfully completing. This is determined on an individual basis.

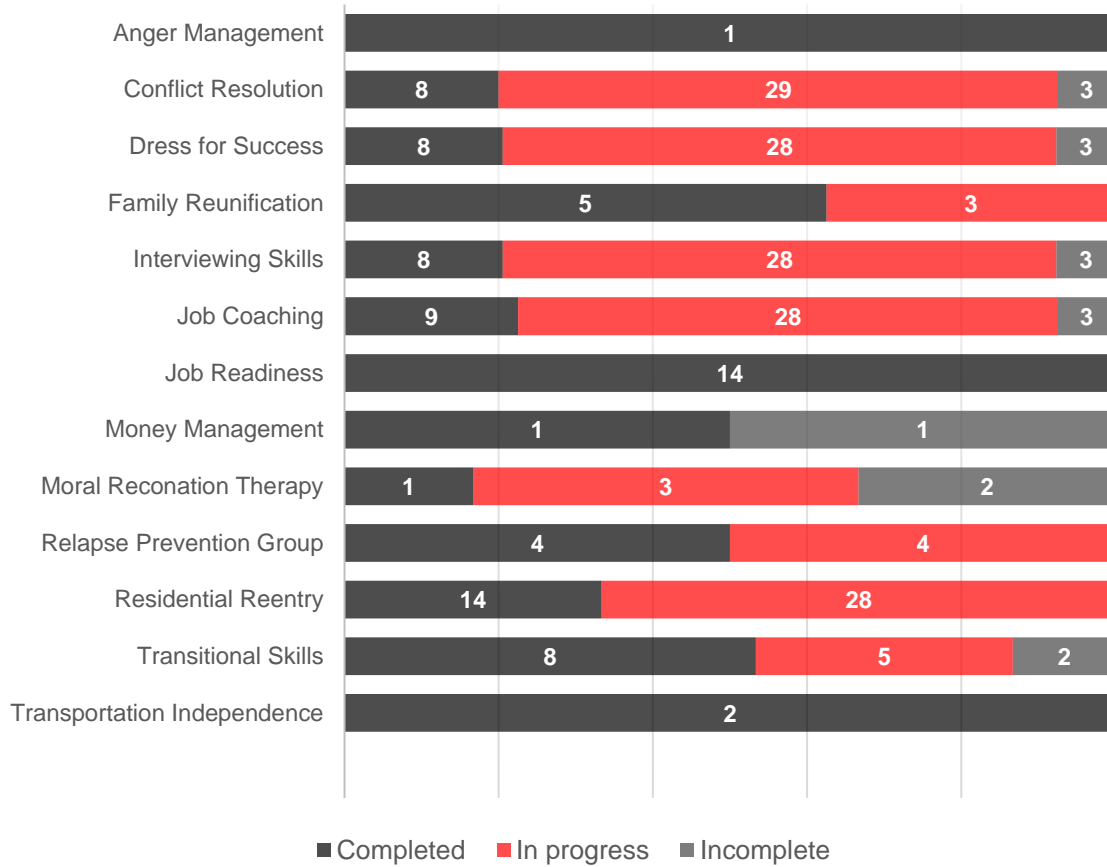
An overview of all program areas each program offers and any updates to program areas is provided in Appendix A of this report. Program areas have changed, and in some cases, will continue to change. Therefore, some of the data presented will not match exactly with previous quarterly reports on program areas.



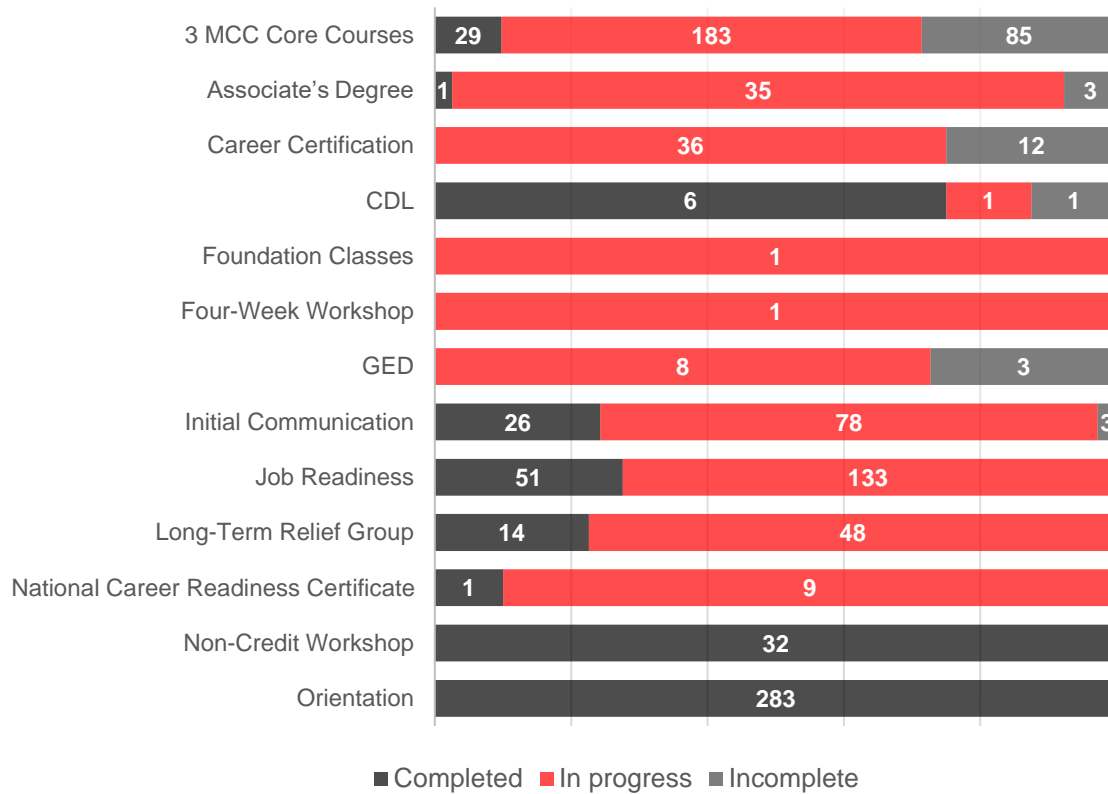
## ABC PROGRAM AREAS



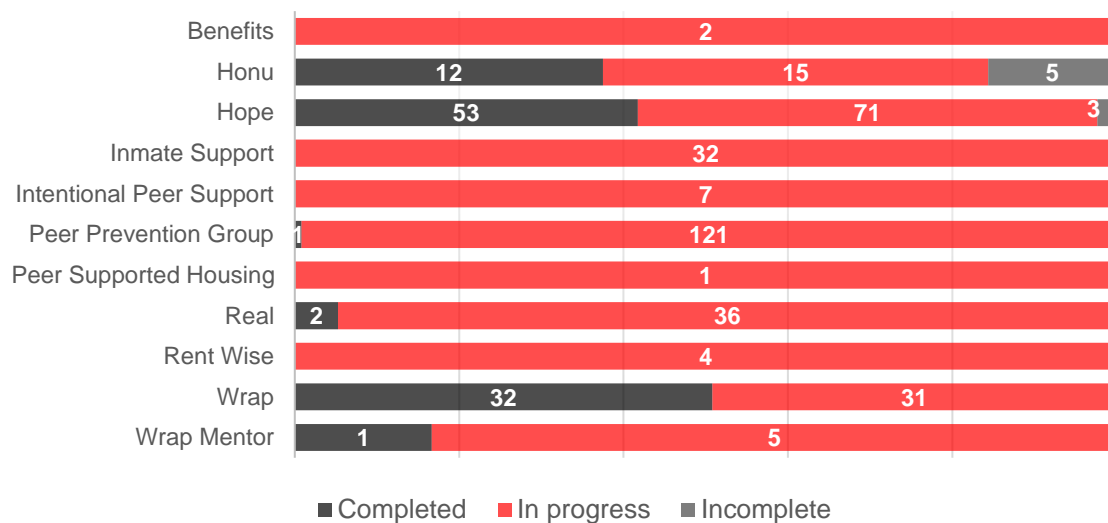
## BRISTOL STATION PROGRAM AREAS



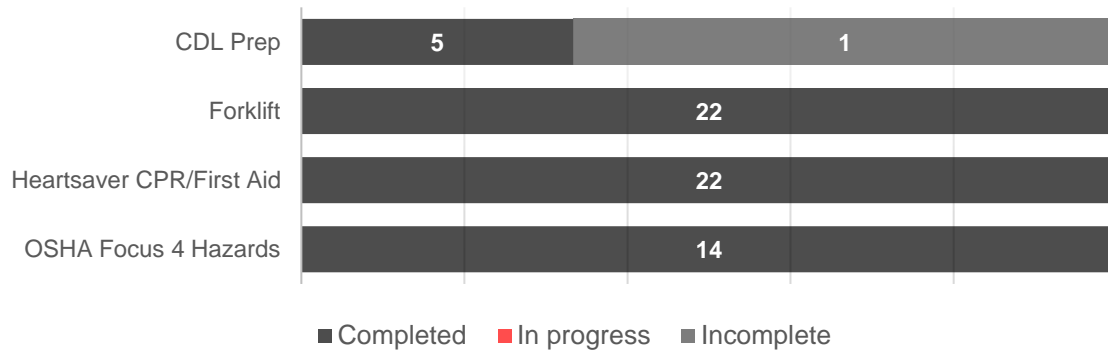
## MCC PROGRAM AREAS



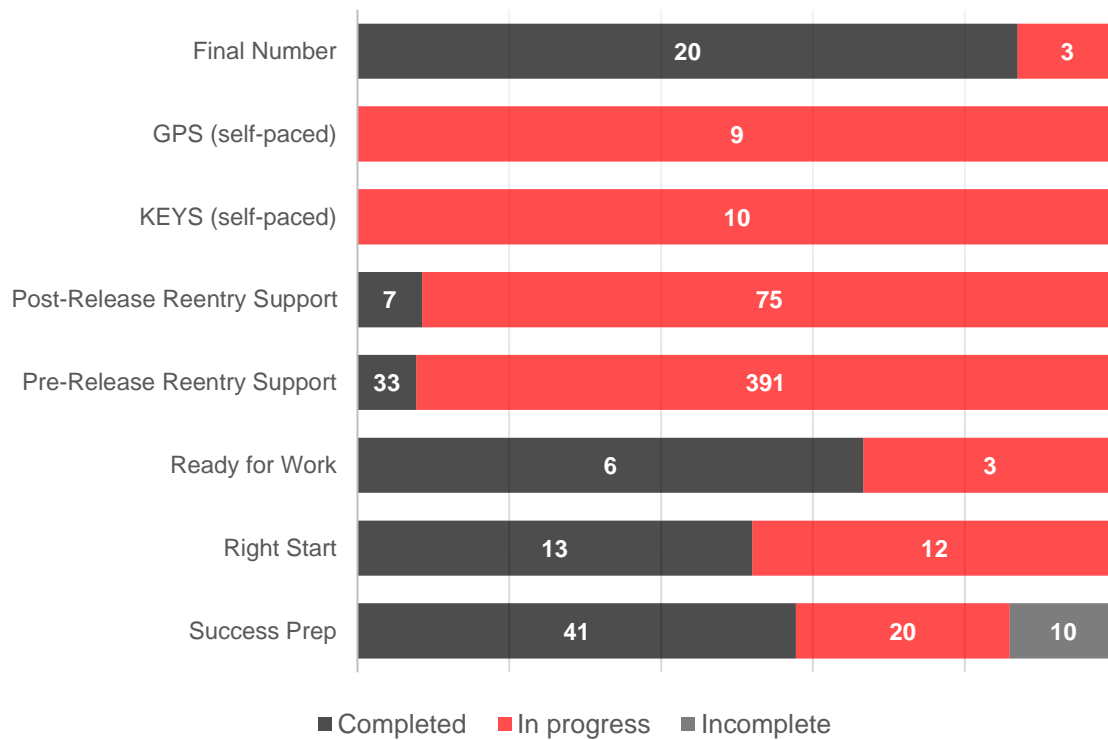
## MHA PROGRAM AREAS



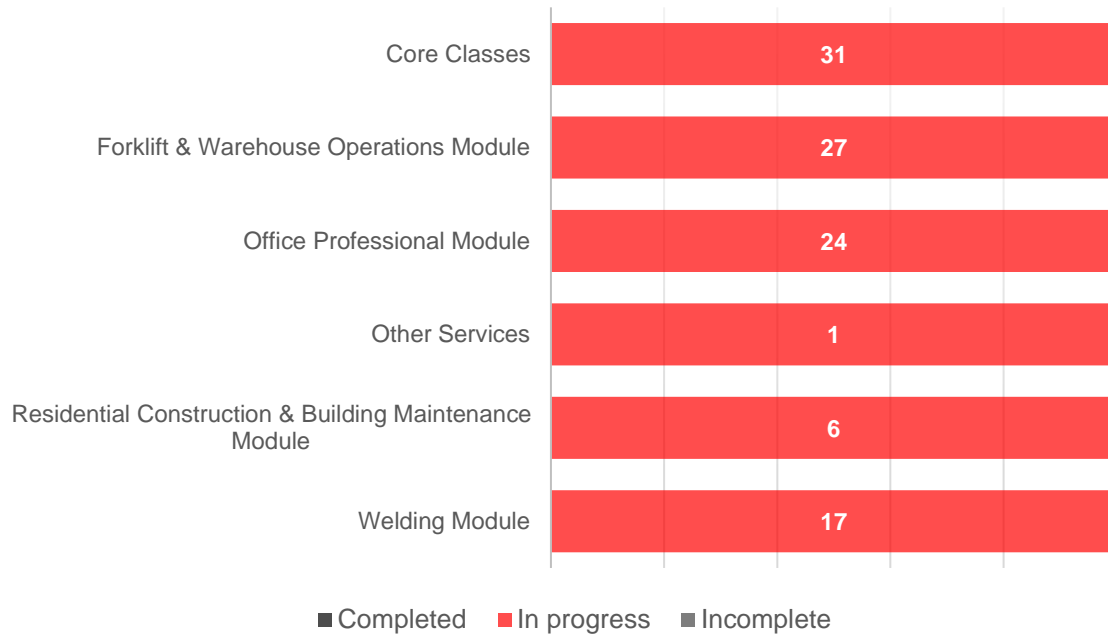
## MPCC PROGRAM AREAS



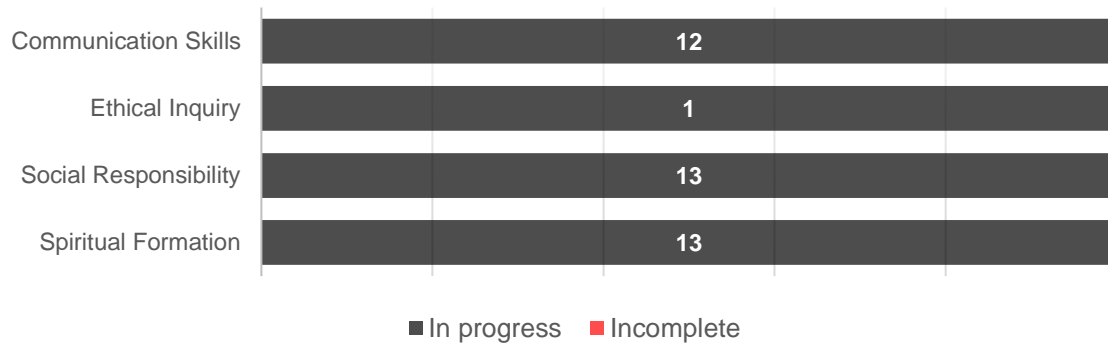
## RECONNECT PROGRAM AREAS



## TRADE PROGRAM AREAS



## YORK PROGRAM AREAS



## Appendix A: Program Area Descriptions

The following program area descriptions provide information on different services offered in each program. Each area details the services provided, the benefit or result a participant can hope to get from completing the area, the duration of programming, and the locations the program area is offered. Not all program areas or services are always offered, and participants may not participate in all program areas during their programming. As each participant goes through programming differently based on their individual needs, these descriptions provide more insight into the program area participations reported. Program areas are updated quarterly to reflect what is currently offered.

### Associated Builders and Contractors (ABC)

Participants are marked as successfully completing programming depending on where they are taking classes and their individual needs. Success is generally captured after completing OSHA 10-Hour Construction and General Industry training while in correctional facilities. Some participants also move on to a core class in facilities or may take additional classes out in the community after release.

#### Program Areas

- **NCCER Core Curriculum**
  - **Description:** The NCCER Core Curriculum is a prerequisite to all other Level 1 craft curriculum. The CORE curriculum includes Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Introduction to Basic Rigging, Basic Communication Skills, Basic Employability Skills and Introduction to Material Handling.
  - **Benefit/Result:** Prerequisite/Certificate/Card
  - **Duration:** 12 weeks, 2 nights per week
  - **Location:** NSP, CCCL, CCCO, NCCW, TSCI, WEC, NCCW
  
- **OSHA 10 Hour Construction**
  - **Description:** This course provides the worker with an overview of the safety applications on a construction site and increases awareness and understanding of governmental regulations and applications to the trade practices. All certificates received are issued directly from the OSHA Training Institute Outreach Program and meet every application to the OSHA requirements currently in place.
  - **Benefit/Result:** Certificate/Card
  - **Duration:** 10 hours
  - **Location:** NSP, CCCL, NCCW, TSCI



- **OSHA 10 Hour General Industry**
  - **Description:** This training program is intended to provide entry-level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job-related hazards on a job site. The training covers a variety of general industry safety and health hazards that a worker may encounter. Training emphasizes hazard identification, avoidance, control and prevention. It also focuses on OSHA standards.
  - **Benefit/Result:** Certificate/Card
  - **Duration:** Ten hours
  - **Location:** NSP, CCCL, NCCW, TSCI
  
- **Construction Technology 1, 2, and 3**
  - **Description:** This curriculum will ground the trainee in the basic knowledge and principles of carpentry, masonry, concrete finishing, electrical work, HVAC, and plumbing. The person will become skilled in different phases of a project from start to finish. Once completing this course, the trainee will be able to interpret construction drawings; perform quality concrete and brickwork; frame walls, ceilings, and floors of a structure; and install the proper wiring and piping for electrical, and plumbing systems.
  - **Benefit/Result:** Certificate/Card
  - **Duration:** 12 weeks per level, 2 nights per week
  - **Location:** NSP, NCCW, TSCI
  
- **Applied Construction Math**
  - **Description:** Just seeing the word “math” strikes fear and frustration in the hearts and minds of many students. Teachers also understand that a math lesson gets the same reception as any other dreaded chore: “Eat your Brussel sprouts, take out the garbage, and learn your MATH.” Students and teachers must see the relevance in learning before they will invest the time and commitment needed to master the subject. This book will help people understand the fundamentals of math in a way that is engaging, interesting, and relevant. This book’s unique and real-life approach will help people understand how learning and more importantly, understanding math will allow them to reach their personal goals as a student and craft professional.
  - **Benefit/Result:** Certificate
  - **Duration:** 10 weeks, 2 nights per week
  - **Location:** NSP, NCCW, TSCI, WEC, CCCL

- **Reality Works Virtual Welding (VW)**
  - **Description:** The VW provides all participants with knowledge of welding safety, basic welding, welding defects, and will give them the tools to make welding corrections. Sections include: Welding Types, Careers, Welding Safety, Types of Welders, Welding Equipment, Welding Defects, Welding Basics, Welding Joints and Welding Simulation.
  - **Benefit/Result:** Certificate
  - **Duration:** Ten weeks, two nights per week
  - **Location:** NCCW, ABC Lincoln Training Center
  
- **Reality Works Virtual Electrical (VE)**
  - **Description:** The VE provides students with general electrical wiring training as well as instruction on how to do proper household and commercial wiring. This program helps students to safely train their electrical wiring skills by providing repetitive practice as well as assessment exercises and introduces standard electrical symbols and theory in one portable, easy-to-use kit. The curriculum follows three lesson plans: Electrical Safety, Electrical Principles and Basic Electrical Wiring Skills.
  - **Benefit/Result:** Certificate
  - **Duration:** Eight weeks, two nights per week
  - **Location:** NCCW, WEC, ABC Lincoln Training Center
  
- **HVAC**
  - **Description:** HVAC curriculum is a four-level program that will be taught during a four-year period. Each level will be 26 weeks, one day per week and two-and-a-half hours per day for a total of 80 hours. The increasing development of HVAC (heating and air-conditioning systems) technology causes employers to recognize the importance of continuous education to keep up to speed on the latest equipment and skills. Hence, technical school training or apprenticeship programs often provide an advantage and a higher qualification for employment. NCCER's program has been designed by highly qualified subject matter experts with this in mind. The four levels North American Technician Excellence (NATE) recognized, present theoretical and practical skills essential to an individual's success as an HVAC installer or technician.
  - **Benefit/Result:** Certificate/Card – ultimately earning license in the trade
  - **Duration:** 1 year per level, 1 night per week
  - **Location:** ABC Training Centers
  
- **Electrical**
  - **Description:** Electrical curriculum is a four-level program that will be taught during a 4-year period. Each level will be 26 weeks, one day per week and two-and-a-half hours per day for a total of 80 hours. Electricians install electrical systems in structures; they install wiring and other electrical components, such as circuit breaker panels, switches, and light fixtures. They follow blueprints, the National Electrical Code® and state and local codes. To prepare trainees for a

career in the electrical field, NCCER offers a comprehensive, four-level Electrical curriculum that complies with DOL time-based standards for apprenticeship.

- **Benefit/Result:** Certificate/Card – Ultimately earning license in the trade.
- **Duration:** 1 year per level, 1 night per week
- **Location:** ABC Training Centers

- **Drywall**

- **Description:** Drywall curriculum is a two-level program that is taught during a two-year period. Each level will be 26 weeks, one day per week and two-and-a-half hours per day for a total of 80 hours. Drywall applicators often install walls and ceilings, as well as place insulation, soundproofing, and fire-stopping materials behind and onto those walls and ceilings. They may also apply textures and trims to enhance both the interiors and exteriors of the buildings. The two-level curriculum for Drywall covers such subjects as Thermal and Moisture Protection, Steel Framing, and Acoustical Ceilings.
- **Benefit/Result:** Certificate/Card
- **Duration:** 1 year per level, 1 night per week
- **Location:** ABC Training Centers

- **Carpentry**

- **Description:** Carpentry curriculum is a three-level program that is taught during a three-year period. Each level will be 26 weeks, one day per week and two-and-a-half hours per day for a total of 80 hours. Carpenters make up the largest building trades occupation in the industry and those with all-around skills are in high demand. Carpenters are involved in many different kinds of construction activities, from building highways and bridges to installing kitchen cabinets. Carpenters construct, erect, install, and repair structures and fixtures made from wood and other materials. This four-level curriculum covers content such as Building Materials, Cabinet Fabrication, and Advanced Wall Systems.
- **Benefit/Result:** Certificate/Card
- **Duration:** 1 year per level, 1 night per week
- **Location:** ABC Training Centers

- **Masonry**

- **Description:** Masonry curriculum is a three-level program that is taught during a three-year period. Each level will be 26 weeks, one day per week and two-and-a-half hours per day for a total of 80 hours. The study of masonry is one of the world's oldest and most respected crafts. Masonry construction has existed for thousands of years. The remains of stone buildings date back 15,000 years, and the earliest manufactured bricks unearthed by archaeologists are more than 10,000 years old. These bricks were made of hand-shaped, dried mud. Among the most well-known works of masons are the pyramids of ancient Egypt and Notre Dame Cathedral in Paris. NCCER's three-level curriculum encompasses modules such as Mortar, Metalwork in Masonry, and Estimating.
- **Benefit/Result:** Certificate/Card

- **Duration:** 1 year per level, 1 night per week
- **Location:** ABC Training Center
- **Plumbing**
  - **Description:** Plumbing curriculum is a four-level program that will be taught during a four-year period. Each level will be 26 weeks, one day per week and two-and-a-half hours per day for a total of 80 hours. Most people are familiar with plumbers who come to their home to unclog a drain or install an appliance. In addition to these activities, plumbers install, maintain, and repair many different types of pipe systems. For example, some systems move water to a municipal water treatment plant and then to residential, commercial, and public buildings. Other systems dispose of waste, provide gas to stoves and furnaces, or supply air conditioning. Pipe systems in power plants carry the steam that powers huge turbines. Pipes are also used in manufacturing plants, such as wineries, to move material through production processes. NCCER's four-level curriculum covers topics such as Plumbing Tools, Types of Valves, and Potable Water Treatment.
  - **Benefit/Result:** Certificate/Card – and ultimately earning license in the trade.
  - **Duration:** 1 year per level, 1 night per week
  - **Location:** ABC Training Centers

## **Bristol Station – Western Alternative Corrections**

Every participant's success will look different. The program plan is shaped based on risk and needs assessments of each individual. Each participant has a different path in the residential side of the program and the vocational and life skills areas. They work with case managers to determine their programming needs.

- **Residential Reentry**
  - **Description:** Bristol Station Residential Reentry Center is based on the federal re-entry model which utilizes evidence-based practices to deliver offender-specific programming while the participant resides at the facility. Re-entry services are guided by the Risk, Need and Responsivity (RNR) principles which dictate the degree of targeted interventions and individualized services and programming provided to each participant based off a risk/needs assessment. Bristol Station offers a variety of programming components to foster life and vocational skills. Programming components include, but are not limited to Correctional Case Management, Moral Recognition Therapy, Offender Workforce Development, Transition Skills Group, and Personal Growth. Community resources are utilized for substance abuse, mental health and offense-specific treatment.
  - **Benefit/Result:** Development of employability skills, development of life skills necessary to live a crime-free life, obtain and maintain meaningful employment, successfully complete all facets of their individualized program plan aimed at

lowering recidivism risk. Successfully reintegrate and transition back into their community.

- **Duration:** 3-12 Months
- **Certificate:** None
- **Location:** Bristol Station Residential Reentry Center, Hastings, NE

- **Correctional Case Management**

- Validated risk/needs assessment
- Individualized program plan development
- Weekly and biweekly progress meetings
- Program review team updates
- Release planning
  - **Description:** Each participant is assigned a case manager for the duration of his/her stay at Bristol Station. The participant meets with the case manager on a weekly basis for the first six weeks and then every other week thereafter. The case manager completes the risk/needs assessment, Ohio Risk Assessment System - Community Supervision Tool (ORAS-CST), and Quality of Life Inventory (QOLI) with the participant, which is the basis of the individualized program plan. Upon discharge from the program, the case manager completes the ORAS-CST and QOLI as well. Another part of the correctional case management component is the weekly Program Review Team (PRT) where the case managers, home reintegration specialist, executive director and parole or probation officer meet to discuss the progress of each participant.
  - **Duration:** Ongoing while residing at Bristol Station RRC
  - **Certificate:** None
  - **Location:** Bristol Station Residential Reentry Center, Hastings, NE

### Life Skills Programming:

- **Moral Recognition Therapy**

- **Description:** Moral Recognition Therapy (MRT) is a systematic treatment strategy that seeks to decrease recidivism among juvenile and adult criminal offenders by increasing moral reasoning. MRT systematically focuses on seven basic treatment issues:
  - confrontation of beliefs, attitudes and behaviors
  - assessment of current relationships
  - reinforcement of positive behavior and habits
  - positive identity formation
  - enhancement of self-concept
  - decrease in hedonism and development of frustration tolerance
  - development of higher stages of moral reasoning
- **Benefit/Result:**
  - MRT is designed and developed to target issues specific to an offender population.

- MRT has shown to reduce the recidivism rate of offenders by between 30 percent and 50 percent for periods up to 20 years after release.
    - MRT improves offender compliance to rules in an institution or while under supervision in the community.
    - MRT will increase offenders' moral reasoning, decrease dropout rates, increase sense of purpose and reduce antisocial thinking and behavior.
  - **Duration:** MRT is delivered in weekly open-ended groups, which allows for maximizing resources. There are 12 steps in the MRT curriculum.
  - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
  - **Location:** Bristol Station Residential Re-entry Center, Hastings, NE
- **Family Reunification/Personal Growth**
    - **Description:** Bristol Station utilizes The Change Companies' evidence-based Interactive Journaling product, Getting it Right, Contributing to the Community, and Personal Growth. There are multiple journaling sections that focus on a different topic relevant to life skills, family reunification and reentry. The sections are:
      - Relationships/Communication
      - Family
      - Feelings
      - Anger
    - **Benefit/Result:** Increased positive communication with family, development and/or repair of family relationships, development of a positive support system and reduced recidivism risk.
    - **Duration:** The group will be facilitated by a Bristol Station employee and would be offered for a total of eight one-hour sessions.
    - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE

- **Parenting**
  - **Description:** Bristol Station utilizes two different curriculums for parenting. The curriculum utilized would be based on the needs of the participant based on the risk/need assessment. Bristol Station utilizes InsideOut Dad® and/or Parenting Wisely. InsideOut Dad® is an evidence-based fatherhood program which helps reduce recidivism by reconnecting fathers to their families.
  - **Benefit/Result:** Development of parenting skills, improved familial relationships, reduced recidivism risk.
  - **Duration:** Parenting Wisely is offered online. InsideOut Dad® will be facilitated in a group setting over a 12-week period.
  - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
  - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
  
- **Transition Skills**
  - **Description:** Bristol Station utilizes The Change Companies evidence-based Interactive Journaling product and Transition Skills Program. There are multiple journaling sections that focus on a different topic relevant to reentry, life and vocational skills. The sections are:
    - Realistic expectations
    - Healthy relationships
    - Managing your time
    - Handling social influences
    - Roadblocks in transition
    - Thinking for a change
    - Authority figures
    - Managing your anger
    - Your safety net
  - **Benefit/Result:** Participants work to develop key life skills that help them make responsible choices and avoid future incarceration, as well as reduced recidivism risk.
  - **Duration:** The group is designed so participants can join the group at any point in the process, which generally takes approximately nine weeks. The group will meet for no less than one hour and will be scheduled to compliment the participant work hours.
  - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
  - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
  
- **Money Management/Financial Literacy**
  - **Description:** Participants will work independently with their assigned case manager utilizing the "Basic Money Management" workbook. The curriculum will address challenges with the management of finances and making healthy

- financial choices. This program component can also be provided in a group setting.
- **Benefit/Result:** Development of life skills, a working budget and development of financial responsibility.
  - **Duration:** Ongoing while residing at Bristol Station RRC.
  - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
  - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
- **Relapse Prevention**
    - **Description:** Bristol Station will utilize The Change Companies' evidence-based Interactive Journaling product and Relapse Prevention. Relapse Prevention will provide group participants with the tools needed to identify the pattern of relapse and interrupt that pattern before they slip back into criminogenic behaviors.
    - **Benefit/Result:** Each participant will identify personal relapse warning signs and develop a relapse prevention plan that will help in maintaining motivation for responsible living and sobriety and reduced recidivism risk.
    - **Duration:** Six to eight weeks
    - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
  - **Anger Management**
    - **Description:** Bristol Station will utilize The Change Companies' evidence-based, Interactive Journaling techniques that apply motivational interviewing principals, cognitive-behavioral strategies and the behavior change model to address anger and the triggers.
    - **Benefit/Result:** Participants will develop frustration tolerance skills, anger-reducing techniques in order to make changes in their thinking, feelings and behaviors.
    - **Duration:** Four to six weeks
    - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
  - **Managing Mental Health**
    - **Description:** Bristol Station utilizes community resources for mental health needs and medication management. Participants are referred by their assigned case manager to ensure continuity of care or to establish care.
    - **Benefit/Result:** Continuity of mental health and medical needs are addressed
    - **Duration:** Ongoing while residing at Bristol Station RRC
    - **Location:** TBD
  - **Health/Medical**



- **Description:** Bristol Station utilizes community resources for health needs and medication management. Participants are referred by their assigned case manager to ensure continuity of care or to establish care.
  - **Benefit/Result:** Continuity of medical needs are addressed
  - **Duration:** Ongoing while residing at Bristol Station RRC
  - **Location:** TBD
- **Problem Solving/Communication Skills**
    - **Description:** Bristol Station will utilize The Change Companies' evidence-based Interactive Journal and Communication Skills to assist participants in the development of effective problem-solving skills and improved communication skills. Focus is placed on effective communication, strategies for controlling anger, and the benefits of building healthy relationships.
    - **Benefit/Result:** Development of appropriate problem-solving techniques and life skills, as well as reduced recidivism risk.
    - **Duration:** 6 weeks
    - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
- **Time Management**
    - **Description:** Participants will work with their case manager to assist in identifying and practicing good time management techniques.
    - **Benefit/Result:** Participants will utilize good time management techniques to maximize their efficiencies and minimize unhealthy down time.
    - **Duration:** Ongoing while residing at Bristol Station RRC
    - **Certificate:** None
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
- **Transportation Independence**
    - **Description:** Participants will work one-on-one with their case managers to obtain and maintain a reliable mode of transportation.
    - **Benefit/Result:** Participants will have obtained a vehicle or other mode of transportation that is suitable to their needs.
    - **Duration:** 1 to 6 months
    - **Certificate:** None
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
- Vocational Programming:**
- **Vocational Assessment**
    - **Description:** Bristol Station will complete a comprehensive, evidence-based vocational assessment that will assess employment/education interests utilizing the O'NET interest profiler, as well as an interest and skills checklist. The vocational assessment will also evaluate barriers and skills.

- **Benefit/Result:** Participants will identify employment and/or educational interests which in turn assists in the development of a targeted job search or targeted course of study with vocational training to enhance general labor market access.
  - **Duration:** Individualized/On-Going
  - **Certificate:** None
  - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
- **Employment Readiness**
    - **Description:** Bristol Station utilizes the evidence-based Offender Workforce Development Specialist (OWDS) curriculum to provide participants with workforce development strategies. Components of the group include vocational assessment, interest and skills profiler, assessment of barriers, identification of transferable and soft skills, job search strategies, completing job applications appropriately, development of a resume, appropriate dress and hygiene, development of interview skills, explaining criminal history effectively, employer expectations and employment retention. Participants will also obtain all necessary documents required to gain employment (i.e. birth certificate, state identification, drivers' license, social security card).
    - **Benefit/Result:** Participants will develop employability skills necessary to obtain and maintain meaningful employment, which also leads to a reduction in recidivism risk.
    - **Duration:** Employment readiness will be facilitated in a group setting. Components of the group can also be offered in a one-to-one setting to accommodate employment schedules. It can take one to eight weeks to complete all facets of the program.
    - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
- **Resume Development**
    - **Description:** Bristol Station utilizes components of the evidence-based Offender Workforce Development Specialist (OWDS) curriculum for this facet of programming. Participants will attend Employment Readiness Group or work one-on-one with their case manager to develop a functional resume.
    - **Benefit/Result:** With the aid of their resume, participants will have more access to interviews with perspective employers, which will in turn allow opportunity to gain meaningful employment which in turn results in a reduction in recidivism.
    - **Duration:** One to eight weeks
    - **Certificate:** A certificate of completion will be provided upon completion of the group/program, if provided in Employment Readiness Group.
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
- **Interviewing Skills**
    - **Description:** Bristol Station utilizes components of the Offender Workforce Development Specialist (OWDS) curriculum for this facet of programming.

Participants will attend Employment Readiness Group or work one-on-one with their case manager to develop behavioral interviewing skills, learn how to answer interview questions in an appropriate manner, prepare a narrative to explain their criminal history in an interview, and participate in mock interviews.

- **Benefit/Result:** Development of effective interviewing skills to increase likelihood of obtaining gainful employment, as well as reduced recidivism risk.
  - **Duration:** One to eight weeks
  - **Certificate:** A certificate of completion will be provided upon completion of the group/program, if provided in Employment Readiness Group.
  - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
- **Conflict Resolution**
    - **Description:** Bristol Station utilizes components of the Offender Workforce Development Specialist (OWDS) curriculum for this facet of programming. Participants will attend Employment Readiness Group or work one-on-one with their case manager to learn proper techniques in dealing with supervisors and fellow co-workers when conflict arises in the workplace.
    - **Benefit/Result:** Participants will be able to appropriately address stressors and communicate effectively in the workplace in order to minimize the risk of losing an employment opportunity.
    - **Duration:** Ongoing for the duration of their stay at Bristol Station.
    - **Certificate:** A certificate of completion will be provided upon completion of the group/program, if provided in Employment Readiness Group.
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
  - **Job Coaching/Employment Retention**
    - **Description:** Bristol Station utilizes components of the Offender Workforce Development Specialist (OWDS) curriculum for this facet of programming. Participants will attend Employment Readiness Group or work one-on-one with their case manager to learn techniques of maintaining employment.
    - **Benefit/Result:** Participants will be able to recognize and utilize techniques of personal communication to ensure career goal enrichment. Participants will also learn how to go about appropriately leaving a place of employment, if necessary.
    - **Duration:** Ongoing for the duration of their stay at Bristol Station.
    - **Certificate:** A certificate of completion will be provided upon completion of the group/program, if provided in Employment Readiness Group.
    - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
  - **Dress for Success**
    - **Description:** Bristol Station utilizes components of the Offender Workforce Development Specialist (OWDS) curriculum for this facet of programming. Participants will work with their case manager to locate local resources for clothing and obtain appropriate clothes for interviews and working conditions.
    - **Benefit/Result:** Participants identify and obtain appropriate clothing for interviews and employment.

- **Duration:** One to eight weeks
- **Certificate:** A certificate of completion will be provided upon completion of the group/program, if provided in Employment Readiness Group.
- **Location:** Bristol Station Residential Reentry Center, Hastings, NE
  
- **Problem Solving/Communication Skills**
  - **Description:** Bristol Station will utilize The Change Companies' evidence-based Interactive Journal and Communication Skills to assist participants in the development of effective problem-solving skills and improved communication skills. Focus is placed on effective communication, strategies for controlling anger and the benefits of building healthy relationships.
  - **Benefit/Result:** Development of appropriate problem-solving techniques and life skills, as well as reduced recidivism risk.
  - **Duration:** Six weeks
  - **Certificate:** A certificate of completion will be provided upon completion of the group/program.
  - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
  
- **Time Management**
  - **Description:** Participants will work with their case manager to assist in identifying and practicing good time management techniques.
  - **Benefit/Result:** Participants will utilize good time management techniques to maximize their efficiencies and minimize unhealthy down time.
  - **Duration:** Ongoing while residing at Bristol Station RRC
  - **Certificate:** None
  - **Location:** Bristol Station Residential Reentry Center, Hastings, NE
  
- **Transportation Independence**
  - **Description:** Participants will work one-on-one with their case managers to obtain and maintain a reliable mode of transportation.
  - **Benefit/Result:** Participants will have obtained a vehicle or other mode of transportation that is suitable to their needs.
  - **Duration:** 1 to 6 months
  - **Certificate:** None
  - **Location:** Bristol Station Residential Reentry Center, Hastings, NE

## Mental Health Association (MHA)

A participant in the Hope program area is successful after maintaining employment for 90 days. A participant in the Benefits program is successful after all applications and a benefit analysis is complete. A REAL participant's success varies as it is a highly individualized program. A participant at the Honu House is successful when he or she can transition out of the Honu House. Participants may be involved in one or multiple program areas and will be marked successful after completing their program plan.

## Program Areas

- **HOPE**
  - **Description:** Supported employment programs help people find competitive jobs that are based on the person's preferences and abilities.
    - Eligibility is based on an individual's choice. Employment specialists coordinate plans with the treatment team if desired by participant.
    - Competitive employment is the goal. The focus is community jobs that pay at least minimum wage or better. The job search starts immediately.
    - There are no requirements for completing extensive pre-employment assessments and training or intermediate work experiences.
    - Follow-along support is continuous. Choices and decisions about work and support are individualized based on the person's preferences, strengths, and experiences.
  - **Benefit/Result:** Employment
  - **Duration:** 90 Days
  - **Location:** Honu House, Region V, Community
  
- **REAL**
  - **Description:** REAL provides ongoing community-based support services to participants including advocating and supporting participants wishing to find their own housing, referral and assistance obtaining other community services, interpersonal and conflict resolution skills, and helping inmates prepare for discharge back into the community. Some of the REAL program services include:
    - Assistance in finding and maintaining safe, affordable and adequate permanent housing of their choice
    - Assistance overcoming barriers and challenges
    - Community integration activities
    - Support groups
    - Community education on reentry
    - Acquiring basic life needs (food, clothing, personal hygiene products)
    - System navigation (behavioral and physical health services)
    - Other assistance as identified by the participant
  - **Benefit/Result:** Housing and Public Assistance
  - **Duration:** Varies by Participant Need
  - **Location:** In Community, Region V, Facilities, Honu House, Keya House
  
- **Honu House**
  - **Description:** The HONU House provides participants with 90 days of transitional housing in a safe, stable and supportive environment along with: 24/7 peer support; wellness and recovery education to help them manage their behavioral health issues; life skills training including tenant education (RentWise); communication and interpersonal skills; navigating the community, transportation and other activities identified by the participant; warmline, where anyone can call in and access a friendly and supportive person to talk to; basic

life needs - food, clothing, personal hygiene products, accessing healthcare, healthcare system navigation; and community/social integration activities.

- **Benefit/Result:** Transitional Living
  - **Duration:** Up to 90 days
  - **Location:** Honu House
- **Keya**
    - **Description:** Keya is a short-term stay facility for participants transitioning to treatment facilities or other housing. Participants complete Wellness Vision and Action Plan and participate in group events.
    - **Benefit/Result:** Keeps participants out of the hospital emergency room and expensive treatment centers
    - **Duration:** Up to five days
    - **Location:** Keya House
- **Benefits**
    - **Description:** The comprehensive benefits program is designed to help individuals who receive social security benefits to be able to make informed choices when they return to work. Often times, benefits are affected by income from work. Beneficiaries receiving Social Security Disability Insurance and/or Supplemental Security Income receive a written benefits analysis that is tailored to the individual participant's benefits situation and stated work goal. The Benefits Specialist will provide education about applicable work incentives. Follow-up services are provided at regular scheduled intervals and at critical touch points which are identified at the initial meeting. Beneficiaries can receive assistance in communicating with the Social Security Administration, Nebraska Department of Health and Human Services, General Assistance, Housing or any other public assistance. The Benefits Specialist promotes, teaches, and emphasizes benefits literacy.
    - **Benefit/Result:** Documentation/Income/Housing/Other Public Assistance
    - **Duration:** Varies based on need
    - **Location:** Region V
  - **Inmate Support**
    - **Description:** Peer and social support for those individuals still incarcerated.
    - **Benefit/Result:** Support
    - **Duration:** Varies by Participant Need
    - **Location:** NDCS Facilities
  - **Rent Wise**
    - **Description:** RentWise is a six module curriculum that helps individuals prepare to be successful renters. Participants in the group receive a RentWise workbook and organizer.
    - **Modules include:** Communication and Conflict Resolution, Managing Money, Finding a Place to Call Home, Getting Through the Rental Process, Taking Care

of Your Home, and When You Move Out. The workbook contains the six modules and the organizer provides a place for renters to store rental records such as leases and letters to and from the landlord. The workbook also includes 12 worksheets and a resource guide. The groups are held in the community. The workshop is held one day a week for six weeks. Each session is an hour-and-a-half in length. Participants will receive a certificate at the completion of the course they can give to landlords that can assist in demonstrating they have a desire to be good tenants.

- **Benefit/Result:** Certificate
  - **Duration:** Six Weeks
  - **Location:** In Community, Region V
- **WRAP**
    - **Description:** WRAP has been proven to be a highly effective education tool that provides participants with the opportunity to individually craft their own wellness program. MHA-NE was instrumental in bringing WRAP to Nebraska in 2005. All staff have participated in WRAP workshops. MHA currently has two advanced (Train the Trainer) and 12 group facilitators on staff.

#### The key elements of a WRAP Plan include:

- **Wellness Toolbox:** This is a listing of things the participant has done in the past, or could do, to help them stay well, and also things they could do to help them feel better when they are not doing well.
- **Daily Maintenance Plan:** Helps the participant recognize those things which they need to do to remain healthy. The three elements of the plan include: 1.) A description of yourself when you are well; 2.) The Wellness Tools you know you must use every day to maintain your wellness; and 3.) A list of things you might need on any day to stay well.
- **Identifying Triggers and an Action Plan:** Triggers are external events or circumstances that may produce very uncomfortable emotional or psychiatric symptoms, such as anxiety, panic, discouragement, despair, or negative self-talk.
- **Identifying Early Warning Signs and an Action Plan:** Early warning signs are internal and may or may not arise in reaction to stressful situations. In spite of a person's best efforts to take care of themselves, they may begin to experience early warning signs, subtle signs of change that indicate they may need to take further action.
- **Identifying When Things Are Breaking Down and an Action Plan:** Sometimes a person experiences feelings and behaviors that indicate he or she needs to take immediate action to prevent his or her mental health from worsening. When the consumer writes the action plan, he or she prepares for times in their life when things are breaking down by listing actions that will reduce symptoms.

- **Crisis Planning:** Similar to a medical advanced directive, the crisis plan gives the person the opportunity to identify how they would like to be treated when a crisis occurs. Although not recognized as a legal document in Nebraska, many law enforcement and emergency services personnel will honor it wherever possible.
- **Post Crisis Planning:** A prepared course of action to help the person regain their mental wellness, identify preferred care and support, and develop a course of treatments and medications.
  - **Benefit/Result:** Action Plan
  - **Duration:** Eight Weeks
  - **Location:** Honu House, NDCS Facilities
- **Life Skills**
  - **Description:** Honu guests and MHA participants attend life skill activities/classes facilitated by MHA staff and community members/speakers.
  - **Benefit:** MHA participants will learn resources available in our community, Budgeting skills, cooking and food prep skills and social activities
  - **Duration:** Weekly/ Bi-weekly
  - **Location:** Honu and in community

## Metropolitan Community College (MCC)

A participant that completes a class, workshop, or other program area is successful based on the individual plan that is set up with staff. Some participants are in long-term educational courses leading to a degree and may be active for years while others may only participate in a short-term training or workshop.

### Program Areas

- **Initial Communication**
  - **Description:** Meet with students to discuss career planning, program determination, scholarship information, registering for classes and training, financial aid/funding information, conduct assessments, create educational plans and assist students with community resources referrals.
  - **Benefit/Result:** Help students determine a career pathway and/or access immediate employment or community resources. Initial communication helps to determine program participants' next steps.
  - **Duration:** Varies
  - **Location:** OCC, CCC-O, NCYF, TSCI, NCCW, MCC (Re-Entry)
- **Forklift Certification**
  - **Description:** Comprehensive training for the population to gain forklift certification.
  - **Benefit/Result:** Receipt of Certificate of Completion and possible employment
  - **Duration:** One day



- **Location:** MCC's Fort Omaha Campus or South Omaha Campus
- **OSHA: One-day training**
  - **Description:** Comprehensive training in mandated job safety requirements and guidelines.
  - **Benefit/Result:** Receipt of OSHA certification and possible employment
  - **Duration:** One week for 10 hours; four weeks for 30 hours
  - **Location:** OCC, MCC
- **Non-Credit Workshops**
  - **Description:** Life skills training and education.
  - **Benefit/Result:** Receipt of Certificate of Completion, acquire life skills and possible employment
  - **Duration:** One to two days
  - **Location:** OCC, CCC-O, NCYF, TSCI, NCCW, MCC (Re-Entry)
- **National Certification – Certified Production Technician, Manufacturing Skills Standards Council**
  - **Description:** Participants complete four courses in safety, quality practices and measurement, manufacturing processes and production and maintenance awareness. After successfully passing four assessment tests, participants receive a national certification.
  - **Benefit/Result:** Opportunities for gainful employment in manufacturing
  - **Duration:** One quarter to one year (depending on location of participant)
  - **Location:** OCC, MCC
- **GED**
  - **Description:** Non-credit study to prepare for official GED testing (high school equivalency).
  - **Benefit/Result:** Acquisition of official GED
  - **Duration:** Dependent on skill level of participant
  - **Location:** MCC
- **Non-Credit ESL**
  - **Description:** Non-credit course offering basic introduction to the English language by those whose second language is English.
  - **Benefit/Result:** Building language skills in order to communicate more effectively
  - **Duration:** Dependent on skill level of participant
  - **Location:** OCC, MCC
- **Foundation Classes**
  - **Description:** Credit classes: WORK 1400 Employability Skills and WORK 0900 Intro to Microcomputers

- **Benefit/Result:** These are the core classes for the program and give participants skills to succeed in other MCC courses. They develop life skills as well.
- **Duration:** One quarter
- **Location:** OCC, MCC, NCCW, NCYF, TSCI
- **3 MCC Core Courses**
  - **Description:** Completion of any three college credit courses
  - **Benefit/Result:** college credit
  - **Duration:** Nine months or longer
  - **Location:** OCC, NCYF, NCCW, TSCI, CCC-O, MCC
- **MCC Certificate of Completion – non-credit**
  - **Description:** Issued to program participants who complete MCC non-credit workshops or trainings.
  - **Benefit/Result:** Helps participants to build life skills
  - **Duration:** Ongoing
  - **Location:** OCC, NCYF, NCCW, TSCI, CCC-O, MCC
- **MCC Certificate of Completion – credit (Diversified Manufacturing)**
  - **Description:** Participants who complete four core diversified manufacturing courses receive a certificate from MCC and have an opportunity to receive a national certification
  - **Benefit/Result:** Participants will be introduced to various employers with gainful employment opportunities
  - **Duration:** One quarter to one year (depending on location of participant)
  - **Location:** OCC, MCC
- **Career Certificate:** Professional Skills, Financial Studies, General Management, Customer Service Representative, Manufacturing Process Operations, Residential Carpentry, General Construction/Remodeling
  - **Description:** Participants complete an average of 28-32 focused credit hours.
  - **Benefit/Result:** Participants achieve a career certificate and may continue on to the next stackable credential.
  - **Duration:** One year – Two years (depending on location of participant)
  - **Location:** OCC, MCC
- **Associate degree**
  - **Description:** Any one of the 100+ associate degree programs offered at MCC
  - **Benefit/Result:** Receipt of an associate degree
  - **Duration:** Dependent on student commitment and schedule
  - **Location:** OCC, NCYF, NCCW, TSCI, MCC
- **Long Term Relief**
  - **Description:** Group created to support individuals who have been incarcerated for more than 10 years and/or served multiple sentences with the purpose of

- increasing knowledge of current technology, referrals to community resources for transition preparation and to build peer support.
- **Benefit/Result:** Successful transition to community and healthy relationships
  - **Duration:** Ongoing or self-terminated
  - **Location:** CCC-O and MCC
- **ACT National Career Readiness Certificate (NCRC)**
    - **Description:** The NCRC measures and certifies essential work skills needed for job success. It is widely used by employers, educators, workforce developers, and others to provide evidence that job seekers have the skills employers are looking for. During this course, participants will have an opportunity to participate in NCRC testing. The testing consists of three assessments: Applied Mathematics, Locating Information, and Reading for Information.
    - **Benefit/Result:** Certificate
    - **Duration:** Three hours
    - **Location:** OCC, NCCW, TSCI, MCC, NCYF, CCCO
  - **Always Growing (also Always Growing II and Always Growing III)**
    - **Description:** Non-credit course that offers basic introduction to conservation practices encouraging the repopulation of the Monarch butterflies while learning about how to grow as a leader and work on a team. The course includes hands-on activities.
    - **Benefit/Result:** The population will learn about conservation practices, basic horticulture and leadership skills, in tandem.
    - **Duration:** Three (3) four-week sessions
    - **Location:** OCC
  - **Orientation**
    - **Description:** Participants fill out all necessary paperwork, including the Participant Enrollment Form, Holland Code worksheet, and other college paperwork. Participants will leave with an appointment with the lead coach to register for classes, if necessary. Orientations are for any person who has not previously taken classes with us.
    - **Benefit/Result:** Ability to participate in 180 RAP.
    - **Duration:** One Hour
    - **Location:** MCC
  - **Other Services**
    - **Description:** Supportive documentation and basic need acquisition
    - **Benefit/Result:** Receipt of birth certificate, identification and access to hygiene, food and clothing
    - **Duration:** Dependent on need of individual and request (depending on origin of supportive documentation)
    - **Location:** CCC-O, CCC-L, MCC (Re-entry)

- **Job Readiness**
  - **Description:** Participants meet with an Employment Specialist to create resumes, sign up for an email address, write turnaround and cover letters, submit job applications, transport to and from job interviews and job fairs, and any other necessary service to help participants become job ready. The Employment Specialist also works with the Department of Labor to increase chances of employment.
  - **Benefit/Result:** Resume, letters, applications, often job placement
  - **Duration:** One hour (many often schedule multiple appointments)
  - **Location:** MCC
  
- **Fiber Optics Certification Training**
  - **Description:** This training is comprised of two separate trainings: the Certified Fiber Optics Technician and Certified Fiber Optics Specialist (CFOT) in Testing & Maintenance (CFOS/T). In the CFOT, students identify fiber types; recognize various connectors used in fiber installation; and install, terminate, splice, and properly test installed fiber cable to existing and basic testing and troubleshooting. The course is recognized by the US Department of Labor and the CFOT exam is sanctioned by the Fiber Optics Association (FOA). The CFOS/T is designed to offer advanced training to anyone involved with the testing and maintenance of fiber optics networks. Participants gain the knowledge and skills needed to use the overall spectrum of testing and maintenance of single-mode fiber optics networks and gain a detailed overview of the various pieces of equipment used in testing and maintenance. Topics include a detailed study of ANSI/TIA/EIA-526-(7)A, OTDR fundamentals and uses, OTDR vs. Insertion Loss Testing, Return Loss Testing, and Attenuation testing using the power source and light meter. The CFOT is a required prerequisite for CFOS/T.
  - **Benefit/Result:** Two national certifications
  - **Duration:** Five days total
  - **Location:** MCC's Center for Advanced and Emerging Technology (CAET)

### Four-Week Workshops

- **Welding**
  - **Description:** Non-credit training and credit education
  - **Benefit/Result:** Skilled laborers for entry level welding employment upon release
  - **Duration:** Four weeks to 11 weeks
  - **Location:** OCC
  
- **Keyboarding**
  - **Description:** Introduction to keyboarding and keyboard skill building
  - **Benefit/Result:** Able to navigate keyboard and utilize technology more efficiently
  - **Duration:** Four weeks
  - **Location:** OCC
  
- **Mastering Soft Skills: Time Management**
  - **Description:** Enables participants to explore the value of time and diagnosing time management issues in personal planning as well as workplace.
  - **Benefit/Result:** Improve personal development and gain employability skills
  - **Duration:** Four weeks
  - **Location:** OCC
  
- **Mastering Life Skills: Decision Making**
  - **Description:** Assists students in the study of identification and choice determination of alternatives based on the values and preferences as it relates to individual decision making
  - **Benefit/Result:** Achieve maximum results in personal and employment-related areas
  - **Duration:** Four weeks
  - **Location:** OCC
  
- **Mastering Soft Skills: Goal Setting**
  - **Description:** Participants explore personal capabilities and effective goal setting strategies along with relationship skills.
  - **Benefit/Result:** Establishing steps in a timeline in which goals and objectives are accomplished
  - **Duration:** Four weeks
  - **Location:** OCC

- **Mastering Soft Skills: Relationship Building**
  - **Description:** Participants reengineer attitude and understand its influence on behavior as it relates to mastering soft skill strategies in the workplace and in general.
  - **Benefit/Result:** Enhanced holistic development of participants and improved employability skills
  - **Duration:** Four weeks
  - **Location:** OCC
  
- **Note Taking and Listening**
  - **Description:** Four-week workshop where participants will explore various note-taking strategies and develop mind maps that assist in retention and application of information in the classroom and in general.
  - **Benefit/Result:** Completion certificate
  - **Duration:** Four weeks
  - **Location:** OCC
  
- **Communication Skills**
  - **Description:** Effective communication skills includes listening and responding.
  - **Benefit/Result:** Healthy communication skills as well as the opportunity to take college credit courses
  - **Duration:** Four weeks/1.5 hours each week
  - **Location:** NCYF
  
- **Conflict Resolution**
  - **Description:** Appropriate conflict resolution for different situations
  - **Benefit/Result:** Effective ways to deal with conflict, the opportunity to take college credit courses
  - **Duration:** Four weeks/1.5 hours each week
  - **Location:** NCYF
  
- **Practical Skills**
  - **Description:** Problem-solving solutions for today's youth
  - **Benefit/Result:** Learning to utilize positive behaviors for life choices.
  - **Duration:** Four weeks/1.5 hours each week
  - **Location:** NCYF
  
- **Choices**
  - **Description:** Teaches healthy behavior choices for a productive life.
  - **Benefit/Result:** Learning to utilize positive behaviors for life choices.
  - **Duration:** Four weeks/1.5 hours each week
  - **Location:** NCYF
  
- **Relationship Building**

- **Description:** This four-week non-credit course is designed to enable participants to reengineer attitude and understand its influence on behavior as it relates to mastering soft skill strategies in the workplace and in general. Participants will explore personal capabilities and effective goal-setting strategies along with relationship skills. Communication and problem-solving abilities will be investigated to enhance holistic development of participants and improve their employability skills.
  - **Benefit/Result:** Soft Skills
  - **Duration:** Four Weeks
  - **Location:** OCC
- **Financial Empowerment**
    - **Description:** This course designed by the Consumer Financial Protection Bureau introduces students to the tools needed for answering financial questions and overcoming barriers/concerns regarding their present and future financial needs. Nine modules will explore the areas of setting goals and planning for large purchases, saving for emergencies, tracking and managing income, paying bills and other expenses, budgeting, dealing with debt, understanding credit reports, money services, card and loans, and protecting their money.
    - **Benefit/Result:** Certificate of Completion
    - **Duration:** Four Weeks
    - **Location:** OCC

## Mid-Plains Community College (MPCC)

A participant is successful when a short-term certification course is completed. Participants earn CDL Prep certification or certificate cards for forklift, first aid/CPR, and Focus 4 Hazzard certification.

### Program Areas

- **Forklift Operator Safety Training**
  - **Description:** Given that thousands of injuries result due to forklift accidents in the United States, this class trains participants in OSHA and legally qualifies individuals to operate a forklift. This class makes participants more marketable by equipping them with operating procedures, safety-rule enforcement knowledge, and sufficient training needed in a safe workplace environment.
  - **Benefit/Result:** Certification of Completion and Occupations Safety and Health Administration (OSHA) Forklift Operator Certification
  - **Duration:** One day
  - **Location:** Mid-Plains Campus
- **Commercial Driver's License (CDL) Preparatory Training**
  - **Description:** This is a 16-hour course that helps prepare individuals for taking your basic CDL written tests. Areas covered include; general knowledge, pre-trip inspections, air brakes, combination vehicles, and transporting cargo safely.

- **Benefit/Result:** Certificate of Completion
- **Duration:** One day
- **Location:** WEC Classroom
  
- **CPR AND First Aid Training**
  - **Description:** This class will train and certify the student to administer lifesaving HeartSaver CPR/1<sup>st</sup> Aid/AED techniques. An American Heart - HeartSaver CPR/1<sup>st</sup> Aid/AED, as well as a Stop the Bleed certificate, will be offered upon successful completion of the course.
  - **Benefit/Result:** Certificate of Completion and OSHA/American Health Association CPR/First Aid Certification
  - **Duration:** One day
  - **Location:** WEC Classroom
  
- **Focus Four Hazards Training**
  - **Description:** Hazards, OSHA trains the student to be informed of all hazards in the workplace, sufficiently mark the hazards for safety of all concerned, and how to proceed in an emergency situation. This class is recommended for those working in vocational trades.
  - **Benefit/Result:** Certificate of Completion and OSHA Construction Focus Four Hazard Certification
  - **Duration:** One day
  - **Location:** WEC Classroom

## ReConnect, Inc.

A participant is successful on a case-by-case basis. Any participant who has completed Success Prep, Final Number, Right Start, or Pass it On while incarcerated is successfully completed. Participants in programming post-release are successfully completed when they reach 85% of their reentry plan which is developed by the client and staff. If a participant does not contact ReConnect for services for 90 days after finishing a program area, that participant will be completed.

**Program Areas:** Our programs are divided into two categories: Pre-release and Post-release.

**Pre- Release: Participants are selected or voluntarily enroll.**

- **Key 2 Life Success (KEYS) – Keep Educating Yourself**
  - **Description:** An independent self-paced learning program of ReConnect. The curriculum consists of five modules developed to build life skills in the following areas: stages of change, address factors which motivate anti-social behavior,



resiliency, and problem solving. Each module also includes a worksheet which allows participants to gauge their comprehension of the materials as well as questions which allow participants to apply the material to their life and situations. The independent learning programs provide an opportunity for men and women to continue programming during periods in which the facility is on lock down, or when face-to-face programming is not feasible for ReConnect staff. KEYS may also be used to provide programming opportunities for individuals who otherwise are not permitted to participate in face-to-face classes such as those who may be in segregation. Upon completion of all five worksheets, facility staff returns them to ReConnect, and ReConnect issues a certificate of completion. Participants are strongly encouraged to register for Success Prep, Final Number, Pass It On, or other face to face programming offered by ReConnect, Inc.

- **Benefits:** KEYS provide continued programming and helps build skills in five critical areas that are important to life and reentry success.
- **Duration:** All five self-paced modules must be completed to receive a certificate of completion.
- **Location:** LCC, NSP, TSCI, OCC

- **Goals, Plans, and Strategies for Reentry and Life Success (GPS)**

- **Description:** An independent self-paced learning program of ReConnect. The curriculum consists of two modules developed to build reentry and life-skills in the following areas: helping participants identify their current state in life and how they got there. The first Module, *You Are Here*, is designed to challenge participants to identify contributing problematic factors in their life which they must overcome in order to move forward successfully. Building on Module 1, Module 2 asks participants to describe what success or a successful destination will mean to them and will learn the importance of setting SMART goals to get where they want to be.
- The independent learning programs provides an opportunity for participants at DEC and NCYF to continue programming during periods in which the facility is on lock down, or when face-to-face programming is not feasible for ReConnect staff. GPS may also be used to provide programming opportunities for individuals who otherwise are not permitted to participate in face-to-face class or who are involved in other required programming which interferes with taking voluntary life skill classes. Upon completion of the worksheets, facility staff returns them to ReConnect, and ReConnect issues a certificate of completion. Participants are strongly encouraged to register for KEYS or when they move to a facility to enroll in Success Prep, Final Number, Pass It On, or other face to face programming offered by ReConnect, Inc.
- **Benefits:** GPS provide continued programming and helps build skills in critical areas that are important to life and reentry success.
- **Duration:** All five self-paced modules must be completed to receive a certificate of completion.
- **Location:** DEC and NCYF

- **Success Prep**
  - **Description:** A five-week life-skills and reentry planning class offered at LCC, NSP, CCCO, TSCI. Success Prep is our foundational class. Participants in our other classes are strongly urged to take Success Prep. The class takes participants on an imaginary journey across country in an effort to reach reentry success. Materials are delivered through five modules each referencing a critical factor influencing success. This includes understanding the stages of change we must go through to make substantive changes to understanding factors which contributed to incarceration. Participants are taught the importance of setting goals, assessing their lives and concludes with developing a reentry plan for individuals with less than three years to serve, or a success plan for individuals with more than three years left to serve. The ultimate goal of Success Prep as with all our programs is to help our clients begin the process of transformation by changing their perspective of prison and taking advantage of opportunities and gaining core life-skills that lead to self-development. Upon completion of Success Prep, participants are encouraged to write to ReConnect, Inc. for information regarding resources needed to plan for reentry or for career books to aid in self-development.
  - **Benefits/Results:** Helps participants reimagine their prison sentence as an opportunity for self-development and to begin preparing for reentry success by connecting with community resources. Helps participants challenge assumptions which interfere with pro-social thinking and behaviors.
  - **Duration:** Five weeks
  - **Location:** LCC, NSP, TSCI, OCC
  
- **Final Number**
  - **Description:** A two-week pro-social thinking class that emphasizes the opportunity of starting over through positive thinking, better decision-making and taking advantage of opportunities while in prison, which leads to positive behaviors. The class is designed to prepare participants to look for opportunities to leave prison “better, not bitter” by helping participants explore positive decision-making. Upon completion of Final Number, participants are encouraged to enroll in Success Prep upon their assignment to an institution.
  - **Benefits/Results:** Helps participants rethink their prison sentence through pro-social thinking and positive mindset ultimately leading to positive behavior while incarcerated and also upon release.
  - **Duration:** Two weeks
  - **Location:** DEC and NCYF
  
- **Pass It On**
  - **Description:** An intense life-skills class focusing on personal development through developing stronger resiliency, problem-solving, intra and interpersonal communication skills and self-awareness of strengths regardless of one’s surroundings. Unlike all other programs offered by ReConnect, Inc., Pass It On was specifically developed for men serving 15

- years to life in hopes of helping them develop themselves through informal education. They in turn, will take what they have learned and pass it on to others, thus, helping to change the prison culture. Emphasis is placed on developing a success plan to guide participants in serving out their sentences more productively.
- **Benefits/Results:** Created for men who are serving sentences of 15 years to life. Pro-social and life skills development will help this group of men redevelop themselves and pass what they've learned onto peers in hopes of changing the prison culture around them.
  - **Duration:** Five weeks
  - **Location:** TSCI
- **Right Start**
    - **Description:** A two-week career assessment class focusing on effective job search strategies using the Holland Career Assessment tool. Participants are taught the benefit of career assessments in guiding job searches which help lead to more stable and satisfying employment, an important element of reentry success. Participants actually participate in a Holland Assessment and are taught how to identify occupations based on their assessment profile and in the context of their criminal background. The class incorporates the use of the Department of Labor Occupational Outlook Handbook.
    - **Benefits/ Results:** Helps participants maximize their job search effectiveness through identifying potential career choices based off their results from the Holland Career Assessment tool.
    - **Duration:** Two weeks
    - **Location:** CCCO
  - **How 2 Succeed**
    - **Description:** A two-week class designed to give participants an introduction into common careers with low entry barriers. How 2 Succeed is a companion course to Final Number and is only available at NCYF. The class is taught using professional videos produced by subject matter experts on topics selected by the youth at NCYF. Participants must complete Final Number in order to be eligible to participate in the How 2 Succeed Classes.
    - **Benefits/Results:** Introduces participants to various careers through a professional video series taught by industry professionals. Successful completion of Final Number is required to participate in How 2 Succeed classes.
    - **Duration:** Two to three weeks depending on the video series
    - **Location:** NCYF
  - **Special Content Workshops**

- **Description:** From time to time various institutions have requested we provide workshops which consist of a modified presentation of Success Prep. We have conducted such workshops at WEC and TSCI.
- **Success Prep- Bloom**
  - **Description:** A five-week life skills and reentry planning class that has been tailored to address the unique reentry needs and barriers women face. A client enrolls in the class or is assigned to the class. Intake is completed during the first class. The participant then becomes a client in the class. Upon completion of Success Prep- Bloom, a client is assisted with developing a transition and reentry plan, provided career and educational resources upon request and is assisted with identifying community resources for further help and support upon release. The client is encouraged to engage with R2S upon release.
  - **Benefit/Result:** To help clients examine thinking skills and begin preparing for reentry. They do this by addressing issues which may have contributed to their incarceration. They focus on connecting with reentry support and resources.
  - **Duration:** Five weeks with follow-up support
  - **Location:** CCCL- Women facility only

#### **Post Release- Participants voluntarily engage or are referred for services**

- **Ready 4 Work**
  - **Description:** Job readiness workshop and companion to Right Start. A comprehensive job readiness workshop that goes beyond resumes, interviews and completing job applications. This specialized program utilizes an assessment tool to help clients understand their job readiness strengths and weaknesses so the program can target proper support to assist them. Participants are taught best practice strategies for not only finding employment, but also employment retention. The program provides assistance with developing a resume, interview skills, obtaining work-related identification in addition to assisting clients as they apply for employment online. This is in addition to other types of support provided. The client must complete Ready 4 Work workshop to be eligible for financial help with work identification, transitional housing assistance, birth certificates, bus tickets or can assist in getting clients work-related clothing. Ready 4 Work also includes a reentry orientation.
  - **Benefits/ Results:** Helps clients overcome employment barriers by assisting them with finding and keeping employment through specialized trainings, career assessments, job readiness assessments, employment networking, financial assistance in securing work-related identification, and educational workshops.
  - **Duration:** 90 minutes and ongoing
  - **Location:** ReConnect's office

- **Job Club**

- **Description:** An opportunity for clients to attend job fairs in which local employers with background-friendly policies come and explain opportunities within their organization. In addition to employers, local community resources from banking institutions, child support services, food pantries, and others are invited to the monthly job club events so clients can interact with these resources which are critical to reentry success.
  - **Benefit/Result:** Clients are able to interact with local resources in a small or one-on-one setting to get information needed to connect with community resources.
  - **Duration:** 60 minutes
  - **Location:** ReConnect's office
- **Construction Safety" Tool-Box" Training**
    - **Description:** A five-day 40-hour construction safety training leading to industry-recognized portable credentials issued by industry professionals. Safety training includes OSHA 10, First Aid, lead paint/ hazardous materials abatement and other safety training
    - **Benefits/ Results:** Employment training with the opportunity to earn industry recognized credentials.
    - **Duration:** Five days, 40 hours total
    - **Location:** ReConnect's office

## TRADE – Center for People in Need

TRADE participants in facilities successfully complete once they have finished the Core classes. Those at the work release facility or on parole are successful once the core class is completed and they gain employment. For all other participants, completing Core and one vocational module or securing employment is a successful completion.

### Program Areas

- **Core Classes**
  - **Description:** The Core schedule is held over a two-week period with participants spending four hours in class, five days a week. Core classes currently consists of the following: Effective Communication, Conflict Resolution, Goal Setting, Workplace Etiquette, Personal Finance, Basic Computers, Workplace Diversity, Sexual Harassment, Renters Rights, and Job Preparation (master application, resume, and turnaround letter).
  - **Description as of 1/12/19:** The Core schedule is held over a two-week period with participants spending four hours in class, five days a week. Core classes currently consist of the following: resume building, turnaround letter, cover letter, application checklist, and mock interviews.
  - **Benefit/Result:** Positive workplace attitudes and behaviors as well as personal responsibility. Master application, resume, turnaround letter, and Professional Development certificate.
  - **Duration:** Two weeks, schedule varies when provided in facilities

- **Location:** Center for People in Need, NSP, LCC.
- **Family Support**
  - **Description:** The Center for People in Need provides year-long case management and a multitude of community-based support programs. These other support services include: daily food programs, emergency utility assistance, low-income bus passes, healthcare enrollment and general assistance enrollment, city-wide resource handbook, six major client giveaway events per year to include back to school and holiday specific events. Trade graduates earn bonus points through program participation to be used for household items such as kitchenware, bedding, furniture, clothing, and cleaning supplies.
  - **Benefit/Result:** Support to overcome barriers to success
  - **Duration:** Indefinite based on federal low-income qualifications
  - **Location:** Center for People in Need
- **Office Professional Module**
  - **Description:** This training encompasses a wide variety of occupations that continue to be in growth distribution mode for the foreseeable future. There are a wide variety of occupations that fall under the heading of Office and Administrative Support Occupations. Examples of occupations are customer service representative, administrative assistants, retail salespersons and managers, insurance processing and claims clerks, dispatching and distribution workers to name a few. Skill-building courses include but are not limited to the following topics: typing and keyboarding for business professionals, computer training, customer service training and business telephone etiquette, Microsoft Office software education and training. Each lesson will build on the lesson before it, utilizing a combination of classroom training and hands on scenarios in office settings.
  - **Description:** Includes the above AND a Life Skills portion that is made up of budgeting, personal finance, communication, assertiveness, self-confidence, goal setting, and getting things done.
  - **Benefit/Result:** Technology and customers service skills, competency profile, certified typing test, and completion certificate
  - **Benefit/Result:** Benefits above AND certificates for each individual life skill.
  - **Duration:** Six weeks
  - **Location:** Center for People in Need
- **Forklift & Warehouse Operations Module**
  - **Description:** This training provides participants with skills in warehouse and dock safety, proper lifting techniques, handcart and pallet jack handling, pallet loading and stacking and inventory control. Successful program participants receive forklift certification, preparing them to enter directly into warehouse/forklift employment.

- **Description as of 1/12/19:** Includes the above AND a Life Skills portion that is made up of budgeting, personal finance, communication, assertiveness, self-confidence, goal setting, and getting things done.
- **Benefit/Result:** Warehouse operation and workplace safety knowledge, forklift certification card
- **Benefit/Result as of 1/12/19:** Benefit above AND certificates for each individual life skill.
- **Duration:** Minimum three weeks, maximum six weeks
- **Location:** Center for People in Need
  
- **Welding Module**
  - **Description:** This training provides participants with skills in MIG welding techniques, vertical, horizontal, and pipe welding. Participant will also be provided with skills and techniques in grinding, Steele band saw cutting, and plasma cutting, preparing them to enter directly into welding/metal fabrication employment.
  - **Description as of 1/12/19:** Includes the above AND a Life Skills portion that is made up of budgeting, personal finance, communication, assertiveness, self-confidence, goal-setting, and getting things done.
  - **Benefit/Result:** Welding/metal fabrication skills and knowledge, national welding safety certification.
  - **Benefit/Result as of 1/12/19:** Benefit above AND certificates for each individual life skill.
  - **Duration:** Minimum three weeks, maximum six weeks
  - **Location:** Center for People in Need
  
- **Life Skills**
  - **Description:** The TRADE Life skills class curriculum is based on the book, 12 Rules for Life: An Antidote to Chaos by Jordan Peterson.
  - **Benefit/Result:** Participants have the opportunity to gain insight into the own thoughts behaviors and beliefs. This is recommending reading for anyone struggling or on their own journey of personal growth. It is a guide to life and moving forward positively.
  - **Duration:** Three weeks, twice a week for three hours each class.
  - **Learning Objectives:** Participants are able to discover and learn about 12 simple yet profound rules for sorting yourself out, setting your house in order, and improving the world—by starting with yourself. Dr. Peterson discusses discipline, responsibility, and the necessity of clear, truthful thinking. These 12 Rules for Life provides participants with a consistent moral way to work their way through life. Participants will gain knowledge in dealing with chaos and overcoming obstacles as they maneuver through life.
  - **Location:** DEC
  
- **Residential Construction & Building Maintenance**

- **Description:** Construction carpentry skills training provides trainees with knowledge and skills in the use of carpentry tools and materials, rough carpentry and framing, exterior finishing, and interior finishing. The training will cover the use of hand tools, portable power tools, stationary power tools, wood and wood products, fasteners, blueprint reading and building codes, building layout, floor framing, wall and ceiling framing, the use of scaffolds and ladders, roof framing, windows and doors, interior finish, insulation and wall finish, and stair framing and finish. Training will occur in the classroom and in the construction lab. Contextualized instruction will be used for construction carpentry skills.
  - **Description as of 1/12/19:** Includes the above AND a Life Skills portion that is made up of budgeting, personal finance, communication, assertiveness, self-confidence, goal-setting, and getting things done.
  - **Benefit/Result:** Equipment safety, workplace safety, skills for construction industry, competency profile, completion certificate
  - **Benefit/Result as of 1/12/19:** Benefit above AND certificates for each individual life skill.
  - **Duration:** Six weeks
  - **Location:** Center for People in Need
- **People Obtaining Prosperity (P.O.P) program**
    - **Description:** Scholarship program through Southeast Community College. Forty-five free credit hours. Students must maintain 2.0 GPA or higher to maintain eligibility in the program. Students must maintain 2.7 GPA to apply for credit extension up to 130 credit hours free. Only CCC-L applicants who have completed the TRADE program through CFPIN, NSP, and LCC will be eligible. Applicants must be class 1 and class 2 Misconduct Report free for six months. Participants who are placed on center restriction may also be removed from the program. The program will also cover books for students in the TRADE POP program only. Maximum number of 10 new scholarships will be granted each quarter, or 20 per semester.
    - **Description as of 1/12/19:** Includes the above AND a Life Skills portion that is made up of budgeting, personal finance, communication, assertiveness, self-confidence, goal-setting, and getting things done.
    - **Benefit/Result:** Associate degree or certification from an accredited college.
    - **Duration:** 45 college credit hours up to 130 college credit hours.
    - **Location:** Center for People in Need

## York College

A participant is considered successful when they complete a course administered by York College. At the end of each trimester, participants are considered successful when their grades are comparable to the general York College population. A participant is successful when completing their 60-hour degree plan and graduates from York College.



- **York College Associate of Arts Degree Plan:** The sequencing of the courses offered is intentional. The initial orientation course equips them with study skills, preparing them for the academic rigor that is to come. Subsequent semesters tend to provide one course related to a core skill (e.g. speaking, writing, mathematics) and one course designed to expand their general knowledge base (e.g. science, physiology, history). The final year includes a course designed to prepare them for job interviews.
  - **Communication Skills**
  - **Critical Thinking**
  - **Ethical Inquiry**
  - **Social Responsibility**
  - **Spiritual Formation**
- **Benefit:** Associate of Arts Degree
- **Duration:** Three and a half years
- **Location:** NCCW