

Northwestern Oklahoma State University

Community Service Program

Walkthrough of Intake and Admission Process

On 12-03-2018 Administrative Director Jeff McAlpin and Program Assistant Marlene Swenn conducted an investigative walkthrough of the Intake and admission process of Northwestern's Community Service Program (NWCSP) at the Charles E. "Bill" Johnson Correctional Center in order to facilitate performance improvement. The intake and admission process consists of the following:

- "Zero-Week" testing of clients. Zero-Week is the beginning of the admission process for the Community Service program and utilizes the Life-Purpose Questionnaire (LPQ), Texas Christian University's (TCU) Criminal Thinking Scale, and Oklahoma Department of Corrections (ODOC) Self-Rating Scale; all of which measure the client's risk for further risk behavior as shown from the scores of these evaluations.
- The formal admission into NWCSP consists of the Biopsychosocial assessment. This assessment is given either by NWCSP counselors or our student interns who have had instruction in administering the assessment instrument. Clients are then assigned to counselors based on their facility schedule and the needs which were assessed from our instruments.

The walkthrough was able to identify the following:

- There currently are no identified issues with the delivery of the "Zero-Week" testing other than the continued shortage of student interns to assist in conducting the intakes process and paperwork involved.

Actions to be taken:

- NWCSP is again currently seeking another student intern to assist with record-keeping and intakes. The student intern will begin her duties upon completion of the ODOC new-employee orientation process and Northwestern's new-employee process.

Date 5-16-19

Signatures Marlene Swenn Jeff McAlpin

Board Officer Signature/Title/Date Kay Decker, Prof. Sociology
- chair Social Sciences