



PATHWAY HOME 6 INDIVIDUAL DEVELOPMENT PLAN

Policy Number: 261

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I. BACKGROUND:

The Individual Development Plan (IDP) Assessment is a required tool in the Pathway Home 6 program, used during both pre-release and post-release phases. The IDP Assessment is created for each incarcerated Adult based on assessments and labor market information. It outlines appropriate services and career pathways to ensure a seamless continuum of support from incarceration through reentry, helping participants successfully transition into the workforce and reduce recidivism.

II. ASSESSMENT PROCESS:

1. Assessment Components

The Pathway Home 6 Program will integrate key assessments into the IDP to track and address participants' evolving needs. These include a pre-release assessment to establish a baseline of skills, challenges, and employment history; periodic recidivism risk assessments to guide interventions for higher-risk participants; and ongoing assessments to identify emerging post-release needs like housing, mental health, or legal issues.

The assessment must include an ongoing evaluation of these components that are documented in the IDP. See **Attachment 1 Individual Development Plan Template:**

- a. **Risk of Recidivism:** Assess the participant's likelihood of recidivism.
- b. **Job Readiness:** Evaluate education level, skills, work experience, and career interests.
- c. **Barriers to Employment:** Identify challenges such as housing, substance abuse, mental health, and transportation needs.

2. Pre-Release Assessment

- a. Within thirty (30) calendar days of enrollment eligibility notification, case management staff will conduct a one-on-one assessment interview.
- b. Assessment results must be documented in the Individual Development Plan (IDP) and uploaded within the IDP section of the GPMS system.
- c. Based on the results, case management staff will determine the immediate and long-term needs of the participant, including potential supportive services.

3. Ongoing Assessment

- a. On an ongoing basis, or as needed upon significant progress/change in participant's circumstances, case management staff will update the participant's IDP, as needed, based on assessments, achievements, and changing needs.
- b. If a participant's circumstances change (e.g., new barriers emerge), case management staff will conduct an additional assessment and update the IDP.

III. INDIVIDUAL DEVELOPMENT PLAN (IDP):

The IDP will be a living document, continuously updated based on assessments, achievements, and changing needs. It will align employment goals with wraparound services, creating a cohesive support system. By addressing mental health, substance use, housing, and employment together, the program ensures participants receive comprehensive support, leading to long-term success, reduced recidivism, and improved economic stability.

As a guide for the delivery of appropriate services, the IDP will serve as a central tool used in both pre-release and post-release phases of the reentry program that will identify and outline:

- Career goal(s) of the participant;
- Employment goal(s) of the participant;
- Strengths and challenges of the participant;
- Timelines for achievements;
- Appropriate services, the sequence and mix of the services, and justification for the services to be provided, including support services;
- Any referral(s) to other services/programs to address barriers to reentry (including housing assistance, mental health services, peer support groups, local treatment programs, and legal services) and justification; and
- Other necessary social services.

1. Service Plan Creation

- a. Every participant must have an *Individual Development Plan (IDP)* with enrollment. See attachment **SCW IDP Template Attachment 1**.

2. Service Plan Elements

- a. **Short-Term Goals:** Set realistic goals to be achieved within ninety (90) days of the scheduled release date (e.g., obtain an ID, complete a resume).
- b. **Long-Term Goals:** Career and education goals to be achieved within 1-2 years (e.g., secure employment, complete vocational training).
- c. **Supportive Services:** Identify services the participant will need to address employment barriers (e.g., housing assistance, transportation support).
- d. **Timeliness and Responsibilities:** Include target dates for achieving milestones, with clear responsibility assigned to both the case manager and participant.
 - i. Training Services: If the participant decides they will engage in training services, case managers must advise participants on licensing barriers and will carefully review all proposed training programs to identify any federal, state, or local restrictions that might prevent individuals with criminal records from obtaining necessary licenses or credentials.
 - a. This review will involve consultation with licensing agencies, professional boards, and relevant legal or workforce policy resources. Documentation of this process will include either a completed verification checklist for each program confirming no disqualifying restrictions or supporting evidence, such as correspondence or official guidance demonstrating that the occupation is accessible to justice-involved individuals.

3. Developing the IDP

- a. Case managers will collaborate with the participant to develop the IDP based on the Pre-Release assessment.
- b. The IDP must be signed by both the case manager and the participant.
- c. The completed and signed IDP must be uploaded into the GPMS with an effective date equal to the enrollment date.

4. Documenting Progress

- a. The case manager must update the IDP on an ongoing basis, or as needed, upon significant progress/change in the participant's circumstances. It must

document, among other items, the services provided and participant's progress, training completion, benchmarks reached, and any other accomplishments.

- b. The case manager will document progress toward goals in GPMS, including any services provided and participant feedback.
- c. Upon participant's exit, a final review of the IDP will be conducted to assess overall achievements and outcomes.

5. IDP Revisions

- a. Case managers must revise the IDP when any of the following occur:
 - i. Change in career path;
 - ii. Change in education path; or
 - iii. Significant change in training and/or life circumstances
- b. The revised IDP must be signed by both the Case Manager and participant and uploaded to GPMS within 14 business days.

Local Labor Market information will be taken into consideration in the development of the IDP. A list of occupations and skill sets that are in demand or declining in the region will be posted on the state Employment Security website. [ESDWAGOV - Occupations in Demand list](#).

The IDP must be recorded in the GPMS database, and does not give legal or entitlement rights for services to participants.

IV. CO-ENROLLMENT OR CONCURRENT PROGRAM ENROLLMENT:

Co-enrollment or concurrent program enrollment of participants (Adult/DW, Adult/Youth, DW/TAA, DW/NEG, etc.) is a common service strategy that enables participants to receive a wider range of services to meet specific needs. For co-enrollment, the participant's IDP must include a clear justification for the co-enrollment (need and benefit to the participant), including the documentation of services planned from each program (services and funding tracked by program).

V. ATTACHMENTS:

- Attachment 1 – Individual Development Plan Template

VI. REFERENCES:

- 20 CFR § 680.170
- TEGL 19-16 – Guidance on Services Provided Through Adult and Dislocated Worker Programs