



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-120600 Educational Reporting Process	Issued: 10/16/00 Effective: 10/16/00	Reviewed: 06/30/20 Revised: 03/17/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-010100*

REFERENCE:

- A. ACA Standard 2-CO-5B-01, *Standards for the Administration of Correctional Agencies*.
- B. ACA Expected Practices 5-ACI-7B-01, 5-ACI-7B-02, 5-ACI-7B-03, *Performance Based Standards and Expected Practices for Adult Correctional Institutions, 5th Edition*.

PURPOSE:

To establish the requirements for the Supervisor of Educations' reporting to the Education Department at Central Office.

APPLICABILITY:

Education Department Administration, Program Directors, Supervisor of education, Certified staff and classified staff.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

None

POLICY:

- A. The Education Department shall establish procedures for reporting weekly, quarterly and yearly data compiled and submitted by each facility's Education Department.

- B. The Supervisor of Education at each facility shall be responsible for ensuring that the reports are completed in a thorough and timely manner and delivered to the Education Administrator.
- C. The NMCD shall provide for academic and vocational educational programs appropriate to the needs of the inmates. [2-CO-5B-01]
- D. The NMCD shall provide for a comprehensive education program, available to all inmates who are eligible that includes the following: [5-ACI-7B-01]
- Educational philosophy and goals;
 - Communication skills;
 - General education;
 - Basic academic skills;
 - GED preparation;
 - Special education;
 - Vocational education;
 - Postsecondary education; and
 - Other education programs as dictated by the needs of the institutional population.
- E. There is a written, Standardized, competency-based curriculum supported by appropriate materials and classroom resources. [5-ACI-7B-02]
- F. Vocational training programs shall be integrated with academic programs and are relevant to the vocational needs of inmates and to employment opportunities in the community. [5-ACI-7B-03]



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CD-120601 Report Descriptions	Issued: 10/16/00 Effective: 10/16/00	Reviewed: 06/30/20 Revised: 03/17/15
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AUTHORITY:

Policy *CD-120600*

PROCEDURES:

A. Weekly Report:

The weekly report is composed of a narrative of events of the week, due the end of work on Friday by all Education Department staff. The report will contain each staff person's duties and projects as assigned detailing any updates or progress of assigned tasks.

B. Quarterly Report:

The reporting periods shall be quarterly; January through March, etc. The quarterly report is the essential report for the Education Department and its reporting responsibilities. The quarterly report is composed of the three-month data collection using the Offender Management Program (OMP) and any other data collection tool sanctioned by the Education Department (i.e. assessment tools, LACES, STARS). This report is due within five calendar days from the end of the quarter that is the subject of the report. For those facilities that receive grant monies; expenditures and narrative on applicable grant activities must be included. All required data elements shall be provided to the Education Data Coordinator by the set date to ensure timely reporting to external agencies and partners.

C. Annual Report:

The Adult Basic Education (ABE) annual report is the compilation of the four quarters and is due by July 5 of each year. A written summary of the departments' goals, successes and non-success of programming will be sent to the Education Administrator and Deputy Education Administrator. The Adult Basic Education Program Coordinator is responsible for the final review and submission of the ABE annual report.

D. Additional Reporting Responsibilities:

Other reports may be required. Each Supervisor of Education will be notified if additional reports are required. The respective program coordinator is responsible for these reports working in coordination with the Education Department Data Coordinator.