

OWDS Implementation Log

Instructions

The *OWDS Implementation Log* is designed to measure how often OWDS skills are used once participants graduate the class and return to their work in assisting clients with employment issues. The results will be used to assess the OWDS training program only, and your individual responses will not be provided to your supervisor.

Log Instructions:

“For the week of _____.” – please enter the date you kept a log, e.g. 6/5/06 – 6/9/06

“Total # of offenders during intake” – please report the total number of offenders you worked with during intake (if this does not apply, report “N/A” or leave blank).

“Total # of offenders one-on-one” – please report the total number of offenders you worked with in a one-on-one setting. This does not include intake (if this does not apply, report “N/A” or leave blank).

“Total # of offenders in group or class” – please report the total number of offenders you worked with in a group or classroom setting (if this does not apply, report “N/A” or leave blank).

“Total # of non-offenders one-on-one” – please report the total number of clients without a criminal record that you worked with in a one-on-one setting (if this does not apply, report “N/A” or leave blank).

Log Definitions:

OWDS Module – This column represents the 11 OWDS modules provided during training.

OWDS Skill – Relates to the specific skill that is being measured within the corresponding OWDS module.

Additional Information – This is where you can provide a narrative on anything you like concerning the corresponding OWDS module.

To complete the log, please place a tally mark each time you use an OWDS skill with an offender during intake, during a one-on-one session, during a group or classroom session, or with a client who does not possess a criminal record (If you are completing the form electronically, place the total sum in each box).

Example: You worked with the following clients during this reporting period:

- 1 during intake
- 2 in a one-on-one setting
- 5 in a classroom
- 2 non-offenders in a one-on-one setting

Also, you used “new facilitation skills from OWDS training” with each client. Therefore your log would look like this:

OWDS Module	OWDS Skill	During Intake	One-on-One	In Group	Non-offenders
2 – Understanding and Using Facilitation Skills	I used new facilitation skills from OWDS training.				
	I trained others in the use of facilitation skills from OWDS training.				
	Additional Information: The practicum work made it easier to implement this module in my work with offenders.				

Each tally mark represents one individual. For example, if you helped Joe twice during the week by using career development theory, you can only count one tally toward “I applied the career development theories in my counseling or coaching”. Similarly, if you helped 10 offenders during the week and used career development theories with all 10 offenders, that would be counted as 10 tallies.

OWDS Implementation Log

Start date of log: _____

Return to: _____

Return on (date) _____

Log author: _____

Position: _____

Agency: _____

For the week of _____:

Total # of offenders during intake	Total # of offenders one-on-one	Total # of offenders in group or class	Total # of non-offenders one-on-one

OWDS Module	OWDS Skill	During Intake	One-on-One	In Group	Non-offenders
1 – Career Development Theory and Application	I applied career development theories from OWDS training in my counseling or coaching.				
	I had clients develop an action plan for their career of interest.				
	Additional Information:				

OWDS Module	OWDS Skill	During Intake	One-on-One	In Group	Non-offenders
2 – Understanding and Using Facilitation Skills	I used new facilitation skills from OWDS training.				
	Additional Information:				
3 – Role of Assessment in Career Planning	I administered the O*Net Interest Profiler.				
	I administered other assessments that were presented during OWDS training.				
	Additional Information:				
4 – Instruction and Group Facilitation	I have applied instruction and group facilitation skills from OWDS training.				
	Additional Information:				

OWDS Module	OWDS Skill	During Intake	One-on-One	In Group	Non-offenders
5 – Design and Implementation	I applied the 11 steps of program development.				
	I implemented portions of my action plan.				
	Additional Information:				
6 - Identifying and Managing Barriers	I used a barriers and strengths interview/questionnaire.				
	I developed strategies to address identified barriers.				
	I developed contingency plans to address identified Barriers				
	Additional Information:				
7 - Ethics of Offender Workforce Development Specialists	I functioned in accordance with the OWDS ethics.				
	Additional Information:				

OWDS Module	OWDS Skill	During Intake	One-on-One	In Group	Non-offenders
8 - Transition Interventions for the Offender Population	I have assessed transition readiness using skills I learned during OWDS training.				
	I have conducted transition interventions using skills I learned during OWDS training.				
	I have developed action plans that included all 3 components (long term goals, short term goals and mini-steps).				
	Additional Information:				
9 - Job-Seeking and Employability Skills	I have used strategies from OWDS training to develop job seeking and employability skills.				
	I have directed my client(s) to develop pre-employment portfolios.				
	I have conducted a mock interview.				
	Additional Information:				

OWDS Module	OWDS Skill	During Intake	One-on-One	In Group	Non-offenders
10 - Retention	I have developed a job retention strategy based on his/her personal barriers.				
	I have developed a job retention strategy based on his/her work-related challenges.				
	I have used OWDS interventions to in an attempt to improve job retention.				
	Additional Information:				
11 - The Role of Information and Computers	My client(s) have used computers to assist with their job search.				
	My client(s) have demonstrated the ability to use computer software that may be used on a job site.				
	Additional Information:				