



180 Day Pre-Release Assessment Instructions

The 180 Day Pre-Release Assessment is utilized by the Transition Team to evaluate individuals prior to release. This assessment offers the team valuable information regarding an individual's needs, casework requirements, employment skills, family background, spiritual development, and potential for adjusting to the Transitional program.

Approximately 6 months prior to his or her max out date, the JUMPSTART Volunteer Coordinator will be notified to conduct an assessment for an individual that has applied to come to the Transitional Program. Please make every effort to complete the assessment within 2 weeks of the notification date so that the Transition Team can use this information during the decision-making process. Once a decision is made, the Volunteer Coordinator will be notified, and a letter will be mailed directly to the applicant.

Conducting the Assessment

- STEP 1 The Volunteer Coordinator will receive an email from the Inside Program Administrator advising that there is an applicant at the institution requiring a pre-release assessment. If the applicant is not presently in a JUMPSTART class, arrangements should be made with the Chaplain to meet with the applicant.
- STEP 2 Prior to the assessment. Please go to the Volunteer Portal and download the 180 DAY PRE-RELEASE ASSESSMENT form. It will need to be printed and brought to the institution for the meeting.

Website www.jumpstartvision.org

- Select South Carolina
- Select Get Involved
- Select Volunteer Portal
- Enter Password Jumpstart2025#
- Choose Forms
- Choose Pre-Release Assessment
- Download to your computer

STEP 3

Interview the applicant privately, using this guide.

- Clarify that the interview does not decide program acceptance and no decision is made during the assessment. The Transition team will review the assessment and notify the applicant by letter within two weeks.
- Page 1 GENERAL INTAKE QUESTIONS – Each question should be asked to the applicant, and their response recorded in the designated space. Please ensure that all answers are as thorough and detailed as possible. It is especially important to determine whether the applicant has any outstanding warrants or detainers. (If the applicant has not previously completed the class, indicate how many weeks remain until completion upon release and note the anticipated folder color.)
- Page 2 PERSONAL SPIRITUAL WALK – Interview the applicant regarding their spiritual journey and complete the form based on their responses. Document all faith-based programs in which they have participated, such as Prison Fellowship, Alpha, Kairos, or Men’s Fraternity. The objective is to assess their understanding of and relationship with Christ, as well as how this is reflected in their daily life.
- Page 2 FOLLOW UP QUESTIONS – Give the sheet to the applicant and ask them to reply to these questions in their own words.
- Page 3 QUESTIONS FOR LEADERSHIP TEAM and VOLUNTEERS – Ask the Inside Leader or Table Leader to briefly comment on the applicant’s character and faith as observed in the community. If present, include input from a Chaplain. Finally, gather Volunteer comments.
- Page 4 Assessor Notes – Use this section to record any notes or observations you make during the interview. Include your thoughts on the candidate’s authenticity and honesty, as well as comments about their participation in class. Also, thoroughly review the Lifebook: check if all lessons are completed and if the answers are thoughtful and well-articulated.

- Page 5 FINAL CHECKLIST – Please indicate which documents are available and note clothing sizes when possible. Request specific information for the individual(s) who will pick them up and bring them to Restoration Village. We will contact this person before release day to confirm arrangements. If transportation is required, please note this so a JUMPSTART staff can schedule a pickup. Please include comprehensive medical information, such as necessary appointments, detailed diagnoses, and specific medications.

STEP 4 Please sign and scan or photograph each page of the completed form and submit via email to Jeremy.walker@jumpstartvision.org

Upon receipt of the form, it is recorded in a central data file. Members of the Transition team will evaluate the assessment to determine whether the JUMPSTART Transition program can address the applicant's needs. The applicant will be notified of the outcome by letter within two weeks, indicating either acceptance or denial.

SPECIAL SITUATIONS:

Parole assessments are conducted after parole has been approved, not before the scheduled parole dates. When someone is granted parole and has applied for JUMPSTART Housing, the case officer will notify JUMPSTART requesting confirmation. The Inside Program Administrator will then alert the Volunteer Coordinator that an assessment needs to be completed. After a decision has been made, the Inside Program Administrator will send notification letters to both the applicant and the case officer.

Transferred Inmates – When the Volunteer Coordinator receives an assessment request for an inmate who has been transferred, please promptly notify Jeremy Walker. For requests involving inmates who have recently arrived at the institution, complete the assessment to the fullest extent possible, then scan or photograph the document and submit it to Jeremy.walker@jumpstartvision.org. The same request will be forwarded to the Volunteer Coordinator at the inmate's previous institution to obtain additional information.