



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure No.: PPD 1.5.1200	Subject: RISK AND NEEDS ASSESSMENTS FOR CASE MANAGEMENT
Reference: DOC 1.5.12	Page 1 of 4
Effective Date: 08/08/17	Revised:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

I. PURPOSE:

The programs and facilities of the Probation and Parole Division will follow standardized procedures for adult offender risk and needs assessments. Assessment tools will provide evidence-based assessments to address programming needs, risk reduction, and case management to increase the likelihood of positive change and offender success.

II. DEFINITIONS:

Case Management – Using an offender’s risk and needs assessment to effectively and safely manage the offender. This includes ensuring offender compliance with all conditions of supervision; risk management; needs assessment; referrals to appropriate programming such as treatment, educational and training programs; monitoring; surveillance; and overall supervision of the offender.

Criminogenic Needs – Attributes that are directly linked to an offender’s risk to re-offend and must be addressed to achieve lower recidivism rates (i.e., employment, housing, substance use treatment, cognitive behavioral programming).

Current Assessment – An assessment is current if completed in the past 12 months and the offender has experienced no life-altering events during that period.

Life-Altering Event – Any significant happening in an offender’s life (i.e., birth, death, marriage, divorce, employment change, relapse, new crime) as determined by the supervising P&P Officer that has the potential of raising or lowering the offender’s risk to reoffend.

MORRA-Montana Offender Reentry and Risk Assessment –A gender-neutral standardized and validated evidence-based instrument used to assess the probability of an offender recidivating and to identify risk factors and criminogenic needs to guide and prioritize appropriate programming; enhances sharing of offender information and assists in the efficient allocation of resources while an offender is under Department supervision. MORRA Assessment Tools used by the Department are as follows:

- *CSST-Community Supervision Screening Tool* – used for both males and females in the community as part of the pre-sentence investigation process to screen out low risk offenders.
- *CST-Community Supervision Tool* – used with male offenders in the community.
- *PIT-Prison Intake Tool* – to assess male offenders’ risk as they enter prison.
- *PST-Prison Screening Tool* – to screen male offenders entering prison. Individuals who score “Moderate” or “High” should be assessed with the PIT.
- *RT-Reentry Tool* – for male offenders currently in a secure facility and who have served more than four (4) consecutive years. RT is to be administered prior to an offender’s expected release date. If the offender is more than two (2) years from discharge, the assessment is conducted annually in conjunction with the offender’s classification review and is to be conducted biannually once the offender is within two (2) years of release.

Procedure No.: 1.5.1200	Chapter: Administration and Management	Page 2 of 4
Subject: RISK AND NEEDS ASSESSMENTS FOR CASE MANAGEMENT		

- *SRT-Supplemental Reentry Tool* – focused on male offenders currently in a secure facility and who have served four (4) consecutive years or less. SRT is designed to be administered prior to an offender’s expected release date and is conducted annually in conjunction with the offender’s classification review. Once the offender is within two (2) years of discharge, the SRT will be conducted semiannually.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

Responsivity – Addresses the non-criminogenic or non-predictive hurdles or barriers in an offender’s life that may influence the offender’s response to programming/treatment and thereby affect the offender’s risk to reoffend.

WRNA-Women’s Risk and Needs Assessment – A gender-specific standardized and validated evidence-based instrument used to assess the probability of a female offender recidivating and to identify risk factors and criminogenic needs to guide and prioritize appropriate programming; enhances sharing of offender information and assists in the efficient allocation of resources while an offender is under Department supervision. WRNA Assessment Tools used by the Department for female offenders are as follows:

- *INA-Institutional Assessment* – administered shortly after prison intake and not as a part of a pre-sentence investigation.
- *PPA-Probation/Parole Assessment* – given after offender’s arrival in the community to assist initial case planning.
- *PRA-Prerelease Assessment* – given after offender’s arrival at prerelease or possibly treatment centers.

III. PROCEDURES:

A. SUPERVISION STRATEGIES, INTERVIEWS, DOCUMENTS AND FORMS

1. As well as using the Department-wide tools of MORRA and WRNA, supplemental tools such as sex offender risk assessments, crime-specific risk assessments, and clinical evaluations should be used as available and applicable.

2. MORRA and WRNA:

- a. All offenders in a PPD program or facility will have a current assessment completed.
- b. Employees of PPD programs and facilities who have successfully completed the appropriate training requirements (Motivational Interviewing, MORRA, WRNA) will use MORRA/WRNA interviews and assessments to determine the risk of an offender to reoffend, criminogenic needs, responsivity, and to develop the case plan and supervision strategies to be used.
 - i. Contract Facilities: A case plan will begin for an offender within 14 days of his/her arrival.
 - ii. Probation & Parole (P&P): A case plan will be developed and maintained for an offender. All P&P Officers will use this procedure in conjunction with case management procedures.
- c. Upon completion of a MORRA/WRNA interview and assessment or reassessment, the Scoring Sheet with notes will be completed in the offender’s OMIS record. The completed Interview Guide and offender’s Self-Report used by employees of PPD programs and facilities in the assessment/reassessment will be uploaded into OMIS as a “Risk Assessment” Document Class, and the appropriate assessment/reassessment chosen for Document Type.

Procedure No.: 1.5.1200	Chapter: Administration and Management	Page 3 of 4
Subject: RISK AND NEEDS ASSESSMENTS FOR CASE MANAGEMENT		

- d. The paper copies of the assessment forms are not required to be kept or maintained; therefore, the paper copies will be destroyed once the two (2) forms mentioned above are uploaded into OMIS.

B. SUPERVISION RISK ASSESSMENTS

1. Pre-Adjudicated Defendants and Interstate Offenders:

- a. A MORRA CSST interview/assessment must be completed:
 - i. on each defendant during the pre-sentence investigation (PSI) process; if a PSI was not ordered by the court, assessments are completed as noted in the appropriate sections below.
 - ii. within 45 days of the return of a Montana resident transferring back to Montana or the acceptance of an out-of-state offender transferring to Montana.
- b. If CSST assessment indicates offender is low risk, the next assessment is completed within one year unless there has been a life-altering event and an earlier reassessment is deemed necessary.
- c. If CSST assessment indicates offender is a high risk, the next assessment is completed pursuant to the appropriate sections below.

2. Offenders Under Community Supervision: Officer will complete a risk assessment instrument as follows:

- a. Male offenders:
 - i. Complete MORRA CST interview/assessment for case plan and supervision strategies within 45 days of offender's arrival in community (unless Officer is prepared to conduct the CST interview/assessment during the 2nd week).
 - ii. A CST interview/reassessment is completed one (1) time per year unless there has been a life-altering event and an earlier reassessment is deemed necessary.
 - iii. Annual reassessment during the revocation process:
 - 1) reassessment is NOT required if offender is in jail;
 - 2) reassessment shall be completed if offender is not incarcerated or in accordance with the offender's placement requirements upon resolution of the revocation.
- b. Female offenders:
 - i. Complete WRNA PPA interview/assessment for supervision level within 45 days of offender's arrival in community (unless Officer is prepared to conduct PPA interview/assessment during the 2nd week).
 - ii. WRNA PPA interview/reassessment is completed one (1) time per year unless there has been a life-altering event and an earlier reassessment is deemed necessary.
 - iii. Annual reassessment during the revocation process:
 - 1) reassessment is NOT required if offender is in jail;
 - 2) reassessment shall be completed if offender is not incarcerated or in accordance with the offender's placement requirements upon resolution of the revocation.

3. Offenders in Prerelease Center (PRC), Passages ASRC, or START: Interviews/Assessments completed:

- a. If a current MORRA CST/RT/SRT or WRNA PRA interview/assessment is available, facility staff **must** use that assessment for case management purposes.
- b. If current assessment is not available, facility staff **must** complete MORRA CST or WRNA PRA interview/assessment upon offender's intake for case management purposes;
- c. If an assessment expires during an offender's placement, facility staff **must** complete MORRA CST or WRNA PRA interview/assessment for case management purposes **unless**

Procedure No.: 1.5.1200	Chapter: Administration and Management	Page 4 of 4
Subject: RISK AND NEEDS ASSESSMENTS FOR CASE MANAGEMENT		

the offender is expected to transition to another placement within the next 30 days after the date of expiration, in which case the next placement completes the reassessment.

4. Offenders in a Chemical Dependency Treatment Facility:

a. Passages ADT, CCP, Elkhorn, NEXUS, Pine Hills, and Riverside:

- 1) the offender *must* have a current chemical dependency (CD) evaluation prior to transfer to any chemical dependency treatment facility;
- 2) if there is a current assessment for the offender entering the program that expires during the offender's program placement, facility staff *must* complete MORRA CST or WRNA PRA interview/assessment for case management purposes *unless* the offender is expected to transition to another placement within the next 30 days after the date of expiration, in which case the next placement completes the reassessment;
- 3) if there is no current assessment for the offender entering the program, facility staff *must* complete MORRA CST or WRNA PRA interview/assessment for case management purposes.

b. WATCH:

- 1) if there is a current assessment for the offender entering the program that expires during the offender's placement, facility staff *must* complete MORRA CST or WRNA PRA interview/assessment for case management purposes *unless* the offender is expected to transition to another placement within the next 30 days after the date of expiration, in which case the next placement completes the reassessment;
- 2) if there is no current assessment for the offender entering the program, facility staff *must* complete MORRA CST or WRNA PRA interview/assessment for case management purposes.

5. Offenders in MASC or Passages ASRC:

- a. MORRA/WRNA is used in conjunction with screening process to identify the offender's risk and needs to ensure appropriate placement.
- b. Complete MORRA SRT or WRNA PRA interview/assessment as part of offender's intake process.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator, POII, Deputy Chief, or Bureau Chief.