



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No.: DOC 1.5.12	Subject: RISK AND NEEDS ASSESSMENTS
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2
Section 1: Case Records Management	Effective Date: 11/01/2016
Signature: /s/ Loraine Wodnik, Deputy Director	Revised:

I. POLICY

The Department of Corrections utilizes evidence-based risk and needs assessment tools to assess offender risk of recidivism and prioritize programming and treatment. These assessments guide case management and supervision strategies to promote positive change in offenders under Department supervision.

II. APPLICABILITY

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

III. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Montana Offender Reentry and Risk Assessment (MORRA) – A standardized and validated evidence-based instrument used to assess the probability of a male offender recidivating and to identify risk factors and criminogenic needs to assist service providers in prioritizing appropriate programming and ensuring efficient allocation of resources.

Ohio Youth Assessment System (OYAS) – A standardized and validated evidence-based instrument used to assess the probability of a youth recidivating and to identify risk factors and criminogenic needs to assist service providers in prioritizing appropriate programming and ensuring efficient allocation of resources.

OMIS – Acronym for the Department's Offender Management Information System.

Women's Risk/Needs Assessment (WRNA) – A 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 assist service providers in prioritizing appropriate programming and ensuring efficient allocation of resources.

YMS – Acronym for the Department's Youth Management System.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

Subject: RISK AND NEEDS ASSESSMENTS

1. Staff will use standardized, evidence-based and validated risk and needs assessments as tools to aid in providing reliable and evidence based programming, risk reduction, and supervision strategies for offenders including, but not limited to:
 - a. general Department-wide tools such as the MORRA, WRNA and OYAS; and
 - b. supplemental tools such as sex offender risk assessments and alcohol or substance abuse risk assessments as available and applicable.
2. Initial assessments will be conducted on each offender upon admittance to supervision or custody in accordance with division-specific procedures.
3. Staff will ensure assessments are current and reassessments will be conducted in accordance with division procedures.
4. Assessment tools are not intended to replace professional judgment. When appropriate, results will be used in coordination with other tools.

B. Responsibilities and Documentation

1. The administrator, or designee, is responsible for ensuring compliance with this policy and must:
 - a. designate staff responsible for completing assessments;
 - b. oversee development of division-specific procedures to outline use of assessments;
 - c. ensure risk and needs assessments are conducted in accordance with standards and guidelines provided by the Department;
 - d. require designated staff to successfully complete training requirements outlined for use of assessment instruments including motivational interviewing;
 - e. ensure documents and data related to the use of the assessment tool such as overall risk scores, scoring sheets, interview guides and notes are entered appropriately into OMIS or YMS; and
 - f. monitor staff application of assessment tools for quality control.

V. CLOSING

Questions concerning this policy should be directed to the appropriate administrator.

VI. REFERENCES

- A. *53-1-201, 53-1-203, MCA*
- B. *University of Cincinnati, Center for Criminal Justice Research*

VII. ATTACHMENTS

None