

 DEPARTMENT OF CORRECTIONS

MONTANA WOMEN’S PRISON

OPERATIONAL PROCEDURE

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| Procedure No. MWP 1.5.12 | Subject: **RISK AND NEEDS ASSESSMENTS** |
| Reference: DOC Policy No. 1.5.12 | Page 1 of 2  |
| Effective Date: July 14, 2020 |  |
| Signature: /s/ Jennie Hansen / Warden |  |

**I. PURPOSE**

The Montana Women’s Prison 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 inmates under Department supervision.

**II. 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.

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

**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.

**III. PROCEDURES**

1. **General Requirements**

1. Staff will use WRNA as the standardized, evidence-based and validated risk and needs assessment to aid in providing reliable and evidence-based programming, risk reduction, and classification strategies for inmates including, but not limited to:

 a) 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 inmate within 14 days of admittance to MWP.

3. Staff will ensure assessments are current and reassessments will be conducted yearly or for any life altering events.

4. Assessment tools are not intended to replace professional judgment. When appropriate, results will be used in coordination with other tools.

1. **Programming**

1. The administrator, or designee, is responsible for ensuring compliance with this procedure and must:

 a) Designate a Reentry Officer responsible for completing assessments;

 b) Oversee development of MWP-specific use of assessments;

 c) Require designated Reentry Officers to successfully complete training

 requirements outlined for use of assessment instruments including

 motivational interviewing;

 d) 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; and

 e) Monitor staff application of assessment tools for quality control.

**IV. CLOSING**

Questions concerning this procedure should be directed to the Associate Warden of Programing.

**V. REFERENCES**

A. *53-1-201, 53-1-203 MCA*

**VII. ATTACHMENT**

None