



COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU FACILITY OPERATIONAL REQUIREMENT

Requirement:	PFB 1.5.1200 RISK AND NEEDS ASSESSMENTS IN FPB FACILITIES
Effective Date:	02/01/2025 Page 1 of 4
Revision Date(s):	
Signature/Title:	/s/ Scott Eychner, Rehabilitation and Programs Chief

This procedure is referenced as PPD 1.5.1200 Risk and Needs Assessments for Adult Case Management in Section 2.C.17 Programming and Curriculum and Risk and Needs Assessment in the following contracts: Alpha House, Butte Prerelease, Elkhorn, Gallatin County Reentry Program, Helena Prerelease, Nexus, and Passages. This procedure is also referenced in Section 2.D.1 Programming & Counseling, in the following contract: Great Falls Prerelease.

I. PURPOSE:

All facilities contracted with the Community Corrections Facilities and Programs Bureau (FPB) will follow this procedure for offender risk and needs assessments. Assessment tools will provide evidence-based assessments to address programming needs, risk reduction, and case management.

II. DEFINITIONS:

Case Management – The act of developing and managing an offender's treatment plan and monitoring progress and compliance.

Case Plan – An evolving document that outlines case management strategies designed to engage the offender, target individual risks and needs, and track progress as the offender transitions through the correctional system.

Continuous Quality Improvement (CQI) – A continuous and ongoing effort to achieve measurable improvements and outcomes in a program. Programs include but are not limited to the healthcare system and evidence-based practices.

Criminogenic Needs – Attributes that are directly linked to an offender's risk to re-offend and should be addressed to achieve lower recidivism rates (identified as primary and secondary risk factors).

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 that would impact two or more domain areas. These impacts can both be positive or negative. Examples of a positive event that could impact two or more domains are completion of programming and establishing stability in employment. Examples of a negative event that could impact two or more domains are job loss and removal from programming/treatment.

MORRA-Montana Offender Reentry and Risk Assessment – A gender-neutral standardized and validated evidence-based instrument used to assess the likelihood of an offender recidivating. The MORRA is used to identify risk, needs, and responsivity factors to guide and prioritize appropriate programming and case planning.

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.

Secondary Assessments – Other assessments and/or evaluations used in conjunction with the overall and domain-specific scores of a risk assessment to aid in refining the offender's needs. This includes crime-specific risk assessments (sexual, DUI, substance abuse, intimate partner violence, etc.) or clinical evaluations.

III. PROCEDURES

A. GENERAL

1. Facility Administrators must identify and designate which positions are responsible for administering risk and needs assessments. This information will be provided to the Department upon request.
2. Assessments must be administered pursuant to Department-approved training and must include an interview with the offender.
 - a. No assessment documents (Interview Guide, Scoring Sheet, Scoring Guide) are shared with the offender or any other persons not certified to conduct MORRA assessments.
 - 1) The only exception to restricted distribution is the proper use of the MORRA Self-Report form which is intended to be handed to the offender immediately before the assessment interview and collected immediately following the interview.
 - b. The assessment may be administered through video conferencing but should not be administered over the phone unless there is an exceptional situation, and a supervisor approves.
 - c. All completed assessments must have supporting additional documents (Interview Guide, Scoring Sheet, Self-Report) and completed section comment notes for each scored section. If the facility is:
 - 1) sending completed assessments to the Department, staff must provide all supporting documents and scoring notes; or
 - 2) entering the assessment into the offender management system, staff must upload all supporting documents and completed section comment notes for each scored section.
 - d. Any assessment that does not have the required supporting documents or section comment notes will be considered invalid and the facility will be required to provide the necessary documents or notes or readminister the assessment.
3. In addition to MORRA, secondary tools such as sex offender risk assessments, crime-specific risk assessments, and clinical evaluations should be used as available and applicable.
4. All offenders in an FPB facility will have a current assessment completed, except as provided below. An assessment is current if completed in the past 12 months and the offender has experienced no life-altering events during that period. If an offender refuses to participate, facility staff will discuss the refusal with the facility's assigned FPB Contract Manager for case management purposes.
5. Certification is completed by the Quality Assurance of Evidence-Based Practices and Programs (QAEBPP) Bureau and requires recertification every three years, participation in annual booster trainings, and participation in the CQI process.
6. Only certified assessors may administer risk and needs assessments to determine the risk of an offender to reoffend, criminogenic needs, and responsivity, and to develop the case plan. Staff administering secondary tools must be appropriately trained to use the tool.

B. OFFENDER MANAGEMENT SYSTEM ENTRY/DOCUMENTS

1. **CCP WEST, CCP EAST, and WATCH WEST staff:**
 - a. Upon completion of a MORRA interview and assessment or reassessment, the assessment will be scored in the offender management system. Unless further information is needed, the scoring will occur the same day the interview is conducted.
 - b. The completed Interview Guide and offender's Self-Report used in the assessment/reassessment will be uploaded into the offender management system as a "Risk Assessment" Document Class, and the appropriate assessment/reassessment chosen for Document Type.

- c. Once the Interview Guide and offender's Self-Report are uploaded into the offender management system, the paper copies of the assessment forms are not required to be kept or maintained and will be destroyed.
 - d. In the section comments notes area, for each domain, staff must document which information was used to determine the score for each item (file review, collateral contact, offender interview, and/or self-report).
2. **Prerelease Center, Passages ASRC, ADT, PARC, START, Elkhorn, and Nexus staff:**
- a. All documents associated with the interview/assessment will be uploaded into the offender management system as a "Risk Assessment" Document Class and the appropriate assessment chosen for Document Type.
 - b. All interview guides must include interview notes supporting the score for each scoring item.
 - c. If facility staff are unable to upload into the offender management system, all documents associated with the interview/assessment will be submitted electronically to coraccdreports@mt.gov within 5 calendar days of the assessment.
 - d. Email subject line must read as follows: Offender last name, first name, DOC#., Facility:, MORRA.

C. FACILITY-SPECIFIC REQUIREMENTS AND DEADLINES FOR RISK ASSESSMENTS AND REASSESSMENTS

1. **Offenders in a Prerelease Center (PRC):** Interviews/assessments completed:
 - a. If a current MORRA interview/assessment is available, facility staff **must** use that assessment for case management purposes.
 - b. If a current assessment is not available, facility staff **must** complete the MORRA SRT tool within 15 calendar days of offender's intake for case management purposes.
 - c. If an assessment will expire during an offender's placement, facility staff **must** complete the MORRA SRT tool for case management purposes within 15 calendar days before expiration. If the offender is expected to transition to another placement within the next 30 calendar days after the date of expiration, the next placement completes the reassessment.
 - d. Reassessments will only be done when there has been a life-altering event or the current assessment expires.
2. **Offenders in a Substance Use Treatment Facility:**
 - a. If there is a current assessment for the offender entering the program that will expire during the offender's program placement, facility staff **must** complete the MORRA SRT tool within 15 calendar days before expiration for case management purposes. If the offender is expected to transition to another placement within the next 30 calendar days after the date of expiration, the next placement completes the reassessment.
 - b. If there is no current assessment for the offender entering the program, facility staff **must** complete the MORRA SRT tool within 15 calendar days for case management purposes.
 - c. Reassessments will only be done when there has been a life-altering event or the current assessment expires.
3. **Offenders in Assessment Centers:**
 - a. MORRA is used in conjunction with screening process to identify the offender's risk and needs to ensure appropriate placement.
 - b. If there is a current assessment, staff will use it for intake and assessment purposes along with secondary information.
 - c. If there is no current assessment for the offender entering the program, facility staff **must** complete the MORRA CST interview/assessment within 15 calendar days for case management purposes.
 - d. Reassessments will only be done when there has been a life-altering event or the current assessment expires.

D. SECONDARY ASSESSMENTS

1. Appropriate secondary assessments may also be used to help staff identify high-need areas not easily identified by the risk and needs assessment.
2. If a secondary assessment is determined to be necessary, staff must use the appropriate tool and must be trained on the specific tool used.
3. When a secondary assessment shows the offender to be higher risk than the MORRA, the higher risk is used for case planning.

E. CQI PROCESS FOR RISK ASSESSMENTS

1. The QAEBPP Bureau will administer a mandatory CQI process to ensure certified assessors are conducting risk and needs assessments with fidelity. All facility staff certified as assessors are required to participate. Failure to do so may result in termination of their assessment certification.
2. The CQI process will incorporate coaching and feedback strategies for use with assessors when deficiencies are identified during the CQI process. All CQI process results will be shared with the assessor and Facility Administrator.
3. Training for new assessors will include review by the QAEBPP Bureau of recorded risk and needs assessments conducted by the new assessor. Feedback may include recognition of positive techniques or identification of deficiencies with specific improvements assessors can make to address deficiencies. All feedback will also be provided to the Facility Administrator.
4. Continual submissions of assessments determined to be invalid by the QAEBPP Bureau will result in the requirement for further training and/or termination of assessment certification.

IV. CLOSING

Questions about this procedure should be directed to the FPB Chief or designee.

V. REFERENCES

- A. *DOC 1.5.12 Risk and Needs Assessments for Case Plans*