



## COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU FACILITY OPERATIONAL REQUIREMENT

Requirement:	<b>FPB 1.5.1200 RISK AND NEEDS ASSESSMENTS IN FPB FACILITIES</b>
Effective Date:	02/01/2025 <span style="float: right;">Page 1 of 3</span>
Revision Date(s):	04/24/2026
Signature/Title:	/s/ Scott Eychner, Rehabilitation and Programs Chief

**This Facility Operational Requirement 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 Facility Operational Requirement 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 Facility Operational Requirement for offender risk and needs assessments. Assessment tools will provide evidence-based assessments to address programming needs, risk reduction, and case management.

### II. DEFINITIONS (see Glossary)

### III. REQUIREMENTS

#### A. General Requirements

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 Evidence-Based Practices Compliance Unit and requires recertification every 3 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 AND DOCUMENTS

1. **CCP WEST, CCP EAST, and WATCH WEST staff**
  - a. Upon completion of a MORRA interview and assessment/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 or 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. Each *Interview Guide* 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(at)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. The MORRA is used in conjunction with the 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 Evidence-Based Practices Compliance Unit 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 Evidence-Based Practices Compliance Unit 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 Evidence-Based Practices Compliance Unit will result in the requirement for further training and/or termination of assessment certification.

## **IV. CLOSING**

Questions about this facility operational requirement should be directed to the FPB Chief or designee.

## **V. REFERENCES**

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