



**PINE HILLS CORRECTIONAL FACILITY
PROCEDURE**

Policy No.: PHCF 1.5.12	Subject Risk and Needs Assessment
Chapter 1 : ADMINISTRATION AND MANAGEMENT	Page 1 of
Section 1: Case Records Management	Effective Date: 7/9/2020
Superintendent Steve Ray	Revision Date:
Signature: /s/ Steve Ray	

I. PURPOSE:

Pine Hills Correctional Facility will utilize evidence-based risk and needs assessment tools to assess resident risk of recidivism and prioritize programming and treatment. These assessment guide case management and supervision strategies to promote positive change in residents under Department supervision.

II. DEFINITIONS:

- A. Montana Offender Reentry and Risk Assessment (MORRA) – A standardized and validated evidence-based instrument used to assess the probability of a male resident recidivating and to identify risk factors and criminogenic needs to assist service provider in prioritizing appropriate programming and ensuring efficient allocation of resources.
- B. 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.
- C. OMIS – Acronym for the Department’s Offender Management Information System.
- D. YMS – Acronym for the Department’s Youth Management System.

III. PROCEDURES:

A. Assessments

1. Assessments must be administered pursuant to the assessment requirements and the Department-approved training and must include an interview with the resident.
 - a. The applicable interview guide will NOT be shared with the resident.
2. MORRA and OYAS (youth), and supplemental assessments will be completed per requirements of the assessments and the department.
 - a. OMIS/YMS Entry:
 - 1) The completed MORRA/OYAS interview, assessment or reassessment will be scored in OMIS/YMS. Unless further information is needed, the scoring will occur the same day the interview is conducted.
 - 2) The completed Interview Guide and resident’s Self-Report used in the assessment/reassessment will be uploaded into OMIS/YMS as a “Risk Assessment” document class with the appropriate assessment/reassessment chose for the document type.

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- 3) The paper copies of the assessment forms are not required to be kept or maintained; therefore, the paper copies may be destroyed (shredded) once the Interview Guide and resident's Self-Report are uploaded into OMIS.
- b. All assessment will be used to implement a case plan for the resident.

IV. CLOSING

Questions concerning this policy should be directed to the employee's immediate supervisor.