



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

Procedure No.: PPD 1.5.1200	Subject: <b>RISK AND NEEDS ASSESSMENTS FOR ADULT CASE MANAGEMENT</b>
Reference: DOC 1.5.12	Page 1 of 6
Effective Date: 08/08/17	Revised: 07/02/18
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

**I. PURPOSE:**

The programs and facilities of the Probation and Parole Division will follow standardized procedures for adult offender risk and needs assessments. Assessment tools will provide evidence-based assessments to address programming needs, risk reduction, and case management to increase the likelihood of positive change and offender success.

**II. DEFINITIONS:**

**Absconding** – When an offender deliberately makes the offender’s whereabouts unknown to a probation and parole officer or fails to report for the purposes of avoiding supervision and reasonable efforts by the probation and parole officer to locate the offender have been unsuccessful.

**Case Management** – Assessing an offender’s risks and needs, developing and reviewing a case plan, referring and linking the offender with appropriate services, monitoring offender progress and compliance, and responding with appropriate incentives and/or interventions.

**Criminogenic Needs** – Attributes that are directly linked to an offender’s risk to re-offend and must 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 (i.e., birth, death, marriage, divorce, employment change, relapse, new crime) as determined by the supervising P&P Officer that has the potential of raising or lowering the offender’s risk to reoffend.

**MORRA-Montana Offender Reentry and Risk Assessment** – A gender-neutral standardized and validated evidence-based instrument used to assess the probability of an offender recidivating and to identify risk factors and criminogenic needs to guide and prioritize appropriate programming; enhances sharing of offender information and assists in the efficient allocation of resources while an offender is under Department supervision. MORRA Assessment Tools used by the Department are as follows:

- *CSST-Community Supervision Screening Tool* – used for reassessment of low-risk male and female offenders in the community.
- *CST-Community Supervision Tool* – used with male offenders in the community, including PPD facilities.
- *PIT-Prison Intake Tool* – to assess male offenders’ risk as they enter prison.
- *PST-Prison Screening Tool* – to screen male offenders entering prison. Individuals who score “Moderate” or “High” should be assessed with the PIT.
- *RT-Reentry Tool* – for male offenders currently in a secure facility and who have served more than four (4) consecutive years. RT is to be administered prior to an offender’s expected release date and is conducted annually beginning 18 months prior to offender’s parole eligibility and reassessed

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annually until release from a secure correctional facility.

- *SRT-Supplemental Reentry Tool* – focused on male offenders currently in a secure facility and who have served four (4) consecutive years or less. SRT is designed to be administered prior to an offender’s expected release date and is conducted annually beginning 18 months prior to offender’s parole eligibility and reassessed annually until release from a secure correctional facility.

**PPD-Probation and Parole Division** – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, prerelease, and treatment services.

**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.

**Supplemental Tools** – Other assessments and/or evaluations used with the MORRA and/or WRNA assessment tools that aid in identifying an offender’s risk category. This includes crime-specific risk assessments (sexual, DUI), static/acute assessments, and clinical evaluations.

**WRNA-Women’s Risk and Needs Assessment** – A gender-specific 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 guide and prioritize appropriate programming; enhances sharing of offender information and assists in the efficient allocation of resources while an offender is under Department supervision. WRNA Assessment Tools used by the Department for female offenders are as follows:

- *INA-Institutional Assessment* – administered shortly after prison intake and not as a part of a pre-sentence investigation.
- *PPA-Probation/Parole Assessment* – given after offender’s arrival in the community to assist initial case planning.
- *PRA-Prerelease Assessment* – given after offender’s arrival at prerelease or possibly treatment centers.

### III. PROCEDURES:

#### A. ASSESSMENTS

1. Assessments must be administered pursuant to Department-approved training and must include an interview with the offender.
  - a. The applicable interview guide will **NOT** be shared with the offender.
  - 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.
2. As well as using the Department-wide tools of MORRA and WRNA, supplemental tools such as sex offender risk assessments, crime-specific risk assessments, and clinical evaluations should be used as available and applicable.
3. All offenders under community supervision or in a PPD facility will have a current assessment completed unless there is or has been an acceptable extenuating circumstance:
  - a. offender is in jail;
  - b. offender absconded/escaped;
  - c. current assessment expires during placement process; or
  - d. PSI was not ordered and assessment has yet to be completed pursuant to Section B procedures.

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4. PPD staff and employees of PPD facilities who have successfully completed the appropriate training requirements (Motivational Interviewing, MORRA, WRNA) will use MORRA/WRNA interviews and assessments, supplemental tools, and case file reviews and/or collateral contact information to determine the risk of an offender to reoffend, criminogenic needs, responsivity, and to develop the case plan and supervision strategies to be used. (See *PPD 6.1.203 Case Management for Adult Offenders*.)
5. **OMIS Entry/Documents for Probation & Parole, MASC, Pine Hills, and Riverside staff:**
  - a. Upon completion of a MORRA/WRNA interview and assessment or reassessment, the assessment will be scored in OMIS. 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 OMIS as a "Risk Assessment" Document Class, and the appropriate assessment/reassessment chosen for Document Type.
  - c. The paper copies of the assessment forms are not required to be kept or maintained; therefore, the paper copies will be destroyed once the Interview Guide and offender's Self-Report are uploaded into OMIS.
6. **OMIS Entry/Documents for Prerelease Center, Passages ASRC and ADT, START, CCP, Elkhorn, Nexus, and WATCH staff:**
  - a. All documents associated with the interview/assessment will be uploaded in OMIS as a "Risk Assessment" Document Class and the appropriate assessment chosen for Document Type. If facility staff are unable to upload into OMIS, all documents associated with the interview/assessment will be submitted electronically to [coraccdreports@mt.gov](mailto:coraccdreports@mt.gov) within 15 calendar days of intake.
  - b. Email subject line must read as follows: Offender last name, first name, DOC#: Facility: MORRA or WRNA.

## **B. MORRA/WRNA RISK ASSESSMENTS/REASSESSMENTS**

### **1. Pre-Adjudicated Defendants:**

- a. A MORRA CST (male) or WRNA PPA (female) interview/assessment must be completed during the pre-sentence investigation (PSI) process (see *PPD 1.5.200 Pre-Sentence Investigations and Reports*):
  - i. upon completion of *PPD 1.5.200(C) Presentence Investigation Questionnaire*, PSI writer will enter and score the assessment in OMIS; and
  - ii. if a PSI was not ordered by the court, assessments are completed as noted in the appropriate sections below.
- b. Reassessments are completed pursuant to the appropriate section below.

### **2. Offenders under Community Supervision:** Officer will complete a risk assessment instrument as follows:

- a. Male offenders:
  - i. If there is no current assessment, complete MORRA CST interview/assessment for case plan and supervision strategies within 45 days of offender's arrival in community.
    - 1) Interstate transfer offenders: Complete within 45 days of the *return* of a Montana resident back to Montana or the *acceptance* of an out-of-state offender to Montana.
  - ii. Reassessments:
    - 1) Low-risk offender: A CSST is completed one (1) time per year unless there has been a life-altering event and an earlier reassessment is deemed necessary using the CST.

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- 2) Moderate, Medium, or High-risk offender: A CST interview/reassessment is completed one (1) time per year unless there has been a life-altering event and an earlier reassessment is deemed necessary using the CST.
  - iii. Annual reassessment during the revocation process:
    - 1) reassessment is NOT required if offender is in jail;
    - 2) reassessment shall be completed if offender is not incarcerated.
  - iv. Annual reassessment for offender with less than 6 months prior to expiration of sentence will not be required.
  - b. Female offenders:
    - i. If there is no current assessment, complete WRNA PPA interview/assessment for risk category within 45 days of offender's arrival in community.
      - 1) Interstate offender transfers: Complete within 45 days of the *return* of a Montana resident back to Montana or the *acceptance* of an out-of-state offender to Montana.
    - ii. Reassessments:
      - 1) Low-risk offender: A MORRA CSST is completed one (1) time per year unless there has been a life-altering event and an earlier reassessment is deemed necessary using the PPA
      - 2) Moderate, Medium, or High-risk offender: WRNA PPA interview/reassessment is completed one (1) time per year unless there has been a life-altering event and an earlier reassessment is deemed necessary using the PPA.
    - iii. Annual reassessment during the revocation process:
      - 1) reassessment is NOT required if offender is in jail;
      - 2) reassessment shall be completed if offender is not incarcerated.
    - iv. Annual reassessment for offender with less than 6 months prior to expiration of sentence will not be required.
  - c. Reassessments for offenders for whom a CDFS or early termination recommendation was submitted but was denied by the Court:
    - i. Low-risk offender: A MORRA CSST is completed one (1) time per year unless there has been a life-altering event and an earlier reassessment is deemed necessary using the MORRA CST/WRNA PPA.
    - ii. Moderate, Medium, or High-risk offender: MORRA CST/WRNA PPA interview/reassessment is completed one (1) time per year unless there has been a life-altering event and an earlier reassessment is deemed necessary using the MORRA CST/WRNA PPA.
    - iii. Using the time requirements mandated by statute, a CDFS recommendation shall be resubmitted if offender continues to meet statutory guidelines.
- 3. Offenders in Prerelease Center (PRC): Interviews/ Assessments completed:**
- a. If a current MORRA CST/RT/SRT or WRNA PPA/PRA interview/assessment is available, facility staff **must** use that assessment for case management purposes.
  - b. If current assessment is not available due to an acceptable extenuating circumstance (see section A.3.), facility staff **must** complete MORRA CST or WRNA PRA interview/assessment within 10 business days of offender's intake for case management purposes.
  - c. If an assessment expires during an offender's placement, facility staff **must** complete MORRA CST or WRNA PRA interview/assessment for case management purposes **unless** the offender is expected to transition to another placement within the next 30 days after the date of expiration, in which case the next placement completes the reassessment.

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#### 4. Offenders in a Chemical Dependency Treatment Facility:

##### a. Passages ADT, CCP, Elkhorn, Nexus, Pine Hills, and Riverside:

- i. Prior to transfer to any chemical dependency treatment facility, the offender **must** have a substance use disorder evaluation completed within the past 12 months unless circumstances dictate an earlier assessment is needed. If the offender has been in jail, it may be appropriate to staff the case with the original evaluator.
- ii. If there is a current assessment for the offender entering the program that expires during the offender's program placement, facility staff **must** complete MORRA CST or WRNA PRA interview/assessment for case management purposes **unless** the offender is expected to transition to another placement within the next 30 days after the date of expiration, in which case the next placement completes the reassessment.
- iii. If there is no current assessment for the offender entering the program due to an acceptable extenuating circumstance (see section A.3.), facility staff **must** complete MORRA CST or WRNA PRA interview/assessment for case management purposes.

##### b. WATCH:

- i. If there is a current assessment for the offender entering the program that expires during the offender's placement, facility staff **must** complete MORRA CST or WRNA PRA interview/assessment for case management purposes **unless** the offender is expected to transition to another placement within the next 30 days after the date of expiration, in which case the next placement completes the reassessment.
- ii. If there is no current assessment for the offender entering the program due to an acceptable extenuating circumstance (see section A.3.), facility staff **must** complete MORRA CST or WRNA PRA interview/assessment for case management purposes.

#### 5. Offenders in MASC, Passages ASRC, or START:

- a. MORRA/WRNA 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 supplemental information.
- c. If there is no current assessment for the offender, complete MORRA SRT or WRNA PRA interview/assessment as part of offender's intake process.

### C. SUPPLEMENTAL TOOLS

#### 1. Impaired Driving Assessment (IDA): The main goal of the IDA is to provide substantive information that can help to determine the most appropriate level of alcohol and drug education and treatment services needed for a Felony DUI offender (only) to increase the effectiveness of his/her community supervision.

- a. IDA assessment may be given during sign-up and if given, is used for case management purposes for one (1) year:
  - i. if offender's IDA score is low or moderate, the score is used to guide offender's CDFS period;
  - ii. after one (1) year, a full MORRA CST or WRNA PPA is given and used for supervision/case management/CDFS purposes.

#### 2. Sexual Offender Risk Assessments:

- a. Male sex offenders' risks are determined by using the MORRA and the appropriate sex offender risk assessment.
  - i. A qualifying adult male sex offender is a male who was 18 or more years old at the time of release to supervision whose offense may have been a charge or conviction for an

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- offense that is known to have a sexual motivation. The victim must have been a child or a non-consenting adult or others (i.e. animals or corpses).
- ii. Assessments: (Prerelease case managers will coordinate with the sex offender’s treatment provider for the completion of the appropriate assessment)
    - 1) *STATIC-99R* – for qualifying adult male offenders: Completed once by the Montana Sex Offender Treatment Association (MSOTA) evaluator at the time of the psychosexual evaluation. If not completed by evaluator, is completed by the P&P Officer within 45 days of offender’s arrival in the community.
    - 2) *STABLE-2007* – for qualifying adult male offenders or male offenders with child pornography conviction: Completed by the P&P Officer within 45 days of offender’s arrival in the community and at 12-month intervals thereafter.
    - 3) *ACUTE-2007* – for qualifying adult male offenders or male offenders with child pornography conviction: Completed by P&P Officer at each designated office visit with offender and as determined necessary by the Officer.
  - iii. The *STABLE-2007* level combined with the *MORRA* score is used when the *STATIC-99R* cannot be used for assessing the offender.
  - iv. Risk categories are determined as follows:
    - 1) Low-Risk: *MORRA/WRNA* score of low, and sex offender risk score of “I” as determined by the *STATIC-99R* and *STABLE-2007* Rules for Combining *STABLE-2007* with *STATIC-99R* (as indicated on page 10 of the 2017 *STABLE-2007* Evaluator Workbook) or *STABLE-2007* score of low when the *STATIC-99R* cannot be utilized for assessing the offender.
    - 2) Moderate-Risk: *MORRA/WRNA* score of moderate or low, and sex offender risk score of “II” as determined by the *STATIC-99R* and *STABLE-2007* Rules for Combining *STABLE-2007* with *STATIC-99R* (as indicated on page 10 of the 2017 *STABLE-2007* Evaluator Workbook) or *STABLE-2007* score of moderate when the *STATIC-99R* cannot be utilized for assessing the offender.
    - 3) Medium-Risk: *MORRA/WRNA* score of medium, moderate, or low, and sex offender risk score of “III” as determined by the *STATIC-99R* and *STABLE-2007* Rules for Combining *STABLE-2007* with *STATIC-99R* (as indicated on page 10 of the 2017 *STABLE-2007* Evaluator Workbook) or *STABLE-2007* score of moderate when the *STATIC-99R* cannot be utilized for assessing the offender.
    - 4) High-Risk: *MORRA/WRNA* score of high, medium, moderate, or low, and sex offender risk score of “IVa” or “IVb” as determined by the *STATIC-99R* and *STABLE-2007* Rules for Combining *STABLE-2007* with *STATIC-99R* (as indicated on page 10 of the 2017 *STABLE-2007* Evaluator Workbook) or *STABLE-2007* score of high when the *STATIC-99R* cannot be utilized for assessing the offender.
- b. Female sex offenders:** There are currently no validated risk and needs assessments for female sex offenders.
- i. Female sex offenders are supervised according to the *WRNA* score.
  - ii. The *STATIC-99R*, *STABLE-2007*, and *ACUTE-2007* will **not** be utilized with female sex offenders.
  - iii. P&P Officer will use the *WRNA*, polygraph reports, offense-specific factors, participation in treatment, and discretion to determine female sex offender risks and needs.

#### IV. CLOSING:

Questions regarding this procedure should be directed to the POII, Deputy Chief, Probation & Parole Bureau Chief, or Programs and Facilities Bureau Chief.