DEPARTMENT OF CORRECTIONS

Policy Number: 203.015
Title: Risk, Needs, and Responsivity Assessment Tool Used in Correctional Facilities
Effective Date: 5/28/2025

PURPOSE: To align with the evidence regarding principles of effective intervention for the correctional population and to ensure the consistent use of risk, need, and responsivity assessment tools to assist staff in identifying programming, services, and interventions that help to increase success and prosocial behaviors.

APPLICABILITY: Adults committed to, and juveniles accepted by, a Minnesota correctional facility.

DEFINITIONS:
Case Review - The incarcerated person and caseworker meeting to review assessments, progress reviews/reports from various units, including examples as: education, health services, behavioral health, risk assessment/community notification, discipline, work or program assignments, and pre- and post-incarceration community services.

PROCEDURES:

A. The DOC assesses all adult incarcerated individuals for the risk of recidivism, criminogenic needs, and responsivity factors. The assessment tools used are created for and validated on the Minnesota incarcerated population.

1. The Minnesota Screening Tool Assessing Recidivism Risk (MnSTARR) 3.0 automatically assesses all individuals for risk at a minimum:
   a) Upon intake into MCF-St. Cloud or MCF-Shakopee;
   b) Annually;
   c) 130 days prior to release from a correctional facility; and
   d) On the day of release

2. MnSTARR data is stored in Minnesota's Corrections Offender Management System (COMS) which is then calculated to provide staff and incarcerated individuals with scores outlining their overall risk of recidivism, risk of felony recidivism, and risk of sexual offending recidivism, if applicable.
   a) Incarcerated individuals will receive their MnSTARR scores and data sheet pertaining to those scores from their case manager during intake and once per year at their annual case review.
   b) Incarcerated individuals will be provided with the MnSTARR Help Guide so they are aware of how they were scored and how those scores could increase or decrease based on changes in behavior or discipline, programming and services participation and/or completion, and/or changes in criminal convictions, revocations, and/or release status.
   c) The algorithm used to calculate the scores in the MnSTARR assessment cannot be challenged.
   d) The data entered to calculate the MnSTARR scores can be requested for

review by the unit or staff who entered the data. Incarcerated individuals can write to those units, providing a specific request for review. For example, if an incarcerated individual believes they completed substance use disorder (SUD) treatment but does not see that credit on the MnSTARR data sheet they received at their annual review, they may write the program director of the SUD program at their facility for a review of completion of that program.

e) If an incarcerated person believes the number of criminal convictions listed on their data sheet is incorrect, they should request a review or dispute the information with the state court system where they were convicted. MN DOC staff cannot change the number of criminal convictions in COMS.

B. The Minnesota Severe and Frequent Estimate for Discipline (MnSafeD)

1. The Minnesota Severe and Frequent Estimate for Discipline (MnSafeD) automatically assesses all individuals for the risk of severe and frequent misconduct while incarcerated at a minimum:
   a) Upon intake into MCF- St. Cloud or MCF-Shakopee; and
   b) Every six months until release

2. The MnSafeD data is stored in COMS and provides staff with information to make decisions about classification of incarcerated individuals, assigning living units, and programming needs.

C. The Self-Reported Assessment (SRA) and Self-Reported Re-Assessment (SRR)

1. The Self-Reported Assessment (SRA) and Self-Reported Re-Assessment (SRR) assess all individuals for criminogenic needs and responsivity factors at a minimum:
   a) Upon intake into MCF-St. Cloud or MCF-Shakopee;
   b) Within 30 days of return to the correctional facility for release violators if a SRA or SRR has not been taken in the previous six months;
   c) Annually; and
   d) Not less than 60 days prior to release if an annual SRR has not been completed in the last six months.

2. The SRA and SRR data are provided by the incarcerated person by way of the incarcerated person network. Incarcerated individuals may request:
   a) Staff or tutor assistance reading or understanding the assessment questions;
   b) The assessment in another language other than English; and
   c) A refusal to take the SRA or SRR

D. The Assessment Summary Report (ASR) and Assessment Summary Report- IP (ASR-IP)

1. The assessment summary report and assessment summary report- IP are reports located in COMS that provide a summary of MnSTARR, MnSafeD, SRA, and other assessment scores such as education, substance use disorder, and mental health needs.

2. The ASR provides staff information on assessments completed to help guide and plan programming, services, and interventions for incarcerated individuals. The ASR is not provided to incarcerated individuals.

3. The ASR-IP is provided to the incarcerated individual to help guide and plan for their programming, services, and interventions designed to lower their risk of recidivism and increase their chances of success while incarcerated and after release.

4. The ASR-IP will be provided within 60 days to the incarcerated individual after each SRA or SRR is completed.

E. Juveniles housed at MCF-Red Wing are assessed utilizing a licensed and validated tool designed to assess for risk, needs, and responsivity specific to youth under the age of eighteen.

1. The Youth Level of Service/Case Management Inventory 2.0 (YLS/CMI 2.0) assessing juvenile risk, need and responsivity is completed in the DOC Portal at the time of intake if there is not an YLS/CMI 2.0 already completed within the last year.

F. All case managers must complete training and quality assurance measures in related assessment processes as deemed mandatory by their supervisor. Completion of training is documented in the agency electronic training management system.

INTERNAL CONTROLS:

A. Assessment Summary Report, which includes data on the MnSTARR, MnSafeD and Self-Reported Assessment data is retained within COMS.YLS/CMI 2.0 data is retained in the DOC Portal.

B. Documentation of training is retained in the agency electronic training management system.

C. The MnSTARR Help Guide is accessible for staff online (iShare) and for incarcerated individuals in their facility library.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 241.01, Subd. 3a
Policy 203.010, "Case Management Process"
Policy 105.219, "Department of Corrections Portal (DOC Portal)"

REPLACES: Policy 203.015, "Offender/Resident Risk Assessments," 4/17/18. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: MnSTARR Help Guide (203.015A)

APPROVALS:
Commissioner of Corrections