DEPARTMENT OF CORRECTIONS

Policy Number:	**203.0152**
Title:	**Comprehensive Assessments for Release**
Effective Date:	**11/29/22**

PURPOSE: To provide procedures conducting comprehensive assessments by trained staff for individuals who are incarcerated in a correctional facility in order to aid in case planning and reentry planning.

APPLICABILITY: All correctional facilities

DEFINITIONS:
Comprehensive assessment – an assessment completed following an interview with a qualified counselor to review a person's substance use and its impact on their daily living. The assessment must provide a current and accurate assessment of a client's needs that relate to substance use and personal strengths that support recovery in an effort to access/authorize treatment services.

PROCEDURES:

A. Assessment purpose and requirements

1. A comprehensive assessment for release planning purposes is conducted with a client seeking access to substance use disorder (SUD) treatment services in a community-based treatment program. A new assessment, if one is not currently on file, or an update to an existing assessment can be completed for release planning purposes.

2. A caseworker, agent, client, or other source may make a request for a comprehensive assessment for reentry purposes. As resources allow, comprehensive assessments may be conducted by qualified staff. Facilities may create procedures to determine the request and approval process.

3. The assessment must be done in a language the client understands. The department provides interpreters for the hearing impaired and foreign language services, when necessary.

B. Credentials and training

1. Comprehensive assessments must be conducted by qualified staff. An individual is qualified to perform comprehensive assessments, if the individual meets the following:
   a) Completion of at least a baccalaureate degree with a major or concentration in social work, nursing, sociology, human services, or psychology, or with licensure as a registered nurse; successful completion of a minimum of 120 hours of classroom instruction in which each of the core functions listed in Minnesota Statutes, Chapter 148F, is covered; and successful completion of 440 hours of supervised experience as an alcohol and drug counselor, either as a student or a staff member;

   b) Completion of at least 270 hours of drug counselor training in which each of the core functions listed in Minnesota Statutes, Chapter 148F, is covered, and

successful completion of 880 hours of supervised experience as an alcohol and drug counselor, either as a student or as a staff member;

c) Current certification as an alcohol and drug counselor or alcohol and drug counselor reciprocal, through the evaluation process established by the International Certification and Reciprocity Consortium Alcohol and Other Drug Abuse, Inc.;

d) Completion of a bachelor's degree including 480 hours of alcohol and drug counseling education from an accredited school or educational program, and 880 hours of alcohol and drug counseling practicum; or

e) Employment in a program formerly licensed under Minnesota Rules, parts 9530.5000 to 9530.6400, and successful completion of 6,000 hours of supervised work experience in a licensed program as an alcohol and drug counselor prior to January 1, 2005.

2. Copies of credentials are placed in the supervisory file according to Policy 103.040, "Employee Credentials Requirements," and are retained centrally by DOC behavioral health management.

INTERNAL CONTROLS:

A. Copies of current licenses are retained in the supervisory file according to Policy 103.040, "Employee Credentials Requirements," and are retained centrally by DOC behavioral health management.

ACA STANDARDS: None

REFERENCES: Minn. Stat. Chapter 148F
Minn. Rules, parts 9530.5000 to 9530.6400
Policy 103.040, "Employee Credentials Requirements"

REPLACES: Policy 203.0152, "Rule 25 Assessments," 3/19/19.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Reintegration and Restorative Services
Deputy Commissioner, Facility Safety and Security
Assistant Commissioner, Organizational and Regulatory Services
Assistant Commissioner, Chief of Staff
Assistant Commissioner, Health, Recovery, and Programming
Assistant Commissioner, Education and Interagency Partnerships