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**Policy Number:** 203.0152  
**Title:** Rule 25 Assessments  
**Effective Date:** 3/19/19

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**PURPOSE:** To provide procedures conducting Rule 25 assessments by trained staff for offenders who are incarcerated in a correctional facility in order to aid in case planning and re-entry planning.

**APPLICABILITY:** All correctional facilities

**DEFINITIONS:**

Rule 25 – a statewide system of assessment to determine clinical and financial eligibility requirements for substance use disorder (SUD) treatment services.

**PROCEDURES:**

- A. Assessment purpose
1. A Rule 25 chemical use assessment is conducted with an offender seeking access to substance use disorder (SUD) treatment services in a community-based treatment program. A new assessment is given to the offender if six months have passed since the most recent assessment or assessment update.
  2. A caseworker, agent, offender, or other source may make a request for a Rule 25 chemical use assessment. As resources allow, Rule 25 assessments may be conducted by properly trained staff to facilitate access to SUD services in the community and to aid in offender release planning. Facilities may create procedures to determine the request and approval process.
  3. The assessment must be done in a language the offender understands. The department provides interpreters for the hearing impaired and foreign language services, when necessary.
- B. Credentials and training
1. Chemical use assessments must be conducted by qualified staff. An individual is qualified to perform chemical use assessments, if the individual meets one of the three options:
    - a) The individual meets an exception in Minn. Stat. § 148F.11, which includes employees providing assessments or case management under Minn. Rule part 9530. The individual must also have successfully completed 30 hours of classroom instruction on chemical use assessments and have 2,000 hours of work experience in chemical use assessments, either as an intern or as an employee.

An individual qualified under this item must also annually complete a minimum of eight hours of in-service training or continuing education related to providing chemical use assessments.
    - b) The individual is:
      - (1) Licensed under Minn. Stat. Chapter 148F, and not excluded in Minn. Stat. § 148F.11;

- (2) Certified by the Upper Midwest Indian Council on Addictive Disorders; or
  - (3) Designated by a federally-recognized Indian tribe and provides assessments under the jurisdiction of that tribe.
- c) The individual meets the exception in Minn. Stat. § 148F.11, has completed 30 hours of classroom instruction on chemical use assessment, and is receiving clinical supervision from an individual who meets the additional requirements.
2. Copies of credentials are in the supervisory file according to Policy 103.040, “Employee Credentials Requirements,” and are retained centrally by DOC behavioral health management.
3. All training must be documented and retained in the agency-approved electronic training management system.

**INTERNAL CONTROLS:**

- A. Copies of current licenses are retained in the supervisory file according to Policy 103.040, “Employee Credentials Requirements.”
- B. Training records are documented and retained in the agency-approved electronic training management system.

**ACA STANDARDS:** None

**REFERENCES:** Minn. Stat. Chapters [148F](#); [241](#); and [254A](#)  
Minn. Rules, parts [9530.6600 to 9530.6660](#)  
[Policy 103.040, “Employee Credentials Requirements”](#)

**REPLACES:** Division Directive 203.0152, “Rule 25 Assessments,” 8/19/14.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVALS:**

Deputy Commissioner, Community Services  
Deputy Commissioner, Facility Services  
Assistant Commissioner, Operations Support  
Assistant Commissioner, Facility Services