DEPARTMENT OF CORRECTIONS

Policy Number: 203.015
Title: Offender/Resident Risk Assessments
Effective Date: 4/17/18

PURPOSE: To ensure the consistent use of risk and needs assessment tools.

APPLICABILITY: Adult offenders committed to, and juvenile residents accepted by, a Minnesota correctional facility.

DEFINITIONS: None

PROCEDURES:

A. The DOC assesses adult offenders for risk to recidivate utilizing a tool created for and validated on the Minnesota correctional facility offender population. Additional risk and need assessment may occur utilizing a licensed and validated tool for adult offenders. Juvenile resident risk and needs are assessed utilizing the youth version which is also a licensed and validated tool.

B. The assessment tools utilized by caseworkers are:
   1. The Minnesota Screening Tool Assessing Recidivism Risk (MnSTARR) for adult offenders, which is completed by an automated process within the Correctional Offender Management System (COMS).

   2. The Level of Service/Case Management Inventory (LS/CMI) assessing offender risk/need, which is completed in the DOC Portal.

   3. The Youth Level of Service/Case Management Inventory 2.0 (YLS/CMI 2.0) assessing juvenile resident risk/need related to recidivism is also completed in the DOC Portal.

C. The offender/resident intake process includes completion of risk and need as outlined in the Case Manager User Guide for Assessment and Case Management (User Guide).
   1. Adults
      a) Offenders who are assessed at a higher risk to recidivate may receive Integrated Case Management (ICM) services based on their individual risk and needs.

      b) Special populations and those assessed at a lower risk to recidivate may require additional needs assessment and services as outlined in the User Guide.

   2. Juveniles
      Residents receive services as outlined in the User Guide.

D. Quality Assurance (training/documentation)
   1. Prior to conducting LS/CMI and/or YLS/CMI 2.0 assessments within the DOC Portal, caseworkers must successfully complete Phase I Online Introduction to Evidence-Based Practices (EBP) and Phase II classroom for LS/CMI or YLS/CMI 2.0. Completion of training is documented in the agency electronic training management system.

2. Staff must participate in continued quality assurance (QA) measures of Communities of Practice (CoP), peer review, and refresher/proficiency scoring exercises as available. These ongoing trainings are documented in the agency electronic training management system.

INTERNAL CONTROLS:

A. MnSTARR assessment data is retained within COMS. LS/CMI and YLS/CMI 2.0 data is retained in the DOC Portal.

B. Documentation of training is retained in the agency electronic training management system; proficiency testing results are maintained by Planning and Performance.

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: DOC Directive 203.015, "Level of Service Inventory – Revised and Youth Level of Service/Case Management Inventory Assessment Process," 5/4/10. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

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