

Survey to Chief APOs

Issue: Domestic Violence PO/Caseload

Question (from Luzerne County):

Does any Department have a domestic violence officer/specific caseload, and if yes, would you be willing to share the policy?

Erie County (see Appendix)

Erie County has 2 Officers assigned to the DV caseloads. Attached is the job description which provided some detail. Feel free to contact me if there are any questions.

Lancaster County (see Appendix)

Lancaster has a supervisor and 8 probation officers assigned to our domestic violence unit.

York County (see Appendix)

York County has 5 Probation Officers assigned to a domestic violence unit. We define domestic violence as intimate partner violence. I'm not sure what you are looking for as far as policy goes though. We assess them using the ORAS and the Propensity for Abusiveness Scale (PAS) and then supervisor them according to the tool they score highest on.

Erie County DV Job Description

TITLE: **Adult Probation Officer I – Domestic Violence Specialty**
GRADE: 204
DEPARTMENT: Adult Probation
JOB NO.: 001580-A

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Four year college degree in a curriculum oriented to the problems and the solutions to problems of human behavior. Adequate physical and mental health to withstand rigorous activity under pressure. Period of experience in human services preferred but not required. Pennsylvania operator's license.

DEFINITION OF CLASS:

Under direct supervision, supervises, counsels, transports and directs Court assigned adults on probation or parole from Erie County or other jurisdictions as stipulated by the Interstate Compact.

DUTIES AND RESPONSIBILITIES:

Attends training sessions and observes the operation of all phases of the work done in the Adult Probation Department. Prepares all pre-parole and pre-probation reports requested by the probation department or the Courts. Provides counseling services to probationers and parolees. Procures treatment for clients or assistance from other departments or agencies as required. Advise probationers and parolees as to their rights under the laws and to see that these rights are enforced. Refer the families of persons on parole or probation for assistance by other agencies. Collects data for statistical studies. Transport clients to various locations. Coordinate efforts with Court officials, other probation officers, lawyers and other persons or agencies. Seek and arrest individuals that have violated terms of probation or parole. Make recommendations on the placement of clients. Attend court and present for unscheduled work on a twenty-four hour, seven-day-a-week basis. Other duties as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Domestic Violence Component

Supervise Domestic Violence cases and cases that are related to Domestic Violence and or Assault. Assess the offenders for the appropriate supervision level with periodic re-assessment and determine dangerousness and possible lethality to current and potential victim(s) and the community.

Investigate and report the proximity of the offender's proposed address to the domestic violence victim's place of employment, family and other pertinent locations, if known.

Serve as the liaison between any batterer's intervention service providers, drug and alcohol and other treatment providers, advocate groups, law enforcement departments, Erie County Court of Common Pleas, District Courts and Erie County Adult Probation/Parole Office. Be a part of the STOP Domestic Violence Against Women with the Erie County District Attorney's Office, and the Protection From Abuse (PFA) Task Force.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS & ABILITIES:

A working knowledge of modern probation, parole, social service principles and practices. Ability to learn the laws, rules and regulations pertaining to probation and parole. Ability to meet and deal successfully with parolees, probationers and the public under trying circumstances. High moral standards. Integrity, i.e., being able to keep information confidential. Investigative ability. Ability to inspire confidence and gain cooperation of parolees and probationers. Ability to prepare case histories. Emotional stability and good self-control under stress. Ability to learn good judgment in matters relating to human service work. Impartiality and firmness. Supervisory ability. Ability to learn and understand the working of the Court, government and human service agencies goals, service and limitations. An ability to analyze complex problems and make appropriate decisions based on established guidelines. Ability to learn the use of physical restraints.

Specialized training in Domestic Violence to include certification and/or training in a nationally recognized Domestic Violence treatment model. Maintain knowledge of current and developing treatment models and Domestic Violence issues within the community.

County of Lancaster
Court of Common Pleas
Job Description
An Equal Opportunity Employer

JOB TITLE: Probation Officer Sr. (Domestic Violence Unit)

JOB CODE: 192C/82 **DATE:** 03/06/2019

POSITION #: 00500923

DEPT: Adult Probation & Parole Services

REPORTS TO:

Position # - 00500832

Job Title - Supervisor

FLSA CLASSIFICATION:

Non-Exempt **Exempt**

WORK SCHEDULE:

Hours/Week: 37.5

TYPE POSITION:

Full Time **Part Time**
 Temporary **Seasonal** **Intern**

Start Time: 8:30AM **End Time:** 5:00PM

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

This position involves the administration of criminal justice, supervising and enforcing treatment requirements of individuals who are convicted of domestic violence offenses, and who are under probation or parole supervision. Work is accomplished through the assignment of a caseload of individuals for which the employee is responsible. As an appointed representative of the Court, this employee is responsible to provide legal accountability through enforcement, intervention, and redirection as required/needed by each client on probation/parole supervision.

REPORTING RELATIONSHIPS

This position reports directly to a Supervisor in Adult Probation and Parole Services.

ESSENTIAL JOB FUNCTIONS

30% Meet regularly with, and interview, offenders in office or field settings to review: compliance with supervision directives, problems encountered, progress in applicable programs, and any other particular circumstances. Interview offender's family members, friends, associates, co-workers, treatment providers, and other knowledgeable individuals to verify information. May require non-traditional hours and may involve surveillance of offender for purpose of confirming residence and compliance with conditions of supervision.

5% Evaluate offenders who are Court ordered to complete the Domestic Violence Intervention Group based on the Duluth Model. Determine appropriateness for participation in the group setting or if alternative counseling may be deemed more appropriate.

20% Develop and implement intervention strategies necessary to reduce or eliminate offender's criminal behavior. Determine the type and extent of counseling, treatment, rehabilitation, and other supports needed. Coordinate support and treatment services between service providers and the Office of Adult Probation and Parole. Develop and participate in short and long-range goals and plans including treatment services, supervision requirements, and support networks.

10% Complete required documentation both within and for related agencies.

5% Review available records of past criminal history, psychological or psychiatric evaluations, diagnostic testing, employment, and related psycho-social information.

20% Assist in locating and handling offenders in instances of parole violations and/or subsequent offenses. Prepare summaries of case records and history, including recommendations for continued and/or changes to treatment. Schedule actions and work required by terms of status, including: court dates, hearing, and evaluations. Attend court appearances to provide requested information and secure documents.

10% Regularly attend mandatory and additional training in the areas of counseling, skills, safety, self defense, arrest tactics, related human service areas, and for full/up-to-date proficiency in the use of computers, as required by job duties. Employee will learn arrest skills and become involved in offender detentions.

OTHER SPECIFIC TASKS OR DUTIES

Initiate, cooperate with, and participate in any actions as required of a “mandated reporter” of suspected cases of child abuse.

Performs related work as required.

MINIMUM QUALIFICATIONS

Candidate must have a minimum of a bachelor’s degree with course work in psychology, social work, criminal justice or closely related field. Must have a minimum of one year experience in the field of probation/parole supervision, or any combination of acceptable experience which has provided the knowledge, skills and abilities cited above.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the cycle of abuse cues to further violent behavior and intervention strategies, and thorough knowledge of service providers. Use of this knowledge is crucial to the effective supervision/treatment of the domestic violence offender and is critical for the proper protection of the community.

Knowledge of characteristics of individual and group behavior, particularly that of individuals involved with criminal activities and/or anti-social behavior.

Knowledge of the principles and policies of the criminal justice system, including statutes, rules, and regulations.

Ability and willingness to work with domestic violence offenders, victims, counselors/therapists, law enforcement officials, child protective caseworkers, mental health professionals, victim/witness advocates, the community, and the families of offenders.

Ability to learn the specific operations, practices, and procedures of probation and parole supervision, as it applies to treatment, counseling, and rehabilitation of domestic violence offenders.

Ability to communicate effectively with offenders, their associates, members of the Judiciary, co-workers, representatives of other agencies, and the public.

Ability to identify and locate available community resources dealing with issues affecting offenders.

Ability to plan, document, and carry out all steps necessary to implement client treatment intervention strategies.

Ability to maintain accurate and complete caseload records for use by others.

Ability to plan, organize, and manage time with efficiency and effectiveness.

Ability and willingness to attend treatment sessions with domestic violence offenders and contribute when appropriate.

Proficiency in the use of, or willingness to learn, computers and software applications, as required by job duties.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

The candidate must pass a criminal background check, a pre-employment drug screen and a driver history check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified as having the potential for exposure to Hepatitis B. Access to training and a voluntary vaccination against Hepatitis B is provided.

Ability to sit, sometimes for long periods of time.

Ability to escort offenders from waiting area to office.

Ability to operate a computer or laptop.

Ability to lift and move files weighing up to 10 pounds.

Ability to affect an arrest of an offender.

Ability to defend oneself from personal attack.

Ability to provide own transportation to and from offender's homes, meetings, and other job-related appointments in a timely manner and ability to access those locations with reasonable accommodations.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Printed Name

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date

Court of Common Pleas

Job Description

An Equal Opportunity Employer

JOB TITLE: Supervisor (Domestic Violence Unit)

JOB CODE: 221 **DATE:** 02/25/2016

POSITION #: 00500832

DEPT: Adult Probation & Parole Services

REPORTS TO:

Position # - 00500912

Job Title - Division Director

FLSA CLASSIFICATION:

Non-Exempt Exempt

WORK SCHEDULE:

Hours/Week: 37.5

TYPE POSITION:

Full Time Part Time
 Temporary Seasonal Intern

Start Time: 0830 am **End Time:** 0500 pm

Work Days (Check all that apply):

S M T W Th F Sa

JOB SUMMARY

This is a full-time probation and parole supervisory position within Adult Probation & Parole Services. This position provides direct supervision and training to Probation Officers with caseloads assigned to the Special Supervision Division's Domestic Violence unit. The primary agency objective is to provide legal accountability and individual direction to offenders through enforcement, intervention, and guidance as required by each client placed on a variety of types of court mandated supervision.

REPORTING RELATIONSHIPS

This position reports directly to the Special Supervision Division Director within Adult Probation and Parole Services.

Five Probation Officers report to this position.

ESSENTIAL JOB FUNCTIONS

75% Provide ongoing direction and guidance to staff. Establish the needs and priorities of caseload distribution for unit probation officers. Monitor and assure compliance with established caseload standards. Provide unit coverage in absence/vacancy of staff. Provide guidance, sanctions, and supervisory review for complex and non-compliant cases. Participate in the development and implementation of casework policies and procedures.

10% Work in cooperation and coordination as a member of the Adult Probation and Parole Services Collective Leadership Team.

5% Approve employee requests for vacation, personal, and compensatory leave. Review and evaluate job performance of staff.

5 % Participate in the selection and training of new unit staff.

5% Regularly attend mandatory and additional training in the areas of safety, self defense, related human service areas, and for full/up-to-date proficiency in the use of computers, as required by job duties. Employee will learn arrest skills and become involved in offender detentions.

OTHER SPECIFIC TASKS OR DUTIES

Participate in a contributory/advisory role with inter-county, community, and state-level organizations/committees.

As requested, assist APPS administration with departmental development functions.

Performs related work as required.

MINIMUM QUALIFICATIONS

Education requirement is completion of a bachelor's degree program with course work in psychology, social work, criminal justice or closely related field; two years of experience as a Probation Officer or in a related field such as criminal justice or counseling; or any combination of the minimum acceptable education and experience which has provided the knowledge, skills and abilities cited above.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of characteristics of individual and group behavior, particularly that of individuals involved with criminal activities and/or anti-social behavior.

Knowledge of methods and techniques used in counseling adult offenders.

Basic knowledge of the principles and policies of the criminal justice system, including statutes, rules, and regulations.

Ability to learn the specific operations, practices, and procedures of probation and parole supervision, as it applies to treatment, counseling, and rehabilitation of individuals convicted of domestic violence offenses.

Ability to communicate effectively with offenders, their associates, members of the Judiciary, co-workers, representatives of other agencies, and the public.

Ability to identify and locate available community resources dealing with issues affecting offenders.

Ability to plan, document, and carry out all steps necessary to implement treatment intervention strategies.

Thorough knowledge of supervisory methods and case management.

Possess leadership skills and the ability to delegate, embrace teamwork, and work independently.

Ability to effectively supervise unit staff members, providing any input and correction as needed for effective and efficient operations.

Ability to maintain accurate and complete caseload records for use by others.

Ability to plan, organize, and manage time with efficiency and effectiveness.

Ability and desire to work with people and the capacity to do so with tolerance and understanding.

Proficiency in the use of, or willingness to learn, computers and software applications, as required by job duties.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

The candidate must pass a criminal background check, a pre-employment drug screen and a driver history check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to sit, sometimes for long periods of time.

Ability to escort offenders from waiting area to office.

Ability to operate a computer or laptop.

Ability to lift and move files weighing up to 10 pounds.

Ability to effect an arrest of an offender.

Ability to defend oneself from personal attack.

Ability to provide own transportation to and from offender's homes, meetings, and other job-related appointments in a timely manner and ability to access those locations with reasonable accommodations.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee's Printed Name


Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date

	YORK COUNTY DEPARTMENT OF PROBATION SERVICES	Section:	<i>Supervision</i>
		Subject:	<i>Risk and Needs Assessment</i>
		Policy No.	III-0011
		Rule No.	N/A
		Revised Date	November 1, 2019
ADULT OFFICE			
State Standard	4-APPFS-2A-01; 4-APPFS-2A-02; 4-APPFS-2A-03; 4-APPFS-2A-04; 4-APPFS- 2A-06; 4-APPFS- 2A-07		

Risk and Needs Assessment Policy

I. GENERAL

The purpose of this policy is to establish guidelines for the use of risk and needs assessments within York County Department of Probation Services. Risk and need assessments are actuarial assessment tools used by criminal justice professionals to guide their decision making in a way that efficiently uses resources to guide supervision decisions, case planning, and treatment referrals. Decisions that are based on the results of risk and need assessments can reduce recidivism, enhance public safety, and increase defendant accountability.

II. DEFINITIONS AND ACRONYMS

- A. CSST – Community Supervision Screening Tool. This component of the ORAS tools offers a way to triage and screen defendants into low risk and other than low risk categories. Those who are screened as “other than low risk”, with the exception of six month DUI cases, require an additional assessment to identify the appropriate risk level and treatment needs.
- B. CST – Community Supervision Tool. The CST component of the ORAS provides information about a defendant’s risk level and criminogenic needs. Information from the CST is used to determine reporting requirements and to guide case planning.
- C. Collateral Contacts – These contacts are with individuals that the defendant identifies as a part of their support network and can include family, friends, treatment agencies and employers.
- D. Intake Officer - Staff person conducting an intake, typically, an Intake Support Specialist.
- E. Inter-Rater Reliability (IRR) – For any validated risk assessment tool, it is important to establish a good level of IRR, also known as inter-observer reliability. This ensures that the generated results meet the accepted criteria defining reliability, by quantitatively defining the degree of agreement between two or more observers. IRR ensures that different staff (raters) will consistently score the same case in the same manner. This is essential for training and ongoing qualitative purposes to ensure staff drift does not occur and if so, that it is corrected as soon as possible.
- F. Men/Male - The classification of “men” shall include all individuals who identify as men regardless of biological characteristics (i.e., cis-men, trans-men, etc.).

- G. Needs Assessment - provides information about the criminogenic factors that should be targeted in case management. Information from the needs assessment should be used to guide treatment recommendations and referrals.
- H. Non-Binary/Intersex Individuals – An individual who is non-binary identifies as neither male nor female or as not exclusively male or female. These people usually go by they/them. Intersex is a group of conditions that cause people to be born in the middle of the male/female spectrum.
- I. ORAS – gender-neutral, risk and needs assessment tool developed by the University of Cincinnati to aid criminal justice professionals in identifying those defendants who are at a higher risk to reoffend through the use of a validated, actuarial assessment. Along with assessing the level of risk to recidivate, the ORAS tools also help identify areas of criminogenic need to target in rehabilitation efforts.
- J. OVERRIDE - changing a defendant’s risk and/or needs level to a different level than what is produced by the risk and needs assessment.
- K. PAS - Propensity for Abusiveness Scale. A risk assessment tool that is completed by the defendant and is designed to predict future incidents of intimate partner violence.
- L. PAT - Pretrial Assessment Tool. The PAT component of the ORAS aids pretrial staff in assessing whether a defendant is at low, moderate, or high risk for failing to appear for Court and for reoffending. The PAT is a risk assessment tool and does not provide information about needs.
- M. Risk Assessment - an empirically derived instrument that provides information about a defendant’s likelihood of continuing to engage in criminal behavior. Information from the risk assessment is used to determine supervision and treatment requirements.
- N. Self-Report Survey – Each ORAS tool has an accompanying Self-Report Survey that should be given to the defendant to complete prior to the officer conducting the ORAS interview. This information is used to help score the ORAS tool.
- O. Significant Life Changing Event – A significant life changing event is defined as an event that would change two or more domains on the ORAS. These may include new criminal charges, technical violations of probation or parole, ongoing drug use, homelessness, loss of employment, etc.
- P. SRT - Supplemental Reentry Tool. The SRT component of the ORAS contains a structured interview and defendant self-report survey that helps criminal justice professionals identify risk and criminogenic needs for defendants who are within 6 months of release from prison.
- Q. STABLE 2007 - an actuarial assessment tool that is designed to identify the criminogenic needs of sex offenders. Information from the STABLE 2007 is used to guide treatment recommendations and referrals for sex offenders.
- R. STATIC-99 - a risk assessment tool that provides information on the likelihood of sexually reoffending and is used to determine supervision requirements for sex offenders.
- S. TCUDS - Texas Christian University Drug Screen. The TCUDS is a screener for substance use disorder that is based upon the Diagnostic and Statistical Manual of Mental Disorders 5th edition (DSM-5) criteria for substance use disorders.
- T. TCU-PSYFORM - Texas Christian University Psychological Functioning. This component provides information on a defendant’s level of depression, anxiety, self-esteem, decision-making, and likelihood of returning to substance use.

- U. Women/Female - The classification of “women” shall include all individuals who identify as women regardless of biological characteristics (i.e., cis-women, trans-women, etc.).
- V. WRNA - Women’s Risk Needs Assessment. A gender-responsive risk and needs assessment tool that assists criminal justice professionals in making decisions about supervision and treatment referrals for female defendants.

III. POLICY

It is the policy of York County Department of Probation Services that all individuals under supervision receive an evidence-based, risk and needs assessment to guide their supervision, case planning, and treatment referrals in accordance with best practices in corrections.

IV. RESPONSIBILITIES

- A. The Director shall be responsible for ensuring overall agency compliance with this policy.
- B. The Deputy Directors shall be responsible for ensuring supervisors are in compliance with this policy. Deputy Directors will review bi-annually each supervisor’s compliance and progress with the Evidence Based Practices Supervisor. This will include each supervisor’s override approval and Inter-Rater Reliability procedures. Feedback will be provided to each supervisor on their progress both positive and areas for growth.
- C. The Evidence-Based Practices (EBP) Supervisor shall be responsible for ensuring probation officers are in compliance with the policy, reviewing supervisor approval of assessment overrides, conducting bi-annual audits of assessments and case plans, providing quality assurance on assessments and case plans, organizing and overseeing the training on assessment and case planning, and developing staff improvement and monitoring plans. The EBP Supervisor is responsible for initial training in all risk and needs tools and ongoing booster training for all staff. The EBP Supervisor will be responsible in conjunction with the ORAS and WRNA Train the Trainers for completing bi-annual audits on assessments and case plans. Outcomes of these audits will be reviewed with supervisors and officers.
- D. The Supervisors shall be responsible for ensuring probation officers are in compliance with the policy, completing evidence based supervision times and Inter-Rater Reliability with their officers on a bi-annual basis. Supervisors will review the outcomes with the EBP Supervisor, the Deputy Directors and the officers.
- E. The ORAS/WRNA Trainers shall be responsible to conduct assessment and case planning training for agency staff, assist with bi-annual audits of all staff and act as a resource for units with questions on scoring.
- F. The Probation Officers shall be responsible for ensuring all defendants receive a risk assessment, providing regular case management and referrals for defendants on their caseload that address identified criminogenic need areas, identifying appropriate supervision levels for defendants, and entering assessment and case management information in the computer database.
- G. Presentence Investigation Probation Officers will be responsible to complete a risk assessment as a part of the investigatory process. Domestic violence offenses, sex offenses and six (6) month DUI offenses are cases that do not require a PSI Officer to perform risk and needs assessment. Outcomes, including risk level and the top three criminogenic needs, will be included in the PSI report to the Court. If the Court requests a sentence recommendation, the Management team will take the risk assessment

outcomes into consideration when crafting a recommendation including programs or services that address the top three criminogenic needs.

V. PROCEDURES

A. Assessment administration

a. Screening

- i. All defendants (except non-reporting, non-transferable county & state, PSI, section 17, and state transfer defendants) will receive an ORAS CSST at intake. The CSST is a screening tool to provide a way to triage defendants, dividing defendants into two categories: those who are low risk and require no risk-based intervention and those who are “other than low risk,” who will need further assessment.

b. Caseload Assignments

- i. Defendants will be assigned to caseloads based upon a combination of CSST scores, sex/gender identity, area of the county where the individual resides and offense-related characteristics.
- ii. Non-binary/intersex individuals – Persons who identify as non-binary or intersex should be asked which caseload type they prefer/most closely relate to and should be assigned to that caseload.
- iii. Pretrial and Target 25 cases will not complete a CSST. They will complete the PAT and will be assigned to Pretrial and Target 25 caseloads, respectively.
- iv. Defendants scoring “low” on the CSST and all six month DUI cases will be assigned to an administrative caseload (with the exception of sexual or domestic violence offenders). This includes cases with any monitoring (alcohol, electronic monitoring or GPS) requirement.
- v. All men convicted of sexual offenses will be assigned to a sexual offender caseload for further assessment.
- vi. All men convicted of a domestic violence offense as defined by intimate partner violence will be assigned to a domestic violence caseload for further assessment.
- vii. Defendants meeting the specialty court criteria will be referred to the corresponding wellness court programs (DUI wellness court, heroin opioid wellness court, veterans’ court, and mental health court).
- viii. Defendants meeting the criteria for the Day Reporting Center will be assigned to the Day Reporting Center caseload.
- ix. All women scoring “high” on the CSST will be assigned to an Alpha caseload with the exception of those who have committed domestic violence and sexual offenses, those placed in the Day Reporting Center, those in a Wellness Court or those appropriate for an administrative caseload.
- x. All women convicted of sex offenses will be assigned to a sex offender caseload for further assessment.
- xi. All women convicted of domestic violence offenses, as defined by intimate partner violence, will be assigned to a domestic violence caseload for further assessment.

c. Assessment Procedures

- i. When completing an initial assessment in UCM, the assessor must choose Initial assessment from the drop down box in UCM.
- ii. The Self Report Questionnaire must be completed by the defendant prior to an ORAS-CST or ORAS-SRT being administered (this includes reassessments). The Self-Report Questionnaire must be completed by the defendant during the first appointment with their probation officer. The probation officer will then use this information when completing the file review to prepare for the full assessment at their second appointment with the defendant. The Self Report Questionnaire must be saved in the Offender File located on the S-Drive.
- iii. PAT – Intake officers must assess all defendants placed on supervised bail using the PAT upon intake. The intake officer is required to utilize the PAT interview and scoring guides, a JNET criminal background check that includes the individual’s Pennsylvania criminal record, as well as the out of state criminal record for defendants labeled “multi-state offender,” and any other resource needed to accurately score a defendant’s assessment. The PAT provides an assessment of a defendant’s risk for recidivism and likelihood to appear in Court.
- iv. CSST - Intake officers must assess all general intakes using the CSST with the exception of six month DUI cases. The intake officer is required to utilize the CSST interview and scoring guides, a JNET criminal background check that includes the defendant’s Pennsylvania criminal record, as well as the out of state criminal record for defendants labeled “multi-state offender,” and any other resource needed to accurately score a defendant’s assessment. The CSST provides a preliminary assessment of a defendant’s risk for recidivism and serves as a triage system to funnel higher risk individuals into more in depth assessments. Individuals scoring “low” will not require a more in depth assessment and will be assigned to administrative caseloads. Individuals who score “high” will be directed to take an additional assessment based upon their caseload assignment.
- v. TCUDS - The TCUDS is designed to identify substance abuse needs and resulting recommendations for treatment and supervision for all types of defendants. This tool is a self-administered survey that is an optional tool that may be utilized by an officer to help guide supervision. Officers may need to assist those who require it (i.e., vision impairment, illiteracy, etc.) with completion of the survey.
- vi. CST – All probation officers supervising Wellness Court (DUI, Drug, Veterans, and Mental Health), sex offender, domestic violence, and general caseloads must assess all male defendants on their caseload using the CST. The probation officer is required to conduct the CST within the first two appointments. Those defendant’s in the Wellness Court program must be assessed immediately after their official plea into Wellness Court. In the event this is not feasible, the assessment must be completed at the very first appointment following the official plea. Probation officers must

utilize the CST interview and scoring guides, a JNET criminal background check that includes the defendant's Pennsylvania criminal record, as well as the out of state criminal record for defendants labeled "multi-state offender," and any other resource needed to accurately score a defendant's assessment. The CST provides a detailed assessment of a defendant's risk.

- vii. WRNA - All probation officers supervising alpha caseloads, female domestic violence caseloads and female sexual offender caseloads must assess all female defendants on their caseload using the WRNA. The probation officer is required to conduct the WRNA within the first two appointments. Those defendant's in the Wellness Court program must be assessed immediately after their official plea into Wellness Court. In the event this is not feasible, the assessment must be completed at the very first appointment following the official plea. Probation officers must utilize the WRNA scoring guide, a JNET criminal background check that includes the individual's Pennsylvania criminal record, as well as the out of state criminal record for defendants labeled "multi-state offender," and any other resource needed to accurately score a defendant's assessment. The WRNA provides a detailed, gender-informed assessment of a defendant's risk for recidivism and informs her supervision level and treatment/programming needs.
- viii. SRT – The SRT is designed to be used with defendants prior to release from incarceration. This instrument is designed to be implemented through file review and a structured interview, although some items can be obtained through the self-report questionnaire. Officers that conduct the SRT interview will utilize scoring guides, a JNET criminal background check that includes the individual's Pennsylvania criminal record, as well as the out of state criminal record for defendants labeled "multi-state offender," and any other resource needed to accurately score a defendant's assessment. Currently, the only officers using the SRT are the reentry officers.
- ix. STABLE 2007 - All probation officers supervising sex offender caseloads must request a copy of the STABLE 2007 for all defendants on their caseload from the contracted sex offender treatment provider upon referral. The contracted sex offender treatment program must provide a copy of the STABLE 2007 for the requested defendant within no more than 30 days of referral. The STABLE 2007 is used to guide treatment recommendations and referrals for sex offenders. All STABLE 2007's must be scanned into the defendant's file under supervision plan.
- x. STATIC 99 - All probation officers supervising sex offender caseloads must request a copy of the STATIC 99 for all defendants on their caseload from the contracted sex offender treatment provider upon referral. The contracted sex offender treatment program must provide a copy of the STATIC 99 for the requested defendant within no more than 30 days of referral. The STATIC 99 provides an assessment of a defendant's risk for recidivism and informs his supervision level and treatment/programming

needs. All STATIC 99's must be scanned into the defendant's file under supervision plan.

- xi. PAS – All probation officers supervising domestic violence caseloads must assess all defendants on their caseload using the PAS. The probation officer is required to conduct the PAS within the first two appointments. Probation officers must utilize the PAS scoring guide. This tool is a self-administered survey. The PAS provides a determination of a defendant's risk for domestic violence recidivism and informs his supervision level and treatment/programming needs.
- xii. TCU-PSYFORM – The TCU-PSYFORM is a voluntary resource for officers to assess for mental health needs if placed on a standard caseload. The TCU-PSYFORM is designed to identify mental health needs and resulting recommendations for treatment and supervision for all defendants. This tool is a self-administered survey that all defendants must complete under the supervision of their probation officer. Officers must assist those who require it (i.e., vision impairment, illiteracy, etc.) with completion of the survey. This tool is mandatory for use for individuals on the mental health caseload and for officers seeking to transfer a case to the mental health unit.

d. Override - ORAS

- i. Overrides of an assessment score must not occur more than 10% of the time. It will be the responsibility of the Evidence Based Supervisor to monitor the override rate and ensure that overrides do not exceed this threshold.
- ii. Overrides of an assessment score must not occur more than 30% of the time for Specialized Services (ie: domestic violence offenders, sex offenders) It will be the responsibility of the Evidence Based Supervisor and the Specialized Services Supervisor to monitor the override rate and ensure that overrides do not exceed this threshold.
- iii. When making an override determination, probation officers should evaluate the following questions:
 - 1. Were there any gaps in the information provided/collected?
 - 2. Were there any significant barriers in completing the assessment?
 - 3. Are there specialized areas that need to be assessed by additional tools?
 - 4. Did the defendant report a strong desire to maintain a criminal lifestyle that was not captured by the tool?
 - 5. Is there a significant change in circumstances regarding offending behavior that is not captured by the tool?
 - 6. Has there been a recent significant increase in criminal behavior?
 - 7. Does the scored risk to re-offend match your professional judgement?
- iv. When an override is requested, probation officers must document the desire for the override and the justification for this request. This request is then reviewed and approved by the Officer's supervisor.

- v. All overrides must be audited by the Evidence Based Supervisor each month for quality assurance.
- e. Override – WRNA
 - i. Unlike the ORAS tool, overrides for the WRNA tool may only increase a defendant’s risk/need level, not decrease it. In most cases using the WRNA tool, the questions that are asked during the assessment are looking for the defendant’s perception and not the officers’ inferences or judgements. Exceptions for specific questions are noted below. Additionally, items which may be overridden are noted on the assessment with an asterisk (*) next to the question number.
 - ii. As a general rule, overrides should occur only when information in the official record contradicts the defendant’s stated response to the question. Overrides should not be the result of the officer’s perception of the issue in question. Questions pertaining to relationships, parenting safety, and family of origin are typically most vulnerable to projections from interviewers.
 - iii. In overriding a defendant’s answer, officers should briefly attempt to present the discrepancy between the defendant’s version and the official record. This discussion should be conducted in a manner that is consistent with the techniques of Motivational Interviewing. In other words, avoid interrogations which tend to lose the defendant’s trust. This style could potentially alter the ability to establish or maintain good rapport with the defendant as well. Please be advised, as well, that reservations may be accounted for in the NOTES section located just below each domain.

B. Case Planning

- a. All supervising probation officers must complete an assessment-driven case plan for each defendant on their caseload (excluding administrative, non-reporting, individuals with six month or less sentences and transfer caseloads). The case plan should utilize risk and needs identified on risk and need assessment tools and should focus on risk reduction strategies and referrals. Probation officers should take care to address responsivity factors and utilize defendant strengths in order to assist the defendant with the greatest chance for success. Initial case plans must be developed at the contact appointment following the appointment in which the assessments were administered.
- b. Each case plan should consist of an identified risk factor or need, goals, responsivity factors, strengths, objectives, and activities.
 - i. Risk factor or need – domain identified from one of the agency risk/need assessments or need assessment tools such as antisocial attitudes, substance abuse, mental health, or parental stress. These risk factors or needs can increase a defendant’s likelihood of reoffending or failing to complete probation successfully. By addressing these risk factors or needs, the likelihood of success on probation and in the community increases.
 - ii. Responsivity factors – barriers to success accomplishing a goal such as lack of transportation, intellectual deficits, or motivational levels.

- iii. Strengths – assets a defendant possesses which can aid in the success of a goal such as persistence, family support, or educational attainments.
 - iv. Objectives – steps a defendant must take in order to accomplish a goal. All objectives must meet the “SMART” criteria meaning that each objective must be **specific, measurable, attainable, realistic, and time-based**.
 - v. Activities - actions a probation officer takes in order to support a defendant in accomplishing an objective. These activities fall into three categories: supervision strategies, referrals to resources and programs, and face-to-face interventions. Probation officers should use a blend of these three activities on each case plan.
- c. Probation officers must utilize motivational interviewing skills during all contact visits.
 - d. Case plans should be updated at each defendant contact visit and should drive defendant/probation officer discussions. Individualized case plans should be utilized on an ongoing basis until the need area reduces to the low/moderate level.
 - e. When the defendant is 120 days from release from probation, the case plan should shift to a transition/release plan. These plans should focus on the defendant managing risks and needs without the support of his/her probation officer. Probation officers should ensure that the defendant has a social support to assist them with this transition such as a family member, friend, sponsor, or other community agency provider.

C. Collateral Contacts

- a. Collateral contacts provide information to probation officers that may not be provided directly from a defendant. For example, employers can speak to the attendance and performance level of a defendant at work. Family and friends can reflect on the activities of a defendant at home. Sponsors and other service providers can report on attendance and performance in treatment groups. Engaging with collateral contacts is designed to support the defendant and probation officer during their experience on probation. These collateral contacts are not designed to “catch” a defendant engaging in a particular behavior, but rather are designed to assist the probation officer and defendant with working to address identified risks and needs in a productive way. The positive information gathered from these contacts is equally important as negative information.
- b. Probation officers are encouraged to make collateral contacts throughout the duration of a defendant’s supervision. These collateral contacts should be documented in the officer’s case notes.
- c. Collateral contacts should be made responsibly and should not interfere with the defendant’s personal life or employment. For example, weekly calls to a defendant’s employer are likely to create an undue burden to the employer which could impact the defendant’s work experience. As such, it is important that the probation officer make contacts in many areas and spread those contacts out across the supervision timeframe.

D. Contact Requirements

- a. Contact requirements are based upon the defendant's risk and need scores on the assessments the defendant has participated in. A contact matrix has been developed and appears in Appendix A of this policy. Contact requirements are structured so that higher risk defendants have greater contact with their probation officer while lower risk defendants have less contact with their probation officer. When determining contact requirements for a defendant, the probation officer should identify the scores a defendant has for each completed risk or need tool. Contact requirements are listed for score level on each tool. When utilizing multiple tools, the highest appropriate contact level will be assigned. Contact requirements should be revised as risk and need levels change over time.
- b. Individuals assessed on the PAT will be assigned to reporting levels according to their scores on the tool.
 - i. Scores of 0-2 will report to one office contact every 6 weeks.
 - ii. Scores of 3-5 will report to once office contact every month.
 - iii. Scores of 6+ will report to the once office contact biweekly.
 - iv. Defendants who score as moderate or below require supervisory permission in order to conduct field contacts.
 - v. Defendants who score high should have field contacts conducted.
 - vi. If an override is conducted, the defendant's level of supervision will only be increased or decreased by one supervision level.
- c. Defendants assessed on the CSST will be assigned to either a low contact schedule or will be referred to further assessment.
 - i. Men scoring 0-2 on the CSST and all six month DUI cases will be assigned to monthly web-based reporting.
 - ii. Men scoring 3+ on the CSST will be referred to further assessment on a CST and will be assigned to a caseload based upon those results.
 - iii. Women scoring 0-2 on the CSST and all six month DUI cases will be assigned to monthly web-based reporting.
 - iv. Women scoring 3+ on the CSST will be referred to further assessment on a WRNA and will be assigned to a caseload based upon those results.
- d. Men assessed on the CST will be assigned to reporting levels according to their scores on the tool.
 - i. Scores of 0-14 will have one initial office contact and then monthly web-based reporting.
 - ii. Scores of 15-23 will have one office contact every three months and one field visit every six months.
 - iii. Scores of 24-33 will have one office contact and one field visit every 2 months.
 - iv. Scores of 34+ will have one office contact and one field visit every month.
- e. Women assessed on the WRNA will be assigned to reporting levels according to their scores on the tool.
 - i. Scores of 0-15 will have one initial office contact and then monthly web-based reporting.

- ii. Scores of 16-21 will have one office contact every three months and one field visit every six months.
 - iii. Scores of 22-36 will have on office contact every two months and one field visit every three months.
 - iv. Scores of 37+ will have one office contact and one field visit every month.
- f. Defendants assessed on the SRT will be assigned to reporting levels according to their scores on the tool.
 - i. Men scoring 0-8 will have one initial office contact and then monthly web-based reporting.
 - ii. Men scoring 9-14 will have one office contact and one field visit every 3 months.
 - iii. Men scoring 15+ will have one office contact and one field visit every month.
 - iv. Women scoring 0-10 will have one initial office contact and then monthly web-based reporting.
 - v. Women scoring 11-18 will have one office contact and one field visit every 3 months.
 - vi. Women scoring 19+ will have one office contact and one field visit every month.
- g. Individuals assessed on the Static 99 will be assigned to reporting levels according to their scores on the tool.
 - i. Individuals scoring -3 to -2 will have one office contact and one field visit every 3 months.
 - ii. Individuals scoring -1 to 0 will have one office contact and one field visit every 2 months.
 - iii. Individuals scoring 1-3 will have one office contact and one field visit every 2 months.
 - iv. Individuals scoring 4-5 will have one office contact and one field visit every 6 weeks.
 - v. Individuals scoring 6+ will have one office contact and one field visit every month.
- h. Individuals assessed on the Stable 2007 will be assigned to reporting levels according to their scores on the tool.
 - i. Individuals scoring 0-3 will have one office contact and one field visit every 3 months.
 - ii. Individuals scoring 4-5 will have one office contact and one field visit every 2 months.
 - iii. Individuals scoring 6-8 will have one office contact and one field visit every 2 months.
 - iv. Individuals scoring 9-11 will have one office contact and one field visit every 6 weeks.
 - v. Individuals scoring 12+ will have one office contact and one field visit every month.
- i. Male sex offenders will be assessed using both the CST and where appropriate, the Static 99 and Stable 2007. Female sexual offenders will be assessed using only the WRNA.

- j. Male sex offenders who do not meet criteria for assessment on the STATIC 99 or Stable 2007, will be seen a minimum of once per month initially. Six months into the sex offender's treatment program, the supervision level will be adjusted as follows:
 - i. If the male assesses as low on the ORAS and is engaged in treatment, the defendant should be supervised as a low on the Static/Stable – One office contact and one field visit every three months
 - ii. If the male assesses as low on the ORAS but after six months has not engaged in counseling, he should continue to be supervised with monthly until such time as he engages in counseling.
 - iii. If he assesses as anything other than low on the ORAS, the defendant should be supervised according to the ORAS contact requirements.
- k. As Female sex offenders do not meet criteria for assessment on the STATIC 99 or Stable 2007, they will be seen a minimum of once per month initially. Six months into the sex offender's treatment program, the supervision level will be adjusted as follows:
 - i. If the female assesses as other than low on the WRNA, the female should be supervised according to the WRNA contact requirements
 - ii. If the female assesses as low on the WRNA and is engaged in treatment, the female should be supervised as a low on the Static/Stable.
 - iii. If the female assesses as low on the WRNA and if after six month is still not engaged in counseling, she should be supervised monthly until such time as she engages with counseling.
- l. Individuals assessed on the PAS will be assigned to reporting levels according to their scores on the tool.
 - i. Individuals scoring 22-38 (*14-24) will have one office contact every 3 months then moved to web-reporting
 - ii. Individuals scoring 39-55 (*25-35) will have one office contact and one field visit every three months.
 - iii. Individuals scoring 56-72 (*36-43) will have one office contact and one field visit every two months.
 - iv. Individuals scoring 73-89 (*47-57) will have one office contact or one field visit every four weeks.
 - v. Individuals scoring 90+ (*58+) will have one office contact and one field visit every month.
 - vi. *Scores in parentheses are for those who cannot complete Part 5 of the PAS.
- m. Individuals assessed on the TCU-PSYFORM will be assigned to reporting levels according to their scores on the tool. Please note use of the TCU-PSYFORM is mandatory for individuals on the mental health caseload and voluntary for all other caseloads. In those instances the assessment should be used when an officer suspects or has concerns about mental health needs of the defendant. Officers considering transferring a case to the mental health caseload must complete the TCU-PSYFORM as a part of consideration for placement on this intensive caseload.

- i. Individuals scoring 10-19 will have no additional required contact with their probation officer.
- ii. Individuals scoring 20-24 will have one case management contact every 3 months and referral to psychological services.
- iii. Individuals scoring 25-29 will have one case management contact every 2 months and referral to psychological services.
- iv. Individuals scoring 30+ will have one case management contact every month and referral to psychological services.

E. Reassessment

- a. When reassessing a case in UCM, the officer must choose “reassessment” in the drop down box in UCM.
- b. Risk and need assessment tools are designed to be dynamic so that scores can change over time. As such it is important to conduct reassessments regularly so that contact requirements can be adjusted to appropriate levels for the defendant’s risk.
- c. For all cases (excluding administrative, transfer and non-reporting caseloads), informal assessment reviews should take place 6 months after assessment. In an informal review, the probation officer will examine the assessment to determine if he/she believes a reassessment would change the scores to the degree that it would alter contact requirements. If the officer determines that such a change would likely occur, the officer will then proceed with a full reassessment. If the officer does not determine that such a change would likely occur, the case will proceed as usual until the one year full reassessment.
- d. All cases (excluding administrative, transfer and non-reporting caseloads) will receive a full reassessment on an annual basis. This applies to all assessment tools except the CSST.
- e. Other conditions which would result in a full reassessment include: A significant life event that causes two or more domain changes.
- f. Cases originally assessed as administrative on the CSST and/or CST that violate supervision with a new offense will be assigned to a regional/specialized officer to complete the CST/WRNA. If the case again assesses as low risk, it will be reassigned to the administrative officer.

F. Transferring Cases Internally

- a. Assessments/Reassessments must be completed upon transfer of cases from one officer to another or from one caseload type to another. If an assessment has been completed within six months of transfer, a new reassessment is not required.
- b. In the event a defendant is paroled without an assessment, the receiving officer should complete a risk assessment prior to transferring the case to another officer/unit.
 - i. If the defendant has never been seen by the assigned officer, the Intake Support Specialist must complete an assessment during the defendant’s intake.

- ii. If a defendant on an Administrative or Transfer caseload reports after a violation hearing for obtaining new charges, the Intake Support Specialist must complete an assessment.
- c. When transferring cases, the case plan should be updated for the new probation officer and attached to the Region to Region Transfer form

G. Transferring Cases In and Out of County

- a. All incoming transfers must be accompanied with a recent risk and needs assessment. Should the case not have the appropriate documentation, the Probation Officer in receipt of the transfer case shall first contact the sending county's Probation Officer that is listed on the transfer packet and request the necessary assessment. If the sending county is not able to provide an assessment, the case shall be returned unless supervisor approval is granted due to extenuating circumstances.
- b. For transfer in cases where an ORAS-CST is received with the transfer packet, the probation officer need not complete a new assessment until it is time to reassess the defendant. For cases transferred with a different assessment tool, the probation officer will need to complete the appropriate ORAS or WRNA assessment.
- c. All outgoing transfers must be accompanied with a recent risk and needs assessment. If the case was previously being supervised, a reassessment must be completed prior to transferring the case.
- d. If an administrative officer is transferring a case to another County, at minimum, a new CSST must be completed.
- e. Cases returning to York County from another County will be reassessed by the appropriately assigned regional/specialized officer.
- f. Domestic Violence (DV) and Sexual Offender (SO) cases transferred in must include a current (within 12 months) assessment completed by the sending County. All DV and SO cases will be scheduled with an Intake Support Specialist to be processed regardless of the assessment score for an intake. The case will then be assigned to the appropriate specialized officer to complete the PAS or until engaged in treatment and a Static 99 or STABLE has been completed. If the defendant assesses as low risk on the specialized assessment tools, the specialized officer will return the case to the sending County.

H. Releasing/Terminating Cases

- a. When the defendant is 120 days from release from probation, the case plan should shift to a transition/release plan. These plans should focus on the defendant managing risks and needs without the support of his/her probation officer. Probation officers should ensure that the defendant has a social support to assist them with this transition such as a family member, friend, sponsor, or other community agency provider.
- b. A release plan must be created prior to the release/termination date. All defendants must have a release plan within one week of the end of their sentence.

I. Quality Assurance

- a. The EBP Supervisor and Supervisors will meet no less than twice per year or more frequently, if necessary, to discuss assessment and case plan audit outcomes, review override requests, review assessment data and case plans to identify potential concerns and discuss and problems encountered during the audit process. Problems and concerns identified will be reported the Deputy Directors.
- b. ORAS/WRNA Trainers will complete regular audits for staff utilizing assessment tools and provide regular feedback for growth. In addition, ORAS/WRNA Trainers will attend their assigned unit's meetings quarterly to discuss assessment policy and procedures or to review specific questions related to the scoring of assessments.
- c. ORAS/WRNA Trainers will complete Quality Assurance Interviews (QAI) regularly for staff for development.
- d. ORAS/WRNA Trainers are responsible for training all staff on the use of the assessment tools and case plans. They are further responsible to provide booster training to all staff on a yearly basis and ongoing coaching to staff in need of additional training and support.
- e. The EBP Supervisor is responsible for developing written staff improvement and monitoring plans to address skill deficits in administering assessments and creating case plans. These plans will be reviewed monthly with the Evidence Based Supervisor and the Probation Officer to ensure that progress is being made in staff improvement.
- f. The Supervisors and the EBP Supervisor will conduct bi-annual audits on assessments and case plans. Assessments and case plans will be audited for validity and adherence to policy. Audits will be conducted every six months via a random selection of defendant (to include all assessments and case plans for that defendant). If the audit results in a failure, a second audit on another defendant on the officer's caseload must be completed immediately. If the second audit also results in a failure, at minimum, the officer must receive corrective coaching at the discretion of the EBP Supervisor and the Officer's direct Supervisor. Attending additional training may be necessary.
- g. Newly hired probation officers will submit three (3) assessments to the EBP Supervisor as well as their designated ORAS/WRNA Trainer within ninety (90) days of their end-user training date to pass the clearance review. The review will consist of a formal audit of the assessments that have been submitted. Assessments shall be submitted to the EBP Supervisor and Trainer as they are completed to ensure that feedback is timely and valuable to the officer. Upon completion of the process, the officer will meet with the EBP Supervisor and/or Trainer to determine whether the officer will need more time conducting assessments and additional training or if the officer is prepared to conduct assessments independently.
 - i. If the probation officer is not able to meet the deadline or is incapable of successfully completing the assessments using University of Cincinnati's scoring criteria, a formal review will be held with the probation officer, EBP Supervisor and the individual's direct supervisor for further action. The probation officer will receive corrective coaching and be required to submit three (3) additional assessments with the next 90 days. It is likely

that the probation officer will receive additional training to include, but not limited to ORAS or WRNA End User training for a second time.

- h. Audits must include both positive feedback and areas for improvement for each individual probation officer. Any problems or concerns with an officer or the assessment and case management process will be brought to the Evidence Based Specialist immediately. The Evidence Based Specialist will report these concerns to the Deputy Directors.

VI. FORMS

Forms required and utilized in this policy include:

- A. CSST
- B. CST
- C. PAT
- D. WRNA
- E. SRT
- F. STATIC-99
- G. STABLE 2007
- H. PAS
- I. TCUDS
- J. TCU-PSYFORM
- K. CASE PLAN
- L. AUDIT FORM
- M. IMPROVEMENT AND MONITORING PLAN

VII. SUPERSEDES/RESCINDS

This Risk and Need Assessment policy supersedes prior risk and needs assessment policies and procedures dated prior to June 18, 2018.

Appendix A: Contact Requirement Matrix

RISK AND NEEDS SCALES

	PAT	CSST		CST	WRNA	SRT		STATIC-99	STABLE 2007	PAS*
		M	W	M		M	W			
Low	0-2 <i>One office contact every 6 weeks.</i>	0-2 <i>One initial office contact and then monthly web-based reporting.</i>	0-2 <i>One initial office contact and then monthly web-based reporting.</i>	0-14 <i>One initial office contact and then monthly web-based reporting.</i>	0-15 <i>One initial office contact and then monthly web-based reporting.</i>	0-8 <i>One initial office contact and then monthly web-based reporting.</i>	0-10 <i>One initial office contact and then monthly web-based reporting.</i>	-3 to -2 <i>One office contact and one field visit every 3 months.</i>	0-3 <i>One office contact and one field visit every 3 months.</i>	22-38 (14-24) <i>One office contact every three months then monthly web-based reporting.</i>
Low-Mod	-	-	-	10-14 <i>One office contact every 3 months. (Women Only)</i>		-	-	-1 to 0 <i>One office contact and one field visit every 2 months.</i>	4-5 <i>One office contact and one field visit every 2 months.</i>	39-55 (25-35) <i>One office contact and one field visit every 3 months.</i>
Mod	3-5 <i>One office contact every month.</i>	-	-	15-23 <i>One office contact every 3 months and one field visit every 6 months.</i>	16-21 <i>One office contact every 3 months and one field visit every 6 months.</i>	9-14 <i>One office contact and one field visit every 3 months.</i>	11-18 <i>One office contact and one field visit every 3 months.</i>	1 to 3 <i>One office contact and one field visit every 2 months.</i>	6-8 <i>One office contact and one field visit every 2 months.</i>	56-72 (36-43) <i>One office contact and one field visit every 2 months.</i>
Medium (WRNA) or High (ORAS) or High (PAS)	-	-	-	24-33 <i>One office contact and one field visit every 2 months.</i>	22-36 <i>One office contact and one field visit every 2 months.</i>	-	-	4 to 5 <i>One office contact and one field visit every 6 weeks.</i>	9-11 <i>One office contact and one field visit every 6 weeks.</i>	73-89 (47-57) <i>One office contact or one field visit every 4 weeks.</i>
High (WRNA) or Very High (ORAS) or Very High (PAS)	6+ <i>One office contact biweekly.</i>	3+ <i>(Refer for CST)</i>	3+ <i>(Refer for WRNA)</i>	34+ <i>One office contact and one field visit every month.</i>	37+ <i>One office contact and one field visit every month.</i>	15+ <i>One office contact and one field visit every month.</i>	19+ <i>One office contact and one field visit every month.</i>	6+ <i>One office contact and one field visit every month.</i>	12+ <i>One office contact and one field visit every month.</i>	90+ (58+) <i>One office contact and one field visit every month.</i>

-Office visits should focus on risk factors/needs and be structured around the case plan.

-Field visits should focus on risk factors/needs and be structured around the case plan. Each field visit should be supplemented with a collateral contact (service provider, family, friends, employer, sponsor, etc.) to support defendant reports and actions.

-Individuals with a history of drug use, have committed a drug-related crime, or have committed an offense in order to support a drug habit should be drug tested at least once every 90 days.

* Scores in parentheses are for those who cannot complete Part 5.

-These cut points are informed by policy, practice, and practicality. It is imperative that the agency collect data and validate these recommendations to make these evidence-based cut points. Adjustments must be made over time as agency data becomes available.

ADDITIONAL NEED SCALES

PSYFORM SE, DM, or EX	
Low	30+ N/A
Low-Moderate	25-29 N/A
Moderate	20-24 <i>One case management contact every 3 months and referral to psychological services.</i>
Medium (WRNA) or High (ORAS)	15-19 <i>One case management contact every 2 months and referral to psychological services.</i>
High (WRNA) or Very High (ORAS)	10-14 <i>One case management contact every month and referral to psychological services.</i>

-Case management contacts should be structured around the identified need area. Individualized case plans should be utilized on an ongoing basis until the need area reduces to the low/moderate level. Case planning sessions should be supplemented with a collateral contact (service provider, family, friends, employer, sponsor, etc.) to support defendant reports and actions.

-Individuals with a history of drug use, have committed a drug-related crime, or have committed an offense in order to support a drug habit should be drug tested at least once every 90 days.