

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-3.2.5

DATE: September 1, 2021

PAGE: 1 of 13

SUPERSEDES: January 23, 2015

SUBJECT: CASE ASSESSMENT

AUTHORITY: TEXAS GOV'T CODE § 501.0921; ACA STANDARD 4-APPFS-2A-02, 2-A03, 2-A08, 2A-11

PURPOSE: To provide guidelines for completing the Texas Risk Assessment System (TRAS).

DEFINITIONS:

Texas Risk Assessment System (TRAS) – A seamless, evidenced-based supportive case management tool that follows a client through the criminal justice system from community supervision, incarceration, re-entry, and parole or mandatory supervision. The TRAS aids in identifying criminogenic needs and appropriate application of services specific to the identified risks, needs, supervision requirements, and special conditions.

- **Pre-TRAS** – Clients released to parole or mandatory supervision before December 22, 2014 who have not received an initial assessment.
- **Post-TRAS** – Clients released to parole or mandatory supervision on or after December 22, 2014 who have been assessed or pending assessment.

Community Supervision Screening Tool (CSST) – A post-release screening tool used for a client under supervision to identify client risk factors. The CSST is also used for a client who served less than six months of continuous incarceration.

Community Supervision Tool (CST) – A full assessment tool used for a client under supervision to identify risks and needs. The CST is used for a client who has been on supervision and has established themselves in the community for at least six months.

Prison Screening Tool (PST) – A pre-screening tool used to identify a low-risk inmate. The PST is used to determine an inmate's risk and needs at the time of prison intake; is not used by the Texas Department of Criminal Justice-Parole Division (TDCJ-PD).

Reentry Tool (RT) – An assessment tool used for a client releasing from prison to supervision who has served four years or more of continuous incarceration. The RT is used for a client prior to or at the time of release to parole or mandatory supervision and is valid for five months after release (the reassessment is due by the sixth month).

Supplemental Reentry Tool (SRT) – An assessment tool used for a client releasing from prison to parole or mandatory supervision who has served less than four years but more than six months of continuous incarceration. The SRT is used for a client prior to or at the time of release to parole or mandatory supervision and is valid for five months after release (the reassessment due by the sixth month).

Alcohol Trailer Screen Tool (ATST) – A screening tool that may assist in determining whether a client needs a referral for services to address alcohol use.

Drug Trailer Screening Tool (DTST) – A screening tool that may assist in determining whether a client needs a referral for services to address drug use.

Mental Health Screening Tool (MHST) – A screening tool that may assist in determining whether a client needs a referral for mental health evaluation.

Criminogenic Domains – Refers to a client’s criminal history, education or employment status, family and social support, neighborhood problems, substance abuse and mental health needs, peer associations, criminal attitudes, and behavioral patterns.

Risk factors – Characteristics and problems associated with criminogenic domains that are classified as either static or dynamic and attempt to predict a client’s likelihood to re-offend.

Static factors – Include fixed details such as criminal and incarceration history.

Dynamic factors – Include specific details that can change, such as a client’s current behaviors, attitudes, and values.

PROCEDURES:

I. PROFILE SETUP AND TRANSFER

- A. The Offender Information Management System (OIMS) user information does not transfer to TRAS. Parole officer (PO) series staff shall have the appropriate user profiles and access levels created and maintained in the TRAS system.

NOTE: A unit supervisor (US) shall create the TRAS user profile for a parole officer (PO) after they graduate from the Parole Officer Training Academy.

1. The Specialized Programs section director or designee shall ensure a region director (RD), assistant region director (ARD), and PS have the appropriate user profile and access level.
2. The PS shall ensure staff have user profiles with appropriate access levels, and are assigned to the designated US for each DPO they supervise.
3. Access levels for the TDCJ-PD staff are as follows:
 - a. A PO shall have TRAS access level two.
 - b. A US shall have TRAS access level three.

- c. An RD, ARD, and PS shall have TRAS access level four.
- 4. The US and PS shall regularly review user profiles to ensure that the access level is correct, the correct DPO is assigned, as well as the correct US.
- 5. The receiving US shall update the TRAS user profile when a user transfers to another US, relocates to another DPO, or promotes.
- 6. The receiving PS shall update the US TRAS user profile if the US is transferred to another DPO or promotes.
- 7. The US and PS shall ensure cases are reassigned in the OIMS and user accounts are locked in the TRAS for an employee who leaves the agency or transfers to another division.

II. ASSESSMENT OR REASSESSMENT PROCESS

A. A PO shall:

- 1. Complete training and maintain current certification before conducting interviews or completing assessments.
- 2. Check assigned TRAS inbox daily and confirm that the assessment or reassessment tools are correct.
- 3. Determine when an assessment or reassessment is within 30 calendar days of the due date and:
 - a. Schedule a client for a TRAS interview;
 - b. Obtain the appropriate TRAS interview guide, score guide, and collateral verification checklist from the PD SharePoint document library;
 - c. Interview the client using the appropriate TRAS Interview Score Guide;
 - i. Use the collateral verification checklist to validate any information necessary to complete the assessment; and
 - ii. Complete trailers if necessary.
 - d. Update the Contact screen in the OIMS.
 - e. Score the assessment and enter the score into the TRAS within five business days of the interview.

NOTE: A PO may not submit an override unless staffed and approved through the chain of command to the Field Operations deputy director.

- f. Submit the completed interview guide and score sheet to the assigned US for review.
- g. Make the necessary revisions and “Submit for Review” within three business days if the US returns the TRAS assessment or reassessment for corrections.

B. A US shall:

- 1. Review assigned TRAS inbox daily.
- 2. Determine if an assessment or reassessment is pending review and, within five business days:
 - a. Ensure the correct TRAS tool was completed;
 - b. Use the submitted interview guide and score sheet to review the assessment or reassessment for accuracy.
 - c. If applicable, return assessment or reassessment for corrections to the PO within three business days.

NOTE: The US may use the comments section in the TRAS to include instructions or revisions if the assessment or reassessment requires corrections.
 - d. Approve and submit the accurate assessment or reassessment.
- 3. Conduct one interview and one assessment or reassessment every three months to maintain TRAS proficiency.

III. ASSESSMENTS OR REASSESSMENTS COMPLETED BY OTHER DIVISIONS OR AGENCY STAFF

- A. A PO may use an SRT or RT assessment completed by TDCJ-Reentry and Integration Division. The PO shall:
 - 1. Determine if the completed assessment is appropriate and valid.
 - a. If the appropriate tool was not used, submit the appropriate assessment tool within 30 calendar days from release and supervise the client on high supervision level until the TRAS assessment is complete.
 - b. If the appropriate tool was used but is no longer valid because it was completed more than five months before release, re-submit the appropriate assessment tool within 30 calendar days from release and supervise the client on a high supervision level until a TRAS assessment is complete.

- B. A PO may not use an assessment completed by the TDCJ-Correctional Institutions Division (CID).
- C. A PO may not use an assessment completed by the TDCJ-Community Justice Assistance Division (CJAD).

NOTE: The PO may use collateral information obtained from a community supervision office to complete the TRAS collateral verification checklist as appropriate when conducting the TDCJ-PD's TRAS assessment.

- D. PD staff may not request to delete any assessments completed by other TDCJ divisions.

IV. CLIENTS WITHIN SIX MONTHS OF DISCHARGE

- A. A client released from the TDCJ-CID to parole or mandatory supervision within six months of their discharge does not require a TRAS assessment and the client shall be supervised on a high supervision level.
- B. A client within six months of discharge and has a reassessment due does not require a TRAS reassessment and will remain at the current supervision level until discharge.
- C. An assessment or reassessment that is due prior to six months of a client's discharge date and was not completed as required is considered delinquent and shall be conducted.

V. ASSESSMENT AND REASSESSMENT FREQUENCY

- A. A client without a completed TRAS assessment shall be supervised on a high supervision level until an assessment is complete.
- B. A PO shall complete a CSST within 30 calendar days on a Pre-TRAS client who has not been assessed previously who:
 - 1. Released from custody from any correctional institution;
 - 2. Returned from absconder status;
 - 3. Returned from out-of-state supervision; or
 - 4. Returned to normal report status from quarterly report, annual report, or early release.
- C. If a client is released to parole or mandatory supervision with an SRT or RT completed the PO shall:
 - 1. Complete a CSST annually if the SRT or RT results are low; and
 - a. Complete reassessments annually if the CSST results remain low.

- b. Complete a CST within 30 calendar days if the result of the CSST is moderate-high. Future CST reassessment shall be completed annually thereafter.
- c. Supervise a client with a score of moderate-high on a high supervision level.

NOTE: An assessment is due within the anniversary month of the last approved assessment, but not earlier than 30 calendar days before the next scheduled reassessment.

- 2. Complete the CST if the SRT or RT results are moderate, high, or very high, within six months from release to parole or mandatory supervision but not earlier than 30 calendar days prior to the scheduled assessment due date. Future CST reassessments shall be completed annually thereafter. Clients with a score of very high shall be supervised on high supervision level.

D. If a client is released to supervision without an SRT or RT completed, the PO shall:

- 1. Complete the SRT or RT within 30 calendar days of the client’s initial report and supervise the client on a high supervision level until a TRAS assessment is completed; and
- 2. Complete a CSST reassessment annually if the SRT or RT results are low.
 - a. Complete the reassessments annually if the CSST results remains low.
 - b. Complete a CST within 30 calendar days if the result of the CSST is moderate-high. Future CST reassessments shall be completed annually thereafter.
 - c. Supervise a client with a score of moderate-high on a high supervision level.

E. The PO shall complete a CST within six months from release to supervision, but not earlier than 30 calendar days prior to the next scheduled assessment date if the SRT or RT results are moderate, high or very high. Future CST reassessments shall be completed annually thereafter. A client with a score of very high shall be supervised on high supervision level.

NOTE: The below chart serves as a guide for a PO to quickly identify the next appropriate TRAS assessment or reassessment tools and timeframes.

TRAS (What’s Next) Chart		
Assessment	Risk Level	Next Assessment
SRT	Low	CSST in One Year
SRT	Moderate	CST in Six Months
SRT	High	CST in Six Months
SRT	Very High	CST in Six Months

RT	Low	CSST in One Year
RT	Moderate	CST in Six Months
RT	High	CST in Six Months
CSST	Low	CSST in One Year
CSST	Moderate-High	CST in 30 Days
CST	Low	CST in One Year
CST	Low-Moderate	CST in One Year
CST	Moderate	CST in One Year
CST	High	CST in One Year

- F. A PO shall complete an assessment or reassessment that is due or overdue before transferring the case to another PO.
- G. A PO shall complete a reassessment on a client who has a previous assessment:
1. Within 30 calendar days of the client's return to normal report status due to:
 - a. Texas Board of Pardons and Paroles (BPP) action following administrative violations or misdemeanor offenses;
 - b. Release from detainer;
 - c. Absconder status;
 - d. Reinstatement from out-of-state supervision; or
 - e. Removal from quarterly report, annual report, or early release supervision.
 2. Within five calendar days after the client reports following release from a felony arrest. The client shall be supervised on a high supervision level until a TRAS reassessment is completed.
- H. A reassessment is not required when the TDCJ-PD withdraws a warrant before BPP action. The reassessment shall be completed as scheduled.

VI. INTERSTATE COMPACT

- A. A PO shall complete and SRT or RT assessment within 30 calendar days from date of initial report for an out-of-state transfer released directly to Texas from incarceration in the sending state.
- B. A PO shall complete a CSST assessment within 30 calendar days from the date of initial report for an out-of-state transfer who was on active supervision in the sending state.

VII. ELECTRONIC MONITORING (EM)

- A. A client released with a Special Condition “T” will not require a TRAS assessment while the Special Condition “T” is in effect.
- B. The PO shall complete the CSST within 30 calendar days after the withdrawal of Special Condition “T.” The client shall be supervised on a high supervision level until a TRAS assessment is completed. Future reassessments shall be completed thereafter according to Section V.
 - 1. The receiving PO shall complete the appropriate assessment within 30 calendar days after withdrawal of the condition.
 - 2. The receiving PO shall review prior assessments completed and refer to the TRAS assessment or reassessment (What’s Next) Chart in Section V.E.
- D. A client who was previously assessed and Special Condition “T” is later imposed shall be supervised on a high supervision level and will not require additional assessments while special condition “T” is in effect.

VIII. RESIDENTIAL REENTRY CENTER (RRC)

- A. A TRAS assessment is not required for a client residing in an RRC and shall be supervised on a high supervision level according to caseload type in PD/POP-3.2.34, *Contact Standards* and PD/POP-3.9.5, *Residential Reentry Center (RRC) Outplacement Procedures*.
- B. A PO shall complete the appropriate assessment for a client within 30 calendar days after the client transitions to a residential plan from an RRC. The client shall be supervised on high supervision level until a TRAS assessment is completed. Future reassessments shall be completed according to Section V.
 - 1. The receiving PO shall complete the SRT or RT within 30 calendar days for a client transitioning to a residential plan from an RRC and has been on supervision 30 days or less.
 - 2. The receiving PO shall complete the CSST within 30 calendar days after placement for a client released to an RRC and on supervision more than 30 days when transitioning to a residential plan..
- D. A client who was previously assessed and later transitioned to an RRC will not require a TRAS assessment while in an RRC.
 - 1. The receiving PO shall complete the appropriate assessment within 30 calendar days after the client’s transition to a residential plan from an RRC.
 - 2. The receiving PO shall review prior assessments completed and refer to the TRAS assessment or reassessment (What’s Next) Chart in Section V.E.

IX. SUPER INTENSIVE SUPERVISION PROGRAM (SISP)

- A. A client released with Special Condition “SISP” shall have the appropriate assessment completed within 30 calendar days after release or imposition. The client shall be supervised on a high supervision level until a TRAS assessment is completed. Future reassessments shall be completed according to Section V.

NOTE: The CSST assessment tool is prohibited while Special Condition “SISP” is in effect. All reassessments after the SRT or RT shall be completed using only the CST assessment.

- B. The receiving PO shall complete the appropriate assessment within 30 calendar days after withdrawal of Special Condition “SISP.”

X. SEX OFFENDER (SO)

- A. A client released with Special Condition “X” imposed shall be supervised according to their Static 99/99R level until a TRAS assessment is completed. The timeframe to complete the assessment will be based on the Static 99/99R score:

- 1. Low – complete CST within one year;
- 2. Moderate – complete CST within six months;
- 3. High – complete CST within six months.

- B. A client released with Special Condition “O.33” who meets the criteria for a sex offender caseload according to PD/POP-3.6.1, *Sex Offender Program Administrative Guidelines* shall have a TRAS assessment completed according to Section X.A.

- C. A client released with Special Condition “O.33” who does not meet the criteria for a sex offender caseload according to PD/POP-3.6.1, *Sex Offender Program Administrative Guidelines*, shall have a TRAS assessment completed according to Section V.

NOTE: Contact Specialized Programs if the Static 99/99R is not located in the file or documented in the Sex Offender Treatment Program (SOTP) screen in the mainframe.

XI. THERAPEUTIC COMMUNITY (TC)

- A. TC Phase I:

- 1. A TRAS assessment is not required.
- 2. A client shall be supervised according to PD/POP-3.2.34, *Contact Standards*.

B. TC Phase IB:

1. An SRT or RT assessment shall be completed for a client releasing directly to a residential home plan.
2. The client shall be supervised on a high supervision level until a TRAS assessment is completed. Future reassessments shall be completed according to Section V.

C. TC Phase II:

A CSST assessment shall be completed within 30 calendar days after transition from Phase I. Future reassessment shall be completed according to Section V.

D. TC Phase III:

1. A TRAS assessment shall be completed according to Section V.
2. Client shall be supervised according to PD/POP-3.2.34, *Contact Standards*.

NOTE: A reassessment is not required for phase reversals.

XII. TRAILERS

Trailers may be used with any TRAS assessment tool to determine whether additional program referrals or evaluations are necessary or to assist with case plan development.

XIII. SPECIAL CONDITION “L”

A. When Special Condition “L” is imposed and a client is released with a valid TRAS assessment and the supervision level is other than high:

1. The client shall be supervised on high a supervision level until an assessment or reassessment is completed.
2. The PO shall complete the appropriate TRAS assessment or reassessment within 30 calendar days of release.
3. The PO shall satisfy Special Condition “L” if the PD TRAS assessment is other than high.

B. When Special Condition “L” is imposed and a client is released with a valid TRAS assessment and the supervision level is high, the PO shall complete the next scheduled assessment according to Section V.

XIV. CASE PLANS

- A. Case plans are required for TRAS assessments or reassessments except when a client's final supervision level is low and all domains are low.
 - 1. The PO shall complete the case plan within 30 calendar days from the date the US approves the TRAS assessment or reassessment.
 - 2. The PO shall focus on the two highest criminogenic domains and not use:
 - a. More than one goal per problem or need area;
 - b. More than four objectives for each goal; and
 - c. More than four corresponding techniques for each objective.
- B. The US shall review and approve a case plan within five business days.
- C. After US approval, the PO shall review the case plan with the client and:
 - 1. Have the client sign and date; and
 - 2. Provide a copy of case plan to the client.
- D. The PO shall regularly review, update, and discuss the case plan and goals with the client.

NOTE: The US may complete a case plan if the client is deceased, has absconded, is in-custody, has transferred out of state, or discharged.

XV. SCANNING TRAS DOCUMENTS

The PO shall scan into OnBase within five business days of client notification the completed TRAS Tools, including the Interview Guide, Scoring Sheet, and signed Case Plan and maintain the original documents in client district file.

XVI. TRAS ASSESSMENT DELETION REQUESTS

- A. The US may request to delete a TRAS assessment by e-mailing the local internal reviewer. Include the client's state identification number (SID), the full name, the assessment date, the assessment tool requested for deletion, and the reason for the deletion in the e-mail.
- A. Once an assessment is deleted, the US shall ensure the invalid TRAS tools scanned in OnBase are removed.

NOTE: Case plans may not be deleted without deleting the assessment or reassessment.

XVII. MANAGEMENT OVERSIGHT AND TRAS REPORTS

TRAS generated reports assist management with oversight of assessments and reassessments or case plans that are due each month.

- A. TRAS On-Demand Reports – These reports can be generated for a given month or with a maximum 31-day timeframe. For example, April 1 through April 30 or April 1 through May 2.
 - 1. Assessment Details/Domain – Provides the detailed report of assessments completed by a PO or DPO and the level of need for the assessment.
 - 2. Assessment Detail – Provides the total number of assessments completed by a PO or DPO.
 - 3. Assessment Overview – Provides the total assessments completed.
 - 4. Assessment Summary – Provides the total number of assessments by overall risk levels, listed by domains.
 - 5. Case Plan Detail – Indicates that a case plan was completed by an individual PO or DPO.
 - 6. Case Plan Summary – Provides the total number of objectives created by criminogenic domain and the level of need.
 - 7. Quality Audit – Allows a supervisor and above to perform a random audit of their staff’s work.
 - 8. Expunction Detail – Provides all assessments that have been deleted for a DPO.
 - 9. Scheduled Assessments Due Detail – Provides the number of days a PO has to complete the assessment before being overdue.
 - 10. Scheduled Case Plan Due Detail – Provides the number of days a PO has to complete the case plan before being overdue.
 - 11. Scheduled Items Due Within 10 Days – Provides the assessments and case plans due for a PO, including those considered overdue.
- B. TRAS Batch Reports – These reports assist in tracking outstanding and pending work items.
 - 1. Daily Assessment Metrics by Division (Parole) – Provides the total saved and under review assessments by PO and USER.
 - 2. Daily Case Plan Metrics by Division (Parole) – Provides the total saved and under review case plans by PO and USER.

3. Monthly Override Risk Results – Provides all overrides and underrides that were applied for the prior month.
- C. TRAS OnBase Reports – These reports reflect breakdowns of the number of TRAS assessments completed or not completed and individual risk level outcome numbers.
1. PDSUP3QS – Provides a statewide summary of TRAS outcomes
 2. PDSUP3QR – Provides a region summary of TRAS outcomes
 3. PDSUP3QD – Provides a DPO summary of TRAS outcomes
 4. PDSUP3QO – Provides an officer summary of TRAS outcomes

XVIII. TRAS RECERTIFICATION

- A. PO series staff I-IV are required to obtain and maintain certification for the TRAS as a condition of employment.
- B. Recertifications are due on the third anniversary date of the last certification or recertification.
- C. Recertification notifications are e-mailed 60 days before the recertification due date.

XIX. TRAS RECERTIFICATION REPORTS

TRAS recertification reports are located at <https://trasrm.tdcj.texas.gov/TRASRecertification/startLoginAction.action> and may be accessed by management to ensure the appropriate staff maintains recertification standards.

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