

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

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DATE: 02/18/15

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SUPERSEDES: 01/23/15

SUBJECT: CASE ASSESSMENT

AUTHORITY: TEXAS GOVERNMENT CODE CH. 501.0921

PURPOSE: To establish a policy and procedure ensuring completion of case risk and need assessments by utilization of the Texas Risk Assessment System (TRAS) and for the appropriate assignment of supervision levels.

The Parole Division will provide effective, evidence-based treatment services for individual clients throughout the supervision period, as determined by the assessment tool, criminogenic needs, and/or by any specialized caseload requirement or specific special condition.

DEFINITIONS:

Texas Risk Assessment System (TRAS): A seamless, evidenced-based assessment system that follows the client through the criminal justice system from community supervision, incarceration, re-entry, and parole supervision.

Community Supervision Screening Tool (CSST): Post-release screening tool used with clients under supervision to identify client risk factors.

Community Supervision Tool (CST): Full assessment tool used with clients under supervision to identify risks and needs. The CST is utilized on clients who have been on supervision and have established themselves in the community for at least six (6) months.

Prison Screening Tool (PST): Pre-screening tool used to identify low risk clients who do not need a Prison Intake Tool (PIT), used to determine client risk and needs at the time of prison entry.

Reentry Tool (RT): Assessment tool used with clients releasing from prison to parole supervision who have served more than four (4) years of continuous incarceration. The RT is utilized on clients prior to or at the time of release on supervision and is effective for five (5) months after release.

Supplemental Reentry Tool (SRT): Assessment tool used with clients releasing from prison to parole supervision who have served four (4) years or less, but more than six (6) months of continuous incarceration. The SRT is utilized on clients prior to or at the time of release on supervision and is effective for five (5) months after release.

Alcohol Trailer (ATST): Screening tool used, when completing the CST, to determine whether a client needs a referral for alcohol use evaluation.

Drug Trailer (DTST): Screening tool used, when completing the CST, to determine whether a client needs a referral for drug use evaluation.

Mental Health Trailer (MHST): Screening tool used, when completing the CST, to determine whether a client needs a referral for mental health evaluation.

Criminogenic Domains: Issues, risk factors, characteristics, and/or problems related to a client's likelihood of reoffending or propensity to recidivate. This includes "Static" factors, such as age at first arrest, criminal history, etc., that programming cannot change. "Dynamic" factors are related to a client's current behavior, values, and attitudes. Within this policy, Criminogenic Domains refer to criminal history, education/employment, family and social support, neighborhood problems, substance abuse and mental health issues, peer association, and criminal attitudes and behavior patterns.

PROCEDURE:

I. ASSESSMENT AND REASSESSMENT FREQUENCY—CLIENTS RELEASED TO PAROLE SUPERVISION AFTER DECEMBER 29, 2014.

The parole officer shall prepare for the assessment, in accordance with TRAS End User established training processes and conduct a personal interview with the client in the scheduled time frames established below. The personal interview is required and will assist the parole officer in obtaining information necessary to complete the assessment questions. The parole officer shall submit the completed case assessment tool in the TRAS system.

Note: The TRAS system programming defines which assessment tool is required, along with assessment due dates. The parole officer shall review the TRAS Inbox daily to ensure Scheduled Assessments are accurate and appropriate for processing.

A. If a client is released to supervision **without** a SRT or RT completed, the parole officer shall complete the SRT or RT within 30 calendar days of the client's initial report, after release from confinement to supervision. Clients shall be supervised on High, in accordance with caseload type, until a TRAS assessment has been completed.

The parole officer shall immediately review the results of the assessment tool.

1. If the results are Low, a reassessment CSST shall be completed one (1) year from the date of the initial assessment.

2. If the results are Moderate, High, or Very High, a CST shall be completed six (6) months from the date of the initial assessment. Clients with a score of Very High shall be supervised on High, in accordance with caseload type.
- B. If a client is released to supervision **with** an SRT or RT completed by a Reentry Integration Division staff member, the parole officer shall:
- Review the results of the assessment tool within five (5) business days of release.
1. If the SRT or RT results are Low, the parole officer shall complete a reassessment CSST one (1) year from the date of release to parole supervision.
 - a. CSST reassessments shall continue to be completed annually, as long as the CSST results are Low.
 - b. If the result of the CSST is Moderate/High, a CST shall be completed within 30 calendar days of the most recent assessment. Future CST reassessments shall be completed annually. Clients with a score of Moderate/High shall be supervised on High, in accordance with caseload type, until the CST results are provided.
 2. If the SRT or RT results are Moderate, High or Very High, a CST shall be completed six (6) months from the date of release to supervision. Future CST reassessments shall be completed annually. Clients with a score of Very High shall be supervised on High, in accordance with caseload type.
- C. Clients who have a Special Condition “T” (Electronic Monitoring caseload), shall have a CSST completed by the receiving parole officer within 30 calendar days after withdrawal of Special Condition “T” to determine appropriate supervision level. Clients shall remain under a High supervision level, in accordance with caseload type, until the assessment is completed. Future assessments shall be completed in accordance with Section I.B.
- D. Clients who reside in a Residential Reentry Center (RRC) shall have a CSST completed by the receiving parole officer within 30 calendar days after the client transfers from a RRC to a residential plan to determine appropriate supervision level. Clients shall remain under the High supervision level in accordance with caseload type, until the assessment is completed. Future assessments shall be completed in accordance with Section I.B.
- E. Clients who are released to supervision, and are within six (6) months of the discharge date, will remain under a High supervision level, in accordance with caseload type, until discharge.
- F. Clients who have a reassessment due, and are within six (6) months of the discharge date will remain at the current supervision level until discharge.
- G. All clients on parole supervision **prior to** December 29, 2014, will be reassessed utilizing the TRAS as identified by the “View Pre-TRAS Cases Due This Month” tab of the Supervising Officer Cases Screen in the TRAS System.

II. TRAILERS

- A. The CST utilizes three (3) trailers for the purpose of determining whether additional program referrals or evaluations are necessary.
- B. The parole officer shall complete all required trailers, in accordance with TRAS End User established training processes, and during the time of the personal interview, based on the established criteria below. The findings will assist in the development of a case plan.

The three trailers are:

- 1. Alcohol Trailer (ATST) – screening tool used on any client who is suspected to need an alcohol-related referral for services based on observation, special condition, or case file material.
- 2. Drug Trailer (DTST) – screening tool used on any client who is suspected to need a drug use referral for services based on observation, special condition, or case file material.
- 3. Mental Health Trailer (MHST) – screening tool used on any client who needs a mental health referral for evaluation or services based on observation, special condition, or case file material.

III. REASSESSMENTS CONDUCTED OUTSIDE OF ESTABLISHED TIME FRAMES

- A. Within 30 calendar days of client's return to normal report status;
- B. Within five (5) calendar days after the client reports, following release from arrest for a felony offense (not required for misdemeanor arrests); or
- C. At the discretion of the supervising parole officer after consultation with the unit supervisor.

IV. OVERRIDE

- A. Parole officers shall override the TRAS-generated supervision level to High when Special Condition "L" (Maximum Level of Supervision) is in effect.
- B. The Special Condition "L" shall remain in effect until an appropriate level of supervision is further established by an evidence-based assessment instrument; or when the special condition is withdrawn.
- C. Parole officers shall override TRAS-generated level of supervision to High when the client is assigned to the Super-Intensive Supervision Program (SISP) caseload or Therapeutic Community Phase I, Phase I-B, and Phase II caseloads.

- D. Sex offenders pose different levels of risk to the community; therefore, parole officers shall not supervise all sex offenders at the same level. In order to utilize resources for clients who pose a greater risk of re-offending, the client's level of supervision shall be a combination of the Texas Reassessment Assessment System (TRAS) risks and needs assessment score and the Static 99R risk assessment score. Parole officers shall use the highest assessments tool score (TRAS or Static 99R) when determining the client's supervision level.
1. A client shall be placed on a Low-Moderate supervision level when the TRAS score is Low, Low-Moderate, or the STATIC 99R is Low.
 2. A client shall be placed on a Moderate supervision level when the TRAS score is Moderate or the STATIC 99R is Moderate.
 3. A client shall be placed on a High supervision level when the TRAS score is High or the STATIC 99R is High.
 4. In the event a Static 99R is not located in the file, or documented in the Sex Offender Treatment Program (SOTP) screen on the Inmate Record Inquiry, reference PD/POP-3.6.2, *Sex Offender Program Supervision Guidelines* for procedures on how to obtain a completed Static 99R.
 5. Clients placed on a sex offender caseload who do not have a Static 99R risk level or a completed TRAS assessment shall be supervised on High pending the completion of both assessment tools.
- E. Additional overrides may only occur based on Policy, Board, or Judicial Directive, Significant Barriers, Specialized Caseload Results, or with the documented findings of the parole officer, and approved by the parole supervisor or above, based on adjustment and compliance.

V. ASSESSMENT AND CLIENT REVIEW

- A. Assessment and reassessment tools are automatically forwarded to the unit supervisor for final review and approval.
1. The unit supervisor shall review any assessment or reassessment tools received within five (5) business days of receipt.
 2. Comments on any returned assessment or reassessment tools shall be noted in the Comments section and resubmitted by the supervising parole officer within one (1) business day of receipt.
 3. Resubmitted assessment or reassessment tools received by the unit supervisor shall be reviewed and approved, or returned as outlined in Section V.A.2, within one (1) business day of receipt.

- B. The parole officer shall review and discuss the following with the client:
1. Assessments and reassessments;
 2. Required level of supervision;
 3. Criminogenic needs;
 4. Case plans (to be developed after the assessment is completed—Section VI); and
 5. Special condition requirements.

VI. CASE PLANS

- A. Case plans are not required to be completed when a client's assessment results are Low. Parole officers shall prepare the case plan, in accordance with TRAS End User established training processes.
- B. After approval, the client shall receive a signed copy of the most recent case plan.
- C. Parole officers shall regularly review, update, and discuss the case plan with the client throughout the assessment year. Discussion examples include, but are not limited to, updating program referrals, creating and/or identifying the completion of identified goals.
- D. Parole officers shall focus on only the two (2) highest Criminogenic Domains at any given time.

VII. IMAGING TRAS DOCUMENTS

- A. Parole officers shall image into the Offender Information Management System all TRAS Tools, to include the Interview Guides, Scoring Sheets and Signed Case Plans.
- B. Items should be imaged into the following location: Category: Supervision; Type: Program Documents; Subtype: TRAS Tools within five (5) business days after client notification.

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