

**SUPERVISION > DIVISION OF COMMUNITY CORRECTIONS (DCC) –
SUPERVISION > SUPERVISION PROCESS > CASE SUPERVISION
REVIEW (CSR)**

CASE SUPERVISION REVIEW (CSR)

.01 AUTHORITY

[Wisconsin Administrative Code DOC 328.04\(2\)](#)

.02 GENERAL STATEMENT

It is expected that during the period of supervision, an individual's level of supervision will be reduced as the goals and objectives identified in the case plan are achieved.

Supervision levels are reviewed by utilizing the COMPAS Case Supervision Review (CSR). Eligible minimum cases should be evaluated for possible early discharge or administrative supervision.

.03 CASE SUPERVISION REVIEW SCHEDULE

The agent will complete the Case Supervision Review located in the Alternative Screenings section of the [COMPAS](#) at six month intervals, twelve month intervals for MIN/ADS cases, or at significant case activity change; either positive or negative (i.e. major violations, revocation actions, completion of major UCP objective, etc.).

An agent may complete a Case Supervision Review any time prior to the scheduled reclassification. Reasons for an early reassessment could include the following:

- Receipt of new, previously unknown, information;
- Significant changes in an individual's situation; or

- Attainment of established case plan objectives.

The agent and supervisor should use their professional judgment when staffing “significant” case activity (i.e. major violations, revocation actions, completion of major UCP objective, etc.) to determine whether a CSR will be completed.

.04 CASE SUPERVISION REVIEW PROCESS

The agent will complete the CSR located in [COMPAS](#) according to the task due date set in Workload Manager.

In instances where an assessment was never fully completed due to a severe mental health issue or other disability, the agent and supervisor should discuss the case and use their professional judgment as to whether a CSR should be completed.

When completing a CSR, the agent must always include the level in the “screener” area and override reason if applicable. Once the agent enters the screener recommendation, the CSR will appear on the “Supervision Level Assignment” of the “Supervisor Approval” on the supervisor’s dashboard. The supervisor must enter the "actual recommendation" to approve or disapprove the agent's recommendation. If there is a change in status, the supervisor must forward the new status assignment to the status keeper for entry. If there is no status change, no notification is necessary.

The agent must then enter the "Supervision Review Reason" as a mandatory field. "Periodic Review" must be entered for all scheduled CSRs at the six month/one year period. For any cases that were staffed with a supervisor due to a violation or negative supervision adjustment and it was determined a CSR would be completed, the agent shall enter "Negative Case Activity." For any cases that were staffed with a supervisor due to positive supervision adjustment and it was determined a CSR would be completed, the agent shall enter "Positive Case Activity."

The agent will next enter the "New Supervision Date" and the "Next Review Date" at the bottom of the Supervision Recommendation page of the CSR. The "New Supervision Date" will be the date that the Actual Supervision level will take effect. The "Next Review Date" should be six months/one year from the date of the CSR unless otherwise approved by a supervisor. The agent will add this date by entering 180 or 365 in the "Add Days" section adjacent to the "Next Review Date." This step is very important in workload manager as the agent is setting the next CSR due date.

When reviewing the "Actual Supervision Level," supervisors must verify the "Next Review Date" entered by the agent as an incorrect date will affect the next CSR due date. Supervisors should not enter the "Actual Supervision Level" until the next review date is verified.

If the agent agrees with the Supervision Recommendation and enters the corresponding Screener Supervision Level Recommendation, the Actual Supervision Level will auto-populate. When this occurs, the agent can click the "Save and Email" button to create an email in Outlook to notify the status keeper of any status changes. This option is only necessary if the change in Actual Supervision Level will result in a change in status.

The individual will be supervised per standards based on the [COMPAS](#) status assignment. The status should mirror the Actual Supervision level unless policy dictates otherwise.

For Enhanced status cases, a staffing between the agent and supervisor should occur after ninety days to determine the level of supervision. This staffing shall be documented in the General Note, with sub type "DCC Staffing," and should include the level of

supervision. A Case Supervision Review should not be completed for this ninety-day staffing period unless there is significant case activity.

Sex individual level of supervision must be reviewed and, if deemed appropriate, can be reclassified by the agent submitting a Sex Offender Reclassification Checklist ([DOC-2065](#)) to the supervisor. Agents will note, "DOC-2065 completed" in the comments section of the Supervision Review screen. This will notify the supervisor that the DOC-2065 has been completed and is waiting for supervisory review and approval prior to entering the "Actual Level of Supervision." The DOC-2065 will only need to be submitted to the status keeper if the agent and supervisor staff to set the individual at the "Intensive Sex Offender" status.

If an individual has been incarcerated during the reporting period and dynamic factors related to adjustment to supervision have not changed, the agent can staff the CSR with the supervisor and enter a staffing note. The supervisor can then direct the status keeper to set the CSR work due date out another six months.

For specialty court cases, a staffing between the agent and supervisor should occur for phase changes unless the phase change was a result of a significant case activity change. This staffing is to determine the level of supervision and shall be documented in the General Notes, with a sub type "DCC Staffing," and include the level of supervision. The status keeper will then be notified if the status changes.

For individuals with suspected history of opioids an Opioid Use History Questionnaire (DOC-2945) shall be completed unless opioid history has been identified and verified through investigations or verifiable sources. If indicated by the DOC-2945 or through previous investigations or verifiable sources, document the individual's opioid history in COMPAS Cautionary Information section. If it is evident the client has an opioid history, if not previously addressed, the agent shall provide the client with literature or resources concerning Medication Assisted Treatment (MAT). If the client is interested in MAT, staff the case with a supervisor to discuss referral for services or transfer of case to a designated vivitrol agent in the city/county.

Failure to complete COMPAS Case Supervision Review (CSR) every six months will result in the case remaining at the current classification until completed. Overdue work will continue to be reflected in the task list. The supervisor will review this list regularly and address any overdue work with the agent, including ensuring the CSR is completed.

The following options are available for the agent to choose in the "Override Reason" field:

- Need for Increased Skill Building Exercises Tied to Top Criminogenic Need/
Identified Case Plan Goal
 - If this override reason is selected, the case plan shall specify the specific skill deficits that will be targeted and the intervention tools and resources that will be utilized
- Stabilization Factors Need to be Addressed (Mental Health, Physical Health, Homeless, etc.)
 - If this override reason is selected, the case plan shall specify the stabilization factor/factors that will be addressed and the intervention tools and resources that will be utilized
- Agree with Trailer Tool Recommendation-IDA
 - If this override reason is selected, a completed IDA must suggest a higher risk profile than that recommended by the COMPAS assessment.
- Agree with Trailer Tool Recommendation-Static 99R
 - If this override reason is selected, a completed Static-99 R must suggest a higher risk profile than that recommended by the COMPAS assessment.
- *CSR Only*-Agree with CSR Recommendation
- *CSR Only*-Disagree with CSR Recommendation; Additional Intervention Is Not Required

COMPAS Core does not need to be re-done if the individual remains in the same life cycle and there are no changes, which would significantly impact the overall assessment. In the event of a new arrest and/or criminal conviction, an updated COMPAS Core may be completed by copying forward the previous assessment and updating data as needed. The

determination of whether or not to complete an updated assessment should be made using professional judgment after staffing with the agent and supervisor.

If the agent, in consultation with the supervisor, decides that a significant technical violation without a new arrest warrants the completion of a new [COMPAS](#), under the "Current Charges" section of the COMPAS, the agent should check the "other" box only. At this time, the charges from the current case they are on supervision for are then considered in the "Prior Record" questions of the assessment.