Completing the COMPAS Assessment:

COMPAS is to be completed as trained; utilizing a combination of investigation and review of external information, interactive discussion/questioning with individual, and self-report. Alternative screenings can also be utilized as described below. The only section of the COMPAS assessment actually provided to the individual to fill out is the Self Report section unless an individual is identified as Limited English Proficiency (LEP), or otherwise approved by the Corrections Field Supervisor.

The agent should complete the official records section using all available file materials prior to the appointment. When the individual reports for their first appointment, rapport should be built with open ended questions, review of the Judgment of Conviction, criminal complaint, 179 and then the interview section of the Core. It is important to build rapport prior to giving the individual the self-report section. They should understand the reason for the assessment and the importance as it relates to the case plan. The agent should use judgment in regard to when it is appropriate to give the individual the self-report section. The agent should be available as a resource for questions and it should be completed in a professional setting. As a reminder, the self-report should never be sent outside of the office for any reason.

Mental health concerns and developmental disabilities are common occurrences in the general population and are part of the norming population for COMPAS. A COMPAS assessment should be completed for all cases, including those found NGI, unless the symptoms of mental illness or developmental disability are so acute that it would preclude the individual from being able to understand or respond to the assessment questions. In most cases, if the individual can participate coherently in the interview process, COMPAS should be administered. If the individual is not capable of participating in the assessment due to a mental or physical health condition, the agent should complete the static questions that do not require individual input and staff the supervision level with the supervisor.

1. If a COMPAS assessment was completed within the last year, the agent will copy it forward to a new assessment and update. If no COMPAS has been previously completed, a COMPAS Core will be completed with the individual during intake process. The Primary Needs Assessment will not be used unless the individual will be transferring to another state via Interstate Compact.

2. If the individual is placed on community supervision after the completion of a PSI, the status in Workload Manager will be Intake After PSI, because ~~COMPAS~~ the assessment has already been completed.

3. The agent reviews the Probation Social Investigation DOC-179 data and uses it as a guide for COMPAS assessment completion and interactive discussion with individual.

4. The agent must use the Prior Record Listing DOC-2354 to document prior record. The agent should request a new Criminal History Record Information (Portal) each time a COMPAS assessment is completed.

5. When COMPAS prompts: CUSTODY STATUS, only use one of the following: Probation, parole, ES, NGI, 980, Interstate Compact- Probation or Parole

6. "Other" shall always be selected for LEGAL STATUS on any assessment completed post-release from prison

7. "Not Applicable" shall always be selected for Prison Admission Status

8. The agent completes any necessary Alternative Screenings. The use of any Alternative Screenings other than the URICA, TCU Criminal Thinking, Static 99R screener, or IDA should be approved by the supervisor.

9. The agent may complete a URICA on individuals that will be supervised at a higher than MIN level. The URICA will be explained to the individual, telling them that the assessment will give information about their readiness for programming. The URICA should be done for their primary program/criminogenic need. If the individual scores pre-contemplative, a referral will be done during the intake period to the Pre-Treatment Curriculum program, if available. If a Pre-Treatment Curriculum program does not exists in the area, the results of the URICA should be shared with the primary program treatment provider to promote additional cognitive behavior, knowledge and skills practice during their primary treatment group.

10. Once COMPAS assigns a risk level, the agent will need to decide whether or not the supervision level should match the risk level. If the agent enters the Screener Recommended Supervision Level that matches the risk level, the Actual Supervision Level will auto-populate. In cases of "Medium with Override Consideration", a Screener Recommended Supervision Level of Medium will autofill an Actual Supervision level of Medium. If the agent wishes to supervise the individual at any other level they are to follow the "Overrides" section below.

11. The agent will also enter the "Start Date" and the "Next Review Date" at the bottom of the Supervision Recommendation page of the Core Recommendation page. The "Start Date" will be the date that the assessment was completed. The "Next Review Date" should be six months/one year from the date of assessment unless otherwise approved by a supervisor. The agent will add this date by entering 180 or 365 in the "Add Days" section next to the "Next Review Date". The "Add Days" tool calculates the days from the current date, not the "Start Date" entered. If entering the next review date later

than the "Start Date", the agent should use the calendar tool. When reviewing the "Actual Supervision Level", supervisors must verify the "Next Review Date" entered by the agent. The agent must ensure that the correct dates are entered as these dates will set the next review date for the CSR.

12. If an override is requested, the "Supervisor Approval" screen in Workload Manager will be updated under the "Supervision Level Assignment" screen. The supervisor will then enter the "Actual" supervision level. Before entering the "Actual" supervision level, the supervisor will need to verify the "Start Date" and "Next Review Date" for accuracy.

13. The agent then initiates the [Unified Case Plan](#) and completes other required intake procedures.

14. For Interstate Compact cases that will be leaving the state prior to acceptance, the agent will complete the Primary Needs assessment only and will not enter a "Screener Recommendation", "Start Date", or "Next Review Date" in the Supervision Recommendation Screen. A Unified Case Plan will not be created.

15. A Core or Reentry cannot be completed for a 16 year old. The agent needs to complete the COMPAS Youth V2 assessment by using the tool tips and technical assistance provided by Division of Juvenile Corrections staff located at Lincoln Hills/Copper Lake

16. Complete, computed assessments will be locked after 90 days. Staff shall use the 90 days to make any edits or corrections to the assessment before it locks. Should an assessment need to be unlocked, the agent shall consult with the supervisor. If deemed necessary, the supervisor shall submit a ticket with the BTM Helpdesk noting the client name, SID number, assessment name, date assessment created and reason for unlocking the assessment. Any corrections must be completed and assessment re-calculated within 14 days of the assessment being unlocked. It is the supervisor's responsibility to ensure the assessment has been recalculated to ensure the assessment returns to a locked status.
Assessments shall only be unlocked for error corrections. Examples of valid error corrections include inaccurate client information was entered or not all official records were considered at the time of the assessment.
Error corrections on complete-computed assessments shall be resolved not more than 6 months from the original date computed. For error corrections beyond the 6-month mark, staff should copy forward or create a new assessment, and make the edits in the new assessment.