

Completing a COMPAS- R Core - Incarcerated Language Assessment

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There are three components to the COMPAS-R Core - Incarcerated Language Assessment:

1. Official Record:

This section is always completed first and contains information regarding current offense and offense history, commonly known as the "Static Questions". Information in this section is based upon a review of the inmates file.

Prior to the interview, the assessor will review all available documents. These include, but are not limited to:

- **Portal 100-A** new Portal 100 report shall be generated for any new assessment created regardless of type
- Criminal Complaint
- DCC information; e.g., Pre-Sentence Investigation, Revocation Summary, Administrative Law Judge Reports, Violation Reports, etc.
- Prior WICS information, including Inmate Classification Reports
- CCAP
- COMPAS Information (prior assessments, Notes, UCP)
- STG information required to complete assessments should be obtained by contacting the site STG Coordinator/designee. STG information shall be utilized to complete the assessment but this information shall not be placed in Notes.

2. Interview:

Information in this section is obtained from a guided conversation with the inmate. Questions pertaining to protected health information (Substance Use History and Mental Health) should be asked directly to the inmate. This information should not be obtained by referencing information found in WICS, PSU file, Social Service file, PSI, etc.

During the inmate interview, review the questions from the Official Records section with the inmate. If an inmate disputes the information on the static questions:

- Discuss the discrepancies with the inmate. The scoring on the question will be based on professional judgment if the inmate reports a different number than the resource.
- If the inmate reports a higher number, use it. Make assessment note.
- If the inmate reports a lower number, do not accept. Make assessment note.
- If official juvenile information is not available, self-report is accepted.

3. Self-Report:

This is to be completed in the same meeting as the Interview section. For this section, always utilize the inmate's response. If a discrepancy exists between the inmate's response and other known information document the discrepancy via an assessment note.

A screening for reading level should be done prior to meeting with the inmate by reviewing most recent TABE or BADER test results in WICS. According to Northpointe, an inmate's reading level should be 5th to 6th grade or above to complete the Self-Report section. Inmates with sufficient reading ability will be given the self-report section to read and answer. At no time is the inmate allowed to leave the assessor's office / line of sight with the blank questionnaire.

If the inmate's reading level is below a 6th grade reading level, ask the Self-Report questions to the inmate during interview. While the interview is being conducted, enter the inmate responses into COMPAS.

In accordance with Executive Directive 71 and DAI Policy 300.00.61 Language Assistance for Limited English Proficiency (LEP) Inmates to determine LEP needs. Staff shall complete an incident report when an inmate requests language assistance, when offering language assistance, and/or when language assistance has been provided. The COMPAS assessments are available in English or Spanish. The Language Line or an approved bi-lingual staff will be utilized, in accordance with Departmental policy. Inmates who decline LEP services shall be documented in a COMPAS assessment note.

Information regarding inmate's primary language can be obtained from WICS under the Prison Tab→ Programs→ Inmate Program Plan.

Inmates with Hearing and Vision Impairments

Interpreter services will be offered to inmates who have hearing impairments when completing an assessment or case plan. Request for assistance should be made to the site ADA Coordinator.

If an inmate has vision impairments, the assessor will assist the inmate in completing the self-report section of the assessment, which may include reading it to the inmate.

Inmates who decline services for an accommodation related to hearing or visual impairments shall be documented in a COMPAS Assessment note.

Starting an Assessment

Prior to creating an assessment, ensure the Agency is correct under Cases. If DAI is not the agency listed the Case needs to be transferred to DAI. Doing this will ensure the correct drop downs are available.

Directions:

- On the Person Summary page, click on the Case Identifier link under the Cases section.
- On the Case Summary page, click the Actions dropdown menu located on the Case Summary heading bar.
- Select Transfer (transfer this case to a new agency)
- Select DAI from "New Agency" dropdown.
- Select the appropriate location from the "Location" dropdown.

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- Select the institution assigned social worker/case manager from the "New Case Manager" dropdown.
- Click 'Save.'

Instructions for Completing the Assessment Wizard:

- Location: Select the prison site
- Marital Status: Select applicable status
- Custody Status: Select "Prison Inmate" only
- Legal Status: Select "Other" only
- Reason for Assessment:
 - At Intake: Choose DAI Intake
 - For prerelease or for an identified Reentry initiative: Choose reentry
- Probation Start Date: Leave Blank
- Prison Admission Status: Select applicable status from the current WICS Classification Report
- Prison Release Status:
 - For the release planning assessments only, Parole means either Parole Grant, MR or ES.
 - Max Out: For Max Discharge (Do not use)
 - First Parole this term/sentence: For 1st release ES/MR
 - Re-parole this term/sentence: For 2nd+ release on same case
 - PV New Term: DO NOT USE

Completing an Incomplete Assessment

There may be times when an assessment is started by a different division or institution. Should this occur, the screener information will need to be updated.

This can be completed as follows:

- Select the incomplete assessment to open to the Assessment Summary page.
- Under Actions tab; select "Edit Information"

Update the fields within the Screening Information Wizard, including the screener name and location to the individual who is completing the assessment.

Once the screener information has been updated, the screener can move on to completing the incomplete assessment.

- On the Assessment Summary page, Under Actions tab; select "Edit" to edit the assessment.
- Review the Official Record section for accuracy.
- Click "Next Unanswered" to take the assessor to the next incomplete question.
- The remaining portions of the assessment will be completed with the inmate as outlined in the Completing a COMPAS-R Core- Incarcerated Language Assessment sections.

Refusing an Assessment

Inmates refusing to participate in the COMPAS Assessment process will be informed of the possible impact(s) of their decision, which includes but is not limited to:

- Program assignment and enrollment
- Development of Unified Case Plan
- Potential impact on Classification, Reclassification and/or Parole decisions which may impact reduction in custody levels.

Should an inmate at any time choose not to participate in this assessment process; appropriate attempts to motivate the inmate's participation shall be made.

If attempts to complete the assessment are unsuccessful, complete the static questions and leave the assessment incomplete selecting the appropriate reason from the dropdown. Make assessment note indicating why assessment was left incomplete.

Inmates will be encouraged to participate in a COMPAS Assessment throughout their incarceration and will be afforded the opportunity to complete it when appropriate, at a minimum of annually prior to reclassification hearing.

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