

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	29.3	2
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	July 10, 2012	August 31, 2012
Authority/References KRS 196.030, 196.035, 197.020, 439.265, 439.3101, 439.3104, 439.3105, 439.348, 439.480(3), 446.010, 533.030 CPP 29.2 P&P ACA 2A-01, 2A-02, 2A-03, 2A-06, 2A-07, 2A-08, 2A-11	Subject RISK AND NEEDS ASSESSMENT ADMINISTRATION, TRAINING, AND QUALITY ASSURANCE	

I. DEFINITIONS

“Assessor” means an individual who performs a risk and needs assessment on an inmate or offender committed to or supervised by the department.

“Department” is defined in KRS 439.250.

“Inter-rater reliability” means a statistically-derived acceptable point variance on the total score as determined by the developer of the validated risk and needs assessment.

“Risk” means the potential for future criminal behavior.

“Risk and needs assessment” or “validated risk and needs assessment” is defined in KRS 446.010.

“Trained assessor” means an individual who has successfully completed training approved or conducted by the department in the administration of the risk and needs assessment.

II. POLICY and PROCEDURES

This policy establishes procedures to govern the administration of, training for, and quality assurance for the risk and needs assessment. This policy and procedure shall apply to all institutions, local facilities that handle risk and needs assessments, contract facilities, and the Division of Probation and Parole.

A. Administration of the Risk and Needs Assessment

1. All inmates and offenders committed to or supervised by the department shall receive a validated risk and needs assessment as soon as practicable after commitment by a trained assessor.

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2. The risk and needs assessment shall be conducted with an inmate or offender's participation if possible.
3. Collateral information shall be used for the assessment, including a review of all available criminal history sources, the inmate or offender file, official documents, and additional contacts. Sources used to obtain or verify information and any refusal to participate by the inmate or offender shall be included in the assessment report.

B. Quality Assurance for Risk and Needs Assessment

1. The department shall implement a quality assurance process.
2. Quality assurance procedures may include:
 - a. On-going technical assistance and training for staff,
 - b. Central Office audits,
 - c. Supervisory audits,
 - d. Addressing quality assurance issues in the accreditation audit process,
 - e. Addressing quality assurance issues in the employee performance expectations and evaluations,
 - f. Observation of the offender interview and scoring process to ensure inter-rater reliability, or
 - g. Generating aggregate reports to identify potential problem areas.

C. Training Requirements for Assessors

1. An assessor and his immediate supervisor, including contract staff, administering the validated risk and need assessment shall successfully complete training approved or provided by the department.
2. Assessors shall maintain their training in accordance with department policy and procedures.