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Probation and Parole Skill Building Review Process	ACA Standards: 4-APPFS-3A-27, 4-APPFS-3D-09		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Probation and Parole Skill Building Review Process

The Level of Service Inventory-Revised (LSI-R) is the primary tool used by probation and parole staff to assess the overall risk of the offender and to identify the offender’s need(s). The assessment assists staff in identifying those needs that are criminogenic in nature and provides a basis for structuring supervision to address those needs. The successful outcome of supervision is dependent upon an accurate, valid assessment and transition plan addressing criminogenic needs.

I. Purpose

It is mandatory that staff develop and maintain the following skills necessary to effectively use these assessment/supervision tools:.

A. Motivational Interviewing

Motivational interviewing is the primary communication technique utilized by probation and parole staff during assessment interviews and face-to-face offender contact. Since the use of effective communication techniques is essential to developing professional officer-offender relationships, it is required that officers develop and maintain proficiency in motivational interviewing.

B. Assessment Interviews

Assessment interviews are designed to gather large amounts of information from the offender and usually last 45 minutes to one and a half hours. Face-to-face offender contact (brief intervention) is designed to follow up with offender progress toward agreed upon goals and typically lasts 20-40 minutes.

C. Skill Building Review

“Skill Building Review” ([DOC 160501A](#), attached) include three evaluation areas: LSI-R Quality Assessment, Transition Planning, and Motivational Interviewing. The LSI-R Quality Assessment section targets all ten subscales of the LSI-R for accuracy in scoring. The Transition Planning section examines the development of the transition plan with the offender. The Motivational Interview section evaluates the staff member’s adherence to the spirit of motivational interviewing. (4-APPFS-3D-09)

II. Skill Building Review Procedures

The team supervisor or master trainer will conduct an initial certification (assessment interview) critique utilizing the “Adult Offender Standardized Assessment (AOSA) Process Critique” form ([DOC 160501B](#), attached). Additionally, the team supervisor or master trainer will conduct skill building reviews, every six months, using the “Skill Building Review” form ([DOC 160501A](#), attached).

A. LSI-R Certification

The following scheduled reviews will occur for the LSI-R certification for probation/parole staff:

1. An initial assessment interview critique (tape review) of the LSI-R will occur upon the staff member’s completion of LSI-R training in probation and parole specific pre-service training. Staff must demonstrate a minimum proficiency of .36 or higher with no more than three LSI-R scoring disagreements to achieve initial certification.
 - a. A copy of the initial “Adult Offender Standardized Assessment (AOSA) Process Critique” ([DOC 160501B](#), attached) reflecting at least “meeting standards” will be submitted to the training specialist to receive training credit.
 - b. A copy of the initial “Adult Offender Standardized Assessment (AOSA) Process Critique ” ([DOC 160501B](#), attached) reflecting at least “meeting standards” and the “EZASSESS Assessor Profile” form ([DOC 160501C](#), attached) will be submitted to the adult assessment specialist in order to obtain appropriate passwords to access EZASSESS and the COMIT system.
2. One “Skill Building Review” ([DOC 160501A](#), attached) will be conducted every six months after the initial LSI-R critique. “Skill Building Review” ([DOC 160501A](#), attached) will critique the staff member during a direct observation of interaction between the offender and the officer.

3. A second assessment interview critique (tape review) of the LSI-R will be conducted during the 12th month after the initial certification. Staff must demonstrate a minimum proficiency of .36 or higher with no more than three LSI-R scoring disagreements to maintain certification.
4. Copies of all “Adult Offender Standardized Assessment (AOSA) Process Critique” ([DOC 160501B](#), attached) reflecting at least “meeting standards” and “Skill Building Reviews” ([DOC 160501A](#), attached), completed annually, will be submitted to the training officer.

B. Follow-up Process

If the staff member displays a sufficient skill level and progression in the process, the team supervisor may then use the following process outlined below for reviewing the staff member’s skills:

1. One “Skill Building Review” ([DOC 160501A](#), attached) will be conducted at a minimum of every six months. The “Skill Building Review” ([DOC 160501A](#), attached) will be used to critique the staff member during a direct observation of interaction between the offender and the officer.
2. If the review indicates there are skill areas in which the staff member needs improvement, the team supervisor or master trainer will take steps to provide coaching and resources to address the areas identified. An additional “Skill Building Review” ([DOC 160501A](#), attached) may be scheduled at the team supervisor’s discretion to ensure improvement is realized in the identified areas.

C. Skill Building Review Results (4-APPFS-3A-27)

1. The team supervisor or master trainer will review the results of each review with the staff member. The purpose of the review is to identify the staff member’s proficiency in administering the LSI-R, document the use of motivational interviewing and to assist in the continued development of these skills. If the review identifies a skill area in need of improvement, the team supervisor or master trainer and the staff member will negotiate a plan to provide the opportunity for the staff member to become more proficient in the identified skill area. This plan may include, but is not limited to, mentoring or additional training. If a staff member is unable to demonstrate improved proficiency in the administration/ interpretation of the LSI-R, transitional case planning and/or the use of motivational interviewing, appropriate action will be taken.
2. The results of the “Skill Building Review” ([DOC 160501A](#), attached) will be used for:

- a. The development of professional skills;
- b. Identifying staff member strengths;
- c. Referrals to necessary training;
- d. The Performance Management Process ([HCM-111](#)); and
- e. Compliance with process measures and results driven supervision.

D. Annual Training

All probation and parole staff certified for the use of the LSI-R will receive annual training in the LSI-R and motivational interviewing.

III. References

Policy Statement P-160100 entitled "Purpose and Function of Probation and Parole"

IV. Action

The administrators of Community Corrections are responsible for compliance with this procedure.

The chief administrator of Community Corrections and Contract Services is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-160501 entitled "Probation and Parole Skill Building Review Process" dated October 14, 2020

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC160501A	“Skill Building Review”	Attached
DOC160501B	“Adult Offender Standardized Assessment (AOSA) Process Critique”	Attached
DOC160501C	“EZASSESS Assessor Profile”	Attached
HCM-111	“Performance Management Process”	HCM