

MICHIGAN DEPARTMENT OF CORRECTIONS

“Expecting Excellence Every Day”

MEMORANDUM

DATE: April 16, 2008

TO: Wardens
Correctional Facilities Administration

FROM: Dennis M. Straub, Deputy Director *Dennis M. Straub*
Correctional Facilities Administration

SUBJECT: MPRI Phase I Facilities – COMPAS/TAP Quality Assurance

The following information contains instructions for the administration of COMPAS and the development of TAP within the Correctional Facilities Administration.

Administration of COMPAS/TAP at Parole Eligibility

The Training Division has completed the “Train the Trainer” for COMPAS/TAP Instructors. These Instructors are deployed throughout the State to train selected staff in the full COMPAS/TAP assessment process. This training is mandatory and began in early April.

Once your Assistant Resident Unit Supervisors are trained/qualified, they are to begin administering the COMPAS and developing a TAP at Parole Eligibility (PER) for each offender on their respective caseloads. Please be aware we have not yet completely integrated COMPAS and OMNI; and, we are in the process of identifying and developing our evidence based and gender responsive programs to fit our Reentry model. Therefore, in developing the TAP and until such time that our ReEntry programming menu is developed, staff are to focus on identifying and matching the offender’s needs and goals as indicated by the COMPAS assessment. The offender shall be provided a copy of the Narrative Summary and the TAP only.

In addition, the administration of the COMPAS instrument requires the handling and interpretation of LEIN information. In order to request LEIN information, the requestor must be LEIN trained by a local LEIN Terminal Agency Coordinator (TAC). Therefore, any person who will be completing COMPAS assessments must be LEIN trained and have passed the LEIN Operators Certification Test.

We greatly appreciate everyone’s patience and understanding as we work vigorously to integrate our systems and populate our ReEntry programming menu.

Offenders in Need of a COMPAS/TAP

The following requirements will enable us to reasonably (within two years) eliminate the backlog of offenders who have not had an initial COMPAS/TAP assessment completed. **Quality Assurance in the COMPAS/TAP administration process will be of the utmost importance to the success of MPRI.** The Parole Board, InReach Facility staff, and Field Services staff will be using this information in their decision making with the offender.

Once Phase I facility staff have been trained in COMPAS/TAP, Wardens will implement the following requirements. (NOTE: As the MDOC MPRI Quality Assurance Plan is developed further, there may be changes to the Quality Assurance efforts required at Phase I facilities.)

1. Each COMPAS/TAP qualified employee designated at the facility as a primary COMPAS assessor (ARUS/CPC/Transcase Processor) will complete a minimum of ten (10) COMPAS/TAP assessments monthly for prisoners who have not already had a full COMPAS/TAP administered. Assessments will be completed in the following priority order:

Priority #1 - Each prisoner who is scheduled to see the Parole Board will need a COMPAS/TAP assessment completed at Parole Eligibility Report (PER) time.

Priority #2 - Prisoners in General Population who are within two (2) years of their ERD.

Priority #3 – Other General Population prisoners.

COMPAS/TAP qualified staff not assigned to GP Units will assist by completing a minimum of ten (10) COMPAS/TAP assessments for prisoners housed in GP. Eventually, all prisoners will have had an initial COMPAS/TAP assessment. Each primary COMPAS/TAP assessor will report the number of COMPAS/TAP completions through the monthly report process.

2. Each COMPAS/TAP qualified employee designated at the facility as a Quality Assurance COMPAS position (primarily RUMs) will perform Quality Assurance monitoring. Quality Assurance monitoring will consist of reviewing ten (10) COMPAS/TAP completions monthly and attending the prisoner interview portion of two (2) COMPAS/TAP assessments monthly. These QA positions will be responsible for taking appropriate action to ensure continuous quality improvement. Each QA position will complete a “Quality Assurance Review Form – Attachment G” following the “Quality Assurance Review Guide – Attachment “F”, whenever they have completed a review. These attachments can be found on DAS in the “InReach Guidebook” in the “Manuals” section. The QA reviewer will complete either the “Resident Unit Manager” section or the

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- “Institutional Parole Agent Supervisor” section of Attachment “G” as appropriate. Each QA position will report the number of QA reviews completed through the monthly report process.
3. Wardens will develop a COMPAS/TAP tracking system/database to monitor their facility’s progress towards achieving 100% compliance and to report statistics on COMPAS/TAP completions and QA reviews in their monthly report. CFA Regional Offices will forward this information to the CFA MPRI Manager monthly.
 4. The CFA MPRI Manager will compile reports reflecting the progress of all CFA Phase I facilities for the CFA Deputy Director and the Resource Team.

Please have your staff direct questions relative to COMPAS/TAP to Teresa Chandler at: chandltl@michigan.gov

DMS/AM/k

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