



U. S. Department of Justice

Federal Bureau of Prisons

Central Office

Office of the Deputy Director

Washington, DC 20534

February 16, 2021

MEMORANDUM FOR ALL CHIEF EXECUTIVE OFFICERS

FROM:


Gene Beasley, Deputy Director

SUBJECT:

First Step Act Mandates

Compliance with the First Step Act (FSA) is an agency priority. Even through the pandemic, we remain responsible for meeting the requirements of the law, including completion of the Needs Assessments and delivery of FSA Programs. Currently, assessments are not completed in a timely manner and programs are not offered at a sufficient rate to meet the standards of FSA.

Regional Directors and Wardens are expected to monitor and track institution performance - I will also be monitoring it. The standardized SENTRY assignments must be used for all Needs Assessments and FSA Program participation; there are no exceptions or locally developed codes authorized. To assist in monitoring and tracking the institution performance, attached are SENTRY rosters for each of the 13 Needs Assessments.

The following standards are being mandated to ensure the agency meets all FSA requirements:

- All 13 Needs Assessments must be completed within 30 days of arrival for all sentenced inmates; there are no exceptions to this requirement. (Noted, AntiSocial, Cognitive, Mental Health, and Trauma SENTRY coding is keyed within 60 days.)
- Wardens are responsible for monitoring the prevalence of identified inmate "needs" at your facilities. At least one program must be offered at all times for every "need" area represented at a given facility.
- All Evidence-Based Recidivism Reduction (EBRR) programs available at your institution should be occurring and ongoing with appropriate virus mitigation efforts in place.

First Step Act Mandates

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- A formal waiver approval from RSD is required if programming is not being conducted.
- Augmentation of staff who deliver programs must be managed such that these staff are able to fulfill their programming functions.
- Due to the completion of the Needs Assessments and provision of FSA Programs crossing multiple disciplines, the monitoring and tracking responsibilities are not to be delegated below the Associate Warden level. Attached for reference are Division memorandums outlining discipline responsibility and SENTRY codes.

If you have any questions or concerns, please contact me.

Attachments:

PP30 Roster Template

CPD/RSD Memorandum, dated November 8, 2019

RSD Memorandum, dated June 25, 2020

PP30 ROSTER must be run for each need.

[illegible]

Example: No needs assessed for Anger /Hostility. Change the condition (b)(7)(E); (b)(7)(F) (date committed) to 28 days from current date.

The second condition (b)(7)(E);(b)(3)(F) should be changed to the appropriate needs code as follows:

Anger/Hostility = (b)(7)(E); (b)(7)(F)

Antisocial Peers = (b)(7)(E); (b)(7)(F)

Cognitions = (b)(7)(E); (b)(7)(F)

Dyslexia = (b)(7)(E); (b)(7)(F)

Finance/Poverty = (b)(7)(E); (b)(7)(F)

Medical = (b)(7)(E); (b)(7)(F)

Mental Health = (b)(7)(E); (b)(7)(F)

Recreation/Leisure/Fitness = (b)(7)(E); (b)(7)(F)

Trauma = (b)(7)(E); (b)(7)(F)

Work = (b)(7)(E); (b)(7)(F)

Family/Parenting: (b)(7)(E); (b)(7)(F)

Education: (b)(7)(E); (b)(7)(F)

Substance Abuse need assessment may be current or history (no PP30 roster is possible)



U.S. Department of Justice
Federal Bureau of Prisons

Reentry Services Division

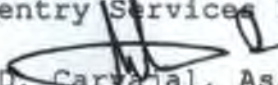
Washington, DC 20534

NOV 08 2019

MEMORANDUM FOR ALL CEOs

FROM:


Hugh J. Hurwitz, Assistant Director
Reentry Services Division


M.D. Carvajal, Assistant Director
Correctional Programs Division

SUBJECT: First Step Act Needs Assessment

The First Step Act of 2018 requires the Bureau to implement a Risk and Needs Assessment System (RNAS) that both determines the individual risk an inmate will recidivate and identifies the programs which will address the needs for that inmate. The Prisoner Assessment Tool Targeting Estimated Risk and Needs (PATTERN) is the tool selected by the Attorney General to assess an inmate's risk. Unit Management staff are being trained to use PATTERN. This memo provides information on how to add needs information to the risk and needs assessment process and refer inmates to appropriate programs.

The need areas to be assessed are:

Anger/Hostility	Finance/Poverty
Antisocial Peers	Medical
Cognitions	Mental Health
Dyslexia	Recreation/Leisure/Fitness
Education	Substance Abuse
Family/Parenting	Trauma
Work	

Our current practices already include needs assessment in many of the above areas. To enhance our process and make it more objective, we are adding brief screening tools to the intake assessment that will assist with program recommendations.

Attachment A describes new screening measures to be addressed as part of the FSA assessment process and provides instructions for administering these instruments.

Attachment B provides information about which programs address a specific need. Staff can use this chart to assist in setting goals and recommending programs. Inmates may continue to volunteer for programs not listed in the chart, but only the attached programs will count for the purposes of addressing identified needs.

Inmates will receive their PATTERN risk scores by January 15, 2020. By that date, all sentenced inmates who have been in Bureau custody over 28 days should also have completed the needs assessment process described in this memo. Dyslexia screening of the current inmate population will be completed no later than the inmate's next scheduled Unit Team meeting.

Many of the needs assessments described in this memo are already completed on all inmates at intake, and staff are not required to reassess those needs at this time.

Wardens must allow staff involved in the needs assessment process adequate time during duty hours to complete the screening. This may mean staff are excused from other non-essential functions or that other tasks are temporarily reassigned.

All staff (Bargaining and Non-Bargaining) should work together to complete these assessments. Nothing in this memorandum negates or changes national policy time frames.

If you have any questions, please contact (b)(6); (b)(7)(C) Acting Deputy Assistant Director, Reentry Services Division or Andy Matevousian, Senior Deputy Assistant Director, Correctional Programs Division. More information will also be available on Sallyport and during the video conference on November 19, 2019.

Attachment A: Screening Measures and Instructions

Psychology Services:

Psychology Services staff are currently responsible for assessing mental health and trauma needs. No changes are required for these processes.

Psychology Services staff will also be responsible for assessing anger/hostility, antisocial peers, and cognitions. The instrument for assessing anger/hostility is attached. Guidance will be provided directly to Psychologists for using the antisocial peers and cognitions screening tool.

Unit Management:

Unit Management staff are currently responsible for assessing the substance use need at intake via the DRUG ED SENTRY assignment. No change is required for this process.

Unit Management staff will also be responsible for assessing family/parenting and finance/poverty needs. The instrument for the finance/poverty need is attached. The family/parenting information will be automatically drawn from information already loaded into Insight.

Education:

Education staff are currently responsible for assessing the education need. No change is required for this this process.

Education staff will also be responsible for assessing the work (employment/vocational) need. The instrument is attached.

Education staff are responsible for the initial screening for Dyslexia using the Screening Checklist for Dyslexia. Staff outside of the Education department should assist with the initial screening for Dyslexia using the checklist on inmates currently incarcerated. For those who reach the threshold, a qualified trained staff member completes additional assessment as identified in Program Statement 5200.05, Management of Inmates with Disabilities.

Health Services:

Health Services staff are currently responsible for determining medical needs via the history and physical performed at intake. They also assign the Chronic Care Clinic code to determine recreation/fitness/leisure needs. They will be required to formally notify Unit Management if there is a medical need for specific

programs in these areas.

Correctional Services:

Correctional Services staff are not required to collect needs assessment information. They are, however, welcome to offer input to be used as part of the needs assessment process.

Anger Need Screen

Instructions: Review the PSR Instant Offense & Criminal History (including Other Arrests & Juvenile sections).

Item: Are there convictions for Battery; Assault; Domestic Violence; Fighting; Threatening Assault; or Rape?

- Include juvenile adjudications
- Include charges or unverified offense behavior described in PSI
- Include offense conduct associated with instant offense
- Do not include instrumental threats of violence such as robbery or threatening violence to achieve a specific outcome

YES _____ NO _____

If Yes, the inmate has an Anger need.

Finance/Poverty Need Screen

Instructions: Review the PSR ("Financial Condition" section) to complete this form.

Is there documentation of any of the following?

- ☐ Any history of bankruptcy
 - ☐ No bank account
 - ☐ No assets nor liabilities noted in PSR
 - ☐ Debts noted in credit report or other source
 - ☐ Tax liabilities / back taxes
 - ☐ Unpaid alimony / child support
 - ☐ Other indication of lack of financial management skills (specify)
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YES ☐ NO ☐ (if any of the above check yes)

If the answer is yes, the inmate has a financial/poverty skills need.

Work Screen

Instructions: Review the PSR and any other available official documents to complete this form.

Item One: Is there evidence the inmate been employed for at least one year in a legitimate job?

YES _____ NO _____

Item Two: Does the inmate have any certifications or credentials that would assist in obtaining a job?

YES _____ NO _____

If the answer to either item is no, the inmate has a vocational need.

Attachment B: Criminogenic Need Areas and Associated Programs

NEED	TOOL	EBRR PROGRAM	PA PROGRAM	RESPONSIBLE DEPARTMENT
Anger/Hostility	Anger Screen	Anger Management	Beyond Violence: A Prevention Program for Criminal-Justice Involved Women; START Now	Psychology Services
Antisocial Peers	Measure of Criminal Attitudes and Associates	Brave; Criminal Thinking	CBT for Prison Gambling; PEER; Soldier On; Women's Relationships	Psychology Services
Cognitions	Measure of Criminal Attitudes and Associates	Anger Management; Assert Yourself for Female Offenders; Basic Cognitive Skills; Brave; Challenge; Criminal Thinking; Emotional Self-Regulation; Female Integrated; Mental Health Step Down Program; Residential Drug Treatment; Resolve Program; Skills Program; Social Skills Training (SST) for Schizophrenia;	Access; Beyond Violence: A Prevention Program for Criminal-Justice Involved Women; CBT for Prison Gambling; Circle of Strength; Cognitive Process Therapy; Dialectical Behavior Therapy Skills Training; Embracing Interfaith Cooperation; Foundation; Houses of Healing: A prisoner's Guide to inner power and freedom; Non-Residential	Psychology Services

		Stages Program;	Drug Treatment Program; Sex Offender Treatment Program; Sexual Self-Regulation (SSR); START Now; Understanding Your Feelings: Shame and Low Self Esteem; Victim Impact: Listen and Learn; Women's Relationships	
Mental Health	PSIQ	Challenge; Emotional Self-Regulation; Female Integrated Treatment; Illness Management and Recovery; Mental Health Step Down Program; Resolve Program; Skills Program; Social Skills Training (SST) for Schizophrenia; Stages Program	Access; Brief CBT for Suicidal Individuals; CBT for Eating Disorders; CBT of Insomnia; Circle of Strength; Cognitive Process Therapy; Dialectical Behavior Therapy Skills Training; Foundation; Mindfulness-Based Cognitive Therapy; Square One: Essentials for Women; Supported Employment; Understanding Your Feelings:	Psychology Services

			Shame and Low Self Esteem; Wellness Recovery Action Plan	
Substance Abuse	DRUG ED SENTRY Assignment	Challenge; Female Integrated Treatment; Residential Drug Treatment	Alcoholics Anonymous; Drug Education; Narcotics Anonymous; Non-Residential Drug Treatment Program	Unit Management
Trauma	ACES Questionnaire	Female Integrated Treatment; Resolve Program	Access; Cognitive Process Therapy; Dialectical Behavior Therapy Skills Training; Pu'a Foundation Reentry Program; Soldier On (Vets Program); Understanding Your Feelings: Shame and Low Self Esteem	Psychology Services
Work	Vocational Screen	Federal Prison Industries; Female Integrated Treatment; Occupational Education Programs	English-as-a-Second Language; Federal Prison Industries (FPI) Lean Basics Training; Foundation; Hooked on Phonics; Key Train for ACT Work Keys; Supported Employment;	Education

			Ultra Key 6: The Ultimate Keyboarding Tutor; Women in the 21st Century Workplace	
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Other Need Areas and Associated Programs

NEED	TOOL	EBRR PROGRAM	PA PROGRAM	RESPONSIBLE DEPARTMENT
Dyslexia	Federal Bureau of Prisons Screening Checklist for Dyslexia; Woodcock-Johnson IV	Bureau Literacy Program (with accommodations as needed)	Hooked on Phonics	Education
Education	TABE/ CASAS	Bureau Literacy Program	English-as-a-Second Language; Foundation; Hooked on Phonics; Key Train for ACT Work Keys; Supported Employment; Ultra Key 6: The Ultimate Keyboarding Tutor; Women in the 21st Century Workplace	Education
Family/Parenting	Insight item on dependents under 21	Assert Yourself for Female Offenders; Life Connections Program; National Parenting from Prison Program Phases 1 & 2: Preparing for Motherhood, Partners in Parenting, Parenting Children With Special Needs, To Parent or Not to Parent,	Pu'a Foundation Reentry Program; Women's Relationships	Unit Management

		Parenting Inside Out, Inside Out Dad, Mothers of Adolescents, Parenting a Second Time, Around (PASTA); Threshold Program		
Finance/Poverty	Financial/ Poverty Screen	None	AARP Foundation Finances 50+; Money Smart for Older Adults; Square One: Essentials for Women	Unit Management
Medical	Intake History and Physical Disabilities screening process	None	Arthritis Foundation Walk with Ease; Brain Health As You age: You can Make A Difference!; Getting to Know your Healthy Aging Body; Healthy Steps for Older Adults; Living a Health Life with Chronic Conditions; Managing Your Diabetes; National Diabetes Prevention Program; Talking with Your Doctor - Guide for Older Adults	Health Services
Recreation/ Leisure/Fitness	Chronic Care Clinic	None	A Healthier Me in the BOP;	Health Services

	SENTRY assignment		A Matter of Balance; Arthritis Foundation Walk with Ease; Brain Health As You age: You can Make A Difference!; Getting to Know your Healthy Aging Body; Health and Wellness Throughout the Lifespan; Healthy Steps for Older Adults; Living a Health Life with Chronic Conditions; Managing Your Diabetes; National Diabetes Prevention Program; Service Fit; Square One: Essentials for Women; Talking with Your Doctor - Guide for Older Adults	
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U.S. Department of Justice
Federal Bureau of Prisons

Reentry Services Division

Washington, DC 20534

June 25, 2020

MEMORANDUM FOR ALL CEOs

HUGH HURWITZ

Digitally signed by HUGH
HURWITZ
Date: 2020.06.24 11:39:42 -0400

FROM: Hugh J. Hurwitz, Assistant Director
Reentry Services Division

SUBJECT: First Step Act Needs Tracking Assignments

The Bureau of Prisons has successfully implemented the preliminary phase of the needs assessment system required by the First Step Act of 2018. Under this model, staff are assessing inmates across 13 needs domains and making appropriate program referrals. To ensure our reporting requirements are met, we have created SENTRY assignments to indicate whether each need has been assessed. We have also created a parallel tab in Insight Feedback.

Effective immediately, staff responsible for assessing needs from Unit Management, Education, and Health Services must enter the appropriate SENTRY code or load the assignment via the Insight Feedback tab at the time of the assessment. Psychology Services staff will continue to receive the assessed need results for Cognitions, Antisocial Peers, Mental Health, and Trauma on a monthly basis from Central Office. Local Psychology Services will then enter these needs and the anger need into Insight or SENTRY.

SENTRY codes are delineated in the attached document. This information is also posted on the Reentry Services Division Sallyport page. These FSA assignments address only ten of the thirteen needs; Family/Parenting, Substance Abuse, and Education are already being entered into SENTRY. All current assignments in the FSA category will be deleted upon an inmate's release from custody (to the community and death type releases). If an inmate is transferred or goes on a Writ, the FSA needs assignments will not be deleted.

Information on reassessment of needs will be forthcoming. If you have any questions, please contact (b)(6); (b)(7)(C), Senior Deputy Assistant Director, Reentry Services Division.

<u>ASSIGNMENT</u>	<u>GROUP CODES</u>	<u>DESCRIPTION(30)</u>
N-ANGER Y	NAY	NEED - ANGER/HOSTILITY YES
N-ANGER N	NAN	NEED - ANGER/HOSTILITY NO
N-ANGER R	NAX	NEED - ANGER/HOSTILITY REFUSE
N-ANTISO Y	NPY	NEED - ANTISOCIAL PEERS YES
N-ANTISO N	NPN	NEED - ANTISOCIAL PEERS NO
N-ANTISO R	NPX	NEED - ANTISOCIAL PEERS REFUSE
N-COGNTV Y	NCY	NEED - COGNITIONS YES
N-COGNTV N	NCN	NEED - COGNITIONS NO
N-COGNTV R	NCX	NEED - COGNITIONS REFUSE
N-DYSLEX Y	NDY	NEED - DYSLEXIA YES
N-DYSLEX N	NDN	NEED - DYSLEXIA NO
N-DYSLEX R	NDX	NEED - DYSLEXIA REFUSE
N-FIN PV Y	NFY	NEED - FINANCE/POVERTY YES
N-FIN PV N	NFN	NEED - FINANCE/POVERTY NO
N-FIN PV R	NFX	NEED - FINANCE/POVERTY REFUSE
N-MEDICL Y	NMY	NEED - MEDICAL YES
N-MEDICL N	NMN	NEED - MEDICAL NO
N-MEDICL R	NMX	NEED - MEDICAL REFUSE
N-M HLTH Y	NHY	NEED - MENTAL HEALTH YES
N-M HLTH N	NHN	NEED - MENTAL HEALTH NO
N-M HLTH R	NHX	NEED - MENTAL HEALTH REFUSE
N-RLF Y	NRY	NEED - REC/LEISURE/FITNESS YES
N-RLF N	NRN	NEED - REC/LEISURE/FITNESS NO
N-RLF R	NRX	NEED - REC/LEISURE/FITNESS REF
N-TRAUMA Y	NTY	NEED - TRAUMA YES
N-TRAUMA N	NTN	NEED - TRAUMA NO
N-TRAUMA R	NTX	NEED - TRAUMA REFUSE
N-WORK Y	NWY	NEED - WORK YES
N-WORK N	NWN	NEED - WORK NO
N-WORK R	NWX	NEED - WORK REFUSE

Note: These assignments indicate the outcome of the needs assessments. Staff will still need to identify appropriate programs within each need area.