



Criminal Justice Services COMPAS Process

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Making a COMPAS Referral:

- Use the current version of the referral form dated 3/1/19.
- This must be fully completed using the client's most current information.
- All known case information must be filled in. The client information must include their full name, including middle initial, as well as birth date and contact information. If the client does not have a phone number at which they can be reached, it will be the clients responsibility to contact the Assessor. Please check a "Reason for Evaluation" box.

Scheduling an Appointment:

- Once the assessor obtains the client's State ID Number and criminal history information is verified, the assessor will contact the client to schedule an appointment to be held within five to seven business days, depending on the client's availability.
- The completion of a COMPAS may be delayed if contact information is invalid or the client is not returning the assessor's call. The assessor will make two attempts to contact the client. After the second unsuccessful attempt the referring party will be notified and asked to have their client contact the assessor to schedule an appointment.
- If the client fails to show up for the scheduled appointment the assessor will make one attempt to contact the client to reschedule. The assessor will also contact the referring party to alert them of the missed appointment. If the client fails to contact the assessor within one week, the assessor will ask the referring party to have the client contact the assessor to reschedule the appointment. Referrals will be held open for 30 days. If there is no follow through after this time the referral will be terminated and the referring party will have to submit a new referral.
- The assessor will attempt to contact the client to confirm their scheduled appointment 24-48 hours prior to the appointment time.
- If a client arrives more than 10 minutes late for an appointment the COMPAS Assessment will not be completed and they will be asked to schedule for a different day.
- Once an assessment is completed the assessor will have a summary of the results sent to the referring party, and any other involved parties listed on the referral form, within 24-48 hours.

If you have any questions about this process, please feel free to contact
Kayce Lawcewicz at 715-738-2998 or klawcewicz@co.chippewa.wi.us

Additional Assessment Descriptions

NIJ Mental Health Screens

- Separate questionnaires for men and women. The men's contains 12 yes/no questions, while the women's contains eight, about current and lifetime indications of serious mental disorder.
- Six questions regarding symptoms and history of mental illness; remaining questions are unique to each gender screen.
- Recommendation for further evaluation: Males- 6 or more "Yes" responses; Females- 5 or more "Yes" responses.

TCU Drug Screen

- A 17 item questionnaire that determines a person's need for further AODA evaluation.
- Recommendation for further evaluation: If the offender's score is 3 or higher.

TCU Criminal Thinking

- A 36 item questionnaire that uses a 5-point Likert scale to measure an offender's criminal thinking based on six categories: Entitlement, Justification, Personal Irresponsibility, Power Orientation, Cold Heartedness, and Criminal Rationalization.
- Recommendation for further evaluation: If the offender scores "Medium" in two categories or "High" in one.

URICA Motivation Scale

- A 32 item self-report questionnaire that uses a 5-point Likert scale and includes four subscales measuring the stages of change: Precontemplation, Contemplation, Action, Maintenance.
- Measures an offender's readiness to change their current presenting problem area.

Pre-Trial Risk Screen

- A 9 item questionnaire that measures an offender's risk level of failing to appear for a scheduled court appearance or committing a new offense while on pre-trial release.

PCL-C Trauma Screen

- A 17 item questionnaire that uses a 5-point Likert scale. Questions are about problems and complaints people sometimes have in response to stressful life experiences. Measures how much the person has been bothered by these problems in the last month.
- Referral for Trauma Treatment recommended, depending on score.

IDA- Impaired Driving Assessment

- Specific for offenders convicted of driving while impaired (OWI) offenses. Focuses on the probability of reoffending with the goal being to identify the appropriate level of community supervision.
- The Impaired Driving Assessment (IDA) instrument is designed to address the broader issues in initial DWI screening and assessment through the use of two sources of information—client self-report (SR) and an evaluator-report (ER)—based on other information relevant to the client's involvement in impaired-driving conduct.