

COUNTY OF LOS ANGELES

PROBATION DEPARTMENT

DIRECTIVE

No.:	1520
Issued:	03/26/2024
Post Until:	04/26/2024

**SUBJECT: WOMEN’S RISK NEEDS ASSESSMENT (WRNA) IMPLEMENTATION AND
DATA TRACKING REQUIREMENTS FOR THE ADULT CORE SERVICES
BUREAU**

The purpose of this Directive is to provide a comprehensive guide and policy for Deputy Probation Officers (DPOs) assigned to Gender-Responsive (CGS) caseloads, outlining the essential processes and requirements related to the Women's Risk and Needs Assessment (WRNA). The WRNA is a validated assessment which measures the risk/needs of female clients, with emphasis on trauma guided treatment. The WRNA training primarily focuses on enhancing the skills and proficiency of DPOs in optimizing the strategies used with probation clients. Information from the WRNA will be utilized to assist DPOs with case planning needs and in making appropriate service referrals while reducing the overclassification of the client's risk levels.

DPOs and Supervising Deputy Probation Officers (SDPOs) will be provided with training on the facilitation of the WRNA to develop the necessary skills and proficiency as end-users. The WRNA assessment will replace the Level of Service/Case Management Inventory (LS/CMI) assessment for all female clients on probation.

The WRNA assessment process includes five components:

- 1) X-File review (also known as a collateral file review).
- 2) Interview (45 – 60 minutes, including scoring).
- 3) A Client Survey.
- 4) Collaborative case management plan.
- 5) Data entry of the assessment scores into the Adult Probation System (APS).

TRAINING

All DPOs assigned to Gender-Responsive caseloads must receive certification as WRNA End-Users. The certification process includes completing the WRNA Introductory End-User Training (16 hours) and demonstrating proficiency in facilitating the WRNA. The two-day course is designed to give DPOs a foundation in utilizing, applying, and facilitating the WRNA to female clients. The training covers Evidence-based Practices, effective programming, gender-responsive principles and practices, interviewing and assessment methods, Role-playing exercises, case planning support, and recording live assessment(s) for certification.

The WRNA assessment shall be utilized for all incoming female cases (e.g., new grants, transfers, reinstatements). The assessment shall be completed during in-person client engagement within 60 days of case assignment, with reassessment every six months up to termination/expiration of probation supervision (regardless of whether an LS/CMI was

completed). The DPO has the discretion to reassess the probation client if deemed necessary (e.g., change in criminogenic need, violation, relapse, or change in client behavior due to victimization, etc.).

WRNA Refresher Training (8 hours) will be required every two (2) years for staff facilitating the WRNA assessment. In addition, ongoing coaching support will be available on an ad-hoc basis for staff seeking refreshers on key topics or additional practice with aspects of the assessment. Staff are encouraged to take advantage of this support as frequently needed to enhance their confidence and proficiency in conducting WRNA assessments.

DATA TRACKING

The Adult Probation System (APS) has been enhanced with a dedicated screen for tracking Women's Risk Needs Assessments (WRNA) scores. The DPO will take the scores from the interview form and add them to the APS-WRNA Screen, which will calculate to identify the client's risk level (low, moderate, medium, high), strengths, and areas of need. Training on the use of the APS-WRNA screen will be provided to staff after End-user certification. DPOs shall access and utilize the APS-WRNA screen to record assessment results within 48 hours of completion. Users shall enter scores for each of the 26 domains. Data entry steps can be found in Adult Probation Systems (APS) Production Release Notes.

Within 48 hours, the DPO shall input a chronological note in the APS Defendant Chrono Information Data (DCID) screen documenting the assessment initiated with the client.

This entry shall include:

- Date of WRNA assessment.
- Client score and Risk Level.
- Information on Case Plan.
- Service referrals offered or provided to the client.

The SDPOs shall ensure DPO staff completes a WRNA assessment for each new client assigned to a Gender-Responsive (CGS) caseload.

CASE PLAN DEVELOPMENT

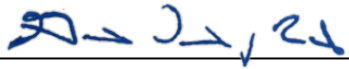
In collaboration with the client, the DPO shall develop a case plan targeting the client's criminogenic needs. The case plan identifies the strategies and treatments that the client will complete during probation supervision. The Case Plan must be updated every six months, whenever the case has been reinstated or as deemed necessary by the DPO. Once the case plan is complete, the client shall sign it and be provided with a copy. The completed WRNA and case plan documents shall remain in the probation files.

TROUBLESHOOTING INSTRUCTIONS

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WRNA SCREEN
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For assistance with system issues when entering client information, contact your immediate Supervisor for advisement or the Probation Help Desk at (866) 607-3171.

For questions or clarification regarding this Directive, contact the Adult Consultant or CORE Consultant.



Guillermo Viera Rosa,
Chief Probation Officer

3/26/24

Date