

CPS CLIENT STAGES AND LIBERTIES

Minnesota Sex Offender Program

Issue Date: 8/6/24 Effective Date: 9/3/24 Policy Number: 225-5020

POLICY: The Minnesota Sex Offender Program (MSOP) utilizes increased liberties as an individualized therapeutic intervention providing opportunities for clients to demonstrate meaningful change across settings consistent with their individual treatment plans.

AUTHORITY: Minn. Stat. §§ 246.014, subd. (d) and 253B.15.

APPLICABILITY: MSOP Community Preparation Services (CPS)

PURPOSE: To outline a continuum of therapeutic markers for clients to demonstrate meaningful change, risk management and identify possible vulnerabilities across a variety of settings. Liberty levels are utilized as treatment interventions as clinically indicated based on the individual progress and needs.

DEFINITIONS:

Client ID badge – see MSOP Division Policy 415-5062, “Identification Badges.”

CPS Client Movement Log (225-5020c) – documents client off-unit movement exit time, return time, and destination.

CPS program design stages - utilized to help the treatment team and clients understand where a client is at in their journey through CPS (See CPS Handbook (225-5020b)).

CPS standard movement –client movement limited to unescorted movement in the CPS yard and staff-escorted movement on the St. Peter campus for clients to walk to programming. Clients with this movement have a red clip on the client's client ID badge. (See CPS Handbook (225-5020b).)

Description Card (225-5020e) – documents client clothing and physical description when leaving their assigned CPS living unit.

Liberties – movement on and off of the MSOP St. Peter campus assigned to clients based on the client's individual treatment needs after receiving approval from the treatment team. (See CPS Handbook (225-5020b).)

Outings review team – see MSOP Division Policy 225-5122, “CPS Off Campus Transports.”

Peer-accompanied movement – movement on campus with a peer who has unaccompanied on-campus liberties for the purpose of walking to on-campus programming and to participate in on-campus leisure walks.

Staff accompanied off-campus movement – liberty for client movement directly supervised by MSOP staff, occurring off the MSOP St. Peter campus.

Treatment team – see MSOP Division Policy 215-5050, “Treatment Overview.”

Unaccompanied on-campus movement –client movement not directly supervised by MSOP staff on the MSOP St. Peter campus.

PROCEDURES:**A. Client Transfer to CPS**

1. When a client receives notification of a Commitment Appeal Panel (CAP) order to transfer to CPS, the CPS Office Administrative Assistant/designee schedules a care conference with the client's current treatment team prior to the client's transfer date (refer to MSOP Division Policy 215-5013, "Clinical Services Provision of Care").
2. The CPS Operations Manager assigns an operations supervisor/designee to review the expectations of GPS monitoring with the client, has the client sign the Global Positioning System Responsibility Agreement (225-5130a), and fits the client with a GPS tag before leaving the St. Peter site.
3. Clients residing at St. Peter and Moose Lake are fitted with a GPS tag by the assigned transport staff before leaving the facility. When the client arrives at CPS, the assigned operations supervisor reviews the Global Positioning System Responsibility Agreement (225-5130a) with the client.
4. When a client transfers to CPS, the client is assigned a Clients Assisting in Transition (CAT) team member to assist with the client's transition to CPS.
5. Upon a client's arrival to CPS, a security counselor and the assigned CAT team member provide the client with a tour of the unit. The security counselor completes and forwards the signed Client Orientation Record (210-5100f-1030) to Health Information Management Services (HIMS) for the client record. (See MSOP Division Policy 210-5010, "Client Placement.")
6. When a client transfers to CPS, the client is in the orientation stage of the CPS program design (see CPS Handbook (225-5020b)).
7. Within seven days of being transferred to CPS, the CPS Assistant Facility Director/designee and the CPS Associate Clinical Director/designee completes orientation training with the client on the CPS Handbook (225-5020b) and documents this meeting via a Communication Log (410-5075a) (Phoenix) entry.

B. Liberty and Stage Attainment Process

1. The treatment team considers the following when determining a client's liberties (see CPS Handbook (225-5020b)), consistent with the CPS program design (see CPS Handbook (225-5020b)) and the client's individual treatment needs:
 - a) the client's level of treatment engagement, individual treatment needs, progress on the matrix factors, and demonstration of meaningful change (see MSOP Division Policy 215-5010, "Treatment Progression");
 - b) the client's adherence to the client's individual treatment plan (ITP) (see MSOP Division Policy 215-5007, "Clinical Documentation");
 - c) the client's cooperation with rules and supervision;
 - d) the client's compliance with Bureau of Criminal Apprehension (BCA) Predatory Offender Registration requirements; and

- e) restrictions imposed as a condition of probation, parole, or supervised release.
2. To increase a client's liberty or stage level:
 - a) the client completes the CPS Liberty/Stage Advancement Application (225-5020g) and brings to the form to the client's unit community council members to obtain feedback;
 - b) the client meets with the client's designated security counselor and primary therapist after receiving peer feedback to review the CPS Liberty/Stage Advancement Application (225-5020g) during the client's scheduled meeting;
 - c) if the designated security counselor and primary therapist support the request, the primary therapist brings the request to a clinical case consultation and the designated security counselor brings the request to a treatment team meeting for feedback and provides this feedback to the client;
 - d) if the treatment team supports the increase, the unit operations supervisor and clinical supervisor consult and if supported, forward the request to the CPS Assistant Facility Director and CPS Associate Clinical Director for final approval; and
 - e) if approved, a unit operations supervisor/designee and the client's primary therapist meet with the client. The unit operations supervisor/designee changes the client's liberty in Phoenix and completes an Incident Report (410-5300a) (Phoenix), when applicable. The client's primary therapist changes the client's CPS Stage in Phoenix and completes an Incident Report (410-5300a) (Phoenix) when applicable. If the request is not supported, the client's primary therapist provides the client of areas to work on before progressing and documents this meeting via a Communication Log (410-5075a) (Phoenix) entry.
 3. Clients residing in the secure perimeter are not eligible for liberties, unless approved by the St. Peter Facility Clinical Director in consultation with the St. Peter Facility Director.
 4. At the time of the client's quarterly and annual treatment reviews, the primary therapist reviews the client's liberties and documents the client's overall progress in the Quarterly Treatment Progress Report (215-5010b-3030) (Phoenix) or the Annual Treatment Progress Report (215-5010c-3040) (Phoenix). (See MSOP Division Policy 215-5007, "Clinical Documentation.")

C. Liberties

1. Clients with CPS standard movement:
 - a) may move within the CPS Standard Movement area unescorted by staff (see CPS Handbook (225-5020b));
 - b) are escorted by staff to scheduled programming on campus, which may include activities at Tomlinson Hall, Vocational Building, Direct Care and Treatment Kitchen, and scheduled CPS events on campus;
 - c) may not exceed six clients to one staff ratio for programming; and
 - d) may not exceed ten clients to one staff ratio for escorting.
2. Clients with CPS staff-accompanied on-campus movement:

- a) may walk on campus for leisure walks and offered recreational on-campus programming with staff; and
 - b) may walk unescorted to scheduled programming on campus, which may include activities at Tomlinson Hall, Bartlett, Vocational Building, and scheduled CPS events (see CPS Handbook (225-5020b))).
- 3. Clients with peer-accompanied movement:
 - a) must be in Identifying Vulnerabilities/Developing Strengths stage (see CPS Program Design (225-5020a));
 - b) may be escorted on campus by a peer with unaccompanied on-campus movement;
 - c) may not exceed the ratio of two clients to one client peer with unaccompanied on-campus movement for escorting; and
 - d) may move within the CPS Standard Movement area and on the walking path to scheduled programming unescorted by staff (see CPS Handbook (225-5020b))).
- 4. Clients with unaccompanied on-campus movement:
 - a) may walk on campus without direct staff supervision;
 - b) may begin leisure unaccompanied on-campus walks at 8:00 a.m.; and
 - c) must return to the unit from the client's leisure walks 30 minutes prior to sunset times as posted on the unit. Clients may walk to and from scheduled programming after sunset after checking out with staff.
- 5. Clients with staff-accompanied off-campus movement:
 - a) are eligible to attend approved off-campus programming based on the client's individual treatment plan needs;
 - b) may not exceed four clients to two staff ratio; and
 - c) are directly monitored by escorting staff with any exceptions to monitoring levels listed on the Off-Campus Treatment Event Approval (225-5122c).

D. Client use of state-provided cell phone

- 1. Clients in Preparing for Successful Re-entry stage may utilize a state provided cell phone to call and text supports in the community. Clients in this stage are allowed to use the cell phone in a unit team room up to three times per week, 30 minutes at a time.
- 2. Clients in Preparing for Successful Re-entry stage may also utilize a state provided cell phone when on off campus programming. Clients may use the phone to communicate via text with the assistant operations supervisor office as directed during the off campus liberty training.
- 3. The CPS Assistant Facility Director may approve clients in other CPS stages to use the state provided cell phone.

E. Movement on Campus

1. Clients must follow movement expectations of the client's assigned liberty level (see CPS Handbook (225-5020b)).
2. Clients in the CPS Orientation stage or with CPS standard movement must check in and out with unit staff when exiting and entering the unit. Staff verify the client has accurately filled out the client's Description Card (225-5020e) and the CPS Client Movement Log (225-5020c).
3. Clients in all other stages must complete the client's movement on the CPS Client Movement Log (225-5020c) and independently complete the client's Description Card (225-5020e).
4. Clients must also record the client's clothing description on the front of the Description Card (225-5020e) and mark the client's description on the back of the card.
5. Clients may use the CPS courtyard from sunrise to sunset. Movement outside of those times must be to scheduled programming only.
6. Security counselors conduct random audits to ensure clients are complying with movement expectations. Movement violations may result in a change to client's liberty or a restriction as imposed as outlined in MSOP Division Policy 225-5025, "Client Accountability System."

F. Movement in/out of the St. Peter secure perimeter:

1. Staff search clients as outlined in MSOP Division Policy 415-5010, "Searches – Clients" before the client enters the secure perimeter.
2. Clients may only bring items into the St. Peter secure perimeter as approved on a Client Request (420-5099a) from the operations supervisor.

G. Movement off campus

1. Clients complete the Off-Campus Treatment Event Request (225-5122a), the Off-Campus Budget Form (225-5122b), and the client portion of the Off-Campus Treatment Event Approval (225-5122c) to request off-campus treatment events.
2. Clients must present the Off-Campus Treatment Event Request (225-5122a) during a core group no less than ten days prior to the date of the event and have the client's primary therapist sign indicating endorsement of the event.
3. Clients present reoccurring treatment events during core group one time before the start of the new quarter and have the client's primary therapist sign the Off-Campus Treatment Event Request (225-5122a).
4. Clients submit the Off-Campus Treatment Event Approval (225-5122c) weekly for recurring treatment events a minimum of ten days before the requested outing.
5. If a client does not submit the Off-Campus Treatment Event Approval (225-5122c) for a reoccurring treatment event, the CPS Office Administrative Specialist/designee removes the client from the outing in Phoenix for that specified occurrence.

6. All clients requesting a treatment event must submit the forms together for the outings review team. If the outings review team denies a treatment event request, they document the reason for the denial on the forms.
7. The CPS Office Administrative Specialist/designee enters the approved treatment event into the CPS Calendar (Phoenix).
8. The CPS Office Administrative Specialist/designee provides each client a copy of the client's Off-Campus Treatment Event Request (225-5122a) and Off-Campus Budget Form (225-5122b).

G. Processing client movement off campus

1. Clients approved for off-campus programming report to the CPS movement coordinator at the time of the scheduled event;
2. Clients leaving campus leave CPS ID badge on the Movement Board. Clients must also record the client's clothing description on the front of the Description Card (225-5020e) and mark the client's destination on the back of the card.
3. The CPS movement coordinator checks the vehicle keys and cell phone out to the escorting staff. Escorting staff ensure the cell phone is on and the ringer is at the highest volume. The client must show the client's CPS tag to the CPS movement coordinator prior to leaving the facility.
4. The CPS movement coordinator ensures the event is accurate in Phoenix and the number of assigned staff are attending the event. Once the CPS movement coordinator verifies this information, the CPS movement coordinator enters the client's clothing description, name(s) of escorting staff, cell phone number, and vehicle into Phoenix.
5. Clients may not leave until the CPS movement coordinator has entered all information into Phoenix and approves the clients and staff to leave the campus.
6. When clients return to the facility, they immediately check in with the CPS movement coordinator.
7. The CPS movement coordinator monitors all clients' expected return times from off-campus programming. If the staff and clients do not return at the expected time, the CPS movement coordinator contacts the escorting staff via the cell phone. If the CPS movement coordinator attempts and is unable to make verbal contact with the escorting staff, the CPS movement coordinator immediately contacts the MSOP St. Peter officer of the day.
8. Following the off-campus programming event, the escorting staff complete the corresponding treatment event attendance documentation in Phoenix.

REVIEW: Biennially

REFERENCES: MSOP Division Policy 210-5100, "Admission to the MSOP"
MSOP Division Policy 215-5010, "Treatment Progression"
MSOP Division Policy 215-5007, "Clinical Documentation"
MSOP Division Policy 410-5300, "Incident Reports"
MSOP Division Policy 410-5075, "Communication Log"
MSOP Division Policy 225-5121, "Programming On and Off Campus"

MSOP Division Policy 415-5062, "Identification Badges"
MSOP Division Policy 215-5013, "Clinical Services Provision of Care"
MSOP Division Policy 210-5010, "Client Placement"
MSOP Division Policy 415-5010, "Searches – Clients"
MSOP Division Policy 205-5015, Individualized Program Plan"
MSOP Division Policy 225-5025, "Client Accountability System"
MSOP Division Policy 225-5122, "CPS Off-Campus Transports"
Minn. Stat. chap. § 243.166 (Registration of Predatory Offenders)
Minn. Stat. chap. § 244.052 (Predatory Offenders, Notice)
Minn. Stat. chap. § 246.014 (Services)
Minn. Stat. chap. § 253B (Minnesota Commitment and Treatment Act)
Minn. Stat. § 611A.01(b) (Definition of Victim)

ATTACHMENTS: CPS Handbook (225-5020b)
CPS Client Movement Log (225-5020c)
Description Card (225-5020e)
CPS Liberty/Stage Advancement Application (225-5020g)

Global Positioning System Responsibility Agreement (225-5130a)
Client Orientation Record (210-5100f-1030)
Client Request (420-5099a)
Off-Campus Treatment Event Request (225-5122a)
Off-Campus Budget Form (225-5512b)
Off-Campus Treatment Event Approval (225-5122c)
Incident Report (410-5300a) (Phoenix)
Individualized Program Plan (215-5015a-3055)
Communication Log (410-5075a) (Phoenix)

SUPERSESSION: MSOP Division Policy 225-5020, "CPS Client Stages and Liberties," 11/1/22.
All facility policies, memos, or other communications whether written, verbal, or transmitted by electronic means, regarding this topic.

/s/
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