

CPS CLIENT MOVEMENT

Minnesota Sex Offender Program

Issue Date: 6/2/26 Effective Date: 6/2/26 Policy Number: 225-5020

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

AUTHORITY: Minn. Stat. § 246C.07, Subd. 3(a)(2) 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. Client movement levels are utilized as treatment interventions as clinically indicated based on the individual progress and needs.

DEFINITIONS:

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

Client movement – movement on and off 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).)

Client Unscheduled Movement Log (225-5020c) – documents client off-unit movement that is not on the client’s weekly schedule. The log documents the client’s exit time, return time, and destination.

Client Weekly Schedule (225-5020h)- weekly scheduled client programming submitted by the client seven business days in advance of the programming dates.

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 card. (See CPS Handbook (225-5020b).)

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

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

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

Treatment team – see MSOP 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 Policy 215-5013, "Clinical Services Provision of Care").
2. St. Peter site to CPS site transfer: the CPS Security Program 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. Moose Lake site to CPS site transfer: clients residing at the Moose Lake site 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 Policy 210-5010, "Client Placement.")
6. When a client transfers to CPS, the client is in the orientation stage (see MSOP Policy 225-5022, "CPS Client Stages").
7. Within seven business days of being transferred to CPS, the office administrative specialist (OAS) schedules a welcome meeting with the facility clinical and facility director, associate clinical director and the residential and security program managers.

B. Client Movement Process

1. The treatment team considers the following when determining a client's movement (see CPS Handbook (225-5020b)), consistent with the client's individual treatment needs and stage:
 - a) the client's level of treatment engagement, individual treatment needs, progress on the matrix factors, and demonstration of meaningful change (see MSOP Policy 215-5010, "Treatment Progression");
 - b) the client's adherence to the client's individual treatment plan (ITP) (see MSOP Policy 215-5010, "Treatment Progression");
 - 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. Clients residing in the secure perimeter are not eligible for increased client movement, unless approved by the St. Peter Facility Clinical Director in consultation with the St. Peter Facility Director.
3. At the time of the client's quarterly and annual treatment reviews, the primary therapist reviews the client's movement 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 Policy 215-5007, "Clinical Documentation.")

C. Client Movement

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) may be escorted on campus by a peer with unaccompanied on-campus movement;
- b) may not exceed the ratio of two clients to one client peer with unaccompanied on-campus movement for escorting; and
- c) 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 Weekly Schedule and Off-Unit Movement

1. Clients must develop a Client Weekly Schedule (225-5020h) for all off-unit programming and appointments, including all treatment events, health services appointments and off and on campus programming. Clients must submit the Client Weekly Schedule (225-5020h) seven calendar days in advance of the scheduled events.
2. Any movement not on the Client Weekly Schedule (225-5020h) is considered unscheduled movement. Clients who need to leave the unit for an unscheduled movement check in and out with unit staff. Unit staff document the unscheduled movement on the CPS Client Unscheduled Movement Log (225-5122b).
3. Clients may use the CPS yard without scheduling it on the Client Weekly Schedule (225-5020h). All clients are required to sign in and out on the unit yard clipboard when using the yard. Clients must also follow all yard curfews as outlined in the CPS Handbook (225-5020b).

E. Movement on Campus

1. Clients must follow their Client Weekly Schedule (225-5020h) and expectations of the client's assigned movement (see CPS Handbook (225-5020b)).
2. Clients in the 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 verify the event is on the Client Weekly Schedule (225-5020h).
3. Clients must 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 each time the client leaves the building. When the client returns to the unit, the client must erase the client's Description Card (225-5020e).
4. Security counselors conduct random audits to ensure clients are complying with movement expectations. Movement violations may result in a change to client's movement or a restriction as imposed as outlined in MSOP Policy 225-5025, "Client Accountability System."

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

1. Staff search clients as outlined in MSOP 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 calendar 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 calendar 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).

H. 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 their CPS ID card 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 GPS 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 Policy 210-5100, "Admission to the MSOP"
MSOP Policy 215-5010, "Treatment Progression"
MSOP Policy 215-5007, "Clinical Documentation"
MSOP Policy 410-5300, "Incident Reports"
MSOP Policy 410-5075, "Communication Log"
MSOP Policy 225-5121, "Programming On and Off Campus"
MSOP Policy 415-5062, "Identification Cards"
MSOP Policy 215-5013, "Clinical Services Provision of Care"
MSOP Policy 210-5010, "Client Placement"
MSOP Policy 415-5010, "Searches – Clients"
MSOP Policy 205-5015, Individualized Program Plan"
MSOP Policy 225-5025, "Client Accountability System"
MSOP Policy 225-5122, "CPS Off-Campus Transports"
MSOP Policy 225-5022, "CPS Client Stages"
Minn. Stat. chap. § 243.166 (Registration of Predatory Offenders)
Minn. Stat. chap. § 244.052 (Predatory Offenders, Notice)
Minn. Stat. chap. § 253B (Minnesota Commitment and Treatment Act)
Minn. Stat. § 611A.01(b) (Definition of Victim)

ATTACHMENTS: CPS Handbook (225-5020b)
Client Unscheduled Movement Log (225-5020c)
Description Card (225-5020e)
Client Weekly Schedule (225-5020h)

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)

SUPERSESSSION: MSOP Policy 225-5020, “CPS Client Stages and Liberties,” 9/3/24.
All facility policies, memos, or other communications whether written, verbal, or transmitted by electronic means, regarding this topic.

/s/

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Minnesota Sex Offender Program