

1.1 **Department of Corrections**

1.2 **Adopted Permanent Rules Relating to Residential Treatment Programs for Individuals**  
1.3 **Who Have Engaged or Attempted to Engage in Sexually Abusive or Harmful Behavior**

1.4 **2955.0010 PURPOSE.**

# Exhibit L

1.5 Subpart 1. [See repealer.]

1.6 Subp. 2. **Purpose and scope.** As provided under Minnesota Statutes, section 241.67,  
1.7 this chapter sets minimum treatment program standards for inspecting and certifying:

1.8 A. treatment programs in state and local correctional facilities; and

1.9 B. state-operated treatment programs not operated in state and local correctional  
1.10 facilities.

1.11 Subp. 3. **Nonapplicability.** This chapter does not apply to programs licensed under  
1.12 parts 9515.3000 to 9515.3110.

1.13 **2955.0020 DEFINITIONS.**

1.14 Subpart 1. **Scope.** For purposes of this chapter, the terms in this part have the meanings  
1.15 given.

1.16 Subp. 1a. **Adjunctive services.** "Adjunctive services" means nonclinical services  
1.17 provided to a client that help reduce the client's risk of engaging in sexually abusive or  
1.18 harmful behavior.

1.19 Subp. 2. **Administrative director.** "Administrative director" means an individual  
1.20 responsible for administering a treatment program and includes the director's designee.

1.21 Subp. 3. **Applicant.** "Applicant" means an uncertified treatment program applying  
1.22 for a certificate.

1.23 Subp. 4. **Basic treatment protocol.** "Basic treatment protocol" means a statement of  
1.24 the philosophy, goals, and model of treatment employed by a certificate holder.

2.1 Subp. 4a. **Business day.** "Business day" means Monday through Friday, but does not  
2.2 include holidays under Minnesota Statutes, section 645.44, subdivision 5.

2.3 *[For text of subpart 5, see Minnesota Rules]*

2.4 Subp. 6. **Certificate.** "Certificate" means a commissioner-issued document certifying  
2.5 that a treatment program has met the requirements under this chapter.

2.6 Subp. 6a. **Certificate holder.** "Certificate holder" means a person that holds a  
2.7 certificate and includes the person's designee.

2.8 Subp. 7. **Client.** "Client" means an individual who receives pretreatment or treatment  
2.9 in a program certified under this chapter while residing in the planned therapeutic  
2.10 environment.

2.11 Subp. 7c. **Clinical services.** "Clinical services" means services that:

2.12 A. help reduce a client's risk of engaging in sexually abusive or harmful behavior;  
2.13 and

2.14 B. are provided by, coordinated by, and overseen by treatment staff.

2.15 Subp. 8. **Clinical supervision.** "Clinical supervision" means the oversight responsibility  
2.16 for planning, developing, implementing, and evaluating clinical services.

2.17 Subp. 9. **Clinical supervisor.** "Clinical supervisor" means an individual responsible  
2.18 for clinical supervision.

2.19 Subp. 10. **Commissioner.** "Commissioner" means the commissioner of corrections.

2.20 Subp. 11. **Correctional facility.** "Correctional facility" has the meaning given in  
2.21 Minnesota Statutes, section 241.021, subdivision 1i.

3.1 Subp. 12. **Criminal sexual behavior.** "Criminal sexual behavior" means any criminal  
3.2 sexual behavior under Minnesota Statutes, sections 609.294 to 609.352, 609.365, 609.79,  
3.3 and 617.23 to 617.294.

3.4 Subp. 13. **Department.** "Department" means the Minnesota Department of Corrections.

3.5 Subp. 13a. **Direct service staff.** "Direct service staff" means staff in a local correctional  
3.6 facility who have primary responsibility for:

3.7 A. nonclinical operational functions within the treatment program; or

3.8 B. nonclinical client supervision in the planned therapeutic environment.

3.9 Subp. 14. **Discharge summary.** "Discharge summary" means written documentation  
3.10 that summarizes a client's treatment, prepared at the end of treatment by treatment staff.

3.11 Subp. 14a. **DOC Portal.** "DOC Portal" means the department's detention information  
3.12 system under Minnesota Statutes, section 241.021, subdivision 1, paragraph (a).

3.13 *[For text of subpart 15, see Minnesota Rules]*

3.14 Subp. 16. **Individual treatment plan.** "Individual treatment plan" means a written  
3.15 plan of intervention and treatment for a client.

3.16 Subp. 16a. **Intake assessment.** "Intake assessment" means a client's assessment after  
3.17 admission to a treatment program that is used to determine the client's:

3.18 A. cognitive, emotional, behavioral, and sexual functioning;

3.19 B. amenability to treatment;

3.20 C. risk and protective factors; and

3.21 D. treatment needs.

3.22 Subp. 17. [See repealer.]

4.1 Subp. 18. **License.** "License" means:

4.2 A. for a facility licensed in the state, a commissioner-issued license authorizing  
4.3 the license holder to provide correctional or residential services according to the license  
4.4 terms under chapter 2920 or 2960; and

4.5 B. for a facility licensed outside the state, a license issued according to the laws  
4.6 of the facility's state.

4.7 Subp. 19. [See repealer.]

4.8 Subp. 20. [See repealer.]

4.9 Subp. 21. **Clinical psychophysiological assessment of deception or deception**  
4.10 **assessment.** "Clinical psychophysiological assessment of deception" or "deception  
4.11 assessment" means a procedure used in a controlled setting to develop an approximation of  
4.12 the veracity of a client's answers to questions developed in conjunction with treatment staff  
4.13 and the client by measuring and recording physiological responses to the questions.

4.14 Subp. 22. **Focused assessment of sexual interest and response or sexual interest**  
4.15 **and response assessment.** "Focused assessment of sexual interest and response" or "sexual  
4.16 interest and response assessment" means a procedure used in a controlled setting to develop  
4.17 an approximation of a client's sexual interest and response profile and insight into the client's  
4.18 sexual motivation by measuring and recording behavioral and subjective responses to a  
4.19 variety of sexual stimuli.

4.20 Subp. 22a. **Pretreatment.** "Pretreatment" means a status assigned to a client who is:

4.21 A. residing in the planned therapeutic environment but has not begun to participate  
4.22 in primary sex-offense-specific treatment; and

4.23 B. receiving empirically informed services to enhance the client's motivation for  
4.24 change, readiness for treatment, and acclimation to the planned therapeutic environment.

5.1 Subp. 22b. **Program staff.** "Program staff" includes a treatment program's  
5.2 administrative director, clinical supervisor, treatment staff, and direct service staff.

5.3 Subp. 23. **Residential treatment program or treatment program.** "Residential  
5.4 treatment program" or "treatment program" means a program that provides a planned  
5.5 therapeutic environment ~~under which food, housing, supervision, and treatment are delivered~~  
5.6 to clients in a facility or housing unit exclusive to the program and set apart from the general  
5.7 correctional population.

5.8 *[For text of subpart 24, see Minnesota Rules]*

5.9 Subp. 25. [See repealer.]

5.10 Subp. 26. [See repealer.]

5.11 Subp. 27. [See repealer.]

5.12 Subp. 28. **Sexually abusive or harmful behavior.** "Sexually abusive or harmful  
5.13 behavior" means any sexual behavior in which:

5.14 A. an involved individual is nonconsenting or cannot legally give consent;

5.15 B. a relationship involves an imbalance of power;

5.16 C. verbal or physical intimidation, manipulation, exploitation, coercion, or force  
5.17 is used to gain participation; or

5.18 D. material on child sexual exploitation ~~was~~ is accessed, used, produced, or  
5.19 distributed.

5.20 Subp. 29. **Special assessment and treatment procedures.** "Special assessment and  
5.21 treatment procedures" means procedures that are used to help gather information for a  
5.22 client's assessment and that are detailed in the Best Practice Guidelines for the Assessment,  
5.23 Treatment, Risk Management, and Risk Reduction of Men Who Have Committed Sexually  
5.24 Abusive Behaviors, or the Practice Guidelines for Assessment, Treatment, and Intervention

6.1 with Adolescents Who Have Engaged in Sexually Abusive Behavior. The guidelines are  
6.2 incorporated by reference under part 2955.0025.

6.3 Subp. 30. **Supervising agent.** "Supervising agent" means a parole or probation agent  
6.4 or case manager working with a client.

6.5 Subp. 31. **Planned therapeutic environment.** "Planned therapeutic environment"  
6.6 means the site where the program environment is purposefully used as part of treatment to  
6.7 foster and support desired behavioral and cognitive changes in clients.

6.8 Subp. 31a. **Treatment.** "Treatment" means coordination of adjunctive and clinical  
6.9 services and the use of theoretically and empirically informed practices provided through  
6.10 a planned therapeutic environment to help a client reduce the risk of engaging in sexually  
6.11 abusive or harmful behavior.

6.12 Subp. 31b. **Treatment staff.** "Treatment staff" means staff ~~who are employed by or~~  
6.13 ~~contracted by a treatment program and~~ who are responsible for planning, organizing, and  
6.14 providing treatment within the scope of their training and their licensure or certification.

6.15 Subp. 32. [See repealer.]

6.16 Subp. 33. **Variance.** "Variance" means an alternative to a requirement under this  
6.17 chapter.

6.18 *[For text of subpart 34, see Minnesota Rules]*

## 6.19 **2955.0025 INCORPORATIONS BY REFERENCE.**

6.20 Subpart 1. **Incorporations; generally.** The publications in this part are incorporated  
6.21 by reference, are not subject to frequent change, and are available on the department's  
6.22 website.

6.23 Subp. 2. **Adult practice guidelines.** "Best Practice Guidelines for the Assessment,  
6.24 Treatment, Risk Management, and Risk Reduction of Men Who Have Committed Sexually

7.1 Abusive Behaviors," published by the Association for the Treatment and Prevention of  
7.2 Sexual Abuse or its successor organization (2025 and as subsequently amended).

7.3 Subp. 3. **Juvenile practice guidelines.** "Practice Guidelines for Assessment, Treatment,  
7.4 and Intervention with Adolescents Who Have Engaged in Sexually Abusive Behavior,"  
7.5 published by the Association for the Treatment of Sexual Abusers or its successor  
7.6 organization (2017 and as subsequently amended).

7.7 Subp. 4. **Model Policy for Post-Conviction Sex Offender Testing.** "Model Policy  
7.8 for Post-Conviction Sex Offender Testing," published by the American Polygraph Association  
7.9 (September 2021 and as subsequently amended).

7.10 Subp. 5. **Standards of Practice.** "Standards of Practice," published by the American  
7.11 Polygraph Association (2024 and as subsequently amended).

7.12 **2955.0030 CERTIFICATION PROCEDURES.**

7.13 Subpart 1. **Applying for certificate.** An applicant must file with the commissioner  
7.14 an application for a certificate before the treatment program may provide treatment.

7.15 Subp. 1a. **Application contents.** An application must be submitted on a  
7.16 department-provided form on the department's website and contain:

7.17 A. the name and address of the individual completing the application;

7.18 B. the treatment program's name and address;

7.19 C. the program's requested client capacity;

7.20 D. if a juvenile program, the age ranges of clients to be served;

7.21 E. the names and addresses of the owners, board members, or controlling  
7.22 individuals that will hold the certificate;

7.23 F. an organizational chart showing the program's organizational authority;

8.1 G. the program's policies and procedures required under this chapter;

8.2 H. the program's plans for operations; and

8.3 I. if the program is not operating in a state correctional facility, documentation  
8.4 that a local zoning authority has approved the program to operate in the local government  
8.5 unit.

8.6 Subp. 2. [See repealer.]

8.7 Subp. 3. [See repealer.]

8.8 **2955.0040 CERTIFICATION CONDITIONS.**

8.9 Subpart 1. [See repealer.]

8.10 Subp. 2. **Reviewing application.**

8.11 A. The commissioner must issue a certificate to an applicant if the commissioner  
8.12 determines that the application demonstrates that the treatment program can comply with  
8.13 this chapter.

8.14 B. The commissioner must issue the certificate within 60 days of receiving an  
8.15 application that contains all the information needed for the commissioner to determine the  
8.16 applicant's compliance with this chapter.

8.17 Subp. 3. **Issuing certificate.**

8.18 A. The commissioner must issue a certificate for the following types of treatment  
8.19 programs:

8.20 (1) a program treating juveniles in a local correctional facility if the program  
8.21 is licensed under chapter 2960;

8.22 (2) a program treating adults in a local correctional facility if the program is  
8.23 licensed under chapter 2920;

9.1 (3) a program treating juveniles or adults in a state correctional facility; and

9.2 (4) an out-of-state program treating juveniles if the program is licensed  
9.3 according to the laws of its state and complies with this chapter.

9.4 B. A certificate does not expire but is subject to a compliance inspection under  
9.5 part 2955.0050 and any corrective action plan, revocation, or suspension under part  
9.6 2955.0060.

9.7 Subp. 3a. **Notifying applicant of denied application.** If the commissioner denies an  
9.8 application, the commissioner must:

9.9 A. notify the applicant in writing;

9.10 B. state why the application was denied;

9.11 C. inform the applicant of any action required to correct the reason for denial; and

9.12 D. inform the applicant that the applicant may resubmit its application or appeal  
9.13 the commissioner's action according to part 2955.0060, subpart 9.

9.14 Subp. 4. **Posting required.** A program's certificate must be posted conspicuously in  
9.15 an area where clients may read it.

9.16 Subp. 5. **Nontransferable.** A certificate is nontransferable.

## 9.17 **2955.0050 INSPECTING CERTIFIED PROGRAMS.**

9.18 Subpart 1. **Inspections; rule compliance.** Each treatment program must be inspected  
9.19 to ensure that it is in compliance with this chapter.

9.20 Subp. 2. **Inspections; how conducted.** Department inspections may take place at any  
9.21 time and must be conducted according to Minnesota Statutes, section 241.021, subdivision  
9.22 1.

10.1 Subp. 3. **Program records.** Each treatment program must maintain documentation  
10.2 in client and program records to demonstrate its compliance with this chapter. Each program  
10.3 must also document:

10.4 A. compliance with its written policies and procedures;

10.5 B. the number of clients served;

10.6 C. the type, amount, frequency, and cost of services provided;

10.7 D. that services provided are delivered consistent with individual client treatment  
10.8 plans; and

10.9 E. the effectiveness in achieving the client's treatment goals.

10.10 **2955.0060 DENYING, REVOKING, SUSPENDING, AND NONRENEWING**  
10.11 **CERTIFICATION.**

10.12 Subpart 1. **Inspections and nonconformance.** Every two calendar years from the  
10.13 date of a treatment program's certification, the commissioner must inspect the treatment  
10.14 program to determine compliance with this chapter, but the commissioner must inspect a  
10.15 treatment program annually if the commissioner determines it necessary to ensure compliance  
10.16 with a corrective action plan, revocation, or suspension under this part.

10.17 Subp. 2. **Commissioner approval of changes to initial certification.**

10.18 A. A certificate holder must document in writing and obtain the commissioner's  
10.19 approval for any changes to the treatment program's initial certification.

10.20 B. Within 60 days of receiving a requested change under item A, the commissioner  
10.21 must approve the change unless the commissioner determines that the change would:

10.22 (1) make the treatment program noncompliant with this chapter; or

10.23 (2) jeopardize treatment quality and client outcomes.

- 11.1 C. If the commissioner denies a change, the commissioner must:
- 11.2 (1) notify the certificate holder in writing;
- 11.3 (2) state why the change was denied;
- 11.4 (3) inform the certificate holder of any action required to correct the reason
- 11.5 for denial; and
- 11.6 (4) inform the certificate holder that the certificate holder may resubmit the
- 11.7 change.

11.8 Subp. 3. **Notice of intent to revoke or suspend certificate.**

- 11.9 A. The commissioner must notify a certificate holder when the ~~certificate holder's~~
- 11.10 ~~certificate has been revoked or suspended~~ commissioner intends to revoke or suspend the
- 11.11 certificate holder's certificate.

11.12 B. The notice must:

- 11.13 (1) be in writing;
- 11.14 (2) state why the commissioner intends to revoke or suspend the certificate
- 11.15 ~~has been revoked or suspended~~;
- 11.16 (3) inform the certificate holder of any action required for compliance; and
- 11.17 (4) inform the certificate holder that it has 30 days after receiving the notice
- 11.18 to respond and take any corrective action required for continued operation.

11.19 Subp. 4. **Notice of revocation or suspension.**

- 11.20 A. If a certificate holder does not take the required action, if any, under subpart
- 11.21 3 within 30 days after receiving the notice, the commissioner must notify the certificate
- 11.22 holder in writing that the certificate has been revoked or suspended.

12.1 B. The notice must inform the certificate holder of the right to appeal the  
12.2 commissioner's action according to subpart 9.

12.3 Subp. 5. **Revocation or suspension; when required.**

12.4 A. The commissioner must suspend a treatment program's certificate when:

12.5 (1) the commissioner has documented serious violations of policies and  
12.6 procedures;

12.7 (2) the program's operation poses an imminent risk to the health or safety of  
12.8 the program's clients or staff or the public; or

12.9 (3) the program's license has been suspended under Minnesota Statutes,  
12.10 section 241.021, subdivision 1c.

12.11 B. The commissioner must revoke a treatment program's certificate when:

12.12 (1) the program:

12.13 (a) has been notified of the commissioner's intent to revoke the program's  
12.14 certificate because of documented serious violations of policies and procedures; and

12.15 (b) has not taken an identified action, if any, required by the  
12.16 commissioner; or

12.17 (2) a program's license has been revoked under Minnesota Statutes, section  
12.18 241.021, subdivision 1b.

12.19 Subp. 6. [See repealer.]

12.20 Subp. 6a. **Corrective action plan.**

12.21 A. The commissioner must issue a corrective action plan to a certificate holder  
12.22 when the commissioner determines that the certificate holder is not complying with this  
12.23 chapter.

13.1 B. The corrective action plan must:

13.2 (1) be in writing;

13.3 (2) identify all rule violations;

13.4 (3) detail the corrective action required to remedy each violation; and

13.5 (4) provide a deadline to correct each violation.

13.6 C. When the certificate holder has corrected each violation, the certificate holder  
13.7 must submit to the commissioner documentation detailing the certificate holder's compliance  
13.8 with the corrective action plan. If the commissioner determines that the certificate holder  
13.9 has not corrected each violation, the certificate holder is subject to an additional corrective  
13.10 action. Failure to comply with a corrective action plan is grounds for the commissioner to  
13.11 suspend or revoke a treatment program's certificate according to this part.

13.12 Subp. 7. [See repealer.]

13.13 Subp. 8. [See repealer.]

13.14 Subp. 9. **Appeals.**

13.15 A. An applicant whose application is denied or a certificate holder whose certificate  
13.16 is revoked or suspended may appeal the commissioner's action by filing a contested case  
13.17 with the Court of Administrative Hearings under Minnesota Statutes, chapter 14. An appeal  
13.18 must be filed within 30 days after the applicant or certificate holder has received the  
13.19 commissioner's final written disposition.

13.20 B. If the Court of Administrative Hearings affirms a commissioner decision to  
13.21 deny an application or revoke a certificate:

13.22 (1) the applicant or certificate holder cannot apply for a certificate for two  
13.23 calendar years from the date of the court's issued decision; and

14.1 (2) the commissioner must notify the applicant or certificate holder of the  
14.2 restriction in writing.

14.3 **2955.0070 VARIANCE.**

14.4 Subpart 1. **Requesting variance.** An applicant or certificate holder may request a  
14.5 variance by submitting a request through the DOC Portal. The request must specify:

- 14.6 A. the rule requirement from which the variance is requested;
- 14.7 B. why the applicant or certificate holder cannot comply with the rule requirement;
- 14.8 C. the period for which the variance has been requested; and
- 14.9 D. the alternative measures that the applicant or certificate holder will take to:
- 14.10 (1) ensure the quality and outcomes of treatment and the health, safety, and  
14.11 rights of clients and staff; and
- 14.12 (2) comply with the intent of this chapter, if the variance is granted.

14.13 Subp. 2. **Evaluating variance request.** The commissioner must grant a variance if  
14.14 the commissioner determines that:

- 14.15 A. compliance with the rule requirement from which the variance is requested  
14.16 would result in hardship and the variance would not jeopardize the quality and outcomes  
14.17 of treatment or the health, safety, security, or well-being of clients or program staff;
- 14.18 B. the treatment program is otherwise in compliance with this chapter or is making  
14.19 progress toward compliance under a corrective action plan or another commissioner-required  
14.20 action under part 2955.0060;
- 14.21 ~~C. granting the variance would not preclude the program from making progress~~  
14.22 ~~toward compliance with this chapter;~~
- 14.23 ~~D~~ C. granting the variance would not leave the well-being of clients unprotected;

15.1 ~~E~~ D. the program will take other action as required by the commissioner to comply  
15.2 with the intent of this chapter; and

15.3 ~~F~~ E. granting the variance does not violate applicable statutes and rules.

15.4 **Subp. 3. Notice by commissioner.**

15.5 A. Within 60 days after receiving a request under subpart 1, the commissioner  
15.6 must inform the applicant or certificate holder through the DOC Portal whether the request  
15.7 has been granted or denied and the reason for the decision.

15.8 B. The commissioner's decision to grant or deny a request is final and not subject  
15.9 to appeal under Minnesota Statutes, chapter 14.

15.10 **Subp. 4. Renewing variance.**

15.11 A. A request to renew a variance must:

15.12 (1) contain the information under subpart 1; and

15.13 (2) be submitted through the DOC Portal at least 30 days before the variance  
15.14 expires.

15.15 B. The commissioner must renew a variance if the certificate holder:

15.16 (1) continues to satisfy the requirements under subpart 2; and

15.17 (2) demonstrates compliance with the alternative measures imposed when  
15.18 the variance was granted.

15.19 **Subp. 5. Revoking or not renewing variance.**

15.20 A. The commissioner must revoke or not renew variances as follows:

15.21 (1) the commissioner must not renew a variance if a renewal request is  
15.22 received less than 30 days before the variance expires; and

16.1 (2) the commissioner must revoke or not renew a variance if the commissioner  
16.2 determines that the requirements under subpart 2 are not being met.

16.3 B. The commissioner must notify the applicant or certificate holder through the  
16.4 DOC Portal within 60 days after the commissioner's determination.

16.5 C. The commissioner's determination is final and not subject to appeal under  
16.6 Minnesota Statutes, chapter 14.

16.7 **2955.0080 STAFFING REQUIREMENTS.**

16.8 Subpart 1. **Conflict with licensure rules; more stringent requirement prevails.** If  
16.9 the staffing requirements of this part conflict with the staffing requirements of applicable  
16.10 rules governing a treatment program's licensure, the more stringent staffing requirement  
16.11 prevails.

16.12 Subp. 1a. **Staff qualifications; generally.** All program staff must meet their respective  
16.13 qualifications under part 2955.0090.

16.14 Subp. 2. **Administrative director required.** A treatment program must employ or  
16.15 contract with an administrative director.

16.16 Subp. 3. **Administrative director; designee.** When an administrative director is  
16.17 unavailable or not present in the treatment program, the administrative director must, during  
16.18 all hours of operation, designate a staff member who is present in the treatment program to  
16.19 be responsible for the program.

16.20 Subp. 4. **Clinical supervisor required; duties.**

16.21 A. A treatment program must employ or contract with at least one clinical  
16.22 supervisor.

16.23 B. A clinical supervisor may not supervise more than eight counselors.

17.1 C. A clinical supervisor must develop and follow a written policy and procedure  
17.2 on staff evaluation and supervision that:

17.3 (1) identifies the performance and qualifications of each counselor; and

17.4 (2) ensures that each counselor receives the guidance and support needed to  
17.5 provide clinical services in the areas in which the counselor practices.

17.6 D. A clinical supervisor must:

17.7 (1) provide clinical supervision to counselors, either in individual or group  
17.8 sessions, and must document the provided supervision; and

17.9 (2) provide clinical supervision to each counselor under this item at least two  
17.10 hours per month unless the clinical supervisor determines that less clinical supervision is  
17.11 needed and documents in the counselor's personnel file why less clinical supervision was  
17.12 provided.

17.13 E. The clinical supervisor must document all hours of clinical supervision.

17.14 Subp. 5. **Treatment staff required.** A treatment program must employ or contract  
17.15 with treatment staff. Treatment staff must include a clinical supervisor and a counselor.  
17.16 Except for a clinical supervisor, treatment staff need not be licensed under Minnesota  
17.17 Statutes, chapter 245I.

17.18 Subp. 6. **One staff member occupying more than one position.**

17.19 A. A staff member may be simultaneously employed as an administrative director,  
17.20 clinical supervisor, or counselor if the staff member meets the qualifications for the positions  
17.21 that they are simultaneously employed in.

17.22 B. A counselor may be simultaneously employed as an administrative director or  
17.23 a clinical supervisor, but the time that the counselor works in the other position is subtracted

18.1 from the counselor's time providing treatment and must be documented and adjusted as  
18.2 needed to comply with this part.

18.3 **Subp. 7. Ratio of treatment staff to clients.**

18.4 A. As prescribed under the program's staffing plan, a treatment program must  
18.5 have treatment staff to provide adjunctive and clinical services.

18.6 B. A treatment program must maintain a maximum ratio of one full-time equivalent  
18.7 position providing clinical services to no more than ten clients.

18.8 C. A treatment program may exceed the ratio under item B if:

18.9 (1) the ratio includes clients in aftercare or clients preparing for community  
18.10 reentry; and

18.11 (2) the administrative director documents why the ratio is being exceeded.

18.12 **Subp. 8. Staffing plan.**

18.13 A. An administrative director must develop and follow a written staffing plan that  
18.14 identifies the assignments of each staff position needed to provide adjunctive and clinical  
18.15 services and needed to maintain the program's safety and security.

18.16 B. The administrative director and clinical supervisor must review the staffing  
18.17 plan at least annually and document the review. In consultation with the clinical supervisor,  
18.18 the administrative director must revise the staffing plan as needed to:

18.19 (1) ensure that adjunctive and clinical services are provided to clients; and

18.20 (2) maintain the treatment program's safety and security.

18.21 **Subp. 9. Orientation, development, and training for program staff.**

18.22 A. A treatment program must develop and follow a written staff orientation,  
18.23 development, and training plan for each program staff member. The plan must be developed

19.1 within 90 days of a staff member's employment and must be reviewed and, if necessary,  
19.2 revised at least annually. Training must augment job-related knowledge, understanding,  
19.3 and skills to improve the staff member's ability to perform their job duties and must be  
19.4 documented in the staff member's orientation, development, and training plan. The plan and  
19.5 any revisions must be documented and placed in the staff person's personnel file.

19.6 B. Within two years of their employment date and every two years thereafter, an  
19.7 unlicensed treatment staff member who works half time or more in a year must complete  
19.8 at least 40 hours of training.

19.9 C. Within two years of their employment date and every two years thereafter, an  
19.10 unlicensed treatment staff member who works less than half time in a year must complete  
19.11 at least 26 hours of training.

19.12 Subp. 10. **Examiner conducting deception assessment.** A treatment program that  
19.13 uses a deception assessment must employ or contract with an examiner to conduct the  
19.14 assessment.

19.15 Subp. 11. **Examiner conducting sexual interest and response assessment.** A  
19.16 treatment program that uses a sexual interest and response assessment as part of its services  
19.17 must employ or contract with an examiner to conduct the assessment.

19.18 **2955.0085 TRAINING.**

19.19 The following activities qualify as training under this chapter:

19.20 A. attending conferences, workshops, or seminars related to a staff member's job  
19.21 duties;

19.22 B. attending online or in-person training related to a staff member's job duties;

19.23 C. observing a staff member who is trained and qualified to perform the observing  
19.24 staff member's job duties under this chapter; and

20.1 D. for a clinical supervisor and counselor: research, teaching, clinical case  
20.2 management, program development, administration or evaluation, staff consultation, peer  
20.3 review, record keeping, report writing, client care conferences, and any other duty related  
20.4 to maintaining the clinical supervisor's or counselor's licensure or certification.

20.5 **2955.0090 STAFF QUALIFICATIONS AND DOCUMENTATION.**

20.6 Subpart 1. **Qualifications for staff working directly with clients.** A program staff  
20.7 member working directly with a client must:

20.8 A. be at least 21 years of age; and

20.9 B. meet the qualification requirements of the treatment program's license.

20.10 Subp. 2. **Administrative director; qualifications.**

20.11 A. In addition to the requirements under subpart 1, an administrative director  
20.12 must:

20.13 ~~A.~~ (1) have the following educational experience:

20.14 ~~(+)~~ (a) hold a postgraduate degree in ~~the~~ behavioral sciences or a other field  
20.15 relevant to administering a treatment program from an accredited college or university, with  
20.16 at least two years of work experience providing services in a correctional or human services  
20.17 program; or

20.18 ~~(2)~~ (b) have a bachelor's degree in ~~the~~ behavioral sciences or other field  
20.19 relevant to administering a treatment program from an accredited college or university, with  
20.20 at least four years of work experience providing services in a correctional or human services  
20.21 program; and

20.22 ~~B.~~ (2) have 40 hours of training in topics relating to managing and treating  
20.23 sexually abusive or harmful behavior, mental health, and human sexuality; ~~and.~~

21.1 ~~C. B. complete~~ The training under item ~~B~~ A, subitem (2), must be completed  
21.2 within 18 months after the director's hiring date.

21.3 **Subp. 3. Clinical supervisor; qualifications.**

21.4 A. In addition to the requirements under subpart 1, a clinical supervisor must:

21.5 (1) be qualified according to Minnesota Statutes, section 245I.04, subdivision  
21.6 2;

21.7 (2) have experience and proficiency in the following areas:

21.8 (a) at least 4,000 hours of full-time supervised experience providing  
21.9 individual and group psychotherapy to individuals in at least one of the following professional  
21.10 settings:

21.11 i. corrections;

21.12 ii. substance use disorder treatment;

21.13 iii. mental health;

21.14 iv. developmental disabilities;

21.15 v. social work; or

21.16 vi. victim services;

21.17 (b) 2,000 hours of supervised experience providing direct therapy  
21.18 services;

21.19 (c) assessing individuals who have engaged in sexually abusive or  
21.20 harmful behavior; and

21.21 (d) clinical case management, including treatment planning, knowledge  
21.22 of social services and appropriate referrals, and record keeping; mandatory reporting  
21.23 requirements; and, if applicable, confidentiality rules that apply to juvenile clients; and

- 22.1 (3) have training in the following core areas or subjects:
- 22.2 (a) eight hours in managing a planned therapeutic environment;
- 22.3 (b) 30 hours in human development;
- 22.4 (c) 12 hours in clinical supervision;
- 22.5 (d) 16 hours applying cognitive behavioral therapies;
- 22.6 (e) 16 hours applying both risk, need, and responsivity principles and
- 22.7 risk and protective factors to treatment planning and community reintegration;
- 22.8 (f) eight hours in human sexuality;
- 22.9 (g) 16 hours in family systems;
- 22.10 (h) 12 hours in crisis intervention;
- 22.11 (i) eight hours in the policies and procedures of the Minnesota criminal
- 22.12 justice system; and
- 22.13 (j) 12 hours in substance use disorder treatment.

22.14 B. The training under item A, subitem (3), must be completed within 18 months

22.15 after the clinical supervisor's hiring date.

22.16 Subp. 4. [See repealer.]

22.17 Subp. 5. **Counselor; qualifications.**

22.18 A. In addition to the requirements under subpart 1, a counselor must:

- 22.19 (1) hold a postgraduate degree or bachelor's degree in ~~one of the~~ behavioral
- 22.20 sciences or ~~related~~ other relevant field from an accredited college or university;
- 22.21 (2) if holding a bachelor's degree, have experience and proficiency in one of
- 22.22 the following areas:

23.1 (a) 1,000 hours of experience providing direct counseling or clinical case  
23.2 management services to clients in one of the following professional settings:

23.3 i. corrections;

23.4 ii. substance use disorder treatment;

23.5 iii. mental health;

23.6 iv. developmental disabilities;

23.7 v. social work; or

23.8 vi. victim services;

23.9 (b) 500 hours of experience providing direct counseling or clinical case  
23.10 management services to clients who have engaged in sexually abusive or harmful behavior;

23.11 or

23.12 (c) 2,000 hours of experience in a secured correctional or community  
23.13 corrections environment; and

23.14 (3) have training in the following core areas or subjects:

23.15 (a) eight hours in managing a planned therapeutic environment;

23.16 (b) 30 hours in human development;

23.17 (c) 12 hours applying cognitive behavioral therapies;

23.18 (d) eight hours applying both risk, need, and responsivity principles and  
23.19 risk and protective factors to treatment planning and community reintegration;

23.20 (e) eight hours in human sexuality;

23.21 (f) eight hours in family systems;

23.22 (g) four hours in crisis intervention;

24.1 (h) four hours in the policies and procedures of the Minnesota criminal  
24.2 justice system; and

24.3 (i) four hours in substance use disorder treatment.

24.4 B. A counselor must complete the training under item A, subitem (3), within 18  
24.5 months after the counselor's hiring date.

24.6 Subp. 6. **Examiner conducting deception assessment; qualifications.** An examiner  
24.7 conducting a deception assessment must:

24.8 A. be a full or associate member in good standing of the American Polygraph  
24.9 Association; and

24.10 B. have 40 hours of training in the Model Policy for Post-Conviction Sex Offender  
24.11 Testing, which is incorporated by reference under part 2955.0025.

24.12 Subp. 7. **Examiner conducting sexual interest and response assessment;  
24.13 qualifications.**

24.14 ~~A. A clinical level~~ An examiner conducting a sexual interest and response  
24.15 assessment must:

24.16 A. (1) be licensed as one of the following: or certified in the clinical use of the  
24.17 assessment within the scope of their licensure or certification; and

24.18 ~~(a) a physician licensed under Minnesota Statutes, chapter 147;~~

24.19 ~~(b) a psychologist licensed under Minnesota Statutes, sections 148.88~~  
24.20 ~~to 148.98; or~~

24.21 ~~(c) a social worker licensed under Minnesota Statutes, sections 148E.050,~~  
24.22 ~~subdivision 5, and 148E.115;~~

25.1 B. ~~(2)~~ have certified training in the clinical use of the assessment for individuals  
 25.2 who have engaged in sexually abusive or harmful behavior; ~~and.~~

25.3 ~~(3) have conducted five assessments under the direct supervision of a clinical~~  
 25.4 ~~level examiner who was present through the entire assessment.~~

25.5 ~~B. A technical level examiner conducting a sexual interest and response assessment~~  
 25.6 ~~must:~~

25.7 ~~(1) be under the direct supervision of a clinical level examiner;~~

25.8 ~~(2) have certified training in the clinical use of the assessment for individuals~~  
 25.9 ~~who have engaged in sexually abusive or harmful behavior; and~~

25.10 ~~(3) have conducted five assessments under the direct supervision of a clinical~~  
 25.11 ~~level examiner who was present through the entire assessment.~~

25.12 **Subp. 7a. Qualifications for direct service staff.**

25.13 A. This subpart applies to direct service staff who have direct contact with a client  
 25.14 half time or more in a calendar year.

25.15 B. Direct service staff must have at least 16 hours of initial training and annual  
 25.16 training every year thereafter in at least the following core areas or subjects:

25.17 (1) managing the planned therapeutic environment;

25.18 (2) the treatment program's basic treatment protocol; and

25.19 (3) crisis management.

25.20 C. Direct service staff must complete the initial training before having direct  
 25.21 contact with a client.

26.1 Subp. 8. **Documenting qualifications.**

26.2 A. A treatment program must document the following for each program staff  
26.3 member:

26.4 (1) a copy of required professional licenses and other qualifications required  
26.5 for compliance with this chapter; and

26.6 (2) a copy of official transcripts, attendance certificates, syllabi, or other  
26.7 evidence documenting completion of required training.

26.8 B. All documentation must be maintained by the treatment program in the staff  
26.9 member's personnel file.

26.10 Subp. 9. [See repealer.]

26.11 **2955.0100 STANDARDS FOR CLIENT ADMISSION, INTAKE, AND ASSESSMENT.**

26.12 Subpart 1. **Admission procedure and new client intake assessment; report required.**

26.13 A. A treatment program's clinical supervisor must develop and follow a written  
26.14 admission procedure that includes treatment staff determining the appropriateness of a client  
26.15 for the program by reviewing:

26.16 (1) the client's condition and need for treatment;

26.17 (2) the adjunctive and clinical services offered by the program; and

26.18 (3) other documents in the client's file relating to the client's treatment history,  
26.19 reason for treatment, and other clinically assessed needs.

26.20 B. The admission procedure must be coordinated with the nonclinical correctional  
26.21 facility conditions within which the program operates.

27.1 C. A clinical supervisor must develop and follow a written intake assessment  
27.2 procedure that determines a client's functioning and treatment needs. A client must have a  
27.3 written intake assessment report completed within ~~the first~~ 30 business days:

27.4 (1) after the client's admission to the program; or

27.5 (2) after the client has transitioned from pretreatment.

27.6 Subp. 2. **Intake assessments.**

27.7 A. A clinical supervisor must direct treatment staff to gather the information under  
27.8 subpart 1 during the intake assessment process and any reassessments under subpart 4. The  
27.9 staff members who conduct the intake assessment must be trained and experienced in  
27.10 administrating and interpreting assessments in accordance with their ~~license~~ licensure or  
27.11 be supervised by a clinical supervisor.

27.12 B. A treatment program may contract with an outside entity to conduct an intake  
27.13 assessment if the entity is qualified under this part.

27.14 Subp. 3. **Intake assessment appropriate to treatment program's basic treatment**  
27.15 **protocol.** A treatment program may adapt the parameters under subparts 6 to 8 to conduct  
27.16 assessments that are appropriate to the program's basic treatment protocol. The rationale  
27.17 for the adaptation must be provided in the program's policy and ~~procedures~~ procedure manual  
27.18 under part 2955.0140, subpart 1, item E.

27.19 Subp. 4. **Reassessment.** A clinical supervisor or treatment staff member may reassess  
27.20 a client to assist in decisions on the client's:

27.21 A. progress in treatment;

27.22 B. movement within the program's structure;

27.23 C. receipt or loss of privileges; and

27.24 D. discharge from the program.

28.1 Subp. 5. **Cultural sensitivity.** An assessment must take into consideration the effects  
28.2 of cultural context, ethnicity, race, social class, and geographic location on the client's  
28.3 personality, identity, and behavior.

28.4 Subp. 6. **Sources of assessment data.** Sources of assessment data may include:

28.5 A. collateral information, such as police reports, victim statements, child protection  
28.6 information, presentence assessments and investigations, and criminal history and juvenile  
28.7 justice data under Minnesota Statutes, section 13.875;

28.8 B. psychological and psychiatric test information;

28.9 C. client-specific test information, including deception and sexual interest and  
28.10 response assessments;

28.11 *[For text of items D to H, see Minnesota Rules]*

28.12 Subp. 7. **Information included in assessment.** An assessment must include the  
28.13 following information, as applicable to the client:

28.14 A. a description of the client's conviction or adjudication offense, noting:

28.15 (1) the facts of the criminal complaint or the delinquency petition under  
28.16 Minnesota Statutes, section 260B.141;

28.17 (2) the client's description of the offense;

28.18 (3) any discrepancies between the client's and the official's or victim's  
28.19 description of the offense; and

28.20 (4) the assessor's conclusion about the reasons for any discrepancies in the  
28.21 information;

28.22 *[For text of items B to D, see Minnesota Rules]*

28.23 E. the client's personal history that includes such areas as:

29.1 *[For text of subitems (1) and (2), see Minnesota Rules]*

29.2 (3) nature of peer relations;

29.3 (4) play and leisure interests;

29.4 (5) medical history;

29.5 (6) educational history;

29.6 (7) substance use history;

29.7 (8) employment and vocational history; and

29.8 (9) military history;

29.9 *[For text of items F and G, see Minnesota Rules]*

29.10 H. personal mental health functioning that includes such variables as:

29.11 *[For text of subitems (1) to (5), see Minnesota Rules]*

29.12 (6) posttraumatic stress behaviors, including any dissociative process that  
29.13 may be operative;

29.14 (7) organicity and neuropsychological factors; and

29.15 (8) assessment of vulnerability;

29.16 *[For text of item I, see Minnesota Rules]*

29.17 J. the client's risk and protective factors, including at a minimum:

29.18 (1) how the factors may inhibit or contribute to the client's engagement in  
29.19 sexually abusive or harmful behavior; and

29.20 (2) the factors' current level of influence on the client.

30.1 Subp. 8. **Administering psychological testing, measures of risk and protective**  
30.2 **factors, and assessments of adaptive behavior.**

30.3 A. If applicable to the client, psychological tests; measures of risk and protective  
30.4 factors; and assessments of adaptive behavior, adaptive skills, and developmental functioning  
30.5 used in intake assessments must be standardized and normed for the given population tested.

30.6 B. Test results must be interpreted by a treatment staff member who is trained  
30.7 and experienced in interpreting the tests, measures, and assessments. The results may not  
30.8 be used as the only or the major source of the intake assessment.

30.9 Subp. 9. **Assessment conclusions and recommendations.**

30.10 A. The conclusions and recommendations of the intake assessment must be based  
30.11 on the information obtained during the assessment.

30.12 B. The interpretations, conclusions, and recommendations described in the  
30.13 assessment report must consider the:

30.14 (1) strengths and limitations of the procedures used in the assessment;

30.15 (2) strengths and limitations of self-reported information and demonstration  
30.16 of efforts to verify information provided by the client; and

30.17 (3) client's current conviction or adjudication offense and criminal history  
30.18 and juvenile justice data under Minnesota Statutes, section 13.875.

30.19 C. The interpretations, conclusions, and recommendations described in the  
30.20 assessment report must:

30.21 (1) be impartial and provide an objective and accurate base of data;

30.22 (2) note any issues or questions that exceed the level of knowledge in the  
30.23 field or the assessor's expertise; and

31.1 (3) address the issues necessary to make decisions on treatment and reoffense  
31.2 risk factors.

31.3 Subp. 10. **Assessment report.** One treatment staff member must complete the  
31.4 assessment report, which must be signed and dated and placed in the client's file. The report  
31.5 must include the following areas:

31.6 A. a summary of diagnostic and typological impressions of the client;

31.7 B. an initial assessment of the factors that both protect the client from and place  
31.8 the client at risk for unsuccessful completion of the treatment program and sexual reoffense;

31.9 C. a conclusion about the client's amenability to treatment; and

31.10 D. a conclusion on the appropriateness of the client for placement in the program  
31.11 as follows:

31.12 (1) if the program cannot meet the client's treatment needs, a recommendation  
31.13 for alternative placement or treatment is provided; or

31.14 (2) if the assessment determines that the client is appropriate for the program,  
31.15 the report must present:

31.16 (a) an outline of the client's treatment needs;

31.17 (b) recommendations, as appropriate, for the client's needs for adjunctive  
31.18 services in areas such as health, substance use disorder treatment, education, vocational  
31.19 skills, recreation, and leisure activities;

31.20 *[For text of units (c) and (d), see Minnesota Rules]*

31.21 Subp. 11. **Client review and input.**

31.22 A. A client must have the opportunity to review the assessment report under  
31.23 subpart 10 and discuss it with a treatment staff member and, if needed, to verify or correct

32.1 information in the report. Nothing under this item allows the staff member to override the  
32.2 conclusions and recommendations of the review under subpart 9.

32.3 B. If the report is amended, the amended report must be signed and dated by the  
32.4 staff member.

32.5 **2955.0105 PRETREATMENT.**

32.6 Subpart 1. **Definition.** For purposes of this part, "full-time treatment" refers to clients  
32.7 not in pretreatment.

32.8 Subp. 2. **Policy and procedure required.** A treatment program in a state correctional  
32.9 facility may use a pretreatment phase. If a treatment program uses a pretreatment phase, a  
32.10 clinical supervisor must develop and follow a written policy and procedure on pretreatment.

32.11 Subp. 3. **Pretreatment services.** The policy and procedure under subpart 2 must state  
32.12 at least the following:

32.13 A. how treatment staff will determine a client's need for pretreatment;

32.14 B. the pretreatment services that will be provided; and

32.15 C. how treatment staff will assess for a client's pretreatment needs.

32.16 Subp. 4. **Pretreatment standards.**

32.17 A. The policy and procedure under subpart 2 must describe how the treatment  
32.18 program will:

32.19 (1) manage the program's pretreatment clients, including in relation to clients  
32.20 in full-time treatment;

32.21 (2) minimize the time that clients spend in pretreatment; and

32.22 (3) plan for clients to transition to full-time treatment.

33.1 B. Treatment staff must review a client's progress in pretreatment at least every  
33.2 14 days.

33.3 **Subp. 5. Client expectations; removing from pretreatment.**

33.4 A. A pretreatment client must:

33.5 (1) follow facility rules and the rules of the client's living unit;

33.6 (2) when held, attend weekly community meetings; and

33.7 (3) when held, attend a weekly programming group with other pretreatment  
33.8 clients.

33.9 B. A clinical supervisor or counselor may remove a client from pretreatment if  
33.10 the client:

33.11 (1) does not follow facility rules or the rules of the client's living unit;

33.12 (2) is disrupting the ability of clients to receive pretreatment or treatment; or

33.13 (3) presents a safety risk to other clients or program staff.

33.14 C. A clinical supervisor or counselor must document if a client has been removed  
33.15 under item B and the reason for removal.

33.16 **Subp. 6. Transitioning from pretreatment to full-time treatment.**

33.17 A. A client must transition to full-time treatment:

33.18 (1) if the client has an assessed and documented need for sex-offense-specific  
33.19 treatment; and

33.20 (2) after treatment staff have determined that the client ~~can~~ is ready to  
33.21 transition to full-time treatment.

33.22 B. A transition to full-time treatment is subject to:

- 34.1 (1) facility security conditions; and
- 34.2 (2) the treatment program's ability to provide the client with full-time
- 34.3 treatment.

34.4 Subp. 7. **Documentation.** In addition to the documentation requirements under this  
 34.5 part, treatment staff must document the following information in a client's file:

- 34.6 A. the amount and frequency of pretreatment services received;
- 34.7 B. the type of pretreatment services received;
- 34.8 C. all reviews of the client's progress in pretreatment under subpart 4, item B;
- 34.9 D. when a client transitioned to full-time treatment; and
- 34.10 E. any other related documentation on a client's progress in pretreatment.

34.11 **2955.0110 STANDARDS FOR INDIVIDUAL TREATMENT PLANS.**

34.12 Subpart 1. **Individual treatment plan.**

34.13 A. An individual treatment plan for each client must be completed within 30  
 34.14 business days:

- 34.15 (1) after the client's admission into the program; or
- 34.16 (2) after the client has transitioned from pretreatment.

34.17 B. The individual treatment plan and the interventions designated to achieve its  
 34.18 goals must be based on the initial treatment recommendations developed in the intake  
 34.19 assessment under part 2955.0100 with additional information from the client and, when  
 34.20 possible, the client's family or legal guardian.

34.21 C. Input on the individual treatment plan and interventions may be obtained from:

- 34.22 (1) program staff;

35.1 (2) representatives from social service and criminal justice agencies; and

35.2 (3) other treatment-related resources.

35.3 D. One licensed treatment staff member or a treatment staff member under the  
35.4 supervision of a licensed treatment staff member must complete the treatment plan. A  
35.5 treatment staff member must sign and date the treatment plan and place it in the client's file.

35.6 Subp. 2. **Explanation, signature, and copies required.**

35.7 A. The individual treatment plan under subpart 1 must be explained to the client  
35.8 in a language or manner that they can understand and a copy provided to the client and, if  
35.9 appropriate, the client's family or legal guardian. The treatment program must seek a written  
35.10 acknowledgment that the client and, if appropriate, the client's family or legal guardian, has  
35.11 received and understands the treatment plan.

35.12 B. The treatment plan, including the types and amounts of adjunctive and clinical  
35.13 services delivered to the client, must be documented in the client's file.

35.14 C. If a copy is requested by a client's supervising agent, a copy of the client's  
35.15 treatment plan must be made available to the supervising agent when the treatment plan is  
35.16 completed.

35.17 Subp. 3. **Plan contents.** An individual treatment plan must include at least the following  
35.18 information:

35.19 A. the treatment goals and specific time-limited objectives to be addressed by the  
35.20 client;

35.21 *[For text of item B, see Minnesota Rules]*

35.22 C. the impact of:

36.1 (1) any concurrent psychological or psychiatric disorders, mental health  
36.2 concerns, or other clinical factors that affect how a client learns and understands treatment;  
36.3 and

36.4 (2) the disorders, concerns, or factors under subitem (1) on the client's ability  
36.5 to participate in treatment and to achieve treatment goals and objectives;

36.6 D. treatment areas to be addressed by the client;

36.7 E. a list of the services required by the client and the entity that will provide the  
36.8 services; and

36.9 F. provisions for protecting victims and potential victims, as appropriate.

36.10 **2955.0120 STANDARDS FOR REVIEWING CLIENT PROGRESS IN TREATMENT.**

36.11 Subpart 1. **Weekly progress notes.** At least weekly, a counselor must write and  
36.12 document progress notes that reflect treatment staff observations of client behavior related  
36.13 to the client's treatment goals and progress toward the goals.

36.14 Subp. 1a. **Quarterly review.**

36.15 A. At least once quarterly, treatment staff must:

36.16 (1) review and document each client's progress toward achieving individual  
36.17 treatment plan objectives;

36.18 (2) if applicable to the client or treatment program, approve the client's  
36.19 movement within the program's structure; and

36.20 (3) review and modify treatment plans.

36.21 B. Documentation of the review and any review session under subpart 2 must be  
36.22 placed in each client's file within 20 business days after the review period ends.

37.1 Subp. 2. **Review session.** In addition to quarterly reviews under subpart 1a, a review  
37.2 session between the client and at least one treatment staff member may occur meet at any  
37.3 time to review the client's progress toward treatment goals.

37.4 Subp. 3. **Involving family or legal guardian; juvenile treatment programs.**

37.5 A. This subpart applies to a treatment program treating only juveniles.

37.6 B. For a quarterly review or review session under this part, a treatment staff  
37.7 member must, except as provided under item C:

37.8 (1) inform the client's supervising agent and family or legal guardian of the  
37.9 quarterly review or review session;

37.10 (2) invite the agent and family or legal guardian to attend; and

37.11 (3) provide the agent and family or legal guardian with a written summary  
37.12 after the quarterly review or review session.

37.13 C. A treatment staff member must not invite a client's supervising agent and family  
37.14 or legal guardian if the treatment staff member determines that inviting the agent and family  
37.15 or legal guardian to the quarterly review or review session would not help the client meet  
37.16 the client's treatment goals or would pose a risk to the client's health, safety, or welfare.

37.17 Subp. 4. **Required documentation; juvenile treatment programs.** The following  
37.18 information must be documented in the client's file:

37.19 A. the names of the nonclients attending a quarterly review or review session  
37.20 under subpart 3; and

37.21 B. any determination under subpart 3, item C.

38.1 **2955.0125 AFTERCARE.**

38.2 Subpart 1. **Aftercare allowed; policy and procedure required.**

38.3 A. A treatment program may provide aftercare to a client who has completed  
38.4 treatment but still requires adjunctive services to maintain and continue the client's treatment  
38.5 gains.

38.6 B. If a treatment program provides aftercare, a clinical supervisor must develop  
38.7 and follow a written policy and procedure on aftercare.

38.8 Subp. 2. **Providing aftercare services.**

38.9 A. The policy and procedure under subpart 1 must, at a minimum, state the  
38.10 aftercare that the treatment program will provide.

38.11 B. For each client receiving aftercare, treatment staff must provide aftercare at  
38.12 least twice each calendar month.

38.13 Subp. 3. **Documentation.** For each client receiving aftercare, treatment staff must  
38.14 document in the client's file the aftercare that the client receives.

38.15 **2955.0130 STANDARDS FOR DISCHARGE REPORTING AND SUMMARY.**

38.16 Subpart 1. **Notifying supervising agent of client's discharge.** Except for an adult  
38.17 treatment program in a state correctional facility, a client's supervising agent must be notified  
38.18 within 24 hours after the treatment program discharges the client from the program, regardless  
38.19 of whether the client completed treatment.

38.20 Subp. 2. **Discharge summary.** A clinical supervisor or counselor must complete a  
38.21 discharge summary for each client discharged from the program within 20 business days  
38.22 after the client's discharge and must place the summary in the client's file. This subpart  
38.23 applies regardless of whether the client completed treatment.

39.1 Subp. 3. **Summary content.** The discharge summary must include at least the following  
39.2 client information:

39.3 *[For text of items A and B, see Minnesota Rules]*

39.4 C. why the client is being discharged from the treatment program;

39.5 D. if applicable to the client, a brief summary of the client's current conviction or  
39.6 adjudication offense and past criminal or juvenile record;

39.7 E. the client's mental health and attitude when discharged;

39.8 *[For text of items F and G, see Minnesota Rules]*

39.9 H. an assessment of the client's risk factors for sexual reoffense and other abusive  
39.10 behavior; and

39.11 I. the following plans and recommendations, if applicable to the client:

39.12 (1) a written reference to or summary of the client's plan for maintaining and  
39.13 continuing treatment gains under part 2955.0140, subpart 4, item B, subitem (10);

39.14 (2) the client's aftercare and community reentry plans; and

39.15 (3) any recommendations for aftercare and continuing treatment.

39.16 **2955.0140 PROGRAM STANDARDS FOR CLIENT TREATMENT; POLICY AND**  
39.17 **PROCEDURE.**

39.18 Subpart 1. **Program policy and ~~procedures~~ procedure manual.** Each treatment  
39.19 program must develop and follow a written policy and ~~procedures~~ procedure manual. The  
39.20 manual must be made available to clients and program staff. The manual must include at  
39.21 least the following:

39.22 A. the basic treatment protocol used to provide services to clients, as defined by  
39.23 the philosophy, goals, and model of treatment employed, including the:

40.1 (1) population of clients served;

40.2 (2) theoretical principles and operating methods used to deliver adjunctive

40.3 and clinical services to identified treatment needs of clients served; and

40.4 (3) scope of adjunctive and clinical services offered;

40.5 B. policies and procedures for managing the planned therapeutic environment, as

40.6 applicable to the program, including the manner in which the components of the planned

40.7 therapeutic environment are structured;

40.8 C. policies and procedures for preventing predation among clients and promoting

40.9 and maintaining the security and safety of clients and staff, which must address the sexual

40.10 safety of clients and staff, as well as:

40.11 *[For text of subitems (1) and (2), see Minnesota Rules]*

40.12 (3) program rules for behavior that include a range of consequences that may

40.13 be imposed for violating the program rules and due process procedures;

40.14 *[For text of items D to K, see Minnesota Rules]*

40.15 Subp. 2. **Standards of practice for treatment.** This subpart contains the minimal

40.16 standards of practice for treatment provided in a treatment program. Treatment must:

40.17 *[For text of items A and B, see Minnesota Rules]*

40.18 C. address each client's individual treatment needs;

40.19 *[For text of items D to I, see Minnesota Rules]*

40.20 Subp. 3. **Treatment purpose; basic treatment protocol.**

40.21 A. The ultimate goal of treatment is to protect the community from sexually

40.22 abusive or harmful behavior or criminal sexual behavior by reducing a client's risk of

40.23 reoffense, but treatment does not include treatment that addresses sexually abusive or harmful

41.1 behavior or criminal sexual behavior when the treatment is provided incidental to treatment  
41.2 for mental illness, developmental disability, or substance use disorder.

41.3 B. The focus of treatment is on:

41.4 (1) the occurrence and dynamics of sexual behavior and providing information,  
41.5 psychotherapeutic interventions, and support to clients to assist them in developing the  
41.6 motivation, skills, and behaviors that promote change and internal self-control; and

41.7 (2) coordinating services with other agencies and providers involved with a  
41.8 client to promote external control of the client's behavior.

41.9 C. The goals of treatment include at least the goals under subpart 4, items A to E.  
41.10 The treatment program's basic treatment protocol must determine the goals that will be  
41.11 operationalized by the program and the methods used to achieve them. The applicability of  
41.12 the goals and methods to a client must be determined by the client's intake assessment,  
41.13 individual treatment plan, and progress in treatment. The treatment program must be designed  
41.14 to allow, assist, and encourage the client to develop the motivation and ability to achieve  
41.15 the goals under subpart 4, items A to E, as appropriate.

41.16 Subp. 4. **Treatment goals.**

41.17 A. A client must acknowledge the sexually abusive or harmful behavior or criminal  
41.18 sexual behavior and admit or develop an increased sense of personal culpability and  
41.19 responsibility for the behavior. The treatment program must provide activities and procedures  
41.20 that are designed to assist clients to:

41.21 (1) reduce the denial or minimization of the client's sexually abusive or  
41.22 harmful behavior or criminal sexual behavior and any blame placed on circumstantial factors;

41.23 (2) disclose the client's history of sexually abusive or harmful behavior or  
41.24 criminal sexual behavior and pattern of sexual response;

42.1 (3) learn and understand the effects of sexual abuse on the client's victims  
42.2 and victims' families, the community, and the client and client's family; and

42.3 (4) develop and implement options for restitution and reparation to the client's  
42.4 victims and the community, in a direct or indirect manner, as applicable to the client.

42.5 B. The client must choose to stop and act to prevent the circumstances that lead  
42.6 to sexually abusive or harmful behavior or criminal sexual behavior and other abusive or  
42.7 aggressive behaviors. The program must provide activities and procedures that are designed  
42.8 to assist clients to:

42.9 (1) identify and assess the function and role of thinking errors, cognitive  
42.10 distortions, and maladaptive attitudes and beliefs in engaging in sexually abusive or harmful  
42.11 behavior or criminal sexual behavior;

42.12 *[For text of subitem (2), see Minnesota Rules]*

42.13 (3) identify the function and role of paraphilic and aggressive sexual interest  
42.14 and response, recurrent sexual fantasies, and patterns of reinforcement in engaging in  
42.15 sexually abusive or harmful behavior or criminal sexual behavior;

42.16 (4) learn and use appropriate strategies and techniques to:

42.17 (a) manage paraphilic and aggressive sexual interest and response, urges,  
42.18 fantasies, and other interests; and

42.19 (b) maintain or enhance sexual interest and response to appropriate  
42.20 partners and situations and develop and reinforce positive, prosocial sexual interests;

42.21 (5) identify the function and role of any substance use or other problematic  
42.22 behavior in engaging in sexually abusive or criminal sexual behavior and remediate those  
42.23 factors;

42.24 *[For text of subitem (6), see Minnesota Rules]*

43.1 (7) if clinically appropriate, understand and address the client's own sense of  
43.2 victimization and its impact on the client's behavior;

43.3 *[For text of subitems (8) and (9), see Minnesota Rules]*

43.4 (10) develop a plan for maintaining and continuing treatment gains that:

43.5 *[For text of units (a) to (c), see Minnesota Rules]*

43.6 (11) practice the positive social behaviors developed in the client's plan for  
43.7 maintaining and continuing treatment gains; and

43.8 (12) build the network of individuals identified in subitem (10), unit (c), who  
43.9 will support implementing the plan and share the plan with those individuals.

43.10 C. The client must develop a positive, prosocial approach to the client's sexuality,  
43.11 sexual development, and sexual functioning, including realistic sexual expectations and  
43.12 establishment of appropriate sexual relationships. The program must provide activities and  
43.13 procedures that are designed to assist clients to:

43.14 *[For text of subitems (1) to (3), see Minnesota Rules]*

43.15 D. The client must develop positive communication and relationship skills. The  
43.16 program must provide activities and procedures that are designed to assist clients to:

43.17 *[For text of subitems (1) to (3), see Minnesota Rules]*

43.18 E. The client must reenter and reintegrate into the community. The program must  
43.19 provide activities and procedures that are designed to assist clients to:

43.20 *[For text of subitem (1), see Minnesota Rules]*

43.21 (2) prepare a plan designed to enable the client to successfully transition into  
43.22 the community.

44.1 **2955.0150 STANDARDS FOR DELIVERING TREATMENT.**

44.2 Subpart 1. **Amount of treatment.** Each client must receive the amount of treatment  
44.3 and frequency of treatment specified in the client's individual treatment plan under part  
44.4 2955.0110.

44.5 *[For text of subpart 2, see Minnesota Rules]*

44.6 Subp. 3. **Clinical case management services.** A treatment program must provide  
44.7 each client with clinical case management services. The services must be documented in  
44.8 each client's file.

44.9 Subp. 4. [See repealer.]

44.10 Subp. 5. **Size of group therapy and psychoeducation groups.**

44.11 A. Group therapy sessions must not exceed ten clients per group.

44.12 B. For juvenile clients, psychoeducation groups must not exceed a treatment  
44.13 staff-to-client ratio of 1-to-16.

44.14 C. For adult clients, psychoeducation groups must not exceed a treatment  
44.15 staff-to-client ratio of 1-to-20.

44.16 Subp. 6. [See repealer.]

44.17 Subp. 7. **Length of treatment.**

44.18 A. The time a client is in treatment depends on the:

44.19 (1) treatment program's basic treatment protocol;

44.20 (2) client's treatment needs as identified in the client's individual treatment  
44.21 plan; and

44.22 (3) client's progress in achieving treatment goals.

45.1 B. The minimum length of treatment is as prescribed under Minnesota Statutes,  
45.2 section 241.67, subdivision 2, paragraph (a).

45.3 Subp. 8. **Where provided.** A treatment program's treatment and residential services  
45.4 may be provided in separate locations.

45.5 **2955.0160 STANDARDS FOR USING SPECIAL ASSESSMENT AND TREATMENT**  
45.6 **PROCEDURES.**

45.7 Subpart 1. **Policy.** A treatment program that uses special assessment and treatment  
45.8 procedures must develop and follow a written policy and procedure that describes the:

45.9 A. special assessment and treatment procedures to be ~~included in the policy used~~;

45.10 B. purpose and rationale for using each procedure;

45.11 C. qualifications of staff who implement the procedure and any technology needed  
45.12 to conduct each procedure;

45.13 D. conditions and safeguards under which the procedure is used for a client;

45.14 *[For text of items E and F, see Minnesota Rules]*

45.15 G. process to obtain and document informed consent under item F; and

45.16 *[For text of item H, see Minnesota Rules]*

45.17 Subp. 1a. **Juvenile treatment program.** A treatment program serving juvenile clients  
45.18 may use special assessment and treatment procedures if:

45.19 A. allowed under the Practice Guidelines for Assessment, Treatment, and  
45.20 Intervention with Adolescents Who Have Engaged in Sexually Abusive Behavior;

45.21 B. the assessment is administered by an examiner under part 2955.0090, subpart  
45.22 6 or 7; and

45.23 C. any materials used as stimuli in the assessment are securely stored.

46.1           **Subp. 2. Specific standards for deception assessment.**

46.2           A. In addition to the requirements under subpart 1, the standards under this subpart  
46.3 apply if a deception assessment is used for an adult client.

46.4           B. A deception assessment must be administered:

46.5                 (1) by an examiner under part 2955.0090, subpart 6; and

46.6                 (2) in accordance with the following documents incorporated by reference  
46.7 under part 2955.0025:

46.8                         (a) the Standards and Principles of Practice; and

46.9                         (b) the Best Practice Guidelines for the Assessment, Treatment, Risk  
46.10 Management, and Risk Reduction of Men Who Have Committed Sexually Abusive  
46.11 Behaviors.

46.12           **Subp. 3. Specific standards for sexual interest and response assessment.**

46.13           A. In addition to the requirements under subpart 1, the standards under this subpart  
46.14 apply if a sexual interest and response assessment is used for an adult client.

46.15           B. An assessment must be administered:

46.16                 (1) by an examiner under part 2955.0090, subpart 7; and

46.17                 (2) in accordance with the Best Practice Guidelines for the Assessment,  
46.18 Treatment, Risk Management, and Risk Reduction of Men Who Have Committed Sexually  
46.19 Abusive Behaviors.

46.20           C. Materials used as stimuli in the assessment must be stored securely.

46.21           **Subp. 4. Additional standard for results and interpreting data.**

46.22           A. The results obtained through an assessment under this part must be used for  
46.23 assessment, treatment planning, treatment monitoring, or risk assessment.

47.1 B. The results must be interpreted within the context of a comprehensive  
47.2 assessment and treatment process and must not be used as the only or the major source of  
47.3 clinical decision-making and risk assessment.

47.4 Subp. 5. [See repealer.]

47.5 **2955.0170 STANDARDS FOR CONTINUING QUALITY IMPROVEMENT.**

47.6 A. Each treatment program must develop and follow a written quality assurance  
47.7 and program improvement plan and written procedures to monitor, evaluate, and improve  
47.8 all program components, including services provided by contracted entities. The plan and  
47.9 procedures must address the:

47.10 (1) program's goals and objectives and the outcomes achieved;

47.11 (2) quality of treatment delivered to clients in terms of the goals and objectives  
47.12 of their individual treatment plans and the outcomes achieved;

47.13 (3) if offered, quality of pretreatment delivered to clients;

47.14 (4) quality of staff performance and administrative support and how staff and  
47.15 administrative support contribute to the outcomes achieved in subitems (1) ~~and (2)~~ to (3);

47.16 (5) quality of the planned therapeutic environment, as appropriate, and its  
47.17 contribution to the outcomes achieved in subitems (1) ~~and (2)~~ to (3);

47.18 (6) quality of the client's clinical records;

47.19 (7) use of resources in terms of efficiency and cost-effectiveness;

47.20 (8) feedback from each referral source, as appropriate, regarding the referral  
47.21 source's level of satisfaction with the program and suggestions for program improvement;  
47.22 and

47.23 (9) effectiveness of the monitoring and evaluation process.

48.1 B. The quality assurance and program improvement plan must specify:

48.2 (1) how the requisite information is objectively measured, collected, and  
48.3 analyzed; and

48.4 (2) how often the program gathers the information and documents the actions  
48.5 taken in response to the information.

48.6 **TERM CHANGE.** The following terms are changed wherever they appear in Minnesota  
48.7 Rules, chapter 2955:

48.8 A. "case management" is changed to "clinical case management";

48.9 B. "chemical" is changed to "substance";

48.10 C. "chemical dependency" is changed to "substance use";

48.11 D. "sexual arousal or response" is changed to "sexual interest and response";

48.12 E. "sexually abusive behavior" is changed to "sexually abusive or harmful behavior";

48.13 F. "sexually abusive or criminal sexual behavior" is changed to "sexually abusive or  
48.14 harmful behavior or criminal sexual behavior";

48.15 G. "sexually abusive and criminal sexual behavior" is changed to "sexually abusive or  
48.16 harmful behavior or criminal sexual behavior";

48.17 H. "sexually abusive and criminal sexual behaviors" is changed to "sexually abusive  
48.18 or harmful behaviors or criminal sexual behaviors"; and

48.19 I. "sexually offensive behavior" is changed to "sexually abusive or harmful behavior."

48.20 **RENUMBERING INSTRUCTION.** Each part of Minnesota Rules listed in column A is  
48.21 renumbered with the number listed in column B. Cross-reference changes consistent with  
48.22 the renumbering are made.

	Column A	Column B
49.1		
49.2	2955.0020, subpart 5	2955.0020, subpart 7a
49.3	2955.0020, subpart 21	2955.0020, subpart 7b
49.4	2955.0020, subpart 22	2955.0020, subpart 15a
49.5	2955.0020, subpart 31	2955.0020, subpart 20a
49.6	2955.0060, subpart 5	2955.0060, subpart <del>2a</del> <u>2b</u>
49.7	<u>2955.0060, subpart 6a</u>	<u>2955.0060, subpart 2a</u>

49.8 **REPEALER.** Minnesota Rules, parts 2955.0010, subpart 1; 2955.0020, subparts 17, 19,  
49.9 20, 25, 26, 27, and 32; 2955.0030, subparts 2 and 3; 2955.0040, subpart 1; 2955.0060,  
49.10 subparts 6, 7, and 8; 2955.0090, subparts 4 and 9; 2955.0150, subparts 4 and 6; 2955.0160,  
49.11 subpart 5; 2965.0010; 2965.0020; 2965.0030; 2965.0040; 2965.0050; 2965.0060; 2965.0070;  
49.12 2965.0080; 2965.0090; 2965.0100; 2965.0110; 2965.0120; 2965.0130; 2965.0140;  
49.13 2965.0150; 2965.0160; and 2965.0170, are repealed.