Implementation Considerations

The following is a list of guidelines for achieving the required tasks outlined in _____ policy.

Initial Training

Require and support probation and supervision staff to successfully complete the following within the first year of employment:

1) Motivational Interviewing:
   a) MI Level 1 for the Corrections Professional as offered through the Statewide Training Academy (STA) or at individual agency by a statewide MI Trainer.
   b) MI Coaching Circle Level 2 series as offered through the STA or at individual agency by a statewide MI Trainer.
   c) A minimum of one recorded sample of MI skills and participate in a follow up coaching session with a MI trainer/coach who is trained in MI assessment tool.

2) Core correctional skills:
   a) Core Correctional Practices end-user training or similar curriculum, as offered through the STA or at individual agency.

3) Validated Assessments:
   a) "Initial User Training" in LS/CMI or YLS/CMI 2.0 prior to completing any client assessments or alternative tool designed and validated on agency population to assess client risk/needs. LS/CMI and YLS/CMI 2.0 training offerings are available through the STA or individual agency.

   b) Provide and/or refer to training in other validated assessments or tools specific to agency populations. Examples include Dynaic Risk Assessment tools, gender responsive tools, intimate partner violence tools, etc. Training openings will be communicated statewide through DOC's EBP unit. For questions email DOC.EBP@state.mn.us.

   c) Participating in annual scoring QA exercise. This exercise will be developed and facilitated by statewide assessment trainers and offered to all agencies.

d) Provide or refer applicable staff to attend annual refresher training targeted to areas of assessment that score low for an agency/state on proficiency testing. Refresher training to be offered by statewide assessment trainers and/or at individual agency.

4) Cognitive Behavioral Interventions: Training in the use of 1:1 cognitive behavioral tools that provide opportunities for both cognitive restructuring and cognitive and social skill development for clients. Options include Carey Guides, Thinking Reports, Behavior Chains, Problem Solving tools, Cost/Benefit Analysis tool, Social Skills, etc. Training is offered through STA and/or at individual agency. . Training openings will be communicated statewide through DOC's Evidence Based Practice Unit. For questions email DOC.EBP@state.mn.us.

5) Case Planning:

a) All previously noted training requirements above prior to attending Case Planning training (A.1-4)

b) Case Planning initial training series at STA or at individual agency.

Coaching

Each agency develops a comprehensive coaching plan that supports EBP skill development by incorporating Individual and Integrated EBP coaching as identified below.

- ***Individual EBP Skill Coaching*** is a required component of an initial training series and shall be a part of the learning process and scaling up to a level of proficiency with that skill. Individual EBP skill coaches will typically be a trainer or coach with expertise in that EBP area (MI Trainer, Assessment Trainer, etc.). The agency role is to support agents in engaging and attending all coaching sessions.

- ***Integrated EBP Coaching*** takes place where the breadth of EBP skills is woven together and applied to the work with clients.

  Agencies to develop a coaching model:
  - Coaches in this case may be trainers or coaches who have training and expertise in all EBP skill areas and have also received specific training in how to coach and support EBP. Identified EBP coaches will vary by agency,

expertise and resources. Coaches will engage in ongoing training and support to maintain coaching skills.

- Employ a model where coaches engage in live observation and/or review a recording of staff delivering services to a client using the EBP skills they were trained in (see A.)
- Coaching model to specify the frequency of coaching sessions. It is recommended that coaching occur a minimum of twice per year.
- A coaching document is co-developed between the coach and agent that Identifies goals and actions steps to continue to enhance EBP skills.
- Agencies may partner or share resources to achieve coaching objectives.
- Coaching sessions may count towards the annual 16 hours EBP refresher/coaching requirement.

Quality Assurance:

All agencies will implement quality assurance measures to regularly assess and provide feedback to staff, stakeholders and clients around the use and effectiveness of EBP skills, principles, training, and coaching. Training openings will be communicated statewide through DOC's EBP unit. For questions email DOC.EBP@state.mn.us. Each agency is required to identify a plan for EBP quality assurance that includes the following:

1) Agencies require and support all applicable staff participate in a minimum of 16 hours per year of ongoing EBP training "refreshers" or coaching to support skill development and develop/maintain proficiency. Agencies will determine relevant EBP content for approved hours. Methods of offering these refreshers may include: conferences, statewide quarterly EBP Café, communities of practice, refresher offerings in EBP skill areas, or coaching sessions. Agencies may partner to share training resources. Note: *It is recommended that at least 12 of the 16 hours are active learning vs. passive learning (reading a book or watching a video) and that refreshers include skill practice.*

2) All agents who are trained in the LS/CMI, YLS (or agency specific comparable assessment tool) participate in an annual scoring QA exercise. The scoring exercise will be developed and facilitated by statewide assessment trainers or lead trainer of the tool and offered to all agencies. *Note: This activity can count towards the 16-hour EBP refresher requirement.*

3) If an individual or agency scores low on annual QA exercise, additional support to be offered by statewide assessment trainers and/or at individual agency. *Note: This activity can count toward the 16-hour EBP refresher requirement*.

4) If agents are trained in specialized assessment tools, they complete quality assurance exercise and/or refresher in the tool as offered.

5) Agencies will capture, report, and analyze data regarding use of assessments, interventions, and case planning through the statewide data system CSTS, or other avenues as applicable.

6) If applicable, agencies that deliver cognitive behavioral groups will require coaching and training for facilitators such as Facilitation Skills for Correctional Treatment Groups. Annual observation and support of group facilitators through the curriculum authors or lead trainers is also recommended to ensure fidelity to the curriculum.

7) If applicable, agencies that deliver cognitive behavioral groups will measure recidivism, dissonance, and/or success for group graduates. Likewise, agencies shall analyze why group participants did not complete a program, gaps in service delivery and consider relevant data and responsivity factors into group facilitation improvement and effective service for clients.

Resources Available as of 7/1/2026:

- DOC's Evidence Based Practice unit. For questions email DOC.EBP@state.mn.us.
- Statewide EBP Website
- DOC Field Services and EBP YouTube channel- EBP Café' recordings found here: https://youtu.be/wK95pi-TW5Q?si=Uw82cKKL3prKlWfl
- To be added to statewide EBP email network: DOC.EBP@state.mn.us