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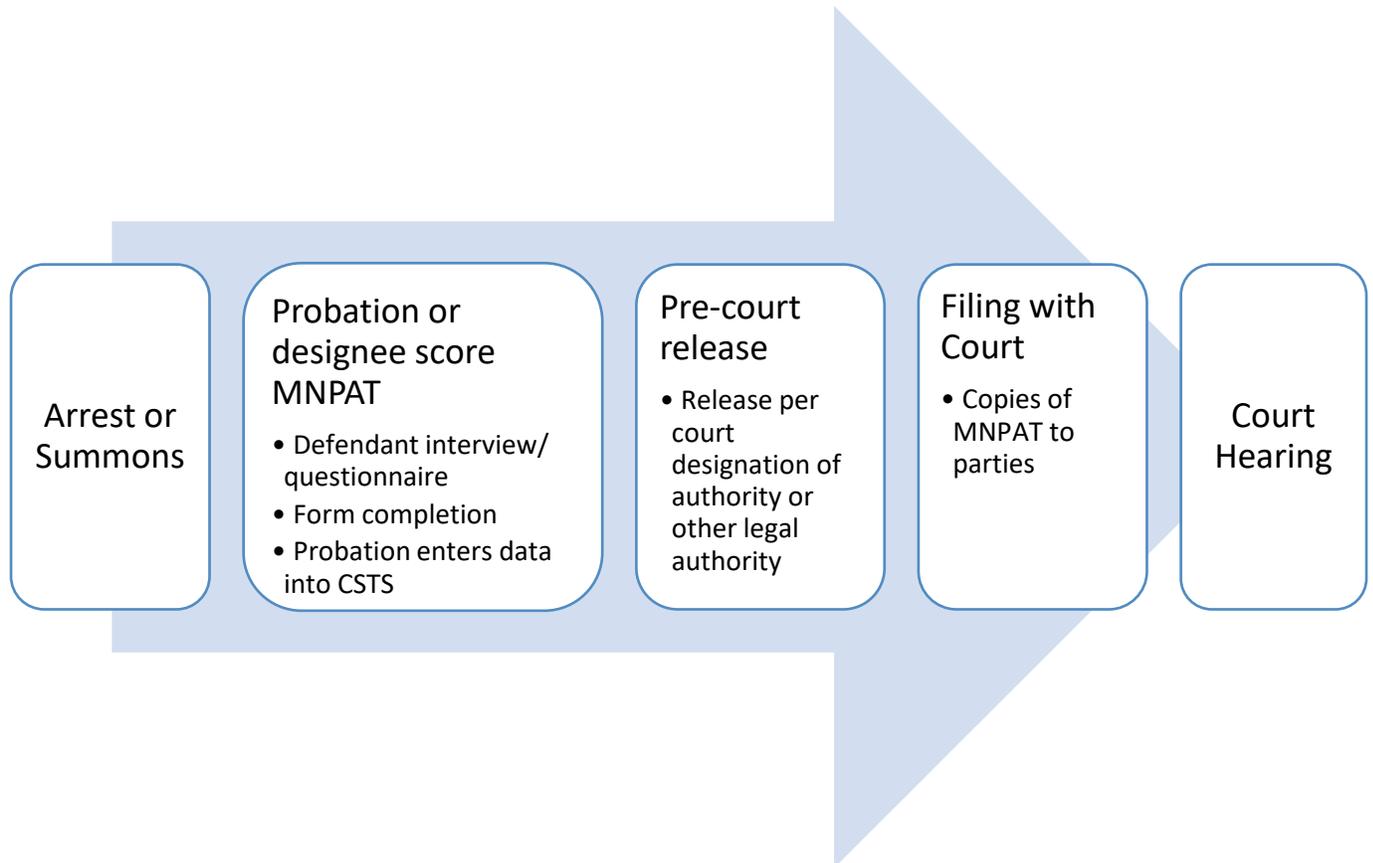
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Minnesota Pretrial Release Evaluation Form and Assessment Tool (MNPAT): Processing and Overview

This document outlines the completion, submission, and use requirements of the Minnesota Pretrial Release Evaluation Form and Assessment Tool (MNPAT). It also reviews how to score the tool section of the form and how to transfer information from the Minnesota Pretrial Questionnaire to the MNPAT and the CSTS module. The goal of the MNPAT is to provide objective information to judges who are making a bail, conditions, or release decision for a defendant with a qualifying charge. Most MNPATs will be conducted for defendants who are arrested and in-custody; however, there are other situations in which a defendant should be given a pretrial evaluation. For example, if an individual was summoned to court for a statutorily-required pretrial offense, but they failed to appear at the first hearing and now are in custody on a warrant, it would be expected that a MNPAT would be completed for them since the judge would be making a bail, conditions, or release decision.

Below is a diagram of the pretrial process:





Requirements for Submission to the Court and Entry into CSTS

The completed MNPAT must be submitted to the court before the defendant's first appearance for all defendants arrested and detained for a designated offenses as required by Minn. Stat. § [629.74](#).

- i. Depending on how, when, and where the document is prepared, this can either be electronically filed, or in some circumstances presented to the court on paper. See Minn. R. Crim. P. 6.02, subd. 3 ("The court, or the agency at the court's direction, must forward any pre-release investigation report to the parties"); see also Minn. R. Crim. P. 33.04(f) ("Except as otherwise specified in these rules, documents may be filed electronically as authorized or required by Rule 14 of the General Rules of Practice for the District Courts. Notwithstanding Rule 14 of the Minnesota General Rules of Practice for the District Courts, documents prepared and presented to the court during a court proceeding, including but not limited to a signed guilty plea petition or signed waiver of counsel, are not required to be filed electronically.").
- ii. The judge and all parties, including prosecutor(s), private or public defense attorney(s) or the defendant, must have access to either the paper or electronically filed completed MNPAT for use at the hearing (e.g. through MGA, EFS, paper, or other methods).

Local corrections or their designee shall enter the collected data from the MNPAT into the Court Services Tracking System (CSTS) as soon as practicable, but no later than five business days following the first appearance. Data from pretrial evaluations conducted on or after March 1, 2019 are expected to be inputted into CSTS.

No Modification to the MNPAT

Local jurisdictions must not modify the appearance or content of the MNPAT per the requirements set forth in Judicial Branch Policy 524 and Minn. Stat. § 629.74. This includes adding narrative information to the form, adding explanation for why a MNPAT field was scored, and/or adding a probation recommendation for the pretrial release decision. The policy was adopted by the Judicial Council and supported by members of the Pretrial Release Initiative, which recognized that successful implementation of the form and tool requires consistent use and application. Any modifications to the form or tool introduce variance to what judges see on the bench, reduces consistency, and could introduce bias into data collection, decision-making, and the validation of the tool.

Beginning the Interview or Questionnaire

Defendants should receive consistent information and introduction to the pretrial evaluation process. Agents conducting the interview or distributing the questionnaire should communicate the following key information:

- their name and the organization they work for;
- that the agent is not an attorney;
- that the information provided will be given to the court to help determine pretrial conditions/release;
- that the information obtained cannot be used against the defendant at trial;
- that the defendant's attorney, the prosecutor, and the judge will be provided a copy; and
- next steps in the process.



Refused/Unknown Fields

Following local implementation of the MNPAT, it is expected that all data fields will be collected and entered on the form and into CSTS. However, in rare circumstances, agents may not be able to complete a field on the MNPAT (e.g., a client refuses to answer a question, a client does not complete a question on the questionnaire, information is unavailable, etc.). If the circumstance arises that a scored field(s) in the Pretrial Assessment Tool Section (grey portion) cannot be completed, the agent should enter the field name(s) with the language “could not be scored” into the Comments from Collateral/Victim Sources text field. For example, if the employment section could not be scored, the agent should enter, “Employment/Income Sources or School Status could not be scored.” No additional information about why the field is not scored should be included (e.g. client refusal, technical problem, illegible questionnaire, etc.). The remainder of the form should still be completed, scored, and provided to the bench and stakeholders with the available information. The field(s) without information should be entered as “Unavailable” in the CSTS pretrial module and all other data should still be entered.

Data Fidelity and Quality Assurance

Ongoing quality assurance training is needed to ensure the tool is scored consistently between jurisdictions. New employees, changes in local practice, and inconsistent messaging/training can erode the fidelity of the incoming data over time. In order to maintain consistent statewide practices and a reliable validation sample, it is recommended that employees scoring the MNPAT receive annual refresher trainings. The Minnesota Judicial Branch will collaborate with corrections partners to establish inter-rater reliability testing on a regular basis.

It is also recommended that local probation managers/directors conduct routine checks of MNPAT scoring to ensure their agents are being consistent in how the tool is being scored.

Collateral Contacts

When possible given available resources, collateral contacts should be used to verify the information provided by the client on the MNPAT. During the interview, the agent should ask the client who can be called to verify the information. Potential contacts include, but are not limited to: parents, siblings, significant others, adult children, family members, and friends. Contacts should be over 18 years of age. The victim, minors, or law enforcement (unless suggested by the client) cannot be a collateral contact (victim information is reported separately). Information from CSTS Chronos or other probation agents should not be considered a collateral contact. If the client refuses to provide a collateral comment, note this in the Comments from Collateral/Victims Sources section. Any private or confidential information about the client should not be disclosed by the agent. When speaking to a collateral contact an agent should:

1. Explain to the collateral contact who you are, whom you represent, and the purpose of your call.
2. Confirm the collateral source is aware of the client’s detention status.
3. Explain that the information provided is not private, that confidentiality cannot be ensured, and that the information they provide could be disclosed in court.
4. Verify/ask the following information:
 - a. Collateral’s relation to the client
 - b. Client’s current living situation (address and length of time at the given address, if applicable)
 - c. Is the client employed or attending school? If so, in what capacity (i.e. where at, full/part time)?



- d. Has the client's chemical use been problematic within the past 12 months? Ask whether chemical use has led to problems with their marital, family, school, or work situations in the last 12 months.
- e. Has the client used illegal-mood altering chemicals in the last six months?
- f. Has the client had alcohol abuse problems in the last six months?

Information from the collateral contact can only override information provided by the client in the Current Problematic Chemical Use and Additional Questions for Validation sections of the MNPAT and form. All other discrepancies between the client's responses and the collateral's responses (e.g. employment, residence) should be noted under the Comments from Collateral/Victim Sources section and no changes should be made to the MNPAT score.

If the agent responsible for conducting the interview has personal, direct knowledge of the client and recognizes a discrepancy in their response (e.g. client says they have been at the same address for a year, but the agent knows from working with the client that they have moved between a homeless shelter and friends during the last year), this discrepancy should be noted in the Comments from Collateral/Victim Sources section.

Victim Sources

When possible given available resources, and when required by Minn. Stat. §§ 629.715 and 629.72, summarized victim comments should be provided. This information should include, but is not limited to, the victim's description of the current event and whether it is an isolated or ongoing problem, whether the victim expresses concern for their safety, if children were present during the event, previous police contact, if there were known injuries as a result of this event, and/or whether there has been a history of violence.

Information from the victim can only override information provided by the client in the Current Problematic Chemical Use and Additional Questions for Validation sections of the MNPAT and form. All other discrepancies between the client's responses and the victim's statements should be noted under the Comments from Collateral/Victim Sources section and no changes should be made to the MNPAT score.

Updating the CSTS Pretrial Module

The process for how and when the CSTS pretrial module is updated with the MNPAT data will vary given a jurisdiction's resources and local processes. However, the final MNPAT data entered into the CSTS pretrial module should reflect the final information that was provided to the stakeholders and used by the court. For example, if an agent does not have the current charge at the time the MNPAT document is generated for the court, but right before the hearing the agent updates the form with the current charge after receiving a copy of the complaint, it is expected that the current charge information would also be updated in the CSTS pretrial module. Similarly, if the MNPAT was given to the court without a scored current charge and the judge scores the field themselves in order to assist in their decisionmaking, the current charge should be reflected in the CSTS pretrial module. If information on the form is argued before the court and certain fields or scores are questioned for their validity, or perhaps shown to be incorrect, that information does not need to be retroactively updated in the CSTS pretrial module.

Information used to identify the client or the case (e.g. first name, last name, middle name, MNCIS case number, SID #, FBI #) should also be retroactively updated in the CSTS pretrial module if it was not known before the



hearing (e.g. case number not known by probation when filling out form, find out case number from court staff at the hearing).



MNPAT Scoring

Present Offense/Main Charge

Source: MNCIS/MGA/Guidelines Worksheet

Criteria	Score	Notes
All felony offenses	+6, +9, or +12	Dependent on the specific statute and subdivision – see MNPAT – Main Charge Scoring table.
All other offenses	0, +3, or +6	Dependent on the specific statute and subdivision - see MNPAT – Main Charge Scoring table.

Enter the score for the most serious charged offense (note: the first listed charge is not always the most serious). The CSTS pretrial module will default to the offense description of the first listed charge, but users can update if needed. Do not score based off of the arrested offense. Main charge points are not cumulative, so points should not be added for multiple charges.

Any additional penalty/modifying statutes should be included on the main charge. The modifying statute can also increase the points scored, if the modifier is higher than the main charge. Work with stakeholders/partners to get detail.

If the present offense/main charge is a felony and the specific statute and subdivision is not on the Current Offense Points table, determine the severity level of the offense from the Minnesota Sentencing Guidelines. If the severity level is 8 or more, assign 12 points. If the severity level is 7 or less, assign 6 points.

List the statute and offense description and level. Work with stakeholders/partners to get detail.

Employment/Income Sources or School Status

Source: Interview or Questionnaire

Criteria	Score	Notes
<ul style="list-style-type: none"> Employed less than 20 hours per week. Unemployed or attending school less than 20 hours per week. Part-time employment hours in addition to part-time schooling hours total less than 20 per week. AND not receiving public income assistance/other entitlements. 	+3	Food stamps or medical assistance should not be counted as income.



Employed or self-employed 20 hours or more per week.	+0	
Attending school 20 hours or more per week or is a full-time student on break or summer vacation and will be returning to school.	+0	
Part-time employment hours plus part-time schooling hours totals more than 20 hours per week.	+0	
Receiving public income assistance/other entitlements.	+0	If the client has been receiving public income assistance (e.g. SSI, MFIP, GA, tribal stipends, unemployment benefits, and/or disability), assign zero points even if charged with Wrongfully Obtaining Public Assistance.
Pensioners – retired and receiving social security or a pension.	+0	Pensioners also include those on a disability pension, such as physical, intellectual or psychiatric.
Homemakers - individuals who choose to remain in the home to care for children, a relative, or an elderly parent and/or attend to all things domestic.	+0	Only give credit for those homemakers that legitimately fulfill these requirements. Homemakers must be financially supported by another income source within the home.

Current Problematic Chemical Use

Source: Interview, Questionnaire/CISR, Collateral/Victim

Criteria	Score	Notes
Client has a pattern of problematic substance use. See below for more information about scoring.	+1	When scoring this section, consider the client’s self-report, collateral information, victim information, court records, and available probation records.
No use and no evidence of client meeting one of the four categories below within the past 12 months.	+0	

In order to assign one (1) point in this section, the client’s substance use must have met at least one of the below categories within the past 12 months. Information from the collateral contact or victim can be used to change the score for this section.

Law Violations - The substance use (or the possession, trafficking, importation) has resulted in a conviction specifically related to chemicals within the past 12 months (DWI, controlled substance offenses, etc.). Base this



on the client’s conviction history (conviction counts even if the case was filed three years ago but the conviction was within the past 12 months). Stay of adjudications are not considered convictions, but stay of imposition is considered a conviction. Juvenile EJJ conviction would count. Do not count current drug-related charges or offenses charged or sentenced as a petty misdemeanor.

This category will be determined after completing the criminal record check. For this category only, questioning of the client during the interview is not required.

Chemical Dependency Treatment – The substance use resulted in the client voluntarily entering treatment, resulted in a Rule 25 recommending treatment, or resulted in the client being court ordered to complete treatment within the past 12 months.

When interviewing the client or when speaking with the collateral/victim contact, ask whether the client has voluntarily entered treatment or has been directed to enter treatment by a chemical health assessor or judge within the past 12 months.

Marital/Family – The substance use contributed to problems with their marital or family situation, or if significant others have had complaints about the client’s drinking or drug use within the past 12 months. If the client denies this category, but a collateral source (a friend, co-worker, family member, or significant other) indicates their use has created problems with their marital or family situation within the past 12 months, assign one point.

When interviewing the client or when speaking with the collateral/victim contact, ask whether the client’s significant other or any of their family members have expressed concerns about their chemical use within the past 12 months.

School/Work – The substance use contributed to problems with school or employment within the past 12 months. Examples include having a hangover that prevented the client from going to school or work, being asked to leave school because of drug use, or losing employment because of intoxication. This can also include failing to secure employment due to a failed pre-employment drug screen or failing to seek employment because the client knows they won’t pass pre-employment drug screening.

When interviewing the client or when speaking with the collateral/victim contact, ask how their chemical use has impacted their schooling or employment situation within the past 12 months.

Homeless or Three or More Address Changes in Past Year

Source: Interview or Questionnaire

Criteria	Score	Notes
Homeless or 3 or more addresses or moved around between friends and shelters during the past 12 months	+1	Assign a point if the client is in custody in a correctional facility or living in a temporary situation such as a homeless shelter, detox center, or crisis unit. If the client lives in a long term residential setting such as a CD treatment facility, residential treatment center, or group home, the



		setting is considered the current, permanent address.
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Age at First Delinquency Adjudication/Conviction

Source: MNCIS/BCA/CISR

Criteria	Score	Notes
Adjudicated delinquent of a felony after 14 th birthday	+1	Do not score gross misdemeanor, misdemeanor, or petty misdemeanor juvenile adjudications.
Convicted in adult court of a misdemeanor, gross misdemeanor, or felony before 26 th birthday	+1	Do not score petty misdemeanors. Do not score misdemeanor driving offenses other than DWI.

Qualifying cases used to score this category may or may not be used to score criminal conviction history or listed in the criminal conviction detail, depending on whether the offense meets the definition (e.g. adult court cases used to score this field would also be scored in the criminal conviction history section).

Include age on the MNPAT for this field only if a point is assessed.

Criminal Conviction History

Source: BCA/CISR/NCIC

Criteria	Score	Notes
Felony person convictions	+9 each	See list of person-related convictions.
Non-felony person convictions	+6 each	
Other felony convictions	+2 each	
Other non-felony convictions	+1 each	Do not score and do not list petty misdemeanors. Do not score and do not list misdemeanor driving offenses other than DWI.

- Agents must ensure the cases counted in this section are convicted cases only. If a CISR report or a BCA Criminal History report is provided to the bench, all cases not resulting in a conviction should be removed.
- Criminal conviction history does not have a time parameter – all qualifying cases should be scored.
- Cases should be scored based upon level of sentence (not filing). Cases that are pending sentencing should not be scored in this section.



- Do not score and do not list non-EJJ juvenile adjudications for Criminal Conviction History.
- Score EJJ juvenile adjudications like adult felony convictions. If the EJJ is cleared, it should not be scored.
- If the client is convicted of multiple counts on one case, assign points accordingly for each count that resulted in a conviction.
- Do not assign points for cases that have received a Stay of Adjudication (SOA), regardless of offense level. Only assign points if the SOA is revoked and a conviction is entered.
- When a client receives a Stay of Imposition (SOI) that is ultimately reduced to a misdemeanor offense, score the offense in the misdemeanor section. In parenthesis next to the offense, indicate “Felony Stay of Imp” or “GM Stay of Imp” so the parties are aware that the conviction was reduced as a result of a stay of imposition. A felony SOI that has not yet been reduced should be counted in the felony section.

Out-Of-State Convictions: If a defendant has convictions from outside Minnesota and that state’s offense classifications are different, classify the offenses by the sentence. Score:

- 90 days or less as a misdemeanor,
- 365 days or less as a gross misdemeanor, and
- 1 year and a day or more as a felony.
- If specific sentence information is unavailable, assign and score the conviction as a misdemeanor.

Use the list of person-related offenses to aid in determination of whether the out-of-state conviction is comparable to one of Minnesota’s offenses considered to be person-related. If so, score as such. If you cannot determine the type or level of offense for an out-of-state conviction, score it similar to a misdemeanor (i.e. +1 point).

Bench Warrants – Fail to Appear at a Hearing

Source: MNCIS/CISR

Criteria	Score
3 or more fail to appear bench warrants in the last 3 years	+9
1-2 fail to appear bench warrants in the last 3 years	+6
No fail to appear history in the last 3 years	+0

The following types of warrants are commonly listed in the Warrant History of the CISR report. Warrant points should be scored for all cases, including traffic (not limited to cases that are scored under the criminal conviction history). Only failure to appear warrants are counted. The points should be counted as follows:



Type	Status	Count or Do Not Count
Bench Warrant		Do not count
Probation Warrant/A&Ds		Do not count
Hold and Release		Do not count
Arrest, Complaint, Order for Detention		Do not count
Juvenile Bench Warrant		Do not count
Juvenile Bench Warrant – fail to appear at a hearing		Do not count
Bench Warrant – fail to appear at a hearing	Warrant cleared by arrest	Count
Bench Warrant – fail to appear at a hearing	Issued Active/Served	Count
Bench Warrant – fail to appear at a hearing	Recalled Inactive	Count
Bench Warrant – fail to appear at a hearing	Quashed	Do not count
Bench Warrant – fail to appear at a hearing	Return to HC	Do not count

Count three years prior from the date of screening. For example, if the defendant was screened on 8/1/2018, warrants from 8/1/2015 – 8/1/2018 would be counted and scored.

Failure to appear bench warrants originating from family court should be counted.

Do not count Fail to Appear bench warrants that have a comment stating failure to abide by conditions of release.

Do not count Failure to Appear bench warrants that are issued as a result of a missed initial hearing from a summons.

Do not count failure to appear warrants if the defendant failed to appear as a result of being held in custody in another jurisdiction (including ICE custody). This is often noted in the warrant comments or denoted by a Hold and Release Warrant type.

If the client was to appear in court on the same day for multiple cases and failed to appear, only 1 bench warrant should be counted. However, please indicate the date and the number of cases the client did not appear for court. For example if a client was scheduled for 2 court appearances the same day, count 1 bench warrant and indicate the date followed by (x2).



Totaling the Points

If completing in CSTS prior to being submitted to the Court/stakeholders

1. Total score is automatically calculated based on the entered data.

If completing on paper/manually prior to being submitted to the Court/stakeholders

1. Add the points for conviction history and transfer from page 2 of the MNPAT (or separate document if calculated elsewhere) to the score box on page 1.
2. Transfer the assigned bench warrants point value from page 2 to the appropriate box on page 1.
3. Total all points in the Pretrial Assessment Tool Section and enter the total in the Total Scale Score box.
4. The total score should be considered and used by judicial officers to assist in making pretrial release decisions:
 - Lower Risk (0-11)
 - Moderate Risk (12-25)
 - Higher risk (26 or above)



MNPAT – Additional Non-Scored Data Fields

Complete all the fields on the pretrial form and enter the data into CSTS.

Page One

Name: First, middle, and last name. Default names will pull from CSTS to the pretrial module, but users can update, if needed. Any changes will automatically update the client's name in CSTS.

Assessment Date: Date the assessment was completed. CSTS pretrial module will default to the current date. Enter the date the assessment was completed if different than current date.

Case #: MNCIS Court File Number/Case Number. Case number auto populates in the pretrial module when available in CSTS. If it is unavailable, the Agent should periodically check during their shift to see if the number is available and when possible go back and enter it. This field is required; the user must either enter a value in the text box or check the "unavailable" checkbox to indicate the information is not available.

County of Residence/Duration: Agent should enter the client's current county/American Indian Reservation or Community of residence, along with the number of consecutive years and months the client has resided in the county/American Indian Reservation or Community. If the client has lived at numerous addresses within the county/American Indian Reservation or Community, record all time as the consecutive duration of residence within the county/American Indian Reservation or Community. If the client previously lived in the county/American Indian Reservation or Community, moved to another jurisdiction, and proceeded to move back to the county/American Indian Reservation or Community, only record the duration of the most recent residence. If the client's current county/American Indian Reservation or Community is not in Minnesota, enter the county/American Indian Reservation or Community followed by "Non-Minnesota County" text. If the client's county of residence is not known, enter "Unknown."

Age: Age is calculated in the pretrial module based on the client's date of birth in CSTS. If the age value is incorrect in the CSTS pretrial module, the client's date of birth must be corrected on the client details screen.

Marital Status: Select the current applicable status. If the client is cohabitating, select "Never Married" (note: if a client who is cohabitating had a previous status of Divorced, Separated, or Widowed, select that status and not "Never Married").

Children: The number of biological/adopted children the client reports. Step-children should only be counted if the client is married. The pretrial module will default to the client's number of children value in CSTS, but users can update, if needed. Any changes will automatically update the client's number of children value in CSTS.

Dependents: The number of qualifying children and qualifying adult dependents that live with the client or receive financial support from the client. The pretrial module will default to the client's number of dependents value in CSTS, but users can update, if needed. Any changes will automatically update the client's number of dependents value in CSTS.

Have you ever been in or served in the U.S. armed forces: Check yes or no. Select "Yes" for any service regardless of duration, branch, or discharge status.



Other Charges: Enter all other charges that resulted from the client’s current arrest (other than the main charge). Obtain this information from the available sources. In the CSTS pretrial module, this value will default to a list of offense descriptions for all charges, other than the first listed charge, for the CSTS case that was selected for the pretrial scale score. The user can update the other charges, if needed.

Current Monitoring Status: The client’s’s monitoring status prior to the arrest for the current offense. See the table below. The user may select multiple boxes. If the client is not under supervision, do not check any box and proceed to the next section.

Status	Definition
Pretrial Conditional Release	Defendant was released from custody and is being monitored on pretrial conditions pending the disposition of a criminal case. Do not select if the defendant has a pending criminal case but was released on recognizance or posted bail/bond without conditions.
Probation	Defendant is compliant while being supervised for conditions of probation (excluding the current alleged criminal behavior).
Revoked Probation	Defendant is alleged to be not compliant with conditions of probation and is currently in violation status (e.g. warrant, in-custody pending court, etc.).
Supervised Release	Defendant is under supervision after serving a prison sentence.

Currently assigned to a probation or pretrial officer: Check yes or no.

Pending case: Check yes if the client has a criminal case (targeted misdemeanor or higher) that has not yet reached disposition. Cases with a continued for dismissal disposition are not pending. If a case has a failure-to-appear bench warrant active, count the case as pending. Do not count case as pending for A&D warrants. Check no if there are no pending cases.

- A targeted misdemeanor is a misdemeanor violation of section 169A.20 (driving while impaired), 518B.01 (order for protection violation), 609.224 (fifth-degree assault), 609.2242 (domestic assault), 609.746 (interference with privacy), 609.748 (harassment or restraining order violation), 617.23 (indecent exposure), or 629.75 (domestic abuse no contact order).

Comments from Collateral/Victim Sources: Add a summary of the information received from collateral/victim sources, including any safety issues or conflicting information. Verify address, employment or school, and drug use based on the collateral information.

Lethality Assessment Conducted: Check yes, no, or unknown for whether a lethality assessment was conducted.

If conditions are ordered, probation recommendations for conditions of release: Record recommendations.



Page Two

Case #: Same as page 1.

Name: First, middle, and last name. Default names will pull from CSTS to the pretrial module, but users can update, if needed. Any changes will automatically update the client's name in CSTS.

ICR/CCN #: Record if relevant/available. The CSTS pretrial module will default to the "ICR Number." The user can update, if needed. Any changes will automatically update the ICR Number value in CSTS.

SID/FBI #: Record if available. The CSTS pretrial module will default to the client's CSTS "SID Number" value. The user can update, if needed. Any changes will automatically update the client's SID Number value in CSTS. Should the client have other State ID numbers, note on MNPAT and enter in CSTS under the "other IDs" list bar.

Local ID #: Record if relevant/available.

Unemployed at the time of arrest: Check yes or no. Only based on defendant statement. No override by collateral.

Alcohol abuse problems in the last six months: Check yes or no. This field is determined by the agent through the interview question (or self-reported on the questionnaire). Alcohol abuse indicators include:

- alcohol use has caused harm or injury;
- repeated use has negatively impacted personal relationships; or
- alcohol use has negatively affected the client's quality of life

If the client's answer is "No", agents should check this answer by contacting a collateral contact, reviewing the victim statement, and/or reviewing the defendant's criminal history to see if there are indications of alcohol abuse problems in the last six months (e.g. more than one alcohol related conviction in the last six months, defendant ordered to receive alcohol treatment). Do not count the current offense. If the collateral contact, victim, or the client's criminal history suggest the client has had an alcohol abuse problem in the last six months, check yes.

Illegal mood-altering chemical use in the last six months: Check yes or no. This field is determined by the agent through the interview question (or self-reported on the questionnaire). If the client's answer is "No", agents should check this answer by contacting a collateral contact, reviewing the victim statement, and/or by reviewing the defendant's criminal history to see if there are indications of illegal mood-altering chemical use problems in the last six months (e.g., more than one illegal substance conviction in the last six months). Do not count the current offense. If the collateral contact, victim, or the client's criminal history suggest the client has used illegal mood-altering chemicals in the last six months, check yes.

Conviction History: List offense, conviction date, and state or county in parenthesis for each offense level. The best practice is to provide only the convicted offenses that are used to score the MNPAT. A CISR report can be included when necessary, but non-convicted cases should be removed.

Failure to Appear Bench Warrants in the Last Three Years: List all qualifying failure to appear Bench Warrants within the last three years. They do not need to be listed in order. In the CSTS pretrial module, all warrants



issued in the last three years will populate. Agents will review this list and add, edit, or delete entries as needed based on the specifications listed under the Bench Warrants section of the MNPAT.



Transferring Information from the Questionnaire to the MNPAT

Name: Add to page 1 and 2.

County of Residence/Duration: Add to page 1.

DOB: Do not transfer.

Age: Add to page 1.

Street Address/Mailing Address: Do not transfer.

Employment/Education: Use lines 1-5 to determine the score for Employment/Income Sources or School Status.

Criteria	Score	Notes
<ul style="list-style-type: none"> Employed less than 20 hours per week. Unemployed or attending school less than 20 hours per week. Part-time employment hours in addition to part-time schooling hours total less than 20 per week. AND not receiving public income assistance/other entitlements. 	+3	Food stamps or medical assistance should not be counted as income.
Employed or self-employed 20 hours or more per week.	+0	
Attending school 20 hours or more per week or is a full-time student on break or summer vacation and will be returning to school.	+0	
Part-time employment hours plus part-time schooling hours totals more than 20 hours per week.	+0	
Receiving public income assistance/other entitlements.	+0	If the client has been receiving public income assistance (e.g. SSI, MFIP, GA, tribal stipends, unemployment benefits, and/or disability), assign zero points even if charged with Wrongfully Obtaining Public Assistance.
Pensioners – retired and receiving social security or a pension.	+0	Pensioners also include those on a disability pension, such as physical, intellectual or psychiatric.
Homemakers - individuals who choose to remain in the home to	+0	Only give credit for those homemakers that legitimately fulfill these requirements.



care for children, a relative, or an elderly parent and/or attend to all things domestic.		Homemakers must be financially supported by another income source within the home.
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Additional data transfer:

Line 1: Add response to the first question under “Additional Questions for Validation” on Page 2.

Housing: If any of lines 6, 7, or 8 are marked “Yes”, add one point on the Homeless or Three or More Address Changes in Past Year line in the Pretrial Assessment Tool Section.

Substance Use: If any of lines 10, 11, or 12 are marked “Yes”, add one point on the Current Problematic Chemical Use line in the Pretrial Assessment Tool Section. If Question 9 is marked “Yes”, pay particular attention to the client’s conviction history and whether a convicted offense would add a point.

Additional data transfer:

Line 13: Add response to second question under “Additional Questions for Validation” on Page 2.

Line 14: Add response to third question under “Additional Questions for Validation” on Page 2.

Community Ties: Use lines 15-16 to complete page 1 – Marital Status, # Children, and # Dependents.

Military: Use line 17 to complete page 1 – Have you ever been in or served in the U.S. armed forces?

Please enter the name, relationship, and phone number of someone who knows you well: Do not transfer.

Systems Checked: Do not transfer.

P.O.: Do not transfer to the form. Enter into the CSTS pretrial module.