

OHIO RISK ASSESSMENT SYSTEM DIRECT OBSERVATION TOOL															
Observer Name				Date											
Facility															
Please fill out the below information for the person administering the ORAS															
Name				Title											
Facility															
Circle assessment being observed		CSST		CST		SRT									
Is the correct tool being administered		No		Yes		Is the tool being administered within the required timeframes				No		Yes			
Offender Information															
Offender Name				Inmate number/Case number											
Collateral information: Circle "A" for available and "R" for reviewed PRIOR to interview		PSI/OBI		LEADS		Police Report		ISR		SELF REPORT		Other:			
		A	R	A	R	A	R	A	R	A	R	A	R		
Interview Skills															
1 = Needs Improvement 2 = Meets Requirements 3 = Exceeds Requirements															
Acknowledgment / Introduction				1		2		3							
<i>Comments:</i>															
Purpose of the interview was clearly explained				1		2		3							
<i>Comments:</i>															
Avoided jumping to conclusions				1		2		3							
<i>Comments:</i>															
Avoided barriers to listening				1		2		3							
<i>Comments:</i>															
Evidence of collateral information being used				1		2		3							
<i>Comments:</i>															
Follow up questions were used				1		2		3							
<i>Comments:</i>															
Interview Guide was used				1		2		3							
<i>Comments:</i>															
Appropriate note taking which did not hinder the conversation				1		2		3							
<i>Comments:</i>															
Obtained Information to score each domain area				1		2		3							
<i>Comments:</i>															

		Total Score	
Overall Comments			
Scoring			
Exceeds requirements		22-27	
Meets requirements		15-21	
Needs Improvement		9-14	
Acknowledgment			
Circle your response to today's observations and feedback(staff)		Agree	Disagree
Staff Signature:			Date:
Observer Signature:			Date
Circle if Staff Supervisor was present	No	Yes	
Staff Supervisor Signature:			Date

Ohio Risk Assessment Direct Observation Tool

Performance Measurement Guide

Knowledge	Skills	Ability
<ul style="list-style-type: none"> • ORAS Assessment Tool • Interview Techniques 	<ul style="list-style-type: none"> • Proficiency completing an ORAS • Gathering information during an interview 	<ul style="list-style-type: none"> • Completing an ORAS accurately • Conversational and effective Interview style that demonstrates knowledge of ORAS

Performance Measure	Measurement Description
Interviewer appropriately welcomed and acknowledged the offender.	<p>Needs Improvement (1): The interviewer struggled to use the skill properly or does not use the skill at all.</p> <p>Meets Requirements (2): The interviewer welcomed and acknowledged the clients arrival to the assessment.</p> <p>Exceed Requirements (3): The interviewer welcomed the client and acknowledged the clients arrival appropriately, used pro-social skills to demonstrate importance of timely arrivals, set the tone for a relaxed, open and inviting environment and interview.</p>
Interviewer clearly explained the purpose of the interview.	<p>Needs Improvement (1): The interviewer struggled to use the skill properly or does not use skill at all.</p> <p>Meets Requirements (2): The interviewer briefly informed offender of the assessment process.</p> <p>Exceeds Requirements (3): The interviewer explained the assessment in terms understandable to the offender, inquired if the offender had questions, and responded to questions prior to starting the interview. Interviewer also explained how the assessment results will be used to benefit the offender in the future and the next steps following the interview.</p>
Interviewer avoided jumping to conclusion.	<p>Needs Improvement (1): The interviewer struggled to use the skill properly or does not use skill at all.</p> <p>Meets Requirements (2): On 1-2 occasions, the interviewer interrupted the offender and made judgmental statements before the offender was finished responding.</p> <p>Exceeds Requirements (3): The interviewer did not interrupt and waited for the offender to finish before responding. The interviewer asked for clarification when the offender provided vague/unclear information and avoided making judgmental statements.</p>
Avoided barriers to listening.	<p>Needs Improvement (1): The interviewer struggled to use the skill properly or does not use skill at all.</p> <p>Meets Requirements (2): The interviewer minimized noise and distractions (phones, finger/pencil tapping, no multi-tasking during interview). The interviewer assured there were no physical barriers to conducting the interview (unable to see or hear the offender clearly).</p> <p>Exceeds Requirements (3): The interviewer ensured privacy during the interview and minimized noises, distractions, and physical barriers. The interviewer appeared curious about the offender and clearly directed their attention to the offender. The dialogue was natural and the interviewer displayed non-verbal signs of active listening (eye contact, affirmation nods and noises).</p>

Performance Measure	Measurement Description
Evidence of collateral information being used.	<p>Needs Improvement (1): The interviewer struggled to use the skill properly or does not use skill at all.</p> <p>Meets Requirements (2): The interviewer referenced at least half of the collateral information available during the interview. The interviewer missed 1 -2 opportunities to affirm or challenge the offender with the available collateral information.</p> <p>Exceeds Requirements (3): The interviewer referenced all collateral information available. The interviewer missed no opportunities to affirm or challenged the offender with the available collateral information.</p>
Follow up questions were used.	<p>Needs Improvement (1): The interviewer struggled to use the skill properly or does not use skill at all.</p> <p>Meets Requirements (2): The interviewer used follow up questions. The interviewer used some jargon, acronyms, or language that was difficult for the offender to understand. There were 1-2 opportunities missed to ask the offender a needed follow up question.</p> <p>Exceeds Requirements (3): The interviewer used follow up questions throughout the interview. The interviewer avoided jargon and used language that the offender could understand. There were no missed opportunities to ask a needed follow up question.</p>
Interview guide was used.	<p>Needs Improvement (1): The interviewer struggled to use the skill properly or does not use skill at all.</p> <p>Meets Requirements (2): The interviewer read all questions on the interview guide and used the guide for a least $\frac{3}{4}$ of the interview.</p> <p>Exceeds Requirements (3): The interviewer has customized his/her interview guide. The interviewer skipped appropriate questions when the offender has provided the information in a previous question. The interviewer used the interview guide throughout the entire interview.</p>
Interviewer used appropriate note taking during the interview which did not hinder the conversation.	<p>Needs Improvement (1): The interviewer struggled to use the skill properly or does not use skill at all.</p> <p>Meets Requirements (2): The interviewer paused 1-2 times to finish writing notes and/or the interviewer lost their place in the interview while taking notes. The interviewer notes contained the offender's name and the date of the interview. The notes were placed in the offender's file. The content of the notes were vague and made scoring domains difficult.</p> <p>Exceeds Requirements (3): The interviewer was able to balance taking notes while being engaged in the conversation. Taking notes did not interfere with the flow of the interview/conversation. The interviewer notes contained the offender's file. Notes contained adequate detail to score domains.</p>
Interviewer obtained information to score each domain.	<p>Needs Improvement (1): The interviewer struggled to use the skill properly or does not use skill at all.</p> <p>Meets Requirements (2): The interviewer asked questions specific to each domain area and gathered information regarding the offender's attitudes, behaviors, and skills. All domains were scored and there were no more than one unanswered question in any domain.</p> <p>Exceeds Requirements (3): The interviewer asked questions specific to each domain and gathered detailed information on the offender's attitudes, behaviors, and skills. The interview was able to score all domains and no questions were left blank.</p>