Implementing Effective Correctional Management of Offenders in the Community

Intermediate Measures Database Handbook and Instruction Manual

September 2007

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Introduction

Evidence-based practices (EBP's) are only as good as the agencies and individuals who implement them. When implemented with fidelity, EBP's can successfully reduce recidivism. In order to ensure that evidence-based practice is implemented with fidelity, an agency must have a way to collect, analyze, and act upon data that measures the processes of implementation. Unfortunately, this data collection can be challenging for many reasons, including an agency's technological and research capacity. As part of the Initiative *Implementing Effective Correctional Management of Offenders in the Community,* the Crime and Justice Institute and the National Institute of Corrections have worked with the Administrative Office of the Illinois Courts and selected localities to develop an independent database application for the collection of intermediate process measures. When used as part of the case auditing process, this database can provide information essential to management in monitoring and improving the implementation of evidence-based practice.

This User's Guide is designed to do the following:

- Provide guidance in implementing a process for collecting, analyzing, and acting upon case audit information;
- Describe the capacity of the database and how to use its features, including several pre-programmed data reports;
- Suggest processes for making future changes and improvements to the database to better meet the needs of states and the local jurisdictions.

This database is a public domain tool and can be modified as needed over time. Jurisdictions are strongly encouraged to consider this a work in progress and to make whatever changes are necessary, both in the data collection and reporting formats, to maximize the usefulness of this tool.

Implementing Case Audits

Framing the Process:

Before an auditing process can be designed and implemented, you must consider what you want your data to tell you and how that information will be used. There is not a single formula as to how the audit should be done; the process should be designed to meet your needs. The questions below can help to guide key decisions in operationalizing intermediate measures audits.

- **How do we want to use these data?**
  Before beginning data collection, consider the goal. Will the information be used for supervisors to monitor officer performance? As part of performance appraisals? For managers to monitor progress throughout the year? To meet reporting requirements to an oversight agency? The uses of the data will determine how often you collect the data, the numbers of records you collect, and the way the data are presented. For example, data needed for monthly supervision meetings will differ in quantity and frequency from those compiled for an annual report.

- **What questions do we want the data to answer?**
  Data are information points used to answer questions. A common mistake in data collection is to make decisions about what data elements to collect without first considering what questions the data will answer, which can result in the collection of useless data points. The first step should be brainstorming questions, such as: Are case plans being completed in a timely manner? Are officers completing reassessments? Are offenders being referred to court ordered treatment? Once you have the questions, you can select the data elements that will be useful in answering those questions. If this process is challenging, an experienced researcher or evaluator can help to frame the questions.

  These data questions are always a work in progress. Your agency may focus on a few questions to start, either because of data limitations or a desire to take a steppingstone approach (i.e. needing to measure whether assessments are being completed before measuring if caseplans align with assessments). You may also revise your questions over time as you seek a deeper understanding of the data (for example, you may begin by looking at total assessment scores and then later add subscale scores).

- **How often do we need these data in order to make timely, effective operational changes?**
  Intermediate measures data are process data: they describe whether your agency is implementing policy and practice with fidelity. These data are only useful if they are used to inform operations and improve fidelity. Therefore, the frequency and timeliness of the data reporting must be considered. Frequency is how often the data are reviewed. If supervisors meet with officers monthly, it makes sense to have

reports on officer performance available. If a treatment liaison checks in with providers weekly, a weekly report on offenders referred but not attending treatment may be helpful.

Timeliness refers to the lag between the time period the data reflect and when they are reported. For example, reviewing December intakes in March represents a three month lag. If there is too much of a lag before data are reported, then the information may no longer be useful, or the problem may have grown much worse. (For example, knowing that officers were improperly scoring assessments six months ago may mean that the problem has improved since then, or that offenders have been being inappropriately supervised in the interim.) The closer to real time the data review is, the more useful it is, but some lag is inevitable due to the time needed to complete the data entry and analysis. Timeliness can be improved by completing audits in stages. For example, if an audit is not completed until a case plan is completed, then 90 days may pass before issues with an assessment are identified.

- **Who will receive this information, inside and outside our organization?**
  Consider the different stakeholders that will be reviewing the information both inside and outside the agency. They will likely have different needs in terms of content, frequency, and depth of data. Aggregate summary data of all audits may be appropriate for annual reports or submissions to funding agencies, while supervisors may need monthly reports by officer. Brainstorm potential stakeholders and their data requirements prior to finalizing your data questions and data elements. Also, consider what type of reporting formats will be useful. Policymakers may require simple summary statistics while internal management may want more detailed, robust tables.

- **Will we be using these data to meet any statutory, regulatory, funding, or other requirements?**
  You may have needs for the data beyond how it will be used internally, such as reporting to the state. If that is the case, create a data collection plan that will allow you to collect the data you need for external reports on time.

- **What is our capacity to collect these data?**
  In addition to considering the need for data, you must also consider your capacity to collect data. The first issue here is who will be doing the data collection. Many agencies see this as a supervisory function, and individual supervisors do audits for each of their officers. Other agencies have peer reviewers who do the audits, or quality assurance staff who are dedicated to this. It is important to consider who has the time and the skills to conduct the audits. It is also important to consider "role authority:" who will engender the least amount of resistance, and who has the respect to lend credence to the data? For example, some sites prefer peer review because peers are seen to understand the issues at hand. Other sites prefer to have supervisors do the audit because that is seen as their responsibility. As long as the audits are done skillfully, there is not a right answer.

The second part of capacity is the amount of time that auditors have to complete their task. This is an issue to be addressed as part of any discussion of workload in your agency. This audit process may supplement or supplant other responsibilities, and management must consider the amount of time auditors will need to complete their work. There will be a learning curve with this process, so the first few rounds will be significantly more time consuming.

- **What is our capacity to analyze and report these data?**
  Once the data are collected, you must consider how quickly and skillfully the data can be analyzed and reviewed. The database is equipped with some "canned" reports that anyone with access to the database can print. (See further details later in this guide.) This information can be accessed quickly and regularly. Accessing additional information will require someone with the skills to run queries or generate reports in Microsoft Access, or the skills to download and manipulate the data in another software application such as Microsoft Excel or SPSS.

- **What is our capacity to receive, review, and act upon these data?**
  Finally, once the data are received, they must be reviewed and acted upon. A plan should be in place for action on each of the evaluation questions. For example, if the question is "are assessments being completed within 30 days of intake?" the supervisors may want to review the data monthly with individual officers with the expectation that any delay be corrected in the next month. If the question is "are offenders attending court ordered treatment?" then the management team may want to review these data quarterly and create quarterly improvement plans. The decision on the appropriate approach will depend on who is accountable to solve the problem and how long it will take to address it.

Designing the Process:

Once your agency has decided how the data will be used, you must make decisions regarding a process for how the data will be collected. The following decision points may be helpful in developing implementation policies and procedures.

- **Decision One: What data will be collected, and who will collect them?**
  Once the research questions for the audit have been defined, then the data elements needed to answer the question must be established. Auditors may use any or all of the fields currently included in the database, or additional fields may be added. A data dictionary for the current data elements is included in this manual; if additional fields are added, they must be precisely defined. The agency must also decide who will conduct the audits (discussed above).

- **Decision Two: How often will the data be collected, and from how many records?**
  The frequency and quantity of data collection will be a function of the level of analysis that is going to be done, and the amount of resources available to collect the data. If the data are going to be used for research purposes, then a researcher or

evaluator should be consulted to determine the sample size needed to collect a statistically significant sample. If the audits are being used to monitor performance or agency operations, then 5-10 cases per officer per audit should be sufficient. Audits may be conducted on a monthly, quarterly, or annual basis; however, the more frequently the audits are conducted, the more quickly the agency can respond to issues that arise. Monthly or quarterly audits are preferable.

Under all circumstances, cases should be sampled randomly. This can be done using a computer program for random selection, or by using systematic sampling. Systematic sampling involves listing all cases on an officer's caseload, either alphabetically or by case number, picking a random spot to start, and selecting every *N*th case for audit. For example, if an officer has 60 cases and 10 are being selected for audit, then the auditor would select a random starting point and then select every 6^{th} case (returning to the top of the list to continue counting).

- **Decision Three: How will these data be collected, analyzed, and reported?**
  As discussed elsewhere in this manual, all auditors should be entering audits into a shared database so that the information is available in one location, and aggregate analysis and reporting can be done. The database should also be backed up frequently to avoid loss of data. The level of analytical expertise needed will depend on the type of data that your agency would like to use. If the pre-programmed reports are sufficient, then no specialized knowledge of Microsoft Access is needed. Individuals can simply be charged with generating and distributing the reports at certain intervals. If additional analysis is needed, it can be done in one of two ways. A person with knowledge of Microsoft Access can build a query and/or a report that answers the new question, and that report can be made available to all users. The second option is two download the data from Access into a spreadsheet such as Microsoft Excel or a statistical package such as SPSS to improve the analyst's ability to manipulate the data. For this option, an individual with knowledge of multiple applications would be needed, and the process would need to be repeated each time the analysis was requested. Some departments maintain staff internally with the capacity to do this analysis, while others rely on outside consultants.

- **Decision Four: How will the data be reviewed and acted upon?**
  In order for these data to be useful, they must be regularly reviewed and used as the foundation for individual or organizational improvement plans. Most agencies have a regular performance appraisal process, and this is one formal way that the data can be used. However, supervisors and managers also need a process for reviewing data regularly throughout the year to develop individual and agency level improvement plans, as well as to celebrate successes.

  For the piloting of this process in select Illinois counties, a CompStat approach was used. Pioneered by the New York City Police Department, CompStat is an approach that incorporates a structured review of data by managers who are responsible for interpreting data on their division's performance, explaining any successes or deficiencies, and accepting accountability for making improvements. As part of this audit process, a strengths-based approach was used: managers attempted to identify successful strategies and constructive improvement plans.

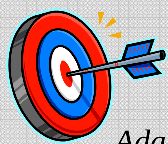
To implement a similar model with intermediate measures, management should select specific data elements to review on a regular basis and hold a structured, facilitated meeting to address the data. The data elements should be specifically linked to the department's goals, such as recidivism reduction. For example, the department may hold monthly management meetings with a quarterly rotation of data elements: a focus on assessment in month one; case plans in month two; and treatment in month three. At each meeting, supervisors must review and discuss their current data as well as reporting their progress on improvement goals from previous meetings. The meetings should be focused on accountability: everyone, from directors down to line staff, are responsible for interpreting data, designing improvement plans, and implementing those plans. (For more information on applying a CompStat approach to data-driven decision making, see the side bar in this guide, and "You Get What You Measure: CompStat for Community Corrections" from the Pew Charitable Trusts Public Safety Performance Project.)

- **Decision Five: How will the process be monitored?**
  Management must provide oversight to ensure that audits are happening on schedule, and there should be some type of quality assurance procedure in place to ensure that audits are being done accurately. Quality assurance could be composed of "spot checks" where a small sample of cases is re-audited and the scoring is compared. The auditor and the checker then compare their scoring and resolve any differences. Alternately, the auditors can independently score the same case files, compare scores, and discuss any differences in order to resolve any discrepancies. This process ensures inter-rater reliability (i.e. different auditors conducting the process in the same way).

- **Decision Six: How will staff at all levels be trained on this process?**
  All affected staff need to be trained on all phases of the process, including how the data collection will be conducted and how it will be used. This training should focus on skill building for those who will be working with the data and engagement of those who will be affected by it. If auditing is a new concept in the agency, then this process may be threatening.

- **Decision Seven: When do we start?**
  Once the process has been defined, select dates for beginning case audits, conducting analysis, reviewing data, and taking action. Then get started!

Sidebar: Accountability Through Intermediate Measures (AIM)



Accountability Through Intermediate Measures (AIM)

Adapted from a presentation by Mark Carey of the Carey Group

WHAT IS AIM?

A transparent, structured process of reviewing key success indicators for the purpose of improving clearly defined targeted outcomes. It does this by:

- examining progress made;
- making incremental service and policy changes;
- holding those responsible accountable; and
- celebrating improvements.

The Accountability Through Intermediate Measures (AIM) process helps to ensure fidelity to evidence-based practice, establish clearer performance expectations, and improve offender outcomes by structuring decision making based on data. Based on the Compare Statistics (CompStat) model of the New York City Police Department, the process involved regular, structured data audits where managers are expected to explain performance data for their division, identify solutions, and then update the group on progress. It stresses a focus on the agency's clearly defined primary purpose, visibility and transparency, continuous quality improvement, accountability, and positive reinforcement.

AIM PROCESS: WHO?

Minimally, the meeting should include:

- The manager in charge of operations;
- The front line supervisors;
- A cross section of line staff; and
- The data manager.

You may also wish to include treatment managers, the agency director, service providers, etc.

AIM PROCESS: WHAT?

- Select key indicators to review
- Present data in user-friendly tables and graphs
- Present analysis of trends over time

(continued)

- Present data along with benchmarks, both incremental goals and long-term targets

AIM PROCESS: HOW?

- Select a Chair for the group who is knowledgeable and respected, and is able to facilitate well and offer genuine praise. The Chair should have authority in the group, but does not necessarily have to be the most senior manager.
- Structure of meeting in four sections: setting the tone; an overview of the big picture, data review and accountability, and wrap up, assignments, and next steps.
- When data results are good, attempt to pinpoint causes (attitude, culture, quality assurance, supervisor, communication, etc.), praise and reward, and use success to teach others.
- When data results are poor, attempt to pinpoint causes, respectfully express disapproval (when appropriate given circumstances); avoid public blame, provide clear direction on improvement plan; and use the experience as a teachable moment, if appropriate.

GETTING STARTED

- Be clear about your goals
- Identify a limited number of key indicators to track on regular basis
- Collect data and clean it up until you are confident it is accurate
- Develop benchmarks (your expectations) and targets (your goal over a period of time)
- Hold AIM meetings on regular basis
- Alter agency practice to reach expected outcomes
- Eventually, establish performance measures (at the agency and individual levels)

AIM DO's

- Empower staff and managers to address deficiencies and meet goals
- Give staff and managers time between meetings to address deficiencies and meet goals
- Give managers time to review the data and to prepare for the meeting
- Emphasize strengths, affirmations, and praise
- Expect results and hold everyone to high standards

(Continued)

- Focus on teamwork and problem solving
- Hold staff accountable for outcomes that they can influence
- Learn from others who have succeeded
- Reinforce EBP principles (i.e. using motivational interviewing and positive reinforcement)

AIM DON'T'S

- Play power games, belittle, or punish
- Ignore missed assignments or lack of effort
- Let the meetings become a drag
- Deal with minutia that could be resolved outside the meeting
- Allow excuses rather than explanations
- Allow person responsible to blame bad data on others

Basic Database Operations

Setting up the database:

The database needs to be placed on a shared network drive or folder in order for it to be accessed and used by multiple users. If it is placed on individual computers, there will be multiple unique copies of the database, containing different data. A shared network drive is a drive that can be accessed by multiple users over your network.

Opening the database:

There are two separate group accounts for the database, Admins and Users. The Users may only enter data into the database but are not authorized to make changes to the database. This is to keep users from accidentally changing the design of the database. Admins may make changes to the database.

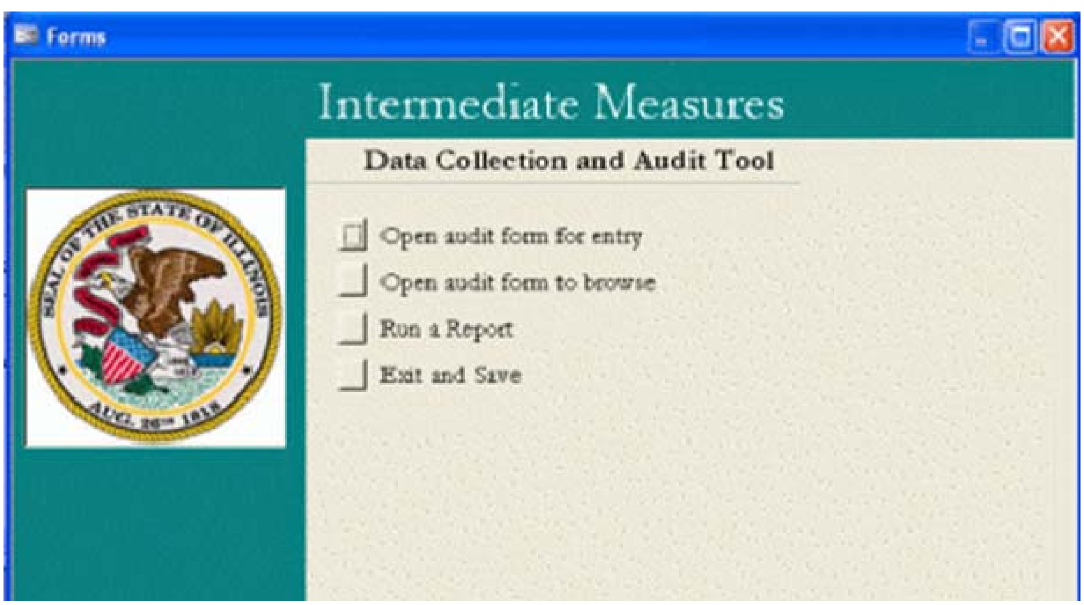
When you open the database, you'll be prompted for a username and password.

Username: Users
Password:
The password for Users is blank

Username: Admins
Password: password

Starting menu:

After entering the username and password, you should be greeted with the switchboard, where you are presented with 4 options:



- Open audit form for entry
  Clicking on this button opens up the data entry form without any of the previously entered cases visible. The auditor will be able to browse among any of the cases that they have entered during that session. They will not see previously entered cases or cases that other auditors have entered

- Open audit form to browse
  This will display all of the cases that are entered into the database. The auditor or supervisor can browse the cases using the navigation buttons at the bottom of the form.

- Run a report
  This opens an additional switchboard form from which the individual can select one of the reports to run

- Exit and Save
  Press this to exit the database. It is not strictly necessary to do this to exit and save the database, as each record is saved as it is entered. You may also close the window by pressing the X in the upper right hand corner of the window.

Browsing for a specific case:

Click the "Open audit form to browse".

Click the "Filter by form" button: 

Click the field that you want to select a case by. For example, if you want to select cases by Officer, click in that field.

A drop down box should appear. You may either begin typing the name, or click the drop down arrow and scroll down to your selection. You may select options in more than one field, if you wish to search for cases that fit multiple criteria

Once your selection has been made, click the "Filter" button: 

Access will filter the database to return cases for you to browse that fit your criteria.

If you wish to run a new search or to browse all cases, press the "Filter by form" button again and click the "Clear grid" button to reset the filter. 

Running a report:

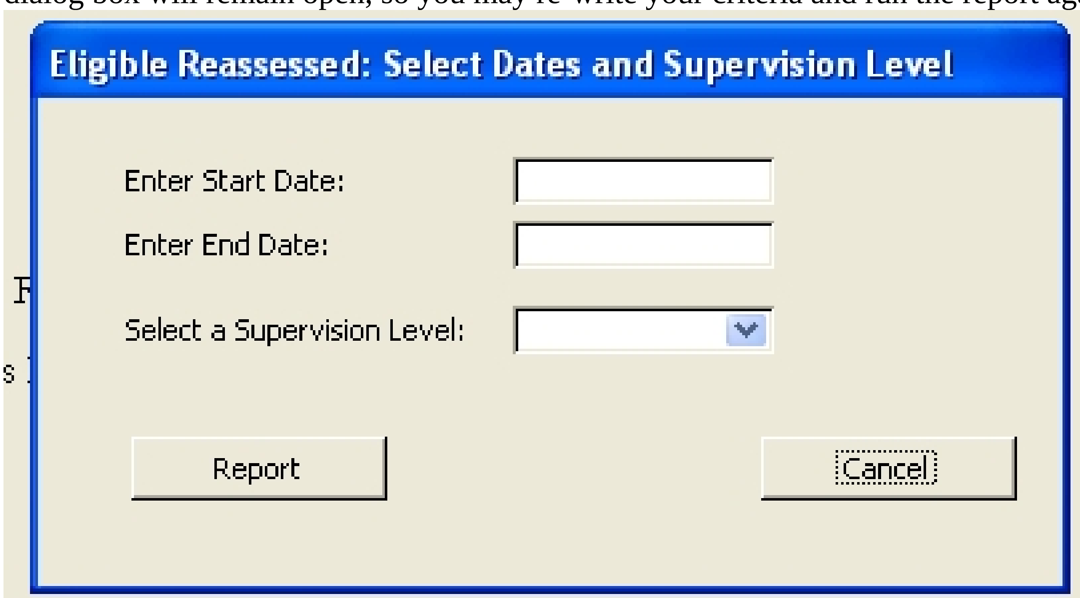
Click on the Run a Report button on the switch board

You will be presented with a list of reports that you can run. To see more reports, click the button next to <<More>>

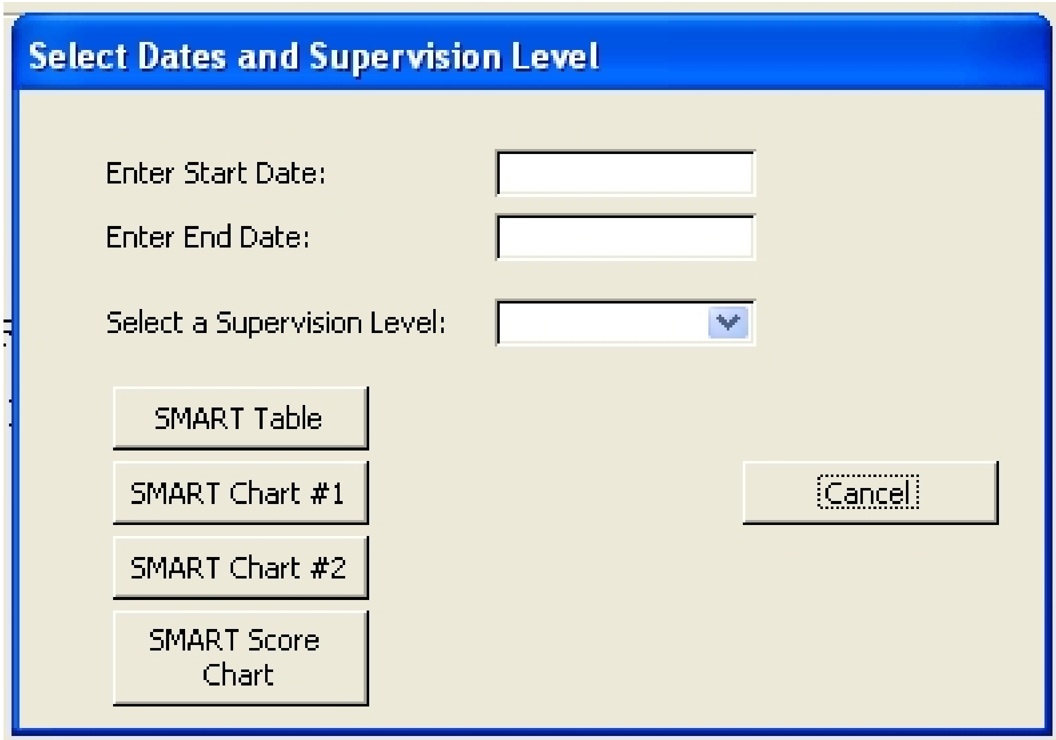
When you have chosen a report, click the button next to the label.

You will open up a dialog box that prompts you to enter a start date and end date and/or select a supervision level. You may enter any combination of these. If you select dates, the report will be run for cases whose intake date is between the dates that you have selected.

Press the report button to run the report or press cancel to leave the dialog box. The dialog box will remain open, so you may re-write your criteria and run the report again.



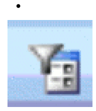
Please note that some dialog boxes have the option to select more than one report. (From a technical standpoint, this is because they run off of the same query). In this case, please select the report that you would like to run.



The report will open in a new window. It may be necessary to resize or maximize the window to be able to read the data on your screen. The dialog box that you used to open the report will remain open in the background. (The reason for this is so that later developers can add fields to the reports.)

Returning to and entering data into a specific case:

Click the “Open audit form to browse”.

Click the “Filter by form” button: 

Click the field that you want to select a case by. For example, if you want to select cases by Officer, click in that field.

A drop down box should appear. You may either begin typing the name, or click the drop down arrow and scroll down to your selection. You may select options in more than one field, if you wish to search for cases that fit multiple criteria

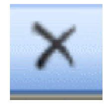
Once your selection has been made, click the “Filter” button: 

Access will filter the database to return cases for you to browse that fit your criteria. For example, you could select all cases supervised by a specific officer

Navigate to the case that you wish to add data to or alter data

Enter the data into the selected case, how you normally would. When you move to another case, your changes will be saved.

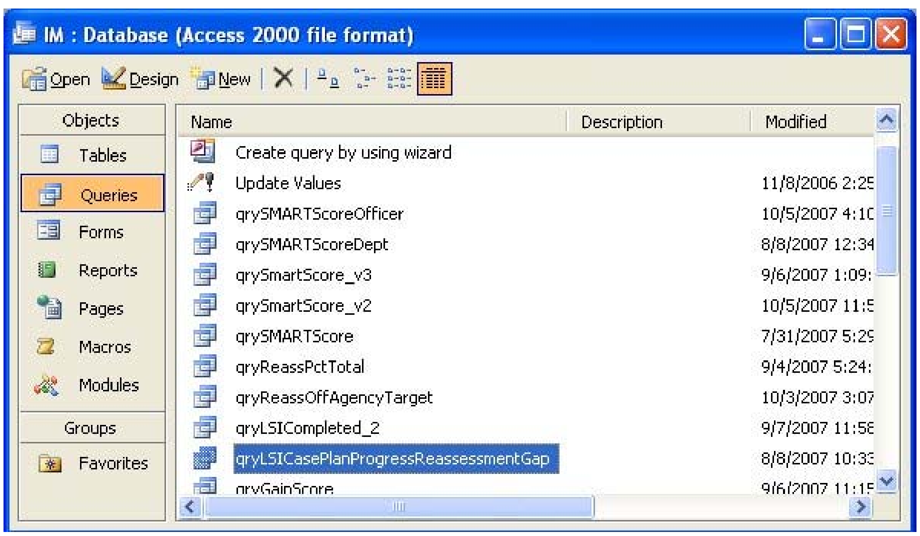
If you wish to run a new search or to browse all cases, press the “Filter by form” button again and click the “Clear grid” button to reset the filter.



Changing the target values of reports that reference targets:

The target values are set in the individual queries that create the reports. In order to change the values of the targets, you must open the query and change them individually.

To open the queries, close the switchboard and click “Queries” in the sidebar



Select the query that matches the target you want to change. The following is the list of query names and variables that correspond with target values that can be changed.

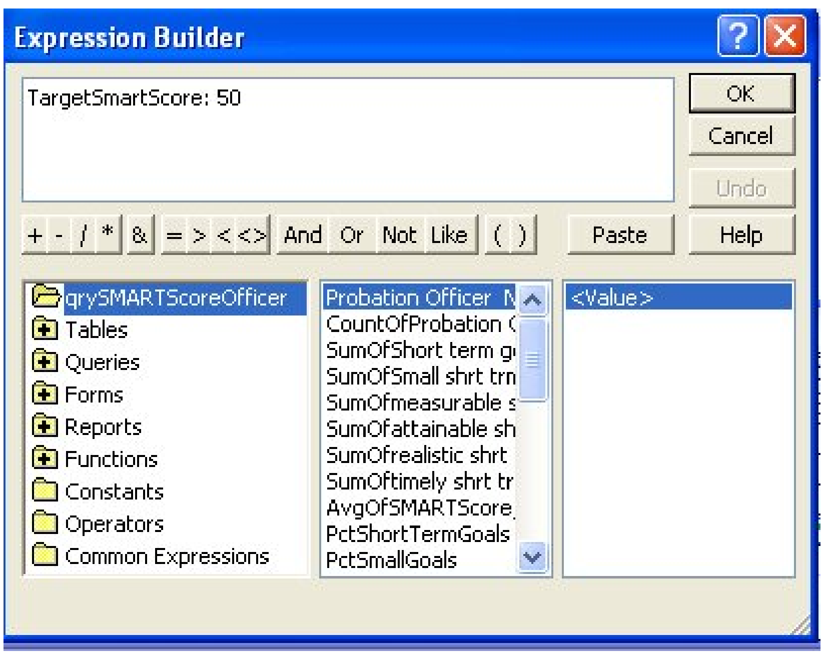
Query Name: qryReassOffAgencyTarget
Variable: Target
Value: Target % of each officers eligible cases reassessed

Query Name: qrySMARTScoreOfficer
Variable: TargetSmartScore
Value: Target smart score (for the chart)
Variable: TargetShortGoals

Value: Target % short term goals (for the chart)
Variable: TargetSmallGoals
Value: Target % small short term goals (for the chart)
Variable: TargetMeasurableGoals
Value: Target % measurable short term goals (for the chart)
Variable: TargetAttainableGoals
Value: Target % attainable short term goals (for the chart)
Variable: TargetRealisticGoals
Value: Target % realistic short term goals (for the chart)
Variable: TargetTimelyGoals
Value: Target % timely short term goals (for the chart)

To change a specific value, open the query in design view. Scroll to the right until you see the variable you'd like to change. Click inside the field box for that variable, then click the "Build" button at the top of the screen: 

You'll be prompted by a window that looks like this:



Change the value inside to change the target. Keep in mind that some values represent percentages, so make sure to set the target appropriately. Click okay and exit the query. Your target is now adjusted.

Data Dictionary – Entry

This section describes the data elements in the database. It can be used to train staff on which data elements should be entered in each field.

CASE INFORMATION	
DATA FIELD AND DESCRIPTION	*CODING CONVENTION*
Case Number: This is the number assigned to the case by the numbering convention in your jurisdiction. Please note if case has multiple probationers utilize the –NN convention. For example, if case represents one individual, the case number would be 88 AA 00888. If the case has two individuals and the first individual is under file review, the case number would be 88 AA 00888-01. **Use leading zeros to make the case number the appropriate length/format. For example case 22 IL 22 would become 22 IL 00022.** If multiple case numbers are present, use most recent.	NN AA NNNNN-NN **THIS FIELD IS REQUIRED**
ID Number: This number is randomly generated by the computer to make sure each case has a unique identifier. (Can't be edited by auditor)	AUTOFILL
Case/Probationer Name: Enter the last name and first name of the probationer.	Narrative Box Last, First

Auditor's Name: Enter the last name and the first name of the person completing the audit.	Narrative Box Last, First
Probation Officer: Enter the last name and first name of current officer responsible for the case. **It is important that this is entered consistently across cases, so that analysis at the officer level is performed correctly.**	Narrative Box Last, First
Date of Sentencing: Date the probationer was sentenced by the courts. Code missing dates as 1/1/1111	MM/DD/YYYY
Date of Intake: Date the probationer was first seen by officer. Code missing dates as 1/1/1111	MM/DD/YYYY
Days between date of intake and sentencing date. The computer will auto calculate this field.	AUTO CALCULATE

Projected Supervision End Date: Based on sentence	MM/DD/YYYY
Date of File Review/Audit: Date the reviewer audited the file. This field will be filled in automatically by the computer.	AUTOFILL
Probation Office: The office/department that supervises this case.	Narrative Box

ASSESSMENT	
DATA FIELD AND DESCRIPTION	*CODING CONVENTION*
1) Was a pre-screening tool completed prior to conducting a full assessment? Click on the radio button that corresponds to the right answer. N/A includes those jurisdictions that do not do a pre-screen. **If you answer No or Not Applicable, go to Q. #2.**	Y = Yes N = No N/A = Not Applicable
1a) Date of pre-screen. Date the pre-screen was administered. Code missing dates as 1/1/1111	MM/DD/YYYY
1b) Did the pre-screen indicate a LSI-R was necessary? Click on the radio button that corresponds to the right answer. Follow the cut-off scores established by your jurisdiction.	Y = Yes N = No N/A = Not Applicable
1c) What was the pre-screen score? The numeric-score of the pre-screen instrument used in your jurisdiction.	NN

2) Is there a completed LSI-R? Click on the radio button that corresponds to the right answer. N/A response includes those instances when the pre-screen indicated the LSI-R was not necessary. **If you answer No or Not Applicable, go to Q. #3.**	Y = Yes N = No N/A = Not Applicable
2a) Date of completed LSI-R? Date LSI-R was administered. Code missing dates as 1/1/1111	MM/DD/YYYY
2b) Score of completed LSI-R? The numeric-score of the LSI-R **NOT** the level of supervision indicated by the score and your local practices.	NN
2c) What are the criminogenic needs identified by the LSI-R? Choose from the list the highest criminogenic need identified by the LSI-R for Need #1. Choose from the list the second highest criminogenic need identified by the LSI-R for Need #2. Choose from the list the third highest criminogenic need identified by the LSI-R for Need #3. Code only those needs that are high or medium risk.	Criminal History Education/Employment Financial Family/Marital Accommodation Leisure/Recreation Companions Alcohol/Drug Problems Emotional/Personal Attitudes/Orientation

2d) What is the score of the 'Protective' or "Rater Scale" from the LSI-R? The numeric protective score of the LSI-R. Also known as the AIM or Rater Scale. This number must fall in the range of 0 to 39	NN
2e) What are the protective factors identified by the LSI-R? Choose from the list up to three protective factors identified by the LSI-R.	Education/Employment Financial Family/Marital Accommodation Leisure/Recreation Companions Attitudes/Orientation
2f) Days between date of intake and completion of LSI-R. The computer will auto calculate this field. Management reports can cut these data at the discretion of the management team.	AUTO CALCULATE

SUPERVISION LEVEL	
DATA FIELD AND DESCRIPTION	*CODING CONVENTION*
3) Probationer supervision level: Choose from the list the supervision level indicated by the LSI-R based on the cutoff scores set for your jurisdiction.	1 = Minimal 2 = Low 3 = Moderate/Medium 4 = High
3a) Was the case supervision level over-ridden? If the answer is Yes, the computer will require you to note reason for over-ride in the narrative box.	Y = Yes N = No

CASE PLAN COMPONENTS	
DATA FIELD AND DESCRIPTION	*CODING CONVENTION*
4) Is there a case plan? Click on the radio button that corresponds to the right answer. N/A response includes those instances when the prescribed timeframe for case plan completion has not elapsed. **If you answer No, go to question #11.**	Y = Yes N = No N/A = Not Applicable
4a) Date case plan was originated? First date indicated on case plan. Code missing dates as 1/1/1111	MM/DD/YYYY

4b) Days between case plan date and date of intake. The computer will auto calculate this field. Management reports can cut these data at the discretion of the management team.	AUTO CALCULATE
5) What are the criminogenic needs identified in the case plan? Choose from the list the first criminogenic need identified for case plan for Need #1. Choose from the list the second criminogenic need identified for case plan for Need #2. Choose from the list the third criminogenic need identified for case plan for Need #3. You can code *up to three* needs identified in the case plan. Code only medium and high needs.	Criminal History Education/Employment Financial Family/Marital Accommodation Leisure/Recreation Companions Alcohol/Drug Problems Emotional/Personal Attitudes/Orientation None
6) What are the protective factors identified in the case plan? Choose from the list the first protective factor identified in case plan for PF #1. Choose from the list the second protective factor identified in case plan for PF #2. Choose from the list the third protective factor identified in case plan for PF #3. You can code *up to three* protective factors identified in the case plan.	Education/Employment Financial Family/Marital Accommodation Leisure/Recreation Attitudes/Orientation Companions

7) Does the case plan identify long-term goals/objectives that are linked to the criminogenic needs listed in the case plan (see Q # 5a)? Case plan goals/objectives must be linked to the same needs listed in Q #5a for this field to be coded Yes.	Y = Yes N = No
8) How many short-term goals are identified in the case plan? Total number of short-term goals entered in case plan. If there are no short-term goals, code this field 0 and go to Q #11.	N
8a) In general, would you say the short term goals are:	NI = Needing Improvement A = Adequate E = Excellent
8b) How may short-term goals are Specific?	N
8c) How many short-term goals are Measurable? Measurable goals are those which both the officer and the probationer are able to clearly envision what changes will be taking place. Behaviors that can be seen and/or heard and that can be closely monitored are best.	N

8d) How many short-term goals are Attainable? Attainable goals should be important to the probationer and something he/she is able to achieve.	N
8e) How many short-term goals are Realistic? Realistic goals are within the probationer's control.	N
8f) How many short-term goals are Timely? Timely short-term goals are able to be completed within a relatively short period of time.	N
8g) Total SMART Score Each individual item will be computed as a percent of total. For example, if there are three goals of which 2 are Specific – 66% of goals would meet Specific criteria. Each item would have a percentage score derived and the resulting percentages added for a total SMART score.	AUTO CALCULATE
9) Are the action steps identified in the case plan small tasks? Is each of the action steps broken into small steps? All action steps must meet this criteria to code this field yes.	Y = Yes N = No

9a) Is the responsible person named for each task? Does each of the action steps have a responsible person named? All action steps must meet this criteria to code this field yes.	Y = Yes N = No
9b) Are there achievable target dates identified for each task? Does each of the action steps have an achievable target date? All action steps must meet this criteria to code this field yes.	Y = Yes N = No
10) Does the case plan represent an active work in progress? This is the most subjective field in the data collection process. In reading the case plan do you get a sense that action steps are being accomplished within a reasonable timeframe and updated as needed?	Y = Yes N = No

RE-ASSESSMENT	
DATA FIELD AND DESCRIPTION	*CODING CONVENTION*
11) Has a re-assessment LSI-R been completed? Click on the radio button that corresponds to the right answer. N/A response includes those instances when prescribed timeframe for re-assessment completion has not elapsed. **If you answer No or Not Applicable, go to Q. #14.** .	Y = Yes N = No N/A = Not Applicable
11a) Date of completed re-assessment? Date first re-assessment was completed. Code missing dates as 1/1/1111	MM/DD/YYYY
11b) Number of days lapsed from date of assessment to date of re-assessment?	AUTO CALCULATE
11c) Score of completed LSI-R from re-assessment? The numeric-score of the LSI-R **NOT** the level of supervision indicated by the score and your local practices.	NN

11d) Protective score of most recent completed re-assessment? The numeric protective score of the re-assessment not the level of supervision indicated by the score and your local practices.	NN
12) Change in LSI-R score. The computer will auto-calculate this score for you	AUTO CALCULATE
13) Change in protective score. The computer will auto-calculate this score for you	AUTO CALCULATE

TREATMENT (SEE TREATMENT DEFINITIONS IN APPENDIX A)	
DATA FIELD AND DESCRIPTION	*CODING CONVENTION*
14) Was probationer ordered to specific treatment by the court? Code *only* if specific type of treatment(s) were ordered by the court. **If you answer No, go to Q. #15**.	Y = Yes N = No
14a) Identify all types of treatment(s) ordered by the court? Code *only* those treatments ordered by the court.	Individual Psychotherapy Group Psychotherapy Family Psychotherapy Cognitive Behavioral Therapy Marital/Relationship Therapy Anger Management Domestic Violence Tx Sex Offender Treatment Medication Management Alcohol **AND/OR** Substance Abuse Tx 12-Step/Other Faith Based Grps Other
14b) Did the officer refer probationer to the treatment(s) ordered by the court? Code *only* based on court ordered treatment.	Y = Yes N = No

15) Did officer refer probationer to treatment other than the specific court ordered treatment? Code *only* if treatment(s) were directed by the officer. **If answer is No, go to other questions under the narrative tab.**	Y = Yes N = No
15a) Identify all types of treatment(s) officer referred probationer to? Code *only* those treatments ordered by the officer.	Individual Psychotherapy Group Psychotherapy Family Psychotherapy Cognitive Behavioral Therapy Marital/Relationship Therapy Anger Management Domestic Violence Tx Sex Offender Treatment Medication Management Alcohol **AND/OR** Substance Abuse Tx 12-Step/Other Faith Based Grps Other
16) Did probationer attend treatment? Code Yes if offender attended at least one session. If answer is No, skip to optional questions.	Y = Yes N = No

16a) Identify treatment(s) types attended by probationer. Code *only* those treatments attended at least one session.	Individual Psychotherapy Group Psychotherapy Family Psychotherapy Cognitive Behavioral Therapy Marital/Relationship Therapy Anger Management Domestic Violence Tx Sex Offender Treatment Medication Management Alcohol **AND/OR** Substance Abuse Tx 12-Step/Other Faith Based Grps Other
17) Did probationer successfully complete treatment? Code Yes if written documentation of successful completion is found in the file. Success is defined by a clinical source. If probationer is currently in treatment code as OG. If answer is No, skip to optional questions.	Y = Yes N = No OG = On-going
17a) What types of treatment did probationer complete successfully? Code *only* those treatments that have a written clinical documentation of success.	Individual Psychotherapy Group Psychotherapy Family Psychotherapy Cognitive Behavioral Therapy Marital/Relationship Therapy Anger Management Domestic Violence Tx Sex Offender Treatment Medication Management Alcohol **AND/OR** Substance Abuse Tx 12-Step/Other Faith Based Grps Other

OTHER QUESTIONS
(These are questions that are not part of CJI/NIC data matrix but were of value to the sites)

RE-ASSESSMENT

DATA FIELD AND DESCRIPTION	*CODING CONVENTION*
1) Does the re-assessment identify stage of change? Code N/A if there is no re-assessment or when prescribed timeframe for re-assessment completion has not elapsed.	Y = Yes N = No N/A = Not Applicable

CASE PLAN COMPONENTS

DATA FIELD AND DESCRIPTION	*CODING CONVENTION*
2) Does the case plan identify stages of change at intake? Code N/A if there is no case plan and go to Q#6.	Y = Yes N = No N/A = Not Applicable
3) Is there evidence the probationer took part in creating the case plan?	Y = Yes N = No N/A = Not Applicable
4) Does the case plan reflect the responsivity principle?	Y = Yes N = No N/A = Not Applicable
5) Are there positive reinforcements in the case plan?	Y = Yes N = No N/A = Not Applicable

6) Is there evidence in the case plan that the officer enhanced intrinsic motivation?	Y = Yes N = No N/A = Not Applicable
7) Were supervision contact standards met per case plan/supervision level?	Y = Yes N = No N/A = Not Applicable
8) Did the officer apply appropriate Incentives/Sanctions?	Y = Yes N = No N/A = Not Applicable
9) Are the case notes are up to date and complete?	Y = Yes N = No N/A = Not Applicable
10) Is the case file organized?	Y = Yes N = No N/A = Not Applicable

11) Is the status of court ordered conditions (Payments, Public Service, Urinalysis, Misc) acceptable?	Y = Yes N = No N/A = Not Applicable

12) Is the offender employed or in school?	Y = Yes N = No N/A = Not Applicable

13) Has Courtesy Supervision Acceptance Report Sent?	Y = Yes N = No N/A = Not Applicable

14) Has Courtesy Supervision Progress Report Sent every 6 months?	Y = Yes N = No N/A = Not Applicable

15) Are the case demographics up to date? Address, Employment, Treatment	Y = Yes N = No N/A = Not Applicable

Codebook – Developers

This section of the manual can be used by a database developer to make modifications to the database. It is not necessary to provide this information to database users.

Variable	Variable description	Label	Values	Source table (if applicable)	Note
Table: File Review Main					
ID		<autonumber>			
Case Number		Entered by user			Format is ## AA #####-##
Auditor's name		*Free text*			Last, First
Probation Officer Name		*Free text*			Last, First
Probation Office		2^{nd} Judicial	1	Probation_Offices	Other offices will need to be added if this is to be taken state-wide
		Adams	2		
		Cook	3		
		DuPage	4		
		Lake	5		
		Sangamon	6		
Probationer Name		*Free text*			Last, First
Date of Sentencing		Date			MM/DD/YYYY
Date of Intake		Date			MM/DD/YYYY
Proj Sup End Date	Projected Supervision End Date	Date			MM/DD/YYYY
Date of File Review / Audit	Date that the record was audited/created	Date			MM/DD/YYYY Auto-entered when the record is created (not modified)
Pre-screening tool	Was a pre-screening tool completed prior to conducting a full assessment?	-1	N/A		
		0	No		
		1	Yes		
Date of Pre-screen		Date			MM/DD/YYYY Null if *pre-screening tool* not equal to Yes
Full LSI-R Necessary	Did the pre-screen indicate a	-1	N/A		Null if *pre-screening tool* not

Variable	Variable description	Label	Values	Source table (if applicable)	Note
	LSI-R was necessary?	0	No		equal to Yes
		1	Yes		
Pre-screen score		Number			Null if *pre-screening tool* not equal to Yes
Completed Risk Need Assessment	Is there a completed LSI-R?	-1	N/A		
		0	No		
		1	Yes		
Date of LSI-R		Date			Null if *Completed Risk Need Assessment* not equal Yes
Initial Raw LSI-R Score	Score of completed LSI-R?	Number between 1 and 54			Null if *Completed Risk Need Assessment* not equal Yes
LSI Criminogenic Need1	What are the criminogenic needs identified by the LSI-R?	Criminal History	1	CrimNeed	Null if *Completed Risk Need Assessment* not equal Yes
		Education/Employment	2		
		School	3		
		Employed	4		
		Financial	5		
		Family/Marital	6		
		Accommodation	7		
		Leisure	8		
		Companions	9		
		Alcohol/Drug Problem	10		
		Emotional/Personal	11		
		Attitude/Orientation	12		
		None	99		
LSI Criminogenic Need2	What are the criminogenic needs identified by the LSI-R?	Criminal History	1	CrimNeed	Null if *Completed Risk Need Assessment* not equal Yes
		Education/Employment	2		
		School	3		
		Employed	4		
		Financial	5		
		Family/Marital	6		
		Accommodation	7		
		Leisure	8		
		Companions	9		

Variable	**Variable description**	**Label**	**Values**	**Source table (if applicable)**	**Note**
		Alcohol/Drug Problem	10		
		Emotional/Personal	11		
		Attitude/Orientation	12		
		None	99		
LSI Criminogenic Need1	What are the criminogenic needs identified by the LSI-R?	Criminal History	1	CrimNeed	Null if *Completed Risk Need Assessment* not equal Yes
		Education/Employment	2		
		School	3		
		Employed	4		
		Financial	5		
		Family/Marital	6		
		Accommodation	7		
		Leisure	8		
		Companions	9		
		Alcohol/Drug Problem	10		
		Emotional/Personal	11		
		Attitude/Orientation	12		
		None	99		
Initial protective score	What is the score of the 'Protective' or "Rater Scale" from the LSI-R?	Between 0 and 39			Null if *Completed Risk Need Assessment* not equal Yes
LSI Protective Factor1	What are the protective factors identified by the LSI-R?	Education/Employment	1	ProtectiveFactors	Null if *Completed Risk Need Assessment* not equal Yes
		Financial	2		
		Family/Marital	3		
		Accomodation	4		
		Leisure/Recreation	5		
		Attitudes/Orientation	6		
		Companions	7		
LSI Protective Factor2	What are the protective factors identified by the LSI-R?	Education/Employment	1	ProtectiveFactors	Null if *Completed Risk Need Assessment* not equal Yes
		Financial	2		
		Family/Marital	3		
		Accomodation	4		
		Leisure/Recreation	5		
		Attitudes/Orientation	6		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
		Companions	7		
LSI Protective Factor3	What are the protective factors identified by the LSI-R?	Education/Employment	1	ProtectiveFactors	Null if *Completed Risk Need Assessment* not equal Yes
		Financial	2		
		Family/Marital	3		
		Accomodation	4		
		Leisure/Recreation	5		
		Attitudes/Orientation	6		
		Companions	7		
Supervision level	Probationer supervision level:	Minimum	1	SupLevel	These categories may vary depending upon the jurisdiction. Therefore, the jurisdiction should determine how these are entered (e.g. Minimum v. Low)
		Low	2		
		Medium/Moderate	3		
		High	4		
Was case overridden	Was the case supervision level over-ridden?	No	0		Set as a Access Yes/No type. -1 is default for Yes
		Yes	-1		
Case plan	Is there a case plan?	N/A	-1		
		No	0		
		Yes	1		
Date case plan completed		Date			MM/DD/YYYY Null if *Case Plan* not equal to Yes
Criminogenic Need1	What are the criminogenic needs identified in the case plan?	Criminal History	1	CrimNeed	Null if *Case Plan* not equal to Yes
		Education/Employment	2		
		School	3		
		Employed	4		
		Financial	5		
		Family/Marital	6		
		Accommodation	7		
		Leisure	8		
		Companions	9		
		Alcohol/Drug Problem	10		
		Emotional/Personal	11		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
		Attitude/Orientation	12		
		None	99		
Criminogenic Need2	What are the criminogenic needs identified in the case plan?	Criminal History	1	CrimNeed	Null if *Case Plan* not equal to Yes
		Education/Employment	2		
		School	3		
		Employed	4		
		Financial	5		
		Family/Marital	6		
		Accommodation	7		
		Leisure	8		
		Companions	9		
		Alcohol/Drug Problem	10		
		Emotional/Personal	11		
		Attitude/Orientation	12		
		None	99		
Criminogenic Need3	What are the criminogenic needs identified in the case plan?	Criminal History	1	CrimNeed	Null if *Case Plan* not equal to Yes
		Education/Employment	2		
		School	3		
		Employed	4		
		Financial	5		
		Family/Marital	6		
		Accommodation	7		
		Leisure	8		
		Companions	9		
		Alcohol/Drug Problem	10		
		Emotional/Personal	11		
		Attitude/Orientation	12		
		None	99		
Plan Protective Factor1	What are the protective factors identified in the case plan?	Education/Employment	1	ProtectiveFactors	Null if *Case Plan* not equal to Yes
		Financial	2		
		Family/Marital	3		
		Accomodation	4		
		Leisure/Recreation	5		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
		Attitudes/Orientation	6		
		Companions	7		
Plan Protective Factor2	What are the protective factors identified in the case plan?	Education/Employment	1	ProtectiveFactors	Null if *Case Plan* not equal to Yes
		Financial	2		
		Family/Marital	3		
		Accomodation	4		
		Leisure/Recreation	5		
		Attitudes/Orientation	6		
		Companions	7		
Plan Protective Factor3	What are the protective factors identified in the case plan?	Education/Employment	1	Protective Factors	Null if *Case Plan* not equal to Yes
		Financial	2		
		Family/Marital	3		
		Accomodation	4		
		Leisure/Recreation	5		
		Attitudes/Orientation	6		
		Companions	7		
LT Goals link to crimneeds	Does the case plan identify long-term goals/objectives that are linked to the criminogenic needs listed in the case plan	No	0		Null if *Case Plan* not equal to Yes Variable type is Yes/No, default Yes value is -1
		Yes	-1		
Short term goals	How many short-term goals are identified in the case plan?	Number			
Short term goals specific	In general, would you say the short term goals are	Need Improvement	1	SpecificShortTerm Goal	
		Are Adequate	2		
		Are Excellent	3		
Small shrt trm goals	How may short-term goals are Specific?	Number			
measurable shrt trm goals	How many short-term goals are Measurable?	Number			
attainable shrt trm goals	How many short-term goals are Attainable?	Number			
realistic shrt trm goals	How many short-term goals are Realistic?	Number			

Variable	Variable description	Label	Values	Source table (if applicable)	Note
timely shrt trm goals	How many short-term goals are Timely?	Number			
Action steps	Are the action steps identified in the case plan small tasks?	No	0		
		Yes	1		
Person responsible	Is the responsible person named for each task?	No	0		
		Yes	1		
Due date	Are there achievable target dates identified for each task?	No	0		
		Yes	1		
Case Plan work in progress	Does the case plan represent an active work in progress?	No	0		
		Yes	1		
Re-assessment completed	Has a re-assessment LSI-R been completed?	N/A	-1		
		No	0		
		Yes	1		
Re-assessment date	Date of completed re-assessment?	Date			MM/DD/YYYY Null if *Re-assessment completed* is not Yes
Re-assmt Raw LSI-R Score	Score of completed LSI-R from re-assessment?	Number Between 1 and 54			Null if *Re-assessment completed* is not Yes
Re-assmt Protective score	Protective score of most recent completed re-assessment?	Number Between 0 and 39			Null if *Re-assessment completed* is not Yes
Gain score	Change in LSI-R score.				Not Used
Probationer ordered to tx	Was probationer ordered to specific treatment by the court?	N/A	-1		
		No	0		
		Yes	1		
SA_tx_all	Ordered to substance abuse treatment	No	0		
		Yes	-1		
Alc_tx_all	EXTRANEOUS				Originally, there were separate categories for drug and alcohol treatment, but these were collapsed. These were kept however, because the team was waffling on this. These do not need to be

Variable	Variable description	Label	Values	Source table (if applicable)	Note
					included in analysis, but are left in because they were programmed into some controls and taking them out is time consuming.
Drug_tx_all	EXTRANEOUS				Originally, there were separate categories for drug and alcohol treatment, but these were collapsed.
SexOff_tx_all	Ordered to sex offender treatment	No	0		
		Yes	-1		
DomViol_tx_all	Ordered to domestic violence treatment	No	0		
		Yes	-1		
Ind_MH_tx_all	Ordered to individual psychotherapy	No	0		
		Yes	-1		
Grp_Psych_all	Ordered to group psychotherapy	No	0		
		Yes	-1		
Fam_Psych_all	Ordered to family psychotherapy	No	0		
		Yes	-1		
CogBeh_tx_all	Ordered to cognitive behavioral therapy	No	0		
		Yes	-1		
MarRel_all	Ordered to marital/relationship therapy	No	0		
		Yes	-1		
Ang_Mgmt_all	Ordered to anger management therapy	No	0		
		Yes	-1		
Med_Mgmt_all	Ordered to medication management therapy	No	0		
		Yes	-1		
12Step_all	Ordered to 12-step/Other faith-based group therapy	No	0		
		Yes	-1		
Other_tx_all	Ordered to other therapy	No	0		
		Yes	-1		
Other_tx_text_all	Specify other therapy ordered to	Free Text			

Variable	Variable description	Label	Values	Source table (if applicable)	Note
Did officer make referral to txordered by court?	Did the officer refer probationer to the treatment(s) ordered by the court?	N/A	-1		
		No	0		
		Yes	1		
Did probation officer refer probationer to tx	Did officer refer probationer to treatment other than the specific court ordered treatment?	N/A	-1		
		No	0		
		Yes	1		
SA_tx_ofr	Referred to substance abuse treatment	No	0		
		Yes	-1		
Alc_tx_ofr	EXTRANEOUS				Originally, there were separate categories for drug and alcohol treatment, but these were collapsed
Drug_tx_ofr	EXTRANEOUS				Originally, there were separate categories for drug and alcohol treatment, but these were collapsed.
SexOff_tx_ofr	Referred to sex offender treatment	No	0		
		Yes	-1		
DomViol_tx_ofr	Referred to domestic violence	No	0		
		Yes	-1		
Ind_MH_tx_ofr	Referred to individual psychotherapy	No	0		
		Yes	-1		
Grp_Psych_ofr	Referred to group psychotherapy	No	0		
		Yes	-1		
Fam_Psych_ofr	Referred to family psychotherapy	No	0		
		Yes	-1		
MarRel_ofr	Referred to marital/relationship therapy	No	0		
		Yes	-1		
Med_Mgmt_ofr	Referred to medication management therapy	No	0		
		Yes	-1		
CogBeh_tx_ofr	Referred to cognitive-behavioral therapy	No	0		
		Yes	-1		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
12Step_ofr	Referred to 12-step/other faith-based group	No	0		
		Yes	-1		
Ang_Mgmt_ofr	Referred to anger management therapy	No	0		
		Yes	-1		
Other_tx_ofr	Referred to other treatment	No	0		
		Yes	-1		
Other_tx_text_ofr	Specify other treatment referred to				
Did probationer attend treatment	Did probationer attend treatment?	N/A	-1		
		No	0		
		Yes	1		
SA_tx_att	Attended substance abuse therapy?	No	0		
		Yes	-1		
Alc_tx_att	EXTRANEOUS				Originally, there were separate categories for drug and alcohol treatment, but these were collapsed.
Drug_tx_att	EXTRANEOUS				Originally, there were separate categories for drug and alcohol treatment, but these were collapsed.
SexOff_tx_att	Attended sex offender therapy?	No	0		
		Yes	-1		
DomViol_tx_att	Attended domestic violence therapy?	No	0		
		Yes	-1		
Ind_MH_tx_att	Attended individual psychotherapy?	No	0		
		Yes	-1		
Grp_Psych_att	Attended group psychotherapy?	No	0		
		Yes	-1		
Fam_Psych_att	Attended family psychotherapy?	No	0		
		Yes	-1		
MarRel_att	Attended marital/relationship therapy?	No	0		
		Yes	-1		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
Ang_Mgmt_att	Attended anger management?	No	0		
		Yes	-1		
Med_Mgmt_att	Attended medication management therapy?	No	0		
		Yes	-1		
12Step_att	Attended 12-stepy/other faith-based therapy?	No	0		
		Yes	-1		
CogBeh_tx_att	Attended cognitive behavioral therapy?	No	0		
		Yes	-1		
Other_tx_att	Attended other treatment?	No	0		
		Yes	-1		
Other_tx_text_att	Specify other treatment attended	Text			
Did probationer successfully complete tx	Did probationer successfully complete treatment?				
SA_tx_compl	Completed substance abuse treatment?	No	0		
		Yes	-1		
Alc_tx_compl	EXTRANEOUS				Originally, there were separate categories for drug and alcohol treatment, but these were collapsed.
Drug_tx_compl	EXTRANEOUS				Originally, there were separate categories for drug and alcohol treatment, but these were collapsed.
SexOff_tx_compl	Completed sex offender treatment?	No	0		
		Yes	-1		
DomViol_tx_compl	Completed domestic violence treatment?	No	0		
		Yes	-1		
Ind_MH_tx_compl	Completed individual psychotherapy?	No	0		
		Yes	-1		
Grp_Psych_compl	Completed group psychotherapy?	No	0		
		Yes	-1		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
Fam_Psych_compl	Completed family psychotherapy?	No	0		
		Yes	-1		
MarRel_compl	Completed marital/relationship therapy?	No	0		
		Yes	-1		
Ang_Mgmt_compl	Completed anger management therapy?	No	0		
		Yes	-1		
Med_Mgmt_compl	Completed medication management therapy?	No	0		
		Yes	-1		
12Step_compl	Completed 12-step/other faith-based therapy?	No	0		
		Yes	-1		
CogBeh_tx_compl	Completed cognitive-behavioral therapy?	No	0		
		Yes	-1		
Other_tx_compl	Completed other treatment?	No	0		
		Yes	-1		
Other_tx_text_compl	Specify other treatment completed?				
Narrative Information					
Query:FormQuery					
InitAssmtGap	Date of LSI-R – Date of Sentencing	Number			
InitAssmt60days	InitAssmtGap less than 60 days	No	0		
		Yes	1		
CasePlanGap	Date of case plan completed – Date of Intake				
Gain Score_calc	Reassessment LSI-R – Original LSI-R	Number			
Prot_score_change	Reassessment protective score – Original protective score	Number			
Date Case Plan FIXED					
ReAssmtGap	Reassessment Date – Date of LSI-R				
ReassTime	ReAssmtGap is greater than 365 days	No	0		
		Yes	1		

Variable	**Variable description**	**Label**	**Values**	**Source table (if applicable)**	**Note**
CPt60days					
SMART_score	((Small short term goals/short term goals)/5+(measurable short term goals/short term goals)/5+(attainable short term goals/short term goals)/5+(realistic short term goals/short term goals)/5+(timely short term goals/short term goals)/5)*100	0 to 100			Null indicates that there are no short term goals
DaysBetSentAndIntake	Date of Intake – Date of Sentencing	Number			
DaysBetIntakeAndLSIR	Date of LSI-R – Date of Intake	Number			
OrderedCategory1	Was the probationer ordered to any alcohol or drug treatment?	No	0		It was decided that for purposes of later analysis some variables would be created that collapse the treatment into categories. Substance abuse therapy, drug therapy, alcohol therapy
		Yes	-1		
OrderedCategory2	Was the probationer ordered to any sex offender treatment?	True/False			Sex Offender therapy treatment
OrderedCategory3	Was the probationer ordered to any domestic violence treatment?	True/False			Domestic violence treatment
OrderedCategory4	Was the probationer ordered to any psych therapy?	No	0		Anger Management, Family psychological therapy, group psychological therapy, individual mental health therapy, marital/relationship
		Yes	-1		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
					therapy, medication management therapy
OrderedCategory5	Was the probationer ordered to cognitive behavioral therapy?	True/False			Cognitive behavioral therapy
OrderedCategory6	Was the probationer ordered to other treatment/therapy?	True/False			Other treatment therapy
ReferredCategory1	Was probationer referred to alcohol or drug treatment?	No	0		
		Yes	-1		
ReferredCategory2	Was the probationer referred to sex offender treatment?	True/False			
ReferredCategory3	Was the probation referred to domestic violence treatment?	True/False			
ReferredCategory4	Was the probationer referred to psych treatment?	No	0		
		Yes	-1		
ReferredCategory5	Was the probationer referred to cognitive behavioral therapy?	True/False			
ReferredCategory6	Was the probationer referred to cognitive-behavioral therapy?	True/False			
AttendCategory1	Did the probationer attend drug or alcohol treatment?	No	0		
		Yes	-1		
AttendCategory2	Did the probationer attend sex offender treatment?	True/False			
AttendCategory3	Did the probationer attend domestic violence treatment?	True/False			
AttendCategory4	Did the probationer attend psychological treatment?	No	0		
		Yes	-1		
AttendCategory5	Did the probationer attend cognitive-behavioral therapy?	True/False			
AttendCategory6	Did the probationer attend other therapy?	True/False			
CompletedCategory1	Did the probationer complete	No	0		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
	drug or alcohol treatment/therapy?	Yes	-1		
CompletedCategory2	Did the probationer complete sex offender treatment?	True/False			
CompletedCategory3	Did the probationer complete domestic violence therapy?	True/False			
CompletedCategory4	Did the probationer complete psychological therapy?	True/False			
CompletedCategory5	Did the probationer complete cognitive-behavioral therapy?	True/False			
CompletedCategory6	Did the probationer complete other therapy?	No	0		
		Yes	-1		
Query: qryCrimNeedsMatchCasePlan					
CrimNeed1 Matches Caseplan	Does the first criminogenic need from the LSI-R match any of the criminogenic needs from the caseplan?	No			
		Yes			
CrimNeed2 Matches Caseplan	Does the second criminogenic need from the LSI-R match any of the criminogenic needs from the caseplan?	No			
		Yes			
CrimNeed3 Matches Caseplan	Does the third criminogenic need from the LSI-R match any of the criminogenic needs from the caseplan?	No			
		Yes			
AnyCrimNeedsMatchCasePlan	Does any criminogenic need from the LSI-R match any of the criminogenic needs from the caseplan?	No			
		Yes			
Query: LSICompleted_2					
AnyAssessment	Does the case have any assessment (prescreen or LSI-R)	Yes	1		
		No	0		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
Query: CrimNeed1SwitchStyle					
CrimNeed1Text:	Translating the crimneed variable back to text so that it summarizes correctly in a graph	Criminal History			
		Education/Employment			
		School			
		Employed			
		Financial			
		Family/Marital			
		Accomodation			
		Leisure			
		Companions			
		Alcohol/Drug Problem			
		Attitude/Orientation			
		None			
Query: qrySMARTScore_v2					
SMARTScore_error	Resolves the null cases where SMART Score is null	Yes	1		Necessary to do any kind of average scores and eliminate errors
		No	0		
Short term goalsYN	Does the case have ANY short term goals?	Yes	1		
		No	0		
Small shrt trm goalsYN	Does the case have ANY *small* short term goals?	Yes	1		
		No	0		
measurable shrt trm goalsYN	Does the case have ANY *measurable* short term goals?	Yes	1		
		No	0		
attainable shrt trm goalsYN	Does the case have ANY *attainable* short term goals?	Yes	1		
		No	0		
realistic shrt trm goalsYN	Does the case have ANY *realistic* short term goals?	Yes	1		
		No	0		
timely shrt trm goalsYN	Does the case have ANY *timely* short term goals?	Yes	1		
		No	0		
Query: qryCasePlanWorkProgress					
CPWorkProgress	Removes the N/A Responses from the Case Plan work in progress variable	Yes	1		
		No	0		

Variable	Variable description	Label	Values	Source table (if applicable)	Note
Query: qryReassOffAgencyTarget					
Summarizes reassessment data by officer					
CPWorkProgress	Removes the N/A Responses from the Case Plan work in progress variable	Yes No	1 0		
SumOfRe-assessment completed	Summ of reassessments completed				
Gain Score_calc	Average of gain score				
PctReassessed	% of each officers eligible cases reassessed				
Target	The target value of the department				This is manually set and can be changed by simply altering the expression in the query
Expr2	Average number of days, by officer, from the date of intake to the date of reassessment				
Query: qryReassPctTotal					
CPWorkProgress	Removes the N/A Responses from the Case Plan work in progress variable	Yes No	1		
Query: qrySMARTScoreOfficer					
Summarizes SMART data by officer					
SumOfShort term goalsYN: Short term goalsYN	Sum of cases, per officer, that have short term goals	*Number*		qrySmartScore_v2	
SumOfSmall shrt trm goalsYN:				qrySmartScore_v2	
SumOfmeasurable shrt trm goalsYN:				qrySmartScore_v2	
SumOfattainable shrt trm goalsYN				qrySmartScore_v2	
SumOfrealistic shrt trm				qrySmartScore_v2	

Variable	Variable description	Label	Values	Source table (if applicable)	Note
goalsYN					
SumOftimely shrt trm goalsYN				qrySmartScore_v2	
AvgOfSMARTScore_error				qrySmartScore_v2	
PctShortTermGoals					
PctSmallGoals					
PctMeasurableGoals					
PctAttainableGoals					
PctRealisticGoals					
PctTimelyGoals					
DeptSmartScore	Department average SMART score			qrySMARTScoreDept	
DeptShortTermGoals				qrySMARTScoreDept	
DeptSmallGoals				qrySMARTScoreDept	
DeptMeasurableGoals				qrySMARTScoreDept	
DeptAttainableGoals				qrySMARTScoreDept	
DeptRealisticGoals				qrySMARTScoreDept	
DeptTimelyGoals				qrySMARTScoreDept	
TargetSmartScore	Target smart score (for the chart)				
TargetShortGoals	Target % short term goals (for the chart)				
TargetSmallGoals	Target % small short term goals (for the chart)				
TargetMeasurableGoals	Target % measurable short term goals (for the chart)				
TargetAttainableGoals	Target % attainable short term goals (for the chart)				
TargetRealisticGoals	Target % realistic short term goals (for the chart)				
TargetTimelyGoals	Target % timely short term goals (for the chart)				

Variable	Variable description	Label	Values	Source table (if applicable)	Note
Query: qryGainScore					
No new/unique fields					
Query: qryAssessmentGapBreaks					
No new/unique fields					
Query: qryLSICasePlanProgressReassessmentGap					
No new/unique fields					

Structure of the database:

The database is built off of two main tables: “File Review Main” and “Optional”. The data entry form is “File Review Entry” and the optional form is “Optional subform”. “File Review Entry” runs off of the query “FormQuery”. This is also the query that does the majority of calculations and manipulations, although not all.

Nearly every report runs off of a separate query, with the exception of a few reports that basically report the same data. Each report also has its own form, which functions as the dialog box to restrict the records that are summarized. The fields from the dialog boxes function as criteria which feed into the query that builds the report. Appendix B contains a map of the database structure.

Editing the database

You must login as an administrator in order to edit the design of the database. Please keep in mind that in order to aggregate the data across jurisdictions, variables should not be changed. Variable additions are acceptable, if you would like to include reporting requirements, but deletions will make it difficult for central reporting agencies to complete analysis on the database.

Appendix A

Treatment Modalities

Individual Psychotherapy is the modality with one patient and one therapist. This form offers the most attention to the patient's individual concerns however it can be limited in that it cannot directly study family or social relationships. There are many different styles or theoretical orientations of therapists such as psychodynamic, cognitive and behavioral.

Group Psychotherapy is conducted with at least three and up to fifteen patients together. This modality offers the patient the opportunity to interact with others and learn from them as well as study their own relationship style. Patients usually encounter some social anxiety in beginning group therapy; however it offers an ideal environment in which to challenge such anxieties.

Family Psychotherapy is conducted with all or as many members as possible of a family. The work may all be done with the entire group or involve various combinations of family members. The process helps identify and modify maladaptive or destructive interaction patterns as well as foster group communication and problem solving skills.

Cognitive-Behavioral Therapy focuses on thoughts, assumptions and beliefs. People may learn to recognize and change faulty or maladaptive thinking patterns, gain control over racing, repetitive thoughts which often feed or trigger criminal attitudes and thinking.

Marital/Relationship Therapy is conducted with couples in a marital or "significant other" relationship. Its purpose is to assist the couple to work together as partners to communicate, love and solve the problems of daily life. The establishment of realistic, adult expectations is usually an important goal.

Anger Management includes techniques to reduce the amount of anger a person feels as well as techniques to express anger in alternate ways. It can teach one to become assertive rather than aggressive, and to communicate emotions calmly rather than express them through rage.

Domestic Violence Treatment includes changing the belief system which supports the use of violence in intimate relationships, identification of physical, sexual and psychological abuse. The batterer is held accountable for all abusive behaviors by practicing confrontation of denial, minimization and victim blaming, and examination of societal and personal beliefs that support violence. The batterer learns skills in the awareness and appropriate expression of anger and other emotions, communication skills, and conflict resolution skills. **Domestic Violence Treatment is not Anger management Treatment and vice versa**. Anger Management programs are not designed to address the fundamental causes of domestic violence or safety and accountability issues.

Sex Offender Treatment
Sex offender treatment varies significantly from other forms of mental health treatment and employs specialized intervention and assessment methods. Its primary goal is the protection of the community, rather than the wellness of the offender; and the treatment provider, not the offender, is more clearly in charge of the direction and plan of treatment. Treatment usually includes a combination of the methods such as Sex-drive reduction, Behavioral methods, Aversion therapy, Cognitive methods, Psychotherapy, group treatment, and Psychopharmacology.

Medication Management is the use of psychotropic medications to manage emotional, cognitive, and behavioral symptoms. The medication is prescribed by psychiatrists (in some cases a primary care physician or nurse practitioner) after thorough evaluation and with ongoing monitoring. Medication management is usually implemented in conjunction with other therapies aimed at treating the underlying causes of the condition.

Alcohol and/or Substance Abuse Treatment (Individual or Group) Includes medically supervised detoxification, office visits, hospital stays or residential treatment programs. This treatment addresses psychological issues involved in substance abuse. It can help people boost their motivation, identify situations that trigger drinking and learn new coping methods.

12 Step Groups and other **Faith-Based Groups** are a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from addiction.

Other Treatment not falling into any category previous described.

Appendix B

Reports – Data presented

All reports summarize data by officer and in total. As previously mentioned, all reports may be restricted by intake date range and supervision level

Assessment – Assessment or Prescreen Completed

1. # of cases with Assessment or Prescreen completed
2. # of total cases
3. % of cases with Assessment or Prescreen completed

Assessment - Criminogenic Needs 1, 2, 3 reports

1. # of Criminogenic Need #1 by category
2. # of Criminogenic Need #2 by category
3. # of Criminogenic Need #3 by category

Assessment - Criminogenic Needs Totals

1. *All cases*
    a. # of Criminogenic Needs summed over 1 to 3 by category
2. *Medium and High Risk*
    a. # of Criminogenic Needs summed over 1 to 3 by category for only Medium and High Risk cases

Case Plan: Smart Reports and Charts:

1. *Case Plan: S.M.A.R.T. Report*
    a. # and % of cases w/ any short term goals
    b. # and % of cases w/ any small short term goals
    c. # and % of cases w/ any measurable short term goals
    d. # and % of cases w/ any attainable short term goals
    e. # and % of cases w/ any realistic short term goals
    f. # and % of cases w/ any timely short term goals
    g. Average smart score – (Smart score is calculated by dividing the total # of each of the S.M.A.R.T. categories by the total # of short term goals, dividing each by 5, and multiplying by 100. As a result, 100 represents the score where all short term goals have all of the S.M.A.R.T. characteristics and zero represents the case where none of the short term goals have the S.M.A.R.T. characteristics)
2. *Case Plan – SMART Chart # 1*
    a. Short term goals
        i. % of cases w/ any short term goals
        ii. Department average % w/any short term goals
        iii. Target % of short term goals
    b. Small short term goals
        i. % of cases w/ any small short term goals
        ii. Department average % w/any small short term goals
        iii. Target % of small short term goals
    c. Measurable short term goals

        i. % of cases w/ any measurable short term goals
        ii. Department average % w/any measurable short term goals
        iii. Target % of measurable short term goals

3. *Case Plan – Smart Chart #2*
    a. Attainable short term goals
        i. % of cases w/ any measurable short term goals
        ii. Department average % w/any measurable short term goals
        iii. Target % of measurable short term goals
    b. Realistic short term goals
        i. % of cases w/ any realistic short term goals
        ii. Department average % w/any realistic short term goals
        iii. Target % of realistic short term goals
    c. Timely short term goals
        i. % of cases w/ any timely short term goals
        ii. Department average % w/any timely short term goals
        iii. Target % of timely short term goals
4. *Case Plan – SMART Score Average*
    a. Average SMART Score per officer
    b. Department Average SMART Score
    c. Target SMART Score

Case Plan – Is the case plan a work in progress

1. # of cases that have a case plan
2. % of cases that have a case plan
3. # of cases where the case plan is a work in progress
4. % of cases where the case plan is a work in progress

Case Plan – Does the criminogenic need form LSI match the need in caseplan?

1. # of cases where Criminogenic Need 1 that matches a case plan need
2. % of cases where Criminogenic Need 1 that matches a case plan need
3. # of cases where Criminogenic Need 2 that matches a case plan need
4. % of cases where Criminogenic Need 2 that matches a case plan need
5. # of cases where Criminogenic Need 3 that matches a case plan need
6. % of cases where Criminogenic Need 3 that matches a case plan need
7. # of cases where any Criminogenic Need that matches a case plan need
8. % of cases where any Criminogenic Need that matches a case plan need

Reassessment- % completed w/in 365 days

1. % of eligible reassessments completed w/in 365 days. (Eligible reassessments are calculated by adding those cases when the audit was completed 365 days or more from the intake OR those cases that already had a reassessment completed).
2. Department average % of completed reassessements
3. Target % of completed eligible reassessment

Reassessment - # and % completed and average gain score

1. # of reassessments completed
2. % of eligible reassessments completed
3. Gain score (Reassessment minus assessment, so negative indicates a reduction in risk)

Treatment – Referral, attendance, and completion of treatment by officer and supervision level

1. # of cases ordered to treatment
2. % of cases ordered to treatment
3. # of cases referred to treatment
4. % of cases referred to treatment
5. # of cases attended treatment
6. % of cases attended treatment
7. # of cases completed treatment
8. % of cases completed treatment
9. Average LSI-R score
10. For total: # of cases ordered to treatment by supervision level
11. For total: % of cases ordered to treatment by supervision level
12. For total: # of cases referred to treatment by supervision level
13. For total: % of cases referred to treatment by supervision level
14. For total: # of cases attended treatment by supervision level
15. For total: % of cases attended treatment by supervision level
16. For total: # of cases completed treatment by supervision level
17. For total: % of cases completed treatment by supervision level
18. For each supervision level, average LSI-R score

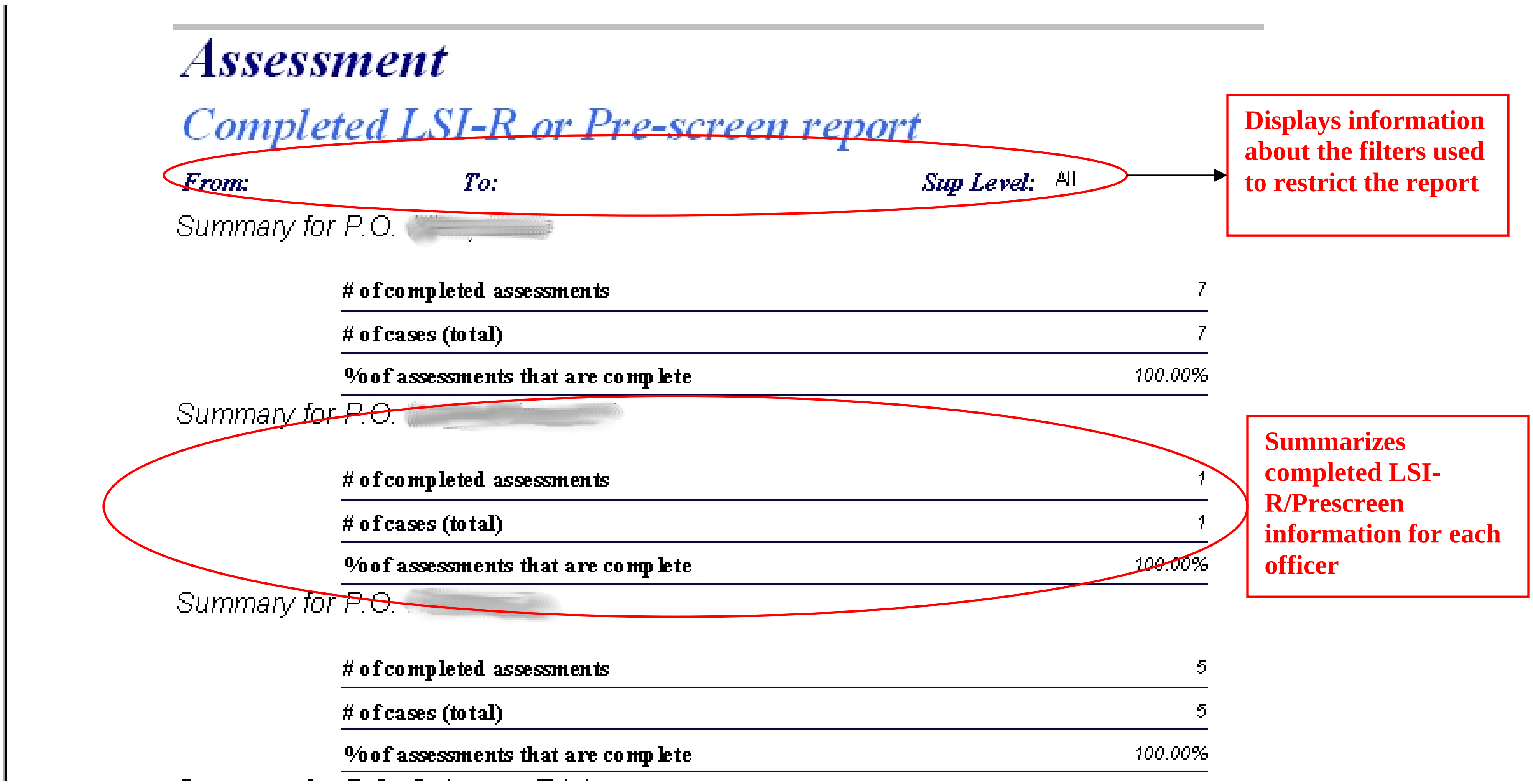
Multiple – Assessment, Case planning, Treatment Gap Breaks

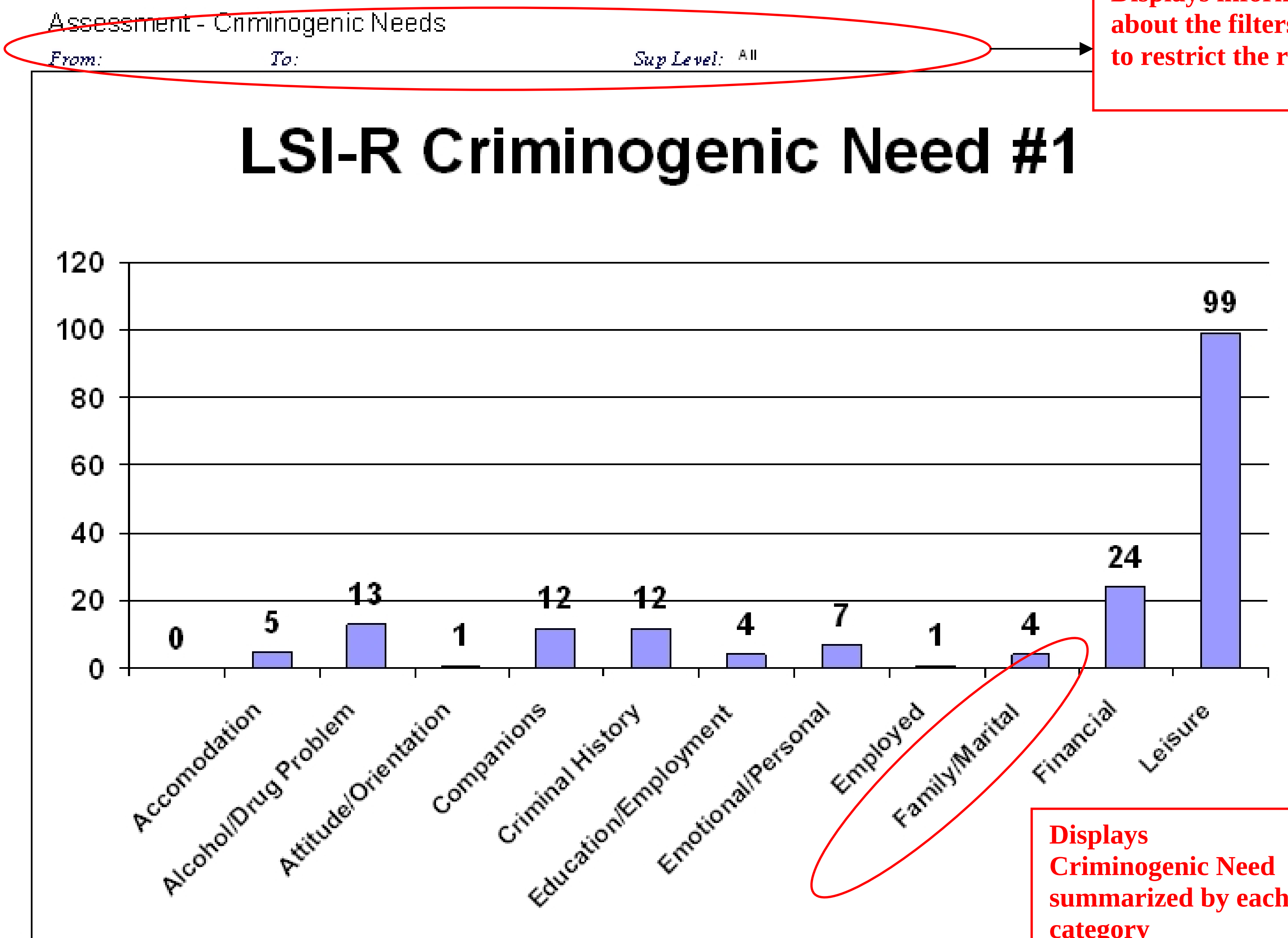
1. # of cases w/ less than 30 day gap between sentencing and LSI-R
2. % of cases w/ less than 30 day gap between sentencing and LSI-R
3. # of cases w/ less than 60 day gap between sentencing and LSI-R
4. % of cases w/ less than 60 day gap between sentencing and LSI-R
5. # of cases w/ less than 90 day gap between sentencing and LSI-R
6. % of cases w/ less than 90 day gap between sentencing and LSI-R
7. # of cases w/ less than 30 day gap between intake and case planning
8. % of cases w/ less than 30 day gap between intake and case planning
9. # of cases w/ less than 60 day gap between intake and case planning
10. % of cases w/ less than 60 day gap between intake and case planning
11. # of cases w/ less than 90 day gap between intake and case planning
12. % of cases w/ less than 90 day gap between intake and case planning
13. # of cases w/ less than 365 day gap between initial assessment and reassessment
14. % of cases w/ less than 365 day gap between initial assessment and reassessment

Appendix C

Screenshots

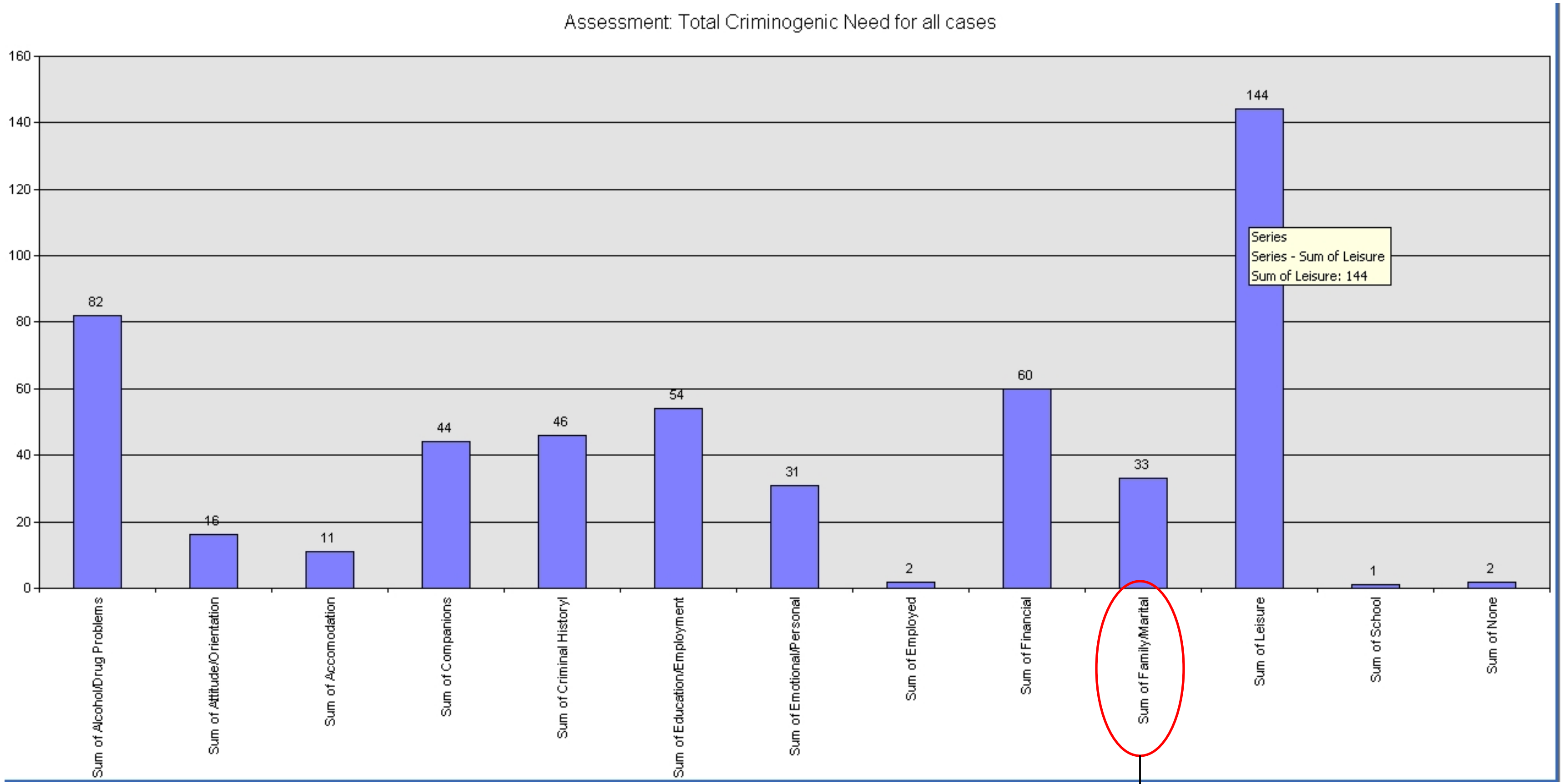
This section describes the components of the reports available through the database.





Displays information about the filters used to restrict the report

Displays Criminogenic Need summarized by each category



Displays Criminogenic Need summarized by each category overall

Displays information about the filters used to restrict the report

Case Plan - S.M.A.R.T. Report

From: *To:* *Sup Level:* All

	# of cases w/ any short term goals	# of cases w/ any small short term goals	# of cases w/ any measurable short term goals	# of cases w/ any attainable short term goals	# of cases w/ any realistic short term goals	# of cases w/ any timely short term goals

Summary for P.O. A[illegible] (7 cases)

# of cases w/	5	3	2	2	1	2
% of cases w/	71.4%	42.9%	28.6%	28.6%	14.3%	28.6%

Average SMART Score* 37.3

Summarizes the components of the SMART score, in terms of whether or not the officer's cases have ANY of the specific type of goals.

Summary for P.O. A[illegible] (1 case)

# of cases w/	1	0	1	1	1	0
% of cases w/	100.0%	0.0%	100.0%	100.0%	100.0%	0.0%

Average SMART Score* 60.0

Summary for P.O. B[illegible], D[illegible] (5 cases)

# of cases w/	4	1	2	2	2	0
% of cases w/	80.0%	20.0%	40.0%	40.0%	40.0%	0.0%

Average SMART Score* 30.0

Average SMART Score per officer, across all of their cases.

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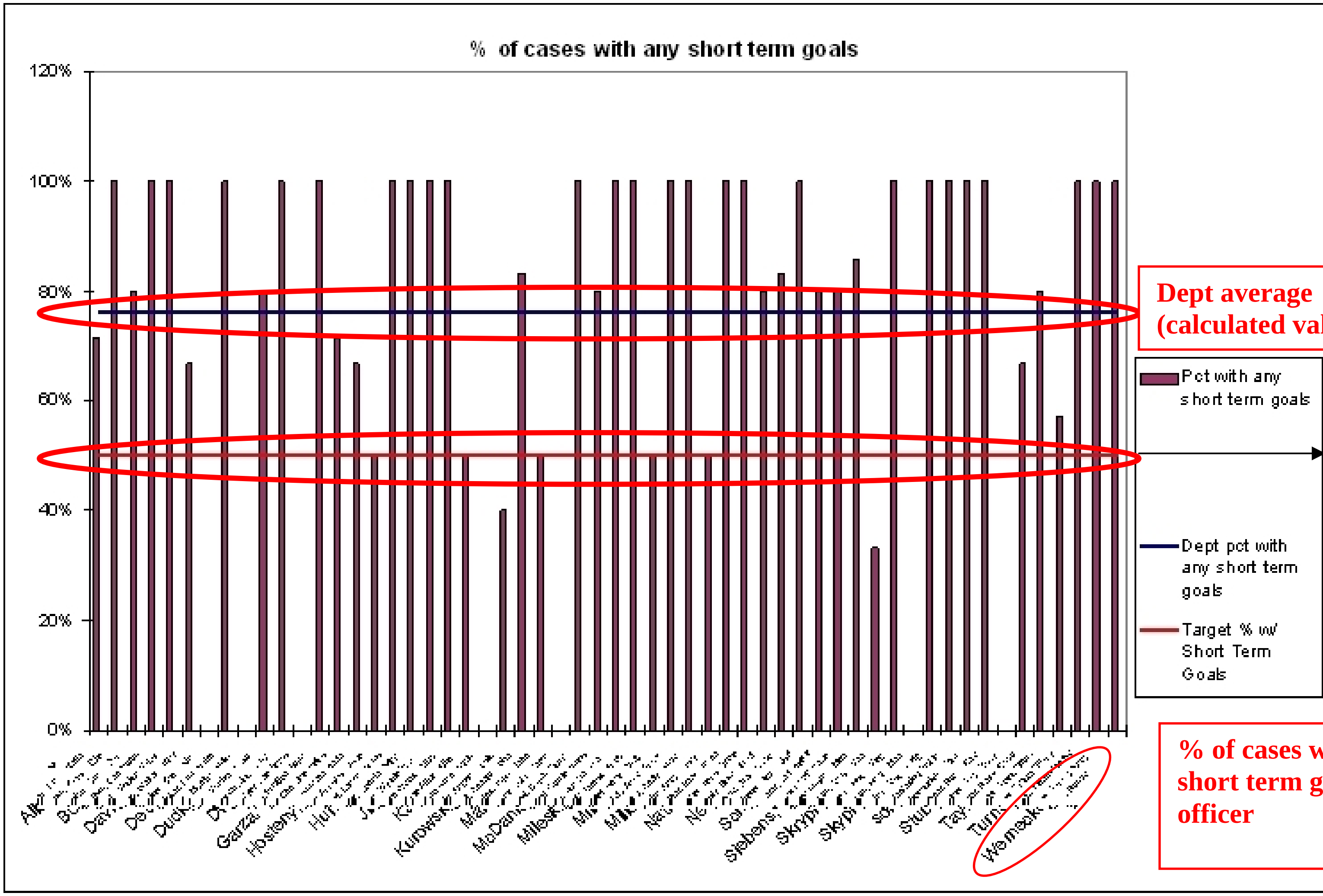
Case Plan - SMART Chart #1

From: *To:* *Sup Level:* All



Dept average (calculated values)

Target % (usually higher than dept average to encourage progress). Can be changed be through a query

% of cases with any short term goals, by officer

Case Plan -
Is the case plan a work in progress?

Filter shown

From: 1/1/2001 **To:** 2/2/2006 **Sup Level:** 3

	Does the case have a case plan?	Is the case plan a work in progress?

Summary for P.O. A[redacted], K[redacted] (3 cases)

# (yes)	2	1
out of	3	2
% of total	66.67%	50.00%

Summary for P.O. D[redacted], M[redacted] (1 case)

# (yes)	0	
out of	1	0
% of total	0.00%	

and % of with case plan, # and % of cases with a case plan as a work in progress, by officer

Summary for P.O. F[redacted] K[redacted] (1 case)

# (yes)	0	
out of	1	0
% of total	0.00%	

Summary for P.O. G[redacted], C[redacted] (1 case)

# (yes)	1	1

Case Plan

Does the criminogenic need from LSI match the need in caseplan?

From: 1/1/2006 **To:** 10/10/2006 **Sup Level:** 4

Probation Officer	Probationer Name		CrimNeed1 Matches	CrimNeed2 Matches	CrimNeed3 Matches	AnyCrimNeedsMatch
[redacted]		Total (yes)	0	0	1	1
		% (Yes) (out of 2)	[illegible]	0.0%	50.0%	50.0%
[redacted]		Total (yes)	[illegible]	0	1	1
		% (Yes) (out of 3)	0.0%	0.0%	33.3%	33.3%
[redacted]		Total (yes)	0	0	1	1
		% (Yes) (out of 2)	0.0%	0.0%	50.0%	50.0%
[redacted]		Total (yes)	0	1	0	1
		% (Yes) (out of 1)	0.0%	100.0%	0.0%	100.0%
[redacted]		Total (yes)	0	0	0	0
		% (Yes) (out of 1)	0.0%	0.0%	0.0%	0.0%
[redacted]		Total (yes)	0	1	1	2
		% (Yes) (out of 2)	0.0%	50.0%	50.0%	100.0%

Shows the total # of cases for that officer

 # and % of cases where each crim need OR ANY crim need match a crim need in the case plan

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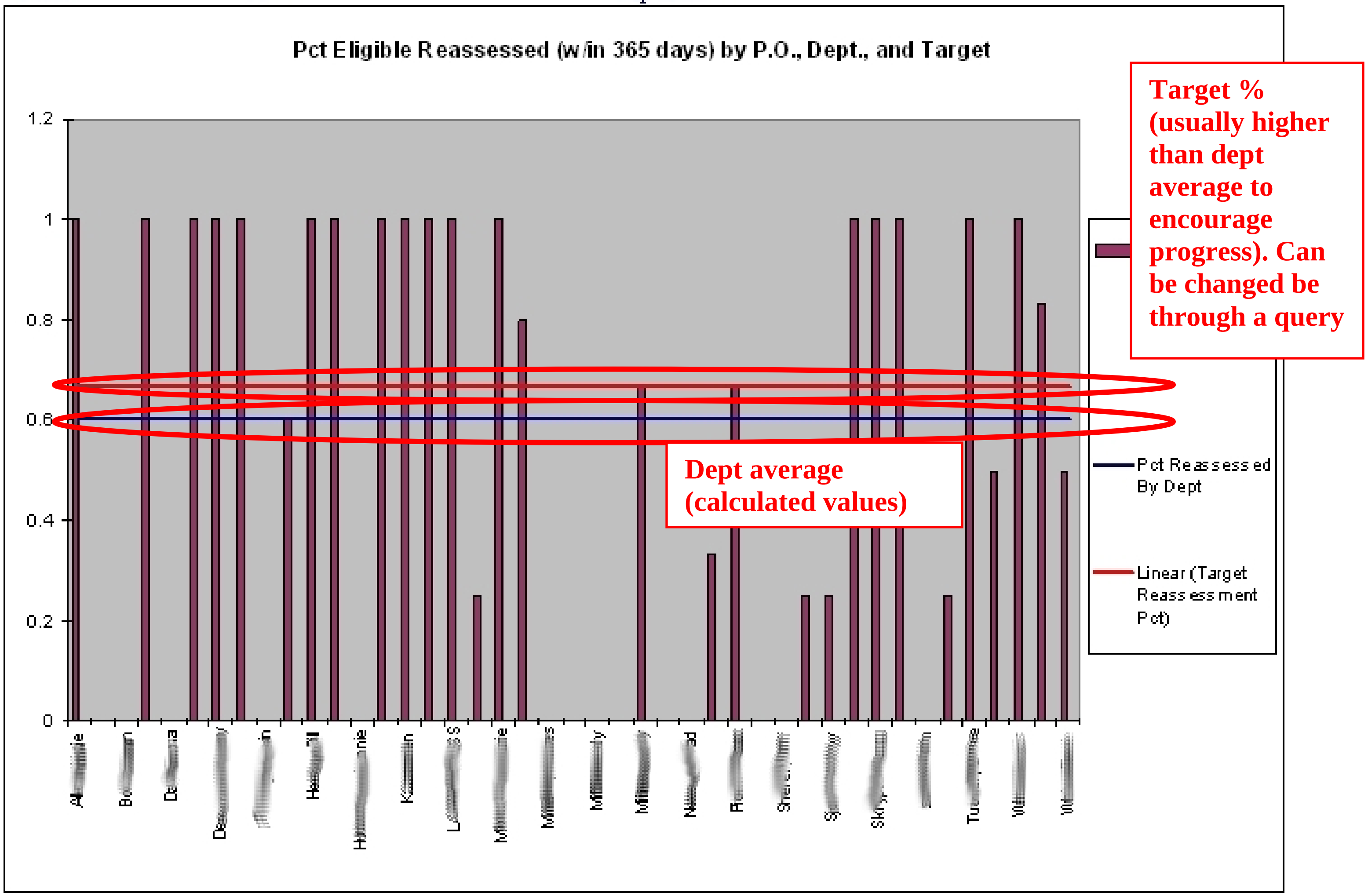
Reassessment - % completed w/in 365 days

From: *To:* *Sup Level:* All



Reassessment

 # and % completed and average "Gain Score"

From: ***To:*** ***Sup Level:*** All

Summary for P.O A[redacted], K[redacted] (3 cases)

# of eligible cases	*3*
# of reassessments	*3*
% of eligible w/ reassessment	*100.00%*
Average gain score (Initial - reassessment)	*-5.0*

Summary for P.O A[redacted] K[redacted] (1 case)

# of eligible cases	*1*
# of reassessments	*0*
% of eligible w/ reassessment	*0.00%*
Average gain score (Initial - reassessment)	

Summary for P.O B[redacted], D[redacted] (1 case)

# of eligible cases	*1*
# of reassessments	*0*
% of eligible w/ reassessment	*0.00%*
Average gain score (Initial - reassessment)	

# of eligible cases for reassessment, and # and % of reassessments completed by officer

Gain score, original score – reassessment, so negative indicates reduction

Treatment

Referral, Attendance, and Completion of Treatment by Officer and Risk Level

From: **To:** **Sup Level:** All

Summary for P.O. [redacted], [redacted] (7 cases)

	Ordered to treatment	Referred to treatment	Attended treatment	Completed treatment	Average LSI Score
# of cases	5	4	4	3	16.1
% of cases	71.4%	57.1%	57.1%	42.9%	

Summary for P.O. [redacted] [redacted] (1 case)

	Ordered to treatment	Referred to treatment	Attended treatment	Completed treatment	Average LSI Score
# of cases	0	1	1	0	17.0
% of cases	0.0%	100.0%	100.0%	0.0%	

Summary for P.O. [redacted], [redacted] (5 cases)

	Ordered to treatment	Referred to treatment	Attended treatment	Completed treatment	Average LSI Score
# of cases	5	1	4	1	23.6
% of cases	100.0%	20.0%	80.0%	20.0%	

Summary for P.O. [redacted], [redacted] (6 cases)

	Ordered to treatment	Referred to treatment	Attended treatment	Completed treatment	Average LSI Score
# of cases	4	3	6	0	22.5
% of cases	66.7%	50.0%	100.0%	0.0%	

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 # and % of cases ordered, referred, attended, and completed treatment and average LSI score by officer

Summary for all officers

Supervision Level		Ordered to treatment	Referred to treatment	Attended treatment	Completed treatment*	Average LSI Score
Minimum	# of cases	0	0	0	0	
	% out of 0 minimum risk cases					
Low	# of cases	5	4	4	0	13.5
	% out of 10 low risk cases	50.0%	40.0%	40.0%	0.0%	
Medium/Moderate	# of cases	66	44	68	12	
	% out of 113 med/mod risk cases	58.4%	38.9%	60.2%	10.6%	
High	# of cases	38	32	39	6	
	% out of 57 high risk cases	66.7%	56.1%	68.4%	10.5%	
All cases	Grand Total	111	82	114	20	
	% out of 185 total cases	60.0%	44.3%	61.6%	10.8%	

* does not factor in ongoing

Summary for treatment report: # and % of cases ordered, referred, attended, and completed treatment and average LSI score by supervision level and for all cases

Assessment, Case Plan, and Reassessment

Gaps between Sentencing and LSI-R, Intake and Case Plan, and In... and Reassessment (30, 60, 90 days and 1 year)

From: 1/1/2005 **To:** 6/1/2006 **Sup Level:** All

Summary for P.O. A[redacted] K[redacted] (0 detail records)

		Between Sentencing and LSI-R	Between Intake and Case Plan Creation	Days Between Initial Assessment a... Reassessment
30 days	#	0	4	--
	% (out of 6 cases)	0.0%	66.7%	--
60 days	#	2	4	--
	% (out of 6 cases)	33.3%	66.7%	--
90 days	#	4	5	--
	% (out of 6 cases)	[illegible]%	83.3%	--
1 year		--	--	1
	% (out of 3 cases)	--	--	33.3%
Average # of days		114	29	387

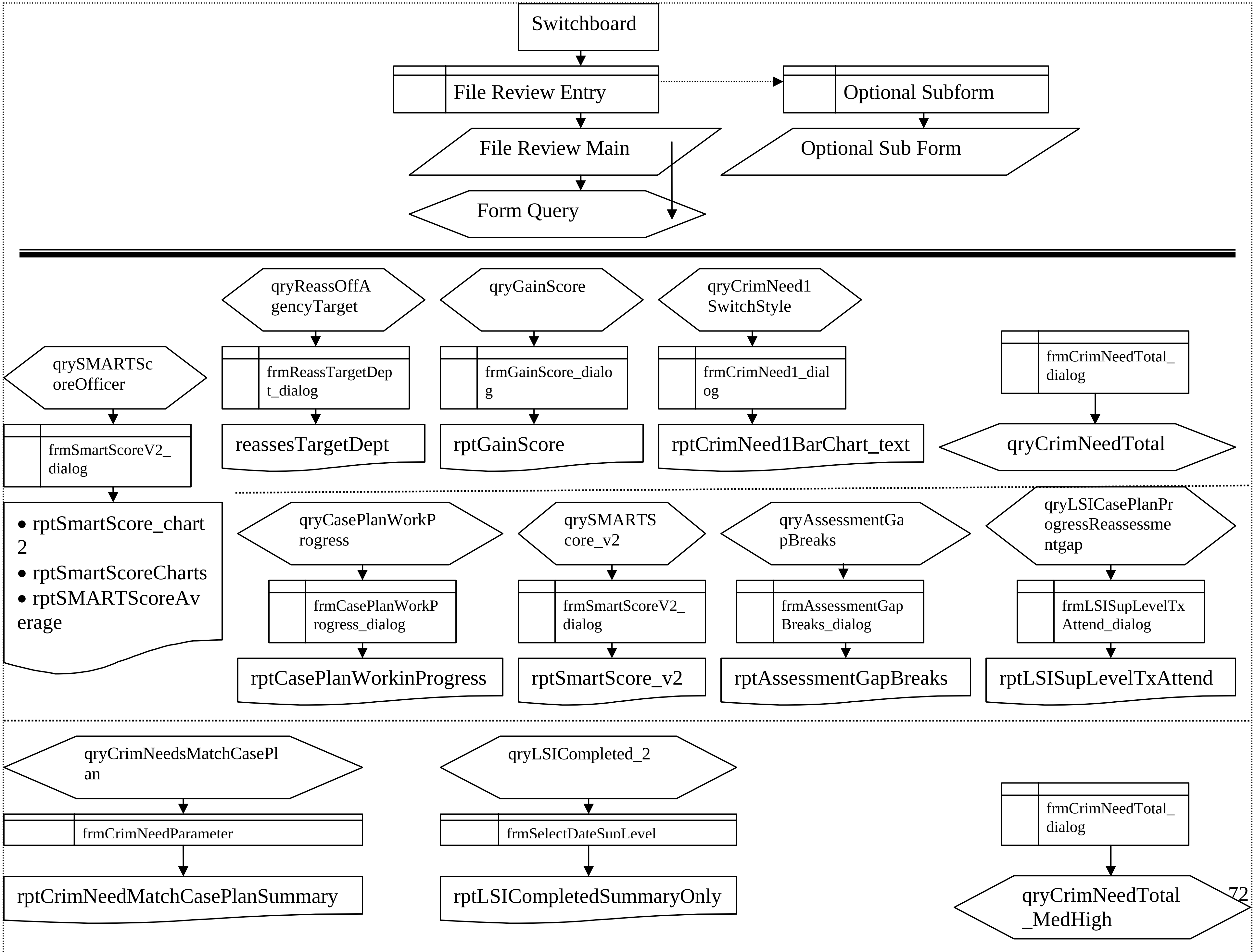
30, 60, 90 day gaps for time between sentencing and LSI-R and Intake and Case Plan creation. These are additive, so that, for example, the 90 day range includes all cases from 0 to 90 days, not just hose from 60 to 90

Total # of cases

 # and % of cases that are reassessed within 365 days.

Average number of days for each gap

Database Structure



Database Structure

Structure key: