
TDCJ-CJAD Data Manual



Texas Department of Criminal Justice
Community Justice Assistance Division
Research and Evaluation

Bonita White, Division Director

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Thank you for all your assistance and efforts.

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Director of Research and Evaluation
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Overview

TDCJ-CJAD requires Community Supervision and Corrections Departments (CSCDs) to submit data to address legislative and agency accountability requirements. These requirements include reporting:

- ✓ Performance measures established by the Legislature and reported to the Legislative Budget Board
- ✓ Information required by Chapter 60 of the Code of Criminal Procedure associated with the Criminal Justice Information System (CJIS)
- ✓ Data required for determining allocation of funding to departments for Basic Supervision and Community Corrections line items
- ✓ Monitoring and accountability for funds allocated by TDCJ-CJAD to CSCDs
- ✓ Evaluating programs to assist in effective allocation of funding based on performance

To address these data collection requirements, CSCDs submit data to TDCJ-CJAD through a number of reports which are briefly described below:

Monthly Community Supervision Caseload Report (MCSCR). The MCSCR is the primary data collection instrument for individual counties to report the number of probationers under supervision, placed on supervision, terminating supervision, and participating in selected programs. The MCSCR also requires departments to indicate the number of paid CSCD staff within the county. The MCSCR is a paper reporting system submitted monthly providing aggregate data on probationers

Community Supervision Tracking System (CSTS). The CSTS requires departments to submit offender-based data on probationers under supervision, placed on supervision, and terminating supervision. CSTS data requirements also include reporting demographic, offense, and program participation data. The CSTS satisfies requirements of Chapter 60 Code of Criminal Procedure, Criminal History Record System. CSTS data is submitted electronically at least monthly by CSCDs to TDCJ-CJAD.

Actual Program Outputs (APO). Actual Program Outputs are submitted by CSCDs annually indicating the number of offenders participating in programs funded by TDCJ-CJAD. Information is reported indicating the type of program offenders participated in, the number of offenders placed in the program, the number and type of program discharges, and the number and types of services provided. This information is submitted by data entry into the APO website.

Caseload Report. The Caseload Report is submitted quarterly to monitor officer caseload size as required by an appropriation rider associated with additional funding provided by the legislature to reduce caseload size. The report requires CSCDs to submit data on the number of regular and specialized officers employed by the department and the number of offenders supervised by each type of officer. This information is submitted by data entry into the Caseload report website.

Overview

Quarterly Financial Reports (QFR). TDCJ-CJAD requires separate QFR from CSCDs for each program receiving funds from TDCJ-CJAD. All revenues and expenditures related to the approved program budget are reported. The QFR is a paper report submitted to TDCJ-CJAD Financial within 30 days after the close of the reporting period.

Ad Hoc Surveys. Ad hoc surveys are requested periodically in response to particular issues that may require data, opinions, or other information necessary to address the particular issue being surveyed. TDCJ-CJAD Research and Evaluation will draft a data collection instrument with input from affected parties, pilot the data collection instrument, develop instructions and then request CSCDs to enter requested information. Ad Hoc Surveys are usually requested by e-mail and responses may be received by e-mail or an internet application for data entry may be developed.

Purpose of TDCJ-CJAD Data Manual

The TDCJ-CJAD Data Manual provides a single source overview of the major data submission requirements of TDCJ-CJAD. The manual provides policies, procedures, instructions, forms, and frequently asked questions associated with data reporting requirements.

While the Data Manual may address many of the questions that are associated with data reporting requirements of TDCJ-CJAD, the TDCJ-CJAD Research and Evaluation staff are available to assist CSCDs in meeting data reporting requirements. Phone and e-mail contact information for obtaining assistance are provided in the Appendix to this report.

Policies and Procedures

Increased funding by the 80th Legislature has been accompanied by increased accountability requirements. The Texas legislature and the Texas Department of Criminal Justice utilize data reported by CSCDs to evaluate the effectiveness of new funding provided. This is accomplished by:

- Performance Measures established by the Texas Legislature that must be reported to the Legislative Budget Board (LBB) on a quarterly basis
- Annual Reports to the Governor and the LBB on monitoring of community supervision diversion funds
- Data provided by departments, through the MCSCR and CSTS, utilized for calculating funding allocations and evaluating the efficacy of programs funded for public safety and diversion purposes.

To insure that this information is provided to the legislature in a timely basis the 80th Texas legislature passed Rider 85, which states:

The Department of Criminal Justice (TDCJ) may withhold the distribution of funds allocated in Goal A, Provide Prison Diversions, to community supervision and corrections departments (CSCDs) that fail to comply with TDCJ data reporting requirements that include, but are not limited to, data required for the Community Supervision Tracking System, Quarterly Financial Reports, Monthly Community Supervision and Correction Reports, Caseload Reports, Program Output reports and other data required by TDCJ for accountability purposes.

A committee composed of CSCD and TDCJ-CJAD representatives will draft proposed rules detailing policies and procedures to govern the use of application of Rider 85. These will be proposed as a rule to be adopted by the Texas Board of Criminal Justice and, if approved by the Board, will be posted in the Texas Register for review and comment before submission for final adoption by the Board.

Data Compliance Log

The Data Compliance Log is used by the Research and Evaluation Unit to track data submissions provided by the CSCDs. For data requests and required reports/surveys, this system tracks if the CSCD:

- Submitted data on or before the deadline
- Submitted the data after the deadline
- Refused to participate after being contacted and asked to submit the data
- Submitted the data but with errors
- Could not be contacted after the deadline by email or phone
- Corrected or made reasonable attempts to correct any errors identify by CJAD

Policies and Procedures

- Did not fix errors or make reasonable attempts to correct errors after being contacted by CJAD
- The department contacted CJAD and was granted an extension due to extenuating circumstances

The above information will be used, in conjunction with other measures, as an objective measure to identify departments who may be subject to withholding of funds as described in Rider 85. A CSCD director may obtain a copy of the information in the Data Compliance Log regarding their department by contacting the Director of Research and Evaluation.

Extensions

TDCJ-CJAD may grant an extension to CSCDs who are unable to submit data in the specified timeframe due to extenuating circumstances. CSCDs should contact relevant TDCJ-CJAD staff to request a new deadline. Requests will be evaluated on a case-by-case basis.

**Monthly Community Supervision and
Corrections Report (MCSCR)**

Monthly Community Supervision and Corrections Report (MCSCR)

Purpose:

The Monthly Community Supervision and Corrections Report is utilized to obtain basic statistical information on all offenders under community supervision in Texas. The data collected is used to establish basic supervision and community corrections (CCP) funding, evaluate program proposals for Diversionary Program (DP) grant funding, and to respond to requests for information from the Governor, Legislature, and other entities.

Deadline:

The MCSCR is due to the TDCJ-CJAD Research and Evaluation Unit on the 15th day of the month following the reporting period. For example, May's data would be due on June 15th.

New Data Policy:

Error corrections will be accepted for the preceding fiscal year up to October 15 of each reporting year. For example, error corrections for FY 2007 must be submitted prior to October 15, 2007. Error corrections for previous fiscal years will not be accepted.

Procedures:

The Frequently Asked Questions document contains clarifications to common reporting questions and will be updated by TDCJ-CJAD Research and Evaluation as necessary. The MCSCR should be filled out following the MCSCR Instructions and, where applicable, the clarifications contained in the Frequently Asked Questions.

The MCSCR should be submitted via mail, fax, or email to the County's assigned Research and Evaluation Staff (see MCSCR CJAD Contact). Counties not submitting a MCSCR by the due date will be contacted by TDCJ-CJAD Research and Evaluation staff.

As MCSCR data is reviewed, Research and Evaluation staff will contact counties to correct any errors. All errors should be corrected by following the MCSCR Correction Procedures.

Contact:

For questions about how to report offenders on the MCSCR:

Aimee Perez (512) 305-9321 aimee.perez@tdcj.state.tx.us

For questions about submitting or correcting the MCSCR:

Karen Poore (512) 305-9366 karen.poore@tdcj.state.tx.us

Diana Hernandez (512) 305-9328 evadiana.hernandez@tdcj.state.tx.us

MCSCR CJAD Contact

Karen Poore
 (512) 305-9366
 karen.poore@tdcj.state.tx.us

Diana Hernandez
 (512) 305-9328
 evadiana.hernandez@tdcj.state.tx.us

Bailey	McLennan	Anderson	Henderson
Baylor	Maverick	Andrews	Hockley
Bell	Midland	Angelina	Hopkins
Bexar	Montague	Bastrop	Howard
Brown	Morris	Brazoria	Hunt
Cameron	Nacogdoches	Brazos	Hutchinson
Childress	Navarro	Bowie	Jasper
Comanche	Nueces	Burnet	Jefferson
Cooke	Palo Pinto	Caldwell	Kendall
Coryell	Panola	Cass	Kerr
Denton	Parker	Cherokee	Lavaca
Eastland	Potter	Collin	Liberty
Erath	Red River	Crane	McCulloch
Falls	Rockwell	Crockett	Matagorda
Floyd	Rusk	Dallas	Milam
Hale	San Patricio	Dawson	Montgomery
Haskell	Smith	Deaf Smith	Moore
Hidalgo	Starr	Ector	Nolan
Hill	Tarrant	Ellis	Orange
Hood	Taylor	El Paso	Pecos
Jack	Terry	Fannin	Polk
Jim Wells	Travis	Fayette	Scurry
Johnson	Upshur	Fort Bend	Tom Green
Jones	Van Zandt	Galveston	Tyler
Karnes	Webb	Gray	Uvalde
Kaufman	Wichita	Grayson	Val Verde
Kleberg	Wilbarger	Gregg	Victoria
Lamar	Winkler	Guadalupe	Walker
Lamb	Wood	Hardin	Wheeler
Limestone	Young	Harris	Williamson
Lubbock		Harrison	

MCSCR Correction Procedures

1. Make a copy of the page(s) to be corrected. If that particular month's MCSCR has been corrected previously, make a copy of the current (or last corrected) MCSCR.

It is very important to use your most current report when completing revisions as data entry personnel enter the forms at "face value." If a revision was done previously, but the revision is not reflected on the copy of the report being entered currently, data entry personnel may think that the figures in the computer are wrong and change them in accordance with the form in hand.

2. On the copy, mark through error(s) and write the correct numbers next to the error. Circle the correction.
3. Write "REVISED," the revision date, and your initials across the top of the page(s).
4. Fax the corrected form to (512) 305-9368 to the attention of the Research and Evaluation data entry personnel responsible for your county. You may also email or phone in your data.

If you wish to check the status of the correction, please contact the data entry personnel responsible for your department.

Texas Department of Criminal Justice
Community Justice Assistance Division

MONTHLY COMMUNITY SUPERVISION AND CORRECTIONS REPORT

County: _____	Report Month/Year:		
	FELONY	MISDEMEANOR	TOTAL
I. END OF MONTH SUPERVISION STATUS			
A. Adults Receiving DIRECT Supervision			
1. Level 1 (CSCD Defined)	_____	_____	_____
2. Level 2 (Maximum Case Classification)	_____	_____	_____
3. Level 3 (Medium Case Classification)	_____	_____	_____
4. Level 4 (Minimum Case Classification)	_____	_____	_____
5. Residential	_____	_____	_____
B. Adults on INDIRECT Status			
1. Intrastate Transfers (out)	_____	_____	_____
a. Transfers Out of CSCD	_____	_____	_____
b. Transfers Within CSCD	_____	_____	_____
2. Interstate Transfers (out)	_____	_____	_____
3. Absconders/Fugitives	_____	_____	_____
a. New to Absconder/Fugitive Status	_____	_____	_____
4. Report by Mail	_____	_____	_____
5. Inactive Indirects Due to Incarceration	_____	_____	_____
a. Sentenced to County Jail	_____	_____	_____
b. Sentenced to TDCJ-ID	_____	_____	_____
c. Serving Time in a Substance Abuse Felony Punishment Facility (SAFPF)	_____	_____	_____
d. Sentenced to State Jail	_____	_____	_____
6. Other Indirect	_____	_____	_____
C. Pretrial Services			
1. Pretrial Supervision (court-approved)	_____	_____	_____
2. Pretrial Diversion	_____	_____	_____
D. Civil Probation			

II. MONTHLY ACTIVITY			
A. Community Supervision Placements			
1. Original Community Supervision Placements	_____	_____	_____
a. Adjudicated Community Supervision	_____	_____	_____
b. Deferred Adjudication	_____	_____	_____
c. Return From:	_____	_____	_____
1) Shock Incarceration	_____	_____	_____
2) State Boot Camp	_____	XXXXXXXXXX	_____
2. Subsequent Supervision Placements Within the CSCD	_____	_____	_____

Texas Department of Criminal Justice
Community Justice Assistance Division

MONTHLY COMMUNITY SUPERVISION AND CORRECTIONS REPORT

County: _____ Report Month / Year: _____

II. MONTHLY ACTIVITY (Contd.)	FELONY	MISDEMEANOR	TOTAL
A. Community Supervision Placements (Contd.)			
3. Transferred in for Supervision	_____	_____	_____
4. Deferred to Adjudicated Status	_____	_____	_____
5. Pretrial Services Placements	_____	_____	_____
a. Pretrial Supervision (court-approved)	_____	_____	_____
b. Pretrial Diversion	_____	_____	_____
B. Community Supervision Subtractions			
1. Supervision Terminations	_____	_____	_____
a. Early Terminations	_____	_____	_____
b. Expired Term of Community Supervision	_____	_____	_____
c. Revoked to County Jail	_____	_____	_____
d. Revoked to State Jail	_____	XXXXXXXXXX	_____
e. Revoked to TDCJ	_____	XXXXXXXXXX	_____
1) Institutional Division	_____	XXXXXXXXXX	_____
2) State Boot Camp	_____	XXXXXXXXXX	_____
f. Other Revocations	_____	_____	_____
g. Administrative Closures	_____	_____	_____
1) Return of Courtesy Supervision	_____	_____	_____
2) Other Administrative Closures	_____	_____	_____
h. Deaths	_____	_____	_____
i. Pretrial Terminations	_____	_____	_____
2. Reasons for Revocation	_____	_____	_____
a. New Offense Conviction	_____	_____	_____
b. Subsequent Arrest/Offense Alleged in MTR	_____	_____	_____
c. Other	_____	_____	_____
C. Presentence Investigations Completed (TDCJ-CJAD-approved format)			
_____	_____	_____	_____

III. TOTAL NUMBER OF PAID CSCD STAFF WITHIN COUNTY	
A. Number of Paid CSOs Employed <i>Full-time</i> within County (40 hours per wk)	_____
B. Number of Paid CSOs Employed <i>Part-time</i> within County (less than 40 hours per wk)	_____
C. Number of Paid Non-CSOs Employed <i>Full-time</i> within County (40 hours per wk)	_____
D. Number of Paid Non-CSOs Employed <i>Part-time</i> within County (less than 40 hours per wk)	_____

CERTIFICATION:
Signature of CSCD Director: _____ Date: _____

Signature of District Judge: _____ Date: _____

Texas Department of Criminal Justice
Community Justice Assistance Division

MONTHLY COMMUNITY SUPERVISION AND CORRECTIONS REPORT

CSCD: _____
(Specify Chief County)

Report Month/Year: _____

RESIDENTIAL FACILITIES MONTHLY ACTIVITY

Facility Category	Facility Type	CJAD Des.	Felons				Misdemeanants			
			BOM	ADD	DEL	EOM	BOM	ADD	DEL	EOM

PROGRAMS AND INTERVENTIONS MONTHLY ACTIVITY

Program or Intervention	Type	CJA D Des.	Felons				Misdemeanants			
			BOM	ADD	DEL	EOM	BOM	ADD	DEL	EOM

BOM -- Beginning of month count
ADD -- Additions during the month
DEL -- Deletions during the month
EOM -- End of month count

Texas Department of Criminal Justice
Community Justice Assistance Division

MONTHLY COMMUNITY SUPERVISION AND CORRECTIONS REPORT

GENERAL INSTRUCTIONS

Data for this report should be submitted on EACH COUNTY rather than on each CSCD servicing a jurisdiction. Please read carefully the instructions provided for each section. The form should be used to report all probationers regardless of the program or type of supervision being provided. Remember, the MCSCR is meant to count offenders, not cases.

The Frequently Asked Questions document contains clarifications to common reporting questions and will be updated by TDCJ-CJAD Research and Evaluation as necessary. The MCSCR should be filled out following the MCSCR Instructions and, where applicable, the clarifications contained in the Frequently Asked Questions.

INSTRUCTIONS BY SECTION

A. END OF MONTH SUPERVISION STATUS:

Report information on persons receiving supervision on the LAST working day of the month. A person may be counted only ONE time in this section.

An offender should be reported under the most serious classification which applies. An offender should not be counted simultaneously in two categories. Adjudicated probation takes precedence over deferred adjudication. Deferred adjudication takes precedence over pretrial services, which takes precedence over civil probation. Felony offenses take precedence over misdemeanor offenses.

Immediately upon disposition and being placed on community supervision, all offenders must be counted as receiving DIRECT (Section I.A.) or INDIRECT (Section I.B.) supervision. This includes individuals given post-sentence county or state jail time as an initial condition of community supervision. If an offender is placed under INDIRECT supervision, the offender must be reported in the appropriate category under Section I.B.

A. Adults Receiving DIRECT Supervision: (A. = A.1. + A.2. + A.3. + A.4. + A.5.)

Count only persons who are receiving DIRECT supervision according to their level of supervision BY COUNTY OF REPORTING.

Associated TDCJ-CJAD Policy References:

- A specific definition of DIRECT supervision can be found in the TDCJ-CJAD Standards.
- TDCJ-CJAD Policy Statement, CJAD-PS-01, further specifies when offenders are eligible for direct supervision. This policy was initially released August 1996.
- TDCJ-CJAD Policy Clarification to CJAD-PS-02 clarifies that offenders who are eligible for direct supervision and are incarcerated in county jail or SAFPF should not be counted as Direct, Residential. This clarification took effect January 1997. Such individuals should now be counted according to their supervision level.

CSCDs may either report supervision levels according to the levels defined in the CJAD standards prior to FY96 or may report supervision levels to correspond with the TDCJ-CJAD Case Classification Instrument classifications of maximum, medium, and minimum. If CSCDs choose to maintain a four-level system, written documentation must be provided to TDCJ-CJAD.

If CSCDs choose to report supervision levels that correspond with the TDCJ-CJAD Case Classification Instrument classifications, Levels 2-4 must correspond with the maximum, medium and minimum classifications. Level 1 reporting is a CSCD-defined category. Should a CSCD choose to report individuals supervised at Level 1, the CSCD must submit a definition of Level 1 to TDCJ-CJAD, attention Field Service Unit Administrator. The definition must include how the Case Classification Instrument and/or Strategies for Case Supervision is used to classify individuals placed as Level 1. A copy of supervision system policy from the current CSCD Administrative Manual is sufficient if it provides the detail specified above.

1. **Level 1. (CSCD Defined)** This classification extends the most restrictive NONRESIDENTIAL supervision to offenders. CSCDs define this level of supervision.
2. **Level 2. (or Maximum Case Classification)** This classification extends a maximum level of nonresidential supervision to offenders and is based on the Case Classification System.
3. **Level 3. (or Medium Case Classification)** This classification extends a moderate level of nonresidential supervision to offenders and is based on the Case Classification System.
4. **Level 4. (or Minimum Case Classification)** This classification extends a minimum level of nonresidential supervision to offenders and is based on the Case Classification System.
5. **Residential.** This category is to identify persons under direct supervision court ordered into residential facilities. Offenders in this subsection should not be counted in the levels listed above. Direct residential supervision applies to all persons placed in a residential facility, which is a facility contracted or operated by a CSCD. Offenders eligible for direct supervision and who are incarcerated in county jail, a TDCJ contract ISF facility, or SAFPF should be counted according to their supervision level (above), not as Residential. The end-of-month status for offenders who are *solely* on Pretrial Supervision (e.g., do not have an adjudicated or deferred case) and who are placed into a residential facility should be counted under Pretrial Services (Section I.C.), not in this category. They should also be reported as residential-facility participants on page three of the MCSR.

B. Adults on INDIRECT Status: (B. = B.1. + B.2. + B.3. + B.4. + B.5. + B.6.)

Count only persons who are on INDIRECT status at the end of the month BY COUNTY OF JURISDICTION. A probationer is generally counted as being on indirect status when a file and/or record of an offender is maintained but the offender is not being personally seen by a community supervision officer in your county. Specific definitions of INDIRECT supervision can be found in the TDCJ-CJAD Standards.

1. **Intrastate Transfers (out). (B.1. = B.1.a. + B.1.b.)** This includes persons who have been placed on community supervision by the courts in your county but have been transferred to another county in Texas for supervision.
 - a. **Transfers Out of CSCD.** Applies to persons who have been placed on community supervision by the courts in your county and have been transferred to another CSCD *in* Texas where they are receiving supervision on the last working day of the month.
 - b. **Transfers Within CSCD.** Applies to persons who have been placed on community supervision by the courts in your county and have been transferred to another county in your CSCD where they are receiving supervision on the last working day of the month. This category should be zero for CSCDs that do not have satellite counties.
2. **Interstate Transfers (out).** Applies to adults who have been placed on community supervision by the courts in your county and have been transferred to a jurisdiction *outside* Texas where they are receiving supervision on the last working day of the month.

3. **Absconders/Fugitives.** Applies to persons who are known to have left the jurisdiction without authorization or who have not personally contacted their community supervision officer (CSO) within three months or (90) days, AND either:

- have an active Motion to Revoke (MTR) or Motion to Adjudicate Probation filed and an unserved capias for his/her arrest; or
- have been arrested on an MTR or Motion to Adjudicate Probation, but have failed to appear for the MTR hearing *and* a bond forfeiture warrant has been issued by the court.

Other offenders who have not reported to their CSO within 90 days should be reported as “Indirect, Incarcerated in County Jail” (Item I.B.5.a.) or as “Other Indirect” (Item I.B.6.) This includes the following:

- Offenders in County Jail who have been arrested on an MTR or Motion to Adjudicate Probation and are awaiting hearing (report as “Incarcerated in County Jail”);
- Offenders not in County Jail who have been arrested on an MTR or Motion to Adjudicate Probation and are awaiting hearing (report as “Other Indirect”); and
- Offenders for whom an MTR or Motion to Adjudicate Probation has not been filed (report as “Other Indirect”).

- a. **New to Absconder/Fugitive Status.** Of the persons in Item B.3., indicate the number declared absconders/fugitives this month.

4. **Report by Mail.** Applies to probationers who report only by mail to your county and who are not being directly supervised by another county. Do not include individuals when a transfer out of the county has been initiated.

5. **Inactive Indirects Due to Incarceration (B.5. = B.5.a. + B.5.b. + B.5.c. + B.5.d.).** Applies to persons on INDIRECT status who have at least one case for which the individual is not receiving direct supervision due to incarceration. This applies to individuals incarcerated in a county jail, state jail, state prison, state boot camp, or Substance Abuse Felony Punishment Facility (SAFPF), either as a condition of community supervision or as a result of a separate case and who have a community supervision sentence to complete once they are released. Individuals in county jail, a TDCJ contract ISF facility, or SAFPF eligible for direct supervision should not be counted in this section. See CJAD-PS-02.

When an individual is sentenced to incarceration but is awaiting transportation in a county jail, the individual should be reported based on his / her ultimate destination. For example, if a felon is revoked and sentenced to TDCJ-ID with another community supervision case still open and is awaiting transport in a county jail, the felon should be reported as *Revoked to TDCJ-ID* (Section II.B.1.e.1.) and *Inactive Indirect, Sentenced to TDCJ-ID* (Section I.B.5.b).

- a. **Sentenced to County Jail.** Applies to persons who are incarcerated in a county jail as a condition of community supervision or as a result of a separate case, but have a community supervision sentence to complete once they are released. Exclude offenders in county jail who have been ordered to SAFPF and are awaiting SAFPF placement.

- b. **Sentenced to TDCJ-ID.** Applies to persons who are serving a prison term but have a community supervision sentence to complete upon release.

- c. **Serving time in a Substance Abuse Felony Punishment Facility (SAFPF).** Applies to persons who have been placed in a SAFPF of the Texas Department of Criminal Justice and are no longer receiving direct supervision. Individuals may be placed in a SAFPF as a condition of community supervision or as a result of a separate case, but have a community supervision sentence to complete once they are released. Offenders (not directly supervised) in county jail who are awaiting placement into SAFPF should be counted in this category, NOT *Sentenced to*

County Jail (Section I.B.5.a.). Such offenders are actually serving part of their SAFPF term while awaiting SAFPF placement.

- d. **Sentenced to State Jail.** Applies to persons who are incarcerated in a state jail as a condition of community supervision or as a result of a separate case but have a community supervision sentence to complete once they are released.
6. **Other Indirect.** Includes all individuals on indirect status who do not fit into one of the previous categories. Examples include persons under court-ordered indirect supervision and persons with revocations on appeal.

C. Pretrial Services: (C. = C.1. + C.2.)

Count all persons under any court-approved pretrial supervision program (pretrial supervision or pretrial diversion) operated or contracted for by the CSCD. Defendants should be counted only if provided direct supervision by or through the CSCD. Do not include individuals who have already been reported under direct supervision or indirect status.

In order to count an offender in this category, the following two conditions must be met:

- 1) The court has approved, but not necessarily ordered, participation in a pretrial supervision/diversion program; and,
- 2) Supervision is maintained by the CSCD.

For pretrial services, there are no options on the MCSCR for transferring person between counties. Persons should be reported in the county where he/she is receiving pretrial diversion or pretrial supervision services. If an offender is receiving pretrial diversion by another jurisdiction, the original county does not count the person.

1. **Pretrial Supervision (court-approved).** Applies to defendants receiving supervision prior to trial from the CSCD or an agency contracted by the CSCD.
2. **Pretrial Diversion.** Applies to defendants receiving supervision who are being diverted from prosecution through the program. Pretrial diversion is defined as deferred prosecution where charges will be dismissed, or its equivalent, if the individual successfully completes the conditions of the program.

D. Civil Probation:

Number of adults receiving civil probation / non-payment of child support supervision by the CSCD. Persons placed on probation due to a criminal case should not be counted here. Persons on civil probation will not appear as either additions to or deletions from caseloads. The count of persons on civil probation will rise or fall depending on the number of persons currently in that category.

II. MONTHLY ACTIVITY:

Report activity for individuals by county. Count only activity during the month.

A. Community Supervision Placements:

Count persons who were added to community supervision in your county by the courts or through courtesy supervision.

1. **Original Community Supervision Placements (A.1. = A.1.a. + A.1.b. + A.1.c.).** A probationer should be added in this section only if this is an original community supervision placement from your courts. If persons are placed on community supervision for multiple cases, they may be added only ONE time.

Immediately upon disposition and being placed on community supervision, all offenders must be counted as **Adjudicated Community Supervision Placements** (Section II.A.1.a.) or **Deferred Adjudication Placements** (Section II.A.1.b.) whether or not they receive up-front county or state jail time as a condition of community supervision. Individuals who were not placed on community supervision immediately upon disposition because they were sentenced to shock incarceration or state boot camp must be counted as **Return from Shock Incarceration** or **Return from State Boot Camp**, respectively (Sections II.A.1.c.1. and II.A.1.c.2.).

In addition, individuals who have all prior community supervision cases in the county terminated, due to revocation to county jail, state jail, or TDCJ-ID AND were reinstated to community supervision, must be counted as a **Return from Shock Incarceration** (Section II.A.1.c.1). Individuals who have all prior community supervision in the county terminated, because of a revocation to a state boot camp AND were reinstated to community supervision must be counted as a **Return from State Boot Camp** (Section II.A.1.c.2.).

This section is intended to count PEOPLE NOT CASES. A person may be added in only ONE of the categories below. Probationers with both felony and misdemeanor cases should be counted in the felony category. Persons currently under supervision in your county cannot be added again.

Probationers MAY be added to this section if they:

- * have had prior community supervision terms in the county that have all been TERMINATED;
- * are currently on community supervision in ANOTHER county or state;
- * are currently on parole.

- a. **Adjudicated Community Supervision.** The number of persons placed on adjudicated community supervision in the county during the reporting month.
- b. **Deferred Adjudication.** The number of persons placed on unadjudicated, or deferred community supervision in the county during the reporting month.
- c. **Return From: (A.1.c. = A.1.c.1. + A.1.c.2.)**
 - 1) **Shock Incarceration.** The number of persons placed on community supervision after being returned from incarceration in the TDCJ-ID, state jail, or county jail. Persons should be added to this section AFTER they are returned from TDCJ-ID, state jail, or county jail. Do not include individuals returned from incarceration as a condition of community supervision.
 - 2) **State Boot Camp.** The number of persons placed on community supervision after being returned from the state boot camp in the TDCJ-ID. Persons should be added to this section AFTER they are returned from ID.
2. **Subsequent Supervision Placements Within the CSCD.** Of persons counted in Section II.A.1., indicate the number of persons already under the jurisdiction of another county of your CSCD.
3. **Transferred in for Supervision.** A probationer should be added to this section only if placed on community supervision or deferred adjudication in ANOTHER county or state and transferred into your county for supervision during the month. Persons currently under supervision in your county cannot be added again.
4. **Deferred to Adjudicated Status.** Number of persons whose deferred adjudication status changed to adjudicated probation during the month.

5. **Pretrial Services Placements (A.5. = A.5.a. + A.5.b.).** Defendants should be added to this section only if they are placed on court-approved pretrial supervision or pretrial diversion in the county. Defendants should be added only if provided services by or through the CSCD. Persons currently under supervision in the county cannot be added again.
 - a. **Pretrial Supervision Placements (court-approved).** The number of persons added to pretrial supervision status in your county.
 - b. **Pretrial Diversion Placements.** The number of persons added to pretrial diversion status in your county.

B. Community Supervision Subtractions:

1. Supervision Terminations (B.1. = B.1.a. + B.1.b. + B.1.c. + B.1.d. + B.1.e. + B.1.f. + B.1.g. + B.1.h. + B.1.i.).

Termination from probation means that the individual has been revoked or that all probation supervision (direct or indirect) has ended. If the individual is still on any supervision, do not count them in this section until all supervisions have ended.

- a. **Early Terminations.** Number of persons completing community supervision this month by receiving early termination/dismissal/discharge from your courts. Terminations due to the death of the probationer should be counted under Item B.1.h. of Section II.
- b. **Expired Term of Community Supervision.** The number of persons who completed their terms of community supervision this month and who did not receive early termination. Terminations due to the death of the probationer should be counted under Item B.1.h. of Section II.
- c. **Revoked to County Jail.** Number of persons sentenced to a term of incarceration in a county jail by the local courts as a result of revocation of community supervision or deferred adjudication during the reporting period.
- d. **Revoked to State Jail.** Number of persons sentenced to a term of incarceration in a state jail by the local courts as a result of revocation of community supervision or deferred adjudication during the reporting period.
- e. **Revoked to TDCJ (B.1.e. = B.1.e.1. + B.1.e.2.).**
 - 1) **Institutional Division.** Number of persons who were revoked this month by your courts, with the order revoking community supervision specifying a commitment to TDCJ-ID. Include those on deferred adjudication whose cases are adjudicated and who are sentenced to ID. Do not include cases on appeal. Do not include the persons accounted for in state boot camp.
 - 2) **State Boot Camp.** Number of persons sentenced to a term of incarceration in the Institutional Division State Boot Camp by the local courts as provided in Section 8 of Article 42.12 of the Texas Code of Criminal Procedure as a result of revocation of community supervision or deferred adjudication.
- f. **Other Revocations.** Number of persons who were revoked from community supervision or deferred adjudication and who do not fit into the categories above.
- g. **Administrative Closures (B.1.g. = B.1.g.1. + B.1.g.2.).**

- 1) **Return of Courtesy Supervision.** Number of persons removed from your caseload this month for reason of transfer of supervision back to the county or state of original jurisdiction.
 - 2) **Other Administrative Closures.** Number of persons who do not fit into the category above and who were removed from your caseload this month for administrative reasons.
 - h. **Deaths.** Number of persons whose supervision was terminated due to death during the reporting period.
 - i. **Pretrial Terminations.** Number of persons whose pretrial status was terminated during the reporting period. Include all persons who leave pretrial supervision, regardless of the reason for termination. If the person is becoming an active probation case, count the person as a Pretrial Termination and add the person under Section I.A. (Adults Receiving DIRECT Supervision). If the person is not becoming an active probation case, count the person as a Pretrial Termination and no further reporting is necessary.
2. **Reasons for Revocation (B.2. = B.2.a. + B.2.b. + B.2.c.).** Indicate the reasons for revocation for the persons reported in c, d, e, and f of Item B.1. above.
- a. **New Offense Conviction.** Number of persons revoked for a new conviction.
 - b. **Subsequent Arrest/Offense Alleged in Motion to Revoke.** Number of persons revoked where a subsequent arrest/offense was alleged in the motion to revoke but no conviction for the new offense ensued.
 - c. **Other.** Indicate all other revocations for reasons that do not fit into the categories above.
- C. **Presentence Investigations Completed (TDCJ-CJAD-approved format):** The month's completed number of presentence and post-sentence investigation reports that conform to the TDCJ-CJAD-approved format.

III. Total Number of Paid CSCD Staff Within the County (III = III.A. + III.B. + III.C. + III.D.).

Indicate the number of paid CSCD staff employed on the last working day of the month. Report personnel by county according to their primary place of work. Include all part-time and full-time staff in administrative, supervisory, CSO, and support positions. Contract services personnel and other staff who do not qualify for state benefits should NOT be counted in this section. The four categories below must sum to the total number of paid CSCD staff within the county.

Sections III.A. and III.B. are intended to identify community supervision officers employed by the CSCD who supervise at least one direct case. It is NOT intended to provide a count of all certified community supervision officers employed by the CSCD. Counts of certified community supervision officers are obtained separately through the TDCJ-CJAD Training and Staff Development Unit and/or the Community Supervision Tracking System (CSTS).

- A. Total Number of Community Supervision Officers Employed Full-time Within the County:** Indicate the number of full-time, paid CSCD community supervision officers who were employed on the last working day of the month and who supervise one or more direct cases. Do not include CSOs who supervise only pretrial cases. Full-time employment includes individuals who work 40 hours per week.
- B. Total Number of Community Supervision Officers Employed Part-time Within the County:** Indicate the number of part-time, paid CSCD community supervision officers who were employed on the last working day of the month and who supervise one or more direct cases. Do not include CSOs who

supervise only pretrial cases. Part-time employment includes individuals who work *less than 40 hours* per week.

- C. Total Number of Non-Community Supervision Officers Employed Full-time Within the County:** Indicate the number of full-time, paid CSCD staff within the county who were employed on the last day of the month **and who do NOT supervise one or more direct cases.** This includes administrative, supervisory, and support positions. **Community supervision officers who do not supervise at least one direct case are included in this category.** Full-time employment includes individuals who work 40 hours per week.
- D. Total Number of Non-Community Supervision Officers Employed Part-time Within the County:** Indicate the number of part-time, paid CSCD staff within the county who were employed on the last day of the month **and who do NOT supervise one or more direct cases.** This includes administrative, supervisory, and support positions. **Community supervision officers who do not supervise at least one direct case are included in this category.** Part-time employment includes individuals who work *less than 40 hours* per week.

CERTIFICATION:

Signature of CSCD Director - The signature of the CSCD Director is required to certify the MCSCR.

Signature of District Judge - The signature of the district judge is required to certify the MCSCR. However, a district judge who wishes not to certify the MCSCR and designates the CSCD Director to have sole certification authority must provide written notification of that decision to the Division Director of TDCJ-CJAD.

**RESIDENTIAL FACILITIES AND PROGRAMS AND INTERVENTIONS MONTHLY ACTIVITIES
(Page Three)**

GENERAL INSTRUCTIONS:

Report the amount of monthly activity in programs, interventions and residential facilities contracted for or operated by your department. Exclude TAIP-funded activity. TAIP activity is captured via the TAIP Quarterly Reports.

Under the general categories of felons and misdemeanants, please enter the number of persons in these specific categories:

- BOM** -- Beginning of month count (should be the same as the end of month count from the previous month.)
- ADD** -- Number of persons added during the month
- DEL** -- Number of persons who exited during the month
- EOM** -- End of month count

Codes for each type of facility and program will be presented in later sections.

RESIDENTIAL FACILITY INSTRUCTIONS:

Most individual residential facility participants should be under direct supervision of your department. Exceptions are noted below.

Reporting Transfers-in: Unless an agreement is in place that the original jurisdiction will directly supervise the offender, the CSCD operating the residential facility should count the individual under direct supervision (page 1). Transfers-in should always be counted as facility participants.

Reporting Pretrial Residents: Offenders who are *solely* on Pretrial Supervision (e.g., do not have an additional adjudicated or deferred case) and who are placed into a residential facility should not be counted as direct. He/she should be reported in Section I.C. (Pretrial Services). However, the individual should be reported as a facility participant.

Facility Category: Place a facility category code in the first column for each residential facility contracted for or operated by your department.

- CCF --** Community Corrections Facility: A closely monitored residential setting that provides a level of security appropriate for the population served by the facility as well as services specific to the target population. CCFs are operated and administered by CSCDs or through a contract arrangement with a CSCD.
- CCC --** County Correctional Center: Residential program administered by a sheriff's department where funding goes directly to the sheriff's department and not to a CSCD. CCCs house and provide work programs and counseling for eligible defendants and probationers or for community supervision violators to serve a term of confinement.
- CRS --** Contract Residential Services: Residential services that are contracted for on a fixed-cost-per-bed per-day basis. The residential services purchased by the CSCD address risk/needs of an identified target population.

Facility Type: Place a facility type code in the second column to indicate the specific type of residential services provided. A facility type must be indicated for each facility. If unsure of the facility type, please contact TDCJ-CJAD.

- RCP --** Restitution Center: It provides the courts with a sentencing alternative for non-violent felony offenders. The restitution center is characterized by participant employability, restitution to victims and community service restitution.
- ISF --** Intermediate Sanction Facility: It emphasizes short-term detention for probation violators and other offenders as deemed appropriate by local jurisdictions.
- SAF --** Substance Abuse Treatment Facility: It provides 24-hour supervision and intensive treatment for high-need substance abuse offenders. This category excludes SAFPF Transitional Treatment Centers.
- CRC --** Court Residential Treatment Center: It provides 24-hour supervision and specialized treatment for offenders with problems such as drug or alcohol abuse, mental health deficiencies, or emotional disorders.
- MIF --** Facility for the Mentally Impaired: It provides a structured living environment and appropriate specialized services for the mentally ill, mentally retarded, and/or mentally disabled offender.
- LBC --** Local Boot Camp: It is a sentencing alternative for the young adult, first-time offender, utilizing a regimented supervision strategy along with other intervention programs.
- HWH --** Halfway House: Residential facilities which focus on reintegration of offenders into the community. This category excludes SAFPF Transitional Treatment Centers.

CJAD Designator: A designator is needed if departments have more than one facility having the same combination of facility category and type. (For example, Jefferson County CSCD operates two restitution centers and both would be coded as CCF:RCP.) If this situation exists, please contact CJAD and a unique identifier will be assigned. If this situation does not exist, the column should be left blank.

PROGRAMS AND INTERVENTIONS INSTRUCTIONS:

Most individuals participating in programs and interventions should be under direct supervision of your department. Exceptions are noted below.

Reporting Pretrial Electronic Monitoring (ELM) cases: Offenders who are *solely* on Pretrial Supervision (e.g., do not have an additional adjudicated or deferred case) and who are placed on electronic monitoring should not be counted as direct. He / she should be reported in Section I.C. (Pretrial Services). However, the individual should be reported as an ELM participant.

Program or Intervention: Place a code in the first column for each program or intervention contracted for or operated by your department.

- ISP --** Intensive Supervision Probation: Intensive probation supervision and services, usually limited to 40 offenders per officer, and created to divert felony offenders from prison.
- SUR --** Surveillance Probation: Designed to provide a highly intensive level of nonresidential community supervision to felony offenders who would otherwise have gone to prison. Caseload ratios are usually 2 officers to 25 probationers.
- ELM --** Electronic Monitoring: Most restrictive tool to provide probationer information when supervising offenders at risk. The electronic equipment monitors the absence or presence of a person at a given location at a specific time.
- SCP --** Specialized Caseloads: Grouping of probationers by problem area for supervision by an officer experienced and trained in that problem area. Specialized caseloads are usually limited to 40 offenders per officer.
- DCT --** Drug Court: Problem-solving court focused on offenders who need rehabilitation and close supervision to overcome drug and alcohol dependence.
- MHI --** Mental Health Initiative: A program with specific funding from TCOOOMI for a defined group of mental health offenders meeting specific diagnosis requirements.
- PSCT --** Progressive Sanctions Court: An intervention strategy involving regular judicial review and monitoring of offender compliance to community supervision with appropriate, timely and consistent use of sanctions and incentives.

CJAD Designator: A designator is needed if departments have more than one of the same type of program or intervention. (For example, CJAD County CSCD operates two specialized caseloads for substance abuse and both would be coded as SCP:SAC.) If this situation exists, please contact CJAD and a unique identifier will be assigned.

Program Type: For specialized caseloads, place a code in the second column. For other programs, leave the column blank.

- SAC --** Substance Abuse Caseload
- SOC --** Sex Offender Caseload
- MIC --** Mentally Impaired Caseload
- MRC --** Mentally Retarded Caseload
- FVC --** Family Violence Caseload
- GNG --** Gang Caseload
- HRC --** High Risk Caseload
- YTH --** Youthful Offender Caseload
- CUL --** Culturally Specific Caseload
- EMC --** Employment Caseload
- NES --** Non-English Speaking Caseload
- FIN --** Financial Problems Caseload
- OTH --** Other Caseload

Monthly Community Supervision and Corrections Report

Tracking State Jail Felons on the MCSCR

Placement

If immediately placed on community supervision, state jail felons should be added to the MCSCR in *Section II.A.1.* at sentencing (date of the original community supervision placement for the state jail felony offense). If an individual receives up-front state jail time, the appropriate level of supervision should be reported in *Section I.* When the offender has completed the up-front time, only a change in supervision level/status is required. *Return From Shock Incarceration* (Section II.A.1.c.1.) SHOULD NOT be used to report individuals returning from a state jail as a condition of community supervision (i.e., up-front time).

Revocation

If a state jail felon is revoked, the case/person should be tracked as *Revoked to State Jail* (Section II.B.1.d.). If the court bench warrants the individual back onto community supervision, the person should be added as a *Return From Shock Incarceration* (Section II.A.1.c.1.).

Other Open Community Supervision Cases

When an offender is not receiving direct supervision due to up-front time or revocation to a state jail WHILE the offender has another open community supervision case, the offender should be reported as *Inactive Indirect Due to Incarceration* (Section I.B.5.).

Tracking Other Felons Sentenced to Shock Incarceration or State Boot Camps

Shock incarceration on the MCSCR refers to 1st, 2nd, 3rd degree, or state jail felons who are sentenced to TDCJ-ID, state jail, or county jail and are THEN bench warranted out of incarceration and placed on community supervision. Shock incarceration does not include felons who receive incarceration as a condition of community supervision.

Placement

Felons sentenced initially to shock incarceration or a state boot camp are not added to the MCSCR UNTIL they are bench warranted back and placed on community supervision. At that time, they should be added as a *Return From Shock Incarceration* (Section II.A.1.c.1.) or *Return From State Boot Camp* (Section II.A.1.c.2.).

Revocation

If a felon is revoked to shock incarceration, the case/person should be tracked as *Revoked to State Jail* (Section II.B.1.d.) or *Revoked to TDCJ-ID* (Section II.B.1.e.1). If a felon is revoked to a state boot camp, this case/person should be tracked as *Revoked to State Boot Camp* (Section II.B.1.e.2). If the court bench warrants the individual back onto community supervision, he/she should be added as either a *Return From Shock Incarceration* (Section II.A.1.c.1.) or a *Return From State Boot Camp* (Section II.A.1.c.2.).

Other Open Community Supervision Cases

When an offender is revoked or is serving an initial sentence to shock incarceration or a state boot camp, AND the offender has another open community supervision case, the offender should be reported as *Inactive Indirect Due to Incarceration* (Section I.B.5.).

Monthly Community Supervision and Corrections Report

Frequently Asked Questions

GENERAL QUESTIONS

An offender has a felony and two companion misdemeanors. He has been revoked on the felony only and is in the county jail awaiting transfer to ID. He is still being seen on the two misdemeanors while in county jail. Does he count as a direct or indirect?

While he is in county jail, the offender can still be seen on the two misdemeanors, and counted as direct. Once he transfers to ID, he can no longer be seen and must be counted as an indirect.

Does a judge have to officially sentence an offender to incarceration for them to be counted as Indirect-Incarcerated?

Yes, the sentence must be official to be counted as incarcerated. If an offender is indirect because he/she is awaiting sentence/trial/etc for a new charge, he/she should be counted as Indirect Other (Item II.B.6), not as Indirect Incarcerated (Item I.B.5). If he/she is incarcerated in a County Jail while awaiting a hearing for a MTR/MTA, he/she may be counted as Indirect—Incarcerated in County Jail (Item II.b.5.a).

Is it possible for a person to be reported under indirect status in more than one county at the same time?

Yes. If a person is placed on probation for separate offenses in different counties, each of the counties should count the individual as a probation placement. If supervision of the offender is transferred to a third county, each of the other counties with jurisdiction over the person should report the individual as a transfer under indirect status.

In other instances, it is possible for an individual to be reported as an indirect in more than one county, but it should only be allowed for a short period. For example, an individual might be on probation in a county and transferred to another county, thus becoming an indirect case for the first and a direct case for the second. If the person should then abscond, the second county may elect to carry the person as an absconder (indirect) for a short period (i.e., while attempting to locate the person, while verifying information, etc.). If it becomes apparent that the individual has indeed absconded, courtesy supervision should be returned to the county of original jurisdiction. The same principal would apply to departments consisting of more than one county.

Should offenders with both a Civil and an adjudicated, deferred or pretrial case be counted under Civil Probation on the MCSCR?

An offender can only be counted in ONE category of Section I of the MCSCR (as per the instructions). Therefore, such offenders should be counted as Direct (or Pretrial, if appropriate).

GENERAL QUESTIONS (CONT.)

If there is no probation office in a given county, but a probation officer goes to the county on a monthly basis and probationers report directly to him/her, where should the offender be reported under direct supervision?

The offender can be counted under direct supervision in the county where they report even if there is not a satellite office in the county.

At time of intake, a probationer is assessed at minimum level for risk/needs. However, the CSO overrode the minimum assessment and classified the offender as maximum and placed him on ISP. They have been reporting him as Level 1 on page 1 and in ISP on page 3. Is this correct reporting?

Yes. It is at the discretion of the CSCD as to how they will supervise their offenders. Continue reporting as Level 1 on p.1 and as ISP on page 3.

An offender was sentenced to TDCJ-ID for a sex offense, did his time, and was released. He failed to register as a sex offender, so now he is on probation for Violating Sex Offender Registration. The officer states that according to SCS he scores a level 4. Will reporting him as a level 4 be correct?

CJAD does not require offenders on sex offender caseloads to be high risk (per Risk Assessment), so if this offender scores a 4, that is how they should be reported on page 1 of the MCSCR.

A CSCD will be getting a DP grant for a REGIONAL TCOOMMI funded caseload to serve their CSCD and two other CSCDs. How should each of these CSCDs count officers and offenders under direct supervision, specialized caseloads?

The offenders under direct and the specialized caseloads should be counted by each original county, not by the CSCD requesting the grant (unless of course the case originated there). This is because the CSO is conceptualized as being an employee of the REGION rather than of an individual CSCD, so each county can claim their own offenders. This applies to both the MCSCR and to CSTS. However, since the money is actually going to one CSCD, that CSCD should count the CSO as staff on the MCSCR and will be responsible for compiling and submitting information for the Actual Program Outputs each year.

A report by mail case had a MTR filed before the term expired and is continuing to report as ordered. Should the offender be counted as an absconder or as an Indirect Other?

The offender should be counted as Indirect Other (Item I.B.6.) because they had authorization to leave the CSCD and are still complying with the court order.

An offender is active and receives a new case later on (making the offender active for two cases). Then, the offender is revoked to ID for the old case. How is this reported?

Do not count as new placement. Under End of Month Supervision Status, count as indirect due to incarceration (Item I.B.5.b.).

GENERAL QUESTIONS (CONT.)

An offender is placed on probation in a satellite office and is put on report by mail status. The officer that handles the report by mail case is in the chief county office, because the CSCD centralizes all report by mail cases to be handled by the chief county (not all CSCDs do it this way). The offender then gets another case out of the chief county. The offender is told to report by mail for the chief county case also. How should the satellite office report supervision status and how should the chief county report supervision status?

The satellite county should place the offender (appropriate category under Item II.A.1) and carry as an "Indirect, Report by Mail" (Item I.B.4.). The chief county should also place the offender (appropriate category under Item II.A.1) and carry as an "Indirect, Report by Mail" (Item I.B.4.). The satellite county should not count the person as an Indirect, Transfer within the CSCD.

How should we count those offenders originally placed on deferred adjudication but who have since been adjudicated? Should the case be terminated before reporting the offender under deferred to adjudicated status?

No, the offender should not be counted as a termination on the MCSCR if the change was from deferred to adjudicated status. The offender should be counted when originally placed under Deferred Adjudication (Item II.A.1.b.) during the month when they are originally placed and then once adjudicated Deferred to Adjudicated Status (Item II.A.4.) during the month in which they are adjudicated in addition to being counted within the End of Month Supervision Status section under Direct or Indirect (Item I.A. or I.B.).

An offender is on probation and a MTR is filed (signed by the prosecutor, not the judge). The offender's community supervision expires prior to the judge signing the MTR. The offender is off probation and reported as expired term. Following expiration, the judge receives the MTR, signs it, and calls the offender into court.

What reporting action should be taken? Should the old termination be deleted and the person put back in the DIRECT or INDIRECT count beginning at the time the offender's sentence was expired?

The offender is not legally on probation if the term expires before the judge signs the MTR (capias). CJAD will not fund offenders who are on probation illegally. Therefore, the termination as reported at the time of sentence expiration is still correct. Do not report offenders on the MCSCR (even as Indirect) when they are illegally on probation.

A misdemeanor is placed on probation in November, but never shows up. He is arrested in April and the judge decides to "forget about the first community supervision" and now begin community supervision. How should this be reported?

Since the judge, in effect, nullified the first probation (and we do not want to fund this person twice), the MCSCR should be revised. One misdemeanor should be subtracted each month from November through March and this offender should be newly added in April.

GENERAL QUESTIONS (CONT.)

An offender was placed on adjudicated probation. An Order for a New Trial was made 11 days later. The offender was retried and was placed on deferred adjudication nearly two months after that. How should this be reported on the MCSCR?

Placement on adjudicated probation:

- Report as an Original Community Supervision Placement, Adjudicated Community Supervision (Item II.A.1.a.).
- Report the appropriate end-of-month supervision status. If eligible, report as receiving direct supervision (Item I.A.). If not eligible for direct supervision, report under the appropriate Indirect category (Item I.B.).

Order for New Trial Made:

- If the offender was on direct status, change to Other Indirect status (Item I.B.6). If the offender was already on Other Indirect, continue to report the same status.

Placement on deferred adjudication following new trial:

- If eligible, report as receiving direct supervision (Item I.A.).
(Do not report a new placement)

What type of placement should an offender be counted as when he was originally placed on probation in September; revoked to State Jail one month later in October; and then bench warranted back to probation?

In September, report one placement “Adjudicated Community Supervision” (Item II.A.1.a)

In October, report one termination as “Revoked to State Jail” (Item II.B.1.d.)

After the offender is bench warranted back to probation, count one “Return from Shock Incarceration” (Item II.A.1.c.1).

An offender was placed on deferred adjudication, probated and adjudicated by offender’s motion; and then revoked to State Jail all within one day (hearing). How should this be reported on the MCSCR?

Report each of the following:

Placement: Original Community Supervision Placement, Deferred Adjudication (Item II.A.1.b.)

Placement: Deferred to Adjudicated Status (Item II.A.4.)

Supervision Termination: Revoked to St. Jail (Item II.B.1.d.)

Revocation Reason: Other (Item II.B.2.c.)

A case is placed on felony community supervision. On the same day, the judge also sentenced this person to state jail on a different offense. How to report?

Report one placement “Adjudicated Community Supervision” (Item II.A.1.a.).

Report as “Inactive Due to Incarceration – Sentenced to State Jail” (Item I.B.5.d.).

After release from State Jail, only status is changed. Do not report another placement.

How should an offender who is appealing his/her case, be reported?

As the case is being appealed, the offender is not on community supervision. He has no status. Close him out as an administrative closure (Item II.B.1.g.2).

GENERAL QUESTIONS (CONT.)

A defendant is placed on misdemeanor probation. He is paying his fines. CSCD is reporting him on MCSCR as direct misdemeanant. However, CSCD finds out a couple of months later that the offender appealed his case within the month of his placement (meaning he is not convicted yet). Are amendments to the MCSCR necessary?

Yes. Amendments are required. Submit amendments for the affected months following the MCSCR Correction Procedures.

An offender has his misdemeanor probation revoked to county jail (for a subsequent offense). The offender is adjudicated and placed on probation (for the new offense) in the same month (possibly at that same hearing). The termination is counted as a revocation to county jail. How is the subsequent placement to probation counted on the MCSCR?

A placement can only be counted if the offender has all prior community supervision cases in the county terminated, due to revocation to county jail, state jail, or TDCJ-ID AND was reinstated to community supervision. Therefore, whether or not this offender can be counted as a placement is contingent upon whether or not he served time in county jail (either after revocation or if the judge awards credit for time served while awaiting adjudication).

If the offender served time in county jail, the CSCD should report a placement under Return from Shock Incarceration (Item II.A.1.c.1).

If the offender did not serve time in county jail, the CSCD should not report a placement since the offender never left direct supervision of the CSCD.

A felony offender (court indicted) is ordered as a condition of bond to report to CSCD. However, the only paperwork that CSCD has is the offender's bond paper with the judge's initial/signature. Is this proof/documentation sufficient so that they can report him/her on the MCSCR?

No. A document that indicates an offender made bond with the judge's initials/signature is not enough documentation for him/her to be reported on MCSCR and for CJAD to pay the CSCD for him/her. In order to be counted on the MCSCR, the department also needs the written conditions of bond.

CSCD staff only found the bond paper. The file has an application for writ of habeas corpus (5 pages with application, affidavit, and order signed by judge) with the judge's grant for bail reduction plus his conditions. This was filed in the clerk's office. Is this enough proof/documentation so the department can report him/her on the MCSCR?

Yes.

PRETRIAL CASES

When a pretrial diversion case transfers to another jurisdiction, do they stay under the status of pretrial diversion or do they go to “Transfer-out” status? If a pretrial diversion case is received from another county, where are they counted on the MCSCR?

Since pretrial diversion cases are not actual probation cases, they cannot be recorded under sections of the MCSCR referring to probation supervision, placements, and terminations. Pretrial cases should only be recorded under Pretrial Services (Section I.C.), Pretrial Services Placements (Section II.A.5), and Pretrial Terminations (Section II.B.1.i).

There are no provisions in the MCSCR reporting procedures for transferring pretrial cases. These cases cannot be counted as “transferred-out” or “transferred-in” because they are not actual community supervision or deferred adjudication cases. Therefore, pretrial cases are limited to placements and terminations (with no explanation needed for the reason for termination).

When the CSCD begins providing supervision to a pretrial case (due to court order, agreement with another jurisdiction, etc.) the case should be counted as a pretrial services placement. A pretrial supervision or pretrial diversion case should be counted on the MCSCR as terminated when the case is either closed, moved to direct supervision, or supervision is no longer being provided by the CSCD. In order to count a pretrial case, supervision must be maintained by the CSCD. If no supervision agreement is in place, then the individual cannot be considered to be under pretrial supervision by the CSCD.

Departments have asked what to do if the person being terminated from pretrial also has a simultaneous active case.

This situation should not occur. An individual should be carried on the most serious status applicable, but not in two categories at once. In this example, the individual should have been carried as a direct probationer, not as a pretrial participant.

An offender is being supervised on felony pretrial supervision in one cause and that cause is terminated on December 18. The offender received a misdemeanor adjudicated probation on December 5. How should this be counted?

This offender should be reported as a misdemeanor Subsequent Supervision Placement within the CSCD (Item II.A.2) and as receiving Direct misdemeanor supervision under the End of Month Supervision Status section (Item I.A.1-4, as appropriate). The offender should NOT be counted as a pretrial felony termination since he/she was never off supervision.

An offender has two cases: 1 direct and 1 pretrial. The direct case terminates and the offender is now only being carried as pretrial. Should this offender now be added as a pretrial placement?

Per the MCSCR instructions for Pretrial Services Placements, “persons currently under supervision can not be added again.” So the offender’s status should be changed from direct (Item I.A.) to pretrial (Item I.C.), but he/she should not be counted as an additional placement.

PRETRIAL CASES (CONT.)

If an individual is on pretrial supervision and then receives deferred adjudication or is convicted and then placed on probation, how should the individual be reported?

The individual should be shown as a pretrial termination (Item II.B.1.i) and then be added as an original probation placement (Item II.A.).

How should a felony offender on Pretrial Diversion that moved to another jurisdiction that does not have Pretrial Diversion services be reported on the MCSCR? The offender will be reporting by mail to the original CSCD.

The MCSCR instructions state that CSCDs should “count persons receiving court-approved pretrial supervision or diversion services in the county”. Defendants should be counted only if provided supervision by or through the CSCD. The offender should not be reported if he/she is not being supervised (“directly”) by the county. This is consistent with the policy that if an offender is receiving pretrial diversion by another jurisdiction, the original county does not count the person.

While on pretrial diversion, an offender violated conditions. Motion to proceed is filed. While the motion to proceed is pending, the pretrial probation term expired. How to report on MCSCR?

Report this as a pretrial termination (Item II.B.1.i.). As the pretrial diversion term expired, the offender is no longer being supervised. Unless he/she is on PR bond and has PR conditions, this individual is a free citizen. He/She has no community supervision status. All that the motion to proceed means (if not on PR bond) is that the case is awaiting trial.

An offender is on bond supervision. The bond term expires, but the offender has not seen the attorney or been before the judge. Should the offender continue to be counted on the MCSCR?

If the pre-trial term has expired, the offender should not be carried on the MCSCR. If the judge wants to extend the term of supervision, this needs to be a documented court order.

TRANSFERS

Can an individual who has been transferred in for supervision and is then convicted of a subsequent offense be counted as an original probation placement in the supervising county?

In general, an individual who is already being reported under supervision in a county cannot be counted again as a probation placement. An exception to this rule will be made for individuals who have transferred in, commit a crime in the county, and are placed on probation again with the supervision county now also being the county of jurisdiction. Under these circumstances, the individual can be counted as an original probation placement. This exception is in order to give the county credit for the probation placement. However, the individual should only be counted once under the direct supervision category.

TRANSFERS (CONT.)

An offender is placed on probation in the county and placed in an ISF in another jurisdiction. Does the county code this offender as “Transferred-Out” or is it coded as “Indirect-Incarcerated?”

Since the jurisdiction operating the ISF is carrying the offender as Direct while they are in the ISF, the county should carry this person as an “intra-state transfer out” (Item I.B.1) even though the case has not technically been transferred. This is to avoid duplication in statewide totals.

A CSCD has offenders who work and reside in a satellite county and are put on probation in the satellite county. However, offenders report to their CSOs in the chief county as they are on a specialized caseload that is only available in the chief county. Can they (a) count offenders as direct in the chief county and (b) as indirect Transfer within CSCD in the satellite?

Yes. CSCDs may maintain direct supervision of offenders living and/or working in adjoining jurisdictions if the CSCD has documented approval from the adjoining jurisdictions

An offender was transferred to another jurisdiction (County 2) so the county of original jurisdiction was carrying this person as Indirect Transfer Out. The offender got arrested and is currently in jail in County 2 for the new charge. County 2 returned courtesy supervision for the original charge to the county of original jurisdiction and is carrying the offender as Indirect-Incarcerated on the new charge. How should the county of original jurisdiction count this offender?

Both counties should carry this offender as Indirect—Incarcerated in County Jail (Item I.B.5.a).

We transferred an offender to Louisiana and have been counting him as an Interstate Transfer (out). Since in Louisiana, the offender committed new offenses and was incarcerated in Louisiana prison. How should we count him?

Count the offender as an “Indirect, Other” (Item I.B.6) until his Texas Case terminates, or he returns to your jurisdiction.

An offender is transferred-out from one county to another jurisdiction (either intra-state or inter-state). Can the county immediately code this as “Transferred Out” on the MCSCR? The county would like to count all pending transfers as “Indirect-Other” until they receive either an acceptance or rejection letter from the receiving jurisdiction, at which point they would carry the offender as either a “Transfer-Out” or as “Report by Mail.”

CJAD does not have a problem if the county wants to count pending transfers out as “Indirect Other” (Item I.B.6) until they have confirmation of acceptance or rejection. However, for *intra-state* transfers, if the receiving jurisdiction is carrying the offender as direct—the Original jurisdiction must carry the offender as a “Transfer-Out” (Item I.B.1) – otherwise statewide counts of probationers will include duplicates.

TRANSFERS (CONT.)

An offender on probation is attending college in another (non-adjointing) county. However, he continues to use his parents' address in the county of original jurisdiction as his permanent address? Can the original county carry this person as direct (if he has a face-to-face contact once every 90 days) even though he does not work or reside in the county?

The situation of a probationer attending college in another jurisdiction is one that should be looked at on a case-by-case basis. If the probationer is away at college "temporarily" and continues to maintain his parents' address as his permanent address, then the offender can be carried as direct (provided they have a face-to-face contact every 90 days). If the offender really has moved out of the county on a more permanent basis, then the case should probably be transferred. Also, if the offender is higher risk and requires more frequent contact, transferring the case may be best.

RESIDENTIAL

If an individual is placed in a residential facility operated by another CSCD, but the original jurisdiction does not transfer the case to the new county, in which county should the individual be reported as under direct supervision?

Unless an agreement is in place that the original jurisdiction will directly supervise the offender, the CSCD operating the residential facility should count the individual as under direct supervision. If no such agreement is in place and the case has not technically been transferred, the county of original jurisdiction should report the individual as an indirect intrastate transfer (Item I.B.1).

An offender receiving contract residential services is on indirect supervision, should this person be counted on page 3 of the MCSCR?

The purpose of page 3 of the MCSCR is to track participants in a residential facility. All offenders placed in a residential facility should be tracked on page 3 of the MCSCR under the appropriate program code.

A CSCD (containing 2 counties) has been reporting their ISF offenders on page three only. They are not reporting them on page one. Reason is that if they are getting grant money, they cannot also get state funding. How should they report? Also, how to report if one county (County A) within the CSCD sends a case to the ISF which is in another county (County B) within their CSCD?

For cases originating in County A and then residing in the ISF in County B:

- County A should report an indirect transfer, within CSCD (Item I.B.1.b) and County B should report the count on page 3 of MCSCR in CCF:ISF category; and
- County B should report direct, residential (Item I.A.5).

For cases originating in County B and residing in the ISF in County B:

- The CSCD should count on page 3 of MCSCR in the CCF:ISF category; and
- County B should report direct, residential (Item I.A.5).

RESIDENTIAL (CONT.)

A felony offender was placed in a restitution center but was released two weeks later for medical reasons. Also, a different felony offender was placed on ELM and released for medical reasons. How to report on the MCSCR?

End of month status for either felony offender remains direct at appropriate level. For page 3, residential RC, report a felon add and a felon delete. Likewise, for page 3 programs and interventions ELM, report a felon add and a felon delete.

How should SAFPF graduates meeting direct eligibility, now in TTCs be reported (i.e., direct levels 1-4 or direct residential)? TTC services are paid for and operated by Parole.

As services are operated and paid for by Parole, report these offenders as direct under level 1-4, as appropriate (do not report as direct residential).

An offender is on regular direct supervision, has drug problem, and is taken back to court. The order is modified and the offender is sent to therapeutic community in state jail for treatment. How should it be reported on MCSCR?

Indirect, Inactive, Sentenced to State Jail (Item I.B.5.d).

TERMINATIONS

An offender is on deferred adjudication. His case is revoked and he is placed on regular adjudicated community supervision. How should the termination be reported?

Do NOT count this as a revocation. Count as a placement, Deferred to Adjudicated Status (Item II.A.4.), during the month in which he is adjudicated

An offender has two cases: a felony case and a misdemeanor case. The misdemeanor case is revoked to county jail and the felony case is not revoked. How is this offender reported on the MCSCR?

The misdemeanor case MUST be counted as a misdemeanor termination in Revoked to County Jail (Item II.B.1.c). IF the offender is still receiving direct supervision, continue to report the offender as a direct felony in the appropriate supervision level in Item I.A. IF the offender is not receiving direct supervision according to CJAD standards, move the felony case to the felony supervision level of Inactive Indirect due to Incarceration in County Jail (Item I.B.5.a). When/if the defendant comes out of county jail prior to the felony case expiring, then begin reporting the offender under the appropriate felony supervision level under Item I.A. Ultimately, when the felony case terminates then report the appropriate felony supervision termination.

An offender has two felony cases. During the same month they are both revoked to TDCJ-ID. Report ONE felony revocation to TDCJ-ID (Item II.B.1.e.1)).

TERMINATIONS (CONT.)

An offender has two felony cases and one is revoked to State Jail and the other is revoked to TDCJ-ID. The offender is actually revoked to ID.

Report one felony revocation to TDCJ-ID (Item II.B.1.e.1)).

An offender has two cases: a felony case and a misdemeanor case. During the same month, the felony case is revoked and the misdemeanor case terminates early or expires.

Report the felony case as a felony revocation in Item II.B.1. Do not count the misdemeanor termination.

An offender has two misdemeanor cases. During the same month, one case is revoked and the other terminates early, expires, or is an Other Administrative Closure.

Only report the misdemeanor revocation.

An offender has two cases: a felony case and a misdemeanor case. The misdemeanor case expires in January and the felony case is revoked one or more months later.

Do not count the misdemeanor expiration because the offender is still on active probation for the felony case. The felony revocation should be counted during the month in which it occurs.

A misdemeanor offender was on deferred adjudication. The offender messed up and went back to court. The court adjudicated the case and sentenced the offender to County Jail. The offense was a State Jail Felony.

While legally the case was not revoked, functionally it was. Report one revocation to county jail (Item II.B.1.c.). Do not report as an administrative closure.

An offender was on deferred adjudication. A MTP was then filed. The court adjudicated the case and ordered the offender to pay a fine. He was not placed back onto probation or sentenced to incarceration. Should we count this as an Other Revocation or Other Administrative Closure?

Since the offender was never sentenced to incarceration, this termination should be counted as an administrative closure.

An offender is on adjudicated probation for a state jail felony. The offender is revoked to state jail but the offender appeals the revocation and the judge orders bond supervision (appeal bond). Should revocation be counted?

Do not count the revocation. The offender is still on regular probation. Continue to count as Direct (assuming all supervision requirements are still met). If the offender is eventually revoked (appeal fails), then count as a revocation.

Offender had MTR filed before the term expired. The term has now expired, and the offender was arrested on the MTR after the term had expired. Offender is currently sitting in jail pending trial on the MTR. How should this person be counted?

If this person is being held on an MTR they should be counted as Incarcerated in County Jail (Item I.B.5.a). Upon final disposition, this should be counted as a termination under the appropriate category.

TERMINATIONS (CONT.)

An offender is on probation and a MTR is filed and capias is issued. The probation term expires soon after. The district attorney dismisses the MTR six months later. What type of termination should be reported and when should it be reported?

Report as an expired termination (Item II.1.b) for the month in which the MTR is dismissed, because the offender is still on legal probation until the D.A. dismisses the MTR. From the time of the sentence expiration until the month prior to the dismissal, the offender should be carried as either direct or indirect.

How should an offender's termination be reported if the term of probation has expired, but he/she still owes money and no MTR has been filed. Should it be reported as expired or as other administrative closure?

Report as expired term (Item II.B.1.b).

An offender's term has expired, but he had an MTR filed before the expiration date so he is being counted as Indirect-Other. If a bond forfeiture warrant is issued, should the offender then be counted as an absconder?

Yes, this person should be counted as an absconder (Item II.b.3).

What is the status of absconders whose term of probation has expired?

If a motion to revoke has not been filed, the individual should be reported as a supervision termination under expired term of probation (Item II.B.1.b.). If a motion to revoke has been filed and a capias issued, an absconder retains absconder status even though the initial term of probation has expired and should continue to be reported as an indirect absconder (Item I.B.3) on the monthly report. Upon final disposition, the appropriate supervision termination is to be reported in Item II.B.1. Absconders should not be periodically expunged from the monthly report.

An offender's adjudicated supervision term expires with a pending MTR. Should he/she be carried as Indirect—Other or Indirect—Absconder? How long should these cases be carried and is there a point that the case should be administratively closed? One example would be an offender who had been deported 10 years ago and was still being carried as Indirect.

These cases should be carried indefinitely, so long as there is a pending MTR. If the CSCD wants to close out these cases, they need to go back to court and get the MTR resolved. Upon final disposition by the court, count the case as a termination under the appropriate category.

CSCD STAFF

A CSCD has part-time support staff (15 hours) hired from a temp agency (that is, the CSCD pays the temp agency). How should this be reported on the MCSCR?

Do not report temp agency personnel as they do not qualify for state benefits.

CSCD STAFF (CONT.)

Do you report pretrial CSO (Section III.A.) as a paid CSCD CSO or as paid CSCD staff? A CSCD has one pretrial CSO who has a direct pretrial caseload whose offenders report to him once a week.

Total Number of Community Supervision Officers Employed (Item III.A. or III.B.) refers to CSOs who are supervising one or more direct cases. Pretrial does not qualify as direct. Therefore, pretrial CSOs should be counted under Total Number of Non-Community Supervision Officers Employed (Item III.C. or III.D.)

How to report staff if CSO has supervisory responsibilities/caseloads in two counties?

First priority is given to the office location. If the CSO has an office in one county but not the other, count the CSO as staff in the county where the office is located. If the CSO has offices in both counties, second priority is time spent. If more time is spent in one county, then count CSO as staff in county with the most time spent. Last priority is to count CSO in the main (not the satellite) county of the CSCD.

A CSCD has part-time staff (senior citizen) who is not hired by CSCD but is placed by federal agency and paid for with federal funds (i.e., volunteer). How should this be reported on the MCSCR?

Do not report on MCSCR because they do not qualify for state benefits.

PROGRAMS AND INTERVENTIONS - MCSCR PAGE 3

In the residential activity section of the report, should a separate record be submitted for each agency with which we contract for residential substance abuse services?

No. A single record or set of counts should be reported for each type of contract residential services. For substance abuse treatment, the services should be coded as CRS: SAT. For other categories of facilities (CCF and CCC), each facility should be accounted for with a separate record or count.

A misdemeanor offender is on electronic monitoring and is being reported on Page 3 of the MCSCR. The offender is then placed on a new probation for a felony charge (changing his status to felon for reporting purposes). How should this be reported for the ELM on Page 3?

Count the offender in the misdemeanor beginning of month (BOM) count and report the offender as a misdemeanor discharge (DEL). Also, report the offender as a felony placement (ADD) and count the offender in the felony end of month count (EOM).

PROGRAMS AND INTERVENTIONS - MCSCR PAGE 3 (CONT.)

An offender was sentenced to TDCJ-ID for a sex offense, served his time, and was released. He failed to register as a sex offender and is now on probation for Violating Sex Offender Registration. Should this offender be listed on the MCSCR as SCP SOC felon although he is not on probation for an actual sex offense?

If the offender is on the SCP SOC, then he should be reported on page 3. CJAD does not have standards requiring offenders on a sex offender caseload to currently be on probation for a sex offense.

An offender is on direct supervision in one county; however an adjacent county is paying for the offender's ELM. Should the county paying for the ELM report the offender on page 3 of the MCSCR even though he/she is not on direct supervision in their county?

Yes, if the following two conditions are met:

1. The county is paying for the ELM
2. The offender is not being reported on page 3 by the county providing direct supervision

If the above conditions are not met, the county directly supervising the offender should count the offender in the ELM count.

How should electronic monitoring participants be counted on page 3 of the MCSCR if ELM consists of four groups: 1) probationers, 2) probationers on ELM as condition of probation, 3) those on ELM in lieu of court courts/fines/jail time (mostly misdemeanants), and 4) bond cases. A judge places what would be considered pretrial cases on ELM, but they are not legally on pretrial supervision and not reported on page 1 of the MCSCR (i.e. offenders in groups 3 and 4).

As the cost of electronic monitoring is paid for by the CSCD, count all participants under ELM activity on page 3 of the MCSCR.

How should an offender be counted if he/she is ordered into two specialized caseload programs (i.e., high risk and sex offender caseloads)?

It is not uncommon to be ordered by the court to be on more than one caseload. However, the probation department usually has the offender report to only one officer. In these cases, the offender should be reported on the MCSCR according to the officer that he/she is being supervised by. For example, if the offender reports to the high-risk officer, then report as a high-risk participant.

A probationer can be counted in multiple specialized caseloads **IF** the probationer is reporting to multiple officers who each provide supervision to the offender where the focus of supervision is identical to the supervision provided to other offenders on their respective specialized caseloads (i.e. meeting specialized grant conditions including contacts, case file documentation, service provision, etc.). If the offenders is not seeing multiple officers or is not receiving identical supervision as other probationers on one or more the specialized caseloads, he/she should be reported only under the program code for the caseload that the offender primarily reports to.

PROGRAMS AND INTERVENTIONS - MCSCR PAGE 3 (CONT.)

There are multiple offenders who are in specialized caseloads for either substance abusers or sex offenders, but are being supervised by Spanish speaking officers. Should these offenders be counted as being on the SCP NES, SCP SAC, or SCP SOC caseloads?

Assuming that such offenders are seeing only one officer where the focus of the supervision is identical to the supervision provided to other offenders on the substance abuse or sex offender caseloads, *but* is conducted in Spanish, these offenders should be reported in the SCP SAC or SCP SOC caseloads, respectively.

MCSCR Reporting Scenario

REPORT MONTH	EVENT	MCSCR REPORTING	
January 2003	Felony offender Jane Doe is placed on pretrial supervision (not diversion).	II.A.5.a. Pretrial Placement (Felony) I.C.1. Pretrial Supervision Status (Felony)	
February 2003	A PSI is completed on Jane Doe	II.C. Presentence Investigations Completed (Felony)	
February 2003	Jane Doe is placed on felony deferred adjudication. She is eligible for direct supervision.	II.B.1.i. Pretrial Termination (Felony) II.A.1.b. Deferred Adjudication Placement (Felony)	
February 2003	Jane Doe is placed on a Specialized Caseload for Substance Abuse (SCP:SAC).	I.A. Adults Receiving DIRECT Supervision (Level 1, 2, 3, or 4) (Felony) Page 3: SCP:SAC, ADD (Felony)	
April 2003	Jane Doe messes up, goes back to court and the Judge adjudicates and probates her case and requires her to go to <i>another</i> CSCD's Court Residential Treatment Center. She awaits placement into the CRTC.	II.A.4. Deferred to Adjudicated Status (Felony) Continue I.A. Direct (Felony) Continue on SCP:SAC (Felony). Do not delete from caseload.	
May 2003	Jane Doe goes to the CRTC for four months.	<u>Original Jurisdiction:</u> I.B.1.a. Transfer Out of CSCD (Felony) Page 3: SCP:SAC, DEL (Felony)	<u>Other CSCD:</u> II.A.3. Transfer in for Supervision (Felony) I.A.5. Direct, Residential (Felony) Page 3: CCF:CRC, ADD (Felony)
September 2003	Jane Doe returns to the original jurisdiction and resumes direct supervision on a SCP:SAC.	<u>Original Jurisdiction:</u> I.A. Direct (Level 1, 2, 3, or 4) (Felony) Page 3: SCP:SAC, ADD (Felony)	<u>Other CSCD:</u> II.B.g.1. Return of Courtesy Supervision (Felony) Page 3: CCF:CRC, DEL (Felony)
October 2003	Jane Doe messes up again. The Judge sends her to a SAFPF. A SAFPF CSO sees her while she resides at the SAFPF (for 9 months).	Continue as I.A. Direct (Level 1, 2, 3, or 4) (Felony), <u>not</u> residential Page 3: SCP:SAC, DEL (Felony)	

MCSCR Reporting Scenario

REPORT MONTH	EVENT	MCSCR REPORTING
July 2004	Jane Doe goes to a TDCJ-PD TTC for 3 months. The SAFPF CSO continues to see her during transitional treatment. She is placed on a SAFPF Aftercare caseload.	Continue as I.A. Direct (Level 1, 2, 3, or 4) (Felony), <u>not</u> residential
October 2004	Jane Doe returns to her original jurisdiction. Jane Doe is still on the SAFPF Aftercare Caseload.	Continue as I.A. Direct (Level 1, 2, 3, or 4) (Felony)
November 2004	Jane Doe messes up again. The Judge revokes her community supervision for a subsequent offense and sends her to TDCJ-ID.	II.B.1.e.1. Revoked to TDCJ-ID (Felony) II.B.2.b. Revocation Reason: Subsequent Arrest/Offense Alleged in MTR [DIScontinue I.A. Direct (Level 1, 2, 3, or 4) (Felony)]
March 2005	The Judge shocks Jane Doe out of TDCJ-ID and places her back on community supervision. She is now reporting to the SCP:SAC officer.	II.A.1.c.1. Return from Shock Incarceration I.A. Direct (Level 1, 2, 3, or 4) (Felony) Page 3: SCP:SAC, ADD (Felony)
May 2005	Jane Doe commits a misdemeanor offense and receives community supervision for that case. Her felony case is not revoked.	Continue as I.A. Direct (Level 1, 2, 3, or 4) (Felony)
July 2005	Jane Doe commits another misdemeanor in another jurisdiction and is sentenced to County Jail for 90 days (straight time, no probation).	I.B.5.a. Inactive Indirect Due to Incarceration in County Jail (Felony) Page 3: SCP:SAC, DEL (Felony)
November 2005	Jane Doe completes County Jail time and returns to the original jurisdiction to resume supervision. She now reports to the SCP:SAC officer.	I.A. Direct (Level 1, 2, 3, or 4) (Felony) Page 3: SCP:SAC, ADD (Felony)
February 2006	A MTR is filed for failure to make payments. Jane Doe is placed on Pretrial Supervision (bond).	Continue as I.A. Direct (Level 1, 2, 3, or 4) (Felony) Continue as Page 3: SCP:SAC (Felony) [Do not count under pretrial]

MCSCR Reporting Scenario

REPORT MONTH	EVENT	MCSCR REPORTING
April 2006	Jane Doe still can't make her payments and the Judge sends her to the <i>local</i> Restitution Center (CCF:RCP).	Page 3: SCP:SAC, DEL (Felony) I.A.5. Direct, Residential (Felony) Page 3: CCF:RCP, ADD (F)
October 2006	Jane Doe is discharged from the RCP and resumes supervision with the SCP:SAC officer.	I.A. Direct (Level 1, 2, 3, or 4) (Felony) Page 3: CCF:RCP, DEL (Felony) Page 3: SCP:SAC, ADD (Felony)
January 2007	Jane Doe's felony case expires. Jane Doe still reports to her SCP:SAC officer.	Change to I.A. Direct (Level 1, 2, 3, or 4) (Misdemeanor) Page 3: SCP:SAC, DEL (Felony) Page 3: SCP:SAC, ADD (Misdemeanor) [Do not count a felony expired term of community supervision]
April 2007	Jane Doe's misdemeanor case expires.	II.B.1.b. Expired Term of Community Supervision (Misdemeanor) Page 3: SCP:SAC, DEL (Misdemeanor)

**State Jail Felons Supplemental Report
(SJFSR)**

State Jail Felons Supplemental Report (SJFSR)

Purpose:

The State Jail Felony Supplemental Report is utilized to obtain basic statistical information on offenders under community supervision for a state jail felony. Therefore, this supplemental report will not balance (e.g., beginning of month numbers plus placements minus terminations will not equal end of month numbers). This report **does not** change information reported on the full MCSCR.

Deadline:

The SJFSR is due to CJAD at the same time the MCSCR is submitted.

Procedures:

The Frequently Asked Questions document contains clarifications to common reporting questions and will be updated by TDCJ-CJAD Research and Evaluation as necessary. The SJFSR should be filled out following the SJFSR Instructions and, where applicable, the clarifications contained in the Frequently Asked Questions.

The SJFSR should be submitted via mail, fax, or email to the TDCJ-CJAD Research and Evaluation Unit. Counties not submitting a SJFSR by the due date will be contacted by TDCJ-CJAD Research and Evaluation staff.

Contact:

For questions about how to report offenders on the SJFSR:

Aimee Perez (512) 305-9321 aimee.perez@tdcj.state.tx.us

For questions about submitting or correcting the SJFSR:

Karen Poore (512) 305-9366 karen.poore@tdcj.state.tx.us

Diana Hernandez (512) 305-9328 evadiana.hernandez@tdcj.state.tx.us

Texas Department of Criminal Justice
Community Justice Assistance Division

MONTHLY COMMUNITY SUPERVISION AND CORRECTIONS REPORT

STATE JAIL FELONS SUPPLEMENTAL REPORT

County: _____ Report Month/Year: _____

I. END OF MONTH SUPERVISION STATUS

A. State Jail Felons Receiving DIRECT Supervision

B. State Jail Felons on INDIRECT Status

- 1. Intrastate Transfers (out)
- 2. Absconders/Fugitives

C. Incarcerated in State Jail

- 1. As an Initial Condition of Community Supervision
- 2. As a Modification of Community Supervision

D. Incarcerated in County Jail

E. Incarcerated in a Substance Abuse Felony Punishment Facility (SAFPF)

II. MONTHLY ACTIVITY

A. Original Community Supervision Placements

- 1. Community Supervision Placements Direct from the Courts
 - a. Number that Received Up-Front State Jail Time as an Initial Condition of Community Supervision
 - b. Number that Received Post-Sentencing (disposition) Up-Front County Jail Time as an Initial Condition of Community Supervision.
- 2. Return from Shock Incarceration

B. Community Supervision Subtractions (Supervision Terminations)

C. Modifications of Community Supervision to State Jail

Texas Department of Criminal Justice
Community Justice Assistance Division

MONTHLY COMMUNITY SUPERVISION AND CORRECTIONS REPORT

STATE JAIL FELONS SUPPLEMENTAL REPORT INSTRUCTIONS

Information collected on this form is used to measure the demand for state jail facilities and should only include offenders sentenced as state jail felons in Texas. Do not include offenders classified as being on state jail supervision on the state jail form if the case was transferred to Texas from another state.

The Frequently Asked Questions document contains clarifications to common reporting questions and will be updated by TDCJ-CJAD Research and Evaluation as necessary. The SJFSR should be filled out following the SJFSR Instructions and, where applicable, the clarifications contained in the Frequently Asked Questions.

GENERAL INSTRUCTIONS:

Data for this page should be submitted on EACH COUNTY rather than on each CSCD servicing a jurisdiction. This page should be **completed only on state jail felons**. Any person who has at least ONE state jail felony offense and is under community supervision should be reported on this page. This supplemental report SHOULD NOT change information reported on the full MCSCR. All state jail felons should also be included on pages 1 and 2 of the MCSCR.

The intent of this page is to obtain basic statistical information on the state jail felony population. Therefore, this supplemental report will not balance (e.g., beginning of month numbers plus placements minus terminations will not equal end of month numbers). The items we should be able to obtain from this information are listed below.

1. Number of state jail felons under supervision.
2. Number of state jail felons under community supervision who are incarcerated or awaiting incarceration in a state jail facility.
3. Number of state jail felons who are incarcerated in county jails as a condition of community supervision.
4. Number of state jail felons under community supervision who are incarcerated or awaiting incarceration in a state jail facility as an initial condition of community supervision.
5. Number of state jail felons under community supervision who are incarcerated or awaiting incarceration in a state jail facility as a modification of community supervision.
6. Number of state jail felons placed on community supervision.
7. Number of state jail felons who receive up-front state jail time.
8. Number of state jail felons who receive post-sentencing (disposition) up-front county jail time.
9. Number of state jail felons who are placed on community supervision following shock incarceration.
10. Number of state jail felons who are terminated from community supervision.
11. Number of offenders whose conditions of community supervision were modified to State Jail during the month.

INSTRUCTIONS BY SECTION

Report information on state jail felons receiving supervision on the LAST working day of the month. If an offender has at least one state jail felony offense, he / she should be reported in this section. For example, if an offender is

sentenced for a 1st, 2nd or 3rd degree felony and a state jail felony offense, report the state jail felony offense information in this section.

I. END OF MONTH SUPERVISION STATUS:

Immediately upon disposition and placement on community supervision, all state jail felony offenders must be counted as receiving DIRECT (Section I.A.) or INDIRECT (Section I.B.) supervision. If a state jail felony offender is placed under indirect supervision, the offender must *also* be reported in the appropriate category of Section I.B. (**Intrastate Transfers** or **Absconders/Fugitives**) if applicable.

In addition to being counted under direct or indirect supervision, offenders who are serving up-front state jail time, county jail time, or are receiving treatment in a Substance Abuse Felony Punishment Facility (SAFPF) must also be counted as Incarcerated in State Jail (Section I.C.), **Incarcerated in County Jail** (Section I.D.), or **Incarcerated in a Substance Abuse Felony Punishment Facility (SAFPF)** (Section I.E.).

A. State Jail Felons Receiving DIRECT Supervision

Count only state jail felons who are receiving DIRECT supervision BY COUNTY OF REPORTING. This includes state jail felons classified as Maximum, Medium, Minimum or Residential Status as defined in the full instructions for the MCSCR.

B. State Jail Felons on INDIRECT Status (I.B. is greater than or equal to I.B.1 + I.B.2.)

Count state jail felons who are on INDIRECT status at the end of the month BY COUNTY OF JURISDICTION. This count should include all categories defined in Section I.B. in the full instructions for the MCSCR.

1. **Intrastate Transfers (out).** Of the state jail felons listed in Section I.B., indicate the number of Intrastate transfers. This includes persons who have been placed on community supervision by the courts in your county but have been transferred to another county in Texas for direct supervision.
2. **Absconders/Fugitives.** Of the state jail felons listed in Section I.B., indicate the number of absconders/fugitives. Applies to persons who are known to have left the jurisdiction without authorization or who have not personally contacted their community supervision officer (CSO) within three months or (90) days, AND either:
 - have an active Motion to Revoke (MTR) or Motion to Adjudicate Probation filed and an unserved capias for his/her arrest; or
 - have been arrested on an MTR or Motion to Adjudicate Probation but have failed to appear for the MTR hearing *and* a bond forfeiture warrant has been issued by the court.

Other state jail felons who have not reported to their CSO within 90 days should be reported as “Indirect, Incarcerated in County Jail” (Item I.D.). This includes:

- Offenders in County Jail who have been arrested on an MTR or Motion to Adjudicate Probation and are awaiting hearing.

C. Incarcerated in State Jail (I.C. is greater than or equal to I.C.1. + I.C.2.)

Of the state jail felons indicated in Sections I.A. and I.B., indicate the number in or awaiting transport to a state jail facility as a condition of community supervision or as a result of a separate case. Include individuals who are incarcerated in a county jail awaiting transport to a state jail facility.

1. **As an Initial Condition of Community Supervision.** Of the state jail felons indicated in Section I.C., indicate the number in or awaiting transport to a state jail facility as an initial condition of community supervision.
2. **As a Modification of Community Supervision.** Of the state jail felons indicated in Section I.C., indicate the number in or awaiting transport to a state jail facility as a modification of community supervision.

- D. **Incarcerated in County Jail.** Of the state jail felons indicated in Sections I.A. and I.B., indicate the number who are serving up-front county jail time as a condition of community supervision or as a result of a separate case. Do not include individuals who are incarcerated in county jail awaiting transport to a state jail facility.
- E. **Incarcerated in a Substance Abuse Felony Punishment Facility (SAFPF).** Of the state jail felons indicated in Sections I.A. and I.B., indicate the number serving time in a SAFPF as a condition of community supervision. State jail felons incarcerated in County Jail while waiting for transfer to SAFPF should be counted in this category. DO NOT count state jail felons in this category if they have completed their time in an SAFPF and are currently in a transitional facility (TTC).

II. **MONTHLY ACTIVITY:**

Report activity for state jail felons by county. Count only activity during the month.

A. **Original Community Supervision Placements:**

Immediately upon disposition and placement on community supervision, all state jail felony offenders must be counted as **Community Supervision Placements Direct from the Courts** (Section II.A.1.) whether or not they receive up-front county or state jail time as a condition of community supervision. Individuals who were not placed on community supervision immediately upon disposition because they were sentenced to shock incarceration must be counted as **Returns from Shock Incarceration** (Section II.A.2.).

1. **Community Supervision Placements Direct from the Courts (II.A.1. is greater than or equal to II.A.1.a. +II.A.1.b.).** Indicate the number of state jail felons who were directly placed on community supervision by the courts. This applies to persons who receive adjudicated community supervision and deferred adjudication. These are Sections II.A.1.a. and II.A.1.b. as defined in the full instructions for the MCSCR.
 - a. **Number who Received Up-Front State Jail Time as an Initial Condition of Community Supervision.** Of the state jail felons listed in Section II.A.1., indicate the number who received up-front state jail time as an initial condition of community supervision.
 - b. **Number who Received Post-Sentencing (disposition) Up-Front County Jail Time as an Initial Condition of Community Supervision.** Of the state jail felons listed in Section II.A.1., indicate the number who received post-sentencing up-front county jail time as an initial condition of community supervision. This category captures state jail felony offenders who, after being sentenced, still have to serve up-front county jail time. If the court credits the time served in county jail prior to conviction as part of the sentence, the individual is not counted here (i.e., time served in county jails while awaiting trial is not counted).
2. **Return from Shock Incarceration.** Indicate the number of persons placed on community supervision AFTER being sentenced to a state jail (shock incarceration). Do not include individuals returned from incarceration as a condition of community supervision.

B. **State Jail Community Supervision Subtractions (Supervision Terminations).** Indicate the number of state jail felons who were terminated from community supervision. Applicable areas for state jail felons are early terminations, expired term of community supervision, revoked to state jail, administrative closures and death. These are items II.B.1.a., II.B.1.b., II.B.1.d., II.B.1.g. and II.B.1.h. as defined in the full instructions for the MCSCR.

C. **Modifications of Community Supervision to State Jail.** Indicate the number of offenders whose conditions of community supervision were modified to State Jail during the month. This includes all individuals whose conditions of community supervision were modified during the month regardless of the amount of time they were to stay in State Jail (e.g., modifications to State Jail for less than one month).

State Jail Felons Supplemental Report

Frequently Asked Questions

If an offender is already on probation (misdemeanor or felony) and later gets probation for a state jail felony, should he/she be counted as a new placement on the SJFSR?

No. Only count state jail felons who are new to probation. In other words, Item II.A.1 of the SJFSR is a subset of Item II.A.1 of the MCSCR (page one).

Should offenders that are on probation for a non-State Jail offense who are subsequently convicted and sentenced directly to State Jail (no probation for the State Jail offense) be counted on the State Jail Felony Supplemental Report?

Yes, count such offenders on the SJFSR as Incarcerated in State Jail (Item I.C.). Do not count in the subcategories of Incarcerated in State Jail (as an initial condition or modification of community supervision). When the offender completes the State Jail direct sentence, cease counting the offender on the SFJSR.

A courtesy supervision state jail offender receiving direct supervision (and counted as a direct supervision case on the state jail form) is being returned to the original county. How does the county, who is performing courtesy supervision, report the return of the offender under the monthly activity section of the state jail form?

A return of courtesy supervision on the state jail form is not recorded under Item II.B. as a supervision termination. The offender should be subtracted from the State Jail Felons Receiving DIRECT Supervision number (Item I.A.).

If the docket says a probationer is sentenced to serve up-front county jail time as an initial condition of community supervision and the judge credited the time served in county jail while awaiting trial, is the probationer counted under Incarcerated in County Jail' (Item I.C.) on the SJFSR?

No, because the probationer is not currently in county jail. Count the person under either State Jail Felons Receiving DIRECT Supervision (Item I.A.) or State Jail Felons on INDIRECT Status (Item I.B.).

Should a state jail felon who was on community supervision and then had to serve county jail time (not as a revocation, but as a modification of his community supervision sentence) be counted under Community Supervision Placements Direct from the Courts (Item II.A.1.) or under Number that Received Post-sentencing (disposition) Up-front County Jail Time as an Initial Condition of Community Supervision (Item II.A.1.b.) in the SJFSR?

The individual should not be counted in either category. The individual should only be counted as a State Jail Felon Receiving DIRECT Supervision' (Item I.A.) or as a State Jail Felon on INDIRECT Status (Item I.B.) on the SJFSR.

The Number that Received Post-sentencing (disposition) Up-Front County Jail Time as an Initial Condition of Community Supervision (Item II.A.1.b.) counts individuals who are serving up-front county jail time as an INITIAL condition of community supervision, not those who are serving county jail time as a modification of an existing community supervision sentence.

Actual Program Outputs Report

Actual Program Outputs Report

Purpose

The purpose of the Actual Program Outputs report is to gather information on how CSCDs have used TDCJ-CJAD funds (DP, CCP, and Basic Supervision) for services, interventions, and programs. Data collected on the Actual Program Outputs is primarily used in Community Justice Plan (CJP) proposal scoring; however, it is also used to respond to information requests from outside entities.

Deadline:

Actual Program Outputs reports are typically due mid-January of each year. Specific deadlines will be communicated to all CSCDs by December of each year.

Any changes to data requested will be made prior to the beginning of the reporting period (i.e. any changes to the form for FY 2008 will be provided to CSCDs by September 1, 2007).

Procedures:

Approximately one month prior to the deadline for Actual Program Outputs report submission, the Research and Evaluation Unit will contact CSCD directors via email announcing the deadline for submission of the Actual Program Outputs. Any specific instructions for data reporting and accessing the Actual Program Outputs website will also be provided. CSCD directors are responsible for ensuring that all CSCD staff responsible for submitting the Actual Program Outputs Reports are informed of the deadline and any additional information provided. Approximately one week prior to the deadline, the Research and Evaluation Unit will send a follow-up email to CSCD directors reminding them of the impending deadline. Departments who do not submit data by the deadline will be contacted by the Research and Evaluation Unit.

Specific instructions from the Research and Evaluation Unit will be sent to BIPP programs funded by CJAD to assist them with submitting their Actual Program Output reports.

Website:

<http://cjadweb.tdcj.state.tx.us/Research/ProgramOutputs/>

Contact:

Sharisa Jones

512-463-7396

sharisa.jones@tdcj.state.tx.us

Actual Program Outputs Report

How to Submit Actual Program Outputs Data:

Actual Program Outputs data can be submitted online or by fax. The Research and Evaluation Section prefers that data be submitted through the Actual Program Outputs website. The Actual Program Outputs Report form can be accessed by going to <http://cjadweb.tdcj.state.tx.us/Research/> and clicking on “Program Outputs Application”.

When the site is reached, a login and password is required to access the website. The login and password will be given in the email that announces that the site has been opened or it can be obtained from Research and Evaluation staff.

Instructions for the Actual Program Outputs data form are provided on the website. **Read these instructions carefully prior to completing the Actual Program Outputs report.**

Steps for Completing and Submitting the Actual Program Outputs Report:

1. Choose your CSCD.
2. Choose the report type for your program.
3. Choose the fiscal year. (Data for Sept. 1, 2006 through Aug. 31, 2007 would be FY 2007).
4. Hit the Search button.
5. A drop-down box below the Search button will then show your programs that fall under the report type chosen. Choose your program.
6. Hit the Get Data button. This will load your program and bring up any pre-populated data from the MCSCR.
7. Complete the data form. All fields must be filled. If the field is not applicable to your program or service, enter zero “0”.
8. When finished, hit the Update button. The field below the button will automatically populate with the time and date.
9. Scroll back to the top of the form. If the data form was submitted, it will say “Success”. If the data form was not transmitted successfully, it will say “Error”. Correct any errors, then hit the Update button again. All errors must be corrected before the data form will be transmitted successfully.

Which Programs Need an Actual Program Outputs Report?

An Actual Program Outputs Report needs to be completed for each program or service as it relates to Community Justice Plan Program Proposal. The purpose of the Actual Program Outputs Report is to gather information on how CSCDs have used funds, appropriated by the State of Texas through the TDCJ-CJAD, for services, interventions, and programs. *Do not* complete an Actual Program Outputs Report to indicate how Basic Supervision funds are used for basic supervision (i.e., paying general probation staff, urinalysis testing on all probationers). An Actual Program Outputs Report *must be* completed if:

Actual Program Outputs Report

1. A program proposal was submitted as part of the Community Justice Plan (CJP) and TDCJ-CJAD funded the program with Diversion Program (DP) or Community Corrections (CC) funds.

If a program proposal is submitted with secondary program codes, a separate Actual Program Outputs Report will be required for each primary program code AND each secondary program code. In general, the number of participants reported for each secondary program code should be less than or equal to the number of participants reported for the primary program code.

In addition, in cases of combination facilities, separate Actual Program Outputs Reports should be completed for each facility type, even if only one program proposal is in the Community Justice Plan.

2. A program proposal was submitted as part of the CJP for a Community Corrections Facility (CCF) funded through Treatment Alternatives to Incarceration Program (TAIP) or Residential Substance Abuse Treatment (RSAT) monies. (Do not submit reports for TAIP-funded Contract Residential Service [CRS] programs.)

-or-

3. TDCJ-CJAD Basic Supervision funding was used to support residential or non-residential services. In this case, the CSCD may not have submitted a program proposal in the Community Justice Plan, but Basic Supervision funds were used to operate the program, service or facility.

The three areas above should cover all programs funded with Community Corrections (CC), Diversion Program (DP) and Basic Supervision funds.

Combination Facilities and Programs

For combination facilities and programs, complete *one* Actual Program Outputs Report for each facility type or program. This is analogous to the procedures currently used to report facility activity on page 3 of the Monthly Community Supervision and Corrections Report (MCSCR).

Programs With More Than One Funding Source

A separate Actual Program Outputs Report should *not* be completed to indicate different funding sources. If the CSCD submitted one program proposal with two or more budgets, only *one* Actual Program Outputs Report should be completed.

Actual Program Outputs Report

CSCD: _____
Report Type: _____
Fiscal Year: _____
Program Name: _____
Program Code: _____

Actual Program Outputs General Instructions: Provide the requested information for all individuals who received services that were paid for with TDCJ-CJAD funds (this includes RSAT and TAIP funded CCF beds). Complete a separate Actual Program Output Report for each program or service as it relates to a Community Justice Plan Program Proposal. Basic Supervision funding used to conduct department-wide urinalysis testing should not be reported using this form. Please provide total counts, not percents. Complete all blanks Answer with 0 if the question is not applicable.

See Detailed Instructions prior to completing this data form.

I. Indicate the Program Annual Activity. For the following programs, report only the total number served (Item I.F.):

- Service Oriented Proposal (e.g., assessment and diagnostic units, DP/CC-funded, basic supervision, etc.)
- Counseling Only Program (excluding such programs solely for sex offenders or substance abusers)
- Counseling Only - Mentally Impaired (counseling only program solely for mentally impaired offenders)
- Victim Services Program (excludes programs identified as Domestic Violence programs)

A. Beginning Count as of September 1, _____

B. Total number of intakes during FY _____

C. Total number of Discharges during FY _____

D. Discharges during FY due to:

(I.D.1. thru I.D.8 should sum to the answer in number I.C. above)

1) Completion of program or term _____

2) Revocation _____

3) Inappropriate Placement/Unable to Participate _____

4) Unknown _____

5) Program Violations _____

6) Absconded _____

7) Death _____

8) Transfer/Facility Closure _____

E. Total number remaining in the program on August 31, _____

(Item I.F. total served-Item I.C. total discharges=Item VI.E total remaining in program.)

F. Total number served during FY _____

(Item I.A. beginning count + Item I.B. intakes=Item I.F. total number served.)

G. **Residential Only:** Average Length of Stay in days for individuals who completed the program during FY _____

II. Indicate the Program Annual Data: Complete the applicable information for services offered by the program during FY. This includes information on services offered to individuals participating in the program and paid for with TDCJ-CJAD funds. For Residential programs, this includes information on services offered to individuals while they were at the facility or pending admission, and paid for with TDCJ-CJAD funds. The responses in any one category below cannot exceed the total number served (i.e. Item I.F.)

- A. Group/Individual Counseling
Number of participants _____
- B. Urinalysis Tests
Number of individual tested _____
- C. Academic Education Services
Number of participants: _____
Number Mandated (CCP 42.12 Sec. 11(g)) _____
Number of GEDs obtained _____
- D. Electronic Monitoring
Number of Participants _____
- E. Cognitive Training/Cognitive Behavioral
Number of Participants _____
- F. Substance Abuse Education
Number of Participants _____
- G. Employment Services
Number of Participants _____
Number of participants who secured employment
for 3 days or longer _____
- H. Victim Services
Number of Victims Served _____
Number of Victim-Impact panels held _____
Number of Victim-Offender mediations completed _____

Data Contact Person _____

Phone Number ###-###-#### _____

ACTUAL PROGRAM OUTPUTS REPORT INSTRUCTIONS

Read these instructions carefully prior to completing the Actual Program Output Report.

The purpose of the Actual Program Output Report is to gather information on how CSCDs have used TDCJ-CJAD funds for services, interventions, and programs. *Do not* complete the Actual Program Output Report to indicate how Basic Supervision funds are used for basic supervision (i.e., paying general probation staff, urinalysis testing on all probationers). An Actual Program Output Report *must be* completed if:

1. A program proposal was submitted as part of the Community Justice Plan (CJP) and TDCJ-CJAD funded the program with Diversion Program (DP) or Community Corrections (CC) funds.

If a program proposal is submitted with secondary program codes, a separate Actual Program Output Report will be required for each primary program code AND each secondary program code. In general, the number of participants reported for each secondary program code should be less than or equal to the number of participants reported for the primary program code.

In addition, in cases of combination facilities, separate Actual Program Output Reports should be completed for each facility type, even if only one program proposal is in the Community Justice Plan.

2. A program proposal was submitted as part of the CJP for a Community Corrections Facility (CCF) funded through Treatment Alternatives to Incarceration Program (TAIP) or Residential Substance Abuse Treatment (RSAT) monies. (Do not submit forms for TAIP-funded Contract Residential Service [CRS] programs.)

-or-

3. TDCJ-CJAD Basic Supervision funding was used to support residential or non-residential services. In this case, the CSCD may not have submitted a program proposal in the Community Justice Plan, but Basic Supervision funds were used to operate the program, service or facility.

The three areas above should cover all programs funded with Community Corrections (CC), Diversion Program (DP) and Basic Supervision funds.

Combination Facilities and Programs

For combination facilities and programs, complete *one* Actual Program Output Report for each facility type or program. This is analogous to the procedures currently used to report facility activity on page 3 of the Monthly Community Supervision and Corrections Report (MCSCR).

Programs With More Than One Funding Source

A separate Actual Program Output Report should *not* be completed to indicate different funding sources. If the CSCD submitted one program proposal with two or more budgets, only *one* Actual Program Output Report should be completed. Examples:

A Substance Abuse Caseload Program funded with TDCJ-CJAD Diversion Program (DP) funds also provides substance abuse counseling with Basic Supervision Funds.

A Substance Abuse Treatment Facility funded with TDCJ-CJAD Diversion Program (DP) funds has a Basic Supervision funded Life Skills program operating *within* the facility.

In both these cases, only *one* Actual Program Output Report would be completed.

General Instructions

Provide the requested information for all individuals who received services that were paid for with TDCJ-CJAD funds. Complete a separate form for each program or service as it relates to a Community Justice Plan Program Proposal. Please provide total counts, not percents. **Complete all blanks.** Answer with 0 if the question is not applicable.

For the following programs, report only the total number served (Item I.F.):

1. Service Oriented Proposal (e.g., assessment and diagnostic units, DP/CC-funded, basic supervision, etc.)
2. Counseling Only Program (excluding such programs solely for sex offenders or substance abusers)
3. Counseling Only – Mentally Impaired (counseling only program solely for mentally impaired offenders)
4. Victim Services Program (excludes programs identified as Domestic Violence programs)

Instructions by Item

I. Indicate the Program Annual Activity: Information provided for Section I *must* match the corresponding numbers reported on the MCSCR. *TDCJ-CJAD will pre-populate information typically submitted on the MCSCR.*

Specifically, items I.A., I.B., I.C., I.E., and I.F. will be pre-populated with data from TDCJ-CJAD. By submitting the reporting form, the CSCD is verifying that this information is correct. If an error was made on the MCSCR, corrections *must* be submitted to TDCJ-CJAD. (See the box below for MCSCR correction procedures). If the figures reported on the form and the MCSCR do not match, TDCJ-CJAD will require corrections.

MCSCR Correction Procedures

1. Make a copy of the page(s) to be corrected. If that particular month's MCSCR has been corrected previously, make a copy of the current (or last corrected) MCSCR.

It is very important to use your most current report when completing revisions as data entry personnel enter the forms at "face value." If a revision was done previously, but the revision is not reflected on the copy of the report being entered currently, data entry personnel may think that the figures in the computer are wrong and change them in accordance with the form in hand.

2. On the copy, mark through error(s) and write the correct numbers next to the error. Circle the correction.
3. Write "REVISED," the revision date, and your initials across the top of the page(s).
4. Fax the corrected form to (512) 305-9368 to the attention of the Research and Evaluation data entry personnel responsible for your county. You may also email or phone in your data.

If you wish to check the status of the correction, please contact the data entry personnel responsible for your department.

To correct erroneous program data that have not been corrected on the MCSCR, follow the standard error-correction procedure by submitting revised copies of page 3 of the MCSCR for *each month affected*.

I.A. Beginning count as of September 1, : Indicate the number of offenders (felons *and* misdemeanants) who were in the program or facility at the start of the fiscal year. The number *must* match the corresponding number on the MCSCR report. If the number on the monthly report is incorrect, follow the MCSCR correction procedures.

I.B. Total number of intakes during FY : Indicate the number of offenders (felons *and* misdemeanants) who were placed in the program or facility during the fiscal year. The number *must* match the corresponding number on the MCSCR report. If the number on the monthly report is incorrect, follow the MCSCR correction procedures.

I.C. Total number of discharges during FY : Indicate the number of offenders (felons *and* misdemeanants) who were discharged from the program or facility during the fiscal year. The number *must* match the corresponding number on the MCSCR report. If the number on the monthly report is incorrect, follow the MCSCR correction procedures.

I.D. Discharges during FY due to: Indicate the number of each discharge type that occurred in the program or facility during the fiscal year. The six categories should sum to the number reported in item I.C.

1) *Completion of program or term:* Indicate the number of offenders (felons *and* misdemeanants) who were discharged after the completion of all program components, the completion of the specified term of participation, or the expiration of the community supervision period.

2) *Revocation:* Indicate the number of offenders (felons *and* misdemeanants) who were removed from the program or facility because of supervision violations. Do not count offenders who were revoked due to program violations; instead, count those offenders under “*Program Violations*”.

3) *Inappropriate placement/Unable to participate:* Indicate the number of offenders (felons *and* misdemeanants) who were removed from the program or facility because they were an inappropriate placement (e.g., assaultive offense, medical reasons, mentally unable to participate, not chemically dependent).

4) *Unknown:* Indicate the number of offenders (felons *and* misdemeanants) who were removed from the program or facility for a reason that does not fit the definition of any of the other categories or where the reason for discharge is unknown. This category should only be used as a last option.

5) *Program Violations:* Indicate the number of offenders (felons *and* misdemeanants) who were removed from the program or facility because of program violations (e.g., failing to participate, fighting, using drugs). Also include offenders who were revoked from supervision due to a program violation.

6) *Absconded:* Indicate the number of offenders (felons *and* misdemeanants) who absconded and were discharged from the program or facility.

7) *Death:* Indicate the number of offenders (felons *and* misdemeanants) who died while in the program.

8) *Transfer/Facility Closure* (For Residential programs only): Indicate the number of residents who were discharged from the facility because they were transferred or the facility closed.

I.E. Total number remaining in the program on August 31, : Indicate the number of offenders (felons *and* misdemeanants) who were in the program or facility at the end of the fiscal year. The number *must* match the corresponding number on the MCSCR report. If the number on the monthly report is incorrect, follow the MCSCR correction procedures. Calculate the total number remaining in the program by taking the *Total Served* and subtracting the *Number of Discharges* (i.e., Item I.F. – I.C. = I.E.).

I.F. Total number served during FY: Indicate the total number of offenders served in the program or facility during the fiscal year. Calculate the total number served by taking the *Beginning Count* and adding the *Number of Intakes* (i.e., Item I.A. + Item I.B. = Item I.F.).

I.G. For Residential programs only - Average length of stay (in days) for individuals who completed the program during FY: Compute the average length of stay *for those who completed the program* (i.e., item I.D.1.). The average length of stay equals the total number of *participant-days* served by those who completed the program *divided* by the *number* of people who completed the program. Round the average to the nearest day.

II. Indicate the Program Annual Data: Complete the applicable information for services offered to participants and paid for with TDCJ-CJAD funds during FY. For Residential programs, this includes information on services offered to residents while they were in the facility or pending admission, and paid for with the TDCJ-CJAD funds. Complete only sections that are relevant. The responses in any one category cannot exceed the total number served (i.e. Item I.F.).

II.A. Group/Individual Counseling: This can refer to any general form of group or individual counseling that is offered to a probationer.

Number of participants: Indicate the number of offenders who received either group or individual counseling.

II.B. Urinalysis Testing: Urinalysis tests are used to determine whether an incoming probationer is involved with drugs and to monitor ongoing compliance with the probation requirement of abstaining from drug or alcohol use.

Number of individuals tested: Indicate the number of offenders who receive a test. Count all offenders tested, even if not placed or admitted for supervision/treatment. A person should be counted only *once*.

II.C. Academic Education Services: These may incorporate a wide range of services to raise the academic level of individual probationers. Services often include educational testing and assessment, literacy classes or tutoring, and classes in adult education or GED preparation.

Number of participants: Indicate the number of defendants who received educational services.

Number mandated by CCP 42.12 Sec. 11(g): Of the number of program participants listed above, indicate how many were mandated to receive services under CCP 42.12 Sec. 11 (g) (i.e., had a skill level lower than sixth grade completion).

Number of GEDs obtained: Indicate the number of GEDs that residents obtained while in the facility.

II.D. Electronic Monitoring: This is the use of a tool or device to monitor the absence or presence of individuals at a given location at a specified time. Electronic monitoring is typically used in conjunction with nonresidential supervision programs to enhance supervision.

Number of participants: Indicate the number of defendants who received electronic monitoring during the year.

II.E. Cognitive Training/Cognitive Behavioral: This is designed to teach participants to restructure thought processes that can lead to criminal behavior and recidivism; areas addressed include social skills, interpersonal problem solving, values, critical reasoning, and self-control.

Number of participants: Indicate the number of offenders who received cognitive training.

II.F. Substance Abuse Education: This is designed to inform offenders about the physical, psychological, emotional, and social consequences of alcohol and drug use. Common examples include DWI classes, drug education, and alcohol education classes. Do not include counseling, treatment, or therapy provided by a licensed treatment professional in this category.

Number of participants: Indicate the number of offenders who received substance abuse education.

II.G. Employment Services: This refers to a variety of services to prepare the probationer for the job market and help him/her acquire and maintain satisfactory employment. Services offered may include employment preparedness and job acquisition skills or job referrals and employment counseling.

Number of participants: Indicate the number of defendants who received employment services.

Number of participants who secured employment for 3 days or longer: Indicate the number of residents who obtained a job while in the program and maintained it for at least three full-time working days.

II.H. Victim Services: Indicate the total number of victims served. This category is for programs that assist crime victims who volunteer participation or whose offender is or was on community supervision. CSCD programs include, but are not limited to, victim-impact panels and victim-offender mediation.

Actual Program Output Report Frequently Asked Questions

How do I report BIPP programs?

Actual Program Output Reports are due for BIPP programs operated with TDCJ-CJAD funds. Separate, specific instructions from the Research and Evaluation Unit will be sent to BIPPs to assist them with submitting their Actual Program Output reports.

What if my program is not listed in the Actual Program Outputs website?

If your program meets the requirements for reporting, Actual Program Outputs are still required for the program even if it was not included in the website. If the program is missing, the program data should be faxed to the Research and Evaluation Section at (512) 305-9368. Make sure to include the name/title of the program, program code, the program designator, and the program ID.

Example: Sex Offender Specialized Caseload, SCPX-1 #11

If your program does not meet the reporting requirement and it is not listed on the website, an Actual Program Output report is not required.

I went to the website, chose my CSCD, Report Type, Year and then hit Get Data and received an error message. What's going on?

You must hit the Search button (located below "Report Type"), then select a program from the drop down box, before clicking the "Get Data" button.

Why do I keep getting an error message when I enter 'N/A' for the sections that do not apply to my program?

The website does not recognize 'N/A'. Enter '0' for any fields not applicable to your program.

What if the data pre-populated for my program does not match the numbers that I have?

The pre-populated data is obtained from the MCSCR reports submitted for the fiscal year. If the MCSCR data pre-populated in the website is incorrect, you will need to submit a corrected MCSCR for each month affected. In addition, the website will permit you to make changes to any pre-populated numbers that are incorrect by deleting the numbers and replacing them with the correct data.

The lines on the website form are all jumbled and on top of each other. How do I fix this?

Adjust the font size under View, Text Size of your web browser to Medium.

I need to check my numbers from last year and the website will not let me see data from the previous fiscal year. How do I get my data?

A copy of the data submitted each year should be maintained by the CSCD. The report can be printed by selecting File, Print from within the web browser after clicking the Update button. If you are unable to find the data you submitted, contact the Research and Evaluation Unit.

What do I do if I get a web configuration error?

Contact Beki Pool in our Information Technology department at (512) 463-8060.

Pretrial discharges reported on the MCSCR do not match to the pretrial program discharges because not all cases are discharged from pretrial on the MCSCR (some are revoked, thus are not reported under pretrial terminations).

The Actual Program Output Report for pretrial programs is not required to match the pretrial MCSCR terminations. Count the number of discharges (regardless of type to include revocations) on the Actual Program Output Report.

How can I get the form to accept a program where there are no discharge types (for example CSR)?

Discharges should be counted under “Unknown” when the discharge type is unknown or if there is no discharge type.

What do I do about programs listed on the website that we no longer operate?

Please zero out the program by entering zeros in every field and hitting the “Update” button to submit the data. This will let Research and Evaluation staff know that the program is no longer operated and will prevent them from contacting the CSCD to submit the data.

What should I do if we have programs showing that my CSCD has never operated?

Contact the Research and Evaluation Unit for assistance.

How can I tell if my data was submitted?

When the Update button is hit, the time and date will automatically populate in the field below. Then scroll up to the top of the page, if it says ‘Success’ in the left-hand corner the data has been transmitted successfully. If it says ‘Error,’ errors need to be fixed and the data resubmitted by clicking the Update button again. Also, when data has been submitted, the program code and designator will be listed in the box on the upper right-hand side of the screen.

Caseload Report

Caseload Report

Purpose:

The 79th Texas Legislature appropriated \$14,092,422 per year for each year of the FY 2006-2007 biennium to reduce caseload sizes of probation officers. This funding was continued by the 80th Texas Legislature for the FY 2008-2009 biennium.

Rider 71 of the TDCJ appropriation states that these funds “shall be used to fund additional community supervision officers to reduce caseloads consisting of medium and high risk offenders”, and this requirement was stipulated in special grant conditions for CSCDs receiving caseload reduction grants.

A new appropriation act efficiency measure for TDCJ-CJAD established a target of reducing caseloads to 95 and the Caseload Report was instituted in January 2006 to assess progress in reducing caseload size.

Deadline:

Specific deadlines for the Caseload Report will be announced approximately two weeks prior to the due date. Generally, the Caseload Report schedule is as follows:

Report Timeframe	Deadline
February	mid-April
August	mid-October

Procedures:

Approximately one month prior to the deadline, the Research and Evaluation Unit will contact CSCD directors via email announcing the timeframe of the report and the deadline for submission of the report. CSCD directors are responsible for ensuring that CSCD staff responsible for submitting the data are informed of the deadline and any additional information provided. Approximately one week prior to the deadline, the Research and Evaluation Unit will send a follow-up email to CSCD directors reminding them of the impending deadline. Departments who do not submit data by the deadline will be contacted by the Research and Evaluation Unit.

Website:

<http://cjadweb.tdcj.state.tx.us/Research/CaseloadReport>

Contact:

Ben McCulloch

512-475-1796

ben.mcculloch@tdcj.state.tx.us

Caseload Report Instructions

All data should be reported as of the last working day of the month for which data is collected.

Relation of Caseload Report to MCSCR

Numbers reported on the Caseload Report should add up to numbers reported on the MCSCR as described below:

Community Supervision Officers: Regular + Part-time+ Specialized + Other = MCSCR Reported Officers (Full-time and Part-time)

Direct Felons: Regular + Part-time + Specialized + Other = MCSCR Direct Felon

Direct Misdemeanor: Regular + Part-time + Specialized + Other = MCSCR Direct Misdemeanor

Definitions

Regular and Specialized Community Supervision Officers (CSOs): Include only full-time community supervision officers who spend at least 50% of their time on supervision or supervision-related duties supervising offenders on regular or specialized caseloads.

Include any CSO funded through the Caseload Reduction grants under Regular full-time CSO, even if you have established a specialized caseload through this grant, such as a Medium and High Risk Caseload. This will enable us to calculate the impact of the Caseload Reduction funding on regular direct caseloads. Include any offenders supervised by a CSO funded through a caseload reduction grant under **Regular** offenders under supervision.

Part-time CSO: Include CSOs who supervise one or more direct cases and works less than 40 hours per week.

Other CSOs: Include CSOs who supervise at least one direct offender and spend more than 50% of their time on supervisory or administrative tasks under “Other”. Include any CSO supervising at least one Direct or Pre-Trial offender that does not fit the definition of a Regular, Specialized, or Part-time CSO under “Other”

Number of CSOs: Enter the number of full-time community supervision officers employed by the CSCD who are responsible for supervising offenders on Direct or Pre-Trial supervision. Enter the total number of officers supervising regular caseloads in the Regular Caseload column and the total number of officers supervising specialized caseloads in the Specialized Caseload column.

Enter all other CSOs, **who supervise at least one direct offender**, that do not fit the Regular, Specialized, or Part-time CSO definitions in the **“Other CSO”** column. This would include Court officers, Residential Officers, Pre-trial and other officers that do not fit the Regular, Specialized, or Part-time CSO definitions (see specialized caseload definition below).

The total of Regular, Specialized, Part-time, and Other CSOs should equal the total CSOs employed that is entered on the MCSCR.

Specialized Caseload: For purposes of this study, specialized caseloads include caseloads that are dedicated to serving a population with identified needs and which meet one of the following conditions:

- 1) The caseload is funded by CJAD and subject to special grant conditions or
- 2) The caseload has been created by the CSCD and the CSCD has developed specific policies limiting the size of the caseload in order to focus time and resources on the offenders’ needs. Caseloads that do not have a caseload size restriction should be counted as regular caseloads.
- 3) Do not include as a Specialized caseload any caseload funded by the Caseload reduction grants.

Offenders Under Supervision: Enter the number of offenders supervised by the officers counted under **“Number of CSOs”**.

Count Offenders supervised by Regular CSOs under Offenders under Supervision under the Regular CSO column.

Count Offenders supervised by Specialized CSOs under Offenders under Supervision under the Specialized CSO column.

Count Offenders supervised by Part-time CSOs under Offenders under Supervision under the Part-time CSO column.

Count all other Offenders supervised by officers who spend more than 50% of their time on administrative tasks or who do not meet the definition of Regular, Specialized, or Part-time CSO under Offenders under Supervision under the Other CSO column.

Caseload Report

Frequently Asked Questions

Why does the Caseload Report need to match the MCSCR?

The MCSCR is currently considered the official count of community supervision officers for CSCDs. The Caseload Report gathers more detailed information about these officers regarding the number and type of cases they supervise in order to more accurately track the impact of the caseload reduction grants.

When I submitted the Caseload Report I only put my county's data instead of the CSCDs. Should I correct this?

Yes. Go back to the Caseload Report website and update the data for that month to include all counties in the CSCD.

I've already submitted my Caseload Report but I need to make changes. How do I update the data?

Go to the Caseload Report website. Select your CSCD from the pull-down menu and click on "List Reports". You will see a list of all prior reports from your CSCD. Click the "Select" link next to the report you wish to update. This will take you to the report for the selected month showing the data you have previously submitted. If changes are necessary, click the "Edit This Report" button. The page will refresh and allow you to make changes to the data. When you have finished updating the data, click the "Update" button at the bottom of the screen.

My director supervises a few direct offenders but he mainly does administrative work. Where should he be counted?

In this case, the director (and his cases) should be counted under "Other CSO". Only officers who spend at least 50% of their time on supervision or supervision-related duties can be counted as "Regular Full-Time CSOs".

My director does not supervise any direct offenders but he is counted in the full time CSOs on the MCSCR so our numbers will not match. What should I do?

Correct the MCSCR for the month of the caseload and all future MCSCR submissions by placing your director into the Section III.C. (Total Number of Non-Community Supervision Officers Employed Full-Time Within the County. According to the MCSCR instructions, an officer should be counted in the full time CSO category (Section III.A. – Total Number of Community Supervision Officers Employed Full-Time Within the County) only if he/she supervises one or more direct cases. In this case, the director does not supervise any direct cases and is therefore ineligible to be counted under Section III.A. on the MCSCR. For further information on the MCSCR, see the MCSCR instructions.

Quarterly Financial Reports (QFR)

Quarterly Financial Report (QFR)

Purpose:

TDCJ-CJAD funding allocated or granted to any entity, organization, or CSCD requires separate quarterly financial reports for each program in order to ensure accountability of financial resources utilized by community based corrections recipients. These reports are also be used by TDCJ-CJAD to conduct research into program cost-effectiveness.

Deadline:

The financial reports are due to TDCJ-CJAD within 30 days after the close of the reporting periods. The final report is due to TDCJ-CJAD 90 days after the close of the fiscal year.

Report	Report Timeframe	Deadline
First Quarter Report	September – November	December
Second Quarter Report	December – February	March
Third Quarter Report	March – May	June
Fourth Quarter Report	June - August	November

Review criteria for funding of grant programs include reduced scores (and perhaps reduced funding) for CSCDs that submit late quarterly financial reports.

Procedures:

TDCJ-CJAD requires the fiscal officer for each funding recipient to prepare and submit a financial report every quarter for each TDCJ-CJAD funded program budget. All revenue and expenditures reported must be related to the approved program budget. CSCDs and other grant recipients may have additional reporting requirements; i.e., restitution collections, TAIP quarterly activity reports, grants from agencies other than TDCJ-CJAD, financial activity associated with special projects, such as facility construction, etc. Specific instructions and report forms will be made available to CSCDs by TDCJ-CJAD.

Complete information about financial reports can be found in the Financial Management Manual available on the TDCJ-CJAD FTP server under Fiscal Management\Finance.

Contact:

All questions regarding the Quarterly Financial Report should be directed to:

Sam Ebomwonyi

512-463-8266

sam.ebomwonyi@tdcj.state.tx.us



TEXAS DEPARTMENT OF CRIMINAL JUSTICE
COMMUNITY JUSTICE ASSISTANCE DIVISION

Financial Report

For information or assistance, contact Fiscal Management at (512) 305-9300

CJAD Program #: _____ Chief County (CSCD): _____
 CSCD Fiscal Year: _____ Quarter Ending Date: _____
 CSCD Quarter: _____
 Program Title: _____
 Funding Source: Basic: _____ CC: _____ DP: _____
 TAIP: _____ BIP: _____

A	Program Fund Balance at: _____	
B	Prior Period Adjustment (Explain on separate attachment)	
C	Prior Year Refunds	
D	Interfund Transfer:	
	1) Basic Supervision:	
	2) Community Corrections:	
E	Adjusted Fund Balance:.....	

REVENUES

F	State Aid:.....	
G	SAFPF Payments (Basic Supervision only):... ..	
H	Community Supervision Fees Collected (Basic Supervision only):.....	
I	Payments by Program Participants:.....	
J	Interest Income (Basic Supervision only):.....	
K	Other Revenue (please specify):	
L	Total Revenue (F+G+H+I+J+K)	
M	Total Funds Available (E+L)	

EXPENDITURES

N	Salaries/Fringe Benefits:.....	
O	Travel/Furnished Transportation:.....	
P	Contract Services for Offenders:.....	
Q	Professional Fees:.....	
R	Supplies and Operating Expenditures:.....	
S	Facilities:.....	
T	Utilities:.....	
U	Equipment:.....	
V	Total Expenditures (N+O+P+Q+R+S+T+U):	
W	Carryover to next Quarter (M-V)at: _____	

Signature of Fiscal Officer Date

Director Date

Typed Name of Fiscal Officer

Typed Name of CSCD Director/Funding Recipient

Quarterly Financial Report Instructions

TDCJ-CJAD funding allocated or granted to any entity, organization, or CSCD shall require separate quarterly financial reports for each program. All revenue and expenditures reported must be related to the approved program budget. TDCJ-CJAD requires the fiscal officer for each funding recipient to prepare and submit a financial report every quarter for each TDCJ-CJAD funded program budget.

Although funding recipients are encouraged to use the modified accrual basis of accounting for each quarter, the first, second, and third quarter reports may be prepared on the cash basis method of accounting. The fourth quarter report, which closes out the fiscal year, must be prepared on the modified accrual basis of accounting. The modified accrual basis of accounting requires that revenues are recognized when "measurable and available" and expenditures are recognized in the "accounting period in which the fund liability is incurred." In order for the funding recipient to report an accrual on the fourth quarter report, TDCJ-CJAD requires that the expenditures be paid and the item received by October 31.

The financial reports are to be prepared using dollars and cents, and the information on the financial reports is to be verified for accuracy by preparing reconciliations to the bank balances. The Balance Sheet, also known as a Statement of Financial Position, is to be submitted to TDCJ-CJAD at the end of each fiscal year.

The financial reports are due to TDCJ-CJAD within 30 days after the close of the reporting periods (due the end of December, March and June). The final report (or fourth quarter report) is due to TDCJ-CJAD 90 days after the close of the fiscal year (the end of November). **Review criteria for funding of grant programs includes reduced scores (and perhaps reduced funding) for CSCDs that submit late quarterly financial reports.**

Revised fourth quarterly financial reports will be considered in the succeeding year for adjustments to the fund balance if received at TDCJ-CJAD by January 31. After January 31, any adjustments that affect the fund balance must be reported on the then-current quarterly report but will not result in any adjustment to any previously calculated refund or for calculation of the six-month reserve.

Expenditures by funding recipients are subject to review, and any expenditure not supported by the appropriate documentation may be deemed unallowable. If an expenditure is not listed in the FMM as allowable under the funding source used for the program, it is not to be charged to the program without prior approval from TDCJ-CJAD. Any expenditure charged to a CCP, DP or TAIP program which is deemed unallowable must be reimbursed through the Basic Supervision fund, provided the expenditure is allowable for Basic Supervision Programs or state funding may be reduced to reimburse for the unallowable. Therefore, the funding recipient is to carefully review all transactions, request authority from TDCJ-CJAD on questionable items, and amend the budget if appropriate.

CSCDs and other grant recipients may have additional reporting requirements; i.e., restitution collections, TAIP quarterly activity reports, grants from agencies other than TDCJ-CJAD, financial activity associated with special projects, such as facility construction, etc. Specific instructions and report forms will be made available to CSCDs by TDCJ-CJAD. (See the "Grants and Donations from Other Sources" section in this manual for additional information and required attachments to the Quarterly Financial Reports.)

I. TDCJ-CJAD QUARTERLY FINANCIAL REPORT DEFINITIONS

The following replicates the reporting format of the TDCJ-CJAD Quarterly Financial Report providing definitions of the individual line items:

- **CJAD Program #:** Number assigned to the TDCJ-CJAD Program Proposal when it is entered into the TDCJ-CJAD integrated database during the Community Justice Plan (CJP) process.
- **Chief County (CSCD):** Primary county of the jurisdiction.
- **CSCD Fiscal Year:** Current fiscal year (September through August).
- **Quarter Ending Date:** Last day of the reporting quarter of the current fiscal year (November 30, 20XX, February 28, 20XX, May 31, 20XX, or August 31, 20XX).
- **CSCD Quarter:** The numerical reporting quarter of the current fiscal year.
- **Program Title:** Title given for the program when CJP was submitted.
- **Funding Source:** The funding source for the program (BS, CCP, DP or TAIP).

A. Program Fund Balance at: The date and the amount listed on line W of the previous Quarterly Report.

NOTE: For the first quarter of the new biennium, only Basic Supervision will have a carryover fund balance that will match line "W" of the previous quarter. Community Corrections, Diversion Programs and Treatment Alternative to Incarcerations Programs will have a \$0.00 fund balance at the beginning of the biennium since the previous biennium's end of year balance for these funds was refunded to TDCJ-CJAD. Each subsequent quarter for the biennium will have a Program Fund Balance matching on line W of the previous Quarterly Report.

B. Prior Period Adjustment: Adjustment to beginning fund balance as a result of corrections and or audit findings of prior fiscal years, **not prior quarters of the current fiscal year.** This amount does not include prior-year refunds.

C. Prior Year Refunds: Amount of a previous biennium's refund to TDCJ-CJAD (Basic Supervision only).

D. Interfund Transfer: Transfers are not physically transferred to the program until the funds are actually required in the programs to which they are to be transferred. The amount of actual transfer is to equal the amount required to offset expenditures. Any excess amount

transferred-in should be returned to the Basic Supervision or CCP fund at the end of the fiscal year, unless the Interfund Transfer is required as a condition of a grant award, then the full amount of the budgeted Interfund Transfer is to be physically transferred to the required program. In these situations, there are no excess funds, and no transfer back to the Basic Supervision or CCP fund is to be made. However, at year-end, if the CSCD can demonstrate that the total, amount that was transferred was not actually expended for the required purpose, then, with approval from TDCJ-CJAD, the CSCD may return that unexpended portion to Basic Supervision or CCP.

Transfers to and from programs funded by TDCJ-CJAD should be done as follows:

- **Basic Supervision:** Transfers-Out to Community Corrections Programs, Diversion Programs, or Treatment Alternative to Incarcerations Programs. Any Transfer-In would be associated with the return of a previous Transfer-Out.
- **Community Corrections:** Transfers-Out to either Diversion Programs or Treatment Alternative to Incarcerations Programs. Transfers-In will only come from the Basic Supervision Program. Adjusting the state aid revenue line in the individual Community Corrections Programs will complete any transfers between Community Corrections Programs.
- **Diversion Program:** Transfers-Out are not allowed in the Diversion Programs. Transfers-In will be from either Basic Supervision or Community Corrections Programs.
- **Treatment Alternative to Incarcerations Program:** Transfers-Out are not allowed in the Treatment Alternative to Incarcerations Program. Transfers-In will be from either Basic Supervision or Community Corrections Programs.

E. Adjusted Fund Balance: Net amount of A through D

REVENUES

F. State Aid: Payments received from TDCJ-CJAD for program operations, Basic Supervision payments, CCP payments, DP payments, and TAIP payments - These funds are received from TDCJ-CJAD at the beginning of each quarter.

G. SAFPF Payments: Payments received from TDCJ-CJAD for substance abuse felony punishment facility aftercare caseloads. These payments are deposited and recorded in Basic Supervision only.

H. Community Supervision Fees Collected: The Texas Code of Criminal Procedures, Article 42.12, Section 19 (a) was amended allowing judges to set a fee of not less than \$25 and not more than \$60 per month to be paid by the defendant during the community supervision period. Supervision Fees received from offenders in all programs are deposited and recorded in Basic Supervision only. Do not include any programmatic fees charged to offenders. Supervision Fees are recorded as revenue during the fiscal year in which the fees are received by the CSCD, not during the fiscal year in which the fees are deposited in the county

treasury. Supervision Fees received from offenders in all programs are budgeted and reported as revenue in the Basic Supervision budget to offset administrative costs of the department that could be charged to the other programs. Examples of these administrative costs are administrative salaries, copiers, and vehicles. By offsetting these costs, the CSCDs are not required to maintain records to allocate administrative costs to different programs.

The judicial district having jurisdiction over the case shall receive the Supervision Fee. The judicial district providing direct supervision shall receive the state aid designated for direct supervision.

Write Off of Bad Checks - It is recommended that CSCDs not accept personal checks from offenders for payment of fees. However, if, in an unusual situation, a personal check has been accepted and funds are not available from the offender's bank account to cover the check, the CSCD must make every reasonable effort to collect the amount due from the offender plus any bank costs required to be paid by the CSCD. After the CSCD has exhausted every reasonable effort to collect on a bad check from an offender, the CSCD may write off the bad check in the accounting records and maintain appropriate documentation on file for audit purposes.

- I. Payments by Program Participants:** Any revenue (other than Supervision Fees) received from offenders as a fee to participate in a particular program or activity. Examples include DWI programs, urinalysis testing, pretrial programs, etc. These funds are to be deposited in the judicial district CSCD account and must include all funds received from DWI programs, urinalysis testing, pretrial programs, electronic monitoring programs, room and board, transportation, etc. These fees that are collected in each program as a result of that program's activity should be budgeted and reported for that specific program.

CSCDs must have written administrative policies relating to assessments and charges to offenders for specific services or program participation fees. Program participant fees must be limited to the CSCD's costs of providing the services to offenders unless otherwise ordered by the sentencing judge.

- J. Interest Income:** Interest earned on deposits in interest bearing accounts for all programs. Interest for programs other than Basic Supervision shall be reported as Basic Supervision revenue. This revenue represents interest earned on deposits in interest-bearing accounts. Interest earned as of August 31, but not received until after August 31, is recorded as revenue during the fiscal year earned. Thus, an accrual is required of interest earned through August 31 on investments purchased prior to the end of the fiscal year but maturing after the end of the fiscal year.
- K. Other Revenue:** Any revenue deposited into a CSCD program fund not recorded in other categories. This category includes any revenue not discussed in the previously identified categories. This revenue is recorded during the fiscal year received (i.e., county support for allowable items, collection fees from other governmental agencies, and donations from other sources).

Other Revenue items for residential facility programs include commissary items (may be sold to residents at up to 5% above cost), meal fees from non-residents, pay phone/pool table/video game collections, reimbursements from residents, vending machine collections, washing machine/dryer collections, etc.

Disclosure of all other sources of revenues under control of the CSCD must be made through the budgetary and reporting processes as submitted to TDCJ-CJAD. (See the "Grants and Donations from Other Sources" section of the Financial Management Manual for additional requirements.)

L. Total Revenue: Amount of F+G+H+I+J+K.

M. Total Funds Available: Amount of E+L (Adjusted Fund Balance plus Total Revenue).

EXPENDITURES

All expenditures shall be recorded in the fiscal year in which the expenditures were incurred and, in the case of a payable, meet the requirements for payables detailed in the "Statement of Financial Position" section of this manual. Actual performance of services provided by vendors or contractors after August 31 must be paid for from the next fiscal year's funds. If a reimbursement of an expenditure is received by the CSCD and the expenditure and reimbursement are in the same fiscal year, then the reimbursement should be budgeted and reported as a reduction of the original expense. If the reimbursement is in another fiscal year, it is to be recorded as a prior period adjustment on the Quarterly Financial Report along with an explanation.

N. Salaries/Fringe Benefits: Amount of salaries and fringe benefits paid.

O. Travel/Furnished Transportation: Amount of travel and furnished transportation related expenses.

P. Contract Services for Offenders: Amount of contracted services provided directly to the offenders.

Q. Professional Fees: Amount of professional services provided for the benefit of the CSCD. This category includes the Fiscal Service Fee.

R. Supplies and Operating Expenditures: Amount of supply and operating expenditures.

S. Facilities: Amount of facility related expenditures.

T. Utilities: Amount of utility related expenditures.

U. Equipment: Amount of equipment related expenditures

V. Total Expenditures: The total of N+O+P+Q+R+S+T+U.

W. Carryover to next Quarter: The net of M-V (Total Funds Available less Total Expenditures).

Signature of Fiscal Officer: All reports must be signed and dated by the Fiscal Officer responsible for the accuracy of the financial information presented.

Signature of Director: All reports must be signed and dated by the Director of the CSCD responsible for the accuracy of the financial information presented.

REFER TO THE LISTING OF ALLOWABLE AND UNALLOWABLE FOR DETAILS ON CLASSIFICATION OF EXPENDITURES.

**Community Service Restitution and
Victim Restitution Survey**

Community Service Restitution and Victim Restitution Survey

Purpose:

The purpose of the survey is to gather data to provide an overview of community service restitution and victim restitution in the state of Texas. The information provides a statistical measure of the compensation made by defendants on community supervision in Texas to the community and victims of crime. This information illustrates specific benefits and returns to the community by the community supervision of defendants. Results of the survey are used to compile the annual Community Service Restitution and Victim Restitution Report.

Deadline:

The Community Service Restitution and Victim Restitution Survey is typically due in mid-January. Specific deadlines will be communicated to CSCDs by November.

Procedures:

Information about the survey will be communicated to all CSCDs and a copy of the survey and instructions placed on the FTP server. Each CSCD should submit data for each county within the department's jurisdiction or by reporting a single total for the department.

The completed form can be submitted to TDCJ-CJAD via any of the following methods:

- 1) Place the completed document on the FTP server in the following directory:
Research & Evaluation/RestSrvy2006/Your CSCD Folder
- 2) Fax to Ray Ramirez at (512) 305-9368
- 3) Mail to Ray Ramirez at:

TDCJ-CJAD
P.O. Box 12427
Austin, Texas 78711

Contact:

Ray Ramirez

512-305-9394

Ray.Ramirez@tdcj.state.tx.us

CSCD Chief County: _____

Fiscal Year _____ Annual Survey: Restitution

Instructions:

In the table below, provide restitution figures for Fiscal Year _____. Community Service Restitution (CSR) will be calculated for all defendants under direct supervision who worked community service restitution. Victim Restitution will be calculated for all defendants under direct or indirect supervision under court order that would require payments during FY _____. The number of defendants who paid restitution will include any defendant who paid any dollar amount.

In the column, headed County, write in alphabetical order, the name of each county in your department's jurisdiction. In subsequent columns enter the total number or dollar amount for each heading for FY _____ by county. At the bottom of the table, provide department totals for each column.

County	# Defendants Who Worked CSR	# CSR Hours Worked	# Defendants Ordered to Pay Restitution	# Defendants Who Paid Restitution	\$ Amount of Victim Restitution Collected
Department Totals	0	0	0	0	\$0.00

Director's Signature _____

Date _____

Return this form to the FTP Server in directory Research & Evaluation/RestSrvy20__/Your CSCD Folder
Please send a signed form to: Ray Ramirez, TDCJ-CJAD, P.O. Box 12427, Austin, TX 78711 or Fax (512) 305-9368
Contact Ray Ramirez for questions at (512) 305-9394 or Ray.Ramirez@tdcj.state.tx.us

Ad Hoc Surveys

Ad Hoc Surveys

Purpose

At various times requests come to the CJAD Research & Evaluation Unit from various entities (e.g. Legislature, Governor's Office, TDCJ, and others) on a variety of issues relating to community supervision that requires data from the field that is not collected on a routine basis by CJAD. The assistance of the CSCDs in responding to ad hoc surveys enables CJAD to provide accurate and complete responses to information requests.

When requesting data from CSCDs, the CJAD Research & Evaluation Unit will:

- Ensure that the data requested is necessary to answer the question being asked
- Ensure that the data requested is not currently available at CJAD
- Minimize, as much as possible, the work required on the part of the CSCD
- Set reasonable deadlines that gives CSCD staff appropriate time to submit complete and accurate information

Deadlines

Deadlines will be set at the time the request for information is communicated to CSCDs.

Procedures

Ad hoc surveys will typically be emailed to CSCDs and contain the following information:

- Purpose of the data being requested
- Identification of the specific data that is being requested
- Instructions for submitting the data
- Deadline for responding to the survey
- Contact information for questions

Approximately one week prior to the stated deadline, the Research and Evaluation Unit will send a follow-up email to CSCD directors reminding them of the impending deadline. Departments who do not submit data by the deadline will be contacted by CJAD staff.

Ad hoc surveys and data requests require participation of **all** CSCDs unless explicitly stated in the survey request.

Contacts:

Each survey will identify a CJAD staff member with the primary responsibility of handling the distribution and collection of the surveys. Contact information will be provided when the survey is distributed.

**Community Supervision Tracking System (CSTS)
Intermediate Tracking System (ISYS)**

Community Supervision Tracking System (CSTS) Intermediate System (ISYS)

Purpose:

Chapter 60 of the Texas Code of Criminal Procedure mandates the creation of a comprehensive incident-based tracking system for all offenders in the Texas criminal justice system. The tracking system is to contain information on all offenders under supervision, including individuals under community supervision. This system, called the Criminal Justice Information System (CJIS) has two components: the Corrections Tracking System (CTS), maintained by the Texas Department of Criminal Justice, and the Computerized Criminal History (CCH) system of the Texas Department of Public Safety.

The Corrections Tracking System (CTS) contains information on all offenders under the supervision of criminal justice agencies in Texas. The Community Supervision Tracking System (CSTS) is the community supervision (adult probation) portion of CTS. CSTS contains detailed information on offenders under community supervision in Texas. The Intermediate System (ISYS) was developed by CJAD to facilitate the data submission process to CSTS.

CSTS/ISYS collect the following types of data:

- | | |
|------------------------------|--------------------------|
| ✓ Offender demographics | ✓ Supervision level |
| ✓ Offense | ✓ Risk/needs score |
| ✓ Program participation | ✓ SCS score |
| ✓ Community Supervision data | ✓ Probation officer data |

As this data becomes more complete, it will be used by TDCJ for the following purposes:

- ✓ Offender Profile - Data is used in the Community Justice Plan process
- ✓ Program Evaluation - Programs will be evaluated utilizing CSTS data. Comparison groups of offenders not participating in programs will be developed and recidivism rates of comparison groups and program groups will be examined. Program evaluations will be utilized in future funding decisions.
- ✓ Funding: Direct offender population and misdemeanor placements will be calculated utilizing CSTS data. CSTS data will be used in calculating the allocation of Basic and Community Corrections funding.
- ✓ Caseload Report: The Caseload Report, required by the Legislative Budget Board, will be generated from CSTS data when the Officer Type field is fully populated and all officers are linked with offenders in CSTS.
- ✓ Program Output Reports: Modified Program Output reports can be generated from CSTS Program data when CSTS Program data is fully populated.
- ✓ Elimination of MCSCR: When CSTS is fully populated, transition to an electronic MCSCR will begin. The MCSCR will be generated based on CSTS data. Departments will review electronic report and approve on monthly basis.

Community Supervision Tracking System (CSTS) Intermediate System (ISYS)

Process:

CSCDs submit data to ISYS on a monthly basis (at minimum). Each night, data from ISYS is submitted to the TDCJ mainframe system.

Websites:

Individuals logged into the VPN may access the CSTS website at <http://csts.tdcj.state.tx.us>. This site contains more specific information about ISYS and data submission protocols.

The ISYS/MCSCR comparison website permits CSCDs to track how the data submitted to ISYS compares to data submitted monthly on the MCSCR.

<http://cjadweb.tdcj.state.tx.us/CSTSCompare>

Contact:

Beki Pool	512-463-8060	rebekah.pool@tdcj.state.tx.us
Booker Washington	512-305-9378	booker.washington@tdcj.state.tx.us

CSTS / ISYS

Frequently Asked Questions

What is the CSTS Intermediate System?

The CSTS Intermediate System is a system that collects, processes, and reports all offender information submitted electronically by a local CSCD. It was developed to take the place of the data being collected, processed and reported by the CSTS mainframe system.

Will the CSTS mainframe system continue to exist?

Yes. The CSTS mainframe system is the official repository for the Criminal Justice Information System (CJIS). Therefore, it must still need to collect and store offender data for that purpose.

How will data exist on the mainframe system, if it no longer collects the data?

Data will be made available to the CSTS mainframe system by the Intermediate System. Data will be copied nightly from the Intermediate System to the CSTS mainframe system.

How do the Intermediate System and mainframe systems differ?

There are several differences between the two systems. However, the main difference between the two systems includes the data requirements, namely the State Identification Number (SID) and Tracking Incident Number (TRN). Because the mainframe system is the official repository of CJIS, it must include the SID and TRN. The Intermediate System does not require the SID or TRN and therefore, has the ability to collect and store 100% of a local department's offender data.

Where is the CSTS Intermediate System website?

The CSTS Intermediate System is located at <http://csts.tdcj.state.tx.us>. However, in order to access the site, you must first be logged into the Texas Department of Criminal Justice's Virtual Private Network (VPN).

The Future of Data Collection

The Future of Data Collection

This data manual covers a number of paper-based reports that CSCDs are required to submit to TDCJ-CJAD. Many of these reports can be automated to reduce errors and minimize data entry time for both CSCDs and TDCJ-CJAD staff. The Research and Evaluation Unit is in the process of evaluating all required reports and identifying ways in which the same information can be collected more efficiently. The following improvements have been accomplished:

- ✓ Actual Program Output Report – Paper based reporting has been eliminated in favor of a web-based data collection instrument. In addition, extraneous information that is not used has been removed to reduce the time required to complete the report.
- ✓ Caseload Report – A web-based application has been developed to allow each CSCD to enter their caseload information. This has increased response rates and reduced data entry errors.
- ✓ Ad Hoc Surveys – Whenever possible, electronic reporting of data is utilized to increase response rates and reduce workload on CSCD staff responding to the request.

Through the use of data collected in ISYS, TDCJ-CJAD has been able to reduce data requests to CSCDs and provide the Texas Legislature with significantly more detailed information about persons on community supervision in Texas. ISYS collects offender-based data on probationers under supervision, placed on supervision, and terminating supervision. ISYS data requirements also include reporting demographic, offense, and program participation data.

Specifically, ISYS has allowed CJAD to:

- ✓ Compile the annual Offender Profile from data already submitted. Previously, CSCDs compiled their individual offender profile annually and submitted it to CJAD. The new process ensures the data is compiled in the same manner for every department and permits the results to be easily shared with every department.
- ✓ Compile data to present to the Legislature and other entities requesting information regarding topics such as technical violators, absconders, risk level of offenders, sex offenders under community supervision, and effectiveness of residential treatment centers.

Despite being in development for some time, ISYS in its current form is a relatively new system. As such, the data it collects is not fully populated. While the current level of data permits Research and Evaluation to sample the data to conduct research and program evaluations, a fully populated ISYS will be a much more powerful tool in examining community supervision in Texas. Once ISYS is fully populated, CJAD anticipates being able to reduce or eliminate the following:

- ✓ MCSCR Page 1 and 2
- ✓ MCSCR Program and Intervention Report
- ✓ MCSCR Residential Facilities Report
- ✓ State Jail Felons Supplemental Report
- ✓ Actual Program Output Report
- ✓ Caseload Report

Appendix

Appendix A: Research and Evaluation Staff

TDCJ-CJAD
209 W. 14th Street, Suite 400
Austin, Texas 78701

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Michael Eisenberg Director of Research and Evaluation 512-305-9347 michael.eisenberg@tdcj.state.tx.us

Research and Evaluation

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Ben McCulloch Administrative Assistant 512-475-1796 ben.mcculloch@tdcj.state.tx.us

Data Control

Karen Poore Administrative Assistant 512-305-9366 karen.poore@tdcj.state.tx.us

Diana Hernandez Administrative Assistant 512-305-9328 evadiana.hernandez@tdcj.state.tx.us

Throughout the Data Manual contact information will be provided for the staff that is primarily responsible for a specific report. However, any of the above staff is available to answer questions or provide technical assistance as needed.

Appendix B: Program Codes

Program codes are assigned through the Community Justice Plan (CJP) process and are the primary method TDCJ-CJAD uses to identify programs in its computer databases. TDCJ-CJAD uses these codes to identify and track similar programs based on the types of services provided to offenders. Used in combination with program designators and program id numbers, these codes permit TDCJ-CJAD to identify specific programs operated by a CSCD using state funding.

A list of acceptable program codes will be distributed prior to each biennium with the Community Justice Plan proposal instructions to assist CSCDs in completing the coversheet. Once all grant funding decisions have been made by TDCJ-CJAD, the Research and Evaluation Section will provide each CSCD director with information regarding which programs must be reported and the correct program code and designator for reporting data. Program codes are primarily used when reporting program data on the Monthly Community Supervision and Corrections Report (MCSCR), Community Supervision Tracking System (CSTS) and the Actual Program Output Report.

Contact:

For Community Justice Plan questions:

Lillie Cogswell 512-475-3360

lillie.cogswell@tdcj.state.tx.us

For Program Code questions:

Sharisa Jones 512-463-7396

sharisa.jones@tdcj.state.tx.us

Appendix B: Program Codes

FY 2008-2009 Program Codes

Program codes utilized on the MCSCR vary slightly from those used in the CJP, CSTS, and Actual Program Output Reports. To assist departments in identifying the correct program codes for reporting purposes, a chart has been developed showing which program codes should be reported for each program type accepted by TDCJ-CJAD. If no program codes is present under any of the headings (CJP, CSTS Code, MCSCR), that program does not need to be reported. For example, Community Service Restitution (CSR) does not have a program code listed under the MCSCR column and is not required to be reported on the MCSCR but program information should be reported to CSTS and data is required to be submitted annually on the Actual Program Output Reports.

Table 1: Residential Program Codes

Description	CJP	CSTS Code	MCSCR	
			Facility Category	Facility Type
Court Residential Treatment Center	CRCF	CRCF	CCF	CRC
Court Residential Treatment Center (Contract Services)	CRCS	CRCS	CRS	CRC
Court Residential Treatment Center (County Correctional Center)		CRCC	CCC	CRC
Facility for the Mentally Impaired	MIFF	MIFF	CCF	MIF
Facility for the Mentally Impaired (Contract Services)	MIFS	MIFS	CRS	MIF
Halfway House	HWHS	HWHS	CRS	HWH
Intermediate Sanction Facility	ISFF	ISFF	CCF	ISF
Intermediate Sanction Facility (Contract Services)	ISFS	ISFS	CRS	ISF
Intermediate Sanction Facility (County Correctional Center)		ISFC	CCC	ISF
Local Boot Camp	LBCF	LBCF	CCF	LBC
Restitution Center	RCPF	RCPF	CCF	RCP
Restitution Center (Contract Services)	RCPS	RCPS	CRS	RCP
Substance Abuse Felony Punishment Facility		SAP		
Substance Abuse Residential AfterCare Facility		SRA		
Substance Abuse Treatment Facility	SAFF	SAFF	CCF	SAF
Substance Abuse Treatment Facility - TAIP	SFTF	SFTF		
Substance Abuse Treatment Facility - TAIP (Contract Services)	SFTS	SFTS		
Substance Abuse Treatment Facility (Contract Services)	SAFS	SAFS	CRS	SAF
Substance Abuse Treatment Facility (County Correctional Center)		SAFC	CCC	SAF

Appendix B: Program Codes

Table 2: Non Residential Program Codes

Description	CJP	CSTS Code	MCSCR	
			Program Intervention	Program Intervention Type
Academic Education Program	EDU	EDU		
Aftercare Caseload for SAFFP		SCPA		
Cognitive and Cognitive Behavioral Programs	COG	COG		
Community Service Restitution	CSR	CSR		
Computer Technology		TECH		
Counseling Only - Mental Impairment	COM	COM		
Counseling Only Programs	COP	COP		
County Jail Time		CJT		
Day Reporting Center	DRC	DRC		
Day Resource Center	DRS	DRS		
Domestic Violence (BIPP)	DMVB	DMVB		
Domestic Violence (Non-BIPP)	DMV	DMV		
Drug Courts	DCT	DCT	DCT	
Electronic Monitoring	ELM	ELM	ELM	
Employment Program	EMP	EMP		
High/Medium Reduction Caseload	HRMC			
Ignition Interlock	IIL	IIL		
Institutional Division Time		IDT		
Intensive Supervision Program	ISP	ISP	ISP	
Non-Academic Education Program	NED	NED		
PreTrial - Mentally Impaired/DD/MR	PTRM	PTRM		
Pre-Trial Services	PTR	PTR		
Progressive Sanction Court	PSCT	PSCT	PSCT	
Service Oriented Programs	SOP	SOP		
Sex Offender Continuum	SXC	SXC		
Specialized Caseload - Aggressive Behavior Violence Caseload	SCPV	SCPV	SCP	FVC
Specialized Caseload - Culturally Specific Caseload	SCPC	SCPC	SCP	CUL
Specialized Caseload - Developmentally Disabled/Mentally Retarded Caseload	SCPD	SCPD	SCP	MRC
Specialized Caseload - Employment Caseload	SCPE	SCPE	SCP	EMC

Appendix B: Program Codes

Table 2: Non Residential Program Codes (Cont.)

Description	CJP	CSTS Code	MCSCR	
			Program Intervention	Program Intervention Type
Specialized Caseload - Financial Management Caseload	SCPF	SCPF	SCP	FIN
Specialized Caseload - Gang Caseload	SCPG	SCPG	SCP	GNG
Specialized Caseload - High Risk Caseload	SCPR	SCPR	SCP	HRC
Specialized Caseload - Mental Health Initiative	MHI	MHI	MHI	
Specialized Caseload - Mentally Impaired Caseload (Not MHI)	SCPM	SCPM	SCP	MIC
Specialized Caseload - Non-English Speaking Caseload	SCPN	SCPN	SCP	NES
Specialized Caseload - Other Specialized Caseload (Not Absconder Caseload)	SCPO	SCPO	SCP	OTH
Specialized Caseload - Sex Offender Caseload	SCPX	SCPX	SCP	SOC
Specialized Caseload - Substance Abuse Caseload	SCPS	SCPS	SCP	SAC
Specialized Caseload - Youth Caseload	SCPY	SCPY	SCP	YTH
State Jail Time		SJT		
Substance Abuse Education	SAE	SAE		
Substance Abuse Program	SAT	SAT		
Substance Abuse Program - TAIP (Non-Residential)		SATT		
Surveillance Supervision	SUR	SUR	SUR	
Victim Services	VSV	VSV		

Appendix B: Program Codes

PROGRAM CODES for the CJP, IDB and CSTS* FY 2008-FY 2009

Residential Codes

- RCPF *Restitution Center (CCF)**:* A community-based corrections facility that provides 24-hour supervision and a highly structured environment for nonviolent felony offenders. Offenders are confined to the center except to go to their place of employment, to perform community service work, or to attend education or rehabilitation programs.
- RCPS *Restitution Center (CRS)**:* A Restitution Center as described above but operated through contract services.
- SAFF *Substance Abuse Treatment Facility (CCF):* A residential community corrections program that provides 24-hour supervision and specifically treats offenders who engage in chemical abuse. The Substance Abuse Treatment Facility programs also frequently include educational and vocational skills training.
- SAFS *Substance Abuse Treatment Facility (CRS):* A Substance Abuse Treatment Facility as described above but operated through contract services.
- CRCF *Court Residential Treatment Center (CCF):* Provides 24-hour supervision and specialized treatment for offenders with problems such as drug or alcohol abuse, mental health deficiencies, or emotional disorders.
- CRCS *Court Residential Treatment Center (CRS):* A Court Residential Treatment Center as described above but operated through contract services.
- ISFF *Intermediate Sanction Facility (CCF):* A facility that emphasizes short-term detention for community supervision violators and other offenders as deemed appropriate by local jurisdictions. Intermediate Sanction Facilities use appropriate intervention programs as well.
- ISFS *Intermediate Sanction Facility (CRS):* An Intermediate Sanction Facility as described above but operated through contract services.
- LBCF *Local Boot Camp (CCF):* Sentencing alternative for the young adult offender using a regimented supervision strategy along with other intervention programs.
- HWHS *Halfway House (CRS):* Residential facilities that focus on reintegration of offenders back into the community.
- MIFF *Facility for the Mentally Impaired (CCF):* Provides a structured environment and appropriate specialized services for the mentally ill, mentally retarded, and/or mentally disabled offender.
- MIFS *Facility for the Mentally Impaired (CRS):* Facility for the Mentally Impaired as described above but operated through contract services.

* MCSCR codes may differ slightly.

** *(CCF) Community Corrections Facility:* A closely monitored residential setting that frequently includes treatment of a specific problem area for the offender. CCFs encompass a variety of residential programs such as restitution centers, treatment centers, etc. CCFs are operated by a CSCD or through a contract arrangement with a CSCD.

*** *(CRS) Contract Residential Services* Residential services that are contracted for on a fixed cost per bed per day basis. The residential services purchased address risk/needs of an identified target population.

Appendix B: Program Codes

Non-Residential Codes

**Programs NOT Reported on the *Monthly Community Supervision and Corrections Report (MCSCR)*:
This section applies to programs that page three of the MCSCR does not track.**

- COG *Cognitive and Cognitive Behavioral Programs*: Programs designed to teach participants to restructure thought processes that can lead to criminal behavior and recidivism; areas addressed include social skills, interpersonal problem solving, values, critical reasoning, and self-control.
- COP *Counseling Only Program*: A program set up to provide or purchase counseling services with a credentialed professional. This includes programs that provide or purchase a multitude of different counseling types (i.e., assaultive behavior/violence, family, psychological/emotional) apart from any other specific program or specialized caseload. This category does not include programs that *solely* provide or purchase substance abuse counseling, sex offender counseling or mental impairment counseling. There are separate categories for those types of counseling below (Substance Abuse Program, Sex Offender Continuum or Counseling Only – Mental Impairment).
- COM *Counseling Only – Mental Impairment*: A program that provides only counseling, with a target population of the diagnosed mentally impaired or developmentally disabled. Specifically, it serves those who are the primary population for MHMR.
- CSR *Community Service Restitution*: Any program that has as its primary function the assignment of or supervision of offenders who perform Community Service Restitution hours as a condition of community supervision.
- DMV *Domestic Violence (Non-BIPP)*: Programs to intervene in current patterns of battering and other forms of family violence, break dysfunctional family behavior patterns, and prevent future recurrences. If it is a specialized caseload use SCPV.
- DMVB *Domestic Violence (BIPP)*: Programs to intervene in current patterns of battering and other forms of family violence, break dysfunctional family behavior patterns, and prevent future recurrences.
- DRC *Day Reporting Center*: A highly structured non-residential facility that provides offender supervision services that consist of daily reporting and may include any or all of the following: job search and retention skills training, counseling, performance of community service restitution hours, education services, and community resource referrals to offenders.
- DRS *Day Resource Center*: A highly structured non-residential facility that provides offender services to meet identified need areas. It may consist of the following: job search and retention skills training, counseling, performance of community service restitution, education services, and community resource information and referral. Generally, it does not include daily reporting or intensive supervision like day reporting centers. Day Resource Centers are based on offender need rather than risk.
- EDU *Academic Education Program*: Education programs that utilize a wide range of services to raise the academic level of individuals on community supervision, (such as adult basic education, literacy, GED, college classes, English as a second language).
- EMP *Employment Program*: A variety of services for preparing the individual for the job market and assisting in the acquisition and maintenance of satisfactory employment. Services offered may include employment preparedness, job acquisition skills, job referrals, and/or employment counseling.
- IIL *Ignition Interlock*: A device used to prevent individuals from driving under the influence of alcohol. It is preferable to include this within a program, not as a stand-alone program.

Appendix B: Program Codes

Non-Residential Codes (Cont.)

- NED *Non-academic Education Program:* A program that only provides non-academic education courses and/or classes. That is, programs that do not emphasize academic skills acquisition, but rather have a specific shorter-term training goal. This category should be used to report programs that provide life skills classes, parenting classes, financial management classes, vocational/technical education, and other non-academic activities (i.e., HIV/AIDS education) designed to teach and inform participants of various issues. Please note: Education services that are designed to raise the academic level of the participant should not be included in this category.
- PSCT *Progressive Sanctions Court:* An intervention strategy involving regular judicial review and monitoring of offender compliance to community supervision with appropriate, timely and consistent use of sanctions and incentives.
- PTR *Pretrial Services:* Any program that provides programs or supervision services to an individual charged with a criminal offense at the pre-adjudication level (does not include offenders on deferred adjudication community supervision).
- PTRM *Pretrial, Mentally Impaired/DD/MR:* Pretrial Services Program as described above with a target population of Mentally Impaired, Developmentally Disabled and/or Mentally Retarded.
- SAE *Substance Abuse Education:* Programs designed to inform offenders about the physical, psychological, emotional, and social consequences of alcohol and drug use. Common examples include DWI classes, drug education, and alcohol education classes. Does not include counseling, treatment, or therapy provided by a licensed treatment professional in this category.
- SAT *Substance Abuse Program:* Non-residential substance abuse programs provided by or through the CSCD including, but not limited to, outpatient and/or aftercare. Such programs emphasize group/individual counseling for the cessation of alcohol or other drug abuse. This category does not include AA and NA groups because they are support groups and there is no cost associated with them.
- SOP *Service Oriented Proposal:* An indicator for tracking program proposals that are not specifically for a program, but rather a group of services that are not designed to serve a distinct group of clients (i.e., pre-sentence investigations, orientation/intake, DP/CCP funded basic supervision services). Includes absconder cases. Please do not use this category if another category is more appropriate.
- SXC *Sex Offender Continuum:* This program category includes sex offender counseling and all services other than intensive supervision of sex offenders. Sex Offender Continuum Programs are programs that serve sex offenders through strategies other than specialized caseloads. This would include in-house and contracted counseling programs specifically for sex offenders.
- VSV *Victim Services:* Comprehensive services provided to victims of crime by sheriffs, police departments, district attorneys, community supervision and corrections departments and parole offices.

Programs and Interventions Reported on the MCSCR:

This section applies to programs that page three of the MCSCR tracks. All programs fitting the program descriptions below must be reported on the MCSCR, regardless of funding source.

- DCT *Drug Courts:* Drug Courts are a type of intensive supervision of defendants that consists of judicially-led substance abuse treatment programs for those whose offense history or assessment indicates that they may benefit from this option. It may be both pre- and post-adjudication.
- ELM *Electronic Monitoring:* A tool/device used to monitor the absence or presence of individuals at a given location, at a specified time. Electronic monitoring is typically used in conjunction with non-residential supervision programs to enhance supervision.

Appendix B: Program Codes

Programs and Interventions Reported on the MCSCR (Cont.):

- ISP *Intensive Supervision Program:* Intensive community supervision and services for high-risk/ high-needs offenders. The ISP officer is trained and experienced in working with high-risk offenders. Officers supervise fewer individuals than in regular supervision enabling the officer to provide an increased level of surveillance and supervision for each individual.
- MHI *Mental Health Initiative:* A program with specific funding from TCOOOMI for a defined group of mental health offenders meeting specific diagnosis requirements.
- SUR *Surveillance Supervision:* Designed to provide a highly intensive level of non-residential community supervision to offenders emphasizing high levels of contact in person.
- SCP *Specialized Caseloads Program:* Grouping of individuals by problem area for supervision by an officer experienced and trained in that problem area. Select the appropriate type from the list below:
- SCP C Culturally Specific Caseload
 - SCP D Developmentally Disabled / Mentally Retarded Caseload
 - SCP E Employment Caseload
 - SCP F Financial Management Caseload
 - SCP G Gang Caseload
 - SCP M Mentally Impaired Caseload
 - SCP N Non-English Speaking Caseload
 - SCP R High Risk Caseload
 - SCP S Substance Abuse Caseload
 - SCP V Aggressive Behavior Violence Caseload
 - SCP X Sex Offender Caseload
 - SCP Y Youth Caseload
 - SCP O Other Specialized Caseload (not Absconder Caseload, which is SOP).

Appendix C: Internet Resources

TDCJ-CJAD

<http://www.tdcj.state.tx.us/cjad/cjad-home.htm>

TDCJ-CJAD Research and Evaluation Unit

<http://cjadweb.tdcj.state.tx.us/Research/>

Evaluation Criteria

<http://cjadweb.tdcj.state.tx.us/Research/EvaluationCriteria/evalcriteriamenu.aspx>

CSTS (VPN Access is required)

<http://csts.tdcj.state.tx.us>

ISYS/MCSCR Compare Site

<http://cjadweb.tdcj.state.tx.us/CSTSCompare>

Caseload Report

<http://cjadweb.tdcj.state.tx.us/Research/CaseloadReport>

Actual Program Output Report

<http://cjadweb.tdcj.state.tx.us/Research/ProgramOutputs>