TDCJ-CJAD
Data Manual

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

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Introduction

The Texas Department of Criminal Justice – Community Justice Assistance Division (TDCJ-CJAD) requires Community Supervision and Corrections Departments (CSCDs) to submit data to address legislative and agency accountability requirements. Required information includes:

- Offender data required by Chapter 60 of the Texas Code of Criminal Procedure associated with the Criminal Justice Information System (CJIS)
- Financial reports
- CSCD staff reports
- CSCD program information submitted to the Community Supervision Tracking System – Intermediate System (CSTS-ISYS) and Treatment Alternatives to Incarceration Program (TAIP) quarterly reports

The information submitted to TDCJ-CJAD goes into a variety of reports and requests for information from the Governor, Legislature, Legislative Budget Board (LBB), media, other stakeholders, and the public. Below is a list of some of these reports:

- Report to the Governor and Legislative Budget Board on the Monitoring of Community Supervision Diversion Funds
- Legislative Appropriations Request (LAR)
- Operational Budget Report
- Uniform Cost Report
- Quarterly Performance Measures

The purpose of the Data Manual is to compile report forms, instructions, and frequently asked questions (FAQs) into one document that is a one-stop source to assist CSCDs with TDCJ-CJAD reporting requirements. The data manual is divided into sections that discuss different types of reports and data. The Program Reporting Guide, originally published in December 2008, has been updated and is now part of the Data Manual in the Program Data in ISYS section.

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

- Submitted data on or before the deadline
- Submitted the data after the deadline
- Refused to make corrections after being contacted to submit or correct 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 errors identified by CJAD

Contact information for TDCJ-CJAD Research staff is included in Appendix A.

Data and Reporting Statutes

Statutes were downloaded from http://www.statutes.legis.state.tx.us/ on March 21, 2016.

Chapter 60, Texas Code of Criminal Procedure

Art. 60.06. DUTIES OF AGENCIES. (a) Each criminal justice agency shall:

(1) compile and maintain records needed for reporting data required by the Texas Department of Criminal Justice and the Department of Public Safety;

(2) transmit to the Texas Department of Criminal Justice and the Department of Public Safety, when and in the manner the Texas Department of Criminal Justice and the Department of Public Safety direct, all data required by the Texas Department of Criminal Justice and the Department of Public Safety;

(3) give the Department of Public Safety and the Texas Department of Criminal Justice or their accredited agents access to the agency for the purpose of inspection to determine the completeness and accuracy of data reported;

(4) cooperate with the Department of Public Safety and the Texas Department of Criminal Justice so that the Department of Public Safety and the Texas Department of Criminal Justice may properly and efficiently perform their duties under this chapter; and

(5) cooperate with the Department of Public Safety and the Texas Department of Criminal Justice to identify and eliminate redundant reporting of information to the criminal justice information system.

(b) Information on an individual that consists of an identifiable description and notation of an arrest, detention, indictment, information, or other formal criminal charge and a disposition of the charge, including sentencing, correctional supervision, and release that is collected and compiled by the Department of Public Safety and the Texas Department of Criminal Justice from criminal justice agencies and maintained in a central location is not subject to public disclosure except as authorized by federal or state law or regulation.

(c) Subsection (b) of this section does not apply to a document maintained by a criminal justice agency that is the source of information collected by the Department of Public Safety or the Texas Department of Criminal Justice. Each criminal justice agency shall retain documents described by this subsection.

(d) An optical disk or other technology may be used instead of microfilm as a medium to store information if allowed by the applicable state laws or regulations relating to the archiving of state agency information.

(e) An official of an agency may not intentionally conceal or destroy any record with intent to violate this section.

(f) The duties imposed on a criminal justice agency under this article are also imposed on district court and county court clerks.

Added by Acts 1989, 71st Leg., ch. 785, Sec. 6.01, eff. Sept. 1, 1989. Amended by Acts 1990, 71st Leg., 6th C.S., ch. 25, Sec. 28, eff. June 18, 1990; Subsec. (a) amended by Acts 1995, 74th Leg., ch. 750, Sec. 1, eff. Aug. 28, 1995.

Art. 60.14. ALLOCATION OF GRANT PROGRAM MONEY FOR CRIMINAL JUSTICE PROGRAMS. An agency of the state, before allocating money to a county from any federal or state grant program for the enhancement of criminal justice programs, shall certify that the county has taken or will take, using all or part of the allocated funds, all action necessary to provide the Texas Department of Criminal Justice and the Department of Public Safety any criminal history records maintained by the county in the manner specified for purposes of those departments.

Added by Acts 1991, 72nd Leg., 2nd C.S., ch. 10, Sec. 7.05, eff. Dec. 1, 1991.

Art. 60.052. INFORMATION IN CORRECTIONS TRACKING SYSTEM. (a) Information in the corrections tracking system relating to a sentence to be served under the jurisdiction of the Texas Department of Criminal Justice must include:

(1) the offender's name;

(2) the offender's state identification number;

(3) the sentencing date;

(4) the sentence for each offense by offense code and incident number;

(5) if the offender was sentenced to imprisonment:

(A) the unit of imprisonment;

(B) the length of sentence for each offense; and

(C) if multiple sentences were ordered, whether they were ordered to be served consecutively or concurrently; and

(6) if a sentence other than a fine or imprisonment was ordered, a description of the sentence ordered.

(b) Sentencing information in the corrections tracking system must also include the following information about each deferred adjudication, probation, or other alternative to imprisonment ordered:

(1) each conviction for which sentence was ordered but was deferred, probated, suspended, or otherwise not imposed, by offense code and incident number; and

(2) if a sentence or portion of a sentence of imprisonment was deferred, probated, suspended, or otherwise not imposed:

(A) the offense, the sentence, and the amount of the sentence deferred, probated, suspended, or otherwise not imposed;

(B) a statement of whether a return to confinement or other imprisonment was a condition of probation or an alternative sentence;

(C) the community supervision and corrections department exercising jurisdiction over the offender;

(D) the date the offender was received by a community supervision and corrections department;

(E) any program in which an offender is placed or has previously been placed and the level of supervision the offender is placed on while under the jurisdiction of a community supervision and corrections department;

(F) the date a program described by Paragraph (E) of this subdivision begins, the date the program ends, and whether the program was completed successfully;

(G) the date a level of supervision described by Paragraph (E) of this subdivision begins and the date the level of supervision ends;

(H) if the offender's probation is revoked:

(i) the reason for the revocation and the date of revocation by offense code and incident number; and

(ii) other current sentences of probation or other alternatives to confinement that have not been revoked, by offense code and incident number; and

(I) the date of the offender's release from the community supervision and corrections department.

Renumbered from art. 60.05(g) to (i) and amended by Acts 1990, 71st Leg., 6th C.S., ch. 25, Sec. 28, eff. June 18, 1990.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 87 (S.B. 1969), Sec. 25.044, eff. September 1, 2009.

Acts 2015, 84th Leg., R.S., Ch. 770 (H.B. 2299), Sec. 2.24, eff. January 1, 2017.

Chapter 509, Texas Government Code

Sec. 509.004. RECORDS, REPORTS, AND INFORMATION SYSTEMS. (a) The division shall require each department to:

(1) keep financial and statistical records determined necessary by the division;

(2) submit a strategic plan and all supporting information requested by the division;

(3) present data requested by the division as necessary to determine the amount of state aid for which the department is eligible;

(4) submit periodic financial audits and statistical reports to the division; and

(5) submit to the Department of Public Safety the full name, address, date of birth, social security number, and driver's license number of each person restricted to the operation of a motor vehicle equipped with a device that uses a deep-lung breath analysis mechanism to make impractical the operation of the motor vehicle if ethyl alcohol is detected in the breath of the restricted operator.

(b) The division shall develop an automated tracking system that:

(1) is capable of receiving tracking data from community supervision and corrections departments' caseload management and accounting systems;

(2) is capable of tracking the defendant and the sentencing event at which the defendant was placed on community supervision by name, arrest charge code, and incident number;

(3) provides the division with the statistical data it needs to support budget requests and satisfy requests for information; and

(4) is compatible with the requirements of Chapter 60, Code of Criminal Procedure, and the information systems used by the institutional division and the pardons and paroles division of the Texas Department of Criminal Justice.

(c) The division shall prepare a report that contains a summary of the programs and services provided by departments, as described in each strategic plan submitted to the division under Section 509.007.

(d) As soon as is practicable after the completion of the report, the division shall submit the report prepared under Subsection (c) to the Texas Board of Criminal Justice and the executive director of the Texas Department of Criminal Justice.

(e) Not later than the date on which the Texas Department of Criminal Justice is required to submit the department's legislative appropriations request to the Legislative Budget Board, the division shall submit the report prepared under Subsection (c) to the Legislative Budget Board.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 7.01, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 165, Sec. 12.25(a), eff. Sept. 1, 1997; Acts 2001, 77th Leg., ch. 1007, Sec. 1, eff. June 15, 2001.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 1045 (H.B. 3691), Sec. 5, eff. June 17, 2011.

Acts 2011, 82nd Leg., R.S., Ch. 1074 (S.B. 1055), Sec. 4, eff. September 1, 2011.

Acts 2015, 84th Leg., R.S., Ch. 1051 (H.B. 1930), Sec. 8, eff. September 1, 2015.

Sec. 509.005. INSPECTIONS; AUDITS; EVALUATIONS. The community justice assistance division shall from time to time inspect and evaluate and the internal audit division may at any reasonable time conduct an audit of the financial, program compliance, or performance records of a department to determine:

(1) compliance with the division's rules and standards;

(2) economical and efficient use of resources;

(3) accomplishment of goals and objectives;

(4) reliability and integrity of information; and

(5) safeguarding of assets.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 7.01, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 165, Sec. 12.26(a), eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 490, Sec. 5, eff. Sept. 1, 1997.

Sec. 509.011. PAYMENT OF STATE AID. (a) If the division determines that a department complies with division standards and if the department has submitted a strategic plan under Section 509.007 and the supporting information required by the division and the division determines the plan and supporting information are acceptable, the division shall prepare and submit to the comptroller vouchers for payment to the department as follows:

(1) for per capita funding, a per diem amount for each felony defendant directly supervised by the department pursuant to lawful authority;

(2) for per capita funding, a per diem amount for a period not to exceed 182 days for each defendant supervised by the department pursuant to lawful authority, other than a felony defendant; and

(3) for formula funding, an annual amount as computed by multiplying a percentage determined by the allocation formula established under Subsection (f) times the total amount provided in the General Appropriations Act for payments under this subdivision.

(a-1) Notwithstanding Subsection (a), the division shall prepare and submit to the comptroller vouchers for payment to the Employees Retirement System of Texas for contributions for group coverage in which a department participates under Section 1551.114, Insurance Code. Payment of contributions under this subsection shall be made from the money that the division would otherwise allocate to a department under Subsections (a) and (b).

(b) The division may use discretionary grant funds to further the purposes of this chapter by contracting for services with state agencies or nonprofit organizations. The division may also make discretionary grants to departments, municipalities, or counties for the following purposes:

(1) development and operation of pretrial and presentencing services;

(2) electronic monitoring services, surveillance supervision programs, and controlled substances testing services;

(3) research projects to evaluate the effectiveness of community corrections programs, if the research is conducted in cooperation with the Criminal Justice Policy Council;

(4) contract services for felony defendants;

(5) residential services for misdemeanor defendants who exhibit levels of risk or needs indicating a need for confinement and treatment, as described by Section 509.005(b);

(6) establishment or operation of county correctional centers under Subchapter H, Chapter 351, Local Government Code, or community corrections facilities for which the division has established standards under Section 509.006;

(7) development and operation of treatment alternative to incarceration programs under Section 76.017; and

(8) other purposes determined appropriate by the division and approved by the board.

(c) Each department, county, or municipality shall deposit all state aid received from the division in a special fund of the county treasury or municipal treasury, as appropriate, to be used solely for the provision of services, programs, and facilities under this chapter or Subchapter H, Chapter 351, Local Government Code.

(d) The division shall provide state aid to each department on a biennial basis, pursuant to the strategic plan for the biennium submitted by the department. A department with prior division approval may transfer funds from one program or function to another program or function.

(e) In establishing per diem payments authorized by Subsections (a) (1) and (a) (2), the division shall consider the amounts appropriated in the General Appropriations Act for basic supervision as sufficient to provide basic supervision in each year of the fiscal biennium.

(f) The division annually shall compute for each department for community corrections program formula funding a percentage determined by assigning equal weights to the percentage of the state's population residing in the counties served by the department and the department's percentage of all felony defendants in the state under direct community supervision. The division shall use the most recent information available in making computations under this subsection. The board by rule may adopt a policy limiting for all departments the percentage of benefit or loss that may be realized as a result of the operation of the formula.

(g) If the Texas Department of Criminal Justice determines that at the end of a biennium a department maintains in reserve an amount greater than six months' basic supervision operating costs for the department, the Texas Department of Criminal Justice in the succeeding biennium may reduce the amount of per capita and formula funding provided under Subsection (a) so that in the succeeding biennium the department's reserves do not exceed six months' basic supervision operating costs. The Texas Department of Criminal Justice may adopt policies and standards permitting a department to maintain reserves in an amount greater than otherwise permitted by this subsection as necessary to cover emergency costs or implement new programs with the approval of the Texas Department of Criminal Justice. The Texas Department of Criminal Justice may distribute unallocated per capita or formula funds to provide supplemental funds to individual departments to further the purposes of this chapter.

(h) A community supervision and corrections department at any time may transfer to the Texas Department of Criminal Justice any unencumbered state funds held by the department. The Texas Department of Criminal Justice may distribute funds received from a community supervision and corrections department under this subsection to provide supplemental funds to individual departments to further the purposes of this chapter.

Added by Acts 1995, 74th Leg., ch. 76, Sec. 7.01, eff. Sept. 1, 1995. Amended by Acts 1997, 75th Leg., ch. 165, Sec. 12.28(a), eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 1188, Sec. 1.39, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 1030, Sec. 2.02, eff. Sept. 1, 2004.

Amended by:

Acts 2005, 79th Leg., Ch. 255 (H.B. 1326), Sec. 11, eff. May 30, 2005.

Acts 2013, 83rd Leg., R.S., Ch. 1154 (S.B. 213), Sec. 22, eff. September 1, 2013.

Acts 2015, 84th Leg., R.S., Ch. 1051 (H.B. 1930), Sec. 12, eff. September 1, 2015.

FY2016-2017 Biennium General Appropriations Act (GAA), Article V, Texas Department of Criminal Justice, Appropriations Riders

45. Monitoring of Community Supervision Diversion Funds. From funds appropriated above, the Texas Department of Criminal Justice (TDCJ) shall maintain a specific accountability system for tracking community supervision funds targeted at making a positive impact on the criminal justice system.

In addition to continuing the recommendations made by the State Auditor's Office in the September 2012 report (Report No. 13-004) to the Texas Department of Criminal Justice regarding the monitoring of community supervision and corrections departments (CSCDs) to ensure that Diversion Program grant funds have been spent as intended, the agency shall implement a monitoring system so that the use of funds appropriated in Strategies A.1.2, A.1.3, and A.1.4. can be specifically identified.

The agency shall produce, on an annual basis, detailed monitoring, tracking, utilization, and effectiveness information on the above mentioned funds. This information shall include information on the impact of any new initiatives. Examples include, but are not limited to, number of offenders served, number of residential beds funded, number of community supervision officers hired, and caseload sizes. The agency shall provide documentation regarding the methodology used to distribute the funds. In addition to any other requests for information, the agency shall report the above information for the previous fiscal year to the Legislative Budget Board and the Governor's Office by December 1st of each year.

46. Withholding of Funds. 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 Corrections Reports, Caseload Reports, Program Output reports and other data required by TDCJ for accountability purposes.

48. Battering Intervention and Prevention Program. Out of funds appropriated above in Strategy A.1.2, Diversion Programs, the Texas Department of Criminal Justice (TDCJ) shall allocate $1,750,000 in fiscal year 2016 and $1,750,000 in fiscal year 2017 for funding the Battering Intervention and Prevention Program (BIPP) in the manner required by Article 42.141 of the Code of Criminal Procedure. The BIPP shall be administered using a statewide allocation of direct grants from TDCJ to local non-profit organizations in the manner described in Government Code §509.011. Funds subject to this provision shall be allocated at the local level and designated for use only for these programs. Funds subject to this provision may not be utilized for administrative expenses of local community supervision and corrections departments nor may they be used to supplant local funding.

Out of funds appropriated above in Goal G, Indirect Administration, TDCJ shall conduct an evaluation of the effectiveness of programs and services provided through BIPP grants during the 2014-15 biennium. The evaluation shall specify measurements of effectiveness, include qualitative program analysis, and include a progress report on the programs and services provided through BIPP grants during fiscal year 2016. TDCJ shall report the findings of the evaluation to the Legislative Budget Board and the Governor no later than September 1, 2016.

49. Misdemeanor Funding. The Texas Department of Criminal Justice shall distribute funds at a rate not to exceed $0.70 per day for each misdemeanor defendant directly supervised by a community supervision and corrections department. Funding for each misdemeanor defendant may not exceed the period of time authorized by statute.

Community Supervision Tracking System (CSTS)

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 state corrections agencies and Community Supervision and Corrections Departments (CSCDs) in Texas. The Community Supervision Tracking System (CSTS) is the community supervision (adult probation and parole) 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.

Please see the 'Data and Reporting Statutes' section for more information on the types of information collected in CSTS.

Timeframes for Submitting Data to ISYS

CSCDs must submit data to ISYS on at least a monthly basis. Larger CSCDs are encouraged to submit data several times a month. Each night data from ISYS is submitted to the TDCJ mainframe system for inclusion in CSTS and CJIS.

According to Chapter 60, CSCDs have 30 days from an event to submit data to CSTS-ISYS. In order to compile monthly statistics, data fields needed for the Monthly Community Supervision Report (MCSR) are locked down 30 days after the end of the month. The term, lockdown, refers to the process of capturing what data is in ISYS on a given date for the items included on the MCSR. This lockdown is for funding, evaluation and reporting purposes. All additional or corrected data, even on closed cases, must be submitted to CSTS-ISYS within 30 days, regardless of the above lockdown.

CSTS Website

Individuals logged into the VPN may access the CSTS website at http://csts.tdcj.state.tx.us. This website allows users to see what information is in ISYS, run reports, request and/or make changes to data and obtain information about data submission protocols.

CSTS User's Manual

The CSTS User's Manual is available on the CJAD FTP in CSTS/Manuals & Help/Manuals. The User's Manual contains layout information and definitions.

Community Supervision Tracking System (CSTS)

Frequently Asked Questions

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

Does 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 is still needed to collect and store offender data for that purpose.

How does data exist on the mainframe system, if it no longer collect the data?
A completed upload of all CSTS required data is uploaded nightly to the CSTS mainframe system by ISYS.

How do the ISYS and mainframe systems differ?
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 will accept data without a SID or TRN to allow departments to submit data prior to obtaining these elements. However, missing SIDs and TRNs must be transmitted to CSTS-ISYS within 30 days of the department obtaining this data **as required per Chapter 60, Texas Code of Criminal Procedure.**

Where is the CSTS-ISYS website?
The CSTS-ISYS 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).

If a correction or update came in after the lockdown date, should the CSCD still submit the correction or change to ISYS?
Yes, the CSCD still needs to submit any corrections or changes to ISYS after the lockdown date. CSCDs are obligated by Chapter 60, Texas Code of Criminal Procedure, to keep CJIS up-to-date and accurate. While the corrections or changes will not be reflected in the locked data, the changes will be made to the live data, which populates CSTS and CJIS as well as for reporting purposes and information requests.

Community Supervision Tracking System (CSTS)

TDCJ-CJAD Information Technology Section Contact Information

Director (vacant)	512-463-8060	Vacant
Booker Washington	512-305-9378	booker.washington@tdcj.texas.gov
Lee Downing	512-463-7655	lee.downing@tdcj.texas.gov
Caleb Shanafelt	512-475-0379	caleb.shanafelt@tdcj.texas.gov
Saralinda Christopher-Evans	512-305-8715	saralinda.christopher-evans@tdcj.texas.gov

Monthly Community Supervision Report (MCSR)

The Monthly Community Supervision Report is run out of ISYS when the data is locked each month. The MCSR contains aggregate counts by county for community supervision end of month counts, placements, and terminations. The format is similar to the previous Monthly Community Supervision and Corrections Report (MCSCR) that previously was submitted on paper and was phased out in two stages. The last MCSCR for population counts and monthly activity (Sections I and II) that CJAD required to be submitted on paper was the report for April 2010 data. The last program counts (Sections IV and V) that was required to be submitted to CJAD on paper was report with data for December 2013. The report layout is available on the next page along with definitions for each section and FAQs to assist CSCDs with how to count offenders in ISYS.

CSCD staff information included on the MCSR (Section III) comes from the Monthly Community Supervision Staff Report (MCSSR). Please see the section on the MCSSR for more information.

CSCDs may run MCSRs out of ISYS on the ISYS website. These reports are not required to be sent to CJAD; however, **CSCDs are encouraged to regularly run MCSRs internally out of their systems and ISYS for the purposes of monitoring the accuracy of the information being submitted to ISYS.** Please see the CSTS section for more information on the ISYS website.

How does CJAD use MCSR data?

The MCSR dataset is the primary source for community supervision population information. It is used in nearly every official report submitted to the Governor, Legislature, and Legislative Budget Board. The information is also used in funding formula calculations, other CJAD publications, and numerous information requests.

A statewide MCSR is compiled each month and distributed to the following groups: CJAD administration, TDCJ staff, Legislative Budget Board staff, and legislative staff.

If you have questions about how to categorize offenders in ISYS, please contact the Research and Evaluation Section or the Information Technology Section.

Monthly Community Supervision Report (MCSR)

Monthly Community Supervision Report

Question	Felony	Misdemeanor	Total
I. END OF MONTH SUPERVISION STATUS			
Total Adults on Direct, Indirect, and Pretrial Supv. (minus Transfers)			
Direct plus Indirect minus Transfers			
A. Adults Receiving DIRECT Supervision			
1. Level 1			
2. Level 2			
3. Level 3			
4. Level 4			
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			
a. New to Absconder Status			
4. Report by Mail			
5. Inactive Due to Incarceration			
a. Sentenced to County Jail			
b. Sentenced to TDCJ-ID			
c. Serving Time in SAFPF			
d. Sentenced to State Jail			
e. Sentenced to Incarceration - Unknown Location			
6. Other Indirects			
C. Pretrial Services			
1. Pretrial Supervision (Court-approved)			
2. Pretrial Diversion			
II. MONTHLY ACTIVITY			
A. Community Supervision Placements			
1. Community Supervision Placements			
a. Adjudicated Community Supervision			
b. Deferred Adjudication			
c. Returned From Shock Incarceration			
2. Subsequent Placements in the CSCD			
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 Termination			
b. Expired Term			
1.5 Total Revocations			
c. Revoked to County Jail			
d. Revoked to State Jail			
e. Revoked to TDCJ-Institutional Division			
f. Other Revocations			
g. Administrative Closure			
1) Return of Courtesy Supervision			
2) Other Administrative Closures			
h. Death			
i. Pretrial Terminations			
2. Reasons for Revocation			
a. New Offense Conviction or Subsequent Arrest/Offense alleged in MTR			
b. Other Reasons for Revocation			

Monthly Community Supervision Report (MCSR)

III. CSCD Staff (Information comes from the Monthly Staff Report)			
Total Number of CSCD Staff			
A. Number of Paid CSOs			
1. Full Time CSOs			
a. Regular CSOs			
b. Specialized CSO			
c. Residential CSO			
d. Other CSO			
2. Part Time CSOs			
B. Number of Paid Non-CSOs			
1. Full Time Non-CSOs			
a. Program Staff			
b. Residential Staff			
c. Other Staff			
2. Part Time Non-CSOs			
a. Program Staff			
b. Residential Staff			
c. Other Staff			
IV. End of Month Residential Facilities Population			
A. Community Corrections Faciilties			
Court Residential Treatment Center			
Intermediate Sanction Facility			
Dual Diagnosis Residential Facility			
Substance Abuse Treatment Facility			
B. Contract Residential Services			
Halfway House			
Intermediate Sanction Facility			
Dual Diagnosis Residential Facility			
Substance Abuse Treatment Facility			
V. End of Month Programs and Interventions Participants			
A. Electronic Monitoring			
B. Intensive Supervision Probation			
C. Specialized Caseloads			
Substance Abuse Caseload			
Sex Offender Caseload			
Mentally Impaired Caseload			
Mental Health Initiative			
Developmentally Disabled Caseload			
Aggressive Behavior Violence Caseload			
Gang Caseload			
High Risk Caseload			
Youthful Offender Caseload			
Culturally Specific Caseload			
Non-English Speaking Caseload			
Other Caseload			
D. Surveillance Probation			

Monthly Community Supervision Report (MCSR)

MONTHLY COMMUNITY SUPERVISION REPORT

Field Definitions for Population Information

This report is includes all probationers regardless of the program or type of supervision being provided. Remember, the MCSR is meant to count offenders, not cases.

FIELD DEFINITIONS BY SECTION

I. **END OF MONTH SUPERVISION STATUS:**
The report gives information on persons receiving supervision on the LAST working day of the month. A person is counted only ONE time in this section. Probationers with both felony and misdemeanor cases are counted in the felony category.

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, except for pretrial-only offenders. 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.)**
Includes only persons who are receiving DIRECT supervision according to their supervision level. Please see the definition of direct supervision in the TDCJ-CJAD Standards. Also refer to policy statement, CJAD-PS-01 effective 9/1/11, for information on direct supervision eligibility.

1. **Level 1. (High)** This classification extends the high level of nonresidential supervision to offenders.

2. **Level 2. (Moderate)** This classification extends a moderate level of nonresidential supervision to offenders.

3. **Level 3**. **(Moderate/Low)** This classification extends a moderate-low level of nonresidential supervision to offenders.

4. **Level 4**. **(Low)** This classification extends a low level of nonresidential supervision to offenders.

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. Only the CSCD that contracts for or operates the facility should use the Residential supervision level.

B. **Adults on INDIRECT Status: (B. = B.1. + B.2. + B.3. + B.4. + B.5. + B.6.)**
Includes only persons who are on INDIRECT status at the end of the month. 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 §163.35 Supervision.

Monthly Community Supervision Report (MCSR)

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
   - has 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" or as "Other Indirect." 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, 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.

   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* and *Inactive Indirect, Sentenced to TDCJ-ID*.

   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. Excludes 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.)**
The number of persons receiving court-approved pretrial supervision or pretrial diversion services in the county. Defendants are counted only if provided supervision by or through the CSCD.

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.

II. **MONTHLY ACTIVITY:**
Report activity for individuals by county. Only activity during the month is counted.

A. **Community Supervision Placements:**
The number of persons who were added to community supervision in the 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 is included in this section only if this is an original community supervision placement from your courts. A person will only be included one time if they were placed for multiple cases.

Immediately upon disposition and being placed on community supervision, all offenders (except pretrial-only offenders) must be counted as **Adjudicated Community Supervision Placements** or **Deferred Adjudication Placements** 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 **Return from Shock Incarceration**.

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**.

This section is intended to count PEOPLE NOT CASES.

Probationers MAY be counted in 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 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. **Subsequent Supervision Placements within the CSCD**. Of persons counted in Section II.A.1., this section indicates the number of persons already under the jurisdiction of another county of your CSCD.

3. **Transferred in for Supervision**. A probationer should be counted in 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 counted again here.

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 are included in this section only if they are placed on court-approved pretrial supervision or pretrial diversion in the county. Defendants are counted only if provided services by or through the CSCD. Persons currently under supervision in the county cannot be counted again here.

   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.).**

   a. **Early Terminations**. Number of persons completing community supervision this month by receiving early termination/dismissal/discharge from your courts.

   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.

   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 - 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. This section includes those on deferred adjudication whose cases are adjudicated and who are sentenced to ID. It does not include cases on appeal.

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.

2. **Reasons for Revocation (B.2. = B.2.a. + B.2.b.)**. This section indicates the reasons for revocation for the persons reported in c, d, e, and f of Item B.1., above.

a. **New Offense Conviction or Subsequent Arrest/Offense Alleged in Motion to Revoke.** Number of persons revoked for a new conviction or where a subsequent arrest/offense was alleged in the motion to revoke but no conviction for the new offense ensued.

b. **Other**. Number of all other revocations for reasons that do not fit into the categories above.

MCSR Frequently Asked Questions (FAQ)

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," not as "Indirect - Incarcerated." 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."

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.

At time of intake, a probationer is assessed at low level for risk. However, the CSO overrode the recommended low supervision level and supervised the offender as high and placed him on ISP. They have been reporting his supervision level as Level 1 and as participating in ISP. 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 and as participating in ISP.

MCSR Frequently Asked Questions (FAQ)

GENERAL QUESTIONS

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" because they had authorization to leave the CSCD and are still complying with the court order.

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 and carry as an "Indirect - Report by Mail." The chief county should also place the offender and carry as an "Indirect - Report by Mail". The satellite county should *not* count the person as an Indirect - Transfer within the CSCD."

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 as DIRECT or INDIRECT 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 whose community supervision term has expired. Therefore, the termination as reported at the time of sentence expiration is still correct. Do not report offenders (even as indirect) when the term of community supervision has expired.

A misdemeanant 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 first placement should be removed from ISYS. Contact the TDCJ-CJAD IT staff to have the first placement removed from ISYS.

MCSR Frequently Asked Questions (FAQ)

GENERAL QUESTIONS

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."
Report as "Inactive Due to Incarceration – Sentenced to State Jail."
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. Contact TDCJ-CJAD IT staff to have the case removed from ISYS.

A defendant is placed on misdemeanor probation. He is paying his fines. The CSCD is reporting him as a direct misdemeanant. However, the 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 changes to ISYS necessary?

Yes. Changes are required. Contact the TDCJ-CJAD IT staff to have the case removed from ISYS.

PRETRIAL QUESTIONS

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, how are they reported?

Since pretrial diversion cases are not actual probation cases, they cannot be reported with direct or indirect supervision levels. Pretrial cases should only be reported under Pretrial Services, Pretrial Services Placements, and Pretrial Terminations.

If an offender is transferred to another jurisdiction, the county of original jurisdiction and the supervising county should submit the appropriate transfer transactions to CSTS-ISYS.

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 reported as a pretrial termination and then be added as an original probation placement.

PRETRIAL QUESTIONS (Continued)

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

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 actively supervised 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. The only way for a county to quit reporting him as pretrial in CSTS-ISYS is either a transfer or by submitting a pretrial termination transaction to CSTS-ISYS.

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 to ISYS?

Report this as a pretrial termination. 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. The motion to proceed simply means (if not on PR bond) that the case is awaiting trial.

TRANSFER QUESTIONS

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 courtesy county and are placed on probation in that county. It now also becomes 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.

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 "Indirect - Intrastate transfer out."

TRANSFER QUESTIONS (continued)

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 – Intrastate Transfer Out". The offender was arrested and is currently in jail in County 2 for the new charge. County 2 is carrying the offender as "Indirect-Incarcerated." How should the county of original jurisdiction report this offender's supervision level?

Both counties should carry this offender as "Indirect—Incarcerated in County Jail."

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?

The offender would continue to be counted as an "Indirect – Interstate Transfer."

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" in ISYS? 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."

When the county of original jurisdiction sends the transfer paperwork to the supervising jurisdiction, the county of original jurisdiction should submit a transfer transaction with transfer code '1' to CSTS-ISYS. The transfer date on this transaction should be the date the paperwork is submitted to the supervising jurisdiction. The offender should also counted as "Indirect – Transfer Out" as of this date. If the supervising jurisdiction rejects the transfer, the originating county should submit a transfer transaction code '4' to CSTS-ISYS with the transfer date being the date the originating county is notified of the rejection. The offender should then be carried under the appropriate supervision level.

TRANSFER QUESTIONS (continued)

An offender on probation is attending college in another (non-adjoining) 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 high risk and requires more frequent contact, transferring the case may be appropriate.

RESIDENTIAL QUESTIONS

If an individual is placed in a residential facility operated by another CSCD, in which county should the individual be reported as under direct supervision?

Both the county of original jurisdiction and the supervising CSCD should submit the appropriate transfer transaction to CSTS-ISYS. Once the supervising county's transfer information is in CSTS-ISYS, the supervising county may submit a supervision level transaction with the supervision level 'Residential' to CSTS-ISYS and count the offender as 'Direct Supervision – Residential.'

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 TDCJ.

As services are operated and paid for by TDCJ, report these offenders as direct under Levels 1-4, as appropriate (do not report as "Direct – Residential").

An offender is on regular direct supervision, has a 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?

The supervision level should be reported as "Indirect - Sentenced to State Jail."

SUPERVISION TERMINATION QUESTIONS

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

The termination reason should be reported as "AR," adjudicated and probated by motion to revoke.

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 to ISYS?

The misdemeanor case will have a termination reason of "RV," revocation and revocation destination as "CJ," county jail. If the offender is still receiving direct supervision, continue to report the offender as a direct felony in the appropriate supervision level. If the offender is not receiving direct supervision according to CJAD standards, change the supervision level to "Indirect – Incarcerated in County Jail." When/if the defendant comes out of county jail prior to the felony case expiring, then begin reporting the offender under the appropriate supervision level. Ultimately, when the felony case terminates then report the appropriate felony supervision termination.

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 the termination reason as "RV," revocation and revocation destination as "CJ," county jail.

An offender was on deferred adjudication. A MTR 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?

This termination should be counted as an administrative closure since the offender was not placed on adjudicated probation or revoked.

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.

SUPERVISION TERMINATION QUESTIONS (Continued)

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 "Indirect - Incarcerated in County Jail." Upon final disposition, this should be counted as a termination under the appropriate category.

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 for the month in which the MTR is dismissed, because the offender was being supervised until the D.A. dismisses the MTR. From the time of the sentence expiration until the MTR was dismissed, the offender needs to be 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 the termination reason as "EX," expiration.

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 'Indirect - Absconder.'

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

An absconder retains absconder status even though the initial term of probation has expired and should continue to be reported as an indirect absconder. Upon final disposition, the appropriate supervision termination should be reported. CSCD should check on the MTRs from time to time to be sure they are still active as some courts may dismiss MTRs and not notify the CSCD.

SUPERVISION TERMINATION QUESTIONS (Continued)

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.

If the offender absconded then the offender should be reported as "Indirect-Absconder." If the offender did not abscond then they would be reported as "Indirect-Other." Both types of cases can be carried indefinitely, so long as there is a pending MTR. Closing out these cases involves going back to court to resolve the MTR. Upon final disposition by the court, count the case as a termination under the appropriate category.

Monthly Community Supervision Staff Report (MCSSR)

The MCSSR gathers information for each county on how many paid staff they employ, what type of job they have, and whether they are full-time or part-time *as of the last working day of the month*. It also tracks how many persons left CSCD employment during the month. Please the see MCSSR instructions for more information about the report.

Information from the report is used in performance measures reported to the LBB, the CJAD Stat Book, estimates for health insurance, other fiscal monitoring purposes, and information requests. Information on persons leaving employment is used to calculate staff turnover rates.

Deadline: Reports are due on the 15th after the reporting month has ended. For example, September reports are due October 15th. If the 15th falls on a weekend or holiday than the report is due on the working day prior to the deadline.

Submitting the Report: Reports may be faxed to CJAD at (512) 305-9368 or uploaded to the FTP (Blue Zone) in Research & Evaluation/CSCD Reports/Staff Reports. Each CSCD has their own folder within the Staff Reports folder. CJAD requests that reports are not emailed as this restricts other CJAD staff from being able to access the information.

Counties who do not submit the report will be contacted by the Research and Evaluation Section.

Contact: Ronda Rosario 512-475-0031 ronda.rosario@tdcj.texas.gov

Other Research and Evaluation Section staff may also be contacted about the MCSSR. Please see Appendix A for additional contact information.

Monthly Community Supervision Staff Report (MCSSR)

Monthly Community Supervision Staff Report

County: _____ Month: _____ Year: _____

Indicate the number of paid staff employed on the last working day of the month. Personnel should be reported by county, according to their place of work. Include all full-time and part-time staff in community supervision officer (CSO), programmatic, residential, and other positions employed by the CSCD and eligible for state benefits. Please read the Monthly Staff Report Instructions and Frequently Asked Questions before completing the report.

Section I: CSOs

	(1) Regular CSO	(2) Specialized CSO	(3) Residential CSO	(4) Part-Time CSO	(5) Other CSO	(6) Total Number of CSOs
A. Number of CSOs						0
B. Number of CSOs who terminated employment with the CSCD during the month						0

Section II: Non-CSO Staff

		(a) Number of non-CSO staff	(b) Number of non-CSO staff who terminated employment during the month
A. Program Staff			
1	Full-time		
2	Part-time		
B. Residential Staff			
1	Full-time		
2	Part-time		
C. Other Staff			
1	Full-time		
2	Part-time		
D. Totals		0	0

Section III: Total Staff

A. Total number of staff employed on the last working day of the month **0**
(I.A.6 + II.D.a.)

B. Total number of staff who terminated employment during the month **0**
(I.B.6 + II.D.b.)

Completed forms should be submitted ot the TDCJ-CJAD Research and Evaluation Section by the 15th of the month following the reporting period.
v.10012015

Monthly Community Supervision Staff Report (MCSSR)

Monthly Community Supervision Staff Report Instructions

Indicate the number of paid staff employed on the last working day of the month. Personnel should be reported by county, according to their place of work. Include all full-time and part-time staff in community supervision officer (CSO), programmatic, residential, and other positions which are eligible for state benefits. *Contract services staff and other employed individuals who do not qualify for state benefits should NOT be counted on this report.* Persons who leave employment with the CSCD should be counted as an employment termination during the month of their termination unless it occurs on the last working day of the month. Persons whose last day of employment is the last working day of the month would be counted as employed in that month and as a termination in the next month.

If you have any questions pertaining to this report, please contact the TDCJ-CJAD Research and Evaluation Section at (512) 305-9300.

Section I: CSOs

Section I is intended to identify CSOs employed who supervise at least one direct case. It is **not** intended to provide a count of all certified CSOs employed. Counts of certified CSOs are obtained separately through the TDCJ-CJAD Training and Staff Development Section. Certified officers who do not supervise at least one direct case (such as directors who obtained CSO certification while employed in a previous position) are reported in Section II: Non-CSO Staff.

A. Number of CSOs**:** By each category, indicate the number of CSOs employed on the last working day of the month. CSOs employed who supervise at least one direct case and spend at least 50% of their time on offender supervision or supervision-related duties may be counted as CSOs until they have failed all opportunities for CSO certification according to CJAD Standard for Community Supervision Officers, §163.33(c) relating to New CSO Certification. See the Frequently Asked Questions related to this report for examples.

1. Regular CSO**:** Include the number of full-time, paid CSOs who were employed on the last working day of the month and who supervise one or more direct offenders on a regular caseload. Include only CSOs who spend at least 50% of their time on offender supervision or supervision-related duties supervising one or more direct offenders on regular caseloads. Do not include CSOs who supervise only pretrial cases.
2. Specialized CSO: Include the number of full-time, paid CSOs who were employed on the last working day of the month and who supervise one or more direct offenders on a specialized caseload. Include only CSOs who spend at least 50% of their time on offender supervision or supervision-related duties supervising one

or more direct offenders on specialized caseloads. Do not include CSOs who supervise only pretrial cases.

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

a) The caseload is funded by CJAD and subject to special grant conditions.
b) 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.

Do not include as a Specialized caseload any caseload funded by the caseload reduction grants. Include any CSO funded through the caseload reduction grants under Regular CSO, even if a specialized caseload was established through this grant, such as a Medium and High Risk Caseload.

3. Residential CSO**:** Include the number of full-time, paid CSOs who were employed on the last working day of the month and who supervise one or more direct offenders in a residential facility operated by the CSCD.

4. Part-time CSO**:** Include CSOs who supervise one or more direct cases and work less than 40 hours per week. These CSOs spend at least 50% of the time that they work on offender supervision or supervision-related duties.

5. Other CSOs: Include any CSO supervising at least one direct offender that does not fit the definition of a Regular, Specialized, Residential, or Part-time CSO under "Other". Include CSOs who supervise at least one direct offender but spend more than 50% of their time on duties other than offender supervision, such as staff supervision, management or administrative tasks under "Other".

6. Total Number of CSOs**:** The spreadsheet will calculate the total number of CSOs based on the numbers entered for I.A.1-I.A.5.

B**.** Number of CSOs who terminated employment during the month**:** Indicate the total number of CSOs whose employment ended, for any reason, during the month in each of the categories. The spreadsheet will calculate the total number of CSOs who terminated employment during the month.

Section II: Non-CSO Staff

A**.** Program Staff**:** Staff who provide services to probationers and interact with probationers as a primary job function outside of a residential facility operated by a CSCD. This group includes medical staff, psychologists, education specialists, CSR program staff who supervise probationers performing CSR work, employment specialists, assessors, and counselors.

1. Full-time**:** Indicate the number of program staff who work 40 hours a week.

2. Part-time**:** Indicate the number of program staff who work less than 40 hours a week.

B. Residential Staff**:** Staff whose primary job location is in a residential facility operated by the CSCD. Staff who are employees of a private/contract vendor or service provider should not be included. Contract staff working in a residential facility should only be included if the position is paid for by the CSCD and negotiated directly with the staff performing the services. All types of positions, except for CSOs who supervise at least one direct case, should be included. CSOs who supervise at least one direct case and whose primary job location is a residential facility should be included in Section I.A.3.

1. Full-time**:** Indicate the number of residential staff who work 40 hours a week.
2. Part-time**:** Indicate the number of residential staff who work less than 40 hours a week.

C. Other Staff**:** Staff employed who do not supervise at least one direct offender as a CSO and are not counted in II.A or II.B.

1. Full-time**:** Indicate the number of other staff who work 40 hours a week.
2. Part-time**:** Indicate the number of other staff who work less than 40 hours a week.

D. Totals: The spreadsheet will calculate the total number of program, residential, and other staff included under the (a) and (b) columns.

a. Number of staff employed: The number of program, residential, and other staff employed on the last working day of the month.

b. Number of staff who terminated employment during the month: The number of program, residential, and other staff whose employment with the CSCD ended, for any reason, during the month.

Section III: Total Staff

A. Total number of staff employed on the last working day of the month**:** The spreadsheet will calculate the total number of CSOs, program, residential, and other staff employed on the last working day of the month.

B. Total number of staff who terminated employment during the month**:** The spreadsheet will calculate the total number of CSOs, program, residential, and other staff whose employment with the CSCD ended, for any reason, during the month.

For questions, please contact any of the TDCJ-CJAD Research and Evaluation Section staff at 512-305-9300.

Revised: 9/30/2015

MCSSR Frequently Asked Questions (FAQ)

Is a pretrial CSO reported under CSO or non-CSO staff? A CSCD has one pretrial CSO who has a direct pretrial caseload whose offenders report to him once a week.

Section I: CSOs refers to community supervision officers who are supervising one or more direct cases. Pretrial does not qualify as direct; therefore, pretrial CSOs should be counted under Section II: Non-CSO Staff (Items II.C.1 or II.C.2).

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 Monthly Community Supervision Staff Report (MCSSR)?

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

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 the CSO as staff in the county where the most time is spent. Last priority is to count the 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 MCSSR?

Do not report on MCSSR, because the staff member does not qualify for state benefits.

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

In this case, the director should be counted under "Other CSO" (Item I.A.5). Only officers who spend at least 50% of their time on supervision or supervision-related duties should be counted as "Regular CSOs".

I have an officer hired and working as a CSO who supervises offenders at least 50% of their time and at least one of those offenders is a direct case, but the officer is awaiting the TDCJ-CJAD CSO Certification Training. Where should they be counted?

The CSO should be counted in Item I.A in the applicable column.

MCSSR Frequently Asked Questions (FAQ)

I have an officer who was hired and working as a CSO with a full caseload and at least one of those offenders was a direct case until they went to certification training, but the officer failed the certification exam. Where should they be counted?

New CSOs employed who supervise at least one direct case and spend at least 50% of their time on offender supervision or supervision-related duties as of the last working day of the month should be counted in Section I: CSOs in the appropriate column unless they have failed all opportunities for CSO certification according to TDCJ-CJAD Standard for Community Supervision Officers, §163.33(c) relating to New CSO Certification. After failing all attempts at certification according to TDCJ-CJAD Standard §163.33(c), the officer should be counted in Section II: Non-CSO Staff in the appropriate row.

A staff member left employment before the last day of the month. Do I count them as staff employed and in the staff terminating employment during the month, because the person did work part of the month?

Staff members cannot be counted as employed and as a termination during the same month. The staff member is counted according to the employment status as of the last working day of the month.

How would I count a staff member who was employed on the last working day of the month and it was the person's last day. Would this person be counted as terminating employment or as an employed staff member?

The staff member would be counted as employed even if on sick leave or vacation leave, because the person was still employed (on payroll) on the last working day of the month. The person would be counted as terminated in the following month.

Caseload Report

The Caseload Report collects information by CSCD about the number of offenders supervised by each community supervision officer (CSO). This allows for the calculation of a more accurate average caseload size by dividing the number of offenders on regular caseloads by the number of regular CSOs rather than dividing the total number of CSOs by the total direct community supervision population. The Caseload Report allows average caseload sizes to be calculated for regular, specialized, residential, part-time, and other CSOs.

Information from the Caseload Report is used in the 'Report to the Governor and Legislative Budget Board on the Monitoring of Community Supervision Diversion Funds.' Caseload Report information is also used to fulfill information requests and for other evaluation purposes.

Deadline: Caseload Reports collect information for February and August of each fiscal year. Reports are due after the reporting month's offender information has been locked in ISYS. The February Caseload Report is due in April, and the August Caseload Report is due in October. An announcement of the exact deadline, instructions for reporting, and the website link are sent out via email on the CSCD Directors' listserv approximately two to three weeks before the deadline.

CSCD Directors are responsible for forwarding the email notification to all person in their department who are involved in completing and submitting the report.

Departments who do not submit the report will be contacted by the Research and Evaluation Section.

Contact: Ronda Rosario 512-475-0031 ronda.rosario@tdcj.texas.gov

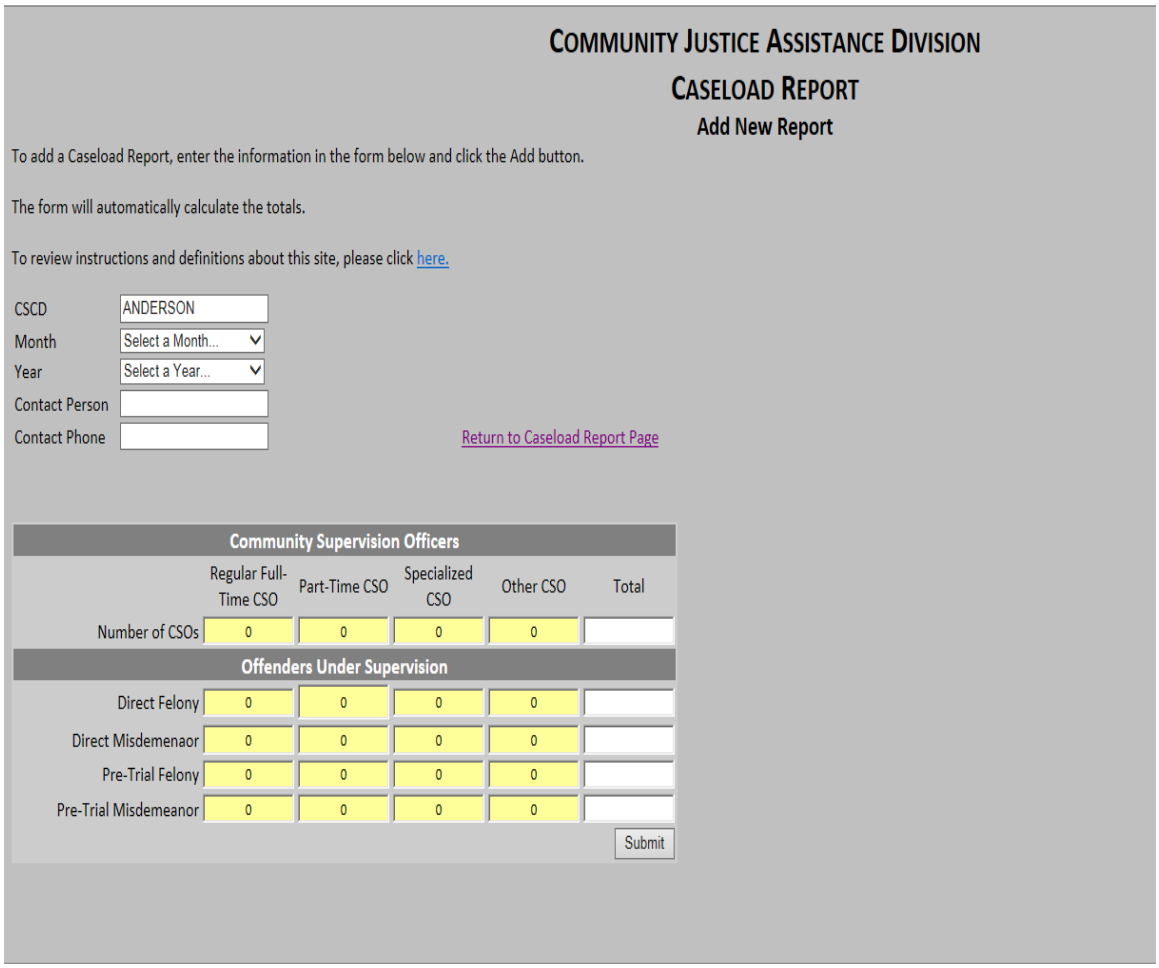
Other Research and Evaluation Section staff can also answer questions about the MCSSR. Research and Evaluation Section contact information is in Appendix A.

Caseload Report

The Caseload Report is accessed by going to http://cjadweb.tdcj.state.tx.us and clicking on the Caseload Report. The login and password are included in the email notification sent out by the Research and Evaluation Section on the directors' listserv. Please contact the Research and Evaluation Section if you do not have a login and password.

After entering the login and password, you will see the Caseload Report website.

Select your CSCD from the drop-down menu and click on "Create New Report." This will take you to the Caseload Report form.



COMMUNITY JUSTICE ASSISTANCE DIVISION

CASELOAD REPORT

Add New Report

To add a Caseload Report, enter the information in the form below and click the Add button.

The form will automatically calculate the totals.

To review instructions and definitions about this site, please click here.

CSCD: ANDERSON
Month: Select a Month...
Year: Select a Year...
Contact Person:
Contact Phone:

Return to Caseload Report Page

Community Supervision Officers	Regular Full-Time CSO	Part-Time CSO	Specialized CSO	Other CSO	Total
Number of CSOs	0	0	0	0	
Offenders Under Supervision					
Direct Felony	0	0	0	0	
Direct Misdemenaor	0	0	0	0	
Pre-Trial Felony	0	0	0	0	
Pre-Trial Misdemeanor	0	0	0	0	

Submit

You will see your CSCD name next to 'CSCD." Select the appropriate month in the drop-down menu for "Month" (only use February or August) and select the appropriate year in the drop-down menu for "Year." Type in the name and phone number for the contact person completing the form. Enter the officer and offender information according to the Caseload Report instructions. The website will time-out after a couple minutes, so it important to have your information ready for entry when you access the website to complete the report.

Caseload Report

Instructions for Completing Caseload Report

All data should be reported as of the last working day of the month. For example, the August 2017 report should reflect data as of August 31, 2017.

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 one or more direct 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 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 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, 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 number of CSOs employed that is entered on the Monthly Staff Report.

Caseload Report

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.

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.

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.

Relation of Caseload Report to the Monthly Staff Report

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

Community Supervision Officers: Regular + Part-time+ Specialized + Other = Total Number of CSOs (Section I.A.1-I.A.5) on the Monthly Staff Report

Program Data in CSTS-ISYS

Submission of program data to CSTS-ISYS is required by Article 60.052 (b) (2) (E) and (F), Chapter 60, Code of Criminal Procedure. Program data in CSTS-ISYS is used in the MCSR (end of month counts), Legislature Appropriations Request, Uniform Cost Report, Actual Program Outputs, grant funding determinations, program evaluation and information requests.

Program Reporting Requirements

Programs funded with any amount of Basic Supervision, Community Corrections Programs, Diversion Programs, and Treatment Alternatives to Incarcerations Programs (TAIP) money are required to be reported. . If an offender is incarcerated as a condition of community supervision the incarceration information is also required to be submitted. Incarcerations in county jail, state jail, prison, Substance Abuse Felony Punishment Facilities (SAFPF), and TDCJ-operated Intermediate Sanction Facilities are included. Offenders in SAFPF Transitional Treatment Centers and participating in SAFPF Outpatient Aftercare are also required to be reported to ISYS.

The CSCD operating the program is responsible for submitting the program data to CSTS-ISYS with the following exceptions: Batterer Intervention and Prevention Programs, SAFPF, and incarcerations). For example, an offender is referred to sex offender treatment, but the CSCD supervising the offender does not have access to a sex offender treatment provider. However, another CSCD nearby with a contracted sex offender treatment provider is willing to provide the treatment without the offender having to transfer to the other CSCD. The CSCD supervising the offender will continue to report on the offender's supervision, but the CSCD providing the treatment will be responsible for reporting the treatment to CSTS-ISYS. In regional consortium TAIPs, the chief CSCD receiving the TAIP grant is responsible for reporting the program data to CSTS-ISYS.

Program Codes and Designators

Program codes and designators are assigned through the Community Justice Plan (CJP) or Strategic Plan (SP) processes by CJAD and are the main method CJAD uses to identify programs in CSTS-ISYS. Programs and their components are uniquely identified when the county identifier is combined with the assigned program code and designator. CJAD uses the codes to identify and track similar programs. This enables CJAD to report out information by program type in the Uniform Cost Report and in response to information requested by the Legislature.

Note regarding Program Identification Numbers:
Program IDs are not tracked in ISYS. Program codes and designators are assigned through a separate system from CSTS-ISYS, known as the Integrated Database (IDB). The IDB was developed by CJAD-IT to track State-aid and grant funding to the CSCDs. The IDB assigns a Program ID number sequentially as a new program is identified in the CJP or SP. This IDB is also used by CJAD Planners to assign Program Codes and Designators for each program that CSCDs identify for state funding or grants. Designators are assigned sequentially for each Program Code. For example, the first substance abuse case load

(SCPS) for an individual CSCD will receive a designator of "01". The next request by that CSCD for a SCPS will receive a designator 02, such as SCPS-02. Programs and services that are not included in the CJP or SP will have a designator of 00. As CJAD approves the program codes and designators for each biennium, CJAD-IT links the approved codes from the IDB with CSTS-ISYS to allow the CSCD to enter offender data for those programs.

Questions about program codes and designators should be directed to Research and Evaluation Section staff. Please see Appendix A for contact information.

Program Data in CSTS-ISYS

Program / Incarceration / Services Codes

Residential Program Codes

Non-Contracted

CRCF	Court Residential Treatment Ctr.
ISFF	Intermediate Sanction Facility
MIFF	Dually Diagnosis Residential Facility
SAFF	Substance Abuse Treatment Facility

Contracted

CRCS	Court Residential Treatment Ctr. (Contract Services)
HWHS	Halfway House (Contract Services)
ISFS	Intermediate Sanction Facility (Contract Services)
MIFS	Dually Diagnosed Residential Facility (Contract Services)
SAFS	Substance Abuse Treatment Facility (Contract Services)
SFTI	Substance Abuse Treatment Facility-TAIP – Intensive
SFTS	Substance Abuse Treatment Facility-TAIP – Supportive

Non-Residential Program Codes

ARS	Automated Reporting System
CAM	Comprehensive Alcohol Monitoring
CCCC	CSCD Community Continuum of Care (4C Program)
COA	Counseling Only - Anger Management
COG	Cognitive/Cognitive-Behavioral
COM	Counseling Only-Mental Impairment
COP	Counseling Only Program
DCT	Drug Courts
DMV	Domestic Violence (Non-BIPP)
DMVB	Domestic Violence (BIPP)
DRC	Day Reporting Center
DRS	Day Resource Center
EDU	Academic Education Program
ELM	Electronic Monitoring
EMP	Employment Program
GPS	Global Positioning System
IIL	Ignition Interlock
ISP	Intensive Supervision Program
MHCT	Mental Health Court
NED	Non-academic Education Program
PSCT	Progressive Sanctions Court
PTR	Pre-Trial Services
PTRM	Pre-Trial, Mentally Impaired/DD/MR
SAE	Substance Abuse Education
SAT	Substance Abuse Treatment Program
SATT	Treatment Alternative to Incarceration
SPCT	Specialty Court
SUR	Surveillance Supervision
SXC	Sex Offender Continuum
VCT	Veterans Court

Non-Residential Program Codes for Specialized Caseloads

MHI	Mental Health Initiative
SCPA	Aftercare Caseload for SAFPF
SCPC	Culturally Specific Caseload
SCPD	Intellectually/Developmentally Disabled Caseload
SCPE	Employment Caseload
SCPF	Financial Management Caseload
SCPG	Gang Caseload
SCPM	Mentally Impaired Caseload (Not MHI)
SCPN	Non-English Speaking Caseload
SCPO	Other Specialized Caseload
SCPR	High Risk Caseload
SCPS	Substance Abuse Caseload
SCPV	Aggressive Behavior Violence Caseload
SCPX	Sex Offender Caseload
SCPY	Youth Caseload

Program Data in CSTS-ISYS

Other Program / Incarceration / Services Codes

CJT	County Jail Time
IDT	Institutional Division Time
ISFT	Intermediate Sanction Facilities (TDCJ Operated)
SAP	Substance Abuse Felony Punishment Facility
SJT	State Jail Time
SOA	SAFPF Outpatient Aftercare (Phase II of SAFPF Continuum) **– new code 9/1/2016**
SRA	SAFPF Residential Aftercare Facility

Program/ Incarceration/Services Codes Not Required to be Reported to ISYS

ASUN	Assessment Unit
CCSS	Community Corrections Specialized Supervision
CSR	Community Service Restitution
EVAL	Evaluations
GEDT	GED Testing
HFB	Houston Food Bank
INTR	Interpreting
MSV	Medical Services
PTRB	Pretrial Bond Supervision
SOP	Service Oriented Programs
TRAN	Transportation for Offenders
UAS	Urinalysis
VIP	Victim Impact Panel
VSV	Victim Services

Historical Program / Incarceration / Services Codes

CAM	Continuous Alcohol Monitoring **– definition prior to 9/1/2015**
CRCC	Court Residential Treatment Ctr. (County Correctional Center)
FSAA	Federally Funded Substance Abuse Aftercare Caseload
HMRC	High / Medium Reduction Caseload
ISFC	Intermediate Sanction Facility (County Correctional Center)
LBCF	Local Boot Camp
MIFF	Facility for the Mentally Ill **– definition prior to 9/1/2016**
MIFS	Facility for the Mentally Ill (Contract Services) **– definition prior to 9/1/2016**
RCPF	Restitution Center
RCPS	Restitution Center (Contract Services)
SAFC	Substance Abuse Treatment Facility (County Correctional Center)
SFS	Serving for Success
SFTF	Substance Abuse Treatment Facility-TAIP
SFTS	Substance Abuse Treatment Facility-TAIP (Contract Services) **– definition prior to 9/1/2014**
TECH	Computer Technology

Program Data in CSTS-ISYS

Data Element Definitions

Program Code – a code made up of three or four letters that identifies the type of program, service, or incarceration.

Program Designator – a two-digit designator assigned by CJAD's internal database for each program or service submitted with a CJP or SP. Designators are historic. For example, if you started a substance abuse caseload in 1995 and then start a second substance abuse caseload in 2015, the first caseload will have designator '01' and the second caseload will have '02.' If the CJP field is coded as 'Y' the program code and designator submitted must match a program code and designator assigned to the program county's CJP or SP. If the CJP field is coded 'N', the program designator should be entered as '00'. For all incarceration codes and SOA, the program designator should be entered as '00'.

Program County – a field in CSTS-ISYS that identifies the county operating the program or service. The "Program County" will not necessarily be the chief county of the CSCD. For incarceration codes, the "Program County" should be the county that sentences the offender to incarceration.

Program Placement Reason – The rationale for placing the offender in the reported program, service, or incarceration. CSTS-ISYS can only accept one reason so report only the most significant reason for placement. Court-ordered placements take precedence over violation of supervision conditions which takes precedence over assessed risk or needs.

Code	Description
I	Initial Court-Ordered Condition of Supervision
S	Subsequent Court-Ordered Condition of Supervision
V	Violations of Supervision Conditions
A	(Re) Assessed Risk/Needs

Program Placement Date – The date that the offender physically begins the program. This is the date the offender first has face-to-face contact with program staff to begin the program for non-residential programs or services. For residential and incarceration placements, this date represents the date the offender is admitted to the facility. Referral dates are not collected in CSTS-ISYS.

Program Discharge Date – The date the offender is physically discharged or released from the program, service, or incarceration. The Program Discharge Date must be on or after the Program Placement Date. Offenders must be discharged from programs or services if a "break in service" occurs that impacts the offender's participation in the program. For example, an offender is admitted to a residential facility for six months and

Data Element Definitions

Program Discharge Date (continued) -cannot participate on the specialized caseload while they are in residential. "Breaks in service" will change based on the program type and frequency of contact with the offender. For example, being incarcerated in county jail for a week may not impact an offender's participation in an education class, but it can impact their substance abuse treatment if they attend twice a week or miss an appointment with a CSO or other program provider. CSCDs need to define the "break in service" for each program or service in their policies and procedures.

Program Discharge Reason – The rationale for removing an offender from the reported program, service, or incarceration. Only one reason for discharge can be reported to CSTS-ISYS. This field is required if a Program Discharge Date is submitted.

Code	Description
C	Completion of Program or Term: Individual completed all required phases of the program/service, was assessed to no longer need the program/service, or completed the mandated length of participation.
I	Inappropriate Placement: An offender is placed in a program that is not appropriate. For example, the program is not in a language the offender uses, the offender is low risk and the program only serves high risk offenders, or the offender is a recreational drug user and the treatment is meant for addicts. The inappropriate placement must be identified within 15 calendar days of placement, and the offender must be discharged within 28 calendar days of placement.
U	Unable to Participate: An offender's situation changes outside of the offender's control and no longer is able participate in the program. For example, the offender sustained a serious injury of medical condition and is hospitalized.
V	Violation of Program/Service Conditions: Individual is discharged because of violations. These violations may or may not violate the conditions of community supervision (e.g. electronic monitoring violations, refusal to participate in or attend treatment, disorderly conduct, drug use, assaultive behavior, etc.).
M	Moved: Individual moves to another county and is no longer able to participate in the program.
O	Other Subsequent Overriding Activity: The reason for discharge does not fall under any of the discharge codes.
D	Death: Individual died while participating in the program/service.

(Table continued on next page)

Data Element Definitions

Program Discharge Reason (continued)

Code	Description
A	Absconded: Individual was discharged from program due to absconding from community supervision.
R	Revocation: Individual was discharged from program due to a revocation of community supervision not related to a violation of program/service conditions.
P	Progressive Sanctions: Individual was discharged from program and placed in another program to address the offender's risk/needs as per the CSCD's progressive sanctions model. The subsequent program placement must occur within 60 calendar days of the program discharge.

Additional information on Program Discharge Reasons

Other Subsequent Overriding Activity 'O' is the discharge reason of last resort. It should only be used when no other reason fits. The exact reason for discharge and why 'Other' was chosen should be documented in the offender's file.

CJAD monitors the use of 'I', 'O' and 'U' to see if a disproportional number of offenders are discharged with these reasons within a program. CSCDs are contacted by CJAD if these discharge reasons are used disproportionately compared to other discharge reasons used within the program and in comparison to programs in other CSCDs.

Progressive Sanctions 'P' was added in August 2013. This reason was developed to enable CJAD to track the use of progressive sanction models within programs.

When a person is discharged from the program, the discharge date and discharge reason need to be entered in CSTS-ISYS, but CSCDs may update the discharge reason at a later date to reflect that the offender was moved to a program to better address their risk and needs. The subsequent program placement (not referral) must occur within 60 calendar days of the program discharge. For example, an offender is disruptive and is not progressing in outpatient so the offender is removed from outpatient and a motion to amend the conditions is filed, as is specified in the progressive sanctions model, to send the offender to residential. At the time of removal, violation would be the reason for discharge. If the court approves the change to residential, and the offender is placed in residential within 60 calendar days, the discharge reason could be changed to progressive sanctions. These changes should be to a more intensive program, such as moving from outpatient to residential. For an offender that is not successful in treatment, movement to a drug education program would not better address their risk and needs.

Program Data in CSTS-ISYS

In order to use the progressive sanctions model discharge reason, a model approved by your judges must be on file with CJAD. The use of the model and the steps to address risk and needs within the program, has to be included in your policies and procedures.

Discharge from a program to county jail may only be counted for progressive sanctions if programming that is better able to address the offender's risk and needs is available within the jail.

For CCFs only: If a CCF admits an offender from outside their jurisdiction and the offender violates the program and returns home, the CSCD operating the CCF may use the progressive sanctions discharge reason if the following conditions are met: 1) Placement in a subsequent program must occur within 60 calendar days of discharge from the facility; and 2) the CSCD operating the CCF must obtain official documentation from the originating jurisdiction that the offender was subsequently placed into a program that better addresses the offender's risk and needs.

CJAD will monitor progressive sanctions discharges to determine whether a subsequent program placement occurred.

Discharges due to revocation should be coded as revocation or violation depending on the circumstances, not progressive sanctions.

If you have a questions about when a discharge reason is appropriate to use, please contact Research and Evaluation Staff (see Appendix A).

Program Length – Program length should only be reported for incarcerations. The program length equals the amount of incarceration time required as a condition of community supervision. The format is YYMMDD.

Community Justice Plan – The program, service, or incarceration is included in the CSCD's CJP or SP. All forms of incarceration should be reported 'N'.

If 'Y' is selected, the program code and designator will be verified against the list of approved CJP or SP program codes or designators in effect at the time of program placement. If the program code and designator does not match a CJP or SP program code and designator in effect on the placement date, the transaction will be rejected by CSTS-ISYS.

Code	Description
Y	The program/service is included in the CSCD's CJP or SP.
N	The program/service is not included in the CSCD's CJP or SP. All forms of incarceration should be reported as 'N".

Program Data Frequently Asked Questions

Can an offender be reported in two separate programs (for example, an education program and substance abuse treatment)?

Yes. The information compiled from CSTS-ISYS is intended to count the number of offenders served by a program or service. Offenders in the community may be sent to more than one program at a time so they should be counted in more than one program as long as they are receiving the same services as the other participants.

In general, offenders in residential are not in any other programs. If an offender is in residential and is still meeting the requirements and receiving the same services as participants in another non-residential program than they may be reported in the other program. Offenders cannot be placed in more than one residential program.

A misdemeanor offender is in a program and the participation is being reported to CSTS-ISYS. The offender is then placed on a new probation for a felony charge (changing his status to felon for reporting purposes). Do I need to make changes to the program data in ISYS to account for the change from misdemeanor to felon?

Once the new felony probation is entered, CSTS-ISYS will be able to see that the offender is a felony so no changes need to be made to the program data. Changes do not need to be made to the program data to account for new offenses or status changes, such as felony/misdemeanor or adjudicated/deferred/pretrial.

An offender has the same program participation condition for several cases. Do I need to enter the same program information under each case or do I choose only one case and put the program information under that case?

Neither, as of August 2011, offense information was no longer tied to program information. Program information is tied to the offender. Program information can be submitted for an offender who is participating in the program without an offense being entered. Only one program entry needs to be submitted per program and time frame of participation (one placement and one discharge).

We filed an MTR on an offender and their supervision term ended without an extension. The judge has ordered the offender to participate in a program before the revocation hearing will be held. Can we report the offender's program participation in CSTS-ISYS when they do not have an active offense?

Yes, you can report the offender's program participation without there being an active offense in CSTS-ISYS. You will have to submit a TST-05 Demographic Placement prior to submitting the program placement if the offender is not already in CSTS-ISYS.

Program Data Frequently Asked Questions

An offender was court-ordered into a program, but there is a waiting list. Our officers enter the referral date as the program placement date and then update it when the offender begins the program. Is this correct?

No, it is not correct. The only date that should be entered as a program placement date is the date the offender begins the program. When the program placement dates are submitted in CSTS-ISYS, the placement is seen as a real program placement and is included in reports as a placement. If a referral date was sent instead of the placement date, then inaccurate information is being reported to CSTS-ISYS and included in official state reports. Referral dates should never be entered as place holders in the program placement date field. No field exists in CSTS-ISYS for program referral dates.

We have a contracted counseling program and the contract vendor also does the assessments to determine eligibility for the program. We do not count the person in the program until they start counseling. Do we need to be submitting program information on the assessments too? How would this be done in terms of discharge dates and reasons?

Assessments are not tracked in CSTS-ISYS. Optionally, CSCDs may track assessments done by assessment units under the program code ASUN with approval from CJAD. Currently, TRAS risk assessments and trailers are the only assessments tracked systematically by CJAD, and they are submitted to the TRAS database on the TDCJ mainframe, not CSTS-ISYS. TRAS assessments are not submitted as program information in CSTS-ISYS, because the data elements for assessments are not compatible with the elements we need to track programs, such as placement and discharge dates and discharge reasons. For TAIP-funded programs, an aggregate count of assessments and screenings are reported on the quarterly TAIP report. See the instructions for that report if the assessment is related to TAIP programs.

An offender is participating in a program but is returned to the originating jurisdiction. How should the program discharge be coded?

If the offender is being returned to the originating jurisdiction because of violating conditions of supervision, the discharge reason should be reported as V - Violation of Program /Service Conditions. If the offender is removed because of violating conditions of supervision, they violated program conditions by not following their supervision rules.

If the offender is being sent/returned to another jurisdiction because they moved or for another reason, not involving a violation/revocation, and will continue to participate in a program of the same type in the original jurisdiction, then the discharge should be coded as M – Moved.

If the offender is being sent/returned to another jurisdiction because they moved or for another reason, not involving a violation/revocation, and will <u>not</u> continue to participate in the same type of program, the discharge should be coded as C - Completion of Program or Term. In this scenario, the offender has completed their required time in the program

because the department is essentially saying they are eligible to move somewhere else for supervision and the condition to attend that specific program has been removed.

Does CJAD have a policy about the transfer of probationers and their status in a program? We have always believed that a probationer has to be closed out of a program before they can be transferred. A general rule being that someone cannot be in one of our programs if they are indirect.

The above is correct. An offender cannot be counted in a program if they are not receiving the same services as other participants in the program. Generally, indirect offenders do not participate in programs so they would not be counted in the program. However, indirect offenders may be counted in programs if they are participating in the program and receiving the same services as other offenders in the program.

If a probationer is in a program in CSCD A and is transferred to CSCD B, should they be closed out of the program when sent to CSCD B, or wait to get acceptance from CSCD B? Or more logically, wait to get acceptance and confirmation that the probationer is placed in CSCD B's program of the same type?

The defining point here comes down to whether or not the offender is receiving the same services as the other offenders in the program. For example, the offender has been participating in an ignition interlock program. If the offender does not miss out on any services (contacts, counseling, the ignition interlock device, etc.) while CSCD A waits to hear if they have been placed in CSCD B's program then there is no problem counting the offender in a program until CSCD A receives confirmation from CSCD B. If, however, the offender is not getting contacts or no longer has the device or is missing out on any other services provided by the program, then CSCD A would need to close them out of the program the date the offender stops receiving the services of the program. The discharge reason should be based on the most accurate known information at the time of discharge.

An offender was on a substance abuse specialized caseload and was discharged because the plan was to have her participate in drug court. The offender was ultimately not accepted into drug court and the judge placed her back on the substance abuse caseload. Should she be a new placement on the SCPS caseload or should we delete the original discharge and use the original placement date as the program placement date?

Since the offender was officially discharged from the caseload, she should be a new program placement. Technically, a break in service occurred while she was not on the SCPS caseload; therefore, a new program placement is required. If a break in service did not occur, the original discharge date should not have been reported to CSTS. A program discharge should only be reported once the offender has discharged from the program and is no longer receiving services.

Program Data Frequently Asked Questions

A felony offender was placed in a substance abuse treatment facility but was released two weeks later for medical reasons. Also, a different felony offender was placed on ELM and released for medical reasons. How should it be reported to ISYS?

Report the program placement using the appropriate placement date and program code and designator. When the offender discharges from the program, using the appropriate discharge date, enter a discharge reason of "U," Unable to Participate.

If a defendant's probation is modified to include placement in a program or intervention (such as ISP or surveillance supervision) and the defendant is currently in secure custody (detention or jail) and is not able to participate in the program, can the defendant be reported as participating in the program?

No, an offender should not be reported as participating in program if they are not participating in the program. CSTS-ISYS does not accept referral dates, only program placement dates.

An offender receiving contract residential services is on indirect supervision, should contract residential program data be reported for this person?

The purpose of the program table in ISYS is to track participants in programs. All offenders placed in a contract residential facility should be reported.

An offender is court-ordered into a court residential treatment center (CRTC). We transferred the offender to the CSCD operating the CRTC. Should we report the CRTC participation information to CSTS-ISYS?

No. Only the CSCD that operates the program should submit the program participation information (with the exception of BIPPs 'DMVB'). If both CSCDs submit data, duplication in the statewide counts would occur.

We are reporting offenders in transitional treatment centers (TTCs) to CSTS-ISYS using the halfway house code, 'HWHS'. Is this correct?

No, TDCJ operates the TTCs not the CSCDs. The halfway house code, 'HWHS', should not be used to report an offender's stay in a TTC. The 'SRA' code should be used to report the TTC stay. Only CSCD-operated or contracted halfway houses should be reported using the HWHS code.

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 even though he/she is not on direct supervision in their county?

The county providing the ELM should be reporting the program information.

Program Data Frequently Asked Questions

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 and is on a sex offender specialized caseload. Should this offender be reported to CSTS-ISYS as being in the sex offender specialized caseload even though they do not have an actual sex offense?

If the offender is participating on the sex offender specialized caseload, then it should be reported. CJAD does not have standards requiring offenders on a sex offender caseload to currently be on probation for a sex offense.

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 for a court to order an offender onto 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 according to the officer providing the supervision. 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 specialized caseloads, he/she should be reported only under the program code for the caseload that primarily supervises the offender.

If a defendant's probation is modified to include placement in a program or intervention (such as ISP or surveillance supervision) and the defendant is currently in secure custody (detention or jail) and is not able to participate in the program, can the defendant be reported as participating in the program?

No, an offender should not be reported as participating in the program if they are not participating in the program. CSTS-ISYS does not accept referral dates, only program placement dates.

An offender that was on a specialized caseload has been incarcerated in county jail. The specialized CSO has continued to see the offender in order to keep them direct. Due to the incarceration, the offender is not able to participate in all aspects of the program. Can the specialized CSO continue to see the offender and count them direct? If so, will this be a problem for their caseload size? Can we report the offender as participating in the program?

Yes, the specialized CSO can continue to see the offender in jail and count them as direct as long as the direct supervision is consistent with the standards. No, the offender cannot

be reported as participating in the program since they are unable to receive the same services as other offenders in the program. The caseload size will not be impacted for audit sampling purposes as program audits are looking at program participants. Specialized CSOs should explain in their case notes why they continued to see the offender when the offender was no longer a program participant. CSCDs need to monitor these types of cases to be sure no one specialized CSO is carrying a lot of these cases, which could negatively impact the offenders participating in the specialized caseload program.

When we file an MTR on an offender that has been participating in a specialized caseload we discharge them from the program as a violation and move them to a regular caseload until the hearing. Sometimes the offender is not revoked and is placed back on the specialized caseload and counts as a new placement. Do we have to discharge offenders from programs just because a MTR was filed?

No, CJAD has no policies requiring program discharges due to filing a MTR. The offender can stay on the specialized caseload while they wait for the hearing.

There is a Batterer Intervention and Prevention Program (BIPP) run by another organization operating within our CSCD. The BIPP receives a DP grant from CJAD. Do we need to report this program to CSTS-ISYS?

Yes, BIPPs need to be reported to CSTS-ISYS. Most BIPPs operating in the state are funded or accredited by CJAD. BIPPs funded by CJAD need to be reported with the code 'DMVB' and the program's assigned designator. BIPPs not funded by CJAD are still reported with the code 'DMVB', but the designator is '00'. Reporting BIPPs and incarcerations are the exceptions to the rule that you only report the programs that you operate, whether internally or by contract. The CSCD needs to implement a method for confirming that offenders who are referred to BIPPs actually participated in the program and the subsequent discharge dates and reason.

Actual Program Outputs

Actual Program Output (APO) reports were submitted on paper or through a CJAD website up through FY2013 data. Beginning with FY2014 data, APO reports are compiled from CSTS-ISYS program data for the fiscal year. APO reports are used to calculate program success rates which are included in the scoring of grant proposals for DP and TAIP funding. APO reports assist CJAD in monitoring submission of program data to CSTS-ISYS. The information is also used in legislative analyses and information requests.

APO reports are compiled for every CSCD, program code, and designator combination. The reports contain the following information:

- Beginning of Year count
- Total number of placements
- Total number of discharges
- Number of discharges by program discharge reason
- End of Year count
- Number served

Please contact Research and Evaluation Staff if you have any questions about Actual Program Output Reports.

TAIP Quarterly Reports

Information on the Treatment Alternatives to Incarceration Program (TAIP) is required to be submitted on the TAIP Quarterly Report and to CSTS-ISYS on at least a monthly basis. Currently, the quarterly reports are the source for TAIP information included in the Uniform Cost Report, performance measures, and for some information requests. Currently, CSTS-ISYS is used for auditing purposes, monitoring of program outcomes and data submission, and for offender-level information requests.

In response to questions from the field, Research and Evaluation staff have considered eliminating the quarterly report and using data from CSTS-ISYS. Unfortunately, some information on the quarterly report that is needed for the Uniform Cost Report is not in a format that could be easily collected in CSTS-ISYS. For the foreseeable future, CJAD will continue to collect TAIP quarterly reports.

Deadline: TAIP Quarterly Reports are due by the 15th after the end of the quarter.

For example, the report for the first quarter (September-November) is due by December 15th. CJAD realizes that not all needed information may have been received from vendors by when the report is due. Estimates should be sent by the deadline and a revised report submitted when actual numbers are available. Please indicate in the boxes on the report whether the report includes estimates or all numbers are actuals.

Submitting the Report: Reports should be uploaded to the FTP (Blue Zone) in Research & Evaluation/CSCD Reports/TAIP Reports but may be faxed to CJAD at (512) 305-9368 if technical issues make the Blue Zone unavailable. Each CSCD that receives a TAIP grant has their own folder within the TAIP Reports folder. CJAD requests that reports are not emailed as this restricts other CJAD staff from being able to access the information.

As TAIP has its own grant funding stream, it is subject to more scrutiny by the Legislative Budget Board and thus CJAD. Please keep TAIP reports for the current fiscal year and the prior fiscal year up-to-date and accurate. If any changes are made that impact the information on the report, revisions need to be submitted to CJAD. It is also important to let Research and Evaluation staff know of any changes made to the program that can impact the number of offenders served or the costs of treatment.

Please contact Research and Evaluation Staff with any TAIP questions.

Notes on CSTS-ISYS submission: Beginning in FY15, supportive residential treatment is reported under the program code 'SFTS'. Intensive residential treatment and detoxification treatment are reported with the program code 'SFTI'. All outpatient treatment is reported under the program code 'SATT'. Program discharge reasons on the quarterly report are identical to those in CSTS-ISYS. As on the quarterly report, all outpatient services are reported under the same program code and designator; therefore, if an offender moves between intensive outpatient and supportive outpatient or between group and individual, it is only one outpatient placement and discharge unless a break in service occurred or the offender is removed from the program for a period of time. .

TAIP Quarterly Reports

Texas Department of Criminal Justice-Community Justice Assistance Division

TREATMENT ALTERNATIVE TO INCARCERATION PROGRAM

QUARTERLY DATA FORM - FY 2017

1a. TAIP Region/ CSCD: _____ **Program ID:** _____

1b. Data Contact Person: _____ **Phone:** _____

1c. Activity Period (check one)**:** __ **Sep - Nov (Due Dec 15th)** __ **Mar - May (Due Jun 15th)**
__ **Dec - Feb (Due Mar 15th)** __ **Jun - Aug (Due Sep 15th)**

2. Data Status (check one)**:** __ **Actual** __ **Estimated (see note below)**

Note: If you cannot complete the quarterly data form by the deadline, please complete the form to the best of your knowledge (estimate, if feasible). Attach an explanation to the form acknowledging that an amended quarterly data form will be sent when the information is available.

SEE DETAILED INSTRUCTIONS PRIOR TO COMPLETING THIS FORM.

3. Number Screened: _____ **4. Number Evaluated:** _____

		5		6	7		8 & 9		10
	As of the last day of the quarter:	**Detox**		**Intensive Residential**	**Supportive Residential**		**OUTPATIENT Group and Individual**		**TOTAL**
A	Previous End of Quarter Total								0
B	Intakes-Admissions during Quarter								0
C	Total Clients Served **(A+B)**	0		0	0		0		0
Discharges during Quarter:									
d1	Completion of Program of Term								0
d2	Inappropriate Placements								0
d3	Unable to Participate								0
d4	Violation of Program/Service Conditions								0
d5	Moved								0
d6	Other Subsequent Overriding Activity								0
d7	Absconded								0
d8	Revocation								0
d9	Progressive Sanctions								0
d10	Death								0
D	Total Discharged during Quarter (d1+d2+d3+d4+d5+d6+d7+d8+d9+d10)	0		0	0		0		0
E	End of Quarter Balance (C-D)	0		0	0		0		0
F	Units: Days or Hours								
		Client Days		Bed Days	Bed Days		Group client hours	Individual Client Hours	
G	Cost								
		Reimbursable Costs		Reimbursable Costs	Reimbursable Costs		Reimbursable Costs	Reimbursable Costs	Total Costs

Signatures:

_____ _____

TAIP Coordinator **Date** **CSCD Director** **Date**

Please send completed forms to the TDCJ-CJAD Research & Evaluation Section at:
209 West 14th Street, Suite 400, Austin, Texas 78701
TDCJ-CJAD Fax # (512) 305-9368

rev 12/2/16

TAIP Quarterly Reports

TREATMENT ALTERNATIVES TO INCARCERATION PROGRAM (TAIP) QUARTERLY DATA FORM (QDF) - FY2017

INSTRUCTIONS BY ITEM

Note: Items on the second part of the QDF (the activity table) reflect service(s) – therefore, if an individual received several types of services during the quarter (i.e., detoxification, outpatient group counseling, and outpatient individual counseling), that individual would be counted once in each activity column.

1a. **TAIP Region/CSCD Name and Program ID.** Indicate the Community Supervision and Corrections Department (CSCD) operating the TAIP as it appears on the TAIP Grant Award. For regional programs covering more than one CSCD jurisdiction, report the name of the CSCD that compiles the quarterly data for the regional TAIP. Enter the Program ID. This number must correspond with the number on the budget and in the CJP.

1b. **Data Contact Person.** Fill in the name of the person who should be contacted regarding questions about numbers reported on the form. This is usually the person responsible for completing the form. Include the person's telephone number.

1c. **Activity Period.** Check the box that corresponds with the appropriate quarter. One form should be completed each quarter. Only information for that quarter should be reported on the form.

2. **Data Status**. Check the box indicating if the information provided in the QDF is the actual final information or is a temporary estimation. If the requested data are not available by the deadline, submit the QDF with estimated information, select "estimated" and include a brief explanation of the reason for the incomplete data. The final QDF should be submitted as soon as complete data are available, in which case the "final" box should be selected.

PARTICIPANT INFORMATION

Questions 3 and 4 provide information regarding screening and evaluation activities. Screening refers to instruments administered to determine a client's degree of chemical dependency. Evaluation refers to instruments administered to determine specific treatment needs. Screenings and evaluations are generally conducted as part of an initial intake prior to a treatment referral.

3. **Number Screened**. Indicate the total number of screenings performed. Screenings should only be counted if a CJAD-TAIP approved instrument was used (TRAS Trailers are considered a CJAD approved TAIP Instrument and should be counted on the report as screenings, TDCJ-CJAD Standards/Policy Statements/CJAD-PS-18 TRAS 01-01-2016). Only departments that have been granted a waiver to use another instrument may include those in the Total Number Screened. Each client should be counted only once, even if multiple screenings were performed in the quarter.

4. **Number Evaluated.** Indicate the number of clients administered the evaluation instruments during the quarter. Note that the Addiction Severity Index (ASI) and the Substance Abuse Evaluation (SAE) are the only TDCJ-CJAD approved evaluation instruments for the TAIP. No other evaluations should be included in the number reported in this category.

TAIP Quarterly Reports

ACTIVITY COLUMNS

Reporting for detoxification services in ISYS. No ISYS program code is associated with the detoxification program; therefore, individuals that enter into a detoxification program should be entered into ISYS as Intensive Residential. *This is only for ISYS purposes, detoxification should continue to be reported as a separate program on the TAIP Worksheet and should remain separate in all other records*.

The four Activity Columns represent the treatment services that can be provided through TAIP grant funding: detoxification services, intensive residential treatment, supportive residential treatment, outpatient group and individual counseling. Do not report clients referred only to 12-step groups in these Activity Columns.

Report services provided during the quarter according to the date the service was provided. Type or print clearly and complete all blanks. Answer with "N/A" if the item is not applicable.

A. **Previous End of Quarter Total.** Report the number of clients remaining in the service at the end of the previous quarter. This number is available on line E (End of Quarter Balance) of the activity table from the previous quarter's TAIP QDF.

B. **Intakes during Quarter.** Report the total number of clients that are not on a "Waiting List" and/or a "No Show". Include in this item any clients that have a change in the level of treatment services. For example, if a client was placed in detoxification and intensive residential treatment within the same quarter, that client would be counted in both Activity Columns, once in item 5B-Detoxification (Intakes –Admissions during Quarter) and the second time in item 6B.-Intensive Residential (Intakes-Admissions during Quarter). *Please Note: a person should not be counted in a program until they have face to face contact with program staff, the screening process is* ***not*** *considered to be face to face program staff contact.*

C. **Total Clients Served.** Report the total number of clients that received treatment services during the quarter.

- **Item A (Previous End of Quarter Total) plus item B (Intakes-Admissions during Quarter) shall equal to Item C (Total Clients Served).** (Item A + Item B = Item C)

D. **Discharges during Quarter.** This refers to the total number of clients who successfully or unsuccessfully completed the service or treatment term during the quarter. Break down this number into the following categories: d1-Completion of Program or Term, d2-Inappropriate Placement, d3-Unable to Participate, d4-Violation of Program/Service Conditions, d-5 Moved, d-6 Other Subsequent Overriding Activity, d-7 Absconded, d-8 Revocation, d-9 Progressive Sanctions, d-10 Death. The total of these categories should equal the total number of discharges in the Quarter (reported on Item D).

d1-Completion of Program or Term
Indicates that the program was completed if the individual completed all required phases of the program / service, was assessed to no longer need the program / service, or completed the mandated length of participation.

d2-Inappropriate Placement
An offender is placed in a program that is not appropriate. For example, the program is not in a language the offender uses, the offender is low risk and the program only serves

high risk offenders, or the offender is a recreational drug user and the treatment is meant for addicts. The inappropriate placement must be identified within 15 calendar days of placement, and the offender must be discharged within 28 calendar days of placement.

d3- Unable to Participate
An offender's situation changes outside of the offender's control, and he/she is no longer able to participate in the program. For example, the offender sustained a serious injury or medical condition and is hospitalized.

d4-Violation of Program / Service Conditions
Report Violation of Program / Service Conditions if the individual is discharged because of violations. These violations may or may not violate the conditions of community supervision (e.g. refusal to participate in or attend treatment, disorderly conduct, drug use, assaultive behavior, etc.)

d5-Moved
Report Moved if the individual moves to another county and is no longer able to participate in the program.

d6-Other Subsequent Overriding Activity
Report Other Subsequent Overriding Activity if the reason for discharge does not fall under any of the other discharge reasons.

d7-Absconded
Report Absconded if the individual was discharged from the program due to absconding from community supervision.

d8-Revocation
Report Revocation if the individual was discharged from the program due to a revocation of community supervision not related to a violation of program/service conditions.

d9-Progressive Sanctions
Report Progressive Sanctions if the individual was discharged from the program and placed in another program to address the offender's risk/needs as per the CSCD's progressive sanctions model.

d10-Death
Report Death if the individual died while participating in the program.

E. **End of Quarter Balance.** This is the total number of clients remaining in the service at the end of the quarter. This number should be carried over into item A for the subsequent quarterly report.

- **Item C (Total Clients Served) minus item D (Discharges during Quarter) must equal item E (End of Quarter Balance).**

F. **Units: Days and Hours.** Report the number of Bed Days (Residential) or Client Hours (Outpatient) by service level and type.

G. **Cost.** Reimbursable activity includes services provided to clients for whom no other form of payment is available either through an existing community resource, insurance coverage, or direct payment from the client. Services provided to such clients who meet all of the criteria outlined by the TAIP are reimbursable through TAIP funds. Report the total estimated number of hours or days; whichever is applicable, for all reimbursable client services**.** The following formulas are used to calculate the reimbursable costs:

- Residential (Bed Days) **times** (Monetary Rate for Service) **equals** (Reimbursable Costs)
- Outpatient (Client Group Hours) **times** (Monetary Rate for Service) **equals** (Reimbursable Costs)
- Outpatient (Client Individual Hours) **times** (Monetary Rate for Service) **equals** (Reimbursable Costs)

Complete the formula for each service. If more than one rate is applicable to one service, calculate the reimbursable costs for each rate on a separate sheet. Report the total bed days/client hours (F) and total reimbursable costs (G) on the form, according to the particular type of service (columns 5 through 10). Retain the calculation worksheets for record and/or CJAD audit purposes.

Non-reimbursable activity is not collected on the TAIP Quarterly Data Form, but this definition is provided in order to clarify the definition of reimbursable activity. Non-reimbursable activity includes services for which payment is provided through another existing community resource, other CSCD funding source, insurance coverage, or direct payment from the client. Existing resources can include Substance Abuse Felony Punishment Facilities (SAFPFs), Court Residential Treatment Centers (CRTCs) and Drug Courts.

Submitting the Completed Form. When the form is completed, the CSCD Director should sign and date the form. If the form is incomplete and/or will be amended, the TAIP Coordinator will sign the form and forward the estimated expenditures with a brief explanation regarding the reason for the amendment and/or the incomplete form.

Substance Abuse Felony Punishment Facilities (SAFPF) Quarterly Report Instructions & ISYS Reporting

Information on offenders in the SAFPF Continuum of Care (Transitional Treatment Centers and outpatient) is required to be submitted on the SAFPF Quarterly Report and to CSTS-ISYS on at least a monthly basis. The purpose of the SAFPF Quarterly Reports is to have accurate records of individuals on community supervision being claimed for SAFPF supplemental funding. A list of direct supervision SAFPF graduates in Phase I and Phase II of the Continuum of Care will be needed from all departments requesting supplemental funding.

Deadline: SAFPF Quarterly Reports are due by the 10th day after the end of the quarter. The CSCD shall submit a list of offenders supervised during that quarter.

Note: The third quarter figures will be used for determining the fourth quarter payment and adjustments will be made after the following quarter.

Contact: Tarik Shakir 512-305-9328 tarik.shakir@tdcj.texas.gov

Submitting SAFPF information to CSTS-ISYS: Offenders sentenced to SAFPF should be reported in CSTS-ISYS using the 'SAP' incarceration code and '00' for the designator. Offenders in Transitional Treatment Centers (TTCs) or TTC Alternative should be reported using the 'SRA' incarceration code and '00' for the designator. Offenders in approved 4C programs should be reported using the program code 'CCCC' and designator '00.' Once offenders have returned to the CSCD and are participating in Phase II outpatient substance abuse treatment aftercare, the program placement should be reported to CSTS-ISYS using the 'SOA' incarceration code (which is new in FY2017) and designator '00.' The 'SOA' code is meant to track offenders in CSCD operated outpatient substance abuse treatment aftercare programs and outpatient substance abuse treatment aftercare provided through TDCJ-funded contracts. Discharge information, including the discharge date and discharge reason, needs to be submitted whenever an offender is discharged from SAFPF, TTC/4C, or outpatient aftercare. Offenders on SAFPF aftercare caseloads, defined as programs or program components in the CJP or SP, will be reported using program code 'SCPA' and the assigned designator.

The placement date should reflect the day the offender arrived at the facility or began outpatient aftercare, not the referral date nor the date they went to county jail to await transfer to SAFPF.

If you have questions about reporting SAFPF and Continuum of Care information to CSTS-ISYS, please contact the Research and Evaluation Section or the Information Technology Section.

Substance Abuse Felony Punishment Facilities (SAFPF) Quarterly Report Instructions & ISYS Reporting

SAFPF QUARTERLY REPORT

_____**CSCD**
(County)

SAFPF OFFENDERS CURRENTLY IN THE CONTINUUM OF CARE

FY_____ Quarter_____ (Dates: from_____to _____)

Name of Reporting Officer: _____

Contact Phone #_____ Email: _____

Name & SID #	Beginning date of the Continuum of Care (date released from SAFPF unit)	Date within the quarter the offender became eligible to receive funding	Date of completion or last day of quarter in Continuum of Care	# of days in the Continuum of Care for the quarter
Total Clients				Total Days

Substance Abuse Felony Punishment Facilities (SAFPF) Quarterly Report Instructions & ISYS Reporting

Substance Abuse Felony Punishment Facility (SAFPF) Quarterly Report Form Instructions

On the 10th day after the end of each quarter, CSCDs requesting supplemental funding should submit a report of SAFPF graduates under direct supervision in the continuum of care to the TDCJ-CJAD SAFPF section. To be submitted by CSCDs utilizing a TDCJ contracted vendor and CSCDs with a waiver who receive services from a non-funded vendor.

Line 1: "_____ County": Enter County name in blank provided (not the Judicial District number).

Line 2: Enter fiscal year and quarter that is being reported. Example: "FY17 Quarter 1st". List the dates of the quarter. Example: from 9-1-16 to 11-30-16.

Line 3 and 4: Enter name of reporting officer, a contact phone number and email.

Column 1: Enter the offender's name and SID number.

Column 2: Enter the date the offender began the Continuum of Care. The date the offender was released from the SAFPF unit (this date never changes).

Column 3: Enter the first date of the quarter the offender is eligible to receive funding.

Column 4: Enter the last day of the quarter or the date within the quarter the offender ended the continuum of care. AMS entries must accurately reflect dates of service.

Column 5: Enter the number of days in the continuum of care for the quarter. Subtract any jail time greater than 15 days.

Batterer Intervention and Prevention Program Actual Program Output Report

Through an appropriations rider, the Legislature specifies that a certain amount of DP funds be spent to fund Batterer Intervention and Prevention Programs (BIPP). BIPPs that receive DP grants are subject to additional reporting requirements including submission of an Actual Program Output (APO) Report. Information from the APO Reports is used to calculate program success rates and other performance measures focused on review of adherence to BIPP Guidelines. Other performance measures include average number of victim contacts and percent of referrals enrolled in program.

Research and Evaluation Section staff compile information from the Monthly Activity Reports (MAR) submitted by the BIPPs and calculate fiscal year totals. These totals are then inputted into an APO Report. BIPPs are asked to compare the APO reports to their internal reports to make sure that the numbers match. If CJAD's numbers and the BIPPs' numbers do not match, the BIPPs either have to update their records or the MARs and submit a new APO Report.

Deadline: APO reports are usually due in the spring following the end of the fiscal year.

Submitting the Report: Once Research and Evaluation staff have populated the APO Reports, the report, instructions, and deadline will be sent to each program. BIPPs are given a couple of weeks to verify the accuracy of the reports against their internal records. Once the BIPP has verified the information is correct, the report is approved by completing the contact information for the person completing the report. The report is then faxed or emailed to the Research and Evaluation Section staff by the given deadline. If the contact information has not been completed, the report will be returned to the BIPP for completion.

If discrepancies are found, the BIPPs must take steps to resolve the discrepancies. If the numbers in the APO Report are correct than the BIPP needs to revise their internal records. If the APO Report is incorrect then the BIPP must revise MARs and a revised APO report with the correct numbers needs to be submitted. Any revisions must be completed by the report deadline.

Extensions can be granted on a case by case basis if exigent circumstances exist.

Failure to submit APO Reports and any revisions by the deadline are noted and are taken into consideration when making funding decisions.

Contact Research and Evaluation Section staff with any questions regarding the BIPP APO Report and related revisions.

Batterer Intervention and Prevention Program
Actual Program Output Report

BIPP Actual Program Output Report Form

		Program Name:						CSCD:		
I.		**Probation**	**Parole**	**Pretrial**	**CPS**	**DA's Office**	**Attorney or Judge**	**Volunteer (Self)**	**Other**	**Total**
A.	Beginning participant caseload for FY 2014 (as of September 1, 2013)									0
B.	Total number of referrals during FY 2014									0
C.	Total number of participants added to caseload during FY 2014									0
D.	Total number of exits during FY 2014									0
E.	Exits during FY 2014 due to:								Grand Total:	0
	1. Completion of program									0
	2. Failed to complete program requirements									0
	3. Terminated from program									0
	4. Death									0
	5. Moved									0
	6. Program length exceeds supervision length									0
	7. Excessive absences									0
	8. Manipulative or disruptive behavior									0
	9. Fees									0
	10. Other									0
F.	Total number served during FY 2014 (A+C)	0	0	0	0	0	0	0	0	0
G.	Remaining participant caseload in program at close of FY 2014 (as of August 31, 2014) (F-D)	0	0	0	0	0	0	0	0	0
II.	**A. Intervention Sessions**									
	1. Total number of hours spent in group sessions									
	2. Total number of hours spent in individual sessions				Name of Contact Person : _____					
B.	**Victim Contacts**									
	1. Total number of victims contacted				Telephone Number: _____					
	2. Total number of contacts made									

Batterer Intervention and Prevention Program Actual Program Output Report

BIPP Actual Program Outputs (APO) Report
Instructions for Completing the Report

Reporting of Actual Program Outputs (APO) is required of every active program receiving funds from the Texas Department of Criminal Justice - Community Justice Assistance Division (TDCJ-CJAD). Batterer Intervention and Prevention Programs (BIPPs) are required to submit APO for their program not only because they receive funding from CJAD, but also because the monies come from the Diversion Program (DP) line item. All programs receiving DP funds must submit APO reports as a condition of their grant.

Each BIPP program will receive an Excel spreadsheet from CJAD's Research and Evaluation Section. The spreadsheet will be pre-populated with the numbers submitted on the Monthly Activity Reports (MAR) previously submitted by the BIPPs. Programs are **required** to verify that the pre-populated numbers are correct. Please double check the numbers and calculations on the spreadsheet you plan to submit to ensure the numbers are correct. Please correct any errors on the APO form and any erroneous MARs in the website. Revisions need to be submitted when the report is due. If the pre-populated numbers do not match what is submitted, TDCJ-CJAD will contact you for APO or MAR corrections so that the data matches.

If you have any questions or need assistance with the report, please contact _____at (512) ___-____ or via email at _____@tdcj.texas.gov. Please **do not** call the Texas Council on Family Violence (TCFV) with questions concerning this report as they are not involved in the APO process and have not received copies of your spreadsheet. Thank you.

Line by Line Instructions for APO Report

I. Indicate the Program Annual Activity

I.A. Beginning participant caseload as of September 1, 20__: Indicate the number of persons by referral source who were in the program at the start of the fiscal year.

For example, the number of probationers on the participant caseload on September 1, 20__, would be reported under the Probation column. The number of parolees on the participant caseload on September 1, 20__, would be reported under the Paroles column. Any participant who was not referred by probation, parole, pretrial, Child Protective Services (CPS), Attorney or Judge, District Attorney's (D.A) Office, or Volunteer (Self) would be included in the 'Other' column.

I. B. Total number of referrals during FY 20__: Indicate the number of persons by referral source who were referred to the program during the fiscal year.

I.C. Total number of participants added to the caseload during FY 20__: Indicate the number of persons by referral source who were placed in the program during the fiscal year.

Batterer Intervention and Prevention Program
Actual Program Output Report

I.D. Total number of exits during FY 20__: Indicate the number of persons by referral source who exited the program during the fiscal year. The total reported must equal the sum of I.E.1, I.E.2, I.E.3, I.E.4, I.E.5, I.E.6, I.E.7, I.E.8, I.E.9, and I.E.10.

I.E. Exits during FY 20__ due to: Indicate the number of persons by referral source who exited the program, by each exit type, during the fiscal year. The ten categories should sum to the number reported in item I.D.

Note: the grand total of the ten categories will appear in line I.E. for easy comparison to line I.D. If the grand total does not equal line I.D., there is an error within the ten categories which needs correcting. A formula has been saved in the grand total cell so you do not need to calculate this total yourself.

1) Completion of program: Indicate the number of persons by referral source who exited the program after the successful completion of all program components and requirements.

2) Failed to complete requirements: Indicate the number persons by referral source who exited the program without successfully completing all program components and requirements.

3) Expulsion from program: Indicate the number of persons by referral source who were expelled from the program because of program violations, continued violent behavior, lack of participation, etc.

4) Death: Indicate the number of persons by referral source who passed away during the fiscal year.

5) Moved: Indicate the number of persons by referral source who stopped attending your program, because they moved out of your service area.

6) Program length exceeds supervision length: Indicate the number of persons by referral source who stopped participating in the program because they were no longer under the jurisdiction of the referral source.

7) Excessive absences: Indicate the number of persons by referral source who exited from the program due to excessive absences.

8) Manipulative or disruptive behavior: Indicate the number of persons by referral source who were exited from the program due to manipulative or disruptive behavior.

9) Fees: Indicate the number of persons by referral source who were exited from the program due to unpaid program or group fees.

10) Other: Indicate the number of persons by referral source who exited the program for a reason that does not fit the definition of any of the other categories above. This category should only be used as a last option.

I.F. Total number served during FY 20__: Indicate the total number of persons by referral source who were served in the program during the fiscal year. Calculate the total number served by summing the *Beginning Count* and the *Number of Intakes* (i.e., Item I.A. + Item I.C. = Item I.F.). A formula has been saved in the Total cell so you do not need to compute this figure yourself.

I.G. Total number remaining on the participant caseload on August 31, 20__: Indicate the number of persons by referral source who were on the participant caseload at the end of the fiscal year. You can calculate the total number remaining in the program by taking the *Total Served* and subtracting the *Number of Exits* (i.e., Item I.F. – I.D. = I.G.).

II. Indicate the Program Annual Data: Complete the applicable information for services offered to participants during FY 20__.

II.A. Intervention Sessions: This can refer to any general form of group or individual intervention session that is offered to probationers, parolees, and other participants.

1) Total number of hours spent in group sessions: Indicate the total number of hours all probationers, parolees, pretrial participants, and other participants spent in group counseling.

2) Total number of hours spent in individual sessions: Indicate the total number of hours all probationers, parolees, pretrial participants, and other participants spent in individual counseling. Example: an exit session that was conducted with the individual offender rather than with the entire group

II.B. Victim Contacts: This section refers to communications with the victim, which may include letters, phone calls, or meetings in person.

1) Total number of victims contacted: Individual victims are being counted. Indicate the number of victims contacted whose batterer was a probationer, parolee, pretrial participant, or other participant.

2) Total number of contacts made: Indicate the total number of contacts made with victims whose batterer was a program participant. Contacts are being counted here (mail, phone, etc.). **This number should only include successfully made contacts, not attempts**. Mailing a letter would be considered a successful contact unless the letter is returned. Phone calls are considered successful contacts when the caller speaks directly with the victim. Leaving a phone message is **not** a successful contact.

Note: II.B.2 should be larger than II.B.1. since victims should be contacted at least twice according to the BIPP Guidelines, when an offender begins the program and when an offender exits the program.

Contact Person

The person listed should be someone who can answer specific questions about the data and how the numbers reported on the MAR were calculated.

Instructions for Returning APO Report to CJAD

When you have completed the report, save the spreadsheet to your computer/network, this ensures your program has a copy of the submitted report.

Please return the report to _____, with CJAD's Research and Evaluation Section, by attaching it to an email and sending it to _____@tdcj.texas.gov or printing a copy of the spreadsheet and faxing it to (512) 305-9368. Email is preferred.

A report, with a contact person listed, must be submitted to CJAD's Research and Evaluation Section, even if all the pre-populated numbers were correct and no changes were made to the report sent to you by CJAD.

If you have any questions, please call _____ at (512) ___-____.

Batterer Intervention and Prevention Program Monthly Activity Report

Reporting Requirements:

The Monthly Activity Report (MAR) is required from all Battering Intervention and Prevention Program (BIPP) accredited or probationary accredited service providers, as is stated in Guideline 27 of the Accreditation Guidelines. The BIPP MAR collects information from the provider about the number of participants receiving BIPP services each month. This data must be maintained and kept on file by programs or providers for a period of seven years after submission.

The Texas Department of Criminal Justice-Community Justice Assistance Division (TDCJ-CJAD) and the Texas Council on Family Violence (TCFV), are required by §42.141, Code of Criminal Procedure, to perform program evaluations and other research activities. In addition, TCFV is required to prepare an annual report that is submitted to TDCJ-CJAD and the Legislature. The MAR provides data that will assist TDCJ-CJAD and TCFV in performing their program evaluation, research, and annual report responsibilities.

Deadline: BIPP accredited service providers will submit their MARs to TDCJ-CJAD by the 10th of the month following the reporting period. For example, the September MAR is due by October 10th.

How to Submit the MAR to CJAD

Providers are required to submit their MAR data via the BIPP MAR website. All MARs are due to TDCJ-CJAD by the 10th of the month following the reporting period.

BIPP MAR Website link: http://cjadweb.tdcj.state.tx.us/bipp/

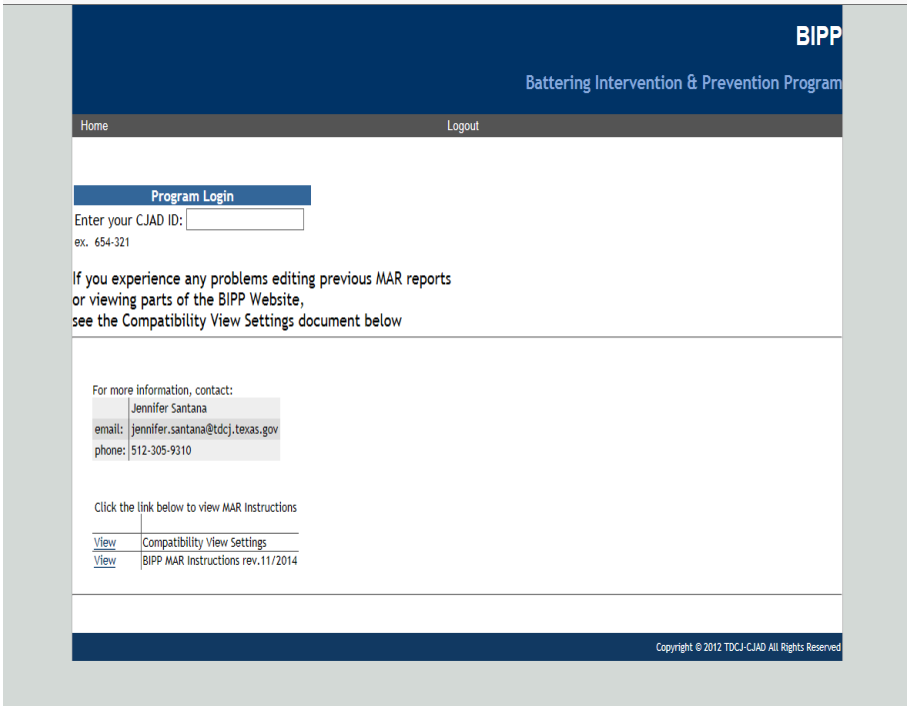
If you have any questions about the MAR or how to submit the data via the website, please contact Jennifer Santana at 512-305-9310 or jennifer.santana@tdcj.texas.gov.

If you need technical assistance help with the BIPP MAR Website please contact Booker Washington at 512-305-9378 or Booker.washington@tdcj.texas.gov.

TCFV is not involved in the collection of MAR data and cannot answer questions regarding the MAR.

Batterer Intervention and Prevention Program Monthly Activity Report

Monthly Activity Report (MAR) Website



Instructions for Completing the MAR

When your program begins providing services, you must complete the MAR. Click on the link to the MAR site or enter the address into your web browser. The home page with the Program Login box will be displayed. Enter your six digit program ID# into the login box. Your ID# can be found on your probationary accreditation letter and your accreditation certificate.

The next screen will display your program name and ID#. Click on *Create a new MAR* to begin entering your data for the reporting period. You can only enter data into the fields which are highlighted yellow. Formulas are loaded into the Total column. All totals will be calculated automatically; except Intervention Sessions, Victim Contacts, and Training. Formulas are locked and protected to prevent inadvertent changes.

Report Identification Information
Reported by – enter the name of the person who is entering the data for the provider
Email – enter the email address which can be used to contact the person making the report
Report month – enter the month for which you are reporting the data. This should be the month prior to the current month, if you are reporting your data on time.
Report year – enter the current calendar year. Do not enter the fiscal year.
Phone – enter the telephone number for the person who is completing the report.

All of the other information in the top section of the report should be automatically populated and cannot be changed.

Batterer Intervention and Prevention Program Monthly Activity Report

Referrals

Enter the referral source for each participant to be reported. Participants need to be counted on the report based on the referral source. Indicate the number of referrals during the month that were made in each category: Probation, Parole, Pretrial, CPS, DA's Office, Attorney or Judge, Volunteer (Self) or Other.

Referrals	Probation	Parole	Pretrial	CPS	DA's Office	Attorney or Judge	Volunteer	Other	Total
Total Referrals	0	0	0	0	0	0	0	0	
Participant Caseload									
Beginning Caseload	5	2	1	1	0	0	0	6	
New Participants admitted with intake	0	0	0	0	0	0	0	0	
Readmitted with/without new intake	0	0	0	0	0	0	0	0	
Total Participants Added to Caseload (New and Readmitted)									

Pretrial includes participants who were referred by pretrial diversion.

Other includes participants who were referred by law enforcement, protective orders, or any other source that is **not** Probation, Parole, Pretrial, CPS, Attorney or Judge, or Volunteer (Self).

Important Note: The purpose of this field is to indicate the initial source of this referral. If a participant is referred to your program under Pretrial and are admitted into the program after your intake/assessment, they should remain under the Pretrial column until they either complete or exit your program. If this participant is placed on Probation during the course of the program **do not** move this participant from the Pretrial column to the Probation column. The category for any participant should not change during the time they are active in the program. If a participant is reported in one category, they should continue to be reported under the same category until they have exited the program.

Participant Caseload

Beginning Caseload: If you are submitting your MAR on time, by the 10th day of the month, the beginning caseload numbers from the previous month will be automatically populated. If not, type the number of participants in your program for each category at the beginning of the month. Make sure these numbers match the numbers from the previous month's MAR Remaining Caseload.

Continue entering the number of participants in each category, as applicable, on each line: New Participants admitted with intake and Readmitted with/without new intake. Only include those participants who were placed in the program. Do not include intakes that were evaluated as inappropriate and did not enter the program. This number also includes participants who had been in the program previously but had exited and were readmitted into the program during the month with or without a new intake.

Batterer Intervention and Prevention Program Monthly Activity Report

Exits

Enter the number of participants in each category who exited the program during the month.

Exits	Probation	Parole	Pretrial	CPS	DA's Office	Attorney or Judge	Volunteer	Other	Total
Completion of program	0	0	0	0	0	0	0	0	
Failed to complete program requirements	0	0	0	0	0	0	0	0	
Terminated from program	0	0	0	0	0	0	0	0	
Death	0	0	0	0	0	0	0	0	
Moved	0	0	0	0	0	0	0	0	
Program length exceeds supervision length	0	0	0	0	0	0	0	0	
Excessive absences	0	0	0	0	0	0	0	0	
Manipulative or disruptive behavior	0	0	0	0	0	0	0	0	
Fees	0	0	0	0	0	0	0	0	
Other exits	0	0	0	0	0	0	0	0	
Total number of exits									
Total served									
Remaining Caseload	0	0	0	0	0	0	0	0	

1) Completion of program: satisfactorily completing orientation, intake/assessment, attended the required number of sessions, paid fees in full, and complied with program requirements.

2) Failed to complete requirements: exited the program prior to completing all program requirements. For example, when a participant fails to complete the required number of group sessions or a participant fails to complete an exit session.

3) Terminated from program: terminated from the program for noncompliance reasons such as continued abuse, use of drugs/alcohol or other violation of program rules, not otherwise listed.

4) Death: participants who passed away during the reporting month.

5) Moved: participants who stopped attending your program, because they moved out of your service area.

6) Program length exceeds supervision length: participants who stopped participating in the program because they were no longer under the jurisdiction of the referral source. For example, a parolee begins the program, but stops attending after a month because they have been discharged from parole and the Texas Board of Pardons and Parole no longer has jurisdiction over them.

7) Excessive absences: participants who were exited from the program due to excessive absences.

8) Manipulative or disruptive behavior: participants who were exited from the program due to manipulative or disruptive behavior.

9) Fees: participants who were exited from the program due to unpaid program or group fees.

10) Other: participants who exited the program for a reason that does not fit the definition of any of the other categories above. This category should only be used as a last option.

New Participants Admitted with Intake (Only include new participants in this section)

Enter the number of new participants who meet the specified demographic (age and race/ethnicity) on the appropriate line and in the applicable referral type category. If the racial/ethnic categories do not apply to a participant, or if more than one category is applicable to a participant, count the participant in the *Other* category.

New participants admitted with intake	Probation	Parole	Pretrial	CPS	DA's Office	Attorney or Judge	Volunteer	Other	Total
Age									
17-21	0	0	0	0	0	0	0	0	
22-25	0	0	0	0	0	0	0	0	
26-29	0	0	0	0	0	0	0	0	
30-39	0	0	0	0	0	0	0	0	
40-49	0	0	0	0	0	0	0	0	
50+	0	0	0	0	0	0	0	0	
Total									
Race / Ethnicity									
African American	0	0	0	0	0	0	0	0	
Caucasian	0	0	0	0	0	0	0	0	
Hispanic	0	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	
Total									

Intervention Sessions

This can refer to any general form of group or individual intervention session that is offered.

Intervention Sessions	Totals
Participant hours in intake sessions	0
Participant hours in orientation sessions	0
Participant hours in group sessions	0
Participant hours in individual sessions (include exit sessions)	0

1) Participant hours in intake sessions: Enter the total number of hours all participants (new and readmitted) spent in intake sessions during the month. This includes the total

number of hours spent on appropriate (participants who were admitted into the program) and inappropriate (participants who were not admitted into the program) intakes.

___# of new intakes X ___# of intake sessions per participant X ___Hrs/session= Total intake hours

2) Participant hours in orientation sessions: Enter the total number of hours all participants spent in orientation sessions during the month.

____# of participants in all orientations X ____Hrs/individual or group orientation=Total orientation hours
(group/individual) (excluding break time)

3) Participant hours in group sessions: Enter the total number of hours all participants spent in group counseling during the month.

____Total # participant visits to all groups X ____ Hours/group (excluding break time)=Total group hours

4) Participant hours in individual sessions: Enter the total number of hours all participants spent in individual counseling during the month.

For example, an exit session that was conducted with the individual offender rather than with the entire group

____# of sessions X ____ Hrs/session= Total individual hours

Victim Contacts

This section refers to communications with the victim, which may include letters, phone calls, or meetings in person.

Victim Contacts	Totals
Total victims contacted	0
Total contacts made	0

1) Total number of victims contacted: Enter the total number of victims contacted whose batterer was a program participant. Each victim should only be counted **once**.

2) Total number of contacts made: Enter the total number of contacts made with victims whose batterer was a program participant. Only report contacts made (mail, phone, etc.). Do not report attempts. Mailing a letter would be considered a successful contact unless the letter is returned. When a victim is spoken to on the phone, this would be considered a successful contact. Leaving a phone message is not a successful contact.

For example, if you mailed a letter to a victim and then spoke to her on the phone, that would be 2 contacts. You would count the victim **once** under *total number of victims contacted* and would count two (2) contacts under *Total number of contacts made*.

Training for Criminal Justice System

Number of Trainings: Enter the total number of trainings performed during the month.

Hours of Training Presented: Enter the total number of hours spent training during the month.

Persons Receiving Training: Enter the total number of people from each listed entity who attended training during the month.

Training for Criminal Justice System	Totals
Number of Training	0
Hours of Training Presented	0

	Probation	Parole	Judges and Judicial Staff	Prosecutors and Staff	Law Enforcement Personnel	Other	Total
Persons Receiving Training	0	0	0	0	0	0	

Check for Errors

Once all of the data field for the report month have been entered, click on the *Check for Errors* button. The program will automatically calculate all your rows and columns and place the totals in the appropriate space. If the program finds any errors, they will be displayed in the *Errors* box.

Double check all totals to make sure the totals displayed match your documentation. If any of the numbers in the *Totals* columns do not match, review the numbers you entered in each category and row. Make any necessary corrections and click on the *Check for Errors* button again.

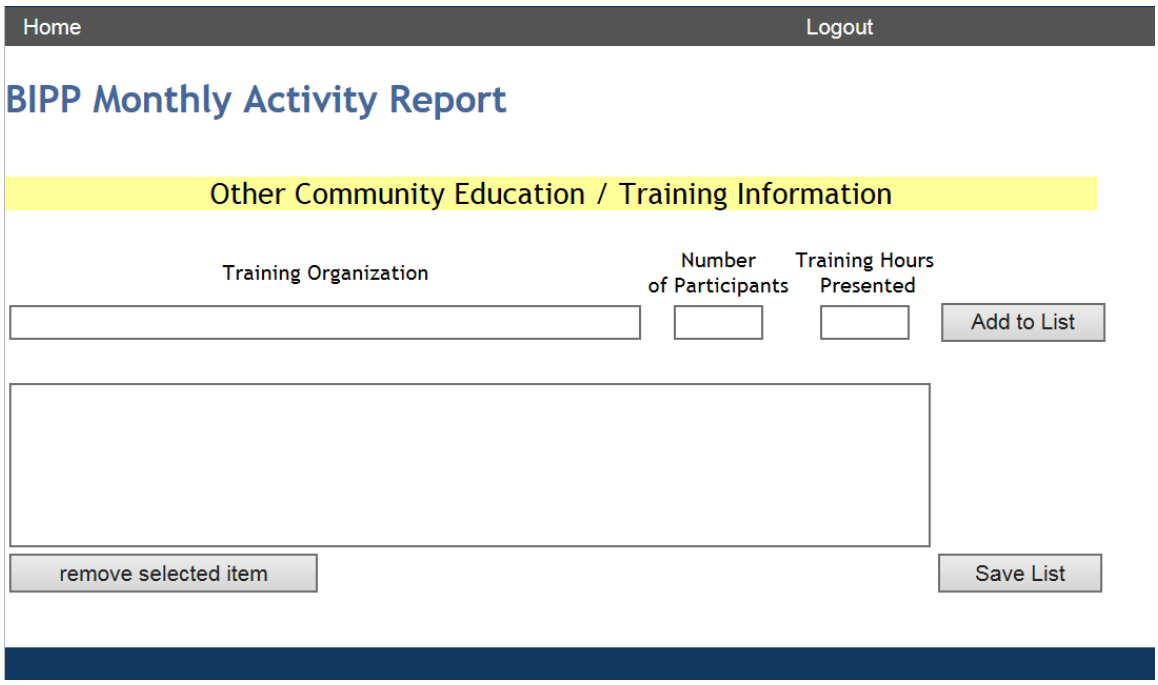
The *Total Served* number is calculated by adding the *Total Participants Added to Caseload (New & Readmitted)* for each referral type to the *Beginning Caseload* number for each referral type.

Remaining Caseload is calculated by taking the *Total Served* number and subtracting the *Total of Exits* number for each referral type. Note: These numbers have to match the beginning caseload for the next month.

Once no errors are found in the data reported, click on the *Submit MAR* button. You must correct all errors **AND** submit the MAR. The message "MAR Submitted Successfully!!" will be displayed at the top of the report form.

Add Other Community Education/Training

After you receive the message that the MAR was submitted successfully, you will receive a link to "Add Other Community Education / Training" will display. Any additional training your program provided to non-criminal justice professionals can be reported by clicking on this link. For each non-criminal justice entity who received training during the month, list the organization's name, the number of participants who attended the training, and the number of hours of training presented to each organization.



The Restitution Survey

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

Deadline: The survey is typically due to CJAD at the end of September.

Submitting the Survey: An e-mail will be sent to all CSCDs with a copy of the survey and instructions. Each CSCD should submit data for each county within the department's jurisdiction or by reporting a single total for the department.

The completed survey forms can be submitted by faxing or emailing them to the TDCJ-CJAD Ombudsman at (512) 305-9368. The Ombudsman's email address will be included in the email sent by TDCJ-CJAD. Completed survey forms can also be uploaded to the FTP server (Blue Zone) in the following directory: click on Research and Evaluation then click on Restitution Survey, select/open your county folder and save.

Contact: TDCJ-CJAD Ombudsman

Blanca Campuzano 512-305-9394 blanca.campuzano@tdcj.texas.gov

The Restitution Survey

Texas Department of Criminal Justice

Bryan Collier
Executive Director

September 01, 20--

All CSCD Directors:

The Restitution Survey is used to gather data on 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. Results of the survey are used to compile the annual Community Service Restitution and Victim Restitution Report.

Note: "can food" donations cannot be counted as actual CSR hours worked unless conditions are modified by the court (please see Policy Statement: CJAD-PS-08 attached).

Each CSCD should submit data for each county within the department's jurisdiction. **For CSCDs that do not collect victim restitution for their county or a specific county, please send justification as to why no restitution is collected. This information is provided, in the final report, to the Legislative Budget Board (LBB).**

After survey is completed and **signed by director**, you may:

- E-mail to: blanca.campuzano@tdcj.texas.gov
- Fax to Blanca Campuzano at: (512) 305-9368
- Place your completed survey (signed) form on the FTP server (Blue Zone) in the following directory: click on Research & Evaluation then click on Restitution Survey, select/open your county folder and save.

If you place your survey in the FTP server, please notify Blanca Campuzano (by e-mail) that your completed survey is located in your county folder.

Should you have questions, please contact Blanca Campuzano, at (512) 305-9394 or by e-mail at blanca.campuzano@tdcj.texas.gov

The Restitution Survey Form is due by September 30, 20--.

Sincerely,

Carey A. Welebob, Division Director

COMMUNITY JUSTICE ASSISTANCE DIVISION
Carey A. Welebob, Division Director
www.tdcj.texas.gov

Price Daniel Sr. Building
209 West 14th Street, Suite 400
Austin, Texas 78701

P.O. Box 12427 Capitol Station
Austin, Texas 78711
Phone: 512-305-9300
Fax: 512-305-9368

The Restitution Survey

CSCD Chief County:

RESTITUTION SURVEY FOR FISCAL YEAR 2016

Instructions:

In the table below, provide restitution figures for Fiscal Year 2016. Community Service Restitution (CSR) will be calculated for all defendants under direct supervision who worked community service restitution **("can food" donations cannot be counted as actual CSR hours worked unless conditions are modified by the court. Please see Policy Statement: CJAD-PS=08 attached)**. Victim restitution will be calculated for all defendants under direct or indirect supervision under court order that would require payments during FY 16. The number of defendants who paid restitution will include any defendant who paid any dollar amount.

In the "County" column, write the name of each county in your department's jurisdiction in alphabetical order. In subsequent columns, enter the total number or dollar amount of each heading for FY 16 by county. The totals in each column will automatically calculate for you. **Note: Assure chief county name is entered at the top of the form.**

List county or counties in alphabetic order.	Number of Defendants who worked CSR	Number of CSR hours worked.	Number of defendants who paid restitution	Amount of Victim Restitution collected ($)
Department Totals	0	0	0	$0.00

CSCD Director's Signature: Date:

Type Director's Name: _____

Return the completed survey form with signature via email to blanca.campuzano@tdcj.texas.gov, place in FTP Server in the following directory: Click on Research & Evaluation then click on Restitution Survey, select/open your county folder and save or fax to: Blanca Campuzano (512) 305-9368. **The CSCD Director must sign survey form before submitting.**

Ad Hoc Surveys

TDCJ-CJAD at times needs information from the CSCDs that is not available within CSTS-ISYS or from the various reports that are submitted. The need for the information often comes from information requests, the Legislature, or in preparation for legislative hearings and bill analyses. Ad hoc surveys enable TDCJ-CJAD to provide accurate and complete information.

Prior to sending out surveys, TDCJ-CJAD will ensure that the requested information is necessary, that the information is not currently available at TDCJ-CJAD, minimize as much work as possible on the part of the CSCD, and set reasonable deadlines for CSCD whenever possible.

Deadlines: Deadlines will be communicated to the CSCD when the survey is disseminated.

If the survey is a document to be completed, the survey will be emailed. Some surveys may be completed while participating in a Webinar or a link to a survey website may distributed.

Most ad hoc surveys require participation of all CSCDs. When CSCD participation is required, CSCDs will contacted to submit missing information.

If you have questions about an ad hoc survey, please contact the staff person(s) indicated within the survey communication from TDCJ-CJAD.

Quarterly Financial Reports

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 can be found in the *Financial Management Manual (FMM)* available on the TDCJ-CJAD FTP server under Fiscal Management. The following form and instructions reflect the *FMM* as of April 3, 2017.

Contact:

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

Sabira Hoq 512-305-9382 sabira.hoq@tdcj.texas.gov

Quarterly Financial Reports

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:	BIPP:	

A	Program Fund Balance at:	
B	Prior Period Adjustment (**Explain on separate attachment**)	
C	Prior Year Refunds:……..	
D	Interfund Transfer: Basic Supervision	
	Community Corrections	
E	Adjusted Fund Balance: **Total (A+B+C+D)**……	$ -
	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	**Sub Total (M-V)**	$ -
X	Refund to CJAD (Enter as negative number)	
Y	Carry Over Total (W+X)	$ -

Signature of Fiscal Officer Date	Director Date
Typed Name of Fiscal Officer	Typed Name of CSCD Director/Funding Recipient

TDCJ-CJAD Revised 09-11-2013

Quarterly Financial Reports

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.

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, as of August 31, on the fourth quarter report, TDCJ-CJAD requires that the expenditures be paid and the item received by October 31.

It is inappropriate for governmental funds to be operated in a deficit. The fiscal officer has a duty to inform the funding recipient of the budget limits, and cash balances, and must refuse to issue checks for any expenditure that exceeds available funds. Appropriate fiscal management of funds received by CSCDs and other grant recipients must insure that program budgets are continually monitored by comparing budgets to actual expenditures throughout the fiscal year. Transfers of funds from Basic Supervision or Community Corrections Programs should be made to all programs that have a negative fund balance prior to the end of the quarter, and these transfers should be reflected on the TDCJ-CJAD quarterly financial reports. Note that CSCDs with twenty-six (26) employee pay periods in the fiscal year may be required to use the modified accrual basis of accounting each quarter in order to eliminate negative fund balances at the end of the quarter.

For reporting purposes, TDCJ-CJAD does not require CSCDs to include financial information associated with GASB-34 reporting requirements.

The financial reports shall be prepared using dollars and cents, and the information on the financial reports shall be verified for accuracy by preparing reconciliations to the bank balances. The Balance Sheet, also known as a Statement of Financial Position, shall be submitted by November 30 to TDCJ-CJAD Fiscal Management at the end of each fiscal year, along with the fourth (4th) quarter financial reports.

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 include higher risk scores (and possible reduced funding) for CSCDs that submit late quarterly financial reports.**

Revised fourth quarter financial reports shall 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 shall 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 *Financial Management Manual* as allowable under the funding source used for the program, the expenditure shall not be charged to the program without prior approval from TDCJ-CJAD. Any expenditure charged to a CC, DP or TAIP program that is deemed unallowable shall 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 expenditures. 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 for information not collected on CSTS; i.e., screenings, assessments and treatment services, grants/donations from agencies other than TDCJ-CJAD, other revenue received from other sources, financial activity associated with special projects, such as facility construction, etc. Specific instructions and report forms are made available to CSCDs by TDCJ-CJAD. (See the "Grants, Donations and Other Revenue From Agencies Other Than TDCJ-CJAD" 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:

- **TITLES** (Refer to a copy of the TDCJ-CJAD Quarterly Financial Report for categories.)
- **The CJAD Program #:** Number assigned to the TDCJ-CJAD Program Proposal/Budget when it is entered into the TDCJ-CJAD integrated database.
- **Chief County:** Administrative 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 submitted to TDCJ-CJAD.
- **Funding Source:** The funding source for the program (BS, CC, DP or TAIP).

A. Program Fund Balance at: The date and the amount listed on line "W" of the previous quarter's report.

NOTE: For the first quarter of the new biennium, **only Basic Supervision** has a carryover fund balance that matches line "Y" of the previous quarter (and previous fiscal year). Community Corrections, Diversion Programs and

Treatment Alternative to Incarcerations Programs have a zero ($0.00) fund balance (carryover) at the beginning of the biennium since the previous biennium's end of year balance for these funds was listed as a "payable" on the Statement of Financial Position as of August 31 and was refunded to TDCJ-CJAD by November 30. Each subsequent quarter for the biennium has a Program Fund Balance (carryover) matching on line "Y" of the previous quarter's 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). Refunds for CC, DP, and TAIP are reported in the fourth quarter of the last year of the biennium.

D. Interfund Transfer: Transfers are not required to be 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 in order to cover any negative fund balance at the end of a quarter. Any excess amount transferred-in should be returned to the Basic Supervision or CC fund at the end of the fiscal year (as of August 31). If an Interfund Transfer is required as a condition of a grant award, then the full amount of the budgeted Interfund Transfer shall be physically transferred to the required program at the beginning of the fiscal year. In these situations, there are no excess funds, and no transfer back to the Basic Supervision or CC 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 CC within the same fiscal year. No refunds can be returned to the transferring program in the following fiscal year.

II. Transfers To and From Programs funded by TDCJ-CJAD are as follows:

- Basic Supervision: Transfers-Out may be to Community Corrections, Diversion Programs, or Treatment Alternative to Incarcerations Programs. Transfer-In would be associated with the return of a previous Transfer-Out.
- Community Corrections: Transfers-Out may be to either Diversion Programs or Treatment Alternative to Incarcerations Programs. Transfers-In would be only from the Basic Supervision Program or a return from a previous Transfer-Out to DP or TAIP. Adjusting the state aid revenue line in the individual Community Corrections Programs completes any movement of CC funds between Community Corrections Programs.
- Diversion Program: Transfers-In can be from Basic Supervision or Community Corrections. No Transfers-Out are allowed from DP except to return unused funds from a previous Transfer-In or as stated, using these procedures, prior to submitting a budget adjustment:

(1) Submit a request in writing to the TDCJ-CJAD Division Director, including a detailed narrative/explanation of the need for such transfer and how the transfer will enhance the program operations of each program.

(2) Attach to the request the amendment or addendum to the Strategic Plan for each program, including revised outputs and all statistical information normally required in the Strategic Plan, if applicable. If the outputs and other elements of the Strategic Plan will not be affected for a program, still include an explanation why they will not change.

(3) Submit no more than one departmental DP to DP transfer(s) request per fiscal year.

(4) Submit a budget adjustment only after the request has been approved and revised Grant Award Statements are received, signed and returned to TDCJ-CJAD.

(5) CSCDs are prohibited from transferring funds locally until the request has been approved and signed Grant Award Statements are returned to TDCJ-CJAD.

- Treatment Alternative to Incarcerations Program: Transfers-Out are not allowed except to return unused funds from a previous Transfer-In. Transfers-In are from Basic Supervision or Community Corrections.

Unexpended funds from transfers into a program cannot be returned to the transferring program in the following fiscal year.

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

III. REVENUES

F. State Aid: Payments received from TDCJ-CJAD for program operations. These can include Basic Supervision payments, CC payments, DP payments, and TAIP payments. These funds are received from TDCJ-CJAD at the beginning of each quarter. In addition, DP Dedicated Salary funds and DP funds for High/Medium Risk Caseloads are deposited, budgeted, and reported only in Basic Supervision.

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

H. Community Supervision Fees Collected: The Texas Code of Criminal Procedures, Article 42.12, Section 19 (a) allows 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 only in Basic Supervision. 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 can 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.

There are two sources of funding for supervision of an offender placed on community supervision:

- The judicial district having original 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. In this situation, the offender does not receive credit for the proposed payment.

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 diversion programs, administrative fees, etc. These funds shall 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 shall be budgeted and reported for that specific program.

Program participant fees must be limited to the CSCD's costs of providing the services to offenders, unless otherwise ordered by the sentencing judge. Article 42.12, Section 11 (b) of the Code of Criminal Procedure provides the following and is the predicate of the collection of all fees charged to offenders under supervision: "A judge may not order a defendant to make any payments as a term or condition of community supervision, except for fines, court costs, restitution to the victim, and other conditions related personally to the rehabilitation of the defendant or otherwise expressly authorized by law…."

J. Interest Income: Interest earned on deposits in interest bearing accounts for all programs. All idle funds must be deposited in an interest bearing account. Interest from 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, transaction fees, 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.

Vending machine revenue earned by the CSCD or CCF shall be used only for the same purposes for which State funds may be used. (Refer to Attorney General Opinion JM-391, December 18, 1985.) This revenue may not be used to purchase unallowable items.

Disclosure of all other sources of revenues under control of the CSCD shall be made through the budgetary and reporting processes as submitted to TDCJ-CJAD. (See the "Grants and Donations from Other Sources" section of this 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).

IV. 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 shall 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 shall be budgeted and reported as a reduction of the original expense. For example, on November 5, the CSCD purchases two laptop computers at $800 each; then, on January 10,

the CSCD returns one of the computers for a refund. In this situation, the purchase and the refund both occurred in the same fiscal year. Therefore, by year end, the accounting records (and the quarterly financial reports) would indicate the purchase of only one computer for the year. The return and refund of the second computer would decrease the "equipment" line total to the cost of one computer. Assuming no other equipment purchases for the year, the first quarter financial report would indicate a positive amount for the equipment line of $1,600; then, the second quarter financial report would indicate a negative $800 amount. When the four quarters are added together for the year, the total equipment expenditures would be $800.

If the reimbursement is in another fiscal year, it shall be recorded as a prior period adjustment on the quarterly financial report, along with an explanation. For example, a contracted vendor bills the CSCD for 20 outpatient counseling referrals in August at $25 each, a total of $500, which the CSCD pays. However, the following December it is discovered that there were only 19 offenders who attended the August counseling session. The vendor reimburses the CSCD $25 in December. The accounting entry would be a prior period adjustment (an adjustment to the prior fiscal year's fund balance), and the second quarter financial report of the subsequent fiscal year would indicate a positive $25 prior period adjustment.

No expenditure line item shall have a negative total for the fiscal year (all four quarters added together).

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. Fund Balance: The net of M-V (Total Funds Available less Total Expenditures).

X. Refund due to TDCJ-CJAD (Enter as negative number). Use this line for CC, DP, and/or TAIP refunds at the end of a biennium.

Y. Carryover to next Quarter: The net of W-X

Signature of Fiscal Officer: All Quarterly Financial Reports shall be signed and dated by the Fiscal Officer responsible for the accuracy of the financial information presented. . Once the Quarterly Financial Report Attestation Form has been signed and TDCJ-CJAD has received a copy with the fiscal officer's signature, the Quarterly Financial Reports for the fiscal year will be considered signed when the report is finalized on the Website.

Signature of Director: All Quarterly Financial Reports shall be signed and dated by the Director of the CSCD responsible for the accuracy of the financial information presented. . Once the Quarterly Financial Report Attestation Form has been signed and TDCJ-CJAD has received a copy with the CSCD director's signature, the Quarterly Financial Reports will be considered signed when the report is finalized on the Website.

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

Appendix A: Research and Evaluation Contact Information

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

Fax: (512) 305-9368

Research and Evaluation Section Staff

Cheryl Jablonski, Director of Research and Evaluation
(512) 305-9321 cheryl.jablonski@tdcj.texas.gov

Sharisa Jones, Research Specialist IV
(512) 463-7396 sharisa.jones@tdcj.texas.gov

Dustin Johnson, Research Specialist IV
(512) 475-1796 dustin.johnson@tdcj.texas.gov

Ronda Rosario, Research Specialist II
(512) 475-0031 ronda.rosario@tdcj.texas.gov

Appendix B: Program Code Key

RESIDENTIAL Community Corrections Facilities (CCFs)

CRCF - Court Residential Treatment Center

- 24 hour supervision in a residential setting
- Specialized treatment for offenders. May include drugs and alcohol abuse treatment (per TDCJ-CJAD S.A. treatment standards) mental health treatment, emotional disorders treatment and/or co-occurring disorders treatment
- Education, cognitive training and CSR/work detail
- Operated by the CSCD or contracted vendor through the CSCD
- Employment program if there is a work release component

ISFF - Intermediate Sanction Facility

- 24 hour supervision in a residential setting
- Intermediate sanctions for supervision violators
- Substance Abuse component, if applicable
- Education, cognitive training and CSR/work detail
- Operated by the CSCD or contracted vendor through the CSCD
- Employment program if there is a work release component

MIFF – Dual Diagnosis Facility for Mental Impairment/Substance Abuse

- 24 hour supervision in a residential setting
- Specialized services for dual diagnosis of mental health disorders and substance abuse
- Operated by the CSCD or contracted vendor through the CSCD
- Employment program if there is a work release component
- Mental health treatment provided by TCOOMMI funded services from the local mental health authority

SAFF - Substance Abuse Treatment Facility

- 24 hour supervision in a residential setting
- Specialized substance abuse treatment (per TDCJ-CJAD S.A. treatment standards). May also include offenders with co-occurring disorders of S.A. and mental health
- Education, cognitive training and CSR/work detail
- Operated by the CSCD or contracted vendor through the CSCD
- Employment program if there is a work release component

CONTRACT RESIDENTIAL PROGRAMS

CRCS – Contracted Court Residential Treatment Center

- 24 hour supervision in a residential setting
- Specialized treatment for offenders. May include drugs and alcohol abuse treatment (per TDCJ-CJAD S.A. treatment standards), mental health treatment, emotional disorders and/or co-occurring disorders treatment
- Operated by a vendor outside of the CSCD

Appendix B: Program Code Key

HWHS – Contracted Halfway House

- A facility that provides a place for offenders to live in their community after they have completed a residential treatment program
- Offenders reside here while working or seeking employment
- May assist in providing aftercare services
- Operated by a vendor outside of the CSCD

ISFS – Contracted Intermediate Sanction Facility

- 24 hour supervision in a residential setting
- Intermediate sanctions for supervision violators
- Substance Abuse component, if applicable
- Operated by a vendor outside of the CSCD

MIFS – Contracted Facility for the Mentally Impaired

- 24 hour supervision in a residential setting
- Provides specialized services for mental health disorders
- Substance Abuse component, if applicable
- Operated by a vendor outside of the CSCD

SAFS – Contracted Substance Abuse Treatment Facility

- 24 hour supervision in a residential setting
- Specialized substance abuse treatment (per TDCJ-CJAD S.A. treatment standards)
- Operated by a vendor outside of the CSCD

SFTI (TAIP) – Contracted Intensive Substance Abuse Treatment Facility

- 24 hour supervision in a residential setting
- TAIP funded
- **Intensive** specialized substance abuse treatment (per TDCJ-CJAD S.A. treatment standards)
- Operated by a vendor outside of the CSCD
- Detox is entered in CSTS-ISYS under this code. It is reported separately on the quarterly TAIP reports.

SFTS (TAIP) – Contracted Supportive Substance Abuse Treatment Facility

- 24 hour supervision in a residential setting
- TAIP funded
- **Supportive** specialized substance abuse treatment (per TDCJ-CJAD S.A. treatment standards)
- Operated by a vendor outside of the CSCD

Appendix B: Program Code Key

SPECIALIZED CASELOADS

Grouping of individuals by problem area for supervision by an officer experienced and trained in that problem area.

ISP - Intensive Supervision Program (Caseload)

- Caseload that provides intensive supervision and services for offenders with high risk and/or needs
- Increased level of surveillance by an experienced and trained ISP officer
- Budget contains a community supervision officer

MHI - Mental Health Initiative

- A mentally ill caseload that collaborates with the local mental health authority (LMHA) receiving corresponding TCOOMMI funding for a case manager
- Offenders meet any diagnosed mental health disorder that is severe or persistent in nature
- Statewide Memorandum of Understanding (MOU) signed and followed
- Budget contains a community supervision officer

SCPA - Aftercare Caseload for SAFPF

- Aftercare caseload for offenders released from SAFPF
- Provides substance abuse aftercare services according to the Substance Abuse Treatment Operations Manual (SATOM)
- Budget contains a community supervision officer that is trained by the CJAD SAFPF unit

SCPC - Culturally Specific Caseload

- Caseload for offenders of specific cultures
- If exclusively involves non-English speaking offenders, use the code SCPN
- Budget contains a community supervision officer

SCPD – Intellectually / Developmentally Disabled Caseload

- Caseload for developmentally or intellectually disabled offenders.
- Budget contains a community supervision officer

SCPE - Employment Caseload

- Caseload for offenders with high/moderate needs in employment
- Budget contains a community supervision officer

SCPF - Financial Management Caseload

- Caseload for offenders with high/moderate needs in financial management
- Budget contains a community supervision officer

SCPG - Gang Caseload

- Caseload for offenders who are members of a criminal gang or are affiliated with a gang
- Budget contains a community supervision officer

Appendix B: Program Code Key

SCPM – Specialized Caseload for Mentally Ill

- Caseload for mentally ill who are not on a Mental Health Initiative Caseload. May include intellectually or developmentally disabled (IDD) offenders
- If it **exclusively** includes IDD offenders it should be coded as SCPD
- Budget contains a community supervision officer

SCPN - Non-English Speaking Caseload

- Caseload for Non-English speaking offenders
- Budget contains a community supervision officer

SCPO - Other Specialized Caseload

- Caseload for a specified group of offenders and the group is not defined by another specialized caseload type
- Budget contains a community supervision officer

SCPR - High Risk Caseload

- Caseload for offenders identified as being high risk such as substance abuse, sex offender, violent offender or a combination. Offenders do not have to score as "high" risk on the TRAS but are considered high risk by the CSCD.
- Budget contains a community supervision officer

SCPS - Substance Abuse and Aftercare Caseload

- Caseload for offenders with identified substance abuse issues or substance abuse related offenses
- May include SAFPF clients but not SAFPF aftercare exclusively. (That is a specific code of SCPA)
- Budget contains a community supervision officer

SCPV - Aggressive Behavior Violence Caseload

- Caseload for offenders having aggression issues or who have violent offenses (including offenders with domestic violence offenses)
- Budget contains a community supervision officer

SCPX - Sex Offender Caseload

- Caseload for offenders with a current or past sex offense or who are subject to sex offender registry requirements
- Budget contains a community supervision officer

SCPY - Youthful Offender Caseload

- Caseload for offenders categorized as youths, typically 18 to 26 years old
- Budget contains a community supervision officer

SUR - Surveillance Supervision (Caseload)

- Highly intensive non-residential community supervision of higher risk offenders
- High levels of in person contact
- Budget contains a community supervision officer

Appendix B: Program Code Key

SPECIALTY COURTS

DCT - Drug Courts / DWI Courts

- Intensive Supervision
- Judicially led substance abuse treatment programs
- Meets the statutory components of a drug court as defined in Texas Government Code, Chapter 123
- Budget contains a community supervision officer or a qualified credentialed counselor or a qualified vendor who provides counseling

MHCT - Mental Health Court

- Intensive Supervision
- Judicially led mental health treatment programs
- Meets the statutory components of a mental health court as defined in Texas Government Code, Chapter 125
- Offenders with mental illness and/or mental retardation
- Budget contains a community supervision officer or a qualified credentialed counselor or a qualified vendor who provides counseling

PSCT - Progressive Sanctions Court

- Intensive Supervision
- Judicially led intervention through the use of progressive sanctions for offenders non-compliant with community supervision conditions
- Meets the statutory components of a specialty court as defined in Texas Government Code, Chapter 121
- Budget contains a community supervision officer or a qualified credentialed counselor or a qualified vendor who provides counseling

SPCT - Specialty Court (use only if other appropriate court code does not exist)

- Intensive supervision
- Judicially led program that address the needs of a particular offender
- Meets the statutory components of a specialty court as defined in Texas Government Code, Chapter 121
- Budget contains a community supervision officer or a qualified credentialed counselor or a qualified vendor who provides counseling

VCT - Veterans Courts

- Intensive supervision
- Judicially led program for military veteran, or current member of the United States armed forces who suffers from a brain injury, mental illness, or mental disorder (post-traumatic stress disorder)
- Meets the statutory components of a veterans court as defined in Texas Government Code, Chapter 124
- Budget contains a community supervision officer or a qualified credentialed counselor or a qualified vendor who provides counseling

Appendix B: Program Code Key

OTHER PROGRAMS / SERVICES CODES

ARS - Automated Reporting System

- Offenders report regularly to an automated reporting station
- Serve non-violent offenders classified as low risk
- Serve direct and indirect cases

CAM - Comprehensive Alcohol Monitoring

- Tool/device used to remotely monitor the offender for consumption of alcohol
- Transdermal alcohol reading or breath testing. (Does Not include ignition interlock)

CCCC - CSCD Community Continuum of Care (4C program)

- Provides a continuum of outpatient substance abuse treatment services and supervision for SAFPF graduates
- CSCD has a contractual reporting relationship with the Texas Department of Criminal Justice
- This code is assigned by CJAD

COA - Counseling Only Anger Management

- Counseling with a credentialed professional that targets anger management issues
- Reduce anger/hostility level
- Budget contains a qualified credentialed counselor on CSCD staff or a qualified vendor who provides treatment

COG - Cognitive/Behavioral Program

- Teach participants to restructure thought processes that can lead to criminal behavior and recidivism
- Address social skills, interpersonal problem solving, values, critical reasoning, and self-control
- Change attitudes, orientation and values favorable to law violations
- Improve attitudes toward authority
- Budget contains a CSCD employee trained in delivering COG or a vendor who provides COG

COM - Counseling Only Mental Impairment

- Counseling for a targeted population diagnosed with mental illness, intellectual disability or developmental disability with a credentialed professional who is licensed to treat this specific population
- Budget contains a qualified credentialed counselor on CSCD staff or a vendor who provides mental impairment counseling

COP - Counseling only Program

- Provides counseling services with a qualified credentialed counselor
- Counseling regarding assaultive behavior, family, psychological/emotional issues (do not use if code already exists for specific counseling- i.e., substance abuse, sex offender, mental impairment)
- Improve problem solving for intra and interpersonal conflicts
- Budget contains a qualified credentialed counselor on CSCD staff or a vendor who provides treatment

Appendix B: Program Code Key

DMV - Domestic Violence (Non-BIPP)

- CSCD run program that intervenes in current patterns of battering, family violence, and dysfunctional family behavior. If this is a specialized caseload use code SCPV.
- Budget contains a qualified credentialed counselor or a vendor who provides domestic violence treatment

DMVB - Domestic Violence (BIPP)

- Programs that intervene in current patterns of battering, family violence, and dysfunctional family behavior that are accredited by CJAD and are eligible for and receive Batterer's Intervention and Prevention Program DP funding

DRC - Day Reporting Center

- Non-residential, highly structured program
- Provides intensive supervision services via daily reporting to a community supervision officer
- May include job search, retention skills training, counseling, performance of community service restitution hours, education services, and community resource referrals
- Budget contains a community supervision officer

DRS - Day Resource Center

- Non-residential highly structured program
- May include job search, retention skills training, counseling, performance of community service restitution hours, education services, and community resource referrals and information
- Does not require daily reporting or supervision by community supervision officers
- Based on offender need, not risk

EDU - Academic Education Program

- Programs that utilize a wide range of services to raise the academic level of individuals on community supervision
- College classes, GED preparation, literacy improvement for offenders
- For the actual administration of the GED test, refer to the code GEDT
- Improve academic performance

ELM - Electronic Monitoring

- Tool/device utilizing radio frequency or digital cellular technology to monitor the absence or presence of offenders at a given location, and specified time
- Used in conjunction with non-residential supervision programs to enhance supervision

EMP - Employment Program

- Services to prepare the offender for the job market and acquire and maintain satisfactory employment
- Employment preparedness, job acquisition skills, job referrals, and/or employment counseling

GPS - Global Positioning System monitoring

- Tool/device utilizing GPS satellite technology to monitor the absence or presence of offenders at a given location, and specified time
- Remotely monitored (may be a passive, active or hybrid unit)
- Used in conjunction with non-residential supervision programs to enhance supervision

Appendix B: Program Code Key

IIL - Ignition Interlock

- Device installed in a vehicle that requires an offender to submit breath samples in order to monitor alcohol consumption. The vehicle becomes inoperable if the presence of alcohol in the breath sample meets the programmed threshold.
- Prevents offenders from operating a particular vehicle under the influence of alcohol

NED - Non-academic Education Program

- Only provides non-academic education courses or classes
- Classes for life skills, parenting, financial management, etc.
- Budget contains an instructor on CSCD staff or a vendor who provides educational classes

PTR - Pre-Trial Services

- A program that provides supervision services to offenders charged with a criminal offense who have not been placed on either adjudicated or deferred adjudication probation in the instant offense
- Offender may be in this program no longer than 2 years

PTRM - Pre-Trial, Mentally Ill/Developmentally Disabled/Intellectually Disabled

- A program that provides supervision services to mentally ill, intellectually disabled and/or developmentally disabled offenders charged with a criminal offense who have not been placed on either adjudicated or deferred adjudication probation in the instant offense
- Offender may be in this program no longer than 2 years

SAE - Substance Abuse Education

- Education class on physical, psychological, emotional, and social consequences of alcohol and drug use (DWI classes, drug education, alcohol education)
- Does not include counseling, treatment, or therapy
- Budget contains an instructor on CSCD staff or a vendor who provides substance abuse education

SAT - Substance Abuse Treatment Program

- A planned, structured, and organized non-residential program designed to promote an offender's chemical free status
- Includes procedures to identify and change patterns of behavior resulting from chemical dependency through group and/or individual counseling
- Budget includes a qualified credentialed counselor on CSCD staff or a qualified vendor who provides substance abuse counseling

SATT - Treatment Alternative to Incarceration Program (TAIP)

- A planned, structured, and organized non-residential program designed to promote an offender's chemical-free status
- Evidence based treatment curricula should include components of education, cognitive skills, behavior modification, group interaction, individual counseling and relapse prevention as appropriate for each offender's needs
- Program receives TAIP funding and is subject to TAIP guidelines

Appendix B: Program Code Key

SXC - Sex Offender Continuum

- Sex Offender counseling and services
- In-house and/or contracted counseling specifically for sex offenders provided by counselors licensed by the Council for Sex Offender Treatment (CSOT)
- Intended to resolve deviant sexual attitudes/behavior
- Budget contains a qualified credentialed counselor on CSCD staff or a credentialed vendor who provides sex offender treatment

PROGRAMS / SERVICES not tracked in ISYS

ASUN - Assessment Unit

- Programs that provide assessments to determine an offender's level of supervision and/or determine services or programs an offender needs to successfully complete supervision
- Staffed by CSCD personnel

CCSS - Community Corrections Supervision Services

- Community Corrections funded programs (CCP)
- The funds are used to pay a CSO's salary and the CSO supervises a regular caseload not a specialized caseload.
- This should only be used by small jurisdictions for whom developing a program is difficult.
- Budget contains a community supervision officer

CSR - Community Service Restitution

- A program that oversees or coordinates work assignments for offenders required to perform community service restitution as a condition of community supervision

PTRB - Pretrial Bond Supervision (not eligible for state funding)

- A program that provides supervision services to offenders charged with a criminal offense and are supervised by the CSCD while the offender is on personal or surety bond

SOP - Service Oriented Programs

- Code used to track a service not specifically for a program or distinct group of offenders (intake/orientation, absconder caseloads)

VIP - Victim Impact Panel

- Offenders attend and hear a panel of victims tell their story of victimization in an effort to deter the offender from future crime
- Increase offenders' empathy for victims

VSV - Victim Services

- Services provided to Victims of crime

Appendix B: Program Code Key

LAR SUPPLEMENTAL REPORT CODES (paid with Basic Supervision funding)

EVAL - Evaluations (not for TAIP screenings or assessment units)

- Evaluations (non-medical), screenings, assessments, polygraphs and plethysmographs
- Conducted by a contracted vendor

GEDT - GED Testing

- GED testing or materials
- Programs to prepare offenders for the GED test should be coded as EDU.

INTR - Interpreting

- Interpreting services provided to offenders who do not speak the English language or who require the use of sign language

MSV - Medical Services

- Medical Services provided to offenders (includes medical evaluations)
- Budget includes appropriate staff, supplies and/or vendor

TRAN - Transportation for Offenders

- Transportation services for offenders (bus tickets/tokens)

UAS - Urinalysis

- Urinalysis confirmations, testing, and supplies
- Budget contains the cost of items relating to urinalysis

Appendix C: History of Changes to Data Manual

The most recent previous updates were in September 2007 and September 2009.

April 2017 Changes:

- The section, The Future of Data Collection, was removed. Most of the changes have been accomplished.
- Sections Added: Data and Reporting Statutes, TAIP Report, SAFPF Quarterly Report, BIPP APO, BIPP MAR website, and Appendix B: Program Code Key and Appendix C: History of Changes to Data Manual.
- A new Program Data section was added to replace the separate Program Data Manual.
- The MCSR and FAQ Sections were updated to reflect that data is collected in CSTS-ISYS.
- Sections that were updated include: Caseload Report section, Restitution Survey section, Program Code List, and QFR section.
- Overview was changed to Introduction.
- Policies Section was removed except for Data Compliance Log. Discussion of extensions was removed.
- Screen shots of the MAR website were added.
- Staff members and contact information was updated throughout the document.