

## Reporting Valid and Reliable Data for BJA's Performance Measures

**Second Chance Act:  
Targeting Offenders with Co-occurring Substance Abuse and  
Mental Health Disorders**

- Grant Requirements
- Performance Measurement
- Data Collection
- Reporting Performance Measurement Data

- Participate in an online reporting tool training session
- Collect and report performance measurement data
- Report accurate data!
- Submit data reports as required

- **BJA Mission**

To support law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system

Performance measurement is a method of collecting information to determine whether a program achieves its goals and objectives

- Provides a “temperature” reading
  - it may not tell you everything you want to know,
  - but provides a quick and reliable gauge of selected results
  - It is not exhaustive
- Measures progress of the activities quantitatively (*by the numbers*)



# Performance Measurement & Data Collection

- Performance measurement and data collection are building blocks of evaluation
- Hard proof of what/how/when/why your program is doing
- Documentation supports sustainability efforts

## ***Specifically:***

- Strengthens accountability
- Demonstrates need for Training and Technical Assistance
- Improves customer service
- Supports strategic planning and goal setting
  - Provides feedback used by BJA to adjust where dollars go in subsequent solicitations

- Used to assess whether the federal program achieves its intended goals and objectives
- Provides an indication as to whether further information is needed
- BJA uses the data to inform management and program decisions that may impact funding
- Grantees can use the data to enhance and monitor program performance
- The measures overtime and can be compared with other Second Chance Act grantees to represent baseline averages

- BJA Performance Measurement Tool (PMT)
- Data and information is collected in 2 ways:
  - Quantitatively (numbers)
  - Qualitatively (text and narratives)
- Data entry is every 3 months or quarter. This is referred to as a “reporting period”

## What Will the Data Represent?

**The Second Chance Act Reentry Demonstration Program: Targeting Offenders with Co-occurring Substance Abuse and Mental Health Disorders performance measures are established to indicate to what extent grantee activities meet the following objectives:**

- Use of assessment instruments for re-entry planning
- Targeting criminogenic needs that affect recidivism
- Provision of evidence-based, substance abuse, mental health treatment services
- Transition planning procedures (linkages to services and benefits during the re-entry process)
- Support of a comprehensive range of recovery support services



## General Award Information

Question	Information Grantee Reports
<b>Was there grant activity as of the last day of the reporting period?</b>	A. Please choose yes or no B. If no, please explain

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### ***What does it mean?***

Grant activity is defined as proposed activities in the BJA-approved grant application that are implemented or executed.



## General Award Information

Question	Information Grantee Reports
<b>Federal congressional district where services are provided</b>	A. Select all Federal congressional district(s) from the drop down-box provided in the PMT

### ***What does it mean?***

The selections will represent by federal congressional district where activities occur.



# General Award Information

Question	Information Grantee Reports
Project title and description	Project title Project description

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## ***What does it mean?***

This information is pre-populated from information entered in the *Grants Management System (GMS)*.



## General Award Information

Question	Information Grantee Reports
<b>Is the project implementing an evidence-based practice?</b>	A. Please select yes or no B. If yes, select one source from which the program model was cited (sources located below)

### ***What does it mean?***

Evidence-based programs and practices are those that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing arrests, recidivism, or related risk factors. Evidence based programs or practices can come from many valid sources. Evidence based practices may also include practices adopted by agencies, organizations or staff which are generally recognized as “best practice” based on research literature and/or the degree to which the practice is based on a clear, well-articulated theory or conceptual framework. Some sources for evidence-based models may include:

- Center for Mental Health Services’ National GAINS Center
- Center for Substance Abuse Services’ Treatment Improvement Protocol 44
- SAMSHA’s Guide to Evidence-Based Practices on the Web



## General Award Information

Question	Information Grantee Reports
<b>Implementing Organization Type</b>	Select One: <ul style="list-style-type: none"><li>- Non-profit organization</li><li>- Tribal government</li><li>- Unit of local government</li><li>- State agency</li></ul>

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### ***What does it mean?***

Select the type that best describes the organization that will implement activities funded by the grant.



## General Award Information

Question	Information Grantee Reports
<b>Is the implementing organization faith-based?</b>	Select One – Yes – No

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### ***What does it mean?***

Organizations nationwide may self-define themselves as faith-based organizations.



## General Award Information

Question	Information Grantee Reports
<b>Is the implementing organization community based?</b>	Select One – Yes – No

### ***What does it mean?***

BJA defines community-based programs as found in statute 42 U.S.C. § 3791(a) (11): neighborhood or community-based organizations are "organizations, including faith-based ... representative of communities or significant segments of communities."

<b>Question</b>	<b>Information Grantee Reports</b>
<b>Length of program operation</b>	A. Total number of months the program has been in operation

## ***What does it mean?***

- This measure is used to indicate the planning and establishment of the reentry project.
- The “A” value represents the total number of months the program has been in operation.
- Include time from when the program began any planning activities until the current stage of the program.
- Program records are the preferred data source.



## General Award Information

Question	Information Grantee Reports
<b>At what point does your program provide services for offenders?</b>	A. Pre release B. Post release C. Both pre- and post release

### ***What does it mean?***

This measure is used to indicate the point in the judicial process where program intervention takes place. Report whether program services were provided pre release, post release, or both pre- and post release.

Measure	Data Grantee Reports
<p><b>Number of offenders who qualify for reentry program</b></p> <p><i>(data is reported separately for pre- and post release)</i></p>	<p>A. Total number of offenders who qualified for the reentry program as of the last day of the reporting period</p> <p>B. Of the number qualifying, number of offenders selected to participate in the reentry program as of the last day of the reporting period</p>

## *What does it mean?*

- This measure is used to monitor capacity.
- The “A” value represents the TOTAL number of offenders who qualified for the program. Qualified is defined as those offenders that may be released and through a set of pre-assessment criteria may be eligible for enrollment into the program.
- The “B” value represents a proportion of the qualified pool that are selected to participate in the reentry program.
- Program records are the preferred data source.

# Program Performance Measures

Measure	Data Grantee Reports
<p><b>Number of offenders who enroll in reentry program</b></p> <p><b>(data is reported separately for pre- and post release)</b></p>	<p>A. Number of offenders enrolled in reentry program carried over from the previous reporting period</p> <p>B. Number of NEW offenders enrolled in reentry program as of the last day of the reporting period</p> <p>C. Number of offenders who exited reentry program without completion as of the last day of the reporting period (DOES NOT INCLUDE SUCCESSFUL COMPLETION)</p>

## *What does it mean?*

- This measure is used to monitor capacity.
- Enrollment is defined as active participation in reentry services based on a completed needs assessment and an appropriate transition plan.
- Program records are the preferred data source.

## *How to report...*

- The “A” value represents the number of offenders enrolled in reentry services in a pre- or post release setting who are carried over from the previous reporting period.
- The “B” value represents the number of NEW offenders enrolled in reentry services in a pre- or post release setting as of the last day of the reporting period.
- The “C” value represents the number of offenders in a pre- or post release setting who exited reentry services without [successful] completion, as of the last day of the reporting period.



# Offender Demographics Matrix

- The data reported represents all offenders who are enrolled in the reentry program for the reporting period.
- The demographics matrix must be completed for participants who receive pre release and/or post release services. There will be two separate matrices to fill out. Please remember to track these program participants separately.
- For the first reporting period, enter the number of participating offenders by race and gender.
- In subsequent reporting periods, please report only the number of **NEW** program participants added as of the last day of the reporting period.
- The Performance Measurement Tool will total data for you.

Racial/Ethnic/ Cultural Group	# Male	# Female
African American		
Asian/ Pacific Islander		
Caucasian/Non-Latino		
Do not know		
Hispanic/Latino		
Multi-racial		
Native American		
Other		
Total	Auto-calculated	

Measure	Data Grantee Reports
<p><b>Number of offenders who receive a risk assessment</b></p> <p><b>(data is reported separately for pre- and post release)</b></p>	<p>A. Of the number of enrolled offenders, the number who receive a risk assessment as of the last day of the reporting period</p>

## *What does it mean?*

- This measure is used to indicate the extent to which all enrolled offenders receive a risk assessment.
- A risk assessment is used to determine the placement, supervision, and re-entry options of an offender. The risk assessment can also identify factors that may lead an offender to reoffend.
- Program records are the preferred data source.

## *How to report...*

- The “A” value represents the number of enrolled offenders that received a risk assessment in a pre- or post release setting as of the last day of the reporting period.



# Program Performance Measures

Measure	Data Grantee Reports
<b>Number of offenders who received a substance abuse or mental health assessment</b> <i>(Data reported separately for pre- and post-release)</i>	A. Of the number of “selected” offenders, enter the number that received a substance abuse and mental health screening during this reporting period B. Of the number of “selected” offenders, enter the number that received a clinical assessment for substance abuse and mental health assessment during this reporting period

## ***What does it mean?***

- The measure is used to indicate the number of “selected” offenders who received either a screening or a clinical assessment for substance abuse and mental health as of the last day of the reporting period.
- A screening identifies offenders who need further assessment or treatment, but it does not establish a definite diagnosis or treatment.
- A clinical assessment is provided by a licensed clinician and establishes a definite diagnosis and treatment.
- Program records are the preferred data source.

## ***How to report...***

- A. For the “A” value, report the number of “selected” offenders who received a substance abuse and/or mental health screening as of the last day of the reporting period.
- B. For the “B” value, report the number of “selected” offenders who received a clinical assessment for substance abuse and/or mental health as of the last day of the reporting period.



# Program Performance Measures

Service Types	Measure	Pre release	Post release
<b>Cognitive-based</b>	A. Based on the needs assessment, number of offenders in need of [service type] during the reporting period		
<b>Co-occurring</b>	B. Number of offenders to receive referrals for [service type] during the reporting period		
<b>Pro-social Activity</b>	C. Number of offenders enrolled in [service type] who are carried over from the previous reporting period		
<b>Other</b>	D. Number of NEW offenders who are enrolled in [service type] as of the last day of the reporting period		
<b>Employment*</b>	E. Number of program participants who exited [service type] without completion as of the last day of the reporting period (DOES NOT INCLUDE SUCCESSFUL COMPLETION)		
<b>Education*</b>	F. Number of offenders who successfully completed* [service type] as of the last day of the reporting period		
<b>Housing*</b>			

\* Employment, education, and housing “completion” are measured by the program participant obtaining employment or education and/or obtaining/maintaining housing.

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## ***What does it mean?***

- This measure is used to indicate extent of services needed by the targeted population.
- An assessment may include a screening or a clinical assessment.
- Successful completion is defined as completion of all program requirements. Program obligations or requirements will vary by program... but should be a predefined set of requirements or obligations that clients must meet before completing [service type].
- Program participants include offenders and their family members who are enrolled in the program.
- Program records are the preferred data source.

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## ***How to report...***

- The “A” value represents the number of offenders identified through a needs assessment as “in need of [service type].”
- The “B” value represents the number of offenders who received a referral for [service type].
- The “C” value represents the number of offenders who are enrolled in [service type] that are carried over from the previous reporting period.
- The “D” value represents the number of NEW offenders who enroll in [service type] as of the last day of the reporting period.
- The “E” value represents the number of offenders who are no longer participants in [service type] (this figure DOES NOT INCLUDE SUCCESSFUL COMPLETION).
- The “F” value represents the number of offenders who successfully complete [service type].



# Program Performance Measures

Measure	Data Grantee Reports
<p><b>Number of offenders who receive a transition or case plan</b></p> <p><b>(data is reported separately for pre- and post release)</b></p>	<p>A. Number of offenders who receive a transition or case plan as of the last day of the reporting period</p> <p>B. Number of offenders who are released with care coordination or case management</p>

## *What does it mean?*

- This measure is used to indicate the extent to which all enrolled offenders receive a transition or case plan.
- Program records are the preferred data source.

## *How to report...*

- The “A” value represents the number of offenders who received a transition or case plan as of the last day of the reporting period.
- The “B” value represents a proportion of the number reported in “A” who are released with care coordination or case management.



# Program Performance Measures

Measure	Data Grantee Reports
<b>Number of offenders who exit all reentry services (successfully or unsuccessfully)</b>	<ul style="list-style-type: none"><li>A. Number of participants who successfully completed ALL program requirements (successfully closed case)</li><li>B. Number of participants who did not complete the program due to a failure to participate</li><li>C. Number of participants who did not complete the program due to absconding</li><li>D. Number of participants who did not complete the program due to technical violation of supervised release (not reincarcerated)</li><li>E. Number of participants who did not complete the program due to revocation of supervised release (not reincarcerated)</li><li>F. Number of participants who did not complete the program due to re-incarceration</li><li>G. Number of participants who did not complete the program due to relocation</li><li>H. Number of participants who did not complete the program due to transferring of jurisdiction (or case transfer)</li><li>I. Number of participants who died before completing the program</li><li>J. Number of participants who did not complete due to other reasons</li></ul>



# Program Performance Measures

## *What does it mean?*

- This measure is used to indicate the extent to which program participants did and did not complete the program.

## *How to report...*

- The “A” value represents the total number of participants who successfully completed ALL program requirements (to include successfully closed cases) during the reporting period.
- The “B” value represents the proportion of participants who did not complete the program due to a failure to participate
- The “C” value represents the proportion of participants who did not complete the program due to absconding
- The “D” value represents the number of participants who did not complete the program due to technical violation of supervised release (not reincarcerated)
- The “E” value represents the number of participants who did not complete the program due to revocation of supervised release (not reincarcerated)
- The “F” value represents the number of participants who did not complete the program due to reincarceration
- The “G” value represents the number of participants who did not complete the program due to relocation
- The “H” value represents the number of participants who did not complete the program due to transferring of jurisdiction (or case transfer)
- The “I” value represents the number of participants who died before completing the program
- The “J” value represents the number of participants who did not complete due to other reasons



# Program Performance Measures

Measure	Data Grantee Reports
<b>Number of probation and/or parole officers in the program</b>  (data is reported separately for pre- and post release)	A. Total number of probation and/or parole officers who work directly with program participants as of the last day of the reporting period

## *What does it mean?*

- This measure is used to indicate the provision and oversight of participants.

## *How to report...*

- The “A” value represents the total number of parole/probation officers who work directly with program participants as of the last day of the reporting period.



# Program Performance Measures

Measure	Data Grantee Reports
<b>Number of case managers for the program</b>  (data is reported separately for pre- and post release)	A. Total number of case managers who work directly with program participants as of the last day of the reporting period

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## ***What does it mean?***

- This measure is used to indicate the provision and oversight of participants.

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## ***How to report...***

- The “A” value represents the total number of case managers who work directly with program participants as of the last day of the reporting period.



# Program Performance Measures

<b>Measure</b>	<b>Data Grantee Reports</b>
<b>Rate of recidivism for offenders receiving services following initial release</b>	<ul style="list-style-type: none"><li>A. Total number of participants receiving reentry services as of the last day of the reporting period</li><li>B. Of those in A, the number of participants who were arrested as of the last day of the reporting period</li><li>C. Of those in A, the number of participants who had technical violations of terms of supervised release as of the last day of the reporting period</li><li>D. Of those in A, the number of participants who were convicted of a new crime as of the last day of the reporting period</li><li>E. Of those in A, the number of participants who had a revocation of the terms of supervised release as of the last day of the reporting period</li><li>F. Of those in A, the number of participants who were reincarcerated as of the last day of the reporting period</li></ul>

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## ***What does it mean?***

- This measure is used to indicate the rate of recidivism for offenders receiving services following initial release.

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## ***How to report...***

- The “A” value represents the total number of participants receiving reentry services as of the last day of the reporting period.
- The “B” value represents the proportion of participants who received services and were arrested as of the last day of the reporting period.
- The “C” value represents the proportion of participants who received services and had technical violations of the terms of supervised release as of the last day of the reporting period.
- The “D” value represents the proportion of participants who received services and were convicted of a new crime as of the last day of the reporting period.
- The “E” value represents the proportion of participants who received services and had a revocation of the terms of supervised release as of the last day of the reporting period.
- The “F” value, represents the proportion of participants who received services and were re-incarcerated as of the last day of the reporting period.



## Narrative Questions

#	Question
1	What were your accomplishments within this reporting period?
2	What goals were accomplished, as they relate to your grant application?
3	What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?
4	Is there any assistance that BJA can provide to address any problems/barriers identified in question #3 above?
5	Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer YES or NO and if no, please explain.)
6	What major activities are planned for the next 6 months?
7	Based on your knowledge of the criminal justice field, are there any innovative programs/ accomplishments that you would like to share with BJA?

### ***How to report...***

Answers should be based on previous 6 months of activity, and will only be asked in the April-June and October-December reporting periods. There is a character max of 8,000 per question.



## Contact Information

### Web site

To access the PMT Web site, please go to:  
<http://www.bjaperformancetools.org>

### Technical Assistance

E-mail: [bjapmt@csrincorporated.com](mailto:bjapmt@csrincorporated.com)

Toll-free: 1 (866) 252-6867

Questions/Comments