

Forecast/Research Workgroup Meeting
 Division of State Police, Crime Analysis Unit
 1111 Country Club Road
 March 12, 2008
 10:00 AM to 12:00 noon

Chair: Alyse Chin, Research Unit Assistant Manager, CJPPD, OPM

Present: John Forbes, Assistant Division Director, Linda DeConti, Research Unit Manager, and Amanda Alves, Intern, CJPPD, (OPM); Jody Barry, Associate Research Analyst in the MIS/Research Unit (DOC); Cheryl Cepelak, Director of Organizational Development and Strategic Planning, (DOC); Lois Desmarais, Planning Specialist, Crime Analysis Unit, (DPS); Brian Hill, Manager, Center for Research, Program Analysis and Quality Improvement, (CSSD); Judith P. Lee, Esq., Case Flow Mgmt. Specialist, (Court Operations); John Lahda, Executive Director, (BOPP)

Excused: Al Bidorini, Director of Planning, (DMHAS); Gary Lopez, Planning Specialist, Crime Analysis Unit (DPS); Fred Levesque, Director of Offender Classification & Population Management, (DOC); Tom Myers, IT Analyst 2, (DPS); Stephen Cox, Ph.D., CT SAC Director, Lyndsay Ruffolo and Aileen Keays, Research Specialists, Institute for the Study of Crime and Justice (CCSU); Susan C. Glass, Program Manager, Center for Research, Program Analysis and Quality Improvement, (CSSD); Richard Sparaco, Parole & CS Manager (BOPP); Jerry Stowell, Ph.D., Consultant, (BOPP & DOC)

AGENDA ITEM	DISCUSSION	ACTION ITEMS and DELIVERABLES	DATE
Introductions and Welcome:	We were joined by two new members: 1) Cheryl Cepelak, Director of Organizational Development and Strategic Planning (DOC) and 2) John Lahda, Executive Director (BOPP)		
Acceptance of Minutes:	Minutes from the January meeting were accepted as written and will be posted on the website at: www.ct.gov/opm/CriminalJustice/ForecastingWorkgroup	Amanda Alves will post January Minutes.	Done.
Agency Updates:	<p>Court Operations: Judy reported on the following Court Operations initiatives: Disclosable conviction data (excludes nonconviction data including nolleed or dismissed cases, youthful offenders) is available on the Judicial Branch website effective February 1, 2008. This data is available back to January 1, 2000.</p> <p>Quality assurance continues to be on the top of our agenda. We have trained approximately 180 members of the clerks' offices with the changes that went into effect in the Criminal/ Motor Vehicle System (CRMVS) on February 19, 2008. Courts can now process other courts (foreign courts) Failure to Appear (FTA) warrants and Violations of Probation (VOP) cases in CRMVS. This makes it possible for a court to enter the case into CRMVS, thereby printing the needed documents and having the case print on a docket in the foreign court location. In the past, there was no way to track these cases when they were presented in a foreign court. Violation of Probation cases will also be in the Paperless Rearrest Warrant Network (PRAWN) soon.</p> <p>Court Operations is providing assistance in gathering transcripts for the Board of Pardons and Parole.</p> <p>Daily review of legislation to get comments in for public hearings.</p>	Electronic copy of agency update received. Thanks.	Monthly

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<p>Agency Updates Continued:</p>	<p>CSSD: Brian Hill reported on the following CSSD Research and Evaluation initiatives:</p> <ol style="list-style-type: none"> 1. Evaluation of the Adult Probation Special Programs (CCSU) continues. Draft semi-annual progress reports were received on 3/10/2008 and are under review by CSSD staff. Final evaluation reports are expected in Summer 2009. Dr. Cox and Lyndsay Ruffolo continue to meet face to face with Probation Officers to complete a discharge survey for POs to fill out for each program participant. Data includes social indicators, housing status, job status and treatment needs. No direct client survey will be performed; otherwise the sample would be biased on only those that complete the program. 2. Evaluation of the New Haven Pilot Program for 16/17 Year Olds (CCSU) continues. The process evaluation portion of the project is due Summer 2008. Trying to get a head start on the legislation enacted January 1, 2010. 16-17 year olds; specialized caseloads and services (Outcomes to be available July 2008; and follow-up report expected July 2009). Kick off to be held in 17 offices. Less than 5 youths have violated in the program. Currently reviewing 7/1/2008 proposals for Juvenile Services motivational interviewing; community versus 6 probation officers – Asked that Valerie LaMotte of OPM Juvenile Justice Unit be included in the distribution for this activity. 3. We expect to award a contract for a comprehensive evaluation of Juvenile Probation and related services by late April. This will include an evaluation of the Motivational Interviewing initiative, Strengths-based case planning, gender-responsive programs and a cost-benefit analysis of community-based services versus residential placement. 4. The evaluation of the Women Offender Case Management Model (WOCMM) is underway and being conducted by ORBIS Partners in collaboration with the National Institute of Corrections. WOCMM is a team approach. 	<p>Electronic copy of agency update received. Thanks.</p> <p>Requested to add Valerie LaMotte of OPM Juvenile Justice Unit be included in the distribution for any activity for items 2 and 3 where appropriate.</p> <p>Brian will let us know when the CSSD Research portion of their website will be available to the public with documents and data resources.</p>	<p>Monthly</p>

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<p>Agency Updates Continued:</p>	<p>DOC: Fred Levesque sent a quick DOC update for February: No significant changes in DOC population, Overall DOC incarcerated fell by 164 offenders and an increase on community supervision by 125. Transitional supervision numbers were up by 98 offenders and discretionary Parole saw a slight increase by 17. The un-sentenced population decrease by 160 offenders, and the sentenced population increased slightly by 29. There was no change in the offender overflow status.</p> <p>At the meeting Jody Barry reported on the following: DOC MIS is busy doing data requests for the impacts of new legislative requests. Who is coming out of police departments? DOC MIS unit keeps a Monthly Activity Statement By Types of data requests. OPM staff stated that it would be helpful to view this report to see what type of information is being requested, if redundant requests or variations are being made.</p> <p>At the meeting Cheryl Cepelak reported on the following: As a first step to joining DOC she recommended to change the title and organization of her unit from Research and Strategic Planning to Organizational Development Unit. Basically her unit is composed of Grants Management (Christine and Jeanne) and Research (Partner with MIS; to help shepard the research requests to MIS, in addition working to build the OD function, including strategic planning; performance improvement initiatives; facilitation; team building, etc.</p> <p>DOC recently hosted a Research Café Meeting to have conversations and answer questions about research, setting the vision and desired outcomes that could potentially develop from a central research function at the agency. The meeting was well attended by 27 representatives across the agency and government. Basically the questions asked: What would be the ideal "Research" dream for DOC? 1) Weave evaluation component into everything we do; 2) Proactive in presenting relevant information about current issues; 3) Support of dedicated resources to research. Other questions include: What questions are unanswered? What are the outcomes? The results have been summarized into a report that will be presented to the DOC Commissioner.</p> <p>DOC was one of 3 states selected to be part of a "Community Safety Through Successful Offender Reentry" strategic planning and training opportunity through BJA and the Center for Effective Public Policy. Nine employees will attend a strategic planning session in April that will be held in Atlanta GA, with follow-up planning leading to a 3-day training session in September for 250 DOC and BOPP employees as well as some external partners. The attendees represent members of the DOC Re-entry Committee that meets quarterly or once a month at DOC with non-profit service providers.</p>	<p>Electronic copy of agency update received. Thanks.</p> <p>Requested to see a sample copy of the DOC Research Unit monthly status report, a list of "Monthly Activity Statement By Types" – 3/13/08 This request was denied by Bob Cosgrove. He directed that this not be shared with OPM. OPM needs to contact Deputy Comm. Carol Salisbury to obtain a copy.</p> <p>To look at the balancing of the OPM Monthly Indicators report Admissions and Releases, OPM needs to request a meeting with MIS; Bob Cosgrove; Jody Barry and Steve Cox. Cheryl to discuss with Re-entry Committee Workgroup chair on adding John Forbes and better ways to communicate and involving them in some of her planning efforts.</p>	<p>Monthly.</p>

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<p>Agency Updates Continued:</p>	<p>BOPP: The Board of Pardons and Paroles continues to work with Judicial, Department of Corrections and Probation to obtain the necessary documents for hearings. Ongoing work in the Hartford Courthouse and with other relevant agencies to obtain documents required for Parole hearings and administrative reviews such as: PSI, Transcripts, Police reports (not waiting for these), access to DOC RT screens for Risk and Needs Scores, such as MH Needs, as well as other pertinent information available. Anticipate that barring any unforeseen events the backlog will be cleared up by late April for those voted to Parole and if within 6 months of their discharge date. John Lahda personally reviewed 101 of the 300 files in his office and 60 are ready to go. Everyone is making their best efforts to return to pre-Cheshire levels. Since October 2007, they have reviewed over 800 cases. BOPP is working with DOC Cheryl Cepelak to evaluate how to do better with their release process and how to best coordinate this with other agency partners.</p> <p>Currently BOPP is scheduling and processing approximately 2,200 cases over the next several months, we are also reviewing inmates that are in Voted to Parole Status, past their date and within six months of their End of Sentence date for immediate release. Board of Pardons and Paroles and Department of Corrections Parole and Community Service Managers will be meeting in the near future to discuss options/concerns on communication between the two agencies.</p> <p>During the month of February no hearings for Parole were scheduled or Administrative Reviews completed however, we did review and approve 178 inmates who were in Voted to Parole Status.</p> <p>Recommended changes to the OPM Monthly Indicators reports to include: Release of Parole numbers; special parole, discretionary parole, revoked or re-parole, transfer parole. For transfer parole, these are let out on the BOPP Chairman's signature with only 75% time served; if voted to parole 18 months prior to release; now only 6 months)</p>	<p>Electronic copy of agency update received. Thanks.</p> <p>Meeting to be held on April 9 to discuss changes to the OPM Monthly Indicators report and to assist in developing the BOPP Monthly report into a more widely distributed and understood document.</p>	<p>Monthly.</p>

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<p>Agency Updates Continued:</p>	<p>DPS: Lois Desmarais reported on the following DPS Crime Analysis Unit initiatives: There has been significant improvement in the errors reported by towns that have Hunt as their vendor. After DPS issued several letters to the data contributors, there are currently four agencies that will probably not make the 2007 Crime in the US (CIUS) publication, New Haven, New London, Thomaston, and Plymouth. However, three of these four agencies will probably get published in the 2007 Crime in CT report; New Haven will not make it, as they just reported March of 2006 data to Crimes Analysis.</p> <p>Crimes Analysis is following up with reporting entities regarding problems with homicides and with the report of Law Enforcement Officers Killed or Assaulted (LEOKA); some of which involve 2005 data. Once these problems are resolved, DPS will issue the 2005 Crime in CT report. The 2006 Crime in CT report will follow shortly thereafter, once Crimes Analysis agrees on the method to use for estimating missing or incomplete data. New Haven is the only town with incomplete data for 2006. DPS hopes to publish the 2007 Crime in CT report on time or nearly so (sometime this summer). Other reports included in the Crime in CT publication are the number of missing persons and the number of sworn & civilian employees in the state.</p> <p>FBI to deliver 2007 population figures by reporting entity to DPS Crimes Analysis unit by the end of March, 2008. The figures are derived from U.S. Census Bureau numbers.</p> <p>Problems with the Family Violence (FV) database need to be corrected before the 2006 FV Detailed Report can be issued, so the report is expected to be delayed. Data entry remains on target for the 2007 FV reports. The 2006 FV Homicide and Arrest reports are completed and are being reviewed. All Hate Crime reports through 2006 have been completed, but are not yet available on the DPS website.</p> <p>The FBI is conducting a 3 day audit in CT from March 18, 2008 through March 20, 2008. Nine reporting entities will be visited for the purposes of this audit: 1) Branford, 2) Cromwell, 3) Connecticut State Police (CSP), 4) East Windsor, 5) Norwalk, 6) Old Saybrook, 7) Stamford, 8) Stratford, and 9) Wethersfield. The FBI is checking to see if the entities are classifying their data correctly for crime reporting.</p> <p>Motorola, the NIBRS vendor for the CT State Police (CSP), conducted an onsite visit at the end of February, 2008. DPS is not paying the maintenance contract for 7/1/07-6/30/08 until Motorola resolves a problem with the reporting of arrests. The Motorola translation from NIBRS to UCR is generating inaccurate arrest results.</p>	<p>Electronic copy of agency update received. Thanks.</p>	<p>Monthly.</p>

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OPM Monthly Correctional Population Indicators Report:	<p>Draft copies of the March Monthly Correctional Population Indicators Report were distributed by Alyse for feedback.</p> <p>Work in Progress: Goal to make this a more useful document and include areas of improvements.</p> <p>Rep Lawlor has suggested that the document be broken into bite size “summary brochures” and shared with the legislature.</p> <p>Working with DOC to balance the Input/Output of admissions and releases – need to schedule meeting see DOC report above.</p> <p>John Lahda suggested future discussions regarding additions/changes to be made to the Granting of Parole page (page 7 of the report).</p>	<p>The March Monthly Correctional Population Indicators Report is available at: www.ct.gov/opm/criminaljustice/research</p> <p>Send Judy Lee a copy of the I/O spreadsheet model to review.</p> <p>Alyse will email John & Jerry to schedule meeting to discuss.</p>	<p>Done.</p> <p>Report at next meeting.</p>
BOPP Monthly Report:	<p>The January report was handed out for review. There was a brief discussion about the fact that more terms may need to be explained within the report, some data/trends highlighted and a narrative/glossary added which would enhance the readability of the report making it more explicit.</p> <p>Work in Progress: Goal to 1) develop a more readable standalone report that can be more widely distributed electronically and posted as a resource. AND 2) develop a standard set of numbers for Parole with DOC.</p>	<p>John Lahda will talk with Jerry about getting involved with the BOPP Monthly Report project that Jerry and Alyse are working on. John Lahda plans to meet with Jerry and Alyse to discuss report content, format, glossary, etc.</p>	<p>Report back at next meeting.</p>
2008 Annual Recidivism Study:	<p>The Recidivism Study work group has completed the report. Copies of the report were handed out. At least 3 more studies are to be conducted in 2008.</p>	<p>The 2008 Annual Recidivism Study is available at: www.ct.gov/opm/criminaljustice/research</p>	<p>Done</p>
2008 Annual Prison Population Projection Report:	<p>Copies of the Prison Population Projection Report were handed out and awaiting approval.</p>	<p>The 2008 Annual Prison Population Projection Report is now available at: www.ct.gov/opm/criminaljustice/research</p>	<p>Done.</p>
Annual Offender Re-Entry Strategy Plan:	<p>John Forbes distributed a small packet of handouts proposing a model for CT's Reentry Strategy. Included was CT legislature regarding Criminal Justice Planning and a flow-chart explaining the model.</p>		<p>On-going.</p>
Meeting Schedule:	<p>April 9, 2008 10:00am – 12:00 pm – CCSU, New Britain</p> <p>May 14, 2008 10:00am – 12:00 pm – CSSD, Wethersfield</p> <p>June 11, 2008 10:00am – 12:00 pm – DOC MacDougall-Walker, Suffield</p>		<p>Done.</p>