

# VSCC Recommendation 5-6: PTCC

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**Recommendation #5:** DCJS should explore options for improving or replacing the case management system used by pretrial services agencies (PTCC).

**And**

**Recommendation #6:** DCJS should monitor the use of the case management system (PTCC) by pretrial services agencies to ensure that:

- Comprehensive definitions are developed and utilized; and,
- Necessary data is entered consistently and uniformly.

**Frequency of Meetings/Dates:**

**Proposed Activities/Timeline:**

There are four components to recommendations #5 and #6:

Activity/Deliverable	Projected Start	Projected Finish	Actual Finish	Responsible Individual/Organization/ Notes
1. Establish stakeholder group to identify and prioritize end user and data reporting needs (Short term and long term).				
2. Upgrade current PTCC system to temporarily meet the requirements set out in the action plan to address VSCC recommendations. <ul style="list-style-type: none"> <li>• Identify data needs and projects needed to address to temporarily meet the requirements set out in the action plan to address VSCC recommendations.</li> </ul>				

<ul style="list-style-type: none"> <li>• Conduct an impact study for project identified</li> <li>• Utilize the PTCC project protocol developed by Adult Services and IT to complete changes to PTCC.</li> <li>• Update the PTCC user manual.</li> <li>• Develop and conduct PTCC training to ensure staff is educated on the proper use of PTCC.</li> </ul>				
<p>3. Develop specifications needed to develop or purchase new case management and evaluation system.</p> <ul style="list-style-type: none"> <li>• Conduct market research <ul style="list-style-type: none"> <li>○ Release a Request for Information (RFI) based on specifications developed during this project.</li> </ul> </li> <li>• Refine specifications based on outcome of information gathered from RFI.</li> <li>• Make a recommendation to either develop or purchase new case management and evaluation system.</li> </ul>				
<p>4. Planning for the development or purchase new case management and evaluation system.</p> <ul style="list-style-type: none"> <li>• Identify funding</li> <li>• Develop project team</li> <li>• Develop project timeline</li> </ul>				

<p>5. DCJS PTCC data entry expectations</p> <ul style="list-style-type: none"> <li>• Mandatory meeting of all pretrial services directors to review in detail DCJS' data entry expectations.</li> <li>• Action planning session for directors to document to DCJS how they will improve data entry consistency and quality.</li> </ul>				

<b>Member Type</b>	<b>Name</b>	<b>Organization</b>
DCJS Staff Lead	Andy Warriner	DCJS
Crime Commission Staff Lead	Christina Arrington	VSCC
IT	Lisa Self	DCJS
DCJS	Paula Harpster	DCJS
Pretrial	David Eber	Prince William
Pretrial Supervisor	Ross Carew	OAR Charlottesville
Pretrial Director	Gary Hughes	Henrico
Pretrial	Donald Williamson	Chesterfield