
MONTHLY REPORTING REQUIREMENTS & INSTRUCTIONS

**FOR PROGRAMS ESTABLISHED, OPERATING, OR PROVIDING SERVICES
UNDER THE AUTHORITY OF THE:**

- ◆ **PRETRIAL SERVICES ACT (PSA)**

- ◆ **COMPREHENSIVE COMMUNITY CORRECTIONS ACT
FOR LOCAL-RESPONSIBLE OFFENDERS (CCCA)**

*Department of Criminal Justice Services
Bureau of Program Assistance
Correctional Services
July 1997*

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GENERAL INFORMATION

The local provision of defendant and offender services are authorized by the Pretrial Services Act (PSA) and the Comprehensive Community Corrections Act for Local-Responsible Offenders (CCCA). (Article 5, §19.2-152.2 et seq., of Chapter 9 of Title 19.2 and Article 2, §53.1-180 et seq., of Chapter 5 of Title 53.1 of the *Code of Virginia*, respectively.)

The Department of Criminal Justice Services (DCJS) is the state agency responsible for administering funds to local units of government for the provision of services under the authority of the PSA and CCCA. All qualified public and private agencies supported in whole or in part by funds provided through DCJS are also required to submit quarterly financial and progress reports. There are two primary identifiers for each grant:

- ◆ **Locality:** The Administrative and Fiscal Agent for DCJS grant funds.
- ◆ **Grant Number:** This is the official number assigned by DCJS. The grant number is the single most important program identifier and it is imperative that it be included on all grant reports and correspondence.

MONTHLY REPORTING REQUIREMENTS

All qualified public and private agencies providing defendant and offender supervision under the authority of the PSA and CCCA are required to submit monthly statistical reports on forms provided by DCJS. These forms, along with instructions for completing them, are included in this document.

The statistical reports are in a monthly format. Monthly reports are due to DCJS 15 days after the end of the preceding month. If the fifteenth (15th) day falls on a holiday or weekend, reports will be due on the following state workday. One copy of each report is to be mailed (not faxed) to the following:

Department of Criminal Justice Services
Correctional Services
805 East Broad Street
Richmond, VA 23219

Localities and agencies which do not complete and submit the monthly reports in a timely manner are subject to having subsequent quarterly financial disbursements withheld, unless prior notification is made.

The inclusion of reporting categories on the monthly reports in this manual does not indicate acceptance by DCJS as approved practice for either PSA or CCCA programs.

DEFINITIONS & TERMS

Active Case: Any defendant or offender being supervised and provided pre or post trial services in accordance with standard supervision requirements who has not been placed on inactive supervision or been removed from supervision. Cross reference "closed case" and "inactive case".

Admission to Jail: Any individual detained or confined in the custody of a lockup operated by a sheriff's department or a jail facility. For pretrial purposes, report only those not convicted (Note: This term is often used interchangeably with commitment, however there is a difference.) Cross reference "commitment to jail".

Average Daily Caseload: A statistic calculated from the total number of supervision days divided by the number of days in the time period under examination.

Average Length of Supervision: A statistic calculated from the total number of active supervision days during a specific time period divided by the number of new placements during that time period.

Bail: The pretrial release of a person from custody upon those terms and conditions specified by order of an appropriate judicial officer (Reference § 19.2-119 of the *Code of Virginia*.)

Bond: The posting by a person or his surety of a written promise to pay a specific sum, secured or unsecured, ordered by an appropriate judicial officer as a condition of bail to assure performance of the terms and conditions contained in the recognizance. (Reference § 19.2-119 of the *Code of Virginia*.)

Carry-Over Case: A case which was received during a prior month or year and for which supervision is continued in the month or year under examination.

Closed Case: A case is considered closed by action of a court or any judicial officer which is the result of a successful or unsuccessful completion of supervision requirements or other closure.

Collateral Contact: (as made by program/agency staff). Verification of defendant or offender participation in services not provided by the PSA or CCCA program including, but not limited to, alcohol and drug testing, substance abuse education, counseling and treatment, other counseling, community service work sites, and educational, family or employer contacts

Commitment to Jail:

- 1 Pretrial:** A commitment to jail awaiting trial is a formal procedure. Magistrates and other judicial officers either admit to bail or commit to jail awaiting trial or pending a hearing or court action. This is a written instruction to a jailer, (a "mittimus" from the Latin "we send") to hold an accused (defendant). The order is Form DC (District Court)-352.
- 2. Post-trial:** Offenders are committed to jail by court order following conviction or sentencing.

Convicted: A court action where there has either been an accepted plea or a finding of guilt.

Court Reinstated Case: A case that was previously closed unsuccessful that the Court has referred back (reinstated) to the program for the charges in the original placement.

Criminal Record Check: For Pretrial Services, a court report including a summary of national, federal, state and local criminal convictions

Defendant¹: An individual charged with a criminal offense or against whom a legal action is brought. Often used synonymously with "accused", connoting a presumption of innocence.

Deferred Judgment: A case in which the court, without entering a judgment of guilt and with the consent of the accused, defers further proceedings and places the individual (referred to as an offender) on probation. (Reference authority in § 19.2-303.2.)

Differential Case Management or Supervision: A formal procedure of decreasing or increasing the type or frequency of contacts or the conditions of supervision. These actions are usually based on the length of time and defendant or offender performance under supervision.

Direct Placement: A placement under pre or post-trial supervision by a judicial officer without program intake, interview, investigation, recommendation, or report made prior to that placement.

Felony: A state warrant for a criminal offense generally punishable as defined in § 18.1-10, of the *Code of Virginia*.

Fine: A pecuniary penalty imposed on a person who has been found guilty of a crime. This does not include amercements, costs, penalties, or other forfeitures or the like, even though they follow as a consequence of a conviction of a crime. Fees are separate from fines. (Reference § 19.2-339 of the *Code of Virginia*.)

Inactive Case: A case is considered inactive when supervision has been suspended. These cases have not yet been closed, however, supervision days are not to be counted. This may occur when:

1. A show cause has been issued and supervision has ceased.
2. A defendant or offender has returned to confinement for more than 2 (two) days.
3. For pretrial, a capias has been issued for failure to comply with the conditions of release (for post-trial, this would result in a case closure).
4. A defendant or offender has been transferred out to an established PSA or CCCA program in another jurisdiction.

¹ Offender is also used in the *Code of Virginia* to refer to defendants. However, there is a difference. Use defendant for anyone not convicted or sentenced, and offender for those convicted, sentenced, have a suspended sentence, have had a judgment deferred, or only have sanctions which include fines, costs, and restitution.

Interview: A formal face-to-face procedure for gathering background information from a defendant or offender for the purpose of assessing suitability or risk. For pretrial defendants (except for FTA cases) this shall not include the nature and circumstances of the instant offense(s) or the weight of the evidence.

Intractable Behavior: Behavior which, in the determination of the court, indicates a defendant's or offender's unwillingness or inability to conform behavior to that which is necessary for successful completion of the program. Intractable behavior may also apply to behavior which is so disruptive as to threaten the successful completion of the program by other participants. (Reference § 19.2-303.3 C of the *Code of Virginia*.)

Investigation: A formal pre or post trial procedure which includes the preparation of a court report, with recommendations, summarizing the results of the following:

1. An interview.
2. Verified and self-reported information including, but not limited to, criminal history, financial status, community stability and health.
3. National, federal, state, and local criminal history.
4. DMV record.

Judicial Officer: Unless otherwise indicated, "judicial officer" includes magistrates within their own jurisdictions, district and circuit court judges, clerks or deputy clerks of district and circuit courts within their respective cities and counties, judges of the Court of Appeals, and justices of the Supreme Court. (Reference § 19.2-119 of the *Code of Virginia*.)

Misdemeanor: A state warrant for a lesser criminal offense generally punishable as defined in § 18.2-11 of the *Code of Virginia*, or a local ordinance for a criminal violation which carries the same range of penalties as prescribed in general law.

Monitoring:

1. **Pretrial:** A process of notifying, by phone or mail, defendants released on summons or recognizance, of the first and future court appearances.
2. **Post-trial:** Providing basic assistance to the court by tracking an offender's compliance with a court order. This is not the same as active supervision. This applies primarily to tracking those who are performing community service in lieu of fines and costs, which does not necessitate supervision. Offenders in this status are not subject to standard supervision requirements.

New Arrests: An arrest for an offense allegedly committed while under pre or post trial supervision. Not the result of an old warrant being served.

New Case: Any defendant or offender placed under active supervision during a specific month or reporting period.

Non-Violent Felony: Any felony offense which is not one of the following: murder, manslaughter, kidnapping, sexual assault, malicious wounding, robbery, or any attempt to commit any of these crimes. (Reference § 19.2-316.1 of the *Code of Virginia*.)

Offender²: One who has violated a law. Generally used to describe an individual who has, as a result of a criminal act: a) plead guilty, b) been found guilty, c) had a hearing in which the court could justify a finding of guilt, or d) been convicted and given a punishment (includes, but not limited to: confinement in jail or prison, a suspended sentence, probation with or without community service, payment of restitution, fines, and day fines.)

Other Case Closure: A case closed due to one of the following actions:

1. Defendants who are arrested on an old warrant, detainer or capias and who are revoked from bail.
2. Revocation of bail for the protection of the defendant.
3. Death of a defendant or offender while under supervision.
4. Defendants and offenders removed by court action due to new case information.
5. Offenders removed from supervision by court action due to a previous offense or concurrent offense(s) which result in incarceration or placement in another supervision program.

Placement: An action either by a judicial officer as a result of a bail determination or by court order requiring a defendant or offender to be supervised by a program or agency established under the authority of the PSA or CCCA. This requires an actual release from confinement.

Recognizance: A signed commitment by a person (accused or defendant) to appear in court as directed and to adhere to any other terms ordered by an appropriate judicial officer as a condition of bail. (Reference § 19.2-119 of the *Code of Virginia*.)

Sentenced: An action by any court which includes an active sentence to incarceration, a CCCA sentence, a suspended sentence, probation, or the imposition of a fine.

Successful Completion: A defendant or offender approved by any judicial officer as having met the conditions of pre or post trial supervision.

Supervision: A formal procedure involving the active management of a defendant's or offender's compliance with the terms and conditions of supervision. This includes, but is not limited to: face-to-face contacts, phone contacts, and other community collateral contacts.

Screening: The process of determining the number of detained defendants awaiting a probable cause or initial or subsequent bail hearing available for pretrial investigation. This may occur:

1. **At Initial Bail Hearing (magistrate level)**
2. **Prior to Arraignment (first court appearance)**

² Offender is also used in the *Code of Virginia* to refer to defendants. However, there is a difference. Use defendant for anyone not convicted or sentenced, and offender for those convicted, sentenced, have a suspended sentence, have had a judgment deferred, or only have sanctions which include fines, costs, and restitution.

Supervision Days: The total number of active supervision days for each defendant or offender during a specific time period.

Supervised Release: Release on bail on recognizance and to the custody, and under the supervision of, a pretrial services agency.

Technical Violation: A case is closed unsuccessfully when a defendant or offender has significantly failed to comply with (violates) the terms and conditions of pretrial release or post trial supervision including removal due to intractable behavior.

Transfer of Supervision: The formal transfer of a defendant from one PSA program to a PSA program in another jurisdiction or an offender from one CCCA program to a CCCA program in another jurisdiction for the purposes of supervision when the defendant or offender is a resident of the receiving jurisdiction.

Unsuccessful Completion: Removal from supervision by the court for failure to comply with the terms and conditions of pre or post trial supervision. For post-trial this includes the issuance of a *capias* for failure to comply with the Court Order. For pretrial this includes the issuance of a *capias* for failure to appear in court.

***NOTE- A *capias* issued for non-compliance for pretrial shall be placed in active status until the next scheduled court date. At that time the case can be closed by a judicial officer revoking bail or issuing a *capias* for failure to appear in court.

***NOTE- A *capias* issued for non-compliance for post-trial shall be closed as unsuccessful. If the offender is referred back to the program at a later date for the same charges it shall be opened as a reinstated case.

YTD: Year to Date.

PRETRIAL SERVICES ACT
MONTHLY REPORT
DCJS-PSA 070197

Locality: List the Administrative Agent of the program.

Grant Number: List the grant number by which the program is funded.

Report For: List the month and year for which the data is reported.

Point of Intervention: Indicate at what point the program screens defendants.

- At Initial Bail Hearing
- Prior to Arraignment

NOTE:

1. Defendants are to be counted as one placement, regardless of the number of charges or referring courts.
 2. Report Misdemeanant and Felon Defendant information separately for all categories.
-

I. Caseload Activity

1. **Total # Defendants Under Active Supervision on First Day of Month:** Report the active caseload under supervision on the first day of the month before any new placements. (See definition of "active case".) This number should be the same as the total number of defendants under active supervision reported on the last day of the previous month.
2. **Total # Defendants Under Inactive Status on First Day of the Month:** Report the inactive caseload on the first day of the month.
3. **Total New Cases Placed on Supervision:** Report new cases placed on supervision during the month. Although a case may qualify for more than one category, list each new placement only once. The categories are prioritized, therefore, report a case in the first appropriate category from A-F.
 - A. **Transferred In From Other Programs**
 - B. **Court Reinstatement**
 - C. **On Secure Bond & Supervision**
 - D. **Direct Placement**
 - E. **Based on Program Recommendation (PR Bond)**
 - F. **Against Program Recommendation (PR Bond)**
4. **Total Restored to Active Supervision:** Report cases that were on inactive status at the end of the previous month and restored to active supervision during the current month.

(See definitions of "inactive case" and "active case".) When calculating supervision days, count only those days that the defendant was on active supervision.

5. **Total # of Cases Closed:** Report the number of cases closed during the month. Report according to reason closed (successful/unsuccessful/other) as follows:
 - A. **Total Successful Cases**
 1. Transferred Out-Returned
 2. New Placements locality
 3. Reinstated
 - B. **Total Unsuccessful Completions**
 1. Total Failures to Appear
 - a) Transferred Out-Returned
 - b) New Placements
 - c) Reinstated
 2. Total New Arrests
 - a) Transferred Out-Returned
 - b) New Placements
 - c) Reinstated
 3. Total Technical Violations
 - a) Transferred Out-Returned
 - b) New Placements
 - c) Reinstated
 - C. **Total Other Case Closures**
 1. Transferred In-Sent Back- A transfer case received from another jurisdiction that has been sent back to the original reporting jurisdiction. This is done primarily when a transferred-in case is to be officially closed.
 2. Other
6. **Total Placed on Inactive Status:** Report the number of cases placed on inactive status during the month.
7. **Total # Defendants Under Inactive Status on Last Day of Month:** Report the inactive caseload at the end of the reporting month. If case data is correct, this should equal: **(2-4+6)**. (Use this as the number of defendants to be reported under inactive status on the first day of the next month).
8. **Total # of Defendants Under Active Supervision on the Last Day of the Month:** Report the active caseload at the end of the reporting month. If case data is correct, this should equal: **[(1+3+4) - (5+6)]**. (Use this as the number of defendants to be reported under supervision on the first day of the next month).
9. **Total Supervision Days:** Report the total of all of the days that each defendant was under active supervision during the month being reported. Count the day of placement, but not the day of closure. Report Supervision Days for Closed and Active cases separately for both Carry-Over and New Cases, including cases Restored to Supervision.

PRETRIAL SERVICES ACT
MONTHLY REPORT

Locality: _____

Grant Number: _____

Report For: _____ / _____
MM YYPoint of Intervention (select one):
 At Initial Bail Hearing
 Prior to Arraignment

<u>I. Supervision Case Activity</u>	<u>Misd.</u>	<u>YTD</u>	<u>Felony</u>	<u>YTD</u>
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DO NOT include cases which are monitored. Use Section IV to report these.

1. Total # Defendants Under Active Supervision on First Day of the Month

2. Total # Defendants Under Inactive Status on First Day of the Month

3. Total Placements on Supervision (*Sum A..F*)

- A. Transferred In From Other Programs
- B. Court Reinstatement
- C. On Secure Bond & Supervision
- D. Direct Placement
- E. Based on Program Recommendation
- F. Against Program Recommendation

4. Total Restored to Active Supervision

5. Total # of Cases Closed (*A + B + C*)

A. Total Successful Cases (*1 + 2 + 3*)

- 1. Transferred Out-Returned
- 2. New Placements
- 3. Reinstated

B. Total Unsuccessful Completions (*1 + 2 + 3*)

- 1. Total Failures to Appear (*a + b + c*)
 - a) Transferred Out-Returned*
 - b) New Placements*
 - c) Reinstated*
- 2. Total New Arrests (*a + b + c*)
 - a) Transferred Out-Returned*
 - b) New Placements*
 - c) Reinstated*
- 3. Total Technical Violations (*a + b + c*)
 - a) Transferred Out-Returned*
 - b) New Placements*
 - c) Reinstated*

C. Total Other Case Closures (*1 + 2*)

- 1. Transferred In-Sent Back
- 2. Other _____

Locality: _____

Report For:

MM YY

<u>I. Supervision Case Activity (con't)</u>	<u>Misd.</u>	<u>YTD</u>	<u>Felony</u>	<u>YTD</u>
6. Total Placed on Inactive Status				
7. Total # Defendants Under Inactive Status on Last Day of Month				
8. Total # Defendants Under Active Supervision on Last Day of Month				
9. Total # Supervision Days (A + B)				
A. Total for Carry-Over Cases (1 + 2)				
1. Closed Cases				
2. Active Cases				
B. Total for New Cases (1 + 2)				
1. Closed Cases				
2. Active Cases				
<u>II. System Performance Data</u>	<u>Misd.</u>	<u>YTD</u>	<u>Felony</u>	<u>YTD</u>
Total # Admissions to Jail Awaiting Trial				
2. Total # Defendants Awaiting Trial at Screening				
3. Total # Defendants Screened Out (<i>Sum A...F</i>)				
A. Drunk in Public				
B. J&DR Court Juvenile Defendant				
C. Federal/U.S. Marshall's Office Hold(s)				
D. Parole Violator				
E. Detainer(s)				
F. Other: _____ _____ _____				
4. Total # Defendants Investigated				
5. Total # Defendants Not Investigated (<i>Sum A..E</i>)				
A. Debilitated Due to Drugs/Alcohol/Medical Condition at Time of Interview				
B. Behavior Not Conducive to Interview				
C. Refused Interview				
D. Released on Bond Before Interview				
E. Other: _____ _____ _____				
6. Total # Criminal Record Checks				

Locality: _____

Report For: _____ / _____
MM YY

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IV. Monitoring Case Activity*For defendants released on a Summons or ROR by Magistrate:*

	<u>Misd.</u>	<u>YTD</u>	<u>Felony</u>	<u>YTD</u>
1. Total # Defendants Under Monitoring on First Day of the Month				
2. Total # New Monitoring Placements				
3. Total # Monitoring Cases Closed (A + B + C)				
A. Successful				
B. Unsuccessful				
C. Other:				
4. Total # Defendants Under Monitoring on Last Day of the Month				

V. Certification

I hereby certify that the information provided in this report is true and correct to the best of my knowledge.

Signature of Project Director_____
Date

COMPREHENSIVE COMMUNITY CORRECTIONS ACT
MONTHLY REPORT

Locality: _____

Grant Number: _____

Report For: L

<u>I. CCCA Supervision Activity</u>	<u>Misd.</u>	<u>YTD</u>	<u>Felon</u>	<u>YTD</u>
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DO NOT include CDI cases or those which are monitored. Use Section IV and V to report these.

1. Total # Offenders Under Active Supervision
on First Day of the Month

_____	_____	_____	_____
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2. Total # Offenders Under Inactive Status on
First Day of the Month

3. Total Placements on Supervision (A + B + C)

- A. Transfers In From Other Programs
B. New Placements from Court
C. Total Court Reinstatements

4. Total Restored to Active Supervision

5. Total # of Cases Closed (A + B + C)

A. Total Successful Cases (1 + 2 + 3)

1. Transferred Out- Returned
2. New Placements
3. Reinstated

_____	_____	_____	_____
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B. Total Unsuccessful Completions (1 + 2)

1. Total New Convictions (a + b + c)
a) Transferred Out- Returned
b) New Placements
c) Reinstated
2. Total Technical Violations (a + b + c)
a) Transferred Out- Returned
b) New Placements
c) Reinstated

_____	_____	_____	_____
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C. Total Other Case Closures (1 + 2)

1. Transferred In- Sent Back
2. Other

_____	_____	_____	_____
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6. Total Placed on Inactive Status

7. Total # Offenders Under Inactive Status
on Last Day of Month

8. Total # Offenders Under Active Supervision on
Last Day of Month

Locality: _____

Report For: _____ / _____
MM YY

<u>I. CCCA Supervision Activity (con't)</u>	<u>Misd.</u>	<u>YTD</u>	<u>Felon</u>	<u>YTD</u>
9. Total # Supervision Days (A + B)	_____	_____	_____	_____
A. Total Carry-Over Cases (1 + 2)				
1. Closed Cases	_____	_____	_____	_____
2. Active Cases	_____	_____	_____	_____
B. Total for New Cases (1 + 2)				
1. Closed Cases	_____	_____	_____	_____
2. Active Cases	_____	_____	_____	_____

II. Type of CCCA Community Sentence

From Total New Placements from Court (I-3B), indicate type of sentence ordered by offense class:

	<u>Class 1&2</u>	<u>YTD</u>	<u>Class 5&6</u>	
	<u>Misd.</u>		<u>Felony</u>	
A. Local Probation (w/susp. sentence)				
B. Local Probation (w/out susp. sentence)				
C. Deferred Judgment				
D. Other: _____				
	<u>Other</u>	<u>YTD</u>	<u>Other</u>	<u>YTD</u>
	<u>Misd.</u>		<u>Felony</u>	
A. Local Probation (w/susp. sentence)				
B. Local Probation (w/out susp. sentence)				
C. Deferred Judgment				
D. Other: _____				

III. New CCCA Placements on Services

Report the number of CCCA offenders under supervision who were placed on services during this month.

	<u>Misd.</u>	<u>YTD</u>	<u>Felon</u>
A. Substance Abuse Testing			
B. Substance Abuse Education			
C. Substance Abuse Counseling			
D. Short Term-Detoxification (3-7 days)			
E. Long-Term Inpatient Tx (28 + days)			
F. Electronic Monitoring (EM)			
G. Home Incarceration (w/out EM)			
H. Community Service			
I. Restitution			
J. Other _____			

Locality: _____

Report For: /
MM YY**IV. Monitoring Case Activity***This includes, but may not be limited to, those performing community service in lieu of fines and costs.*

- | | <u>Misd.</u> | <u>YTD</u> | <u>Felon</u> | <u>YTD</u> |
|--|--------------|------------|--------------|------------|
| 1. Total # Offenders Monitored on First Day of the Month | | | | |
| 2. Total New Monitoring Placements Including Transfers | | | | |
| 3. Total Monitoring Cases Closed (A + B + C) | | | | |
| A. Successful | | | | |
| B. Unsuccessful | | | | |
| C. Other | | | | |
| 4. Total # Offenders Under Monitoring on Last Day of the Month | | | | |
| 5. List the types of cases being monitored: | | | | |
| _____ | | | | |
| _____ | | | | |
| _____ | | | | |

V. CDI Case Activity

1. Total # Offenders Under Supervision on First Day of the Month
2. Total Cases Closed (A + B + C)
 - A. Successful
 - B. Unsuccessful
 - C. Other
3. Total # Offenders Under Supervision on Last Day of the Month

VI. Certification

I hereby certify that the information provided in this report is true and correct to the best of my knowledge.

Signature of Project Director_____
Date

Example #1: Defendant A was under supervision on June 30th and terminated on July 9th. For the month of July, count 8 supervision days under Closed Case for Carry-Overs

Example #2: Defendant B was placed in the program on June 15 and was not terminated in July. For the month of July, count as 31 supervision days under Active Case for Carry-Overs.

II. System Performance Data

Admissions to Jail Awaiting Trial: Report the number of admissions and commitments to a lockup (if operated by the sheriff's department) or a jail facility during the month.

Jails must, by statute, keep and maintain a daily Admission and Release Log, separate and apart from, the Record of: Prisoners or Juveniles Confined in Jail (DC-J7 and DC-J8 - a monthly reimbursement request required in statute to be reported to the Department of Corrections). The pretrial Commitment to Jail form is Form DC(District Court)-352 and the Release, is Form DC-353. The majority of these are completed by magistrates.

Include only defendants held for Reason Confined Codes 10, 11, and 12. Do not include Confined Code 13 (this reports individuals held as material witnesses). Do not include Confined Code 16, (this reports juveniles transferred, waived or removed to the Circuit Court and although considered adults, it is unlikely that they will be released on bail through a bond because of the severity of their crime(s).

2. **# Defendants Awaiting Trial Available at Screening:** Report, for the month, the total number individuals still detained at the point at which the program begins the review of defendants or intervenes in the pretrial release process.

3. **Total # Defendants Screened Out:** Report the number of defendants screened out before investigation during the month. The only defendants that can be categorically screened out include the following:

A. **Drunk in Public:** Accused held solely for the offense of public drunkenness (NCIC 4200)

B. **J&DR Court Juvenile Defendants:** These should be pending transfer to a suitable juvenile facility

C. **Federal/U.S. Marshall's Office Hold(s):** Defendants held for the federal government on federal charges-their cases will not be heard in local courts.

D. **Parole Violator:** Those detained solely for a parole violation. (PB-14)

E. **Detainer(s):** Defendants held solely on a writ authorizing continued detention pending further action (e. g.: transfer to another jurisdiction, other authority, etc.)

F. **Other:** Use for exceptional cases only.

4. **Total # of Defendants Investigated:** Report the number of defendants investigated during the month.
5. **Total # Defendants Not Investigated:** Report the number of defendants not investigated during the month by reason not interviewed:
- A. **Debilitated Due to Drugs/Alcohol/Medical Condition at Time of Interview**
 - B. **Behavior Not Conducive to Interview**
 - C. **Refused Interview**
 - D. **Released on Bond Before Interview**
 - E. **Other:** Use for exceptional cases only.
6. **Total # Defendant Criminal Record Checks:** Report the number of defendants, from # 5 above, for whom a criminal record check was completed.
7. **Total # of Defendants Recommended for:** Report the type of release recommendation made, by court action (acceptance or rejection), in accordance with the following categories:
- A. **PR (w/out supervision):** A recommendation for release on bail on personal recognizance.
 - B. **Supervised Release (w/ PR Bond):** A recommendation for release on bail on recognizance to the custody and supervision of a pretrial services agency in lieu of a secure bond.
 - C. **Supervised Release (w/ Secure Bond):** A recommendation for secure bond in addition to supervision.
 - D. **Reduced Bond:** A recommendation that the secure bond imposed at the initial bail hearing be reduced.
 - E. **Same Bond:** A recommendation that the current bond amount is appropriate for release on bail.
8. **Total # Defendants Closed by Placement:** Of those reported closed under Caseload Activity I-5, report according to how they were closed (successful or unsuccessful) based on the following:
- A. **Successful**
 - 1. On Secure Bond and Supervision
 - 2. Direct Placement
 - 3. Based on Program Recommendation
 - 4. Against Program Recommendation
 - B. **Unsuccessful**

1. On Secure Bond and Supervision
2. Direct Placement
3. Based on Program Recommendation
4. Against Program Recommendation

III. New Placements on Services

Report defendants under active supervision who were placed in services and began receiving services during the month reported.

- A. Substance Abuse Testing
- B. Substance Abuse Education
- C. Substance Abuse Counseling
- D. Short-term Detox (3-7 days)
- E. Long-term Inpatient TX (28 + days)
- F. Electronic Monitoring (EM)
- G. Home Incarceration (w/out EM)
- H. Other- Specify

IV. Monitoring

1. Total # Defendants Under Monitoring on First Day of the Month
2. Total # New Monitoring Placements
3. Total # Monitoring Cases Closed
 - A. Successful
 - B. Unsuccessful
 - C. Other
4. Total # Defendants Under Monitoring on Last Day of the Month

V. Certification

The grant project director must sign and date the completed report certifying that the information is true and correct.

COMPREHENSIVE COMMUNITY CORRECTIONS ACT
MONTHLY REPORT
DCJS-CCCA 070197

Locality: List the Administrative Agent of the program.

Grant Number: List the grant number by which the program is funded.

Report For: List the month and year for which the data is reported.

NOTE:

1. Offenders are to be counted as one placement, regardless of the number of charges or referring courts.
 2. Report Misdemeanant and Felon Offender information separately for all categories.
-

I. CCCA Supervision Activity

Report only those cases in this section that have been sentenced under provision of the CCCA and are subject to all standard supervision requirements. Cases sentenced under the CDI Act should be reported in section V. Cases not held accountable to standard supervision requirements should be reported in Section IV.

Total # Offenders Under Active Supervision on First Day of Month: Report the active caseload under supervision on the first day of the month before any new placements. (See definition of "active case".) This number should be the same as the total number of offenders under active supervision reported on the last day of the previous month.

2. **Total # Offenders Under Inactive Status on First Day of the Month:** Report the inactive caseload on the first day of the month.
3. **Total New Placements on Supervision:** Report new placements made during the month as follows:
 - A. **Transfers-In From Other Programs:** Report offenders transferred in from other programs during the month.
 - B. **New Placements from Court:** All should be sentenced under CCCA.
 - C. **Court Reinstatement:** Report cases previously closed as unsuccessful that have been reinstated by the court.
4. **Total Restored to Active Supervision:** Report cases which were on inactive status at the end of the previous month and restored to active supervision during the current month. (See definitions of "inactive case" and "active case".) When calculating supervision days, count only those days that the offender was on active supervision.

5. **Total # of Cases Closed:** Report cases closed during the month, by type of sentence:

A. Total Successful Completions

1. Transferred Out-Returned
2. New Placement
3. Reinstated

B. Total Unsuccessful Completions

1. Total New Convictions
 - a) Transferred Out-Returned
 - b) New Placement
 - c) Reinstated
2. Total Technical Violations
 - a) Transferred Out-Returned
 - b) New Placement
 - c) Reinstated

C. Total Other Closures:

1. Transfer-In Sent Back A transfer case received from another jurisdiction that has been sent back to the original reporting jurisdiction. This is done primarily when a transferred-in case is to be officially closed.
2. Other

6. **Total Placed on Inactive Case Status**

7. **Total # of Offenders Under Inactive Status on Last Day of Month:** Report the inactive caseload at the end of the reporting month. If case data is correct, this should equal: **(2-4+6)**. (Use this as the number of offenders to be reported under inactive status on the first day of the next month).

8. **Total # of Offenders Under Active Supervision on the Last Day of the Month:** Report the active caseload at the end of the reporting month. If case data is correct, this should equal: **[(1+3+4) - (5+6)]**. (Use this as the number of offenders to be reported under supervision on the first day of the next month).

9. **Total # of Supervision Days:** Report the total of all of the days that each offender was under active supervision during the month being reported. Count the day of placement, but not the day of closure. Report Supervision Days for Closed and Active cases separately for both Carry-Over and New Cases, including cases Restored to Supervision.

Example #1: Offender A was under supervision on June 30th and terminated on July 9th. For the month of July, count 8 supervision days under Closed Case for Carry-Overs.)

Example #2: Offender B was placed in the program on June 15 and was not terminated in July. For the month of July, count as 31 supervision days under Active Case for Carry- Overs.)

II. Type of CCCA Community Sentence

Type of Sentence: For New Placements (Caseload Activity I-3B) indicate type of sentence by offense class. Report Misdemeanants as Class 1 & 2 or Other and Felons as Class 5 & 6 or Other as follows:

- A. Local Probation (w/ suspended sentence)
- B. Local Probation (w/out suspended sentence)
- C. Deferred Judgment
- D. Other (Specify)

III. New CCCA Placements on Services

Report offenders under active supervision who were placed in services and began receiving services during the month reported.

- A. Substance Abuse Testing
- B. Substance Abuse Education
- C. Substance Abuse Counseling
- D. Short-term Detox (3-7 days)
- E. Long-term Inpatient TX (28 + days)
- F. Electronic Monitoring (EM)
- G. Home Incarceration (w/out EM)
- H. Community Service
- I. Restitution
- J. Other

IV. Monitoring Case Activity

1. Total # Offenders Under Monitoring on First Day of the Month
2. Total # New Monitoring Placements Including Transfers
3. Total # Monitoring Cases Closed
 - A. Successful
 - B. Unsuccessful
 - C. Other
4. Total # Offenders Under Monitoring on Last Day of the Month
5. List the types of cases being monitored: Give examples of the types of cases being monitored.

V. CDI Case Activity:

- 1. Total # Offenders Under Supervision on First Day of the Month**
- 2. Total # Cases Closed**
 - A. Successful
 - B. Unsuccessful
 - C. Other
- 3. Total # Offenders Under Supervision on Last Day of the Month**

VI. Certification:

The grant project director must sign and date the completed report certifying that the information is true and correct.