



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Progress Report Instructions for CCCA/PSA

These are the instructions for completing the Progress Report (PR) for the Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) Agencies. The progress report is required as part of the grant reporting requirements of the Department of Criminal Justice Services. These reports are used to communicate performance, activities, and resources supporting evidence-based practices. Information provided in other sections allows the grant monitor to gain an understanding of the challenges of each program, identify areas of need, whether technical assistance has been received or is needed, and to determine the need for continuation funding.

The report (DCJS-CCCAPSA_PR20) is in an Excel format and includes the following separate worksheets:

1. Header –the grant program identification section
2. PT data table – the performance data
3. CC data table – the performance data
4. Narrative – the activities and resources section
5. Quarterly Project Income – form to report supervision fees and other income
6. Additional space –to add more information to the report, if necessary

The PR is in a “form format” so that you will be able to download and complete it on your computer without modifying the format. The progress report forms are available online in Microsoft Excel (.xlsx). DO NOT RECREATE THIS FORM – MODIFIED FORMS WILL NOT BE ACCEPTED. If you have any questions about this Progress Report, contact your grant monitor for assistance.

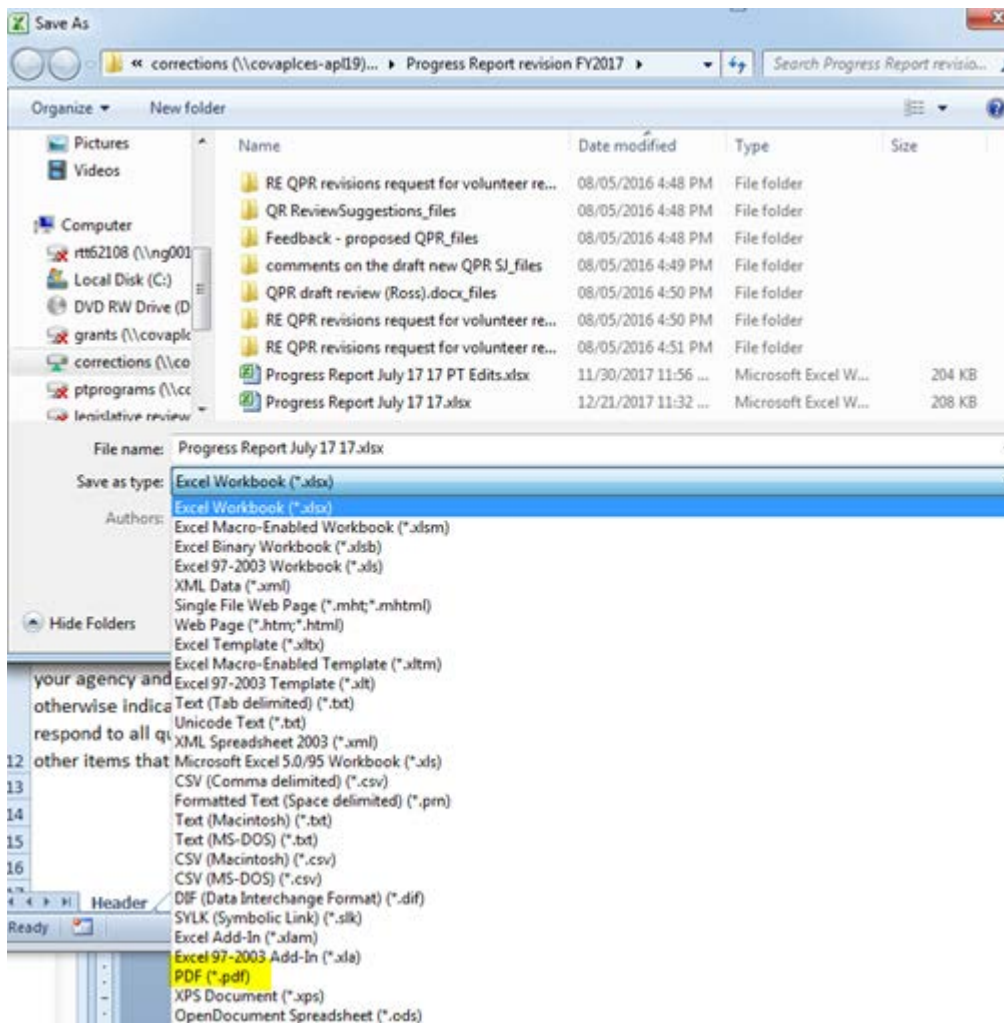
General Instructions for the Progress Report

1. Reports are due by close of business on the 15th of the month after the end of each reporting period. Reports are required even if no activities have occurred during the reporting period. If your reports are going to be late, you must notify your DCJS grant monitor in writing before the due date.
2. All parts of the report must be completed, if applicable. If the section is not applicable, indicate this by writing N/A or by checking the N/A box.
3. The Progress Report form is in an Excel spreadsheet and formatted so that you may enter the information directly into the document by either clicking the grey area or using the “tab” key to navigate.
4. The data tables are designed to automatically calculate totals and percentages in certain fields. NOTE: For the 2nd, 3rd & 4th progress report periods, use the prior data sheets and add the new quarterly data.
5. After you complete the report and save it, you must save the Excel workbook in a .pdf to submit via GMIS (see below for instructions).

Saving the Progress Report as one PDF

Once you have completed your progress report, select all of the worksheets in the workbook by holding down the control key and clicking all worksheet tabs at the bottom to select them. Then select “Save As” from the “file” menu, name the report in the format below under “File name” and select “PDF (*.pdf)” under the “Save as type” to save the report as one PDF.

- “Locality Name Jul-Sep 20XX” for the first quarter
- “Locality Name Oct-Dec 20XX” for the second quarter
- “Locality Name Jan-Mar 20XX” for the third quarter
- “Locality Name Apr-Jun 20XX” for the fourth quarter



OPEN AND REVIEW THE DOCUMENT FOR COMPLETENESS BEFORE YOU UPLOAD IT TO GMIS.

Progress Report Instructions for CCCA/PSA

Header

This is the grant program identification section

- A. Grantee: Enter the locality name of the fiscal and administrative agent (not the agency name).
- B. Grant Number: Enter your current grant number.
- C. Date of Report: **Enter the date you are completing the report.**
- D. Grant Period: Enter the beginning date of the current grant cycle.
- E. To: Enter the ending date of the current grant cycle.
- F. Final Report: Check “no” as this is a continuation grant.
- G. Date Project Completed: “N/A” has been entered in this section.
- H. Report Period Ending: Click the box for the ending date of the current reporting period.
- I. Program Administrator: Enter the name of the city or county manager or administrator.
- J. Project Director: Enter the name of the person as noted on the grant application.

Data

I. Performance: CC & PT data tables

- A. Pretrial – Use data from the Pretrial Services Monthly Report and the PRAXIS Monthly Report unless otherwise noted
 1. Screening and Investigation
 - A. Use the data from Section IV, #2 of the “Pretrial Services Monthly Report.”
 - B. Use the data from Section IV, #3 (A - F) of the “Pretrial Services Monthly Report.”
 - C. Automatically calculated.
 - D. Use the data from Section IV, #4 of the “Pretrial Services Monthly Report.”
 - E. Use the data from Section IV, #5 (A - E) of the “Pretrial Services Monthly Report.”
 - F. Automatically calculated.
 2. Use the data from Section I, #2 of the “Praxis Steps Monthly Report.”
 3. Use the data from Section I, #7 of the “Praxis Steps Monthly Report.”
 4. Use the data from Section II, #3 of the “Praxis Steps Monthly Report.”
 5. Use the data from Section III, #2 (A - C) of the “Praxis Steps Monthly Report.”
 6. Use the data from Section III, #5 (A - F) of the “Praxis Steps Monthly Report.”
 7. Use the data from Section III, #4 (A - F) of the “Praxis Steps Monthly Report.”
 8. Use the data from Section V, #2, #3 (A - C) of the “Praxis Steps Monthly Report.”
 9. Automatically calculated.

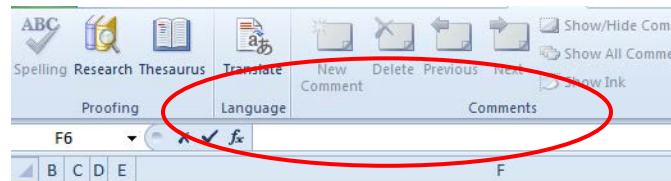
B. Probation

1. Use the data from Section I, #3 on page 1 of the “Community Corrections Act Monthly Report. This is the total individuals placed on supervision.
2. Use the data from Section III, #3 on page 3 of the “Community Corrections Act Monthly Report. This is the total placements made to your agency, not the total number of probationers placed on supervision.
3. Use the data from Section IV on page 5 of the “Community Corrections Act Monthly Report. These are the type of sentence each placement was given at sentencing. The majority of your agency placement types should be a suspended sentence or a deferred judgement.
4. Use data from the “Probation Risk Assessment Completion Report” to complete this table. When running the report, select the date parameters for the quarter you are reporting.

5. Use data from the “Probation Risk Assessment Completion Report” to complete this table. When running the report, select the date parameters for the quarter you are reporting.
6. Use data from the “Case Plans Report” to complete this table. When running the report, select the date parameters for the quarter you are reporting. Under the table, please list the “other” reasons a case plan was not completed as entered by the officer under “other.”
7. The risk profile is automatically calculated based on the data entered in #3 and #4.
8. The MOST and OST completion rates are automatically calculated from the data entered in #3, #4, and #5.
9. Use the data from Section III, #4 on pages 4-9 of the “Community Corrections Act Monthly Report.” These are the closure types for placements closed, not the total number of probationers closed on supervision.

Narrative

The space for all of the answers in this section will accept up to 2,500 characters (approximately 25 lines) and you will be able to view all the text you insert into the space. If you cut and paste, paste the information into the formula line to ensure it shows in the cell:



II. Agency Activities and Resources

1. Operations and Practices

- A. Training/Learning – provide a list of trainings and conferences that occurred during the quarter.
- B. LEBP and/or EBP Strategies and Activities – provide a description of all activities, programs, or initiatives that occurred during the quarter.
- C. Pretrial Services – provide the information requested for the quarter.
- D. Quality Assurance – describe the practices and procedures in detail that occurred during the quarter.
- E. Non-PTCC Technical Assistance – list and describe any new non-PTCC technical assistance requested or received from DCJS during the quarter.

2. Funding – describe any new funding you have gotten during the quarter, regardless of source.

III. Community Criminal Justice Boards (CCJB) – provide detailed information on your CCJB meetings and activities

IV. Other Activities – Provide information on activities noted that occurred during the quarter.

Project Income Form

If you are approved to collect supervision/intervention fees, you are required to complete and submit a Project Income Form for each quarter even if no fees are collected or expended. Please remember to carry over any income from the prior year and quarter.

Additional Space

This sheet is provided if you need additional space for your report.