

Report Definitions:

Run EBP data report on the first Tuesday of each month or the next closest day the supervisor is available to do so.

Location/Officer: Combine caseloads if assigned more than one with the exception of the Morrow county caseloads. Combine casebank with the exception of the Morrow County casebank.

Significant Contacts: CC Reports Menu (Option 13), Management Statistics (Option 1), CC Significant Contact Report, (Option 1), run two months prior to ending month (example 7/1/06-8/31/06).

Contact Standard: CC Reports Menu (Option 13), Management Statistics (Option 1), Significant Contact detail report for each specific caseload. Compare face to face contacts against agency requirements. 2 face to face contacts on Hi's, 1 face to face on Med's. Divide total cases in compliance against total Hi-Med population to determine percentage. Goal 90%.

LS/CMI: Number of completed LS/CMI's completed on primary cases as indicated by web based program minus total number of primary cases assigned to a specific caseload. Baseline goal is 90% of Hi-Med's.

Employment: CMIS Portal, Community Outcomes, Outcomes Overview, Employment, Umatilla/Morrow County, and enter Percentage of High/Medium offenders employed. Baseline goal is 70% on Hi-Med.

Treatment: On each caseload, sub set all med-hi cases. Run optin 13 on all cases. Hand count all cases with open treatment referrals, and all offenders who have completed required treatment. Number of hi-med offenders enrolled or completed treatment is divided against total hi-med population to determine percentage. Office goal is 60%.

Restitution: CMIS Portal, Community Outcomes, Outcomes Overview, Restitution, Umatilla/Morrow County, enter the percentage of High/Medium offenders paying restitution at closure. Only those highlighted with lights will have clients who closed in that period.

Baseline goal for restitution collection at closure is 40%.

CSW: CMIS Portal, Community Outcomes, Outcomes Overview, Community Service, Umatilla/Morrow County, enter percentage of High/Medium offenders completing community service at closure. Baseline goal at closure is 50%.

Supervision Fees: CC Reports Menu (Option 13), Management Statistics (Option 1) CC Management Fee Report (Option 2), run previous month cycle (I.e. 08/01/06-08/31/06), under location you should use UMAP for Umatilla and MORR for Morrow. Baseline goal is 30%

Contact Standard: CC Reports Menu (Option 13), Management Statistics, Significant Contact Report. Select the appropriate caseload #, run from the first day of the month through the last day of the month. Required contacts are: 1 face to face on a medium
2 face to face on hi's, and 1 contact monthly on lows. Look at each individual active case in the report and review completed contacts. Report the percentage of active cases which met the set contact standards by dividing the number of offenders where the
required contacts were made with the total number of active cases. Baseline goal is 90%

Quarterly Report: Each March, June, September and December supervisors will submit quarterly data/audit reports. These reports
will be submitted no later than the 15th of those months. This report will include a data summary of each caseload. Along with this data will be a narrative summary of the caseload, as well as any trending information. Negatively trending information will be addressed and a plan for correcting the problem area's will be outlined.

Also contained in this report will be copies of the performance audits for that quarter. These audits will include 5 random case and file content audits, a LS/CMI audit and a audit demonstrating proficiency in Motivational Interviewing.