State and Federal Corrections Information Systems

An Inventory of Data Elements and an Assessment of Reporting Capabilities

A joint project:

Association of State Correctional Administrators
Corrections Program Office, OJP
Bureau of Justice Statistics
National Institute of Justice

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Acknowledgments

An electronic version of this report and the data analyzed in the report may be found on the Internet at the following address: **http://www.ojp.usdoj.gov.bjs/**

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Study objectives, methodology, data, and report organization

Study objectives, methodology, data, and report organization

In a series of meetings, members of the State-Federal Committee of the Association of State Correctional Administrators and representatives from the Corrections Program Office (CPO), the Bureau of Justice Statistics (BJS), National Institute of Justice (NIJ), the National Institute of Corrections, and the Federal Bureau of Prisons identified the need to assess the current status of offender-based information systems in corrections. Correctional administrators expressed the need for a set of performance indicators that could be used to describe, measure, and compare management outcomes among departments of corrections. Administrators also expressed that they often lack basic information needed to formulate new policies or to defend existing practices. Researchers highlighted the difficulties of conducting comparative studies in the absence of basic agreement on concepts and definitions, and the diversity in the quality and coverage of data elements in these systems.

In response, CPO, BJS, and NIJ sponsored a project to conduct an inventory and assessment of more than 200 data elements in State and Federal corrections information systems. An advisory committee, including representatives of the State-Federal Committee, other corrections officials, corrections researchers, and representatives of the sponsoring agencies and the Urban Institute, was formed to guide the design of the inventory and to identify priority information areas for attention.

The Inventory of State and Federal Corrections Information Systems is built around the six priority information areas identified by the advisory committee: offender profile, internal order, program effectiveness, public safety, recidivism, and operational costs. The Inventory reports on the status of information systems in adult State and Federal departments of corrections. Its purpose is to provide a basis for improving the quality of corrections data, enhancing electronic sharing of information, and improving the capacity of corrections departments to provide comparable data for corrections performance measures, and for cross-jurisdictional research.

Objectives of the study

The study has several objectives. The first is to determine what data elements departments of corrections collect and maintain in their adult prisoner information systems and whether most departments maintain data elements about a common core of information that is roughly comparable across jurisdictions. The second objective is to assess the capabilities of corrections information systems to generate and report statistical information about offenders. The third objective is to organize the many data elements that departments collect

into substantive categories that describe major stages of corrections processing and to develop a set of dimensions that measure events in these major phases of the corrections process. The fourth objective is to describe the information that corrections departments maintain about facilities management, medical care, and costs and revenues.

Methodology

The Inventory uses surveys and interviews to ask two questions about information systems: What data on most adult sentenced prisoners do departments collect and maintain in electronic form? and To what extend can departments use these data to respond to requests for statistical information about groups of offenders? These questions are asked in two structured questionnaires about the data elements and usability of the data systems, and a telephone interview collecting background information from key individuals to provide an overview of the architecture, capacities and capabilities of each corrections information system.

Questionnaires. The first questionnaire, the "Inventory of Data Elements in State and Federal Corrections Information Systems," collects information on data elements officials maintain in the information systems they use to manage adult, sentenced prisoners (Appendix A). The Inventory contains 242 questions about data elements and capacities of information systems. Of these, 207 were offender-based data elements; 15 are about facilities; and 20 are about capacities to link data. For each of the 207 questions about offender-based data elements, the Inventory asks officials whether they maintain the data element and if so, whether it is in electronic or paper form, and the percentage of offenders for whom it is maintained. The second questionnaire, "Survey of Retrieval and Query Capacities of Corrections Information Systems" (Obstacles survey) collects information on barriers or obstacles these officials encounter in producing statistical information in response to queries about offenders (Appendix B). This 25-question survey is organized into 5 categories of obstacles or barriers related to: legislative and institutional matters, staffing, software, hardware, and data.

During January 1998, both questionnaires were mailed to information officers in 50 State departments of corrections, the District of Columbia and the Federal Bureau of Prisons (Appendix C). Urban Institute staff collected the responses to the surveys, verified and coded them, and prepared them for data entry and analysis. Urban Institute staff also analyzed the data, prepared the tables, and did the analysis reported here. All 52 departments responded to the Inventory and telephone interviews, and 51 returned the Obstacles survey.

Telephone interviews. With one to several staff members in the corrections information system, respondents included research staff, programmers, database administrators, system design specialists, and other personnel involved in designing, operating or maintaining corrections information systems (Appendix C). The interviews were open-ended but structured, focusing on the following themes: the institutional, political and legal context of information systems, nature of technology used, information system structure and business functions, data collection procedures, data system linkages and data sharing, and overview of how well systems meet current needs. Urban Institute staff conducted these telephone interviews during the summer of 1997 and were responsible for transcribing them and analyzing the content. In general these discussions with departmental staff provided vital background information relevant for the design of the Inventory questionnaires, and also supplemented data on the capabilities of corrections information systems.

Content of the questionnaires

Both questionnaires were designed in collaboration with the advisory committee. The advisory committee identified six priority information areas for attention: offender profile, recidivism, program effectiveness, internal order, public safety, and operational costs. In developing the Inventory survey, the first five of the committee's priority areas were organized into four stages of offender processing through the corrections systems. These stages included (1) profiling offenders, (2) committing offenders, (3) managing offenders, and (4) supervising offenders. The sixth priority area of the committee, operational costs, was used to guide development of questions related to facility management issues. A final component of the Inventory survey was developed to describe the capabilities of corrections information systems to extract and link archived data electronically. The links between the committee's priority information areas and the development of the two questionnaires are described further below.

Profiling offenders. This priority area led to the development of the data elements in the first two stages of corrections processing: (1) profiling and describing offenders in corrections, and (2) committing offenders into prison. In the profiling offenders information area, the advisory committee identified a wide range of information concepts that included offenders demographic characteristics and risk potential, as well as their offenses, criminal histories, sentences, types of admissions, and releases from prison. For clarity, this priority area was divided into one stage that described demographic and social characteristics of offenders (profiling offenders), and another that described both the behaviors and decisions leading to commitment to prison and the assessment and placement decisions made upon entry into prison (committing offenders).

Program effectiveness and internal order. These two information areas were combined into the third stage of corrections processing: (3) managing offenders in corrections facilities. This stage includes such information concepts as program participation by offenders, treatment, medical problems (e.g., HIV and TB) and medical care—as well as information related to offender misconduct, violations of rules, safety considerations, use of restraint, and drug and alcohol use.

Recidivism and public safety. These two areas, in which the advisory committee identified concepts such as the re-arrest, re-conviction, and return to prison of released offenders, the harm to the public, and notification of victims, were combined into the fourth stage of corrections processing: (4) supervising offenders on release into the community.

Operational costs. This priority area includes non-offender-based data, such as those that measure staffing ratios, program effectiveness, and costs of operating facilities. Since these questions are about information at a different level of analysis from the offender-based data elements, they are organized into the fifth area of the Inventory: facilities management.

Many of the concepts derived from the priority information areas relate to events that may be repeated through an offender's career in corrections. For example, a single offender may have several admissions into and releases from prison; a single offender may be involved in several hearings related to misconduct; a single offender may have several medical tests. The challenge is to capture the nature of the repeats. This may be represented in information systems in several ways: Each separate record of an event may be added to an information system as a new record. Only information about the most recent event may be maintained in the information system. Records of events may be repeated as blocks or segments to the end of an individual's record. Or past events may be archived on tape or other medium, with only the current event retained in the information system. Regardless of the method used to record these events, an Inventory of data elements *alone* cannot provide answers to important questions about whether departments can provide data on the number of times events happened. To address this concern, the Inventory included 20 questions about whether departments maintain archival records of repeatable events and, if so, whether they have the capability to retrieve and link these records to current records by electronic means.

Thus, the Inventory questionnaire contains three sets of questions. The vast majority of the questions (207) apply to the four stages of offender processing and ask about the existence of offender-based data elements in corrections information systems. Fifteen questions ask about facilities management, medical care, and costs. Twenty questions ask about the capabilities of information systems to extract and link electronically archived data.

The Inventory project also addresses the reporting capabilities of information systems. Reporting capability is measured by the extent to which the information systems can report on requests for statistical information. The Obstacles survey asks departments to rate the severity of obstacles they face in providing this information. It asks about five areas of potential problems: legislative and institutional, hardware, software, staffing, and data.

Organization of the Inventory items

In this report, the 207 offender-based data elements are organized into 4 stages of corrections processing. Each stage contains several dimensions, which are relatively homogenous groupings of data elements that together define a given stage (table I). The stages and categories of dimensions include:

- Stage 1, profiling and describing offenders, contains dimensions that describe offenders' demographic characteristics, socio-economic status, and family characteristics and living arrangements;

- Stage 2, committing offenders, contains dimensions that describe offenders' commitment offenses, sentencing information, and assessment and confinement decisions;

- Stage 3, managing offenders, contains dimensions that describe routine offender management, methods of release from prison, and internal order and security; and

- Stage 4, supervising offenders, contains dimensions that describe offender behavior after release, and details about new crimes committed and the victims of these crimes.

Measures used to analyze Inventory survey responses

The report uses several indicators to summarize responses to questions in the Inventory survey. The indicators provide information about the overall completeness of the department of corrections information systems, and point to areas where gaps exist. The gaps may be at the level of a data element, of the extent of the population covered, or of the form in which elements are maintained (electronic versus paper). Identifying the gaps helps identify areas where improvements to information systems can be made—such as adding data elements, increasing the number of data elements maintained electronically, or expanding the coverage of populations.

Table I. Stages and dimensions of offender-based data elements	
Stages and dimensions of corrections processing	Number of data elements
Total offender-based data elements	**207**
Stage 1. Profiling and describing offenders	**29**
Dimension. Demographic characteristics	11
Dimension. Socio-economic status	13
Dimension. Family characteristics and living arrangements	5
Stage 2. Committing offenders	**70**
Offenses leading to commitments	
Dimension. Criminal incident	14
Dimension. Conviction offenses	7
Dimension. Criminal history	8
Sentencing information	
Dimension. Sentences imposed	13
Dimension. Current commitment	3
Dimension. Expected time to be served	3
Assessment and confinement decisions	
Dimension. Risk assessment	4
Dimension. Needs assessment	6
Dimension. Classification decisions	9
Dimension. Confinement characteristics	3
Stage 3. Managing offenders	**63**
Routine offender management	
Dimension. Post-commitment movements	7
Dimension. Offender program participation	11
Dimension. Drug testing	2
Dimension . Medical care	6
Methods of release from prison	
Dimension. Good-time and other sentence adjustments	10
Dimension. Releases from custody	5
Dimension. Offender registry	3
Internal order and security	
Dimension. Misconduct and infractions	11
Dimension. Responses to misconduct	3
Dimension. Proceedings against offenders	5
Stage 4. Supervising offenders on release	**45**
Offender behavior after release	
Dimension. Employment and residence information	7
Dimension. Behavior on supervision	12
Dimension. Response to violations of conditions of supervision	10
Details about new crimes and victims of crimes	
Dimension. Information about new crimes	9
Dimension. Information about victims of new crimes	7

The indicators of corrections information systems capacities are based upon the following concepts:

- *High availability.* This response shows that an information system has a data element in electronic form for more than 75% of offenders. This

high percentage indicates extensive coverage on an element. The electronic form indicates the data potentially can be extracted, linked, and easily shared electronically.

- *Medium availability.* This response shows that an information system has a data element in electronic form but for less than 75% of offenders. It indicates a medium level of availability because the scope of coverage is less. It also indicates that information about a comparatively large percentage of offenders is more likely to be missing than in the high-availability indicator.

- *Low availability.* This response indicates that a data element is available only in paper form. Data elements available in low-availability form cannot be extracted, linked, and shared electronically. For the purposes of using offender-based data elements to generate statistical information, low-availability data elements present large obstacles for departments' capacities.

- *No availability.* This response indicates that a department does not collect a data element in any form.

- *Unknown availability.* For some elements, departments indicated that they maintain the element but did not indicate in which form, or the scope of coverage.

- *Missing.* For some elements, departments did not answer, were not sure if they collected it, or indicated it did not apply to their system.

Rationale behind the availability indicators

The high- to no-availability indication implies a continuum of availability. The distinctions between high, medium, and low availability reflect information system management priorities.

High availability. Maintaining data elements in a high-availability form indicates that the information may be used for on-going and day-to-day management concerns, or that the information is used to produce regular reports about corrections systems.

Medium availability. The medium-availability form indicates a problem of scope of coverage—that the electronically maintained data element does not apply to or is not collected on most offenders. There may be many reasons for this. For example, in decentralized systems in which data on offenders are collected at facilities and then submitted to a central information system, scope of coverage may relate to the absence of elements in the local information system or to problems transmitting data. Partial coverage in electronic form may also reflect

changes in sentencing policy that necessitates the introduction of new variables or data elements that apply only to specific classes of offenders. Or, it may reflect the retiring of old data elements that may consequently cover smaller and smaller percentages of offenders. Regardless of the reasons or explanations for it, the partial coverage of the medium-availability format presents a problem if the objective is to create statistical information on commonly defined concepts. It is also a problem for which there is unlikely to be a single solution.

Low availability. The low-availability format indicates that departments do not collect the data element in electronic form. This suggests that departments may not consider the element among those needed for day-to-day management or for use in regular reports. But it does *not* imply that a data element is unimportant to the departments, or even that it is less important than a data element maintained in high-availability form. For example, parole decisions may be based on information that is maintained in a low-availability form. Such information is crucial for corrections management decisions, but it is not necessarily crucial for day-to-day decisions.

Data elements are maintained in paper form for many reasons. Some, such as medical records, may not lend themselves to easy transcription and entry into computers. Others may be highly confidential. Still others may be used intermittently in decisionmaking about individual offenders. Alternatively, important data elements may be stored in paper form because of information system deficiencies. For example, some departments need to calculate data about average length of sentence or average time served manually, simply because the data elements are maintained only in paper form.

No availability. At least maintaining data elements in paper form indicates that they do exist in a given corrections information system. This means that the system has developed rules and procedures for defining, collecting, and maintaining the data element—putting that system at a distinct advantage over other systems that do not maintain it in any form. In the case of no-availability elements, departments have not even defined the element, let alone established rules and procedures for collecting and maintaining it. The no-availability format reflects the judgment that the system in question does not use the data element for making corrections processing or management decisions.

Full-availability scores and ratings

The concepts of high, medium, low, and no availability are used to create full-availability scores and ratings that measure the extent to which departments have the availability to maintain data elements electronically for the large majority of offenders. In this report, full-availability scores and ratings are used to

assess data availability in departments for groups of data elements, although they can also be used to assess availability for individual elements.

A full-availability score is created by assigning a value to each data element based on the level of availability at which a department maintains it. The values of the individual elements are then summed across groups of elements to achieve a department's availability score for each group. The availability indicators are scored as follows:

- High availability elements are given a score of 3 points;
- Medium availability elements are given a score of 2 points;
- Low availability elements are given a score of 1 point;
- Unknown availability elements are given a score of 1 point; and
- No availability elements are given a score of 0 points.

For example, in a department with 10 data elements of which 4 are maintained in high availability, 2 in medium availability, and 4 in no availability, its full-availability score equals 16, which is derived by assigning the 4 high-availability elements 3 points each, the 2 medium-availability element 2 points each, and the 2 no-availability elements 0 points each. The sum of the availability indicator scores for these 10 data elements equals the full-availability score of 16 points.

Full-availability scores are a function of the number of data elements in a group. Thus, department's relative availability across groups of data elements are difficult to assess by reference to their full-availability scores alone. For example, if 1 dimension has 8 data elements and another dimension has only 5 data elements, departments may receive a higher full-availability score for the 8-element dimension by virtue of the additional number of elements. To standardize for the differences in the number of elements among dimensions, a full-availability index and full-availability rating are created.

The full-availability index is the score that a department would receive if it maintained all of the data elements in a group in a high-availability form. A full-availability rating is the percentage of the full-availability index that a department achieves for a given group of data elements. For example, if a dimension of corrections processing contained 9 data elements, the full-availability index would equal 27 (3 full-availability points times 9 data elements). If a department receives a full-availability score of 20 (for any combination of high-, medium-, low-, unknown-, and no-availability data elements) the department's full-availability rating would be 74% (20 divided by 27 times 100% equals 74%).

Tables of availability scores for each department are generated for each stage of corrections processing and for the common core of data elements (i.e., the dimensions) within each stage. Comparisons may be made between

departments to obtain an indication of relative availability, although not the reasons for differences. Comparisons also may be made between stages or dimensions within departments to obtain an indication of the relative availability among information areas of a given information system.

Included in some of the tables of availability scores are the distributions of the number of data elements at each level of availability for each department. This permits some analysis of the reasons for the overall availability scores. For example, some departments may receive relatively higher scores than other departments because they maintain more data elements in a dimension, even though they maintain a smaller proportion of the data elements in a high-availability form. For example, Colorado and Iowa both rate relatively high on the availability index (83% and 80%, respectively). Colorado receives most of its score from the 168 data elements that it collects in high-availability form. Iowa maintains fewer data elements in high-availability form (147), but it also maintains 55 data elements in paper form or low availability. The distribution of the number of data elements that a department maintains at each level of availability points out the strengths and weakness of departments' capacities for any group of data elements.

Framework for defining and using the common core

The framework for analysis, which largely follows the format of the Inventory and Obstacles questionnaires, aims to: (1) identify commonly collected data elements; (2) measure the availability of data elements in a "high-availability format," that is, in electronic form for a large majority (more than 75%) of offenders; and (3) measure the availability of data in the areas where data are more commonly collected.

The approach taken to identify commonly collected data elements relies on delineating the major dimensions of corrections processing that comprise each of the four stages of corrections outlined above. The term "common core" of data refers to the data elements in specific dimensions of processing. To say that a common-core of data exists for a given dimension does not mean that every data element is maintained in a high-availability format by every department. What it does mean is that, within a dimension, enough data elements are maintained by a majority of departments in a high-availability format to constitute a meaningful core of information measures for a given dimension.

Specifically, the common core consists of the data elements that are in core dimensions of corrections processing. Core dimensions are identified separately for each stage of processing; a core dimension is one in which more

than an average number of departments maintain data elements in high-availability form.*

This approach is based on several assumptions. First, identifying the "common-core" areas in terms of dimensions recognizes a limitation of the Inventory: Departments collect data elements that are similar to those identified in the Inventory but may be defined in a somewhat different manner.

Second, within any common-core dimension, some specific data elements may not be collected as commonly as others.

Third, the common dimensions may obscure the fact that specific data elements are commonly collected even if the dimensions to which they belong are not. However, to the extent that corrections concepts are measured by several data elements, analysis of single data elements does not reveal the common information areas.

Fourth, underlying the "common core" is the assumption that departments have the capability to use computer methods to generate statistical information about the common-core areas.

To use the common core or any data elements to generate comparable statistics or indicators of corrections performance, standard definitions for the statistics are needed. Departments may not be able to meet standard statistical definitions in all cases. For example, differences in definitions of offense classes, types of offenders, and coverage of the corrections system may vary among departments. These may lead to differences in definitions of data elements and, consequently, in statistics. These differences need to be understood.

To begin to ascertain the reporting capabilities of departments, the study also describes the types of queries for statistical information to which departments are asked to respond; describes and analyzes the obstacles that departments face in responding to statistical queries; and describes departments' capabilities for sharing and linking data externally and linking data internally. These objectives are achieved by analyzing the data from the telephone surveys about the queries on statistical information; by analyzing the Obstacles survey to identify and rank obstacles for producing data; and by analyzing the Inventory survey about capabilities to link data.

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*These are identified in the following manner. First, for each stage, the average number of departments that maintain data elements in high-availability form is calculated as the full-availability score divided by the number of departments reporting data for the stage. Second, a similar measure is calculated for each dimension within a stage. The dimensions for which the average number of departments collecting data in high availability exceeds the average for the stage are defined as the core dimensions. Finally, all data elements within core dimensions are included in the core.

Profiling and describing offenders

Note: The Federal Bureau of Prisons is rated at 100% and the District of Columbia at 73%.
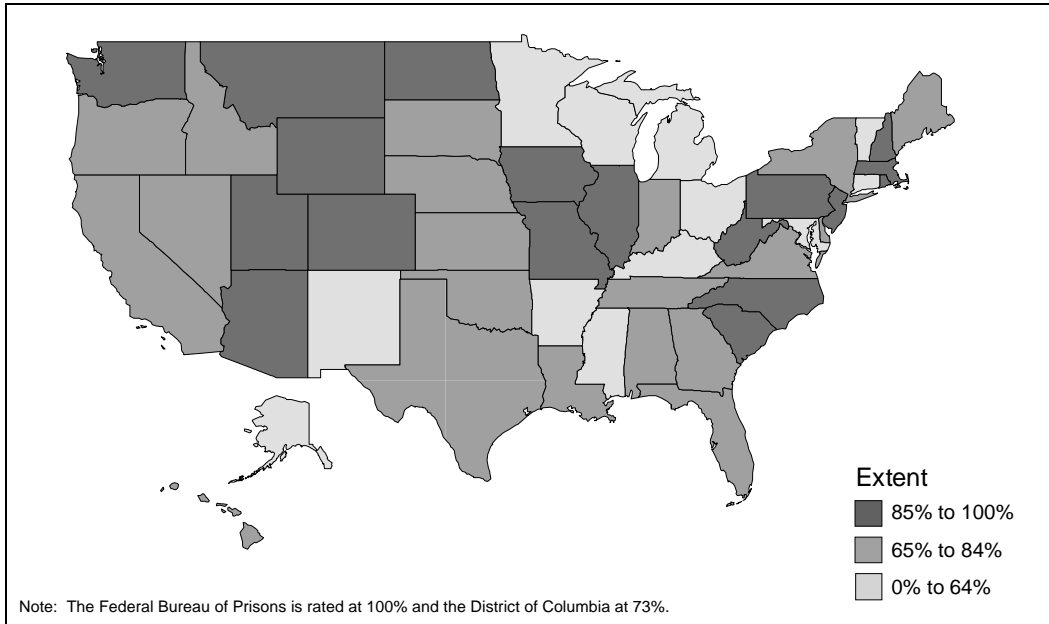
Figure 1. Extent to which departments maintain all demographic data electronically for most offenders

Data elements described in chapter 1 — profiling and describing offenders

Dimension and data element

Demographic characteristics prior to commitment
  Sex
  Race
  Hispanic origin
  Religious affiliation
  Date of birth
  Age at commitment
  Citizenship
  If illegal alien
  State of birth, if U.S. citizen
  Country of birth
  Address

Socio-economic status
  Education level
  If ever served in U.S. Armed Forces
  Military branch(es) served
  Length of military service
  Type of last military discharge
  Employment status prior to arrest
  Length of employment
  Length of unemployment
  Occupation
  Sources of income
  Amount of income
  Types of financial obligations
  Amount of financial obligations

Family characteristics and living arrangements
  Marital status
  Number of children
  Number of dependents
  Relationship of persons living in household
  Residential status (e.g., own, rent residence)

Profiling and describing offenders

Highlights

- All 52 departments maintain data electronically on the race and sex of offenders entering prison; 51 do so for their date of birth.

- At least 40 departments collect data on the occupation, military discharge, marital status, and education level of offenders, but some of these maintain only paper records on this information.

- Twenty departments can not report on whether inmates have and support children.

- Data describing offenders' demographic characteristics are more commonly collected than data describing socio-economic status or family relationships.

The Inventory includes 29 data elements that can be used for describing and profiling offenders under correctional authority. This stage is comprised of three dimensions, each containing several elements that describe:

- Demographic characteristics such as age, race, sex (11 elements);
- Socio-economic status such as offenders employment, education, and related experiences prior to prison admission (13 elements); and
- Familial relationships (5 elements).

Demographic characteristics of offenders

In the profiling offenders stage of corrections processing, data elements that describe the demographic characteristics of offenders are collected in any format—paper or electronic—by more departments than are the elements that describe offenders' socio-economic status or familial relationships.

Most departments maintain data elements on demographic characteristics of offenders, such as their age, race, sex, Hispanic origin, and residence in high-availability form* (table 1.1). Specifically, of the 52 departments reporting, 51 meet this criterion for maintaining data on the sex and race of offenders; 50 do so for the date of birth of offenders. In addition, 39 departments have high-availability data elements describing Hispanic origin, while 40 meet it for data on State of birth and on country of birth.

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*High-availability format is defined as maintaining data electronically for more than 75% of offenders.

Other demographic variables are less well represented according to this high-availability measure. Thirty-three departments collect data elements on citizenship at a high-availability level, and 31 departments do so on religious affiliation. Information on immigrant status (i.e., whether legal or illegal) is maintained in high-availability form by 18 departments, and 29 departments have high availability on offenders' residence (table 1.1).

Table 1.1. Number of departments with data elements that describe the demographic characteristics of offenders at admission

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Sex	1	51	1	0	52	0
Race	2	51	1	0	52	0
Hispanic origin	3	39	4	0	43	9
Religious affiliation	4	31	13	1	45	7
Date of birth	5	50	1	0	51	1
Age at commitment[a,b]	6	31	2	2	35	17
Citizenship[a,b]	7	33	6	3	42	10
If illegal alien[b]	8	18	5	7	30	22
State of birth, if U.S. citizen	9	40	6	1	47	5
Country of birth	10	40	3	1	44	8
Address	11	29	10	4	43	9

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]Several departments can calculate this information from other data elements.
[b]One department records this information indirectly.

Socio-economic status of offenders

Relatively few departments maintain data elements for substantial segments of their population on aspects of military service, employment status, sources of income or financial obligations at commitment in a high-availability form (table 1.2). However, 29 departments maintain data in high availability form on education level and 23 do so for whether the offender served in the U.S. Armed Forces. For the most part, departments do not maintain data elements on income and financial obligations. For example, 17 departments do not collect employment data and 40 do not collect data on income of offenders at the time of commitment. Also, about three quarters of the departments do not collect data on the type or amount of financial obligations.

Table 1.2. Number of departments with data elements that describe socio-economic status of offenders prior to current commitment

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Education level	17	29	14	7	50	2
If ever served in U.S. Armed Forces	18	23	14	8	45	7
Military branch(es) served	19	16	10	10	36	16
Length of military service	20	8	5	10	23	29
Type of last military discharge	21	20	14	7	41	11
Employment status prior to arrest[a,b]	22	17	8	9	35	17
Length of employment	23	6	5	10	21	31
Length of unemployment	24	1	1	9	11	41
Occupation	25	16	15	9	40	12
Sources of income	27	1	3	8	12	40
Amount of income	28	1	1	9	11	41
Types of financial obligations	29	3	2	8	13	37
Amount of financial obligations	30	3	1	7	11	39

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]Several departments collect employment information only for the last employment, or for up to a period of six months.
[b]One department can derive this information from other data elements.

Familial relationships of offenders

Many of the departments do not collect or maintain in high-availability form data elements on the family circumstances and living arrangements of offenders prior to admission (table 1.3). With the exception of the 35 departments that maintain data elements on marital status in high-availability form, no other data element about familial relations is maintained in a high-availability form by more than half of the reporting departments. Less than one-third of the departments have a high availability to provide data on children and dependents.

In general, data elements on family and domestic circumstances are not collected at all. Thirty departments do not collect data on the relationship of the offender to others in the household—although eleven departments collect such data in electronic form at varying levels of coverage of correctional populations. Similarly, most departments do not collect data that describes the residential status of offenders (e.g., whether they rent or own their residences, or are homeless).

Table 1.3. Number of departments with data elements that describe family characteristics and living arrangements of offenders

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Marital status	12	35	13	3	51	1
Number of children	13	14	6	12	32	20
Number of dependents	14	16	6	10	32	20
Relationship of persons living in household	15	7	4	11	22	30
Residential status (e.g., own, rent residence)	16	1	2	7	10	42

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

Summary

Among the 29 data elements in the profiling offenders stage of corrections processing, the 11 that comprise the dimension of demographic characteristics of offenders have a higher concentration of elements maintained in common and high-availability form than do elements in the other dimensions—socio-economic status or family relations.

Data elements on race and sex are maintained by all departments, and by all departments but one on age and marital status. Data elements on education, employment, occupation, and military experience are maintained by a majority of departments. Data elements on residential status are maintained by very few departments. Each of the 29 elements in the offender profile category is collected by at least some of the departments, although some of these data elements are collected by only a few departments.

Committing offenders into correctional authority

Note: The Federal Bureau of Prisons is rated at 94% and the District of Columbia at 46%.
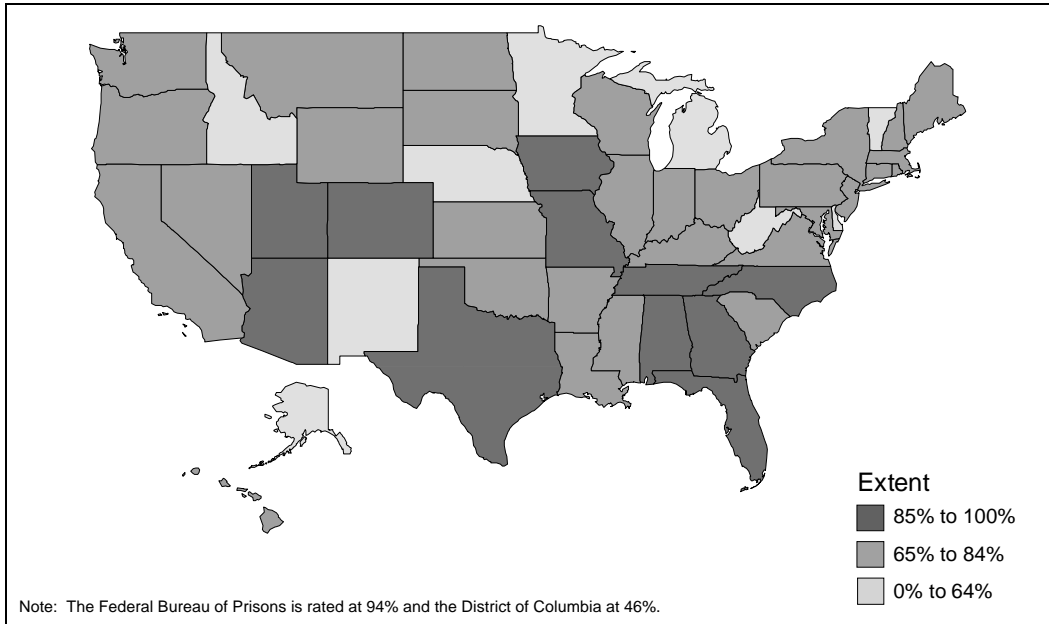
Figure 2. Extent to which departments maintain all core commitment data electronically for most offenders

Data elements described in chapter 2 — committing offenders	
Dimension and data element	

Criminal incident
  Date of incident
  Location of incident
  Number of victims
  Sex of victim
  Race of victim
  Age of victim
  If victim knew offender
  Relationship of offender to victim
  Weapon involved
  Type of weapon
  Victim injury information
  Extent of victim's property damage
  Amount of restitution due to victim
  Address of victim

Conviction offenses
  Number of conviction offenses
  Type of conviction offense
  Title and section of criminal code
  Written description
  Charges from indictment
  Charges from commitment
  Severity of offense

Criminal history
  Criminal justice status at time of arrest
  Offender's record of prior arrests and
    convictions
  Severity level of prior offenses
  Number of prior arrests
  Number of prior convictions
  Date of prior arrests
  Date of prior convictions
  Habitual offender

Sentences imposed
  County of sentencing court
  Sentencing judge
  Date of sentencing
  Number of sentences imposed
  If concurrent or consecutive sentences
  Total length of sentences imposed
  Length of sentence imposed for each offense
  If sentence is mandatory minimum
  Reason for mandatory sentence (e.g., drugs)
  If sentence is split or mixed
  Length of community supervision
  Imposition of monetary sanctions
  Amount of monetary sanctions

Current commitment
  Type of commitment
  Date of commitment
  Agency with authority to release offender
    from custody

Expected time to be served
  Expected date of release
  Expected parole release date
  Date of expiration of sentence

Risk assessment
  Weapon used during offense
  History of violence
  Gang membership
  History of escape/AWOL

Needs assessment
  Type of need
  Psychological history
  Medical condition at admission
  Program participation prior to commitment
  Tested for drug use at admission
  Results of drug tests at admission

Classification decisions
  Security level at admission
  Agency making decision
  Date of initial classification
  Classification index or score
  Risk assessment index or score
  Psychological index or score
  Medical classification index or score
  Reason for change in classification
  Date of classification change

Confinement characteristics
  Type of facility housing the offender
  Type of housing unit in which the offender is
    placed
  Special unit housing the offender

Chapter 2

Committing offenders into correctional authority

Highlights

- All 52 departments maintain data for the type and date of commitment into prison and the length of sentence imposed. More than 45 maintain several detailed data elements that describe offenders commitment offenses and their expected release dates.

- At least 48 departments collect data about sentencing: date of sentencing, county of conviction, total length of sentences imposed, and whether sentences are concurrent or consecutive. A few maintain these elements in paper form only.

- Thirty-seven departments maintain data about the date of the criminal incident underlying the conviction; 27 do so about whether a weapon was involved; 21 about the number of victims in the incident; and 16 about victim injuries. In most cases, these departments maintain this information on criminal incidents in paper form.

- Most departments (between 39 and 47) maintain data electronically about offenders needs, their security classifications, and units in which they are housed.

- Data describing conviction offenses, sentences imposed, current commitment, expected time to be served, risk assessment classification decisions, and confinement characteristics are more commonly collected than data describing other areas of committing offenders.

The Inventory includes 70 data elements that describe the second stage of corrections processing: committing offenders into correctional authority—specifically, committing offenders into prison. This stage includes elements that describe the offenses and sentencing decisions leading up to the commitment into prison and elements describing the assessment and placement of offenders upon commitment. The 70 data elements in this stage are organized into three broad categories that provide information about the offenses leading to the conviction and sentences, about the sentences imposed by the court, and about the assessment and confinement decisions made by corrections officials upon receipt of an offender from the court or other authorities. Among the categories, the data elements are further divided into 10 dimensions that describe more finely defined aspects of this stage.

In describing offenses leading to the conviction underlying a commitment, the 29 data elements are organized into 3 dimensions:

- Criminal incident underlying the conviction offenses, including the data elements that describe the victims of crimes (14 data elements);
- Conviction offenses (7 data elements); and
- Offenders criminal histories and records of prior arrests, convictions, and criminal justice supervision status at the time the conviction offense was committed (8 data elements).

The 19 data elements about sentencing outcomes and type of current commitment are organized into 3 dimensions that describe:

- Sentences imposed by the court (13 data elements);
- Type of current commitment (3 data elements); and
- Upon commitment, expected time to be served until release from prison (3 data elements).

Finally, the 22 data elements that describe assessment, classification, and confinement decisions made by corrections officials are organized into 4 dimensions:

- Risk assessment data elements describing the characteristics of offenders leading to placement decisions (4 data elements);
- Needs assessment describing the needs of offenders for treatment or placement (6 data elements);
- Classification decisions including 9 data elements that describe an offender's security level at commitment; and
- Confinement characteristics describing the location and housing into which an offender is placed (3 data elements).

Offenses leading to commitments

Within this area, the data elements are organized into three dimensions, those that describe the criminal incident, the conviction offense, and the offender's criminal history.

Few departments maintain any of the data elements on the criminal incident in a high-availability form (table 2.1). This includes data elements about the incident itself, victim-related information, and other damages. The exception to this is the data element on the date of the criminal incident, which is collected by 21 of the departments. About one quarter of all departments reporting maintain data elements about the criminal incident in paper form. Few retain descriptive data about the victims of offender crimes. Overall, the majority of departments do not maintain data elements about victims.

Table 2.1. Number of departments with data elements that describe the criminal incident

| Data element	Question-naire item number	In electronic format for— More than 75% of offenders	In electronic format for— Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Date of incident	43	21	4	11	37	15
Location of incident[a]	44	6	3	13	22	30
Number of victims	45	6	5	10	21	30
Sex of victim	46	1	2	11	14	37
Race of victim	47	0	0	9	9	41
Age of victim	48	2	2	12	16	34
If victim knew offender	49	1	2	12	15	35
Relationship of offender to victim	50	2	2	12	16	34
Weapon involved	51	13	5	9	27	24
Type of weapon	52	8	3	9	20	30
Victim injury information	53	5	0	11	16	34
Extent of victim's property damage	54	0	0	14	14	36
Amount of restitution due to victim[b]	55	11	6	8	25	25
Address of victim	56	5	5	8	18	34

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]Several departments record only the committing county.
[b]One department records this information if the victim contacts the department.

Forty-six departments have conviction offense information in high-availability form* (table 2.2). Most of the departments (42) obtain their conviction offense information from court commitment orders and maintain them as high-availability data elements and most (43) maintain high-availability data elements about the severity of the offenses (e.g., felony or misdemeanor). A majority of depart-ments have specific information about criminal codes and written descriptions of offenses; 31 departments maintain some data elements with detailed offense descriptions in high-availability form.

*High-availability format is defined as maintaining data electronically for more than 75% of offenders.

Table 2.2. Number of departments with data elements that describe the conviction offense

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Number of conviction offenses[a,b,c]	36	46	0	2	48	4
Type of conviction offense[a]	37	47	1	2	50	1
Title and section of criminal code	38	34	1	5	40	12
Written description	39	31	1	9	41	11
Charges from indictment	40	17	1	11	29	23
Charges from commitment	41	42	0	5	47	5
Severity of offense[d]	42	43	1	3	47	4

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]One department can calculate this information from other data elements.
[b]One department records up to five offenses.
[c]One department records up to seven offenses.
[d]One department records this information only for the State penal code.

More than half of the departments (31) maintain high-availability data on the criminal justice status of the offender at commitment (table 2.3). But, a large majority of departments do not capture other data elements on criminal history in high-availability form. Nearly half (25) of the departments maintain data elements on offenders' prior record of arrests and convictions in a high-availability form. Twenty-five maintain high-availability data elements on the severity level of prior offenses, and 24 departments do so on the actual number of prior convictions. Relatively few departments have high availability to produce data on arrests, and a sizable number (23) do not maintain data elements on the number of prior arrests. Only 20 departments collect data elements that describe whether offenders were habitual offenders in high-availability form. Finally, many of the data elements about criminal history are collected in paper form, or in electronic form for smaller segments of the population. For example, data on the number of prior arrests is collected by an additional 20 departments in either electronic form for smaller segments of the population or in paper form.

Table 2.3. Number of departments with data elements that describe the criminal history

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Criminal justice status at time of	26	31	5	7	45	7
Offender's record of prior arrests and convictions[a,b,c,d]	110	25	4	17	46	6
Severity level of prior offenses[a,d]	111	25	5	10	40	12
Number of prior arrests [d]	112	9	7	13	29	23
Number of prior convictions [d]	113	24	8	10	42	10
Date of prior arrests [d]	114	8	4	14	26	26
Date of prior convictions [d]	115	19	5	12	36	16
Habitual offender [d,e]	116	20	6	8	34	17

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]Several departments record only felony convictions.
[b]One department records a maximum of six offenses.
[c]One department records priors in electronic format when the offender is placed in DOC custody.
[d]Several departments record this information only if the offender was incarcerated or convicted.
[e]One department records the six most recent offenses.

Sentencing information

Most departments collect data elements about the sentences imposed by courts in the high-availability format (table 2.4). More than 44 departments maintain high-availability data elements on the date of sentencing, the number of sentences imposed, whether the sentences imposed were concurrent or consecutive sentences, the length of sentence for each offense, and the total length of sentence. In addition, 47 departments maintain high-availability data elements on the county in which the offender was sentenced, and 34 maintain elements that identify the sentencing judge.

The number of departments maintaining high-availability elements on manda-tory sentences, combinations of sentences, and supervisory sentences is lower than the number having high-availability elements on the basic sentencing infor-mation, but a majority or near majority of departments maintain high-availability elements on these other aspects of sentencing (table 2.4).

In general, departments are less likely to have data elements about sanctions other than prison sentences than they are about the prison sentences. More than half of the departments (30) have a high availability to produce data on length of community supervision, but only 23 departments have this availability for monetary sanctions, and even fewer (19) have it for the amount of the monetary sanction.

Table 2.4. Number of departments with data elements that describe sentences imposed

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	In electronic format for— Less than 75% of offenders	In paper format	Have it in any format	Do not collect
County of sentencing court	34	47	1	0	48	4
Sentencing judge	35	34	3	6	44	8
Date of sentencing	57	46	1	2	49	3
Number of sentences imposed[a,b]	58	44	0	2	46	6
If concurrent or consecutive sentences	59	49	0	1	50	2
Total length of sentences imposed[a]	60	46	1	1	48	4
Length of sentence imposed for each offense	61	46	1	4	51	1
If sentence is mandatory minimum[a]	62	30	1	5	36	16
Reason for mandatory sentence (e.g., drugs)	63	21	0	5	26	24
If sentence is split or mixed	64	31	1	6	38	13
Length of community supervision	65	30	1	1	32	18
Imposition of monetary sanctions	66	23	3	7	33	18
Amount of monetary sanctions	67	19	4	9	32	18

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]Several departments can calculate this information.
[b]One department records up to seven sentences.

All departments can provide data on type and date of commitment in electronic form, and all but two can provide both of these data elements in high-availability form (table 2.5). Fewer departments maintain data on the agency having the authority to release the offender (28).

Table 2.5. Number of departments with data elements that describe current commitment

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	In electronic format for— Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Type of commitment	31	50	2	0	52	0
Date of commitment	32	51	1	0	52	0
Agency with authority to release offender from custody	33	28	1	2	31	19

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

As with data elements about sentencing, most departments also maintain high-availability data elements about expected release dates of offenders. Of the 52 reporting departments, 48 maintain high-availability elements on the expected

date of release, 43 on the expected parole release date, and 45 on the date of expiration of sentence (table 2.6).

Table 2.6. Number of departments with data elements that describe expected time to be served

| Data element | Question-naire item number | In electronic format for— | | In paper format | Have it in any format | Do not collect |
		More than 75% of offenders	Less than 75% of offenders			
Expected date of release	71	48	1	0	49	3
Expected parole release date	72	43	3	1	48	4
Date of expiration of sentence	73	45	1	0	46	5

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

Assessment and confinement decisions

About half of the departments maintain data elements that are used in assessing offenders' risk in high-availability form. More specifically, 28 departments maintain high-availability data elements on offenders' history of violence, 22 on the use of a weapon, and 16 on gang membership. Additional departments maintain these data elements as in medium availability or paper form, but relatively sizable numbers of departments do not maintain elements on these aspects of offenders' behavior (table 2.7).

Table 2.7. Number of departments with data elements that describe risk assessment

| Data element | Question-naire item number | In electronic format for— | | In paper format | Have it in any format | Do not collect |
		More than 75% of offenders	Less than 75% of offenders			
Weapon used during offense[a,b]	91	22	4	7	33	19
History of violence[b]	92	28	5	7	40	12
Gang membership[b]	93	16	11	8	35	17
History of escape/AWOL[b,c]	94	40	4	4	48	4

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]One department only records if firearms were used during the offense.
[b]One department only records this information for offenders within 1 to 6 years of release date.
[c]One department can calculate this information.

On the data elements that measured needs assessment, departments were split. For the data element on the type of needs that offenders had, 34 departments maintained it in high-availability form. For offenders' psychological and medical histories, 20 and 26 departments, respectively, maintained elements in high-availability form. Conversely, for program participation prior to

imprisonment and drug testing upon admission, most departments did not collect data elements to measure these activities (table 2.8).

Despite the interest in medical conditions of offenders, and the concern over the increasing incidence of tuberculosis infection and HIV-infected populations in prison, only 26 departments maintain high-availability data elements on medical conditions. However, an additional 17 departments maintain data elements in some other format on medical conditions. In addition, 15 departments do not collect data on psychological history at time of admission. Twenty departments have psychological history data for large segments of their populations.

| | | In electronic format for— | | | | |
Data element	Question-naire item number	More than 75% of offenders	Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Type of need	95	34	5	6	45	7
Psychological history	96	20	4	12	36	15
Medical condition at admission	97	26	3	14	43	9
Program participation prior to commitment	98	7	2	10	19	32
Tested for drug use at admission	99	10	2	10	22	28
Results of drug tests at admission	100	10	2	9	21	29

Table 2.8. Number of departments with data elements that describe needs assessment

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

In general, most departments maintain as high-availability elements, the data about classification decisions (table 2.9). For example, 45 departments have a high availability to produce data on security level, 43 have a high availability on date of initial classification, and 45 have a high availability to produce date of classification change. The outcomes of these procedures, however, are produced in a high-availability range at slightly lower levels: 40 departments have data representing a classification index or score, and 30 departments collect data identifying the agency making the decision on classification. Four departments (Alaska, District of Columbia, Idaho, and New Mexico) do not collect data on security level (not shown in a table).

Relatively few departments have a high availability to produce data on various types of scores and indices related to classification. Only 18 departments collect data at a high-availability level on a psychological index or score, and 23 departments collect data at this level on a medical classification index or score.

Table 2.9. Number of departments with data elements that describe classification decisions

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	In electronic format for— Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Security level at admission[a]	101	45	2	1	48	4
Agency making decision	102	30	1	2	33	19
Date of initial classification[a]	103	43	3	3	49	3
Classification index or score[a]	104	40	4	3	47	5
Risk assessment index or score[a]	105	31	2	4	37	15
Psychological index or score	106	18	0	7	25	26
Medical classification index or score	107	23	0	8	31	21
Reason for change in classification	108	32	1	3	36	16
Date of classification change[b]	109	45	1	2	48	4

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]One department records this information about initial classification until the classification is updated.
[b]One department can calculate this information from other data elements.

Similarly, all departments collect data on the type of facility to which the offender is placed at admission (table 2.10). Fifty departments maintain it as a high-availability data element, and only one (New Mexico) does not collect data on type of facility at placement (not shown in a table). Slightly less than all departments collect information about the type of housing into which offenders are placed at admission (table 2.10). Thirty-eight departments have a high availability to provide data on the type of housing unit in which the offender is placed, and 40 departments have a high-availability level on data on the type of special housing which offenders are placed. Seven departments (Alaska, Indiana, Idaho, Louisiana, New Mexico, Minnesota, and Wisconsin) do not collect data on the type of placement housing at admission and five (Alaska, District of Columbia, Idaho, Minnesota, and Wisconsin) do not collect data on special units housing the offenders.

Table 2.10. Number of departments with data elements that describe confinement characteristics

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	In electronic format for— Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Type of facility housing the offender	68	50	0	1	51	1
Type of housing unit in which the offender is placed	69	38	2	5	45	7
Special unit housing the offender	70	40	3	4	47	5

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

Summary

Among the 70 data elements in the committing offenders stage of corrections processing, the 42 data elements that measure conviction offenses, sentences imposed, current commitment, expected time to be served, risk assessment, classification decisions, and confinement characteristics are the most commonly collected by the reporting departments. The data elements that measure the criminal incident leading to the conviction offense, which include data elements that describe victims of criminal incidents, are the least commonly collected by the departments.

For the more commonly collected data elements, more than 45 departments maintain in high-availability form the data elements on number and type of conviction offenses, county of sentencing court, date and length of sentence, whether sentences are imposed concurrently or consecutively, type and date of commitment, expected dates of release, type of confinement facility, and date of classification changes.

Managing offenders in corrections facilities
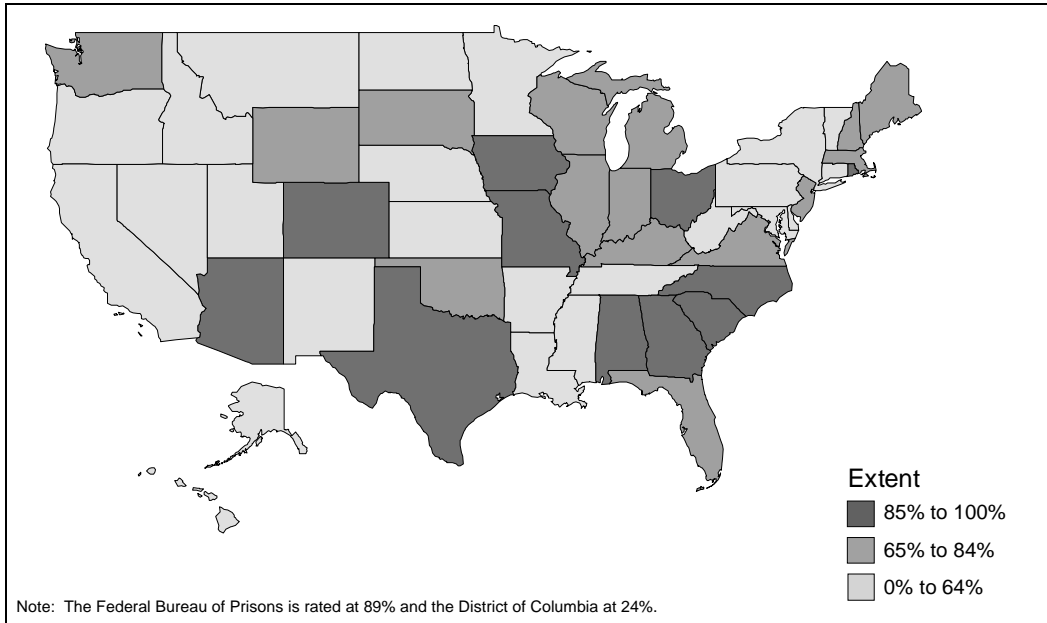
Figure 3. Extent to which departments maintain all core management data electronically for most offenders

Data elements described in chapter 3 — managing offenders

Dimension and data element

Post-commitment movements
  Transfer to another facility in jurisdiction
  Who authorized transfer within jurisdiction
  Date of transfer within jurisdiction
  Movements within a facility
  Who authorized in-facility movement
  Date of in-facility movement
  Reason for transfer/internal movement

Offender program participation
  Offender eligibility for program
  Type of program
  Reason for program outcome
  Authorization for program
  If regular ongoing prison program
  Location of program
  Program intensity
  Length of program
  Date offender began program
  Date offender ended program
  Outcome of drug participation program

Drug testing
  Tested for drug use since admission
  Date of last drug test

Medical care
  Type of medical treatment
  Date offender treatment began
  Date offender treatment ended
  Cost of medical treatment per offender
  Current medical condition of offender
  Medical conditions developed in custody

Good time and other sentence adjustments
  Change in sentence length due to
    modifications
  Reason for change in sentence length
  Amount of change in sentence length
  Effect of change in sentence length on
    release date
  Total amount of good time credit available
  Actual amount good time credit accrued
  Special credits (e.g., housing credits)
  Changes in available good time credits
  Date of good time credit calculation
  Reason for change in good time credits

Releases from custody
  Type of release
  Date of release
  Time served in custody
  Agency gaining jurisdiction of offender on
    release
  Type of facility released to

Offender registry
  Requirement to register as sex offender
  Actually registered as sex offender
  Victim notification requirements

Misconduct and infractions
  Results of last drug tests
  Most recent type of misconduct or infraction
  Date of event
  Location of event
  People involved in event
  Whom injury was sustained by
  Type of injury sustained
  Drugs/alcohol involved, if injury sustained
  Weapons involved, if injury sustained
  Property damage in dollars
  History of behavior in custody

Responses to misconduct
  Type of immediate response
  Date of immediate response
  Result of response

Proceedings against offenders
  Type of legal procedure
  Entity/person initiating response
  Date of legal procedure
  Charges filed
  Disposition of charges

Chapter 3

Managing offenders in corrections facilities

Highlights

- All 52 departments maintain data electronically on offenders' types and dates of releases from prison and dates and types of transfers between facilities, and most (up to 39) report data on the reasons for changes or adjustments to sentence and time to be served, including good time and other credits.

- Forty-two departments maintain data on offenders' participation in programs, and 28 of these do so at a high-availability level. In general, departments collect data on programs or medical care in paper format.

- Thirty-three departments report that they maintain data on drug tests since admissions, but only 18 maintain this information electronically, and only 15 maintain data on the results of the tests electronically.

- Forty-seven departments maintain data about the most recent occurrence of misconduct in prison and most do so electronically. More than 27 departments maintain detailed information about these incidents—such as who was involved, whether drugs, alcohol, or weapons were involved, and injuries—but most of these maintain the data in paper form.

- Forty-two departments maintain data on victim notification requirements.

- Data describing post-commitment movements, good time and other adjustments to sentences, offender registry, and releases from custody are more commonly collected than other areas of managing offenders.

The third major stage of corrections processing relates to managing offenders while they are in correctional facilities. This stage includes data elements that describe movements of prisoners, the procedures and actions that corrections officials take to manage offenders in their custody, behaviors of offenders leading to disciplinary actions, and official responses to misconduct. The Inventory includes 63 data elements about managing offenders. These elements are organized into 3 broad categories that describe routine management and program participation, the release of offenders from custody, and internal security matters.

To describe routine management activities, the 26 data elements are organized into 4 dimensions:

- Post-commitment transfers between jurisdictions and movements between and within facilities (7 data elements);
- Program participation by offenders (11 data elements);
- Drug testing since prison admission (2 data elements); and
- Medical care of offenders (6 data elements).

To describe how offenders are released from custody and the processes leading to adjustments to their time served in prison, the 18 data elements in this category are organized into 3 dimensions:

- Good time and other adjustments to sentences and length of stay, as well as the reasons for the changes (10 data elements);
- Method of release from custody (5 data elements); and
- Offender registry requirements (3 data elements).

Finally, in this stage of managing offenders, the 19 data elements related to internal order and security are organized into 3 dimensions that describe behaviors of offenders and official responses to misconduct:

- Misconduct and infractions — describing events leading to disciplinary actions (11 data elements);
- Responses to misconduct — describing the immediate response to misconduct taken by corrections officials (3 data elements); and
- Proceedings against offenders — describing the legal proceedings and outcomes taken in response to misconduct (5 data elements).

Routine offender management

Fifty-two departments maintain in high-availability form* data elements that track the movements of prisoners between facilities and the transfer of offenders to other jurisdictions (table 3.1). Forty-one departments maintain data elements that track internal movements in high-availability form. Slightly fewer departments maintain high-availability data elements about the reason for a transfer or internal movement (31) or the official who authorized the movement or transfer (9 and 16 departments, respectively).

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*High-availability format is defined as maintaining data electronically for more than 75% of offenders.

Table 3.1. Number of departments with data elements that describe post-commitment movements

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	In electronic format for— Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Transfer to another facility in jurisdiction	84	52	0	0	52	0
Who authorized transfer within jurisdiction	85	16	3	12	31	21
Date of transfer within jurisdiction	86	52	0	0	52	0
Movements within a facility	87	41	2	1	44	8
Who authorized in-facility movement	88	9	0	11	20	31
Date of in-facility movement	89	39	3	2	44	8
Reason for transfer/internal	90	31	0	5	37	15

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
*One department only records the reason for external transfers.

In general, very few data elements are collected on programmatic activities at a high-availability level. Data elements on types of programs are collected by 28 of the departments at a high-availability level. Twenty-eight departments collect data at a high-availability level on the date the offender began the program, and 26 departments do so on the date the offender ended the program (table 3.2). Data elements on programs tend to be collected electronically for more than 75% of the corrections population. About a fifth collect this information in paper format. About half of the departments do not collect data on reasons for program participation or on the authorization for the program.

Table 3.2. Number of departments with data elements that describe offender program participation

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	In electronic format for— Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Offender eligibility for program	138	20	2	11	33	18
Type of program	139	28	4	10	42	9
Reason for program participation	140	8	3	14	25	26
Authorization for program[a]	141	8	1	15	24	27
If regular ongoing prison program[b]	142	20	2	12	34	15
Location of program	143	23	4	11	38	13
Program intensity	144	14	6	14	34	17
Length of program	145	15	4	16	35	16
Date offender began program	146	28	5	8	41	10
Date offender ended program	147	26	6	9	41	10
Outcome of program	148	21	7	11	39	12

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]One department reports that program participation is voluntary.
[b]One department only records information for a substance abuse program.

Of 52 departments reporting, 14 departments have a high availability to produce data on drug tests of offenders since admission, and 12 departments can do so on the date of the last drug test (table 3.3). About a third of the departments do not collect either of these data elements, or collect these data in paper records only.

Table 3.3. Number of departments with data elements that describe drug testing

| | | In electronic format for— | | | | |
Data element	Question-naire item number	More than 75% of offenders	Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Tested for drug use since admission*	117	14	4	15	33	19
Date of last drug test*	118	12	3	17	32	20

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
*One department records aggregate information electronically; individual offender information is recorded in paper format.

In general, departments maintain data elements on medical care of offenders in paper records only. With the exception of the current medical condition of offenders, for which 18 departments have a high availability to produce data, less than one third of the departments collect data in electronic format on the medical condition of offenders for large segments of their populations (table 3.4). In addition, a few departments collect data in electronic format for less than 75% of the offender population, and more than 10 do not collect medical data on offenders at all. Twenty-four departments report that they do not maintain data elements on the costs of medical treatment.

Table 3.4. Number of departments with data elements that describe medical care

| | | In electronic format for— | | | | |
Data element	Question-naire item number	More than 75% of offenders	Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Type of medical treatment[a,b]	202	13	4	24	41	11
Date offender treatment began[a,b]	203	13	4	24	41	11
Date offender treatment ended[a,b]	204	13	4	24	41	11
Cost of medical treatment per offender[a,b]	205	7	2	18	27	24
Current medical condition of offender[a,b]	206	18	5	18	41	10
Medical conditions developed in custody[a,b,c]	207	10	4	20	35	17

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]One department records this information only for tuberculosis cases.
[b]One department only records this information if medical treatment is provided by an outside facility.
[c]One department can calculate this information from other data elements.

Methods of release from prison

Thirty or more departments maintain data elements in a high-availability format on whether sentences are modified, by what amount, and the dates and reasons for good time or other adjustments. More than half of the departments (28) have a high availability on data relating to changes in available good time credits and only 18 departments maintain data elements in high-availability on special credits (e.g., housing credits). Also, 29 departments do not collect data on these special credits (table 3.5).

Table 3.5. Number of departments with data elements that describe good time and other adjustments to sentences

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Change in sentence length due to modifications[a]	74	34	2	3	39	12
Reason for change in sentence length	75	29	1	7	37	13
Amount of change in sentence length[a]	76	21	0	3	24	26
Effect of change in sentence length on release date[a]	77	22	0	3	25	25
Total amount of good time credit available[a]	78	37	2	2	41	10
Actual amount good time credit accrued	79	41	2	2	45	6
Special credits (e.g., housing credits)	80	18	0	1	19	29
Changes in available good time credits[a]	81	28	1	3	32	18
Date of good time credit calculation	82	36	2	2	40	11
Reason for change in good time credits[b]	83	33	0	5	38	13

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]One department can calculate this information from other data elements.
[b]One department records this information only for misconduct in custody.

High-availability data elements on the type and date of release from custody are maintained by all departments. Thirty-four departments can produce data at a high-availability level about the time served in custody, and 36 departments can do so on the type of facility that the offender is released to (e.g., community corrections facility, work release center, treatment facility). More than half of the departments have a high availability to provide data on the agency gaining juris-diction of the offender on release. About a quarter of the departments do not collect data on time served, or on the jurisdiction or facility to which the offender is released (table 3.6).

Table 3.6. Number of departments with data elements that describe releases from custody

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Type of release[a]	149	52	0	0	52	0
Date of release[b]	150	52	0	0	52	0
Time served in custody[b]	151	34	0	3	37	15
Agency gaining jurisdiction of offender on release	152	29	3	7	39	13
Type of facility released to[c]	153	36	0	3	39	11

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]Several departments record the death of an offender, but not the cause of death.
[b]Several departments can calculate this information from other data elements.
[c]One department records this information only for transfers or furloughs.

About two-thirds of the departments have a high availability to provide data to comply with victim notification requirements (table 3.7). Less than one half of the departments can provide data on whether an offender is required to register as a sex offender under Megan's Law or some similar statute. Only 14 departments can identify whether an offender actually registered as a sex offender under such statutes.

Table 3.7. Number of departments with data elements that describe the offender registry

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Requirement to register as sex offender[a]	154	25	1	5	31	19
Actually registered as sex offender	155	14	0	3	17	32
Victim notification requirements[b]	156	32	2	8	42	9

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]One department can calculate this information from other data elements.
[b]One department does not record this information for all offenses.

Internal order and security

With the exception of the type of misconduct and the date of the event, most departments do not collect data about misconduct and infractions in a high-availability form. Thirty-three departments have a high availability to provide data on the type of misconduct or infraction, and 34 can do so on the date of the event (table 3.8). Twenty-seven departments have a high availability to

produce data on the history of offenders' behavior in custody. About half of the departments collect data in electronic form on the location of the event.

Overall, much of the data pertaining to internal security is collected on paper records (table 3.8). For example, more than a third of the departments collect data in paper records about who was involved in the event, who sustained an injury, the type of injury sustained, whether drugs or weapons were involved, and the amount of property damage. Substantial numbers of departments indicate that they do not collect data on certain aspects of misconduct. Twenty-two departments do not collect data on whether weapons were involved, and 24 do not collect data on whether drugs or alcohol were involved in the incident.

Table 3.8. Number of departments with data elements that describe misconduct and infractions

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Results of last drug tests[a]	119	12	4	16	32	20
Most recent type of misconduct or infraction[b]	120	33	5	9	47	5
Date of event[b]	121	34	4	8	46	5
Location of event	122	25	4	13	42	10
People involved in event	123	12	4	20	36	16
Whom injury was sustained by	124	7	3	21	31	20
Type of injury sustained	125	5	1	21	27	24
Drugs/alcohol involved, if injury sustained	126	6	0	21	27	24
Weapons involved, if injury sustained	127	9	2	19	30	22
Property damage in dollars	128	7	0	17	24	27
History of behavior in custody[b]	129	27	2	12	41	10

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
[a]One department records aggregate information electronically; individual offender information is recorded in paper format.
[b]One department records only infractions.

Only 12 departments maintain high-availability data elements on the responses to infractions (table 3.9). About one third of the departments do not collect data at all on the type or date of the immediate response, although another third do so in paper form. With the exception of the result of the immediate response (on which 21 departments report a high availability to produce data) relatively few departments produce these data elements in electronic form.

Table 3.9. Number of departments with data elements that describe responses to misconduct

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Type of immediate response	130	12	4	18	34	18
Date of immediate response	131	12	4	18	34	18
Result of response	132	21	5	13	39	13

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

Data elements about formal legal responses to violations of internal order are also not generally collected at high-availability levels. For example, 26 departments have a high availability to produce data about the disposition of the proceeding, but fewer than half can do so on charges filed against the offender (table 3.10). Also, 20 departments can produce data at a high-availability level on the date of legal procedure. Sixteen departments have a high availability on data relating to who initiated the response, and 21 departments have data at this level on the type of response. About a third of the departments report that they do not collect these data elements at all.

Table 3.10. Number of departments with data elements that describe proceedings against offenders

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Type of legal procedure	133	21	4	12	37	15
Entity/person initiating response	134	16	3	16	35	17
Date of legal procedure	135	20	4	12	36	16
Charges filed	136	22	3	13	38	14
Disposition of charges	137	26	4	8	39	13

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

Summary

Among the 63 data elements that describe management of offenders, data elements that measure the form of release, good time and other adjustments to sentencing, post-commitment movements, and offender registry are commonly collected in high-availability form by reporting departments. Data elements on program participation and medical care are commonly collected but largely in paper form. Data elements on drug testing, offender misconduct and responses

to misconduct are less commonly collected, but many of them are also maintained in paper form. Overall, many of the data elements pertaining to internal security and medical care are collected in paper records.

Supervising offenders on release and maintaining public safety
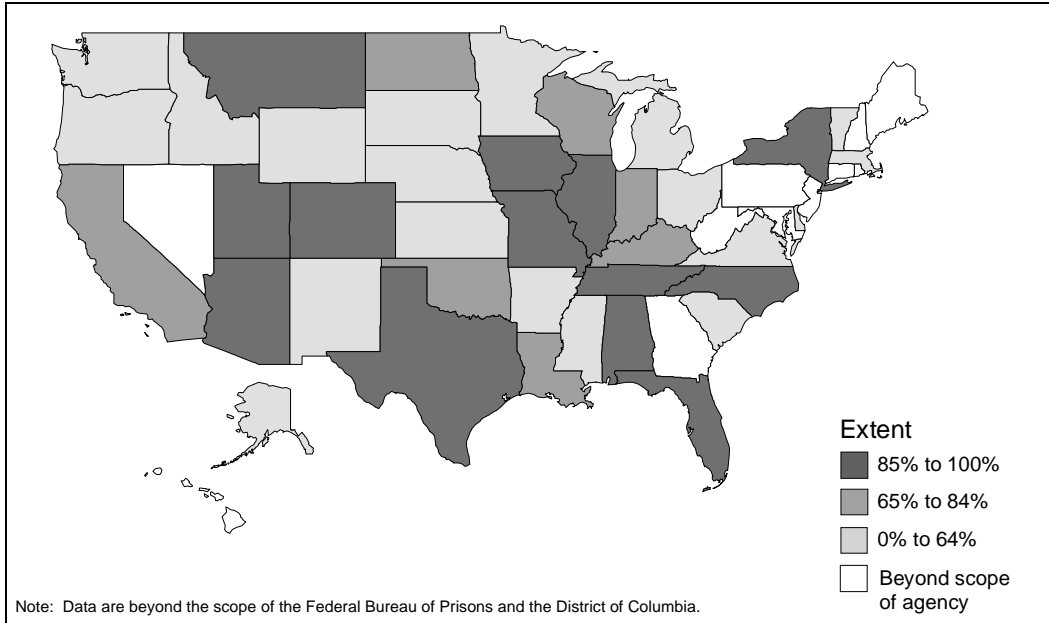
Figure 4. Extent to which departments maintain all core supervision data electronically for most offenders

Data elements described in chapter 4 — supervising offenders on release

Dimension and data element

Employment and residence information
  Offender had job
  Type employment
  Date employment began
  If employer notified of offender record
  Address of offender while on release
  Residence status
  Living arrangements

Behavior on supervision
  Type of supervision
  Termination of supervision
  Actual length of supervision
  Date completed supervision
  Type technical violation
  Type new crime committed
  Administrative closure
  Absconded on release
  Date of technical violation
  Date of new crime
  Date of administrative closure
  Date offender absconded

Response to violations of conditions of supervision
  If offender arrested for violation/new crime
  Violation/new crime adjudicated
  Offender convicted of violation/new crime
  Offender sentenced for violation/new crime
  Date offender arrested
  Date violation/new crime adjudicated
  Date convicted for violation/new crime
  Date sentenced for violation/new crime
  Change of release status
  Date offender returned to prison

Information about new crime
  If offender under criminal supervision
  Date of incident
  Location of incident
  Type of offense
  Number of victims
  If victim impact statement
  Victim injury information
  Extent of property damage
  Amount of restitution due to victim

Information about victims of new crimes
  Sex of victim
  Race of victim
  Age of victim
  If victim was a child
  If victim knew offender
  Relationship to offender
  Address of victim

Supervising offenders on release and maintaining public safety

Highlights

- Forty of the 52 departments maintain data about the behaviors of offenders released into the community; 12 do not.

- Thirty-eight of these departments record data on the reasons for termination of supervision; 32 report on the type of new crime committed by offenders under supervision; and 35 report data on when offenders return to prison after having been sentenced for a new crime. Most departments maintain this information electronically.

- For crimes committed by offenders under supervision, 35 departments have data on the type of crime, but no more than 16 have data about victim-related elements of these crimes, and fewer still maintain data on the characteristics of victims; for those that do, most maintain victim information in paper form.

- While 31 of 40 departments maintain data on the address of offenders released from prison, only 20 maintain data about released offenders' living arrangements and 17 about their employment; for many departments, this information is maintained on paper.

- Data describing reasons for terminating supervision and the criminal justice response to violations of conditions of supervision are more commonly collected by these 40 departments than other areas of supervising offenders.

The fourth stage of corrections processing in the Inventory relates to the supervision of offenders released from custody and the maintenance of public safety. The Inventory includes 45 data elements related to this stage. As with the second and third stages, this fourth stage is divided into broad categories which are then divided into dimensions. The data elements in this stage measure where offenders are in the community, what they are doing there, and whether they have a record of criminal activity after release. The data elements also address the behavior of offenders under supervision in the community, any new crimes committed, and the response to these crimes. Additional data elements focus on information about victims of crimes committed by offenders under supervision in the community.

These 45 data elements fall into three categories: social integration, offender behaviors after release from custody, and new crimes and victims of crimes. Social integration includes one dimension of data elements about offenders'

residence and employment status during release. The data elements about offender behaviors on release are organized into 3 dimensions:

- Residence and employment during release (7 data elements);
- Behaviors on supervision leading to reasons for terminating supervision (12 data elements); and
- Responses to new crimes and violations of conditions of supervision (10 data elements).

The other major category of elements relates to new crimes and victims of crimes. This category is organized into 2 dimensions:

- Details of new crimes committed on supervision (9 data elements); and
- Details about victims of crimes committed by offenders under supervision (7 data elements).

In the supervising offenders stage, at most 40 departments of correction use their adult sentenced prisoner information systems to maintain data on offenders while they are under supervision in the community:

- Forty departments in tables 4.1, 4.2, and 4.3 reported having data about offenders under supervision; and
- Thirty-eight departments in tables 4.4 and 4.5 reported having detailed data about criminal incidents committed by released offenders.

Social integration

Relatively few of the 40 departments reporting that they maintain data elements about released offenders maintain the data elements on offenders employment experiences and residence on release (table 4.1). With the exception of the address of the offender, which is collected in a high-availability form* by 19 departments, most of the departments do not maintain the data elements that describe personal data about offenders on release.

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*High-availability format is defined as maintaining data electronically for more than 75% of offenders.

Table 4.1. Number of departments with data elements that describe employment and residence information

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Offender had job	157	5	2	11	18	21
Type employment	158	5	3	9	17	22
Date employment began	159	4	2	7	13	25
If employer notified of offender record	160	3	1	7	11	27
Address of offender while on release	161	19	7	5	31	8
Residence status	162	0	2	7	9	30
Living arrangements	163	9	3	8	20	19

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 40 departments due to missing information about individual data elements.

Offender behavior after release

For the 40 departments that maintain data on offenders released into the community, a large percentage are able to report data in high-availability form. Most departments collect the key data elements on completion of release supervision in a high-availability form. Of the 40 departments reporting, 32 each have a high availability to produce data on type of supervision, on whether supervision was terminated, and on the date supervision was completed (table 4.2). Twenty-seven departments maintain high-availability data elements about whether an offender absconded while on release; 26 do so for the type of new crime that was committed; and 25 departments maintain data elements on the length of supervision in high availability. More than a third of the departments collect data in a high-availability form on the type of technical violation, and on the dates related to the new crime or violation.

Data element	Question-naire item number	In electronic format for— More than 75% of offenders	Less than 75% of offenders	In paper format	Have it in any format	Do not collect
Type of supervision[a]	164	32	2	3	37	3
Termination of supervision[b]	165	32	3	2	38	2
Actual length of supervision[c]	166	25	2	1	28	11
Date completed supervision[b]	167	32	2	1	36	2
Type technical violation	168	18	3	6	27	12
Type new crime committed[c,d]	169	26	2	4	32	7
Administrative closure	170	22	2	4	28	11
Absconded on release	171	27	5	4	36	4
Date of technical violation	172	20	3	7	30	10
Date of new crime[c]	173	19	2	6	27	12
Date of administrative closure	174	23	2	3	28	11
Date offender absconded	175	25	4	4	33	7

Table 4.2. Number of departments with data elements that describe behavior on supervision

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 40 departments due to missing information about individual data elements.
[a]One department does not distinguish between parole and probation supervision.
[b]One department records this information only if the offender is reincarcerated for a new crime.
[c]One department can calculate this information from other data elements.
[d]One department records only felonies.

For the data elements related to the criminal justice response to new crimes and technical violations committed by offenders under supervision in the community, departments vary in their capacities to maintain information in electronic form. For the data elements that measure an offender's return to prison, such as date of return to prison, and whether an offender was sentenced, most of the departments (32 and 27, respectively) have high-availability data elements (table 4.3). Twenty-one of the departments maintain high-availability data elements on offenders arrested and subsequently adjudicated for crimes committed while on release. Most departments that report these data elements obtain their data when offenders return to prison (28 departments), but 18 obtain data on the new crimes committed by offenders on release when the offenders are convicted, and 10 departments report that they obtain this information when offenders are arrested (not shown in a table in this chapter).

Table 4.3. **Number of departments with data elements that describe the response to violations of conditions of supervision**

Data element	Questionnaire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
If offender arrested for violation/new crime[a]	176	21	2	3	26	12
Violation/new crime adjudicated[a,b]	177	18	2	5	25	13
Offender convicted of violation/new crime[c]	178	21	3	4	28	9
Offender sentenced for violation/new crime[b,c,d]	179	27	5	3	35	3
Date offender arrested[c]	180	15	1	6	22	16
Date violation/new crime adjudicated[c]	181	14	1	7	22	15
Date convicted for violation/new crime[b]	182	19	3	4	26	12
Date sentenced for violation/new crime[b,d]	183	23	3	4	30	9
Change of release status	184	28	3	3	34	6
Date offender returned to prison[b]	185	32	0	2	35	4

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 40 departments due to missing information about individual data elements.
[a]One department records felonies electronically; misdemeanors are recorded in paper format.
[b]One department records this information only for felonies.
[c]One department records this information only if the offender is reincarcerated for a new crime.
[d]One department records this information only for new crimes committed.

New crimes and victims of crimes

Although a relatively high number of departments can identify whether supervision terminated for reasons of a new crime (table 4.2), departments vary in their availability to maintain data elements that describe the new crimes committed by released offenders, the victims of the crimes, or the damages done by the offender (table 4.4). Of the 38 that report maintaining data elements about criminal incidents involving offenders under supervision, 31 departments report in a high-availability format the supervision status of the offender, and 27 departments report on the type of offense associated with the new crime. However, only 2 departments maintain high-availability data elements about the victims of these crimes. Six maintain the data elements for the location of the event, and 11 maintain data elements about victim restitution in electronic form for more than 75% of the offender population. Most of the departments do not maintain these elements (table 4.4).

Table 4.4. Number of departments with data elements that describe information about new crimes

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
If offender under criminal supervision*	201	31	4	2	38	0
Date of incident	186	16	4	10	31	7
Location of incident	187	6	1	14	21	17
Type of offense	188	27	2	6	35	3
Number of victims	189	5	2	9	16	22
If victim impact statement	190	2	1	12	15	23
Victim injury information	191	2	1	11	14	24
Extent of property damage	192	2	1	12	15	23
Amount of restitution due to victim	193	11	3	5	19	19

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 38 departments due to missing information about individual data elements.
*One department can not distinguish between different types of supervision.

Few departments collect detailed data in any form about victims in incidents committed by offenders on release. Thirteen report collecting data elements on the sex of the victim and whether the victim was a child; 16 maintain data on the victim's address. In addition, the comparatively few data elements about victims of crimes committed by offenders on release in the community are maintained primarily in paper format. For example, only 4 departments report that they maintain data elements on the sex of the victim in electronic form (table 4.5).

Table 4.5. Number of departments with data elements that describe information about victims of new crimes

Data element	Question-naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Sex of victim	194	2	2	9	13	24
Race of victim	195	2	0	8	10	27
Age of victim	196	2	1	9	12	25
If victim was a child	197	2	1	10	13	24
If victim knew offender	198	1	1	10	12	25
Relationship to offender	199	1	1	10	12	25
Address of victim	200	3	2	11	16	21

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 38 departments due to missing information about individual data elements.

Summary

Twelve of the 52 departments in the survey report that they do not maintain data elements on the behaviors of offenders under supervision in the

community. The other 40 departments report that they maintain these data elements.

For the 40 departments that maintain data about offenders under supervision, the data elements that describe the behaviors of offenders leading to terminations of supervision (table 4.2) and the criminal justice response to these behaviors (table 4.3) are more commonly collected in paper and in high-availability form than the other areas of data.

Most of the departments maintain data elements in high-availability form on the type of supervision, whether supervision was terminated, the length of supervision, and reasons for termination of supervision.

Most departments maintain few of the data elements about the employment status and living arrangements of offenders on release in the community.

Facility management information

Data elements described in chapter 5 — facility management
Data element

Program management
  Type of programs
  Program assessment
  Date of assessment

Medical services
  Number of medical staff
  Qualifications of medical staff
  Availability of medical staff

Managing facilities
  Number of facilities
  Number of beds per facility
  Number of staff per facility
  Number of custodial staff per facility
  Facilities generating revenue
  Facility generated revenue
  Amount of facility-generated revenue
  Annual cost to operate facilities
  Annual capital costs

Facility management information

Highlights

- Forty-two departments maintain information about the type of in-prison programs available to offenders; 37 report maintaining data about assessments of these programs.

- At most, 25 departments maintain data about the quality and availability of medical staff in prison facilities, and most maintain these data in paper form.

- Thirty-four departments maintain some data about annual operating costs of facilities; less than half maintain data on whether facilities generate revenue and if so, how much.

The Inventory contains 15 questions about correctional facilities, programs and their evaluation, medical care, staffing, revenues, and costs. In the area of program management, the Inventory includes 3 questions about the types of programs and their assessment. On medical services, it asks 3 questions about the number of medical staff, their qualifications, and their availability.* Finally, the inventory includes 9 data elements about the number of facilities, staff, costs, and revenues. Departments were not rated on a full-availability measure for these data elements. Rather, their capability to maintain these data elements electronically is distinguished from their capability to maintain them on paper.

Program management

Program management data are not widely collected. About half of the departments (25) collect data in electronic form on types of programs offered by facilities under their jurisdiction. A third of the departments (17) collect information about programs in paper form only, and about one half of the departments (24) collect evaluation data on programs in electronic form. Most departments (36) do not collect data on dates of evaluation of programs (table 5.1).

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*Data elements about medical services provided to offenders are included in Chapter 3, "Managing offenders in corrections facilities."

Table 5.1. Number of departments with data elements that describe program management

Data element	Questionnaire item number	In electronic format	In paper format	Have it in any format	Do not collect
Type of programs	208	25	17	42	9
Program assessment*	209	24	13	37	13
Date of assessment	210	6	8	15	36

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
*Several departments do not record this information for all programs.

Medical services offered within facilities

Data about medical services staff in facilities are not widely collected. One half of the departments (25) do not maintain data elements on medical services. About one third of the departments maintain data about medical services offered by facilities in paper format only. For example, 17 departments report having data in paper format on the number of staff who provide medical services; 21 departments report having data elements on the qualifications of medical staff; and 18 departments maintain data on the availability of medical staff (table 5.2). Few of these departments maintain data elements about medical services in electronic form. For example, only 8 departments collect data in electronic from on the number of medical staff that service their facilities.

Table 5.2. Number of departments with data elements that describe medical services

Data element	Questionnaire item number	In electronic format	In paper format	Have it in any format	Do not collect
Number of medical staff	211	8	17	25	25
Qualifications of medical staff	212	4	21	25	25
Availability of medical staff	213	5	18	23	26

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

Managing facilities

The Inventory included 9 data elements about the management of facilities, including elements about staffing ratios, beds per facility, revenues generated by facilities, and costs to operate facilities. Most of the departments (40) maintain data in electronic form on the total number of facilities, and 35 depart-ments maintain data electronically on the number of beds per facility (table 5.3). More than half of the departments (29) maintain data electronically on the

number of staff at facilities, and 25 departments maintain data elements electronically on the number of custodial staff at each facility. Up to a quarter of the departments report that they do not collect these data elements (table 5.3).

About one half of the departments (25) do not maintain data elements on whether facilities generate revenue. In addition, 25 departments do not collect data on the amount of revenue generated by facilities. However, one quarter of the States collect this type of data on paper records. Almost half of the departments (22) maintain records about costs to operate facilities or on capital costs in paper format only. About one third of them (16) do not collect these data elements. Twelve departments collect cost data in electronic form.

Table 5.3. Number of departments with data elements that describe facility management					
Data element	Questionnaire item number	In electronic format	In paper format	Have it in any format	Do not collect
Number of facilities*	214	40	9	49	3
Number of beds per facility	215	35	10	45	6
Number of staff per facility	216	29	11	40	11
Number of custodial staff per facility	217	25	11	36	15
Facilities generating revenue	218	11	13	24	25
Facility generated revenue	219	12	13	25	23
Amount of facility-generated revenue	220	10	14	24	25
Annual cost to operate facilities	221	12	22	34	16
Annual capital costs	222	12	22	34	16

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
*One department can calculate this information from other data elements.

Summary

In general, departments maintain limited information about programs, medical services, and facilities. However, with the exception of data elements about the number of facilities, beds per facility, and staff per facility, few departments maintain any of this information in readily accessible electronic form. Many departments maintain this information in paper form or do not collect it. This is especially the case for medical care and some of the data about facilities for which more than half of the departments do not maintain the data.

Reporting capabilities

Reporting capabilities

Highlights

- The extent to which departments maintain all 207 offender-based data elements electronically for a large majority of offenders ranges from 85% to 16%. Thirty-two departments rate at or above 50% for all data elements on this rating of data availability.

- Seven departments rate above 70% of full availability for the data elements in the profiling offenders stage. Twelve do so in the committing offenders stage, as do 10 departments in the managing offenders stage and 9 departments in the supervising offenders stage.

- Departments' ability to provide statistical information about released offenders varies. All departments maintain the records of released offenders, and about half can electronically link and retrieve archived records of these offenders when they return to prison.

- Only 40 departments maintain data about the behaviors of offenders under supervision in the community; and only 38 maintain data on the crimes they commit while under supervision.

- Departments rate staffing and software problems as the most severe problems they must overcome in providing statistical information about offenders. Thirty of the 46 that rate staffing as a serious problem also rate software or data availability as a serious problem.

Thus far, the report has focused on whether, and how, corrections information systems maintain data elements. This chapter shifts the focus of the report to how departments use data elements and to the obstacles and barriers they confront in providing statistical information about offenders, and sharing data electronically.

Forms of statistical information provided by departments

Statistical information describes outcomes, activities, or events pertaining to groups of offenders or to a corrections system as a whole. Such information may be used for many purposes—such as profiling the composition of offender populations; developing management and budget plans; responding to inquiries from the press, academics, or law makers; and developing corrections perform- ance indicators. Questions such as, "How many offenders are in prison for robbery at yearend?" are commonly requested pieces of statistical information that profile offender populations. Answers to questions such as, "How many offenders who were released from prison during 1995 returned to the prison from which they were released within one year of their release?" are often used

for evaluative purposes, either implicit or explicit. Queries about "the proportion of all offenders who remained drug-free during the past year," or "the proportion of eligible offenders who were involved in prison work or training programs during the past year" often are asked as indicators of the degree to which a corrections system achieved a particular goal.

Information officials report that departments receive many different types of requests for statistical information. The most common are for summary statistics about specific groups of offenders. In addition to internal departmental requests for information from corrections managers, departments also regularly provide statistical information to governors, legislators, and officials in other State agencies (e.g., State auditors, departments of education, mental health, or labor). Such summary information is used for a variety of purposes: for scheduling (courts), assessing suitability of offenders for placement (halfway houses), sentencing and criminal investigations (district attorney's offices), locating "dead-beat dads" (social service agencies), forecasting prison population (State planning agencies), and verifying benefits (Social Security Administration).

Federal agencies request summary statistical information regularly from corrections departments. The Bureau of Justice Statistics requests summary data on several surveys of corrections populations: The National Prisoner Statistics (summary data on prison admissions, releases, and stocks), the Parole Data Survey (summary statistics on offenders on parole and other forms of post-incarceration supervision), and the Probation Data Survey (summary statistics on offenders on probation). For these particular surveys, departments are required to provide statistical information that is based on external standards or definitions. Thirty-eight departments, for example, provide data to the Bureau of Justice Statistics' National Corrections Reporting Program, which requires them to meet BJS definitional standards for counting offenders admitted into or released from prison, their form of admission, sentences imposed, and method of release. Most departments that submit data extracts to the BJS reporting program are able to meet these definitional standards. Departments that are unable to meet the definitions provide reasons why they cannot do so.

Departments also respond to requests for data extracts that requesters of the extracts intend to analyze for their own purposes. Such requesters include researchers, newspapers, commercial banking systems and other private companies. Data extracts are provided on diskette, tape, or other medium, or via File Transfer Protocol. (For example, in Oregon, several companies purchase data tape from corrections departments and resell them to other entities looking into criminal histories of potential employees.)

Availability of data

Information systems cannot easily fulfill requests for information if the data are not readily available for analysis or for sharing with other jurisdictions. Maintaining data elements electronically for all (or most) offenders allows for greater data availability and facilitates responding to statistical inquiries. The Inventory rates data availability using an index that measures the extent to which departments maintain data elements electronically for a majority of offenders (more than 75%). The availability index ranges from 0% to 100%. A rating of 100% means that a department maintains all data elements in electronic form for the majority of offenders (full availability), while a rating of 0% indicates that a department does not collect any of the data elements being rated.

To obtain a department's score on the availability index, each data element in a set of elements is given a value of 3, 2, 1, or 0, depending on how the department maintains the data element. High-availability data elements (maintained electronically for more than 75% of offenders) are given a value of 3. Medium-availability data elements (maintained electronically for less than 75% of offenders) are given a value of 2. Low-availability data elements (maintained in paper form only) receive a value of 1. Finally, no-availability data elements (a department does not collect the element) are given a zero.[1] After each element is scored, the sum of the values for a group of elements is computed. This sum, also known as a department's availability rating, is divided by the total number of points that would be obtained if all data elements were maintained as high-availability data elements and then multiplied by 100%.

For example, for the 207 data offender-based data elements, Colorado receives an availability index of 83% of full availability. Colorado receives a total of 518 points as its availability rating out of a possible 621 points, if it maintained all data elements as high-availability data elements. The rating of 518 is obtained from: 168 high-availability elements (168 x 3 points = 504 points), 7 medium-availability data elements (7 x 2 points = 14 points), and 32 no-availability data elements (32 x 0 points = 0 points). The sum of the points, 504 + 14, equals Colorado's score of 518. Finally, 518 divided by the 621 possible points yields the availability index of 83% when multiplied by 100%.

Ten departments receive a full-availability rating above 70% (table 6.1) for the entire set of 207 offender-based data elements. Nine of these departments are among the 40 that maintain data elements for all 4 stages. One of them is among the 12 that maintain data on 3 of 4 stages. Twenty departments are rated at less than 50% of full availability.

Generally, a department's availability rating increases with the number of data elements collected. For example, Iowa collects all but 5 data elements and

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[1]This scoring system is described on pages 10-12 in the "Introduction" to this report.

rates at 80% of full availability, and Arizona, which rates at 85%, has all but 19 data elements (table 6.1). Many of the departments that rate below 50% of full availability collect less than half of the data elements. The two lowest rated departments, Alaska and the District of Columbia, do not collect a substantial number of data elements (157 and 156, respectively).

Within the four stages of corrections processing, the availability of data among departments varies. While no department in any stage is rated at 100% of availability, some stages have greater availability than others. Within the profiling offenders stage the availability index ranges from 80% to 30% (table 6.2). Seven departments have full-availability ratings above 70% and 22 departments are at less than 50% of full availability. The committing offenders stage ranges from 92% (Iowa) to 16% (Alaska) of full availability, with 12 departments rating above 70%. One half of the departments are at 60% or more of full availability. Only 11 departments rate less than 50% of availability. In the managing offenders stage, there are ten departments rated at above 70% of full availability; while 20 operate at 50% of full availability. The full-availability ratings for managing offenders data range from 94% (Missouri) to 11% (Alaska). Twelve departments in the supervising offenders stage do not maintain in the information systems data about released offenders, and 14 do not maintain data about new crimes committed by offenders under supervision (including the victims of these crimes). For the 40 departments that do collect data about either or both of these areas, the full-availability ratings for this stage range from 93% (Arizona) to 7% (District of Columbia). Only two departments receive a rating of 90% or more of full availability. Less than a third have full-availability ratings of more than 50%.

Not only does the availability of data among stages vary, but the number of data elements maintained in high-availability form also differs. In the profiling offenders stage, no department has the capability to provide all 29 data elements in a high-availability form (Appendix G). Most departments maintain some data in electronic form. Thirteen States and the Federal Bureau of Prisons (BOP) have the capacity to provide all 11 data elements on demographic characteristics in a high- or medium-availability form (not shown in a table). Most departments maintain very few of the elements on socio-economic status of offenders in electronic form. Two departments (Georgia and the BOP) maintain all five data elements about family relationships in electronic form.

Most of the departments with relatively high-availability ratings in the committing offenders stage maintain a large number of data elements in high-availability form (Appendix G). However, some of these departments also maintain many data elements in a medium-availability form. For example, Ohio and Tennessee rate above 65% of full-availability, and each maintains a relatively large number of data elements in medium availability.

Table 6.1. Availability ratings for all offender-based data elements

| | | Number of data elements | | | | | |
| | | In electronic format for— | | | | | |
Department	Percent of full availability	More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Data about released offenders are within the scope of the information system							
Arizona	85%	157	2	13	19	0	0
Colorado	83	168	7	0	32	0	0
Missouri	82	164	1	17	25	0	0
Iowa	80	147	0	55	5	0	0
North Carolina	78	151	16	0	40	0	0
Florida	77	141	2	15	32	1	0
Tennessee	75	126	39	7	35	0	0
Texas	74	137	1	12	41	0	0
Alabama	72	137	5	28	37	0	0
Utah	68	110	11	70	10	6	0
South Carolina	62	107	33	1	66	0	0
Indiana	62	102	3	75	27	0	0
South Dakota	62	118	1	0	56	16	0
Montana	61	115	3	25	52	12	0
Illinois	59	104	12	28	63	0	0
Ohio	58	59	92	0	49	5	2
Oklahoma	58	99	12	41	55	0	0
Kentucky	56	74	2	93	22	0	0
New York	55	108	6	7	83	3	0
Massachusetts	53	66	48	38	55	0	0
Louisiana	52	84	14	41	67	0	1
Wisconsin	52	90	16	18	81	1	1
Oregon	50	96	7	8	96	0	0
Mississippi	50	60	23	58	14	35	1
Michigan	50	102	1	0	96	8	0
Washington	49	80	18	6	87	0	0
Arkansas	49	75	27	1	87	1	0
North Dakota	48	94	0	19	83	11	0
Virginia	48	68	7	81	47	4	0
California	48	72	2	77	54	1	1
Kansas	47	89	11	1	106	0	0
Wyoming	46	61	1	98	46	1	0
Delaware	40	49	1	101	50	6	0
Vermont	37	46	14	63	83	1	0
Minnesota	36	69	5	7	126	0	0
Nebraska	36	69	4	9	125	0	0
Idaho	36	50	20	33	104	0	0
New Mexico	31	59	6	1	138	3	0
District of Columbia	24	49	2	0	156	0	0
Alaska	16	16	21	1	157	5	7
Data about released offenders are outside the scope of the information system							
Federal Bureau of Prisons	71%	103	0	72	3	0	0
New Jersey	65	84	8	49	21	0	0
Georgia	64	91	13	11	47	0	0
Maine	59	74	10	70	22	1	1
Pennsylvania	57	83	3	51	25	0	0
New Hampshire	55	69	5	77	27	0	0
Rhode Island	55	96	0	6	75	1	0
Nevada	48	60	25	2	64	11	0
Maryland	46	49	6	87	36	0	0
Connecticut	43	60	17	16	85	0	0
West Virginia	43	59	16	0	87	0	0
Hawaii	33	45	12	0	105	0	0

Table 6.2. Percent of full availability for each stage of corrections processing

| Department | Stage of corrections processing | | | |
	Profiling offenders	Committing offenders	Managing offenders	Supervising offenders
Data about released offenders are within the scope of the information system				
Alabama	71%	70%	81%	63%
Alaska	31	16	11	12
Arizona	75	80	92	93
Arkansas	38	54	52	39
California	44	56	39	50
Colorado	80	83	92	73
Delaware	46	40	43	33
District of Columbia	41	35	17	7
Florida	69	80	78	75
Idaho	45	37	34	31
Illinois	47	55	66	61
Indiana	48	67	66	59
Iowa	75	92	72	75
Kansas	59	56	41	33
Kentucky	40	62	50	67
Louisiana	46	64	43	49
Massachusetts	57	56	69	25
Michigan	41	51	63	33
Minnesota	39	40	37	28
Mississippi	39	55	50	48
Missouri	72	82	94	73
Montana	59	63	42	84
Nebraska	54	37	32	29
New Mexico	52	34	14	35
New York	53	51	56	61
North Carolina	63	81	93	61
North Dakota	76	60	25	46
Ohio	41	66	63	52
Oklahoma	56	55	65	56
Oregon	34	63	52	37
South Carolina	66	66	84	26
South Dakota	68	67	63	41
Tennessee	60	76	68	90
Texas	48	69	85	89
Utah	64	73	60	73
Vermont	30	49	41	18
Virginia	55	60	34	45
Washington	53	58	44	36
Wisconsin	36	58	56	46
Wyoming	61	49	45	32
Data about released offenders are outside the scope of the information system				
Federal Bureau of Prisons	75%	74%	72%	Not applicable
Connecticut	37	56	38	Not applicable
Georgia	60	70	58	Not applicable
Hawaii	38	47	14	Not applicable
Maine	59	57	60	Not applicable
Maryland	37	53	51	Not applicable
Nevada	40	58	40	Not applicable
New Hampshire	62	61	51	Not applicable
New Jersey	57	71	62	Not applicable
Pennsylvania	68	60	63	Not applicable
Rhode Island	59	62	56	Not applicable
West Virginia	53	36	46	Not applicable

In general, departments maintain conviction, sentencing, and commitment data with high availability.   In the area of sentencing information, departments generally have much higher capacities to produce all elements in electronic format. Nine departments (Alabama, Colorado, Florida, Georgia, Missouri, North Carolina, Washington, Oregon, and South Carolina) maintain all 13 data elements electronically on sentencing information, and 26 departments have all three data elements on type of commitment in high-availability form (not shown in a table). No department maintains in high-availability form all of the 14 data elements about the criminal incident.

In the managing offenders stage, seventeen departments maintain a third or more of the data elements in paper, or low-availability form (Appendix G). In general, these data describe program participation and outcomes, drug testing, medical treatment, and misconduct and infractions. Data elements that measure the form of release, good time and other adjustments to sentencing, post-commitment movements and offender registry are maintained in high-availability form. Data about post-commitment transfers, and methods of release from prison are maintained by all 52 departments, and a majority of departments have a high availability for data about movements, good-time adjustments, and victim notification requirements.

No department in the supervising offenders stage maintains all the data elements in high-availability form (Appendix G).   Many of the departments either do not collect sizable numbers of these data elements, or maintain data in low-availability form. For example, the District of Columbia does not collect 42 out of 45 data elements; Wyoming maintains 43 out of 45 data elements in paper form.   The data with the highest availability are those that describe offenders' behavior on release and the response by corrections to violations of conditions of supervision. Few departments maintain high-availability data about victims of crimes committed by released offenders.

Departments are not rated on a full-availability measure for facility-based data elements such as program management, medical services, staffing, and facility costs.   Rather, their ability to maintain these data elements electronically is distinguished from their ability to maintain them on paper. Fourteen departments maintain more than half of the 15 facility-based data elements electronically (Appendix G). But, 26 other departments did not have at least 10 of the data elements. Many departments report that they do not maintain data electronically on program management, medical services and staffing, and costs of facilities.

Capacities to link and share data

To answer many statistical queries, departments need to link data from several databases or files, or to databases maintained by other sources. For questions related to offenders' histories, for example, departments need to link current records with the records of past behaviors. This may involve extracting archived records from tapes or other media and linking them to the existing case-management database. For questions about offenders' behaviors when they are outside the jurisdiction of correctional institutions—such as when they are released into the community—departments may have to link their records with those in an information system outside corrections, such as that maintained by a parole agency. This requires corrections departments to link parole records (which many do not record) to those in their database, and process the combined information to produce the desired statistic.

Respondents expressed mixed views about the need to link data across jurisdictions. Some maintain that information on inmate movements after release (such as the police arrest data) is the only area of interest for sharing information across jurisdictions. Others either see no need to share information across jurisdictions, or think the task is virtually impossible without a really thorough understanding of the definitions and content of the information. Still others are more expansive in their views about the need to share information with departments in other States and the need to conduct comparisons across States. "We get tons and tons of questions from other States about the number of offenders who have some characteristic, and having data from those States would facilitate comparisons" is an example of this perspective.

The types of linkages most frequently cited were those to their counterparts in other corrections departments. While one official noted that electronic linkages to share data would be valuable, he stressed that direct connections with the human resources of information systems were most crucial for him. He would like to have e-mail and telephone contacts with other information systems officials so that he could ask simple but very important questions about creating statistical information. Having contacts in other departments to discuss questions such as: "What do you do?" or "How do you create that measure?" or "What data are in that other data base?" or "Who is the best person to talk with in your system?" are extremely valuable in his view and the view of some other respondents.

Corrections departments link databases in a variety of ways. The most advanced types of linkages occur when different agencies share data systems. Some departments are decentralized, but have some form of communication system to link systems across facilities. These links are generally through advanced communications systems such as LANs or WANs. But in some cases the connections among facilities involve sharing the most recent updates on

diskettes or by fax. In few departments, databases are linked by giving users from other departments query-only access.

The primary links in the departments' information systems are for users at workstations in the system (correctional officers, counselors, and personnel in the business offices). These officials are given routine access to the database tracking offenders. A considerable number of departments (23) have no links to other agencies outside of the corrections system (secondary links). But a majority (28) have connections to at least some parts of other agencies' database, typically on a query–only basis (not shown in a table). For example, beginning in 1993, the New Jersey Department of Law and Public Safety, together with the Office of Telecommunications and Information Systems (OTIS), the Administrative Office of Courts (AOC), and the Department of Corrections (DOC) implemented a plan to improve overall offender tracking whereby each could access the other's independent systems and routinely update selected parts of records. Most links to agencies, however, are not through electronic means but through hard copy reports or extracts of tapes.

The importance of working toward a goal of integrating data from all criminal justice agencies—including corrections, probation and parole offices, the courts, and the police—into one comprehensive information system for users in all these agencies was stressed by many corrections information officials. Officials also made many other recommendations for improving corrections information systems capacities to respond to statistical queries. These include: creating common definitions, unique identifiers, and other standard formats for linking records across agencies; converting systems currently on mainframe (especially state-wide systems) into client-server, stand-alone systems; transforming departmental systems into more tightly-centralized operations; and integrating all in-facility computer functions using one server or platform.

Respondents stressed that existing systems have a good history of service. But they also think information systems need to be much more flexible if they are to respond adequately and efficiently to the volume of requests for data and infor- mation. Many asserted that corrections information systems are in overall need of improvements, and better linkages, to meet the challenges of corrections change and to keep pace with technological change.

Internal capacities to extract and link archival records

The number of times that groups of offenders behaved in certain ways is often an important focus of statistical questions. For example, questions about the number of infractions committed by offenders having certain characteristics may

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[2]New Jersey Department of Corrections. Computerized law enforcement systems in the Depart- ment of Corrections. (Trenton, NJ: Department of Corrections, Office of Policy and Planning, 1994).

involve extracting historical records and linking them to the current case-management records. "What is the average number of disciplinary infractions committed during the first year of imprisonment for offenders who entered during 1990 and stayed at least one year, and how does that compare to the same statistic for offenders who entered during 1995, after a new reform was implemented?" is a concrete example. Information systems may be structured so that individual records of disciplinary actions are stored separately from the records related to current information. Before the averages can be computed to answer this question, the information about past disciplinary infractions for offenders who had more than one infraction needs to be extracted from the historical record and linked to the current records.

A large number of important corrections events have relevant histories. Several of them include offenders' commitments into correction facilities, movements within a jurisdiction or transfers between jurisdictions, behaviors constituting misconduct or infractions, and behaviors on release in the community. Behaviors of offenders on release in the community are particularly important for impacts of corrections policy on public safety.

Departments vary in their capacities to store, retrieve, and link data about these events. Many keep all information about these repeatable events on-line for offenders currently under correctional authority. Others also store these data and have the capability to retrieve and link this information electronically. In general—for information about prison commitments, behavior in prison, and prison releases—most departments either store on-line histories of these repeatable events or have the capacity to link archived records of these events.

Forty-six departments maintain an on-line history of an offender's commitments into prison. Thirty-one archive commitment histories, and of these, 28 departments have the capability to retrieve and link electronically the archived records (table 6.3). With respect to information about an offender's post-commitment movements, almost all departments (49) maintain this information on-line, while about half of these also archive this information, and 22 of this group of 26 have the capacity to retrieve and link the archived data electronically. In other categories of repeatable events, many departments either store the information on-line or have the capacity to link archived records. All departments maintain records of previously released offenders, with the majority (44) keeping these data permanently available on-line.

On data about behavior on release, 40 departments maintain data elements on the reasons for termination of supervision, and 38 departments obtain information about the new crimes committed by offenders who were released in the community. Of these 38, most (28) obtain this information about new crimes only after the offender returned to prison.

Table 6.3. Capacity of departments' information systems to retrieve and link histori-cal data	Number of departments
Individual offender's record of commitments to prison	
Maintain records of an offender's commitment history on-line	46
Archive records of an offender's commitment history	31
Capability to retrieve electronically archived records	28
Individual offender's post-commitment movement history	
Maintain records of movements on-line	49
Archive records of movements	26
Capability to retrieve and link electronically archived records	22
Individual offender's record of behavior in custody	
Maintain records of an offender's misconduct/infraction history on-line	40
Archive records of misconduct/infractions	25
Capability to retrieve and link electronically archived records	20
Individual offender's record of release from custody	
Maintain records of a previously released offender	52
These records are permanently available on-line	44
Archive records of a previously released offender	28
Capability to retrieve archived records	24
Capability to link electronically archived records	22
Individual offender's record of behavior on release	
Maintain records of an offender's behavior after release from prison	40
Maintain records for all offenders released into the community	27
Maintain records for an offender returned to prison for parole violations	40
Individual offender's record of new crimes committed on release	
Collect data on crimes committed by an offender under supervision	38
Data are collected upon offender's:	
Arrest	10
Conviction	18
Return to prison	28
Other	11

The capacity of corrections information systems to store, retrieve, and link data on the supervising offenders stage may be related to the organization of corrections in particular states. Of the 12 departments that do not record information about crimes of offenders on release in the community, many are "prison only" systems.[3] Other departments may be integrated corrections systems that utilized an information system other than the corrections information system to record information about offenders on release in the community. For example, in the State of Maryland, corrections is a division within the Department of Public Safety and Correctional Services. The corrections division maintains data elements on offenders in Maryland's prisons, while the Division of Parole and Probation maintains data elements on offenders released into the community.

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[3]Vital Statistics, American Correctional Association, 1994.

Capacities to provide statistical information

In general, the overall ability of a corrections department to provide statistical information depends upon the capabilities of each of several components of its information system. These capabilities are organized into five categories:

- *Legislative and institutional*
    - legal restrictions on access or use of data
    - legislative reforms that affect operation of the information system
    - institutional requirements

- *Hardware*, meaning the computer system that maintains software and data
    - storage capacity
    - capacity to process data
    - ability to access historical data
    - reliability (amount of downtime)

- *Software*, meaning programs that operate on the data (whether these were developed from standard programming languages, purchased off the shelf, or specific routines designed for specific tasks)
    - capability of existing software
    - capability of existing query language
    - ability to integrate data from separate files
    - ability to integrate data from separate databases
    - ability to structure data files

- *Staffing*, from data entry to management staff
    - number of current programming staff
    - lack of in-house programming staff
    - experience level of programming staff
    - ability to provide adequate training for staff
    - availability of funding to upgrade systems

- *Data*, including collection of data elements and the data stored on each
    - completeness of coverage for each data element
    - accuracy of data for each element
    - timeliness of data.[4]

Problems that arise in any one of these areas can affect the capabilities of information systems to provide statistical information. Conversely, strengths in one component of an information system may be used to overcome deficiencies in another.

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[4]A copy of the questionnaire is provided in Appendix B.

The Obstacles survey asked departments to rate each component on a scale ranging from 1 (not at all) to 5 (critical problem). The most severely rated obstacle to providing statistical information is the number of analysis and programming staff (table 6.4). Across the 52 reporting departments, it receives a mean score of 3.9 (on a scale of 1 to 5) and the least variation around its mean. Funding for systems upgrades, modifications, or staffing are the second most severe barrier. Departments tending to experience this obstacle in a relatively severe manner, as reflected in a mean ranking of 3.8 and relatively little variation around the mean. Other obstacles that rank as relatively severe problems by the departments include: lack of in-house programming staff, inability to provide adequate training for staff, inability to integrate data from separate databases, and the low experience level of programming and analysis staffing. Two additional obstacles—the accuracy of the data and integrating data from separate data files—present somewhat of a barrier.

Another eight obstacles present less severe barriers. These items receive mean ratings of between 2.5 and 2.9 and include: the data completeness, legislative reforms, the structure of data files, capability of the query language, data timeliness, statistical software capabilities, ability to access historical data, and institutional system requirements, and there was greater variability around the means.

Finally, four—legal restrictions on data, capacity to process data, storage capacity, and system downtime—present relatively minor barriers to departments, as reflected in their average rankings of 2.4 or less.

The grouping of individual items into the five major obstacle categories is shown in table 6.5 with the mean category score and severity ranking of each. The group averages range from 3.6 for staffing-related, the most serious group of obstacles, to 2.2 for hardware-related obstacles, the least serious set of obstacles. Software and data problems each average ratings of 2.9. Institutional arrangements—legislative reforms, requirements to use specific hardware, and legal restrictions of the use of data—are rated at 2.6, on average.

Staffing related issues present severe obstacles, as the 3.6 average score for these obstacles indicates. The individual items within the staffing group indicate that the number of staff (too few), ability to provide for their adequate training, and availability of funding for new staff all approach very severe levels for the departments. Software problems, such as the capacity of query languages or of statistical software, and data problems, such as the timeliness, completeness, and accuracy of data elements, also present relatively severe levels of barrier.

Table 6.4. Obstacles to providing statistical information: Individual item scores			
Obstacle	Mean	Standard deviation	Coefficient of variation
Number of analysis/programming staff	3.92	0.95	0.24
Funding for system upgrades, modifications, or staffing requirements	3.85	1.11	0.29
Lack of in-house programming staff	3.52	1.28	0.36
Providing adequate training for staff	3.50	1.04	0.30
Integrating data from separate databases	3.12	1.32	0.42
Experience level of analysis/programming staff	3.10	1.07	0.35
Accuracy of data	3.04	0.97	0.32
Integrating data from separate files	3.00	1.27	0.42
Completeness of data	2.94	0.96	0.33
Legislative reforms/changes	2.92	0.90	0.31
Data file structure	2.94	1.14	0.39
Capability of the query language utility	2.85	1.14	0.40
Timeliness of data	2.71	1.02	0.38
Capability of statistical software package(s)	2.60	1.14	0.44
Ability to access historical data	2.62	1.09	0.42
Institutional system requirements	2.58	1.00	0.39
Legal restrictions on access or use of data	2.42	0.85	0.35
Capacity to process data	2.16	0.93	0.43
Storage capacity	1.92	0.96	0.50
System downtime	1.92	0.90	0.47

Note: One department returned a survey for each of its two information systems, and one department did not return the survey.

Staffing, software, and data are interrelated. Having access to sophisticated database software, query languages, and statistical packages is not enough if a department lacks staff trained in the use of these technologies. Staff that are knowledgeable in the use of these software tools but lacking access to them cannot use their skills to produce statistical information. And having sophisticated software and data entry procedures is not enough if staff are not adequately trained in data collection, data entry, and other data preparation tasks.

The reported deficiencies in the number of staff, lack of funding for system upgrades, modifications (software problems), and staffing skills combine to suggest that the primary obstacle to overcome is *lack of resources*. Additional resources will allow departments to overcome these deficiencies with staffing shortages, training deficiencies, and system inadequacies as they see fit—with maximum impact on their overall capacities to provide statistical information.

Table 6.5. Obstacles to providing statistical information: Mean scores for each category of obstacles		
Obstacle category and items	Mean obstacle category score	Category ranking by severity
Legislative and institutional	2.64	4
Legislative reforms/changes		
Institutional system requirements		
Legal restrictions on access or use of data		
Hardware	2.16	5
Ability to access historical data		
Capacity to process data		
Storage capacity		
System downtime		
Software	2.90	2
Integrating data from separate databases		
Integrating data from separate files		
Data file structure		
Capability of the query language utility		
Capability of statistical software package(s)		
Staffing	3.58	1
Number of analysis/programming staff		
Funding for system upgrades, modifications, or staffing requirements		
Lack of in-house programming staff		
Providing adequate training for staff		
Experience level of analysis/programming staff		
Data	2.90	3
Accuracy of data		
Completeness of data		
Timeliness of data		

Note: One department returned a survey for each of its two information systems, and one department did not return the survey.

Varying obstacles among departments

Departments vary in the severity of the obstacles they confront (tables 6.6 and 6.7). Individual staffing obstacles rate an average of 5, the critical level, by 8 departments. An additional 20 departments rate staffing obstacles between 4 and 5 on average, indicating a very severe obstacle. Only 6 departments rate staffing obstacles at 2 or less on average.

Software problems average slightly lower severity than staffing obstacles. Only two departments rate the 5 software obstacles at the critical level, and 12 departments rate them as very severe. An additional 20 departments rate them as a moderate obstacle.

Four departments rate the 3 data obstacles at a critical level, on average, and an additional 8 departments rate them as very severe. Eighteen departments rate the severity of data obstacles as being very little to none.

Legislative and institutional obstacles do not provide major barriers but they can not be ignored either. No department rates these problems as critical, but five departments rate legislative and institutional obstacles as very severe and 25 rate them as a moderate obstacle.

No department rates hardware problems at the critical level, and one has very severe hardware problems. Twenty-six of the responding departments rate hardware obstacles as having very little severity.

Staffing, software, and data problems tend to go together.[5] For the 46 departments that rate staffing obstacles an average of 3 or higher, most also rated software and data problems at average severity levels above 2 (table 6.6). Of the same 46 departments, only 16 rate either software or data problems at an average of 2 or lower.

There are exceptions. In Florida and North Carolina, for example, staffing obstacles are reported to be more severe (averaging 3.6 and 3, respectively) than software, data, or hardware (2 or less on average). North Carolina recently completed a major redesign of its correctional information system to improve its capabilities. One of the models North Carolina used to redesign its system was the information system developed by the State of Florida. Both departments indicate that while staffing problems tend to be accompanied by software and data problems, information systems with the best designed software, good data, and advanced hardware can still confront major barriers in providing statistical information.

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[5]The clustering of obstacles within groups of departments was addressed in more detail in a preliminary analysis based on factor and cluster analyses. The results from these analyses confirm the observations here that staffing, software, and data problems tend to cluster together, and that different groups of departments experienced different degrees of each cluster of obstacles.

Department	Staffing	Software	Hardware	Data	Institutional/ legislative
Table 6.6. Mean category scores for each department					
Federal Bureau of Prisons	2.60	2.00	1.00	1.00	2.33
Alabama	3.60	2.00	3.00	2.00	2.33
Alaska	4.40	4.75	2.00	5.00	2.67
Arizona	3.20	2.20	1.00	2.33	3.33
Arkansas	3.20	3.00	2.00	1.67	2.00
California	3.80	2.00	2.00	2.00	2.00
Colorado	3.00	1.40	1.25	2.33	2.00
Connecticut	2.40	2.20	3.00	4.00	2.67
Delaware	3.60	3.25	2.25	3.00	1.33
District of Columbia	4.00	3.40	3.50	3.67	3.00
Florida	3.60	1.00	1.00	1.00	1.67
Georgia	3.20	3.40	2.25	2.00	2.67
Hawaii	3.80	3.20	3.25	4.00	3.33
Idaho	3.20	2.00	1.75	2.33	3.00
Illinois	2.40	2.00	1.75	2.00	3.33
Indiana	3.20	3.60	2.50	2.33	2.67
Iowa	5.00	4.60	3.25	3.00	3.33
Kansas	4.40	3.40	2.25	3.00	4.00
Kentucky	2.40	3.80	3.00	2.67	2.33
Maine	4.00	3.40	1.00	2.33	3.00
Maryland	3.80	3.00	1.75	2.67	2.67
Massachusetts	4.60	3.60	3.75	4.67	2.67
Michigan	3.00	2.60	2.25	3.00	3.00
Minnesota	4.20	3.40	3.00	3.33	3.67
Mississippi	3.00	2.80	2.75	2.67	2.33
Missouri	4.60	2.80	2.50	2.67	2.33
Montana	4.20	4.20	4.25	4.33	3.33
Nebraska	3.80	2.00	2.25	4.00	2.00
Nevada	2.60	1.60	2.50	2.00	1.67
New Hampshire	3.40	2.80	2.00	2.67	2.67
New Jersey CMIS	4.20	4.20	2.25	2.67	1.33
New Jersey OBCIS	4.00	2.80	1.25	2.67	2.67
New Mexico	4.20	4.20	2.50	4.67	2.67
New York	2.40	1.60	1.25	2.00	2.33
North Carolina	3.00	1.40	1.75	2.00	2.67
North Dakota	4.80	3.60	2.25	3.33	2.33
Ohio	1.80	1.20	1.50	3.67	3.33
Oklahoma	3.00	3.40	2.50	3.00	3.67
Oregon	1.80	1.20	1.25	2.33	1.33
Pennsylvania	3.20	2.60	1.25	2.67	3.00
Rhode Island	3.60	3.20	1.50	2.33	2.33
South Carolina	3.00	2.40	1.50	2.67	2.00
South Dakota	5.00	3.80	1.25	2.33	3.00
Tennessee	2.80	2.00	2.00	3.00	2.00
Texas	4.80	3.80	2.25	5.00	4.00
Utah	3.00	2.60	1.75	4.00	2.33
Vermont	4.40	3.00	2.25	3.67	2.00
Virginia	5.00	4.40	2.25	3.33	3.00
Washington	3.20	3.20	1.25	2.67	2.67
West Virginia	4.00	3.00	3.25	3.00	3.33
Wisconsin	5.00	4.00	2.00	3.00	2.33
Wyoming	3.60	4.20	3.25	3.00	3.67

Note: Louisiana did not return the survey.

| Table 6.7. Severity of problems in departments' information systems |

	Number of departments* with problems described as--				
Component	Critical	Very severe	Moderate	Very little	None
Staffing	8	20	18	6	0
Data	4	8	22	16	2
Software	2	12	20	13	5
Legislative and institutional	0	5	25	19	3
Hardware	0	1	11	26	14

*One department returned a survey for each of its two information systems, and one department did not return the survey.

Summary

Officials in corrections information departments report that they routinely respond to requests for raw data and summary information on offenders. They also receive requests that require analysis and processing of data elements into specified formats to meet external definitions and standards. Departments use a variety of media to submit data, including hard copy, tape, diskettes, or file transfer protocols. In addition to corrections staff users, requesters of corrections data include Federal agencies, a wide range of State and local agencies, researchers, and private companies.

High-availability data varies widely among the departments and all of the four stages of corrections processing.   No department has all the data elements in high-availability form, nor does any department have all of the elements that correspond to each stage of corrections processing. The stages related to committing offenders and managing offenders have the most departments with relatively high data availability index scores. Twelve departments rate at 70% or above for all 72 data elements in the committing offenders stage, and 10 departments in the managing offenders stage rate above 70%. The supervising offenders stage has nine departments that collect data about released offenders rated at above 70%, and seven departments in the profiling offenders stage scored higher than 70% on the index.

The information most available in high-availability form are data that describe offenders' demographic characteristics, conviction offenses, sentences imposed, current commitment, expected time to be served, risk assessment, classification and confinement decisions, post-commitment movements, good time and other sentence adjustments, releases from custody, reasons for terminating supervision, and the criminal justice response to supervision violations. In general, the information with the lowest level of high-availability are data describing offenders' socio-economic status, family characteristics, the criminal

incident, victim information, medical care, and employment and residence information about released offenders.

To answer statistical queries, departments frequently need to construct links among internal databases or between them and databases of other agencies. Commonly mentioned obstacles in creating links to other data systems include: existence of several platforms of different ages and data formats, which makes interfaces between them complex; lack of common definitions, unique identifiers, and other standard formats for linking records across agencies; and outdated systems that do not respond readily or flexibly to queries for information. Corrections staff also frequently noted the importance of working toward a goal of integrating all criminal justice agencies into one comprehensive information system that would be shared by all users.

A key issue for corrections information systems is the extent to which departments can record data on event histories. For example, can an information system record the number of times an offender commits an infraction, or the number of times an offender enters and exits prison during a single prison term? Data on such "repeatable events" may be required information for measuring corrections system performance. Departments generally reported that their highest capacities for storing, retrieving, and linking archived data on repeatable events for data elements related to commitments into prison, post-commitment movements, and releases from prison during a term.

Departments report that they do indeed confront several obstacles in producing statistical information. These range from the need to reformat their data to comply with standards and formats of the requester, through hardware limitations that restrict the capabilities for executing queries, and software limitations that require departments to create customized programs to generate reports and data, to shortages of experienced staff that prevent timely resolution of data requests.

Responses to the Obstacles survey confirm that the most serious obstacles encountered by corrections departments in producing statistical information are staffing-related obstacles—including the number of analysis and programming staff, their experience, and the resources to further train them. Staffing-related obstacles are closely related in severity to software applications and data constraints. Forty-six departments rated staffing obstacles as providing a serious barrier to their providing statistical information. All but 16 of these also rated either software or data as serious constraints. Relatively few departments rate either hardware or legislative and legal factors as serious barriers to producing statistical information.
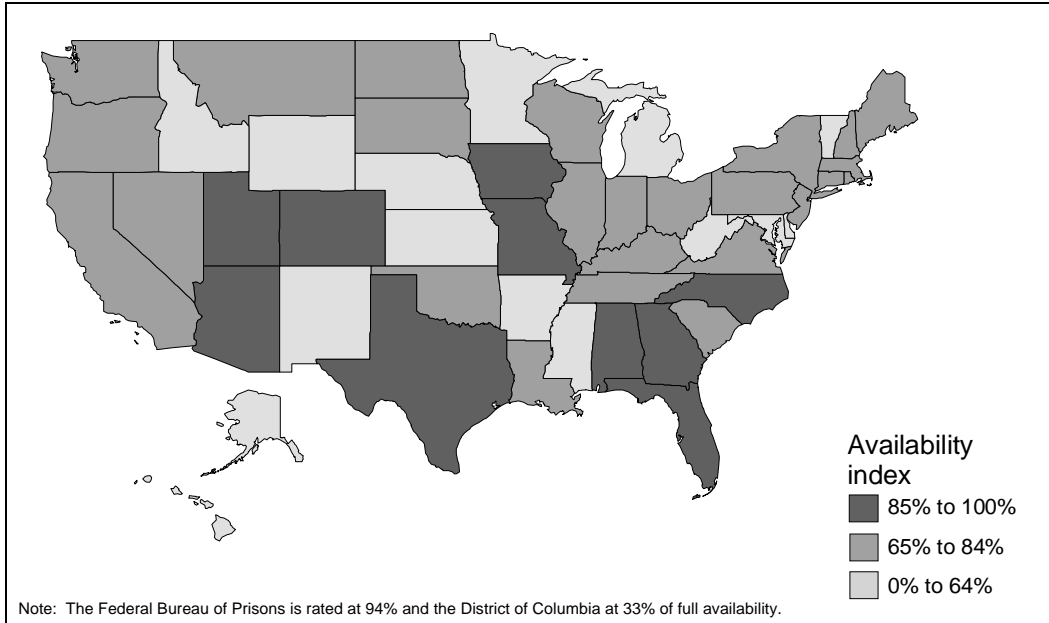
An empirical common core

Note: The Federal Bureau of Prisons is rated at 94% and the District of Columbia at 33% of full availability.

Figure 7. Departments' full-availability ratings for all core data elements

Common-core data elements in all stages of corrections processing

Stage, dimension, and data element

Profiling offenders

Demographics

Sex	Citizenship
Race	State of birth
Hispanic origin	Country of birth
Religious affiliation	Address
Date of birth	If illegal alien
Age at commitment	

Committing offenders

Conviction offenses

Number of offenses	Charges on commitment
Type of offense	Severity of offense
Title/section penal code	Charges in indictment
Written description	

Sentences imposed

Co. of sentencing court	Mandatory minimum
Sentencing judge	Split or mixed
Date of sentencing	Length of supervision
No. of sentences	Reason for mandatory
Concurrent/consecutive	Monetary sanctions
Total length of sentences	Amount of sanctions
Length of each sentence	

Current commitments

Type of commitment	Release authority/agency
Date of commitment	

Expected time to be served

Expected date of release	Date sentence expiration
Expected parole date	

Risk assessment

History of violence	Weapon used
History of escape/AWOL	Gang membership

Classification decisions

Security level	Reason for class change
Agency making decision	Date of class change
Initial classification date	Psychological index
Classification index	Medical index or score
Risk assessment index	

Confinement characteristics

Type of facility	Special unit
Type of housing unit	

Managing offenders

Post-commitment movements

Transfer	Reason for transfer/move
Date of transfer	Who authorized transfer
Movements	Who authorized move
Date of movement	

Good time and other sentence adjustments

Change in sentence	Date of good time
Reason for change	calculation
Good time available	Reason for change
Good time accrued	Amount of change
Changes in good time	Change to release date
Special credits	

Releases from custody

Type of release	Jurisdiction of release
Date of release	Facility released to
Time served in custody	

Offender registry

Victim notify required	Requirement to register
Actually registered	

Supervising offenders

Behavior on supervision

Type of supervision	Date of technical
Supervision terminated	violation
Length of supervision	Date of new crime
Date supervision compltd	Date of administrative
Type crime committed	closure
Administrative closure	Date offender absconded
Absconded on release	Type technical violation

Responses to violations of conditions of supervision

If offender arrested	Date convicted
If offender convicted	Date returned to prison
If offender sentenced	If offender adjudicated
Date sentenced	Date offender arrested
Change of release status	Date adjudicated

An empirical common core

Highlights

- Departments maintain a common core of data about 14 dimensions of corrections processing that contain 100 of the 207 offender-based data elements in this Inventory.

- For the 100 core elements, most departments (48) rate above 50% of full availability—the extent to which they maintain core data elements electronically for more than 75% of offenders. Eight departments rate above 90% and 29 rate above 70%.

- Thirty-nine departments rate above 70% of full availability in the profiling offenders stage, as do 35 in the committing offenders stage, 22 in the managing offenders stage, and 18 out of the 40 that maintain data on offenders released into the community.

- Within non-core dimensions, there are 15 data elements that more than 26 departments maintain in high-availability form.

Commonly maintained, high-availability data elements

Departments of corrections currently maintain a common core of data about 14 dimensions of corrections processing. These dimensions describe several aspects of who offenders are, what they have done, how they arrive in prison, how they are managed, and what happens to them upon release. The common core is based on the dimensions of corrections processing for which most departments maintain data in electronic form for most offenders. Each core dimension contains several data elements. All of the data elements in a core dimension are included in the common core of data elements. To say that a common core of data exists for a given dimension does not mean that every data element in that dimension is maintained in a high-availability form by every department. It means that, within a dimension, enough data elements are maintained by a majority of departments in high-availability form to constitute a meaningful core of information measures for a given dimension. Dimensions determine the core because many corrections concepts are best measured by several data elements. The high-availability standard (maintained electronically for more than 75% of offenders) reflects the form of data that can most readily be analyzed, shared electronically, and processed into the types of statistical information that measure corrections performance.

Data elements in 14 of the 28 dimensions of corrections processing are included in the common core (table 7.1). Each stage of corrections processing has at least one dimension in the common core, and a total of 100 of the 207

offender-based data elements fall within the dimensions that comprise the core. By stage, the core dimensions include:

- *Stage 1, profiling and identifying offenders*: demographic character-istics (11 elements);

Table 7.1. Core dimensions of corrections processing		
Stage, concept, and dimension	Number of data elements	Belongs to the high-availability core
Profiling and identifying offenders	29	
Demographic characteristics	11	Yes
Socio-economic status	13	No
Family characteristics and living arrangements	5	No
Committing offenders	70	
Offenses leading to commitments		
Criminal incident	14	No
Conviction offenses	7	Yes
Criminal history	8	No
Sentence information		
Sentences imposed	13	Yes
Current commitment	3	Yes
Expected time to be served	3	Yes
Assessment and confinement decisions		
Risk assessment	4	Yes
Needs assessment	6	No
Classification decision	9	Yes
Confinement characteristics	3	Yes
Managing offenders	63	
Routine offender management		
Post-commitment movements	7	Yes
Offender program participation	11	No
Drug testing	2	No
Medical care	6	No
Methods of release from prison		
Good time and other sentence adjustments	10	Yes
Releases from custody	5	Yes
Offender registry	3	Yes
Internal order and security		
Misconduct and infractions	11	No
Responses to misconduct	3	No
Proceedings against offenders	5	No
Supervising offenders	45	
Offender behavior after release		
Employment and residence information	7	No
Behavior on supervision	12	Yes
Response to violations of conditions of supervision	10	Yes
Details about new crimes and victims of crimes		
Information about new crimes	9	No
Information about victims of new crimes	7	No

- *Stage 2, committing offenders*: conviction offenses, sentences imposed, current commitment, expected time to be served, risk assessment, classification decisions, and confinement characteristics (42 data elements);
- *Stage 3, managing offenders*: post-commitment movements, good-time and other sentence adjustments, offender registry, and releases from custody (25 data elements); and
- *Stage 4, supervising offenders:* behavior on supervision and responses to violations of conditions of supervision (22 data elements).

The common core for stages 1, 2, and 3 is based on the responses from all 52 departments. The common core for stage 4 excludes the 12 departments that do not use their adult, sentenced prisoner information systems to collect data on offenders released into the community; it is based on the responses of the 40 departments that do maintain data elements on released offenders.

The common core describes offenders' demographic characteristics such as age, sex, race, and country of origin. It contains data elements about commitments, convictions, sentences, and offenses that describe how and why offenders arrived in prison. The common core also describes classification, confinement, and risk assessment decisions, and it contains data elements that describe how long offenders can expect to stay in prison.

In the management of offenders stage of processing, the core describes reasons for changes in sentences and changes in expected length of stay; it also describes offenders' movements and releases from prison. The core also includes limited information about victim notification requirements. Finally, the core dimensions of the supervising offenders stage include data elements that describe the form of supervision, the reasons for termination of supervision, whether a new crime was committed by an offender on supervised release, and if so, whether an offender was arrested, convicted, sentenced, and returned to prison.

Of the 100 core data elements, 8 are collected by all departments, 60 are collected by more than 70% of departments, and only 9 data elements are collected by fewer than 50% of departments (not shown in a table). The common core data elements that are collected by all departments include transfer to another facility, date of transfer, type and date of release, sex and race of offender, and type and date of commitment. The 60 data elements that most departments collect include nearly all of the data elements that describe demographic characteristics, sentencing, time to be served, classification decisions, confinement characteristics, post-commitment movements, good time and releases. The nine data elements that are less commonly collected are the offender's psychological index, who authorized a prison movement, amount of change to sentence, amount of change to expected release date, special credits

to sentences, if offender actually registered as a sex offender, if and when a release violation was adjudicated, and the date a released offender is rearrested (not shown in a table).

Full-availability ratings for common-core data

Assessed on the extent to which they maintain all data elements included in the common core in high-availability form, 29 departments rate at greater than 70% of full availability, and only four departments rate at less than 50% (table 7.2). Colorado maintains all 100 core data elements in high-availability form, and seven other departments maintain more than 90% of their core data elements in high availability. Departments that rate less than 70% on the availability index generally maintain many core data elements in paper form, or do not collect a majority of this information.

For the 11 data elements in common core of Stage 1 (profiling offenders)—the demographic characteristics of offenders—39 departments receive full-availability ratings of greater than 70%, and 9 have full-availability ratings of 100%. Only 4 departments rate at less than 50% of full availability (table 7.3).

In Stage 2 (committing offenders), 35 departments receive full-availability ratings above 70%; and 2 have full-availability ratings of 100% for 42 core data elements. Only 4 departments receive full-availability ratings of less than 50%.

For the 25 core data elements in the third stage (managing offenders), 22 departments receive full-availability ratings greater than 70%. Twelve received full-availability ratings of less than 50%.

Of the 40 departments that maintain 22 core data elements in the Stage 4 (supervising offenders on release), 18 have full-availability ratings greater than 70%. Eleven departments rate at less than 50% of full availability.

Departments maintain core data elements in high-availability form
Within each stage of processing, relatively few core data elements are maintained in low-availability forms, and there are few data elements that are not collected. Only 12 departments maintain fewer than 7 of the 11 demographic data elements in high availability form, but 9 have all 11 data elements in this form, and 20 collect all demographic core data elements (Appendix H). In the committing offenders stage, half of the departments maintain high-availability core data for at least 30 out of the 42 data elements. Colorado and North Carolina maintain all core commitment data elements in high availability. In the managing offenders stage, 2 departments—Colorado and Ohio—maintain all 25 core data elements in high availability, and an

		In electronic format for—					
	Percent of full	More than 75% of	Less than 75% of	In paper	Not		
Department	availability	offenders	offenders	format	collected	Missing	Unknown

Table 7.2. Availability ratings for all core data elements

Number of data elements

Department	Percent of full availability	More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Data about released offenders are within the scope of the information system							
Colorado	100%	100	0	0	0	0	0
North Carolina	99	99	0	0	1	0	0
Arizona	98	98	0	1	1	0	0
Iowa	96	94	0	6	0	0	0
Missouri	95	95	0	0	5	0	0
Alabama	92	91	1	2	6	0	0
Florida	91	91	0	1	7	1	0
Texas	90	89	0	3	8	0	0
Utah	85	80	2	11	1	6	0
Tennessee	83	82	2	0	16	0	0
Illinois	82	79	4	2	15	0	0
Ohio	79	56	34	0	5	4	1
Indiana	77	72	0	16	12	0	0
South Carolina	77	67	15	0	18	0	0
South Dakota	76	75	1	0	15	9	0
Kentucky	74	66	1	22	11	0	0
Oklahoma	74	67	4	13	16	0	0
New York	74	73	1	1	24	1	0
Montana	74	73	0	2	24	1	0
Louisiana	73	70	4	0	25	0	1
Wisconsin	73	71	3	0	26	0	0
Washington	73	68	7	0	25	0	0
Oregon	70	69	2	0	29	0	0
California	69	64	0	16	19	1	0
Virginia	69	58	4	24	10	4	0
Massachusetts	68	56	11	14	19	0	0
North Dakota	68	66	0	6	28	0	0
Kansas	64	58	9	1	32	0	0
Wyoming	62	49	1	37	12	1	0
Arkansas	60	54	9	0	36	1	0
Mississippi	60	47	4	30	6	13	0
Michigan	57	56	1	0	42	1	0
Delaware	54	42	0	37	15	6	0
Minnesota	53	51	3	1	45	0	0
Idaho	52	45	9	3	43	0	0
Nebraska	50	48	0	5	47	0	0
Vermont	45	35	6	19	39	1	0
New Mexico	43	39	5	1	54	1	0
District of Columbia	33	32	2	0	66	0	0
Alaska	24	14	13	0	64	5	4
Data about released offenders are outside the scope of the information system							
Federal Bureau of Prisons	94%	72	0	3	3	0	0
Georgia	86	62	6	4	6	0	0
Rhode Island	85	65	0	3	9	1	0
New Hampshire	80	56	1	17	4	0	0
New Jersey	78	55	2	13	8	0	0
Pennsylvania	73	51	3	12	12	0	0
Maine	73	51	4	9	13	1	0
Nevada	69	47	9	2	12	8	0
Connecticut	68	50	5	0	23	0	0
West Virginia	65	47	5	0	26	0	0
Maryland	62	41	3	17	17	0	0
Hawaii	60	41	9	0	28	0	0

Table 7.3. Percent of full availability for core data elements for each stage of corrections processing

Department	Stage of corrections processing			
	Profiling offenders	Committing offenders	Managing offenders	Supervising offenders
Data about released offenders are within the scope of the information system				
Alabama	79%	94%	92%	95%
Alaska	52	25	19	14
Arizona	100	98	96	100
Arkansas	52	67	60	52
California	82	74	48	79
Colorado	100	100	100	100
Delaware	73	55	59	39
District of Columbia	73	46	24	0
Florida	82	98	80	95
Idaho	73	54	43	48
Illinois	91	79	73	95
Indiana	85	77	75	77
Iowa	100	95	92	100
Kansas	82	76	47	53
Kentucky	48	80	65	85
Louisiana	67	82	57	77
Massachusetts	94	71	81	35
Michigan	45	55	67	55
Minnesota	58	62	45	44
Mississippi	48	74	49	50
Missouri	100	98	88	95
Montana	100	74	39	100
Nebraska	73	47	48	45
New Mexico	64	43	27	50
New York	79	67	60	100
North Carolina	100	100	96	100
North Dakota	91	67	60	68
Ohio	61	82	100	59
Oklahoma	76	71	80	71
Oregon	70	83	56	64
South Carolina	97	84	91	38
South Dakota	79	83	80	55
Tennessee	82	91	56	100
Texas	82	89	92	94
Utah	88	93	57	100
Vermont	61	58	33	27
Virginia	82	75	65	55
Washington	91	81	76	44
Wisconsin	64	75	77	68
Wyoming	94	65	68	33
Data about released offenders are outside the scope of the information system				
Federal Bureau of Prisons	100%	94%	89%	N/A
Connecticut	64	82	48	N/A
Georgia	76	87	89	N/A
Hawaii	82	69	36	N/A
Maine	85	67	76	N/A
Maryland	48	68	59	N/A
Nevada	82	71	59	N/A
New Hampshire	94	77	79	N/A
New Jersey	88	80	69	N/A
Pennsylvania	100	72	63	N/A
Rhode Island	100	78	89	N/A
West Virginia	97	58	61	N/A

additional 12 departments maintain at least 20 high-availability data elements. Four departments collect all core management data elements in some form. In the supervising offenders stage, 8 departments out of 40 collect all 22 data elements in high-availability form. Seventeen departments collect all core supervision data.

Common definitions

Many corrections departments have data elements needed to generate statistical information on a core set of information issues. Of the 40 departments that collect data on all 4 stages of corrections processing, almost all are above 50% availability for the 100 core data elements (table 7.3). Colorado is at 100% availability for all core data elements. Departments maintain a large number of data elements, and they do so in a high-availability form that facilitates processing, analyzing, and sharing the data maintained on these elements. Not surprisingly, the common-core data reflect information issues that revolve around the day-to-day management concerns of corrections. These day-to-day management concerns include many important pieces of information that are related to corrections performance.

For example, counts of offenders who enter prison, complete their stay without incident, leave prison for supervision, and complete supervision without incident are fundamental for corrections performance indicators. The ability to provide such counts for subpopulations of offenders and according to criminal justice processing variables (such as type of offense, or length of stay) enhance the comparability of performance indicators. Further, the capability to measure duration of supervision and returns to prison for new crimes or violations of conditions of supervision lie at the basis of developing measures of recidivism. This is true regardless of the controversies associated with interpreting a recidivism rate as a "good" or "bad" indicator of performance. In short, the capacities of the departments to maintain a large volume of common data elements about offenders is quite high. This is particularly impressive given the wide variation in corrections organization, legal frameworks, and penal codes operating in the States, the Federal government, and the District of Columbia.

Findings about common-core data elements do not necessarily imply that all departments define the elements in exactly the same way or collect exactly the same pieces of information in the elements. For example, several of the Inventory questions asked departments to indicate the response categories (such as type of program in which an offender participated) for data elements they collect. For some data elements, departments collect different categories of information. But for other data elements, (such as type of commitment or method of release from prison), there is greater agreement. For the latter, differences in response categories indicate a greater or lesser degree of precision rather than differences in scope or definition.

Non-core high-availability data elements

Within several core dimensions, there are some data elements that are collected by fewer than 26 departments. Conversely, within several non-core dimensions there are data elements that a majority of departments maintain in high-availability form. Out of the 100 core data elements, 20 are not maintained in high-availability form by most departments; out of the 107 non-core data elements, 15 are maintained in high availability by most departments.

There is one data element in the core of the profiling offenders stage that a majority of departments do not maintain in high availability: offenders' citizen-ship status. On the other hand, there are two data elements in this stage that are not included in the core but which a majority of departments maintain in high availability form: Education level and marital status (table 7.4).

Among the common core in the committing offenders stage, there are 8 data elements that are maintained in high availability form by fewer than 26 depart-ments (table 7.5). These include:

- Charges on the indictment;
- The reason for a mandatory sentence;
- If monetary sanctions were imposed;
- Amount of sanctions imposed;
- If a weapon was used in the offense;
- Gang membership;
- Psychological index or score; and
- Medical index or score.

Also in this stage, there are three data elements that are not included in the core but that a majority of departments maintain in high-availability form: the criminal justice status of the offender, the medical condition of the offender at admission, and the types of need as determined by an assessment.

Table 7.4. High-availability data elements in and out of core dimensions of the profiling offenders stage

High-availability data elements in the core		High-availability data elements not in the core	
Collected by 26 or more departments	Collected by fewer than 26 departments	Collected by 26 or more departments	Collected by fewer than 26 departments
Demographics		**Socio-economic status**	
Sex	If illegal alien	Education level	Served in military
Race			Military branch(es) served
Hispanic origin			Type of military discharge
Religious affiliation			Length of military service
Date of birth			Employment status
Age at commitment			Length of employment
Citizenship			Length of unemployment
State of birth			Occupation
Country of birth			Sources of income
Address			Amount of income
			Types of financial obligation
			Amount of financial obligation
		Family characteristics	
		Marital status	Number of children
			Number of dependents
			Persons in household
			Residential status

Table 7.5. High-availability data elements in and out of core dimensions of the committing offenders stage

High-availability data elements in the core		High-availability data elements not in the core	
Collected by 26 or more departments	Collected by fewer than 26 departments	Collected by 26 or more departments	Collected by fewer than 26 departments

Conviction offenses
  Number of offenses   Charges in indictment
  Type of offense
  Title/section penal code
  Written description
  Charges on commitment
  Severity of offense

Sentences imposed
  Co. of sentencing court   Reason for mandatory
  Sentencing judge   Monetary sanctions
  Date of sentencing   Amount of sanctions
  No. of sentences
  Concurrent/consecutive
  Total length of sentences
  Length of each sentence
  Mandatory minimum
  Split or mixed
  Length of supervision

Current commitments
  Type of commitment
  Date of commitment
  Release authority/agency

Expected time to be served
  Expected date of release
  Expected parole date
  Date sentence expiration

Risk assessment
  History of violence   Weapon used
  History of escape/AWOL Gang membership

Classification decisions
  Security level   Psychological index
  Agency making decision   Medical index or score
  Initial classification date
  Classification index
  Risk assessment index
  Reason for class change
  Date of class change

Confinement characteristics
  Type of facility
  Type of housing unit
  Special unit

Criminal incident
                     Date of incident
                     Location of incident
                     Number of victims
                     Sex of victim
                     Race of victim
                     Age of victim
                     If victim knew offender
                     Relationship to victim
                     Weapon involved
                     Type of weapon
                     Victim injury information
                     Extent of property
                      damage
                     Amount of restitution
                     Address of victim

Criminal history
  Criminal justice status   Record of prior offenses
                     Severity level of priors
                     Number of prior arrests
                     Number prior convictions
                     Date of prior arrests
                     Date of prior convictions
                     Habitual offender

Needs assessment
  Type of need   Psychological history
  Medical condition   Prior programs
                     Tested for drug use
                     Results of drug tests

In the managing offenders stage, seven of the data elements included in the core are not maintained by a majority of departments, including:

- Who authorized the transfer;
- Who authorized the move;
- Amount of change to sentence;
- Changes to release date;
- Special credits;
- If offender is required to register as sex offender; and
- If offender actually registered as sex offender (table 7.6).

On the other hand, there are six data elements outside of the core for managing offenders that a majority of departments maintain in high-availability form. These include:

- Type of program participation;
- Date of program participation;
- Type of misconduct in prison;
- Date of misconduct in prison;
- History of misconduct in prison; and
- Disposition of the charges of a legal proceeding (table 7.7).

Within the supervising offenders stage, 4 of the data elements in the core are collected by less than 26 departments. Three are in the responses to violations dimension: if offender was adjudicated, date adjudicated, and date the offender was arrested (table 7.7). The type of technical violation is also less commonly collected in high availability than the other elements in the dimension describing violations committed after release. There are three non-core data elements in this stage that are collected by a majority of departments: the address of the released offender, if the offender was under supervision when the crime was committed, and the type of the new offense committed.

Data elements about facilities

Fifteen of the Inventory's survey questions are about facilities, costs, and availability of medical care. These data are not collected by most departments in electronic form and are not considered part of the core. They generally are maintained in paper form. The number of facilities and the number of beds per facility are the only data elements that are maintained electronically by more than 70% of the departments. Only 12 departments maintain data electronically about operational costs, annual capital costs and facility-generated revenue. Fewer than half of the departments collect information in any form about the number, qualifications, or availability of their medical staff.

Table 7.6. High-availability data elements in and out of core dimensions of the managing offenders stage

High-availability data elements in the core		High-availability data elements not in the core	
Collected by 26 or more departments	Collected by fewer than 26 departments	Collected by 26 or more departments	Collected by fewer than 26 departments
Post-commitment movements		**Program participation**	
Transfer	Who authorized transfer	Type of program	Offender eligibility
Date of transfer	Who authorized move	Date offender started	Reason for program
Movements		Date offender ended	Who authorized program
Date of movement			Regular program
Reason for transfer/move			Location of program
			Program intensity
Good time and other sentence adjustments			Length of program
Change in sentence	Amount of change		Program outcome
Reason for change	Change to release date		
Good time available	Special credits	**Drug testing since admission**	
Good time accrued			Drug test given
Changes in good time			Date of last test
Date of good time calculation			
Reason for change		**Medical treatment**	
			Type of treatment
			Date treatment began
Releases from custody			Date treatment ended
Type of release			Cost of treatment
Date of release			Offender medical condition
Time served in custody			Condition developed in custody
Jurisdiction of release			
Facility released to			
		Misconduct and infractions in custody	
Offender registry		Type of event	Results of last drug tests
Victim notify required	Actually registered	Date of event	Location of event
	Requirement to register	History of behavior	People involved in event
			Who sustained injury
			Type of injury sustained
			Drugs/alcohol involved
			Weapons involved
			Property damage
		Responses to misconduct and infractions	
			Type of response
			Date of response
			Result of response
		Legal proceedings	
		Disposition of charges	Type of legal procedure
			Who initiated response
			Date of legal procedure
			Charges filed

Table 7.7. High-availability data elements in and out of core dimensions of the supervising offenders stage

High-availability data elements in the core		High-availability data elements not in the core	
Collected by 19 or more departments	Collected by fewer than 19 departments	Collected by 19 or more departments	Collected by fewer than 19 departments
Behavior on supervision		**Employment and residence information**	
Type of supervision	Type technical violation	Address of offender	Offender had job
Supervision terminated			Type employment
Length of supervision			Date employment began
Date supervision			Employer notified
Type crime committed			Residence status
Administrative closure			Living arrangements
Absconded on release			
Date of technical violation		**Information about new crimes committed on release**	
Date of new crime		Offender under supervision	Date of incident
Date of administrative closure		Type of offense	Location of incident
Date offender absconded			Number of victims
			If victim impact statement
			Victim injury information
			Extent of prop damage
Responses to violations of conditions of supervision			Restitution due victim
If offender arrested	If offender adjudicated	**Information about victims of new crimes**	
If offender sentenced	Date adjudicated		Sex of victim
Date sentenced			Race of victim
Change of release status			Age of victim
Date convicted			If victim was a child
Date returned to prison			If victim knew offender
			Relationship to offender
			Address of victim

*Forty departments collect data elements on offenders while they are under supervision; 38 collect detailed data elements about criminal incidents committed by offenders while on release.

Conclusions

Of the 207 offender-based data elements in this inventory, 100 of them are included in the core 14 dimensions of corrections processing. Most of the common-core data are found in areas related to committing offenders into prison (7 dimensions) and managing offenders in corrections facilities (4 dimensions). For the departments that collect data on released offenders, 2 dimensions are included in the common core. The profiling of offenders has one dimension in the core.

Within these core dimensions, 20 of the 100 data elements are not maintained in a high-availability form by a majority of departments. Of the 107 non-core data elements, 15 are maintained in high-availability form by most departments. However, these high-availability non-core data elements do not measure an

entire dimension of corrections processing, as do the data elements currently in the core.

Several implications for the objective of creating commonly-defined indicators of corrections performance flow from these findings. First, the commonality with which departments collect and maintain data in high-availability form does not necessarily (and need not) imply that departments define these commonly-collected data elements in exactly the same manner, or that they apply to exactly the same groups of offenders among the departments. Nor should it be expected that the data elements necessarily be defined in exactly the same manner among all departments. State penal codes and criminal procedures vary. And a department's adherence to its jurisdiction's laws and regulations rightly takes precedence over defining a group of data elements in the same way that other departments define them, or applying them to the same groups of offenders.

Second, there are important areas in which no common-core data currently exists. Under-covered areas in Stage 1 (profiling offenders) include information about the social and economic characteristics and family relationships of offenders. These variables can be used to indicate the degree to which offenders maintain connections with mainstream institutions outside of prison. In Stage 2 (committing offenders), under-represented areas include the criminal incident leading to the conviction—especially victim-related information, criminal history, and offender needs assessments. Within Stage 3 (managing offenders), the under-covered areas include program participation, drug testing, medical care, misconduct and infractions, and the corrections system responses. The drug testing information is especially important for developing indicators of how well corrections institutions keep offenders involved in maintaining positive behaviors. Finally, Stage 4 (supervising offenders in the community), data elements about offenders employment experiences, about new crimes they commit on release and about the victims of the crimes is not widely collected.

Although the methods to increase coverage of data elements may vary from stage to stage and dimension to dimension, there are two basic strategies to address the problem of under-covered data elements: (1) departments may collect the data themselves; or (2) departments may rely on other agencies to collect it and then obtain the data or access to it in electronic format. If the strategy of relying on another agency to collect data elements is used, then departments must solve both technical problems related to transferring and linking data, and the substantive problems associated with defining the data elements. Obtaining data from other agencies may also increase the staffing requirements for corrections information systems departments, perhaps by requiring staff with a higher level of skill.

If departments rely on other agencies to collect data elements, they may have to expand in both directions. For example, to obtain data on offenses and victims leading to a conviction, corrections departments may have to develop links with prosecutors or the courts. Conversely, to develop additional capacities in Stage 4 (supervising offenders on release), departments may have to develop links with parole departments. In either case, the complications associated with using other agencies' data exist and may be compounded.

Third, there may be important data elements beyond those in this survey, and these may suggest areas to expand coverage of data elements.

Fourth, the capacities of departments' information systems to provide statistical information are constrained by staff, software, and to a lesser degree, data.

Using the Inventory report

Using the Inventory report

The purpose of the Inventory project is to provide a basis for improving the quality of corrections data and enhancing electronic sharing of information. This report identifies the capacity of corrections departments to provide comparable data for performance measures and for cross-jurisdictional research. It describes existing information systems, but does not recommend a model system for all departments or develop a strategy for future actions. The report identifies a common core of data elements that most or all departments collect; describes and analyzes the obstacles departments face in responding to statistical inquiries; and describes departments' capacities for sharing and linking data internally and externally. Additionally, the report provides a list of respondents (Appendix C) that may be used by departments or researchers to obtain information or assistance.

This report may be used—

- *by departments for expanding data collection.* Departments may use information about the availability of the common-core data elements to develop priorities for adding data elements and improving the availability of existing data.

- *by departments to assist in their ongoing information system redesign activities.* Departments in the process of modifying their information systems may use the report to identify commonly collected data elements and to understand how departments differ in their capacities to maintain data in electronic form.

- *by research directors and other corrections researchers to determine availability of data elements in cross-jurisdictional studies.* In designing comparative studies, researchers may use the report to identify the reporting capabilities of participating departments

- *by ASCA members to develop strategies for establishing performance measures.* ASCA members may use the report to develop more specific priorities about measuring corrections performance, to identify indicators based on commonly collected data elements, and to decide what additional information is needed for these performance measures.

Expanding data collection

Departments may use information about the availability of data elements to develop priorities for expanding their data collections. Data collections may be expanded by adding data elements and by improving the availability—their storage in electronic medium—of data elements. Departments using the

Inventory in developing priorities for expanding data collection may wish to consider several related issues.

An advisory committee established priority information areas. The 207 offender-based data elements in the Inventory were derived from the six priority information areas that the project's advisory committee identified. These six areas—offender profile, recidivism, program effectiveness, internal order, public safety, and operational costs—cover the scope of corrections processing and reflect important corrections management outcomes.

The Inventory shows what departments have. The Inventory shows which of the 207 offender-based data elements departments collect and how they maintain the data elements. It shows which data elements are more commonly collected and which are collected by fewer departments. It permits departments to compare their data collection with other departments.

The Inventory's common core is an experiential core. The common core of 100 data elements reflects what departments currently collect and not necessarily what they should collect. Departments wishing to use this experiential core in establishing priorities should recognize that expanding collections up to the existing core will increase the concentration of departments that collect core elements; but it will not necessarily expand the scope of the common core. To do this, departments should consider the entire set of 207 data elements and the six priority information areas.

High-availability formats facilitate sharing data. Maintaining data electronically can facilitate sharing information. This important objective can be met by expanding collections to increase the number of data elements that are maintained in electronic format.

Cross-agency linkages may be a way to obtain additional data elements. Departments may wish to consider developing cross-agency linkages with other information systems as a method for adding data elements. In departments for which core data elements are beyond the scope of the information system that they use to manage adult sentenced prisoners, electronic linkages with other agencies may provide a relatively inexpensive method for gathering data or additional data elements.

Redesigning information systems

The Inventory may help departments establish priorities for upgrading their information systems. It shows areas where improvements are needed in data collection and maintenance, and where problems are faced by many corrections departments in reporting statistical information. The results of the obstacles survey do not suffice as or replace any internal audit of an information system,

but they can point to areas where departments may want to concentrate efforts in MIS re-engineering.

Establishing cross-agency linkages and offender tracking systems. As part of an MIS upgrade or independently of such efforts, departments may wish to consider developing more cross-agency linkages and better systems for tracking offenders. Such efforts may be undertaken in a variety of ways. At a simple level, data extracts can be shared on diskette, tape, or physically transferable media. At a higher level, the capability to query another agency's database could be established. At a higher level still, agencies can participate in an offender-based tracking system (OBTS). An OBTS allows a participating agency direct access to the data for which they have collection responsibility, but only permits them to gain access to obtain data in the system through a specific request to information systems staff or staff from the agency with collection responsibility. At the highest level, agencies could participate in an integrated information system (ITS) that permits sharing of all automated data among all participating agencies. At the levels of sharing below those of the OBTS or ITS, the major problem lies not in sharing information *per se* but in linking it and ensuring that data elements are defined in the same way among information systems. Linking records is greatly facilitated if all the agencies involved use a common identifying number. If that is not feasible, other methods could be developed to link records.

Cross-jurisdictional research

Corrections researchers may use the Inventory to help to identify research topics for and potential barriers to conducting cross-jurisdictional research. In a survey of research units in departments of corrections, researchers identified several important topics for comparative research.[1] These include: studies on recidivism, alternatives to prison, sentencing structures, and evaluations of corrections programs and policies. Many of these topics are reflected in the experiential core of data elements that currently are commonly collected. Researchers interested in topics that are not reflected in the core can use the Inventory to design research and plan data collection activities. As the availability of data elements in electronic form and the resources to prepare extracts or research datasets pose potential problems for conducting research, the Inventory can show when and where these are likely to occur. Researchers can use this information to plan the scope of research and to learn about data systems.

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[1]Association of State Corrections Administrators Subcommittee on Research. Cross-jurisdictional survey of correctional research offices, summary of findings: Final report, Vol. 1. September 1995. (Prepared by the Pennsylvania Department of Corrections, Office of Planning, Research, and Statistics.)

Performance measures

The Association of State Correctional Administrators has expressed an interest in developing and using corrections performance indicators to describe, measure, and compare the management of corrections populations. For the following reasons, that goal is beyond the scope of this Inventory project. First, performance indicators in general are tied to the mission, goals, and objectives of organizations. Comparative corrections performance indicators would have to consider the varying missions, legal structures, and organizational arrangements of corrections departments throughout the country. The standardization of measures that take such factors into account is extremely complex. Second, standard or traditional approaches to measuring corrections performance, such as those that use the crime-rate related concepts of recidivism, deterrence, and incapacitation, are difficult to measure and interpret. More importantly, these indicators establish a standard for corrections performance that is based on what happens outside of prison or beyond the scope of corrections supervision. For example, an offender on release in a community is subject to many factors that are beyond the control of corrections. Even if this offender commits a crime while under supervision, the measure of the recidivism rate is related to the performance of the police, prosecutors, and judges in apprehending, convicting and sentencing offenders.

Third, alternative approaches to measuring corrections performance, such as those proposed in several papers in the Bureau of Justice Statistics *Performance Measures for the Criminal Justice System,* provide a useful starting point for developing corrections indicators that are tied to specific and shared corrections goals. These alternatives limit the mission and goals of corrections to the activities and outcomes that are within the scope of control of corrections. For example, in his article on "Criminal Justice Performance Indicators for Prisons," Charles Logan[2] develops a series of measures for prisons that are tied to a confinement model of prisons. In this model, Logan identifies the mission of prisons as "keeping prisoners," keeping them in, safe, in line, healthy, and busy and doing this without undue suffering and as efficiently as possible.[3] From this, he derives measures of performance that are related to security, safety, order, care, activities, justice (as fairness), conditions (without undue suffering), and management. Each indicator can be tied to the effort of corrections officials.

Similarly, in her article about community corrections in the same volume, Joan Petersilia echoes many of Logan's sentiments. Petersilia argues that performance indicators for community corrections should be based on: (1) an articulate mission statement for community corrections; (2) a clear statement of the goals

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[2]Logan, Charles H., Ph.D., "Criminal Justice Performance Indicators for Prisons," in *Performance Measures for the Criminal Justice System.* Washington, DC: Bureau of Justice Statistics, NCJ-143505, 1993: pp. 19-59.
[3]Logan, p. 25.

contained within the mission statement; (3) specific methods or activities that address each goal; and (4) measurable indicators of performance for each goal.[4] She also stresses that the performance and success of community corrections should "reflect only activities that occur *while the offender is formally on community corrections status, not beyond*" [emphasis original].[5]

While much of the work related to developing corrections performance indicators must be done by a deliberative body that can address the complexities described above, the Inventory may be useful in developing indicators in several ways.

The Inventory points to areas of commonality. The Inventory results show that for many important areas of corrections processing, many departments collect roughly comparable data. This is reason for optimism. If many or most departments have the raw material needed to develop performance indicators, then embarking on an effort to measure and compare performance could be reasonably successful.

The Inventory shows that the common core reflects experience. The common core of data is based on what departments currently collect, and performance indicators may be developed from these experiential core data elements. While the experiential core may show what departments can measure more easily, indicators that are measured by data elements that fall outside of the common core can also provide departments with guidance in expanding data collection.

The Inventory points to the need for precise definitions. While many departments collect roughly comparable data in many important areas, departments may still define data elements differently or they may use different categories to record data about offenders. Comparative performance indicators need to be defined precisely and the differences in definition of data elements assessed.

The Inventory points to the need to look at sources of non-comparability. While there is much commonality in what is collected, there are sources of non-comparability in corrections data. These derive primarily from differences in definition, scope of coverage, and methods for counting and classifying offenders. For example, definitions of a prisoner may differ among departments that include offenders in halfway houses or jails, and those that exclude them. And differences in defining sentences confound simple comparisons of time served or the percent of sentence served.   Further, differences in methods for classifying offenders—e.g., by offense category, method of commitment, or other

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[4]Petersilia, Joan, "Measuring the Performance of Community Corrections," in *Performance Measures for the Criminal Justice System*. Washington, DC: Bureau of Justice Statistics, NCJ-143505, 1993: pp. 61-85.
[5]Petersilia, p. 74.

classes of offenders—need to be considered when interpreting comparative indicators.   Any set of comparative corrections performance measures that are developed would have to be assessed empirically in relation to these and other sources of non-comparability in measurement among departments.

Data element questionnaire

Inventory of Data Elements
in
State and Federal
Corrections Information Systems

January 1998

A joint project of the:

Association of State Correctional Administrators
Bureau of Justice Statistics
Corrections Program Office
National Institute of Justice

The Urban Institute

General Information

- If you need assistance in completing the questionnaire, please call **Barbara Parthasarathy at The Urban Institute, (202) 857-8630.**

- Please return your completed questionnaire to the Urban Institute using the enclosed envelope before **January 30, 1998**.

Instructions

What this survey covers

- This survey is about the information system in your jurisdiction that contains data on **sentenced adult prisoners**.

- If your jurisdiction has an integrated system that tracks both adults and juveniles, inmates in jails or prisons, or offenders while in prison and following release, respond to all items only for inmates held in your adult State/Federal prisons.

- Sections I through XII refer to your jurisdiction's offender-based information system. Section XIII, *Facility and Program Issues*, refers to information systems that contain data elements on prison programs, staffing, facility questions, and costs.

How to complete the questionnaire

- For each data element, you will be asked three questions.

  – If your answer to the first question is "No," check the box and proceed to the next data element.

  – If your answer to the first question is "Yes," check the box and mark the appropriate boxes for the next two questions before proceeding.

- For some data elements, you will be asked for additional details provided in a checklist. Check all of the items that apply to your system.

- Additional items, designated by an arrow (➢), ask about the design of your information system and its capacity for storage and retrieval. Mark the appropriate box.

Information on Persons Completing the Survey

Name and Title of Survey Respondent

Phone Number of Respondent

_____   _____

_____   _____

1998 Inventory of State and Federal Corrections Information Systems

Section I. Individual Characteristics

	Is this data element in your information system?		How is it stored?		% of offenders for whom data are collected?		
	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%

A. Demographic characteristics at admission

	Yes	No	Electron-ically	In paper form	Less than 50%	50% to 75%	More than 75%
1. Sex	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
2. Race	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
3. Hispanic origin	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
4. Religious affiliation	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
5. Date of birth	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
6. Age at commitment	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
7. Citizenship	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
8. If illegal alien	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
9. State of birth if U.S. citizen	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
10. Country of birth	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
11. Address: city, state, country	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

B. Family characteristics and living arrangements prior to admission

	Yes	No	Electron-ically	In paper form	Less than 50%	50% to 75%	More than 75%
12. Marital status	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
13. Number of children	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
14. Number of dependents	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
15. Relationship of persons living in household	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
16. Residential status (e.g., own, rent, homeless)	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

C. Other characteristics

	Yes	No	Electron-ically	In paper form	Less than 50%	50% to 75%	More than 75%
17. Education level prior to admission	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

If yes, can you identify the offender's education as: (check all that apply)

- a. Number of years of high school completed ☐
- b. High school dropout ☐
- c. High school graduate ☐
- d. GED ☐
- e. Years of college or other post-secondary education ☐
- f. College graduate ☐

Military service

	Yes	No	Electron-ically	In paper form	Less than 50%	50% to 75%	More than 75%
18. Ever served in the U.S. Armed Forces	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
19. Branch(es) served	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
20. Length of service	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
21. Type of discharge (for last discharge)	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

	Is this data element in your information system?		If yes: How is it stored?		If yes: % of offenders for whom data are collected?		
	Yes	No	Electron-ically	In paper form	Less than 50%	50% to 75%	More than 75%

Employment

22. Employment status prior to arrest leading to current commitment   1 ☐ 2 ☐ 1 ☐ 2 ☐ 1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders who were: (check all that apply)
a. Employed full time ☐
b. Employed part time ☐
c. Unemployed ☐
d. Not employed but not looking for work ☐

23. Length of employment prior to current commitment   1 ☐ 2 ☐ 1 ☐ 2 ☐ 1 ☐ 2 ☐ 3 ☐

24. Length of unemployment prior to current commitment   1 ☐ 2 ☐ 1 ☐ 2 ☐ 1 ☐ 2 ☐ 3 ☐

25. Occupation prior to current commitment   1 ☐ 2 ☐ 1 ☐ 2 ☐ 1 ☐ 2 ☐ 3 ☐

Criminal justice status

26. Criminal justice status at the time of arrest leading to current commitment   1 ☐ 2 ☐ 1 ☐ 2 ☐ 1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders who were: (check all that apply)
a. First time offender ☐
b. On parole ☐
c. On probation ☐
d. On other form of supervision ☐
e. Currently in prison ☐
f. Escapee/Absconder ☐

D. Income and financial obligations prior to arrest leading to current admission

27. Sources of income   1 ☐ 2 ☐ 1 ☐ 2 ☐ 1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders receiving: (check all that apply)
a. Earned income (e.g., salary, wages) ☐
b. Alimony, child support ☐
c. Public assistance (e.g., AFDC, food stamps, SSI) ☐
d. Illegal income ☐
e. Other ☐

28. Amount of income   1 ☐ 2 ☐ 1 ☐ 2 ☐ 1 ☐ 2 ☐ 3 ☐

29. Types of financial obligations (e.g., child support, alimony)   1 ☐ 2 ☐ 1 ☐ 2 ☐ 1 ☐ 2 ☐ 3 ☐

30. Amount of financial obligations   1 ☐ 2 ☐ 1 ☐ 2 ☐ 1 ☐ 2 ☐ 3 ☐

Section II. Current Commitment

A. Reason for commitment

31. Type of commitment — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

If yes, can you identify offenders who were: (check all that apply)
- a. New court commitment ☐
- b. Returned from bond or appeal ☐
- c. Transferred from another jurisdiction ☐
- d. Parole violator ☐
- e. Probation violator ☐
- f. Returned escapee ☐
- g. Returned AWOL/absconder ☐
- h. Detained before sentencing or transfer to another jurisdiction ☐

32. Date of current commitment — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

33. Agency having the authority to release the offender from custody — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

➤ For offenders who have multiple commitments for a single sentencing, such as parole violators, do you maintain all records of their commitments on-line? 1☐ Yes 2☐ No

➤ Do you archive records of offenders' multiple commitments? 1☐ Yes 2☐ No

If yes, continue; if no, skip to question 34.

➤ Can you electronically retrieve archived records? 1☐ Yes 2☐ No

B. Sentencing court

34. County in which the sentencing court was located — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

35. Sentencing judge — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

C. Conviction offenses

36. The number of conviction offenses — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

37. The type of conviction offense — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

38. Title and section of the state or Federal penal code — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

39. Written description of the offense — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

40. Charges as specified on the indictment — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

41. Charges as specified on the commitment order — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

42. Offense severity level (e.g., felony, misdemeanor) — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

D. Criminal incident leading to the conviction offense

43. Date of incident — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

44. Location of incident — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

45. Number of victims — 1☐ 2☐ 1☐ 2☐ 1☐ 2☐ 3☐

	Is this data element in your information system? Yes / No	How is it stored? Electron-ically / In paper form	% of offenders for whom data are collected? Less than 50% / 50% to 75% / More than 75%

Header spanning: "If yes:" above "How is it stored?" and "% of offenders for whom data are collected?"

	Is this data element in your information system?		How is it stored?		% of offenders for whom data are collected?		
	Yes (1)	No (2)	Electronically (1)	In paper form (2)	Less than 50% (1)	50% to 75% (2)	More than 75% (3)
46. Sex of victim	☐	☐	☐	☐	☐	☐	☐
47. Race of victim	☐	☐	☐	☐	☐	☐	☐
48. Age of victim	☐	☐	☐	☐	☐	☐	☐
49. If victim knew offender	☐	☐	☐	☐	☐	☐	☐
50. Relationship to offender (e.g., spouse, friend)	☐	☐	☐	☐	☐	☐	☐
51. Weapon involved	☐	☐	☐	☐	☐	☐	☐
52. If so, type of weapon	☐	☐	☐	☐	☐	☐	☐
53. Victim injury information	☐	☐	☐	☐	☐	☐	☐
54. Extent of property damage/loss by victim	☐	☐	☐	☐	☐	☐	☐
55. Amount of restitution due victim	☐	☐	☐	☐	☐	☐	☐
56. Address of victim	☐	☐	☐	☐	☐	☐	☐

E. Sentences imposed

	Yes (1)	No (2)	Electronically (1)	In paper form (2)	Less than 50% (1)	50% to 75% (2)	More than 75% (3)
57. The date of sentencing	☐	☐	☐	☐	☐	☐	☐
58. The number of sentences imposed	☐	☐	☐	☐	☐	☐	☐
59. Whether sentences are concurrent or consecutive	☐	☐	☐	☐	☐	☐	☐
60. The total length of sentence imposed	☐	☐	☐	☐	☐	☐	☐
61. The length of sentence imposed for each offense	☐	☐	☐	☐	☐	☐	☐
62. Whether a sentence was a mandatory minimum sentence	☐	☐	☐	☐	☐	☐	☐
63. The reason for the mandatory sentence (e.g., drugs, weapon involvement)	☐	☐	☐	☐	☐	☐	☐
64. Whether the sentence is a split or mixed sentence (a combination of prison plus supervision in the community)	☐	☐	☐	☐	☐	☐	☐
65. The length of the community supervision component of the sentence	☐	☐	☐	☐	☐	☐	☐
66. Whether monetary sanctions were imposed in addition to the prison term	☐	☐	☐	☐	☐	☐	☐
67. If so, the amount of the monetary sanction	☐	☐	☐	☐	☐	☐	☐

F. Confinement characteristics

	Yes (1)	No (2)	Electronically (1)	In paper form (2)	Less than 50% (1)	50% to 75% (2)	More than 75% (3)
68. Type of facility housing the offender	☐	☐	☐	☐	☐	☐	☐

If yes, can you identify offenders in: (check all that apply)
- a. Adult correctional facility, prison ☐
- b. Youthful offender facility ☐
- c. Juvenile facility ☐
- d. Federal prison ☐
- e. County jail ☐
- f. Boot camp ☐
- g. Pre-release center ☐
- h. Halfway house ☐

	Is this data element in your information system?		If yes:					
			How is it stored?		% of offenders for whom data are collected?				
	Yes	No	Electron-ically	In paper form	Less than 50%	50% to 75%	More than 75%

Type of facility housing the offender (continued)

i. Treatment facility ☐

j. Hospital ☐

69. Type of housing unit in which offender is placed   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders in: (check all that apply)

a. a dormitory ☐

b. a unit with cells/rooms ☐

c. an area not originally intended for housing (e.g., gym, hallway, classroom) ☐

70. Special unit housing the offender   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders in: (check all that apply)

a. medical unit ☐

b. special treatment unit (e.g., drug/ alcohol program) ☐

c. disciplinary segregation ☐

d. administrative segregation ☐

e. protective custody ☐

f. pre-release/work release ☐

Section III. Expected Time To Be Served

The data elements in this section refer to the offender's expected length of stay in prison.

A. Expected length of stay

71. Expected date of release   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

72. Expected parole release date   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

73. Date of expiration of sentence, if a full term were to be served   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

74. Change in sentence length due to modifications   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

75. Reason for change in the sentence length   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders who: (check all that apply)

a. Committed a new crime ☐

b. Were re-sentenced ☐

c. Had a sentence correction ☐

d. Had a change because of appeal ☐

e. Received executive clemency ☐

f. Other ☐

76. Amount of change in sentence length   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

77. Amount of change to expected release date   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

B. Good time credits

78. Total amount of good time credit available   1 ☐ 2 ☐   1 ☐ 2 ☐   1 ☐ 2 ☐ 3 ☐

	Is this data element in your information system? Yes / No	How is it stored? Electronically / In paper form	% of offenders for whom data are collected? Less than 50% / 50% to 75% / More than 75%

Header (If yes):

	Is this data element in your information system?	How is it stored?	% of offenders for whom data are collected?
	Yes (1) / No (2)	Electronically (1) / In paper form (2)	Less than 50% (1) / 50% to 75% (2) / More than 75% (3)
79. Actual amount of good time credit accrued	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
80. Special credits (e.g., housing credits)	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
81. Change in available good time credits	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
82. Date of good time credit calculation	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
83. Reason for change in good time credits (e.g., infraction, new crime)	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐

Section IV. Post-Commitment Movements

This section asks about movements and transfers of sentenced prisoners after they have been committed. The data elements refer to the most recent movement.

	Yes (1) / No (2)	Electronically (1) / In paper form (2)	Less than 50% (1) / 50% to 75% (2) / More than 75% (3)
84. Transfer to another correctional facility within your jurisdiction	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
85. Who authorized the transfer to another facility within your jurisdiction (e.g., administrator, medical authority, policy directive)	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
86. Date of transfer	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
87. Movements within a facility (e.g., between units)	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
88. Who authorized the internal movement (e.g., administrator, warden, medical authority)	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
89. Date of internal movement	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐
90. Reason for transfer/internal movement	1 ☐ 2 ☐	1 ☐ 2 ☐	1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders who were transferred or moved because of: (check all that apply)

a. Parole board hearing ☐
b. Court order (e.g., overcrowding) ☐
c. Change in security level ☐
d. Temporary transfer ☐
e. Protective administrative segregation ☐
f. HIV/AIDS ☐
g. Other medical condition ☐
h. Psychiatric referral ☐
i. Request by offender ☐
j. Other ☐

➢ Does your system maintain an on-line history of an offender's transfers and internal movements? 1 ☐ Yes 2 ☐ No

➢ Do you archive records of offender transfers and internal movements? 1 ☐ Yes 2 ☐ No

If yes, continue; if no, skip to Section V.

> Can you retrieve and link electronically the archived records with the current transfer and internal movement records?   1☐ Yes 2☐ No

Section V. Classification Issues

The data elements in this section refer to the classification of offenders for the purposes of placement and treatment.

A. Risk assessment at admission

	Yes	No	Electronically	Paper	<50%	50–75%	>75%
91. Weapon used during offense	1☐	2☐	1☐	2☐	1☐	2☐	3☐
92. History of violence	1☐	2☐	1☐	2☐	1☐	2☐	3☐
93. Gang membership	1☐	2☐	1☐	2☐	1☐	2☐	3☐
94. History of escape/AWOL	1☐	2☐	1☐	2☐	1☐	2☐	3☐

B. Needs assessment at admission

	Yes	No	Electronically	Paper	<50%	50–75%	>75%
95. Type of need	1☐	2☐	1☐	2☐	1☐	2☐	3☐

If yes, can you identify offenders who are: (check all that apply)

a. Sex offenders ☐
b. Drug users ☐
c. Alcohol abusers ☐
d. Special needs (e.g., youth, medical, psychiatric) ☐

	Yes	No	Electronically	Paper	<50%	50–75%	>75%
96. Psychological history	1☐	2☐	1☐	2☐	1☐	2☐	3☐
97. Medical conditions at admission	1☐	2☐	1☐	2☐	1☐	2☐	3☐

If yes, can you identify offenders with: (check all that apply)

a. HIV/AIDS ☐
b. Tuberculosis ☐
c. Hepatitis ☐
d. Physical disabilities ☐
e. Mental/emotional conditions ☐
f. Specialized medical conditions ☐

	Yes	No	Electronically	Paper	<50%	50–75%	>75%
98. Participation in programs prior to commitment (e.g., drug/alcohol treatment, education, training)	1☐	2☐	1☐	2☐	1☐	2☐	3☐
99. Tested for drug use at admission	1☐	2☐	1☐	2☐	1☐	2☐	3☐
100. If yes, results of drug test at admission	1☐	2☐	1☐	2☐	1☐	2☐	3☐

C. Classification at admission

	Yes	No	Electronically	Paper	<50%	50–75%	>75%
101. Security level at admission	1☐	2☐	1☐	2☐	1☐	2☐	3☐
102. Agency responsible for classification of offenders	1☐	2☐	1☐	2☐	1☐	2☐	3☐
103. Date of initial classification	1☐	2☐	1☐	2☐	1☐	2☐	3☐
104. Classification index or score	1☐	2☐	1☐	2☐	1☐	2☐	3☐

	Is this data element in your information system?		How is it stored?		% of offenders for whom data are collected?		
	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
105. Risk assessment index or score	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
106. Psychological index or score	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
107. Medical classification index or score	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

If classification changes:

	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
108. Reason for change of classification	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
109. Date of classification change	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

Section VI. Offender Criminal History

	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
110. Offender's record of prior arrests and convictions	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

If yes, can you identify offenders with a history of: (check all that apply)

- a. Drug offenses ☐
- b. Weapons offenses ☐
- c. Violent offenses ☐
- d. Sexual offenses ☐

	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
111. Severity level of prior offenses (e.g., felony, misdemeanor)	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
112. Number of prior arrests	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
113. Number of prior convictions	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
114. Date of prior arrests	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
115. Date of prior convictions	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
116. Habitual offender	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

Section VII. Behavior in Custody

These data elements describe offenders' behavior while in custody and the response to misconduct or infractions.

A. Misconduct/Infractions

	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
117. Tested for drug use since admission	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
118. If yes, date of last drug test	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
119. If yes, results of last drug test	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
120. For the most recent infraction, type of misconduct/infraction	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

If yes, can you identify offenders who: (check all that apply)

- a. Committed an assault (non-sexual) ☐
- b. Committed a sexual assault ☐
- c. Committed homicide ☐

	Is this data element in your information system?		How is it stored?		% of offenders for whom data are collected?		
	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%

For the most recent infraction, type of misconduct/ infraction (continued)

d. Attempted suicide ☐
e. Escaped ☐
f. Had possession of drugs ☐
g. Had possession of a weapon ☐
h. Were involved in gang-related activity ☐
i. Other ☐

	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
121. Date of event	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
122. Location of event	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
123. People involved in event (e.g., inmates, staff)	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
124. Whom the injury was sustained by	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
125. Type of injury sustained	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
126. If injury sustained, were drugs/alcohol involved	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
127. If injury sustained, were weapons involved	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
128. Property damage in dollars	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
129. History of behavior in custody, including no misconduct/infractions	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

B. Official response to misconduct in custody

	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
130. Type of immediate response (e.g., shakedown, lockdown, restraint)	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
131. Date of immediate response	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
132. Result of response (e.g., restriction of privileges, segregation, transfer)	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

C. Legal proceedings against offenders as a result of misconduct in custody

	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
133. Type of legal procedure (e.g., grievance, investigation, hearing)	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
134. Entity/person that initiated the legal procedure	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
135. Date of legal procedure	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
136. Charges filed	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
137. Disposition of charges	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

If yes, can you identify offenders who: (check all that apply)
a. Received detention ☐
b. Received a new sentence ☐
c. Received a sentence modification ☐
d. Had good time modified ☐
e. Had forfeitures imposed ☐
f. Had a change in classification ☐
g. Had a grievance upheld or denied ☐

	Is this data element in your information system?		How is it stored?		% of offenders for whom data are collected?		
	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%

➤ Does your system maintain an on-line history of an offender's misconduct/infractions?
1 ☐ Yes 2 ☐ No

➤ Do you archive records of an offender's misconduct/infractions?
1 ☐ Yes 2 ☐ No

If yes, continue; if no, skip to Section VIII.

➤ Can you electronically retrieve and link the archived records with the current misconduct/infraction records?
1 ☐ Yes 2 ☐ No

Section VIII. Program Participation

A. Program participation

138. Offender is eligible to participate in prison programs — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

139. Type of program in which the offender participated — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders in: (check all that apply)
a. Occupational/Vocational training ☐
b. Prison employment ☐
c. Employment outside prison ☐
d. Education program ☐
e. Substance abuse treatment ☐
f. Violence reduction treatment ☐
g. Mental health program ☐
h. Counseling ☐

140. Reason for program participation — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

141. Authority that placed offender in the program — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

142. Regular ongoing in-prison program — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

143. Location of program — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

144. Program intensity (e.g., number of hours per week, days per week, month) — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

145. Length of program — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

146. Date offender began program — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

147. Date offender ended program — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

148. Outcome of offender's participation — 1 ☐ 2 ☐ | 1 ☐ 2 ☐ | 1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders who: (check all that apply)
a. Completed the program ☐
b. Quit the program ☐
c. Failed the program ☐
d. Violated program rules ☐
e. Escaped during program ☐
f. Terminated for medical reasons ☐

	If yes:		
Is this data element in your information system?	How is it stored?	% of offenders for whom data are collected?	
Yes　　No	Electron-　In paper ically　form	Less than 50%	50% to 75%	More than 75%

Section IX. Releases

A. Releases from custody

149. Type of release from custody　　1 ☐ 2 ☐　　1 ☐ 2 ☐　　1 ☐ 2 ☐ 3 ☐

If yes, can you identify offenders released by: (check all that apply)

a. Expiration of sentence ☐
b. Commutation/pardon ☐
c. Court order/consent decree ☐
d. Probation ☐
e. Parole ☐
f. Supervised mandatory release ☐
g. Execution ☐
h. Illness/natural death ☐
i. AIDS ☐
j. Suicide ☐
k. Accidental injury to self ☐
l. Homicide ☐
m. Work release ☐
n. Absconder/AWOL ☐
o. Escape ☐
p. Transfer to another jurisdiction ☐
q. Released on appeal/bond ☐
r. Temporary release ☐

150. Release date　　1 ☐ 2 ☐　　1 ☐ 2 ☐　　1 ☐ 2 ☐ 3 ☐

151. Time served in custody　　1 ☐ 2 ☐　　1 ☐ 2 ☐　　1 ☐ 2 ☐ 3 ☐

152. Agency gaining jurisdiction of offender when released　1 ☐ 2 ☐　　1 ☐ 2 ☐　　1 ☐ 2 ☐ 3 ☐

153. Type of facility released to (e.g., community corrections facility, work release center, treatment facility)　　1 ☐ 2 ☐　　1 ☐ 2 ☐　　1 ☐ 2 ☐ 3 ☐

B. Offender registry

154. Offender is required to register as a sex offender under Megan's Law or a similar statute　　1 ☐ 2 ☐　　1 ☐ 2 ☐　　1 ☐ 2 ☐ 3 ☐

155. Offender <u>actually</u> registered as a sex offender under Megan's Law or a similar statute　　1 ☐ 2 ☐　　1 ☐ 2 ☐　　1 ☐ 2 ☐ 3 ☐

156. Victim notification is required when offender is to be released　　1 ☐ 2 ☐　　1 ☐ 2 ☐　　1 ☐ 2 ☐ 3 ☐

C. Previously released offenders

➢ Does your system maintain the records of previously released offenders?　　1 ☐ Yes 2 ☐ No

If yes, continue; if no, skip to Section X.

	Is this data element in your information system?		How is it stored?		% of offenders for whom data are collected?		
					If yes:		
	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%

➢ Are these records permanently available on-line?　　1☐ Yes　2☐ No

➢ Do you archive records of previously released offenders?　1☐ Yes　2☐ No

If yes, continue; if no, skip to Section X.

➢ Can you electronically retrieve archived records?　　1☐ Yes　2☐ No

If yes, continue; if no, skip to Section X.

➢ Can you electronically link archived records with current records?　　1☐ Yes　2☐ No

Section X. Behavior on Release

These data elements describe offenders' behavior upon their release from custody, including employment, residential status, length of supervision, behavior, and results of violations

➢ In your correction information system, do you maintain data elements about offenders after they are released from prison? (This includes offenders returned for violations, or committing new crimes.)　　1☐ Yes　2☐ No

If yes, continue; if no, skip to Section XI.

➢ Do you maintain these records for all offenders released into the community?　　1☐ Yes　2☐ No

➢ Do you maintain these records for offenders returned to prison for parole violations?　　1☐ Yes　2☐ No

➢ Please indicate for which types of released offenders you collect these data elements**:**　　**(check all that apply)**

    a. All released offenders　☐
    b. Released when sentence expired　☐
    c. Commuted sentence/pardoned　☐
    d. Released by court order　☐
    e. On probation　☐
    f. On parole　☐
    g. On supervised release　☐
    h. Work release　☐
    i. Transferred to another jurisdiction　☐
    j. Released on appeal/bond　☐
    k. On temporary release　☐
    l. Released sex offenders　☐

A. Employment on release

157. Offender had a job arranged upon release　　1☐　2☐　　1☐　2☐　　1☐　2☐　3☐

158. Type of employment　　1☐　2☐　　1☐　2☐　　1☐　2☐　3☐

	Is this data element in your information system?		If yes: How is it stored?		% of offenders for whom data are collected?		
	Yes 1	No 2	Electronically 1	In paper form 2	Less than 50% — 1	50% to 75% — 2	More than 75% — 3
159. Date employment was to begin	☐	☐	☐	☐	☐	☐	☐
160. Employer notified of offender's record	☐	☐	☐	☐	☐	☐	☐

B. Personal information while on release

	Yes 1	No 2	Electronically 1	In paper form 2	Less than 50% — 1	50% to 75% — 2	More than 75% — 3
161. Address while on release	☐	☐	☐	☐	☐	☐	☐
162. Residence status on release (e.g., offender owns, rents)	☐	☐	☐	☐	☐	☐	☐
163. Living arrangements on release (e.g., lives alone, with family, friends)	☐	☐	☐	☐	☐	☐	☐

C. Completion of release supervision

	Yes 1	No 2	Electronically 1	In paper form 2	Less than 50% — 1	50% to 75% — 2	More than 75% — 3
164. Type of supervision	☐	☐	☐	☐	☐	☐	☐
165. Termination of supervision	☐	☐	☐	☐	☐	☐	☐

If yes, can you identify offenders who: (check all that apply)

a. Completed with no violation ☐
b. Committed violation ☐
c. Committed new crime ☐
d. Died ☐
e. Discharged due to medical condition ☐
f. Other ☐

	Yes 1	No 2	Electronically 1	In paper form 2	Less than 50% — 1	50% to 75% — 2	More than 75% — 3
166. Actual length of time in supervision	☐	☐	☐	☐	☐	☐	☐
167. Date supervision was completed	☐	☐	☐	☐	☐	☐	☐

D. Violation of release

	Yes 1	No 2	Electronically 1	In paper form 2	Less than 50% — 1	50% to 75% — 2	More than 75% — 3
168. Type of technical release violation	☐	☐	☐	☐	☐	☐	☐
169. Type of new crime committed	☐	☐	☐	☐	☐	☐	☐
170. Administrative closure due to health, death, etc.	☐	☐	☐	☐	☐	☐	☐
171. Absconded while on release	☐	☐	☐	☐	☐	☐	☐
172. Date of technical release violation	☐	☐	☐	☐	☐	☐	☐
173. Date of new crime	☐	☐	☐	☐	☐	☐	☐
174. Date of administrative closure	☐	☐	☐	☐	☐	☐	☐
175. Date absconded	☐	☐	☐	☐	☐	☐	☐

E. Responses to release violations

	Yes 1	No 2	Electronically 1	In paper form 2	Less than 50% — 1	50% to 75% — 2	More than 75% — 3
176. Offender arrested for violation/new crime	☐	☐	☐	☐	☐	☐	☐
177. Violation/new crime adjudicated	☐	☐	☐	☐	☐	☐	☐
178. Offender convicted for violation/new crime	☐	☐	☐	☐	☐	☐	☐
179. Offender sentenced for violation/new crime	☐	☐	☐	☐	☐	☐	☐
180. Date offender arrested	☐	☐	☐	☐	☐	☐	☐
181. Date violation/new crime adjudicated	☐	☐	☐	☐	☐	☐	☐
182. Date offender convicted for violation/new crime	☐	☐	☐	☐	☐	☐	☐
183. Date offender sentenced for violation/new crime	☐	☐	☐	☐	☐	☐	☐

	Is this data element in your information system?		How is it stored?		% of offenders for whom data are collected?		
	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%

If yes:

184. Offender's release status changed as a result of violation/new crime

    1 ☐   2 ☐   1 ☐   2 ☐   1 ☐   2 ☐   3 ☐

185. Date offender returned to prison for violation/ new crime

    1 ☐   2 ☐   1 ☐   2 ☐   1 ☐   2 ☐   3 ☐

Section XI. Public Safety

These data elements address public safety issues, in particular, the harm caused by offenders supervised in the community.

➢ Do you collect data on crimes committed by offenders under supervision in the community?   1 ☐ Yes   2 ☐ No

If yes, continue; if no, skip to Section XII.

➢ When do you obtain these data on the crimes committed by these offenders: **(check all that apply)**

     a. Upon their arrest   ☐
     b. Upon their conviction   ☐
     c. Upon their return to prison   ☐
     d. Other   ☐

Please indicate which of the following data elements you maintain.

A. About the criminal incident

	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
186. Date of incident	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
187. Location of incident	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
188. Type of offense (e.g., rape, murder)	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
189. Number of victims in criminal incident	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
190. Victim impact statement or summary	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
191. Victim injury information	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
192. Extent of property damage/loss by victim	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
193. Amount of restitution due victim	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

B. About the victim

	Yes	No	Electronically	In paper form	Less than 50%	50% to 75%	More than 75%
194. Sex of victim	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
195. Race of victim	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
196. Age of victim	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
197. If victim was a child	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
198. If vicitm knew offender	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
199. Relationship to offender (e.g., spouse, friend)	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐
200. Address of victim	1 ☐	2 ☐	1 ☐	2 ☐	1 ☐	2 ☐	3 ☐

		If yes:		
Is this data element in your information system?	How is it stored?	% of offenders for whom data are collected?
	Electron-ically	In paper form	Less than 50%	50% to 75%	More than 75%
Yes No					

C. About the offender

201. If offender was under criminal justice supervision   1 ☐   2 ☐   1 ☐   2 ☐   1 ☐   2 ☐   3 ☐

If yes, can you identify offenders: (check all that apply)
a. On parole   ☐
b. On probation   ☐
c. On supervised release   ☐
d. On work release   ☐
e. In community corrections   ☐
f. Other   ☐

Section XII. Medical Care of Offenders

202. Type of medical treatment given in custody   1 ☐   2 ☐   1 ☐   2 ☐   1 ☐   2 ☐   3 ☐
203. Date medical treatment started   1 ☐   2 ☐   1 ☐   2 ☐   1 ☐   2 ☐   3 ☐
204. Date medical treatment ended   1 ☐   2 ☐   1 ☐   2 ☐   1 ☐   2 ☐   3 ☐
205. Cost of medical treatment   1 ☐   2 ☐   1 ☐   2 ☐   1 ☐   2 ☐   3 ☐
206. Current medical condition status   1 ☐   2 ☐   1 ☐   2 ☐   1 ☐   2 ☐   3 ☐

If yes, can you identify conditions: (check all that apply)
a. Acquired before commitment   ☐
b. Acquired after commitment   ☐

207. Conditions developed in custody   1 ☐   2 ☐   1 ☐   2 ☐   1 ☐   2 ☐   3 ☐

If yes, can you identify: (check all that apply)
a. HIV/AIDS cases   ☐
b. Tuberculosis cases   ☐
c. Hepatitis cases   ☐
d. Chronic medical conditions   ☐

Section XIII. Facility and Program Issues

This section requests information about data elements related to the overall operation of your prison system. In responding to questions about each data element, refer to any information systems that include data on programs, staffing, facility operations, or budgets.

A. Program issues

208. Types of programs offered to offenders   1 ☐   2 ☐   1 ☐   2 ☐

If yes, can you identify: (check all that apply)
a. Number of offenders in program   ☐
b. Number of program staff   ☐
c. If program is accredited or certified   ☐
d. Cost of program   ☐
e. Source of program funds   ☐

		Is this data element in your information system?		How is it stored?		% of offenders for whom data are collected?		
		Yes	No	Electron-ically	In paper form	Less than 50%	50% to 75%	More than 75%

209. Program assessment 1 ☐ 2 ☐ 1 ☐ 2 ☐

If yes, can you identify: (check all that apply)
a. Number of offenders completing program ☐
b. Number of offenders entering but not completing program ☐
c. Impact on in-prison behavior ☐
d. Impact on post-prison behavior ☐

#		Yes	No	Electron-ically	In paper form			
210.	Date of post-program assessment	1 ☐	2 ☐	1 ☐	2 ☐			
211.	Number of medical staff	1 ☐	2 ☐	1 ☐	2 ☐			
212.	Qualifications of medical staff (e.g., certified, licensed)	1 ☐	2 ☐	1 ☐	2 ☐			
213.	Availability of staff (e.g., hours per week, days per week)	1 ☐	2 ☐	1 ☐	2 ☐			

B. Facility issues

#		Yes	No	Electron-ically	In paper form			
214.	Number of facilities	1 ☐	2 ☐	1 ☐	2 ☐			
215.	Number of beds in each facility	1 ☐	2 ☐	1 ☐	2 ☐			
216.	Number of total staff in each facility	1 ☐	2 ☐	1 ☐	2 ☐			
217.	Number of custodial staff in each facility	1 ☐	2 ☐	1 ☐	2 ☐			
218.	Facilities that generate revenue	1 ☐	2 ☐	1 ☐	2 ☐			
219.	Facility-generated revenue	1 ☐	2 ☐	1 ☐	2 ☐			

If yes, can you identify revenue from: (check all that apply)
a. Beds leased ☐
b. Labor contracts ☐
c. Room and board ☐
d. Other ☐

#		Yes	No	Electron-ically	In paper form			
220.	Amount of facility-generated revenue	1 ☐	2 ☐	1 ☐	2 ☐			
221.	Annual cost to operate facilities	1 ☐	2 ☐	1 ☐	2 ☐			
222.	Annual capital costs	1 ☐	2 ☐	1 ☐	2 ☐			

Thank you for completing this questionnaire.

Your information will be used to define a common core of data elements among state and Federal information systems. If you have any questions or comments, please send them to us along with your completed questionnaire.

Survey of retrieval and query capacities of corrections information systems

Survey of Retrieval and
Query Capacities of
Corrections Information Systems

January 1998

General Information

- If you need assistance in completing the questionnaire, please call **Barbara Parthasarathy at The Urban Institute, (202) 857-8630.**

- Please fax your completed questionnaire to Barbara Parthasarathy at The Urban Institute before **January 30, 1998**. Fax the completed questionnaire to (**202) 659-8985.**

Instructions

What this survey covers

- This survey is about the retrieval and query capacities of the information system that contains data on **sentenced adult prisoners**.

- The survey asks about barriers or obstacles that you may encounter in providing statistical data.

How to complete the questionnaire

- Please review each item and rate the degree of difficulty it presents when you are asked to provide statistical data or aggregate information about sentenced adult offenders.

- Please check only one box per item.

Information on Persons Completing the Survey

Name and Title of Survey Respondent   Phone Number of Respondent

_____   _____

_____   _____

Obstacles to Providing Statistical Information

Please rate the following items by the degree of difficulty they pose for your information system. Consider only the difficulty when responding to inquiries or special requests for information Do not consider these items in relationship to your routine reports about prisoners.

How much of an obstacle or barrier is each of the following:	Not At All	Very Little	Some-what	Very Much	Critical Problem
			(check one)		

Legislative and Institutional Factors:

	1	2	3	4	5
1. Legal restrictions on access to or use of data?	☐	☐	☐	☐	☐
2. Legislative reforms/changes that affect the operation of your information system?	☐	☐	☐	☐	☐
3. Institutional requirements of your system (e.g., choice of hardware, software or other requirements)?	☐	☐	☐	☐	☐
4. Availability of funding for necessary system upgrades, modifications, or staffing requirements?	☐	☐	☐	☐	☐
5. Other _____	☐	☐	☐	☐	☐

Hardware Factors:

	1	2	3	4	5
6. Storage capacity of your system?	☐	☐	☐	☐	☐
7. Your system's capacity to process data?	☐	☐	☐	☐	☐
8. Your system's reliability (the amount of system downtime)?	☐	☐	☐	☐	☐
9. Other _____	☐	☐	☐	☐	☐

Software Factors:

	1	2	3	4	5
10. Capability of your current statistical software package(s)?	☐	☐	☐	☐	☐
11. Capability of your current query language utility?	☐	☐	☐	☐	☐
12. Other _____	☐	☐	☐	☐	☐

Staffing Factors:

	1	2	3	4	5
13. Number of current analysis/programming staff?	☐	☐	☐	☐	☐
14. Lack of in-house programming staff?	☐	☐	☐	☐	☐
15. Experience level of analysis/programming staff?	☐	☐	☐	☐	☐
16. Providing adequate training for staff?	☐	☐	☐	☐	☐
17. Other _____	☐	☐	☐	☐	☐

Data Factors:

	1	2	3	4	5
18. Manner in which data files are structured (i.e., flat files, relational or hierarchical databases)?	☐	☐	☐	☐	☐
19. Having complete data for each data element?	☐	☐	☐	☐	☐
20. Having accurate data for each data element?	☐	☐	☐	☐	☐
21. Timeliness of the data?	☐	☐	☐	☐	☐
22. Ability to integrate data from separate files?	☐	☐	☐	☐	☐
23. Ability to integrate data from separate databases?	☐	☐	☐	☐	☐
24. Ability to access historical data?	☐	☐	☐	☐	☐
25. Other _____	☐	☐	☐	☐	☐

Other Obstacle:

26. Please specify:

_____

	1	2	3	4	5
	☐	☐	☐	☐	☐

List of respondents

Table C. List of respondents

Department	Respondent's name	Address	Contact information
Alabama	Jake Jacobs Programmer/Analyst	Department of Corrections P.O. Box 30150 Montgomery, AL 36130	(334) 242-9187
Alaska	Annette Smith DP Manager	Department of Corrections P.O. Box 112000 Juneau, AK 99811	(907) 465-3313

Arizona	Chet Homan
	  EDP Project Manager
	Rich Camine
	  EDP Programmer Analyst
		Department of Corrections
		1601 W. Jefferson
		Mail Code 310
		Phoenix, AZ 85007
			(602) 542-4527

Arkansas	Bob G. King Senior Project Leader	Department of Corrections P.O. Box 8707 Pine Bluff, AR 71611	(501) 247-6341

California	Judy Metz
	  Chief, Correctional Case
	   Records Services
	Peter Lai
		Department of Corrections
		1515 S Street
		Sacramento, CA 94283
			(916) 323-4062

Colorado	Gary Saddler
	  Director of Information
	  Systems
	Jerry Hunter
	  Data Base Administrator
		Department of Corrections
		2862 S. Circle Drive
		Suite 400
		Colorado Springs, CO 80906
			(719) 540-4775

Connecticut	Edmund Hayes Andrew P. Shook Research Analyst	Department of Correction 24 Wolcott Hill Road Wethersfield, CT 06106	(860) 692-7667
Delaware	Rodney Gibbons Ed Babowski	Department of Corrections Central Admin. Building 80 Monrovia Ave. Smyrna, DE 19977	(302) 739-5601
District of Columbia	Thomas Hoey Steve Fezuk	Department of Corrections 1923 Vermont St. NW Washington, DC 20001	(202) 673-2300

Federal Bureau of Prisons	Meredith Barosso
	  Supervisory, Computer
	  Specialist
		Federal Bureau of Prisons
		320 First St.
		Washington, DC 20534
			(202) 307-3065

Florida	Paul Mauer	Department of Corrections 2601 Blair Stone Road Tallahassee, FL 32399	(904) 488-5963
Georgia	Fred Radford Douglas Engle Systems Manager	Department of Corrections Two M.L. King Jr., Drive, SE Atlanta, GA 30334	(404) 656-4609

Hawaii	Ken Hashi
	  Research Statistician
	Mike Mamitsuka
	Judy Yamada
	  Computer Programmer
		Department of Public Safety
		919 Ala Moana Blvd.
		Honolulu, HI 96814
			(808) 587-1237

Department	Respondent's name	Address	Contact information
Idaho	Craig Potcher John R. Hofland John Hoffman	Department of Corrections 500 South 10th Statehouse Mail Boise, ID 83720	(208) 332-8298

Illinois	Mike Noga, Supervisor
	  Offender Systems Report
	  Management
		Department of Corrections
		1301 Concordia Ct.
		P.O. Box 19277
		Springfield, IL 62794
			(217) 522-2666

Indiana	Robert W. Hughes
	Jeanne McFarland
	  Systems Analyst
	  Supervisor
		Department of Corrections
		Government Center S.
		302 W. Washington St.
		Indianapolis, IN 46204
			(317) 232-6930
			(317) 233-5400

Iowa	John Baldwin	Department of Corrections Capitol Annex 523 E. 12th St. Des Moines, IA 50319	(515) 281-4807

Kansas	Patricia Biggs
	  Director, Research &
	  Planning
	Jeff Lewis
	Carlos Usera
	Cathy Clayton
	  Programming & Analysis
	  Supervisor
		Department of Corrections
		900 S.W. Jackson St. 4th Floor
		Topeka, KS 66612
			(913) 296-5515

Kentucky	Louis Smith	Department of Corrections State Office Building 5th Floor Frankfort, KY 40601	(502) 564-4360

Louisiana	Walt Worley
	  Project Leader
	Terry Clair
		Department of Public Safety &
		  Corrections
		P.O. Box 94304
		Capitol Station
		Baton Rouge, LA 70804
			(504) 342-8770
			
			(504) 342-8782

Maine	Lita Cunningham Jerry Steeves Michael Hughes	Department of Corrections State House Station 111 Augusta, ME 04333	(207) 287-4343

Maryland	Edmen Tausendschoen
	  Program Analyst
	Lawrence Zamarski
	  Program Analyst
		Division of Correction
		6776 Reisterstown Road
		Suite 311
		Baltimore, MD 21215
			(410) 764-4107

Massachusetts	Lisa Sampson Systems Analyst Curt Wood Robert Hughes	Department of Corrections Technical Services Route 1A Norfolk, MA 02056	(617) 727-8857 617) 727-2106
Michigan	Terrence Murphy Steve Paddock Manager of MIS	Department of Corrections P.O. Box 30003 Lansing, MI 48909	(517) 335-1383

Department	Respondent's name	Address	Contact information

Minnesota	Dan Storkamp
	  Director, Office of Planning
	  and Research
	Mark Evenson
	  Database Adminstrator
		Department of Corrections
		1450 Energy Park Dr.
		Suite 200
		St. Paul, MN 55108
			(612) 603-0194
			
			612) 642-0301

Mississippi	Audrey McAfee
	  Applications Analyst
	  Manager
		Department of Corrections
		723 N President St.
		Jackson, MS 39202
			(601) 359-5608

Missouri	David Schulte
	  Director, Information
	  Systems
	Deborah Stegman
	  Manager, Applications
	  Development
		Department of Corrections
		PO. Box 236
		Jefferson City, MO 65102
			(573) 526-6452

Montana	Mike Cronin Dewey Hall Research Specialist	Department of Corrections 1539 11th Avenue Helena, MT 59620	(406) 444-4907
Nebraska	Steve King Judy Egger Applications Analyst	Department of Correctional Services P.O. Box 94661 Lincoln, NB 68509	(402) 479-5767

Nevada	Glen Whorton
	  Chief, Classification &
	  Planning
		Department of Prisons
		P.O. Box 7011
		Carson City, NV 89702
			(702) 887-3277

New Hampshire	Mary Keniston Supervisor, BIS	Department of Corrections 105 Pleasant St. P.O. Box 1806 Concord, NH 03302	(603) 271-5609

New Jersey	Stan Repko
	Hank Pierre
	  Chief, Bureau of CICS
	  (OBCIS)
	Jim Atkins
	Karen Hughes
	  Administrative Analyst
	  (CMIS)
		Department of Corrections
		Whittlesey Road
		Trenton, NJ 08625
			(609) 984-4587

New Mexico	Pashella Reynolds-Forte
	Robert Sego
	  Management Analyst
	Ralph Casados
	  IS System Supervisor
		Corrections Department
		P.O. Box 27116
		Santa Fe, NM 87502
			(505) 827-8631

New York	G. Ronald Courington Bob Meidenbauer Manager, DP Services	Department of Correctional Services State Office Building, #2 1220 Washington Ave. Albany, NY 12226	(518) 457-2540
North Carolina	Bob Brinson	Department of Corrections 2020 Yonkers Road Raleigh, NC 27604	(919) 733-5711

Department	Respondent's name	Address	Contact information

North Dakota	Patrick Foley
	  Program Coordinator
	David Huhncke
	Cathy Jensen
	  Inmate Records
		Department of Corrections & Rehabilitation
		3303 E. Main
		Bismarck, ND 58502
			(701) 328-6607

Ohio	Peggy Ritchie-Matsumoto
	Jerry Holloway
	  Systems Analyst
	Umang Nanda
	  Information Systems ODRC
	James Jeyarag
	Ed White
		Department of Rehabilitation & Corrections
		970 Freeway Drive North
		Columbus, OH 43229
			(614) 752-1271

Oklahoma	Jim West
	  Administrator, IS
	Bill Chown
	  Administrator, Research & Evaluation
		Department of Corrections
		3400 M.L. King Jr. Ave.
		Oklahoma City, OK 73136
			(405) 425-2546

Oregon	Jean Hill Vickie Ross Steve McDowell Randall Ireson Research Manager	Department of Corrections 2575 Center St. Salem, OR 97310	(503) 945-0920
Pennsylvania	Andy Keyser Ron Peters Heather Yates Special Projects Assistant	Department of Corrections P.O. Box 598 Camp Hill, PA 17001	(717) 730-2732

Rhode Island	Steven Chianesi
	  Associate Director
	Kevin Major
	  MIS Manager
		Department of Corrections40 Howard Ave.Cranston, RI 02920	(401) 464-3901

South Carolina	Dr. Lorraine Fowler Division Director, Resource & Information Management	Department of Corrections P.O. Box 21787 Columbia, SC 29221	(803) 896-1748
South Dakota	Laurie Feiler Perry Delzer	Department of Corrections 115 East Dakota Ave. Pierre, SD 57501	(605) 773-3478

Tennessee	Tim Beck
	Gary A. Lukowski, PhD
	  Director, Planning,
	  Research and Management
	  Information Service
		Department of Corrections
		320 Sixth Ave., North
		4th Floor
		Nashville, TN 37243
			(615) 741-0900

Texas	Linda Burney Ann Christian Application Project Manager	Department of Criminal Justice P.O. Box 99 Huntsville, TX 77342	(409) 294-6391
Utah	Gae Lynn DeLand Christine Mitchell Valerie Stagg Information Analyst	Department of Corrections 6100 South Fashion Blvd. Murray, UT 84107	(801) 265-5508 (801) 265-5597

Department	Respondent's name	Address	Contact information
Vermont	John Perry R. Barre Davis	Department of Corrections State Complex 103 South Main St. Waterbury, VT 05676	(802) 241-2307 (802) 241-2293
Virginia	Frank Zera MIS Director	Department of Corrections P.O. Box 26963 Richmond, VA 23261	(804) 674-3497

Washington	Dale Putnam
	Steve Collins
	  Application Service
	  Manager
	R. Peggy Smith, PhD
	  Planning & Research
	  Manager
		Department of Corrections
		Capitol Center Bldg.
		P.O. Box 41101
		Olympia, WA 98504
			(360) 586-6396

West Virginia	Henry Lowery
	  Records Supervisor
	William K. Davis
	  Commissioner
	Carl Graves
	  Computer Project Team
	  Leader
		Division of Corrections
		112 California Ave.
		Building 4
		Charleston, WV 25305
			(304) 558-2036

Wisconsin	Mark Loder
	  System & Application
	  Development Chief
		Department of Corrections
		P.O. Box 7925
		Madison, WI 53707
			(608) 266-8718

Wyoming	John Lighty Jerry Pieper Suzanne Rauth IT Specialist	Department of Corrections Herschler Building, 1st Floor East 122 W. 25th St. Cheyenne, WY 82002	(307) 777-7405

Organization of data elements

Table D. Organization of data elements

Stages, dimensions, and data elements of corrections processing	Questionnaire number
Stage 1. Profiling and describing offenders	
Dimension. Demographic characteristics prior to commitment	
Sex	1
Race	2
Hispanic origin	3
Religious affiliation	4
Date of birth	5
Age at commitment	6
Citizenship	7
If illegal alien	8
State of birth, if U.S. citizen	9
Country of birth	10
Address	11
Dimension. Socio-economic status	
Education level	17
If ever served in U.S. Armed Forces	18
Military branch(es) served	19
Length of military service	20
Type of last military discharge	21
Employment status prior to arrest	22
Length of employment	23
Length of unemployment	24
Occupation	25
Sources of income	27
Amount of income	28
Types of financial obligations	29
Amount of financial obligation	30
Dimension. Family characteristics and living arrangements	
Marital status	12
Number of children	13
Number of dependents	14
Relationship of persons living in household	15
Residential status (e.g., own home, rent)	16
Stage 2. Committing offenders	
Offenses leading to commitments	
Dimension. Criminal incident	
Date of incident	43
Location of incident	44
Number of victims	45
Sex of victim	46
Race of victim	47
Age of victim	48
If victim knew offender	49
Relationship of offender to victim	50
Weapon involved	51
Type of weapon	52
Victim injury information	53
Extent of property damage to victim	54
Amount of restitution due to victim	55
Address of victim	56

Stages, dimensions, and data elements of corrections processing	Questionnaire number
Dimension. Conviction offenses	
Number of conviction offenses	36
Type of conviction offense	37
Title and section of criminal code	38
Written description of offense	39
Charges from indictment	40
Charges from commitment order	41
Severity of offense	42
Dimension. Criminal history	
Criminal justice status at time of arrest	26
Offender's record of prior arrests and convictions	110
Severity level of prior offenses	111
Number of prior arrests	112
Number of prior convictions	113
Date of prior arrests	114
Date of prior convictions	115
Habitual offender	116
Sentencing information	
Dimension. Sentences imposed	
County of sentencing court	34
Sentencing judge	35
Date of sentencing	57
Number of sentences imposed	58
If concurrent or consecutive sentences	59
Total length of sentences imposed	60
Length of sentence imposed for each offense	61
If sentence is mandatory minimum	62
Reason for mandatory sentence (e.g., drugs)	63
If sentence is split or mixed	64
Length of community supervision	65
Imposition of monetary sanctions	66
Amount of monetary sanctions	67
Dimension. Current commitment	
Type of commitment	31
Date of commitment	32
Agency with authority to release offender from custody	33
Dimension. Expected time to be served	
Expected date of release	71
Expected parole release date	72
Date of expiration of sentence	73
Assessment and confinement decisions	
Dimension. Risk assessment	
Weapon used during offense	91
History of violence	92
Gang membership	93
History of escape/AWOL	94
Dimension. Needs assessment	
Type of need	95
Psychological history	96
Medical condition at admission	97
Program participation prior to commitment	98
Tested for drug use at admission	99
Results of drug tests at admission	100
Dimension. Classification decisions	
Security level at admission	101

Stages, dimensions, and data elements of corrections processing	Questionnaire number
Agency making decision	102
Date of initial classification	103
Classification index or score	104
Risk assessment index or score	105
Psychological index or score	106
Medical classification index or score	107
Reason for change in classification	108
Date of classification change	109
Dimension. Confinement characteristics	
Type of facility housing the offender	68
Type of housing unit in which the offender is placed	69
Special unit housing the offender	70
Stage 3. Managing offenders	
Routine offender management	
Dimension. Post-commitment movements	
Transfer to another facility in jurisdiction	84
Who authorized transfer within jurisdiction	85
Date of transfer within jurisdiction	86
Movements within a facility	87
Who authorized in-facility movement	88
Date of in-facility movement	89
Reason for transfer/internal movement/	90
Dimension. Offender program participation	
Offender eligibility for program	138
Type of program	139
Reason for program outcome	140
Authorization for program	141
If regular ongoing prison program	142
Location of program	143
Program intensity	144
Length of program	145
Date offender began program	146
Date offender ended program	147
Outcome of drug participation program	148
Dimension. Drug testing	
Tested for drug use since admission	117
Date of last drug test	118
Dimension. Medical care	
Type of medical treatment	202
Date offender treatment began	203
Date offender treatment ended	204
Cost of medical treatment per offender	205
Current medical condition of offender	206
Medical conditions developed in custody	207
Methods of release from prison	
Dimension. Good time and other sentence adjustments	
Change in sentence length due to modifications	74
Reason for change in sentence length	75
Amount of change in sentence length	76
Effect of change in sentence length on release date	77
Total amount of good time credit available	78
Actual amount good time credit accrued	79
Special credits (e.g., housing credits)	80
Changes in available good time credits	81

Stages, dimensions, and data elements of corrections processing	Questionnaire number
Date of good time credit calculation	82
Reason for change in good time credits	83
Dimension. Releases from custody	
Type of release	149
Date of release	150
Time served in custody	151
Agency gaining jurisdiction of offender on release	152
Type of facility released to	153
Dimension. Offender registry	
Requirement to register as sex offender	154
Actually registered as sex offender	155
Victim notification requirements	156
Internal order and security	
Dimension. Misconduct and infractions	
Results of last drug tests	119
Most recent type of misconduct or infraction	120
Date of event	121
Location of event	122
People involved in event	123
Whom injury was sustained by	124
Type of injury sustained	125
Drugs/alcohol involved, if injury sustained	126
Weapons involved, if injury sustained	127
Property damage in dollars	128
History of behavior in custody	129
Dimension. Responses to misconduct	
Type of immediate response	130
Date of immediate response	131
Result of response	132
Dimension. Proceedings against offenders	
Type of legal procedure	133
Entity/person initiating response	134
Date of legal procedure	135
Charges filed	136
Disposition of charges	137
Stage 4. Supervising offenders	
Offender behavior after release	
Dimension. Employment and residence information	
Offender had job	157
Type employment	158
Date employment began	159
If employer notified of offender record	160
Address of offender while on release	161
Residence status	162
Living arrangements	163
Dimension. Behavior on supervision	
Type of supervision	164
Termination of supervision	165
Actual length of supervision	166
Date completed supervision	167
Type technical violation	168
Type new crime committed	169
Administrative closure	170
Absconded on release	171

Stages, dimensions, and data elements of corrections processing	Questionnaire number
Date of technical violation	172
Date of new crime	173
Date of administrative closure	174
Date offender absconded	175
Dimension. Response to violations of conditions of supervision	
If offender arrested	176
If offender adjudicated	177
If offender convicted	178
If offender sentenced	179
Date offender arrested	180
Date new crime adjudicated	181
Date convicted on new crime	182
Date sentenced on new crime	183
Change of release status	184
Date offender returned to prison	185
Details about new crimes and victims of crimes	
Dimension. Information about new crimes	
If offender under criminal supervision	201
Date of incident	186
Location of incident	187
Type of offense	188
Number of victims	189
If victim impact statement	190
Victim injury information	191
Extent of property damage	192
Amount of restitution due to victim	193
Dimension. Information about victims of new crimes	
Sex of victim	194
Race of victim	195
Age of victim	196
If victim was a child	197
If victim knew offender	198
Relationship to offender	199
Address of victim	200
Facility management information	
Program management	
Type of programs	208
Program assessment	209
Date of assessment	210
Medical services	
Number of medical staff	211
Qualifications of medical staff	212
Availability of medical staff	213
Managing facilities	
Number of facilities	214
Number of beds per facility	215
Number of staff per facility	216
Number of custodial staff per facility	217
Facilities generating revenue	218
Facility generated revenue	219
Amount of facility-generated revenue	220
Annual cost to operate facilities	221
Annual capital costs	222

Offender-based data element listing

Data elements	Question-naire item number	Total	In electronic format for—		In paper format	Unknown	Missing
			More than 75% of offenders	Less than 75% of offenders			
Transfer to another facility	84	52	52	0	0	0	0
Date of transfer	86	52	52	0	0	0	0
Type of release from custody	149	52	52	0	0	0	0
Release date	150	52	52	0	0	0	0
Sex	1	52	51	1	0	0	0
Race	2	52	51	1	0	0	0
Date of commitment	32	52	51	1	0	0	0
Type of commitment	31	52	50	2	0	0	0
Date of birth	5	51	50	1	0	0	0
Type of facility	68	51	50	0	1	0	0
Length of sentence for each offense	61	51	46	1	4	0	0
Marital status	12	51	35	13	3	0	0
Whether sentences are concurrent or consecutive	59	50	49	0	1	0	0
Type of conviction offense	37	50	47	1	2	0	1
Education prior to admission	17	50	29	14	7	0	0
Expected date of release	71	49	48	1	0	0	0
Date of sentencing	57	49	46	1	2	0	0
Date of initial classification	103	49	43	3	3	0	0
County of sentencing court	34	48	47	1	0	0	0
Number of conviction offenses	36	48	46	0	2	0	0
Total length of sentence imposed	60	48	46	1	1	0	0
Security level at admission	101	48	45	2	1	0	0
Date of classification change	109	48	45	1	2	0	0
Expected parole release date	72	48	43	3	1	1	0
History of escape/AWOL	94	48	40	4	4	0	0
Offense severity level	42	47	43	1	3	0	1
Charges on the commitment order	41	47	42	0	5	0	0
State of birth if citizen	9	47	40	6	1	0	0
Special unit housing offender	70	47	40	3	4	0	0
Classification index score	104	47	40	4	3	0	0
Type of misconduct/infraction	120	47	33	5	9	0	0
Date of expiration of sentence	73	46	45	1	0	0	1
Number of sentences imposed	58	46	44	0	2	0	0
Date of event	121	46	34	4	8	0	1
Record of priors	110	46	25	4	17	0	0
Actual amount of good-time accrued	79	45	41	2	2	0	1
Type of housing unit	69	45	38	2	5	0	0
Type of need	95	45	34	5	6	0	0
Religious affiliation	4	45	31	13	1	0	0
Criminal justice status at arrest	26	45	31	5	7	2	0
Served in armed forces	18	45	23	14	8	0	0
Movements within a facility	87	44	41	2	1	0	0
Country of birth	10	44	40	3	1	0	0

Data elements	Question-naire item number	Total	More than 75% of offenders	Less than 75% of offenders	In paper format	Unknown	Missing
			In electronic format for—				
Date of internal movement	89	44	39	3	2	0	0
Sentencing judge	35	44	34	3	6	1	0
Hispanic origin	3	43	39	4	0	0	0
Address	11	43	29	10	4	0	0
Medical conditions at admission	97	43	26	3	14	0	0
Citizenship	7	42	33	6	3	0	0
Victim notification required	156	42	32	2	8	0	1
Type of program participated	139	42	28	4	10	0	1
Location of event	122	42	25	4	13	0	0
Number of prior convictions	113	42	24	8	10	0	0
Total good-time credit available	78	41	37	2	2	0	1
Written description of offense	39	41	31	1	9	0	0
Date offender began program	146	41	28	5	8	0	1
History of behavior in custody	129	41	27	2	12	0	1
Date offender ended program	147	41	26	6	9	0	1
Type of last military discharge	21	41	20	14	7	0	0
Current medical condition	206	41	18	5	18	0	1
Type of medical treatment	202	41	13	4	24	0	0
Date medical treatment started	203	41	13	4	24	0	0
Date medical treatment ended	204	41	13	4	24	0	0
Date of good-time calculation	82	40	36	2	2	0	1
Title and section of penal code	38	40	34	1	5	0	0
History of violence	92	40	28	5	7	0	0
Severity level of priors	111	40	25	5	10	0	0
Occupation prior to admission	25	40	16	15	9	0	0
Type of facility released to	153	39	36	0	3	0	2
Change in sentence length	74	39	34	2	3	0	1
Termination of supervision	165	39	33	3	2	1	0
Offender under criminal justice supervision	201	39	32	4	2	1	1
Jurisdiction of released offender	152	39	29	3	7	0	0
Disposition of charges	137	39	26	4	8	1	0
Result of response	132	39	21	5	13	0	0
Outcome of program participation	148	39	21	7	11	0	1
Reason for change in good-time	83	38	33	0	5	0	1
Type of supervision	164	38	33	2	3	0	0
Sentence was split or mixed sentence	64	38	31	1	6	0	1
Location of program	143	38	23	4	11	0	1
Charges filed	136	38	22	3	13	0	0
Time served in custody	151	37	34	0	3	0	0
Date supervision was completed	167	37	33	2	1	1	2
Reason for transfer/movement	90	37	31	0	5	1	0
Risk assessment index score	105	37	31	2	4	0	0
Reason for change in sentence	75	37	29	1	7	0	2
Absconded while on release	171	37	27	6	4	0	0
Date of incident	43	37	21	4	11	1	0

Data elements	Question-naire item number	Total	In electronic format for—		In paper format	Unknown	Missing
			More than 75% of offenders	Less than 75% of offenders			
Type of legal procedure	133	37	21	4	12	0	0
Date returned to prison	185	36	33	0	2	1	1
Reason for change of classification	108	36	32	1	3	0	0
Sentence was a mandatory minimum	62	36	30	1	5	0	0
Sentenced for violation/new crime	179	36	27	6	3	0	2
Psychological history	96	36	20	4	12	0	1
Date of legal procedure	135	36	20	4	12	0	0
Date of prior convictions	115	36	19	5	12	0	0
Military branch(es) served	19	36	16	10	10	0	0
People involved in event	123	36	12	4	20	0	0
Age at commitment	6	35	31	2	2	0	0
Release status changed	184	35	28	4	3	0	0
Type of victim offense	188	35	27	2	6	0	1
Employment status prior to arrest	22	35	17	8	9	1	0
Gang membership	93	35	16	11	8	0	0
Who initiated legal procedure	134	35	16	3	16	0	0
Length of program	145	35	15	4	16	0	1
Conditions developed in custody	207	35	10	4	20	1	0
Date absconded	175	34	25	5	4	0	0
Habitual offender	116	34	20	6	8	0	1
Regular ongoing in-prison program	142	34	20	2	12	0	3
Program intensity	144	34	14	6	14	0	1
Type of immediate response	130	34	12	4	18	0	0
Date of immediate response	131	34	12	4	18	0	0
Who classifies offenders	102	33	30	1	2	0	0
Type of new crime committed	169	33	27	2	4	0	1
Monetary sanctions imposed	66	33	23	3	7	0	1
Weapon used during offense	91	33	22	4	7	0	0
Eligible to participate in programs	138	33	20	2	11	0	1
Drug test since admission	117	33	14	4	15	0	0
Length of community supervision	65	32	30	1	1	0	2
Change in available good time	81	32	28	1	3	0	2
Amount of monetary sanctions	67	32	19	4	9	0	2
Address while on release	161	32	19	8	5	0	1
Number of dependents	14	32	16	6	10	0	0
Number of children	13	32	14	6	12	0	0
Date of last drug test	118	32	12	3	17	0	0
Results of last drug test	119	32	12	4	16	0	0
Agency with authority to release	33	31	28	1	2	0	2
Required to register as sex offender	154	31	25	1	5	0	2
Date sentenced violation/new crime	183	31	24	3	4	0	1
Medical classification index score	107	31	23	0	8	0	0

Data elements	Question-naire item number	Total	In electronic format for—		In paper format	Unknown	Missing
			More than 75% of offenders	Less than 75% of offenders			
			Number of departments that collect data elements				
Date of technical release violation	172	31	20	3	8	0	0
Who authorized the transfer	85	31	16	3	12	0	0
Date of victim incident	186	31	16	4	10	1	1
Who sustained the injury	124	31	7	3	21	0	1
If illegal alien	8	30	18	5	7	0	0
If weapons involved in event	127	30	9	2	19	0	0
Actual length of supervision	166	29	26	2	1	0	1
Convicted for violation/new crime	178	29	21	4	4	0	3
Charges on the indictment	40	29	17	1	11	0	0
Number of prior arrests	112	29	9	7	13	0	0
Date of administrative closure	174	28	23	2	3	0	1
Administrative closure	170	28	22	2	4	0	1
Date of new crime	173	28	19	3	6	0	1
Date convicted violation/new crime	182	27	19	4	4	0	2
Type of technical release violation	168	27	18	3	6	0	1
Weapon involved	51	27	13	5	9	0	1
Cost of medical treatment	205	27	7	2	18	0	1
If drugs/alcohol involved in event	126	27	6	0	21	0	1
Type of injury sustained	125	27	5	1	21	0	1
Reason for mandatory sentence	63	26	21	0	5	0	2
Arrested for violation/new crime	176	26	21	2	3	0	2
Date of prior arrests	114	26	8	4	14	0	0
Amount of change to expect release	77	25	22	0	3	0	2
Psychological index score	106	25	18	0	7	0	1
Violation/new crime adjudicated	177	25	18	2	5	0	2
Amount of restitution due	55	25	11	6	8	0	2
Reason for program participation	140	25	8	3	14	0	1
Amount of change in sentence	76	24	21	0	3	0	2
Who placed offender in program	141	24	8	1	15	0	1
Property damage in dollars	128	24	7	0	17	0	1
Date violation/new crime adjudicated	181	23	14	2	7	0	3
Length of military service	20	23	8	5	10	0	0
Date offender arrested	180	22	15	1	6	0	2
Drug testing at admission	99	22	10	2	10	0	2
Relationship in household	15	22	7	4	11	0	0
Location of incident	44	22	6	3	13	0	0
Results of drug test at admission	100	21	10	2	9	0	2
Length of employment prior to admission	23	21	6	5	10	0	0
Number of victims	45	21	6	5	10	0	1
Location of victim incident	187	21	6	1	14	0	1
Who authorized the internal movement	88	20	9	0	11	0	1
Living arrangements on release	163	20	9	3	8	0	1

Data elements	Question-naire item number	Total	In electronic format for—		In paper format	Unknown	Missing
			More than 75% of offenders	Less than 75% of offenders			
Type of weapon	52	20	8	3	9	0	2
Special credits	80	19	18	0	1	0	4
Amount of victim restitution	193	19	11	3	5	0	1
Participation in prior programs	98	19	7	2	10	0	1
Address of victim	56	18	5	5	8	0	0
Job arranged upon release	157	18	5	2	11	0	1
Actually registered as sex offender	155	17	14	0	3	0	3
Type of employment	158	17	5	3	9	0	1
Victim injury information	53	16	5	0	11	0	2
Number of victims incident	189	16	5	2	9	0	1
Address of victim of new crime	200	16	3	2	11	0	2
Age of victim	48	16	2	2	12	0	2
Relationship of victim to offender	50	16	2	2	12	0	2
Victim impact statement	190	15	2	1	12	0	1
Extent of loss by victim	192	15	2	1	12	0	1
If victim knew offender	49	15	1	2	12	0	2
Victim injury information of new crime	191	14	2	1	11	0	1
Sex of victim	46	14	1	2	11	0	1
Extent of property damage/loss	54	14	0	0	14	0	2
Date employment to begin	159	13	4	2	7	0	2
Types of financial obligation	29	13	3	2	8	0	2
Sex of victim of new crime	194	13	2	2	9	0	2
If victim was a child	197	13	2	1	10	0	2
Age of victim of new crime	196	12	2	1	9	0	2
Sources of income	27	12	1	3	8	0	0
If victim of new crime knew offender	198	12	1	1	10	0	2
Relationship to offender	199	12	1	1	10	0	2
Amount of financial obligation	30	11	3	1	7	0	2
Employer notified of record	160	11	3	1	7	0	2
Length of unemployment prior to admission	24	11	1	1	9	0	0
Amount of income	28	11	1	1	9	0	0
Race of victim of new crime	195	10	2	0	8	0	2
Residential status	16	10	1	2	7	0	0
Race of victim	47	9	0	0	9	0	2
Residence on release	162	9	0	2	7	0	1

Number of departments that collect data elements

Data notes

Chapter 1. Profiling and describing offenders

Michigan
Age at commitment can be calculated. Employment status prior to arrest can be inferred from occupation data element.

New Mexico
For education level prior to admission, high school dropout and high school graduate can be calculated.

North Dakota
As of January 1998, the country of birth is not recorded, but will be added soon.

Oregon
Education level prior to admission is recorded on a separate, non-integrated database.

Pennsylvania
Age at commitment can be calculated. Employment status prior to arrest is recorded only for the last six months before arrest. Most specific employment status information is recorded on paper.

South Dakota
Length of employment prior to commitment is recorded for the last employment, which may be just prior to commitment or long before commitment.

Vermont
Age at commitment can be calculated.

West Virginia
Age at commitment, citizenship, and illegal alien status can be derived indirectly.

Chapter 2. Committing offenders into correctional authority

Alaska
Alaska records up to five conviction offenses. Only previous incarcerations are recorded as criminal history. Data relating to sentences imposed is incomplete. The only monetary sanctions recorded are fines and restitution. Classification is recorded, but initial classification is not identified.

California
California does not record the agency with the authority to release the offender from custody because of their sentencing practices. The amount of restitution due to victims of crimes is recorded only if the victim contacts the Department of Corrections.   Habitual offender information contains convictions only.

Delaware
The State of Delaware does not record parole release data because they do not have parole.

Indiana
Information about the criminal incident is found in the police report in the offender's packet. Criminal history information is stored electronically for priors resulting in DOC custody; manual data storage is used for less serious, very old, or out of state arrests.

Kansas
Criminal justice status of offenders at arrest is recorded only for Kansas offenders.

Massachusetts
Criminal justice status is recorded for offenders who were on probation for split releases only. Type of commitment for probation violators is recorded only for those who were serving a split sentence and returned. Risk assessment is only performed on offenders within 1 to 6 years of their release date, and the score is calculated upon commitment to prison. Needs assessment is not done upon admission, but rather upon admission into a program. Medical condition assess-ment is done upon commitment to prison.

Michigan
Address of victim is recorded only if the victim requests to be notified under Crime Victims Rights Act. The number of conviction offenses can be calculated. Offense severity level is not applicable because prison houses only felony offenders. Criminal history includes only felony convictions, and priors can only be calculated for offenders with Michigan prison sentences. Offenders currently in prison at time of arrest (criminal justice status) can be calculated. The number of sentences imposed, the total sentence length, and whether a sentence was a mandatory minimum can be calculated. Returned from bond or appeal, trans-ferred from another jurisdiction, returned escapee, and returned AWOL/absconder are not commitment types. The agency having the authority to release the offender from custody is not applicable. The date of expiration of sentence includes credits. The date of sentence expiration without credits applied can be calculated. For medical conditions at admission, those condi-tions requiring chronic care or psychiatric follow-up are identified. Drug testing at admission is recorded, but not all offenders are tested. Initial classification

information, including classification index and risk assessment index, is retained only until the offender's classification changes.

Mississippi
The offense severity level is not recorded because they only record felony convictions. They are in the process of expanding automated sentence length computation.

New Hampshire
The medical condition of offenders at admission is recorded, but not for all offenders, especially out-of-state inmates. The special unit housing the offender is recorded on paper for offenders in special treatment programs, (e.g., drug or alcohol programs).

Nevada
Type of commitment does not include returned escapees, absconders, or detainees. This is considered criminal justice status, not a commitment. Criminal history includes only felony offenses.

New Mexico
Only firearms are recorded for weapon involved in criminal incident. Up to seven offenses are recorded for number of conviction offenses and number of sentences imposed. All values of an offender's criminal justice status at time of arrest can be calculated. Offender criminal history contains up to six previous offenses. If the offender is a habitual offender is recorded based on the six most recent offenses. A history of escape/AWOL can be calculated for risk assessment.

Oregon
The total length of sentence imposed can be calculated. Criminal history includes Oregon offenses only. The agency responsible for classification of offenders is not recorded because it is done by the Department of Corrections itself.

Pennsylvania
The number of conviction offenses is not currently recorded electronically, but the DOC is developing electronic multiple sentencing. A written description of the offense and the offense severity level is only recorded for Pennsylvania offense code (for current and prior offenses). Location of incident only contains the committing county. The number of victims and address of victims is recorded only when victims are registered with the Office of Victim Services. Victim registration is voluntary. The length of community supervision of the sentence is not recorded because Pennsylvania has indeterminate sentencing. information about expected time to be served is recorded for predominant sentences only. For classification, security level at admission is the custody

level, and the classification index is based on custody/housing level. A psychological index is the offender's stability level. A risk assessment index is used for housing placement; community risk is not part of the index. A Bed Management System is being developed which will record the type of housing unit in which offender is placed.

South Dakota
Location of criminal incident includes only the county. The age of the victim is recorded only for victims of sex offenders. Criminal justice status at time of arrest is recorded only if offender is parole violator. For criminal history, the number of felony convictions is recorded electronically, but the specific crime is stored on paper. Specific medical conditions at admission are not recorded, but grouped for needs assessment.

Tennessee
For whether sentence was a mandatory minimum sentence, Tennessee uses a sentencing grid. For example, LWOP is 85% - 100% of sentence; life is a minimum of 25 years.

Vermont
Changes in classification information can be calculated.

West Virginia
The type of conviction offense can be derived from other data elements. For type of facility housing the offender, those in county jails are recorded in a different system.

Chapter 3. Managing offenders in corrections facilities

Alabama
The medical staff has the information about conditions acquired before and after commitment, but it is not in the offender-based system.

Alaska
Good time credit data are incomplete. For type of facility released to, only transfers or furloughs are recorded. For behavior in custody, only offenders' infractions are recorded; misconduct is not.

Idaho
Offender registry will be in their system by July 1998.

Indiana
Program participation includes work assignments. However, since almost every-one is eligible for work assignments, offender eligibility evaluations are not done. Evaluations are done for voluntary programs, such as substance abuse, anger management, etc. Drug test tracking (a 5% monthly sample of offenders) is recorded electronically at the aggregate level by the Central Office, and manually at each facility, by offender. Not all programs in which an offender participated can be identified. Special good-time credit is given for education. Death is recorded as a release type, but not the specific cause of death.

Massachusetts
Program participation is based on risk assessment and is voluntary. Only a substance abuse residential program is recorded as ongoing in-prison program. A new medical information system is operating that collects data electronically. Prior to this system, data was in paper form. To identify HIV/AIDS cases devel-oped in custody, offenders must consent to be tested. Special good time credits are not applicable.

Michigan
The total amount of good time credits available is not recorded. It can be calcu-lated, but requires extensive calculations. The change in good time credits can be calculated. The reason for change in good time credits is recorded only for infractions and misconduct, not for new crimes. The type of medical treatment recorded is for mental health or chronic physical problems needing treatment. The date medical treatment started is recorded only if offender is hospitalized or placed in treatment facility. Medical conditions developed in custody can be calculated. Death is recorded as a release type, but not the specific cause of death. Time served in custody can be calculated, but with difficulty. If offender is required to register as a sex offender can be calculated. The result of official response to misconduct in custody is recorded as the offender's status pending a hearing. Only hearings and appeals are recorded for the type of legal proce-dure against offenders as a result of misconduct.

Montana
The entity who authorized an internal movement is monitored by each facility. Montana does not have good time.

Nebraska
Drug testing since admission is random drug testing only.

Nevada
Escape is not considered a type of release. Victim notification is recorded when the data are provided by the victim. Recording the medical care of offenders started recently.

New Hampshire
The reason for transfer/internal movement is recorded electronically for a change in security level, protective segregation, a medical condition other than HIV/AIDS, or a psychiatric referral; but a transfer/internal movement for a parole board hearing, HIV/AIDS cases, or a request by an offender is recorded on paper. Releases from custody due to death of offender are recorded on paper.

New Jersey
Releases from custody do not include work release and offenders who abscond or go AWOL. Time served in custody can be calculated.

New Mexico
Death is recorded as a release type, but not the specific cause of death. The type of facility released to is recorded by general category. Victim notification upon the offender's release is recorded for some offenses.

North Dakota
None of the program participation information is recorded electronically.

Oregon
The type of program in which the offender participated is recorded only since June 1996. Information about the medical care of offenders is maintained in a separate, confidential database. Death is recorded as a release type, but not the specific cause of death. History of misconduct/infractions is recorded electronically only for the last year; previous years' information is stored on paper.

Pennsylvania
Pennsylvania is developing a Transportation System that will record who author-ized transfers to another facility. They are also developing a Bed Management System to record movements within a facility and the date of the movements. These systems will eventually record information for 100% of offenders. The reason for a transfer is currently recorded, but the reason for an internal movement is not. Medical care of offenders is recorded only for tuberculosis. For conditions developed in custody, hepatitis and chronic medical conditions are recorded in paper format. Good time credit information is not recorded because Pennsylvania does not have good time. Natural death is recorded as a type of release, but illness is not recorded.

South Carolina
There is limited access to the data about conditions developed in custody. Death is recorded as a release type, but not the specific cause of death.

South Dakota
For change in sentence length due to modifications, the offender's record is adjusted to reflect sentence modifications. Death is recorded as a release type, but not the specific cause of death. The State Police are responsible for an offender actually registering as a sex offender. The date of a misconduct/infraction event is recorded as the date of the disciplinary hearing.

Utah
Good time credit information is not recorded because Utah does not have good time.

West Virginia
Changes to sentence length and expected release date can be calculated. Time served in custody can be calculated.

Chapter 4. Supervising offenders on release and maintaining public safety

Alaska
Data elements about released offenders and crimes committed by offenders in the community are maintained only if they are returned to prison. They do not distinguish between probation and parole as types of supervision. The date an offender absconded is the date the record was entered into the system. If an offender on release commits a new crime, the date of criminal incident can be a series of years - if the event occurred over a period of years. They do have a 'date of occurrence'.

Georgia
The Parole Board records residence information about offenders on release.

Idaho
Information about the victims of new crimes is confidential, and is available only to the Parole Commission. Only felonies are recorded for adjudication of a violation/new crime.

Indiana
Employment on release information is tracked by an agent. Responses to release violations is recorded electronically for felonies and manually for misde-meanors. Information about the new crimes and the victims of new crimes is found in the police report in the offender's packet.

Kansas
Information about violations/new crimes committed by offenders on release is recorded only for Kansas felonies.

Massachusetts
Information about violations of release conditions and the responses to release violations are collected for a study on recidivism. The date the offender is returned to prison is collected for all offenders.

Michigan
Most information recorded on released offenders is for parolees only. The actual time in supervision can be calculated. The type and date of a new crime can be calculated. Only if offender was sentenced to a new crime is recorded, not violations. The same information is recorded about the new criminal incident as was for the original prison sentence.

South Carolina
The address of a victim of a crime is recorded if the victim chooses to register in a notification program.

West Virginia
Parole is the only type of supervision recorded. The actual length of time in supervision can be calculated.

Chapter 5. Facility management information

California
The medical care of offenders is recorded only if the medical treatment is provided by a contract agency outside the prison.

Indiana
Not all program assessments are recorded electronically.

Massachusetts
Program assessment is not done for all programs.

Michigan
The number of facilities can be calculated.

Mississippi
The number of offenders in a program is recorded electronically. The number of program staff, program accreditation, program cost, and source of funds is recorded on paper.

Pennsylvania
For types of programs offered to offenders, most information is recorded in paper format; only the number of offenders in a program is recorded

electronically. The availability and storage of program assessment information depends upon the individual program.

Wisconsin
For types of programs offered to offenders, only the number of offenders in program is recorded electronically.

Chapter 6. Reporting capabilities

Alaska
Only offenders' infractions are maintained on-line.

California
Records of previously released offenders since 1977 are permanently available on-line. Only paper records of these offenders are archived.

Kansas
Kansas is currently implementing a pilot program/software application for collecting and maintaining electronically information on released offenders.

Massachusetts
The Department of Correction collects data on offenders released by parole or certificate of discharge to the street. The follow-up period is one year from release date. Data are collected for probationers with split sentences.

Michigan
Michigan only collects data on crimes committed by offenders under supervision if a new prison sentence is imposed.

Mississippi
The system maintains records of previously released offenders if they were in the custody of Mississippi DOC. It is uncertain if the system maintains data on crimes committed by offenders under supervision in the community.

Nebraska
Data are collected on crimes committed by offenders under supervision only if the offender is convicted and sentenced.

New Jersey
The State Department of Probation and Parole tracks released offenders, and shares some information with the Department of Corrections, but the information is not considered part of the DOC's information system.

Nevada
If an offender is incarcerated, his entire disciplinary history is on-line. Prison records are maintained in the system for all paroled offenders. Some information is maintained for every discharged offender, e.g., name, ID number, demographics. Only paper records of released offenders are archived. Information about offenders after they are released from prison is not collected.

North Dakota
The system maintains an on-line history of offender's misconduct/infractions only for loss of good time.

Rhode Island
Paper records are archived, but not electronic records.

South Carolina
All misconduct/Infraction records are kept on-line for the current commitment. Previous commitments' infraction history can be linked to current commitment. The system maintains data elements on released offenders and collects data on crimes committed by offenders only for supervised furlough releases.

South Dakota
The system maintains records on offenders released to the community and offenders that are returned to custody.

Virginia
The system maintains an on-line history of external transfers, but not internal movements.

West Virginia
The system maintains an on-line history of transfers, but not internal movements.

General information

Michigan
Michigan did not include in their questionnaire any data elements that are stored in paper format. Their responses only reflect data elements in their automated systems. Their paper files contain data elements that apply to the State of Michigan.

New Jersey
New Jersey has two offender-based information systems, CMIS and OBCIS. They completed a questionnaire for each system. We combined the data from

both questionnaires to represent the highest degree of capacity. For example, if a data element was not collected by the CMIS system, but was collected by the OBCIS system, we entered 'yes', the data element was collected. If both systems collected a data element but for a different percent of offenders, or stored in different formats, we entered the response with the greatest percent of offenders or the one stored in electronic format.

Wyoming
Wyoming maintains three separate information systems: one for male offenders; one for female offenders; and one for probationers and parolees.

Availability ratings for all data elements

Table G.1. Availability ratings for all data elements in the dimensions of the profiling offenders stage of corrections processing

| | | Number of data elements | | | | | |
| | | In electronic format for— | | | | | |
Department	Percent of full availability	More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Colorado	80%	22	2	0	5	0	0
North Dakota	76	22	0	0	7	0	0
Iowa	75	19	0	8	2	0	0
Arizona	75	21	1	0	7	0	0
Federal Bureau of Prisons	75	18	0	11	0	0	0
Missouri	72	21	0	0	8	0	0
Alabama	71	20	1	0	8	0	0
Florida	69	20	0	0	9	0	0
Pennsylvania	68	17	0	8	4	0	0
South Dakota	68	19	1	0	9	0	0
South Carolina	66	17	3	0	9	0	0
Utah	64	13	1	15	0	0	0
North Carolina	63	17	2	0	10	0	0
New Hampshire	62	17	1	1	10	0	0
Wyoming	61	16	0	5	8	0	0
Tennessee	60	10	11	0	8	0	0
Georgia	60	10	11	0	8	0	0
Maine	59	11	4	9	4	0	1
Montana	59	17	0	0	10	2	0
Rhode Island	59	17	0	0	12	0	0
Kansas	59	16	1	1	11	0	0
New Jersey	57	11	2	13	3	0	0
Massachusetts	57	10	8	4	7	0	0
Oklahoma	56	11	8	0	10	0	0
Virginia	55	9	1	19	0	0	0
Nebraska	54	13	4	0	12	0	0
New York	53	14	2	0	13	0	0
Washington	53	8	11	0	10	0	0
West Virginia	53	12	5	0	12	0	0
New Mexico	52	15	0	0	12	2	0
Texas	48	13	1	1	14	0	0
Indiana	48	11	0	9	9	0	0
Illinois	47	11	4	0	14	0	0
Delaware	46	10	0	10	9	0	0
Louisiana	46	6	11	0	12	0	0
Idaho	45	6	7	7	9	0	0
California	44	8	0	14	7	0	0
Michigan	41	12	0	0	17	0	0
District of Columbia	41	12	0	0	17	0	0
Ohio	41	0	18	0	11	0	0
Kentucky	40	6	0	17	6	0	0
Nevada	40	9	4	0	16	0	0
Mississippi	39	4	9	4	12	0	0
Minnesota	39	10	2	0	17	0	0
Hawaii	38	9	3	0	17	0	0
Arkansas	38	3	12	0	14	0	0
Maryland	37	3	6	11	9	0	0
Connecticut	37	8	4	0	17	0	0
Wisconsin	36	9	2	0	18	0	0
Oregon	34	8	3	0	18	0	0
Alaska	31	3	9	0	17	0	0
Vermont	30	6	1	6	16	0	0

Table G.2. Availability ratings for all data elements in the dimensions of the committing offenders stage of corrections processing

| | | Number of data elements | | | | | |
| | | In electronic format for— | | | | | |
Department	Percent of full availability	More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Iowa	92%	62	0	8	0	0	0
Colorado	83	57	2	0	11	0	0
Missouri	82	54	0	10	6	0	0
North Carolina	81	53	6	0	11	0	0
Florida	80	55	0	4	11	0	0
Arizona	80	53	1	7	9	0	0
Tennessee	76	42	17	0	11	0	0
Federal Bureau of Prisons	74	43	0	26	1	0	0
Utah	73	40	6	22	2	0	0
New Jersey	71	41	6	14	9	0	0
Alabama	70	46	4	2	18	0	0
Georgia	70	47	2	3	18	0	0
Texas	69	48	0	1	21	0	0
South Dakota	67	47	0	0	23	0	0
Indiana	67	40	0	21	9	0	0
South Carolina	66	40	9	0	21	0	0
Ohio	66	34	18	0	16	2	0
Louisiana	64	42	3	3	22	0	0
Montana	63	42	3	0	16	9	0
Oregon	63	42	3	0	25	0	0
Kentucky	62	34	0	29	7	0	0
Rhode Island	62	43	0	2	25	0	0
New Hampshire	61	32	3	26	9	0	0
Pennsylvania	60	32	0	31	7	0	0
Virginia	60	35	0	21	13	1	0
North Dakota	60	39	0	8	23	0	0
Wisconsin	58	37	2	7	24	0	0
Nevada	58	30	16	0	18	6	0
Washington	58	39	2	0	29	0	0
Maine	57	29	1	30	9	1	0
California	56	33	1	16	18	1	1
Massachusetts	56	27	12	13	18	0	0
Connecticut	56	36	5	0	29	0	0
Kansas	56	36	5	0	29	0	0
Oklahoma	55	36	3	2	29	0	0
Illinois	55	33	6	5	26	0	0
Mississippi	55	29	2	24	1	14	0
Arkansas	54	33	7	1	29	0	0
Maryland	53	25	0	37	8	0	0
New York	51	35	1	1	32	1	0
Michigan	51	36	0	0	33	1	0
Vermont	49	22	4	28	15	1	0
Wyoming	49	27	0	21	22	0	0
Hawaii	47	27	9	0	34	0	0
Minnesota	40	27	1	0	42	0	0
Delaware	40	20	0	23	25	2	0
Idaho	37	22	2	8	38	0	0
Nebraska	37	24	0	5	41	0	0
West Virginia	36	24	2	0	44	0	0
District of Columbia	35	23	2	0	45	0	0
New Mexico	34	22	3	0	44	1	0
Alaska	16	6	6	0	54	0	4

Table G.3. Availability ratings for all data elements in the dimensions of the managing offenders stage of corrections processing

| | | Number of data elements | | | | | |
| | | In electronic format for— | | | | | |
Department	Percent of full availability	More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Missouri	94%	59	0	0	4	0	0
North Carolina	93	56	4	0	3	0	0
Arizona	92	56	0	6	1	0	0
Colorado	92	56	3	0	4	0	0
Texas	85	51	0	8	4	0	0
South Carolina	84	47	8	1	7	0	0
Alabama	81	47	0	13	3	0	0
Florida	78	45	1	11	6	0	0
Federal Bureau of Prisons	72	38	0	23	2	0	0
Iowa	72	38	0	22	3	0	0
Massachusetts	69	25	21	13	4	0	0
Tennessee	68	37	6	6	14	0	0
Illinois	66	34	2	19	8	0	0
Indiana	66	33	3	20	7	0	0
Oklahoma	65	34	0	20	9	0	0
South Dakota	63	40	0	0	22	1	0
Pennsylvania	63	34	3	12	14	0	0
Ohio	63	25	22	0	15	1	0
Michigan	63	39	1	0	23	0	0
New Jersey	62	32	0	22	9	0	0
Maine	60	28	4	22	9	0	0
Utah	60	31	0	20	6	6	0
Georgia	58	34	0	8	21	0	0
Rhode Island	56	34	0	4	24	1	0
Wisconsin	56	25	10	10	16	1	1
New York	56	32	3	4	22	2	0
Arkansas	52	29	6	0	28	0	0
Oregon	52	30	0	8	25	0	0
Maryland	51	20	0	36	7	0	0
New Hampshire	51	18	1	40	4	0	0
Kentucky	50	17	2	40	4	0	0
Mississippi	50	15	10	28	0	9	1
West Virginia	46	23	9	0	31	0	0
Wyoming	45	18	1	29	14	1	0
Washington	44	26	0	6	31	0	0
Delaware	43	13	0	43	3	4	0
Louisiana	43	14	0	38	10	0	1
Montana	42	18	0	25	19	1	0
Kansas	41	23	4	0	36	0	0
Vermont	41	13	5	28	17	0	0
Nevada	40	21	5	2	30	5	0
California	39	13	1	33	16	0	0
Connecticut	38	14	7	16	26	0	0
Minnesota	37	20	1	7	35	0	0
Virginia	34	19	0	7	34	3	0
Idaho	34	12	9	10	32	0	0
Nebraska	32	19	0	4	40	0	0
North Dakota	25	15	0	3	34	11	0
District of Columbia	17	11	0	0	52	0	0
Hawaii	14	9	0	0	54	0	0
New Mexico	14	7	2	1	53	0	0
Alaska	11	4	4	1	53	1	0

Table G.4. Availability ratings for all data elements in the dimensions of the supervising offenders stage of corrections processing

| | | Number of data elements | | | | | |
| | | In electronic format for— | | | | | |
Department	Percent of full availability	More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Arizona	93%	27	0	0	2	0	0
Tennessee	90	37	5	1	2	0	0
Texas	89	25	0	2	2	0	0
Montana	84	38	0	0	7	0	0
Iowa	75	28	0	17	0	0	0
Florida	75	21	1	0	6	1	0
Colorado	73	33	0	0	12	0	0
Utah	73	26	4	13	2	0	0
Missouri	73	30	1	7	7	0	0
Kentucky	67	17	0	7	5	0	0
Alabama	63	24	0	13	8	0	0
North Carolina	61	25	4	0	16	0	0
New York	61	27	0	2	16	0	0
Illinois	61	26	0	4	15	0	0
Indiana	59	18	0	25	2	0	0
Oklahoma	56	18	1	19	7	0	0
Ohio	52	0	34	0	7	2	2
California	50	18	0	14	13	0	0
Louisiana	49	22	0	0	23	0	0
Mississippi	48	12	2	2	1	12	0
Wisconsin	46	19	2	1	23	0	0
North Dakota	46	18	0	8	19	0	0
Virginia	45	5	6	34	0	0	0
South Dakota	41	12	0	0	2	15	0
Arkansas	39	10	2	0	16	1	0
Oregon	37	16	1	0	28	0	0
Washington	36	7	5	0	17	0	0
New Mexico	35	15	1	0	29	0	0
Delaware	33	6	1	25	13	0	0
Michigan	33	15	0	0	23	7	0
Kansas	33	14	1	0	30	0	0
Wyoming	32	0	0	43	2	0	0
Idaho	31	10	2	8	25	0	0
Nebraska	29	13	0	0	32	0	0
Minnesota	28	12	1	0	32	0	0
South Carolina	26	3	13	0	29	0	0
Massachusetts	25	4	7	8	26	0	0
Vermont	18	5	4	1	35	0	0
Alaska	12	3	2	0	33	4	3
District of Columbia	7	3	0	0	42	0	0

Note: Data about released offenders are outside the scope of the information system for the Federal Bureau of Prisons , Connecticut, Georgia, Hawaii, Maine, Maryland, Nevada, New Hampshire, New Jersey, Pennsylvania, Rhode Island, and West Virginia.

Table G.5. Summary of the 15 data elements for facility management

Department	Have it in any format	In electronic format	In paper format	Not collected	Missing	Unknown
Arizona	15	14	1	0	0	0
Indiana	15	12	3	0	0	0
Federal Bureau of Prisons	15	6	9	0	0	0
Kentucky	15	3	12	0	0	0
Delaware	15	1	14	0	0	0
Iowa	15	0	15	0	0	0
Louisiana	15	0	15	0	0	0
South Carolina	14	12	2	1	0	0
Minnesota	14	9	5	1	0	0
Oklahoma	14	5	9	1	0	0
New Hampshire	14	2	12	1	0	0
Maryland	14	0	14	1	0	0
Wyoming	14	0	14	1	0	0
Massachusetts	13	9	4	2	0	0
Wisconsin	13	8	5	2	0	0
Missouri	12	12	0	3	0	0
Washington	12	7	5	3	0	0
Utah	12	2	10	3	0	0
Ohio	11	11	0	3	0	0
Rhode Island	11	10	1	4	0	0
Texas	11	8	3	4	0	0
Vermont	11	5	6	4	0	0
Virginia	11	3	8	4	0	0
District of Columbia	11	0	11	4	0	0
Maine	10	6	4	4	1	0
Pennsylvania	10	5	5	5	0	0
Montana	9	9	0	6	0	0
North Carolina	9	9	0	6	0	0
New Mexico	9	9	0	6	0	0
Florida	9	6	3	6	0	0
California	9	3	6	3	3	0
New York	8	8	0	0	7	0
Illinois	8	3	5	7	0	0
Oregon	7	7	0	8	0	0
Georgia	7	5	2	8	0	0
Alabama	6	6	0	9	0	0
Colorado	6	6	0	9	0	0
Nebraska	6	2	4	9	0	0
Connecticut	5	4	1	10	0	0
Tennessee	5	4	1	10	0	0
North Dakota	5	0	5	10	0	0
Nevada	4	4	0	11	0	0
South Dakota	4	4	0	11	0	0
Mississippi	4	3	0	0	11	1
Idaho	4	2	2	6	5	0
Kansas	3	3	0	12	0	0
Michigan	3	3	0	12	0	0
Arkansas	3	3	0	12	0	0
Hawaii	3	1	2	12	0	0
New Jersey	2	2	0	13	0	0
West Virginia	2	2	0	13	0	0
Alaska	1	0	1	14	0	0

Note: 'Unknown' data elements are included in 'Have it in any format.'

Availability ratings for core data elements

Table H.1. Availability ratings for core data elements in the profiling offenders stage of corrections processing

Department	Percent of full availability	Number of data elements					
		In electronic format for—					
		More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Arizona	100%	11	0	0	0	0	0
Colorado	100	11	0	0	0	0	0
Federal Bureau of Prisons	100	11	0	0	0	0	0
Iowa	100	11	0	0	0	0	0
Missouri	100	11	0	0	0	0	0
Montana	100	11	0	0	0	0	0
North Carolina	100	11	0	0	0	0	0
Pennsylvania	100	11	0	0	0	0	0
Rhode Island	100	11	0	0	0	0	0
South Carolina	97	10	1	0	0	0	0
West Virginia	97	10	1	0	0	0	0
Massachusetts	94	9	2	0	0	0	0
New Hampshire	94	10	0	1	0	0	0
Wyoming	94	10	0	1	0	0	0
Illinois	91	10	0	0	1	0	0
North Dakota	91	10	0	0	1	0	0
Washington	91	8	3	0	0	0	0
New Jersey	88	9	0	2	0	0	0
Utah	88	9	0	2	0	0	0
Indiana	85	9	0	1	1	0	0
Maine	85	7	3	1	0	0	0
California	82	8	0	3	0	0	0
Florida	82	9	0	0	2	0	0
Hawaii	82	9	0	0	2	0	0
Kansas	82	8	1	1	1	0	0
Nevada	82	9	0	0	2	0	0
Tennessee	82	9	0	0	2	0	0
Texas	82	9	0	0	2	0	0
Virginia	82	8	0	3	0	0	0
Alabama	79	8	1	0	2	0	0
New York	79	8	1	0	2	0	0
South Dakota	79	8	1	0	2	0	0
Georgia	76	5	5	0	1	0	0
Oklahoma	76	7	2	0	2	0	0
Delaware	73	8	0	0	3	0	0
District of Columbia	73	8	0	0	3	0	0
Idaho	73	6	2	2	1	0	0
Nebraska	73	8	0	0	3	0	0
Oregon	70	7	1	0	3	0	0
Louisiana	67	6	2	0	3	0	0
Connecticut	64	7	0	0	4	0	0
New Mexico	64	7	0	0	4	0	0
Wisconsin	64	7	0	0	4	0	0
Ohio	61	0	10	0	1	0	0
Vermont	61	6	1	0	4	0	0
Minnesota	58	5	2	0	4	0	0
Alaska	52	3	4	0	4	0	0
Arkansas	52	3	4	0	4	0	0
Kentucky	48	5	0	1	5	0	0
Maryland	48	3	3	1	4	0	0
Mississippi	48	4	2	0	5	0	0
Michigan	45	5	0	0	6	0	0

Table H.2. Availability ratings for core data elements in the committing offenders stage of corrections processing

Department	Percent of full availability	Number of data elements					
		In electronic format for—					
		More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Colorado	100%	42	0	0	0	0	0
North Carolina	100	42	0	0	0	0	0
Arizona	98	41	0	1	0	0	0
Florida	98	41	0	1	0	0	0
Missouri	98	41	0	0	1	0	0
Iowa	95	39	0	3	0	0	0
Alabama	94	39	0	2	1	0	0
Federal Bureau of Prisons	94	39	0	2	1	0	0
Utah	93	37	2	2	1	0	0
Tennessee	91	37	2	0	3	0	0
Texas	89	37	0	1	4	0	0
Georgia	87	35	1	3	3	0	0
South Carolina	84	32	5	0	5	0	0
South Dakota	83	35	0	0	7	0	0
Oregon	83	34	1	0	7	0	0
Connecticut	82	31	5	0	6	0	0
Louisiana	82	33	2	0	7	0	0
Ohio	82	31	5	0	4	2	0
Washington	81	34	0	0	8	0	0
Kentucky	80	31	0	8	3	0	0
New Jersey	80	31	2	4	5	0	0
Illinois	79	30	4	1	7	0	0
Rhode Island	78	32	0	2	8	0	0
Indiana	77	30	0	7	5	0	0
New Hampshire	77	28	0	13	1	0	0
Kansas	76	30	3	0	9	0	0
Wisconsin	75	31	1	0	10	0	0
Virginia	75	29	0	7	5	1	0
California	74	29	0	6	6	1	0
Mississippi	74	26	1	13	1	1	0
Montana	74	31	0	0	11	0	0
Pennsylvania	72	27	0	10	5	0	0
Nevada	71	24	9	0	6	3	0
Oklahoma	71	28	2	2	10	0	0
Massachusetts	71	25	2	10	5	0	0
Hawaii	69	23	9	0	10	0	0
Maryland	68	25	0	11	6	0	0
Maine	67	26	0	7	8	1	0
New York	67	28	0	1	13	0	0
Arkansas	67	26	3	0	13	0	0
North Dakota	67	27	0	3	12	0	0
Wyoming	65	24	0	10	8	0	0
Minnesota	62	26	0	0	16	0	0
Vermont	58	20	1	11	9	1	0
West Virginia	58	23	2	0	17	0	0
Delaware	55	19	0	12	9	2	0
Michigan	55	23	0	0	18	1	0
Idaho	54	22	1	0	19	0	0
Nebraska	47	18	0	5	19	0	0
District of Columbia	46	18	2	0	22	0	0
New Mexico	43	16	3	0	22	1	0
Alaska	25	6	6	0	28	0	2

Table H.3. Availability ratings for core data elements in the managing offenders stage of corrections processing

| | | Number of data elements | | | | | |
| | | In electronic format for— | | | | | |
Department	Percent of full availability	More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Colorado	100%	25	0	0	0	0	0
Ohio	100	25	0	0	0	0	0
Arizona	96	24	0	0	1	0	0
North Carolina	96	24	0	0	1	0	0
Alabama	92	23	0	0	2	0	0
Iowa	92	22	0	3	0	0	0
Texas	92	23	0	0	2	0	0
South Carolina	91	22	1	0	2	0	0
Federal Bureau of Prisons	89	22	0	1	2	0	0
Georgia	89	22	0	1	2	0	0
Rhode Island	89	22	0	1	1	1	0
Missouri	88	22	0	0	3	0	0
Massachusetts	81	19	0	4	2	0	0
Florida	80	20	0	0	5	0	0
Oklahoma	80	18	0	6	1	0	0
South Dakota	80	20	0	0	4	1	0
New Hampshire	79	18	1	3	3	0	0
Wisconsin	77	18	2	0	5	0	0
Maine	76	18	1	1	5	0	0
Washington	76	19	0	0	6	0	0
Indiana	75	18	0	2	5	0	0
Illinois	73	18	0	1	6	0	0
New Jersey	69	15	0	7	3	0	0
Wyoming	68	15	1	4	4	1	0
Michigan	67	16	1	0	8	0	0
Kentucky	65	13	1	8	3	0	0
Virginia	65	16	0	1	5	3	0
Pennsylvania	63	13	3	2	7	0	0
West Virginia	61	14	2	0	9	0	0
Arkansas	60	15	0	0	10	0	0
New York	60	15	0	0	9	1	0
North Dakota	60	15	0	0	10	0	0
Delaware	59	13	0	5	3	4	0
Maryland	59	13	0	5	7	0	0
Nevada	59	14	0	2	4	5	0
Louisiana	57	14	0	0	10	0	1
Utah	57	12	0	7	0	6	0
Oregon	56	14	0	0	11	0	0
Tennessee	56	14	0	0	11	0	0
Mississippi	49	7	0	16	0	2	0
California	48	12	0	0	13	0	0
Connecticut	48	12	0	0	13	0	0
Nebraska	48	12	0	0	13	0	0
Kansas	47	9	4	0	12	0	0
Minnesota	45	11	0	1	13	0	0
Idaho	43	8	4	0	13	0	0
Montana	39	9	0	2	13	1	0
Hawaii	36	9	0	0	16	0	0
Vermont	33	6	0	7	12	0	0
New Mexico	27	5	2	1	17	0	0
District of Columbia	24	6	0	0	19	0	0
Alaska	19	4	1	0	19	1	0

Table H.4. Availability ratings for core data elements in the supervising offenders stage of corrections processing

		Number of data elements					
		In electronic format for—					
Department	Percent of full availability	More than 75% of offenders	Less than 75% of offenders	In paper format	Not collected	Missing	Unknown
Arizona	100%	22	0	0	0	0	0
Colorado	100	22	0	0	0	0	0
Iowa	100	22	0	0	0	0	0
Montana	100	22	0	0	0	0	0
New York	100	22	0	0	0	0	0
North Carolina	100	22	0	0	0	0	0
Tennessee	100	22	0	0	0	0	0
Utah	100	22	0	0	0	0	0
Alabama	95	21	0	0	1	0	0
Florida	95	21	0	0	0	1	0
Illinois	95	21	0	0	1	0	0
Missouri	95	21	0	0	1	0	0
Texas	94	20	0	2	0	0	0
Kentucky	85	17	0	5	0	0	0
California	79	15	0	7	0	0	0
Indiana	77	15	0	6	1	0	0
Louisiana	77	17	0	0	5	0	0
Oklahoma	71	14	0	5	3	0	0
North Dakota	68	14	0	3	5	0	0
Wisconsin	68	15	0	0	7	0	0
Oregon	64	14	0	0	8	0	0
Ohio	59	0	19	0	0	2	1
Michigan	55	12	0	0	10	0	0
South Dakota	55	12	0	0	2	8	0
Virginia	55	5	4	13	0	0	0
Kansas	53	11	1	0	10	0	0
Arkansas	52	10	2	0	9	1	0
Mississippi	50	10	1	1	0	10	0
New Mexico	50	11	0	0	11	0	0
Idaho	48	9	2	1	10	0	0
Nebraska	45	10	0	0	12	0	0
Minnesota	44	9	1	0	12	0	0
Washington	44	7	4	0	11	0	0
Delaware	39	2	0	20	0	0	0
South Carolina	38	3	8	0	11	0	0
Massachusetts	35	3	7	0	12	0	0
Wyoming	33	0	0	22	0	0	0
Vermont	27	3	4	1	14	0	0
Alaska	14	1	2	0	13	4	2
District of Columbia	0	0	0	0	22	0	0

Note: Data about released offenders are outside the scope of the information system for the Federal Bureau of Prisons, Connecticut, Georgia, Hawaii, Maine, Maryland, Nevada, New Hampshire, New Jersey, Pennsylvania, Rhode Island, and West Virginia.

Availability index — a measure of the extent to which departments maintain high-availability data elements (electronically for more than 75% of offenders). The index ranges from 0% to 100%. A rating of 100% means that a department maintains all of the data elements in a group in high-availability form (is at full availability); while a rating of 0% means a department does not collect any of the data elements in the group.

Availability indicator — a measure of the extent to which information systems maintain data elements electronically for most offenders.

> **High availability —** a data element is in electronic form for more than 75% of offenders. This high percentage indicates extensive coverage on an element. The electronic form indicates the data potentially can be extracted, linked, and easily shared electronically.

> **Medium availability —** a data element is in electronic form but for less than 75% of offenders. It indicates a medium level of availability because the scope of coverage is less. It also indicates that information about a comparatively large percentage of offenders is more likely to be missing than in the high-availability indicator.

> **Low availability —** a data element is available only in paper form. Data elements available in low-availability form cannot be extracted, linked, and shared electronically. For the purposes of using offender-based data elements to generate statistical information, low-availability data elements present large obstacles for departments' capacities.

> **Unknown availability —** a data element is maintained by the information system, but the form in which the data element is maintained or its scope of coverage was not indicated on the survey.

> **No availability —** a data element is not maintained in the information system in any form.

Availability rating — the percentage of full availability on the availability index that a department achieves for a group of data elements. The rating is derived by dividing a department's availability scores for these elements by the data's full-availability index score.

Availability score — a value assigned to a group of data elements based on their level of availability. High-availability elements receive a score of 3 points, medium-availability elements receive a score of 2 points, low- and unknown-availability elements each receive a score of 1 point. No-availability elements receive a score of zero. The values of individual elements in a group are summed to create a department's availability score.

Common core of data — dimensions of data elements that are maintained electronically for more than 75% of offenders by a majority of departments. The common core consists of 14 dimensions of corrections processing containing 100 data elements. Each of the four stages of processing has at least one dimension in the common core.

Dimensions of corrections processing — 28 subsets of information contained in the four stages of corrections processing. They are relatively homogenous groupings of data elements that measure events in these four major phases of the corrections process. Stage 1, profiling offenders has 3 dimensions. Stages 2 and 3, committing offenders and managing offenders, have 10 dimensions, and Stage 4, supervising offenders, has 5 dimensions.

Full availability — a rating of 100% on the availability index or the score that a department would receive if it maintained all of the data elements in a group in a high-availability form (electronically for more than 75% of offenders).

Priority information areas — six important information areas identified by the Inventory's advisory committee: offender profile, recidivism, program effective-ness, internal order, public safety, and operational costs. These area were used to guide the development of the Inventory. The first five areas were organized into four stages of offender processing through corrections systems. The sixth area, operational costs, was used to develop data elements related to facility management.

> **Offender profile —** a priority information area that covers a wide range of Information covering offenders demographic characteristics and risk potential, as well as their offenses, criminal histories, sentences, types of admissions, and releases from prison. For clarity, this priority area was divided into two stages of corrections processing—one that described demographic and social characteristics of offenders, and another that described both the behaviors and decisions leading to commitment to prison and the assessment and placement decisions made upon entry into prison.

> **Recidivism —** a priority information area that includes data describing the rearrest, reconviction, and return to prison of released offenders. This area was combined with public safety into the fourth stage of corrections processing—supervising offenders.

> **Program effectiveness —** a priority information area that includes program participation by offenders, treatment, medical problems, and medical care. This area was combined with program effectiveness into the third stage of corrections processing—managing offenders.

Internal order — a priority information area that includes information related to offender misconduct, violations of rules, safety considerations, use of restraint, and drug and alcohol use. This area was combined with program effectiveness into the third stage of corrections processing— managing offenders.

Public safety — a priority information area that includes data describing the harm to the public by released offenders, the crimes they commit, and information about victims of these new crimes. This area was combined with recidivism into the fourth stage of corrections processing— supervising offenders.

Operational costs — a priority area that includes non-offender-based data, such as those that measure staffing ratios, program effectiveness, and costs of operating facilities.

Stages of corrections processing — method of organizing the 207 offender-based data elements, contained in the six priority information areas identified by the advisory committee, into substantive categories that describe major stages of corrections processing, beginning with intake of offenders into the system through supervision of released offenders in the community**.**

Stage 1. Profiling offenders — the first stage of corrections processing. It contains 29 data elements that describe offenders' demographic characteristics, socio-economic status, family characteristics, and living arrangements.

Stage 2. Committing offenders — the second stage of corrections processing. It includes 70 data elements that describe the offenses and sentencing decisions leading up to commitment into prison and elements describing the assessment and placement of offenders upon commitment. The data are organized into three broad categories that provide information about the offenses leading to the conviction and sentences, about the sentences imposed by the court, and about the assessment and confinement decisions made by corrections officials upon receipt of an offender from the court or other authorities**.**

Stage 3. Managing offenders — the third stage in corrections processing. It contains 63 data elements that describe the movement of prisoners, the procedures and actions that corrections officials take to manage offenders in their custody, behaviors of offenders leading to disciplinary actions, and official responses to misconduct. The data are organized into three broad categories that describe routine management and program participation, the release of offenders from custody, and internal order.

Stage 4. Supervising offenders — the fourth stage of corrections processing. It contains 45 data elements that describe where offenders are in the community, what they are doing there, and whether they have a record of criminal activity after release. The data are organized into broad categories that describe the supervision of offenders released from custody and details about new crimes committed by released offenders.