

**CJPAC Research Workgroup Meeting**  
 Court Operations, 225 Spring Street, Room 204  
 April 8th, 2009  
 10:00 AM to 11:30 AM

**Chair:** Linda DeConti, Research Unit Manager (CJPPD/OPM)

**Present:** Dr. Linda K. Frisman, Director of Research (DMHAS), Ivan Kuzyk, Research Unit Assistant Manager (OPM), Judy Lee, Case flow Management Specialist (Court Operations); Lois Desmarais, Planning Specialist (DPS), Al Bidorini, Director of Planning (DMHAS), Loel Meckel, Asst. Director Forensic Services (DMHAS); Susan Glass, Program Manager (CSSD); Fred Levesque, Director (DOC), Jody Barry, Associate Research Analyst (DOC); Mary Lansing, Associate Research Analyst (DOC); Michelle Altomare, Associate Research Analyst (DOC), John Lahda, Executive Director (BOPP); Rich Sparaco, Parole/Community Services Manager (BOPP); Fred Watton, Parole Officer (BOPP); Orlando Rodriguez, UConn/CT State Data Center; Rebecca Fleming, Parole Manager (DOC)

**Excused:** John Forbes, Assistant Division Director (OPM), Patrick Hynes, Director of Planning (DOC); Brian Hill, Manager (CSSD); Steve Cox, (CCSU), Tom Myers, IT Analyst 2 (DPS), Cheryl Cepelak, Director (DOC), Alan Calandro, Section Chief (OFA); Chris Reinhart, Esq., Senior Attorney (OLR)

**Absent:** Charles Martie, Education Consultant (SDE)

AGENDA ITEM	DISCUSSION	ACTION ITEMS and DELIVERABLES	DATE
<b>Acceptance of Minutes:</b>	The Minutes from the March meeting were accepted as written.		
<b>Monthly Indicators Report:</b>	The April 2009 Monthly Indicators was discussed and to be completed shortly	DRAFT to be sent out for review. <b>Due by Monday, April 13<sup>th</sup></b>	
<b>SJS Grants:</b>	2009 application made (due 3/31/09) and 2008 award revised	<b>2008 GAN Approved;</b> 2009 Pending	
<b>NEW Connecticut SAC Director:</b>	Mr. Ivan Kuzyk is the new Statistical Analysis Center (CT-SAC) Director for the State of Connecticut..		
<b>REVISED: What Kinds of Research Should We Be Doing in Connecticut?</b>	<b>Special Guest: Dr. Linda K. Frisman</b> , Director of Research for the Connecticut Department of Mental Health and Addiction Services will provide an update. Linda Frisman provided a PowerPoint and Handout.  Orlando J. Rodriguez, State Demographer raised research concern on HS dropout question handout.	Dr. Patrick Hynes, DOC Director of Planning will do a full presentation at our <b>MAY meeting</b> on Evaluations & Public Policy – <i>What Kinds of Research Should We Be Doing?</i> .	
<b>Agency Updates:</b>	<b>BOPP:</b> In March there were 23 regular hearing dates with an average of 13 cases per hearing. There were also 4 hearing dates held for Parole Violations (revocation and rescissions). There were 262 parole grants and 25 denials. The grant rate was 91%. In addition, there were a total of 121 individual violation hearings of which 87 cases were re-paroled (47 revoked and re-paroled and 40 cases were rescinded and re-paroled).	2 Parole Officer positions vacant, backlog issues still remain.  Received grant to upgrade Lotus Case Notes system.	
	<b>CSSD:</b> Various evaluation projects conducted by CCSU and the Justice Research Center are ongoing. There has not been much status change since the last meeting. Field meetings in each probation office are scheduled for April and May. These meetings are being held for the purposes of kicking off a multi-year Risk Reduction project that includes adherence to Results-based Accountability, performance benchmarking, caseload reduction and case planning improvements. Similar field visits will be scheduled for all CSSD business units in the next six months.	NOTE: <i>Brian Hill to share CSSD experience regarding overall vendor performance for contracted studies.</i>  Susan Glass Handout – Adult Probation Risk Reduction Indicators, Danbury example (17 areas total)	

	<p><b>DMHAS:</b> DMHAS does not have anything to report for an update for this month.</p>		
<p><b>Agency Updates Continued:</b></p>	<p><b>DPS:</b> All arrests for 2006 have been entered into the NIBRS arrest module, but many were entered in March of 2009. Consequently, the Crimes Analysis unit (CAU) has not yet imported the 2006 arrests because we have not received the March 2009 CSP submission. There are about 2700 CSP arrests to be entered for 2007. CAU will generate the 2006 Crime in CT report once we receive the March 2009 CSP submission. Barring any serious problems with the data, the 2006 Crime in CT report should be published by May 31, 2009. Once all CSP arrests for 2007 are entered and imported into the NIBRS repository, we will generate the 2007 Crime in CT report.</p> <p>The FBI extended the March 17th deadline for submission of the 2008 data to April 10th for Connecticut. Therefore, all CT towns will be represented in the 2008 Crime in the US publication except New Haven. New Haven has been submitting a file every week, so we now have New Haven data through March 2008. If this rate is kept up, New Haven will submit all of their 2008 data in time to make our 2008 Crime in CT publication.</p> <p>Additional funds made available through the NCHIP05-04 federal grant allowed the CAU to purchase equipment and software that will enable us to do our job more efficiently.</p>		
	<p><b>DOC:</b> There was essentially no change to the overall incarcerated population for the month of March 2009. The total incarcerated population increased by 9 offenders. The Pretrial male population increased by approximately 115 offenders and the sentenced incarcerated males decreased by 105. The female population remained unchanged at 1255. The Community population experienced a slight increase in both Parole and Transitional Supervision with T/S increasing by 44 to 1087 offenders and Parole by 36 to 1352. The DOC closed building 7 at CRCI reducing their population by 70 offenders.</p> <p>Jody Barry reported that she will be leaving CT and her job at DOC, as her husband has taken a job in Indianapolis, IN. <i>Special thanks to Jody for her dedicated service and our sincerest best wishes in her new endeavors. We will miss you!</i></p>	<p>DOC Mitigation Measures/Earned Credit Risk Reduction Program Update – report posted on DOC Website</p>	
	<p><b>Judicial Court Operations:</b> Court Operations has recently announced the creation of a Quality Assurance Unit that will work with the Deputy Directors, Chief Clerks, Deputy Chief Clerks and other managers to develop improvement plans for each clerks’ office.</p> <p>The unit will conduct on site workflow analysis, assess current business practices and provide training to support our ongoing commitment to the principles of quality assurance. The unit will be asked to identify the best practices in each discipline and help implement those practices statewide. The unit will assist in the development and roll out of new and innovative ways to use technology.</p> <p>The unit will also be responsible for developing a management training program based upon the concept of data based management. We must train our managers on how to measure performance and productivity. Measurement not guesswork must guide us in managing our offices on a daily basis.</p>		

<b>BOPP Monthly Report: Training and Documentation</b>	<p>Jerry Stowell's contract will be ending June 30, 2009. During this transition, Jerry agreed to work with OPM to document the step by step process for producing these BOPP/DOC Monthly reports so that staff at both DOC and/or BOPP can maintain their information going forward. OPM is also scanning all available past documents to preserve the historical data for future use see DRAFT webpage at <a href="http://www.ct.gov/opm/cwp/view.asp?a=2976&amp;Q=433798&amp;PM=1">http://www.ct.gov/opm/cwp/view.asp?a=2976&amp;Q=433798&amp;PM=1</a>.</p> <p>Jerry and Tyler agreed that he has provided him with enough information for the ongoing documentation of his monthly and quarterly reports without meeting with him on a regular basis. They have been able to work out the few clarifications Tyler has needed over the phone and the process has been moving forward as planned. The reports are not being generated here at OPM.</p> <p>The documentation of the BOPP Monthly is complete, but data locations as listed in the document are not universal outside of the OPM network. The Quarterly report documentation will begin following the completion of my responsibilities to OPM's Monthly Indicators Report.</p>	<p>Tyler has still had difficulty in obtaining any narrative piece in relation to his report as he feels that this task is too time-consuming given the length of his contract. However, Jerry did assure Tyler that he would clarify with his supervisor as to what was expected in this regard and make sure everyone in the workgroup is on the same page, as it appears we are not at this point.</p> <p>Tyler has heard nothing further subsequent to this promise.</p> <p>Volunteers to test instructions... Rebecca and Fred Watton</p>	
<b>Reentry in CT: Partners in Progress</b>	<p>Requested training materials and copies of presentation to be made available on the website so that those unable to attend will be able to acquire some of the knowledge shared at this event.</p>	<p>Cheryl will follow-up on this.</p>	
<b>Other Information:</b>	<p><b>Criminal History Project</b> – the contract has been signed between CCSU and JRSA to participate in this multi-state initiative. Dr. Cox will be attending a JRSA meeting in Washington D.C. on April 28th to discuss the details of the project with representatives from BJS and JRSA. He will provide a recap of this meeting at the May meeting.</p> <p><b>CCSU Re-entry Studies</b> – Dr. Cox has received additional comments on the Halfway House study from Ivan and Pat Hynes and is currently incorporating them into the report. It is expected that the reports will be released once these comments have been addressed.</p>		
<b>Prison Forecast Model:</b>	<p>Follow-up on the development of a prison forecasting model with the assistance of Dr. Pablo Martinez, at Texas State University. CTMODEL 1.0</p>	<p>On hold pending Dr. Martinez's availability and other priorities.</p>	
<b>New Business</b>	<p><b>CJIS Update</b> – SharePoint Collaboration Software.</p> <p><b>Collaborative Data Requests for Research Purposes</b> In an effort to evaluate OBTS as a means to acquire accurate and timely information the workgroup agreed to develop requests for two projects 1) Data required from all agencies for OPM's Monthly Indicators Report and 2) Standard data required to evaluate Arrests including the suspense file records.</p> <p><b>Recidivism and Mental Health Scores</b> Ivan to incorporate comments received yesterday from DMHAS.</p>	<p>Judicial, CSSD use SharePoint.</p> <p>CSSD reviewed their detailed fields and confirmation received. Meeting with DOIT/CJIS staff - on hold due to other priorities</p> <p>Ivan will contact Loel if any questions</p>	
<b>Meeting Schedule:</b>	<p><b>May 13, 2009</b> – CVH, Page Hall, Middletown  <b>Jun 10, 2009</b> – CSSD, 4th Floor Conference Rm., Wethersfield  <b>Jul 08, 2009</b> – CVH, Page Hall, Middletown  <b>Aug 12, 2009</b> – DPS, 1111 Country Club Rd, Rm. 252, Middletown  <b>Sep 09, 2009</b> – DOC, MacDougall-Walker, 1153 East St. South, Suffield</p>	<p>Regular Time: 10:00 AM to 12:00 Noon</p>	