

**BUREAU OF JUSTICE ASSISTANCE**  
**SECOND CHANCE ACT IMPROVING REENTRY EDUCATION AND EMPLOYMENT OUTCOMES**  
**PERFORMANCE MEASURES QUESTIONNAIRE**

**GENERAL AWARD ADMINISTRATION**

1. Is this the last reporting period for which the award will have data to report? *For example, all funds have been expended and the award is in the process of closing out in the Justice Grants (JustGrants) system.*
- A. Yes/No *(If Yes, answer the Semiannual Narrative Questions)*

**GRANT ACTIVITY**

2. Was there grant activity during the reporting period? *There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If Yes, the program becomes operational and should remain so until the grant closes out. If No, select all the reasons that apply for no grant activity during the reporting period and proceed to the Semiannual Narrative Questions.*
- A. Yes/No  
 B. If No, select from the following responses:

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	<input type="checkbox"/>
Project or budget not approved by agency, county, city, or state governing agency	<input type="checkbox"/>
Seeking subcontractors (request for proposal stage only)	<input type="checkbox"/>
Waiting to hire project manager, additional staff, or coordinating staff	<input type="checkbox"/>
Paying for the program using prior federal funds	<input type="checkbox"/>
Administrative hold (e.g., court case pending)	<input type="checkbox"/>
Still seeking budget approval	<input type="checkbox"/>
Waiting for partners or collaborators to complete the application	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, explain:	

3. Do you use your grant funds to provide services to individual program participants? *This includes using funds to provide services directly to participants. It also includes providing participants with referrals to receive services from other programs and organizations.*
- A. We are currently using grant funds to provide services to individual program participants. If you select this option, answer the questions in the Program Description and Program Participants Served sections for this reporting period.
- B. We plan to use grant funds to provide services to individual program participants, but we have not started (i.e., we are still in the planning phase). If you select this option, answer the questions in the Program Description section but not in the Program Participants Served section for this reporting period.

## PROGRAM DESCRIPTION

4. What is the target population that your program serves? *Select all that apply.*
  - A. Males
  - B. Females
  - C. Youth (under 18 years)
  - D. Young adults (18–25 years)
  - E. Adults (over 25 years)
  - F. High risk (based on criminogenic risks/needs)
  - G. Medium risk (based on criminogenic risks/needs)
  - H. Low risk (based on criminogenic risks/needs)
  - I. Other
  - J. If Other, describe: \_\_\_\_\_
  
5. In which setting(s) does your program provide participants with services (e.g., case management, delivery of services, or facilitation of connection to services)? *Choose the option that applies best.*
  - A. Pre-release (before release from a correctional facility, other detention, halfway house, etc.)
  - B. Post-release
  - C. Both
  
6. Indicate if your Second Chance Act (SCA)-funded program serves individuals from any of the following criminal justice settings. *Select all that apply.*
  - A. Treatment court program
  - B. Tribal courts
  - C. Jail-based program focused on programming while individuals are in custody
  - D. Jail-based reentry program focused on preparing individuals to leave jail custody
  - E. Prison-based program focused on programming while individuals are in custody
  - F. Prison-based program focused on preparing individuals to leave prison
  - G. Community supervision
  - H. Other, explain: \_\_\_\_\_
  - I. N/A—The SCA-funded program does not target individuals from a specific criminal justice setting
  
7. What additional transitional services are SCA grant funds supporting in whole or in part? *Select all that apply.*
  - A. Case planning and management
  - B. Peer support or recovery coaching
  - C. Mentoring
  - D. Family-based treatment/counseling
  - E. Family reunification services
  - F. Cognitive behavioral therapies to address criminogenic risk factors
  - G. Medication-assisted treatment

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- H. Food and nutrition assistance
- I. Housing support services
- J. Employment assistance
- K. Faith-based support
- L. Vocational training
- M. Education (e.g., GED support)
- N. Childcare
- O. Transportation assistance
- P. Assistance with accessing health care coverage
- Q. Tribal/Cultural healing
- R. Civil legal assistance
- S. Primary health
- T. Mental health
- U. Other, explain: \_\_\_\_\_
- V. N/A—This program is not providing recovery support with SCA funds

## PROGRAM PARTICIPANTS SERVED

There may be wide variation among SCA efforts concerning what activities constitute meaningful engagement, as well as expectations for participants meeting specific program requirements and criteria. Information from the questions in this section should be interpreted in light of grant program design and is not meant for comparison across diverse programs.

Participants served includes participants to whom you have provided services and treatments directly through your organization, as well as through referrals to other organizations. This number should include all participants served by your SCA-funded program, whether they are still engaged with your program or not.

Participants still engaged with the program includes all participants still engaged as of the end of the reporting period.

Participants no longer engaged with the program includes all participants served by your SCA-funded program (since the grant began) who are no longer engaged, whether their engagement stopped in this reporting period or a previous one. This number should include both individuals that completed the program requirements and those that did not.

8. How many individuals do you plan to provide services to over the life of the grant?  
\_\_\_\_\_
9. Since the beginning of your grant, how many participants has your program served (cumulative)? \_\_\_\_\_
10. Out of the total number of participants your program has served since the start of your grant, how many are:
  - A. Still engaged with your program? \_\_\_\_\_
  - B. No longer engaged with your program? \_\_\_\_\_

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11. Out of the total number of participants no longer engaged with your program since the start of the grant, how many have completed or not completed program requirements related to improving chances for successful reentry as defined by your program requirements? *Such requirements/criteria can include completion of program milestones (e.g., training course, treatment plan) and/or meeting criteria indicative of improved chances of successful reentry (e.g., obtaining employment or housing).*
- A. Completed all program requirements or met all program criteria: \_\_\_\_\_
- B. Have not completed all program requirements or met all program criteria: \_\_\_\_\_

## BASELINE RECIDIVISM

12. Have you calculated a baseline recidivism rate?
- A. Yes
- B. No, explain: \_\_\_\_\_ *(Skip to next section)*
13. What is the baseline recidivism rate? *Provide a rate for a population that most closely represents the grantee's target population. If the grantee does not have a baseline rate similar to the target population, use a recidivism rate for individuals who have been released from a state facility, local prison, or jail.* \_\_\_\_\_
14. What population was the baseline recidivism rate calculated for? *Select one.*
- A. Individuals similar to the target population
- B. Individuals from a county/local jail facility
- C. Individuals from a prison facility
- D. Individuals from the entire state
- E. Other
- F. If Other, explain: \_\_\_\_\_
15. What type of baseline recidivism rate was provided? *Select one.*
- A. Rearrest rate
- B. Reconviction rate
- C. Reincarceration rate
- D. Revocation that led to reincarceration rate
- E. Other
- F. If Other, explain: \_\_\_\_\_
16. How long was the follow-up period for the baseline rate (in months)?  
\_\_\_\_\_
17. What percentage of reduction in recidivism are you trying to achieve with your project?  
\_\_\_\_\_
- Is there any other additional information you would like to provide about the baseline rate or your recidivism-reduction goal? If No, write "N/A." \_\_\_\_\_

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## COLLABORATIVE PARTNERSHIPS

18. Did you establish a cross-disciplinary working group that includes representatives from key stakeholders, such as state and local correctional, workforce development, reentry, and education agencies; service providers; and nonprofit organizations?
- A. Yes
  - B. No
19. Did you establish a schedule and/or frequency (e.g., monthly, quarterly, semiannually) for working group meetings?
- A. Yes
  - B. No
20. Did you establish an advisory group that includes educational providers, corrections and community supervision providers, and other reentry stakeholders?
- A. Yes
  - B. No
21. Did you establish a schedule and/or frequency (e.g., monthly, quarterly, semiannually) for advisory group meetings?
- A. Yes
  - B. No

## EDUCATION AND EMPLOYMENT SERVICES

22. Does your program provide education or employment services? *Answer only those questions applicable to the services you provide. If you provide education services, answer the questions in the Education Services section. If you provide employment services, answer the questions in the Employment Services section.*
- A. Education services
  - B. Employment services

### Education Services

23. Do you currently offer educational programming and/or services?
- A. Yes
  - B. No

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24. Since the beginning of the program, has a project lead been hired to manage the strategic planning effort and coordinate among key stakeholders within both correctional and community settings?
- A. Not started yet
  - B. In progress
  - C. Complete
25. Since the beginning of the program, has a target population been identified and its key characteristics, including geographic area(s) of focus, demographics (ethnicity, gender, age), and risk level (for recidivism)?
- A. Not started yet
  - B. In progress
  - C. Complete
26. Before receiving BJA funding, what was the number of existing programs implemented within correctional facilities that were designed to provide educational and vocational education? *If there were no existing correctional programs to increase educational attainment, report "999."*
- A. \_\_\_\_\_
27. Before receiving BJA funding, if programs designed to provide educational and vocational education were implemented within correctional facilities, provide the name(s) and/or descriptions of these programs. *If there were no existing correctional programs to increase educational attainment report "N/A."*
- A. \_\_\_\_\_
28. How do you measure improved education outcomes? *Check all that apply.*
- A. Literacy attainment
  - B. High school equivalence
  - C. High school diploma
  - D. Higher education diploma
  - E. Certifications
  - F. Other, explain: \_\_\_\_\_

## Employment Services

29. Do you currently offer employment programming and/or services?
- A. Yes
  - B. No

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30. Since the beginning of the program, has a project lead been hired to manage the strategic planning effort and coordinate among key stakeholders within both correctional and community settings?
  - A. Not started yet
  - B. In progress
  - C. Complete
  
31. Since the beginning of the program, has a target population been identified and its key characteristics, including geographic area(s) of focus, demographics (ethnicity, gender, age), and risk level (for recidivism)?
  - A. Not started yet
  - B. In progress
  - C. Completed
  
32. Since the beginning of the program, has a strategy for creating individualized reentry plans and case management services (to link participants to community-based services and employment post-release) been developed?
  - A. Not started yet
  - B. In progress
  - C. Complete
  
33. Since the beginning of the program, have you developed a strategy to address identified system gaps related to reentry employment services?
  - A. Not started yet
  - B. In progress
  - C. Complete
  
34. Since the beginning of the program, have you used a process analysis and systems map of existing screening and referral services?
  - A. Yes
  - B. No
  
35. Since the beginning of the program, have you used an inventory of risk assessment tool(s) and job screening tool(s)?
  - A. Yes
  - B. No
  
36. Since the beginning of the program, have you collected an inventory of barriers to reentry and employment (statutory, regulatory, rules-based, and practice based) that impact your state and area(s) of focus?
  - A. Yes
  - B. No

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37. Since the beginning of the program, have you identified specific system gaps related to reentry employment services to be addressed in the reentry plan?
- A. Yes
  - B. No
38. Before receiving BJA funding, what was the number of existing programs implemented within correctional facilities that were designed to increase job readiness, including those that lead to an industry recognized credential? *If there were no existing correctional programs to increase job readiness, report "999."*
- A. \_\_\_\_\_
39. Before receiving BJA funding, if programs designed to increase job readiness were implemented within correctional facilities, provide the name(s) and/or descriptions of these programs. *If there were no existing correctional programs to increase job readiness, report "N/A."*
- A. \_\_\_\_\_

## SERVICES PROVIDED

Answer the following questions based on the services provided by your SCA-funded program. If a service is not applicable to your SCA-funded program, enter "999."

40. Since the beginning of the program, provide the total number of participants who received the following services.
- A. Education: \_\_\_\_\_
  - B. Employment: \_\_\_\_\_
41. Since the beginning of the program, provide the total number of participants who received the following service and their outcomes.
- A. Obtained high school diploma or equivalent: \_\_\_\_\_
  - B. Obtained vocational/professional/occupational certifications or licenses: \_\_\_\_\_
  - C. Obtained higher education degree: \_\_\_\_\_
  - D. Obtained and retained employment for 6 months or longer: \_\_\_\_\_

## TRAINING

42. Did the program provide or facilitate training to program staff (or individuals involved in the program) during the reporting period? *Training should be on a particular topic and/or a skill related to a specific operation for either individuals who can use the information or skill on their job or for trainers who will provide instruction to others. (Examples include providing training onsite in a classroom or in a virtual setting, hosting and/or conducting a webinar, or conducting a workshop at a conference or summit.)*
- A. Yes/No *(If No, skip to next section)*

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43. How many trainings were completed during the reporting period? \_\_\_\_\_

44. For each of the trainings completed during the reporting period, provide the following information. *Count each person only once per training topic, regardless of how many times they attended training. You may report five trainings per reporting period.*

- A. Training name: \_\_\_\_\_
- B. Target audience: \_\_\_\_\_
- C. Number of people trained: \_\_\_\_\_
- D. Training provider: \_\_\_\_\_
- E. What funds were used to provide the training? *Select all that apply.*
- \_\_\_\_ SCA grant funds
- \_\_\_\_ National Training and Technical Assistance Center funds
- \_\_\_\_ Other Office of Justice Programs funds
- \_\_\_\_ Other funds

## COURT AND CRIMINAL INVOLVEMENT (CLOSEOUT ONLY)

This set of questions is about court and criminal involvement for all individuals who have ever participated in the SCA program. This section is to be completed at the close of the program.

Note: Individuals can be included in more than one category. For example, an individual can have an arrest and a conviction and then be reincarcerated, and therefore should be included in each category. However, do not count the frequency of events (e.g., numbers of arrests or convictions). If an individual has multiple arrests or convictions, count that individual only once. Pending charges the individual had before entering the program should not be counted.

45. Since the start of the award, how many individuals:

- A. Are still participating in post-release activities? \_\_\_\_\_
- B. Have successfully completed post-release services? \_\_\_\_\_
- C. Did not complete post-release services? \_\_\_\_\_

46. What is the average number of days that elapsed since individuals were released from prison or jail? *Calculate this rate by averaging the number of days since release for each individual:*

\_\_\_\_\_

47. Since the start of the award, enter the total number of individuals who are still participating in the program and have had a court and/or criminal involvement event.

- A. Arrest and booking on a new charge: \_\_\_\_\_
- B. Conviction on a new charge: \_\_\_\_\_
- C. Revocation of the terms of supervised release: \_\_\_\_\_
- D. Reincarceration: \_\_\_\_\_

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48. Since the start of the award, enter the total number of individuals who successfully completed the program and have had a court and/or criminal involvement event.
- A. Arrest and booking on a new charge: \_\_\_\_\_
  - B. Conviction on a new charge: \_\_\_\_\_
  - C. Revocation of the terms of supervised release: \_\_\_\_\_
  - D. Reincarceration: \_\_\_\_\_
49. Since the start of the award, enter the total number of individuals who unsuccessfully exited the program and have had a court and/or criminal involvement event.
- A. Arrest and booking on a new charge: \_\_\_\_\_
  - B. Conviction on a new charge: \_\_\_\_\_
  - C. Revocation of the terms of supervised release: \_\_\_\_\_
  - D. Reincarceration: \_\_\_\_\_
50. How was the information obtained for those individuals who were arrested and booked on a new charge? *Select the best option that describes how the information was obtained.*
- A. The grantee is a criminal justice agency such as a Department of Corrections, Probation, or Parole and has access to this information
  - B. The grantee has a memorandum of understanding, memorandum of agreement, or a linkage agreement with a correctional agency that has access to this information
  - C. The grantee conducts public record jail/prison searches online
  - D. The grantee entered unofficial data (through word of mouth or from participants who reported the incident)
  - E. The grantee does not have access to official justice information
  - F. Other, describe: \_\_\_\_\_
51. How was the information obtained for those individuals who were convicted on a new charge? *Select the best option that describes how the information was obtained.*
- A. The grantee is a criminal justice agency such as a Department of Corrections, Probation, or Parole and has access to this information
  - B. The grantee has a memorandum of understanding, memorandum of agreement, or a linkage agreement with a correctional agency that has access to this information
  - C. The grantee conducts public record jail/prison searches online
  - D. The grantee entered unofficial data (through word of mouth or from participants who reported the incident)
  - E. The grantee does not have access to official justice information
  - F. Other, describe: \_\_\_\_\_

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52. How was the information obtained for individuals who had a revocation of the terms of supervised release? *Select the best option that describes how the information was obtained.*
- A. The grantee is a criminal justice agency such as a Department of Corrections, Probation, or Parole and has access to this information
  - B. The grantee has a memorandum of understanding, memorandum of agreement, or a linkage agreement with a correctional agency that has access to this information
  - C. The grantee conducts public record jail/prison searches online
  - D. The grantee entered unofficial data (through word of mouth or from participants who reported the incident)
  - E. The grantee does not have access to official justice information
  - F. Other, describe: \_\_\_\_\_
53. How was the information obtained for individuals who were reincarcerated? *Select the best option that describes how the information was obtained.*
- A. The grantee is a criminal justice agency such as a Department of Corrections, Probation, or Parole and has access to this information
  - B. The grantee has a memorandum of understanding, memorandum of agreement, or a linkage agreement with a correctional agency that has access to this information
  - C. The grantee conducts public record jail/prison searches online
  - D. The grantee entered unofficial data (through word of mouth or from participants who reported the incident)
  - E. The grantee does not have access to official justice information
  - F. Other, describe: \_\_\_\_\_
54. For which population(s) was the grantee able to obtain official justice information? *Select all that apply.*
- A. Individuals who are still participating in the program
  - B. Individuals who successfully completed the program
  - C. Individuals who unsuccessfully exited the program
55. Was the information for each individual verified? *Verified is defined as assessing whether each individual has had a court or criminal involvement event since the start of the BJA SCA award.*
- A. Yes
  - B. No *(If No, skip to last question in this section)*
56. How was the information for individuals verified? *Verified is defined as assessing whether each individual has had a court or criminal involvement event since the start of the BJA SCA award.*
- \_\_\_\_\_
57. Provide any additional information or comments about your court and criminal involvement data. \_\_\_\_\_

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## SEMIANNUAL NARRATIVE QUESTIONS

In this module, you will identify the goals you hope to achieve with your funding. Once submitted, these goals cannot be changed without approval of your grant manager.

Set **S M A R T** goals to clarify the scope of your priorities:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

If you have multiple goals, provide updates on each on separately.

**Answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.**

1. What were your accomplishments during reporting period?

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2. What goals were accomplished, as they relate to your grant application?

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3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

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4. Is there any assistance that BJA can provide to address any problems/barriers identified in question 3?

A. Yes/No

B. If Yes, explain: \_\_\_\_\_

5. Are you on track to complete your program fiscally and programmatically as outlined in your grant application?

A. Yes/No

B. If No, explain: \_\_\_\_\_

6. What major activities are planned for the next 6 months?

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7. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

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**THANK YOU FOR PARTICIPATING!**

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