BUREAU OF JUSTICE ASSISTANCE
SECOND CHANCE ACT SWIFT, CERTAIN, AND FAIR SUPERVISION PROGRAM:
APPLYING THE PRINCIPLES BEHIND PROJECT HOPE
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 and create a final report)

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.

   A. Yes/No (If No, select reasons for no grant activity during reporting period)

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

If Other, explain:

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**GRANT ACTIVITY**

3. *Are you using your grant funds to provide treatment and services to individual program participants?* *This includes using funds to provide treatment services directly to participants; it also includes providing participants with referrals to receive treatments and services from other programs and organizations.*

   A. We are currently using grant funds to provide treatment and services to individual program participants. *By selecting this option, you will answer questions in the Program Description and Program Participants Served sections for this period.*

   B. We plan to use grant funds to provide treatment and services to individual program participants, but we have not started (i.e., we are still in the planning phase). *By selecting this option, you will answer questions in the Program Description section but not for the Program Participants Served section for this 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. There are no specific characteristics for target population
   J. Other
   K. If Other, explain: ____________________________________________
PROGRAM PARTICIPANTS SERVED

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

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

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

Participants no longer engaged with the program should include 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 program requirements and those that did not.

5. How many individuals do you plan to provide services to over the life of the grant? ________

6. Since the beginning of your grant, how many participants has your program served (cumulative)? ________________

7. 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 ________

8. Out of the 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? Such requirements/criteria can include completion of program milestones (e.g., a course of training, 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 program criteria ________
   B. Have not completed all program requirements or met program criteria ________
BASELINE RECIDIVISM

9. Have you calculated a baseline recidivism rate?
   A. Yes
   B. No, explain: ______________________ (If No, skip to next section)

10. 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.

________________________________________________________________________

11. 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: __________________

12. What type of baseline recidivism rate is being provided? Select one.
   A. Rearrest rate
   B. Reconviction rate
   C. Reincarceration rate
   D. Revocation that led to reincarceration
   E. Other
   F. If Other, explain: __________________

13. How long was the follow-up period for the baseline rate (in months)?

____________________

14. What percentage reduction in recidivism is the grantee trying to achieve?

____________________

15. 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.

____________________
## SCREENING AND ASSESSMENT TOOL

Answer the following questions related to your SCA-funded program’s use of screening and assessment tools (e.g., tools assessing criminogenic risk, substance use, and mental health).

16. Are criminogenic risks and/or needs assessment tools used to inform the services provided to participants?
   A. Yes/No *(If No, skip to next section)*

17. Are tool results used in determining who is admitted as a participant into the SCA-funded program?
   A. Yes/No

18. Are tool results used to inform individualized case planning done by the SCA-funded program?
   A. Yes/No

19. Name(s) of tool(s) used: ____________________

## TRAINING

20. Did the program provide or facilitate training to program staff (or individuals involved in the program) during the reporting period? *Training 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 trainers who will provide instruction to others. (Examples include providing training in a classroom/onsite or 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)*

21. How many trainings were completed during the reporting period? ____________________

22. 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 the 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 training? *Select all that apply.*
      ____ SCA grant funds
      ____ National Training and Technical Assistance Center funds
      ____ Other OJP funds
      ____ Other funds
RESEARCH PARTNERSHIPS

23. Is your grant project working with an internal or external researcher or evaluator? An internal researcher/evaluator is someone who is considered a full-time employee of the agency responsible for the operation of the program. This could include a crime analyst, internal statistics department employee, or someone from a research arm of the organization. An external researcher/evaluator is considered someone who is not organizationally affiliated with the agency responsible for the operation of the program. This typically includes research professors at universities or personnel hired from for-profit research or evaluation agencies.

A. Yes, internal
B. Yes, external
C. No (If No, skip to next section)

24. In what ways did your researcher contribute to the project during the reporting period? Select all that apply.
A. Conducted data analysis (data collection, analysis, visualization, etc.)
B. Defined the problem of focus the project will address
C. Defined programmatic activities, procedures, or practices
D. Developed logic models
E. Developed an evaluation or data collection plan
F. Conducted a process evaluation of the project
G. Conducted an outcome evaluation of the project
H. Evaluated the project’s impact
I. Evaluated the project’s efficiency (cost/benefit)
J. Evaluated the project’s fidelity
K. Assisted with performance measure reporting
L. Shared analytical findings, recommendations, and promising practices with peer agencies or other researchers
M. Shared analysis results and/or recommendations with project personnel
N. Shared project successes with community members
O. Other, describe: ____________________

25. During the reporting period, were adjustments made to the project’s operating procedures based on research/evaluation findings?
A. Yes/No (If No, skip to next section)
B. If Yes, describe: ____________________
APPLYING SWIFT, CERTAIN, AND FAIR PRINCIPLES

Answer the following questions based on your SCA-funded project. Please update each reporting period.

For questions asking about the current reporting period, report on only those individuals who are considered part of your SCA Swift, Certain, and Fair (SCF) project target population (i.e., participants). Individuals who fall outside of this scope should not be included in the calculation. If a question is not applicable, enter, “999.”

26. How many new participants joined your program this reporting period? ______________

27. How many total participants did your program serve this reporting period? ______________

28. During the year prior to the grant period, what was the average time from when a violation notice was filed to when a sanction was administered for individuals under supervision? Only report on those individuals who are considered part of your SCF program target population (e.g., participants). Individuals that fall outside of this scope should not be included in the calculation.
   A. Days __________

29. During the current reporting period, what was the average (i.e., mean) time from when a violation notice was filed to when a sanction was administered for SCF program participants?
   A. Days __________

30. During the year prior to the grant period, what was the average time from when good behavior was noticed/detected to when a reward was administered for individuals under supervision? Only report on those individuals who are considered part of your SCF program target population (e.g., participants). Individuals that fall outside of this scope should not be included in the calculation.
   A. Days __________

31. During the current reporting period, what was the average time from when good behavior was noticed/detected to when a reward was administered for SCF program participants?
   A. Days __________

32. During the year prior to the grant period, what was the average time between violations for individuals under supervision who received more than one violation? Only report on those individuals who are considered part of your SCF program target population (e.g., participants). Individuals that fall outside of this scope should not be included in the calculation.
   A. Days __________

33. During the current reporting period, what was the average time between violations for SCF program participants who received more than one violation?
   A. Days __________

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34. During the current reporting period, what was the total number of supervision violations by SCF program participants during the reporting period? __________________

35. During the current reporting period, what was the total number of sanctions administered to SCF program participants for supervision violations during the reporting period? __________

36. During the current reporting period, what was the total number of good behaviors demonstrated by SCF program participants that were noticed/detected during the reporting period? __________________

37. During the current reporting period, what was the total number of nonmonetary rewards administered to SCF program participants during the reporting period? __________________

38. During the current reporting period, how many times were each of the following sanctions used? Count the number of times the sanctions were used, not the number of participants.
   
   A. Revocation _____
   B. Confinement _____
   C. Work release _____
   D. Community service _____
   E. Admonishment _____
   F. Enhanced monitoring (e.g., increased supervision visits) _____
   G. Increased testing for substance use _____
   H. Home detention _____
   I. Work projects _____
   J. None _____
   K. Other _____
   L. If Other, explain: _____

39. During the current reporting period, how many times were each of the following nonmonetary rewards used? Count the number of times the nonmonetary rewards were used, not the number of participants.
   
   A. Letter of commendation _____
   B. Verbal acknowledgement or praise _____
   C. Reduced/Waived fees/fines _____
   D. Decreased supervision level _____
   E. Decreased testing for substance use _____
   F. Reduced community service _____
   G. Early termination of supervision _____
   H. Travel permits _____
   I. Other _____
   J. If Other, explain: _____
40. During the current reporting period, how many drug/alcohol tests were administered to SCF participants? ________________

41. During the current reporting period, how many of the drug/alcohol tests that were administered to SCF participants were positive and sanctionable? ________________

42. During the current reporting period how many participants were referred and/or connected to mental health treatment services?
   A. Referred ________
   B. Connected ________

43. During the reporting period, how many participants were referred and/or connected to alcohol or other drug treatment services?
   A. Referred ________
   B. Connected ________

44. During the reporting period, how many participants were referred and/or connected to co-occurring disorders treatment services?
   A. Referred ________
   B. Connected ________

45. During the reporting period, how many participants were referred and/or connected to cognitive behavioral therapies?
   A. Referred ________
   B. Connected ________

46. During the reporting period, how many participants were referred and/or connected to employment services?
   A. Referred ________
   B. Connected ________

47. During the reporting period, how many participants were referred and/or connected to education services?
   A. Referred ________
   B. Connected ________

48. During the reporting period, how many participants were referred and/or connected to housing services?
   A. Referred ________
   B. Connected ________
49. During the reporting period, how many participants were referred and/or connected to other services?
   A. Referred __________
   B. Connected __________
   C. If Other, describe: __________

50. During the current reporting period, did you implement new or modify existing policies or practices to align with the SCF principles (e.g., develop/adjust sanctions and incentives matrix based on SCF principles)?
   A. Yes/No (If No, skip to next section)
   B. If Yes, describe: __________

COURT AND CRIMINAL INVOLVEMENT (CLOSEOUT ONLY)

The next 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 grant.

Note that individuals can be included in more than one category. For example, an individual can have an arrest and conviction and then be incarcerated, 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 that the individual had before entering the program should not be counted.

51. Since the start of the award, how many individuals:
   A. Are still participating in post-release services? __________
   B. Have successfully completed post-release services? __________
   C. Did not complete post-release services? __________

52. What is the average number of days that have elapsed since individuals have been released from prison or jail? Calculate this rate by averaging the number of days since release for each individual.

   ___________________________________________________________________

53. 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 __________
54. 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 new charge ________
   B. Conviction on a new charge ________
   C. Revocation of the terms of supervised release ________
   D. Reincarceration ________

55. 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 new charge ________
   B. Conviction on a new charge ________
   C. Revocation of the terms of supervised release ________
   D. Reincarceration ________

56. 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 the department of corrections, probation, or parole and has access to this information
   B. The grantee has a memorandum of understanding (MOU), a memorandum of agreement (MOA), 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, specify: ________

57. 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 the department of corrections, probation, or parole and has access to this information
   B. The grantee has an MOU, an MOA, 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, specify: ________
58. How was the information obtained for individuals who had 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 the department of corrections, probation, or parole and has access to this information
B. The grantee has an MOU, an MOA, 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, specify: __________

59. How was the information obtained for those 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 the department of corrections, probation, or parole and has access to this information
B. The grantee has an MOU, an MOA, 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, specify: __________

60. For which population(s) is 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

61. 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 63)

62. 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.

__________________________________________________________________

63. Provide any additional information or comments about your court and criminal involvement data. __________________________________________________________
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?

__________________________________________________________________________________

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

__________________________________________________________________________________

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

__________________________________________________________________________________

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?

__________________________________________________________________________________

__________________________________________________________________________________

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

__________________________________________________________________________________

__________________________________________________________________________________

**THANK YOU FOR PARTICIPATING!**

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