

**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 System (JustGrants).*

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.

B. If No, please 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. <i>If Other, please explain: _____</i>	<input type="checkbox"/>

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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 (i.e., under 18 years).
  - D. Young adults (i.e., 18–25 years).
  - E. Adults (i.e., 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. N/A – There are no specific characteristics for target population.
  - J. Other.
  - K. If Other, explain: \_\_\_\_\_

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## 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 programs.

Participants served includes participants whom you have provided services and treatments to 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 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?
  - A. Completed all program requirements or met program criteria: \_\_\_\_\_  
*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).*
  - B. Have not completed all program requirements or met program criteria: \_\_\_\_\_

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**BASELINE RECIDIVISM**

9. Have you calculated a baseline recidivism rate?

- A. Yes.
- B. No, explain: \_\_\_\_\_ *(If No, skip to the 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 or 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 was 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."* \_\_\_\_\_

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## SCREENING AND ASSESSMENT TOOL

Please 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 the 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/on site 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 the 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 up to 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 (NTTAC) funds.
- \_\_\_\_ Other Office of Justice Programs (OJP) funds.
- \_\_\_\_ Other funds.

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## 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 (FTE) 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 the 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 the next section.)*
  - B. If Yes, describe: \_\_\_\_\_

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**APPLYING SWIFT, CERTAIN, AND FAIR PRINIPLES**

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

For questions asking about the current reporting period, please 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, please 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 (i.e., mean) number of days 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.* \_\_\_\_\_

29. During the current reporting period, what was the average number of days from when a violation notice was filed to when a sanction was administered for SCF program participants? \_\_\_\_\_

30. During the year prior to the grant period, what was the average number of days 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.* \_\_\_\_\_

31. During the current reporting period, what was the average number of days from when good behavior was noticed/detected to when a reward was administered for SCF program participants? \_\_\_\_\_

32. During the year prior to the grant period, what was the average number of days 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.*  
\_\_\_\_\_

33. During the current reporting period, what was the average number of days between violations for SCF program participants who received more than one violation? \_\_\_\_\_

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34. During the current reporting period, what was the total number of supervision violations by SCF program participants? \_\_\_\_\_
35. During the current reporting period, what was the total number of sanctions administered to SCF program participants for supervision violations?  
\_\_\_\_\_
36. During the current reporting period, what was the total number of good behaviors demonstrated by SCF program participants that were noticed/detected? \_\_\_\_
37. During the current reporting period, what was the total number of nonmonetary rewards administered to SCF program participants?  
\_\_\_\_\_
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: \_\_\_\_

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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 to mental health treatment services: \_\_\_\_
  - B. Connected to mental health treatment services: \_\_\_\_\_
43. During the reporting period, how many participants were referred and/or connected to alcohol or other drug treatment services?
- A. Referred to alcohol or other drug treatment services: \_\_\_\_\_
  - B. Connected to alcohol or other drug treatment services: \_\_\_\_\_
44. During the reporting period, how many participants were referred and/or connected to co-occurring disorder treatment services?
- A. Referred to co-occurring disorder treatment services: \_\_\_\_\_
  - B. Connected to co-occurring disorder treatment services: \_\_\_\_\_
45. During the reporting period, how many participants were referred and/or connected to cognitive behavioral therapies?
- A. Referred to cognitive behavioral therapies: \_\_\_\_
  - B. Connected to cognitive behavioral therapies: \_\_\_\_\_
46. During the reporting period, how many participants were referred and/or connected to employment services?
- A. Referred to employment services: \_\_\_\_\_
  - B. Connected to employment services: \_\_\_\_\_
47. During the reporting period, how many participants were referred and/or connected to education services?
- A. Referred to education services: \_\_\_\_\_
  - B. Connected to education services: \_\_\_\_\_
48. During the reporting period, how many participants were referred and/or connected to housing services?
- A. Referred to housing services: \_\_\_\_\_
  - B. Connected to housing services: \_\_\_\_\_

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49. During the reporting period, how many participants were referred and/or connected to other services?

- A. Referred to other services: \_\_\_\_\_
- B. Connected to other services: \_\_\_\_\_
- 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 the 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: \_\_\_\_\_

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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 a MOU, a 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: \_\_\_\_\_

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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 a MOU, a 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 a MOU, a 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 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. \_\_\_\_\_

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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 **SMART** goals to clarify the scope of your priorities:

- **S**pecific.
- **M**easurable.
- **A**chievable.
- **R**elevant.
- **T**ime-bound.

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

**Please answer the following questions every semiannual reporting period (i.e., 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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