

TJC Core Measures Pilot Data for September 30, 2010 Submission

This memo provides guidance on assembling the first set of pilot TJC performance indicators for submission to the Urban Institute by September 30, 2010. These indicators and the Core Measures Worksheet (Excel tool) were initially introduced to the six TJC sites via an April 30, 2010 Web Ex and have been a focus of discussion on the project's regular calls with the six sites throughout the summer.

The following materials accompany this memo (1) **TJC Core Measures Worksheet** (Excel) including data definitions, a worksheet in which to record aggregate data, and a summary report which automatically generates core indicators; and (2) the **TJC Core Measures Web Ex presentation** delivered April 30. The first is provided for the sites to use in compiling data for the core measures and can be updated periodically to reflect the site's specific approach to implementing key components of the TJC model like screening, assessment, transition case planning, and evidence-based programs and interventions. The presentation is provided as background: the slides outline both the performance measurement approach and timeline for assembling and reviewing the data going forward. A link to the Web Ex recording can be provided if the sites would like to review the audio of that session.

Overview

The TJC initiative chose a performance management framework to facilitate self-evaluation at the local level – a critical element of the TJC model. Performance management involves the collection and use of performance data to support planning, monitoring and decision-making. The TJC project identified a core set of measures (process and outcome indicators) organized around the principle objectives of the TJC model, which are to be collected regularly but incrementally in a fashion that reflects the pace of technical assistance (TA) provision and the progress of model implementation around key elements such as universal screening for risk of re-offending; in-depth assessment of criminogenic risk needs based on screening results; targeted interventions based on assessed level of risk and need; program content review; discharge planning; and transition case plans.

Core Measures Excel Tool

To assist the sites in compiling and reporting the data needed to generate the core measures/indicators, the TJC team developed an Excel tool (see attached) consisting of four sections:

- **Tab #1 – Site Descriptives:** this worksheet records key information about your site's specific approach to screening, assessment and core transition services, including the screening and assessment tools you are using or plan to use and the designated scores for low, medium and high risk categories.
- **Tab #2 – Core Measures Worksheet:** collects performance data for regular reporting, at six month intervals.

- **Tab #3 – Definitions:** this worksheet defines terms used in Tab #2 – Core Measures Worksheet and provides instructions for completing each line in the worksheet. Sites should review this tab before entering data in Tab #2.
- **Tab #4 – Summary Report worksheet:** this worksheet is linked to the information entered in the Core Measures worksheet and updates automatically to calculate key indicators and record historical figures (i.e., numbers from prior reporting periods) to help track progress and change.

September 2010 Pilot

For the September 30, 2010 pilot submission, each site should work to complete the relevant sections of **Tab #1 – Site Descriptives** and the first three sections (lines 1-27) of **Tab #3 – Core Measures Worksheet**, which consists primarily of data about jail bookings and releases, and screenings and assessments (if applicable) conducted between January 1, 2010 and June 30, 2010.

Sites should update Tab 1 to be site specific. Enter only the information that reflects your current process. For example, if only screening procedures have been implemented at this point, then update only the lines in which to record the type of screening tool to be used. If your site has selected an assessment tool but has not yet begun to assess clients, then enter the name of the assessment tool. The tab can be updated for the next submission to reflect actual assessment scoring ranges. Because many sites may not yet have received TA around program content and curricula, UI anticipates that many sites may not have yet identified the core set of services. If this is true of your site, please leave the Core Services lines in Tab 1 blank.

For the September pilot submission, we are asking sites to complete the first three sections (lines 1-27) of the Tab #2 worksheet. These three sections record information about jail bookings and returns, screening, and assessment in the six month period spanning January 1, 2010 to June 30, 2010. As with Tab #1, please complete the portions of this worksheet that reflect your TJC operations. If you have started screening jail inmates for risk of re-offending, you can report that. If you have not yet started assessing those individuals identified during screening as high or medium risk, you cannot report on the number of assessments conducted or the number of individuals assessed.

Sites are asked to email the completed worksheet file to UI for review and discussion by September 30, 2010. UI and the sites will then review together the information submitted to discuss what can be interpreted from these data, how these data can inform the sites processes, and identify next steps for both project TA and compiling the next round of performance measures in January 2011.

Next Steps

UI will conduct a conference call (or meet in person while on-site) shortly after receipt of this memo to review the memo and spreadsheet to ensure each site is clear about how to use and complete the Core Measures worksheet, and to discuss additional information that each site may want to collect or analyze in generating these indicators (i.e., demographic data that would allow analysis of jail returns by gender or age of the population). Including supplementary information will provide the opportunity for each TJC site to examine additional measures that are important to the local initiative. Each site will likely have populations of particular interest to stakeholders (i.e. female or frequent residents of the jail) or specific program services that have been implemented as a result of the initiative (i.e. programs designed to serve the needs of substance abuse or homeless populations). Developing site specific measures, to be reported in conjunction with the core measures, will help monitor the progress of all TJC activities and help keep the local stakeholders of the initiative informed.