County Intermediate Punishment Programs (CIPP) Data Collection and Reporting System Training

February 12, 2015
Today’s Presenters

Jackie Weaknecht
Supervisor, County Planning Unit

Robert Orth, Ph.D.c
PCCD Research Specialist

Bobby Juip
CJAB Specialist, Western PA
CIPP System Training Agenda

I. Review of Recidivism Study

II. Transitioning to the CIPP System

III. Accessing the CIPP System

IV. Introduction to the CIPP System
   • Navigating the CIPP System
   • Case Processing
   • Printing Reports from the CIPP System

V. Common Errors and Issues
Section I:

Drug and Alcohol Restrictive Intermediate Punishment (D&A RIP) Evaluation/Recidivism Findings
The following represents the population of level 3 and 4 offenders admitted to D&A RIP programming between July 1, 2010 – June 30, 2011.
D&A RIP Admissions by County

D&A RIP ADMITS

54% FROM

ONLY 4 PARTICIPATING COUNTIES

ALLEGHENY (10%)
CENTRE (4%)
LACKAWANNA (5%)
PHILADELPHIA (35%)
Offender Completions Ratio

Completions vs. Terminations for D&A RIP Offenders Admitted from July 1, 2010 through June 30, 2011.

4:1

884 COMPLETED TREATMENT
Offender Demographics

OFFENDER DEMOGRAPHICS

MAJORITY OF OFFENDERS

- **Gender:** 79% Male
- **Age:** Between 25 to 35 years old
- **Education:** High School Diploma or less
- **Race:** 55% White

Pennsylvania Commission on Crime and Delinquency
Offender Characteristics

**OFFENDER CHARACTERISTICS**

MAJORITY OF OFFENDERS

- **63%** had drugs or DUI
- **62%** had zero children
- **75%** are single or unmarried
- **76%** are level 3 or 4

_Pennsylvania Commission on Crime and Delinquency_
Offender Drugs of Choice

ALCOHOL & MARIJUANA

DRUGS OF CHOICE

- Crack: 10%
- Heroin: 18%
- Marijuana: 22%
- Alcohol: 38%
Average Time to Complete

Average Time to Complete D&A RIP by Offense Type & Level

- DUI: 238
- Level 3: 365
- Overall: 382
- Drugs: 425
- Level 4: 455
One Year Recidivism Rate

**ONE-YEAR RECIDIVISM**

13.7% REARREST RATE

- **98%** D&A RIP Completion
- **86%** 6 Months
- **70%** 12 Months
- **48%** 18 Months
- **19.7%** 24 Months

**PULLED CRIMINAL HISTORY**
**RAP SHEET FOR EACH OFFENDER FROM PSP**

**FIRST INSTANCE OF REARREST FOLLOWING D&A RIP COMPLETION**
Recidivism By Offense

One-Year Recidivism By Offense

3% DUI vs. 22% Drugs

- DUI: 1.3%, 3.4%, 4.5%, 5.2% over 24 months
- Drugs: 12.8%, 22.0%, 28.4%, 31.3% over 24 months

(D&A RIF Completion, 6, 12, 18, 24 Months)
Overall Offender Recidivism

OVERALL OFFENDER RECIDIVISM

78% RECIDIVISM-FREE
Final Thoughts and Future Studies

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Section II:

Transitioning to the CIPP Data Collection and Reporting System
Transitioning to the CIPP System

• The County Intermediate Punishment Programs (CIPP) Data Collection and Reporting system will be operational on February 23, 2015.

• The new CIPP System will improve upon the data collection and performance measurement of the programs funded by PCCD’s County IP awards.
• Until the new CIPP System is activated, data collection will continue as follows:

  – Counties that are currently using PCCD’s Drug and Alcohol Restrictive Intermediate Punishment (D&A RIP) Data Collection and Reporting System will continue to input information into this System.

  – Data from the D&A RIP System will be pre-populated into the CIPP System; all existing data fields will be carried over. Once the case is opened within the CIPP System, users can continue to add or edit case and participant data, close out cases, etc.
Transitioning County IP Data

- Counties currently submitting Intermediate Punishment client data via spreadsheets will submit a single spreadsheet to PCCD, as follows:

  - Please ensure that this spreadsheet includes the appropriate data for all level 3 and 4 clients active in your County’s PCCD funded IP programming from July 1, 2014 through December 31, 2014.
    - This spreadsheet should have been attached to your quarterly program report for the period ending December 31, 2014.

- These fields will be used to reconcile against the Pennsylvania Commission on Sentencing’s web-based Sentencing Guideline Software (SGS Web). Cases that have been completed within SGS Web will be imported into the CIPP System.

- In the event that the SGS import process returns with errors, a list of cases that require user review, will be provided to the IP Project Director and Primary Contact listed within the PCCD E-grants System.
Accessing the CIPP System

Section III:

Accessing the CIPP Data Collection and Reporting System
Accessing the CIPP System

The CIPP Data Collection and Reporting System Login Page can be found by navigating to [https://www.pccddarip.state.pa.us](https://www.pccddarip.state.pa.us).

The Login page will feature special announcements regarding CIPP System changes, outages, and login instructions.
Accessing the CIPP System

- Enter your user name and password for the CIPP System and click Login
  - Existing Drug and Alcohol Restrictive Intermediate Punishment Data Collection and Reporting System user accounts will be transferred to the CIPP System
  - If you already have an existing Commonwealth of PA account you may log in with your full username and corresponding password.
  - If you do not have a user name and password, you may register as a new user.
  - If you’ve forgotten your password or wish to make changes, you can click on Forgot Password or Change Password to retrieve or alter your password.

New user accounts will only be activated only after completion of this training.
In addition to the basic user information, new users will be asked to complete an application security request.

- By default, the county associated with the user’s Agency Address will be displayed in the County drop down box for the application security request.

- Click the Next button to continue, the Previous button to return to the Personal Information screen.
Introduction to the CIPP System

Section IV - A:

Introduction to the CIPP Data Collection and Reporting System

“Navigating the CIPP System”
Welcome

County Intermediate Punishment Program
Understanding the CIPP System
CIPP System Navigation
Section IV – B (Part I)

“Case Processing – Managing Participants”
• The Participants tab will allow you to search for and edit existing Participants.

  — New Participants can only be added by entering a new Case (Add Intake).

• Click on the 🧽 image button to select a Participant to edit.
The Participant Detail allows you to update existing participant data.

- The calendar icon will provide an interactive interface for entering the Participant’s Date of Birth.

When you have updated the information in these spaces, click on the Save or Save and Exit button. To go back to the previous page click Back.

- Throughout the CIPP System, required fields are denoted with a red asterisk *. All the data fields are required in this example.
Section IV – B (Part II)

“Case Processing – Managing Cases”
By hovering over the Cases tab and selecting Case Search, you will be able to search for an existing participant’s case.
• Enter as much information as needed to narrow the list of search results.

• If no search criteria is entered, all cases available to the user conducting the search, will be displayed.

• Click on the yellow pencil to edit case details.

  – Users having been assigned only the Outcome User role, will instead see a preview icon that will allow them to see the Intake information in a read-only view.
Click on the preview icon to view a Case or Outcome that has already been completed.

Click on the plus sign to add an Outcome to a completed case.

Users having been assigned only the Intake User role, will instead see a preview icon that will allow them to see the Outcome information in a read-only view.
Participants in green have been updated by SGS Web data, either automatically or having been initiated by a CIPP System user.

- The CIPP System will automatically run batch updates for cases having been keyed into the System each day, checking to ensure that the SID, OTN, DOB, and other key information compares to that within SGS Web (Data fields updated during this process will no longer be editable).
- An error log will be generated and logged within the CIPP System. Contact the County Planning Unit to review these errors and make necessary corrections.
Section IV – B (Part III)

“Case Processing – Adding an Intake”
By hovering over the Cases tab and selecting Add Intake, you will be able to add a new intake. There are two ways to add an intake in the CIPP System.

- The Commission on Sentencing Search Tool will allow users with valid JNET user accounts to import case information into the CIPP System at the time of Intake.

- Users not having the aforementioned user role can continue to enter case information into the CIPP System.
The Pennsylvania Commission on Sentencing (PCS) Search will be available to users with a valid JNET user account, with access to SGS Web.

Users with access to this search tool will be able to search for participant data using the OTN associated with a particular case, provided that the case information has been entered and marked final in SGS Web.

There are two ways to perform a search.

- For new cases enter the OTN into the text box and click the Search button.
- For existing cases, not yet updated by SGS Web data, select the OTN from the drop down list and click the Search button.
**Validating PCS Search Results**

**Commission on Sentencing Search and Validation**

**Instructions:**
You must attempt a search against the PA Commission on Sentencing's SGS Web database. To do so, enter an Offense Tracking Number (OTN) associated with the Participant/Intake into the Search by OTN textbox and click on the Search button to begin the search.

Search by OTN: 0000000000

**Search Results**

### Participant Information

- **SID:** 12345678
- **County:** Hazzard
- **First Name:** John
- **Middle Name:** M.
- **Last Name:** Doe
- **Date of Birth:** 01/01/1990

### Case Information

- **Sentencing Guideline Form Nbr:** 0000000000
- **Docket Number:** CP-00-CR-1234567-2015
- **Sentence Level:** 3
- **Sentence Date:** 04/01/2014
- **Guideline Min:** 3 Months
- **Guideline Max:** 9 Months

### Charge Information

<table>
<thead>
<tr>
<th>OTN</th>
<th>Statute</th>
<th>Statute Description</th>
<th>Guideline Min</th>
<th>Guideline Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000000</td>
<td>75 3802-C</td>
<td>DUI-highest rate of alcohol: BAC &gt; = .16 (2nd off)</td>
<td>3 Months</td>
<td>9 Months</td>
</tr>
</tbody>
</table>

### Matching Participant Data

<table>
<thead>
<tr>
<th>SID</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Date Of Birth</th>
<th>Gender</th>
</tr>
</thead>
</table>

No existing Participant data found. Results returned from the SGS Web search will be used.

After reviewing the information, users can choose to import the case or cancel.
The Participant Information section will allow you to add a new participant.

When entering a new Case (adding an Intake), you must first search for the Participant by SID to determine if the Participant already exists in the CIPP System.

- Type in the participants SID number and click to search.
  - Use only the 8 digital numerical SID.
  - Leave out any spaces or hyphenation.

- If the Participant already exists within the System, the Participant information will populate automatically. Otherwise, new Participant information will need to be entered.
The Participant Background section allows you to enter information about the Participant at the time of initial Intake, prior to entering the program.

Throughout the CIPP System, if information is available for the non-mandatory fields, please enter this as well. It’s important to note that these fields are used to gather important statistical data.

The Participant Background must be completed before an Intake can be marked complete.
• Complete the Substance Abuse section by clicking on the appropriate substance(s) associated with the Participant.

• After choosing the relevant substance(s), click on the Substance of Choice drop-down box and select the primary substance of those selected.

  – The drop down box will be pre-populated with the selection that were made in the previous step.
The Sentencing Information section of the page allows you to enter a Participant’s sentencing information.

– An IP Start date is considered that date that a participant begins serving their IP Sentence. This date must be equal to or after the date of sentence.

– A flat sentence to incarceration is not considered part of an IP sentence.

Offenders under consideration for a sentence to Intermediate Punishment and participation in drug and alcohol programs, must undergo a diagnostic assessment prior to Sentencing.

Under all circumstances, level 3 and 4 offenders under consideration for a sentence to Intermediate Punishment must undergo a diagnostic assessment prior to sentencing.
Section IV – B (Part IV)

“Case Processing – Managing Charges”
The Charges section of the page allows you to enter Charge information for the Participant.

- Click on the green plus + sign to add a Charge.

- To edit an existing Charge, click on the yellow pencil-pencil under the “Action” column.
Intake – Editing Charges

This page will allow you to enter and edit the charges that are associated with the Participant’s sentence.

- Click on the drop down boxes to enter or edit charge information pertaining to the case.
  - The statutes and charge grade listed are only those eligible for JP.
The Sanctions section allows users to enter Sanction information for each charge. Each charge may have multiple sanctions. Users can click on the green plus sign to add a new Restrictive Intermediate Punishment (RIP) Sanction.

- To edit an existing Sanction, click the yellow pencil under the Actions column. To delete a Sanction, click the red deletion button and confirm when prompted.

- The statutes and charge grade listed are only those eligible for IP.

Incarceration and/or Probation Sanctions can only be added through the SGS Search. Once added through SGS they cannot be edited. You can view this information by clicking on the preview icon.

- No additional action is necessary on these sanctions in order to close a case.
• The Screen above shows the likely possibilities for a typical RIP Sanction

  – For each sanction, choose as many Sanction Types as are applicable to the charge. If this Charge was imported from SGS Web, one or more may have already been selected.

  – Key in any missing sentencing information and enter the Treatment Reason.
Select the funding source that applies to this Sanction.

If the Participant Background has been filled out the PCPC Initial Placement criteria will be pre-populated within the Sanction Details.

• Enter the associated treatment dates upon initial placement and again at final placement.
Section IV – B (Part V)

“Case Processing – Closing Out Cases”
— Once a Sanction has been completed, click on the green plus sign to enter an outcome for the sanction.

— Each of the active Sanctions will need to have the corresponding Outcome Status marked complete before a Case can be closed out.
The Sanction Outcome page will be used to track when a participant has completed the terms of their Intermediate Punishment Sanction.

- For instance, an individual has been placed on House Arrest with Electronic Monitoring for the first 9 months of their IP sentence. Once they have completed the restrictive component of their IP Sentence, close out the Sanction. Since the participant remains on IP, their case will remain open in the System until they have completed the terms of their entire IP Sentence.
Once you have saved the outcome as complete. Click on the Back button to navigate back to the Charges Screen.

The System will allow you to enter more than one charge on a case. If you have more than one charge on a case, please follow this process until all charges and corresponding Sanctions are completed.
Once you have completed the Sanction Outcome Details section, you will see a preview icon on the Charges Screen. Click on the Back button to navigate back to the Case Details Screen.

If you have entered more than one charge on the Case, follow this process until all charges and corresponding Sanctions are completed.

Note that all of the charges have been completed. You can still preview the information, or make critical changes by clicking on the preview icon, then saving them as in process again.

Please refrain from making changes unless absolutely necessary, as this will change outcome data that may have been used in statistic analysis and reports.
Once the participant has completed all of the terms of their IP Sentence, click on the Add Outcome button to close out their Case.

If they are still under IP supervision, and you are not closing out the Case, click the Back button to navigate back to the Case Search screen to continue working in the System.
• From the Case Search screen, you can close out an open case by clicking on the plus sign (+) to add an Outcome to the Case.

• Alternately, if the Outcome has been started, but is not yet completed, you will see a yellow pencil (✏️) icon to edit and/or finalize the Outcome on the Case.
• Enter the outcome details on the case, and click on the button to mark the Outcome and the Case as complete.

• Enter the Supervising Officer information at the time the Case is being closed out, as this may have changed since the time of Intake.
  – Once the Supervising Officer’s information has been keyed into the System, it will appear in the drop down box. Select the information for yourself or the Supervising Officer.
  – Enter any of the non-mandatory information that is available.
Now that the case has been finalized, you’ll see that both the intake and outcome are read only. To view the information click on the preview icon for either section.
Section IV – B (Part VI)

“Printing Reports from the CIPP system”
The CIPP Data Collection and Reporting System utilizes Participant records from all grantee programs to compile information regarding participant intakes, outcomes, etc.

This information gives the PCCD and grantees improved ability to calculate performance measures and to consider the characteristics of those served by County Intermediate Punishment funding.
The CIPP System has the ability to produce four standard reports: Participants Report, Intakes Report, Outcomes Report, and an Outcome Measures Report.

Hover over the Reports section of the navigation bar and select the report of interest.
The Participants Report lists all participants with their Intake and Outcome data.

The Intake Report lists all participants with their Intake and Outcome data.
The Outcomes Report lists only the Participant records that include Outcome data.

The Outcome Measures Report summarizes the Participant records with Outcome data by outcome category.
Section V: Common Errors and Issues
If the sentencing information has not been completed in SGS Web, no records will be returned.

- Click + Create Case to create the case manually.
- Click Cancel to conduct a different search.

Note: Consult your County SGS Web Administrator for more information.
PCS Import – Missing Docket Number

Docket Number is Required.

Commission on Sentencing Search and Validation

Instructions:
You must attempt a search against the PA Commission on Sentencing's SGS Web database. To do so, enter an Offense Tracking Number (OTN) associated with the Participant/Intake into the Search by OTN textbox and click on the image button to begin the search.

Search by OTN: [Redacted]

Search Results

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>SID: 12345678</td>
<td>Sentencing Guideline Form Nbr: [Redacted]</td>
</tr>
<tr>
<td>County: Hazzard</td>
<td>Docket Number: [Redacted] (ex. CP-00-CR-1234567-2015)</td>
</tr>
<tr>
<td>First Name: John</td>
<td>Sentence Level: *3</td>
</tr>
<tr>
<td>Middle Name: M.</td>
<td>Sentencing Date: [Redacted]</td>
</tr>
<tr>
<td>Last Name: Doe</td>
<td>IP Start Date: [Redacted]</td>
</tr>
<tr>
<td>Date of Birth: [Redacted]</td>
<td></td>
</tr>
<tr>
<td>Offense Age: [Redacted]</td>
<td></td>
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</tbody>
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Charge Information

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No existing Participant data found. Results returned from the SGS Web search will be used.

Import the Case

[Import Case] [Cancel]
After Correcting any missing information on cases being imported through the SGS Search Tool, click **OK** to proceed with the import.
The SGS Web data is not finalized. You may search again or create the Case record manually until the SGS Web data has been finalized.

Commission on Sentencing Search and Validation

Instructions:
You must attempt a search against the PA Commission on Sentencing's SGS Web database. To do so, enter an Offense Tracking Number (OTN) associated with the Participant/Intake into the Search by OTN textbox and click on the image button to begin the search.

Search by OTN: Enter OTN to Search  Search

If the sentencing information has not been finalized in SGS Web, contact your County SGS Web Administrator to inquire about finalizing the case, or enter the case information into the CIPP System manually.
Questions and Assistance

For Information and Assistance with the CIPP System contact the County Planning Unit:

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Thank you for your time and consideration. For questions about this training please contact:

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