



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics



State and Federal Corrections Information Systems

*An Inventory of Data Elements and
an Assessment of Reporting
Capabilities*

A joint project:

**Association of State Correctional Administrators
Corrections Program Office, OJP
Bureau of Justice Statistics
National Institute of Justice**



State and Federal Corrections Information Systems

An Inventory of Data Elements and an Assessment of Reporting Capabilities

A joint project:

**Association of State Correctional Administrators
Corrections Program Office, OJP
Bureau of Justice Statistics
National Institute of Justice**

August 1998, NCJ 170016

Managing offenders in corrections facilities

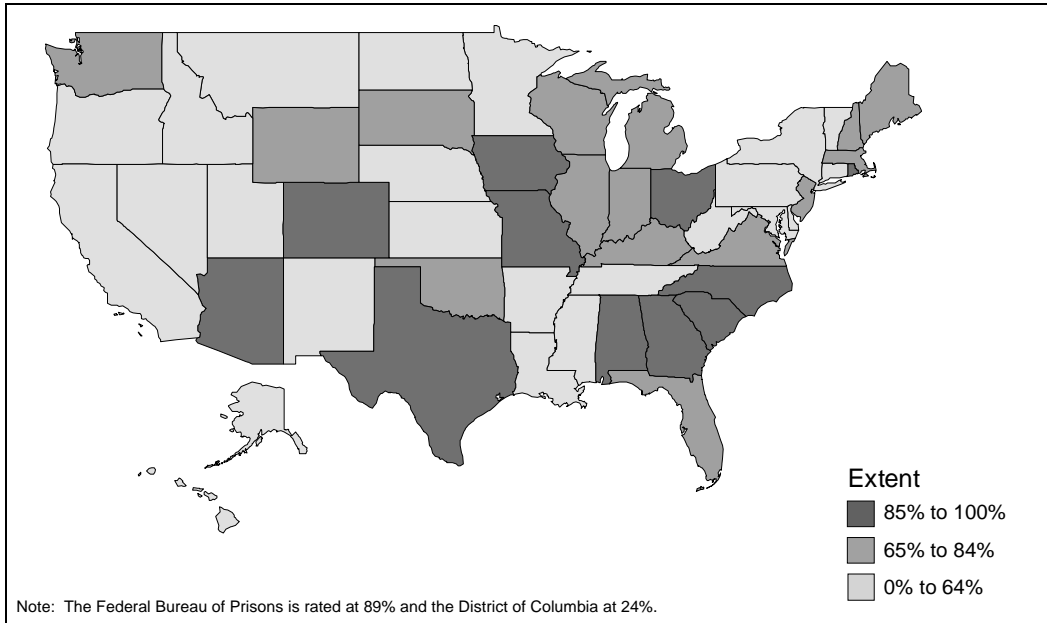


Figure 3. Extent to which departments maintain all core management data electronically for most offenders

Highlights	35
Routine offender management	36
Number of departments with data elements that describe—	
Table 3.1. post-commitment movements	37
Table 3.2. offender program participation	37
Table 3.3. drug testing	38
Table 3.4. medical care	38
Methods of release from prison	39
Number of departments with data elements that describe—	
Table 3.5. good time and other adjustments to sentences	39
Table 3.6. releases from custody	40
Table 3.7. the offender registry	40
Internal order and security	40
Number of departments with data elements that describe—	
Table 3.8. misconduct and infractions	41
Table 3.9. responses to misconduct	42
Table 3.10. proceedings against offenders	42
Summary	42

Data elements described in chapter 3 — managing offenders

Dimension and data element

Post-commitment movements

Transfer to another facility in jurisdiction
 Who authorized transfer within jurisdiction
 Date of transfer within jurisdiction
 Movements within a facility
 Who authorized in-facility movement
 Date of in-facility movement
 Reason for transfer/internal movement

Offender program participation

Offender eligibility for program
 Type of program
 Reason for program outcome
 Authorization for program
 If regular ongoing prison program
 Location of program
 Program intensity
 Length of program
 Date offender began program
 Date offender ended program
 Outcome of drug participation program

Drug testing

Tested for drug use since admission
 Date of last drug test

Medical care

Type of medical treatment
 Date offender treatment began
 Date offender treatment ended
 Cost of medical treatment per offender
 Current medical condition of offender
 Medical conditions developed in custody

Good time and other sentence adjustments

Change in sentence length due to modifications
 Reason for change in sentence length
 Amount of change in sentence length
 Effect of change in sentence length on release date
 Total amount of good time credit available
 Actual amount good time credit accrued
 Special credits (e.g., housing credits)
 Changes in available good time credits
 Date of good time credit calculation
 Reason for change in good time credits

Releases from custody

Type of release
 Date of release
 Time served in custody
 Agency gaining jurisdiction of offender on release
 Type of facility released to

Offender registry

Requirement to register as sex offender
 Actually registered as sex offender
 Victim notification requirements

Misconduct and infractions

Results of last drug tests
 Most recent type of misconduct or infraction
 Date of event
 Location of event
 People involved in event
 Whom injury was sustained by
 Type of injury sustained
 Drugs/alcohol involved, if injury sustained
 Weapons involved, if injury sustained
 Property damage in dollars
 History of behavior in custody

Responses to misconduct

Type of immediate response
 Date of immediate response
 Result of response

Proceedings against offenders

Type of legal procedure
 Entity/person initiating response
 Date of legal procedure
 Charges filed
 Disposition of charges

Managing offenders in corrections facilities

Highlights

- All 52 departments maintain data electronically on offenders' types and dates of releases from prison and dates and types of transfers between facilities, and most (up to 39) report data on the reasons for changes or adjustments to sentence and time to be served, including good time and other credits.
- Forty-two departments maintain data on offenders' participation in programs, and 28 of these do so at a high-availability level. In general, departments collect data on programs or medical care in paper format.
- Thirty-three departments report that they maintain data on drug tests since admissions, but only 18 maintain this information electronically, and only 15 maintain data on the results of the tests electronically.
- Forty-seven departments maintain data about the most recent occurrence of misconduct in prison and most do so electronically. More than 27 departments maintain detailed information about these incidents—such as who was involved, whether drugs, alcohol, or weapons were involved, and injuries—but most of these maintain the data in paper form.
- Forty-two departments maintain data on victim notification requirements.
- Data describing post-commitment movements, good time and other adjustments to sentences, offender registry, and releases from custody are more commonly collected than other areas of managing offenders.

The third major stage of corrections processing relates to managing offenders while they are in correctional facilities. This stage includes data elements that describe movements of prisoners, the procedures and actions that corrections officials take to manage offenders in their custody, behaviors of offenders leading to disciplinary actions, and official responses to misconduct. The Inventory includes 63 data elements about managing offenders. These elements are organized into 3 broad categories that describe routine management and program participation, the release of offenders from custody, and internal security matters.

To describe routine management activities, the 26 data elements are organized into 4 dimensions:

-
- Post-commitment transfers between jurisdictions and movements between and within facilities (7 data elements);
 - Program participation by offenders (11 data elements);
 - Drug testing since prison admission (2 data elements); and
 - Medical care of offenders (6 data elements).

To describe how offenders are released from custody and the processes leading to adjustments to their time served in prison, the 18 data elements in this category are organized into 3 dimensions:

- Good time and other adjustments to sentences and length of stay, as well as the reasons for the changes (10 data elements);
- Method of release from custody (5 data elements); and
- Offender registry requirements (3 data elements).

Finally, in this stage of managing offenders, the 19 data elements related to internal order and security are organized into 3 dimensions that describe behaviors of offenders and official responses to misconduct:

- Misconduct and infractions — describing events leading to disciplinary actions (11 data elements);
- Responses to misconduct — describing the immediate response to misconduct taken by corrections officials (3 data elements); and
- Proceedings against offenders — describing the legal proceedings and outcomes taken in response to misconduct (5 data elements).

Routine offender management

Fifty-two departments maintain in high-availability form* data elements that track the movements of prisoners between facilities and the transfer of offenders to other jurisdictions (table 3.1). Forty-one departments maintain data elements that track internal movements in high-availability form. Slightly fewer departments maintain high-availability data elements about the reason for a transfer or internal movement (31) or the official who authorized the movement or transfer (9 and 16 departments, respectively).

*High-availability format is defined as maintaining data electronically for more than 75% of offenders.

Data element	Question- naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Transfer to another facility in jurisdiction	84	52	0	0	52	0
Who authorized transfer within jurisdiction	85	16	3	12	31	21
Date of transfer within jurisdiction	86	52	0	0	52	0
Movements within a facility	87	41	2	1	44	8
Who authorized in-facility movement	88	9	0	11	20	31
Date of in-facility movement	89	39	3	2	44	8
Reason for transfer/internal	90	31	0	5	37	15

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
*One department only records the reason for external transfers.

In general, very few data elements are collected on programmatic activities at a high-availability level. Data elements on types of programs are collected by 28 of the departments at a high-availability level. Twenty-eight departments collect data at a high-availability level on the date the offender began the program, and 26 departments do so on the date the offender ended the program (table 3.2). Data elements on programs tend to be collected electronically for more than 75% of the corrections population. About a fifth collect this information in paper format. About half of the departments do not collect data on reasons for program participation or on the authorization for the program.

Data element	Question- naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Offender eligibility for program	138	20	2	11	33	18
Type of program	139	28	4	10	42	9
Reason for program participation	140	8	3	14	25	26
Authorization for program ^a	141	8	1	15	24	27
If regular ongoing prison program ^b	142	20	2	12	34	15
Location of program	143	23	4	11	38	13
Program intensity	144	14	6	14	34	17
Length of program	145	15	4	16	35	16
Date offender began program	146	28	5	8	41	10
Date offender ended program	147	26	6	9	41	10
Outcome of program	148	21	7	11	39	12

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
^aOne department reports that program participation is voluntary.
^bOne department only records information for a substance abuse program.

Of 52 departments reporting, 14 departments have a high availability to produce data on drug tests of offenders since admission, and 12 departments can do so on the date of the last drug test (table 3.3). About a third of the departments do not collect either of these data elements, or collect these data in paper records only.

Data element	Questionnaire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Tested for drug use since admission*	117	14	4	15	33	19
Date of last drug test*	118	12	3	17	32	20

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
*One department records aggregate information electronically; individual offender information is recorded in paper format.

In general, departments maintain data elements on medical care of offenders in paper records only. With the exception of the current medical condition of offenders, for which 18 departments have a high availability to produce data, less than one third of the departments collect data in electronic format on the medical condition of offenders for large segments of their populations (table 3.4). In addition, a few departments collect data in electronic format for less than 75% of the offender population, and more than 10 do not collect medical data on offenders at all. Twenty-four departments report that they do not maintain data elements on the costs of medical treatment.

Data element	Questionnaire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Type of medical treatment ^{a,b}	202	13	4	24	41	11
Date offender treatment began ^{a,b}	203	13	4	24	41	11
Date offender treatment ended ^{a,b}	204	13	4	24	41	11
Cost of medical treatment per offender ^{a,b}	205	7	2	18	27	24
Current medical condition of offender ^{a,b}	206	18	5	18	41	10
Medical conditions developed in custody ^{a,b,c}	207	10	4	20	35	17

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
^aOne department records this information only for tuberculosis cases.
^bOne department only records this information if medical treatment is provided by an outside facility.
^cOne department can calculate this information from other data elements.

Methods of release from prison

Thirty or more departments maintain data elements in a high-availability format on whether sentences are modified, by what amount, and the dates and reasons for good time or other adjustments. More than half of the departments (28) have a high availability on data relating to changes in available good time credits and only 18 departments maintain data elements in high-availability on special credits (e.g., housing credits). Also, 29 departments do not collect data on these special credits (table 3.5).

Data element	Question- naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Change in sentence length due to modifications ^a	74	34	2	3	39	12
Reason for change in sentence length	75	29	1	7	37	13
Amount of change in sentence length ^a	76	21	0	3	24	26
Effect of change in sentence length on release date ^a	77	22	0	3	25	25
Total amount of good time credit available ^a	78	37	2	2	41	10
Actual amount good time credit accrued	79	41	2	2	45	6
Special credits (e.g., housing credits)	80	18	0	1	19	29
Changes in available good time credits ^a	81	28	1	3	32	18
Date of good time credit calculation	82	36	2	2	40	11
Reason for change in good time credits ^b	83	33	0	5	38	13

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
^aOne department can calculate this information from other data elements.
^bOne department records this information only for misconduct in custody.

High-availability data elements on the type and date of release from custody are maintained by all departments. Thirty-four departments can produce data at a high-availability level about the time served in custody, and 36 departments can do so on the type of facility that the offender is released to (e.g., community corrections facility, work release center, treatment facility). More than half of the departments have a high availability to provide data on the agency gaining jurisdiction of the offender on release. About a quarter of the departments do not collect data on time served, or on the jurisdiction or facility to which the offender is released (table 3.6).

Data element	Question- naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Type of release ^a	149	52	0	0	52	0
Date of release ^b	150	52	0	0	52	0
Time served in custody ^b	151	34	0	3	37	15
Agency gaining jurisdiction of offender on release	152	29	3	7	39	13
Type of facility released to ^c	153	36	0	3	39	11

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

^aSeveral departments record the death of an offender, but not the cause of death.

^bSeveral departments can calculate this information from other data elements.

^cOne department records this information only for transfers or furloughs.

About two-thirds of the departments have a high availability to provide data to comply with victim notification requirements (table 3.7). Less than one half of the departments can provide data on whether an offender is required to register as a sex offender under Megan's Law or some similar statute. Only 14 departments can identify whether an offender actually registered as a sex offender under such statutes.

Data element	Question- naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Requirement to register as sex offender ^a	154	25	1	5	31	19
Actually registered as sex offender	155	14	0	3	17	32
Victim notification requirements ^b	156	32	2	8	42	9

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

^aOne department can calculate this information from other data elements.

^bOne department does not record this information for all offenses.

Internal order and security

With the exception of the type of misconduct and the date of the event, most departments do not collect data about misconduct and infractions in a high-availability form. Thirty-three departments have a high availability to provide data on the type of misconduct or infraction, and 34 can do so on the date of the event (table 3.8). Twenty-seven departments have a high availability to

produce data on the history of offenders' behavior in custody. About half of the departments collect data in electronic form on the location of the event.

Overall, much of the data pertaining to internal security is collected on paper records (table 3.8). For example, more than a third of the departments collect data in paper records about who was involved in the event, who sustained an injury, the type of injury sustained, whether drugs or weapons were involved, and the amount of property damage. Substantial numbers of departments indicate that they do not collect data on certain aspects of misconduct. Twenty-two departments do not collect data on whether weapons were involved, and 24 do not collect data on whether drugs or alcohol were involved in the incident.

Table 3.8. Number of departments with data elements that describe misconduct and infractions

Data element	Question- naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Results of last drug tests ^a	119	12	4	16	32	20
Most recent type of misconduct or infraction ^b	120	33	5	9	47	5
Date of event ^b	121	34	4	8	46	5
Location of event	122	25	4	13	42	10
People involved in event	123	12	4	20	36	16
Whom injury was sustained by	124	7	3	21	31	20
Type of injury sustained	125	5	1	21	27	24
Drugs/alcohol involved, if injury sustained	126	6	0	21	27	24
Weapons involved, if injury sustained	127	9	2	19	30	22
Property damage in dollars	128	7	0	17	24	27
History of behavior in custody ^b	129	27	2	12	41	10

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.
^aOne department records aggregate information electronically; individual offender information is recorded in paper format.
^bOne department records only infractions.

Only 12 departments maintain high-availability data elements on the responses to infractions (table 3.9). About one third of the departments do not collect data at all on the type or date of the immediate response, although another third do so in paper form. With the exception of the result of the immediate response (on which 21 departments report a high availability to produce data) relatively few departments produce these data elements in electronic form.

Data element	Question- naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Type of immediate response	130	12	4	18	34	18
Date of immediate response	131	12	4	18	34	18
Result of response	132	21	5	13	39	13

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

Data elements about formal legal responses to violations of internal order are also not generally collected at high-availability levels. For example, 26 departments have a high availability to produce data about the disposition of the proceeding, but fewer than half can do so on charges filed against the offender (table 3.10). Also, 20 departments can produce data at a high-availability level on the date of legal procedure. Sixteen departments have a high availability on data relating to who initiated the response, and 21 departments have data at this level on the type of response. About a third of the departments report that they do not collect these data elements at all.

Data element	Question- naire item number	In electronic format for—		In paper format	Have it in any format	Do not collect
		More than 75% of offenders	Less than 75% of offenders			
Type of legal procedure	133	21	4	12	37	15
Entity/person initiating response	134	16	3	16	35	17
Date of legal procedure	135	20	4	12	36	16
Charges filed	136	22	3	13	38	14
Disposition of charges	137	26	4	8	39	13

Note: Data elements with incomplete information are included in 'Have it in any format'. Totals of 'Have it in any format' and 'Do not collect' may not add up to 52 departments due to missing information about individual data elements.

Summary

Among the 63 data elements that describe management of offenders, data elements that measure the form of release, good time and other adjustments to sentencing, post-commitment movements, and offender registry are commonly collected in high-availability form by reporting departments. Data elements on program participation and medical care are commonly collected but largely in paper form. Data elements on drug testing, offender misconduct and responses

to misconduct are less commonly collected, but many of them are also maintained in paper form. Overall, many of the data elements pertaining to internal security and medical care are collected in paper records.

