MOBILE PROBATION SERVICE CENTERS GRANT PROGRAM

DATA REPORTING OVERVIEW

JANUARY 29, 2024

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Mobile Probation Service Centers Grant Program

Data Reporting Overview

Background

The Budget Act of 2022 (Assembly Bil 178) established the Mobile Probation Service Centers Grant Program for county probation departments to establish mobile probation service centers (MPSCs). In April 2023, the Board of State and Community Corrections (BSCC) awarded 25 county probation departments a total amount of $17,644,154 in grant funds. The grantees will use the funds to purchase vehicles, equipment, telecommunication, and other technology needed to operate MPSCs to assist probationers, particularly those who are unhoused and struggling with meeting probation requirements. The grant service period began May 1, 2023, and will end June 30, 2027.

Grantees are required to submit three (3) annual progress reports and one (1) end of project report to the BSCC. The purpose of these reports is to determine the extent to which grantees are making sufficient progress toward grant objectives and to assist with examining statewide implementation and outcomes of this grant program. Specifically, information collected through the progress report will help answer the questions below.

1. How many MPSCs were purchased and put into operation during the grant period and how does this compare to before the grant program?

2. Did grantees encounter challenges with implementing their projects? If so, what were they and how did they overcome them?

3. What services were provided directly to people using the MPSCs?

4. How many people are in the target population for the services provided through the MPSCs, what are their characteristics, and did any changes occur to these over the period of the grant program?

5. Were there changes in selected performance metrics for the target population over the course of the grant period?

6. Other than the MPSCs, are there alternative explanations for any changes in the selected performance metrics?

This overview document provides due dates and reporting periods, a description of the progress reports, and a data dictionary with data compilation guidance, when necessary.

The information and data the BSCC collect from grantees through the progress reports may be used to develop dashboards and a statewide implementation and outcome report. This may provide useful information to stakeholders regarding the grant program and for other probation departments that are interested in implementing similar projects. It is not intended to preclude grantees from gathering data specific to their individual project's goals and objectives, evaluating their individual project, or using data not requested through these reports to demonstrate the impact of their individual project.

Reports, Due Dates, and Reporting Periods

For each annual progress report and the end of project report, the table below identifies the type of information requested (baseline data, implementation, annual data, additional information, and overall implementation experience), due date, and reporting period (timeframe for which the data reported shall represent).

Report Type	Due no later than:	Covers the Period from:
1st Annual Progress Report	August 15, 2024	
• Baseline Data		7/1/2022 – 6/30/2023
• Implementation		7/1/2023 – 6/30/2024
• Annual Data		7/1/2023 – 6/30/2024
• Additional Information		7/1/2023 – 6/30/2024
2nd Annual Progress Report	August 15, 2025	
• Implementation		7/1/2024 – 6/30/2025
• Annual Data		7/1/2024 – 6/30/2025
• Additional Information		7/1/2024 – 6/30/2025
3rd Annual Progress Report	August 15, 2026	
• Implementation		7/1/2025 – 6/30/2026
• Annual Data		7/1/2025 – 6/30/2026
• Additional Information		7/1/2025 – 6/30/2026
End of Project Report	September 30, 2027	
• Implementation		7/1/2026 – 6/30/2027
• Annual Data		7/1/2026 – 6/30/2027
• Overall Implementation Experience		5/1/2023 through 6/30/2027
• Additional Information		7/1/2026 – 6/30/2027

Technical Assistance for Data Collection or Submission

Grantees may request technical assistance related to data collection or submission of the annual progress reports or end of project report, by contacting the BSCC's grant team at MobileProbation@bscc.ca.gov.

General Instructions

Each progress report was developed as a distinct and separate Word template. Grantees will need access to Microsoft Word to open and complete each progress report. Completed reports will be submitted using an online form ([link](#)) in SmartSheet. A SmartSheet account to use the form is not required. Grantees are required to complete all fields within the [form](#) and provide the completed progress report as an attachment.

Before completing and submitting required progress reports, grantees are responsible for ensuring the accuracy of the information and data being submitted. Additionally, it is important to ensure consistency in the way data are collected and calculated across each reporting period. Grantees are encouraged to complete periodic data checks to ensure data accuracy.

The BSCC will review each progress report that is submitted and may reach out to the grantee with any data inquiries that may arise from the review process. Grantees are expected to respond to these inquiries within a reasonable time. Depending on the inquiry and any clarifications provided by the grantee, data corrections or a resubmission may be necessary.

Baseline Data Section

This section is only included in the 1st Annual Progress Report to gather the following information for the year leading up to the grant-funded project (July 1, 2022 through June 30, 2023):[1]

- the number of MPSCs in operation on June 30, 2023;
- the total population for the probation and target population on June 30, 2023; and
- baseline performance metrics for the target population for the period of July 1, 2022 through June 30, 223.

Number of MPSCs in Operation

A point in time count, as of June 30, 2023, is requested for the number of MPSCs in operation. An MPSC is any vehicle (e.g., van, motorhome) or trailer used to deliver probation services to the target population at their location (e.g., homeless encampment rather than the department's traditional office location). An MPSC is considered in operation when it is fully equipped, staffed, and was or could have been deployed for its intended purpose.

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[1] Although the grant period began May 1, 2023, the period of July 1, 2022 through June 30, 2023 was selected for the baseline time period as most grantees were not yet under contract and thus had not begun to implement new MPSCs and this provided consistent time periods for comparison with the subsequent years of grant funding.

Probation and Target Population

A point in time count, as of June 30, 2023, is requested for the probation population. **The probation population is defined as individuals who were on active, formal supervision.** Within this count include adult individuals (18+ years of age) on active, formal supervision. This includes adults on misdemeanor and felony probation as well as adult individuals on post-release community supervision (PRCS) and mandatory supervision (MS). Active, formal supervision does not include (1) those out to warrant (all types) or on court probation or diversion, or (2) individuals over 18 on juvenile probation. It should include those in revoked status pending a violation hearing. If an individual is pending transfer pursuant to Penal Code section 1203.9, but the transfer is not complete as of June 30th, they should be included.

A point in time count as of June 30, 2023, is requested for the target population. **The target population are those who were on active, formal supervision <u>and</u> homeless.** Each grantee has the flexibility to determine whether to use the homeless definition provided below or one that is specific to their department.

- *Homeless Definition* – Individual who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); (iii) Is living with family members to avoid situations described in (i) and (ii); or (iv) Is exiting an institution where the individual resided for 90 days or less and the individual resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution.

- *Department Specific Homeless Definition* – as defined and determined by each specific probation department. If used, the definition is requested.

Grantees are required to identify the homeless definition used. Whichever definition is used for the baseline report, this definition shall be used for all subsequent reports. For example, if the provided homeless definition is used for the 1st Annual Progress Report (baseline and annual data sections), it should be used for the subsequent reports (2nd, 3rd, and End of Project Report). If a department specific homeless definition is used for the 1st Annual Progress Report (baseline and annual data sections), that same definition shall be used for the subsequent reports (2nd, 3rd, and End of Project Report), even if the department specific definition of homeless changes. Once used, the definition shall not change.

Baseline Performance Metrics for the Target Population

For the target population, two performance metrics are requested, and space is provided to report any additional performance metrics individual grantees may be tracking for their individual project.

Requested Metrics

For the target population and for the period of July 1, 2022 through June 30, 2023 the two performance metrics defined below are requested. To the extent possible please report both as this will provide a consistent baseline for each grantee.

1. Failure to Appear in Court (FTA). For this metric, please report the total number of bench warrants for Failure to Appear in Court (FTA) issued during the reporting period. Include in the count bench warrants issued by a court for someone who was legally required to personally appear in court who willfully failed to do so.
   - If more than one warrant for FTA was issued for a single individual during the timeframe, count all warrants issued (that is, this is a duplicated count). *The count is a total number of warrants NOT the number of unique individuals with one or more warrants*.
   - This includes all warrants issued for FTA regardless of the reason or nature of the required court appearance.
   - The count includes warrants that may have been rescinded for any reason during or even after the timeframe for which the total is requested.
   - Only count warrants issued during the reporting period.

2. Failure to Report (FTR). For this metric, please report the total number of petitions of violation submitted by the probation department to the court for failure to report (FTR). Failure to report includes those who failed to report to probation upon release as ordered by the court, those who failed to meet with their probation officer as directed, or those who refused to provide a legal residence or keep their probation officer aware of their whereabouts.
   - If more than one petition of violation was submitted for a single individual during the timeframe, count all petitions submitted (that is, this is a duplicated count). *The count is a total number of petitions NOT the number of unique individuals with one or more petitions.*
   - Include any petitions with failure to report as at least one count in the petition submitted.
   - Do not count any petitions that do not include a failure to report as a count within the petition as identified above.
   - The count includes all petitions regardless of whether they were sustained by the court.

If a requested metric is not available, "U" for unavailable may be reported.

Additional Metrics (optional)

A table is provided to report any additional baseline performance metrics that may be available for the project. <u>Providing additional metrics is optional and at the discretion of each grantee</u>. These may be metrics that are individualized for the agency's specific project. Using the table provided, enter the name of each additional metric that is being reported on a separate row under the column labeled "Metric (name/label)". Then for each additional metric use the subsequent cell beneath the column labeled "definition" to provide the definition of the metric. Then, use the subsequent cell labeled "value" to report the actual value of the respective metric. Please note that any additional baseline performance metrics that are provided should be *for the target population* AND reported in ALL subsequent Annual Progress Reports and the End of Project Report.

Context for Performance Metrics

Finally, this subsection provides an opportunity to share any information that is necessary to appropriately interpret any or all the performance metrics provided for this subsection. That is, provide any context necessary for FTA, FTR, and any additional performance metrics that were reported. The context provided may include pertinent information about the definitions, calculations, other events, programs, departmental policies, or circumstances in the county which may impact the metrics.

Implementation Section

This section is included in each Annual Progress Report and the End of Project Report to gather the following information for each respective reporting period:

1. the location(s) where MPSCs were used;
2. the agencies with which the grantee has formal agreements with to provide services to individuals using the MPSCs;
3. the services offered through the MPSCs;
4. the challenges encountered while implementing the project; and
5. any project highlights or accomplishments.

Location of Use

Review the list of physical locations and select all that apply as locations where the MPSC(s) were used to provide services. If an appropriate option is not available, select "other" and use the space provided to share a narrative description of the physical location. Be sure to check all options that apply.

Formal Operational Agreements

Review the list of agencies and select those with which a formal memorandum of understanding (MOU) or operational agreement has been established to provide services to individuals using the MPSC(s). Providing services means staff of the agencies selected accompany the probation officers in the MPSC(s) to provide their services to individuals. Be sure to check all agencies with which the grantee has an MOU or operational agreement. If an appropriate agency is not listed as an option, select "other" and use the space provided to identify the agency. If "community-based organization(s)" is selected, use the space provided to identify the name of the organization and a brief description of the services the organization provided.

Services Offered

Review the list of services and select all that were provided <u>directly </u>through the MPSC(s). Select only those services that were provided either directly by probation officers traveling with the MPSC, staff of partner agencies traveling with the MPSC, or through virtual or remote connections made possible by the staff and technology available within the MPSC(s). The intent is to capture <u>only those services that were provided to individuals on site at the location of the MPSC</u> rather than services they were referred to and had to go to another location or entity to actually receive. Services can be provided to probationers or non-probationers (e.g., pre-trial, homeless). If an appropriate option is not available, select "other" and use the space provided to describe the services.

- *Basic needs* – providing individuals with basic needs including but not limited to clothing, toiletries, blankets, etc. This does not include providing individuals with food (see food access).
- *Charging stations* – providing individuals with one or more electrical outlets to recharge their cell phones, GPS monitors, or other electronic devices.
- *Classes* – providing classes either to an individual or groups of individuals. Examples include but are not limited to educational classes, vocational classes, court-mandated classes (domestic violence, anger management, batterers intervention, drug and alcohol awareness, parenting, co-parenting). Classes may be instructor-led in person or virtual, but individuals receive the class within the MPSCs.
- *Counseling* – an individual, couple, family, or group meets with a trained professional (e.g., counselor, therapist, psychologist, psychiatrist) to talk about issues and problems they are facing in their lives.
- *Drug/alcohol testing* – use of technology to detect ingestion of alcohol or illegal substances. May include testing of hair, urine, sweat, or breath of an individual. Providing this service refers to the taking of the sample and does not necessarily imply the results are available onsite and the same day the sample was taken.
- *Food access* – providing individuals with food.

- *Health services* – providing services to address the prevention, diagnosis, treatment, amelioration or cure of disease, illness, injury, and other physical impairments in individuals.
- *Housing-related support* – services to help individuals find housing. Services may include but are not limited to tenant screening, housing assessment, individualized housing support plan, housing search, assistance with housing applications and required documentation, assisting with benefits advocacy, and identifying and securing resources to assist with rent and expenses.
- *Legal services* – any advice, counsel, or assistance provided involving law-related matters that helps an individual navigate the legal systems and protect their rights. This includes only those services provided by lawyers, attorneys or their associated staff. <u>Do not include legal services provided by probation staff or probation officers.</u>
- *Mental health screening* – the use of a validated, standardized screening tool or assessment that includes questions an individual answers to help check for signs of a mental health disorder. The screening may be conducted by probation officers or the staff of other agencies (e.g., county behavioral health, county health and human services) that accompany the MPSC.
- *Opioid antagonists (e.g., Narcan)* – (1) probation officers assigned to the MPSC(s) are deployed with an opioid antagonist (e.g., Narcan) and can administer it to an individual who may be overdosing; <u>or</u> (2) opioid antagonists (e.g., Narcan) are distributed (given out) to individuals free of charge with required training.
- *Probation office visits* – occurs when a probationer has a scheduled visit with their probation officer. The purpose of the visit may be for the initial probation meeting, a check-in or for other usual activities with their probation officer.
- *Public assistance programs* – helping individuals with enrolling or signing up for public assistance programs, including but not limited to Social Security, veteran's benefits, retirement benefits, CalFresh, WIC, SNAP, etc.
- *Risk/need assessment* – the use of a validated, standardized tool or assessment to help identify an individual's likelihood to re-offend (risk) and/or the identification of programming and services (needs) intended to reduce risk. <u>This specifically refers to risk/need assessments conducted by probation officers</u>. Examples include COMPAS, ORAS, and LS/CMI.
- *Remote court hearing* – providing individuals with the space and technology (phone, computer with camera, monitor) to appear in court by video or phone.
- *Substance use screening* – the use of a validated, standardized screening tool or assessment that includes questions an individual answers to help identify individuals who have or are at risk for developing alcohol- or drug-related problems. The screening may be conducted by probation officers or the staff of other agencies (e.g., county behavioral health, county health and human services) who accompany the MPSC.

- *Transportation assistance* - Using the MPSC(s) to transport individuals to appointments or services (e.g., court, medical appointments, classes).
- *Wifi/internet connectivity* – providing individuals with internet access to access resources and services. That is, individuals may use the internet access for a variety of reasons, not limited to: finding housing; finding a job; finding medical care; accessing benefits like unemployment, social security, food stamps, and MediCal; completing apartment, utility, and job applications; and accessing bus schedules.

Challenges

Question four (4) provides a space for narrative to describe any challenges encountered while implementing the project. The narrative provided should focus on those challenges during the respective reporting period (see table on page 1) and describe efforts to address the challenge(s).

Highlights or Accomplishments

Question five (5) requests a description of any project highlights or accomplishments. These may include, but are not limited to, activity successes, specific probationer success stories, or reaching certain project milestones. If probationer stories are shared, for privacy purposes DO NOT include personal identifying information. The descriptions provided should focus on the challenges or highlights for the reporting period (see table on page 2).

Annual Data Section

This section is included in each Annual Progress Report and the End of Project Report to gather the following information for each respective reporting period:

1. the number of MPSC(s) in operation on the last day of the reporting period;
2. the total population for the probation and target population on the last day of the reporting period;
3. select demographics for the target population as of the last day of the reporting period;
4. the number of services provided through the MPSCs during the reporting period; and
5. performance metrics for the target population for the reporting period.

Number of MPSC(s) in Operation

Like the Baseline Data section, this subsection asks for a point in time count (June 30th of the respective reporting year) of the number of MPSCs in operation. For more information, please refer to the Baseline Data and Data Dictionary sections of this document.

Probation and Target Population

Like the Baseline Data section, this subsection includes two questions collecting a point in time count (June 30th of the respective reporting year) for the probation population (active, formal supervision) and for the target population. Also, like the Baseline Data section, the homeless definition that was used is requested. Please note that if a department specific definition was used for the baseline data, the same definition shall be used in all subsequent progress reports. For more information, please refer to the Baseline Data and Data Dictionary sections of this document.

Demographics of the Target Population

This subsection consists of five tables that collect information about the target populations:

- risk level,
- gender identity,
- age, and
- race/ethnicity.

For each table, the sum of the reported values (total provided in the last row) should equal the target population count provided for the reporting period. For example, if on June 30th there were 100 adult individuals on active, formal supervision who were homeless, the sum for the risk level data provided should also equal 100. If a specific demographic variable was not collected or available for the target population or a specific individual within the target population, use the row option of "unknown/did not collect" to report the number of individuals within the target population for which this is the case. For example, if the gender identity is not known for five (5) individuals within the target population, the value reported for "g. unknown/did not collect" should be '5'.

For grantee specific questions on how to match available data to the categories provided for a specific demographic (i.e., your system captures the information differently and it is not clear how to report within specific categories) please reach out to the grant team at the BSCC (see Technical Assistance subsection above).

Regarding the collection of race and ethnicity data, the categories used were designed to address two Government Code sections (8310.5 and 8310.9) that apply to the BSCC and projects it funds. Grantees may have unique circumstances which affect the way they can report these data. In these instances, grantees are strongly encouraged to reach out to the assigned grant team at the BSCC. Together a reporting solution that provides appropriate and consistent data can be identified. The grant team can be contacted at MobileProbation@bscc.ca.gov.

Type and Number of Services Provided through the MPSC(s)

This subsection includes a table in which each row lists a pre-defined service that your agency may have provided directly to probationers and non-probationers (e.g., pre-trial, homeless) through the MPSC(s). Provide counts for only the services that were provided either directly by probation officers traveling with the MPSC, staff of partner agencies traveling with the MPSC, or through virtual or remote connections made possible by the staff and technology available within the MPSC(s). The intent is to capture the service counts for only those services that were provided to individuals on site at the location of the MPSC rather than services they were referred to and had to go to another location or entity to actually receive. For definitions of the services listed, see the Implementation Section (Services Offered; page 7) or the Data Dictionary section of this document. If a service was not provided directly through the MPSC(s) or not applicable to the grantee's specific project goals/objectives, simply report "n/a" for "not applicable".

The intent is to count the number of times each specific service was provided during the reporting period, not the number of individuals who received it. Count any service provided regardless of who received the service. That is, include services provided to the target population (adults on active, formal supervision who are homeless) and any other individuals. For example, if a probationer attended four (4) probation office appointments at an MPSC, that should contribute four (4) instances to the total count for "probation office visits". Also, if a non-probationer was helped on two (2) different occasions with signing up for public assistance programs, that should contribute two (2) instances to the total count for "public assistance programs". The intent is to capture the overall number of times each service was provided through the MPSCs not the unique count of individuals served.

To the extent possible we ask that you report on any service that is included in this pre-populated list that is pertinent to your project and provided through the MPSC. If one of the services in the pre-populated list is not pertinent to your project or is not provided through the MPSC, enter "N/A" for not applicable.

Space is also available to report on any additional services provided through the MPSC(s) that were not included in the pre-populated list. For each additional service that is provided use the table to report three pieces of information for each: the name of the service, definition of the service, and value/count for the reporting period. Please note that any additional services reported, to the extent possible, should also be provided in subsequent progress reports.

Performance Metrics for the Target Population

Like the Baseline Data Section, this subsection requests two (2) performance metrics for the target population for the respective reporting period: Failure to Appear in Court and Failure to Report to Probation. Also like the Baseline Data Section, space is provided to report any additional performance metrics that may be available for the project. Please note that any additional performance metrics that were provided in the Baseline Data section shall also be provided in all subsequent progress reports. For more information, please refer to the Baseline Data and Data Dictionary Sections of this document.

Overall Implementation Experience Section

This section is only included in the End of Project Report and requests narrative responses to open-ended questions about your implementation experiences between May 1, 2023 and June 30, 2027. The open-ended questions are below.

1. Were all the grant funds spent? If not, describe the challenges encountered that prevented exhausting all grant funds.

2. What challenges were encountered while implementing the project and how were they overcome? If unable to overcome the challenges, please discuss.

3. Were there any other programs or circumstances in the county (other than the MPSC(s) that may provide alternative explanation for the impact of the MPSC(s) on the performance metrics?

4. What recommendations or lessons learned may help other agencies that may consider implementing this type of project?

5. Are there any project highlights and/or accomplishments that occurred during the grant period? If so, please describe.

Please provide as much detail as possible and provide a response for each question. The information will be beneficial for the statewide implementation and outcome report and to other probation departments that are interested in implementing similar projects.

Please note, if probationer stories are shared in any response to the above questions, for privacy purposes DO NOT include identifying information.

Additional Information Section

This section is included in each Annual Progress Report and the End of Project Report and provides a text box for the grantee to share any additional information about the project.

Data Dictionary with Data Compilation Guidance

This section provides variable definitions and data compilation guidance for select variables. If you have questions, please contact the BSCC's grant team at MobileProbation@bscc.ca.gov.

Term	Definition
Active, Formal Supervision	Includes adult individuals (18+ years of age) on active, formal supervision. This includes adults on misdemeanor and felony probation as well as adult individuals on post-release community supervision (PRCS) and mandatory supervision (MS). Active, formal supervision does not include (1) those out to warrant (all types) or on court probation or diversion, or (2) individuals over 18 on juvenile probation. It should include those in revoked status pending a violation hearing. If an individual is pending transfer pursuant to Penal Code section 1203.9, but the transfer is not complete as of June 30th, they should be included.
Age Group Category (demographics)	Indicate the total number of individuals within each age category based on a date that is available within existing data systems (e.g., date individuals entered probation, as of last day of the reporting period, as of Jan. 1st of the reporting year). Use unknown/did not collect if the client does not know their date of birth, the wrong date of birth was given, or any other reason for which an individual's age cannot be determined.
Basic needs (service)	Providing individuals with basic needs including but not limited to clothing, toiletries, blankets, etc. This does not include providing individuals with food (see food access).

When counting the total number of times basic needs were provided during a reporting period, count instances in which basic needs were given to an individual, not the number of items given. For example, if on March 30th an individual receives food and clothing, that is one instance of basic needs provided. If that same individual again receives basic needs on May 15th, that is another instance of providing basic needs. |
| Charging station (service) | Providing individuals with one or more electrical outlets to recharge their cell phones, GPS monitors, or other electronic devices.

When counting the total number of times charging stations were used during a reporting period, count individual charging sessions not the number of items an individual charges. For example, if someone on June 10th |

Term	Definition
	charges 3 items in one charging session, count that as 1 charging session.
Classes (service)	Providing classes either to an individual or groups of individuals. Examples include but are not limited to educational classes, vocational classes, court-mandated classes (domestic violence, anger management, batterers intervention, drug and alcohol awareness, parenting, co-parenting). Classes may be instructor-led in person or virtual, but individuals receive the class within the MPSC.

When counting the total number of time classes were provided through the MPSCs, count the number of classes not the number of individuals who attended. If one course consists of a series of classes presented on separate days, count each class presented. For example, if a batterers intervention course consists of six (6) one-hour classes scheduled in one-hour increments over the course of six consecutive Wednesdays, count this as six (6) classes. |
| Counseling (service) | An individual, couple, family, or group meets with a trained professional (e.g., counselor, therapist, psychologist, psychiatrist) to talk about issues and problems they are facing in their lives. |
| Drug/alcohol testing (service) | The use of technology to detect ingestion of alcohol or illegal substances. May include testing of hair, urine, sweat, or breath of an individual. Providing this service refers to the taking of the sample and does not necessarily imply the results are available onsite and the same day the sample was taken.

When counting the total number of times drug/alcohol tests were conducted through the MPSCs, count the total number of tests submitted by probationers during the reporting period.
  • If a test is administered that tests for multiple substances, it contributes a count of 1 test. That is, the intent is to capture the number of tests not the count of substances which were tested for with the sample.
  • If a probationer completes a test each month of the reporting period, that contributes a count of 12 tests to the total number of tests. |
| Failure to Appear in Court (FTA)(performance metric) | For this metric, report the total number of bench warrants for Failure to Appear in Court (FTA) issued during the reporting period. Include in the count bench warrants |

Term	Definition
	issued by a court for someone who was legally required to personally appear in court who willfully failed to do so. • If more than one warrant for FTA was issued for a single individual during the timeframe, count all warrants issued (that is, this is a duplicated count). *The count is a total number of warrants NOT the number of unique individuals with one or more warrants.* • Include all warrants issued for an FTA regardless of the reason or nature of the required court appearance. • Includes warrants that may have been rescinded for any reason during or even after the timeframe for which the total is requested. • Only count warrants issued during the reporting period.
Failure to Report (FTR) (performance metric)	For this metric, report the total number of <u>petitions of violation submitted by the probation department to the court for failure to report (FTR)</u> during the reporting period. Failure to report includes those who failed to report to probation upon release as ordered by the court, those who failed to meet with their probation officer as directed, or those who refused to provide a legal residence or keep their probation officer aware of their whereabouts. • If more than one petition of violation was submitted for a single individual during the timeframe, count all petitions submitted (that is, this is a duplicated count). *The count is a total number of petitions NOT the number of unique individuals with one or more petitions.* • Include any petitions with failure to report as at least one count in the petition submitted. • Do not count any petitions that do not include a failure to report as a count within the petitions as identified above. • The count includes all petitions regardless of whether they were sustained by the court.
Food access (service)	Providing individuals with food.
Gender Identity (demographic)	An individual's innate sense of their gender (in contrast to their biological sex assigned at birth). Self-report gender identity is preferred. Grantees may collapse the categories listed in the progress and end of project report to match those collected within their existing systems. Select categories are defined below.

Term	Definition
	• Transgender woman – someone who was assigned the biological gender of male at birth who lives and identifies as a woman. • Transgender man – someone who was assigned the biological gender of female at birth who lives and identifies as a man. • Gender non-binary – someone who does not identify exclusively as a man or woman, may identify as being both a man and a woman, somewhere in between, or as falling completely outside these categories. • Two-spirit – a term that may be used by a Native American/Alaska Native individual.
Heath services (service)	Providing services to address the prevention, diagnosis, treatment, amelioration or cure of disease, illness, injury, and other physical impairments in individuals.
Homeless Definition Options: • Each grantee has the flexibility to determine whether to use the homeless definition provided below or one that is specific to their department. • Whichever definition is used, that same definition shall be used for the subsequent reports (i.e., 1st – 3rd Annual Progress Report and the End of Project Report). That is, the definition shall not change over time.	
Homeless	An individual who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); (iii) Is living with family members to avoid situations described in (i) and (ii); or (iv) Is exiting an institution where the individual resided for 90 days or less and the individual resided in emergency shelter or place not meant for human habitation immediately before entering that institution.
Homeless (Department Specific Definition)	As defined by the probation department. The definition is requested in each Progress Report and shall remain consistent across the reports.
Homeless encampment	Locations where one or more homeless individuals live in an unsheltered area. These encampments can be found on properties owned by private individuals or companies or owned by local, state, and federal government agencies. For selection as a location of use for a MPSC, can include at and near a homeless encampment.

Term	Definition
Housing-related support (service)	Services to help individuals find housing. Services may include but are not limited to tenant screening, housing assessment, individualized housing support plan, housing search, assistance with housing applications and required documentation, assisting with benefits advocacy, and identifying and securing resources to assist with rent and expenses. When counting the total number of times housing-related support services were provided through the MPSCs, count instances of providing support rather than each type of support provided at the time the service was given. For instance, if on a given day an individual is assisted by helping them obtain required documentation and assisting with completing a housing application, count this as one instance of housing-related support being provided. If the same individual is assisted the following day with securing resources to assist with rent, count this as one instance of housing-related support as it occurred on a separate day.
Legal services (service)	Any advice, counsel, or assistance involving law-related matters that helps an individual navigate the legal systems and protect their rights. Do not include legal services provided by probation staff or probation officers. This includes only those services provided by lawyers, attorneys or their associated staff. When counting the total number of times legal services were provided through the MPSCs, count instances of providing legal advice, counsel, or assistance rather than each type of advice, counsel or assistance provided at the time the service was given. For instance, if on a given day an individual is given counsel related to a child custody case and regarding a criminal matter, count this as one instance of the service being provided. If the same individual is assisted the following day with yet a distinctly different legal issue, count this as another instance.
Mental health screening (service)	The use of a validated, standardized screening tool or assessment that includes questions an individual answers to help check for signs of a mental health disorder. The screening may be conducted by probation officers or the staff of other agencies (e.g., county behavioral health, county health and human services) that accompany the MPSC.

Term	Definition
	When counting the total number of mental health screenings completed, count the number of screenings not the unique count of individuals who were screened. For example, if a single individual is screened in August and again in December, count this as two (2) screenings.
Mobile Probation Service Center (MPSC)	Any vehicle (e.g., van, motorhome) or trailer used to deliver probation services to the target population at their location (e.g., homeless encampment rather than the department's traditional office location(s)).
MPSC in Operation	An MPSC is considered in operation when it is fully equipped, staffed, and was or could have been deployed for its intended purpose.
Opioid antagonists (service)	(1) Probation officers assigned to the MPSC(s) are deployed with an opioid antagonist (e.g., Narcan) and can administer it to an individual who may be overdosing; or (2) Opioid antagonists (e.g., Narcan) are distributed to individuals free of charge with required training.
Opioid antagonists distributed (service)	• When counting the total number of times opioid antagonist were distributed, count the unique incidents of distribution, not the total number of doses distributed. For example, if someone is given a box of Narcan (which contains 2 doses), count this as one (1) instance of distribution. • If one person had distinctly separate incidents of being provided with an opioid antagonist (e.g., provided in February and again in May) count this as two occurrences of opioid antagonist distribution.
Opioid antagonists administered (service)	• When counting the total number of times an opioid antagonist was administered, count the unique incidents of use. • If there are multiple doses of an opioid antagonist provided to one person during a single incident, count that as one incident. The intent is to count the number of incidents, not the number of doses/administrations. • If one person had distinctly separate incidents during the reporting period (e.g., one incident on Tuesday and another on Friday) count them as two incidents. • Count any incident where opioid antagonists were administered in connection with the deployment/use of the MPSC (regardless of who administered it).
Probation office visit (service)	When a probationer has a scheduled visit with their probation officer. The purpose of the visit may be for the

Term	Definition
	initial probation meeting, a check-in or for other usual activities with their probation officer.
Probation Population	See Active, Formal Adult Probation
Public assistance programs (service)	Helping individuals with enrolling or signing up for public assistance programs, including but not limited to Social Security, veteran's benefits, retirement benefits, CalFresh, WIC, SNAP, etc. When counting the total number of times assistance with signing up or receiving public assistance programs was provided, count instances of providing support rather than each type of support provided at the time the service was given. For instance, if on a given day an individual is assisted by helping them obtain social security and veterans benefits, count this as one instance of the service being provided. If the same individual is assisted the following day with obtaining MediCal, count this as another instance as it occurred on a separate day.
Race/Ethnicity (demographic)	There are two government code sections that impact the way that the BSCC collects race and ethnicity data, specifically, 8310.5 and 8310.9. As a result: (1) a total is requested for those who identify as Asian, followed by a breakdown into specific separate collection categories; (2) a total is requested for those who identify as Native American/Pacific Islander followed by a breakdown into separate collection categories; and, (3) anyone who identifies with more than one race/ethnicity designation should be reported as "j. Multi-ethnic origin, ethnicity, or race". For detailed information about the BSCC's recommendations for the collection of race and ethnicity data see https://www.bscc.ca.gov/wp-content/uploads/4d-AB1998-FINAL.pdf. If a form is required to collect self-reported data from clients, an optional form is available at https://www.bscc.ca.gov/wp-content/uploads/C.-Race-and-Ethnicity-Form.docx. Self-report is the preferred method for collecting race and ethnicity data. "Other" should be used when the individual does not self-identify with any of the race and ethnicity categories or options provided. ***Grantees may have unique circumstances which affect the way they can report these data. In these instances, grantees are strongly encouraged to contact the grant***

Term	Definition
	team at mobileprobation@bscc.ca.gov to ensure an appropriate and consistent solution can be identified.
Risk level (demographic)	Refers to an individual's risk to reoffend as determined by a validated, criminogenic risk assessment tool (e.g., COMPAS, ORAS, LS/CMI). The levels of low, moderate, and high are to be defined by the grantee as appropriate for the validated, criminogenic risk assessment tool used.
Risk/need assessment (service)	The use of a validated, standardized tool or assessment to an individual's likelihood to re-offend (risk) and/or the identification of programming and services (needs) intended to reduce risk. This is specifically for risk/needs assessments conducted by probation officers. When counting the total number of risk/need assessments completed, count the number of assessments not the unique count of individuals who were assessed. For example, if a single individual is assessed at two different distinct times in a single reporting period, count this as two (2) assessments.
Remote court hearing (service)	Providing individuals with the space and technology (phone, computer with camera, monitor) to appear in court by video or phone. When counting the total number of remote court hearings conducted within the MPSCs, *count the number of hearings, not the unique count of individuals who attended the hearing*.
Substance use screening (service)	the use of a standard screening tool or assessment that includes questions an individual answers to help identify individuals who have or are at risk for developing alcohol- or drug-related problems. The screening may be conducted by probation officers or the staff of other agencies (e.g., county behavioral health, county health and human services) that accompany the MPSC. When counting the total number of substance use screenings completed, count the number of screenings not the unique count of individuals who were screened. For example, if a screening is completed for a single individual at two different distinct times in a single reporting period, count this as two (2) screenings.
Target population	Individuals on active, formal adult probation who are homeless (as defined by using either the homeless definition provided or a department specific definition).

Term	Definition
Transportation assistance (service)	Use of the MPSC(s) to transport individuals to assist them with complying with court orders and access to supportive services. When counting the total number of instances in which the MPSC was used to transport individuals, count the trip rather than the total number of individuals transported. For example, if three individuals were taken from a homeless encampment to the county courthouse, this is one trip. If round trip transportation was provided, count this as two trips; the first from the homeless encampment to the courthouse and the second from the courthouse to the homeless encampment.
Wifi/internet connectivity	Providing individuals with internet access to access resources and services. That is, individuals may use the internet access for a variety of reasons, not limited to: finding housing; finding a job; finding medical care; accessing benefits like unemployment, social security, food stamps, and MediCal; completing apartment, utility, and job applications; and accessing bus schedules. When counting the total number of times wifi/internet connectivity was used during a reporting period, count individual sessions not the number of resources or services an individual accessed using the service. For example, if someone on June 10th uses the internet connect to check their email and search for a job, count that as one instance of providing internet connectivity.