

A photograph of the California State Capitol dome, featuring a large black dome with a white base and columns, set against a blue sky with some clouds. The image is framed by a white curved border at the bottom.

FY 2021-2022 Community Corrections Partnership Survey Data Reporting Guide

**Instructions for Data Reporting
October 2021**



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Introduction

This document is an instructional guide for completing the Fiscal Year¹ (FY) 2021-22 Community Corrections Partnership (CCP) Survey. This guide covers each part of the Survey and provides instructions and descriptions about the types of information the CCP will need to report.

The CCP Survey is designed to help Californians understand efforts, goals, and successes in *implementing* Public Safety Realignment. The information shared will be used as the basis of the Board of State and Community Corrections' (BSCC) annual report to the Governor and Legislature on the *implementation* of CCP Plans as required by paragraph (11) of subdivision (b) of Section 6027 of the Penal Code. Responses help to illustrate how counties are allocating and using funds to reduce recidivism while keeping communities safe.

About the FY 2021-22 CCP Survey

The FY 2021-22 CCP Survey consists of two (2) parts. To make the survey user friendly, the BSCC is using both Microsoft Word and Excel.

- **Part A** – CCP Membership and Plan Implementation Information (Word)
 - Section 1: Respondent Information
 - Section 2: CCP Membership
 - Section 3: Goals, Objectives, and Outcome Measures
 - Section 4: Types of Programming and Services
 - Section 5: Optional Questions
- **Part B** – Budget (Excel)
 - Section 6: FY 2020-21 Public Safety Realignment Funding
 - Section 7: FY 2021-22 Public Safety Realignment Funding

Part A and Part B of the CCP Survey are accessed from the [BSCC's Community Corrections Partnership Plans webpage](#).

Completing the FY 2021-22 CCP Survey

For FY 2021-22, a complete CCP Survey package consists of:

1. Part A of the CCP Survey,
2. Part B of the CCP Survey,
3. A Highlight or Success Story (optional), and
4. **An updated CCP plan.**

¹ A Fiscal Year is July 1 through June 30 of any given year.

The Budget Act of 2021 (Assembly Bill 128) requires counties to **submit an updated Community Corrections Partnership (CCP) plan and** a report (i.e., the CCP Survey) to the Board of State and Community Corrections by Wednesday, **December 15, 2021**. The Budget Act appropriates \$7,950,000 to counties as follows:

Counties are eligible to receive funding if they submit an updated Community Corrections Partnership plan and a report to the Board of State and Community Corrections by December 15, 2021, that provides information about the actual implementation of the 2020-21 Community Corrections Partnership plan accepted by the County Board of Supervisors pursuant to Section 1230.1 of the Penal Code. The report shall include, but not be limited to, progress in achieving outcome measures as identified in the plan or otherwise available. Additionally, the report shall include plans for the 2021-22 allocation of funds, including future outcome measures, programs and services, and funding priorities as identified in the plan accepted by the County Board of Supervisors.

There is no statutorily required format for the CCP Plan. However, counties may wish to consider the following format when submitting the CCP plan to the BSCC:

- Cover Page
- CCP Membership
- Table of Contents
- Introduction
- Goals, Objectives, and Outcomes
- Conclusion

Submission of the FY 2021-22 CCP Survey Package

A complete FY 2021-22 CCP Survey Package includes Part A, Part B, Highlight or Success Story (optional), **and an updated CCP Plan**. To submit the package, send a single email with all attachments by **Wednesday, December 15, 2021** to:

Helene Zentner, Field Representative
Board of State and Community Corrections
916-838-7777 or Helene.Zentner@bscc.ca.gov

Please be aware that a complete CCP Survey package, including an updated CCP plan, MUST be submitted to the BSCC to receive compensation.

Funding

Funds will be distributed by January 31, 2022 to counties that comply with all Budget Act requirements as stated above. Counties that submit the required three (3) documents (the updated CCP plan, Part A of the CCP Survey, and Part B of the CCP Survey) are eligible for funding as follows:

- \$100,000 to counties with a population of 200,000 or less;
- \$150,000 to counties with a population of 200,001 to 749,999; and
- \$200,000 to counties with a population of 750,000 and above.

CCP Survey Contact Information

If there are any questions or there is a need for technical assistance in completing this Survey, please contact:

Helene Zentner, BSCC Field Representative
916-838-7777 or Helene.Zentner@bscc.ca.gov

General Instructions

- Each CCP Chair is encouraged to share the CCP survey with CCP members prior to completion and submission of all required documents. Responses to the CCP Survey shall represent the collective views of the CCP and not a single agency or individual.
- The intent of the survey is to assist the BSCC with determining the extent to which county CCP plans have been implemented. The information provided should have a clear connection to the county's most recent CCP plan.
- Each CCP shall submit only **one (1)** CCP Survey Package.
- Respondents may use spell and grammar checks for their narrative responses (Part A, Sections 1, 2, 3, 4, and 5) and Excel's auto-sum features when completing the budgetary questions (Part B, Sections 6 and 7).

BSCC's Analysis of Survey Responses and Inclusion in the Legislative Report

The BSCC's [*Ninth Annual Report on the Implementation of Community Corrections Partnership Plans*](#) (July 2021) included two new sections:

1. Data Collection Method – provided a brief description of the method for collecting information from counties on the implementation of their CCP plans.
2. Statewide Summary of Key Information – provided a summary of Part A survey information received from the counties focusing on the CCP composition, evaluation of programs and services, percent of funds allocated toward the use of evidence-based practices, types of programs, and services offered.

These two new sections will be included in the *Tenth Annual Report on the Implementation of Community Corrections Partnership Plans*. To better facilitate these and additional analyses, some modifications were made to Part A of the CCP Survey, specifically clarified guidance for reporting CCP membership (not applicable versus vacant) and meeting frequency, and a new Section 4, Types of Programming and Services. Additionally for FY 2021-22, the BSCC will expand analysis of the CCP Survey responses to include:

- Content analyses of Part A, including the optional questions to identify themes across counties. Example questions that may be answered include:
 - How do CCPs determine potential program and/or services for local implementation using realignment funds?
 - Of those evaluating their programs, how are they doing so?
 - Of those evaluating their programs, how do they consider the results when funding programs or services?
 - What challenges do counties face in meeting the substance use, mental health, or other program and service needs?
 - How can the BSCC assist counties in meeting realignment goals?
 - What are the best or promising practices that are used locally?
- Quantitative Analyses of Part B. Possible analyses may include:
 - Number/percent of respondents for which the self-reported total budget amount matched with the State’s distribution.
 - Identification of reserve funding and analysis of this surplus as a percent of annual allocations/distributions.
 - Breakdown of the funding allocations between probation departments, sheriffs, and other agencies, entities, or funds.

Counties are encouraged to provide a complete and thorough survey response to the BSCC. To facilitate the additional analyses, CCP Survey responses will be reviewed and screened as follows:

- For this FY 2021-22 Survey, did the updated information provided for the full FY 2020-21 goals, objectives, and outcome measures tie back to those that were reported/included in the FY 2020-21 CCP Survey? If not, why not?
- Are the goals, objectives, outcome measures, and progress toward stated goals related and appropriate? That is, are they related to the CCP plan and each other?
- Does the reported budget amount (not including reserves or carry over) match with the State’s distribution? If not, why not?

How to Complete Part A

Section 1: Respondent Information

This section is designed to identify the county for which survey responses are provided, collect the contact information of the person completing the survey form, and identify who to contact for follow-up questions. There are three (3) questions in this section.

1. **County Name:** Write the full name of the county for which the survey is being submitted.
2. **Respondent Contact Information:** Provide information to identify the individual completing the survey including name, organization, email address, and phone number.
3. **Whom to Contact:** Indicate whether the individual listed in item 2 may be contacted by BSCC staff for follow up questions. If someone else should be contacted, put that

person's contact information in the following boxes including their name, organization, email address, and phone number.

Section 2: CCP Membership

This section collects information related to the CCP composition and meeting frequency. There are four (4) questions in this section.

4. **CCP Membership Roles:** Penal Code Section 1230 identifies the membership of the CCP. Write the names and organization of all members of the CCP as of October 1, 2021 on the line next to their membership role. If a public membership role does not exist in a county, respond by indicating "not applicable." This should only be used if the county does not have the specific position. If a position exists in the county but the membership role is not filled in the CCP, respond by indicating "vacant". For county positions, one person may fill multiple roles.
5. **How often does the CCP meet:** Select the one/single option that best describes the CCP's regular meeting schedule. Indicate whether the CCP regularly meets bi-weekly (every other week), monthly, bi-monthly (every other month), quarterly, semi-annually, or annually. If none of these options accurately describe how often the CCP meets, select "Other" and describe the CCP's regular meeting schedule.
6. **How often does the Executive Committee of the CCP meet:** Select the one/single option that best describes the Executive Committee's regular meeting schedule. Indicate whether the Executive Committee of the CCP regularly meets bi-weekly (every other week), monthly, bi-monthly (every other month), quarterly, semi-annually, or annually. If none of these options accurately describe how often the Executive Committee meets, select "Other" and describe the Executive Committee's regular meeting schedule.
7. **Does the CCP have subcommittees or working groups:** Select "Yes" or "No". If "Yes", use the table provided to list the subcommittees and/or working groups and describe the purpose of each.

Section 3: Goals, Objectives, and Outcome Measures

This section asks questions related to the CCP's goals, objectives, and outcome measures.

For the purpose of this survey:

- **Goals** are defined as broad statements the CCP intends to accomplish.
- **Objectives** support identified goals and are defined by statements of specific, measurable aims of the goal.
- **Outcome measures** consist of the actual measurement of stated goals and objectives.

The intent of the survey is to assist the BSCC with determining the extent to which county CCP plans have been implemented. The goals reported should have a clear connection to the county's most recent CCP plan. For each goal, the associated objectives and outcome measures should have a clear tie to the goal.

Updated Information on FY 2020-21 Goals, Objectives, and Outcome Measures

Questions 8, 9, and 10, asks the CPP to provide *updated* progress information about the goals, objectives, and outcome measures previously reported for FY 2020-21 in the 2020-21 CCP Survey. To view responses provided in the 2020-21 survey, [click here](#).

For each question, provide the goals, objectives, and outcome measures as reported in the FY 2020-21 survey. The progress information (last two rows of each table) should be updated to reflect the progress achieved over the full fiscal year. Figure 1 provides an example of a completed goals, objectives, and outcomes table. Note that the goal was included in the county’s most recent CCP plan, the objectives have a clear tie to the goal, and the outcome measures are related to the objectives. Finally, the progress statement provided is related to the objective statements and goal.

Figure 1. *Example of a Completed Goals, Objectives, and Outcome Measures Table for the Prior Fiscal Year.*

Goal	Increase substance use disorder treatment to realigned offenders in ABC County
Part of FY 20-21 CCP plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Objective:	Number of participants completing substance use disorder treatment will increase by 20% over previous year
Objective:	100% of participants will receive screening for substance use disorder treatment
Objective:	N/A
Outcome Measure:	Number of participants completing substance use disorder treatment (compare with total completed in previous year)
Outcome Measure:	Number of participants receiving screening for substance use disorder treatment
Outcome Measure:	N/A
Briefly describe progress toward goal:	Between January 2020 and June 2020, all participants were screened for substance use disorder treatment and 70% of participants in substance use disorder treatment successfully completed the program. This is a 10% increase from the same period last year.
Rated progress toward the goal:	<input type="checkbox"/> No progress <input checked="" type="checkbox"/> Partially achieved <input type="checkbox"/> Fully achieved

Information on FY 2021-22 Goals, Objectives, and Outcome Measures

Item 11 asks if the CCP will use the FY 2020-21 goals, objectives and outcome measures that were identified above for FY 2021-22 (**mark yes or no**).

If yes, skip to Section 4. **If no**, complete items 12, 13, and 14 to describe the goals, objectives, or outcome measures for FY 2021-22. Note: if the county has more goals than space provided, please contact Helene Zentner, BSCC Field Representative at 916-838-7777 or Helene.Zentner@bscc.ca.gov

For items 12, 13, and 14, the CCP is asked to indicate the current progress toward each goal (see bottom row in the example table below). For the purpose of this survey, the rating anchors are defined as follows:

- **Substantially slower than expected:** The project has experienced significant delays in accomplishing the goal. It may be difficult to achieve the goal on the original timeline.
- **Somewhat slower than expected:** The project has experienced some delays in accomplishing the goal. It should be possible to get back on track with the original timeline.
- **As expected:** The goal is progressing as expected and should be completed on time.
- **Faster than expected:** The goal is progressing faster than expected. The goal may be reached before the original timeline.
- **Substantially faster than expected:** The goal is progressing faster than expected and will be completed much sooner than the original timeline.

Figure 2 provides an example of a completed goals, objectives, and outcomes table. Note that the goal was included in the county’s most recent CCP plan, the objectives have a clear tie to the goal, and the outcome measures are related to the objectives. Finally, the progress statement provided is related to the objective statements and goal.

Figure 2. *Example of a Completed Goals, Objectives, and Outcome Measures Table for the Current Fiscal Year.*

Goal	Decrease recidivism of the realigned population in ABC County.	
Part of FY 21-22 CCP plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Objective:	All participants will receive a risk/needs assessment after release.	
Objective:	At least 60% of participants in need will receive housing services.	
Objective:	At least 60% of participants in need will receive counselling services.	
Outcome Measure:	Percent of participants completing risk/needs assessment	
Outcome Measure:	Number of participants in need of housing services and	

	number who actually received services.
Outcome Measure:	Number of participants in need of counselling services and number who actually received services.
Briefly describe <i>current</i> progress toward goal:	90% of participants have received risk/needs assessments. 40% of those identified as having a housing need were provided with housing services. 50% of those in need of counselling attended counselling services.
Rate the <i>current</i> progress toward the goal:	<input type="checkbox"/> Substantially slower than expected <input checked="" type="checkbox"/> Somewhat slower than expected <input type="checkbox"/> As expected <input type="checkbox"/> Faster than expected <input type="checkbox"/> Substantially faster than expected

Section 4: Types of Programming and Services

This section asks questions about the types of programs and services provided during FY 2020-21. For each type of program or service provided, identify the agency(ies) that provide the program or service (Sheriff, Probation, Behavioral health, Community-based organization, or Other) and at what stage(s) the program or service is provided (in-custody, supervision, other).

Definitions of each type of program/service are as follows:

- **Mental Health/Behavioral Health:** Services designed to improve clients’ mental health (e.g., cognitive behavioral therapy (CBT), individual/group therapy sessions, etc.).
- **Substance Use:** Services designed to assist with substance use disorders (e.g., interventions, monitoring, sober living homes, etc.).
- **Housing:** Services designed to assist with finding safe, stable housing after release.
- **Employment:** Services designed to provide clients with a job and/or to provide job training to improve chances of finding employment after release (e.g., job training, work experience, workshops, etc.).
- **Education:** Services focused on academic achievement (e.g., GED, high school graduation, college degree, etc.).
- **Family:** Family-oriented education services and training (e.g., parenting classes, child support classes, life skills courses, family reunification services, etc.).
- **Domestic Violence Prevention:** Services designed to provide support and/or intervention for domestic violence victims.
- **Physical Health:** Services designed to improve clients’ physical well-being (e.g., assisting in acquiring health insurance coverage, connecting to healthcare, etc.).
- **Quality of Life:** Services that enhance the standard of happiness, comfort, and well-being of an individual to participate in life events (e.g., assistance in getting a driver’s license, opening a bank account, etc.)

Example:

Program/Service	Provide	Providing Agency (check all that apply)	Stage(s) Provided (check all that apply)
Mental Health/Behavioral Health – Services designed to improve mental health.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sheriff <input type="checkbox"/> Probation <input checked="" type="checkbox"/> Behavioral health <input type="checkbox"/> Community-based organization <input type="checkbox"/> Other, describe:	<input type="checkbox"/> In-Custody <input checked="" type="checkbox"/> Supervision <input checked="" type="checkbox"/> Other, describe: Family-group services

Section 5: Optional Questions

This section includes optional questions about evaluation, data collection, programs and services, training and technical assistance needs, and local best practices. There are 9 questions in this section. Responses will be used by the BSCC and its justice-system partners to better understand the needs of counties.

Please note: The BSCC now provides a statewide summary of survey responses, including responses to the questions in Section 5, in its annual Legislative report on the implementation of CCP plans. As such, counties are encouraged to provide a complete and thorough survey response to these questions. If the CCP chooses not to answer an optional question, please respond “Decline to Respond.”

15. Describe the process the CCP uses to determine potential programs and/or services for local implementation using Realignment funds.
Describe.
16. Does the county evaluate the effectiveness (as defined locally) of programs and/or services funded with its Public Safety Realignment allocation?
Check the appropriate box: yes or no.
If yes, explain how.
17. Does the county consider evaluation results when funding programs and/or services?
Check the appropriate box: yes or no.
If yes, explain how.
18. Does the county use [BSCC definitions](#) (average daily population, conviction, length of stay, recidivism, and/or treatment program completion rates) when collecting data?
Check the appropriate box: yes or no for each BSCC Definition used.
19. What percentage of the Public Safety Realignment allocation is used for evidence-based programming (as defined locally)?
Indicate one (1) of the following: Less than 20%, 21-40%, 41-60%, 61-80%, or 81% or higher.

20. We would like to better understand the county's capacity to offer mental health, substance use disorder, behavioral health treatment programs, and/or other services. What type and level of services are now available?

Describe.

21. What challenges does the county face in meeting the above program and service needs?

Describe.

22. What programmatic changes and/or course corrections has the CCP made in the implementation of Public Safety Realignment that it believes other counties would find helpful?

Describe.

23. Describe a local best practice or promising program that has produced positive results. If data exists to support the results, please share.

Describe.

How to Complete Part B

Part B of the CCP Survey is provided in an excel file and is designed to collect information about the allocation of Public Safety Realignment dollars. The first question in this file, Question 24, requests the name of the county for which the survey is being submitted.

Following the identification of the county, Part B is divided into two sections:

- Section 6: FY 2020-21 Public Safety Realignment Funding Allocation
- Section 7: FY 2021-22 Public Safety Realignment Funding Allocation

Instructions for completing each section and select examples are provided in the subsections that follow.

Section 6: FY 2020-21 Public Safety Realignment Funding Allocation

This section contains questions related to the allocation of FY 2020-21 Public Safety Realignment dollars. There are three (3) questions in this section.

When answering questions in Section 6, consider the funds allocated in FY 2020-21 and include monies from 2019-20 growth funds and 2020-21 programmatic funding. To view the responses provided in the 2020-21 survey, [click here](#). Responses are captured in the Individual County Profile section of the *2011 Public Safety Realignment Act: Ninth Annual Report on the Implementation of Community Corrections Partnership Plans*.

FY 2020-21 Budget

For Question 25, provide information on how the CCP budgeted the FY 2020-21 allocation. Figure 3 (below) provides an example of how to complete the budget table. To complete the budget table:

- Input the total allocation in the cell above the table.

Figure 4: Example budget allocations table programs and services for FY 2020-21.

Total Allocation to public agencies: \$ 14,000,000		Total Allocation to non-public agencies: \$ 15,000,000	
Where funds were allocated to (public agencies):	Amount	Where funds were allocated to (non-public agencies):	Amount
ABC Drug Court	\$ 5,000,000	Community-based Organizations	\$ 5,000,000
ABC Diversion Program	\$ 2,800,000	Faith-Based Organizations	\$ 2,000,000
GPS/Electronic Monitoring	\$ 4,000,000	Non-Profits	\$ 4,000,000
In-custody services	\$ 2,200,000	Treatment Programs	\$ 2,000,000
Other (please specify)		Other (please specify)	\$ 2,000,000
	(Total sums to) \$ 14,000,000		(Total sums to) \$ 15,000,000
<i>Please spell out all names and do not use acronyms.</i>	Difference from Stated Allocation: \$ -	<i>Please spell out all names and do not use acronyms.</i>	Difference from Stated Allocation: \$ -

FY 2020-21 Allocations to Data Collection or Evaluation of Programs and Services
 For Question 27, indicate the how much funding, if any, was allocated to data collection and/or evaluation of AB 109 programs and services in FY 2020-21.

Section 7: FY 2021-22 Public Safety Realignment Funding Allocation

This section contains questions related to the allocation of FY 2021-22 Public Safety Realignment dollars. There are three (3) questions in this section.

When answering questions in Section 7, consider the funds allocated in FY 2021-22 and include monies from 2020-21 growth funds and 2021-22 programmatic funding.

FY 2021-22 Budget

For Question 28, provide information on how the CCP budgeted the FY 2021-21 allocation. Refer to Figure 1 for an example of how to complete the budget table. To complete the budget table:

- Input the total allocation in the cell above the table.
- Within the table, identify where funds were allocated to, and include if the county is using any carry-over funds and/or if the county is putting any funds into a reserve fund.
 - Carry-over funds - monies from previous annual CCP allocations.
 - Reserve fund - funds specifically set aside to be used when budget is disrupted or decreased so operations can continue.
- Please correct the information provided if there is a difference showing between the stated total allocation and the calculated amount (directly below the table). Differences will automatically display in red. Please correct any cells displaying red prior to submitting.
- Please spell out all names and do not use acronyms.

FY 2021-22 Budget Allocations for Programs and Services

For Question 29, out of the total funds received for FY 2021-22, provide information on how much the CCP allocated to 1) public agencies for programs and services, and 2) non-public agencies for programs and services. Refer to Figure 2 for an example of how to complete the allocation tables. To complete the tables:

- Input the total allocations in the cells above the tables.
- Within the tables, identify where funds were allocated to.
- Please correct the information provided if there is a difference showing between the stated total allocation and the calculated amount (directly below the table). Differences will automatically display in **red**. Please correct any cells displaying **red** prior to submitting.
- Please spell out all names and do not use acronyms.

FY 2021-22 Allocations to Data Collection or Evaluation of Programs and Services

For Question 30, indicate the how much funding, if any, is being allocated to data collection and/or evaluation of AB 109 programs and services in FY 2021-22.

Optional Highlight or Success Story

To produce a more comprehensive report on the implementation of realignment, we are asking for a brief, one-page, visually appealing, highlight or success story that provides implementation information related to the county's Public Safety Realignment success. This highlight may include optional graphs, charts, photos, or quotes. Photos of programs in action along with quotes from program participants and/or community partners do not need to provide identifying information. The highlight or success story provided may be published in the *2011 Public Safety Realignment Act: Tenth Annual Report on the Implementation of Community Corrections Partnership Plans*. While every effort will be made to include these in the report, inclusion is not guaranteed.

Note: Ensure any individual(s) in the photos have given their consent for use/publication and do not submit any photos that include faces of minors (youth under the age of 18).