

**MINNESOTA DEPARTMENT OF CORRECTIONS  
ADULT GROSS MISDEMEANOR/MISDEMEANOR AND  
JUVENILE WORKLOAD STUDY  
SUMMARY REPORT  
2012**

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**Minnesota Department of Corrections  
Adult Gross Misdemeanor/Misdemeanor and Juvenile  
Workload Study  
Summary Report  
2012**

*Research Summary*

Minnesota Department of Corrections (MN DOC) adult misdemeanant and juvenile community supervision agents participated in a workload study in 2008. Understanding that policies and practices change over time, MN DOC reevaluates workload measures every few years. A total of 36 agents from 12 MN DOC districts tracked nearly 800 adult and juvenile offenders to develop an accurate picture of each adult gross misdemeanor/ misdemeanor and juvenile supervision level. There were also tasks that were tracked, including adult pre-sentence investigations; adult and juvenile new clients; juvenile pre-disposition investigations; and adult and juvenile incoming transfer investigations. Offenders were tracked for up to three months. Agents logged their time spent on the selected offenders. As expected, the changes in policies and practices over the last few years impacted the time it takes an agent to supervise an offender.

# Background

## **Focus Group**

A focus/advisory group, made up of the 12 district supervisors and an agent from each of the 12 MN DOC districts that supervise adult gross misdemeanor/ misdemeanor and juvenile offenders, was formed to assist with development of the study. The group met two times prior to initiating the study. Members advised on the direction of the study. The group determined the supervision levels, tasks, and scope of the tasks to be studied. These tasks included adult pre-sentence investigations (PSIs), adult new clients, adult incoming transfer investigations, juvenile pre-disposition investigations (PDIs), juvenile new clients, and juvenile incoming transfer investigations.

## **Availability of Time**

Time available for each agent to supervise clients is based on a 40-hour work week and subtracts out time not spent on supervision. This includes vacation, sick leave, holidays, professional development, personal time, administrative time, trainings, and program/community development. After all of these deductions, the remaining time available for agents to supervise clients is 120 hours in a month. The previous work points were based on this system, and this study will continue with the same system. It is a system that is recognized nationally and is used by most agencies across the country (DeMichele, Payne, and Matz, 2011).

## **Phases of Supervision**

MN DOC agents supervise adult misdemeanor and juvenile offenders pursuant to standards set in the Supervision Continuum. Offenders progress to less restrictive phases as they meet their conditions and risk reduces. The levels of supervision and contact requirements are as follows:

**Adult Misdemeanor Maximum:** A minimum of two face-to-face contacts monthly, one of which occurs in the offender's residence.

**Adult Misdemeanor Medium:** A minimum of one face-to-face contact a month.

**Adult Misdemeanor Minimum:** A minimum of one face-to-face contact quarterly.

**Juvenile Maximum 1:** A minimum of one face-to-face contact per week. Two contacts per month will occur at the juvenile's residence.

**Juvenile Maximum 2:** A minimum of two face-to-face contacts per month, one of which occurs in the juvenile's residence.

**Juvenile Medium:** A minimum of one face-to-face contact per month.

**Juvenile Minimum:** A minimum of one face-to-face contact quarterly.

# Methodology

## Districts

At the time of this study, there were 14 DOC Field Services districts (not including the Intensive Supervised Release districts) across the state. Twelve of these districts supervise adult gross misdemeanor/misdemeanor and juvenile offenders. They are: Albert Lea, Bemidji 1, Bemidji 2, Chaska, Detroit Lakes, Litchfield, Mankato, Marshall, Moorhead, Red Wing, St. Cloud, Winona. Thirty-six selected agents from these districts participated in this study.

## Tools

Simple, concise tools were chosen for this study. With a few minor adjustments, the tools used for the previous workload studies were also used for this study (see Appendices A and B). Since the tools were used before, there was confidence in their usability and accuracy.

The supervision level timesheet was sent weekly to participating agents. The agents recorded in minutes any time they spent on a selected offender. This time could include phone calls, collateral contacts, drive time, report writing, case planning, risk assessments, drug/alcohol testing, computer work, court, transfer outs, chronos, field visits, and many other duties an agent performs for the supervision of an offender. The agents turned these timesheets in weekly to their supervisor, who reviewed all timesheets to ensure compliance with supervision standards. The supervisors then forwarded them to the researcher conducting the study.

The basic elements of the task sheets (PSI, new client, incoming transfer investigation, PDI) were also taken from similar tools used in prior studies (see appendix B). Like the supervision level timesheets, minutes were recorded on these sheets. However, these task sheets were turned in upon completion of the agent's tasks.

## Supervision Level Time Study

The gross misdemeanor/misdemeanor and juvenile agent workload time study was conducted over the course of nine weeks (January 22—March 24, 2012) for all but minimum offenders, which was conducted over 12 weeks (January 22—April 14, 2012). There was one day of training prior to the start date for agents participating in the study. For purposes of this study, only adult gross misdemeanor/misdemeanor and juvenile offenders were tracked. The supervision levels of adult gross misdemeanor/misdemeanor offenders were maximum, medium, and minimum. The supervision levels of juvenile offenders were maximum phase 1, maximum phase 2, medium, minimum, and placement. It was decided that juvenile program will be studied at a later date due to offices defining and supervising these offenders a bit differently. Offices will be retrained on program, and once everyone is consistent this will be studied.

A maximum number of offenders were tracked by an agent for adults (25-30) and juveniles (15). However, if an agent was tracking both adults and juveniles, the maximum numbers were 15 adults and 7 juveniles.

The three supervision levels for the adults made up nearly half of the adult gross misdemeanor/misdemeanor offenders. Paper, a supervision level highly represented among these offenders, has experienced no change and was not studied. The average number of adult maximums being supervised by agents on any given day over the course of a year was 106, the average number of adult mediums being supervised was 877, and the average number of adult minimums during the same time period being supervised was 1,355. In order to collect data on a reasonable number of offenders, at least 15-20 percent of each of the supervision levels was represented.

The five supervision levels for the juveniles make up 63 percent of all juvenile offenders. The average number of juvenile offenders being supervised by agents on any given day over the course of a year was as follows: 46 maximum phase 1; 20 maximum phase 2; 348 medium; 374 minimum; and 179 placement. Because of the low numbers, the goal for the number of offenders to track was 20 percent of these totals.

The number and type of offenders from each district was determined by stratification sampling, or the proportionality of supervision levels to the district and MN DOC as a whole. For example, Chaska had 4 percent of all adult gross misdemeanor/misdemeanor maximum offenders. Therefore, Chaska needs to collect 4 percent of the maximum sample size.

The number of agents needed from each district was determined by the number of offenders needed from each district and supervision level. Ideally, the study would have included an agent representing every supervision level in each of the 12 districts. As this was not possible in each district, additional numbers of offenders were drawn from surrounding districts. Agents participating in this study were selected by their supervisor. Selections were based on each agent's job experience and knowledge, their consistent ability to meet supervision standards, and having the respect of their peers. Participants were directed to prioritize their work to ensure that supervision standards were met with the selected offenders.

Offenders were randomly picked from the agent's caseload. These names were then sent to the agent to determine if the offender was available to use in the study. If the offender was not available, a substitution was randomly selected. The offender selection process was completed prior to the study, assuring target numbers were met.

The number of offenders tracked weekly was ever-changing. Throughout the study, offenders dropped out for various reasons that included but were not limited to: status change to warrant; status change to custody; expiration of sentence; discharge; revocation; taken off the agent's caseload due to supervision level change; and transfer to another county or state. During the first month of the study, if an offender was dropped for any reason, he/she was replaced by another offender. After the first month, offenders were not replaced. As a result, numbers fluctuated week to week.

Any time the agent did any kind of work on an offender, no matter how minimal, the agent would record the minutes on a timesheet (see Appendix A). Some of the activity times included computer work, phone calls, face-to-face visits, travel, assessments, and group time. Support

staff time was not included. However, if another agent or supervisor stepped in for the assigned agent, that time was collected.

### Calculation of Numbers

Because the number of participating offenders changed from week to week, a weekly average was calculated for supervision levels. While nine weeks of data were collected, it was decided to drop a week to make it an even eight weeks, or two months. The lowest weekly average was removed from each supervision level. The eight weekly averages were added together and then divided by the two months they represented. They were then calculated into time by hours. Because there may be some work not accounted for or time not recorded, and as recommended for the previous studies, 15 percent was added to all time.

Example:

Addition of offenders' eight weekly averages in minutes of agents' supervision activities (9 weeks minus the lowest weekly average of 9.97)

12.03
21.59
15.41
<b>9.97 (lowest weekly number will be dropped)</b>
14.57
14.00
25.21
11.62
<u>+19.83</u>
144.23 minutes
- <u>9.97</u> (lowest weekly number dropped)
134.26 minutes

$134.26 \div 2 \text{ months (the length of the study)} = 67.13 \text{ minutes per month}$

$67.13 \div 60 = 1.12 \text{ hours}$

$1.12 \times .15 \text{ (increase all time by 15\%)} = .168$

$1.12 + .168 = \mathbf{1.3 \text{ hours}}$ , the final monthly workload time per offender for this supervision level.

### Issues

There were some instances of underreporting in this portion of the study. When the time was broken down by offender, it was discovered that some agents were not adhering to contact standards. This was reported to the supervisors. In almost all instances it was due to their failure to record time on the timesheet. Some of this was remedied by going through the agents' chronological entries. Some agents' time may not have been accounted for due to lack of accuracy. For future workload studies not only must the agents be more diligent recording their time but the supervisors and managers must be more diligent in checking weekly timesheets.

## **Task Time Study**

Specific agent tasks warranted a separate examination. These included adult and juvenile new clients; adult PSIs; juvenile PDIs; and adult and juvenile incoming transfer investigations. If one of these tasks was assigned to a participating agent during the course of the study, he or she would record all time spent performing these activities. Like the supervision level portion, there may be some work not accounted for or time not recorded, and as recommended for the previous studies, 15 percent was added to all time. Support staff time was not included. However, if another agent or supervisor stepped in for the assigned agent, that time was collected.

### **Adult and Juvenile New Client**

Offenders in the new client category included those who are new to MN DOC supervision and have a new sentence. Transfer-ins and existing clients with new sentences were not included. All activities an agent completed during an offender's status of new client were recorded. These activities included (but were not limited to) facesheets, risk assessments, intake, supervision, and probation agreements. Offenders are generally considered to be in the new client category for 30 days. Because it takes 30 days to capture all new client activities, this portion of the study was extended beyond the supervision level study end date. Adult agents completed sheets for 148 new clients, and juvenile agents completed sheets on 70 new clients.

One top outlier was omitted from the juvenile new client task calculation because this study is looking at typical new client tasks. The focus group determined that an agent cannot complete an adult new client task in less than 30 minutes, or a juvenile new client task in less than 20 minutes. The few below this mark were understood to be incomplete and excluded.

The previous felon study discovered that it took much more time to work on a sex offender new client, and therefore those numbers were calculated separately. Following what was learned from the felon study; it was decided to also look separately at sex offenders where a predatory offender registration (POR) was required for gross misdemeanor/misdemeanor and juvenile offenders. No differences in time were found. Therefore, the same time was allotted to all new clients. As was done with the supervision levels, 15 percent was added to the time for both the adult new client task and the juvenile new client task.

### **Adult PSI and Juvenile PDI**

The collection of PSI activities included all activities an agent completes to write a PSI. Court time was not included. Agents tracked time from beginning to completion of these tasks. The agents completed 75 adult PSIs. Very few juvenile PDIs were collected, so this portion of the study was extended until a few more could be completed. A total of 28 PDIs were completed.

The focus group decided they wanted to separate out sex offenders (POR) and domestic PSI/PDIs to see if there were any differences in the time it takes to complete these types of tasks. No difference in time was found. Therefore, the same time was allotted to all PSI/PDI clients. As was done with the supervision levels, 15 percent was added to the time for both the adult PSI and the juvenile PDI tasks. A large outlier was excluded from the juvenile PDI calculation.

### Adult and Juvenile Transfer-In Investigations

The focus group decided adult and juvenile incoming transfer investigations needed to be tracked during this study. Currently agents receive no time for this work. Transfer-in investigations were defined as offenders transferring in from a non-MN DOC agency or another state. Transfer-outs and those transferring from another MN DOC office or district were not included.

There were very few juvenile transfer-ins during the course of the study, and the few there were had large variations of time. At this time, juvenile transfer-in investigations will continue to not receive any time. The workload points are used to look at typical average work. If there is an increase in the number of juvenile transfer-in investigations, a study can always be completed on them. However, adult transfer-in investigations will begin to have time assigned to them. As was done with the supervision levels and other tasks, 15 percent was added to the time for the adult transfer-in investigation. A large outlier was excluded from this task.

## **Results**

### **Supervision Level and Task Time Results**

As anticipated, current measures do not accurately reflect the work agents are doing. Supervision standards have changed significantly since the previous study. Focus group members and agents participating in this study met following completion of the data collection, and results were shared and discussed. All agreed the results were an accurate reflection of the work they do.

Workload points are represented by hours. For example, 2.4 points equals 2.4 hours. Examples of the breakdown of the points:

- .1 = 6 minutes
- .2 = 12 minutes
- .3 = 18 minutes
- .5 = 30 minutes
- .8 = 48 minutes
- 1.0 = 60 minutes

The supervision level final numbers along with the 2008 numbers are shown in Table 1. Table 2 shows the final results for tasks completed by agents as well as the 2008 tasks.

Table 1: Supervision Workload Time

<b>Supervision Level</b>	<b>2012 Workload Study Mean Time=Points</b>	<b>2008 Workload Points</b>
Adult Maximum	2.0	0.9
Adult Medium	0.8	0.4
Adult Minimum	0.4	0.2
Juvenile Maximum 1 <sup>1</sup>	3.7	2.4
Juvenile Maximum 2	3.0	
Juvenile Medium	1.6	1.5
Juvenile Minimum	0.7	0.9
Juvenile Placement	2.6	2.4

Table 2: Task Workload Time

<b>Task</b>	<b>2012 Workload Study Mean Time = Points</b>	<b>2008 Task Points</b>
Adult PSI	4.8	4.2
Adult New	1.9	1.5
Adult Transfer-In from a Non-MN DOC Agency <sup>2</sup>	2.0	0.0
Juvenile PDI	7.2	5.5
Juvenile New	2.3	2.1

<sup>1</sup> The 2008 timestudy, Juvenile Maximum was one category. Current standards break it out into two.

<sup>2</sup> Adult Transfer-In was studied for the first time in the 2012 Workload Study.

## **Next Steps**

Evidence based practices continuously shed light on new and innovative ways of conducting business. The MN DOC works hard to improve upon the existing model for supervision offenders based on new and emerging evidence. Therefore, workload studies will continue to be vital in measuring the effects these changes may have on agents' time. The goal is to continue to conduct a workload study every three to five years.

## **Bibliography**

DeMichele Matthew T., Payne, Brian K., and Matz, Adam K. (2011). *Community Supervision Workload Considerations for Public Safety*. Bureau of Justice Assistance, Washington, D.C.

# Appendix A: Timesheet

<b>2012 Weekly Case-Specific Agent Time Study Form</b> <b>Adult Medium</b>  Week Number: 1 – January 22—January 28, 2012	Agent Name: Jane Doe  District: Mankato
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*Time Recorded in Minutes (round to nearest minute)*

Offender Name	DOB/ Supv. Level	◀	◀	◀	◀	◀	◀	M	I	N	U	T	E	S	▶	▶	▶	▶	▶	▶
Anderson, John Brown	12/12/21 Medium																			
Brown, Leroy John	2/2/82 Medium																			
Doe, John Leroy	1/1/81 Medium																			
Leroy, John Doe	5/5/55 Medium																			
John, Anderson John	6/6/66 Medium																			

# Appendix B: Task Sheets

## Adult GM/Misd New Client Time Study

<b>Offender Name</b> Last, First Middle _____  <b>Offender DOB:</b> _____	<b>Offender Gender:</b> _____  <b>Offender Race:</b> _____
<b>Agent:</b>  <b>District:</b>	<b>Supervision Level:</b>  <b>POR:</b> <input type="checkbox"/>
<b>Assigned Date:</b>	<b>New GM/Misd Client End Date (this offender):</b>

**Record in MINUTES in a cell below all time you spend on this New adult GM/Misd client.**

<b>TOTAL MINUTES:</b>										

### ALL TIME IS RECORDED IN MINUTES

Record all time spent on the New GM/Misd Client (which is defined as “30 Days”) that begins anytime between January 22 and March 24, no matter the length or activity (including but not limited to facesheets, intake, supervision, probation agreement, etc.).

Use 1 form per offender. Do not include support time. Record through completion of new client.

**Guide:** Log time in minutes every time you work on a new client through completion. **New clients you are assigned between 1/22/12 and 3/24/12** and not cases you have already been assigned.

Log only your time spent on the new GM/Misd client (define as “30 days”) – not support time.

**Log time only.** You do not have to log the activity/task or date. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that new client. If another Agent steps in for you and does work you would normally do for the new client, record his/her time. Do not include support time.

Return log to your supervisor **upon completion** of the NEW client case and your supervisor will send to MN DOC attention: J. Johnson. **Note:** Recording of a new client may continue past the study end date March 24. You are to follow through until **completion** of the new client.

## Adult GM/Misd PSI Time Study

<b>Offender Name</b> Last, First Middle _____	<b>Offender Gender:</b> _____
<b>Offender DOB:</b> _____	<b>Offender Race:</b> _____
<b>Agent:</b>	<b>Supervision Level</b> _____
<b>District:</b>	<b>Domestic Abuse Investigation:</b> <input type="checkbox"/> <b>POR:</b> <input type="checkbox"/>
<b>Assigned Date:</b>	<b>PSI End Date</b> (this offender):

**Record in MINUTES in a cell below all time you spend on this PSI client.**

<b>TOTAL MINUTES:</b>									

### ALL TIME IS RECORDED IN MINUTES

Record all time spent on this Pre-Sentence Investigation and record time through the completion of the PSI, no matter the length or activity. Do not include court time. Work through completion of PSI.

Use 1 form per offender. Do not include support time.

**Guide:** Log time in minutes every time you work on a case through completion of the PSI. **New PSI cases you are assigned between 1/22/12 and 3/24/12** and not cases you have already started working on.

Log only your time spent on the investigation – Do not include support time.

**Log time only.** You do not have to log the activity/task or date. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that investigation. If another agent steps in for you and does work you would normally do for the PSI, record his/her time-do not include support time.

\* Return log to your supervisor **upon completion** of the PSI client case and your supervisor will send to MN DOC attention: J. Johnson.

**Note:** You are to follow through **until completion** of the PSI.

## Adult GM/Misd Transfer-In Investigation

<b>Offender Name</b> Last, First Middle _____	<b>Offender Gender:</b> _____
<b>Offender DOB:</b> _____	<b>Offender Race:</b> _____
<b>Agent:</b> _____	<b>Supervision Level:</b> _____
<b>District:</b> _____	<b>POR:</b> <input type="checkbox"/>
<b>Other MN Agency:</b> <input type="checkbox"/>	<b>District/State Transferring from:</b> _____
<b>Interstate:</b> <input type="checkbox"/>	<b>Transfer investigation End Date (this offender):</b> _____
<b>Assigned Date:</b> _____	_____

**Record the MINUTES in a cell below all time you spend on this Transfer Investigation client.**

TOTAL MINUTES:									

### ALL TIME IS RECORDED IN MINUTES

Record all time spent on this transfer investigation and record time through the Completion of the transfer investigation, no matter the length or activity. Use 1 form per offender. Do not include support time.

**Guide:** Log time in minutes every time you work on a client THROUGH completion of the Transfer Investigation. **New Transfer Investigation cases you are assigned between 1/22/12 and 3/24/12 and NOT clients you have already started working on.**

Log only your time spent on the investigation – Do not include support time.

**Log time only.** You do not have to log the activity/task or date. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that investigation. If another Agent steps in for you and does work you would normally do for the transfer investigation, record his/her time-do not include support time.

\* Return log to your Supervisor **upon completion** of the transfer invest client case and your Supervisor will send to MN DOC attention: J. Johnson. **Note:** Recording of a transfer investigation MAY continue past the study end date March 24. You are to follow through until **completion** of the investigation.

## Juvenile PDI Time Study

<b>Offender Name</b> Last, First Middle _____	<b>Offender Gender:</b> _____
<b>Offender DOB:</b> _____	<b>Offender Race:</b> _____
<b>Agent:</b>	<b>Supervision Level</b> _____
<b>District:</b>	<b>Domestic Abuse Investigation:</b> <input type="checkbox"/> <b>POR:</b> <input type="checkbox"/>
<b>Assigned Date:</b>	<b>PDI End Date</b> (this offender):

**Record in MINUTES in a cell below all time you spend on this PDI client.**

<b>TOTAL MINUTES:</b>									

### ALL TIME IS RECORDED IN MINUTES

Record all time spent on this Pre-Disposition Investigation and record time through the completion of the PDI, no matter the length or activity. Do not include court time. Work through completion of PDI.

Use 1 form per offender. Do not include support time.

**Guide:** Log time in minutes every time you work on a case through completion of the PDI. **New PDI cases you are assigned between 1/22/12 and 3/24/12** and not cases you have already started working on. Log only your time spent on the investigation –do not include support time.

**Log time only.** You do not have to log the activity/task or date. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that investigation. If another agent steps in for you and does work you would normally do for the PDI, record his/her time-do not include support time.

\* Return log to your supervisor **upon completion** of the PDI client case and your supervisor will send to MN DOC attention: J. Johnson.

**Note:** You are to follow through **until completion** of the PDI.

## Juvenile New Client Time Study

<b>Offender Name</b> Last, First Middle _____  <b>Offender DOB:</b> _____	<b>Offender Gender:</b> _____  <b>Offender Race:</b> _____
<b>Agent:</b>  <b>District:</b>	<b>Supervision Level:</b>  <b>POR:</b> <input type="checkbox"/>
<b>Assigned Date:</b>	<b>New Juvenile Client End Date (this offender):</b>

Record in MINUTES in a cell below all time you spend on this New juvenile client.

TOTAL MINUTES:										

### ALL TIME IS RECORDED IN MINUTES

Record all time spent on the New Juvenile Client (which is defined as “30 Days”) that begins anytime between January 22 and March 24, no matter the length or activity (including but not limited to facesheets, intake, supervision, probation agreement, Maysi MH or Posit MH screens, etc.).

Use 1 form per offender. Do not include support time. Record through completion of new client.

**Guide:** Log time in minutes every time you work on a new client through completion. **New clients you are assigned between 1/22/12 and 3/24/12** and not cases you have already been assigned.

Log only your time spent on the new juvenile client (define as “30 days”) – not support time.

**Log time only.** You do not have to log the activity/task or date. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that new client. If another Agent steps in for you and does work you would normally do for the new client, record his/her time. Do not include support time.

Return log to your supervisor **upon completion** of the new client case and your supervisor will send to MN DOC attention: J. Johnson. **Note:** Recording of a new client MAY continue past the study end date March 24. You are to follow through until **completion** of the new client.

## Juvenile GM/Misd Transfer-In Investigation

<b>Offender Name</b> Last, First Middle _____	<b>Offender Gender:</b> _____
<b>Offender DOB:</b> _____	<b>Offender Race:</b> _____
<b>Agent:</b> District: _____	<b>Supervision Level:</b> POR: <input type="checkbox"/>
Other MN Agency: <input type="checkbox"/> Interstate: <input type="checkbox"/>	<b>District/State Transferring from:</b> _____
<b>Assigned Date:</b> _____	<b>Transfer investigation End Date (this offender):</b> _____

Record the MINUTES in a cell below all time you spend on this Transfer Investigation client.

TOTAL MINUTES:									

### ALL TIME IS RECORDED IN MINUTES

Record all time spent on this Transfer Investigation and record time through the completion of the Transfer Investigation, no matter the length or activity. Use 1 form per offender. Do NOT include Support time.

**Guide:** Log time in minutes every time you work on a client THROUGH completion of the Transfer Investigation. **New Transfer Investigation cases you are assigned between 1/22/12 and 3/24/12 and NOT clients you have already started working on.**

Log only **YOUR time spent on the investigation** – Do NOT include Support time.

**Log time only.** You do not have to log the activity/task or date. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that investigation. If another Agent steps in for you and does work you would normally do for the transfer investigation, record his/her time-do not include support time.

\* Return log to your Supervisor **upon completion** of the transfer invest client case and your Supervisor will send to MN DOC attention: J.Johnson. **Note:** Recording of a transfer investigation MAY continue past the study end date March 24. You are to follow through until **completion** of the investigation.