

**Adult Gross Misdemeanor/Misdemeanor and Juvenile
Workload Study
2008**



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Gross Misdemeanor/Misdemeanor and Juvenile Workload Study 2008

Research Summary

Minnesota Department of Corrections (DOC) community supervision agents have been basing their workload on a system and study dating back to the 1980s. Much has changed since then, including specialized caseloads; supervision standards that emphasize field contacts and case planning; utilization of various evidence-based practices; and the use of computers and cell phones. While many tasks have been added, others have been streamlined or omitted. A total of 40 agents from 10 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; juvenile certification studies; adult chemical assessments; adult pre-trial monitoring; and juvenile pre-disposition monitoring. Offenders were tracked for two months, and agents logged their time spent on the selected offenders. As expected, the changes that have taken place over the last few years have affected the time it takes an agent to supervise an offender.

Background

Field Services

The DOC Field Services Unit provides supervision to probationers and offenders released from correctional facilities. Agents use evidence-based practices (EBP) to facilitate offender rehabilitation and safer communities.

Committed to implementing EBP, in 2000 the DOC launched use of the Youth Level of Service Case Management Inventory (YLS-CMI) and the Level of Service Inventory-Revised (LSI-R), both research-validated assessment tools. At the same time, agents were trained in other EBP, such as effective case management and motivational interviewing. In 2003, the supervision continuum was implemented. This created specialized caseloads, increased supervision contacts with those offenders posing the greatest safety risk, and targeted treatment and community resources to those with the greatest needs. Cognitive behavioral programming, a program facilitated by agents, was also put into place that same year.

In 2006, the DOC conducted a workload study¹ consisting of felony offenders and the tasks used to supervise them. This study will focus on gross misdemeanor/misdemeanor and juvenile offenders. Like the felony study, this 2008 workload study will ultimately assist in making caseloads equitable.

Focus Group

A focus/advisory group, made up of four district supervisors and an agent from each of the 10 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 chemical use assessments, adult pre-trial monitoring, juvenile pre-disposition investigations (PDIs), juvenile new clients, juvenile certification/extended juvenile jurisdiction (EJJ) studies and juvenile pre-disposition monitoring. This group met again toward the end of the study to review preliminary numbers to ensure the study was on track.

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, and program/community development. After all of these deductions, the remaining time available for agents to

¹ The Adult Felony Workload Study can be found on the DOC's website at:
<http://www.doc.state.mn.us/publications/documents/07-08FelonyWorkloadStudy.pdf>

supervise clients is 120 hours in a month. The work points in the previous study were based on this system, and this study will continue with the same system. It is a system that is recognized nationally and used by most agencies across the country.

Methodology

Districts

At the time of this study, there were 12 DOC Field Services districts across the state. Ten of these districts supervised adult gross misdemeanor/misdemeanor and juvenile offenders. Selected agents from those ten districts participated in this study. However, due to inaccurate reporting of time in one of the districts, that district was omitted. Therefore, the final numbers reflect work done by 36 agents in 9 districts.

Tools

Simple, concise tools were chosen for this study. With a few minor adjustments, the tools used for the previous felony time study 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. 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, pre-trial monitoring, chemical use assessment, PDI, pre-disposition monitoring, EJJ) were also taken from similar tools used in the felony study (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 (February 3, 2008 - April 5, 2008). 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, medium, minimum, placement, and program. A maximum number of offenders was 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.

Looking at data from 2006-2007, the average number of adult gross misdemeanor/misdemeanor offenders supervised at any given time was 6,171. During this

same timeframe, the average number of juvenile offenders supervised at any given time was 1,896. To decide what supervision levels should be studied, these numbers and their breakdown by supervision levels were presented to the focus group. The group focused on not only those levels represented by the majority of offenders, but also those things they felt important to study. Based on their recommendations, it was decided to study three supervision levels for adults – maximum, medium and minimum, and five for juveniles – maximum, medium, minimum, placement, and program.

The three supervision levels for the adults made up 42 percent of the adult gross misdemeanor/misdemeanor offenders. Paper, a supervision level highly represented among these offenders, was studied during the felony study. The average number of adult maximums being supervised by agents was 308, the average number of adult mediums being supervised was 1,014, and the average number of adult minimums being supervised was 1,218. 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 number of gross misdemeanor/misdemeanor offenders agents tracked for each supervision level is shown in Table 1.

The five supervision levels for the juveniles make up 79 percent of all juvenile offenders. The average number of juvenile offenders agents supervise for these types of supervision were as follows: 100 maximum, 421 medium, 493 minimum, 113 placement, and 357 program. Because of the low numbers, the goal for the number of offenders to track was 20 percent of these totals. The number of juvenile offenders agents tracked for each supervision level is shown in Table 1.

The number and type of offenders from each district was determined by stratification sampling, or the proportionality of supervision levels to the district and DOC as a whole. For example, Albert Lea had 6 percent of all adult gross misdemeanor/misdemeanor maximum offenders. Therefore, Albert Lea needs to collect 6 percent of the maximum sample size, or 4 offenders.

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 10 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 those respected by their peers. Participants were directed to prioritize their work to ensure that supervision standards were met with the selected offenders. See Table 1 for agent breakdown by district.

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 done prior to the study, assuring target numbers were met.

Table 1: Number of Offenders in Workload Study by District and Supervision Level

District	Adult-Max	Adult-Med	Adult-Min	Juv-Max	Juv-Med	Juv-Min	Juv-Place	Juv-Prog	TOTAL Offenders	AGENT #s
Albert Lea	4	21	21	2	2	6	2	4	46-Adult 16-Juv	2-Adult 1-Juv
Bemidji	4	26	25	5	18	17	3	15	55-Adult 58-Juv	2-Adult 4-Juv
Chaska	8	16		1	6	15	2	10	24-Adult 34-Juv	2-Adult 2-Juv
Litchfield	8	10	39	3	6	16	3	3	57-Adult 31-Juv	3-Adult 2-Juv
Mankato	12	17	16	2	7	5	2	15	45-Adult 31-Juv	2-Adult 2-Juv
Marshall	3	33	26	3	8	13	2	2	62-Adult 28-Juv	2-Adult 2-Juv
Moorhead	14	7	7	3	24	4	6	20	28-Adult 57-Juv	2-Adult 3-Juv
St. Cloud	15	24	14						53-Adult	2-Adult 0-Juv
Winona	2	12	66		2	16	2	4	80-Adult 24-Juv	2-Adult 1-Juv
TOTAL	70	166	214	19	73	92	22	73	450-Adult 279-Juv	19-Adult 17-Juv
									729 Offenders	36 Agents

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.

During the first two weeks, two agents left their roles as adult gross misdemeanor/ misdemeanor agents. Instead of replacing the agents, the types of offenders they were tracking were shifted to other agents. For instance, one of the agents was tracking nine maximum adult offenders. Other agents in the study were asked to track more maximum adult offenders to make up for this loss. All in all, the overall offender numbers were maintained.

Any time the agent spent on a selected offender was recorded on a timesheet in minutes (see Appendix A). Some of the activity times included were computer, phone, face-to-face,

travel, and group. 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.

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 tasks not accounted for or time not recorded, and as recommended for the felony workload study, 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
9.97 (lowest weekly number will be dropped)
14.57
14.00
25.21
11.62
+19.83
144.23 minutes
- 9.97 (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.

Task Time Study

Specific agent tasks warranted a separate examination. These included adult and juvenile new clients; adult PSIs; juvenile PDIs; juvenile certification/EJJ studies; adult pre-trial monitoring; juvenile pre-disposition monitoring; and adult chemical use assessments. 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 tasks not accounted for or time not recorded, and as recommended for the felony workload study, 15 percent was added to all time.

Adult and Juvenile New Client

Offenders in the new client category included those who are new to 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, 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 of April 5. Adult agents completed sheets for 210 new clients, and juvenile agents completed sheets on 93 new clients.

One top outlier was omitted from the adult new client task calculation because this study is looking at typical new client tasks. For juvenile new client tasks, those below 20 minutes were not included. The focus group determined that an agent cannot complete a juvenile new client task in under 30 minutes, and the few below this mark were understood to be incomplete. The top outlier was also taken out of the juvenile new client task calculation.

The previous felony 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 felony 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. The data collection goal for adult PSIs was 34 or 20 percent of what is normally collected in a two-month span by all agents. This goal was surpassed; 100 adult PSIs were completed by participating agents during the course of the study. The data collection goal for juvenile PDIs was 12 or 20 percent of what is normally collected in a two-month span by all agents. This goal was surpassed; 35 juvenile PDIs were completed by participating agents during the course of the study.

Agents tracked time from beginning to completion of the PSI/PDI report; some were not completed until after the end of the time study. For example, if an agent began a PSI at the end of March and he/she was given an average of four weeks to complete, the PSI would not be completed until the end of April.

The previous felony study discovered 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 felony 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. Along with this, the focus group decided it was necessary to look separately at those offenders sentenced for a domestic offense. For both the POR group and the domestic group, no differences in time were found. Post-sentence investigations were also looked at as a separate task. Here again, no difference in work or time was found. Therefore, the same time was allotted to all PSI/PDI clients and post-investigation clients as well. 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 taken out for both the adult PSI and juvenile PDI numbers.

Juvenile Certification/EJJ Study

While there are few juvenile certification/EJJ studies completed, this is a task that is very time consuming. The goal again was 20 percent of the studies done in a two-month time span. The goal was four, and six were ultimately collected for the study. One large outlier was omitted. Once again, 15 percent was added to the final time to account for anything that may have been missed.

Adult Pre-Trial Monitoring and Juvenile Pre-Disposition Monitoring

Neither the adult pre-trial monitoring nor juvenile pre-disposition monitoring tasks have been previously tracked. The workload focus group decided agents spend much time supervising offenders before they are sentenced or adjudicated. Due to low numbers collected during the study, both the adult pre-trial monitoring and the juvenile pre-disposition monitoring were extended to 18 weeks of data collection.

Adult pre-trial monitoring tasks included (but were not limited to): portable breath testing (PBT), electronic home monitoring (EHM), urinalysis, court-ordered work, house arrest, drug screening, chemical dependent assessment, EHM hook-up, referrals to other agencies, mental health referrals, collateral contacts, and release of information.

The juvenile pre-disposition monitoring tasks included (but were not limited to): house arrest, drug screening, chemical dependent assessment, EHM hook-up, referrals to other agencies, mental health referrals, collateral contacts, release of information, suitable placement, and placement work.

Of the adult tasks, only ten task sheets were turned in from three districts. Most were only one day of monitoring. Due to the low numbers, adult pre-trial monitoring will not be included in the workload point system.

After 18 weeks of collecting juvenile pre-disposition monitoring tasks, the numbers were insignificant. Along with this, the vast majority of tasks completed were coming from only one of the districts. There was no consistent number of days these juveniles were monitored, nor was there any consistency in how much time was spent on these pre-dispositional juveniles. Since the workload point system is an average or typical look at agents' work, this task cannot be included in the system.

Adult Chemical Use Assessment

If a participating agent was assigned to do either a drug or alcohol chemical use assessment, they were to track the time. There were only two task sheets turned in during the nine weeks of data collection. Both of these assessments were done in the same district. This task will not be included in the workload point system as the system focuses on the typical work completed by an agent.

Results

Supervision Level Time Results

As anticipated, current measures do not accurately reflect the work agents are doing. Much has changed since the last workload time study. Various technologies, reduced territories, and specialized caseloads have created many efficiencies. At the same time, the tasks an agent must complete have grown exponentially. 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. The supervision level final numbers are shown in Table 2.

Table 2: Supervision Level Final Workload Time

Supervision Level	Workload Study Mean Time =Points
Adult Maximum	0.9
Adult Medium	0.4
Adult Minimum	0.2
Juvenile Maximum	2.4
Juvenile Medium	1.5
Juvenile Minimum	0.9
Juvenile Placement	2.4
Juvenile Program	0.2

In comparison, Table 3 shows the current workload standards for supervision levels.

Table 3: Current Workload Standards

Supervision Level	Current Workload Points
Adult Maximum	1.1
Adult Medium	0.5
Adult Minimum	0.25
Juvenile Maximum	2.7
Juvenile Medium	2.0
Juvenile Minimum	1.0
Juvenile Placement	2.0
Juvenile Program	0.3

Table 4 shows the final results for tasks completed by agents.

Task Time Results

Table 4: Final Workload Task Time

Task	Workload Study Mean Time = Points
Adult PSI*	4.2
Adult New	1.5
Juvenile PDI	5.5
Juvenile New	2.1
Juvenile EJJ	17.6

*Final PSI time includes POR, domestic, and post-sentence investigations.

In comparison, Table 5 shows the current workload standards for tasks.

Table 5: Current Workload Task Time

Task	Current Workload Task Points
Adult PSI	6.0
Adult New	1.1
Juvenile PDI	4.5
Juvenile New	2.7
Juvenile EJJ	10.0

Conclusions

This study was conducted in order to have an accurate picture of the work being done by gross misdemeanor/misdemeanor and juvenile agents. Agent participation was exceptional and contributes greatly to the confidence level in the study results. These results will be used to assist in better management of workloads.

Appendices

Appendix A: Timesheet

2008 Weekly Case-Specific Agent Time Study Form Adult Medium Week Number: 1 – February 3—February 9, 2008	Agent Name/ Emp. ID: Jane Doe/ 01234567 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																							

Adult GM/Misd New Client Time Study

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

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

TOTAL MINUTES:										

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 February 3 and April 5, 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 2/3/08 and 4/5/08** 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 Field Services attention: J. Johnson (fax number: xxx-xxx-xxx).

Note: Recording of a new client may continue past the study end date April 5. You are to follow through until **completion** of the new client.

Adult GM/Misd Pre-Trial Monitoring Study – 2/3/08—4/5/08

Offender Name Last, First Middle _____	Offender Gender: _____
Offender DOB: _____	Offender Race: _____
Agent: _____	District: _____
Assigned Date: _____	Pre-Trial Monitoring End Date (this offender): _____

Record in MINUTES in a cell below all time you spend on this Pre-Trial Monitoring client.

TOTAL MINUTES:								

ALL TIME IS RECORDED IN MINUTES

This is a client who is NOT currently on supervision. Record all time spent on this pre-trial monitoring client during the study period of February 3 - April 5, no matter the length or activity (including but not limited to PBT, EHM, UA, court ordered work, house arrest, drug screen, CD assessment, EHM hook-up, referrals to other agencies, MH referrals, collateral contacts, release of information). Do not include hearings.

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

Guide: Log time in minutes every time you work on a pre-trial monitoring cases you are assigned between 2/3/08 and 4/5/08. not cases you have already been assigned.

Log only your time and activity spent on pre-trial monitoring – 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 pre-trial monitoring-do not include support time.*Return log to your supervisor when study (April 5) or pre-trial monitoring case is complete—whichever comes first—your supervisor will send to MN DOC Field Services attention: J. Johnson (fax number: xxx-xxx-xxx).

Adult GM/Misd PSI Time Study

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

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

TOTAL MINUTES:									

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 2/3/08 and 4/5/08** 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 Field Services attention: J. Johnson (fax number: xxx-xxx-xxx).

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

Juvenile Certification/EJJ Study Time Study

Offender Name Last, First Middle _____	Offender Gender: _____
Offender DOB: _____	Offender Race: _____
Agent:	District:
Assigned Date:	Certification/EJJ Study End Date (this offender):

Record in MINUTES in a cell below all time you spend on this Certification/EJJ Study client.

TOTAL MINUTES:								

ALL TIME IS RECORDED IN MINUTES

Record all time spent on this Certification/EJJ Study Client during the study period of February 3 - April 5, no matter the length or activity. Work through completion of Certification/EJJ Study.

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

Guide: Log time in minutes every time you work on a Certification/EJJ Study cases you are assigned between 2/3/08 and 4/5/08, not cases you have already been assigned.

Log only your time and activity spent on Certification/EJJ Study – 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 Certification/EJJ Study-do not include support time.

* Return log to your supervisor **upon completion** of the Certification/EJJ Study client case and your supervisor will send to MN DOC Field Services attention: J. Johnson (fax number: xxx-xxx-xxx).

Note: You are to follow through **until completion** of the Certification/EJJ Study.

Juvenile PDI Time Study

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

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

TOTAL MINUTES:									

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 2/3/08 and 4/5/08** 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 Field Services attention: J. Johnson (fax number: xxx-xxx-xxx).

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

Juvenile Pre-Disposition Monitoring Study – 2/3/08—4/5/08

Offender Name Last, First Middle _____	Offender Gender: _____
Offender DOB: _____	Offender Race: _____
Agent:	District:
Assigned Date:	Pre-Disposition Monitoring End Date (this offender):

Record in MINUTES in a cell below all time you spend on this Pre-Disposition Monitor client.

TOTAL MINUTES:								

ALL TIME IS RECORDED IN MINUTES

This is a client who is NOT currently on supervision. Record all time spent on this Pre-Disposition Monitoring Client during the study period of February 3 - April 5, no matter the length or activity (including but not limited to, house arrest, drug screen, CD assessment, EHM hook-up, referrals to other agencies, MH referrals, collateral contacts, release of information, suitable placement, placement work). Do not include hearings.

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

Guide: Log time in minutes every time you work on a pre-disposition monitoring cases you are assigned between 2/3/08 and 4/5/08, not cases you have already been assigned.

Log only your time and activity spent on pre-disposition monitoring – 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 pre-disposition monitoring-do not include support time.

*Return log to your supervisor when study (April 5) or pre-disposition monitoring case is complete—whichever comes first—your supervisor will send to MN DOC Field Services attention: J. Johnson (fax number: xxx-xxx-xxx).

Juvenile New Client Time Study

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

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 February 3 and April 5, 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 2/3/08 and 4/5/08** 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 Field Services attention: J. Johnson (fax number: xxx-xxx-xxx).

Note: Recording of a new client MAY continue past the study end date April 5. You are to follow through until **completion** of the new client.