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State of Ohio

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TOLEDO / LUCAS RPU

CLEVELAND / CUYAHOGA RPU

RPU - Regional Planning Unit

APD - Administrative Planning District

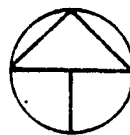
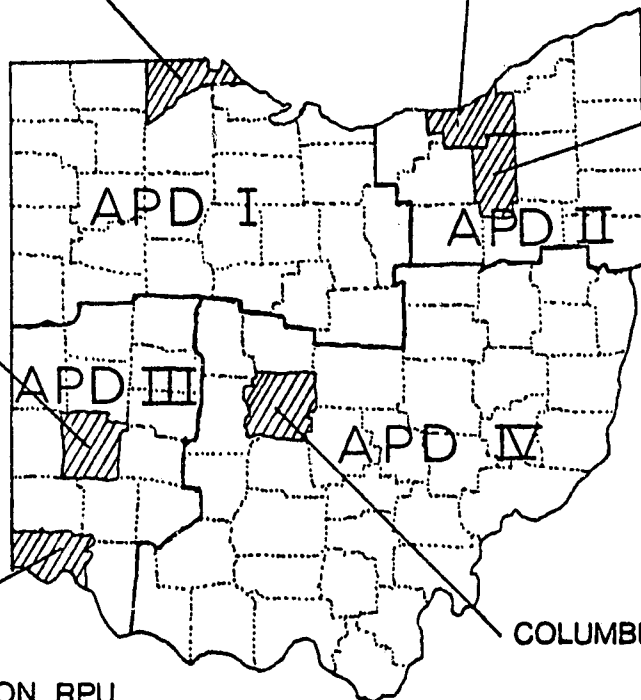
AKRON /
SUMMIT RPU

OCJS
30 E. Broad St.
Columbus, Ohio 43215
614-466-7782

DAYTON /
MONTGOMERY RPU

CINCINNATI / HAMILTON RPU

COLUMBUS / FRANKLIN RPU





Department of Economic and Community Development

P.O. Box 1001 • Columbus, Ohio • 43216

PREFACE

Assessment of Ohio LEAA Awards
Office of Criminal Justice Services Perspective
An Executive Summary
December 1978

In response to the LEAA mandate regarding monitoring and evaluation, the Office of Criminal Justice Services (OCJS) created an Evaluation Unit in June 1976. In November of the same year, the Unit became fully operational after designing and implementing an assessment process encompassing the interest of all concerned audience components. For this to occur, the former standardized system was replaced with a Project Specific System. The former system, characterized as broad and general, was found to be incapable of generating meaningful and useful results. The latter system, characterized as specific, provides reliable and meaningful outcome data for each respective project. This data reflects the actualization of activities and the impact of attained objectives.

The primary audience components include the following groups:

- A. Ohio Supervisory Commission
- B. OCJS Functionaries
- C. Regional Planning Unit Commissions
- D. RPU Functionaries
- E. Project Staff and Associated Entities
- F. Law Enforcement Assistance Administration

The System

As a process, Assessment involves the analysis of two (2) thoughts. First, Assessment measures the expected and intended effect the project has on target groups. Second, Assessment measures the reciprocal affect target groups have on the project. Collectively, there is generation of information regarding project accomplishments and reasons for outcomes.

The conceptual method encompasses a Management by Objectives and Results (MBO-R) strategy regarding the assessment of projects. To this effect, objectives (project ends) and activities (project means) are stated in measurable terms and assessed on a project by project basis. Activities are the operational steps to impact achievements (objectives).

The operational method involves the development and use of three primary assessment instruments, relating to a participatory approach among agency and project representatives.

The Project Specific Monitoring Instrument (PSMI) is a one page, custom tailored, front and back assessment tool. It includes both monitoring (measures of efficiency) and evaluation (measures of effectiveness) components. The former component relates to 'frequency measures of occurrence' with regard to project activities. The latter component relates to 'adjustment measures of impact' with regard to objectives. The PSMI measures the expected and intended effect the project has on targeted groups.

The Monitoring and Evaluation Performance Review (MEPR) is a one page, custom tailored, front and back validation tool. Inclusive of both quantitative (RAW Data Review) as well as qualitative (Administrative Programmatic Review) elements, the MEPR ultimately establishes the reliability of project results and generates insight regarding reasons for outcomes. The MEPR measures the reciprocal affect target groups have on the project.

The Narrative Assessment (NA) is an adjunct document functioning as a conduit for project staff perspectives, and is submitted with the PSMI.

The Ohio Assessment Design represents a pragmatic and operational process for determining project effects. The Ohio system complements in practice (Can Do System), the theory (How To System), of some evaluation training courses. An example of this is witnessed with regard to course offerings in five training sites* by the Division of Training - Office of Operations Support in LEAA.

This Project Specific Methodology assesses the efforts and effects of respective projects with accuracy and can be used in other disciplines outside the criminal justice system.

Organizational Participants

Projects administered by OCJS as well as RPUs are assessed by the design. There has been a gradual transition from the former system to the current system with each subsequent fund year, beginning with selected 1978 projects. With the funding of 1980 awards, all projects will be assessed via the aforementioned methods. Currently, the system affects the following projects, amounting to some \$26.6 million in awards:

- A. First and Second Year '78 Awards (N=140)
- B. All JJDP Awards (N=90)
- C. First, Second and Third Year '79 Awards - Administrative Planning Districts (APD) and State (N=175)
- D. All '79 RPU Awards (N=158)

*The five training sites are located at Northeastern University, University of Milwaukee at Wisconsin, Florida State University, Washburn University (Kansas), and University of Southern California. All sites operate per the grant process with LEAA dollars.

Instrument Construction and Administration

OCJS Evaluation Staff is directly responsible for the construction and administration of assessment instruments for State and Administrative Planning District projects. Construction pertains to the formulation of assessment areas, per project proposals and discussions with Project Directors. Administration pertains to the actualization of instruments regarding implementation, submission, and analysis, as well as decision making.

Construction of assessment instruments for Regional Planning Unit projects occur via one of two ways. Either RPU staff will assume the responsibility for instrument construction or the RPU will request assistance from OCJS Evaluators. In either case, the RPU is administratively responsible.

At all times, the OCJS Evaluation Staff reviews and comments on the instruments formulated and operationalized. Should factors impede the construction and administration of instruments for RPU projects, interactions between OCJS and RPU decision makers occur to remedy the situation.

Timeliness is a significant factor regarding the construction and administration of instruments. This is primarily of essence relative to project start-up dates. For any assessment instrument to be useful and for the assessment process to be successful, all planning must occur prior to the implementation of the project. Here, timeliness translates into "Front-End Planning". The assessment process is a "Fore-thought", as well as, an "After-thought". To this extent, all instruments will be constructed and administrative actions (per continuations) will occur prior to implementation of the project. Thus, assessment of projects is interfaced with the basic agency continuum of planning and decision making.

Planning and Decision Making

System out-puts are expressed in two ways. Point-In-Time analyses (monthly data) and Period-In-Time analyses (semi-annual and yearly data) allow project managers and OCJS/RPU staffs, to assess the on-going efforts and effects of the project. These "Trend Assessments" occur on a semi-annual basis. To this extent, the use of system out-puts will allow for improved and continual planning, as well as decision making, throughout the complete term of the project.

Acknowledgements

The cooperation and valuable efforts of OCJS/RPU staffs and the Ohio Supervisory Commission are deeply appreciated.

Ira G. Turpin, Jr.
Director - Evaluation Unit

IGT:pah

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Introduction

The interest of Ohio LEAA decision makers centers on the ability to render enlightened decisions regarding the funding of new and continuing projects. To this extent, such decisions will improve the planning process and increase the potential for achieving statewide goals and objectives.

The LEAA mandate (M 4100.1F), relative to monitoring and evaluation, states the following. "Monitoring involves describing planned project results and comparing these planned results with actual project achievements" "Evaluation involves a much more intensive analysis . . . that permits inference that changes or achievements are, in fact, attributable to project activities" The distinctions between monitoring and evaluation are neither clear nor are they commonly agreed upon by interested parties. To this extent, OCJS evaluators do not engage in such unresolvable debates. However, OCJS evaluators clearly believe in the utility and value of the system design as it pertains to questions concerning -- what did the project accomplish?

Nonetheless, the Office of Criminal Justice Services must be cognizant of the efforts and effects of projects, with regard to how the incidence of delinquency and the criminal justice system is affected. The evolution of procedures, regarding the mandate and the interest of Ohio decision makers, is a matter for resolution in Ohio.

Ohio has designed and implemented conceptual as well as operational procedures for assessing project outcomes as represented by the following.

Former System

The former system used to assess projects is a standardized modular approach. It encompasses broad generalized measurements for project activities, only. The significant elements lacking in the system are 'specificity' and 'compatibility'. The former relates to the systems' inability to measure the attainment of individual project objectives. The latter relates to the systems' inability to measure all project activities, per respective award. In both instances, the system cannot accurately assess the efforts and effects of projects. To this extent, the former system is not responsive to the interest and mandates of significant audience components.

The System

As a process, assessment involves the analysis of two (2) thoughts. First, assessment measures the expected and intended effect the project has on target groups. Second, assessment measures the reciprocal affect target groups have on the project. Collectively, there is generation of information regarding project accomplishments and reasons for outcomes.

The conceptual method encompasses a Management by Objectives and Results (MBO-R) strategy regarding the assessment of projects. To this effect, objectives (project ends) and activities (project means) are stated in measurable terms and assessed on a project by project basis. Activities are the operational steps to impact achievements (objectives).

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The Narrative Assessment (NA) is an adjunct document functioning as a conduit for project staff perspectives, and is submitted with the PSMI.

System out-puts are expressed in two ways. Point-In-Time analyses (monthly data) and Period-In-Time analyses (semi-annual and yearly data) allow project managers and OCJS/RPU staffs, to assess the on-going efforts and effects of the project. These "Trend Assessments" occur on a semi-annual basis. To this extent, the use of system out-puts will allow for improved and continual planning, as well as decision making, throughout the complete term of the project.

This Project Specific Methodology assesses the efforts and effects of respective projects with accuracy.

Planning The Assessment

Front-End Planning generates information for (1) determining the potential value of the project, and (2) blueprinting the assessment process. In effect, such planning is essential for good management. Front-End Planning involves the following steps.

- A. Research and Formulation of the Problem.
- B. Development of Goals, Objectives, and Activities.
- C. Develop Assessment Instrument (PSMI).

The steps involve both project as well as OCJS/RPU staff during the developmental phases of the project.

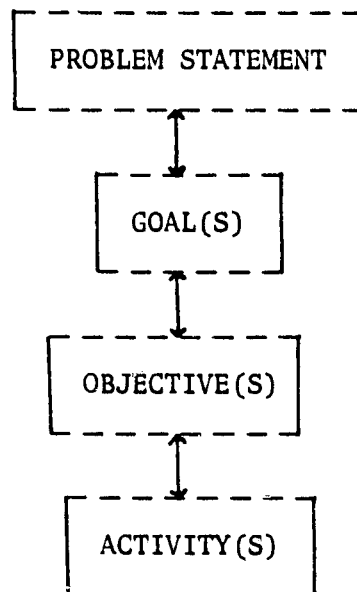
- A. Research and Formulation of the Problem: Research is the investigation or inquiry of the affects and effects of interactions. Research is the support base for identifying the problem and represents the comparative statistics relative to project outcomes. At this phase, project designers assemble and analyze information representing specific areas of interest. From this, the problem statement is formulated and it is the Central Focal Point for project planning involving the creation of goals, objectives, and activities. More current concepts often refer to this stage as a needs analysis or needs assessment.
- B. Development of Goals, Objectives and Activities: The expected efforts and effects of the project must be clearly stated and distinguishable. These concepts represent the "ends" and the "means" of projects and act as the indicators for project accomplishments.

The Office of Criminal Justice Services develops 'Directives' on a yearly basis to assist project designers develop proposals for LEAA funds. These Directives show the relationship of the concepts and places them within an operational context.

The relationship of the concepts can best be presented with regard to the following.

CONCEPTUAL CONTINUUM

PROJECT OPERATIONAL CONCEPTS



The diagram exhibits both conceptual as well as analytical relationships. The downward process represents the conceptual planning process carried out by project designers. The upward process represents the analytical process carried out relative to assessment.

The problem statement is a specific documented (data) area of concern. It includes information on, (1) magnitude/frequency of the problem; (2) rate of change (i.e., increase or decrease); (3) severity of the problem; (4) where the problem exists locally; (5) who or what the problem affects locally; (6) how the problem occurs; and (7) how the system deals with the problem.

The distinction between goal, objective, and activity is significant. The Office of Criminal Justice Services concentrates on "key words and key phrases" which allow for clear and definite distinctions among these terms. A goal is an unquantified, non-directional, general statement of intent describing the ultimate effect. Operationally, goals are expressed in the form of:

1. To enhance
2. To maximize
3. To facilitate
4. To augment

The assessment process does not include direct measures for the attainment of goals. This is so due to the general nature of the statements themselves. Beginning with 1980 awards, goal statements will no longer be included in the planning process.

Objectives (the ends) are quantified directional (increase, decrease) statements of affect and impact, describing what and when results will be attained. Objectives address variables (recidivism, crime rates) partially outside the administrative control of the project. Operationally, objectives are expressed in the form of:

1. To reduce the recidivism rate
2. To reduce the institutional placement
3. To increase reporting of crimes
4. To increase the arrest clearance rate

When possible an index or percentage is included in the objective statement. Objectives represent project achievements resulting in some measurable change.

An activity (the means) is a functional statement of movement or action exerted to achieve objectives. Activities are day-to-day tasks within the administrative control of the project. Operationally, activities are expressed in the form of:

1. To hire personnel
2. To install new equipment
3. To provide
4. To counsel
5. To develop a

Activities represent the operational strategies designed to realize objectives. Operationally, objectives and activities are distinguishable vis-a-vis the 'key words' and the potential control the project has with regard to each.

Thus, project designers are responsible for steps 'A' and 'B' with regard to front-end planning efforts.

- C. Develop Assessment Instrument (PSMI): Two types of measures are used for assessing the project. Measures of effectiveness relate to project objectives and measures of efficiency relate to project activities. The former are "adjustment measures of impact" and the latter are "frequency measures of occurrence". Activities are the operational steps to impact achievements (objectives). To this extent, effectiveness measures relate to what is ultimately desired and efficiency measures relate to the way in which it (desired-ends) is attained.'

To develop the measures, evaluation staff review project proposals and draft specific and appropriate assessment statements relative to objectives and activities. Documentation of the problem statement, goal, objective, and activities as well as assessment statements is accomplished vis-a-vis the PSMI. After Unit staff have completed review of the proposal and documentation of project efforts and effects on the PSMI, interactions between Unit staff and the project director occur. These interactions are designed to (1) validate the information contained in the proposal and documented; (2) make any necessary adjustments; and (3) to orient the director to the assessment process.

During this process, two basic items are given serious consideration. Data are the inputs to assessment and analysis produce the outputs. Both are highly significant.

Unit Evaluators consider a variety of factors with regard to data inclusive of (1) data requirements; (2) data constraints; and (3) analysis.

- (1) Data Requirements: Two considerations surface with regard to data requirements. Data identification is important to assure use of the most significant measurement associated with objectives and activities. These data may be either quantitative or qualitative in value and are determined by Unit Staff inclusive of project staff input. The second consideration relates to the definition of data elements. It is extremely important that data elements be explicitly defined.
- (2) Data Constraints: An important factor for consideration is the constraints that may come into affect in obtaining the identified data elements. For instance, an identified data element may not be available because of the sensitivity of the data (privacy regulations, etc.) or because the information cannot be collected. Even if the data element is available, the cost for collection may be too high. Another factor affecting data element availability and cost is the frequency of collection. The more often the data element is needed, the higher the cost. Unit staff is most sensitive to considerations regarding data constraints.
- (3) Analysis: It is important to determine the analytical methods to be employed in the assessment process and to establish management procedures to execute the analysis. The selection of an analytical method is done on a project by project basis and it is highly unlikely that one method will serve all projects. This is so due to the diversity in project designs themselves.

At this point the assessment instrument (PSMI) is constructed inclusive of project staff interations, and both the project as well as the assessment process are ready for implementation.

Implementing the Assessment

Front-end Planning enhances both the implementation and assessment processes. All design (project and assessment) considerations are completed and projects are ready to begin specific operational strategies when the door is first opened.

It is highly important to develop good management procedures in order to assure a smooth and responsive process regarding implementation of the assessment. To this extent, the Ohio system focuses on (1) data collection, (2) reporting systems, and (3) purpose of analysis, with regard to assessment instruments.

- (1) Data Collection: The data requirements specified on the PSMI must be collected and then managed for use in the analysis. Consistency in data collection is essential for accuracy. Data should be collected the same way each time regardless to who is doing the collecting. To help obtain this consistency in data collection, four ingredients are included in the collection design:

- (a) Simple explicit procedures (Instrument Instructions) are prepared to reduce confusion in the collection process;
 - (b) Collectors are instructed (interactions with Unit staff) in the meaning of the data collected and the purpose of the collection in order to minimize personal interpretation of the data;
 - (c) Pre-designed forms (PSMI) are used to reduce collection errors; and
 - (d) A data audit (MEFR) is used to validate data and obtain insight regarding reasons for outcome.
- (2) Reporting Systems: A significant factor to the assessment process relates to how and when instruments will be submitted. Regarding this factor, the Ohio system considers the following:
- (a) the organizations involved in submitting the instrument and collecting the data;
 - (b) the sequence in the flow of instruments;
 - (c) the instrument frequency requirements; and
 - (d) close coordination between the collecting and assessment organizations.

The organizations involved in the Ohio reporting system include all subgrantees. Each organization is required to submit an instrument "semi-annually". Instruments are submitted on the fifteenth (15th) day of the seventh (7th) and thirteenth (13th) months consistent with the actual project period. In this way, analyses can occur throughout the term of the project.

- (3) Purpose of Analysis: Analysis is not a one-time function. It is an activity to be performed frequently throughout the term of the project by project staff as well as Evaluation staff. This can be accomplished with regard to the format of the assessment instrument. The instrument contains point-in-time (monthly) breakouts and period-in-time (semi-annually and yearly) breakouts with regard to data. To this extent, project staff and evaluators are afforded an opportunity to assess progress month by month with regard to activities and semi-annually with regard to objectives. Therefore, analysis by Evaluation staff encompasses the following concepts.
- (a) It is good practice and good management to schedule assessment analyses on a continuing basis.
 - (b) Projects may generate certain milestones. Analysis should be performed at these natural review points to assess past performance and to determine the future direction of the project.

- (c) To determine the outcome of the project, there should be an analysis at its completion.

There are two primary purposes for analysis, identified as:

- (a) Impact Level Determinations ascertain the degree of accomplishment with regard to project efforts and effects; and
- (b) Management Level Determinations afford decision makers an opportunity to decide on questions regarding modifications, redirections, and continuation of projects.

The following progression best illustrates the steps for the planning and assessment processes.

Pre-Implementation Activities

- (A) Research and Formulation of the Problem
- (B) Goal, Objective, and Activity Development
- (C) Receive and Review Project Proposals
- (D) Task Force Review and Decisions
- (E) Commission Review and Decisions
- (F) Develop Assessment Instrument (PSMI)
- (G) Grant Award Notice

Post-Implementation Activities

- (H) Project Site
- (I) Project Control
- (J) Evaluation Unit Steno
- (K) Component Evaluator
- (L) APD Representative
Component Planner
State Representative
Metro (RPU) Representative
- (M) Review Conference
- (N) Agency Master File

Steps A-E comprise the fundamental activities of proposal preparation by project designers and the review and decision making responsibilities of all agency functionaries. With the completion of step 'E', agency evaluators then begin the mechanical steps involved in developing the assessment instrument. From the initial review (step 'C'), the front side of the PSMI is completed by planners and evaluators. This portion of the PSMI serves as a detailed summary of the expected and intended effects of the project. The instrument is then used as an information tool by task forces during their review and decision making activities.

After the approval of a project by the full Commission, evaluators contact project directors to adjust (if necessary) the front side of the PSMI, custom tailoring it to the specific and intended efforts and effects of the project.

The rear side of the PSMI exhibits the specific measurements associated with each objective and each activity stated on the front side. Evaluators complete these measurements in draft form prior to contact with directors. Again, the interaction between evaluators and directors will generate an actual assessment component specifically tailored to the project.

This interaction with the project director is the most significant aspect of the entire process. As a result of the interaction tools are prepared prior to implementation of the project, all parties are cognizant of the assessment process, measurement tools reflect and assess the exact efforts and effects of the project, project directors and evaluators have established meaningful lines of communications, and all concerns are handled or planned for. To this extent, both the implementation of the project as well as the assessment process are done simultaneously and timely.

At this point, the second function of the PSMI is clearly a reporting tool for project staff.

All adjustments subsequent to the interactions with project directors are handled by evaluators and final draft PSMIs are typed. When a grant award notice (G) is prepared by the agency, the final PSMI, along with instructions, is included in the package and forwarded to the project director. The master PSMI is stored in the Evaluation file of the project at OCJS.

The project site (H) is where the action is. Directors are responsible for implementation of the project and the preparation and submission of the PSMI. In addition, directors are advised to establish and maintain good records to support the information reported on the PSMI.

Directors are required to submit the PSMI (3 copies) semi-annually on the fifteenth (15th) day of the seventh (7th) and thirteenth (13th) months, consistent with the actual project period. An example of this process follows:

Project Period = 2/1/78 to 1/31/79
1st 6 month Report Period = 2/1/78 to 7/31/78
1st Semi-annual Report Due = 8/15/78
2nd 6 month Report Period = 8/1/78 to 1/31/79
2nd Semi-annual Report Due = 2/15/79

The second submission is cumulative, inclusive of result data for the entire project period. With this second submission, the first semi-annual report is discarded.

Directors forward the PSMI to the Project Control (I) Section of the agency. Here staff document the submission, file one copy in the master file, and forward the remaining two copies of the PSMI to the Evaluation Unit steno.

The Unit Steno (J) receives copies of the PSMI and completes a 'calendar audit'. The calendar audit is a monthly master log listing all projects having a report due on the fifteenth day. This audit allows for accurate determinations regarding submissions as well as non-submissions. In cases where there is not a report submitted, follow-up activities occur through agency field representatives. Should a project ignore contacts by the agency, it will affect fund flow. The Unit Steno also receives notices regarding grant extensions. Here, adjustments are made only to the extent that the reporting mechanism will continue in direct relationship to the amount of additional time approved for the extension. When the calendar audit is complete, both copies of the PSMI are forwarded to the component evaluator.

Component Evaluators (Law Enforcement; Courts; Juvenile Justice; Adult Corrections) and support staff review PSMI's and prepare interpretative summaries. These summaries are less than five (5) pages in length and state meaningfully what the accomplishments of the project are. Also, at this time, component staff develop the Performance Review (MEPR) tool for the project. Both the summary as well as the MEPR are attached to the PSMI (2 copies) and one is forwarded to a component planner, the other is forwarded to the proper field representative (APD, State or RPU). This activity occurs with both submissions of the semi-annual report.

Component planners and field staff review the documents received from evaluators. When this is complete the documents held by the planner are returned to the Evaluation Unit steno (I) for filing. The documents held by the field representative are forwarded to the central agency master file (N).

When planners and field representatives have completed their review, a "review conference" (M) is held with regard to the implementation of the documents. This conference between component evaluator, component planner, and the field representative generates strategies regarding follow-up with the project. Follow-up after the first semi-annual will occur only if the documents (PSMI, MEPR, and interpretative summary) and review conference discussions require such. Yet, follow-up will occur routinely at the end of the project.

When follow-up sessions occur, project directors are first contacted by phone to present an overview of the activity and to schedule a date. Subsequent to this, all documents are forwarded to the project director for information and to assist the director in preparatory efforts. A final report (less than ten pages) will be completed after the validation visit. This report is first shared with the director allowing for response and the report is then introduced into the planning and decision making processes of the agency.

At this point, the third use of the PSMI is exhibited as an analytical assessment instrument measuring the expected and intended efforts and effects the project has on target groups. Other uses of the PSMI have proven to be of value with regard to completing the AOJ progress report, the 519 report, and providing information on projects, individually or collectively, to other interested parties.

The Ohio Assessment System for LEAA awards is comprehensive and a total system effort. All audience components are integrated in the assessment process continuously, and the process, itself, is interfaced with the basic agency continuum of planning and decision making. The system poses the pertinent question -- what are the intended and expected efforts and effects of the project? The system then proceeds to objectively answer the same question with specificity and accuracy, on a project-by-project basis, inclusive of quantitative and qualitative insight measures addressing reasons for outcomes.

APPENDICES

APPENDIX A

PROJECT SPECIFIC MONITORING INSTRUMENT (PSMI)

The Project Specific Monitoring Instrument (PSMI) is a one page, custom tailored front and back assessment tool. It includes both monitoring (measures of efficiency) and evaluation (measures of effectiveness) components. The former component relates to 'frequency measures of occurrence' with regard to project activities. The latter component relates to 'adjustment measures of impact' with regard to objectives. The PSMI measures the intended and expected effect the project has on targeted groups.

The enclosed documents are identified as follows.

- A. Blank PSMI prior to agency activity.
- B. Complete PSMI (without project data) for law enforcement project.
- C. Completed PSMI (with project data) for project stated in 'B'.
- D. Completed PSMI (without project data) for juvenile justice project.
- E. Completed PSMI (without project data) for courts project.
- F. Completed PSMI (without project data) for adult corrections project.

Project Title	
Subgrantee	District/County
Project Director	Telephone
Project Address	City Zip Code

Current Project Number
Previous Project Number
Application Amount

Grant Period

Reporting Periods

Due Dates

PROBLEM STATEMENT SUMMARY:

GOAL:

OBJECTIVES:

ACTIVITIES:

7360.37

PROJECT TITLE Project T.A.C.S. Squad		CURRENT PROJECT NUMBER 78-BC-B01-8249	
SUBGRANTEE City of Fairborn	DISTRICT APD III	PREVIOUS PROJECT NUMBERS 77-BC-B01-7284	
PROJECT DIRECTOR Robert J. Cox, Chief of Police	TELEPHONE 513-879-1730	GRANT AWARD AMOUNT \$ 94,396.22 \$ 99,366.44 Total	
PROJECT ADDRESS 70 West Hubble Ave.	CITY Fairborn	ZIP CODE 45324	
(AOJ/RPU) STAFF PERSON WHO DESIGNED REPORT Jeff Knowles (AOJ)	TELEPHONE 614-466-3887		
(PROJECT) STAFF PERSON WHO COMPLETED REPORT	TELEPHONE		
DATE REPORT SUBMITTED	GRANT PERIOD 10-1-77 to 9-30-78	REPORTING PERIODS 10-1-77 to 3-31-78 4-1-78 to 9-30-78	DUE DATES 4-15-78 10-15-78

PROBLEM STATEMENT SUMMARY:

The northwest portion of Greene County, and particularly the centers of Fairborn and Xenia, are facing a serious rise in property crime. Located adjacent to Dayton and housing many of the Wright-Patterson Air Force Base personnel, these cities have seen the collective burglary/larceny rate jump over 50% since 1973. Auto theft, however, has remained relatively stationary, firmly identifying the problem as one which centers around individual residences. Compounding the problem is the fact that the 66,100 persons living in the two cities are served by only 80 sworn officers, or 1.2 officers per 1,000 population.

GOAL:

To reduce the escalating property crime rate through a citizen-oriented, community-wide crime prevention program.

OBJECTIVES:

1. to reduce the number of burglaries/larcenies in commercial establishments by 5% during the project year; and
2. to reduce the number of burglaries/larcenies in residential establishments by 10% during the project year.

ACTIVITIES:

1. the establishment of neighborhood watches in designated areas, to include training of local residents;
2. the conducting of residential and commercial security surveys;
3. the marking of personal property, with accompanying warning decals;
4. presentations, lectures, demonstrations, school programs, etc.;
5. the coordination of crime prevention news--press releases, interviews, news conferences, advertisements, etc.;
6. the conducting of in-service training on crime prevention theory and techniques for officers of Fairborn, Xenia, and some surrounding jurisdictions in the area.
7. the development of model ordinances relating to structural security, alarm installation, landscaping, etc.

EVALUATION COMPONENT
MEASURES OF EFFECTIVENESS (OBJECTIVES)

OBJ. No.	MEASUREMENTS / INFORMATION REQUIRED	BASE DATA	PROJECT DURATION DATA		
			FIRST 6 MOS.	SECOND 6 MOS.	YEAR TOTAL
1	<u>Commercial Property Crime Reduction:</u> Measurement = rate/fraction: denominators of fraction = base data figures; numerators = differences between project and base period data; Note: for base data (denominator of "Year Total") data is for 12 months prior to project; for 6-month measures, base data (denominator) is for same 6 months of previous year.				
2	<u>Residential Property Crime Reduction:</u> Measurement = rate/fraction: same method as above, based on number of offenses.				
3					
4					
5					

MONITORING COMPONENT
MEASURES OF EFFICIENCY (ACTIVITIES)

ACT. NO.	MEASUREMENTS / INFORMATION REQUIRED	1977 * 1978												SIX MO. TOTAL	YEAR TOTAL
		1	2	3	4	5	6	7	8	9	10	11	12		
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	SIX MO. TOTAL	YEAR TOTAL
1	<u>Neighborhood Watches:</u> Measurement = number: includes number of watches organized (top) and number of persons recruited and trained (bottom) during each month.														
2	<u>Security Surveys:</u> Measure = number: includes at least one on-site inspection of residences (top) and commercial establishments (bottom).														
3	<u>Property Identification:</u> Measurement = number: number of times police engraving equipment is loaned and/or engraving/markings is done under police auspices.														
4	<u>Public Presentations:</u> Measurement = number: includes all public appearances by project staff.														
5	<u>News Dissemination:</u> Measurement = number: press releases, interviews, news conferences, advertisements, etc.														
6	<u>Officer Training:</u> Measurement = number: includes number of officers trained (top) and number of training sessions (bottom) during month (completed during month).														
7	<u>Ordinance Development:</u> Measurement = number: top of cell = number of ordinances drafted; bottom of cell = number of ordinances adopted, repealed or revised due to project action.														

PROJECT TITLE Project T.A.C.S. Squad		
SUBGRANTEE City of Fairborn	DISTRICT APD III	
PROJECT DIRECTOR Robert J. Cox, Chief of Police	TELEPHONE 513-879-1730	
PROJECT ADDRESS 70 West Hebble Ave.	CITY Fairborn	ZIP CODE 45324
(AOJ/RPU) STAFF PERSON WHO DESIGNED REPORT Jeff Knowles (AOJ)	TELEPHONE 614-466-3887	
(PROJECT) STAFF PERSON WHO COMPLETED REPORT Connie Coney	TELEPHONE (513) 879-1730 ext 341	
DATE REPORT SUBMITTED 10-12-78	GRANT PERIOD 10-1-77 to 9-30-78	REPORTING PERIODS 10-1-77 to 3-31-78 4-1-78 to 9-30-78

CURRENT PROJECT NUMBER 78-BC-B01-8249
PREVIOUS PROJECT NUMBERS 77-BC-B01-7284
GRANT AWARD AMOUNT \$ 94,396.22 99,364.44 Total

PROBLEM STATEMENT SUMMARY:

The northwest portion of Greene County, and particularly the centers of Fairborn and Xenia, are facing a serious rise in property crime. Located adjacent to Dayton and housing many of the Wright-Patterson Air Force Base personnel, these cities have seen the collective burglary/larceny rate jump over 50% since 1973. Auto theft, however, has remained relatively stationary, firmly identifying the problem as one which centers around individual residences. Compounding the problem is the fact that the 66,100 persons living in the two cities are served by only 80 sworn officers, or 1.2 officers per 1,000 population.

GOAL:

To reduce the escalating property crime rate through a citizen-oriented, community-wide crime prevention program.

OBJECTIVES:

1. to reduce the number of burglaries/larcenies in commercial establishments by 5% during the project year; and
2. to reduce the number of burglaries/larcenies in residential establishments by 10% during the project year.

ACTIVITIES:

1. the establishment of neighborhood watches in designated areas, to include training of local residents;
2. the conducting of residential and commercial security surveys;
3. the marking of personal property, with accompanying warning decals;
4. presentations, lectures, demonstrations, school programs, etc.;
5. the coordination of crime prevention news--press releases, interviews, news conferences, advertisements, etc.;
6. the conducting of in-service training on crime prevention theory and techniques for officers of Fairborn, Xenia, and some surrounding jurisdictions in the area.
7. the development of model ordinances relating to structural security, alarm installation, landscaping, etc.

AOJ RPU PROJECT MONITORING/EVALUATION FORM (D)

PROJECT TITLE IPR Therapy and Aftercare	
SUBGRANTEE Franklin County	DISTRICT
PROJECT DIRECTOR Thomas R. Carlisi	TELEPHONE 471-2626
PROJECT ADDRESS 2440 Dawnlight Avenue, Columbus, Ohio 43211	CITY ZIP CODE
(AOJ/RPU) STAFF PERSON WHO DESIGNED REPORT B. Vermillion/M. Brewer	TELEPHONE 445-8246
(PROJECT) STAFF PERSON WHO COMPLETED REPORT	TELEPHONE

CURRENT PROJECT NUMBER 76-JJ-JJ2-0170
PREVIOUS PROJECT NUMBERS
GRANT AWARD AMOUNT \$ 73,763

DATE REPORT SUBMITTED	GRANT PERIOD 4/1/78-9/30/79	REPORTING PERIODS 10/1/78 - 3/31/79 4/1/79 - 9/30/79	DUE DATES 4/10/79 10/10/79
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PROBLEM STATEMENT SUMMARY:
 There is a continuing need to provide alternative educational, residential and family counseling services to youth experiencing problems in the formal school system. Of this unruly target group served by Franklin County Services to Unruly Youth, referrals for education have reached a level of 90 in 1977. This project fills a need by focusing upon reduction of disruptive school behavior that leads to further unruliness.

RECEIVED
NOV 8 1978

GOAL:
 To reduce juvenile delinquency.

PROJECT CONTROL

OBJECTIVES:
 By 9/30/79, this project will have demonstrated the capacity to (a) reduce disruptive behavior among 35%, (b) improve academic achievement among 25%, (c) reduce specialized school enrollment among 10% and (d) improve scores as measured on relative adjustment (RA) scales by three or more points among 65% of the 50+ youth, aged 12-17 (girls) and 12-16 (boys) successfully completing the program. Success will be evidenced using the above criteria to determine relative improvements among matched participants in experimental and control groups and a one year follow-up.

ACTIVITIES:
 To accomplish the above objective, the project will perform the following activities on a monthly basis:

1. Electronic family therapy, experimental group - 200 hrs.
2. Group Parent Training, experimental group - 16 hrs.
3. Intensive group counseling, experimental group - 8 hrs.
4. Post completion aftercare, experimental group - 174 hrs.
5. Individual counseling, experimental and control groups - 400 hrs.
6. Group counseling, experimental and control groups - 20 hrs.
7. Referral services, experimental and control groups - 19 hrs.
8. Administrative services (Mgt) - 174 hrs.

EVALUATION COMPONENT
MEASURES OF EFFECTIVENESS (OBJECTIVES)

OBJ. NO.	MEASUREMENTS / INFORMATION REQUIRED	BASE DATA	APR 1978		MAY 1978		JUN 1978	
			SR	Z				
1	Participants exhibiting disruptive behavior patterns (unruliness). a. Experimental b. Control	X	a.		a.		a.	
			b.		b.		b.	
2	Participants improving grade/point average equivalent of one or more letter grades. a. Experimental b. Control		a.		a.		a.	
			b.		b.		b.	
3	Participants enrolled in specialized schools. a. Experimental b. Control		a.		a.		a.	
		b.		b.		b.		
4	Participants demonstrating improvements on relative adjustment scale of 3 or more points. a. Experimental b. Control	a.		a.		a.		
		b.		b.		b.		
5	Participants committed to the Ohio Youth Commission within one year of completion. a. Experimental b. Control	a.		a.		a.		
		b.		b.		b.		

MONITORING COMPONENT
MEASURES OF EFFICIENCY (ACTIVITIES)

ACT. NO.	MEASUREMENTS / INFORMATION REQUIRED	6Mos. Proj.	1978						1979					SIX MO. TOTAL	YE. TOTAL	
			10/78	11/78	12/78	1/79	2/79	3/79	4/79	5/79	6/79	7/79	8/79			9/79
1	Staff manhours of electronic family therapy.	1200														
2	Staff manhours of group parent training.	96														
3	Staff manhours of intensive group counseling.	48														
4	Staff manhours of aftercare.	1044														
5	Staff manhours of individual counseling.	2400														
6	Staff manhours of group counseling.	120														
7	Staff manhours of referral services.	114														
	Staff manhours of administrative services	1044														

Project Title Career Criminal Prosecution		
Subgrantee Trumbull County	District/County APD II	
Project Director Thomas Carney	Telephone 399-8811	
Project Address 160 High Street	City Warren	Zip Code

Current Project Number 79-BC-E01-9161
Previous Project Number 78-BC-E01-8164 \$95,500
Application Amount \$131,750 LEAA 146,389 Total

Fund Year: 2

Grant Period 1/1/79 to 12/31/79

Reporting Periods 1/1/79 to 6/30/79 7/1/79 to 12/31/79
--

Due Dates 7/15/79 1/15/80

PROBLEM STATEMENT SUMMARY:

The project covers career criminal prosecution in the two adjacent counties of Mahoning and Trumbull. The 1977 annual report shows a slight increase in homicides, robberies, and break-ins despite a slight decrease in the general crime index. Also, the county prosecutors involved herein face serious problems handling their increased dockets with existing resources.

GOAL:

To remove the career criminal from the ordinary flow of the criminal justice system and to treat him in a manner consistent with his propensity and to assure his speedy prosecution without the benefit of plea bargaining.

OBJECTIVES:

1. To obtain conviction in 65% of its cases.
2. To reduce the caseload of the Trumbull and Mahoning County Prosecutors by 20%.
3. To reduce the commission of serious crimes by 10% in the project area.

ACTIVITIES:

Project full-time staff consists of one chief counsel, two staff attorneys, two investigators, and one secretary. Twenty-one percent (21%) of the project cost has already been assumed by local government. Those individuals eligible for the project are persons charged with a felony offense if the accused has:

1. at least two previous convictions
2. a previous conviction of a serious crime including murder, rape, kidnapping, organized crime, bulk sale of drugs, etc.
3. present felony committed while pending trial or appeal of another felony.

AOJ/RPU PROJECT-SPECIFIC MONITORING AND EVALUATION FORM

(F)

Project Title Wood County Probation		
Subgrantee Wood County	District/County I	
Project Director Virgil Frost	Telephone (419) 352-6531	
Project Address Wood County Courthouse	City Bowling Green	Zip Code 43402

Current Project Number 79-BC-F01-9042
Previous Project Number 77-BC-F01-7053 \$23,000 78-BC-F01-8047 35,420
Application Amount 37,662.64/41,847.38

Fund Year 3

Grant Period 2/1/79 - 1/31/80

Reporting Periods 2/1/79 to 7/31/79 8/1/79 to 1/31/80

Due Dates 8/15/79 2/15/80

PROBLEM STATEMENT SUMMARY:

In 1975, 64 presentence investigations were referred to the probation department and in 1977 there were 93 referrals plus 10 expurgements. If this trend continues, it is anticipated that approximately 125 presentence investigations will be referred in 1979. A review of the caseloads in the probation department indicates that there are presently 173 active cases requiring supervision as of January 1978.

GOAL:

A more effective probation department that has increased its staff and working efficiency by providing more services to the clients it serves.

OBJECTIVES:

1. To reduce the time needed to complete presentence investigations to three weeks during the project period.
2. To reduce the recidivism rate by 5% during the project period.

ACTIVITIES:

They will hire two probationers and one secretary and purchase \$1,690 of equipment.

1. To provide improved supervision of probationers.
2. To provide more intense use of related community services for rehabilitation.
3. To provide counseling.

APPENDIX B

PSMI INSTRUCTION SHEET

The instruction sheet provides structural guidelines regarding the handling of the PSMI by project staff.

PSMI
(Project Specific Monitoring Instrument)

OCJS - 1978 - June

MONITORING/EVALUATION INSTRUMENT
INSTRUCTIONS

The attached monitoring/evaluation instrument is intended to provide for the collection and use of project data. The objectives and activities highlighted on this form have been drawn directly from the application submitted by the project and negotiated between Office of Criminal Justice Services (or RPU) staff and project staff. The following procedural points should be noted when filling out the form:

- The "Base Data" columns should be completed first, with that information based on the twelve month period immediately preceding project implementation. Any exceptions or additions to this procedure will be noted under the "Measurements/Information Required" sections of the Evaluation Component.
- The six-month columns under the "Project Duration Data" (Evaluation Component) are intended to provide a mechanism for comparison with data from the same six-month period of the previous (base data) year.
- The single month columns of the Monitoring Component should include only those statistics which are finalized during that month, as opposed to those figures which will carry over into the next month (i.e., not carried over from previous month).

In addition to completing this report, it will be necessary to submit a supplementary narrative report. There are no requirements pertaining to the length of this supplemental report, but it should minimally (1) provide a description of project activities, (2) describe current data collection methods (how often? by whom? in what form?) and highlight any changes in these methods, and (3) note any special problems which are affecting project operations.

Although this report form calls for monthly data gathering, the report itself need only be submitted twice a year on the submission dates noted on the top-front of the form. Please remember that the report is due the fifteenth (15th) day of the seventh (7th) and thirteenth (13th) months. For example, a project beginning in February 1978, would report as follows:

Project Period = 2/1/78 - 1/31/79
1st 6 month report period = 2/1/78 - 7/31/78
1st 6 month report due = 8/15/78
2nd 6 month report period = 8/1/78 - 1/31/79
2nd 6 month report due = 2/15/79

When submitting the completed instrument, please forward three (3) copies to the Project Control Section of this Agency. For projects extending beyond the grant period, the same submission process should be employed for the duration of the project. Questions should be directed to the appropriate Office of Criminal Justice Services contact person.

Reports are considered late if not received on due dates and the project will be in "non-compliance". Such non-compliance will jeopardize fund flow. (over)

FINAL SUBMISSION

The Narrative for the final PSMI submission must address the following:

- A. A description of the implementation and operation of the project;
- B. A comparison of the problem before and after the project;
- C. An analysis of the results and impact of the project;
- D. Modifications of project efforts called for by the findings (B & C); and
- E. A presentation of the socio-economic characteristics of target groups associated with the project.

Note: Data regarding reports is subject to validation per OCJS.

APPENDIX C

MONITORING AND EVALUATION PERFORMANCE REVIEW (MEPR)

The Monitoring and Evaluation Performance Review (MEPR) is a one page, custom tailored, front and back validation tool. Inclusive of both quantitative (RAW Data Review) as well as qualitative (Administrative Programmatic Review) elements, the MEPR ultimately establishes the reliability of project results and generates insight regarding reasons for outcomes. The MEPR measures the reciprocal affect target groups have on the project.

Office of Criminal Justice Services
MONITORING AND EVALUATION PERFORMANCE REVIEW

Project Number:
Project Title:

I. Administrative Status:

II. Programmatic Status:

III. Programmatic Results:

IV. Summary/Conclusions:

Office of Criminal Justice Services Staff:

Project Staff:

Date of Visit:

Site of Visit:

Note: Specific areas of review are identified on the back of this form.

Quantitative Review Questions

1. Regarding the PSMI, what is the source of the result data reported relative to all objectives and all activities?
2. How is the data collected?
3. What is the source regarding the base data?
4. Do time sheets or the related exist to indicate the percent of staff time devoted to the following:
 - a. Planning and training (4%)
 - b. Public educational/awareness/involvement (13%)
 - c. Security surveys (70%)
 - d. Patrol and surveillance (8%)
 - e. Investigations (3%)
 - f. Decreasing receiver market (2%)
5. Has equipment been ordered/received/in operation?
 - a. Van
 - b. Audio-visual
 - c. Property marking equipment
 - d. Other
6. How many "off duty" hours have been dedicated to the project?
7. What are the total number of burglary incidents for the target area since the beginning (operational) of the project?
8. How many arrests for burglary have been made since the beginning (operational) of the project?
9. Of the arrests made in #8, how many have occurred as a result of project activities?
10. How many "on-scene" burglary investigation reports have been completed?
11. How many "follow-up" reports have been completed?
12. Discrepancies exist regarding information reported on the PSMI as compared to the monthly report -- specifically for the month of May -- Why? Note:
 - a. Literature (8,000/1,000)
 - b. Security surveys (24/27)
13. For objective #3, how many items were recovered?
14. What is the arrest clearance rate for burglary and related offenses for the targeted area during the operational phase of the project?
15. Regarding project activity data on the PSMI, what jurisdictions are included?
16. What is the relationship between amount of time for surveillance as compared to arrest made?

Qualitative Review Questions

1. When did the current Director assume responsibility for the project?
2. What is the actual "operational" start date for the project?
3. What is the actual amount (percent) of time each staff is assigned to the project?
4. What are the exact duties of each staff member?
5. What are the work schedules of staff?
6. How many meetings have occurred with the Advisory Committee?
7. What information exist indicative that the Committee has made the targeted agencies aware of the project?
8. How many businesses exist within the geographical boundaries of the project? (per city)
9. How many businesses have been contacted regarding the project?
10. How many resident households exist within the geographical boundaries of the project?
11. How many households have been contacted?
12. Were any specific businesses or geographical sites identified within the jurisdictions for specific project activities? If yes, what are they and how identified?
13. What impact has the county project, Neighborhood Watch Crime Resistance Program, had on _____?
14. Is there potential impact from the developing crime-resistance program being formulated by the Sheriff's Department?
15. What is the status of the interorganizational relationships among the participating jurisdictions and the project?
16. Has any T.A. regarding the PSMI been requested/provided?
17. The PSMI lacks information from _____ and _____ -- Why is this so?
18. What is the programmatic status of the project?
19. What is the form of contact used with residents with regard to burglary trends?
20. Pin maps.

APPENDIX D

NARRATIVE ASSESSMENT (NA)

The Narrative Assessment (NA) is an adjunct document functioning as a conduit for project staff perspectives, and is submitted with the PSMI.

GUIDELINES

Narrative Assessment

I. Assessment Areas:

- A. A description of the operation of the project.
- B. A comparison of the problem before and after project operations inclusive of data.
- C. A presentation of project results and impact with regard to goals, objectives, and activities inclusive of data.
- D. A presentation of the socio-economic characteristics of the target group(s) associated with the project.

II. Submission of Reports:

Three (3) copies of the report should be forwarded to the Project Control Section of OCJS. They should be forwarded on a semi-annual basis and are due the 15th day of the seventh (7th) and thirteenth (13th) months relative to the grant period. For example:

Project period = 2/1/78 - 1/31/79
1st 6 month report = 2/1/78 - 7/31/78
1st 6 month report due = 8/15/78
2nd 6 month report = 8/1/78 - 1/31/79
2nd 6 month report due = 2/15/78

For projects extending beyond the grant period, the same process should continue for the duration of the project.

III. Compliance:

Reports are considered late if not received on the established due date and will be considered in "non-compliance". Such non-compliance will jeopardize fund flow.

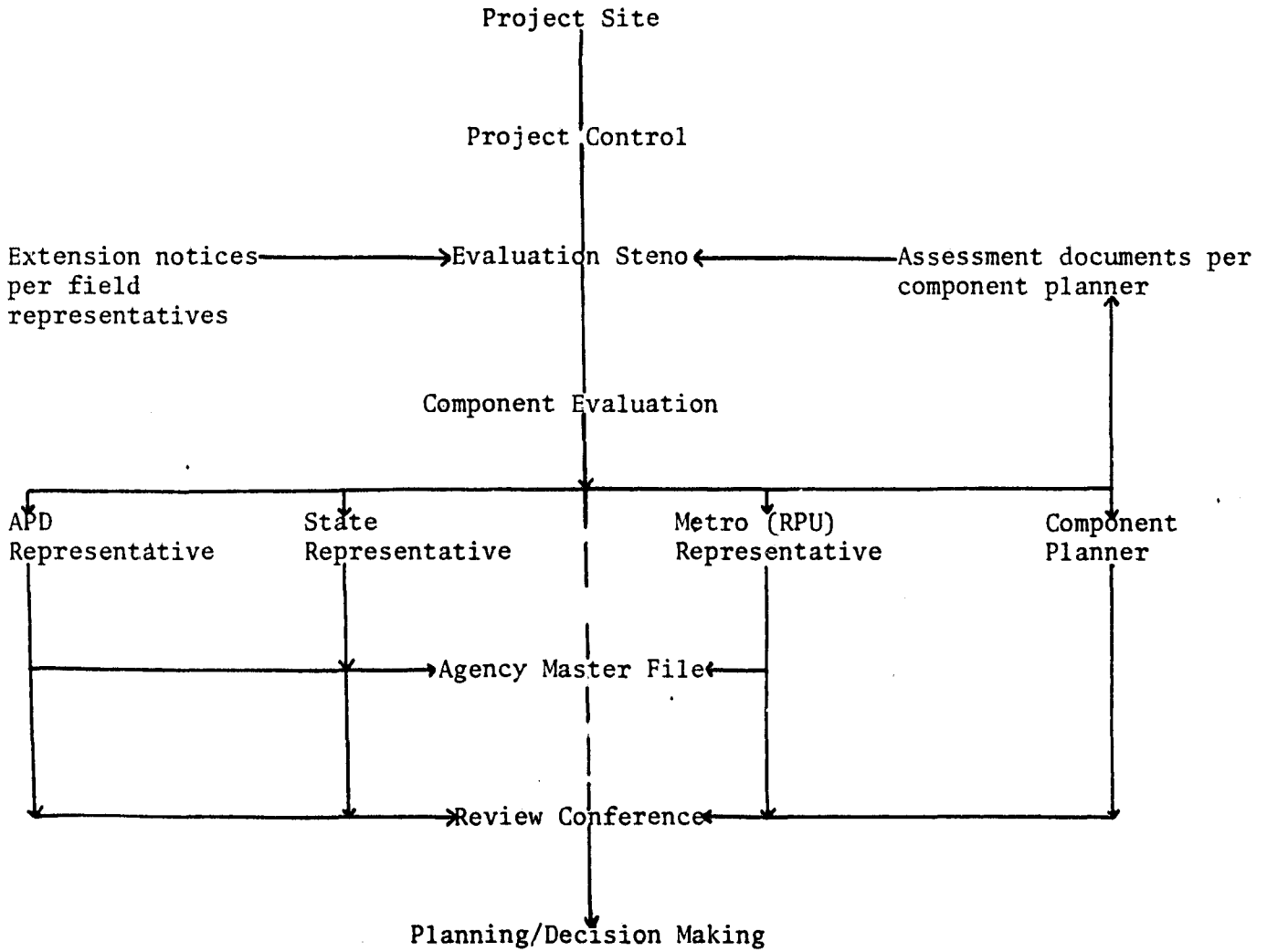
- IV. Project directors are responsible for the accuracy of reports.
- V. Information on reports and project outcomes will be validated.

APPENDIX E

ASSESSMENT INSTRUMENT FLOW SYSTEM

The flow system exhibits the sequential steps involved in handling and processing assessment instruments.

ASSESSMENT INSTRUMENT FLOW SYSTEM



END