



Community Corrections Partnership Survey Data Reporting Guide FY2024-25

Instructions for Data Reporting

Revised October 2024



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Introduction

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

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

About the CCP Survey

The CCP Survey consists of two (2) parts: Part A information, which will be entered through an online form through the BSCC Submittable portal and Part B, which will be uploaded into the BSCC Submittable portal located on the [BSCC Realignment website](#).

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

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

Completing the CCP Survey

A complete CCP Survey package consists of:

1. Part A of the CCP Survey,
2. Part B of the CCP Survey,
3. A Highlight or Success Story (optional), and
4. A CCP plan (most recent version).

Most Recent CCP Plan

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

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

Submission of the CCP Survey Package

A complete CCP Survey Package includes Part A, Part B, a Highlight or Success Story (optional), and a copy of the most recent CCP Plan.

The CCP Survey Package must be submitted through the **BSCC Submittable Portal**. A link to the BSCC Submittable portal, a preparation template for Part A, Part B (the Excel document to upload into Submittable), the CCP Survey Data Reporting Guide, and additional sheets for Goals, Objectives, and Outcome Measures are available on the [BSCC Realignment website](#).

The **BSCC Submittable Portal** is accessible by clicking the “Click here to Submit; Powered by Submittable” button located immediately prior to the CCP Plans. You will be prompted to create a free Submittable account and log-in (or sign into an existing account) prior to accessing the online CCP Survey.

The account is email-specific; therefore, it is advised that if multiple individuals need to compile the data, the CCP uses the fill-in Word template for this purpose and then designate a single individual associated with the account’s email to enter the information into the portal and upload all requested attachments.

After an account is established, CCPs or their designated individual may proceed with the submission process. As part of this process, applicants will be need to upload the requested CCP attachments (listed above). Applicants will download these documents from the [BSCC Realignment website](#), complete these attachments ahead of time, and then upload them to the BSCC Submittable portal. Documents include: Part A of the CCP Survey (entered directly into the online portal); Part B of the CCP Survey (upload the Excel document when prompted); and a copy of the most recent CCP plan.

****Note:** You may start and stop your CCP Survey Package any time during the submission period. However, you **must click the “Save Draft” button** at the end of the Survey page to save any updates and/or changes you have made to your CCP Survey answers prior to submission, each time you log in to your CCP Survey. In addition, most of the fields within the BSCC Submittable portal require information to be entered; therefore, the system will not allow CCP Survey submission if all mandatory fields are not completed.

Once you have successfully submitted the CCP Survey Package through the BSCC Submittable portal, you will receive an email acknowledging your CCP Survey Package has been received.

CCP Survey Contact Information

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

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

General Instructions

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

The BSCC continues its analysis of the CCP Survey responses to include:

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

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

screened as follows:

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

How to Complete Part A

Section 1: Respondent Information

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

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

Section 2: CCP Membership

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

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

Section 3: Goals, Objectives, and Outcome Measures

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

For the purpose of this survey:

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

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

Updated Information on Last Fiscal Year’s Goals, Objectives, and Outcome Measures

Questions 8, 9, and 10, asks the CPP to provide *updated* progress information about the goals, objectives, and outcome measures previously reported for last fiscal year’s CCP Survey (i.e., fiscal year 2023-24).

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

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

Goal	Increase substance use disorder treatment to realigned offenders in ABC County	
Part of Fiscal Year CCP plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Objective:	Number of participants completing substance use disorder treatment will increase by 20% over previous year	
Objective:	100% of participants will receive screening for substance use disorder treatment	
Objective:	N/A	
Outcome Measure:	Number of participants completing substance use disorder treatment (compare with total completed in previous year)	
Outcome Measure:	Number of participants receiving screening for substance use disorder treatment	

Outcome Measure:	N/A
Briefly describe progress toward goal:	Between January 2021 and June 2021, all participants were screened for substance use disorder treatment and 70% of participants in substance use disorder treatment successfully completed the program. This is a 10% increase from the same period last year.
Rated progress toward the goal:	<input type="checkbox"/> No progress <input checked="" type="checkbox"/> Partially achieved <input type="checkbox"/> Fully achieved

Information on Current Fiscal Year’s Goals, Objectives, and Outcome Measures

Item 11 asks if the CCP will use the same goals, objectives and outcome measures that were identified above for the current fiscal year (i.e., fiscal year 2024-25) (**mark yes or no**).

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

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

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

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

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

Goal	Decrease recidivism of the realigned population in ABC County.
Part of the Fiscal Year CCP plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Objective:	All participants will receive a risk/needs assessment after release.
Objective:	At least 60% of participants in need will receive housing services.
Objective:	At least 60% of participants in need will receive counselling services.
Outcome Measure:	Percent of participants completing risk/needs assessment
Outcome Measure:	Number of participants in need of housing services and number who actually received services.
Outcome Measure:	Number of participants in need of counselling services and number who actually received services.
Briefly describe <i>current</i> progress toward goal:	90% of participants have received risk/needs assessments. 40% of those identified as having a housing need were provided with housing services. 50% of those in need of counselling attended counselling services.
Rate the <i>current</i> progress toward the goal:	<input type="checkbox"/> Substantially slower than expected <input checked="" type="checkbox"/> Somewhat slower than expected <input type="checkbox"/> As expected <input type="checkbox"/> Faster than expected <input type="checkbox"/> Substantially faster than expected

Section 4: Types of Programming and Services

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

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

- **Mental Health/Behavioral Health:** Services designed to improve clients’ mental health (e.g., cognitive behavioral therapy (CBT), individual/group therapy sessions, etc.).
- **Substance Use:** Services designed to assist with substance use disorders (e.g., interventions, monitoring, sober living homes, etc.).
- **Housing:** Services designed to assist with finding safe, stable housing after release.

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

Example:

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

Section 5: Optional Questions

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

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

15. Describe the process the CCP uses to determine potential programs and/or services for local implementation using Realignment funds.

Describe.

16. Does the county evaluate the effectiveness (as defined locally) of programs and/or services funded with its Public Safety Realignment allocation?

Check the appropriate box: yes or no.

If yes, explain how.

17. Does the county consider evaluation results when funding programs and/or services?
Check the appropriate box: yes or no.
If yes, explain how.

18. Does the county use [BSCC definitions](#) (average daily population, conviction, length of stay, recidivism, and/or treatment program completion rates) when collecting data?
Check the appropriate box: yes or no for each BSCC Definition used.

19. What percentage of the Public Safety Realignment allocation is used for evidence-based programming (as defined locally)?
Indicate one (1) of the following: Less than 20%, 21-40%, 41-60%, 61-80%, or 81% or higher.

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

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

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

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

Optional Highlight or Success Story

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

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

How to Complete Part B

Part B of the CCP Survey is provided in an excel file and is designed to collect information about the allocation of Public Safety Realignment dollars. This document must be uploaded into the BSCC Submittable portal when prompted within the system.

The first question in this file, Question 24, requests the name of the county for which the survey is being submitted.

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

- Section 6: Fiscal Year (FY) 2023-24 Public Safety Realignment Funding Allocation
- Section 7: FY 2024-25 Public Safety Realignment Funding Allocation

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

Section 6: FY 2023-24 Public Safety Realignment Funding Allocation

This section contains questions related to the allocation from FY 2023-24 Public Safety Realignment dollars. There are three (3) questions in this section.

When answering questions in Section 6, consider the funds allocated in FY 2023-24 and include monies from 2022-23 growth funds and 2023-24 programmatic funding. Responses are captured in the Individual County Profile section of the *2011 Public Safety Realignment Act: Annual Report on the Implementation of Community Corrections Partnership Plans*.

FY 2023-24 Budget

For Question 25, provide information on how the CCP allocated the FY 2023-24 allocation. Figure 3 (below) provides an example of how to complete the budget table. To complete the budget table:

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

Figure 3: Example budget table for FY 2023-24.

Total Allocation:		\$ 40,000,000
Where funds were allocated to:	Amount	
Probation Department	\$	8,000,000
Mental Health Agency	\$	8,000,000
Sheriff Department	\$	4,000,000
ABC Police Department	\$	4,000,000
Other (Social Services, Health Services, etc.) Please specify by agency	\$	12,000,000
Carry-over Funds	\$	2,000,000
Reserve Funds	\$	2,000,000
Total sums to:		\$ 40,000,000
Difference from Stated Allocation:		\$ -
<i>Please spell out all names and do not use acronyms.</i>		

FY 2023-24 Budget Allocations for Programs and Services

For Question 26, out of the total funds received for FY 2023-24, provide information on how much the CCP allocated to 1) public agencies for programs and services, and 2) non-public agencies for programs and services. Figure 4 (below) provides an example of how to complete the expenditure tables. To complete the tables:

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

Figure 4: Example budget allocation table by programs and services for FY 2023-24.

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

FY 2023-24 Allocations to Data Collection or Evaluation of Programs and Services
 For Question 27, indicate the how much funding, if any, was allocated to data collection and/or evaluation of AB 109 programs and services in FY 2023-24.

Section 7: FY 2024-25 Public Safety Realignment Funding Allocation

This section contains questions related to the allocation of FY 2024-25 Public Safety Realignment dollars. There are three (3) questions in this section.

When answering questions in Section 7, consider the funds allocated in FY 2024-25 and include monies from 2023-24 growth funds and 2024-25 programmatic funding.

FY 2024-25 Budget

For Question 28, provide information on how the CCP budgeted the FY 2024-25 allocation. Refer to Figure 1 for an example of how to complete the budget table. To complete the budget table:

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

FY 2024-25 Budget Allocations for Programs and Services

For Question 29, out of the total funds received for FY 2024-25, provide information on how much the CCP allocated to 1) public agencies for programs and services, and 2) non-public agencies for programs and services. Refer to Figure 2 for an example of how to complete the allocation tables. To complete the tables:

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

FY 2024-25 Allocations to Data Collection or Evaluation of Programs and Services

For Question 30, indicate the how much funding, if any, is being allocated to data collection and/or evaluation of AB 109 programs and services in FY 2024-25.