

**CRTF Reporting Instructions Webinar– August 25, 2015**  
**Questions and Answers**

1. **Q.** What information should be included in the narrative GMS report?
  - A. What we'd like you to include in the GMS narrative for example is: 45 days retention, 10 clients are reported. In the narrative identify what type of services the clients who reached the 45 day milestone in the quarter are engaged in at the 45 day mark. Then for the 3<sup>rd</sup> and 4<sup>th</sup> milestone you could tell us that 10 clients started the CBI class, but 2 dropped out on the 3<sup>rd</sup> day due to employment conflicts. Successful outcomes as well as obstacles encountered can be noted.
  
2. **Q.** Are only CBI programs listed on the report eligible for approval?
  - A. Yes, without prior approval, only the three CBIs listed on the webinar today are pre-approved. If you are looking to utilize other programs you must submit a request to DCJS for approval and include research on the CBI to support that the program is evidence-based and has demonstrated successful outcomes.
  
3. **Q.** What are some examples of CBI models not listed in the drop down?
  - A. There are other CBIs listed in the drop down menu but, as we indicated, they have to be submitted for approval by DCJS with research to support that they are evidence-based for the prison re-entry population. If you have a program that you believe is evidence-based and there is research to support it, you should send to DCJS for pre-approval.
  
4. **Q.** What was meant by engaged in CRTF?
  - A. Engaged means the client must actually be in contact with the CRTF. If at 45 days retention you no longer have any contact with the client then that person would not be considered as "engaged". For CBI, a client must be participating in the class to be considered as "enrolled/engaged" in the program.

5. **Q.** On the RSW! report, and elsewhere, DCJS requests “date of arrest/sentencing”. I can find sentencing date at DOCCS website but how do I find the “date of arrest”?
- A.** If the “date of arrest” is not available, then enter the DIN# in place of the “arrest date”.
6. **Q.** Who is considered a program director.....the coordinator?
- A.** The Program Director is normally the head of the agency and would be the person who should sign the reports requiring signature. On the CBI form this would be in the space for Program or Probation Director Signature. The certified facilitator who is running the groups also signs in the space for Group Facilitator Signature. Note: If CBI and RSW! groups are run by sub-contracted agencies, that agency may provide signatures and submit CBI and RSW! forms directly to DCJS. We recommend the agency facilitating groups also provide the CRTF Coordinator with copies of these forms to ensure documentation is accessible.
7. **Q.** If a program is 6 months long, and their re-entry program start date was in February 2015, can they still count the T4C program completion in August?
- A.** Yes you can. If a CBI program started before July 1, 2015 you cannot count the CBI enrollment(s) for the 2015-2016 contract term, but you can count the CBI completions that occur on or after July 1, 2015.
8. **Q.** Can you explain the employment definitions being different on the case-specific report and the RSW?
- A.** The definition on the case-specific report was provided to us by DOCCS research, so we were trying to line it up with the expectations for persons who are under community supervision. When the RSW! form was developed, the Department of Labor provided guidance. We suggest the CRTF use the 35 hours as the benchmark for full-time employment. If you have cases that fall between 30 and 35 hours, you may make a notation on the form for our information.

- 9. Q.** Can you please review again briefly what it would look like if a RSW! or CBI group started 6/30/15 or before but will be completing after 7/1/15. Credit for completions but not enrollments?
- A.** On the case-specific report since you're carrying over active clients, that started prior to July 1, 2015 you will still include them on your CRTF roster. Example: A T4C class started June 1, 2015, so the CBI "start date" on the case-specific report for that client would say June 1, 2015. If the end date is August 30, 2015, that date would be entered on the case-specific report. When you put the fiscal form together you're going to look at the start date of the CBI and say "I cannot claim that person for a CBI enrollment because it occurred prior to the start date of this contract year, however the end date occurred after July 1 so it can be counted for CBI completion. That is why it is important to carry over active cases to the new case-specific report, as even though you are now reporting on 45 day engagement status and no longer reporting 90 day retention, this will enable participants to be counted for milestones under the new contract effective July 1, 2015 if they are still engaged in CRTF activities and were not previously reimbursed for the milestone(s).
- 10. Q.** When is Adobe used for case-specific reporting?
- A.** Adobe is used for pages requiring signatures only.
- 11. Q.** Does the case-specific report update each time a person opens it? Is there anything on the user end that needs to be done so as not to jeopardize that capability when saved on computers?
- A.** The case-specific form is protected so the formula cannot be corrupted. Do not copy and paste into Column A, as this will corrupt the file. In certain circumstances an exception is made to give out the password if a program has databases that they need to convert the form into. All entries must be restricted to the drop-down choices provided in this new form; you may reference the case-specific form for these choices. Programs should update/modify their databases accordingly to ensure the current drop-down choices are populated. Please review your databases to ensure they mirror the current Case-Specific Report.