

**Michael C. Green**  
Executive Deputy Commissioner

**Robert M. Maccarone**  
Deputy Commissioner and Probation Director

**Taylor Alfred**  
eFocus Editor

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## Caseload Explorer (CE) Check-In Continues to Assist Probation Departments

DCJS expedited the implementation of Caseload Explorer (CE) “Check-In” in late March 2020 to support web-based reporting by individuals under probation supervision, at no additional expense to probation departments. At that time, AutoMon Inc. conducted statewide training for probation officers and staff on implementing and using the Check-In product. The most recent CE Check-In report indicated that 40 probation departments were actively using the system and effectively leveraging the power of electronic

Special points of interest:

- > Probation Best Practice
- > Interstate Warrants—Face Sheets
- > State Director’s Memoranda
- > Virtual Training Opportunities

reporting and communication during these challenging times. A recording of the training is available [here](#).

### CE Activity by the Numbers: Apr. to Nov.

- 163,185 web check-ins;
- 229,141 text message reminders;
- 184,062 email reminders sent to probationers;
- 114,113 text messages received from probationers; and
- 105,638 text messages sent by probation officers.

## DCJS Unveils New CE Ignition Interlock Device (IID) Program Functionality and Reports

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Nearly 275 probation professionals participated in a webinar on the New York Ignition Interlock Program, specifically regarding the New Caseload Explorer Functionality and Reports hosted by DCJS. The training program highlighted three new reports to assist probation officers.

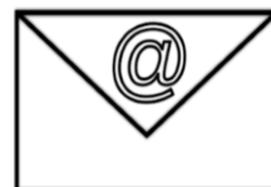
- The “Ignition Interlock Order Received” report which will assist jurisdictions in monitoring the submission of court orders/referrals;
- The “Court Responses to VOP and Warrant Requests” report, which will assist jurisdictions in monitoring responses to violations of probations and warrant requests to ensure that the courts are responding within statutorily required timelines; and

- Enhancing quarterly reports to report operator non-compliance to the courts and district attorney’s offices.

Information on IID-related reports in the IJ Portal, specifically, the “Parolee Requiring IID” and the “Persons Convicted of Leandra’s Law Qualifying Offense,” was also provided.

This presentation was recorded and is now available through the IJ Portal:

Resources > Reference Library > Probation > Training



For additional information, please contact [Leonard Price](#) or [Michele Melendez](#).

## NYS Probation Commission Meets and Reflects on COVID-19

The New York State Probation Commission convened virtually on Dec. 3 for its semi-annual meeting. The state director invited New York State Council of Probation Administrators (NYSCOPA) President Steve Bayle and New York State Probation Officers Association (NYSPOA) President Gladys Larson to call-in and provide perspectives on how probation departments and probation officers were responding to COVID-19. Probation directors were invited to listen in. With the resurgence of the COVID-19, many probation de-

partments are flexing operations and managing probationer contacts and supervision through electronic means, while many departments continue to see high/greatest risk probationers in the office and in the community. Managers from the Office of Probation and Correctional Alternatives (OPCA) reported on their respective areas of responsibilities and how they have continued operations through virtual trainings and communications with probation departments.

For questions, please contact [Matthew Charton](#), Probation Deputy Compact Administrator.

## ICAOS Regulations and Timely Issuance of Interstate Warrants—New Required Face-Sheets

DCJS has worked with the Office of Court Administration, the New York City Department of Probation and local probation departments to implement statewide use of Interstate Compact for Adult Offender Supervision warrant processing face-sheets to identify the distinctive requests for the timely issuance of warrants for interstate probationer absconders, probation violators and probationers who commit new felonies or violent crimes. The use of the distinctive face-sheets is to signal the need to issue and upload into the NCIC the warrant within 15 business days.

See State Director's Memorandum #2020-14 for more information.

## DVSI-R: Completion of Summary Risk Rating Questions Required for Accurate Assessment

In September 2018, OPCA contracted with Kirk Williams, Ph.D., author of the Domestic Violence Screening Instrument-Revised (DVSI-R), and Joseph DiTunno, of the Connecticut Judicial Branch, and trained 34 probation officers, who in turn became certified DVSI-R trainers and conducted numerous end-user trainings. Through their remarkable efforts, over 500 probation officers have now been trained to use the DVSI-R. Through the first three quarters of 2020, DCJS identified more than 1,100 DVSI-R screens that were accessed online using the Northpointe/Equivant suite, via the NYCOMPAS

alternative screens. A review of the data revealed that additional training was needed for the required completion of the "Summary Risk Rating" questions within the DVSI-R screen. On Jan. 20, OPCA will host a WebEx event to provide additional DVSI-R training to address specific use of the "Summary Risk Rating" questions within the DVSI-R screen. DVSI-R trainers, probation directors and staff development officers are encouraged to register and attend. Please look for the announcement and see the training listings on page 4.



For additional information,  
please contact [Michele  
Clarke](#) or [Taylor Alfred](#).

Recently, 270 probation, community corrections, alternative to incarcerations, SNUG, GIVE and state Department of Corrections and Community Supervision professionals participated in a webinar presentation of the new interactive Vocation and Education Resource Map, which contains more than 400 locations of various education, employment and advocacy programs. The participants learned how to utilize the map to better assist their clients and heard from presenters representing programs included on the map. The webinar was recorded and can be viewed [here](#). The resource map is live on the [DCJS website](#).

## State Director Memoranda

The following State Director's Memoranda are posted to the IJ Portal: Resources > Reference Library > Probation > Director's Memoranda

- **State Director's Memorandum #2020-12: October 30, 2020 – "Leandra's Law" Implementation – Ignition Interlock Program Six-Month Report**
- **State Director's Memorandum #2020-13: November 13, 2020 – Birth Sex and Sex Change – Reporting in CE and Court-Ordered Investigations**
- **State Director's Memorandum #2020-14: December 15, 2020 – ICAOS—Interstate Cases –Timely Issuance of Warrants-- Uniform Face-Sheets**

For more information and assistance with NYCOMPAS Training, please contact the training unit via [email](#).

## NYCOMPAS Training for Trainers (TFT)

Staff from probation departments across the state participated in the NYCOMPAS Training for Trainers (TFT) hosted by DCJS from Oct. 6 through 9. Departments now each have a NYCOMPAS trainer who is certificated to deliver NYCOMPAS End-User trainings within their departments. Departments whose officers received NYCOMPAS Trainer Certification committed to providing NYCOMPAS End-User trainings across the state through online platforms such as WebEx/Zoom or in person with COVID-19 guidelines enforced. OPCA is proud to report that a few departments have scheduled and held the End-User trainings both in person or remotely, depending on their department protocols.

## OPCA Training Updates and Schedule

OPCA has worked to schedule and host virtual online training opportunities for probation departments and other community corrections professionals throughout 2020. Below is a table of 2021 trainings, and, while all these classes described in the chart below are already full, be on the lookout for announcements of future trainings in the coming months. Register quickly!

Training Type	Location	Dates	Comments
Basic Motivational Interviewing	Online	January 11 & 14	Class Full
Basic Motivational Interviewing	Online	February 8 & 11	Class Full
Basic Motivational Interviewing	Online	February 22 & 25	Class Full
IJ Facilitator Training – Courage to Change	Online	January 25-28	Class Full
IJ Facilitator Training – Forward Thinking	Online	February 1-4	Class Full

### Additional Training Available

#### *Aged and Confused:*

#### *Documentary Viewing & Discussion*

**Jan. 8:** The Permanent Judicial Commission on Justice for Children partnered with the Child Welfare Court Improvement Program, the Office for Justice Initiatives and the Office of Children and Family Services (OCFS) to present a virtual screening of *Aged and Confused*, this short documentary about one young man's journey as he aged out of New York City's foster care system. Following the screening, there will be a facilitated discussion with the young man in the film, as well as the film's creators. To register for the event click [here](#).

#### *DVSI-R training*

**Jan. 20:** OPCA will host a WebEx event to provide additional DVSI-R training to address specific use of the "Summary Risk Rating" questions within the DVSI-R screen. DVSI-R Trainers, Probation Directors and Staff Development Officers are encouraged to register and attend this important training opportunity.

#### *Peer Support Team Training*

**Feb 23-25:** DCJS will be hosting the first cycle of Peer Support Team Training – Assisting Individuals in Crisis virtually via Zoom. The participants will develop skills needed to be trained specialists in delivering peer support services. Peer Support Teams function as a support and debriefing resource for employees experiencing personal and work-related stress and following critical and traumatic incidents. Register [here](#).

#### *APPA Virtual Winter Training Institute*

**Feb. 22 – 26:** The American Probation and Parole Association (APPA) will host their Winter Training Institute virtually in February. Details can be found [here](#) and registration is [open](#)!

#### *Static-99R Online Training*

**Aug. 31:** MHS Assessments is hosting a virtual training on the most widely researched and commonly used risk assessment tool for those who have committed sexual offenses. Erik Fox, Ph.D., will facilitate the live, interactive workshop to train staff on the use of Static-99R.

## Probation Practice Tips

*PINS Referral* – Legal jurisdiction for PINS proceedings lies with the locality where the PINS behavior occurred, unless the child lives in a county other than the one where the behaviors transpired. In that case, the matter may be referred to the county of residence. Please see [NYCRR Part 357.4 “Jurisdiction”](#) for further details.

*Virtual Home Contacts* – Home contact is defined in Part 351 of Title 9 NYCRR as “going to the probationer’s home to verify residence, assess living conditions, monitor probationer compliance with the conditions of probation, discuss case plan, and/or address service needs.” While a video walkthrough may be informative, it does not appear to meet the definition. Officers shall reflect in case notes that the contact via Zoom/Skype/Teams occurred, but it does not satisfy the required home contact. Collateral contacts with the probationer’s family, roommates could be accomplished via virtual platforms. Please refer to State Director Memorandum # 2020-3 regarding Emergency Probation Procedures (COVID-19). This guidance allows localities to suspend home contacts if deemed necessary, but the guidance did not specifically discuss substitution of home contacts with electronic means. The guidance did specifically address probationer contacts.

## Probation Best Practice

OPCA recently observed a best practice being utilized by the Orleans County Probation Department when filing a Violation of Probation Petition and Declaration of Delinquency. The Department cites Criminal Procedure Law (CPL) Section 410.30 and Section 410.40 in a letter to the court, providing an effective reminder of the requirements of the law and helping ensure timely execution of the violation of probation.

- *Per CPL Section 410.30 of the when the court receives a request for a declaration of delinquency by a Probation Officer it shall make a decision on such request within seventy-two hours of its receipt of the request.*
- *Per CPL Section 410.40 “where the court issues a notice to appear, the court shall direct that the defendant appear within ten days of the court’s order.”*

## Officer Wellness Tips

Below are some resources that can help individuals cope with stress.

- [Mental Health Association of New York State](#)
- [The American Institute of Stress](#)
- [Substance Abuse and Mental Health Services Administration\( SAMHSA\)](#)





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[www.criminaljustice.ny.gov/opca](http://www.criminaljustice.ny.gov/opca)

Past issues of eFocus can be found on the [OPCA website](#).



The Alfred E. Smith Building in Albany was lit red, white and blue in honor of Veterans Day.

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