Criminal Justice Coordinating Council

February 1, 2016

The Honorable Kenyan McDuffie
Chair
Committee on the Judiciary
Council of the District of Columbia
1350 Pennsylvania Avenue, NW
Suite 109
Washington, DC 20004

Re: Fiscal Years 2015-2016 Performance Oversight Hearing

Dear Chairman McDuffie,

Enclosed please find responses to questions requested by the Committee on the Judiciary for the performance oversight hearing on the Criminal Justice Coordinating Council (CJCC).

Please feel free to contact me if you have any additional questions.

Sincerely,

Mannone A. Butler
Executive Director

Enclosure

CRIMINAL JUSTICE COORDINATING COUNDIL
Performance Oversight Hearing Questions
FY 2015 and FY 2016 (To Date)
February 1, 2016

General Questions

1. Please provide, as an attachment to your answers, a current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision. Include the names and titles of all senior personnel. Also provide the date that the information was collected on the chart.

   Response: *See* Attachment A.

   a. Please provide an explanation of the roles and responsibilities for each division and subdivision.

      Response: CJCC is a small independent agency that includes: (a) a unit referred to as the Statistical Analysis Center (SAC) which is responsible for independent research, statistical analyses, data collection and program evaluation; and (b) IT staff responsible for the day to day operations of JUSTIS, the District's integrated justice information system.

   b. Please provide a narrative explanation of any changes made during the previous year.

      Response: During FY15, an IT Specialist (Application Software) position was reclassified as an IT Specialist (Senior Systems Engineer) position, and a Policy Analyst (IT) position was reclassified as a Strategic Analysis Specialist position.

2. Please provide, as an attachment, a current Schedule A for the agency, which identifies all employees by title/position, current salaries, fringe benefits, and program. This Schedule A should also indicate if the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions.

   Response: *See* Attachment B.

   a. For each vacant position, please provide the status of the Agency's efforts to fill the position, as well as the position number, the title, the program number, the activity number, the grade, the salary, and the fringe associated with each position. Please also indicate whether the position must be filled to comply with Federal or local law.

      Response: CJCC currently has two (2) vacant positions, IT Specialist (Senior Systems Engineer) and Policy Analyst. Interviews are underway for the

Policy Analyst Position. The IT Specialist (Senior Systems Engineer) position is currently posted on the Department of Human Resources website. Neither position has to be filled to comply with Federal or local law.

b. For each filled position, please provide the employee's length of service with the agency.

Response:

Name	Title/Position	Length of Service (as of 2.1.2016)
Butler, Mannone A.	Executive Director	8/07/2006 - current
Howell, Charisma X.	Deputy Executive Director	4/30/2012 - current
Jackson, Robin Y.	Special Assistant	10/9/2011 - current
McCann, Ellen	Statistician	8/17/2015 - current
Chaudhry, Imran	Info Tech Spec	1/20/2008 - current
Khan, Mohammad H.	IT Spec. (Enterprise Arch.)	6/21/2010 - current
Hussain, Safdar	IT Spec. (Applic. Software)	3/10/2014 - current
Munir, Khalil	Policy Analyst	3/24/2014 - current
Marimon, David	Policy and Research Analyst	5/19/2015 - current
Colbert, Machah V.	IT Spec. (Systems Admin.)	2/09/2015 - current
Moses, Colleen A.	IT Specialist (Network Svcs.)	9/28/2009 - current
Villalobos-Agudelo, Sandra	Research Analyst	9/08/2014 - current
Jones, Christine P.	Strategic Analysis Specialist	2/01/2016 - current
Vann, Diamond	Juvenile Justice Compl Monitor	1/26/2015 - current
Vines, Tamara L.	Staff Assistant	12/14/2015 - current

3. Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Response: CJCC currently has one (1) detailee from the District's Pretrial Services Agency pursuant to the Graduate School USA Executive Potential Program. The detailee is a licensed Clinical Social Worker who currently works as a Clinical Services Specialist. She began working at CJCC on December 7, 2015, and will work for 16 weeks on a new psychoactive substances (synthetic drugs)-related project.

4. Please provide the Committee with:

a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY15 and FY16, to date.

Response: *See* Attachment C.

b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY15 and FY16, to date.

Response: No vehicles were assigned to CJCC in FY15 and FY16 to date.

c. A list of employee bonuses or special award pay granted in FY15 and FY16, to date.

Response: No CJCC employees received bonuses or special award during FY15 and FY16.

d. A list of travel expenses, arranged by employee for FY15 and FY16, to date, including the justification for travel.

Response: *See* Attachment D.

e. A list of the total overtime and workers' compensation payments paid in FY15 and FY16, to date, including the number of employees who received overtime and workers' compensation payments.

Response: There were no overtime or workers' compensation payments paid during FY15 or FY16 to date.

5. With regard to the use of communication devices:

a. What procedures are in place to track which individuals or units are assigned mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.

Response: CJCC employees assigned a mobile device must meet with Juliette Tarrance, OCTO's DC Net Telecommunications Specialist (or her designee), to sign an Equipment Agreement Form containing the device's IMEI number, SIM card number, and the approximate value of the equipment. By signing the form, the employee agrees to personally replace any lost or damaged equipment. New employees only will receive the mobile device after the form is signed.

When an employee separates from the agency, he or she must return the mobile device to Ms. Tarrance. Ms. Tarrance inspects the device for damages and/or lost accessories. Damage and lost accessories, if any, are assessed for cost which must be paid by the employee.

CJCC laptops are only assigned to employees for work-related assignments. Each employee is required to sign out a laptop for the duration of their

assignment/project. Upon completion, the employee is required to return the laptop to CJCC's designated IT staff for inspection.

b. How does your agency limit the costs associated with its mobile devices?

Response: CJCC monitors monthly telecommunication invoices through the Fixed Cost Management System (FCMS).

c. For FY15 and FY16, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?

Response: During FY15, CJCC spent $9,923.52 on cellphones. During FY16 to date, the agency has spent $3,557.08.

6. For FY15 and FY16, to date, please list all intra-District transfers to or from the agency.

Response:

FY 2015 List of Intra-District Transfers - CJCC as Buyer (TRANSFERS OUT)					
Selling Agency	Project Code	Description of Services Provided	Amount	Start Date	End Date
OCTO	N/A	OCTO IT ASSESSMENT	3,538.00	10/1/2014	9/30/2015
OCP	N/A	PCARD COLLECTIONS	112,074.22	10/1/2014	9/30/2015
EOM	N/A	EOM Support Services	6,000.00	10/1/2014	9/30/2015
Total			$ 121,612.22		

FY 2015 List of Intra-District Transfers - CJCC as Seller (TRANSFERS IN)					
Buying Agency	Project Code	Description of Services Provided	Amount	Start Date	End Date
JGA	COM15N	MOU W/JGA: COMPLIANCE MONITORING SUBGRANT	63,981.17	10/1/2014	9/30/2015
JGA	RED15N	MOU W/JGA: RACIAL AND ETHNIC DISPARITY SUBGRANT	40,000.00	10/1/2014	9/30/2015
Total			$ 103,981.17		

FY 2016 List of Intra-District Transfers - CJCC as Buyer (TRANSFERS OUT)					
Selling Agency	Project Code	Description of Services Provided	Amount	Start Date	End Date
OCTO	N/A	OCTO IT ASSESSMENT	47,875.00	10/1/2014	9/30/2015
OCP	N/A	PCARD COLLECTIONS	45,837.62	10/1/2014	9/30/2015
EOM	N/A	EOM Support Services	7,000.00	10/1/2014	9/30/2015
Total			$ 100,712.62		

To date, there have been no intra-District transfers to the agency for FY 2016.

7. For FY15 and FY16, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.

Response: CJCC had no special purpose revenue funds during FY15 and FY16 to date.

8. For FY15 and FY16, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Response: CJCC's Purchase Cardholders are Robin Y. Jackson and Rosa Burch who made authorized business operations-related purchases on behalf of the agency. The Central Bill Reconciliation Reports listing the goods and services purchased are included in Attachment E.

9. Please list all memoranda of understanding (MOU) entered into by your agency during FY15 and FY16, to date, as well as any memoranda of understanding currently in force. For each, indicate the date entered and the termination date.

Response:
The CJCC has over 40 perpetual, JUSTIS related MOUs with execution dates ranging from 2004 to 2014. These MOU's were entered between the CJCC, source and recipient agencies which includes local, federal and regional criminal justice/law enforcement agencies.

Other MOU's include information sharing for research purposes, trend analysis, policy review and recommendation, support services, CJCC governance, truancy reduction strategies, and criminal justice programming and service initiatives. These MOU's are detailed in Attachment F.

10. Please list the ways, other than memoranda of understanding, that the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY15 and FY16, to date.

Response:

CJCC routinely collaborates with local and federal member agencies, other District of Columbia public safety stakeholders as well as regional public safety partners. From working with partners in MD, DE and PA to launch the Mid-Atlantic Region Information Sharing initiative to convening the Interagency Research Advisory Committee which consists of local and federal justice partners to identify and pursue system-wide research to working with government and community based partners to hold bi-annual public meetings, collaboration is an integral part of our organizational model.

In addition to the aforementioned, the following are more examples of 2015 collaborative activities:

CJCC hosted "Demanding More Vigilance: Synthetic Drugs in the District of Columbia, Maryland, and Virginia," a day-long regional symposium that brought 200 behavioral health, medical, scientific, legislative, criminal justice and education leaders together to examine the current landscape of synthetic drugs in the District of Columbia, Maryland and Virginia. CJCC partnered with criminal justice agencies in Virginia and Maryland to host the event.

The District of Columbia and Federal criminal justice agencies collaborated to create a viable Interagency COOP Framework. CJCC and the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) developed a COOP Framework document to prepare local and federal criminal justice agencies for various emergencies and disasters that might affect criminal justice agency employees, facilities and other resources.

CJCC collaborated with the Office of Juvenile Justice and Delinquency Prevention to host a workshop during the 6th Annual Juvenile Justice Summit for over 700 juvenile justice practitioners. During the workshop, entitled: "Going Against the Grain: Addressing the Needs of System-Involved Girls", Robert L. Listenbee, Administrator, Office of Juvenile Justice and Delinquency, and his staff co-presented with CJCC's Compliance Monitor and Disproportionate Minority Contact staff, the Presiding Judge of the Family Court of the DC Superior Court, and other community resources to discuss the state of girl offenders in the District.

11. Please list all currently open capital projects, including an update on all capital projects under the agency's purview in FY15 and FY16, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

    a. An update on all capital projects begun, in progress, or concluded in FY14, FY15, and FY16, to date, including the amount budgeted, actual dollars spent, and any remaining balances.

    b. An update on all capital projects planned for FY16, FY17, FY18, FY19, FY20, and FY21.

    c. Do the capital projects begun, in progress, or concluded in FY14, FY15, or FY16 to date have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.

    Response: CJCC has no capital projects.

12. Please provide, as an attachment, a list of all budget enhancement requests (including, but not limited to, capital improvement needs), for FY15 and FY16, to date. For each, include a description of the need and the amount of funding requested.

Response:

Fiscal Year	Description	Amount
2015	Funding for 12 hardware and software licenses for the Justice Information System (JUSTIS).	$ 134,301.42
2016	***There were no enhancement requests for FY 2016***	

13. Please list, in chronological order, every reprogramming in FY15 and FY16, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY15 and FY16. For each reprogramming, list the date, the amount, the rationale, and the reprogramming number.

Response: There were no reprogrammings in FY15 and FY16 to date.

14. Please list each grant or sub-grant received by your agency in FY15 and FY16, to date. List the date, amount, and purpose of the grant or sub-grant received.

Response:

FY 2015 List of Grants/Sub-grants and Number of FTEs Supported					
Grant/Project Number	Grant Description	Amount	No. of FTEs	Start Date	End Date
MHR15F	Mental Health Records Sharing	$60,000	0	10/1/2014	3/31/2016
ACF15P	Annie E. Casey Grant	$15,000	0.17	10/1/2014	9/30/2016
COM15N	Compliance Monitoring Subgrant from JGA	$75,000	0.83	10/1/2014	9/30/2015
RED15N	Racial and Ethnic Disparity Subgrant from JGA	$45,000	0	10/1/2014	9/30/2015
TOTAL		$195,000	1.00		

FY 2016 List of Grants/Sub-grants and Number of FTEs Supported					
Grant/Project Number	Grant Description/Purpose	Amount	No. of FTEs	Start Date	End Date
AJR16F	Automation of State of Justice Reporting	$60,000	0	10/1/2015	9/30/2016
TOTAL		$60,000	0.00		

15. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans (if any) are in place to continue funding?

Response: The Juvenile Justice Compliance Monitor position is supported by the Compliance Monitor/DMC grant. The grant, which is provided pursuant to an intra-District transfer from the Justice Grant Administration (JGA), covers salary and fringe benefits. This position is required to monitor the District's compliance with the Juvenile Justice Delinquency Prevention Act (JJDPA).

16. Please list all pending lawsuits that name the agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant financial liability and/or will result in a change in agency practices, and the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

Response: In 2012, a former CJCC employee filed a civil action in the U.S. District Court (Washington, DC) alleging discrimination. CJCC has denied the charges.

17. Please provide the total number of administrative complaints or grievances that the agency received in FY15 and FY16, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.

Response: No administrative complaints or grievances were received by the agency in FY15 and FY16.

18. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY15 and FY16, to date.

Response: There are no ongoing investigations, audits or reports concerning CJCC or any of its employees.

19. Please describe any anticipated spending pressures for FY16. Include a description of the pressure, the estimated amount, and any proposed solutions.

Response: There currently are no anticipated spending pressures for FY16.

20. Please provide, as an attachment, a copy of the agency's FY15 performance plan. Please explain which performance plan objectives were completed in FY15 and whether or not they were completed on time and within budget. If they were not, please provide an explanation.

Response: *See* Attachment G.

21. Please provide, as an attachment, a copy of your agency's FY16 performance plan as submitted to the Office of the City Administrator.

Response: *See* Attachment H.

22. Please provide the number of FOIA requests for FY15 and FY16, to date. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, and the estimated number of hours spent responding to these requests.

Response:

Number of FOIA Requests for FY15 and FY16 to date: 0
Granted: 0
Partially granted: 0
Denied: 0
Pending: 0
Average response time: N/A
Estimated number of FTEs processing requests: 0
Estimated hours spent responding to the requests: 0

23. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared, or contracted for, during FY15 and FY16, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee.

Response: During FY15, CJCC prepared or contracted for the following studies, research papers, reports and analyses:

- Readiness Assessment Consultation (Final Report Pending)
- Mental Health Records Grant Consultants (Completed)
- JUSTIS Independent Information Security Assessment (FY 2015)(Completed)
- Legal Review of JUSTIS Agreements (FY 2015)(Completed)
- Public Safety and Justice Report (Final Report Pending)
- Annual Report (2014)(Publication)(Completed)

During FY16, CJCC prepared or contracted for the following studies, research papers, reports and analyses:

- Citywide Strategic Action Plan for Returning Citizens Consultant (Procurement Pending)
- Automation of the District of Columbia State of Justice Report (FY 2016)(The vendors' responses for this procurement were due on 1.29.2016 and are under review)
- Custodial Population Study (The District of Columbia Committee on the Judiciary allocated funds in the FY 2016 budget to study the DC jail. CJCC has worked with the Committee to finalize the research questions and will be submitting a requisition to procure the services of a research partner.
- Annual Report (2015)(Procurement Awarded; Completion Pending)

Personnel

1. Please separately list each employee whose salary was $110,000 or more in FY15 and FY16, to date. Provide the name, position number, position title, program number, activity number, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Response:

Position Number	Position/Title	Name	Salary	Fringe Benefits	Program	Type
00040860	Executive Director	Butler,Mannone A	168,280	26,083	2010 - OPERATIONAL INFRUSTRUCTURE	Reg
00024737	SPECIAL ASST	Jackson,Robin Y	116,375	18,038	2110 - OPERATIONAL INFRUSTRUCTURE (FED)	Reg
00032347	Statistician	McCann,Ellen	110,874	17,185	1110 - RESEARCH AND ANALYSIS (FED)	Reg
00036326	INFO TECH SPEC	Chaudhry,Imran	110,365	17,107	3110 - JUSTIS (FED)	Reg
00063470	Deputy Executive Director	Howell,Charisma X.	116,922	18,123	2120 - TOPICAL WORK GROUPS (FED)	Reg

There was no overtime earned during FY15 or FY16 to date.

2. Please list in descending order the top 25 overtime earners in your agency in FY15 and FY16, to date. For each, state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.

   Response: There was no overtime earned during FY15 or FY16 to date.

3. For FY15 and FY16, to date, please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

   Response: No employee bonuses or special award payments were made during FY15 and FY16 to date.

4. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement.

   Response: No CJCC employees are covered by a collective bargaining agreement.

Agency Operations

1. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FY16 and FY17.

   Response: In November 2015, the CJCC convened its' annual strategic planning meeting. Members developed a three-year strategic framework. The priority areas include: (a) Adult Reentry; (b) Combating Violent Crime (including but not limited to GunStat, Outstanding Warrants, NICS Compliance); (c) Substance Abuse/Mental Health Services Integration; (d) Continuity of Operations Planning; (e) Grants Planning; (f) Interagency Research (g) JUSTIS; and (h) Juvenile Justice (including but not limited to Truancy Prevention, Juvenile Detention Alternatives to Incarceration, Juvenile Reentry, Partnership for Success and Dual Supervision Case Management).

   The agency will work in tandem with the members and other stakeholders to address each of the priorities.

2. What are the biggest challenges facing CJCC?

   Response: The most significant challenge is ensuring that the agency remains poised to address, in concert with justice system leaders, the District's most pressing system-wide public safety issues while tackling with laser-like precision the strategic priorities.

3. What is the status of upgrades to JUSTIS?

   a. What, if any, new data feeds were introduced or expanded in 2015?

Response:

While no new data feeds were introduced in 2015, CJCC expended resources to maintain existing data feeds. These efforts included the following:

-- CJCC worked with MPD as they transitioned their case management system from Ileads to Cobalt. This included updating the JUSTIS interface to receive adult arrest data from a new source and, in turn, making that information available to recipient agencies with minimal disruption.

-- In January 2016, CJCC updated the Adult Court Inbound interface between prosecutors and the Court to allow the former to submit an additional document type as part of their case filings.

-- The DMV interface with the JUSTIS information portal was updated in order to accommodate the source agency's new platform. This allowed for the continued display of DMV information within the portal.

-- The JUSTIS Data Quality Module was updated to incorporate an additional functionality which allows MPD to notify DQA representatives from other agencies when identity-related corrections are made. This new functionality is also utilized by DCSC to communicate duplicate case corrections to DQA representatives.

-- CJCC also worked on the continued development of two additional projects, namely the Juvenile Papering Project and MARIS.

b. Please provide an update on the Juvenile Papering Project.

Response: CJCC worked throughout the year with the Metropolitan Police Department (MPD), the Office of the Attorney General (OAG) and both the Family Court Operations and Court Social Services Divisions at the Superior Court for the District of Columbia (DCSC). The multi-agency project team composed of both business and technical representatives met throughout the year and was able to achieve the following:

-- Identified the specific business steps which shall be automated via corresponding electronic exchange.

-- Mapped out the specific data fields which shall be included in each electronic transaction.

-- Developed a draft project timeline which shall be used by partner agencies to align their vendor resources, as appropriate.

c. What is the status of the Mid Atlantic Regional Information Sharing (MARIS) initiative?

Response: The objective of the MARIS initiative is to promote improved public safety in the northeastern region of the United States. This involves the exchange of information among the Integrated Justice Information Systems (IJIS) of the states of Delaware, Maryland, Pennsylvania and the District of Columbia. In 2015, the CJCC worked to establish connections between JUSTIS and the Maryland Dashboard IJIS systems. CJCC also worked with technical representatives to develop technical rules for sending and receiving data requests among the four systems, utilizing dummy data to test the ability of JUSTIS to send requests to Maryland and to receive corresponding requests back. Additionally, CJCC's Executive Director and CIO participated in Governance Board and Business Operations Workgroup meetings to identify and address policy-related issues.

4. Please provide an update on the agency's homicide study.

Response: To date, CJCC has met with relevant agencies to discuss the analyses and data sought. CJCC will have follow up discussions with a couple of partners regarding the analyses/data requests. The data collection process will begin with establishing a baseline of information on the contributing circumstances for all homicides that occurred from 2012 through 2015, and individual and case analysis for 2015 homicides in particular. These cases and their related data will be provided by MPD with the assistance of CJCC staff in a phased approach with all data provided by the week of March 21st. Once the MPD data is compiled, the projected timeline for the study in its entirety is six months.

5. Please provide an update on the agency's D.C. Jail study funded by this Committee in the FY16 budget.

Response: CJCC is currently working with stakeholders to summarize existing knowledge about custody populations in the District. A review of existing studies is underway and will inform the Request for Proposals (RFP) which will be forthcoming.

6. Please describe the achievements of the Continuity of Operations Planning (COOP) workgroup in 2015, and what, if any, gaps in agency plans or coordination have been found/rectified?

Response: The overarching goal is to build institutional capacity (technical, planning and response) in order to achieve a state of perpetual readiness and preparation to respond effectively (procedurally), systematically, and seamlessly to scenarios, e.g. emergency, disaster, terrorism, health, civil unrest, weather, etc. that threaten public safety and the health and welfare of DC residents.

The Workgroup's key 2015 achievements include the following:

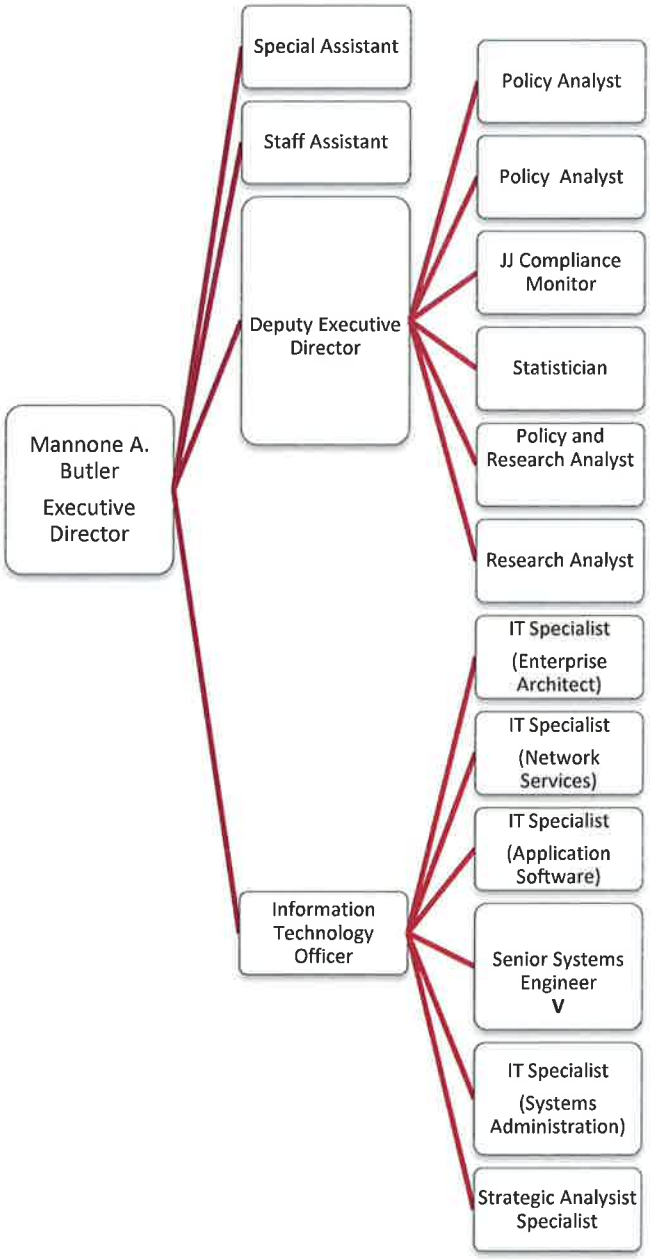
-- The development and execution of an exercise/seminar/workshop that centered on a simulated scenario related to protest demonstrations in the District. The exercise scenarios involved the closure of the DC Superior Court due to fire. The exercise and simulation required the activation of COOP protocols and procedures by each partner. Work group members discussed how they would implement their existing COOP plans. The exercise was facilitated by an HSEMA COOP consultant. The workgroup with the assistance of the HSEMA COOP consultant prepared an After-Action Report with related recommendations. The recommendations provided guideposts to members about how to improve their plans and emergency response protocols.

-- An HSEMA briefing to CJCC member agency representatives on agency crisis communications plans and protocols and an accompanying guided tour of the HSEMA Emergency Operations Center (EOC) and its 911/311 call centers.

-- A completed update of the interagency emergency contact list for all CJCC partners. The updated list included relevant contact information for "succession leadership" three levels deep within agency hierarchies. Further, the workgroup developed procedures to support quick and systematic methods to communicate using centralized Homeland Security Emergency Management Agency (HSEMA) protocols that enable members to communicate seamlessly and securely using existing technologies.

ATTACHMENT A

ORGANIZATIONAL CHART
(as of February 1, 2016)



ATTACHMENT B

SCHEDULE A
(as of February 1, 2016)

Position Number	Position/Title	Name	Salary	Fringe Benefits	Program	Type
00040860	Executive Director	Butler,Mannone A	168,280	26,083	2010 - OPERATIONAL INFRUSTRUCTURE	Reg
00006387	Policy Analyst	Munir,Khalil	96,341	14,933	2120 - TOPICAL WORK GROUPS (FED)	Reg
00024737	SPECIAL ASST	Jackson,Robin Y	116,375	18,038	2110 - OPERATIONAL INFRUSTRUCTURE (FED)	Reg
00032347	Statistician	McCann,Ellen	110,874	17,185	1110 - RESEARCH AND ANALYSIS (FED)	Reg
00033752	Staff Assistant	Vines,Tamara L	56,059	8,689	2010 - OPERATIONAL INFRUSTRUCTURE	Term
00033752	Staff Assistant	Vines,Tamara L	56,059	8,689	2110 - OPERATIONAL INFRUSTRUCTURE (FED)	Term
00036326	INFO TECH SPEC	Chaudhry,Imran	110,365	17,107	3110 - JUSTIS (FED)	Reg
00039221	Policy and Research Analyst	Marimon,David	93,000	14,415	1010 - RESEARCH AND ANALYSIS	Reg
00039629	Juvenile Justice Compl Monitor	Vann,Diamond	78,687	12,196	1110 - RESEARCH AND ANALYSIS (FED)	Reg
00046508	IT Specialist (Network Svcs.)	Moses,Colleen A	87,965	13,635	3110 - JUSTIS (FED)	Reg
00046511	IT Spec. (Applic. Software)	Hussain,Safdar	102,377	15,868	3110 - JUSTIS (FED)	Reg
00046539	IT Spec. (Enterprise Arch.)	Khan,Mohammad H	108,180	16,768	3110 - JUSTIS (FED)	Reg
00063282	Research Analyst	Villalobos-Agudelo,Sandra	83,731	12,978	1110 - RESEARCH AND ANALYSIS (FED)	Reg
00063470	Deputy Executive Director	Howell,Charisma X.	116,922	18,123	2120 - TOPICAL WORK GROUPS (FED)	Reg
00085640	IT Spec. (Systems Admin.)	Colbert,Machah V	90,640	14,049	3110 - JUSTIS (FED)	Reg
00046507	Policy Analyst		78,687	12,196	2120 - TOPICAL WORK GROUPS (FED)	Reg
00063535	IT Spec. (Applic. Software)		98,482	15,265	3110 - JUSTIS (FED)	Reg
00082640	Strategic Analysis Specialist		80,193	12,430	3110 - JUSTIS (FED)	Reg

ATTACHMENT C

CJCC EMPLOYEES WITH CELLPHONES

CJCC CELLULAR PHONE AND MOBILE DEVICES				
ITEM #	**NAME & Cell Phone #**	**TITLE**	**TOTAL EXPENSE**	**PURPOSE**
FY 2015				
1	Mannone Butler – 202-615-2626	Executive Director	$1036.68	Email access
2	Charisma Howell – 202-674-8944	Deputy Executive Director	$652.68	Email access
3	Robin Jackson – 202-355-4682	Special Assistant	$694.80	Email access
4	Colleen Moses – 202-251-6783	Network Admin/JUSTIS Security	$694.80	Email access
5	Diamond Vann – 202-368-2596	Juvenile Justice Compliance Monitor	$652.68	Email access
6	David Marimon – 202-412-5173	Research & Policy Analyst	$694.80	Email access
7	Keith Kaye/Ellen McCann – 202-351-9795	IT Policy Analyst/Statistician	$694.80	Email access
8	Imran Chaudhry – 202-286-5744	Chief Information Officer	$694.80	Email access
9	Khalil Munir – 202-664-4154	Policy Analyst	$705.72	Email access
10	Machah Colbert – 202-340-6922	IT Specialist (Systems Administration)	$694.80	Email access
11	Mohammad Khan – 202-251-4215	Enterprise Architecture	$694.80	Email access
12	Safdar Hussain – 202-549-7243	Information Technology Specialist	$652.68	Email access
13	Michen Tah – 202-340-5270	Policy Analyst	$694.80	Email access
14	Sandra Villalobos – 202-412-9828	Research Analyst	$736.80	Email access
15	JUSTIS Helpdesk – 202-316-6554	IT Staff	$694.80	24/7 Helpdesk access by phone for JU STIS
16	Spare – 202-674-8644	CJCC	$675.60	N/A
FY 2015 Total: $9,923.52				

CJCC CELLULAR PHONE AND MOBILE DEVICES				
ITEM #	**NAME & Cell Phone #**	**TITLE**	**TOTAL EXPENSE**	**PURPOSE**
FY 2016				
1	Mannone Butler – 202-615-2626	Executive Director	$345.56	Email access
2	Charisma Howell – 202-674-8944	Deputy Executive Director	$217.56	Email access
3	Robin Jackson – 202-355-4682	Special Assistant	$231.60	Email access
4	Colleen Moses – 202-251-6783	Network Admin/JUSTIS Security	$231.60	Email access
5	Diamond Vann – 202-368-2596	Juvenile Justice Compliance Monitor	$217.56	Email access
6	David Marimon – 202-412-5173	Research & Policy Analyst	$231.60	Email access
8	Imran Chaudhry – 202-286-5744	Chief Information Officer	$231.60	Email access
9	Khalil Munir – 202-664-4154	Policy Analyst	$235.24	Email access
10	Machah Colbert – 202-340-6922	IT Specialist (Systems Administration)	$231.60	Email access
11	Mohammad Khan – 202-251-4215	Enterprise Architecture	$231.60	Email access
12	Safdar Hussain – 202-549-7243	Information Technology Specialist	$217.56	Email access
13	Sandra Villalobos – 202-412-9828	Research Analyst	$245.60	Email access
13	Spare – 202-674-8644	CJCC	$225.20	N/A
FY 2016 Total: $3,557.08				

ATTACHMENT D

AUTHORIZED EMPLOYEE TRAVEL
(FY 2015 and FY 2016 To Date)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Public Safety and Justice Cluster

Travel Expense Report

For travel that occured between: 10/1/2014 - 9/30/2015

Criminal Justice Coordinating Council - CCJC - FJ0 - FJ0

No.	FY	Employee Name	Title	Travel Description and Destination	Travel Period	Expense Items	Amount	Fund
1	2015	Barnes, Michael E.	Chief Psychologist	2015 National Juvenile Detention Alternatives Initiative Inter-site Conference - Phoenix, AZ	9/28/2015 - 9/30/2015	Travel Reimbursement	$86.10	8110
						Travel Advance	$170.40	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$413.20	
						Total Expenses by Trip	$669.70	
2	2015	Butler, Mannone A.	Executive Director	Nat'l Consortium on Racial and Ethnic Fairness - Buffalo, NY	6/10/2015 - 6/12/2015	Travel Reimbursement	$226.81	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$1,038.86	
						Total Expenses by Trip	$1,265.67	
3	2015	Butler, Mannone A.	Executive Director	Local Travel - Washington, DC	7/16/2015 - 7/16/2015	al Travel Reimbursement	$6.78	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$0.00	
						Total Expenses by Trip	$6.78	
4	2015	Butler, Mannone A.	Executive Director	2015 SEARCH Annual Membership Group Meeting - Minneapolis, MN	7/27/2015 - 7/30/2015	Travel Reimbursement	$185.30	8110
						Travel Advance	$227.20	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$1,596.83	
						Total Expenses by Trip	$2,009.33	
5	2015	Butler, Mannone A.	Executive Director	National Forum on Criminal Justice 2015 Conference - Atlanta, GA	8/1/2015 - 8/5/2015	Travel Reimbursement	$398.00	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$1,325.20	
						Total Expenses by Trip	$1,723.20	

For travel that occured between: 10/1/2014 - 9/30/2015

Criminal Justice Coordinating Council - CCJC - FJ0 - FJ0

No.	FY	Employee Name	Title	Travel Description and Destination	Travel Period	Expense Items	Amount	Fund
6	2015	Howell, Charisma X.	Deputy Executive Director	2015 National Juvenile Detention Alternatives Initiative Inter-site Conference - Phoenix, AZ	9/28/2015 - 9/30/2015	Travel Reimbursement	$26.10	8110
						Travel Advance	$170.40	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$413.20	
						Total Expenses by Trip	$609.70	
7	2015	Lacey, Clinton	Deputy Executive Director	2015 National Juvenile Detention Alternatives Initiative Inter-site Conference - Phoenix, AZ	9/28/2015 - 9/30/2015	Travel Reimbursement	$7.10	8110
						Travel Advance	$170.40	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$443.20	
						Total Expenses by Trip	$620.70	
8	2015	Tah, Michen	Policy Analyst	National Forum on Criminal Justice 2015 Conference - Atlanta, GA	8/2/2015 - 8/5/2015	Travel Reimbursement	$279.65	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$1,668.00	
						Total Expenses by Trip	$1,947.65	
9	2015	Vann, Diamond	Compliance Monitor	2015 National Juvenile Detention Alternatives Initiative Inter-site Conference - Phoenix, AZ	9/28/2015 - 9/30/2015	Travel Reimbursement	$196.10	8110
						Travel Advance	$170.40	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$413.20	
						Total Expenses by Trip	$779.70	
10	2015	Villalobos Agudelo, Sandra	Research Analyst	National Forum on Criminal Justice 2015 Conference - Atlanta, GA	8/1/2015 - 8/5/2015	Travel Reimbursement	$353.32	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$1,552.20	
						Total Expenses by Trip	$1,905.52	
Total for: Criminal Justice Coordinating Council - CCJC - FJ0							**$11,537.95**	

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Public Safety and Justice Cluster

Travel Expense Report

For travel that occured between: 10/1/2015 - 1/20/2016

Criminal Justice Coordinating Council - CCJC - FJ0 - FJ0

No.	FY	Employee Name	Title	Travel Description and Destination	Travel Period	Expense Items	Amount	Fund
1	2016	Butler, Mannone A.	Executive Director	2015 33rd Annual NAJIS Conference - Buena Vista, FL	10/5/2015 - 10/8/2015	Travel Reimbursement	$113.30	8110
						Travel Advance	$179.20	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$1,299.20	
						Total Expenses by Trip	$1,591.70	
2	2016	Butler, Mannone A.	Executive Director	Local Travel Reimbursment - Washington, DC	12/15/2015 - 12/15/2015	al Travel Reimbursement	$26.00	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$0.00	
						Total Expenses by Trip	$26.00	
3	2016	Colbert, Machah V.	IT Specialist	2015 33rd Annual NAJIS Conference - Buena Vista, FL	10/5/2015 - 10/8/2015	Travel Reimbursement	$49.30	8110
						Travel Advance	$179.20	8110
						Adjustments	$0.00	
						Total Other Related Exp by Trip	$1,159.70	
						Total Expenses by Trip	$1,388.20	
Total for: Criminal Justice Coordinating Council - CCJC - FJ0							**$3,005.90**	

ATTACHMENT E

PURCHASE CARD PURCHASES
(FY 2015 and FY 2016 To Date)

Central Bill Reconciliation

DCPCARD

Date/Time Printed: 01/29/2016 03:28:41 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
BURCH, ROSA			**Diverted From Account: ************9006**			**Central Bill Account: ************7503**	
08/05/2015	08/07/2015	151743919	5541734521887218258183 5	AGNT FEE 89006505086601	4511	WEST END TRAV, DC 22201-0000	$30.00
08/05/2015	08/07/2015	151743920	5541734521887218258217 1	AGNT FEE 89006505086656	4511	WEST END TRAV, DC 22201-0000	$30.00
08/05/2015	08/07/2015	151743921	5549967521824690050494 3	USAIRWAY 03776665572481	3063	WASHINGTON, DC 85034-0000	$383.20
08/05/2015	08/07/2015	151743922	5549967521824690050495 0	USAIRWAY 03776704322543	3063	WASHINGTON, DC 85034-0000	$383.20
08/05/2015	08/07/2015	151743923	5549967521824690050496 8	USAIRWAY 03776704322554	3063	WASHINGTON, DC 85034-0000	$383.20
08/29/2015	08/31/2015	153241789	5543286524100071828470 3	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$408.21
09/02/2015	09/02/2015	153421643	5543286524500065415572 3	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$4,053.51
09/04/2015	09/04/2015	153581893	5543286524700070871671 8	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$4,432.06
09/05/2015	09/07/2015	153690604	5550036524808320722589 1	PUBLIC PERFORMANCE MAN	5199	02027358899, DC 20011-0000	$4,602.00
09/18/2015	09/21/2015	154563563	5554750526125486201001 3	MVS INC	5045	02027227981, DC 20036-0000	$3,334.80
	BURCH, ROSA Total			**10**			**$18,040.18**
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
09/30/2014	10/01/2014	135629661	5542950427384934537620 4	PAYPAL *FAIR FUND	8398	4029357733, DC 20009-0000	$800.00
09/30/2014	10/01/2014	135629662	0541019427463125044496 0	WASH METRORAIL	4111	WASHINGTON, DC 20037-0000	$41.00
10/09/2014	10/10/2014	136084221	5544641428208320735085 5	CALVARY BAPTIST CHURCH	8661	02023478355, DC 20001-0000	$1,100.00
10/10/2014	10/13/2014	136182551	5543286428300021496510 4	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$76.57
10/11/2014	10/13/2014	136182552	5543286428400039872610 7	COMCAST OF WASHINGTON	4899	800-COMCAST, DC 20017-0000	$9.21
10/13/2014	10/14/2014	136229497	5543687428713287174412 5	STANDARD OFFICE SUPPLY	5943	202-8294820, DC 20011-0000	$3,147.70
10/17/2014	10/20/2014	136490157	5543286429000032544242 4	AMAZON.COM	5942	AMZN.COM/BILL, WA 98101-0000	$90.95
10/17/2014	10/20/2014	136490158	5543286429000032888813 6	AMAZON.COM	5942	AMZN.COM/BILL, WA 98101-0000	$90.97
10/17/2014	10/20/2014	136490159	5543286429000027893847 7	AMAZON MKTPLACE PMTS	5942	AMZN.COM/BILL, WA 98109-0000	$693.55
10/20/2014	10/21/2014	136551798	0541019429306910138283 1	FEDEXOFFICE 00006718	7338	WASHINGTON, DC 20004-0000	$143.84

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Central Bill Reconciliation

DCPCARD

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
10/23/2014	10/24/2014	136738284	5545702429628677490002 1	DIGITAL GOV. INSTITUTE	7399	07037526243, VA 22182-0000	$895.00
10/23/2014	10/27/2014	136759142	8513429429744276628866 1	FLUIDSURVEYS	5734	8662185127, ON 00000-0000 CA	$588.00
10/27/2014	11/05/2014	137372610	5543687430812301323832 9	DUPONT COMPUTER INC	5734	202-2326363, DC 20009-0000	($145.00)
11/03/2014	11/04/2014	137311914	5545702430820754240001 7	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
11/05/2014	11/05/2014	137372611	5543286430900059313197 1	COMCAST OF WASHINGTON	4899	800-COMCAST, DC 20017-0000	$9.21
11/10/2014	11/11/2014	137681904	5542950431489422357891 0	PAYPAL *SYMPHONICST	7392	4029357733, CA 95131-0000	$3,808.00
11/10/2014	11/12/2014	137724351	5554655431545640450003 0	OFFICE CATERING	5811	CAP HEIGHTS, MD 20743-0000	$365.75
11/12/2014	11/13/2014	137766809	5543286431600000003462 9	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$76.57
11/20/2014	11/21/2014	138199808	5544641432520034320002 1	NATIONAL CRIMINAL JUST	8699	02026288550, DC 20001-0000	$50.00
11/25/2014	11/26/2014	138426258	5545702433020754250001 6	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
12/05/2014	12/08/2014	138916982	5543286433900035050182 4	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$76.57
12/06/2014	12/08/2014	138916983	5543286434000061629178 7	COMCAST OF WASHINGTON	4899	800-COMCAST, DC 20017-0000	$9.21
12/08/2014	12/10/2014	139035171	5554655434345640450010 1	OFFICE CATERING	5811	CAP HEIGHTS, MD 20743-0000	$227.50
12/10/2014	12/11/2014	139099052	5543286434400013083446 4	IN *THE SUPPLY COMPANY	5111	800-5261902, MD 20774-0000	$369.90
12/17/2014	12/18/2014	139444228	5545702435220754260001 7	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
12/17/2014	12/18/2014	139444229	5531020435283800004924 1	CORNER BAKERY	5812	WASHINGTON, DC 20001-0000	$158.40
01/06/2015	01/06/2015	139930193	5543286500600026866426 7	COMCAST OF WASHINGTON	4899	800-COMCAST, DC 20017-0000	$9.21
01/09/2015	01/12/2015	140176162	5543286500900084909909 7	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$76.57
01/09/2015	01/12/2015	140176163	5542135501198533256614 2	FIREHOOK - JUDICIARY S	5814	WASHINGTON, DC 20001-0000	$66.50
01/12/2015	01/13/2015	140228802	5543286501200027126873 6	IN *THE SUPPLY COMPANY	5111	800-5261902, MD 20774-0000	$250.00
01/15/2015	01/19/2015	140503861	5554655501647763927301 0	FORMOST ADVANCED CREAT	7333	WASHINGTON, DC 20020-0000	$202.00
01/15/2015	01/19/2015	140503862	5554655501647763927302 8	FORMOST ADVANCED CREAT	7333	WASHINGTON, DC 20020-0000	$29.50

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
01/20/2015	01/21/2015	140587428	55131585020646004518579	IBM SWG	5045	06175775800, CA 01864-0000	$1,960.10
01/23/2015	01/26/2015	140815222	55310205023286715100014	U.S. OFFICE SOLUTIONS	5044	02025268767, DC 20018-0000	$1,287.47
01/27/2015	01/28/2015	140935667	55457025028207542700016	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
01/28/2015	01/29/2015	140995726	55446415029200343500012	NATIONAL CRIMINAL JUST	8699	02026288550, DC 20001-0000	$500.00
01/30/2015	02/02/2015	141181948	55429505030894207924650	PAYPAL *SUSANDAVIS8	8999	4029357733, CA 95131-0000	$4,144.32
02/06/2015	02/09/2015	141550489	55421355039985325331122	FIREHOOK - JUDICIARY S	5814	WASHINGTON, DC 20001-0000	$146.25
02/08/2015	02/09/2015	141550490	55432865039000629648125	SQ *TECKNOMIC	7392	HALLANDALE BE, FL 33009-0000	$193.40
02/12/2015	02/13/2015	141800453	55432865043000436596354	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$76.57
02/12/2015	02/16/2015	141908982	55546555044477639273016	FORMOST ADVANCED CREAT	7333	WASHINGTON, DC 20020-0000	$59.00
02/13/2015	02/13/2015	141800454	55432865044000661507380	COMCAST OF WASHINGTON	4899	800-COMCAST, DC 20017-0000	$13.78
02/21/2015	02/23/2015	142209983	55432865052000571990261	HP SERVICES	7399	800-325-5372, CA 94304-0000	$924.00
02/21/2015	02/23/2015	142209984	55432865052000571990311	HP SERVICES	7399	800-325-5372, CA 94304-0000	$924.00
02/25/2015	02/26/2015	142402657	55457025057207542800018	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
03/04/2015	03/04/2015	142729472	55432865063000821758507	COMCAST OF WASHINGTON	4899	800-COMCAST, DC 20017-0000	$100.00
03/10/2015	03/11/2015	143085732	55432865069000873599878	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$76.57
03/10/2015	03/11/2015	143085733	55429505069894168270667	GRANTWRITIN	7399	8008148191, NV 89120-0000	$595.00
03/10/2015	03/11/2015	143085734	55429505069894168208113	GRANTWRITIN	7399	8008148191, NV 89120-0000	$595.00
03/12/2015	03/16/2015	143355316	55546555072477639273011	FORMOST ADVANCED CREAT	7333	WASHINGTON, DC 20020-0000	$29.50
03/16/2015	03/17/2015	143421220	55429505075894316273912	PAYPAL *MAGIGROUPLL	7392	4029357733, DC 20020-0000	$3,500.00
03/25/2015	03/26/2015	143929395	55446415084200496600041	CHAMPION AWARDS	5999	02026386777, DC 20001-0000	$189.45
03/27/2015	03/30/2015	144126288	55546555088456404500073	OFFICE CATERING	5811	CAP HEIGHTS, MD 20743-0000	$352.85
03/31/2015	04/02/2015	144309970	55546555091456404500078	OFFICE CATERING	5811	CAP HEIGHTS, MD 20743-0000	$302.50

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
04/08/2015	04/10/2015	144740317	8518089509971528699842 3	GREATER MOUNT CALVARY	8661	202-529-4547, DC 20002-0000	$800.00
04/09/2015	04/09/2015	144666258	5545702509920725860018 0	DC BAR	8699	02027374700, DC 20005-0000	$170.00
04/10/2015	04/13/2015	144856542	5543286510000058024650 9	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$76.57
04/24/2015	04/27/2015	145684001	5542950511489424485865 4	PAYPAL *BEATONSFINE	5811	4029357733, CA 95131-0000	$848.75
04/27/2015	04/28/2015	145755021	0541019511706910133357 9	FEDEXOFFICE 00006718	7338	WASHINGTON, DC 20004-0000	$68.17
04/27/2015	04/28/2015	145755022	5545702511820754290001 3	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
04/30/2015	05/01/2015	145978332	5543687512116121403657 3	STANDARD OFFICE SUPPLY	5943	202-8294820, DC 20011-0000	$345.50
05/01/2015	05/04/2015	146111199	5554655512345640450007 0	OFFICE CATERING	5811	CAP HEIGHTS, MD 20743-0000	$258.75
05/05/2015	05/06/2015	146244421	5554750512525480101001 3	MVS INC	5045	02027227981, DC 20036-0000	$2,758.78
05/05/2015	05/06/2015	146244422	5542950512589450583533 1	NTL CTR FOR ST CTS	8641	8008771233, VA 23185-0000	$475.00
05/05/2015	05/07/2015	146319553	8543154512670126234222 9	AMERITEL COMMUNICATION	5044	301-251-0222, MD 20850-0000	$1,000.00
05/08/2015	05/08/2015	146404289	5543286512800059977086 9	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$59.99
05/08/2015	05/11/2015	146540105	5543286512800087225364 1	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$76.58
05/13/2015	05/14/2015	146750994	5542950513389469051797 5	PAYPAL *JSBOUCHCONS	9399	4029357733, CA 95131-0000	$1,675.00
05/13/2015	05/15/2015	146836229	5541734513487134231745 3	AGNT FEE 89006474343603	4511	WEST END TRAV, DC 22201-0000	$30.00
05/13/2015	05/15/2015	146836230	5549967513424690063095 4	USAIRWAY 03775965600315	3063	WASHINGTON, DC 85034-0000	$247.20
05/20/2015	05/20/2015	147106848	5543286514000027362562 3	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$314.98
05/20/2015	05/22/2015	147254968	5554655514147763927301 8	FORMOST ADVANCED CREAT	7333	WASHINGTON, DC 20020-0000	$29.50
05/26/2015	05/27/2015	147460379	5545702514720754200001 7	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
05/28/2015	05/29/2015	147602666	5542950514889402205451 8	PAYPAL *CJJ COL	8398	4029357733, CA 95131-0000	$85.00
05/29/2015	06/01/2015	147724234	7545491514938430044070 0	BLUEBAY OFFICE INC	5021	202-3371003, DC 20016-0000	$423.45
06/01/2015	06/02/2015	147796154	5544641515320034320002 5	NATIONAL CRIMINAL JUST	8699	02026288550, DC 20001-0000	$445.00

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
06/01/2015	06/02/2015	147796155	5544641515320034320003 3	NATIONAL CRIMINAL JUST	8699	02026288550, DC 20001-0000	$445.00
06/01/2015	06/02/2015	147796156	554464151532003432000 41	NATIONAL CRIMINAL JUST	8699	02026288550, DC 20001-0000	$445.00
06/02/2015	06/03/2015	147860196	5544641515420034330001 4	NATIONAL CRIMINAL JUST	8699	02026288550, DC 20001-0000	$150.00
06/02/2015	06/03/2015	147860197	554464151542003433000 22	NATIONAL CRIMINAL JUST	8699	02026288550, DC 20001-0000	$300.00
06/03/2015	06/05/2015	148017072	5554750515525443601001 9	PROVIDENCE HOSPITAL WE	8062	WASHINGTON, DC 20017-0000	$648.00
06/04/2015	06/08/2015	148152461	8543154515670126234276 8	AMERITEL COMMUNICATION	5044	301-251-0222, MD 20850-0000	$228.17
06/05/2015	06/08/2015	148152462	5543687515717157828752 9	INTER-CONTINENTAL HOTE	3512	ATLANTA, GA 30326-0000	$532.00
06/05/2015	06/08/2015	148152463	5543687515717157828753 7	INTER-CONTINENTAL HOTE	3512	ATLANTA, GA 30326-0000	$399.00
06/05/2015	06/08/2015	148152464	554368751571715782892 51	INTER-CONTINENTAL HOTE	3512	ATLANTA, GA 30326-0000	$532.00
06/13/2015	06/15/2015	148583229	5554186516500412204758 1	HYATT HOTELS BUFFALO	3640	BUFFALO, NY 14202-0000	$286.66
06/15/2015	06/16/2015	148654073	5543286516600093013709 4	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$84.63
06/15/2015	06/17/2015	148718307	5554655516745640450013 5	OFFICE CATERING	5811	CAP HEIGHTS, MD 20743-0000	$649.75
06/16/2015	06/17/2015	148718308	5531020516883800004924 2	CORNER BAKERY	5812	WASHINGTON, DC 20001-0000	$214.50
06/18/2015	06/22/2015	149009016	8543154517070126234065 7	AMERITEL COMMUNICATION	5044	301-251-0222, MD 20850-0000	$47.20
06/25/2015	06/29/2015	149438662	5541734517787177319439 5	DELTA 00676578093505	3058	WASHINGTON, DC 30354-0000	$1,120.20
06/25/2015	06/29/2015	149438663	554173451778717723332 18	AGNT FEE 89006490037441	4511	WEST END TRAV, DC 22201-0000	$30.00
06/26/2015	06/29/2015	149438664	5545702517820754210001 7	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
06/30/2015	07/02/2015	149639719	5544641518220034320004 6	NATIONAL CRIMINAL JUST	8699	02026288550, DC 20001-0000	($445.00)
07/02/2015	07/06/2015	149783769	5541734518487184331458 6	DELTA 00676578094430	3058	WASHINGTON, DC 30354-0000	$328.20
07/02/2015	07/06/2015	149783770	5541734518487184331459 4	DELTA 00676578094441	3058	WASHINGTON, DC 30354-0000	$255.20
07/02/2015	07/06/2015	149783771	554173451848718423365 72	AGNT FEE 89006492536695	4511	WEST END TRAV, DC 22201-0000	$20.00
07/02/2015	07/06/2015	149783772	554173451848718423365 80	AGNT FEE 89006492536706	4511	WEST END TRAV, DC 22201-0000	$20.00

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
07/02/2015	07/06/2015	149783773	5541734518487184234046 7	AGNT FEE 89006492536710	4511	WEST END TRAV, DC 22201-0000	$20.00
07/02/2015	07/06/2015	149783774	5543286518400049014469 4	SOUTHWES 52676578094420	3066	800-435-9792, TX 75235-0000	$306.00
07/14/2015	07/15/2015	150303694	5543286519500061136711 4	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$84.63
07/14/2015	07/15/2015	150303695	8514051519590001930001 6	SIMMONS SECURITY NORTH	7393	JOEMCD_3@YAHO, MD 21076-0000	$346.50
07/14/2015	07/15/2015	150303696	7545667519600472450382 2	TRIAD TECHNOLOGY PARTN	5065	BETHESDA, MD 20814-0000	$1,950.90
07/14/2015	07/16/2015	150378987	7526586519668720364173 9	CHECKWRITER COMPANY	5969	SPRINGFIELD, VA 22150-0000	$170.00
07/15/2015	07/16/2015	150378988	5543286519600022394040 6	IN *NASW METRO WASHING	8398	202-3368395, DC 20002-0000	$200.00
07/16/2015	07/20/2015	150598026	7526586519870810298803 5	CHECKWRITER COMPANY	5969	SPRINGFIELD, VA 22150-0000	$273.50
07/18/2015	07/20/2015	150598027	5542036520063012020587 2	FLASHBAYCOM	5045	MOUNTAIN VIEW, CA 94043-0000	$2,683.50
07/20/2015	07/21/2015	150667490	5542950520189419280769 9	JRSA	8398	2028429330, DC 20001-0000	$625.00
07/21/2015	07/22/2015	150733248	5543687520312203591910 9	TABLEAU SOFTWARE	5734	206-3286222, WA 98103-0000	$2,780.00
07/23/2015	07/24/2015	150893006	5543286520400009918098 8	IN *OPTION TECHNOLOGIE	7399	407-8723333, FL 32811-0000	$4,726.00
07/24/2015	07/24/2015	150893005	5543286520500021914310 5	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$112.38
07/25/2015	07/27/2015	151028779	5545702520608321721352 6	METROPOLITAN OFFICE PR	5045	02025622320, DC 20032-0000	$519.00
07/28/2015	07/29/2015	151169935	5543286520900035722265 9	WEBEX *WEBEX.COM	7399	916-861-3157, CA 95134-0000	$678.44
07/28/2015	07/30/2015	151244570	8543154521070126234942 9	AMERITEL COMMUNICATION	5044	301-251-0222, MD 20850-0000	$275.28
07/29/2015	07/30/2015	151244572	5545702521120754220001 4	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
07/30/2015	07/30/2015	151244571	5543286521100012654458 7	HP SERVICES	7399	800-325-5372, CA 94304-0000	$1,471.68
07/30/2015	08/03/2015	151467248	5543286521300092640909 6	DOUBLETREE MINN PK PL	3692	MINNEAPOLIS, MN 55416-0000	$446.61
07/31/2015	07/31/2015	151331475	5543286521200059597509 7	HP SERVICES	7399	800-325-5372, CA 94304-0000	$3,960.93
08/02/2015	08/04/2015	151543100	5543286521500029556460 2	SOUTHWES 5262131370254	3066	800-435-9792, TX 75235-0000	$654.00
08/03/2015	08/10/2015	151943903	5543286521900025623264 1	SOUTHWES 52676578094423	3066	800-435-9792, TX 75235-0000	($306.00)

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
08/05/2015	08/06/2015	151686279	2524770521800716083062 3	ZOHO CORPORATION	7372	PLEASANTON, CA 94588-0000	$2,515.00
08/05/2015	08/07/2015	151770713	5541734521887218258149 6	AGNT FEE 89006505086542	4511	WEST END TRAV, DC 22201-0000	$30.00
08/05/2015	08/07/2015	151770714	5541734521887218258641 2	AGNT FEE 89006505086564	4511	WEST END TRAV, DC 22201-0000	$30.00
08/05/2015	08/07/2015	151770715	5549967521824690050493 5	USAIRWAY 03776665572422	3063	WASHINGTON, DC 85034-0000	$383.20
08/08/2015	08/10/2015	151943904	5543286522000063095797 7	HP SERVICES	7399	800-325-5372, CA 94304-0000	($3,960.93)
08/10/2015	08/11/2015	151989551	5543286522200071530866 4	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$84.63
08/18/2015	08/19/2015	152512260	8535353523098000257065 7	ALTOVA	5045	BEVERLY, MA 01915-0000	$249.75
08/18/2015	08/19/2015	152512261	7545667523100517717962 9	TRIAD TECHNOLOGY PARTN	5065	BETHESDA, MD 20814-0000	$198.51
08/20/2015	08/21/2015	152677837	5542950523289490992692 6	PAYPAL *NAJIS	8299	4029357733, DC 20005-0000	$525.00
08/20/2015	08/21/2015	152677838	5542950523289490967348 6	PAYPAL *NAJIS	8299	4029357733, DC 20005-0000	$525.00
08/20/2015	08/24/2015	152821336	5541734523387233240084 6	AGNT FEE 89006511260785	4511	WEST END TRAV, DC 22201-0000	$30.00
08/20/2015	08/24/2015	152821337	5541734523387233240085 3	AGNT FEE 89006511260796	4511	WEST END TRAV, DC 22201-0000	$30.00
08/20/2015	08/24/2015	152821338	5543286523300006575539 6	BUENA VISTA PALACE HOT	7011	LAKE BUENA VI, FL 32830-0000	$139.50
08/20/2015	08/24/2015	152821339	5543286523300006575540 4	BUENA VISTA PALACE HOT	7011	LAKE BUENA VI, FL 32830-0000	$139.50
08/20/2015	08/24/2015	152821340	8543154523370126234457 1	AMERITEL COMMUNICATION	5044	301-251-0222, MD 20850-0000	$127.04
08/20/2015	08/24/2015	152821341	8543154523370130082333 9	CENTER FOR NONPROFIT A	8398	202-457-0540, DC 20006-0000	$125.00
08/20/2015	08/24/2015	152821343	5549967523324690034816 9	USAIRWAY 03776739593001	3063	WASHINGTON, DC 85034-0000	$186.20
08/20/2015	08/24/2015	152821344	5549967523324690034817 7	USAIRWAY 03776739593012	3063	WASHINGTON, DC 85034-0000	$186.20
08/21/2015	08/24/2015	152821345	5543286523400057814634 8	BUENA VISTA PALACE HOT	7011	LAKE BUENA VI, FL 32830-0000	$279.00
08/21/2015	08/24/2015	152821346	5543286523400057814635 5	BUENA VISTA PALACE HOT	7011	LAKE BUENA VI, FL 32830-0000	$418.50
08/21/2015	08/24/2015	152821347	8543154523570130082231 3	CENTER FOR NONPROFIT A	8398	202-457-0540, DC 20006-0000	$125.00
08/24/2015	08/26/2015	152975081	5554655523747763927301 3	FORMOST ADVANCED CREAT	7333	WASHINGTON, DC 20020-0000	$29.50

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
08/26/2015	08/26/2015	152975082	5543286523800029355968 0	HP SERVICES	7399	800-325-5372, CA 94304-0000	$3,745.56
08/26/2015	08/27/2015	153058094	5545702523928624870003 8	PREMIER OFFICE & MEDIC	5047	02026415049, DC 20019-0000	$2,246.42
08/28/2015	08/28/2015	153147754	5543286524000020483923 5	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$839.98
08/28/2015	08/31/2015	153296577	5531020524006931061900 1	ESRI INC	5734	09097932853, CA 92373-0000	$774.00
08/28/2015	08/31/2015	153296578	0541019524006910173572 4	FEDEXOFFICE 00006718	7338	WASHINGTON, DC 20004-0000	$136.34
08/28/2015	08/31/2015	153296579	5545702524120054090017 6	TENABLE NETWORK SECURI	5045	04108720555, MD 21046-0000	$1,460.00
08/28/2015	08/31/2015	153296580	5545702524120754230001 6	OBVERSE CORPORATION	7372	02022910677, DC 20012-0000	$500.00
08/31/2015	09/02/2015	153447228	5541734524458244067802 0	VIR AMER 98476758113856	3057	WASHINGTON, DC 94010-0000	$478.20
08/31/2015	09/02/2015	153447229	5541734524487244401210 6	AGNT FEE 89006514465735	4511	WEST END TRAV, DC 22201-0000	$30.00
08/31/2015	09/02/2015	153447230	5541734524487244401227 0	AGNT FEE 89006515191090	4511	WEST END TRAV, DC 22201-0000	$30.00
08/31/2015	09/02/2015	153447231	5541734524487244401447 4	AGNT FEE 89006514465724	4511	WEST END TRAV, DC 22201-0000	$30.00
08/31/2015	09/02/2015	153447233	5549967524424690033736 7	USAIRWAY 03776758113682	3063	WASHINGTON, DC 85034-0000	$229.20
09/02/2015	09/02/2015	153447232	5543286524500065415575 6	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$392.44
09/02/2015	09/02/2015	153447235	5543286524500081352042 9	HOTELS.COM124727106045	4722	800-246-8357, NV 89144-0000	$232.19
09/02/2015	09/04/2015	153608621	5541734524687246235590 6	AGNT FEE 89006516279041	4511	WEST END TRAV, DC 22201-0000	$30.00
09/02/2015	09/04/2015	153608622	5543286524600044297915 1	UNITED 01676758114555	3000	800-932-2732, TX 77002-0000	$500.20
09/02/2015	09/04/2015	153608623	5531020524620732170003 0	MORRISON CLARK HOTEL	7011	02028981200, DC 20001-0000	$245.65
09/02/2015	09/04/2015	153608624	5531020524620732170004 8	MORRISON CLARK HOTEL	7011	02028981200, DC 20001-0000	$237.15
09/03/2015	09/04/2015	153608625	5543687524713247481856 1	STANDARD OFFICE SUPPLY	5943	202-8294820, DC 20011-0000	$317.99
09/09/2015	09/09/2015	153834204	5543286525200019690841 5	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	($112.38)
09/11/2015	09/14/2015	154135058	5554655525647763927302 7	FORMOST ADVANCED CREAT	7333	WASHINGTON, DC 20020-0000	$1,160.00
09/15/2015	09/16/2015	154287491	0541019525806910055474 5	FEDEXOFFICE 00006718	7338	WASHINGTON, DC 20004-0000	$59.94

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2014' AND '9/30/2015'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
09/17/2015	09/17/2015	154370123	5543286526000004166788 5	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$674.28
09/17/2015	09/17/2015	154370124	5543286526000003893902 4	WEBEX *WEBEX.COM	7399	916-861-3157, CA 95134-0000	$7.20
09/18/2015	09/21/2015	154618956	5544641526120049610009 6	CHAMPION AWARDS	5999	02026386777, DC 20001-0000	$351.45
09/18/2015	09/21/2015	154618957	5541734526215262943658 7	VISTAPR*VISTAPRINT.COM	2741	866-6148002, CA 02421-0000	$40.11
09/19/2015	09/21/2015	154618955	5543286526200004634341 5	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	$674.28
09/19/2015	09/21/2015	154618958	5543286526200013627196 3	AMERICAN RED CROSS	8398	888-284-0607, DC 20006-0000	$1,600.00
09/25/2015	09/25/2015	154932249	5543286526800092505096 0	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	($674.28)
09/28/2015	09/29/2015	155146289	2553606527210102418579 5	ROBERT KENNEDY CHI	8398	BOSTON, MA 02108-0000	$500.00
09/28/2015	09/29/2015	155146290	5542950527189481179907 4	PAYPAL *SAVANNAHFAM	7392	4029357733, CA 95131-0000	$500.00
09/28/2015	09/29/2015	155146291	5542950527189480930683 3	PAYPAL *DCORNELL	8999	4029357733, CA 95131-0000	$500.00
09/28/2015	09/29/2015	155146292	5542950527189480918053 5	PAYPAL *KONSHENS	8999	4029357733, CA 95131-0000	$500.00
09/28/2015	09/30/2015	155208309	0543684527220005297658 4	WPY*W HAYWOOD BURNS IN	7299	855-469-3729, CA 94612-0000	$2,000.00
	JACKSON, ROBIN Y Total			**176**			**$94,875.04**
	**************7503 Total**			**186**			**$112,915.22**
	Grand Totals			**186**			**$112,915.22**

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '1/29/2016'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
BURCH, ROSA			**Diverted From Account: ************9006**			**Central Bill Account: ************7503**	
01/12/2016	01/13/2016	160154540	5542950601289449695209 9	PAYPAL *JEFFREYBUTT	7392	4029357733, CA 95131-0000	$500.00
01/27/2016	01/28/2016	160894177	5543687602813028171666 6	STANDARD OFFICE SUPPLY	5943	202-8294820, DC 20011-0000	$2,451.03
	BURCH, ROSA Total			**2**			**$2,951.03**
JACKSON, ROBIN Y			**Diverted From Account: ************8315**			**Central Bill Account: ************7503**	
10/05/2015	10/05/2015	155451330	5543286527800005164990 6	DMI* DELL K-12/GOVT	5045	800-981-3355, TX 78682-0000	($839.98)
10/05/2015	10/06/2015	155511826	5543687527912279484003 2	TABLEAU SOFTWARE	5734	206-3286222, WA 98103-0000	$1,400.00
10/06/2015	10/06/2015	155511825	5543286527900058812345 7	COMCAST OF WASHINGTON	4899	800-COMCAST, DC 20017-0000	$10.24
10/06/2015	10/07/2015	155565350	5543286527900084421040 3	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$84.63
10/07/2015	10/09/2015	155690816	8543154528170126234481 2	AMERITEL COMMUNICATION	5044	301-251-0222, MD 20850-0000	$771.98
10/16/2015	10/19/2015	156109684	5543286528900096777528 9	IN *OPTION TECHNOLOGIE	7399	407-8723333, FL 32811-0000	$495.00
10/19/2015	10/20/2015	156176831	5542950529263700318272 3	WASHIO DRYCLEAN LAUNDR	7210	8662815686, CA 90404-0000	$415.75
10/20/2015	10/21/2015	156237630	5542950529389434372741 5	PAYPAL *BEATONSFINE	5811	4029357733, CA 95131-0000	$898.50
10/21/2015	10/23/2015	156381142	8550499529590001106269 0	SENODA INC	2741	202-2933035, DC 20036-0000	$173.00
10/22/2015	10/23/2015	156381141	5543286529500077390893 6	WASHPOST *ADVERTISI	7311	202-334-4875, DC 20071-0000	$250.00
10/23/2015	10/26/2015	156508831	8513429529654245248845 5	FLUIDSURVEYS	5734	8662185127, ON 00000-0000 CA	$588.00
10/27/2015	10/29/2015	156713410	8513425530190001020001 9	OBVERSE CORPORATION	7392	WASHINGTON, DC 20012-0000	$1,000.00
11/04/2015	11/06/2015	157205025	5554655530945640450005 0	OFFICE CATERING	5811	CAP HEIGHTS, MD 20743-0000	$527.50
11/05/2015	11/05/2015	157126920	5543286530900078406985 4	COMCAST OF WASHINGTON	4899	800-COMCAST, DC 20017-0000	$154.00
11/06/2015	11/09/2015	157332538	5554655531245640450007 1	OFFICE CATERING	5811	CAP HEIGHTS, MD 20743-0000	$383.50
11/11/2015	11/13/2015	157563599	8543154531670126234337 5	AMERITEL COMMUNICATION	5044	301-251-0222, MD 20850-0000	$180.00
11/12/2015	11/13/2015	157563600	5550629531601400072544 9	AOP BUSINESS SERVICES	5111	02025260586, DC 94043-0000	$435.40
11/16/2015	11/18/2015	157794797	5554655532145640450004 7	OFFICE CATERING	5811	CAP HEIGHTS, MD 20743-0000	$527.50

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Central Bill Reconciliation

DCPCARD

Date/Time Printed: 01/29/2016 03:27:30 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '1/29/2016'

Billed to Account: **********7503**

JACKSON, ROBIN Y — **Diverted From Account: ************8315** — **Central Bill Account: ************7503**

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
11/18/2015	11/19/2015	157862912	55432865322000825072621	WEBEX *WEBEX.COM	7399	916-861-3157, CA 95134-0000	$1.56
11/18/2015	11/19/2015	157862913	55429505323894059463779	PAYPAL *RKC GROUP	7392	4029357733, CA 95131-0000	$350.00
11/20/2015	11/20/2015	157935467	55432865324000521970076	AMAZON MKTPLACE PMTS	5942	AMZN.COM/BILL, WA 98109-0000	$118.37
11/23/2015	11/24/2015	158119090	55429505327894169093967	PAYPAL *SYMPHONICST	7392	4029357733, CA 95131-0000	$2,400.00
11/25/2015	11/30/2015	158313652	85134255331900010300011	OBVERSE CORPORATION	7392	WASHINGTON, DC 20012-0000	$500.00
12/02/2015	12/03/2015	158486279	55432865336000892736078	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$84.63
12/02/2015	12/03/2015	158486280	55446415337200343100018	NATIONAL CRIMINAL JUST	8699	02026288550, DC 20001-0000	$300.00
12/04/2015	12/07/2015	158687656	75454915339383200389652	BLUEBAY OFFICE INC	5943	202-3371003, DC 20016-0000	$362.00
12/14/2015	12/16/2015	159187808	05436845349200078447965	METRO 023-JUDICIARY SQ	4111	WASHINGTON, DC 20001-0000	$20.00
12/14/2015	12/16/2015	159187809	05436845349200078448047	METRO 023-JUDICIARY SQ	4111	WASHINGTON, DC 20001-0000	$20.00
12/14/2015	12/16/2015	159187810	05436845349200078448120	METRO 023-JUDICIARY SQ	4111	WASHINGTON, DC 20001-0000	$20.00
12/23/2015	12/24/2015	159536162	55432865357000953488126	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$84.63
12/23/2015	12/24/2015	159536163	55432865357000953488142	THOMSON WEST*TCD	8999	800-328-4880, MN 55123-0000	$84.63
01/04/2016	01/05/2016	159801099	55432866004000937822270	HOTEL*RESERVATIONS.COM	4722	800-916-4339, WA 98004-0000	$125.29
01/04/2016	01/06/2016	159847468	55417346005870052679866	AGNT FEE 89006704801140	4511	WEST END TRAV, DC 22201-0000	$30.00
01/04/2016	01/06/2016	159847469	55499676005668005091911	AMTRAK TEL0048254537912	4112	08008727245, DC 20002-0000	$240.00
01/07/2016	01/11/2016	160058434	85182446010100100100686	IJIS INSTITUTE	8699	703-726-8553, VA 20147-0000	$395.00
01/07/2016	01/11/2016	160058435	85182446010100100100686	IJIS INSTITUTE	8699	703-726-8553, VA 20147-0000	$395.00
01/08/2016	01/11/2016	160058432	55432866008000960299475	WEBEX *WEBEX.COM	7399	916-861-3157, CA 95134-0000	$0.12
01/08/2016	01/11/2016	160058433	05410196008941755878697	RADIOSHACK COR00129387	5732	WASHINGTON, DC 20001-0000	$29.99
01/24/2016	01/26/2016	160801001	55310206025207218800062	TOUCH MEDIA SYSTEMS LL	5732	SILVER SPRING, MD 20910-0000	$1,416.98

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Central Bill Reconciliation

DCPCARD

Date/Time Printed: 01/29/2016 03:27:30 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '1/29/2016'

Transaction Date	Post Date	Transaction ID	Microreference	Merchant Name	MCC	Merchant City, State/Provice, Country	Transaction Amount
Billed to Account: **********7503**							
	JACKSON, ROBIN Y Total			39			$14,433.22
	************7503 Total			41			$17,384.25
	Grand Totals			41			$17,384.25

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ATTACHMENT F

MOU/MOA MATRIX

Criminal Justice Coordinating Council Agreements
(MOU and MOA)

Agreement Type	Agencies Involved	Date Executed	Termination Date	Description
MOU for Data Sharing Among Member Agencies of the CJCC	CJCC Member Agencies: Office of the Deputy Mayor for Public Safety and Justice, DD Superior Court, Office of the Corporation Counsel, DC Metropolitan Police Department, DC Public Defender Service, DC Department of Corrections, US Attorney's Office, Court Services and Offender Supervision Agency, DC Pretrial Services Agency	Jan-02	Ongoing	Establishes agreement to collaborate, coordinate, and facilitate on-going research and statistical analyses of the DC criminal justice system by sharing data and subject matter expertise from their respective agencies.
MOU Interagency Agreement on Information Technology	Criminal Justice Coordinating Council & Information Technology Advisory Committee: Participating Agencies- Court Services and Offender Supervision Agency (CSOSA), Office of the Attorney General (OAG), Department of Corrections (DOC), Metropolitan Police Department (MPD), Office of the Chief of Technology, Public Defender Service (PDS), United States Attorney's Office (USAO), US Parole Commission, Pretrial Services Agency (PSA), Bureau of Prisons (BOP), US Marshal Service	Mar-07	Ongoing	Agreement formalizes a cooperative partnership and establishes the responsibilities related to the sharing of data between the agencies participating in JUSTIS
MOU	Criminal Justice Coordinating Council (CJCC) and the District of Columbia Office of Personnel (DCOP)	Dec-06	Ongoing	Staffing services MOU

Criminal Justice Coordinating Council Agreements
(MOU and MOA)

Agreement Type	Agencies Involved	Date Executed	Termination Date	Description
MOU	Superior Court for the District of Columbia (SC), the United States Attorney's Office for the District of Columbia (USAO), the United States Marshals Service for the Superior Court of the District of Columbia (USMS/SC), the Court Service and Offender Supervision Agency (CSOSA), the District of Columbia Department of Corrections (DOC), the Federal Bureau of Prisons (BOP), and the Office of the Federal Detention Trustee (OFDT)	Dec-07	Ongoing	Regarding procedures for the designation of D.C. Code Felons, this MOU supersedes the MOU among the parties dated June 8, 2004.
MOU	The District of Columbia Criminal Justice Coordinating Council	Jul-13	Ongoing	CJCC Operating MOU
MOU	Criminal Justice Coordinating Council (CJCC) and the Executive Office of the Mayor's Support Services	Oct-15	Ongoing	Primary purpose for this collaboration is for EOM to support CJCC's operations by providing telecom, transpiration, courier, and associated administrative services which shall ultimately result in the provision of services to the District.

Criminal Justice Coordinating Council Agreements
(MOU and MOA)

Agreement Type	Agencies Involved	Date Executed	Termination Date	Description
MOA	Criminal Justice Coordinating Council (CJCC), the Court Services and Offender Supervision Agency (CSOSA), the Superior Court Social Services Division (CSSD), D.C. Department of Youth Rehabilitation Services (DYRS), and the Pretrial Services Agency (PSA)	Mar-11	Ongoing	Establishes a mutually agreed upon process for information sharing that will support the development of appropriate planning and, to the extent possible, joint coordination for persons who are simultaneously under the supervision of an agency in both the juvenile and adult systems.
MOA	Criminal Justice Coordinating Council (CJCC), The Court Services and Offender Supervision Agency (CSOSA), the Superior Court's Court Social Services Division (CSSD), D.C. Department of Youth Rehabilitation Services (DYRS), the Pretrial Services Agency (PSA), and the D.C. Child and Family Service Agency (CFSA)	Jul-13	Ongoing	Agreement to the procedures for managing the cases of persons who have matters simultaneously pending in both the Family Court and the Criminal Division of the Superior Court for the District of Columbia in such a way that serves the best interest of public safety, the well-being and rehabilitation of the person, and the protection of confidential information.

Criminal Justice Coordinating Council Agreements
(MOU and MOA)

Agreement Type	Agencies Involved	Date Executed	Termination Date	Description
MOU	Office of Returning Citizen Affairs (ORCA), the City Administrator, the ODMPSJ, the ODME,ODMPED, CJCC, DOES,DOC, DHS, DGS, DPW, DCRA, DOH, DMH, DMV, CCDCCSOSA, USPC, United States District Court for the District Of Columbia, BOP	Jan-13	Ongoing	Reentry services coordination

ATTACHMENT G

PERFORMANCE PLAN
(FY 2015)

FY 2015 PERFORMANCE PLAN
Criminal Justice Coordinating Council

MISSION
The mission of the Criminal Justice Coordinating Council (CJCC) is to serve as the forum for identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety and the criminal and juvenile justice system of the District of Columbia for its residents, visitors, victims and offenders.

SUMMARY OF SERVICES
Provide a forum for effective collaboration and problem solving among criminal and juvenile justice agencies. Identify, develop and coordinate innovative interagency solutions to address District of Columbia public safety challenges. Research and analyze critical issues identified by the criminal and juvenile justice system. Facilitate and provide long-term performance monitoring of collaborative solutions to public safety and criminal justice challenges.

The FY 14 ACCOMPLISHMENTS:
(1) JUSTIS Exchange Project: The Alleged Violation Report (AVR). The AVR Project consists of an electronic transaction being sent from CSOSA to the USPC and a response transaction being sent from USPC to CSOSA. Data is now flowing in both directions.

(2) Synthetic Drug Symposium: On July 17, 2014, the Criminal Justice Coordinating Council's Substance Abuse Treatment and Mental Health Services Integration Taskforce brought behavioral health, medical, legislative, criminal justice, social services, and business leaders together for *the Real Deal on Synthetic Drugs* to examine the current landscape of synthetic drugs in the District of Columbia.

(3) Published the *Public Safety and Justice Report*. This report provides an overview of crime and the administration of justice in the District between 2005 and 2011.

(4) In June, the CJCC in partnership with DBH, hosted a mental health training titled, *UnCovering Crisis Care: Identification, Options and Outcomes* at the Washington Convention Center. This half-day training was designed to improve the way juvenile justice practitioners respond to young people and families experiencing a mental health crisis.

AGENCY WORKLOAD MEASURES

Measure	FY 2012 Actual	FY 2013 Actual	FY 2014 YTD[1]
Number of GunStat sessions held	11	12	12
Number of Partnership for Success Sessions	12	12	3
Number of Juvenile Detention Alternative Initiative reports produced	12	11	11
Number of JUSTIS trainings	NA	23	14

[1] A specific date was not given at the time this report was published

[2]Number of JUSTIS projects completed	N/A	N/A	N/A
Number of Active CJCC Committees	N/A	N/A	N/A
Number of technical assistance and training sessions	N/A	N/A	N/A
Number of SAC reports completed	N/A	N/A	N/A

OBJECTIVE 1: Assist member agencies with information sharing across the federal and local criminal justice system.

INITIATIVE 1.1: Enhance existing and develop new architecture in JUSTIS to support user requests and needs.
FY 2014 Achievements: The CJCC members are committed to share criminal justice information among public safety agencies using the Justice Information System (JUSTIS). Achievements include: (1) CJCC is becoming the sole distributor of the DC Superior Court adult criminal data; (2) the JUSTIS infrastructure was upgraded; (3) CJCC IT staff conducted 22 training sessions for designated agency trainers and JUSTIS users.

FY 2015 Plan:
CJCC's JUSTIS FY15 projects include: (a) expanding access to the DC Superior Court IJIS outbound project (12.1) (b) participating in MARIS (c) providing JUSTIS training and performing regular audits of JUSTIS (d) upgrading the JUSTIS infrastructure (e) facilitating JUSTIS security enhancements.
Completion: Ongoing; FY15 date: 9/2015.

OBJECTIVE 2: Improve multi-agency collaboration and planning and encourage data-driven decision making by providing CJCC members with relevant and timely research and analysis that includes tracking priorities, evaluating progress, and generating reports analysis.

INITIATIVE 2.1: Research and analysis.
FY2014 Achievements: The Statistical Analysis Center (SAC) is a unit of the CJCC responsible for independent research, statistical analyses, data collection and program evaluation. The mission of the SAC is to apply the highest level of scientific rigor and objectivity in the study of criminal justice policies, programs and practices, and to identify activities that improve the administration of justice. The SAC aims to produce empirical research and analysis that informs stakeholders and enhances policy decision-making in the District. The CJCC members established the Interagency Research Advisory Committee (IRAC) through a memorandum of agreement. The IRAC serves as an advisory body that supports the SAC in an effort to collect and analyze data. In addition, the SAC held two (2) professional development brown-bags on the latest tools and methods for criminal justice research and facilitated the City-Wide Truancy Taskforce, Truancy Data Committee. This committee focused primarily on identifying baseline and secondary measures to measure the District's truancy reduction efforts.

[2] New workload measures for 2015

Partnership for Success will continue to work with stakeholders to develop policies and procedures that improve interagency coordination, reduce inefficiencies in service provision and improve outcomes. In addition, pursuant to an MOU, multiple agencies will convene to identify and discuss youth who were connected to both a juvenile and adult criminal justice agency, also known as jointly supervised cases. The agencies involved in these quarterly reviews included DYRS, CSS, the Pre-Trial Services Agency (PSA), and the Court Services and Offender Supervision Agency (CSOSA). Over the past year Partnership for Success (P4S) expanded to include other district agencies that impact District involved youth. This concerted effort allowed for the pooling of resources and a comprehensive, holistic strategy to address the needs of high risk youth. These included providing housing, education and employment options to P4S partners.

The Juvenile Detention Alternatives Initiative (JDAI) provides a comprehensive service continuum for juveniles to decrease their failure to appear for court hearings and to strengthen community supervision and diversion options. Participating agencies have agreed to provide new data elements that correspond with a guiding protocol to the CJCC to generate reports. The reports will be used by the interagency Juvenile Justice Committee to evaluate progress and make recommendations for system improvement. The JDAI Committee produced 12 monthly reports shedding light on the diversion, secure detention, and alternative to secure detention populations. These reports help track changes in these populations, recidivism rates for youth diverted and placed in alternatives, as well as the types of cases which are bringing youth in the juvenile justice system.

GUNSTAT is a District-wide effort to track gun cases (particularly repeat gun offenders) as they progress through the criminal justice system for the purpose of identifying trends, strengths and weaknesses. JUSTIS will continue to help accomplish this through the compilation of a collaborative report of gun-related data to support the missions of criminal justice-related participating agencies both District and Federal. CJCC will facilitate the enhancement/ development of interagency business protocols that are refined or emerge during the sessions. Periodic presentations will be held to educate, present findings and trend analysis of emerging areas that have been identified. Each GunStat session identified and reviewed repeat offenders. In addition, an annual presentation was made by USAO, CJCC, PSA on hold decisions among GunStat candidates.

FY 2015 Plan: CJCC, through the work of the SAC, will support the District on key research priorities set by its members including, but not limited to GunStat, truancy, juvenile justice, the prevalence of synthetic drugs and recidivism.
Projected Completion: Ongoing FY2015 Date 9/2015.

OBJECTIVE 3: Provide a multi-agency structure to facilitate strategic planning, information sharing, cross systems collaboration, research and analysis.

The 2014 Strategic Priorities were clustered around several key areas organized under two umbrella goals designed to further the overarching goal of reducing violent crime through interagency collaboration:

Goal One: Improve data-driven services by increasing effective interagency collaboration and planning.

1. JUSTIS (Justice Information System) Enhancements
2. Reentry
3. GunStat
4. Juvenile Justice
5. Truancy
    a. Juvenile Detention Alternatives Initiative
    b. Partnership for Success Stat
    c. Compliance Monitoring and Disproportionate Minority Contact

Goal Two: Improve criminal justice system operations requiring interagency cooperation and information sharing.

1. Substance Abuse/Mental Health Services Integration
2. Papering Reform
3. Warrants
4. Continuity of Operations Planning

INITIATIVE 3.1: Provide a public safety strategic planning session for identifying citywide priorities.

FY 2014 Achievements: The CJCC convened the CJCC principals for the Annual Strategic Planning Meeting in January, 2014. The purpose of the meeting was to assess the CJCC's progress on the 2013 Strategic Priorities and to develop and revise recommendations for the 2014 Strategic Priorities.

FY 2015 Plan: CJCC will convene its principal members on a regular basis to address criminal justice and public safety issues and conduct a strategic planning session that provides the justice and public safety agencies (local and federal) an opportunity to reach consensus on priorities the CJCC will address over the course of the year. Strategic planning session to be completed by 12/15.

Completion Date: Strategic Planning: Forum FY15: 12/2014.

INITIATIVE 3.2: Technical assistance and training.

FY 2014 Achievements: During FY 2014, CJCC held multiple interagency, cross-systems trainings that included two brown-bags on research and statistics (See initiative 2.1), 22 JUSTIS user trainings, our information sharing portal, one mental health training and one Synthetic Drug Symposium (200 attendees). More specifically, the 5th annual Juvenile Justice Summit will be held in September of 2014. The summit is a training and collaboration opportunity for juvenile justice workers. The 5th Annual Juvenile Justice Summit The goal of the Juvenile Justice Summit is to use information sharing, evidence based training and collaboration to (1) reduce the incidence of juvenile delinquency and recidivism, (2) restore youth, families and communities impacted by crime, and (3)

preserve the effective administration of justice. The Summit will provide training for 700 juvenile justice practitioners.

In April 2014, the CJCC Substance Abuse Treatment and Mental Health Services Integration Taskforce (SATMHSIT) in partnership with Public Welfare Foundation presented *Implications of Implementation* a forum that focused on strategies for bridging healthcare gaps to ensure continuous healthcare for the criminal justice-involved population. National and local experts discussed best practices, strategies, enrollment, and a breakdown of the numbers.

FY 2015 Plans: The CJCC will convene training, educational, and information sharing forums for criminal and juvenile justice leaders to keep stakeholders abreast of emerging best practices, significant policy changes and identified public safety priorities.
Completion Date: Ongoing. FY15: 9/2015.

KEY PERFORMANCE INDICATORS - Criminal Justice Coordinating Council

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD	FY 2015 Projections	FY 2016 Projections	FY 2017 Projections
Percentage Satisfaction with JUSTIS experience	94.01%	95%	96.5%[3]	95%	95%	95%
JUSTIS user friendliness	100%	90%	90%[4]	90%	90%	90%
Number of JUSTIS training sessions held timely	100%	2	14	14	10	10
Number of JUSTIS data audits held timely	2	2	2	2	2	2
JUSTIS System availability	N/A	N/A	N/A	99.4%	95%	95%
Issue research and policy guidance reports within the agreed-upon timeframe	100%	100%	100%	100%	100%	100%
Release of policy guidance reports in a timely manner[5]	100%	100%	100%	N/A	N/A	N/A
JDAI Reports and Evaluations Produced	12	11	11	11	11	11

[3] Measure collected annually.
[4] Measure collected annually.
[5] This performance measure is duplicative and will be removed from future performance plans.

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 YTD[6]	FY 2015 Projections	FY 2016 Projections	FY 2017 Projections
Number of strategic planning sessions held	1	1	1	1	1	1
Number of forums and trainings held	3	3	4	3	3	3
Resource locator trainings	N/A	2	2	2	2	2
Resource locator audit	N/A	N/A	N/A	1	1	1
Number of JUSTIS projects completed	N/A	N/A	N/A	4	TBD*	TBD*
Number of Active CJCC Committees	N/A	N/A	N/A	15	TBD*	TBD*

*The number and scope of the committees are contingent upon the decisions made by the CJCC members at the annual strategic priority planning meeting.

[6] A specific date was not given at the time this report was published

ATTACHMENT H

PERFORMANCE PLAN
(FY 2016)

FY 2016 PERFORMANCE PLAN Criminal Justice Coordinating Council

MISSION

The mission of the Criminal Justice Coordinating Council (CJCC) is to serve as the forum for identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety and the criminal and juvenile justice system of the District of Columbia for its residents, visitors, victims and offenders.

SUMMARY OF SERVICES

Provide a forum for effective collaboration and problem solving among criminal and juvenile justice agencies. Identify, develop and coordinate innovative interagency solutions to address District of Columbia public safety challenges. Research and analyze critical issues identified by the criminal and juvenile justice system. Facilitate and provide long-term performance monitoring of collaborative solutions to public safety and criminal justice challenges.

The FY 2015 ACCOMPLISHMENTS

- **Information Sharing.** The CJCC stood up its initial version of the JUSTIS Disaster Recovery Site which shall function when an event triggers the activation of the agency's Continuity of Operations Plan (COOP) and serve as a source of certain information for the District's criminal and juvenile justice system.
- **Training and Technical Assistance**
    - The CJCC hosted "Demanding More Vigilance: Synthetic Drugs in the District of Columbia, Maryland, and Virginia," a day-long regional symposium that brought 200 behavioral health, medical, scientific, legislative, criminal justice, and education leaders together to examine the current landscape of synthetic drugs in the District of Columbia, Maryland, and Virginia.
    - On September 24th and 25th, 2015, the CJCC convened the 6th Annual Juvenile Justice Summit, **Working Together, Unlocking D.O.O.R.S.** (**D**ialogue, **O**pportunities, **O**ptions, **R**esults, **S**tability) which was attended by over 700 juvenile justice agency professionals, social workers, juvenile justice system-involved youth, parents, and community stakeholders. The Summit focused on youth gun violence prediction and prevention, addressing the needs of system-involved girls, the adolescent decision-making process, improving communication and service delivery for LGBTQI youth, racial disparities and the school-to-prison pipeline, mental health literacy, an evidence-based model for engaging resistant parents, the pathways to youth delinquency, and an intergenerational dialogue to support youth success.
- **Research, Analysis and Evaluation**. The CJCC was awarded a Bureau of Statistics grant to conduct research on mental health information sharing relative to the District's criminal justice system. The report, *Criminal Justice Coordinating Council Research Report on Mental Health Information Sharing in the District of Columbia Criminal Justice System,* was published.

AGENCY WORKLOAD MEASURES

Measure	FY2013 Actual	FY 2014 Actual	FY 2015 Actual
Number of GunStat sessions held	12	12	12
Number of Partnership for Success Sessions	12	2	4
Number of Juvenile Detention Alternative Initiative sessions held/reports produced	11	12	12
Number of JUSTIS trainings	NA	23	7

OBJECTIVE 1: Assist member agencies with information sharing across the federal and local criminal justice system.

Initiative 1.1: Enhance existing and develop new architecture in JUSTIS to support user requests and needs.

FY 2015 Achievements: The CJCC members are committed to share criminal justice information among public safety agencies using the Justice Information System (JUSTIS). Achievements include: (a) MARIS project: Connections have been established between JUSTIS and the Maryland Dashboard IJIS systems and the CJCC has developed the basic functionality to send information requests to and receive results from Maryland; (b) Juvenile Papering Project: the interagency project team is finalizing the project's business requirements so that the participating agencies may engage their technology vendors in order to make the required changes within their in-house technology systems; (c) the CJCC developed its information security program based upon Federal standards developed by the National Institutes of Standards and Technology (NIST) and captured within a document known as Special Publication (SP) 800-53. A Plan of Action and Milestones (POAM) was developed which outlines specific controls the agency shall pursue in order to enhance its security posture. An external assessor presented the CJCC with a recommendation that the JUSTIS system be issued an Authority to Operate (ATO) which is the final document generated as part of the information security audit process; (d) the CJCC worked with the JUSTIS Inter-Agency Data Quality Workgroup (IDQ) to develop and enhance the JUSTIS DQA module in order to send out notifications to agencies when PDID and name-related corrections are made by MPD, and when duplicate case corrections are made by DCSC.

FY 2016 Plan*:*

CJCC's JUSTIS FY16 projects include: (a) Phase I hardware and software infrastructure upgrade procurement; (b) JUSTIS System to System Exchange: launch MARIS pilot with MD, DE and PA partners, expansion of the data sets and documents available from MPD arrest feeds, complete the Juvenile Papering Project, address outstanding disaster recovery interface efforts; (c) Governance: address data quality issues via the enhancement of the JUSTIS DQA module to send out notifications to agencies when PDID and name-related corrections are made by MPD; update privacy policies; enhance interagency information sharing agreements; initiative plan to assess the infusion of analytical capabilities with the system, and convene information sharing forum.

Completion: Ongoing. Date: 9/2016.

OBJECTIVE 2: Improve multi-agency collaboration and planning and encourage data-driven decision making by providing CJCC members with relevant and timely research and analysis that includes tracking priorities, evaluating progress, and generating reports.

Initiative 2.1: Research and analysis.

FY2015 Achievements: The CJCC's research team consists of the Statistical Analysis Center (SAC), a unit of the CJCC responsible for independent research, statistical analyses, data collection and program evaluation and the CJCC Interagency Research Advisory Committee (IRAC) comprised of researchers and high level policy representatives from criminal and juvenile justice agencies. In partnership with the IRAC, the SAC held the following Brown Bag Lectures for the District's justice system stakeholders: (a) PSA Risk Assessment: Is Supervision Matched to the Risk Level of Pretrial Defendants? (6/23/15); (b) A Public Health Approach to Gun Violence: The Cure Violence Prevention Model (9/2/15); (c) How Justice Systems are Leveraging Medicaid Expansion (11/4/15) and (d) Implementation Science and the Importance of Fidelity (11/18/15). The SAC also facilitated the City-Wide Truancy Taskforce, Truancy Data Committee and the JDAI Data Committee. The CJCC released the BJS funded report, *Criminal Justice Coordinating Council Research Report on Mental Health Information Sharing in the District of Columbia Criminal Justice System.*

FY 2016 Plan: CJCC, through the work of the SAC, will support the District on key research priorities set by its members including, but not limited to information sharing, violent crime prevention, juvenile justice, substance abuse and mental health, and reentry. The SAC will finalize the 2011 – 2014 Public Safety and Justice Report and was awarded a BJS grant to automate safety and justice reporting.
Projected Completion: Ongoing. Date 9/2016.

Initiative 2.2: Provide research and data analysis in support of the Juvenile Detention Alternatives Initiative (JDAI) in the District of Columbia.

FY 2015 Achievements: The JDAI Committee produced monthly reports shedding light on trends in the juvenile justice system ranging from diversion, secure detention, and alternative to secure detention populations. These reports help track changes in these populations as well as the types of cases which are bringing youth in the juvenile justice system, to name a few.

FY 2016 Plan: The Juvenile Detention Alternatives Initiative (JDAI) provides a comprehensive service continuum for juveniles to decrease their failure to appear for court hearings and to strengthen community supervision and diversion options. Participating agencies have agreed to provide new data elements that correspond with a guiding protocol to the CJCC to generate reports. The reports will be used by the interagency Juvenile Justice Committee to evaluate progress and make recommendations for system improvement. **Projected Completion: Ongoing. Date: 9/2016.**

Initiative 2.3: GunStat Sessions.

FY 2015 Achievements: Each GunStat session identified and reviewed repeat offenders. The activities included: (a) conducted regular analyses of arrest, charge, and conviction histories of

individuals on the GunStat list as well as prosecution outcomes of gun offenses in the District; (b) conducted a trends and outcomes analysis on "carrying a pistol without a license" (CPWL) arrests made during 2014; (c) examined the criminal histories of known family members and associates of individuals on the GunStat list to enhance investigations and interventions.

FY 2016 Plans: GUNSTAT is a District-wide effort to track gun cases (particularly repeat gun offenders) as they progress through the criminal justice system for the purpose of identifying trends, strengths and weaknesses. JUSTIS will continue to help accomplish this through the compilation of a collaborative report of gun-related data to support the missions of criminal justice-related participating agencies both District and Federal. CJCC will facilitate the enhancement/ development of interagency business protocols that are refined or emerge during the sessions. Periodic presentations will be held to educate, present findings and trend analysis of emerging areas that have been identified.

Projected Completion. Monthly. Date: 9/2016

OBJECTIVE 3: Provide a multi-agency structure to facilitate strategic planning, information sharing, and cross systems collaboration.

Initiative 3.1: Provide a public safety strategic planning session for identifying citywide priorities.

FY 2015 Achievements: During the CJCC's annual strategic planning meeting convened in November 2014, the CJCC principals reviewed progress made on the FY 2014 priorities and established the agency's 2015 priorities. They are as follows:

Goal One: Improve data-driven services by increasing effective interagency collaboration and planning.

- JUSTIS (Justice Information System)
- Reentry
- GunStat
- Juvenile Justice
    a. Truancy
    b. Juvenile Detention Alternatives Initiative
    c. Partnership for Success Stat
    d. Compliance Monitoring and Disproportionate Minority Contact

Goal Two: Improve criminal justice system operations requiring interagency cooperation and information sharing.

- Substance Abuse/Mental Health Services Integration
- Public Safety Grants Planning
- Warrants
- Continuity of Operations Planning

FY 2016 Plan: The CJCC has established a three-year strategic planning framework which includes specific activities for 2016. CJCC will convene its principal members on a regular basis to address the priority areas that have been established and convene a strategic action planning session late summer/ fall 2016 to assess progress

made toward addressing the priorities and reach consensus on the activities the CJCC will be engaged in 2017. Strategic planning session to be completed by 10/2016 The plan resulting from this session will be completed in November, 2016.

Completion Date: 11/2016.

Initiative 3.2: Technical assistance and training.

FY 2015 Achievements: During FY 2015, CJCC convened multiple interagency, cross-systems including: (a) 7 JUSTIS trainings (train-the-trainer refreshers, ITSO refreshers, and agency training session); (b) four (4) brown-bags on research, analyses and evaluation (See initiative 2.1); (c) regional Synthetic Drug Symposium (200 attendees); (d) 6th annual Juvenile Justice Summit (700 attendees); (e) two public meetings (the intersection between behavioral health and criminal justice; strategic focus on justice involved girls and women); (f) case management and information sharing protocols for youth dually supervised by CFSA, DYRS, CSSD, CSOSA and PSA.

Hosted a COOP exercise with the technical support and guidance by DC HSEMA in October 2015.

- Plan and implement a December 2015 COOP all-agency exercise centered on interagency emergency communications and other training and exercise drills for all stakeholders.

FY 2016 Plans: The CJCC will convene training, educational, and information sharing forums for criminal and juvenile justice partners to address CJCC priority areas, support the awareness of emerging best practices, create opportunities to identify and address public safety policy issues. The CJCC has convened the following forums to date in FY 2016: (a) Kicked off a three-part Grants Planning Technical Assistance Series for justice agencies and community based organizations November 2015 and (b) convened a COOP exercise with technical support provided by HSEMA in November 2015 and a District Emergency Communications forum for CJCC members December 2016.

Projected Completion: Ongoing. Date: 9/2016

Measure	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Projections	FY 2017 Projections
Percentage Satisfaction with JUSTIS experience	95%	90%	97.11%	95%	98%
JUSTIS user friendliness	93.47%	85%	92.93%	95%	98%

Number of JUSTIS training sessions held timely	23	1	7	2	2
Number of JUSTIS data audits held timely	100%	100%	95%	2	2
JUSTIS System availability	N/A	N/A	90%	96%	99%
Issue research reports within the agreed-upon timeframe[1]	100%	100%	100%	N/A	N/A
Release of policy guidance reports in a timely manner[2]	100%	100%	100%	N/A	N/A
Release of research analyses and policy guidance reports in a timely manner[3]	N/A	N/A	N/A	6	6
Develop juvenile reports in a timely manner[4]	N/A	N/A	N/A	14	14
JDAI Reports and Evaluations Produced	12	12	12	N/A	N/A
Number of Partnership for Success Sessions	2	1	4	N/A	N/A
Periodic Sessions on GunStat held timely	90%	98.77%	12	12	12
Number of principals meetings held	N/A	N/A	12	12	12
Number of strategic planning sessions held	90%	86.42%	1	1	1

[1] Measure is duplicative and is replaced by "Release of research analyses and policy guidance reports in a timely manner" in 2016 measurement.
[2] Measure is duplicative and is replaced by "Release of research analyses and policy guidance reports in a timely manner" in 2016 measurement.
[3] Measure replaces "Issue research reports" and "Release of policy guidance" beginning in 2016 measurement.
[4] Measure replaces "JDAI Reports" and "P4S Sessions" beginning in 2016 measurement.

Number of forums and trainings held	N/A	100%	100%	8	8
Number of training summaries and evaluations disseminated	N/A	100%	100%	8	8