



District of Columbia Sentencing Commission

441 4th St, NW, Suite 430 South, Washington, DC 20001
Telephone (202) 727-8822 Fax (202) 727-7929

Frederick J. Weisberg, Chairman

Barbara Tombs-Souvey, Executive Director

January 12, 2018

Honorable Charles Allen, Chairman
Committee on Judiciary and Public Safety
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

Dear Chairman Allen:

Respectfully provided below, please find the D.C. Sentencing Commission's responses to your performance Oversight Hearing Questions of December 11, 2017.

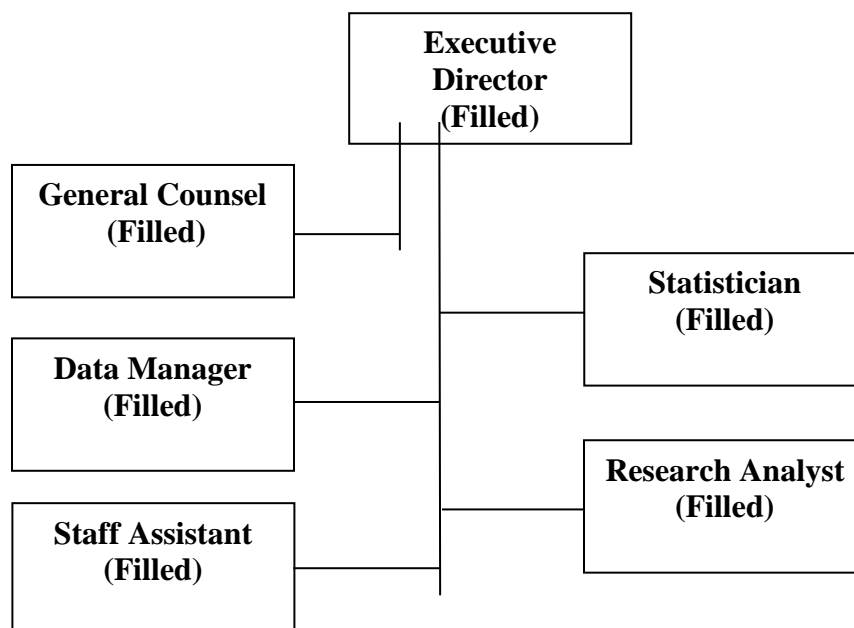
General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel, and note the date that the information was collected on the chart.

DC Sentencing Commission Organizational Chart

January 5, 2018

Senior Personnel: Barbara Tombs-Souvey, Executive Director



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

The DC Sentencing Commission is a single division agency, consisting of only the Sentencing Guideline Division. The Sentencing Guidelines Division oversees the development, monitoring, and application of the District's Voluntary Sentencing Guidelines that apply to all felony sentences imposed by the DC Superior Court. Specific responsibilities include: (1) computing judicial compliance with the Guidelines; (2) collecting, analyzing, and reporting data related to sentencing trends and policy impact; (3) conducting sentencing policy related research; (4) responding to sentencing related data requests; and (5) providing assistance and training to judges and criminal justice professional regarding the use of the guidelines.

- b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

The Sentencing Commission has not made any changes to the agency's organizational chart during the past year.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

Please see Attachment A for the agency's Schedule A.

3. Please list all employees detailed to or from your agency. 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.

The agency does not have any employees detailed to or from another agency.

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 FY17 and FY18, to date;

No agency employee has received a cellphone, personal digital assistants or similar communication devices paid for by the agency in FY17 or FY18 to date.

- 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 FY17 and FY18, to date.

The agency does not own, lease, or have assigned any vehicles during FY17 or FY18 to date.

- c. A list of travel expenses, arranged by employee for FY17 and FY18, to date, including the justification for travel; and

Employee: Barbara Tombs-Souvey (Executive Director)

Event	Date	Expenses	Description	Justification
National Association for Justice Information Systems 2016 Conference (Tucson, AZ)	10/31/16 to 11/3/16	\$1,776	Hotel, Airfare, Registration, Per Diem	Interact with and learn from experts in criminal justice data sharing and data protection to better evaluate and improve the Commission's data system.
National Association of Sentencing Commissions 2017 Conference (Santa Fe, New Mexico)	8/27/17 to 8/29/17	\$1,638	Hotel, Airfare, Registration, Per Diem	Discuss and increase knowledge of new sentencing research, policies, and legal issues at the federal, state and local level. Note: Employee was a Presenter at Conference

Employee: Linden Fry (General Counsel)

Event	Date	Expenses	Description	Justification
National Association for Justice Information Systems 2016 Conference (Tucson, AZ)	10/31/16 to 11/3/16	\$1,911	Hotel, Airfare, Rental Car, Registration, Per Diem	Increase knowledge about the risks and legal issues surrounding the use and sharing of criminal justice data.
National Association of Sentencing Commissions 2017 Conference (Santa Fe, New Mexico)	8/27/17 to 8/29/17	\$1,623	Hotel, Airfare, Registration, Per Diem	Learn about sentencing trends, policies, and legal issues throughout the United States. Share ideas on how to address common problems. Note: Employee was a Panel Moderator at Conference

Employee: Taylor Tarnalicki (Research Analyst)

Event	Date	Expenses	Description	Justification
National Association of Sentencing Commissions 2017 Conference (Santa Fe, New Mexico)	8/27/17 to 8/29/17	\$1,650	Hotel, Airfare, Registration, Per Diem	Gain exposure to different sentencing policies and their effects. Learn about how different states are incorporating GIS technology into their data analysis.

Employee: Mehmet Ergun (Statistician)

Event	Date	Expenses	Description	Justification
National Association of Sentencing Commissions 2017 Conference (Santa Fe, New Mexico)	8/27/17 to 8/29/17	\$350	Registration	Employee unable to travel for medical reasons. Conference registration was non-refundable. All other expenses refunded to Commission.

- d. A list of the total workers' compensation payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

The agency did not have any worker's compensation payments in FY17 or FY18 to date.

5. For FY17 and FY18, to date, what was the total cost for mobile communications and devices, including equipment and service plans?

The agency has only one tablet computer that is used by the Executive Director. The tablet was purchased in 2015 based on cost quotes provided by DC Net and the service is provided through a contract with Verizon that was negotiated by DC Net. The agency utilizes the minimum data package available through Verizon.

FY 2017 (10/1/2016-9/30/2017) Total Cost

Wireless Services	\$ 360.12
Microsoft 365 License	\$ 105.74
Total Cost as of 9/30/17	\$ 465.86

FY 2018 (10/1/2017-9/30/18)**Total Cost as of 12/30/2017**

Wireless Services	\$ 99.03
Microsoft 365	\$ 0
Total Cost as of 12/15/2017	\$ 99.03

6. For FY17 and FY18, to date, please list all intra-District transfers to or from the agency and the purpose for each.

FY 2017 List of Intra District Transfer – FZ0 as Buyer (Transfer to Other Agencies)					
Agency Name: DC Sentencing Commission (FZ0)					
Selling Agency	Project Code	Description	Amount	Start Date	End Date
OFRM	Various	Purchase/Travel Card – FZ0	\$31,244	10/1/2016	9/30/2017
T00	Various	Agency Shared IT Assessment	\$51,605	10/1/2016	9/30/2017
T00	Various	Agency RTS, DC-Net, Data Services	\$ 300	10/1/2016	9/30/2017
Total			\$83,149		

FY 2018 to date Intra District Transfer – FZ0 as Buyer (Transfer to other agencies)					
Agency Name: DC Sentencing Commission (FZ0)					
Selling Agency	Project Code	Description	Amount	Start Date	End Date
OFRM	Various	Purchase/Travel Card – FZ0	\$31,318	10/1/2017	9/30/2018
T00	Various	Agency Shared IT Assessment	\$54,877	10/1/2017	9/30/2018
T00	Various	Agency RTS, DC-Net, Data Services	\$ 280	10/21/2017	9/30/2018
Total			86,475		

7. For FY17 and FY18, 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:
- The revenue source name and code;
 - The source of funding;
 - A description of the program that generates the funds;
 - The amount of funds generated by each source or program;
 - Expenditures of funds, including the purpose of each expenditure; and
 - The current fund balance.

The agency did not have any special purpose revenue funds maintained, used, or available for use in FY 17 or FY 18 to date.

8. For FY17 and FY18, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

FY 2017 (10/1/2016-9/30/17)						
Cardholder	Purchase Purpose					Total Spent
Mia Hebb	Transportation/Wmata					\$ 3,137.40
Mia Hebb	Office Supplies/Serv					\$ 15,929.15
Mia Hebb	Printing					\$ 8,698.00
Mia Hebb	Travel fee/Airline					\$ 1,576.90
Mia Hebb	Conference Fee					\$ 350.00
Mia Hebb	Westlaw					\$ 1,374.29
Agency Total Spent for FY 2017:						\$ 31,065.74
Cardholder	Purchase Purpose					Total Spent
Linden Fry	Lodging/Hotel					\$ 2,858.33
Linden Fry	Travel fee/Airlines					\$ 474.10
Linden Fry	Conference Fees					\$ 1,400.00
Agency Total Spent for FY 2017:						\$ 4,732.43

FY 2018 (10/1/2017-9/30/18)						
Cardholder	Purchase Purpose					Total Spent
Mia Hebb	Transportation/WMATA					\$ 646.40
Mia Hebb	Office Supplies					\$ 150.49
Mia Hebb	Printing services					\$ 390.00
Mia Hebb	Lodging/Hotel					\$ 3,276.34
Mia Hebb	Office Support					\$ 1,500.00
Agency Total Spent as of Dec 15, 2017:						\$ 5,963.23
Cardholder	Purchase Purpose					Total Spent
Linden Fry						\$0
Agency Total Spent as of Dec. 15, 2017:						\$0

9. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY17 and FY18, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

New Agency MOU's			
Fiscal Year	Purpose	Start Date	End Date
FY 2017	Amended Data Access MOU - CJCC	12/22/2016	No End Date
FY2017	Arrest Feed Data Access with MPD	10/26/2016	No End Date
FY 2018	BOP –DC Offender Yearly Snap Shot Data, in progress and expected early 2018		No End Date
Ongoing MOU's			
	Data Access IJIS 12.1 DC Superior Court	9/5/2006	No End Date
	Data Viewing Access via JUSTIS – DC Jail, USAO, Pre-Trial, MPD, CSOSA, and DC Superior Court	5/15/2012	No End Date

10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY17 and FY18, to date.

During FY17 and FY18 to date, the agency has collaborated with Court Services and Offender Supervision Agency (CSOSA) by sharing data related to offender criminal history scores. The Commission receives an offender’s criminal history score calculated by CSOSA and the Commission provides CSOSA with any changes that are made to that criminal history score by the court at the time of sentencing. This collaboration has increased accuracy and timeliness of sentencing related information for both agencies.

The agency has also collaborated with the Criminal Justice Coordinating Council (CJCC) in providing data and reviewing preliminary analysis related to District homicide sentences as well as sentencing patterns for YRA offenses.

The agency is currently working with the Federal Bureau of Prisons (BOP) to identify DC offender related data that could be shared through an MOU. The agency has had several meetings with representatives from BOP to review data elements and discuss privacy and security issues.

11. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY17 and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:

The agency did not have any capital projects started, completed or in progress during FY17. In FY18 the agency submitted a capital budget request in the amount of \$922,100 to develop an interface to consume the MPD arrest feed data which will contain approximately 600 arrest related data elements. This arrest data will be integrated with the current IJIS 12.1 data provided by DC Superior Court in the agency's GRID system, which will enable the agency to analyze felony cases from arrest through sentencing.

- a. An update on all capital projects begun, in progress, or concluded in FY16, FY17, and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances.

Although the MPD Arrest Data Feed Project was not funded directly through a specific capital award, the agency did receive \$129,566 in reprogrammed capital funds on December 13, 2017, allowing the agency to obtain the services of a project manager to begin work on the project. The services of a project manager were initially secured on January 3, 2018, for 480 hours at a cost of \$68,976.00. The focus of the initial work to be undertaken by the project manager will be to assist in developing a statement of work, period of performance and deliverables, any special contracting requirements, and contract evaluation criteria so the agency can develop an RFP for development of the interface.

The agency currently has \$60,590 of unobligated funds from the original \$129,566 of reprogrammed capital funds for this project. It is expected that these funds will be used to cover the cost of additional hours necessary for the project manager as the project progresses.

- b. An update on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23.

The Office of Budget and Finance, Capital Improvements Program and Budget has indicated that the additional \$792,534 required to complete this project will be available to the agency by mid FY18. The agency at that time will issue a Request for Proposal and enter into a contract for the development and implementation of the interface. It is projected that actual interface development activities will occur in late FY18 or early FY19, depending on the transfer of funds. Displayed below is a projected cost breakdown of the project.

- c. The agency also requested an FY18 budget enhancement of \$110,000 to implement an Active-Passive server configuration, which was not funded. Currently the agency's data system resides on a single server hosted through OCTO, with backup provided through saved files. When the agency experiences a server or application failure, it is time consuming to restore the data system through backup files and has taken the agency anywhere from a few hours to four days, leaving the agency unable to access the data system during that time period. In addition, the agency has had to request partner agencies to re-trigger data that was transferred during the period the system was off-line to ensure that no data was lost. With the agency's intention to consume the MPD arrest data feed in FY 2018, it is critical to ensure that there is adequate and appropriate back-up and recovery systems implemented to respond in a timely and comprehensive manner when there is a server failure or other disruptions to data consumption. The agency intends to address this issue during in the development of the upcoming MPD Arrest Data Feed Project.
13. Please list, in chronological order, each reprogramming in FY17 and FY18, 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 FY17 and FY18, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.

FY 2017 Reprogramming Funds within the Agency

Reprogramming Request #1: Cover the cost of RTS expenses for VPN Access for employees – funds moved to a different object class only							
Date	Index	PCA	Object Class	Index	PCA	Object Class	Amount
1/26/2017	10000	10300	0210	10000	10300	0308	\$300
Reprogramming Request #2: Fund contractual costs for modifications to GRID system							
Date	Index	PCA	Object Class	Index	PCA	Object Class	Amount
5/19/2017	20000	20100	0111	20000	20200	0409	\$30,500
FY17 Total							\$30,800

FY 2018 Reprogramming Funds within the Agency

Reprogramming Request #1: This request was necessary to fund the cost of VPN Access for employees. Funds were moved to a different object class only							
Date	Index	PCA	Object Class	Index	PCA	Object Class	Amount
10/26/2017	10000	10300	0210	10000	10300	0308	\$300
Reprogramming Request #2: This request was necessary to budget for P-card expenditures in FY18. The request moved funds from within specific funding lines into a single funding line to fund agency P-Card purchases. No impact on agency total budget							
Date	Index	PCA	Object Class	Index	PCA	Object Class	Amount
11/15/2017	10000	10100	0201	10000	10100	0410	\$6,000

11/15/2017	10000	10300	0416	10000	10100	0410	\$ 400	
F1/15/2017	20000	20100	0408	10000	10100	0410	\$5,500	
Y11/15/2017	10000	10600	0401	10000	10100	0410	\$6,250	
11/15/2017	10000	10600	0408	10000	10100	0410	\$1,250	
11/15/2017	10000	10600	0204	10000	10100	0410	\$1,268	
11/15/2017	20000	20500	0411	10000	10100	0410	\$4,000	
11/15/2017	20000	20600	0201	10000	10100	0410	\$1,200	
11/15/2017	20000	20500	0402	10000	10100	0410	\$5,500	
Re								
p	Total Reprogramming #2						\$31,318	
r								
o								
g								
FY 2018 Reprogramming: Funds transferred into the Agency to Date								
Reprograming Request #3: Reprogrammed Capital Funds to begin the MPD Data Feed Project								
m								
AY	AG	Project Number	Appro. Number	Index	PCA	Object Class	Amount	
1998	KE0	SA311C	74181	ckc4a	Ckc49	0409	(119,189.85)	
1998	KE0	SA311C	74184	ckc4b	Ckc49	0409	(4,900.00)	
1998	KE0	SA311C	74185	Ck304	Ckc49	0409	(5,476.40)	
i	KE0 Total Decrease						(\$129,566.25)	
t	2013	FZ0	FZ038C	13107	FZ11G	104FG	0409	124,666.25
n	2013	FZ0	FZ038C	13107	FZ113	104FC	0409	4,900.00
n	FZ0 Total Increase						\$129,566.25	

14. Please list each grant or sub-grant received by your agency in FY17 and FY18, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

The agency did not receive any grants for sub-grants in FY17 or FY18 to date.

- 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 the FTEs?

The agency did not have any FTEs that are dependent on grant funding.

15. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY17 and FY18, to date. For each contract, please provide the following information, where applicable:
- The name of the contracting party;
 - The nature of the contract, including the end product or service;
 - The dollar amount of the contract, including amount budgeted and amount actually spent;
 - The term of the contract;
 - Whether the contract was competitively bid;

- f. The name of the agency's contract monitor and the results of any monitoring activity; and
- g. The funding source.

DC Sentencing Commission Contracts and Leases FY17 and FY18 To Date								
Vendor	Product/ Service	Amount Budgeted	Amount Spent	FY	Term of Contract	Competitively Bid?	Contract Monitor/ Any Issues	Funding Source
BCS*	Data System Maintenance (FY 17 Option Year 3 Exercised)	\$47,223	\$47,223	17	Oct. 1, 2016 Dec. 20, 2016	Underlying Contract Competitively Bid	Barb Tombs-Souvey/ No Issues	Local Funds
MVS, Inc.	Copy Machine Lease and Usage	\$3,583	\$3,583	17	Oct. 1, 2016 Sept. 30, 2017	DC Supply Schedule	Barb Tombs-Souvey/ No Issues	Local Funds
BCS*	Data System Maintenance (FY 17 Option Year 4 Exercised)	\$172,691	\$172,691	17	Dec. 21, 2016 Sept. 30, 2017	Underlying Contract Competitively Bid	Barb Tombs-Souvey/ No Issues	Local Funds
BCS*	Data System New Employee Training (contract modification)	\$4,148	\$4,148	17	Jan. 24, 2017 April 1, 2017	Underlying Contract Competitively Bid	Barb Tombs-Souvey/ No Issues	Local Funds
BCS*	Data Analysis and Response Assistance	\$16,023	\$16,023	17	Feb. 27, 2017 April 24, 2017	Underlying Contract Competitively Bid	Barb Tombs-Souvey/ No Issues	Local Funds
BCS*	Data Analysis and Response Assistance & Employee Training	\$13,887	\$13,887	17	April 28, 2017 Sept. 30, 2017	Underlying Contract Competitively Bid	Barb Tombs-Souvey/ No Issues	Local Funds
ICF**	Agency Employee Professional Development and Communication Training	\$14,550	\$14,550	17	May 15, 2017 Aug. 31, 2017	DC Authorized Vendor	Barb Tombs-Souvey/ No Issues	Local Funds
MVS, Inc.	Additional Copies and Prints	\$266	\$117	17	May 23, 2017 Sept. 30, 2017	DC Supply Schedule	Barb Tombs-Souvey/ No Issues	Local Funds
BCS*	New Data System Functionality and Enhancements	\$34,817	\$34,817	17	June 9, 2017 Sept. 30, 2017	Underlying Contract Competitively Bid	Barb Tombs-Souvey/ No Issues	Local Funds

BCS*	Data System Maintenance (FY 17 Option Year 4 Exercised)	\$49,449	\$49,449	18	Oct. 1, 2017 Dec. 20, 2017	Underlying Contract Competitively Bid	Barb Tombs-Souvey/ No Issues	Local Funds
MVS, Inc.	Copy Machine Lease and Usage	\$5,837	\$0	18	Nov. 20, 2017 Nov. 19, 2018	DC Supply Schedule	Barb Tombs-Souvey/ No Issues	Local Funds
CAI Pipeline	Contract Program Manager Master for MPD Arrest Feed Data Project Development	\$68,976	\$0	18	Dec. 18, 2017 Sept. 30, 2018	DC City Wide Contract	Barb Tombs-Souvey/ No Issues	Capital Funds
BCS*	Data System Maintenance (FY 18 Year 5)	\$164,917	\$0	18	Dec. 21, 2017 Sept. 30, 2018	Sole Source	Barb Tombs-Souvey/ No Issues	Local Funds

*BCS = Blueprint Consulting Services, Inc.

**ICF = Image Works Consulting Firm

16. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe 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.

The agency is not named in any pending lawsuits.

17. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

The agency was not involved in any settlements in FY 17 or FY 18 to date.

18. Please list the administrative complaints or grievances that the agency received in FY17 and FY18, 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. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.

The agency has not had any administrative complaints or grievances filed or resolved in FY17 or FY18 to date.

19. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, whether or not those allegations were resolved.

The agency follows the procedure set forth in the Mayor's 2017-313 Order on Sexual Harassment and employees are protected under the Human Rights Act of 1977. Agency

employees complete mandatory training and are kept informed on their rights, responsibilities, and available resources by the agency's General Counsel. The agency has not received any allegations of sexual harassment in FY17 or FY18 to date.

20. 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 FY17 and FY18, to date.

Neither the agency nor any employee of the agency is involved in any ongoing or completed investigations, audits, or reports during FY17 or FY18 to date.

21. Please describe any spending pressures the agency experienced in FY17 and any anticipated spending pressures for the remainder of FY18. Include a description of the pressure and the estimated amount. If the spending pressure was in FY17, describe how it was resolved, and if the spending pressure is in FY18, describe any proposed solutions.

The agency did not experience any spending pressures in FY17.

The agency's Guideline Evaluation Study was not completed prior to the agency's submission of its FY18 budget request. The study recommended that the Commission seek direct input from the primary users of the guidelines (judges, prosecutors, defense counsel, and CSOSA) to gain a better understanding of how well the guidelines are currently functioning and to identify areas for possible improvement or modification. The Commission determined this recommendation to be the number one priority to pursue in FY18. The agency will approach this recommendation through a combination of surveys and focus groups. The agency is able to absorb the cost of the survey design, distribution and analysis within its current FY18 budget. However, the agency will need to contract for the facilitation of the focus groups and analysis of those findings. After some initial exploration of various providers, it is estimated that the cost would be approximately \$65,000. The agency has renegotiated some of its current contracts to achieve some savings that could be used towards this cost, but is unsure at this time whether there will be sufficient funds to cover the anticipated costs.

22. Please provide a copy of the agency's FY17 performance plan. Please explain which performance plan objectives were completed in FY17 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Please see Attachment B for a copy of the agency's FY17 Performance Plan.

The agency completed all seven of its stated initiatives in FY17 on time and within budget including:

1. Provide Sentencing Data Sets on Agency Webpage
2. Completion of the Sentencing Guideline Evaluation Study
3. Identify Key Components for Agency COOP Plan
4. Analyze 11(c)(1)(c) Pleas
5. Improve Effectiveness of Guideline Trainings
6. Implement a Judicial Compliance Verification Procedure
7. Develop Guideline Training FAQ's for website

The agency also satisfied four of its seven key performance indicators including: Compliant in-the-box sentences imposed, Effective guideline training sessions, GRID tickets resolved within 14 days, and Data request response time less than 20 days. The remaining three performance indicators that were “nearly met” included: Percent of compliant Guideline sentences, Compliant departures, and Guideline questions answered within 24 hours, the difference between the target percentages and completed percentages were one percent or less.

23. Please provide a copy of your agency’s FY18 performance plan as submitted to the Office of the City Administrator.

Please see Attachment C for a copy of the agency’s FY18 Performance Plan.

24. Please describe any regulations promulgated by the agency in FY17 or FY18, to date, and the status of each.

The agency did not promulgate any regulations in FY17 or FY 18 to date.

25. Please provide the number of FOIA requests for FY17 and FY18, to date, that were submitted to your agency. 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, the estimated number of hours spent responding to these requests, and the cost of compliance.

FY17 FOIA Requests: 5

Date Request Received	Date Due	Status (e.g. Pending/Granted/Denied)	Response Date	Response Time (Business Days)	Time spent on request (hours)	Estimated Cost
10/25/16	11/17/16	Granted in Full	11/8/2016	10	3	\$141
3/7/2017	3/28/17	Granted in Full	3/15/17	8	3.3	\$155
5/15/17	6/6/17	Granted in Full	5/18/17	3	3	\$141
7/13/17	8/3/17	No Responsive Documents Found	7/17/17	4	3	\$141
8/22/17	9/13/17	Granted in Full	8/22/17	1	1.6	\$78

FY18 FOIA Requests: 0

Date Request Received	Date Due	Status (e.g. Pending/Granted/Denied)	Response Date	Response Time (Business Days)	Time spent on request (hours)	Estimated Cost
The agency has not received any FOIA request in FY18 to date.						

26. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY17 and FY18, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

- a. 2016 Sentencing Commission Annual Report – Completed. Provides an overview of felony sentencing trends and practices under the Sentencing Guidelines in 2016.

- b. 2017 Sentencing Commission Annual Report – In progress, will be completed in April 2018. Provides an overview if felony sentencing trends and practices under the Sentencing Guidelines in 2017.
- c. An Evaluation of the DC Voluntary Sentencing Guidelines – completed March 2017. Examine whether the District’s Voluntary Sentencing Guidelines have achieved their statutory goals of certainty, consistency, and adequacy of punishment for felony offenses sentenced in the District.
27. Please separately list each employee whose salary was \$100,000 or more in FY17 and FY18, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

28. DC Sentencing Commission										
FY 17 Employee Salaries of \$100,000 or More										
Agency Code	FY	Prog. #	Act. #	Name	Posit #	Title	Salary	Fringe	OT Pay	Bonus Pay
FZ0	17	2000	2040	Barbara Souvey	13485	Exe. Director	\$146,553	33,707	\$0.00	\$0.00

DC Sentencing Commission										
FY 18 Employee Salaries of \$100,000 or More										
Agency Code	FY	Prog. #	Act. #	Name	Posit #	Title	Salary	Fringe	OT Pay	Bonus Pay
FZ0	18	2000	2040	Barbara Souvey	13485	Executive Director	\$153,880	32,315	\$0.00	\$0.00
FZ0	18	2000	2050	Linden Fry	05771	General Counsel	\$101,357	21,285	\$0.00	\$0.00
FZ0	18	2000	2010	Mehmet Ergun	04048	Statistician	\$101,049	21,220	\$0.00	\$0.00

29. Please list in descending order the top 25 overtime earners in your agency in FY17 and FY18, to date, if applicable. For each, state the employee’s name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

No agency employee received overtime pay in FY17 or FY18 to date.

30. For FY17 and FY18, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

No agency employee has received a bonus or special pay in FY17 or FY18 to date.

31. 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. Please note if the agency is currently in bargaining and its anticipated completion.







All employees of the DC Sentencing Commission are Excepted Service employees and are not part of, nor have been part of, any collective bargaining unit or agreement.











32. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY17 or FY18, to date, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

DC Sentencing Commission Members as of 1/1/18					
Commission Member	Confirmation Date	Term	Ward	Authority for Appointment	FY 18 Meeting Attendance
Hon. Frederick H. Weisberg (Chairperson)	Not Applicable	No Term Limit	Not Applicable	Superior Court Judge Appointed by the Chief Judge	100%
Hon. Danya Dayson	Not Applicable	No Term Limit	Not Applicable	Superior Court Judge Appointed by the Chief Judge	100%
Hon. Milton C. Lee, Jr.	Not Applicable	No Term Limit	Not Applicable	Superior Court Judge Appointed by the Chief Judge	100%
Katerina Semyonova, Esq.	Not Applicable	No Term Limit	Not Applicable	Director of PDS (Designee)	100%
Cedric Hendricks	Not Applicable	No Term Limit	Not Applicable	Director of CSOSA (Designee)	33%
Renata Cooper, Esq.	Not Applicable	No Term Limit	Not Applicable	US Attorney for DC (Designee)	100%
Dave Rosenthal, Esq.	Not Applicable	No Term Limit	Not Applicable	DC Attorney General (Designee)	100%
William R. Martin, Esq.	Not Applicable	3 Years	Not Applicable	DC Bar Member (Criminal Defense) Appointed by the Chief Judge	66%
Earl J. Silbert, Esq.	Not Applicable	3 Years	Not Applicable	DC Bar Member (Non-Criminal Law)	0%








				Appointed by the Chief Judge	
Julie Samuels	Not Applicable	3 Years	Not Applicable	Research Professional (Sentencing) Appointed by the Chief Judge	75%
Molly Gill, Esq.	November 1, 2012	3 Years	Ward 6	DC Citizen Member Appointed by the Council	66%
Marvin Turner	December 5, 2017	3 Years	Ward 8	DC Citizen Member Nominated by Mayor	75%
Maria Amato, Esq.*	Not Applicable	No Term Limit	Not Applicable	Director of the DC Dept. of Corrections (Designee)	33%
Michael Anzallo*	Not Applicable	No Term Limit	Not Applicable	Chief of MPD (Designee)	75%
Stephen Husk*	Not Applicable	No Term Limit	Not Applicable	Chair of US Parole Commission (Designee)	66%
Judi Simon Garrett, Esq.*	Not Applicable	No Term Limit	Not Applicable	Director of the US Bureau of Prisons (Designee)	33%
Hon. Charles Allen*	Not Applicable	No Term Limit	Ward 6	Chair of Committee on the Judiciary and Public Safety	66%

*Non-Voting Member

DC Sentencing Commission Meeting Schedule FY 2017		
DATE	TIME	Agenda/Minutes
Sept. 20, 2016	5:00-6:30pm	  Draft Minutes Sept 20 2016 Final (3).doc Agenda 9-20-16.doc
Oct. 18, 2016	5:00-6:30pm	  Agenda 10-18-16.doc Final Draft Minutes October 18 2016 .doc
November 29, 2016	Canceled	
Dec. 6, 2016	Canceled	
Jan. 5, 2017	5:00-6:30pm	  Agenda 1-5-17.doc Final Draft Minutes January 5 2017 .doc
Jan. 24, 2017	Canceled	

Feb. 7, 2017	5:00-6:30pm	 Agenda 2-7-17.doc  Final Draft Minutes Feb. 7 2017 .doc
Feb, 21, 2017	5:00-6:30pm	 Commission Agenda 2-21-17.doc  Final Draft Minutes Feb 21 2017 .doc
Mar. 21, 2017/Reschedule to March 28	5:00-6:30pm	 Agenda 3-28-17.doc  Draft Minutes Mar 28 2017.doc
Apr. 20, 2017	Canceled	
May 23, 2017	5:00-6:30pm	 Agenda 5-23-17.doc  Final Draft Minutes May 23 2017.doc
June 20, 2017	Canceled	
July 18, 2017	5:00-6:30pm	 Agenda 7-18-17.doc  Final Draft Minutes Jul 18 2017.doc

*Dates are subject to change. Prior notification will be provided.

DC Sentencing Commission Meeting Schedule FY 2018 to Date		
DATE	TIME	Agenda/Minutes
Sept.19, 2017	5:00-6:30pm	 Agenda 9-19-17.doc  Final Draft Minutes Sept 19 2017.doc
Oct. 17, 2017	5:00-6:30pm	 Agenda 10-17-17.doc  Final Draft Minutes Oct 17 2017 .doc
Nov. 14, 2017	9:00am-5:00pm	 Retreat Agenda 11-14-17.doc  Final Draft Minutes Nov. 14 2017.doc
Dec. 12, 2017	5:00-6:30pm	 Agenda 12-12-17.doc
Jan. 16, 2018	Canceled	
Feb. 20, 2018	5:00-6:30pm	
Mar. 20, 2018	5:00-6:30pm	
Apr. 17, 2018	5:00-6:30pm	
May 15, 2018	5:00-6:30pm	

June 19, 2018	5:00-6:30pm	
July 17, 2018	5:00-6:30pm	

*Dates are subject to change. Prior notification will be provided.

33. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

The Sentencing Commission is in compliance with the reporting requirements listed below:

- (a) Required by Statute:
 - Sentencing Commission Annual Report
 - Sentencing Guideline Manual

34. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

In FY17, the agency undertook an eight week Professional Develop Training series for all six (6) agency employees. The training was provided by Image Works Consulting Firm at a cost of \$14,550.00. The training series focused on multiple issues including: (1) Goal Setting, (2) Communication, (3) Team Building, (4) Conflict Resolution, and (5) Multi-Generational Work Environment.

Staff Training in FY18 to date has focused on Criminal History calculation under the Sentencing Guidelines. A full day retreat was held to review and educate all six staff on the various purposes and issues surrounding how criminal history is calculated and used in sentencing. The training was provided by Professor Richard Frase of the Robina Institute at a cost of approximately \$558.00 (travel expenses only). The training focused on the varying uses of criminal history in sentencing, how criminal history is calculated, and a comparison of the District's calculation to other states nationwide.

35. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

The agency uses DCHR's Performance Evaluation system provided through PeopleSoft. The Executive Director conducts the performance evaluations for all employees. The Executive Director meets with individual employees at the beginning of the fiscal year to establish the required SMART goals and the timeline for completion. A mid-year evaluation is also completed to discuss the employee's progress in completing their SMART goals. Two months prior to the end of the fiscal year, the Executive Director discusses the employee's progress and any obstacles encountered during their monthly check-in meeting to ensure that the employee has a clear understanding and the necessary resources to complete the stated goals.

Agency Operations

36. Please describe any initiatives that the agency implemented in FY17 or FY18, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

The agency implemented several new initiatives in the past two fiscal years to improve efficiencies and collaboration with outside parties. A brief description of those initiatives is outlined below:

- a. Developed a standardized template for the Annual Report that inputs the necessary data from the GRID system and automatically develops the required charts and graphics as well as providing the accompanying text. The template also allows for the addition of new data analyses, as needed or required.
- b. Designed and implemented a Guideline Training Evaluation Form that is completed by participants who participate in Sentencing Guideline trainings to receive feedback on the trainings. The evaluation forms provide feedback on both the quality of the presentations and the training materials used so that future trainings can be tailored or modified to better align with the needs and expectations of various participants.
- c. A new process was implemented to improve Departure Letter responses. A tracking process was designed to send out the initial departure letter to the court within 30 days of sentencing, with follow-up reminder emails every two weeks for a six week period before a sentence is deemed non-compliant. The earlier a departure letter is sent to the court, the higher the probability of receiving a response from the court and the fewer non-compliant sentences recorded.
- d. Expansion of the agency's data sources to enable more comprehensive analysis of felony sentences imposed. The agency will expand the current GRID system by developing an interface with MPD to obtain the arrest data feed. By interfacing this additional arrest related data with the GRID system, the agency will be able to follow an offender from time of arrest to sentencing, which will increase its data analysis capabilities.
- e. Increasing public understanding of the Sentencing Guidelines. The agency has participated in public meetings hosted by CJCC to help educate and explain how the Sentencing Guidelines operate and why different offenders may receive different sentences for the same offense. The agency has also expanded the training section of its webpage to provide trainings that are tailored specifically to the general public and provide Sentencing Guideline basics.

37. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY18. How did the agency address its top priorities listed for this question last year?

The agency's top five priorities for the agency during FY18 are as follows:

1. Complete the development, distribution and analysis of the Sentencing Guideline Survey. The agency to date has developed a 26 question survey instrument that has been reviewed and approved by the Commission. The survey will be distributed to judges, prosecutors, defense bar and CSOSA officers in the Diagnostic Unit using an electronic survey platform. Survey will be sent late January to early February and respondents will be allowed a six week response period. The survey contains questions relating to the overall structure of the guidelines, criminal history, guideline recommended sentence, sentencing practices and departures. Responses will be analyzed and the information/findings will be used to develop questions for focus groups that will be conducted later in FY18.
2. Conduct Focus Groups with key agencies that use the Sentencing Guidelines on a regular basis. From the survey responses, a set of focus group questions will be developed to follow-up in more detail on issues or concerns expressed in survey responses regarding the application of the Sentencing Guidelines. At a minimum, two focus groups will be held with each of the four groups of primary guideline users and it is projected the focus groups will be completed by the end of August 2018. The agency intends to contract for focus group facilitation services to ensure objectivity and transparency. The results of the focus groups will be presented in a report format to the Commission for discussion and action.
3. Review the manner in which Criminal History is calculated under the Sentencing Guidelines and identify potential modifications. Richard Frase from the Robina Institute facilitated day long retreat in November for the Commission. The retreat focused on the purpose of criminal history, how criminal history is calculated, the impact of criminal history on the guideline recommended sentence, and a comparison of how the District uses criminal history compared to other guideline systems across the nation. Several key issues were identified by the Commission that warranted further research and examination, including: double counting offenses, inclusion of misdemeanor and juvenile offenses, the lapse and revive provision, and the decay period for prior convictions. The Commission intends to examine each of these issues, starting with the double counting provision, to determine if and how criminal history calculations should be modified.
4. Develop and distribute an RFP to develop an interface feed with MPD to consume MPD arrest data and incorporate that data into the GRID system for analysis purposes. In FY18, the agency requested capital funding in the amount of \$922,100 to develop an interface with MPD that would import daily arrest data into the GRID system that would be integrated with daily IJIS 12.1 court data currently consumed by the agency. This would enable the agency to have a complete felony case record from arrest through sentencing. Although the project was not completely funded through capital dollars, \$129,566 was made available to the agency through reprogramming to enable the agency to secure the services of a Project Manager and begin developing the required RFP necessary to begin development of the interface. The agency has been assured that the remaining funds required will be available to contract for the required development and implementation stages.

5. Award the MPD arrest data feed contract and begin development of the interface. With the assistance of the Project Manager, the agency will work with OCP to ensure a valid, legal NTE (Not To Exceed) contract is awarded that allows for the development of the interface with MPD and the integration of the arrest data into the agency's GRID system. It is projected that development of the interface will begin in late 2018 or early 2019, depending on the availability of funding.

During FY17, the agency completed all five of its top priorities as outlined below:

1. Completion of the Sentencing Guideline Evaluation Study, which involved extensive data analysis and discussion of the results among Commission members, was the number one priority. This multi-year study provided the Commission an opportunity to identify areas where the Guidelines were working well and areas in which further research and examination may be warranted. The study recommendations will guide the Commission's work over the next several years.
2. The second priority involved the Commission prioritizing the recommendations set forth in the Evaluation study for further action. After reviewing the recommendations, the Commission agreed that the top priority should be to gather input from the primary users of the Guidelines as to their perceptions of what is working well and what areas may need to be modified. The second priority involved revisiting the manner in which criminal history scores are calculated and used under the Guidelines in determining the recommended sentence. The third priority was identified as re-examining the ranking of sex offenses, given that sex offenses appear to be sentenced differently than other offenses ranked in the same offense severity group.
3. Identifying the key components that need to be included in the agency's COOP plan for the GRID system was identified as the third priority. The agency identified the four key components that would be required to be included in its COOP. They include: (1) prioritization of agency's key functions, (2) COOP requirements and emergency categories, (3) Two tier activation plan and reconstruction activities, and (4) training, testing, and maintenance of the plan. The agency worked with OCTO and CJCC to identify and confirm the key components of the COOP plan. The agency had decided to delay the development of COOP plan until the MPD Arrest Data Feed project is completed since this project will have a direct impact on the design and functionality of the agency's comprehensive COOP plan, given it involves a new XML interface.
4. A FAQ section containing the most frequently asked questions during Guideline training sessions was developed and added to the agency's website to fulfill the agency's fourth priority. Developing the FAQ section, individuals using the Guidelines are able to find an immediate response to the most frequently asked questions regarding the application of the Guidelines. The FAQs allow for efficiency, transparency, and improved customer service.
5. Finally, the fifth priority focused on analyzing 11(c) (1) (c) pleas. An 11(c) (1) (c) plea is a plea in which all parties, the prosecution, the defense, and the judge,

agree on the sentence to be imposed in a specific felony case and that sentence is deemed to be a compliant sentence under the Sentencing Guidelines, even if it is not the type or length of sentence recommended by the Guidelines for that specific offense. The data indicates that a total of 196 11(c) (1) (c) pleas were imposed in FY17. Of those 196 pleas, 71% (140) represented compliant in-the-box sentences.

38. Please list each new program implemented by the agency during FY17 and FY18, to date. For each initiative please provide:

- a. A description of the initiative;

During FY17, the agency undertook an initiative to improve the response rate for Departure Letters that are sent to the court when the sentence imposed, after review by the Commission staff appears to be a non-compliant sentence. Often, the sentence imposed is in fact a compliant guideline sentence but information concerning departures, incorrect criminal history scores, or missing sentencing enhancements may not be indicated. A departure letter provides the court an opportunity to review the sentence and provide any missing or additional information that may impact the compliance status of a sentence imposed. In the past responses to departure letters have been limited, which has a direct impact on the overall Guideline compliance rate.

To improve the departure letter response rate, the agency implemented a structured manual review process for any sentence initially designated as “non-compliant” by the GRID system that checks for data quality issues; the sentence imposed is verified using JUSTIS. This review process is completed within four weeks from the time a sentence is imposed. This process allows for departure letters to be sent to the court within 60 days, with a follow-up request every two weeks for a six week period. The goal of this initiative is to improve court response rates by 10%.

- b. The funding required to implement to the initiative; and

No additional funding was required to implement this initiative.

- c. Any documented results of the initiative.

The agency’s compliant departure target rate was 93% with an actual compliant departure rate for the year of 91.1%. Although the target rate for FY17 was not met, there was an overall increase in the departure letter response rate for FY17 from the 83.4% in FY16. The first quarter of FY 18 shows a 93.5% response rate for departure letters.

39. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY17 and FY18, to date.

The agency measures programmatic success using three measures:

(1) Ensuring that the Sentencing Guidelines promote and support fair, consistent and transparent sentencing policy which results in similar offenders who are convicted of similar offenses receiving similar sentences. Success is measured by reviewing and verifying all felony sentences imposed by the court for accuracy and completeness and

identifying any data quality issues that need to be addressed. In addition, the agency calculates judicial compliance to measure the extent to which the Guidelines are being correctly applied to sentences imposed. The agency has established the following benchmarks to determine success: 96% overall compliance rate, 86.5% in-the-box compliance rate, and a 93% compliant departure rate to measure the proper application of the Sentencing Guidelines.

(2) Providing education and support to improve the understanding and awareness of the district's Sentencing Guidelines to ensure citizens have a clear understanding of the sentencing process. Success is measured by ensuring that Guideline Alerts are posted to the agency's website in a timely manner and contain any relevant modifications or additions to the Guidelines, allowing individuals to have the most accurate information about the Guidelines. In addition, training is provided to criminal justice professionals, judges, attorneys, and the public to improve their understanding of how the Guidelines function. Success is measured by an 80% or higher effective training score and 98% response rate to all guideline questions within 24 hours.

(3) Providing quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District increases public safety and reduces unwarranted disparity in sentencing. Addressing data quality issues and ensuring the agency's data system is operating at its maximum capacity directly impacts the agency's ability to conduct quality data analysis. Additionally, responding to data requests in a timely and comprehensive manner enables policy makers to make data driven decisions regarding sentencing policy. Programmatic success for this area includes benchmarks to respond to all data requests within 20 days and to have all data system performance ticket/issues resolved within 14 days.

40. What are the top metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

The agency utilizes the following data points to evaluate its operations:

- a. Percentage of Guideline compliant sentences imposed
- b. Percentage of Guideline compliant "in-the-box" sentences imposed
- c. Percentage of Compliant Departures
- d. Percentage of "in-the-box" 11(c)(1)(c) Pleas
- e. Percentage of effective Guideline Trainings
- f. Number of Guideline Questions answered within 24 hours
- g. Percentage of GRID/GSS tickets resolved within 14 days
- h. Percentage of responses to data requests provided within 20 days
- i. Number of agency website updates completed

41. Please list the task forces and organizations of which the agency is a member.

- a. NASC – National Association of Sentencing Commissions
- b. NAJIS – National Association for Justice Information Systems
- c. IWG – Inter-agency Information Work Group
- d. ITAC – Information Technology Advisory Committee
- e. ISW - Inter-agency Security Work Group
- f. IDQ – Inter-agency Data Quality Work Group

- g. Task Force on Seeking Alignment between Evidence Based Practices and Jail based Reentry
- h. MPD - Gun STAT
- i. OCTO – Interagency Data Team
- j. OCTO – Information Security Officer Team

42. Please explain the impact on your agency of any legislation passed at the federal level during FY7 and FY18, to date, which significantly affected agency operations.

There was no legislation passed at the federal level during FY17 or FY18 to date that has significantly affected the agency's operations.

43. Please describe any steps the agency took in FY17 and FY18, to date, to improve the transparency of agency operations.

- a. The agency created public access dataset on its web page that contains offender demographics, sentence type and length, offenses categories, fines, restitution and offense severity group; however, all PII information is removed from the dataset. The website also contains a detailed Data Dictionary which defines the various data variables provided. By making this sentencing data accessible to the public, the agency increases the transparency of the impact of the Sentencing Guidelines on felony sentences imposed in the District.
- b. The agency created a FAQ section on its website that contains the most common and frequently asked questions about how the Guidelines function. By including this FAQ section to the webpage, anyone who visits the website can review the various types of questions raised and gain a better understanding of some of the intricacies that surround the application of the Guidelines.
- c. The agency undertook an evaluation of the effectiveness of the Sentencing Guidelines in achieving their statutory goals of certainty, consistency, and adequacy of punishment in felony sentencing in the District. The study identified areas in which the Guidelines have clearly met their goals and identified areas in which improvement may be warranted. This agency data driven study demonstrates the transparency the Commission supports in developing sentencing policy.
- d. The agency is participating in OCTO's data inventory as part of the District's Data Policy. The data inventory describes data that is held by the agency and helps others in the District know what data may be available across agencies for research and policy purposes.

44. How many in-person training programs took place in FY17 and FY18, to date?

Agency employees participated in a total of 12 in-person training programs including: GRID training certification, Excel, PowerPoint, Understanding PMP for Employees, Effective Statement of Works, Critical Thinking, and Project Management.

Employees also completed a number of online trainings involving sexual harassment, cyber security, and ethics, SQL for Data Science, and Introduction and Intermediate R.

45. What training deficiencies, if any, did the agency identify during FY17 and FY18, to date?

There are not any specific training deficiencies by employees assigned to specific positions or tasks. Balancing employee development and cross training can be difficult in a small agency. The agency faces challenges providing adequate cross training among its employees. Given that the agency is very small (six total staff), when an employee is absent from work for an extended period of time it becomes challenging for the remaining employees who are required to do their own specific tasks plus take on the tasks of the absent employee, which are often very specialized. Ensuring that there is sufficient cross training is critical since the employee is undertaking a task outside of their normal range of duties, which often takes longer and can require more review and verification. Although the agency has increased its cross training over the past couple of years, it still is not at the level where it needs to be to ensure the agency functions at its optimum level when not fully staffed.

46. Please identify all electronic databases maintained by your agency, including the following:

The agency designed developed, implemented, uses and maintains the Guidelines Reporting Information Data (GRID) system and the GRID Scoring System (GSS) module to the GRID system described below:

a. A detailed description of the information tracked within each system;

The GRID system allows the Commission to receive, monitor and conduct research on all available felony criminal justice data provided by the Superior Court through the Criminal Justice Coordinating Council's (CJCC) District of Columbia Integrated Justice Information System Outbound Data Feed (IJIS 12.1). The GSS module of the GRID system allows Court Services and Offender Supervision Agency (CSOSA) officers to input a defendant's criminal history score directly into the GRID system. Using the data received from the Superior Court and CSOSA, the GRID system can determine judicial compliance with the sentencing Guidelines for felony convictions sentenced in Superior Court and perform numerous sentencing related data analyses.

GSS also provides a bi-direction exchange of sentencing information between the Commission and CSOSA. After a judge sentences an offender, GSS informs CSOSA if the judge followed the CSOSA recommended sentence and notes any changes made to the offender's criminal history score.

b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system;

The GRID system was fully implemented in December 2013. Commission staff and CSOSA officers began to fully utilize the GSS module in March 2015. Since implementation, modifications have been made to both the GRID system and the GSS module to better capture data, improve usability, add functionality, ensure correct Guidelines compliance calculations, and improve system reliability and security.

In FY2018, the Commission will undertake a substantial upgrade to the GRID system to enable the Commission to access, analyze, and report on MPD's arrest data. Such an upgrade will allow the Commission to conduct "entry to exit" analysis of felony offenses and offenders in the District. This project will greatly expand the amount of data consumed by the system and involves building a completely new system module.

c. And whether the public can be granted access to all or part of each system.

The GRID system and GSS contain confidential personal identifying information and other protected criminal justice data. As such, the public does not have direct access to the system. However, the Commission publishes an annual data set (with personal identifying information removed) on its website for review and/or research. The agency provides a data dictionary on its web page that identifies the felony related data the Commission shares. The agency also responds to data requests from the Council, the Mayor, District and federal agencies, organizations, and the public. Data shared by the Commission is available in two formats: aggregate data and requested data sets void of identifying information about offenders or ex-offenders.

47. Please provide a detailed description of any new technology acquired in FY17 and FY18, to date, including the cost, where it is used, and what it does. Please explain if there have been any issues with implementation.

In FY 17, the agency acquired OptionPower, an interactive keypad system for public polling and survey research from Option Technologies. The interactive handsets allows for anonymous poll sessions with immediate feedback and immediate display of results. This technology will be used in Guideline presentations and public meetings to access participant's knowledge of the sentencing guidelines. The cost of this technology was \$3,870.90.

FY18 to date the agency has not acquired any new technology, but will begin developing the MPD Arrest Data Feed interface in mid to late FY18.

48. How many data requests did the agency receive in FY17 and FY18, to date? Please provide a detailed explanation of the data requested, whether it was approved or denied, and the average response time.

FY 2017 Data Requests -	
Request Description	Approved
Felony YRA sentencing related data requested by USAO.	Yes
Follow-up to original YRA data request by USAO.	Yes
Request for a dataset including arrest, indictment, felony and misdemeanor offenses 2010 to 2016 - indictment and misdemeanor data not provided.	Yes/Partial
Frequency of sentences for 28 specific drugs and nondrug offenses by race, gender, and offense location - offense location data not provided.	Yes/Partial
Number of single count felony cases sentenced - 2016	Yes

Number of single count felony cases sentenced – 2010 to 2016	Yes
Number of individuals under the age of 18 at time of offense, tried as adult and receiving a sentence of 20 years or more from 1995 to 2017 - denied and request resubmission given data prior to 2006 not available.	Denied - Resubmitted
Number of individuals under the age of 18 at time of offense, tried as adult and receiving sentence of 39 years or more from 1995 to 2017 - denied and request resubmission given data prior to 2006 not available	Denied – Resubmitted
Additional drug offenses analysis for previous request of drug sentences by race and gender	Yes
Number of individuals under the age of 18 at time of offense, tried as adult and receiving a sentence of 20 years or more from 2006 to 2016 - denied and request resubmission given data prior to 2006 not available	Yes
Number of individuals under the age of 18 at time of offense, tried as adult and receiving a sentence of 39 years or more from 2006 to 2016 - denied and request resubmission given data prior to 2006 not available	Yes
Requested frequency, sentence type, and sentence length for all charge codes sentence from 2010 - 2017. The Commission provided a memo including a table with the frequency and average sentence length for counts sentenced to prison, short split, and probation for the period.	Yes
Number of sentences for arson 2010-2016 and average sentence length	Yes
List of all Felony Charge Codes and corresponding Guideline Offense Severity Ranking	Yes
Total number of counts in which a defendant pled guilty for CPWL and PWID and the recommended sentence was probation (2015-2017).	Yes
Request for number of AWIK counts sentenced in (1) single count felony cases and (2) multiple felony count cases.	Yes
Total number of defendants who received either probation or a short split sentence between 2013 and 2017. Of that total number, the number of defendants who had a show cause hearing that resulted in a probation revocation or unsuccessful termination of probation	Yes
Modified data request to include number of revocation sentences that resulted in a term of incarceration of 9 months or less List of offenders who received life sentences by PDID numbers. Agency does not provide offender PDID numbers.	Yes Denied/Resubmit
List of offenders who received life sentences by age category and gender	Yes
Request for address of individuals sentenced for sex offenses-data not available	Denied
Percentage of sentences for homicide that involve a plea versus a jury/bench trial	Yes
Modified data request to include homicide sentences imposed by type of homicide	Yes
YRA sentencing related data set	Yes
Request for all mandatory sentencing provisions	Yes
Request for number of females sentenced for robbery under the age of 25	Yes
Revised YRA data set requested – specific violent offenses	Yes
Request for sentencing data for sex trafficking offenses	Yes

Request for felony offenders sentenced for weapon offenses with 0 CH score	Yes
Request for number of sentences imposed for assault on a transit officer	Yes
Average length of sentence imposed for inciting a riot	Yes
Number of offenders sentenced >18 but less < 22 2013-2016	Yes
Data set of all felony sentences imposed from 2007 to 2017 from Marshall Heights Community – denied agency does not have geographic sentencing data	Denied
FY 2017 Average Response Time	18.5 days
FY 2018 Data Requests (to date)	
Percentage of executed-prison sentences that come from low or medium severity offenses but an elevated criminal history score pushes the offender into prison-only Guidelines cells; percentage of non-violent offenses sentenced in these cells; percentage of sentences in these cells where offenders did not have violent crimes among either their instant offenses or their prior convictions.	Yes
Number of offenders aged 40 or more sentenced for low or medium severity offenses but an elevated criminal history score pushes the offender into prison-only Guidelines cells; frequency distribution of types of prior and instant offenses associated with these sentences.	Yes
Percent contribution of prior juvenile adjudications and prior misdemeanor convictions to offenders' criminal history score total by type of prior and instant offense; frequency with which prior juvenile adjudications and/or prior misdemeanor convictions push offenders into prison-only Guidelines cells for low or medium severity instant offenses, Percent contribution of high- and low-severity prior felony convictions to offenders' criminal history score total by type of prior and instant offense; frequency with which high- and/or low-severity prior felony convictions push offenders into prison-only Guidelines cells for low or medium severity instant offenses,	Yes
Percent contribution of prior juvenile adjudications and prior misdemeanor convictions to offenders' criminal history score total by type of prior and instant offense; frequency with which prior juvenile adjudications and/or prior misdemeanor convictions push offenders into prison-only Guidelines cells for low or medium severity instant offenses, Percent contribution of high- and low-severity prior felony convictions to offenders' criminal history score total by type of prior and instant offense; frequency with which high- and/or low-severity prior felony convictions push offenders into prison-only Guidelines cells for low or medium severity instant offenses.	Yes
Percent contribution of lapsed-and-revived convictions to offenders' criminal history score total by type of prior and instant offense; frequency with which lapsed-and-revived prior convictions push offenders into prison-only Guidelines cells for low or medium severity instant offenses.	Yes
Frequency with which a prior juvenile adjudication, prior misdemeanor, prior high-weighted felony, or prior lapsed-and-revived felony move an offender into a higher criminal history score group.	Yes
Breakdown (by offense severity group) of felony sentences where an offender's criminal history score total is 6 or more and sentence imposed was more than a hypothetical ceiling as specified by Robina Institute.	Yes

Number of sentences by instant offense name, years sentenced, and severity group, for offenses that fall into the Commission's "Sex" and "Violent" offense categories.	Yes
Frequency table of sentences by sentence type whereby "prison" was defined as "incarceration for more than a year and a day."	Yes
Number of males over the age of 50 sentenced for a violent offense	Yes
Number of offenders over the age of 50 or age of 60 with no prior CH sentenced to incarceration	Yes
Juveniles sentenced for First Degree Murder in past 10-20 years. Agency does not have juvenile data, only data on juveniles certified as adult.	Denied /Resubmit
FY 2018 - to date Average Response Time	12.75 days

49. Please provide an overview of the Guidelines Evaluation Report released in March 2017.

The Commission undertook a data driven evaluation to determine the impact the Sentencing Guidelines have had on felony sentencing practices in the District. Sentencing trends before and after the implementation of the Guidelines were examined to identify the effect of the Guidelines on both the type and length of sentences imposed. In addition, the Commission analyzed how sentences have changed over the ten years since the implementation of the Guidelines.

The pre-Guidelines sentences analyzed included both pre-Guidelines indeterminate and pre-Guidelines determinate sentences imposed from 1999 through 2002, while Guideline sentences analyzed were imposed from 2010 through 2015 under a determinate sentencing structure. The comparison between the pre-Guidelines and Guidelines sentencing trends involved the study of two aspects of sentencing: the type of sentence imposed and the length of sentence imposed. The Commission also compared the demographics of individuals sentenced and types of offenses sentenced between the pre-Guidelines and Guidelines sentencing structures in order to identify what factors other than the sentencing structure may have affected the sentences imposed.

The Evaluation Study revealed that the demographics of individuals sentenced have generally not changed since the implementation of the Guidelines. Under both the pre-Guidelines and Guidelines sentencing structures, the majority of individuals sentenced were black males between the ages of 18 and 40.

The mixture of offenses sentenced has changed between the pre-Guidelines and Guidelines sentencing structures. Drug offenses were the most frequent offense type sentenced prior to the implementation of the Guidelines; however, the number of sentences for Drug offenses has precipitously declined in recent years. Conversely, the number of sentences for Violent offenses has increased. The decrease in the number of Drug offenses and increase in Violent offenses under the Guidelines may be partially explained by changes in law enforcement priorities and strategies over time, as resources were shifted from drug enforcement to Violent offenses, such as robbery.

Overall, the likelihood of receiving a prison sentence did not change under the Guidelines. The likelihood of receiving a prison sentence did increase following the shift from indeterminate to determinate sentencing in 2000, prior to the implementation of the Guidelines. Prison sentence lengths decreased under the Guidelines compared to pre-Guidelines sentences. The effect of an individual's criminal history on sentencing outcomes increased with the implementation of the Guidelines. Increases in criminal history have a more substantial impact on both the likelihood of

receiving a prison sentence and the length of prison sentences imposed under the Guidelines than under pre-Guidelines sentencing.

The Study also found that, under the Guidelines, individuals with similar Criminal History scores (CH scores) received similar sentences when sentenced for the same offense. While this consistency remains on the Drug Grid when examining offense severity groups (OSGs), it diminishes on the Master Grid because there are often multiple offense types within a given OSG. For example, a single OSG may contain Sex, Violent, and Property offenses, which can result in different sentences within the recommended range even for offenders with similar criminal history.

An examination of sentences that fell outside of the type or length of sentence recommended by the Guidelines revealed that the Guidelines are meeting the goal of adequacy of punishment in sentencing. There is a high level of judicial compliance with the Guidelines recommendations for sentence type and length. It also appears that judges make use of multiple sentencing options (e.g. prison, short split, probation) when they are available.

Although the evaluation indicated that overall the Guidelines are operating as intended, the study also contained a number of recommendations that the Commission should examine further including:

- Seek Input from Judges, Prosecutors, and Defense Attorneys Regarding Their Use and Perception of the Guidelines
- Revisit the overall purpose of sentencing in the District of Columbia
- Examine the role of Criminal History in determining the recommended Guidelines Sentence
- Consider Modifications to Guidelines Sentencing Ranges
- Re-Evaluate the Placement of Short Split and Probation Boxes
- Consider Adding Presumptive Non-Prison Grid Boxes
- Reassess the ranking of specific offenses on the Master Grid
- Examine the placement of Escape and BRA on the Master Grid
- Examine the Impact, if any, of how a case is disposed (Plea, Jury Trial, or Bench Trial) on the Type and Length of Sentence Imposed
- Conduct Further Research Regarding the Use of Mandatory Minimums in Sentencing
- Request Additional Data

50. Please discuss any modifications made to the Voluntary Sentencing Guidelines in FY17 and FY18, to date.

The Commission did not rank any offenses or make any substantive policy changes to the Guidelines in FY17 or FY18, to date. However, the Commission did make the following significant technical/organizational amendments to the 2017 Guidelines Manual:

- The Guidelines Manual now notes that assistance using or applying the Guidelines provided by Commission staff “is not legal advice. Any information provided to or received from Commission staff when seeking assistance is not confidential. Inquiry responses are not intended or expected to form an attorney-client relationship, may be provided by non-attorneys, are not binding on the court or parties in any case, and do not constitute the official opinion of the Sentencing Commission.”

- Guidelines Manual Sections 2.2.7, 2.2.8, and 2.2.10 were reorganized and expanded to better clarify the rules for scoring prior convictions for offenses that were fully or partially repealed or repealed and replaced.
- The Commission added a specific rule to address the scoring of prior Assault on a Police Officer conviction.
- Throughout the Manual, references to “Long Split Sentences” were changed to “Compliant Long Split Sentences” or “Long Split Sentences, Compliant” to remove confusion about what is, and what is not, a compliant long split sentence. A compliant long split sentence occurs when “the court imposes a sentence within the applicable prison range, [and] suspends execution of all but a term that also falls within the applicable prison range.”
- Following feedback from judges and practitioners, the Commission updated the Manual’s appendices to make them a more useful resource.
 - The charts listing historical data for the Master and Drug Grids previously contained in Appendices E and F were removed. More accurate and up-to-date information is now available in the Commission’s 2017 Guidelines Evaluation Study and on the Agency’s website.
 - The Commission created a “Guide to Imposing Split Sentences.”
 - The Commission added a probation and supervised release quick reference sheet.
 - The Commission developed a list of applicable fine amounts.

51. Please describe any training or educational components located on the Sentencing Commission’s website.

The Commission currently has six (6) separate training or educational components available in the training module of the agency’s webpage. A brief overview of those components is provided below:

- **An Introduction to Sentencing:** This is an introductory training that focuses on the sentencing process in the District of Columbia Superior Court. It was created solely for people who are unfamiliar with sentencing or the legal process, especially those who are interacting with the process for the first time (victim, defendant, family members, etc.). The training does not focus on the Sentencing Guidelines, but shows users how the Guidelines fit into the sentencing process.
- **Basic Voluntary Sentencing Guidelines Training:** This is an introductory training for individuals with limited or no exposure to the D.C. Voluntary Sentencing Guidelines. It is designed so that legal practitioners and members of the public can learn the basic information about the application of the Sentencing Guidelines in the District. The training also provides an overview of how the Sentencing Guidelines are used by practitioners and judges.
- **How the Commission Determines Judicial Compliance with the Sentencing Guidelines:** This training explains how the Commission determines if a sentence imposed is compliant with the Guidelines. It is useful to anyone reviewing Commission compliance data so they fully understand the Commission compliance classification methods. It is also helpful to practitioners who want to ensure they understand what makes a sentence compliant with the Guidelines.

- **Calculating Prior Criminal History:** This is an advanced training focusing on how a defendant's prior criminal history score is calculated. Criminal history score calculations are one of the more complex aspects of the Sentencing Guidelines, and a majority of the questions the Commission receives from practitioners involve the calculation of a defendant's prior criminal history score. The training was developed to help those working with the Guidelines to better understand how a defendant's criminal history score is calculated and what can be done to challenge a criminal history score in court.
- **The Scoring of Prior Marijuana Convictions:** This training is designed for practitioners. It focuses on the recent changes the Commission made to the scoring of prior marijuana convictions under the Guidelines. Following marijuana legalization, the Commission created a new rule on how the Guidelines treat and score prior marijuana convictions. This was necessary because the conduct underlying those convictions may have been decriminalized and/or legalized. The training provides a step-by-step explanation of how to apply the rule.
- **DC Voluntary Sentencing Guidelines Quick Reference Sheet:** This is a reference guide for practitioners to print out and take with them. It contains sentencing and Guidelines information that is useful to have during a hearing (such as Guidelines aggravating and mitigating departure factors, any applicable mandatory minimum sentence, and supervised release periods for different offenses). The Commission hopes the reference is beneficial to attorneys and judges.

Additionally, over the past year, the Commission has added three separate FAQ sections to the website. The FAQs educate the public about the Commission, the Sentencing Guidelines, and the Commission's Data.

- **Sentencing Commission Frequently Asked Questions:** This FAQ reviews the composition of the Commission, its mission, what it does, when it meets, and how to contact the Commission. It also notes the difference between the Sentencing Commission and the Criminal Code Revision Commission.
- **Sentencing Commission Data Frequently Asked Questions:** This FAQ discusses the data used by the Commission, the Commission's Data Sharing Policy, what data is available to the public, how and where the Commission publishes data, and how unpublished data can be requested.
- **Voluntary Sentencing Guidelines Frequently Asked Questions:** This FAQ answers the Commission's most common general and specific Guidelines inquiries, such as the difference between the DC and Federal Guidelines, how to get assistance applying the Guidelines, whether the Guidelines apply to misdemeanor or juvenile convictions/adjudications, the Youth Rehabilitation Act's effect on the Guidelines range, and whether a judge is legally obligated to follow the Guidelines.

52. How many trainings did the Sentencing Commission conduct on the Voluntary Sentencing Guidelines in FY17 and FY18, to date?

Sentencing Guideline Trainings (FY17 and FY18 to date by Quarter)

Quarter	Number of Trainings	Number of Individuals Trained
FY17 Q1 (Oct.-Dec.)	7	24
FY17 Q2 (Jan.-Mar.)	2	1
FY17 Q3 (April-June)	3	29
FY17 Q4 (July-Sept.)	1	21
FY18 Q1 (Oct.-Dec.)	2	106
Total	16	181

53. Please list any reports or analyses that the Sentencing Commission plans to release in the remainder of FY18.

- a. 2017 D.C. Sentencing Commission Annual Report
- b. 2018 Voluntary Sentencing Guideline Manual

54. What is the Sentencing Commission's protocol regarding follow-up on published reports?

The agency has a two prong approach for follow-up on any published report. If the agency receives specific questions on the information presented in the report, it responds within 24 hours or the next business day via phone or email. If additional information is requested or necessary, the agency responds within seven business days in writing.

If the report identifies a specific sentencing issue/trend or includes recommendations for the Commission to consider further, then it is listed as an agenda item for a Commission meeting, at which time the Commission will discuss the issue or recommendation and identify a course of action to either research the issue further or take the appropriate action to address the issue to ensure that the goals of the Sentencing Guidelines are being achieved.

55. How does the Sentencing Commission stay up-to-date on changes or trends in sentencing policy across the country? How does the Commission then communicate these changes or trends to its stakeholders such as the Council?

Agency staff attends the annual meeting of the National Association of Sentencing Commission, which provides an excellent opportunity to learn about new and emerging sentencing issue across the nation. In addition, there are presentations on innovative research and data related topics, sentencing disparity, effective non-prison sanctions, use of risk assessment at sentencing, and evaluation of sentencing and criminal justice policies. Staff follows state and Supreme Court decisions related to sentencing issues and participate in Bureau of Justice Assistance (BJA) and Bureau of Justice Statistics (BJS) trainings that are held locally. Finally, publications from Sentencing Project, National Council of State Legislatures, and National Criminal Justice Reference Service are provided to staff to increase their exposure and knowledge of sentencing issues.

The Commission communicates emerging trends and policy issues to stakeholders, including the Council, in a number of ways. The agency's Annual Report presents sentencing trends and analysis that are compared to or reference sentencing policy

nationwide. In addition, the agency participates in roundtables, public meetings and hearings related to sentencing issues. The agency also has a robust webpage that enables the sentencing policy issues to be shared to a large audience in a very timely manner through its Guideline Alerts section.

Attachment A

District of Columbia Sentencing Commission (FZ0)
Schedule A as of December 13, 2017

Posn Stat	Posn Nbr	Title	Name	Hire Date	Status	Grade	Salary	Fringe Benefits	Budgeted Posit	FY	Agency	Prgm	Activity	F/P Time	g/Temp/Te	Sal Plan
A	00004048	Statistician	Ergun,Mehmet A	4/10/2017	F	7	101,049.92	17,178.49	Y	18	FZ0	2010	2000	F	Reg	XS0001
A	00005771	General Counsel	Fry,Linden A.	8/15/2011	F	8	101,375.00	17,233.75	Y	18	FZ0	2050	2000	F	Reg	XS0001
A	00013485	Executive Director	Souvey,Barbara S	12/7/2009	F	9	153,880.12	26,159.62	Y	18	FZ0	2040	2000	F	Reg	XS0001
A	00027231	Staff Assistant	Hebb,Mia A	3/15/2010	F	3	60,819.18	10,339.26	Y	18	FZ0	1010	1000	F	Reg	XS0001
A	00035394	Data Management Specialist	Sesay,Miatta	9/6/2016	F	5	60,687.42	10,316.86	Y	18	FZ0	2060	2000	F	Reg	XS0001
A	00087491	Research Analyst	Tarnalicki,Taylor A	4/3/2017	F	6	71,932.50	12,228.53	Y	18	FZ0	2010	2000	F	Reg	XS0001

District of Columbia Sentencing Commission FY2017▼ **FY2017 Performance Accountability Report**

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

▼ **Mission**

The mission of the District of Columbia Sentencing Commission is to implement, monitor, and support the District's voluntary sentencing guidelines, to promote fair and consistent sentencing policies, to increase public understanding of sentencing policies and practices, and to evaluate the effectiveness of the guidelines system in order to recommend changes based on actual sentencing and corrections practice and research.

▼ **Summary of Services**

The Commission advises the District of Columbia on policy matters related to criminal law, sentencing and corrections policy. The Sentencing and Criminal Code Revision Commission Amendment Act of 2007 established a permanent voluntary felony sentencing guidelines and requires the Commission to monitor and make adjustments as needed to promote sentencing policies that limit unwarranted disparity while allowing adequate judicial discretion and proportionality. The sentencing guidelines provide recommended sentences that enhance fairness so that offenders, victims, the community, and all parties will understand the sentence, and sentences will be both more predictable and consistent. The commission provides analysis of sentencing trends and guideline compliance to the public and its representatives to assist in identifying sentencing patterns for felony convictions.

▼ **FY17 Top Accomplishments**

Accomplishment	Impact on Agency	Impact on Residents
Provided felony sentencing datasets and analysis on the Agency's website.	By developing and sharing sentencing datasets for public usage, the agency utilized its GRID system to not only analyze and monitor sentencing related data but to also make that data available to residents, criminal justice professionals and academic institutions as part of a public education effort. In addition, by making this data available on the website, staff resources are able to be used for more complex data analysis rather than responding to routine questions and requests.	DC Residents will have direct access to sentencing data that provides offense related sentencing trends for felony offenses from 2010 through 2016. The datasets can be used for analysis by residents to identify both the types and lengths of sentences imposed for specific felony offenses. In addition, a series of graphs are provided that highlight sentencing and demographic information. This data is intended to promote transparency and educate DC residents on felony sentencing trends in the District.
Developing and implementing a Guideline Training Evaluation Form.	The development and utilization of a Training Evaluation Form enabled the agency to define and tailor Guideline training sessions to the specific needs of various criminal justice practitioners, since the role of court, prosecutors and defense counsel in the sentencing process are different. After each training session evaluation responses are analyzed and training agendas are modified to focus on the specific areas that participants either indicated additional information was needed or where further clarification would be useful. These modifications allow for more detailed trainings that will result in the consistent and accurate application of the Guidelines in all felony sentencing procedures.	The Sentencing Commission is required by statute to provide ongoing training and technical assistance to the court and criminal justice practitioners to ensure the Guidelines are applied appropriately at sentencing, including any new modifications to the Guidelines. By incorporating training evaluations into the training sessions, areas of concern or confusion can be identified and addressed to ensure training participants are receiving the specific type of information needed or required. Comprehensive training will avoid inaccuracies in the application of the Guidelines and ensure that individuals receive the appropriate or recommended Guideline sentence.
The completion of a multi-year Evaluation Study of the DC Sentencing Guidelines that	The Sentencing Guideline Evaluation Study revealed that overall the Guidelines are achieving their statutory goals. However, the study also indicated specific aspects of the Guidelines that warrant further analysis to determine whether modifications may be warranted. The agency will analyze further these aspects of the Guidelines over the next two years to gain a more comprehensive understanding of the initial results and propose modifications to the Guidelines if appropriate.	The Guideline Evaluation Study revealed that overall the Sentencing Guidelines have been successful in achieving their statutory goals of consistency, certainty and adequacy of punishment for felony offenses sentenced within the District of Columbia. Individuals convicted of similar offenses with similar criminal histories received similar sentences under the Guidelines which results in decreased disparity in sentences imposed.

▼ **2017 Strategic Objectives**

Objective Number	Strategic Objective
1	Provide fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences.
2	Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process.
3	Provide high quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District of Columbia that increases public safety while decreasing unwarranted disparity in sentences.
4	Create and maintain a highly efficient, transparent and responsive District government.**

▼ **2017 Key Performance Indicators**

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY 2017	KPI Status	Explanation
1 - Provide fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences. (3 Measures)									
Percentage of Compliant	Quarterly	96.5%	96.7%	97.8%	94.2%	96.7%	96.4%	Nearly Met	The agency's goal was 96.5% for compliant sentences and the actual compliance rate was

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY 2017	KPI Status	Explanation
Guideline Sentences									96.4%. The very slight difference is due in part for cases in which a PSI was not ordered by the court and a criminal history score was not available - which is required to calculate compliance.
Compliant In-The-Box Sentences Imposed	Quarterly	86.5%	86.6%	88%	87.4%	89%	87.8%	Met	
Compliant Departures	Quarterly	93%	90%	92.7%	90.9%	90.7%	91.1%	Nearly Met	The agency encountered a lower response rate from departure letters sent to the court which impact the classification of whether a specific departure was compliant or non compliant.
2 - Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process. (2 Measures)									
Effective Guideline Trainings	Quarterly	80%	89.5%	88.1%	93.4%	92.4%	90.6%	Met	
Guideline Questions Answered	Quarterly	99.5%	99.4%	99.4%	99.3%	93.6%	98.2%	Nearly Met	The agency's General Counsel was on Family Leave for five months and the Director was required to answer all Guideline Questions. Given the competing responsibilities, there were instances when the responses to guideline questions exceed the 24 hour goal.
3 - Provide high quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District of Columbia that increases public safety while decreasing unwarranted disparity in sentences. (2 Measures)									
GRID/GSS tickets resolved within 14 days	Quarterly	60%	66.7%	87.5%	77.8%	72.7%	74.4%	Met	
Data Request Response Time	Quarterly	75%	100%	90%	100%	90.9%	95%	Met	

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2017 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2017
1 - Identify Irregularities and Inconsistencies in Felony Sentences Imposed. (1 Measure)						
Sealed Cases	Quarterly	292	386	459	1007	2144
1 - Review and Verify All Felony Sentences. (5 Measures)						
Number of Felony Counts Sentenced	Quarterly	612	642	747	657	2658
Number of CSOSA Criminal History Scores Submitted	Quarterly	469	446	556	533	2004
Number of Felony Cases Sentenced	Quarterly	491	591	565	535	2182
Number of Departure Letters Sent	Quarterly	44	21	27	32	124
Departure Letter Responses	Quarterly	68.2%	83.3%	81.5%	87.5%	79.1%
2 - Maintain and Update Agency Website. (1 Measure)						
Agency Website Hits	Quarterly	1960	2704	4613	5218	14495
2 - Provide Sentencing Guideline Training. (2 Measures)						
Number of Sentencing Guideline Trainings Provided	Quarterly	7	3	3	2	15
Agency Website Updates Completed	Quarterly	11	21	17	15	64
3 - Monitor and Maintain the GRID System. (2 Measures)						
# Hours required to complete data requests.	Quarterly	196	495	478	519	1688
GRID Tickets Entered	Quarterly	15	8	9	13	45
3 - Respond to Data Requests. (1 Measure)						
Data Requests Received	Quarterly	7	10	12	9	38

▼ 2017 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
POLICY REPORTS AND PROPOSALS (3 Strategic initiatives)				
Identify the necessary components to be included in a Continuity of Operations Plan	COOP planning is an effort to assure that capability exists to continue essential or functions that are mission critical across a wide range of potential emergencies. Given the time and resources the agency has expended over the past three years in developing a comprehensive and complex data system, developing a COOP plan is essential to ensure continued performance of essential functions during an emergency, protect records and data files, reduce or mitigate disruptions to operations and achieve a timely and orderly recovery for an emergency situation. This initiative will focus on identifying the necessary components to be included in a comprehensive COOP plan and will serve as the basis for the agency's development of a COOP plan.	Complete	The agency has identified the specific components that will be necessary to include in the agency's COOP Plan. The key components include: prioritization of agency functions, COOP requirements, emergency categories, activation plan and procedures, termination of COOP operations and maintenance of COOP plan. These components will serve as the building block for the development of a comprehensive COOP plan for the agency.	
Provide Sentencing Data Sets on WebSite	The agency will develop and post on its website, at a minimum, two data sets that include: (1) all felony counts sentenced between 2010 - 2016, and (2) all homicide counts sentenced between 2010 and 2016. These data sets will include both demographic and sentencing related data elements that will enable the public, students, and criminal justice professional to easily access and conduct their own analysis on this data increasing transparency, efficiency and public awareness of sentencing trends within the District of Columbia. This initiative will begin October 1, 2016 and be completed by April 3, 2017.	Complete	A dataset with all felony counts sentenced in the District of Columbia between 2010 and 2016 has been posted on the agency's website. In addition four graphs showing Age Group by Offense, Homicide by Sentence Year, Offense Types by Year, and Sentence Length by Offense Type.	
Evaluation Study	Phase II and III of the sentencing guideline evaluation study which analyzes sentencing patterns pre-and-post guideline implementation will be completed by November 30, 2016. The Guideline Evaluation Study, which focuses on the effectiveness of the guidelines in achieving their stated goals of certainty, consistency, and adequacy of punishment in sentencing will be completed and distributed in February 2017. The study will inform citizens, policy makers and criminal justice professionals of the impact the implementation of the guidelines have had on sentencing in the District.	Complete	The Guideline Evaluation study was completed and released in Mid-March 2017. The study examined the impact of the Guidelines on sentencing in the District and presented sentencing trends before and after the implementation of the Guidelines	
SENTENCING GUIDELINE MONITORING (4 Strategic initiatives)				
Judicial Compliance Verification Procedure	Develop and implement a standardized manual review process for sentences initially designated as "non-compliant" by the GRID system. All sentences initially identified as non-compliant will be reviewed for data quality issues and the data will be verified using JUSTIS within four weeks. This will enable departure letters to be sent to the court within 60 days of sentencing, with the goal of increasing departure letter response rates by 10%, and enable the agency to achieve its projected 96.5% compliant Guideline sentences. This initiative will begin on October 1, 2016 and be completed by September 30, 2017.	Complete	A standardized procedure has been developed and implemented that designates a series of checks to be completed within 4 weeks of sending a Departure Letter to the court. By sending the Departure Letters in a timely manner, response rates have improved and information received via the letters is more complete and comprehensive thus increasing the overall Guideline compliance rate.	
11(c)(1)(c) Pleas	The Guidelines classifies certain sentences imposed outside the recommended guideline sentence range as "compliant departures" due to special sentencing rules or 11(c)(1)(c) pleas, which represent a sentence that has been agreed upon by both the prosecutor and defense counsel. Although these sentences are outside the recommended guideline sentence, they represent a specific type of sentence given that both parties are in agreement. The percentage of compliant departures that are classified as 11(c)(1)(c) will be calculated each quarter to identify the impact they have on the total number of compliant departure sentences imposed under the guidelines and to identify any sentencing trends that may occur.	Complete	Departures from the Guidelines are analyzed to determine if there is a need to modify or revise the recommended sentence under the Guidelines. 11(c)(1)(c) pleas are a specific type of departure that is considered a compliant departure since both the prosecution and defenses agree to the sentence to be imposed, rather than the court actually initiating the departure. By analyzing this specific departure type, the Commission will be able to identify what percentage 11(c)(1)(c) pleas represent of the total number of departures reported.	
Evaluation Study	Phase II and III of the sentencing guideline evaluation study which analyzes sentencing patterns pre-and-post guideline implementation will be completed by November 30, 2016. The Guideline Evaluation Study, which focuses on the effectiveness of the guidelines in achieving their	Complete	The Guideline Evaluation Study has been completed and distributed to Mayor and members of the Council.	

Title	Description	Complete to Date	Status Update	Explanation
	stated goals of certainty, consistency, and adequacy of punishment in sentencing will be completed and distributed in February 2017. The study will inform citizens, policy makers and criminal justice professionals of the impact the implementation of the guidelines have had on sentencing in the District.			
Identify the necessary components to be included in a Continuity of Operations Plan	COOP planning is an effort to assure that capability exists to continue essential or functions that are mission critical across a wide range of potential emergencies. Given the time and resources the agency has expended over the past three years in developing a comprehensive and complex data system, developing a COOP plan is essential to ensure continued performance of essential functions during an emergency, protect records and data files, reduce or mitigate disruptions to operations and achieve a timely and orderly recovery for an emergency situation. This initiative will focus on identifying the necessary components to be included in a comprehensive COOP plan and will serve as the basis for the agency's development of a COOP plan.	Complete	The agency has identified the specific components that will be necessary to include in the agency's COOP Plan. The key components include: prioritization of agency functions, COOP requirements, emergency categories, activation plan and procedures, termination of COOP operations and maintenance of COOP plan. These components will serve as the building block for the development of a comprehensive COOP plan for the agency.	
SENTENCING GUIDELINES TRAINING (2 Strategic initiatives)				
Improve Effectiveness of Guideline Training	Develop a Guideline Training Evaluation Form to be distributed and completed by participants at the end of each training that identifies the most and least effective areas of training by December 30, 2016. Data from the evaluation form will be recorded and analyzed by training staff quarterly and changes to the training syllabus will be implemented to achieve an effectiveness rating of 80% or higher by September 30, 2017.	Complete	The training evaluation form was developed and implemented with all trainings completed from January 1, 2017 through September 30, 2017. Feedback from the evaluations were used to modify the training syllabus to focus on the specific areas of importance to participants.	
Guideline Training FAQ's	This initiative will develop a FAQ section for the Guideline Training portion of the agency's website and include the most frequent questions addressed during training sessions. Expanding the training portion of the website to include the FAQ's will complement the website trainings available and provide responses in a very quick and easy to access format to commonly asked questions, while increasing both citizens and criminal justice professionals understanding and applications of the Sentencing Guidelines. An initial set of FAQ's will be developed and posted by December 30, 2016, with updates to the list completed quarterly as needed.	Complete	The agency had a slight delay in posting the new FAQ's to the website given that the individual staff member assigned this task was on Paid Family Leave. However, the FAQ's have been developed and were posted on the agency's website in May 2017.	

District of Columbia Sentencing Commission FY2018**Agency** District of Columbia Sentencing Commission**Agency Code** FZ0**Fiscal Year** 2018

Mission The mission of the District of Columbia Sentencing Commission is to implement, monitor, and support the District's voluntary sentencing guidelines, to promote fair and consistent sentencing policies, to increase public understanding of sentencing policies and practices, and to evaluate the effectiveness of the guidelines system in order to recommend changes based on actual sentencing and corrections practice and research.

2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Provide fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences.	3	2
2	Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process.	2	3
3	Provide high quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District of Columbia that increases public safety while decreasing unwarranted disparity in sentences.	2	2
4	Create and maintain a highly efficient, transparent and responsive District government.**	9	0
TOT		16	7

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
1 - Provide fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences. (3 Measures)									
Percentage of Compliant Guideline Sentences		98.2%	94%	97.7%	96%	95.8%	96.5%	96.4%	96.7%
Compliant Departures		96.2%	95%	91.9%	92.5%	88.7%	93%	91.1%	93.2%
Compliant In-The-Box Sentences Imposed		86.7%	85%	85.8%	86.5%	89.3%	86.5%	87.8%	87%
2 - Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process. (2 Measures)									
Effective Guideline Trainings	✓	Not available	Not available	Not available	Not available	Not Available	New Measure	90.6%	82%
Guideline Questions Answered		99.3%	97%	99.6%	99.7%	99.5%	99.5%	98.2%	99.5%
3 - Provide high quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District of Columbia that increases public safety while decreasing unwarranted disparity in sentences. (2 Measures)									
Data Request	✓	Not available	Not available	Not available	Not available	Not Available	New Measure	95%	75.5%

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
Response Time									
GRID/GSS tickets resolved within 14 days	✓	Not available	Not available	Not available	Not available	Not Available	New Measure	74.4%	65%

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

▼ 2018 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Provide fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences. (2 Activities)					
SENTENCING GUIDELINE MONITORING	Identify Irregularities and Inconsistencies in Felony Sentences Imposed.	Review sentencing data received from the D.C. Superior Court to identify data quality issues to be resolved; identify sentences that are outside the recommended guideline sentence; and identify emerging sentencing trends that may require review by the Commission and potential policy modifications	Daily Service	1	1
SENTENCING GUIDELINE MONITORING	Review and Verify All Felony Sentences.	Review and verify each felony sentence imposed by the D.C. Superior Court is accurate, legal; and complete. Once the verification process is completed, calculate whether the sentence imposed matches the recommended guideline sentence in an accurate and timely manner	Daily Service	6	1
TOT				7	2
2 - Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process. (3 Activities)					
SENTENCING GUIDELINES TRAINING	Maintain and Update Agency Website.	Update the agency's website with "Guideline Alerts" to ensure the public and criminal justice community are notified of changes to sentencing policy or practices under the sentencing guidelines. Monthly update training and other guideline related materials to ensure public access to accurate and timely information about sentencing in the District of Columbia	Daily Service	1	0
SENTENCING GUIDELINES TRAINING	Provide Sentencing Guideline Training.	Provide Sentencing Guideline training to criminal justice professional that will increase their understanding of sentencing practices under the Guidelines and ensure proper application of the Guidelines thus reducing potential sentencing errors.	Daily Service	2	2
SENTENCING GUIDELINES TRAINING	Respond to Guideline Questions	On an ongoing basis the agency responds to questions from a number of sources including, Court Services and Offender Supervision Agency, judges,	Daily Service	0	0

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
		attorneys, and the public regarding criminal history scoring, sentence options, and offense rankings. Responding to these questions in an accurate and timely manner avoids procedural delays and ensure that the parties understand the sentencing options available under the Sentencing Guidelines			
TOT				3	2
3 - Provide high quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District of Columbia that increases public safety while decreasing unwarranted disparity in sentences. (2 Activities)					
POLICY REPORTS AND PROPOSALS	Respond to Data Requests.	Effectively and efficiently respond to data requests from legislators, criminal justice professionals, and the public by providing accurate and timely sentencing information	Daily Service	1	1
SENTENCING GUIDELINE MONITORING	Monitor and Maintain the GRID System.	Monitor and maintain the data analysis module of the agency's data system (GRID) used to identify and evaluate sentencing trends throughout the year to inform the development of effective sentencing policy for the District. Technical and operational issues identified will be reported to the vendor for resolution within 14 days.	Daily Service	3	1
TOT				4	2
TOT				14	6

2018 Workload Measures

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
1 - Identify Irregularities and Inconsistencies in Felony Sentences Imposed. (1 Measure)					
Number of Sealed Cases		2270	3441	1690	2144
1 - Review and Verify All Felony Sentences. (6 Measures)					
Number of CSOSA Criminal History Scores Submitted		2591	2730	1656	2004
Number of Felony Cases Sentenced		2056	1891	1843	2182
Number of Felony Counts Sentenced		2932	2611	2388	2658
Number of Departure Letters Sent		136	96	60	124
Departure Letter Responses		71.3%	84.4%	71.7%	79.1%
Number of Probation Revocations Sentenced	✓	Not available	Not available	New Measure	New Measure
2 - Maintain and Update Agency Website. (1 Measure)					
Number of Agency Website Hits		10681	14050	23424	14495

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
2 - Provide Sentencing Guideline Training. (2 Measures)					
Number of Sentencing Guideline Trainings Provided		6	10	20	15
Agency Website Updates Completed		57	38	42	64
3 - Monitor and Maintain the GRID System. (3 Measures)					
Number Hours required to complete data requests.		510	525	826	1688
Number of GRID Tickets Entered		202	121	67	45
Number of new charge codes mapped in GRID	✓	Not available	Not available	New Measure	New Measure
3 - Respond to Data Requests. (1 Measure)					
Number of Data Requests Received		32	49	47	38

Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Identify Irregularities and Inconsistencies in Felony Sentences Imposed. (1 Strategic Initiative)		
Data Quality Checks	Data quality issues are often created by common data entry errors that occur when data is manually entered into electronic data sharing systems. These data quality issues can be resource intensive to correct and can directly impact research and analysis results. The agency's Guideline Data Information Reporting System, has the capability to electronically perform 13 data quality checks on data consumed by the system, including checks such as sentencing date cannot be less than date of birth or age at offense cannot be less than 15 years of age. To improve data quality, the data system will be modified to electronically send out an alert to research staff to verify when any of the four most critical data checks fail on any case sentenced after 2010. The four critical data checks will include: (1) age at offense is less than 15 years of age; (2) sentence date is greater than the current date; (3) criminal history score is less than 0; and (4) felony field is null. Research staff will then review, verify and submit a request for correction from the providing agency if necessary within 72 hours of each notification. This new process will increase efficiency and data accuracy for analysis and research purpose. The electronic alert system will be developed by December 31, 2017 and tested and fully operational by March 30, 2018.	03-30-2018
Monitor and Maintain the GRID System. (1 Strategic Initiative)		
Arrest Data Feed	Dependent on available funding to be provided through year-end reprogramming, the agency will develop an electronic arrest data feed from the Metropolitan Police Department that will provide arrest data that will be matched with felony case information provided by the DC Superior Court to provide a complete felony case record from arrest through sentencing with in the agency's Guideline Reporting Information Data (GRID) System. Currently the agency receives all felony criminal history and court related data but does not have arrest related information. With the addition of the arrest data feed, the agency will be able to create a complete and comprehensive record for every felony case sentenced in the District. With this additional data, the agency will be able to better analyze sentencing differences for similar offenses and make modifications to the Guidelines if appropriate. This multi-year project will involve several stages including: (1) identifying the data system technical requirements and business needs to be completed by November 15, 2017; (2) developing and issuing a request for proposal and selection of a vendor to be completed by April 30, 2018; (3) designing and developing of the data system will start on May 1, 2018 and be completed by	08-16-2019

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
	February 28, 2019, and (4) testing and full implementation to be completed by August 16, 2019.	
Provide Sentencing Guideline Training. (1 Strategic Initiative)		
Increase Public Understanding of Sentencing Guidelines	The agency has previously targeted Sentencing Guideline trainings towards criminal justice professionals and partner agencies. In FY 2018, the agency will expand the scope of its training activities to focus on community and citizens groups with the goal of increasing the public's general understanding of how the DC Voluntary Sentencing Guideline operate. An interactive training agenda will be developed specifically for community organizations by November 15, 2017, which will focus on how the guidelines are structured and how sentences are calculated and the role of criminal history, as well as, a brief overview of sentencing trends in the District. The trainings will be designed to be both educational and informative. A minimum of three community based Sentencing Guideline trainings will be completed between January 1, 2018 and September 30, 2018. Training evaluation forms will be distributed at the end of each training session to gather feedback from participants and to ensure the information provided is beneficial to participants.	09-30-2018
Respond to Data Requests. (1 Strategic Initiative)		
Develop standardized data request response template	The agency will develop a template for responding to data request that will include standardized charts and graphs, allowing for visual display of the data requested, as well as, a written analysis. The use of a template will reduce the time required to respond to data requests from 20 days to 17 days given that the presentation of findings will be inserted into the template. The template will be designed with sufficient flexibility to allow for a wide range of data requests, while still incorporating a level of standardization. This initiative will decrease data request response time, improve efficiencies and reduce staff resources required to respond to the data requests. Drafts of the template will be completed by December 31, 2017. The template will be used as a pilot for 4 months to determine if any modifications to the template are necessary. The template will be formally implemented by September 3, 2018.	09-03-2018
Review and Verify All Felony Sentences. (1 Strategic Initiative)		
Data Quality Checks	Data quality issues are often created by common data entry errors that occur when data is manually entered into electronic data sharing systems. These data quality issues can be resource intensive to correct and can directly impact research and analysis results. The agency's Guideline Data Information Reporting System, has the capability to electronically perform 13 data quality checks on data consumed by the system, including checks such as sentencing date cannot be less than date of birth or age at offense cannot be less than 15 years of age. To improve data quality, the data system will be modified to electronically send out an alert to research staff to verify when any of the four most critical data checks fail on any case sentenced after 2010. The four critical data checks will include: (1) age at offense is less than 15 years of age; (2) sentence date is greater than the current date; (3) criminal history score is less than 0; and (4) felony field is null. Research staff will then review, verify and submit a request for correction from the providing agency if necessary within 72 hours of each notification. This new process will increase efficiency and data accuracy for analysis and research purpose. The electronic alert system will be developed by December 31, 2017 and tested and fully operational by March 30, 2018.	03-30-2018

Created on Dec. 15, 2016 at 3:17 PM (EST). Last updated by [Katz, Lia \(EOM\)](#) on June 6 5:49 PM at 5:49 PM (EDT). Owned by [Katz, Lia \(EOM\)](#).