



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Total Bed Capacity

### Custody Operations

10	Contract Beds	<p>A Contract bed is defined by the DDPS variable: BedType with the code value = 'C'. This count is the sum of inmates who have been assigned to Contract beds on the last calendar day of the reporting month and is a "point in time" value representing that month.</p> <p><i>DDPS / SOMS</i></p>
11	Design Beds	<p>A Design bed is defined by the DDPS variable: BedType with the code value = 'D' This count is the sum of inmates who have been assigned to Design beds on the last calendar day of the reporting month and is a "point in time" value representing that month.</p> <p><i>DDPS / SOMS</i></p>
13	Overcrowding Beds	<p>An Overcrowding bed is defined by the DDPS variable: BedType with the code value = 'O' This count is the sum of inmates who have been assigned to Overcrowding beds on the last calendar day of the reporting month and is a "point in time" value representing that month.</p> <p><i>DDPS / SOMS</i></p>
14	Temporary Beds (Family Visiting/Tank Beds)	<p>A Temporary bed is defined by the DDPS variable: BedType with the code value = 'T' This count is the sum of inmates who have been assigned to Temporary beds on the last calendar day of the reporting month and is a "point in time" value representing that month.</p> <p><i>DDPS / SOMS</i></p>
15	Medical Beds	<p>A Medical bed is defined by the DDPS variable: BedType with the code value = 'X' This count is the sum of inmates who have been assigned to Medical beds on the last calendar day of the reporting month and is a "point in time" value representing that month.</p> <p><i>DDPS / SOMS</i></p>
16	Budgeted Capacity	<p>This is the number in the IAS Monthly Staffed Capacities report under the column header "Total Budgeted Capacity."</p> <p><i>IAS</i></p>
17	Inmate Count	<p>This is the total number of inmates at this institution on the last calendar day of the reporting month and is a "point in time" value representing that month. [Budget Display Act requirement performance measure]</p> <p><i>DDPS / SOMS</i></p>
18	% Inst. Filled to Budgeted Capacity	<p>Formula: ("Inmate Count" ÷ "Budgeted Capacity")% = Percent Institution Filled</p> <p><i>Formula</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Custody Level

### Custody Operations

20	Level I	<p>A Security Level I bed is defined by the SOMS variables: BedSecurityLevel with code value = "I". This is a sum of inmates who have been assigned, (SOMS variable: BedStatus = "F" or "H", F means Filled &amp; H means Hold), to Security Level I beds on the last calendar day of the reporting month and is a "point in time" value representing that month.</p> <p><b>SOMS</b></p>
21	Out of Level I Assignments	<p>Data is currently unavailable due to the technical difficulty to retrieve adequate data from ICSS (Inmates Classification Scoring System). Per DOM 61020.14, Out of Level data is generated by a comparison of an inmate's latest classification score to the assigned Bed Security Level identified on the last calendar of reporting month. An inmate will be reported as Out of Level I when all following criteria are met: - The assigned bed security level was I; - The classification score was not in the rang 0 -18; - There is no Administrative Override Placement in the latest form CDC 839 (CDC Classification Score Sheet), CDC 840 (CDC Reclassification Score Sheet), or CDC 841 (CDC Readmission Score Sheet); (refer to Title 15 § 3371.2 Article 10. Classification); - Arrival at the institution occurred more than 90 days prior to the date when the report is generated. (Note: This criteria has taken effect beginning November 2010 COMPSTAT Reporting) The Out Of Level Report is based on following systems with designate data elements: OISB Inmate Classification Scoring System (ICSS) with CDC Number, Classification Score, Administrative Override Placement; SOMS Bed data with CDC Number, Institution, Bed Security Level; SOMS Offender data with CDC Number, Institution, Arrival Date. ** All COCF inmates will not be counted in Out Of Level review, since all beds in Out-of-State facilities are contract beds.</p> <p><b>ICSS / DDPS</b></p>
22	Out of Level I Endorsed and Awaiting (Pending) Transfer	<p>Enter the number of Out of Level I Inmates that are currently endorsed to go to another institution, but are pending transfer as of the end of the month. This information can be provided by the institution's Classification and Parole Representative, and is tracked through the Institutional Automated Transfer System.</p> <p><b>Institution Reported</b></p>
23	% of Out of Level Assignments	<p>Formula: "Out of Level I Assignments" ÷ "Level I Assignments" = Percent of Out of Level I Assignments</p> <p><b>Formula</b></p>
24	Level II	<p>A Security Level II bed is defined by the SOMS variables: BedSecurityLevel with code value = "II". This is a sum of inmates who have been assigned, (SOMS variable: BedStatus = "F" or "H", F means Filled &amp; H means Hold), to Security Level II beds on the last calendar day of the reporting month and is a "point in time" value representing that month.</p> <p><b>SOMS</b></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Custody Level

### Custody Operations

25	Out of Level II Assignments	<p>Data is currently unavailable due to the technical difficulty to retrieve adequate data from ICSS (Inmates Classification Scoring System). Per DOM 61020.14, Out of Level data is generated by a comparison of an inmate's latest classification score to the assigned Bed Security Level identified on the last calendar of reporting month. An inmate will be reported as Out of Level II when all following criteria are met: - The assigned bed security level was II; - The classification score was not in the range 19 - 27; - There is no Administrative Override Placement in the latest form CDC 839 (CDC Classification Score Sheet), CDC 840 (CDC Reclassification Score Sheet), or CDC 841 (CDC Readmission Score Sheet); (refer to Title 15 § 3371.2 Article 10. Classification); - Arrival at the institution occurred more than 90 days prior to the date when the report is generated. (Note: This criteria has taken effect beginning November 2010 COMPSTAT Reporting) The Out Of Level Report is based on following systems with designate data elements: OISB Inmate Classification Scoring System (ICSS) with CDC Number, Classification Score, Administrative Override Placement; SOMS Bed data with CDC Number, Institution, Bed Security Level; SOMS Offender data with CDC Number, Institution, Arrival Date. ** All COCF inmates will not be counted in Out Of Level review, since all beds in Out-of-State facilities are contract beds.</p> <p><b>ICSS / SOMS</b></p>
26	Out of Level II Endorsed and Awaiting (Pending) Transfer	<p>Enter the number of Out of Level II Inmates that are currently endorsed to go to another institution, but are pending transfer as of the end of the month. This information can be provided by the institution's Classification and Parole Representative, and is tracked through the Institutional Automated Transfer System.</p> <p><b>Institution Reported</b></p>
27	% of Out of Level Assignments	<p>Formula: "Out of Level II Assignments" ÷ "Level II Assignments" = Percent of Out of Level II Assignments</p> <p><b>Formula</b></p>
28	Level III	<p>A Security Level III bed is defined by the SOMS variables: BedSecurityLevel with code value = "III". This is a sum of inmates who have been assigned, (SOMS variable: BedStatus = "F" or "H", F means Filled &amp; H means Hold), to Security Level III beds on the last calendar day of the reporting month and is a "point in time" value representing that month.</p> <p><b>SOMS</b></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Custody Level

### Custody Operations

29	Out of Level III Assignments	<p>Data is currently unavailable due to the technical difficulty to retrieve adequate data from ICSS (Inmates Classification Scoring System). Per DOM 61020.14, Out of Level data is generated by a comparison of an inmate's latest classification score to the assigned Bed Security Level identified on the last calendar of reporting month. An inmate will be reported as Out of Level III when all following criteria are met: - The assigned bed security level was III; - The classification score was not in the rang 28 - 51; - There is no Administrative Override Placement in the latest form CDC 839 (CDC Classification Score Sheet), CDC 840 (CDC Reclassification Score Sheet), or CDC 841 (CDC Readmission Score Sheet); (refer to Title 15 § 3371.2 Article 10. Classification); - Arrival at the institution occurred more than 90 days prior to the date when the report is generated. (Note: This criteria has taken effect beginning November 2010 COMPSTAT Reporting) The Out Of Level Report is based on following systems with designate data elements: OISB Inmate Classification Scoring System (ICSS) with CDC Number, Classification Score, Administrative Override Placement; SOMS Bed data with CDC Number, Institution, Bed Security Level; SOMS Offender data with CDC Number, Institution, Arrival Date. ** All COCF inmates will not be counted in Out Of Level review, since all beds in Out-of-State facilities are contract beds.</p> <p><b>ICSS / SOMS</b></p>
30	Out of Level III Endorsed and Awaiting (Pending) Transfer	<p>Enter the number of Out of Level III Inmates that are currently endorsed to go to another institution, but are pending transfer as of the end of the month. This information can be provided by the institution's Classification and Parole Representative, and is tracked through the Institutional Automated Transfer System.</p> <p><b>Institution Reported</b></p>
31	% of Out of Level Assignments	<p>Formula: "Out of Level III Assignments" ÷ "Level III Assignments" = Percent of Out of Level III Assignments</p> <p><b>Formula</b></p>
32	Level IV	<p>A Security Level IV bed is defined by the SOMS variables: BedSecurityLevel with code value = "IV". This is a sum of inmates who have been assigned, (SOMS variable: BedStatus = "F" or "H", F means Filled &amp; H means Hold), to Security Level IV beds on the last calendar day of the reporting month and is a "point in time" value representing that month.</p> <p><b>SOMS</b></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Custody Level

### Custody Operations

**33 Out of Level IV Assignments**

Data is currently unavailable due to the technical difficulty to retrieve adequate data from ICSS (Inmates Classification Scoring System). Per DOM 61020.14, Out of Level data is generated by a comparison of an inmate's latest classification score to the assigned Bed Security Level identified on the last calendar of reporting month. An inmate will be reported as Out of Level IV when all following criteria are met: - The assigned bed security level was IV; - The classification score was not in the range 52 or above; - There is no Administrative Override Placement in the latest form CDC 839 (CDC Classification Score Sheet), CDC 840 (CDC Reclassification Score Sheet), or CDC 841 (CDC Readmission Score Sheet); (refer to Title 15 § 3371.2 Article 10. Classification); - Arrival at the institution occurred more than 90 days prior to the date when the report is generated. (Note: This criteria has taken effect beginning November 2010 COMPSTAT Reporting) The Out Of Level Report is based on following systems with designate data elements: OISB Inmate Classification Scoring System (ICSS) with CDC Number, Classification Score, Administrative Override Placement; SOMS Bed data with CDC Number, Institution, Bed Security Level; SOMS Offender data with CDC Number, Institution, Arrival Date. \*\* All COCF inmates will not be counted in Out Of Level review, since all beds in Out-of-State facilities are contract beds.

*ICSS / SOMS*

**34 Out of Level IV Endorsed and Awaiting (Pending) Transfer**

Enter the number of Out of Level IV Inmates that are currently endorsed to go to another institution, but are pending transfer as of the end of the month. This information can be provided by the institution's Classification and Parole Representative, and is tracked through the Institutional Automated Transfer System.

*Institution Reported*

**35 % of Out of Level Assignments**

Formula: "Out of Level IV Assignments" ÷ "Level IV Assignments" = Percent of Out of Level IV Assignments

*Formula*

**36 Camps**

Inmates assigned from this institution to a CAMP. This count is received on the last day of the calendar month.

*DDPS / SOMS*

### General Population Summary

**38 Budgeted Capacity**

This is the total of General Population + Enhanced Outpatient + Sensitive Needs Yard + Minimum Support Facility budgeted capacities. Counting Rule: PSU sends the Monthly Budgeted Staff Capacity Report to COMPSTAT the beginning of each reporting month.

*IAS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### General Population Summary

### Custody Operations

#### 39 Actual Population

General Population is defined by the SOMS variable: SOMS Bed Program Assignment (BPS), which replaces DDPS variable: Housing Program Assignment (HPAS), with following programs assignments: Behavior Modification Unit (BMU); Camp (CMP); Enhanced Outpatient (EOP); General Population (GP); HIV Housing (HIV); Institution Hearing Program (IHP); Substance Abuse Program (SAP); Sensitive Need Yard EOP (SEO); Sensitive Needs Yard (SNY); Sensitive Needs Yard Out-Patient Housing Unit (SOH); Transitional Housing Unit (THU); Work Crew (WC). This is a sum of inmates whose SOMS BPS code value is BMU, CMP, EOP, GP, HIV, IHP, SAP, SEO, SNS, SNY, SOH, THU, or WC on the last calendar day of the reporting month.

**DDPS / SOMS**

### General Population

#### 41 Budgeted Capacity

This is the total of Budgeted General + Budgeted CAMP in PSU / IAS Monthly Budgeted Staff Capacity report.

**IAS**

#### 42 Actual Population

The Actual GP count is the sum of the inmates whose SOMS variable: Bed Program Assignment has code value: 'GP', 'CAMP', or 'WC'.

**DDPS / SOMS**

### Enhanced Outpatient Program (GP Housing Program)

#### 44 Budgeted Capacity

Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "EOP Budgeted Capacity." The EOP Budgeted Capacity refers to a budgeted Housing Program under General Population, not necessarily all offenders with an EOP diagnosis. This excludes, for example EOP offenders housed in Administrative Segregation or other non-GP programs

**IAS**

#### 45 Actual Population

The actual population of diagnosed EOP placement in need is the sum of inmates who have been assigned to designate EOP beds identified by their SOMS variable: Bed Program Assignment (BPA) with Code = 'EOP'; plus the inmates whose Mental Health Code='C\*' but haven't been assigned to designate EOP beds on the last calendar day of the reporting month. This count excludes inmates who have been assigned to ASU or SNY or PSU.

**DDPS / SOMS**

### Sensitive Needs Yard

#### 47 Budgeted Capacity

Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "SNY Budgeted Capacity."

**IAS**

#### 48 Actual Population

This is the sum of inmates whose SOMS variable: Bed Program Assignment code value is 'SEO', 'SNS', 'SNY', or 'SOH' on the last calendar day of the reporting month.

**DDPS / SOMS**



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Minimum Support Facility

### Custody Operations

50	<b>Budgeted Capacity</b>	Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "MSF Budgeted Capacity." The MSF count is calculated by reporting beds for the 21 Camp institutions. This field will show '0' on reports for those institutions not budgeted as a MSF institution. ***CCC has a unit outside its security perimeter, Arnold Unit, which according to the IAS shows its capacity in the Level I although it is actually a different facility/unit. It is identified in SOMS as an MSF because an inmate must have Minimum B custody to be housed there. This population is not added to the population summary as it is intended for the Camp pipeline inmates. Arnold Unit is used specifically for the fire fighter training program*** <i>IAS</i>
----	--------------------------	--

51	<b>Actual Population</b>	This is the sum of inmates who have been assigned to designated MSF beds identified by the SOMS variable: 'CellBed' with the first character = 'M'. <i>DDPS / SOMS</i>
----	--------------------------	---

### Life Sentenced Inmates

53	<b>Life (With Possibility of Parole)</b>	The total number of Life Sentence With the Possibility of Parole inmates at each facility. This is the count of Offender Information Services Branch (OISB) InstPop.dbf as of the last week of the monthly reporting period. The data is retrieved from OISB's InstPop.dbf and the variable is Live Type and the value -> 'LIF'. <i>OISB</i>
----	--	---

54	<b>Life (Without Possibility of Parole) (LWOP)</b>	The total number of Life Sentence Without the Possibility of Parole (LWOP) inmates at each facility. This is the count of Offender Information Services Branch (OISB) InstPop.dbf as of the last week of the monthly reporting period. The data is retrieved from OISB's InstPop.dbf and the variable is Live Type and the value -> 'LOW'. <i>OISB</i>
----	--	---

### Reception Center

56	<b>Budgeted Capacity</b>	Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "RC Budgeted Capacity." <i>IAS</i>
----	--------------------------	---

57	<b>Actual Population</b>	This is the sum of inmates whose SOMS variable: Bed Program Assignment code value = 'RC' on the last calendar day of the reporting month. <i>DDPS / SOMS</i>
----	--------------------------	---

### Administrative Segregation Housing (ASU)

59	<b>Budgeted Capacity</b>	Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column headings: Administrative Segregation Budgeted Capacity = ASU Budgeted Capacity + EOP/ASU Budgeted Capacity <i>IAS</i>
----	--------------------------	--



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Administrative Segregation Housing (ASU)

### Custody Operations

60	<b>Actual Population (Excluding Overflow)</b>	<p>This count is the sum of inmates who have been assigned to designated 'ASU' beds identified by the SOMS variable: Bed Program Assignment with code value = 'ASU' on the last calendar day of the reporting month.</p> <p><i>DDPS / SOMS</i></p>
61	<b>Actual Population (With Overflow)</b>	<p>This is the sum of inmates whose SOMS variable: Bed Program Assignment code value = 'ASU' on the last calendar day of the reporting month, and any overflow the institution may have reported for the same reporting period as follows: 'Actual ASU Population' + 'ASU Overflow Actual Population' = 'Actual Population (With Overflow)'. <i>Formula</i></p>
62	<b>Average Length of Stay</b>	<p>The average length of stay should include all inmates housed in Administrative Segregation, Ad Seg (Overflow), and Ad Seg (Hub). This average should be determined by counting the total number of inmates housed in any of the Ad Seg areas and then determining the total length of stay (number of days) those inmates have remained in Ad Seg. Divide the total number of days by the total number of inmates to determine this value. [Budget Display Act requirement performance measure] <i>Institution Reported</i></p>
63	<b>Stays Exceeding 200 days</b>	<p>This is the total number of Administrative Segregation Unit (ASU) inmates assigned to ASU whose stay has exceeded 200 days, but equal to or less than 400 days. This information is obtained from the ASU database/log maintained by designated ASU staff. Counting Rule: This is the midnight count as of the last day of the monthly reporting period. <i>Institution Reported</i></p>
64	<b>Stays Exceeding 400 days</b>	<p>This is the total number of Administrative Segregation Unit (ASU) inmates assigned to ASU whose stay has exceeded 400 days, but is equal to or less than 800 days. This information is obtained from the ASU database/log maintained by designated ASU staff. Counting Rule: This is the midnight count as of the last day of the monthly reporting period <i>Institution Reported</i></p>
65	<b>Stays Exceeding 800 days</b>	<p>This is the total number of Administrative Segregation Unit (ASU) inmates assigned to ASU whose stay has exceeded 800 days. This information is obtained from the ASU database/log maintained by designated ASU staff. Counting Rule: This is the midnight count as of the last day of the monthly reporting period. <i>Institution Reported</i></p>
66	<b>Total ASU Endorsed Inmates</b>	<p>This is the total of SNY Endorsed + SHU Endorsed + SNY GP Endorsed + PSU Endorsed = Total ASU Endorsed Inmates. This is the midnight count as of the last day of the monthly reporting period. <i>Formula</i></p>





# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Administrative Segregation Housing (ASU)

### Custody Operations

67	ASU Inmates Endorsed for GP	The number of GP endorsed inmates housed in ASU pending transfer to an appropriate facility. This information is obtained from the ASU database/log maintained by designated ASU staff. <i>Institution Reported</i>
68	ASU Inmates Endorsed for SNY	(Formerly - Administrative Segregation Pending Transfer) The number of SNY or SHU endorsed inmates housed in Ad Seg pending transfer to an SNY/SHU appropriate facility. Counting Rule: This is the midnight count as of the last day of the monthly reporting <i>Institution Reported</i>
69	ASU Inmates Endorsed for SHU	This is the total number of Security Housing Unit inmates housed in ASU pending transfer to an appropriate SHU facility. This information is obtained from the ASU database/log maintained by designated ASU staff. This is the midnight count as of the last day of the monthly reporting period. <i>Institution Reported</i>
70	ASU Inmates Endorsed for PSU	This is the total number of Psychiatric Services Unit inmates housed in ASU pending transfer to an appropriate PSU Facility. This information is obtained from the ASU database/log maintained by designated ASU staff. This is the midnight count as of the last day of the monthly reporting period. <i>Institution Reported</i>
<b>ASU Overflow</b>		
72	Actual Population	The ASU Overflow Actual Population is collected by the Classification Services Unit and distributed on a 'Weekly Population Report' within that report, located on the 'ASU' tab in the 'ASU Overflow' column. This total is received on the last day of each reporting period. <i>CSU Weekly Population Report</i>
<b>ASU EOP Hub</b>		
74	Actual Population	The number of ASU Hub inmates at each facility. Only populate these cells if you have an actual ASU. As of July 2009 DAI has identified the following as Hub institutions: SAC, MCSP, SVSP, CMC-E, COR, LAC, VSPW, CIW, CMF, and SQ. Counting Rule: This is the midnight count as of the last day of the monthly reporting period. <i>Institution Reported</i>
<b>Behavior Management Unit</b>		
76	Budgeted Capacity	The number of BMU inmates participating in a BMU program at each facility broken down by budgeted capacity and actual population. Counting Rule: This is the midnight count as of the last day of the monthly reporting period. "Note: Unless there is a Behavior Management Unit Budgeted Capacity value identified for this institution, enter zero for the reporting month." Limitation: Institutions that are reception centers (though not budgeted for BMU) may have a very small number of BMU endorsed inmates awaiting transfer. These inmates (as a result of this note to the Counting Rule) would be excluded from being identified and counted. In any case they do not receive programming services. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Behavior Management Unit

### Custody Operations

#### 77 Actual Population

The number of BMU inmates participating in a BMU program at each facility broken down by budgeted capacity and actual population. Counting Rule: This is the midnight count as of the last day of the monthly reporting period. Note: Unless there is a Behavior Management Unit Budgeted Capacity value identified for this institution, enter zero for the reporting month. Limitation: Institutions that are reception centers (though not budgeted for BMU) may have a very small number of BMU endorsed inmates awaiting transfer. These inmates (as a result of this note to the Counting Rule) would be excluded from being identified and counted. In any case they do not receive programming services.

*Institution Reported*

#### 78 Average Length of Stay

The average length of stay for inmates housed in the Behavior Management Unit during the reporting period. "Note: Unless there is a Behavior Management Unit Budgeted Capacity value identified for this institution, enter zero for the reporting month." Limitation: Institutions that are reception centers (though not budgeted for BMU) may have a very small number of BMU endorsed inmates awaiting transfer. These inmates (as a result of this note to the Counting Rule) would be excluded from being identified and counted. In any case they do not receive programming services.

*Institution Reported*

#### 79 Number of Completions

Enter the number of BMU program participants who completed the program for the month.

*Institution Reported*

### Americans with Disabilities Act

#### 81 Actual Population

Formula: Total number of impacting and non-impacting ADA inmates . Sum of: "Impacting" + "Non-impacting" = Actual Population. The information is gathered using 4 DECS Roster reports to include: 1 for Armstrong GP, 1 for Armstrong RC, 1 for Clark GP, and 1 for Clark RC. The totals are added together to represent the total number of ADA inmates. This is the midnight count as of the last day of the monthly reporting period, of the total number of ADA approved inmates at each facility. This includes both Armstrong and Clark class members.

*Formula*

#### 82 Impacting

This is the midnight count as of the last day of the monthly reporting period. The information is gathered using 4 DECS Roster reports to include: 1 for Armstrong GP, 1 for Armstrong RC, 1 for Clark GP, and 1 for Clark RC. The totals are added together to represent the total number impacting ADA inmates. This is the number of DPx and DDx coded inmates.

*Institution Reported*

#### 83 Non-impacting

This is the midnight count as of the last day of the monthly reporting period. The information is gathered from the total number of DECS roster report DNx coded inmates. The totals represent the total number non-impacting ADA inmates.

*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Correctional Clinical Case Management Services (CCCMS)

### Custody Operations

**85 Treatment Capacity** The CCCMS Treatment Capacity comes from the last week of monthly CCCM reports produced by the Healthcare Population Oversight Unit. The # of Treatment Capacity is pulled from the column header 'Pop at 130%.'

*DCHCS*

**86 Actual Population** This is the sum of inmates who have been diagnosed requiring CCCMS, identified by the DDPS Mental Health Code value = 'B\*' on the last calendar day of the reporting month.

*DDPS*

### Total EOP Populations

**88 Budgeted Capacity** Budgeted capacity for all Enhanced Outpatient Program inmates, including those specifically budgeted for populations within SNY, ASU or RC. EOP - GP: Budgeted Capacity + EOP - SNY: Budgeted Capacity + EOP - ASU: Budgeted Capacity + EOP - RC: Budgeted Capacity. (\*\*Note: PSU inmates are excluded)

*Formula*

**89 Actual Population** Actual population for all Enhanced Outpatient Program inmates, including those housed in other housing programs such as SNY, ASU or RC. EOP - GP: Actual Population + EOP - SNY: Actual Population + EOP - ASU: Actual Population + EOP - RC: Actual Population. (\*\*Note: PSU inmate populations are excluded.)

*Formula*

### EOP GP (GP Housing Programs)

**91 Budgeted Capacity** Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "EOP." Note that this count is exclusive of budgeted capacity beds that are primarily counted under a different program and can be considered the 'GP' component of EOP.

*IAS*

**92 Actual Population** This count is the sum of inmates who have been assigned to designated EOP beds identified by SOMS variable: Bed Program Assignment = 'EOP'. Note that this count is exclusive of populations where the inmate does have an EOP placement in need but has primarily been assigned to other designate program bed, such as ASU / SNY, etc.

*DDPS / SOMS*

### EOP (Other Housing Program)

**94 Actual Population** Offenders with an EOP diagnosis housed in a housing program not specifically budgeted for EOP Offenders. EOP-diagnosed offenders in EOP-GP, EOP-SNY, or EOP-ASU are not counted. EOP offenders in housing programs not specifically identified and budgeted for EOP (typically either specialized programs such as Psychiatric Services Unit (PSU), Department of Mental Health(DMH) or reflective of CDCR processing times: EOP in Reception Center beds) are counted. DDPS: Mental Health Code placement need of 'C' and Housing Program Assignment of ACU, CTC, DMH, DR, GAC, GP, HIV, ICF, MCB, OHU, PSU, RC, SAP, or SHU

*DDPS / SOMS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### EOP SNY

### Custody Operations

96	<b>Budgeted Capacity</b>	Budgeted capacity for beds within a Sensitive Needs Yard designated for EOP per the IAS (PSU). - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading 'EOP-SNY.' <i>IAS</i>
97	<b>Actual Population</b>	This count is the sum of inmates who have been assigned to designated SNY beds identified by SOMS variable: Bed Program Assignment = 'SNY' but their mental health code have value: 'C*' on the last calendar day of the reporting month. <i>DDPS / SOMS</i>

### EOP ASU

99	<b>Budgeted Capacity</b>	Budgeted capacity for beds within an ASU designated for EOP per the IAS (PSU). This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading 'EOP-ASU.' <i>IAS</i>
100	<b>Actual Population</b>	This count is the sum of inmates who have been assigned to designated ASU beds identified by SOMS variable: Bed Program Assignment = 'ASU' but their mental health code have value: 'C*' on the last calendar day of the reporting month. <i>DDPS</i>

### Psychiatric Services

102	<b>Budgeted Capacity</b>	Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "PSU Budgeted Capacity." <i>PSU</i>
103	<b>Actual Population</b>	This count is the sum of inmates who have been assigned to designated PSU beds identified by SOMS variable: Bed Program Assignment = 'PSU' on the last calendar day of the reporting month. <i>DDPS</i>

104	<b>Average Length of Stay</b>	The average length of stay for inmates housed in the Psychiatric Services Unit during the reporting period. If there is no Psychiatric Services Unit budgeted for the institution, then no average length of stay should be reported. <i>Institution Reported</i>
-----	-------------------------------	--

### Security Housing Unit (SHU)

106	<b>Budgeted Capacity</b>	Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "SHU Budgeted Capacity." <i>PSU</i>
-----	--------------------------	--



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Security Housing Unit (SHU)

### Custody Operations

107	Actual Population	This count is the sum of inmates who have been assigned to designated SHU beds identified by SOMS variable: Bed Program Assignment = 'SHU' on the last calendar day of the reporting month. <i>DDPS / SOMS</i>
108	Inmates With Expired MERD's	Count the number of expired MERD's inmates. These are inmates who have completed their SHU term and are awaiting an ASU bed. Acquire this number on the last day of the reporting month from the Daily Movement Sheet. <i>Institution Reported</i>
109	Inmates With Expired MERD's Endorsed	Count the number of expired MERD's endorsed inmates. These are inmates who have completed their SHU term and are awaiting transfer. Acquire this number on the last day of the reporting month from the Daily Movement Sheet. <i>Institution Reported</i>
Single Cell Inmates		
111	Single Cell Inmate Summary	This is the sum of all Single Cell categories. <i>Formula</i>
112	Summary With S-Suffix	This is the sum of all Single Cell With S-Suffix categories. <i>Formula</i>
113	Summary Without S-Suffix	This is the sum of all Single Cell Without S-Suffix categories. <i>Formula</i>
114	Total General Population (GP)	Formula: Total number of GP inmates with and without an S-Suffix. Sum of: "With S-Suffix" + "Without S-Suffix" = Total Single Cell Inmates <i>Formula</i>
115	GP With S-Suffix	Enter the number of GP single cell housed inmates with an S-Suffix. This number will be the remaining inmates at the institution who are single celled and endorsed with S-Suffix and are not housed in ASU, PSU, and SHU. <i>Institution Reported</i>
116	GP Without S-Suffix	Enter the number of GP single cell housed inmates who do not have an S-Suffix and are not housed in ASU, PSU, SHU, DMH, ACU, ICF, MCB, OHU, CTC, and structurally designed single cells. These inmates are double cell cleared and are refusing to accept a qualified cellmate. <i>Institution Reported</i>
117	Total Administrative Segregation Unit (ASU)	Formula: Total number of ASU inmates with and without an S-Suffix. Sum of: "ASU with S-Suffix" + "ASU without S-Suffix" + "ASU EOP with S-Suffix" + "ASU EOP without S-Suffix" = Total ASU Single Cell Inmates. <i>Formula</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Single Cell Inmates

### Custody Operations

118	ASU With S-Suffix	Enter the number of single cell housed inmates endorsed with an S-Suffix. Only include numbers for inmates housed in Administrative Segregation. <i>Institution Reported</i>
119	ASU Without S-Suffix	Enter the number of single cell housed inmates that do not have an S-Suffix. Only include numbers for inmates housed in Administrative Segregation. These inmates are double cell cleared and are refusing to accept a qualified cellmate. <i>Institution Reported</i>
120	ASU EOP with S-Suffix	Enter the number of Administrative Segregation Unit single cell housed inmates with an S-Suffix. Only include numbers for inmates designated as EOP. This is Institution Reported from the Daily Movement Sheet (DMS) <i>Institution Reported</i>
121	ASU EOP without S-Suffix	Enter the number of Administrative Segregation Unit single cell housed inmates that do not have an S-Suffix. Only include numbers for inmates designated as EOP. These inmates are double cell cleared and are refusing to accept a qualified cell mate. This is Institution Reported from the Daily Movement Sheet (DMS) <i>Institution Reported</i>
122	Total Psychiatric Services Unit (PSU)	Formula: Total number of PSU inmates with and without an S-Suffix. Sum of: "PSU With S-Suffix" + "PSU Without S-Suffix" = Total PSU Single Cell Inmates <i>Formula</i>
123	PSU With S-Suffix	Enter the number of single cell housed inmates endorsed with an S-Suffix. Only include numbers for inmates housed in the Psychiatric Services Unit. <i>Institution Reported</i>
125	Total Security Housing Unit (SHU)	Formula: Total number of SHU inmates with and without an S-Suffix. Sum of: "SHU With S-Suffix" + "SHU Without S-Suffix" = Total SHU Single Cell Inmates <i>Formula</i>
126	SHU With S-Suffix	Enter the number of single cell housed inmates endorsed with an S-Suffix. Only include numbers for inmates housed in the Security Housing Unit. <i>Institution Reported</i>
127	SHU Without S-Suffix	Enter the number of single cell housed inmates that do not have an S-Suffix. Only include numbers for inmates housed in the Security Housing Unit. These inmates are double cell cleared and are refusing to accept a qualified cellmate. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Single Cell Inmates

### Custody Operations

<b>128</b>	<b>Total Enhanced Outpatient Program (EOP)</b>	Formula: Total number of EOP inmates with and without an S-Suffix. Sum of: "EOP With S-Suffix" + "EOP Without S-Suffix" = Total EOP Single Cell Inmates. <i>Formula</i>
------------	--	--

<b>129</b>	<b>EOP With S-Suffix</b>	Enter the number of single cell housed inmates with an S-Suffix. Only include numbers for inmates designated as EOP. <i>Institution Reported</i>
------------	--------------------------	---

<b>130</b>	<b>EOP Without S-Suffix</b>	Enter the number of single cell housed inmates that do not have an S-Suffix. Only include numbers for inmates designated as EOP. These inmates are double cell cleared and are refusing to accept a qualified cellmate. <i>Institution Reported</i>
------------	-----------------------------	--

### Inmate Disciplinaries

<b>132</b>	<b>Total</b>	Effective March 2016, the "Inmate Disciplinaries" section is temporarily suspended until the Disciplinary Workgroup realigns this section. Formula: $\text{Total Inmate Disciplinaries} \div \text{Inmate Count} = \text{Ratio per 100 Inmates}$ <i>Formula</i>
------------	--------------	--

<b>133</b>	<b>Per 100 inmates</b>	Effective March 2016, the "Inmate Disciplinaries" section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the CCR Section # field. This data represents a count of all CDC-115's logged during the reporting month for 3005 offenses other than Assault or Battery on staff or inmates. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month. <i>Formula</i>
------------	------------------------	--

<b>134</b>	<b>Conduct</b>	Effective March 2016, the "Inmate Disciplinaries" section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the CCR Section # field. This data represents a count of all CDC-115's logged during the reporting month for 3005 offenses other than Assault or Battery on staff or inmates. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month. <i>Institution Reported</i>
------------	----------------	---

<b>135</b>	<b>Assault On Staff</b>	Effective March 2016, the "Inmate Disciplinaries" section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Assault on staff. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month. <i>Institution Reported</i>
------------	-------------------------	---



## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### Inmate Disciplinaries

#### Custody Operations

136	Batteries on Staff	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Battery on staff. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
137	Assault On Inmate	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Assault on inmate. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
138	Batteries on Inmates	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Battery on inmates. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
139	Stimulants and Sedatives	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This is any 115 that can be classified under 3016 or 3290 which specifically refers to drugs or alcohol. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
140	Indecent Exposure (IEX)	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This is any 115 that can be classified under CCR Section 3000 which specifically refers to indecent exposure incidents. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
141	IHP Refusals / Failure to Comply	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. Enter the total number of refusal to comply with IHP 115's logged during the reporting period. This includes serious and administrative 115's.</p> <p><i>Institution Reported</i></p>





## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### Inmate Disciplinaries

#### Custody Operations

144	Possession of Cell Phone/s	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Possession of Cell Phone/s. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
145	Riot/Disturbance Control	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Riot/Disturbance Control. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
146	Resisting Staff	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Resisting Staff. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
147	Weapon	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Weapon. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
148	Attempted Murder	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Attempted Murder. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
149	Murder	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC -115's logged during the reporting month for Murder. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Disciplinaries

### Custody Operations

150	Other	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data reflects all CDC-115's logged during the reporting month, and not already counted and compiled with the other categories. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
151	Number of RVR's Involving Mental Health Inmates	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The CDC-1154 Disciplinary Action Logs are used to collect this data, using the mental health status field. This data represents a count of all CDC-115's logged during the reporting month that involve MH inmates. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
152	Serious 115's Lost to time constraints	<p>Effective March 2016, the “Inmate Disciplinaries” section is temporarily suspended until the Disciplinary Workgroup realigns this section. The FINDINGS/DISPOSITION section of the CDC-1154 Disciplinary Logs is used to collect this data. This data reflects the number of CDC-115's that were classified as "Serious" in which time constraints have been lost. Include in this total any Serious 115's written in a prior month/s adjudicated in the current reporting month. Data is collected from the first day of the reporting month to the last day of the reporting month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
<b>Number of Incidents</b>		
154	Number of Incidents	<p>This number is drawn from every reportable incident that occurred during the reporting period at each institution for which a CDC 837 Crime/Incident Report was completed. The "type" categories are broken down below. 837 Field Name - All 837 Part A's; voided incidents are excluded. When amendments or changes to an incident report are needed, please note that those completed and uploaded in DIRS on a Closure Report, will not be reflected on the COMPSTAT report. **Incident titles noted in the CDC 837 Part A Specific Crime field must be chosen from the dropdown menu list within DIRS to be counted in a specific category on the COMPSTAT report. If the incident title is hand-typed in the Specific Crime field rather than chosen from the dropdown menu list available in DIRS, the incident may be counted in the Miscellaneous category.</p> <p><i>DIRS</i></p>
155	Per 100 Inmates	<p>Formula: "Total Number of Incidents" ÷ "Inmate Count" = Ratio per 100 Inmates</p> <p><i>Formula</i></p>
156	Number of Voided Incident Reports	<p>This is the number of voided incidents during the reporting period.</p> <p><i>DIRS</i></p>



## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### Number of Incidents

#### Custody Operations

157	<b>Total Number of Documented Force</b>	<p>This is the number of incidents involving use of force. 837 Field Name - Type of Weapon/Shots Fired/Force: Any selection other than 'N/A'</p> <p><i>DIRS</i></p>
158	<b>Per 100 Inmates</b>	<p>Formula: "Total Number of Documented Force" ÷ "Inmate Count" = Ratio per 100 Inmates</p> <p><i>Formula</i></p>
159	<b>Departmental Executive Use of Force Review</b>	<p>This is the number of incidents requested for review by the Institutional Departmental Executive Use of Force Committee (request usually comes from either the Director or the Associate Director's office).</p> <p><i>Institution Reported</i></p>
160	<b>Total Number of Overdue UOF Reviews - 30 Days</b>	<p>This is the number of overdue Institutional Executive Use of Force Reviews of incidents involving the use of force as of the last day of the reporting month. Overdue cases are those not brought before the Institutional Executive UOF Review Committee for initial review within 30 days following the incident. Day 31 constitutes an overdue UOF incident review. Do not include cases referred to the Office of Internal Affairs. This count will be a running total and will include overdue reviews from prior months.</p> <p><i>Institution Reported</i></p>
161	<b>Total Number of Overdue UOF Reviews - 90 Days</b>	<p>This is the number of overdue Institutional Executive UOF reviews of incidents involving the use of force as of the last day of the reporting month. These overdue cases are those not brought before the IEUOFC for initial review within 90 days following the incident. Do not include cases referred to OIA. This count will be a running total and will include overdue reviews from prior months.</p> <p><i>Institution Reported</i></p>
162	<b>Lockdown/Modified Programs</b>	<p>This is the number of lockdown/modified programs that were in effect during the reporting period (include numbers for newly initiated modified/lockdown programs, numbers for those that remain open from previous reporting periods, those lockdown/modified programs that were either opened in a previous month and closed in the current month and those that were opened and closed in the current month; i.e. during the month of June there were two modified programs that remained open at the end of the month, and during the month of July you initiated a new lockdown/modified program, report three for the month of July). Do not include instances where programs were locked down or modified for less than a 24-hour period. These numbers should correspond to the number of Program Status Reports that remain open and those that were closed and forwarded to the respective Associate Director for approval. This field DOES NOT include the number of inmates placed on lockdown/modified program. This number will be reported as a point in time number to accurately reflect how many modified/lockdown programs the institution recorded during the reporting period.</p> <p><i>Institution Reported</i></p>



## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### Type of Force

#### Custody Operations

164 OC

Use of Oleoresin Capsicum (OC), commonly known as pepper spray or OC gas. This is the total number of incidents during the reporting period where OC was used. If there are multiple options used during one incident each option will only be counted once (e.g. if the baton, OC, and physical force options are used during the same incident, each option will be counted once. If two different people use OC during the same incident then OC will be counted once because only one force option was used.) The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident. 837 Field Name - Type of Weapon/Shots Fired/Force: OC

**DIRS**

165 Physical Force

Use of physical force. This is the total number of incidents during the reporting period where physical force was used. If there are multiple options used during one incident each option will only be counted once. (e.g. if the baton, OC, and physical force are used during the same incident, each option will be counted once. If two different people use physical force during the same incident then physical force will be counted once because only one force option was used. ) The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident. 837 Field Name - Type of Weapon/Shots Fired/Force: Physical Force

**DIRS**

166 Baton

Use of an Expandable Baton. This is the total number of incidents during the reporting period where the baton force option was used. If there are multiple options used during one incident each option will be counted once. (e.g. if the baton, OC, and physical force are used during the same incident each option will be counted once. If two different people use the baton during the same incident then the baton will be counted once.) The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident. 837 Field Name - Type of Weapon/Shots Fired/Force: Exp. Baton

**DIRS**

167 CN

Use of Phenacyl Chloride (CN), common ingredient in "Mace" or "Tear Gas" This is the total number incidents during the reporting period where the CN force option was used. If there are multiple options used during one incident each option will only be counted once (e.g. if the baton, OC, and physical force are used during the same incident each option will be counted once. If two different people use CN during the same incident then CN will be counted once because only one force option was used.) The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident. 837 Field Name - Type of Weapon/Shots Fired/Force: CN

**DIRS**



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Type of Force

### Custody Operations

168	37 mm/40 mm	Use of force involving firearms with 37mm or 40mm caliber. This is the total number of incidents during the reporting period where the 37mm or 40mm caliber force option was used. If there are multiple options used during one incident each option will be counted once. (e.g. if the baton, OC, and physical force options are used during the same incident, each option will be counted once. If two different people use the 37mm or 40mm during the same incident then the 37mm/40mm will be counted once because only one force option was used.) The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident. 837 Field Name - Type of Weapon/Shots Fired/Force: 37MM, 40MM, or 40MM Multi <i>DIRS</i>
-----	-------------	--

169	Mini 14 - Shots	Shots fired from a Mini 14. This does not include warning shots (in the below line) but rather shots 'for effect', which means the shot was aimed at a specific human target - The result of the shot is not considered. 837 Field Name - Type of Weapon/Shots Fired/Force: Mini 14; Number of shots under '#Effect' <i>DIRS</i>
-----	-----------------	---

170	Mini 14 - Warning Shots	Warning shots fired from a Mini 14. Exclusive per above and indicates the shot was not aimed at a specific human target. 837 Field Name - Type of Weapon/Shots Fired/Force: Mini 14; Number of shots under '#Warning' <i>DIRS</i>
-----	-------------------------	--

172	Other	Use of force options not broken out above. This is the total number of incidents during the reporting period where an 'Other' force option was used. This line may include force options utilized by a staff member where Department issued options either failed or were unavailable. If there are multiple options used during one incident each option will only be counted once. (e.g. if the baton, OC, and physical force options are used during the same incident, each option will be counted once. If two different people use OC during the same incident then OC will be counted once because only one force option was used). The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident. 837 Field Name - Type of Weapon/Shots Fired/Force: Any selection other than 'N/A', and Type of Weapon not listed in the above categories <i>DIRS</i>
-----	-------	--

### Incidents

174	Controlled Substance Involved/U.A.	This data is a total collected from the "Specific Crime Incident" line of the 837A with the specific verbiage 'Controlled Substance' and/or 'Stimulants and Sedatives.' Note: The total on this line will not necessarily match the total of the specific controlled substances (i.e. heroine, barbituates, etc.) as an incident may involve more than one type of substance. 837 Field Name - Controlled Substance: Any selection other than 'N/A' <i>DIRS</i>
-----	------------------------------------	--

175	Methamphetamine	The number of methamphetamine related incidents during the reporting period. 837 Field Name - Controlled Substance: Methamphetamine <i>DIRS</i>
-----	-----------------	--



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Incidents

### Custody Operations

176	Marijuana	The number of marijuana related incidents during the reporting period. 837 Field Name - Controlled Substance: Marijuana <i>DIRS</i>
177	Heroin	The number of heroin related incidents during the reporting period. 837 Field Name - Controlled Substance: Heroin <i>DIRS</i>
178	Cocaine	The number of cocaine related incidents during the reporting period. 837 Field Name - Controlled Substance: Cocaine <i>DIRS</i>
179	Amphetamine	The number of amphetamine related incidents during the reporting period. <i>DIRS</i>
180	Barbiturates	The number of barbiturate related incidents during the reporting period. <i>DIRS</i>
181	Codeine	The number of codeine related incidents during the reporting period. <i>DIRS</i>
182	Morphine	The number of morphine related incidents during the reporting period. <i>DIRS</i>
183	Drug Paraphernalia/Other	The number of incidents involving the discovery or possession of drug paraphernalia or any controlled substance incident in which the "Other" box was checked on the CDCR 837-A. 837 Field Name - Controlled Substance: Any selection other than 'N/A'; Substance not listed in the above categories <i>DIRS</i>
184	Assault On Staff	Formula Driven Line (Sum of the following 2 lines) <i>Formula</i>
185	With Weapon	The number of Assault on staff incidents involving the use of a weapon. <i>DIRS</i>
186	Without Weapon	The number of Assault on staff incidents without the use of a weapon. <i>DIRS</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Incidents

### Custody Operations

187	Battery on Staff	<p>This is the total number of 'Battery on Staff' incidents with the verbiage 'Battery' and 'Officer'; 'Battery and 'Non-Prisoner'; 'Rape' and 'Officer'; and 'Rape' and 'Non-Prisoner' pulled from the Specific Crime section of the 837-A that occurred during the reporting period. 837 Field Name - Specific Crime/Incident: contains one of the word combinations 'Battery' and 'Officer'; 'Battery' and 'Non-Prisoner'; 'Rape' and 'Officer'; 'Rape' and 'Non-Prisoner'</p> <p><i>Formula</i></p>
188	With Weapon	<p>The number of battery on staff incidents involving the use of a weapon.</p> <p><i>DIRS</i></p>
189	Without Weapon	<p>The number of battery on staff incidents without the use of a weapon.</p> <p><i>DIRS</i></p>
190	Aggravated Battery	<p>This is the total number of 'Aggravated Battery' incidents with the verbiage 'Aggravated Battery'; 'Officer'; and 'Non-Prisoner' pulled from the Specific Crime section of the 837-A that occurred during the reporting period. 837 Field Name - Specific Crime Incident: contains one of the word combinations 'Aggravated Battery and 'Officer'; 'Non-Prisoner'.</p> <p><i>DIRS</i></p>
191	Assault On Inmate	<p>Formula Driven Line (Sum of the following 2 lines)</p> <p><i>Formula</i></p>
192	With Weapon	<p>The number of Assault on inmate incidents involving the use of a weapon.</p> <p><i>DIRS</i></p>
193	Without Weapon	<p>The number of Assault on inmate incidents without the use of a weapon.</p> <p><i>DIRS</i></p>
194	Battery on Inmate	<p>Formula: Sum of: "Battery with a Weapon" + "Battery without a Weapon" = Battery on Inmate Note: - Weapon codes between 100-299 (100 series refers to manufactured weapons, and 200 series to improvised or 'homemade' weapons) - Weapon codes in the 300, 400, and 500 series refer to Body Parts, Fluids, Natural Structures, respectively and are not considered 'weapons' in the classic sense. - If the weapon code for an incident is in the 300-599 series, or no weapon is noted - then the incident will be counted in the "With Out" Weapon category 837 Field Name - Specific Crime/Incident: contains the words 'Battery' and 'Inmate'. ** Weapon code reference guide is available on the COMPSTAT SharePoint Site under Data Sources, the DIRS link and Supporting Documents folder.</p> <p><i>Formula</i></p>
195	With Weapon	<p>The number of battery on inmate incidents involving the use of a weapon.</p> <p><i>DIRS</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Incidents

### Custody Operations

196	<b>Battery Causing Serious Bodily Injury (SBI)</b>	This is the number of battery on inmate incidents retrieved from the DIRS Report that do not include the use of a weapon, yet do result in Serious Bodily Injury (SBI). <i>DIRS</i>
197	<b>Cell Extractions</b>	The number of cell extractions conducted during the reporting period. 837 Part A Field Name - Cell Extraction: any selection other than 'N/A'. Note: Please note that more than one cell extraction can be reported under a single incident log number in DIRS. <i>DIRS</i>
198	<b>Cell Extractions (KEYHEA)</b>	Enter the number of KEYHEA cell extractions conducted during the reported period. 837 Field Name - Cell Extraction: any selection other than 'N/A' Part B1 - Participant Type: KeyHea Participant <i>Institution Reported</i>
199	<b>Escapes</b>	The number of escapes that occurred during the reporting period. 837 Field Name - Escapes: With Force or Without Force; Attempted not selected. <i>DIRS</i>
200	<b>Escapes- Number of Inmates Involved</b>	The number of inmates involved in escapes during the reporting period. <i>DIRS</i>
201	<b>Attempted Escapes</b>	The number of attempted escapes that occurred during the reporting period. 837 Field Name - Escapes: Attempted <i>DIRS</i>
202	<b>Melee/Riot</b>	The number of riots that occurred during the reporting period. 837 Field Name - Specific Crime/Incident contains the word "riot" <i>DIRS</i>
203	<b>Possession of a weapon</b>	The number of incidents involving the possession of a weapon during a reporting period. 837 Field Name - Specific Crime/Incident contains the words "weapon" and "possession" <i>DIRS</i>
204	<b>Resisting Staff</b>	The number of resisting staff incidents that occurred during the reporting period. 837 Field Name - Specific Crime/Incident contains the words "resist" <i>DIRS</i>
205	<b>Threatening Staff</b>	The number of threatening staff incidents that occurred during the reporting period. 837 Field Name - Specific Crime/Incident contains the words "threaten" and "officer" <i>DIRS</i>





# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Incidents

### Custody Operations

206	Sexual Misconduct	The number of "Sexual Misconduct" related incidents during the reporting period. <i>DIRS</i>
207	Attempted Suicide	The number of attempted suicides that occurred during the reporting period. 837 Field Name - Specific Crime/Incident contains the words "attempted" and "suicide" <i>DIRS</i>
208	Suicide	The number of suicides that occurred during the reporting period. 837 Field Name - Under Cause of Death checked box 'Suicide.' <i>DIRS</i>
209	Expected Death	The number of expected deaths that occurred during the reporting period. 837 Field Name - Death and checked box 'Natural' under Cause of Death. <i>DIRS</i>
210	Homicide	The number of homicides that occurred during the reporting period. 837 Field Name - Under Cause of Death checked box 'Homicide.' <i>DIRS</i>
211	Unexpected Death	The number of unexpected deaths that occurred during the reporting period. 837 Field Name - Death and checked boxes Accidental, Execution, Overdose or Unknown under Cause of Death (Note: Suicide/Homicide are not included as they are already listed on the report individually). <i>DIRS</i>
212	Total Number of Deaths	The total number of inmate deaths that occurred during the reporting period. Note: This data is retrieved from the 837-A to include those incidents with a checked box of 'Inmate' under the 837 Field Name -Death and Cause of Death. <i>DIRS</i>
213	Contraband Cell Phone Discoveries	This data is pulled from the Contraband Cellular Telephone Discoveries Report (CCTDR) total by institution by month, and is maintained at the DAI Mission level. <i>CCTDR</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Incidents

### Custody Operations

214	Miscellaneous	<p>A miscellaneous incident is any incident that is not classified as one of the following categories: 1) Controlled Substance, 2) Battery on Staff, 3) Battery on Inmate, 4) Cell Extraction, 5) Escape, 6) Attempted Escape, 7) Melee or Riot, 8) Possession of a Weapon, 9) Resisting Staff, 10) Threatening Staff, 11) Medical (includes: Attempted Suicide, Suicide, Expected Death, Homicide, Unexpected Death). The number of miscellaneous incidents not included in the above list that have occurred during the reporting period. 837 Field Name - Any 837 Part A that does not meet any of the other criteria for incident facets above.</p> <p><b>**Incident titles noted in the CDC 837 Part A Specific Crime field must be chosen from the dropdown menu list within DIRS to be counted in a specific category on the COMPSTAT report. If the incident title is hand-typed in the Specific Crime field rather than chosen from the dropdown menu list available in DIRS, the incident may be counted in the Miscellaneous category.</b></p> <p><b>DIRS</b></p>
215	Number of Non UOF Incidents Involving Mental Health Inmates	<p>This is the total number of Non Use of Force Incidents that involved inmates with a Mental Health Level of Care as documented on the CDCR-837, Part B1, with one or more of the following Mental Health related checkboxes selected: Correctional Clinical Case Management System; Enhanced Outpatient Program (EOP); Mental Health Crisis Bed (MHCB); or Department of Mental Health (DMH). This metric is further filtered to only include incidents in which the Use of Force box on the CDCR 837, Part A, has not been selected.</p> <p><b>DIRS</b></p>
216	Number of UOF Incidents Involving Mental Health Inmates	<p>This is the total number of Use of Force incidents that involved inmates with a Mental Health Level of Care as documented on the CDCR-837, Part B1, with one or more of the following Mental Health related checkboxes selected: Correctional Clinical Case Management System; Enhanced Outpatient Program (EOP); Mental Health Crisis Bed (MHCB); or Department of Mental Health (DMH). This metric is further filtered to include only incidents in which the Use of Force box on the CDCR 837 Part A has been selected.</p> <p><b>DIRS</b></p>
<b>Contraband Surveillance Watch (CSW)</b>		
218	Inmate Placements on CSW	<p>The count of inmate placements on Contraband Surveillance Watch (CSW) during the reporting month at an institution. A placement is defined as a stay on CSW beginning in the reporting month. Reporting month is defined as the first day of the calendar month through the last day of the calendar month.</p> <p><b>DAI Monthly CSW Data Export to COMPSTAT</b></p>
219	Average Number of Days on CSW	<p>The average number of days on Contraband Surveillance Watch (CSW) for the reporting month. This value is calculated as the sum of CSW placement days for the reporting month at an institution divided by the count of inmate placements on CSW during the same reporting month at the same institution.</p> <p><b>Formula</b></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Contraband Surveillance Watch (CSW)

### Custody Operations

220	<b>Average Number of Days on CSW (CYTD)</b>	<p>The average number of days on Contraband Surveillance Watch (CSW) for the current calendar year through the reporting month. This value is calculated as the sum of CSW placement days beginning in January of the current calendar year through the reporting month at an institution divided by the count of inmate placements on CSW beginning in January of the same calendar year through the reporting month at the same institution.</p> <p><i>Formula</i></p>
221	<b>Count of CSW Items Recovered</b>	<p>The count of items recovered during an inmate placement on Contraband Surveillance Watch (CSW) in the reporting month. Contraband item(s) recovered may be drugs, weapons, cellular phones, and other (unspecified) items. If no contraband items are found, a zero is recorded. Certain contraband items may be lost due to the inmate's digestive process resulting in less contraband items found than the true number of contraband items. The count of contraband items found may be larger than the count of inmate placements as multiple items may be found during a single inmate placement on CSW. A placement is defined as a stay on CSW beginning in the reporting month at an institution. Reporting month is defined as the first day of the calendar month through the last day of the calendar month.</p> <p><i>DAI Monthly CSW Data Export to COMPSTAT</i></p>
222	<b>CSW Search Warrants Requested</b>	<p>The count of Search Warrants requested for inmates on Contraband Surveillance Watch (CSW) during the reporting period. This count only reflects institution CSW search warrant requested and submitted to the District Attorney/Judge for review and approval. Reporting month is defined as the first day of the calendar month through the last day of the calendar month.</p> <p><i>DAI Monthly CSW Data Export to COMPSTAT</i></p>
223	<b>Inmate Placements Exceeding 3 Days On CSW</b>	<p>The count of inmate placements on Contraband Surveillance Watch (CSW) exceeding 3 consecutive full calendar days. A placement is defined as a stay on CSW beginning in the reporting month. Reporting month is defined as the first day of the calendar month through the last day of the calendar month. A full calendar day is defined as beginning at 00:00 hours and ending at 23:59 hours.</p> <p><i>DAI Monthly CSW Data Export to COMPSTAT</i></p>
<b>In Cell Violence/Incidents</b>		
228	<b>Number of In Cell Violence/Incidents (Between Inmates of Same Race)</b>	<p>Provide the number of "In Cell" acts committed by inmates of the same race. This data shall be collected utilizing your institutions's Incident Package and Rules Violation Report (RVR) tracking system.</p> <p><i>Institution Reported</i></p>
229	<b>Number of In Cell Violence/Incidents (Between Inmates of Different Race)</b>	<p>Provide the number of "In Cell" acts committed by inmates of different races. This data shall be collected utilizing your institutions's Incident Package and Rules Violation Report (RVR) tracking system.</p> <p><i>Institution Reported</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

Custody Operations

### In Cell Violence/Incidents

**230**      **Total Number of In Cell Violence/Incidents as Result of the IHP**      Provide the number of incidents that are the result of the IHP

*Institution Reported*

### Indecent Exposure Incidents

**232**      **Total Number of IEX Incidents**      Enter the total number of indecent exposure incidents that occurred during the reporting month. Note: Do not include Sexually Disorderly Conduct Incidents.

*Institution Reported*

**233**      **Number of D.A. Referrals**      Enter the total number of indecent exposure incidents referred to the District Attorney's Office for the reporting month.

*Institution Reported*

**234**      **Number of Sexually Disorderly Conduct Incidents (Masturbation w/o Exposure)**      Enter the number of Sexual Disorderly Conduct (masturbation without exposure) incidents that occurred during the reporting period. Do not include IEX incidents.

*Institution Reported*

**235**      **Number of documented mental health referrals (inmates)**      Enter the number of documented inmate mental health referrals for indecent exposure and sexually disorderly conduct incidents for the reporting month.

*Institution Reported*

**236**      **Total Number of Victims**      Enter the total number of victims of indecent exposure and sexual disorderly conduct incidents for the reporting month. This number will not necessarily match the total number of Indecent Exposure and Sexually Disorderly Conduct Incidents as there may be multiple victims per incident.

*Institution Reported*

**237**      **Number of Employee Report of Inmate Sexual Misconduct Forms Completed**      Enter the total number of Employee Report of Inmate Sexual Misconduct (CDCR 2152) forms completed by employees during the reporting period. A 2152 is required for both IEX and Sexual Disorderly Conduct Incidents. This number will not necessarily match the number of IEX and Sexually Disorderly Conduct Incidents as there may be multiple victims per incident.

*Institution Reported*

### Inmate Appeals

**239**      **Total Appeals received by the Appeals Office**      Formula: Sum of: "Total Appeals issued a Log Number" + "Total Appeal Screen Out" = Total Appeals Received by the Appeals Office

*Formula*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Appeals

### Custody Operations

240	<b>Total Appeals Issued a Log Number</b>	<p>Formula: Total of Inmate Appeal Breakdown Sum of: "Disciplinary" + "Custody/Classification" + "Mail" + "Visiting" + "Personal Property" + "Case Records" + "Staff Complaints" + "Living Conditions" + "Legal" + "Program" + "Segregation Hearings" + "Work Incentive" + "Re-Entry" + "Transfer" + "Funds" + "Other" + "ADA (1824's)" = Total Appeals Issued a Log Number</p> <p><i>Formula</i></p>
241	<b>Total Screen Outs</b>	<p>This data represents the total number of appeals screened out and returned to the appellant during the reporting period, meeting the screen out criteria within CCR. Title 15, DIV 3, Section 3084.6. This data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Appeals Listings, Screen-Outs for a specific time period. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month. Do not include informal appeal counts when reporting screen out data.</p> <p><i>Institution Reported</i></p>
242	<b>Overdue Appeals (Non-Medical) (Point-in-Time)</b>	<p>This data represents the number of Non-Medical related appeals for the reporting period that are reflected as outstanding at the end of the reporting month. (per CCR, Title 15, Section 3084) This data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Overdue Appeals. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
243	<b>Overdue Appeals Non-Medical (Monthly Cumulative)</b>	<p>This data represents the number of Non-Medical related appeals for the reporting period that were not completed within allowed time frames per CCR, Title 15, Section 3084. This data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Compliance Reports and provides the number of overdue appeals that occurred throughout the month (rather than those that are only showing outstanding at the end of the reporting month). The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
244	<b>Overdue Appeals (ADA)</b>	<p>This data represents the number of ADA related appeals for the reporting period that were not completed within allowed time frames per CCR, Title 15, Section 3084. This data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Overdue Appeals. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Appeals

### Custody Operations

**245 Total Modification Orders Issued (Third Level Only)** These are appeals that have been overturned at the 3rd Level of review, requiring a modification to the 2nd Level decision. The data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Modification Orders. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

**246 Appeals Per 100 Inmates** Formula: "Total Appeals Issued a Log Number" ÷ "Inmate Count" = Ratio per 100 Inmates

*Formula*

### Inmate Appeal Breakdown

**248 Disciplinary** This is the total number of disciplinary appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

**249 Custody/Classification** This is the total number of custody/classification appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

**250 Mail** This is the total number of mail appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

**251 Visiting** This is the total number of visiting appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

**252 Personal Property** This is the total number of personal property appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*



## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### Inmate Appeal Breakdown

#### Custody Operations

253	Case Records	<p>This is the total number of case records appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
254	Staff Complaints	<p>This is the total number of staff complaint appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
255	Staff Complaints - Medical	<p>This is the total number of medical staff complaint appeals received and issued a log number during the reporting period. The data is collected from the Medical Appeals Tracking System (MATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
256	Living Conditions	<p>This is the total number of living conditions appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
257	Legal	<p>This is the total number of legal appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
258	Program	<p>This is the total number of program appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>



## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### Inmate Appeal Breakdown

#### Custody Operations

259	Segregation Hearings	<p>This is the total number of segregation hearing appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
260	Work Incentive	<p>This is the total number of work incentive appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
261	Re-Entry	<p>This is the total number of re-entry appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
262	Transfer	<p>This is the total number of transfer appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
263	Funds	<p>This is the total number of fund appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
264	Other	<p>This is the total number of "other" appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>





# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Appeal Breakdown

### Custody Operations

265	ADA (1824's)	<p>This is the total number of ADA appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.</p> <p><i>Institution Reported</i></p>
<b>Inmate Medical Appeals</b>		
267	Total Appeals Received by the Appeals Office	<p>DATA CURRENTLY UNAVAILABLE: Formula: Sum of: "Total Medical Appeals issued a Log Number" + "Total Medical Appeals Screen Out" = Total Medical Appeals Received by the Medical Appeals Office</p> <p><i>Formula</i></p>
268	Total Appeals Issued a Log Number	<p>DATA CURRENTLY UNAVAILABLE: This data is retrieved from the "IMATP Monthly Report"; (Tab or Sheet) Monthly Summary Report; (Section) General Appeal Activity; (Column) Formal ReceivedThe report is made available from the California Correctional Health Care Services (CCHCS), Litigation Support Unit</p> <p><i>IMATP Monthly Report</i></p>
269	Total Screen Outs	<p>DATA CURRENTLY UNAVAILABLE: This data is taken from the CPHCS Health Care Appeals Monthly Summary Report, "Total Screen Outs" column. Note: This system data is being represented on the COMPSTAT report as of January 2011. Due to changing regulations and forms for Inmate Appeals, there may be a spike in Medical Appeal Screen Outs during the early portion of calendar year 2011.</p> <p><i>CCHCS Healthcare Appeals Monthly Summary Report</i></p>
270	Overdue Appeals -Medical Related (Point-in-Time)	<p>DATA CURRENTLY UNAVAILABLE: This data represents the number of Medical-related appeals for the reporting period that were not completed within allowed timeframes per CCR, Title 15, Section 3084.This data represents a point-in-time reflecting only those overdue appeals as of the last day of the monthly reporting period. This data is received retrieved from the Column: Formal Overdue; Section: General Appeal Activity; Sheet: Monthly Summary Report in the IMATP Monthly Summary Report General Appeal Activity Section from the Formal Overdue column for each institution via the California Correctional Health Care Services (CCHCS).</p> <p><i>Health Care Services Monthly Report</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Medical Appeals

### Custody Operations

271	<b>Overdue Appeals - Medical Related (Monthly Cumulative)</b>	<p>DATA CURRENTLY UNAVAILABLE: This data represents cumulative overdue appeal data for Dental (Perez) and ADA (Armstrong) only and excludes Mental Health (Coleman) and Medical Compliance (Perez). This data represents the number of cumulative Medical-related Dental and ADA appeals for the reporting period that were not completed within allowed timeframes per CCR, Title 15, Section 3084. This data provides the number of overdue appeals that occurred throughout the month (running total – rather than those that are only showing outstanding at the end of the reporting month). The ADA Overdue data is retrieved received from the Column C and title: Late; Section: ADA 1-MonthData; Sheet: Sheet1 via ADA Monthly Report; The Dental Overdue data is retrieved from the Column G and title: Overdue;; Section: DENTAL APPEALS – Institution Level; Sheet: Sheet1 via Monthly Perez Report. The data is manually counted by institutions and report to the California Correctional Health Care Services (CCHCS). Both monthly ADA and Perez reports come from CCHCS. :MATS Program ADA and Dental Summary Reports via the Division of Correctional Health Care Services. CCHCS. The Overdue Appeals = ADA overdue + Dental Overdue.</p> <p><i>Health Care Services Monthly Report</i></p>
-----	---	--

272	<b>Total Modification Orders Issued</b>	<p>DATA CURRENTLY UNAVAILABLE: Note: Data not available to the institution-level as of April 2010. Pending meeting between DAI and CPHCS's Third Level Appeals to confirm whether and how CPHCS's systems actually track and are able to report this data.</p> <p><i>Office of 3rd Level Appeals Monthly Appeals Report</i></p>
-----	---	---

273	<b>Appeals Per 100 Inmates</b>	<p>DATA CURRENTLY UNAVAILABLE: Formula: "Total Medical Appeals Issued a Log Number" ÷ "Inmate Count" = Ratio per 100 Inmates</p> <p><i>Formula</i></p>
-----	--------------------------------	--

### Academic Programs - Total

### Programs

276	<b>Inmate Capacity</b>	<p>Previously named Quota, it is defined as the highest total number of inmates who may be assigned/elective to an Education class. Total capacity for each teacher does not fluctuate from month-to-month. Regardless of the number of students assigned/elective to a classroom, the capacity does not change. Any capacity reported that is above or below what was outlined in the new model must be reported to Adult Programs and the Office of Correctional Education with a full justification. *Vacant positions also carries a capacity</p> <p><i>DRP</i></p>
-----	------------------------	---

277	<b>Inmate Enrollment</b>	<p>The number of inmates assigned or enrolled in an academic education program at the end of the month. Mapped from the Education Monthly Report (EMR) Academic Programs-&gt; Student Assignment-&gt;Ending Number of Students EMR Counting Rule: Number of Students Enrolled + Number of Student Adds - Number of Student Drops</p> <p><i>DRP</i></p>
-----	--------------------------	--

278	<b>% of Total Capacity Enrolled</b>	<p>Formula: Inmate Enrollment ÷ Inmate Capacity = Percent of Total Capacity Enrolled</p> <p><i>Formula</i></p>
-----	-------------------------------------	--



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Academic Programs - Attendance Tracking

### Programs

280	Total Hours X-Time	EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The amount of time an inmate actively participates in an academic program. Add: Formula (classroom Attendance + Homework Credit) <i>DRP</i>
281	Total Hours S-Time	EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The amount of time an inmate was unable to participate due to circumstances beyond their control. <i>DRP</i>
282	Total S-Time Non-Education	This is a formula driven line (S-Time Non-Education Medical + S-Time Non-Education Custody). <i>Formula</i>
283	Total S-Time Non-Education (S-Time Medical)	EMR Counting Rule: S Time Medical: The total number of S-time hours recorded for students that was due to medical. Examples include doctor and dental visits for various ailments and/or checkups <i>DRP</i>
284	Total S-time Non-Education (S-Time Custody)	EMR Counting Rule: S Time Custody: The total number of S-time hours recorded for students that was due to custody. Examples include but are not limited to late feeding, delay of inmate receiving gate passes, lockdowns, etc... <i>DRP</i>
285	Total S-Time Education	EMR Counting Rule: The total number of S-time hours recorded for students that was due to Education. Examples include but are not limited to, teacher vacancies, teacher short-term illness or other unanticipated leave use, training that is not mandatory, teacher on a special, acting or out-of-class assignment, etc... <i>DRP</i>
286	Total E-Time Education	The total number of E-time hours recorded for students out with proper authorization. Examples include but are not limited to attorney visits, parole hearings, etc. <i>DRP</i>
287	Total A-Time Education	The total number of A-time hours recorded for students not attending class without proper authorization. Any time not in class during designated hours without authorization will be counted as A-time. <i>DRP</i>

### Academic Programs - Outcomes and Completions

289	Number of Program Completions	Suspended until the DRP/DAI Workgroup realigns this section. EMR Counting Rule: Defined as the total number of dropped students that have completed all course work related to the level or program (i.e. Academic: Completion of all course work related to ABE I) <i>EMR</i>
-----	-------------------------------	---



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Academic Programs - Outcomes and Completions

### Programs

**290 GED Certificate Completion** The number of General Education Development (GED) certificate completions earned during the reporting month. GED certificates can be completed in a variety of Education programs. The certificates can be completed in Academic, Vocational, or Literacy programs. Certificates may have also been completed in a variety of independent study or voluntary programs that have existed historically. Sourced from 'Total No. of GEDs Certificates Earned' on the Education Monthly Report (EMR)

*DRP*

**291 High School Diploma** The number of high school diplomas earned in academic programs during the reporting month.

*DRP*

**292 Number of inmates on Academic Waiting List** Suspended until the DRP/DAI Workgroup realigns this section. The total number of inmates on the Academic Education Programs waiting list.

*EMR*

### Academic Programs - Programming Eligible Inmate Population

**294 Average TABE (OVERALL) Level of Inmates** Calculate the average Test for Adult Basic Education (TABE) score of ALL inmates regardless of whether or not they are enrolled in educational programming.

*Institution Reported*

**295 Inmates (Students) TABE Overall Level < 9.0** Suspended until the DRP/DAI Workgroup realigns this section. Enter the number of students assigned at the end of the month with a Test for Adult Basic Education (TABE) Level of 9.0 and below. Note: This information is received from the EMR report and is a sum of the following three lines from that report: 1) TABE Scores 3.9, and below; 2) TABE Scores 4.0 - 6.9; and 3) TABE Scores 7.0 - 8.9.

*EMR*

**296 Inmates (Students) TABE Overall Level > 9.0** Suspended until the DRP/DAI Workgroup realigns this section. Enter the number of students assigned at the end of the month with a Test for Adult Basic Education (TABE) Level of 9.0 and above.

*EMR*

### Vocational Programs - Full Time

**303 Inmate Capacity** Previously named Quota, it is defined as the highest total number of inmates who may be assigned/enrolled to an Education class. Total capacity for each teacher does not fluctuate from month-to-month. Regardless of the number of students assigned/enrolled to a classroom, the capacity does not change. For Vocational Teachers ensure the total Equivalent Capacity is at 27, and can be just Full Time, just Half Time or a combination of both. Notification must be given to the Office of Correctional Education as well as Adult Programs if total equivalent Capacity is above or below 27. \*Vacant positions also carries a capacity

*DRP*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Vocational Programs - Full Time

### Programs

304	Inmate Enrollment	The number of full time inmates assigned or enrolled in an vocational education program at the end of the month (formula) No. of students enrolled + no. of students add - no. of student drops
-----	-------------------	---

**DRP**

305	% of Total Capacity Enrolled
-----	------------------------------

Formula: Inmate Quota ÷ Inmate Assignments = Percent of Total Quota Enrolled

**Formula**

### Vocational Programs - Half Time

307	Inmate Capacity	Suspended until the DRP/DAI Workgroup realigns this section. Previously named Quota, it is defined as the highest total number of inmates who may be assigned/enrolled to an Education class. Total capacity for each teacher does not fluctuate from month-to-month. Regardless of the number of students assigned/enrolled to a classroom, the capacity does not change. For Vocational Teachers ensure the total Equivalent Capacity is at 27, and can be just Full Time, just Half Time or a combination of both. Notification must be given to the Office of Correctional Education as well as Adult Programs if total equivalent Capacity is above or below 27.*Vacant positions also carries a capacity
-----	-----------------	--

**EMR**

308	Inmate Enrollment
-----	-------------------

Suspended until the DRP/DAI Workgroup realigns this section. The number of half time inmates assigned or enrolled in an vocational education program at the end of the month (formula) No. of students enrolled + no. of students add - no. of student drops

**EMR**

309	% of Total Capacity Enrolled
-----	------------------------------

Formula: Inmate Quota ÷ Inmate Assignments = Percent of Total Quota Enrolled

**Formula**

### Vocational Programs - Attendance Tracking

311	Total X-Time	EMR Counting Rule: The total number of X time hours recorded for students that attends class
-----	--------------	--

**DRP**

312	Total S-Time	EMR Counting Rule: Formula: Addition of S Time Education, S Time Custody and S Time Medical The amount of time an inmate was assigned to a program but was unable to attend due to circumstances beyond their control.
-----	--------------	--

**DRP**

313	Total S-Time Non-Education
-----	----------------------------

This is a formula driven line (S-Time Non-Education Medical + S-Time Non-Education Custody).

**Formula**

314	Total S-Time Non-Education (S-Time Medical)
-----	---

EMR Counting Rule: The total number of S-time hours recorded for students that was due to medical. Examples include doctor and dental visits for various ailments and/or checkups

**DRP**



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Vocational Programs - Attendance Tracking

### Programs

**315**      **Total S-Time Non-Education (S-Time Custody)**      New Counting Rule: The total number of S-time hours recorded for students that was due to custody. Examples include but are not limited to late feeding, delay of inmate receiving gate passes, lockdowns, etc.

*DRP*

**316**      **Total S-Time Education**      EMR Counting Rule: The total number of S-time hours recorded for students that was due to Education. Examples include but are not limited to, teacher vacancies, teacher short-term illness or other unanticipated leave use, training that is not mandatory, teacher on a special, acting or out-of-class assignment, etc...

*DRP*

**317**      **Total E-Time Education**      The total number of E-time hours recorded for students out with proper authorization. Examples include but are not limited to attorney visits, parole hearings, etc.

*DRP*

**318**      **Total A-Time Education**      The total number of A-time hours recorded for students not attending class without proper authorization. Any time not in class during designated hours without authorization will be counted as A-time.

*DRP*

### Vocational Programs - Outcomes and Completions

**320**      **Number of Inmates on VOC Waiting List**      Suspended until the DRP/DAI Workgroup realigns this section. The total number of inmates on the Vocational Education Programs waiting list.

*EMR*

### Student Achievements

**322**      **Component Completions**      The total number of students who have completed components of a program (Include NCCER and Non-NCCER). Component completions will be reported after the student has completed and successfully passed all requirements of a component of the approved CDCR curricula. See Vocational Appendix for full listing of components. Note: Previously reported as "vocTotalNoNCCERComponentComp" and "vocTotalNoCourseComp"

*DRP*

**323**      **Program Completions**      The total number of students who have completed all required components of a program during the reporting month (Include NCCER and Non-NCCER). For example a program completion for Machine Shop would necessitate completion of Quality Control/Machinist Helper, Material Cutter/Power Saw Operator, Drill Press Operator, Lathe Operator, Milling Machine Operator, and Tool Grinder Operator. See Vocational Appendix for a complete listing of each Vocational programs' requirements. Note: Previously reported as "vocTotalNoNCCERProgramComp" and "vocTotalNoProgramComp"

*DRP*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Student Achievements

### Programs

324	Industry Certifications	The total number of students who have obtained an Industry Certification for the reporting month (Include NCCER and Non-NCCER). Certifications are test(s) of skills as sanctioned by an industry recognized organization such as the National Center for Construction Education Research, American Welding Society, etc. See Vocational Appendix for full listing of Industry Certifications that may be obtained.
-----	-------------------------	---

*DRP*

### Office of Substance Abuse and Treatment Services (OSATS)

326	Number of In-Prison Slots (aka SAP Beds)	Enter the number of contracted SAP slots available during the reporting period, based on the last population report of the month.
-----	--	---

*Institution Reported*

327	Number of Participants Enrolled (aka SAP Beds Filled)	SAP Participants Assigned - enter the number of inmates assigned to SAP at the end of each reporting period.
-----	---	--

*Institution Reported*

328	Enrollment Rate (aka % of SAP Beds Filled)	Formula: The number of SAP participants assigned divided by the number of SAP slots. [Budget Display Act requirement performance measure]
-----	--	---

*Formula*

329	Waiting List of Potential SAP Participants	Enter the number of inmates on the SAP waiting list during the reporting period.
-----	--	--

*Institution Reported*

330	Exits with Completion	Equals total exits with completion from regular SAP's, as reported by contracted treatment provider. [Budget Display Act requirement performance measure]
-----	-----------------------	---

*Institution Reported*

331	Program Utilization X-Time	Total number of X Time for OSATS
-----	----------------------------	----------------------------------

*DRP*

332	Program Utilization XSEA Total	Total number of XSEA Time
-----	--------------------------------	---------------------------

*DRP*

333	Program Utilization Rate (AB900 Benchmark 5)	Program Utilization Rate (AB900 Benchmark 5)
-----	--	--

*Formula*

### Inmate Work Assignments

335	Available Assignments	Formula: Full Time Assignments + Half Time Assignments = Total Available Assignments
-----	-----------------------	--

*Formula*



## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### Inmate Work Assignments

#### Programs

336	Full Time	Sum of Full Time Quotas for each Inmate Work Training Incentive Program (IWTIP) code, with the exception of 'Bridging' excluded after 1/1/2009. This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
337	Half Time	Sum of Half Time Quotas for each Inmate Work Training Incentive Program (IWTIP) code, with the exception of 'Bridging' excluded after 1/1/2009. This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
338	Eligible Inmates	Offender's with a work status of FUL, Haf, or UN and a WorkGroup Code is in ('A1', 'A2', 'F', 'B') and the offender is not in 'ASU', 'EOP', 'DMH', 'SEO', or 'RC'. This data is received on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
339	Inmates Assigned	Formula: Full Time Assignments + Total Half Time Assignments = Total Inmates Assigned <i>Formula</i>
340	Full Time	Offenders WorkGroupCode is in ('A1', 'F') AND the offenders WorkStatus = 'FUL' and the offender is not in the 'RC' HousingProgramAssignment. This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
341	Half Time	Formula: One Half Time Assignments + Two Half Time Assignments = Total Half Time Assignments. Offender's WorkGroupCode is in ('A1', 'A2', 'B') and the offender's WorkStatus is 'HAF' and the offender is not in the 'RC' HousingProgramAssignment <i>Formula</i>
342	One Half Time Assignment	above criteria, offenders who are assigned exactly 1 job with the job status of 'HAF' . This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
343	Two Half Time Assignments	above criteria, offenders who are assigned exactly 2 jobs with the job status of 'HAF' . This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>





# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Work Assignments

### Programs

344	Vacant Work Assignments	Formula: Difference of: "Available Assignments" - "Inmates Assigned" = Vacant Work Assignments <i>Formula</i>
345	Percent of Filled Work Assignments	Formula: "Inmates Assigned" ÷ "Available Assignments" = Percent of Filled Work Assignments <i>Formula</i>
346	Percent of Filled Work Assignments - Full Time	The Percent of Filled Full-Time Work Assignments = Number of Full-Time Assigned Inmates divided by the Number of Full-Time Assignments. <i>Formula</i>
347	Percentage of Filled Work Assignments - Half-Time	The Percent of Filled Half-Time Work Assignments = Number of inmates with One Half Time Assignment, Plus Two times the number of inmates with two half-time assignments, divided by the Number of Half-Time Assignments available" (One-Half-Time Inmates + (2 * Two-Half-Time Inmates)) / Total Half-Time Assignments. <i>Formula</i>
348	Inmates Unassigned	Formula: Sum of: "Voluntary" + "Involuntary" = Inmates Unassigned <i>Formula</i>
349	Voluntary	Offender's PrivilegeGroupCode = 'C' and offender's WorkGroupCode = 'C'. This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
350	Involuntary	Offender's WorkStatus = 'UN'. This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
351	Inmates on Waiting List	Enter the number of inmates on a waiting list for placement into a work assignment on the last counting day of the month. This value can be determined by contacting Inmate Assignments and accessing the "Inmate Work/Training Assignments Monthly Report.  Determine the total by referring to the section of the report titled "Part B Category Breakdown of Eligible but Unassigned Inmates" and then record the total as listed in the final line "Part B-Total Inmates." <i>Institution Reported</i>
Prison Industry Authority		
353	PIA Assignments	This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

Prison Industry Authority

Programs

354	PIA Assignments Filled	<p>This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot.</p> <p><b>DDPS</b></p>
355	% of PIA Assignments Filled	<p>Formula: PIA Assignments Filled ÷ PIA Assignments = Percent of PIA Assignments Filled [Budget Display Act requirement performance measure]</p> <p><b>Formula</b></p>
356	PIA Lost Hours	<p>PIA Lost Hours = 'Custody' Lost Hours + 'Ducats' Lost Hours + 'Industry Related' Lost Hours + 'Other' Lost Hours + 'Vacant' Lost Hours. This data is retrieved from the PIA Headquarters Lost Hours Report. **Please note that SAC/COR's Lost Hours include the following calculations from additional columns on the PIA Headquarter's provided Lost Hours Report:</p> <ul style="list-style-type: none"><li>•SAC = SAC row + CO row– PIA HQ.</li><li>•COR = COR row + OTD row.</li></ul> <p><b>Formula</b></p>
357	(Custody) PIA Lost Hours	<p>Custody Lost Hours include: Lockdowns, restricted movement, recalls, CDC 115, disciplinary hearings, confined to quarters, administrative segregation, gate passes/awaiting or pulled and late releases. This data is retrieved from the 'Custody' column on the PIA Lost Hours Report.</p> <p><b>PIA Headquarters Lost Hours Report</b></p>
358	(Ducats) PIA Lost Hours	<p>Ducat Lost Hours include: Medical, ETO time/visits, priority ducats, on the job injury, vocational education break, out to court and lay-in. This data is retrieved from the 'Ducat' column on the PIA Lost Hours Report.</p> <p><b>PIA Headquarters Lost Hours Report</b></p>
359	(Industry Related) PIA Lost Hours	<p>Industry-Related Lost Hours include: Material shortages, orders complete (lack of work), supervisor absence, inventory and power outages/equipment downtime. This data is retrieved from the 'Ind-Rel' column on the PIA Lost Hours Report.</p> <p><b>PIA Headquarters Lost Hours Report</b></p>
360	(Other) PIA Lost Hours	<p>Other Lost Hours include: Classification hearings, unexcused absence, inclement weather(fog &amp; heat), inappropriate clothing and other. This data is retrieved from the 'Other' column on the PIA Lost Hours Report.</p> <p><b>PIA Headquarters Lost Hours Report</b></p>
361	(Vacant) PIA Lost Hours	<p>Vacant Lost Hours: Amount of lost hours due to vacant inmate positions. This data is retrieved from the 'Vacant' column on the PIA Lost Hours Report.</p> <p><b>PIA Headquarters Lost Hours Report</b></p>
<b>College Programs (unfunded)</b>		
363	Number of inmates enrolled in College Courses	<p>Suspended until the DRP/DAI Workgroup realigns this section. The number of inmates enrolled in college courses (unduplicated).</p> <p><b>EMR</b></p>



## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### College Programs (unfunded)

#### Programs

364	Course Completions	Suspended until the DRP/DAI Workgroup realigns this section. The number of courses completed by inmates. <i>EMR</i>
365	No. of Units/Credits Earned (total)	Suspended until the DRP/DAI Workgroup realigns this section. The number of college credits earned. <i>EMR</i>
366	No. of Associate Degrees	Suspended until the DRP/DAI Workgroup realigns this section. The number of Associate degrees earned. <i>EMR</i>
367	No. of Bachelor Degrees	Suspended until the DRP/DAI Workgroup realigns this section. The number of Bachelor degrees earned. <i>EMR</i>
368	No. of Master Degrees	Suspended until the DRP/DAI Workgroup realigns this section. The number of Master degrees earned. <i>EMR</i>
369	No. of College Course Assessments	Suspended until the DRP/DAI Workgroup realigns this section. The number of College course assessments. <i>EMR</i>
Inmate Leisure Time Activity Groups (ILTAG)		
371	Total Number of ILTAG Groups	Enter the total number of ILTAG groups at the institution that "meet" the criteria outlined in the CCR Title 15 section 3233. This should be the total number of groups regardless of whether they meet during the reporting month. <i>Institution Reported</i>
372	Total Number of Meetings Held	Formula: Sum of: "AA" + "NA" + "Veteran's" + "Other" = Total Number of Meetings Held <i>Formula</i>
373	Total Number of Attendees (for all meetings held)	Formula: Sum of: "AA" + "NA" + "Veteran's" + "Other" = Total Number of Attendees <i>Formula</i>
374	Total Number of Contact Hours (for all meetings held)	Formula: Sum of Contact Hours for: "AA" + "NA" + "Veteran's" + "Other" = Total Number of Contact Hours <i>Formula</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Alcoholics Anonymous (AA)

### Programs

**376 Total Number of Meetings Held** Enter the total number of meetings held during the reporting period. Count only meetings held NOT those scheduled.  
*Institution Reported*

**377 Total Number of Attendees** Enter the total number of AA meeting attendees as of the last day of the monthly reporting period. \*\*Count each inmate every time the program meets. Multiple counts of inmates will occur.  
*Institution Reported*

**378 Total Meeting Hours** Enter the total meeting hours for this ILTAG group. Sum the total number of hours this group met for the month. If there were 4 meetings at 2 hours each, you would enter 8 Total Meeting Hours. If the meeting hours varied for the month, add them together, i.e. Meeting A = 1.5 hours, Meeting B = 2.0 hours and Meeting C = 3.0 hours. For this example, summed, the Total Meeting Hours would then be reported here as 6.5.  
*Institution Reported*

**379 Contact Hours** This is a formula driven line based on the following: Total AA Group monthly meeting attendees x Total meeting hours = Total Contact Hours.  
*Formula*

### Narcotics Anonymous (NA)

**381 Total Number of Meetings Held** Enter the total number of meetings held during the reporting period. Count only meetings held NOT those scheduled.  
*Institution Reported*

**382 Total Number of Attendees** Enter the total number of NA meeting attendees as of the last day of the monthly reporting period. \*\*Count each inmate every time the program meets. Multiple counts of inmates will occur.  
*Institution Reported*

**383 Total Meeting Hours** Enter the total meeting hours for this ILTAG group. Sum the total number of hours this group met for the month. If there were 4 meetings at 2 hours each, you would enter 8 Total Meeting Hours. If the meeting hours varied for the month, add them together, i.e. Meeting A = 1.5 hours, Meeting B = 2.0 hours and Meeting C = 3.0 hours. For this example, summed, the Total Meeting Hours would then be reported here as 6.5.  
*Institution Reported*

**384 Contact Hours** This is a formula driven line based on the following: Total NA monthly meeting attendees x Total meeting hours = Total Contact Hours.  
*Formula*

### Veteran's Groups

**386 Total Number of Meetings Held** Enter the total number of meetings held during the reporting period. Count only meetings held NOT those scheduled.  
*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Veteran's Groups

### Programs

**387**      **Total Number of Attendees**      Enter the total number of Veteran's Groups meeting attendees as of the last day of the monthly reporting period. \*\*Count each inmate every time the program meets. Multiple counts of inmates will occur.

*Institution Reported*

**388**      **Total Meeting Hours**      Enter the total meeting hours for this ILTAG group. Sum the total number of hours this group met for the month. If there were 4 meetings at 2 hours each, you would enter 8 Total Meeting Hours. If the meeting hours varied for the month, add them together, i.e. Meeting A = 1.5 hours, Meeting B = 2.0 hours and Meeting C = 3.0 hours. For this example, summed, the Total Meeting Hours would then be reported here as 6.5.

*Institution Reported*

**389**      **Contact Hours**      This is a formula driven line based on the following: Total Veteran's Group monthly meeting attendees x Total meeting hours = Total Contact Hours.

*Formula*

### All Other ILTAG's

**391**      **Total Number of Meetings Held**      Enter the total number of meetings held during the reporting period. Count only meetings held NOT those scheduled.

*Institution Reported*

**392**      **Total Number of Attendees**      Enter the total number of Other ILTAG meeting attendees as of the last day of the monthly reporting period. \*\*Count each inmate every time the program meets. Multiple counts of inmates will occur.

*Institution Reported*

**393**      **Total Meeting Hours**      Enter the total meeting hours for this ILTAG group. Sum the total number of hours this group met for the month. If there were 4 meetings at 2 hours each, you would enter 8 Total Meeting Hours. If the meeting hours varied for the month, add them together, i.e. Meeting A = 1.5 hours, Meeting B = 2.0 hours and Meeting C = 3.0 hours. For this example, summed, the Total Meeting Hours would then be reported here as 6.5.

*Institution Reported*

**394**      **Contact Hours**      This is a formula driven line based on the following: Total 'Other' Group monthly meeting attendees x Total meeting hours = Total Contact Hours.

*Formula*

### Budget Allotment (Program 25)

### Administration

**397**      **Allotment**      SUSPENDED UNTIL ADMINISTRATIVE WORKGROUP REALIGNS THIS SECTION. This represents the Program 25 monthly Net Total under the Budget column, taken from the CDCR Business Intelligence (BI) Budget Report in BIS. The CDCR BI Budget Report is accessed through the following sequence of tabs: Financial Reporting / Budget Reporting / Display CDCR BI Budget Report. Note: This data is calculated as a Fiscal Year to Date (FYTD) total, and represents the last months Budget Allotment plus any additional Budget Allotments that may be received during the reporting month.

*BIS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Budget Allotment (Program 25)

Administration

398	Surplus/Deficit	<p>SUSPENDED UNTIL ADMINISTRATIVE WORKGROUP REALIGNS THIS SECTION. This represents the Program 25 monthly Net Total under the Remaining Budget column, taken from the CDCR Business Intelligence (BI) Budget Report in BIS. The CDCR BI Budget Report is accessed through the following sequence of tabs: Financial Reporting / Budget Reporting / Display CDCR BI Budget Report. Note: This data is calculated as the Budget Allotment minus ("YTD Actuals" + "Encumbrances"). Surpluses are indicated as a positive number, and deficits are indicated as a negative number.</p> <p><b>BIS</b></p>
-----	-----------------	--

### Budget Allotment (Program 45)

400	Allotment	<p>SUSPENDED UNTIL ADMINISTRATIVE WORKGROUP REALIGNS THIS SECTION. This represents the Program 45 monthly Net Total under the Budget column, taken from the CDCR Business Intelligence (BI) Budget Report in BIS. The CDCR BI Budget Report is accessed through the following sequence of tabs: Financial Reporting / Budget Reporting / Display CDCR BI Budget Report. Note: This data is calculated as a Fiscal Year to Date (FYTD) total, and represents the last months Budget Allotment plus any additional Budget Allotments that may be received during the reporting month.</p> <p><b>BIS</b></p>
-----	-----------	---

401	Surplus/Deficit	<p>SUSPENDED UNTIL ADMINISTRATIVE WORKGROUP REALIGNS THIS SECTION. This represents the Program 45 monthly Net Total under the Remaining Budget column, taken from the CDCR Business Intelligence (BI) Budget Report in BIS. The CDCR BI Budget Report is accessed through the following sequence of tabs: Financial Reporting / Budget Reporting / Display CDCR BI Budget Report. Note: This data is calculated as the Budget Allotment minus ("YTD Actuals" + "Encumbrances"). Surpluses are indicated as a positive number, and deficits are indicated as a negative number.</p> <p><b>BIS</b></p>
-----	-----------------	--

### Personnel Vacancies (Category)

403	Total of all personnel in filled positions.	<p>Formula: Sum of: Filled Budgeted Positions ("Custody" + "Other Custody" + "Education" + "Support Staff" + "Trades" + "Management") = Total of all Personnel in Filled Positions.</p> <p>**Excludes Medical Personnel.</p> <p><b>Formula</b></p>
-----	---	--

### Custody (Uniformed)

405	Budgeted Positions	<p>Enter the number of budgeted Custody positions (Uniformed) with Class Codes 9662 (Correctional Officer), 9659 (Correctional Sergeant), 9656 (Correctional Lieutenant), 8976 (Fire Chief), and 9001 (Fire Captain); of CBID's R06, S06, U06 and E06, during the reporting period.</p> <p><b>Institution Reported</b></p>
-----	--------------------	--

406	Pending 607's - Net	<p>This reflects the number of positions from pending 607 activity not currently reflected on the SCO Tab. This information will be reported by Personnel, Personnel Assignments or the Budget Analyst. A positive number reflects establishing positions and a negative number reflects abolishing positions. Note: Pending 607's are not automatically calculated into the next month's Budgeted Positions total since each month is an independent snapshot "in time". Pending 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap.</p> <p><b>Institution Reported</b></p>
-----	---------------------	--



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Custody (Uniformed)

### Administration

407	Adjusted Budgeted Total	Formula: Sum of: "Budgeted Positions" + "Pending 607's - Net" = Adjusted Budgeted Positions <i>Formula</i>
408	Filled Budgeted Positions	Enter the number of filled budgeted Custody positions (Uniformed) with Class Codes 9662 (Correctional Officer), 9659 (Correctional Sergeant), 9656 (Correctional Lieutenant), 8976 (Fire Chief), and 9001 (Fire Captain); of CBID's R06, S06, U06 and E06, during the reporting period. <i>Institution Reported</i>
409	920 Blanket	Count the staff in the 920 Blanket that are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status. <i>Institution Reported</i>
410	918 Blanket	Count the staff in the 918 Blanket that are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position. <i>Institution Reported</i>
411	True Vacancy Total	Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total <i>Formula</i>
412	902 Blanket	Display Purpose Only - (Not factored into formula). Count the staff in the 902 Blanket. 902 Blanket refers to those staff who are being paid as temporary employees. <i>Institution Reported</i>
413	916 Blanket	Display Purpose Only - (Not factored into formula). Count the staff in the 916 Blanket. 916 Blanket refers to retired annuitant staff. <i>Institution Reported</i>
414	Number of "Other" Type of Leave	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. <i>Institution Reported</i>
<b>Other Custody (Non-Uniformed)</b>		
416	Budgeted Positions	Enter the number of budgeted Custody positions (Non-Uniformed) with remaining CBID's R06, S06, U06 and E06, excluding the above identified uniformed custody staff, during the reporting period. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Other Custody (Non-Uniformed)

### Administration

417	Pending 607's - Net	<p>This reflects the number of positions from pending 607 activity not currently reflected on the SCO Tab. This information will be reported by Personnel, Personnel Assignments or the Budget Analyst. A positive number reflects establishing positions and a negative number reflects abolishing positions. Note: Pending 607's are not automatically calculated into the next month's Budgeted Positions total since each month is an independent snapshot "in time". Pending 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap.</p> <p><i>Institution Reported</i></p>
418	Adjusted Budgeted Total	<p>Formula: Sum of: "Budgeted Positions" + "Pending 607's - Net" = Adjusted Budgeted Positions</p> <p><i>Formula</i></p>
419	Filled Budgeted Positions	<p>Enter the number of filled budgeted Custody positions (Non-Uniformed) with remaining CBID's R06, S06, U06 and E06, excluding the above identified uniformed custody staff, during the reporting period.</p> <p><i>Institution Reported</i></p>
420	920 Blanket	<p>Count the staff in the 920 Blanket that are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.</p> <p><i>Institution Reported</i></p>
421	918 Blanket	<p>Count the staff in the 918 Blanket that are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.</p> <p><i>Institution Reported</i></p>
422	True Vacancy Total	<p>Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total</p> <p><i>Formula</i></p>
423	902 Blanket	<p>Display Purpose Only - (Not factored into formula). Count the staff in the 902 Blanket. 902 Blanket refers to those staff who are being paid as temporary employees.</p> <p><i>Institution Reported</i></p>
424	916 Blanket	<p>Display Purpose Only - (Not factored into formula). Count the staff in the 916 Blanket. 916 Blanket refers to retired annuitant staff.</p> <p><i>Institution Reported</i></p>





## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### Other Custody (Non-Uniformed)

#### Administration

425	<b>Number of "Other" Type of Leave</b>	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. <i>Institution Reported</i>
-----	--	---

#### Education Positions

427	<b>Budgeted Positions</b>	Enter the number of all budgeted positions in Education, as well as Managers and Support Staff. <i>Institution Reported</i>
-----	---------------------------	--

428	<b>Pending 607's - Net</b>	This reflects the number of positions from pending 607 activity not currently reflected on the SCO Tab. This information will be reported by Personnel, Personnel Assignments or the Budget Analyst. A positive number reflects establishing positions and a negative number reflects abolishing positions. Note: Pending 607's are not automatically calculated into the next month's Budgeted Positions total since each month is an independent snapshot "in time". Pending 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap. <i>Institution Reported</i>
-----	----------------------------	---

429	<b>Adjusted Budgeted Total</b>	Formula: Sum of: "Budgeted Positions" + "Pending 607's - Net" = Adjusted Budgeted Positions <i>Formula</i>
-----	--------------------------------	---

430	<b>Filled Budgeted Positions</b>	Enter the number of all filled budgeted positions in Education, as well as Managers and Support Staff. <i>Institution Reported</i>
-----	----------------------------------	---

431	<b>920 Blanket</b>	Count the staff in the 920 Blanket that are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status. <i>Institution Reported</i>
-----	--------------------	--

432	<b>918 Blanket</b>	Count the staff in the 918 Blanket that are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position. <i>Institution Reported</i>
-----	--------------------	--

433	<b>True Vacancy Total</b>	Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total <i>Formula</i>
-----	---------------------------	--



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Education Positions

### Administration

**434**      **902 Blanket**      Display Purpose Only - (Not factored into formula). Count the staff in the 902 Blanket. 902 Blanket refers to those staff who are being paid as temporary employees.  
*Institution Reported*

**435**      **916 Blanket**      Display Purpose Only - (Not factored into formula). Count the staff in the 916 Blanket. 916 Blanket refers to retired annuitant staff.  
*Institution Reported*

**436**      **Number of "Other" Type of Leave**      Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.  
*Institution Reported*

### Support Staff

**438**      **Budgeted Positions**      Enter the number of all Support Staff budgeted positions, excluding Support Staff positions from Medical and Education. A clarification to the Jan 2011 decision to switch to self-reported data noted that certain classifications should be counted as Support Staff even if their bargaining unit would normally include them in another category. Chaplains (Catholic Chaplain, Jewish Chaplain, Muslim Chaplain, Native American Spirit Leader, Protestant Chaplain) will be categorized as Support Staff rather than Medical staff. Support Services Assistant (Interpreter) will be categorized as Support staff rather than Medical staff.  
*Institution Reported*

**439**      **Pending 607's - Net**      This reflects the number of positions from pending 607 activity not currently reflected on the SCO Tab. This information will be reported by Personnel, Personnel Assignments or the Budget Analyst. A positive number reflects establishing positions and a negative number reflects abolishing positions. Note: Pending 607's are not automatically calculated into the next month's Budgeted Positions total since each month is an independent snapshot "in time". Pending 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap.  
*Institution Reported*

**440**      **Adjusted Budgeted Total**      Formula: Sum of: "Budgeted Positions" + "Pending 607's - Net" = Adjusted Budgeted Positions  
*Formula*

**441**      **Filled Budgeted Positions**      Enter the number of all filled Support Staff budgeted positions, excluding Support Staff positions from Medical and Education.  
*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Support Staff

### Administration

442	920 Blanket	Count the staff in the 920 Blanket that are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status. <i>Institution Reported</i>
443	918 Blanket	Count the staff in the 918 Blanket that are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position. <i>Institution Reported</i>
444	True Vacancy Total	Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total <i>Formula</i>
445	902 Blanket	Display Purpose Only - (Not factored into formula). Count the staff in the 902 Blanket. 902 Blanket refers to those staff who are being paid as temporary employees. <i>Institution Reported</i>
446	916 Blanket	Display Purpose Only - (Not factored into formula). Count the staff in the 916 Blanket. 916 Blanket refers to retired annuitant staff. <i>Institution Reported</i>
447	Number of "Other" Type of Leave	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. <i>Institution Reported</i>
<b>Trades</b>		
449	Budgeted Positions	Enter the number of all budgeted positions in Trades (examples include: electricians, painters, plumbers, stationary engineers etc.). <i>Institution Reported</i>
450	Pending 607's - Net	This reflects the number of positions from pending 607 activity not currently reflected on the SCO Tab. This information will be reported by Personnel, Personnel Assignments or the Budget Analyst. A positive number reflects establishing positions and a negative number reflects abolishing positions. Note: Pending 607's are not automatically calculated into the next month's Budgeted Positions total since each month is an independent snapshot "in time". Pending 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Trades

### Administration

451	Adjusted Budgeted Total	Formula: Sum of: "Budgeted Positions" + "Pending 607's - Net" = Adjusted Budgeted Positions <i>Formula</i>
452	Filled Budgeted Positions	Enter the number of all filled budgeted positions in Trades (examples include: electricians, painters, plumbers, stationary engineers etc.). <i>Institution Reported</i>
453	920 Blanket	Count the staff in the 920 Blanket that are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status. <i>Institution Reported</i>
454	918 Blanket	Count the staff in the 918 Blanket that are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position. <i>Institution Reported</i>
455	True Vacancy Total	Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total <i>Formula</i>
456	902 Blanket	Display Purpose Only - (Not factored into formula). Count the staff in the 902 Blanket. 902 Blanket refers to those staff who are being paid as temporary employees. <i>Institution Reported</i>
457	916 Blanket	Display Purpose Only - (Not factored into formula). Count the staff in the 916 Blanket. 916 Blanket refers to retired annuitant staff. <i>Institution Reported</i>
458	Number of "Other" Type of Leave	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. <i>Institution Reported</i>
<b>Management</b>		
460	Budgeted Positions	Enter the number of all budgeted positions in Management, excluding Management positions in Medical and Education. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Management

### Administration

461	Pending 607's - Net	<p>This reflects the number of positions from pending 607 activity not currently reflected on the SCO Tab. This information will be reported by Personnel, Personnel Assignments or the Budget Analyst. A positive number reflects establishing positions and a negative number reflects abolishing positions. Note: Pending 607's are not automatically calculated into the next month's Budgeted Positions total since each month is an independent snapshot "in time". Pending 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap.</p> <p><i>Institution Reported</i></p>
462	Adjusted Budgeted Total	<p>Formula: Sum of: "Budgeted Positions" + "Pending 607's - Net" = Adjusted Budgeted Positions</p> <p><i>Formula</i></p>
463	Filled Budgeted Positions	<p>Enter the number of all filled budgeted positions in Management, excluding Management positions in Medical and Education.</p> <p><i>Institution Reported</i></p>
464	920 Blanket	<p>Count the staff in the 920 Blanket that are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.</p> <p><i>Institution Reported</i></p>
465	918 Blanket	<p>Count the staff in the 918 Blanket that are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.</p> <p><i>Institution Reported</i></p>
466	True Vacancy Total	<p>Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total</p> <p><i>Formula</i></p>
467	902 Blanket	<p>Display Purpose Only - (Not factored into formula). Count the staff in the 902 Blanket. 902 Blanket refers to those staff who are being paid as temporary employees.</p> <p><i>Institution Reported</i></p>
468	916 Blanket	<p>Display Purpose Only - (Not factored into formula). Count the staff in the 916 Blanket. 916 Blanket refers to retired annuitant staff.</p> <p><i>Institution Reported</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Management

### Administration

**469**      **Number of "Other" Type of Leave**      Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.

*Institution Reported*

### Overtime

**471**      **Total**      "Custody" + "Non-Custody" + "Medical" = Total Overtime      Note: Staff working a modified work period under Section 7K of the Fair Labor Standards Act (FLSA) at times will have 2 work periods paid during a single calendar month. When this occurs, overtime for Custody positions (BU6) for all institutions will tend to approximate double a usual month. (Note2: This occurred in June 2008, May 2009, and in May 2010.)

*Formula*

**472**      **AVG Hours Per Custody Staff**      Formula: Sum of: "Total Custody Overtime" ÷ sum of "Custody (Uniformed) Filled Budgeted Positions" and "Other Custody (Non-Uniformed) Filled Budgeted Positions" = Average Hours Per Custody Staff.

*Formula*

**473**      **Custody**      Formula: Sum of: "Custody" + "Other Custody" = Total Overtime      Note: Staff working a modified work period under Section 7K of the Fair Labor Standards Act (FLSA) at times will have 2 work periods paid during a single calendar month. When this occurs, overtime for Custody positions (BU6) for all institutions will tend to approximate double a usual month. This occurred in June 2008, May 2009, and will occur in June 2010.

*Formula*

**474**      **Lieutenants (Classification Code = 9656 & CBID =S06)**      The total number of overtime hours paid for the lieutenants during the reporting period. The overtime paid through Blanked Fund Serial# = '901', pay for regular overtime, and Type Pay = 'Overtime'. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**475**      **Sergeants (Classification Code = 9659 & CBID =S06)**      The total number of overtime hours paid for the sergeants during the reporting period. The overtime paid through Blanked Fund Serial# = '901', pay for regular overtime, and Type Pay = 'Overtime'. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**476**      **Officers (Classification Code = 9662 & CBID =R06)**      The total number of overtime hours paid for the officers during the reporting period. The overtime paid through Blanked Fund Serial# = '901', pay for regular overtime, and Type Pay = 'Overtime'. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Overtime

### Administration

477	<b>Other Custody (CBID = 'R/S06' but exclude Classification codes: 9656, 9659, and 9662)</b>	<p>The total number of overtime hours paid for the other custody staff during the reporting period. The overtime paid through Blanked Fund Serial# = '901', pay for regular overtime, and Type Pay = 'Overtime'. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).</p> <p><i>MIRS</i></p>
478	<b>AVG Hours Per Non-Custody Staff</b>	<p>Formula: <math>\text{Sum of: "Total Non-Custody Overtime"} \div \text{sum of "Non-Custody Filled Budgeted Positions"} = \text{Average Hours Per Non-Custody Staff}</math>. This EXCLUDES Medical Positions.</p> <p><i>Formula</i></p>
479	<b>Non-Custody</b>	<p>The total number of overtime hours paid for the Non-Custody staff (all bargaining units except Unit 06 &amp; Medical staff) during the reporting period. The overtime paid through Blanked Fund Serial# = '901', pay for regular overtime, and Type Pay = 'Overtime'. Data is received the week following the 20th of the month for the previous month's data.</p> <p><i>MIRS</i></p>
480	<b>Medical</b>	<p>The total number of overtime hours paid for Medical staff in Units 213, 214, 220, and 221 during the reporting period. The overtime paid through Blanked Fund Serial# = '901', pay for regular overtime, and Type Pay = 'Overtime'. Data is received the week following the 20th of the month for the previous month's data.</p> <p><i>MIRS</i></p>
<b>Sick Leave</b>		
482	<b>Total Hours</b>	<p>Formula: <math>\text{Sum of: "Custody"} + \text{"Non-Custody"} + \text{"Medical"} = \text{Total Sick Leave}</math></p> <p><i>Formula</i></p>
483	<b>AVG Hours Per Custody Staff</b>	<p>"Formula: <math>\text{Sum of: "Total Sick Leave Hours"} \div \text{sum of "Custody (Uniformed) Filled Budgeted Positions"} + \text{"Other Custody (Non-Uniformed) Filled Budgeted Positions"} = \text{Average Sick Leave Hours Per Custody Staff.}</math>"</p> <p><i>Formula</i></p>
484	<b>Custody</b>	<p>Formula: <math>\text{Sum of: "Lieutenants"} + \text{"Sergeants"} + \text{"Officers"} + \text{"Other Custody"} = \text{Custody Sick Leave, excluding those in the 920 blanket.}</math></p> <p><i>Formula</i></p>
485	<b>Lieutenants (Classification Code = 9656 &amp; CBID =S06)</b>	<p>The total number of 'Sick Leave', Leave Type = 'SL' with Codes '01' and / or '02', hours used by the lieutenants during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).</p> <p><i>MIRS</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Sick Leave

### Administration

**486 Sergeants (Classification Code = 9659 & CBID =S06)** The total number of 'Sick Leave', Leave Type = 'SL' with Codes '01' and / or '02', hours used by the sergeants during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**487 Officers (Classification Code = 9662 & CBID = R06)** The total number of 'Sick Leave', Leave Type = 'SL' with Codes '01' and / or '02', hours used by the officers during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**488 Other Custody (CBID = 'R/S06' but exclude Classification codes: 9656, 9659, and 9662)** The total number of 'Sick Leave', Leave Type = 'SL' with Codes '01' and / or '02', hours used by the other custody classifications staff during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**489 AVG Hours Per Non-Custody Staff** Formula: Sum of: "Total Non-Custody Sick Leave" ÷ sum of "Non-Custody Filled Budgeted Positions" = Average Sick Leave Hours Per Non-Custody Staff. This EXCLUDES Medical Positions.

*Formula*

**490 Non-Custody** The total number of 'Sick Leave', Leave Type = 'SL' with Codes '01' and / or '02', hours used by Non-Custody staff (all bargaining units except Union 06 & Medical staff) during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**491 Medical** The total number of "Sick Leave", Leave Type = 'SL' with Codes '01' and / or '02', used by Medical staff in Units 213, 214, 220, & 221 during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

### Sick Leave Management

**493 Letter of Instruction - Sick Leave (1st Letter)(R06 and S06 Staff Only)** Please provide the number of first time Letters of Instruction (LOI) issued to employees for the reporting month. This is the first LOI that the employee has received for violation of the Sick Leave Policy.

*Institution Reported*





# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Sick Leave Management

### Administration

494	<b>Letter of Instruction - Sick Leave (2nd Letter)(R06 and S06 Staff Only)</b>	<p>Please provide the number of subsequent Letters of Instruction (LOI) issued to employees for the reporting month. This is any subsequent LOI issued the employee for the reporting month. These are second and third LOI's that the employee has received for violations of the Sick Leave Policy.</p> <p><i>Institution Reported</i></p>
495	<b>Adverse Actions for Sick Leave(R06 and S06 Staff Only)</b>	<p>Please provide the number of Adverse Actions issued to employees for the reporting month. These are Adverse Actions that the employee has received for violation of the Sick Leave Policy.</p> <p><i>Institution Reported</i></p>
496	<b>Staff Exceeding Trigger Point</b>	<p>This includes staff who are identified on the sick leave review list who have exceeded the number of yearly allotted sick leave days, (minus protected leave: FMLA, IDL, CIFRA, and pregnancy leave). This information is based on twelve month WOTS Rainbow Reports, and can be provided by the Institution's Watch Office Tracking System Coordinator.</p> <p><i>Institution Reported</i></p>
<b>In-Lieu of Sick Leave</b>		
498	<b>Total Hours</b>	<p>Formula: Sum of: "Custody" + "Non-Custody" + "Medical" = Total Sick Leave</p> <p><i>Formula</i></p>
499	<b>AVG Hours Per Custody Staff</b>	<p>Formula: Sum of: "Total In-Lieu of Sick Leave Hours" ÷ sum of "Custody (Uniformed) Filled Budgeted Positions"and "Other Custody (Non-Uniformed) Filled Budgeted Positions" = Average In-Lieu of Sick Leave Hours Per Custody Staff."</p> <p><i>Formula</i></p>
500	<b>Custody</b>	<p>Formula: Sum of: "Lieutenants" + "Sergeants" + "Officers" + "Other Custody" = Custody Sick Leave</p> <p><i>Formula</i></p>
501	<b>Lieutenants (Classification Code = 9656 &amp; CBID =S06)</b>	<p>The total number of 'In-Lieu of Sick Leave', Leave Type = 'SL' with Codes '04' and / or '71', hours used by the lieutenants during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).</p> <p><i>MIRS</i></p>
502	<b>Sergeants (Classification Code = 9659 &amp; CBID =S06)</b>	<p>The total number of 'In-Lieu of Sick Leave', Leave Type = 'SL' with Codes '04' and / or '71', hours used by the sergeants during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).</p> <p><i>MIRS</i></p>



## Division of Adult Institutions

### Counting Rules for Governance Period January - June 2016

#### In-Lieu of Sick Leave

#### Administration

**503**      **Officers (Classification Code = 9662 & CBID = R06)**      The total number of 'In-Lieu of Sick Leave', Leave Type = 'SL' with Codes '04' and / or '71', hours used by the officers during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**504**      **Other Custody (CBID = 'R/S06' but exclude Classification codes: 9656, 9659, and 9662)**      The total number of 'In-Lieu of Sick Leave', Leave Type = 'SL' with Codes '04' and / or '71', hours used by other custody classifications staff during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**505**      **AVG Hours Per Non-Custody Staff**      Formula: Sum of: "Total Non-Custody In-Lieu of Sick Leave" ÷ sum of "Non-Custody Filled Budgeted Positions" = Average In-Lieu of Sick Leave Hours Per Non-Custody Staff. This EXCLUDES Medical Positions.

*Formula*

**506**      **Non-Custody**      The total number of 'In-Lieu of Sick Leave', Leave Type = 'SL' with Codes '04' and / or '71', hours used by the Non-Custody staff (all bargaining units except Union 06 & Medical staff) during the reporting period, excluding those in the 920 blanket. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**507**      **Medical**      The total number of "In-Lieu of Sick Leave", Leave Type = 'SL' with Codes '04' and/or /71', used by Medical staff in Units 213, 214, 220 & 221 during the reporting period. Data is received the week following the 20th of the month for the previous month's data

*MIRS*

#### Annual Leave

**509**      **Total Hours**      Formula: Sum of 'Custody' + 'Non-Custody' + 'Medical' = Total Annual Leave.

*Formula*

**510**      **AVG Hours Per Custody Staff**      Formula: Sum of: "Total Annual Leave Hours" ÷ sum of "Custody (Uniformed) Filled Budgeted Positions" and "Other Custody (Non-Uniformed) Filled Budgeted Positions" = Average Annual Leave Hours Per Custody Staff."

*Formula*

**511**      **Custody**      Formula: Sum of 'Lieutenants' + 'Sergeants' + 'Officers' + 'Other Custody' = Custody Annual Leave.

*Formula*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Annual Leave

### Administration

512	<b>Lieutenants (Classification Code = 9656 &amp; CBID =S06)</b>	The total number of 'Annual Leave', Leave Type = 'AL' with codes '01 and/or '02', hours used by the Lieutenant classification during the reporting period. <i>MIRS</i>
513	<b>Sergeants (Classification Code = 9659 &amp; CBID =S06)</b>	The total number of 'Annual Leave', Leave Type = 'AL' with codes '01 and/or '02', hours used by the Sergeant classification during the reporting period. <i>MIRS</i>
514	<b>Officers (Classification Code = 9662 &amp; CBID = R06)</b>	The total number of 'Annual Leave', Leave Type = 'AL' with codes '01 and/or '02', hours used by the Officer classification during the reporting period. <i>MIRS</i>
515	<b>Other Custody (CBID = 'R/S06' but exclude Classification codes: 9656, 9659, and 9662)</b>	The total number of 'Annual Leave', Leave Type = 'AL' with codes '01 and/or '02', hours used by the Other Custody classifications during the reporting period. <i>MIRS</i>
516	<b>AVG Hours Per Non-Custody Staff</b>	Formula: $\text{Sum of: "Total Non-Custody Annual Leave"} \div \text{sum of "Non-Custody Filled Budgeted Positions"} = \text{Average Annual Leave Hours Per Non-Custody Staff}$ . This EXCLUDES Medical Positions. <i>Formula</i>
517	<b>Non-Custody</b>	The total number of "Annual Leave", Leave Type = 'AL' with codes '01 and/or '02', hours used by Non-Custody tstaff (all bargaining units except Union 06 & Medical staff) during the reporting period. Data is received the week following the 20th of the month for the previous month's data. <i>MIRS</i>
518	<b>Medical</b>	The total number of "Annual Leave", Leave Type = 'AL' with codes '01 and/or '02', hours used by Medical staff in Units 213, 214, 220 & 221during the reporting period. Data is received the week following the 20th of the month for the previous month's data <i>MIRS</i>

### Workers' Compensation

520	<b>Custody -- Number of Staff off Work due to accepted and pending claims.</b>	Enter the number of custody staff (R06, S06, and M06) off work due to an approved or pending workers' compensation claim. Enter the data as a point-in-time number as of the last working day of each reporting period. <i>Institution Reported</i>
521	<b>Off Work Rate (Per 100 Staff)</b>	Formula: $\text{"Total Number Custody Staff Off Work Due to Claims"} \div \text{"Total of All Custody Personnel in Filled Positions"} = \text{Ratio per 100 Staff}$ <i>Formula</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Workers' Compensation

### Administration

522	Pending/Open Claims	<p>Enter the number of work related compensation claims that are pending/open during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period. This data is to include Pending and Open Claims data that is carried over from the previous reporting periods which has not been closed, and new claims data coming in during the current reporting period which has not been closed.</p> <p><i>Institution Reported</i></p>
523	New Claims	<p>Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>
524	Closed Claims	<p>Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>
525	Non-Custody -- Number of Staff off Work due to accepted and pending claims.	<p>Enter the number of non-custody staff (all bargaining units except for R06, S06, and M06), off work due to an approved or pending workers' compensation claim. Enter data as a point-in-time as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>
526	Off Work Rate (Per 100 Staff)	<p>Formula: "Total Number Non-Custody Staff Off Work Due to Claims" ÷ "Total of All Non-Custody Personnel in Filled Positions" = Ratio per 100 Staff **Excludes Medical Personnel Filled Positions</p> <p><i>Formula</i></p>
527	Pending/Open Claims	<p>Enter the number of work related compensation claims that are pending/open during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period. This data is to include Pending and Open Claims data that is carried over from the previous reporting periods which has not been closed, and new claims data coming in during the current reporting period which has not been closed.</p> <p><i>Institution Reported</i></p>
528	New Claims	<p>Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>
529	Closed Claims	<p>Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### NDI/SDI

### Administration

531	<b>Custody -- Number of Staff off Work due to non-work related illness/injuries.</b>	Enter the number of custody staff (R06, S06, and M06) off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period. Non-Industrial Disability Indemnity (NDI) State Disability Insurance (SDI) <i>Institution Reported</i>
532	<b>Off Work Rate (Per 100 Staff)</b>	Formula: "Total Number Custody Staff Off Work Due to Non-Work Related" ÷ "Total of All Custody Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
533	<b>Non-Custody -- Number of Staff off Work due to non-work related illness/injuries.</b>	Enter the number of non-custody staff (all bargaining units except R06, S06, and M06), off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period. Non-Industrial Disability Indemnity (NDI) State Disability Insurance (SDI) <i>Institution Reported</i>
534	<b>Off Work Rate (Per 100 Staff)</b>	Formula: "Total Number Non-Custody Staff Off Work Due to Non-Work Related" ÷ "Total of All Non-Custody Personnel in Filled Positions" = Ratio per 100 Staff **Excludes Medical Personnel <i>Formula</i>
<b>FMLA</b>		
536	<b>Custody - Number of Staff Who Have Taken FMLA Leave</b>	Formula: Sum of: "Custody (Lieutenants, Sergeants, Officers)" + "Other Custody" = Total Custody Staff Off Work due to FMLA Family Medical Leave Act (FMLA) <i>Formula</i>
537	<b>Lieutenants</b>	The total number of lieutenants (Code 9656 (S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data). <i>MIRS</i>
538	<b>Sergeants</b>	The total number of sergeants (Code 9659 (S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data). <i>MIRS</i>
539	<b>Officers</b>	The total number of officers (Code 9662 (R06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data). <i>MIRS</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### FMLA

### Administration

540	Other Custody	<p>The total number of other custody (remaining codes of (R06, S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
541	Non-Custody	<p>The total number of non-custody (all bargaining units except (R06, S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
542	Medical	<p>The total number of medical staff that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
543	Custody - Number of FMLA Hours Used by Staff	<p>Formula: Sum of: "Custody (Lieutenants, Sergeants, Officers)" + "Other Custody" = Total Number of FMLA Hours Used by Custody Staff Family Medical Leave Act (FMLA)</p> <p><i>Formula</i></p>
544	Lieutenants (Classification Code = 9656 & CBID =S06)	<p>The total number of FMLA hours used by lieutenants (Code 9656 (S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
545	Sergeants	<p>The total number of FMLA hours used by sergeants (Code 9659 (S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
546	Officers	<p>The total number of FMLA hours used by officers (Code 9662 (R06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
547	Other Custody	<p>The total number of FMLA hours used by other custody classifications ((remaining codes of (R06, S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### FMLA

### Administration

**548 Non-Custody** The total number of FMLA hours used by non-custody classifications (all bargaining units except (R06, S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*

**549 Medical** The total number of FMLA hours used by medical staff classifications during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*

**550 Custody - Average Number of FMLA Hours Used by Staff** Formula: The average number of FMLA hours used by custody (Lieutenants, Sergeants, Officers) classifications during the reporting period. "Custody - Number of FMLA Hours Used by Staff" ÷ "Total Custody Filled Positions" = "Custody — Average Number of FMLA Hours Used by Staff" Family Medical Leave Act (FMLA)

*Formula*

**551 Other Custody** The average number of FMLA hours used by other custody classifications (remaining codes of (R06, S06)) during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*Formula*

**552 Non-Custody** The average number of FMLA hours used by non-custody classifications (all bargaining units except (R06, S06)) during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*Formula*

**553 Medical** The average number of FMLA hours used by medical classifications during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*Formula*

### Accounting Penalties (\$ Amounts)

**555 Institutions (Program 25)** Enter the dollar amount of accounting penalties incurred due to Institution error in Programs 25 that occurred during the reporting period. [Budget Display Act requirement performance measure.]

*Institution Reported*

**556 Education (Program 45)** Enter the dollar amount of accounting penalties incurred due to Institution error in Programs 45 that occurred during the reporting period. [Budget Display Act requirement performance measure]

*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Accounting Penalties (\$ Amounts)

Administration

**557 Medical (Program 50)** Enter the dollar amount of accounting penalties incurred due to Institution error in Programs 50 that occurred during the reporting period. [Budget Display Act requirement performance measure]

*Institution Reported*

### RAO Accounting Penalties (\$ Amounts)

**559 Institutions (Program 25)** Enter the dollar amount of RAO incurred accounting penalties which the Institution had no control over in Program 25 that occurred during the reporting period. [Budget Display Act requirement performance measure]

*Institution Reported*

**560 Education (Program 45)** Enter the dollar amount of RAO incurred accounting penalties which the Institution had no control over in Program 45 that occurred during the reporting period. [Budget Display Act requirement performance measure]

*Institution Reported*

**561 Medical (Program 50)** Enter the dollar amount of RAO incurred accounting penalties which the institution had no control over in Program 50 that occurred during the reporting period. [Budget Display Act requirement performance measure]

*Institution Reported*

### Regulatory Citations CalOSHA

**563 Number of Penalties** Enter the total number of OSHA penalties/citations received during the reporting period.

*Institution Reported*

**564 Dollar Amount** Enter the total dollar amount of the OSHA penalties/citations received.

*Institution Reported*

### Work Orders

**566 Number of Emergency Corrective Work Orders (priority 1) Received/Submitted** Priority 1 = Emergencies. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.

*Institution Reported*

**567 Number of Emergency Corrective Work Orders (priority 1) Completed** Priority 1 = Emergencies. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.

*Institution Reported*





# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Work Orders

### Administration

568	<b>Number of Preventative Maintenance Work Orders (priority 2) received/submitted</b>	<p>Priority 2 = Preventative Maintenance. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>
569	<b>Number of Preventative Maintenance Work Orders (priority 2) completed</b>	<p>Priority 2 = Preventative Maintenance. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>
570	<b>Number of Corrective Work Orders (Priority 3) Recieved/Submitted</b>	<p>Priority 3 = Routine Corrective Maintenance submitted. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>
571	<b>Number of Corrective Work Orders (Priority 3) Completed</b>	<p>Priority 3 = Routine Corrective Maintenance completed. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>
572	<b>Number of Non-Maintenance Service Requests (Priority 4) Recieved/Submitted</b>	<p>Priority 4 = Non-Maintenance Service Request submitted. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>
573	<b>Number of Non-Maintenance Service Requests (Priority 4) Completed</b>	<p>Priority 4 = Non-Maintenance Service Request completed. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.</p> <p><i>Institution Reported</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Work Orders

### Administration

574	Number of Project Work Orders (priority 5) received/submitted	Priority 5 = Projects. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period. <i>Institution Reported</i>
575	Number of Project Work Orders (priority 5) completed	Priority 5 = Projects. This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period. <i>Institution Reported</i>
576	% of personnel hours spent on preventative maintenance	$X = (\text{PM Hours} / (\# \text{ of Staff} \times 173.3)) \times 100$ Run the POM report "Work Order Summary," capture the total number of available staff located on the total line under "# of staff." Multiply this figure by 173.3 (the average number of working hours in a month for 168/176 schedule). Treat this as 'available hours' for the month. Capture the total under 2 for "Preventative Maintenance." Divide the "Preventative Maintenance hours' by the 'available hours,' then multiply the figure again by 100 to arrive at the percentage. The SAPMS report used in this calculation - the "POM" report - does not associate hours worked with the month the work was completed, but rather SAPMS associates the hours worked in the month that the PM work order ticket was closed out. A delay in recording the closure of a ticket or the closure of a number of large, multi-month ticket may introduce some skewing in the percentage. In an extreme case, the hours worked on tickets closed in a given month may exceed available personnel hours. <i>Institution Reported</i>
Employee Grievances and Staff Complaints		
578	Total	Formula: Sum of: "Health & Safety" + "Conditions of Work" + "E.E.O." = Total Employee Grievances and Staff Complaints <i>Formula</i>
579	Per 100 Staff	Formula: "Employee Grievances and Staff Complaints Total" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
580	Health & Safety	This is the total number of formal health and safety grievances and staff complaints that were filed during the preceding calendar month. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office. <i>Institution Reported</i>
581	Conditions of Work	This is the total number of formal conditions of work and staff complaints that were filed during the preceding calendar month. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Employee Grievances and Staff Complaints

### Administration

**582 Total EEO** This is the total number of Medical and Non-Medical related EEO complaints that were filed during the reporting month. Formula: Medical + Non-Medical EEO Complaints = Total EEO Complaints

*Formula*

**583 EEO Non-Medical** This is the total number of Non-Medical related EEO complaints that were filed during the reporting month. The source of this data is the institution EEO Coordinator.

*Institution Reported*

**584 EEO Medical** This is the total number of Medical related EEO complaints that were filed during the reporting month. The source of this data is through a Medical EEO Log and/or the Medical institutional EEO Coordinator.

*Institution Reported*

### Staff Investigations

**586 Total Central Intake Requests** Enter the number of Central Intake Requests submitted during the reporting period.

*Institution Reported*

**587 Per 100 Staff** Formula: "Total Central Intake Requests" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff

*Formula*

**588 Central Intake Requests Accepted** Enter the number of Central Intake Requests accepted during the reporting period.

*Institution Reported*

**589 Central Intake Requests Rejected** Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period.

*Institution Reported*

**590 Central Intake Requests Approved for Direct Action** Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period.

*Institution Reported*

**591 Total Direct Action Requests Submitted** Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period.

*Institution Reported*

**592 Direct Action Requests Accepted** Enter the number of Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period.

*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Staff Investigations

### Administration

593	<b>Direct Action Requests Rejected</b>	Enter the number of Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
594	<b>Number of Open Investigations</b>	Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Institution Reported</i>
595	<b>Number of Closed Investigations</b>	Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Institution Reported</i>
596	<b>Investigations Exceeding 180 calendar days</b>	Enter the total number of investigations that have exceeded 180 calendar days. <i>Institution Reported</i>
597	<b>Investigations Exceeding the Statute of Limitations</b>	Enter the total number of investigation that have exceeded the statute of limitations. <i>Institution Reported</i>
<b>Medical Staff Investigations</b>		
599	<b>Total Central Intake Requests</b>	Enter the number of Medical Central Intake Requests submitted during the reporting period. <i>Institution Reported</i>
600	<b>Per 100 Staff</b>	Formula: "Total Central Intake Requests" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
601	<b>Central Intake Requests Accepted</b>	Enter the number of Central Intake Requests accepted during the reporting period. <i>Institution Reported</i>
602	<b>Central Intake Requests Rejected</b>	Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
603	<b>Central Intake Requests Approved for Direct Action</b>	Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Medical Staff Investigations

### Administration

604	<b>Total Direct Action Requests Submitted</b>	Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
605	<b>Direct Action Requests Accepted</b>	Enter the number of Medical Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
606	<b>Direct Action Requests Rejected</b>	Enter the number of Medical Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
607	<b>Number of Open Investigations</b>	Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Institution Reported</i>
608	<b>Number of Closed Investigations</b>	Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Institution Reported</i>
609	<b>Investigations exceeding 180 calendar days</b>	Enter the total number of investigations that have exceeded 180 calendar days. <i>Institution Reported</i>
610	<b>Investigations exceeding the Statute of Limitations</b>	Enter the total number of investigations that have exceeded the statute of limitations. <i>Institution Reported</i>
<b>Adverse Actions</b>		
612	<b>Total</b>	Formula: "Adverse Actions Total (Non-Medical)" + "Adverse Actions Total (Medical)" = Total Adverse Actions <i>Formula</i>
613	<b>Per 100 Staff</b>	Formula: "Total Adverse Actions" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
614	<b>Dismissals</b>	Formula: "Dismissals (Non-Medical)" + "Dismissals (Medical)" = Total Dismissals <i>Formula</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Adverse Actions

### Administration

615	<b>Adverse Actions Total (Non-Medical)</b>	Enter the total number of non-medical adverse actions initiated during the reporting period. <i>Institution Reported</i>
616	<b>Per 100 Staff</b>	Formula: "Total Non-Medical Adverse Actions" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
617	<b>Dismissals (Non-Medical)</b>	Enter the total number of Non-Medical Dismissals issued during the reporting period. <i>Institution Reported</i>
618	<b>Adverse Actions Total (Medical)</b>	Enter the total number of medical adverse actions initiated during the reporting period. <i>Institution Reported</i>
619	<b>Per 100 Staff</b>	Formula: "Total Medical Adverse Actions" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
620	<b>Dismissals (Medical)</b>	Enter the total number of Medical Dismissals issued during the reporting period. <i>Institution Reported</i>

### Comm. Prisoner Mother Program

### Female Offenders

623	<b>Eligible</b>	Enter the total number of eligible inmates to enter the Comm. Prisoner Mother Program for the month. <i>Institution Reported</i>
624	<b>Endorsed</b>	Enter the total number of endorsed inmates to exit the Comm. Prisoner Mother Program for the month. <i>Institution Reported</i>
625	<b>Pending Transfer</b>	Enter the total number of inmates pending transfer from Comm. Prisoner Mother Program for the month. <i>Institution Reported</i>

### Camps

627	<b>Eligible</b>	Enter the total number of inmates eligible to enter camps for the reporting period. <i>Institution Reported</i>
628	<b>Endorsed</b>	Enter the total number of inmates endorsed to exit the camps for the reporting period. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Camps

### Female Offenders

**629 Pending Transfer** Enter the total number of inmates pending transfer from the camps for the month.  
*Institution Reported*

### Female Community Correctional Facility

**631 Eligible** Enter the total number of inmates eligible to enter the Female Community Correctional Facility for the month.  
*Institution Reported*

**632 Endorsed** Enter the total number of inmates endorsed to exit the Female Community Correctional Facility for the reporting period.  
*Institution Reported*

**633 Pending Transfer** Enter the total number of inmates pending transfer from the Female Community Correctional Facility for the reporting period.  
*Institution Reported*

### Female Drug Treatment Beds

**640 Eligible** Number of inmates eligible for the month to occupy Female Drug Treatment Beds for the reporting period.  
*Institution Reported*

**641 Endorsed** Number of inmates endorsed for the month to exit Female Drug Treatment Beds for the reporting period.  
*Institution Reported*

**642 Pending Transfer** Number of inmates pending transfer for the month to exit Female Drug Treatment Beds for the reporting period..  
*Institution Reported*

**643 Eligible but Restricted (Medical/Dental/Other)** Number of inmates eligible for the month but restricted due to Medical/Dental/Other to enter Female Drug Treatment Beds for the reporting period.  
*Institution Reported*

**644 Endorsed and Time Restricted** Number of inmates endorsed and time restricted to exit Female Drug Treatment Beds for the reporting period..  
*Institution Reported*

### Inmate Age Group (Female)

**646 18 to 31** Identify the number of inmates from age 18 through 31 in a female institution for the reporting period.  
*DDPS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Inmate Age Group (Female)

### Female Offenders

**647**      **32 to 45**      Identify the number of inmates from age 32 through 45 in a female institution for the reporting period.  
*DDPS*

**648**      **46 and above**      Identify the number of inmates from age 46 and above in a female institution for the reporting period.  
*DDPS*

### Gender Demographics

**650**      **Officers**      Total number of officers in the reporting period who work in a female institution.  
*Institution Reported*

**651**      **% Male**      Percentage of male officers working during the reporting period in a female institution..  
*Institution Reported*

**652**      **% Female**      Percentage of female officers working during the reporting period in a female institution.  
*Institution Reported*

**653**      **Sergeants**      Total number of Sergeants working during the reporting period in a female institution.  
*Institution Reported*

**654**      **% Male**      Percentage of male sergeants working during the reporting period in a female institution.  
*Institution Reported*

**655**      **% Female**      Percentage of female sergeants working during the reporting period in a female institution.  
*Institution Reported*

**656**      **Lieutenants**      Total number of Lieutenants working during the reporting period in a female institution.  
*Institution Reported*

**657**      **% Male**      Percentage of male Lieutenants working during the reporting period in a female institution.  
*Institution Reported*

**658**      **% Female**      Percentage of female Lieutenants working during the reporting period in a female institution.  
*Institution Reported*

**659**      **Managers**      Total number of Managers working during the reporting period in a female institution.  
*Institution Reported*





# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2016

### Gender Demographics

### Female Offenders

**660**      **% Male**      Percentage of male Managers working during the reporting period in a female institution.  
*Institution Reported*

**661**      **% Female**      Percentage of female Managers working during the reporting period in a female institution.  
*Institution Reported*

### RC Case Processing

**663**      **Avg. No. of Days to Process**      No counting rule provided.  
*Institution Reported*

### Special Populations

**665**      **Civil Addicts**      No counting rule provided.  
*Institution Reported*

### Condemned Inmates

**667**      **Budgeted Capacity**      This is the actual budgeted capacity of condemned inmates. Count is received on the last day of the calendar month.  
*SOMS*

**668**      **Actual Population**      This is the actual population of condemned inmates. Count is received on the last day of the calendar month.  
*SOMS*

### Women's Trauma Related Groups

**670**      **Total number of trauma related Meetings held during reporting period.**      Enter the total number of trauma related meeting for the reporting period.  
*Institution Reported*

**671**      **Average number of Inmate attendees per trauma Meeting.**      Enter the average number of inmates attending a trauma meeting for the month.  
*Institution Reported*

### Fighting

**673**      **Total number of incidents**      Enter the total number of incidents specific to fighting for the current month.  
*DIRS*

### Pharmacy

**675**      **Total number of prescriptions filled per month**      Enter the total number of prescriptions filled for the current month  
*Institution Reported*