OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM

PA 29: REDUCING PROBATION OFFICER CASELOADS

Bold indicates mandatory measures

Incentive grants to units of general local government that reduce the caseload of probation officers within such units. Grants may not exceed 5 percent of award, excluding SAG allocation.

Enter data for all mandatory and applicable measures.

Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain in the text box available at the end of data reporting.

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
TITLE II FORMULA GRANT PROGRAM

PA 29: REDUCING PROBATION OFFICER CASELOADS

Bold indicates mandatory measures

#	Measure	Definition	Data Grantee Reports	Record Data Here
1	**FG funds awarded for reducing probation officer caseloads**	The amount of Formula Grants (FG) money in whole dollars that are awarded for reducing probation officer caseloads during the reporting period. Program records are the preferred data source.	A. FG funds awarded to reduce probation officer caseloads	
2	Number and percent of probation officers trained	The number and percent of probation officer staff who are trained during the reporting period. Probation officer staff include full- and part-time employees and/or volunteers. The number is the raw number of staff to receive any formal training relevant to the program or their position as probation officer staff. Include any training from any source or medium received during the reporting period as long as receipt can be verified. Training does not have to be completed during the reporting period. To get the percent, divide the raw number by the total number of probation officer staff. Program records are the preferred data source.	A. Number of probation officer staff who participated in training B. Total program number of probation officer staff C. Percent (A/B)	
3	Number of hours of training provided to probation officers	The number of training hours provided to probation officers during the reporting period. Training includes in-house and external trainings funded with an OJJDP award.	A. Number of hours of training provided to probation officers	
4	Number of planning activities conducted	The number of planning activities undertaken during the reporting period. Planning activities include meetings held and needs assessments undertaken.	A. Number of planning activities undertaken	
5	Number of program/agency policies or procedures created, amended, or rescinded	The number of program/agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of the program or agency. Include policies that are either relevant to the program topic area or that affect program operations.	A. Number of program/agency policies or procedures created, amended, or rescinded	
6	Number and percent of probation officers hired	Measure of infrastructure change. Most appropriate for programs that hired probation officer personnel. Report raw number of personnel hired during the reporting period. If full-time positions are not covered, report the number of full-time equivalents (FTE) paid for. To calculate FTE, divide the number of staff hours paid using Formula funds by 2000. Percent is the number of probation officer staff hired (or FTE covered) divided by the total number of probation officer staff (or FTE).	A. Number of probation officer staff hired B. Number of probation officer positions C. Percent (A/B)	
7	Number and percent of vacant probation officer positions	Measure of program capacity. Appropriate for programs that staff probation officers. Report the raw number of vacant probation officer positions. Percent is the raw number divided by the total number of probation officer positions (open and filled).	A. Number of vacant probation officer positions B. Number of probation officer positions C. Percent (A/B)	
8	**Average number of youth per probation officer**	Measure of infrastructure. Appropriate for programs that have probation officers. Report the number of open cases divided by the number of probation officers.	A. Number of open cases B. Number of probation officers C. Average number per officer (A/B)	

Additional Comments

Please Note: Enter zero (0) if you are able to collect and report data for the measure but there was no activity during the reporting period. If you enter 0 for another reason (e.g., data not tracked, activity not applicable), please explain.