



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

Regular Meeting
Friday, March 5, 2004 at 9:00 a.m.
120 South Riverside Plaza, 21st Floor Conference Room
Chicago

AGENDA

- Call to Order and Roll Call
- 1. Approval of the Minutes of the December 5, 2003 Regular Meeting
- Chairman's Remarks
- 2. Executive Director's Remarks
- 3. Budget Committee Report (*Eugene E. Murphy Jr. Chair*)
 - a. Report on the February 24, 2004 Workshop and Meeting
 - b. Fiscal Report
- Adoption of Byrne Strategy Priorities
- New Business
- Adjourn

This public meeting will be accessible to persons with disabilities in compliance with Executive Order #5 and pertinent State and Federal laws upon anticipated attendance. Persons with disabilities planning to attend and needing special accommodations should contact by telephone or letter Hank Anthony, Associate Director, Office of Administrative Services, Illinois Criminal Justice Information Authority, 120 South Riverside Plaza, Chicago, Illinois, 60606-3997 at (312) 793-8550. TDD services are available at (312) 793-4170.

MINUTES

REGULAR MEETING ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

December 5, 2003
120 S. Riverside Plaza, 21st Floor
Chicago, Illinois

Call to Order and Roll Call

Chairman Sorosky convened the regular meeting of the Illinois Criminal Justice Information Authority and asked Robert Boehmer, the Authority's Secretary and General Counsel, to call the roll.

In addition to the Chairman, other Authority members in attendance were:

Chief David Bradford (arrived after initial roll call)
Cook County Circuit Court Clerk Dorothy Brown
Kankakee County Sheriff Timothy Bukowski
Cook County State's Attorney Richard Devine
Ms. Barbara Engel
State's Attorneys Appellate Prosecutor Director Norbert Goetten
State Appellate Defender Director Theodore Gottfried
DeKalb County Circuit Court Clerk Maureen Josh
Attorney General Designee Ellen Mandeltort
Mr. Eugene E. Murphy, Jr.
Mr. John Piland
Mr. John Toscas
Lake County State's Attorney Michael Waller

Approval of the Minutes of the September 5, 2003 Authority Meeting

{Director Goetten made a motion to approve the minutes of the regular meeting held on September 5, 2003. Mr. Toscas seconded the motion, which passed by unanimous voice vote.}

Chairman's Remarks

Chairman Sorosky welcomed everyone to the final meeting of 2003.

{Ms. Josh made a motion to approve a resolution of commendation for Steve Prisoc. Sheriff Bukowski seconded the motion, which passed by unanimous voice vote.}

Executive Director's Report

Director Levin reported on the staff changes since last Authority meeting. She noted that the Authority now has two new associate directors - Mary Milano, associate director for the Federal and State Grants Unit and Ted Miller, associate director for our Office of Financial Management. Other staff changes include the addition of Megan Starsiak the Executive Director's new executive assistant.

Director Levin called members' attention to the staff reports in the mailing. She noted that as a result of the resolution of a grievance, many members of staff are now covered by the AFSCME union contract. Also, she noted that the Department of Human Rights has approved our annual fiscal year affirmative action plan for 2004.

Director Levin said that the Research and Analysis Unit has been pursuing an aggressive research program. We have funded the evaluation of the Jackson County School based probation program, the study of disproportionate

incarceration of minorities for drug crimes, the reintegration of gang offenders in the community, and the Returning Home for Illinois research project, and participated in the national evaluations of multi jurisdictional drug task forces, and the Illinois Going Home federal program evaluation. The externally funded programs include the Illinois Juvenile Justice Commission study of disproportionate minority representation in the Cook County juvenile justice system and the Justice Research and Statistics Association profile for girls committed to IDOC youth centers. Director Levin thanked Megan Alderden for her study and noted that Megan also will be leaving us to move on in her career. Director Levin noted that the Juvenile Justice Commission approved our grant proposal for production of a state juvenile detention report.

Director Levin reported that the Federal and State Grants Unit held a terrific summit in Springfield on September 24th through the 26th regarding Balanced and Restorative Justice. The Authority also helped fund and co-sponsored with the Attorney General's Office an Elder Justice conference on October 16th. Gary Kupsak attended Colorado's Auto Theft Prevention Authority Conference. He was asked to present at this program due to the success of the Illinois Motor Vehicle Theft Prevention Council.

Director Levin reported testing on the new ALERTS system continues. More than 60 agencies are running on the new system and rollout will continue until completed. We are also continuing discussions to convert agencies to PIMSNET. We are also continuing discussions with ISP and CPD regarding ICLEARs. She reported that discussions with Chicago and ISP regarding ICLEARs have continued.

Director Levin said she had discussions with Office of Management and Budget regarding the \$300,000 that was transferred from the Criminal Justice Information Systems Trust Fund to the General Revenue Fund. Director Levin reported that Budget Director Filan thought the problem could be solved in a positive manner for the users.

Director Levin noted that Mark Myrent provided a detailed report on Integrated Justice activities in the mailing. She also noted that the Outreach Committee, under the leadership of Clerk Brown, made a few presentations over the last couple weeks and the planning and policy committee met this week and will be moving forward. In addition a privacy subcommittee meeting is scheduled for December 17, 2003.

With respect to Motor Vehicle Theft Prevention Council, program funding for the next two years has been designated and determined. Under the direction of Director Trent, the successes of lowering auto theft continued this last year.

Director Levin called attention to the National Criminal Justice Association newsletter, which outlined current federal justice appropriation bills. She noted that LLEBG would be reduced, Byrne would remain the same and JAIBG would be reduced for federal fiscal year 2004.

Director Levin thanked everyone for helping her since she started at the Authority. Director Levin added that our web-site continues to grow, almost tripling hits since its inception. We are also in the process of scanning reports so that everything we have in hard copy will be accessible on the web-site free of charge. She noted as a part of consolidation, the Authority's auditors will report to CMS. She also mentioned the legal consolidation and procurement efforts and that we are still examining what those mean to the Authority.

Director Levin asked Robert Boehmer to speak about the two ethics bills passed in veto session. Mr. Boehmer pointed out that if a person serves on a board or commission that person or his/her spouse may not be awarded any state contracts. Mr. Boehmer added that a registered lobbyist would no longer be able to serve on any boards or commissions. If they choose to continue they must either resign from lobbying or resign from the board or commission they serve on. Mr. Boehmer said that he would provide additional details regarding these bills at a later date.

Budget Committee Report

After thanking Mike Waller for his service as chair of the Budget Committee, Chairman Sorosky called on new Budget Committee Chair Eugene Murphy to provide the Budget Committee Report. Mr. Murphy reported that the Budget Committee met on November 12, 2003 and approved allocations for the Anti Drug Abuse Act, the Local Law Enforcement Block Grants Program, the Violence Against Women Act Program, and the Victims Crime Act

Program. He also discussed the scheduling of our next meeting to see where we are and the future of where we are going. He noted that dollars are tightening up and encouraged all members to participate. He said that these programs are very good programs and we want to see them continue in the most effective and efficient way possible. More importantly we need to make sure that programs are reporting and are reaching certain levels of success.

Chairman Sorosky called on Robert Boehmer to provide information regarding setting fees under the Uniform Conviction Information Act. Mr. Boehmer reported that the Authority is required to set maximum fees that criminal justice agencies, other than state police, may charge when assisting people seeking conviction information. Local agencies can charge citizens to assist them in obtaining conviction information. In the past the Authority has not addressed the issue annually. We received an audit finding that said we had to annually set the fee. After doing a short survey and contacting the different departments that are assisting with these requests, we are finding most departments refer people to the Illinois State Police to get their background checks done. He reported that the surveyed departments reported that the average cost for assisting persons is a bit over \$15.00. He said that the current maximum fee is \$16.00. He also said that staff is going to attempt again to get legislation changed to eliminate the burden that takes us to set the fee every year. In response to Director Gottfried, Mr. Boehmer indicated that the collected fee goes to the local agency.

{Mr. Toscas made the motion to set the annual maximum fee at \$16.00. Ms. Josh seconded the motion which was passed by unanimous voice vote.}

Balanced and Restorative Justice

Chairman Sorosky called on Director Levin to introduce staff to present the Balanced and Restorative (BARJ) report. She noted that the BARJ summit was very successful and that State's Attorney Devine was one of the award recipients at the Summit. She then called on Authority Staff members Phil Stevenson and Larry Sachs to provide the report.

Mr. Sachs and Mr. Stevenson provided a PowerPoint presentation regarding several aspects of BARJ. Mr. Stevenson emphasized what BARJ is, what it is not and what it can be. Mr. Sachs discussed why it is important to learn more about BARJ and talked about the shared responsibility between government and the community to respond to address the harms caused by crime. He also discussed the Illinois BARJ Initiative, an interdisciplinary, statewide group of stakeholders representing local and state government, community agencies, and academia who are working to improve public safety by incorporating BARJ principles and practices into all aspects of Juvenile Justice in Illinois.

After the presentation and a general discussion about the scope of BARJ, Ms. Engel expressed caution about applying BARJ and involving victims in certain situations. Clerk Brown congratulated State's Attorney Devine on the BARJ award. She noted that we need to make sure that BARJ is implemented in a balanced manner that is not just for some juveniles, some courts, some counties or some police stations. In response to a question from Director Goetten, Mr. Stevenson indicated that the creation of juvenile justice councils started slowly, but partially due to staff assistance, the number of councils has grown.

Fiscal report

Chairman Sorosky asked the Authority's Chief Fiscal Officer Ted Miller to provide the fiscal report. Mr. Miller noted that he comes to the Authority with both public and private experience and looks forward to working with the members. Mr. Miller called members' attention to TAB 3 of the mailing. He reported that we are running in line with all categories except contractual. He explained that we charge our lease under contractual and spread the payment over different fund sources throughout the year. He indicated that we have had discussions with the Office of Management and Budget regarding our fiscal year 2004 budget and that at this point we have made cuts but have not had to reduce personnel.

New Business

Director Levin acknowledged Clerk Brown's receipt of the Richard Dryson award for her work regarding the Cook County Integrated Justice System. Clerk Brown noted that State's Attorney Devine, the public defender and all of the Cook County Integrated Justice Committees received the award as well.

{Upon a motion by State's Attorney Devine, second by Mr. Toscas and adopted by unanimous voice vote, Chairman Sorosky adjourned the meeting.}

Respectfully Submitted,

A handwritten signature in black ink that reads "Robert P. Boehmer". The signature is written in a cursive, flowing style.

Robert P. Boehmer
Secretary and General Counsel



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Memorandum

To: Authority Members
From: Mary L. Milano
Date: February 20, 2004
Re: Federal and State Grants Unit Report - March 5, 2004 Authority Meeting

The 24 staff assigned to the Federal and State Grants Unit (FSGU) performed the following activities during the period of November 1, 2003, to January 31, 2004.

Grant Activities

During the reporting period FSGU staff monitored 430 grants, representing approximately \$119,282,922 in grant funds. Monitoring includes the following:

- Reviewing (1,065) monthly or quarterly reports: (551) data and (514) fiscal;
- Initiating disbursement of funds requested by grantees;
- Conducting (83) site visits;
- Processing budget revisions and/or amendments to existing agreements;
- Reviewing requests for proposals (RFPs) drafted by grantees and proposed subcontracts between grantees and other service providers or vendors; and
- Providing technical assistance to grantees (approximately 2,098 times). This includes telephonic, e-mail, and on site contacts with grantees that request assistance regarding issues relating to their grant(s). Staff also receives communications from non-grantees regarding types of grants available through the federal government, and/or how to complete forms for federal grants.

During this reporting period, FSGU staff processed 95 new agreements (grants), representing \$18,137,284 in grant funds. Processing of a new agreement includes:

- Negotiating the program narrative, budget, and budget narrative with the grantee;
- Processing the grant proposal for in-house legal, fiscal, and research and analysis reviews and comments;
- Making necessary changes and forwarding the agreement to the grantee for signature;
- Once returned, processing the agreement through the Office of General Counsel for the executive director's signature, and, when signed, returning a fully executed copy to the grantee as well as other contacts; and

- Initiating an obligation and disbursing any initial funds that are requested.

Administrative Activities

Meetings

During the reporting period, FSGU staff have planned for and/or staffed 7 meetings:

- One Juvenile Crime Enforcement Coalition meeting was held on January 28, 2004.
- One Budget Committee meeting was held on November 12, 2003.
- Planning and preparation began in December for the February 24, 2004 Budget Committee meeting.
- One meeting was held on December 18, 2003 to discuss elder abuse training sessions planned for June and October 2004. Authority staff met with staff members from the Attorney General's Office and the Department on Aging.
- One Illinois Motor Vehicle Theft Prevention Council meeting was held on November 14, 2003.
- One Illinois Motor Vehicle Theft Prevention Council/Grant Review Committee meeting was held on January 14, 2004.
- One Budget Committee meeting was held on November 12, 2003.

Meeting preparation often involves coordination with other Authority units such as Research and Analysis and the Office of Administrative Services, and often includes logistics coordination and production, assembly, and mailing of materials.

Requests for Proposals (RFP)

Staff administered one Request for Proposals (RFP):

Staff issued a Local Law Enforcement Block Grants RFP. Proposals are due on February 20, 2004.

Federal Applications and Awards

The final award documents were received and processed for the following federal programs:

- A. National Forensic Sciences Improvement Act FFY03 - \$153,226.
- B. Project Safe Neighborhoods (PSN) FFY03:
 - Central - \$418,856
 - Northern - \$1,300,000

We were notified of the PSN awards in September 2003 but they were not officially received (receipt of Grant Adjustment Notice) and approved until January 23, 2004.

Training Sessions Attended

- One staff member attended a writing training session provided by Central Management Services on November 8, 2003.
- One staff member attended a training session focusing on union contracts on December 8, 2003 in Chicago.

Training Sessions Conducted

One staff member presented a training session to Project Safe Neighborhood grantees in November. 15 people attended the meeting, which was held at the Authority's Offices.

Miscellaneous Activities

- In support of the Authority's Strategic Plan, staff continues to prioritize projects and activities as well as develop strategies to best incorporate the Authority's Action Plan initiatives into unit operations.
- On an individual basis, staff has continued to handle increased grant loads, as well as other responsibilities, as vacant positions have not been filled.
- Staff continually updates and upgrades Attachment A's, fact sheets (program/fund information sheets), funding charts, and other items on the Authority's Internet and Intranet sites.
- Staff is examining ways to improve the public's access via the Internet to information relating to programs that receive funds from the Authority and to information about the individual grantees. This is part of an on-going process aimed at making the Authority's activities more open and transparent to the general public.
- Staff is continuing to work and meet with the Authority's Research and Analysis Unit as well as other state and local agencies, such as Administrative Office of the Illinois Courts, jail-based mental health services, community-based transitional services for female offenders, and juvenile reporting centers to advance common goals and projects.
- Staff is working closely with Fiscal Management staff to close out the ADAA Federal Fiscal Years 1995 and 1996 and NCHIP Federal Fiscal Years 1995 through 1999.
- Staff sent out notifications to 179 Illinois insurance companies regarding payment of assessment to 2003.
- Staff continues to be involved in post-BARJ Summit activities, including the Illinois BARJ initiative.



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Memorandum

To: Authority Members

From: *GR* Gerard F. Ramker, Ph.D.
Research and Analysis Unit

Date: February 18, 2004

Re: Research and Analysis Unit Report – March 5, 2004 Authority Meeting

This memorandum highlights some of the work performed by Research and Analysis Unit staff since the Authority's last quarterly meeting.

I. ONGOING ACTIVITIES

A. Publications

Since the last Authority meeting, R & A staff published seven (7) reports:

- *Research Report:* Female Delinquents Committed to the Illinois Department of Corrections;
- *Research Bulletin:* Disproportionate incarceration of African Americans for drug offenses in the United States.
- *Research Bulletin:* The use of probationer and substance abuse treatment services in Illinois.
- *Research Bulletin:* Sharing criminal history record information – The Interstate Identification Index.
- *Research Bulletin:* Results of the 2003 Criminal History Record Information Audit.
- *Research Bulletin:* Chicago Homicide Dataset Series – Why is the age discrepancy a risk factor for intimate partner homicide? – Examining the influence of offender criminal history.
- *Research Bulletin:* The justice system's response to drug offenses and substance abuse.

Staff also completed individual profiles for each of Illinois' twenty-one (21) Metropolitan Enforcement Groups (MEGs) and drug task forces. The profiles will be sent to each of the units and their respective policy boards and participating agency officials.

B. Office of Public Information

The Office of Public Information (OPI) designs, edits and publishes the Authority's written materials, including: press releases; the agency's annual report; the agency's newsletter called, "The Compiler"; and other publications such as research reports, research bulletins, and evaluation summaries. OPI staff also respond to information and assistance requests from the public, the media, and others.

ICJIA Annual Report. Staff completed a draft of the Authority's annual report for 2003. It is currently undergoing executive staff review.

The Compiler. Staff is completing work on the Winter 2004 issue of The Compiler, which is focusing on Illinois' multijurisdictional drug task forces and their efforts at combating the proliferation of methamphetamine in the State.

Press Releases. OPI staff issued three (3) press releases since the last Authority meeting. The releases, which are available on the Authority's website, are summarized below:

- January 2, 2004 - **Governor invites local law enforcement to apply for \$1 million federal grant**
CHICAGO — Governor Rod Blagojevich announced today that the Illinois Criminal Justice Information Authority (ICJIA) will be accepting proposals from local law enforcement agencies to participate in a \$1 million federal Local Law Enforcement Block Grants (LLEBG).
- January 29, 2004 - **Authority-Funded Programs Provided Critical Services to more than 100,000 victims of crime in 2003**
CHICAGO -- The Illinois Criminal Justice Information Authority announced today that during 2003 it helped fund services for more than 100,000 victims of domestic violence, child abuse, sexual assault, elder abuse, and other crimes.
- February 18, 2004 - **Public safety, improved information systems among Governor's top initiatives for Illinois Criminal Justice Information Authority - Authority targets funds to more effectively combat guns, drugs and violence in Illinois communities**
SPRINGFIELD – Governor Rod. R Blagojevich announced today the Illinois Criminal Justice Information Authority, with the assistance of federal grants and state funding, will continue to make law enforcement in Illinois more efficient and effective. Even faced with tight fiscal times, the authority will target resources to underserved areas of the state and toward the problems of guns and drugs.

A fourth press release (on the Authority's grant for the Chicago Police Department's Project Bridge) has been drafted and is currently under review by the Governor's Office. OPI staff also edited and did layout work on several research bulletins for R&A. Staff also supported the Federal and State Grants Unit (FSGU) with editorial assistance.

B. Briefings/Presentations

Since the last Authority meeting, R & A staff made presentations at and/or attended meetings of the:

- Illinois Department of Corrections' Illinois Returning Home Project Steering Committee;
- Illinois Drug Court Professionals Associations Fall conference;
- Illinois Motor Vehicle Theft Prevention Council and Grant Review Committee;
- Illinois Integrated Justice Information System (IIJIS) board, planning and technical committees;
- Meetings of the Cook County Girls Link steering, education and program development committees;
- Justice Research and Statistics Association's (JRSA) Research, Nominations, and Executive committees;
- Legislative hearing on criminal record expungement issues;
- Crime Analysts of Illinois Association meetings;
- Administrative Office of Illinois Courts POLARIS advisory committee;
- Illinois Juvenile Detention Alternatives Partners;
- North Lawndale Disproportionate Minority Confinement (DMC) Forum and Data Workgroup;
- Illinois Youth Court Association advisory board meeting;
- Governor's Ex-Offender Employability Committee meeting;
- University of Chicago's Incarceration Research Group;
- Advisory Group for the Illinois Department of Employment Security (IDES) Formerly Incarcerated Employment Study;
- Illinois Juvenile Justice Commission's Juvenile Detention in Illinois annual report advisory committee and its Disproportionate Minority Confinement subcommittee.
- Illinois Association of Chiefs of Police, Terrorism Private Sector Subcommittee;
- Illinois Juvenile Detention Alternatives grant sites meeting; and,
- Illinois Juvenile Detention Alternatives partners meeting;

C. Criminal Justice Information Clearinghouse

The Authority serves as a statewide clearinghouse for statistics and other information about the criminal justice system. During the second quarter (10/1/03- 12/31/03) of SFY04, R&A staff responded to 308 requests from people seeking information — an average of 103 requests per month. Most came from other government agencies (31 percent) and the general public (32 percent). Other requests came from private agencies (16 percent), researchers (11 percent), students (7 percent), news media representatives (2 percent), prison inmates (1 percent), and legislators (less than 1 percent). About 23 percent of the requests originated in Chicago. Thirty-nine percent originated in other parts of the state. All other requests for information were received from outside Illinois. R&A distributed 11,332 Authority publications during this period. *[TABLE 1 (attached) provides statistics for the latest state fiscal year quarter.]*

D. Web Site Development

R&A staff also contribute toward the continued development of the Authority's Web site (www.icjia.state.il.us). We continue to expand the criminal justice data and information available on the site. A new Frequently Asked Questions (FAQ) section has been added to the site to cover the most-often-asked-for information received by Clearinghouse staff. We also continue to actively gather user satisfaction information and other feedback "on-line." Staff also continues to upload publications to the site and have perfected our on-line ordering forms and protocols. The site averaged over 1,100 daily user sessions during this period, and we now have 1,410 registered users of the Authority's email program (called "CJ Dispatch"), which automatically alerts Web site visitors to new information added to the site. Staff continue work on database applications and new software for the site which will allow

visitors to download, display and graph data in a variety of formats. *[Table 2 (attached) presents website statistics for the latest state fiscal year quarter.]*

E. FSGU Support Efforts

Upon request, R&A staff review and comment on proposed program narratives submitted by potential grantees to FSGU. The focus of R&A comments are in the areas of proposed objectives, goals, and performance measures. FSGU staff also request R&A assistance in the development of data reports for proposed programs. R&A staff has also assumed responsibility for the computerization of some program performance data and, upon FSGU request, we produce program status reports and/or profiles assessing performance over a given period of time. Some staff accompanies FSGU staff on grant monitoring site visits as well. Since the last Authority meeting, staff have spent considerable time updating the "Statement of the Problem" section for the next *Statewide Strategy to Control Drug and Violent Crime*, which must be submitted to the U.S. Department of Justice in connection with our continued receipt of Byrne program funds. *[Table 3 (attached) presents FSGU support statistics for the latest state fiscal year quarter.]*

F. Technical Assistance

R & A staff are frequently called on to provide a variety of technical assistance on extra-agency research and evaluation, and program implementation projects. For example, since the last Authority meeting:

- Staff continued to provide limited assistance to several third-party research projects involving studies of individuals' criminal history records; including those conducted by:
- Staff continue working with the Illinois Department of Correction's Going Home Program's Reentry Steering Committee.
- Staff continue participating with the Governor's Sheridan Re-Opening Working Group.
- Staff are participating on the Administrative Office of the Illinois Courts' POLARIS advisory committee.
- Staff are participating on the advisory board for the Illinois Department of Employment Security's Formerly Incarcerated Employment Study.
- Staff are participating in a working group to advise the Harvard Injury Control Research Center and the Centers for Disease Control on the best way to report homicide data for practical use at the local level.

- Staff continue to collaborate with FSGU staff on the research, development and testing of alternative funding formulas for the allocation of federal monies to Illinois' multijurisdictional drug enforcement units.
- Staff assisted professors in Northern Illinois University's Department of Psychology who are reviewing various DeKalb County criminal and juvenile justice data.
- Staff assisted Illinois State Police officials in the creation of grant and data reports for tracking the use of video equipment they will provide around the state.
- Staff are assisting the U.S. Department of Justice's Bureau of Justice Statistics in evaluating and redesigning their "Sourcebook of Criminal Justice Statistics."

II. CURRENT PROJECTS

A. Assessing Illinois' Multi-Jurisdictional Enforcement Groups and Task Forces

This is a short term periodic publication that summarizes drug enforcement activities across Illinois' twenty-one multi-jurisdictional drug task forces. The profile is intended to provide an overview of the drug and violent crime problem in the jurisdictions covered by the units and the response to these problems by the them. The 2004 research report was published in February 2004.

B. DUI Trends and Issues

This is a short term research project intended to describe significant statistical trends and issues related to driving while under the influence of drugs or alcohol. Data has been collected from a number of national, state and local sources, and analysis has been completed. The *Research Bulletin* is undergoing final editorial review.

C. Factors that Put Youth at Risk for Delinquency

This is a short term research project intended to describe Illinois data on "risk factors" associated with juvenile delinquency. Data has been collated at the county and state levels on a number of recognized risk factors. Analysis will be initiated shortly. A Research Bulletin is planned for publication in 2004.

D. Illinois Substance Abuse Monitoring Network

R&A staff, in collaboration with the Department of Human Services' Office on Alcoholism and Substance Abuse established an Illinois Substance Abuse Monitoring Network. This group functions as a special workgroup to facilitate the exchange and analysis of information regarding the nature and extent of drug use, drug abuse, and drug markets in Illinois. The group has met twice and the next meeting is being planned.

E. Criminal History Record Information (CHRI) Audit

The unit's Criminal History Record Information (CHRI) Audit Center is an ADAA-funded in-house effort to continuously examine the accuracy, completeness and timeliness of this information, and to recommend strategies for its improvement.

2004 CHRI Audit. Staff continue to work with a download of Computerized Criminal History (CCH) data to determine audit methods appropriate for analysis of electronically generated data. The next audit project will examine data from a sample of Illinois' 102 sheriff's departments.

McLean County Study. In response to a request from the Authority's Information Systems Committee relative to the Authority's criminal justice information system integration efforts, staff are completing a study of criminal history reporting in McLean County prior to and after county-wide system integration implementation. A final report will be completed shortly.

CHRI Improvement Plan. Staff continue to work with the CHRI Improvement Workgroup to develop and submit an updated CHRI Improvement Plan. The plan is necessary to meet funding requirements from the U.S. Department of Justice's Office of Justice Programs relative to national criminal history record improvement grant funding. The workgroup includes representatives from Illinois' local and state criminal justice agencies. Information flow documentation has been collected and staff are beginning to develop an improvement plan.

Juvenile Criminal History Reporting Study. Staff is analyzing the extent of reporting of juvenile arrest, charge, and disposition information mandated under 1998 reforms to the Illinois Juvenile Court Act.

F. Chicago Homicide Dataset Update Project

The R&A Unit maintains a comprehensive database containing information on every homicide that occurred in the City of Chicago between 1965 and 1996. This information is culled from Chicago Police Department files following a long-standing collaborative process developed with the department's Detective Division. Staff recently completed an effort to update the dataset with information for the years 1997 through 2000, and will soon begin collecting 2001 data. We expect to generate a variety of research products from this dataset and to develop an archive version for use by other researchers through the University of Michigan's National Criminal Justice Data Archive. Staff also continues to collaborate on various third-party projects involving use of the Chicago Homicide Dataset.

G. Statewide Crime Victimization Survey

Growing out of recommendations in the *State Criminal Justice Plan*, staff initiated a state crime victimization survey modeled on the U.S. Department of Justice, Bureau of Justice

Statistics' Crime Victimization Survey, and similar efforts in other states. Through a "request for proposals" process, staff selected a vendor to undertake the survey, incorporate defined sampling and methodological strategies, and provide the Authority with a data file. Data collection ended on April 30th. We have received the data file and codebook from the vendor. A project report will be completed this Winter.

H. Program Evaluation and Research Projects

The R&A Unit pursues an aggressive program evaluation and research agenda through an in-house ADAA-funded grant program. Current/ongoing evaluation and research efforts supported by the Authority include the following:

1. Evaluation of the Jackson County School-Based Probation Program

Staff from the Center for the Study of Crime, Delinquency and Corrections at Southern Illinois University at Carbondale began the evaluation of this probation project in April. A preliminary meeting with project staff, the Authority and the evaluation team has taken place and the evaluators are working toward the design of instruments, data collection efforts and interviews with staff. A final report is due September 30, 2004.

2. Evaluation of Moral Reconciliation Therapy in the Franklin/Jefferson County Evening Reporting Center Program

Staff from the Public Administration and Policy Analysis Department at Southern Illinois University at Edwardsville began the evaluation of this probation project in April. After a preliminary meeting with project staff and the Authority, the evaluation team has begun to create and review project databases. The evaluators are also working toward a documentary review of the project, refinement of outcome measures and the identification of a comparison group. A final report is due September 30, 2004.

3. Lake County Domestic Violence Probation Program Evaluation

This is an impact evaluation of a specialized probation program in Lake County focused on domestic violence offenders, and is being carried out by Justice Research Associates (JRA). The project is a follow-up to an implementation evaluation recently completed by JRA and is focusing on the outcome differences between the program participants and a comparison group. A final report is due shortly.

4. Study of Disproportionate Incarceration of Minorities for Drug Crimes

This project is a collaboration between the Authority and Loyola University Chicago, The John Howard Association and TASC, Inc. The study is examining the impact of sentencing laws and practices on the minority community, particularly in response to convictions for drug related crimes. Research bulletins planned include reports on national trends, drug law changes, the nature of addiction and treatment, the Illinois perspective on minority

incarceration and policy recommendations. The first report in the series, dealing with the national perspective on the issue, has been published.

5. Reintegration of Gang Offenders in the Community Study

In collaboration with DePaul University's Department of Sociology, the Illinois Department of Corrections, and the Attorney General's Gang Crime Prevention Center, a small-scale, pilot study of the reintegration process is being conducted. The study is largely qualitative, examining how gang & non-gang offenders go about reintegrating into their communities of origin. A final report on the study is due August 30, 2004.

6. Community Mobilization: Best Practices and Lessons Learned

This project involves the development of a series of four research briefs on different aspects of the Attorney General's Gang Crime Prevention Center Community Mobilization Program. The first of four research briefs is available on the topic of resident decision making versus representativeness in the community. The remaining report topics include the evolution of program implementation, resident involvement/coalition building and integration into the surrounding community. These reports are currently undergoing staff review.

7. CAPS at Ten

This project is being conducted by Northwestern University and is the last phase of a comprehensive multi-year assessment of the Chicago Police Department's community policing program. The Authority has been supporting this evaluation for several years and this final analysis will focus on the main themes that have characterized Chicago's program. A final report on this phase of the study has been reviewed. The full report will be available in April 2004.

8. Returning Home-Illinois Research Project

This project is being carried out by The Urban Institute. It involves the development of several products including a portrait of prisoner reentry in Illinois, a briefing on pre-release expectations on returning Illinois prisoners, and an advisory report addressing how funds made available to the Illinois Department of Corrections through the Authority should be prioritized to reduce recidivism rates. The evaluation team, with the assistance of Authority staff, completed the portrait of prisoner reentry in Illinois and presented it in April. Urban Institute staff have completed 400 pre-release surveys, over 400 interviews with inmates and 69 family interviews. The final report on this project has been received and will be published soon.

9. Illinois Going Home Program Evaluation

An implementation and preliminary impact evaluation of the Illinois Going Home Program is currently being conducted by the University of Chicago. The program is a major offender

reentry effort funded through a partnership of contributing federal agencies and in concert with a number of Chicago-area government, community and faith-based organizations. The evaluation will determine if the program was implemented as designed, how it worked in the field and the effectiveness of the program. Evaluators are currently creating a database on returning ex-offenders, and are developing an impact study to measure the programs effectiveness in the areas of offender employability and recidivism.

10. Circuit Court of Cook County, Department of Social Service, Domestic Violence Intervention Program

This project is being conducted by University of Illinois at Chicago under the direction of Larry Bennet and the West Side Domestic Abuse Project (WSDAP) in collaboration with the Social Service Department of the Circuit Court of Cook County. In 1999, UIC and WSDAP developed an assessment tool for batterers aimed to increase the safety of victims and improve the ability of staff to identify men who are at high risk and intervene to reduce their risk by assertive case management. This project will use existing Cook County PROMIS data and supplemental data collected from case records on men participating in the Domestic Violence Intervention Program. Researchers will be able to collect longitudinal data on predictors of attrition and outcomes for men who batter that can be used by policy makers and staff to improve intervention services. Researchers will also be able to contribute important information to the larger criminal justice and violence against women communities about the effectiveness of justice-based intervention with batterers. Researchers are now examining data on nearly 11,000 male domestic violence clients. A final report on this project is due on October 31, 2004.

11. An Evaluation of the Chicago Police Department's CLEAR Initiative – Phase II

The continued evaluation of CLEAR, the Citizen and Law Enforcement Analysis and Reporting project, is scheduled to continue with a grant to the University of Illinois at Chicago. CLEAR is a major initiative of the Chicago Police Department to integrate information systems and processes within the department. The continued evaluation will focus on the efforts aimed at the introduction of high-priority applications, and the resources and processes needed to develop and implement the major components of CLEAR. A full report will be available in December 2004.

12. An Evaluation of Bloom Township's Neighborhood Restorative Justice Mediation Program

The Neighborhood Restorative Justice Mediation Program (NRJMP) is a volunteer-based, victim-offender mediation program. The purpose of the NRJMP is to utilize the Balanced and Restorative Justice approach in response to juvenile crime and provide an alternative to formal prosecution for first time juvenile offenders. The NRJMP brings victims and offenders together in a neutral setting with the goal being to develop a plan for repairing harm done to the victim that both the offender and victim can agree upon. Operating since

2000 in the 6th Municipal Court District of Cook County, the NRJMP expanded into the 5th Municipal Court District in the Spring of 2001, the 2nd and 3rd Municipal Districts in the Fall-Winter of 2001, and the 4th Municipal District in early 2003. The manner in which this program has evolved provides an opportunity for researchers to conduct meaningful process evaluations of the program in the 6th, 5th, 2nd, and 3rd districts and an impact evaluation of the NRJMP as it functions in the 6th district. A request for proposals has been under development with the expectation that the evaluation could begin in 2004.

13. Analysis of Datasets Maintained/Available Through the Authority

A Request for Proposals (RFP) is currently being developed to seek proposals for the analysis of datasets currently available through the Authority. These small-scale projects will seek to answer a variety of research questions on offender reentry data, corrections data, victimization data, and domestic violence and victim services data. The RFP is scheduled to be released in 2004.

14. Safe Haven Domestic Violence Program Evaluation Project

Staff are currently evaluating the Chicago Safe Havens demonstration site, a project funded under the Supervised Visitation and Safe Exchange Grant Program. The Safe Havens Program was established by the Violence Against Women Act of 2000 to provide an opportunity for communities to support supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking. The project enables custodial parents to drop off their children for court ordered visits and exchanges, without having to face the non-custodial parent. The visit with the non-custodial parent takes place at a visitation center, with social service staff observing and monitoring the visit. The purpose of the supervised visitation program is to enable custodial parents to comply with court ordered visitation, without having to fear that they or their children will be re-victimized. ICJIA research staff will serve as local evaluators for the demonstration initiative.

15. Criminal Justice Agencies Needs Assessment Survey Project

A Request for Proposals (RFP) will be released in early 2004 seeking proposals to conduct a criminal justice needs assessment in Illinois. The primary purpose of this study is to supply information that will demonstrate the needs of criminal justice organizations, and identify areas that need improvement. The information will also be used to guide decision-making regarding where to best allocate resources. A secondary purpose of this study is to provide information that outlines if, and how, the needs of criminal justice organizations have changed over time by comparing the data collected as part of this study to the results of a needs assessment survey conducted in 1996. Major components of the criminal justice system will be surveyed on topics such as workload demands, training needs, staff retention, information systems and programming.

16. Chicago Public School Peer Jury Program Evaluation Project

An evaluation will be initiated this spring that focuses on the Chicago Public School's Peer Jury Program and its operation and development during the 2003/2004 school year. The study will focus on three schools that implemented the program, but will also involve the collection of some general descriptive data pertaining to the program as a whole. The evaluation will assist program practitioners and technical support staff in improving the program, and assist Chicago Public School's administrative staff in making future decisions regarding the program. In addition, the study will contribute to bodies of research examining restorative justice and programming for minors.

17. Evaluation of IDOC's Sheridan Correctional Center Therapeutic Community Program

Research and Analysis staff are participating in the development and evaluation of the recently opened Sheridan Correctional Center. Open since January, Sheridan operates as a fully dedicated therapeutic community for inmates in need of substance abuse treatment. Sheridan will provide all participants access to a wide array of services, including substance abuse treatment, education and vocational programming. The program will also prepare inmates for release into the community and provide access to services and support following their release. In addition to Authority staff, a number of organizations assisted in the development of Sheridan, including treatment agencies, governmental agencies, community organizations, national experts and inmates. The prison will operate at a capacity of 1,300 inmates and include males that are projected to serve between 6 and 30 months, be eligible for placement in a medium security facility and be in need of substance abuse treatment. Sheridan is the largest treatment prison in the county. The evaluation of Sheridan will be a collaborative effort between the Authority and the Illinois Department of Corrections, and will be guided by an Evaluation Advisory Committee. The process and impact evaluation will involve extensive quantitative data collection and qualitative information from focus groups and interviews with staff and participants. The evaluation will seek to measure changes in participant attitudes, beliefs and psychological functioning, in addition to participants' preparedness for release. The study will also examine the extent and nature of institutional violations and measures of recidivism after release. Employment and access to services will also be studied.

I. Externally-Funded Research and Evaluation Projects

R&A staff have been successful in the pursuit of external discretionary grants to support research and evaluation efforts. Several current projects are or were supported by such grants:

1. NIJ Chicago Women's Health Risk Study (CWHRs) Follow-Up

The Chicago Women's Health Risk Project is a continuing collaboration of Chicago medical, public health, and criminal justice agencies, and domestic violence experts to identify factors that indicate a significant danger of life-threatening injury or death in

situations of intimate partner violence. Collaborating agencies include the Chicago Department of Public Health, Erie Family Health Center, Cook County Hospital, Chicago Mayor's Office on Domestic Violence, Cook County Medical Examiner's Office, Chicago Police Department and the Authority. Project research included detailed interviews with abused women sampled as they entered a hospital, clinic, or health center for treatment, as well as interviews with people who knew victims of intimate partner homicide. By comparing data on abused women with similar data on people who have been killed by an intimate partner, the project helps agencies develop collaborative ways to identify and respond to potentially life-threatening intimate violence situations. A follow-up study looked at the effects of community capacity to determine whether the violence stopped or declined in the abused women's neighborhoods. The research provides vital information to beat officers, clinical staff, and other decision-makers in the field. The Chicago Women's Health Risk Project was supported with grants from the National Institute of Justice, the Authority, and other agencies. A number of reports, journal articles and other publications have been developed from the research. Staff continues to be solicited for presentations and briefings on the research and project tools, and data continue to be requested for use by other researchers. Most recently, Carolyn Rebecca Block was asked to present relevant findings as part of in-service training efforts in the Chicago Police Department. Current collaborations on reports from CWHRS include:

- *Risk Factors for Latina Women*. Eva Hernandez and Sara Naureckas.
- *PTSD, Abused Women and Pregnancy and Miscarriage*. Gregory Laskin, National Center for PTSD Research.
- *Social Support Network and Abuse*. UIC Ph.D. Dissertation, Perla Ilagan.
- *Abused Women and the Criminal Justice System*. Kim Davies and Jacquelyn Campbell.
- *Domestic Violence Help Seeking: Implications for Intervention*. Michelle Fugate, Leslie Landis, Kim Riodan, Sara Naureckas and Barbara Engel.
- *Female Perpetrated Femicide*. Nancy Glass, Jane Koziol McLain and Jacquelyn Campbell.
- *Same Sex Intimate Partner Homicide*.
- *Help Seeking by Abused Women*.

Staff also continues to operate The CWHRS Forum, a listserv focused on research and policy issues related to the risk of intimate partner homicide. It allows members to easily share information and technical assistance.

2. IJJC Study of Disproportionate Minority Representation in the Cook County Juvenile Justice System

This project is funded by the Illinois Juvenile Justice Commission (IJJC) utilizing U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds. It is a study of disproportionate minority representation among juveniles in the Cook County Juvenile Justice System. Staff has completed the collection and analysis of aggregate data from various juvenile justice system contact points, and has presented a draft of those findings at a meeting of the Illinois Juvenile Justice Commission. Staff collected case-level data on a sample of juveniles to measure the possible influence of specific factors on

decisions made as the juveniles are processed through the system. A final report was approved by the Commission and added to the Authority's website. A *Research Bulletin* drawing from these findings is also planned.

3. JRSA Profile of Girls Committed to the IDOC Youth Centers

This project is funded through a grant from JRSA, Authority staff in collaboration with the Illinois Department of Corrections (IDOC) is conducting an in-depth examination of the backgrounds, needs, and services received by female delinquents that have been committed to IDOC. Ultimately, this project seeks to develop research, programming and policy recommendations to aid the state in the implementation of gender-specific programming for female delinquents. The project entails examining already existing information collected by IDOC on each female inmate. These data are being used to develop an in-depth profile of girls residing in IDOC. In addition, more detailed and exploratory data will be collected through focus groups of IDOC staff members regarding the barriers and successes to working with girls, girls' unique needs, and the types of services that may help girls return successfully to their communities. Additionally, a detailed inventory of the programs currently offered through IDOC and the characteristics of the girls receiving these programs, in combination with the needs assessment, will assist in identifying service gaps. The final report of the project has been completed and published.

4. JRSA Detention Screening and Detainment Practices in Illinois Study

This project is funded through a grant from the Justice Research and Statistics Association. The grant funds a study of the validity, reliability and equity of scoreable screening instruments being used in Illinois in connection with juvenile detention decisions. The project involves a collaboration with the Administrative Office of the Illinois Courts, local probation departments, and others.

III. GRANT PROPOSALS

R&A staff routinely pursue discretionary grants to support data collection, research, and evaluation activities. Frequently these projects involve collaborations with universities and/or other criminal justice agencies.

1. *Awarded* – Staff partnered with the University of Illinois at Chicago's Jane Addams College of Social Work in a grant proposal to the Robert Wood Johnson Foundation's Substance Abuse Policy Research Program for a study of co-morbidity rates (co-occurring substance abuse and mental issues) in criminal offenders. The proposal was awarded in the Fall and UIC is in the process of contracting with the Authority for its portion of the project.
2. *Under development* - Staff will partner with INFONET staff and the Illinois Coalition Against Sexual Assault on a proposal for the U.S. Department of Justice, Bureau of Justice Statistics to document the profile of Illinois sexual

assault victims and their offenders, and to assess the outcome of sexual assault cases in Illinois. We hope to submit the proposal in December 2003.

3. *Under development* – Staff is consulting with JRSA on the submission of study proposals to the National Institute on Drug Abuse (NIDA) that may involve several other states in an examination of the impact of methamphetamine abuse on local criminal justice systems.

IV. ONGOING STAFF DEVELOPMENT/TRAINING

- Staff continues to conduct and/or take part in a variety of staff development and training programs and projects. These include: (a) observations/site visits to several key criminal justice agencies; (b) peer review process for project development and pre-publication; (c) partnerships with the academic community; (d) development of specific training classes including ArcView mapping, multivariate statistical analysis, basic SPSS use, data availability in criminal justice, among other topics; and (e) human subject research issues/concerns and practices.
- Several R&A staff persons are actively pursuing advanced academic degrees in graduate programs and post-graduate programs. Some staff also serve as adjunct faculty in criminal justice and other social science programs.

Please feel free to contact me if you would like further information on any of these activities.

GFR:r

Cc: Lori G. Levin
Robert P. Boehmer
R&A Supervisory Staff

TABLE 1. Information Request Handling Statistics

ITEM	FIRST QUARTER 7/1-9/30/2003	SECOND QUARTER 10/1-12/31/2003	THIRD QUARTER 1/1-3/31/2004	FOURTH QUARTER 4/1-6/30/2004	FISCAL YEAR TO DATE
Information requests handled:	320	308			628
Monthly average number of requests:	107	103			105
Pct of requests completed within two days:	85%	90%			87.5%
Geographic Origin of requesters:					
Chicago metropolitan area	26%	23%			24.5%
Other region of Illinois	48%	39%			43.5%
U.S. other than Illinois	18%	22%			20.0%
Outside the U.S.	2%	2%			2%
Unknown	8%	14%			11%
Type of requester:					
Government agency	43%	31%			37%
Private citizen	24%	32%			28%
Private agency	18%	16%			17%
Researcher	7%	11%			9%
Student	5%	7%			6%
Media	2%	3%			2.5%
Legislators	<1%	0%			0%
Inmates	1%	1%			1%
Unknown	-	-			-
Method of request:					
Telephone/fax	45%	36%			40.5%
Mail	3%	5%			4%
Email/Internet	26%	34%			30%
In-person	1%	6%			3.5%
ICJIA Web site	24%	17%			20.5%
Publications disseminated:					
Mailed in response to requests	44,287	11,332			55,619
Downloaded from Web Site	35,718	49,422			85,140
Total	80,005	60,754			140,759

TABLE 2. Web Site Traffic Report

	FIRST QUARTER 7/1-9/30/03	SECOND QUARTER 10/1-12/31/2003	THIRD QUARTER 1/1-3/31/2004	FOURTH QUARTER 4/1-6/30/2004	FISCAL YEAR TO DATE
Hits for Home Page	1,111,871	1,230,829			2,342,700
Number of User Sessions	92,412	107,135			199,547
Average Hits Per Day	12,087	13,377			12,732
Average User Sessions Per Day	1,005	1,165			1,085
Average Use Session Length (minutes)	14	15			14.5
Unique Visitors	46,598	61,157			107,755
Visitors Who Visited Once	39,138	51,597			90,735
Visitors Who Visited More Than Once	7,460	9,560			17,020
Persons Registered for CJ Dispatch (Email notification of updates)	1,343	1,410			1,410

TABLE 3. FSGU Support Requested: Statistics

Activities Requested by Federal and State Grants Unit	PROGRAM	FIRST QUARTER 7/1-9/30/03			SECOND QUARTER 10/1-12/31/2003			THIRD QUARTER 1/1-3/31/2004			FOURTH QUARTER 4/1-6/30/2004			FISCAL YEAR TO DATE		
		REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING	REQUESTED	COMPLETED	PENDING
PROGRAM NARRATIVE REVIEW	ADAA	19	19	0	13	13	0							32	32	0
	JAIBG	-	-	-	-	-	-							0	0	0
	VOCA/VAWA	-	-	-	2	2	0							2	2	0
	MVTPC	-	-	-	-	-	-							0	0	0
	Other	-	-	-	-	-	-							0	0	0
	Total	19	19	0	15	15	0							34	34	0
DATA REPORT DEVELOPMENT	ADAA	5	5	0	10	7	3							15	12	3
	JAIBG	-	-	-	-	-	-							0	0	0
	VOCA/VAWA	-	-	-	3	3	0							3	3	0
	MVTPC	-	-	-	-	-	-							0	0	0
	Other	-	-	-	-	-	-							0	0	0
	Total	5	5	0	13	10	3							18	15	3
DATA REPORT ENTRY (Number of projects for which monthly/quarterly data reports were computerized)	ADAA	78	78	0	78	78	0							156	156	0
	JAIBG	14	14	0	-	-	-							14	14	0
	VOCA/VAWA	Not applicable			Not applicable									0	0	0
	MVTPC	7	7	0	7	7	0							14	14	0
	Other	-	-	-	-	-	-							0	0	0
	Total	99	99	0	85	85	0							184	184	0
PROJECT STATUS REPORT (Number of assessments completed)	ADAA	-	-	-	4	4	0							4	4	0
	JAIBG	-	-	-	-	-	-							0	0	0
	VOCA/VAWA	-	-	-	1	1	0							1	1	0
	MVTPC	-	-	-	-	-	-							0	0	0
	Other	-	-	-	-	-	-							0	0	0
	Total	0	0	0	5	5	0							5	5	0
PROGRAM PROFILE (Number of profiles)	ADAA	-	-	-	-	-	-							0	0	0
	JAIBG	-	-	-	-	-	-							0	0	0
	VOCA/VAWA	9	9	0	1	1	0							10	10	0
	MVTPC	-	-	-	-	-	-							0	0	0
	Other	-	-	-	-	-	-							0	0	0
	Total	9	9	0	1	1	0							10	10	0



**ILLINOIS
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Memorandum

To: Authority Members
From: Hank Anthony
Date: March 1, 2004
Re: Summary of Office of Administrative Services Activities

The Office of Administrative Services continues to support the day to day activities of the Authority to include: mail operations, supply room operation, security, reception, procurement of goods and services, vehicle maintenance, telecommunications coordination, property inventory control, Authority database maintenance, internal staff moves and travel and conference coordination activities.



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MEMORANDUM

To: Authority Members
From: Ted Miller
Fiscal Manager
Date: February 17, 2004
Re: Summary of Office of Fiscal Management Activities

The following highlights the work by the Office of Fiscal Management since the last Authority meeting.

Reports

The following reports were prepared and submitted by the OFM staff:

- FY05 2nd Quarter Accounts Receivable Reports.
- Quarterly Federal Financial Status Reports for direct and formula grant awards.
- Cost center reports for agency operations and federal grant cost centers.
- Monthly Variance Reports preparation.

Accounts Receivable

- New Accounts Receivable System is performing well and producing the expected Results.
- Continued to follow-up on and reconcile outstanding balances.

Federal Grants

- Conducted preliminary budget reviews of approximately 137 interagency agreements.
- Processed 688 contract obligation documents (\$64,433,588) and 747 vouchers (\$23,237,312) for federal grants to state and local governments and not-for-profit agencies.

General Agency Obligation

- Completed obligation, expenditure and cash reconciliations for six funds.
- Appropriations are in place for FY04 and we begun spending accordingly.

Agency Budget

- The Authority has submitted the FY05 Budget and will have testified before both the House and Senate Appropriations committee before the Authority meets.

Audit

- Completed the Annual Audit of Authority Financials and are awaiting final publication.



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Memorandum

To: Authority Members
From: Rose Rossi
Information Systems Unit
Date: March 1, 2004
Re: Information Systems Unit Report – March 5, 2004 Authority Meeting

This memorandum highlights work performed by the Information Systems Unit.

Illinois Integrated Justice Information Systems (IIJIS) Project

Since the last Authority meeting, the following progress has been made on the Illinois Integrated Justice Information Systems (IIJIS) Project:

- The IIJIS Technical Committee met on January 16th. The group heard presentations from staff concerning issues and challenges in developing an Illinois Justice Network portal. The portal would serve as a single point of access to existing state and county-level subject record repositories. Over time, it could be expanded to provide a search engine for specific user classes (law enforcement officer, probation officer, judge, etc.) with the capability to select which types of databases are searched. A business plan was presented by IIJIS staff containing goals, expected benefits, business requirements, implementation phases and implementation issues as well as some of the potential risks. The committee voted to recommend to the IIJIS Board further development of the IJN portal concept. In addition, representatives of the Illinois State Police (ISP) and Chicago Police Department (CPD) presented a proposal and work plan for a model interface so that other police departments could link to CPD's ICLEARs system. The recommendation of the committee was to move forward with analyzing relevant issues and developing detailed plans for this initiative in order to examine all feasibility issues.
- The IIJIS Planning and Policy Committee met on January 14th. The committee reviewed the work of its Privacy Working Group. Members are reviewing laws and regulations that affect their agencies' operations and to provide insight into the privacy issues that are important to their agency. A final report of that working group will contain not only an explanation of Illinois' current privacy environment, but also the subcommittee's recommendations for changing that environment. The initial

meeting of this group focused on the Fair Information Practices and their impact upon justice information exchanges.

The committee also began to discuss development of a “Concept of Operations” for an Illinois Homeland Security Scenario. The purpose of this document is establish the parameters for a vision of future information sharing practices to enhance homeland security, and produce several outcomes, including:

- Improved dissemination of government-issued threat warnings and alerts
 - Improved public/private knowledge distribution of homeland security information
 - Expanded wireless and communications systems
 - Assurance of confidentiality, integrity, and availability of public and private sector data
 - Enhanced surveillance and intelligence
 - Improved coordination among government agencies to manage threats and the integration of systems and data to share information
 - Increased ability to create and share actionable and relevant information
 - Increased ability to discern indicators of terrorist activity amid overwhelming amounts of information
-
- The IIJIS Outreach Committee met on January 20th. They produced several marketing materials, including an electronic newsletter, a letter that informs potential “champions” of the role they can play in supporting IIJIS initiatives, as well as a computerized media presentation to inform justice practitioners of the underlying philosophy of justice integration, and the goals and objectives of its various projects. Committee staff also compiled a list of potential stakeholders in the justice integration process, and a list of practitioner organizations to be contacted for presentations.

 - The IIJIS Implementation Board met on February 11th. The board members recommended that staff employ the technical assistance services of the IJIS Institute (a private-public sector collaboration funded by the Department of Justice that provides free technical assistance to state integration efforts) before making a final determination of developing the portal initiative and the ICLEAR model interface. They recommended that this technical assistance resource be used to review the IIJIS Strategic Plan, and obtain overall recommendations for transforming it into a tactical plan containing specific implementation options. The Board also reviewed a preliminary structure and format for the IIJIS update report that is due to the Illinois Legislature by April 1st. That report will summarize the progress made by each of the committees.

The Authority’s Web Page

- **The Authority's Website:** The Website is fully compliant with the State of Illinois' website accessibility templates. These templates were developed to comply with Illinois Web Accessibility standards, Federal Section 508 standards, and World Wide Web Consortium (W3C) guidelines. Since the last Authority meeting in December 2003, over 77,000 visitors have visited the website and over 111,000 publications have been downloaded from the site
- **CJ Dispatch:** The CJ Dispatch is the Authority's twice monthly, web-based mailing list. The CJ Dispatch lists new items on the website, new publications, and upcoming grant opportunities. Currently, 1,454 users are subscribed to the list.
- **The Authority Intranet:** The Authority's internal Intranet continues to expand: fresh agency news items are posted weekly and agency announcements are posted as needed. The Intranet provides a central location for electronic forms, agency news and policy documents that can be accessed from each staff person's desktop computer.

The Authority's Information Systems for Law Enforcement

- **ALERTS.Net:** To date the Authority has migrated 147 ALERTS agencies to the new host machine for the ALERTS network. In the coming months we will be completing the rollout of the new ALERTS host. The Authority is continuing development of a browser-based mobile data client for the ALERTS network. Testing of this new client is to begin in the first quarter of 2004.
- **ALECS.Net:** The Authority is pleased to announce the rollout of a new ALECS client. The new ALECS client is browser-based application using standard Microsoft applications. The Authority has successfully implemented ALECS at 5 sites to date. The Authority will continue the roll out of this new application in coordination with the ALERTS.Net rollout.
- **PIMSNet:** Since the last report the Authority has rolled out the new PIMSNet system to an additional 5 agencies. The Authority is continuing to work with existing PIMS agencies to migrate their existing data to the new PIMSNet system. The Authority will also begin testing 2 computer aided dispatch interfaces to PIMSNet in the first quarter of 2004.

The InfoNet System

Ninety-six domestic violence and sexual assault programs access InfoNet from more than 150 sites throughout the State. Since the Authority last met, the InfoNet team continued to improve the efficiency and performance of the system for current users while modifying pages to accommodate the needs of new users of the system. Some specific accomplishments during the past quarter follow.

Staff finalized database changes and Web interfaces for the children's advocacy centers (CACs). Staff also completed initial testing of the new pages and convened a one-day lab for CAC representatives. During the lab, participants reviewed the system and provided final feedback before the release of InfoNet to the CACs. Staff also completed a strategy to migrate CAC modifications to the production environment.

During the report period, staff imported six years of data from one domestic violence program. Tests were run and data was cleaned and validated prior to the import. Additionally, staff from the Authority and the Illinois Department of Humans Services met to discuss the terms of the recently executed InfoNet agreement and devise a plan for the new interagency partnership. Finally, staff continued to work with InfoNet users by responding to calls for customer assistance, helping to install security software on new computers, and providing onsite assistance to new program directors and staff.

Customer Service Activities in support of ALERTS, PIMS, ALECS and InfoNet

ISU Customer Service staff members performed 43 support-related site visits to law enforcement and emergency service agencies between November 18, 2003 and February 9, 2003. A breakdown of these visits by application follows:

- ALECS -- 2 site visits
- ALERTS -- 3 site visits
- PIMS/PIMSNet -- 27 site visits
- InfoNet -- 1 site visit

Improvements to the Authority's Networking Infrastructure

Systems Support continues to implement Windows 2000 Active Directory across the entire Authority network. Currently, migration of shared user files to new servers is in work. Meanwhile, upgrades to user desktop computers and the Authority tape backup system are in procurement.

The MyDoom e-mail worm attacked the Internet in late January, quickly eclipsing the infection rates seen in all previous virus attacks, but no Authority computers were affected. The Authority e-mail server deleted all instances of the worm and Systems Support proactively prevented any systems connected to the Authority network from participating in the worm's built-in Denial of Service attack.

Systems Support continues to work closely with the Cook County Wide-Area Network to migrate our client departments to a faster network connection. In addition, Systems Support continues to assist our client community with telephone and on-site support for ALECS, ALERTS, and PIMSNet.



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Memorandum

To: Authority Members

From: Robert P. Boehmer
General Counsel

Date: February 18, 2004

Re: Office of General Counsel Report – March 5, 2004 Authority Meeting

This memorandum highlights the work performed by the Office of General Counsel from November 13, 2003 through February 17, 2004:

Document Reviews

- Over 280 preliminary and final reviews of grant agreements, amendments, grantee subcontracts, requests for proposals and publications.
- Reviewed Authority publications, including the *Authority Annual Report*.
- Prepared and reviewed other miscellaneous Authority contracts and documents, including federal grant awards. Revised ALERTS agreement; reviewed applications for VAWA, VAWA-Rural, VOCA, and Family Justice Centers; reviewed Byrne State Annual Report and LLEBG RFP.
- Reviewed IRB application for the Evaluation of the Illinois Department of Corrections' Sheridan Correctional Center Therapeutic Community Program.
- Reviewed and submitted University of Chicago Privacy Certificate to the Bureau of Justice Assistance.
- Completed negotiations regarding contract exceptions proposed by potential integration vendor.

Meetings

- Attended Illinois Association of Chiefs of Police Legislative Committee Meeting and Business Meeting.
- Attended National Criminal Justice Board of Directors meeting and Executive Board meeting.
- Attended Bureau of Justice Assistance Focus Group Meeting to discuss proposed Justice Assistance Grant program.
- Attended IIJIS Planning Committee meeting and convened Privacy Workgroup meeting.
- Attended State Agency General Counsel's Meeting in Springfield.
- Prepared for and participated in the Authority's Institutional Review Board Meeting.
- Assisted in the preparation for, and attended, Motor Theft Prevention Council Grant Review Committee meeting.

Legislation/Rulemaking

- Monitored the status of federal fiscal year 2004 Commerce, Justice, State, the Judiciary, and Related Agencies appropriations bill.
- Completed IIJIS Implementation Board rules for filing with the Illinois Secretary of State.
- Monitored the introduction of new bills in the General Assembly.

Other

- Continued work with ISU staff on the analysis of privacy issues.
- Provided additional information to the Office for Civil Rights pursuant to their civil rights compliance review, and continued to work with grantees on the development and submission of Equal Employment Opportunity Plans.
- Continued to provide legal consultation to Authority staff, and review various documents and mailings.

If you need additional information, please contact me.



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Memorandum

To: Authority Members
From: Jan M. Oncken
Date: February 11, 2004
Re: Summary of Human Resources Activities

The following highlights the work performed by Human Resources since the last Authority meeting.

Recruitment, Screening and Hiring

Activities in this area were limited due to Executive Order Number 1 (2003) freezing all hiring and promotions. Personnel Action Request Forms were submitted to the Office of Management and Budget (OMB) and the Governor's Office during the previous three months requesting exceptions to the freeze. Approval has been received to fill some vacant positions.

- Hired Rose Rossi, Associate Director, Information Systems Unit.
- Hired Rebecca Juergens, Research & Analysis Unit.
- Processed three resignations.
- Received approval to fill Accountant Supervisor and Criminal Justice Specialist I positions.

Employee Benefits

- Staff attended training on the Group Insurance Financial System to enable solving payroll and group insurance discrepancies on-line.
- Staff attended a Retirement Coordinator's annual seminar with members of the State Employees' Retirement System.
- Worked with several staff to explain insurance benefit options as well as researched and resolved insurance related problems.
- Processed all WageWorks deductions for staff enrolled in this transportation benefit. Continued working with CMS and WageWorks to provide this benefit for full-time contractual employees.

- Provided 2 staff members with disability and family leave information. Processed all related medical/administrative paperwork.
- Processed several Deferred Compensation transactions.
- Processed and distributed Savings Bonds for employees.

Salaries & Compensation

- A final resolution was reached on the grievance brought by AFSCME regarding union coverage of Authority employees. Affected employees received back wages including a 4% COLA as of July 14, 2004 and step increases will be provided throughout the year. Retirement contributions were also refunded to covered employees.
- Continued bi-monthly payroll processing for 100 employees.
- Issued time balance reports monthly to payroll and contractual employees.
- Continued to check timesheets of federally funded employees for correct time certification reports.
- Transferred all duties involved with the Petty Cash fund to the Office of Fiscal Management (OFM) and trained staff now responsible for the fund.
- Processed wage garnishments and other involuntary wage deductions.

Equal Employment Opportunities

- Met with liaison from DHR regarding 1st quarter reports for FY2004.
- Contacted several Veteran outreach programs to determine how to increase numbers of minority and female candidates on the State eligible lists for positions unique to the Authority.
- Distributed vacancy-posting notices to special interest and veteran groups.
- Prepared and submitted the Fiscal Year 2003 Agency Workforce Report to the Secretary of State's Office in accordance with The State Employment Records Act (5 ILCS 410).

Staff Development & Training

- Coordinated on-line mandatory Ethics Training for Authority staff.
- Coordinated a one-day Labor Relations training for managers with newly covered AFSCME employees.
- Staff participated in monthly personnel managers' meetings with CMS.
- Coordinated Rutan training for new Associate Directors.
- Coordinated sexual harassment training for employees.
- Provided staff with access to the CMS Job Posting System that details vacant positions throughout the State.
- Investigated and recommended management training for new supervisors.
- Researched on-line courses available as well as new management training classes being offered through New Horizons.
- Counseled supervisors on progressive discipline procedures.
- Continued to provide staff with development tools now available in library for use.

Other Miscellaneous Projects

- Participated as a member of the management team negotiating the AFSCME contract.
- Completed surveys and accompanying documentation for CMS Labor Relations regarding the inclusion of Public Service Administrators in the union.
- Provided the Office of Management & Budget (OMB) and CMS with information regarding contractual personnel at the Authority.
- Continued to work closely with the Governor's Office and the Office of Management & Budget to fill vacant positions.
- Assisted the Office of Fiscal Management in compiling personnel budget information for the Governor's Budget Book and forms for the Illinois Legislature.
- Worked with CMS classifications to attain a small reorganization of agency staff moving some positions to other units.
- Ended the annual State Employees' Combined Appeal (SECA) campaign with donations of \$3,100.
- Updated summary of staff with approved outside employment.
- Updated the agency organizational chart.
- Processed 3 and 6-month evaluations as well as annual evaluations for all staff.
- Continued background checks for all new employees.

Reports

The following reports were prepared and submitted by HR staff:

- 2003 Annual Flex-Time Report to CMS.
- Bureau of Labor Statistics Log and Summary of Occupational Injuries and Illnesses.
- End of the month headcount and staff salary information distributed to executive staff.
- Office of Management and Budget Headcount Tracking Form submitted monthly to our Budget analyst.



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

Memorandum

To: Authority Members
From: Ted Miller, Chief Fiscal Officer
Date: March 1, 2004
Re: Authority Fiscal Reports

Attached are FY2004 fiscal reports covering the period July 1, 2003 through December 31, 2003.

Exhibit #1 – Operations

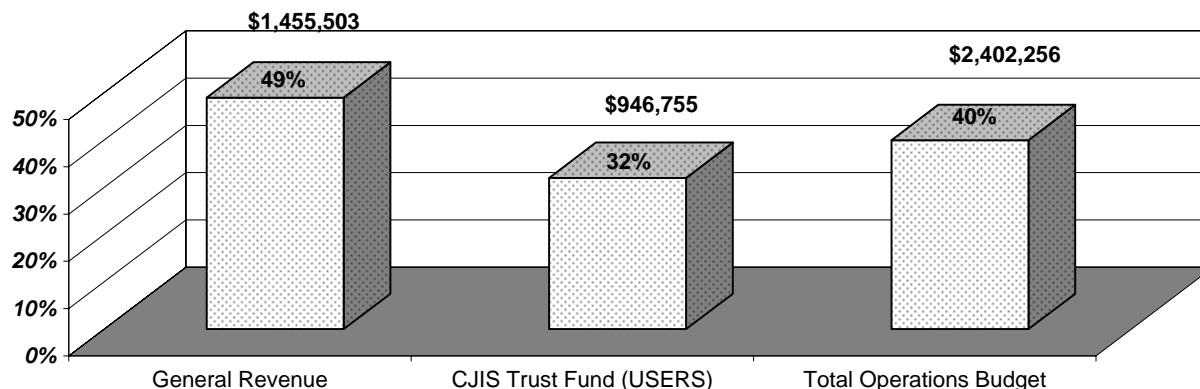
As shown in the attached report, we have obligated or expended 40% of our total operations budget for FY2004 as of December 31, 2003 and 49% of our General Revenue operations budget has been expended or obligated.

Exhibit #2 – Awards and Grants

Exhibit 2 details obligations and expenditures for total Awards and Grants. As of December 31, 2003, we have expended or obligated 63% of our General Revenue matching funds appropriation and 35% of our total appropriation for these budget lines.

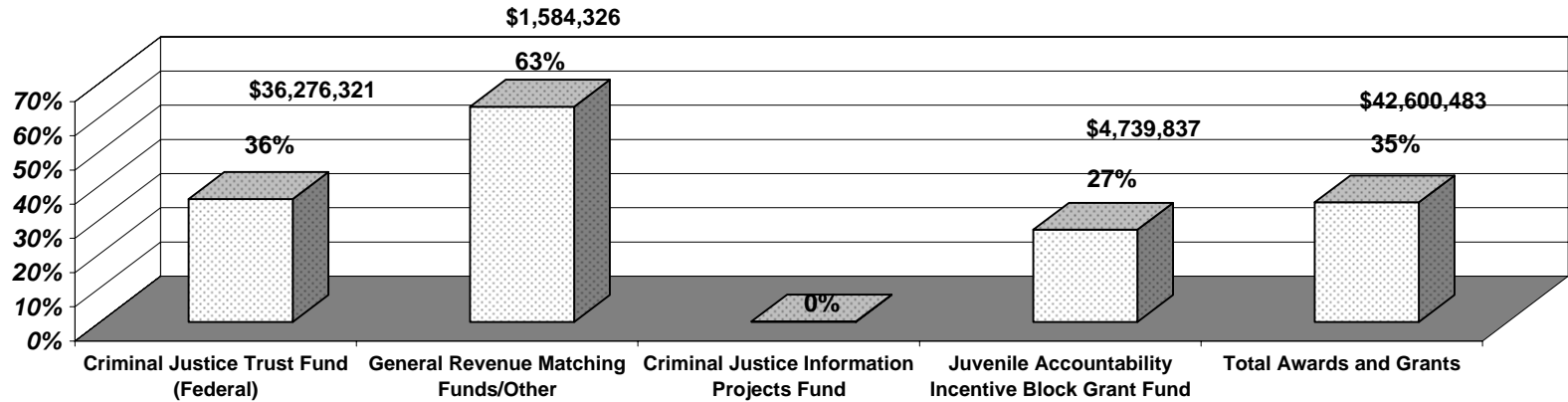
I will be available at the Authority meeting to answer any questions you may have regarding these reports.

Exhibit #1 - Operations
Illinois Criminal Justice Information Authority
FY 2004 Expenditures/Obligations
 July 1, 2003 - December 31, 2003



	General Revenue				Criminal Justice Information Systems Trust Fund				Total			
	Appropriation	Reserve	Expenditures/Obligations	Balance	Appropriation	Reserve	Expenditures/Obligations	Balance	Appropriation	Reserve	Expenditures/Obligations	Balance
Personal Services	\$1,630,300	\$42,201	\$686,685	\$901,414	\$646,200	\$26,000	\$280,981	\$339,219	\$2,276,500	\$68,201	\$967,666	\$1,240,633
Retirement - State Pick-Up	\$65,400	\$49,300	\$5,521	\$10,579	\$25,800	\$3,200	\$8,178	\$14,422	\$91,200	\$52,500	\$13,700	\$25,000
Retirement	\$218,900	\$2,016	\$92,335	\$124,549	\$86,900	\$3,360	\$37,765	\$45,775	\$305,800	\$5,376	\$130,100	\$170,324
FICA	\$124,800	\$1,148	\$50,912	\$72,740	\$49,400	\$1,913	\$20,591	\$26,896	\$174,200	\$3,061	\$71,504	\$99,635
Group Insurance	\$0			\$0	\$157,700	\$25,000	\$52,363	\$80,337	\$157,700	\$25,000	\$52,363	\$80,337
Contractual	\$642,500	\$10,000	\$534,295	\$98,205	\$211,700	\$4,088	\$111,705	\$95,907	\$854,200	\$14,088	\$646,000	\$194,112
Travel	\$15,000		\$3,631	\$11,369	\$14,000	\$0	\$2,285	\$11,715	\$29,000		\$5,916	\$23,084
Commodities	\$14,300		\$4,426	\$9,874	\$6,100	\$0	\$0	\$6,100	\$20,400		\$4,426	\$15,974
Printing	\$17,000		\$7,061	\$9,939	\$4,000	\$0	\$0	\$4,000	\$21,000		\$7,061	\$13,939
Equipment	\$3,000		\$478	\$2,522	\$4,500	\$0	\$0	\$4,500	\$7,500		\$478	\$7,022
EDP	\$308,000	\$34,287	\$42,846	\$230,867	\$1,563,100	\$0	\$342,683	\$1,220,417	\$1,871,100	\$34,287	\$385,528	\$1,451,285
Telecommunications	\$78,900		\$25,276	\$53,624	\$241,000		\$89,101	\$151,899	\$319,900		\$114,376	\$205,524
Operation of Auto	\$4,400		\$2,036	\$2,364	\$7,400		\$1,102	\$6,298	\$11,800		\$3,138	\$8,662
Total	\$3,122,500	\$138,952	\$1,455,503	\$1,528,045	\$3,017,800	\$63,561	\$946,755	\$2,007,486	\$6,140,300	\$202,513	\$2,402,256	\$3,535,531
% of Appropriation (less Reserve):			49%	51%			32%	68%			40%	60%

Exhibit #2 - Awards & Grants
Illinois Criminal Justice Information Authority
FY 2004 Expenditures/Obligations
 July 1, 2003 - December 31, 2003



	Criminal Justice Trust Fund (Federal)			General Revenue Matching Funds/Other				Criminal Justice Information Projects Fund		
	Appropriation	Expenditures/Obligations	Balance	Appropriation	Reserve	Expenditures/Obligations	Balance	Appropriation	Expenditures/Obligations	Balance
Federal Assistance Support	\$5,445,392	\$2,202,862	\$3,242,530	\$852,100	\$30,580	\$384,594	\$436,926			
State Agencies	\$13,092,408	\$8,381,654	\$4,710,754	\$1,700,000	\$20,468	\$1,199,732	\$479,800			
Locals/Non-Profit Orgs.	\$39,579,300	\$25,646,048	\$13,933,252							
Misc. Awards/Grants	\$1,700,000	\$45,758	\$1,654,242	\$0				\$1,000,000	\$0	\$1,000,000
Fed. Crime Bill Initiatives	\$39,999,030		\$39,999,030							
SANE Program							\$0			
Juvenile Accountability Block Grant										
Total	\$99,816,130	\$36,276,321	\$63,539,809	\$2,552,100	\$51,048	\$1,584,326	\$916,726	\$1,000,000	\$0	\$1,000,000
% of Appropriation (less Reserve):		36%	64%			63%	37%		0%	100%
	Juvenile Accountability Incentive Block Grant Fund - (Federal)			Total						
	Appropriation	Expenditures/Obligations	Balance	Appropriation	Reserve	Expenditures/Obligations	Balance			
Federal Assistance Support				\$6,297,492	\$30,580	\$2,587,456	\$3,679,456			
State Agencies				\$14,792,408	\$20,468	\$9,581,385	\$5,190,555			
Locals/Non-Profit Orgs.				\$39,579,300		\$25,646,048	\$13,933,252			
Misc. Awards/Grants	\$0			\$2,700,000		\$45,758	\$2,654,242			
Fed. Crime Bill Initiatives				\$39,999,030		\$0	\$39,999,030			
SANE Program				\$0	\$0	\$0	\$0			
Juvenile Accountability Block Grant	\$17,531,270	\$4,739,837	\$12,791,433	\$17,531,270		\$4,739,837	\$12,791,433			
Total	\$17,531,270	\$4,739,837	\$12,791,433	\$120,899,500	\$51,048	\$42,600,483	\$78,247,969			
% of Appropriation (less Reserve):		27%	73%	\$120,848,452		35%	65%			

General Revenue	49%
CJIS Trust Fund (USERS)	32%
Total Operations Budget	40%

Criminal Justice Trust Fund (Federal)	36%
General Revenue Matching Funds/Other	63%
Criminal Justice Information Projects Fund	0%
Juvenile Accountability Incentive Block Grant Fund	27%
Total Awards and Grants	35%