



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Total Bed Capacity

### Custody Operations

10	<b>Contract Beds</b>	<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 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	<b>Design Beds</b>	<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 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>
12	<b>Non-Traditional Beds</b>	<p>A Non-Traditional bed is defined by the DDPS variable: BedType with the code value = 'N'. This count is the sum of inmates who have been assigned to Non-Traditional beds on the 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	<b>Overcrowding Beds</b>	<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 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	<b>Temporary Beds (Family Visiting/Tank Beds)</b>	<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 Tempoary beds on the 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	<b>Medical Beds</b>	<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 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	<b>Budgeted Capacity</b>	<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	<b>Inmate Count</b>	<p>This is the total number of inmates at this institution on the 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	<b>% Inst. Filled to Budgeted Capacity</b>	<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 2012

### 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 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 Calification 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 I beds on the 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 2012

### Inmate Custody Level

### Custody Operations

**25 Out of Level II Assignments**

Data is currently unavailable due to the technical difficulty to retrieve adequate data from ICSS (Inmates Calification 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 II; - The classification score was not in the rang 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.

*ICSS / SOMS*

**26 Out of Level II Endorsed and Awaiting (Pending) Transfer**

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.

*Institution Reported*

**27 % of Out of Level Assignments**

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

*Formula*

**28 Level III**

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 & H means Hold), to Security Level I beds on the the last calendar day of the reporting month and is a "point in time" value representing that month.

*SOMS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Custody Level

### Custody Operations

**29 Out of Level III Assignments**

Data is currently unavailable due to the technical difficulty to retrieve adequate data from ICSS (Inmates Calification 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 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.

*ICSS / SOMS*

**30 Out of Level III Endorsed and Awaiting (Pending) Transfer**

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.

*Institution Reported*

**31 % of Out of Level Assignments**

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

*Formula*

**32 Level IV**

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 & H means Hold), to Security Level I beds on the the last calendar day of the reporting month and is a "point in time" value representing that month.

*SOMS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### 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 Calification 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 IV; - The classification score was not in the rang 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*

**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 values 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*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### General Population

### Custody Operations

**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 calendarday 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 vlaue is 'SEO', 'SNS', 'SNY', or 'SOH' on the last calendar day of the reporting month.  
*DDPS / SOMS*

### Minimum Support Facility

**50 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 "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\*\*\*  
*IAS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Minimum Support Facility

### Custody Operations

**51 Actual Population** 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'.  
*DDPS / SOMS*

### Life Sentenced Inmates

**53 Life (With Possibility of Parole)** 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'.  
*OISB*

**54 Life (Without Possibility of Parole) (LWOP)** 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'.  
*OISB*

### Reception Center

**56 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 "RC Budgeted Capacity."  
*IAS*

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

### Administrative Segregation Housing (ASU)

**59 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 headings: Administrative Segregation Budgeted Capacity = ASU Budgeted Capacity + EOP/ASU Budgeted Capacity  
*IAS*

**60 Actual Population (Excluding Overflow)** 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.  
*DDPS / SOMS*

**61 Actual Population (With Overflow)** 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)'.  
*Formula*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Administrative Segregation Housing (ASU)

### Custody Operations

<b>62</b>	<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]</p> <p><i>Institution Reported</i></p>
<b>63</b>	<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.</p> <p><i>Institution Reported</i></p>
<b>64</b>	<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</p> <p><i>Institution Reported</i></p>
<b>65</b>	<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.</p> <p><i>Institution Reported</i></p>
<b>66</b>	<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.</p> <p><i>Formula</i></p>
<b>67</b>	<b>ASU Inmates Endorsed for GP</b>	<p>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.</p> <p><i>Institution Reported</i></p>
<b>68</b>	<b>ASU Inmates Endorsed for SNY</b>	<p>(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 period.</p> <p><i>Institution Reported</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Administrative Segregation Housing (ASU)

### Custody Operations

**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.

*Institution Reported*

**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.

*Institution Reported*

### ASU Overflow

**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.

*CSU Weekly Population Report*

### ASU EOP Hub

**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.

*Institution Reported*

### Behavior Management Unit

**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.

*Institution Reported*

**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*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Behavior Management Unit

### Custody Operations

**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*

### Correctional Clinical Case Management Services (CCCMS)

**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*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Total EOP Populations

### Custody Operations

**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 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*

### EOP SNY

**96 Budgeted Capacity** 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.'

*IAS*

**97 Actual Population** 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.

*DDPS / SOMS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

EOP ASU		Custody Operations
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>
<b>Psychiatric Services</b>		
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>
<b>Security Housing Unit (SHU)</b>		
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>
107	<b>Actual Population</b>	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	<b>Inmates With Expired MERD's</b>	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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Security Housing Unit (SHU)

### Custody Operations

**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.

*Institution Reported*

### Single Cell Inmates

**111 Single Cell Inmate Summary** This is the sum of all Single Cell categories.

*Formula*

**112 Summary With S-Suffix** This is the sum of all Single Cell With S-Suffix categories.

*Formula*

**113 Summary Without S-Suffix** This is the sum of all Single Cell Without S-Suffix categories.

*Formula*

**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

*Formula*

**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.

*Institution Reported*

**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.

*Institution Reported*

**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.

*Formula*

**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.

*Institution Reported*

**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.

*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Single Cell Inmates

### Custody Operations

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>
124	PSU 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 Psychiatric Services Unit. These inmates are double cell cleared and are refusing to accept a qualified cellmate. <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>
128	Total Enhanced Outpatient Program (EOP)	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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Single Cell Inmates

### Custody Operations

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

**130 EOP Without S-Suffix** 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.  
*Institution Reported*

### Inmate Disciplinaries

**132 Total** Formula: The total number of 115's written during the reporting period. Sum of: "Assault on Staff" + "Conduct" + "Batteries on Staff" + "Assault on Inmate" + "Battery on Inmates" + "Stimulants & Sedatives" + "Indecent Exposure (IEX)" + "IHP Refusals/Failure to Comply" + "Restricted Housing Group C" + "Restricted Housing Group C over C" + "Possession of Cell Phone/s" + "Riot/Disturbance Control" + "Resisting Staff" + "Weapon" + "Murder or Attempted Murder" + "Other" = Total Number of Inmate Disciplinaries  
*Formula*

**133 Per 100 inmates** Formula: Total Inmate Disciplinaries ÷ Inmate Count = Ratio per 100 Inmates  
*Formula*

**134 Conduct** 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.  
*Institution Reported*

**135 Assault On Staff** 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.  
*Institution Reported*

**136 Batteries on Staff** 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.  
*Institution Reported*

**137 Assault On Inmate** 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.  
*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Disciplinaries

### Custody Operations

<b>138</b>	<b>Batteries on Inmates</b>	<p>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>
<b>139</b>	<b>Stimulants and Sedatives</b>	<p>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>
<b>140</b>	<b>Indecent Exposure (IEX)</b>	<p>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>
<b>141</b>	<b>IHP Refusals / Failure to Comply</b>	<p>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>
<b>142</b>	<b>Restricted Housing Inmates IHP Refusals Resulting in Privilege Group "C" Status</b>	<p>Enter the total number of inmates placed in Privilege Group "C" Status as a result of failure to comply with IHP.</p> <p><i>Institution Reported</i></p>
<b>143</b>	<b>Restricted Housing Inmates IHP Refusals Resulting in Privilege Group "C over C" Status</b>	<p>Enter the total number of inmates placed in Privilege Group "C Over C" Status as a result of failure to comply with IHP.</p> <p><i>Institution Reported</i></p>
<b>144</b>	<b>Possession of Cell Phone/s</b>	<p>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>
<b>145</b>	<b>Riot/Disturbance Control</b>	<p>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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Disciplinary

### Custody Operations

<b>146</b>	<b>Resisting Staff</b>	<p>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>
<b>147</b>	<b>Weapon</b>	<p>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>
<b>149</b>	<b>Attempted Murder</b>	<p>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>
<b>150</b>	<b>Murder</b>	<p>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>
<b>151</b>	<b>Other</b>	<p>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>
<b>152</b>	<b>Number of RVR's Involving Mental Health Inmates</b>	<p>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>
<b>153</b>	<b>Serious 115's Lost to time constraints</b>	<p>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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Number of Incidents

### Custody Operations

155	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><b>DIRS</b></p>
156	Per 100 Inmates	<p>Formula: "Total Number of Incidents" ÷ "Inmate Count" = Ratio per 100 Inmates</p> <p><b>Formula</b></p>
157	Number of Voided Incident Reports	<p>This is the number of voided incidents during the reporting period.</p> <p><b>DIRS</b></p>
158	Total Number of Documented Force	<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><b>DIRS</b></p>
159	Per 100 Inmates	<p>Formula: "Total Number of Documented Force" ÷ "Inmate Count" = Ratio per 100 Inmates</p> <p><b>Formula</b></p>
160	Departmental Executive Use of Force Review	<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><b>Institution Reported</b></p>
161	Total Number of Overdue UOF Reviews - 30 Days	<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><b>Institution Reported</b></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Number of Incidents

### Custody Operations

**162 Total Number of Overdue UOF Reviews - 90 Days** 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.

*Institution Reported*

**163 Lockdown/Modified Programs** This is the number of lockdown/modified programs during the reporting period (include numbers for newly initiated modified/lockdown programs and numbers for those that remain open from previous reporting periods; 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 under a 24-hour period. These numbers should correspond to the number of Program Status Reports that remain open and were forwarded/approved by the respective Associate Director. 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 had at the end of the reporting period.

*Institution Reported*

### Type of Force

**165 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*

**166 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*

**167 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*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Type of Force

### Custody Operations

168	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 <i>DIRS</i>
169	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>
170	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>
171	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	Hydro-Force Water Restraint System	This is the total number of incidents during the reporting period in which the Hydro-Force Water Restraint System 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 options are used during the same incident, each option will only be counted once. If two different people use the Hydro-Force Water Restraint System during the same incident then Hydro-Force Water Restraint System 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: HFWRS <i>DIRS</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Type of Force

### Custody Operations

**173 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

**DIRS**

### Incidents

**175 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'

**DIRS**

**176 Methamphetamine** The number of methamphetamine related incidents during the reporting period. 837 Field Name - Controlled Substance: Methamphetamine

**DIRS**

**177 Marijuana** The number of marijuana related incidents during the reporting period. 837 Field Name - Controlled Substance: Marijuana

**DIRS**

**178 Heroin** The number of heroin related incidents during the reporting period. 837 Field Name - Controlled Substance: Heroin

**DIRS**

**179 Cocaine** The number of cocaine related incidents during the reporting period. 837 Field Name - Controlled Substance: Cocaine

**DIRS**

**180 Amphetamine** The number of amphetamine related incidents during the reporting period.

**DIRS**

**181 Barbiturates** The number of barbiturate related incidents during the reporting period.

**DIRS**



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

Incidents		Custody Operations
182	<b>Codeine</b>	The number of codeine related incidents during the reporting period. <i>DIRS</i>
183	<b>Morphine</b>	The number of morphine related incidents during the reporting period. <i>DIRS</i>
184	<b>Drug Paraphernalia/Other</b>	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>
185	<b>Assault On Staff</b>	Formula Driven Line (Sum of the following 2 lines) <i>Formula</i>
186	<b>With Weapon</b>	The number of Assault on staff incidents involving the use of a weapon. <i>DIRS</i>
187	<b>Without Weapon</b>	The number of Assault on staff incidents without the use of a weapon. <i>DIRS</i>
188	<b>Battery on Staff</b>	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' <i>Formula</i>
189	<b>With Weapon</b>	The number of battery on staff incidents involving the use of a weapon. <i>DIRS</i>
190	<b>Without Weapon</b>	The number of battery on staff incidents without the use of a weapon. <i>DIRS</i>
191	<b>Aggravated Battery</b>	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'. <i>DIRS</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Incidents

### Custody Operations

192	Assault On Inmate	Formula Driven Line (Sum of the following 2 lines) <i>Formula</i>
193	With Weapon	The number of Assault on inmate incidents involving the use of a weapon. <i>DIRS</i>
194	Without Weapon	The number of Assault on inmate incidents without the use of a weapon. <i>DIRS</i>
195	Battery on Inmate	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. <i>Formula</i>
196	With Weapon	The number of battery on inmate incidents involving the use of a weapon. <i>DIRS</i>
197	Battery Causing Serious Bodily Injury (SBI)	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>
198	Cell Extractions	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>
199	Cell Extractions (KEYHEA)	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>
200	Escapes	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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Incidents

### Custody Operations

201	<b>Escapes- Number of Inmates Involved</b>	The number of inmates involved in escapes during the reporting period.  <i>DIRS</i>
202	<b>Attempted Escapes</b>	The number of attempted escapes that occurred during the reporting period. 837 Field Name - Escapes: Attempted  <i>DIRS</i>
203	<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>
204	<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>
205	<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>
206	<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>
207	<b>Sexual Misconduct</b>	The number of "Sexual Misconduct" related incidents during the reporting period.  <i>DIRS</i>
208	<b>Attempted Suicide</b>	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>
209	<b>Suicide</b>	The number of suicides that occurred during the reporting period. 837 Field Name - Under Cause of Death checked box 'Suicide.'  <i>DIRS</i>
210	<b>Expected Death</b>	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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Incidents

### Custody Operations

<b>211</b>	<b>Homicide</b>	The number of homicides that occurred during the reporting period. 837 Field Name - Under Cause of Death checked box 'Homicide.' <i>DIRS</i>
<b>212</b>	<b>Unexpected Death</b>	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>
<b>213</b>	<b>Total Number of Deaths</b>	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>
<b>214</b>	<b>Contraband Cell Phone Discoveries</b>	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>
<b>215</b>	<b>Miscellaneous</b>	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. **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. <i>DIRS</i>
<b>216</b>	<b>Number of Non UOF Incidents Involving Mental Health Inmates</b>	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. <i>DIRS</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Incidents

### Custody Operations

<b>217</b>	<b>Number of UOF Incidents Involving Mental Health Inmates</b>	<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><i>DIRS</i></p>
<b>Integrated Housing Program (IHP)</b>		
<b>219</b>	<b>Total Number IHP Coded Inmates</b>	<p>This count is the sum of inmates who have an IHP Code on the last day of the calendar reporting month.</p> <p><i>DDPS / SOMS</i></p>
<b>220</b>	<b>Total Number Non IHP Coded Inmates</b>	<p>This count is the sum of inmates who do not have an IHP Code on the last day of the calendar reporting month.</p> <p><i>DDPS / SOMS</i></p>
<b>In Cell Violence/Incidents</b>		
<b>222</b>	<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</p> <p><i>Institution Reported</i></p>
<b>223</b>	<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</p> <p><i>Institution Reported</i></p>
<b>224</b>	<b>Total Number of In Cell Violence/Incidents as Result of the IHP</b>	<p>Provide the number of incidents that are the result of the IHP</p> <p><i>Institution Reported</i></p>
<b>Indecent Exposure Incidents</b>		
<b>226</b>	<b>Total Number of IEX Incidents</b>	<p>Enter the total number of indecent exposure incidents that occurred during the reporting month.</p> <p><i>Institution Reported</i></p>
<b>227</b>	<b>Number of D.A. Referrals</b>	<p>Enter the total number of indecent exposure incidents referred to the District Attorney's Office for the reporting month.</p> <p><i>Institution Reported</i></p>
<b>228</b>	<b>Number of Sexually Disorderly Conduct Incidents (Masturbation w/o Exposure)</b>	<p>Enter the number of Sexual Disorderly Conduct (masturbation without exposure) incidents that occurred during the reporting period. Do not include IEX incidents.</p> <p><i>Institution Reported</i></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Indecent Exposure Incidents

### Custody Operations

**229**      **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*

**230**      **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*

**231**      **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

**233**      **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*

**234**      **Total Appeals Issued a Log Number**      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  
*Formula*

**235**      **Total Screen Outs**      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.  
*Institution Reported*

**236**      **Overdue Appeals (Non-Medical) (Point-in-Time)**      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.  
*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Appeals

### Custody Operations

**237 Overdue Appeals Non-Medical (Monthly Cumulative)** 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.

*Institution Reported*

**238 Overdue Appeals (ADA)** 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.

*Institution Reported*

**239 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*

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

*Formula*

### Inmate Appeal Breakdown

**242 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*

**243 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*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Appeal Breakdown

### Custody Operations

<b>244</b>	<b>Mail</b>	<p>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.</p> <p><i>Institution Reported</i></p>
<b>245</b>	<b>Visiting</b>	<p>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.</p> <p><i>Institution Reported</i></p>
<b>246</b>	<b>Personal Property</b>	<p>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.</p> <p><i>Institution Reported</i></p>
<b>247</b>	<b>Case Records</b>	<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>
<b>248</b>	<b>Staff Complaints</b>	<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>
<b>249</b>	<b>Staff Complaints - Medical</b>	<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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Appeal Breakdown

### Custody Operations

<b>250</b>	<b>Living Conditions</b>	<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>
<b>251</b>	<b>Legal</b>	<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>
<b>252</b>	<b>Program</b>	<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>
<b>253</b>	<b>Segregation Hearings</b>	<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>
<b>254</b>	<b>Work Incentive</b>	<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>
<b>255</b>	<b>Re-Entry</b>	<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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Appeal Breakdown

### Custody Operations

**256 Transfer** 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.

*Institution Reported*

**257 Funds** 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.

*Institution Reported*

**258 Other** 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.

*Institution Reported*

**259 ADA (1824's)** 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.

*Institution Reported*

### Inmate Medical Appeals

**261 Total Appeals Received by the Appeals Office** 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

*Formula*

**262 Total Appeals Issued a Log Number** 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

*IMATP Monthly Report*

**263 Total Appeals Screen Outs** 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.

*CCHCS Healthcare Appeals Monthly Summary Report*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Medical Appeals

### Custody Operations

**264 Overdue Appeals -Medical Related (Point-in-Time)** 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).  
*Health Care Services Monthly Report*

**265 Overdue Appeals - Medical Related (Monthly Cumulative)** 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.  
*Health Care Services Monthly Report*

**266 Total Modification Orders Issued** 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.  
*Office of 3rd Level Appeals Monthly Appeals Report*

**267 Appeals Per 100 Inmates** DATA CURRENTLY UNAVAILABLE: Formula: "Total Medical Appeals Issued a Log Number" ÷ "Inmate Count" = Ratio per 100 Inmates  
*Formula*

### Academic Programs - Total

### Programs

**270 Inmate Capacity** 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  
*EMR*

**271 Inmate Enrollment** The number of inmates assigned or enrolled in an academic education program at the end of the month (formula) Equals the Number of students enrolled + Number of students add - Number of student drops  
*EMR*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Academic Programs - Total

Programs

**272 % of Total Capacity Enrolled** Formula:  $\text{Inmate Enrollment} \div \text{Inmate Capacity} = \text{Percent of Total Capacity Enrolled}$   
*Formula*

### Academic Programs - Attendance Tracking

**274 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)  
*EMR*

**275 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.  
*EMR*

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

**277 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  
*EMR*

**278 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...  
*EMR*

**279 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...  
*EMR*

**280 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...  
*EMR*

**281 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.  
*EMR*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Academic Programs - Outcomes and Completions

### Programs

**283**      **Number of Program Completions**      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)

*EMR*

**284**      **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)

*EMR*

**285**      **High School Diploma**      Count the number of High School Diplomas earned during the reporting month.

*EMR*

**286**      **Number of inmates on Academic Waiting List**      The total number of inmates on the Academic Education Programs waiting list.

*EMR*

### Academic Programs - Programming Eligible Inmate Population

**288**      **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*

**289**      **Inmates (Students) TABE Overall Level < 9.0**      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*

**290**      **Inmates (Students) TABE Overall Level > 9.0**      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*

### Incarcerated Individuals Program (IIP)

**292**      **Enrollment**      Sum of "Number of IIP Students Enrolled in College" plus "Number of IIP Students Enrolled in Trade Schools"

*EMR*

**293**      **Completions**      Number of College Course Completions Determine the number of college courses completed by Students who are enrolled in the IIP program.

*EMR*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Incarcerated Individuals Program (IIP)

### Programs

**294**      **Number of Course Completions in Trade Schools**      Determine the number of course completions achieved by students enrolled in the IIP Trade School program.  
*EMR*

**295**      **Number of AA Degrees Earned**      Count the number of students who earned an Associate of Arts degree through the IIP program.  
*EMR*

### Vocational Programs - Full Time

**297**      **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  
*EMR*

**298**      **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  
*EMR*

**299**      **% of Total Capacity Enrolled**      Formula:  $\text{Inmate Quota} \div \text{Inmate Assignments} = \text{Percent of Total Quota Enrolled}$   
*Formula*

### Vocational Programs - Half Time

**301**      **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  
*EMR*

**302**      **Inmate Enrollment**      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*

**303**      **% of Total Capacity Enrolled**      Formula:  $\text{Inmate Quota} \div \text{Inmate Assignments} = \text{Percent of Total Quota Enrolled}$   
*Formula*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Vocational Programs - Attendance Tracking

### Programs

305	<b>Total X-Time</b>	EMR Counting Rule: The total number of X time hours recorded for students that attends class <i>EMR</i>
306	<b>Total S-Time</b>	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. <i>EMR</i>
307	<b>Total S-Time Non-Education</b>	This is a formula driven line (S-Time Non-Education Medical + S-Time Non-Education Custody). <i>Formula</i>
308	<b>Total S-Time Non-Education (S-Time Medical)</b>	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 <i>EMR</i>
309	<b>Total S-Time Non-Education (S-Time Custody)</b>	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... <i>EMR</i>
310	<b>Total S-Time Education</b>	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>EMR</i>
311	<b>Total E-Time Education</b>	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>EMR</i>
312	<b>Total A-Time Education</b>	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>EMR</i>

### Vocational Programs - Outcomes and Completions

314	<b>Number of Inmates on VOC Waiting List</b>	The total number of inmates on the Vocational Education Programs waiting list. <i>EMR</i>
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# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Student Achievements

### Programs

**316 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"

*EMR*

**317 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"

*EMR*

**318 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.

*EMR*

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

**320 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*

**321 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*

**322 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*

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

*Institution Reported*

**324 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*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

Office of Substance Abuse and Treatment Services (OSATS)

Programs

**325**      **Program Utilization X-Time**      Total number of X Time for OSATS  
*ICATS*

**326**      **Program Utilization XSEA Total**      Total number of XSEA Time  
*ICATS*

**327**      **Program Utilization Rate (AB900 Benchmark 5)**      Program Utilization Rate (AB900 Benchmark 5)  
*Formula*

**Inmate Work Assignments**

**329**      **Available Assignments**      Formula: Full Time Assignments + Half Time Assignments = Total Available Assignments  
*Formula*

**330**      **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.  
*DDPS*

**331**      **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.  
*DDPS*

**332**      **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.  
*DDPS*

**333**      **Inmates Assigned**      Formula: Full Time Assignments + Total Half Time Assignments = Total Inmates Assigned  
*Formula*

**334**      **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.  
*DDPS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Work Assignments

### Programs

335	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>
336	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>
337	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>
338	Vacant Work Assignments	Formula: Difference of: "Available Assignments" - "Inmates Assigned" = Vacant Work Assignments <i>Formula</i>
339	Percent of Filled Work Assignments	Formula: "Inmates Assigned" ÷ "Available Assignments" = Percent of Filled Work Assignments <i>Formula</i>
340	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>
341	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>
342	Inmates Unassigned	Formula: Sum of: "Voluntary" + "Involuntary" = Inmates Unassigned <i>Formula</i>
343	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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Work Assignments

### Programs

344	<b>Involuntary</b>	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>
345	<b>Inmates on Waiting List</b>	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>
<b>Prison Industry Authority</b>		
347	<b>PIA Assignments</b>	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>
348	<b>PIA Assignments Filled</b>	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>
349	<b>% of PIA Assignments Filled</b>	Formula: $\text{PIA Assignments Filled} \div \text{PIA Assignments} = \text{Percent of PIA Assignments Filled}$ [Budget Display Act requirement performance measure] <i>Formula</i>
350	<b>PIA Lost Hours</b>	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: •SAC = SAC row + CO row- PIA HQ. •COR = COR row + OTD row. <i>Formula</i>
351	<b>(Custody) PIA Lost Hours</b>	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. <i>PIA Headquarters Lost Hours Report</i>
352	<b>(Ducats) PIA Lost Hours</b>	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. <i>PIA Headquarters Lost Hours Report</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

Prison Industry Authority

Programs

**353 (Industry Related) PIA Lost Hours** 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.

*PIA Headquarters Lost Hours Report*

**354 (Other) PIA Lost Hours** Other Lost Hours include: Classification hearings, unexcused absence, inclement weather(fog & heat), inappropriate clothing and other. This data is retrieved from the 'Other' column on the PIA Lost Hours Report.

*PIA Headquarters Lost Hours Report*

**355 (Vacant) PIA Lost Hours** 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.

*PIA Headquarters Lost Hours Report*

### College Programs (unfunded)

**357 Number of inmates enrolled in College Courses** The number of inmates enrolled in college courses (unduplicated).

*EMR*

**358 Course Completions** The number of courses completed by inmates.

*EMR*

**359 No. of Units/Credits Earned (total)** The number of college credits earned.

*EMR*

**360 No. of Associate Degrees** The number of Associate degrees earned.

*EMR*

**361 No. of Bachelor Degrees** The number of Bachelor degrees earned.

*EMR*

**362 No. of Master Degrees** The number of Master degrees earned.

*EMR*

**363 No. of College Course Assessments** The number of College course assessments.

*EMR*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Inmate Leisure Time Activity Groups (ILTAG)

Programs

**365 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.

*Institution Reported*

**366 Total Number of Meetings Held** Formula: Sum of: "AA" + "NA" + "Veteran's" + "Other" = Total Number of Meetings Held

*Formula*

**367 Total Number of Attendees (for all meetings held)** Formula: Sum of: "AA" + "NA" + "Veteran's" + "Other" = Total Number of Attendees

*Formula*

**368 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

*Formula*

### Alcoholics Anonymous (AA)

**370 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*

**371 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*

**372 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*

**373 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)

**375 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 2012

### Narcotics Anonymous (NA)

### Programs

**376 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*

**377 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*

**378 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

**380 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*

**381 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*

### Veteran's Administration (VA)

**382 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*

### Veteran's Groups

**383 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

**385 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 2012

### All Other ILTAG's

### Programs

**386 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**

**387 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**

**388 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

**391 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**

**392 Surplus/Deficit** 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.

**BIS**

### Budget Allotment (Program 45)

**394 Allotment** 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.

**BIS**



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Budget Allotment (Program 45)

Administration

**395 Surplus/Deficit** 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.

*BIS*

### Personnel Vacancies (Category)

**397 Total of all personnel in filled positions.** Formula: Sum of: Filled Budgeted Positions ("Custody" + "Other Custody" + "Education" + "Support Staff" + "Trades" + "Management") = Total of all Personnel in Filled Positions. \*\*Excludes Medical Personnel.

*Formula*

### Custody (Uniformed)

**399 Budgeted Positions** 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.

*Institution Reported*

**400 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*

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

*Formula*

**402 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.

*Institution Reported*

**403 920 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.

*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Custody (Uniformed)

### Administration

404	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>
405	True Vacancy Total	Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total <i>Formula</i>
406	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>
407	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>
408	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>		
410	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>
411	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>
412	Adjusted Budgeted Total	Formula: Sum of: "Budgeted Positions" + "Pending 607's - Net" = Adjusted Budgeted Positions <i>Formula</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Other Custody (Non-Uniformed)

### Administration

413	<b>Filled Budgeted Positions</b>	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. <i>Institution Reported</i>
414	<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>
415	<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>
416	<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>
417	<b>902 Blanket</b>	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>
418	<b>916 Blanket</b>	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>
419	<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>
<b>Education Positions</b>		
421	<b>Budgeted Positions</b>	Enter the number of all budgeted positions in Education, as well as Managers and Support Staff. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Education Positions

### Administration

<b>422</b>	<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>
<b>423</b>	<b>Adjusted Budgeted Total</b>	Formula: Sum of: "Budgeted Positions" + "Pending 607's - Net" = Adjusted Budgeted Positions <i>Formula</i>
<b>424</b>	<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>
<b>425</b>	<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>
<b>426</b>	<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>
<b>427</b>	<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>
<b>428</b>	<b>902 Blanket</b>	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>
<b>429</b>	<b>916 Blanket</b>	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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Education Positions

### Administration

**430**      **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

**443**      **Budgeted Positions**      Enter the number of all Support Staff budgeted positions, excluding Support Staff positions from Medical and Education.

*Institution Reported*

**444**      **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*

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

*Formula*

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

*Institution Reported*

**447**      **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.

*Institution Reported*

**448**      **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.

*Institution Reported*

**449**      **True Vacancy Total**      Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total

*Formula*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Support Staff

### Administration

<b>450</b>	<b>902 Blanket</b>	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>
<b>451</b>	<b>916 Blanket</b>	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>
<b>452</b>	<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>
<b>Trades</b>		
<b>454</b>	<b>Budgeted Positions</b>	Enter the number of all budgeted positions in Trades (examples include: electricians, painters, plumbers, stationary engineers etc.). <i>Institution Reported</i>
<b>455</b>	<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>
<b>456</b>	<b>Adjusted Budgeted Total</b>	Formula: Sum of: "Budgeted Positions" + "Pending 607's - Net" = Adjusted Budgeted Positions <i>Formula</i>
<b>457</b>	<b>Filled Budgeted Positions</b>	Enter the number of all filled budgeted positions in Trades (examples include: electricians, painters, plumbers, stationary engineers etc.). <i>Institution Reported</i>
<b>458</b>	<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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Trades

### Administration

**459 918 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.

*Institution Reported*

**460 True Vacancy Total** Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total

*Formula*

**461 902 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*

**462 916 Blanket** Display Purpose Only - (Not factored into formula). Count the staff in the 916 Blanket. 916 Blanket refers to retired annuitant staff.

*Institution Reported*

**463 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*

### Management

**465 Budgeted Positions** Enter the number of all budgeted positions in Management, excluding Management positions in Medical and Education.

*Institution Reported*

**466 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*

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

*Formula*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Management

### Administration

<b>468</b>	<b>Filled Budgeted Positions</b>	Enter the number of all filled budgeted positions in Management, excluding Management positions in Medical and Education. <i>Institution Reported</i>
<b>469</b>	<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>
<b>470</b>	<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>
<b>471</b>	<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>
<b>472</b>	<b>902 Blanket</b>	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>
<b>473</b>	<b>916 Blanket</b>	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>
<b>474</b>	<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>
<b>Overtime</b>		
<b>476</b>	<b>Total</b>	"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.) <i>Formula</i>
<b>478</b>	<b>AVG Hours Per Custody Staff</b>	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. <i>Formula</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Overtime

### Administration

- 479 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*
  
- 480 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*
  
- 481 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*
  
- 482 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*
  
- 483 Other Custody (CBID = 'R/S06' but exclude Classification codes: 9656, 9659, and 9662)**    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).

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

*Formula Driven*
  
- 485 Non-Custody**      The total number of overtime hours paid for the Non-Custody staff (all bargaining units except Unit 06 & 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.

*MIRS*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Overtime

### Administration

486	Medical	<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><b>MIRS</b></p>
<b>Sick Leave</b>		
488	Total Hours	<p>Formula: Sum of: "Custody" + "Non-Custody" + "Medical" = Total Sick Leave</p> <p><b>Formula</b></p>
490	AVG Hours Per Custody Staff	<p>"Formula: Sum of: "Total Sick Leave Hours" ÷ sum of "Custody (Uniformed) Filled Budgeted Positions" and "Other Custody (Non-Uniformed) Filled Budgeted Positions = Average Sick Leave Hours Per Custody Staff."</p> <p><b>Formula</b></p>
491	Custody	<p>Formula: Sum of: "Lieutenants" + "Sergeants" + "Officers" + "Other Custody" = Custody Sick Leave, excluding those in the 920 blanket.</p> <p><b>Formula</b></p>
492	<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><b>MIRS</b></p>
493	<b>Sergeants (Classification Code = 9659 &amp; CBID =S06)</b>	<p>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).</p> <p><b>MIRS</b></p>
494	<b>Officers (Classification Code = 9662 &amp; CBID = R06)</b>	<p>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).</p> <p><b>MIRS</b></p>
495	<b>Other Custody (CBID = 'R/S06' but exclude Classification codes: 9656, 9659, and 9662)</b>	<p>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).</p> <p><b>MIRS</b></p>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Sick Leave

Administration

**496**      **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 Driven*

**497**      **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*

**498**      **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

**500**      **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*

**501**      **Letter of Instruction - Sick Leave (2nd Letter) (R06 and S06 Staff Only)**      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.

*Institution Reported*

**502**      **Adverse Actions for Sick Leave (R06 and S06 Staff Only)**      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.

*Institution Reported*

**503**      **Staff Exceeding Trigger Point**      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.

*Institution Reported*

### In-Lieu of Sick Leave

**505**      **Total Hours**      Formula: Sum of: "Custody" + "Non-Custody" + "Medical" = Total Sick Leave

*Formula*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### In-Lieu of Sick Leave

### Administration

507	<b>AVG Hours Per Custody Staff</b>	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. <i>Formula</i>
508	<b>Custody</b>	Formula: Sum of: "Lieutenants" + "Sergeants" + "Officers" + "Other Custody" = Custody Sick Leave <i>Formula</i>
509	<b>Lieutenants (Classification Code = 9656 &amp; CBID =S06)</b>	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). <i>MIRS</i>
510	<b>Sergeants (Classification Code = 9659 &amp; CBID =S06)</b>	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). <i>MIRS</i>
511	<b>Officers (Classification Code = 9662 &amp; CBID = R06)</b>	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). <i>MIRS</i>
512	<b>Other Custody (CBID = 'R/S06' but exclude Classification codes: 9656, 9659, and 9662)</b>	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). <i>MIRS</i>
513	<b>AVG Hours Per Non-Custody Staff</b>	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. <i>Formula Driven</i>
514	<b>Non-Custody</b>	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). <i>MIRS</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### In-Lieu of Sick Leave

Administration

**515 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

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

**Formula**

**519 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**

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

**Formula**

**521 Lieutenants (Classification Code = 9656 & CBID =S06)** 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.

**MIRS**

**522 Sergeants (Classification Code = 9659 & CBID =S06)** 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.

**MIRS**

**523 Officers (Classification Code = 9662 & CBID = R06)** 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.

**MIRS**

**524 Other Custody (CBID = 'R/S06' but exclude Classification codes: 9656, 9659, and 9662)** 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.

**MIRS**

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

**Formula Driven**



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Annual Leave

### Administration

**526 Non-Custody** 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.

*MIRS*

**527 Medical** 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 & 221 during the reporting period. Data is received the week following the 20th of the month for the previous month's data

*MIRS*

### Workers' Compensation

**529 Custody -- Number of Staff off Work due to accepted and pending claims.** 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.

*Institution Reported*

**530 Off Work Rate (Per 100 Staff)** Formula: "Total Number Custody Staff Off Work Due to Claims" ÷ "Total of All Custody Personnel in Filled Positions" = Ratio per 100 Staff

*Formula*

**531 Pending/Open Claims** 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.

*Institution Reported*

**532 New Claims** 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.

*Institution Reported*

**533 Closed Claims** 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.

*Institution Reported*

**534 Non-Custody -- Number of Staff off Work due to accepted and pending claims.** 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.

*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Workers' Compensation

### Administration

535	<b>Off Work Rate (Per 100 Staff)</b>	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 <i>Formula</i>
536	<b>Pending/Open Claims</b>	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. <i>Institution Reported</i>
537	<b>New Claims</b>	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. <i>Institution Reported</i>
538	<b>Closed Claims</b>	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. <i>Institution Reported</i>
<b>NDI/SDI</b>		
540	<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>
541	<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>
542	<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>
543	<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>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### FMLA

### Administration

545	<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>
546	<b>Lieutenants</b>	The total number of "FMLA leave" , Leave Type = 'FM', hours used by lieutenants 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>
547	<b>Sergeants</b>	The total number of "FMLA leave" , Leave Type = 'FM', hours used by sergeants 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>
548	<b>Officers</b>	The total number of "FMLA leave" , Leave Type = 'FM', hours used by officers 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>
549	<b>Other Custody</b>	The total number of "FMLA leave" , Leave Type = 'FM', hours used by other custody staff 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>
550	<b>Non-Custody</b>	The total number of "FMLA leave" , Leave Type = 'FM', hours used by Non-Custody staff (all bargaining units except Union 06 & Medical staff) 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>
551	<b>Medical</b>	The total number of "FMLA leave", Leave Type = 'FM', hours used by Medical staff to include 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 FMLA data). <i>MIRS</i>
552	<b>Custody - Number of FMLA Hours Used by Staff</b>	Formula: Sum of: "Custody (Lieutenants, Sergeants, Officers)" + "Other Custody" = Total Number of FMLA Hours Used by Custody Staff Family Medical Leave Act (FMLA) <i>Formula</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### FMLA

### Administration

553	<b>Lieutenants (Classification Code = 9656 &amp; CBID =S06)</b>	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). <i>MIRS</i>
554	<b>Sergeants</b>	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). <i>MIRS</i>
555	<b>Officers</b>	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). <i>MIRS</i>
556	<b>Other Custody</b>	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). <i>MIRS</i>
557	<b>Non-Custody</b>	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). <i>MIRS</i>
558	<b>Medical</b>	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). <i>MIRS</i>
559	<b>Custody - Average Number of FMLA Hours Used by Staff</b>	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) <i>Formula</i>
560	<b>Other Custody</b>	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). <i>Formula</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### FMLA

### Administration

**561 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*

**562 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)

**564 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*

**565 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*

**566 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)

**568 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*

**569 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*

**570 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

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

*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Regulatory Citations CalOSHA

Administration

**573 Dollar Amount** Enter the total dollar amount of the OSHA penalties/citations received.  
*Institution Reported*

### Work Orders

**575 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*

**576 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*

**577 Number of Preventative Maintenance Work Orders (priority 2) received/submitted** 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.  
*Institution Reported*

**578 Number of Preventative Maintenance Work Orders (priority 2) completed** 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.  
*Institution Reported*

**579 Number of Corrective Work Orders (Priority 3) Recieved/Submitted** 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.  
*Institution Reported*

**580 Number of Corrective Work Orders (Priority 3) Completed** 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.  
*Institution Reported*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Work Orders

### Administration

**581**      **Number of Non-Maintenance Service Requests (Priority 4) Recieved/Submitted**

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.

*Institution Reported*

**582**      **Number of Non-Maintenance Service Requests (Priority 4) Completed**

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.

*Institution Reported*

**583**      **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.

*Institution Reported*

**584**      **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.

*Institution Reported*

**585**      **% of personnel hours spent on preventative maintenance**

$X = (PM\ Hours / (\#\ of\ Staff \times 173.3)) * 100$ . 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.

*Institution Reported*

### Employee Grievances and Staff Complaints

**587**      **Total**

Formula: Sum of: "Health & Safety" + "Conditions of Work" + "E.E.O." = Total Employee Grievances and Staff Complaints

*Formula*

**588**      **Per 100 Staff**

Formula: "Employee Grievances and Staff Complaints Total" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff

*Formula*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Employee Grievances and Staff Complaints

Administration

589	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>
590	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>
591	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 <i>Formula Driven</i>
592	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. <i>Institution Reported</i>
593	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. <i>Institution Reported</i>
<b>Staff Investigations</b>		
595	Total Central Intake Requests	Enter the number of Central Intake Requests submitted during the reporting period. <i>Institution Reported</i>
596	Per 100 Staff	Formula: "Total Central Intake Requests" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
597	Central Intake Requests Accepted	Enter the number of Central Intake Requests accepted during the reporting period. <i>Institution Reported</i>
598	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. <i>Institution Reported</i>
599	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. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Staff Investigations

### Administration

<b>600</b>	<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>
<b>601</b>	<b>Direct Action Requests Accepted</b>	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. <i>Institution Reported</i>
<b>602</b>	<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>
<b>603</b>	<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>
<b>604</b>	<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>
<b>605</b>	<b>Investigations Exceeding 180 calendar days</b>	Enter the total number of investigations that have exceeded 180 calendar days. <i>Institution Reported</i>
<b>606</b>	<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>		
<b>608</b>	<b>Total Central Intake Requests</b>	Enter the number of Medical Central Intake Requests submitted during the reporting period. <i>Institution Reported</i>
<b>609</b>	<b>Per 100 Staff</b>	Formula: "Total Central Intake Requests" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
<b>610</b>	<b>Central Intake Requests Accepted</b>	Enter the number of Central Intake Requests accepted during the reporting period. <i>Institution Reported</i>



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Medical Staff Investigations

### Administration

- 611 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*
- 612 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*
- 613 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*
- 614 Direct Action Requests Accepted** 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.  
*Institution Reported*
- 615 Direct Action Requests Rejected** 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.  
*Institution Reported*
- 616 Number of Open Investigations** 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.  
*Institution Reported*
- 617 Number of Closed Investigations** 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.  
*Institution Reported*
- 618 Investigations exceeding 180 calendar days** Enter the total number of investigations that have exceeded 180 calendar days.  
*Institution Reported*
- 619 Investigations exceeding the Statute of Limitations** Enter the total number of investigations that have exceeded the statute of limitations.  
*Institution Reported*

### Adverse Actions

- 621 Total** Formula: "Adverse Actions Total (Non-Medical)" + "Adverse Actions Total (Medical)" = Total Adverse Actions  
*Formula*



# Division of Adult Institutions

## Counting Rules for Governance Period January - June 2012

### Adverse Actions

Administration

622	Per 100 Staff	Formula: "Total Adverse Actions" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
623	Dismissals	Formula: "Dismissals (Non-Medical)" + "Dismissals (Medical)" = Total Dismissals <i>Formula</i>
624	Adverse Actions Total (Non-Medical)	Enter the total number of non-medical adverse actions initiated during the reporting period. <i>Institution Reported</i>
625	Per 100 Staff	Formula: "Total Non-Medical Adverse Actions" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
626	Dismissals (Non-Medical)	Enter the total number of Non-Medical Dismissals issued during the reporting period. <i>Institution Reported</i>
627	Adverse Actions Total (Medical)	Enter the total number of medical adverse actions initiated during the reporting period. <i>Institution Reported</i>
628	Per 100 Staff	Formula: "Total Medical Adverse Actions" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
629	Dismissals (Medical)	Enter the total number of Medical Dismissals issued during the reporting period. <i>Institution Reported</i>

### Unique Populations

632	DMH (ASH, CSH, PSH) Actual Population	THIS DATA IS CURRENTLY UNAVAILABLE. This is the number of inmates occupying Department of Mental Health (DMH) beds. A DMH bed is defined by the DDPS Housing Program Assignment codes Atascadero State Hospital (ASH), Coalinga State Hospital (CSH), or Patton State Hospital (PSH). This count is received on the last calendar day of the reporting month and is a 'point in time' value representing that month. Please note that this metric does not include inmates occupying Intermediate Care Facility (ICF) or Acute Care Unit (ACU) beds. Note: This counting rule currently applies to only two institutions: CMC and SVSP. <i>DDPS</i>
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