<div align="center">**DRAFT ADMININSTRIVE AND CASE SUPPORT TIME**</div>

This is an agent-based form. Each participating agent would track time on this form for one or two, one-month periods. The result will demonstrate how much time, on average, agents spend conducting these types of tasks each month. It would not tell us how much time it takes to complete some tasks in total from start to finish (e.g., a PSI). To calculate time required for a task from start to finish, we would define those tasks as a case type, sample them, and measure time spent on a different form.

1. Agent Name:_____   **2. Agency:**_____
<div align="center"><i>Last   First</i></div>

3. Supervisor Review: All Work Documented?   1. Yes   2. No

ACTIVITY CODES

Non-Case-Related Activities	Supervision Case Support Activities
1. Training provided 2. Training received 3. Administrative tasks/unit meetings/committees 4. Public information in community/requests for information 5. Other non-case-related activity *(specify in notes)*	6. Case staffing/case consultation/mentoring/shadowing (not my case) 7. Case coverage role (e.g. AOD/cover agent) (not my case) 8. Accompanying agent/transport or custody assist/home visit or search (not my case) 9. PSI/PDI 10. Pre-trial or pre-disposition services/supervision/monitoring 11. Liaison duties/program coordination (TLP, DRC, HWH, TX, court, etc.) 12. Offender group work 13. Sentencing hearing attendance/prep (points expired) 14. Revocation hearing attendance/prep (points expired) 15. Intrastate transfer (residence assessment before transfer) 16. Other case support *(specify in notes)*

Date MM/DD	Activity *(codes 1-16)*	Minutes Spent		Notes (specify if code is 'Other')
		Activity	**Travel**	