

Client's Initials: _____

Client Case ID: _____

Agent Name: _____

Agency: _____

CASE TYPE INFORMATION: The following questions will be used to define the different "case types" that will result in time estimates or other information that would be important to consider (e.g. programs); we'll likely want to consider consolidating

Offender Case Status: 1. Juvenile 2. Adult

Sex/Gender: 1. Male 2. Female 3. Non-binary

Type of Supervision: 1. Probation 2. Supervised Release/Parole

New or ongoing case? 1. New (first 30 days) 2. Ongoing

Enter case type information??

1. Sex Offender 2. DWI 3. Administrative 4. Inter-/Intra-state in 5. Inter-/Intra-state out 7. Sex specific type 8. Domestic violence
9. Drug specific 10. Traditional

Highest Offense Level: 1. Felony 2. Misdemeanor 3. Gross Misdemeanor

Risk Level: 1. Low 2. Moderate 3. High 4. Very High

Supervision level: 1. Administrative 2. Low 3. Medium 4. High 5. Enhanced 6. Phase I.....11. Phase V 12. Graduation? 13. Residential

Minimum contact standard: list options in survey/survey results

Monitoring services (check all that apply): ☐ Specialty Court 2. ☐ Electronic monitoring/GPS ☐ None apply

Number of cases associated with sup

AT END OF STUDY MONTH:

Which of the following occurred during the study month?

☐ Absconded ☐ Install/remove monitoring device ☐ Intrastate Transfer (outgoing) ☐ Violation ☐ Revocation ☐ ATR
☐ None apply

Reassessment completed during study month? 1. No 2. Yes

If yes, date reassessment completed: _____

If yes, new supervision level following reassessment: 1. Minimum 2. Medium 3. Maximum 4. Enhanced

Supervisor Review: Work Met Standards: 1. Yes 2. No

If no, why didn't the case meet standards?

☐ Number of contacts/other standards not met
☐ Activities are not reflective of the type of work associated with initial case classification
☐ Worker stopped tracking ☐ Not all work done during the month recorded on the form ☐ Other: _____

CONTACT/ACTIVITY CODES

Activity (select only one code)	Person Involved (select up to three)	Method (select only one code)	Agent's Location (select only one code)
1. Contact preparation/scheduling 2. Supervision contact 3. Supervision contact with EBP applied 4. Documentation/case file updating/report writing 5. Interviewing/fact-finding/staffing 6. Service Referral/Service follow-up 7. Assessments/reassessments 8. Custody/transport offender 9. Monitoring equipment work 10. Other (specify in notes)	1. Client 2. Collateral 3. Supervisor 4. Other DOC/CPO/CCA staff 5. Victim 6. Other 7. None (e.g. computer work)	1. Face-to-face 2. Video conference 3. Phone/fax/email/mail 4. Computer/paperwork 5. Other	1. Office 2. Client's home 3. Jail/prison/facility 4. Court 5. Other

Date MM/DD	Violation Work (√ = yes)	Activity Description				Minutes Spent		Notes (specify if activity code=10)
		Activity	Person Involved	Method	Agent's Location	Activity	Travel	
