

CRIMINAL JUSTICE COORDINATING COUNCIL

DATA COLLECTION & ANALYSIS WORKGROUP

MEETING MINUTES: SEPTEMBER 18, 2019

1. Introductions (5 minutes)

2. New Business (40 minutes)

a. Purpose of CJCC Data Collection & Analysis Workgroup

- Provide recommendations on data collection and analysis to CJCC
- Understand what data is being collected, how it can be shared, and how it can be connected to other systems
- Improve data collection consistency
- Trouble-shoot and problem-solve data-related issues
- Build connections and collaboration across departments

b. Membership & Meeting Frequency

- Members to consider adding to group
 - i. Adult Probation & Parole
 - ii. Montana Highway Patrol
 - iii. Office of Public Defender
 1. Initial response from state is that OPD can not provide case-level data
 - iv. Juvenile Corrections
 - v. Board of Crime Control
- **Action Item:** Quinn to reach out to prospective new members to join workgroup
- Meeting frequency every month to start, transitioning to every-other month as we get rolling.
 - i. Middle of the week, mornings is preferred time (not before 10am)
 - ii. Members to send alternate if can not be present
- **Action Item:** Quinn to set next meeting time and invite

c. Establishing Database Stock-Take

- **Missoula Correctional Services:** Total Offender Management System (TOMS)
- **Partnership Health Center:** Medical database, Incident-based reporting for behaviors/altercations between clients and staff/providers
- **Public Safety Assessment:** AutoMon
- **Missoula Municipal Court:** Full Court Enterprise
- **Missoula County Justice Court:** Full Court (Transitioning to Full Court Enterprise in March 2020)
- **Fourth Judicial District Court:** Full Court Enterprise
- **Missoula City Attorney:** JustWare (looking at new database systems; JustWare no longer provides sufficient support, looking at other options)

- **Missoula County Attorney:** JustWare
- **Missoula Police Department:** New World Systems, Montana Incident-Based Reporting System (MTIBRS)
- **Missoula County Sheriff's Office:** New World Systems, Montana Incident-Based Reporting System (MTIBRS)/Montana Board of Crime Control,
- **Missoula County Detention Facility:** New World Systems

d. Data and Information Sharing Procedures and Protocols

- Ideally members able to provide case-level data in order to allow for flexibility in how data can be subset or aggregated
 - i. For purposes of statistical analysis, do not need to see case notes/investigative information
- Generally unable to share information that does not originate within agency/department without express permission
 - i. For example, city can't share county data and vice versa
- Criminal Justice Information Network (CJIN) data typically can not be shared
 - i. Requires training in order to access; NCIC runs training through Helena
 - ii. Not always clear what data in a given database originated from CJIN
- **Action Item:** Members to consider what procedures/protocols need to be in place with regard to sharing information/data with other departments
 - i. Are MOUs/Confidentiality agreements necessary?
 - ii. What are the procedures if a party wants to share your data with another group/individual?
 - iii. What type of data/information can be shared (e.g., only aggregated statistics, de-identified case level data, PII)?

3. Next Steps (10 minutes)

a. Database capacity and capabilities

- Linking to other systems
 - i. Name and date of birth
 1. Issues in matching across systems due to data entry inconsistency, aliases, false information, etc.
 2. Consider using soft-match and defining threshold in lieu of hard-match
 - ii. Social security number
 1. Potentially susceptible to data entry errors
 2. Less frequently collected than name and date of birth
 - iii. MANS numbers
 1. Generated at time of arrest or prior to appearance before a judge
 2. Not all cases receive a MANS number
 3. An individual may have multiple MANS numbers
 - iv. Longer-term solutions to consider
 1. Single individual (person-level) identifier across all systems

b. Reporting

- CJCC looking at a baseline period of November 2017 – April 2018, historical data does not need to go back farther than November 2017 at this time
- Montana IBRS provides more nuanced look at offense breakdown
- **Action Item:** Quinn to provide information/background on specific metrics to be collected and members to consider the capacity of their systems to provide data for those metrics

4. Closing (5 minutes)

a. Next meeting

- Mid to late October
- **Action Item:** Email Quinn if you have ideas for agenda items for the next meeting