



CUNY INSTITUTE FOR STATE & LOCAL GOVERNANCE

ISLG PHASE I DATA DIAGNOSTIC: GOALS AND AGENDA

During the first phase of the Safety and Justice Challenge (SJC), ISLG will conduct one site visit—or data diagnostic—in all 20 participating jurisdictions. The purpose of this visit is to assess the capacity of key agencies to meet data needs for the initiative’s research and analysis components (performance measurement, evaluation, jail projections, and technical assistance monitoring). Specifically, the data diagnostic will be organized around three primary goals:

- 1) Develop a comprehensive understanding of the individual-level data available in the site;
- 2) Develop a general understanding of data-sharing requirements of agencies operating within the jurisdiction; and
- 3) Ensure key stakeholders understand expectations around execution of a Data Use Agreement (DUA)—as well as the benefits it will provide them—should the jurisdiction receive implementation funding.

These broad goals, in turn, translate into a number of objectives, including:

- Assessing the extent to which agencies track key individual-level data elements pertaining to seven decision points;
- Reviewing agency data systems and capacity for extracting/transferring/sharing data;
- Collecting relevant documents, including codebooks and reports (if available);
- Identifying gaps in data or technical specifications;
- Discussing the process for establishing DUA(s) and collecting sample DUA(s) (if available); and
- As needed, reviewing SJC data needs with agency leadership.

With these goals and objectives in mind, ISLG will meet with data representatives from key criminal justice agencies during the data diagnostic visit. At a minimum, these agencies will include the police, prosecutor, court, and jail (depending on the locality, they may include other agencies as well). Meetings with each agency will follow the general agenda outlined below—we expect each agency meeting to last anywhere from two to six hours, depending on the number of representatives available to meet and the complexity of the data systems involved.

I.	Brief meeting with agency leadership (as needed/based on availability)
	• <i>Introduction and overview of SJC’s data needs</i>
II.	Data Representative(s) Interview/System Review
	• <i>Go through data representative protocol questions</i>
	• <i>Review list of data elements to assess availability</i>
	• <i>Tutorial/walkthrough of data systems</i>
	• <i>Collect documents (codebook, reports, etc.)</i>
III.	Staff Legal Counsel Meeting (as needed/based on availability)
	• <i>Overview of data-sharing needs</i>
	• <i>Review general DUA procedures and requirements</i>
	• <i>Collect sample DUA (if available)</i>

In advance of the data diagnostic visit, ISLG will provide data representatives with: (1) a list of questions to be covered; and (2) an inventory of individual-level data elements that may be requested in Phase II. Providing this information in advance will allow data representatives to prepare for the site visit and ensure that those best positioned to answer data questions will be present.