



California State Association of Counties



Support Hub for Criminal Justice Programming

California County Adult Criminal Justice Cost-Benefit Model Guide



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California County Project Roles and Working Groups

Counties have found it helpful to identify project leads and create working groups to focus on developing the program inventory and completing the steps required to populate the Adult Justice: Cost-Benefit model (AJ-CB), run cost-benefit analysis on local criminal justice programs, and use the results of the analysis. This document describes the staff roles and working groups that jurisdictions have used to successfully complete the work. Some of these people may be the same or overlap.

Project Roles

We recommend establishing three types of project roles to guide the Program Inventory and model work: County Policy Team, project coordinator, and AJ-CB county model manager. The purpose of each is described in further detail below.

County Policy Team

Counties have found it helpful to establish a County Policy Team that is responsible for guiding the program inventory and model development. Additionally, the Policy Team is often responsible for identifying the priorities of the work, developing project goals, creating a timeline for deliverables, and determining how the results will be applied to inform local policy and budgetary decisions.

The County Policy Team typically includes county leadership, criminal justice agency leadership, and other local stakeholders (as appropriate). In some counties, the County Policy Team consists of the Community Corrections Partnership and/or the County Board of Supervisors. Other counties have chosen to designate an independent team of local stakeholders and agency leaders to interpret the results of the work and advise governing bodies as they make policy decisions.

AJ-CB Project Coordinator

Many counties have found it helpful to designate a project coordinator to serve as the main point of contact in the county for the project, oversee the development of the program inventory and AJ-CB model, coordinate with the local working groups to ensure the work moves forward in accordance with the county's timeline, and facilitate communication across project working groups.

Project coordinators should develop a working knowledge of local criminal justice programs and the AJ-CB model to ensure effective implementation and build capacity for future efforts. They are also typically responsible for communication between the county's working groups and local decision makers, anticipating and addressing questions from the policy team, and making policy recommendations (as appropriate).

AJ-CB County Model Manager

For version control purposes, we recommend identifying a county model manager. This individual typically serves as the main point of contact for model related work and is

responsible for entering data parameters into the model, documenting source data, troubleshooting during the model development phase, and updating the model.

Working Groups

The AJ-CB is comprised of three main components that each require county-specific data: recidivism and resource use, marginal costs, and programs. If the county has a project coordinator, this individual should coordinate the development of the program inventory and AJ-CB by monitoring the progress and technical assistance needs of each working group.

All county working groups that are formed will receive training and support from the CSAC Support Hub on how to conduct the analyses required and how their work fits into the larger goal of creating and maintaining the county's model.

We recommend that working groups designate a leader to coordinate the work and liaise with the Program Director or Lead Consultant.

Recidivism and Resource Use Working Group

The Recidivism and Resource Use working group is tasked with leading the analysis of recidivism data, sentencing outcomes, and lengths of stay. The group will receive training and supporting materials on how to develop county offender cohorts and track recidivating events during the county defined follow-up period.¹

The Recidivism and Resource Use working group should include technical analysts (e.g. IT and data analysts) from probation, the sheriff's office, and court administration.

Marginal Costs Working Group

The Marginal Costs working group will be responsible for developing cost estimates for all criminal justice system decision points (e.g. arrest, conviction, probation, jail, prison, and parole). The working group will receive training on marginal cost methodology.²

The Marginal Costs working group should include fiscal leaders and/or budget analysts from probation, the sheriff's office, local law enforcement, court administration, county administration, the Public Defender's Office, and the District Attorney's Office. Each stakeholder will be responsible for estimating the marginal cost for their respective agency.

Programs Working Group

The Programs working group is tasked with developing a comprehensive list of criminal justice programs offered in the county, determining the extent to which each program is evidence-based, and calculating program expenditures.³

¹ Supporting materials for the Recidivism and Resource Use Working Group include the [Recidivism Rates Description](#) and [Resource Use Description](#) documents.

² Supporting material for the Marginal Costs Working Group include the [Criminal Justice System Costs](#) document.

³ Supporting material for the Programs Working Group include the following: [Program Inventory Description](#), [Program Inventory Template](#), [Program Inventory User Guide](#), and [Program Summaries for Adult Criminal Justice](#).

The Programs working group should include individuals that are knowledgeable about the criminal justice programs their agency provides to system-involved adults in the county. Typically, this working group includes representatives from probation, the sheriff's office, and court administration (if there are specialty courts in the county). Once the group begins estimating program costs, fiscal analysts from each agency offering programs should become involved.

Recidivism Rates

Users are required to enter information about local recidivism rates on the Inputs tab of the Adult Justice: Cost-Benefit Model (AJ-CB). The rates serve as the backbone of the cost-benefit model and are used to establish local recidivism baselines. The model compares the estimated effectiveness of programs against the baseline and monetizes the expected difference in recidivism rates as the result of program participation.

For the purposes of the model, recidivism is defined as *any offense committed after an individual is released to the community or after initial placement in the community that results in a conviction*.⁴

The model requires information about three different aspects of recidivism:

1. Cumulative recidivism rate (conviction rate)

The cumulative recidivism rate reflects the cohort recidivism rate over the site defined follow-up period and is simply a count of the number of offenders who recidivate.⁵

2. Total recidivating events

This measure should reflect the total volume of recidivism for each year in the follow-up period. The count should include multiple conviction events, even if they occur in different years of the follow-up period, for the same offender.

3. Crime probability (most serious recidivism event)

The crime probability measure is an estimation of the percentage of recidivating events that are felonies versus misdemeanors.

Users will need the following in order to produce recidivism rates for the AJ-CB:

1. Cumulative recidivism (or conviction) rate;
2. Timing of recidivism; and
3. Crime class for recidivating event/s (misdemeanor or felony).

The remainder of this document describes how to determine the recidivism parameters needed to populate the AJ-CB.

⁴ Most counties use convictions occurring in their local superior court but some counties are able to access statewide Department of Justice data archives.

⁵ Because the cumulative recidivism rate is focused only on whether an offender recidivates or not, users do not need to code recidivism events by crime type. Additionally, if an offender has multiple recidivism events over the follow-up period, the tool only counts the first recidivism event for this measure of recidivism.

Calculating the Three Measures of Recidivism

To estimate the three measures of recidivism for the AJ-CB, users need to:

1. Define local supervision cohorts;
2. Define the time period over which recidivism will be measured;
3. Gather case-level data on probation clients;
4. Match recidivism data elements;
5. Use the Recidivism Tool;⁶ and
6. Enter the recidivism parameters into the AJ-CB.

1. Define local supervision cohorts

The AJ-CB allows users to create up to two county specific cohorts and develop cohort specific recidivism baselines.⁷ All counties should create a general cohort that includes all probationers who came under county supervision during a one-year period and are likely to receive community programming or services.

Counties may also create a second cohort that is stratified by risk level or some other category of interest, provided the necessary data is available. The second cohort should match probationers who participate in county delivered programs to the treatment groups in the studies included in WSIPP's meta-analysis.⁸ For example, if drug courts are mostly made up of offenders who have committed drug crimes and would have received a probation sentence, the most appropriate cohort would be probationers sentenced for drug crimes. Similarly, if cognitive behavioral therapy in jail is intended for a higher than average risk population, the appropriate cohort would be moderate to high risk adults released from jail.

Examples of additional cohorts that other counties have found useful for the purpose of matching individuals on local supervision to programming include:

- **Most serious or primary charge for the current sentence**

Counties may create a cohort for the most serious charge leading to the supervision sentence using either the criminal code or crime category used by the supervision agency.

- **Risk category**

Some counties have found it helpful to create a cohort based on the risk category assigned by the supervising agency for classification and programming purposes. Counties who wish to create a risk score cohort should have a validated risk assessment instrument in place, such as the Level of Service Risk Assessment instrument (LSI-R), STRONG (Static Risk and Offender Needs Guide), or the COMPAS. In order to create a cohort based on risk, the tool must have been in place during the first cohort year.

⁶ [Recidivism Calculator User Guide](#) and Recidivism Calculator Tool (the tool can be obtained from the Support Hub).

⁷ A cohort is a group of subjects who share a particular event (e.g. being on probation) during a particular time

span. ⁸ [Program Summaries for Adult Criminal Justice](#).

Counties should use their agency's risk assessment tool to define the categories for the cohort. However, in order to create a cohort based on risk, the categories in the instrument (e.g. high, moderate, and low risk) must be mutually exclusive, meaning that an individual cannot fall into more than one risk category.

- **Supervision type**

Counties may also create a cohort that breaks out the various types of supervision in order to better match probationers to programs (e.g. probation, post release community supervision, and mandatory supervision).

- **Demographic characteristics**

Counties can create a cohort that breaks out individuals on supervision by demographic characteristics of interest, such as race, ethnicity, or gender.

All cohorts should include probationers who came under county supervision during a one-year period.

2. Define the time period over which recidivism will be measured

The follow-up period for the cohort should start immediately after placement on probation (or possibly a brief window, maybe 30 days, to account for data anomalies).

The length of time to follow each cohort member should be the same across cohorts and will depend on local data availability. However, most jurisdictions measure recidivism over five or more years. Basing the calculation on a longer period of time (versus the standard of two or three years) allows users to observe the long-term impact of local programming, which has implications for expanding jail capacity and using other capital resources in the criminal justice system. The downside of drawing populations from further back in time is that populations may change.

For example, if a county decides to use a six-year follow-up period then an offender who starts probation on January 1, 2012 should be followed through January 1, 2018. Though some additional time (past January 1, 2018) may need to be added to ensure courts have processed records associated with offenses occurring near the end of the follow-up observation period.

3. Gather case-level data on probation clients

Counties need information about each probation client's probation start date and all convictions (e.g. recidivating events) following the start of their probation sentence.

For each conviction, users will also need the following information:

- Conviction date; and
- Most serious offense associated with the conviction, broken out by felony or misdemeanor.

Court records with only a probation violation or revocation should not be counted as a recidivating event because they do not represent offenses to which the evidence-based program effect sizes in the model should be applied. However, if an individual is convicted of a **new offense and the conviction results in a revocation or violation of probation**, then it should be counted as a recidivating event.

4. Match recidivism data elements

For every probationer included in the model cohort/s, users will need to include a unique ID that can match probationers to court convictions. Using the unique ID and the data elements described above, the Recidivism Tool (step 5) will calculate the parameters needed for the model.

5. Use the Recidivism Tool

Using the information gathered above, counties should create an Excel Spreadsheet and import the data into the Recidivism Tool to estimate the three measures of recidivism (cumulative recidivism rate, total recidivating events, and crime probability). For more detailed information on how to structure the Excel file and calculate the measures of recidivism using the recidivism tool, please refer to the Recidivism Tool User Guide.⁹ Alternatively, if you are interested in learning how to calculate the measures on your own, please contact the CSAC Support Hub for information.

6. Enter the recidivism parameters into the Adult Justice Cost-Benefit Model

Once users have imported the recidivism data into the recidivism tool and run the report, they are ready to enter information from the report into the AJ-CB. The following steps walk users through entering data into the model.

a. Name the Recidivism Cohorts

Users should begin by naming the cohorts they are entering information for. Up to two different cohorts can be entered into the model at a time. The name of the first cohort should be preceded by the number 1 (e.g. 1. General) and the second cohort name should be preceded by the number 2 (e.g. 2. Misd).

⁹ [Recidivism Calculator User Guide.](#)

Table 1. AJ-CB: Total Recidivists

Total Recidivists		
	1. General	2. Misd.
1	150	100
2	100	80
3	75	70
4	50	50
5	25	30
6	20	25
7	15	20
8	10	15
9	10	10
10	5	5
No	400	500

b. Enter Recidivism by Unique Persons Data

Users should enter the data from the 'Recidivism by Unique Persons' table in the Recidivism Report (generated by the Recidivism Tool) into the corresponding cells of the Total Recidivists table (shown in Figure 1). Cohort 1 data should be entered into the white cells and Cohort 2 data should be entered into the gray cells.

The AJ-CB allows users to enter data for up to 10 years. For any full year not included in the cohort analysis, users should enter 0 or leave the field blank. For example, if a county chooses to track recidivism for 5 years following release from supervision, they should enter data from the Recidivism Report for years 1-5 and 0's in years 6-10. Users must also enter the total number of individuals in the cohort who did not recidivate in the No row.

c. Enter Recidivism by Level Data into the Percent of Convictions that are Felonies Table

Users will need to enter the percent of all recidivism events that are felonies for the appropriate population into the 'Percent of Convictions that are Felonies' table in the AJ-CB. The model automatically calculates the percent of convictions that are misdemeanors.

Figure 1. AJ-CB: Percent of Convictions-Felonies

% of Convictions-Felonies	
40%	33%

d. **Enter Recidivism Events Data into the Total Recidivating Events Table**

Finally, users should enter the data from the 'Recidivism Events' table in the Recidivism Report into the corresponding cells of the Recidivating Events table in the AJ-CB. Cohort 1 data should be entered into the white cells and Cohort 2 data should be entered into the gray cells.

The AJ-CB allows users to enter data for up to 10 years. However, users should only enter data for each full year included in their cohort analysis and enter 0 for any remaining years not included in the analysis.

Table 2. AJ-CB: Total Recidivating Events Table

Total Recidivating Events		
1	250	200
2	200	150
3	190	100
4	150	80
5	110	70
6	70	50
7	50	25
8	40	20
9	30	15
10	20	10

Resource Use

Defendants use different taxpayer resources as they move through the criminal justice system. When a crime occurs a series of events start, beginning with arrest and concluding with case disposition or the completion of a court ordered sentence. The likelihood of each subsequent event in the system varies, as does the amount of time each resource is used by a particular defendant.

As such, the model requires information about the likelihood and average length of stay, by crime type, for the following resources: probation, jail only, jail and probation post-release, prison, community supervision following release from prison and other. The resource use analysis is of a recent year and does not need to be for the same year as the one used for the recidivism cohort.

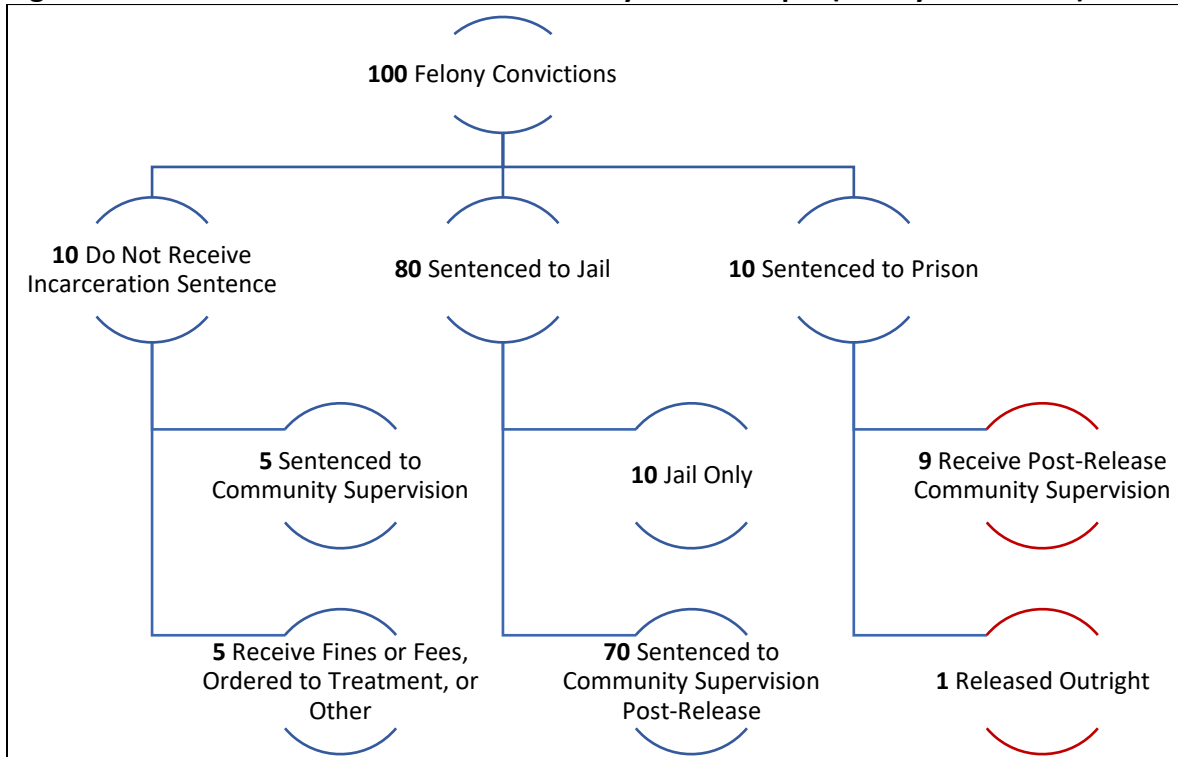
Probability of Resource Use

The AJ-CB model considers the probability of sentencing outcomes resulting from felony and misdemeanor convictions resulting from recidivating events. Specifically, the model requires information about the percent of misdemeanor and felony convictions that result in the following sentences: probation, jail only, jail and probation post-release, prison, and community supervision following release from prison.

Users can think of the potential outcomes following conviction as a probability tree where the potential outcomes are listed at the end of each “branch”. The next page provides an example of the probabilities considered by the AJ-CB model.¹⁰ The example starts with 100 felony convictions and the second row of “branches” illustrates the sentencing outcomes for the cases.

¹⁰ Note that the model requires sentencing probabilities for both felonies and misdemeanors.

Figure 1. AJ-CB Model Resource Use Probability Tree Example (Felony Conviction)



**Please note that under the “10 Sentenced to Prison” heading, post-release community supervision or parole and not release or released outright are shaded red because these probabilities do not need to be calculated by counties- they will be provided by your lead project consultant.*

***If county data allows, users should work with your lead project consultant to determine the likelihood of release with credit for time served during the pretrial period.*

The model uses the sentencing information to determine the likelihood of resource use, by sentence type, as the result of felony and misdemeanor convictions.

Calculating Probability of Resource Use

Users will need a recent year’s worth of court data to calculate the probability of criminal justice system resource use. Specifically, users will need to determine the case disposition and sentence (as appropriate) for each conviction in the dataset and map them to the following groups: jail time only, probation only, jail and probation upon release, prison only, community supervision following release from prison, and other.

Once these calculations have been performed, they should be entered into the “Inputs” section of the AJ-CB model (see Figure 1).

An example that can be used as a template is linked here ([XLS](#)).

Figure 1. AJ-CB Model: Criminal Justice System Use

Criminal Justice System Use	Felony	Misd
% Jail Only	10.0%	25.0%
% Probation Only	20.0%	25.0%
% Jail and Probation	25.0%	30.0%
% Prison	40.0%	0.0%
% Other	5.0%	20.0%
% Supervision Post Prison	75.0%	88.0%

Resource Use Amount

The county will also need to determine the average amount of each resource that is used when an individual is convicted of a felony or misdemeanor offense in the county (e.g. the average length of time an individual spends in jail or on probation).

The data needed for the average length of stay calculations will come from state and county resources. The remaining sections of this document provide information about how to calculate the average amount of resources used by resource type.

State: Prison

Your lead project consultant will provide counties with the average length of stay in prison for locally sentenced offenders. They calculated each California county's average length of stay in prison using data provided by the California Department of Corrections and Rehabilitation (CDCR).

State: Parole

The CDCR also provided the data needed to calculate the average length of time individuals spend on parole following release from prison and your lead project consultant will share this information with counties. Please note that the calculations are based on statewide norms.

County: Post-Release Community Supervision (PRCS) and Mandatory Supervision

The average length of time spent on PRCS can be calculated using information about PRCS supervision admission and release dates. To estimate the length of time on supervision, users should determine the average length of time (in months) between the case start date and case closure date for each individual on PRCS during the selected period.

It should be noted that the model only has one input for supervision following release from prison. As such, county staff will need to work with your lead project consultant to combine PRCS and parole length of stays.

An example that can be used as a template is linked here ([XLS](#)).

County: Probation Supervision¹¹

Users will need to calculate the average length of time offenders spend on probation supervision using a recent year of data. To do this, users should determine the average length of time (in months) between the case start date and case closure date for each probationer whose case was closed in a recent year. The amount of time across offenders should be averaged by crime type (felony and misdemeanor).

An example that can be used as a template is linked here ([XLS](#)).

County: Jail

Users will need to estimate the average length of jail stays, broken out by felonies and misdemeanors, using jail data for the most recent year of jail releases. Ideally, the county will have access to individual level booking records to ensure the length of stay can be correctly matched to misdemeanor and felony crime categories. To do this, users should determine the average length of time (in months) between the booking date and offender release date for each release.

Some jurisdiction's jail records don't include individual level detail. In the absence of detailed admission and release information, other jurisdictions have used court data to estimate the overall length of stay using sentencing information (such as minute orders). While this approach can work as an alternative, it requires estimating how offender's sentences are related to the overall length of time spent in the jail and may require backing out jail time during the pretrial period.

If a county is unable to perform the jail stay calculation using either of the methods described above, users can work with their lead project consultant to use a combination of booking and release reason codes.

Once these calculations have been collected, they should be entered into the "Inputs" portion of the AJ-CB model (see Figure 2).

An example that can be used as a template is link here ([XLS](#)).

Figure 2. AJ-CB Model: Length of Stay (Months)

Length of Stay (Months)	Felony	Misd
Jail Sentence	6.0	3.0
Jail Prior to Prison Sentence	3.0	0.0
Probation	36.0	18.0
Prison	42.0	0.0
Supervision Post Prison	22.0	0.0

¹¹ The county probation supervision category should include both general and mandatory supervision.

Criminal Justice System Costs

The Adult Justice: Cost-Benefit model (AJ-CB) requires county-specific marginal costs to estimate the benefits of programs and policies that seek to reduce recidivism. The model requires cost information for each publicly funded part of the criminal justice system, including:

- Law enforcement, including police and sheriffs;
- Courts, including judges, prosecutors, and public defenders;
- Correctional facilities, including jails and prisons; and
- Community corrections, including probation, post-release community supervision, and parole.

There are two methods that counties can use to calculate marginal costs: 1) top-down approach and 2) bottom-up approach. Most California counties have used the top-down approach because it is much easier to obtain the data needed to perform the cost calculation. As such, this document will focus on providing guidance about using the top-down approach for the criminal justice system points listed above. If your county is interested in learning more about the bottom-up approach to calculating marginal costs, please reach out to the Support Hub. For more information about both approaches, including examples, please see the Vera Institute of Justice's *A Guide to Calculating Justice-System Marginal Costs*.¹³

As described in the document *California County Project Roles and Working Groups*, each county should create a cost workgroup that will be tasked with estimating criminal justice system costs.

Law Enforcement: Marginal Cost of an Arrest

The AJ-CB requires information about the marginal cost of an arrest. Few jurisdictions have the data needed to calculate this cost, so the statewide marginal cost of an arrest in California has been used by a number of California counties.¹⁴ The cost was derived from national data sets and includes CA specific data about arrests and operating costs.

Before using the statewide cost, the workgroup should see if law enforcement agencies have the information needed to calculate the marginal cost using local data. Ideally, the county would distinguish between the cost of an arrest by felony and misdemeanor offense types but, in the absence of cost data by crime type, counties can calculate the cost of an arrest, generally. The calculation requires estimating the time it takes for arrests and multiplying it by the relevant costs associated with an arrest, including staff wages and benefits, fuel, and etc. For more information about calculating the cost of an arrest in your jurisdiction using the top-down approach, please contact your lead project consultant.

¹² Additionally, the model is prepopulated with estimates of crime costs to victims.

¹³ Henrichson, Christian and Galgano, Sarah, *A Guide to Calculating Justice-System Marginal Costs* Vera Institute of Justice, 2013. Accessed 8/14/2019 from: https://storage.googleapis.com/vera-web-assets/downloads/Publications/a-guide-to-calculating-justice-system-marginal-costs-1/legacy_downloads/marginal-costs-guide.pdf

¹⁴ [Statewide Marginal Cost of an Arrest in California](#) document.

Courts: Marginal Cost of a Conviction

The AJ-CB model also requires information about the county- specific cost of a criminal conviction. The top-down approach to estimating the marginal cost of a conviction will require expenditure information from the Public Defender’s Office, the District Attorney’s Office, and the Courts. Each agency (or the County Administrative Office) should provide the cost workgroup with their operating expenditures for the most recent fiscal year for all criminal cases. The information provided should allow the workgroup to identify operating expenses (such as court staff time, transportation costs, bailiff wages, and etc.) and fixed costs (such as capital expenses, administrative staff, and utilities). For the purposes of marginal costing, only operating costs should be included in the calculation.

Once operating costs have been identified, the total criminal operating expenditures for the three agencies should be divided by the total number of convictions over the same time period as the expenditures to obtain the marginal cost of a conviction. For an example of the calculation, see page 17 of Vera’s *A Guide to Calculating Justice-System Marginal Costs*.¹⁵

The cost workgroup can use this template ([XLS](#)) to collect and track the necessary components needed to calculate the marginal cost of a conviction (see Court-Conviction Costs tab). The template allows counties to enter the operating costs for each agency, along with the total number of convictions in order to calculate the marginal cost for a conviction using the top down approach.

Correctional Facilities: Marginal Cost of Jail and Prison

The AJ-CB also requires the marginal cost of a jail bed day. This cost can be calculated by looking at the operating costs for the jail over the most recent year expenditure data is available and dividing it by the total number of jail bed days used.

Jail operating costs include only those costs that change with small to medium changes in the jail population (e.g. food, linens, transportation, medical, and front-line correctional officer’s wages and benefits). The cost calculation should exclude any administrative or fixed costs that are not related to the direct supervision and care of individuals held in the jail. The cost template spreadsheet ([XLS](#)) includes examples of cost categories that counties should include in their marginal cost calculation (see Jail tab).

The model comes prepopulated with the most recent estimate of the state contract bed rate. The CSAC Hub team recommends using this value for the marginal cost estimate.

Community Corrections: Marginal Cost of Probation, Post-Release Community Supervision, and Parole

The cost workgroup will also need to determine the local cost of community supervision, including probation and post-release community supervision (PRCS). Community supervision

¹⁵ Ibid.

costs should include costs that change with small changes in probation caseloads (such as drug testing, programming, and probation officers). As with the other marginal cost calculations, administrative and fixed costs should be excluded. The cost template ([XLS](#)) includes examples of cost categories that counties should include their marginal cost calculation (see Adult Supervision tab).

Most jurisdictions have broken out the marginal cost of supervision between standard probation and PRCS. Those released from prison can either be on state parole or county PRCS. Due to difficulties in obtaining marginal costs estimate for parole we recommend using the county PRCS cost estimate for the parole/post-prison supervision cost estimate required for the model.

Victimization Costs

Victimization costs represent the costs that are incurred by victims of crime. Victim costs may be tangible (costs that can be more easily quantified such as medical and health care expenses, property damage, and reduced future earnings) or intangible (costs that are difficult to quantify such as pain and suffering).

The Adult Justice: Cost-Benefit model comes pre-populated with victimization costs. The costs were estimated using two peer reviewed national studies.¹⁶ For more information, please reach out to your lead project consultant, refer to the studies used to derive the victimization costs, or see WSIPP's technical appendix.¹⁷

¹⁶ McCollister, K.E., French, M.T., & Fang, H. (2010). The cost of crime to society: New crime-specific estimates for policy and program evaluation. *Drug and Alcohol Dependence*, 108(1), 98-109. Cohen, M.A., & Piquero, A.R. (2009). New evidence on the monetary value of saving a high-risk youth. *Journal of Quantitative Criminology*, 25(1), 25-49.

¹⁷ Benefit-cost Technical Documentation. Washington State Institute for Public Policy (2018). Accessed 9/15/19 from: <http://www.wsipp.wa.gov/TechnicalDocumentation/WsippBenefitCostTechnicalDocumentation.pdf>.

Program Inventory

The program inventory allows counties to track the range of investments in programs that are intended to reduce recidivism and serves as a baseline to compare against the evidence-based programs in the Results First Clearinghouse Database and Adult Justice: Cost-Benefit model (AJ-CB). The information collected for the program inventory will help the county match to their programs to the AJ-CB to conduct cost-benefit analysis on them.¹⁸

The process of developing the program inventory requires the county to develop a comprehensive list of all local criminal justice programs that are offered to justice system involved individuals. In addition to listing the name of each program, the inventory should include general information about the program (e.g. description, duration and frequency, oversight agency, capacity, and etc.), whether the program matches the evidence-base (e.g. rigorous local evaluations, national research evaluations, and whether the program is included in the AJ-CB) and program expenditures.

To create the program inventory, users will need to complete three steps: 1) Compile basic information about each adult criminal justice program offered to probationers and individuals held in the jail; 2) Match local criminal justice programs to the evidence-base and AJ-CB; and 3) Calculate program expenditures.

1. Compile Basic Program Information

The county should begin by compiling a list of all programs that are provided to probationers and individuals held in the jail which seek to reduce recidivism. For each program, the workgroup should include the following information:

- Program name;
- Brief description;
- Oversight agency or department;
- Average Duration (e.g. average length of the program);
- Frequency or intensity (e.g. how often the program meets and for how long);
- Delivery setting;
- Target participant population (e.g. substance abusers, high risk individuals, and etc.);
- Criminogenic needs addressed by the program;
- Annual program capacity (e.g. the maximum number of slots available for participants during a one-year period); and
- Number of participants served in a recent year.

The data points above are listed and described in more detail in the Program Inventory Data Collection Template and Program Inventory User Guide.¹⁹

¹⁸ Counties should use the [Program Summaries for Adult Criminal Justice](#) to help them determine if their local programs match the programs in the AJ-CB.

¹⁹ Supporting materials for Phase I of the Program Inventory process include the [Program Inventory Template](#) and [Program Inventory User Guide](#).

2. Match Local Criminal Justice Programs to the Clearinghouse Database and AJ-CB

Match Local Programs to the Results First Clearinghouse Database

The second step in the program inventory process requires counties to determine the evidence-base for programs listed in the program inventory. For each program, the county will need to provide information about:

- Whether the program has been locally evaluated and, if so, the type of evaluation; and
- If the program has been reviewed by one of the clearinghouses in the Clearinghouse Database and, if so, the clearinghouse program name and rating.

After entering general information about local programs, the program workgroup should determine whether any programs have been locally evaluated to determine their impact on recidivism outcomes. If the program has been locally evaluated, the workgroup should work with your lead project consultant to determine if the study was rigorous enough to include in the program inventory and AJ-CB.

In most instances there will not be local program evaluations and counties will need to use the [Results First Initiative's Clearinghouse Database](#) (Clearinghouse Database) to determine the evidence base of the program. The Clearinghouse Database is an online resource that includes information about the effectiveness of a number of social policy programs. The ratings are derived by nine national clearinghouses that conduct systematic research reviews to identify the effectiveness of different programs. To make it easier for users to interpret the ratings assigned by the clearinghouses, the Clearinghouse Database displays a color rating for each intervention that indicates where it falls on the spectrum of effectiveness, including: negative effects (red); no effects (gray); mixed effects (blue); second-highest rated (yellow); and highest rated (green).

Once programs have been matched to the evidence-base, the program inventory can be used to determine the baseline of current programming, identify gaps, and develop policy changes depending on the needs of the county.

Match Programs to the Adult Justice: Cost-Benefit Model

In order to determine the cost-benefit ratio of local programs, counties will need to match their programs to those included in the AJ-CB using the Adult Criminal Justice Program Summaries.²⁰ To determine the cost-benefit ratio of programs that are not included in the AJ-CB, the county must develop their own effect sizes which requires a rigorous local evaluation of the program. Please contact the Support Hub if you would like more information on program evaluation or how to calculate a program effect size.

²⁰ [Program Summaries for Adult Criminal Justice](#) document.

To match county programs to the programs in the AJ-CB, the workgroup must review the details of each county program (e.g. program description, target participant population, duration, setting, and so on), compare local program information against the Adult Criminal Justice Program Summaries, and determine if the program is similar enough to one of the programs included in the summaries to match to the AJ-CB.

The Program Summaries provide information about the studies used to calculate the average effect size of each program in the model, including information about the participant population/s, duration of the program, and program providers.

Your lead project consultant can assist with questions about program matching.

3. Calculate Program Expenditures

Finally, counties will need to determine program expenditures (for a recent year) for all programs in the program inventory. Program expenditure information is typically obtained through the agency or provider that offers the program.²¹

Estimate Program Participant Costs (for programs matched to the AJ-CB)

For each program matched to the AJ-CB, counties will need to estimate the annual per participant cost of program participation. Programs that have been matched to the AJ-CB (e.g. those programs that users selected “Yes” from the dropdown list in response to the question in Adult Justice: Cost-Benefit model, Column H, in Phase 2 of the Program Inventory) will automatically be shaded green in Phase 3 of the Program Inventory workbook to indicate that cost information will be needed.

Counties should use the marginal cost of program participation as it represents the direct expense of providing treatment to one additional client. Additionally, program costs should include any quality assurance or program model fidelity related costs. Administrative costs that change with the number of participants (e.g. training or printing of materials) *should* be included in the marginal cost calculation.

Things to keep in mind when calculating the marginal cost of programming:

- Administrative costs, other than those that change with the addition (or subtraction) of a small number of participants, are typically excluded from marginal cost calculations.
- If programs are offered within a correctional facility or as part of the client’s community supervision requirements, the costs of the facility or the supervision *should not* be included in the program costs.
- If an agency contracts with an outside treatment provider to provide the program, the contract price should serve as the marginal cost per participant.

²¹ Please note that *expenditure* information should be used as opposed to *budget* information.

- If there is variation in program cost (e.g. regionally or by treatment modality), users should use the weighted average from the range of participant costs.²²

²² http://en.wikipedia.org/wiki/Weighted_arithmetic_mean#Basic_example