City and County of San Francisco

Adult Probation Department
Hall of Justice

Protecting the Community, Serving Justice and
Changing Lives

Karen L. Fletcher
Chief Adult Probation Officer

March 20, 2018

Honorable Supervisor Malia Cohen
Budget and Finance Committee Chair
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Linda Wong, Clerk
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

RE: Release of Budget and Finance Committee Reserve

I respectfully request that the reserve in the amount of $876,948 for the Community Corrections Probation Case Management System (CCP MMS) be released and scheduled to be heard before the Budget and Finance Committee. The reserve in the amount of $876,948 was placed on reserve for this project by the Budget Committee during the FY2016-17 budget hearings pending a detailed plan for the final development of the database.

The CCP CMS will replace the current 15 year old Case Management System residing on an operating system that is no longer supported. The CCP CMS will allow the Adult Probation Department to meet operational and supervisory needs, improve efficiencies, and provide criminal justice data. The goals of the CCP CMS are to:

Automate and integrate behavior management systems into the Case Management Database
- Eliminate redundancies in data entry, reduce manual and paper processes
- Integration of risk assessments, case supervision contacts as well as case plans and assessments into the Case Management System
- Establish an automated and integrated matrix system for rewards and responses and case contact standards

Improve Reporting
- Enhanced information accessibility
- Enable robust statistical analysis and research

Enhance Tracking
- Track and manage incidents and work load distribution

Should you have any questions regarding this request, please contact Diane Lim at (415)553-1058 or Diane.Lim@sfgov.org.

Sincerely,

Karen L. Fletcher
Chief Adult Probation Officer