



**Court Services and Offender Supervision Agency
for the District of Columbia**

*Community Supervision Services
Office of the Associate Director*

MEMORANDUM

TO: CSS Staff

DATE: February 28, 2008

FROM: Thomas H. Williams, Associate Director (*signed*)

Re: Housing Verifications
Subject: SMART Note No. 68—Revision #4

Revision #4 to SMART Note 68, that was issued on February 27, 2008, has the following two changes: 1) clarifies the lookup value definition for Verify Residence on page 2; and 2) removes the footnote that was on page 3 and puts this important information into the text under Section 3 for clarification. The first paragraph in Section 3 has been revised to clarify that monthly home visits are required for all active cases in the intensive, maximum, and medium levels of supervision, and home visits are required every 60 days for active cases in a minimum level of supervision. The changes to this SMART Note are in bold.

SMART 3.1, Iteration #1 now allows us to document the reason why staff go to an offender's home. This reason data field, called [Purpose for Home Verification](#), is under the Housing Verification Details screen (see the screenshot, on the following page).

1. LOOK UP VALUES AND DEFINITIONS

The new look up values for the [Purpose for Home Verification](#) field are:

- Case Transfer
- Consultation with Collateral Contact
- Consultation with Significant Other
- Home Visit-Scheduled
- Home Visit-Unauthorized
- MPD Accountability Tour-Scheduled
- MPD Accountability Tour-Unauthorized
- PSI Home Investigation
- TIPS Home Investigation
- Request for CSO to Visit
- Weekend Accountability Tour
- Verify Residence

The use of the choices, above, are intuitive, with the exception of the home visits, MPD accountability tours, Weekend Accountability tours, and the Verify Residence look up values. The definitions for these [Purpose For Home Verification](#) look up values are as follows:

Home Visit – Scheduled – documents that the CSO went to the offender's home for a home visit which was scheduled with the offender in advance of the visit.

Home Visit – Unauthorized – documents that the CSO went to the offender's home for a home visit which was not scheduled with the offender in advance (i.e., was unauthorized, a surprise visit, drop-in visit).

MPD Accountability Tour – Scheduled – documents that the CSO conducted an MPD accountability tour to the offender’s home which was scheduled in advance with the offender.

MPD Accountability Tour – Unscheduled – documents that the CSO conducted an MPD accountability tour to the offender’s home which was not scheduled in advance with the offender and was not conducted as a weekend accountability tour initiative.

Weekend Accountability Tour – documents that the CSO conducted an MPD accountability tour to the offender’s home as part of a weekend accountability tour initiative. These weekend accountability tours are not scheduled in advance with the offender.

Verify Residence – documents that the CSO verified with the resident owner that the offender lives at the address. The residence is to be verified with the owner in person. Documentation should be a statement or written documentation from the resident owner verifying that the offender resides at the home.

2. DOCUMENTING HOUSING VERIFICATIONS IN SMART

As a result of this new field, staff no longer need to document home verifications in the Running Record by selecting the running record purpose of Verify Home. All housing verifications and home visits are to be documented in the housing verification detail screens, even those home visits where the CSO went to the home and no one was present. However, just as was recorded in the running record comments section, staff must document in the comments section of the housing verification screen the dialogue that occurred if contact was completed, or efforts made if contact was not completed (i.e., put in the comments section that a note was left on the door, etc.). It is very important that staff not only document that a contact was made, but also document what transpired during the visit. The quality of the contact, such as the issues that were discussed and/or addressed with the offender, is critically important.

In the running record, staff can continue to document that they scheduled an accountability tour with MPD or had one cancelled by choosing the running record purpose values of: Accountability Tour – Scheduled and Accountability Tour – Cancelled. *Note that in the running record, the Accountability Tour – Scheduled purpose value (noting that an accountability tour has been set up) has a different meaning than Accountability Tour – Scheduled under the Housing Verification Details screen (see definitions, above).*

If the CSO selects a [Purpose for Home Verification](#) value of Home Visit –Scheduled, and neither the offender nor a collateral contact was present for the schedule home visit, then the home verification was attempted but not completed, due to no one being available as scheduled to meet with the CSO. In this example, the CSO would document the [Purpose for Home Verification](#) as Home Visit – Scheduled with the [Verified With](#) value of No Contact.

Verified With values include any collateral contacts, the name of the offender, or the value No Contact.

Using the combination of the **Purpose for Home Verification** and **Verified With** values, we can determine the number of attempted home visits that were scheduled or unscheduled, the number that were made with the offender or another collateral contact, and the number that were attempted but no contact was made.

These two fields now eliminate the need for duplicate data entry under the housing verification screen and the running record.

3. DIFFERENCE BETWEEN AND FREQUENCY OF HOME VISITS AND HOME VERIFICATIONS

Home visits, also commonly referred to as home contacts, are to be **conducted and** entered into SMART monthly for all offenders who have an overall status of Active **and have a supervision level of intensive, maximum, or medium. Home visits are to be conducted and entered into SMART every 60 days for Active cases with a minimum level of supervision.** Home visits are done with the offender to assess the offender's living quarters, interact with other residents, and determine how the offender is adjusting to his or her living situation, and to assess any potential problems/barriers that the offender may be experiencing in the home or community that may affect the offender's success under supervision.

Home verifications are to be entered into SMART at least quarterly for all offenders who have an overall status of Active in SMART. Home verifications are to be conducted with the owner of the residence in which the offender resides. Home verifications are to be documented in SMART using the **Purpose for Home Verification** lookup value of Verify Residence.

If you have any questions regarding this SMART Note, please contact Debra Kafami, CSS.

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