

**Adult Felony Workload Study**  
**2006-2007**



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# **Adult Felony Workload Study 2006-2007**

*Minnesota Department of Corrections*

## Research Summary

Minnesota Department of Corrections (DOC) community supervision agents have been basing their workload on a system and study dating back to the 1980s. Much has changed since then including specialized caseloads, supervision standards that emphasize field contacts, utilization of various evidence-based practices, and the use of computers and cell phones. While many tasks have been added, others have been streamlined or omitted. A total of 58 agents from 12 DOC districts tracked over 1,000 felony adult offenders to develop an accurate picture of each felony supervision level. There were also tasks that were tracked, including pre-sentence investigations (PSIs), new clients, cognitive skills, group preparation, pre-plea worksheets, and bail/bond studies. Offenders were tracked for two months, and agents logged their time spent on the selected offenders. As expected, the changes that have taken place over the last few years have affected the time it takes an agent to supervise an offender.

## Policy Implications

The results of this study will assist agents and supervisors to better manage workloads and guide management in the allocation of resources. These results will ultimately assist in providing accurate, current, and relevant information to the legislature when needed or requested.

# Background

## Field Services

The DOC Field Services Unit provides supervision to offenders released from prison and probationers. Agents use evidence-based practices to facilitate offender rehabilitation and ensure safer communities.

The DOC committed to the use of evidence-based practices in 2000 with the launch of the Level of Service Inventory-Revised test (LSI-R), a research-validated tool. At the same time, agents were trained in other evidence-based practices, such as effective case management and motivational interviewing. In 2003, the supervision continuum was implemented. This created specialized caseloads, increased supervision contacts with those offenders posing the greatest safety risk, and targeted treatment and community resources to those with the greatest needs. Cognitive behavioral programming, a program facilitated by agents, was also put into place in 2003. This workload study, which began in 2006 and finalized in 2007, will assist in making caseloads equitable and aid in the distribution of existing and future resources.

## Assistance

The DOC Field Services Unit of received assistance from the National Institute of Corrections (NIC) to help facilitate meetings and assist with agent training. NIC paired Field Services with Scott Taylor<sup>1</sup> and Ginger Martin<sup>2</sup> of the Oregon Department of Corrections (OR DOC), which has conducted three time studies in the past 15 years. Mr. Taylor and Ms. Martin provided support and direction for the Minnesota workload study by sharing their experiences and the tools they have used to conduct these types of studies.

## Focus Group

A focus/advisory group, made up of an agent from each of the 12 DOC districts and 4 district supervisors, was formed to assist with development of the study. The group met for two days prior to initiating the study. Members advised on the direction of the study and determined the tasks, outside of the supervision level, to be studied. These tasks included PSIs, new clients, cognitive skills, group preparation, and pre-plea worksheets—which includes bail/bond studies and sentencing worksheets/memos. This group met again halfway through the study to go over preliminary numbers to ensure the study was on track and agent time was being measured correctly. The focus group also met after the final numbers were tallied to again reinforce that data was tracked and collected correctly.

## Availability of Time

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<sup>1</sup> Scott Taylor is the Chief of Community Corrections for the Oregon Department of Corrections.

<sup>2</sup> Ginger Martin is the Assistant Director of Transitional Services for the Oregon Department of Corrections.

The time available for each agent to supervise clients is based on a 40-hour work week and accounts for time that is not spent on supervision. This includes vacation, sick leave, holidays, professional development, personal time, administrative time, and program/community development. The previous work points were based on this, and this study will continue with this system. It is a system that is recognized nationally and is used by most departments. After all of these deductions, the remaining time available for agents to supervise clients is 120 hours in a month.

### Phases of Supervision

Agents supervise adult felony offenders pursuant to standards set in the Supervision Continuum, Enhanced Sex Offender Program, or the Felony DWI Program. Offenders progress to less restrictive phases as they meet their conditions. The levels of supervision and contact requirements are:

Enhanced Phase I: one face-to-face contact per week; two per month occur in offender's home

Enhanced Phase II: two face-to-face contacts per month; one each month in offender's home

Enhanced Sex Offender Phase I: one face-to-face contact per week; two per month occur at offender's home or employment

Enhanced Sex Offender Phase II: two face-to-face contacts per month; one occurs each month in offender's home

Enhanced Sex Offender III: one face-to-face contact per month; home visit quarterly

## **Methodology**

### Tools

Simple, concise tools were chosen for this study. For example, the OR DOC developed a straightforward, simple timesheet for a time study they recently conducted. With a few minor adjustments, these tools were used for this study (see Appendices A and B). Prior to the study, a pilot study was conducted using these timesheets by select members of the focus group. They did not experience any problems with the timesheets, and no changes were made.

The supervision-level timesheet was sent weekly to the participating agents. The agents recorded in minutes any time they spent on a selected offender. The agents turned these timesheets in weekly to their supervisor, who reviewed and then forwarded them to the researcher conducting the study.

Basic elements of the task sheets (PSI, new client, pre-plea worksheet, group preparation, and cognitive skills) were also taken from similar tools used by the OR

DOC (see Appendix B). Like the supervision-level timesheets, minutes were recorded on these sheets, which were turned in after the work was completed.

### Supervision-Level Time Study

The agent workload time study was conducted over the course of nine weeks (October 2, 2006, to December 3, 2006). There was one day of training prior to the start date for the 58 agents participating in the study. For the purposes of this study, only adult felony offenders were tracked. The supervision levels of these adult felons were Enhanced Sex Offender (ESO), High Risk Enhanced (HRE), Traditional-Medium, Group, and Paper. A maximum number of offenders was tracked by an agent for ESO (12), HRE (12), and Traditional (25); and a minimum number for Group (25).

Agents participating in this study were selected by their supervisor. Selections were based on each agent's job experience and knowledge, the consistent ability to meet supervision standards, and possessing the respect of their peers. Participants were directed to prioritize their work to ensure that supervision standards were met with selected offenders.

Offenders were randomly picked from the agent's caseload. These names were then sent to the agent to check whether the offender was available to use in the study. If the offender was not available, a substitution was randomly selected. The offender selection process was done prior to the beginning of the study, assuring the target numbers were met.

Using numbers from July 2006, there were 16,821 adults on probation or supervised release<sup>3</sup>. Of these, 11,300 were felony offenders of which 8,452 had a supervision level of ESO, HRE, Traditional, Group or Paper. It was determined the agents would track at least 1,000 offenders supervised at four of these levels: ESO, HRE, Traditional-Medium and Group. ESO and HRE caseloads were broken down even further to represent their different phases: ESO Phase I, ESO Phase II, ESO Phase III, HRE Phase I, and HRE Phase II.

Paper-level offenders were selected a bit differently since these offenders are minimally supervised. Instead of bringing more agents into the study to solely record the time spent on a paper offender, agents already participating in the study tracked some of the paper offenders on their caseloads. The goal was to collect time on 50 felony paper offenders. Agents were able to track 62.

At least 10 percent of each of the supervision levels were represented. In some cases, more than 10 percent were represented in order to achieve an accurate picture of these supervision levels. The number of offenders tracked for each level was: ESO 134, HRE 150, Traditional-Medium 303, Group 464, and Paper 62, for a total of 1,113 offenders. The number and type of agents from each district were

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<sup>3</sup> This number does not include Intensive Supervised Release (ISR).

determined by the proportionality of the supervision levels to the district and DOC as a whole. For example, Albert Lea represents 10.7 percent of all the Traditional-Medium offenders supervised by the DOC. Therefore, Albert Lea tracked 10.7 percent of the desired goal of 303 Traditional-Medium offenders, or 32. Since the maximum number of offenders tracked by Traditional agents is 25, two agents were selected from Albert Lea to collect time on offenders on this supervision level.

Ideally the study would have included an agent representing every supervision level in each of the 12 districts. As this was not possible in each district, additional numbers of offenders were drawn from the surrounding districts. See Table 1 for agent breakdown by district.

Any time the agent spent on a selected offender was recorded on a timesheet in minutes (see Appendix A). Some of the activities included were computer time, phone time, face-to-face time, travel time, and group time. Any time the agent did any kind of work on an offender, no matter how minimal, the agent would record the minutes on a timesheet.

Table 1: Number of Offenders in Workload Study by District and Supervision Level (broken down further by the different ESO and HRE phases)

District	ESO 1	ESO 2	ESO 3	HRE 1	HRE 2	Trad-Med	Group	Totals
Albert Lea	1	3	--	19	7	32	34	96
Bemidji	5	4	1	6	1	21	26	64
Center City	3	5	3	7	3	39	52	112
Chaska	5	8	4	7	7	41	84	156
Detroit Lakes	7	3	5	17	5	25	34	96
Grand Rapids	7	2	4	12	4	27	34	90
Litchfield	3	2	1	5	4	26	30	71
Mankato	5	7	2	6	3	15	--	38
Marshall	4	4	5	5	4	11	67	100
Moorhead	5	2	1	8	2	16	25	59
St. Cloud	3	7	1	14	6	28	46	105
Winona	6	4	2	--	--	22	32	66
<b>TOTAL</b>	<b>54</b>	<b>51</b>	<b>29</b>	<b>106</b>	<b>46</b>	<b>303</b>	<b>464</b>	<b>1053</b>

The number of offenders tracked weekly was ever changing. Throughout the study, offenders dropped out for various reasons that include but are not limited to: status change to warrant, status change to custody, expiration of sentence, discharge, revocation, supervision level change and therefore taken off of the agent's caseload, and transfer to another county or state. During week one of the study, if an offender was dropped for any reason, he/she was replaced by another offender. After week one, offenders were not replaced. As a result, numbers fluctuated week to week.

#### Calculation of Numbers

Because the number of participating offenders changed from week to week, a weekly average was calculated for the supervision levels. While 9 weeks of data was collected, it was decided to drop a week to make it an even 8 weeks or 2



months. The lowest weekly average was removed from each supervision level. The 8 weekly averages were added together and then divided by the 2 months they represented. They were then calculated into time by hours. Because there may be some time not accounted for, and as recommended by the study consultants, 15 percent was added to all time.

Example:

Addition of 8 weekly averages in minutes (9 weeks – the lowest week average of 9.97)

12.03  
21.59  
15.41  
9.97 (lowest number dropped)  
14.57  
14.00  
25.21  
11.62  
19.83  
134.26 minutes

$134.26 \div 2 \text{ months (the length of the study)} = 67.13 \text{ minutes per month}$

$67.13 \div 60 = 1.12 \text{ hours}$

$1.12 \times .15 \text{ (increase all time by 15\%)} = .168$

$1.12 + .168 =$

**1.3 hours**, the final monthly workload time for this supervision level.

### Task Time Study

Specific agent tasks warranted a separate examination. These included PSIs, new clients, pre-plea worksheets, cognitive skills and group preparation. PSIs, new clients, and pre-plea worksheets were tracked by all participants. If one of these tasks was assigned to an agent during the course of the study, he or she would record all time spent performing these activities on an offender. Group preparation tasks were tracked by all participating group agents. Cognitive skills tasks were recorded by HRE agents who had a cognitive skills group running during the study.

### New Client

Offenders in the new client category included those who are new to DOC supervision and have a new sentence. Supervised releasees, transfer-ins, and existing clients with new sentences were not included. All activities an agent completed during an offender's status of new client were included. Offenders are generally considered to be in the new client category for 30 days. Because it takes 30 days or more to capture all new client activities, this portion of the study was extended beyond the supervision level study end date of December 3. The goal for

new clients was again 10 percent, or 59. Agents completed sheets for 195 new clients.

New client tasks below 20 minutes were cut. It was determined that an agent cannot complete a new client task under 20 minutes, and the few below this mark were understood to be incomplete. The top outlier was also taken out of the calculation because this study is looking at typical new client tasks. After reviewing the different supervision levels, it became evident that new ESO offenders required more time than offenders at other supervision levels. ESO was therefore separated from the rest and evaluated on its own. As was done with the supervision levels, 15 percent was added to the time for both the general new client task and the ESO new client task.

### PSI

The collection of PSI activities included all activities an agent completes to write a PSI. Court time was not included in this time. The data collection goal for PSIs was 10 percent, or 93, of what is normally collected in a two-month span by all agents. This goal was surpassed; 267 PSIs were completed by participating agents during the course of the study. Agents tracked time from beginning to completion of the report; some were not completed until after the end of the time study. For example, if an agent began a PSI at the end of November and he/she is given on average four weeks to complete, the PSI would not be completed until the end of December.

It was determined that a PSI could not be completed under 60 minutes, and therefore anything under 60 minutes was removed from the study. There was a high outlier that was also taken out of the factor. Again, the reason for this is that this study is to determine the time it takes to complete a typical PSI. ESO was again separated from the rest of the supervision levels and calculated independently. In order to get an accurate picture of an ESO PSI, the decision was made to include a few more. ESO agents did an additional 7 PSIs after the completion of the study to bring the total number of ESO PSIs to 20. An additional 15 percent time was added to both the general PSI task and the ESO PSI task.

### Pre-Plea Bail/Bond

For this task, agents tracked two different categories: bail/bond studies and sentencing worksheets/memos. The goal for both was 10 percent of the number completed in a two-month span of time. Both bail/bond studies and sentencing worksheets/memos had a goal of 20. Agents completed 55 bail/bond studies and 43 sentencing worksheets/memos.

Both categories for pre-plea, worksheet/sentencing memo and bail/bond study, also received the 15 percent additional time. These two categories were averaged separately and then the extra time added.

## Cognitive Skills

Cognitive skills groups are programs generally conducted by HRE agents. Agents who facilitate these groups tracked all time spent on cognitive skills group including preparation, group, and follow-up time. Agents tracked time through program completion. For some agents this was not until March 2007. Seven cognitive groups were tracked and their time averaged. Six of the groups were quite similar in time. The seventh group had almost twice as much time as the others. Viewed as an anomaly, this group was removed from the study. The outlier was therefore taken out of the equation. In some groups there is also a co-facilitator; their time was not studied. However, if the co-facilitator did additional work or substituted for the facilitator, this additional time was added to the overall calculation.

Since agents were also counting their regular supervision time during the Cog Skills group time, only preparation and follow-up time were calculated for the purpose of workload time. If group time had been counted, supervision time would have been double-counted. Preparation and follow-up time were averaged and then 15 percent was added.

## Group Preparation

This task was completed by group agents. Tasks captured included location of meeting space and group speakers. When the time spent completing these tasks was averaged by the number of clients served, it was found to be insignificant. Therefore, this task was removed from the study. With the addition of 15 percent to group supervision, the belief is that this time is being captured. However, if in the future it is discovered that this is not the case, the issue will be revisited.

# **Results**

## Supervision Level Time Results

As anticipated, current measures do not accurately reflect the work agents are doing. Much has changed since the last workload time study. Various technologies, reduced territories, and specialized caseloads have created many efficiencies. At the same time, the tasks an agent must complete have grown exponentially. Focus group members and agents participating in this study met following completion of the data collection, and results were shared and discussed. All agreed the results were an accurate reflection of the work they do. The supervision-level final numbers are shown in Table 2.

Table 2: Supervision Level Final Workload Time

<b>Final Numbers</b>	<b>Workload Study Mean Time</b>
ESO 1	3.2 hours
ESO 2	2.6 hours
ESO 3	1.3 hours
HRE 1	3.5 hours
HRE 2	2.5 hours
<b>Traditional-Medium</b>	0.9 hour
<b>Group</b>	0.3 hour
<b>Paper</b>	0.1 hour

In comparison, Table 3 shows the current workload standards for supervision levels.

Table 3: Current Workload Standards

	<b>Current Standards</b>
ESO 1	5.5 hours
ESO 2	3.1 hours
ESO 3	1.5 hours
HRE 1	5.5 hours
HRE 2	3.1 hours
<b>Traditional-Medium</b>	1.8 hours
<b>Group</b>	0.4 hour
<b>Paper</b>	0.2 hour

## Task Time Results

The time it takes for an enhanced sex offender agent to do the tasks of PSIs and new clients was significantly higher than the other supervision levels. Therefore, for these two tasks the ESO agent's time was calculated separately. The final workload numbers for tasks are in Tables 4-7.

Table 4: New Client Task Final Workload Time

<b>Final Numbers</b>	<b>Workload Study Mean Time</b>
<b>New Client (Except ESO)</b>	2.1 hours
<b>New Client—ESO</b>	4.8 hours

Table 5: Pre-Sentence Investigation Task Final Workload Time

<b>Final Numbers</b>	<b>Workload Study Mean Time</b>
<b>PSI (Except ESO)</b>	6 hours
<b>PSI--ESO</b>	8.4 hours

Table 6: Pre-Plea Worksheet and Bail/Bond Study Tasks Final Workload Time

<b>Final Numbers</b>	<b>Workload Study Mean Time</b>
<b>Bail/Bond Study</b>	1.8 hours
<b>Worksheet/Sentencing Memo</b>	1.8 hours

Table 7: Cognitive Skills Tasks Final Workload Time

<b>Cognitive Skills</b>	<b>Workload Study Mean Time</b>
<b>Total Mean Hours Per Group</b>	17 hours

In comparison, the current workload standards for DOC agents are shown in Table 8.

Table 8: Current Task Standards

	<b>Current Standards</b>
<b>New Client</b>	2.5 hours
<b>PSI</b>	6.1 hours
<b>Pre-Plea Bail/Bond</b>	2.75 hours
<b>Pre-Plea Worksheet</b>	1.5 hours

## **Conclusions**

This study was conducted in order to have an accurate picture of the work being done by felony agents. Agent participation was exceptional and contributes greatly to the confidence level in the study results. These results will be used to assist in better management of workloads and will guide DOC management in the allocation of resources, both present and future.

# Appendix A: Timesheet

<b>2006 Weekly Case-Specific Agent Time Study Form</b> <b>Traditional-Medium</b>  Week Number: 1 – October 2 through October 8, 2006	Agent Name/ Emp. ID: Jane Doe/ 01234567  District: Mankato
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*Time Recorded in Minutes (round to nearest minute)*

Offender Name	DOB/ Supv. Level	◀ ◀ ◀ ◀ ◀ ◀ M I N U T E S ▶ ▶ ▶ ▶ ▶ ▶																	
Anderson, John Brown	12/12/21 Medium																		
Brown, Leroy John	2/2/02 Medium																		
Doe, John Leroy	1/1/01 Medium																		
Leroy, John Doe	5/5/55 Medium																		
John, Anderson John	6/6/66 Medium																		
Minnesota Department of Corrections Field Services		2006 Agent Case-Specific Traditional-Medium Time Study – Documentation Form																	

# Appendix B: Task Sheets

## New Felony Client Time Study

<b>Offender Name Last, First Middle</b> _____ <b>Offender DOB:</b> _____	<b>Offender Gender:</b> _____ <b>Offender Race:</b> _____
<b>Agent:</b> <b>District:</b>	<b>Supervision Level:</b>
<b>Assigned Date:</b>	<b>New Felony Client End Date (this offender):</b>

Record the MINUTES in a cell below all time you spend on this New felony client.

<b>TOTAL MINUTES:</b>								

**ALL TIME IS RECORDED IN MINUTES**

**RECORD ALL TIME SPENT ON THE NEW FELONY CLIENT (WHICH IS DEFINED AS “30 DAYS”) THAT BEGINS ANYTIME BETWEEN OCTOBER 1 AND DECEMBER 2, NO MATTER THE LENGTH OR ACTIVITY (INCLUDING BUT NOT LIMITED TO FACESHEETS, INTAKE, SUPERVISION, PROBATION AGREEMENT, ETC.). USE 1 FORM PER OFFENDER. DO NOT INCLUDE SUPPORT TIME.**

**Guide:** Log time in minutes every time you work on a new client THROUGH completion. **New clients you are assigned between 10/2/06 and 12/01/06** and not cases you have already been assigned.

**USE 1 FORM PER OFFENDER.**

Log only **YOUR time spent on the new felony client (define as “30 days”)** – not support time.

**Log time only.** You do not have to log the activity/task or date. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that new client. If another Agent steps in for you and does work you would normally do for the new client, record his/her time. Do not include support time.

Return log to your Supervisor upon completion of the NEW client case and your Supervisor will send to MN DOC Field Services attention Jennifer Johnson (fax number: 651-632-5065).

**Note:** Recording of a NEW client MAY continue past the study end date December 1. You are to follow through until completion of the New client.



**PSI Felony Time Study**

Offender Name Last, First Middle _____	Offender Gender: _____
Offender DOB: _____	Offender Race: _____
Agent: District: _____	Supervision Level _____
Assigned Date: _____	PSI End Date (this offender): _____

**Record the MINUTES in a cell below all time you spend on this PSI client.**

<b>TOTAL MINUTES:</b>								

**ALL TIME IS RECORDED IN MINUTES**

**RECORD ALL TIME SPENT ON THIS PRE-SENTENCE INVESTIGATION AND RECORD TIME THROUGH THE COMPLETION OF THE PSI, NO MATTER THE LENGTH OR ACTIVITY. DO NOT INCLUDE COURT TIME.**

**USE 1 FORM PER OFFENDER. DO NOT INCLUDE SUPPORT TIME.**

**Guide:** Log time in minutes every time you work on a case *THROUGH* completion of the PSI. **New PSI cases you are assigned between NOW and 03/30/07 and NOT cases you have already been assigned.**

Log only **YOUR time spent on the investigation** – **DO NOT INCLUDE SUPPORT TIME.**  
**USE 1 FORM PER OFFENDER.**

**Log time only.** You do not have to log the activity/task or date. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that investigation. If another Agent steps in for you and does work you would normally do for the PSI, record his/her time-do not include support time.

\*Return log to MN DOC Field Services attention Jennifer Johnson (fax number: 651-632-5065).

**Note:** You are to follow through until completion of the PSI.

**Pre-Plea Bail/Bond Time Study – October 2 – December 1, 2006**

Offender Name Last, First Middle _____	Offender Gender: _____
Offender DOB: _____	Offender Race: _____
Agent:	District:
Assigned Date:	Pre-Plea End Date (this offender):

**Record the MINUTES and activity in a cell below all time you spend on this pre-plea client.**

Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
TOTAL MINUTES:			

**ALL TIME IS RECORDED IN MINUTES**

**RECORD ALL TIME SPENT ON THIS PRE-PLEA DURING THE STUDY PERIOD OF OCTOBER 2—DECEMBER 1, NO MATTER THE LENGTH OR ACTIVITY--INCLUDING BAIL/BOND STUDIES AND WORKSHEETS/SENTENCING MEMOS. USE 1 FORM PER OFFENDER. DO NOT INCLUDE SUPPORT TIME.**

*Guide: Log time in minutes every time you work on a case. **Pre-Plea Bail/Bond cases you are assigned between 10/2/06 and 12/01/06** not cases you have already been assigned.*

***Please log activity—Bail/Bond Studies (BBS) or Worksheets/Sentencing Memos (WS).***

**USE 1 FORM PER OFFENDER.**

***Log only YOUR time and activity—Bail/Bond Studies (BBS) or Worksheets/Sentencing Memos (WS)-- spent on the investigation – not support time.***

***Log time and activity only.*** You do not have to log the date, just time and activity. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that Pre-Plea Investigation, do not include support time.

*Return log to your Supervisor when study is completed (December 1 and your Supervisor will send to MN DOC Field Services attention Jennifer Johnson (fax number: 651-632-5065).*

## Cognitive Skills Time Study

<b>Cog Skills Name:</b>	<b>District:</b>
<b>Agent:</b>	<b>Cog Skills Date:</b> _____ - _____

**Record the MINUTES and activity in a cell below all time you spend on this Cog Skills Group.**

Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
Time: Activity:	Time: Activity:	Time: Activity:	Time: Activity:
<b>TOTAL MINUTES:</b>			

### ALL TIME IS RECORDED IN MINUTES

**RECORD ALL TIME SPENT ON THIS COGNITIVE SKILLS GROUP BEGINNING ANYTIME BETWEEN OCTOBER 2 AND DECEMBER 1. RECORD TIME THROUGH THE COMPLETION OF THE COG SKILLS GROUP, NO MATTER THE LENGTH OR ACTIVITY. ONLY 1 SHEET FOR 1 COG SKILLS GROUP.**

**CLEARLY RECORD THE ACTIVITY AS: PREPARATION TIME OR GROUP TIME (WHICH INCLUDES TRAVEL TIME), OR FOLLOW-UP TIME.**

**Guide:** Log time in minutes every time you work on this Cog Skills Group, and the activity of preparation time or group time or follow-up time. **ONLY 1 SHEET FOR 1 COG SKILLS GROUP.**

**Do NOT INCLUDE SUPPORT TIME OR CO-FACILITATOR'S TIME.**

Log only **YOUR time and activity spent on the Cog Skills Group** – not support time or co-facilitator's time.

**Log time and activity only.** You do not have to log the date, just time **AND** preparation time OR group time OR follow-up time. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work on that Cog Skills Group. If another Agent steps in for you and does work you would normally do for this Cog Skills Group, record his/her time. Do NOT include support time.

Return log to your Supervisor upon completion of Cog Skills Group and your Supervisor will send to MN DOC Field Services attention Jennifer Johnson (fax number: 651-632-5065).

**Note:** Recording of Cogs Skills MAY continue past the study end date December 1. You are to follow through until completion of the Cog Skills Group.

**Group Preparation Time Study – October 2 – December 1, 2006**

<b>Group Name:</b>	<b>District:</b>
<b>Agent:</b>	<b>Group Date:</b> _____ - _____

**Record the MINUTES in a cell below all time you spend preparing for this Group (locating speakers and location of meetings).**

<b>TOTAL MINUTES:</b>								

**ALL TIME IS RECORDED IN MINUTES**

**RECORD ALL TIME SPENT ON GROUP PREPARATION DURING THE STUDY PERIOD OF OCTOBER 2—DECEMBER 1, WHICH INCLUDES LOCATING SPEAKERS AND LOCATION OF MEETINGS, NO MATTER THE LENGTH OR ACTIVITY. USE 1 FORM FOR EACH GROUP. DO NOT INCLUDE SUPPORT TIME.**

*Guide: Log time in minutes every time you work on the preparation of this Group*

**USE 1 FORM FOR EACH GROUP.**

*Log only **YOUR time spent on the prep work for this Group** – not support time or co-facilitator’s time.*

***Log time only.** You do not have to log the date or activity, just time. In each table cell above, record in minutes (rounded to the nearest minute), the amount of time spent when you work prep time for this Group. If another Agent steps in for you and does work you would normally do for this Group, record his/her time. Do not include support time.*

*Return log to your Supervisor when the study is completed (December 1, 2006) and your Supervisor will send to MN DOC Field Services attention Jennifer Johnson (fax number: 651-632-5065).*