



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

*Community Supervision Services
Office of the Associate Director*

MEMORANDUM

TO: CSS Staff

DATE: September 14, 2007

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

Re: Tracking Alleged Violation Reports (AVRs) in SMART
Subject: SMART Note No. 72

On April 24, 2004, SMART Note #54 was issued to inform staff about the ability to create Alleged Violation Reports in SMART and how those reports can be tracked in SMART. The purpose of SMART Note #72 is to inform staff of a new Business Objects report, AVR Tracking Report, that is available in SMART at the Agency-Branch, Team, and CSO levels.

The AVR Tracking Report provides valuable information to staff regarding the creation of AVRs in SMART over a specified time period. This report has several tabs that provide summary data on:

- The number and percent of AVRs created by the Agency, Branch, Team or CSO over a specified time period;
- The number and percent of AVRs that were created due to a new arrest or technical violations;
- The number of AVRs created by case type and reason for submitting the AVR (new arrest or technical arrest);
- The number of AVR outcomes;
- The number of AVRs missing an outcome;
- The number of AVRs missing a date sent to the releasing authority; and
- The number of AVR dispositions.

In addition, the report has several tabs to sort the list of created AVRs. For instance, there are tabs that list the created AVRs by CSOSA number or the date the AVR was created.

Most importantly, though, staff are to use this AVR Tracking Report to ensure that the date the AVR was submitted to the releasing authority, the type of AVR outcome, and the AVR disposition and date are tracked and updated, as appropriate in SMART. Please note that SMART will be updated to include an AVR outcome date in the near future.

For every AVR submitted to the releasing authority, SMART should include an AVR date that the report was submitted to the releasing authority and an outcome related to submitting the AVR.

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Depending on the outcome of submitting an AVR, there may not be any data for the AVR disposition or AVR disposition date. For instance, if the outcome of submitting the AVR was “Close Case Unsatisfactory” or “No Action Taken,” then the AVR disposition and AVR disposition date would not have any data.

Staff due diligence is required in tracking AVR recommendations, submissions, outcomes, and dispositions, particularly as the AVR outcome and disposition may not be known for some time after submission of the AVR. This report should help supervision staff at all levels in the Agency keep track of this very important critical success data.

If you have any questions or comments, please contact Debra M. Kafami, Executive Assistant.

cc: Paul A. Quander, Jr., Director
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