



CAPPS for Grant Implementation

Needs Assessment Sample Data Collection Checklist

I. Community Demographic Data

- A. Population
 - 1. Tribal membership
 - 2. Age
- B. Economic
 - 1. Poverty levels
 - 2. Unemployment rates
 - 3. Housing data/homelessness
- C. Education
 - 1. Education levels
 - 2. Graduation rates
 - 3. Truancy rates
 - 4. Literacy rates
- D. Health
 - 1. Substance abuse data
 - 2. Mental health data
 - 3. Child abuse/neglect data

II. Crime Data

- A. Law enforcement
 - 1. Arrest data by crime/charge and area
 - Adults and juveniles
 - Demographics of arrestees
 - 2. Crime reporting rates by crime and area
 - 3. School safety
 - Specific schools
 - Numbers and types of incidents
 - 4. Budget and staffing for law enforcement agencies
- B. Prosecution information
 - 1. Convictions rates by charge
 - 2. Budget and staffing
- C. Probation/parole
 - 1. Number of individuals under supervision by area
 - 2. Demographics of individuals under supervision
 - 3. Types of offenses charged against ex-offenders (i.e., what crimes are repeat offenders committing?)

III. Court Data

- A. Charges files
- B. Defendant demographics
- C. Numbers of defendants with prior charges
- D. Disposition data
 - 1. Types of dispositions used by court
 - 2. Frequency of each disposition
 - 3. Types of “alternative” (i.e., non-jail, non-fine) sanctions used by court
 - 4. Frequency that each type of alternative sanction is used
 - 5. Compliance data
- E. Peacemaking/mediation data
 - 1. Numbers of cases
 - 2. Types of cases
 - 3. Numbers of parties
 - 4. Numbers of agreements
- F. Case flow information
 - 1. Step-by-step map of how cases currently flow through the justice system (from arrest to disposition and compliance)