Washington State Institute for Public Policy
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To: JISC Data Dissemination Committee members

From: Stephanie Lee, Director, Washington State Institute for Public Policy

RE: Recovering costs for services in provision of criminal history data crosswalks

Work product

In the 1990's, WSIPP developed a unified Criminal History Database, which links data from three sources: ***court records*** from the AOC, ***incarceration and community supervision records*** from the DOC, and ***residential facility information*** from JR. This database allows researchers to track individuals through the criminal justice system over time to conduct high-quality research at legislative direction and to quickly respond to legislative requests for information.

The Criminal History Database is dynamic; in order to keep current on the movement of individuals through the criminal justice system, WSIPP processes the source data periodically, and creates a unique research ID for every individual (WSIP ID). This research ID is then shared back with the three data owners, along with the key identifying variables[1] from the various systems–essentially a "crosswalk" allowing data owners to use consistent and timely information in their own research. The WSIP ID, crosswalk, and processed court records are provided to the data owners without charge.[2]

Level of effort to create work product

WSIPP spends roughly 0.50 FTE Senior Data Manager processing this update on a quarterly basis and creating the WSIP ID. We do not have dedicated funds to support this effort, but use a blend of core operating funds and project funds to support the work. Given that WSIPP is a small agency, this is a significant resource investment. As such, WSIPP is considering shifting to processing the data on a biannual basis, which would reduce our cost to roughly 0.375 FTE.

Proposal

In years past, the Department of Social and Health Services (DSHS) was the owner of JR data, and we accordingly provided the WSIP ID, crosswalk, and processed court records back to DSHS Research and Data Analysis (RDA) on a quarterly basis without charge. In addition to the research conducted on behalf of JR, RDA uses these data to inform their research studies; enabling linkages with their Integrated Client Database to get a fuller picture of outcomes for DSHS clients. Now that JR has moved to the new Department of Children, Youth, and Families (DCYF), RDA is not a data provider and it is no longer part of the standard process for WSIPP to provide the data back to RDA. They are interested in receiving the data.

Even though DSHS RDA is no longer a data owner, providing the crosswalk is a service we would like to provide to them. We believe it is in the state's interest to share this information with RDA; however doing so is an

[1] WSIP ID, DOC number, AOC number, JCS number and JRA number.

[2] See Attachment A for a list of data tables provided back to AOC as data owners—those that would be shared with RDA are noted with "DSHS."

additional burden on our small agency's budget. Statutorily, according to RCW 39.34.130, it is mandatory that we recover costs for providing services to another agency when funds have not been allocated for this purpose. We do not have specific funding to provide this service to DSHS RDA, but we could provide the service to them under contract and charge a cost recovery fee for the service. All the necessary agreements are in place and both RDA and WSIPP would like to do this.

Our proposed solution is to set up a fee schedule for known requestors (DSHS RDA) and possible third-party requestors (as yet unknown) so that we can recover our costs for the service we provide. We have a similar arrangement with DSHS RDA in reverse, wherein DSHS charges WSIPP for processing extracts of their Integrated Client Database when needed for use in WSIPP studies.

DSHS RDA has agreed to pay a cost-recovery fee for the extracts WSIPP provides.

We see two potential pathways:

- If we move to a biannual processing schedule, all data owners and RDA would receive updates twice per year. In this case, the 0.375 FTE cost of processing would be essentially split four ways among the three data owners and RDA. We would propose to continue providing processed data back to data owners at no charge, but setting a fee schedule for RDA now that they are no longer data owners who contribute to the database. The cost for 0.094 FTE is $8,000 per update in salary, benefits, and 12% indirect costs ($16,000 total cost per year).
- If data owners and RDA prefer to continue with a quarterly processing schedule, all data owners and RDA would receive quarterly updates to the crosswalk and processed records. We would propose setting a fee schedule for RDA, now that they are no longer data owners who contribute to the database, based on the cost difference between processing the crosswalk on a quarterly basis and processing the crosswalk on a biannual basis. This difference of 0.125 FTE is $5,300 each quarter in salary, benefits, and 12% indirect costs ($21,200 per year).

In the past, WSIPP also provided a service to provide processed extracts of our Criminal History Database for third-party researchers. These researchers were required to have data sharing agreements with all parties who owned the requested data; WSIPP's service was to provide processed extracts for researchers who had approval from data owners. This service saved time for the data owning agencies, and enabled consistency and efficiency for research projects across the state. This service was put on hold during renegotiation of WSIPP's data sharing agreements with data owners and the shifting of JR from DSHS to DCYF.

We would like to reestablish this service and establish a cost-recovery fee schedule for third party requestors.

For these requests, based on past experience, we expect to process extracts of the already-processed database, aligned with the specific criteria defined by the requestor **and with written approval from data owners**. under the parameters defined by the requestor and agreed by data owners. We expect that WSIPP could process one-time requests relatively quickly; either one-half day (.002 FTE) or one full day (.004 FTE) of effort associated with each request, depending on complexity. This would work out to roughly $325 per simple request, and $650 per complex request in salary, benefits, and 12% indirect costs.