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Using Key Indicators – A System Guide

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1.0 Introduction to Key Indicators

Helps you keep tabs on key issues such as crowding, incident report rates, drug abuse, staff, and educational programs in the BOP.

Key Indicators software puts a wide variety of up-to-date BOP information at your fingertips. These data serve as "indicators" in the sense that they help you to keep tabs on key issues such as crowding, incident report rates, drug abuse, and educational programs in the Bureau of Prisons.

Once you become familiar with this easy-to-use program, you will be impressed with its ability to alert you to potential problems; provide support for planning, auditing, and evaluation; furnish general information and statistical reports in both graphic (e.g., graphs, charts) and tabular report (i.e., text) formats; and supply information on the effects of broad policy changes.

Key Indicators was designed with the understanding that many of its users may not be computer experts, and you are encouraged to explore its capabilities and possibilities without concern that you can cause the system any serious harm. Most of the instructions you need to run the program appear at the bottom of the program screens; however, by reading through this guide you will be even better prepared to begin your exploration of Key Indicators. This guide describes the software, what you need to use it, how to use it, and where to call for help. It also provides walk-through examples of two types of queries you might make and a list of key words and phrases used in Key Indicators and their definitions.

Data sources include SENTRY, BP 1's, BP 2's, BP 3's, and JUNIPER.

The Key Indicators Data Pac contains a wealth of information on each BOP institution—including general descriptive information about inmates and staff. Information on institutions includes data concerning admissions and discharges, average daily population, percent capacity, security classification, racial percentages, incident reports, significant incidents, drug testing, and educational programs. The same information is available for the entire Bureau and for each security level and geographic region, allowing for a more general view of BOP-related information. These data, which generally cover fiscal 1985 to the present, are drawn from existing automated sources of data such as SENTRY or the BP 1, BP 2, and BP 3 forms. Information on staff includes BOP tenure, age, and grade. More subject areas will be added to the data base as appropriate information is assembled and prepared for use within the system. (It is anticipated that each month, users will receive an update with

the most current information the Office of Research can provide.)

You may examine data about individual institutions (in MPT mode) or you may create aggregate (lump sum) data about a group of institutions (in PSA mode).

Key Indicators lets you examine and compare this information in a variety of ways. First, in "multiple primary target (MPT)" mode, you may examine the characteristics of one institution at a time (e.g., population, number of staff, admissions and discharges, assaults against staff and inmates), or you may compare up to six facilities at once. Similarly, you could view information concerning one particular security level or geographic region, or you could examine six such categories simultaneously. Or, you could mix and match these "targets" (e.g., the institution, security level, or geographic region you choose to examine), viewing one or more specific institutions alongside one or more security levels or geographic regions.

Another data viewing option ("primary and secondary aggregated (PSA) targets") allows you to examine groups of institutions in aggregate (lump sum) form. In other words, the data from the individual institutions will be combined and tallied to give you information on the designated group as a whole. For example, if you wanted to determine the racial composition of lower security level institutions (levels one through three) versus higher security institutions (levels four through six), you would be able to combine data about security level one through three institutions and for level four through six institutions using the aggregate function. Key Indicators also contains certain preconstructed aggregates – e.g., all security level ~~one~~ institutions, western region institutions – eliminating, in those cases, the need for you to create such aggregates.

Key Indicators gives you the creative freedom to obtain the information you need, in the format you prefer.

You also have the choice of calling up data for a specific point in time or for a period of time. And, you may request that the information be presented in either graphic display or tabular report form. In addition, you may select certain graphic displays that include a "reference line." This line presents certain information to assist with accurate interpretation of the plots, for example, the number of institutions the plot represents at various points in time along the plot.

To summarize, Key Indicators is a dynamic new management tool that gives you direct access to timely, BOP-relevant information. The software allows you virtually unlimited creative freedom to design and produce graphs and tabular reports in the manner you choose, based on your needs. However, because the system is still in the development phase, not all the data that will eventually be available through the system is available now.

Call for help: FTS 724-3118.

If, after reading through this guide and experimenting with Key Indicators, you have questions or suggestions for improving the system, do not hesitate to call the Office of Research, FTS 724-3118.

2.0 Getting Started

From this point on, the best way to use this guide is to sit at your computer and actually follow the procedures described in the text as you read through it. The figures accompanying the text will help ensure that various screens being discussed appear on your machine as they should after the appropriate commands are made.

To run Key Indicators most efficiently, your equipment should include the following:

If you have questions concerning appropriate hardware, call FTS 724-3118.

- An 80286 or 80386 cpu with a clock speed of at least 16 MHz (20 MHz and an 80386 is preferred).
- A math co-processor (an 80287 or 80387).
- At least 3 megabytes of system RAM (4 megabytes is preferred).
- Enhanced EGA-compatible video adaptor and color monitor.
- Tandon Data Pac external subsystem consisting of an AdPAC Receptacle and two 40-megabyte Personal Data Pacs.
- LOGITECH Bus Mouse.
- At least one available AT-style expansion slot. (This is needed for attaching the Tandon Ad-Pac adapter card.)
- Hewlett Packard Deskjet printer.
- MS-DOS 3.x and RAM drive software supporting extended memory. (**Note:** MS DOS 4.x does **not** support the Tandon Ad Pac; MS DOS 3.x **must** be used.)
- DeskPlotter software for use with Deskjet printer.
- PRODAS software (from Conceptual Software), including Database, Statistics, and Graphics modules.

The Key Indicators Data Pac contains both the data and software you need to run Key Indicators. To start the program, turn your computer on and place the Data Pac into the data pac drive. Type [startki] and press [Enter]. (**Note:** In this guide computer commands are printed within brackets. Do not include the brackets when you actually make the command.) The machine will then temporarily copy a number of entries from the data pac into your

machine's virtual RAM disk. (If you exit the program and wish to reload it at a later point in time (and you have *not* rebooted or turned off your computer), you may do so by logging on to the RAM drive, typing [ki], and pressing [Enter].

The words "Key Indicators" will then appear in large print on your screen. Press any key (or the left button of your mouse) to pull up the next screen (See figure 1, page 7), entitled "Current Settings for Key Indicators Reports."

If, at this point you wish to exit the system, press [F10] twice.

3.0 The "Settings" Screen

The "Settings" screen lets you define the institutions, regions, or other targets about which you seek information and the time period in which you are interested. The screen also lets you change the place where data are stored, although it is unlikely that you will need to do so.

The "Settings" screen is straightforward. The top half displays the "primary targets," "secondary targets," and dates that you have selected from the bottom half of the screen. (Primary and secondary targets will be discussed in more detail in the next couple of pages, but, briefly, primary targets are the institutions, security levels, or geographic regions you wish to examine in *either individual or aggregate form.* Secondary targets are one or more institutions, security levels, or geographic regions that will be computed in *aggregate form only* for comparison with a primary target aggregate.)

The [F1] key is a help key, which will give you information about the screen on which you are working.

The bottom half of the screen lists six possible items to change. It also informs you that the [F1] key is a "Help" key — which you can press at any time for information about the screen you are working on — and that the [F10] key will take you to the main menu from where you can make inquiries about the targets and dates you select from the "Settings" screen. Information about the [F4] key, which pertains to how to use a mouse to move around on Key Indicators screens, will appear only if your configuration includes a mouse and you have installed the mouse driver software and issued the appropriate commands to invoke the mouse.

To specify the institution (or other target) you wish to examine via Key Indicators, or to change what has already been specified, use the cursor control keys (or mouse) to place your cursor on line one, "Primary Target." Press the [Enter] key to indicate your choice. A window will then open up in the middle of the screen with a list of all the possible targets you may choose from (see figure 2, page 7). You may select up to six primary targets, and you must select at least one. ("BOP — All Institutions" is the default choice.) Use the cursor keys to move up and down on this list. When the cursor appears on the line of the target you wish to select, press the space bar. A "P" will appear to the left of your selection. You may select up to six targets in this way. If you wish to cancel one or more selections you have made, you may either (1) bring the cursor to the line

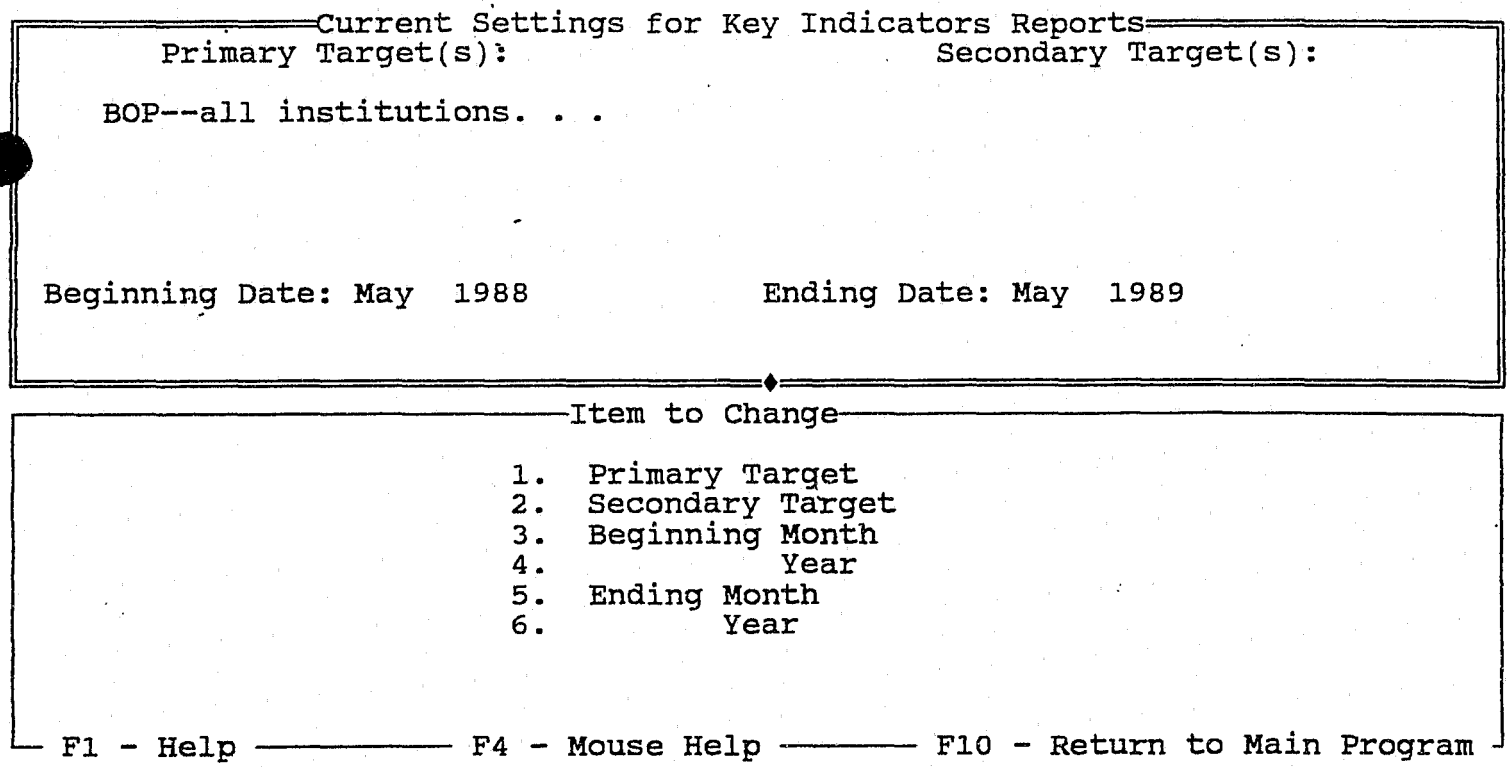


Figure 1. The "Settings" screen lets you define the institutions, regions, or other targets about which you seek information and the time period in which you are interested.

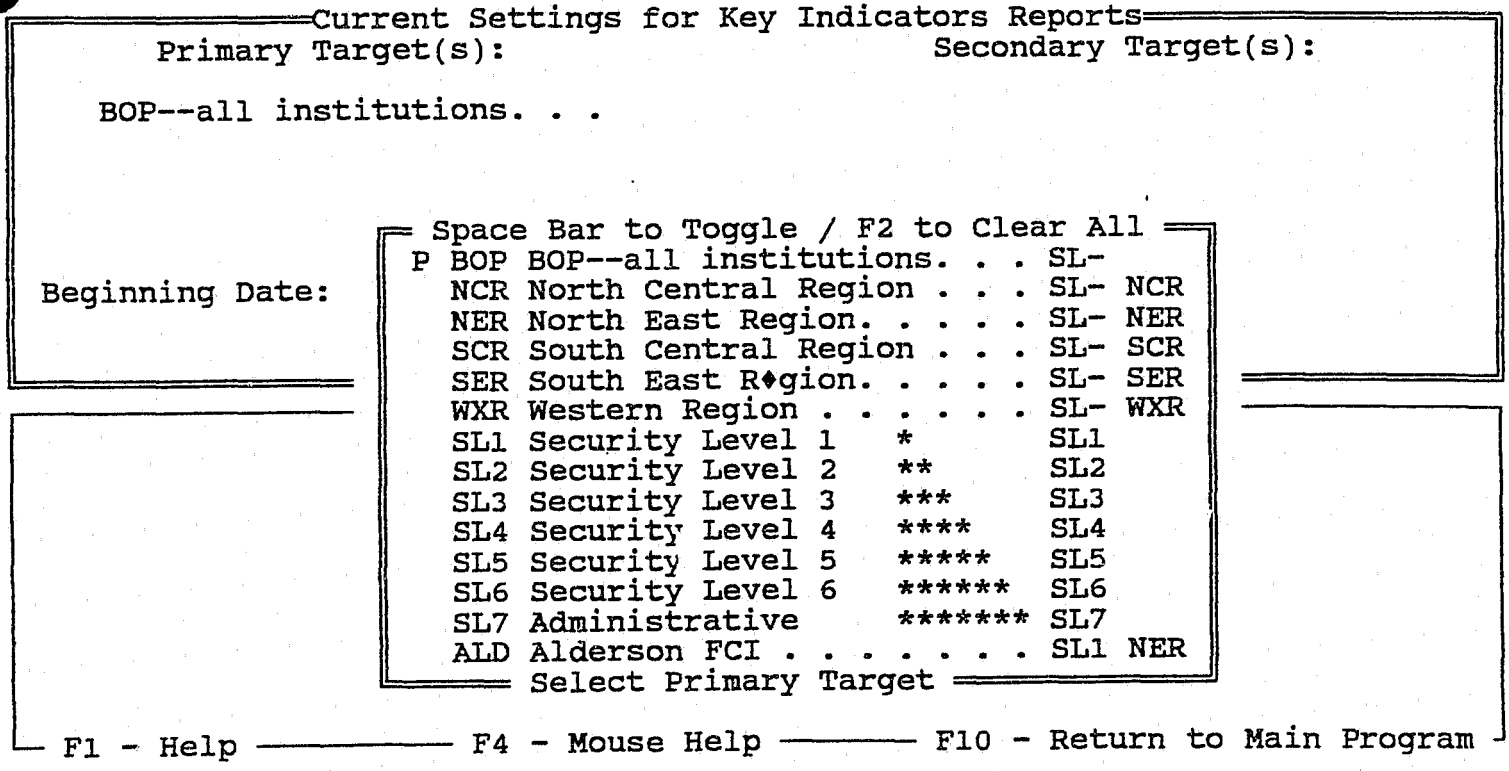


Figure 2. After "primary target" is selected on the settings screen, a window appears on your screen with a list of all the possible targets you may choose from. The list includes the security level and region of each institution.

you wish to deselect, then press the space bar, or (2) press the [F2] key to clear all your selections. After you have made your selections, press the [Enter] key. If you have selected more than one target, a message will appear on your screen, asking you for a "Primary Target Label." This "label" will serve as a reminder to you later in your Key Indicators session if you decide to print out any graphs that you create during the session. Press [Enter] after you have typed in an appropriate label to return to the item selection screen. If you do not create an aggregate label, the SENTRY mnemonics (e.g, ALW) will be used.

You also have the option to select up to six secondary targets. Secondary targets are used only when you wish to compare two sets of aggregate data. In such a case, the aggregate of the six (or less) targets in the primary group would be calculated and compared to the aggregate of the item(s) selected as secondary targets. To select secondary targets, move the cursor to item number two ("Secondary Target") and follow the same procedure as was used to select primary targets. You will note that when you toggle a selection by pressing the space bar, an "S" will appear by the item, indicating its status as a secondary target(s).

Secondary targets are used only when you wish to compare two sets of aggregate data.

The next step is to choose the time period that you want to examine. To select a time frame, move the cursor to item number three, "Beginning Month," and press [Enter] (see figure 3, page 10). As noted on the screen, use the down or left arrow to move the starting month back and the up or right arrow to move forward. Press [Enter] to return to the item selector screen and then follow the same procedure for items four, five, and six: beginning year, ending month, and ending year. If you wish to examine data pertaining to 1 month only, make your beginning and ending dates the same. Even if you specify a certain time frame for examination, there are certain queries that pertain to 1 month only. If you have specified a range of time, but select a 1-month-only query, Key Indicators will compile information based on the ending date from your time range.

Once you have defined your targets and dates, press [F10] to continue to the main menu. If, while in the main program, you want to change your selections (e.g., to a different time period), press the [F5] key ("target options," as noted on the bottom of the main program screen) to return to the current settings screen and make your changes.

4.0 Main Program—Key Indicators/Strategic Support System

The seven main options available through Key Indicators are 1) institution/inmate data presentation, 2) staff data presentation, 3) evolutionary track, 4) institution rolodex, 5) graphic file maintenance, 6) system overview/introduction, and 7) table of contents.

Once you have reached the first screen of the main program, entitled "Key Indicators/Strategic Support System (KI/SSS)," you are ready to choose from available options to obtain the information you seek (see figure 4, page 10). By working with the mouse or the cursor keys, function keys, and the [Enter] key, you will make selections from the menus that appear on the screen. The first screen of the main program allows you access to one of the six main options available through Key Indicators:

- **Institution/inmate data presentation,** which incorporates data elements found in the BP1's, BP2's, BP3's, SENTRY, and as reported by correctional services. With this option, you may obtain information based on the parameters you selected from the settings screen.This option is the source for information on inmate behavior and misconduct — such as incident reports, correctional services data (significant incidents, and urine surveillance reports) — and on inmate population characteristics — such as average daily population and percent capacity, admissions and discharges, custody classification percentages, and racial percentages. It also contains information concerning six types of inmate education programs, including enrollments, completions, withdrawals, and performance.
- **Staff data presentation,** which provides information about BOP staff, as drawn from JUNIPER and the Prison Social Climate Survey (PSCS).
- **Evolutionary track,** which provides information on the types of data targeted for inclusion in Key Indicators. This option is primarily an aid for Key Indicators programmers, but it may be useful to you as an index of the data you can expect to see in the system and the sources of the data.
- **Institution rolodex,** which provides general information on BOP facilities, including telephone numbers, wardens, number of staff, and rated capacities.
- **Graphic file maintenance,** which provides a mechanism for the printing or purging of "plots" — the graphic displays created via Key Indicators.

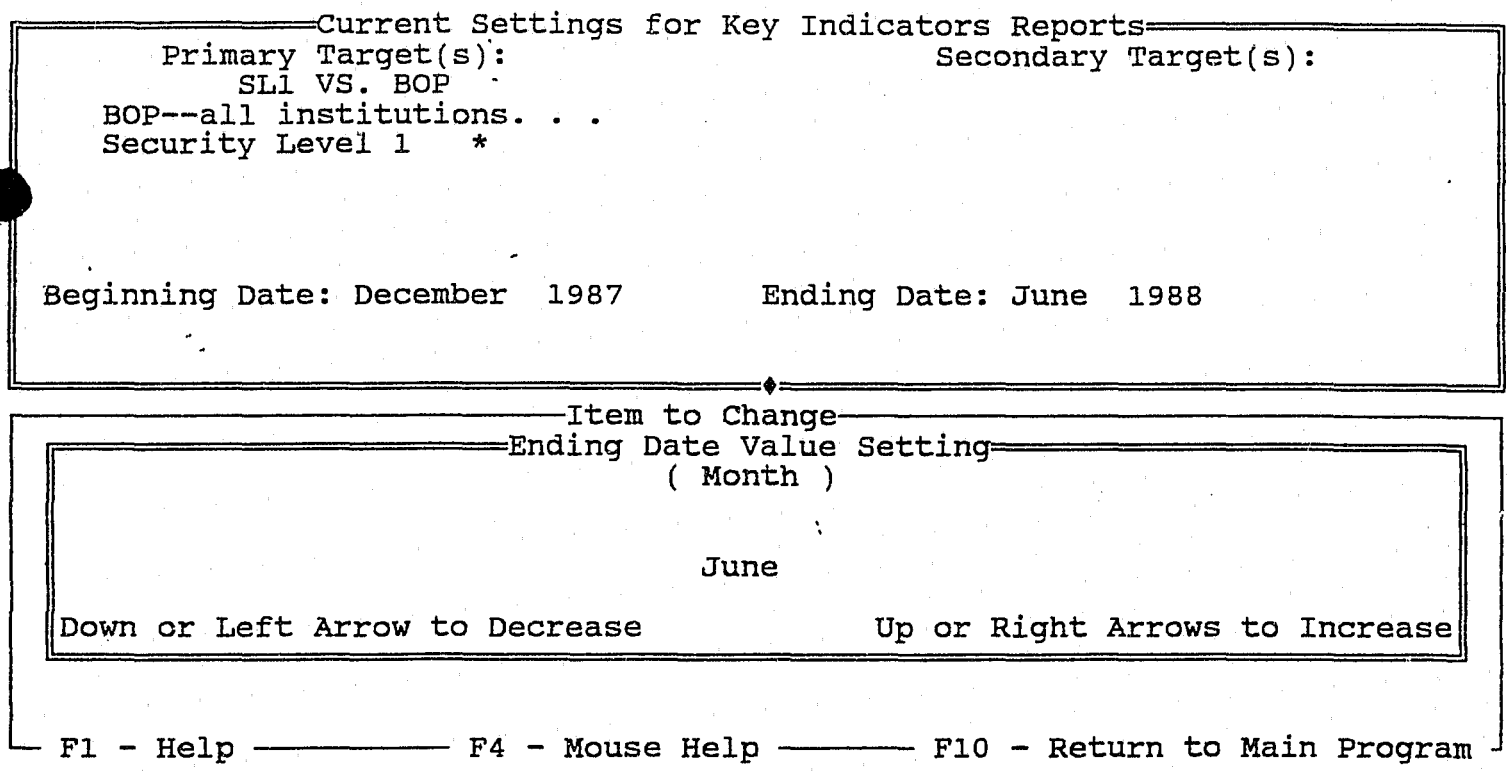


Figure 3. The top half of the date selection screen displays the current settings that are established, while the bottom half lets you change the item you selected to change.

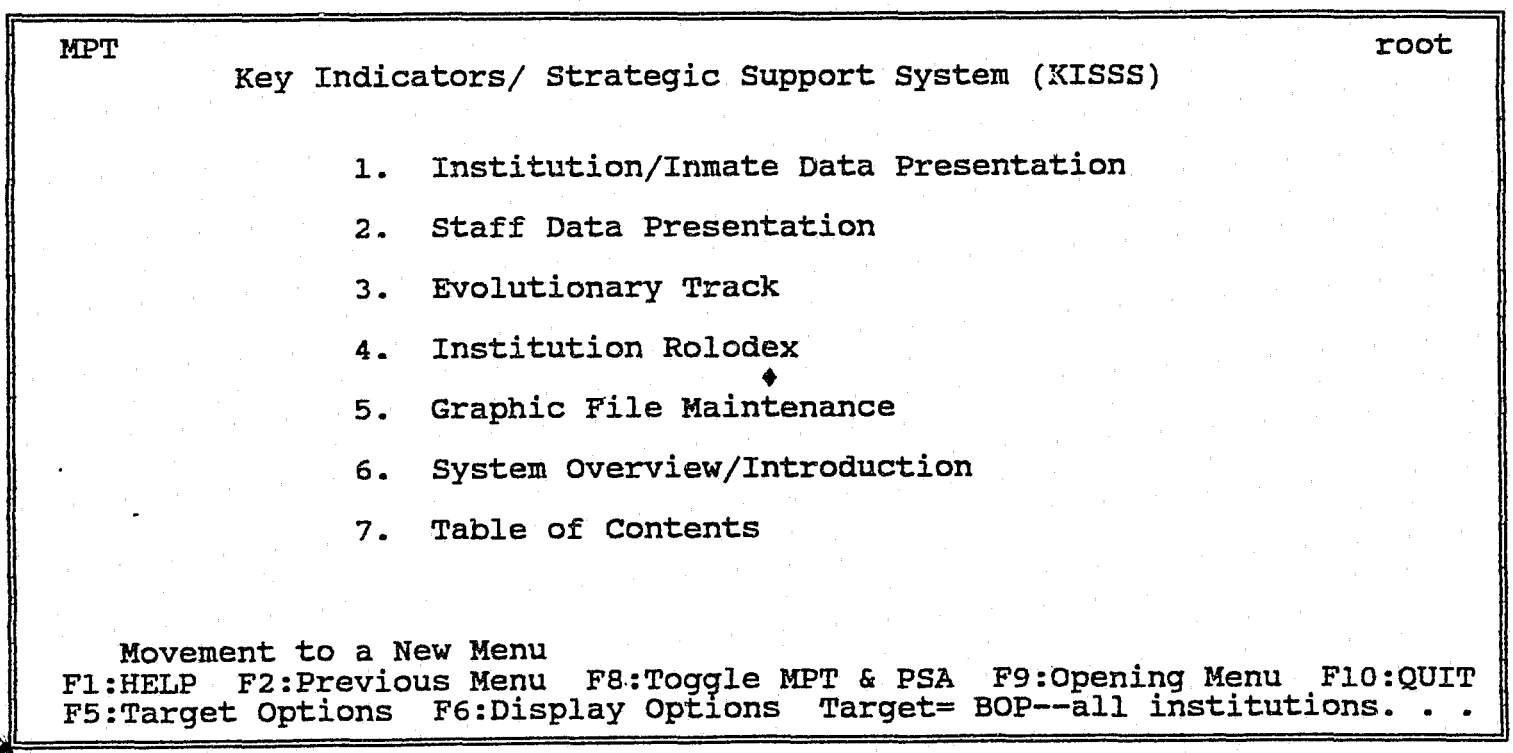


Figure 4. The KI/SSS root menu lets you choose from seven options to obtain the information you seek.

- System Overview/Introduction, which provides an overview of KI/SSS and instructions for its use.
- Table of Contents, which provides a list of all the menus and menu items contained in KI/SSS and the sequence of keystrokes required to call up each menu. This option presents all the queries that may be made via KI/SSS.

Options one and two operate based on a tree structure, whereby your selection (made by pressing [Enter]) from the first menu brings you to another menu with options that correspond to your first choice. (Figure 5, pp. 13–16, is a schematic that depicts the tree structure of options found under option one. This figure, in conjunction with Figure 6 (see pp. 17–20) — a printout of the table of contents — will help you gain some perspective of where you are in the program as you wind your way through the tree structure.) This process continues until you have narrowed down your selection to the last level of choices, at which point pressing [Enter] will bring the information you have requested to your screen. (Typically, the information you request will appear on your screen within 1 to 5 minutes, although if your hardware configuration differs from the specifications listed in this guide, queries may take longer to process. If you make a request for information and it is not complete after 5 minutes—given the optimum hardware setup—press [Ctrl][Brk] to exit Key Indicators and then restart the system and repeat your query.) When you have finished examining the data on your screen and wish to return to the preceding menu, press the space bar.

In general, if your request is not processed within 5 minutes, press [Ctrl][Brk] to exit Key Indicators and then restart the system and repeat your query.

Another tool to help you pinpoint your location while using option one or two appears in the upper right corner of the screen. On the first screen of the main program, the word "root" appears in the upper right corner, indicating that you are at the root menu panel. After you select option one, the number "1" appears in that corner (see figure 7, page 21). And each time you make your next selection, the number in the upper right corner will reflect your choice. For example, if you choose to examine inmate behavior/misconduct (option two) from screen "1," the next screen brought up will have a "1.2" in the upper right corner. Not only will these numbers help to remind you where you are, where you obtained certain information, or where you ran into some difficulty, they will be useful should you need to call the Office of Research for assistance.

Selection of option three, four, six, or seven will bring the information directly to your screen. Use the cursor keys

to browse through the information and the [Enter] key to return to the main menu.

Selection of option five allows you to print graphs that you created in option one. Detailed information on printing graphs (and tabular reports) is in section 7.0 of this guide.

Schematic of "Institution/Inmate Data Presentation" Menus

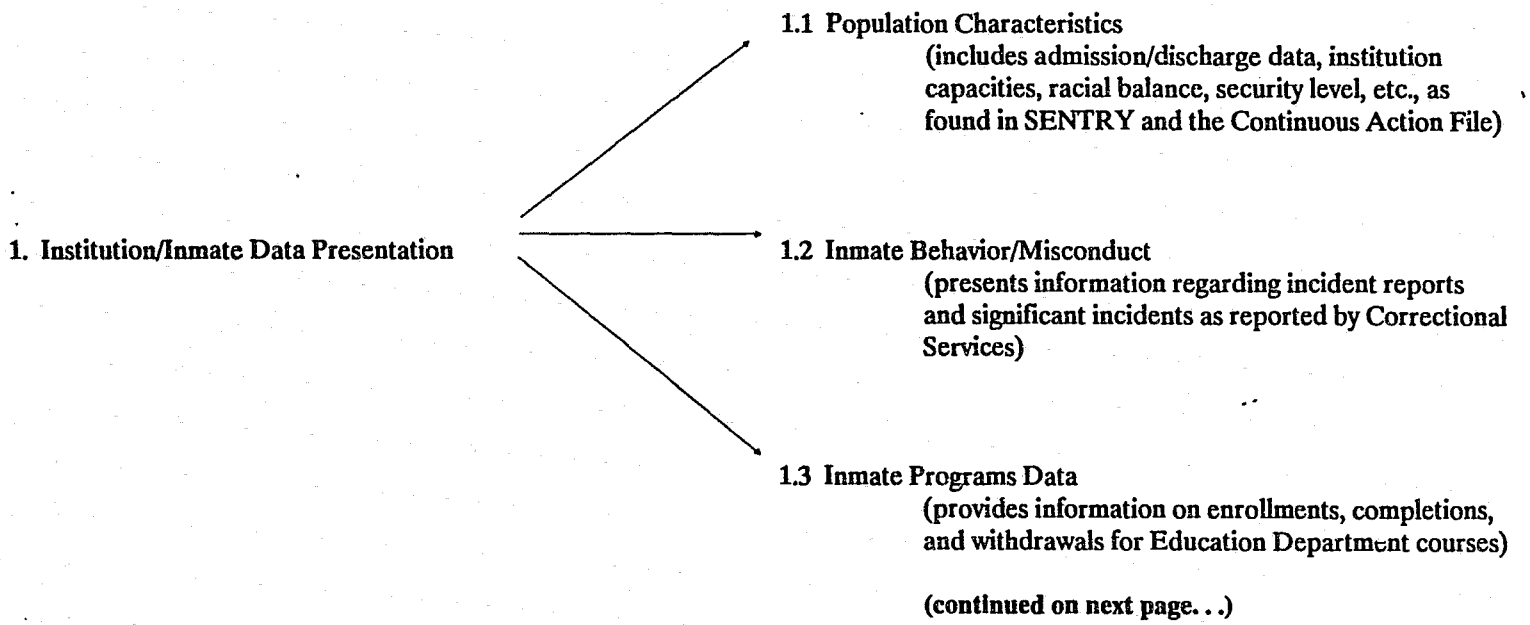


Figure 5. Option one from Key Indicators, "Institution/Inmate Data Presentation," operates according to a tree structure whereby users refine their queries by responding to a series of menus. This four-page figure approximates the option one tree structure and reveals the type of information available through option one. However, due to the ongoing expansion of available options, this schematic is only a modified version of what actually is available.

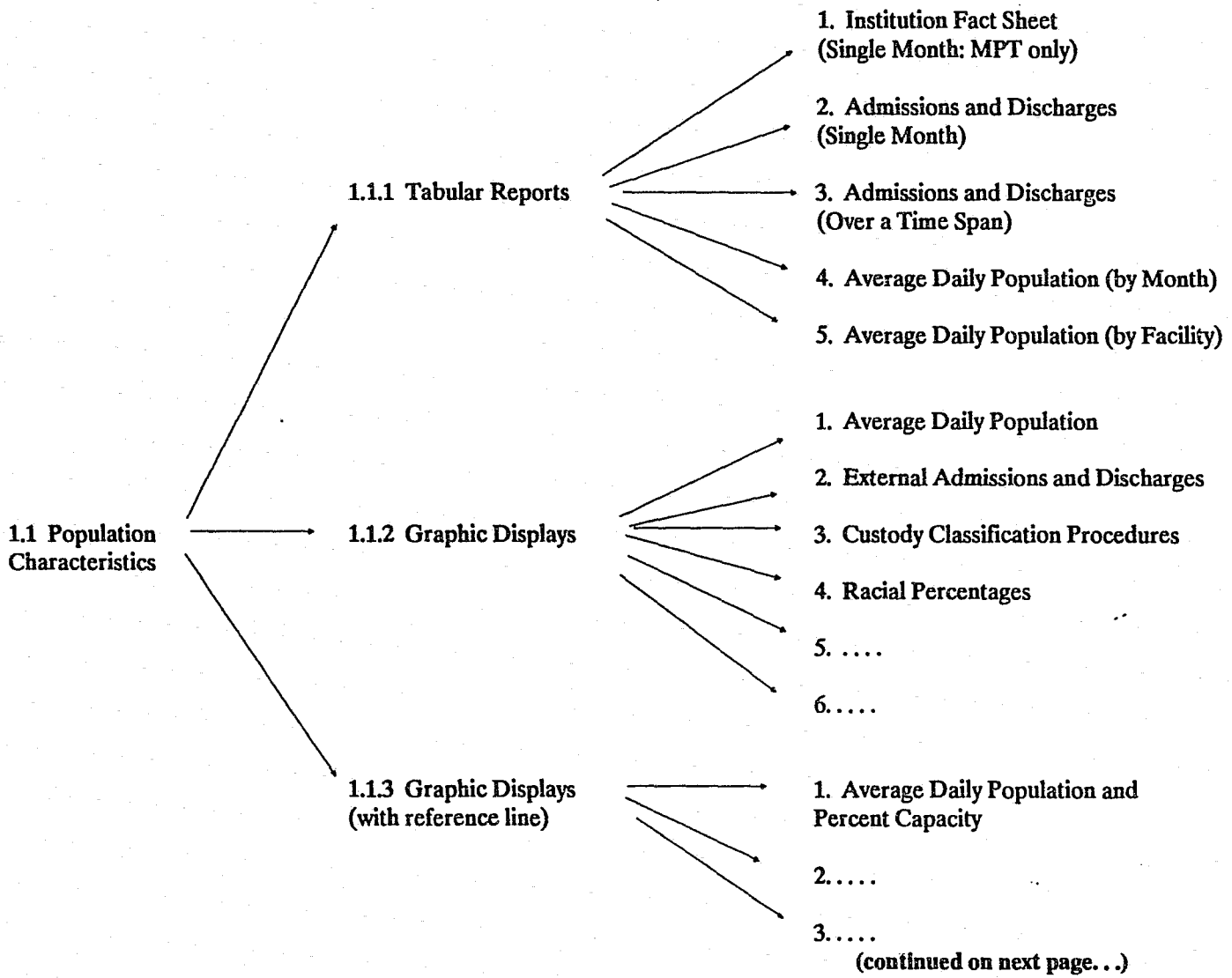
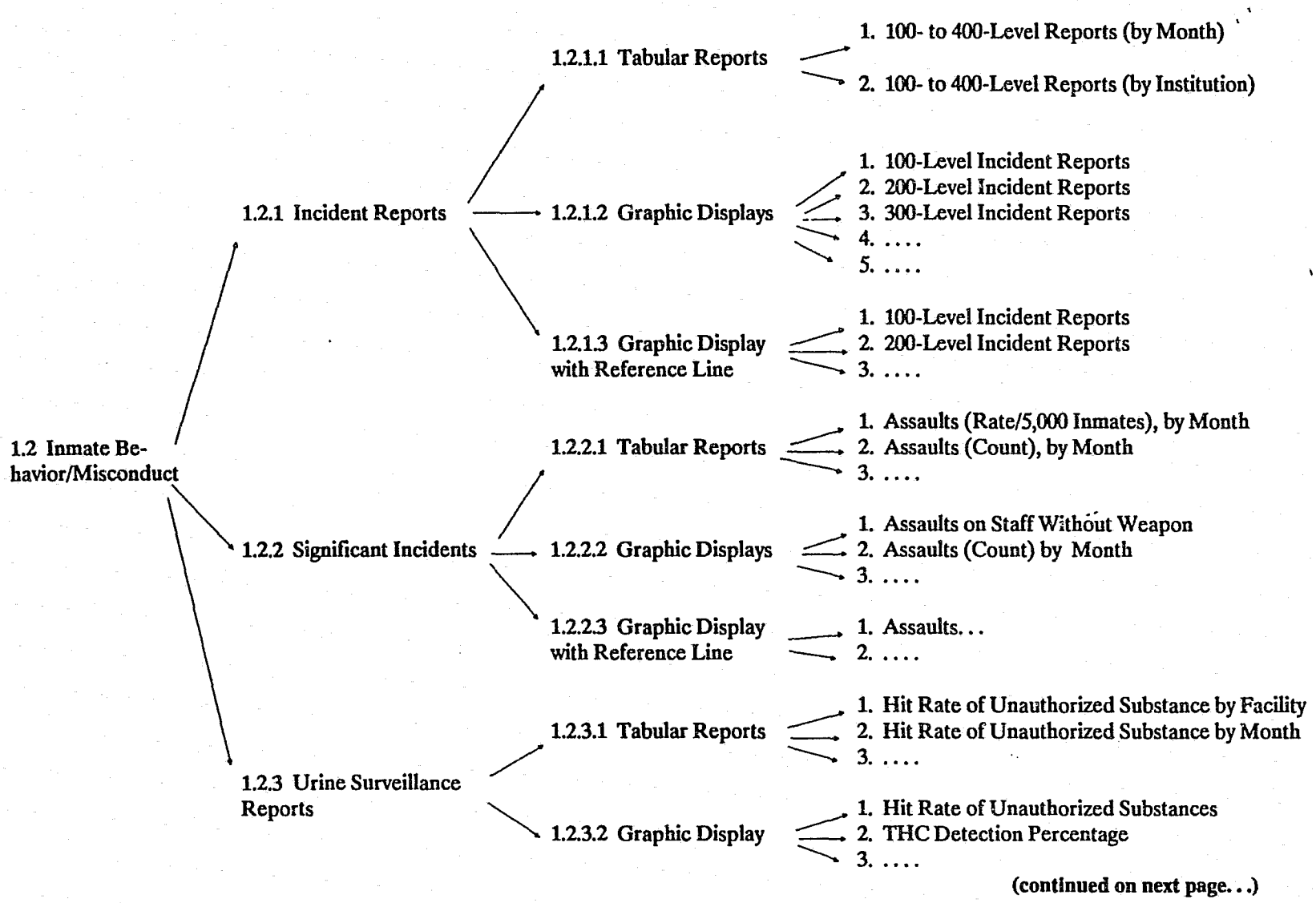


Figure 5 (continued)



(continued on next page...)

Figure 5 (continued)

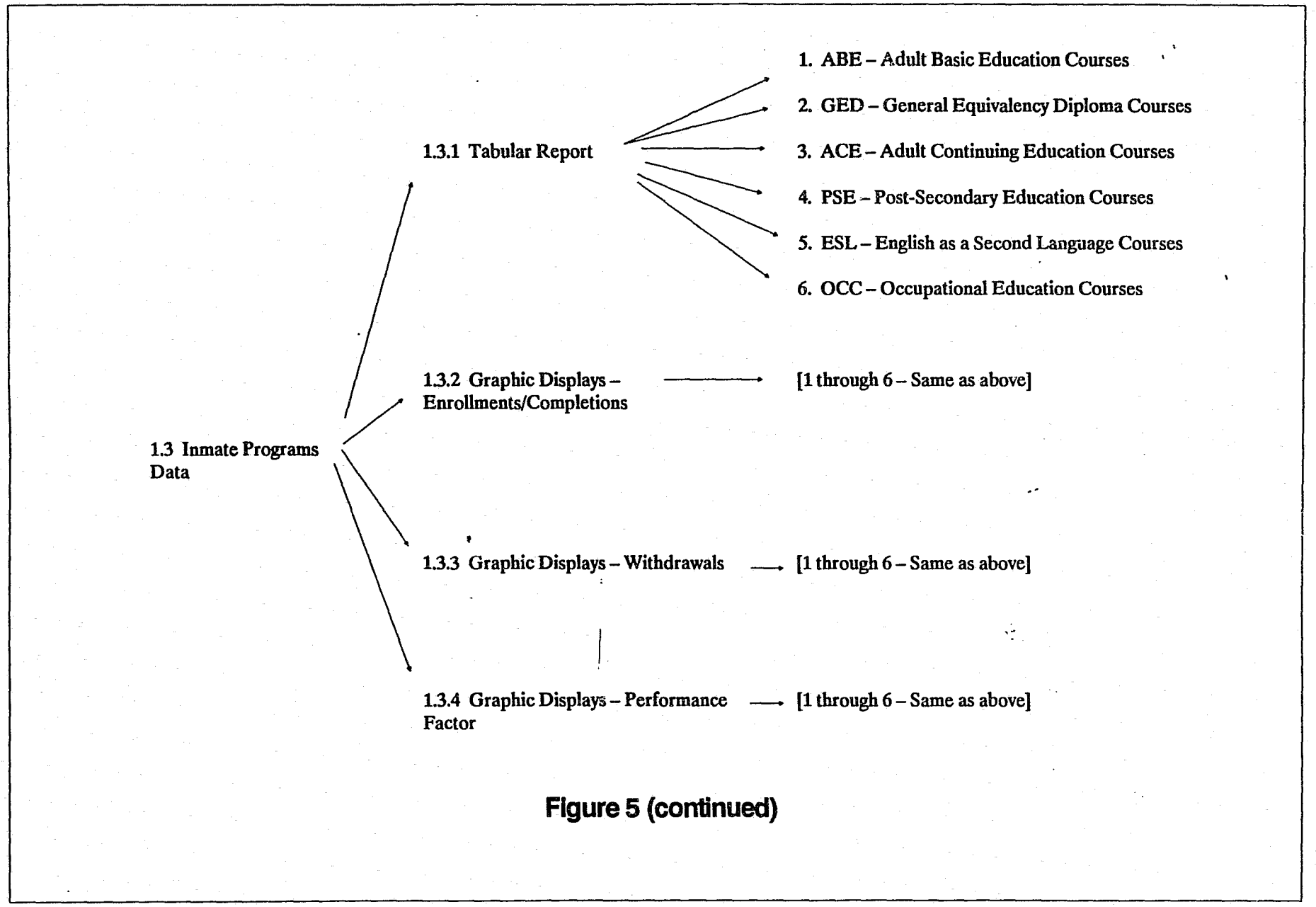


Figure 5 (continued)

Key Sequence		Menu Item
root	MENU:	Key Indicators/ Strategic Support System (KISSS)
root-1		Institution/Inmate Data Presentation (MENU CALL)
root-2		Staff Data Presentation (MENU CALL)
root-3		Evolutionary Track
root-4		Institution Rolodex
root-5		Graphic File Maintenance
root-6		System Overview/Introduction
root-7		Table of Contents
1	MENU:	Institution/Inmate Data Items
1-1		Population Characteristics (MENU CALL)
1-2		Inmate Behavior/Misconduct (MENU CALL)
1-3		Inmate Programs Data (MENU CALL)
1.1	MENU:	Population Characteristics
1.1-1		Tabular Reports (MENU CALL)
1.1-2		Graphic Displays (MENU CALL)
1.1-3		Graphic Displays (with reference line) (MENU CALL)
1.1.1	MENU:	Population Characteristics - Tabular Reports
1.1.1-1		Institution Fact Sheet
1.1.1-2		Inmate Characteristics
1.1.1-3		Admissions and Discharges Details
1.1.1-4		Ave. Daily Pop., Admis., Disch. & Cap.
1.1.1-5		Race and Ethnicity
1.1.1-6		Go To Next Page (Custody & Security Level Tables) (MENU CALL)
1.1.1.6	MENU:	Population Characteristics - Tabular Reports
1.1.1.6-1		Monthly Designated Security Level Breakout
1.1.1.6-2		Monthly Custody Level Breakout
1.1.2	MENU:	Population Characteristics - Graphics
1.1.2-1		Average Daily Population & Percent Capacity
1.1.2-2		Long-Term Av. Daily Population & Pct. Capacity
1.1.2-3		External Admissions & Discharges
1.1.2-4		Long-Term Population Growth / Loss
1.1.2-5		Security Designations--Bar Charts (2 Time Points)
1.1.2-6		Custody Classification Percentages
1.1.2-7		Racial Percentages
1.1.3	MENU:	Population Characteristics - Graphics w/reference
1.1.3-1		Average Daily Population & Percent Capacity
1.2	MENU:	Inmate Behaviors/Misconduct
1.2-1		Signif. Incid./Urine Surv. - Summary Report
1.2-2		Incident Reports (MENU CALL)
1.2-3		Significant Incidents (MENU CALL)
1.2-4		Urine Surveillance Reports (MENU CALL)
1.2-5		Administrative Remedy Filings (MENU CALL)
1.2-6		Disciplinary Hearing Officer (DHO) (MENU CALL)
1.2.2	MENU:	Incident Reports
1.2.2-1		Tabular Reports (MENU CALL)
1.2.2-2		Graphic Displays (MENU CALL)
1.2.2-3		Graphic Displays with reference line (MENU CALL)
1.2.2.1	MENU:	Incident Reports - Tabular Reports
1.2.2.1-1		100 - 400 Level Reports (by month)
1.2.2.1-2		100 - 400 Level Reports (by institution)
1.2.2.2	MENU:	Incident Reports - Graphics Displays
1.2.2.2-1		100 Level Incident Reports
1.2.2.2-2		200 Level Incident Reports
1.2.2.2-3		300 Level Incident Reports
1.2.2.2-4		400 Level Incident Reports
1.2.2.2-5		100 & 200 Level Incident Reports
1.2.2.2-6		300 & 400 Level Incident Reports
1.2.2.2-7		100, 200, 300 & 400 Level Incident Reports

Figure 6. These screens contain the KI/SSS table of contents, which provides a list of all the menus and menu items contained in KI/SSS and the keystrokes required to call up each.

```
1.2.2.3      MENU: Incident Reports - Graphics Displays w/reference
1.2.2.3-1          100 Level Incident Reports
1.2.2.3-2          200 Level Incident Reports
1.2.2.3-3          300 Level Incident Reports
1.2.2.3-4          400 Level Incident Reports
1.2.3        MENU: Significant Incidents
1.2.3-1            Tabular Reports (MENU CALL)
1.2.3-2            Graphic Displays (Count) (MENU CALL)
1.2.3-3            Graphic Displays (Rate) (MENU CALL)
1.2.3.1      MENU: Significant Incidents - Tabular Reports
1.2.3.1-1          Assaults (MENU CALL)
1.2.3.1-2          Deaths (MENU CALL)
1.2.3.1-3          Escapes (MENU CALL)
1.2.3.1.1    MENU: Significant Incidents - Assaults
1.2.3.1.1-1         Assaults by Month (Rate/5000 Inmates)
1.2.3.1.1-2         Assaults by Month
1.2.3.1.1-3         Assaults by Facility (Rate/5000 Inmates)
1.2.3.1.1-4         Assaults by Facility
1.2.3.1.2    MENU: Significant Incidents - Deaths
1.2.3.1.2-1         Deaths (Rate/5000 Inmates), by Month
1.2.3.1.2-2         Deaths by Month
1.2.3.1.2-3         Deaths (Rate/5000 Inmates), by Facility
1.2.3.1.2-4         Deaths by Facility
1.2.3.1.3    MENU: Significant Incidents - Escapes
1.2.3.1.3-1         Escapes (Rate/5000 Inmates), by Month
1.2.3.1.3-2         Escapes by Month
1.2.3.1.3-3         Escapes (Rate/5000 Inmates), by Facility
1.2.3.1.3-4         Escapes by Facility
1.2.3.2      MENU: Significant Incidents - Graphics
1.2.3.2-1          Assaults on Staff Without Weapon
1.2.3.2-2          Assaults on Staff With Weapon
1.2.3.2-3          Assaults on Inmates Without Weapon
1.2.3.2-4          Assaults on Inmates With Weapon
1.2.3.2-5          Homicides
1.2.3.2-6          Go To Next Page (contains escape & suicide) (MENU CALL)
1.2.3.2.6    MENU: Significant Incidents - Graphics (Count)
1.2.3.2.6-1         Escape from Outside the Perimeter
1.2.3.2.6-2         Escape from Inside the Perimeter
1.2.3.2.6-3         Suicide
1.2.3.3      MENU: Significant Incidents - Graphics  (Rate)
1.2.3.3-1          Assaults on Staff Without Weapon
1.2.3.3-2          Assaults on Staff With Weapon
1.2.3.3-3          Assaults on Inmates Without Weapon
1.2.3.3-4          Assaults on Inmates With Weapon
1.2.3.3-5          Homicides
1.2.3.3-6          Go To Next Page (contains escape & suicide) (MENU CALL)
1.2.3.3.6    MENU: Significant Incidents - Graphics (Rate)
1.2.3.3.6-1         Escape from Outside the Perimeter
1.2.3.3.6-2         Escape from Inside the Perimeter
1.2.3.3.6-3         Suicide
1.2.4        MENU: Urine Surveillance Reports
1.2.4-1            Tabular Reports (Hit Rates) (MENU CALL)
1.2.4-2            Graphic Displays (Hit Rates) (MENU CALL)
1.2.4.1      MENU: Urine Surveillance Reports - Tabular Reports
1.2.4.1-1          Hit Rate of Unauthorized Substances by Facility
1.2.4.1-2          Hit Rate of Unauthorized Substances by Month
1.2.4.2      MENU: Urine Surveillance Reports - Graphics
1.2.4.2-1          Hit Rate of Unauthorized Substances
1.2.4.2-2          THC Detection Percentage
1.2.4.6      MENU: Urine Surveillance Reports - Graphics (Rate)
```


Figure 6 (continued)

```
1.2.4.6-1          Hit Rate of Unauthorized Substances
1.2.5        MENU: Administrative Remedy Filings
1.2.5-1            Tabular Report -- Summary
1.2.5-2            Total Yearly Filings
1.2.5-3            % Total Yearly Filings Granted
1.2.5-4            BP-9 Filings:  Disciplinary, Programs, & Staff
1.2.6        MENU: Disciplinary Hearing Officer (DHO) Data
1.2.6-1            Adjudicated Assaults
1.2.6-2            Adjudicated Drug Offenses
1.2.6-3            Adjudicated Refusals to Comply
1.2.6-4            Adjudicated Lesser (300's & 400's) Acts
1.3          MENU: Inmate Program Data - Education Department
1.3-1              Tabular Reports (MENU CALL)
1.3-2              Graphic Displays - Enrollments/Completions (MENU CALL)
1.3-3              Graphic Displays - Withdrawals (MENU CALL)
1.3-4              Graphic Displays - Performance Factor (MENU CALL)
1.3.1        MENU: Education Department Tabular Reports
1.3.1-1            Summary over Time Span - All Areas
1.3.1-2            ABE - Adult Basic Education Courses
1.3.1-3            GED - General Equivalency Diploma Courses
1.3.1-4            ACE - Adult Continuing Education Courses
1.3.1-5            PSE - Post Secondary Education Courses
1.3.1-6            ESL - English as a Second Language Courses
1.3.1-7            OCC - Occupational Education Courses
1.3.2        MENU: Graphic Displays - Enrollments/Completions
1.3.2-1            ABE - Adult Basic Education
1.3.2-2            GED - General Equivalency Diploma
1.3.2-3            ACE - Adult Continuing Education
1.3.2-4            PSE - Post Secondary Education
1.3.2-5            ESL - English as a Second Language
1.3.2-6            OCC - Occupational Education
1.3.3        MENU: Graphic Displays - Withdrawals
1.3.3-1            ABE - Adult Basic Education (MENU CALL)
1.3.3-2            GED - General Equivalency Diploma (MENU CALL)
1.3.3-3            ACE - Adult Continuing Education (MENU CALL)
1.3.3-4            PSE - Post Secondary Education (MENU CALL)
1.3.3-5            ESL - English as a Second Language (MENU CALL)
1.3.3-6            OCC - Occupational Education (MENU CALL)
1.3.3.1      MENU: Graphic Displays - Withdrawals - ABE
1.3.3.1-1          Voluntary Withdrawals
1.3.3.1-2          Involuntary Withdrawals
1.3.3.1-3          Vol. & Invol. on Same Graph
1.3.3.1-4          All Withdrawals Combined
1.3.3.2      MENU: Graphic Displays - Withdrawals - GED
1.3.3.2-1          Voluntary Withdrawals
1.3.3.2-2          Involuntary Withdrawals
1.3.3.2-3          Vol. & Invol. on Same Graph
1.3.3.2-4          All Withdrawals Combined
1.3.3.3      MENU: Graphic Displays - Withdrawals - ACE
1.3.3.3-1          Voluntary Withdrawals
1.3.3.3-2          Involuntary Withdrawals
1.3.3.3-3          Vol. & Invol. on Same Graph
1.3.3.3-4          All Withdrawals Combined
1.3.3.4      MENU: Graphic Displays - Withdrawals - PSE
1.3.3.4-1          Voluntary Withdrawals
1.3.3.4-2          Involuntary Withdrawals
1.3.3.4-3          Vol. & Invol. on Same Graph
1.3.3.4-4          All Withdrawals Combined
1.3.3.5      MENU: Graphic Displays - Withdrawals - ESL
1.3.3.5-1          Voluntary Withdrawals
```


Figure 6 (continued)

1.3.3.5-2		Involuntary Withdrawals
1.3.3.5-3		Vol. & Invol. on Same Graph
1.3.3.5-4		All Withdrawals Combined
1.3.3.6	MENU:	Graphic Displays - Withdrawals - OCC
1.3.3.6-1		Voluntary Withdrawals
1.3.3.6-2		Involuntary Withdrawals
1.3.3.6-3		Vol. & Invol. on Same Graph
1.3.3.6-4		All Withdrawals Combined
1.3.4	MENU:	Graphic Displays - Performance Factor
1.3.4-1		ABE - Adult Basic Education
1.3.4-2		GED - General Equivalency Diploma
1.3.4-3		ACE - Adult Continuing Education
1.3.4-4		PSE - Post Secondary Education
1.3.4-5		ESL - English as a Second Language
1.3.4-6		OCC - Occupational Education
2	MENU:	Staff Data Items
2-1		Personnel Characteristics (MENU CALL)
2-2		Prison Social Climate Survey (MENU CALL)
2.1	MENU:	Personnel Characteristics
2.1-1		Institution Fact Sheet
2.1-2		Background Demographics (MENU CALL)
2.1-3		Current Personnel Profile (MENU CALL)
2.1.2	MENU:	Staff Background Demographics
2.1.2-1		Age (Maximum of 4 Targets)
2.1.2-2		Gender
2.1.2-3		Ethnicity
2.1.2-4		Education
2.1.3	MENU:	Current Personnel Profiles
2.1.3-1		No. Active & Custody Staff (Graphic)
2.1.3-2		Staffing Assignments (Max. 4 Targets)
2.1.3-3		Grade Composition (Max. 4 Targets)
2.1.3-4		Staff Tenure (Graphic)
2.1.3-5		Inmates-to-Staff Ratios (Graphic)
2.1.3-6		No. of Separations (Graphic)
2.1.3-7		Performance Appraisals (Menu) (MENU CALL)
2.1.3.7	MENU:	Performance Appraisals
2.1.3.7-1		All Staff Combined (Graphic)
2.1.3.7-2		Wage-Grade (WG) Staff (Graphic)
2.1.3.7-3		General Schedule (GS) Staff (Graphic)
2.1.3.7-4		G.M./S.E.S. Staff (Graphic)
2.2	MENU:	Staff Data Prison Social Climate Survey
2.2-1		Institution Summary

Figure 6 (continued)

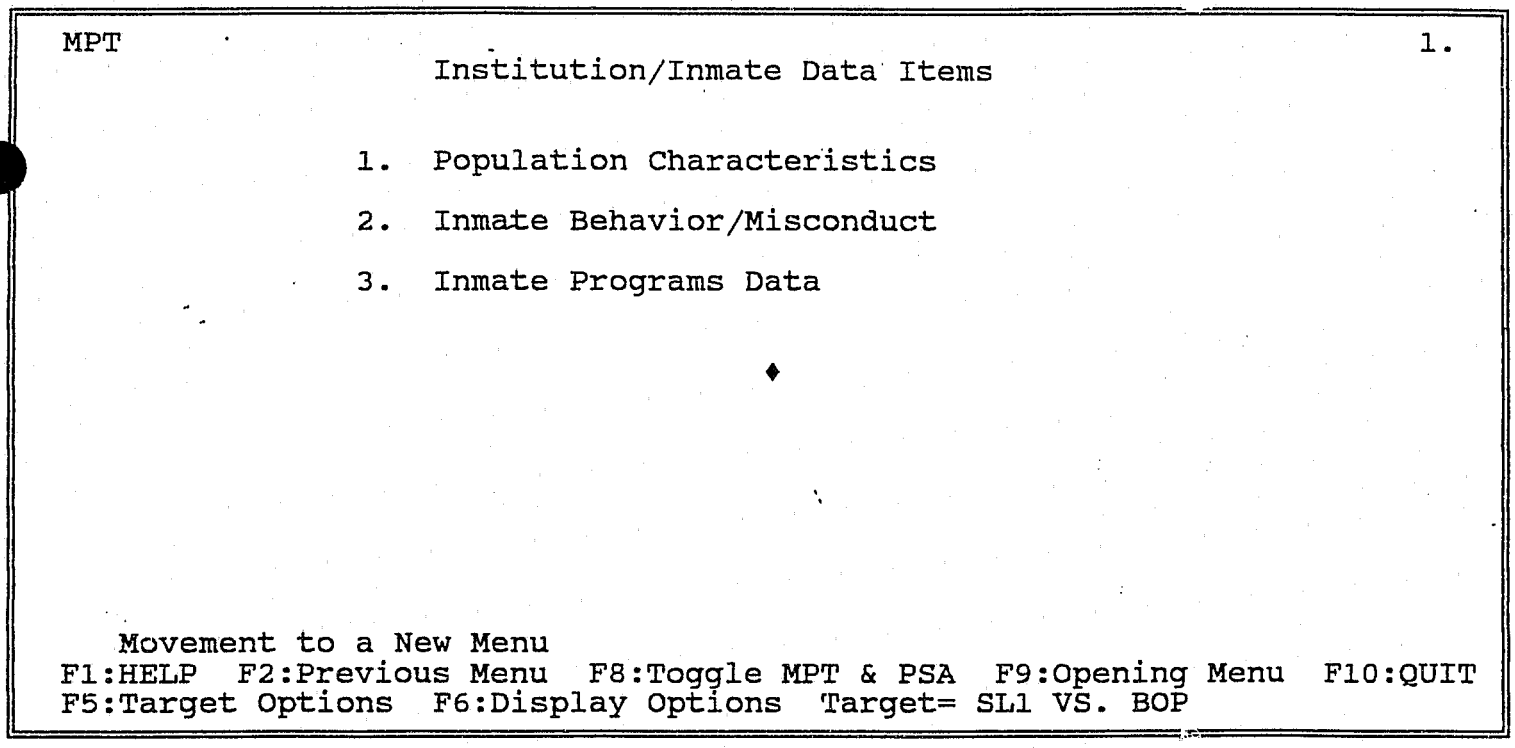


Figure 7. The number in the upper right corner of the screen (in this case, "1." reflects the menu choices made in your current query.

```
Institution Name                 : Central Office, Washington D.C.
Institution SENTRY Mnemonic      : BOP
Institution IIS Number           : 100
CEO's Name                       : J. M. Quinlan
CEO's Title                      : Director
Region (NER,SER,SCR,NCR,WXR)     :
Rated Capacity (1/86)            : 29112
Rated Capacity (1/88)            : 28814
Institution's Security Level     : 0
Date of Latest Update            : 7/19/1988
FTS Phone No.                    : 724-3250
Commercial Phone No.             : 202/72♦-3250
Mission Description              : BOP--all institutions. . .
Rated Capacity (from SENTRY)     : 27439
Operational Capacity (SENTRY)    : 35290
Number of Staff Billets          : 0
Rated Cap. (Facilities Manual)   : 0
Year Institution Opened          : 0
No. of Years Open                : 0

Care to see another ?  Press "n" to stop, any other key to continue

 left mouse button click to exit  /  right mouse button click to select another
```

Figure 8. The institution rolodex provides general information on BOP facilities, including telephone numbers, wardens, number of staff, and rated capacities.

5.0 Other Essential Information on the Main Program Screen

The bottom of the main program screen lists various function keys and the quick-function services they provide.

The main program screen also contains important reminders. These reminders appear at the bottom of the screen, where the function keys are listed with the services they provide, namely, [F1] for help, [F2] to return to the previous menu, [F5] to change settings, and [F10] to quit.

The [F8] key also is a very important key because with it you let the system know whether you want it to compute the data for each individual target you selected or whether you want the information in aggregate form. [F8] is a toggle switch – pressing it switches your request from one format to another – from multiple primary target (MPT) to primary and secondary aggregates (PSA).

The status line tells you whether your next selection will lead to execution of a query or movement to a new menu.

In addition, two keys are mentioned on the main program screen which, in fact, are used only on later screens: [F9], which returns you from later screens to the main program screen, and [F6], which lets you define certain parameters for your queries immediately prior to execution. The [F6] key is to be used in conjunction with a status line, which also appears at the bottom of the program screens. The status line message tells you whether your next selection will result in execution of a query or movement to a new menu. In the case of the former, the status line will provide information on the availability of the options listed in the display options window. (To select or deselect items in the display options window, press the number key that corresponds to the item in which you are interested.)

6.0 The Other Options: Evolutionary Track, Institution Rolodex, Graphic File Maintenance, and SystemOverview/Introduction

Most likely, Key Indicators users will spend much of their time making queries of the system within the first or second options on the root directory, "Institution/Inmate Data Presentation" and "Staff Data Presentation." However, as mentioned earlier, the other four options on the root menu are also valuable to users: evolutionary track, institution rolodex, graphic file maintenance, system overview/introduction, and the table of contents.

Evolutionary track can serve as an index to Key Indicators.

As described earlier, evolutionary track is primarily for program developers but may be useful as an index of available information for users. Institution rolodex provides general information on BOP facilities, including telephone numbers, names of wardens, number of staff, and rated capacities (see figure 8, page 21). Graphic file maintenance is the option for printing or purging the graphs (also called "plots") that you create via Key Indicators. System overview/introduction provides you with some brief instructions and information concerning Key Indicators. Table of contents provides a listing of KI/SSS menus and menu options and indicates the keystroke path to each.

Institution rolodex provides general information on BOP facilities.

Graphic file maintenance is the option for printing the plots you create.

To select any of these items, either key the number that corresponds to your choice or place the cursor on the option of your choice and press [Enter]. Selecting "Evolutionary Track" will bring to your screen a list of the types of data in Key Indicators and brief information about the data (see figure 9, page 24). When you have finished viewing evolutionary track data or the system overview/introduction, press [Enter] to return to the main menu. When you have finished perusing the institution rolodex, press "n," as instructed on the screen, to return to the main menu. Selecting "Institution Rolodex" will bring to your screen a list of all the institutions. To request additional information on a particular institution, place the cursor on the line containing your choice and press [Enter]. (Pressing [Enter] again within the institution rolodex allows you to request a profile of another institution.) Selecting "Graphic File Maintenance" brings to your screen a menu for printing or purging the plots (graphs) you created within the "Institution/Inmate Data Presentation" option.

part 1 (sources, data-file status, program status)

Key Indicator	Data Source	Data Status	Program Status
Inmate Security Level	SENTRY	Good	O.K.
Inmate(s) Assaulted	Correct. Services	Good	Good
Staff Assaulted	Correct. Services	Good	Good
Escapes	Correct. Services	Good	Good
Urinalysis Results	Correct. Services	Good	O.K.
Incident Reports	Research & Evaluat.	OK/Freq Declines	Good
Administrative Remedies	Program Review Div.	Good	Limited
Staff Turnover	JUNIPER	Limited	Limited
Sick Leave Usage	PERSPAY	None (in O.R.E.)	None
Audit Deviations	Inspections	None (in O.R.E.)	None
Institutional Population	CAF	Good	Good
Institutional Capacity	"Highlights"/O.R.E.	O.K.	O.K.
Vacancies/Positions	F.M.I.S.	None (in O.R.E.)	None
Medical Transfers	CAF	O.K.	Limited
Off. of Inspec. Referral	Office of Inspection	None (in O.R.E.)	None
Racial Balance	SENTRY	Good	Good
Probationary Personnel	JUNIPER	Limited	Limited
No.of Segregated Inmates	SENTRY	On Mainframe	In limbo
Adverse Actions	Labor Management	None (in O.R.E.)	None
% UNICOR Participation	UNICOR	None (in O.R.E.)	None
DHO Adjudicated Acts	O.R.E. database	O.K.	Limited
Social Climate Survey	O.R.E. database	Limited	Limited
Staff Profiles	JUNIPER	O.K.	Limited
Education Participation	SENTRY	Good	Good

part 2 (dates covered, presentation formats)

Key Indicator	Dates Covered	Format
Inmate Security Level	7/86-2/89	Fact Sheet/Bar Chart
Inmate(s) Assaulted	10/84-12/88	Fact Sheet/Tables/Graphs
Staff Assaulted	10/84-12/88	Fact Sheet/Tables/Graphs
Escapes	10/84-12/88	Fact Sheet/Tables/Graphs
Urinalysis Results	10/84-12/88	Graphs
Incident Reports	1/81-2/89	Graphs
Administrative Remedies	1983-1987	Graphs/Table
Staff Turnover	12/86-2/89	Fact Sheet
Sick Leave Usage	None	None
Audit Deviations	None	None
Institutional Population	10/84-2/89	Fact Sheet/Graphs
Institutional Capacity	1/75-12/88	Fact Sheet/Graph
Vacancies/Positions	None	None
Medical Transfers	10/84-2/89	Fact Sheet
Off. of Inspec. Referral	None	None
Racial Balance	7/86-2/89	Fact Sheet/Graph/Table
Probationary Personnel	12/86-2/89	Fact Sheet/Graph
No.of Segregated Inmates	7/86-2/89	None
Adverse Actions	None	None
% UNICOR Participation	None	None
DHO Adjudicated Acts	6/88 - 12/88	Graphs
Social Climate Survey	1988	Table
Staff Profiles	12/86-2/89	Fact Sheet/Graphs
Education Participation	10/87-12/88	Tables/Graphs

Figure 9. The evolutionary track – primarily a tool for Key Indicators programmers – can also serve as an index of what information is available through Key Indicators.

7.0 Instructions for Printing

There are several types of printing tasks you may wish to do within Key Indicators: 1) print plots you have created with the "Institution/Inmate Data Presentation" or "Staff Data Presentation"option; 2) print text data called forth from the "Institution/Inmate Data Presentation" or "Staff Data Presentation" option; 3) print information on data available within the "Evolutionary Track" option; 4) print information available from the "Institution Rolodex" option; and 5) print out the "System Overview/Introduction."

7.1 To Print Graphs or Plots

If, while working in the "Institution/Inmate Data Presentation" or "Staff Data Presentation" option, you create a graph, view it, and decide you would like a hard copy of it, type "P" when the graph appears on your screen. A message will appear that says "Sending plot," and then another message will appear that says "Hit any key." The first message indicates that the plot you have created is being sent to a storage area. The second message informs you that by hitting "any key," you may return to your work with the Key Indicators program.

You may establish a print queue of up to 100 plots.

You may continue to work with the program and also to type "P" in connection with any graphs you wish to print. (You are limited to a queue of 100 plots.) When you are ready to print these graphs (or delete some from the print queue), return to the root directory and select option five, "Graphic File Maintenance." A list of the graphs you tagged for printing will appear along with instructions for marking graphs for deletion or continued storage. When you have finished marking the graphs for printing or deletion, press [Enter]. The next screen offers you four options for your next step, ranging from exiting the utility without taking any action to printing the graphs. If, after you give a print command, you change your mind and wish to cancel the print job, type [Ctrl][Brk].

A single plot may take 3 to 5 minutes to print.

You should also be aware that a single plot may require 3 to 5 minutes to produce. Therefore, a long list could tie up your machine for several hours.

7.2 To Print Text (Tabular) Data

If you create a tabular report (information presented in text, rather than graphic, form) on your screen and wish to print out a copy, press [*] and a printed copy will be made immediately.

7.3 To Print Evolutionary Track Data

If you would like a hard copy of the entire evolutionary track file, select the evolutionary track option and press [*]. If you would like to print only a portion of the file, bring onto your screen the portion you wish to print and press [Shift][PrtSc].

7.4 To Print Institution Rolodex Data

To print the institutional profiles contained in Key Indicators' institutional rolodex, select institution rolodex and the institution in which you are interested and press [PrtSc]. In this way, you are able to print one profile at a time.

7.5 To Print System Overview/Introduction

To print a copy of the system overview/introduction, select that option and press [*].

7.6 To Print Table of Contents

To print a copy of the table of contents, select that option and press [*].

8.0 Key Indicators System Update Procedure

When you receive a Key Indicators update on a data pac, please return your last data pac to us via an express mail service or certified mail. The same applies for updates on 3 1/2-inch diskette.

It is anticipated that each month you will receive an update to Key Indicators containing new programs and data that is current up to the preceding month. The update will be contained on either a 3 1/2-inch diskette or a data pac like the one you are currently using to access the system, depending on the extent of the system update.

The Office of Research will mail these updates to you via an express mail service such as United Parcel Service or Federal Express. When you get an update, please return your last data pac or disk to us, packed in the box in which you received it, and sent via an express mail service or certified mail. (Do not send it via BOP batch mail.) In this way, we can reuse the data pacs and diskettes and eliminate unnecessary waste and expense.

9.0 Walk-Through Examples of Key Indicators Queries

The following are two types of queries that a Key Indicators user is likely to make. They are written in a step-by-step, walk-through format to convey typical strategies for using Key Indicators, and they are accompanied by printouts of the Key Indicators screens that you would see on your machine if you would conduct the query.

9.1 Comparing Two Primary Targets—Admissions and Discharges for Security Level One Institutions Versus the Entire BOP

There are five basic steps to follow in comparing two primary targets on the basis of a certain characteristic: 1) set targets and dates, 2) choose MPT, 3) choose menu option, 4) interpret output, 5) print the data.

One type of task you might perform using Key Indicators is to compare two primary targets on the basis of a certain characteristic, e.g., admission and discharge rate, racial composition, assault rates, GED enrollments. (To get a better perspective on what items you can examine via Key Indicators, you might first browse through the evolutionary track data to see what types of information the software contains.)

For example, if you wanted to compare the number of admissions for level one institutions versus the entire Bureau of Prisons between December 1987 and June 1988, you would need to follow five basic steps: 1) set targets and dates on the settings screen; 2) choose between multiple primary targets (MPT) and primary and secondary aggregates (PSA) formats; 3) choose a menu option; 4) interpret the data; and 5) print out the data.

Step 1: Set Targets and Dates

When you first see the settings screen (after pressing any key to clear the Key Indicators title screen), you will probably see that certain default dates and targets will already appear on the top half of the screen (see figure 10, page 30). Therefore, your first step will be to change the dates and targets to those of your choice. To do so, first move the cursor to item number one, "Primary Target(s)." Press [Enter] to open up the window containing all your possible choices. Press [F2], as instructed on the screen, to clear the default setting. Then scroll down the list so that your cursor is on the line that says "BOP—All Institutions." Select this line by pressing the space bar. A "P" will appear in the left margin of the window to indicate your selection. Then scroll down to "Security Level 1" and

press the space bar to select it as another primary target (see figure 11, page 30).

Press [Enter] to indicate that your selection of primary targets is complete. A message will appear on your screen asking you for a "Primary Target Label" (see figure 12, page 31). This label will serve as a reminder to you if you decide to print a graph depicting this query. For example, an appropriate label for this topic might be "SL1 VS. BOP." Type in your label and press [Enter].

You will now see the current settings screen back on your screen. You will not be creating any aggregates, so you can skip over "Secondary Targets" and move the cursor to item number three, "Beginning Month." Following the on-screen instructions for setting the date, change the beginning month to December (see figure 13, page 31). Press [Enter] to indicate you have completed your choice and to return to the current selection screen. Follow the same procedure for items four, five, and six, so that the starting and ending dates are set at December 1987 to June 1988. The top half of the current settings screen should now show the settings you have specified. If not, make any necessary changes.

Step 2: Choose Between MPT and PSA Formats

The [F8] key serves as a toggle to switch back and forth between "MPT" and "PSA."

If you are satisfied with the parameters you have set, press [F10] to move on to the main program screen. Make sure that the letters "MPT" appear in the upper left corner of the screen, indicating that you are seeking two distinct profiles rather than an aggregate of the two primary targets. If the upper left corner reads "PSA," press the [F8] key to switch to "MPT." (Remember, the [F8] key serves as a toggle to switch back and forth between "MPT" and "PSA.")

Step 3: Choose Menu Option

When interpreting a plot, pay particular attention to the Y-axis.

Since, for this example, you wish to query Key Indicators concerning admission rates (as opposed to seeking information on staff or perusing the evolutionary track or institution rolodex or printing a graph), select the first option, "Institution/Inmate Data Presentation" by placing the cursor on that line and pressing [Enter]. Select option one, "Population Characteristics," on the next screen that appears (see figure 14, page 32). Select option two, "Graphic Displays," on the next screen (see figure 15, page 32) to indicate that you want the output to be in the form of a diagram. Now, you will see a list of queries you may make of Key Indicators (see figure 16, page 34). Select number three, "External Admissions and Discharges," since you are interested in admissions. A message will

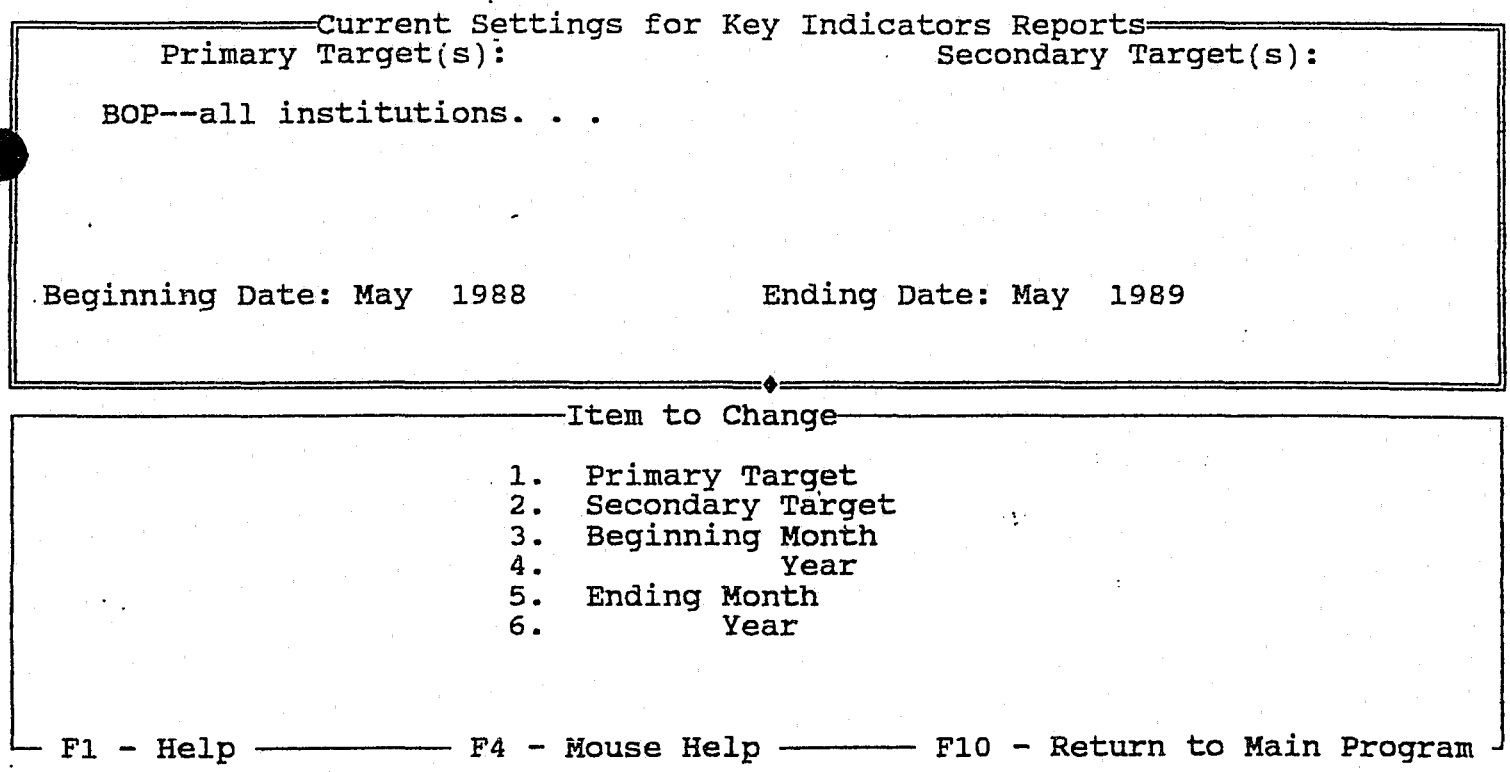


Figure 10. When beginning a query, the settings screen may contain either default settings or the settings from a previous query.

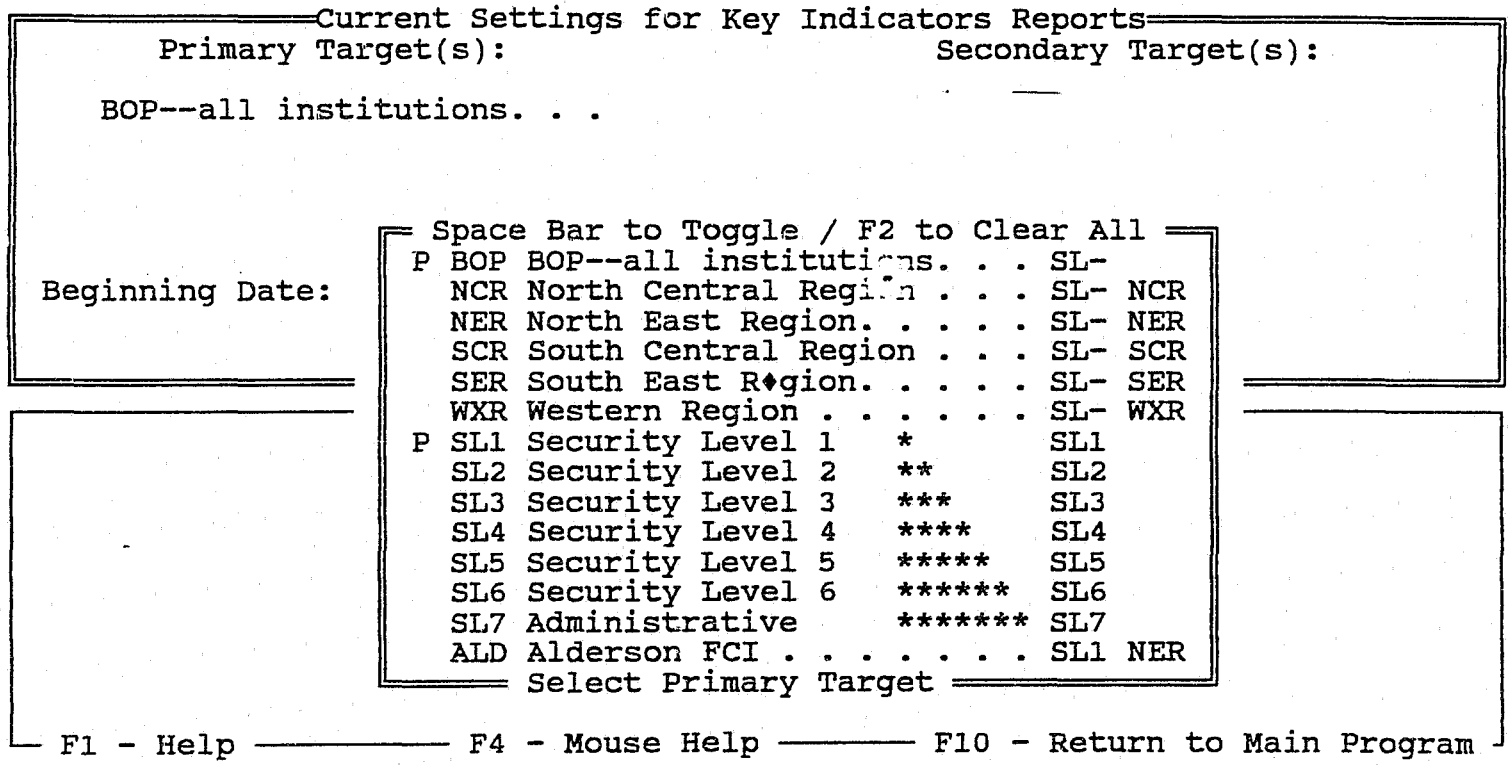


Figure 11. A "P" in the left margin of the primary targets window indicates the institutions (or other targets) that have been selected for inclusion in the current query.

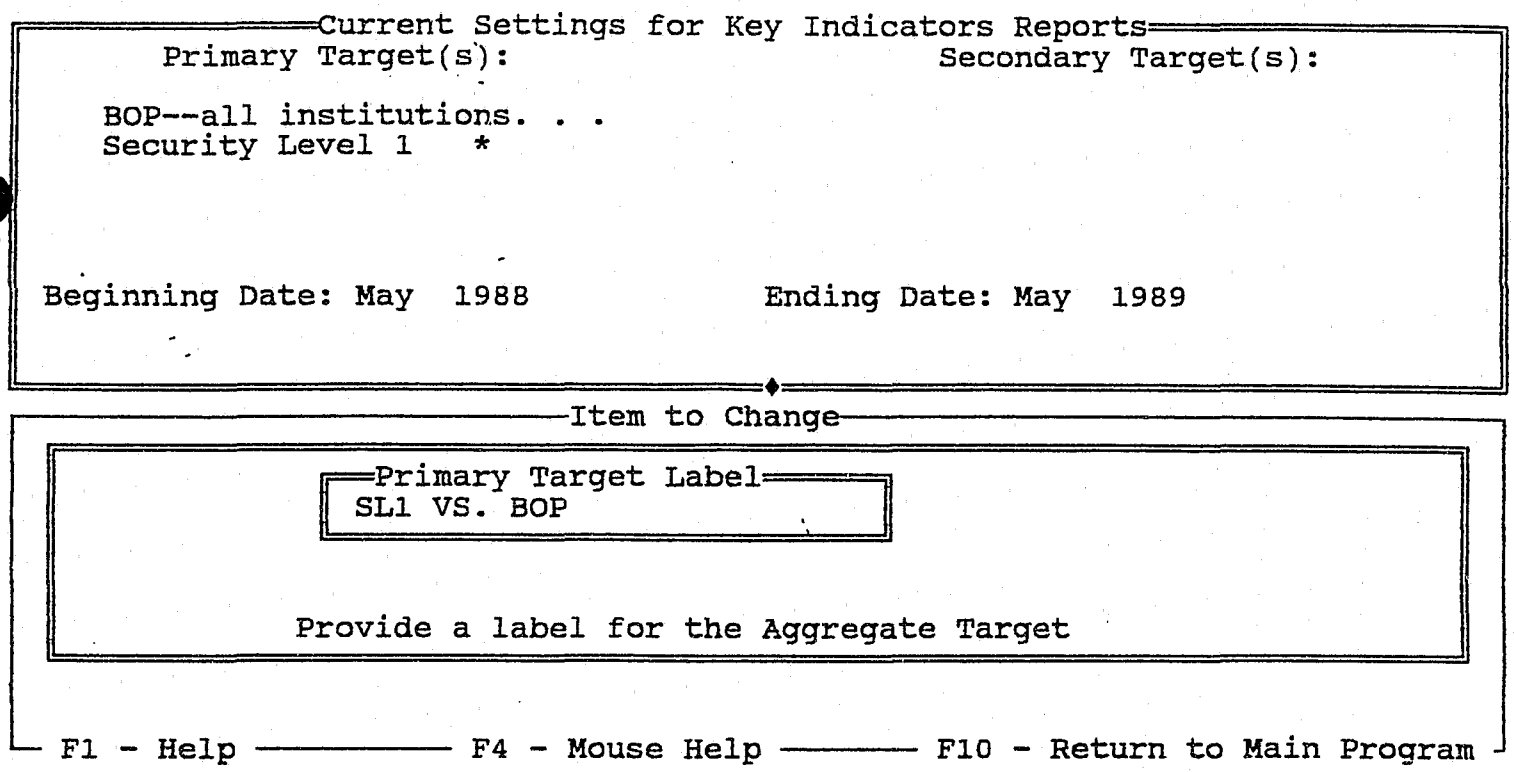


Figure 12. After you have finished selecting your primary targets, a screen will appear asking you to enter a "primary target label." This will serve as a reminder to when you decide which plots you wish to print.

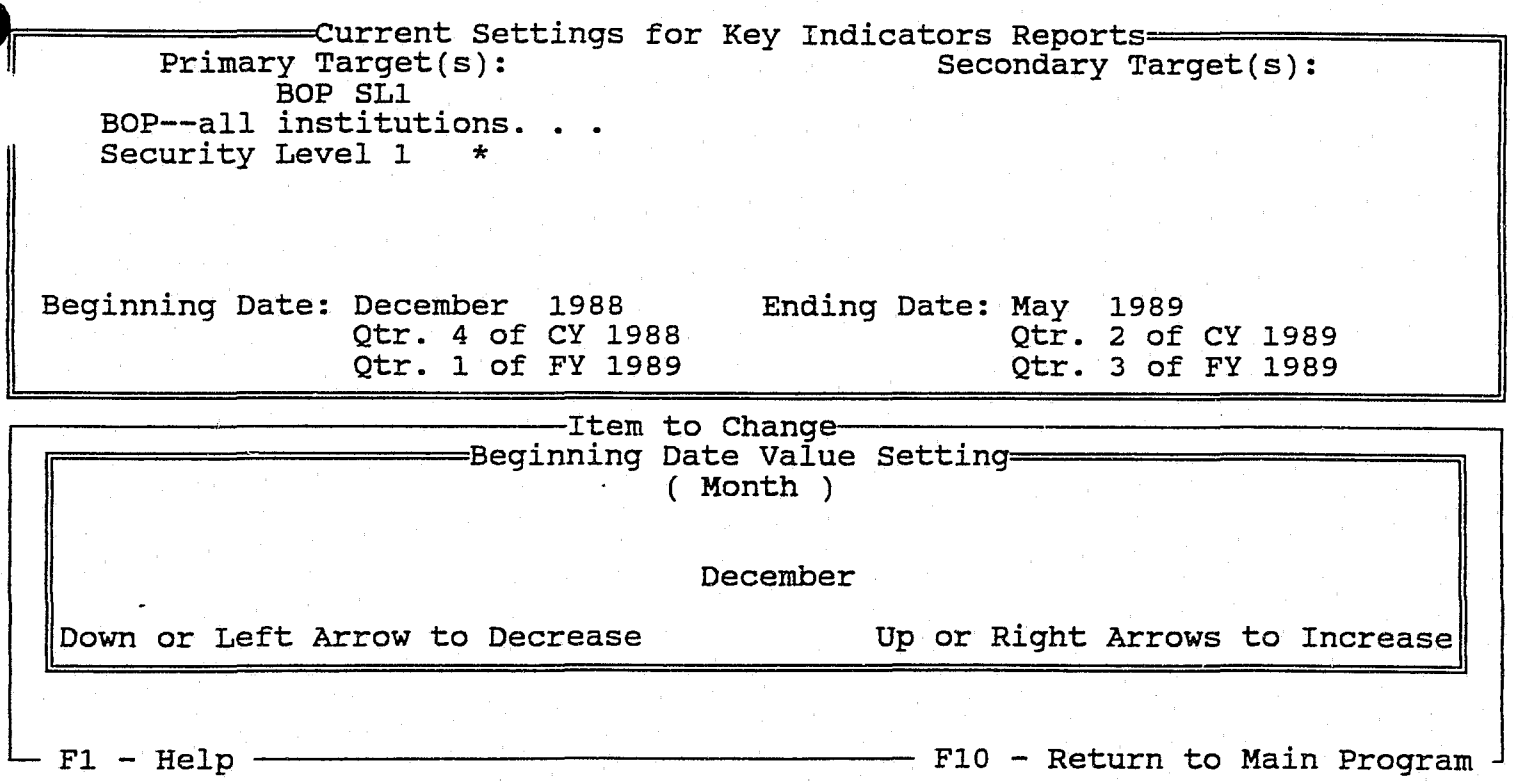


Figure 13. For this sample query, we begin by setting the starting date at December 1988.

```
MPT                                                              1.
                    Institution/Inmate Data Items

                1.  Population Characteristics

                2.  Inmate Behavior/Misconduct

                3.  Inmate Programs Data

                                    ♦

   Movement to a New Menu
F1:HELP  F2:Previous Menu  F8:Toggle MPT & PSA  F9:Opening Menu  F10:QUIT
F5:Target Options  F6:Display Options  Target= BOP--all institutions. . .
```

Figure 14. A query is accomplished by responding to a series of menus, which progressively refine choices from broad categories to specific requests. Menu 1. is one of the first to appear in the sample query.

```
MPT                                                              1.1.
                    Population Characteristics

                1.  Tabular Reports

                2.  Graphic Displays

                3.  Graphic Displays (with reference line)

                                    ♦

   Movement to a New Menu
F1:HELP  F2:Previous Menu  F8:Toggle MPT & PSA  F9:Opening Menu  F10:QUIT
F5:Target Options  F6:Display Options  Target= SL1 VS. BOP
```

Figure 15. For this sample query, select option two, "Graphic Displays," to indicate you want the output to be in the form of a diagram.

flash on the screen informing you that Key Indicators is working on a graph to represent the information you seek. Within a minute, the graphic display, "External Admissions & Discharges," will appear on your screen (see figure 17, page 35).

Step 4: Interpreting the Data

Each Key Indicators graphic display that you create requires its own interpretation, particularly with regard to the y-axis (the vertical axis) on the diagrams.

The x-axis shows the time span to which the plot applies; the y-axis displays the level of the variable queried.

In this case, we see two graphs – one portraying external admissions and discharges for all BOP institutions and the other showing admissions and discharges for security level one institutions. The legend beneath each graph explains what the letters in the plots represent. In both these graphs, "A" represents admissions and "D" represents discharges.

The x-axis (the horizontal axis) on these and all Key Indicators graphs shows the time span which the graph covers. The marks on the x-axis indicate 3-month periods. The letters in the plot indicate levels at 1-month intervals. The y-axis displays the level of the variable queried.

The plots created for this sample query show a similar pattern of admissions and discharges for the Bureau as a whole and for security level one institutions. When examining the plot, however, make sure to note the differing values that appear in the y-axis of each plot. For example, on the plot concerning all BOP institutions, the "count" ranges from approximately 1,400 to more than 2,500, while the plot for security level one institutions shows an approximate 500 to 1,300 range. Where appropriate, the y-axis scales for some multiple plots have been made equal. In this example, however, the values are independently scaled. Obviously, this difference is due to the difference in the base population, but Key Indicators users must be alert to such differences when comparing different plots.

Step 5: Print Your Data

To print out a paper copy of the plot, press the letter "P" while the plot appears on your screen. Immediately, you will see the message, "Sending plot. . ." on your screen. Once this transfer of data is complete, a new message, "Finished. Press any key to continue," will appear on your screen.

After you "press any key," the system will take you back automatically to the menu screen that includes the "Population Characteristics" option. Press [F9] to return

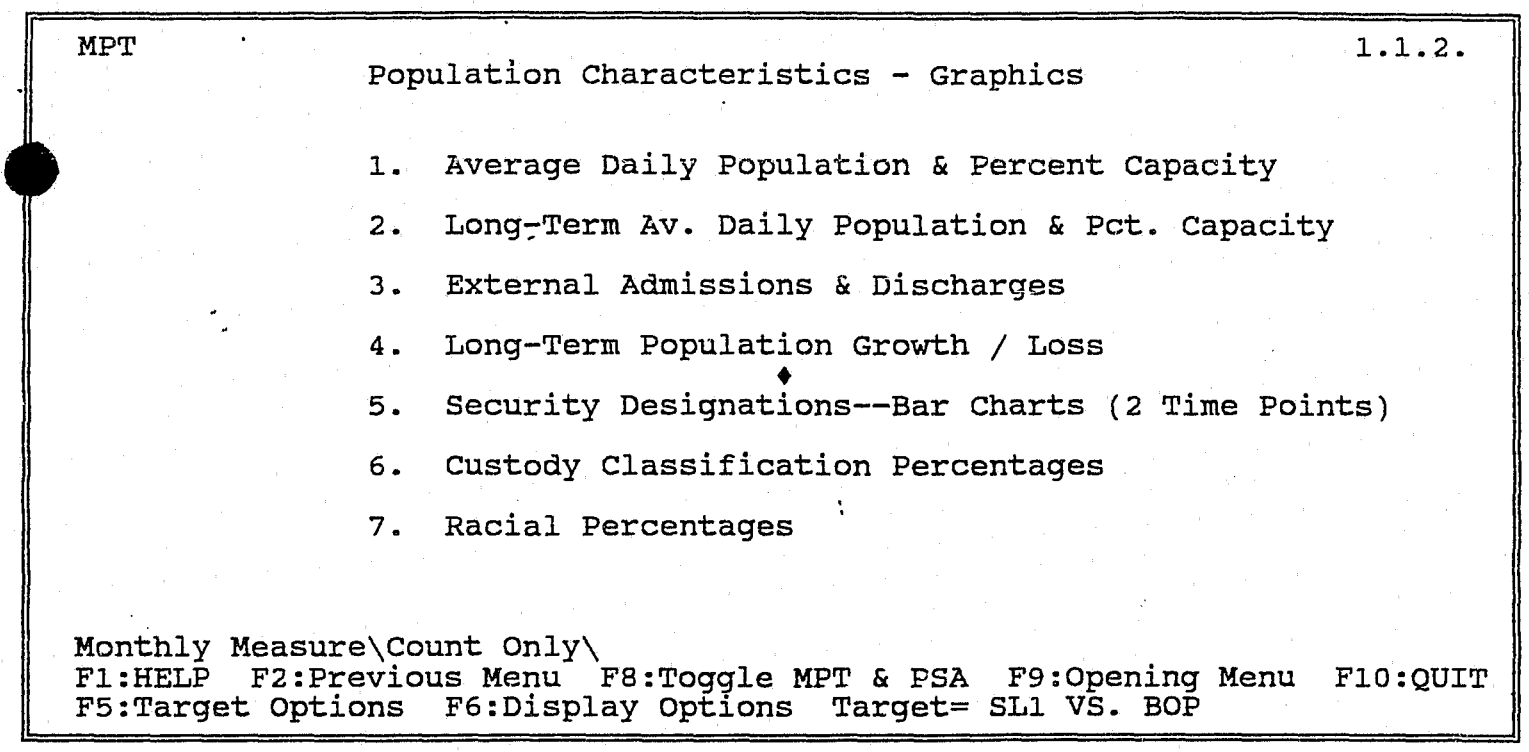


Figure 16. The above screen displays the options available for presentation in graphic form. For our sample query, select number three, "External Admissions and Discharges."

BOP Office of Research

External Admissions & Discharges

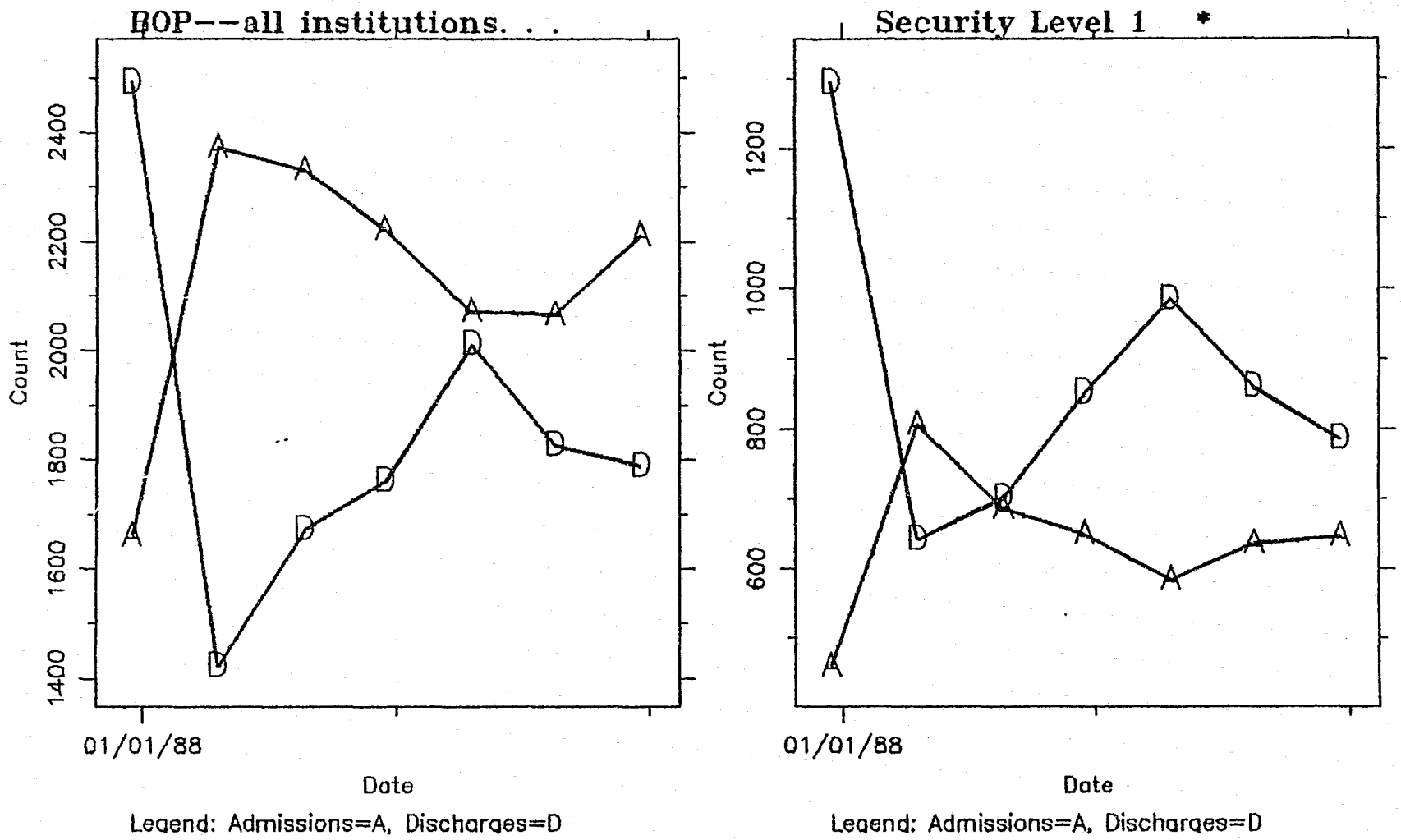


Figure 17. The x-axis on each graph shows the time span for our query, marked off in 3-month intervals. The y-axes show the level of admissions or discharges. As indicated by the legend, the plots marked with "A's," indicate admissions and the one marked with "D's," indicate discharges. The letters appear on the plots at 1-month intervals. When interpreting the graphs, it is important to note the different count levels marked on the y-axis of each plot.

to the opening menu (the root menu) and select option five, "Graphic File Maintenance." The next screen to appear allows you to select the plot file(s) you have stored for printing (see figure 18, page 37). The window in the center of the screen contains the data file names the computer system has given to your files. In the top left corner of the screen, however, there appears an understandable, brief description of the file that is currently highlighted by the light bar. Use the cursor keys (or the mouse) to move through the list of files and use the space bar to mark the files you want to print or erase. After you have marked your selections, press [Enter]. The next screen to appear summarizes your actions on the previous screen and gives you five choices for your next step. To print the plot file created for this query and then delete it from the queue, select option two (see figure 19, page 37).

To print tabular report data, press [*] as instructed on the screen.

Your printer will then begin to print the plot. Once the plot has been printed, the Key Indicators root menu will reappear on your screen, allowing you to pursue other queries or quit. In this example, we proceeded immediately from saving the plot to the graphic file maintenance menu to obtain a paper copy of the graph we just produced. In practice, you will probably find it more convenient to save all the plots throughout an entire Key Indicators session and visit the graphic maintenance menu at the end of your session to send all your graphics to print at the same time.

Another option you have is to create and print the admissions and discharge data in tabular report form. To do so, select the tabular report option on menu 1.1 and then, on menu 1.1.1., select option three, "Admissions and Discharges (Over a Time Span)." If you wish to print out the report that appears on your screen (see figure 20, pp. 38–39), press [*] as instructed on the bottom of your screen.

To compare two aggregates, make sure you are working in the "PSA" format.

9.2 Comparing Two Aggregates

This example also concerns admissions and discharges, but for two aggregates: five security level 1 (SL1) institutions in the northeast region and five SL1 institutions in the southeast region for the time period of December 1987 to June 1988. The four main steps involved for the query are: set the targets and dates, toggle from MPT to PSA, select the appropriate menu option, and interpret the output. The instructions for printing the plot and creating and printing tabular report data are the same as provided in Section 9.1, therefore, they will not be included in this section.

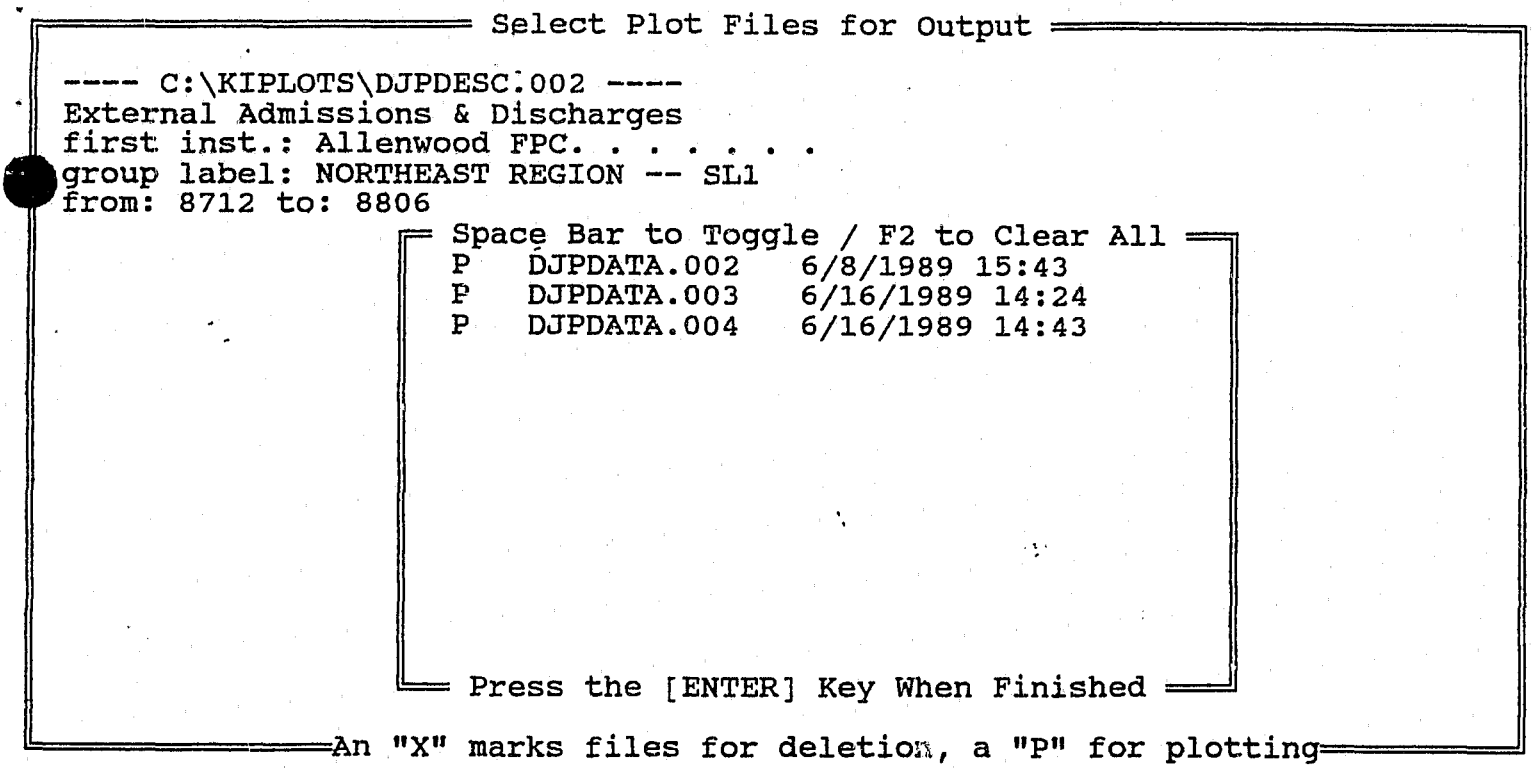


Figure 18. This screen lets you identify the plot files you wish to print and those you wish to delete. Note that the "group label" in the top left corner is the primary target label specified for this query.

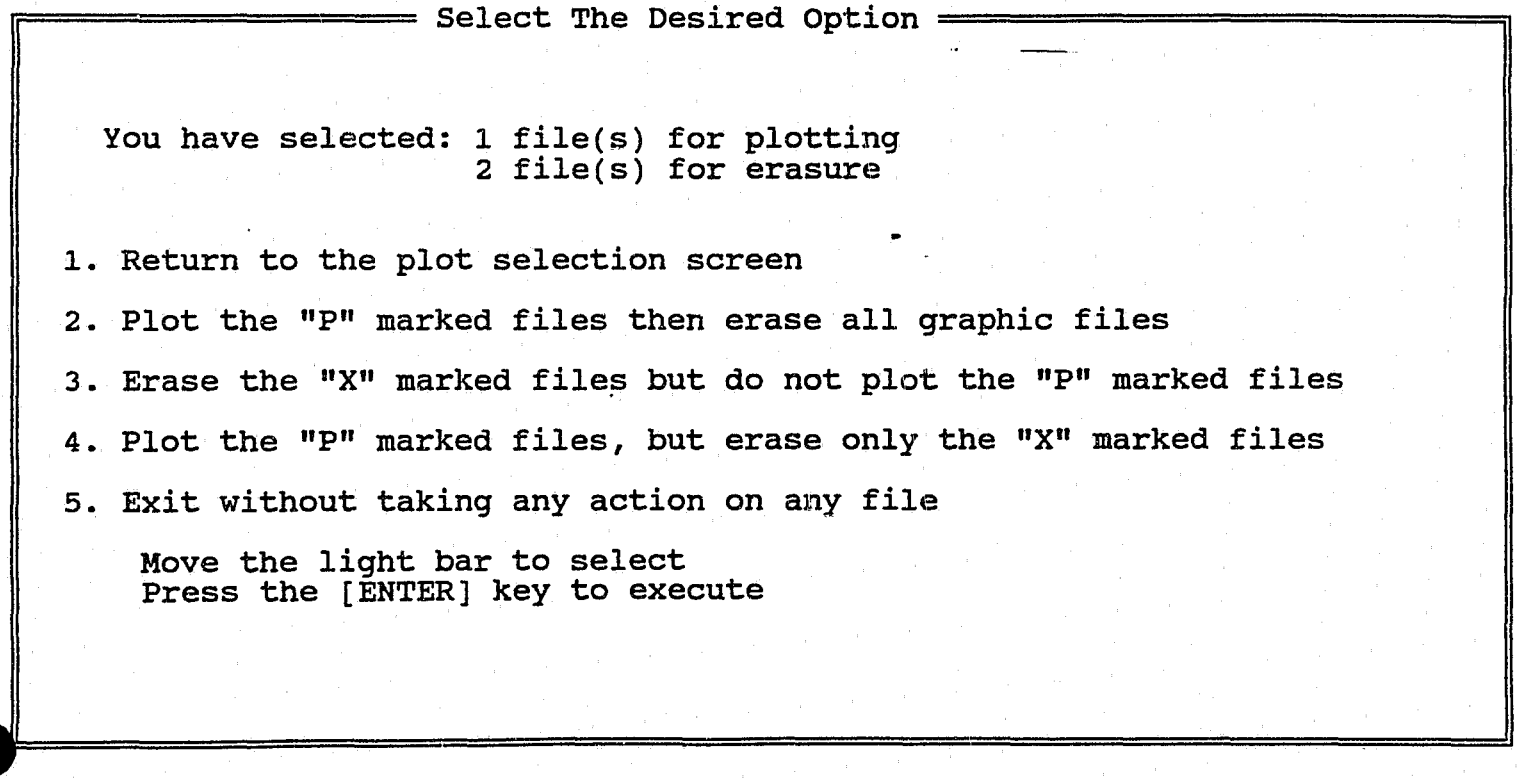


Figure 19. This screen summarizes your selections from the previous screen and presents you with five choices for your next step. For the sample query, you could choose option two or four to print the files marked "P" and either ignore or delete other files on the list.

Date of request: 06/16/89 . Date of data: May 88
Institution: Security Level 1 * Region:
Institution Security Level: 1
C.E.O.: J. M. Quinlan , Director
Phone #: 202/724-3250 (Commercial) / 724-3250 (FTS)

Number of Inmates in Population: 10308.23 (average daily for the month)
Rated Capacity: 7434 39% Over Capacity
Operational Capacity: 9712 6% Over Capacity

Admission & Discharge Data

Number of Admissions this period: 1851 (100.0%)

External sources:					
Through the courts	:	569	(30.7%)	Code 76 study adm.:	0(0.0%)
Parole violators	:	59	(3.2%)	Code 106 study adm:	7(0.4%)
Probation violators	:	52	(2.8%)	Code 102 study adm:	1(0.1%)
Military admissions	:	0	(0.0%)	Code 77 study adm.:	0(0.0%)
Mandat. release violators:		1	(0.1%)		
State admissions	:	2	(0.1%)	Code 78 hospit adm:	0(0.0%)
D.C. admissions	:	1	(0.1%)	Code 79 hospit adm:	0(0.0%)
				Code 119 hospit ad:	0(0.0%)
Code 121 public law (new):		0	(0.0%)	Code 125 p.law-old:	0(0.0%)
Codes 126,127 ctc cnd prl:		0	(0.0%)		
Internal sources:					
Sentenced holdover admiss:		137	(7.4%)	Furlough admission:	638(34.5%)
Unsentenced holdover adm.:		2	(0.1%)	Writ admissions :	92(5.0%)
Transfer admissions	:	290	(15.7%)	Escape admissions :	0(0.0%)

Number of Discharges this period: 1965 (100.0%)

External destinations:					
Expiration of sentence	:	150	(7.6%)	Re-mandat. release:	0(0.0%)
1st parole discharge	:	108	(5.5%)	Conditional disch.:	0(0.0%)
1st mandat. release disch:		39	(2.0%)	Clemency or pardon:	0(0.0%)
State prisoner discharge :		0	(0.0%)	Military clemency :	0(0.0%)
Re-parole discharge	:	2	(0.1%)	Court-ordered term:	0(0.0%)
Code 225 pub. law (new)	:	0	(0.0%)	Homicide(s) :	0(0.0%)
Code 721 pub. law (old)	:	0	(0.0%)	Suicide(s) :	0(0.0%)
Code 720 interm. confine.:		0	(0.0%)	Death(s) :	3(0.2%)
Codes 226,227 C.T.C. dsch:		0	(0.0%)		
Internal destinations:					
Sentenced holdover dischr:		145	(7.4%)	Furlough discharge:	536(27.3%)
Unsentenced holdover dsch:		10	(0.5%)	Writ discharge :	105(5.3%)
BOP institutional transfr:		149	(7.6%)	Temporary dischrge:	130(6.6%)
Due to crowding	:	0	(0.0%)	Snt. stdy. & obsv.:	6(0.3%)
Disciplinary reasons	:	40	(2.0%)	Unsnt. stdy. & obs:	0(0.0%)
Medical reasons	:	38	(1.9%)	Hosp. & trtmnt dis:	0(0.0%)
Other transfers	:	71	(3.6%)	Escape(s) :	4(0.2%)
Furlough transfer dischrg:		555	(28.2%)		
Other releases	:	19	(1.0%)		

Figure 20. By pressing [*] when the tabular report data you wish to print appears on your screen, you can obtain a paper copy of the information.

Date of request: 06/16/89 Date of data: May 88
Institution: BOP--all institutions. . . Region:
Institution Security Level: .
C.E.O.: J. M. Quinlan , Director
Phone #: 202/724-3250 (Commercial) / 724-3250 (FTS)

Number of Inmates in Population: 43513.52 (average daily for the month)
Rated Capacity: 27439 59% Over Capacity
Operational Capacity: 35290 23% Over Capacity

Admission & Discharge Data

Number of Admissions this period: 10369 (100.0%)

External sources:					
Through the courts	1693	(16.3%)	Code 76 study adm.:	23	(0.2%)
Parole violators	273	(2.6%)	Code 106 study adm:	19	(0.2%)
Probation violators	91	(0.9%)	Code 102 study adm:	8	(0.1%)
Military admissions	2	(0.0%)	Code 77 study adm.:	0	(0.0%)
Mandat. release violators:	23	(0.2%)			
State admissions	27	(0.3%)	Code 78 hospit adm:	1	(0.0%)
D.C. admissions	4	(0.0%)	Code 79 hospit adm:	0	(0.0%)
			Code 119 hospit ad:	0	(0.0%)
Code 121 public law (new):	0	(0.0%)	Code 125 p.law-old:	0	(0.0%)
Codes 126,127 ctc cnd prl:	0	(0.0%)			
Internal sources:					
Sentenced holdover admiss:	4021	(38.8%)	Furlough admission:	880	(8.5%)
Unsentenced holdover adm.:	1832	(17.7%)	Writ admissions :	328	(3.2%)
Transfer admissions :	1105	(10.7%)	Escape admissions :	29	(0.3%)

Number of Discharges this period: 10588 (100.0%)

External destinations:					
Expiration of sentence :	413	(3.9%)	Re-mandat. release:	0	(0.0%)
1st parole discharge :	349	(3.3%)	Conditional disch.:	0	(0.0%)
1st mandat. release disch:	208	(2.0%)	Clemency or pardon:	0	(0.0%)
State prisoner discharge :	60	(0.6%)	Military clemency :	0	(0.0%)
Re-parole discharge :	6	(0.1%)	Court-ordered term:	0	(0.0%)
Code 225 pub. law (new) :	1	(0.0%)	Homicide(s) :	2	(0.0%)
Code 721 pub. law (old) :	0	(0.0%)	[illegible]icide(s) :	0	(0.0%)
Code 720 interm. confine.:	0	(0.0%)	Death(s) :	10	(0.1%)
Codes 226,227 C.T.C. dsch:	0	(0.0%)			
Internal destinations:					
Sentenced holdover dischr:	4006	(37.8%)	Furlough discharge:	646	(6.1%)
Unsentenced holdover dsch:	1988	(18.8%)	Writ discharge :	367	(3.5%)
BOP institutional transfr:	1098	(10.4%)	Temporary dischrge:	313	(3.0%)
Due to crowding :	309	(2.9%)	Snt. stdy. & obsv.:	54	(0.5%)
Disciplinary reasons :	180	(1.7%)	Unsnt. stdy. & obs:	0	(0.0%)
Medical reasons :	159	(1.5%)	Hosp. & trtmnt dis:	0	(0.0%)
Other transfers :	450	(4.3%)	Escape(s) :	7	(0.1%)
Furlough transfer dischrg:	921	(8.7%)			
Other releases :	127	(1.2%)			

Figure 20 (continued)

Step 1. Set Targets and Dates

To compare the group of SL1 institutions in the northeast region with the group of SL1 institutions in the southeast region, you will first have to group the southeast SL1 institutions together and the northeast SL1 institutions together so that the number of admissions and discharges can be totaled for each of the two regions in two separate aggregates. For purposes of this example, we will call the SL1 institutions in the northeast region "Primary Targets" and the SL1 institutions in the southeast region "Secondary Targets."

Begin your query by setting the targets and dates on the settings screen.

Regional and security level designations appear next to institutions in the target list.

To select the SL1 institutions in the northeast region, move the cursor to item number one, "Primary Target(s)" and press [Enter] to open up the window containing all the possible choices. Clear the default targets that appear on the top half of the screen by pressing [F2] as instructed on the window. Next, scroll down the list so that the cursor is on the line that says "ALW Allenwood FPC." (The regional and security level designations beside the targets may help you in compiling the group you wish to aggregate.) Select this line by pressing the space bar. A "P" will appear in the left margin of the window to indicate your selection. Next, scroll down to "DAN Danbury FPC" and press the space bar to select it as another primary target. Continue selecting the SL1 institutions in the northeast region in this way—Lewisburg USP sat camp, Loretto FCI, and Petersburg FCI sat camp.

Press [Enter] to indicate that your selection of primary targets is complete. A message will appear on your screen asking you for a "Primary Target Label." This label will serve as a reminder to you if you decide to print a graph depicting this query. For example, an appropriate label for this topic might be "NORTHEAST REGION—SL1." Type in your label and press [Enter] to return to the settings screen.

Now, you need to enter the SL1 institutions in the southeast region as secondary targets. Move the cursor to item number two, "Secondary Target(s)," and press [Enter] to open the window containing all the possible choices. Press [F2], as instructed on the screen, to clear the default setting. Then scroll down the list so that your cursor is on the line that says "ATL USP sat camp." Select this line by pressing the space bar. An "S" will appear in

the left margin of the window to indicate your selection. Continue selecting the SL1 institutions in the southeast region in this way—Eglin FPC, Marianna FCI sat camp, Montgomery/Maxwell FPC, and Tyndall FPC.

Press [Enter] to indicate that your selection of secondary targets is complete. A message will appear on your screen asking for a "Secondary Target Label." This label will serve as a reminder to you if you decide to print a graph depicting this query. For example, an appropriate label for this topic might be "SOUTHEAST REGION—SL1." Type in your label and press [Enter].

To set the time frame, move the cursor to item number three, "Beginning Month." Following the on-screen instructions for setting the date, change the beginning month to January. Press [Enter] to indicate you have completed your choice and to return to the settings screen. Follow the same procedure for items four, five, and six so that the starting and ending dates are set at December 1987 and June 1988, respectively. The top half of the settings screen should now show the settings you have specified. If not, make any necessary changes.

Step 2: Choose Between "MPT" and "PSA"

If you are satisfied with the parameters you have set, press [F10] to move on to the main program screen. Make sure that the letters "PSA" appear in the upper left corner of the screen indicating that you are seeking a comparison between two aggregates—the SL1 institutions in the northeast region and the SL1 institutions in the southeast region (see figure 21, page 42). If the upper left corner reads "MPT," press the [F8] key to switch to "PSA." (Remember, the [F8] key serves as a toggle to switch back and forth between "MPT" and "PSA.")

Step 3: Select the Appropriate Menu Option

Since, for this example, you wish to query Key Indicators concerning admission and discharge rates, select the first option, "Institution/Inmate Data Presentation," by placing the cursor on that line and pressing [Enter]. Select option one, "Population Characteristics," on the next screen that appears. Select option two, "Graphic Displays," on the next screen to indicate that you want the output to be in the form of a graph. Now, you will see a list of queries you may make of Key Indicators. Select option three, "External Admissions and Discharges." A message will flash on the screen informing you that Key Indicators is preparing an answer to your request for information. Within a minute or so, the graphic display will appear on your screen (see figure 22, page 43).

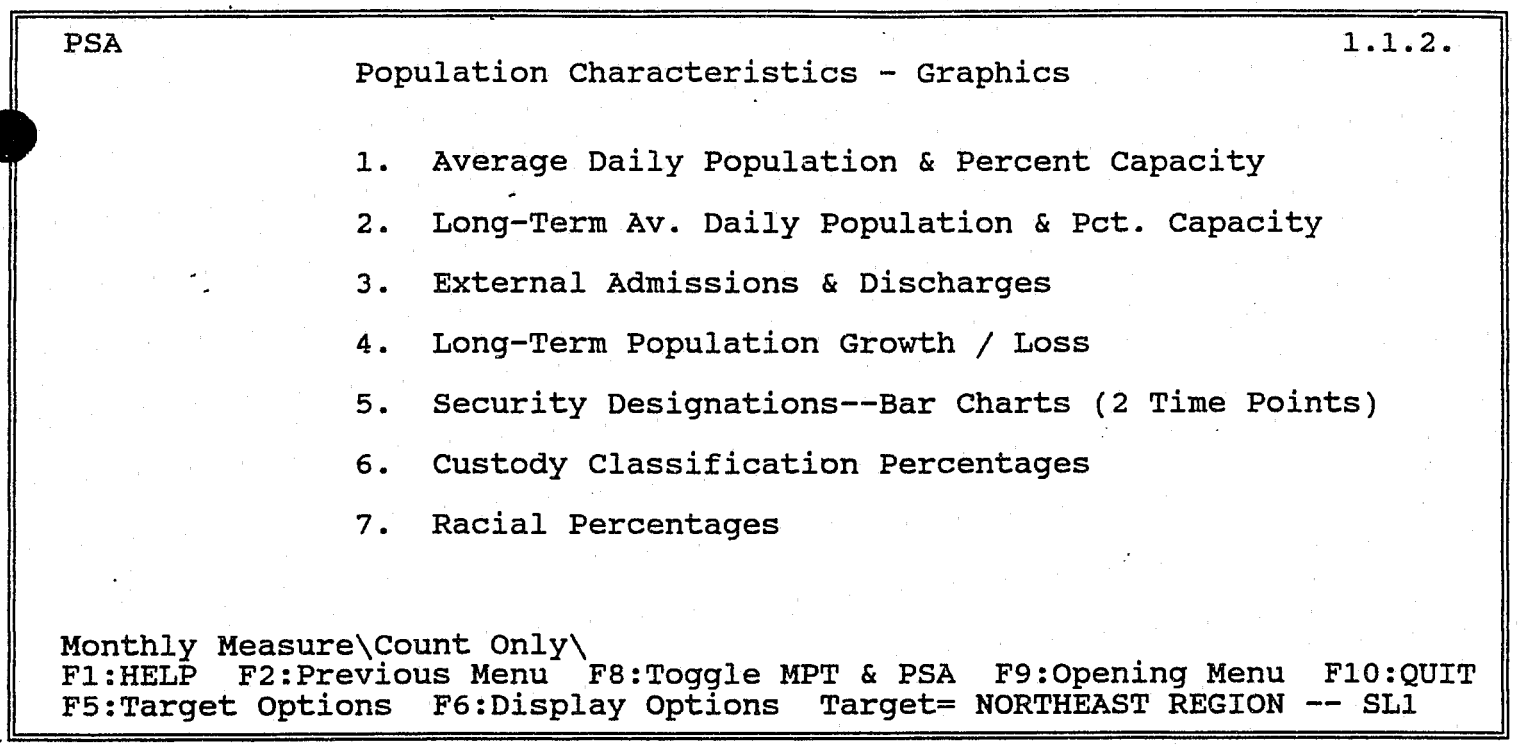


Figure 21. The initials "PSA" that appear in the upper left corner of the screen indicate that information you seek is aggregated data.

BOP Office of Research

External Admissions & Discharges

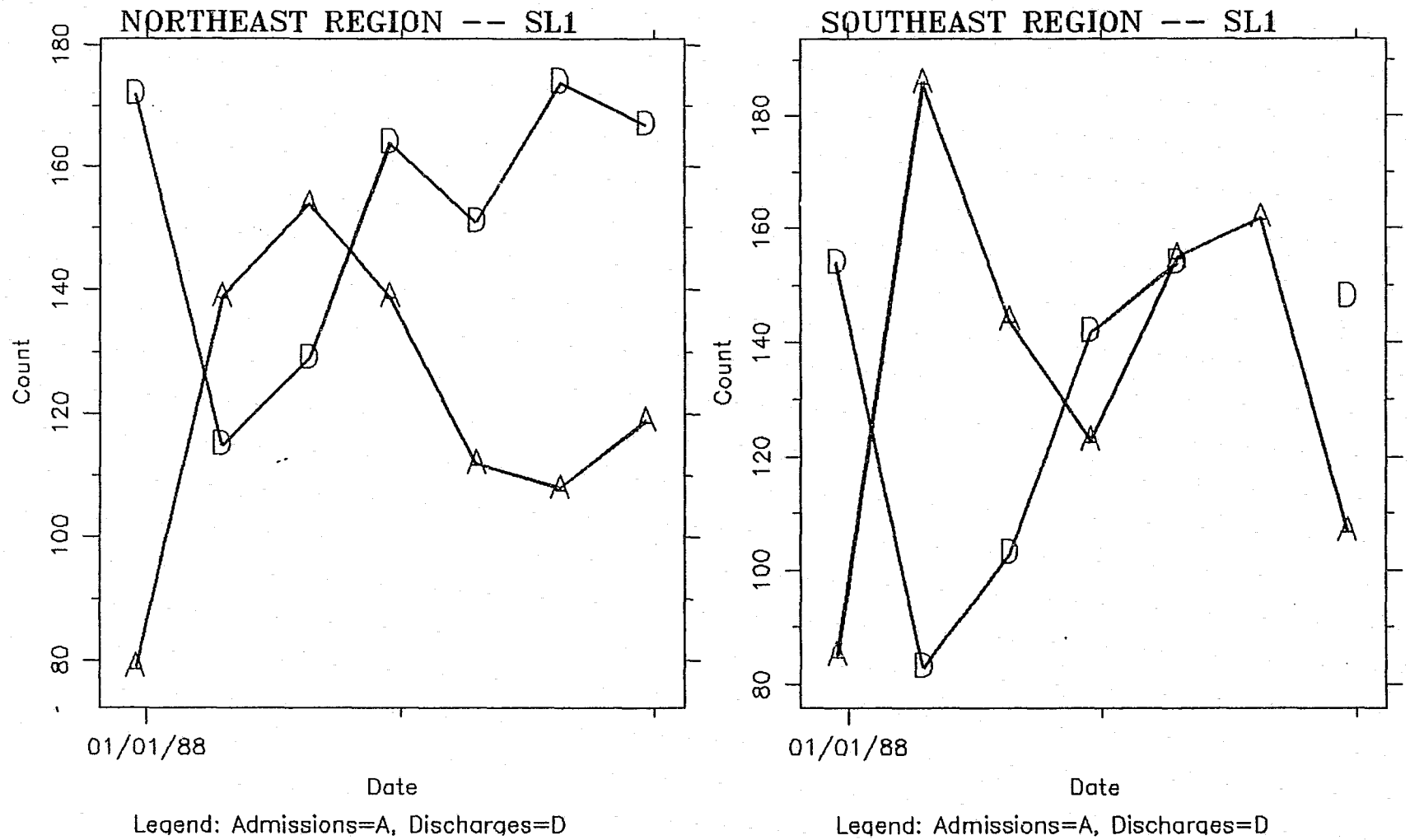


Figure 22. These plots are Key Indicators' response to our second sample query. The first graph shows aggregate admissions and discharge data for five SL1 institutions in the northeast region; the second represents an aggregate of the same variables for five SL1 institions in the southeast region.

If you question the validity of your output, review the process by which you made your query. You may need to refine it.

Step 4: Interpret Your Output

The first thing you should do upon viewing your output (either while it is on the screen or in its hard — paper — copy version) is to determine if it answers the question you asked. If you question the validity of your output, you should consider whether you made some errors in the options you selected during your session or whether you need to restate or redefine your question so that it more specifically addresses the issue you are curious about. Also, it may be that this first output is only the "tip of the iceberg." You may need to delve further into the issue either through additional queries in Key Indicators or through other records available to you at your location. Remember, just because the output looks impressive does not mean that it is correct or complete.

Let us assume, however, that our output for this example seems appropriate. We were interested in discovering if there were any differences in the numbers of admissions and discharges between the SL1 institutions in the northeast and southeast regions and our output seems to address this.

To interpret the data, first look at the two graphs and notice that the counts of inmates being admitted and discharged are shown on the left (vertical) axis. For the northeast region, the range is 125 to 250. For the southeast region, the range is 75 to approximately 250. So, right off, we can see that the southeast region has a wider range in the numbers of inmates admitted and discharged.

Second, notice that the dates corresponding to each month between January 1988 and June 1988 are indicated with either an "A" (admissions) or "D" (discharges).

Third, compare the changes in the counts of inmates being admitted in the two regions. The trend in the northeast region has fluctuated, with the most recent month showing an increase. Likewise, the trend in the southeast region has fluctuated—but in reverse to the northeast region—with the most recent month showing a decrease. Clearly, there is a difference in the admissions between these two regions. To understand why these differences exist, we might investigate other factors that may influence admissions—the degree to which the institutions are overcrowded (another option you can query in Key Indicators), the security needs of the inmates being designated each month over the time frame of interest (also available through Key Indicators), or perhaps the productivity of the courts in the two regions. The latter issue would have to

be investigated through some outside data source since it is not currently available through the Key Indicators system.

To determine whether any differences in discharges exist between the two regions, follow a similar process of examining the information contained in the graphs.

10.0 Key Words for Key Indicators

The following are brief explanations of various words and phrases that are used in Key Indicators and that may be unfamiliar to you in the context of Key Indicators.

Data Pac — A portable disk/storage device on which the Key Indicators Strategic Support System resides.

Graphic Display — One of two styles of data presentation available through Key Indicators. This style presents data that is plotted on graphs. See also *"Tabular Report."*

Hard Copy — A printed copy of machine output.

KI/SSS — Key Indicators/Strategic Support System.

MPT — See *"Multiple and Primary Targets."*

Multiple and Primary Targets (MPT) — The option a user selects (via the [F8] toggle key) to examine data concerning one or more individual institutions. See also *"Primary and Secondary Aggregated Targets."*

Primary and Secondary Aggregated Targets (PSA) — The option a user selects (via the [F8] toggle key) to compare aggregate (lump-sum) information concerning groups of institutions.

Primary Targets — Up to six institutions or other entities selected for examination in either individual or aggregate form.

Print Queue — A list of files stored for printing.

PSA — See *"Primary and Secondary Aggregated Targets."*

Query — An inquiry that a user makes of Key Indicators.

Secondary Targets — Up to six institutions or other entities selected to be compiled as an aggregate.

Tabular Report — One of two styles of data presentation available through Key Indicators. This style presents data in tables.

Targets — The institutions and other entities (e.g., Southeast Region, all BOP institutions) about which queries can be made via Key Indicators.

Window — The use of part of the display screen to show data from other files or other parts of the same file.