



# Scope & Requirements for Data Collection and Management of Restorative Services

vela

September 2022 \_\_\_\_\_



## About

Vela defined the scope and requirements for a data system to serve restorative programs. With this information, Vela will provide individualized consultation to restorative justice programs and practitioners about how to collect, analyze and report on their services and impact. We will support programs in identifying which metrics illustrate the impact on restorative justice to individuals and communities.

Thanks to funding support from the National Center on Restorative Justice (NCORJ), Vela was able to interview restorative justice programs and create a scope and requirements document to guide development of web-based restorative justice program management applications. The National Center on Restorative Justice improves criminal justice policy and practice in the United States through supporting education, research, and training to further restorative approaches.

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# Identifying Scope and Requirements



The scope and requirements of tools for restorative program management were selected in close consultation with RJ practitioners across the US. Vela conducted interviews with RJ program administrators in 10 states. The goal the interviews was to determine the most common of the RJ program management practices. In the following pages of this document, Vela identifies the need the needs of RJ programs for collecting data for program management.



# Overview of Scope & Requirements



## Scope

The scope of restorative program management tools indicate the aspects of RJ program management that need to be collected to operate a restorative program. A scope has been defined for the RJ data collection tools to ensure restorative programs may successfully an RJ program. The scope identifies all of the data variables necessary to collect in order in order to carry out the services of restorative programs.



## Requirements

The requirements how data collection tools must perform to meet the needs of RJ programs. Requirements indicated below identify the conditions and capabilities that must be met, especially the performance and quality standards for collecting data to provide and manage restorative services.



# Scope



Cases



Clients



Volunteers



Contracts



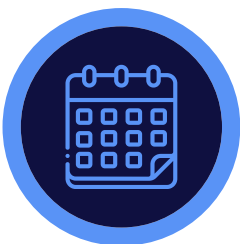
Communications



Invoicing



Reporting



Scheduling



Dashboard



Surveys



# Requirements



## **CJIS and FERPA Compliant**

Data security and encryption standards will meet federally recognized requirements.



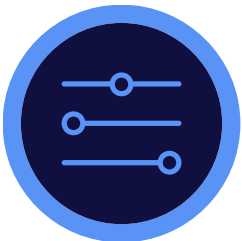
## **Multiple Authorization Levels**

Staff, volunteers, referral partners and stakeholders can be given specific access depending on their needs.



## **Data Ownership**

Programs will own and have full control over their own data.



## **Customization**

Versatility enables programs to use their own language and continue to use the tool as practitioners innovate new models.



## **Affordability**

Vela will support programs and practitioners in identifying the most cost effective data collection tools to meet their needs .



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