

**Systems Change Tracking Form**

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Please review your institution’s policies regarding program evaluation/quality improvement monitoring to determine whether you need Institutional Review Board (IRB) (ethics review) approval prior to administering this or any other survey.

Patient’s Last Name	Patient’s First Name	Complaint Number (if known)	Date of Exam	Case Outcome
				<input type="checkbox"/> Not warranted <input type="checkbox"/> Warranted, but later dismissed <input type="checkbox"/> Pled/Plea Bargain reached <input type="checkbox"/> Trial/Acquittal <input type="checkbox"/> Trial/Conviction
				<input type="checkbox"/> Not warranted <input type="checkbox"/> Warranted, but later dismissed <input type="checkbox"/> Pled/Plea Bargain reached <input type="checkbox"/> Trial/Acquittal <input type="checkbox"/> Trial/Conviction
				<input type="checkbox"/> Not warranted <input type="checkbox"/> Warranted, but later dismissed

				_____ Pled/Plea Bargain reached
				_____ Trial/Acquittal
				_____ Trial/Conviction

Before going to the prosecutor’s office, you would fill out identifying information in the first four columns for each of the patients whose files you pulled from your records. This will allow you to look up the cases in the prosecutor’s database. Next, you or someone from the prosecutor’s office would put an X next to the final outcome of each case.

### How to Determine a Case Outcome

To review, often cases will reach multiple stages in prosecution. A case that is convicted at trial was also warranted. The case outcome is the *final* result the case reaches in the criminal justice system. Therefore, in this instance, conviction at trial is the case outcome- conviction, not warranting.

The important thing is to remember that cases go through many stages; a case may go through plea bargaining but that is not necessarily its outcome. If a bargain was not reached and the defendant did not plea to a charge, the case would have gone to trial. Either conviction or acquittal at trial would be the final outcome. Reviewing the order of the stages of the prosecution process may also help you to identify final case outcomes.

### What Do I Do When Cases Are Missing Information?

We have included “unknown” as an option in case you find there is not enough information in the prosecutor’s database to identify a particular case outcome. By having an answer choice for “unknown” information, if you find any places that have not been filled out, you know that you accidentally skipped these cases and you can go back and fix the errors.

1. Keep track of your results in the Table below.
2. Count the total number of cases that you collected information about.
3. Choose a case outcome (not warranted, warranted but later dismissed, pled/ plea bargain reached, trial/acquittal, trial/conviction, or unknown).
4. Count up the number of cases with that outcome.
5. Repeat this for each outcome, including “unknown” cases.
6. Check your work by adding up the frequencies for each outcome. If you counted correctly, this number should be equal to the total number of cases that you collected information about.

Final Case Outcome	Number of Cases
Not warranted	
Warranted but later dismissed	

Pled/ Plea bargain reached	
Trial/ Acquittal	
Trial/ Conviction	
Unknown	
Total Number of Cases	

Final Case Outcome	Frequency or Number of Cases	Divide by number of cases that you have information about	Multiply by 100
Not warranted			
Warranted but later dismissed			
Pled/ Plea bargain reached			
Trial/ Acquittal			
Trial/ Conviction			
Check your work/Totals			

1. Using your frequency results, add up the number of cases that you have information about.
  - # of cases = Total # of cases - # of unknown cases
2. Choose one of the case outcomes. Using your frequency results, divide the frequency for that outcome by the number of cases that you have information about.
  - = Frequency / # of cases you have information about
3. Multiply by 100 and add a percent sign (%). This gives you your percentage for that outcome.
  - = (Frequency / # of cases) X 100%
4. Repeat for each outcome.
5. Check your work by adding up all of your percentages. They should add up to 100% unless you rounded. If they don't, check your calculations.

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