

PERFORMANCE MANAGEMENT PROCESS

Research Guidance & Procedures

April 2021

Introduction

The High Intensity Drug Trafficking Areas (HIDTA) Program is a grant program administered by the Office of National Drug Control Policy's (ONDCP) National HIDTA Program Office (NHPO). The mission of the HIDTA Program is to disrupt the market for illegal drugs in the United States by assisting federal, state, local, and tribal law enforcement participating in the HIDTA Program to dismantle and disrupt drug trafficking organizations, with particular emphasis on drug trafficking regions that have harmful effects on other parts of the United States. The HIDTA Program goals are to:

1. Disrupt the market for illegal drugs by dismantling or disrupting drug trafficking and/or money laundering organizations (DTOs and MLOs)
2. Improve the efficiency and effectiveness of HIDTA initiatives

HIDTA Program Performance Management Process (PMP)

To assess the performance of the individual HIDTA regions and the overall performance of the HIDTA Program, ONDCP relies on the Performance Management Process (PMP). PMP is a data-driven process that measures change over time for the individual HIDTA regions and collectively for the HIDTA Program in assessing performance; it is not a surveillance system.

To ensure consistency with PMP data collection and related processes are effectively achieved, the HIDTA Directors, with the support of ONDCP, convened the Performance Management Process Committee (PMP Committee). The PMP Committee responsibilities include:

- Updating and maintaining a performance measurement process and database capable of reporting the activities of the individual HIDTA regions as related to the two HIDTA Program goals;
- Determining the accuracy and integrity of performance information;
- Identifying and explaining variances between performance expectations and outcomes; and
- Providing HIDTA Program management with suggestions to improve the quality and accuracy of reporting to reflect individual HIDTA region activities.

ONDCP routinely adopts PMP Committee recommendations to improve the quality, integrity, and accuracy of performance data stored in the PMP database.

The PMP database makes it possible for each HIDTA region to enter information about the drug trafficking entities they encounter. This information includes descriptive characteristics of the organization and information related to whether the HIDTA region has succeeded in disrupting or dismantling the organization. The database is also a repository for information about HIDTA-funded training, information and intelligence sharing, and drug and asset seizures.

PMP Data for the Research Community

The HIDTA Program realizes value in allowing researchers access to the PMP drug seizure data, especially when the data is used in research projects that compare it with other data sets.

HIDTA regions report drug seizure data to the PMP system on a quarterly basis. Data set fields include:

- Date of Seizure
- County and State where seizure occurred
- Drug Seized
- Quantity and Weight of Seizure in Kilograms or Dosage Units

Tracking Drug Seizures

HIDTA regions have the option to aggregate multiple seizures related to the same case into a single entry. When this occurs, the HIDTA must be able to disaggregate those seizures and provide sufficient detail to ONDCP or other auditing entities for each seizure reported.

Location of Drug Seizures

The location reported for each drug seizure is the specific location where the seizure occurred. The location does not infer the source area of the drug seized or the assumed destination of the seizure in lieu of the location where the seizure took place.

Occasionally, a HIDTA region will take credit for seizures in a foreign country. When this occurs, PMP staff link the involved HIDTA region seizure to the correct seizure location.

Claiming Seizures by Non-HIDTA Entities

Non-HIDTA law enforcement agencies routinely call upon HIDTAs to assist with drug seizures and, more often than not, HIDTA initiatives involved will continue the investigation. When the HIDTA initiative continues the investigation, it is appropriate for the HIDTA region to claim the seizure and enter it into the PMP database. However, in cases where the HIDTA initiative only holds or processes the seizure in a custodial function, the HIDTA initiative does not report the seizure in the PMP database.

Drugs and Drug Groups

PMP contains the specific names for the drugs seized. PMP staff review all seizure entries on a quarterly basis to ensure the substance named as a seizure meets this requirement. HIDTAs are required to clarify any entry that is not specific. PMP staff also attempt to consolidate multiple terms used for the same substance into a single category; e.g., MDMA/Ecstasy and PCP/Phencyclidine.

The PMP does not permit vague drug names to be associated with drug seizures. These vague names include, but are not limited to, Alcohol, Prescription Drugs, Other, Unknown, and Pharmaceuticals.

When a HIDTA enters a drug seized into PMP, the PMP system assigns the substance to one of fifteen (15) drug groups approved by ONDCP. The categories and a brief description of the specific drugs in each are in the following table.

Drug Group	Explanation/Examples
Marijuana/Cannabis	<u>All cannabis products not plants</u> -- hash, edibles, honey oil, butane oil, etc. <u>Does not include Marinol</u> , which is categorized as an "Other Prescription drug."
Marijuana Plants - Outdoor	Self-evident; unless definitely known to be indoor plants, all plants are classified as outdoor
Marijuana Plants - Indoor	Self-evident; unless definitely known to be indoor plants, all plants are classified as outdoor
Cocaine/Crack	Includes coca Leaves
Methamphetamine/Ice	Includes powder, crystal meth, methamphetamine oils, and methamphetamine in solution.
Heroin	<u>Only heroin</u> -- all types (e.g., Southwest Asian, Mexican Black Tar, Mexican Brown Tar, etc.)
Fentanyl	All fentanyl and its analogues
Synthetic Hallucinogens & Psychostimulants	<u>Manufactured psychoactive substances</u> -- Cannabinoids (Syn. Marijuana) cathinones (bath salts), PCP, MDMA, LSD
Natural Hallucinogens & Psychostimulants	<u>Cultivated/natural psychoactive substances</u> -- khat, psylisibon, mushrooms, toads
<i>Prescription Drugs: Narcotics</i>	OxyContin, Hydrocodone, Methadone, Morphine. etc.
<i>Prescription Drugs: Stimulants</i>	Amphetamines and related products
<i>Prescription Drugs: Central Nervous System Depressants</i>	CNS depressants include Benzodiazepines (e.g., Valium, Xanax, Halcion, ProSom), Barbiturates (e.g., Nembutal, Luminal Sodium), and non-benzodiazepine sleep medications (e.g., Ambien, Lunesta, and Sonata) and their generic equivalents.
<i>Prescription Drugs: Other</i>	All other prescription drugs not properly classified as a narcotic, stimulant, or central nervous system depressants
Other Opiates	Opium, poppy plants, etc. - <u>Cultivated non-prescription substances derived from opium poppies</u>
Other Drugs and Substances	Anabolic steroids, precursors of all kinds, and drugs/substances that do not fit in one of the above categories

Publishing Using PMP Data

Information in the PMP database is Controlled Unclassified Information (CUI) and ONDCP may only share this data with authorized personnel. To make drug seizure data available to researchers, ONDCP directed PMP staff to remove any information that might jeopardize an investigation or place an investigator or investigative target in harm's way.

While the PMP seizure data does not include all of the drugs law enforcement seizures on an annual basis, it does include all drugs HIDTA-funded law enforcement report annually to gauge their performance. Presently, the HIDTA program is operating in all 50 states, Puerto Rico, the American Virgin Islands, and the District of Columbia. As such, HIDTA drug seizures are valuable in estimating the availability of illegal and diverted drugs sold on the black market.

Although PMP drug seizure data does not represent the total amount of illicit or diverted drugs seized in the 50 states, the District of Columbia, and 2 territories, it may as an example, when compared with other data sets, shed light on the:

- availability of popularly abused drugs,
- emergence of new substances of abuse, or
- existing or emerging drug trafficking routes.

ONDCP recognizes the value PMP drug seizure data has for research and encourages the scholarly use of this data.

Research Policy and Procedures

Given the interest in the potential value of PMP drug seizure data for use in scholarly research, the following policy and procedures will govern researcher's access to PMP drug seizure data. It is ONDCP's policy to facilitate access to PMP drug seizure data to anyone who seeks to further their studies into the illicit drug market. Researchers seeking access to PMP Drug Seizure Data to further their research agenda must complete the PMP Research Request Form and submit the completed form to vpallutc@wb.hidta.org.

The PMP Research Review Board (RRB) will convene quarterly beginning in March of each year to review submissions. The Chair of the RRB will promptly notify in writing each submitting researcher of the results following each quarterly review.

Washington/Baltimore HIDTA will provide PMP Drug Seizure Data to those researchers receiving authorization from the RRB providing that applicant fulfills all conditions the RRB has set forth for receiving the data. Any applicant who does not receive a favorable review may reapply.

Definitions

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. For purposes of this part, the following activities are deemed not to be research:

(1) Scholarly and journalistic activities (e.g., oral history, journalism, biography, literary criticism, legal research, and historical scholarship), including the collection and use of information, that focus directly on the specific individuals about whom the information is collected.

(2) Public health surveillance activities, including the collection and testing of information or biospecimens, conducted, supported, requested, ordered, required, or authorized by a public health authority. Such activities are limited to those necessary to allow a public health authority to identify, monitor, assess, or investigate potential public health signals, onsets of disease outbreaks, or conditions of public health importance (including trends, signals, risk factors, patterns in diseases, or increases in injuries from using consumer products). Such activities include those associated with providing timely situational awareness and priority setting during the course of an event or crisis that threatens public health (including natural or man-made disasters).

(3) Collection and analysis of information, biospecimens, or records by or for a criminal justice agency for activities authorized by law or court order solely for criminal justice or criminal investigative purposes.

(4) Authorized operational activities (as determined by each agency) in support of intelligence, homeland security, defense, or other national security missions.

Disclaimer: Drug seizure data reported to and stored in PMP by HIDTA initiatives may also be collected and stored by the initiative member's parent agency.