

New Data Coordinators Training

Data Coordinators Conference - 2008



Data Coordinator Responsibilities

- The data coordinator should have a complete understanding of all reporting requirements
 - Monthly extract
 - Respond to errors on the Quarterly Audit
 - Respond to errors on the Comprehensive Data Audit and Annual Data Verification
 - Annual Resource Survey
 - Other information as requested

Data Coordinator Responsibilities

- The data coordinator is responsible for ensuring all data submitted to TJPC is accurate, timely and consistent with reporting requirements
- The data coordinator ensures that data errors are corrected prior to the next submission of monthly data or by the date requested

Data Coordinator Responsibilities

- The data coordinator must attend training
- The data coordinator should assist the department in making sure data is secure and that data is backed up at least once a week

TJPC Monthly Folder Extract

- An automated process to extract and submit modified case records from the department's CASEWORKER system to the Commission.
- The extract created by CASEWORKER follows in accordance with the Electronic Data Interchange Specifications.
- Previous month's extract due on 10th of the follow each month.

TJPC Monthly Folder Extract

- Only information During the Month is included in the monthly extract. Changes made between the 1st and 10th of the following month are not included in the current extract.

Example: When you run the CFE and make a correction on a file on the 2nd of the month this will not be included in the extract you are sending.

- Note you may receive an error on your extract that does not come out when you run your CFE.
- The monthly extract is a more detailed report process on our end.

Electronic Data Interchange Specifications

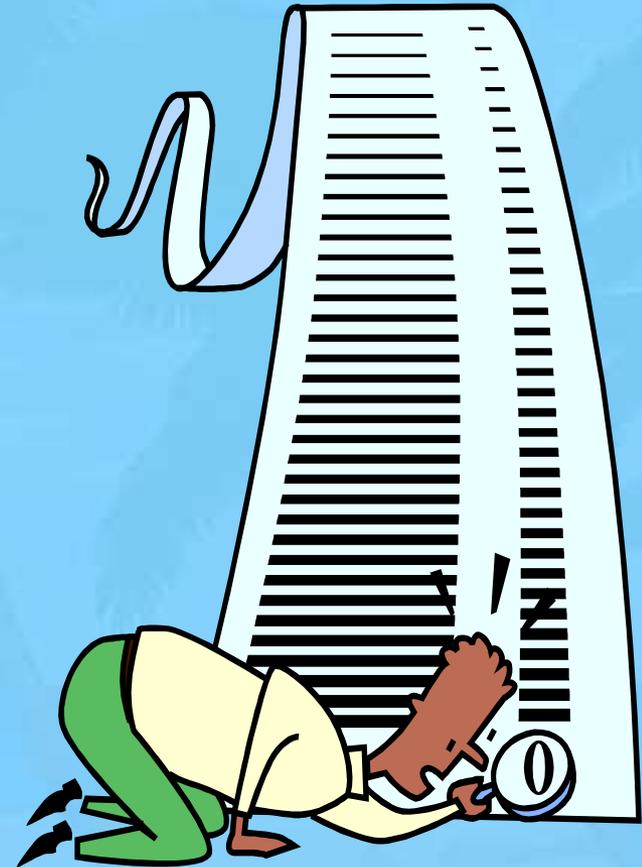
- Document developed by the Commission outlining the data fields and file structures that each department is required to follow in submitting the TJPC monthly folder extract.

Training Requirements

- CW - Within 90 days from date of a new designation as data coordinator, the new data coordinator shall attend CASEWORKER training provided by the Commission.
- Non- CW - The designated data coordinator shall attend Data Coordinators' Workshop after their initial designation.

Reports

1. Comprehensive Folder Edit
2. Monthly Folder Extract Edit Program
3. Quarterly Audit
4. Comprehensive Data Audit
5. Stat Report Verification



Comprehensive Folder Edit

- The Comprehensive Folder Edit (CFE) is an edit program in CASEWORKER that is designed to assist the users in identifying potential errors in the data prior to releasing a report and/or data.
- Prior to submitting data to the Commission, the data coordinator shall run the CFE. After the data coordinator corrects the errors identified on the CFE, the report shall be run again to verify that the previously identified errors have been corrected.

Monthly Folder Extract Edit Program

- This program was developed to automatically review each Monthly Folder Extract prior to storing the data in the Commission's database.
- Report goes to Chief's TJPC email and now can send to a second email address.

Quarterly Audit

- Run by the Commission and is a program that identifies any record previously listed in the report generated by the Monthly Folder Extract Edit Program that has not been corrected within the last twelve months.



Comprehensive Data Audit

- A comprehensive review of each department's extract data files is conducted at least annually by the Commission.
- Reviews each file and cross-references data between files for completeness and consistency.
- The process consists of reviewing cases referred or active within a specific time period.

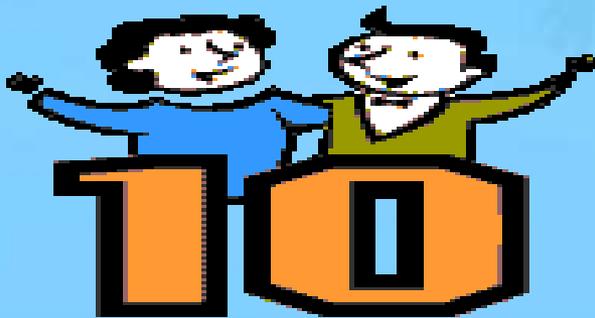
Stat Report Verification

- Annual Statistics Report detailing department's activity.
- Ran from CW and compared to the TJPC report.
- Information is used for the statewide Statistics Report available on the TJPC website.



TJPC Monthly Folder Extract

- The extract is due to the Commission on the tenth day of each month following the reporting period.



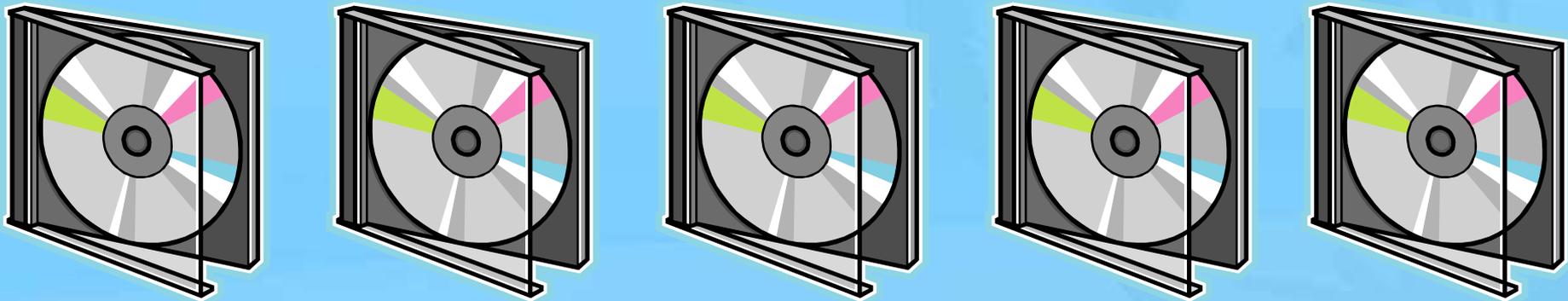
Caseworker Usernames and Passwords

- Passwords shall be assigned by the MIS administrator for each individual user and should not be shared by employees or other persons.
- Each department shall have a limited number of employees that are authorized to delete information contained within CASEWORKER.
- Access to the department's CASEWORKER system shall be removed concurrent with the termination of the person's employment.



Backup and Restoration

- Written policy for the backup and restoration procedures relating to data, requiring a system backup once per week.
- Departments must maintain at least five copies of data backups.



Off-Site Storage

- All juvenile probation departments shall store a system backup off-site to be accessible in case of a disaster at the department.
- An updated backup for off-site storage must be run at a minimum of once a month, in addition to the five generations of backup.



Texas Juvenile Probation Directory

- The TJPC Directory contains names and addresses of Texas juvenile probation professionals, such as the Data Coordinators.
- The directory is on-line.
- Data Coordinator contact information must be updated in the directory as necessary.

Email Contact List

- We maintain an unofficial email list of Data Coordinators.
- We email Data Coordinators the Stat Report, Comprehensive Data Audit, Training Notices, etc.
- To add to or update the list, email Amanda or Laura

Questions?

Amanda Zamarron or Laura Marroquin
Texas Juvenile Probation Commission

P.O. Box 13547

Austin, TX 78711

Amanda.Zamarron@tjpc.state.tx.us

Laura.Marroquin@tjpc.state.tx.us

(512) 424-6724