

Everything New Data Coordinators Should Know

Data Coordinators Conference - 2011

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
 - Grant C Reporting Requirements
 - 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 submission of monthly data or by the date requested.

Data Coordinator Responsibilities

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

Data Coordinator Responsibilities

- Submit the Monthly Folder Extract to TJPC.
 - 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.
 - The monthly extract is due by the 10th of the following month.

Data Coordinator Responsibilities

- Submit Monthly Extract to TJPC continued...
 - Only information entered/modified during the month is included in the extract. Changes made between the 1st and 10th of the following month are not included in the current extract.
 - Example: You run the CFE and make a correction on the 2nd of the month. This change will not be included in the extract you are sending.
 - You may receive an error on your extract that is not included on 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

- CASEWORKER Counties
 - 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- CASEWORKER Counties
 - The designated data coordinator shall attend the 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*
6. Grant C Funding



Comprehensive Folder Edit

- The Comprehensive Folder Edit (CFE) is an edit in CASEWORKER designed to identify 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.
- An extract report is sent to the Chief's TJPC email and additionally can be sent to a second email address.
- Check for confirmation each month.

Additional Email for Extract Results

Create Extract -- Last CFE Run: 9/21/2011 2:36:00 PM

From: 8 / 1 / 2011

To: 8 / 31 / 2011

Send Option:

- Extract And Send To TJPC
- Extract And Copy To Floppy Disk

Create

Cancel

Specify an additional email address to receive the processing log (optional)

Monthly Extract Errors

- Two Types: Errors and FATAL Errors
 - Both give a Status: BAD
 - Error in Referral, PID XXX Referral XXX: ' ' is not a valid School Status.
 - Error in Referral, PID XXX Referral XXX: '755' is not a valid Referral County Number for specified Referral Type. *FATAL*

Monthly Extract Errors

- Records with errors are added to your department's data table.
- FATAL records are NOT added to your department's data table.
- Regardless of the type of error, you do NOT have to resubmit in the same month.

Quarterly Audit

- The Quarterly Audit is run by TJPC. It identifies any record previously listed in 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.
- The CDA 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.

Grant C Funding

- Quarterly report of juveniles served with Grant C.
No longer report Grants L, U and X
- Most information will be reported to TJPC automatically through the monthly extract.
- Special circumstances require additional reporting and data submission.

Stat Report Verification

- Annual Statistical Report detailing department's activity.
- Run from CW and compared to the TJPC report.
- Information is used for the statewide Statistical Report available on the TJPC website.
- We will not run the Statistical Verification again this year.

CASEWORKER

Username 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.



CASEWORKER

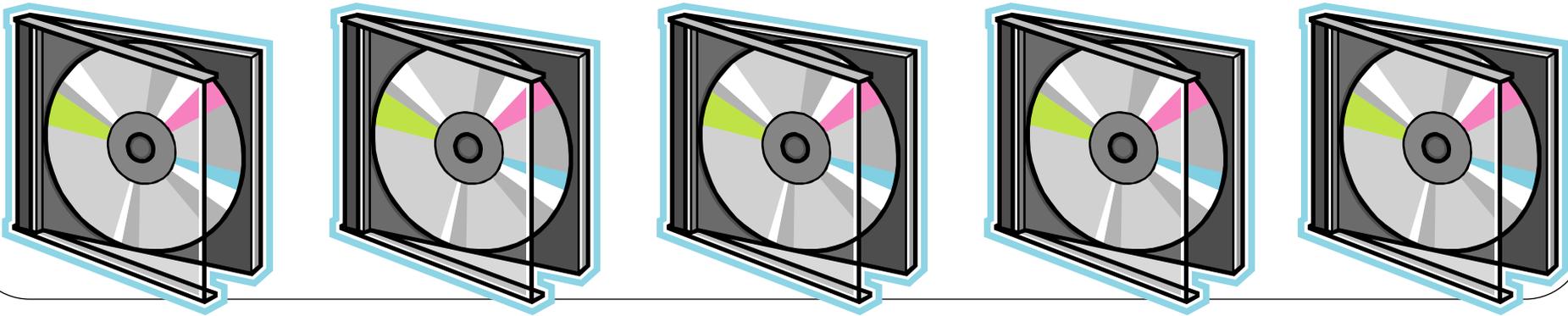
User Names and Passwords

In preparation for JCMS:

- Inactivate any no longer employed users.
- View current users profiles. Be familiar with the access they require.

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.



Thumb Drives

- YES! You can backup to thumb drives.
- YES! You must have 5 separate thumb drives.

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 and available here:
<http://www.tjpc.state.tx.us/publications/other/searchjuvprobdirectory.asp>
- Data Coordinator contact information must be updated in the directory as necessary.

Email Addresses

- The CASEWORKER Help Desk maintains a separate list of Data Coordinator email address.
- Please notify us if:
 - Your email changes
 - You would like to add someone to our distribution list

Comprehensive Data Audit

- The CDA is due by September 30.
 - Program Check 2: Incorrect or Missing Program End Date.
 - Includes all programs open more than 12 months.
 - Program Check 3: Child is in a Program, but not Under Supervision.
 - Syntax error. The audit isn't looking at all of the juvenile's supervisions.

Comprehensive Data Audit

- Supervision Check 5: Cases Requiring Supervision End Date
 - If a juvenile was on this list in previous years, email me the following:
 - PID
 - Referral Number
 - Supervision Type
 - Supervision Begin Date
 - Supervision End Date
 - Supervision Outcome
- We will manually close these records.

Questions?

Amanda.Zamarron@tjpc.state.tx.us

Laura.Marroquin@tjpc.state.tx.us

(512) 424-6724