

# COMPREHENSIVE DATA AUDIT

Technical Assistance Manual

May 2014



TEXAS  
JUVENILE ★ JUSTICE  
DEPARTMENT

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## BACKGROUND

Each year the Texas Juvenile Justice Department (TJJD) Research Division audits all juvenile probation departmental data for data entry errors and consistency checks, a process known as the Comprehensive Data Audit (CDA). The results of the CDA identify records that require review because they do not meet the criteria of what is expected for a specific data check. Upon receiving your CDA, please make the necessary corrections to your data as soon as possible but no later than the stated deadline. Once the data have been corrected, complete the online certification form, available on the TJJD website, which verifies that you have made all needed corrections.

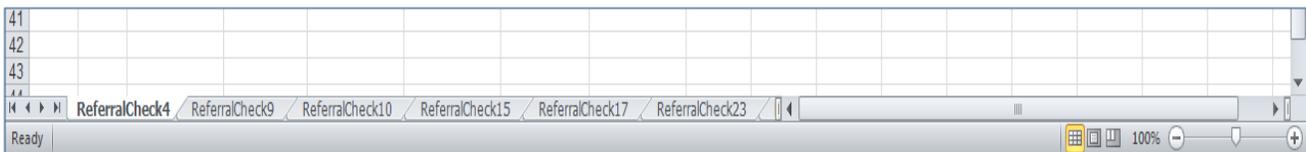
The current Data Audit covers all potential data entry errors from January 1, 2012 to present. A few circumstances result in records appearing prior to January 1, 2012. These are explained in the Data Checks and Descriptions portion of the manual.

All counties participate in the CDA regardless of which data system is used (CASEWORKER, JCMS, county database).

If you have any questions or need assistance of any kind, feel free to contact the CASEWORKER/JCMS Help Desk at 512-490-7724.

## WORKING WITH THE CDA IN MICROSOFT EXCEL

Results from the CDA will be sent out in a Microsoft Excel spreadsheet. Each check will be contained on a separate tab (see below). Only checks with errors will appear on a tab. If you find you're missing a check, that means you have no errors for that check.



Having the results in Excel gives you the option of deleting records as they are corrected or as you verify that no changes are necessary. **Before deleting any records, we suggest you save an original copy of your CDA so you have it for your records.**

See below for instructions on printing results in Excel. Be sure to use the instructions for your version of Excel.

**Excel 2010** – Under File – Print, in the Scaling options box (default is No Scaling), select Fit All Columns on One Page

**Excel 2007** – Under the Page Layout tab at the top of the page, in the Scale to Fit group, change Width to 1 page

**Excel 97-2003** – Open File – Page Setup – Page Tab – Fit To, select 1 page wide and (blank) pages tall

## HOW TO RE-SAVE A RECORD

Re-saving a record is frequently done to send TJJJ data that was not received via the monthly extract process due to technical issues or problems. When this occurs, a record will have complete information at the department, but will be incomplete in the TJJJ extract database. Re-saving a record is different for JCMS and Caseworker users, the two methods are provided below.

### CASEWORKER USERS

Re-saving a record will prompt CASEWORKER or your data entry system to send any changes made by your department when the next monthly extract is submitted.

To re-save a record:

- Go to the tab in CASEWORKER that contains the information that will be sent. For example, if you are correcting an error in Program Check 2, go to the Program Table.
- In order to re-save, you must first make a minor change in the table and click SAVE. *Ensure the change is made to a field that is submitted to TJJJ during the monthly extract.* Consult the [Electronic Data Interchange Specifications](#) document if you are unsure which fields get sent to TJJJ.
- Make the correction related to the CDA data check.
- Correct the minor change made above and click SAVE again.

If you know you have made previous attempts at re-saving a record in order to make a correction, and the error is still showing up on your CDA, please contact the TJJD Research Division to have the record manually corrected.

## JCMS USERS

When re-saving information that is currently entered on your Referral Disposition Screen, you must open the **Referral Screen**, make a change and re-save. For example, in the Referral Screen change the Referral Time. Then change the Referral Time back to the correct time and save the screen. Opening and re-saving the **Referral Disposition Screen** will not result in correct data submission and the change will not appear in the TJJD extract database. To ensure a correct re-save, this **must** be done on the **Referral Screen**.

## CASES WHERE NO ACTION IS REQUIRED

**Not all records identified in the CDA will contain errors.** There are some instances where data are correct even though an error is reported. Although efforts are made to minimize the number of “false” errors, they are impossible to eliminate altogether. These instances are described in the Data Checks and Descriptions portion of this manual as ***exceptions***. If you find you have an exception, please disregard the error and no further action is required. You do not need to contact TJJD regarding false errors.

Checks that involve an expected period of time for a record to be open are there to ensure a record was not left open in error, or an incorrect end date was not accidentally entered. If you are able to verify that the start/end dates are correct, then no further action is required. (See Detention Check 7, Placement Check 2, Supervision Check 5, and Program Check 2)

## DEADLINE

All data corrections must be made no later than **August 31, 2014** and must be included in the data extract submitted in November. The electronic verification form that certifies corrections

must also be completed by **August 31, 2014**. A department shall receive a Non-Compliance Citation Report (NCCR) if the errors are not corrected by the stated deadline.

## COMPLETING THE CDA

The headquarter county is responsible for verifying all corrections were made by their department and any sub-counties. After making the necessary changes and/or corrections identified in Data Checks, the headquarter county's data coordinator certifies that the errors have been corrected by completing a form online found at the following link:

<https://www.tjjd.texas.gov/surveys/electverification2013/ElectVerification.aspx>

This process lets TJJ D know that you have reviewed all the records identified in your CDA and have made the corrections where necessary. Once the electronic verification form has been submitted, there is nothing else you need to do.

# DATA CHECKS & DESCRIPTIONS

This section contains a list of all the data checks TJJJ is auditing. Departments will receive only those checks where a potential error was identified. For those potential errors received by your department, review a description of the check below to determine the cause of the error. If the check has an **exception** and you find a case that falls under this exception, the error can be disregarded and no changes are necessary.

## REFERRAL CHECKS

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### **REFERRAL CHECK 4 – Disposition Date Occurs Before Referral Date**

The disposition date entered is earlier than the referral date for a formal or paper-formalized referral. The disposition date must be on the same day or later than the referral date.

### **REFERRAL CHECK 5 – Unspecified/Crisis Intervention Offense Code on Formal Referrals**

The offense code for “not specified” (89999999) should not be used on formal, paper-formalized, or transfer referral types. The same is true for any of the “crisis intervention” offense codes (i.e., home related 88000001, school related 88000002, and community related 88000003). These should have a crisis intervention referral type.

### **REFERRAL CHECK 6 – Violation of a Court Order but No Prior Probation Adjudication**

The record shows the offense code at disposition as “Violation of Court Order (Technical or New Offense)” but there is no prior record showing the juvenile was ever adjudicated to probation, including prior transfer (TR) or interstate compact (IC) adjudications. Violation of a court order includes any offense code starting with “50129.” A technical violation of a deferred agreement or conditions of release is not an offense and should not be coded as a violation of a court order.

### **REFERRAL CHECK 7 – Cases Containing Future Disposition Dates**

The disposition date entered occurred after the date the record was last changed (for CASEWORKER users see Referral Last Change Date). Verify that the disposition date is

correct. To avoid this error in the future, do not enter disposition dates that occur in the future at the time of your data entry.

### **REFERRAL CHECK 9 – Cases Disposed as TJJJ Commitment for a Misdemeanor or CINS Offense**

This error check identifies those juveniles disposed as commitment to TJJJ for a misdemeanor or CINS offense. Commitment to TJJJ must be for a felony level offense or for a violation of a felony probation court order. Verify that the disposition entered is correct and assigned to the correct referral number. If your offense category shows Violation of Probation, there was no prior felony adjudication found for that juvenile.

If an error record is listed that shows a disposition to TJJJ for a misdemeanor or CINS offense, but there were other consolidated dispositions on that date for a felony level offense or a violation of felony probation, change the current TJJJ disposition to consolidated and assign the commitment disposition to the felony or violation of felony probation. If the juvenile was not committed, enter the correct disposition.

### **REFERRAL CHECK 10 – Cases Pending for more than 12 months**

Check the juvenile's file and ensure that this referral should still be pending. If it should no longer be pending, complete the disposition screen. If the referral is still open because of a District Attorney request or something similar, then disregard the error. If, however, the juvenile is 18 or older and has not been charged with a felony offense the case must be closed.

This check may include cases prior to 1/1/2012. If your records are showing a Disposition Date, but the enclosed list of Referral Check 10 errors do not show that date, you will need to re-save the record. Read the section on re-saving records for more information.

### **REFERRAL CHECK 15 – Multiple Matching Dispositions Occurring on Same Date for Same Juvenile**

Multiple matching court dispositions for different referrals occurring on the same date should be consolidated. To fix, choose one offense as the lead disposition and change the disposition to Consolidated on the rest of the referrals disposed on that date. Ensure that any post-dispositional supervisions and/or placements are attached to the referral with the lead disposition and not the consolidated referral.

**Exception:** If referrals have different cause numbers, matching court dispositions on the same date is allowed ONLY if the dispositions are deferred, adjudicated probation, modified/extended probation. This means there is NO exception for commitments or certifications – these should always be reported only once with any other referral disposed on the same date having a consolidated disposition.

## **REFERRAL CHECK 17 – Primary/Subsequent Dispositions**

A single referral number should not have multiple dispositions occurring on different dates unless the dispositions are primary and subsequent dispositions of deferred prosecution and adjudicated probation. All other situations warrant a new referral number. For example, a juvenile is disposed to adjudicated probation, and later the probation is modified or extended due to a technical violation or new offense. The modified/extended probation is a new disposition and should have a new referral number attached.

If a referral was disposed to deferred prosecution and the juvenile successfully completed the agreement with no further action taken, the referral should not have a subsequent dropped disposition. Please remove the dropped disposition in these instances.

Deferred agreements that are extended or modified do not require a subsequent deferred disposition. Instead, you may simply change the estimated completion date on the supervision tab and make a note in the chronos that the deferred agreement has been extended and/or modified.

Primary and subsequent dispositions, even when correctly used, should never occur on the same date.

**Exception:** If a juvenile fails a deferred contract, any subsequent court disposition is allowed if there is also a deferred supervision that is closed with a Failure to Comply outcome. If they complete a deferred contract, there should be no subsequent disposition entered.

**Exception:** If a judge changes a disposition from Adjudicated Probation to TJJD Commitment within the allotted time frame, a subsequent disposition of TJJD Commitment may be entered. If the same situation occurs but it is a TJJD Commitment disposition that is appealed and changed to Adjudicated Probation, the probation disposition should overwrite the commitment and no subsequent disposition would be entered.

## **REFERRAL CHECK 19 – Disposition of Consolidated but No Other Dispositions on Same Date**

If the disposition is consolidated there should be another referral that was disposed on the same date for the juvenile. The errors listed in this check consist of consolidated dispositions with no other disposition found on that date. The disposition of consolidated should only be used when multiple referrals are disposed on the same day. Verify the disposition date and/or the disposition code.

## **REFERRAL CHECK 20 – Juvenile is Outside the Juvenile Probation System Age or Has Missing DOB**

These juveniles do not have a date of birth entered (DOB is missing) or the date of birth entered indicates their age is outside the juvenile probation system eligibility at the time of their offense (Alleged Offense Date), or the time of their referral (Referral Date) if the offense information is missing. Verify the juvenile's date of birth on the child description screen. If it is correct, verify the offense date is also correct.

## **REFERRAL CHECK 22 – Violation of Probation Offense with no Originating Offense Referral Number**

All referrals for a violation of probation (or court order) should have the Originating Offense Referral Number completed. The originating referral number is the original offense for which the juvenile was placed on probation and for which they have been referred for the violation.

## **REFERRAL CHECK 23 – Risk or Needs Level is Missing or Incorrect**

All formal or paper-formalized dispositions that are not dropped/dissmised/non-suited require the completion of a risk and needs assessment. The resulting risk and needs levels must be entered into CASEWORKER, JCMS, or your county database. Please verify risk and needs levels through your department's authorized assessment instrument (RANA, PACT, Y-SLI, etc.). If your department utilizes the Risk and Needs Assessment (RANA), you can verify and access these levels by searching and finding the juvenile's information through the RANA online application. When utilizing the RANA Search function, make sure you are reviewing the assessment for the correct referral/disposition. If you do not have a password to access the RANA site, or you have an inactive account that needs to be re-activated, please contact Beverly Ratzlaff at ([Beverly.Ratzlaff@tjtd.texas.gov](mailto:Beverly.Ratzlaff@tjtd.texas.gov)).

Ensure the correct risk and needs levels are entered on the disposition screen. The options include Low, Medium Low, Medium, Medium High, High, and Very High. The Medium High and

Very High options should only be used if your department uses the PACT or Y-SLI, respectively. All departments using the RANA should enter Low, Medium, or High as these are the only correct options for this assessment. Entering a risk and/or needs level in the disposition screen that is not an option on your department's authorized assessment will produce an error stating "Risk or needs level is not valid". If your department has recently switched to the PACT, please contact TJJR Research so that it may be included in next year's CDA.

**Exception:** If you find that an Assessment was never completed for the disposition in question, you may leave the risk and needs levels blank. No further action is required. **\*\*\*JCMS Users: If your risk/needs levels are showing as 'Not Administered', please disregard error\*\*\***

## **REFERRAL CHECK 25 – Incorrect Disposition for a Paper Complaint Referral Type**

A paper complaint referral type should have a primary disposition code of "000". For CASEWORKER/JCMS counties the system will automatically enter this code for this referral type. Please do not go back and change the disposition to something other than the default.

## **DETENTION CHECKS**

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### **DETENTION CHECK 2 – Overlapping or Complete Duplicate Detention Records**

**[Formerly Detention Checks 2, 3, and 8]**

This error check covers any situation where there is more than one detention record open at the same time. In these cases the detention record has been entered twice on the same referral number, or is incorrectly attached to two different referral numbers. Fixing this error may involve identifying the correct referral number on the detention record, removing duplicate detention records, and/or closing a detention record that has been left active.

### **DETENTION CHECK 5 – Detentions with an Incorrect Referral Type**

The accepted referral types for a referral attached to a detention record include Formal, Paper-Formalized, or Contract Detention. Verify the referral type and/or the referral number assigned to the detention record.

## **DETENTION CHECK 6 – Detention Date Prior to Referral Date OR After Disposition Date**

The date that the youth entered detention should be equal to or later than the referral date and equal to or earlier than the disposition date. Verify that the date of detention entry, referral date and/or the disposition date are correct.

**Exception:** If a juvenile is detained after the primary disposition date but prior to the subsequent disposition date, this is not considered an error as long as it is the correct use of primary and subsequent dispositions (see Referral Check 17 for information on primary/subsequent dispositions).

**Exception:** If a juvenile is awaiting placement into a secure or non-secure residential facility and are therefore in detention beyond their disposition date, please disregard error.

## **DETENTION CHECK 7 – Incorrect or Missing Detention Release Date**

This check includes youth in detention for 3 months or longer (with or without a detention release date). All detentions left open in error must be closed. If you can't determine the exact release date, determine your department's average length of stay for detentions and use this information to estimate the release date. Never put the current date as a release date.

Juveniles in detention prior to 1/1/2012 were included if the detention was missing a release date. If your records are showing a Detention Release Date, but the enclosed list of Detention Check 7 errors do not show that release date, you will need to re-save the record. Read the section on re-saving records for more information.

**Exception:** If you are able to verify that the detained and release dates are correct, please disregard error.

## **DETENTION CHECK 9 – Youth has a Referral Type of Contract Detention in a County with no Detention Facility**

The contract detention referral type should be used by the receiving county of a contract detention. If your county does not have a registered detention facility the referral type for a referral number assigned to a detention record should be either Formal or Paper-Formalized. If your county does not have a registered detention facility and is paying for the detention of a juvenile not under your jurisdiction (parolee, runaway from another county, etc.) then the

referral type should be Non-Jurisdiction (NJ) and you should not attach a detention screen to a NJ referral type.

### **DETENTION CHECK 10 – Youth is Released and Detained Again Within 24 Hours on Same Referral**

If a youth leaves detention for less than 24 hours and returns to the same facility on the same referral, the detention should not be closed and opened again. This is not considered a release from detention. To fix this error, change the Date Released to the date that the youth was actually released from detention (i.e., the second detention record's Date Released) and delete the second detention record.

**Exception:** If you are able to verify that the detention release date is correct, and the juvenile was in fact released from detention only to be detained again within 24 hours, please disregard error.

### **DETENTION CHECK 11 – Incorrect or Inactive Detention Facility Code**

Records with a post-adjudication (i.e., secure or non-secure) facility code are considered to be errors if found in the detention table. In addition, there is also an error if the facility code to be used was not active at the time of use. All facility codes used must be active, registered facilities and must be used correctly according to the type of facility and placement.

Please verify all facility codes using the TJJD Juvenile Facility Registry, which can be found online at the following link: <http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx>

## **PLACEMENT CHECKS**

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### **PLACEMENT CHECK 2 – Incorrect or Missing Placement End Date or Missing Discharge Reason**

**[Formerly Placement Checks 2 and 9]**

Errors include juveniles in secure, non-secure, or emergency placement for 1.5 years or more, including placements with and without a Placement End Date. All placements left open in error must be closed and a discharge reason must be entered. If you can't determine the exact discharge date, determine your department's average length of stay for placements and use this information to estimate the end date. Never put the current date as an end date.

Juveniles in placement prior to 1/1/2012 were included if the placement was missing an end date. If your records are showing a Placement End Date, but the enclosed list of Placement Check 2 errors do not show that end date, you will need to re-save the record. Read the section on re-saving the records for more information.

**Exception:** If you are able to verify that the Placement Begin and End dates are correct, please disregard error.

### **PLACEMENT CHECK 3 – Overlapping or Complete Duplicate Placement Records**

#### **[Formerly Placement Checks 3 and 7]**

This error check covers any situation where there is more than one placement record of any placement type open at the same time, for the same or different referral number. In these cases the placement has been entered twice on the same referral number, are incorrectly attached to two different referral numbers, or the juvenile is entered in two different types of placement at the same time (e.g., Emergency and Non-Secure). Fixing this error may involve verifying the correct referral number for the placement record, removing duplicate placement records and/or closing a placement record that has been left active.

### **PLACEMENT CHECK 5 – Parental, Kinship, or CPS Placement with a Cost Per Day**

It is not expected that any of these placement types would have a cost per day entered because another individual or entity would be expected to pay. Verify the placement type is correct and change if necessary.

**Exception:** If the department entered the actual cost of the placement and has confirmed the type of placement as correct, please disregard the error.

### **PLACEMENT CHECK 10 – Placements with Outcome Completed After a Stay of 1 Day**

This error check includes secure and non-secure placements with a length of stay of one (1) day and a discharge reason of Completed. Verify the Placement Date In, Placement Date Out, and Discharge Reason are correct.

## **PLACEMENT CHECK 12 – Secure and Non-Secure Placements Attached to Referrals not Disposed to Supervision**

Secure and non-secure residential placements are defined as post-disposition and should therefore have an assigned referral that was disposed (or consolidated with another referral that was disposed) to deferred prosecution, adjudicated probation, or modified/extended probation. If the error record shows a disposition of consolidated, this means there was no other disposition on that date that was deferred prosecution, adjudicated probation, or modified/extended probation.

## **PLACEMENT CHECK 13 – Placement Date In Occurs Prior to Disposition Date of Attached Referral**

These errors include secure and non-secure placement records with a Disposition Date that is later than the Placement Date In. Secure and non-secure placement types should be used only for placements that occur after the disposition of a case. If a youth was hospitalized or sent to a mental health state school prior to disposition, please use the placement type “H”.

**Exception:** We are aware that there are times when a judge orders a youth to residential placement prior to disposition for a variety of reasons. If you find the juvenile truly was placed into a secure or non-secure facility prior to disposition, please disregard error.

## **PLACEMENT CHECK 14 – Placements with an Incorrect Referral Type**

The accepted referral types for a referral attached to a placement record include Formal, Paper-Formalized, Interim/Permanent Transfer, Interstate Compact, or Contract Placement. Verify the correct referral type or the correct referral number to be assigned to the placement record.

## **PLACEMENT CHECK 15 – Incorrect or Inactive Secure Placement Facility Code**

Errors include secure placement records with a pre-adjudication (detention) facility code or a non-secure facility code. In addition, it is an error if a facility code is used that was inactive at the time of use. All facility codes used must be active, registered facilities and must be used correctly according to the type of facility and placement.

Please verify all facility codes using the TJJD Juvenile Facility Registry, which can be found online at the following link: <http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx>

## **PLACEMENT CHECK 16 – Juvenile in Residential Placement and Detention at the Same Time**

A juvenile going from detention into residential placement, or vice versa, should not be in both at the same time. They may be released from detention or placement and enter detention or placement on the same day, but the days should not overlap (for example, enter placement on 8/30 but released from detention on 8/31). If a juvenile is detained for more than 72 hours while in a residential placement, the placement record should be closed while they are in detention and re-opened once they are released and return to placement.

## **SUPERVISION CHECKS**

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### **SUPERVISION CHECK 1 – Cases Containing Future Supervision Dates**

The Supervision Begin or Supervision End Dates occur after the date the record was last changed (for CASEWORKER users see Supervision Last Change Date). To avoid this error in the future, avoid entering supervision dates that occur in the future at the time of your data entry.

### **SUPERVISION CHECK 4 – Juveniles on Probation with Mental Health Needs “Unknown”**

All probation supervisions should have the mental health needs question answered with yes or no. Do not automatically answer yes or no without first verifying this information. Check with the juvenile probation officer or the case file to obtain this information.

### **SUPERVISION CHECK 5 – Cases Requiring Supervision End Date**

This table contains the following records:

- Conditional and temporary supervisions open longer than 1 year
- Deferred prosecution supervisions open longer than 1 ½ years
- Probation supervisions open past the juvenile’s 18<sup>th</sup> birthday

All supervisions left open in error must be closed. If you can't determine this exact date, determine your department's average length of stay on supervision and use this information to estimate the end date. Never put the current date as the end date.

Some records may have not been left open, but the difference between the Supervision End Date and the Begin Date fits the criteria above and is still determined to be an error. Please verify both dates are correct.

Juveniles on supervision prior to 1/1/2012 were included if the supervision was missing an end date. If your records are showing a Supervision End Date, but the enclosed list of Supervision Check 5 errors do not show that end date, you will need to re-save the record. Read the section on re-saving the records for more information.

**Exception:** If you are able to verify that the Supervision Begin and End dates are correct, please disregard error.

### **SUPERVISION CHECK 6 – Supervisions with an Incorrect Referral Type**

The accepted referral types for a referral attached to a supervision record include Formal, Paper-Formalized, Interim/Permanent Transfer, or Interstate Compact. All other referral types indicate an offense that would not warrant a juvenile's supervision. Verify the referral type or ensure that the supervision record is attached to the correct referral number.

### **SUPERVISION CHECK 7 – Disposed to Deferred or Probation but no Deferred Prosecution or Probation Supervision Record**

Referrals disposed to deferred or adjudicated probation should have a corresponding deferred or probation supervision record with a Supervision Begin Date no more than 30 days after the disposition date. Modified/extended probation dispositions do not require a new supervision record, but there should be an active probation supervision record at the date of disposition. If a juvenile is adjudicated to probation while on another order of probation, a new probation supervision record needs to be opened for that referral number and run concurrently with the other supervision.

If a juvenile is adjudicated to probation and immediately sent to another jurisdiction for supervision, a supervision record should still be created and closed out as Transferred out of Jurisdiction ("J").

**Exception:** If a Supervision Begin Date more than 30 days after the Disposition Date is verified to be correct, please disregard the error.

**SUPERVISION CHECK 8 – Deferred Prosecution or Probation Supervision Records with Dispositions that are not Deferred or Probation [Formerly Supervision Checks 8 and 10]**

This error check contains deferred or probation supervision records that are attached to a referral number with a disposition other than deferred or probation. Verify the correct referral number to attach to the supervision record and the disposition.

If the referral number was consolidated at disposition, verify that the supervision referral is the one that received the deferred or probation disposition and not the consolidated disposition. Duplicate or additional supervision records are not required for consolidated dispositions.

**SUPERVISION CHECK 9 – Overlapping or Complete Duplicate Supervision Records with Same Referral Number**

This error check covers any situation where there is more than one supervision record of the same type open at one time for the same referral number. In these cases the supervision record has been entered twice or overlapping supervisions have been entered on the same referral number. Fixing this error may involve removing duplicate supervision records and/or closing a supervision record that has been left active.

**SUPERVISION CHECK 11 – Supervisions with an Outcome of TJJD Commitment, but no Subsequent Disposition of TJJD Commitment or Subsequent Commitment Disposition is more than 30 days after Supervision Outcome**

If a juvenile's supervision outcome is commitment to TJJD, there should be a disposition reflecting this action. This means there should be a new referral number (new offense or violation of probation) showing a disposition of commitment within 30 days of the supervision outcome. Verify that the supervision outcome, referral, and disposition information is correct.

*Entering a subsequent disposition of Commitment on the same referral number attached to the supervision is incorrect.*

## **SUPERVISION CHECK 12 – Supervision Type “DEFI”, “PRBI”, “PRBP” with Incorrect Referral Type**

The referral type attached to supervisions with a supervision type of “DEFI”, “PRBI”, or “PRBP” should be transferred (“TR”). To fix, either 1) change the referral type or referral number the supervision is attached to or 2) change the supervision type to one more appropriate.

*If the referral is an interstate compact (“IC”) the supervision type should be regular deferred or probation supervision (“DEFP” or “PROB”).*

## **SUPERVISION CHECK 13 – Probation or Deferred Prosecution Supervisions with Outcome of Completed After a Stay of 1 Day**

A probation or deferred prosecution supervision with an outcome of completed (“S”) should have a duration of more than one day. Verify that the supervision outcome and supervision dates are correct.

## **SUPERVISION CHECK 14 – Juveniles Absconding from Supervision with no Indirect Supervision**

A juvenile who absconds from deferred or probation supervision must have an additional Indirect Supervision (INDR) record opened after the end date of the absconding supervision. For juveniles transferring out of jurisdiction, a subsequent supervision may be opened with a supervision type of Inter-county Transfer (IICT).

## **PROGRAM CHECKS**

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### **PROGRAM CHECK 1 – Cases Containing Future Program Dates**

The program dates listed occurred after the date the record was last changed. Verify that the Program Begin and End Dates are correct. To avoid this error in the future, do not enter program dates that occur in the future at the time of your data entry.

### **PROGRAM CHECK 2 – Incorrect or Missing Program End Date**

The Program Begin Date and Program End Date indicate the juvenile was in a program other than sex offender programs for 1 ½ years or more, or was in a sex offender program for 2 ½ years or more. Verify that the dates entered are correct.

All programs left open in error must be closed and a program outcome must be entered. If you can't determine this exact date, determine your department's average length of stay for that program type and use this information to estimate the end date. Never put the current date as an end date.

Juveniles in programs prior to 1/1/2012 were included if the program was missing an end date.

If your records are showing a Program End Date, but the enclosed list of Program Check 2 errors do not show that end date, you will need to re-save the record. Read the section on re-saving the records for more information.

**Exception:** If you are able to verify that the Program Begin and End dates are correct, please disregard error.

### **PROGRAM CHECK 3 – Youth is in a Program, but not Under Supervision/ Youth is in a Prevention Program and Under Supervision**

With the exception of programs funded through the Prevention/Intervention Grant (Grant S), juveniles in programs must be on some type of supervision for the entire duration of time they are in the program. All supervision types and periods were considered in this check. The supervision period prior to and after the Program are listed in the table provided. Overlapping supervisions, of all types, were adjusted so this supervision period may not match any particular supervision record. Juveniles enrolled in a Grant S or Grant T program who are under supervision

### **PROGRAM CHECK 4 – Program Types Coded as Other**

This error check contains a list of your department's programs that have been coded as "Other" under Category Type. Although "Other" is an option as a type of program, it is preferred that a more descriptive program type is used whenever possible. Correct the category type of these programs by using the suggested categories or contact the program's manager to obtain the correct program type category (e.g., Substance Abuse Treatment, Anger Management, etc.). If a change is made to the program type, please ensure that change is also made in the web-based Program and Services Registry.

To change in CASEWORKER, go to Administration, Codes, Programs, then select the program(s) coded as "Other". Click open and select the correct program category, then click save. Contact the CASEWORKER/JCMS help desk for further assistance.

## **PROGRAM CHECK 5 – Overlapping or Complete Duplicate Program Records with same Referral Number and Same Program Type and Name**

### **[Formerly Program Checks 5 and 6]**

This error check covers any situation where there is more than one program record open at the same time with the same program name, program type, and referral number. In these cases the program record has been entered twice or overlapping programs have been entered on the same program and referral number. Fixing this error may involve removing duplicate program records and/or closing a program record that has been left active.

## **PROGRAM CHECK 7 – Programs with an Incorrect Referral Type**

The accepted referral types for a referral attached to a program record include Formal, Paper-Formalized, Interim/Permanent Transfer, Interstate Compact, or Prevention/Intervention. Verify the referral type or ensure that the program record is attached to the correct referral number. Programs with a Contract Placement referral type must have the Program Location indicated as “Post-Adjudication Facility”. Programs with a Contract Detention referral type must have the Program Location indicated as “Detention”.

## **PROGRAM CHECK 8 – Prevention/Intervention Programs**

Counties who have received the Prevention Grant should be entering these prevention programs into the extract. Youth in these programs should not have a supervision record opened. If your county did not receive the Prevention Grant, then Referral Type “PI” should not be used.

## **PROGRAM CHECK 9 – Programs in Facilities with Incorrect Program Location**

If a juvenile is in a program while in a residential placement facility, and you choose to track this in the extract, you must use the program location code “facility”. Juveniles in placement the entire time they are in a program with a program location other than facility are reported as errors.

# MAYSI CHECK

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## **MAYSI CHECK – Referrals That Were Not Administered a MAYSI within 14 Days and Detentions Not Administered within 48 Hours**

This error occurs when a juvenile is detained, but the MAYSI is not administered within 48 hours from the time the juvenile is admitted into detention. A MAYSI must be administered every time a child is placed in detention, even if the MAYSI was previously and/or recently administered. Also, this error occurs when a non-detained juvenile is not administered a MAYSI within 14 calendar days from the date of the first face-to-face contact between the juvenile and department staff. If the referral and detention are on the same day for the same referral number, the error will be listed only once. More information on the MAYSI-2 assessment requirements can be found on TJJJ's website, under Programs & Services, CASEWORKER, MAYSI FAQ.

The error list includes referrals and/or detentions where the MAYSI screening was not administered, or was administered but not within the required timeframe. To identify which scenario applies, look at the MAYSI Date listed. If there is a date, that means a MAYSI was completed but not within the required timeframe. If there is no date (blank) that means no MAYSI was found for that juvenile. Please ensure all referral, detention, and MAYSI screening dates are correct for the juveniles listed.

If the department did NOT administer the test for whatever reason or did not administer within the required timeframe, the error is not correctable.

### **Situations when the MAYSI is not administered**

The department does not need to complete a MAYSI on juveniles from TJJJ whose offense is TJJJ-related and are brought to court directly and then are returned to TJJJ. However, departments should still enter a MAYSI date and respond that the test was not administered for "other" reasons.