

Texas Juvenile Probation Commission Data Reports and Audits

Report/Audit	Description	Audit/Due Date	Compliance Guidelines*
Standardized Reports			
Monthly Folder Extract	This is an automated process to copy and submit modified case records from the department's computer system to the Commission via the Internet.	On or before the 10 th calendar day following the end of the reporting period	341.49 – CASEWORKER 341.54 – Non-CASEWORKER
Annual Resource Report	This report is designed to gather supplemental data relative to juvenile activity and the services and/or programs that are available within the department or community. This report also captures the department's staff size, salary range and caseload.	January 31 st of each year	State Financial Assistance Contract
Secure Juvenile Facility Registry Application	TJPC maintains a secure facility registry for post-adjudication, pre-adjudication and short-term detention facilities in Texas, per Texas Family Code §51.12(i). Application to the Commission's registry is due once per year in order to legally detain or house juveniles. The application contains data regarding the physical facility, programs and activity for the previous calendar year.	January 20 th of each year	State Financial Assistance Contract
Standardized Audits			
Monthly Folder Extract Edit Program	This automated process reviews each Monthly Folder Extract prior to storing the data in the Commission's database. It is designed to verify incomplete, duplicate or invalid codes as well as check the data elements against other variables to verify the contents.	Monthly (day after extract submission)	341.50(c) – CASEWORKER 341.55(c) – Non-CASEWORKER
MAYSI-2 Audit	This audit determines to what degree each department has complied with the MAYSI-2 reporting requirements. The initial MAYSI-2 assessment results for each formal referral shall be forwarded to TJPC in the Monthly Folder Extract.	Annually (at a minimum)	341.36(d)
Comprehensive Data Audit	The Comprehensive Data Audit reviews each file and cross-references data between files for completeness and consistency. The process consists of reviewing cases referred or active within the last twelve months.	Annually	341.50(c) – CASEWORKER 341.55(c) – Non-CASEWORKER
Quarterly Audit	This process identifies any record previously listed on the Monthly Folder Extract Edit Program that has not been corrected within the past twelve months.	November, February, May and August of each year	341.50(c) – CASEWORKER 341.55(c) – Non-CASEWORKER
Statistical Report Verification Process	This process verifies that the prior year's statistics are accurate before creating the Commission's annual static database which is used to produce the Annual Statistical Report.	February 1 – April 30	341.50(c) – CASEWORKER 341.55(c) – Non-CASEWORKER
On-Site Audit			
Monitoring Visit	A random sample of cases is reviewed to determine data accuracy based on the standards established in Section 341.60 of Research and Statistics Compliance Resource Manual. The department's physical documentation is compared against the data extract submission.	At least once every four years (determined by the risk assessment)	341.60

* These compliance guidelines are provided in the Compliance Resource Manual (CRM) for Title 37 of the Texas Administrative Code.