

Referral Types

Formal Referrals (FM)

- A Formal Referral (FM) occurs when the department receives the paperwork alleging an offense and the juvenile is present (face-to-face contact). Your department has jurisdiction and venue.
- Examples of Formal (FM) Referrals:
 - Your department operates a detention facility. A juvenile from your jurisdiction is arrested and detained for a new offense.
 - Your on-call officer sends a juvenile to a contract detention facility prior to seeing the juvenile for a new offense. The detention staff meets your department's requirement of face-to-face contact.
 - Your department receives an offense report for a juvenile who is currently in detention for another charge.
 - Do not add this new charge to the existing referral.
 - Do not enter this new offense as a Paper Complaint (PA) because the child is in a juvenile facility at the time of the referral.

Paper Complaint Referrals (PA)

- A Paper Complaint Referral (PA) occurs when your department receives paperwork alleging an offense without the juvenile present. PA Referrals should be entered when the paperwork is received. Do not wait until the juvenile comes in for Intake.

Paper Formalized Referrals (PF)

- When your department sees a juvenile for a Paper Complaint Referral (PA), you will formalize the referral. On the Referral Screen, change the Referral Type from Paper Complaint to Paper Formalized (PF) and enter the Referral Date and Referral Time. Complete additional fields as required.

Interim/Permanent Transfer Referrals (TR)

- An Interim/Permanent Transfer Referral (TR) occurs when a juvenile on probation or deferred prosecution supervision in a Texas JPD moves or intends to move to your department and intends to remain for at least 60 days.
- If you create a TR Referral, you must enter the PID number assigned in the juvenile's home county.
- If you create a TR Referral, you should also create a supervision (either interim or permanent).
- Three types of supervision:
 - Interim Probation 60 - 180 days

JCMS Reference Guide

Permanent Probation 181+ days
Interim Deferred Prosecution

- Referrals that are sent to your department for disposition are not Interim/Permanent Transfer Referrals. Enter these as PA and change to PF when you formalize the referral.

Interstate Compact Referrals (IC)

- An Interstate Compact Referral (IC) occurs when a county provides supervision to a juvenile who is transferred to them from another state under Interstate Compact.
- Counties can use the Interstate Compact flag on the Juvenile Overview screen to flag these juveniles.
- Do not use Interim or Permanent Supervision for IC juveniles. Use Court Ordered Probation or Deferred Prosecution as appropriate.
- If JCMS does not have the same offense alleged in the other state, use the appropriate Unknown Offense.
 - Unknown CINS Offense 89990004
 - Unknown Felony Offense 89990001
 - Unknown Misdemeanor A&B Offense 89990002
 - Unknown Misdemeanor C Offense 89990003

Crisis Intervention Referrals (CI)

- The Crisis Intervention Referral type is intended to track *unofficial referrals* to the probation department. These would be situations when the child has not committed an offense, but is brought to your attention and dealt with by the department.
- Examples of Crisis Intervention would be when you meet with an upset parent who needs help with their child, or you are called out to the school to speak to a student.
- To be considered a Crisis Intervention Referral all of the following criteria must be met:
 - Juvenile is sixteen years old or younger;
 - Juvenile is not currently on a caseload;
 - Face-to-face contact with the juvenile occurred; and
 - No alleged offense occurred.
 - Use the appropriate Crisis Intervention Offense: School Related, Home Related or Community Related.
 - Child In Need of Supervision (CINS) offenses are NOT recorded as Crisis Intervention Referrals.
- Crisis Intervention Referrals must be disposed (Ex. SCD or Diverted)

JCMS Reference Guide

- Counties can use the Crisis Intervention Youth flag on the Juvenile Overview screen to flag these juveniles. This flag will be automatically turned off if the juvenile receives a PA or FM referral.

Contract Detention and Contract Placement Referrals (CD or CP)

- Contract Detention Referrals are created by probation departments that detain juveniles outside of their jurisdiction (other Texas JPDs, other states, other agencies).
- If you create a Contract Detention Referral (CD) you must create a Detention entry.
- Contract Placement Referrals are created by probation departments that provide placement services to juveniles outside of their jurisdiction.
- If you create a Contract Placement Referral (CP) you must create a Placement entry.
- If you enter a CP or CD Referral, you must enter the PID number assigned to the juvenile's home county. If the juvenile does not have a PID assigned in another Texas county, enter 9999999999.
- Contract Detention Referrals automatically create a Not Specified Offense and a Not Applicable Disposition.
 - If you provide Contract Detention services for a juvenile who is detained for a violation of probation, enter the offense as **Violation of Court Order - CD Referrals Only - 50129007** or use the **Not Specified** offense.
 - If you change the offense from Not Specified, you must access the Referral Disposition Screen and make the new offense the Primary DOI.
- If you provide Contract Placement services for a juvenile who is placed for a violation of probation, enter the offense as **Violation of Court Order - CP Referrals Only - 50129008** or use the **Not Specified** offense.
- Contract Placement facilities may open a Temporary Supervision (TEMP) for juveniles under Contract Placement. This allows the facility to attach Residential Case Plans.

Municipal Court/Justice of the Peace Referrals (MJ)

- A Municipal Court/Justice of the Peace Referral (MJ) is used to track convictions given in Municipal or Justice of the Peace Court.
- These referrals and any associated screens are not reported to TJJD.
- If your probation department is not responsible of keeping track of a juvenile's convictions in Municipal and JP Courts, you will NOT use this referral type.
- The MJ referral type should NOT be used to track offenses that are transferred to juvenile probation from the Municipal or JP Courts.
- The MJ referral type should NOT be used to track Contempt of Court charges that are sent to juvenile probation from the Municipal or JP Courts.
- Referrals from Municipal and JP courts that are transferred or sent to juvenile probation should be entered as Paper Complaint Referrals.

Parole Referrals (PR)

- A Parole Referral occurs when a juvenile released from TJJD is being supervised on Parole supervision by your probation department. The juvenile probation department would have a contract with TJJD to provide parole supervision.
- If your department originally committed the juvenile to TJJD, you do not need to create a Parole Referral. The Parole supervision provided by your department can be attached to the original referral for which the juvenile was committed.
- If a parolee commits an offense while on parole and your probation department intends to take jurisdiction of this new offense, then this new offense would be entered as a formal referral, not as a Parole Referral.

Non-Jurisdiction Referrals (NJ)

- A Non-Jurisdiction Referral occurs when a department provides temporary, courtesy services to a juvenile who is not under their jurisdiction.
- For example, a Non-Jurisdiction Referral can be created when a department without a detention facility picks up a juvenile from one county and detains the juvenile in a second county's facility. In this instance, the department creating the Non-Jurisdiction Referral may not create a Detention entry for this juvenile.
- NJ Referrals are transferred to TJJD through the monthly extract.

Prevention/Intervention Referrals (PI)

- A Prevention/Intervention (PI) Referral should be used to track juveniles participating in department prevention and intervention programs that are funded with either S Grant – Prevention and Intervention Demonstration Project or T Grant - School Attendance Improvement Projects Grant.
- These juveniles cannot be under the juvenile probation department's jurisdiction at the time of the referral.
- Counties can use the Prevention Intervention Youth flag on the Juvenile Overview screen to flag these juveniles. This flag will be automatically turned off if the juvenile receives a PA or FM referral.

Other Administrative Referrals (OA)

- An Other Administrative (OA) Referral may be used at the department's discretion to track situations not captured in the other referral types. Information entered under Other Administrative Referrals is **not** transferred to TJJD through the monthly extract.

TIPS to REMEMBER

REFERRALS

- For Formal, Paper and Paper Formalized Referrals the Originating Jurisdiction will always be **County** and the County will always be your county.

OFFENSES

- The JPD Complaint Date is the date your department receives paperwork regarding the offense. The JPD Complaint Date will not change.
- GOC – General Offense Code – This code is used to denote a preparatory offense. Options are A – Attempt; C – Conspiracy; S – Solicitation
- There are two ways to add an offense to an existing TRN number.
 1. Open the Offense Screen for the offense already assigned this TRN number (A001) and click the Add Another Offense button at the bottom of the screen to add a new charge.
 2. Create a new offense screen for this new offense. Do not enter Arrest information because you cannot use an existing TRN number. Once saved, go under the Offense(s)/Arrest(s) section, and select to View this new offense. Click the Link to Arrest to the right of the screen. Enter the TRN number and then enter the appropriate TRS number for this offense. This option creates separate Offense Screens that can be assigned to different referrals.
- Offense Location – If the offense occurred outside of Texas, enter the State and leave the County field blank.
- Violating Conditional Pre-Disposition Supervision is not an offense.
- Violating a Deferred Prosecution agreement is not an offense.
- Offenses with a level and degree of N/A cannot be used in Paper, Paper Formalized or Formal Referrals.

DETENTION

- Each county sets a county specific threshold that will alert you if a juvenile has been in detention beyond the threshold. This alert is a Comprehensive Folder Edit warning. This is only an FYI. If your county has a high number of these warnings, we can increase your threshold.
- If a child in detention is transported for a court hearing, DO NOT close the detention entry. Because the juvenile is in custody, we consider this a continuous detention stay.
- If a child is moved to a different detention facility or the Cost Per Day changes, close the Detention entry and open a new screen for the second detention facility or the new cost.
- When the Detention Cost Per Day field is left blank, the Detention Billing Report uses an internal Cost Per Day. Contact TJJD Help Desk if your Cost Per Day needs to be updated.
- If a child is in detention at the time you receive an offense report for a new offense, create a new Formal Referral (FM) for this new charge.

JCMS Reference Guide

- If you operate a detention facility and you provide detention services for juveniles outside of your jurisdiction, enter these juveniles as Contract Detention Referrals (CD). These are not Formal Referrals in your department.
- Length of Stay is calculated two ways: 'Length of Stay' excludes weekends and holidays; 'Actual Stay' counts all days. Each department sets their own holidays under Maintenance.

DISPOSITIONS (REFERRAL)

- This screen tracks the final disposition of all offenses within this referral.
- Disposition options on the dropdown list are categorized by Intake, Prosecutor and Court. Insure that your codes are assigned to the appropriate category.
- There are three Consolidated Dispositions (Consolidated Deferred by Intake, Consolidated Deferred by Prosecutor, and Consolidated in Another Case or Referral).
- Paper Complaint Referrals should only be given dispositions that indicate that the referral was never formalized.
 - No Intake, Probable Cause – Prob Dept (PA ONLY)
 - No Intake, No Probable Cause – Prob Dept (PA ONLY)
 - No Intake, Probable Cause – Prosecutor (PA ONLY)
 - No Intake, No Probable Cause – Prosecutor (PA ONLY)
- Formal and Paper Formalized Referrals should not be given any of the four PA ONLY Dispositions above.
- With very few exceptions, a subsequent disposition should only be used in two instances:
 - If a child is put on deferred prosecution and then a petition is later filed on the same referral, the result of the petition will be the subsequent disposition.
 - If a case is appealed, the new disposition will be recorded on the Subsequent Disposition Screen.
- Modifications and Extensions should not be tracked as subsequent disposition.
- If a juvenile is adjudicated to probation on the same day under different cause numbers, enter Adjudicated – Placed on Probation as the disposition for each referral.
- If a juvenile is committed to TJJD on the same day under different cause numbers, only enter the Commitment disposition for one referral. Enter Consolidated on the other referrals. TJJD counts juveniles committed to TJJD based on the commitment dispositions.

RANA

- If a RANA was required but was not completed, enter the Risk Level and the Needs Level of **Not Administered**.
- If multiple dispositions occur within 14 days, the same RANA scores should be entered on these multiple disposition screen.

DISPOSITIONS (OFFENSES)

- The Dispositions option from the Juvenile dropdown tracks the Disposition/Action for each offense.
- This section must be used to track amendments.

SUPERVISION

- If a supervision is modified or extended DO NOT close out the current supervision and open a new Supervision Screen.
- Extensions of supervision are recorded by selecting to Edit the current Supervision entry. In the Extension section, enter the **Extension Begin Date** and the **Estimated Extension End Date**.
- If you close a supervision as **Absent without Permission**, you must open an **Indirect Supervision**.
- If a child leaves your county as an Inter-County Transfer, you must close supervision in your department. The appropriate outcome is **Transferred out of Jurisdiction**. You may create an **Interim Inter-County Transfer** supervision to track the 180 days the juvenile will be supervised on Interim in the receiving county, but IICT is not required.
- If a juvenile is placed on supervision by your department and immediately transferred out of jurisdiction, open supervision for one day. Close the supervision the following day with the outcome of **Transferred out of Jurisdiction**.

PROGRAMS

- Under Maintenance, select Programs. Review all of your active programs to insure that the Program Type, Program Location and Program Category are correct.
- If a program is offered in multiple locations (in the community and in detention), create two different Program Codes and distinguish between locations. (ex. **Relationship Enhancement Group – Community** and **Relationship Enhancement Group – Detention**).
- Regarding the Comprehensive Data Audit (CDA) and Program Location, TJJJ will allow a juvenile in detention with an open Community Program for up to ten days.
- Update the Program Registry as needed.
- Enter programs when they are referred.
- A program must be a condition of supervision. This includes TEMP and CREL supervisions.
- It is possible to have a single program open while the juvenile is ordered to different supervision types. (CREL, DEFP, PROB).
- Programs should be attached to the most appropriate offense; not necessarily the primary IOI offense.
- Review your program funding sources and update as necessary.

PLACEMENTS

- If TJJD has assigned a Facility Code to a Placement Facility, you must use this code in JCMS.
 - Under Maintenance, select Placements. In the Placement Type field, select **Secure Correctional**. Compare the TJJD Facility Codes assigned in JCMS to the TJJD Facility Codes assigned to **Post-Adjudicated (Secure)** in the TJJD Facility Registry.
<http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx>
 - Update the TJJD Facility Codes to match the TJJD Facility Registry.
 - Under Maintenance, select Placements. In the Placement Type field, do not select a Placement Type. This will display all of your placement facilities. Compare the TJJD Facility Codes assigned in JCMS to the TJJD Facility Codes assigned to **Non-Secure** Facilities in the TJJD Facility Registry.
<http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx>
 - If you have any of the Non-Secure facilities listed on the TJJD Facility Registry, update the TJJD Facility Codes to match the TJJD Facility Registry.
- Cost Per Day changes, Level of Care changes and Funding Source changes should be tracked on the Length of Stay section of the Placement Screen. Do not close a placement entry and open a new one to track these changes.
- TJJD will allow a Placement and Detention entry to be open concurrently for up to 72 hours.
- Commitments to TJJD should not be recorded on the Placement Screen.

BEHAVIORAL HEALTH SERVICES

- The BH Services Screen is used to track mental health, substance abuse, trauma and intellectual disability/MR referrals and services provided to juveniles under the jurisdiction of the probation department.
 - BH Services are not associated to a program.
 - BH Services are one-time events.
 - Examples of BH Services include:
 - MH or substance abuse assessment or evaluation;
 - Doctor visit to review/prescribe BH medication
 - Purchasing MH medication
 - 1x counseling session
 - 1x crisis intervention session to stabilized juvenile in a crisis situation

BEHAVIORAL HEALTH TREATMENT

- The BH Treatment Screen is used to track mental health, substance abuse, trauma and intellectual disability/MR treatment provided to juveniles under the jurisdiction of the probation department.
 - Treatment does not have to be the result of a referral from JPD.
 - BH Treatment is care intended for or used to remedy a behavioral health problem.
 - Treatment occurs over a time (not a single event).

JCMS Reference Guide

- Treatment does not have a curriculum.
- Treatment is not a program.
- Examples of BH Treatment include:
 - Medication Management
 - Case Management – coordinating appointments and doctor visits
 - Observing and coaching juveniles regarding life skills

RECOMMENDED SEARCH OPTIONS

- When searching across county, use **Date of Birth** and **Sex**.
- If you do not find the juvenile you are searching for, select to include Archived Records.

ASSOCIATING CHRONOLOGICAL NOTES TO A REFERRAL

- Chronological Notes associated to a referral are automatically:
 - sealed when the referral is sealed
 - deleted when the referral is deleted

CLOSE OFFICER ASSIGNMENT

- Officer Assignment does not automatically close when supervision closes.
- Under Case Management, select Officer Assignment History.
- Juveniles will remain on the Caseload Report until Officer Assignment is closed.

SEALING AND ARCHIVING FOLDERS

- The option to Seal a Folder is under Maintenance.
- The option to Seal an Offense or Referral is under the Offense or Referral Screen.
- The option to archive folders is under Maintenance.
- Folders must have a Folder Status of Closed to be eligible for sealing.