



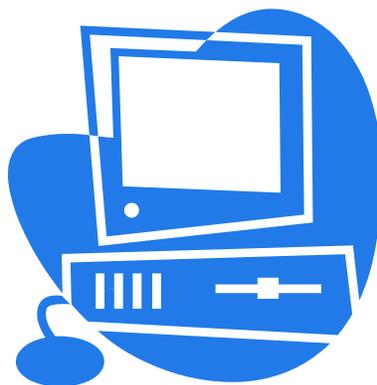
**CASEWORKER/5 NEW CHANGES
Data Coordinator Conference
November 12-13 , 2008**



**Texas Juvenile Probation Commission
CASEWORKER HELPDESK (512)424-6724**

CASEWORKER/5

Common Data Entry Errors



CASEWORKER Common Data Entry Errors

Counting Referrals

- A formalized referral is defined by face-to-face contact with the child. This face-to-face contact is the defining event in determining which offenses are contained in the same referral.
- When face-to-face contact is made, the intake screen should be updated to reflect the events related to the primary intake offense.
- Referral Reference Guide.
- Flow Chart – Child IS NOT Present
- Flow Chart – Child IS Present

Juvenile on deferred prosecution violates the deferred agreement and is adjudicated for the original offense.

- Violating deferred prosecution is not an offense.
- Close the deferred prosecution as *failure to comply* when the petition is filed.
- Enter the adjudication as a second disposition within the same referral.
- Open a probation supervision attached to the original referral.

Juvenile on deferred prosecution commits a new offense. The juvenile is adjudicated on both the original offense and the new offense.

- Create a new referral for the new offense.
- Close the deferred prosecution as *failure to comply* when the petition is filed.
- Assuming the new charge is a higher class, show the disposition of probation on the new referral, and show consolidated as the second disposition for the original charge. Because these are separate referrals, the intake and disposition indicators on the original referral will not change.

Two offenses within the same referral. The prosecutor files a separate petition on each offense.

- Divide the offenses into separate referrals. **CASEWORKER** only allows one cause number per referral.
- The referral date will be the same for both referrals.

Disposing of multiple referrals on the same day.

- One petition for multiple referrals:
 - Considered one dispositional event.
 - Enter the primary disposition on one disposition screen and consolidated on the others.
 - If ordered to supervision, open only one supervision screen.
- Multiple petitions for multiple referrals:
 - Enter the disposition on each referral. If adjudicated, each referral will show a disposition of Adjudicated –Placed on Probation.
 - Each referral adjudicated to probation will have a supervision screen attached.

Transferring jurisdiction *prior to disposition*.

- The original county will close the referral as either *dismissed/withdrawn* if done by probation or *refused* if done by the prosecutor.
- The receiving county will create a paper complaint to enter this referral.
- The referral will become paper formalized when face-to-face contact occurs.

Municipal Court/Justice of the Peace Referrals

- If one of the above courts transfers jurisdiction of a case to juvenile probation, enter this offense as a paper complaint.
- If one of the above courts forwards a conviction notice to juvenile probation, enter this as a Municipal Court/Justice of the Peace referral.

Revising a charge to a violation of juvenile court order.

- If, while on probation, a child is charged with a new offense, this new offense **must** be revised to a violation if you intend to modify the current supervision.
- Utilize the Add Like button on the Offenses Screen.

Modifying probation based on a violation of juvenile court order.

- When probation is extended based on a violation of juvenile court order, **do not** close out the existing probation supervision.
- Open the existing probation supervision and update the Estimated End Date to reflect the extension.
- **Do not** change the referral that this supervision is attached to.

Referral Reference Guide

Formal Referral – occurs when all four of the following conditions exist:

- Delinquent conduct, conduct indicating a need for supervision or violation of juvenile court order was allegedly committed;
- The juvenile probation department has jurisdiction and venue;
- Face-to-face contact occurs with the office or official designated by the department or juvenile board; and
- The alleged offense has been discussed at the time of the contact.

Paper Complaint – occurs when the department receives paperwork regarding an alleged offense without seeing the juvenile.

Paper Formalized – occurs when a referral that began as a Paper Complaint (paperwork only) is later formalized with face-to-face contact.

Interim/Permanent Transfer – occurs when a juvenile on probation or deferred has moved or intends to move from one department to another and intends to remain in that department for at least 60 days.

- Two types of supervision:
 - Interim Supervision 60 - 180 days
 - Permanent Supervision 181+ days

The receiving county should code the supervision as either interim or permanent while the sending county should close the supervision. For more information on interim/permanent supervision visit the following page:

www.tjpc.state.tx.us/publications/forms/2006/TJPCICTPacket.pdf

Parole – occurs when a juvenile is under the supervision of TYC and, though being supervised by the department, is not under the jurisdiction of the juvenile department. This is used by counties who have contracts with TYC. Once a juvenile commits an offense that the department has jurisdiction over, regardless of whether they are under TYC supervision or have a prior TYC, they must be considered a formal or paper referral.

Contract Detention – used by those counties that operate a detention facility and detain juveniles from other jurisdictions. There does not have to be juvenile jurisdiction for there to be a referral. Juveniles that are out of state runaways, juveniles that are being held at the request of TYC, CPS, INS, etc. or juveniles that are being detained until their home jurisdiction can pick them up should be coded as contract detention. Juveniles that are being held on bench warrants in your detention facility will also be coded as contact detention. "Contract" here is a loose term - it simply means that there is an agreement to hold/detain the juvenile for another jurisdiction. No money needs to be involved. Any time a department detains a juvenile that is not under the department's jurisdiction, the department will use the contract detention referral.

TJPC CASEWORKER/5 Data Coordinator Conference

Contract Placement – used by those counties that operate a placement facility and place juveniles from other jurisdictions. There does not have to be juvenile jurisdiction for there to be a referral. Juveniles that are being held at the request of TYC, INS, etc. should be coded as contract placement. "Contract" here is a loose term - it simply means that there is an agreement to place the juvenile for another jurisdiction. No money needs to be involved. Any time a department places a juvenile that is not under the department's jurisdiction, the department will use the contract placement referral.

Municipal Court/Justice of the Peace – used to track referrals to municipal court for informational purposes.

Crisis Intervention – occurs when the probation department counsels a juvenile but no further action is pursued.

To be considered a Crisis Intervention referral all of the following criteria must be met:

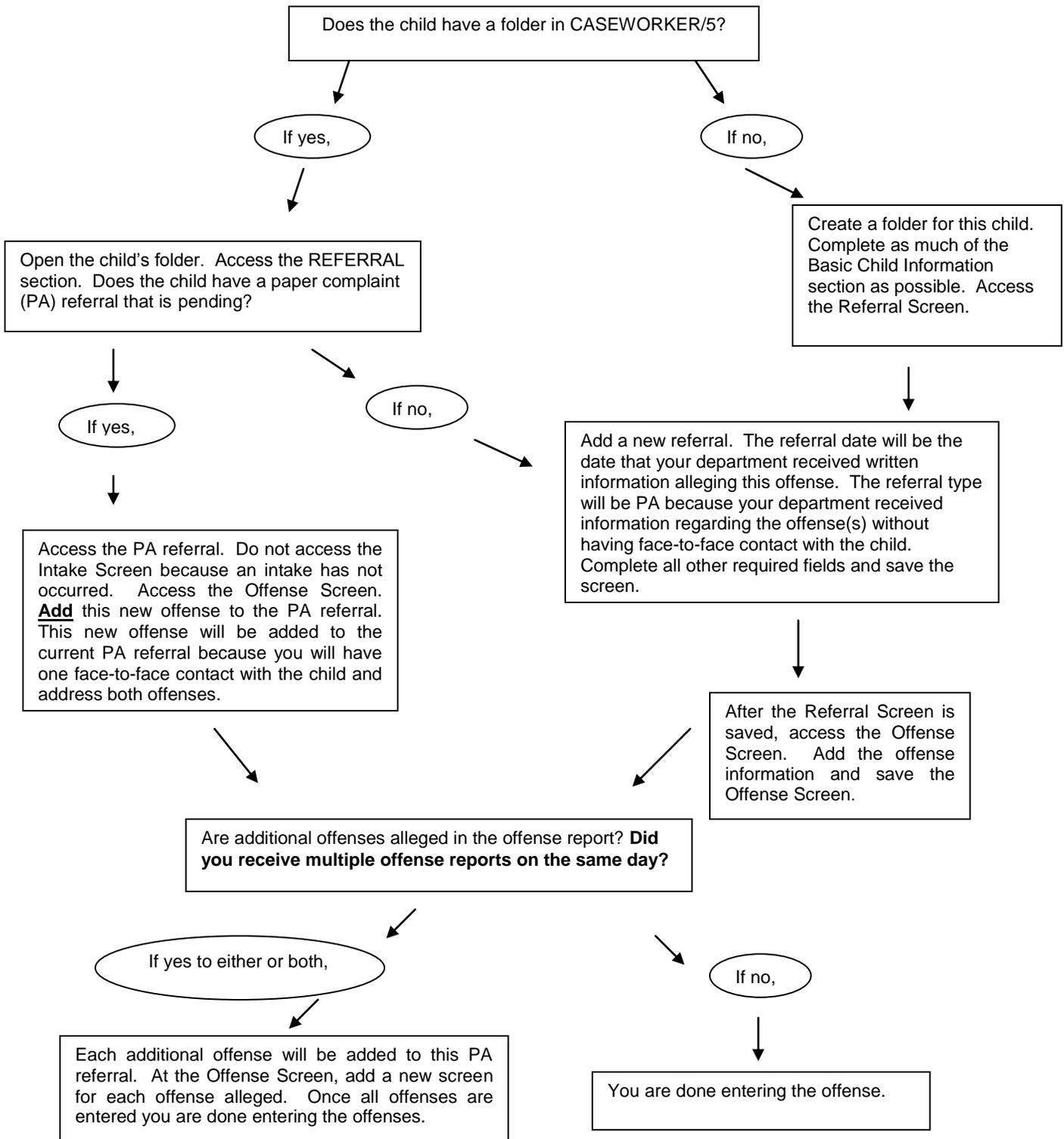
- Juvenile is sixteen years old or younger;
- Juvenile is not currently on a caseload;
- Face-to-face contact with the juvenile occurred; and
- No alleged offense occurred.

Non-Jurisdiction - occurs when a department provides temporary courtesy services to a juvenile who is not under their jurisdiction. CPS referrals that have not committed any offense would fall into this category if they are not detained. The difference between these and crisis intervention referrals is that with crisis intervention there is a discussion/counseling about the juvenile justice system and/or at-risk behavior. Non-jurisdiction can also be used for departments that don't have detention centers but pick up a juvenile from another jurisdiction that needs to be detained. Additionally, non-jurisdiction may be used when a juvenile under the age of 10 or over 16 commits an offense and is referred to the department. The department does not have jurisdiction over these juveniles.

Interstate Compact - occurs when the receiving county receives a juvenile who is transferred under interstate compact. Because of the changes to the interim/permanent supervision a new referral type was created.

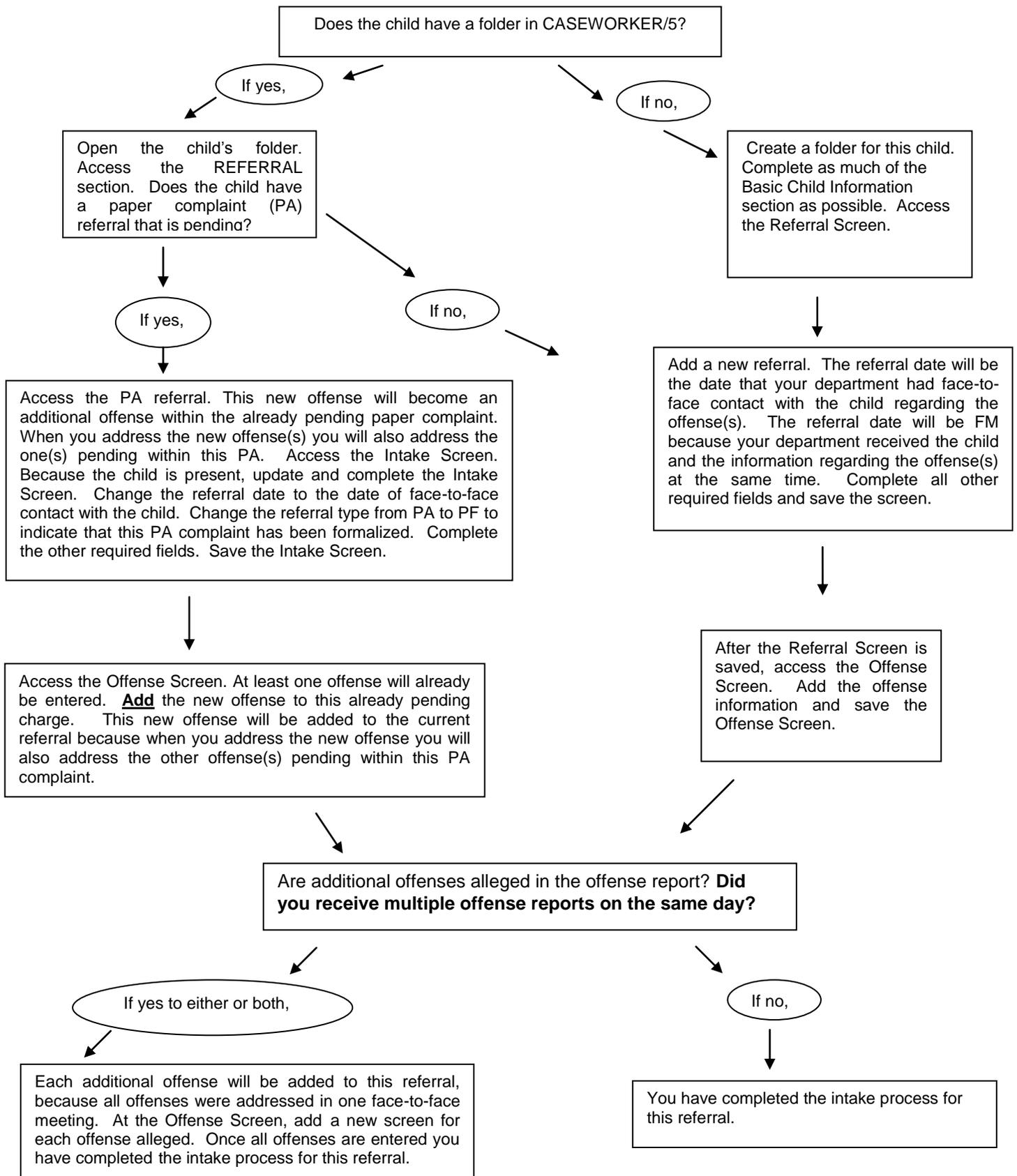
Other Administrative - used at the department's discretion to track situations not captured in the other referral types.

Entering an offense report when the child is not present



This referral will remain pending as a paper complaint until either a face-to-face contact occurs or until a determination is made to close this referral without having face-to-face contact with the child. If face-to-face contact occurs with the child regarding the offenses in this referral, the Intake Screen will be updated. The referral date will be changed to the date of face-to-face contact and the referral type will be changed from PA to PF (paper formalized). All other fields on the Intake Screen will need to be completed or updated.

Entering an offense report when the child is present



Disposing of Multiple Referrals on the Same Day

One Petition – Multiple Referrals

All dispositions given to the same child on the same date with the same petition are considered to be one dispositional event. Therefore, when ordered under the same petition number, multiple orders of probation given on the same day will be treated as only one adjudication to probation.

Example:

A child has one petition to adjudicate for two separate referrals pending at the same time. Both referrals are disposed of on the same day. At court, a disposition of probation is given for each of these pending referrals. This is considered one dispositional event because both dispositions were ordered on the same petition on the same day.

Enter the disposition of Adjudicated – Placed on Probation on one of the disposition screens. Enter the disposition of Consolidated on the other.

Under supervision, only open one probation supervision and attach it to the referral that tracked the disposition of probation. The other referral will not have a supervision attached.

Multiple Petitions

If a child goes to court on multiple petitions on the same day, track the disposition given for each petition separately.

Example:

A child has two petitions to adjudicate for two separate referrals pending at the same time. At court, a disposition of probation is given for each of these pending referrals. Enter Adjudicated – Placed on Probation on the disposition screen for each referral. Open two supervision screens to track the supervision ordered in each adjudication.

Explanation of Violations of Probation

As discussed in Caseworker/5 training, if a modification or extension is given at disposition, the offense being disposed must be a Violation of a Juvenile Court Order Probation (VJCO). Many times the offense charged is actually a true offense and it is later decided that a motion to modify will be filed. In this instance, the new offense will be revised to a Violation so that the modification disposition will attach to the Violation.

For example, a child on probation is charged with a Criminal Mischief (MB). A decision is made to file a motion to modify as a result of this Criminal Mischief. Enter the information in Caseworker as follows:

- When you first receive paperwork alleging the Criminal Mischief you will enter the information into CASEWORKER with the offense screen indicating the Criminal Mischief (MB).
- Assuming this is the only offense charged, the Intake Indicator for the Criminal Mischief MB would be P (primary).
- When a determination is made to file a motion to modify for this violation, access this referral and create a new offense screen for the VJCO. Now this referral will have an offense screen for the Criminal Mischief and an offense screen for the Violation.
- The Complaint Date for the Violation will be the date that a determination was made to file a motion to modify.
- The Intake Indicator for the Violation of a Lawful Court Order will be R (revised) to show that this violation is a revision of an offense originally charged. The intake indicator for the Criminal Mischief remains Primary.
- The Disposition Indicator for the Criminal Mischief is D (dismissed) to indicate that the Criminal Mischief was not included at disposition.
- Assuming that there are no additional charges for this referral, the disposition indicator for the Violation of a Lawful Court Order will be Primary.

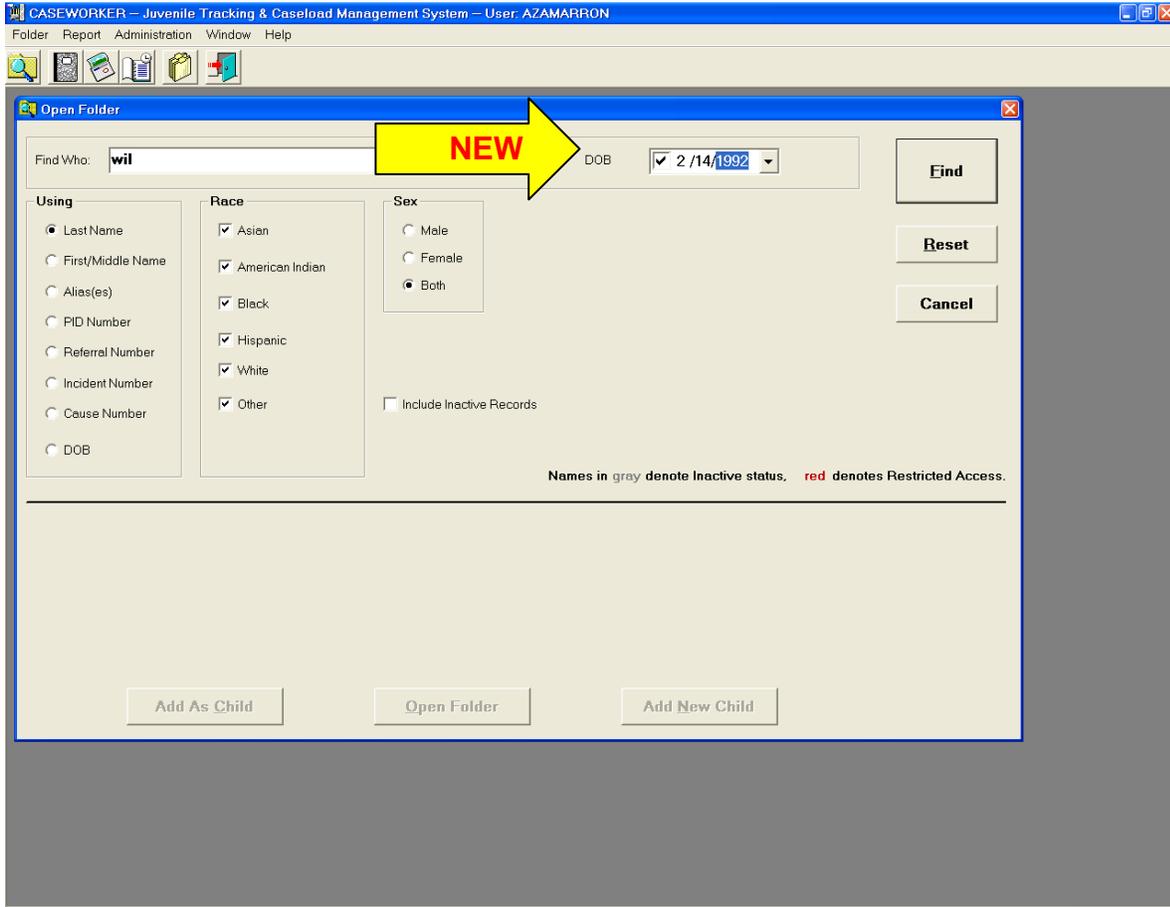
Following the above steps to track Violations allows for a true representation of the offenses referred to your department as well as the offenses being disposed. In the above case, a Criminal Mischief was referred to your department and a Violation of a Court Order was disposed.

Based on this model of entering modifications, a department should not have a disposition of Modified attached to any offense other than Violation of Juvenile Court Order (Probation).

CASEWORKER/5 New Changes



CASEWORKER Changes



CHANGES TO THE OPEN FOLDER TAB

NEW: Search Feature

Date of Birth (DOB) ADDED:

- You can search by DOB only. DOB box must be checked and DOB entered.
- You can search by DOB & Last Name. Type in three characters for the last name & check DOB box and enter DOB.
- You can search by DOB & Alias. Type in Alias & check DOB box and enter DOB.

You can limit your search by race and sex.

CURRENT CHILD (General Tab):

The screenshot shows the 'Current Child' form in the CASEWORKER software. The child's name is JOHN ALLEN WILLIAMS. The 'Primary Language' field is highlighted with a yellow arrow and the word 'NEW'. Other fields include Race (WHITE), Sex (MALE), and Date of Birth (7/19/1993). The 'Contents' pane shows various tabs like CSR, JJAEPs, Placements, etc. The 'Current Status' area is empty. At the bottom, there are buttons for Alert, Merge Folder, Print History, Seal Folder, and Delete Folder.

CHANGES TO THE CURRENT CHILD TAB

NEW: Primary Language

- Added Primary Language Data Field.
- You will have to add the languages to this data field.
Go to Administration
Codes
Primary Language
Add - Languages

Example:

The 'Existing Code' dialog box shows a 'Value' field containing 'ENG', a 'Status' dropdown menu set to 'ACTIVE', and a 'Description' field containing 'ENGLISH'. There are three buttons: 'Save', 'Close', and 'Delete'.

CHILD TAB (Drug Test):

New Drug Test

Test Date: 5 / 4 / 2008
Results: POSITIVE
Administered By: AZAMARRON

Funding Source: GRANT X

Positive Results (check all that apply)

<input type="checkbox"/> Alcohol	<input checked="" type="checkbox"/> Marijuana
<input type="checkbox"/> Amphetamines	<input type="checkbox"/> Methamphetamines
<input type="checkbox"/> Benzodiazepines	<input type="checkbox"/> Opiates
<input type="checkbox"/> Cocaine	<input type="checkbox"/> PCP

Other Drugs / Comment

Buttons: Save, Close

CHANGES TO THE DRUG TEST TAB

NEW: Funding Source

- Added Funding Source Types
Note: All TJPC Contracts are entered in CW5 and you may also add your own funding source.

Example:

Existing Code

Value: 1
Status: ACTIVE

Description: X GRANT INTENSIVE COMMUNITY BASED PROGRAM (TJPC)

Buttons: Save, Close, Delete

CHILD TAB - Behavioral Health Tab (Referrals):

New Behavioral Health Referral

Referral Date: 2 / 4 /2008

Presenting Problem: MENTAL HEALTH

Referred For: ASSESSMENT/EVALUATION

Referred To: MARY SMITH, MD

Outcome: COMPLETED

Cost: \$175.00

Funding Source: GRANT X- TJPC

Type of Assessment/Evaluation: PSYCHOLOGICAL EVALUATION

Buttons: Save, Close

Annotations: Two yellow arrows labeled 'NEW' point to the 'Funding Source' and 'Type of Assessment/Evaluation' dropdowns.

NEW: All psychological/psychiatric evaluations should be tracked on this screen instead of the Non-Residential Screen.

Use this screen for referrals to mental health and substance abuse screenings, assessments and services. Do not include assessments that are a result of a MAYSIS here.

Referral Date:

Date referred for behavioral health services. Behavioral health services include mental health and substance abuse services only.

Presenting Problem:

This is the type of behavioral health service to which the juvenile is being referred.

- M – Mental Health
- S - Substance Abuse

NOTE: You cannot add to the above 2 choices.

Referred For:

What was the child referred for:

- Assessment/Evaluation (A) – The process of determining a juvenile’s clinical diagnosis and/or level of chemical dependency. The assessment/evaluation should be completed by a licensed mental health or chemical dependency professional and should result in the development of a treatment plan.
- Crisis Intervention (C) – Crisis intervention is a short-term service to intervene in situations with participants that involve mental health or substance abuse issues which may result in a crisis if immediate attention is not provided. Examples of these services include face to face interviews, telephone contacts, information and referral services to appropriate community resources and short-term crisis counseling when appropriate.
- Screening (E) – The process of determining the possible presence of mental health or chemical dependency issues. The outcome of a mental health or chemical dependency screening may lead to an in-depth assessment or evaluation.
- Service (S) – A type of support or clinical intervention, other than crisis intervention, designed to address the special mental health and/or substance abuse needs of a juvenile. A service could be provided only one time or repeated over a course of time and may include medication management.
- Other (O) – A mental health or substance abuse service to which a juvenile is referred shall be coded as “other” if it does not meet any of the other “Referred For” criteria.

Referrals to programs should be entered on the program tab, not in the referral tab.

Referred To:

Select the provider or program delivering the referral service. The department will match providers/programs with TJPC designated code categories.

To what type of provider was the child referred?

- Contract Provider (C) – A provider under contract with the department to provide services to juveniles under the department’s jurisdiction. The contract should include an agreement to provide services, but services may be provided at no charge. This also includes agencies the department partners with as a result of a grant.
- In-house Staff (I) – An employee of the juvenile probation department.

TJPC CASEWORKER/5 Data Coordinator Conference

- Local MH/MR Substance Abuse Provider (M) – The local mental health authority or the local governmental agency responsible for providing state/county funded substance abuse treatment.
- Private Provider (P) – A mental health/chemical dependency provider to which a juvenile has been referred but who is not under contract with the department (will not be paid by the department for the service) and/or is not working for the local MH/MR substance abuse provider.
- Other (O) – A service provider not defined as a contract provider, in-house staff, local MH/MR substance abuse provider or private provider.

Outcome:

What was the outcome of this referral?

The outcome information should reflect the outcome of the referral – not the outcome of the specific evaluation or service to which the juvenile was referred.

EXAMPLE: If the referral is for a service, the outcome should reflect whether the child attended/participated in the service. If the child was referred to counseling and the child attended (no matter how many times or the ultimate success in counseling) the outcome should be coded as “completed”. If the child was referred to counseling and never attended, the outcome should be coded as “not completed”.

- Completed (C) – Was referred to service; child attended and service delivered.
- Not Completed (N) – Was referred to service; child did not attend and/or service was not delivered.
- U – Unknown Outcome

Cost:

Enter the cost of the screening, assessment, evaluation or service.

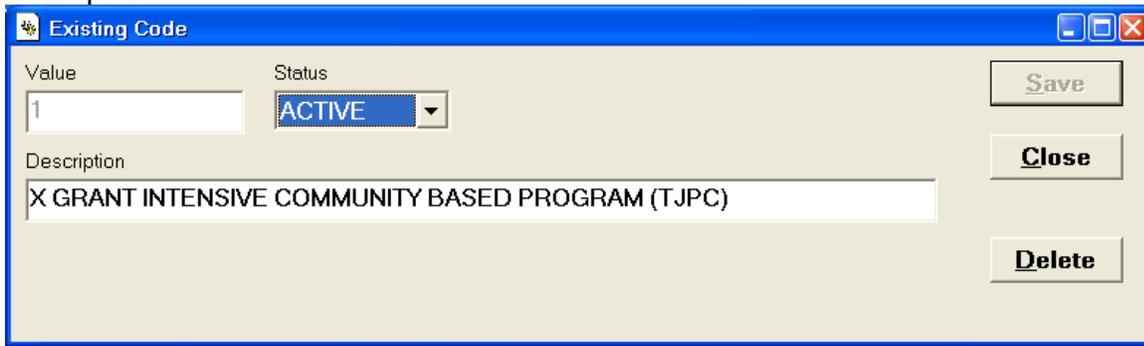
CHANGES TO THE BEHAVIORAL HEALTH TAB

NEW: Funding Source

- Added Funding Source Types
Note: All TJPC Contracts are entered in CW5 and you may also add your own funding source.

This field will allow counties that are using Grant X money for behavioral health services to track that information.

Example:



A screenshot of a software dialog box titled "Existing Code". It features a "Value" field containing the number "1", a "Status" dropdown menu set to "ACTIVE", and a "Description" text area containing "X GRANT INTENSIVE COMMUNITY BASED PROGRAM (TJPC)". On the right side, there are three buttons: "Save", "Close", and "Delete".

NEW: Type of Evaluation/Assessment

This field will allow counties to enter the type of assessment or evaluation.

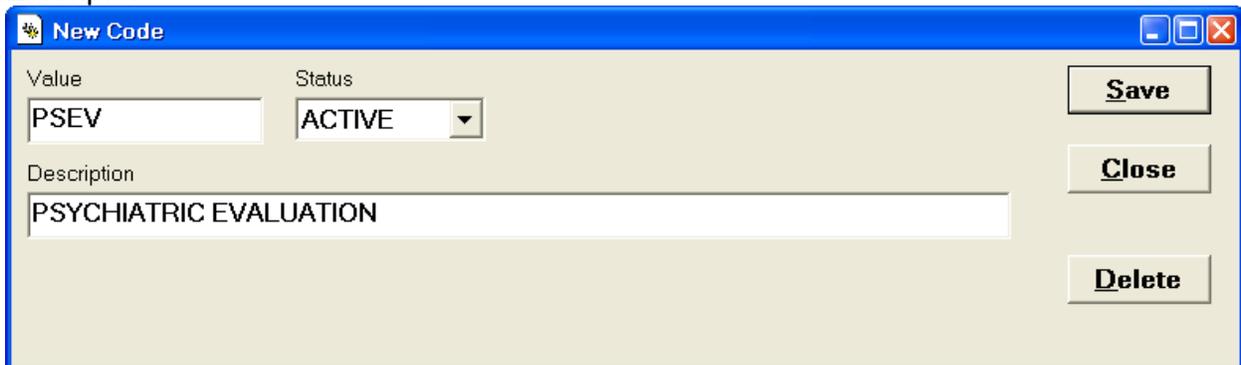
You will have to add the codes this data field.

Go to Administration

Codes

BH Health Referral Assessment Type

Example:



A screenshot of a software dialog box titled "New Code". It features a "Value" field containing "PSEV", a "Status" dropdown menu set to "ACTIVE", and a "Description" text area containing "PSYCHIATRIC EVALUATION". On the right side, there are three buttons: "Save", "Close", and "Delete".

CHILD TAB - Behavioral Health Tab (Testing):

The screenshot shows a 'New Psychological Test' form. At the top, there are fields for 'Test Date' (6/4/2008), 'Primary Diagnosis', and 'Secondary Diagnosis'. Below these are five columns for 'Primary', 'Secondary', 'Diagnosis 3', 'Diagnosis 4', and 'Diagnosis 5'. The 'Axis I' and 'Axis II' rows have input boxes under each of these columns. A yellow arrow points to the 'Diagnosis 3' column with the word 'NEW'. Below the diagnosis columns is a section for 'Axis IV' with checkboxes for 'Economic', 'Educational', 'Health', 'Housing', 'Legal', 'Occupational', 'Social/Environmental', 'Support Group', and 'Other'. A yellow arrow points to this section with the word 'NEW'. At the bottom, there is an 'Axis V GAF' field with a yellow arrow pointing to it with the word 'NEW'. 'Save' and 'Close' buttons are on the right side.

CHANGES TO THE BEHAVIORAL HEALTH TAB (Testing)

Modified Axis I and II to accept V codes.
New: Added Diagnosis 3, 4, and 5 for Axis I and II.

CHILD TAB (Schools):

The screenshot shows a 'New School' form. It includes fields for 'School Status' (IN REGULAR SCHOOL), 'School District' (AUSTIN INDEPENDENT SCHOOL DISTRICT), and 'School' (AKINS HIGH SCHOOL). There are also 'Entrance Date' and 'Exit Date' fields, both set to 6/4/2008. At the bottom, there are several dropdown menus: 'Last Grade Completed' (8), 'Current Grade' (9), 'Failing?' (NO), 'Years Behind' (0), 'Special Education?' (YES), and 'Handicapping Condition' (EMOTIONALLY DISTURBED LEARNING DISABLED). 'Save' and 'Close' buttons are on the right side.

Inactivated Code in Data Field for Handicapping Condition

This code can no longer be used: IDEA Section 504.

ASSOCIATE TAB (Person Detail Tab):

Person Last Changed by AZAMARRON on 6/04/2008 12:01 pm

Person Detail Associate Detail Child/Associate Detail

Last Name: WILLIAMS First Name: MARK

Middle Name: ANTHONY Suffix: Primary Language: ENGLISH

Race: WHITE Sex: MALE DOB: 1 / 4 /1969 Age: 39

Address: 1019 TERI ROAD Phone Type: MOBILE Phone Number: 512-789-0000 Ext.:

Address: Phone Type: Phone Number: 000-000-0000 Ext.:

City: AUSTIN State: TX Zip Code: 78711-3547 Phone Type: Phone Number: 000-000-0000 Ext.:

View Address History

Save Close Delete

CHANGES TO THE ASSOCIATE TAB

NEW: Primary Language

Enter the primary language of the associate.

ASSOCIATE TAB (Associate Detail Tab):

Associate Last Changed by AZAMARRON on 6/04/2008 12:01 pm

Person Detail Associate Detail Child/Associate Detail

SSN: 444-44-4444 ID Type: DRIVER'S LICENSE ID Number: 12344444444444 ID State: TX

Employer: AUSTIN INDEPENDENT SCHOOL DISTRICT Marital Status: MARRIED

Involvement

Juvenile?: NO Adult?: YES Gang?: NO Substance Abuse?: NO Mental Illness: NO

Substances Abused

Save Close Delete

NEW: Mental Illness

- Yes
- No
- Unknown

Answer “Yes” if the associate is mentally ill with a DSM diagnosis other than substance abuse or if there is reason to believe that the associate has mental health needs. The DSM diagnosis does not have to be current (within one year). “Reason to believe” includes but is not limited to the following: associate is taking psychotropic medication, has a prior stay at a mental health facility or has been hospitalized for mental health reasons, has attempted suicide or has self reported a mental health diagnosis (for example depression).

PLACEMENT TAB:

The screenshot shows a software window titled "New Placement" with a blue header bar. The window is divided into several sections:

- Placement Detail:** Contains dropdown menus for "Placement Type" (FOSTER CARE (TDFPS)), "Facility", "Service Type" (with a dropdown menu open showing options like BOOTCAMP, CORRECTIONAL, FEMALE OFFENDER, FOSTER CARE, MENTAL HEALTH, OTHER, PREGNANT FEMALE, SEX OFFENDER), "Placement Date" (6/25/2008), "Cost Per Day" (\$0.00), "Level Of Care", "Days Per Week", "IV-E Certified", "Discharge Reason", "Child Progressing?", and "Total Cost" (\$0.00).
- Case Plan Reviews:** A tabbed section.
- User Defined Fields:** A tabbed section.
- Attach To:** A field containing "06/01/2008 BURGLARY OF BUILDING (FS)".

Buttons for "Save" and "Close" are located on the right side of the window.

CHANGES TO THE PLACEMENT TAB

Please refer to powerpoint presentation.

Service Type

NEW: Female Offender

A placement where the primary focus is on gender based services for females. A female offender service type should be based solely on the fact that only females are in the facility or unit. Services should take into consideration the unique development needs of young women and address those issues unique to adolescent female offenders.

NEW: Pregnant Female

A placement designed to focus on the needs of pregnant females. The program should involve gender specific services as well as parenting training, wellness, how to care for infants and child development.

Mental Health

A placement for mentally ill juveniles with a focus on case management, therapy and counseling for the juvenile. Services should be provided by a licensed mental health professional.

Substance Abuse

A placement for substance abusing juveniles with a focus on chemical dependency and drug abuse counseling. Substance abuse services should be provided by a professional licensed to provide chemical dependency/drug abuse counseling by the Texas Department of State Health Services.

IV-E Certified

Children in non-secure placement that have been certified "Title IV-E" by DFPS.

UPDATED: FUNDING SOURCE TYPES:

Note: All TJPC Contracts are entered in CW5.

This will allow counties that are using Grant H money to track that information.

NOTE: Funding Source is now an open field and departments may enter their own funding source.

PROGRAM TAB:

The screenshot shows a software window titled "Program" with a subtitle "Last Changed by AZAMARRON on 6/04/2008 2:38 pm". The window has three tabs: "Program Detail", "User Defined Fields", and "Officer Change History". The "Program Detail" tab is active and contains the following fields:

- Program Referral Date: 6 / 4 / 2008
- Begin Date: 6 / 4 / 2008
- Estimated End Date: 9 / 3 / 2008
- Actual End Date: 6 / 4 / 2008
- Program: ELECTRONIC MONITORING
- Provider: TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT
- Officer: JEAN LUC PICARD
- Level/Phase: (empty)
- Funding Source: TJPC GRANT X (highlighted with a yellow arrow labeled "NEW")
- Conditions: (empty text area)
- Outcome: (empty)

At the bottom left, there is an "Attach To:" field with the value "02/04/2008 BURGLARY OF HABITATION (F2)". On the right side of the window, there are buttons for "Save", "Close", "Spell Check", and "Delete".

NEW: FUNDING SOURCE:

- Added Funding Source Types
Note: All TJPC Contracts are entered in CW5.

This will allow counties that are using Grant X money to track that information.

Example:

The screenshot shows a software window titled "Existing Code". It contains the following fields:

- Value: 1
- Status: ACTIVE
- Description: X GRANT INTENSIVE COMMUNITY BASED PROGRAM (TJPC)

On the right side of the window, there are buttons for "Save", "Close", and "Delete".

Program Category Types

NEW: Equine Therapy (ETH)

A program that utilizes horses and/or horseback riding for therapeutic benefit. The program may involve therapeutic horseback riding, hippotherapy, having a certified therapist work with the juvenile, using the horse as a therapeutic tool, and/or having equine-facilitated psychotherapy in which a certified mental health professional uses the horse in various ways for therapeutic benefit. Equine therapy should not involve donkeys, mules or other farm animals.

NEW: Intensive Case Management (ICM)

A program that provides intensive case management services to juveniles under supervision. For this program, a JPO or other juvenile probation staff member would be responsible for ensuring that the needs of the juvenile are identified, that the juvenile attend needed services and that follow-up and ongoing monitoring of the juvenile's case is accomplished. Intensive Case Management is conducted outside of the normal supervision of the juvenile.

NEW: Mental Health Court (MCT)

Similar to a drug court, but with a focus on the mental health of the juvenile, mental health courts provide the juvenile with the opportunity to participate in targeted mental health treatment services. Mental health courts typically involve participation by a judge, probation staff and a treatment team, all working to provide intensive case management, individualized services, sanctions and incentives to juveniles involved.

NEW: Victim Services (VSC)

Programs that focus on educating offenders about the effect of the crime on their victim(s). These programs may or may not directly involve the juvenile's victim. An example of a victim services program is a Victim Impact Panel. Programs that work only with the victim or that provide required information to victims of juvenile crime should not be included as a victim service program. Victim Offender Mediation programs should not be counted as "victim services" but rather under the Victim Mediation program category.

REFERRAL TAB (Offense):

Offense - Last changed by AZAMARRON on 6/04/2008 2:07 pm

Offense Detail Victims User Defined Fields

Complaint Received Date Offense Date Arrest Date
[x] 2 / 4 /2008 2 / 4 /2008 [x] 2 / 4 /2008

Referring Agency Incident # TRN Number TRS Number
AUSTIN POLICE DEPARTMENT a-900 1111111111 001

Offense Preparatory Code Counts
BURGLARY OF HABITATION (F2) Browse 1

BURGLARY OF HABITATION (F2) [PC 30.02(c)(2)]
(22990002)

Weapon Type(Used/In Possession) If Firearm, What Type?
NOT APPLICABLE - NO WEAPON WAS USED
FIREARM
HOAX BOMB
KNIFE
MACE OR OTHER CHEMICAL DISPENSING DEVICE
NOT APPLICABLE - NO WEAPON WAS USED
OTHER - SPECIFY IN ATTACHED NOTE
OTHER GUN
{AMMUNITION}
Primary Primary

School Campus

Attach To: 02/04/2008 BURGLARY OF HABITATION (F2)

Save Close Delete

CHANGES TO THE OFFENSE TAB

Weapon Type

NEW: Added option of Other Gun to Weapon Used.

Allows for the capture of information on those guns that do not fit into the existing weapon options. Currently these guns are coded as "other".

If Firearm, What Type?

NEW: Added Other Gun

Inactivated: Ammunition, Bomb, Cannon, Grenade, Mine, Missile, Mortar, Rocket, Shotgun pistol, Silencer, Submachine Gun, All other weapons.

REFERRAL TAB (Disposition):

Disposition Last Changed by AZAMARRON on 6/04/2008 2:08 pm

General Progressive Sanctions User Defined Fields

Petition Date Cause # Attorney
4 / 4 / 2008 9324-JB NYDIA THOMAS

Recommended Disposition
ADJUDICATED - PLACED ON PROBATION

Disposition Date Primary Disposition Controlling Disposition?
5 / 4 / 2008 ADJUDICATED - PLACED ON PROBATION YES

Diverted To

SJS Date SJS Strategy Scores Determinate Sentence
6 / 4 / 2008 LS ES SI CC Years Months
0 0 0 0 0 0

Court
Presiding Judge

Save
Close
Delete

NEW
NEW

CHANGES TO THE DISPOSITION TAB

NEW: Court

Enter the Court where the case was disposed.

NEW: Presiding Judge

Enter the Judge who presided over the case.

Note: Go to Administration
Codes

Add the Courts and Presiding Judge for your county.

NEW: Disposition Category

Concurrent Sentence to TYC (135)

Distinguish a TYC commitment disposition for juveniles previously disposed to and serving a TYC commitment sentence at the time of disposition.

Example:

New Code

Value Status
CTYC ACTIVE

Description
Concurrent Sentence to TYC

Category
CONCURRENT SENTENCE TO TYC

Save
Close
Delete

SUPERVISION TAB:

Supervision Last Changed by AZAMARRON on 6/04/2008 3:42 pm

Supervision Case Plan Reviews User Defined Fields Officer Change History

Begin Date: 6 / 4 /2008 Estimated End Date: 9 / 3 /2008 Actual End Date: 6 / 4 /2008

Supervision Type: INTERIM INTER-COUNTY TRANSFER

Officer: ANCHOR CONLY

Level/Phase:

Conditions:

Outcome:

Save Close Spell Check Delete

Attach To: 02/04/2008 BURGLARY OF HABITATION (F2)

CHANGES TO THE SUPERVISION TAB

NEW: Supervision Type

Interim Inter-County Transfer (IICT) Supervision: This supervision type may be used **only** when a juvenile under deferred prosecution or probation supervision transfers jurisdictions as a result of an interim inter-county transfer. Use of IICT as a supervision type will allow the sending juvenile probation department to track the juvenile's supervision until that supervision becomes permanent with the receiving department. Please see attached documentation on Data Entry Interim Supervision.

Interim Inter-County Transfer (IICT) Supervision Outcome FAQ's

- 1. When the ICT Supervision becomes Permanent in the receiving county, does the sending county close the IICT Supervision as Completed?**

Yes – Completed (S)

- 2. If the juvenile transfers back to the sending county before permanency, does the sending county close the supervision as a Failure to Comply?**

If the juvenile is transferring back to the sending county because of a new offense, technical violation or some other failure, then the supervision should be coded as "Failure to Comply".

If the juvenile transfers back for a reason not related to failure (they are no longer going to be living with their father and so are coming back to your county to live with their mother again) then the supervision should be closed out as "Completed".

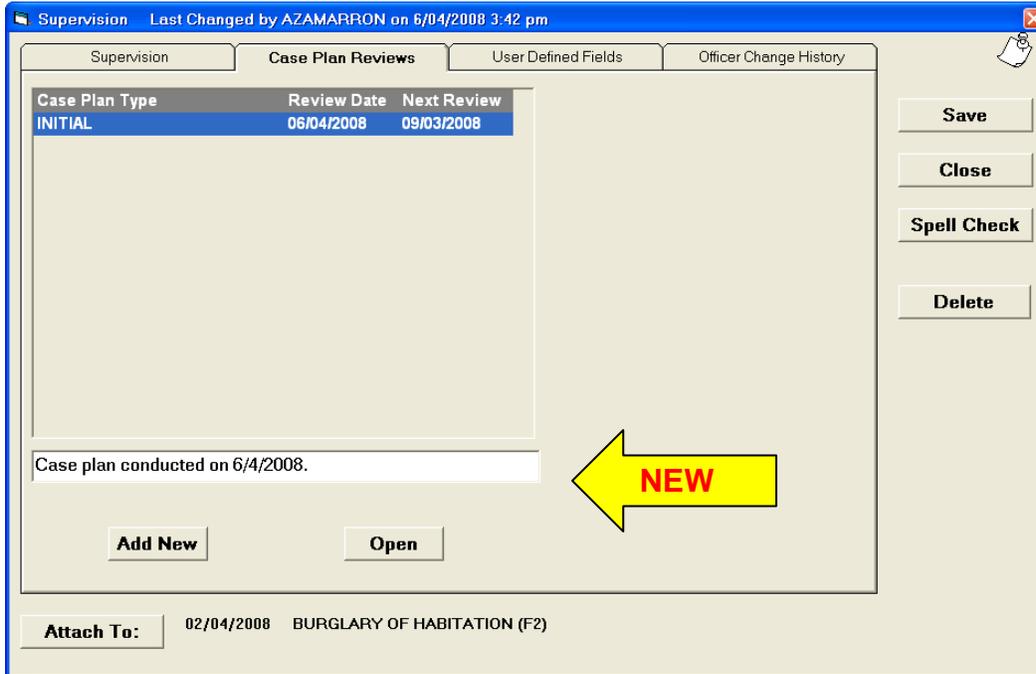
- 3. Are there any other Supervision Outcomes for an IICT Supervision?**

Only if the juvenile dies ("Deceased") or absconds ("Absent Without Permission").

- 4. We have a high number of juveniles sent out of our county on ICT. Are we required to use this new IICT supervision type?**

No.

SUPERVISION TAB (Case Plan Reviews):



NEW: Added the ability to preview the first 1000 characters of a Case Plan on the Supervision Screen.

SUPERVISION TAB (Case Plan Reviews):

The screenshot shows a software window titled "New Case Plan". It contains several input fields and buttons. At the top left, there are two date pickers: "Review Date" set to "6 / 4 /2008" and "Next Review Date" set to "9 / 3 /2008". Below these are three buttons: "Save", "Close", and "Spell Check". The "Officer" field is a dropdown menu with "ANCHOR CONLY" selected. The "Review Type" field is a dropdown menu with "INITIAL" selected. Below that is a checkbox labeled "Is Child At Imminent Risk of Removal?" which is checked. A yellow arrow points to this checkbox with the word "NEW" written on it. At the bottom is a large text area labeled "Case Plan" which is currently empty.

NEW: Is Child at Imminent Risk of Removal?

This field is to document those children who are determined to be at imminent risk of removal from their home and placement into foster care absent preventative pre-placement intervention services.

NOTE: This will print out on your Caseload Report and the Case History Report.

ADDITIONAL CASEWORKER/5 v. 5.01.121 CHANGES :

- Added Sneak-a-Peeks for Behavioral Health Referrals and Behavioral Health Treatment.
- Modified MAYSI Alcohol/Drug Use message to change a score of 6 from “Caution” to “Warning”.
- Added new secured facility in Hidalgo County, 1081002 named Judge Mario E. Ramirez. Jr. Juvenile Justice Center.
- EDI Change/Child Record: Citizenship information will no longer be required on extract.
- EDI Change/Child Record: Option of Other added to the Handicapping Condition. This change was made on the school form.
- Added updated sample Sneak-a-Peeks.
- Updated offenses.

TJPC CASEWORKER/5 Data Coordinator Conference

ACTIVE FUNDING CODES

<u>Value</u>	<u>Description</u>	<u>Status</u>
1	X GRANT INTENSIVE COMMUNITY BASED PROGRAM (TJPC)	Active
2	A GRANT STATE AID (TJPC)	Active
3	P GRANT JJAEP PROGRAM (TJPC)	Active
4	E GRANT IVE FEDERAL FOSTER CARE (TJPC)	Active
5	LEVEL 5 PLACEMENT FUND (TJPC)	Active
6	R GRANT SMALL COUNTY DIVERSIONARY PLACEMENT (TJPC)	Active
B	B GRANT BORDER CHILDRENS JUSTICE PROJECT (TJPC)	Active
G	G GRANT PROGRESSIVE SANCTIONS LEVEL 1-2-3 (TJPC)	Active
H	H GRANT DIVERSIONARY PLACEMENT FUND (TJPC)	Active
I	INSURANCE	Active
J	CJD FEDERAL FUNDS	Active
M	M GRANT SPECIAL NEEDS DIVERSONARY PROGRAM (TJPC)	Active
N	STATE (NON-TJPC)	Active
O	OTHER	Active
R	PARENTS	Active
T	OTHER TJPC	Active
U	U GRANT INTENSIVE COMMUNITY BASED PILOT (TJPC)	Active
W	W GRANT JJAEP DISCRETIONARY (TJPC)	Active
X	NO COST TO DEPT	Active
Y	Y GRANT COMMUNITY CORRECTIONS (TJPC)	Active

CASEWORKER/5 New Supervision Type (IICT) & Indirect Supervision



CW5 Data Entry: Interim Supervision

Sending County	Receiving County
<p>County A requests that County B provide interim supervision of a juvenile. County A is the sending county.</p> <p>County A will close out the supervision for this juvenile on the date the official interim supervision begins in County B. The supervision in County A will be closed out as <i>transferred out of jurisdiction</i>.</p> <p>NEW: County A may open a new IICT supervision type.</p> <p>This option allows departments to track the supervision of juveniles sent to another department under interim inter-county transfer. This supervision type shall be used only when a juvenile under deferred prosecution or probation supervision transfers jurisdictions as a result of an interim inter-county transfer. Use of IICT as a supervision type will allow the sending juvenile probation department to track the juvenile's supervision until that supervision becomes permanent with the receiving department.</p> <p>Once the juvenile becomes permanent, close this IICT supervision as <i>completed</i>.</p> <p>If the child returns to County A prior to the expiration of the interim supervision sentence, County A will close the IICT supervision and create a new supervision record for the remaining time the juvenile will be on supervision. This new record will be attached to the referral for which the juvenile was under supervision when transferred to County B.</p>	<p>County B agrees to provide <i>interim supervision</i>. County B is the receiving county.</p> <p>County B will open a <i>transfer referral</i> on the date the official interim supervision begins.</p> <ul style="list-style-type: none"> The referral date will be the date the official interim supervision begins. By law, sending and receiving counties are allowed up to ten (10) days to prepare and approve all documents relating to the transfer of supervision. Supervision must begin within 3 days of approval of the transfer documents. The complaint date will be the date County B agrees to accept the juvenile. The offense information will be based on the offense for which the child was placed on supervision in County A. Note: If the child's last referral in County A was for a Violation of Juvenile Court Order, enter the offense for which the child was placed on probation. The disposition information will be the disposition given in County A for the offense listed. <p>County B will open supervision from the date the supervision begins in County B through the estimated end date. The supervision will be closed as completed or failure to comply when the interim supervision expires or when the juvenile returns to County A.</p> <p>The supervision type should be coded as <i>DEFI</i> for interim deferred supervision and <i>PRBI</i> for interim probation supervision.</p>

Transfer Referral – occurs when a juvenile on probation or deferred has moved or intends to move from one department to another and intends to remain in that department for at least 60 days.

- The definition of “transferred” changed as of 09/01/05 to include Interim and Permanent transfers of supervision.

New supervision type: Interim Inter-County Transfer (IICT)

Definition: This supervision type may be used **only** when a juvenile under deferred prosecution or probation supervision transfers jurisdictions as a result of an interim inter-county transfer. Use of IICT as a supervision type will allow the sending juvenile probation department to track the juvenile's supervision until that supervision becomes permanent with the receiving department.

CW5 Data Entry: Interim to Permanent Supervision

Sending County	Receiving County
<p>County A completes the Order to Transfer Permanent Supervision.</p> <p>IICT supervision will be closed as <i>completed</i> on day 181.</p>	<p>County B agrees to permanently provide supervision.</p> <p>County B will:</p> <ul style="list-style-type: none"> • Close the interim supervision as <i>completed</i> on the day the supervision transfers from interim to permanent (day 181). • Open a new supervision on the day the supervision transfers. (Interim end date and permanent begin date should be the same). • The permanent supervision should be coded as <i>PRBP</i>. <p>The supervision will remain open until the supervision term has expired or the supervision is otherwise closed.</p>

Interim supervision automatically becomes permanent supervision after 180 calendar days.

It is possible to request permanent supervision prior to the expiration of interim supervision. The process used to transfer interim to permanent supervision prior to expiration is the same as explained above.

Note: Interim deferred prosecution cannot become permanent even if the time is extended by Court. Only probation supervision can become permanent.

INDIRECT SUPERVISION

Indirect Supervision: This supervision type shall be used when a juvenile under supervision absconds or cannot be found. The use of indirect supervision is mandatory for all deferred and probation supervisions where a juvenile has absconded or is absent without permission. Indirect supervision may be used for juveniles who have absconded or are absent without permission while on conditions of release or temporary supervision. All Indirect Supervision records shall be closed as Completed if the juvenile returns to supervision or Failure to Comply if the juvenile is not found or returns to the department after their supervision term has expired.

Example: A child is on probation and fails to report and cannot be found. The supervision must be terminated and closed as absent without permission. The timeframe for changing the supervision status to indirect is not more than 45 days from the time the juvenile is considered absent. Open up a new supervision record of Indirect Supervision. When the child returns, close the Indirect Supervision as Completed. If the juvenile does not return to supervision or the supervision term expires prior to the juvenile returning, close the Indirect Supervision as Failure to Comply.

Indirect Supervision FAQ's:

1. Which supervision outcomes are acceptable for Indirect Supervision?

Completed (S)

Child completed the supervision. For Indirect Supervision the child returns to the department for supervision.

Failure to Comply (X)

For Indirect Supervision the child did not return prior to the expiration of supervision or 18th birthday.

2. If a child on Conditional Release Supervision “absconds” is this considered “Absent without Permission” or “Failure to Comply”?

If no warrant is issued and the department is not actively trying to find the juvenile we recommend that the supervision be closed as "Failure to Comply". If a warrant is issued and the department is continuing their attempts to locate the juvenile, the supervision may be closed as "Absent without Permission". In no circumstance should the supervision remain open after the juvenile absconds.

3. **In the definition for "Absent without Permission" could you clarify what is meant by "The timeframe for not reporting for supervision is no more than 45 days from the time the juvenile is considered absent." At what point is a juvenile "Absent without Permission"?**

The juvenile should be considered "absent without permission" as soon as the department considers the juvenile an absconder. The department does not need to wait 45 days before a supervision is closed as "absent without permission". Since the timeframe for this differs from one department to the next we put a limit to the length of time a juvenile could be missing before they were declared/coded absent without permission.

4. **Can a child on Interim Supervision be "Absent without Permission"? If yes, would the receiving county open an Indirect Supervision record?**

Yes. The receiving county has the supervision and should create the indirect supervision record.

5. **If the child's probation term expires while they are on Indirect Supervision, should the Indirect Supervision record be closed as "Failure to Comply" on the date of the probation term expiration?**

If the probation term expires prior to the child returning then close the case as "failure to comply". The only time you would leave the case open is if there was a motion to modify order filed prior to the expiration of the supervision -- then the case could remain open until the child was found or the child turned 18.

6. **Can someone who is on Conditional Release or Deferred Prosecution Supervision be placed on Indirect Supervision?**

Yes - although we recommend that if there isn't much time left on the supervision and/or there is not a warrant issued and/ or the department isn't going to be actively looking for the child the supervision should be closed as "Failure to Comply".

7. **What happens to an Indirect Supervision record when the probation term has ended with VOP's pending and one year has expired since the end of the original supervision term?**

As long as the motion to modify was filed prior to the expiration of the original sentence, the indirect may remain open until the child is found or until their 18th birthday. Your department may choose to develop a policy which states that all VOP cases must be acted on within one year or be withdrawn. However, there is no requirement that a VOP be withdrawn or acted on within one year if the juvenile has absconded.

- 8. When should an Indirect Supervision be closed for a child who is apprehended? In this instance, a motion to modify was filed prior to the original term end and the original probation term has expired.**

An Indirect Supervision should be closed at the point the child is either found/back in the county, the term has expired or the child has turned 18. For the above, the Indirect Supervision should be closed at the point the child is apprehended and is in the county.

- 9. What is the supervision outcome in the above situation?**

The supervision should be closed as Completed since the child has returned.