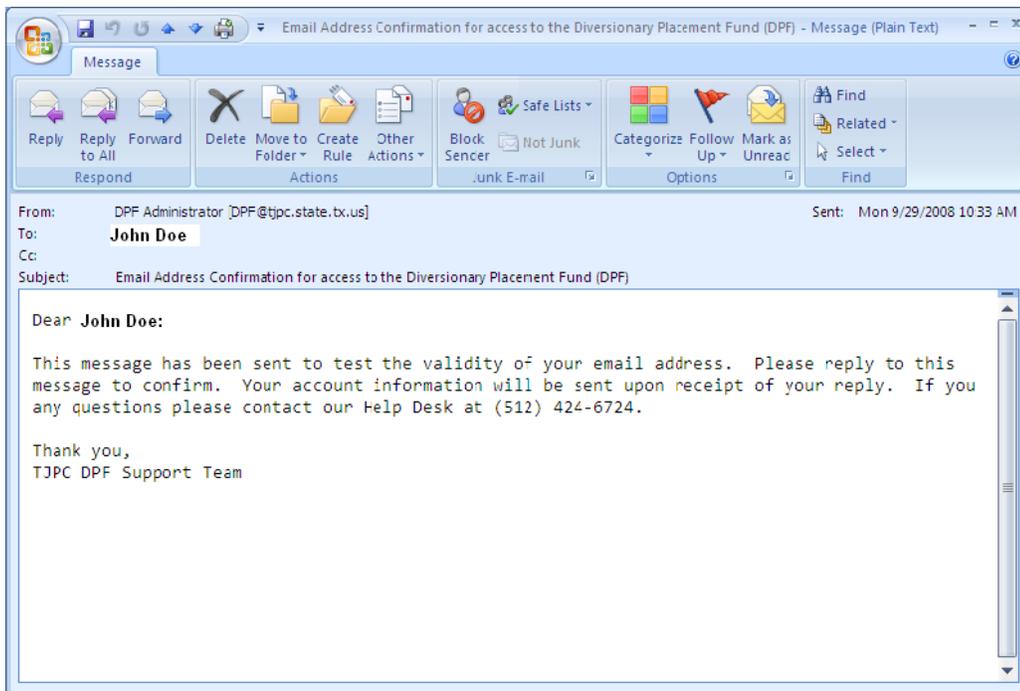


Instructions for the
Diversionary Placement Fund Grant H
Web Based System

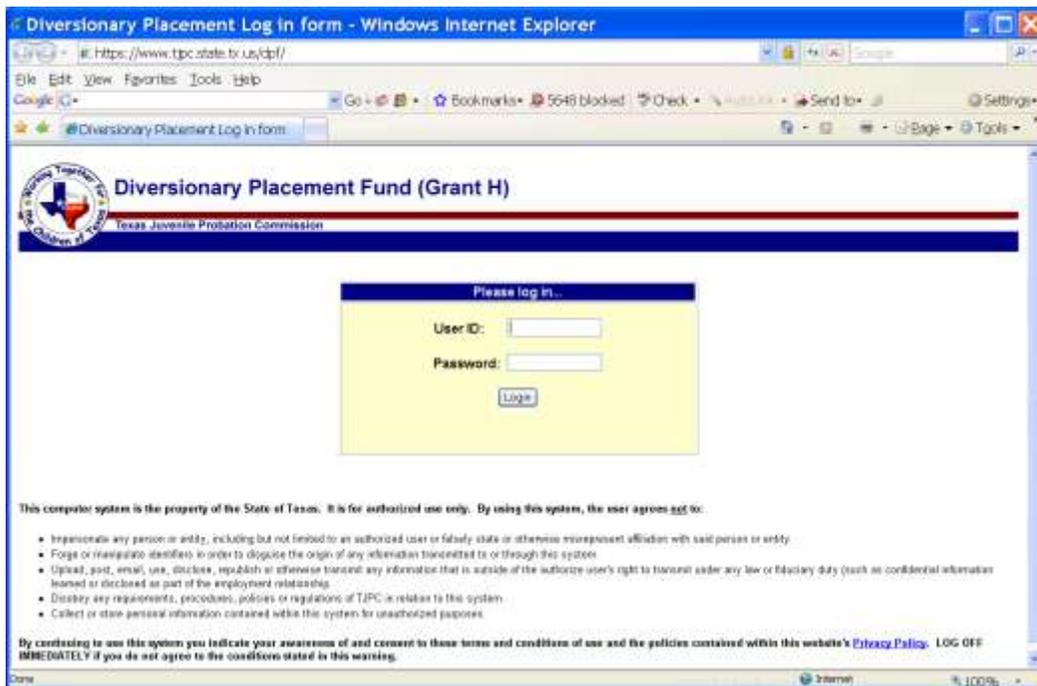
Upon application and placement of any juvenile in a facility utilizing funds under this grant, the Grantee shall promptly, but no later than five (5) calendar days, update the Commission's online database in order to maintain current data as required under Section D of Article V.

User Authorization Form

1. Every department will receive a User Authorization Form electronically by email.
 - Please complete the form and have it signed by the CJPO.
 - Once the form is complete, please return the form to TJPC for processing.
 - You will not be allowed to enter applications unless the User Authorization Form is completed and submitted to be processed by the Commission. It can be scanned and emailed to DPF@tjpc.state.tx.us or faxed to TJPC attention: MIS department @ 512-424-6717.
 - Once the form is processed, the following confirmation email will be sent to the email addresses listed on the form.



2. Reply to the email to insure that your email address is valid and only then will your log-in credentials (user name and password) be forwarded to you.
3. The log-in credentials will enable you to enter the Diversionary Placement Application web site which is located at <https://www.tjpc.state.tx.us/dpf> shown below.



Enter your User ID and Password and click on Login. The default page will appear.



Click on New Application to process a new application.

Application for Diversionary Placement Fund - Windows Internet Explorer

https://www.tjpc.state.tx.us/dbf/Application.asp

File Edit View Favorites Tools Help

Google G

Application for Diversionary Placem...

Diversionary Placement Fund (Grant H)
Texas Juvenile Probation Commission

Application For Diversionary Placement Fund (Grant H)

PLACEMENT INFORMATION						
Headquarter County	County Number	Region	Urban County			
KARNES	125	Central	No			
Personal Identification Number (PID)	Referral Number	Daily Rate	Date Placed	Projected Exit Date	Amount Encumbered	
					\$0.00	
Juvenile's Last Name	Juvenile's First Name		Name of JPO			
Facility Name	Facility Type		County Phone Number			
	Select Facility Type					
POST PLACEMENT						
Exit Date	Outcome				Amount Funded	
	Select an Outcome				\$0.00	

Submit Cancel

All the Placement Information must be entered with the exception of the Post Placement Information at the bottom which is entered once the child is out of funding or the child has exited the facility.

Application for Diversionary Placement Fund - Windows Internet Explorer

https://www.tjpc.state.tx.us/dbf/Application.asp

File Edit View Favorites Tools Help

Google G

Application for Diversionary Placem...

Diversionary Placement Fund (Grant H)
Texas Juvenile Probation Commission

Application For Diversionary Placement Fund (Grant H)

PLACEMENT INFORMATION						
Headquarter County	County Number	Region	Urban County			
KARNES	125	Central	No			
Personal Identification Number (PID)	Referral Number	Daily Rate	Date Placed	Projected Exit Date	Amount Encumbered	
1111	2222	50	05/01/2008	07/31/2018	\$0.00	
Juvenile's Last Name	Juvenile's First Name		Name of JPO			
PLINTSTONE	FRED		WILMA			
Facility Name	Facility Type		County Phone Number			
BEDROCK	Secure		111-222-3333			
POST PLACEMENT						
Exit Date	Outcome				Amount Funded	
	Select an Outcome				\$0.00	

Submit Cancel

Enter all information and click on Submit.

Diversitory Placement Fund Opening Page - Windows Internet Explorer

https://www.tjpc.state.tx.us/dpf/Default.asp

File Edit View Favorites Tools Help

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Diversitory Placement Fund Opening Page

Diversitory Placement Fund (Grant H)
Texas Juvenile Probation Commission

Headquarters: KARNES COUNTY
Counties included: KARNES, WILSON

Only TJPC staff can view this message: To edit an existing record, choose the appropriate county from the drop-down menu below and click the Change button. This should produce a list of applications for the selected county. Click on a name below to view data for an existing application. Click **New Application** to enter a new application into the system.

County: WILSON Change New Application Regional Report Log Out

Actual Bed Days	Total Amount Allocated	Total Amount Encumbered	Actual Total Amount Funded (Post Placement)
0	\$31,955.00	\$30,060.00	\$0.00

Applications for Diversitory Placement Fund							Post Placement	
Name	PID Number	Daily Rate	Date Placed	Projected Exit Date	Amount Encumbered	Actual Exit Date	Amount Funded	
FUNTSTONE, FRED	0001111	\$90.00	Sep 1, 2009	Jul 31, 2009	\$30,060.00		\$0.00	

You have now created a record for that juvenile. Every placement that you have entered will be on this page. In this case there is just one. Click on Regional Report which will allow you to see what has been encumbered for your region.

Regional Report - Windows Internet Explorer

https://www.tjpc.state.tx.us/dpf/RegionalReport.asp

File Edit View Favorites Tools Help

Google

Regional Report

Region 4 (Central)

Counties	Regional Allocations	Total Encumbered	Total Funded	Actual Total Bed Days
ATASCOSA	\$39,227.00	\$0.00	\$0.00	0
BANDERA	\$23,649.00	\$0.00	\$0.00	0
BASTROP, BURLESON, LEE, WASHINGTON	\$90,753.00	\$0.00	\$0.00	0
BELL	\$200,748.00	\$0.00	\$0.00	0
BURNET, BLANCO, GILLESPIE, LLANO, SAN SABA	\$198,117.00	\$0.00	\$0.00	0
CALDWELL	\$39,873.00	\$0.00	\$0.00	0
COMAL	\$78,980.00	\$0.00	\$0.00	0
COMANCHE, BOSQUE, HAMILTON	\$55,292.00	\$0.00	\$0.00	0
CORYELL	\$62,915.00	\$0.00	\$0.00	0
DEWITT	\$37,545.00	\$0.00	\$0.00	0
EPATH	\$29,114.00	\$0.00	\$0.00	0
FAYETTE	\$26,396.00	\$0.00	\$0.00	0
FRIED	\$19,350.00	\$0.00	\$0.00	0
GUADALUPE	\$96,483.00	\$0.00	\$0.00	0
HAYS	\$29,944.00	\$0.00	\$0.00	0
JACKSON	\$43,411.00	\$0.00	\$0.00	0
KARNES, WILSON	\$31,955.00	\$30,060.00	\$0.00	0
HENDALL	\$54,368.00	\$0.00	\$0.00	0
HERR	\$24,712.00	\$0.00	\$0.00	0
LAMPASAS	\$17,252.00	\$0.00	\$0.00	0
LASALLE	\$58,133.00	\$0.00	\$0.00	0
LAVACA, COLORADO, GONZALES	\$166,710.00	\$0.00	\$0.00	0
MCLENNAN	\$43,948.00	\$0.00	\$0.00	0
MEDINA	\$59,728.00	\$0.00	\$0.00	0
MILAM, FALLS, ROBERTSON	\$102,106.00	\$0.00	\$0.00	0
VICTORIA	\$256,517.00	\$0.00	\$0.00	0
WILLIAMSON	\$0.00	\$0.00	\$0.00	0
Total	\$1,897,324.00	\$30,060.00	\$0.00	0

The Total Funded and the Actual Total Bed Days (last 2 columns) will be calculated on this report only when the Post Placement Information has been entered on the juvenile's record.

Click on your back button to go back to the default page.

Diversions Placement Fund (Grant H)
Texas Juvenile Probation Commission

Headquarters: KARNES COUNTY
Counties included: KARNES, WILSON

Only TJPC staff can view this message: To edit an existing record, choose the appropriate county from the drop down-menu below and click the Change button. This should produce a list of applications for the selected county. Click on a name below to view data for an existing application. Click **New Application** to enter a new application into the system.

County:

Actual Bed Days	Total Amount Allocated	Total Amount Encumbered	Actual Total Amount Funded (Post Placement)
0	\$31,955.00	\$30,060.00	\$0.00

Applications for Diversions Placement Fund						Post Placement	
Name	PID Number	Daily Rate	Date Placed	Projected Exit Date	Amount Encumbered	Actual Exit Date	Amount Funded
FLINTSTONE, FRED	0001111	\$90.00	Sep 1 2008	Jul 31 2009	\$30,060.00		\$0.00

When a child has exited the facility or your county is out of funding, the exit date must be entered. Click on the juvenile's name which will take you to his record.

Application for Diversionary Placement Fund - Windows Internet Explorer

https://www.tjpc.state.tx.us/df/Application.asp?UID={2BAE8FDE-E2B9-4CEF-B4B4-ACDF1FEB55FE}

Application for Diversionary Placem...



Diversionary Placement Fund (Grant H)

Texas Juvenile Probation Commission

Application For Diversionary Placement Fund (Grant H)

PLACEMENT INFORMATION					
Headquarter County	County Number	Region	Urban County		
KARNES	128	Central	No		
Personal Identification Number (PID)	Referral Number	Daily Rate	Date Placed	Projected Exit Date	Amount Encumbered
000111	000000	00	08/11/2008	07/31/2009	\$30,060.00
Juvenile's Last Name	Juvenile's First Name		Name of JPO		
BLUNSTONE	FRED		WJMA		
Facility Name	Facility Type	County Phone Number			
BEDROCK	Secure	111-222-3333			
POST PLACEMENT					
Exit Date	Outcome			Amount Funded	
	->Select an Outcome<-			\$0.00	

Update Cancel Delete

Once a record is created, only changes to the Projected Exit Date can be made. If you find that the information entered is incorrect, you must delete the record and re-enter the correct information. Enter the Exit Date to close out the record. If the Projected Exit date differs from the Exit Date in the Post Placement information, change the projected date to match the Exit date. You will not be allowed to proceed if these 2 dates differ.

Click on Update.

Diversionsary Placement Fund Opening Page - Windows Internet Explorer

https://www.tjpc.state.tx.us/dpf/Default.asp

Diversionsary Placement Fund (Grant H)
Texas Juvenile Probation Commission

Headquarters: KARNES COUNTY
Counties included: KARNES, WILSON

Only TJPC staff can view this message: To edit an existing record, choose the appropriate county from the drop down-menu below and click the Change button. This should produce a list of applications for the selected county. Click on a name below to view data for an existing application. Click **New Application** to enter a new application into the system.

County:

Actual Bed Days	Total Amount Allocated	Total Amount Encumbered	Actual Total Amount Funded (Post Placement)
273	\$31,956.00	\$24,570.00	\$24,570.00

Applications for Diversionsary Placement Fund							Post Placement	
Name	PID Number	Daily Rate	Date Placed	Projected Exit Date	Amount Encumbered	Actual Exit Date	Amount Funded	
FLINTSTONE, FRED	0001111	\$90.00	Sep 1 2008	May 31 2009	\$24,570.00	May 31 2009	\$24,570.00	

Notice that your record now shows the actual amount that has been funded for that juvenile. Click on Regional Report and notice that it records the actual amount funded and the actual bed days funded.

Regional Report - Windows Internet Explorer

https://www.tjpc.state.tx.us/dpf/RegionalReport.asp

Region 4 (Central)

Counties	Regional Allocations	Total Encumbered	Total Funded	Actual Total Bed Days
ATASCOSA	\$39,227.00	\$0.00	\$0.00	0
BANDERA	\$23,849.00	\$0.00	\$0.00	0
BASTROP, BURLESON, LEE, WASHINGTON	\$90,753.00	\$0.00	\$0.00	0
BELL	\$200,746.00	\$0.00	\$0.00	0
BURNET, BLANCO, GILLESPIE, LLANO, SAN SABA	\$198,117.00	\$0.00	\$0.00	0
CALDWELL	\$39,873.00	\$0.00	\$0.00	0
COMAL	\$78,980.00	\$0.00	\$0.00	0
COMANCHE, BOSQUE, HAMILTON	\$55,252.00	\$0.00	\$0.00	0
CORYELL	\$52,915.00	\$0.00	\$0.00	0
DEWITT	\$37,545.00	\$0.00	\$0.00	0
ERATH	\$29,114.00	\$0.00	\$0.00	0
FAYETTE	\$26,396.00	\$0.00	\$0.00	0
FRIO	\$19,360.00	\$0.00	\$0.00	0
GUADALUPE	\$96,483.00	\$0.00	\$0.00	0
HAYS	\$29,944.00	\$0.00	\$0.00	0
JACKSON	\$43,411.00	\$0.00	\$0.00	0
KARNES, WILSON	\$31,956.00	\$24,570.00	\$24,570.00	273
WENDALL	\$54,368.00	\$0.00	\$0.00	0
WERR	\$24,712.00	\$0.00	\$0.00	0
LAMPASAS	\$17,252.00	\$0.00	\$0.00	0
LASALLE	\$58,133.00	\$0.00	\$0.00	0
LAVACA, COLORADO, GONZALES	\$166,710.00	\$0.00	\$0.00	0
MCCLENNAN	\$43,948.00	\$0.00	\$0.00	0
MEDINA	\$59,728.00	\$0.00	\$0.00	0
MILAM, FALLS, ROBERTSON	\$102,106.00	\$0.00	\$0.00	0
VICTORIA	\$256,817.00	\$0.00	\$0.00	0
WILLIAMSON	\$0.00	\$0.00	\$0.00	0
Total	\$1,887,324.00	\$24,570.00	\$24,570.00	273

Allowable expenses for Grant H: Grant funds shall be only expensed in the residential services category.

Eligibility: The grantee shall be eligible for Grant H for a juvenile who has been court ordered into a secure post-adjudication or non-secure residential facility for a felony or misdemeanor adjudication.

Length of Placement: The grantee will be allowed to pay for placement with Grant H for as long as the juvenile is in placement within the current fiscal year or until the county's funding is exhausted.

Final Report: The grantee shall indicate on the web based application the outcome of the placement as *Successful* or *Unsuccessful*.

Aftercare Services: The grantee shall afford aftercare services to a juvenile for a minimum of 90 calendar days after the juvenile exits the facility. The Aftercare Services form is available to you on the Commissions web site under Publications, Forms then Fiscal Services. The form number is *TJPC-FIS-14-04*. This form along with the facility invoices that correspond with the placement dates must be kept in the juvenile's folder and will be subject to future audits. They are not required to be sent to the Commission. Alternatives to the Aftercare Services Plan are the *Field Supervision Case Plan*, the *Field Supervision Case Plan Review* or the *Field Supervision Exit Plan*.

Quarterly Reports: The grantee shall report the expenditure of all funds received through this grant on the *Quarterly Expenditure Report* and the *Quarterly ISP and Residential Cost Report*.

Receipt of Grant Funds: The grantee shall receive the funding in one lump sum to be expended within the current fiscal year once Amendment 7 has been executed and submitted to the Commission.

Amount of Grant Funding: The grantee shall receive the amount of funding that was allocated to your county, multi-county or JD as determined at the Regional level.

* Each time a juvenile is ordered into a facility, a new record must be created. Ex. Johnny enters facility A on 09/01/2007 and is discharged unsuccessfully on 10/31/2008. He goes to detention and is then placed in Facility B on 11/02/2008. The record for Facility A must be closed out by entering the Post Placement Information and the placement in Facility B must be entered. A new order constitutes a new placement record.

*Once a child exits the facility or it is the end of funding, the grantee shall update the record within 5 days by entering the Post Placement information. This will close out the record and allow you to see how many days and how much funding was actually paid out of Grant H for your county.

The amended portion of the CRM for Grant H will now read:

Article V, Section D, is amended by adding the following sentence:

1. **Diversionary Placement Report.** The Grantee shall submit, via the Commission's web-based program, an *Application Diversionary Placement Report (Grant H)*. Upon application and placement of any juvenile in a facility utilizing funds under this grant, the Grantee shall promptly, but no later than five (5) calendar days, update the Commission's online database in order to maintain current data as required under this Section. The following placement and post-placement information shall be entered and submitted:
 - a. Headquarter County, County Number, Region, Urban County;
 - b. Personal Identification Number (PID), Referral Number, Date Placed, Projected Exit Date;
 - c. Daily Rate, Amount Encumbered, Amount Funded;
 - d. Juvenile's First and Last Name, Name of JPO;
 - e. Facility Name, Facility Type, County Phone Number;
 - f. Exit Date, Outcome

Contacts:

User Authorization Form, User ID or password:

MIS Department

Phone: 512-424-6700

Fax: 512-424-6717

Email: DPF@tjpc.state.tx.us

Grant H:

Judy Garza-Ybarbo

Phone: 512-424-6735

Fax: 512-424-6736

Email: judy.ybarbo@tjpc.state.tx.us