

BACK TO BASICS: BEST PRACTICE FOR DATA ENTRY

Texas Juvenile Justice Department

2015 Data Coordinators Conference

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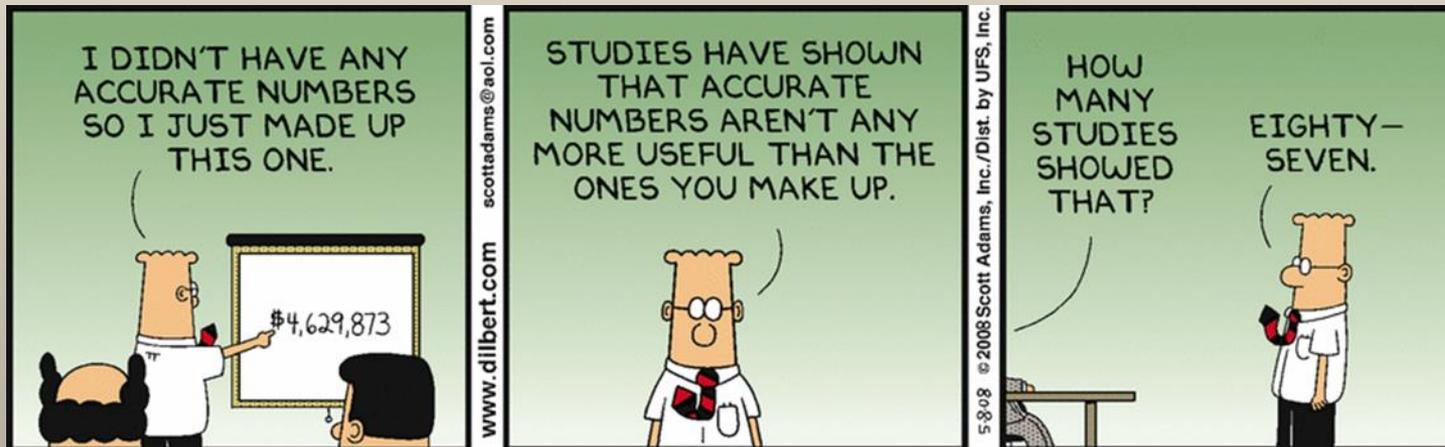


ROAD MAP

- Key points
- “Never” rules
- Common errors
- Why it matters
- How to check for the errors
- Tips for best practice

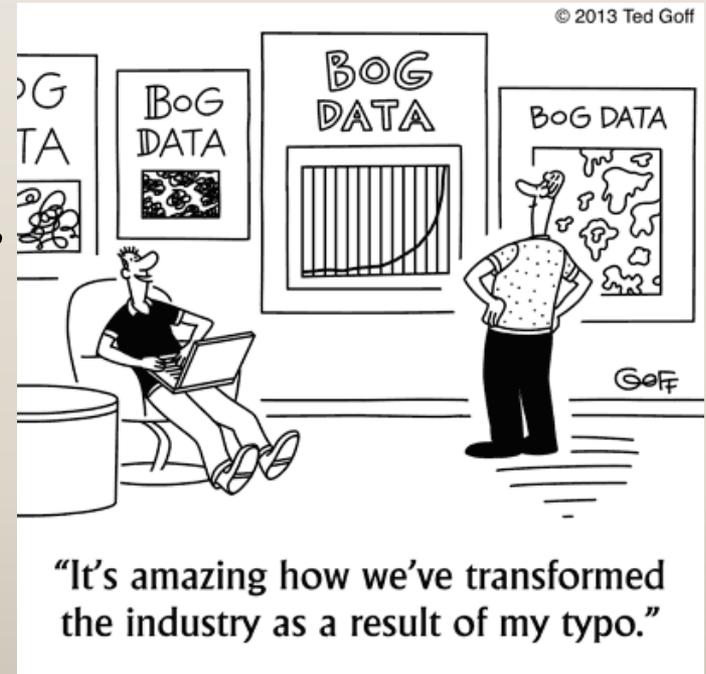
FIDELITY

- Fidelity in this context refers to reliability of information entered
 - E.g. DPS SID, Race, DOB
- QUESTION: What is the current standard practice in your department for non-required data fields?
 - Required fields that are currently unknown?



VERIFICATION

- Double check entered information
- Qualitative example:
 - “Provided whips to family for infant”
- vs.
- “Provided *wipes* to family for infant”
- Recidivism small county
 - 40% vs. 60%
- Recidivism large county
 - 46% vs. 58%



“NEVER” RULES

- Never “overwrite” an existing disposition or disposition date
- Never delete a record that is not an error
 - E.g. Sealed, restricted, deferred, special court
- Never make something up to act as a placeholder
 - E.g. DPS SID, SSN, DOB, etc.
- Never be afraid to ask for clarification or assistance

COMMON DATE ERRORS

- Referral Date AFTER Disposition Date
- Birthdate as Referral Date OR Disposition Date
- Disposition or Referral Date as Birthdate
- Juvenile is outside the Juvenile System age or has missing DOB

COMMON NAME ISSUES

- Including meeting schedule within the name field
 - E.g. Doe, John (Bi-weekly, Thurs. 6pm)
- Including “Jr.” “Sr.” “II” “III”, etc. within the first/last name field
 - Suffixes should be included in the suffix field
- Putting “NMN”, “MNU”, “NMI”, “Jr” as the middle name
 - If unknown, leave blank
- Putting any character that is not a letter in the name field
 - E.g. Doe, Jane1234; Smith (mother: Susan), John

COMMON DISPOSITION/REFERRAL ERRORS

- Violation of Probation with no/incorrect Originating Offense Referral Number
 - Please don't use "00000000"
 - If unknown, best to find it before entering the data
- Disposition of Consolidated but no other disposition on same date
- Multiple matching dispositions occurring on same date for same juvenile
 - Exception: multiple cause numbers on the same day
- "000" or "999" as the Primary Disposition Value
 - "000" = Paper Complaint Dispositions and "999" = 'Not Applicable'
- Subsequent Dispositions should only be used for:
 - Deferred Prosecution
 - Appealed cases

COMMON PLACEMENT ERRORS

- A juvenile not under supervision should not be placed in a post-adjudication facility
 - Verify the Placement Type
- A juvenile can *not* have multiple placements open at the same time or have a placement and detention open at the same time
 - Allowable for concurrent records up to 72 hours

DISPOSITION SCENARIO 1

SCENARIO: A juvenile violates his probation supervision and is committed to TJJD

- How are the violation and commitment recorded?
 - A. Attach the commitment to the original referral as a subsequent disposition
 - B. Create a new referral for the violation and enter the disposition of TJJD
 - C. Close out the original probation supervision with TJJD Commitment (T)

ANSWER:

- B: Create a new referral for the violation and enter the disposition of Probation Revoked-Indeterminate Commitment to TJJD

AND

- C: Close out the original probation supervision with TJJD Commitment (T)

WHY?

- A violation of a probation order is a new offense and should be entered as a new referral with the corresponding disposition
- TJJD Commitment is a serious disposition and must be recorded in a way that accurately reflects the juvenile's behavior, the disposition, and the disposition date

HOW TO VERIFY NO ISSUE

- Check that all TJJD dispositions are attached to a referral for a new offense or a violation
 - If new offense, disposition = TJJD Commitment
 - If Violation of Probation, disposition = Probation Revoked
- Identify any juveniles with subsequent dispositions and ensure that no TJJD Commitment is coded as secondary
- Double check that those committed to TJJD on a violation have their supervision closed out with TJJD Commitment (T)

DISPOSITION SCENARIO 2

SCENARIO: A juvenile commits an offense while in TJJD, is brought to court, receives a disposition of TJJD and is returned to the facility

- How is the TJJD Commitment recorded?
 - A. Don't enter as a referral or disposition since it is a TJJD matter
 - B. Enter as a formal referral with a disposition of TJJD
 - C. Enter as a formal referral with a disposition of "Concurrent TJJD" (code 135)

ANSWER:

- C: Enter as a formal referral with a disposition of “Concurrent TJJD”
 - Of note: Don’t use the concurrent code for parole violators

WHY?

- We must be able to identify both adjudications to TJJD and admissions to TJJD
- Juveniles that receive a TJJD disposition while serving a commitment are not considered admissions by TJJD
- TJJD commitment goals and reported TJJD Commitment numbers are based on admissions to TJJD

HOW TO VERIFY NO ISSUE

- JCMS Ad-Hoc
 - Run report for Referrals and select for TJJD as Referral Source
 - Check your juveniles disposed to TJJD and see if any have previous TJJD dispositions
- Other Juvenile Case Management Systems

DISPOSITION SCENARIO 3

SCENARIO: A juvenile in detention escapes and, on the way out, injures a detention officer. The juvenile is then committed to TJJD

- How should the offense be recorded?
 - A. Escape, cases bodily injury (F2)
 - B. Runaway (CINS)
 - C. Misdemeanor offense for which detained (M*)

ANSWER:

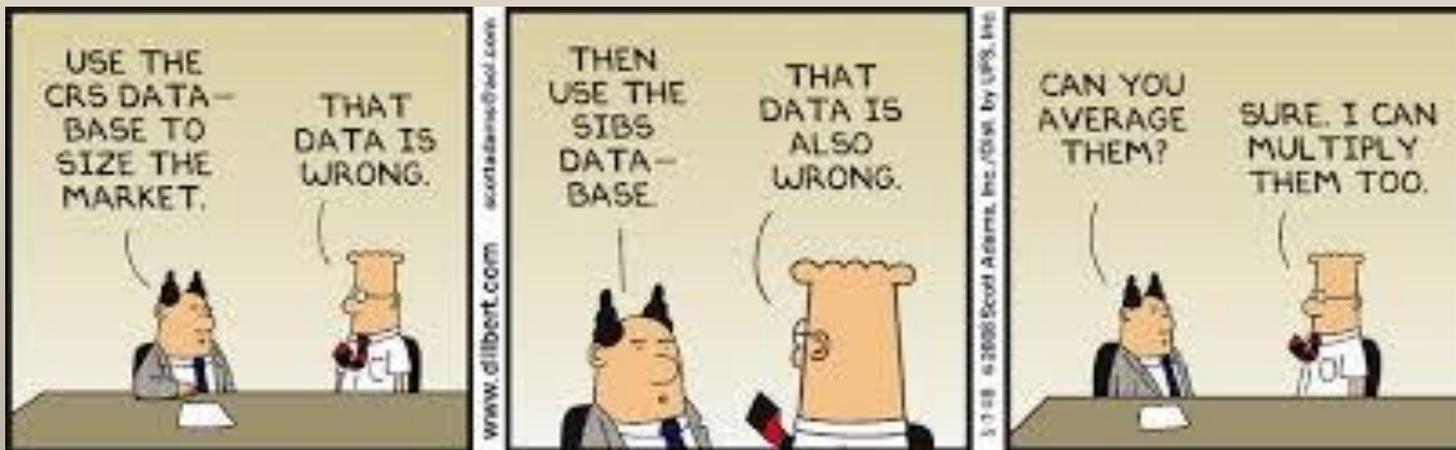
- A: Escape, causes bodily injury (F2)
 - If there were multiple dispositions consolidated on the same date for a felony level offense or violation of felony probation, change the current TJJD Disposition to consolidated and assign TJJD to the felony offense

WHY?

- A juvenile can only be committed to TJJD for a felony offense *or* violation of felony probation
- Selecting the incorrect offense code entirely or designating the incorrect offense as primary reports a juvenile was committed to TJJD for a misdemeanor or CINS offense

HOW TO VERIFY NO ISSUE

- Pay close attention to CDA check and ensure records flagged as errors are fixed appropriately
- Run ad-hoc report for all TJJD dispositions and ensure they are attached to a felony offense



DISPOSITION SCENARIO 4

SCENARIO: A juvenile receives multiple matching dispositions on the same date for different referrals

- How should these be recorded?
 - A. Each disposition should be recorded separately
 - B. Delete all but the most serious offense and disposition
 - C. Track the actual disposition under the most serious referral and enter Consolidated at the disposition for the other referrals

ANSWER:

- C: Choose the referral for the most serious offense to be the primary disposition, and then change the dispositions on the other referrals disposed on the same date to consolidated

WHY?

- We want to count unique dispositions per juvenile per date
 - Consider a juvenile who had 5 referrals all disposed to TJJD or Certified as an adult
 - If not consolidated, that will be 5 commitments or certifications vs. 1
 - Only one juvenile received the commitments/certifications and only one juvenile can follow the disposition

PROBATION SCENARIO 1

SCENARIO: A juvenile on felony probation commits a misdemeanor offense and is committed to TJJD

- How is the offense recorded?
 - A. Create a referral for the misdemeanor offense
 - B. Create a referral for the misdemeanor as primary at intake and the Viol of Court Order—New Offense as primary at disposition
 - C. Don't enter a new offense; attach the TJJD commitment as a secondary disposition

ANSWER:

- B: Enter the misdemeanor as primary at intake and the Viol Court Order—New Offense as primary at disposition

WHY?

- A juvenile can not be committed to TJJD for a misdemeanor offense
- In this scenario, the TJJD disposition is based on the violation of the original felony probation
 - A TJJD commitment must be attached to a referral for a new felony offense OR a violation of a felony supervision

HOW TO VERIFY NO ISSUE

- Ensure that all TJJD Dispositions are attached to *either* a felony offense *or* a violation of a felony probation
- The original offense referral number should identify the original offense as a felony for violations resulting in a TJJD disposition
 - This is where the habit of entering the original offense number for probation violations comes in useful

PROBATION SCENARIO 2

SCENARIO: A juvenile on deferred prosecution violates his agreement is taken to court and receives an adjudication to probation

- How is the adjudication recorded?
 - A. Attach the adjudication to the original referral as a subsequent disposition
 - B. Create a new referral for the deferred violation and enter the adjudication as a disposition
 - C. Overwrite the existing disposition

ANSWER:

- A: Attach the adjudication to the original referral as a secondary disposition
- Of note:
 - If the juvenile fails a deferred prosecution, the original deferred prosecution supervision **MUST** be closed with a “Failure to Comply” outcome when the petition is filed
 - If, however, a juvenile successfully completes the deferred agreement, the supervision should be closed with “Completed” outcome. There should be no secondary disposition of “dropped/dismissed”

WHY?

- A deferred prosecution is a dispositional outcome
- A motion to dismiss does not reflect a new disposition for the case
- DPS requires only that the *outcome* of the deferred be reported, not that it receive a new disposition

PROBATION SCENARIO 3

SCENARIO: A juvenile on probation violates his supervision and has his probation modified

- How is the modification recorded?
 - A. Attach the modification to the original referral as a secondary disposition
 - B. Create a new referral for the violation and enter the disposition of modified probation
 - C. Overwrite the existing disposition

ANSWER:

- B: Create a new referral for the violation and enter the disposition of Modified Probation

WHY?

- A violation of probation (court order) is a new offense and should be entered as a new referral
- A violation that results in a modification and/or extension of probation reflects new behavior on the part of the juvenile

TIPS FOR BEST PRACTICE

1. Double check all entered data before saving
2. If you don't know the correct information...
 - a. If it is not a required field, leave it blank until you can verify the correct information
 - b. If it is a required field, find the information, verify the information, and then enter it (then double check)
3. Set guidelines for entering data
 - a. E.g. Enter Dispositions within 48 hours of receiving information and Referrals within 24 hours
 - b. Submit the extract by the 10th of each month
 - i. If the 10th is on a weekend, submit it on the weekday prior to the 10th
 - ii. Set a calendar reminder the day before it is due

REPORT RUN JUNE 11, 2015

TJJD Monthly Dispositions by Type
May 2015
All Referral Types

<u>Disposition Type</u>	<u>FY 2014</u>	<u>Current Month</u>	<u>YTD 2015</u>	<u>YTD 2014</u>	<u>YTD Percent Change</u>
Dismissed	13804	917	10195	10294	-1%
Supv. Caution	13785	962	9036	10072	-10%
Deferred	16245	1220	11773	12180	-3%
Probation	16672	1254	11643	12297	-5%
TJJD	790	75	598	592	1%
Cert. Adult	142	6	78	112	-30%
Grand Total	61438	4434	43323	45547	-5%

REPORT RUN JULY 11, 2015

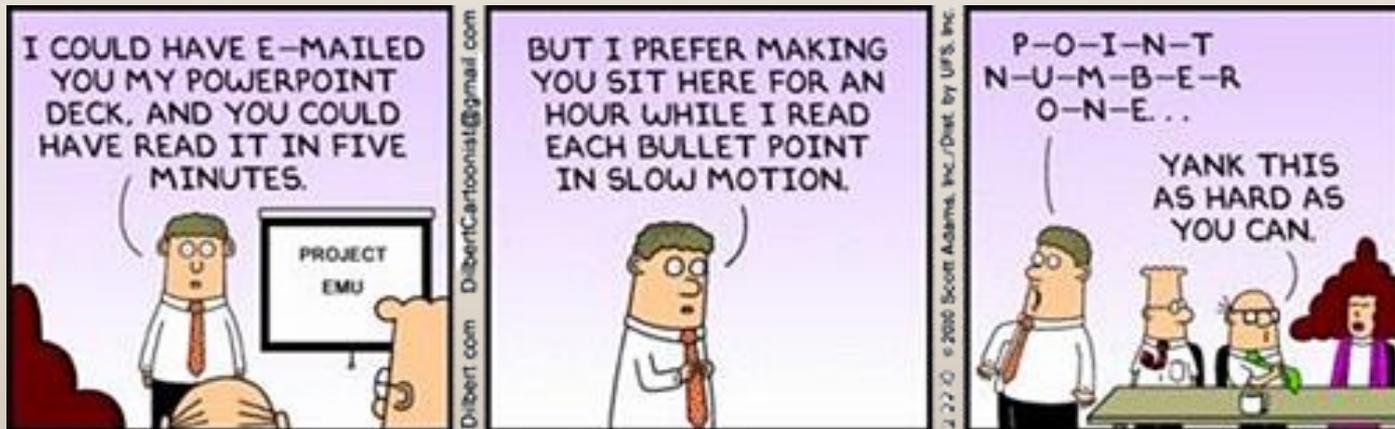
TJJD Monthly Dispositions by Type May 2015 All Referral Types

<u>Disposition Type</u>	<u>FY 2014</u>	<u>Current Month</u>	<u>YTD 2015</u>	<u>YTD 2014</u>	<u>YTD Percent Change</u>
Dismissed	13939	1113	10550	10324	2%
Supv. Caution	13835	1099	9359	10104	-7%
Deferred	16334	1339	11932	12268	-3%
Probation	16708	1364	11786	12298	-4%
TJJD	795	85	619	595	4%
Cert. Adult	143	7	81	112	-28%
Grand Total	61754	5007	44327	45701	-3%

TIPS FOR BEST PRACTICE

4. Set data entering requirements based on the CDA checks
5. Draft instruction documents for repeat tasks
 - a. E.g. Instructions for multiple matching dispositions on the same date for different referrals
6. Utilize the Comprehensive Folder Edit and Monthly Extract Report to minimize errors in the extract (and minimize errors on CDA)

QUESTIONS?



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