



# THE COMPREHENSIVE DATA AUDIT

**C. Yvonne Montejano**  
**Data Coordinators Conference**  
**September 21-22, 2010**



# || Presentation Overview

What is the CDA?

The CDA Process

Special CDA Situations

Questions



# WHAT IS THE CDA?



# What is the CDA?

- Annual comprehensive review of each department's extract data files.
- CDA reviews each file & cross-references data between different “tables” for completeness & consistency.
- Data checks are continually evolving. Particular data checks will be removed and/or replaced by another as appropriate.
- The CDA covers all *POTENTIAL* data entry errors from *January 1, 2007 to present* (with some exceptions).

# Why is the CDA so important?



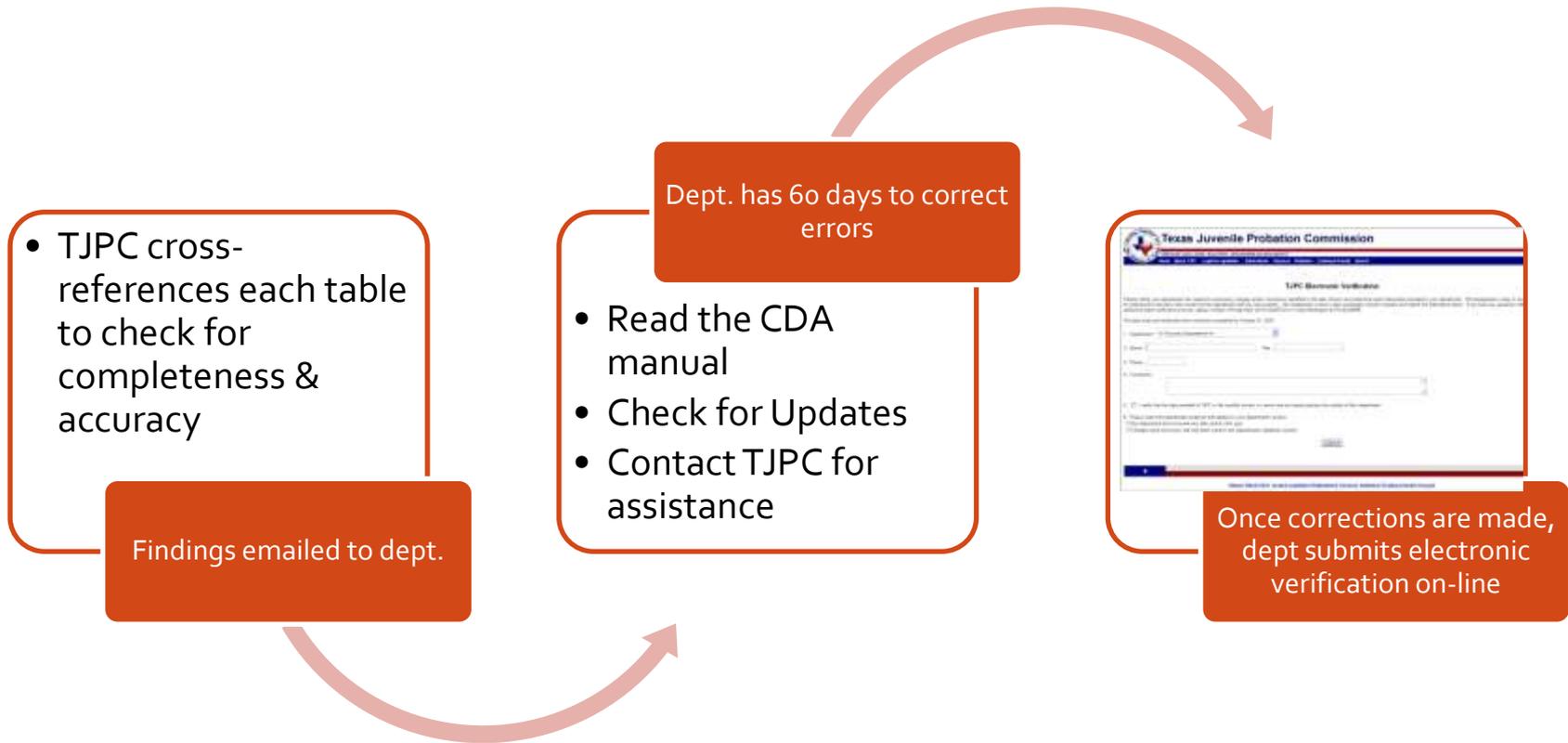
...so our data needs to be accurate!



# THE CDA PROCESS

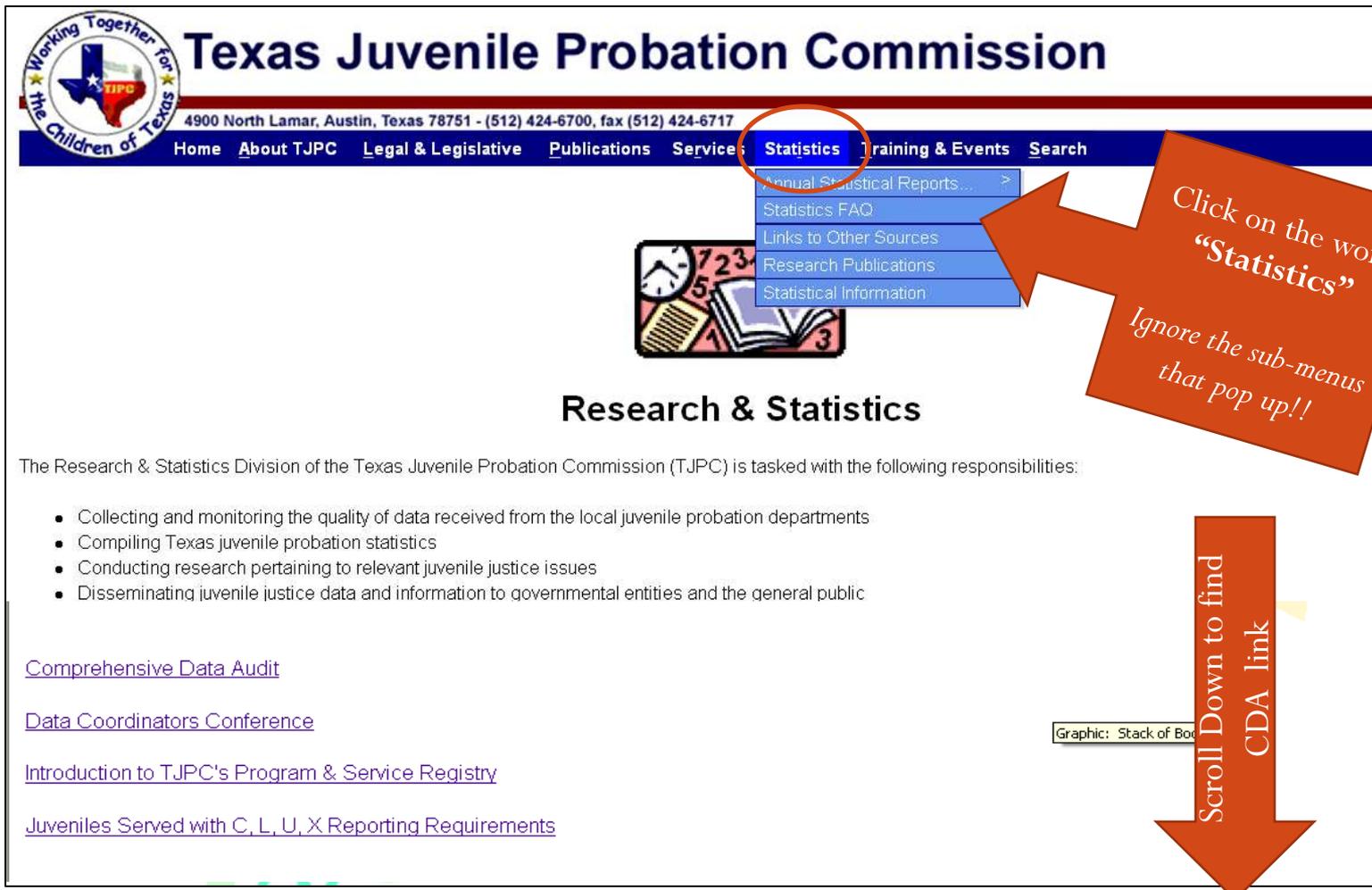


# The CDA Process



Deadline for corrections: Oct 31, 2010

# Getting Help for the CDA: TJPC's Statistics Website



The screenshot shows the Texas Juvenile Probation Commission website. The header includes the logo "Working Together for the Children of Texas" and the text "Texas Juvenile Probation Commission". Below the header is the address "4900 North Lamar, Austin, Texas 78751 - (512) 424-6700, fax (512) 424-6717" and a navigation menu with links: Home, About TJPC, Legal & Legislative, Publications, Services, **Statistics**, Training & Events, and Search. The "Statistics" link is circled in red, and a dropdown menu is visible with options: Annual Statistical Reports..., Statistics FAQ, Links to Other Sources, Research Publications, and Statistical Information. A red arrow points to the "Statistics" link with the text "Click on the word 'Statistics'". Another red arrow points to the dropdown menu with the text "Ignore the sub-menus that pop up!!". Below the navigation menu is a graphic of a stack of books and a calculator, with the text "Research & Statistics" below it. The main content area contains the text "The Research & Statistics Division of the Texas Juvenile Probation Commission (TJPC) is tasked with the following responsibilities:" followed by a bulleted list of responsibilities. Below the list are four links: "Comprehensive Data Audit", "Data Coordinators Conference", "Introduction to TJPC's Program & Service Registry", and "Juveniles Served with C, L, U, X Reporting Requirements". A red arrow points down from the bottom of the page with the text "Scroll Down to find CDA link". A small box labeled "Graphic: Stack of Books" is positioned near the bottom right of the page.

**Working Together for the Children of Texas**  
**Texas Juvenile Probation Commission**  
4900 North Lamar, Austin, Texas 78751 - (512) 424-6700, fax (512) 424-6717

Home About TJPC Legal & Legislative Publications Services **Statistics** Training & Events Search

Annual Statistical Reports...  
Statistics FAQ  
Links to Other Sources  
Research Publications  
Statistical Information

**Research & Statistics**

The Research & Statistics Division of the Texas Juvenile Probation Commission (TJPC) is tasked with the following responsibilities:

- Collecting and monitoring the quality of data received from the local juvenile probation departments
- Compiling Texas juvenile probation statistics
- Conducting research pertaining to relevant juvenile justice issues
- Disseminating juvenile justice data and information to governmental entities and the general public

[Comprehensive Data Audit](#)

[Data Coordinators Conference](#)

[Introduction to TJPC's Program & Service Registry](#)

[Juveniles Served with C, L, U, X Reporting Requirements](#)

Graphic: Stack of Books

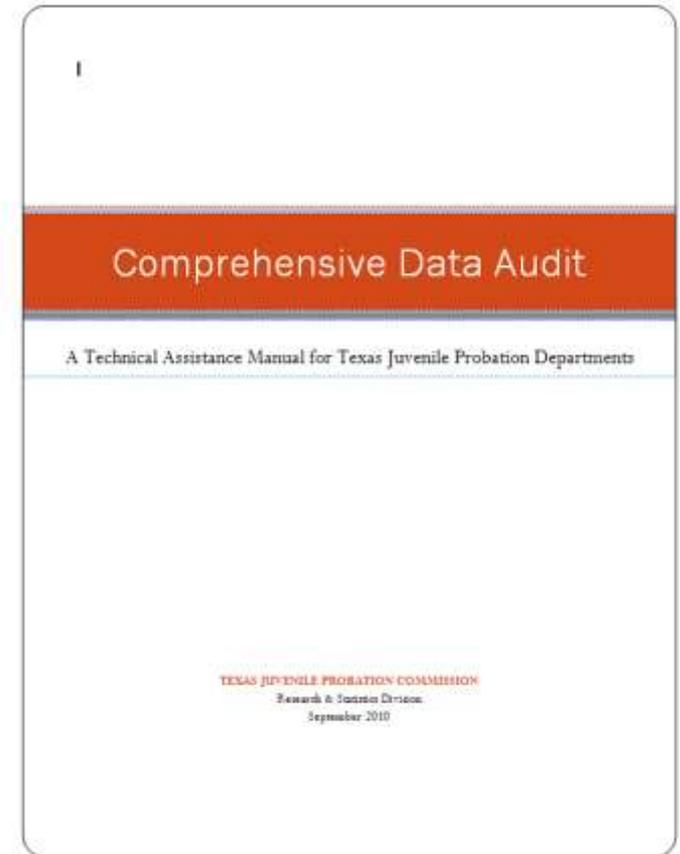
Click on the word "Statistics"

Ignore the sub-menus that pop up!!

Scroll Down to find CDA link

# Getting More Help for the CDA

- Read the [CDA Technical Assistance manual](#)
- Check TJPC 's Statistics Website for Updates to the CDA
- Call the **CASEWORKER Help Desk** (512-4246724)
  - Non-CW Depts. call me



# TJPC Updates

We make mistakes (but you know that)! Visit our [CDA Website](#) to get a list of *our* errors and what you should do.

Updates to date include:

- Supervision Check 8 - Deferred Prosecution Supervision Records with Missing Dispositions or with Dispositions that are not Deferred Prosecution
- Supervision Check 9 - Duplicate Supervision Records
- Program Check 2 – Incorrect or Missing Program End Date
- Program Check 3 – Child is in a Program, but not Under Supervision
- MAYSI Check 1 - Detentions That Were Not Administered MAYSI Within 48 hours

# Certifying Your Work

- Every department submits an electronic form certifying corrections have been made where appropriate.
- Even **departments with no errors** must submit a form, but they would select the button that says:

*“My department did not receive any data checks this year.”*

- **Multi-jurisdictional** departments:
  - Data Coordinator of the lead county is responsible for ensuring all sub-counties made the corrections.
  - Data Coordinator of the lead county submits the electronic verification form
- Comments section of the electronic verification form is for noting errors that were not errors, etc.

# About the Statistical Report

The CDA usually includes a cross-reference of the Statistical Report. You run it, TJPC runs it, and then we compare our numbers.

We omitted the “Stat Report” part this year, but expect it as a regular part of the CDA in future years.

The “Stat Report” summarizes the basic juvenile activity of each department & is used to produce & publish the [Annual Statistical Report](#).

Texas Juvenile Probation Commission  
Statistical Report - County Department  
01/01/2009 to

Table 1: Summary Information

Item 1: Total number of FORMAL referrals:
Item 2: Number of juveniles referred (formal only):
Item 3: Total number of Paper Complaints:

Table 2: Supervision Workload

Item 1: Juveniles Supervised on Probation

	Beginning of Period	Added to State Queue, Period	Left State Queue, Period	End of Period	Unsuccessful Terminations
Cases:	22,594	27,245	26,457	28,452	
Juveniles:	20,322	18,888	18,876	18,344	

Item 2: Juveniles Supervised on Deferred Prosecution

	Beginning of Period	Added to State Queue, Period	Left State Queue, Period	End of Period	Unsuccessful Terminations
Cases:	9,783	23,070	24,154	9,078	
Juveniles:	9,029	21,841	22,896	7,934	

Item 3: Juveniles Supervised Prior to Disposition (Conditional Release and Temporary)

	Beginning of Period	Added to State Queue, Period	Left State Queue, Period	End of Period	Unsuccessful Terminations
Cases:	7,196	38,061	36,235	9,962	
Juveniles:	6,793	24,075	24,395	6,483	



# Special CDA situations



# “Errors” That Are Not Errors

We may send you some “errors” to correct but these may not be true errors.

**Example:** Extract data shows that Department A had a child in residential placement for 1,154 days (over 3 years).

- Department A confirmed information is correct. The child has severe mental health problems and has been court-ordered to residential placement for that length of time.
- There is no error in this situation, but TJPC has no way of preventing this particular record from reappearing in subsequent CDAs. Make a note in your files so you won't have to research this record again next year(s).

# Open Records Past Expected End Date

- Includes records earlier than 2007.
  - These are records that are open past the expected end date.
  - If you can't determine the exact date a record should be closed, use your department's average length of stay for each type of record.
- The following types of records will need to be closed regardless of how old they are if they remain open in error:
    - Program
    - Detention
    - Supervisions
    - Placements

# How to Resave a Record

- Usually need to resave a record when the record is closed on your side, but TJPC didn't receive the end date during monthly extract
- To resave:
  - Make a minor change in the table where the error occurred and then hit save.
  - Ensure the change is made to an EDI field because only those fields are sent in the monthly extract
  - Go back & correct the change

# Non-Existent Records

- There may be times when we'll send you errors to correct, but the record (PID, Referral Number, etc.) is not in your system. This happens when:
  1. It's a sealed record, or
  2. The department deletes the record, but the deletion is not sent to us during the monthly extract process.
- If it's **situation 2** above, follow these procedures:
  - Verify that the record really and truly should be deleted!
  - Request that we (TJPC) delete the record on our end.
  - Send me an email with the complete record information (PID number, referral number, type of record) asking us to delete it on our end.
- If it's a very large batch of deletions, you may have to export the data to Excel – but check with me first.

# Timesaving Tips...

- Save your old CDA files in a binder.
- Write notes next to each “funny” record because it may reappear next year and you won’t have to research the record again.
- These tips will come in handy for the following situations:
  - Errors that are not errors
  - Open records past the expected end date
  - Non-existent records

||| Thanks for your attention!

**C. Yvonne Montejano**

Research & Statistics Division  
Texas Juvenile Probation Commission  
(512) 424-6695

