

Comprehensive Data Audit

A Technical Assistance Manual for Texas Juvenile Probation Departments

TEXAS JUVENILE PROBATION COMMISSION

Research & Statistics Division

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Contents

I. BACKGROUND	2
DEADLINE.....	2
TJPC UPDATES ON THE CDA	2
CERTIFYING YOUR WORK.....	3
II. HOW TO RESAVE A RECORD	3
III. STATISTICAL REPORT CHECKS.....	3
IV. DATA CHECKS & EXPLANATIONS	3
A. REFERRAL TABLE DATA ERRORS	3
B. DETENTION TABLE DATA ERRORS	7
C. PLACEMENT TABLE DATA CHECKS.....	9
D. SUPERVISION TABLE DATA CHECKS.....	11
E. PROGRAM TABLE DATA CHECKS	14
F. CHILD TABLE DATA CHECKS	15
G. MAYSI CHECKS.....	16
I. FUNDING SOURCE INFORMATION	17

I. Background

Every year, the Texas Juvenile Probation Commission audits each juvenile probation department's data to check for data entry errors and consistency checks, a process known as the Comprehensive Data Audit (CDA). The results of the Comprehensive Data Audit identify records that do not meet the criteria of what is expected for a specific data check. These results are provided to each department to either correct or confirm the accuracy of the data, the latter in situations where no correction is required.

This document is to assist you with the 2010 Comprehensive Data Audit, which covers all potential data entry errors from January 1, 2008 to present. There are some instances where corrections must be made for entries occurring earlier than January 1, 2008.

Not all records identified will contain errors. There are instances where data are correct even though an error is reported. The Commission has tried to minimize the number of edit checks that may result in instances where accurate data are incorrectly identified as errors; however, some edit checks of this nature may exist.

Please correct all those records that do contain errors. If you have any questions or need assistance, contact the CASEWORKER help desk at 512-424-6724.

Deadline

All data corrections must be made no later than September 30, 2011 and must be included in the data extract submitted in November. The electronic verification form that certifies corrections were made must also be by completed by September 30, 2011. A department shall receive a Non-Compliance Citation Report (NCCR) if the errors are not corrected by the deadline.

TJPC updates on the CDA

Please check the Comprehensive Data Audit Website to obtain updates to the CDA. TJPC will post to this Website any "false errors" the Commission inadvertently created due to syntax errors. That link can be found at:

<http://www.tjpc.state.tx.us/statistics/cda.aspx>

Certifying Your Work

The headquarter county is responsible for verifying all corrections were made by their department and any sub-counties.

After making any necessary changes and/or corrections identified in Data Checks, the headquarter county's Data Coordinator certifies that the errors have been corrected. The headquarter county electronically certifies this information by completing an on-line form, which can be found at:

<https://www.tjpc.state.tx.us/surveys/ElectVerification2011/ElectVerification.aspx>

II. How to Resave a Record

Resaving a record is frequently done to send TJPC data that was not sent via the monthly extract process due to technical glitches. When this occurs, a record will have complete information at the department, but will be incomplete at the TJPC server. Resaving a record will prompt CASEWORKER or your data entry system to send any changes made by your department when the next monthly extract is submitted.

To resave a record:

- Go to the table (or tab in CASEWORKER) that contains the information that will be sent. For example, if you are correcting an error in Program Check 2, go to the Program Table.
- Make a minor change in the correct table and click SAVE. Ensure the change is made to a field that is submitted to TJPC during the monthly extract. Consult the [Electronic Data Interchange Specifications](#) document if you are unsure which fields get sent to TJPC.
- Correct the above change just made and click SAVE again.

III. Statistical Report Checks

There will be no statistical report checks for the 2010 calendar year.

IV. Data Checks & Explanations

This section contains a list of all the data checks TJPC is auditing. Departments will not necessarily receive every error check listed here. For those errors received by your department, review a description of the check below to determine the cause of the error and how to correct it.

A. Referral Table Data Errors

Referral Check 5 – Weapon Offense but No Weapon Listed

Departments must identify the type of weapon used when a juvenile is referred for an offense involving a weapon. The type of weapon should not be blank or NA.

This data check includes all homicides although not all homicides involve a weapon. If your department's error check is for a homicide that did not involve a weapon, disregard the error check.

Referral Check 6 - Violation of Probation but No Prior Probation Adjudication

The record was disposed as "Violation of Probation," but there is no prior record showing the juvenile was ever adjudicated to probation.

Referral Check 7 - Cases Containing Future Disposition Dates

The disposition date listed occurred after the date the record was last changed (see Referral Last Change Date). Verify that the disposition date is correct.

To avoid this error in the future, do not enter Disposition Dates that occur in the future at the time of your data entry.

Referral Check 9 – Cases with TYC or Adult Certification Disposition for a Misdemeanor or CINS Offense

This error check identifies those juveniles disposed to TYC for misdemeanor offenses. Verify that the disposition entered is correct.

Referral Check 10 – Cases Pending for more than 12 months

Check the juvenile's file and ensure that this referral should still be pending. If it should no longer be pending, complete the Disposition Screen. If the referral is still open because of a District Attorney request or something similar, then disregard this error.

If your records are showing a disposition date, but the enclosed list of Referral Check 10 errors do not show that date, you will need to resave the record. Read the section on resaving records for more information.

Referral Check14 – Referral Records with PID numbers, but No Corresponding Child Record

These records were in the referral table, but are not linked to a corresponding juvenile in the child table. Research the referral and either, 1) enter the juvenile's information in the Child Table, or 2) delete the referral record if it's a duplicate.

For CASEWORKER counties, if the referral record is found, RESAVE the Intake Screen.

Referral Check 15 - Multiple Matching Dispositions Occurring on Same Date for Same Juvenile

If the juvenile was adjudicated to probation under 2 SEPARATE CAUSE NUMBERS, there is no error. However, if both referrals were filed under the SAME CAUSE number, then only one referral should have the disposition listed above and the other disposition should be changed to Consolidated.

CASEWORKER fix: If both referrals were disposed under the same cause number, then change one of the dispositions to Consolidated in Another Case or Referral. Ensure that any post dispositional supervision is attached to the referral with the primary disposition (Probation, Deferred Prosecution etc), and not to the consolidated referral or else you'll have a different error.

Referral Check 16 - Records with Same Primary and Subsequent Disposition Date

These errors have at least two disposition records, but the subsequent disposition has the same disposition date as the original/prior disposition. A subsequent disposition cannot take place on the same date as the original disposition. The records included may be duplicate entries, may contain the wrong disposition date or may be separate referrals that have been coded with the same referral number.

In CASEWORKER, delete the identical disposition from the second Disposition Screen if appropriate.

Referral Check 19 - Disposition is "Consolidated" but there are no other dispositions on same date for juvenile

If disposition is consolidated, another referral should have been disposed on the same date for the juvenile, but no other disposition was found. Verify disposition date or disposition code.

To fix in CASEWORKER, the disposition of Consolidated should only be used when a referral is consolidated with another referral disposed *on the same day*. Verify disposition date and/or disposition code.

Referral Check 20- Juvenile Is Outside the Juvenile Probation System Age or Has Missing DOB

These juveniles do not have a date of birth on file or the date of birth listed indicates their age is outside the juvenile probation system eligibility at the time of referral.

In CASEWORKER, verify the juvenile's date of birth on the Child Description Screen. If it is correct, verify the referral date is also correct.

Referral Check 21 – Records with Duplicate Referral Number

The referral number has two separate referral dates, indicating possible duplicate use of a single referral number. Delete the duplicate record.

Referral Check 22 - Violation of Probation Offense with no Originating Offense Number

Violation of Probation Referrals should be attached to any probation disposition given on or after March 1, 2010. Please attach the VOP referral to the originating referral number.

Referral Check 23 – Risk Level and Needs Level Entered for Dispositions after September 1, 2010

For all formal or paper formalized dispositions completed after September 1, 2010 both the risk level and the needs level needs to be entered as H, M, or L (High, Medium, Low). The exceptions to this are cases that are dropped, dismissed or non-suited and cases where the juvenile is 18 or older. Do not automatically answer this without verifying this information. Check with the juvenile probation officer or the case file to obtain this information.

In CASEWORKER, this information should be entered in the Disposition Screen.

Referral Check 24 – Cases Disposed on the Same Date with one disposition as deferred prosecution and the other dropped

Multiple dispositions on the same date with one a deferred prosecution disposition and the other should not be a dismissed, refused or non-suited disposition. Change dismissed/refused/non-suited disposition to a consolidated disposition.

Referral Check 25 – Correct Disposition for a Paper, Contract Detention or Contract Placement Referral Type

A Paper Referral should have a TJPC Primary Disposition of “000” (This applies only to Non-CASEWORKER counties; CASEWORKER automatically puts in this code).

A Contract Detention or Contract Placement Referral should have a primary disposition of “N/A” (For Non-CASEWORKER counties this is TJPC Primary Disposition “999”). CASEWORKER will auto fill the primary disposition to be “N/A” when the referral is created.

B. Detention Table Data Errors

Detention Check 1 – Cases Containing Future Detention Dates

The detention date listed occurred after the date the record was last changed. Verify that the detention “in” or “out” dates are correct.

To avoid this error in the future, avoid entering Detention Dates that occur in the future at the time of your data entry.

Detention Check 2 - Children with Multiple Detention Records for the Same Period

The detention record is incorrectly attached to two different referral numbers. Verify which referral number the detention should be linked to and remove the second detention record.

Detention Check 3 - More than One Active Detention Record for a Child

Active detention means no release date has been entered for a detention record. Close one of the detention records.

Detention Check 4 - Detention Cases without Referral Data

TJPC has no referral record for the referral number indicated on the detention case. Correct the error by attaching the detention record to the correct referral number.

Detention Check 5 – Detention Cases with Improper Referral Type

A juvenile should not be detained when the referral type is Interim/Permanent Transfer, Non-jurisdictional, Interstate Compact, Paper Complaint, or Crisis Intervention. If the juvenile is detained, then the referral type should be Formal, Paper Formalized or Contract Detention.

Detention Check 6 – Cases with Detention Date Prior to Referral Date

Correct the Referral Date to match the date a juvenile was detained or earlier if appropriate.

Detention Check 7 – Incorrect or Missing Detention Release Date

These juveniles were in detention nine (9) months or more (with or without a detention release date) or were in detention for a negative number of days.

All detentions left open in error must be closed, including detentions on or before 01/01/2008. Enter the actual date the detention ended. If you can't determine this exact date, determine your department's average length of stay for detentions and use this information to estimate the release date. Never put the current date as a release date.

If your records are showing a detention end date, but the enclosed list of Detention Check 7 errors do not show that end date, you will need to resave the record. Read the section on resaving records for more information.

Detention Check 8 – Duplicate Detention Records

The table identifies detention records that were entered twice with the same information.

CASEWORKER allows the user to enter a duplicate detention record if the detention is closed by the time the second (duplicate) detention record is closed. Please delete the duplicate detention record.

Detention Check 9 – Your County does not have a registered Detention facility, but child has a referral type of Contract Detention

The Contract Detention Referral type should be used by the receiving county of a contract detention. If your County does not have a registered Detention Facility the referral type should be the appropriate referral type for the referral.

C. Placement Table Data Checks

Placement Check 1 - Cases Containing Future Placement Dates

The placement dates listed occur after the date the record was last changed. Verify the placement dates. To avoid this error in the future, avoid entering Placement Dates that occur in the future at the time of your data entry.

Placement Check 2 - Placement Missing Discharge Reason or End Date

All placements left open in error must be closed, including placements occurring on or before 01/01/2008. Enter the actual date the placement ended. If you can't determine this exact date, determine your department's average length of stay for placements and use this information to estimate the release date. Never put the current date as a release date.

If your records are showing a placement end date, but the enclosed list of Placement Check 2 errors do not show that end date, you will need to resave the record. Read the section on resaving records for more information.

Placement Check 3 -More Than One Placement Record with Same Begin Date for Same Child

A juvenile cannot be in multiple placements at the same time. Choose one referral number to attach to the placement record. Delete the duplicate placement entry.

Placement Check 4 - Placement Records closed as Changing Facilities/Cost Per Day Change/Changed Level of Care but no subsequent placement information submitted

If a juvenile leaves one placement facility and then enters a different facility within a three day period, Changing Facilities is an appropriate discharge reason. Otherwise, select another discharge reason.

Use "Depletion of Funds/Closure" as a placement discharge reason when the juvenile exits placement because there are no more funds for a placement *anywhere*, or the facility closed and the juvenile will not be placed elsewhere.

Placement Check 5 - Parental Placement Paid by Department

TJPC does not expect a cost per day entry to be completed when a parental placement is identified because the parent is paying for the placement. Verify the placement type is correct. If the department entered the actual cost of the placement and has confirmed the parent did indeed place the juvenile, then there is no error.

To avoid this data check in the future, TJPC suggests you remove the cost per day from parental placements. However, you may leave this information if it is used by your department.

Placement Check 6 – Residential Treatment Incorrectly Coded with Service Types of Bootcamp or Correctional

A placement in a residential treatment facility cannot be coded with Service Types of Bootcamp or Correctional. Verify the facility type and service type, including placements with and without placement end dates.

Please review the 2009 PowerPoint presentation titled “Placement Levels and Other CW Changes” for a more detailed explanation on coding Service Types. The presentation can be found at:

<http://www.tjpc.state.tx.us/statistics/2009DataCoordConf/Placement%20Levels%20of%20Care%20and%20Other%20CW%20Changes.pdf>

In CASEWORKER, if you are having problems fixing the placement type/service type as listed above, you may need to check the Supervision Tab to ensure that the progressive sanctions level is not 5 or higher.

Placement Check 7 - Duplicate Placement Records

The table identifies placement records that were entered twice. Please delete the duplicate placement record.

Placement Check 9 – Incorrect or Missing Placement Date Out

This error identifies all juveniles in placement for 2.5 years or more, including placements with and without placement end dates. For placements of 2.5 years or more with an end date entered, verify the dates of placement.

All placements left open in error must be closed, including those placements occurring on or before 01/01/2008. Enter the actual date the placement ended. If you can't determine this exact date, determine your department's average length of stay for placements and use this information to estimate the end date. Never put the current date as an end date.

If your records are showing a placement end date, but the enclosed list of Placement Check 9 errors do not show that end date, you will need to resave the record. Read the section on resaving records for more information.

Placement Check 10 – A Residential, Secure, or Foster Care Placement Ended Successfully after a stay of 1 day

A successful placement in a residential, secure, or foster care placement should have a stay of more than one day. To fix, change to a more correct outcome type for the specific placement.

Placement Check 11 – Your County does not have a registered Placement facility, but child has a referral type of Contract Placement

The Contract Placement Referral type should be used by the receiving county of a contract placement. If your County does not have a registered Placement Facility, the referral type should be the appropriate referral type for the referral.

D. Supervision Table Data Checks

Supervision Check 1 - Cases Containing Future Supervision Dates

The Supervision Begin or Supervision End dates occur after the date the record was last change (see Supervision Last Change Date). Double-check the Begin or End Dates.

To avoid this error in the future, avoid entering Supervision Dates that occur in the future at the time of your data entry.

Supervision Check 2 - Supervision Record is Missing the Outcome

These errors identify a supervision period that has ended, yet there is no outcome for the supervision. Please enter the correct supervision outcome.

Supervision Check 3 - Supervision Cases Submitted Without Referral Data

The supervision record does not have a referral record. Attach the supervision record to the correct referral number.

Supervision Check 4 – Juveniles on Probation with Mental Health Needs “Unknown”

All Supervisions that started on or after 06/01/2006 should have the mental health needs question answered with yes or no. Do not automatically answer “yes” or “no” without first verifying this information. Check with the juvenile probation officer or the case file to obtain this information.

Supervision Check 5 – Cases Requiring Supervision End Date

This table contains the following records:

- Conditional and temporary supervisions that would have been opened longer than 1 year as of 09/01/10.
- Deferred Prosecution supervisions that would have been opened longer than 1 ½ years as of 09/01/10.
- All probation supervisions opened past the juvenile's 18th birthday as of 09/01/10 are identified.

All supervisions left open in error must be closed, including supervisions occurring on or before 01/01/2008. Enter the actual date the supervision ended. If you can't determine this exact date, determine your department's average length on supervision and use this information to estimate the end date. Never put the current date as the end date.

If your records are showing a supervision end date, but the enclosed list of Supervision Check 5 errors do not show that end date, you will need to resave the record by doing the following:

- Change the Supervision EXPECTED end date by one day.
- Save the record.
- This process will prompt your system to send us these changes at the next monthly extract submission.

Supervision Check 6 – The Referral Type Attached to the Supervision Record is Incorrect

In the referral table, the referral type should be paper formalized, formal, interstate compact, or interim/permanent transfer. All other referral types indicate an offense that would not warrant the juvenile's supervision. Check the referral type or ensure that the supervision record is attached to the correct referral number.

The list includes all Courtesy Supervision referral types. Courtesy Supervision should only be used for offenses that occurred prior to Sept 1, 2005.

Supervision Check 7 – Disposed to Deferred or Probation but no Deferred or Probation Supervision Record

Juveniles disposed to deferred or probation should have a corresponding deferred or probation supervision.

This table also identifies situations where a juvenile is adjudicated to probation in your department's jurisdiction and immediately sent to another jurisdiction for supervision. Because no supervision was provided by your department, no supervision entry should be created. In this instance, ignore this error check.

CASEWORKER fix: If your department provided supervision based on this disposition, verify that a supervision entry was created and attached to the correct referral.

Supervision Check 8 - Deferred Prosecution Supervision Records with Missing Dispositions or with Dispositions that are not Deferred Prosecution

The table contains supervision records that do not have a disposition record. A disposition of deferred prosecution exists in some instances, but it follows a disposition of Dismissed or Withdrawn or Supervisory Caution. Delete the supervision record if appropriate or ensure it is attached to the correct referral number.

Supervision Check 9 - Duplicate Supervision Records

The table identifies duplicate supervision records that were entered twice. Please delete the duplicate supervision record.

Supervision Check 10- Probation Supervision Records without a Disposition of Probation

Ensure that the probation supervision is attached to the correct referral. The disposition of this referral should reflect a probation disposition.

If the supervision was modified based on a Violation of Juvenile Court Order, the probation supervision should remain attached to the original probated referral.

Supervision Check 11 - Supervisions with outcome of TYC, but no subsequent disposition to TYC or subsequent TYC disposition greater than 14 days from supervision outcome.

If a juvenile's supervision outcome is to TYC, there should be a disposition reflecting this action. This means there should be a new referral number or a violation of probation showing a disposition to TYC.

Entering a *Subsequent Primary Disposition* to TYC on the same referral number attached to the supervision is incorrect.

Supervision Check 12 – Supervision Type “DEFI”, “PRBI”, or “PRBP” with incorrect Referral Type

The referral type connected to supervisions with a supervision type of “DEFI”, “PRBI”, or “PRBP” should be transferred “TR”. To fix, either 1) change the Referral Type the Supervision is attached to or 2) change the supervision type to one more appropriate.

Supervision Check 13 - A Probation or Deferred Prosecution Supervision Type with outcome successful lasting less than 1 day

A successful probation or deferred prosecution supervision should have a duration of more than one day. To fix, change to a more correct outcome type for the specific supervision.

E. Program Table Data Checks

Program Check 1 - Cases Containing Future Program Dates

The program dates listed occurred after the date the record was last changed. Verify that the program “in” or “out” dates are correct.

To avoid this error in the future, avoid entering Program Dates that occur in the future at the time of your data entry.

Program Check 2 - Incorrect or Missing Program End Date

The dates provided for a program (began and end dates) indicate the juvenile was in a program at least one (1) year or more. Verify that the dates entered are correct.

In some situations, the program record is missing a program end date. All programs open in error must be closed, including programs ending on or before 01/01/2008. Enter the actual date the youth ended the program. If you can't determine this exact date, determine your department's average length of stay for the program and use this information to estimate the end date. Never put the current date as an end date.

If your records are showing a program end date, but the enclosed list of Program Check 2 errors do not show that end date, you will need to resave the record, but making a minor modification first. For example, change the Program Referral Date by one day and then save. Go back and change the minor modification and save again. Read the section on resaving records for more information.

Program Check 3 - Child is in a Program, but not Under Supervision

There is a program record for the juvenile, but there is no corresponding supervision record showing the juvenile is under supervision, either because the supervision has been closed, or there is no supervision record. Ensure the program record should remain open or that it ever should have been created or that it was attached to the correct supervision.

Program Check 4- Community-Based Programs Coded as Other

The box contains a list of your department's programs that have been coded as "other" under Category Type. Correct the category type of these programs by using the suggested categories or contact the program's manager to obtain the correct program type category. This program type should match what is entered in the Web-based Program/Services Registry.

In CASEWORKER, go to Administration, Codes, Select Programs, and then select the correct program type previously coded as "Other". Select the correct category. Contact the CASEWORKER help desk if you need more help.

Program Check 5 – Duplicate Program Records

The table identifies program records that were entered twice. Please delete the duplicate program record.

Program Check 6 – Programs Duplicate Types and Begin Dates for a Child

These are not exact duplicates, but have identical program types and begin dates for a child. The program types included are: the Border Justice Project, Extended Day Program/Day Boot Camp, Home Detention, Intensive Supervision Program and Mental Health. To fix the delete the duplicate program.

F. Child Table Data Checks

Child Check 1 – Last Grade Completed Less than 3rd Grade

The last grade completed for juveniles should *rarely, if ever*, be 0, 1, or 2. Please check to ensure there were no data entry errors.

The "Last Grade Completed" field should always be answered at the time a new referral is created.

In CASEWORKER, there is a similar question in the Child Table, in the Schools tab, but that information is not transmitted to TJPC during the monthly extract process.

Child Check 2 - Juvenile Name Data Entry Errors

The fields containing juvenile first and last name contain numbers, extra spaces, dashes, blank spaces, or some other character that should not be there. Please type the correct first and last name as appropriate. The full name should be used.

G. MAYSI Check

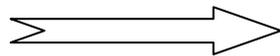
MAYSI Check - Detentions That Were Not Administered MAYSI within 48 Hours or Referrals Not Administered within 14 days

This error occurs when a juvenile is detained, but the MAYSI is not administered within 48 hours from the time the juvenile is admitted into detention. A MAYSI must be administered every time a child is placed in detention, even if the MAYSI was previously and/or recently administered. Also this error occurs when a non-detained juvenile is not administered a MAYSI within 14 calendar days from the date of the first face-to-face contact between the juvenile and department staff. More information on the MAYSI-2 assessment requirements can be found on TJPC's Website, under Services, CASEWORKER, MAYSI FAQ.

The first table is informational only. It informs your department of the percentage of MAYSIs that were completed within the correct timeframe.

MAYSI Check (Informational)

Administration of MAYSI within 48 Hours of Detention Admission or 14 Days of Formal Referral from 2008 to Present



	Number	Percent
No-Administered Timely	5,833	99.1%
Yes- Not Administered Timely	52	.9%
Total	5,885	100.0%

Yes is number of errors. This audit determines if the MAYSI was done within 14 days of referral and two days (48 hours) of starting detention.

The second table lists potential errors where the MAYSI screening was not administered within the required timeframe. There are several reasons why this error may have occurred, and include:

- The MAYSI was administered, but was not entered in CASEWORKER or your data entry system.
- The MAYSI was administered, but there was a data entry error in the date entered.

- The MAYSI record was linked to the incorrect referral number.

If the department did NOT administer the test for whatever reason or didn't do it within the required timeframe, the error is not correctable. Departments should make a note of the PID and Referral Number and save it because this data check may reappear in subsequent comprehensive data audits.

Situations when the MAYSI is not administered.

The department does not need to complete a MAYSI on juveniles from TYC whose offense is TYC-related and are brought to court directly and then are returned to TYC. However, departments **should** still enter a MAYSI date and respond that the test was not administered for "other" reasons. This data check looks for the date of the MAYSI and compares it to the date of the referral. Since these are formal referrals they should have a MAYSI date regardless of whether the test was administered or not.

If the department did NOT administer the test for whatever reason or didn't do it within the required timeframe, the error is not correctable. Departments should make a note of the PID and Referral Number and save it because this data check may reappear in subsequent comprehensive data audits.

I. Funding Source Information

These data checks are informational and should be shared with the Chief Probation Officer and the Chief Financial Officer. They identify the number of unique juveniles served by a particular funding source with Grants C, L, U, and X as of the 2010 third quarter reporting period (09/01/09 to 05/31/10) and as reported via the monthly extract process or sneak-a-peeks. Duplicate juveniles have been removed except for those situations where a juvenile was served by two or more CLUX grants. All juveniles served with blended CLUX funding sources are included.

Departments that do not receive any information on a particular check are in effect reporting no juveniles were served in their departments with Grants C, L, U, or X.

If the total number of juveniles served is less than what your records reveal, ensure you are entering funding source information in CASEWORKER or your data entry system. Consult the manual "Juveniles Served Quarterly Reports" for more information on reporting this information. The manual is available online at the link below:

<http://www.tjpc.state.tx.us/statistics/ReportingRequirements.htm>

If total juveniles served is more than what your records reveal, contact the TJPC staff assigned to assist your department so that incorrect entries are removed from your department's records. You will find staff contact information at the link above.

Funding Source Check: Placements

The table identifies the number of juveniles whose placement was paid for out of a CLUX funding source. Juveniles in placement multiple times are counted only once, except if that placement was paid out of multiple CLUX grants. For example,

- A juvenile's six-month placement was paid with Grant C the first three months and then Grant L the next three months. The juvenile is counted under Grant C and Grant L.
- A juvenile's placement was paid with Grant L (\$95) and local funds(\$5). The juvenile would only be counted once under the Grant L column.

Funding Source Check: Supervisions

This check identifies all the juveniles that were supervised by staff hired with a CLUX grant, even if that staff's salary is not 100 percent paid with a CLUX grant. Juveniles supervised more than once during the period are only counted once, unless if they were supervised with multiple CLUX grants. For example:

- Juvenile was supervised in the 1st quarter by Officer John Doe hired with Grant C. Juvenile was supervised in the 2nd quarter by Officer Jane Stevens hired with Grant X. The juvenile is counted in the Grant C column and the Grant X column.

Funding Source Check: Behavioral Health Treatment

All juveniles served with a CLUX funding source are identified once in this table, even if they received multiple treatments.

The Behavioral Health Treatment fields are to capture information on treatment received, but paid outside of the juvenile justice system or treatment that is received but not as a condition of supervision. For example, if ongoing behavioral health treatment is being paid out of a CLUX grant, enter it as a program. If the treatment is being paid through the parent's insurance or the foster care system, enter it in the behavioral health treatment field.

Departments who utilize the **cost** field to track payments for behavioral health treatment may continue entering the information here. Otherwise, ongoing treatment should be entered as a program going forward.

Funding Source Check: Behavioral Health Referrals

Use the behavioral health referral screen for referrals to mental health and substance abuse *screenings*, *assessments* and related services. Do not include assessments that are a result of a MAYSI in this section.

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

Funding Source Check: Non-Residential Services

The non-residential services section is to record one-time events such as medical/dental care, clothing, supplies, educational assessment/testing, crisis intervention, non-educational assessments, a single class session, and a single counseling session.

Do NOT capture psychological evaluations here! Those should be captured in the BH Referral tab (inside the Child tab). If your department has been entering psychological evaluations in the NRS screen, please enter these in the Behavioral Health Referrals section going forward and do not delete incorrect entries from the NRS screen.

Funding Source Check: Drug Tests

Contact the staff person assigned to assist your department if you find errors in the drug test information.

Funding Source Check: Programs

This check identifies all the juveniles that were in a program funded by a CLUX grant. The blended records identify programs not 100% paid with a CLUX grant. Juveniles in more than one program during the period are only counted once, unless if they were in programs paid with multiple CLUX grants. For example:

- Juvenile was supervised in a program funded by Grant C, Grant U and Grant X. The juvenile will be counted in the Grant C, Grant U and Grant X columns.
- Juvenile was in a substance treatment program paid with Grant X and Local funds. The child will be counted only once in the Grant X column.