
COMPREHENSIVE DATA AUDIT

Technical Assistance Manual

Texas Juvenile Justice Department

Research & Statistics Division

2012

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BACKGROUND

Once a year, each juvenile probation department's data is audited to check for data entry errors and consistency checks, a process known as the Comprehensive Data Audit (CDA). The results of the CDA identify records that require review because they do not meet the criteria of what is expected for a specific data check. Upon receiving your CDA, please correct all identified errors as soon as possible.

Not all records identified will contain errors. There are some instances where data are correct even though an error is reported. Although effort are made to minimize the number of edit checks that may result in instances where accurate data are incorrectly identified as errors, some edit checks of this nature may exist. In these instances, no action is required and you may disregard the error.

This document is to assist you with the 2011 Data Audit, which covers all potential data entry errors from January 1, 2010 to present. There are some instances where corrections must be made for entries occurring earlier than January 1, 2010.

If you have any questions or need assistance, contact the CASEWORKER/JCMS Help Desk at 512-424-6724.

DEADLINE

All data corrections must be made no later than September 30, 2012 and must be included in the data extract submitted in October. The electronic verification form that certifies corrections were made must also be completed by September 30, 2012. A department shall receive a Non-Compliance Citation Report (NCCR) if the errors are not corrected by the deadline.

UPDATES

In an attempt to minimize duplication in CDA results, and to re-evaluate the most prominent data issues, several data checks were removed or consolidated while others were added to this year's audit. If a data check was consolidated with another check, the old check will be referenced in parentheses next to the consolidated check. You will also notice new data checks that have not appeared in previous years.

CERTIFYING YOUR WORK

The headquarter county is responsible for verifying all corrections were made by their department and any sub-counties. After making the necessary changes and/or corrections identified in Data Checks, the headquarter county's data coordinator certifies that the errors have been corrected by completing a form online found at the following link:

<http://www.tjtd.texas.gov/surveys/ElectVerification2011/ElectVerification.aspx>

HOW TO RE-SAVE A RECORD (CASEWORKER ONLY)

Re-saving a record is frequently done to send TJJJ data that was not received via the monthly extract process due to technical issues or problems. When this occurs, a record will have complete information at the department, but will be incomplete in the TJJJ extract database. Re-saving 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 re-save 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.
- In order to re-save, you must first make a minor change in the table and click SAVE. *Ensure the change is made to a field that is submitted to TJJJ during the monthly extract.* Consult the [Electronic Data Interchange Specifications](#) document if you are unsure which fields get sent to TJJJ.
- Make the correction related to the CDA data check.
- Correct the minor change made above and click SAVE again.

If you know you have made previous attempts at re-saving a record in order to make a correction, and the error is still showing up on your CDA, please contact the TJJJ Research and Statistics Division to have the record manually corrected.

DATA CHECKS & DESCRIPTIONS

This section contains a list of all the data checks TJJJ is auditing. Departments will receive only those checks where a potential error was identified. 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.

REFERRAL CHECKS

REFERRAL CHECK 4 – Disposition Date Occurs Before Referral Date

The disposition date listed is earlier than the referral date for a formal or paper-formalized referral. The disposition date must be on the same day or later than the referral date.

REFERRAL CHECK 6 – Violation of a Court Order but No Prior Probation Adjudication

The record shows the offense code at disposition as “Violation of Court Order (Technical or New Offense)” but there is no prior record showing the juvenile was ever adjudicated to probation, including prior transfer (TR) or interstate compact (IC) adjudications.

*A technical violation of a deferred agreement or conditions of release is **not** an offense and should not be coded as a violation of a court order. Violation of a court order includes any offense code starting with “50129.”*

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 Disposed as TJJD Commitment or Adult Certification for a Misdemeanor or CINS Offense

This error check identifies those juveniles disposed as commitment to TJJD or certified as an adult for misdemeanor offenses. Commitment to TJJD must be for a felony level offense or for a violation of court order of a felony probation. Verify that the disposition entered is correct and assigned to the correct referral number. If your offense category shows Violation of Probation, there was no prior felony adjudication found for that juvenile.

If an error record is listed that shows a disposition to TJJJ for a misdemeanor or CINS offense, but there were other consolidated dispositions on that date for a felony level offense or a violation of felony probation, change the current TJJJ disposition to consolidated and assign the commitment disposition to the felony or violation of felony probation.

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 the error. If, however, the juvenile is 18 or older and has not been charged with a felony offense the case **must** be closed.

This check may include cases prior to 1/1/2010. 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 re-save the record. Read the section on re-saving records for more information.

REFERRAL CHECK 15 – Multiple Matching Dispositions Occurring on Same Date for Same Juvenile

Multiple matching court dispositions for different referrals occurring on the same date should be consolidated. To fix, choose one offense as the lead disposition and change the disposition to Consolidated on the rest of the referrals disposed on that date. *Ensure that any post-dispositional supervisions and/or placements are attached to the referral with the lead disposition and not the consolidated referral.*

REFERRAL CHECK 17 – Primary/Subsequent Dispositions that are not Deferred Prosecution and Adjudicated Probation

A single referral number should not have multiple dispositions, occurring on the same or different dates, unless the dispositions are primary and subsequent dispositions of deferred prosecution and adjudicated probation. All other situations warrant a new referral number. For example, a juvenile is disposed to adjudicated probation, and later the probation is modified or extended due to a technical violation or new offense. *The modified/extended probation is a new disposition and should have a new referral number attached.*

If a referral was disposed to deferred prosecution and the juvenile successfully completed the agreement with no further action taken, the referral should **not** have a subsequent dropped

disposition. Please remove the dropped disposition in these instances. If a juvenile fails a deferred contract but the case is dropped or dismissed in court, you may disregard this error.

Deferred agreements that are extended or modified do not require a subsequent deferred disposition. Instead, you may simply change the estimated completion date on the supervision tab and make a note in the chronos that the deferred agreement has been extended and/or modified.

REFERRAL CHECK 19 – Disposition of Consolidated but No Other Dispositions on Same Date

If the disposition is consolidated there should be another referral that was disposed on the same date for the juvenile. The errors listed in this check consist of consolidated dispositions with no other disposition found on that date. The disposition of consolidated should only be used when multiple referrals are disposed on the same day. Verify the disposition date and/or the 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 (DOB is missing) or the date of birth listed indicates their age is outside the juvenile probation system eligibility at the time of their offense (Alleged Offense Date), or the time of their referral (Referral Date) if the offense information is missing. In CASEWORKER, verify the juvenile's date of birth on the child description screen. If it is correct, verify the offense date is also correct.

REFERRAL CHECK 22 – Violation of Probation Offense with no Originating Offense Referral Number

As of March 1, 2010 all referrals for a violation of probation (or court order) should have the Originating Offense Referral Number completed. The originating referral number is the original offense for which the juvenile was placed on probation for which they are currently referred for violating.

REFERRAL CHECK 23 – Risk or Needs Level is Missing or Incorrect

Starting September 1, 2010 all formal or paper-formalized dispositions (*see exceptions below*) require that a risk and needs assessment be completed. The resulting risk and needs levels must be entered into CASEWORKER, JCMS, or county database. Please verify risk and needs levels through your department's authorized assessment instrument (RANA, PACT, Y-SLI, etc.). If your department utilizes the Risk and Needs Assessment (RANA), you can verify and access these levels by searching and finding the juvenile's information through the RANA online application. If you do not have a password to access the RANA site, please contact Monica Peters in Research (monica.peters@tjtd.texas.gov).

Generally, the Juvenile Probation Officer assigned to the youth is responsible for completing assessments. If you find that an assessment was never completed and the disposition is more than two weeks old, you may leave the risk and needs levels as missing. For this data check all errors since January 1, 2011 are reported.

Ensure the correct risk **and** needs levels are entered on the disposition screen. The options include Low, Medium Low, Medium, Medium High, High, and Very High. The Medium High and Very High options should only be used if your department uses the PACT or Y-SLI, respectively. **All departments using the RANA should enter Low, Medium, or High as these are the only correct options for this assessment.** Entering a risk and/or needs level in the disposition screen that is not an option on your department's authorized assessment will produce an error stating "Risk or needs level is not valid".

Exceptions: Instances where a risk and needs level is NOT required in the disposition screen include dispositions of dropped/dismissed/non-suited, cases where the juvenile is 18 or older, and cases where another disposition has a risk and needs level completed which occurred less than 14 days prior to the disposition.

REFERRAL CHECK 25 – Incorrect Disposition for a Paper Complaint Referral Type

A paper complaint referral type should have a primary disposition code of "000". For CASEWORKER counties the system will automatically enter this code for this referral type. Please do not go back and change the disposition to something other than the default.

DETENTION CHECKS

DETENTION CHECK 2 – Overlapping or Complete Duplicate Detention Records

[Formerly Detention Checks 2, 3, and 8]

This error check covers any situation where there is more than one detention record open at the same time, for the same or different referral number. In these cases the detention record has been entered twice on the same referral number, or is incorrectly attached to two different referral numbers. Fixing this error may involve verifying the correct referral number on the detention record, removing duplicate detention records, and/or closing a detention record that has been left active.

DETENTION CHECK 5 – Detentions with an Incorrect Referral Type

The following referral types are incorrect for referrals assigned to a detention record: Courtesy Supervision, Contract Placement, Interim/Permanent Transfer, Interstate Compact, Paper Complaint, or Crisis Intervention. If the youth is detained the referral type should be Formal, Paper-Formalized, or Contract Detention. Verify the correct referral type or the correct referral number to be assigned to the detention record.

DETENTION CHECK 6 – Detention Date Prior to Referral Date OR After Disposition Date

The date that the youth entered detention should be equal to or later than the referral date and equal to or earlier than the disposition date. Verify that the date of detention entry, referral date and/or the disposition date are correct.

If a juvenile is detained after the primary disposition date but prior to the subsequent disposition date, this is **not** considered an error as long as it is the **correct** use of primary and subsequent dispositions (see Referral Check 17 for information on primary/subsequent dispositions).

DETENTION CHECK 7 – Incorrect or Missing Detention Release Date

Errors include youth in detention for three (3) months or longer (with or without a detention release date). All detentions left open in error must be closed, including detentions on or before 01/01/2010. If you can't determine the exact release 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 re-save the record. Read the section on re-saving records for more information.

DETENTION CHECK 9 – Your County Does Not Have a Registered Detention Facility, but Youth 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 for a referral number assigned to a detention record should be either Formal or Paper-Formalized. If your county is paying for the detention of a juvenile not under your jurisdiction (parolee, runaway from another county, etc.) then the referral type should be Non-Jurisdiction (NJ).

DETENTION CHECK 10 – Youth is Released and Detained Again Within 24 Hours on Same Referral

If a youth leaves detention for less than 24 hours and returns to the same facility on the same referral, the detention should not be closed and opened again. This is not considered a release from detention. To fix this error, change the Date Released to the date that the youth was actually released from detention (i.e., the second detention record's Date Released) and delete the second detention record.

DETENTION CHECK 11 – Incorrect or Inactive Detention Facility Code

Records with a post-adjudication (i.e., secure or non-secure) facility code are considered to be errors if found in the detention table. In addition, there is also an error if the facility code to be used was not active at the time of use. All facility codes used must be active, registered facilities and must be used correctly according to the type of facility and placement.

Please verify all facility codes using the TJJJ Juvenile Facility Registry, which can be found online at the following link: <http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx>

PLACEMENT CHECKS

PLACEMENT CHECK 2 – Incorrect or Missing Placement End Date or Missing Discharge Reason

[Formerly Placement Checks 2 and 9]

Errors include juveniles in secure, non-secure, or emergency placement for 1.5 years or more, including placements with and without a Placement End Date. All placements left open in error must be closed and a discharge reason must be entered, including placements on or before 01/01/2010. If you can't determine the exact discharge 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 2 errors do not show that end date, you will need to re-save the record. Read the section on re-saving the records for more information.

PLACEMENT CHECK 3 – Overlapping or Complete Duplicate Placement Records

[Formerly Placement Checks 3 and 7]

This error check covers any situation where there is more than one placement record **of any placement type** open at the same time, for the same or different referral number. In these cases the placement has been entered twice on the same referral number, are incorrectly attached to two different referral numbers, or the juvenile is entered in two different types of placement at the same time (e.g., Emergency and Non-Secure). Fixing this error may involve verifying the correct referral number for the placement record, removing duplicate placement records and/or closing a placement record that has been left active.

PLACEMENT CHECK 5 – Parental, Kinship, or CPS Placement with a Cost Per Day

It is not expected that any of these placement types would have a cost per day entered because another individual or entity would be expected to pay. Verify the placement type is correct and change if necessary. If the department entered the actual cost of the placement and has confirmed the type of placement as correct, please disregard the error.

PLACEMENT CHECK 10 – Placements with Outcome Completed After a Stay of 1 Day

This error check includes secure and non-secure placements with a length of stay of one (1) day and a discharge reason of Completed. Verify the Placement Date In, Placement Date Out, and Discharge Reason are correct.

PLACEMENT CHECK 12 – Secure and Non-Secure Placements Attached to Referrals that are not Disposed to Supervision

Post-dispositional placements (secure and non-secure) should have a referral number attached that was disposed (or consolidated with another referral that was disposed) to deferred prosecution, adjudicated probation, or modified/extended probation. If the error record shows a disposition of consolidated, this means there was no other disposition on that date that was deferred prosecution, adjudicated probation, or modified/extended probation.

PLACEMENT CHECK 13 – Placement Date In Occurs Prior to Disposition Date of Attached Referral

These errors include secure and non-secure placement records with a Disposition Date that is later than the Placement Date In. Secure and non-secure placement types are post-dispositional placements and should be used for placement entry that occurs after the disposition of a case.

A new placement type code (“H”) was created for juveniles who are hospitalized or sent to a mental health state school prior to disposition. If the juvenile was truly placed in a secure or non-secure facility prior to disposition, please disregard error.

PLACEMENT CHECK 14 – Placements with an Incorrect Referral Type

The following referral types are incorrect for referrals assigned to a placement record: Courtesy Supervision, Paper Complaint, Contract Detention, or Crisis Intervention. Verify the correct referral type or the correct referral number to be assigned to the placement record.

PLACEMENT CHECK 15 – Incorrect or Inactive Secure Placement Facility Code

Errors include secure placement records with a pre-adjudication (detention) facility code or a non-secure facility code. In addition, it is an error if a facility code is used that was inactive at the time of use. All facility codes used must be active, registered facilities and must be used correctly according to the type of facility and placement.

Please verify all facility codes using the TJJJ Juvenile Facility Registry, which can be found online at the following link: <http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx>

SUPERVISION CHECKS

SUPERVISION CHECK 1 – Cases Containing Future Supervision Dates

The Supervision Begin or Supervision End Dates occur after the date the record was last changed (see Supervision Last Change Date). Verify the begin and 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 4 – Juveniles on Probation with Mental Health Needs “Unknown”

All probation supervisions 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 open longer than 1 year
- Deferred prosecution supervisions open longer than 1 ½ years
- Probation supervisions open past the juvenile’s 18th birthday

All supervisions left open in error must be closed. If you can’t determine this exact date, determine your department’s average length of stay on supervision and use this information to estimate the end date. Never put the current date as the end date.

Some records may have not been left open, but the difference between the Supervision End Date and the Begin Date fits the criteria above and is still determined to be an error. Please verify both dates are correct.

This check may include cases prior to 1/1/2010. 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 re-save the record. Read the section on re-saving the records for more information.

SUPERVISION CHECK 6 – Supervisions with an Incorrect Referral Type

The referral type for a referral attached to a supervision record should be Paper-Formalized, Formal, Interstate Compact, or Interim/Permanent Transfer. All other referral types indicate an offense that would not warrant a juvenile’s supervision. Verify the referral type or ensure that the supervision record is attached to the correct referral number.

The list includes courtesy supervision as a referral type. 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 Prosecution or Probation Supervision Record

Referrals disposed to deferred or adjudicated probation should have a corresponding deferred or probation supervision record with a Supervision Begin Date no more than 30 days after the disposition date. If a Supervision Begin Date that is more than 30 days following the disposition date is verified to be correct, please disregard the error. Modified/extended probation dispositions do not require a new supervision record, but there should be an **active** probation supervision record at the date of disposition. If a juvenile is adjudicated to probation while on another order of probation, a new probation supervision record needs to be opened for that referral number and run concurrently with the other supervision.

If a juvenile is adjudicated to probation and immediately sent to another jurisdiction for supervision, a supervision record should still be created and closed out as Transferred out of Jurisdiction (“J”).

SUPERVISION CHECK 8 – Deferred Prosecution or Probation Supervision Records with Dispositions that are not Deferred or Probation

[Formerly Supervision Checks 8 and 10]

This error check contains deferred or probation supervision records that are attached to a referral number with a disposition other than deferred or probation. Verify the correct referral number to attach to the supervision record and the disposition.

If the referral number was consolidated at disposition, verify that the supervision referral is the one that received the deferred or probation disposition and **not** the consolidated disposition. Duplicate or additional supervision records are not required for consolidated dispositions.

SUPERVISION CHECK 9 – Overlapping or Complete Duplicate Supervision Records with Same Referral Number

This error check covers any situation where there is more than one supervision record of the same type open at one time for the same referral number. In these cases the supervision record has been entered twice or overlapping supervisions have been entered on the same referral number. Fixing this error may involve removing duplicate supervision records and/or closing a supervision record that has been left active.

Overlapping supervision records that end and start again on the same day are not considered errors **IF** the supervision type is first interim then permanent supervision (e.g., DEFI – DEFP or PRBI – PRBP). If an interim probation supervision goes to regular probation (e.g., PRBI – PROB), please change the regular probation to permanent probation (PRBP).

SUPERVISION CHECK 11 – Supervisions with an Outcome of TJJD Commitment, but no Subsequent Disposition of TJJD Commitment or Subsequent Commitment Disposition is more than 30 days after Supervision Outcome

If a juvenile's supervision outcome is commitment to TJJD, there should be a disposition reflecting this action. This means there should be a **new referral number** (new offense or violation of probation) showing a disposition of commitment within 30 days of the supervision outcome. Verify that the supervision outcome, referral, and disposition information is correct.

*Entering a subsequent disposition of Commitment on the same referral number attached to the supervision is **incorrect**.*

SUPERVISION CHECK 12 – Supervision Type “DEFI”, “PRBI”, “PRBP” with Incorrect Referral Type

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

If the referral is an interstate compact (“IC”) the supervision type should be regular deferred or probation supervision (“DEFP” or “PROB”).

SUPERVISION CHECK 13 – Probation or Deferred Prosecution Supervisions with Outcome of Completed After a Stay of 1 Day

A probation or deferred prosecution supervision with an outcome of completed (“S”) should have a duration of more than one day. Verify that the supervision outcome and supervision dates are correct.

SUPERVISION CHECK 14 – Juveniles Absconding from Supervision

A juvenile who absconds from supervision must have an additional Indirect Supervision (INDR) record opened under the **same referral number**. Conversely, an Indirect Supervision record must have a **previous** supervision and that supervision must have the outcome Absent without Permission (“B”). Indirect supervisions with a different referral number from the absconding supervision are considered an error. For juveniles transferring out of jurisdiction, a subsequent supervision may be opened with a supervision type of Inter-county Transfer (IICT).

SUPERVISION CHECK 15 – Indirect Supervisions Closed as Completed with no Subsequent Supervision

Indirect supervisions closed with an outcome of completed (S) must have a **subsequent** supervision record opened after the indirect supervision end date under the **same or new referral number**. If there is no subsequent supervision opened, indicating the juvenile was never found and returned to supervision, the indirect supervision outcome should be Failure to Comply (X). Indirect and any other supervision that run concurrently (i.e., active during the same time) are considered an error. For juveniles transferring out of jurisdiction, a subsequent supervision may be opened with a supervision type of Inter-county Transfer (IICT).

PROGRAM 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 Begin and End Dates are correct. To avoid this error in the future, do not enter program dates that occur in the future at the time of your data entry.

PROGRAM CHECK 2 – Incorrect or Missing Program End Date

The Program Begin Date and Program End Date indicate the juvenile was in a program other than sex offender programs for 1 ½ years or more, or was in a sex offender program for 2 ½ years or more. Verify that the dates entered are correct.

All programs left open in error must be closed and a program outcome must be entered. If you can't determine this exact date, determine your department's average length of stay for that program type and use this information to estimate the end date. Never put the current date as an end date.

This check may include cases prior to 1/1/2010. 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 re-save the record. Read the section on re-saving the records for more information.

PROGRAM CHECK 3 – Youth is in a Program, but not Under Supervision

Juveniles in a program must be on some type of supervision for the total duration of time they are in the program. **All supervision types and periods were considered in this check.** The supervision period prior to and after the Program are listed in the table provided. Overlapping supervisions, of all types, were adjusted so this supervision period may not match any particular supervision record.

PROGRAM CHECK 4 – Program Types Coded as Other

This error check contains a list of your department's programs that have been coded as "Other" under Category Type. Although "Other" is an option as a type of program, it is preferred that a more descriptive program type is used whenever possible. 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 (e.g., Substance Abuse Treatment, Anger Management, etc.). If a change is made to the program type, please ensure that change is also made in the Web-based Program and Services Registry.

To change in CASEWORKER, go to Administration, Codes, Programs, then select the program(s) coded as “Other”. Click open and select the correct program category, then click save. Contact the CASEWORKER/JCMS help desk for further assistance.

PROGRAM CHECK 5 – Overlapping or Complete Duplicate Program Records with same Referral Number and same Program Type and Name

[Formerly Program Checks 5 and 6]

This error check covers any situation where there is more than one program record open at the same time with the same program name, program type, and referral number. In these cases the program record has been entered twice or overlapping programs have been entered on the same program and referral number. Fixing this error may involve removing duplicate program records and/or closing a program record that has been left active.

PROGRAM CHECK 7 – Programs with an Incorrect Referral Type

The referral type for a referral attached to a program record should be Paper-Formalized, Formal, Interstate Compact, or Interim/Permanent Transfer. All other referral types indicate an offense that would not warrant a juvenile’s supervision, which is required for programs. Verify the referral type or ensure that the program record is attached to the correct referral number.

MAYSI CHECK

MAYSI CHECK – Referrals That Were Not Administered a MAYSI within 14 Days and Detentions Not Administered within 48 Hours

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. If the referral and detention are on the same day for the same referral

number, the error will be listed only once. More information on the MAYSI-2 assessment requirements can be found on TJJJ's website, under Programs & Services, CASEWORKER, MAYSI FAQ.

The error list includes referrals and/or detentions where the MAYSI screening was not administered, or was administered but not within the required timeframe. To identify which scenario applies, look at the MAYSI Date listed. If there is a date, that means a MAYSI was completed but not within the required timeframe. If there is no date (blank) that means no MAYSI was found for that juvenile. Please ensure all referral, detention, and MAYSI screening dates are correct for the juveniles listed.

If the department did NOT administer the test for whatever reason or did not administer within the required timeframe, the error is not correctable.

Situations when the MAYSI is not administered

The department does not need to complete a MAYSI on juveniles from TJJJ whose offense is TJJJ-related and are brought to court directly and then are returned to TJJJ. However, departments **should** still enter a MAYSI date and respond that the test was not administered for "other" reasons.