

# COMPREHENSIVE DATA AUDIT

Technical Assistance Manual

June 2015



TEXAS  
JUVENILE ★ JUSTICE  
DEPARTMENT

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## BACKGROUND

Each year the Texas Juvenile Justice Department (TJJD) Research Division audits all juvenile probation departmental data 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 make the necessary corrections to your data as soon as possible but no later than **August 31, 2015**. Once the data have been corrected, complete the electronic verification form, available on the TJJD website, which verifies that you have made all needed corrections.

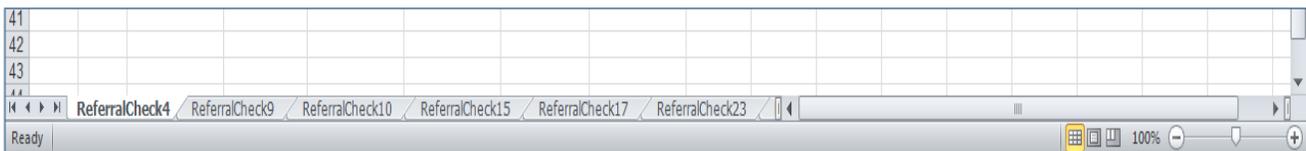
The current Data Audit covers all potential data entry errors from January 1, 2013 to April 30, 2015. A few circumstances result in records appearing prior to January 1, 2013. These are explained in the Data Checks and Descriptions portion of the manual.

All counties participate in the CDA regardless of which data system is used (CASEWORKER, JCMS, county database).

If you have any questions or need assistance of any kind, feel free to contact the CASEWORKER/JCMS Help Desk at 512-490-7724.

## WORKING WITH THE CDA IN MICROSOFT EXCEL

Results from the CDA will be sent out in a Microsoft Excel spreadsheet. Each check will be contained on a separate tab (see below). Only checks with errors will appear on a tab. If you find you are missing a check, that means you have no errors for that check.



Having the results in Excel gives you the option of deleting records as they are corrected or as you verify that no changes are necessary. **Before deleting any records, we suggest you save an original copy of your CDA so you have it for your records.**

See below for instructions on printing results in Excel. Be sure to use the instructions for your version of Excel.

**Excel 2010** – Under File – Print, in the Scaling options box (default is No Scaling), select Fit All Columns on One Page

**Excel 2007** – Under the Page Layout tab at the top of the page, in the Scale to Fit group, change Width to 1 page

**Excel 97-2003** – Open File – Page Setup – Page Tab – Fit To, select 1 page wide and (blank) pages tall

## HOW TO RE-SAVE A RECORD

Re-saving a record is frequently done to send TJJD 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 TJJD extract database. Re-saving a record is different for JCMS and Caseworker users, the two methods are provided below.

### CASEWORKER USERS

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 tab in CASEWORKER that contains the information that will be sent. For example, if you are correcting a Program Check 2 error, 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 TJJD during the monthly extract.* Consult the Electronic Data Interchange Specifications document if you are unsure which fields are sent to TJJD.
- 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 CASEWORKER/JCMS Help Desk to have the record manually corrected.

## JCMS USERS

When re-saving information that is currently entered on your Referral Disposition Screen, you must open the **Referral Screen**, make a change and re-save. For example, in the Referral Screen change the Referral Time. Then change the Referral Time back to the correct time and save the screen. Opening and re-saving the **Referral Disposition Screen** will not result in correct data submission and the change will not appear in the TJJD extract database. To ensure a correct re-save, this **must** be done on the **Referral Screen**.

## CASES WHERE NO ACTION IS REQUIRED

**Not all records identified in the CDA will contain errors.** There are some instances where data are correct even though an error is reported. Although efforts are made to minimize the number of “false” errors, they are impossible to eliminate altogether. These instances are described in the Data Checks and Descriptions portion of this manual as ***exceptions***. **If you find you have an exception, please disregard the error and no further action is required.** You do not need to contact TJJD regarding false errors.

Checks that involve an expected time period for a record to be open are there to ensure a record was not left open in error, or an incorrect end date was not accidentally entered. **If you are able to verify that the start/end dates are correct, then no further action is required.** (See Detention Check 7, Placement Check 2, Supervision Check 5, and Program Check 2)

## DEADLINE

All data corrections must be made no later than **August 31, 2015** and must be included in the data extract submitted in November. The electronic verification form that certifies corrections must also be completed by **August 31, 2015**. A department shall receive a Non-Compliance Citation Report (NCCR) if the errors are not corrected by the stated deadline.

## COMPLETING THE CDA

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 an electronic verification form found at the following link:

<https://www.tjtd.texas.gov/surveys/electverification/ElectVerification.aspx>

This process lets TJJD know that you have reviewed all the records identified in your CDA and have made the corrections where necessary. No further action is required once the electronic verification form has been submitted.

## 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 potential errors received by your department, review a description of the check below to determine the cause of the error. If the check has an **exception** and you find a case that falls under this exception, the error can be disregarded and no changes are necessary.

### REFERRAL CHECKS

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#### **REFERRAL CHECK 4: Disposition Date Occurs Before Referral Date**

The disposition date entered 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 5: Not Specified/Crisis Intervention Offense Code on Formal Referrals**

Not Specified offenses include the **Not Specified** offense code (89999999) as well as any offense with a Citation, Statute, or Level/Degree of **N/A**. These Not Specified offenses should not be used on formal, paper-formalized, or transfer referral types. The same is true for the Crisis Intervention offense codes (home-related 88000001 or 89990005, school-related 88000002 or 89990006, community-related 88000003 or 89990007). All of these offense codes should have a referral type of crisis intervention. To avoid this error in the future, please select a valid DPS offense code for formal, paper-formalized, or transfer referral types.

**Exception:** If the record with a TR referral type for a Not Specified offense was created to show that your county's judge modified conditions when supervision became permanent, then you may disregard this error. Attach the juvenile's permanent probation supervision to the original TR referral.

### **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 or interstate compact adjudications. Violation of a Court Order includes any offense code starting with “50129.” A technical violation of either deferred agreement or conditions of release is not an offense, and should therefore, not be coded as a Violation of a Court Order. If the referral was adjudicated to probation prior to the Referral Date for the Violation, resave the Referral Disposition Screen for the adjudicated referral.

### **REFERRAL CHECK 7: Cases Containing Future Disposition Dates**

The disposition date entered occurred after the date the record was last changed (for CASEWORKER users 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 for a Misdemeanor or CINS Offense**

This error check identifies those juveniles disposed as commitment to TJJD for a misdemeanor or CINS offense. Commitment to TJJD must be for a felony level offense or for a violation of a felony probation court order. 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 TJJD 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, then change the current TJJD disposition to consolidated and assign the commitment disposition to the felony or violation of felony probation. If the juvenile was not committed, then enter the correct disposition.

### **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 the referral has been disposed, enter this information on the (Referral) 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 1/1/2013. 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. (See pages 4-5 of this manual on re-saving records.)

### **REFERRAL CHECK 15: Multiple Matching Dispositions Occurring on Same Date for Same Juvenile**

Multiple matching court dispositions with the same disposition date for different referrals should be consolidated. This is especially true for commitments and certifications. These dispositions should always be reported only once.

To fix, 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**. Ensure that any post-dispositional supervisions and/or placements are attached to the referral with the primary disposition and not a consolidated referral.

**Exception:** If referrals have different cause numbers, matching court dispositions on the same date is allowed ONLY if the dispositions are deferred prosecution, adjudicated probation, or modified/extended probation.

## **REFERRAL CHECK 17: Primary/Subsequent Dispositions**

A single referral number should not have multiple dispositions occurring on different dates. However, primary and subsequent dispositions with the same referral number are ONLY acceptable if...

- The primary disposition is deferred prosecution and the subsequent disposition is probation. If a juvenile fails a deferred agreement and there is a subsequent court disposition, close the deferred supervision with Failure to Comply.
- A judge changes a disposition of adjudicated probation to TJJD commitment (or vice versa) within the allotted time-frame (30 days). Leave the original disposition on the Primary Disposition Screen and create a Subsequent Disposition Screen to track the second disposition.
- An initial disposition is appealed and a second disposition is given. Leave the original disposition on the Primary Disposition Screen and create a Subsequent Disposition Screen to track the second disposition.

Primary and subsequent dispositions, even when correctly used, should never occur on the same date.

All other situations warrant a new referral number. For example, a juvenile is disposed to adjudicated probation, and later the probation is modified/extended due to a violation. Create a new referral for the violation and attach the modified/extended probation disposition.

If a referral was disposed to deferred prosecution and the juvenile successfully completed the agreement with no further action taken, there should be no subsequent dropped disposition entered. Please remove the dropped/dropped/dismissed disposition in these instances. If a deferred agreement is modified/extended, a new referral is not required. Simply amend the estimated completion date on the Supervision Screen.

## **REFERRAL CHECK 19: Disposition of Consolidated but No Other Dispositions on Same Date**

If the disposition is consolidated, there should be another referral 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.

**Exception:** If a referral is disposed as Taken into Consideration by Court, then another disposition on the same date is not required and you may disregard this error.

### **REFERRAL CHECK 20: Juvenile is Outside the Juvenile Probation System Age or Has Missing DOB**

These juveniles either do not have a date of birth entered (DOB is missing) or the date of birth entered 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. 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 Court Order with no Original Referral Number**

All referrals for Violation of Court Order offenses must have the Original Referral Number filled in on the Referral Screen. The Original Referral Number is the referral number for the adjudicated referral that the juvenile violated. Do not select a prior Violation Referral as the Original Referral.

### **REFERRAL CHECK 23: Risk or Needs Level is Missing or Incorrect**

All formal or paper-formalized dispositions that are not dropped/dismissed/non-suited require the completion of a risk and needs assessment. The resulting risk and needs levels must be entered into CASEWORKER, JCMS, or your county database. Please verify risk and needs levels through your department's authorized assessment instrument (RANA, PACT, YLS/CMI, 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. When utilizing the RANA Search function, make sure you are reviewing the assessment for the correct referral/disposition. If you do not have a password to access the RANA site, or you have an inactive account that needs to be re-activated, please contact JCMS Support Team at ([JCMSsupport@tjtd.texas.gov](mailto:JCMSsupport@tjtd.texas.gov)).

Ensure the correct risk and needs levels are entered on the disposition screen. Departments using the **RANA** should only enter Low, Medium, or High for risk level. Departments using the **PACT** should only enter Low, Medium, Medium-High, or High as a risk level. Departments using **YLS/CMI** should only enter Low, Medium, High, or Very High risk level.

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." If your department has recently changed your risk and needs assessment instrument, please contact TJJD Research so that it may be included in next year's CDA.

If there is prior record of a valid assessment within 14 days of the disposition in question and those levels remain true, then please enter the risk and needs levels for this disposition. If a risk and needs assessment was never completed for the disposition in question and there is no prior record of a valid assessment completed within 14 days of this disposition, change the risk and needs levels to Not Administered.

### **REFERRAL CHECK 25: Incorrect Disposition for a Paper Complaint Referral Type**

A referral type of paper complaint (PA) should have a primary disposition code of "000". For JCMS counties, the disposition used in PA referrals must have a Decision Type of Paper Complaint Disposition. To review the Decision Type, view Actions/Dispositions under Maintenance.

## DETENTION CHECKS

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### **DETENTION CHECK 2: Overlapping or Duplicate Detention Records**

This error check covers any situation where there is more than one detention record open at the same time. 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 identifying 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 Incorrect Referral Type**

The accepted referral types for a referral attached to a detention record include formal, paper-formalized, or contract detention. The EDI does not record a referral type on this check if an offense is not designated as the Primary Disposition Offense Indicator (DOI) on the Referral Disposition Screen. In JCMS, select to view this referral and click on the Disposition link inside the referral. Select to view and edit the Disposition Screen. Assign the DOI of Primary to one of the offenses listed in the DOI section and save the screen. For all errors within this check, verify the referral type and/or the referral number assigned to the detention record.

### **DETENTION CHECK 6: Detention Date Prior to Referral Date OR After Disposition Date**

The date that the juvenile 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, the referral date and/or the disposition date are correct.

**Exception:** 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 on page 9 of this manual for more information on primary and subsequent dispositions).

**Exception:** If a juvenile is awaiting placement into a secure or non-secure residential facility, and is therefore in detention beyond their disposition date, please disregard error.

### **DETENTION CHECK 7: Incorrect or Missing Detention Release Date**

This check includes juvenile in detention for 3 months or longer (with or without a detention release date). All detentions left open in error must be closed. If you cannot determine the exact release date, then determine your department's average length of stay for detention and use this information to estimate the release date. Never put the current date as a release date.

Juveniles in detention prior to 1/1/2013 were included if the detention was missing a release date. If your records are showing a Detention Release Date, but the enclosed list of Detention Check 7 errors do not show that release date, you will need to re-save the record. (See pages 4-5 of this manual on re-saving records.)

**Exception:** If you are able to verify that the detained and release dates are correct, please disregard error.

### **DETENTION CHECK 9: Juvenile has a Referral Type of Contract Detention in a County with no Detention Facility**

The referral type of contract detention should only be used by the receiving county of a contract detention. If your county does not have a registered detention facility, then the referral type for a referral number assigned to a detention record should be either formal or paper-formalized. If your county does not have a registered detention facility and 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) and you should not attach a detention screen to a NJ referral type.

## **DETENTION CHECK 10: Juvenile is Released and Detained Again within 24 Hours on Same Referral**

This check looks for any record in which a juvenile is recorded as being released from detention, only to return to the same facility within one day on the *same* referral number. (Example of error: a juvenile is released on 8/31 and detained again on 9/1.)

Leaving detention to attend a court hearing is not considered a release from detention. Thus, a second detention record should not be created when the juvenile returns to detention after the hearing. If your record shows a juvenile being released from detention only to attend a court hearing, there should not be a second detention record.

To fix this error, please change the date released on the initial record to the actual date released (i.e. the date released on the second detention record), and then delete the second detention record.

**Exception:** If you verify the detention release date is correct, and the juvenile was released from detention only to be detained again within 24 hours, please disregard this error. (Example of exception: A juvenile is released from detention prior to court and placed on CREL Supervision, then violates the terms of the supervision and is detained again within 24 hours.)

## **DETENTION CHECK 11: Incorrect or Inactive Detention Facility Code**

Records with a post-adjudication (i.e., secure or non-secure) facility code are considered errors if found in the detention table. Using an inactive facility code is also an error. All facility codes used must be active, registered facilities and must be used correctly according to the type of facility.

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

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### **PLACEMENT CHECK 2: Incorrect or Missing Placement End Date or Missing Discharge Reason**

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. If you cannot determine the exact discharge date, then determine your department's average length of stay for the specific placement type and use this information to estimate the end date. Never put the current date as an end date.

Juveniles in placement prior to 1/1/2013 were included if the placement was missing 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. (See pages 4-5 of this manual on re-saving records.)

**Exception:** If you are able to verify that the Placement Begin and End dates are correct, please disregard error.

### **PLACEMENT CHECK 3: Overlapping or Complete Duplicate Placement Records**

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 placement types at the same time. Fixing this error may involve verifying the correct referral number for the placement record, removing duplicate placement records, and/or closing an active placement record left open in error.

### **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.

**Exception:** If the department entered the actual cost of the placement and confirmed the placement type 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 not disposed to Supervision**

Secure and non-secure residential placements are defined as post-disposition and should therefore have an assigned referral 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.

**Exception:** There are times when a judge orders a juvenile to residential placement prior to disposition for a variety of reasons. If you find the juvenile truly was placed into a secure or non-secure facility prior to disposition, then please disregard error.

### **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 should be used only for placements that occur after the disposition of a case. If a juvenile was hospitalized or sent to a mental health state school prior to disposition, please use the hospital (H) placement type.

**Exception:** There are times when a judge orders a juvenile to residential placement prior to disposition for a variety of reasons. If you find the juvenile truly was placed into a secure or non-secure facility prior to disposition, then please disregard error.

### **PLACEMENT CHECK 14: Placements with an Incorrect Referral Type**

The accepted referral types for a referral attached to a placement record include formal, paper-formalized, interim/permanent transfer, interstate compact, or contract placement. Verify the correct referral type or the correct referral number is 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. Using a facility code that was inactive at the time of use is also an error. All facility codes used must be active, registered facilities and must be used correctly according to the type of facility.

Please verify all facility codes using the TJJD Juvenile Facility Registry, which can be found online at the following link:

<http://www.tjtd.texas.gov/publications/other/searchfacilityregistry.aspx>

## **PLACEMENT CHECK 16: Juvenile in Residential Placement and Detention at the Same Time**

This check looks for an overlap of date released from detention and date admitted into placement, or vice versa. A juvenile may be released from detention and enter placement, or they may be released from placement and enter detention on the same date, but the dates should not overlap. (Example of error: Placement Date In on 8/30 and Detention Release Date on 8/31). To fix this error, verify the dates entered for placement and detention.

Additionally, this check looks for a complete overlap in both residential placement and detention records if the overlap exceeds three days. (Example of error: A juvenile was recorded as in a residential placement facility from 01/20 to 07/10 and in a detention facility from 06/01 to 06/05 in the same year.) As a best practice, a juvenile going from detention into residential placement, or vice versa, should not be in both at the same time; however, TJJD allows for an overlap of up to three days. Overlaps of more than three days are included in this error check. To fix this error, the placement record should be closed with the correct release date and then re-opened when the juvenile has returned to that placement facility after being released from detention.

## SUPERVISION CHECKS

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### **SUPERVISION CHECK 1: Cases Containing Future Supervision Dates**

The Supervision Begin or Supervision End Dates occur after the date the record was last changed (for CASEWORKER users see Supervision Last Change Date). 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” or Missing**

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 18<sup>th</sup> birthday

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

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

Juveniles on supervision prior to 1/1/2013 were included if the supervision was missing an 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 re-save the record. (See pages 4-5 of this manual on re-saving records.)

**Exception:** If you are able to verify that the Supervision Begin Date and Supervision End Date are correct, please disregard error.

### **SUPERVISION CHECK 6: Supervisions with Incorrect Referral Type**

The accepted referral types for a referral attached to a supervision record include formal, paper-formalized, interim/permanent transfer, contract placement, or interstate compact. 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.

### **SUPERVISION CHECK 7: Disposed to Deferred Prosecution or Probation but no Deferred or Probation Supervision Record**

Referrals disposed to deferred or probation should have a corresponding deferred or probation supervision record with a Supervision Begin Date no more than 30 days after the disposition date. 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 with a transferred out of jurisdiction (J) supervision outcome.

**Exception:** If a Supervision Begin Date more than 30 days after the Disposition Date is verified to be correct, please disregard the error.

### **SUPERVISION CHECK 8: Deferred or Probation Supervision Records with Dispositions that are not Deferred or Probation**

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.

### **SUPERVISION CHECK 11: Supervisions with an Outcome of TJJD Commitment, but no Commitment Disposition or the Commitment Disposition is more than 30 days after Supervision Outcome**

If a juvenile's supervision outcome is TJJD commitment, 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 TJJD commitment on the same referral number attached to the supervision is not correct.

### **SUPERVISION CHECK 12: Supervision Type DEFI, PRBI, PRBP with Incorrect Referral Type**

Only an interim/permanent transfer referral type should be attached to supervisions with a DEFI, PRBI, or PRBP supervision type. 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, then the supervision type should be DEFP or PROB.

For juveniles transferring out of your jurisdiction, a subsequent supervision may be opened with an inter-county transfer (ICT) supervision type if your county is tracking the duration of a juvenile's supervision while on interim in the receiving county. It is not correct to create an interim probation or interim deferred supervision record when a juvenile is sent out of your department.

**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 a completed (S) outcome should have duration of more than one day. Verify that the supervision outcome and supervision dates are correct.

**SUPERVISION CHECK 14: Juveniles Absconding from Supervision with no Indirect Supervision**

A juvenile who absconds from deferred prosecution or probation supervision must have an additional indirect supervision (INDR) record opened after the end date of the absconding supervision.

## PROGRAM CHECKS

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### **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 non-sex offender program for 1 ½ years or more, or was in a sex offender program for 2 ½ years or more. Prevention intervention programs were excluded from this check. 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 cannot 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.

Juveniles in programs prior to 1/1/2013 were included if the program was missing 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 re-save the record. (See pages 4-5 of this manual on re-saving records.)

**Exception:** If you are able to verify that the Program Begin Date and Program End Date are correct, please disregard error.

### **PROGRAM CHECK 3: Juvenile is in a Program, but not Under Supervision or Youth is in a Prevention Program and Under Supervision**

With the exception of programs funded through the Prevention/Intervention Grant (Grant S) or School Attendance Improvement Grant (Grant T), juveniles in programs must be on some type of supervision for the entire duration of time they are in the program. Youth with a prevention and intervention referral type should not be under supervision. 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 program 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 program type of these programs by using the suggested categories, or by contacting the program's manager to obtain a more accurate program type. If a change is made to the program type, please ensure that the change is also made in the web-based Program and Services Registry.

#### **PROGRAM CHECK 5: Overlapping or Complete Duplicate Program Records with Same Referral Number and Same Program Type and Same Program Name**

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

#### **PROGRAM CHECK 7: Programs with Incorrect Referral Type**

This check validates whether programs are attached to appropriate referral types and validates that the program location assigned to a program is appropriate for the referral type. In JCMS, programs are attached to offenses, so checking this functionality requires a county to view the referral type for the attached offense. To view a program location in JCMS, access Maintenance/Programs, and select to Edit a Program.

Guidelines for fixing this error:

- Programs cannot be attached to PA or CI referral types.
- Programs attached to an offense associated with a contract placement referral should have a program location of Post-Adjudication Facility.
- Programs attached to an offense associated with a contract detention referral should have a program location of Detention.
- Programs attached to an offense associated with a non-jurisdiction referral should have a program location of JJAEP.

### **PROGRAM CHECK 8: Prevention/Intervention Programs**

Counties who have received the Prevention/Intervention Grant (Grant S) or School Attendance Improvement Grant (Grant T) should be entering these prevention programs into the Program table. If your county did not receive Grant S or Grant T, then the prevention intervention (PI) referral type should not be used.

### **PROGRAM CHECK 9: Programs in Facilities with Incorrect Program Location**

If a juvenile is in a program while in a residential placement facility, and you choose to track this in the Programs table, then you must use the Post-Adjudication Facility program location. Juveniles in placement the entire time they are in a program with a program location other than Post-Adjudication Facility are reported as errors.

If your county receives this error for a program that the juvenile's parents are attending in the community, ensure that the program type is Programming for Parents. To make this designation in JCMS, under Maintenance, select Programs. Select to edit the program in question. Change the program type to Programming for Parents. Programs with this type are excluded from Program Check 9.

## **MAYSI CHECK**

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### **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. This error also 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.

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), 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 MAYSI 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 TJJD who are brought directly to court for a TJJD-related offense and who are then returned to TJJD. However, departments should still enter a MAYSI date and respond that the test was not administered for “Other Reasons.”