

JCMS – Comprehensive Folder Edit

Explanation and Resolution of Errors and Warnings

More than one active detention (ERROR)

Explanation: The juvenile has more than one active detention screen. JCMS does not allow multiple Detention screens to be open at the same time; however, you may receive this error in converted data.

Resolution: Verify the juvenile's detention history and delete any duplicate entries.

More than one active placement (ERROR)

Explanation: The juvenile has more than one active placement screen.

Resolution: Verify the juvenile's placement history and insure that the information entered is correct. Delete any duplicate entries.

Status offender detained more than 24 hours (WARNING)

Explanation: A formal referral should not be detained more than 24 hours for a runaway or truancy.

Resolution: If the child was on probation at the time of the detention, he or she should be charged with a Violation of Court Order – New Offense and not for the status offense. If your department detained a runaway in your facility for another county or state, enter a Contract Detention referral and attach the detention entry to this CD referral.

Detention active beyond department set threshold (WARNING)

Explanation: This detention entry has exceeded a threshold set by your department.

Resolution: Each department determines the number of days a detention entry can be opened in their county before it is included on the Comprehensive Folder Edit. The number of days can range from 0 and 999. This warning appears because the detention for this juvenile has exceeded your threshold. **Do not close this detention and reopen a new one to avoid this warning.** If your department wants to increase its threshold, please contact the Help Desk.

Placement active beyond estimated release date (WARNING)

Explanation: This placement entry has exceeded the Estimated End Date entered on the Placement screen.

Resolution: Review this placement entry and insure that the juvenile has not been released from placement. If the Estimated End Date has been extended, you may change this date on the Placement screen. Otherwise, leave the record 'as is'. You will continue to receive this warning until either the Placement screen is closed or the Estimated End Date is changed.

JCMS – Comprehensive Folder Edit

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Paper Complaint with supervision (ERROR)

Explanation: A Supervision screen cannot be attached to a Paper Complaint referral.

Resolution: JCMS does not allow a Supervision screen to be attached to a Paper Complaint referral; however, you may receive this error in converted data. To fix this error, do one of the following as appropriate:

1. Delete the supervision
2. Attach the supervision to an appropriate referral, or
3. Formalize the referral.

Crisis Intervention with supervision (ERROR)

Explanation: A Supervision screen cannot be attached to a Crisis Intervention referral.

Resolution: JCMS does not allow a Supervision screen to be attached to a Crisis Intervention referral; however, you may receive this error in converted data. To fix this error, do one of the following as appropriate:

1. Delete the supervision
2. Attach the supervision to an appropriate referral, or
3. Change the referral type.

Paper Complaint with placement (ERROR)

Explanation: A Placement screen cannot be attached to a Paper Complaint referral.

Resolution: A Paper Complaint referral type indicates that the juvenile has not been seen for this referral. Either change the referral type to Paper Formalized or attach the Placement screen to a different referral.

Program active beyond estimated release date (WARNING)

Explanation: This program entry has exceeded the Estimated End Date entered on the Program screen.

Resolution: Review this program entry and insure that the juvenile has not completed the program. If the Estimated End Date has been extended, you may change this date on the Program screen. Otherwise, leave the record 'as is'. You will continue to receive this warning until either the Program screen is closed or the Estimated End Date is changed.

JCMS – Comprehensive Folder Edit

Explanation and Resolution of Errors and Warnings

Supervision active beyond estimated release date (WARNING)

Explanation: This supervision entry has exceeded the Estimated End Date entered on the Supervision screen.

Resolution: Review this supervision entry and insure that the supervision is still active. If the Estimated End Date has been extended, you may change this date on the Supervision screen. Otherwise, leave the record 'as is'. You will continue to receive this warning until either the Supervision screen is closed or the Estimated End Date is changed.

Referral pending beyond department set threshold (WARNING)

Explanation: This referral has been pending longer than the threshold set by your department.

Resolution: Each department determines the number of days a referral can remain pending before it is included on the Comprehensive Folder Edit. The number of days can range from 0 to 999. This warning appears because the referral listed has exceeded your threshold. If your department wants to increase its threshold, please contact the Help Desk.

Violation of a court order without a prior adjudication (ERROR)

Explanation: This error indicates that the juvenile has a Paper Formalized or Formal referral for the offense of Violation of Court Order, but the juvenile does not have a referral disposed as 'Adjudicated to Probation' prior to the referral date for the Violation.

Resolution: If the juvenile violated a Probation order from your department, insure that the original adjudication is entered in JCMS. This error occurs if you entered a Violation of Court Order offense when the juvenile violated either Conditional Pre-Disposition Supervision or conditions of Deferred Prosecution. Violating Conditional Pre-Disposition Supervision or Deferred Prosecution is not an offense. If an invalid charge of Violation has been entered as a Paper Formalized or Formal referral, the referral should be deleted.

Supervision missing for probation/deferred prosecution disposition (ERROR)

Explanation: This error indicates that a probation or deferred prosecution disposition was entered on a referral, but supervision of Probation or Deferred Prosecution was not attached to this referral.

Resolution: Check the supervision container. Insure that a probation or deferred prosecution supervision was created for this referral. If the supervision has been created, insure that it is attached to the referral with either the Probation or Deferred Prosecution disposition. If you disposed of a juvenile to probation or deferred prosecution and then immediately transferred him/her out of jurisdiction for supervision, you may open the appropriate supervision and then close it the following day with the outcome of Transferred Out of Jurisdiction.

JCMS – Comprehensive Folder Edit

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More than one Paper Complaint pending (ERROR)

Explanation: Referrals are defined by face-to-face contact. While a juvenile has a Paper Complaint referral pending, if your department receives information regarding a new offense, this new offense should be added to the existing Paper Complaint referral. Since you have not seen the child about the initial offense(s), when you see the child about those offenses you will also address the new offense(s) and therefore you have one referral (one face-to-face contact.)

Resolution: To correct this error, do one of two things: either close out the initial PA by filling out the disposition screen; or combine both of these PA referrals into one PA (Paper Complaint).

Exception: Some counties generate multiple pending Paper Complaint referrals when a juvenile is on multiple orders of probation at the same time and the juvenile violates the probation orders. If the department files a separate violation for each order of probation that was violated, the department will create a new Paper Complaint referral for each violation based on the Cause Number. This situation is an exception to this CFE check.

Formal Referral w/ prior pending Paper Complaint (ERROR)

Explanation: This error indicates that while a Paper Complaint referral was pending, the juvenile was seen for a subsequent offense. We define a referral by face-to-face contact with the juvenile. If you see the juvenile for a new offense, the assumption is that you will address all pending charges at the same time; therefore this is *one* referral (one face-to-face contact).

Resolution: If a juvenile has a Paper Complaint referral that is pending, all new charges should be added to this open/pending referral. At the time you see the juvenile for the new charge you will:

- Add these new charges as additional offenses to the Paper Complaint referral.
- Change the Paper Complaint (PA) referral type to Paper Formalized (PF).
- Update the fields on the Referral screen to represent the status of the child at intake.

To fix this record, delete the new FM or PF referral and attach the offenses that were associated to this referral to the pending Paper Complaint.

*Please contact the JCMS Help Desk if you feel that your department has extenuating circumstances that warrant this error.

JCMS – Comprehensive Folder Edit

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Referral found with the same date as another (WARNING)

Explanation: TJJD defines a formal referral (FM or PF referral type) based on face-to-face contact with the juvenile regarding the offense(s). To have multiple referrals on the same day, the probation department would have to meet with the juvenile regarding one referral and then **later the same day** receive a second offense report and again address this new referral with the juvenile **on the same day**.

Resolution: If multiple offenses are received by the probation department on the same date, and the juvenile is only seen one time for all offenses, then these offenses should be combined into one referral.

Exceptions: There are two exceptions to this warning.

1. A referral is formalized when face-to-face contact occurs with the juvenile. Then, later the same day, new offenses are alleged and a second face-to-face contact occurs with the juvenile. For example: a juvenile comes in for an intake in the morning to address pending offenses. The department creates a formal referral for the charges addressed in the morning. The juvenile leaves the probation department and then later that day, the juvenile is detained for a new offense.
2. The probation department receives an offense report alleging multiple offenses **AND** the prosecutor files separate cause numbers for each offense. Because a single referral in JCMS cannot track multiple cause numbers, the offenses associated to each cause number would have to be recorded in their own referral.

Originating Jurisdiction PID is missing (ERROR)

Explanation: The Originating HQ PID is required for Contract Detention, Contract Placement and Interim/Permanent Transfer referrals. This is the PID that was assigned to the juvenile in his/her home county.

Resolution: Enter the Originating HQ PID on the Referral screen. If the sending county uses JCMS, you can get the PID from JCMS. If the sending county uses CASEWORKER, contact the county to get the PID. The PID from a CASEWORKER county will be between three and seven digits. To make a 10 digit PID number, the first three digits will be the sending county's County Number, the last seven digits will be the CASEWORKER PID. Add leading zeroes to the CASEWORKER PID to make seven digits. For example, if the juvenile's PID was 1234 and he came from Swisher County (219), enter the originating PID as 2190001234. If you receive a Contract Placement or Contract Detention from out of state, you will not have an Originating HQ PID and can enter all 9's.

JCMS – Comprehensive Folder Edit

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Subsequent Assessment? required within 60 days (ERROR)

Explanation: On the MAYSI screen, you indicated that the juvenile was referred to a mental health professional for a subsequent assessment based on the MAYSI results.

Resolution: Within 60 days of the MAYSI you must answer the question, “Did the child receive a subsequent assessment by a mental health professional?” Answer this question as either Yes, No or Unknown to correct this error.

Mental Health Needs cannot be blank (ERROR)

Explanation: This juvenile has either a Formal or Paper Formalized referral and the Mental Health Needs question on the Behavioral Health container has not been answered.

Resolution: Open the juvenile’s Behavioral Health container and select to Edit the Behavioral Health Status section. Answer the Mental Health Needs question as either Yes, No or Unknown.

Invalid Special Education Handicapping Condition (ERROR)

Explanation: This juvenile’s School screen indicates Special Education = YES, but a handicapping condition was not entered in the Handicapping field.

Resolution: If the juvenile is 18 or younger, please update the record with the appropriate Handicapping information. If the juvenile is over 18, disregard this error.

UNKNOWN diagnosis not valid beyond 60 days (ERROR)

Explanation: In the Behavioral Health Container, Psychological Test, a Test Date is more than 60 days old, but the diagnosis is set to Unknown.

Resolution: Change the Diagnosis to the appropriate Diagnosis based on the test results.

Invalid age, must be 10 to 18 (ERROR)

Explanation: This juvenile was either under 10 or over 18 at the time of the offense entered for a Formal or Paper Formalized referral.

Resolution: Based on the Offense Date entered on the Offense screen, this juvenile was either younger than 10 or older than 18 years of age at the time of the offense. Verify the Offense Date and the Referral Type. If the child was not of juvenile age at the time of the offense, do not create a formal referral.

Case Plan Next Review Date is past due on supervision (WARNING)

Explanation: This edit is not working correctly. Please disregard these warnings. Once fixed, this warning will indicate when the most current Supervision Case Plan is past due for an open supervision. For Placement Case Plans, the warning will indicate when the most current Placement Case Plan is past due for an open placement.