REFERRAL Errors

Error in Referral, PID XXXXXXX Referral XXXXXXX: '00' is not a valid Last Grade Completed.

Don't make any changes to these records. At the time these records were created, grade level was not required. These records are showing errors now because:

1. They were submitted to TJJD through the extract because they were updated as part of your JCMS cleanup, and
2. We run the error report based on today's requirements; not the ones that were in place at the time the records were created.

TJJD cannot exclude old records from the extract report, so we cannot avoid the errors. However, there is nothing to fix on your end because the information in the folders is accurate based on the reporting requirements at the time the records were originally created.

Error in Referral, PID XXXXXXX Referral XXXXXXX: '0000000' is not a valid Originating HQ PID for this Referral type and the Referral Date.

The Originating HQ PID is required for Contract Detention, Contract Placement and Interim/Permanent Transfer Referrals. This is PID that was assigned to the juvenile in his/her home county. 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, and the PID is not on the paperwork, you will need to 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), you'd enter their originating PID as 2190001234. If you receive Contract Placement or Contract Detention from out of state, you will not have an Originating HQ PID and can enter all 9's.

Error in Referral, PID XXXXXXX Referral XXXXXXX: '000' is not a valid Primary Disposition (TJJD category) value. *FATAL*

The Disposition used in this referral is not assigned to an appropriate TJJD Referral Disposition. From the Home page in JCMS, select Maintenance and then select Actions and Decisions. Select to Edit the Disposition used in the referral. Dispositions assigned a TJJD Referral Disposition category of '999 – Not Applicable' are not reportable to TJJD and therefore cannot be used for Formal or Paper Formalized Referrals. The '000 – Disposed' category can only be used to dispose of Paper Complaint Referrals.

Most often, a county will receive this error in one of two situations:

1. The disposition of **Not Applicable** is used for a Formal, Paper Formalized or Paper Complaint. 'Not Applicable' is not a valid disposition for FM, PF and PA referrals.
2. A Paper Complaint Disposition is used for a Formal or Paper Formalized referral. If the referral is a Paper Complaint (PA) and has not been formalized, you can only use a disposition that is assigned a Decision Type of 'Paper Complaint Disposition' and a TJJD Referral Disposition

category of '000-Disposed'.   Decision Types are assigned under Maintenance, Actions/Dispositions.

Typically, each county has four 'Paper Complaint Disposition' options:
- No Intake, No Probable Cause - Prob Dept – PA ONLY
- No Intake, Probable Cause, Prob Dept – PA ONLY
- No Intake, No Probable Cause - Prosecutor – PA ONLY
- No Intake, Probable Cause - Prosecutor – PA ONLY

Error in Referral, PID XXXXXXX Referral XXXXXXX: '   ' is not a valid Primary Disposition Offense Code. *FATAL*

Open the Referral Disposition Screen for this referral. Make sure that one of the offenses listed on this screen has a DOI (Disposition Offense Indicator) of 'Primary'.

Error in Referral, PID XXXXXXX Referral XXXXXXX: '0000000' is not a valid Originating Offense Referral Number for Violation of Court Order Referral.

If you create a referral for a Violation of Court Order (Technical or New Offense) you must indicate which referral's probation was violated in the **Original Referral Details** section of the Referral screen. You can click Select to see a list of the juvenile's referrals.

If the juvenile is being charged with violating your Court's Court Order and you created a Formal (FM), Paper Formalized (PF) or Paper Complaint (PA) referral, you <u>must</u> select from one of these four violation offenses:

- Viol of Court Order – New Offense
- Viol of Court Order (Det Sent Prob) – New Off
- Viol of Court Order – Technical
- Viol of Court Order (Det Sent Prob) – Technical

If you are detaining a juvenile as a Contract Placement (CP) or a Contract Detention (CD) referral for a different county/agency and you want to indicate that the juvenile is in detention for violating an order from the home jurisdiction, you can use one of the two offenses below. Use of these offenses by counties providing CD or CP services allows the department to track a violation from the home jurisdiction without having to enter the Original Referral. These two offenses should **NEVER** be used for FM, PF or PA referrals.

- Violation of Court Order – CD Referrals Only
- Violation of Court Order – CP Referrals Only

Error in Referral, PID XXXXXXX Referral XXXXXXX: 'NNN' as a Referral County is not within the department's jurisdiction. *FATAL*
-OR -
Error in Referral, PID XXXXXXX Referral XXXXXXX: '759' is not a valid Referral County Number for specified Referral Type. *FATAL*

All Formal, Paper Formalized, Paper Complaint, Crisis Intervention, or Prevention Intervention referrals to your department should show the **Originating Jurisdiction** of 'County' and the **County** as your county or a county within your jurisdiction.

DETENTION Errors

Error in Detention, PID XXXXXXX Referral XXXXXXX: 'VCJD   ' is not a valid Detention Facility (missing Decode Record).

All detention facilities must be registered through TJJD and have a TJJD Facility Code. If you receive this error, the Facility entered on the Detention Screen does not have a Detention Facility Code assigned. Please contact the JCMS Support Desk at 512-490-7724.

PLACEMENT Errors

Error in Placement, PID XXXXXXX Referral XXXXXXX: 'U' is not a valid Level of Care value.

If this is a Mental Health Hospital, the level of care must be 'Intensive'. Go to the placement and under 'Length of Stay', click on edit and change level of care to 'Intensive'.

If this is an older record, don't make any changes. At the time these records were created, the Placement Levels of Care was valid. Over the years, we have modified the Placement Level of Care codes and the ones used at the time these records were created are no longer valid. These records are showing errors now because:

1. They were submitted to TJJD through the extract because they were updated as part of your JCMS cleanup, and
2. We are running the error report based on today's Placement Levels of Care; not the ones that were in place at the time these records were created.

TJJD cannot exclude old records from the extract report, so we cannot avoid the errors. However, there is nothing to fix on your end because the information in the folders is accurate based on the reporting requirements at the time the records were originally created.

Error in Placement, PID XXXXXXX Referral XXXXXXX: ' ' is not a valid Placement Type.

From the Home page in JCMS, select Maintenance and then select Placement Facilities. Click to View the facility that is generating the error and then select Edit. In the Placement Type section, click the appropriate Placement Types for this facility. Save the screen.

To correct the juvenile's placement record, you will need to delete the placement record and re-add it with the proper placement type. If the placement is already closed, open a placement and save it, edit the placement, close it and save again.

Error in Placement, PID XXXXXXX Referral XXXXXXX: '   ' is not a valid Placement Facility (missing Decode Record).

If this is a secure facility, you must use the TJJD facility ID number for this facility. To locate the facility ID number, go to: http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx.

From the Home page in JCMS, select Maintenance and then select Placement Facilities. Click to View the facility that is generating the error and then select Edit. Add the facility ID number in the TJJD Facility Code field. If this is not a secure facility, enter a unique code value or abbreviation that is seven characters or less.

Edit Placement Facility

Profile

*Placement Facility: Azleway Boys Ranch

*Placement Type:

Emergency Shelter: ☐		Parental Placement: ☐	
CPS Placement: ☐		Secure Correctional: ☐	
Kinship Placement: ☐		Residential Treatment: ☑	
Foster Care Eligible: ☐		Hospital: ☐	

Contact 1 Last Name: _____

Contact 1 First Name: _____

Contact 2 Last Name: _____

Contact 2 First Name: _____

*TJJD Facility Code: _____

Active: ☑

You must also make a change on the juvenile's placement record to cause the record to be resent to TJJD in the next extract. To do a re-save, go to the juvenile's record, edit the placement, make a minor change, save it, edit it again and change it back and save it.

Error in Placement, PID XXXXXXX Referral XXXXXXX: 'CLARIND' is not a valid Placement Facility (missing Decode Record).

From the Home page in JCMS, select Maintenance and then select Placement Facilities. Select to View the facility that is generating the error and then select Edit. If this is not a secure facility, the TJJD Facility Code must be seven characters or less. This error indicates the TJJD facility Code is greater than seven characters. Reduce the length of the TJJD Facility Code and save the screen.

You must also make a change on the juvenile's placement record to cause the record to be resent to TJJD in the next extract. To do a re-save, go to the juvenile's record, edit the placement, make a minor change, save it, edit it again and change it back and save it.

Error in Placement, PID XXXXXXX Referral XXXXXXX: '0942001' is not a valid TJJD registered Placement Facility.

If this is a secure facility, you must use the TJJD facility ID number for this facility. To locate the facility ID number, go to: http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx.

From the Home page in JCMS, select Maintenance and then select Placement Facilities. Click to View the facility that is generating the error and then select Edit. Add the facility ID number in the TJJD Facility Code field. If this is not a secure facility, enter a unique code value or abbreviation that is seven characters or less.

You must also make a change on the juvenile's placement record to cause the record to be resent to TJJD in the next extract. To do a re-save, go to the juvenile's record, edit the placement, make a minor change, save it, edit it again and change it back and save it.

Error in Placement, PID XXXXXXX Referral XXXXXXX: 'TX' is not a valid Funding Source Value.

Open the juvenile's record and determine which funding source is entered for the Placement.

If the wrong funding source is used, on the Placement container, change the funding source under 'Length of Stay'.

If the proper funding source is selected on the placement, return to the Home Page and select Maintenance. Select Funding Sources and then select Edit to edit this funding source. In the TJJD Funding Source Type box, select the appropriate TJJD category from the dropdown list provided. You must also make a change on the juvenile's placement record to cause the record to be resent to TJJD in the next extract. To do a re-save, go to the juvenile's record, view the placement, under length of stay, edit the funding source that has been corrected, make a minor change, save it, edit it again and change it back and save it.

PROGRAM errors

Error in Program, PID XXXXXXX Referral XXXXXXX: '4' is not a valid Program Location value.

Open the juvenile's Program container to determine which program is generating the error. Go back to the Home page and select Maintenance. Select Programs and then select Edit to edit this program. Either the Program Location is blank or 'Other'. 'Other' is no longer a valid Program Location. Enter a new Program Location. Save the screen. The location should be where the juvenile is located during the program, not where the program is offered.

You must also make a change on the juvenile's program record to cause the record to be resent to TJJD in the next extract. To do a re-save, go to the juvenile's record, edit the program, make a minor change, save it, edit it again and change it back and save it.

Error in Program, PID XXXXXXX Referral XXXXXXX: ' ' is not a valid Program Category value.

Open the juvenile's Program container to determine which program is generating the error. Go back to the Home page and select Maintenance. Select Programs and then select Edit to edit this program. Select the appropriate Program Category. Save the screen.

You must also make a change on the juvenile's program record to cause the record to be resent to TJJD in the next extract. To do a re-save, go to the juvenile's record, edit the program, make a minor change, save it, edit it again and change it back and save it.

Error in Program, PID XXXXXXX Referral XXXXXXX: 'TR' is not a valid Funding Source Value.

Open the juvenile's Program container if the wrong funding source is selected, change the funding source entered for this program.

If the proper funding source is selected on the program, return to the Home Page and select Maintenance. Select Funding Sources and then select Edit to edit this funding source. In the TJJD Funding Source Type box, select the appropriate TJJD category from the dropdown list provided.

MAYSI Errors

Error in MAYSI, PID XXXXXXX Referral XXXXXXX: ' ' Subsequent Assessment required after 60 days.

Open the juvenile's Assessments container. Select to Edit the MAYSI and enter either YES, NO or UNKNOWN in the Received Subsequent Assessment? field.

BEHAVORIAL HEALTH errors

Error in BehavioralHealthService, PID XXXXXXX Referral 0059536: '0059536' Referral Record not found for Behavioral Health Service Record. *FATAL*

Disregard this error. This error occurs because the referral that a BH Treatment Screen was attached to has been deleted. This error cannot be fixed by the department. TJJD will modify the referral deletion process to include the deletion of any attached BH records. Prior to this fix, if you intend to delete a referral, first either delete any associated BH screens or reattach these screens to a different referral.

Error in BehavioralHealthTreatment, PID XXXXXXX Referral 0000000: '0000000' is not a valid Referral Number. Treatment Begin Date past 2013-08-31.

Open the juvenile's Behavioral Health container. Select to Edit the Behavior Health Treatment Screen. In the Referral field, click Select and select the referral number for the most recent referral received by the youth. If the youth is under supervision at the time of the behavioral health treatment, use the referral number associated with that supervision.

Error in BehavioralHealthTreatment, PID XXXXXXX Referral 0000000: '0' is not a valid Location value. Treatment Begin Date past 2013-08-31.

Open the juvenile's Behavioral Health container. Select to Edit the Behavior Health Treatment Screen. In the Location field, indicate where the juvenile is supervised at the time the behavioral health treatment is delivered.

Error in BehavioralHealthTreatment, PID XXXXXXX Referral 0000000: '00' is not a valid Treatment Type value. Treatment Begin Date past 2013-08-31.

Open the juvenile's Behavioral Health container. Select to Edit the Behavior Health Treatment Screen. In the Type field, select the appropriate Type for the behavioral health treatment the juvenile is receiving.

Error in BehavioralHealthTreatment, PID XXXXXXX Referral 0000000: 'TP' is not a valid Funding Source Value. Treatment Begin Date past 2013-08-31.

Open the juvenile's Behavioral Health Treatment record and determine which funding source is entered for this BH Treatment. Return to the Home Page and select Maintenance. Select Funding Sources and then select Edit to edit this funding source. In the TJJD Funding Source Type box, select the appropriate TJJD category from the dropdown list provided.

You must also make a change on the juvenile's behavioral health treatment record to cause the record to be resent to TJJD in the next extract. To do a re-save, go to the juvenile's record, edit the behavioral health treatment, make a minor change, save it, edit it again and change it back and save it.

CHILD errors

Error in Child, PID XXXXXXX: ' ' is not a valid Special Education Handicapping Condition.

Don't make any changes to these records. At the time these records were created, the Special Education Handicapping Condition was not a required field. These records are showing errors now because:

1. They were submitted to TJJD through the extract because they were updated as part of your JCMS cleanup, and
2. We are running the error report based on today's requirements; not the ones that were in place at the time these records were created.

TJJD cannot exclude old records from the extract report, so we cannot avoid the errors. However, there is nothing to fix on your end because the information in the folders is accurate based on the reporting requirements at the time the records were originally created.