

JCMS – Correcting Common Extract Errors

REFERRAL Errors

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

The disposition of **Not Applicable** is not a valid disposition for a Formal, Paper Formalized or Paper Complaint.

Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Cause #	Primary Probation Officer
VIEW 1		07/19/2016 00:00	FM	1000010295	POSS CS PG 2 < 1G Statute Citation: HSC 481.116(b) Level/Degree: FS UCR: Offense #: 1000010295-01 Addl. Offenses: 0 Originating Ref:	09/23/2014 No		
Disposition: Not Applicable (09/23/2014)								

Causes and solutions:

1. A referral was added as a Contract Detention and later changed to a formal referral. To fix, change to the correct disposition.
2. Disposition is incorrect. Change to the appropriate disposition. Possible alternatives are No Probable Cause, Dismissed or Non-Suited.

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

If a referral has a disposition, each offense must have a DOI (Disposition Offense Indicator). At least one offense must have a DOI of 'Primary'.

Offense(s)				
Agency	Offense Date	Complaint Received Date	Offenses	Indicator
HARDIN CO SO KOUNTZE	07/19/2016	07/01/2016	POSS CS PG 2 < 1G Statute Citation: HSC 481.116(b) Level/Degree: FS UCR: Offense #: 1000010295-01	IOI: Primary DOI:

Causes and solutions:

1. Offense is changed after the referral and disposition are created. Anytime you change an offense, also view the referral and verify that the DOI has not been removed. To fix this error, edit the referral disposition and add a disposition on each offense.
2. A referral for Contract Detention has been added which also adds a 'Not Specified' offense and a 'Not Applicable' Disposition. Once a correct offense is determined, the referral is edited and a new offense is attached to it and the original 'Not Specified' offense is deleted. The correct way to change the offense from Not Specified on a Contract Detention referral is to edit the offense for the 'Not Specified' and change it to the correct offense.

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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 container.

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 must 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

Causes and Solutions:

1. An invalid Violation offense is selected when the referral is created and this invalid Violation doesn't require that an original referral is attached. The offense is later changed to a valid violation offense, which requires an Original Referral. To prevent this error from occurring, when you change an offense for a violation, also edit the referral and attach the Originating Referral to it.



The screenshot shows a web form with two main sections: 'Offense' and 'Original Referral Details'. In the 'Offense' section, there is a text input field containing '07/19/2016 - 50129003 - VIOL OF COURT ORDER' with a 'Select' button to its right. To the right of this field are 'Complaint Received Date: 07/01/2016' and 'IOI: Primary' with a dropdown arrow. A 'Remove' link is in the top right corner. Below the 'Offense' section is a link labeled 'Add Another'. The 'Original Referral Details' section contains a text input field for 'Original Referral:' with a 'Select' button to its right. This field and button are circled in blue. At the bottom right of the form are three buttons: 'Save & Assign PO', 'Save', and 'Cancel'.

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Error in Referral, PID XXXXXXXX Referral XXXXXXXX: 'NNN' as a Referral County is not within the department's jurisdiction. *FATAL*

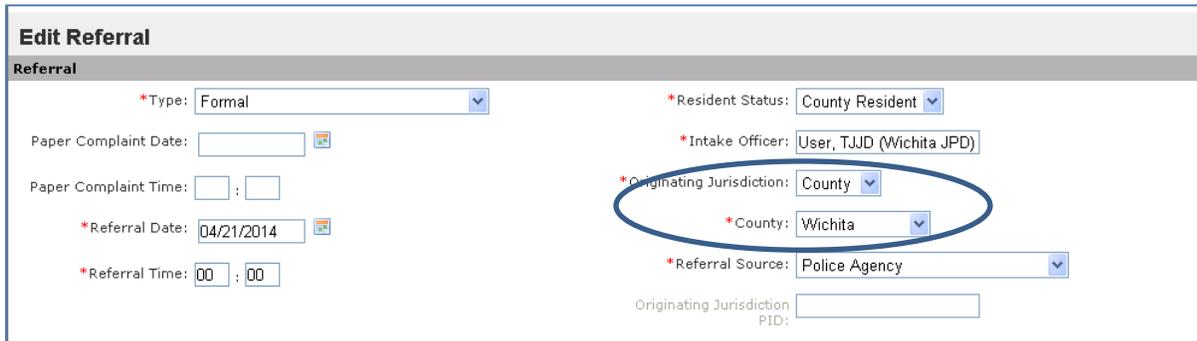
-OR-

Error in Referral, PID XXXXXXXX Referral XXXXXXXX: '759' is not a valid Referral County Number for specified Referral Type. *FATAL*

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

Causes and Solutions:

1. The Originating Jurisdiction/County entered for this referral does not reference your county or a county within your jurisdiction. To fix, change the Originating Jurisdiction to 'County' and select a county within your jurisdiction.



Edit Referral

Referral

*Type: Formal

Paper Complaint Date: [] [] [] [] [] []

Paper Complaint Time: [] : []

*Referral Date: 04/21/2014

*Referral Time: 00 : 00

*Resident Status: County Resident

*Intake Officer: User, TJJJ (Wichita JPD)

*Originating Jurisdiction: County

*County: Wichita

*Referral Source: Police Agency

Originating Jurisdiction PID: [] [] [] [] [] []

PLACEMENT Errors

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

The placement service type is not valid for the type of placement facility. If this is a Mental Health facility, the placement type must be 'Hospital'.

Causes and Solutions:

1. This Placement Facility code is new or has not been used recently. 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, verify that 'Hospital' is selected, if it is not, select it and 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.

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- Periodically review Placement Facilities in Maintenance. Close any facilities that are no longer used and correct any that are missing fields or are not correctly set up.

Add New Placement

*Begin Date:

Is Juvenile IV-E Certified: Yes No Unknown

*Begin Time: :

*Estimated End Date:

*Attach Referral:

*Placement Facility:

*Placement Type:

*Placement Service Type:

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

If a non-secure placement is set up in Maintenance, the TJJJ facility ID will not have a facility ID code but will require a code that **does not exceed 7 characters**.

Causes and Solutions:

- The facility was set up with a code that exceeds 7 digits. 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. The TJJJ Facility Code must be seven characters or less. Reduce the length of the TJJJ Facility Code and save the screen. If this is not a secure facility, the code can be an acronym or abbreviation. Gulf Coast could be entered as 'GCOAST, Pegasus could be 'PEG'.
- You must also make a change on the juvenile's placement record to cause the record to be resent to TJJJ 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.

Edit Placement Facility

Profile

*Placement Facility:

*Placement Type:

Emergency Shelter: <input type="checkbox"/>	Parental Placement: <input type="checkbox"/>
CPS Placement: <input type="checkbox"/>	Secure Correctional: <input type="checkbox"/>
Kinship Placement: <input type="checkbox"/>	Residential Treatment: <input checked="" type="checkbox"/>
Foster Care Eligible: <input type="checkbox"/>	Hospital: <input type="checkbox"/>

Contact 1 Last Name:

Contact 1 First Name:

Contact 2 Last Name:

Contact 2 First Name:

*TJJJ Facility Code:

Active:

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

A secure placement facility must have a TJJJ facility ID number.

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

Causes and Solutions:

1. The facility was set up without the proper TJJJ Facility ID. 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 TJJJ Facility Code field. You must also make a change on the juvenile's placement record to cause the record to be resent to TJJJ 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.
2. The facility has closed and is no longer valid. Check maintenance to see if the proper facility is already entered, or set up a new placement. To correct the juvenile's placement record, you will need to delete the placement record and re-add it with the proper placement. If the placement is already closed on the juvenile's record, open a placement and save it, edit the placement, close it and save again.

Edit Placement Facility

Profile

*Placement Facility:

*Placement Type:

Emergency Shelter: <input type="checkbox"/>	Parental Placement: <input type="checkbox"/>
CPS Placement: <input type="checkbox"/>	Secure Correctional: <input checked="" type="checkbox"/>
Kinship Placement: <input type="checkbox"/>	Residential Treatment: <input type="checkbox"/>
Foster Care Eligible: <input type="checkbox"/>	Hospital: <input type="checkbox"/>

Contact 1 Last Name:

Contact 1 First Name:

Contact 2 Last Name:

Contact 2 First Name:

*TJJJ Facility Code:

Active:

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PROGRAM errors

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

All programs require a valid location.

Causes and Solutions:

1. The program has not been used in sometime or was not set up with the proper location in maintenance. 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 change 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. If the program is offered in multiple locations, set up a duplicate program with the other location. 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 TJJJ 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.
2. Periodically review Programs in Maintenance, close any that are no longer used and correct any that are missing fields or not correctly set up.

Edit Program

Profile

*Program:

Description:

*Program Type:

*Program Location:

*Program Category:

*Code:

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

All programs require a valid category.

Causes and Solutions:

1. The program has not been used in sometime or was not set up with the proper category in maintenance. 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 change 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 TJJJ 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.

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- Periodically review Programs in Maintenance, close any that are no longer used and correct any that are missing fields or not correctly set up.

Edit Program

Profile

*Program:

Description:

*Program Type:

*Program Location:

*Program Category:

*Code:

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

Open the juvenile's Program container and change the funding source entered for this program. If you need help determining which funding source to use, please contact the Research department.

MAYSI Errors

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

If a juvenile is referred for a subsequent assessment due to a high MAYSI, the Assessment container must be updated to indicate if the subsequent assessment has been received.

Causes and Solutions:

- The Assessment container has not been updated. Open the juvenile's Assessments container. Select to Edit the MAYSI and enter either YES, NO or UNKNOWN in the Received Subsequent Assessment? field.

Edit MAYSI Record

*Screening Date:

*Screening Time: :

*Referral:

*Administered By:

*Administered: Yes No

Reason Not Administered:

*Angry-Irritable:

Thought Disturbance: N/A

*Somatic Complaints:

*Alcohol/Drug Use:

*Suicidal Ideation:

*Traumatic Experiences:

*Depressed-Anxious:

High MAYSI: **Yes**

*Referred for Subsequent Assessment: Yes No

*Referred Where:

Received Subsequent Assessment: