This document is a compilation of emails and JCMS Buzz Newsletters distributed to JCMS_Basic Data Coordinators. Issues are listed chronologically.

_____

JCMS Buzz - May 2017
NEW Webinar – Entering Inter-County Transfers in JCMS
JCMS Support Services is proud to announce the addition of a new webinar to the JCMS Webpage. The **Entering Inter-County Transfers in JCMS** webinar provides data entry instructions for both the county sending a juvenile out of county on an Inter-County Transfer and for the county receiving a juvenile through Inter-County Transfer. We ask that all Data Coordinators and Inter-County Transfer Officers view this webinar. The TJJD Training Academy has approved this webinar for .5 hours of training credit. Please contact JCMS Support Services to request a training certificate. All JCMS webinars are available in the JCMS Training Materials/JCMS Training Webinars section at the following link:
https://www.tjjd.texas.gov/services/jcms.aspx

_____

March 2017
Effective Immediately: Please do not send JCMS screen shots to TJJD thru e-mail.

_____

JCMS Buzz – February 2017
<u>Entering a Psychological Test in JCMS</u>
Please stress to your staff the importance of entering Diagnosis information into JCMS. This information is crucial to our Research team when gathering information about the youth served by juvenile probation departments. Below are a few tips regarding how to create a Psychological Test record and how to select the appropriate Diagnosis, Secondary Diagnosis and Other Condition.
Psychological Test records are entered in the Behavioral Health Container of JCMS.
- Required fields include:
    - Test Date
    - Primary Diagnosis
- If you cannot find the diagnosis in the Diagnosis drop down list:
    - Check the diagnostic code to ensure it is DSM-5 and not DSM-IV.
        - If the code starts with a **number**, it is a DSM-IV code and **will not be found in the list**. Please refer to the attached **DSM5 Codes** list for a crosswalk between DSM-IV and DSM-5. Find the code that starts with a number (DSM-IV) in the ICD9 column and select the associated Description in the Diagnosis or Secondary Diagnosis field.
        - If the code starts with the letter **"V"**, it is a DSM-IV "Other Condition" code and **will not be found in the list**. Please refer to the attached **DSM5 Codes** list for a crosswalk between DSM-IV and DSM-5. Find the code that starts with "V" (Other Conditions) in the ICD9 column and select the associated Description in the Other Conditions field.
    - Please note that the attached list contains a **"Category"** column which signifies whether the code falls into a diagnostic category or an "Other Condition".

- If the code is an "Other Condition", the code **will only be found** in the "Other Conditions" drop down box.
- If the only code provided is an "Other Condition", enter the Primary Diagnosis as 'No Diagnosis Identified' and enter the appropriate description in the Other Conditions field.
- The Psychological Test Screen allows for one Diagnosis, one Secondary Diagnosis and one 'Other Condition'. If additional diagnoses or 'Other Conditions' are provided, they can be associated to this Psychological Test record using the 'Note It' feature.
    - o The list of DSM-5 Codes is also available on the TJJD Website at http://www.tjjd.texas.gov/statistics/statisticsdetail.aspx.
- **If you find most of the codes your clinician provides are DSM-IV codes, please discuss with your clinician that you can only capture DSM-5 codes in your case management system and ask if they can provide you the corrected DSM-5 diagnostic code and description.**

_____

JCMS Buzz – January 2017
JCMS Webinars have been added to the JCMS Webpage
JCMS Support Services is proud to announce the addition of **JCMS Webinars** to the JCMS webpage at http://www.tjjd.texas.gov/services/jcms.aspx. Webinars are available under **JCMS Training Materials, JCMS Training Webinars**. Our goal is to continue to add topics to our webinar library. Current titles include:
- Amending an Offense in JCMS (approximately 10 minutes)
- Entering Regional Diversionary Placements in JCMS (approximately 15 minutes)
    Attendees will be required to enter their First Name, Last Name and email address prior to viewing the webinars.

    As a reminder, the JCMS webpage contains a large number of resources that can be beneficial to both new staff and experienced JCMS users.
- JCMS Basic User's Guide
- Ad Hoc Reporting Manual
- Handouts from Advanced Trainings
- Data Entry Handouts
- Definitions
- Previously Distributed emails such as Sprint Release Notes and JCMS Buzzes
- Sealing information provided by TJJD Legal Education and Technical Assistance

_____

JCMS Buzz – December 2016
New Format for Monthly Extract Confirmation Email
The monthly extract confirmation email has been modified effective this month. Key changes:
- **Errors are no longer labeled "FATAL"; however, some records will be designated as "Rejected" (see full message below for an explanation).**
- **The "End of Record" message at the bottom of your report confirms that your extract was received and processed.**

Below is the new message:
The monthly extract process transfers to TJJD all of the data fields specified in the Electronic Data Interchange (EDI) that were last updated in your case management system during the extract period. This data is then reviewed against the EDI to ensure that the data submitted is valid. Any records found to contain invalid data are listed below in the Monthly Extract Edit Report.

All records should be reviewed and corrected. Once corrections are made, the updated information will automatically be included in your department's next monthly extract submission. There is no need to submit additional extracts. Any errors not corrected in subsequent extract submissions will be included on your department's next Quarterly Error Report.

- Some errors are designated as Rejected. Most often, rejected errors are related to invalid Offense or Disposition values. The data from these records is not added to your department's data table maintained by TJJD.
  Example: If a disposition of 'Not Specified' (999) is submitted for a formal referral, no disposition will be recorded for this referral.
- All other errors are typically related to secondary data such as funding source or Headquarter PID Numbers associated to TR, CD and CP Referrals. Records with these errors are added to your department's data table.
  Example: If a program record is submitted with an invalid funding source, the Program will be added to your data table.

Verify that the bottom of this report contains an ''End of Report'' message.
If you do not receive this message, the submission did not complete. Please call JCMS Support Services at 512-490-7724 for assistance.

_____

June 1, 2016
Regional Diversion Grant Activation

Effective June 1, 2016, TJJD will activate a new "Regional Diversion Grant" funding source. This new funding source can be utilized to pay for placements, programs, drug tests, psychological tests, non-residential services, behavioral health services and behavioral health treatments. However, the expenditure is only reimbursable if it conforms to an approved diversion plan.

Enter **Regional Diversion Grant** as the funding source when it is determined that your department will apply for reimbursement through the Regional Diversion Alternatives (RDA) program. If reimbursement is denied, edit the record to select a different funding source.

Adding a Funding Source Code

To add the Regional Diversion Grant funding source to JCMS, do the following:
1. From the JCMS Home Screen, select Maintenance.

2. Select Funding Sources.

3. Click Add New.

4. Enter the Funding Source Description - **Regional Diversion Grant**.

5. Enter the Activation Date of 06/01/2016.

6. In the TJJD Funding Source Type box, select **Regional Diversion Grant**.

7. Click Save.

Adding Regional Diversion Grant (RD)

Add Funding Sources

*Funding Source Description:	Regional Diversion Grant
*Activation Date:	06/01/2016
Retirement Date:	
*TJJD Funding Source Type:	Regional Diversion Grant

Save   Cancel

JCMS Buzz – May 2016
Transferring a referral out of your county prior to Adjudication/Disposition
When your county transfers a formalized referral to another county prior to adjudication/disposition, the disposition you enter will vary depending on when the case was sent out.
• If transferred by the probation department, your department will enter the disposition of "Dismissed or Withdrawn".
• If transferred by the prosecutor, your department will enter the disposition of "Refused".
• If transferred by the court, your department will enter the disposition of "Transferred with No Disposition".

_____

JCMS Buzz – April 2016
Detention and Placement Attachments

The Attachment categories available under the Detention and Placement Screens have been expanded. Documents already attached to a category cannot be 'moved' or 'reassigned' to a new category. If you would like to move documents previously assigned under one category to a new category, the current attachment would have to be deleted and the document would have to be reattached to the new category. Please remember to save the document locally before the original attachment is deleted.

Detention Attachment Categories:
• 10-Day Behavior Report
• Admission form
• Behavioral Screening and Classification
• Contact List
• Detention Order
• Medical Consent Form
• Medical History Questionnaire
• Medication Acceptance
• Notice of Major Rule Violation
• Orientation Packet
• Personal Property Inventory
• Release Form

- Strip Search Orientation

Detention Attachments can be viewed by users with the following roles:
- Admin Support Person 1
- Admin Support Person 2
- Data Coordinator
- District Attorney Liaison
- Detention Officer - Court Hearing Scheduler
- Detention Supervisor
- Detention Officer Minus
- Detention Officer
- Intake Supervisor
- Intake Officer
- JJAEP Officer
- Judge
- JPD Admin
- Associate Judge
- Mental Health Staff
- Mental Health Supervisor
- Probation Officer with Disposition Reporting Privileges
- Probation Officer with Master Referral Privileges
- Probation Officer
- Specialized Caseload Supervisor
- Specialized Caseload Officer
- Probation Officer Supervisor
- System Administrator

Placement Attachment Categories:
- Admission form
- Behavioral Screening and Classification
- Case Plan
- Change of Custody Order
- Contact List
- Interstate Compact
- Medical Consent Form
- Medical History Questionnaire
- Medication Acceptance
- Notice of Major Rule Violation
- Orientation Packet
- Personal Property Inventory
- Progress Report
- Strip Search Orientation
- Treatment Plan

Placement Attachments can be viewed by users with the following roles:
- Admin Support Person 1
- Admin Support Person 2
- Aftercare Officer

- Data Coordinator
- Institutions Officer Minus
- Institutions Supervisor
- Institutions Officer
- Judge
- Associate Judge
- Probation Officer with Disposition Reporting Privileges
- Probation Officer with Master Referral Privileges
- Pre-Trial Services Staff
- Research Analyst
- Residential Placement Supervisor
- Read Only Research Analyst
- Residential Placement Officer
- Probation Officer
- Probation Officer Supervisor
- System Administrator

JCMS Buzz – March 2016

Please stress to your staff the importance of entering Diagnosis information into JCMS. This information is crucial to our Research team when gathering information about the youth served by juvenile probation departments. Below are a few tips:

- The Behavioral Health Status Screen should be updated as the juvenile's Mental Health Needs change or as your department is made aware of the juvenile's Mental Health Needs.
- If a juvenile's only diagnosis is Substance Abuse, this Diagnosis **alone** doesn't qualify the juvenile as Mental Health Needs = Yes, as recorded on the Behavioral Health Status Screen.
- Only Diagnoses entered on the Behavioral Health Status Screen are transferred to TJJD through the monthly extract.
- If your department enters a Diagnosis (other than a Substance Abuse Diagnosis) on the Psychological Test Screen, this information must also be entered/updated on the Behavioral Health Status Screen.

JCMS Buzz – January 2016

TJJD is proud to announce a new JCMS webpage. This new site replaces the CASEWORKER webpage and contains:

- JCMS Basic User's Guide
- Training Handouts
- Data Coordinator's Conference Presentations
- JCMS Buzz Articles and Statewide Emails
- JCMS Sprint Summaries
- Approved Offense Codes

The new website is available at http://www.tjjd.texas.gov/services/jcms.aspx .

JCMS Buzz – November 2015

Access to all probation department application logins is now available through the Probation Apps

Portal on the TJJD website. The link to the Login Portal is:
https://www.tjjd.texas.gov/LoginPortal/Account/Login.aspx.   To access this link from the TJJD website, click on the 'Probation and Community Services' tab, and then click on the link to 'Probation Apps Portal' on the right hand navigation pane.

From this new login portal, users will have access to the same applications they currently access through individual links. Login and password information is the same. The following applications are available through the Login Portal:

- COMETS (Compliance Monitoring Enforcement Tracking System)
- Grant Manager
- ICIS (Integrated Certification Information System)
- JJAEP (Juvenile Justice Alternative Education Program System
- JMT (Juvenile Medicaid Tracker)
- Program Registry
- RATS (Research and Analytical Testing System)
- RANA (Risk and Needs Assessment)
- TCOMI (TCOMI Special Needs System)
- Title IV-E Program System

JCMS Buzz - September 2015

Effective September 1, 2015, TJJD will retire four funding source categories and activate 10 new ones. The retirement and activation of these categories will require the JCMS System Administrator in each department to make updates to JCMS. The new funding sources may be used in records that begin on or after September 1, 2015. Therefore, it is not necessary to close a service, program, or placement funded by one of the retired funding sources.

A webinar covering the data reporting requirements of the new funding sources is scheduled for Thursday, September 10th at 2:00pm. Registration information will be provided by our Research division later this week.

Retiring Funding Source Codes

The four funding source categories that need to be retired are:
- State Aid Grant (TA)
- Commitment Reduction Grant
- (TC) C Grant Blended (T*)
- N Grant Mental Health Services (TN)

To retire a funding source in JCMS, do the following:
1. From the JCMS Home Screen, select Maintenance.
2. Select Funding Source.
3. Click Edit next to the funding source to be retired*.

Funding Sources

Add New

	Funding Source	Active?
Edit ⓘ	A Grant State Aid (TJPC)	Yes

4. In the Retirement Date Field, enter 08/31/2015 and Save.

Edit Funding Sources

*Funding Source Description: A Grant State Aid (TJPC)

*Activation Date: 01/01/1900

Retirement Date: 08/31/2015

*TJJD Funding Source Type: State Aid Grant

Save   Cancel

* It is possible for a department to have multiple funding source codes assigned to the four categories being retired. TJJD suggests that each active Funding Source code be edited and the TJJD Funding Source Type be checked. Any active code assigned to State Aid Grant, Commitment Reduction Grant, C Grant Blended or N Grant Mental Health Services must be retired.

Adding Funding Source Codes

The 10 funding sources that need to be added are:
- Basic Probation Supervision (BP)
- Basic Probation Supervision - Blended (B*)
- Community Programs (CP)
- Community Programs - Blended (C*)
- Pre and Post Adjudication (PA)
- Pre and Post Adjudication - Blended (P*)
- Commitment Diversion (DC)
- Commitment Diversion - Blended (D*)
- Mental Health Services (MH)
- Mental Health Services - Blended (M*)

To add a funding source to JCMS, do the following:
1. From the JCMS Home Screen, select Maintenance.
2. Select Funding Source.
3. Click Add New.
4. Enter the Funding Source Description (provided in the screen shots below).
5. Enter the Activation Date of 09/01/2015.
6. Select the appropriate TJJD Funding Source code (provided in the screen shots below).
7. Click Save.

Adding Basic Probation Supervision (BP)

Adding Basic Probation Supervision – Blended (B*)

Add Funding Sources

*Funding Source Description:	Basic Probation Supervision - Blended (B*)
*Activation Date:	09/01/2015
Retirement Date:	
*TJJD Funding Source Type:	Basic Probation Supervision / Blended

Save   Cancel

Adding Community Program (CP)

Add Funding Sources

*Funding Source Description:	Community Programs (CP)
*Activation Date:	09/01/2015
Retirement Date:	
*TJJD Funding Source Type:	Community Programs

Save   Cancel

Adding Community Programs – Blended (C*)

Add Funding Sources

*Funding Source Description:	Community Programs - Blended (C*)
*Activation Date:	09/01/2015
Retirement Date:	
*TJJD Funding Source Type:	Community Programs / Blended

Save   Cancel

Adding Pre and Post Adjudication (PA)

Add Funding Sources

*Funding Source Description:	Pre and Post Adjudication (PA)
*Activation Date:	09/01/2015
Retirement Date:	
*TJJD Funding Source Type:	Pre and Post Adjudication

Save   Cancel

Adding Pre and Post Adjudication – Blended (P*)

Add Funding Sources

*Funding Source Description:	Pre and Post Adjudication - Blended (P*)
*Activation Date:	09/01/2015
Retirement Date:	
*TJJD Funding Source Type:	Pre and Post Adjudication / Blended

Save   Cancel

Adding Commitment Diversion (DC)

Add Funding Sources

*Funding Source Description: Commitment Diversion (DC)

*Activation Date: 09/01/2015

Retirement Date:

*TJJD Funding Source Type: Commitment Diversion

Save | Cancel

Adding Commitment Diversion – Blended (D*)

Add Funding Sources

Funding Source Description: Commitment Diversion - Blended (D)

*Activation Date: 09/01/2015

Retirement Date:

*TJJD Funding Source Type: Commitment Diversion / Blended

Save | Cancel

Adding Mental Health Services (MH)

Add Funding Sources

*Funding Source Description: Mental Health Services (MH)

*Activation Date: 09/01/2015

Retirement Date:

*TJJD Funding Source Type: Mental Health Services

Save | Cancel

Adding Mental Health Services – Blended (M*)

Add Funding Sources

Funding Source Description: Mental Health Services - Blended (M)

*Activation Date: 09/01/2015

Retirement Date:

*TJJD Funding Source Type: Mental Health Services / Blended

Save | Cancel

Addition of Disposition Categories – September 2015

TJJD has expanded the list of Disposition Categories to include **Adjudicated to Probation with Placement** and **Modified/Extended to Probation with Placement**. These two new disposition categories were added to capture disposition outcomes resulting in residential placement. Under the new Regional model, there will be an increased focus on residential placements. The new codes allow the research department to track placement dispositions without having to link dispositions to placement records. This will help improve the research department's ability to track recidivism of youth

on probation in the community separately from youth on probation with placement. The new disposition categories also correspond to DPS Court Disposition Provision codes which captures probation with placement.

Adjudicated to Probation with Placement (115) - This is a disposition option set forth in Texas Family Code Section 54.04(d)(1) in which a juvenile who has been found to have engaged in delinquent conduct and/or child in need of supervision is formally placed on probation under the supervision of the juvenile court for a specified period of time. The adjudicated juvenile is placed on probation and ordered to placement in a special facility. The juvenile may be required to participate in a variety of appropriate programmatic services (e.g., counseling, treatments, programs, etc.), and may also be subject to other reasonable court-ordered restrictions or conditions.

Modified/Extended Probation with Placement (125) - Authorized by the Texas Family Code Section 54.05(m)(1), this is an extension or revision of a prior court order in which the juvenile continues probation and is ordered to placement in a special facility. This extension may result in additional supervision time or other programmatic sanctions and/or services (e.g., counseling, drug rehabilitation program, mental health treatment, etc.).

Counties are required to use these two new disposition categories when applicable. These two new TJJD Disposition Categories have been added under Maintenance in JCMS. Each county will have to either modify existing disposition codes already created in JCMS, or create new disposition codes to access these new categories. Instructions to both update existing codes and to create new disposition codes are provided below.

UPDATING EXISTING DISPOSITION CODES

Some counties already have disposition codes designated to track adjudications to probation with placement and modifications/extensions of probation with placement. For these counties, it is not necessary to create new disposition codes. Use the steps below to update these existing codes with the new category.

From the Home Page, select Maintenance:

From Maintenance, select Actions and Dispositions:

Click Edit on the existing code:

Edit ⓘ	Court	Disposition	Adjudicated - No Disposition	Yes
Edit ⓘ	Court	Disposition	Adjudicated - Placed On Probation	Yes
Edit ⓘ	Court	Disposition	Adjudicated to Intensive Supervision Probation	Yes
Edit ⓘ	Court	Disposition	Adjudicated to Probation with Placement	Yes
Edit ⓘ	Court	Disposition	Certified As An Adult	Yes

The detailed **Edit Actions and Dispositions** screen will display.   For a current disposition code of **Adjudicated to Probation with Placement**, update the screen to include the following information:

> **DPS Court Adjudication:** 610 – Adjudicated
>
> **DPS Court Disposition:** 686 – Probation with Placement
>
> **TJJD Referral Disposition:** 115 – Adjudicated to Probation with Placement Do not change the Decode Value.

For a current disposition code of **Modified/Extended Probation with Placement***, update the screen to include the following information:

> **DPS Court Adjudication:** 608 – Disposition Modified
>
> **DPS Court Disposition:** 681 – Probation Modification and Extension
>
> **TJJD Referral Disposition:** 125 – Modified/Extended Probation with Placement Do not change the Decode Value.

*DPS has different Court Dispositions for Probation Modification and Extension (681), Probation Extended (682), and Probation Modification (684). Select the appropriate DPS Court Disposition based on the disposition code being updated.

CREATING NEW DISPOSITION CODES

If your department does not currently have a disposition code for **Adjudicated to Probation with Placement** and/or **Modified/Extended to Probation with Placement**, follow the steps below to create new disposition codes:

- From the Home Page, select Maintenance.
- Select Actions/Dispositions.
- Scroll through the existing list and confirm that your department does not currently have an Adjudicated to Probation with Placement or Modified/Extended to Probation with Placement disposition code.
- Click **Add New.**
- Create the following two codes using the following information:

ADJUDICATED TO PROBATION WITH PLACEMENT

- **Decision Group:** Court
- **Decision Type:** Disposition
- **Actions/Disposition Description:** Adjudicated to Probation with Placement
- **Check Active**
- **DPS Court Adjudication:** 610 – Adjudicated
- **DPS Court Disposition:** 686 – Probation with Placement
- **TJJD Referral Disposition:** 115 – Adjudicated to Probation with Placement
- **Enter a unique Decode Value (ex. APP)**

MODIFIED/EXTENDED PROBATION WITH PLACEMENT*

- **Decision Group:** Court
- **Decision Type:** Disposition
- **Actions/Disposition Description:** Modified/Extended Probation with Placement
- **Check Active**
- **DPS Court Adjudication:** 608 – Disposition Modified
- **DPS Court Disposition:** 681 – Probation Modification and Extension
- **TJJD Referral Disposition:** 125 – Modified/Extended Probation with Placement
- **Enter a unique Decode Value (ex. MEPP)**

*DPS has different Court Dispositions for Probation Modification and Extension (681), Probation Extended (682), and Probation Modification (684). Select the appropriate DPS Court Disposition based on the disposition code being created.

JCMS Buzz – July 2015

1. Entering information into JCMS in a timely manner
2. Changes coming regarding Special Education Handicapping Conditions
3. Entering Funding Sources

Entering information into JCMS in a timely manner

Information entered into JCMS is submitted to TJJD only one time per month; through your monthly extract submission. The extract process transfers information to us that was entered into JCMS, or last updated in JCMS, in the previous month. This means that the extract you submit by August 10, will transfer all data entries made/updated July 1 – July 31.

Any information entered from August 1 through the date your extract is submitted, will not be received at TJJD until you submit your extract in September for data that was entered/updated in August.

TJJD reports disposition information to the Legislative Budget Board (LBB) on a monthly basis. If all disposition information can be entered by the end of the month, the data we submit to the LBB will be more accurate. **Please review and update your data entry _prior to the end of the month_ so the data will be transferred to TJJD in the first possible extract.**

Changes coming regarding Special Education Handicapping Conditions – Action Required

Effective September 1, 2015, the list of Special Education Handicapping Conditions will be expanded to match the list provided by the Texas Education Agency. Additional information regarding these new options will be provided next month. In preparation for this change, we are asking each county to make sure that your School Information is up-to-date. If a juvenile has been reported as Special Education, please insure that this information, along with their Handicapping Condition, is entered on the School Screen prior to September 1, 2015.

Entering Funding Sources

While Funding Source is not a required field on the screens throughout JCMS, TJJD uses the Funding Source information entered on these screens to determine how your department spends grant money: which programs, placements and services are funded with TJJD grant money; how many juveniles are served with TJJD grant money; the average length of programs and placements and the outcomes of these services, programs and placements.

If TJJD grants are used to pay for Behavioral Health Services, Behavioral Health Treatment, Programs, Drug Tests, Non-Residential Services or Placements, please enter the appropriate funding source in JCMS. Updates to these screens can be made after the program, placement, etc. has been completed.

Beginning September 1, 2015, TJJD will expand the list of funding sources. More information regarding these funding sources will be provided over the next few weeks.

Entering TSDS Numbers in JCMS - May 21, 2015

PLEASE PROVIDE THIS INFORMATION TO YOUR EDUCATION PROGRAMS:

All students in Texas schools, as of the 2012-2013 school year, were provided a new TSDS Unique Student Identification number, a 10 digit number, along with their usual PEIMS number. Students were already assigned their number that will be with them the rest of their school career. All school districts will be transitioning to the new Texas Student Data System (TSDS) system that will take the place of the PEIMS data management system over the next few years and will require the use of this new unique student identification number on student records.

I am requiring both PEIMS and TSDS numbers be submitted by all JJAEP counties for student entries from the 2014-2015 school year forward, so that once every school district is transferred over to the TSDS data management system, we will be able to communicate with TEA to get the student data we need to complete our required Legislative reports. On withdrawal forms, I have seen that the TSDS number is on every Texas Records Exchange (TRex) report at the top right area; and labeled as 'unique ID, TSDS Unique ID, or Texas Unique ID'. The number may yet have other names in other districts, but seems to be placed just below the PEIMS ID number. Please ensure that your registrar/data input coordinator

In JCMS, the TSDS number may be entered either in the ID Numbers section of the Juvenile ID Screen or on the JJAEP Screen. Entering the information in one of these screens automatically populates the field on the other screen. Once entered in a juvenile's JCMS record, the TSDS number can be found on the Juvenile ID Screen, the JJAEP Screen (if applicable), the juvenile banner inside a juvenile's folder, the Search Results Screen and on the Case History Report.

JCMS Standard Practice for Photo in Juvenile Banner – May 2015

Below are the 'best practices' for juvenile photos uploaded to the JCMS Banner:

• The photo should **ONLY** include the juvenile's head and shoulders with shoulders square to the camera.
• The photo should be in color and taken on a gray or neutral background and should not contain shadows.
• Head coverings, including hats and scarves, should not be worn. The full face and ears should be displayed.
• When possible, the juvenile's hair should be moved to reveal the full face and ears.
• For subjects who normally wear eyeglasses, every effort should be made to capture the photo with the glasses on. The wearing of eye patches is allowed only for medical reasons.
• The expression should be neutral (non-smiling) with both eyes open normally (i.e. not wide-open), and mouth closed.

JCMS BUZZ: May 2015
Program Update

Historically, TJJD requested that counties close "Community" programs when a juvenile was placed into detention. "Community" refers to the Program Location assigned to each program. Program Location notifies TJJD where the juvenile resided during his/her participation in the program. In past years, this rule was changed to allow "Community" programs to be opened for up to 8 days while a juvenile was detained.

This rule has been updated once again to accommodate the 10-day detention hearing. TJJD will now allow a juvenile to be in a "Community" program and in detention at the same time for up to 10 days. If a juvenile will remain in detention beyond 10 days, please close all "Community" programs. If the juvenile will resume the program when he/she is released from detention, a new Program Screen should be opened.

If the juvenile will continue to participate in the same program while in detention, the "Community" program should be closed and a new Program Screen should be opened to track the "Detention" program. A "Detention" program would be assigned the Program Location of "Detention".

Renamed Attachment Category - March 13, 2015

The JCMS Attachments category list has been updated to include the following:

Common Application Category has been changed to: **Interagency Application for Placement** Category

Holidays – November 10, 2014

JCMS has a new Maintenance option which allows each county to enter their own holidays.
To enter Holidays, do the following:

- On the Home Screen, select Maintenance from the Other Tasks box.
- Select Holidays.
- Click Add New to add a holiday.
- Select the Date by using the date picker and enter a Description of the holiday (Ex. Christmas).
- Click Save.

Please Note: only the System Administrator will have access to manage Holidays.

JCMS Buzz – March 2014

1. Help Desk Procedures
2. Original Jurisdiction PID for TR, CD and CP Referral Types
3. Sending JCMS screen shots through email

JCMS Help Desk Procedures

1. Department staff should contact their department's Data Coordinator or other JCMS designee for all JCMS questions.
2. When issues cannot be resolved in-house, the Data Coordinator or other designee will contact the JCMS Help Desk at TJJD. All JCMS questions should be sent to the Help Desk and not to individual TJJD staff. The Help Desk phone number is 512-490-7724 and the email for JCMS questions is jcmssupport@tjjd.texas.gov.
3. The Help Desk will contact the CUC for any issues that cannot be resolved by TJJD staff.

Originating Jurisdiction PID

In most instances, Interim/Permanent Transfer Referrals (TR), Contract Placement Referrals (CP) and Contract Detention Referrals (CD) track juveniles in your county who have been sent to you from another Texas county.

In December 2013, the Originating Jurisdiction PID field was added to the Referral Intake Screen in both JCMS and CASEWORKER. This field should be completed for all TR, CP and CD referrals on or after November 1, 2013. Because your department may create these referral types prior to receiving the PID assigned in the originating jurisdiction (home county), you are not required to enter the Originating Jurisdiction PID at the time the referral is created. However, the Monthly Extract Report will list all TR, CP or CD referrals without an Originating Jurisdiction PID. Below are frequently asked questions regarding this field.

1. We received a TR referral from a county that does not use JCMS. The juvenile's PID is only 5 digits. How do we enter this in JCMS?
A. JCMS requires a 10 digit number for this field. For counties that aren't on JCMS, you'll enter their

county number + any filler 0's + the PID from the home county to get a 10 digit number. Example: If the home county is Denton (061) and the PID in the home county is 654, then you would enter 0610000654.

2. We are detaining a juvenile as a Contract Detention for Arkansas so he does not have an Originating Jurisdiction PID. What do we do?
A. Enter the Originating Jurisdiction PID as 9999999999 for any juvenile who does not have a PID from a Texas county. This includes juveniles that you detain for other states or other government agencies (FBI, INS, etc.).

3. We have received errors on the Monthly Extract Report that the Originating Jurisdiction PID wasn't entered for a TR referral, but when we check the Referral Screen the information is entered. What should we do?
A. Until recently, if a secondary screen (Program, Supervision etc.) was transferred to TJJD through the extract process, the Originating Jurisdiction PID information for the associated referral was not being transferred correctly. The field was being transferred as Blank (0000000000) which generated extract errors. This issue was resolved in Sprint 24 which was deployed to production on March 12, 2014.

Sending JCMS screen shots through email
For confidentiality reasons, please do not send screen shots that include the Juvenile Banner or other personal, juvenile information to TJJD through email. If a screen shot is necessary, crop the image to exclude identifying information and provide the PID and Referral Number in the text of your email.