

File Requirements:

ASCII text file.
 All records are a fixed length with one record per line.
 No specific order is required with the exception of the Header Record which must occur first and the Trailer Record which must occur last
 All alphabetic fields must be UPPERCASE.
 Filename is SRSTJPCX.??? Where ??? is the department's 3-digit headquarter county number.
 The extracted file should be compressed and encrypted using PKZip from PKWare in the following format:

PKZIP -AS"password goes here" SRSX??? SRSTJPCX.??? Where ??? is the department's 3-digit headquarter county number.

For security purposes the password has not been specified. Contact TJPC's MIS Division for the correct password.

The zipped file should be transmitted to TJPC's FTP server (IP address 161.137.55.7). Sample commands are:

```
ftp 161.137.55.7
User: anonymous
Password: Anything is acceptable (suggest county name for tracking purposes)
ftp> send srsx??? zip lrsxfiles\srsx??? zip Where ??? is the department's 3-digit headquarter county number.
ftp> quit
```

Reporting Requirements:

Reports are due to TJPC on the tenth day of each month following the reporting period (example: extract of February data is due to TJPC on March 10). Multiple report periods may be included as a single submission with the following stipulations:

Report period must be for complete months.
 Report period cannot specify a report period prior to a previously reported period. For example, if the last reported period was May, a subsequent submission for Feb-Apr would be rejected. The subsequent submission should be for Feb-May. This provision prevents more recent information from being overwritten.

Records are submitted based on activity (last changed) date (i.e. all records added or changed during the reporting period should be included).

To ensure complete information the following rules apply when submitting records:

Record Type	Description/Purpose	Submission Interval	Dependent Records Required
Header	Identifies submitting county, reporting period, processing date and CASEWORKER specific information.	Every submission. One per file. Must be first record.	Not Applicable
Trailer	Identifies the end of file and verifies that all records were received.	Every submission. One per file. Must be last record.	Not Applicable
Delete	Deletes a previously reported record.	As needed.	Not Applicable
Decode	Reports department-defined codes and their descriptions.	When added or changed. May be submitted in every submission. One record for each Decode Key (code) within each required Decode Type.	Not Applicable
Child	Reports the child's demographic information.	When added or changed. Dependent record submission may also require Child to be submitted.	Not Applicable
Referral	Reports intake and disposition information on each referral.	Record should be submitted upon completion of Intake and again upon completion of Disposition. Dependent record submission may also require Referral to be submitted.	Child
Detention	Reports information on secure detention events.	Record should be submitted upon entrance and again upon exit.	Child, Referral
JJAEP	Reports children placed in a Juvenile Justice Alternative Education Program. An alternative reporting method using Microsoft Access is available from TJPC.	Record should be submitted upon entrance and again upon exit.	Child
Offense	Reports information about each offense for which a child is charged, within a designated referral.	When added or changed.	Child, Referral
Placement	Reports information about each out of home placement excluding TYC commitment and placement with relatives.	Record should be submitted upon entrance and again upon exit.	Child, Referral
Program	Reports program name, type, period and outcome each time a child is placed in a program.	Record should be submitted upon entrance and again upon exit.	Child, Referral
Supervision	Reports supervision type, period and outcome each time a child is placed on supervision.	Record should be submitted upon entrance and again upon exit.	Child, Referral

NOTE: Editing will be done to ensure dependent records already exist or are contained within the current submission.