Data Coordinator Conference
CW5 Reports - User's Guide
November 12-13, 2008

Texas Juvenile Probation Commission
CASEWORKER HELPDESK (512)424-6724

CASEWORKER/5
Reports

CASEWORKER Reports

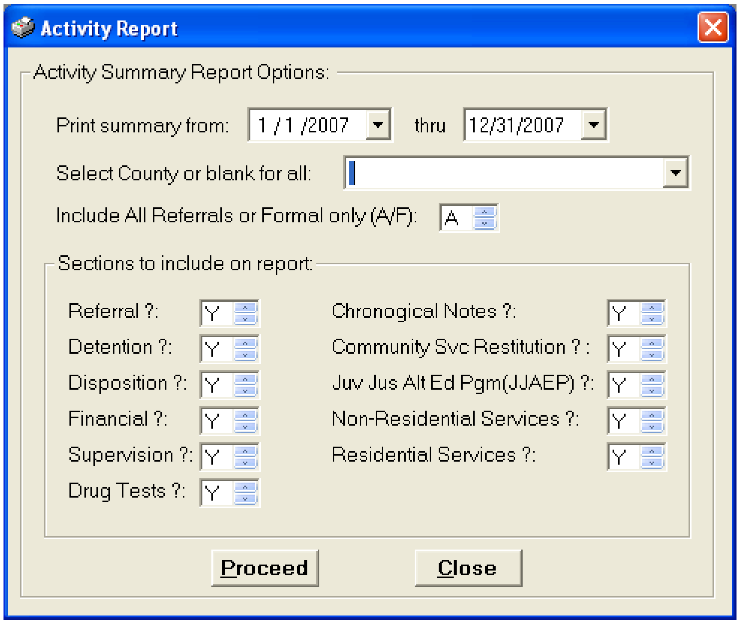
There are 19 reports in CASEWORKER used to extract information entered in the system. Eighteen of these reports are run from templates set up by the system. The nineteenth report, Sneak-a-Peek, allows the user to customize a template to pull information based on criteria determined by the user. All reports are accessed by selecting Reports from the menu bar. When run, each report will first display the results on screen. The user can then review the information on screen and print the entire report or selected pages.

The reports are:

- Activity Summary
- Caseload
- Comprehensive Folder Edit (CFE)
- CSR Current Status
- CSR Performed
- Current Fee Status
- Current Victim Payment Status
- Detention Billing Activity
- Detention Roster
- Detention Summary
- Hearing Roster
- Need to Pay Victim
- Pending Actions List
- Placement Roster
- Placement Billing Activity
- Receipt Transactions
- Statistical Report
- Victim Payment Transactions
- Sneak-a-Peek

Administrators and Master Administrators have access to run all reports. Each Normal User is given access to run reports under User Profile, Report Permissions. New users are given access to all reports.

Activity Summary Report

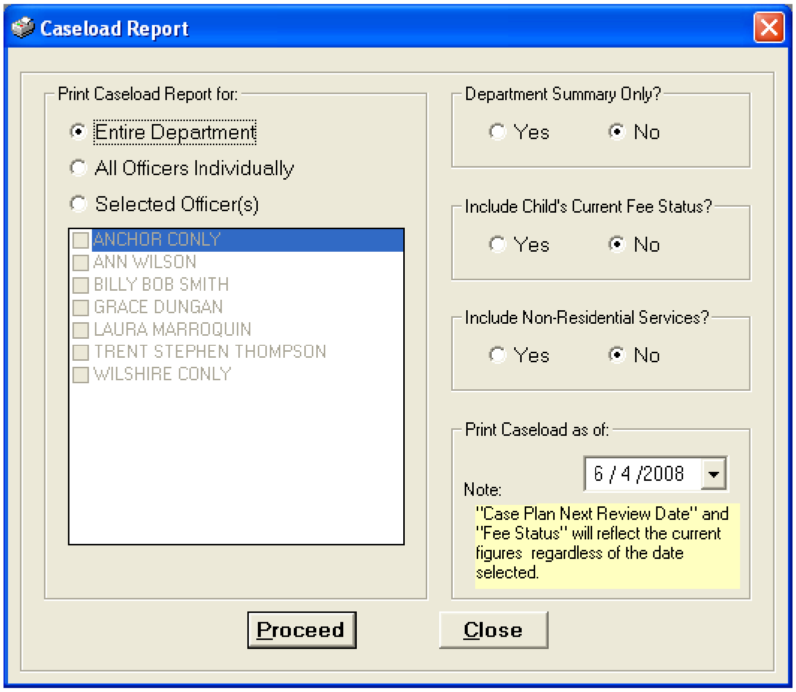


The Activity Summary Report summarizes the following events during a specified report period:

- Referrals
- Detention
- Disposition
- Financial
- Supervision/Programs
- Drug Tests
- Chronological Notes
- Community Service Restitution
- Juv Justice Alternative Education Program
- Non-Residential Services
- Residential Services

The Activity Summary Report allows the user to select which areas of CASEWORKER/5 to pull information. You may select to run the report on only one area of information, or as many as all areas at once. Also, you must specify a date range for this report. The default range will be the current month. However, you may select a range as small as a single date or as large as years of information. Likewise, for multicounty jurisdictions, you can chose to run a report to include all counties within your jurisdiction, or run the report for a single county. The default selection is to include all counties. The last parameter available for this report is the type of referrals to be included. The default for the Activity Summary Report is to include all referral types, however, you may limit the information to formal referrals only. Limiting the report to only formal referrals will include both Formal Referral and Paper Formalized Referral types.

Caseload Report



The Caseload Report lists all juveniles who report to an officer for supervision, programs and placements. Also included on the Caseload Report are pending cases. Pending cases will be assigned to the officer listed as the intake officer on the Intake Screen for a referral. All supervisions and placements will track to the supervising officer listed on the Supervision Screen and the programs will track to the officer listed on the Program Screen. Therefore, it is possible for one child to appear on multiple officers' Caseload Reports.

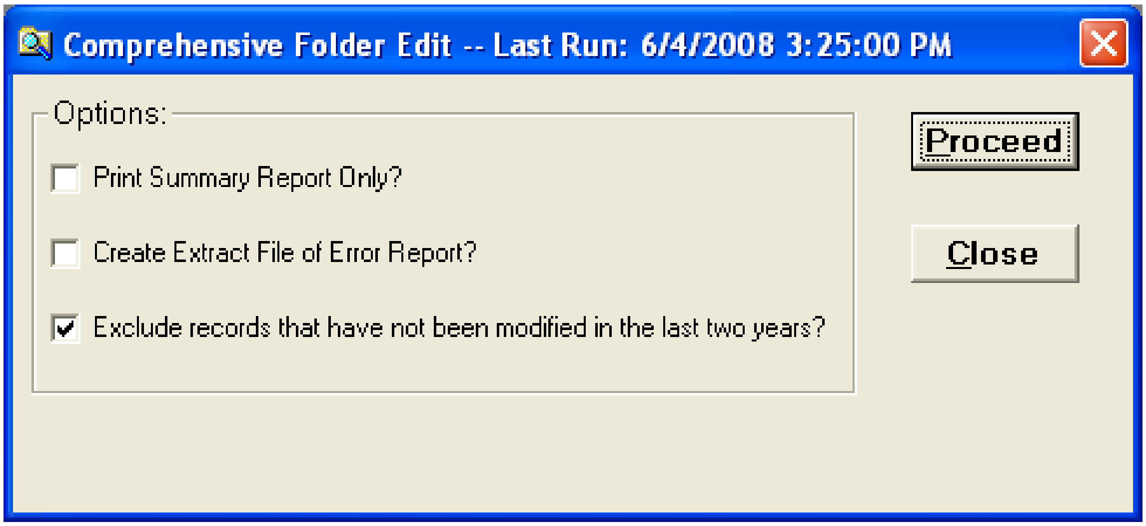
There are three initial options when selecting to run the Caseload Report. The report can be run for the entire department, by all officers individually or by selected officers. If you chose to run the report for the entire department you will be given the option to run a department summary only. The department summary will list the total number of cases assigned to each officer. The option of department summary does not appear if the report is run for all officers individually or by selected officers. Additional options for this report are whether to include the child's current fee status and/or non-residential services.

When the report is generated, a preview section appears to the left of the report. This option is intended to help locate a juvenile quickly. The preview section lists each officer. Clicking on the plus to the left of the officer's name will list all of the juveniles on his or her caseload. Clicking on the officer's name will pull up the officer's section of the report. Clicking on a juvenile's name will take you directly to his or her information.

The report contains general information regarding the juvenile, including the child's name, personal identification number, race, sex, age, date of birth, address and telephone number. Program and supervision information includes the beginning date and the estimated release date, and the primary offense for the relevant referral. Pending case information will include the referral date, the referral type, the number of days pending and the primary alleged offense for the referral. Placement information includes the name of the facility, the date the placement began and the estimated release date. Also included will be the referral to which the placement entry is attached.

Information entered in the Conditions field under the Supervisions and Programs tabs will also be included on the Caseload Report.

Comprehensive Folder Edit



The Comprehensive Folder Edit performs a more extensive edit than is done at the time of data entry. Errors in data entry and areas of concern are included on the report. Messages on the report are recorded as either errors or warnings. Most often, errors must be corrected, however, it is possible to receive an error notice when information has been entered correctly. Please contact the CASEWORKER/5 Help Desk anytime you feel you are receiving an unwarranted error. Likewise, warnings are intended to call to your attention a potential problem. For example, common warnings include supervisions and programs that have been left open beyond the estimated release date. Also, cases that have been pending longer than a parameter set by the department will generate a warning. For each error or warning included on the report, the following information will be included:

- Child's name
- Personal identification number
- Error or warning
- Section of the file the error or warning was found
- Description of the error or warning

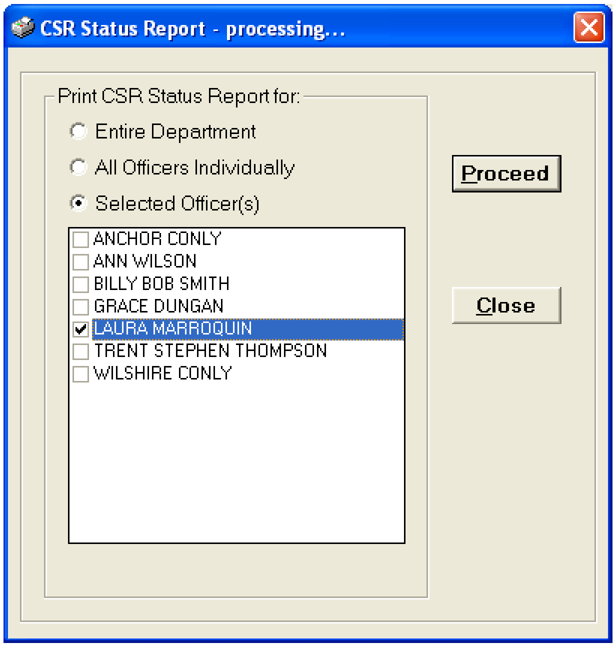
Each time a probation department submits a monthly extract report to TJPC, a summary copy of the last Comprehensive Edit Report is also sent. Therefore, once errors and warnings have been corrected, the Comprehensive Folder Edit should be rerun prior to extract submission.

There are three options for this report:

- **Print Summary Report Only?** This option will only list the number of each warning and error type.
- **Create Extract File of Error Report?** This option will create a comma-delimited file in the CASEWORKER5 directory. The information in this file could be used to generate additional reports by the department.
- **Exclude Records that have not been modified in the last two years?** Selecting this option will limit the records included in the report to only those records created or modified in the previous two years.

The default options for the Comprehensive Folder Edit will run the report and list every error individually by child's name. The default will also exclude records that have not been modified in the last two years.

Community Service Restitution Status Report



The Community Service Restitution Status Report lists all juveniles with a positive balance of CSR hours. The report can be run for the entire department; for all officers listed individually; or for select officers. The following information is included on the report:

- Child's name, address and phone number
- Child's personal identification number
- Child's supervising officer
- Total number of hours assessed
- Hours waived or written off
- Hours performed
- Remaining Balance
- Last date performed

Community Service Restitution Performed Report

The Community Service Restitution Performed Report lists all CSR transactions for a specified period of time. These transactions include hours worked, hours written off or waived, hours voided and failure to report. The report can be sorted by child's name, or by the date of the transaction.

Current Fee Status Report

The Current Fee Status Report lists all juveniles with a fee balance. Fee types that have been paid in full will not appear on the report. If a child's record has been placed in archive with unpaid fees, the juvenile will be included on the report. Fees that will not be paid due to supervision termination, or other circumstances must be written off to remove them from this report. The following Information is included on this report:

- Child's name, address and phone number
- Child's personal identification number
- Type of fee
- Amount per month
- Amount ordered
- Amount waived or written off
- Amount paid
- Remaining balance

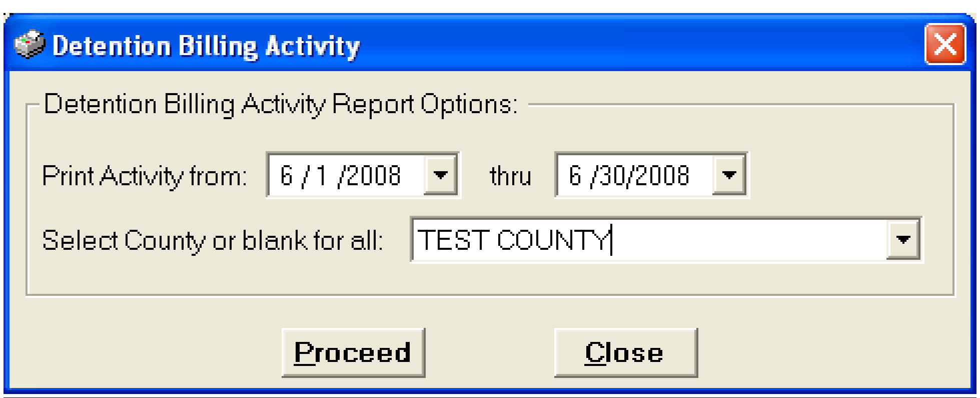
Current Victim Payment Status

The Current Victim Payment Status lists all victims with a balance of restitution owed them. There are no settings for this report. Once the report is selected, the matches are displayed.

To remove a victim from this list, the balance of money owed to the victim must be zero, or you must answer Yes to the option of Waive Unpaid Balance on the Victim Detail Screen. Placing a record in archive does not remove a victim from this report. The following Information is included on this report:

- Victim's name
- Child's name
- Amount of restitution due to the victim
- Amount paid to the victim
- Remaining balance
- Date of last payment to the victim

Detention Billing Activity Report



The Detention Billing Activity Report lists all juveniles detained during a specified period and the cost of their detention. This cost of detention is based on the days in detention and the cost per day recorded on the Detention Screen. The report can be run for a specified county, or for all counties at once. The county information is pulled from the county field on the Intake Screen. If multiple counties are included on the report, multiple reports will be generated. The following Information is included on this report:

- Child's name and personal identification number
- Date the child was detained
- Date the child was released
- Total number of days the child was detained during the period specified
- Cost per day of detention
- Total amount charged for this detention for the period specified
- Comment line

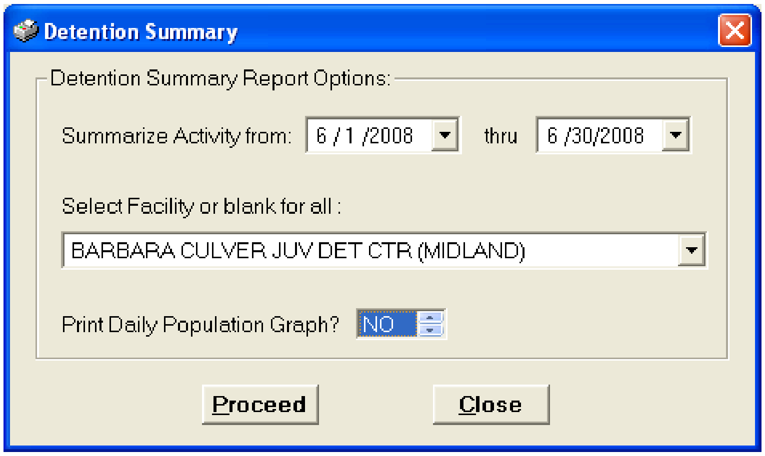
Detention Roster

The Detention Roster lists all juveniles with an open Detention Screen. When the Detention Roster option is selected from Reports, the roster is automatically generated. There are three options on how the matches on the roster can be sorted:

- Child's last name
- Date the child was detained or released (if applicable) - Juveniles remain on the Detention Roster after their release for a period of time specified in the Administration section. This option is found on the General Screen of the Defaults option.
- Next hearing date –The next hearing date is recorded on the Hearing Screen. If no hearing has been entered on the Hearing Screen, this field will be blank.

The Detention Roster defaults to include juveniles in all detention facilities. You may limit the roster to one facility by making a selection from the Facility option. To reset the Sort or Facility option, click the Reset button to the right of the roster. The Detention Roster is constantly being updated based on activity on the Detention and Hearing Screens. Click the Refresh button to see the most current information.

Detention Summary Report



The Detention Summary Report pulls statistical information regarding the detention population for a specified period of time. The time period specified in the report cannot exceed one year. You may select to run the report for only one facility or for all detention facilities at once. If you chose to run the report for all facilities, a separate report will be generated for each. The following information is included on this report:

- Number of open detentions at the beginning of the period
- Number of detentions opened during the period
- Number of detentions closed during the period
- Number of open detentions at the end of the period
- Number of unique juveniles detained during the period

General information regarding detention for the period includes:

- Total detention days
- Minimum daily population
- Maximum daily population
- Number of days at maximum
- Average daily population

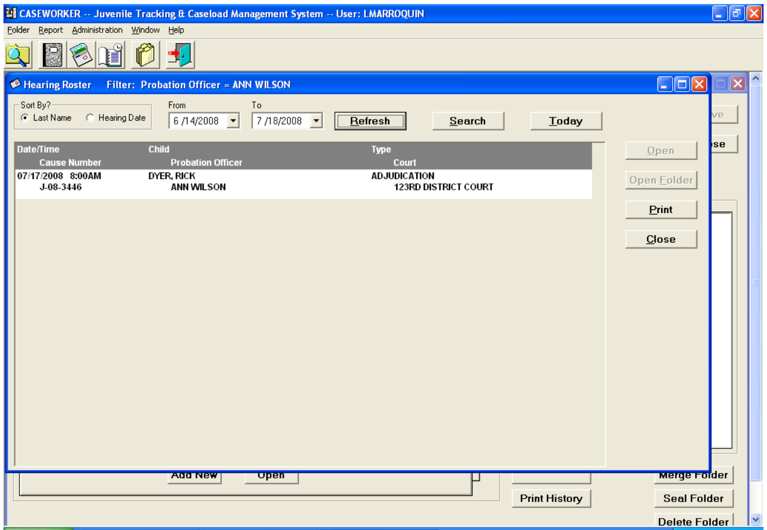
Information involving the length of stay in detention includes:

- The shortest length of stay
- The longest length of stay
- The average length of stay

Additional information regarding the number of juveniles detained is recorded on the Daily Population Graph. This graph will plot the number of juveniles in detention on a daily basis for the period specified. To create the Daily Population Graph, select this option from the initial Detention Summary Report Screen.

The Detention Summary Report lists the number of juveniles detained by gender, race and offense class. A table charting the length of stay by offense class is also included.

Hearing Roster



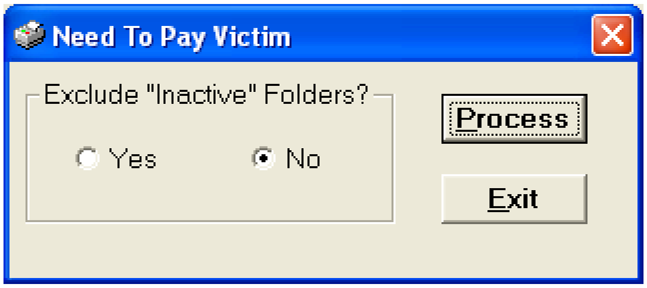
The Hearing Roster pulls information from the Hearing Screen to provide a comprehensive list of scheduled hearings. The default report lists all of the hearings for the current day and sorts them by last name. You may reset the parameters to include any length of time and to sort by hearing date. A search option is available which allows the user to limit the search criteria. Search options include:

- Type of hearing
- Court
- District Attorney
- Juvenile probation officer
- Child's attorney
- Victim's Coordinator
- Interpreter

You may access a child's folder from the Hearing Roster. Highlight the child's information and click the Open Folder button to the right of the roster.
The following information is included on the Hearing Roster:

- Child's name and personal information number
- Child's Race/Sex/Age
- Date and time of the hearing
- Type of Hearing
- Court
- Cause Number
- Child's Attorney
- District Attorney
- Hearing Outcome
- Child's Probation Officer
- Victim's Coordinator
- Interpreter

Need to Pay Victim Report

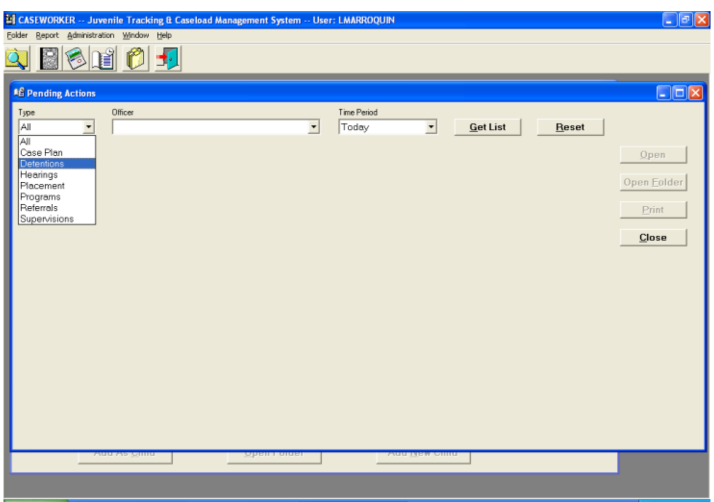


The Need to Pay Victim Report lists instances when the juvenile has paid restitution to the department, but all or part of this money has not been distributed to the victims. This report can be run to include only active files, or both active and inactive files. The following information is included on the report:

- Child’s name and personal information number
- Child ordered to pay - This amount is pulled from the Fee Screen.
- Restitution ordered – This amount is pulled from the Victim Screen.
- Child has paid
- Victim has been paid
- Difference to be paid

To remove an active child from the Need to Pay Victim Report, the full amount of restitution paid by the child must be paid to the appropriate victim(s).

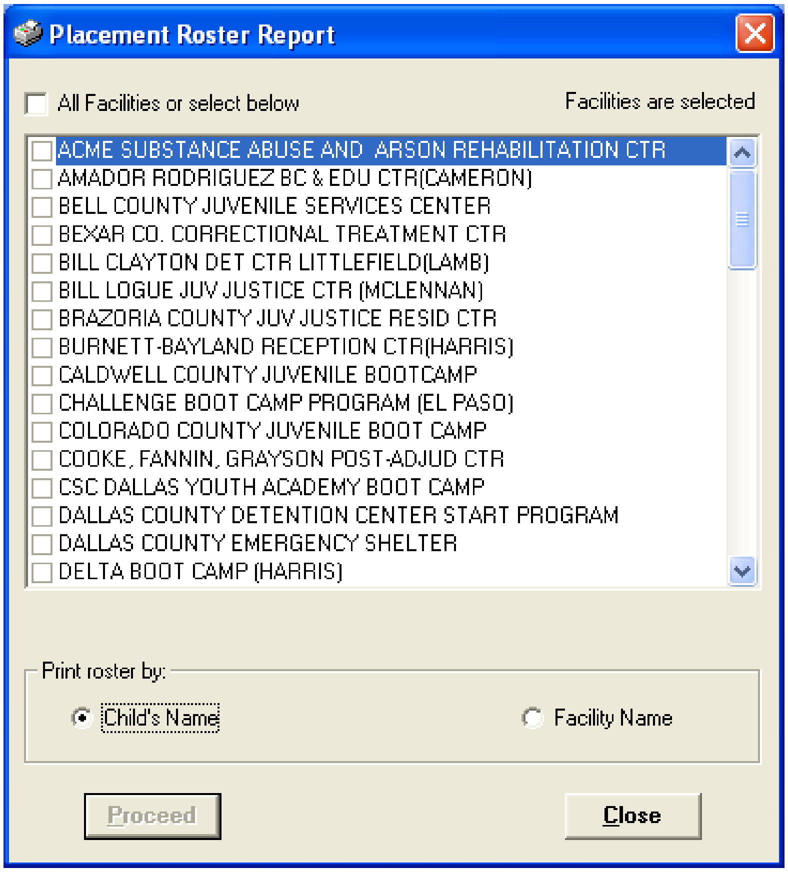
Pending Actions List



The Pending Actions List includes all case plans, hearings, programs, and supervisions that are scheduled for review or estimated to terminate during the period specified. If any of these actions is past the estimated review or termination date, it is automatically included on the list. All pending referrals and open detentions and placements are also included.

The search can be limited by type, officer or time period.

Placement Roster



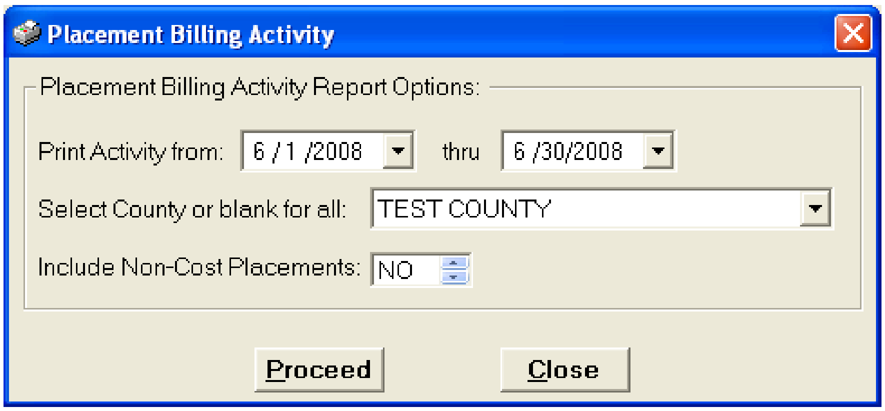
All juveniles with an open Placement Screen will be listed on the Placement Roster. Matches to this roster can be separated either by facility name or by child's name.

The following information is included on the Placement Roster:

- Child's name and personal identification number
- Child's address
- Child's Race/Sex/Age
- Date of Placement
- Number of days per week in placement
- Placement Service
- Level of Care
- Funding Source
- Estimated release date from placement
- Estimated length of placement

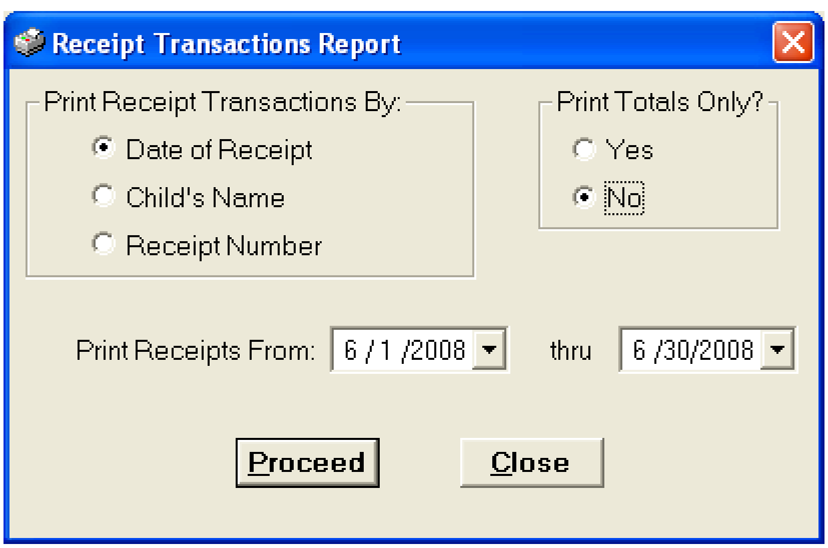
- Actual length of stay
- Facility Name
- Primary disposed offense

Placement Billing Activity



The Placement Billing Activity Report lists all juveniles in placement during a specified period and the cost of their placement. This cost of placement is based on the days in placement and the cost per day recorded on the Placement Screen. The report can be run for a specified facility, or for all facilities at once.

Receipt Transactions Report



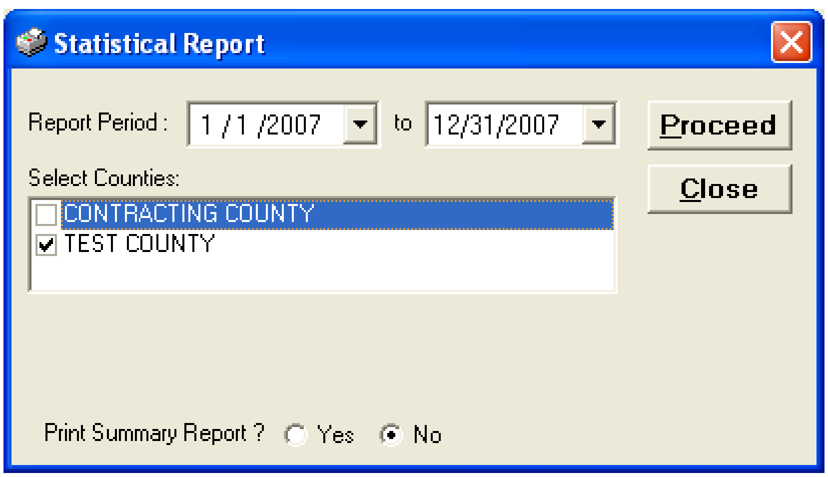
The Receipt Transactions Report lists all receipts that match the search criteria specified. The three criteria are:

- Date of receipt – This option requires the user to enter a date range.
- Child's name – This option requires the user to enter a date range.
- Receipt number – This option requires the user to enter a first and last receipt number.

You may select to print all matches for the criteria specified, or to print the totals only. Information provided for individual matches includes:

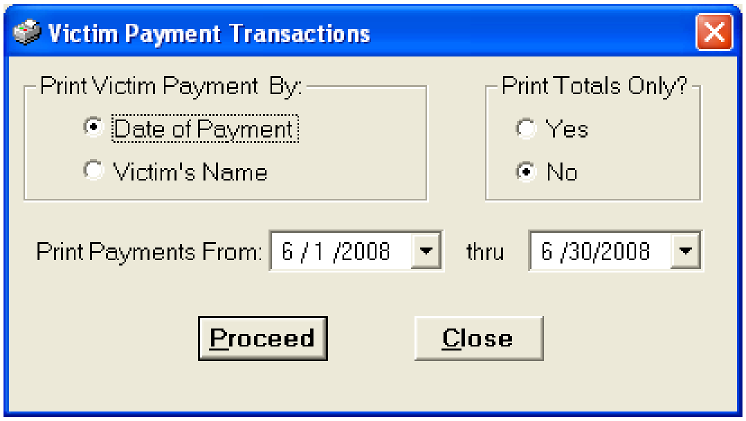
- Child's name and personal identification number
- Date Paid
- Transaction type
- Receipt number
- Check or money order
- Received by
- Receipt total
- Fee type
- Amount paid to each fee type

Statistical Report



The statistical report summarizes referrals, supervisions, dispositions and detention/placement activity for a specified period. The annual statistical report is generated by TJPC and sent to the probation departments for approval.

Victim Payment Transactions Report



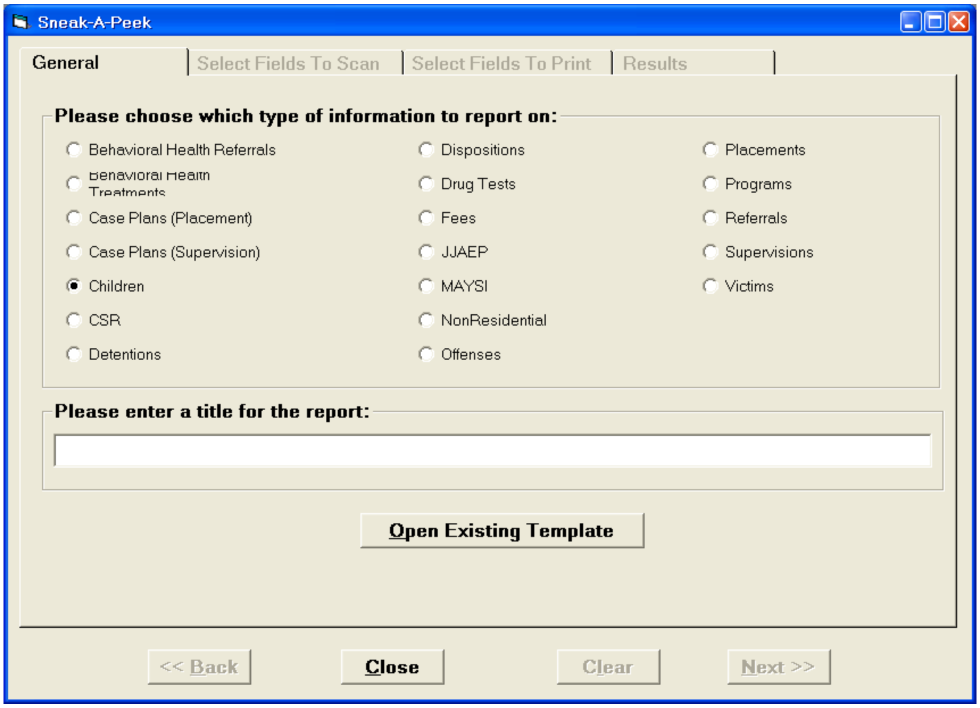
The Victim Payment Transactions Report lists all restitution payments posted to victims for a specified period of time. This information is pulled from the Victim Screen and can be sorted by either the date of the payment or by the victim's name.

You may select to print each individual match for the period specified, or to print the totals only. Information provided for individual matches includes:

- Payment date
- Victim's name
- Child's personal identification number
- Transaction type
- Check or money order
- (Payment received) By
- Amount
- Grand total of payments, voids and refunds

CASEWORKER/5
Sneak-a-Peek Reports
& Sample Reports

Sneak-a-Peek



The Sneak-A-Peek Report allows the user to create a quick report based on specified criteria. For example, a list of all children referred last year for a first-degree felony. The report criteria can be saved for future recall. When reports are saved, they are called templates.

Creating a Template

To create a template, do the following:

1. Click on Report from the Menu bar.
2. Click on Sneak-a-Peek.

General Tab

1. On the General tab, **Please choose which type of information to report on:** refers to the primary type of information you will be searching during this report. Sneak-A-Peek can only search one type of information at a time. The types available are:

Behavioral Health Referrals	Dispositions	Placements
Behavioral Health Treatments	Drug Tests	Programs
Case Plans (placement)	Fees	Referrals
Case Plans (supervision)	JJAEP	Supervisions
Children	MAYSI	Victims
CSR	Non-Residential	
Detentions	Offenses	

2. **Please enter a title for the report** – Enter the title of the report you are creating. The report title will be used as the template name if you save the template. If you want to use a template that has been created in the past, click the Open Existing Template button. A list of all saved templates will appear. Double click on the template you want to use.
3. Click Next to proceed.

Select Fields to Scan Tab

On this screen you will specify the fields and criteria that will be used to locate the desired records.

1. Click Add. This will display three fields; Field, Operator and Criteria.
2. Click the down arrow in the Field box and select the field you would like to search. The fields available to search will be based on the type of information you selected on the previous screen. If a field you want to include in the search is not available, you will need to return to the General Tab and select a different type.
3. Click Operator. Operator is used to define the relationship between the search field and the criteria. Operator options are:

   < (Less Than) – The response will be less than the criteria listed. **Less Than** could be used if the criteria were a numeric response (ie. age or number of referrals), or a date response. With a date response, **less than** would be used to search for an event that occurred *prior to* the date listed.

   < = (Less Than or Equal to) - The response will be less than or equal to the criteria listed. **Less Than or Equal to** could be used if the criteria were a numeric response (ie. age or number of referrals), or a date response.

   > (Greater Than) – The response will be greater than the criteria listed. **Greater Than** could be used if the criteria were a numeric response or a date response. With a date response, **greater than** would be used to search for a date *after* the date listed.

   > = (Greater Than or Equal to) – The response will be greater than or equal to the criteria listed. **Greater Than or Equal to** could be used if the criteria were either a numeric response or a date response.

   = (Equal) – The response will match the criteria exactly.

   < > (Not Equal to) – The response will exclude the criteria listed.

   Between – The response will be between a date or a numeric range.

   Is Empty - No response is given. **Is Empty** is a common response when searching for a placement, supervision, detention etc. that is still open. Scanning on a completed date with the operator **Is Empty** would find all records where the completed date was empty (null).
4. After the Operator is selected, a criteria box will appear to the right of the operator box. This box is used to specify what value(s) to match when scanning the item specified in the Field option. This criteria box has three possible formats depending on the item selected in the Field option. If the item is a date, then a “date picker” will appear, if the item has specific code values, then a list box will appear with the possible codes, otherwise the field will allow ‘text’ to be entered.

5. Click the down arrow and select the code, enter a date when applicable or enter text. If the operator is **Between,** two criteria boxes will appear. If the operator is **Is Empty** a box will not display because no additional criteria is required.
6. Once you have selected the Field, Operator and Criteria, click Apply.
7. If more than one criteria must be specified for a selected item, click Or and choose the operator and specify additional criteria. For example, if want to pull children that are either African-American or Hispanic, the sequence would be: select Race in the Field option, select = in the Operator, select African American in the Criteria, click Apply, click Or, select Hispanic and click Apply, then click Continue.
8. Click Continue to view the current list of scan fields and their search criteria.
9. If additional fields need to be specified in order to locate the specific records for the report, repeat these steps.
10. If no additional fields are required, click Next to proceed to the selection of fields to display or print.

Select Fields to Print

On the Select Fields to Print Tab specify the fields you would like to print on the report.

1. Click Add.
2. Click the down arrow in the Field box and select a field to print.
3. If you would like the responses to be sorted by this field, click the Sort By box and chose either Ascending or Descending.
4. Click Continue.
5. Continue adding fields to print up to a maximum of ten.
6. If no field is designated as the sort criteria, all responses will be listed in alphabetical order by the child's name.
7. Once fields have been selected, you can change the order the fields appear on the report. To reorder a field, highlight the desired field and click either Move Up or Move Down until it is moved into the correct position.
8. Click Next to proceed to the final screen, Results. Depending on the complexity and number of records that must be search, this screen may take a while to appear.

Results

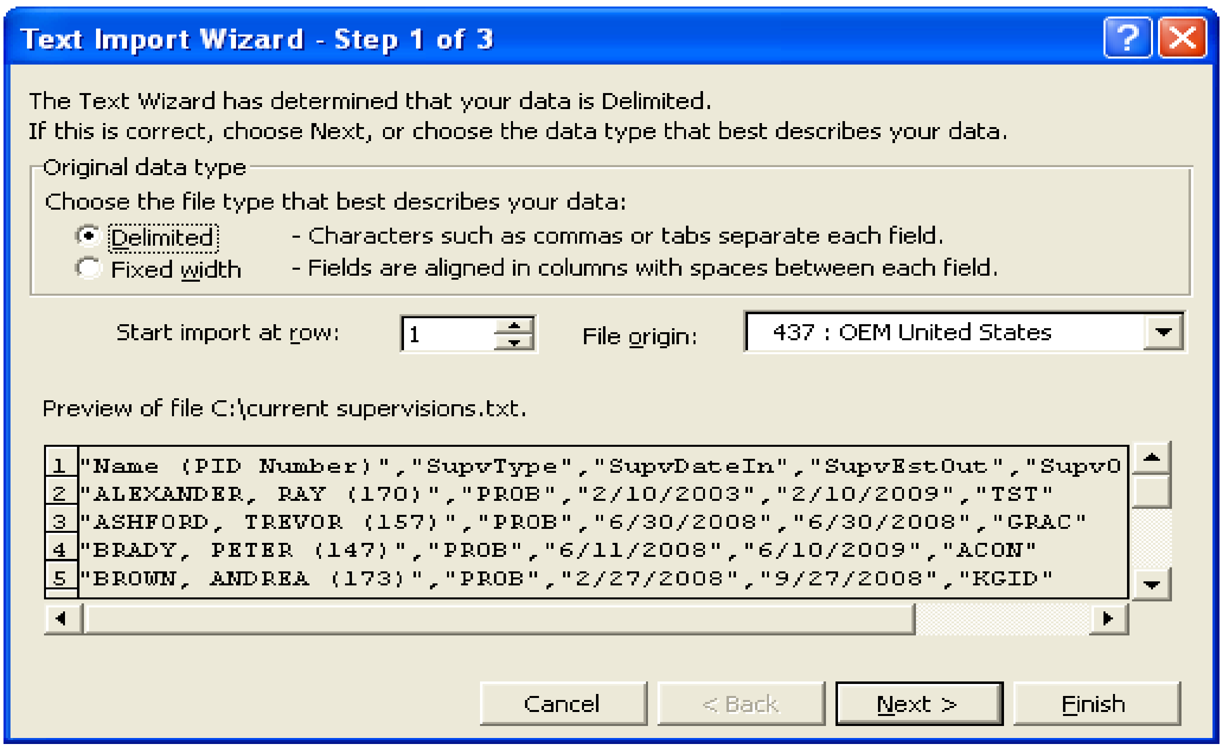
The results will be displayed on the screen. Options associated with this screen include:

Print – Prints the results to your default printer.
Create Output File – Saves the results to a text file.
Save Existing Template – If this template has been saved previously, and changes have been made, click this option to save your changes.
Save New Template – Click this option to save the current template as a new one. Saved templates can be retrieved and used again by selecting Open Existing Template from the General Screen.

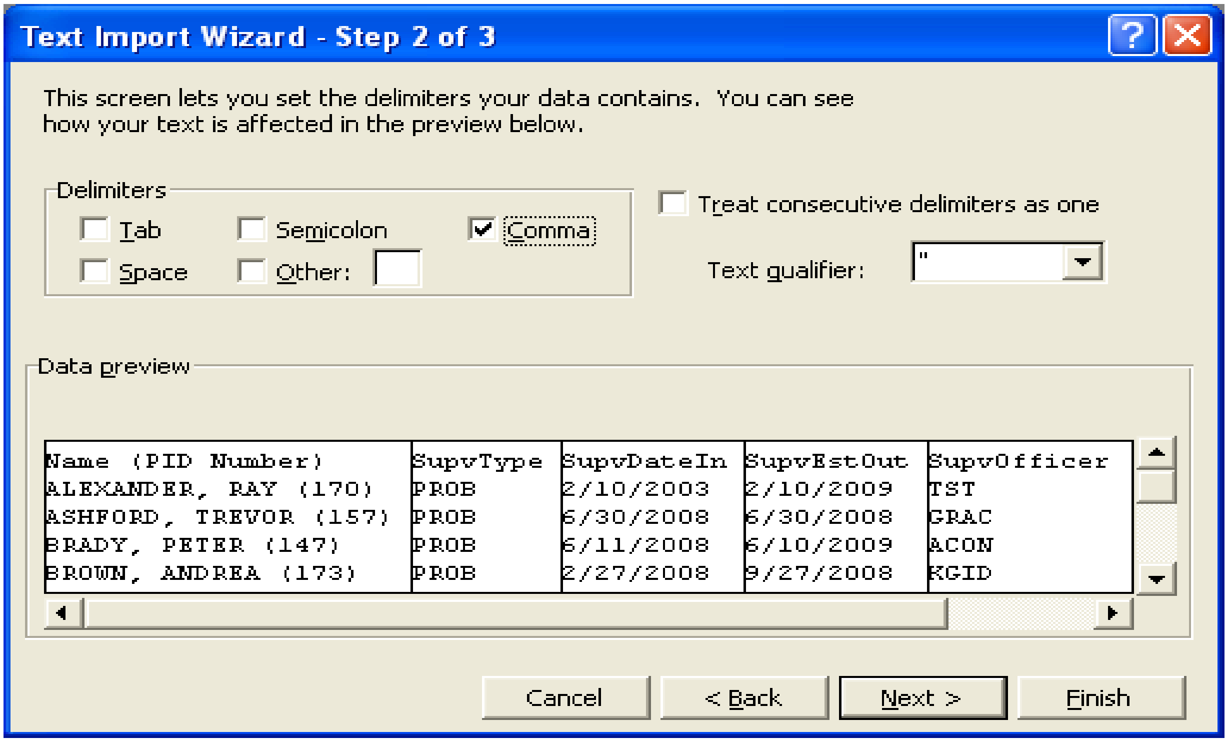
Create Output File

Sneak-a-Peek results saved to a text file can be pulled into an Excel table.

- Run a Sneak-a-Peek report.
- At the Results Screen, select Create Output File. This will open the Save As box.
- Name the file, and save it as a txt file. The default is to save the file on the Local Disk (C:)
- Open Microsoft Excel.
- Click File. Click Open.
- Open the .txt file. When looking for the txt file, make sure to include All Files in the Files of Type box.
- The Text Import Wizard will open.



- Ensure that Delimited is checked and click Next.



- The data in this txt file is separated by commas, therefore, change the Delimiters from Tab to Comma and click Next.
- At the last screen of the Text Import Wizard, click Finish to import the information into the table.
- Once the data is in the table, click the empty box in the upper left corner to highlight the entire table.
- Double click the line between two of the columns (A and B). This will automatically format the width of each column.
- When saving this file, change the extension from .txt to .xls.

The following Sneak-a-Peek templates have been added to CASEWORKER and will be included in the next update.

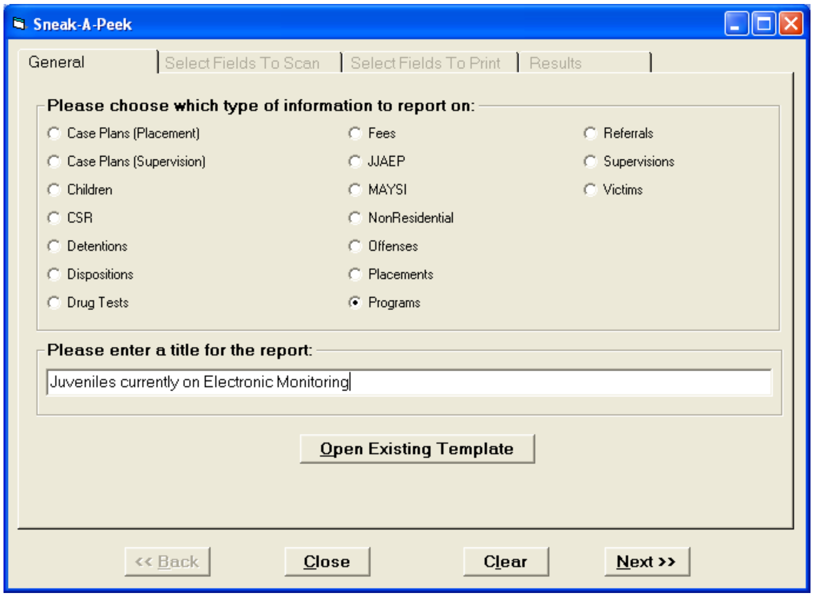
TJPC01 - ALL 2007 referrals (regardless of type)
TJPC02 - ALL 2007 TYC commitments
TJPC03 - All formal referrals in 2007
TJPC04 – All Juveniles in JJAEP anytime in December 2007
TJPC05 – All pending cases
TJPC06 - All open supervisions
TJPC07 – Pending referrals on a specific date (December 1, 2007)
TJPC08 – All Juveniles in placement anytime in 2007
TJPC09 – Supervisions on a specific date (December 1, 2007)
TJPC10 – Felony Sexual Assault Referrals in 2007
TJPC11 – All Juveniles on Probation Supervision anytime in 2007
TJPC12 – All Referrals in December with a MAYSI
TJPC13 - All Formal Referrals in December 2007
TJPC14 – Juveniles detained in 2007 for Truancy or Runaway
TJPC15 – Current Non-Secure Detentions
TJPC16 – FM & PF Ref. w/last grade completed as 0 (1997 to present)
TJPC17 – FM & PF Ref. since 9/1/2007 w/o a Response to Gang Membership
TJPC18 - FM & PF Ref. since 9/1/2007 w/o a Response to Sexual Abuse
TJPC19 - FM & PF Ref. since 9/1/2007 w/o a Response to Physical Abuse
TJPC20 - FM & PF Ref. since 9/1/2007 w/o a Response to MH Needs

Instructions to create the following Sneak-a-Peek templates are included:

Juveniles Currently on Electronic Monitoring
Restricted Folders with a Last Changed Date in June 2008
Psychological Evaluations – July 2008
Drug Tests – July 2008
In Placement Anytime July 2008 – sorted by funding source
All Programs Anytime July 2008 – sorted by funding source
2008 Dispositions - sorted by Judge
Juveniles Currently on IICT Supervision
Juveniles Referred in 2008 – Current School Austin High School
Juveniles Currently on Supervision – sorted by School
Referrals sent to the DA in July 2008

Creating a Sneak-a-Peek Report: Juveniles currently on electronic monitoring

Chose to scan on Programs.
Enter a title for the report:



Click Next to proceed to the Select Fields to Scan tab.
Click Add.

Field	Operator	Criteria	Continue/Or
Program Name	=	Electronic Monitoring	Click Apply then click Continue
Program Actual Completion Date	Is Empty		Click Apply then click continue

Click Next to proceed to the Select Fields to Print Screen.
On the Select Fields to Print Screen click Add.
In the field box, select Program Officer Assigned.
In the sort by box, select ascending.
Click Continue.
Click Add.
In the field box, select Program Begin Date.
Click Continue.
Click Add.
In the field box, select Program Estimated Release Date.
Click Continue.
Click Next to proceed to the Results tab.

Type of Information to Report On: **Children**

Title: **Restricted Folders with a last changed date in June 2008**

Scan fields

Field	Operator	Criteria	Continue/Or
Last Change Date	Between	6/1/2008; 6/30/2008	Click Apply, click Continue Then Click Add
Restricted Access?	=	Y	Click Apply, click Continue. Then click Next

Display/Print Fields

Field	Ascending/Descending
Last Change Date	

Type of Information to Report On: **Behavioral Health – Referrals**

Title: **Psychological Evaluations – July 2008**

Scan fields

Field	Operator	Criteria	Continue/Or
BH Referral Date	Between	07/01/2008; 07/31/2008	Click Apply, click Continue Then Click Add
BH Referral Type of Assessment/Evaluation	=	Psychological Evaluation	Click Apply, click Continue Then Click Next

Display/Print Fields

Field	Ascending/Descending
BH Referral Funding Source	Ascending
BH Referral Date	
BH Referred To	

Type of Information to Report On: **Drug Tests**

Title: **Drug Tests – July 2008**

Scan fields

Field	Operator	Criteria	Continue/Or
Drug Test Administered Date	Between	07/01/2008; 07/31/2008	Click Apply, click Continue Then Click Next

Display/Print Fields

Field	Ascending/Descending
Drug Test Funding Source	Ascending
Drug Test Administered Date	
Drug Test Administered By	
Drug Test Findings	

Type of Information to Report On: Placements

Title: In Placement Anytime July 2008 – sorted by funding source

Scan fields

Field	Operator	Criteria	Continue/Or
Placement Begin Date	<= (less than or equal)	07/31/2008	Click Apply, click Continue Then Click Add
Placement Actual Completion Date	>= (greater than or equal)	07/1/2008	Click Appy, click OR
Placement Actual Completion Date	Is Empty		Click Apply, click Continue, Then click Next

Display/Print Fields

Field	Ascending/Descending
Placement Funding Source	Ascending
Placement Facility	
Placement Begin Date	
Placement Estimated Release Date	
Placement Actual Completion Date	
Placement Type	
Placement IV-E Certified	
Placement Level of Care	
Placement Primary Service Type	
Primary Disposition Offense	

Type of Information to Report On: **Programs**

Title: **All Programs Anytime July 2008 – sorted by funding source**

Scan fields

Field	Operator	Criteria	Continue/Or
Program Begin Date	<= (less than or equal)	07/31/2008	Click Apply, click Continue Then Click Add
Program Actual Completion Date	>= (greater than or equal)	07/1/2008	Click Appy, click OR
Program Actual Completion Date	Is Empty		Click Apply, click Continue, Then click Next

Display/Print Fields

Field	Ascending/Descending
Program Funding Source	Ascending
Program Name	
Program Provider	
Program Begin Date	
Program Estimated Release Date	
Program Officer Assigned	

Type of Information to Report On: Dispositions
Title: 2008 Dispositions - sorted by Judge

Scan fields

Field	Operator	Criteria	Continue/Or
Disposition Date	Between	01/01/2008; 12/31/2008	Click Apply, click Continue Then Click Add
Disposition Presiding Judge	Between*	Judge at top of list; Judge at bottom of list	Click Apply, click Continue Then Click Next

*This will include only those disposition screens with a value in the Judge field.

Display/Print Fields

Field	Ascending/Descending
Disposition Presiding Judge	Ascending
Primary Disposition Offense	
Disposition Date	
Disposition (actual)	

Type of Information to Report On: **Supervisions**

Title: **Juveniles Currently on IICT Supervision**

Scan fields

Field	Operator	Criteria	Continue/Or
Supervision Type	=	Interim Inter-County Transfer	Click Apply, click Continue Then Click Add
Supervision Actual Completion Date	Is Empty		Click Apply, click Continue Then Click Next

Display/Print Fields

Field	Ascending/Descending
Supervision Type	
Supervision Begin Date	
Supervision Estimated Release Date	
Supervision Officer	

Type of Information to Report On: ______________________________

Title: ____

Scan fields

Field	Operator	Criteria	Continue/Or

Display/Print Fields

Field	Ascending/Descending

Type of Information to Report On: ________________________________

Title: ____

Scan fields

Field	Operator	Criteria	Continue/Or

Display/Print Fields

Field	Ascending/Descending

Type of Information to Report On: ______________________________

Title: ____

Scan fields

Field	Operator	Criteria	Continue/Or

Display/Print Fields

Field	Ascending/Descending

User Defined Fields

User Defined Fields are set up throughout the system to allow a department to create it's own field to track information. Throughout CASEWORKER there are 101 additional fields available. Each field may be setup to accept a date response, a text response, or an edit response. A date response requires the response to be in date format (MMDDYYYY). A text response allows the user to enter any alphanumeric combination up to 14 characters. The edit response requires that the department create a list of possible codes as a response. The user must then select from the list of codes provided.

If a field is created and used, it cannot be deleted. If the field is no longer needed it must be inactivated. However, the information previously entered will remain in the child's folder. An inactivated field cannot later be designated to track other information. Therefore, we encourage departments to be selective with the fields they create.

Setting up a User Defined Field

1. Click on Administration from the menu bar.
2. Click on User Defined Fields.
3. Select the screen where you want the new field to appear by clicking on the appropriate tab.
4. There will be a limited number of User Defined Fields available on each of the screens listed. Select the field you want to make active by double-clicking on it.
5. **Active?** – Enter Yes to make this field available each time the selected screen is opened. Enter No if you no longer want the field to be available to users.
6. **Required?** – Enter Yes if the user is required to respond to this field prior to saving the screen; otherwise, enter No.
7. **External Name/Field Label** – Enter the title of the field you are creating as it will appear on the selected screen.
8. **Type** – Select Date, Edited or Text as discussed above.
9. Click Save to save the field.

Setting up **Current School** User Defined Field on the Referral Screen.

1. Click on Administration from the menu bar.
2. Click on User Defined Fields.
3. Click the Referral tab.
4. Double click the first unused field (external name = blank).
5. Change Active from No to Yes.
6. Leave the Required field No.
7. Enter **Current School** in External Name field.
8. Select Edited in the Type field.
9. Click Save.

Type of Information to Report On: Referrals

Title: Juveniles Referred in 2008 – Current School Austin High School

Scan fields

Field	Operator	Criteria	Continue/Or
Referral Date	Between	01/01/2008; 12/31/2008	Click Apply, click Continue Then Click Add
Current School	=	Austin HS	Click Apply, click Continue Then Click Next

Display/Print Fields

Field	Ascending/Descending
Referral Date	
Referral Type	
Intake Officer	
Primary Alleged Offense	
Primary Disposed Offense	

Type of Information to Report On: Supervision

Title: Juveniles Currently on Supervision – sorted by school*

Scan fields

Field	Operator	Criteria	Continue/Or
Supervision Actual Completion Date	Is Empty		Click Apply, click Continue Then Click Next

Display/Print Fields

Field	Ascending/Descending
School	Ascending
Supervision type	
Supervision officer	

*This report requires that a User Defined Field be created on the **Supervision Screen**. School information entered on the User Defined Field under the Referral Screen cannot be included on a *Supervision* Sneak-a-Peek.

Setting up **Date Sent to DA** User Defined Field on the Disposition Screen.

1. Click on Administration from the menu bar.
2. Click on User Defined Fields.
3. Click the Disposition tab.
4. Double click the first unused field (external name = blank).
5. Change Active from No to Yes.
6. Leave the Required field No.
7. Enter **Date Sent to DA** in the External Name field.
8. Select Date in the Type field.
9. Click Save.

Setting up **Back fm DA** User Defined Field on the Disposition Screen.

1. Click on Administration from the menu bar.
2. Click on User Defined Fields.
3. Click the Disposition tab.
4. Double click the first unused field (external name = blank).
5. Change Active from No to Yes.
6. Leave the Required field No.
7. Enter **Back fm DA** in the External Name field.
8. Select Date in the Type field.
9. Click Save.

Type of Information to Report On: Disposition
Title: Referrals sent to the DA in July 2008

Scan fields

Field	Operator	Criteria	Continue/Or
Date Sent to DA	Between	07/01/2008; 07/31/2008	Click Apply, click Continue Then Click Next

Display/Print Fields

Field	Ascending/Descending
Date Sent to DA	Ascending
Back fm DA	
Cause Number	
Disposition (recommended)	