



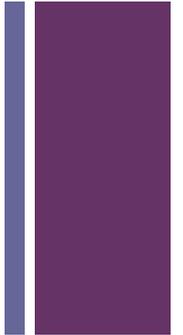
Grant Reporting and More

Data Coordinators 2012
Texas Juvenile Justice Department

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Overview



- The Commitment Reduction Grant – Grant C
 - Background and Purpose
 - Permissible Expenditures
 - Performance Measures
 - Reporting Requirements
 - Reporting Tips

- The Prevention and Intervention Demonstration Project – Grant S
 - Background and Purpose
 - Permissible Expenditures
 - Performance Measures
 - Reporting Requirements
 - Reporting Tips

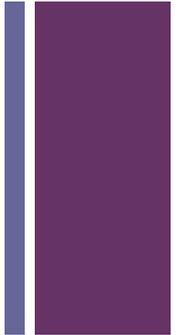


+ The Commitment Reduction
Grant - Grant C



Grant C

Background and Purpose

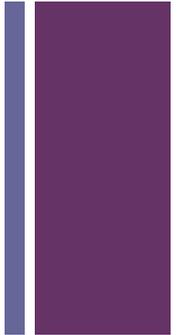


- Created in 2009 to keep more juveniles in the community
- Intended to provide rehabilitative services for juveniles diverted from state commitment while maintaining community safety
- Juveniles referred to juvenile probation departments and placed on deferred prosecution or court-ordered probation are eligible to receive Grant C services
- Departments provide programs and services after outlining them in their Commitment Reduction Program Plans (submitted via Grant Manager)

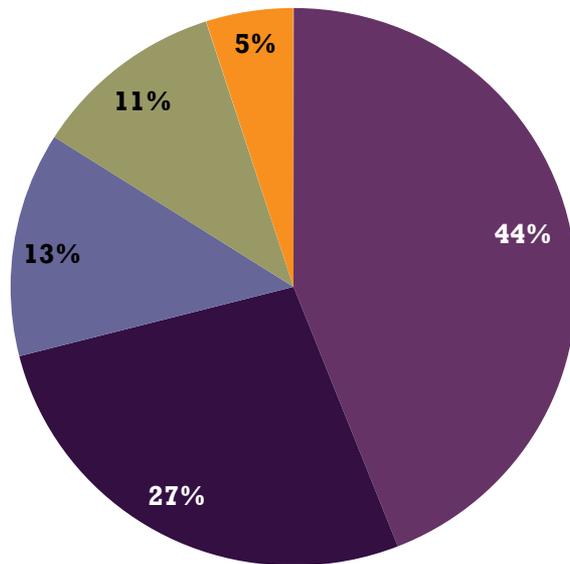


Grant C

Juveniles Served in FY 2011



Juveniles Participating in Grant C Funded Diversion Service, FY 2011



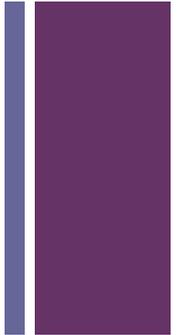
■ program ■ service ■ combination ■ placement ■ caseload

- Total of 6,664 juveniles served
 - 87% received one Grant C funded program
 - 13% received two or more Grant C funded programs
- 3,610 juveniles participated in a program
- 1,051 juveniles placed in a post-adjudication facility



Grant C

Juveniles Served in FY 2012

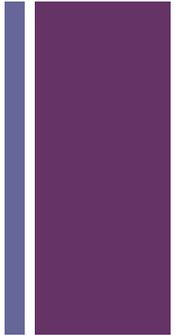


- 6,888 juveniles served as of the third quarter
 - 94% in one Grant C funded program
 - 6% in two or more Grant C funded programs
- 4,939 juveniles in a program
- 1,086 juveniles in a post-adjudication facility
- 384 juveniles on a specialized caseload



Grant C

Permissible (and Impermissible) Expenditures



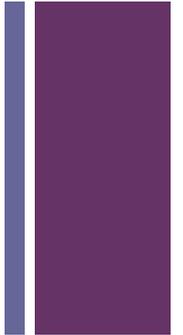
- Permissible expenditures include:
 - Staff services (supervisions)
 - Non-residential services (programs, non-residential services)
 - Residential services (placements)

- Impermissible expenditures are:
 - Salary increases or costs associated with staff hired before September 1, 2009
 - **Pre-adjudication detention**
 - Expenditures not reasonable or necessary to implement the Commitment Reduction Program Plan

+ Grant C

Performance Measures

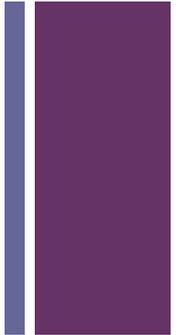
- Number of juveniles served by the grant
- Percent of juveniles served completing the program, service, or placement
- Number of juveniles committed to a state facility by the juvenile probation department during the grant period
- Number of juveniles certified as adults by the juvenile probation department during the grant period
- One, two, and three year recidivism rates for all juveniles served in the program, service, or placement
- Cost per youth participating in the grant funded program, service, or placement





Grant C

Reporting Requirements



- End of Year Report – fiscal
 - List of program activities or services
 - Number of clients served
 - How programs and services provided by your department met the overall goals and objectives detailed in the Commitment Reduction Program Plan

- Quarterly Report – research
 - List of all juveniles served by the grant for the **entire** year
 - Submit reports on:
 - Dates: 9/1 – 11/30 Report due: January 1 (December 31 in data)
 - Dates: 9/1 – 2/28 Report due: April 1 (March 31 in data)
 - Dates: 9/1 – 5/31 Report due: July 1 (June 30 in data)
 - Dates: 9/1 – 8/31 Report due: October 1 (September 30 in data)

+ Grant C

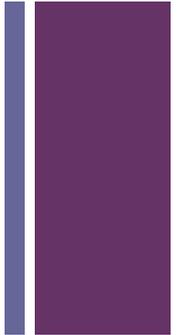
A Reporting How – To

- Method 1: Submit information in your monthly extract
 - Map the funding source in your data management system
 - Keep child records up to date, indicating the appropriate funding source for Grant C programs, placements, and services
 - Submit extract as normal
 - Can **not** be used if blending funds or reporting a supervision caseload
- Method 2: Submit a sneak-a-peek
 - Pull juveniles served by Grant C
 - Email the sneak-a-peek to your TJJD research contact or submit via script submission
 - **Must** use if blending Grant C with other funding sources or using Grant C for a supervision caseload



Grant C

A Reporting How-To: Sneak-a-Peek



- At minimum, departments must provide the following information:
 - Juvenile's name
 - PID number
 - Referral number connected to placement, program, supervision, or service
 - Funding source
 - Please note if funding is blended and what percentage of the funding is Grant C
 - Begin date of placement, program, supervision, or service



Grant C

A Reporting How-To: Sneak-a-Peek

- Departments should create and submit a Sneak-a-Peek (SAP) report in any of the following situations:
 - Funding sources have not been mapped to TJJD categories
 - The department hired probation officers (JPOs) or other staff with the grant
 - Data entry was not done by the extract data entry deadline
 - The department blends funds to provide a placement, program, or service

Field	Operator	Criteria	Continue/Or
Supervision Begin Date	<= (less than or equal)	08/31/2013	Click Apply, click Continue Then Click Add
Supervision Actual Completion Date	>= (greater than or equal)	09/01/2012	Click Apply, click OR
Supervision Actual Completion Date	Is Empty		Click Apply, click Continue, Then click Next



Grant C

A Reporting How-To: Blend Funds

- Using blended funds to pay for a *per day* cost:
 - In CASEWORKER's Administration section, add a new Funding Source
 - **Value** - should be a combination of the letters:
 - BL (for blended) + C, indicating that Grant C pays for a portion of the expenditure. Even if Grant C does NOT pay the greatest proportion, continue to label the placement as "BLC" because this takes priority for reporting purposes.
 - **Description** - should indicate how Grant C is blended (e.g. Blended C and Local).
 - **Category** – Choose Grant C whether the grant accounts for the greatest proportion of the expenditure or if it pays for any proportion of the placement because this grant takes priority for reporting purposes.

The screenshot shows a 'New Code' dialog box with the following fields and values:

Field	Value
Value	BLC
Status	ACTIVE
Description	Blended-Grants C & H
Category	COMMITMENT REDUCTION GRANT

Buttons on the right: Save, Close, Delete.



Grant C

A Reporting How-To: Blend Funds

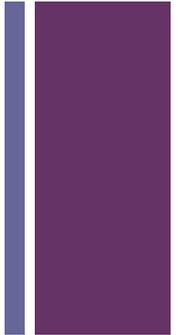
1. In the juvenile's placement record, select the newly created funding source.
2. Create a Placement SAP, open it in Excel, and keep only those records with blended funding. These should be records with the "BL+Grant Letter" code in the column titled "PlcFundSrc."
3. In the first blank column, create a FundingSourceDescription column and enter the exact expenditure breakdown by grant. Enter this description for each juvenile record with blended funding.
4. In the next blank column, title the column HQCountyNumber and enter the appropriate department number. Copy this information to every juvenile record on the spreadsheet.
5. Send the SAP via the process described in section IV. Sending Files to TJJD.
6. For example, a facility's cost per day is \$80. Grant C pays a cost per day of \$75, and the department uses local funds to make up the \$5 difference.

1	Name (PIDNumber)	PIDNumber	RefNumber	PlcDateIn	PlcFundingSrc	FundingSourceDescription	HQCountyNumber
2	AIKMAN JR., TROY GEORGE (157)	157	9001326	9/15/2011	BLC	Grant C = \$75, Local = \$5	255
3	RYAN, NOLAN (162)	162	9001415	9/1/2011	BLC	Grant C = \$75, Local = \$5	255
4							
5							
6							
7							
8							
9							
0							
1							
2							
3							
4							



Grant C

Frequently Asked Reporting Questions



- Q: What do I do if I don't receive Grant C?
 - A: You don't have to do a thing. We get a list from fiscal telling us who accepted Grant C funds and make note of those who didn't.

- Q: Do I need to do anything extra if I have not spent any of my Grant C funds?
 - A: Send an email to your TJJD research contact reminding them that you haven't spent any money during the entire fiscal year. Be sure to do this if you have expended funds for a program but have yet to enroll any juveniles.

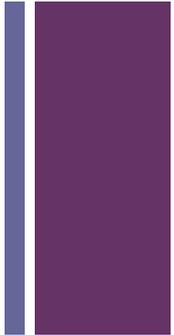
- Q: How do I know if I'm reporting data through my monthly extract?
 - A: You can run a sneak-a-peek to make sure that funding source information is attached to the child's placement/program/service record. Data that shows up in a sneak-a-peek will come through in your extract.

- Q: Do I need to do anything extra if I submit all my juvenile data via the monthly extract?
 - A: Nope, you should be all set. Just make sure that all of your records are up-to-date.



Grant C

Frequently Asked Reporting Questions



- Q: What do I do when changing the funding source of a placement or program to/from Grant C?
 - A: You close out the placement or program with Discharge Reason “F – Depletion of funds/closure” or a discharge reason indicating an end to funding and reopen a new record the following day. Create the new record with the new funding source. **This is especially important at the beginning of a fiscal year when placements may switch back to Grant C funding.**

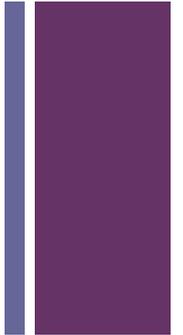
Date Captured	PID Number	Referral Number	Placement Facility	Placement Type	Service Type	Cost Per Day	Level	Placement Date In	Placement Date Out	Discharge Reason	Funding Source
Aug-12	5612	10640	662001	S	M	\$98.00	T	4/7/2011	10/18/2011	F	LL
Aug-12	5612	10640	662001	S	M	\$98.00	T	10/19/2011	11/21/2011	S	TC
Jan-12	5477	12563	432001	S	X	\$120.00	T	3/1/2011			TC
Aug-12	5477	12563	432001	S	X	\$120.00	T	3/1/2011	1/13/2012	S	TA





Grant C

Frequently Asked Reporting Questions



- Q: How much Grant C funding can I spend on a placement?
 - A: You can spend an average of \$140 per day per child, as mandated in the budget rider for Grant C and noted in the grant guidelines. **All placements must follow the HHSC Level of Care rates and TJJD Facility Rates. Effectively, the placement maximum is \$225 for intensive levels of care.**

- Q: What do I do if I want to change how I spend my funds?
 - A: You can make changes to your Commitment Reduction Program Plan in Grant Manager. Changes within a placement type (non secure/secure treatment types) do not need to be noted.

- Q: What if my Grant C-funded JPO runs a program that includes everyone on their caseload? Do I have to report it twice?
 - A: Nope. If everyone on your Grant C-funded JPO's caseload is also in a program they run (ISP for girls, drug court, etc.), you can just enter the funding information in the program record and submit via your extract.

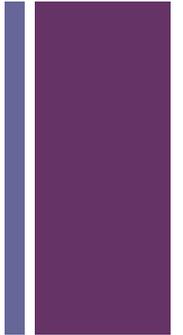


The Prevention and Intervention Demonstration Project- Grant S



Grant S

Background and Purpose

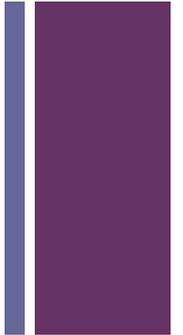


- Created in 2012 to keep children out of the juvenile justice system
- Intended to provide programs and services to prevent or intervene in at-risk behaviors that lead to delinquency or referral to the juvenile justice system
- Children, ages 6 to 17, who are not currently under the jurisdiction of juvenile court or under supervision by a juvenile probation department and their families.
- Departments provide programs and services after outlining them in their Prevention and Intervention Demonstration Project Plan (submitted via Grant Manager)



Grant S

Permissible (and impermissible) Expenditures

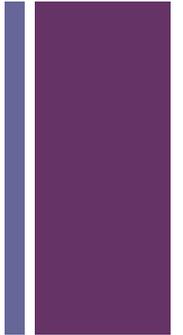


- Permissible expenditures include:
 - Salaries/fringe/travel/training
 - Operating non-residential services or contract services

- Impermissible expenditures are:
 - Salary increases
 - Equipment or capital not pre-approved by TJJD
 - Residential placement
 - Any expenditure which is not reasonable and necessary to implement the Prevention and Intervention Demonstration Project

+ Grant S

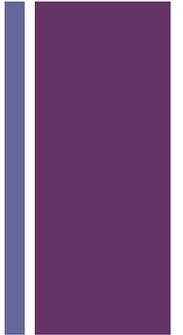
Performance Measures



- Number of at-risk youth served by the grant during the reporting period
- The school absence rate prior to program entry and after program exit for those served by the grant during the reporting period
- The number of disciplinary referrals prior to program entry and after program exit for those served by the grant during the reporting period
- Number of youth ages 10 to 16 served by the grant who are referred to a juvenile probation department within one year of program entry
- The cost per youth participating in a grant funded program

+ Grant S

Reporting Requirements



- End of Year Report – fiscal
 - List of program activities or services
 - Total number served
 - Total number of at-risk youth served
 - Performance measure data
 - How the programs and services met the overall goals and objectives as detailed in the Prevention and Intervention Demonstration Project plan
- Monthly Reports – research
 - Submitted via monthly extract
 - Information in referral table and programs table

+ Grant S

A Reporting How-To

- Prevention and Intervention (PI) will be a referral type option and Grant S will be a funding source option in the next CASEWORKER update
 - Map Grant S as a funding source
- Submit all data through your monthly data extract
 - Identify children referred for prevention and intervention programs with the referral type 'PI'
 - Attach a program to their referral, using Grant S as the program funding source
 - Programs should have their actual program type, not 'ARK' or 'ERL'
- Get all Grant S participants to sign a permission form allowing TJJD to match attendance data from TEA
- If the Grant S program or service is newly funded, be sure to add it to the TJJD Program Registry



Grant S

A Reporting How-To: Mapping Funding

- To map Funding Source codes to a TJJD category, do the following:
 - Click Administration from CASEWORKER's tool bar
 - Select Codes
 - In the Code Categories box, select Funding Sources
 - Highlight a funding source and click Open. (For new funding sources, click Add New and fill in all the boxes.)
 - The Value, Status and Description will be filled in if it's an existing funding source
 - Click the down arrow to the right of the Category box, and select the appropriate category for the funding source
 - Click Save
 - Continue to assign the appropriate category for all active funding sources

The screenshot shows a dialog box titled "Existing Code" with the following fields and controls:

- Value:** A text box containing the number "1".
- Status:** A dropdown menu currently set to "ACTIVE".
- Description:** A text box containing "X GRANT INTENSIVE COMMUNITY BASED PROGRAM (TJPC)".
- Category:** A dropdown menu with "INTENSIVE COMMUNITY BASED PROGRAM GRANT" selected.
- Buttons:** "Save", "Close", and "Delete" buttons are located on the right side of the dialog.