

**Common JCMS Data
Entry Errors
CFE
Monthly Extract Report**

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DATA ENTRY ERRORS

- Selecting Offenses

COMMON DATA ENTRY ERRORS

- ◉ Entering data incorrectly leads to a misrepresentation of your department's workload.
- ◉ Most errors lead to under reporting of department activity.
- ◉ Statewide consistency.

OFFENSE SCREEN SELECTING OFFENSES

- JCMS is a joining of multiple ‘legacy’ systems.
- JCMS includes offense options that are not ‘true offenses’, but were used in these other systems.
- These non-reportable offenses have a citation of N/A.

NON REPORTABLE OFFENSES

Do not use N/A offenses in FM, PF, PA and TR referrals

Offense Description	Offense Code	Citation	Statute	Level & Degree
COURT ORDER - EXTENSION OF PROBATION / NO VIOLATION	99990035	N/A	N/A	N/A
MODIFY DISPOSITION - NO VIOLATION	99990061	N/A	N/A	N/A
PAROLE VIOLATION	99990045	N/A	N/A	N/A
VIOLATION OF COURT ORDER - DPP	99990058	N/A	N/A	N/A
VIOLATION OF COURT ORDER - DRUG COURT	99990060	N/A	N/A	N/A
VIOLATION OF COURT ORDER - DTA	99990059	N/A	N/A	N/A
VIOLATION OF TJJD PLACEMENT	99990019	N/A	N/A	N/A
VIOLATIONS OF CONDITIONS OF RELEASE (VCR)	99990013	N/A	N/A	N/A

Reported as errors on CDA - Referral Check 5

VALID VIOLATION OFFENSES

Use these Violation Offenses in FM, PF and PA Referrals

Offense Description	Offense Code	Citation	Statute	Level & Degree
VIOL OF COURT ORDER - NEW OFFENSE	50129004			M*
VIOL OF COURT ORDER - TECHNICAL	50129003			M*
VIOL OF COURT ORDER (DET SENT PROB) -NEW OFF	50129006			M*
VIOL OF COURT ORDER (DET SENT PROB) -TECHNICAL	50129005			M*

Common Comprehensive Folder Edit Errors

Detention active or Referral pending beyond department set threshold (Warning)

Explanation:

The threshold is set by your department.

Resolution:

- ◉ Confirm that the juvenile is still in detention or the referral is still pending. If so, leave the record 'as is'.
- ◉ Contact the JCMS Help Desk if you would like to change your threshold.

Placement/Supervision/Program Active Beyond Estimated Release Date (Warning)

Explanation:

The Placement/Supervision/Program has exceeded the Estimated Release/End Date entered on the screen.

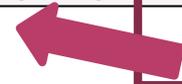
Resolution:

- If the entry is accurate, leave 'as is'.
- If the estimate has been extended, change the Estimated Release/End Date accordingly.

Violation of Court Order Without Prior Adjudication (error)

Do not charge a VLCO for violating DEFP or CREL

Referral History					
Add New					
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense
VIEW		08/25/2014 14:30	FM	1050016283	VIOL OF COURT ORDER - TECHNICAL Statute Citation: Level/Degree: M* UCR: Offense #: 1050016283-01 Addl. Offenses: 0 Originating Ref: 1050016231
Disposition: Pending					
VIEW	07/12/2014	07/20/2014 12:30	PF	1050016231	POSS/DEL DRUG PARAPHERNALIA Statute Citation: HSC 481.125(a) HSC Level/Degree: MC UCR: Offense #: 1050016231-01 Addl. Offenses: 0 Originating Ref:
Disposition: Deferred Prosecution By Prosecutor (07/22/2014)					

 **No Prior Adjudication**

Supervision Missing for Probation/DEFP Disposition (Error)

Explanation:

A referral was disposed as Deferred Prosecution or Adjudicated - Placed on Probation, but there is no matching supervision.

Resolution:

- Enter appropriate Supervision Screen
- Attach to correct Referral

If the child transferred to another jurisdiction immediately after disposition:

- Open supervision
- Close the following day as “Transferred out of Jurisdiction”

Referral Found With Same Date As Another (Warning)

Explanation:

TJJD defines a formal referral based on face-to-face contact with the juvenile.

Resolution:

If the child was seen one time for multiple offenses, combine these offenses into one referral.

Referral Found With The Same Date As Another

Exceptions:

1. A referral is formalized. Later the same day a new offense is alleged and the child is seen by JPD/detained for a different referral.
2. JPD has face-to-face contact with a juvenile regarding multiple offenses. The DA files a separate petition on each offense.
3. Contact the TJJD Help Desk if you think you have an exception to this edit check.

More Than One Paper Complaint (PA) Pending and Formal Referral with Prior Pending PA (Error)

Explanation:

If a PA is pending, any new charges will be addressed at the same time as the pending offense and therefore should be counted as one referral. One face-to-face.

Resolution:

Combine the offenses from the pending PA and the new referral into one referral.

Originating Jurisdiction PID is Missing (Error)

Explanation:

Originating Jurisdiction is required for:

- Contract Detention
- Contract Placement
- Interim/Permanent Transfer Referrals

Resolution:

Enter the juvenile's PID from the sending jurisdiction on the Intake Screen

The screenshot shows the 'Edit Referral' form with the following fields and values:

Referral	
*Type: Contract Detention	*Resident Status: County Resident
Paper Complaint Date: []	*Intake Officer: County Juvenile Probation)
Paper Complaint Time: [] : []	*Originating Jurisdiction: County
*Referral Date: 01/22/2014	*County: Lampasas
*Referral Time: 12 : 26	*Referral Source: Police Agency
	Originating Jurisdiction PID: 1410001664

The 'Originating Jurisdiction PID' field is circled in red.

Originating Jurisdiction PID is Missing

Additional information:

- ◉ Contact the home county or check JCMS for the juvenile's PID.
- ◉ If juvenile is from out of state, enter 9999999999.
- ◉ If juvenile is from a CW county, create a 10 digit PID.
County # + leading zeros + CW PID
- ◉ EX. PID in Swisher (219) is 1234
Originating Jurisdiction PID is 2190001234

Case Plan Next Review Date Is Past Due On Supervision or Placement

- ⦿ Not working correctly.
- ⦿ We will remove from the CFE until fixed.

MONTHLY EXTRACT ERROR REPORT

Comprehensive Folder Edit vs. Monthly Extract Report

- Look for different errors
- CFE can be clean but Extract Report can have errors
- Not required to rerun extract after errors are fixed

WHAT RECORDS ARE SENT THROUGH THE EXTRACT?

- Records required through the EDI
 - Electronic Data Interchange
- Based on Date Last Modified
- Don't have to correct old records
 - Juvenile is 20+ years old

“00” is not a Valid Last Grade Completed

- The Last Grade Completed field is BLANK for an FM or PF Referral.
- Must Correct

Edit Referral

Referral

*Type: Paper Formalized	*Resident Status: County Resident
Paper Complaint Date: 09/02/2014	*Intake Officer: User, TJJ (Administrative)
Paper Complaint Time: :	*Originating Jurisdiction: County
*Referral Date: 09/05/2014	*County: Hays
*Referral Time: 10 : 00	*Referral Source: Police Agency
	Originating Jurisdiction PID:

Referral School Info

*School Status: In Regular School	*Last grade completed:
*Education Standing: Failing And/Or Behind The Appropriate Grade	*In need of substance abuse services: Yes, being treated
*School at time of Referral: SAN MARCOS ADVENTIST JUNIOR ACADEMY [10] Select	

'000' or '999' Is Not A Valid Primary Disposition (TJJD Category) Value

The Disposition Is Not Valid For The Referral Type

- **999 - Not Applicable** is not valid for FM, PF, PA or TR Referrals
- **000 - Disposed** is only valid in PA Referrals

Examples:

- No Intake, No Probable Cause - Prob Dept - PA ONLY
- No Intake, Probable Cause - Prob Dept - PA ONLY
- No Intake, No Probable Cause - Prosecutor - PA ONLY
- No Intake, Probable Cause - Prosecutor - PA ONLY

Extract errors result if:

- Not Specified (999) is used in FM, PF, PA or TR
- PA ONLY (000) is used in FM, PF or TR Referrals
- Any disposition other than PA ONLY (000) is used in PA Referrals

Correct Use Of 999 - Not Applicable as a TJJD Disposition Category

**Do not use in TR, FM, PF and PA Referrals
Used in CD and CP Referrals**

Edit Actions and Dispositions

Decision Group: Intake
Decision Type: Disposition

*Action/Disposition: ←

Description:

Active:

DPS Intake Action Provision:

Prosecutor Action Provision: Prosecutor Action Code:

DPS Court Adjudication:

DPS Court Disposition:

TJJD Referral Disposition: ←

Decode Value:

[Cancel](#)

Correct use of 000 - Disposed as a TJJD Referral Disposition

Use in PA referrals ONLY

Decision Group: Intake

Decision Type: Paper Complaint Disposition 

* Action/Disposition Description: No Intake, No Probable Cause-Prob Dept - PA ONLY

Active:

DPS Intake Action Provision: 999 - Not Applicable 

Prosecutor Action Provision:  Prosecutor Action Code: 

DPS Court Adjudication: 

DPS Court Disposition: 

TJJD Referral Disposition: 000 - Disposed  

Decode Value: NPCD



' ' Is Not A Valid Primary Disposition Offense Code

- ' ' means the field was BLANK when the Extract was submitted.
- No offense was designated as Primary on the Referral Disposition Screen.

Disposition Offense Indicator							
DOI	Agency	Date	Offenses	Intake	Action	ADJU	DISP
* Dismissed 	BONHAM PD	05/19/2014	INJURY CHLD/ELDERLY/DISABLED RECKLES BDILY INJ Statute Citation: PC 22.04(f) Level/Degree: FS UCR: Offense #: 0910021074-01	Primary	Intake: Prosecutor:		

Progressive Sanctions - General

Controlling Disposition:

Guideline Level: 

Assigned Level: 

'00000000' Is Not A Valid Originating Offense Referral For Violation Referral

Original Referral field is BLANK for a Viol of Court Order offense

*Type: <input type="text" value="Formal"/>	*Resident Status: <input type="text" value="County Resident"/>
Paper Complaint Date: <input type="text"/>	*Intake Officer: <input type="text" value="User, TJJD JR (Hays Co.)"/>
Paper Complaint Time: <input type="text"/> : <input type="text"/>	*Originating Jurisdiction: <input type="text" value="County"/>
*Referral Date: <input type="text" value="09/04/2014"/>	*County: <input type="text" value="Hays"/>
*Referral Time: <input type="text" value="00"/> : <input type="text" value="00"/>	*Referral Source: <input type="text" value="Probation Department"/>
	Originating Jurisdiction PID: <input type="text"/>
Referral School Info	
*School Status: <input type="text" value="In Regular School"/>	*Last grade completed: <input type="text" value="9"/>
*Education Standing: <input type="text" value="Passing And In Appropriate Grade"/>	*In need of substance abuse services: <input type="text" value="Unknown"/>
*School at time of Referral: <input type="text"/>	<input type="button" value="Select"/>
Offense	
Attach Offense: <input type="text" value="08/31/2014 - 50129003 - VIOL OF COURT ORDER"/>	<input type="button" value="Select"/> Complaint Received Date: 08/31/2014 IOI: <input type="text" value="Primary"/>
Remove	
Add Another	
Original Referral Details	
Original Referral: <input type="text" value="03/29/2012 00:00 BURGLARY OF VEHICLE 30.04(a) MA [105"/>	<input type="button" value="Select"/>
<input type="button" value="Save & Assign PO"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	



'XXX' as a Referral County is Not within the Department's Jurisdiction

- On the Intake Screen
- All FM, PF and PA referrals must show the Originating Jurisdiction of 'County'
- County = a county within your jurisdiction

Referral

*Type: Formal

Paper Complaint Date:

Paper Complaint Time: :

*Referral Date: 09/04/2014

*Referral Time: 00 : 00

*Resident Status: County Resident

*Intake Officer: User, TJJD JR (Hays Col)

*Originating Jurisdiction: County

*County: Hays

*Referral Source: Probation Department

Originating Jurisdiction PID:

A screenshot of a web-based intake form titled "Referral". The form contains several fields for data entry. A red rectangular box highlights the fields for "*Originating Jurisdiction:" (set to "County") and "*County:" (set to "Hays"). Other fields include "*Type:" (Formal), "Paper Complaint Date:" (empty), "Paper Complaint Time:" (empty), "*Referral Date:" (09/04/2014), "*Referral Time:" (00 : 00), "*Resident Status:" (County Resident), "*Intake Officer:" (User, TJJD JR (Hays Col)), "*Referral Source:" (Probation Department), and "Originating Jurisdiction PID:" (empty).

ORIGINATING JURISDICTION

- Interim/Permanent Transfer (TR)
 - Originating Jurisdiction = County
 - County = Sending County (Juvenile's home county)
- Contract Detention or Contract Placement (CD/CP)
 - Originating Jurisdiction = County
 - County = Sending County (Juvenile's home county)
- Entering the home county allows Research to link services provided to a juvenile statewide.

'U' is Not a Valid Level of Care Value

- ⦿ Do not fix these errors if:
 - the juvenile is 20 or older and
 - the record is 2+ years old
- ⦿ If record is new, contact the Help Desk

'4' is Not a Valid Program Location Value

- 4 = 'Other'
- 'Other' is no longer a valid Program Location
- Under Maintenance, change the Program Location.

Edit Program

Profile

*Program:

Description:

*Program Type:

*Program Location: 

*Program Category:

*Code:

Do not send to TJJ:

Active:

' ' is not a Valid Program Location or Program Category

Under Maintenance, the Program Location or Program Category is BLANK.

Enter the appropriate Location and/or Category.

Edit Program

Profile

*Program:

Description:

*Program Type:

*Program Location: ←

*Program Category: ←

*Code:

'XXXXXXX' Referral Record Not Found for BH Treatment Record

- The Referral attached to this BH Treatment Record had a FATAL error and was not added during the extract.
- Fixing the referral error will fix this error.

ADDITIONAL EXTRACT ERRORS

- ⦿ Error in Trailer - resubmit
- ⦿ Error in header - resubmit
- ⦿ Error in Decode - call the Help Desk

For any additional questions, contact
the Help Desk
512-490-7724