

Everything New Data Coordinators Should Know

Data Coordinators Conference – 2014

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Data Coordinator Responsibilities

- The data coordinator is responsible for ensuring all data submitted to TJJJ is accurate, timely and consistent with reporting requirements.
- The data coordinator ensures that data errors are corrected prior to the submission of monthly data or by the date requested.

Data Coordinator Responsibilities

- **Submit the Monthly Folder Extract to TJJD**
 - An automated process to extract and submit modified case records from the department's system to TJJD.
 - The extract created by CASEWORKER and JCMS follows in accordance with the Electronic Data Interchange (EDI) Specifications.
 - The monthly extract is due by the 10th of the following month.

Electronic Data Interchange (EDI) Specifications

Document developed by TJJD outlining the data fields and file structures that each department is required to follow in submitting the TJJD monthly folder extract.

How to Run the Monthly Extract

The screenshot displays the JCMS web application interface. At the top, there are navigation links for [Home](#), [Search](#), and [Juvenile](#) with a dropdown arrow. Below this is a link for [My JCMS Home Page](#). The main content area features a large *Welcome* message. On the left, there is a 'Find a Juvenile' section with a prominent green 'Search' button, and a 'Find Other' section with links for [Offense Associate Search](#) and [Photo Line-Up Search](#). On the right, the 'Other Tasks' section lists several items: [Ad-Hoc Reports](#), [Caseload](#), [Court Docket](#), [Maintenance](#), [Reports](#), [Secondary Officer Caseload](#), [Security](#), and [TJJD - EDI Extract](#). A large red arrow points to the 'TJJD - EDI Extract' link. At the bottom left, it indicates the user's role: 'Current role: System Administrator'.

Home Search Juvenile ▾

[My JCMS Home Page](#) »

Welcome

Find a Juvenile

[Search](#)

Find Other

- [Offense Associate Search](#)
- [Photo Line-Up Search](#)

Other Tasks

- [Ad-Hoc Reports](#)
- [Caseload](#)
- [Court Docket](#)
- [Maintenance](#)
- [Reports](#)
- [Secondary Officer Caseload](#)
- [Security](#)
- [TJJD - EDI Extract](#)

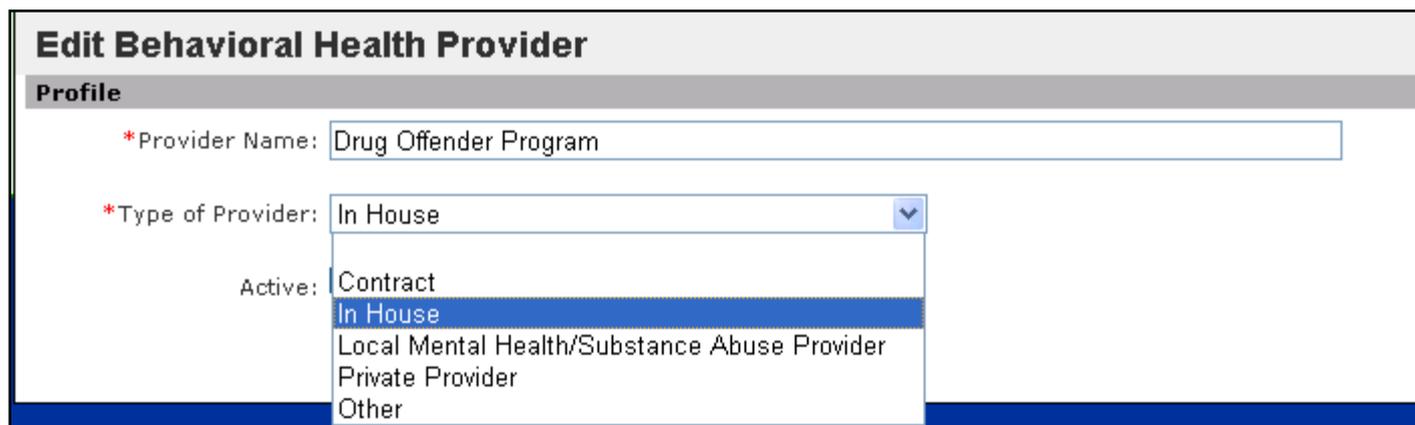
Current role: System Administrator

Enter the appropriate time period

Home	Search	Juvenile ▾
My JCMS Home Page > TJJD - EDI Extract >		
TJJD - EDI Extract		
* Start Date: <input type="text" value="09/2014"/>		
* End Date: <input type="text" value="09/2014"/>		
An additional email address to receive the processing log:		
<input type="text" value="Juvprob@county.tx.us"/>		
Current role: System Administrator		<input type="button" value="Submit"/> Cancel
Revision Number: 2.0.35907.0 Host Name: fixesmodelofficebasic.jcms-tx.org Date & Time: 9/8/2014 9:26:00 AM Logon User: a07e6993-bd21-4629-a2a8-b8b6dee9a430		
Browser: Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 5.1; Trident/4.0; GTB7.5; .NET CLR 1.1.4322; .NET CLR 2.0.50727; .NET CLR 3.0.04506.30; MDDR; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729; InfoPath.3; .NET4.0C; .NET4.0E) Session: nwbdz0mmy5efwi3wiqrvr2lb		

Mapping

Mapping allows a county to create a new code in their system and insures that information tracked by this code is accurately reported to TJJD.



Edit Behavioral Health Provider

Profile

*Provider Name:

*Type of Provider:

Active:

Data Coordinator Responsibilities

- Submit Monthly Extract to TJJD continued...
 - Only information entered/modified during the month is included in the extract. Changes made between the 1st and 10th of the following month are not included in the current extract.
 - Example: You run the CFE and make a correction on the 2nd of the month. This change will not be included in the extract you are sending.
 - You may receive an error on your extract that is not included on your CFE.
 - The monthly extract is a more detailed report process on our end.

Comprehensive Folder Edit

- The CFE is an edit report designed to identify potential errors in your data.
- Prior to submitting the monthly extract, the data coordinator shall run the CFE. After the data coordinator corrects the errors identified on the CFE, the report shall be run again to verify that the previously identified errors have been corrected.

Data Coordinator Responsibilities

- The data coordinator should assist the department in making sure data is secure and that data is backed up at least once a week (CASEWORKER only).

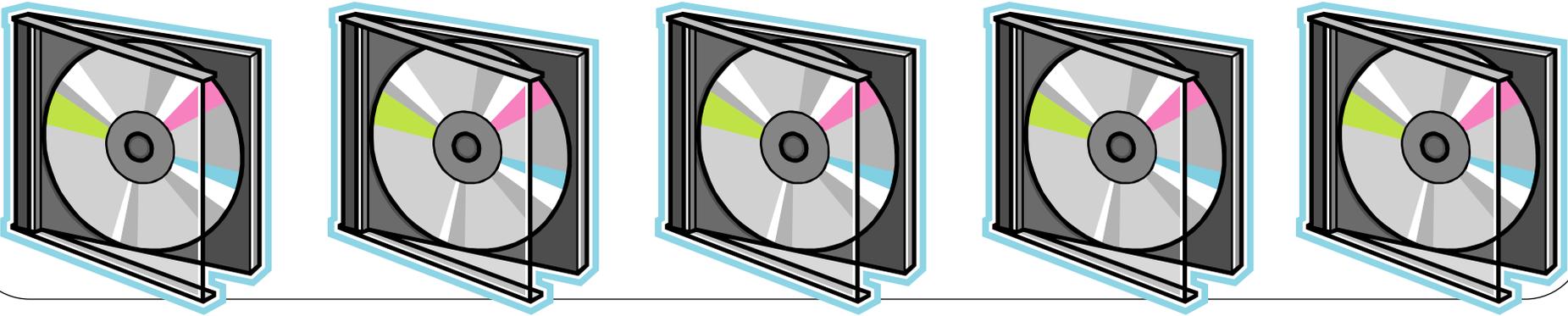
Security - Usernames and Passwords

- Passwords shall be assigned for each individual user and should not be shared by employees or other persons.
- Only a limited number of employees should be authorized to delete information in CASEWORKER and JCMS.
- Verify that current users don't have more access than they need.
- Inactivate anyone no longer employed.



Backup and Restoration

- Written policy for the backup and restoration procedures relating to data, requiring a system backup once per week.
- CASEWORKER departments must maintain at least five copies of data backups.
- JCMS departments do not backup their systems.



Thumb Drives

- YES! You can backup to thumb drives.
- YES! You must have 5 separate thumb drives.

Off-Site Storage (CASEWORKER only)

- CASEWORKER departments shall store a system backup off-site to be accessible in case of a disaster at the department.
- An updated backup for off-site storage must be run at a minimum of once a month, in addition to the five generations of backup.
- Off-site storage does not apply to JCMS counties.



Data Coordinator Responsibilities

- The data coordinator should have a complete understanding of all reporting requirements.
 - Monthly Extract Edit Report
 - Quarterly Audit
 - Comprehensive Data Audit
 - Annual Resource Survey
 - Grant Reporting Requirements
 - Other information as requested

Monthly Folder Extract Edit Program

- This program was developed to automatically review each Monthly Folder Extract prior to storing the data in the Commission's database.
- An extract report is sent to the Chief's TJJD email and additionally can be sent to a second email address.
- Check for confirmation each month.

Additional Email for Extract Results

Home	Search	Juvenile ▼
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[My JCMS Home Page](#) » [TJJD - EDI Extract](#) »

TJJD - EDI Extract

*Start Date:

*End Date:

An additional email address to receive the processing log:



Current role: System Administrator

[Cancel](#)

Revision Number: 2.0.35907.0 Host Name: fixesmodelofficebasic.jcms-tx.org Date & Time: 9/8/2014 9:26:00 AM Logon User: a07e6993-bd21-4629-a2a8-b8b6dee9a430
Browser: Mozilla/4.0 (compatible; MSIE 8.0; Windows NT 5.1; Trident/4.0; GTB7.5; .NET CLR 1.1.4322; .NET CLR 2.0.50727; .NET CLR 3.0.04506.30; MDDR; .NET CLR 3.0.4506.2152; .NET CLR 3.5.30729; InfoPath.3; .NET4.0C; .NET4.0E) Session: nwbdz0mmy5efwi3wiqrvr2lb

Monthly Extract Errors

- Two Types: Errors and FATAL Errors
 - Both give a Status: BAD
 - Error in Referral, PID XXX Referral XXX: ' ' is not a valid School Status.
 - Error in Referral, PID XXX Referral XXX: '755' is not a valid Referral County Number for specified Referral Type.
FATAL

Monthly Extract Errors

- Records with errors are added to your department's data table.
- FATAL records are NOT added to your department's data table.
- Regardless of the type of error, you do NOT have to resubmit in the same month.

Quarterly Audit

- The Quarterly Audit is run by TJJD. It identifies any record previously listed in the Monthly Folder Extract Edit Program that has not been corrected within the last twelve months.



Comprehensive Data Audit

- A comprehensive review of each department's extract data files is conducted at least annually by the Commission.
- The CDA reviews each file and cross-references data between files for completeness and consistency.
- The process consists of reviewing cases referred or active within a specific time period.

Comprehensive Data Audit (continued)

- Check the CDA Manual for explanations and exceptions to errors.
- Each year Research may add or remove errors.
- Keep your CDA Report to reference next year.

Grant Funding

- Reported Quarterly (Oct 1, Jan 1, April 1 and July 1)
 - Grant C – Commitment Reduction
 - Grant N - Mental Health Grant
- Reported Monthly
 - Grant S – Prevention and Intervention Demonstration Project
 - Grant T – School Attendance Improvement Projects
- Information will be reported to TJJD automatically through the monthly extract.

Annual Resource Survey

- Typically completed in late spring/early summer
- Staffing and Caseloads
- Community Based Programming
- Juvenile health care costs incurred by the department

Conversion to JCMS

For CASEWORKER counties, the Data Coordinator is often the primary contact for JCMS Conversion.

- Return required documents
- Cleanup CASEWORKER records prior to conversion
- Attend JCMS Hands-On Training
- Train your county staff as needed
- Validate converted data in a test environment

Texas Juvenile Probation Directory

- The TJJD Directory contains names and addresses of Texas juvenile probation professionals, such as the Data Coordinators.
- The directory is on-line and available here:
<http://www.tjjd.texas.gov/publications/other/searchjuvprobdirectory.aspx>
- Data Coordinator contact information must be updated in the directory as necessary.

Email Addresses

- The CASEWORKER/JCMS Help Desk maintains a separate list of Data Coordinator email address.
- Please notify us if:
 - Your email changes
 - You would like to add someone to our distribution list

Questions?

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