

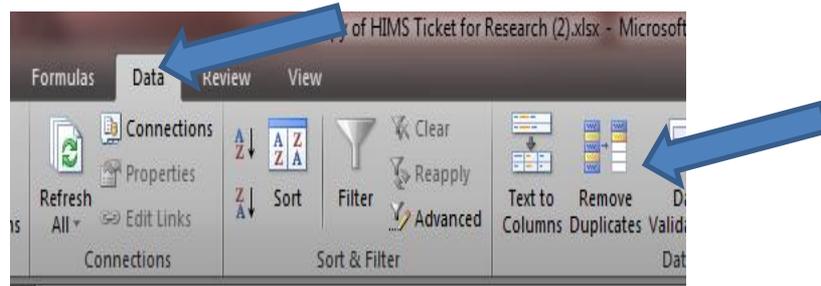
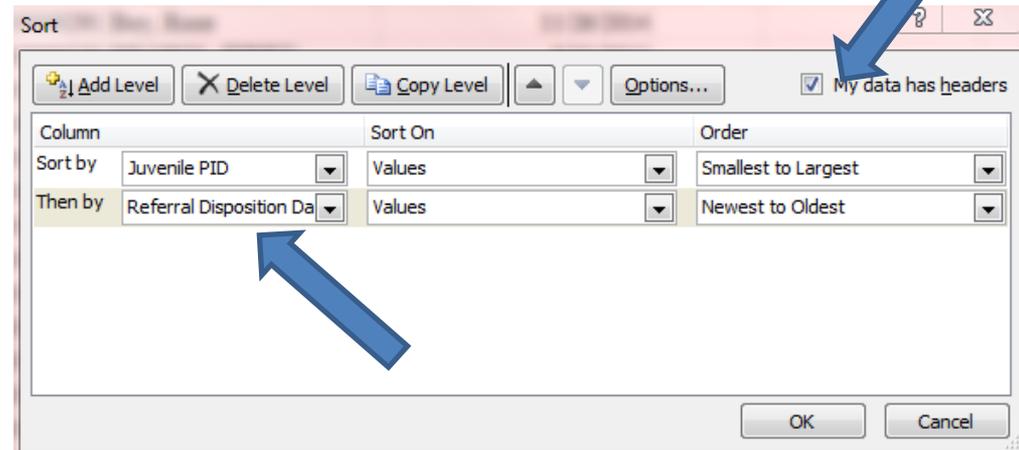
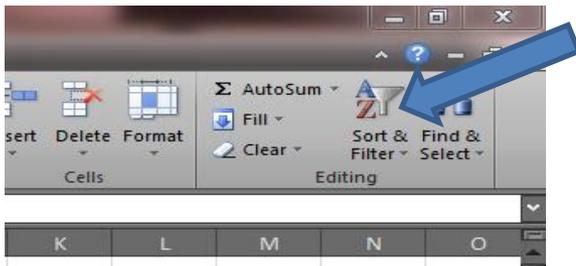
Calculating Recidivism with Excel

1. When running JCMS ad-hoc report for dispositions to supervision, add selection criteria field “Referral Juvenile Age” to select ONLY juveniles aged under 16 at time of referral for one year analysis in addition to selecting for just your specific date range
2. After saving both files into excel format, open both files and make sure PID Number is in Column A
 - a) You will need to delete the top rows if the juvenile information doesn't start in Row 1 Column A.
 - b) To do this, select the numbers corresponding to the rows, right click, and select delete.

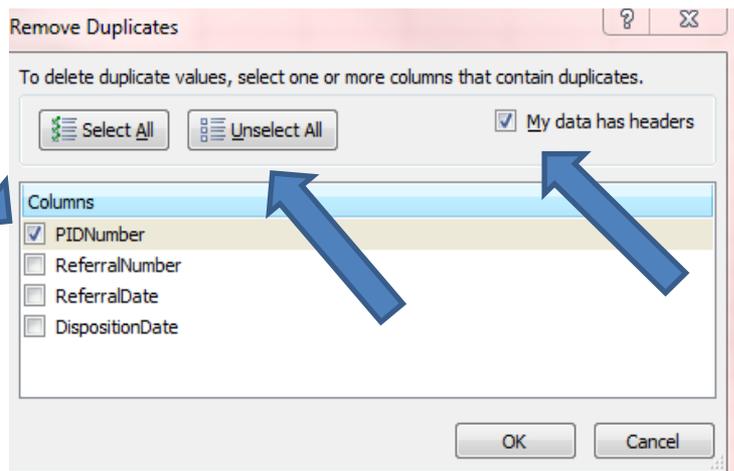
	Field	Criteria
Edit Delete	Referral Disposition Primary Disposition	(rdprimcap.Name = 'Adjudicated - Placed on Probation')
Edit Delete	Referral Age (at Time of Referral)	(datediff(year, p.BirthDate, r.ReferralDate) <= '16')

	A	B	C	D	E	F
1	Report: sup					
2	Report Date: 8/20/2015 2:17:43 PM					
3						
4	Juvenile P	Juvenile F	Supervision	Supervision	Referral T	Referral Num

3. In the supervision file, use the Custom Sort option to sort the file first by PID Number, then Disposition Date
 - a) You will need “Add Level” to include Disposition Date as sort option
4. Click anywhere within the data fields and then select the “Data” tab at the top of the screen and then select “Remove Duplicates” option



5. Within the Remove Duplicates box, check the box next to “My data has headers” and choose the option to “Unselect All”, then check the box next to PID Number and click “Ok”



25/2013	5/11/2013	10000293
25/2013	5/11/2013	10000294
25/2013	5/11/2013	10000295
25/2013	5/11/2013	10000296
25/2013	5/11/2013	10000297
25/2013	5/11/2013	10000298
25/2013	5/11/2013	10000299
25/2013	5/11/2013	10000300
25/2013	5/11/2013	10000301
25/2013	5/11/2013	10000302

Microsoft Excel

3 duplicate values found and removed; 40 unique values remain.

OK

6. In the Referral file, enter VLOOKUP formula below in the far right column, row 1
 - a) After the first parentheses type A1, this must correspond with the column containing PID Number
 - b) After the first comma, move cursor and click on supervision file
 - c) Drag mouse to select all columns in the workbook
 - d) After the second comma, enter the number of the column which you want to add to the referral file (where Disposition Date is located)
 - e) After the fourth comma, type 'false', add a second parentheses to close the equation and hit enter
 - f) Double check formula to ensure nothing is entered twice
 - g) Hit "Enter" key

=VLOOKUP(A1,['FileName.xlsx]SheetName'!DataRange,#columnin File2adding to File1,false)

Connections		Sort & Filter			Data Tools				
=VLOOKUP(a1,['AdHocReport.csv]AdHocReport'!\$A:\$F,3,false)									
C	D	E	F	G	H	I	J	K	L
Referral Date	Referral Number	=VLOOKUP(a1,['AdHocReport.csv]AdHocReport'!\$A:\$F,3,false)							
11/12/2014	10000343								
11/12/2014	10000334								

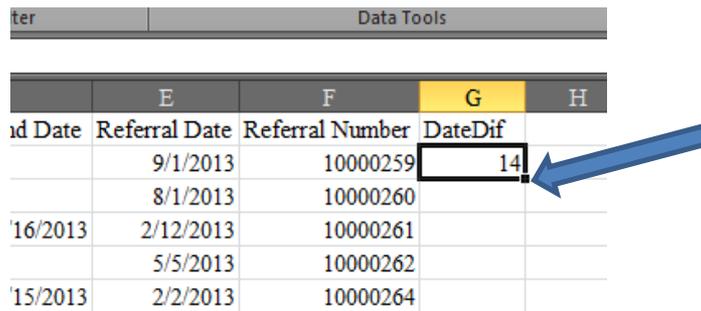
TIP: Column B = 2 for above formula

TIP: Matching variable MUST be in Column/Row A1

TIP: "False" logical argument will produce #N/A for non-matching PID's

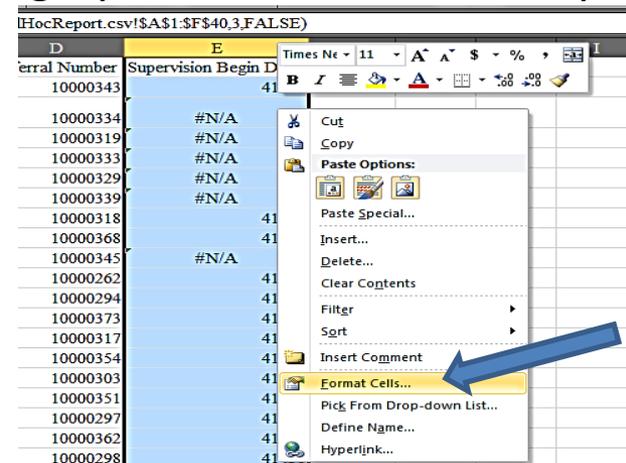
7. In the referral file, you should now see Disposition Date in the far right column. Copy the formula and paste to all rows. Your data should now appear to fill the column.

a) To paste to all rows, click on and hold the small, black square on the lower right corner of the box when selected and drag until end of data



	E	F	G	H
id Date	Referral Date	Referral Number	DateDif	
	9/1/2013	10000259	14	
	8/1/2013	10000260		
16/2013	2/12/2013	10000261		
	5/5/2013	10000262		
15/2013	2/2/2013	10000264		

8. If numbers appear in the disposition date, you will need to re-format the date. To change the format on the dates, right click in the column while cells are still highlighted and select 'Format Cells'. Under Category, select Date and select your preferred type (e.g. 3/14/2012). Click OK



9. To delete non-matches (#N/A) click anywhere in the data area and then click 'Filter' under 'Sort & Filter'.
 - a) Click on the down-arrow box in the Begin Date and uncheck Select All and check only the box next to '#N/A' and click OK
10. You should now only see rows with #N/A. Select all columns and all rows EXCEPT Row 1. Right Click in the data area and select 'Delete Rows'. Click OK to delete.
11. Click again on the down-arrow box in the Begin Date cell and check the box next to 'Select All' and click OK. Click anywhere in the data area field and click Filter again to turn off the filter.
12. In the referral file now add a variable in the far right blank column titled 'DateDif'. Calculate the date difference (in days) between Disposition Date and Referral Date with the formula listed below. Disposition Date should be listed first (D2) and Referral Date should be listed second (B2)

=DAYS360(D2,B2)

Connections		Sort & Filter	
=DAYS360(E2,C2)			
C	D	E	F
Referral Date	Referral Number	Referral Disposition Date	DateDif
11/12/2014	10000343	9/15/2013	417
5/11/2013	10000318	6/25/2013	-44
3/12/2014	10000368	6/25/2013	257

The screenshot shows the 'Sort & Filter' task pane in Excel. The 'Text Filters' section is expanded, and the 'Contains' filter is selected. The 'List of values to filter' box is open, showing a list of values with checkboxes. The 'N' checkbox is checked, and the 'Y' checkbox is unchecked. A blue arrow points to the 'N' checkbox, and another blue arrow points to the 'List of values to filter' box.

13. Paste this formula to all rows using steps outlined in Step 7(a). If the difference is a negative integer, the Referral Date occurred before the Disposition Date, which will not be counted as a recidivism event
14. Add another variable titled 'Recidivate'.
 - a) Enter the following IF statement to code 'Y' for referrals occurring between 1 and 365 days AFTER Disposition Date and 'N' for referrals that do not meet this criteria. The E2 variable should correspond to the variable titled "DateDif".
 - b) Use the same method outlined above to paste to all rows

=IF((E2>0)*(E2<=365),"y","n")

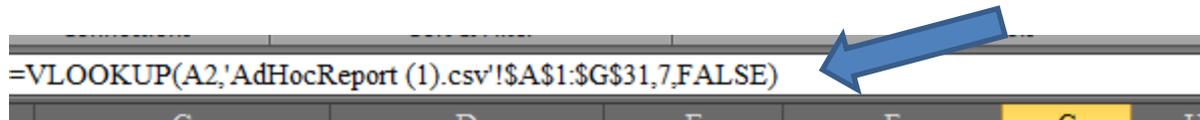
Connections		Sort & Filter		Data ID	
=IF((F2>0)*(F2<=365),"Y","N")					
C	D	E	F	G	
Referral Date	Referral Number	Referral Disposition Date	DateDif	Recidivate	
11/12/2014	10000343	9/15/2013	417	N	
5/11/2013	10000318	6/25/2013	-44	N	
3/12/2014	10000368	6/25/2013	257	Y	

15. Use the Filter option to delete all but those with a "Y" for recidivate as outlined in steps 9 – 11.

16. Go back to the Supervision file. In the far right column, row 1, enter the VLOOKUP formula to bring in the column Recidivate from the Referral file. Note the location of the recidivate variable.

=VLOOKUP(A1,[FileName.xlsx]SheetName!DataRange,#column in File2 adding to File1,false)

17. Copy and paste the formula to all rows in the newly added Recidivate column. #N/A indicates the PID number did not have a referral within 1 and 365 days of their Disposition Date



	E	F	G	H
	Referral Date	Referral Number	Recidivate	
	9/1/2013	1000059	#N/A	
	8/1/2013	10000260	Y	
3	2/12/2013	10000261	Y	
	5/5/2013	10000262	#N/A	

17. To find the total number that recidivated we will add a new variable (e.g. #Recid). Copy the formula below into the box below your new variable. The Column/Row combinations should correspond to your “Recidivate” variable.

=COUNTIF(G2:G40,"Y")

	E	F	G	H	I	J	K
1	Referral Date	Referral Number	Recidivate		#Recid		
2	9/1/2013	10000259	#N/A		29		
3	8/1/2013	10000260	Y				
4	2/12/2013	10000261	Y				
5	5/5/2013	10000262	#N/A				
6	2/2/2013	10000264	Y				

18. To find your recidivism rate, divide the number of records with “Y” for recidivate by the total number of records and calculate to a percent using the formula below. The first variable should correspond with the number counted above. The second variable can be entered manually for the total number of cases.

=(D11/D12)*100

	E	F	G	H	I	J	K	L
1	Referral Date	Referral Number	Recidivate		#Recid	% Recid		
2	9/1/2013	10000259	#N/A		29	72.5		
3	8/1/2013	10000260	Y					
4	2/12/2013	10000261	Y					