

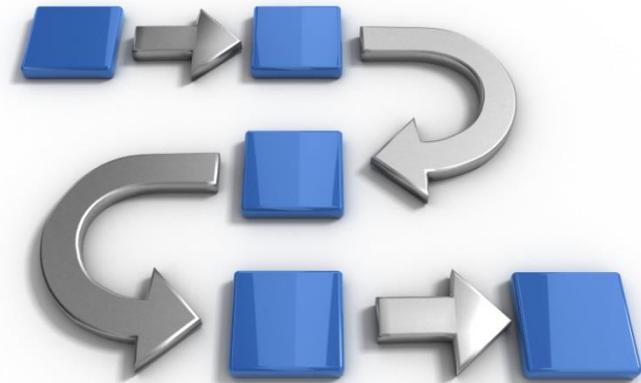
# STATE DATA

Common Issues & Solutions

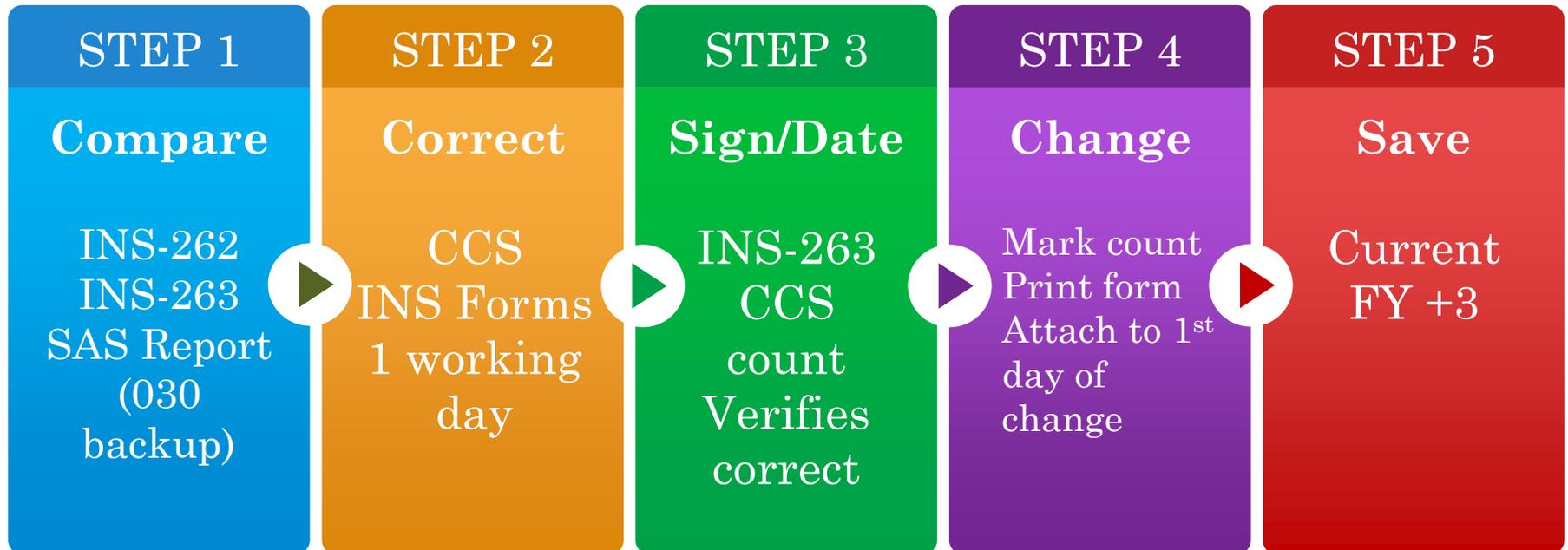
# WELCOME!

## ○ INTRODUCTIONS

- AND what is your daily workflow like?
- What takes priority?
- What has the largest backlog?



# HEADCOUNT & CCS RECONCILIATION



Correctional Care forms affecting headcount should be in the masterfile.



# FURLOUGH & OVERNIGHT STAYS

- OVN: assigned location  $\neq$  service location
- Return to Court for DSO & SPU
  - 140 Furlough
  - 120 S6O when spend night at another TJJD or contract facility
- Bench warrants & SPU
  - Hold letter
  - INS.91.51



# INS.91.51 TRANSPORTATION OF YOUTH

## **(3) Procedure for Return-to-Court and Bench-Warrant Furloughs.**

(A) The **IPC** organizes the furlough and ensures the completion of a CCF-140.

(i) Sentenced offenders returning to court are on a return-to-court furlough.

(ii) Youth served with a bench warrant or attending court because of a Special Prosecution Unit (SPU) charge are on a bench-warrant furlough.

(iii) For youth being served a bench warrant, the **IPC** ensures:

(I) the facility has a copy of the warrant, directive, or notice of court hearing prior to the youth's departure; and

(II) the law enforcement entity issuing the warrant has the original TJJJD Request to Place a Hold memo, LS-120, and a copy is placed in the youth's masterfile.



# CONTROLS FOR ACCURACY

## Headcount & CCS Reconciliation

Each working day

## Supervisory Review

2 random days month, reconciliation,  
INS-263 vs. CCS vs. masterfile

## End of Year Population Verification

Verify youth location and status on 8/31

## Mock Audit

Random days, reconciliation,  
masterfile source documents



# STATE AUDITOR'S OFFICE

## Test sample 61

- 002 attachment
- 118
- 120 OVN
- 140 past midnight
- 190
- 225 arrest/det/jail,  
escape past midnight



**Errors  
allowed 2**





# MULTIPLE COMMITMENTS

- Until now, when a youth needed to move to a more serious offense, he was discharged and recommitted. This will no longer be the case. All commitments run concurrently. There were 2 types of discharge, discharge from an offense and discharge from custody. Discharge now will only refer to discharge from custody. The youth will have to remain in custody until all MLOSs and/or MPOCs have been completed.
- The definition of recommitment is changing. A youth can be recommitted only after being discharged from custody.



# MULTIPLE COMMITMENTS

- The initial multiple commitment is designated the ***PRIMARY*** commitment. It determines the youth's earliest release date. If another commitment supersedes this one, it replaces the primary and the master record is updated with the new MLOS/MPOC data. The pointer for the primary commitment is stored in the 002 record.
- When a youth's discharge is approaching, his commitments must be reviewed to see if there are any sentences or MLOSs that run later than the current one. The CCF026 inquiry will display the information necessary to make a decision. If a commitment is found, it needs to become the primary record.



# MULTIPLE COMMITMENTS 026

10/30/15 Inquiry  
PETE SUSTAITA

TJJD Menu | Entry Menu | Name Inquiry | Number Inquiry | Noble Menu

026 - Commitment/Revocation Data

TYC Number: 1234567      Name: Johnny Fake 1234567      Current Location: GIDDINGS

ADMIT TYPE/ POINTER NBR/ PRIMARY FLAG	ADMIT DATE / JUDGE	COMMITTING OR CLASSIFYING OFFENSE / COURT / CAUSE NUMBER	COUNTY / SEVERITY LEVEL OR CLASSIFICATION / SENTENCE EXPIRATION DATE	STATE ID / PROBATION ID / EARLIEST RELEASE DATE	DISCHARGE OR CLOSE DATE / REASON
CMNT	3/1/2015 Jones	Assault / Fake Court / 1111- 22-000	3/1/2015 / Fake Court / SEN	SID 000000000	
MCMT 2	5/1/2015 Smitty	Assault 222222	5/1/2015 / Madeup Court / SEN	SID 11111111	

E-mail comments to: M204help@tjtd.texas.gov



## MULTIPLE COMMITMENTS - 040

- The youth's initial commitment CCF040 will only be entered for indeterminate youth. The CCF040M must be used for each multiple commitment, including the initial one. It must be entered for both determinate and indeterminate offenders. For sentenced offenders, the CCF040M will show as SEN without assessment score. Each commitment will have a length of stay or minimum period of confinement. This is an estimated MLOS/MPOC. If a multiple commitment becomes the primary, any changes (adjustments, escapes, etc.) needed for MLOS/MPOC have to be added in.



# MULTIPLE COMMITMENTS - 040

## CCF-040M Minimum Length of Stay Assignment for Multiple Commitments

TJJD Number: <b>1234567</b>	Name: <b>Johnny Fake</b>
Home Region: RS1-REGION SOUTH	Commitment Type: DETERMINATE
Caseworker: <b>Jane Doe</b>	Committing Offense: <b>Assault</b>

Felony Level:	Presence of:			SEVERITY OF COMMITTING OFFENSE
1st Degree/Capital	Felony Sex Offense*:	Yes	<input type="checkbox"/> No	
2nd Degree	Felony against Person*:	Yes	<input type="checkbox"/> No	
	Weapon or Firearm:	Yes	<input type="checkbox"/> No	
3rd Degree				
State Jail				

	Weapon, sexual felony and/or felony against person <i>PRESENT</i>	Weapon, sexual felony and/or felony against person <i>NOT PRESENT</i>
1st Degree/Capital	High	Moderate
2nd Degree: Murder, Manslaughter, Sexual Assault	High	N/A
2nd Degree: All Others	Moderate	Low
3rd Degree	Moderate	Low
State Jail	Moderate	Low

Severity Rating:

High

Medium

Low

VIPOC FOR DETERMINATE SENTENCED OFFENDER - 1 YEAR(S)

VILOS CALCULATION FOR INDETERMINATE SENTENCED OFFENDER

Assessment Factors	Answer	Value	Score
1. Number of Felony and/or Misdemeanor Arrests or Referrals to Juvenile Court	1	0	
	2	1	
	3	2	
	4	3	
	5	4	
	6 or more	5	
2. Number of Felony Arrests or Referrals for Offenses Against Persons	0	0	
	1	1	
	2 or more	2	
3. Number of Felony and/or Misdemeanor Convictions or Adjudications	1	0	
	2	1	
	3	2	
	4 or more	3	



# DORM MOVEMENT AND CASE MANAGER CHANGES

- To be used anytime a youth changes dorm rooms or case managers.
- The change reason is the reason for opening the new record.

DORM	ROOM	GRP	EFCT DATE	MOVE DATE	MOVE CODE
			MM/DD/YY	MMDDYYYY	



# DORM MOVEMENT AND CASE MANAGER CHANGES

- TR - Movement in or out of treatment – various reasons
- SO – Safety concern separation of youth from other youth or youth's due to a safety issue or concern of retaliation. (Includes Safe Housing moves)
- RC – A case manager has left the CM position on that dorm or the agency etc. (FMLA)
- CI – Switch of dorm/case manager because youth doesn't do as well with one particular CM (personality conflicts).
- LR – Switch of dorm/case manager due to language reasons
- MR – Switch of dorm/case manager due to medical reasons
- OC – Movement from orientation case manager/dorm
- LC – Location change (movement to a different facility should not be used for dorm/case manager changes within the same facility)
- SC – Moved to a shadow caseload
- AR – Switch of dorm/case manager due to age reasons
- PR – Movement to pre-release/transition dorm
- RR – Movement to/from redirect dorm
- DC – Dorm closure
- PM – When a dorm or caseload is full and a move of one youth (for one of the above reasons) forces the move of another (Population Management)
- OT - Other





# GENERAL QUESTIONS

