

# Everything New Data Coordinators Should Know

Data Coordinators Conference - 2016

# 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

- ▶ Notify TJJJ in advance of any local VPN changes
- ▶ Submit the Monthly Folder Extract to TJJJ

# Data Coordinator Responsibilities

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

# Electronic Data Interchange (EDI) Specifications

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

# How to Run the Monthly Extract

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## 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

Revision Number: 2.0.41324.0 Host Name: fixesmodelofficebasic.jcms-tx.org Date & Time: 8/17/2016 2:07:28 PM Logon User: 30a357d4-77ef-4bc8-9e6b-2011a062eb9d  
Browser: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.1; WOW64; Trident/7.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; Media Center PC 6.0; InfoPath.3; .NET4.0C) Session: luiwp1w1oih5lwwuf4keryxb

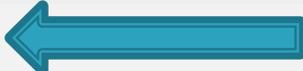
# Enter the appropriate time period

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## TJJD - EDI Extract

\*Start Date:  

\*End Date:

An additional email address to receive the processing log:

Current role: System Administrator  [Cancel](#)

Revision Number: 2.0.41324.0 Host Name: fixesmodelofficebasic.jcms-tx.org Date & Time: 8/17/2016 2:12:45 PM Logon User: 30a357d4-77ef-4bc8-9e6b-2011a062eb9d  
Browser: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.1; WOW64; Trident/7.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; Media Center PC 6.0; InfoPath.3; .NET4.0C) Session: luiwp1w1oih5lwwuf4keryxb

# Data Coordinator Responsibilities

## ▶ Submit Monthly Extract to TJD continued...

- Only information entered/modified during the month is included in the extract. Changes made between the 1<sup>st</sup> and 10<sup>th</sup> of the following month are not included in the current extract.
  - Example: You run the CFE and make a correction on the 2<sup>nd</sup> 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:
  - Run the CFE
  - Correct the errors on the CFE
  - Rerun the CFE to verify corrections

# Security – Usernames and Passwords

- ▶ Each user should have their own login and password.
- ▶ Limit Delete/System Administration access.
- ▶ Verify that current users don't have more access than they need.
- ▶ Inactivate anyone no longer employed.
- ▶ Do not allow Microsoft to 'Remember Password'

# Reporting

# Data Coordinator Responsibilities

- ▶ The data coordinator should have a complete understanding of all reporting requirements.
  - Monthly Extract Edit Report
  - Quarterly Audit
  - Comprehensive Data Audit
  - Funding Source 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 TJJD'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

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## TJJD - EDI Extract

\*Start Date:

\*End Date:

An additional email address to receive the processing log:



Current role: System Administrator  [Cancel](#)

Revision Number: 2.0.41324.0 Host Name: fixesmodelofficebasic.jcms-tx.org Date & Time: 8/17/2016 2:12:45 PM Logon User: 30a357d4-77ef-4bc8-9e6b-2011a062eb9d

Browser: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.1; WOW64; Trident/7.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; Media Center PC 6.0; InfoPath.3; .NET4.0C) Session: luiwp1w1oih5lwwuf4keryxb

# Monthly Extract Errors

- ▶ Two Types: Errors and FATAL Errors
  - Both give a Status: BAD
  - Error in Referral, PID XXX Referral XXX: '0000000' is not a valid Originating HQ PID Number.
  - Error in Referral, PID XXX Referral XXX: '755' is not a valid Referral County Number for specified Referral Type. \*FATAL\*

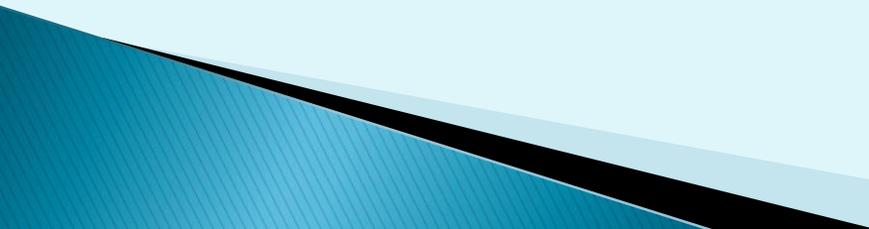
# Monthly Extract Errors

- ▶ 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.

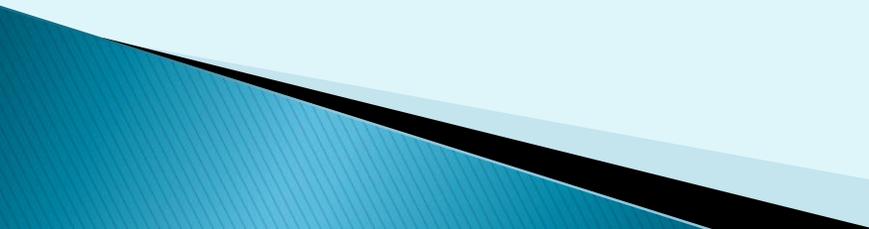
# Quarterly Audit

- ▶ 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.

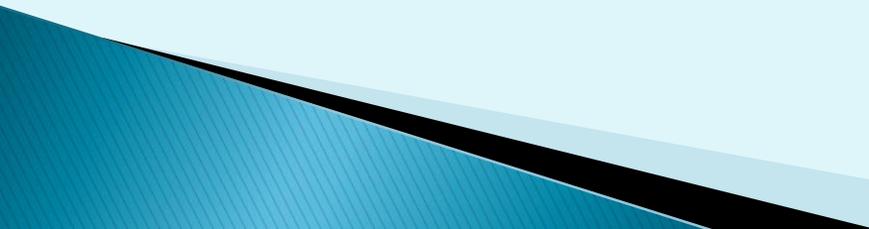
# Comprehensive Data Audit

- ▶ Comprehensive review of extracted data
  - ▶ Once a year
  - ▶ 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.
- 

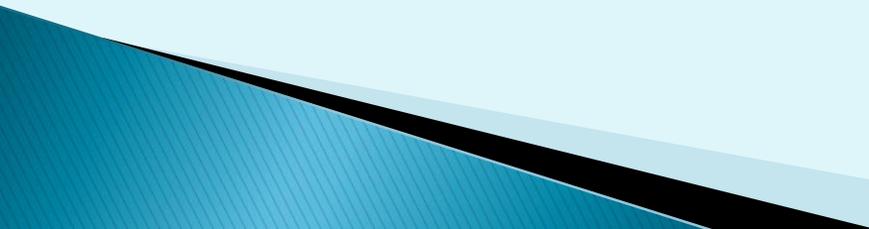
# Funding Source Audit

- ▶ Review of funding sources used
  - ▶ Ran quarterly
  - ▶ Check the FSA Manual for explanations and exceptions to errors.
  - ▶ Each year Research may add or remove errors.
  - ▶ Keep your FSA Report to reference next year.
- 

# Grant Funding

- ▶ Grant Funding is reported to TJJJ automatically through the monthly extract.
- ▶ Funding Sources should be entered in JCMS for all TJJJ grant funding.

# Annual Resource Survey

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

# JCMS Standard Practices

# Recommended Criteria for Statewide Search

- ▶ Enter Date of Birth
- ▶ Enter Sex
- ▶ Uncheck 'My County Only'

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Home Search Juvenile ▾

[My JCMS Home Page](#) > [Basic Search](#) >

### Search

[Go To Advanced Search](#)

▼ ID Numbers:

Number:

Type: PID ▾

▼ Name:

Last:

First:

Middle:

Alias Name:

▼ Demographics:

DOB:

Sex: Male ▾

Race: ▾

Ethnicity: ▾

My County Only

Juvenile Only

SoundEX Enabled

Archived Records

[Clear](#)

### Welcome to Search

The purpose of this screen is to help you locate juveniles based on criteria you choose.

**What to Do:**

Enter criteria values for which you would like to find matching juveniles. The juveniles returned will match all of the criteria values you enter.

You may execute the search by either pressing the 'Enter' key or by clicking the 'Search' button

% Use "%" for wildcard searches as in "Curt%" to find Curt, and Curtis. Wildcards disregard the Soundex option.

# Archiving Juveniles

## Archive a Group by Age - Under Maintenance



[My JCMS Home Page](#) » [Maintenance](#) »

Maintenance

- [Actions and Dispositions](#)
- [Archive Juveniles](#)
- [Behavioral Health Providers](#)

## Archive Individual Records



Flags	Gang	Sex Offender Status	ID Numbers
<a href="#">Edit</a> Juvenile Status: <b>Closed</b> Prevention Intervention Youth: Crisis Intervention Youth: Restricted: <b>Restricted</b> Archived: <b>Archived</b> JJAEP Student: TJJJ Parolee: Prior TJJJ Parolee:	 Gang Affiliation: <b>Yes</b> Gang Name: <b>KINGS</b> Gang Involvement: <b>Gang Member</b>	Registration Status: Date Ordered: Registered Sex Offender: <b>No</b> DNA Sample Obtained: <b>Unknown</b> DNA Sample Obtained Date: Registration Date: Registration Expiration Date: Registration Suspended Date:	SS#: <b>999-99-9999</b> DL: State ID: FBI#: TSDS#:

# Why Archive?

- ▶ Can be excluded from Fee Reports
- ▶ Can be excluded from Search

# Juvenile Banner Photo

- ▶ Head and shoulders square to camera
- ▶ In color with neutral background
- ▶ No shadows
- ▶ No head coverings
- ▶ Display full face and ears
- ▶ Include eyeglasses – if normally worn
- ▶ Neutral expression

# Juvenile Banner Photo



# SEARCHING FOR AN OFFENSE

- ▶ Enter the Offense Date prior to searching.
- ▶ Search results are based on the Offense Date.

**Offense Summary**

\*Offense Date:   

\*Offense Time:  :

\*Offense Agency:  **Select** 

\*Offense:  **Select**

\*JPD Complaint Received Date:  

GOC:

Counts:

\*Service Report #:

TRS:

LEA Domestic Violence Offense:

\*Weapon Used/In Possession:  Yes  No

TJJD Weapon Type:

DPS Firearm Type:

\*School Related Location:

School Campus:

\*Gang Related:  Yes  No

\*Substance Abuse Related:  Yes  No

\*Sexual in Nature:  Yes  No

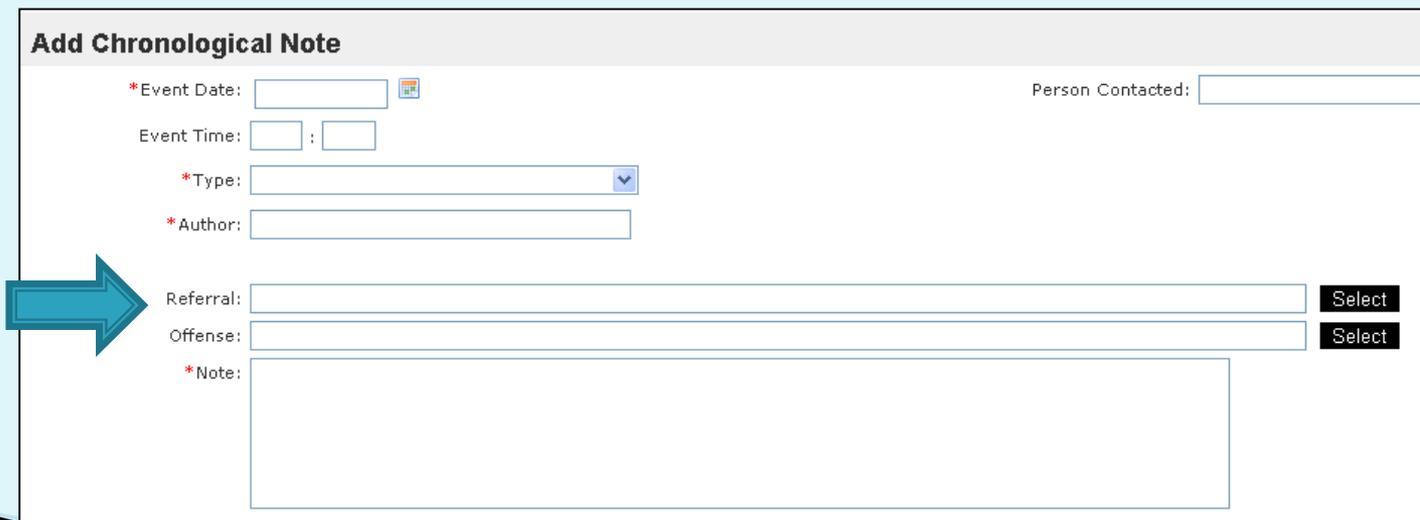
# Close Officer Assignment

- ▶ Juvenile completes supervision
- ▶ Under Case Management, close Officer Assignment

Officer Assignment History   <a href="#">Case Plans</a>				
Officer Assignment History			updated 09/19/2014	
<b>Primary</b>				
<a href="#">Add &amp; Edit</a>				
Officer Name	Start Date	End Date	Unit	
User, TJJD JR	09/15/2014	Current	Hays County Juvenile Probation	
<b>Secondary</b>				
<a href="#">Add &amp; Edit</a>				
Officer Name	Program Name	Start Date	End Date	Unit

# Associate Chronos to Referrals and/or Offenses

- ▶ Chronos associated to a referral/offense are automatically:
  - sealed if the referral/offense is sealed.
  - deleted if the referral/offense is deleted.



**Add Chronological Note**

\*Event Date:   Person Contacted:

Event Time:  :

\*Type:

\*Author:

Referral:

Offense:

\*Note:

A blue arrow points to the Referral and Offense fields.

# Update Holidays

- ▶ Holidays are excluded when calculating Length of Stay on the Detention Screen
- ▶ Update Holidays under Maintenance

Detention History						
<a href="#">Add New</a>						
Details	Date & Time	Actual Stay	Length of Stay	Reason Admitted	Facility	Offense
<a href="#">VIEW</a> 	Entry: Referral: 12/24/2014 22:10 Admission: 12/24/2014 22:10 Released: 01/07/2015 16:50	13 days, 18 hours, 40 minutes	5 days, 16 hours, 50 minutes	<a href="#">Alleged Delinquent Conduct</a>	Angelina County Juvenile Detention Center	<a href="#">ASSAULT CAUSES BODILY INJURY FAMILY MEMBER</a> Statute Citation: <b>PC 22.01(a)(1)</b> Level/Degree: <b>MA</b> UCR: Offense #: <b>0010010485-01</b>

# Holidays

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## Maintenance

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- [Archive Juveniles](#)
- [Behavioral Health Providers](#)
- [Child Lives With](#)
- [Chronological Note Types](#)
- [County Supervision Conditions](#)
- [CSR Agencies](#)
- [Defense Attorneys](#)
- [Fee Types](#)
- [Funding Sources](#)
- [Gangs](#)
- [Hearing Types](#)
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- [Identification Types](#)
- [Maintain Courts](#)
- [Maintain Divisions and Units](#)
- [Non-Residential Service Providers](#)
- [Non-Residential Services](#)
- [Notifications](#)
- [Placement Facilities](#)
- [Program/Service Providers](#)
- [Programs](#)
- [Seal Juvenile Record](#)
- [Supervision Levels/Phases](#)
- [User Defined Fields](#)

# Adding New Judges

- ▶ Judges and Prosecutors are set up under security
  - Includes them on drop-down lists
  - Does not give them access to JCMS

[My JCMS Home Page](#) » [Security](#) » [Maintain User Profile](#) »

### Maintain User Profiles

Last Name:  First Name:  User Name:   
Agency Name:  Employee #:

Name	User Name	Agency Name	Unit	Employee #	Last Login	Status
<a href="#">Garcia, Judge William</a> 	GWilliams	87th DISTRICT COURT	Court Unit - TX081025J	Judge		Active

# Reset Passwords

- ▶ The System Administrator can reset passwords
- ▶ TJJD can also reset passwords

Maintain User Profiles

Last Name:  First Name:  User Name:   
Agency Name:  Employee #:

Name	User Name	Agency Name	Unit	Employee #	Last Login	Status	Actions
<a href="#">User, Test</a> 	TUser123	Texas Juvenile Justice Department	Administration	4300	10/27/2015 08:57	Active	<a href="#">Add Like</a> <a href="#">Reset Password</a> <a href="#">Change Unit</a> <a href="#">Suspend</a> <a href="#">Terminate</a>

# Additional Information

# Help Desk Procedures

- ▶ Data Coordinator is first point of contact for county staff
- ▶ Data Coordinator will contact TJJJ Support Services
- ▶ TJJJ will contact CUC on behalf of the county

# 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

- ▶ JCMS Support Services 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

# JCMS Training Available

- ▶ JCMS Basic for new users
  - Hands on step by step basic for new users
- ▶ JCMS Basic Advanced
  - Designed for Data Coordinators or users with a good understanding of JCMS
- ▶ Contact JCMS Support to register
  - 512-490-7724 or [JCMSsupport@tjtd.texas.gov](mailto:JCMSsupport@tjtd.texas.gov)

# JCMS Documentation

- ▶ The TJJ D website contains numerous documents for entering data in JCMS.
- ▶ The documents are available here:  
<http://www.tjjd.texas.gov/services/jcms.aspx>

# Questions?

[jcmssupport@tjjd.texas.gov](mailto:jcmssupport@tjjd.texas.gov)

(512) 490-7724