

Back to Basics: Your Data

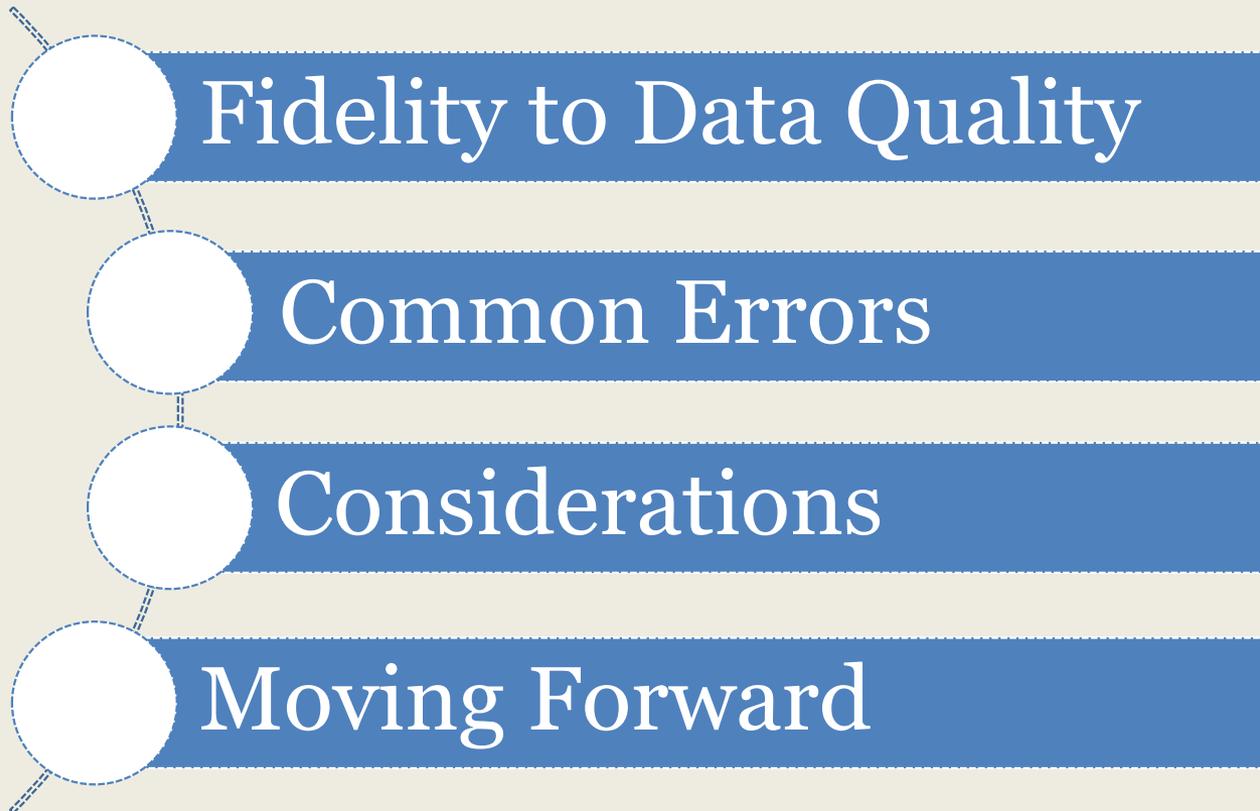
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**Texas Juvenile Justice Department
2016 Data Coordinator's Conference**

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Key Topics

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Why is this important?

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- County Level
 - Reliability and Credibility
 - ✦ Families
 - ✦ Judges
 - ✦ Professional partners
 - Internal ad hoc reports
 - ✦ Juvenile Boards
 - ✦ Community Stakeholders
 - ✦ Commissioner's Court
 - ✦ Grant Applications
 - Comprehensive Data Audit
 - Funding Source Audit
 - Decision Making

Why is this important?

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- **State Level**
 - Formal Open Records Requests
 - County driven data requests
 - Internal Department data request
 - Recidivism Studies
 - Legislative Budget Board reports
 - Matching records with other government agencies

Fidelity

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- Reliability of data entered
 - Name
 - DPS SID Number
 - Date Of Birth
- Impacts accuracy of
 - Data Requests
 - Matching ability with DPS, TJPC, DFPS records
 - One significant way we are able to represent the work that you do!

Fidelity

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- **Verification**
 - Verify correct data is entered
 - Double check information when needed

- **Eliminate**
 - “Temporary place holder” approach
 - “I’ll come back to it” mentality

Fidelity

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- **Please, Please, Please Do Not:**
 - overwrite an existing disposition or disposition date
 - delete a record that is not an error
 - enter a “violation” for violating Deferred or Conditions Of Release
 - enter a “subsequent disposition” of “dismissed” for successfully completing deferred probation
 - overwrite an offense that should be “amended” or “revised”

Common Errors

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Names

Dates

Disposition

Referral

Placement

Common Name Issues

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- Including meeting schedule within the name field
 - E.g. Doe, John(Bi-weekly, Thurs. 6pm)
- Including “Jr.” “Sr.” “II” “III”, etc. within the first/last name field
 - Suffixes should be included in the suffix field
- Putting “NMN”, “MNU”, “NMI”, “Jr” as the middle name
 - If unknown, leave blank
- Putting any character that is not a letter in the name field
 - E.g. Doe, Jane1234; Smith (mother: Susan), John

Common Date Errors

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- Referral Date after Disposition Date
- Birthdate as Referral Date or Disposition Date
- Disposition or Referral Date as Birthdate
- Juvenile is outside the Juvenile System age or has missing DOB

Common Disposition/Referral Errors

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- Violation of Probation with no/incorrect Originating Offense Referral Number
 - Please don't use "00000000"
 - If unknown, best to find it before entering the data
- Disposition of Consolidated but no other disposition on same date
- Multiple matching dispositions occurring on same date for same juvenile
 - Exception: multiple cause numbers on the same day
- "000" or "999" as the Primary Disposition Value
 - "000" = Paper Complaint Dispositions and "999" = 'Not Applicable'
- Subsequent Dispositions should only be used for:
 - Deferred Prosecution
 - Appealed cases

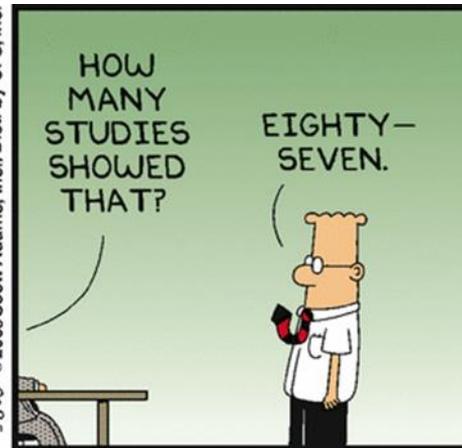
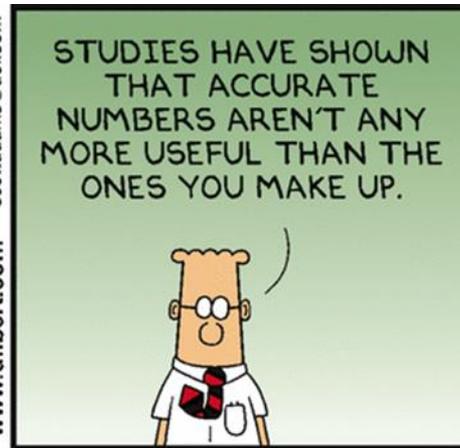
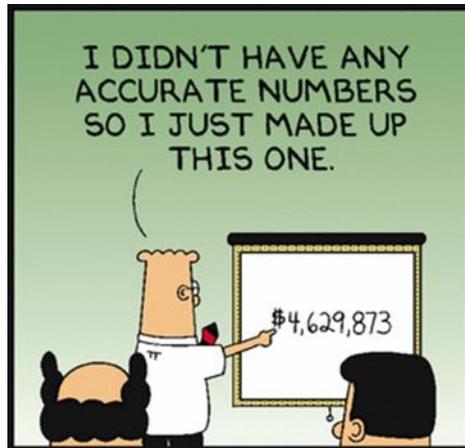
Common Placement Errors

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- A juvenile not under supervision should not be placed in a post-adjudication facility
 - Verify the Placement Type
- A juvenile *cannot* have multiple placements open at the same time or have a placement and detention open at the same time
 - Allowable for concurrent records up to 72 hours

Scenarios

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Disposition Scenario

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SCENARIO: A juvenile receives multiple matching dispositions on the same date for different referrals

- How should these be recorded?

A: Each disposition should be recorded separately

B: Delete all but the most serious offense and disposition

C: Track the actual disposition under the most serious referral and enter Consolidated at the disposition for the other referrals

D: None of the above

Probation Scenario

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SCENARIO: A juvenile on deferred prosecution violates his agreement, is taken to court and receives an adjudication to probation

- How is the adjudication recorded?

A: Attach the adjudication to the original referral as a subsequent disposition

B: Create a new referral for the deferred violation and enter the adjudication as a disposition

C: Overwrite the existing disposition

D: None of the above

Probation Scenario

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SCENARIO: A juvenile on probation violates his supervision and has his probation modified

- How is the modification recorded?

A: Attach the modification to the original referral as a secondary disposition

B: Create a new referral for the violation and enter the disposition of modified probation

C: Overwrite the existing disposition

D: All of the above

Review

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- Double check all entered data before saving
- If you don't know the correct information...
 - If it is not a required field, leave it blank until you can verify the correct information
 - If it is a required field, find the information, verify the information, and then enter it (then double check)
- Seek out technical assistance

Considerations

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- For your department...
 - What is the current standard practice for non-required data fields?
 - What about required fields that are “unknown”?
- Is the impact of data considered when...
 - making policy changes?
 - streamlining or updating practices?

Moving Forward

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- Periodic Data Checks
 - Spot checks
 - Informal data audits
 - Ad Hoc reports
 - Weekly Comprehensive Folder Edit runs
- Regular Training
 - Comprehensive Data Audit Results
 - Funding Source Audit Results
- Draft instruction documents for repeat tasks
 - Instructions for multiple matching dispositions on the same date for different referrals
- Set guidelines for entering data
 - Enter Dispositions within 48 hours of receiving information and Referrals within 24 hours
 - Submit the extract by the 10th of each month
 - ✦ If the 10th is on a weekend, submit it on the weekday prior to the 10th
 - ✦ Set a calendar reminder the day before it is due

| Ran | Supervision Type | July 12th May-16 | August 11th May-16 |
|--------------------|------------------|---------------------|-----------------------|
| Conditional | | | |
| | Add | 898 | 927 |
| | Exit | 870 | 889 |
| | End | 3286 | 3291 |
| | Avg. Daily Pop | 3265 | 3264 |
| Deferred | | | |
| | Add | 1245 | 1263 |
| | Exit | 1194 | 1218 |
| | End | 6399 | 6374 |
| | Avg. Daily Pop | 6324 | 6297 |
| Probation | | | |
| | Add | 938 | 952 |
| | Exit | 972 | 989 |
| | End | 12061 | 12034 |
| | Avg. Daily Pop | 12059 | 12031 |
| Temp | | | |
| | Add | 955 | 970 |
| | Exit | 905 | 913 |
| | End | 3208 | 3226 |
| | Avg. Daily Pop | 3171 | 3185 |
| ISP | | | |
| | Add | 249 | 258 |
| | Exit | 226 | 240 |
| | End | 1685 | 1669 |
| | Avg. Daily Pop | 1664 | 1650 |
| Placement | | | |
| | Add | 497 | 503 |
| | Exit | 482 | 486 |
| | End | 2074 | 2075 |
| | Avg. Daily Pop | 1929 | 1927 |

Resources

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- JCMS Help Desk: (512) 490-7724
- Email: jcmssupport@tjjd.texas.gov
- Website: www.tjjd.texas.gov/services/jcms.aspx
 - Training Materials
 - Data Entry Handouts
 - Definitions
 - Frequently Asked Questions

Questions?

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Thank you!

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