



Juveniles Served Quarterly Reports Manual

This manual contains instructions for using CASEWORKER and Excel to meet new reporting requirements on juveniles served with Grant C.

Texas Juvenile Probation Commission
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I. Background

Mandates enacted by the 81st Legislature require juvenile probation departments to report on the use of funds from the Commitment Reduction Program Grant (Grant C) and other newly funded grants that have now been consolidated with State Financial Assistance (Grant A). ***(Because of this grant consolidation, departments are no longer required to report on Grants L, U, or X.)***

Permissible Uses of Grant C

The TJPC Fiscal Contracts and Compliance Resource Manual describes the permissible expenditures for Grant C.

Grant C may be used for the following:

- Juvenile probation staff services (supervisions).
- Juvenile probation non-residential services (programs, non-residential services).
- Juvenile probation residential services (placements, residential services).

Grant C may **NOT** be used for the following:

- Salary increases or any costs associated with staff hired prior to September 1, 2009.
- Costs associated with pre-adjudication detention.
- Any expenditure which is not reasonable and necessary to implement the Commitment Reduction Program Plan.

Inform TJPC staff of any special circumstances for Grant C expenditures. For more information on Grant C, visit: <http://www.tjpc.state.tx.us/publications/default.aspx#other>.

How to Report Juveniles Served Information

Juvenile probation departments must provide an electronic file of juveniles served by specific Grant C-funded:

- Supervisions
- Services (such as those captured in CASEWORKER's Behavioral Health Referral, Behavioral Health Treatment, Non-Residential, and Drug Tests tables)
- Programs
- Placements

At a minimum, departments need to provide the following:

- Juvenile's name
- PID Number
- Referral Number associated with the service/program/placement
- Funded service/program/placement
- Funding source
- Begin date

Departments are required to provide the above information each fiscal quarter. Information provided must be for ALL juveniles served with Grant C since the **beginning** of the current TJPC fiscal year.

Report via the Monthly Extract Process

The most convenient way to report Juveniles Served information is via the monthly extract process. However, all data entry in CASEWORKER/your system must be done by the appropriate deadline (see Deadlines: Grant C Data Entry & SAP).

Departments are finished reporting Juveniles Served information if:

- Grant C is mapped to TJPC's categories.
- The department is not blending funds.
- There are no unusual situations that TJPC should be aware of.
- The department did not use a grant to hire staff.
- All data entry in CASEWORKER was done by the appropriate deadline.

Departments receiving Grant C but not expending funds in the quarter must email TJPC staff to inform the commission of this situation. The following link identifies which TJCP staff is assigned to help each juvenile probation department:

<http://www.tjpc.state.tx.us/statistics/ResearchAssignments.pdf>

Report with a Sneak-A-Peek (SAP)

Departments should create and email TJPC a Sneak-a-Peek (SAP) report in any of the following situations:

- If Grant C has not been mapped to TJPC's categories.
- The department hired probation officers (JPOs) or other staff with the grant.
- Data entry was not done by the CASEWORKER data entry deadline.
- The department blends other sources of funding with Grant C (see section V. Blended Funding).

Do not submit SAPs for non-Grant C expenditures. For example, if a department received Grant C and only used it to pay for a program, only submit a Programs SAP.

Non-caseworker departments must use an Excel spreadsheet in place of the SAP. A template of required fields is on the [TJPC Website](#). Page 11 contains instructions for naming the file.

Deadlines: Grant C Data Entry & SAP

FY2012 Quarter	Reporting Period	CLUX Data Entry Deadline* (CASEWORKER & Non-CW systems)	Monthly Extract Deadline	SAP Reports Due Date**
1Q2012	09/01/11 – 11/30/11	Dec. 31, 2011	Jan. 10, 2012	Jan. 1, 2012
2Q2012	09/01/11 – 02/28/12	March 31, 2012	April 10, 2012	April 1, 2012
3Q2012	09/01/11 – 05/31/12	June 30, 2012	July 10, 2012	July 1, 2012
4Q2012	09/01/11 – 08/31/12	Sept. 30, 2012	Oct. 10, 2012	Oct. 1, 2012

*The Data Entry Deadline ensures TJPC receives Grant C information via the next monthly extract process.

** Not all departments need to submit a Sneak-a-Peek. See page 4 for more information.

II. Mapping CW Information to TJPC's Categories

Departments must be using CASEWORKER version 5.0.122 or a more recent version in order for TJPC to receive funding source information via the monthly extract process. Please contact the CASEWORKER Help Desk at (512) 424-6724 for assistance with updating CASEWORKER.

II.A. Mapping Funding Source Codes

After updating CASEWORKER, departments must map the Grant C funding source codes to TJPC's grant *categories*. This procedure allows TJPC to receive funding source information via the monthly extract process and eliminates the need for most SAPs.

Map Grant C by the CASEWORKER Data Entry Deadline for the quarter being reported (see Deadlines: Grant C Data Entry & SAP) *and* enter funding source information in every juvenile record that received a service, program, or placement in the fiscal year. Otherwise, TJPC will not receive updated funding information during the next monthly extract, and the department will have to submit a SAP report for each service, program, or placement paid for with Grant C.

Mapping is generally a one-time event. After mapping the Grant C funding source in the past, the only other time a department would need to map is upon the addition of a new funding source.

To map Funding Source codes to a TJPC category, do the following:

- Click Administration from CASEWORKER's tool bar.
- Select Codes.
- In the Code Categories box, select Funding Sources.
- Highlight a funding source and click Open. (For new funding sources, click Add New and fill in all the boxes.)
- The Value, Status and Description will be filled in if it's an existing funding source.

- Click the down arrow to the right of the Category box, and select the appropriate category for the funding source.
- Click Save.
- Continue to assign the appropriate category for all active funding sources.

Example:

Once existing funding sources are assigned a TJPC category, **enter funding source information in every juvenile record that contains a service, program, or placement paid by Grant C anytime during fiscal year.** See the example below.

II.B. Mapping Non-Residential Codes

Departments must map their Non-Residential Provider Services codes to TJPC's categories. This procedure allows TJPC to receive, via the monthly extract process, information about the type of one-time service that was provided to the juvenile.¹ This process also eliminates the need for departments to create a SAP report for all Non-Residential Services paid with Grant C.

¹ The Non-Residential Screen tracks one-time events, such as counseling, testing, doctor appointments, and the purchasing of personal events. It is also a place to track services provided to the child outside of a supervision order. **All psychological/psychiatric evaluations should be tracked on the Behavioral Health Referral screen instead of the Non-Residential Services Screen.**

CASEWORKER's update to 5.0.122 added nine new Service Type categories in the Non-Residential Services table (see below). **Each department must assign all new and existing Non-Residential Provider Services codes to the appropriate TJPC Service Type category.** The following table provides a list of these categories.

Non-Residential Service Type Categories	
Medical/Dental	Clothing
Supplies	Educational Assessment/Testing
Crisis Intervention	Other
Class/single session	Assessment/Testing (non-educational)
Counseling (<u>single session</u>) <i>*If counseling is ongoing, enter it as a Program.</i> 	<i>*Enter psychological/psychiatric evaluations on the <u>Behavioral Health Referral Screen</u>.</i> 

Please contact TJPC for further clarification on any particular category.

Enter all new and existing non-residential provider services by the CASEWORKER Data Entry Deadline for the quarter being reported and enter Service Type information in every juvenile record that received a non-residential service in the current fiscal year. Otherwise, TJPC will not receive information about the type of non-residential services provided by the time of the next monthly extract, and the department will have to submit a Sneak-a-Peek report for Non-Residential Services paid for with Grant C.

To map the Non-Residential Provider Services codes to TJPC's Service Type categories, do the following:

- Click Administration from the tool bar.
- Select Codes.
- In the Code Categories box, select Non-Residential *Provider Services*.
- Highlight a Non-Residential Provider Service and click Open.
- The Value, Status and Description will be filled in. The category will default to OTHER.
- Click the down arrow to the right of the Category box, and select the appropriate category for this non-residential service provider.
- Click Save.
- Continue to assign the appropriate category for all non-residential service providers.

Example:

The image shows two sequential screenshots of a software dialog box titled "Existing Code".

Top Screenshot: The dialog box contains the following fields:

- Value:** A text box containing "DENT".
- Status:** A dropdown menu with "ACTIVE" selected.
- Description:** A text box containing "DENTAL CARE".
- Category:** A dropdown menu with "OTHER" selected.

On the right side, there are three buttons: "Save", "Close", and "Delete". A red circle is drawn around the "Category" dropdown arrow.

Bottom Screenshot: The dialog box is identical to the top one, but the "Category" dropdown menu is now open, showing a list of options. "MEDICAL/DENTAL" is highlighted in blue. A red arrow points from the "Delete" button in the top screenshot to the "Close" button in this screenshot.

Once these Non-Residential Provider Services codes are mapped to TJPC Service Type categories, **enter Non-Residential Program information for every juvenile record that received a service paid for by Grant C anytime during the fiscal year.**

III. When and How to Create a Sneak-a-Peek (SAP) report

There are some situations where a department still needs to create a SAP to report Juveniles Served information. For example:

- Grant C is used to hire staff (e.g. probation officers).
Create a Supervision SAP report because funding source is not an option in the Supervisions tab.
- Grant C was not mapped to TJPC Categories or entered into each juvenile record by the CASEWORKER data entry deadline.
Submit a SAP for the programs, services, and/or placements paid out of Grant C.
- Grant C is blended with other funds. (read section V. Blended Funding for more information).

Call or email TJPC staff for more information regarding Grant C quarterly reporting. The following link lists the TJPC Research & Statistics staff member assigned to help each department:

<http://www.tjpc.state.tx.us/statistics/ResearchAssignments.pdf>

The next few pages explain how to create a Supervision SAP report. Please contact TJPC or the CASEWORKER Help Desk for instructions on how to create other types of SAPs.

III. A. Create a Supervision SAP

In CASEWORKER, go to the Menu bar and click on Report. Select Sneak-A-Peek. Select Supervisions from the General Tab. Use the information below to continue creating the report. Contact the CASEWORKER Help Desk for further assistance.

Report Title: countynumberQ3SPV12
(Example: 001Q3SPV12 (last 2 digits identify the fiscal year))



This sample SAP is
for all juveniles
served in FY2012.

Scan fields

Field	Operator	Criteria	Continue/Or
Supervision Begin Date	<= (less than or equal)	08/31/2012	Click Apply, click Continue Then Click Add
Supervision Actual Completion Date	>= (greater than or equal)	09/01/2011	Click Apply, click OR
Supervision Actual Completion Date	Is Empty		Click Apply, click Continue, Then click Next

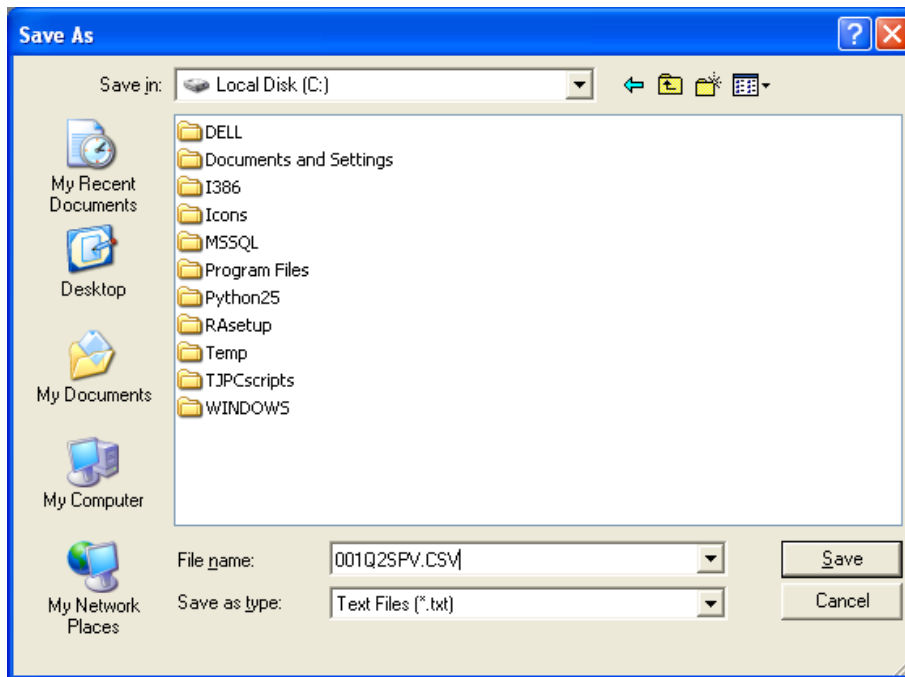
Display/Print Fields

Field	Ascending/Descending
Personal ID Number	
Referral Number	
Supervision Begin Date	
Supervision Type	
Supervision Officer	Ascending

See the next page for instructions on saving a SAP.

III. B. Save the SAP Output File

1. The SAP results will display on CASEWORKER's Results Screen.
2. Click the Create Output File button. This will open the Save As box. The Local Disk (C:) should be automatically displayed.



3. Double click Program Files.
4. NOTE: If the Program Files\CASEWORKER5 directory is located on a drive other than C:, switch to the correct drive to locate the following directory:
5. Program Files\CASEWORKER5
6. Contact the CASEWORKER Help Desk at 512-424-6724 for assistance.
7. Double click CASEWORKER5.
8. In the File Name box, enter the name given to the report and include the extension .csv. The Save As Type box will show Text Files (.txt).

9. For example: 001Q3SPV12.CSV means:

001	= Headquarter County Number (in this example, it's Anderson)
Q3	= third quarter report
SPV	= supervision report
12	= fiscal year
CSV	= file type (comma-separated value)

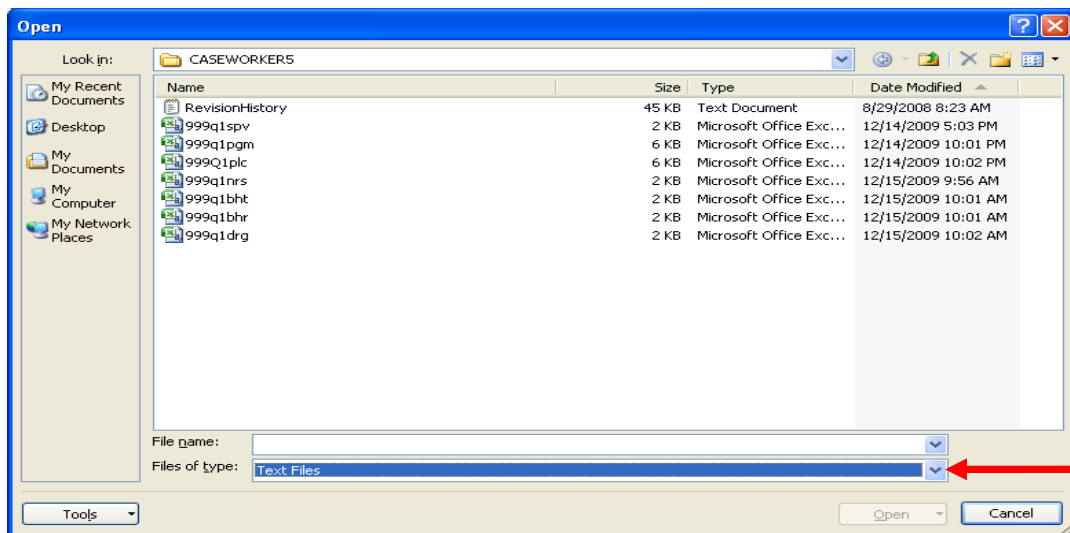
10. Click Save.

11. The screen will return to the Results Screen. Click Save New Template.

III. C. Insert Grant Description & Department Number in a SAP Using Excel

Once the Sneak-a-Peek reports have been saved in the CASEWORKERS5 directory, do the following:

1. Open Excel
2. Open the document countynumberQ3SPV12 using Excel. If the newly created file does not appear, click on the arrow to the right of the **Files of Type** box at the bottom of the screen and select Text Files.



3. Once the file is open, left click in the box in the upper left corner (above 1 and to the left of A). This will highlight the table.
4. Double click on the line between Column A and Column B. This will automatically format the width of each column.
5. Look at the column labeled SupvOfficer. Determine which officer was paid with the grant. **Remove all records belonging to Supervising Officers that were NOT paid with the grant.**
6. **IMPORTANT NOTE:** Double-check to not delete a juvenile record that should be counted! This is likely to happen if the juvenile switched officers *after* having been supervised by the newly hired person. A SAP will only provide the name of the most *current* supervising officer.
7. In the first blank column, title the column Funding Source Description.
8. In the newly created Funding Source Description column, enter a description indicating Grant C was used to pay for the supervising officer's salary (e.g. C Grant). Enter this description in each juvenile record in the Excel spreadsheet that the supervising officer oversaw during the reporting period.

- In the next blank column, title the column HQCountyNumber and enter the appropriate department number. Copy this information to every juvenile record on the spreadsheet.

Example of a Supervision spreadsheet. Teresa Stassney-Thomas (SupvOfficer=TST) was hired with Grant C. Enter C Grant next to her initials and delete all juvenile records not supervised by Teresa Stassney-Thomas.

Manually create these columns

	A	B	C	D	E	F	G	H
	Name (PID Number)	PIDNumber	RefNumber	SupvDateIn	SupvType	SupvOfficer	FundingSourceDescription	HQCountyNumber
1	LOVE, LAURA (155)	155	9001274	2/18/2002	PROB	ACON		
3	BRADY, JAN ANN (145)	145	9001417	1/31/2005	DEFP	AZAM		
4	DATA, TEST (178)	178	9001413	1/1/2006	DEFP	BBOB		
5	PAN, PETER (172)	172	9001330	2/12/2003	PROL	JLP		
6	DATA, TEST (178)	178	9001429	4/11/2006	PROB	NA		
7	BING, CHANDLER (170)	170	9001318	2/10/2003	PROB	TST	Grant C	255
8	JONES, AMANDA (165)	165	9001300	1/27/2003	PROB	TST	Grant C	255
9	BLUEBELL, BELL UP (14)	14	9001291	1/24/2003	DEFP	TST	Grant C	255
10	PAPER, BRIAN (153)	153	9001269	1/10/2003	DEFP	TST	Grant C	255
11	PAN, PETER (172)	172	9001325	2/12/2003	DEFP	TST	Grant C	255
12	COURTESY, CHELSEA L (139)	139	9001248	8/20/2001	PROB	WCON		
13	FOLDER, SEALED (228)	228	9001278	5/18/2005	PROB	WCON		
14	COURTESY, COURTNEY (135)	135	9001239	8/20/2000	PROB	WCON		
15								
16								
17								

Delete these records

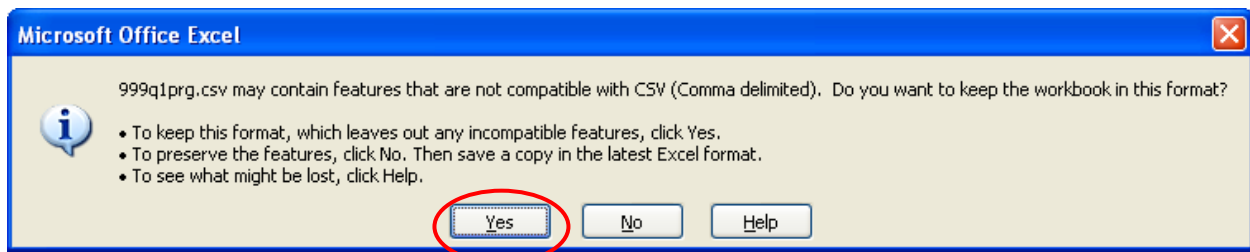
Delete these records

The following links explain how to delete rows in Excel.

Excel 2007: <http://www.youtube.com/watch?v=ggqxTVH9cE>

Older versions of Excel: http://www.ehow.com/video_4445783_deleting-renaming-worksheets-microsoft-excel.html

- Save and close the document.
- Close Excel. Click on **Yes** to save the changes made.
If the following message appears, click **Yes** again.



IV. Sending Files to TJPC

In an effort to ensure that juvenile data remains confidential and protected, TJPC has established an electronic process for CASEWORKER counties to encrypt CSV files and transfer them to TJPC via the Internet. This procedure will only process one file at a time, meaning departments will have to do it for every file being sent to TJPC.

This process does not work on computers running Windows Vista or Windows 7. These departments must password-protect their spreadsheets before sending files to TJPC so that no one can open them without the password. After emailing the password protected file, call TJPC staff to give them the password.

The following links explain how to encrypt or password-protect an Excel file:

Windows 7: Go to file - Info - Protect Workbook- Encrypt with Password and then call a TJPC Research and let her know what the password is.

Excel 2007: <http://techblissonline.com/encrypt-password-protect-lock-files-excel-2007/>

Excel 2003: <http://www.wikihow.com/Password-Protect-a-Microsoft-Excel-2003-Documents>

IV.A. Save the CW5SEDF.TXT File

Saving the CW5SEDF.TXT file is generally a one-time process. After saving the file in each computer that will transfer CSV files to TJPC, this step does not need to be completed again. However, departments will need to resave the file after each CW update.

The CW5SEDF.TXT file contains a program to automatically encrypt and email files to TJPC. This file can be found on the following Website:

<http://www.tjpc.state.tx.us/statistics/ReportingRequirements.htm>

To save the file:

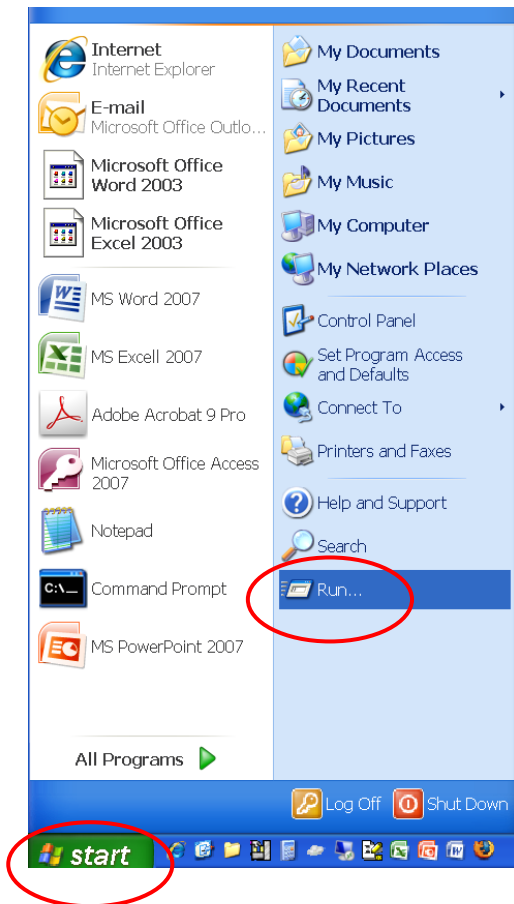
- Click on the link above, find the correct link, then right click on CW5SEDF.TXT
- Select "Save Target As"
- In the Save In box, go to C:\Program Files\CASEWORKER5
- If CASEWORKER5 is located in a different directory, enter the correct directory location. Contact the CASEWORKER Help Desk for further assistance.
- In the File Name box at the bottom of the screen, enter **CW5SEDF.BAT**²
- In the Save as Type box, select All Files.

² Remember to change the last 3 letters of this file.

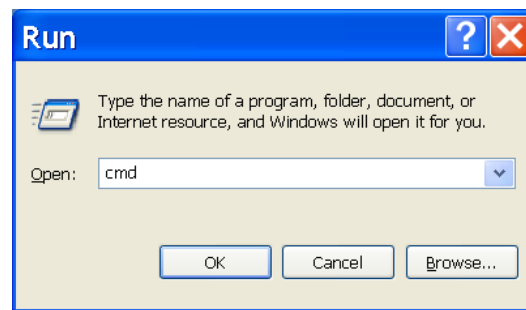
- Click on Save.

IV.B. Run the “Send File” Process

After modifying the CSV files (created through CASEWORKER’s SAP), follow the steps below to securely transfer the files to TJPC.



- click on the start button (bottom left corner of the screen)
- click on the RUN option in the Windows Start dialog box.
- In the RUN dialog box, enter “cmd” (without the quotes) and click OK to launch the DOS Command Window.

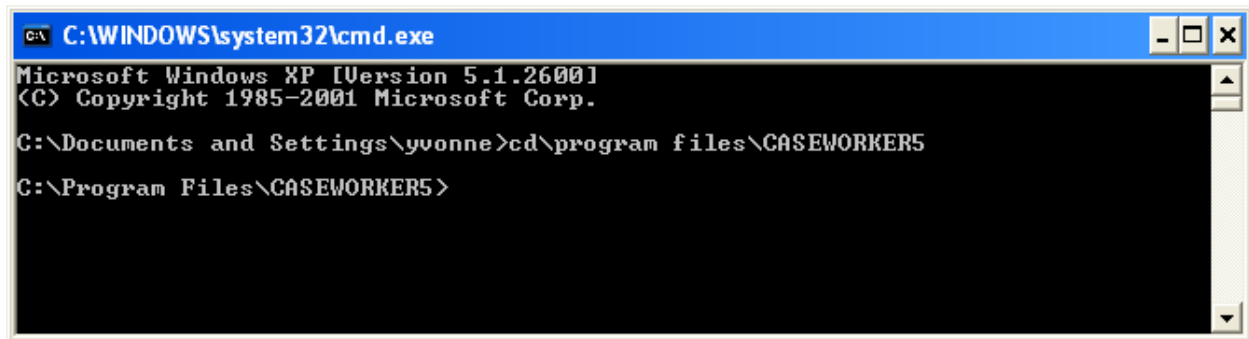


Note: The contents of these dialog boxes will vary depending on the software installed on the local machine.

In the DOS Command Window, enter the following command:

cd\program files\CASEWORKERS
(then hit enter)

After hitting enter, the screen will look like this:



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

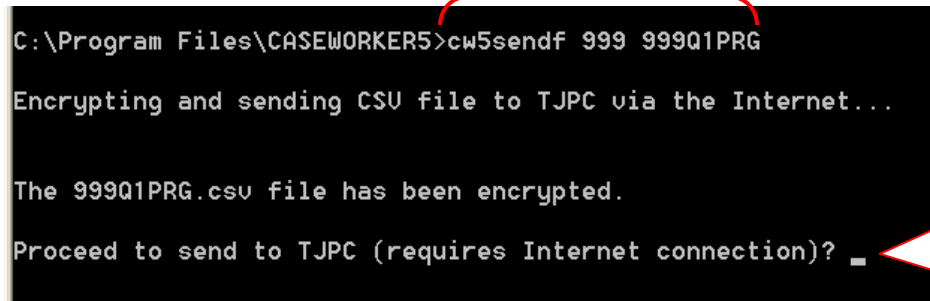
C:\Documents and Settings\yvonne>cd\program files\CASEWORKERS
C:\Program Files\CASEWORKERS>
```

Then type the following:

CW5SENDF ### XXXXXXXXX

Where **###** is the Headquarter County and **XXXXXXXXX** is the name of the CSV file to transfer. **For the file name, do not enter the “.CSV” extension.**

For example, if County# 999 wanting to send the file 999Q1PRG.CSV to TJPC, it would enter:



```
C:\Program Files\CASEWORKERS>cw5sendf 999 999Q1PRG
Encrypting and sending CSU file to TJPC via the Internet...

The 999Q1PRG.csv file has been encrypted.
Proceed to send to TJPC (requires Internet connection)? _
```

Type
Y
to send the file
to TJPC

Repeat this process (IV.B. Run the “Send File” Process) for each additional file sent to TJPC.

V. Blended Funding

“Blended funding” refers to the practice of using multiple grants or funding sources to pay for one item, such as a salary, placement, program, or any other item covered by the Juveniles Served reporting requirements.

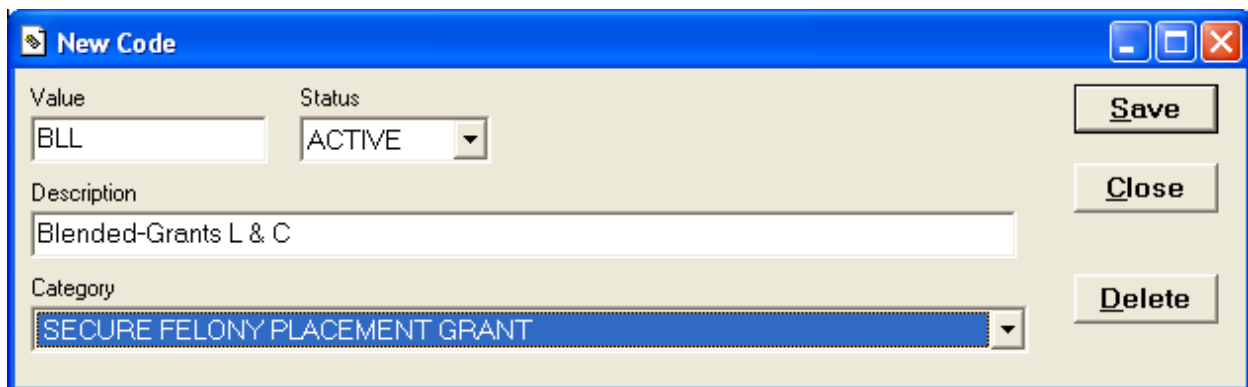
TJPC strongly recommends that departments not blend Grant C with other state and local funding sources. Departments that choose to blend Grant C funding must provide TJPC with exact expenditure or proportional amounts for each of the grants used for each program, placement, and/or service funded.

TJPC recognizes that sometimes blending funding sources is inevitable. Therefore, please use the following guidelines when reporting Juveniles Served information.

V.A. Placements & Blended Funding

Using blended funds to pay a per day cost.

- In CASEWORKER’s Administration section, add a new Funding Source.
- **Value** - should be a combination of the letters:
BL (for blended) + C, indicating that Grant C pays for a portion of the expenditure. Even if Grant C does NOT pay the greatest proportion, continue to label the placement as “BLC” because this takes priority for reporting purposes.
- **Description** - should indicate how Grant C is blended (e.g. Blended C and Local).
- **Category** – Choose Grant C whether the grant accounts for the greatest proportion of the expenditure or if it pays for any proportion of the placement because this grant takes priority for reporting purposes.
- Section II.A. Mapping Funding Source Codes contains detailed instructions on adding and mapping funding sources.



1. In the juvenile’s placement record, select the newly created funding source.
2. Create a Placement SAP, open it in Excel, and keep only those records with blended funding. These should be records with the “BL+Grant Letter” code in the column titled “PlcFundSrc.”

3. In the first blank column, create a FundingSourceDescription column and enter the exact expenditure breakdown by grant. Enter this description for each juvenile record with blended funding.
4. In the next blank column, title the column HQCountyNumber and enter the appropriate department number. Copy this information to every juvenile record on the spreadsheet.
5. Send the SAP via the process described in section IV. Sending Files to TJPC.
6. For example, a facility's cost per day is \$80. Grant C pays a cost per day of \$75, and the department uses local funds to make up the \$5 difference.

The Excel spreadsheet would look like this:

1	Name (PIDNumber)	PIDNumber	RefNumber	PlcDateIn	PlcFundingSrc	FundingSourceDescription	HQCountyNumber
2	AIKMAN JR., TROY GEORGE (157)	157	9001326	9/15/2011	BLC	Grant C = \$75, Local = \$5	255
3	RYAN, NOLAN (162)	162	9001415	9/1/2011	BLC	Grant C = \$75, Local = \$5	255
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Using blended funds to pay entire placement periods

1. In the juvenile's placement record, enter the date the placement began and the funding source.
2. When the first funding source runs out, close out the placement with the code: "Changed Facilities/Cost Per Day Changed/Changed Level of Care."
3. Create a new placement record. The placement start date should be THE FOLLOWING DAY after the previously closed record. Select the new funding source.
For example, Department 255 uses Grant C to pay for a child's placement from June 1, 2011 to November 30, 2011. After these first six months, Department 255 switches local funds to pay for another 3 months of placement. The new placement period would be December 1, 2011 to February 28, 2012 with local funds as the new funding source. (In this situation, a SAP is not required if the funding source information is entered by the CASEWORKER data entry deadline.)

V.B. Programs & Blended Funding

Recording Blended Funds in the Juvenile's Program Record

- In CASEWORKER's Administration section, add a new Funding Source.
- **Value** - should be a combination of the letters:
BL (for blended) + C, indicating that Grant C pays for a portion of the expenditure. Even if Grant C does NOT pay the greatest proportion, continue to label the placement as "BLC" because this takes priority for reporting purposes.
- **Description** - should indicate how Grant C is blended (e.g. Blended C and Local).
- **Category** - Choose Grant C whether the grant accounts for the greatest proportion of the expenditure or if it pays for any proportion of the placement because this grant takes priority for reporting purposes.

- Section II.A. Mapping Funding Source Codes contains detailed instructions on adding and mapping funding sources.

1. In the juvenile's program record, select the newly created funding source.
2. Create a Program SAP, open it in Excel, and keep only those records with blended funding. These should be records with the "BL+Grant Letter" code in the column titled "ProgFundSrc."
3. In the first blank column, create a Funding Source Description column and enter the proportional breakdown by grant. Enter this description for **each juvenile record** with blended funding.
4. In the next blank column, title the column HQCountyNumber and enter the appropriate department number. Copy this information to every juvenile record on the spreadsheet.
5. Send the SAP via the process described in section IV. Sending Files to TJPC.

The spreadsheet will look like this:

	A	B	C	D	E	F	G	H	I
1	Name (PIDNumber)	PIDNumber	RefNumber	PgmName	PgmOfficer	PgmDateln	ProgFundSrc	FundingSourceDescription	HQCountyNumber
2	AIKMAN JR., TROY GEORGE (157)	157	9001326	BC	CA	9/15/2011	BLC	Grant C = 57%, Grant A = 43%	255
3	RYAN, NOLAN (162)	162	9001415	BC	CA	9/1/2011	BLC	Grant C = 57%, Grant A = 43%	255
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

For example, it costs the department \$52,500 to operate a Why Try program. Grant C pays \$30,000 and Grant A pays \$22,500. The proportional breakdown is:

$$\text{Grant C} = 57\% \quad ((30,000/52,500) * 100)$$

$$\text{Grant A} = 43\% \quad ((22,500/52,500) * 100)$$

Enter the proportional information into spreadsheets, but please send the exact funding amounts to TJPC via email.

Recording Blended Funds in the Program Name

1. In CASEWORKER's Administration section, go to Codes, and find Programs.

2. Open the Program that is paid with blended funding. In the description, rename the program in a way that identifies which grant is paying for it. For example:
C &A -Why Try
3. In this situation, a SAP is not required, but **do send an email informing TJPC staff of this special situation**. In the email, include the name of the program as it appears in CASEWORKER and the exact breakdown.

For example, it costs the department \$52,500 to operate a Why Try program. Grant C pays \$30,000 and Grant A pays \$22,500. The proportional breakdown is:

Grant C = 57% ($(30,000/52,500) * 100$)

Grant A = 43% ($(22,500/52,500) * 100$)

V.C. Salaries & Blended Funding

1. Create a Supervision SAP as explained in section III. A. Create a Supervision SAP, save the output, etc.
2. Identify the percentage of the salary paid by Grant C and notify TJPC on the spreadsheet. Create a new column, label it FundingSourceDescription and identify the proportional breakdown.
3. Add another column to identify the appropriate HQCountyNumber then send the SAP via the process described in Section

IV. Sending Files to TJPC.

Note: Create a Program SAP and follow these same steps if the hired person works in a program. Contact TJPC for further instructions on how to create a Program SAP.

The spreadsheet will look like this:

	A	B	C	D	E	F	G	H
1	Name (PIDNumber)	PIDNumber	RefNumber	SupvDateIn	SupvType	SupvOffice	FundignSourceDescription	HQCountyNumber
2	COURTESY, CHELSEA (173)	173	9001283	8/20/2011	PROB	WCON	Blended Salary: Grant C = 55%/Local = 45%	255
3	KINDNESS, JEAN (132)	131	9001739	9/14/2011	PROB	WCON	Blended Salary: Grant C = 55%/Local = 45%	255
4	JUNIOR, CARL (156)	156	9003821	10/1/2011	PROB	WCON	Blended Salary: Grant C = 55%/Local = 45%	255
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

255Q1SPV Sheet2 Sheet3

Ready