COMPREHENSIVE DATA AUDIT

Technical Assistance Manual

## April 2018

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BACKGROUND

Each year, the Texas Juvenile Justice Department (TJJD) Research and Planning Division audits all juvenile probation departmental data for data entry errors and consistency checks in a process known as the Comprehensive Data Audit (CDA). The results of the CDA identify records that require review because they do not meet the criteria of what is expected for a specific data check. Upon receiving your department's CDA results, please review the records contained in each check, and make the necessary corrections to the data as soon as possible but no later than **June 30, 2018**. Once the data have been corrected, complete the electronic verification form, available on the TJJD website, which verifies that you have made all needed corrections. All counties participate in the CDA regardless of the data system used.

The current Comprehensive Data Audit covers all potential data entry errors from January 1, 2017 through March 31, 2018. A few circumstances result in records appearing prior to January 1, 2017. These situations are explained in the Data Checks and Descriptions portion of the manual.

WORKING WITH THE CDA IN MICROSOFT EXCEL

Departments receive their CDA results as a Microsoft Excel spreadsheet. Each check will be contained on a separate tab (see below). Only records with errors will appear on each tab. Updates to records since the most recent monthly extract submission will not be reflected in your department's CDA results. If you find you are missing a tab for a check, then your department has no errors for that check.
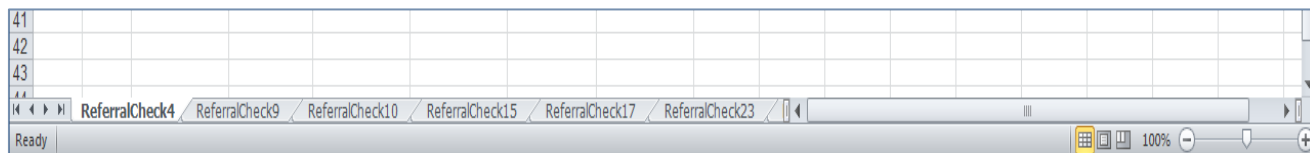
Having the results in Excel gives you the option of deleting records from the spreadsheet as they are corrected, or as you verify that no changes are necessary. <u>Before deleting any record from the spreadsheet, save an original copy of your CDA results for your records.</u>

See below for instructions on printing results in Excel. Be sure to use the instructions for your version of Excel.

Excel 2010, 2013, 2016 – Under File – select Print, under Settings (default is No Scaling) select Fit All Columns on One Page. To print all the tabs, under File – select Print, under Settings (default is Print Active Sheets) select Print Entire Workbook. Be sure to adjust the scaling for each sheet in the workbook to Fit All Columns on One Page.

Excel 2007 – Under the Page Layout tab at the top of the page, in the Scale to Fit group, change Width to 1 page

Excel 1997-2003 – Open File – Page Setup – Page Tab – Fit To, select 1 page wide and (blank) pages tall

HOW TO RE-SAVE A RECORD

If the information provided by TJJD on the CDA does not reflect the information entered in your department's case management system, it may be necessary to re-save the record so that data is resubmitted to TJJD through the monthly extract.

First, verify the date the record was last updated or last changed. If this date is on or after April 1, 2018, then the update was not included in the data audit and will be sent to TJJD in the following monthly extract. If you verify the data entered on the record is correct, then no further action is required by the department.

If the last changed/last updated date is prior to April 1, 2018, then you will need to re-save the record so that it is flagged to be re-sent to TJJD through your department's next monthly extract.

To re-save a record in JCMS or CASEWORKER:

- Go to the screen that contains the information that needs to be re-sent. For example, if you need to resubmit program information to correct a Program Check 2 error, go to the Program screen.

- Opening a completed screen and re-saving **without making a change to the screen does not resubmit the record to TJJD**. In order to re-save, you must first make a minor change in the screen and click Save.

- Reopen the screen and correct (undo) the minor change made above. Click Save. Ensure that the screen was updated by checking the Last Changed Date or the Last Updated Date.

If previous attempts have been made to re-save a record in order to make a correction but the error continues to show up on your department's CDA results, please notify TJJD Research staff.

CASES WHERE NO ACTION IS REQUIRED

Not all records identified in the CDA will contain errors. There are some instances where data are correct even though an error is reported. Although efforts are made to minimize the number of "false" errors, they are impossible to eliminate altogether. These instances are described in the Data Checks & Descriptions section of this manual as *exceptions*. If you find you have an exception, please disregard the error, and no further action is required. You do not need to contact TJJD regarding false errors.

Checks that involve an expected time period for a record to be open are there to ensure a record was not left open in error, or an incorrect end date was not accidentally entered. If you are able to verify that the start/end dates are correct, then no further action is required. (See Detention Check 7, Placement Check 2, Supervision Check 5, and Program Check 2)

DEADLINE

Please make all data corrections no later than **June 30, 2018**. These corrections should be included in the data extract submitted in July. The electronic verification form certifies the corrections made for the CDA. Please submit the electronic verification form by **June 30, 2018**. A department will receive a Non-Compliance Citation Report (NCCR) if the deadline passes without the correction of data errors and submission of the electronic verification form.

COMPLETING THE CDA

The headquarter county is responsible for verifying all corrections were made by their department and any sub-counties. After making the necessary changes, the headquarter county's data coordinator certifies that the errors have been corrected by completing an electronic verification form found at the following link:

https://www.tjjd.texas.gov/surveys/electverification/ElectVerification.aspx

This process lets TJJD know that you have reviewed all the records identified in your CDA and have made the corrections where necessary. No further action is required once the electronic verification form has been submitted.

DATA CHECKS & DESCRIPTIONS

This section contains a list of all the data checks TJJD is auditing. Departments will receive only those checks where a potential error was identified. For those potential errors received by your department, review the description of the check below to determine the cause of the error, as well as how to fix the error. If the check has an *exception* and you find a case that falls under this exception, the error can be disregarded and no changes are necessary.

REFERRAL CHECKS

REFERRAL CHECK 4: Disposition Date Occurs Before Referral Date

The disposition date entered is earlier than the referral date for a formal or paper-formalized referral.

- How to Fix: Verify the referral and disposition dates are correct. The disposition date must either be on the same date as the referral date, or later than the referral date.

REFERRAL CHECK 5: Not Specified/Crisis Intervention Offense Code on Formal Referrals

Not Specified offenses include the **Not Specified** offense code (89999999) as well as any offense with a Citation, Statute, or Level/Degree of **N/A**. These Not Specified offenses should not be used on formal, paper-formalized, or transfer referral types. The same is true for the **Crisis Intervention** offense codes (home-related 88000001 or 89990005, school-related 88000002 or 89990006, community-related 88000003 or 89990007).

- How to Fix: To avoid this error in the future, review the circumstances of the referral. If the juvenile committed a valid offense, select the appropriate offense. If the juvenile was not referred for a valid offense, change the referral type accordingly. Crisis Intervention offenses should be attached to crisis intervention referrals.

- *Exception:* If the record with a transfer referral type for a Not Specified offense was created to show that your county's judge modified conditions when supervision became permanent, then you may disregard the error. Attach the juvenile's permanent probation supervision to the original transfer referral.

REFERRAL CHECK 6: Violation of a Court Order but No Prior Probation Adjudication

The record shows the offense code at disposition as Violation of Court Order (Technical or New Offense), but there is no prior record showing the juvenile was ever adjudicated to probation, including prior transfer or interstate compact adjudications. Violation of a Court Order includes any offense code starting with "50129."

- How to Fix: A technical violation of either a deferred agreement or conditional pre-disposition supervision is not an offense, and should therefore, not be coded as a Violation of a Court Order. If the youth had an adjudication to probation prior to the new violation referral, re-save the Referral Disposition screen for the adjudication. (See page 4 on re-saving records.)

REFERRAL CHECK 7: Cases Containing Future Disposition Dates

The disposition date entered occurred after the date the record was last changed (for CASEWORKER users see Referral Last Change Date).

- How to Fix: Verify that the disposition date is correct. To avoid this error in the future, do not enter a disposition date that occurs in the future at the time of your data entry.

REFERRAL CHECK 9: Cases Disposed as TJJD Commitment for a Misdemeanor or CINS Offense

This error check identifies those juveniles disposed as commitment to TJJD for a misdemeanor or CINS offense. Commitment to TJJD must be for a felony level offense or for a violation of a felony probation court order.

- How to Fix: Verify that the disposition entered is correct and assigned to the correct referral number. If the juvenile was not committed to TJJD, then enter the correct disposition. If the record shows a Violation of Court Order offense category, then there was no prior felony adjudication found for the juvenile.

  If the record shows a TJJD commitment disposition for a misdemeanor or CINS offense but there were other referrals disposed on the same date for a felony level offense or a violation of felony probation court order, then change the current TJJD commitment disposition to consolidated disposition and assign the TJJD commitment disposition to the referral for the felony level offense or the violation of a felony probation court order.

REFERRAL CHECK 10: Cases pending for more than 12 months

This error check identifies formal and paper formalized referrals pending a disposition date more than a year after the referral date.

- How to Fix: Check the juvenile's file and ensure that this referral should still be pending. If the referral has been disposed, enter this disposition information. In JCMS, enter this disposition information on the Referral Disposition screen. If your records display a disposition date, but the enclosed list of Referral Check 10 errors does not show that date, you will need to re-save the record. (See page 4 on re-saving records.)

- *Exception:* If the referral is still open because of a District Attorney request or something similar, then disregard the error. If, however, the juvenile is 18 or older and has not been charged with a felony offense, the case must be closed.

REFERRAL CHECK 15: Multiple Matching Court Dispositions Occurring on Same Date for Same Juvenile

Multiple matching court dispositions with the same disposition date for different referrals should be consolidated. This is especially true for commitment and adult certification dispositions. These dispositions should only be reported once. This is important for TJJD reporting of commitment and adult certification dispositions, and for matching commitment dispositions with admissions to TJJD.

- How to Fix: Choose the referral for the most serious offense to be the lead, or controlling, disposition and then change the disposition on the other referral(s) disposed on the same date to consolidated. Ensure that any post-dispositional supervisions and/or placements are attached to the referral with the lead disposition and not attached to the referral with the consolidated disposition.

- *Exception:* If referrals have different cause numbers, matching court dispositions on the same date is allowed only if the dispositions are deferred prosecution, adjudicated probation, or modified/extended probation.

REFERRAL CHECK 17: Primary/Subsequent Dispositions

This error check identifies the improper use of primary and subsequent dispositions. Even when used correctly, primary and subsequent dispositions for the same referral number should not occur on the same date. Primary and subsequent dispositions occurring on different dates for the same referral number are only acceptable if...

1. The primary disposition is deferred prosecution and the subsequent disposition is probation. If a juvenile fails a deferred agreement and there is a subsequent court disposition, close the deferred supervision with Failure to Comply.

2. The primary disposition is Refused by Prosecutor and any additional disposition as the subsequent disposition. If a referral is initially designated as refused and new evidence is subsequently found, the prosecutor has the discretion to reopen and resurrect the case based on new evidence.

3. An initial disposition is appealed and a second disposition is given. Leave the original disposition as the Primary Disposition, and enter the second disposition as the Subsequent Disposition. In JCMS, leave the original disposition on the Primary Disposition screen, and create a Subsequent Disposition screen to track the second disposition.

   - How to Fix: If a juvenile is disposed to adjudicated probation and later the probation is modified/extended due to a Violation, then create a new referral for the Violation and attach the modified/extended probation disposition to this new referral. If a deferred agreement is modified/extended, then update the estimated completion date on the deferred supervision record.

     If a referral was disposed to deferred prosecution and the juvenile successfully completed the agreement with no further action taken, there should be no subsequent dropped disposition entered. To fix this error, remove the dropped/dismissed disposition.

     If the judge changes a disposition within the allotted timeframe (30 days), the first disposition is no longer valid so overwrite this disposition with the second court disposition. For example, if the judge changes a disposition of TJJD commitment to a disposition of probation with placement, then replace the TJJD commitment disposition with the probation with placement disposition. There should be no subsequent disposition entered on this referral.

REFERRAL CHECK 19: Disposition of Consolidated but No Other Dispositions on Same Date

If the disposition is consolidated, there should be another referral disposed on the same date for the juvenile. The records listed in this check consist of consolidated dispositions with no other disposition found on that date.

- How to Fix: Verify the disposition date and/or the disposition code are correct. The disposition of consolidated should only be used when multiple referrals are disposed on the same day.

- *Exception:* If a referral is disposed as Taken into Consideration by Court, then another disposition on the same date is not required. Please disregard the error.

REFERRAL CHECK 20: Juvenile is Outside the Juvenile Probation System Age or Has Missing DOB

This error check identifies records where the juvenile's date of birth (DOB) is missing, or the date of birth entered indicates the juvenile's age is outside the juvenile probation system eligibility at the time of their offense (Alleged Offense Date) or at the time of their referral (Referral Date) if the offense information is missing.

- How to Fix: Verify the juvenile's date of birth on the child description screen. If the date of birth is entered correctly, then verify the offense date is also correct.

- *Exception:* If the juvenile's record is sealed, you may disregard the error.

REFERRAL CHECK 22: Violation of Court Order with no Original Referral Number

All referrals for Violation of Court Order offenses must have the Original Referral Number filled in on the Referral screen. The Original Referral Number is the referral number for the adjudicated referral that the juvenile violated.

- How to Fix: Select the adjudicated referral the juvenile violated as the Original Referral. Do not select a prior violation referral as the Original Referral. If you cannot enter the Original Referral on the Referral screen in JCMS, it is because the Amend Offense feature was used incorrectly to revise an offense to a Violation. Contact JCMSSupport@tjjd.texas.gov for instructions on how to undo the amendment and create a new Offense screen for the Violation.

REFERRAL CHECK 23: Risk or Needs Level is Missing or Incorrect

All formal or paper-formalized dispositions that are not dropped/dismissed/non-suited require the completion of a risk and needs assessment prior to disposition. The resulting risk and needs levels must be entered into your department's juvenile case management system. Entering a risk and/or needs level that is not an option on your department's authorized assessment will produce an error stating "Risk or needs level is not valid." If your department recently changed the risk and needs assessment instrument used, notify TJJD Research staff so it may be included in next year's CDA.

- How to Fix: Verify risk and needs levels through your department's authorized assessment instrument (RANA, PACT, YLS/CMI). If your department uses the Risk and Needs Assessment (RANA), review the juvenile's assessment information in the RANA application. Make sure to review the assessment for the correct referral/disposition. Contact RANASupport@tjjd.texas.gov if you need authorization to access the RANA site or if you need to re-activate your RANA account.

  Ensure the correct risk and needs levels are entered in your department's juvenile case management system. Departments using the **RANA** should only enter Low, Medium, or High risk level. Departments using the **PACT** should only enter Low, Medium, Medium-High, or High risk level. Departments using **YLS/CMI** should only enter Low, Medium, High, or Very High risk level. Medium-Low is not a valid risk level for the RANA, PACT, or YLS/CMI.

  If the risk and needs levels are missing and there is prior record of a valid assessment completed within 14 days of the disposition in question and those levels remain true, then enter the risk and needs levels from this prior disposition for the disposition in question. If multiple referrals are disposed on the same date and the risk and needs levels were only entered on one of the referrals, then enter the same risk and needs levels for the other referral(s) disposed on the same date. Only one risk and needs assessment is required per disposition event.

  If the risk and needs levels are missing because a risk and needs assessment was never completed for the disposition in question and there is no prior record of a valid assessment completed within 14 days of this disposition, then change the risk and needs levels to Not Administered on the disposition in question.

REFERRAL CHECK 25: Incorrect Disposition for a Paper Complaint Referral Type

A paper complaint referral should have a TJJD primary disposition code of "000". For JCMS counties, the disposition used in paper complaint referrals must have a Decision Type of Paper Complaint Disposition.

- How to Fix: If the paper complaint referral type is incorrect and the referral was not disposed as a paper complaint, change the referral type. If the paper complaint referral type is correct, select a disposition with a TJJD primary disposition code of "000". In JCMS, the list of appropriate paper complaint disposition options (those assigned a Decision Type of Paper Complaint Disposition) is available under Maintenance, Actions and Dispositions.

REFERRAL CHECK 26: Incorrect Violation of Court Order Offense Code for an Indeterminate Commitment Disposition

If a juvenile is given an Indeterminate Commitment to TJJD disposition for violating a court order of probation, the violation offense charged should be either **Viol of Court Order – Technical** or **Viol of Court Order – New Offense**. The violation offenses that reference a Determinate Sentence Probation are only acceptable to use when the juvenile violates a Determinate Sentence Probation order. It is not appropriate to dispose of a violation of a Determinate Sentence Probation with an Indeterminate Commitment to TJJD disposition. This error check identifies Indeterminate Commitment dispositions for a **Viol of Court Order (Det Sent Prob) – Technical** (50129005) or **Viol of Court Order (Det Sent Prob) – New Offense** (50129006).

- How to Fix: Verify the disposition and offense codes are correct. If the juvenile received an Indeterminate Commitment to TJJD disposition due to a violation of probation, then change the offense code to either **Violation of Court Order – Technical** (50129003) or **Violation of Court Order – New Offense** (50129004). If the juvenile was on Determinate Sentence Probation at the time of the violation and the juvenile received a Determinate Commitment to TJJD disposition, then change the disposition to Determinate Commitment to TJJD.

REFERRAL CHECK 27: Incorrect Violation of Court Order Offense Code for a Determinate Commitment Disposition

If a juvenile is given a Determinate Commitment disposition for violating a court order of probation, the juvenile must have been under a Determinate Sentence Probation and the violation offense charged must be either **Viol of Court Order (Det Sent Prob) – Technical** or **Viol of Court Order (Det Sent Prob) – New Offense**. Violation offenses that reference a Determinate Sentence Probation are the only acceptable violation options to use when the juvenile violates a Determinate Sentence Probation order. It is not appropriate to dispose of a "regular" violation of probation offense with a Determinate Commitment to TJJD disposition. This error check identifies Determinate Commitment dispositions for a **Viol of Court Order – Technical** (50129003) or **Viol of Court Order – New Offense** (50129004).

- How to Fix: Verify the disposition and offense codes are correct. If the juvenile received a Determinate Commitment to TJJD disposition for a Violation, then change the offense code to **Violation of Court Order (Det Sent Prob) – Technical** (50129005) or **Violation of Court Order (Det Sent Prob) – New Offense** (50129006). If the juvenile was not on Determinate Sentence Probation at the time of the Violation and did not receive a Determinate Commitment to TJJD disposition, then change the disposition to Indeterminate Commitment to TJJD.

REFERRAL CHECK 28: CD, CP, and TR Referrals from a Texas County with Originating Jurisdiction PID of 9999999999

An Originating Jurisdiction PID of 9999999999 is allowed only if the juvenile is originally referred from entity outside of a Texas county juvenile probation department. This error check identifies contract detention, contract placement, and interim/permanent transfer referrals with an Originating Jurisdiction PID of 9999999999 when the referring county is in Texas.

It is possible for the detaining county to receive a juvenile into detention before the referral is entered in the home probation department. As a best practice, leave this data field blank until the juvenile is assigned a PID number in the home county, then enter the Originating Jurisdiction PID on the referral record when it becomes available.

- How to Fix: Search JCMS statewide to find the juvenile's PID number in the home county, or contact the home county directly to request this information. In JCMS, enter the Originating Jurisdiction PID on the Referral screen.

- *Exception:* If you are able to verify that a PID number does not exist in another Texas County for this juvenile, please disregard this error.

REFERRAL CHECK 29: Incorrect Determinate Sentence Months for the Disposition

The Determinate Sentence Months data field indicates the total number of months ordered if the juvenile receives a disposition of determinate sentence commitment or determinate sentence probation with or without placement. This error check identifies Determinate Sentence Months entered for any primary disposition other than determinate sentence commitment or determinate sentence probation with or without placement. Also, this error check identifies when no Determinate Sentence Months are entered for a disposition of determinate sentence commitment or determinate sentence probation with or without placement.

- How to Fix: Verify the disposition is correct, and mapped to the correct TJJD Referral Disposition code. Change the number entered on the Determinate Sentence Months data field on this record. In JCMS, correct the error on the Referral Disposition screen.

DETENTION CHECKS

DETENTION CHECK 2: Overlapping or Duplicate Detention Records
This error check covers any situation where there is more than one detention record open at the same time. In these cases, the detention record has been entered twice on the same referral number, or is incorrectly attached to two different referral numbers.

- How to Fix: Identify the correct referral number on the detention record, then remove duplicate detention records and/or close an active detention record left open in error.

DETENTION CHECK 5: Detentions with Incorrect Referral Type
The accepted referral types for a referral attached to a detention record include formal, paper-formalized, or contract detention.

- How to Fix: Verify the referral type and/or the referral number assigned to the detention record. Detention records attached to a referral type other than formal, paper formalized, or contract detention must be fixed. If there is no referral type listed for this detention record, then an offense is not designated as the Primary Disposition Offense Indicator (DOI) on the Referral Disposition screen. To fix this in JCMS, select to view this referral and click on the Disposition link inside the referral. Select to view and edit the Disposition screen. Assign the DOI of Primary to one of the offenses listed in the DOI section and save the screen.

DETENTION CHECK 6: Detention Date Prior to Referral Date OR After Disposition Date
The date that the juvenile entered detention should be equal to or later than the referral date and equal to or earlier than the disposition date.

- How to Fix: Verify that the date of detention entry, the referral date, and the disposition date are correct.

- *Exception:* If a juvenile is detained after the primary disposition date but prior to the subsequent disposition date, this is not considered an error as long as it is the correct use of primary and subsequent dispositions. (See Referral Check 17 on page 9 regarding primary and subsequent dispositions.)

  Exception: If a juvenile is awaiting placement into a secure or non-secure residential facility, and is therefore in detention beyond their disposition date, please disregard the error.

DETENTION CHECK 7: Incorrect or Missing Detention Release Date

This error check includes detention records with a length of stay greater than or equal to 3 months. Detention records with or without a detention release date are included.

- How to Fix: All detention records left open in error must be closed. If you cannot determine the exact release date, then calculate your department's average length of stay in detention and use this information to estimate the release date. <u>Never put the current date as the estimated detention release date.</u>

  Detention records open prior to 1/1/2017 were included if the detention was missing a release date. If your department records show a Detention Release Date, but the enclosed list of Detention Check 7 errors do not show that release date, please re-save the record. (See page 4 on re-saving records.) Notify TJJD Research staff if you have previously re-saved this record due to a CDA error.

- *Exception:* If you are able to verify that the detained and release dates are correct, please disregard the error.

DETENTION CHECK 9: Juvenile has a Referral Type of Contract Detention in a County with no Detention Facility

The referral type of contract detention should only be used by the receiving county of a contract detention. This error check identifies contract detention referrals in a county without a detention facility registered with TJJD.

- How to Fix: If your county does not have a registered detention facility, then the referral type for a referral number assigned to a detention record should be either formal or paper-formalized. If your county does not have a registered detention facility and is paying for the detention of a juvenile not under your jurisdiction (parolee, runaway from another county, etc.), then the referral type should be non-jurisdiction and you should not attach a detention screen to a non-jurisdiction referral type.

DETENTION CHECK 10: Juvenile is Released and Detained Again within 24 Hours on Same Referral

This error check identifies a record in which a juvenile is recorded as being released from detention, only to return to the same facility within one day on the same referral number. (Example of error: a juvenile is released on 8/31 and detained again on 9/1.) Leaving detention to attend a court hearing is not considered a release from detention. Thus, the initial detention record should remain open, and a second detention record should not be created when the juvenile returns to detention after the hearing. If your record shows a juvenile being released from detention only to attend a court hearing, there should not be a second detention record.

- How to Fix: Change the date released on the initial detention record to the actual date released (i.e. the date released on the second detention record), and then delete the second detention record.

- *Exception:* If you verify the detention release date is correct, and the juvenile was released from detention only to be detained again within 24 hours, please disregard this error. (Example of exception: A juvenile is released from detention prior to court and placed on conditional pre-disposition supervision, then violates the terms of the supervision and is detained again within 24 hours.)

DETENTION CHECK 11: Incorrect or Inactive Detention Facility Code

All detention records must use a correct pre-adjudication detention facility code that was active at the time of the detention. Pre-adjudication detention facility codes are assigned by TJJD and are available online at the following link:
http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx
This error check identifies detention records with either an incorrect facility code, or a pre-adjudication detention facility code that was inactive at the time of detention.

- How to Fix: Change the facility code to reflect the correct/active pre-adjudication detention facility code at the time of detention.

  To correct the error in JCMS, contact JCMSSupport@tjjd.texas.gov to have them deactivate the incorrect code for the detention facility and create a new code using the correct pre-adjudication facility code based on the TJJD Juvenile Facility Registry. Once the new code is created, go to the Detention screen, change the Facility, and click Save.

PLACEMENT CHECKS

PLACEMENT CHECK 2: Incorrect or Missing Placement End Date or Missing Discharge Reason

This error check includes secure, non-secure, or emergency placement with a length of stay greater than or equal to 1.5 years. Placement records with and without a Placement Date Out are included.

- How to Fix: All placement records left open in error must be closed, and a discharge reason must be entered. If you cannot determine the exact discharge date, then calculate your department's average length of stay for the specific placement type and use this information to estimate the end date. Never put the current date as the estimated placement end date.

    Placement records open prior to 1/1/2017 were included if the placement was missing an end date. If your department records show a placement end date, but the enclosed list of Placement Check 2 errors do not show that end date, please re-save the record. (See page 4 on re-saving records.) Notify TJJD Research staff if you have previously re-saved this record due to a CDA error.

- *Exception:* If you are able to verify that the placement begin date and end date are correct, please disregard the error.

PLACEMENT CHECK 3: Overlapping or Complete Duplicate Placement Records

This error check covers any situation where there is more than one placement record of any placement type open at the same time, for the same or different referral number. In these cases, the placement has been entered twice on the same referral number or incorrectly attached to two different referral numbers, or the juvenile is entered in two different placement types at the same time.

- How to Fix: Identify the correct referral number for the placement record, then remove duplicate placement records and/or close an active placement record left open in error.

PLACEMENT CHECK 5: Parental, Kinship, or CPS Placement with a Cost per Day

It is not expected that any of these placement types would have a cost per day entered because another individual or entity would be expected to pay.

- How to Fix: Verify the placement type is correct and change if necessary.

- *Exception:* If the department entered the actual cost of the placement and confirmed the placement type as correct, please disregard the error.

PLACEMENT CHECK 10: Placements with Outcome Completed After a Stay of 1 Day

This error check includes secure and non-secure placements with a length of stay of one (1) day and a discharge reason of Completed.

- How to Fix: Verify the placement begin date, end date, and discharge reason are correct. Fixing this error may involve changing the date(s), or changing the discharge reason to unsuitable/not eligible.

PLACEMENT CHECK 12: Secure and Non-Secure Placements Attached to Referrals not disposed to Supervision

Secure and non-secure residential placements are defined as post-disposition and should therefore have an assigned referral that was disposed (or consolidated with another referral that was disposed) to deferred prosecution, adjudicated probation, or modified/extended probation. If the error record shows a disposition of consolidated, this means there was no other disposition on that date that was deferred prosecution, adjudicated probation, or modified/extended probation.

- How to Fix: Ensure the correct referral is attached to the placement record. If the disposition is pending, enter the disposition for the referral as soon as it is determined.

- *Exception:* There are times when a judge orders a juvenile to residential placement prior to disposition for a variety of reasons. If you find the juvenile truly was placed into a secure or non-secure facility prior to disposition, then please disregard the error.

PLACEMENT CHECK 13: Placement Begin Date Occurs Prior to Disposition Date of Attached Referral

This error check includes secure and non-secure placement records with a Disposition Date that is later than the Placement Date In. Secure and non-secure placement types should be used only for placements that occur after the disposition of a case.

- How to Fix: Ensure the correct referral is attached to the placement record. Verify the disposition date and placement begin date are correct. If the disposition is pending, enter the disposition for the referral as soon as it is determined. If a juvenile was hospitalized or sent to a mental health state school prior to disposition, please use the hospital placement type.

- *Exception:* There are times when a judge orders a juvenile to residential placement prior to disposition for a variety of reasons. If you find the juvenile truly was placed into a secure or non-secure facility prior to disposition, then please disregard error.

PLACEMENT CHECK 14: Placements with an Incorrect Referral Type

The accepted referral types for a referral attached to a placement record include formal, paper-formalized, interim/permanent transfer, interstate compact, or contract placement.

- How to Fix: Verify the correct referral type or the correct referral number is assigned to the placement record. If the juvenile was previously referred to your department for a contract detention referral and the placement record is associated with this contract detention referral, then create a contract placement referral and attach the placement record to this new contract placement referral.

PLACEMENT CHECK 15: Incorrect or Inactive Secure Placement Facility Code

Secure placement records with a pre-adjudication detention facility code or a non-secure facility code are considered errors if found in the placement table. Using a facility code that is inactive at the time of use is also an error. All facility codes used must be active, registered facilities and must be used correctly according to the type of facility.

- How to Fix: Verify all facility codes using the TJJD Juvenile Facility Registry, which can be found online at the following link:
  http://www.tjjd.texas.gov/publications/other/searchfacilityregistry.aspx

  To correct the error in JCMS, follow these steps:
  1. Deactivate the incorrect facility code for the secure placement facility: Select Maintenance from the home page, select Placement Facilities, click to View then click to Edit the placement facility in question. Uncheck the Active box, then click Save.

  2. Create a new facility code for the secure placement facility: Select Maintenance from the home page, select Placement Facilities, click to Add New, and enter the requested information. Use the TJJD Facility code associated with this placement facility found in the TJJD Juvenile Facility Registry (see above link). Then click Save.

  3. Update the Placement screen: Go to the juvenile's Placement screen, change the Placement Facility to the new secure placement facility created in the previous step, then click Save.

PLACEMENT CHECK 16: Juvenile in Residential Placement and Detention at the Same Time

This error check identifies an overlap of date released from detention and date admitted into placement, or vice versa. A juvenile may be released from detention and enter placement, or they may be released from placement and enter detention on the same date, but the dates should not overlap. (Example of error: enter placement on 8/30 and but released from detention on 8/31).

- How to Fix: Verify the dates entered for placement and detention are correct, and ensure the dates do not overlap.

Additionally, this error check identifies a complete overlap in placement and detention records if the overlap exceeds three days. (Example of error: A juvenile was recorded as in a placement facility from 01/20 to 07/10 and in a detention facility from 06/01 to 06/05 in the same year.) As a best practice, a juvenile going from detention into placement, or vice versa, should not be in both at the same time; however, TJJD allows for an overlap of up to three days. Overlaps exceeding three days are flagged as errors.

- How to Fix: The placement record should be closed with the correct release date and then re-opened when the juvenile has returned to that placement facility after being released from detention.

PLACEMENT CHECK 17: Disposed as Adjudicated to Probation with Placement but no Placement Record

If a referral is disposed as Adjudicated to Probation with Placement or Determinate Sentence Probation with Placement, there should be a placement record attached to this referral where the placement starts within 30 days of the disposition date, or there should be an open placement record that continues after the disposition date. This error check identifies referrals disposed as probation with placement, but the placement begin date is more than 30 days after the disposition date. This error check also identifies referrals disposed as probation with placement, but there is no placement record.

- How to Fix: If the juvenile began a placement, then create a placement record and attach it to the referral disposed as probation with placement. If the juvenile did not begin a placement, then verify the disposition code.

- *Exception:* If a placement begin date more than 30 days after the disposition date is verified to be correct, please disregard the error.

- *Exception:* If the juvenile is adjudicated to probation with placement and immediately sent to another jurisdiction for supervision, then you do not need to create a placement record. You do need to create a new probation supervision record, and close it with transferred out of jurisdiction supervision outcome.

SUPERVISION CHECKS

SUPERVISION CHECK 1: Cases Containing Future Supervision Dates
The Supervision Begin or Supervision End Dates occur after the date the record was last changed (for CASEWORKER users see Supervision Last Change Date).

- How to Fix: Verify that the supervision begin date and end date are correct. To avoid this error in the future, do not enter supervision dates that occur in the future at the time of your data entry.

SUPERVISION CHECK 4: Juveniles on Probation with Unknown or Missing Mental Health Needs
All probation supervisions should have the mental health needs question answered with Yes or No.

- How to Fix: Do not automatically answer Yes or No without first verifying this information. Check with the juvenile probation officer or the case file to obtain this information before updating the Mental Health Needs. In JCMS, the Mental Health Needs field is located on the Behavioral Health Status screen.

SUPERVISION CHECK 5: Cases Requiring Supervision End Date
This error check identifies pre-dispositional supervision records open longer than 1 year; deferred prosecution supervision records open longer than 1 ½ years; and probation supervision records open past the juvenile's 18th birthday. Some supervision records may not still be open, but the difference between the Supervision End Date and the Supervision Begin Date fits these criteria and requires verification of the dates.

- How to Fix: All supervisions left open in error must be closed, and a supervision outcome must be entered. If you cannot determine the exact supervision end date, then calculate your department's average length of stay for the specific supervision type and use this information to estimate the end date. Never put the current date as the estimated supervision end date.

    Supervision records open prior to 1/1/2017 were included if the record was missing an end date. If your department records show a supervision end date, but the enclosed list of Supervision Check 5 errors do not show that end date, please re-save the record. (See page 4 on re-saving records.) Notify TJJD Research staff if you have previously re-saved this record due to a CDA error.

- *Exception:* If you are able to verify that the Supervision Begin Date and Supervision End Date are correct, please disregard the error.

SUPERVISION CHECK 6: Supervisions with Incorrect Referral Type
The accepted referral types for a referral attached to a supervision record include formal, paper-formalized, interim/permanent transfer, contract placement, or interstate compact. All other referral types indicate an offense that would not warrant a juvenile's supervision.

- How to Fix: Verify the referral type, or ensure that the supervision record is attached to the correct referral number.

SUPERVISION CHECK 7: Disposed to Deferred Prosecution or Probation but no Deferred or Probation Supervision Record
Referrals disposed to deferred or probation should have a corresponding deferred or probation supervision record with a Supervision Begin Date no more than 30 days after the disposition date.

- How to Fix: Modified/extended probation dispositions do not require a new supervision record, but there should be an active probation supervision record at the date of disposition. If a juvenile is adjudicated to probation while on another order of probation, a new probation supervision record needs to be opened for the newly adjudicated referral number and run concurrently with the other supervision. If a juvenile is placed on deferred or adjudicated to probation and immediately sent to another jurisdiction for supervision, a supervision record should still be created and closed out with a transferred out of jurisdiction supervision outcome.

- *Exception:* If a Supervision Begin Date more than 30 days after the Disposition Date is verified to be correct, please disregard the error.

SUPERVISION CHECK 8: Deferred or Probation Supervision Records with Dispositions that are not Deferred or Probation
This error check identifies deferred or probation supervision records that are attached to a referral number with a disposition other than deferred or probation.

- How to Fix: Verify the correct referral number is attached to the supervision record and the disposition. If the referral number was consolidated at disposition, verify that the referral attached to the supervision is the one that received the deferred or probation disposition and not the consolidated disposition. Duplicate or additional supervision records are not required for consolidated dispositions.

SUPERVISION **C**HECK **9: Overlapping or Complete Duplicate Supervision Records with Same Referral Number**

This error check covers any situation where there is more than one supervision record of the same type open at one time for the same referral number. In these cases, the supervision record has been entered twice or overlapping supervisions have been entered on the same referral number.

- How to Fix: Remove duplicate supervision records and/or close an active supervision record left open in error.

SUPERVISION **C**HECK **11: Supervisions with an Outcome of TJJD Commitment, but no Commitment Disposition or the Commitment Disposition is more than 30 days after Supervision Outcome**

If a juvenile's supervision outcome is TJJD commitment, there should be a disposition reflecting this action. This means there should be a new referral number (new offense or violation of probation) showing a disposition of commitment within 30 days of the supervision outcome.

- How to Fix: Verify the supervision outcome, referral, and disposition information are correct. Entering a subsequent disposition of TJJD commitment on the same referral number attached to the supervision is not correct.

- ***Exception:*** If the supervision closed in your department because the juvenile received the TJJD commitment disposition in a county outside of your department's jurisdiction, please disregard the error.

SUPERVISION CHECK 12: Interim or Permanent Supervision Type (DEFI, PRBI, PRBP) with Incorrect Referral Type

Only an interim/permanent transfer referral type should be attached to supervisions with an interim deferred prosecution (DEFI), interim probation (PRBI), or permanent probation (PRBP) supervision type.

- How to Fix: Change the referral type or referral number the supervision is attached to; or change the supervision type to one more appropriate. The supervision type should be deferred prosecution (DEFP) or court ordered probation (PROB) for interstate compact referrals.

   For juveniles transferring out of your jurisdiction, a subsequent supervision may be opened with an interim inter-county transfer (IICT) supervision type if your county is tracking the duration of a juvenile's supervision while on interim in the receiving county. It is not correct to create an interim probation or interim deferred prosecution supervision record when a juvenile is sent out of your department.

SUPERVISION CHECK 13: Probation or Deferred Prosecution Supervisions with Outcome of Completed After a Stay of 1 Day

A probation or deferred prosecution supervision with a completed supervision outcome should have a duration of more than one day.

- How to Fix: Verify the supervision begin date, end date, and outcome are correct. If a juvenile is transferred out of your department through inter-county transfer immediately after the disposition or after only one day of supervision, it is correct to create the appropriate supervision record (probation or deferred) and then close the record with the supervision outcome of transferred out of jurisdiction on the day the transfer occurs.

SUPERVISION CHECK 14: Juveniles Absconding from Supervision with no Indirect Supervision

If a deferred prosecution or probation supervision record is closed with an absent without permission supervision outcome, there must be a separate indirect (INDR) supervision record attached to the same referral. The indirect supervision record should begin the day after the previous supervision record ended.

- How to Fix: Create an indirect supervision record starting after the end date of the supervision record with absent without permission supervision outcome.

PROGRAM CHECKS

PROGRAM CHECK 1: Cases Containing Future Program Dates

The program dates listed occurred after the date the record was last changed (for CASEWORKER users see Program Last Change Date).

- How to Fix: Verify that the program begin date and end date are correct. To avoid this error in the future, do not enter program dates that occur in the future at the time of your data entry.

PROGRAM CHECK 2: Incorrect or Missing Program End Date

The Program Begin Date and Program End Date indicate the juvenile was in a non-sex offender program for 1 ½ years or more, or was in a sex offender program for 2 ½ years or more. Prevention intervention programs are excluded from this check.

- How to Fix: All program records left open in error must be closed, and a program outcome must be entered. If you cannot determine the exact end date, then calculate your department's average length of stay in the program and use this information to estimate the end date. Never put the current date as the estimated program end date.

  Program records open prior to 1/1/2017 were included if the program was missing an end date. If your department records show a program end date, but the enclosed list of Program Check 2 errors do not show that end date, please re-save the record. (See page 4 on re-saving records.) Notify TJJD Research staff if you have previously re-saved this record due to a CDA error.

- *Exception:* If you are able to verify that the program begin date and end date are correct, please disregard the error.

PROGRAM CHECK 3: Juvenile is in a Program, but not Under Supervision

Juveniles in programs must be on some type of supervision for the entire duration of time they are in the program. All supervision types and periods are considered in this check. The supervision periods prior to and after the program record are included. Overlapping supervisions, of all types, were adjusted so this supervision period may not match any particular supervision record.

- How to Fix: Verify the program begin date and end date are correct. If the juvenile, whose deferred prosecution supervision ended due to non-compliance and who is pending adjudication, continues to participate in a program during this interim period, then open a conditional pre-disposition supervision record to track the juvenile's supervision while pending adjudication.

- *Exception:* If you are able to verify the juvenile was under continuous supervision during the duration of the program, please disregard the error.

- *Exception:* If a juvenile is in detention at the time of the program and the program is coded correctly with a program location of Detention, please disregard the error.

PROGRAM CHECK 4: Program Types Coded as Other

This error check contains a list of your department's programs that have been coded as "Other" under program type. Although "Other" is an option as a type of program, it is preferred that a more descriptive program type is used whenever possible.

- How to Fix: Change the program type to a category that describes the primary purpose of the program. This may require contacting the program's manager to obtain a more accurate program type. Program Type definitions are available on the web-based Program Registry. If a change is made to the program type, please ensure the change is also made to the program entry in the Program Registry.

  To change the program type in JCMS, select Maintenance from the home page, select Programs, click to View the Program that needs to be updated, then click to Edit the program. Select the appropriate Program Type and click Save. Then go to the juvenile's Program screen, and re-save. (See page 4 on re-saving records.)

PROGRAM CHECK 5: Overlapping or Complete Duplicate Program Records with Same Referral Number and Same Program Type and Same Program Name

This error check covers any situation where there is more than one program record open at the same time with the same referral number, program type, and program name. In these cases, the program record has been entered twice or overlapping programs have been entered on the same program and referral number.

- How to Fix: Remove duplicate program records and/or close an active program record left open in error. If the end date of the first program record is the same day as the begin date of the second program record, then change the begin date of the second program record to the following day.

PROGRAM CHECK 7: Programs with Incorrect Referral Type

This check validates whether programs are attached to appropriate referral types, and validates that the location assigned to a program is appropriate for the referral type.

- How to Fix: Ensure the correct offense is attached to the program record. Programs cannot be attached to an offense associated with paper complaint or crisis intervention referral types. If Grant S or Grant T funds the program, change the referral type to prevention/intervention. Programs attached to an offense associated with a contract placement referral should have a program location of Post-Adjudication Facility. Programs attached to an offense associated with a contract detention referral should have a program location of Detention. Programs attached to an offense associated with a non-jurisdiction referral should have a program location of JJAEP.

  To fix an incorrect program location in JCMS, select Maintenance from the home page, select Programs, click to View the program that needs to be updated, then click to Edit the program. Select the appropriate Program Location and click Save. Then go to the juvenile's Program screen, and re-save. (See page 4 on re-saving records.)

  If a program is offered in multiple locations, create a separate program code for each location (ex. **Substance Abuse Treatment – Community** and **Substance Abuse Treatment – Detention**). From the JCMS home page, select Maintenance, select Programs, click to Add New, enter the requested information, click Save, and then update the juvenile's Program screen. Ensure these separate programs are added to the web-based Program Registry. The Program Code in JCMS must match the Program Name Code entered in the Registry, and the Program Type in JCMS must match the Program Type entered in the Registry.

PROGRAM CHECK 9: Programs in Facilities with Incorrect Program Location

If a juvenile is in a program while in a residential placement facility, and you choose to track this in the Programs table, then you must use the Post-Adjudication Facility program location. Juveniles in placement the entire time they are in a program with a program location other than Post-Adjudication Facility are reported as errors.

- How to Fix: Verify the program and placement dates are correct. If your county receives this error for a program that the juvenile's parents are attending in the community, ensure that the program type is Programming for Parents. To make this designation in JCMS, select Maintenance from the home page, select Programs, click to View the program that needs to be updated, then click to Edit the program. Change the program type to Programming for Parents (programs with this type are excluded from Program Check 9). Then go to the juvenile's Program screen, and re-save. (See page 4 on re-saving records.)

  To fix an incorrect program location in JCMS, select Maintenance from the home page, select Programs, click to View the program that needs to be updated, then click to Edit the program. Select the appropriate Program Location and click Save. Then go to the juvenile's Program screen, and re-save. (See page 4 on re-saving records.)

  If a program is offered in multiple locations, create a separate program code for each location (ex. **Counseling – Community** and **Counseling – Post-Adjudication Facility**). From the JCMS home page, select Maintenance, select Programs, click to Add New, enter the requested information, click Save, and then update the juvenile's Program screen. Ensure these separate programs are added to the web-based Program Registry. The Program Code in JCMS must match the Program Name Code entered in the Registry, and the Program Type in JCMS must match the Program Type entered in the Registry.

MAYSI Checks

MAYSI Check 1: Referrals That Were Not Administered a MAYSI within 14 Days and Detentions Not Administered a MAYSI within 48 Hours

This error check identifies when a juvenile is detained, but the MAYSI is not administered within 48 hours from the time the juvenile is admitted into detention. A MAYSI must be administered every time a child is placed in detention, even if the MAYSI was previously and/or recently administered. Additionally, this error check identifies when a non-detained juvenile is not administered a MAYSI within 14 calendar days from the date of the first face-to-face contact between the juvenile and department staff. If the referral and detention are on the same day for the same referral number, the error will be listed only once.

The error list includes referrals and/or detentions where the MAYSI was not administered, or was administered but not within the required timeframe. To identify which scenario applies, look at the MAYSI Date listed. If there is no date (blank), then no MAYSI was found for that juvenile. If there is a date, then a MAYSI was completed but not within the required timeframe. The listed MAYSI may not be associated with the identified referral or detention record, but it is the only MAYSI record found close to the referral date or date detained.

- How to Fix: Verify all referral, detention, and MAYSI dates are correct for the juveniles listed. If the department did not administer the MAYSI for whatever reason or did not administer within the required timeframe, the error is not correctable.

  The department does not need to complete a MAYSI on juveniles from TJJD who are brought directly to court for a TJJD-related offense and who are then returned to TJJD. However, departments should still enter a MAYSI date and respond that the test was not administered for "Other Reasons".

MAYSI CHECK 2: MAYSI or PACT Mental Health Needs Indicator not matched with Screener/Assessment Mental Health Needs Source

The MAYSI-II or PACT Mental Health Domain mental health needs indicator should be used in conjunction with the Screener/Assessment mental health needs source. This error check identifies when the Screener/Assessment mental health needs source is selected, but MAYSI-II or PACT Mental Health Domain is not selected as the mental health needs indicator. Additionally, this error check identifies when the MAYSI-II or PACT Mental Health Domain mental health needs indicator is selected, but Screener/Assessment is not selected as the mental health needs source.

- How to Fix: Verify the mental health needs indicator and the mental health needs source are the most current reason the youth is identified as having mental health needs. If the most current reason is that, the youth scores a Caution or Warning on a subsequent MAYSI-II or receives a flag on the full PACT assessment Mental Health Domain, then select the appropriate mental health needs indicator, and select the Screener/Assessment mental health needs source.

PREVENTION & INTERVENTION CHECKS

PREVENTION & INTERVENTION CHECK 1: Non-Grant S or Grant T Recipient Using Prevention/Intervention Referral Type

The prevention/intervention (PI) referral type tracks youth participating in a prevention and intervention program funded by the Prevention/Intervention Demonstration Project (Grant S) or the School Attendance Improvement Project (Grant T). Only departments receiving Grant S and/or Grant T should use the PI referral type. Departments will receive this error for using the PI referral type if they did not receive Grant S or Grant T at the time of the referral.

- How to Fix: Delete the PI referral. To delete a PI referral in JCMS, first delete the Prevention/Intervention disposition from the Referral Disposition screen. Then delete the PI referral from the Referral Detail screen. Finally, delete the Prevention/Intervention offense from the Offense/Arrest Summary screen.

  If the youth was referred to your department for a crisis intervention or a formal referral, create a new referral with the correct referral type, offense, and disposition.

PREVENTION & INTERVENTION CHECK 2: Missing Program Record Attached to Prevention/ Intervention Referral

TJJD reports the number of youth served in TJJD funded prevention/intervention programs as well as the completion rate of these programs. In order to be included in this analysis, prevention/intervention program data must be entered into the Programs table by departments receiving Grant S and/or Grant T.

- How to Fix: Attach the prevention/intervention program to the Prevention/ Intervention offense, and enter the program referral date, begin date, end date, and outcome. Enter the funding source as Grant S or Grant T.

PREVENTION & INTERVENTION CHECK 3: Missing Funding Source for Prevention/Intervention Program

TJJD reports the number of youth served in grant-funded prevention/intervention programs. In order to be included in this analysis, prevention/intervention program data must indicate the funding source as Grant S or Grant T.

- How to Fix: On the prevention/intervention program, enter the funding source as Grant S or Grant T if either of these TJJD grants funded the program. As a best practice, enter the funding source when the program end date is entered.

PREVENTION & INTERVENTION CHECK 4: Prevention/ Intervention Youth under Supervision

As an eligibility requirement for Grant S and Grant T, youth in TJJD grant funded prevention/intervention programs should not be under active supervision of the juvenile probation department at the time of the PI referral.

- How to Fix: Close the prevention/intervention program record with an unsuitable/not eligible program outcome.

PREVENTION & INTERVENTION CHECK 5: Prevention/ Intervention Youth with Prior Felony Offense

Youth in TJJD grant funded prevention/intervention programs should not have a prior referral to the juvenile probation department for a felony offense. Youth with a prior referral for a felony offense have different risk and needs levels than other youth in a prevention/intervention program for which Grant S and Grant T are intended.

- How to Fix: Close the prevention/intervention program record with an unsuitable/not eligible program outcome. For currently open program records, enter the date the department notified the prevention/intervention program that the child was ineligible as the program end date.