

# BADGE Balanced Approach Data Gathering Environment

# Community Insight Reports User Manual

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# Key/Legend

The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** refers to all BADGE modules while the **BADGE Manual** covers this specific module.

Individual users may not have read or write privileges for every module; therefore, all users may not be able to add, edit, delete, or view certain information or functions in BADGE.

# In the BADGE Application

Style/Symbol/Button		Meaning
	Irop-down screen I Date Field	In order to select a date, click the <b>Calendar</b> drop-down button and select the date from the drop-down calendar. The date chosen will populate the text field to the left of the calendar drop-down button.
_ □ Screen/Wii	× ndow Control Buttons	Located in the upper right hand corner of any given screen/window, in order of appearance (from left to right): <b>Minimize</b> the screen; <b>Maximize</b> the screen; and <b>Close</b> the screen. If a component is greyed out it is not available.
Report Vie	of 4 V V wer Buttons (1 of 4)	In order of appearance (from left to right): go to <b>First Page</b> ; go to <b>Previous Page</b> ; <b>Current Page</b> displayed; <b>Total Pages</b> ; go to <b>Next Page</b> ; and go to <b>Last Page</b> .
🔹 🛞 🚱 Report Vie	wer Buttons (2 of 4)	In order of appearance (from left to right): go <b>Back to Parent Report</b> ; <b>Stop Rendering</b> report; and <b>Refresh</b> report.
Report Vie	wer Buttons (3 of 4)	In order of appearance (from left to right): <b>Print</b> ; <b>Print Layout</b> ; <b>Page</b> <b>Setup</b> ; click the <b>Export</b> icon to choose to export a report as an Excel spreadsheet, PDF, or Word document from the drop-down menu; and choose the document view by clicking on the <b>Zoom</b> drop-down menu.
Report Vie	Find Next wer Buttons (4 of 4)	In order of appearance (from left to right): <b>Text Box</b> , enter text to search for; click <b>Find</b> to search for text entered in text box; and click <b>Next</b> to find the next instance of text entered in the text box.
* *	Scroll Bars	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
Alert! Info	Info Button and/or Text in Red Font	A record with text displayed in red font generally indicates there is an "alert" associated with a given juvenile record. To view an alert click the red and white <b>Info</b> button or select the <i>Alerts</i> tab on the <u>Juvenile</u> <u>Information</u> screen.
?	Icon displayed on <u>Question</u> and/or <u>Confirmation</u> Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.
0	Icon displayed on various screens.	The exclamation mark on a red background denotes a mandatory field.
	Icon displayed on various screens.	The exclamation mark on yellow background typically displays on a search screen to inform the user no matches were found and that the search criteria should be changed.
	Icon displayed on <u>Information</u> Screen	The "i" icon typically displays when the application notifies a user of the results of a requested action, for example: "Data saved successfully." This also displays when there is additional information for field.

Style/Symbol/Button		Meaning	
Help Or @ Help	Help Button	Click the <b>Help</b> button to display the <u>Help</u> screen describing the business rules related to the selected report or for additional information related to the current screen.	
Close Or Close	Close Button	Click the <b>Close</b> button to close the current screen, leaving open the prior screen	
	Magnifying Glass Button	Click the Magnifying Glass button to expand a comment/textbox.	
Map It	Map It Button	The <b>Map It</b> button is currently disabled across the BADGE application.	
• Ves No Unknown Questions with an asterik (*) next to it follow the legend above.		Click on a checkbox to place a check mark in the appropriate checkbox to indicate "Yes," "No," or "Unknown." The default status, prior to user input, is a blue square in the "Unknown" checkbox.	

# In the BADGE Manual

Style/Symbol	Meaning	
Underlined and Italicized	Name of a screen.	
Italicized	Name of a tab, document title, or manual title.	
Bolded	Name of a function, key, button, option or where emphasis is required. The name of data fields on a module screen.	
Underlined	Name of a column header in a displayed table or an application generated report. Cased to match.	
"Text in Quotes"	Data or selection in a data field, input field, or drop-down menu.	
Bolded and Underlined	The manual's main title and other titles for key sections.	
<u>Hyperlink</u>	Press the Ctrl key and left click with the mouse to follow the hyperlink. Hyperlinks are links in the document that lead to webpages and files outside of the document or headings and bookmarks located inside the document.	
Padlock Icon	Denotes a locked item or record that cannot be changed.	
Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.	
Reference Bullet	Refer to another page or resource for additional information.	

The BADGE manuals are instructional guides for users to understand how to use the BADGE application. The BADGE manuals apply the same formatting across all manuals but information specific to each module. This manual is intended to assist those using the BADGE Caseload Management module.

The BADGE application manuals are regularly updated and uploaded to DJJ's website without user notification. For this reason, it is recommended that users access the manuals solely through the website instead of downloading and printing them to ensure that the most up-to-date version is used.

# Please Note

The BADGE electronic data management system is the property of the Commonwealth of Virginia and is intended for authorized users only. By accessing and using the BADGE system, users are consenting to system monitoring for law enforcement and other purposes.

Every user accessing the BADGE electronic data management system is bound by confidentiality rules. BADGE system users should not access information on any persons for which there is not a legitimate professional interest. A log entry is made whenever a user accesses a record in the BADGE system.

Access the following link for the <u>DJJ Acceptable Use & Information Security Agreement</u>. See <u>§2.2-2827</u> of the Code of Virginia for restrictions on state employee access to information infrastructure. See <u>§§16.1-223</u> and <u>16.1-300</u> of the Code of Virginia for confidentiality requirements and use restrictions of data and records.

Unauthorized use of the BADGE electronic data management system may subject a user to State or Federal criminal prosecution and penalties.

To report any issues encountered with the BADGE electronic data management system please email <u>DJJ-BADGE-Issues@djj.virginia.gov</u>. If there is a need to request a change please contact the appropriate Regional Program Manager (RPM) or Superintendent.

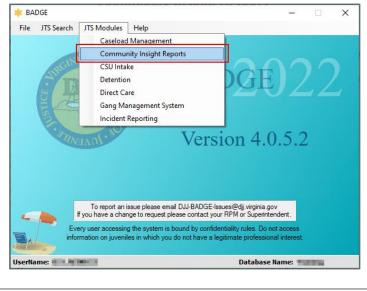
Please email <u>DJJ-BADGE-Passwords@djj.virginia.gov</u> for assistance with BADGE login problems.

All potentially sensitive data have been removed from all screen images presented in this manual.

<u>Community Insight Reports Module</u> The <u>Community Insight Reports</u> screen provides users with various reports to pull case management information.

# From the BADGE home screen:

1. (i) Click the JTS Modules menu, (ii) select the Community Insight Reports option from the drop-down menu, and the Community Insight Reports screen will appear.



Community Insi	ight Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\Compliance\Reviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Aggravating Override Categories
Case Management	DAI Aggravating Override Factors
Open Cases by Case Status	DAI Mitigating Override Factors
Open Cases by Risk Level	DAI Indicated v. Actual Decisions
Case Contact Compliance	
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Measures
Detention Visit Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	
Parole Discharge Evaluation	Miscellaneous
Probation Discharge Evaluation	Juveniles Requiring DNA Sample Be Taken
YASI Reassessment Due	Expunded Juveniles
MHSTP Community Pre-Release Meeting	JCC Commitments
MHSTP Community Parole Meeting	ACE Trauma Screen Summary Open Cases Without a SE
	Social Histories Completed SEAS Data Report
Contract Assessments Management	Workload Report
Caseload Assignments Management Assignments by Case Status	
Assignments by Risk Level	
Data Issues	
Workload Cases with No Primary Worker Assigned	

2. See the table below for a complete list of report types, specific report names, and a summary of the information contained in each report. Follow the hyperlinks in the table below to go directly to detailed instructions for each report.

Report Type	Report Name	Report Summary
Worker/Supervisor Level Case Load	Assignments/Compliance/Reviews	Provides four different reports with various information. Case Load, Case Contact Compliance, Cases Review Status, and Case Load Summary.
Compliance Summaries	Case Contact	Lists the Compliance Status, Count, Percentage, Total, and FIPS by case status for a specified time period.

Report Type	Report Name	Report Summary
	Detention Assessment Instrument (DAI) Factors Summary	Displays summary tables by Count and Percentage for all or selected CSUs and FIPS, for Aggravating Override Factors for Regular DAIs and Mitigating Override Factors for Regular DAIs.
	Open Cases by Case Status	Provides six different reports: Parole & Direct Care, Probation, Inactive, Absconder, Court Ordered Out-of-Home Placement, and Other.
	Open Cases by Risk Level	Provides two different reports: open juvenile cases risk levels by Parole/Probation case status and open juvenile cases risk levels by Absconders case status.
	Case Contact Compliance	Provides eight different reports: Parole, Probation, Direct Care/Residential Placement-Parole/Halfway House Cases, Residential Placement-Probation/Other Probation, Pre-Dispositional, Absconder, Court Ordered Out-of-Home Placement, and Post-Disposition Case Management.
	Supervisory Review/Supervision Plan Review/Family Progress	Provides four different reports: Supervisory Review Status for Open Cases, Supervision Plan Status for Open Cases, Family Progress Report Status for Open Direct Care Cases, and Level 1 And Level 2 Case Status Reviews.
	Detention Visit Compliance	Provides two different reports: detention visit Compliance Status and detention visit Contacts Due Dates.
Case Management	Length of Stay for Open Cases	Provides three different reports: length of stay for open juvenile cases by Parole, Probation, and Absconders case status.
	Intake Offenses by Decision	The report displays count and percentage of open cases by Offense Decision for Total, Referred to Court, Detention Order, Diverted, and Other.
	Parole Discharge Evaluation	The report displays Discharge Type (Based on Status Closed Code), Discharge Evaluation, School Attendance, Employment, Substance Abuse, and Lived At Same Location, for CSUs and date range selected.
	Probation Discharge Evaluation	The report displays Discharge Type (Based on Status Closed Code), Discharge Evaluation, School Attendance, Employment, Substance Abuse, and Lived At Same Location, for CSUs and date range selected.
	YASI Reassessments Due	Provides two different reports: YASI Reassessment Due for Open Parole Cases and YASI Reassessment Due for Open Probation Cases.
	Mental Health Services Transition Plan (MHSTP) Community Pre- Release Meeting	The report displays CSU, FIPS, Juvenile Number, Last Name, First Name, Alert, JCC, ERD (early release date), MHSTP 30 Day Due, JCC Release Date, Review Status, and Last Review.
	MHSTP Community Parole Meeting	The report displays CSU, FIPS, Juvenile Number, Last Name, First Name, Alert, JCC Release Date, MHSTP 90 Day Due, Review Status, and Last Review.
Caseload Assignments	Assignments by Case Status	The report displays count and percentage of assignments by case status for Total, Pre-Dispositional, Diversion, Post Disposition, Probation, Court-Ordered Out-of-Home Placement, Direct Care, Parole, Absconder, and Other.
Management	Assignments by Risk Level	The report displays count and percentage of assignments by risk level for CSU, FIPS, Total, No Risk, Low, Medium, High, Pending, Missing, and N/A - ICJ.
Data locus	Workload Cases with No Primary Worker Assigned	The report displays CSU, FIPS, Caseload Number, Juvenile Number, Juvenile Name, and Start Date.
<u>Data Issues</u>	Intake Complaints with Missing Adjudications/Dispositions	The report displays the CSU, FIPS, Juvenile #, Juvenile Name, Intake Date, ICN, VCC Code, and Flag, for the date range selected, as well as, flag definitions.

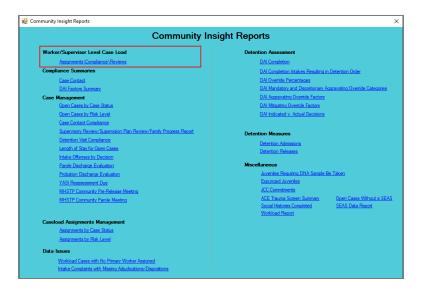
Report Type	Report Name	Report Summary
	DAI Completion	The report displays count and percentage of DAI completion for Missing, Completed, and Total.
	DAI Completion Intakes Resulting in Detention Order	The report displays count and percentage of DAI completion for DAI completed, DAI NOT Completed / Missing and Total.
	DAI Override Percentages	The report displays count and percentage of DAI overrides for Secure Detention - Override, Secure Detention – No Override, and Total.
Detention Assessment	DAI Mandatory and Discretionary Aggravating Override Categories	The report displays count and percentage of DAI override categories for Mandatory Firearm, Mandatory Escape/ AWOL/ Absconder, Mandatory Local Court Policy, Discretionary Aggravating, Discretionary Approved Sanction, and Total.
<u>riddddomoni</u>	DAI Aggravating Override Factors	The report displays count and percentage of DAI override categories for Parent Unwilling, Parent Unable, Mental Health, Substance Abuse, Violated Conditions, Threat to Flee, Other, DA Unavailable, Discretionary Approved Sanction, and Total.
	DAI Mitigating Override Factors	The report displays count and percentage of DAI mitigating override categories for DA Unavailable, Parent Able/Willing, Mental Health, Substance Abuse, Attends School/Work, Marginally Involved, Offense Less Serious, Other, and Total.
	DAI Indicated v. Actual Decisions	The report displays count and percentage of indicated decisions for regular DAIs completed for No Override, Detention Alt/Release, Secure Detention/Release, Release/Detention Alt, Secure Detention/Detention Alt, Release/Secure Detention, Detention Alt/Secure Detention, and Total.
Detention Meanures	Detention Admissions	Provides three different reports: Status, DAI Categories, and Length of Stay for admissions.
Detention Measures	Detention Releases	Provides three different reports: Status, DAI Categories, and Length of Stay for releases.
	Juveniles Requiring DNA Sample Be Taken	The report displays juveniles by CSU, FIPS, [Juvenile Name], Juv#, and Date of Birth that have a felony charge at the time the juvenile was 14 years of age or older and lists the Charged Offense, Offense Date, Adjudicated, and Amend Charge.
	Expunged Juveniles	The report displays CSU, Intake FIPS, Last Name, First Name, Juvenile #, Detention Admission Seq, Age, DOB, Date Expunged, Series, Total, and DOB Range.
	JCC Commitments	The report displays CSU, Juvenile #, Juvenile Name, Sex, Race, and Commitment Date for the CSU and time period selected
Missellanaara	ACE Trauma Screen Summary	The report provides a count and percentage of juveniles' yes and no responses to the ten questions on the ACE trauma screen for the selected CSU(s) and time period selected.
<u>Miscellaneous</u>	Open Cases Without a SEAS	The report displays CSU, FIPS, Supervisor, Worker, Juvenile #, Juvenile Name, and Case Status.
	SEAS Data Report	The report displays a count of the Total Completed SEASs and a count and percentage for detailed categories grouped by the following sections: Demographics, Victimization Types, Poly-Victimization, Victimization Impacts, Protective Factors, and Follow-Up Needed.
	Social Histories Completed	The report displays the Worker, CSU, Juvenile Number, Juvenile Name, Report Type, and Date Completed for the CSU(s) and time period selected.
	Workload Report	The report displays the selected CSU's workload information by Status Code, Report Type, and Intakes. Each category lists a static Workload Value and the Hours/Month for the selected timeframe. The report also lists FTE (Full Time Equivalent) Needed and Demand in Hours.

#### BADGE Community Insight Reports Module Manual

3. The appendix contains additional information that is useful when generating the reports detailed in this manual. See the table below for a list of the appendix topics and a summary of each. Follow the hyperlinks in the table below to go directly to each appendix.

Appendix Section	Appendix Title	Appendix Summary
Appendix A	Change User Button	This appendix provides instructions for using the <b>Change User</b> button. Some reports are generated for a specific worker, this button allows the user to select a specific worker for the report.
Appendix B	Report Type	This appendix provides detail for the four <b>Report Type</b> options that may be available for a report using the <b>Report Type</b> drop-down menu in the <b>Report Data</b> section: <b>Graph</b> , <b>CSU/FIPS</b> , <b>Summary</b> , and <b>Simple.</b>
Appendix C	Hyperlinks	This appendix provides instructions for embedded hyperlinks that may exist in a given report or graph.
Appendix D	Report Options	This appendix provides instructions for the <b>Report Options</b> section that is located toward the top of the screen for many reports. If available, the <b>Report Options</b> allow the user to refine the information that is contained in an existing report.
Appendix E	Juvenile History Report	This appendix provides instructions for using the <b>Get History</b> button that produces the <b>Juvenile History Report</b> . The button is available for many of the reports.
Appendix F	Document Revisions	This appendix documents the major revisions that have been made to this manual since its inception.

# Worker/Supervisor Level Case Load



For the following reports: refer to <u>Appendix A</u> for instructions on how to use the **Change User** button; refer to <u>Appendix D</u> for instructions using the items in the **Report Options** section; and refer to <u>Appendix E</u> for instructions using the **Juvenile #** field and **Get History** button.

# 1. Assignments/Compliance/Reviews

- a. Four different reports are accessible via the Assignments/Compliance/Reviews hyperlink: Case Load, Case Contact Compliance, Cases Reviews, and Case Load Summary.
- b. From the <u>Community Insight Reports</u> screen click the **Assignments/Compliance/Reviews** hyperlink and the <u>Worker Level Caseload</u> screen will appear.
  - i. The Worker, Type, and Report fields will auto-populate in the Report Data section of the screen. If required, change the criteria in the Report Data section using the (i) Change User button (<u>Appendix A</u>) and the (ii) Type drop-down menu. Use the (iii) Report drop-down menu to select one of the following 4 reports:
    - 1. **Case Load** report lists the <u>Supervisor</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Case Status</u>, <u>Status Start Date</u>, <u>Juvenile Name</u>, <u>Risk Level</u>, <u>Assignment</u>, and <u>Date Assigned</u> information.

- Contact Compliance report lists the <u>Supervisor</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Case Status</u>, <u>Juvenile Name</u>, <u>Contact Requirement Status</u>, <u>Contacts Count Prob./Parole</u>, and <u>Contacts Count: DC</u>.
- 3. **Case Reviews** report lists the <u>Supervisor</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Case</u> <u>Status</u>, <u>Status Start Date</u>, <u>Juvenile Name</u>, <u>Supervision Plan Review Due</u>, and <u>Supervisory</u> <u>Review Due</u>.
- 4. Case Load Summary report lists the <u>Worker</u>, <u>Status</u>, and <u>Total</u> case load for the selected worker by <u>FIPS</u>. The results listed for the worker by FIPS can be expanded by clicking the "+" button to display the associated <u>Supervisor</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Status</u> <u>Start Date</u>, <u>Juvenile Name</u>, <u>Risk Level</u>, <u>Risk Assess. Type</u>, <u>Assignment</u>, and <u>Date Assigned</u> information.

🔡 Worker Level Caseload	– 🗆 X	
Report Data		🛃 Worker Level Caseload —
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Report Options Ethnicity: Race:		Case Load
Genetic Sex:         All         Male         Female         All Ethnicities         All A Races           Sort by:         Supervisor         in         ASC         order         Non-Hispanic         Back	<ul> <li>Apply</li> </ul>	Report Options  Ethnicity:  Case Reviews  Ca
Sort by: Supervisor v in ASC v order Non-Hispanic v Black	~	Genetic Sex:  All Male Female All Ethnicities All Case Load Summary App
Juvenile # :	Get History	Sort by: Supervisor v in ASC v order Non-Hispanic v Black v
		Juvenile # : Get Hist
Id         of         ▶         Id         ↓         ♦         Id         Id         Id         Id         Id         Id         Find	Next	{
	<u>^</u>	
	*	

ii. Click the **Generate** button, and the selected report will appear at the bottom of the <u>Worker Level</u> <u>Caseload</u> screen.

🖷 Worker Level Caseload

1. If available, click the "+" button to expand portions of the report and display additional information.

	Report Data
	Worker: Worker Version Worker Version Worker Version Worker Version Case Load Summary Version Generate Hel
	Report Options
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🖁 Worker Level Caseload — 🗆 🗙	Sort by: Supervisor v in ASC v order Non-Hispanic v Black v
Report Data	
Worker: 📰 📰 Ghange User Type: Worker V Report: Case Load V Generate Help	Juvenile #: Get Hist
Report Options	4 4 1 of 1 ▶ ▶    + ⊗ 😨   🖨 🗐 💷 🔍 =   100% - Find   Next
Ethnicity: Race:	Case Load for
Hispanic White	Filter: None
Sont by: Supervisor v in ASC v order Non-Hispanic v Black v	Worker Status Total
	FIPS: 6
Juvenile # : Get History	Click the "+" button to expand the 6
🔺 1 of 1 🕨 🕅 🍬 🛞 🤣 🌐 🗐 🛺 💐 🔹 100% 🔹 🛛 Find   Next	
Case Load for	I 1 - Pre-Disposition Tracking Only information 4
iter: None	Risk Caseload Juvenile Status Assess.
Caseload Juvenile Status Risk Date	Supervisor FIPS Number Number Start Juvenile Name Risk Level Type Assignment As
upervisor FIPS Number Number Case Status Start Date Juvenile Name Level Assignment Assigned	To be have an and the set have been been been been been at the set of the set
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	E 1 - Diversion at Intake 4

iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

×

Report Data											
Worker:			🞜 Char	nge <u>U</u> ser Typ	e: Worker	Report	t: Case Load	~	Generate	Help	
Report Options					Ethnicity:		Race:				
Genetic Sex: •		Male 🔾 Fe	emale			icities 🔺	All Races		^	Apply	
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Sort by: Supervise	pr		~ in	ASC 🗸 ord	er 📋 Non-His	spanic ∨	Black		~		
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4 4 1 of	1 ▶	N   ∉ 0	9 🚱   🖷				•	Find	d   Next		
Filter: None	1 🕨	▶   4 @	9 🚱   🖷		• 100%		•	Find	d   Next		
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	FIPS	Caseload Number	Juvenile		for statu	IS S	• uvenile Name	Risk	Assignmer	Date It Assigned	d
Filter: None		Caseload	Juvenile	Case Load	for Statu	us Date J		Risk			d
Filter: None Supervisor		Caseload Number	Juvenile	Case Load	for state State	us Date J	uvenile Name	Risk		nt Assigned	d
Filter: None Supervisor		Caseload Number	Juvenile	Case Load	for Statu	us Date J	uvenile Name	Risk		nt Assigned	d
Filter: None Supervisor		Caseload Number	Juvenile	Case Load	for Statu	us Date J	uvenile Name	Risk		nt Assigned	d
Filter: None Supervisor		Caseload Number	Juvenile	Case Load	for Statu	us Date J	uvenile Name	Risk		nt Assigned	d
Filter: None Supervisor	FIPS	Caseload Number	Juvenile Number	Case Load	for Statu Statu	is Date Ji	uvenile Name	Risk Level	Assignmen	nt Assigned	d
Filter: None Supervisor	FIPS	Caseload Number	Juvenile Number	Case Load	for Statu Statu	is Date Ji	uvenile Name	Risk		nt Assigned	d

# **Compliance Summaries**

Community Insi	ight Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\Compliance\Reviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Aggravating Override Categori
Case Management	DAI Aggravating Override Factors
Open Cases by Case Status	DAI Mitigating Ovenide Factors
Open Cases by Risk Level	DAI Indicated v. Actual Decisions
Case Contact Compliance	
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Measures
Detention Msit Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	
Parole Discharge Evaluation	Miscellaneous
Probation Discharge Evaluation	Juveniles Requiring DNA Sample Be Taken
YASI Reassessment Due	Expunged Juveniles JCC Commitments
MHSTP Community Pre-Release Meeting	ACE Trauma Screen Summary Open Cases Without a !
MHSTP Community Parole Meeting	Social Histories Completed SEAS Data Report
	Workload Report
Caseload Assignments Management	
Assignments by Case Status	
Assignments by Risk Level	
Data Issues	
Workload Cases with No Primary Worker Assigned	

For the following reports: refer to <u>Appendix B</u> for instructions using the **Report Type** drop-down menu; refer to <u>Appendix C</u> for instructions using embedded hyperlinks.

# 1. Case Contact

- a. The Contact Compliance Summary for Open Juvenile Cases report, available via the Case Contact hyperlink, lists the <u>Compliance Status</u>, <u>Count</u>, <u>Percentage</u>, <u>Total</u>, and <u>FIPS</u> by case status for a specified time period.
- b. From the <u>Community Insight Reports</u> screen click the **Case Contact** hyperlink and the <u>Case Contact</u> <u>Compliance Summary</u> screen will appear.
  - i. The Status Type, Report Type, CSU, FIPS, Year, and Month fields will auto-populate in the **Report Data** section of the screen. If required, change the criteria in the **Report Data** section using the drop-down menus and/or the Year and Month selection arrows.
  - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>Case Contact Compliance</u> <u>Summary</u> screen.

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eport Type:	Simple		~	FIPS:	-All-		~	Month:	May	÷	Generate	•
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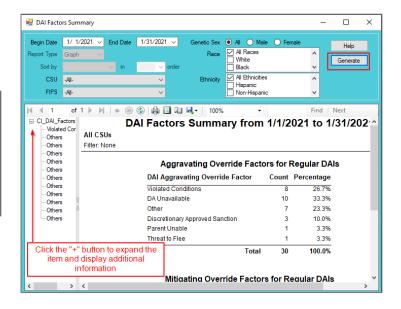
eport Data - tatus Type:	-All-	~	CSU: -All-	~	Year: 2022	÷	Help
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_	of 1 ▶ ▶∥   ∢	+ 🛞 🚱   🖨 🔲	û 🔍 -	100% -	Find   N	ext	
	0			y for Open Juvenile Cases			
		For All C	SUs From 5/1	/2022 to 5/31/2022			
FIPS:All							
ontact Cor	mpliance for Court-	Ordered Out-of-Hon	ne Placement	t Cases			
etermines c	ontact compliance by k	oking back from the la	st day of select	ted month.			
				One face to face contact per month in I	Detention Home		
				Compliance Status	Count	Percentage	
				In Compliance	0	0.0%	
				Out of Compliance	104	100.0%	
				Out of Compliance	104 104	100.0%	
ontact Cor	mpliance for Open [	)irect Care, and Res	sidential Plac				
				Total ement-Parole Cases			
etermines c	ontact compliance by Id	oking back from the la	st day of select	Total ement-Parole Cases	104	100.0%	
etermines c irect Care: C es. Placeme	ontact compliance by lo One face to face/video ont: One face-to-face/te	oking back from the la contact every three m elephone/video contact	st day of select onths, plus mon with juvenile e	Total ement-Parole Cases ted month.	104 juvenile is under	<b>100.0%</b> r 18. Parole -	
etermines c irect Care: C es. Placeme	ontact compliance by lo One face to face/video	oking back from the la contact every three m elephone/video contact	st day of select onths, plus mon with juvenile e	Total ement-Parole Cases ted month. thy and quarterly parental contact if j	104 juvenile is under	<b>100.0%</b> r 18. Parole -	
etermines c irect Care: C es. Placeme	ontact compliance by lo One face to face/video ont: One face-to-face/te	oking back from the la contact every three m elephone/video contact	st day of select onths, plus mon with juvenile e	Total ement-Parole Cases ted month. thy and quarterly parental contact if j	104 juvenile is under	<b>100.0%</b> r 18. Parole - s, plus a	
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The **Case Contact** report shows the last open case for a case status type within the specified time period. The **Case Contact** report is refreshed nightly.

# 2. Detention Assessment Instrument (DAI) Factors Summary

- a. The DAI Factors Summary report displays summary tables by <u>Count</u> and <u>Percentage</u> for all or selected <u>CSUs</u> and <u>FIPS</u>, for <u>Aggravating Override Factors for Regular DAIs</u> and <u>Mitigating Override</u> <u>Factors for Regular DAIs</u>.
- b. From the <u>Community Insight Reports</u> screen click the DAI Factors Summary hyperlink and the <u>DAI</u> <u>Factors Summary</u> screen will appear.
  - i. The Begin Date, End Date, CSU, FIPS, Genetic Sex, Race, and Ethnicity fields will auto-populate. If required, change the criteria as needed using the (i) Begin Date and (ii) End Date drop-down calendars, the (iii) CSU and (iv) FIPS drop-down menus, the (v) Genetic Sex radio buttons, and the (vi) Race and (vii) Ethnicity checkboxes. The Report Type, Sort by, and Order drop-down menus will be greyed out and unavailable.
  - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>DAI Factors Summary</u> screen.
    - 1. If available, click the "+" button to expand portions of the report and display additional information.

Begin Date	5/ 1/2022 V End Date	5/31/2022 ~	Genetic Sex	● All 🔾 Male	Female		Help
Report Type	Graph $\vee$		Race	✓ All Races White	^		ienerate
Sort by	$\checkmark$ in	✓ order		Black	~		enerale
CSU	-All-	~	Ethnicity	All Ethnicities	^	-	
FIPS	-All-	~		Non-Hispanic	~	,	
4 4 🗌	of 🕨 🕅 🍬 🛞		1008/		Find	I ∣ Next	



The DAI Factors Summary report shows regular DAIs completed during selected time period that resulted in a discretionary override. Judge-ordered detainments are not included.

# **Case Management**

Community Ins	ight Reports	
Worker/Supervisor Level Case Load	Detention Assessment	
Assignments\Compliance\Reviews	DAI Completion	
Compliance Summaries	DAI Completion Intakes Resulting in	Detention Order
Case Contact	DAI Override Percentages	
DAI Factors Summary	DAI Mandatory and Discretionary A	ggravating Override Categories
Case Management	DAI Aggravating Override Factors	
Open Cases by Case Status	DAI Mitigating Override Factors	
Open Cases by Risk Level	DAI Indicated v. Actual Decisions	
Case Contact Compliance		
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Measures	
Detention Visit Compliance	Detention Admissions	
Length of Stay for Open Cases	Detention Releases	
Intake Offenses by Decision		
Parole Discharge Evaluation	Miscellaneous	
Probation Discharge Evaluation	Juveniles Requiring DNA Sample I	<u>Be Taken</u>
YASI Reassessment Due	Expunged Juveniles	
MHSTP Community Pre-Release Meeting	JCC Commitments	
MHSTP Community Parole Meeting	ACE Trauma Screen Summary Social Histories Completed	Open Cases Without a SE/ SEAS Data Report
	Social Histories Completed Workload Report	JERO Vala Nepolt
Caseload Assignments Management		
Assignments by Case Status		
Assignments by Risk Level		
Data Issues		
Workload Cases with No Primary Worker Assigned Intake Complaints with Missing Adjudications/Dispositions		

- For the following reports: refer to <u>Appendix B</u> for instructions using the **Report Type** drop-down menu; refer to <u>Appendix C</u> for instructions pertaining to embedded hyperlinks; refer to <u>Appendix D</u> for instructions using the items in the **Report Options** section; and refer to <u>Appendix E</u> for instructions using the **Juvenile #** field and **Get History** button.
- When the following **Case Management** reports are generated they default to **Report Type** "Graph" and display only a portion of all the available data that is presented in the report when it is generated using **Report Type** "Simple." To see all available report data choose "Simple" from the **Report Type** drop-down.
- **Report Types** "Graph" and "Summary" will display some or all of the information displayed by **Report Types** "Simple" or "CSU/FIPS" in summarized forms (see <u>Appendix B</u>). Additionally, **Report Types** "Graph" and "Summary" will often contain embedded hyperlinks that allow the user to display additional data detail (see <u>Appendix C</u>).

# 1. Open Cases by Case Status

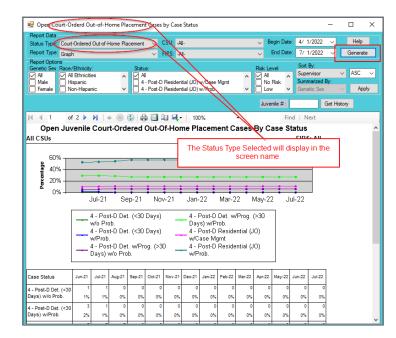
- a. Six different reports are accessible via the **Open Cases by Case Status** hyperlink: **Parole & Direct Care**, **Probation**, **Inactive**, **Absconder**, **Court Ordered Out-of-Home Placement**, and **Other**.
  - i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <u>CSU</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Caseload Number</u>, <u>Case Status</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Age</u>, <u>Status Start Date</u>, <u>Status End Date</u>, <u>Risk Level</u>, <u>School</u>, <u>Grade</u>, and <u>Living With</u>.
  - ii. When **Report Type** "Graph" is selected, count and percentage for each **Status Type** report is displayed.
- b. From the <u>Community Insight Reports</u> screen click the **Open Cases by Case Status** hyperlink and the <u>Open Parole Cases by Case Status</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Begin Date** and (v) **End Date** calendar drop-down menus. Use the (vi) **Status Type** drop-down menu to select one of the following 6 reports:
    - 1. **Parole & Direct Care** report provides count and percentage by <u>Case Status</u>: "Committed to DJJ," "Parole Level 1, 2, 3, 4," "Parole Residential Placement," and "Halfway House".
    - 2. **Probation** report provides count and percentage by <u>Case Status</u>: "Probation Residential Trmt Pgm (Not JO)," "Probation Level 1, 2, 3, 4," and "Prob. Contacts Less Than 1/Month."
    - Inactive report provides count and percentage by <u>Case Status</u>: "Inactive According to Plan," "Inactive Courtesy Superv. in Another CSU," and "Inactive Superv. by Another State."
    - Absconder report provides count and percentage by <u>Case Status</u>: "Absconder (1 Contact/Month)," "Absconder (1 Contact/Week)," and "Absconder (3 Contacts/Week)."
    - 5. **Court-Ordered Out-of-Home Placement** report provides count and percentage by <u>Case</u> <u>Status</u>: "Post-D Det. (<30 Days) w/o Prob.," "Post-D Det. (<30 Days) w/Prob.," "Post-D Det.

w/Prog. (>30 Days) w/o Prob.," "Post-D Det. w/Prog. (>30 Days) w/Prob.," "Post-D Residential (JO) w/Case Mgmt," and "Post-D Residential (JO) w/Prob."

 Other report provides count and percentage by <u>Case Status</u>: "Pre-Court Services Referral and Tracking," "Diversion At Intake, Pre-D (1 Contact/Month)," "Pre-D Tracking Only," "Post-D Case Management," "Post-D Referral and Tracking Level 1," "Diversion Program Beyond 90 Days," "ICJ Pending,", and "Pending CSU Superv. Transfer (Receiving CSU Only) information."

💀 Open Parole Cases by Case State	us	– – ×	💀 Open Parole Cases by Case Status	– 🗆 X
Report Data           Status Type:         Parole & Direct Care           Report Type:         Graph           Bayed Apdrons         Graph           Bayed Apdrons         Will All Phinoty:           Via         All           Male         Hapanic           Female         Non-Hispanic		✓         Begin Date:         6/         1/2022         ✓         Help           ✓         End Date:         7/         1/2022         ✓         Generate           No         Risk Level         Soft By:         Supervisor         ASC:         ✓           ✓         Al         Supervisor         ASC:         ✓           ✓         Ion Risk         Summarized By:         Apply	Report Data     Status Type:     Parole & Direct Care     CSU:     -44-       Report Option     Parole & Direct Care     FIPS:     -44-       Report Option     Inactive     FIPS:     -44-       Genetic Sex:     Assconder     -     -       Ø Anter     Out-Ordeed Out-of-Home Placement     -     -       Male     Other     -     -       Image: Control of the State of the Sta	✓         Begin Date:         6/         1/2022         Help           ✓         End Date:         7/         1/2022         Generate           Risk Level         Sort By:         Supervisor         ASC         ✓           No Risk         Supervisor         Asc         ✓         Summarzed By:           Low         Generate By:         Summarzed By:         ✓         Apply
	8 @   <b>4   1   4   100%</b>	Juvenile #: Get History	4 4 of > > >   + ⊗ @   ⊕ □ □ □ =, -   100%	Juvenie #: Get History

ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Open</u> [Status Type drop-down menu selected] Cases by Case Status screen.



iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

Report Data	a	me Placement V	CSU: -All-		in Date:	4/ 1/2022	~	Help
Status Type: Report Type:	Court-Ordered Out-of-Ho Graph	me Placement V	FIPS: -All-		nd Date:	7/ 1/2022	· ·	Generate
	ns Race/Ethnicity: All Ethnicities Hispanic Non-Hispanic		-D Residential (JO) w/Case M -D Residential (JO) w/Prob.	Igmt Risk Leve	sk ^	Sort By: Supervisor Summarized B Genetic Sex	· ~	ASC Apply
d d 1	of 2 🕨 🎽 🗮		<b>□ ■</b> • 100%	Juvenil	e # :	Next	<del>act Histo</del>	<del>ly</del>

For the **Open Cases by Case Status** report, age is calculated based on the most recent status start date within the specified time.

The Open Cases by Case Status report shows the last open case status within the specified time.

# 2. Open Cases by Risk Level

- a. Two different reports are accessible via the Open Cases by Risk Level hyperlink: open juvenile cases risk levels by Parole/Probation case status and open juvenile cases risk levels by Absconders case status.
  - i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Caseload</u> <u>Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Case Status</u>, <u>Status Start Date</u>, <u>Status End Date</u>, <u>Risk</u> <u>Level</u>, <u>Risk Assess. Type</u>, and <u>Date Completed</u>.
  - ii. When **Report Type** "Graph" is selected, count and percentage for each **Status Type** report is displayed.
- b. From the <u>Community Insight Reports</u> screen click the **Open Cases by Risk Level** hyperlink and the <u>Open Juvenile Cases by Risk Level</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** drop-down menu to select one of the following 2 reports:
    - 1. **Parole/Probation** report provides count and percentage of open cases with case status of parole, probation, or commitment to DJJ by Risk Level ("No Risk," "Low," "Medium," "High," "Pending," "Missing," and "Total").
    - 2. **Absconders** report provides count and percentage of open cases with case status of absconder by Risk Level ("No Risk," "Low," "Medium," "High," "Pending," "Missing," and "Total").

💀 Open Juvenile Cases by Risk Le	evel	– 🗆 X	💀 Open Juvenile Cases by Risk Level	– 🗆 X
Report Data           Status Type:         Parole/Probation           Report Type:         Graph           Beport Options         Genetic Sex: Race/Ethnicity:           Ø Al         Ø Al Ethnicities           Male         Higpanic           Female         Non-Hispanic	CSU AI-	Vear     2022     ⊕     Help       ✓     Month:     June     (⊕)     Generate       Bak Level     Soft By     ASC     ✓       ✓     Asi     Supervisor     ASC       ✓     No Flak     Cenetic Sax     ✓	Repot Dirat       Status Type:       Repot Dype:       Parole/Probation       Repot Dype:       Parole/Probation       Repot Dype:       Repot Dype:	Year:         2022         1000000000000000000000000000000000000
4   4           of   ▶	8 🖗   🌲 🗐 💷 🔍 +   100%	Juvenie # : Get History  Find   Next	4 4 <b>of</b> ▶ ▶   + ⊛ @   ∰ □ □ □ ₩,•   100%	Juvenie #: Get History  Find   Next  V

- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Open</u> <u>Juvenile Cases by Risk Level</u> screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

- open Juv	enile Cases by Ris	ik Level							-	- 🗆	×
Report Data						в					_
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Report Type:	Simple		~	FIPS: -All-		~	Month	n: Ap	pril 🗄	Gener	ate
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FIPS:All Filter: None	9										
	9		For All C			22 Status	Status		Risk		ĺ
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Filter: None			For All C Juvenile Number Juve	SUs From 4	1/1/2022 to 4/30/202	Status Start Date	End		Assess.		
Filter: None		Number	For All C Juvenile Number Juve	SUs From 4	/1/2022 to 4/30/202 Case Status	Status Start Date	End	Level	Assess. Type	Completed	
Filter: None		Number	For All C Juvenile Number Juve	SUs From 4	/1/2022 to 4/30/202	Status Start Date	End	Level	Assess. Type	Completed	
Filter: None		Number	For All C Juvenile Number Juve	SUs From 4	/1/2022 to 4/30/202	Status Start Date	End	Level	Assess. Type	Completed	
Filter: None		Number	For All C Juvenile Number Juve	SUs From 4	/1/2022 to 4/30/202	Status Start Date	End	Level	Assess. Type	Completed	
		Number	For All C Juvenile Number Juve	SUs From 4	Case Status	22 Status Start Date	End	Level	Assess. Type	Completed	

The **Open Cases by Risk Level** report shows the last open parole/probation/committed to DJJ case status within the specified time period.

# 3. Case Contact Compliance

a. Nine different reports are accessible via the Case Contact Compliance hyperlink: Parole, Probation, Direct Care/Residential Placement-Parole/Halfway House Cases, Residential Placement-Probation/Other Probation, Pre-Dispositional, Absconder, Court Ordered Out-of-Home Placement, Post-Disposition Case Management, and Pre-Court Services Referral and Tracking.

- i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Caseload</u> <u>Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Case Status</u>, <u>Status Start Date</u>, <u>Status End Date</u>, <u>Std.</u> <u>Adj.</u>, and <u>Contacts</u>.
- ii. When **Report Type** "Graph" is selected, count and percentage for each **Status Type** report is displayed.
- b. From the <u>Community Insight Reports</u> screen click the **Case Contact Compliance** hyperlink and the <u>Contact Compliance for Open Parole Cases</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** drop-down menu to select one of the following 8 reports:
    - 1. **Parole** report provides count and percentage of contact compliance for open juvenile parole cases by <u>Compliance Status</u>: "In Compliance" and "Out of Compliance."
      - a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts: Parent/ Primary PO/ Client In CSU/ Out of CSU</u>.
    - 2. **Probation** report provides count and percentage of contact compliance for open juvenile probation cases by <u>Compliance Status</u>: "In Compliance" and "Out of Compliance."
      - a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts: Primary PO/ Client Total</u>.
    - 3. **Direct Care/Residential Placement-Parole/Halfway House Cases** report provides count and percentage of contact compliance for open juvenile direct care/residential placement-parole/halfway house cases by Compliance Status: "In Compliance" and "Out of Compliance."
      - a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts: Client/ Parent/ Parent Face to Face</u> and <u>Last Client Contact (within 90 days)</u>.
    - Prob. Residential/Other report provides count and percentage of contact compliance for open juvenile residential placement-probation/other probation cases by <u>Compliance Status</u>: "In Compliance" and "Out of Compliance."
      - a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts: Client Face to Face or Video</u> and <u>Last Client Contact (within 90 days)</u>.
    - Pre-Dispositional report provides count and percentage of contact compliance for open juvenile pre-dispositional probation cases by <u>Compliance Status</u>: "In Compliance" and "Out of Compliance."
      - a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts: Primary PO/ Client Total</u>.
    - 6. **Absconder** report provides count and percentage of contact compliance for open juvenile absconder cases by <u>Compliance Status</u>: "In Compliance" and "Out of Compliance."
      - a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts</u>.
    - Court-Ordered Out-of-Home Placement report provides count and percentage of contact compliance for open juvenile court-ordered out of home placement cases by <u>Compliance</u> <u>Status</u>: "In Compliance" and "Out of Compliance."
      - a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts: Client Face to Face or Video/ Face to Face in Det</u>.
    - Post-Disposition Case Management report provides count and percentage of contact compliance for open juvenile post-disposition case management cases by <u>Compliance Status</u>: "In Compliance" and "Out of Compliance."
      - a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts: Total</u>.
    - Pre-Court Services Referral and Tracking report provides count and percentage of contact compliance for open juvenile pre-court services referral and tracking cases by <u>Compliance</u> <u>Status</u>: "In Compliance" and "Out of Compliance."
      - a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts: Client Total</u>.
  - Select **Simple** from the **Report Type** drop-down menu to see detail by juvenile (<u>Appendix B</u>).

#### BADGE Community Insight Reports Module Manual

The <u>Contacts</u> column displayed when **Simple** is chosen from the **Report Type** drop-down menu provides a count for each contact type. For example, in the **Parole** report a value of "0/1/0/0" in the <u>Contacts: Parent/ Primary PO/ Client In CSU/ Out of CSU column</u> indicates there was one primary parole officer contact and no others.

🖳 Contact Compliance for Ope	en Parole Cases	- 🗆 X	🛃 Contact Compliance for Open Parole Cases —	
Report Data           Status Type:         Parole           Report Type:         Graph           Benott Options:         Genetic Sex: Race/Ethnicity:           ✓ All         ✓ All Ethnicities	CSU:         -Al-           FIPS:         -Al-           Status:         -Al-	Year         2022         ⊕         Help           ✓         Month:         June         ⊕         Generate           Risk Level         Soft By:         Supervisor         ASC         ✓	All All All All All All	Help Generate
Male Hispanic Female Non-Hispanic	G - Parole - Level 1     G - Parole - Level 2     G - Parole - Level 2	No Rak         Summarized By.           Low         Genetic Sex         Apply           Juvenile #:         Get History           Find         Next	Male         Associater         Summarized By- court-Ordered Out-of-Home Placement Pre-Cause Societies Referant and Tracking         ■         Level 1         ■         No Rak.         Summarized By- court-Ordered Out-of-Home Placement Pre-Cause Societies Referant and Tracking         ■         Level 2         ■ <td>Apply</td>	Apply
or P Pl ¢			Contact Compliance for Open Juvenile Parole Cases	^ C

- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Contact Compliance for [Status Type drop-down menu selected] Cases* screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

	Compliance f	or Open Pa	role Cases							-		×
Report Data Itatus Type:			· · · · · · · · · · · · · · · · · · ·	CSU: -Al-			~	Year:	2022	÷	Help	٦
Report Type			· · · · · · · · · · · · · · · · · · ·	FIPS: -All-			~	Month:	May	÷	Genera	te
Report Optio Senetic Sex All Male Female	ns : Race/Ethnicit All Ethnicit Hispanic Non-Hispa	ies		role - Level 1 role - Level 2		< >	Risk Lev All No R Low	isk 🗘	Sort By: Superviso Summariz Genetic S	ed By: Sex	<ul> <li>✓ ASC</li> <li>✓ Ap</li> </ul>	ply
							Juveni			Get Hi	story	
∢ 1	of 2 🕨		🛞 🚯 🚔 🖡 act Complian			•		Find	I   Next			
ALL COLL												
All CSU	s		Contact Co	ompliance fo	or Past 13 Mo	onths			FIP	S: All		

- The **Contact Compliance for Open Juvenile Absconder Cases** report shows the last open absconder case status within the specified time period.
- Monthly summary data is refreshed nightly.

# 4. Supervisory Review/Supervision Plan Review/Family Progress Report

- a. Four different reports are accessible via the Supervisory Review/Supervision Plan Review/Family Progress Report hyperlink: Supervisory Review Status for Open Cases, Supervision Plan Status for Open Cases, Family Progress Report Status for Open Direct Care Cases, and Level 1 And Level 2 Case Status Reviews.
  - i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Caseload</u> <u>Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Case Status</u>, <u>Status Start Date</u>, <u>Last Review</u>, and <u>Review Due Date</u>. The **Family Progress** report will also display <u>RDC Rec'd Date</u>.
  - ii. Each report also displays count and percentage of open cases by review status for <u>Total</u>, <u>Overdue</u>, <u>Review Less Than 10 Days</u>, <u>Review 10-30 Days</u>, <u>Review 31-60 Days</u>, <u>Review 61-90 Days</u>, and <u>Review > 90 Days</u> when **Report Type** "CSU/FIPS" is selected.
- b. From the <u>Community Insight Reports</u> screen click the **Supervisory Review/Supervision Plan Review/Family Progress Report** hyperlink and the <u>Supervisory Review Status for Open Cases</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** drop-down menu to select one of the following 4 reports:

- 1. **Supervisory Review** report provides count and percentage of open cases by supervisory review <u>Status</u>.
- 2. **Supervision Plan** report provides count and percentage of open cases by supervision plan <u>Status</u>.
- 3. **Family Progress** report provides count and percentage of open direct care cases by family progress <u>Status</u>.
- 4. Level 1 and Level 2 Case Status Review report provides count and percentage of open cases by level 1 and 2 review <u>Status</u>.

😼 Supervisory Review Status for Open Cases — 🗆 🗙	🐖 Supervisory Review Status for Open Cases	– 🗆 X
Benot Data         Year:         2022         Help           Status Type:         Supervisory Review         CSU:         All         Year:         2022         Help           Report Type:         Carph         FIPS:         All         Morth:         June         Generate           Breand Outcome         Status:         FIPS:         All         Sort By:         Sort By:           Male         Heparic         No Rak         Supervisor         ASC         Supervisor         ASC           Frende         No-Haparic         V         No Rak         Generate By:         Apply	Report Data Status Type     Supervisory Review     V SU: All-     Year. 2022       Report Type     Supervisory Review     IPS: All-     Month: June       Report Orded     Family Register Report Genetic Serie     IPS: All-     Month: June       If S: All-     IPS: Series     IPS: Series     Supervisor       If All-     IPS: Series     IPS: Series     IPS: Series       If All-     IPS: Series     IPS: Series     IPS: Series	
Juvenie #:         Get Hatory           I4         of ▶ ▶   +          @ @   @   @            100% •         Find   Next	Juvenie #:         C           I         4         of ▶ ▶I         4         ©         0	Get History

- ii. Click the Generate button, and the selected status type report will appear at the bottom of the <u>[Status Type drop-down menu selected] Status for Open Cases</u> screen (for Supervisory Review or Supervision Plan), <u>Family Progress Report Status for Open Direct Care Cases</u> screen (for Family Progress), or <u>Level 1 and Level 2 Case Status Reviews</u> screen (for Level 1 and Level 2 Case Status Review) screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

🖷 Superviso	ory Review Status for	Open Cases						-		×
Report Data							-		_	-
Status Type:	Supervisory Review		✓ CSU: -AII-		~	Year:	2022	÷	Help	
Report Type:	Simple		V FIPS: -Al-		~	Month:	June	÷	General	te
Report Option							Sort By:			_
	Race/Ethnicity:	Status:				: Level	Supervisor		~ ASC	×
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Male Female	Hispanic Non-Hispanic	~				No Risk Low 🗸	Genetic Se		~ Ap	a ka
remaie	I Non-Hispanic	~				LOW	Genetic Se	вх	γ Aφ	ріу
						uvenile # :		Get H	ieton/	
								dum	iatory	
4 4 1	of 30 🕨 🎽	e 🛞 🚯 🏟	🔲 💷 🔍 -	100%	-	Fin	d   Next			
		Supe	visory Povis	w Statue for	Open Cases					
		Super		All CSUs	open cases					- 1
				All C303						
CIDO-AU										
FIPS:All										
FIPS:All Filter: None	9									1
Filter: None	9	Caseload				Statu		ist	Review	1
Filter: None	e Worker		Juvenile Number Juve	nile Name	Case Status	Statu Start I		ist iew	Review Due Date	
Filter: None				nile Name	Case Status		Date Rev			
		Number		nile Name		Start I	Date Rev		Due Date	
Filter: None		Number		nile Name		Start I	Date Rev		Due Date	
Filter: None		Number		nile Name	7 Abarradar /4	Start I	Date Rev		Due Date	
Filter: None		Number	Number Juve	nile Name	7 Abarradar /4	Start I	Date Rev		Due Date	

The **Supervisory Review/Supervision Plan Review/ Family Progress Report** is refreshed nightly. Only reviews done by CSU personnel are counted towards compliance.

# 5. Detention Visit Compliance

- a. Two different reports are accessible via the **Detention Visit Compliance** hyperlink: detention visit **Compliance Status** and detention visit **Contacts Due Dates**.
  - i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Caseload</u> <u>Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>ICN</u>, <u>Facility</u>, <u>Admission</u>, and <u>Last Visit</u>. The **Contacts Due Date** report will also display <u>Next Visit Due Date</u>.
- b. From the <u>Community Insight Reports</u> screen click the **Detention Visit Compliance** hyperlink and the <u>Detention Visit Compliance Status</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** drop-down menu to select one of the following 2 reports:

- Compliance Status report provides count and percentage of open Pre-D Detention Admissions cases and case status by <u>CSU</u>, <u>Total</u>, <u>In Compliance</u>, <u>Pending First Contact</u>, and <u>Out of</u> <u>Compliance</u> when **Report Type** "CSU/FIPS" is selected.
- Contacts Due Dates report provides count and percentage of open Pre-D Detention Admissions cases and due dates by <u>CSU</u>, <u>Total</u>, <u>Due in 5 Days or Less</u>, <u>Due in More Than 5</u> <u>Days</u>, and <u>Overdue</u> when **Report Type** "CSU/FIPS" is selected.

📕 Detention Visit Compliance Stat	us	X	👷 Detention Visit Compliance Status	– 🗆 X
Report Data Status Type: Compliance Status Report Type: Graph Report Options	CSU: -All- FIPS: -All-	✓ Year: 2022 ✓ Month: June ✓ Generate	Report Data Status Type: Compliance Status Report Type: Compliance Status Report Type: Contracts Due Dates Report Output: Contracts Due Dates Report Due Dates	<ul> <li>Year 2022</li></ul>
Genetic Sex: Race/Ethnicity: All All Hispanic Male Hispanic	Status:	Rsk Level         Soft By.           ☑ All         Supervisor         ▲ ASC           ☑ No Risk         Jownmarzed By.         Genetic Sex         Apply	Gerete Ser, Race/Emnoly: Status Al Al Al Enhottes Hapanic Female Non-Hapanic	Risk Level         Sort By:         Asc         Asc           ☑ All         ▲         Supervisor         ▲ Asc         ✓           ☑ No. Risk         Summarized By:         ✓         ✓         ✓           ☑ Low         ✓         Genetic Sex         ✓         Apply
		Juvenile # : Get History		Juvenile # : Get History
4 4 of ▶ ▶    ↓ (	8 🕼   🚑 🗐 🔍 🖳 -   100%	Find   Next		Find   Next

- ii. Click the Generate button, and the selected status type report will appear at the bottom of the <u>Detention Visit Compliance Status</u> or <u>Detention Contacts Due</u> screen, as determined by Status Type selected.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

🖳 Detention Visit Compliance St	tatus				– 🗆 ×
Report Data					
Status Type: Compliance Status		V CSU: -All-	~	Year: 2022	÷ Help
Report Type: CSU/FIPS		V FIPS: -All-	~	Month: February	Generate
Report Options Genetic Sex: Race/Ethnicity:	5	itatus:	Ris	k Level Sort By:	
All All Ethnicities All Hispanic Female Non-Hispanic	Ĵ			All Supervisor No Risk Summarized Low Genetic Sex	
				luvenile # :	Get History
	4 🛞 🚯	A 🛛 🛛 🔍 -	100% -	Find   Next	
		nce Status for	Open Pre-D Detention	Admissions	
Detention visit	Compila		Open Pre-D Detention	Admissions	
FIPS:All	Complia	All CSU	•	Admissions	
	Compila		•	Admissions	
FIPS:All	Total		•	Admissions Out of Compliance	
FIPS:All Filter: None	·	All C SU	ls		
FIPS:All Filter: None CSU	Total	All CSU In Compliance	Pending First Contact	Out of Compliance	
FIPS:All Filter: None CSU E Abingdon (CSU) - 028	Total	All CSU In Compliance 0 0.0%	Pending First Contact 0 0.0%	Out of Compliance 1 100.0%	
FIPS:All Filter: None CSU El Abingdon (CSU) - 028 El Alexandria (CSU) - 018	Total 1 3	All CSU In Compliance 0 0.0% 0 0.0%	Pending First Contact 0 0.0% 0 0.0%	Out of Compliance 1 100.0% 3 100.0%	

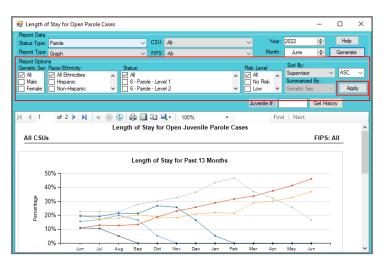
# 6. Length of Stay for Open Cases

- a. Three different reports are accessible via the Length of Stay for Open Cases hyperlink: length of stay for open juvenile cases by Parole, Probation, and Absconders case status.
  - i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Juvenile</u> <u>Number</u>, <u>Juvenile Name</u>, <u>Current Status</u>, <u>Status Start Date</u>, <u>Status End Date</u>, <u>LOS (Months)</u>, <u>Dynamic Risk Level</u>, and <u>Overall Risk Level</u>.
  - ii. When **Report Type** "Graph" is selected, each report also displays count and percentage of open cases by <u>Month</u> and <u>Length of Stay</u> category for <u>Total</u>, <u>Less Than 1 Month</u>, <u>1 to 3 Months</u>, <u>3 to 6</u> <u>Months</u>, <u>6-12 Months</u>, <u>12 to 18 Months</u>, and <u>18 Months or More</u>.
- b. From the <u>Community Insight Reports</u> screen click the Length of Stay for Open Cases hyperlink and the Length of Stay for Open [Status Type drop-down menu selected] Cases screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** drop-down menu to select one of the following 3 reports:
    - 1. Parole report provides count and percentage of length of stay of open parole cases.
    - 2. Probation report provides count and percentage of length of stay of open probation cases.
    - 3. Absconders report provides count and percentage of length of stay of open absconder cases.

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🖳 Length of Stay for Open Parol	e Cases	– _ X	🛃 Length of Stay for Open Parole Cases	– 🗆 X
Report Data Status Type: Parole Report Type: Graph	<ul><li>✓ CSU: -AI-</li><li>✓ FIPS: -AI-</li></ul>	✓ Year: 2022	Report Data     Verification       Status Type     Parole       Report Type     Parole       Probation     FIPS: Juli	Help
Genetic Sex: Race/Ethnicity:	Status:           ▲         ✓ All           □         6 - Parole - Level 1           ▼         6 - Parole - Level 2	Risk Level         Supervisor         ASC           Image: A constraint of the second sec	Report Optic         Mature         Risk Level         Soft By           Q Al         Support         Al         Al         Al         Al         Support         Al         Al         Support         Al         Support         Al         Support         Carlot Al         Support         Carlot Al         Support         Support         Al         Support         Support         Carlot Al         Support         Support         Support         Support         Carlot Al         Support         Su	isor V ASC V
		Juvenile # : Get History	Juvenile # :	Get History
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- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Length of Stay for Open [Status Type drop-down menu selected] Cases</u> screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.



The Length of Stay for Open Cases report shows the last open parole/probation case status within the specified time.

# 7. Intake Offenses by Decision

- a. The **Juvenile Intakes** Intake Offenses by Decision report is available via the **Intake Offenses by Decision** hyperlink.
  - i. When **Report Type** "Simple" is selected, each report displays <u>Intake FIPS</u>, <u>Worker</u>, <u>Intake Case</u> <u>Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Offense Decision</u>, <u>Date Opened</u>, <u>Date Closed</u>, <u>VCC</u>, and offense <u>Heading</u>.
  - ii. When **Report Type** "Graph" is selected, each report also displays count and percentage of open cases by <u>Offense Decision</u> for <u>Total</u>, <u>Referred to Court</u>, <u>Detention Order</u>, <u>Diverted</u>, and <u>Other</u>.
- b. From the <u>Community Insight Reports</u> screen click the **Intake Offenses by Decision** hyperlink and the <u>Intake Offenses by Decision</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. The (vi) **Status Type** defaults to "Juvenile Intakes" and cannot be changed.

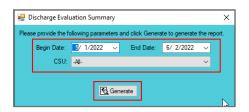
Report Data				Year:	2022 🗘	Help
Status Type: Juvenile Intake	s ``	CSU: -All-	~	tear:		
Report Type: Graph	×	FIPS: -All-	~	Month:	June 🚖	Generate
Report Options					Sort By:	
Genetic Sex: Race/Ethnicity: All All Ethnicitie: Male Hispanic	s ^			All	Worker Summarized By:	✓ ASC <
Female Non-Hispani	c <b>v</b>				Genetic Sex	<ul> <li>Apply</li> </ul>
			J	uvenile # :	Get	History
4 4 of b bl	+ 8 ©   🏟 目	On III I I I I I	1	Find		

- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the [Status Type drop-down menu selected] Status for Open Cases or [Status Type drop-down menu selected] Status for Open Direct Care Cases screen
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.



# 8. Parole Discharge Evaluation

- a. The **Parole Discharge Evaluation Summary** report is available via the **Parole Discharge Evaluation** hyperlink.
  - i. The report displays <u>Discharge Type (Based on Status Closed Code)</u>, <u>Discharge Evaluation</u>, <u>School Attendance</u>, <u>Employment</u>, <u>Substance Abuse</u>, and <u>Lived At Same Location</u>, for the CSU(s) and date range selected.
  - ii. Each report also displays <u>FIPS</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Primary PO</u>, <u>Genetic Sex</u>, Race/Ethnicity, Most Serious Offense, Closed Code, End Date, and Case Status when expanded.
- b. From the <u>Community Insight Reports</u> screen click the **Parole Discharge Evaluation** hyperlink and the <u>Discharge Evaluation Summary</u> screen will appear.
  - Select the date range using the (i) Begin Date and (ii) End Date calendar drop-down menus. Select the desired CSU using the (iii) CSU drop-down menu.



- ii. Click the Generate button, and the report will appear in the <u>Report Viewer</u> screen.
  - 1. If available, click the "+" button to expand portions of the report and display additional information.

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Report Viewer			-			Report Viewer										- 0	×
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⊟-CI_DischargeEvaluationSummary		Parole Discharge Evaluation Summary			~	CI DischargeEvaluationSummary	e 🐨		• 100% •			- Eucli	ation Summ				
<ul> <li>1. Discharge Type (Based on Sta — 2. Discharge Evaluation</li> </ul>	1	For All C SUs From 05/01/2022 to 06/02/2022				- 1. Discharge Type (Based on Stat						-		-			- 1
- 3. School Attendance	I. Discharge Type (Based on Status Closed Code)	FOF All C 505 F1011 05/01/2022 to 06/02/2022				<ul> <li>2. Discharge Evaluation</li> </ul>					or All CSUs Fr	om 05/01/20	22 to 06/02/2022				
- 4. Employment	Discharge Type (based off status closed code)			20%		<ul> <li>3. School Attendance</li> <li>4. Employment</li> </ul>	-		Type (Based on Status Ci	iosed Code)							
- 5. Substance Abuse	Successful		1	40%		- 5. Substance Abuse		Discharge Typ		Pr If available.	aliali tha U	- butters	in evenend		1	20%	
- 6. Lived At Same Location	Unsuccessful		2	40%		- 6. Lived At Same Location		Juvenile	Juvenile Name		ort and dis			Closed	d End Date	Case Status	
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1	2. Discharge Evaluation							Successful			intonna	1011			2	40%	
1	Completed		4	80%			FIPS	Juvenile	Juvenile Name	Primary PO	Genetic	Race/	Most Serious	Closed	d End Date	Case Status	
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1	III 3. School Attendance	Total:	5				710	10403	Concept, Spring Do.	Number 1 - Character		8.4	Figure Const.		0000	I field (and)	£
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1	Not Required To Attend		1	25%				Unsuccessful							2	40%	
1	Unknown		1	25%				Juvenile Number	Juvenile Name	Primary PO	Genetic Sex	Race/	Most Serious Offense	Closed	d End Date	Case Status	
1	1	Total:	4					- Bar I	The Income Second	Section Section		E COMPACE	and the second	Coac	100.00	- Inde (profil	
1	# 4. Employment						050		Taplace, Spathers	And the American Street of the American Street of the American Street of the American Street of the American St		10.000	100-0-07	100	10.000	4 Percent (1997)	
1	Employed Regulary Not Employed During The Last 60 Days		3	75% 25%			****								_		1
1	Not Employed During The Last 60 Days	Total:		20%				1 2. Discharge	Fundamenta in a	Te	otal:				5	100%	
1	FI 5. Substance Abuse		-					Completed	Craidation						4	80%	
1	Minimal Use		2	50%				Missing							1	20%	
1	No Use		2	50%						т	otal:				5		
1		Total:	4					3. School Att	endance								
1	6. Lived At Same Location							Dropped Out GED Completed							1	25%	
1	Unknown Yes		2	50% 50%				Not Required T								25% 25%	
1	Tes	Total:		50%				Unknown	o Pilletto							25%	
1										Т	otal:				4		
1	Percentages for School Attendance, Employment, Substance Abuse Print Date: 6/2/2022	e and Lived at same Location are based on number of Discharge Evi	aluations complete Page 1					# 4. Employme	nt								
	Print Date: 6/2/2022		Page 1	011	~	< >	<										>
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For the **Parole Discharge Evaluation** and **Probation Discharge Evaluation** reports, the percentages for school attendance, employment, substance abuse and length of residency are based on the number of discharge evaluations completed within the timeframe selected.

### 9. Probation Discharge Evaluation

- a. The **Probation Discharge Evaluation Summary** report is available via the **Probation Discharge Evaluation** hyperlink.
  - The report displays <u>Discharge Type (Based on Status Closed Code)</u>, <u>Discharge Evaluation</u>, <u>School</u> <u>Attendance</u>, <u>Employment</u>, <u>Substance Abuse</u>, and <u>Lived At Same Location</u>, for the CSU(s) and date range selected.
  - ii. Each report also displays <u>FIPS</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Primary PO</u>, <u>Genetic Sex</u>, <u>Race/Ethnicity</u>, <u>Most Serious Offense</u>, <u>Closed Code</u>, <u>End Date</u>, and <u>Case Status</u> when expanded.
- b. From the <u>Community Insight Reports</u> screen click the **Probation Discharge Evaluation** hyperlink and the <u>Discharge Evaluation Summary</u> screen will appear.
  - i. Select the date range using the (i) **Begin Date** and (ii) **End Date** calendar drop-down menus. Select the desired CSU using the (iii) **CSU** drop-down menu.

Please provide the following parameters and click Generate to generate the report.           Begin Date:         E/ 1/2022         End Date:         6/ 2/2022            CSU:         All-
CSU: -AI- V
🔀 Generate

- ii. Click the Generate button, and the report will appear in the *Report Viewer* screen.
  - 1. If available, click the "+" button to expand portions of the report and display additional information.

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CI_DischargeEvaluationSum     Discharge Type (Base		Probation Discharge Evaluation Summary			^	Cl_DischargeEvaluationSum     Discharge Type (Base				Prot	oation Discha	arge Eva	luation Sumr	nary			^
- 2. Discharge Evaluation		For Richmond City (CSU) - 013 From 01/01/2022 to 06/02/2022				- 2. Discharge Evaluation					nmond City (CSU)	- 013 From	01/01/2022 to 06	02/2022			
- 3. School Attendance - 4. Employment	1. Discharge Type (Based on Status Closed Co	de)				<ul> <li>3. School Attendance</li> <li>4. Employment</li> </ul>	-		Type (Based on Status CI	osed Code)							
- 5. Substance Abuse 6. Lived At Same Locatk	Successful Unsuccessful	Total:	10 5 15	67% 33%		5. Substance Abuse 6. Lived At Same Location	FIPS	Successful Juvenile Number	Juvenile Name	Primary PO	Genetic Sex	Race/ Ethinicit	Most Serious	Closed	10 End Date	67% Case Status	
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	E 5. Substance Abuse	Total:	12				760	10 M	And South States	terrigit disease		841	-		Province:	1.000	e
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For the **Parole Discharge Evaluation** and **Probation Discharge Evaluation** reports, the percentages for school attendance, employment, substance abuse and length of residency are based on the number of discharge evaluations completed within the timeframe selected.

### 10. YASI Reassessments Due

- a. Two different reports are accessible via the YASI Reassessment Due hyperlink: YASI Reassessment Due for Open Parole Cases and YASI Reassessment Due for Open Probation Cases.
  - i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Juvenile</u> <u>Number</u>, <u>Juvenile Name</u>, <u>Case Status</u>, <u>Status Start</u>, <u>Last Review</u>, <u>Review Due Date</u>, <u>Dynamic Risk</u> <u>Level</u>, <u>Overall Risk Level</u>, and <u>Days Overdue</u>.
  - ii. Each report also displays count and percentage of open cases by review status for <u>Total</u>, <u>Overdue</u>, <u>Review Less Than 10 Days</u>, <u>Review 10-30 Days</u>, <u>Review 31-45 Days</u>, and <u>Review > 45 Days</u> when **Report Type** "CSU/FIPS" is selected.
- b. From the <u>Community Insight Reports</u> screen click the **YASI Reassessment Due** hyperlink and the <u>Open [Status Type drop-down menu selected] YASI Reassessments Due</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** drop-down menu to select one of the following 2 reports:
    - 1. **Parole** report provides count and percentage of YASI reassessment due status for open parole cases.
    - 2. **Probation** report provides count and percentage of YASI reassessment due status for open probation cases.

🖳 Open Parole YASI Reassessments	Due	– 🗆 X	😼 Open Parole YASI Reassessments Due	– 🗆 X
Report Data           Status Type:         Parole           Report Type:         Graph           Report Options         Graphs           Grands:         Set Race/Ethnicity:           Ø All         Male           Female         INon-Hispanic	CSU: Al-	✓ Year         2022         S         Help           ✓         Month:         May         \$         Generate           Ratk Level         Soft By:         ASC         ✓           ✓         No Reik         Supervisor         ASC         ✓           ✓         No Reik         Supervisor         ASC         ✓           ✓         Generate         Supervisor         Apply	Report Data       Status Type       Parole       Status Type       Report Optic       Report Optic       Genetic Ser, Rece/Enhioty.       Status:       Male       Male       Nor Happanic	Supervisor ∨ ASC ∨     Summarized By:
	• (*)   - (*)	Juvenie # : Get Hatoy Find   Next	Uveni V	

- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Open</u> [<u>Status Type drop-down menu selected</u>] YASI Reassessments <u>Due</u> screen
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

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Filter: None Supervisor	Worker	YA SI Resss Juvenile Number Juvenile	essment I Richmo Name	Due For Open ond City (CSU Case Status	) Status Start	Last Review/	Due Date	Risk	Risk Level	Days Over-
Filter: None Supervisor	Worker	YASI Resss Juvenile Number Juvenile	essment I Richmo Name	Due For Open ond City (CSU Case Status	) Status Start	Last Review/ Release	Due Date	Risk	Risk Level	Days Over-
Filter: None Supervisor	Worker	YASI Resss Juvenile Number Juvenile	Richmo Name	Due For Open ond City (CSU Case Status	) Status Start	Last Review/ Release	Due Date	Risk	Risk Level	Days Over- due
Filter: None Supervisor	Worker	YASI Resss Juvenile Number Juvenile	Richmo Name	Due For Open ond City (CSU	) Status Start	Last Review/ Release	Due Date	Risk	Risk Level	Days Over- due
	Worker	YASI Resss Juvenile Number Juvenile	Name	Case Status	Status Status	Last Review/ Release	Due Date	Risk	Risk	Over- due

11. Mental Health Services Transition Plan (MHSTP) Community Pre-Release Meeting

- a. The **MHSTP Community Pre-Release Meeting** report, available via the **MHSTP Community Pre-Release Meeting** hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Juvenile Number</u>, <u>Last Name</u>, <u>First Name</u>, <u>Alert</u>, <u>JCC</u>, <u>ERD</u> (early release date), <u>MHSTP 30 Day Due</u>, <u>JCC Release Date</u>, <u>Review Status</u>, and <u>Last Review</u>.
- b. From the <u>Community Insight Reports</u> screen click the **MHSTP Community Pre-Release Meeting** hyperlink and the <u>MHSTP Community Pre-Release Meeting</u> screen will appear.
  - i. The **CSU** and **FIPS** fields will auto-populate to, if required, change the criteria using the drop-down **CSU** and **FIPS** menus.
  - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>MHSTP Community Pre-</u><u>Release Meeting</u> screen.

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# 12. MHSTP Community Parole Meeting

- a. The MHSTP Community Parole Meeting report, available via the MHSTP Community Parole Meeting hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Juvenile Number</u>, <u>Last Name</u>, <u>First Name</u>, <u>Alert</u>, <u>JCC Release</u> <u>Date</u>, <u>MHSTP 90 Day Due Date</u>, <u>Review Status</u>, and <u>Last Review</u>.
- b. From the <u>Community Insight Reports</u> screen click the **MHSTP Community Parole Meeting** hyperlink and the <u>MHSTP Community Parole Meeting</u> screen will appear.
  - i. The **CSU** and **FIPS** fields will auto-populate to, if required, change the criteria using the drop-down **CSU** and **FIPS** menus.
  - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>MHSTP Community</u> <u>Parole Meeting</u> screen.

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# **Caseload Assignments Management**

· · · · · · · · · · · · · · · · · · ·	ight Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\Compliance\Reviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Aggravating Override Categori
Case Management	DAI Aggravating Override Factors
Open Cases by Case Status	DAI Mitigating Override Factors
Open Cases by Risk Level	DAI Indicated v. Actual Decisions
Case Contact Compliance	
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Measures
Detention Visit Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	
Parole Discharge Evaluation	Miscellaneous
Probation Discharge Evaluation	Juveniles Requiring DNA Sample Be Taken
YASI Reassessment Due	Expunged Juveniles
MHSTP Community Pre-Release Meeting	JCC Commitments
MHSTP Community Parole Meeting	ACE Trauma Screen Summary Open Cases Without a S Social Histories Completed SEAS Data Report
	Workload Report
Caseload Assignments Management	
Assignments by Case Status	
Assignments by Risk Level	
Data Issues	

- For the following reports: refer to <u>Appendix B</u> for instructions using the **Report Type** drop-down menu; refer to <u>Appendix C</u> for instructions using embedded hyperlinks; refer to <u>Appendix D</u> for instructions using the items in the **Report Options** section; and refer to <u>Appendix E</u> for instructions using the **Juvenile #** field and **Get History** button.
- Report Types "Graph" and "Summary" will display some or all of the information displayed by Report Types "Simple" or "CSU/FIPS" in summarized forms (see <u>Appendix B</u>). Additionally, Report Types "Graph" and "Summary" will often contain embedded hyperlinks that allow the user to display additional data detail (see <u>Appendix C</u>).

# 1. Assignments by Case Status

- a. The Assignments by Case Status report, available via the Assignments by Case Status hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Case</u> <u>Status</u>, and <u>Start Date</u> when **Report Type** "Simple" is selected.
  - i. The report also displays count and percentage of assignments by case status for <u>Total</u>, <u>Pre-Dispositional</u>, <u>Diversion</u>, <u>Post Disposition</u>, <u>Probation</u>, <u>Court-Ordered Out-of-Home Placement</u>, Direct Care, Parole, Absconder, and Other when **Report Type** "CSU/FIPS" is selected.
- b. From the <u>Community Insight Reports</u> screen click the **Assignments by Case Status** hyperlink and the <u>Assignments By Case Status</u> screen will appear.
  - The fields in the Report Data section of the screen will auto-populate and Status Type, Year, and Month cannot be modified. If required, change the criteria in the Report Data section using the (i) Report Type, (ii) CSU, and (iii) FIPS drop-down menus.

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- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Assignments By Case Status</u> screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

	ments By Case Status							
Report Data Status Type		· · · · · · · · · · · · · · · · · · ·	CSU: Richmo	ond City (CSU) - 013	✓ Year:	2022	÷ Help	
Report Type	e: Simple	,	EIPS: Richmo	and - 760	Month:	May	General	te
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# 2. Assignments by Risk Level

- a. The Assignments by Risk Level report, available via the Assignments by Risk Level hyperlink, displays count and percentage of assignments by supervisor and worker for <u>CSU</u>, <u>FIPS</u>, <u>Total</u>, <u>No Risk</u>, <u>Low</u>, <u>Medium</u>, <u>High</u>, <u>Pending</u>, <u>Missing</u>, and <u>N/A - ICJ</u>.
- b. From the <u>Community Insight Reports</u> screen click the **Assignments by Risk Level** hyperlink and the <u>Assignments By Risk Level</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate and **Status Type**, **Report Type**, **Year**, and **Month** cannot be modified. If required, change the criteria in the **Report Data** section using the (i) **CSU** and (ii) **FIPS** drop-down menus.

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- ii. Click the **Generate** button, and the report will appear at the bottom of the <u>Assignments By Risk</u> <u>Level</u> screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

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Abingdon (CSU) - 028     Accomac (CSU) - 02A     Alexandria (CSU) - 018     Appomattox (CSU) -     010	71 58 76	0 0.0 0 0.0 0 0.0	0% 11 0% 7 0% 5 0% 6	15.5% 12.1% 6.6%	22 8 21 20	31.0% 13.8% 27.6%	13 6 23 7	18.3% 10.3% 30.3%	0 0 0	0.0% 0.0% 0.0%	24 36 25 45	33.8% 62.1% 32.9%	1 1 2 0	1.4% 1.7% 2.6%	
Abingdon (CSU) - 028     Accomac (CSU) - 02A     Accamac (CSU) - 02A     Alexandria (CSU) - 018     Appomattox (CSU) - 010     Arlington (CSU) - 017	71 58 76 78	0 0.0 0 0.0 0 0.0 0 0.0	096 11 096 7 096 5 096 6 096 9	15.5% 12.1% 6.6% 7.7%	22 8 21 20 20	31.0% 13.8% 27.6% 25.6%	13 6 23 7 10	18.3% 10.3% 30.3% 9.0%	0 0 0 0	0.0% 0.0% 0.0% 0.0%	24 36 25 45 49	33.8% 62.1% 32.9% 57.7%	1 1 2 0	1.4% 1.7% 2.6% 0.0%	
Abingdon (CSU) - 028     Accomac (CSU) - 028     Accomac (CSU) - 02A     Appomattox (CSU) - 018     Appomattox (CSU) - 018     Arlington (CSU) - 017     Charlottesville (CSU) - 016	71 58 76 78 89	0 0.0 0 0.0 0 0.0 0 0.0 0 0.0	0%         11           0%         7           0%         5           0%         5           0%         6           0%         9           0%         9           0%         45	15.5% 12.1% 6.6% 7.7% 10.1%	22 8 21 20 20 49	31.0% 13.8% 27.6% 25.6% 22.5%	13 6 23 7 10 57	18.3% 10.3% 30.3% 9.0% 11.2%	0 0 0 0 0	0.0% 0.0% 0.0% 0.0% 0.0%	24 36 25 45 49 55	33.8% 62.1% 32.9% 57.7% 55.1%	1 1 2 0 1 0	1.4% 1.7% 2.6% 0.0% 1.1%	
Abingdon (CSU) - 028     Accomac (CSU) - 02A     Accomac (CSU) - 01A     Appomattox (CSU) - 018     Arington (CSU) - 017     Charlottesvile (CSU) -     016     Chesterfield (CSU) -     012	71 58 76 78 89 207 150 150	0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0	11           196         11           196         7           1976         5           1976         5           1976         6           1976         9           1976         45           1976         32           1976         25	15.5% 12.1% 6.6% 7.7% 10.1% 21.7% 21.3% 16.7%	22 8 21 20 20 49 50 35	31.0% 13.8% 27.6% 25.6% 23.7% 33.3% 23.3%	13 6 23 7 10 57 22 56	18.3% 10.3% 30.3% 9.0% 11.2% 27.5% 14.7% 37.3%	0 0 0 0 1 0	0.0% 0.0% 0.0% 0.0% 0.0% 0.5% 0.0% 0.0%	24 36 25 45 55 49 55 49 55 44 33	33.8% 62.1% 32.9% 57.7% 55.1% 26.6% 29.3% 22.0%	1 1 2 0 1 0 2 1	1.4% 1.7% 2.6% 0.0% 1.1% 0.0% 1.3% 0.7%	
Abingdon (CSU) - 028     Accomac (CSU) - 028     Accomac (CSU) - 02A     Appomattox (CSU) - 010     Arington (CSU) - 017     Charlottesville (CSU) - 017     Charlottesville (CSU) - 018     Chesapeake (CSU) - 001     Chesterfield (CSU) - 012	71 58 76 78 89 207 150	0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0	11           196         11           196         7           1976         5           1976         5           1976         6           1976         9           1976         45           1976         32           1976         25	15.5% 12.1% 6.6% 7.7% 10.1% 21.7% 21.3%	22 8 21 20 20 49 50 35	31.0% 13.8% 27.6% 25.6% 22.5% 23.7% 33.3%	13 6 23 7 10 57 22 56	18.3% 10.3% 30.3% 9.0% 11.2% 27.5% 14.7%	0 0 0 0 1 0	0.0% 0.0% 0.0% 0.0% 0.0% 0.5% 0.0%	24 36 25 45 55 49 55 49 55 44 33	33.8% 62.1% 32.9% 57.7% 55.1% 26.6% 29.3%	1 1 2 0 1 0 2 1	1.4% 1.7% 2.6% 0.0% 1.1% 0.0% 1.3%	
Abingdon (CSU) - 028     Accomac (CSU) - 02A     Alexandria (CSU) - 02A     Alexandria (CSU) - 018     Arington (CSU) - 017     Charlottesvile (CSU) - 016     Chesapeake (CSU) - 016     Chesapefield (CSU) - 012     Farlax (CSU) - 019	71 58 76 78 89 207 150 150	0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0	11           19%         11           19%         7           19%         5           19%         6           19%         6           19%         45           19%         32           19%         25           19%         31	15.5% 12.1% 6.6% 7.7% 10.1% 21.7% 21.3% 16.7%	22 8 21 20 20 49 50 35 80	31.0% 13.8% 27.6% 25.6% 23.7% 33.3% 23.3%	13 6 23 7 10 57 22 56 99	18.3% 10.3% 30.3% 9.0% 11.2% 27.5% 14.7% 37.3%	0 0 0 0 1 0 0 0	0.0% 0.0% 0.0% 0.0% 0.0% 0.5% 0.0% 0.0%	24 36 25 45 55 49 55 44 33 183	33.8% 62.1% 32.9% 57.7% 55.1% 26.6% 29.3% 22.0%	1 1 2 0 1 0 2 1 1 4	1.4% 1.7% 2.6% 0.0% 1.1% 0.0% 1.3% 0.7%	
Abingdon (CSU) - 028     Accomac (CSU) - 02A     Alexandria (CSU) - 02A     Alexandria (CSU) - 018     Alexandria (CSU) - 018     Arington (CSU) - 017     Charlottesville (CSU) - 016     Cheaspeake (CSU) - 001     Cheaspeake (CSU) - 001     Cheaterfield (CSU) - 012     Frederickaburg (CSU) - 019     Frederickaburg (CSU) - 015	71 58 76 78 89 207 150 150 397	0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0	11           196         11           196         7           196         7           196         5           196         6           196         9           196         45           196         32           196         25           196         31           196         27	15.5% 12.1% 6.6% 7.7% 10.1% 21.7% 21.3% 16.7% 7.8%	22 8 21 20 20 49 50 35 80 56	31.0% 13.8% 27.6% 25.6% 22.5% 23.7% 33.3% 23.3% 20.2%	13 6 23 7 10 57 22 56 99 99 45	18.3% 10.3% 30.3% 9.0% 11.2% 27.5% 14.7% 37.3% 24.9%	0 0 0 0 1 1 0 0 0 0 0	0.0% 0.0% 0.0% 0.0% 0.0% 0.5% 0.0% 0.0%	24 36 25 45 55 49 55 44 33 183 391	33.8% 62.1% 32.9% 57.7% 55.1% 26.6% 29.3% 22.0% 46.1%	1 1 2 0 1 0 2 1 2 1 4 3	1.4% 1.7% 2.6% 0.0% 1.1% 0.0% 1.3% 0.7% 1.0%	
Arlington (CSU) - 017 Charlottesville (CSU) - 016 Chesapeake (CSU) - 001 Chesterfield (CSU) - 012 Fairfax (CSU) - 019 Fredericksburg (CSU) - 019	71 58 76 78 89 207 150 150 397 522	0 0.0 0 0 0.0 0	11           19%         11           19%         7           19%         5           19%         6           19%         6           19%         45           19%         25           19%         25           19%         31           19%         27           19%         36	15.5% 12.1% 6.6% 7.7% 10.1% 21.3% 16.7% 7.8% 5.2%	22 8 21 20 20 49 50 35 80 56 39	31.0% 13.8% 27.6% 25.6% 22.5% 23.7% 33.3% 23.3% 20.2% 10.7%	13 6 23 7 10 57 22 56 99 99 45 14	18.3% 10.3% 30.3% 9.0% 11.2% 27.5% 14.7% 37.3% 24.9% 8.6%	0 0 0 0 1 0 0 0 0 0 0	0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%	24 36 25 45 55 44 33 183 391 38	33.8% 62.1% 32.9% 57.7% 55.1% 26.6% 29.3% 22.0% 46.1% 74.9%	1 1 2 0 1 0 2 1 2 1 4 3 3	1.4% 1.7% 2.6% 0.0% 1.1% 0.0% 1.3% 0.7% 1.0% 0.6%	

# **Data Issues**



For the following reports: refer to <u>Appendix B</u> for instructions using the **Report Type** drop-down menu; refer to <u>Appendix C</u> for instructions using embedded hyperlinks; refer to <u>Appendix D</u> for instructions using the items in the **Report Options** section; and refer to <u>Appendix E</u> for instructions using the **Juvenile #** field and **Get History** button.

# 1. Workload Cases with No Primary Worker Assigned

- a. The Open Juvenile Case Without Primary Worker report, available via the Workload Cases with No Primary Worker Assigned hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, and <u>Start Date</u>.
- b. From the <u>Community Insight Reports</u> screen click the **Workload Cases with No Primary Worker Assigned** hyperlink and the <u>Workload Cases with No Primary Worker Assigned</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate and **Status Type**, **Report Type**, **Year**, and **Month** cannot be modified. If required, change the criteria in the **Report Data** section using the (i) **CSU** and (ii) **FIPS** drop-down menus.

		~ 1	CSU: -AI-		Year:	2022		Help
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Report Type: Simple		~	FIPS: -AI-	```````````````````````````````````````	Month:	May	¢ (	Generate
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Female Non-	Hispanic 🗸 🗸				Low 🗸			Apply
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- ii. Click the **Generate** button, and the report will appear at the bottom of the <u>Workload Cases with No</u> <u>Primary Worker Assigned</u> screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

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- 2. Intake Complaints with Missing Adjudications/Dispositions
  - a. The Juvenile Intake Complaints with Missing Adjudications/Dispositions report is available via the Intake Complaints with Missing Adjudications/Dispositions hyperlink.
    - The Juvenile Intake Complaints with Missing Adjudications/Dispositions report displays the <u>CSU</u>, <u>FIPS</u>, <u>Juvenile #</u>, <u>Juvenile Name</u>, <u>Intake Date</u>, <u>ICN</u>, <u>VCC Code</u>, and <u>Flag</u>, for the date range selected, as well as, flag definitions.
  - b. From the <u>Community Insight Reports</u> screen click the **Intake Complaints with Missing** Adjudications/Dispositions hyperlink and the <u>Intake Complaints with Missing</u> <u>Adjudications/Dispositions</u> screen will appear.
    - i. Select the date range using the (i) **Begin Date** and (ii) **End Date** calendar drop-down menus. Select the desired CSU using the (iii) **CSU** drop-down menu.
    - ii. Click the **Generate** button, and the report will appear in the <u>Report Viewer</u> screen.

Page1 of 1

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Print Date: 6/7/2022

# Detention Assessment

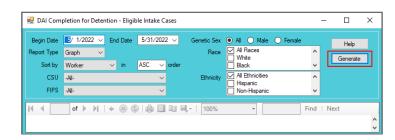


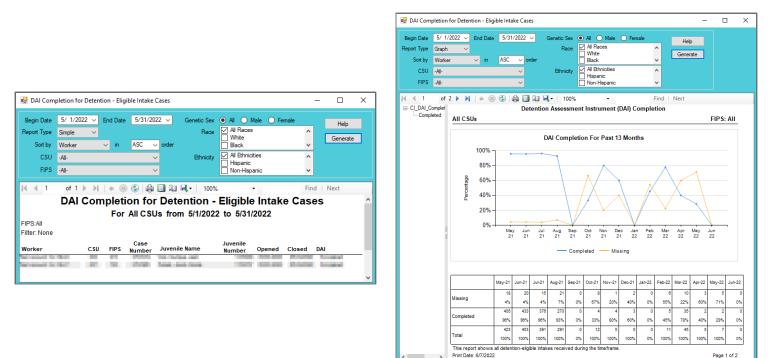
- For the following reports: refer to <u>Appendix B</u> for instructions using the **Report Type** drop-down menu; and refer to <u>Appendix</u> <u>C</u> for instructions using embedded hyperlinks.
- The **DAI Completion** report displays a count of completed and missing DAIs for all detention-eligible intakes. Only the most recent DAI from any given day is used for analysis.
- The DAI Completion Intakes Resulting in Detention Order report displays the intakes resulting in detention order (those with offense decision codes equal to "03 or '13") received during the selected time.
- The **DAI Override Percentages** report displays the completed DAIs for the selected time where the actual decision was for secure detention. Judge-ordered detentions are not included.
- The DAI Mandatory and Discretionary Aggravating Override Categories report displays override types for DAIs completed during the selected time frame where the recommended decision was overridden to secure detention. Judge-ordered detentions are not included.
- The DAI Aggravating Override Factors and DAI Mitigating Override Factors reports displays regular DAIs completed during selected time that resulted in a discretionary aggravating or mitigating override. Judge-ordered detention are not included.

#### 1. DAI Completion

- a. The **DAI Completion for Detention Eligible Intake Cases** report is available via the **DAI Completion** hyperlink.
  - i. The report displays <u>Worker</u>, <u>CSU</u>, <u>FIPS</u>, <u>Case Number</u>, <u>Juvenile Name</u>, <u>Juvenile Number</u>, <u>Opened</u>, <u>Closed</u>, and <u>DAI</u> when **Report Type** "Simple" is selected.

- The report also displays count and percentage of DAI completion for Missing, Completed, and Total ii. when **Report Type** "Graph" is selected.
- b. From the Community Insight Reports screen click the DAI Completion hyperlink and the DAI Completion for Detention - Eligible Intake Cases screen will appear.
  - If required, change the criteria as needed using the (i) Begin Date and (ii) End Date drop-down İ. calendars, the (iii) Report Type, (iv) Sort By, (v) CSU and (vi) FIPS drop-down menus, the (vii) Genetic Sex radio buttons, and the (vi) Race and (vii) Ethnicity checkboxes.
  - ii. Click the Generate button, and the report will appear at the bottom of the DAI Completion for Detention - Eligible Intake Cases screen.

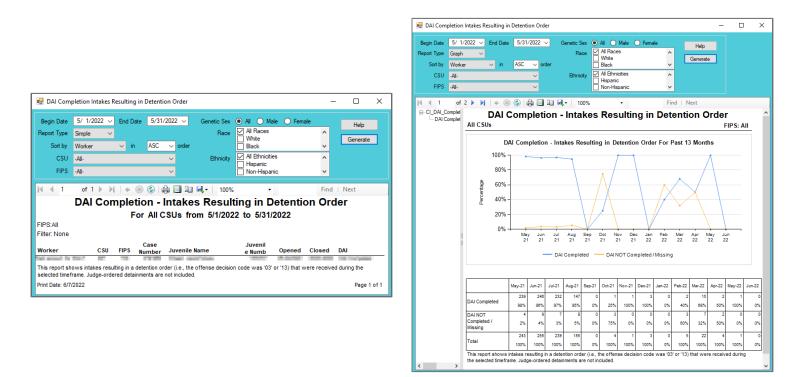




- DAI Completion Intakes Resulting in Detention Order 2.
  - a. The DAI Completion Intakes Resulting in Detention Order report is available via the DAI Completion Intakes Resulting in Detention Order hyperlink.
    - The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, i. Closed, and DAI when **Report Type** "Simple" is selected.
    - The report also displays count and percentage of DAI completion for DAI completed, DAI NOT ii. Completed / Missing and Total when **Report Type** "Graph" is selected.
  - b. From the <u>Community Insight Reports</u> screen click the **DAI Completion Intakes Resulting in** Detention Order hyperlink and the DAI Completion Intakes Resulting in Detention Order screen will appear.
    - If required, change the criteria as needed using the (i) Begin Date and (ii) End Date drop-down i. calendars, the (iii) Report Type, (iv) Sort By, (v) CSU and (vi) FIPS drop-down menus, the (vii) Genetic Sex radio buttons, and the (vi) Race and (vii) Ethnicity checkboxes.
    - ii. Click the **Generate** button, and the report will appear at the bottom of the DAI Completion Intakes Resulting in Detention Order screen.

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🖳 DAI Com	letion Intakes Resulting in Detention Order	-		×
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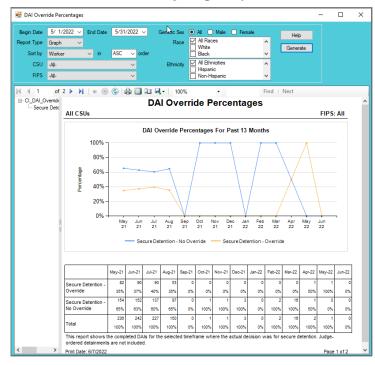


# 3. DAI Override Percentages

- a. The DAI Override Percentages report is available via the DAI Override Percentages hyperlink.
  - i. The report displays <u>Worker</u>, <u>CSU</u>, <u>FIPS</u>, <u>Case Number</u>, <u>Juvenile Name</u>, <u>Juvenile Number</u>, <u>Opened</u>, <u>Closed</u>, and <u>Override</u> when **Report Type** "Simple" is selected.
  - ii. The report also displays count and percentage of DAI overrides for <u>Secure Detention Override</u>, <u>Secure Detention No Override</u>, and <u>Total</u> when **Report Type** "Graph" is selected.
- b. From the <u>Community Insight Reports</u> screen click the DAI Override Percentages hyperlink and the <u>DAI Override Percentages</u> screen will appear.
  - i. If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down calendars, the (iii) **Report Type**, (iv) **Sort By**, (v) **CSU** and (vi) **FIPS** drop-down menus, the (vii) **Genetic Sex** radio buttons, and the (vi) **Race** and (vii) **Ethnicity** checkboxes.
  - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>DAI Override</u> <u>Percentages</u> screen.

Begin Date	5/ 1/2022 v	End Date	5/31/2022 ~	Genetic Sex	Al O Male O Fer	nale Help
Report Type	Graph ~	·		Race	All Races	^ Generate
Sort by	Worker	∽ in	ASC 🗸 order		Black	✓ Generate
CSU	-All-		$\sim$	Ethnicity	All Ethnicities	^
FIPS	-All-		~		Non-Hispanic	<b>~</b>
44	C.N. NI				*	Find Next

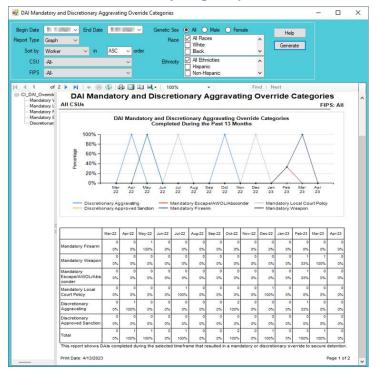
Sort Type       Simple       In       ASC       order       All Races       Image: Case	Begin Date	5/ 1/2022 🗸	End Date	5/31/2	2022 🗸	Genetic Sex	🖲 All 🔘 Ma	le 🔘 Fema	ale	Help	
Sort by Worker in ASC order CSU -Al- FIPS -Al- 1 of 1 M + & CSU -Al- TON CSU -Al- TON CSU -Al- TON CSU -Al- TON CSU -Al- TON CSU -Al- TON CSU -Al- TON CSU -Al- TON CSU - Al- TON CSU - Al- CSU - Al- CSU - Al- CSU - Al- CSU - Al- CSU - CSU - CSU CSU - CSU - CSU CSU - CSU - CSU CSU - CSU - CSU - CSU CSU - CSU -	Report Type	Simple V				Race			^		=
FIPS     All     All     Image and the partice       1     of 1     Image and the partice     Image and the partice       DAI Override Percentages       For All CSUs from 5/1/2022 to 5/31/2022       SAll       er: None	Sort by	Worker	→ in	ASC	✓ order				~	Generate	2
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	Filter: None			DAI ( r All C: Case	Overri SUs fro	de Perc m 5/1/202	2 to 5/31/	2022			
Number - Number - Override	FIPS:All		Fo	DAI	Overri	de Perc	•		Tind		
	Filter: None worker	csu	fips N	DAI r All C: Case lumber	Overri SUs fro	de Perc m 5/1/202	2 to 5/31/	2022 opened	closed	override	
dge-ordered detainments are not included.	Filter: None worker This report s	hows the complet	fips N	DAI C r All C: Case lumber	Overri SUs fro	de Perc m 5/1/202	2 to 5/31/	2022 opened	closed	override	



- 4. DAI Mandatory and Discretionary Aggravating Override Categories
  - a. The **DAI Mandatory and Discretionary Aggravating Override Categories** report is available via the **DAI Mandatory and Discretionary Aggravating Override Categories** hyperlink.
    - i. The report displays <u>Worker</u>, <u>CSU</u>, <u>FIPS</u>, <u>Case Number</u>, <u>Juvenile Name</u>, <u>Juvenile Number</u>, <u>Opened</u>, <u>Closed</u>, and <u>Override Category</u> when **Report Type** "Simple" is selected.
    - ii. The report also displays count and percentage of DAI override categories for <u>Mandatory Firearm</u>, <u>Mandatory Weapon</u>, <u>Mandatory Escape/AWOL/Absconder</u>, <u>Mandatory Local Court Policy</u>, <u>Discretionary Aggravating</u>, <u>Discretionary Approved Sanction</u>, and <u>Total</u> when **Report Type** "Graph" is selected.
  - b. From the <u>Community Insight Reports</u> screen click the DAI Mandatory and Discretionary Aggravating Override Categories hyperlink and the <u>DAI Mandatory and Discretionary Aggravating Override</u> <u>Categories</u> screen will appear.
    - i. If required, change the criteria as needed using the (i) Begin Date and (ii) End Date drop-down calendars, the (iii) Report Type, (iv) Sort By, (v) CSU and (vi) FIPS drop-down menus, the (vii) Genetic Sex radio buttons, and the (vi) Race and (vii) Ethnicity checkboxes.
    - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>DAI Mandatory and</u> <u>Discretionary Aggravating Override Categories</u> screen.

Begin Date	5/ 1/2022 V End Da	te 5/31/2022 ~	Genetic Sex 🔊 All   🔿 I		Help
Report Type	Graph 🗸		Race All Races	^	Generate
Sort by	Worker $\vee$ in	ASC 🗸 order	Black	~	Generale
CSU	-All-	~	Ethnicity All Ethnic	ties ^	
FIPS	-All-	~	Non-Hisp	anic 🗸	

	autory and Disci	-	gravating Override	concyottes			- 0	>
Begin Date	5/ 1/2022 v	End Date	5/31/2022 🗸	Genetic Sex	● All ○ Male ○	) Female	Help	
Report Type	Simple $\vee$			Race	All Races	^	Generate	
Sort by	Worker	∼ in	ASC $\checkmark$ order		Black	~	Generate	
CSU	-All-		~	Ethnicity	All Ethnicities	^		
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FIPS	-All-	and I		ary Aggi	Hispanic Non-Hispanic	erride Ca	Next	
FIPS	-All-	and I	Iscretional	ary Aggi	Non-Hispanic	Find erride Ca		
FIPS I I I DAI Ma FIPS:All	-All-	and I	Iscretional	ary Aggi	Non-Hispanic	Find erride Ca		
FIPS	-All-	and E For	③ 🔒 🖬 🖘 Discretiona All CSUs fro	ary Aggi m 5/1/202	avating Ov 2 to 5/31/2022	Find erride Ca		
FIPS FIPS:All FIPS:All Filter: None	-All-	and C For	③ 🔒 🖬 🖘 Discretiona All CSUs fro	ary Aggi om 5/1/202	Non-Hispanic	Find erride Ca		
FIPS FIPS:All FIPS:All Filter: None	of 1 🕨	and C For	(a) (a) (a) Discretiona All CSUs fro	ary Aggi om 5/1/202	Non-Hispanic	Find erride Ca	ategories le Category	
FIPS <b>DAI Ma</b> FIPS:All Filter: None Worker	of 1 ) andatory	y and E For Cas FIPS Num	All CSUs from the set of the	ary Aggi om 5/1/202	Non-Hispanic	Find erride Ca losed Overrid	le Category Ty Firearm	_



# 5. DAI Aggravating Override Factors

- a. The **DAI Aggravating Override Factors** report is available via the **DAI Aggravating Override Factors** hyperlink.
  - i. The report displays <u>Worker, CSU, FIPS</u>, <u>Case Number</u>, <u>Juvenile Name</u>, <u>Juvenile Number</u>, <u>Opened</u>, <u>Closed</u>, and <u>Override Factor</u> when **Report Type** "Simple" is selected.
  - ii. The report also displays count and percentage of DAI override categories for <u>Parent Unwilling</u>, <u>Parent Unable</u>, <u>Mental Health</u>, <u>Substance Abuse</u>, <u>Violated Conditions</u>, <u>Threat to Flee</u>, <u>Other</u>, <u>DA</u> <u>Unavailable</u>, <u>Discretionary Approved Sanction</u>, and <u>Total</u> when **Report Type** "Graph" is selected.
- b. From the <u>Community Insight Reports</u> screen click the **DAI Aggravating Override Factors** hyperlink and the <u>DAI Aggravating Override Factors</u> screen will appear.
  - If required, change the criteria as needed using the (i) Begin Date and (ii) End Date drop-down calendars, the (iii) Report Type, (iv) Sort By, (v) CSU and (vi) FIPS drop-down menus, the (vii) Genetic Sex radio buttons, and the (vi) Race and (vii) Ethnicity checkboxes.
  - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>DAI Aggravating Override</u> <u>Factors</u> screen.

🖳 DAI Aggra	avating Override	Factors					-	- 0	×
Begin Date Report Type Sort by CSU FIPS	Worker -All-	End Date ∽ in	∼ order		All O Male     All Races     White     Black     All Ethnicities     Hispanic     Non-Hispanic	Female	< > < >	Help Generate	
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Sort by CSU	1/ 1/2022 Simple Worker -All- -All-	<ul> <li>✓ End Date</li> <li>✓ in</li> </ul>	5/31/2022	Genetic Sex Race Control Control Contr	All Male Fe     All Races     White     Black     All Ethnicities     Hispanic     Non-Hispanic	emale	Help Generate		
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FIPS:All	of 1 ▶	DALA	Aggravatir	•	to 5/31/2022	Find	Next		
FIPS:All Filter: None Worker This report sh	CSU	DAL A For FIPS Numi	Aggravatir All CSUs from Der Juvenile Name he selected timefram	ug Overr n 1/1/2022 Jun Nu	ide Factors	d Override Fa	actor		

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Begin Date 1/ Report Type Gra Sort by Wo CSU -All- FIPS -All-	rker ∨ in	5/31 ASC	/2022 · ~ or ~	⊻ ( der			All C All Rac White Black All Eth Hispar Non-H	nicities	O Fen			Help				
I I a ⊡-CI_DAI_AggrO ⊡-Other	of 2 ▶ ▶	) 🕲   1	<b>a</b> 🔳	û 9	•   1	00%		•		1	Find	Next				^
		May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	
	Parent Un willing	1	0 0%	1 3%	0 0%	0	0 0%		0 0%	0	0 0%	0 0%	0 0%	0	0 0%	
	Parent Unable	2 5%	0 0%	3 8%	0 0%	0 0%	0 0%		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
	Mental Health	2 5%	1 3%	1 3%	0 0%	0 0%	0 0%		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
	Substance Abuse	0 0%	0 0%	1 3%	1 4%	0 0%	0 0%		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
	Violated Conditions	10 27%	3 10%	8 21%	2 9%	0 0%	0 0%		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
	Threat to Flee	2 5%	3 10%	2 5%	1 4%	0 0%	0 0%		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
	Other	11 30%	18 53%	13 34%	14 61%	0	0 0%		0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	
	DA Unavailable	9 24%	6 20%	8 21%	4 17%	0 0%	0 0%		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
	Discretionary Approved Sanction	0 0%	1 3%	1 3%	1 4%	0 0%	0 0%		0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
	Total	37 100%	30 100%	38 100%	23 100%	0 0%	0 0%		0 0%	0 0%	0 0%	0 0%	1 100%	0 0%	0 0%	
< >	This report shows 0 detention. Judge-or Print Date: 6/7/2022	dered de					ame tha	t resulter	d in a dis	cretiona	ry aggra	vating o	verride	to securi Page		~

# 6. DAI Mitigating Override Factors

- a. The **DAI Mitigating Override Factors** report is available via the **DAI Mitigating Override Factors** hyperlink.
  - i. The report displays <u>Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened,</u> <u>Closed</u>, and <u>Override Factor</u> when **Report Type** "Simple" is selected.
  - ii. The report also displays count and percentage of DAI mitigating override categories for <u>DA</u> <u>Unavailable</u>, <u>Parent Able/Willing</u>, <u>Mental Health</u>, <u>Substance Abuse</u>, <u>Attends School/Work</u>, <u>Marginally Involved</u>, <u>Offense Less Serious</u>, <u>Other</u>, and <u>Total</u> when **Report Type** "Graph" is selected.
- b. From the <u>Community Insight Reports</u> screen click the **DAI Mitigating Override Factors** hyperlink and the <u>DAI Mitigating Override Factors</u> screen will appear.
  - i. If required, change the criteria as needed using the (i) Begin Date and (ii) End Date drop-down calendars, the (iii) Report Type, (iv) Sort By, (v) CSU and (vi) FIPS drop-down menus, the (vii) Genetic Sex radio buttons, and the (vi) Race and (vii) Ethnicity checkboxes.
  - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>DAI Mitigating Override</u> <u>Factors</u> screen.

🖳 DAI Mitig	ating Override Fa	actors					- 0	×
Begin Date	5/ 1/2022 v	End Date	5/31/2022 ~	Genetic Sex	Al O Male	O Female	Help	
Report Type	Graph $\sim$			Race	All Races	^	Generate	
Sort by	Worker	∼ in	ASC 🗸 orde	r	Black	~	Generate	-
CSU	-All-		$\sim$	Ethnicity	All Ethnicities	^		
FIPS	-All-		~		Non-Hispanic	~		
H 4	of ▶ ▶	+ 8 (		la, •   100%	*	Find	Next	
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					Ŷ			~

Begin Date Report Type Sort by CSU FIPS		End Date     in	5/31/2022 ~ ASC ~ order ~	Genetic Sex Race Ethnicity	All Male     All Races     White     Black     All Ethnicities     Hispanic     Non-Hispanic	O Female	< > < >	Help Generate	
FIPS:All FIPS: None	of 1 🕨	DAI	🕲 🖨 🔲 🖬 Mitigating All CSUs from	overrie	de Factor		Find	Next	
	CSU	Case FIPS Numbe	er Juvenile Name		venile Imber Opened	Closed O	verride arent Able		

🔡 DAI Mitig	ating C	Verride Factors													-		×
Begin Date Report Type	2/ 1/ Graph	2022 V End Date	5/31/	2022 、	G	ienetic S Ra	ex ()	All O All Race		) Fema	le 🔿		Help				
Sort by	Worke		ASC	~ ord	ler	110		White Black			~		Generate	•			
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l4 4 1	of	2 🕨 🎽   🔶 🛞	۵ ا	•	in 14	•   10	0%		•		Fir	nd ∣ N	ext				
⊡ CI_DAI_M									_								^
Other			May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	
		DA Unavailable	11	19	14	8	0	0	0	0	0	0	0	0	0	0	
			17%	23%	23%	15%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
		Parent Able/Willing	20%	11%	12%	11%	0%	0%	0%	0%	0%	50%	0%	0%	0%	0%	
		Mental Health	0%	1	0%	1	0%	0	0%	0%	0	0%	0%	0	0%	0%	
			0%	1%	0%	2%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
		Substance Abuse	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	- 1
		Attends School/Work	0 0%	0 0%	0 0%	0%	0%	0 0%	0 0%	0%	0 0%	0 0%	0 0%	0%	0%	0 0%	
		Marginally Involved	0%	1	0%	1	0	0	0%	0	0%	0%	0%	0%	0%	0%	
		Offense Less	9	14	8	4	0	0	0	0	0	0	0	0	0	0	
		Serious	14%	17%	13%	7%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
		Other	33 50%	40 48%	31 52%	34 63%	0 0%	0 0%	0 0%	0 0%	0 0%	1 50%	0 0%	0	0 0%	0 0%	
		Total	66 100%	84 100%	60 100%	54 100%	0%	0%	0 0%	0%	0%	2 100%	0%	0	0 0%	0 0%	
		This report shows [	Als com	pleted d	uring the	selecte	d time fra	me that i	esulted	in a disci	retionary	mitigatin	g overric	de.			
۲.	>	Print Date: 6/7/2022													Page 1	of 2	Ŷ

### 7. DAI Indicated v. Actual Decisions

- a. The **DAI Indicated v. Actual Decisions** report is available via the **DAI Indicated v. Actual Decisions** hyperlink.
  - i. The report displays <u>Worker</u>, <u>CSU</u>, <u>FIPS</u>, <u>Case Number</u>, <u>Juvenile Name</u>, <u>Juvenile Number</u>, <u>Opened</u>, <u>Closed</u>, and <u>Outcome</u> when **Report Type** "Simple" is selected.
  - ii. The report also displays count and percentage of indicated decisions for regular DAIs completed for <u>No Override</u>, <u>Detention Alt/Release</u>, <u>Secure Detention/Release</u>, <u>Release/Detention Alt</u>, <u>Secure</u> <u>Detention/Detention Alt</u>, <u>Release/Secure Detention</u>, <u>Detention Alt/Secure Detention</u>, and <u>Total</u> when **Report Type** "Graph" or "Summary" are selected.
- The **DAI Indicated v. Actual Decisions** report displays counts of the scores (indicated decision) by outcome (actual decision) for DAIs completed in the selected timeframe. The DAI score is listed first, followed by the outcome.
- b. From the <u>Community Insight Reports</u> screen click the DAI Indicated v. Actual Decisions hyperlink and the <u>DAI Indicated v. Actual Decisions</u> screen will appear.
  - i. If required, change the criteria as needed using the (i) Begin Date and (ii) End Date drop-down calendars, the (iii) Report Type, (iv) Sort By, (v) CSU and (vi) FIPS drop-down menus, the (vii) Genetic Sex radio buttons, and the (vi) Race and (vii) Ethnicity checkboxes.
  - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>DAI Indicated v. Actual</u> <u>Decisions</u> screen.

Begin Date	5/ 1/2022 🗸	End Date	5/31/2022 ~	Genetic Sex	🖲 All 🔵 Male	<ul> <li>Female</li> </ul>	Help	
Report Type	Graph 🗸 🗸			Race	✓ All Races White	^	Generate	1
Sort by	Worker	∼ in	ASC 🗸 ord	er	Black	~	Generate	_
CSU	-All-		~	Ethnicity	All Ethnicities	^		
FIPS	-All-		$\sim$		Non-Hispanic	~		

Begin Date Report Type Sort by CSU FIPS	5/ 1/2022 ~ Simple ~ Worker - All-	End Date	5/31/2022 V ASC V order	Genetic Sex Race Ethnicity	All H Wh Blac All H His	Races ite	O Female	< > < >	Hel	
4 4 1	of 1 🕨 🖡		🔹 🖬 🖨 🕲 Indicated י			•		Find	Next	
			All CSUs from							
FIPS:All Filter: None Worker	C SU	For Cas FIPS Num	All CSUs from	m 5/1/2022 Ju N	2 to 5	0/31/202	2 Closed	Outcome No Overric No Overric Release / :	le le	

🖳 DAI Indica	ted v. Actual Decisions													-		×
Sort by CSU	5/ 1/2022 ∨ End Date Graph ∨ in Worker ∨ in -All-	5/31/ ASC	2022 、 ~ ord ~		ienetic S Ra Ethnic		All O All Rac White Black All Ethn Hispani Non-His	es icities c	O Fem	ale	, [ ``	Help				
I ■ CI_DAI_Ind — No Ove — Release	enide	) 🚱   📾	•	10 H,	•   10	00%		•		F	ind   I	Next				^
		May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	
	No Override	472 75%	479 72%	392 71%	313 72%	0 0%	4	4 100%	3 100%	0 0%	3 60%	34 100%	1 50%	2 67%	0 0%	
	Detention Alt/Release	24 4%	45 7%	38 7%	30 7%	0 0%	0 0%	0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
	Secure Detention/Release	31 5%	32 5%	20 4%	14 3%	0%	0	0	0	0	1 20%	0	0	0%	0%	
	Release/Detention Alt	14 2%	10 2%	9 2%	12	0%	0%	0%	0%	0	0	0%	0	0 0%	0%	1
	Secure Detention/Detention Alt	10 2%	7	4	10 2%	0 0%	0 0%	0 0%	0 0%	0 0%	1 20%	0 0%	0 0%	0 0%	0 0%	
	Release/Secure Detention	37 6%	43 6%	47 9%	22 5%	0 0%	0	0 0%	0%	0	0 0%	0 0%	0 0%	1 33%	0%	
	Detention Alt/Secure Detention	45 7%	47 7%	43 8%	31 7%	0%	0%	0 0%	0%	0 0%	0 0%	0%	1 50%	0%	0%	
	Total	633 100%	663 100%	551 100%	432 100%	0 0%	4 100%	4 100%	3 100%	0 0%	5 100%	34 100%	2 100%	3 100%	0 0%	
	This report shows [	DAI comp	leted du	ring the f	timefram	e. Judge	-ordere	d detainr	nents ar	e not inc	luded.					
۲.	Print Date: 6/7/2022													Page	1 of 2	~

# **Detention Measures**



For the following reports: refer to <u>Appendix B</u> for instructions using the **Report Type** drop-down menu; refer to <u>Appendix C</u> for instructions using embedded hyperlinks; refer to <u>Appendix D</u> for instructions using the items in the **Report Options** section; and refer to <u>Appendix E</u> for instructions using the **Juvenile #** field and **Get History** button.

### 1. Detention Admissions

- a. Three different reports are accessible via the **Detention Admissions** hyperlink: **Status**, **DAI Categories**, and **Length of Stay**.
  - When Report Type "Simple" is selected, each report displays <u>Intake Worker, Intake CSU</u>, <u>Intake FIPS</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Initial Detention Facility</u>, <u>Admission</u>, <u>Release</u>, <u>Initial Status</u>, <u>Most Serious Offense Category</u>, <u>Days Detained</u>, and <u>DA Score</u>.
  - When **Report Type** "Graph" is selected, count and percentage for each **Status Type** report is displayed.
- b. From the <u>Community Insight Reports</u> screen click the **Detention Admissions** hyperlink and the <u>Secure</u> <u>Detention Admissions</u> screen will appear.
  - i. The fields in the Report Data section of the screen will auto-populate. If required, change the criteria in the Report Data section using the (i) Report Type, (ii) CSU, and (iii) FIPS drop-down menus, and the (iv) Year and (v) Month calendar scroll buttons. Use the (vi) Status Type drop-down menu to select one of the following 3 reports:

- Status report provides count and percentage of detention admissions by status at the time of admission: "Other," "Post-D – No Program," "Post-D – Program," "Pre-D Judge Ordered," "Pre-D Not Judge Ordered," and "Total."
- 2. **DAI Categories** report provides count and percentage of detention admissions by DAI offense categories: "Contempt/Failure to Appear," "Felony Against Persons," "Felony Other," "Felony Weapons/Narcotics," "Information Missing," "Misdemeanor Against Persons," "Misdemeanor Other," "Other Violations," "Probation/Parole Violation," "Status Offense," and "Total."
- Length of Stay report provides count and percentage of detention admissions by length of stay during pre-dispositional status: "3 Days or Less," "4 – 21 Days," "22 – 51 Days," "More Than 51 Days," and "Total."

💀 Secure Detention Admissions		– 🗆 X	🛃 Secure Detention Admissions	– 🗆 X
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- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Secure Detention Admissions [Status Type drop-down menu selected]</u> screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

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## 2. Detention Releases

- a. Three different reports are accessible via the **Detention Releases** hyperlink: **Status**, **DAI Categories**, and **Length of Stay**.
  - i. When **Report Type** "Simple" is selected, each report displays <u>Intake Worker</u>, <u>Intake CSU</u>, <u>Intake FIPS</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Initial Detention Facility</u>, <u>Admission</u>, <u>Release</u>, <u>Initial Status</u>, <u>Most Serious Offense Category</u>, <u>Days Detained</u>, and <u>DA Score</u>.
  - ii. When **Report Type** "Graph" is selected, count and percentage for each **Status Type** report is displayed.
- b. From the <u>Community Insight Reports</u> screen click the **Detention Releases** hyperlink and the <u>Secure</u> <u>Detention Releases</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** drop-down menu to select one of the following 3 reports:
    - Status report provides count and percentage of detention releases by status at the time of admission: "Other," "Post-D – No Program," "Post-D – Program," "Pre-D Judge Ordered," "Pre-D Not Judge Ordered," and "Total."

- 2. **DAI Categories** report provides count and percentage of detention releases by DAI offense category: "Contempt/Failure to Appear," "Felony Against Persons," "Felony Other," "Felony Weapons/Narcotics," "Information Missing," "Misdemeanor Against Persons," "Misdemeanor Other," "Other Violations," "Probation/Parole Violation," "Status Offense," and "Total."
- Length of Stay report provides count and percentage of detention releases by length of stay during pre-dispositional status: "3 Days or Less," "4 – 21 Days," "22 – 51 Days," "More Than 51 Days," and "Total."

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- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Secure Detention Releases [Status Type drop-down menu selected]</u> screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

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Pref: Refer to <u>Appendix B</u> for instructions on how to use the **Report Options**.

# Miscellaneous

Community Ins	ight Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\Compliance\Reviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Aggravating Override Categories
Case Management	DAI Aggravating Override Factors
Open Cases by Case Status	DAI Mitigating Override Factors
Open Cases by Risk Level	DAI Indicated v. Actual Decisions
Case Contact Compliance	
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Measures
Detention Mait Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	
Parole Discharge Evaluation	Miscellaneous
Probation Discharge Evaluation	Juveniles Requiring DNA Sample Be Taken
YASI Reassessment Due	Expunged Juveniles
MHSTP Community Pre-Release Meeting	JCC Commitments
MHSTP Community Parole Meeting	ACE Trauma Screen Summary Open Cases Without a SEA
	Social Histories Completed SEAS Data Report Workload Report
Caseload Assignments Management	TYUNINGU TYENT
Assignments by Case Status	
Assignments by Risk Level	
Data Issues	
Workload Cases with No Primary Worker Assigned	

For the following reports: refer to <u>Appendix B</u> for instructions using the **Report Type** drop-down menu; refer to <u>Appendix C</u> for instructions using embedded hyperlinks; refer to <u>Appendix D</u> for instructions using the items in the **Report Options** section; and refer to <u>Appendix E</u> for instructions using the **Juvenile #** field and **Get History** button.

### 1. Juveniles Requiring DNA Sample Be Taken

- For the **Juveniles Requiring DNA Sample Be Taken** report: If the juvenile is on probation or parole, they are listed under the appropriate CSU. If the juvenile is in a JCC then they are listed under that JCC. If the juvenile is not on probation or parole, or is not in a JCC, they are not listed. The report is not intended to be an exact representation of DNA samples needed. It represents the juveniles for whom a suspected DNA sample is needed given the data provided. Information should be verified before requesting a sample be obtained. Juveniles that have had their sample recorded in BADGE as having been taken, are not included.
- a. The **DNA Samples Needed According to JTS Data** report, available via the **Juveniles Requiring DNA Sample Be Taken** hyperlink, identifies juveniles by <u>CSU</u>, <u>FIPS</u>, [Juvenile Name], Juv#, and <u>Date</u> of Birth that have a felony charge at the time the juvenile was 14 years of age or older and lists the <u>Charged Offense</u>, <u>Offense Date</u>, <u>Adjudicated</u>, <u>Date Adjudicated</u>, and <u>Amend Charge</u>.
- b. From the <u>Community Insight Reports</u> screen click the **Juveniles Requiring DNA Sample Be Taken** hyperlink and the <u>Community Insight Report Parameters</u> screen will appear.
  - i. The Status Type, Report Type, CSU, FIPS, Year, and Month fields will auto-populate in the Report Data section of the screen. If required, in the Report Data section, use the CSU drop-down menu to select a specific CSU and FIPS (if applicable), no other fields can be modified.
  - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>Community Insight Report</u> <u>Parameters</u> screen.

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## 2. Expunged Juveniles

- a. The Expunged Juvenile Cases for [CSU] report, available via the Expunged Juveniles hyperlink, lists the CSU, Intake FIPS, Last Name, First Name, Juvenile #, Detention Admission Seq, Age, DOB, Date Expunged, Series, Total, and DOB Range.
- b. From the <u>Community Insight Reports</u> screen click the **Expunged Juveniles** hyperlink and the <u>Expunged Juveniles</u> screen will appear.
  - i. Use the **CSU** drop-down menu to select a specific CSU.
  - ii. Click the Generate button, and the report will appear in the <u>Report Viewer</u> screen.

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### 3. JCC Commitments

- a. The JCC Commitments From [CSU] report, available via the JCC Commitments hyperlink, lists the CSU, FIPS, Juvenile #, Juvenile Name, Sex, Race, and Commitment Date for the CSU and time period selected.
- b. From the <u>Community Insight Reports</u> screen click the **JCC Commitments** hyperlink and the <u>JCC</u> <u>Commitments</u> screen will appear.
  - i. Use the (i) **Begin Date** and (ii) **End Date** drop-down calendars to select the desired period and the (iii) **CSU** drop-down menu to select a specific CSU.
  - ii. Click the **Generate** button, and the report will appear in the <u>Report Viewer</u> screen.

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- 4. Adverse Childhood Experiences (ACE) Trauma Screen Summary
  - a. The ACE Trauma Screen Summary report, available via the ACE Trauma Screen Summary hyperlink, provides a count and percentage of juveniles' yes and no responses to the ten questions on the ACE trauma screen for the selected CSU(s) and time period selected.
  - b. From the <u>Community Insight Reports</u> screen click the ACE Trauma Screen Summary hyperlink and the <u>ACE Trauma Screen Summary</u> screen will appear.
    - i. Use the (i) **Begin Date** and (ii) **End Date** drop-down calendars to select the desired period and the (iii) **CSU** drop-down menu to select a specific CSU.
    - ii. Click the **Generate** button, and the report will appear in the <u>Report Viewer</u> screen.
  - For the **ACE Trauma Screen Summary** report, the percentages for each question are based on the number of ACE Trauma Screens completed for the time period and CSU(s) selected.

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	≪ 4 1 of 1 ▶ ▶	د 🛞 🚱 🖨 🗐 💷 🔍 - 🛛 ۱00%	Find   Next	
	ACETraumaScreenSummary     1. Did a parent or other adu	ACE Trauma	a Screen Summary	·
	<ul> <li>2. Did a parent or other adu</li> <li>3. Did an adult or person at</li> </ul>	For All CSUs From	n 01/01/2021 to 07/25/2022	
	- 5. Did you often or very ofte	∃ 1. Did a parent or other adult in the household often or ver or act in a way that made you afraid that you might be physical	ry oftenSwear at you, insult you, pu sically hurt?	it you down, or humiliate you?
	<ul> <li>6. Were your parents ever:</li> <li>7. Was your mother or step</li> </ul>	No	801	80%
	- 8. Did you live with anyone	Yes	206	20%
	9. Was a household memb		Total: 1.007	
	- 10. Did a household membr			
Reference Summary	- 11. Total ACE Trauma Sco	2. Did a parent or other adult in the household often or very you so hard that you had marks or were injured?	ry often Push, grab, slap, or throw	something at you? Or Ever hit
······································		No	853	85%
Please provide the following parameters and click Generate to generate the report.		Yes	154	15%
Trease provide the following parameters and click denerate to generate the report.			Total: 1.007	
Begin Date: 7/25/2022    End Date: 7/25/2022				
		B 3. Did an adult or person at least 5 years older than you ev	erTouch or fondle you or have you	touch their body in a sexual
CSU: -All-		way? or attempt or actually have oral, anal, or vaginal inter	course with you?	
C30. MP		No	909	90%
		Yes	98	10%
			Total: 1.007	
Generate Help				
Generate Help		H. Did you often or very often feel thatNo one in your fam family didn't look out for each other, feel close to each oth		mportant or special? or Your
		No	753	75%
		Yes	254	25%
		100	Total: 1.007	
			1,001	
		5. Did you often or very often feel thatYou didn't have en you? or Your parents were too drunk or high to take care		
		No	921	91%
		Yes	86	9%
			Total: 1.007	
		B. Were your parents ever separated or divorced?		
		No	358	36%
	< >	Yes	649	64%

### 5. Open Cases Without a SEAS

- a. The **Open Juvenile Cases Without SEAS** report, available via the **Open Cases Without a SEAS** hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Juvenile #</u>, <u>Juvenile Name</u>, and <u>Case Status</u>.
- b. From the <u>Community Insight Reports</u> screen click the **Open Cases Without a SEAS** hyperlink and the <u>Workload Cases with No Recorded SEAS</u> screen will appear.
  - i. The fields in the **Report Data** section of the screen will auto-populate and **Status Type**, **Report Type**, **Year**, and **Month** cannot be modified. If required, change the criteria in the **Report Data** section using the (i) **CSU**, and (ii) **FIPS** drop-down menus.

Status Type:	-All-		CSU	: -All-		~ Y	ear:	2022	-	Help
Report Type:	Simple		✓ FIPS	-All-		V Mo	nth:	May	*	Generate
All Male Female	All Ethnicities Hispanic Non-Hispanic		)iversion A <sup>p</sup> re-D (1 Co	t Intake intact/Month)	<b>*</b>	All No Risk	<b>`</b>	CSU Summarize		ASC
Female	Non-Hispanic	▼ []1-	're-D (1 Co	ntact/Month)	¥ [	Juvenile #			Get His	

- ii. Click the **Generate** button, and the report will appear at the bottom of the <u>Workload Cases with No</u> <u>Recorded SEAS</u> screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

Report Data Status Type: -A	1		V CSU: -AI-		~	Year: 2022	Help
Report Type: Si			V FIPS: -All-			Month: May 🗘	Gener
Report Options	npie		V FIFS. All-		~	May 🗸	Gener
Genetic Sex: Ra	ce/Ethnicity: All Ethnicities Hispanic Non-Hispanic		Diversion At Intake Pre-D (1 Contact/Mo	onth)	All All No Ris Low	sk CSU Summarized By:	<ul><li>✓ ASC</li><li>✓ A</li></ul>
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		O	pen Juvenile Cas		SEAS		
			For All CSU	S, HPS: All			
CSU Virginia Beach (CS	FIPS	Supervisor	Worker	Juvenile #	Juvenile Name	Case Status	
virginia beach (Co					the second se	<ol> <li>Desharing (Loweld)</li> </ol>	
	-,		-	10,000	Testi Jackson Same	3 - Probation - Level 1	
Richmond City (CSU)	760	former system.	and the second	100	the styles.	5 - Committed to DJJ	
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## 6. SEAS Data Report

- a. The VIRGINIA HEALS, Virginia Department of Juvenile Justice SEAS Data Report, available via the SEAS Data Report hyperlink, provides a count of the Total Completed SEASs and a count and percentage for detailed categories grouped by the following sections: <u>Demographics</u>, <u>Victimization</u> <u>Types</u>, <u>Poly-Victimization</u>, <u>Victimization Impacts</u>, <u>Protective Factors</u>, and <u>Follow-Up Needed</u>. The categories contained in each section are as follows:
  - i. <u>Demographics</u> lists <u>By Age Group</u>, <u>By Race</u>, <u>By Ethnicity</u>, <u>By Respondent</u>, and <u>By Genetic Sex</u>.
  - ii. <u>Victimization Types</u> lists <u>Community Violence</u>, <u>Weapon Exposure</u>, <u>Neglect</u>, <u>Threat</u>, <u>Physical</u>, <u>Sexual</u>, <u>Family Member Perpetration</u>, and <u>Total VVSs</u>.
  - iii. <u>Poly-Victimization</u> lists <u>None</u>, <u>1</u>, <u>2</u>, <u>3</u>, <u>4 or more</u>, and <u>Total VVSs</u>.
  - iv. Victimization Impacts lists several subcategories for Victimization Impacts, #, and Description.
  - v. <u>Protective Factors</u> lists the count of children indicating strong support from <u>Parents / Caregivers</u>, <u>Extended Family</u>, <u>Friends</u>, <u>Teachers / Coaches</u>, <u>Mentor</u>, <u>Faith Community</u>, and <u>Total VVS</u>.
  - vi. Follow-Up Needed lists No Intervention Needed, Interventions provided by Agency, and Referral provided by Agency.
- b. From the <u>Community Insight Reports</u> screen click the **SEAS Data Report** hyperlink and the <u>SEAS –</u> <u>Virginia Heals Report</u> screen will appear.
  - The fields in the Report Data section of the screen will auto-populate. If required, change the criteria in the Report Data section using the (i) CSU and (ii) FIPS drop-down menus, and the (iii) Begin Date and (iv) End Date calendar drop-down menus. The Status Type and Report Type drop-down menus will be unavailable.
  - ii. Click the **Generate** button, and the report will appear in the <u>SEAS Virginia Heals Report</u> screen.

Report Data Status Type:	-All-	~	CSU:	-All-	~	Begin Date:	5/28/2022	~	Help
Report Type:	Simple	~	FIPS:	-All-	~	End Date:	6/28/2022	$\sim$	Generate
All Male	Race/Ethnicity: All Ethnicities Hispanic Non-Hispanic	Status:				All	Sort By: Summarized	By:	ASC Apply
					J	uvenile # :		Get Hist	tory
4 4	of ▶ ▶   + (	8 @   🖨 🗖 A	. R	100%	*	Find	Next		

iii. After the report is generated, the items in the **Report Options** section will become available (see <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

Report Data	port						
Report Data Status Type: -All-		V CSU: -Al	<u>.</u>	×	Begin Date: 5/2	8/2022 ~	Help
Report Type: Simple		V FIPS: -Al			End Date: 6/2	8/2022 ~	Generate
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	ginia Departm			SEAS Data	Report		
•	gina Deparan		22  to  6/28/2022	OLAO Dulu	Report		
		110111 3/20/20					
Total Completed SEAS	s: 10						
Demographics							
	0-6	7-12	13-21				1
By Age Group	0	5 (50.00%)	5 (50.00%)				
By Race	Caucasian	African American	Asian or Pacific Islander	Indian or Alaskan Native	Other	Unknown	1
	3 (30.00%)	7 (70.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	]
By Ethnicity	Hispanic	Non-Hispanic	Decline to Report	Unavailable to Report	Ethnicity Unknown		1
	0 (0.00%)	7 (70.00%)	0 (0.00%)	0 (0.00%)	3 (30.00%)	1	
By Respondent	Child / Youth	Parent / Caregiver	Both				1
	7 (70.00%)	3 (30.00%)	0 (0.00%)				
	Male	Female					1
By Genetic Sex	7 (70.00%)	3 (30.00%)	1				
Victimization Types			Poly-Victin	nization (Total	number of ch	ildren	Ī
	1a 1b 1a 1d)	3 (30.00%)		by number of t			
Community Violence (Items							48 C
		5 (50.00%)	None			4 (40.00%)	
Community Violence (Items		5 (50.00%) 2 (20.00%)	None 1			4 (40.00%) 0 (0.00%)	-

## 7. Social Histories Completed

- a. The Social Histories Completed report, available via the Social Histories Completed hyperlink, lists the <u>Worker</u>, <u>CSU</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Report Type</u>, and <u>Date Completed</u> for the CSU(s) and time period selected.
- b. From the <u>Community Insight Reports</u> screen click the **Social Histories Completed** hyperlink and the <u>Social Histories Completed</u> screen will appear.
  - vii. Use the (i) **Begin Date** and (ii) **End Date** drop-down calendars to select the desired period and the (iii) **CSU** drop-down menu to select all or a specific CSU.

viii. Click the **Generate** button, and the report will appear in the <u>Report Viewer</u> screen.

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	💀 Report Viewer					-		>
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			So	cial Histories Compl	eted			
				Richmond City (CSU)				
				01/01/2021 to 06/23/2022				
	Worker	CSU ‡	Juvenile Number	Juvenile Name	Report Type	÷	Date Completed	÷
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## 8. Workload Report

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- a. The Workload Report [CSU] report, available via the Workload Report hyperlink, lists a selected CSU's workload information by <u>Status Code</u>, <u>Report Type</u>, and <u>Intakes</u>. Each category lists a static <u>Workload Value</u> and the <u>Hours/Month</u> for the selected timeframe. The report also lists <u>FTE (Full Time Equivalent)</u> Needed and <u>Demand in Hours</u>. The following fields and completed manually: <u>FTE</u> Assigned, Special Positions, FTE Filled, FTE Variance from Assigned, and FTE Variance from Filled.
  - i. <u>Status Code</u> lists <u>Codes(s)</u>, <u>Description(s)</u>, <u>Total CCD (Child Care Days)</u>, and <u>ADP (Average Daily Population)</u>.
  - ii. <u>Report Type</u> lists <u>Code</u>, <u>Description</u>, <u>Total Reports</u>, and <u>Monthly</u>.

- iii. Intakes lists intake type, Total Intakes, and Monthly Average.
- b. From the <u>Community Insight Reports</u> screen click the **Workload Report** hyperlink and the <u>Workload</u> <u>Report</u> screen will appear.
  - iv. Select the (i) time duration from the **Duration** drop-down menu, use the (ii) **Begin Date** drop-down calendar to select the desired start date, and use the (iii) **CSU** drop-down menu to select a CSU. The **End Date** drop-down menu will auto-populate and cannot be modified.
  - v. Click the Generate button, and the report will appear in the Report Viewer screen.

💀 Workload Report					×
Workload Report			-		^
Please provide t	ne following parameters ar	d at a comme			
	to renorming parameters an	id click Generat	e to generate t	the report.	
Duration:	Month ~	la alick Generat	e to generate i	the report.	
Duration: Begin Date:			5/31/2022	the report.	
	Month ~			the report.	
Begin Date:	Month 5/ 1/2022 Abingdon (CSU) - 028			~	
Begin Date:	Month ~			~	

Report			1		
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	Workload Report - Abin		8		
	1/1/2021 - 12/3				
Status Cod	e	Total CCD	ADP	Workload Value	Hours/Month
Code(s)	Description(s)				
2	1 - Pre-Disposition (1 Contact/Month)	2,263	6.2	4.3	26.7
3	1 - Diversion at Intake	3,296	9.0	2.5	22.5
4, 20	2 - Post-Disposition Case Management	6,617	18.1	2.8	50.7
5	3 - Probation - Level 1	466	1.3	3.3	4.3
21	3 - Probation - Level 2	4,042	11.1	4.7	52.2
22	3 - Probation - Level 3	796	2.2	6.4	14.1
8, 26	Residential Placement During Probation or Parole - Not Judicially Ordered	920	2.5	5.0	12.5
24, 32, 33, 34, 35, 36	Court-Ordered Out-of-Home Placement	171	0.5	5.4	2.7
12	6 - Parole - Level 3	142	0.4	6.6	2.6
13	6 - Parole - Level 4	24	0.1	10.0	1.0
9	New Commitments (0-30 days)	0	0.0	8.6	0.0
9	Committed to DJJ (Day 31+)	0	0.0	3.5	0.0
30	7 - Absconder/Whereabouts Unknown (3 Contacts/Week)	12	0.0	2.0	0.0
					189.3
Report Type	e	Total Reports	Monthly	Workload Value	Hours/Month
Code	Description				
1	Comprehensive Pre-Dispositional Report	18	1.5	9.6	14.4
2	Post-Dispositional Investigation	2	0.2	8.3	1.7
4	Transfer Report	1	0.1	6.3	0.6
40	YASI - Pre-Adjudication Screen	1	0.1	3.0	0.3
					17.0
ntakes		Total Intakes	Monthly Average	Workload Value	Hours/Month
Delinguenc	y/CHINS	108	9.0	1.8	16.2
	lelations/Child Welfare	1,186	98.8	1.1	108.7
					124.9
ETE A	Assigned Special Positions FTE Filled	Den	nand in Hours	FTE	Needed
1107		- Den	331.2		2.9
FTE Varia	ance from Assigned FTE Variance	e from Filled		Complete Man	
Print Da	te: 6/23/2022			Pag	ge 1 of 1

# <u>Appendix</u>

# A. Change User Button

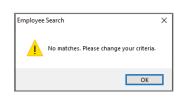
From the **Report Data** section in an applicable report screen, click the **Change User** button and the <u>*Employee Search*</u> screen will appear.



The **Change User** button is not available for all report types.

## **Employee Search Screen**

- i. In the <u>Employee Search</u> screen either (a) type the full last name in in the Last Name text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the Last Name text field and (ii) click the Use Wildcard checkbox to obtain results based on a partial name match. The Name Suffix checkbox is automatically left unchecked for none, if desired (iii) click the checkbox in order to select a suffix from the drop-down menu.
- ii. Either (a) type the full first name in the **First Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the first name in the **First Name** text field and (ii) click the **Use Wildcard** checkbox to obtain results based on a partial name match.
- iii. The **Find Only Current Employees** checkbox will be automatically selected, uncheck this checkbox to include former employees in the search results.
- iv. Click the Find button, and one of the following three actions will occur:
  - 1. The *Employee Search* screen will appear stating "No matches. Please change your criteria."



2. The <u>Search Results</u> screen will appear with all user name matches.

Legal Last Name	Suffix	Legal First Name	Display Name	Account Closed
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		10.000 C	NAME OF BRIDE	
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		Parts.	Through a family	
		No. of Concession, Name	Name in the	

- a. On the <u>Search Results</u> screen, (i) click on the desired user's name to highlight the row in blue, (ii) click the **Select** button and to return the report screen in use and the **Worker** text field will now be populated with the selected employee name.
- 3. The report screen in use will display with the selected name in the **Worker** text field.

1.1.1.1	ker Level Caseload					-	
Worker:	Data Mamil Inne	🞜 Change <u>U</u> ser	Type: Worker	✓ Report: Case	Load 🗸	Generate	Help
	Options Sex: O All O Male Supervisor	○ Female	Hispar	nicities All nic Wi fispanic V Bla	nite	<b>^</b> >	Apply
					Juvenile # :		Get History
H 4 [	of ▶ ▶∥ ♦		<b>₩</b> ,•   100%	•	Find   No	ext	

In order to yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use** Wildcard.

# B. Report Type

# **Report Type**

There are four **Report Type** options that may be available for a report using the **Report Type** drop-down menu in the **Report Data** section: **Graph**, **CSU/FIPS**, **Summary**, and **Simple**.

Report Data		_				Begin Date:	6/ 1/2022	×	Help
	Parole & Direct Care	$\sim$	CSU:	-All-	~			<u> </u>	
Report Type:	Graph	~	FIPS:	-All-	~	End Date:	7/ 1/2022	$\sim$	Generate
Report Optior Genetic Sex: All Male Female	CSU/FIPS Summary Simple	6 - Parol	- Leve			All	Sort By: Supervisor Summarized Genetic Sex	∽ By: ∽	
					J	uvenile # :		Get Histor	ny
4 4	of ▶ ▶    ∉ ⊗ ©	A 🗆 0	1.121.4	1008/	_	Find	Next		

Prefer to the <u>Report Options</u> section further below for detailed instructions using the items in the **Report Options** section.

## 1. Graph

- a. A Graph report type displays the report information as a Line Graph, Table, and Pie Chart.
- b. From an applicable report screen (i) select Graph from the Report Type drop-down menu in the Report Data section. (ii) Select the remaining desired options in the Report Data section, (iii) click the Generate button, and the specific report will appear.
  - a. Line Graph
    - 1. A Line Graph, included in the Graph report type, will display 14-month trends for the data presented in the report.
    - 2. A color-coded legend will be displayed below the line graph that identifies the data point categories by name and color.

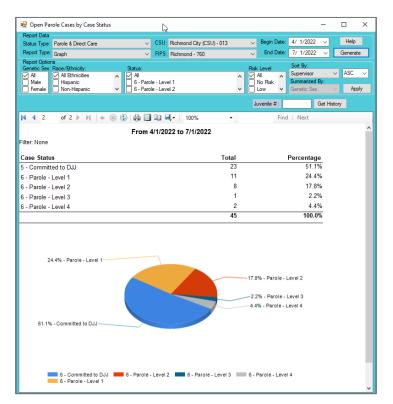
								-	
	ole Cases by Case Status						-		×
Report Data	Parole & Direct Care	CSU:	Richmond City (CSU) - 01	3 ~	Begin Date:	4/ 1/2022	~	Help	
Report Type:			Richmond - 760	3 ¥	End Date:	7/ 1/2022		Generate	-
Report Option		V FIPS:	Richmond - 760	~	and bate.			Generale	
Genetic Sex:	Race/Ethnicity: Sta	itus:			Level	Sort By: Supervisor	~	ASC	$\overline{}$
All Male		All 6 - Parole - Level	н		All 🔨	Supervisor		ASC	~
Female		6 - Parole - Level			Low V	Genetic Sex		Apply	1
					uvenile # ;	_	Get Histor		
				J	avernie # .		Clet Histor	У	
4 4 1	of 2 🕨 🎽   🍬 🎯 🚱	-		•		Next			
	Open Juvenile Parc	le & Direct	Care Cases By	Case Sta	tus				^
Richmond (	ity (CSU)				FIPS: R	ichmond			
60%	1								
		•••	• • • • •	_ <b>.</b>	•				
ebuenne 20%									
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<b>P</b> 20%	* * *	• •	• • • • •	•••	•	•			
0%									
0,0	Jul-21 Sep-2	Nov-21	Jan-22 Mar	22 May	-22 Jul	22			
						1			
		- 6 - Parole	201010	Parole - Re acement	sidential				
	- 6 - Parole - Level 1 - 6 - Parole - Level 2	- 6 - Parole	201014	acement Halfway Ho	1100				
	- U - Falule - Level Z		- 01	rianway 110	490				

- b. Table
  - 1. A table, included in the **Graph** report type, will display 14-month aggregate data for the report.
  - a. From the table, click on embedded hyperlinks to access and review additional report details.

Report Data								d					_				
Status Type: Parol		t Care			$\sim$ (	CSU: R	ichmond	City (CS	U) - 013		~ Bi	egin Dati	e: 4/ 1	/2022	~	Help	
Report Type: Graph	n				$\sim$	FIPS: R	ichmond	- 760			~	End Date	e: 7/ 1	1/2022	~	General	te
Male Hi	(Ethnicity Ethniciti spanic on-Hispa	es	<b>^</b>							<b>~ &gt;</b>	Risk Le	Risk ^	Sum	By: ervisor marized B etic Sex	∼ By: ∽	ASC Ap	~ ply
											Juve	nile # :			Get Histo	ny	
			⊨ ⊗ I /51 4	€		U 🔍	•   100	0%		•			nd   N	ext			
Case Status	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22			
5 - Committed to DJJ	20 48%	21 49%	23 51%	23 51%	23 51%	23 51%	23 51%	23 51%	23 51%	23 51%	23 51%	23 51%	23 51%	23 51%			
6 - Parole - Level 1	11 20%	11 28%	11 24%	11 24%	11 24%	11 24%	11 24%	11 24%	11 24%	11 24%	11 24%	11 24%	11 24%	11 24%			
6 - Parole - Level 2	8 19%	8 19%	8 18%	8 18%	8 18%	8 18%	8 18%	8 18%	8 18%	8 18%	8 18%	8 18%	8 18%	8 18%			
6 - Parole - Level 3	1 2%	1 2%	1 2%	1 2%	1 2%	1 2%	1	1 2%	1 2%	1 2%	1 2%	1 2%	1 2%	1 2%			
6 - Parole - Level 4	2 5%	2 5%	2 4%	2 4%	2 4%	2 4%	2 4%	2 4%	2 4%	2 4%	2 4%	2 4%	2 4%	2 4%			
6 - Parole - Residential Placement	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
8 - Halfway House	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
Total	42 100%	43 100%	45 100%	45 100%	45 100%	45 100%	45 100%	45 100%	45 100%	45 100%	45 100%	45 100%	45 100%	45 100%			

### c. Pie Chart

- 1. A pie chart, included in the **Graph** report type, will display report data for the selected timeframe.
  - a. From the pie chart, click on embedded hyperlinks to access and review additional report details.



- A hand cursor will appear over specific data in the report whenever there is an embedded hyperlink.
- Befer to the <u>Hyperlinks</u> section below for more information regarding embedded hyperlinks.

## 2. CSU/FIPS

- A CSU/FIPS report type displays the report information as counts and percentages by CSU and FIPS in a table.
- b. From an applicable report screen (i) select CSU/FIPS from the Report Type drop-down menu in the Report Data section. (ii) Select the remaining desired options in the Report Data section, (iii) click the Generate button, and the specific report will appear.
  - i. The CSU/FIPS report screen does not contain embedded hyperlinks.

Report Data									
Status Type: Parole & Direct Care		CSU	Richmond City	(CSU) - 013	~	Begin Date:	4/ 1/2022	~ H	lelp
Report Type: CSU/FIPS		FIPS	Richmond - 7	60	~	End Date:	7/ 1/2022	<ul> <li>✓ Ger</li> </ul>	nerate
Report Uptions					'		Sort By:		
Genetic Sex: Race/Ethnicity:	Stat					Level	Supervisor	~ AS	SC.
All All Ethnicities	^ ☑ 4	vi i - Parole - Let				All 🔨	Summarized I		
Female Non-Hispanic		- Parole - Let				low V	Genetic Sex		Apply
	* [] ¢	- raiole - Le	ver z		*	LOW	Genetic Sex		ruppiy
					Ju	venile # :		Get History	
(		à 🗐 🕅	<b>.</b> 100%			Eine	l Next		
	~ ~ / /								
Ope	n Juvenii	e Parole	& Direct C	are Case	s ву са	se statu	S		
	For	Richmond (	City (CSU) From	m 4/1/2022 t	o 7/1/2022				
FIPS: Richmond						d the svn	nhol will	1	
	ick on the	"+" symt	ool, the rep	ort will ex	pand an				
	ick on the	"+" symt		ort will ex	pand an				
	ick on the	"+" symt "-". Clicl	ool, the rep k again to r	ort will ex ninimized	pand an I the exp	anded se	ection.	Committed	
Filter: None C	ick on the	"+" symt "-". Clicl Parole	ool, the rep	ort will ex	pand an		ection.	Committed to DJJ	1
Filter: None C	ick on the change to	"+" symt "-". Clicl Parole Level 1	ool, the rep k again to r Parole Level 2	ort will ex ninimized Parole	pand an I the exp Parole	anded se	ection. Residential		_
Filter: None C	ick on the change to Total	"+" symt "-". Clicl Parole Level 1	ool, the rep k again to r Parole Level 2	ort will ex minimized Parole Level 3	pand an I the exp Parole Level 4	Anded se Halfway House	Residential Placement	to DJJ	_
Filter: None C SU CSU Cichmond City (CSU) - 013 FIPS	ick on the change to Total	"+" symt "-". Clicl Parole Level 1 5 11 24.49	ool, the rep k again to r Parole Level 2	ort will ex minimized Parole Level 3	pand an I the exp Parole Level 4	Anded se Halfway House	Residential Placement	to DJJ	
Filter: None C SU Dichmond City (CSU) - 013 FIPS E Richmond - 760	ick on the change to Total 4	"+" symt "-". Clicl Parole Level 1 5 11 24.49	Parole Level 2 6 8 17.8%	ort will ex minimized Parole Level 3 1 2.2%	pand an I the exp Parole Level 4 2 4.4%	Halfway House 0 0.0%	Residential Placement 0 0.0%	to DJJ 23 51.1%	
Filter: None CSU CSU CSU CSU CSU Control City (CSU) - 013 EIPs Enchmond - 760 Supervisor	ick on the change to Total 4	"+" symb "-". Clicl Parole Level 1 5 11 24.49 5 11 1	Parole Level 2 % 8 17.8%	ort will ex minimized Parole Level 3 1 2.2%	pand an I the exp Parole Level 4 2 4.4%	Halfway House 0 0.0%	Residential Placement 0 0.0%	to DJJ 23 51.1%	•
Filter: None C Suchmend City (CSU) - 013 EIPS Richmend - 760 Supervisor	ick on the change to Total 4 4	"+" symb "-". Clicl Parole Level 1 5 11 24.49 5 11 1 0 11 27.59	Parole         Parole           Level 2         %           %         8 17.8%           %         8 20.0%	ort will ex minimized Parole Level 3 1 2.2% 1 2.2% 1 2.5%	Parole Level 4 2 4.4% 2 5.0%	anded se Halfway House 0 0.0% 0 0.0%	ection. Residential Placement 0 0.0% 0 0.0%	to DJJ 23 51.1% 23 51.1% 18 45.0%	
Filter: None CSU Dichmond City (CSU) - 013 EPS Richmond - 760 Supervisor	ick on the change to Total 4 4	"+" symb "-". Clicl Parole Level 1 5 11 24.45 5 11 1	Parole         Parole           Level 2         %           %         8 17.8%           %         8 20.0%	Parole Level 3 1 2.2%	pand an I the exp Parole Level 4 2 4.4% 2 4.4%	Halfway House 0 0.0%	Residential Placement 0 0.0%	to DJJ 23 51.1% 23 51.1%	
Filter: None C SU Dichmond City (CSU) - 013 EPS Richmond - 760 Supervisor E	ick on the change to Total 4 4 4	"+" symb "-". Clicl Parole Level 1 5 11 24.49 5 11 1 0 11 27.59	Parole         Parole           Level 2         8           %         8           1         8           8         17.8%           %         8           %         8           0         0.0%	ort will ex minimized Parole Level 3 1 2.2% 1 2.2% 1 2.5%	Parole Level 4 2 4.4% 2 5.0%	anded se Halfway House 0 0.0% 0 0.0%	ection. Residential Placement 0 0.0% 0 0.0%	to DJJ 23 51.1% 23 51.1% 18 45.0% 2 100.0	•
Filter: None C Supervisor Pichnond City (CSU) - 013 Pics Richmond - 760 Supervisor B B B B B B B B B B B B B	ick on the change to Total 4 4	"+" symb "-". Clicl Parole Level 1 5 11 24.45 5 11 1 0 11 27.55 2 0 0.0% 1 0 0.0%	Bool, the rep           k again to r           Parole           Level 2           % 8 17.8%           1         8 17.8%           %         8 20.0%           0         0.0%	ort will ex minimized Parole Level 3 1 2.2% 1 2.2% 1 2.5% 0 0.0% 0 0.0%	pand an i the exp Parole Level 4 2 4.4% 2 5.0% 0 0.0% 0 0.0%	anded se Halfway House 0 0.0% 0 0.0% 0 0.0% 0 0.0%	Residential           Placement           0.0%           0.0%           0.0%           0.0%           0.0%           0.0%	to DJJ 23 51.1% 23 51.1% 18 45.0% 2 100.0 %	
Filter: None         C           Csu         Csu           Dichmond Cky (CSU) - 013           EPS           Richmond - 760           Supervisor           Element	ick on the change to Total 4 4	"+" symb "-". Clicl Parole Level 1 5 11 24.45 5 11 1 0 11 27.55 2 0 0.0%	Bool, the rep           k again to r           Parole           Level 2           % 8 17.8%           1         8 17.8%           %         8 20.0%           0         0.0%	ort will ex minimized Parole Level 3 1 2.2% 1 2.2% 1 2.5% 0 0.0%	pand an I the exp Parole Level 4 2 4.4% 2 4.4% 2 5.0% 0 0.0%	anded se Halfway House 0 0.0% 0 0.0% 0 0.0%	ection. Residential Placement 0 0.0% 0 0.0% 0 0.0%	to DJJ 23 51.1% 23 51.1% 18 45.0% 2 100.0 % 1 100.0 % 2 100.0	
Filter: None C Supervisor Pichnond City (CSU) - 013 Pics Richmond - 760 Supervisor B B B B B B B B B B B B B	ick on the change to Total 4 4 4	"+" symb "-". Clicl Parole Level 1 5 11 24.49 5 11 1 0 11 27.51 2 0 0.0% 1 0 0.0% 2 0 0.0%	bol, the rep           again to r           Parole           Level 2           % 8 17.8%           1           8 17.8%           % 8 20.0%           0 0.0%           0 0.0%	ort will ex minimized Parole Level 3 1 2.2% 1 2.2% 1 2.5% 0 0.0% 0 0.0%	pand an i the exp Parole Level 4 2 4.4% 2 5.0% 0 0.0% 0 0.0%	anded se Halfway House 0 0.0% 0 0.0% 0 0.0% 0 0.0%	Residential           Placement           0.0%           0.0%           0.0%           0.0%           0.0%           0.0%	to DJJ 23 51.1% 23 51.1% 18 45.0% 2 100.0 % 1 100.0 %	•

### 3. Summary

- a. A **Summary** report type displays the report information as a summary of the options selected (intentionally or by default) in the **Report Option** section, in a table.
- b. From an applicable report screen (i) select Summary from the Report Type drop-down menu in the Report Data section. (ii) Select the remaining desired options in the Report Data section, (iii) click the Generate button, and the specific report will appear.
  - i. From the summary table, click on embedded hyperlinks to access and review case-specific data.

🛃 Open Parole	Cases by Case St	atus						_		×
Report Data Status Type: Par Report Type: Sur				hmond City (CSU) hmond - 760	- 013	<ul> <li>Begin Date:</li> <li>End Date:</li> </ul>	4/ 1/2022 7/ 1/2022	~ ~	Help Generate	
Male 🗌	e/Ethnicity: All Ethnicities Hispanic Non-Hispanic				R ▲ ↓	isk Level All ^ No Risk Low V	Sort By: Supervisor Summarized B Genetic Sex	~ y: ∽	ASC App	~ ly
FIPS:Richmond Filter: None		⊨ 🛞 🛟   🖨 Open Juvenik For Richt	e Parole & Di				Next	et Histor	y	^
Genetic Sex	Committed to DJJ	Parole - Level 1	Parole - Level 2	Parole - Level 3	Parole - Level 4	Total				
Female	<u>14</u> 63.6%	<u>4</u> 18.2%	<u>4</u> 18.2%	<u>0</u> 0.0%	<u>0</u> 0.0%	22 100.0%				
Male	<u>9</u> 39.1%	<u>7</u> 30.4%	<u>4</u> 17.4%	1 4.3%	<u>2</u> 8.7%	23 100.0%				
Total	23 51.1%	11 24.4%	8 17.8%	1 2.2%	2 4.4%	45 100.0%				
Click on the link The report shows Print Date: 7/1/202	ks above to see s the last open pare		case status withi	the specified tin	e period.					

A hand cursor will appear over specific data on the **Summary** report when there is an embedded hyperlink.

### 4. Simple

a. A **Simple** report type displays the report information that meets the selected data options selected in the **Report Data** section, in detail, with column headers for all available categories, in a table.

- b. From an applicable report screen (i) select Simple from the Report Type drop-down menu in the Report Data section. (ii) Select the remaining desired options in the Report Data section, (iii) click the Generate button, and the specific report will appear.
  - i. There are no embedded hyperlinks in a **Simple** report type.

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	Parole Cases by Case	Status										-		×
Report Da						Begin	0.1	1/2022	7	Help				
	e: Parole & Direct Car			ichmond City (CSU)	-013 ~									
	pe: Simple	~	FIPS: R	Ichmond - 760	~	End	Date: 7/	1/2022	~ 0	ienerate				
Report Op	itions ex: Race/Bhnicity:	Status:				k Level	Sor	rt By:						
	Al Ethnicities	∧ ☑ Al			A 17		A Sup	pervisor	~	ASC 🗸				
Male 🗌	Hispanic	🗌 6 - Parc	ke - Level 1			No Risk	Sur	mmarized By						
E Female	e 🗌 Non-Hispanic	G - Parce	xle - Level 2	2	× 🗆	Low	✓ Ger	netic Sex		Apply				
					J	uvenile i	#:	Ge	t History					
4 4 <b>1</b>	of 1 ⊧ ⊧∥	+ 🛞 🚯 🖨 🗉	1 ili 14.	- 100%	•	-	Find	Next						
		Open .	luvenil	e Parole & D	irect Care C	ases	By Ca	se Stati	19					
			For	Richmond City (C	SII) From 4/1/20	122 to 7	7/1/2022							
CIDO-Diak	mond		For	Richmond City (C	CSU) From 4/1/20	)22 to 7	/1/2022							
FIPS:Rich			For	Richmond City (C	CSU) From 4/1/20	)22 to 7	//1/2022							
		Caseload	For	Richmond City (C	CSU) From 4/1/2	)22 to 7	7/1/2022 Status	Status	Risk					
Filter: Nor	ne ervisor Worker	Number Case	Status	Juvenile Number	, Juvenile Name	Age	Status Start Date	Status End Date	Level	School	Grade	Living Wi		
Filter: Nor	ne	Number Case		Juvenile Number			Status			School	Grade	Living Wi		
Filter: Nor	ne ervisor Worker	Number Case	Status	Juvenile Number	, Juvenile Name	Age	Status Start Date	e End Date	Level	ALC: NOT THE REPORT OF	and a	1 March 10		
Filter: Nor CSU Supe	ne ervisor Worker	Number Case	Status	Juvenile Number	Juvenile Name	Age	Status Start Date	e End Date	Level	States	and the	1 March 10		
Filter: Nor CSU Supe	ne ervisor Worker	Number Case	Status	Juvenile Number	, Juvenile Name	Age	Status Start Date	e End Date	Level	ACCOUNT OF	and the second	1 March 10		
Filter: Nor CSU Supe	ne ervisor Worker	Number Case	Status	Juvenile Number	Juvenile Name	Age	Status Start Date	e End Date	Level	States	and the second	1 March 10		
Filter: Nor	ne ervisor Worker	Number Case	Status	Juvenile Number	Juvenile Name	Age	Status Start Date	e End Date	Level	Transfer and the second	and the second			
Filter: Nor	ne ervisor Worker	Number Case	Status	Juvenile Number	Juvenile Name	Age	Status Start Date	e End Date		renter og States States States	and the second	and the second s	ingina (	
Filter: Nor	ne ervisor Worker	Number Case	Status	Juvenile Number	Juvenile Name	Age	Status Start Date	e End Date		Transfer and the second	and the second		ingina (	
Filter: Nor	ne ervisor Worker	Number Case	Status	Juvenile Number	Juvenile Name	Age	Status Start Date	End Date			and the second		ingina (	
Filter: Nor	ne ervisor Worker	Number Case	Status	Juvenile Number		Age	Status Start Date	End Date					ingina (	

# C. Hyperlinks

1. If an embedded hyperlink exists in a report or graph a hand cursor may appear when the cursor is placed over specific data containing the link or the text may change color to blue and become underlined. Click on the hyperlink to open a new report specific to the data that contains a hyperlink or display additional information.



2. To use an embedded hyperlink (i) place the cursor over the specific data on the table that causes the cursor to display as a hand, (ii) click on the hyperlink, and a new report screen will open displaying additional detail.

Open Parole Cases by Case Status			- 🗆 ×		Parole Cases by Case Status				
eport Data		✓ Begin Date: 4/ 1/2022 ✓	Help	Report D					В
	CSU: Richmond City (CSU) - 013				pe: Parole & Direct Care		CSU: Richmond City (CSU	010	-
	FIPS: Richmond - 760	✓ End Date: 7/ 1/2022 ✓	Generate		rpe: Graph	~	FIPS: Richmond - 760	~	
port Options netic Sex: Race/Ethnicity: Status:		Risk Level Sort By:		Report O Genetic	Sex: Race/Ethnicity:	Status:		Re	sk Le
Al 🗹 All Ethnicities 🔥 🗹 All	^		✓ ASC	AI	All Ethnicities	A AI		^ Z	AI
Male Hispanic 6 - Par	role - Level 1 role - Level 2 V	No Risk Summarized By:		Male	Hispanic		ole - Level 1		No
Female Non-Hispanic V 6 - Par	role - Level 2 🗸 🗸	· Low   Genetic Sex	Apply	E Fema	le 🗌 Non-Hispanic	✓ 6 - Par	ble - Level Z	× 🗆	LOV
		Juvenile # : Get His	story						Juve
◀ 2 of 2 ▶ ▶   + ⊗ 🚱   🖨 🛙	🕽 🔍 🔍 • 🛛 100% 🔹 •	Find   Next		I4 4	1 of 1 ▶ ▶∥   � (	8 🚯   🖨 🗉	100% 🔍 🔍	•	
From	4/1/2022 to 7/1/2022		^				& Direct Care Case		Sta
er: None						For Richmond	City (CSU) From 4/1/2022	o 7/1/2022	
<b>6</b> • •	<b>T</b> - 1	<b>D</b>		FIPS:Ric Filter Ne					
ase Status - Committed to DJJ	Total 23	Percentage 51.1%		Case St	atus: 6 - Parole - Level 2				
Parole - Level 1	11	24.4%		CSU Su	ervisor Worker	Caseload Jun	renile mber Juvenile Name	Worker Age Assigner	
Parole - Level 1	8	17.8%				Nulliber Nu		Age Assigned	1 3
Parole - evel	▲ 1	2.2%		10 M	No. 1 House Date in Some	1000	and second large large	1.0000000	
Parole - Level 4	2	4.4%			dati bina barat bara	1000	(b) the baseline		
Parole - Level 4	45	100.0%			The second second second		The second second second		
	45	100.0%			dati tem lan i bar	100	and the below here		
					and state the local division of	1000	The second lines	10 10 10 10 10 10 10 10 10 10 10 10 10 1	
				10.00	and the second second	1.000	100 Tel: 100	1.000	
				100 100	and the second		And the states	0.000	
24.4% - Parole - Level 1					Iculated based on the most rec	ant status start d	ate within the specified time o	ariad	
				The repo	t shows the last open parole &				
				Print Date	: 7/1/2022				
		2.2% - Parole - Level 3							
		4.4% - Parole - Level 4					vel 2" hyperlink on t		
					table (previ	bus image)	opens a detailed rep	on for Parol	e - I
51.1% - Committed to DJJ									
5 - Committed to DJJ 6 - Parole									

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Help

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Get History

/ 1/2022

Next

Status Risk nd Date Level

Page 1 of 1

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## **D. Report Options**

- 1. Many reports will provide a **Report Options** section that is located toward the top of the screen. The **Report Options** allow the user to customize the information that is contained in an existing report.
- Typically, the Report Options section allows a report to be customized by <u>Genetic Sex</u>, <u>Race/Ethnicity</u>, <u>Status</u>, and <u>Risk Level</u>. Additionally, the report can be sorted by the criteria in the Sort By drop-down menu in ascending (ASC) or descending (DESC) order.
  - a. (i) Select the desired options by placing a checkmark in the appropriate Genetic Sex, Race/Ethnicity, Status, and Risk Level check box fields, as applicable and if available. (ii) Select the desired criteria in the Sort By drop-down menu and the desired order in the adjacent drop-down menu (ascending or descending). (iii) Choose an option from the Summarized By drop-down menu (if available). (iv) Click the Apply button and the options selected will be applied to the existing report.

Open Parole Cases by Case Status     Report Data     Status Type: Parole & Direct Care     Report Type: CSU/FIPS			Richmond City Richmond - 76		×	Begin Date: End Date:	4/ 1/2022	~	Help Generate	×				
Report Options           Genetic Sex: Race/Ethnicity:           All           Male           Hspanic           Female           Non-Hispanic	6-1	Parole - Level Parole - Level	1		↓	No Risk	Sort By: Supervisor Summarized I Genetic Sex		Apply	-	sk	ste: 7/ 1/202 Sort By: Superviso Superviso Worker	~	ASC ~
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The report shows the last open parole/com Print Date: 7/1/2022	mitted to D	JJ case statu	s within the s	pecified time	% period.			Page	1 of 1					

The **Report Options** section can be displayed differently for various reports, but generally contains the same information. As an example see the **Report Options** sections in the image above and the image below. While both sections contain the same information, the options are presented in a different order and radio buttons are used in lieu of checkboxes.

Report Data											
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Filter: None Supervisor	FIPS	Caseload Number	Juvenile Number	Case Load	I for state	us Date Ju	uvenile Name	Risk		nt Assigne	ed

# E. Juvenile History Report

- The Juvenile History Report displays Intakes, Status History, Detention History, Reports Completed, Discharge Reports, Services Provided, CPR Services, Worker Assignment, Risk Assessment History, and ACE Trauma History detail for a selected juvenile.
- 2. (i) Enter a juvenile's number in the **Juvenile #** field, (ii) click the **Get History** button, and the **Juvenile History Report** will appear.

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# F. Document Revisions

Date	Item	Details
08/2018	Absconder statuses added to Several Reports	Assignments/Compliance/Reviews – Case Reviews Report, Open Cases by Risk Level, Supervisory Review/Supervision Plan Review/Family Progress Report – Supervisory Review Report and Supervision Plan Report, and Length of Stay for Open Cases.
08/2018	Assignments by Case Status Report	Absconder and Tracking Only were added as case Status Category Options.
09/2018	Title Page / Headings / Format / Screenshots	The format, headings, title page, and screenshots have been updated for correction and consistency.
01/2019	Parole and Probation Discharge Evaluation Reports	An update to the Parole and Probation Discharge Evaluation reports added the following fields to the reports: primary PO on the date of release, genetic sex, race/ethnicity, most serious offense with the closed status, and the workload case status closed code.
02/2019	Report KEY/LEGEND	The Report KEY/LEGEND was added to the Reports section to provide report buttons and operations instructions.
03/2019	Workload Report	The Workload report was created and can be found under the Miscellaneous reports.
07/2019	Intake Complaints with Missing Adjudications/Dispositions	The Intake Complains with Missing Adjudications/Dispositions report was created and can be found under the Data Issues reports.
08/2022	Formatting changes to entire document	See Style Manual for up to date document formatting requirements. Changes made include decreasing Margins to "Narrow". Move "Notepad Bullets" from margins to document body. Change table formatting requirements and increase all table sizes to utilize increased usable page space.
08/2022	Edits for accuracy, clarity, formatting, spelling, and grammar to entire document.	Update screen shots to include current representation of BADGE, add screen shots where they are missing or add clarity to the manual, update instructions that are lacking detail or missing steps, correct spelling and grammar, and fix any formatting irregularities.
08/2022	Miscellaneous	Add Open Cases Without a SEAS and SEAS Data Report.
08/2022	Miscellaneous	Remove Open Cases Without an ACE.
04/2023	DAI Mandatory and Discretionary Aggravating Override Categories report	Update text and image to include "Mandatory Weapon."
04/2023	BADGE Version at last update	BADGE Version at last <i>BADGE Community Insight Reports Manual</i> update: Version 4.0.5.6.