

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
Calendar drop-do Button and Date F		To select a date, click the Calendar 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/Window Control Buttons		Located in the upper right-hand corner of any given screen/window, in order of appearance (from left to right): Minimize the screen; Maximize the screen; and Close the screen. If a component is greyed out it is not available.
Report Viewer Bu	ttons (1 of 4)	In order of appearance (from left to right): go to First Page ; go to Previous Page ; Current Page displayed; Total Pages ; go to Next Page ; and go to Last Page .
Report Viewer Bu	ttons (2 of 4)	In order of appearance (from left to right): go Back to Parent Report ; Stop Rendering report; and Refresh report.
Report Viewer Buttons (3 of 4)		In order of appearance (from left to right): Print ; Print Layout ; Page Setup ; click the Export 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 Zoom drop-down menu.
Find Next Report Viewer Buttons (4 of 4)		In order of appearance (from left to right): Text Box , enter text to search for; click Find to search for text entered in text box; and click Next 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.
	utton and/or n 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 Info button or select the <i>Alerts</i> tab on the <u>Juvenile</u> <u>Information</u> screen.
Quest	lisplayed on <u>tion</u> and/or r <u>mation</u> Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.
	lisplayed on is screens.	The exclamation mark on a red background denotes a mandatory field.
	lisplayed on is 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.
	lisplayed on <u>nation</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/Sym	bol/Button	Meaning	
Help Or Ø Help	Help Button	Click the Help 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 Close 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 Map It button is currently disabled across the BADGE application.	
Questions with an asterik (*)		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 Community Insights Reports 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.

Community Insight Reports Module

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

From the <u>BADGE</u> home screen:

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



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 Cate
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	<u>Construct resectors</u>
Intake Offenses Reason Resolved Not Diverted	Miscellaneous
Parole Discharge Evaluation	Juveniles Requiring DNA Sample Be Taken
Probation Discharge Evaluation	Expunged Juveniles
YASI Reassessment Due	JCC Commitments
MHSTP Community Pre-Release Meeting	ACE Trauma Screen Summary Open Cases Without
MHSTP Community Parole Meeting	Social Histories Completed SEAS Data Report
Diversion Cases Open More Than 90 Days	Workload Report G.R.E.A.T. Exam Report
Caseload Assignments Management	
Assignments by Case Status	
Assignments by Risk Level	
Data Issues	
Assignments by Case Status Assignments by Risk Level	

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.

Report Type	Report Name	Report Summary
Compliance	Case Contact	Lists the Compliance Status, Count, Percentage, Total, and FIPS by case status for a specified time period.
Summaries	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.
	Length of Stay for Open Cases	Provides three different reports: length of stay for open juvenile cases by Parole, Probation, and Absconders case status.
Case Management	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.
	Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent	Provides three different reports: Reason Resolved, Reason Not Diverted, and Affirmative Consent.
	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.
	Diversion Cases Open More Than 90 Days	The report displays CSU, FIPS, Supervisor, Worker, Juvenile Number, Juvenile Name, Status Start Date, and Days Open.
<u>Caseload</u> <u>Assignments</u> <u>Management</u>	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.

Report Type	Report Name	Report Summary
	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.
	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.
	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.
	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 Measures	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.
Miscellaneous	JCC Commitments	The report displays CSU, Juvenile #, Juvenile Name, Sex, Race, and Commitment Date for the CSU and time period selected
	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.
	Open Cases Without a SEAS	The report displays CSU, FIPS, Supervisor, Worker, Juvenile #, Juvenile Name, and Case Status.

Report Type	Report Name	Report Summary
	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.
	G.R.E.A.T. Exam Report	The report displays the selected juvenile's G.R.E.A.T. Scores Report information by Region, CSU, Juvenile Number, Last Name, First Name, Genetic Sex, Total Percentage, Average Percentage, and Overall Percentage.

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 Change User button. Some reports are generated for a specific worker, this button allows the user to select a specific worker for the report.
<u>Appendix B</u>	Report Type	This appendix provides detail for the 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.
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 Report Options section that is located toward the top of the screen for many reports. If available, the Report Options 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 Get History button that produces the Juvenile History Report . 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

Community Insi	ght Reports	
Worker/Supervisor Level Case Load	Detention Assessment	
Assignments/Compliance/Reviews	DAI Completion	
Compliance Summaries	DAI Completion Intakes Resulting i	n Detention Order
Case Contact	DAI Override Percentages	
DAI Factors Summary	DAI Mandatory and Discretionary A	ggravating Override Categories
Case Management	DAI Aggravating Ovenide 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	Landingality	
Intake Offenses Reason Resolved/Not Diverted	Miscellaneous	
Parole Discharge Evaluation	Juveniles Requiring DNA Sample E	le Taken
Probation Discharge Evaluation	Expunged Juveniles	
YASI Reassessment Due	JCC Commitments	
MHSTP Community Pre-Release Meeting	ACE Trauma Screen Summary	Open Cases Without a SEA
MHSTP Community Parole Meeting	Social Histories Completed	SEAS Data Report
Dworsion Cases Open More Than 90 Days	Workload Report G.R.E.A.T. Exam 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 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>.
 - 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>.
 - 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	– 🗆 X
Worker: Type: Worker V Report: Case Load	✓ Generate Help	Report Data	
Reput Options Ethnicity: Race:		Case Load	Generate Help
Genetic Sex: All Male Female All Ethnicities A All Races	Apply	Report Options Ethnicity: Contact Compliance	
Sort by: Supervisor vin ASC vorder Non-Hispanic Black	v	Genetic Sex: All All All All All All All All All Al	Apply
		Sort by: Supervisor vin ASC vorder Non-Hispanic v Black	v
Juvenile	e # : Get History	Juvenie # :	0.111
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	~ ·	8 <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.
 - 1. If available, click the "+" button to expand portions of the report and display additional information.

-Report Data										_
Worker:			🞜 Char	nge <u>U</u> ser Type	e: Worker 🗸 🗸	Report:	Case Load	~	Generate	Help
Report Options					DL 1 A				- <u> </u>	
Genetic Sex: 🔘	AI O I	Male 🔾 F	emale		Ethnicity: All Ethnici Hispanic		Race: All Races White		^	Apply
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							lux	enile # :		Get History
							JUV	cillic # .		Get History
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	FIPS				Status	ite Juv	enile Name		Assignmen	
upervisor		Number			Status Start Da	ite Juv			Assignmen	t Assigned
upervisor		Number			Status Start Da	ite Juv			Assignmen	t Assigned
upervisor	1	Number			Status Start Da	ite Juv			Assignmen	t Assigned
upervisor	-	Number			Status Start Da	ite Juv			Assignmen	t Assigned

🖶 Worker Level Caseload				-	
Report Data Worker:	🞜 Change <u>U</u> ser	Type: Worker	Report: Case Load Summ	ary 🗸 Generate	Help
Report Options Genetic Sex: All Male Soft by: Supervisor		Ethnicity: All Eth Hispar v order	ic White	^	Apply
			Juvenik	e#: G	et History
I of 1 ► I	+ 🛞 🚱 🎒 🖬 🕻 Cas	□ 🔍 - 100% e Load for ==== ■	tanth.	Find Next	
Worker Status FIPS:		report and o	tton to expand the display additional prmation	6 6 2 4	
Supervisor FIF	-	Status Start Juvenik	Name Risk Level Typ	ess.	Date Assigned
FIPS:	el 1			1 1 1	
FIPS:	ake			4 4 4	
Print Date: 6/30/2022				Page 1 of 1	

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:			🞜 Chan	ige <u>U</u> ser Typ	e:Worker 🗸 🗸	Report: Case Loa	d ~	Generate	Help	
Report Options					Ethnicity:	Race:				
Genetic Sex:		Iale 🔾 Fe	male		All Ethniciti		ces	^	Apply	
denetic Jex.			maic		Hispanic	White		~	, the	
Sort by: Supervise	or		∼ in	ASC 🗸 ord	er 🗌 Non-Hispa	nic 🗸 📋 Black		\checkmark		
									·	
							Juvenile # :		Get History	
∢ 1 of	f 1 ▶	H 4 6) 🚯 🛔		 100% 		Find	Next		
	,				for					
Filter: None	,									
	,	Caseload	Juvenile	Case Load	for Status		Risk		Date	
upervisor	FIPS	Caseload Number	Juvenile		for Status Start Dat			Assignmen	t Assigned	1
upervisor	,	Caseload	Juvenile Number	Case Load	for Status Start Dat		me Level	State of the local division of the local div	t Assigned	1
upervisor	FIPS	Caseload Number	Juvenile Number	Case Load	for Status Start Dat	e Juvenile Na	me Level	Assignmen	t Assigned	1
upervisor	FIPS	Caseload Number	Juvenile Number	Case Load	for Status Start Dat	e Juvenile Na	me Level	State of the local division of the local div	t Assigned	1
upervisor	FIPS	Caseload Number	Juvenile Number	Case Load	for Status Start Dat	e Juvenile Na	me Level	State of the local division of the local div	t Assigned	1
upervisor	FIPS	Caseload Number	Juvenile Number	Case Load	for Status Start Dat	e Juvenile Na	me Level	State of the local division of the local div	t Assigned	1
Supervisor	FIPS	Caseload Number	Juvenile Number	Case Load	for Status Start Dat	e Juvenile Na	me Level	State of the local division of the local div	t Assigned	
Filter: None Supervisor	FIPS	Caseload Number	Juvenile Number	Case Load	for Status Start Dat	e Juvenile Na	me Level	State of the local division of the local div	t Assigned	1

Compliance Summaries

Community Insi	ght Reports	
Worker/Supervisor Level Case Load	Detention Assessment	
Assignments/Compliance/Reviews	DAI Completion	
Compliance Summaries	DAI Completion Intakes Resulting	n 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		
Length of Stay for Open Cases	Detention Admissions Detention Releases	
Intake Offenses by Decision	Detention Releases	
Intake Offenses Reason Resolved/Not Diverted	Miscellaneous	
Parole Discharge Evaluation	Juveniles Requiring DNA Sample 8	3e Taken
Probation Discharge Evaluation	Expunged Juveniles	
YASI Reassessment Due	JCC Commitments	
MHSTP Community Pre-Release Meeting	ACE Trauma Screen Summary	Open Cases Without a SEA
MHSTP Community Parole Meeting	Social Histories Completed	SEAS Data Report
Dwersion Cases Open More Than 90 Days	Workload Report	
	G.R.E.A.T. Exam Report	
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 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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			Out of Compliance	104	100.0%	
			Total	104	100.0%	
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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 autopopulate. 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.

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💀 DAI Factors Summary — 🗆 X	Begin Date 1/ 1/2021 v End Date 1/31/2021 v Genetic Sex All Male Female Help Report Type Graph v in order Back Vitie Back Generate Sot by v in order Black Vitie Black Generate FIPS All v Hispanic Non-Hispanic Vitie Sot by
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	Click the "+" button to expand the Total 30 100.0% item and display additional information

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.

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Case Management



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.

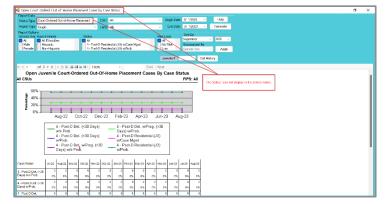
- When the following **Case Management** reports are generated, they default to **Report Type** "Graph" and display only a portion of all the available data that is presented in the report when it is generated using **Report Type** "Simple." To see all available report data choose "Simple" from the **Report 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

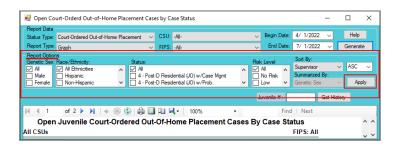
- a. Six different reports are accessible via the **Open Cases by Case Status** hyperlink: **Parole & Direct Care**, **Probation**, **Inactive**, **Absconder**, **Court Ordered Out-of-Home Placement**, and **Other**.
 - i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <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)."
 - 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."
 - 6. 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."

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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.



- 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.
 - . 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 Level	9	– 🗆 X	🔢 Open Juvenile Cases by Risk Level	– 🗆 X
Report Data Status Type: Parole/Probation Report Type: Graph	✓ CSU: -AII-✓ FIPS: -AII-	✓ Year: 2022	Report Data Status Type: Parole/Probation Report Type: Parole/Probation Report Type: Parole/Probation Report Pype: Pype	✓ Year: 2022 Help Month: June Generate
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- 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.

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- 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>Adi.</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>.
- 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>).

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.

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- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Contact Compliance for [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.

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1: Ji Bercertage	20% - 00% - 80% - 60% -								•	•		FIP	'S: All			
1: Ji Bercertage	20% - 00% - 80% - 60% - 40% -			ontact Co		for Past		nths	•	Apr	May	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 Op	pen Cases	– – ×	🔜 Supervisory Review Status for Open Cases	– 🗆 X
Report Data Staus Type: Supervisory Review Report Type: Graph Genetic See: Rese/Ethnicity: M M Ethnicities Male Hapanic Female Non-Hapanic	CSU: -AI-	Year: 2022 ♀ Help ✓ Month: June ♀ Generate ✓ All No Risk Sort By: Supervisor ▲ASC ✓ ✓ All No Risk Sommarzed By: Generatic Sax ▲Apply ▲Apply	Repot Data Supervisory Review ✓ Repot Type Supervisory Review ✓ Repot Type Supervisory Review ✓ Repot Oxs Supervisory Review HS Grandto See Level 1 and Level 2 Case Status Reviews ✓ Made Harpanic ✓ Female Non-Hapanic ✓	Year 2022 ● Help ✓ Month: June ● Generate Rik Level Soft By: Supervisor ASC ✓ No Rak Supervisor ASC ✓ Apply
4	8 6 🚔 💷 🔍 - 100%	Juvenie # : Get History Find Next	H 4 of ▶ H + ⊗ © ⊕ □ □ □ H,- 1005	Juvenie #: Get History Find Next

- 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.

-Report Data -								_
Status Type:	Supervisory Review		CSU: -All-	~	Year: 2022	÷	Help	
Report Type:	Simple		FIPS: -Al-	~	Month: Ju	ine 韋	General	te
Report Option	ns				Sort	D		
☑ All □ Male	Race/Ethnicity: All Ethnicities Hispanic	Status:		Risk Lev All No F	isk Sup	ervisor marized By:	✓ ASC	~
Female	Non-Hispanic	~		Low	✓ Gen	etic Sex	 App 	ply
				Juven	ile # ;	Get	History	
M 4 1	-C 00 N NI					March		
14 4	or 30 🕨 📔	e 🥹 🚱 📾	🔲 💷 🔍 - 📋 100%	•	Find	Next		
FIPS:All	of 30 🕨 📔		visory Review Status f All CSUs		Find	Next		
			visory Review Status		Find	Next		
FIPS:All Filter: None		Superv Caseload J	visory Review Status All CSUs		Status Start Date	Last Review	Review Due Date	
FIPS:All Filter: None	e	Superv Caseload J	visory Review Status All CSUs	for Open Cases	Status	Last		
FIPS:All Filter: None	e	Super Caseload J Number I	visory Review Status I All CSUs Nuvenile Number Juvenile Name	for Open Cases	Status Start Date	Last	Due Date	
FIPS:All	e	Super Caseload J Number 1	visory Review Status I All CSUs Nuvenile Number Juvenile Name	for Open Cases	Status Start Date	Last	Due Date	
FIPS:All Filter: None	e	Super Caseload J Number 1	visory Review Status I All CSUs Nuvenile Number Juvenile Name	for Open Cases	Status Start Date	Last	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**.
 - 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.
 - 2. **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 Status	– 🗆 X	🐖 Detention Visit Compliance Status	- 🗆 X
Report Data CSU All Status Type: Compliance Status CSU All Report Dyne: Graph > FIPS: All Brendt Octrone All Status: Status: All All All All Frendt Octrone All Status: All All All Frendt Octrone All Frendt Octrone All	✓ Year: 2022 S Help ✓ Month: June S Generate Mark Low Supervisor ASC ✓ No Rak Summaized BX Apply Generate	Repot Data Status Type: Compliance Status Repot Copular Status Repot Copular Status Genetic Sex: References Male Harrison France Harrison	✓ Year: 2022 ⊋ Help ✓ Month: June ⊉ Generate Risk Level Soft By: Al Supervisor ASC ✓ No Risk Summarized By: Genetic Sex Apply Apply
4 4 of ▶ ▶ + ⊗ ⊗ ⊕ □ □ ℝ - 100% -	Juvenie # : Get History	4 4 of ▶ > + ⊗ © ⊕ □ □ = =, - 100% → [Juvenie # : Get History 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.

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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	atus				– 🗆 🗙
Report Data					
Status Type: Compliance Status		V CSU: -All-	~	Year: 2022	÷ Help
Report Type: CSU/FIPS		V FIPS: -Al-	~	Month: February	💠 Generate
Report Options Genetic Sex: Race/Ethnicity: All All Male Hispanic Female Non-Hispanic	^ >	Status:		k Level Sort By: All Supervisor No Risk Genetic Se:	
				luvenile tt :	Get History
	6 ® @		100% •	Find Next	
			Open Pre-D Detention	Admissions	
Determion visit	Compila	All CSI	•	Admissions	
FIPS:All		Allesi	55		
Filter: None					
CSU	Total	In Compliance	Pending First Contact	Out of Compliance	
Abingdon (CSU) - 028	1	0 0.0%	0 0.0%	1 100.0%	
Alexandria (CSU) - 018	3	0 0.0%	0 0.0%	3 100.0%	
		0 0.0%	0 0.0%	3 100.0%	
Appomattox (CSU) - 010	3	0 0.0%	0.0%		
Appomattox (CSU) - 010	3	0 0.0%	0 0.0%	2 100.0%	

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 <u>Length of Stay for Open [Status Type drop-down menu selected] 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 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.

🖳 Length of Stay for Open Parole	Cases	- 🗆 X	🐖 Length of Stay for Open Parole Cases	- 🗆 X
Report Data Status Type: Parole Report Type: Graph	✓ CSU: -AI- ✓ FIPS: -AI-	✓ Year: 2022 Help ✓ Month: June Generate	Report Data Status Type: Parole Report Type: Parole Fibrs: Jain Fi	✓ Year: 2022
Report Options Genetic Sex: Race/Ethnicity: Ø All Ø All Ø All Ø All Hispanic Female	Status: ▲ ▲ ▲ ● <td>Rak Level Sout By: ASC ✓ AI ▲ Supervisor ▲ ASC ✓ No Reik Summarized By: ▲ ASC ✓ Low ✓ Genetic Sex Apply</td> <td>Report Option Floatedarian Marcus Genetic Resource Marcus Al Al Ethnicities Mate Happanic Female Non-Happanic 6 - Parole - Level 1 Female Non-Happanic</td> <td>Risk Level Sort By: Image: Sort By: All No Risk Supervisor Low Genetic Sex</td>	Rak Level Sout By: ASC ✓ AI ▲ Supervisor ▲ ASC ✓ No Reik Summarized By: ▲ ASC ✓ Low ✓ Genetic Sex Apply	Report Option Floatedarian Marcus Genetic Resource Marcus Al Al Ethnicities Mate Happanic Female Non-Happanic 6 - Parole - Level 1 Female Non-Happanic	Risk Level Sort By: Image: Sort By: All No Risk Supervisor Low Genetic Sex
		Juvenile # : Get History		Juvenile # : Get History
[4 4 of ▶ ▶] ↓ (8 🕼 🖨 🖬 🖳 🖌 100%	Find Next	4 4 of ▶ + ⊗ © ⊕ □ □ □ ₊ + 100%	Find Next

- 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.

🖳 Length of Stay for O	pen Parole Cases					- (⊐ ×
Report Data Status Type: Parole Report Type: Graph		✓ CSU: -Ali- ✓ FIPS: -Ali-		✓ Year: ✓ Month:	2022 June	÷ (Help
Report Options Genetic Sex: Race/Ethni All All All Ethni Male Hispani Female Non-His	icities All			Risk Level All No Risk Low Juvenile # :	Sort By: Supervisor Summarized B Genetic Sex	~	ASC 🗸
All CSUs		☐ ि जि़्र 100% f Stay for Open Juver	• nile Parole Case		d Next	IPS: AI	
50% - 40% - 30% - 20% - 10% -	Le	ngth of Stay for Past	13 Months				
0%	Jun Jul Aug Se	ap Oct Nov Dec	Jan Feb	Mar Apr	May Jun		Ŷ

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 Status Type:	Juvenile Intakes	~	CSU:	-All-	~	Year:	2022	÷	Help
Report Type:	Graph	~	FIPS:	-All-	~	Month:	June	÷	Generate
All Male	Race/Ethnicity: All Ethnicities Hispanic Non-Hispanic	Status:				All	Sort By: Worker Summarized Genetic Se	d By:	ASC Apply
					J	uvenile # :		Get Histo	ory

- 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.

	fenses by Decision					-	
- Report Data - Status Type:	Juvenile Intakes	~	CSU: Chesterfield (CSI	U) - 012 🗸	Year: 202	22 🚖	Help
Report Type:		×	FIPS: -All-	· · · · · · · · · · · · · · · · · · ·	Month: 1	March 🖨	Generate
-Report Option		Status:			All All Su	ort By: forker ~ immarized By: enetic Sex ~	ASC ~ Apply
					iuvenie # :	Get Histo	y
<u> 4 4 1</u>	of 2 🕨 🎽	+ 🛞 🕲 🖨 🗐 Intak	al III - 100% ■ Offenses By D	- ecision	Find	Next	^
Chesterfie	eld (CSU)					FIPS: AI	L
1	20% –	Intake Of	fenses by Decision	s by Quarters			
	00% - 80% -				/	$\langle $	
e e	60%		<u> </u>			\rightarrow	
_	40% - 20% -	* • •		\searrow			
	0% 2019. Q3	2019, 2020, 2020, Q4 Q1 Q2	2020, 2020, 2021 Q3 Q4 Q1			122, 2022, 12 Q3	Ų

- 8. Intake Offenses Reason Resolved/Reason Not Diverted/Affirmative Consent
 - a. Three different reports are accessible via the Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent intake hyperlink: Reason Resolved, Reason Not Diverted, and Affirmative Consent.
 - i. From the <u>Community Insight Reports</u> screen click the **Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent** hyperlink and the <u>Reason Resolved</u> screen will appear.
 - ii. 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 three reports:
 - Reason Resolved report provides offenses where the Reason Resolved is not null. When Report Type "Simple" is selected, each report displays <u>CSU</u>, <u>FIPS</u>, <u>Worker</u>, <u>Juvenile</u> <u>Number</u>, <u>Juvenile Name</u>, <u>DOB</u>, <u>Genetic Sex</u>, <u>Race</u>, <u>Ethnicity</u>, <u>ICN</u>, <u>Offense Date</u>, <u>VCC</u>, and <u>Reason Resolved</u>.
 - a. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Reason Resolved [Status Type drop-down menu selected]</u> screen.

Reson R														-	0	×
Report Data		-									a.			-	0	^
	Reason Resolved	1	 CSU AF 				 Degin D 	ale: 0/1/2	122 ~	Help						
Report Type		-	FIPS AF				- Cred C	ule: 8/ 1/2	020 V	Cenerate						
Report Optio	me			~			Sart									
Genetic Sex	c Ethnicity: All Ethnic		Race	IRaons	-		CSU	iy .	✓ ASC							
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- Female	Non His	panic	(ja	ack			Cene	tic Sex	Apply							
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				Off	enses -	Reas	on Resolv	ed								
				For J	All CSUs	From 6/	/2022 to 8/1/2	023	e Status Type se	and and and any	ere in the					
FIPS:AI										n name						
Filter: None	,	Juvenile			Genetic				Offense							
CSU FIPS	Worker	Number	Juvenile Name	DOB	Sex	Race	Ethnicity	ICN	Date	VCC	Reason Resolved					
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This report d Print Date: 8		offenses wh	ere the Reason Resolv	ed is not Nul	L Cases an	e pulled ba	sed on the intak	e opened dah	e within the select	id time period.	Page 1	of 1				

- Reason Not Diverted report provides juvenile intake offenses where the Reason Not Diverted is not null. When Report Type "Simple" is selected, each report displays <u>CSU</u>, <u>FIPS</u>, <u>Worker</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>DOB</u>, <u>Genetic Sex</u>, <u>Race</u>, <u>Ethnicity</u>, <u>ICN</u>, <u>Offense Date</u>, <u>VCC</u>, and <u>Reason Not Diverted</u>.
 - a. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Reason Not Diverted [Status Type drop-down menu selected]</u> screen.

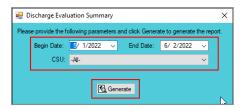
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Stat	tus Type	Reason Not Diverte	d	CSU -Al	S		×	Begin Date:			Help				
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					Offer	ses - Re	ason N	ot Diverte	d	-					
					For	I CSUs Fr	om 6/1/202	22 to 8/1/2023	The	Status Type	will appear in t	De .			
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	er: Non										12122201				
-			Juvenile			C			ICN	Offense					
CSU	FIPS	Worker		Juvenile Name	DOB	Genetic Sex	Race	Ethnicity	1011	Date	VCC	Reason Not Diverted			
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÷0	10	Annali USA	1000	rining and	solution)	Front	No.	instants.	170000	1111000	spales.rs.	Commonwealth Attorney's Office			
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												requested			
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10	436	ADD 8. 00300	101.05	10.33.0.04	1000314	No.	100.0	CRIMENT.	170744	9494202	1410625-8	No response from juvenile or tamin/Multiple missed appointments			
10	345	the planets	1-041-0	Dear-Incom	-00040004	1	iinte .	In the second	Cristian .	100-000	A.L.+++++	Judge ordered/requested			
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and i															

- Affirmative Consent report provides juvenile intake offenses where the Affirmative Consent is not null. When Report Type "Simple" is selected, each report displays <u>CSU</u>, <u>FIPS</u>, <u>Worker</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>DOB</u>, <u>Genetic Sex</u>, <u>Race</u>, <u>Ethnicity</u>, <u>ICN</u>, <u>Offense Date</u>, <u>VCC</u>, and <u>Affirmative Consent</u>.
 - a. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Affirmative Consent [Status Type drop-down menu selected]</u> screen.

A de la consenta de l	
Offenses - Affirmative Consent	
PIPSAI PINE: None Appear in the screen name.	
Juvenile Genetic Offense CSU FIPS Worker Number Juvenile Name DOB Sex Race Ethnicity ICN Date VCC Affirmative Cons	sent
016 075 After Hours Intake LAR-2404-F9 Yes, Victm Consent	ed
015 630 After Hours Intake NAR-3041-F9 Yes, Victim Consents	ed
227 840 After Hours Intake EXT-2108-F8 Yes, Unsuccessful A Contact Victim	
013 780 ASL-1327-F9 Yes, Unsuccessful A Contact Victim	
027 021 After Hours Intake KID-1021-F5 Yes, Victim Consents	
009 038 After Hours Intake ASL-1355-F6 Yes, Victim Consent 009 073 After Hours Intake BNK-6305-F9 Yes, Unauceastrik Consent Verlin	
Contact Votim 009 095 After Hours Intake VAN-2908-F4 Yes, Deputy Director Exemption	r/RPM
009 101 After Hours Intake Hint State and Annual Annua	ed

9. Parole Discharge Evaluation

- a. The **Parole Discharge Evaluation Summary** report is available via the **Parole Discharge Evaluation** hyperlink.
 - 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.
 - 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.



BADGE Community Insight Reports Module Manual

- 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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- 3. School Attendance	A 1. Discharge Type (Based on Status Closed Code)			 2. Discharge Evaluation 				or All CSUs Fro	m 05/01/20	22 to 06/02/2022			
- 4. Employment				 3. School Attendance 	🖂 1. Discharge	Type (Based on Status Cli	osed Code)						
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6. Lived At Same Location	Successful											Case Status	
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	Unknown		25%		FIPS Juvenile	Juvenile Name	Primary PO	Genetic	Race/	Most Serious	Closed	End Date	Case Status
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		Page 1 of	1	< >	<								
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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. Probation Discharge Evaluation

- a. The **Probation Discharge Evaluation Summary** report is available via the **Probation 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>, <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.

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- 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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- 5. Substance Abuse Unsuccessful		5	33%		- 5. Substance Abuse - 6. Lived At Same Locatic		Juvenile	Juvenile Name	Primary PO	Genetic	Race/	Most Serious		End Date	Case Status	
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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.

11. 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 Reassessmer	nts Due	– 🗆 X	🖳 Open Parole YASI Reassessments Due	– 🗆 ×
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- 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>] <u>YASI Reassessments 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.

Report Data	(ASI Reassessments	s Due								
Status Type: Pan	ble	~	CSU: Richr	mond City (CSU) - 013	~	Year	2022	\$	H	lelp
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Male I	e/Ethnicity: NI Ethnicities Non-Hispanic	Status:				K Level All No Risk Low	Summ		~ AS	SC Apply
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- 12. 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 "All." If required, change the criteria using the dropdown **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.

💀 MHSTP Community Pre-Release Meeting

		CSU Richmond City (CSU) - 013 FIPS Richmond - 760	~			[Help Generate	
🖷 MHSTP Community Pre-Release Meeting	- 🗆 X		0 🗘 🖨 🖬	Uirginia Departmen TP Community Pre				
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13. MHSTP Community Parole Meeting

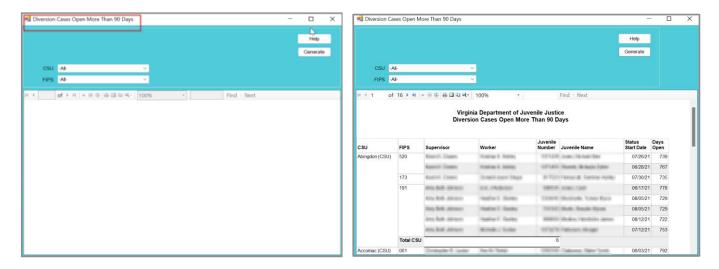
- a. The MHSTP Community Parole Meeting report, available via the MHSTP Community Parole Meeting hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Juvenile Number</u>, <u>Last Name</u>, <u>First Name</u>, <u>Alert</u>, <u>JCC Release</u> <u>Date</u>, <u>MHSTP 90 Day Due Date</u>, <u>Review Status</u>, 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 "All." If required, change the criteria using the dropdown **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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- 14. Diversion Cases Open More Than 90 Days
 - a. The Diversion Cases Open More Than 90 Days report, available via the Diversion Cases Open More Than 90 Days hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Juvenile Number</u>, <u>Juvenile</u> <u>Name</u>, <u>Status Start Date</u>, and <u>Days Open</u>.
 - b. From the <u>Community Insight Reports</u> screen click the **Diversion Cases Open More Than 90 Days** hyperlink and the <u>Diversion Cases Open More Than 90 Days</u> screen will appear.
 - i. The **CSU** and **FIPS** fields will auto-populate to "All." If required, change the criteria using the dropdown **CSU** and **FIPS** menus.
 - ii. Click the **Generate** button, and the report will appear at the bottom of the <u>Diversion Cases Open</u> <u>More Than 90 Days</u> screen.



Caseload Assignments Management

Community Insig	ght 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	105
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	Landrack Landrage 2	
Intake Offenses Reason Resolved/Not Diverted	Miscellaneous	
Parole Discharge Evaluation	Juveniles Requiring DNA Sample Be Taken	
Probation Discharge Evaluation	Expunged Juveniles	
YASI Reassessment Due	JCC Commitments	
MHSTP Community Pre-Release Meeting	ACE Trauma Screen Summary Open Cases Without a S	SEA
MHSTP Community Parole Meeting	Social Histories Completed SEAS Data Report	
Diversion Cases Open More Than 90 Days	Workload Report G.R.E.A.T. Exam Report	
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 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-</u> <u>Dispositional</u>, <u>Diversion</u>, <u>Post Disposition</u>, <u>Probation</u>, <u>Court-Ordered Out-of-Home Placement</u>, <u>Direct Care</u>, <u>Parole</u>, <u>Absconder</u>, and <u>Other</u> 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.

Status Type:							1.00	
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Report Type:	Graph	✓ FIF	S: -All-	~	Month:	May	÷.	Generate
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				Ju	venile # :		Get Histor	у

- 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.

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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.

Report Data -							-			
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4 4 🗌	of ▶ ▶ + @		-	100%			Next			_

- 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	71 58	0 0.0% 0 0.0%	11 15.5% 7 12.1%	22	31.0% 13.8%	13 6	18.3% 10.3%	0	0.0% 0.0%	24 36	33.8% 62.1%	1	1.4% 1.7%	
Abingdon (CSU) - 028	71	0 0.0%	11 15.5%	22	31.0%	13 6	18.3%	0	0.0%	24 36	33.8%	1	1.4%	
Abingdon (CSU) - 028 Accomac (CSU) - 02A Alexandria (CSU) - 018 Appomattox (CSU) -	71 58	0 0.0% 0 0.0%	11 15.5% 7 12.1%	22 8 21	31.0% 13.8%	13 6 23	18.3% 10.3%	0 0 0	0.0% 0.0%	24 36 25	33.8% 62.1%	1	1.4% 1.7%	
Abingdon (CSU) - 028 Accomac (CSU) - 02A Alexandria (CSU) - 018 Appomattox (CSU) - 010	71 58 76 78	0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 6 7.7%	22 8 21 20	31.0% 13.8% 27.6% 25.6%	13 6 23 7	18.3% 10.3% 30.3% 9.0%	0 0 0	0.0% 0.0% 0.0% 0.0%	24 36 25 45	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) - 02A Accamac (CSU) - 02A Alexandria (CSU) - 018 Appomattox (CSU) - 010 Arlington (CSU) - 017	71 58 76 78 89	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1%	22 8 21 20 20	31.0% 13.8% 27.6% 25.6% 22.5%	13 6 23 7 10	18.3% 10.3% 30.3% 9.0% 11.2%	0 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% 55.1%	1 1 2 0	1.4% 1.7% 2.6% 0.0% 1.1%	
Abingdon (CSU) - 028 Accomac (CSU) - 02A Alexandria (CSU) - 018 Appomattox (CSU) - 010	71 58 76 78	0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 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) - 02A Accomac (CSU) - 02A Aexandria (CSU) - 018 Appomattox (CSU) - 010 Arington (CSU) - 017 Charlottesville (CSU) -	71 58 76 78 89	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 6 7.7% 9 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) - 028 Accomac (CSU) - 02A Appomattox (CSU) - 018 Appomattox (CSU) - 010 Arington (CSU) - 017 Charlottesvile (CSU) - 016 Chesapeake (CSU) - 001	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 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7% 32 21.3%	22 8 21 20 20 49 50	31.0% 13.8% 27.6% 25.6% 22.5% 23.7% 33.3%	13 6 23 7 10 57 22	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% 0.0%	24 36 25 45 49 55 44	33.8% 62.1% 32.9% 57.7% 55.1% 26.6% 29.3%	1 1 2 0 1 1 0 2	1.4% 1.7% 2.6% 0.0% 1.1% 0.0% 1.3%	
Abingdon (CSU) - 028 Accomac (CSU) - 02A Acxandria (CSU) - 01A Adexandria (CSU) - 018 Apopentix (CSU) - 01 Arington (CSU) - 017 Arington (CSU) - 017 Charlottesville (CSU) - 018 Chesapeake (CSU) - 001 Chesarpeake (CSU) - 001	71 58 76 78 89 207	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7%	22 8 21 20 20 49 50	31.0% 13.8% 27.6% 25.6% 22.5% 23.7%	13 6 23 7 10 57 22	18.3% 10.3% 30.3% 9.0% 11.2% 27.5%	0 0 0 0 1	0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.5%	24 36 25 45 49 55 44	33.8% 62.1% 32.9% 57.7% 55.1% 26.6%	1 1 2 0 1 1 0 2	1.4% 1.7% 2.6% 0.0% 1.1% 0.0%	
Abingdon (CSU) - 028 Accomac (CSU) - 028 Accomac (CSU) - 02A Appomattox (CSU) - 018 Appomattox (CSU) - 010 Arington (CSU) - 017 Charlottesvile (CSU) - 016 Chesapeake (CSU) - 001	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 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7% 32 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% 0.0% 0.0%	24 36 25 45 55 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 Accomarc (CSU) - 02A Alexandria (CSU) - 02A Alexandria (CSU) - 018 Alexandria (CSU) - 010 Arinigation (CSU) - 017 Charlottesville (CSU) - 016 Chesapeake (CSU) - 016 Chesapeake (CSU) - 012 Chesarpeake (CSU) - 012 Chesarpeake (CSU) - 012 Chesarpeake (CSU) - 012 Chesarpeake (CSU) - 012 Fairfax (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 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7% 32 21.3% 25 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 2 2 1 4	1.4% 1.7% 2.6% 0.0% 1.1% 0.0% 1.3% 0.7%	
⊇ Abingdon (CSU) - 028 ⊇ Accomare (CSU) - 024 ⊇ Accondra (cSU) - 034 Alexandra (cSU) - 018 ∠havandra (cSU) - 019 ∠hrafotexville (CSU) - 017 Chardpreseville (CSU) - 017 Chardpreseville (CSU) - 012 Chardpreseville (CSU) - 012 Chardpreseville (CSU) - 012 Chardpreseville (CSU) - 012 Chardpreseville (CSU) - 019 Pratrax (CSU) - 019 Pratrax (CSU) - 019	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%	11 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7% 32 21.3% 25 16.7% 31 7.8% 27 5.2%	22 8 21 20 20 49 50 35 80	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	18.3% 10.3% 30.3% 9.0% 11.2% 27.5% 14.7% 37.3% 24.9%	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	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 1 0 2 1 1 4 3	1.4% 1.7% 2.6% 0.0% 1.1% 0.0% 1.3% 0.7% 1.0% 0.6%	
Abingdon (CSU) - 028 Accomarc (SU) - 02A Alexandric (SU) - 018 Alexandric (SU) - 018 Anington (CSU) - 017 Arington (CSU) - 017 Chardnetsville (CSU) - 016 Chardnet (CSU) - 017 Chardnetsville (CSU) - 016 Chardnet (CSU) - 017 Chardnetsville (CSU) - 016 Chardnetsville (CSU) - 017 Chardnetsville (CSU) - 018 Prederickaburg (CSU) - 019 Prederickaburg (CSU) - 019	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%	11 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7% 32 21.3% 25 16.7% 31 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 45	18.3% 10.3% 30.3% 9.0% 11.2% 27.5% 14.7% 37.3% 24.9%	0 0 0 0 1 0 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 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 1 0 2 1 1 4 3	1.4% 1.7% 2.6% 0.0% 1.1% 0.0% 1.3% 0.7% 1.0%	
⊇ Abingdon (CSU) - 028 ⊇ Accomare (CSU) - 024 ⊇ Accondra (cSU) - 034 Alexandra (cSU) - 018 ∠havandra (cSU) - 019 ∠hrafotexville (CSU) - 017 Chardpreseville (CSU) - 017 Chardpreseville (CSU) - 012 Chardpreseville (CSU) - 012 Chardpreseville (CSU) - 012 Chardpreseville (CSU) - 012 Chardpreseville (CSU) - 019 Pratrax (CSU) - 019 Pratrax (CSU) - 019	71 58 76 78 89 207 150 150 397 522	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 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7% 32 21.3% 25 16.7% 31 7.8% 27 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 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 1 0 2 2 1 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. 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.

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	₫ - € - 1	of 1 ▶ ▶	+ 🛞 🚱 🖨 🔲 💷	4 - 1	00% •		Find Next	
	Juvenile Intake Complaints with Missing Adjudications/Dispositions For Richmond City (CSU) - 013 From 01/01/2022 to 06/07/2022							
	FIPS 💠	Juvenile # 💲	Juvenile Name	\$	Intake Date	ICN	VCC Code	Flag
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Please provide the following parameters and click Generate to generate the report.	760	10.000	THE R. LEWIS CO.			1000	1000	1
K Generate	ACTION: If and court applicabl adjudicat 2 - The ad entered. H ACTION: En adjudicat 3 - An adju ACTION: En 4 - An adju date. ACTION: En 5 - The ad	the adjudication order dates. If th e (e.g., the adjudication ion. ijudication for the dowever, no disponter the dispositi ion was guilty), a udication and adjuter the dispositi udication, adjudi nter the court ord judication is list	es deferred adjudications. for the case is deferred, enter e adjudication for the case has cation was guilty, also enter it offense was originally deferr ons and court order dates assis los enter the dispositions and udication date were entered. ons and court order dates. cation date, and disposition w er dates. ed as FUGITIVE FILE. so the case and update any in	s been fin the dispo ed, and the ociated w court ord However, ere enter	nalized, enter the a sitions and court o ne final adjudicatio with the deferred ac ler dates associate no disposition ent red. However, a dis	adjudication and order dates asso on and adjudicat djudication. If ap dd with the final tered. position code is	l adjudication date; ciated with the fina tion date has been plicable (e.g., the f adjudication.	; if al final
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2. Workload Cases with No Primary Worker Assigned

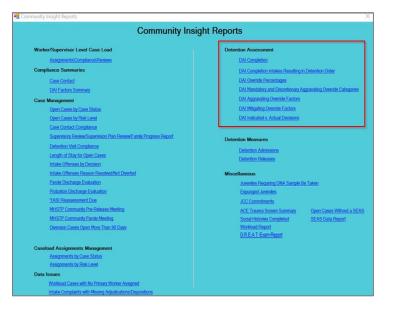
- a. The Open Juvenile Case Without Primary Worker report, available via the Workload Cases with No Primary Worker Assigned hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, and <u>Start Date</u>.
- b. From the <u>Community Insight Reports</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.

Status Type: -All- Report Type: Simple		~	CSU:	7741	Year:	2022 🗘	Help
Simple					Month:	M	Generate
Report Options		~	FIPS:	-Al-	Month:	May 🗘	Generate
Genetic Sex: Race/Et All All All E Male Hisp Female Non-	thnicities 🔺	Status:			Risk Level All No Risk Low	Sort By: CSU Summarized By:	ASC
					Juvenile # :	Get	History

- 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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	rt Options tic Sex; Race/Ethnicity;	Status:		Risk Level	Sort By:		
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	00	en Juvenile Cases Wi	thout Drimany	Worker			
	Op			WOIKEI			
For All CSUs , FIPS: All							
		For All CSU	s , FIPS: All				
Filter:	None	For All CSU	s , FIPS: All				
				iber Juvenile Name	Start Date		
CSU	FIPS	For All CSU	s , FIPS: All Juvenile Num	iber Juvenile Name	Start Date		
CSU 001		Caseload Number	Juvenile Num				
CSU 001 004	FIPS 550: Chesapeake	Caseload Number	Juvenile Num	Disco, Net Real	1000		
CSU 001 004 004	FIPS 550: Chesapeake 710: Norfolk	Caseload Number	Juvenile Num	Trines And Total	-		
CSU 001 004 004 005	FIPS 550: Chesapeake 710: Norfolk 710: Norfolk	Caseload Number	Juvenile Num	New Arts Court			
CSU 001 004 004 005 005	FIPS 550: Chesapeake 710: Norfolk 710: Norfolk 800: Suffolk	Caseload Number	Juvenile Num	Discon Anna Anna Anna Anna Anna Anna Anna An			
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CSU 001 004 005 005 006 009 009 009	FIPS 550: Chesapeake 710: Norfolk 710: Norfolk 800: Suffolk 800: Suffolk 149: Prince George County 095: James City County 199: York County	Caseload Number	Juvenile Num	Detects, vitra fromt rearis, Fromes formers, Fromes, must formers, fromt formers, read formers, fromt formers, former formers, forme			
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CSU 001 004 005 005 006 009 009 009 010 010	FIPS 550 Cheapeake 710 Norfolk 800 Suffolk 800 Suffolk 800 Suffolk 149 Prince George County 199 York County 735 Pequeson (York County) 011: Appromatics County	Caseload Number	Juvenile Num	Description from the set of the s			
CSU 001 004 005 005 006 009 009 010 010 010 010	FIPS 550: Cheapeake 710: Nortok 800: Suffok 800: Suffok 800: Suffok 600: Suffok 600: Suffok 600: Suffok 600: Suffok 735: Poquoson (Yok County) 011: Appomattox County 015: Halfax County	Caseload Number	Juvenile Num	Deer, New York Serie, Serie Verst, Deer Schweit, Serie Deer, New State Lower, Serie Lower, Serie Series, Schweit Schweit, Schweit Schweit, Series Schweit, Series Schweit, Series Schweit, Series			
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Detention Assessment

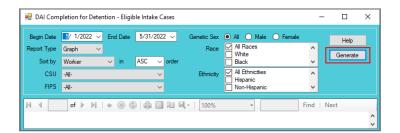


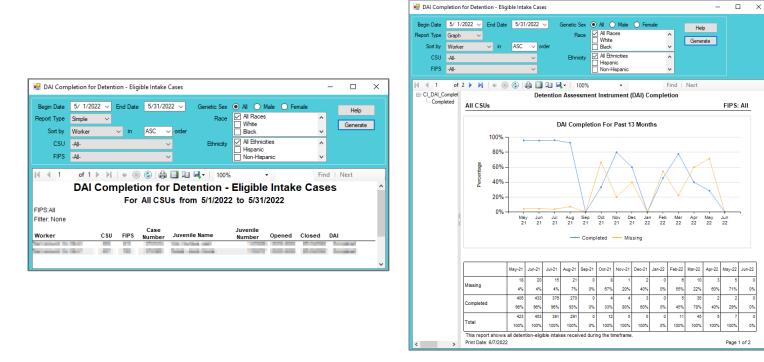
- For the following reports: refer to <u>Appendix B</u> for instructions using the **Report Type** drop-down menu; and refer to <u>Appendix C</u> for instructions using embedded hyperlinks.
- The **DAI Completion** report displays a count of completed and missing DAIs for all detention-eligible intakes. 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 is 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.
- ii. The report also displays count and percentage of DAI completion for <u>Missing</u>, <u>Completed</u>, and <u>Total</u> when **Report Type** "Graph" is selected.
- b. From the <u>Community Insight Reports</u> screen click the **DAI Completion** hyperlink and the <u>DAI</u> <u>Completion for Detention – Eligible Intake Cases</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 Completion for</u> <u>Detention – Eligible Intake Cases</u> screen.

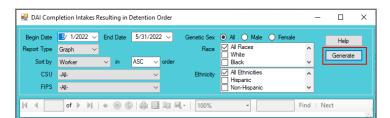


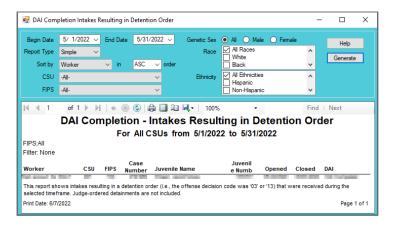


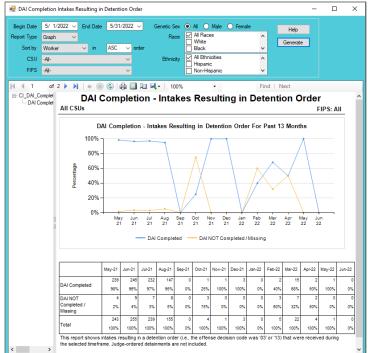
- 2. DAI Completion Intakes Resulting in Detention Order
 - The DAI Completion Intakes Resulting in Detention Order report is available via the DAI Completion Intakes Resulting in Detention Order hyperlink.
 - i. The report displays <u>Worker</u>, <u>CSU</u>, <u>FIPS</u>, <u>Case Number</u>, <u>Juvenile Name</u>, <u>Juvenile Number</u>, <u>Opened</u>, <u>Closed</u>, and <u>DAI</u> when **Report Type** "Simple" is selected.
 - ii. The report also displays count and percentage of DAI completion for <u>DAI completed</u>, <u>DAI NOT</u> <u>Completed / Missing</u> and <u>Total</u> 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 <u>DAI Completion Intakes Resulting in Detention Order</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.

BADGE Community Insight Reports Module Manual

ii. Click the **Generate** button, and the report will appear at the bottom of the <u>DAI Completion Intakes</u> <u>Resulting in Detention Order</u> screen.





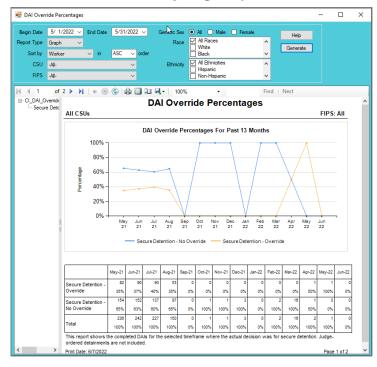


3. DAI Override Percentages

- 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.

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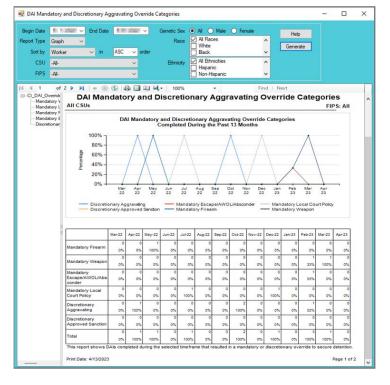
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ilter: None	CSU		Case			juvenile		closed	override Override	
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- 4. DAI Mandatory and Discretionary Aggravating Override Categories
 - a. The **DAI Mandatory and Discretionary Aggravating Override Categories** 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.

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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, 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 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.
 - 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 Aggravating Override</u> <u>Factors</u> screen.

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	Violated Condit	27%	10%	8 21%	2 9%	0 0%	0 0%	0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%		
	Threat to Flee	2	10%	2 5%	1 4%	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%	100%	0	0 0%		
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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</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 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.

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FIPS:All Filter: None Worker	CSU	Case FIPS Numb	e er Juvenile Name	Ju	venile Imber Opened	Closed Overr	ide Factor Able/Willing	
and second in the	100 C		selected timeframe	that resulted in a	a discretionary mitig	ating override.		

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		Parent Able/Willing	13 20%	9 11%	7	6 11%	0 0%	0%	0 0%	0%	0%	1 50%	0%	0	0 0%	0 0%	
		Mental Health	0%	1	016	1	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%	
		Attends SchoolWork	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%	
		Offense Less Serious	9	14	8	4	0%	0%	0%		0%	0%	0%	0%	0%	0%	
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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.

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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</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 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** dropdown 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."

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

Miscellaneous

Community Insig	ght Reports
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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 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> <u>of Birth</u> 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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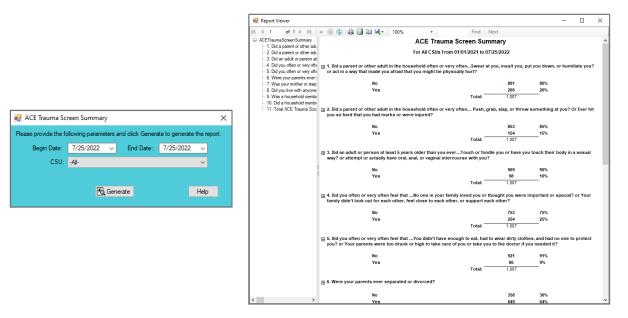
3. JCC Commitments

- 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.



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-	Vear: 2022 💠 Help
Report Type: Simple	V FIPS: -Al-	V Month: May 🖨 Genera
Report Optione		Diele Level Sort By:
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All All Ethnicities	▲ All	All ∧ CSU ✓ ASC No Risk Summarized By:
Female Non-Hispanic	 I - Pre-D (1 Contact/Month) 	✓ Low ✓ Ap
		Juvenile # : Get History
		determent .

- 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.

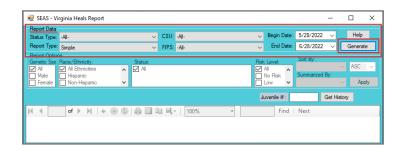
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				Juvenile #	Juvenile Name	Case Status	
Virginia Beach (CSU)) 810	Test second second second		Juvenne #	Juvenile Name	3 - Probation - Level 1	
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Richmond City		Sector State	The second in			3 - Probation - Level 1 5 - Committed to DJJ	
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Richmond City (CSU) Staunton (CSU) Hampton (CSU) Abingdon (CSU)	760 015 650 191	Terrenerie (MAR Receive ages Receive area Received areas			Test Colors from Test of Species Species for Second West Species Species Test Statements	3 - Probation - Level 1 5 - Committed to DJJ 3 - Probation - Level 1	
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Richmond City (CSU) Staunton (CSU) Hampton (CSU) Newport News (CSU) Norfok (CSU) Virginia Beach (CSU) Virginia Beach (CSU) Charlottesville (CSU)	760 015 650 191 700 700 710 810	Taranasari 1994 Analah Ayan Andah Kagan Marang Kagan Kaga Agan Kaga Agan Kaga Agan Kaga Ka	And Annual State		Inter Internet Areas Inter antiquents Ingene Tex Incorpor Mit Augustugen Non-Antine Research Internet Antique Internet Antique Internet Antique Internet Antique Internet Antique	3 - Probation - Level 1 5 - Committed to DJJ 5 - Committed to DJJ 5 - Committed to DJJ 3 - Probation - Level 1 5 - Committed to DJJ 6 - Parole - Level 1 6 - Parole - Level 1 8 - Parole - Residential Placement	
Richmond City (CSU) Staunton (CSU) Hampton (CSU) Abingdon (CSU) Newport News (CSU) Norfok (CSU) Virginia Beach (CSU) Virginia Beach (CSU) Petersburg (CSU)	780 015 850 191 700 700 710 0810 047	Terreneric (1994) Sector (1999) Sector (1999) Sector (1999) Sector (1999) Sector (1999) Sector (1999) Sector (1999)	And Annual State		Inter Internet Anne Inter antiquente Ingene Une Incorpte Mar Agging gen Nay Antibert Anne Samuel Antique Antique Internet Antique Antique Internet Antique	3 - Probation - Level 1 5 - Committed to DJJ 5 - Committed to DJJ 5 - Committed to DJJ 3 - Probation - Level 1 5 - Committed to DJJ 6 - Parole - Level 4 8 - Parole - Level 1 8 - Parole - Residential Flacement 5 - Committed to DJJ 3 - Probation - Level 1 5 - Committed to DJJ	
Richmond City (CSU) Staunton (CSU) Abingdon (CSU) Abingdon (CSU) Newport News (CSU) Norfolk (CSU) Virginia Beach (CSU) Charlottesville (CSU) Petersburg (CSU) Roanoke (CSU)	760 015 650 191 700 710 810 047 145 770	Taranan (n. 1924) Jacobiel Bayas Bartery & Despec- Bartery Bartery Bartery Bartery Bart Bartery Bart Bartery Bart Bartery Bart Bartery	Number of States	1736 1736 1935 1937 1937 1938 1938 1938 1938 1939 1939 1939 1939	Inter Internet Inter Inter anti-prime Negative Text Interprise Negative Internet Inter Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet	S - Probation - Level 1 Committed to DJJ Committed to DJJ Committed to DJJ Committed to DJJ Probation - Level 1 Committed to DJJ Pratel - Level 1 Partele - Level 1 Committed to DJJ Pratele - Level 1 Committed to DJJ Pratele - Level 1 Committed to DJJ Probation - Level 1 Committed to DJJ Committed to DJ	
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Richmond City (CSU) Staunton (CSU) Hampton (CSU) Abingdon (CSU) Neeport News (CSU) Norfok (CSU) Virginia Baach (CSU) Roanoke (CSU) Roanoke (CSU) Virginia Baach (CSU) Richmond City	780 015 850 191 700 700 710 810 047 145 770 810 810 780	Conserve Control Restrict Segme Serve 2018 Serve 2018 S	Annual Social Control of Socia		Internet Inne Internet Inne Inner Allennet Inner Inner Allennet Inne Inner Inner Inner Inner Inner Inner Inner Inner Inner Inner Inner	3 - Probation - Level 1 5 - Committee to DJJ 5 - Committee to DJJ 5 - Committee to DJJ 3 - Probation - Level 1 6 - Parole - Level 4 6 - Parole - Level 4 6 - Parole - Level 4 6 - Parole - Level 1 7 - Scondmittee to DJJ 3 - Probation - Level 1 5 - Committee to DJJ 3 - Robation - Level 1 5 - Committee to DJJ 7 - AbsonderWinesabouts Unknown (3 Contacts/Week)	

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. Demographics lists By Age Group, By Race, By Ethnicity, By Respondent, and By Genetic Sex.
 - 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. <u>Victimization Impacts</u> lists several subcategories for <u>Victimization Impacts</u>, <u>#</u>, and <u>Description</u>.
 - v. <u>Protective Factors</u> lists the count of children indicating strong support from <u>Parents / Caregivers</u>, Extended Family, Friends, Teachers / Coaches, Mentor, Faith Community, and Total VVS.
 - vi. <u>Follow-Up Needed</u> lists <u>No Intervention Needed</u>, <u>Interventions provided by Agency</u>, and <u>Referral</u> <u>provided by Agency</u>.
- 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.

BADGE Manual

- 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.



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.

	port						
Report Data Status Type: -All-		V CSU: -AI	1	×	Begin Date: 5/2	8/2022 ~	Help
Report Type: Simple				· ·		8/2022 ~	Generate
Report Options		✓ FIPS: -AI	-	~	chu bate. 6/2	0/2022 V	Generate
Senetic Sex: Race/Ethnicity: All All All All All All Hispanic Female Non-Hispani					Level Sort	By: marized By: V	ASC Appl
				Ja	venile # .	Get Histor	y
(∢ 1 of 1)⊳)	시 수 🛞 🚯 🖬		1009/		Find 1	laut	-
VII	ginia Departm			SEAS Data	Report		
		From 5/28/20	22 to 6/28/2022				
Total Completed SEAS	s: 10						
Demographics							
By Age Group	0-6	7-12	13-21				
By Age Group	0	5 (50.00%)	5 (50.00%)	1			
By Race	Caucasian	African American	Asian or Pacific Islander	Indian or Alaskan Native	Other	Unknown	
	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	
	Child / Youth	Parent / Caregiver	Both				1
By Respondent			0.40.00043				
By Respondent	7 (70.00%)	3 (30.00%)	0 (0.00%)				
	7 (70.00%) Male	3 (30.00%) Female	0 (0.00%)				
By Respondent By Genetic Sex			0 (0.00%)				
	Male	Female	-	nization (Total	number of ch	ildren	
By Genetic Sex	Male 7 (70.00%)	Female	Poly-Victin	nization (Total by number of t			
By Genetic Sex Victimization Types	Male 7 (70.00%) : 1a, 1b, 1c, 1d)	Female 3 (30.00%)	Poly-Victin				
By Genetic Sex Victimization Types Community Violence (Items	Male 7 (70.00%) : 1a, 1b, 1c, 1d)	Female 3 (30.00%) 3 (30.00%)	Poly-Victin reporting b)	

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.

	💀 Report Viewer					-		×
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			So	cial Histories Compl	eted			^
				Richmond City (CSU)				
				01/01/2021 to 06/23/2022	2			
	Worker	CSU ‡	Juvenile Number	Juvenile Name	Report Type	÷	Date Completed	\$
	Contra A. Garanti	Robert Dy-		They have been	Test Anguation in conjugate (Sec. 2014)		-	
Social Histories Completed X	10000-0-0000	10000	1000	Sector and Press	Test (repetite of a real principal to the second se		1000	
ase provide the following parameters and click Generate to generate the report.	Party Articles	terminal top	1100	Including on Links	Increasing the Department's strength on the		10.000	
Begin Date: 6/23/2022 ~ End Date: 6/23/2022 ~	Anna Articles	tensor by	1000	the second second	Competence is the Competence of the optimation o		10.000	
CSU: -All-	Interior Activity	Action By		and a second product of the second	No. Provide the American State		-	
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	and a first	Access by	1.000	Name and Application	And Department's resigning the		1.000	
					And Security of Annulation Sec	100		

8. Workload Report

- 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) Needed</u> and <u>Demand in Hours</u>. The following fields and completed manually: <u>FTE Assigned</u>, <u>Special Positions</u>, <u>FTE Filled</u>, <u>FTE Variance from Assigned</u>, and <u>FTE Variance from Filled</u>.
 - 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</u> <u>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 <u>Report Viewer</u> screen.

💀 Workload Report	-		Х
Please provide t	ne following parameters and click Generate to generate t	the report.	
Duration:	Month ~		
Begin Date:	5/ 1/2022 V End Date: 5/31/2022	~	
CSU:	Abingdon (CSU) - 028	~	
	R Generate	Help	

🖳 Report			1		· □ :
∢ ∢ 1	of 1 🕨 🗏 🔃 🛞 🚯 🍓 🔲 💷 💐 100%	-	Fi	nd Next	
	Workload Report - Abing	don (CSU) - 02	8		
	1/1/2021 - 12/31	/2021			
Status Cod	e	Total CCD	ADP	Workload Value	Hours/Mont
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 Typ	e	Total Reports	Monthly	Workload Value	Hours/Mont
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
intakes		Total Intakes	Monthly Average	Workload Value	Hours/Month
Delingueno	y/CHINS	108	9.0	1.8	16.2
Domestic F	Relations/Child Welfare	1,186	98.8	1.1	108.7
					124.9
FTE A	Assigned Special Positions FTE Filled	Den	nand in Hours	FTE	Needed
			331.2		2.9
FTE Varia	ance from Assigned FTE Variance	from Filled		Complete Mar	nually
Print Da	te: 6/23/2022			Pa	ge 1 of 1

- 9. Gang Resistance Education and Training (G.R.E.A.T.) Final Report
 - a. The G.R.E.A.T. Exam Report, available via the G.R.E.A.T. Exam Report hyperlink, displays the following G.R.E.A.T. final exam information by region(s) and CSU(s): <u>Region</u>, <u>CSU</u>, <u>Juvenile Number</u>, <u>Last Name</u>, <u>First Name</u>, <u>Genetic Sex</u>, <u>Total Percentage</u>, <u>Average Percentage</u>, and <u>Overall Percentage</u>.
 - a. From the <u>Community Insight Reports</u> screen click the **G.R.E.A.T. Exam Report** hyperlink and the **G.R.E.A.T. Exam Report** screen will appear.
 - i. Use the (i) **Begin Date** and (ii) **End Date** calendar drop-down menus to select the desired timeframe, use the (iii) **Region** drop-down menu to select a specific Region, and the (iv) **CSU** drop-down menu to select a specific CSU.
 - ii. Click the **Generate** button, and the <u>*G.R.E.A.T.* Scores Report</u> screen will appear.

				REAT_Eval Eastern Northern Southern	Region: All Regi	v	G.R.E.A.T	nent of Juvenile Scores Rej /2023 to 01/22/2	port		C SU: All C SUS
					Region	CSU	Juvenile Number	Last Name	First Name	Genetic Sex	Total Percentage
					Eastern	Accomac (CSU)	1131926	ABADIR	RANDY	F	96.9%
							Average Pe	ercentage: 96.9%			
G.R.E.A.T. Exan	n Report		×		Northern	Fairfax (CSU)	1131926	ABADIR	RANDY	F	90.8%
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ase provide the fo	blowing parameters ar	nd click Generate to generate the re	port.				451456	PETERS	JEFFERY	F	98.5%
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								centage: 82.1%			
					Print Date: 1/22/20	24					Page 1 of 1

- The Average Percentage displays the average percentage for each CSU within the selected timeframe.
- The Overall Percentage displays the combined average percentage for all the selected CSUs within the identified timeframe.

<u>Appendix</u>

A. Change User Button

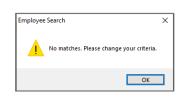
From the **Report Data** section in an applicable report screen, click the **Change User** button and the <u>Employee Search</u> screen will appear.



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 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 Search Results screen will appear with all user name matches.

Legal Last Name	Suffix	Legal First Name	Display Name	Account Closed
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-		Number 1	Watershift Jones	

- 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.

💀 Worker Level Caseload				-	D X
Report Data Worker:	🞜 Change <u>U</u> ser	Type: Worker 🗸 🗸	Report: Case Load	✓ Genera	te Help
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			J	uvenile # :	Get History
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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									
	Parole & Direct Care	~	CSU: -All-	~	Begin Date:	6/ 1/2022	\sim	Help	4
Report Type:	Graph	~	FIPS: -All-	~	End Date:	7/ 1/2022	\sim	Generate	
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Prefer to the <u>Report Options</u> section further below for detailed instructions using the items in the **Report Options** section.

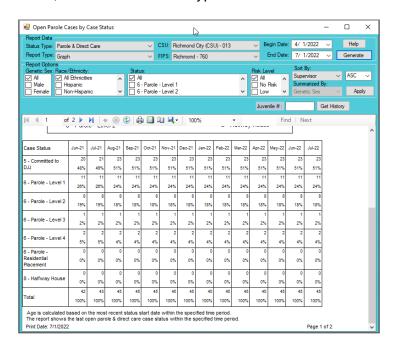
1. Graph

- 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.

🖳 Open Parole Cases by Case Status							-		×
Report Data Status Type: Parole & Direct Care		CSU: Richmond City	· · ·	~	Begin Date:	4/ 1/20		Hel	_
Report Type: Graph	~	FIPS: Richmond - 76	0	~	End Date:	7/ 1/20	22 ~	Gener	rate
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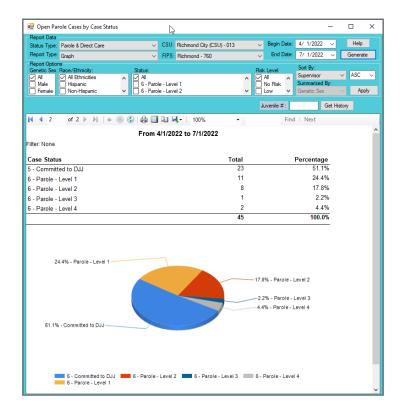
b. Table

- 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.



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.

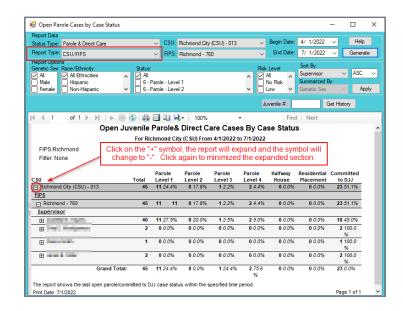


A hand cursor will appear over specific data in the report whenever there is an embedded hyperlink.

Befer to the <u>Hyperlinks</u> section below for more information regarding embedded hyperlinks.

2. CSU/FIPS

- a. 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.



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 (Report Data	Cases by Case St	atus						-		×
Status Type: Pan	ole & Direct Care		V CSU: Rid	hmond City (CSU)	- 013	Begin Date:	4/ 1/2022	~	Help	
Report Type: Sun	nmary		V FIPS: Ric	hmond - 760	· · · · · · · · · · · · · · · · · · ·	End Date:	7/ 1/2022	~	Generate]
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FIPS:Richmond Filter: None Genetic Sex Female Male Total Click on the link The report shows	Committed to DJJ 14 63.6% 9 39.1% 23 51.1% cs above to see	For Richt Parole - Level 1 18.2% 7 30.4% 11 24.4% the details	mond City (CSU Parole - Level 2 18.2% 4 17.4% 8 17.8%)) From 4/1/202 Parole - Level 3 0.0% 1 4.3% 1 2.2%	2 to 7/1/2022 Parole - Level 4 0.0% 2 8.7% 2 4.4%	Total 22 100.0% 23 100.0% 45				

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

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- 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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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.

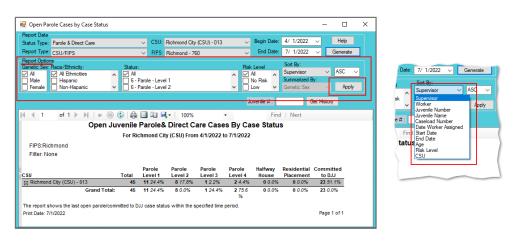
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D. Report Options

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.

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- 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.



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.

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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."
07/2023	Intake Offenses Reason Resolved/Not Diverted	Add Intake Offenses Reason Resolved/Not Diverted Report as Case Management option.
07/2023	Diversion Cases Open More Than 90 Days	Add Diversion Cases Open More Than 90 Days Report as Case Management option.
10/2023	Affirmative Consent	Add a new Report Status for "Affirmative Consent." Add the report under the "Intake Offenses Reason Resolved/Not Diverted" hyperlink and rename the hyperlink "Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent"
02/2024	Miscellaneous	Add G.R.E.A.T. Exam Report
02/2024	BADGE Version at last update	BADGE Version at last <i>BADGE Community Insight Reports Manual</i> update: Version 4.0.5.11.