



Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data
Gathering Environment

Community Insight Reports
User Manual

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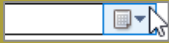

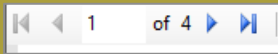

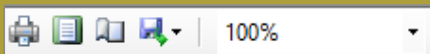







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






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-down screen Button and Date Field	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 Buttons (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 Buttons (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.
 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.
 Info Button and/or Text in Red Font	A record with text displayed in red font generally indicates there is an “alert” associated with a given juvenile record. To view an alert, click the red and white Info button or select the <i>Alerts</i> tab on the <i>Juvenile Information</i> screen.
 Icon displayed on <i>Question</i> and/or <i>Confirmation</i> Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.
 Icon displayed on various screens.	The exclamation mark on a red background denotes a mandatory field.
 Icon displayed on various screens.	The exclamation mark on yellow background typically displays on a search screen to inform the user no matches were found and that the search criteria should be changed.
 Icon displayed on <i>Information</i> Screen	The “i” icon typically displays when the application notifies a user of the results of a requested action, for example: “Data saved successfully.” This also displays when there is additional information for field.

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

In the BADGE Manual

Style/Symbol	Meaning
<u><i>Underlined and Italicized</i></u>	Name of a screen.
<i>Italicized</i>	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.
<u>Underlined</u>	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.
<u>Bolded and Underlined</u>	The manual’s main title and other titles for key sections.
Hyperlink	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 [DJJ Acceptable Use & Information Security Agreement](#). See [§2.2-2827](#) of the Code of Virginia for restrictions on state employee access to information infrastructure. See §§[16.1-223](#) and [16.1-300](#) 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 DJJ-BADGE-Issues@djv.virginia.gov. If there is a need to request a change, please contact the appropriate Regional Program Manager (RPM) or Superintendent.

Please email DJJ-BADGE-Passwords@djv.virginia.gov for assistance with BADGE login problems.

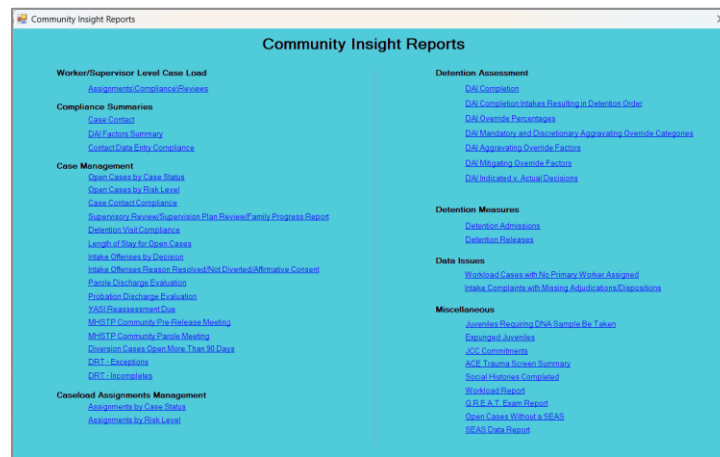
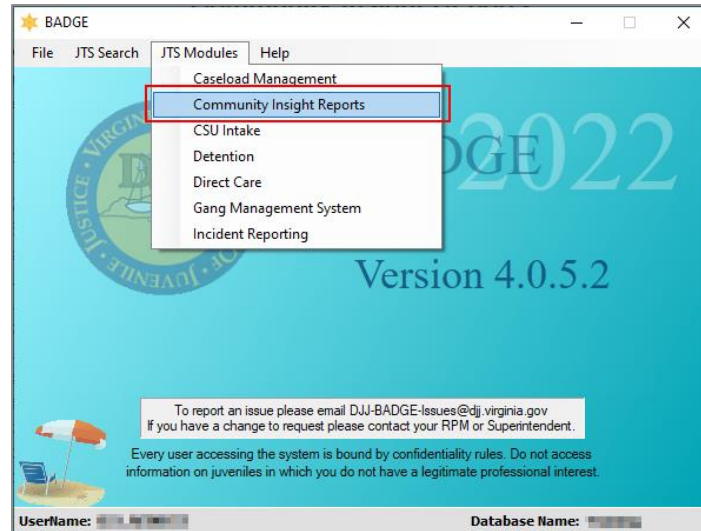
All potentially sensitive data have been removed from all screen images presented in this manual.

Community Insight Reports Module

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

From the BADGE home screen:

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



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

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

Report Type	Report Name	Report Summary
	Contact Data Entry Compliance	The report displays CSU, Supervisor, Worker, Juvenile #, Date Keyed, Contact Date, and Days Until Data Entry Completion for a specified time period.
Case Management	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.
	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.
	DRT - Exceptions	The report displays Region, CSU, Worker Name, Date Saved, DRT #, Juvenile Number, Juvenile Name, Total DRT Score, Indicated DRT Recommendation, Actual DRT Recommendation, and Exemption Justification for specified region(s), CSU(s), and time period.
	DRT - Incompletes	The report displays Region, CSU, Date Saved, DRT #, Juvenile Number, Juvenile Name, and Worker Name for DRT records with a missing Actual DRT Recommendation.

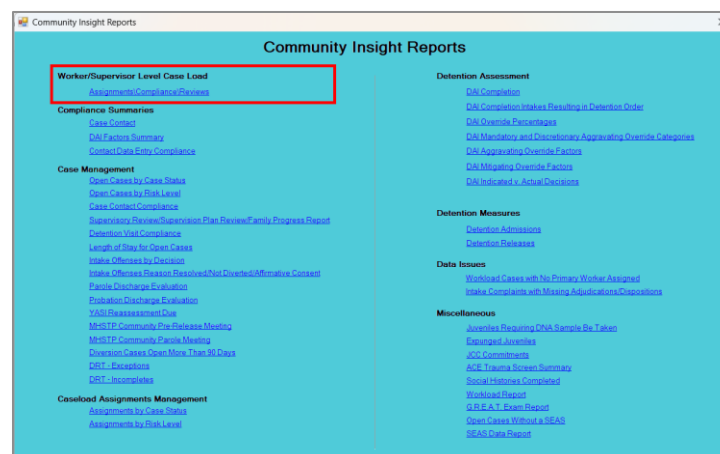
Report Type	Report Name	Report Summary
Caseload Assignments Management	Assignments by Case Status	The report displays count and percentage of assignments by case status for Total, Pre-Dispositional, Diversion, Post Disposition, Probation, Court-Ordered Out-of-Home Placement, Direct Care, Parole, Absconder, and Other.
	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.
Detention Assessment	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.
	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 Releases	Provides three different reports: Status, DAI Categories, and Length of Stay for releases.
Data Issues	Workload Cases with No Primary Worker Assigned	The report displays CSU, FIPS, Caseload Number, Juvenile Number, Juvenile Name, and Start Date.
	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.
Miscellaneous	Juveniles Requiring DNA Sample Be Taken	The report displays juveniles by CSU, FIPS, [Juvenile Name], Juv#, and Date of Birth that have a felony charge at the time the juvenile was 14 years of age or older and lists the Charged Offense, Offense Date, Adjudicated, and Amend Charge.
	Expunged Juveniles	The report displays CSU, Intake FIPS, Last Name, First Name, Juvenile #, Detention Admission Seq, Age, DOB, Date Expunged, Series, Total, and DOB Range.
	JCC Commitments	The report displays CSU, Juvenile #, Juvenile Name, Sex, Race, and Commitment Date for the CSU and time period selected
	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.

Report Type	Report Name	Report Summary
	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.
	Open Cases Without a SEAS	The report displays CSU, FIPS, Supervisor, Worker, Juvenile #, Juvenile Name, and Case Status.
	SEAS Data Report	The report displays a count of the Total Completed SEASs and a count and percentage for detailed categories grouped by the following sections: Demographics, Victimization Types, Poly-Victimization, Victimization Impacts, Protective Factors, and Follow-Up Needed.

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.
Appendix B	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



For the following reports: refer to [Appendix A](#) for instructions on how to use the **Change User** button; refer to [Appendix D](#) for instructions using the items in the **Report Options** section; and refer to [Appendix E](#) 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 Community Insight Reports screen click the **Assignments/Compliance/Reviews** hyperlink and the Worker Level Caseload 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 ([Appendix A](#)) 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 Supervisor, FIPS, Caseload Number, Juvenile Number, Case Status, Status Start Date, Juvenile Name, Risk Level, Assignment, and Date Assigned information.
 2. **Contact Compliance** report lists the Supervisor, FIPS, Caseload Number, Juvenile Number, Case Status, Juvenile Name, Contact Requirement Status, Contacts Count Prob./Parole, and Contacts Count: DC/Residential Placement (RP).
 3. **Case Reviews** report lists the Supervisor, FIPS, Caseload Number, Juvenile Number, Case Status, Status Start Date, Juvenile Name, Supervision Plan Review Due, and Supervisory Review Due.
 4. **Case Load Summary** report lists the Worker, Status, and Total case load for the selected worker by FIPS. The results listed for the worker by FIPS can be expanded by clicking the “+” button to display the associated Supervisor, FIPS, Caseload Number, Juvenile Number, Status Start Date, Juvenile Name, Risk Level, Risk Assess. Type, Assignment, and Date Assigned information.

The screenshot shows the 'Worker Level Caseload' application window. The 'Report Data' section at the top has a 'Worker' field with a value, a 'Change User' button, a 'Type' dropdown set to 'Worker', and a 'Report' dropdown set to 'Case Load'. Below this is the 'Report Options' section with filters for Genetic Sex (All, Male, Female), Ethnicity (All Ethnicities, Hispanic, Non-Hispanic), and Race (All Races, White, Black). There is an 'Apply' button and a 'Sort by' dropdown set to 'Supervisor'. At the bottom, there is a 'Juvenile #' field and a 'Get History' button. The 'Generate' button is highlighted in the top right.

This screenshot is similar to the previous one but shows the 'Report' dropdown menu expanded. The menu lists four options: 'Case Load' (which is selected and highlighted in blue), 'Case Contact Compliance', 'Case Reviews', and 'Case Load Summary'. The rest of the interface, including the 'Report Options' and 'Generate' button, remains the same.

- ii. Click the **Generate** button, and the selected report will appear at the bottom of the Worker Level Caseload screen.
 1. If available, click the “+” button to expand portions of the report and display additional information.

Worker Level Caseload

Report Data: Worker: [Name] Change User Type: Worker Report: Case Load Generate Help

Report Options: Genetic Sex: ☒ All ☐ Male ☐ Female Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic Race: ☒ All Races ☐ White ☐ Black Apply

Sort by: Supervisor in ASC order Juvenile #: Get History

Case Load for [Name]

Filter: None

Supervisor	FIPS	Caseload Number	Juvenile Number	Case Status	Status Start Date	Juvenile Name	Risk Level	Assignment	Date Assigned
Supervisor 1	FIPS 1	100001	100001	Pre-Disposition	10/10/2021	Juvenile 1	High	Pre-Disposition	10/10/2021
Supervisor 2	FIPS 2	100002	100002	Pre-Disposition	10/10/2021	Juvenile 2	High	Pre-Disposition	10/10/2021
Supervisor 3	FIPS 3	100003	100003	Pre-Disposition	10/10/2021	Juvenile 3	High	Pre-Disposition	10/10/2021
Supervisor 4	FIPS 4	100004	100004	Pre-Disposition	10/10/2021	Juvenile 4	High	Pre-Disposition	10/10/2021
Supervisor 5	FIPS 5	100005	100005	Pre-Disposition	10/10/2021	Juvenile 5	High	Pre-Disposition	10/10/2021

Worker Level Caseload

Report Data: Worker: [Name] Change User Type: Worker Report: Case Load Summary Generate Help

Report Options: Genetic Sex: ☒ All ☐ Male ☐ Female Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic Race: ☒ All Races ☐ White ☐ Black Apply

Sort by: Supervisor in ASC order Juvenile #: Get History

Case Load for [Name]

Filter: None

Worker	Status	Total
FIPS: [Name]	Pre-Disposition (1 Contact/Month)	6
FIPS: [Name]	Pre-Disposition Tracking Only	6
FIPS: [Name]	Pre-Disposition Tracking Only	2
FIPS: [Name]	Pre-Disposition Tracking Only	4

Click the "+" button to expand the report and display additional information

Supervisor	FIPS	Caseload Number	Juvenile Number	Status Start Date	Juvenile Name	Risk Level	Assignment	Date Assigned
Supervisor 1	FIPS 1	100001	100001	10/10/2021	Juvenile 1	High	Pre-Disposition	10/10/2021
Supervisor 2	FIPS 2	100002	100002	10/10/2021	Juvenile 2	High	Pre-Disposition	10/10/2021
Supervisor 3	FIPS 3	100003	100003	10/10/2021	Juvenile 3	High	Pre-Disposition	10/10/2021
Supervisor 4	FIPS 4	100004	100004	10/10/2021	Juvenile 4	High	Pre-Disposition	10/10/2021
Supervisor 5	FIPS 5	100005	100005	10/10/2021	Juvenile 5	High	Pre-Disposition	10/10/2021

FIPS: [Name] 1

FIPS: [Name] 1

FIPS: [Name] 1

FIPS: [Name] 4

FIPS: [Name] 4

FIPS: [Name] 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 [Appendix D](#)). 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.

Worker Level Caseload

Report Data: Worker: [Name] Change User Type: Worker Report: Case Load Generate Help

Report Options: Genetic Sex: ☒ All ☐ Male ☐ Female Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic Race: ☒ All Races ☐ White ☐ Black Apply

Sort by: Supervisor in ASC order Juvenile #: Get History

Case Load for [Name]

Filter: None

Supervisor	FIPS	Caseload Number	Juvenile Number	Case Status	Status Start Date	Juvenile Name	Risk Level	Assignment	Date Assigned
Supervisor 1	FIPS 1	100001	100001	Pre-Disposition	10/10/2021	Juvenile 1	High	Pre-Disposition	10/10/2021
Supervisor 2	FIPS 2	100002	100002	Pre-Disposition	10/10/2021	Juvenile 2	High	Pre-Disposition	10/10/2021
Supervisor 3	FIPS 3	100003	100003	Pre-Disposition	10/10/2021	Juvenile 3	High	Pre-Disposition	10/10/2021
Supervisor 4	FIPS 4	100004	100004	Pre-Disposition	10/10/2021	Juvenile 4	High	Pre-Disposition	10/10/2021
Supervisor 5	FIPS 5	100005	100005	Pre-Disposition	10/10/2021	Juvenile 5	High	Pre-Disposition	10/10/2021

Compliance Summaries

Community Insight Reports

Worker/Supervisor Level Case Load

- Assignments/Compliance/Reviews
- Compliance Summaries**
 - Care Contact
 - CRF Factors Summary
 - CRF Data Entry Compliance
- Case Management
 - Open Cases by Case Status
 - Open Cases by Risk Level
 - Cases Closed/Completed
 - Supervisory Review/Supervision Plan Review/Entry Progress Report
 - Detention Visit Compliance
 - Length of Stay for Open Cases
 - Initial Offense/Reason/Resolved/Not Resolved/Alternative Contact
 - Parole Discharge Evaluation
 - Probation Discharge Evaluation
 - YAS/Reassessment Due
 - MO/TP Community Pre Release Meeting
 - MO/TP Community Parole Meeting
 - Discharge Cases Seen More Than 30 Days
 - CRF - Executions
 - CRF - Incomplete
- Caseload Assignments Management
 - Assignments by Case Status
 - Assignments by Risk Level

Detention Assessment

- CRF Completion
- CRF Completion Issues Resulting in Detention Order
- CRF Overview Percentages
- CRF Mandatory and Discretionary Approving Overview Categories
- CRF Approving Overview Factors
- CRF Missing Overview Factors
- CRF Indicated v. Actual Decisions

Detention Measures


- Detention Admissions
- Detention Releases

Data Issues

- Workload Cases with No Primary Worker Assigned
- Intake Complaints with Missing Adjudications/Dispositions

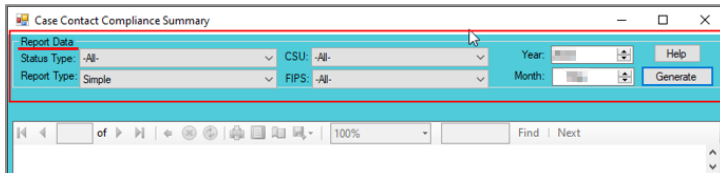
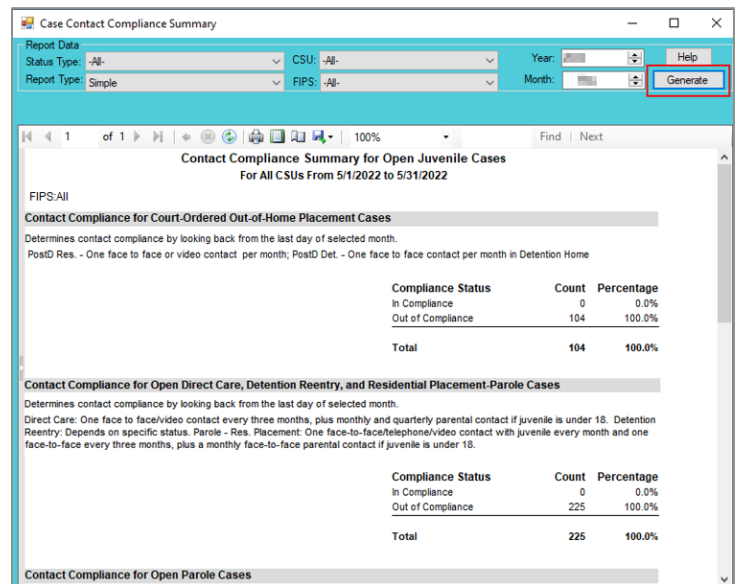
Miscellaneous

- Juveniles Requesting DNA Sample Be Taken
- Unassigned Juveniles
- JCL Commitments
- ARF/TP Review Summary
- Social Histories Completed
- Workload Report
- GRF A.T. Exam Report
- Open Cases Without a SEAS
- SEAS Data Report

 For the following reports: refer to [Appendix B](#) for instructions using the **Report Type** drop-down menu; refer to [Appendix C](#) 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 Compliance Status, Count, Percentage, Total, and FIPS by case status for a specified time period.
- b. From the *Community Insight Reports* screen click the **Case Contact** hyperlink and the Case Contact Compliance Summary 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 Case Contact Compliance Summary screen.

Contact Compliance Summary for Open Juvenile Cases
For All CSUs From 5/1/2022 to 5/31/2022

FIPS: All



Contact Compliance for Court-Ordered Out-of-Home Placement Cases
Determines contact compliance by looking back from the last day of selected month.
PostD Res. - One face to face or video contact per month; PostD Det. - One face to face contact per month in Detention Home

Compliance Status	Count	Percentage
In Compliance	0	0.0%
Out of Compliance	104	100.0%
Total	104	100.0%

Contact Compliance for Open Direct Care, Detention Reentry, and Residential Placement-Parole Cases
Determines contact compliance by looking back from the last day of selected month.
Direct Care: One face to face/video contact every three months, plus monthly and quarterly parental contact if juvenile is under 18. Detention Reentry: Depends on specific status. Parole - Res. Placement: One face-to-face/telephone/video contact with juvenile every month and one face-to-face every three months, plus a monthly face-to-face parental contact if juvenile is under 18.

Compliance Status	Count	Percentage
In Compliance	0	0.0%
Out of Compliance	225	100.0%
Total	225	100.0%

Contact Compliance for Open Parole Cases

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

Click the "+" button to expand the item and display additional information

DAI Aggravating Override Factor	Count	Percentage
Violated Conditions	8	26.7%
DA Unavailable	10	33.3%
Other	7	23.3%
Discretionary Approved Sanction	3	10.0%
Parent Unable	1	3.3%
Threat to Flee	1	3.3%
Total	30	100.0%

- 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.

3. Contact Data Entry Compliance

- The **Contact Data Entry Compliance Report** is available via the **Contact Data Entry Compliance** hyperlink.
 - When **Report Type** "Simple" is selected, each report displays CSU, Supervisor, Worker, Juvenile #, Date Keyed, Contact Date, and Days Until Data Entry Completion.
 - When **Report Type** "Graph" is selected, the report displays count and percentage by month and Compliance Status, In Compliance or Out of Compliance, for the period selected.
- From the Community Insight Reports screen click the **Contact Data Entry Compliance** hyperlink and the Contact Data Entry Compliance Report 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** and (ii) **CSU** drop-down menus, and the (iii) **Year** and (iv) **Month** calendar scroll buttons. The drop-down menu for **Status Type** defaults to "Contact Data Entry Compliance," the drop-down menu for **FIPS** defaults to "-All-," and neither can be changed.

- Click the **Generate** button, and the selected status type report will appear at the bottom of the Contact Data Entry Compliance Report screen.
- After the report is generated, the items in the **Report Options** section will become available (see [Appendix D](#)). 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.

Not all options in the **Report Options** section are available on the Contact Data Entry Compliance Report screen.

Case Management

For the following reports: refer to [Appendix B](#) for instructions using the **Report Type** drop-down menu; refer to [Appendix C](#) for instructions pertaining to embedded hyperlinks; refer to [Appendix D](#) for instructions using the items in the **Report Options** section; and refer to [Appendix E](#) 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.

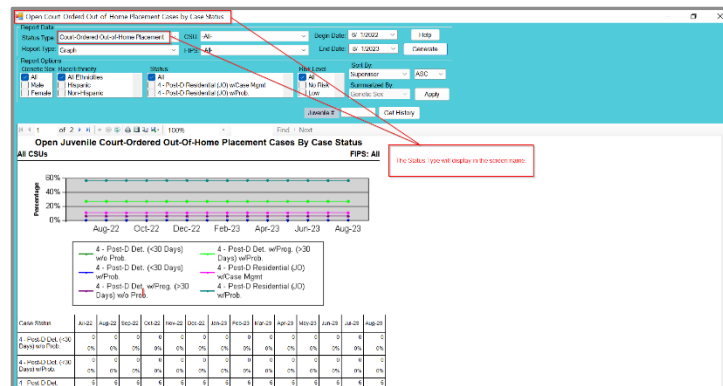
Report Types "Graph" and "Summary" will display some or all of the information displayed by **Report Types** "Simple" or "CSU/FIPS" in summarized forms (see [Appendix B](#)). Additionally, **Report Types** "Graph" and "Summary" will often contain embedded hyperlinks that allow the user to display additional data detail (see [Appendix C](#)).

1. Open Cases by Case Status

- 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**.
 - When **Report Type** "Simple" is selected, each report displays FIPS, CSU, Supervisor, Worker, Caseload Number, Case Status, Juvenile Number, Juvenile Name, Age, Status Start Date, Status End Date, Risk Level, School, Grade, and Living With.
 - When **Report Type** "Graph" is selected, count and percentage for each **Status Type** report is displayed.
- From the Community Insight Reports screen click the **Open Cases by Case Status** hyperlink and the Open Parole Cases by Case Status 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) **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 Case Status: “Committed to DJJ,” “Detention Reentry Supervision Level 2,” “Detention Reentry Supervision Level 4,” “Parole - Level 1, 2, 3, 4,” “Parole - Residential Placement,” and “Halfway House”.
2. **Probation** report provides count and percentage by Case Status: “Probation Residential Trmt Pgm (Not JO),” “Probation - Level 1, 2, 3, 4,” and “Prob. Contacts Less Than 1/Month.”
3. **Inactive** report provides count and percentage by Case Status: “Inactive According to Plan,” “Inactive Courtesy Superv. in Another CSU,” and “Inactive Superv. by Another State.”
4. **Absconder** report provides count and percentage by Case Status: “Absconder (1 Contact/Month),” “Absconder (1 Contact/Week),” and “Absconder (3 Contacts/Week).”
5. **Court-Ordered Out-of-Home Placement** report provides count and percentage by Case Status: “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 Case Status: “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.”

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



- After the report is generated, the items in the **Report Options** section will become available (see [Appendix D](#)). 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

- 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.
 - When **Report Type** “Simple” is selected, each report displays FIPS, Supervisor, Worker, Caseload Number, Juvenile Number, Juvenile Name, Case Status, Status Start Date, Status End Date, Risk Level, Risk Assess. Type, and Date Completed.
 - When **Report Type** “Graph” is selected, count and percentage for each **Status Type** report is displayed.
- From the Community Insight Reports screen click the **Open Cases by Risk Level** hyperlink and the Open Juvenile Cases by Risk Level 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:
 - 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”).
 - 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”).

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

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

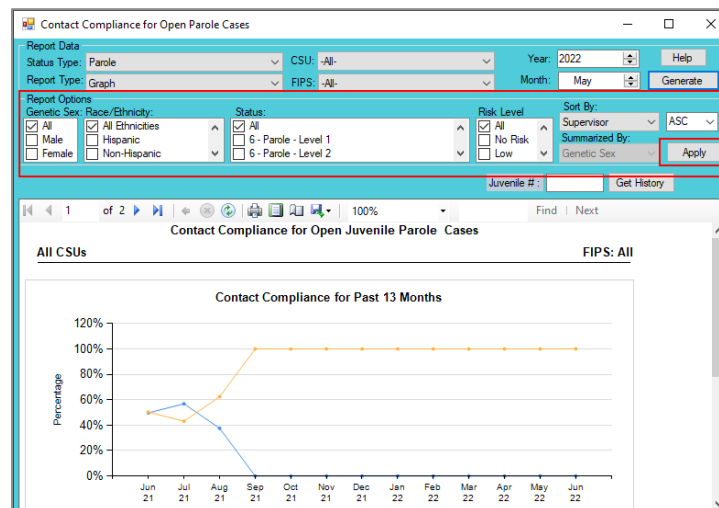
3. Case Contact Compliance

- 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 FIPS, Supervisor, Worker, Caseload Number, Juvenile Number, Juvenile Name, Case Status, Status Start Date, Status End Date, Std. Adj., and Contacts.
 - ii. When **Report Type** “Graph” is selected, count and percentage for each **Status Type** report is displayed.
- b. From the *Community Insight Reports* screen click the **Case Contact Compliance** hyperlink and the *Contact Compliance for Open Parole Cases* screen will appear.
 - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** drop-down menu to select one of the following 8 reports:
 1. **Parole** report provides count and percentage of contact compliance for open juvenile parole 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 Contacts: Parent/ Primary PO/ Client In CSU/ Out of CSU.
 2. **Probation** report provides count and percentage of contact compliance for open juvenile probation 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 Contacts: Primary PO/ Client Total.
 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 Contacts: Client/ Parent/ Parent Face to Face and Last Client Contact (within 90 days).
 4. **Prob. Residential/Other** report provides count and percentage of contact compliance for open juvenile residential placement-probation/other probation 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 Contacts: Client Face to Face or Video and Last Client Contact (within 90 days).
 5. **Pre-Dispositional** report provides count and percentage of contact compliance for open juvenile pre-dispositional probation 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 Contacts: Primary PO/ Client Total.
 6. **Absconder** report provides count and percentage of contact compliance for open juvenile absconder 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 Contacts.
 7. **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 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 Contacts: Client Face to Face or Video/ Face to Face in Det.
 8. **Post-Disposition Case Management** report provides count and percentage of contact compliance for open juvenile post-disposition case management 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 Contacts: Total.
 9. **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 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 Contacts: Client Total.

- Select **Simple** from the **Report Type** drop-down menu to see detail by juvenile ([Appendix B](#)).
 The Contacts 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 Contacts: Parent/ Primary PO/ Client In CSU/ Out of CSU column indicates there was one primary parole officer contact and no others.

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



- The **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 FIPS, Supervisor, Worker, Caseload Number, Juvenile Number, Juvenile Name, Case Status, Status Start Date, Last Review, and Review Due Date. The **Family Progress** report will also display RDC Rec'd Date.
 ii. Each report also displays count and percentage of open cases by review status for Total, Overdue, Review Less Than 10 Days, Review 10-30 Days, Review 31-60 Days, Review 61-90 Days, and Review > 90 Days when **Report Type** “CSU/FIPS” is selected.
 b. From the Community Insight Reports screen click the **Supervisory Review/Supervision Plan Review/Family Progress Report** hyperlink and the Supervisory Review Status for Open Cases screen will appear.

- i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** drop-down menu to select one of the following 4 reports:
 1. **Supervisory Review** report provides count and percentage of open cases by supervisory review Status.
 2. **Supervision Plan** report provides count and percentage of open cases by supervision plan Status.
 3. **Family Progress** report provides count and percentage of open direct care cases by family progress Status.
 4. **Level 1 and Level 2 Case Status Review** report provides count and percentage of open cases by level 1 and 2 review Status.

- 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 screen (for **Supervisory Review** or **Supervision Plan**), Family Progress Report Status for Open Direct Care Cases screen (for **Family Progress**), or Level 1 and Level 2 Case Status Reviews 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 [Appendix D](#)). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

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

5. Detention Visit Compliance

- a. Two different reports are accessible via the **Detention Visit Compliance** hyperlink: detention visit **Compliance Status** and detention visit **Contacts Due Dates**.
 - i. When **Report Type** "Simple" is selected, each report displays FIPS, Supervisor, Worker, Caseload Number, Juvenile Number, Juvenile Name, ICN, Facility, Admission, and Last Visit. The **Contacts Due Date** report will also display Next Visit Due Date.
- b. From the Community Insight Reports screen click the **Detention Visit Compliance** hyperlink and the Detention Visit Compliance Status 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. **Compliance Status** report provides count and percentage of open Pre-D Detention Admissions cases and case status by CSU, Total, In Compliance, Pending First Contact, and Out of Compliance 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 CSU, Total, Due in 5 Days or Less, Due in More Than 5 Days, and Overdue when **Report Type** “CSU/FIPS” is selected.

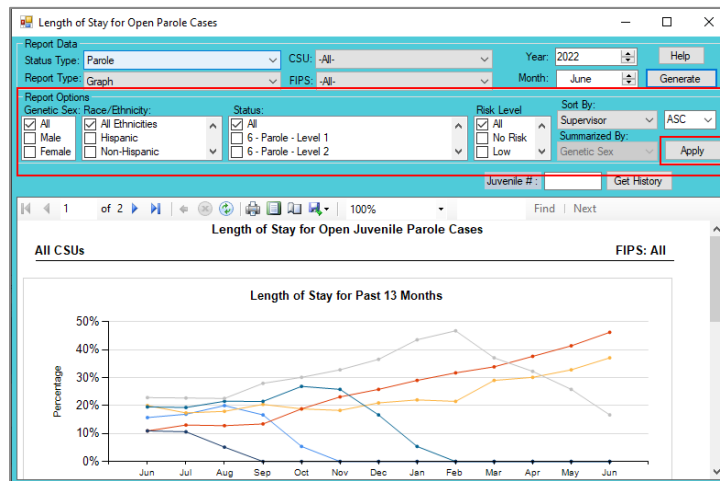
- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the Detention Visit Compliance Status or Detention Contacts Due screen, as determined by **Status Type** selected.
- iii. After the report is generated, the items in the **Report Options** section will become available (see [Appendix D](#)). 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 Status for Open Pre-D Detention Admissions					
All CSUs					
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%	
Appomattox (CSU) - 010	3	0 0.0%	0 0.0%	3 100.0%	
Arlington (CSU) - 017	2	0 0.0%	0 0.0%	2 100.0%	
Charlottesville (CSU) - 018	6	0 0.0%	0 0.0%	6 100.0%	

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

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

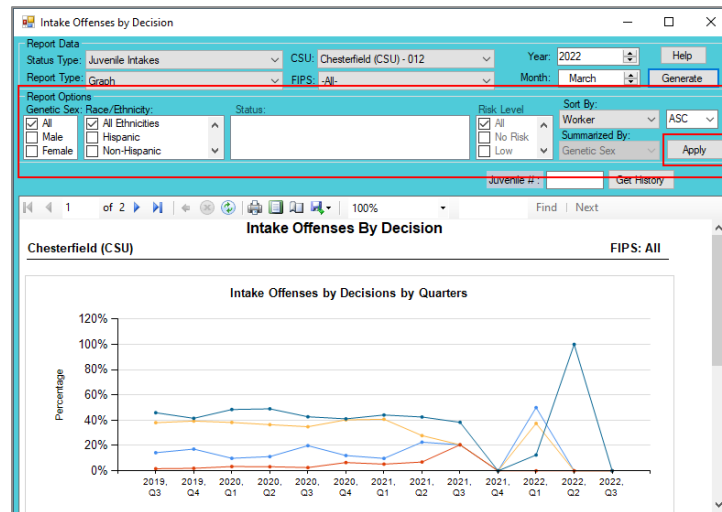


 The **Length of Stay for Open Cases** report shows the last open parole/probation case status within the specified time.

7. Intake Offenses by Decision

- a. The **Juvenile Intakes Intake Offenses by Decision** report is available via the **Intake Offenses by Decision** hyperlink.
 - i. When **Report Type** “Simple” is selected, each report displays Intake FIPS, Worker, Intake Case Number, Juvenile Number, Juvenile Name, Offense Decision, Date Opened, Date Closed, VCC, and offense Heading.
 - ii. When **Report Type** “Graph” is selected, each report also displays count and percentage of open cases by Offense Decision for Total, Referred to Court, Detention Order, Diverted, and Other.
- b. From the Community Insight Reports screen click the **Intake Offenses by Decision** hyperlink and the Intake Offenses by Decision 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.

- 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 [Appendix D](#)). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.



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

CSU	FIPS	Worker	Juvenile Number	Juvenile Name	DOB	Genetic Sex	Race	Ethnicity	ICN	Offense Date	VCC	Reason Resolved
012	001	001	001	001	001	001	001	001	001	001	001	001

2. **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 CSU, FIPS, Worker,

Juvenile Number, Juvenile Name, DOB, Genetic Sex, Race, Ethnicity, ICN, Offense Date, VCC, and Reason Not Diverted.

- Click the **Generate** button, and the selected status type report will appear at the bottom of the Reason Not Diverted [Status Type drop-down menu selected] screen.

- Affirmative Consent** report provides juvenile intake offenses where the Affirmative Consent is not null. When **Report Type** "Simple" is selected, each report displays CSU, FIPS, Worker, Juvenile Number, Juvenile Name, DOB, Genetic Sex, Race, Ethnicity, ICN, Offense Date, VCC, and Affirmative Consent.

- Click the **Generate** button, and the selected status type report will appear at the bottom of the Affirmative Consent [Status Type drop-down menu selected] screen.

9. Parole Discharge Evaluation

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

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

Category	Count	Percentage
1. Discharge Type (Based on Status Closed Code)		
Discharge Type Other	1	20%
Successful	2	40%
Unsuccessful	2	40%
Total	5	
2. Discharge Evaluation		
Completed	4	80%
Missing	1	20%
Total	5	
3. School Attendance		
Dropped Out	1	25%
GED Completed	1	25%
Not Required To Attend	1	25%
Unknown	1	25%
Total	4	
4. Employment		
Employed Regularly	3	75%
Not Employed During The Last 60 Days	1	25%
Total	4	
5. Substance Abuse		
Minimal Use	2	50%
No Use	2	50%
Total	4	
6. Lived At Same Location		
Unknown	2	50%
Yes	2	50%
Total	4	

Percentages for School Attendance, Employment, Substance Abuse and Lived at Same Location are based on number of Discharge Evaluations completed.
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FIPS	Juvenile Number	Juvenile Name	Primary PO	Genetic Sex	Race/Ethnicity	Most Serious Offense	Closed Code	End Date	Case Status
705	710	James, John	James, John	M	W	Aggravated Assault	1	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	2	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	3	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	4	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	5	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	6	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	7	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	8	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	9	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	10	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	11	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	12	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	13	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	14	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	15	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	16	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	17	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	18	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	19	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	20	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	21	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	22	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	23	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	24	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	25	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	26	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	27	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	28	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	29	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	30	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	31	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	32	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	33	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	34	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	35	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	36	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	37	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	38	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	39	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	40	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	41	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	42	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	43	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	44	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	45	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	46	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	47	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	48	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	49	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	50	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	51	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	52	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	53	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	54	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	55	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	56	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	57	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	58	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	59	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	60	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	61	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	62	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	63	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	64	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	65	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	66	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	67	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	68	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	69	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	70	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	71	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	72	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	73	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	74	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	75	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	76	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	77	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	78	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	79	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	80	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	81	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	82	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	83	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	84	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	85	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	86	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	87	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	88	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	89	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	90	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	91	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	92	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	93	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	94	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	95	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	96	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	97	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	98	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	99	05/24/2022	Case Closed
705	710	James, John	James, John	M	W	Aggravated Assault	100	05/24/2022	Case Closed

- 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 Discharge Type (Based on Status Closed Code), Discharge Evaluation, School Attendance, Employment, Substance Abuse, and Lived At Same Location, for the CSU(s) and date range selected.
 - ii. Each report also displays FIPS, Juvenile Number, Juvenile Name, Primary PO, Genetic Sex, Race/Ethnicity, Most Serious Offense, Closed Code, End Date, and Case Status when expanded.
- b. From the Community Insight Reports screen click the **Probation Discharge Evaluation** hyperlink and the Discharge Evaluation Summary 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 Report Viewer screen.
 1. If available, click the “+” button to expand portions of the report and display additional information.

[illegible]

11. YASI Reassessments Due

-
- The screenshot shows the 'Open Parole YASI Reassessments Due' application window. The interface includes several filter sections: 'Report Date' (empty), 'Status Type' (dropdown with 'Parole' selected), 'Report Type' (dropdown with 'Parole' selected), 'Report Option' (dropdown with 'Probation' selected), 'Genetic Sex' (checkboxes for All, Male, Female), 'Race/Ethnicity' (checkboxes for All Ethnicities, Hispanic, Non-Hispanic), and 'Status' (empty). To the right, there are dropdowns for 'CSU' (All), 'IPS' (All), 'Year' (2022), and 'Month' (May). A 'Generate' button is located to the right of the 'Month' dropdown. Below these filters, there are sections for 'Risk Level' (checkboxes for All, No Risk, Low), 'Sort By' (dropdown with 'Summarized By' selected), and 'Genetic Sex' (dropdown). At the bottom, there is a 'Juvenile #' field and a 'Get History' button. The window has a standard Windows title bar and a toolbar at the bottom with navigation icons and a 'Find | Next' button.

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Open Parole YASI Reassessments Due

Report Data
 Status Type: Parole CSU: Richmond City (CSU) - 013 Year: 2022 Help
 Report Type: Simple FIPS: Richmond - 760 Month: May Generate

Report Options
 Genetic Sex: Race/Ethnicity: Status:
☒ All ☒ All Ethnicities Risk Level: Sort By: Supervisor ASC
☐ Male ☒ Hispanic ☐ No Risk Low Summarized By: Genetic Sex Apply
☐ Female ☐ Non-Hispanic

Juvenile #: Get History

1 of 1 100% Find / Next

Virginia Department Of Juvenile Justice
YASI Reassessment Due For Open Parole Cases
Richmond City (CSU)

FIPS: Richmond
 Filter: None

Supervisor	Worker	Juvenile Number	Juvenile Name	Case Status	Status Start	Last Review/ Release	Review Due Date	Dynamic Risk Level	Overall Risk Level	Days Over due
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0
Charles E. Hayes	Charles Hayes	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	00000000000000000000	High	High	0

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 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.
- b. From the Community Insight Reports screen click the **MHSTP Community Pre-Release Meeting** hyperlink and the MHSTP Community Pre-Release Meeting screen will appear.
 - i. The **CSU** and **FIPS** fields will auto-populate to "All." If required, change the criteria using the drop-down **CSU** and **FIPS** menus.
 - ii. Click the **Generate** button, and the report will appear at the bottom of the MHSTP Community Pre-Release Meeting screen.

MHSTP Community Pre-Release Meeting

Help

Generate

CSU -All-

FIPS -All-

of 100% Find | Next

[illegible]

13. MHSTP Community Parole Meeting

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

Juvenile Number	Last Name	First Name	Alert	JCC Release Date	MHSTP 90 Day Due Date	Review Status	Last Review
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18
10000000000000000000	JOHNSON	JOHNSON	Supervised	10/01/18	10/01/18	Completed	10/01/18

14. Diversion Cases Open More Than 90 Days

- The **Diversion Cases Open More Than 90 Days** report, available via the **Diversion Cases Open More Than 90 Days** hyperlink, displays CSU, FIPS, Supervisor, Worker, Juvenile Number, Juvenile Name, Status Start Date, and Days Open.
- From the *Community Insight Reports* screen click the **Diversion Cases Open More Than 90 Days** hyperlink and the *Diversion Cases Open More Than 90 Days* screen will appear.
 - The **CSU** and **FIPS** fields will auto-populate to "All." If required, change the criteria using the drop-down **CSU** and **FIPS** menus.
 - Click the **Generate** button, and the report will appear at the bottom of the *Diversion Cases Open More Than 90 Days* screen.

CSU	FIPS	Supervisor	Worker	Juvenile Number	Juvenile Name	Status Start Date	Days Open
Abingdon (CSU)	520	Reynolds, Courtney	Heathman, G. Heather	10000000000000000000	JOHNSON, MICHAEL DAVID	07/26/21	739
		Reynolds, Courtney	Heathman, G. Heather	10000000000000000000	JOHNSON, MICHAEL DAVID	06/28/21	767
	173	Reynolds, Courtney	Joseph, Aaron M. PhD	10000000000000000000	JOHNSON, MICHAEL DAVID	07/30/21	735
	191	Reynolds, Courtney	Heathman, G. Heather	10000000000000000000	JOHNSON, MICHAEL DAVID	06/17/21	778
		Reynolds, Courtney	Heathman, G. Heather	10000000000000000000	JOHNSON, MICHAEL DAVID	08/05/21	729
		Reynolds, Courtney	Heathman, G. Heather	10000000000000000000	JOHNSON, MICHAEL DAVID	08/05/21	729
Total CSU				8			
Accomac (CSU)	001	Reynolds, Courtney	Heathman, G. Heather	10000000000000000000	JOHNSON, MICHAEL DAVID	06/03/21	792

15. DRT - Exceptions

- The **DRT Exceptions Report**, available via the **DRT - Exceptions** hyperlink, lists the Region, CSU, Worker Name, Date Saved, DRT #, Juvenile Number, Juvenile Name, Total DRT Score, Indicated DRT Recommendation, and Actual DRT Recommendation for the CSU(s), Region(s), and time period selected.
- From the *Community Insight Reports* screen click the **DRT - Exceptions** hyperlink and the *DRT Exceptions* screen will appear.
 - Use the (i) **Begin Date** and (ii) **End Date** drop-down calendars to select the desired period, the (iii) **Region** drop-down menu to select the desired region(s), and the (iv) **CSU** scroll menu to select the desired CSU(s).
 - Click the **Generate** button and the **DRT Exceptions Report** will appear in the *Report Viewer* screen.

Please provide the following parameters and click Generate to generate the report.

Begin Date: 2/ 5/2025 End Date: 2/ 5/2025

Region: All

CSU(s):

- ☒ All
- ☐ 001 - Chesapeake
- ☐ 002 - Virginia Beach
- ☐ 02A - Accomack
- ☐ 003 - Portsmouth
- ☐ 004 - Norfolk
- ☐ 005 - Suffolk
- ☐ 006 - Hopewell

Generate

Report Viewer

Virginia Department of Juvenile Justice
DRT Exceptions Report
From 2/1/2025 to 2/5/2025

Region	CSU	Worker Name	Date Saved	DRT #	Juvenile Number	Juvenile Name	Total DRT Score	Indicated DRT Recommendation	Actual DRT Recommendation
Southern Region	Richmond								

Exception Justification:

*This report displays all DRT records with a CSU Director Approved Exception for the selected region(s), CSU(s), and timeframe.

Run Date: 2/5/2025 Page 1 of 1

16. DRT - Incompletes

- The **Incomplete DRTs Report**, available via the **DRT - Incompletes** hyperlink, lists the Region, CSU, Date Saved, DRT #, Juvenile Number, Juvenile Name, and Worker Name for the CSU(s) and Region(s) selected.
- From the *Community Insight Reports* screen click the **DRT - Incompletes** hyperlink and the **DRT Incomplete** screen will appear.
 - Use the (i) **Region** drop-down menu to select the desired region(s) and the (ii) **CSU** scroll menu to select the desired CSU(s).
 - Click the **Generate** button and the **Incomplete DRTs Report** will appear in the *Report Viewer* screen.

Please provide the following parameters and click Generate to generate the report.

Region: All

CSU(s):

- ☒ All
- ☐ 001 - Chesapeake
- ☐ 002 - Virginia Beach
- ☐ 02A - Accomack
- ☐ 003 - Portsmouth
- ☐ 004 - Norfolk
- ☐ 005 - Suffolk
- ☐ 006 - Hopewell

Generate

Report Viewer

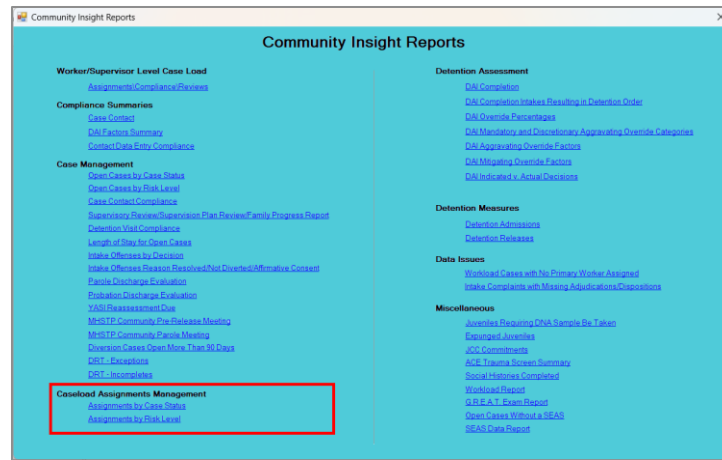
Virginia Department of Juvenile Justice
Incomplete DRTs Report

Region	CSU	Date Saved	DRT #	Juvenile Number	Juvenile Name	Worker Name
Central Region	Fredericksburg	2/1/2025	1	001001	James, Jonathan	James, James
Eastern Region	Accomack	2/1/2025	1	001001	James, Jonathan	James, James
	Virginia Beach	2/1/2025	1	001001	James, Jonathan	James, James
Mid-West Region	Halifax	2/1/2025	1	001001	James, Jonathan	James, James
	Halifax	2/1/2025	1	001001	James, Jonathan	James, James
	Lynchburg	2/1/2025	1	001001	James, Jonathan	James, James
Northern Region	Charlottesville	2/1/2025	1	001001	James, Jonathan	James, James
Southern Region	Petersburg	2/1/2025	1	001001	James, Jonathan	James, James
	Richmond	2/1/2025	1	001001	James, Jonathan	James, James
	Richmond	2/1/2025	1	001001	James, Jonathan	James, James
	Suffolk	2/1/2025	1	001001	James, Jonathan	James, James
Western Region	Martinsville	2/1/2025	1	001001	James, Jonathan	James, James
	Martinsville	2/1/2025	1	001001	James, Jonathan	James, James
	Pulaski	2/1/2025	1	001001	James, Jonathan	James, James

*This report displays all DRT records with a missing Actual DRT Recommendation for the selected region(s) and CSU(s).

Run Date: 2/5/2025 Page 1 of 1

Caseload Assignments Management

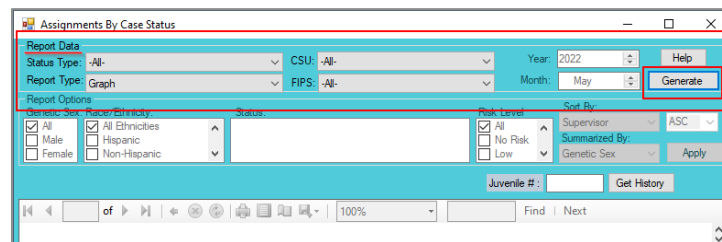


For the following reports: refer to [Appendix B](#) for instructions using the **Report Type** drop-down menu; refer to [Appendix C](#) for instructions using embedded hyperlinks; refer to [Appendix D](#) for instructions using the items in the **Report Options** section; and refer to [Appendix E](#) 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 [Appendix B](#)). Additionally, **Report Types** “Graph” and “Summary” will often contain embedded hyperlinks that allow the user to display additional data detail (see [Appendix C](#)).

1. Assignments by Case Status

- The **Assignments by Case Status** report, available via the **Assignments by Case Status** hyperlink, displays CSU, FIPS, Supervisor, Worker, Caseload Number, Juvenile Number, Juvenile Name, Case Status, and Start Date when **Report Type** “Simple” is selected.
 - The report also 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 when **Report Type** “CSU/FIPS” is selected.
- From the Community Insight Reports screen click the **Assignments by Case Status** hyperlink and the Assignments By Case Status 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.



- Click the **Generate** button, and the selected status type report will appear at the bottom of the Assignments By Case Status screen.
- After the report is generated, the items in the **Report Options** section will become available (see [Appendix D](#)). 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.

[illegible]

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 CSU, FIPS, Total, No Risk, Low, Medium, High, Pending, Missing, and N/A - ICJ.
- b. From the Community Insight Reports screen click the **Assignments by Risk Level** hyperlink and the Assignments By Risk Level 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.

Assignments By Risk Level

Report Data

Status Type: -All- Year: 2022 Help

Report Type: CSU/FIPS FIPS: -All- Month: May Generate

Report Options

Genetic Sex: Race/Ethnicity: Status: Risk Level: Sort By: ASC

☒ All ☒ All Ethnicities ☒ All ☐ No Risk

☐ Male ☐ Hispanic ☐ Low

☐ Female ☐ Non-Hispanic Summarized By: Apply

Juvenile #: Get History

100% Find | Next

- ii. Click the **Generate** button, and the report will appear at the bottom of the *Assignments By Risk Level* screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see *Appendix D*). 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.

Assignments By Risk Level

Report Data
 Status: All CSU - All - Year: 2022 - Help
 Report Type: CSU/FIPS FIPS - All - Month: May - Generate

Report Options
 Genetic Sex: Race/Ethnicity: Status: Risk Level: Sort By: ASC
☒ All ☒ All Ethnicities ☒ All ☒ No Risk Summarized By: Apply
☐ Male ☐ Hispanic ☐ Low
☐ Female ☐ Non-Hispanic

Juvenile #: Get History

1 of 1 100% Find | Next

Assignments by Risk Level
 For All CSUs, FIPS: All

Filter: None

CSU	Total	No Risk	Low	Medium	High	Pending	Missing	N/A - ICJ
Abington (CSU) - 028	71	0 0.0%	11 15.5%	22 31.0%	13 18.3%	0 0.0%	24 33.8%	1 1.4%
Accomac (CSU) - 02A	58	0 0.0%	7 12.1%	8 13.8%	6 10.3%	0 0.0%	36 62.1%	1 1.7%
Alexandria (CSU) - 018	76	0 0.0%	5 6.6%	21 27.6%	23 30.3%	0 0.0%	25 32.9%	2 2.6%
Appomattox (CSU) - 010	78	0 0.0%	6 7.7%	20 25.6%	7 9.0%	0 0.0%	45 57.7%	0 0.0%
Arlington (CSU) - 017	89	0 0.0%	9 10.1%	20 22.5%	10 11.2%	0 0.0%	49 55.1%	1 1.1%
Charlottesville (CSU) - 015	207	0 0.0%	45 21.7%	49 23.7%	57 27.5%	1 0.5%	55 26.6%	0 0.0%
Chesapeake (CSU) - 001	150	0 0.0%	32 21.3%	50 33.3%	22 14.7%	0 0.0%	44 29.3%	2 1.3%
Chesterfield (CSU) - 012	150	0 0.0%	25 16.7%	35 23.3%	56 37.3%	0 0.0%	33 22.0%	1 0.7%
Fairfax (CSU) - 019	397	0 0.0%	31 7.8%	80 20.2%	99 24.9%	0 0.0%	183 46.1%	4 1.0%
Fredericksburg (CSU) - 015	522	0 0.0%	27 5.2%	56 10.7%	45 8.6%	0 0.0%	391 74.9%	3 0.6%
Gate City (CSU) - 030	128	0 0.0%	36 28.1%	39 30.5%	14 10.9%	0 0.0%	38 29.7%	1 0.8%
Hampton (CSU) - 008	273	0 0.0%	14 5.1%	59 21.6%	74 27.1%	0 0.0%	125 45.8%	1 0.4%
Hampton South (CSU)	433	0 0.0%	53 12.0%	60 13.9%	85 19.6%	0 0.0%	294 67.4%	5 1.1%

Detention Assessment

Community Insight Reports

Community Insight Reports

Worker/Supervisor Level Case Load
 Assignments/Compliance/Reviews

Compliance Summaries
 Case Contact
 DAI Factors Summary
 Contact Data Entry Compliance

Case Management
 Open Cases by Case Status
 Open Cases by Risk Level
 Case Contact Compliance
 Supervisory Review/Supervision Plan Review/Family Progress Report
 Detention Visit Compliance
 Length of Stay for Open Cases
 Intake Offenses by Decision
 Intake Offenses Reason Resolved/Not Resolved/Alternative Contact
 Parole Discharge Evaluation
 Probation Discharge Evaluation
 XRD Reassessment Due
 MHTT Community Pre Release Meeting
 MHTT Community Parole Meeting
 Detention Cases Open More Than 90 Days
 DRT - Executions
 DRT - Incompletes

Case Load Assignments Management
 Assignments by Case Status
 Assignments by Risk Level

Detention Assessment
[DAI Completion](#)
[DAI Completion Intakes Resulting in Detention Order](#)
[DAI Override Percentages](#)
[DAI Mandatory and Discretionary Aggravating Override Categories](#)
[DAI Aggravating Override Factors](#)
[DAI Mitigating Override Factors](#)
[DAI Resolved v. Actual Decisions](#)

Detention Measures
 Detention Admissions
 Detention Releases

Data Issues
 Workload Cases with No Primary Worker Assigned
 Intake Complaints with Missing Adjudication/Disposition

Miscellaneous
 Juveniles Requiring DNA Sample Be Taken
 Reassigned Juveniles
 AIC Comments
 AIC Training Screen Summary
 Social Histories Completed
 Workload Report
 A.R.A.T. Screen Report
 Open Cases Without a DCAI
 DCAI Data Report

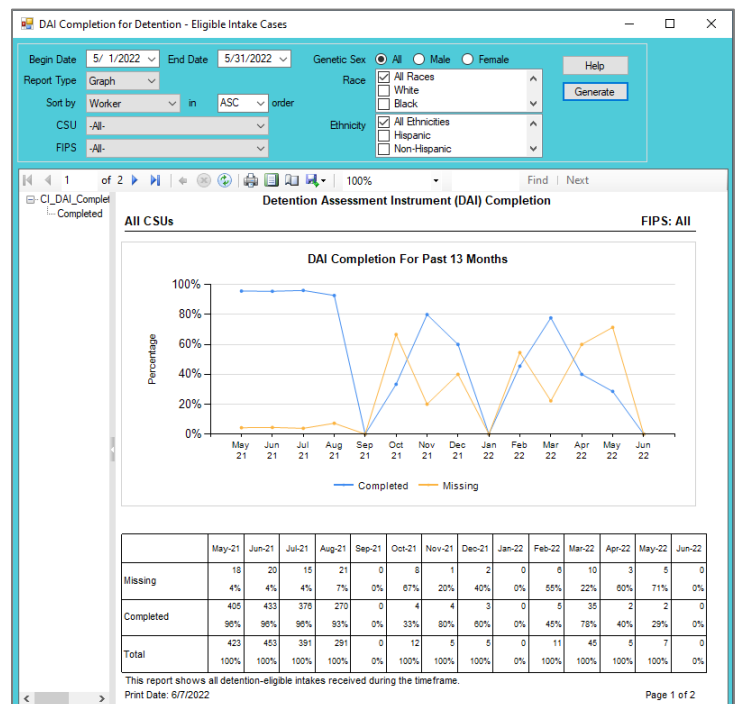
For the following reports: refer to [Appendix B](#) for instructions using the **Report Type** drop-down menu; and refer to [Appendix C](#) for instructions using embedded hyperlinks.

- 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

- The **DAI Completion for Detention – Eligible Intake Cases** report is available via the **DAI Completion** hyperlink.
 - The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and DAI when **Report Type** "Simple" is selected.
 - The report also displays count and percentage of DAI completion for Missing, Completed, and Total when **Report Type** "Graph" is selected.

- b. From the *Community Insight Reports* screen click the **DAI Completion** hyperlink and the *DAI Completion for Detention – Eligible Intake Cases* screen will appear.
- If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down 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.
 - Click the **Generate** button, and the report will appear at the bottom of the *DAI Completion for Detention – Eligible Intake Cases* 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.
 - The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and DAI when **Report Type** “Simple” is selected.
 - The report also displays count and percentage of DAI completion for DAI completed, DAI NOT Completed / Missing and Total when **Report Type** “Graph” is selected.
- From the *Community Insight Reports* screen click the **DAI Completion Intakes Resulting in Detention Order** hyperlink and the *DAI Completion Intakes Resulting in Detention Order* screen will appear.
 - If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down 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.
 - Click the **Generate** button, and the report will appear at the bottom of the *DAI Completion Intakes Resulting in Detention Order* screen.

DAI Completion Intakes Resulting in Detention Order

Begin Date: 5/1/2022 End Date: 5/31/2022 Genetic Sex: ☒ All ☐ Male ☐ Female

Report Type: Graph Race: ☒ All Races ☐ White ☐ Black

Sort by: Worker in ASC order Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic

CSU: -All- FIPS: -All-

Generate

DAI Completion - Intakes Resulting in Detention Order

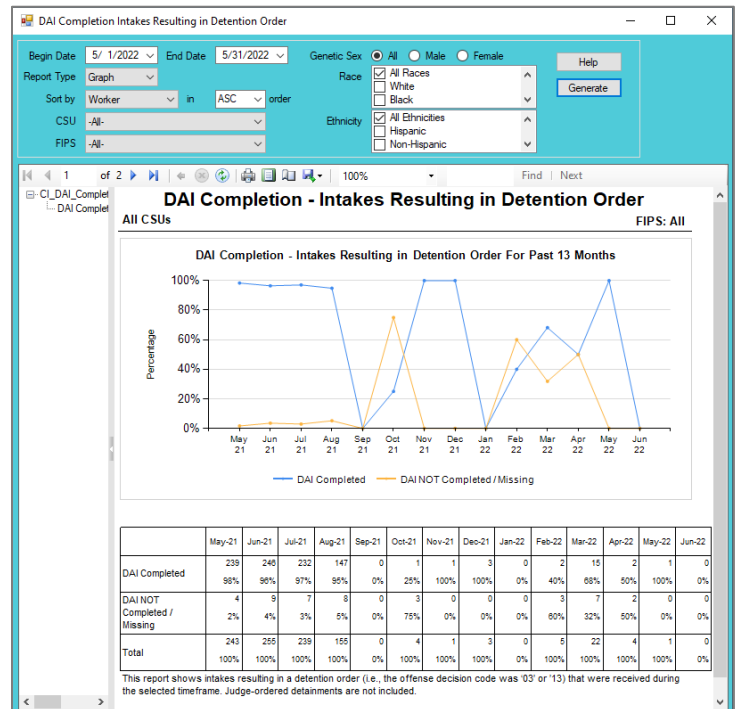
For All CSUs from 5/1/2022 to 5/31/2022

FIPS: All Filter: None

Worker	CSU	FIPS	Case Number	Juvenile Name	Juvenile Number	Opened	Closed	DAI

This report shows intakes resulting in a detention order (i.e., the offense decision code was '03' or '13') that were received during the selected timeframe. Judge-ordered detentions are not included.

Print Date: 6/7/2022 Page 1 of 1



3. DAI Override Percentages

- The **DAI Override Percentages** report is available via the **DAI Override Percentages** hyperlink.
 - The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Override when **Report Type** "Simple" is selected.
 - The report also displays count and percentage of DAI overrides for Secure Detention - Override, Secure Detention - No Override, and Total when **Report Type** "Graph" is selected.
- From the Community Insight Reports screen click the **DAI Override Percentages** hyperlink and the DAI Override Percentages 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.
 - Click the **Generate** button, and the report will appear at the bottom of the DAI Override Percentages screen.

DAI Override Percentages

Begin Date: 5/1/2022 End Date: 5/31/2022 Genetic Sex: ☒ All ☐ Male ☐ Female

Report Type: Graph Race: ☒ All Races ☐ White ☐ Black

Sort by: Worker in ASC order Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic

CSU: -All- FIPS: -All-

Generate

DAI Override Percentages

Begin Date: 5/1/2022 End Date: 5/31/2022 Genetic Sex: ☒ All ☐ Male ☐ Female

Report Type: Simple Sort by: Worker in ASC order Race: ☒ All Races ☐ White ☐ Black

CSU: -All- Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic

FIPS: -All-

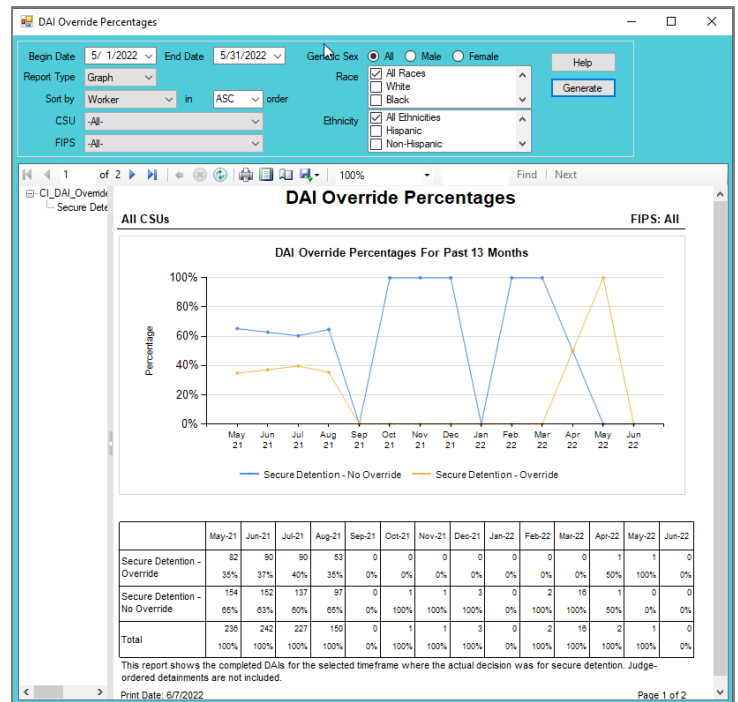
DAI Override Percentages
For All CSUs from 5/1/2022 to 5/31/2022

FIPS: All Filter: None

worker	csu	fips	Case Number	juvenile name	juvenile number	opened	closed	override

This report shows the completed DAIs for the selected timeframe where the actual decision was for secure detention. Judge-ordered detentions are not included.

Print Date: 6/7/2022 Page 1 of 1



4. DAI Mandatory and Discretionary Aggravating Override Categories

- The **DAI Mandatory and Discretionary Aggravating Override Categories** report is available via the **DAI Mandatory and Discretionary Aggravating Override Categories** hyperlink.
 - The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Override Category when **Report Type** "Simple" is selected.
 - The report also displays count and percentage of DAI override categories for Mandatory Firearm, Mandatory Weapon, Mandatory Escape/AWOL/Absconder, Mandatory Local Court Policy, Discretionary Aggravating, Discretionary Approved Sanction, and Total when **Report Type** "Graph" is selected.
- From the *Community Insight Reports* screen click the **DAI Mandatory and Discretionary Aggravating Override Categories** hyperlink and the *DAI Mandatory and Discretionary Aggravating Override Categories* 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 (viii) **Race** and (ix) **Ethnicity** checkboxes.
 - Click the **Generate** button, and the report will appear at the bottom of the *DAI Mandatory and Discretionary Aggravating Override Categories* screen.

DAI Mandatory and Discretionary Aggravating Override Categories

Begin Date: 5/1/2022 End Date: 5/31/2022 Genetic Sex: ☒ All ☐ Male ☐ Female

Report Type: Graph Sort by: Worker in ASC order Race: ☒ All Races ☐ White ☐ Black

CSU: -All- Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic

FIPS: -All-

Generate

1 of 1 Find | Next

DAI Mandatory and Discretionary Aggravating Override Categories

Begin Date: 5/1/2022 End Date: 5/31/2022 Genetic Sex: ☒ All ☐ Male ☐ Female

Report Type: Simple Race: ☒ All Races ☐ White ☐ Black

Sort by: Worker in ASC order Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic

CSU: -All- FIPS: -All-

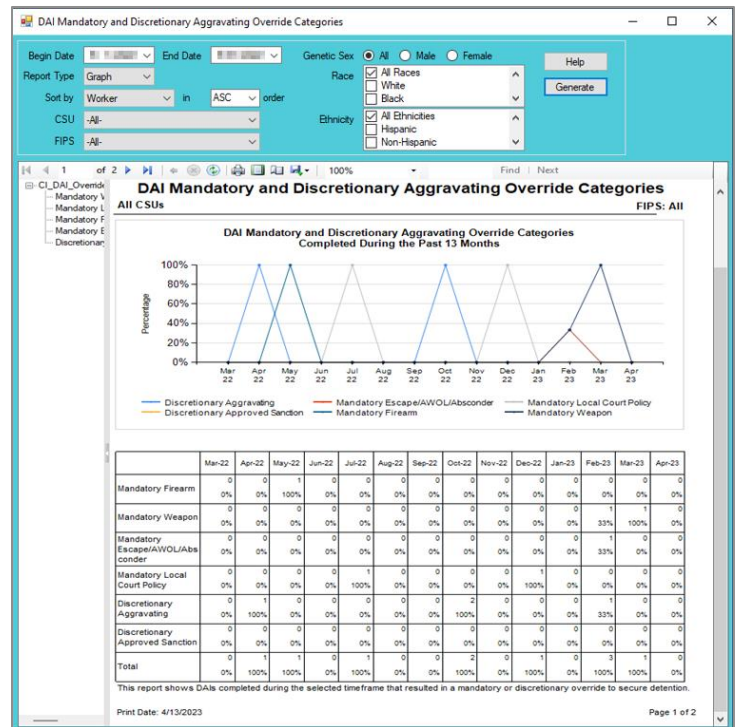
DAI Mandatory and Discretionary Aggravating Override Categories
For All CSUs from 5/1/2022 to 5/31/2022

FIPS: All Filter: None

Worker	CSU	FIPS	Case Number	Juvenile Name	Juvenile Number	Opened	Closed	Override Category
								Mandatory Firearm

This report shows DAIs completed during the selected timeframe that resulted in a mandatory or discretionary override to secure detention.

Print Date: 6/7/2022 Page 1 of 1



5. DAI Aggravating Override Factors

- The **DAI Aggravating Override Factors** report is available via the **DAI Aggravating Override Factors** hyperlink.
 - The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Override Factor when **Report Type** "Simple" is selected.
 - The report also 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 when **Report Type** "Graph" is selected.
- From the Community Insight Reports screen click the **DAI Aggravating Override Factors** hyperlink and the DAI Aggravating Override Factors 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 (viii) **Race** and (ix) **Ethnicity** checkboxes.
 - Click the **Generate** button, and the report will appear at the bottom of the DAI Aggravating Override Factors screen.

DAI Aggravating Override Factors

Begin Date: 5/1/2022 End Date: 5/31/2022 Genetic Sex: ☒ All ☐ Male ☐ Female

Report Type: Graph Race: ☒ All Races ☐ White ☐ Black

Sort by: Worker in ASC order Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic

CSU: -All- FIPS: -All-

Generate

1 of 1 Find | Next

6. DAI Mitigating Override Factors

- The **DAI Mitigating Override Factors** report is available via the **DAI Mitigating Override Factors** hyperlink.
 - The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Override Factor when **Report Type** “Simple” is selected.
 - The report also 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 when **Report Type** “Graph” is selected.
- From the *Community Insight Reports* screen click the **DAI Mitigating Override Factors** hyperlink and the *DAI Mitigating Override Factors* 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.
 - Click the **Generate** button, and the report will appear at the bottom of the *DAI Mitigating Override Factors* screen.

DAI Mitigating Override Factors
For All CSUs from 2/1/2022 to 5/31/2022

Worker	CSU	FIPS	Case Number	Juvenile Name	Juvenile Number	Opened	Closed	Override Factor
								Parent Able/Willing
								Other

This report shows DAIs completed during the selected timeframe that resulted in a discretionary mitigating override.

Print Date: 6/7/2022 Page 1 of 1

DAI Mitigating Override Factors
For All CSUs from 2/1/2022 to 5/31/2022

Worker	CSU	FIPS	Case Number	Juvenile Name	Juvenile Number	Opened	Closed	Override Factor
								Parent Able/Willing
								Other

This report shows DAIs completed during the selected timeframe that resulted in a discretionary mitigating override.

Print Date: 6/7/2022 Page 1 of 2

7. DAI Indicated v. Actual Decisions

- The **DAI Indicated v. Actual Decisions** report is available via the **DAI Indicated v. Actual Decisions** hyperlink.
 - The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Outcome when **Report Type** "Simple" is selected.
 - The report also 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 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.
- From the *Community Insight Reports* screen click the **DAI Indicated v. Actual Decisions** hyperlink and the *DAI Indicated v. Actual Decisions* 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.
 - Click the **Generate** button, and the report will appear at the bottom of the *DAI Indicated v. Actual Decisions* screen.

DAI Indicated v. Actual Decisions

Worker	CSU	FIPS	Case Number	Juvenile Name	Juvenile Number	Opened	Closed	Outcome
								Parent Able/Willing
								Other

This report shows DAIs completed during the selected timeframe that resulted in a discretionary mitigating override.

Print Date: 6/7/2022 Page 1 of 1

DAI Indicated v. Actual Decisions

Begin Date: 5/1/2022 End Date: 5/31/2022 Genetic Sex: ☒ All ☐ Male ☐ Female

Report Type: Simple

Sort by: Worker in ASC order

Race: ☒ All Races ☐ White ☐ Black

Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic

CSU: -All- FIPS: -All-

Generate

1 of 1

DAI Indicated v. Actual Decisions

For All CSUs from 5/1/2022 to 5/31/2022

FIPS: All Filter: None

Worker	CSU	FIPS	Case Number	Juvenile Name	Opened	Closed	Outcome
							No Override
							No Override
							Release / Sec. Det.

This report shows DAI completed during the timeframe. Judge-ordered detentions are not included.

Print Date: 6/7/2022 Page 1 of 1

DAI Indicated v. Actual Decisions

Begin Date: 5/1/2022 End Date: 5/31/2022 Genetic Sex: ☒ All ☐ Male ☐ Female

Report Type: Graph

Sort by: Worker in ASC order

Race: ☒ All Races ☐ White ☐ Black

Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic

CSU: -All- FIPS: -All-

Generate

1 of 2

	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
No Override	472	479	382	313	0	4	4	3	0	3	34	1	2	0
Detention	75%	72%	71%	72%	0%	100%	100%	100%	0%	60%	100%	50%	67%	0%
Alt/Release	24	45	38	30	0	0	0	0	0	0	0	0	0	0
Secure	4%	7%	7%	7%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Release/Alt	31	32	20	14	0	0	0	0	0	1	0	0	0	0
Detention/Release	5%	0%	4%	3%	0%	0%	0%	0%	0%	20%	0%	0%	0%	0%
Secure	14	10	9	12	0	0	0	0	0	0	0	0	0	0
Release/Alt	2%	2%	2%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Detention/Alt	10	7	4	10	0	0	0	0	0	1	0	0	0	0
Secure	2%	1%	1%	2%	0%	0%	0%	0%	0%	20%	0%	0%	0%	0%
Release/Secure	37	43	47	22	0	0	0	0	0	0	0	0	1	0
Detention	6%	6%	9%	5%	0%	0%	0%	0%	0%	0%	0%	0%	33%	0%
Alt/Secure	45	47	43	31	0	0	0	0	0	0	0	1	0	0
Detention	7%	7%	8%	7%	0%	0%	0%	0%	0%	0%	0%	50%	0%	0%
Total	633	663	551	432	0	4	4	3	0	5	34	2	3	0
	100%	100%	100%	100%	0%	100%	100%	100%	0%	100%	100%	100%	100%	0%

This report shows DAI completed during the timeframe. Judge-ordered detentions are not included.

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Detention Measures

Community Insight Reports

Community Insight Reports

Worker/Supervisor Level Case Load

- Assignments/Compliance/Reviews

Compliance Summaries

- Case Contact
- DAI Factors Summary
- Connect Data Entry Compliance

Case Management

- Case Cases by Case Status
- Case Cases by Risk Level
- Case Contact Compliance
- Supervisory Review/Supervision Plan Review/Family Progress Report
- Detention Visit Compliance
- Length of Stay for Case Cases
- Initial Offense by Decision
- Initial Offense Reason Resolved/Not Resolved/Alternative Contact
- Parole Discharge Evaluation
- Production Discharge Evaluation
- 100% Reassessment Due
- Monthly Community Plan Release Meeting
- Monthly Community Plan Release Meeting
- Detention Cases Open More Than 90 Days
- DET - Resolutions
- DET - Incomplete

Case Load Assignments Management

- Assignments by Case Status
- Assignments by Risk Level

Detention Assessment

- DAI Completion
- DAI Completion Status Resulting in Detention Order
- DAI Completion Percentages
- DAI Mandatory and Disciplinary Approving Override Categories
- DAI Approving Override Factors
- DAI Approving Override Factors
- DAI Indicated v. Actual Decisions

Detention Measures

- Detention Admissions
- Detention Reviews

Data Issues

- Workload Cases with No Primary Worker Assigned
- Issue Compliance with Missing Adaptations/Questions

Miscellaneous

- Juveniles Requiring DNA Sample Be Taken
- Released Juveniles
- ACT Comments
- ACT Training Screen Summary
- Secret Histories Completed
- Workload Report
- DAI A.T. Screen Report
- Open Cases Without a SEAS
- SEAS Data Report

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

1. Detention Admissions

- 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 Intake Worker, Intake CSU, Intake FIPS, Juvenile Number, Juvenile Name, Initial Detention Facility, Admission, Release, Initial Status, Most Serious Offense Category, Days Detained, and DA Score.
 - When **Report Type** "Graph" is selected, count and percentage for each **Status Type** report is displayed.
- From the Community Insight Reports screen click the **Detention Admissions** hyperlink and the Secure Detention Admissions 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 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.”
3. **Length of Stay** report provides count and percentage of detention admissions by length of stay during pre-dispositional status: “3 Days or Less,” “4 – 21 Days,” “22 – 51 Days,” “More Than 51 Days,” and “Total.”

Secure Detection Admissions

Report Data

Status Type: Status Year: 2022 Help

Report Type: Graph Month: May Generate

Report Options

Genetic Sex: ☒ All ☐ Male ☐ Female

Race/Ethnicity: ☒ All Ethnicities ☐ Hispanic ☐ Non-Hispanic

Status:

Risk Level: ☒ All ☐ No Risk ☐ Low

Sort By: Intake Worker Summarized By: Genetic Sex Apply

Juvenile #: Get History

of 100% Find | Next

Secure Detention Admissions

Report Date: [Date Picker] Status: [Status] Status Type: [Status Type] Report Type: [Report Type] DAI Categories: [DAI Categories] Length of Stay: [Length of Stay] Report Options: [Report Options] Genetic Sex: [Genetic Sex] Risk Level: [Risk Level] Sort By: [Sort By]

Generate

of [Page Number] Find | Next

- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the Secure Detention Admissions [Status Type drop-down menu selected] screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see [Appendix D](#)). 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.

[illegible]

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 Intake Worker, Intake CSU, Intake FIPS, Juvenile Number, Juvenile Name, Initial Detention Facility, Admission, Release, Initial Status, Most Serious Offense Category, Days Detained, and DA Score.
 - ii. When **Report Type** “Graph” is selected, count and percentage for each **Status Type** report is displayed.
- b. From the Community Insight Reports screen click the **Detention Releases** hyperlink and the Secure Detention Releases 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. **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.”

3. **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.”

- ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Secure Detention Releases [Status Type drop-down menu selected]* screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see [Appendix D](#)). 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 Releases By Status
For All CSUs from 5/1/2021 to 5/31/2021

Intake Worker	Intake CSU	Intake FIPS	Juvenile Number	Juvenile Name	Initial Detention Facility	Admission Release	Initial Status	Most Serious Offense Category	Days Detained	BA Score
After Hours Intake	001	001	000001	Juanita, Juanita	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Felony Against Persons	10	
After Hours Intake	001	001	000002	Juanita, Juanita	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Misdemeanor Other	10	
After Hours Intake	001	001	000003	Juanita, Juanita	Pre-D Judge Ordered	Pre-D Judge Ordered	Pre-D Judge Ordered	Misdemeanor Against Persons	10	
After Hours Intake	001	001	000004	Juanita, Juanita	Pre-D Judge Ordered	Pre-D Judge Ordered	Pre-D Judge Ordered	Misdemeanor Against Persons	10	
After Hours Intake	001	001	000005	Juanita, Juanita	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Felony Against Persons	10	
After Hours Intake	001	001	000006	Juanita, Juanita	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Other Violations	10	
After Hours Intake	001	001	000007	Juanita, Juanita	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Felony Other	10	
After Hours Intake	001	001	000008	Juanita, Juanita	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Pre-D Not Judge Ordered	Felony Other	10	

Ref: Refer to [Appendix B](#) for instructions on how to use the **Report Options**.

Data Issues

Community Insight Reports

Worker/Supervisor Level Case Load	Detention Assessment
Assignments/Compliance/Reviews Compliance Summaries Case Contact Data Factors Summary Contact Data Entry Compliance Case Management Open Cases by Case Status Open Cases by Risk Level Case Contact Compliance Supervisory Review/Supervision Plan Review/Write Progress Report Detention Visit Compliance Length of Stay for Open Cases Intake Offenses Reason Resolved/Not Resolved/Informative Contact Parole Discharge Evaluation Probation Discharge Evaluation XRB Reassessment Due MOTIP Community Pre Release Meeting MOTIP Community Parole Meeting Open Cases Over 90 Days Old DST - Resolutions DST - Incomplete Case Load Assignments Management Assignments by Case Status Assignments by Risk Level	Detention Assessment DCA Completion DCA Completion Status Resulting in Detention Order DCA Overview Percentages DCA Mandatory and Discretionary Approving Offense Categories DCA Approving Offense Factors DCA Mitigating Offense Factors DCA Indicated v. Actual Decisions Detention Measures Detention Admissions Detention Releases Data Issues Workload Cases with No Primary Worker Assigned Intake Complaints with Missing Adjudications/Dispositions Miscellaneous Juveniles Requesting DNA Sample Be Taken Empowered Juveniles JCL Commitments ARL Juvenile Review Summary Social Histories Completed Workload Report G.R.E.A.T. Event Report Open Cases Without a SEAS SEAS Data Report

For the following reports: refer to [Appendix B](#) for instructions using the **Report Type** drop-down menu; refer to [Appendix C](#) for instructions using embedded hyperlinks; refer to [Appendix D](#) for instructions using the items in the **Report Options** section; and refer to [Appendix E](#) 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.
 - i. The **Juvenile Intake Complaints with Missing Adjudications/Dispositions** 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.
- b. From the Community Insight Reports screen click the **Intake Complaints with Missing Adjudications/Dispositions** hyperlink and the Intake Complaints with Missing Adjudications/Dispositions 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 Report Viewer screen.

The image shows two screenshots. The left screenshot is the 'Intake Complaints with Missing Adjudications/Dispositions' form. It has a title bar, a close button, and a message: 'Please provide the following parameters and click Generate to generate the report.' Below this are three fields: 'Begin Date' (5/1/2022), 'End Date' (6/7/2022), and 'CSU' (Richmond City (CSU) - 013). A 'Generate' button is at the bottom. The right screenshot is the 'Report Viewer' window. It has a title bar, navigation controls, and a title: 'Juvenile Intake Complaints with Missing Adjudications/Dispositions For Richmond City (CSU) - 013 From 01/01/2022 to 06/07/2022'. It contains a table with columns: FIPS, Juvenile #, Juvenile Name, Intake Date, ICN, VCC Code, and Flag. The table has 6 rows of data. Below the table is a 'Flag Definitions' section with 5 numbered items explaining the flags. At the bottom, it says 'Print Date: 6/7/2022' and 'Page 1 of 1'.

FIPS	Juvenile #	Juvenile Name	Intake Date	ICN	VCC Code	Flag
760	013	Juvenile Name	Intake Date	ICN	VCC Code	1
760	013	Juvenile Name	Intake Date	ICN	VCC Code	1
760	013	Juvenile Name	Intake Date	ICN	VCC Code	1
760	013	Juvenile Name	Intake Date	ICN	VCC Code	1
760	013	Juvenile Name	Intake Date	ICN	VCC Code	1
760	013	Juvenile Name	Intake Date	ICN	VCC Code	1

Flag Definitions -

- 1 - The offense is missing the final adjudication and/or adjudication date. The dispositions and court order dates may also be missing. This group includes deferred adjudications.
ACTION: If the adjudication for the case is deferred, enter the deferred adjudication, deferred adjudication date, dispositions, and court order dates. If the adjudication for the case has been finalized, enter the adjudication and adjudication date; if applicable (e.g., the adjudication was guilty), also enter the dispositions and court order dates associated with the final adjudication.
- 2 - The adjudication for the offense was originally deferred, and the final adjudication and adjudication date has been entered. However, no disposition was entered.
ACTION: Enter the dispositions and court order dates associated with the deferred adjudication. If applicable (e.g., the final adjudication was guilty), also enter the dispositions and court order dates associated with the final adjudication.
- 3 - An adjudication and adjudication date were entered. However, no disposition entered.
ACTION: Enter the dispositions and court order dates.
- 4 - An adjudication, adjudication date, and disposition were entered. However, a disposition code is missing a court order date.
ACTION: Enter the court order dates.
- 5 - The adjudication is listed as FUGITIVE FILE.
ACTION: Check on the status of the case and update any information that is available.

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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 CSU, FIPS, Caseload Number, Juvenile Number, Juvenile Name, and Start Date.
- b. From the Community Insight Reports screen click the **Workload Cases with No Primary Worker Assigned** hyperlink and the Workload Cases with No Primary Worker Assigned 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.

The image shows the 'Workload Cases with No Primary Worker Assigned' form. It has a title bar, a close button, and a 'Report Data' section with dropdowns for 'Status Type' (All), 'CSU' (All), 'FIPS' (All), 'Year' (2022), and 'Month' (May). There is a 'Generate' button. Below this is a 'Report Options' section with checkboxes for 'Genetic Sex' (All, Male, Female), 'Race/Ethnicity' (All Ethnicities, Hispanic, Non-Hispanic), 'Status' (All, No Risk, Low), and 'Risk Level' (All, No Risk, Low). There is also a 'Sort By' dropdown (CSU) and a 'Summarized By' dropdown (ASC). At the bottom, there is a 'Juvenile #' field and a 'Get History' button. The bottom of the form has navigation controls and a 'Find | Next' button.

- ii. Click the **Generate** button, and the report will appear at the bottom of the Workload Cases with No Primary Worker Assigned screen.
- iii. After the report is generated, the items in the **Report Options** section will become available (see [Appendix D](#)). 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.

Miscellaneous

For the following reports: refer to [Appendix B](#) for instructions using the **Report Type** drop-down menu; refer to [Appendix C](#) for instructions using embedded hyperlinks; refer to [Appendix D](#) for instructions using the items in the **Report Options** section; and refer to [Appendix E](#) 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.

- The **DNA Samples Needed According to JTS Data** report, available via the **Juveniles Requiring DNA Sample Be Taken** hyperlink, identifies 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**, **Date Adjudicated**, and **Amend Charge**.
- From the **Community Insight Reports** screen click the **Juveniles Requiring DNA Sample Be Taken** hyperlink and the **Community Insight Report Parameters** screen will appear.
 - 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.
 - Click the **Generate** button, and the report will appear at the bottom of the **Community Insight Report Parameters** screen.

The screenshot shows the 'Community Insight Report Parameters' dialog box. It contains the following fields and values:

- Report Data: (empty)
- Status Type: All
- Report Type: Simple
- CSU: All
- FIPS: All
- Year: 2022
- Month: May

A red rectangular box highlights the 'Generate' button located to the right of the 'Month' dropdown.

Community Insight Report Parameters

Report Date

Status Type: All

Report Type: Simple

CSU: All

FIPS: All

Year: 2022

Month: May

Help

Generate

2 of 18

Find | Next

Charged Offense

Offense Date

Adjudicated

Date Adjudicated

Amend Charge

CSU 001 - Chesapeake (CSU)

Total # of samples needed: 178

Juv#: 1000

Date of Birth: 01/01/2000

01/01/2000

01/01/2000

01/01/2000

01/01/2000

01/01/2000

01/01/2000

01/01/2000

01/01/2000

01/01/2000

Juv#: 1001

Date of Birth: 01/01/2001

01/01/2001

01/01/2001

01/01/2001

Juv#: 1002

Date of Birth: 01/01/2002

01/01/2002

Charged Offense

Offense Date

Adjudicated

Date Adjudicated

Amend Charge

CSU 002 - Virginia Beach (CSU)

Total # of samples needed: 178

Juv#: 1003

Date of Birth: 01/01/2003

01/01/2003

01/01/2003

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 Community Insight Reports screen click the **Expunged Juveniles** hyperlink and the Expunged Juveniles 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 Report Viewer screen.

Expunged Juveniles

Please provide the following parameters and click Generate to generate the report.

CSU: Abington (CSU) - 028

Generate

Report Viewer

1 of 8 | 100%

Find | Next

Expunged Juvenile Cases for Abington (CSU) - 028
(Juveniles expunged during last expungement cycle or selected to be expunged.)

Last Name	First Name	Juvenile #	Detention Admission Seq	Age	DOB	Date Expunged
Series:	Total:	DOB Range:				
ALLEN, JAMES	ALLEN, JAMES	1000000000	001	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	002	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	003	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	004	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	005	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	006	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	007	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	008	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	009	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	010	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	011	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	012	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	013	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	014	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	015	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	016	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	017	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	018	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	019	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	020	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	021	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	022	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	023	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	024	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	025	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	026	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	027	18	01/01/1980	01/01/2000
ALLEN, JAMES	ALLEN, JAMES	1000000000	028	18	01/01/1980	01/01/2000

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 Community Insight Reports screen click the **JCC Commitments** hyperlink and the JCC Commitments 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 *Report Viewer* screen.

JCC Commitments

Please provide the following parameters and click Generate to generate the report.

Begin Date: 6/23/2022 End Date: 6/23/2022

CSU: Abingdon (CSU) - 028

Generate

Report Viewer

JCC Commitments From Richmond City (CSU) - 013
08/25/2019 - 06/23/2022

Juvenile #	Juvenile Name	Sex*	Race	Commitment Date
101001	Marquesha, Doreen	Female	Black	08/25/2019
101002	Shawn, Doreen	Female	Black	08/25/2019
101003	Shawn, Doreen	Female	Black	08/25/2019
101004	Shawn, Doreen	Female	Black	08/25/2019
101005	Shawn, Doreen	Female	Black	08/25/2019
101006	Shawn, Doreen	Female	Black	08/25/2019
101007	Shawn, Doreen	Female	Black	08/25/2019
101008	Shawn, Doreen	Female	Black	08/25/2019
101009	Shawn, Doreen	Female	Black	08/25/2019
101010	Shawn, Doreen	Female	Black	08/25/2019
101011	Shawn, Doreen	Female	Black	08/25/2019
101012	Shawn, Doreen	Female	Black	08/25/2019
101013	Shawn, Doreen	Female	Black	08/25/2019
101014	Shawn, Doreen	Female	Black	08/25/2019
101015	Shawn, Doreen	Female	Black	08/25/2019
101016	Shawn, Doreen	Female	Black	08/25/2019
101017	Shawn, Doreen	Female	Black	08/25/2019
101018	Shawn, Doreen	Female	Black	08/25/2019
101019	Shawn, Doreen	Female	Black	08/25/2019
101020	Shawn, Doreen	Female	Black	08/25/2019
101021	Shawn, Doreen	Female	Black	08/25/2019
101022	Shawn, Doreen	Female	Black	08/25/2019
101023	Shawn, Doreen	Female	Black	08/25/2019
101024	Shawn, Doreen	Female	Black	08/25/2019
101025	Shawn, Doreen	Female	Black	08/25/2019
101026	Shawn, Doreen	Female	Black	08/25/2019
101027	Shawn, Doreen	Female	Black	08/25/2019
101028	Shawn, Doreen	Female	Black	08/25/2019
101029	Shawn, Doreen	Female	Black	08/25/2019
101030	Shawn, Doreen	Female	Black	08/25/2019
101031	Shawn, Doreen	Female	Black	08/25/2019
101032	Shawn, Doreen	Female	Black	08/25/2019
101033	Shawn, Doreen	Female	Black	08/25/2019
101034	Shawn, Doreen	Female	Black	08/25/2019
101035	Shawn, Doreen	Female	Black	08/25/2019
101036	Shawn, Doreen	Female	Black	08/25/2019
101037	Shawn, Doreen	Female	Black	08/25/2019
101038	Shawn, Doreen	Female	Black	08/25/2019
101039	Shawn, Doreen	Female	Black	08/25/2019
101040	Shawn, Doreen	Female	Black	08/25/2019
101041	Shawn, Doreen	Female	Black	08/25/2019
101042	Shawn, Doreen	Female	Black	08/25/2019
101043	Shawn, Doreen	Female	Black	08/25/2019
101044	Shawn, Doreen	Female	Black	08/25/2019
101045	Shawn, Doreen	Female	Black	08/25/2019
101046	Shawn, Doreen	Female	Black	08/25/2019
101047	Shawn, Doreen	Female	Black	08/25/2019
101048	Shawn, Doreen	Female	Black	08/25/2019
101049	Shawn, Doreen	Female	Black	08/25/2019
101050	Shawn, Doreen	Female	Black	08/25/2019
101051	Shawn, Doreen	Female	Black	08/25/2019
101052	Shawn, Doreen	Female	Black	08/25/2019
101053	Shawn, Doreen	Female	Black	08/25/2019
101054	Shawn, Doreen	Female	Black	08/25/2019
101055	Shawn, Doreen	Female	Black	08/25/2019
101056	Shawn, Doreen	Female	Black	08/25/2019
101057	Shawn, Doreen	Female	Black	08/25/2019
101058	Shawn, Doreen	Female	Black	08/25/2019
101059	Shawn, Doreen	Female	Black	08/25/2019
101060	Shawn, Doreen	Female	Black	08/25/2019
101061	Shawn, Doreen	Female	Black	08/25/2019
101062	Shawn, Doreen	Female	Black	08/25/2019
101063	Shawn, Doreen	Female	Black	08/25/2019
101064	Shawn, Doreen	Female	Black	08/25/2019
101065	Shawn, Doreen	Female	Black	08/25/2019
101066	Shawn, Doreen	Female	Black	08/25/2019
101067	Shawn, Doreen	Female	Black	08/25/2019
101068	Shawn, Doreen	Female	Black	08/25/2019
101069	Shawn, Doreen	Female	Black	08/25/2019
101070	Shawn, Doreen	Female	Black	08/25/2019
101071	Shawn, Doreen	Female	Black	08/25/2019
101072	Shawn, Doreen	Female	Black	08/25/2019
101073	Shawn, Doreen	Female	Black	08/25/2019
101074	Shawn, Doreen	Female	Black	08/25/2019
101075	Shawn, Doreen	Female	Black	08/25/2019
101076	Shawn, Doreen	Female	Black	08/25/2019
101077	Shawn, Doreen	Female	Black	08/25/2019
101078	Shawn, Doreen	Female	Black	08/25/2019
101079	Shawn, Doreen	Female	Black	08/25/2019
101080	Shawn, Doreen	Female	Black	08/25/2019
101081	Shawn, Doreen	Female	Black	08/25/2019
101082	Shawn, Doreen	Female	Black	08/25/2019
101083	Shawn, Doreen	Female	Black	08/25/2019
101084	Shawn, Doreen	Female	Black	08/25/2019
101085	Shawn, Doreen	Female	Black	08/25/2019
101086	Shawn, Doreen	Female	Black	08/25/2019
101087	Shawn, Doreen	Female	Black	08/25/2019
101088	Shawn, Doreen	Female	Black	08/25/2019
101089	Shawn, Doreen	Female	Black	08/25/2019
101090	Shawn, Doreen	Female	Black	08/25/2019
101091	Shawn, Doreen	Female	Black	08/25/2019
101092	Shawn, Doreen	Female	Black	08/25/2019
101093	Shawn, Doreen	Female	Black	08/25/2019
101094	Shawn, Doreen	Female	Black	08/25/2019
101095	Shawn, Doreen	Female	Black	08/25/2019
101096	Shawn, Doreen	Female	Black	08/25/2019
101097	Shawn, Doreen	Female	Black	08/25/2019
101098	Shawn, Doreen	Female	Black	08/25/2019
101099	Shawn, Doreen	Female	Black	08/25/2019
101100	Shawn, Doreen	Female	Black	08/25/2019

4. Adverse Childhood Experiences (ACE) Trauma Screen Summary

- 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.
- From the *Community Insight Reports* screen click the **ACE Trauma Screen Summary** hyperlink and the *ACE Trauma Screen Summary* screen will appear.
 - 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.
 - Click the **Generate** button, and the report will appear in the *Report Viewer* 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.

ACE Trauma Screen Summary

Please provide the following parameters and click Generate to generate the report.

Begin Date: 7/25/2022 End Date: 7/25/2022

CSU: All

Generate

Report Viewer

ACE Trauma Screen Summary
For All CSUs From 01/01/2021 to 07/25/2022

1. Did a parent or other adult in the household often or very often...Swear at you, insult you, put you down, or humiliate you? or act in a way that made you afraid that you might be physically hurt?	No	801	80%
	Yes	206	20%
	Total:	1,007	
2. Did a parent or other adult in the household often or very often... Push, grab, slap, or throw something at you? Or Ever hit you so hard that you had marks or were injured?	No	853	85%
	Yes	154	15%
	Total:	1,007	
3. Did an adult or person at least 5 years older than you ever...Touch or fondle you or have you touch their body in a sexual way? or attempt or actually have oral, anal, or vaginal intercourse with you?	No	909	90%
	Yes	98	10%
	Total:	1,007	
4. Did you often or very often feel that ...No one in your family loved you or thought you were important or special? or Your family didn't look out for each other, feel close to each other, or support each other?	No	753	75%
	Yes	254	25%
	Total:	1,007	
5. Did you often or very often feel that ...You didn't have enough to eat, had to wear dirty clothes, and had no one to protect you? or Your parents were too drunk or high to take care of you or take you to the doctor if you needed it?	No	921	91%
	Yes	86	9%
	Total:	1,007	
6. Were your parents ever separated or divorced?	No	358	36%
	Yes	649	64%

5. Social Histories Completed

- The **Social Histories Completed** report, available via the **Social Histories Completed** hyperlink, lists the Worker, CSU, Juvenile Number, Juvenile Name, Report Type, and Date Completed for the CSU(s) and time period selected.
- From the *Community Insight Reports* screen click the **Social Histories Completed** hyperlink and the *Social Histories Completed* screen will appear.
 - 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.

- ii. Click the **Generate** button, and the report will appear in the Report Viewer screen.

Worker	CSU	Juvenile Number	Juvenile Name	Report Type	Date Completed
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022
James A. Wilson	Richmond City	10000000000000000000	James A. Wilson	Richmond City	06/23/2022

6. Workload Report

- a. The **Workload Report - [CSU]** report, available via the **Workload Report** hyperlink, lists a 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. **The following fields and completed manually:** FTE Assigned, Special Positions, FTE Filled, FTE Variance from Assigned, and FTE Variance from Filled.
 - i. Status Code lists Codes(s), Description(s), Total CCD (Child Care Days), and ADP (Average Daily Population).
 - ii. Report Type lists Code, Description, Total Reports, and Monthly.
 - iii. Intakes lists intake type, Total Intakes, and Monthly Average.
- b. From the Community Insight Reports screen click the **Workload Report** hyperlink and the Workload Report screen will appear.
 - i. 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.
 - ii. Click the **Generate** button, and the report will appear in the Report Viewer screen.

Workload Report

Please provide the following parameters and click Generate to generate the report.

Duration:

Begin Date: End Date:

CSU:

Report Viewer

Workload Report - Abingdon (CSU) - 028
1/1/2021 - 12/31/2021

Status Code	Description(s)	Total CCD	ADP	Workload Value	Hours/Month
2	1 - Pre-Disposition (1 Contact/Month)	2,263	6.2	4.3	26.7
3	1 - Diversion at Intake	3,296	9.0	2.5	22.5
4, 20	2 - Post-Disposition Case Management	6,617	18.1	2.8	50.7
5	3 - Probation - Level 1	466	1.3	3.3	4.3
21	3 - Probation - Level 2	4,042	11.1	4.7	52.2
22	3 - Probation - Level 3	796	2.2	6.4	14.1
8, 26	Residential Placement During Probation or Parole - Not Judicially Ordered	920	2.5	5.0	12.5
24, 32, 33, 34, 35, 36	Court-Ordered Out-of-Home Placement	171	0.5	5.4	2.7
12	6 - Parole - Level 3	142	0.4	6.6	2.6
13	6 - Parole - Level 4	24	0.1	10.0	1.0
9	New Commitments (0-30 days)	0	0.0	8.6	0.0
9	Committed to DJJ (Day 31+)	0	0.0	3.5	0.0
30	7 - Absconder/Whereabouts Unknown (3 Contacts/Week)	12	0.0	2.0	0.0
					189.3

Report Type	Description	Total Reports	Monthly	Workload Value	Hours/Month
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
Delinquency/CHINS	108	9.0	1.8	16.2
Domestic Relations/Child Welfare	1,186	98.8	1.1	108.7
				124.9

FTE Assigned	Special Positions	FTE Filled	Demand in Hours	FTE Needed
			331.2	2.9

FTE Variance from Assigned	FTE Variance from Filled

Complete Manually

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7. G.R.E.A.T. Final Report (Gang Resistance Education and Training)

- The **G.R.E.A.T. Scores 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) for the period selected: Region, CSU, Juvenile Number, Last Name, First Name, Genetic Sex, Total Percentage, Average Percentage, and Overall Percentage.
- From the Community Insight Reports screen click the **G.R.E.A.T. Exam Report** hyperlink and the **G.R.E.A.T. Exam Report** screen will appear.
 - Use the (i) **Begin Date** and (ii) **End Date** calendar drop-down menus to select the desired period, use the (iii) **Region** drop-down menu to select a specific region, and the (iv) **CSU** drop-down menu to select a specific CSU.
 - Click the **Generate** button, and the Report Viewer screen will appear and display the **G.R.E.A.T. Scores Report**.

G.R.E.A.T. Exam Report

Please provide the following parameters and click Generate to generate the report.

Begin Date: End Date:

Region:

CSU(s):

Report Viewer

Virginia Department of Juvenile Justice
G.R.E.A.T. Scores Report
From 11/22/2023 to 01/22/2024

Region: All Regions CSU: All CSUs

Region	CSU	Juvenile Number	Last Name	First Name	Genetic Sex	Total Percentage
Eastern	Accomac (CSU)	1131926	ABADIR	RANDY	F	96.9%
		Average Percentage: 96.9%				
		1131926	ABADIR	RANDY	F	90.8%
		1017593	BARKSDALE	JAZIAH	F	89.2%
Northern	Fairfax (CSU)	451456	PETERS	JEFFERY	F	98.5%
		Average Percentage: 92.8%				
		1034944	COOKE	JAYDEN	F	41.5%
		Average Percentage: 41.5%				
Loudoun (CSU)	Manassas (CSU)	451456	PETERS	JEFFERY	F	87.7%
		Average Percentage: 87.7%				
		451456	PETERS	JEFFERY	F	87.7%
		Average Percentage: 87.7%				
Southern	Appomattox (CSU)	202518	EXPUNGED	EXPUNGED	M	70.8%
		Average Percentage: 70.8%				
		451456	PETERS	JEFFERY	F	75.4%
		Average Percentage: 75.4%				
Western	Roanoke (CSU)	451456	PETERS	JEFFERY	F	75.4%
		Average Percentage: 75.4%				
		Overall Percentage: 82.1%				

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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.

8. Open Cases Without a SEAS

- The **Open Juvenile Cases Without SEAS** report, available via the **Open Cases Without a SEAS** hyperlink, displays CSU, FIPS, Supervisor, Worker, Juvenile #, Juvenile Name, and Case Status.
- From the *Community Insight Reports* screen click the **Open Cases Without a SEAS** hyperlink and the *Workload Cases with No Recorded SEAS* screen will appear.
 - 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.

- Click the **Generate** button, and the report will appear at the bottom of the *Workload Cases with No Recorded SEAS* screen.
- After the report is generated, the items in the **Report Options** section will become available (see [Appendix D](#)). 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.

CSU	FIPS	Supervisor	Worker	Juvenile #	Juvenile Name	Case Status
Virginia Beach (CSU) 810						3 - Probation - Level 1
Richmond City (CSU)	780					5 - Committed to DJJ
Staunton (CSU)	015					5 - Committed to DJJ
Hampton (CSU)	650					5 - Committed to DJJ
Arlington (CSU)	191					3 - Probation - Level 1
Newport News (CSU)	700					5 - Committed to DJJ
Newport News (CSU)	700					6 - Parole - Level 4
Norfolk (CSU)	710					6 - Parole - Level 1
Virginia Beach (CSU) 810						6 - Parole - Residential Placement
Charlottesville (CSU)	047					5 - Committed to DJJ
Petersburg (CSU)	145					3 - Probation - Level 1
Roanoke (CSU)	770					5 - Committed to DJJ
Virginia Beach (CSU) 810						7 - Absconder/Whereabouts Unknown (3 Contacts/Week)
Richmond City (CSU)	780					6 - Parole - Level 1
Virginia Beach (CSU) 810						3 - Probation - Level 2
Virginia Beach (CSU) 810						3 - Probation - Level 2

9. SEAS Data Report

- 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: Demographics, Victimization Types, Poly-Victimization, Victimization Impacts, Protective Factors, and Follow-Up Needed. The categories contained in each section are as follows:
 - Demographics lists By Age Group, By Race, By Ethnicity, By Respondent, and By Genetic Sex.
 - Victimization Types lists Community Violence, Weapon Exposure, Neglect, Threat, Physical, Sexual, Family Member Perpetration, and Total VVSS.
 - Poly-Victimization lists None, 1, 2, 3, 4 or more, and Total VVSS.
 - Victimization Impacts lists several subcategories for Victimization Impacts, #, and Description.

- v. Protective Factors lists the count of children indicating strong support from Parents / Caregivers, Extended Family, Friends, Teachers / Coaches, Mentor, Faith Community, and Total VVS.
- vi. Follow-Up Needed lists No Intervention Needed, Interventions provided by Agency, and Referral provided by Agency.
- b. From the Community Insight Reports screen click the **SEAS Data Report** hyperlink and the SEAS – Virginia Heals Report 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) **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 SEAS – Virginia Heals Report screen.

- iii. After the report is generated, the items in the **Report Options** section will become available (see [Appendix D](#)). 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.

Demographics

	0-6	7-12	13-21			
By Age Group	0	5 (50.00%)	5 (50.00%)			
By Race	Caucasian 3 (30.00%)	African American 7 (70.00%)	Asian or Pacific Islander 0 (0.00%)	Indian or Alaskan Native 0 (0.00%)	Other 0 (0.00%)	Unknown 0 (0.00%)
By Ethnicity	Hispanic 0 (0.00%)	Non-Hispanic 7 (70.00%)	Decline to Report 0 (0.00%)	Unavailable to Report 0 (0.00%)	Ethnicity Unknown 3 (30.00%)	
By Respondent	Child / Youth 7 (70.00%)	Parent / Caregiver 3 (30.00%)	Both 0 (0.00%)			
By Genetic Sex	Male 7 (70.00%)	Female 3 (30.00%)				

Victimization Types

Community Violence (Items: 1a, 1b, 1c, 1d)	3 (30.00%)	
Weapon Exposure (Items: 1c, 2a, 2b)	5 (50.00%)	
Neglect (Items: 2c)	2 (20.00%)	
Threat (Items: 2d, 2e)	0 (0.00%)	

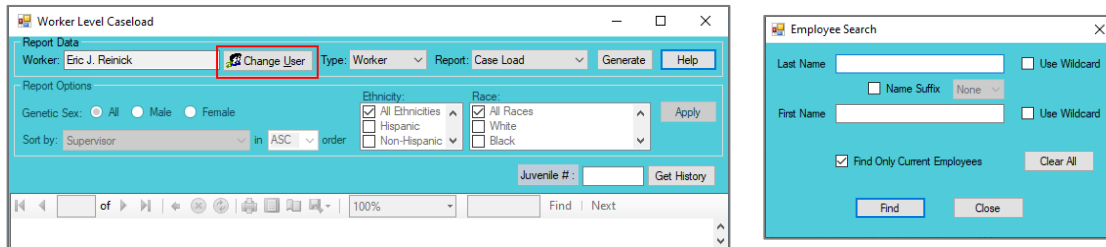
Poly-Victimization (Total number of children reporting by number of types reported)

None	4 (40.00%)
1	0 (0.00%)
2	0 (0.00%)
3	0 (0.00%)
4	0 (0.00%)
5	0 (0.00%)
6	0 (0.00%)
7	0 (0.00%)
8	0 (0.00%)
9	0 (0.00%)
10	0 (0.00%)

Appendix

A. Change User Button

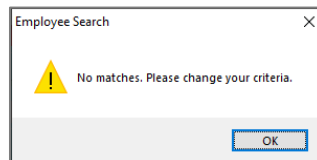
From the **Report Data** section in an applicable report screen, click the **Change User** button and the Employee Search screen will appear.



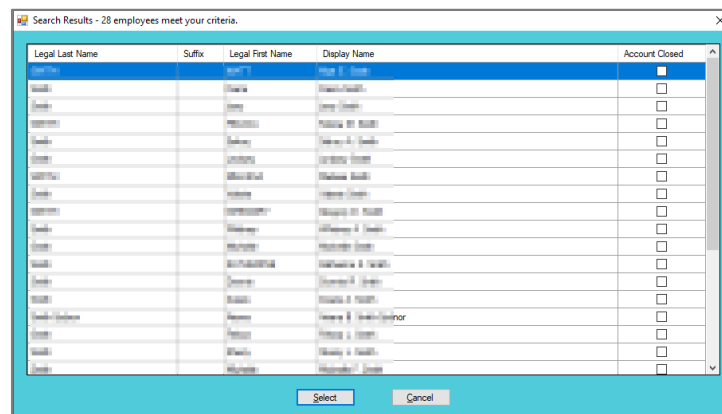
The **Change User** button is not available for all report types.

Employee Search Screen

- i. In the Employee Search screen either (a) type the full last name 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.



- a. On the Search Results 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.

- 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

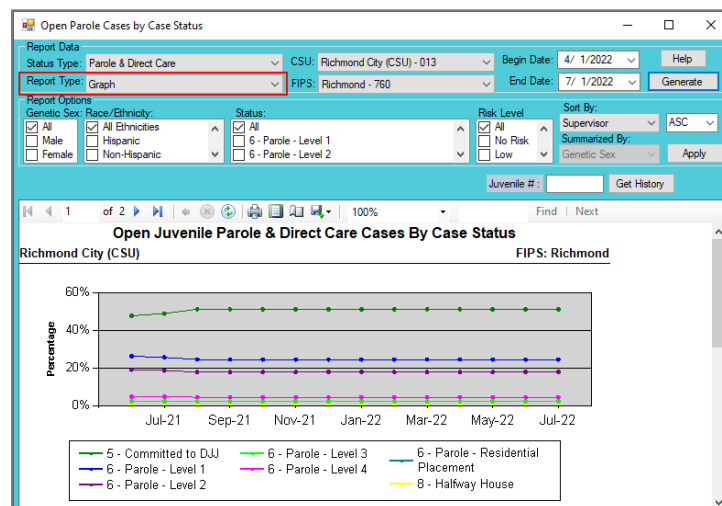
Report Type

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**.

- Refer to the [Report Options](#) section further below for detailed instructions using the items in the **Report Options** section.

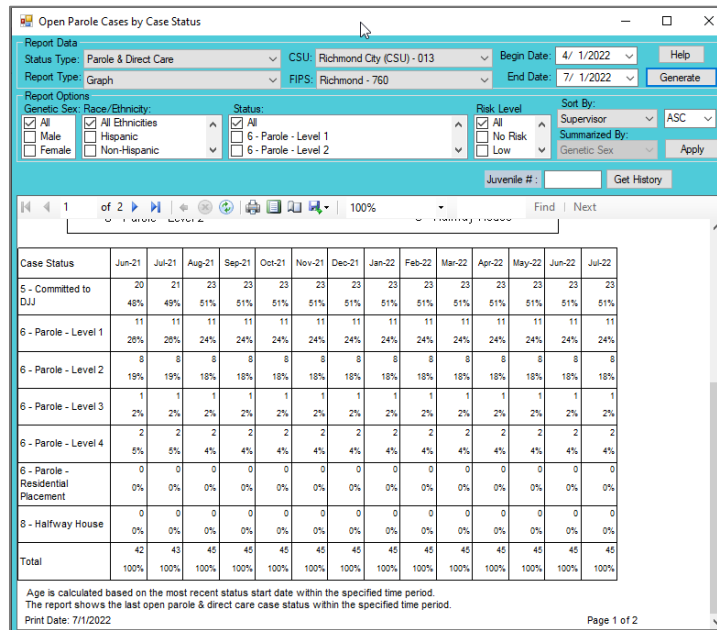
1. Graph

- A **Graph** report type displays the report information as a **Line Graph**, **Table**, and **Pie Chart**.
 - 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.
- Line Graph**
 - A **Line Graph**, included in the **Graph** report type, will display 14-month trends for the data presented in the report.
 - A color-coded legend will be displayed below the line graph that identifies the data point categories by name and color.



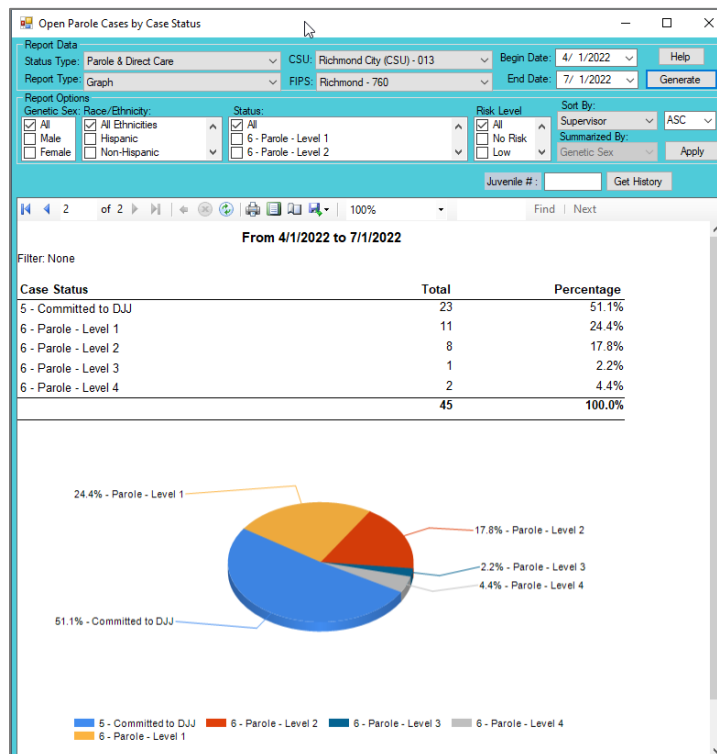
b. Table

- A table, included in the **Graph** report type, will display 14-month aggregate data for the report.
 - 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.

Refer to the [Hyperlinks](#) section below for more information regarding embedded hyperlinks.

2. CSU/FIPS

- A **CSU/FIPS** report type displays the report information as counts and percentages by **CSU** and **FIPS** in a table.
- 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.
 - The **CSU/FIPS** report screen does not contain embedded hyperlinks.

Open Parole Cases by Case Status

Report Data
Status Type: Parole & Direct Care
Report Type: CSU/FIPS
CSU: Richmond City (CSU) - 013
FIPS: Richmond - 760
Begin Date: 4/ 1/2022
End Date: 7/ 1/2022
Generate

Report Options
Genetic Sex: All, Male, Female
Race/Ethnicity: All Ethnicities, Hispanic, Non-Hispanic
Status: All, 6 - Parole - Level 1, 6 - Parole - Level 2
Risk Level: All, No Risk, Low
Sort By: Supervisor, Summarized By: Genetic Sex
Juvenile #:
Get History

Open Juvenile Parole & Direct Care Cases By Case Status
For Richmond City (CSU) From 4/1/2022 to 7/1/2022

FIPS: Richmond
Filter: None

	Total	Parole Level 1	Parole Level 2	Parole Level 3	Parole Level 4	Halfway House	Residential Placement	Committed to DJJ
CSU Richmond City (CSU) - 013	45	11 24.4%	8 17.8%	1 2.2%	2 4.4%	0 0.0%	0 0.0%	23 51.1%
FIPS Richmond - 760	45	11	8	1	2	0	0	23
Supervisor								
Supervisor 1	40	11 27.5%	8 20.0%	1 2.5%	2 5.0%	0 0.0%	0 0.0%	18 45.0%
Supervisor 2	2	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2 100.0%
Supervisor 3	1	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	1 100.0%
Supervisor 4	2	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	0 0.0%	2 100.0%
Grand Total:	45	11 24.4%	8 17.8%	1 2.2%	2 4.4%	0 0.0%	0 0.0%	23 51.1%

The report shows the last open parole/committed to DJJ case status within the specified time period.
Print Date: 7/1/2022 Page 1 of 1

3. Summary

- 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.
- 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.
 - From the summary table, click on embedded hyperlinks to access and review case-specific data.

Open Parole Cases by Case Status

Report Data
Status Type: Parole & Direct Care
Report Type: Summary
CSU: Richmond City (CSU) - 013
FIPS: Richmond - 760
Begin Date: 4/ 1/2022
End Date: 7/ 1/2022
Generate

Report Options
Genetic Sex: All, Male, Female
Race/Ethnicity: All Ethnicities, Hispanic, Non-Hispanic
Status: All, 6 - Parole - Level 1, 6 - Parole - Level 2
Risk Level: All, No Risk, Low
Sort By: Supervisor, Summarized By: Genetic Sex
Juvenile #:
Get History

Open Juvenile Parole & Direct Care Cases By Case Status
For Richmond City (CSU) From 4/1/2022 to 7/1/2022

FIPS: Richmond
Filter: None

Genetic Sex	Committed to DJJ	Parole - Level 1	Parole - Level 2	Parole - Level 3	Parole - Level 4	Total
Female	14 63.6%	4 18.2%	4 18.2%	0 0.0%	0 0.0%	22
Male	9 39.1%	7 30.4%	4 17.4%	1 4.3%	2 8.7%	23
Total	23 51.1%	11 24.4%	8 17.8%	1 2.2%	2 4.4%	45

Click on the links above to see the details
The report shows the last open parole & direct care case status within the specified time period.
Print Date: 7/1/2022 Page 1 of 1

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

4. Simple

- 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.

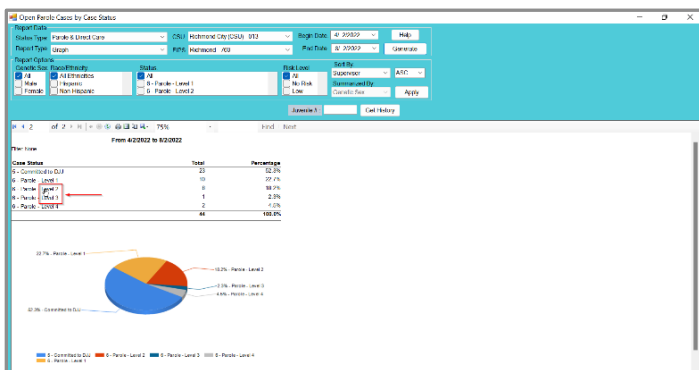
- b. From an applicable report screen (i) select **Simple** from the **Report Type** drop-down menu in the **Report Data** section. (ii) Select the remaining desired options in the **Report Data** section, (iii) click the **Generate** button, and the specific report will appear.
- i. There are no embedded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

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.



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.
2. Typically, the **Report Options** section allows a report to be customized by Genetic Sex, Race/Ethnicity, Status, and Risk Level. 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.

	Total	Parole Level 1	Parole Level 2	Parole Level 3	Parole Level 4	Halfway House	Residential Placement	Committed to DJJ
Richmond City (CSU) - 013	45	11 24.4%	8 17.8%	1 2.2%	2 4.4%	0 0.0%	0 0.0%	23 51.1%
Grand Total:	45	11 24.4%	8 17.8%	1 2.2%	2 4.4%	0 0.0%	0 0.0%	23 51.1%

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

Supervisor	FIPS	Caseload Number	Juvenile Number	Case Status	Status Start Date	Juvenile Name	Risk Level Assignment	Date Assigned
Supervisor 1	FIPS 1	Caseload 1	Juvenile 1	Case Status 1	Status Start Date 1	Juvenile Name 1	Risk Level Assignment 1	Date Assigned 1

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.
- (i) Enter a juvenile's number in the **Juvenile #** field, (ii) click the **Get History** button, and the **Juvenile History Report** will appear.

Case Number	Date Opened	Date Closed/VCC Code	Offense	Intake Disposition	Adjudication
Case 1	Date 1	Date 1	Offense 1	Disposition 1	Adjudication 1

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 Complaints 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
02/2025	Case Management	Add 2 reports: DRT – Exceptions and DRT Incompletes.
02/2025	Compliance Summaries	Add Report for Contact Data Entry Compliance.
02/2025	New Detention Reentry case statuses	Update reports for new Detention Reentry case statuses: Supervision Level 2 and Supervision Level 4. Update the following reports (bold items required CIR manual changes) : Assignments\Compliance\Reviews , Case Contact, Open Cases by Case Status , Open Cases by Risk Level, Case Contact Compliance, Supervisory Review/Supervision Plan Review/Family Progress Report, Assignments by Case Status, Assignments by Risk Level, Open Cases Without a SEAS, and Workload Report.
02/2025	Data Issues (Report Section)	Move section from following Caseload Assignments Management to following Detention Measures.
02/2025	BADGE Version at last update	BADGE Version at last <i>BADGE Community Insight Reports Manual</i> update: Version 4.0.5.13.