Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data Gathering Environment

Community Insight Reports User Manual

(This Page Intentionally Blank)

Table of Contents

Table of Contents i
Key/Legend iii
Please Note v
Community Insight Reports Module 6
Worker/Supervisor Level Case Load 9
1. Assignments/Compliance/Reviews 10
Compliance Summaries 11
1. Case Contact 12
2. Detention Assessment Instrument (DAI) Factors Summary 12
3. Contact Data Entry Compliance 13
Case Management 14
1. Open Cases by Case Status 14
2. Open Cases by Risk Level 16
3. Case Contact Compliance 17
4. Supervisory Review/Supervision Plan Review/Family Progress Report 18
5. Detention Visit Compliance 19
6. Length of Stay for Open Cases 20
7. Intake Offenses by Decision 21
8. Intake Offenses Reason Resolved/Reason Not Diverted/Affirmative Consent 22
9. Parole Discharge Evaluation 24
10. Probation Discharge Evaluation 24
11. YASI Reassessments Due 25
12. Mental Health Services Transition Plan (MHSTP) Community Pre-Release Meeting 26
13. MHSTP Community Parole Meeting 26
14. Diversion Cases Open More Than 90 Days 27
15. DRT - Exceptions 27
16. DRT - Incompletes 28
Caseload Assignments Management 28
1. Assignments by Case Status 29
2. Assignments by Risk Level 30
Detention Assessment 31
1. DAI Completion 31
2. DAI Completion Intakes Resulting in Detention Order 32
3. DAI Override Percentages 33
4. DAI Mandatory and Discretionary Aggravating Override Categories 34
5. DAI Aggravating Override Factors 35
6. DAI Mitigating Override Factors 36
7. DAI Indicated v. Actual Decisions 37
Detention Measures 38
1. Detention Admissions 38
2. Detention Releases 39
Data Issues 40
1. Intake Complaints with Missing Adjudications/Dispositions 41
2. Workload Cases with No Primary Worker Assigned 41
Miscellaneous 42
1. Juveniles Requiring DNA Sample Be Taken 42
2. Expunged Juveniles 43
3. JCC Commitments 43
4. Adverse Childhood Experiences (ACE) Trauma Screen Summary 44
5. Social Histories Completed 44
6. Workload Report 45
7. G.R.E.A.T. Final Report (Gang Resistance Education and Training) 46
8. Open Cases Without a SEAS 47
9. SEAS Data Report 47
Appendix 49

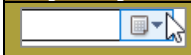
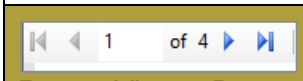
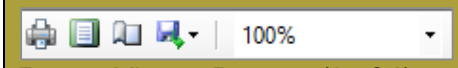
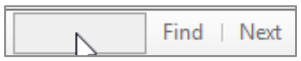
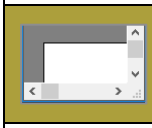
A. Change User Button 49
B. Report Type 50
1. Graph 50
2. CSU/FIPS 52
3. Summary 52
4. Simple 52
C. Hyperlinks 53
D. Report Options 53
E. Juvenile History Report 54
F. Document Revisions 55

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 *Alerts* tab on the *Juvenile Information* screen.
Icon displayed on *Question* and/or *Confirmation* 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 *Information* Screen	The "i" icon typically displays when the application notifies a user of the results of a requested action, for example: "Data saved successfully." This also displays when there is additional information for field.

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

In the BADGE Manual

Style/Symbol	Meaning
Underlined and Italicized	Name of a screen.
Italicized	Name of a tab, document title, or manual title.
Bolded	Name of a function, key, button, option or where emphasis is required. The name of data fields on a module screen.
Underlined	Name of a column header in a displayed table or an application generated report. Cased to match.
"Text in Quotes"	Data or selection in a data field, input field, or drop-down menu.
Bolded and Underlined	The manual's main title and other titles for key sections.
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 **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@djj.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@djj.virginia.gov for assistance with BADGE login problems.

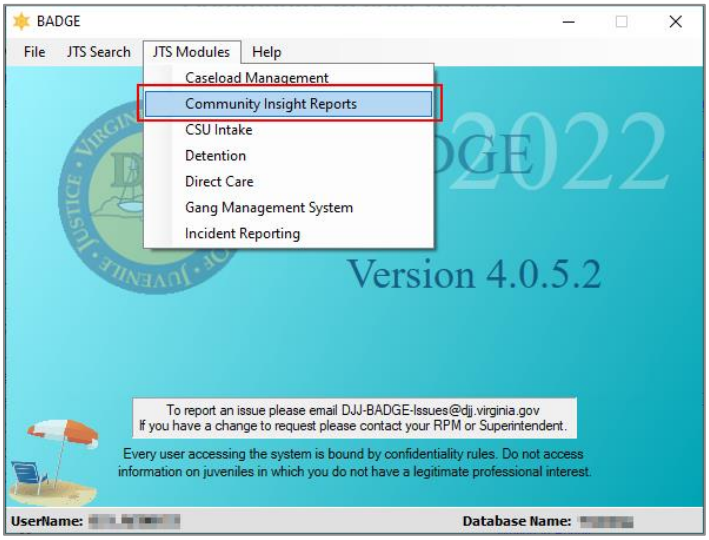
All potentially sensitive data have been removed from all screen images presented in this manual.

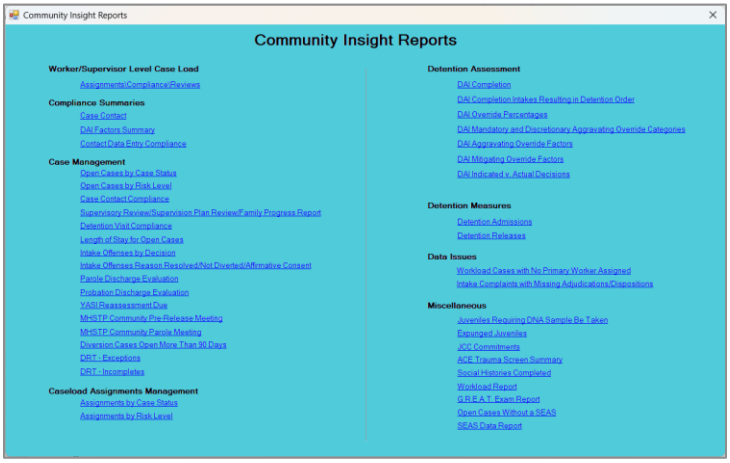
Community Insight Reports Module

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

From the *BADGE* home screen:

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





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

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

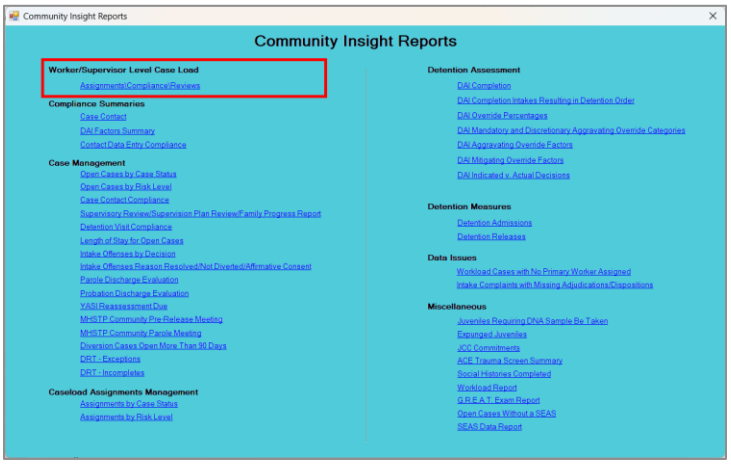
Report Type	Report Name	Report Summary
Caseload Assignments Management	Assignments by Case Status	The report displays count and percentage of assignments by case status for Total, Pre-Dispositional, Diversion, Post Disposition, Probation, Court-Ordered Out-of-Home Placement, Direct Care, Parole, Absconder, 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.

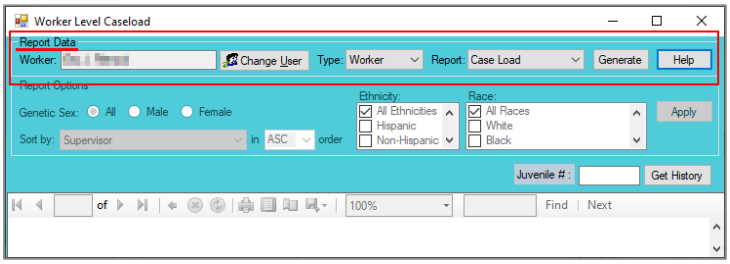
Appendix Section	Appendix Title	Appendix Summary
Appendix A	Change User Button	This appendix provides instructions for using the **Change User** button. Some reports are generated for a specific worker, this button allows the user to select a specific worker for the report.
Appendix B	Report Type	This 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.

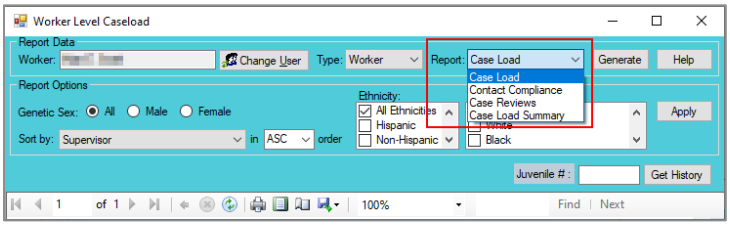
Worker/Supervisor Level Case Load



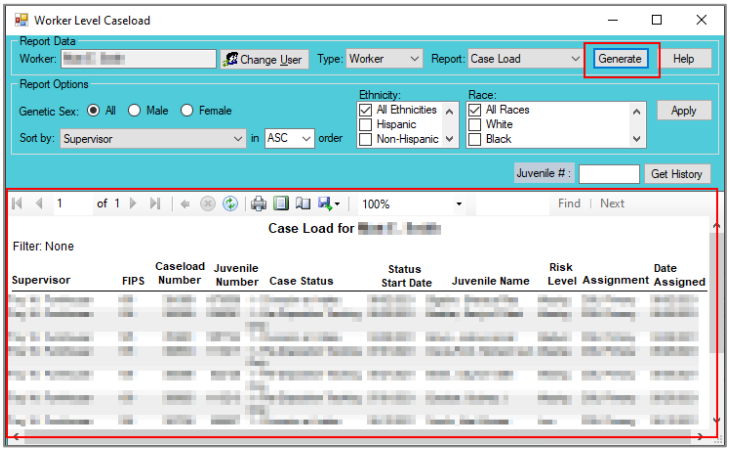
For the following reports: refer to Appendix A for instructions on how to use the **Change User** button; refer to Appendix D for instructions using the items in the **Report Options** section; and refer to Appendix E for instructions using the **Juvenile #** field and **Get History** button.

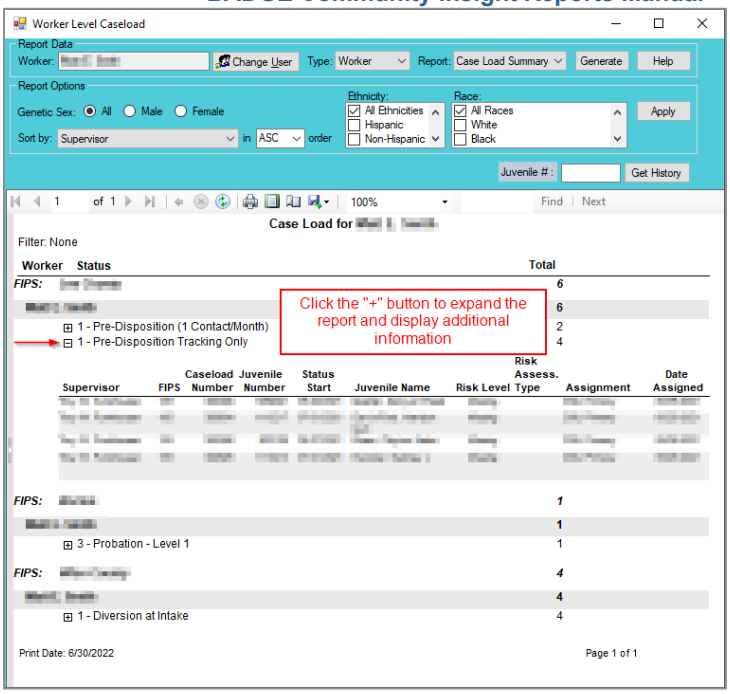
1. **Assignments/Compliance/Reviews**
   a. Four different reports are accessible via the **Assignments/Compliance/Reviews** hyperlink: **Case Load**, **Case Contact Compliance**, **Cases Reviews**, and **Case Load Summary**.
   b. From the *Community Insight Reports* screen click the **Assignments/Compliance/Reviews** 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.



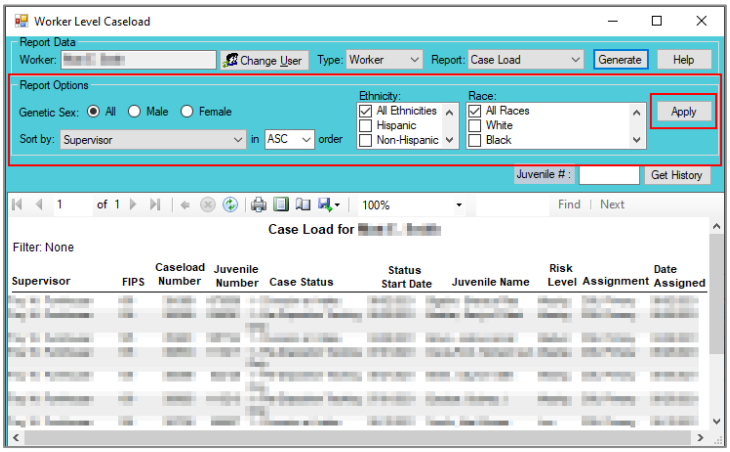


      ii. Click the **Generate** button, and the selected report will appear at the bottom of the *Worker Level Caseload* screen.
         1. If available, click the "**+**" button to expand portions of the report and display additional information.





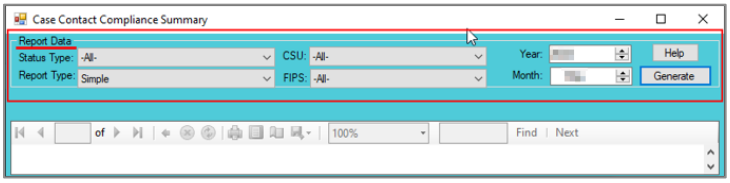
iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.

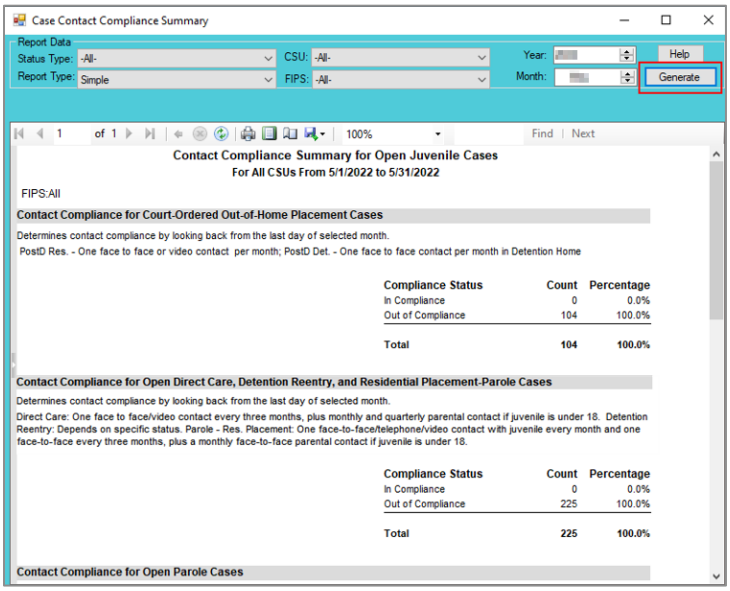


Compliance Summaries

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.

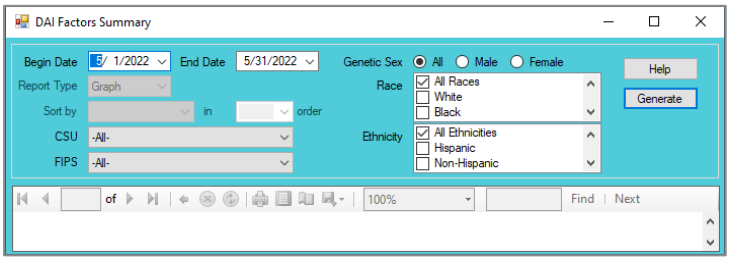
1. **Case Contact**
   a. The **Contact Compliance Summary for Open Juvenile Cases** report, available via the **Case Contact** hyperlink, lists the Compliance Status, Count, Percentage, Total, and FIPS by case status for a specified time period.
   b. From the *Community Insight Reports* screen click 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.

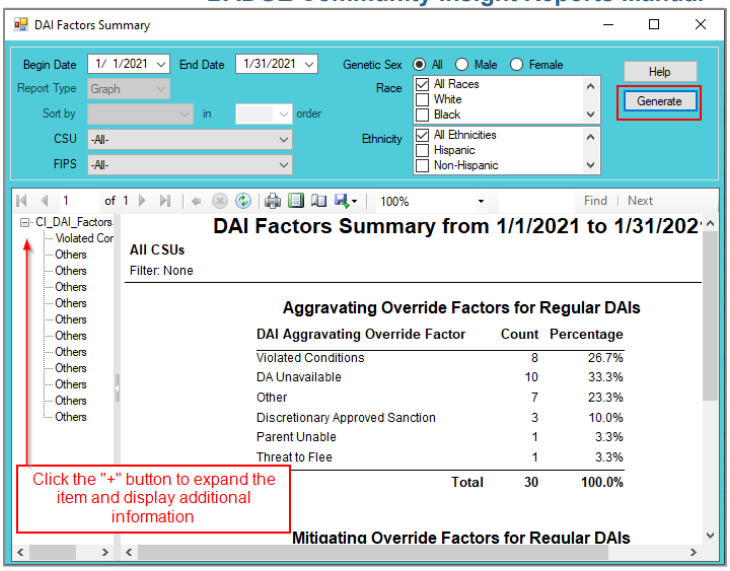




The **Case Contact** report shows the last open case for a case status type within the specified time period.
The **Case Contact** report is refreshed nightly.

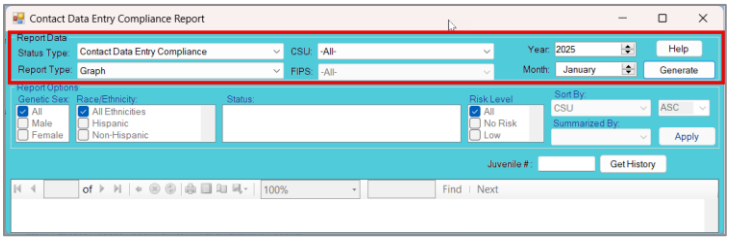
2. **Detention Assessment Instrument (DAI) Factors Summary**
   a. The **DAI Factors Summary** report displays summary tables by Count and Percentage for all or selected CSUs and FIPS, for Aggravating Override Factors for Regular DAIs and Mitigating Override Factors for Regular DAIs.
   b. From the *Community 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.



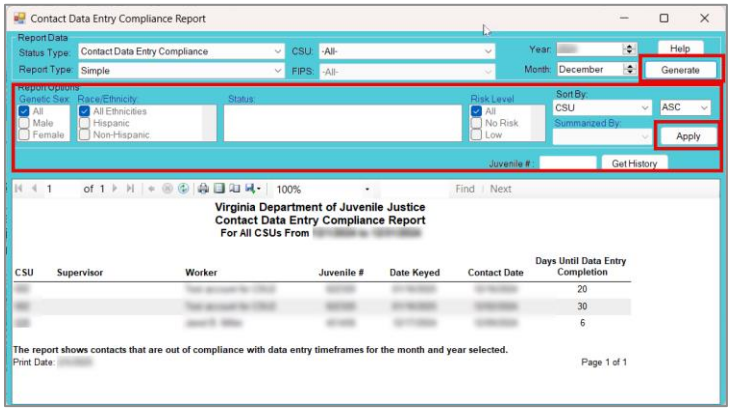


The **DAI Factors Summary** report shows regular DAIs completed during selected time period that resulted in a discretionary override. Judge-ordered detainments are not included.

3. **Contact Data Entry Compliance**
   a. The **Contact Data Entry Compliance Report** is available via the **Contact Data Entry Compliance** hyperlink.
      i. When **Report Type** "Simple" is selected, each report displays CSU, Supervisor, Worker, Juvenile #, Date Keyed, Contact Date, and Days Until Data Entry Completion.
      ii. 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.
   b. From the *Community Insight Reports* screen click the **Contact Data Entry Compliance** hyperlink and the *Contact Data Entry Compliance 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) **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.

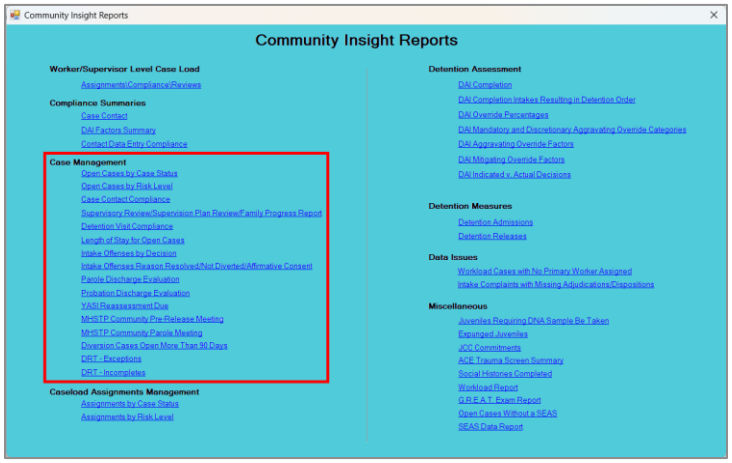


      ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Contact Data Entry Compliance Report* screen.
      iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.



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

Case Management

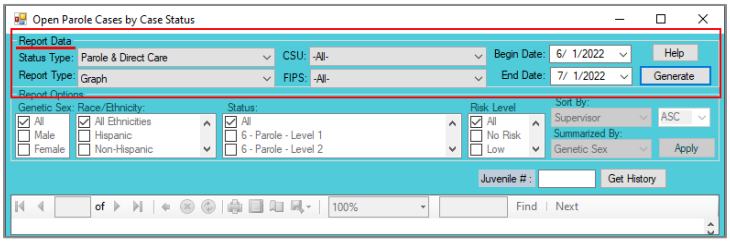


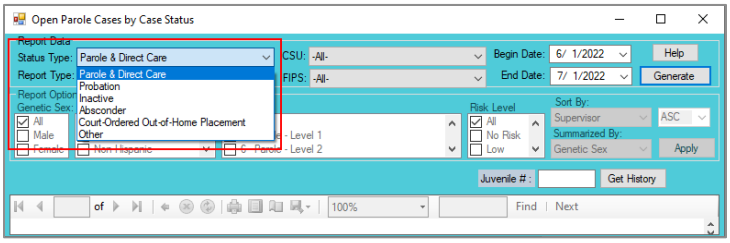
- For the following reports: refer to Appendix B for instructions using the **Report Type** drop-down menu; refer to Appendix C for instructions pertaining to embedded hyperlinks; refer to Appendix D for instructions using the items in the **Report Options** section; and refer to Appendix E for instructions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

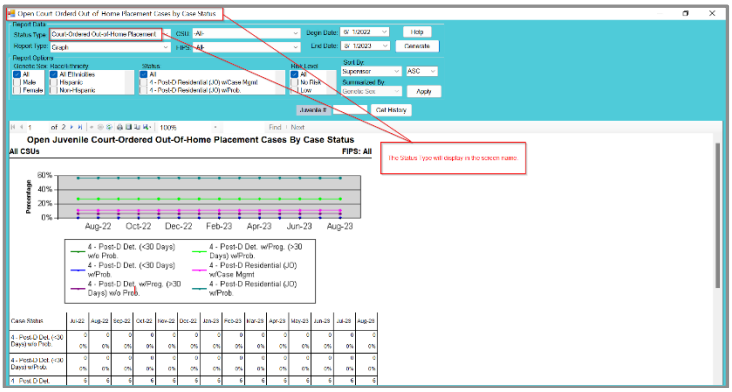
1. **Open Cases by Case Status**
   a. Six different reports are accessible via the **Open Cases by Case Status** hyperlink: **Parole & Direct Care**, **Probation**, **Inactive**, **Absconder**, **Court Ordered Out-of-Home Placement**, and **Other**.
      i. When **Report Type** "Simple" is selected,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

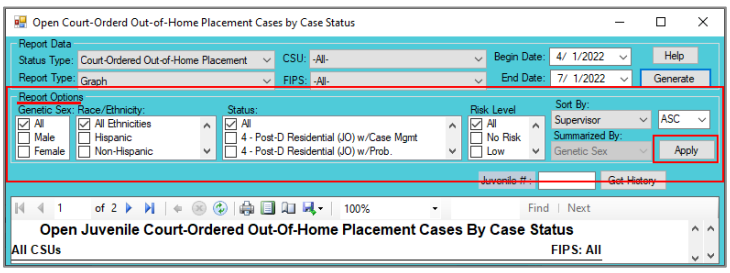




ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Open [Status Type drop-down menu selected] Cases by Case Status* screen.

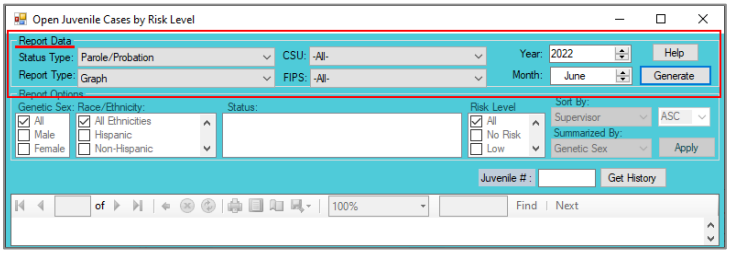


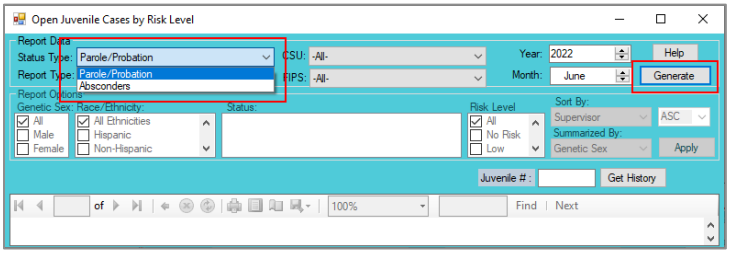
iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.



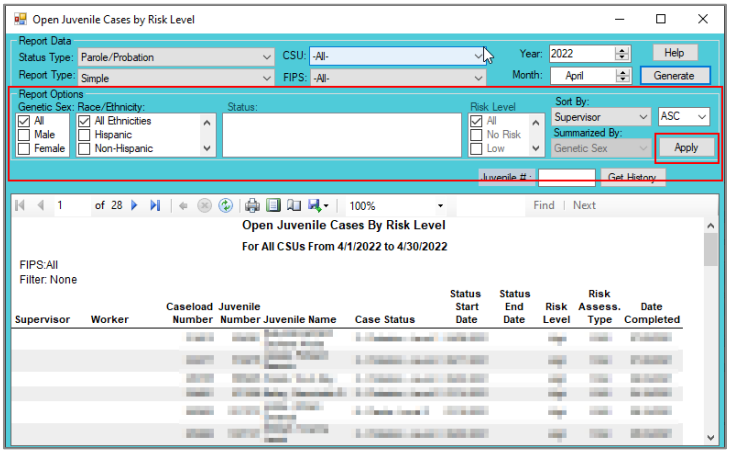
- For the **Open Cases by Case Status** report, age is calculated based on the most recent status start date within the specified time.
- The **Open Cases by Case Status** report shows the last open case status within the specified time.

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





   ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Open Juvenile Cases 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.

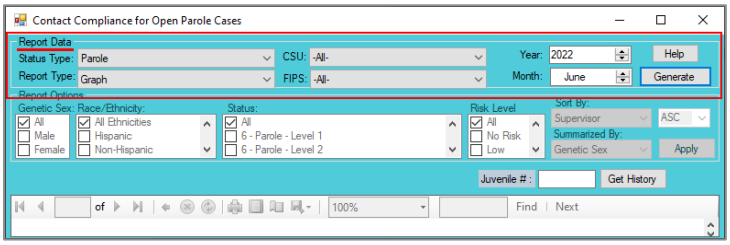


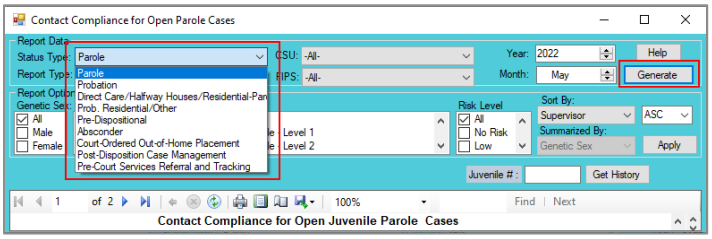
- The **Open Cases by Risk Level** report shows the last open parole/probation/committed to DJJ case status within the specified time period.

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.

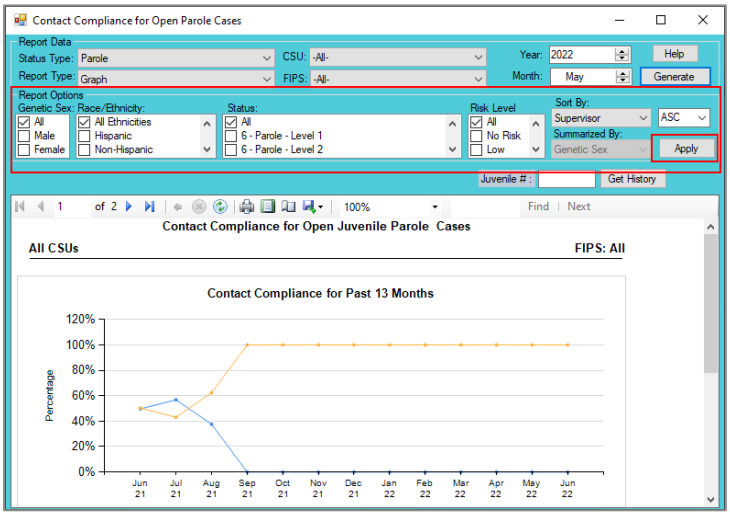
9. **Pre-Court Services Referral and Tracking** report provides count and percentage of contact compliance for open juvenile pre-court services referral and tracking cases by Compliance Status: "In Compliance" and "Out of Compliance."
   a. The default **Report Type** is "Graph," select "Simple" from 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.





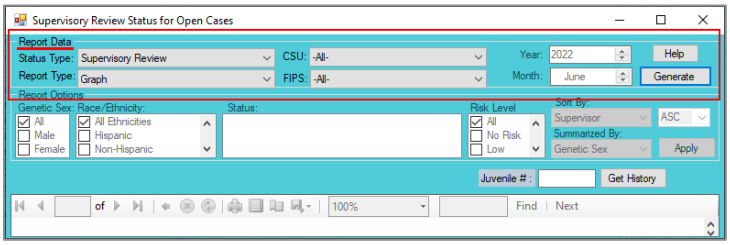
ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Contact Compliance for [Status Type drop-down menu selected] Cases* screen.
iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D).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

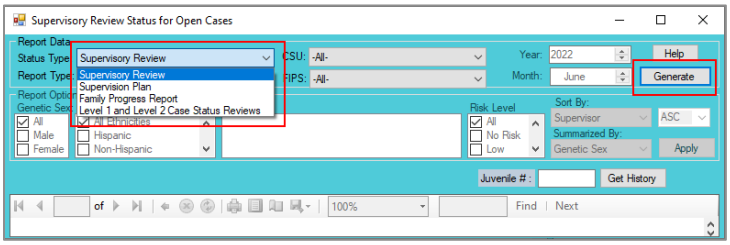


- The **Contact Compliance for Open Juvenile Absconder Cases** report shows the last open absconder case status within the specified time period.
- Monthly summary data is refreshed nightly.

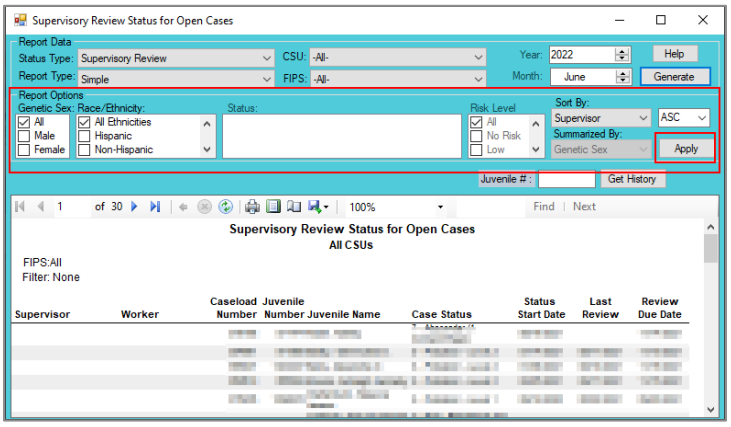
4. **Supervisory Review/Supervision Plan Review/Family Progress Report**
   a. Four different reports are accessible via the **Supervisory Review/Supervision Plan Review/Family Progress Report** hyperlink: **Supervisory Review Status for Open Cases**, **Supervision Plan Status for Open Cases**, **Family 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.





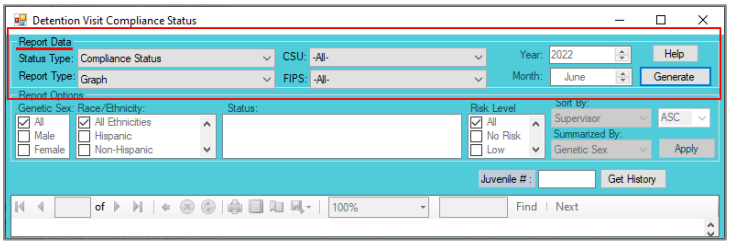
   ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *[Status Type drop-down menu selected] Status for Open Cases* screen (for **Supervisory Review** or **Supervision Plan**), *Family Progress Report Status for Open Direct Care Cases* screen (for **Family 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.

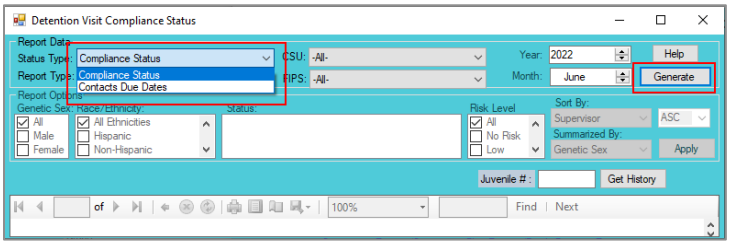


- The **Supervisory Review/Supervision Plan Review/ Family Progress Report** is refreshed nightly.
- Only reviews done by CSU personnel are counted towards compliance.

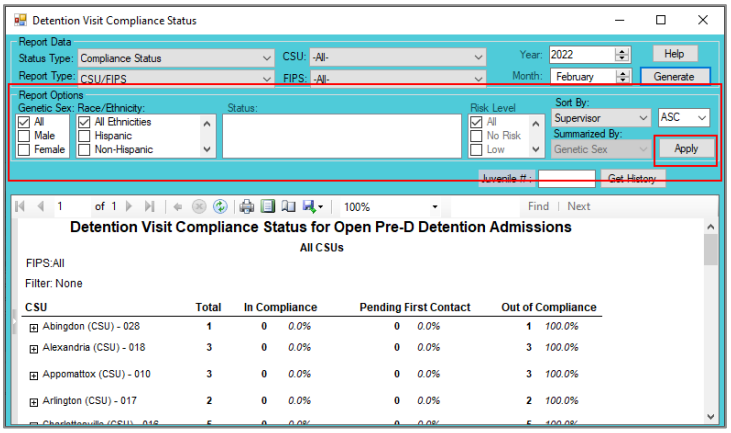
5. **Detention Visit Compliance**
   a. Two different reports are accessible via the **Detention Visit Compliance** hyperlink: detention visit **Compliance Status** and detention visit **Contacts Due Dates**.
      i. When **Report Type** "Simple" is selected, each report displays FIPS, Supervisor, Worker, 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.





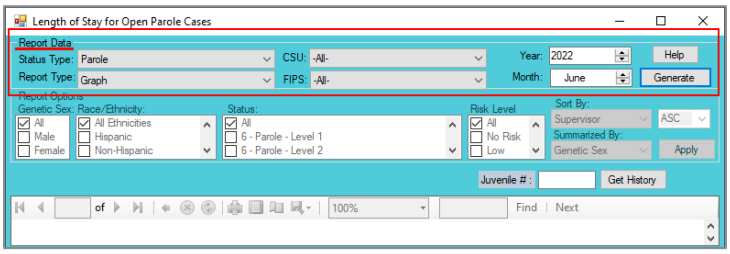
   ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Detention Visit Compliance Status* or *Detention Contacts Due* screen, as determined by **Status Type** selected.
   iii. After the report is generated, the items in the **Report Options** section 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.

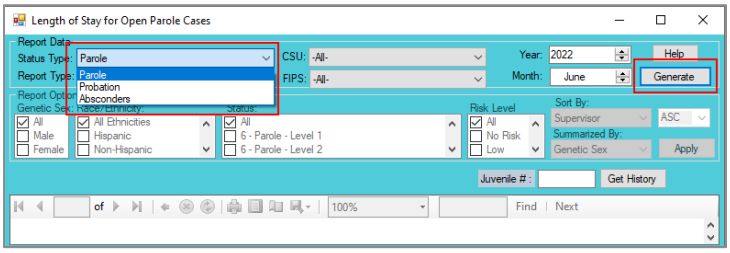


6. **Length of Stay for Open Cases**
   a. Three different reports are accessible via the **Length of Stay for Open Cases** hyperlink: length of stay for open juvenile cases by **Parole**, **Probation**, and **Absconders** case status.
      i. When **Report Type** "Simple" is selected, each report displays 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:

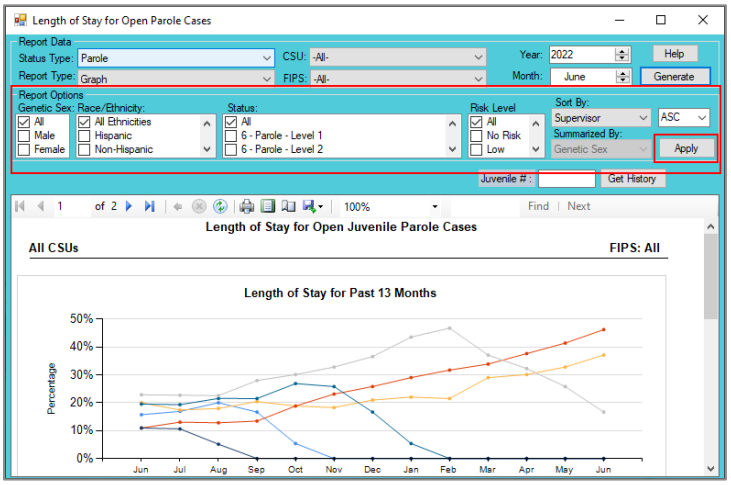
1. **Parole** report provides count and percentage of length of stay of open parole cases.
2. **Probation** report provides count and percentage of length of stay of open probation cases.
3. **Absconders** report provides count and percentage of length of stay of open absconder cases.





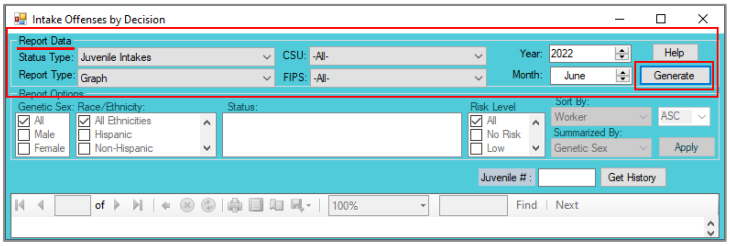
ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Length of Stay for Open [Status Type drop-down menu selected] Cases* screen.

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.



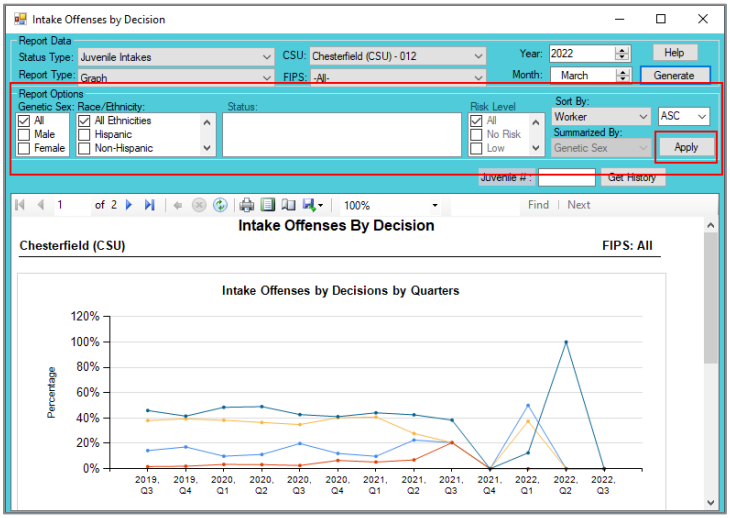
The **Length of Stay for Open Cases** report shows the last open parole/probation case status within the specified time.

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.

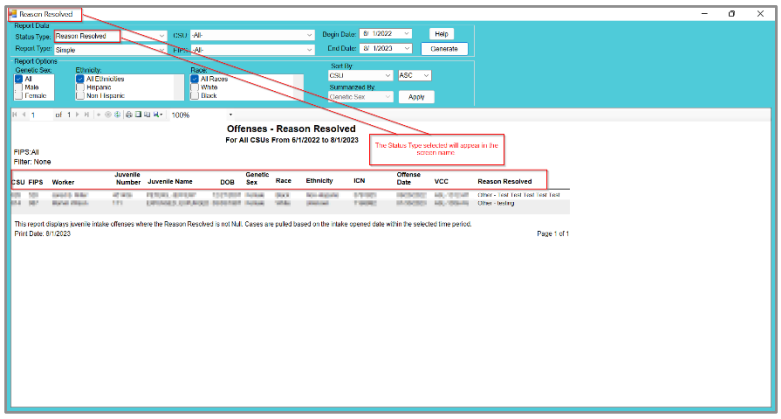


ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *[Status Type drop-down menu selected] Status for Open Cases* or *[Status Type drop-down menu selected] Status for Open Direct Care Cases* screen.

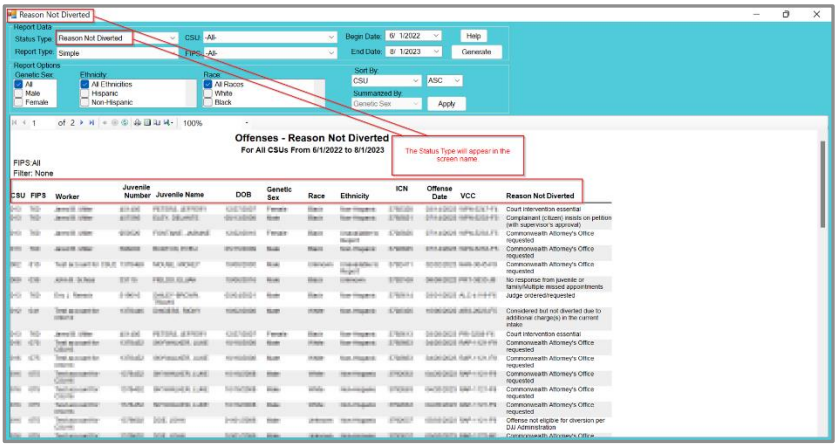
iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.



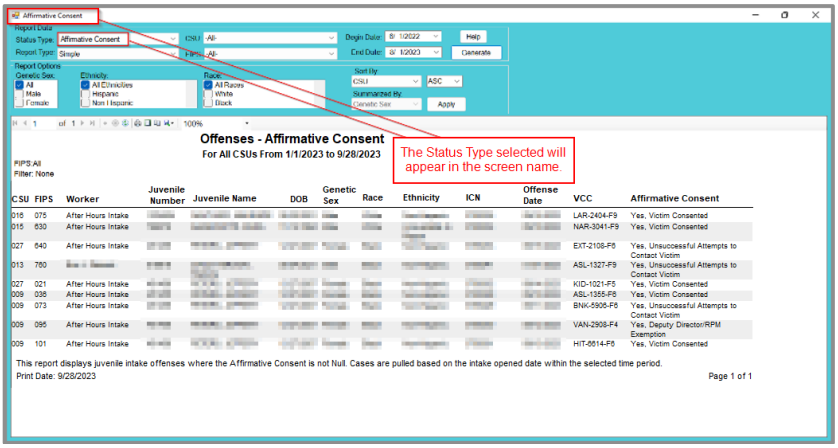
8. **Intake Offenses Reason Resolved/Reason Not Diverted/Affirmative Consent**
   a. Three different reports are accessible via the **Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent** intake hyperlink: **Reason Resolved**, **Reason Not Diverted**, and **Affirmative Consent**.
      i. 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.



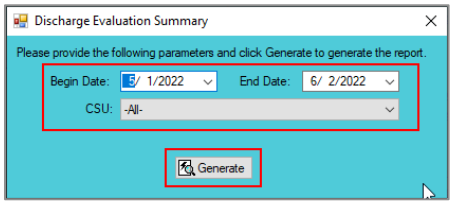
2. **Reason Not Diverted** report provides juvenile intake offenses where the Reason Not Diverted is not null. When **Report Type** "Simple" is selected, each report displays CSU, FIPS, Worker, Juvenile Number, Juvenile Name, DOB, Genetic Sex, Race, Ethnicity, ICN, Offense Date, VCC, and Reason Not Diverted.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



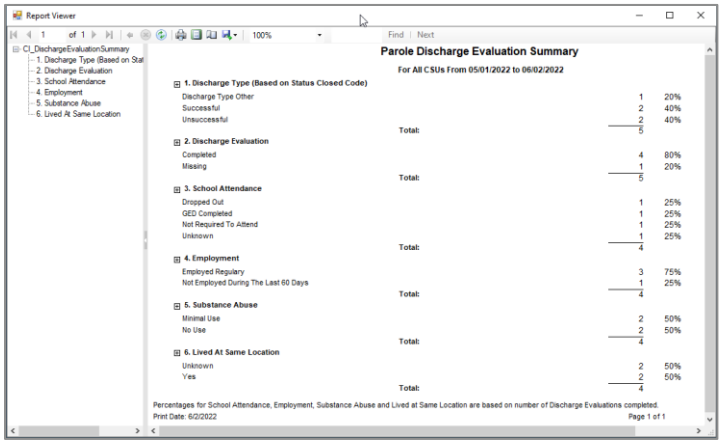
3. **Affirmative Consent** report provides juvenile intake offenses where the Affirmative Consent is not null. When **Report Type** "Simple" is selected, each report displays CSU, FIPS, Worker, Juvenile Number, Juvenile Name, DOB, Genetic Sex, Race, Ethnicity, ICN, Offense Date, VCC, and Affirmative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

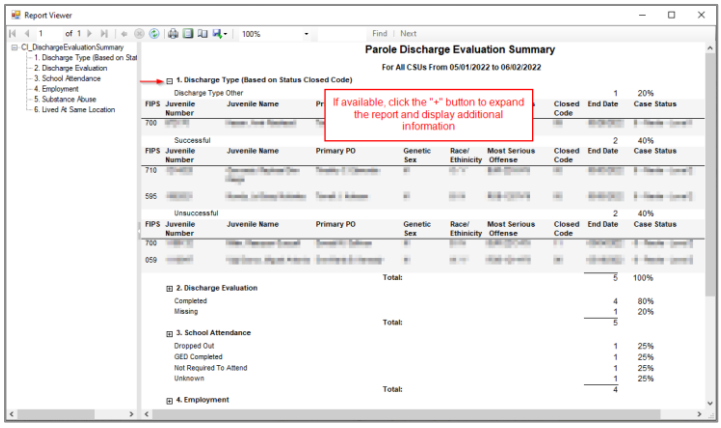


9. **Parole Discharge Evaluation**
   a. The **Parole Discharge Evaluation Summary** report is available via the **Parole Discharge Evaluation** hyperlink.
      i. The report displays Discharge Type (Based on Status Closed Code), Discharge Evaluation, School Attendance, Employment, Substance Abuse, 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 **Parole 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.



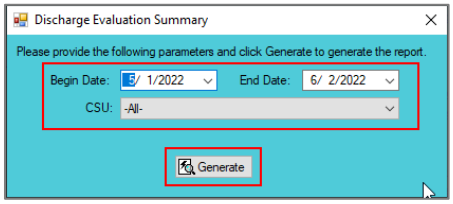
      ii. Click the **Generate** button, and the report will appear in the *Report Viewer* screen.
         1. If available, click the "**+**" button to expand portions of the report and display additional information.



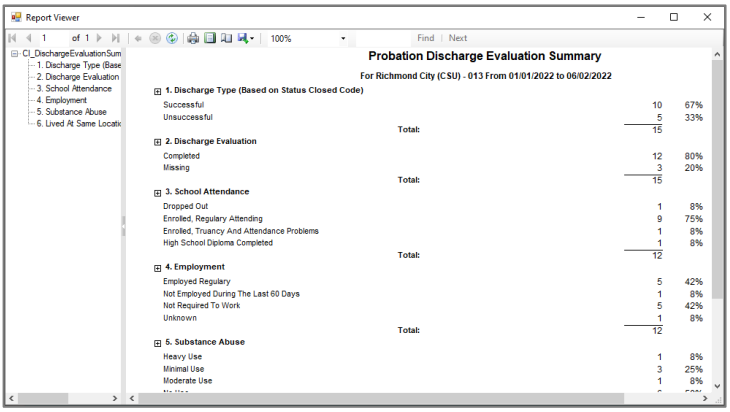


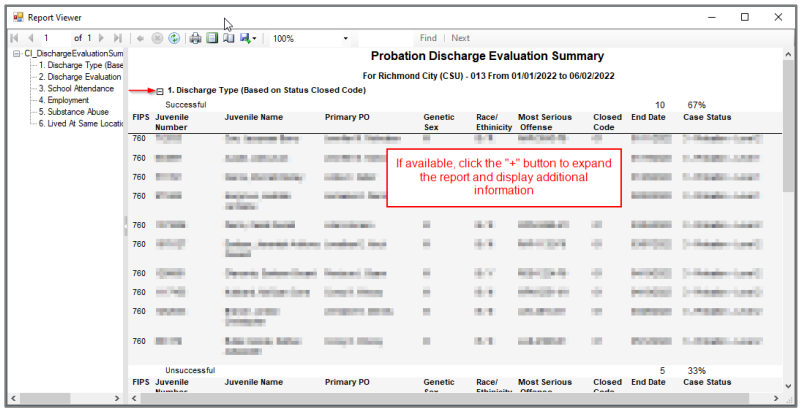
For the **Parole Discharge Evaluation** and **Probation Discharge Evaluation** reports, the percentages for school attendance, employment, substance abuse and length of residency are based on the number of discharge evaluations completed within the timeframe selected.

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.



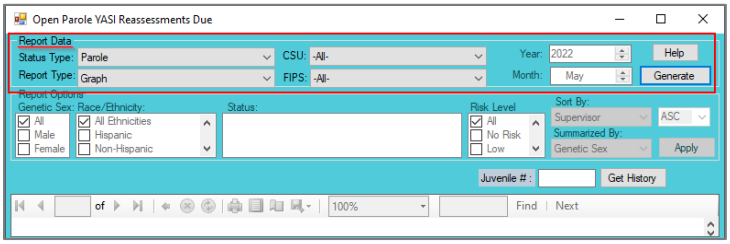
ii. Click the **Generate** button, and the report will appear in the *Report Viewer* screen.
   1. If available, click the "**+**" button to expand portions of the report and display additional information.

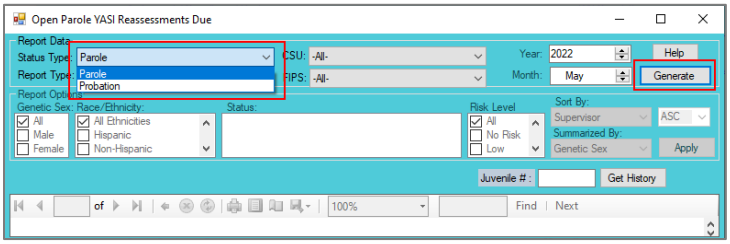




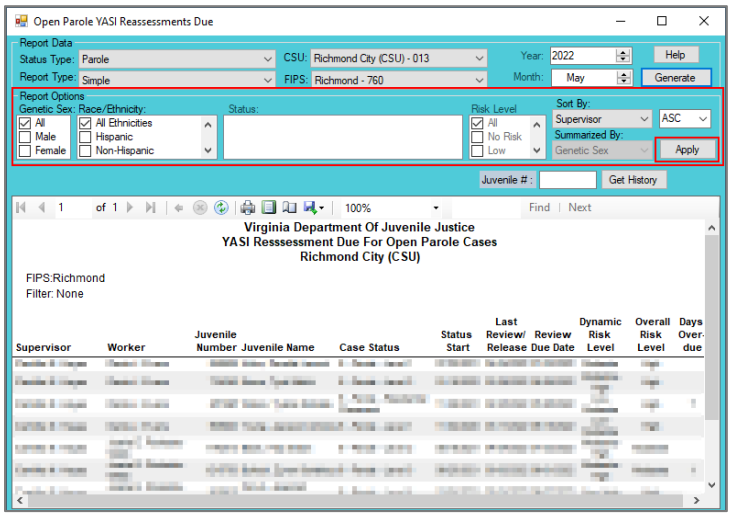
For the **Parole Discharge Evaluation** and **Probation Discharge Evaluation** reports, the percentages for school attendance, employment, substance abuse and length of residency are based on the number of discharge evaluations completed within the timeframe selected.

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

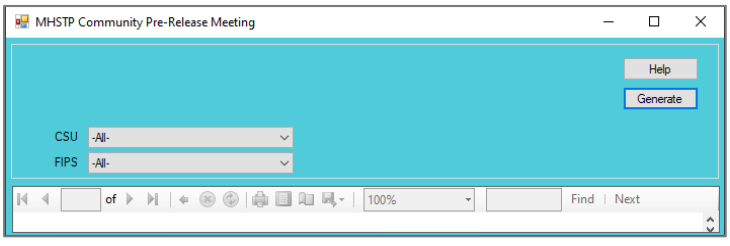


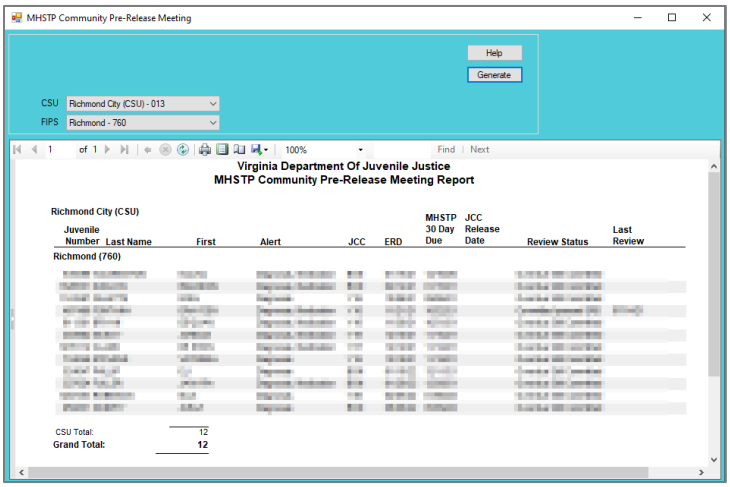


ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Open [Status Type drop-down menu selected] YASI Reassessments Due* screen
iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If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



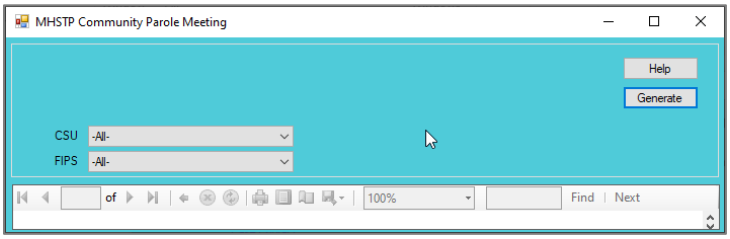
12. **Mental Health Services Transition Plan (MHSTP) Community Pre-Release Meeting**
    a. The **MHSTP Community Pre-Release Meeting** report, available via the **MHSTP Community Pre-Release Meeting** hyperlink, displays CSU, FIPS, Juvenile Number, Last Name, First Name, Alert, JCC, ERD (early release 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.

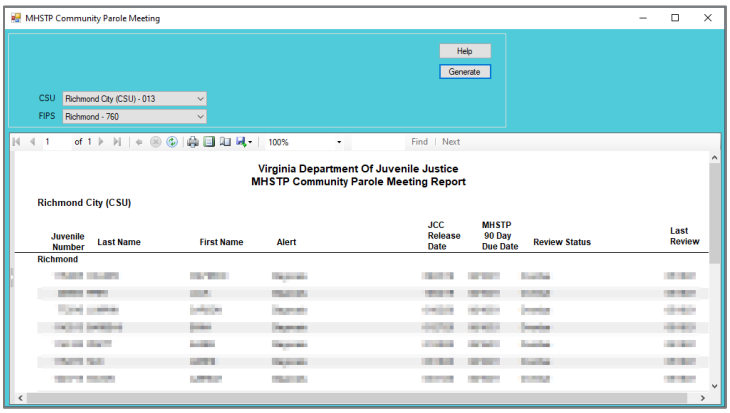




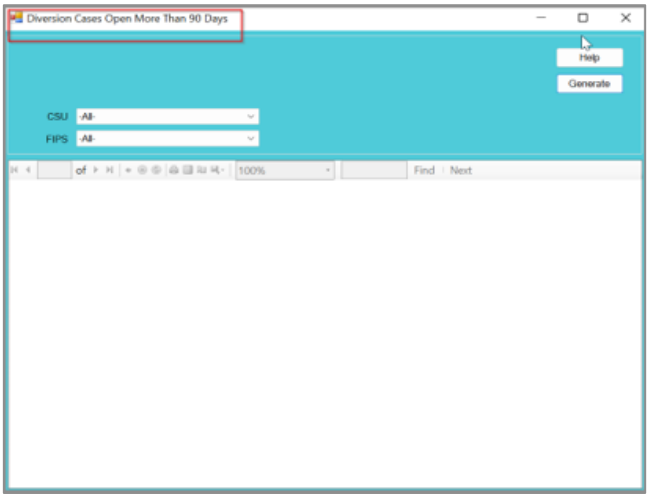
13. **MHSTP Community Parole Meeting**
    a. The **MHSTP Community Parole Meeting** report, available via the **MHSTP Community Parole Meeting** hyperlink, displays CSU, FIPS, Juvenile Number, Last Name, First Name, Alert, JCC Release Date, MHSTP 90 Day Due Date, Review Status, and Last Review.
    b. From the *Community Insight Reports* screen click the **MHSTP Community Parole Meeting** hyperlink and the *MHSTP Community Parole Meeting* screen will appear.

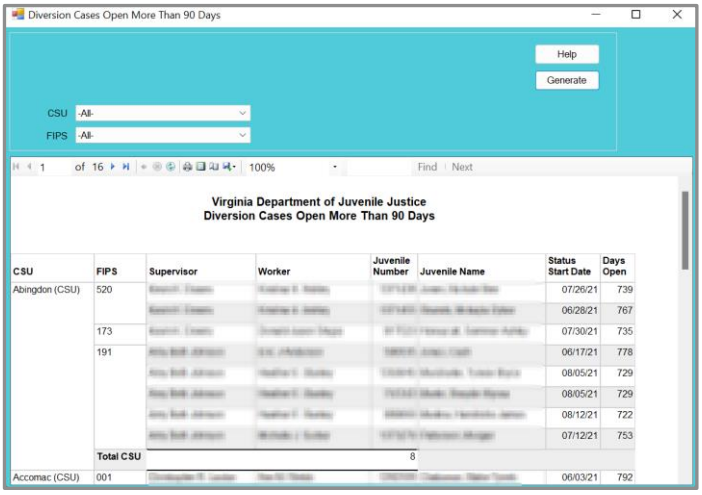
i. The **CSU** and **FIPS** fields will auto-populate to "All." If required, change the criteria using the drop-down **CSU** and **FIPS** menus.
ii. Click the **Generate** button, and the report will appear at the bottom of the *MHSTP Community Parole Meeting* screen.





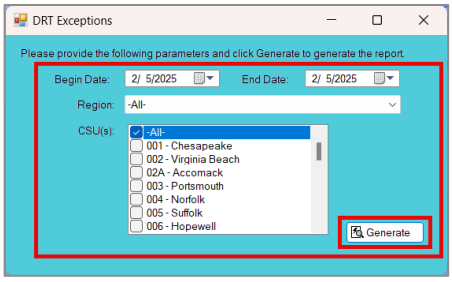
14. **Diversion Cases Open More Than 90 Days**
a. The **Diversion Cases Open More Than 90 Days** report, available via the **Diversion Cases Open More Than 90 Days** hyperlink, displays CSU, FIPS, Supervisor, Worker, Juvenile Number, Juvenile Name, Status Start Date, and Days Open.
b. From the *Community 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.
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 *Diversion Cases Open More Than 90 Days* screen.

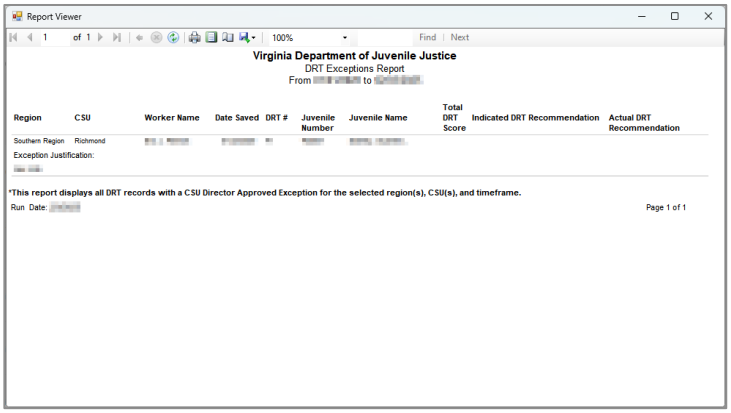




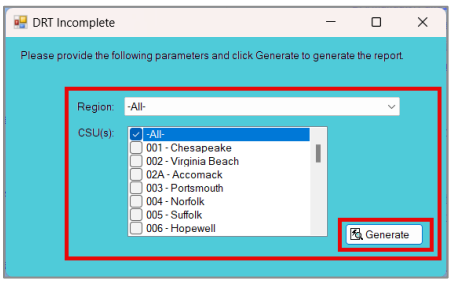
15. **DRT - Exceptions**
a. The **DRT Exceptions Report**, available via the **DRT - Exceptions** hyperlink, lists the Region, CSU, Worker Name, Date Saved, DRT #, Juvenile Number, Juvenile Name, Total DRT Score, Indicated DRT Recommendation, and Actual DRT Recommendation for the CSU(s), Region(s), and time period selected.
b. From the *Community Insight Reports* screen click the **DRT - Exceptions** hyperlink and the *DRT Exceptions* screen will appear.
i. 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).

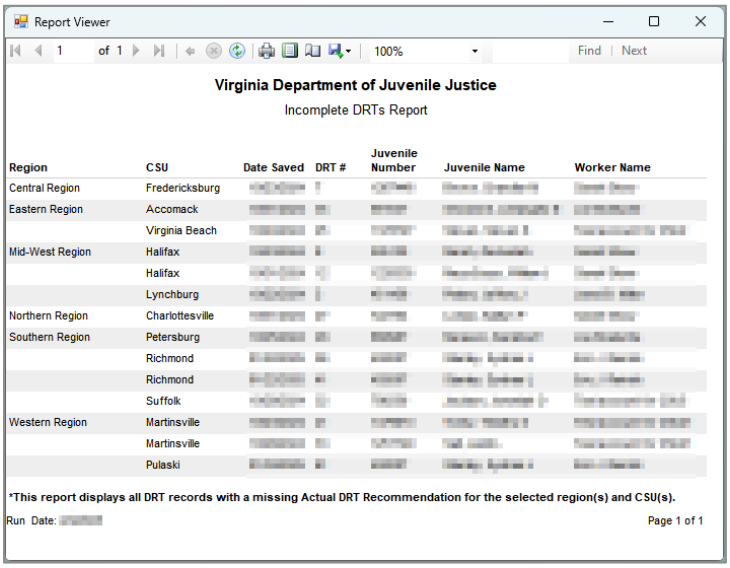
ii. Click the **Generate** button and the **DRT Exceptions Report** will appear in the *Report Viewer* screen.



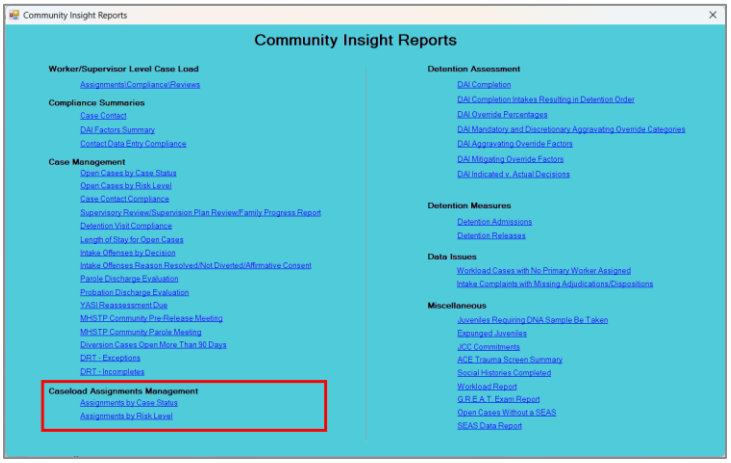


16. **DRT - Incompletes**
    a. The **Incomplete DRTs Report**, available via the **DRT - Incompletes** hyperlink, lists the Region, CSU, , Date Saved, DRT #, Juvenile Number, Juvenile Name, and Worker Name for the CSU(s) and Region(s) selected.
    b. From the *Community Insight Reports* screen click the **DRT - Incompletes** hyperlink and the *DRT Incomplete* screen will appear.
        iii. 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).
        iv. Click the **Generate** button and the **Incomplete DRTs Report** will appear in the *Report Viewer* screen.





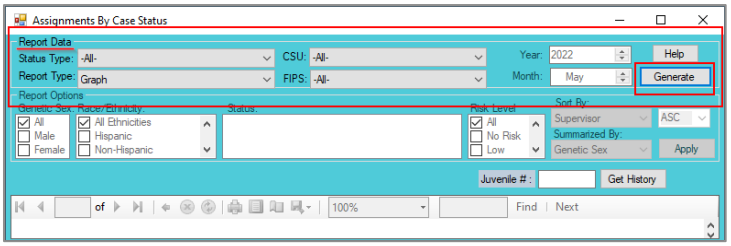
Caseload Assignments Management



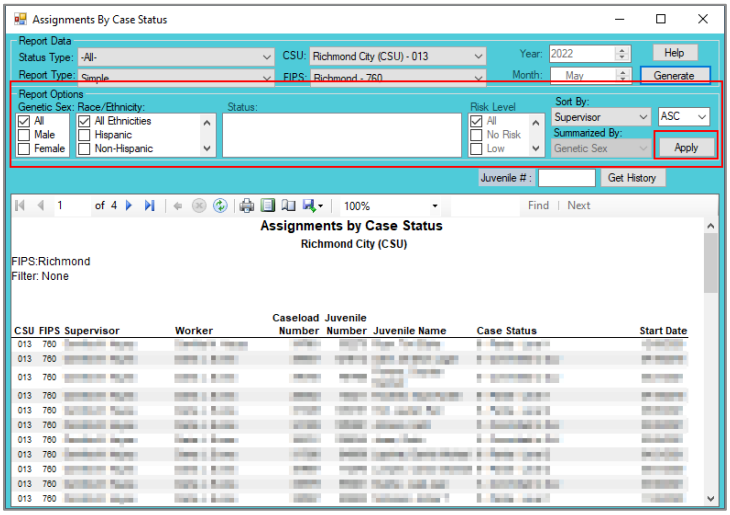
For the following reports: refer to Appendix B for instructions using the **Report Type** drop-down menu; refer to Appendix C for instructions using embedded hyperlinks; refer to Appendix D for instructions using the items in the **Report Options** section; and refer to Appendix E for instructions using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

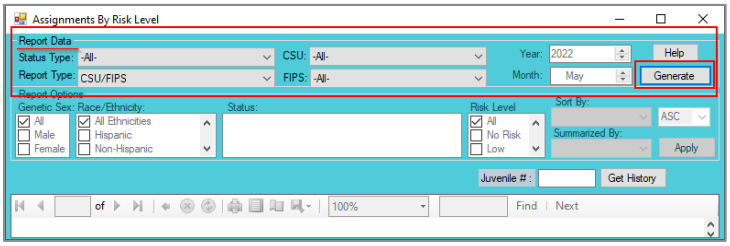
1. **Assignments by Case Status**
   a. The **Assignments by Case Status** report, available via the **Assignments by Case Status** hyperlink, displays CSU, FIPS, Supervisor, Worker, Caseload Number, Juvenile Number, Juvenile Name, Case Status, and Start Date when **Report Type** "Simple" is selected.
      i. 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.
   b. From the *Community Insight Reports* screen click the **Assignments by Case Status** hyperlink and the *Assignments By Case Status* screen will appear.
      i. 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.



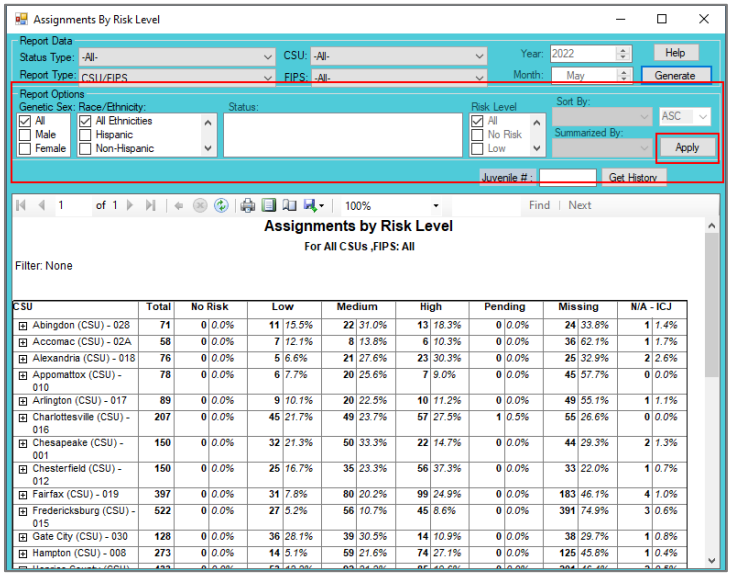
      ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Assignments By Case Status* screen.
      iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If required, (i) change the criteria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



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.

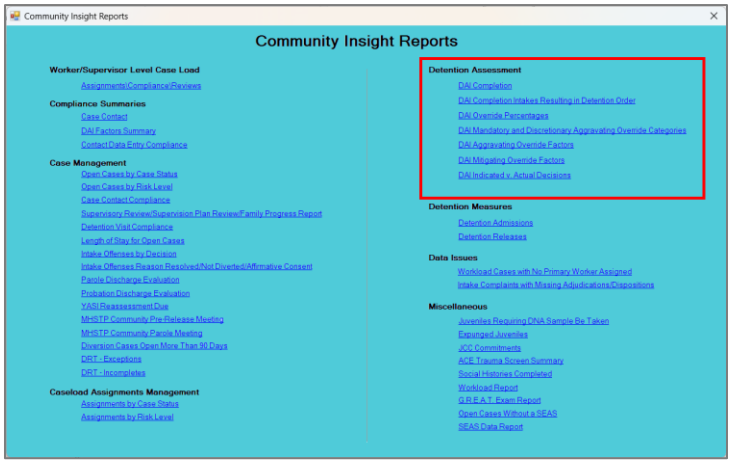


      ii. Click the **Generate** button, and the report will appear at the bottom of the *Assignments By Risk Level* screen.
      iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If required, (i) change the criteria in the **Report Options**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



CSU	Total	No Risk	Low	Medium	High	Pending	Missing	N/A - ICJ
Abingdon (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) - 016	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%

Detention Assessment

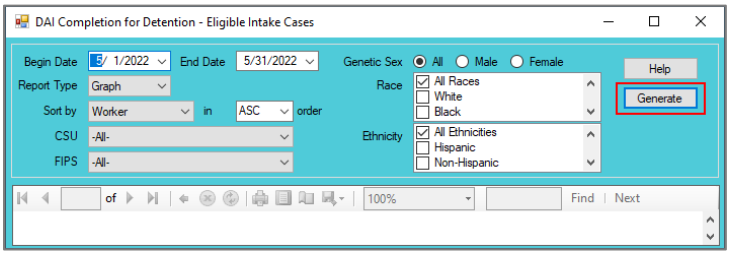


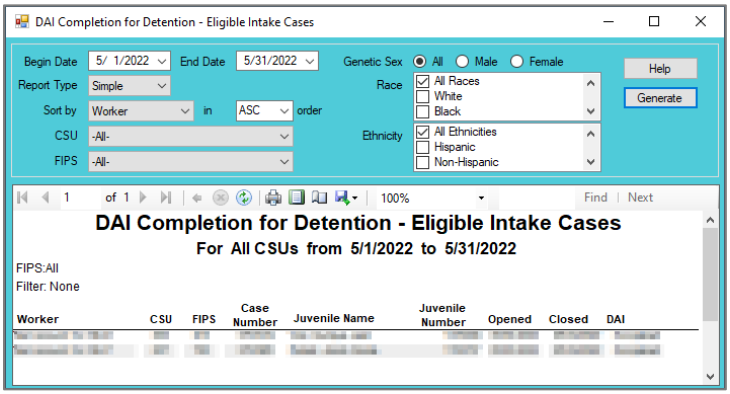
For the following reports: refer to Appendix B for instructions using the **Report Type** drop-down menu; and refer to Appendix C for instructions using embedded hyperlinks.

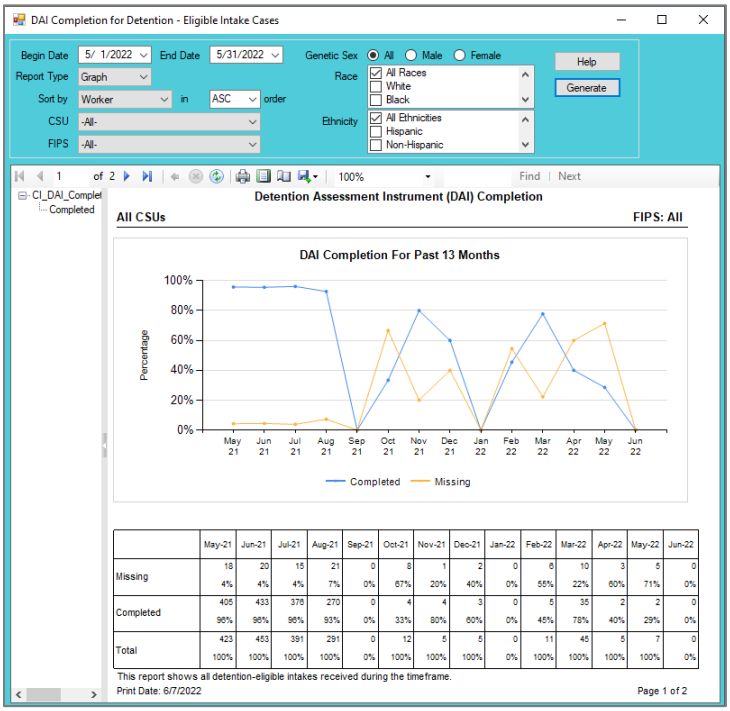
- The **DAI Completion** report displays a count of completed and missing DAIs for all detention-eligible intakes. Only the most recent DAI from any given day is used for analysis.
- The **DAI Completion Intakes Resulting in Detention Order** report displays the intakes resulting in detention order (those 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**
   a. The **DAI Completion for Detention – Eligible Intake Cases** report is available via the **DAI Completion** hyperlink.
      i. The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and DAI when **Report Type** "Simple" is selected.
      ii. The report also displays count and percentage of DAI completion for Missing, Completed, and Total when **Report Type** "Graph" is selected.

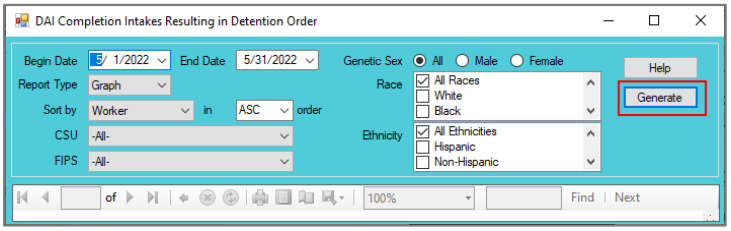
b. From the *Community Insight Reports* screen click the **DAI Completion** hyperlink and the *DAI Completion for Detention – Eligible Intake Cases* screen will appear.
   i. If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down calendars, the (iii) **Report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

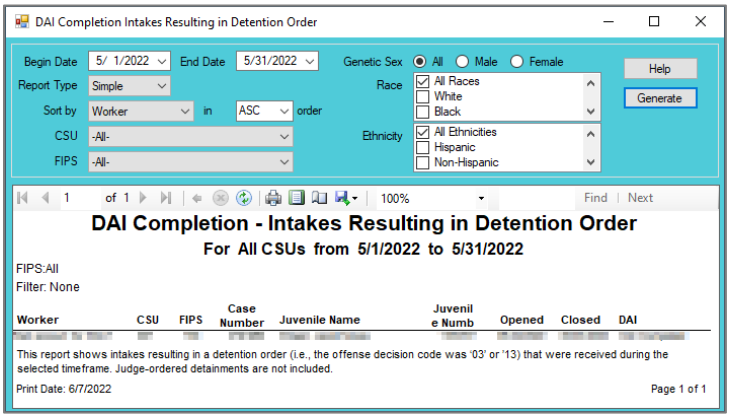


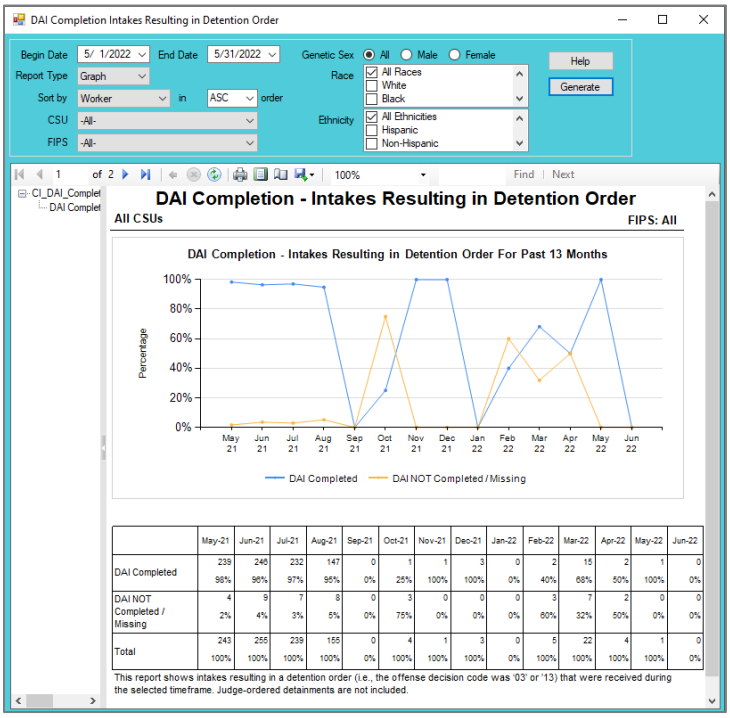




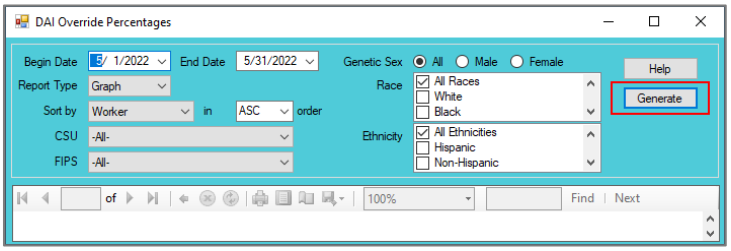
2. **DAI Completion Intakes Resulting in Detention Order**
   a. The **DAI Completion - Intakes Resulting in Detention Order** report is available via the **DAI Completion Intakes Resulting in Detention Order** hyperlink.
      i. The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and DAI when **Report Type** "Simple" is selected.
      ii. 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.
   b. 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.
      i. If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down calendars, the (iii) **Report Type**, (iv) **Sort By**, (v) **CSU** and (vi) **FIPS** drop-down menus, the (vii) **Genetic Sex** radio buttons, and the (vi) **Race** and (vii) **Ethnicity** checkboxes.
      ii. Click the **Generate** button, and the report will appear at the bottom of the *DAI Completion Intakes Resulting in Detention Order* screen.

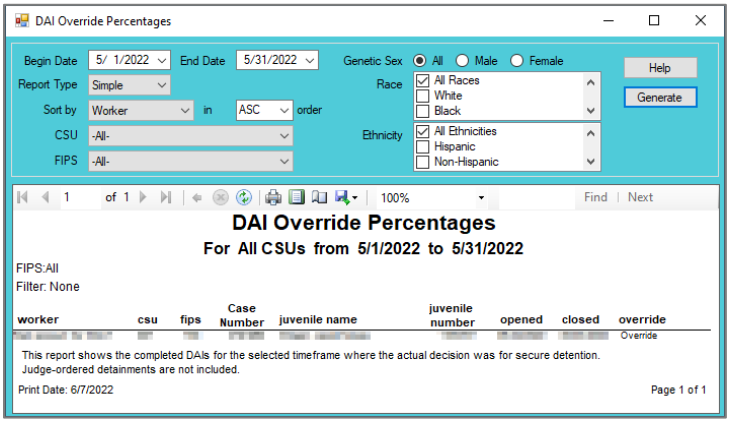


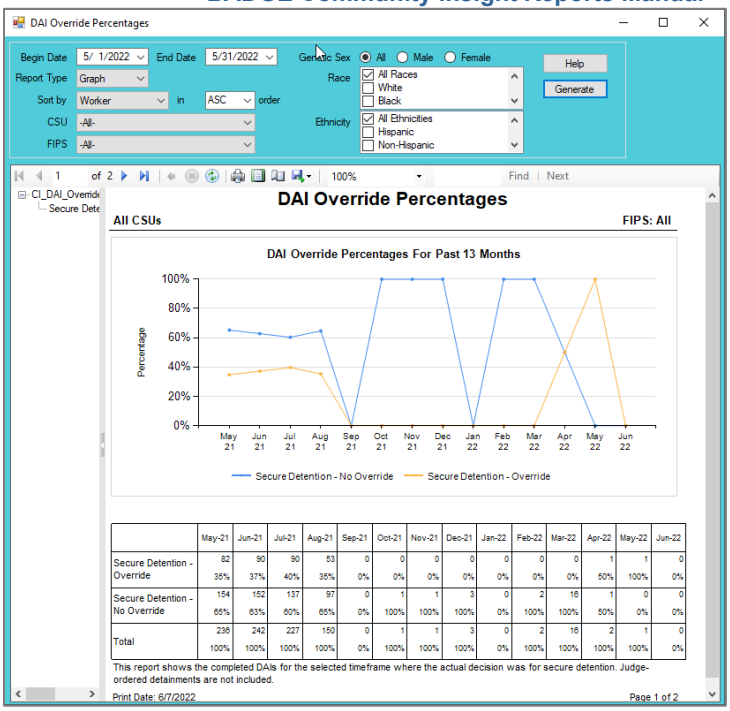




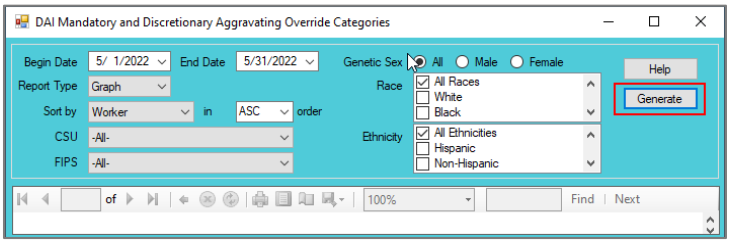
3. **DAI Override Percentages**
   a. The **DAI Override Percentages** report is available via the **DAI Override Percentages** hyperlink.
      i. The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Override when **Report Type** "Simple" is selected.
      ii. 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.
   b. From the *Community Insight Reports* screen click the **DAI Override Percentages** hyperlink and the *DAI Override Percentages* screen will appear.
      i. If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down calendars, the (iii) **Report Type**, (iv) **Sort By**, (v) **CSU** and (vi) **FIPS** drop-down menus, the (vii) **Genetic Sex** radio buttons, and the (vi) **Race** and (vii) **Ethnicity** checkboxes.
      ii. Click the **Generate** button, and the report will appear at the bottom of the *DAI Override Percentages* screen.

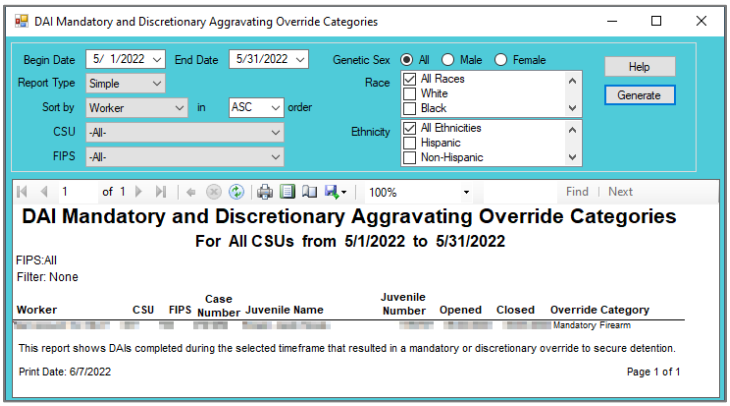


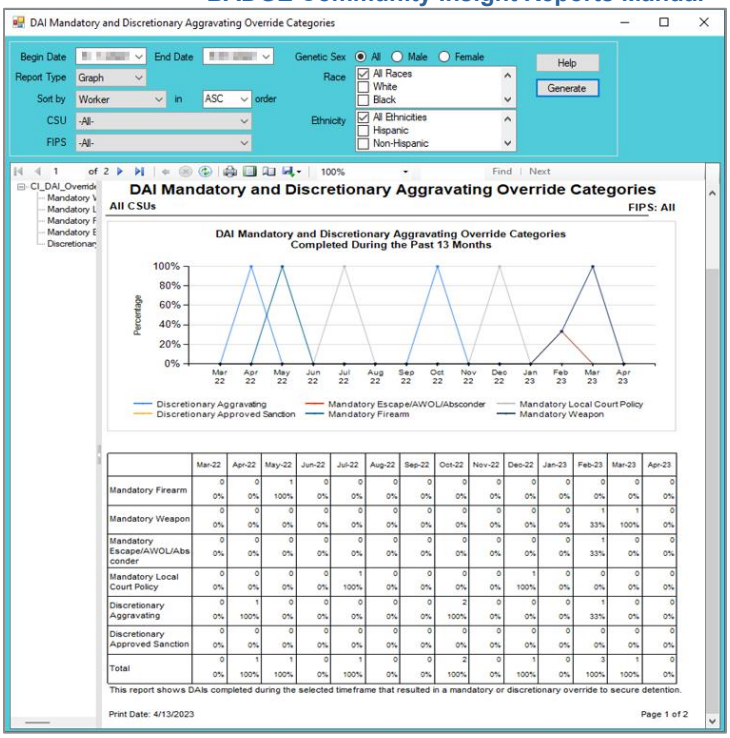




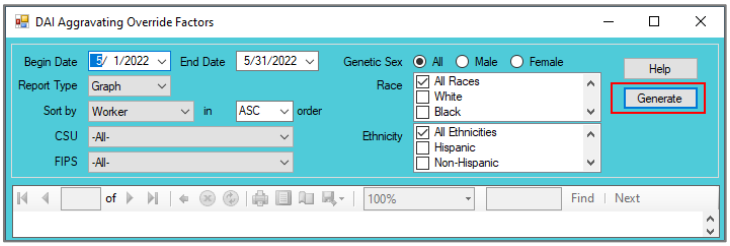
4. **DAI Mandatory and Discretionary Aggravating Override Categories**
   a. The **DAI Mandatory and Discretionary Aggravating Override Categories** report is available via the **DAI Mandatory and Discretionary Aggravating Override Categories** hyperlink.
      i. The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Override Category when **Report Type** "Simple" is selected.
      ii. 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.
   b. 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.
      i. If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down calendars, the (iii) **Report Type**, (iv) **Sort By**, (v) **CSU** and (vi) **FIPS** drop-down menus, the (vii) **Genetic Sex** radio buttons, and the (vi) **Race** and (vii) **Ethnicity** checkboxes.
      ii. Click the **Generate** button, and the report will appear at the bottom of the *DAI Mandatory and Discretionary Aggravating Override Categories* screen.

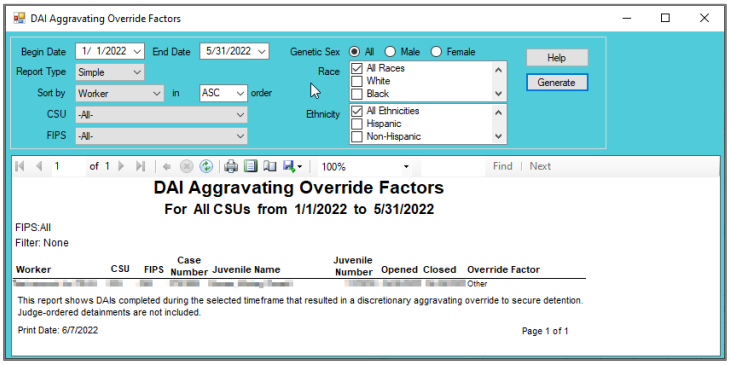


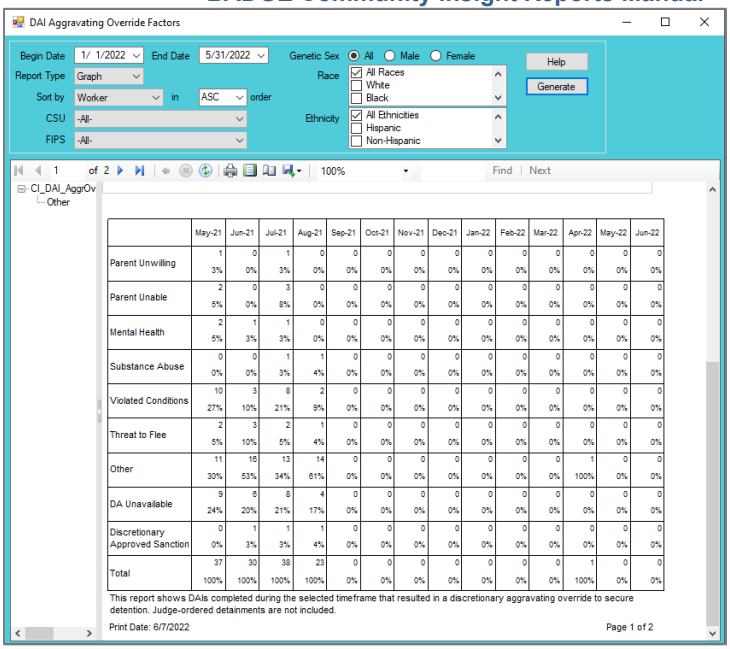




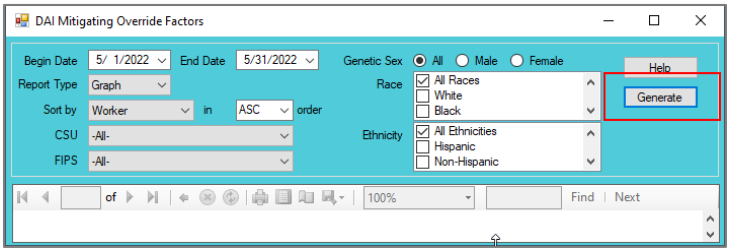
5. **DAI Aggravating Override Factors**
   a. The **DAI Aggravating Override Factors** report is available via the **DAI Aggravating Override Factors** hyperlink.
      i. The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Override Factor when **Report Type** "Simple" is selected.
      ii. 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.
   b. From the *Community Insight Reports* screen click the **DAI Aggravating Override Factors** hyperlink and the *DAI Aggravating Override Factors* screen will appear.
      i. If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down calendars, the (iii) **Report Type**, (iv) **Sort By**, (v) **CSU** and (vi) **FIPS** drop-down menus, the (vii) **Genetic Sex** radio buttons, and the (vi) **Race** and (vii) **Ethnicity** checkboxes.
      ii. Click the **Generate** button, and the report will appear at the bottom of the *DAI Aggravating Override Factors* screen.

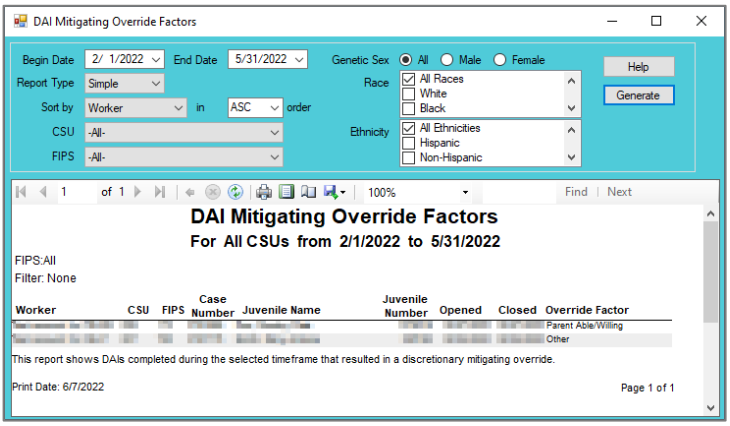


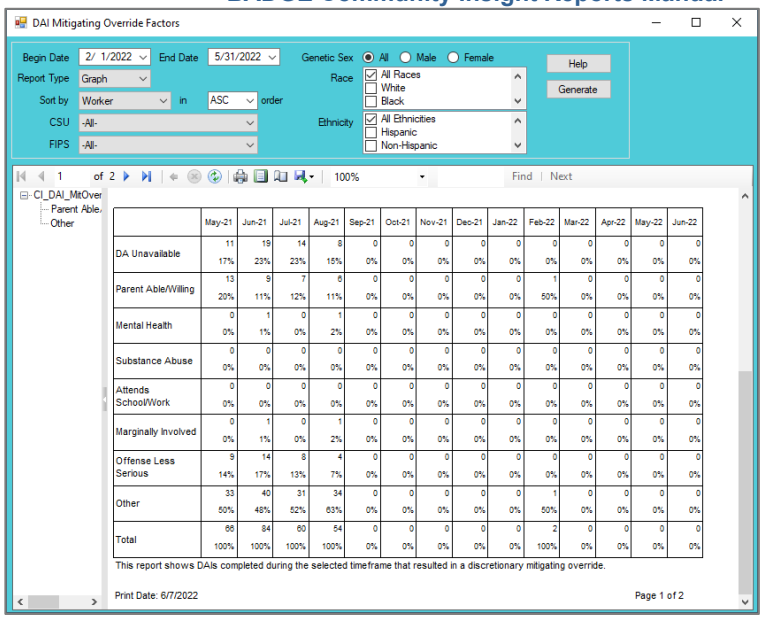




6. **DAI Mitigating Override Factors**
   a. The **DAI Mitigating Override Factors** report is available via the **DAI Mitigating Override Factors** hyperlink.
      i. The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Override Factor when **Report Type** "Simple" is selected.
      ii. 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.
   b. From the *Community Insight Reports* screen click the **DAI Mitigating Override Factors** hyperlink and the *DAI Mitigating Override Factors* screen will appear.
      i. If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down calendars, the (iii) **Report Type**, (iv) **Sort By**, (v) **CSU** and (vi) **FIPS** drop-down menus, the (vii) **Genetic Sex** radio buttons, and the (vi) **Race** and (vii) **Ethnicity** checkboxes.
      ii. Click the **Generate** button, and the report will appear at the bottom of the *DAI Mitigating Override Factors* screen.



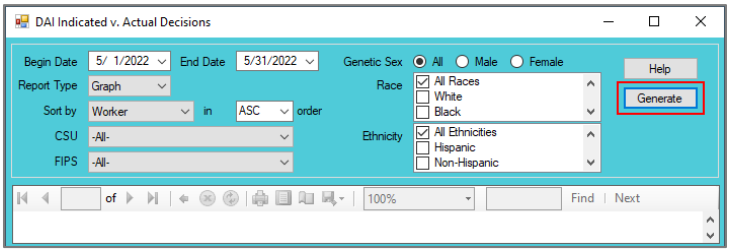


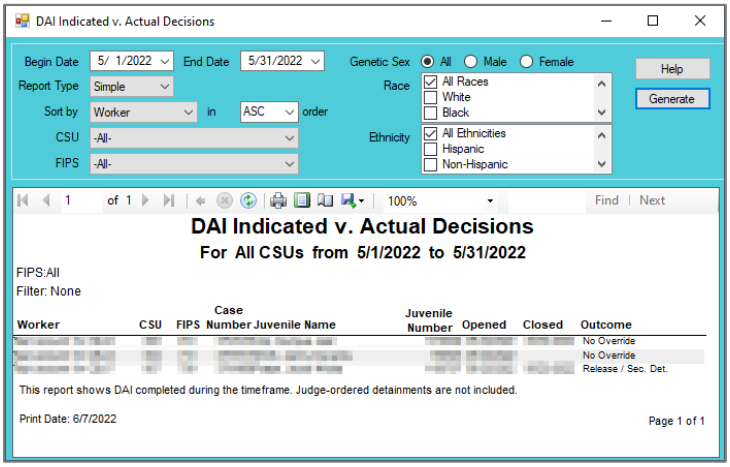


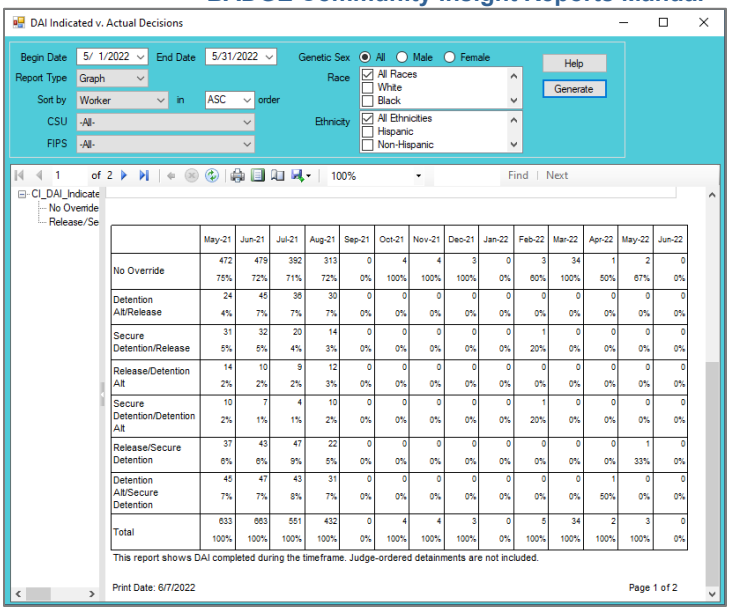
7. **DAI Indicated v. Actual Decisions**
   a. The **DAI Indicated v. Actual Decisions** report is available via the **DAI Indicated v. Actual Decisions** hyperlink.
      i. The report displays Worker, CSU, FIPS, Case Number, Juvenile Name, Juvenile Number, Opened, Closed, and Outcome when **Report Type** "Simple" is selected.
      ii. 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.

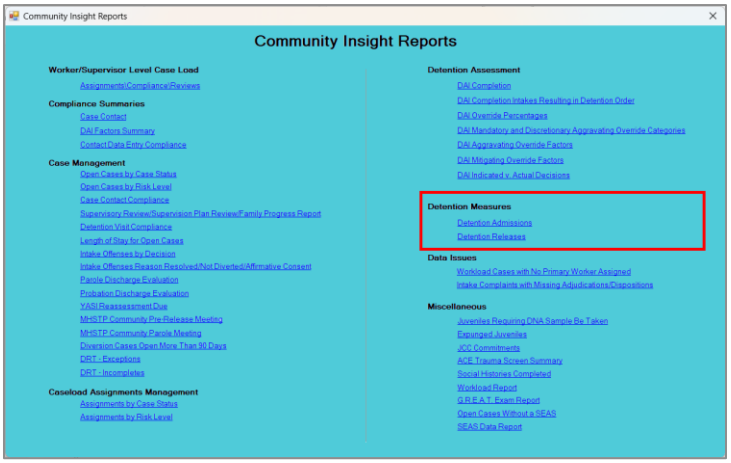
   b. From the *Community Insight Reports* screen click the **DAI Indicated v. Actual Decisions** hyperlink and the *DAI Indicated v. Actual Decisions* screen will appear.
      i. If required, change the criteria as needed using the (i) **Begin Date** and (ii) **End Date** drop-down calendars, the (iii) **Report Type**, (iv) **Sort By**, (v) **CSU** and (vi) **FIPS** drop-down menus, the (vii) **Genetic Sex** radio buttons, and the (vi) **Race** and (vii) **Ethnicity** checkboxes.
      ii. Click the **Generate** button, and the report will appear at the bottom of the *DAI Indicated v. Actual Decisions* screen.







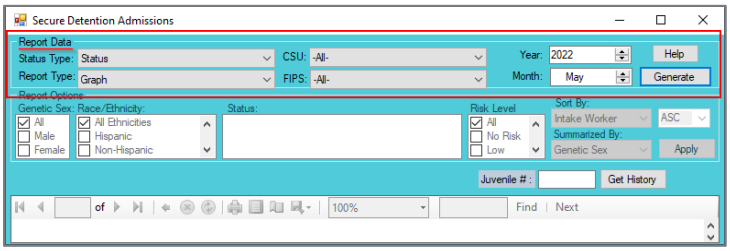
Detention Measures

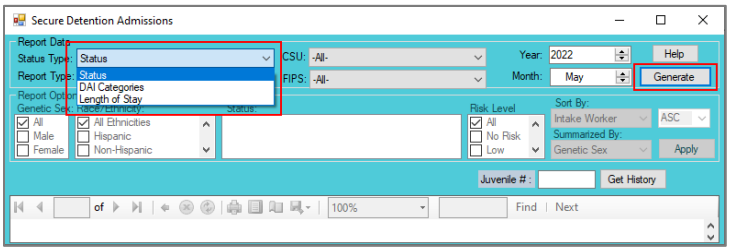


For the following reports: refer to Appendix B for instructions using the **Report Type** drop-down menu; refer to Appendix C for instructions using embedded hyperlinks; refer to Appendix D for instructions using the items in the **Report Options** section; and refer to Appendix E for instructions using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

1. **Detention Admissions**
   a. Three different reports are accessible via the **Detention Admissions** 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 Admissions** hyperlink and the *Secure Detention Admissions* 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:

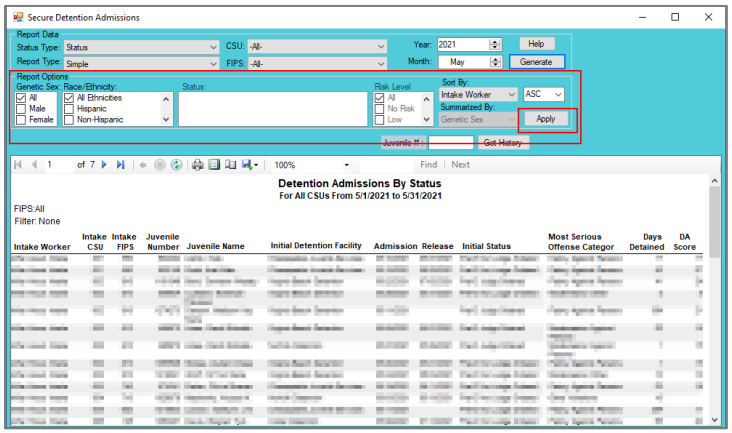
1. **Status** report provides count and percentage of detention admissions by status at the time of admission: “Other,” “Post-D – No Program,” “Post-D – Program,” “Pre-D Judge Ordered,” “Pre-D Not Judge Ordered,” and “Total.”
2. **DAI Categories** report provides count and percentage of detention admissions 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.”





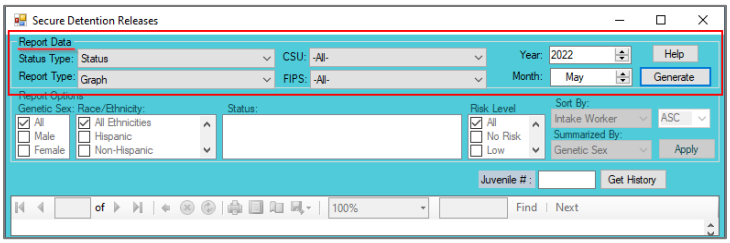
ii. Click the **Generate** button, and the selected status type report will appear at the bottom of the *Secure Detention Admissions [Status Type drop-down menu selected]* screen.

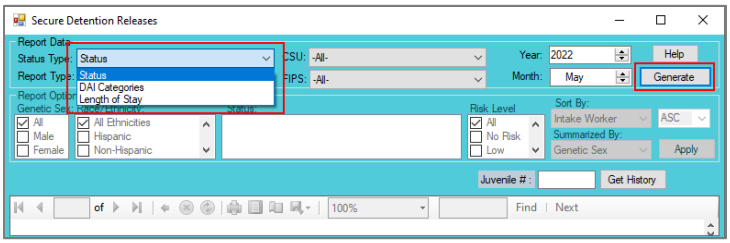
iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.



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:

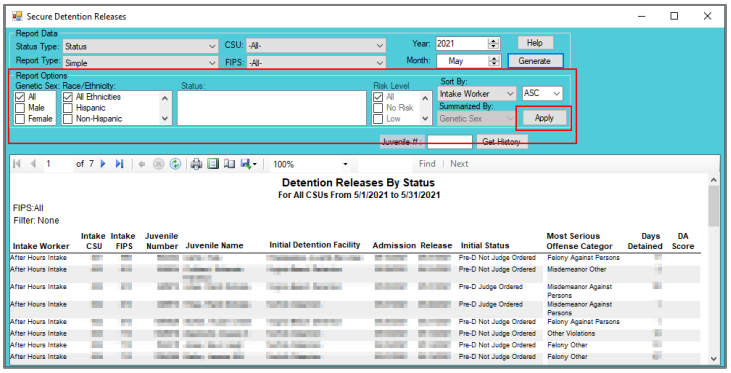
1. **Status** report provides count and percentage of detention releases by status at the time of admission: “Other,” “Post-D – No Program,” “Post-D – Program,” “Pre-D Judge Ordered,” “Pre-D Not Judge Ordered,” and “Total.”
2. **DAI Categories** report provides count and percentage of detention releases 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.

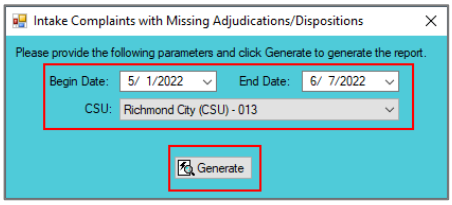


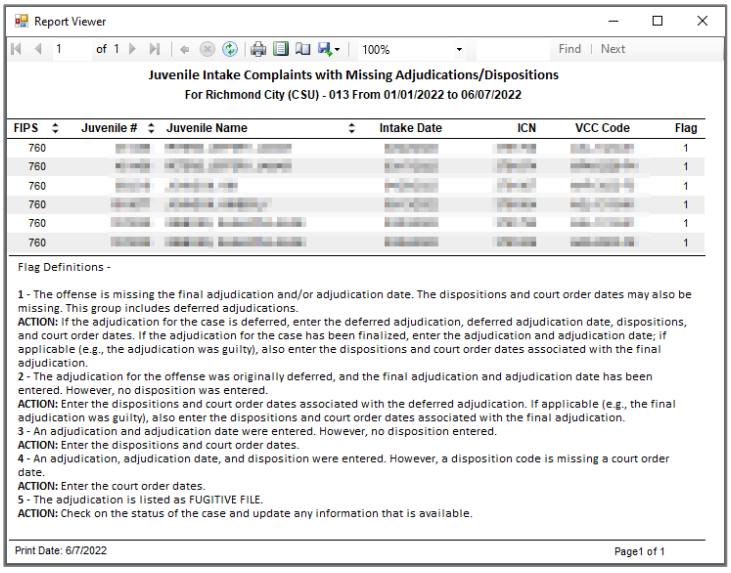
Ref: Refer to Appendix B for instructions on how to use the **Report Options**.

Data Issues

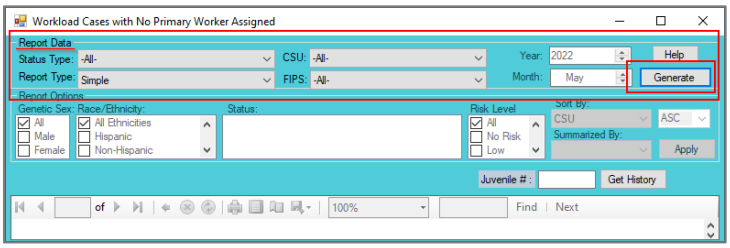
For the following reports: refer to Appendix B for instructions using the **Report Type** drop-down menu; refer to Appendix C for instructions using embedded hyperlinks; refer to Appendix D for instructions using the items in the **Report Options** section; and refer to Appendix E for instructions using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



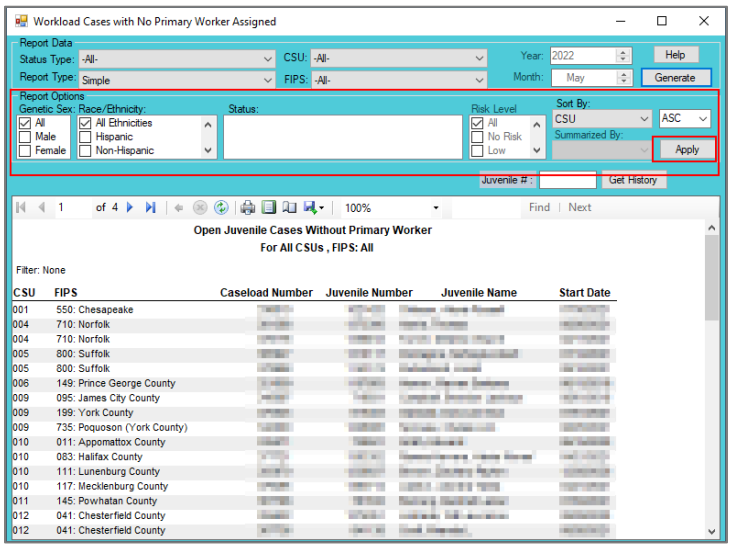


2. **Workload Cases with No Primary Worker Assigned**
   a. The **Open Juvenile Case Without Primary Worker** report, available via the **Workload Cases with No Primary Worker Assigned** hyperlink, displays CSU, FIPS, Caseload Number, Juvenile Number, Juvenile Name, and Start Date.
   b. From the *Community 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.

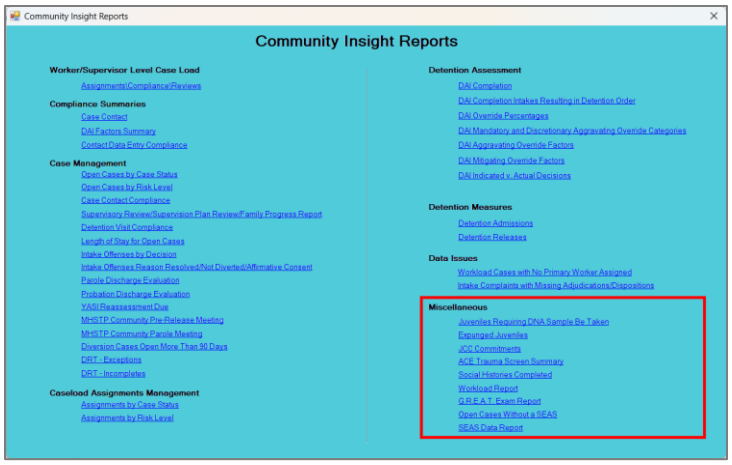


      ii. Click the **Generate** button, and the report will appear at the bottom of the *Workload Cases with No Primary Worker Assigned* screen.

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



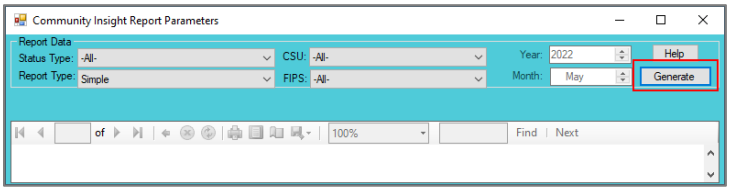
For the following reports: refer to Appendix B for instructions using the **Report Type** drop-down menu; refer to Appendix C for instructions using embedded hyperlinks; refer to Appendix D for instructions using the items in the **Report Options** section; and refer to Appendix E for instructions using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

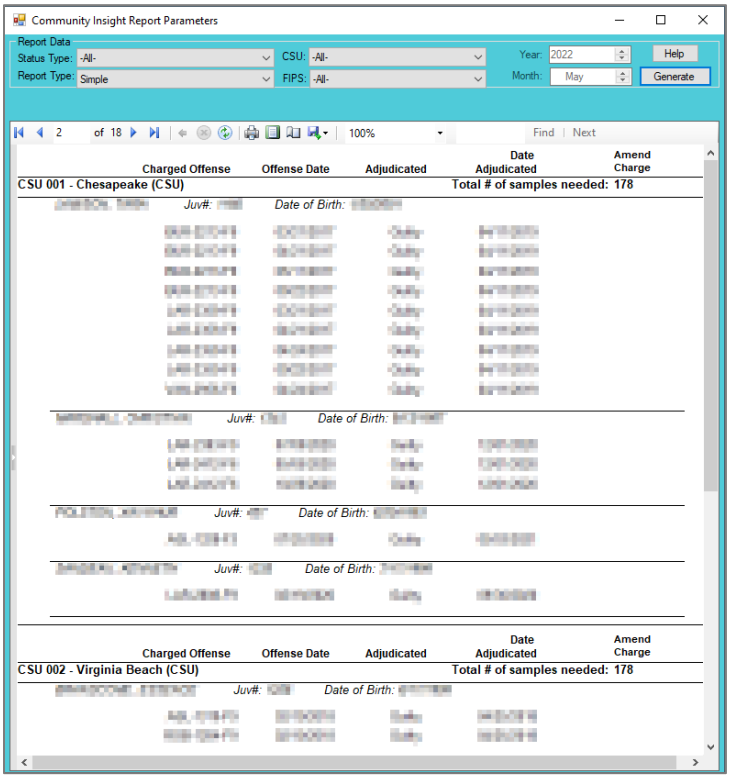
1. Juveniles Requiring DNA Sample Be Taken

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.

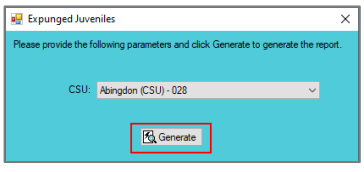
a. The **DNA Samples Needed According to JTS Data** report, available via the **Juveniles Requiring DNA Sample Be Taken** hyperlink, identifies juveniles by CSU, FIPS, [Juvenile Name], Juv#, and Date of Birth that have a felony charge at the time the juvenile was 14 years of age or older and lists the Charged Offense, Offense Date, Adjudicated, Date Adjudicated, and Amend Charge.
b. From the *Community Insight Reports* screen click the **Juveniles Requiring DNA Sample Be Taken** hyperlink and the *Community Insight Report Parameters* screen will appear.

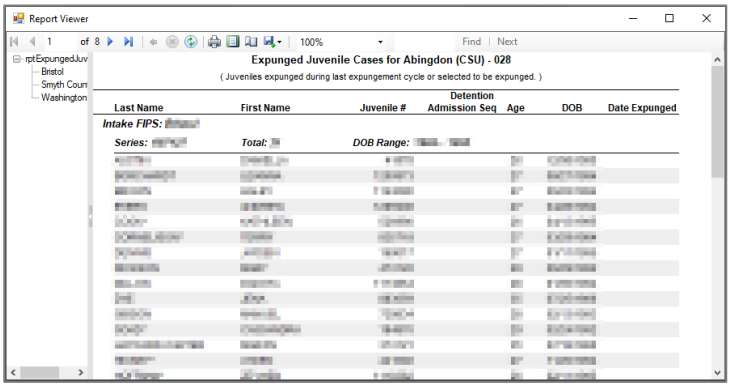
i. The **Status Type**, **Report Type**, **CSU**, **FIPS**, **Year**, and **Month** fields will auto-populate in the **Report Data** section of the screen. If required, in the **Report Data** section, use the **CSU** drop-down menu to select a specific CSU and FIPS (if applicable), no other fields can be modified.
ii. Click the **Generate** button, and the report will appear at the bottom of the *Community Insight Report Parameters* screen.





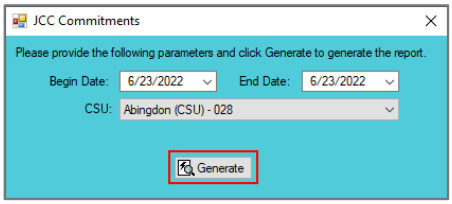
2. **Expunged Juveniles**
   a. The **Expunged Juvenile Cases for [CSU]** report, available via the **Expunged Juveniles** hyperlink, lists the CSU, Intake FIPS, Last Name, First Name, Juvenile #, Detention Admission Seq, Age, DOB, Date Expunged, Series, Total, and DOB Range.
   b. From the *Community 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.

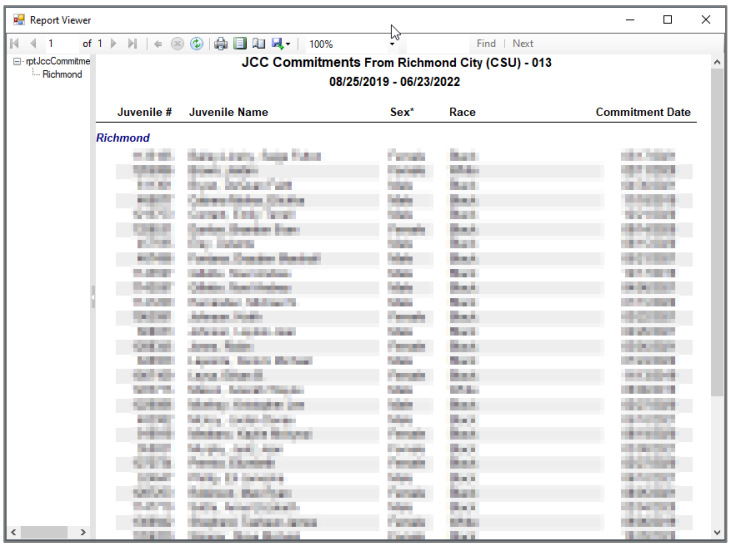




3. **JCC Commitments**
   a. The **JCC Commitments From [CSU]** report, available via the **JCC Commitments** hyperlink, lists the CSU, FIPS, Juvenile #, Juvenile Name, Sex, Race, and Commitment Date for the CSU and time period selected.

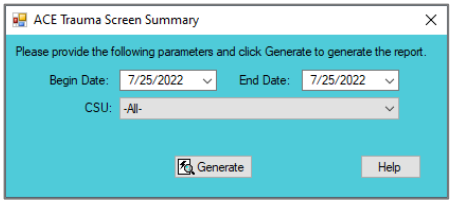
b. From the *Community Insight Reports* screen click the **JCC Commitments** hyperlink and the *JCC Commitments* screen will appear.
   i. Use the (i) **Begin Date** and (ii) **End Date** drop-down calendars to select the desired period and the (iii) **CSU** drop-down menu to select a specific CSU.
   ii. Click the **Generate** button, and the report will appear in the *Report Viewer* screen.

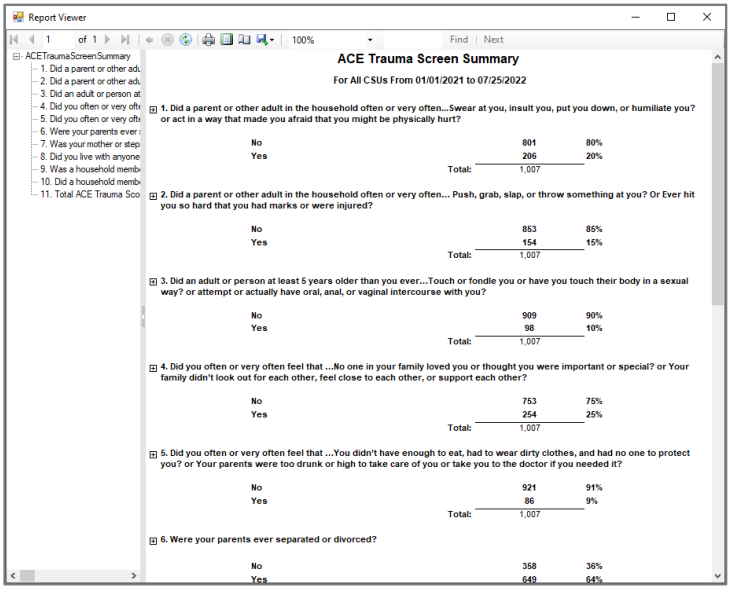




4. **Adverse Childhood Experiences (ACE) Trauma Screen Summary**
   a. The **ACE Trauma Screen Summary** report, available via the **ACE Trauma Screen Summary** hyperlink, provides a count and percentage of juveniles' yes and no responses to the ten questions on the ACE trauma screen for the selected CSU(s) and time period selected.
   b. From the *Community Insight Reports* screen click the **ACE Trauma Screen Summary** hyperlink and the *ACE Trauma Screen Summary* 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.

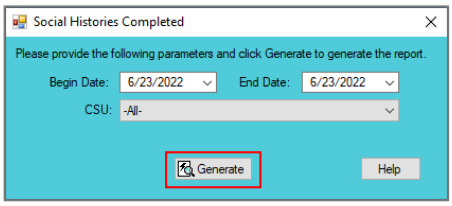
For the **ACE Trauma Screen Summary** report, the percentages for each question are based on the number of ACE Trauma Screens completed for the time period and CSU(s) selected.

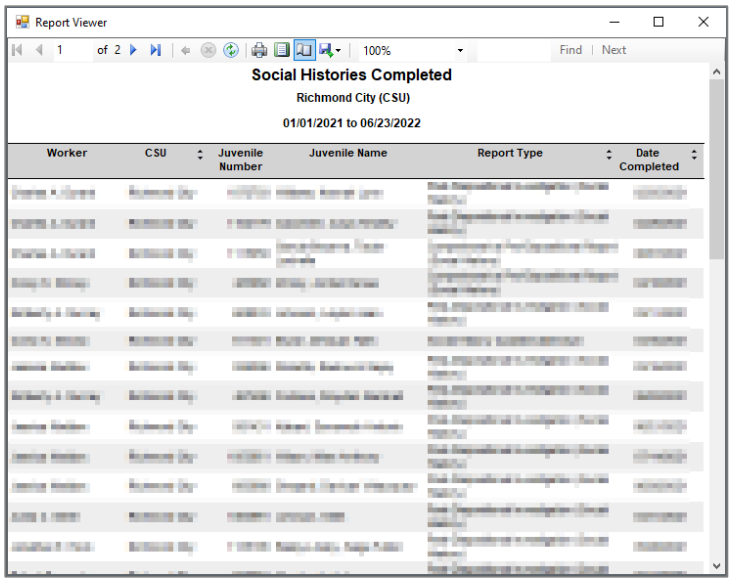




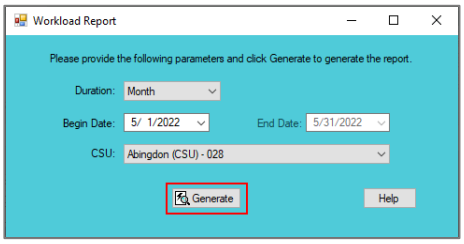
5. **Social Histories Completed**

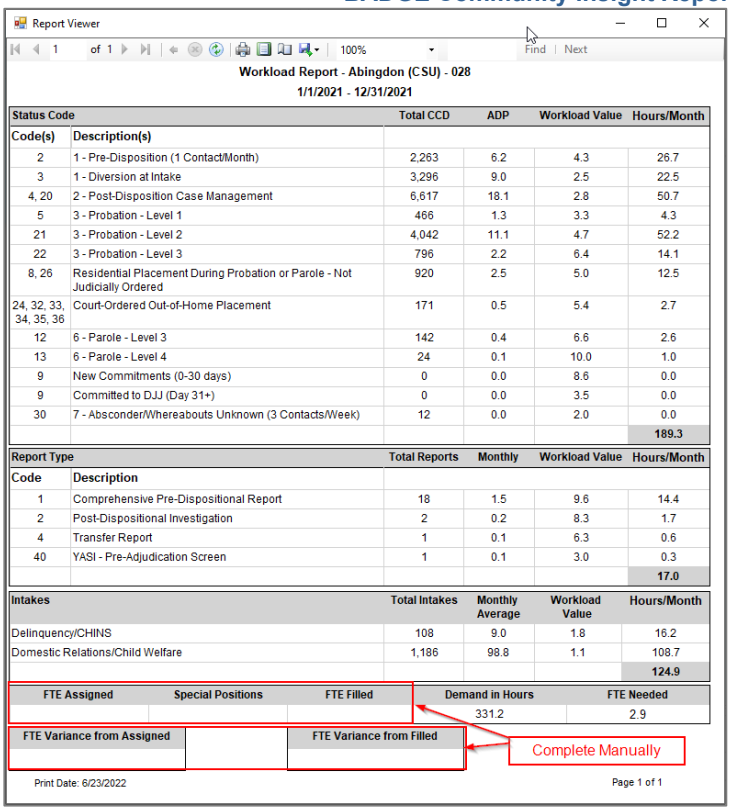
a. The **Social Histories Completed** report, available via the **Social Histories Completed** hyperlink, lists the Worker, CSU, Juvenile Number, Juvenile Name, Report Type, and Date Completed for the CSU(s) and time period selected.
b. From the *Community Insight Reports* screen click the **Social Histories Completed** hyperlink and the *Social Histories Completed* 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 all or a specific CSU.
   ii. Click the **Generate** button, and the report will appear in the *Report Viewer* screen.



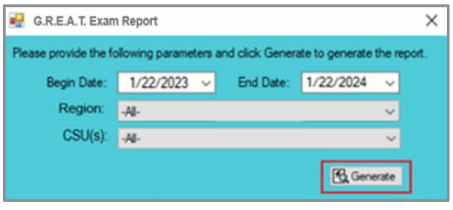


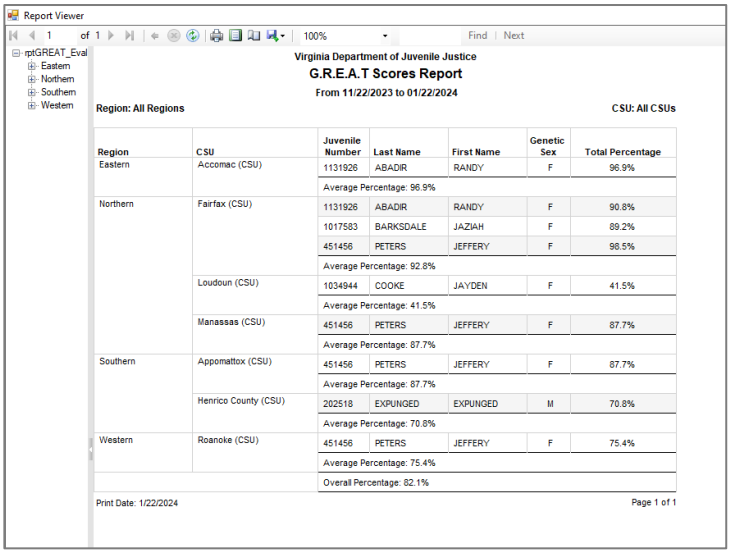
6. **Workload Report**
   a. The **Workload Report - [CSU]** report, available via the **Workload Report** hyperlink, lists a selected CSU's workload information by Status Code, Report Type, and Intakes. Each category lists a static Workload Value and the Hours/Month for the selected timeframe. The report 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.





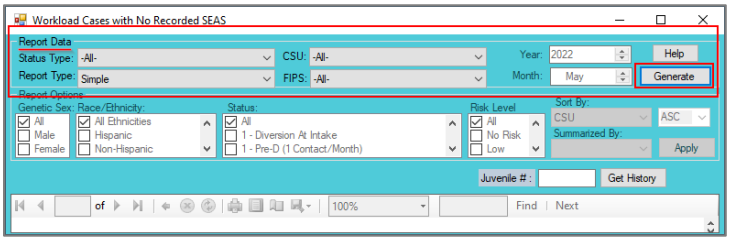
7. **G.R.E.A.T. Final Report (Gang Resistance Education and Training)**
   a. The **G.R.E.A.T. Scores Report**, available via the **G.R.E.A.T. Exam Report** hyperlink, displays the following G.R.E.A.T. final exam information by region(s) and CSU(s) for the period selected: Region, CSU, Juvenile Number, Last Name, First Name, Genetic Sex, Total Percentage, Average Percentage, and Overall Percentage.
   b. 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.
      i. 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.
      ii. Click the **Generate** button, and the *Report Viewer* screen will appear and display the **G.R.E.A.T. Scores Report**.



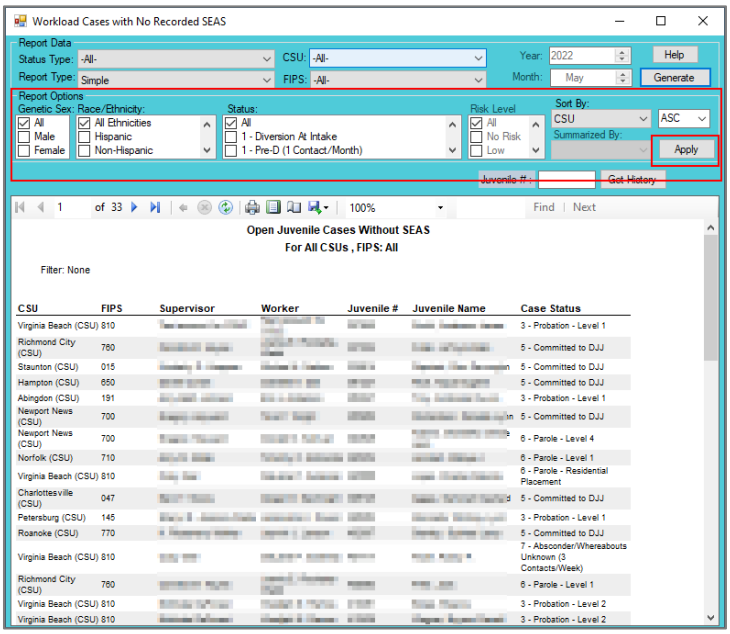


- The Average Percentage displays the average percentage for each CSU within the selected timeframe.
- The Overall Percentage displays the combined average percentage for all the selected CSUs within the identified timeframe.

8. **Open Cases Without a SEAS**
   a. 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.
   b. 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.
      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.



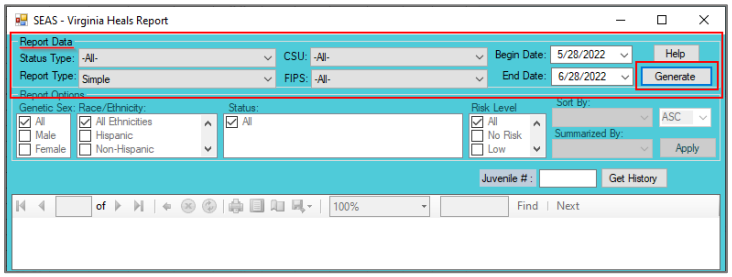
      ii. Click the **Generate** button, and the report will appear at the bottom of the *Workload Cases with No Recorded SEAS* screen.
      iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If required, (i) change the criteria in the **Report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



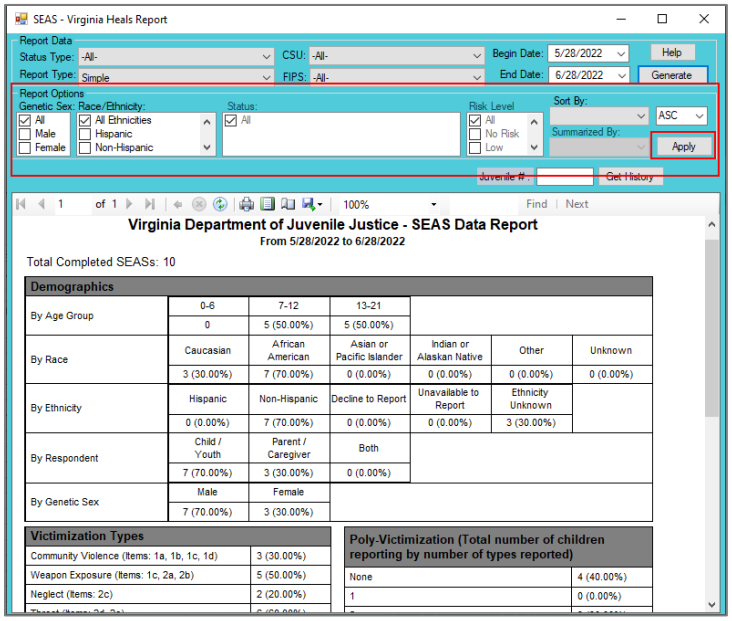
9. **SEAS Data Report**
   a. The **VIRGINIA HEALS, Virginia Department of Juvenile Justice - SEAS Data Report**, available via the **SEAS Data Report** hyperlink, provides a count of the **Total Completed SEASs** and a count and percentage for detailed categories grouped by the following sections: Demographics, Victimization Types, Poly-Victimization, Victimization Impacts, Protective Factors, and Follow-Up Needed. The categories contained in each section are as follows:
      i. Demographics lists By Age Group, By Race, By Ethnicity, By Respondent, and By Genetic Sex.
      ii. Victimization Types lists Community Violence, Weapon Exposure, Neglect, Threat, Physical, Sexual, Family Member Perpetration, and Total VVSs.
      iii. Poly-Victimization lists None, 1, 2, 3, 4 or more, and Total VVSs.

iv. 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.



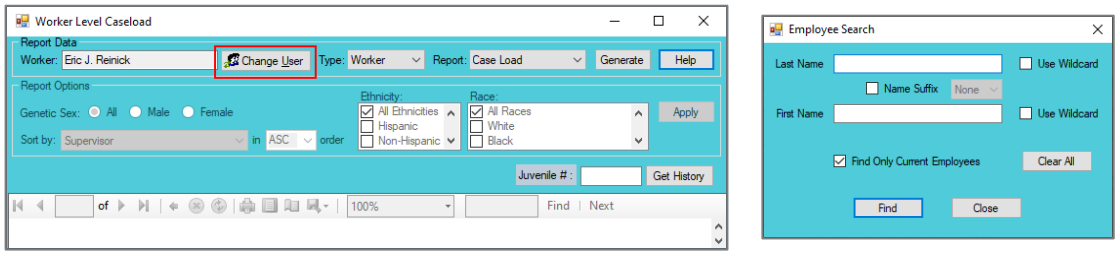
   iii. After the report is generated, the items in the **Report Options** section will become available (see Appendix D). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.



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

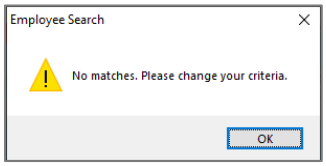
i. In the *Employee Search* screen either (a) type the full last name in in the **Last Name** text field for an exact name match or (b) (i) enter a partial sequence of characters beginning with the first letter of the last name in the **Last Name** text field and (ii) click the **Use Wildcard** checkbox 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.

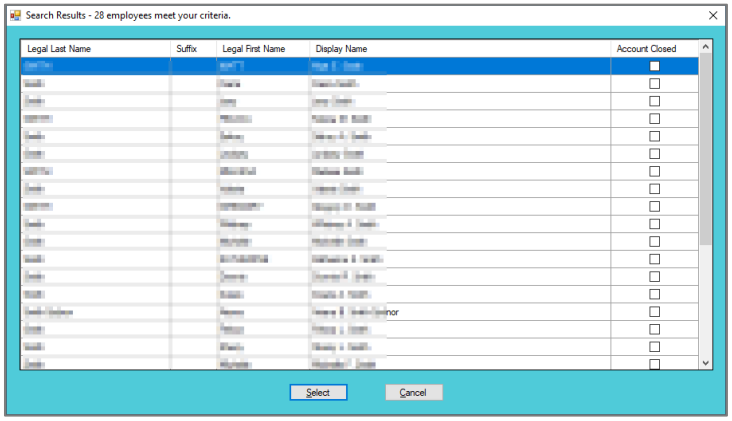
iii. The **Find Only Current Employees** checkbox will be automatically selected, uncheck this checkbox to include former employees in the search results.

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.”

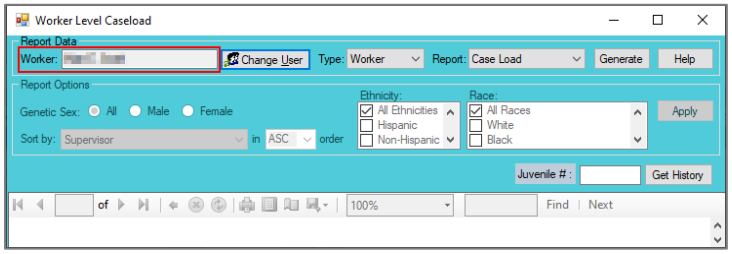


2. The *Search Results* screen will appear with all user name matches.



   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.

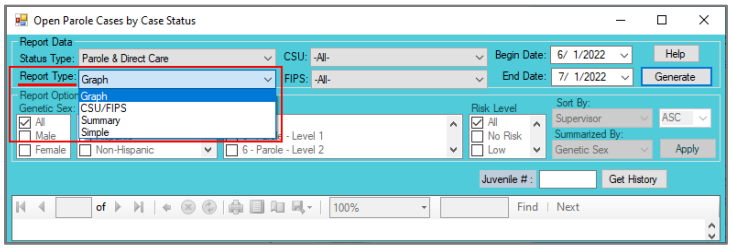


To yield broader search results, type ONLY the first two or three characters of the last and first name, and select **Use Wildcard**.

B. Report Type

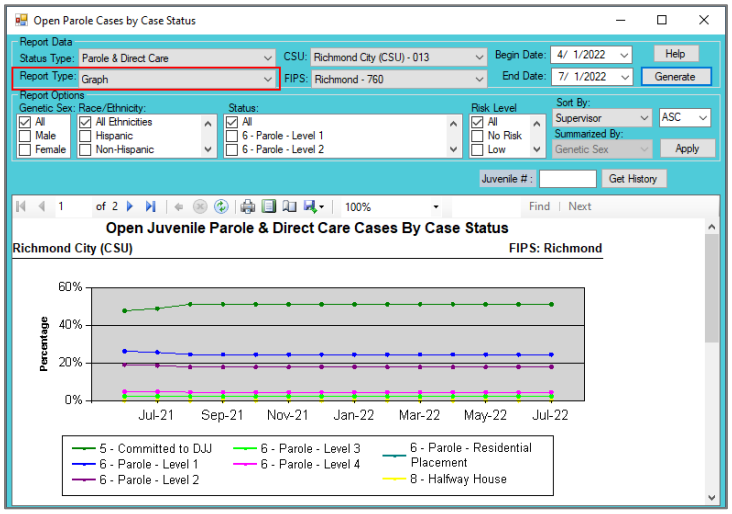
Report Type

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**.



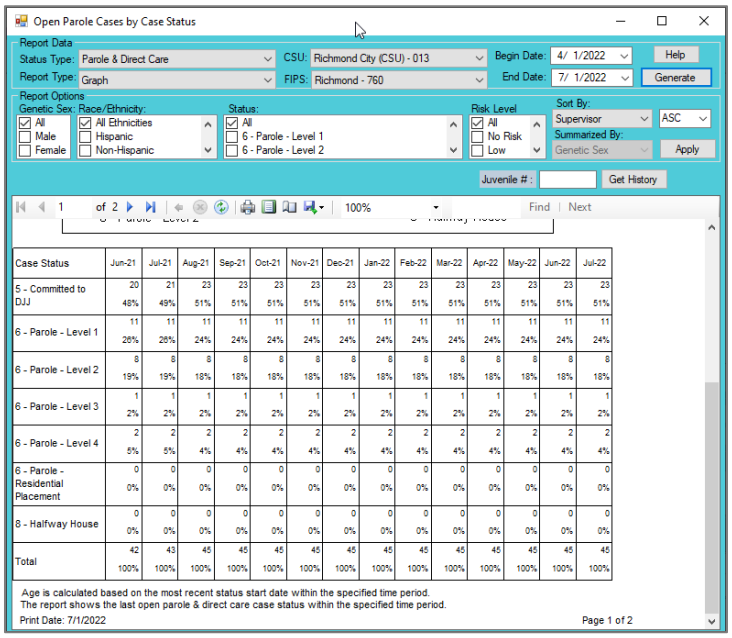
Refer to the Report Options section further below for detailed instructions using the items in the **Report Options** section.

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



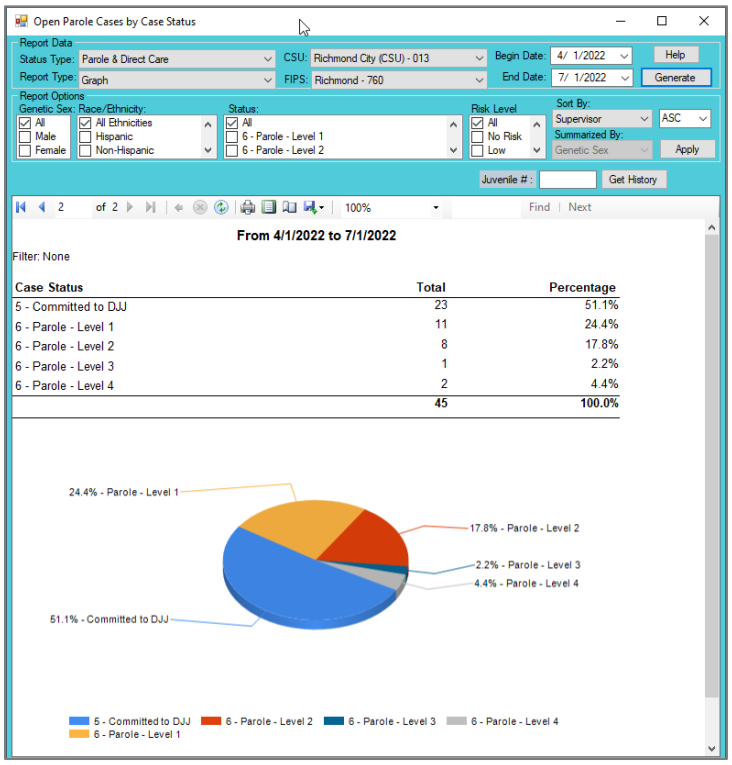
      b. **Table**
         1. A table, included in the **Graph** report type, will display 14-month aggregate data for the report.

a. From the table, click on embedded hyperlinks to access and review additional report details.



c. **Pie Chart**

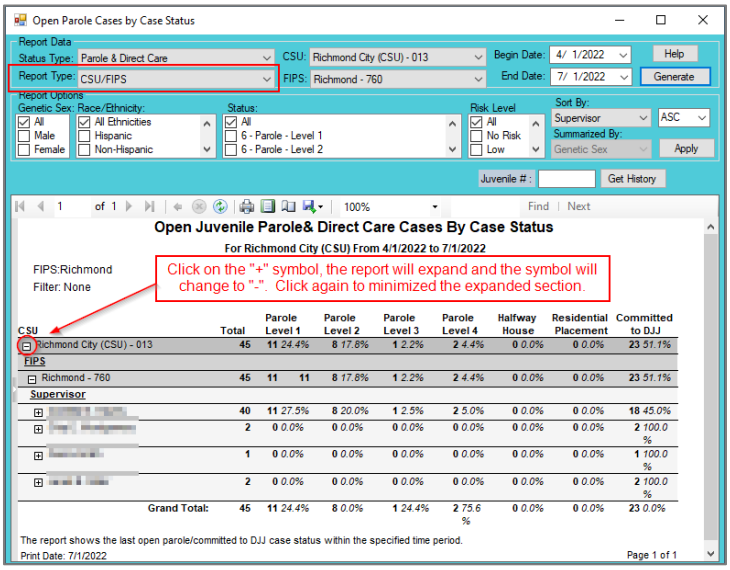
1. A pie chart, included in the **Graph** report type, will display report data for the selected timeframe.
   a. From the pie chart, click on embedded hyperlinks to access and review additional report details.



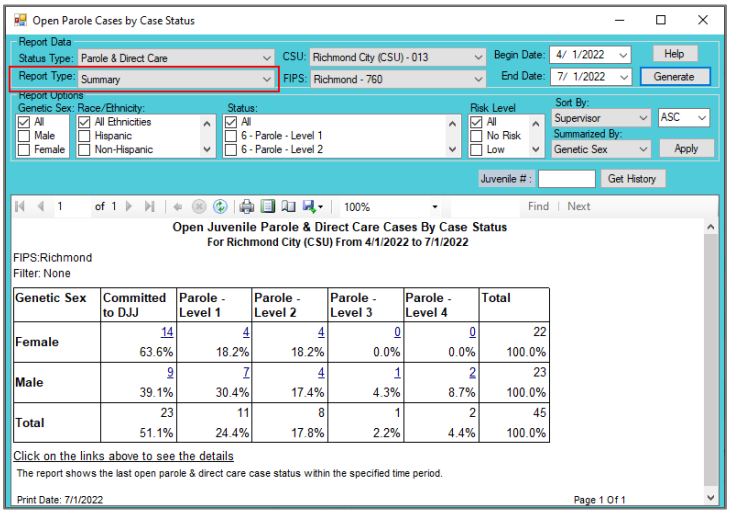
A hand cursor will appear over specific data in the report whenever there is an embedded hyperlink.

Refer to the *Hyperlinks* section below for more information regarding embedded hyperlinks.

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



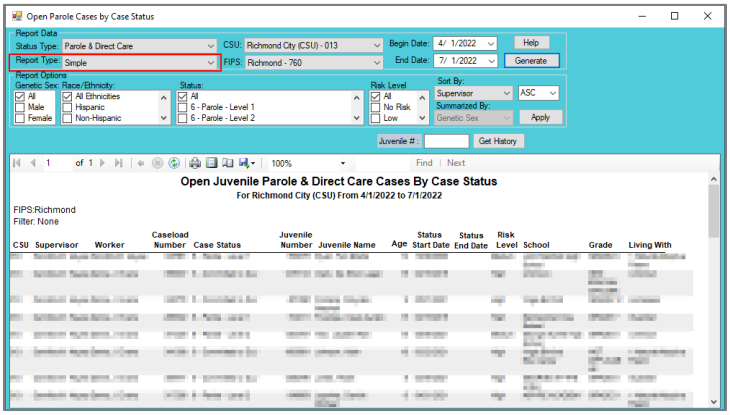
3. **Summary**
   a. A **Summary** report type displays the report information as a summary of the options selected (intentionally or by default) in the **Report Option** section, in a table.
   b. From an applicable report screen (i) select **Summary** from the **Report Type** drop-down menu in the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



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

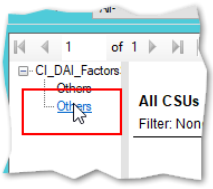
4. **Simple**
   a. A **Simple** report type displays the report information that meets the selected data options selected in the **Report Data** section, in detail, with column headers for all available categories, in a table.

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

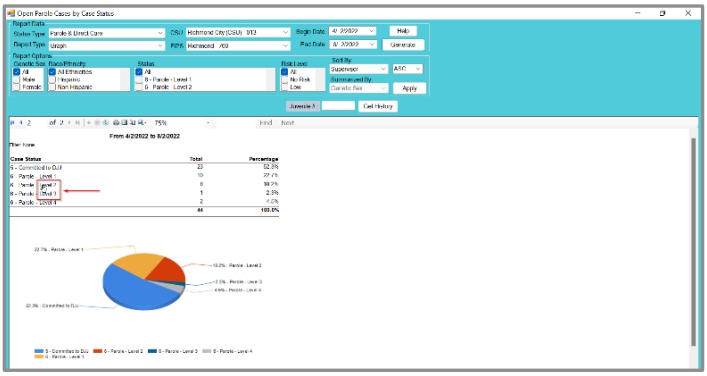


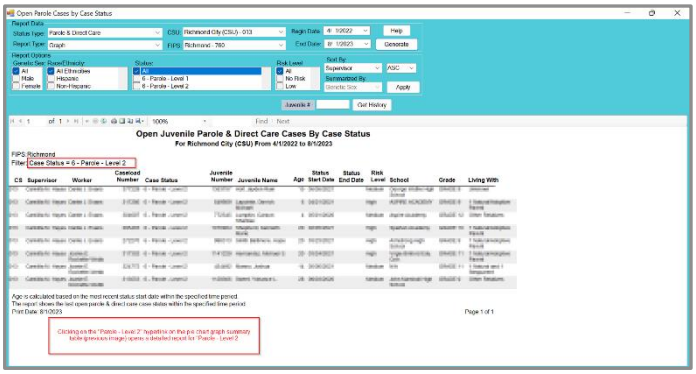
C. Hyperlinks

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.

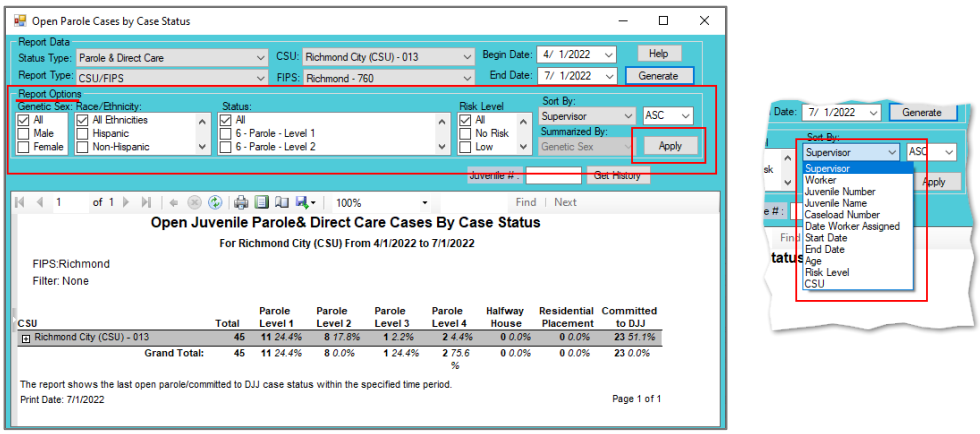




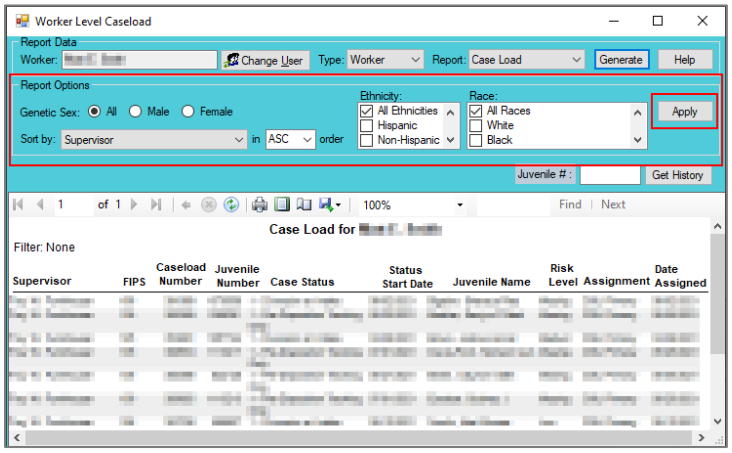
D. Report Options

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.

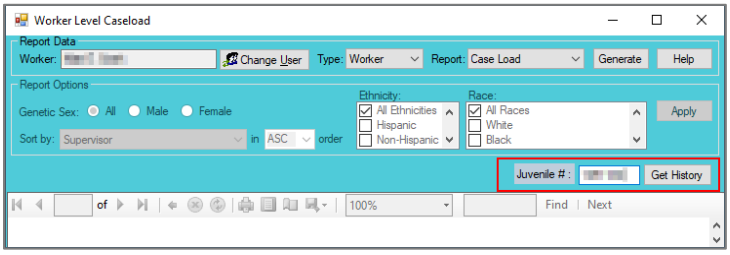


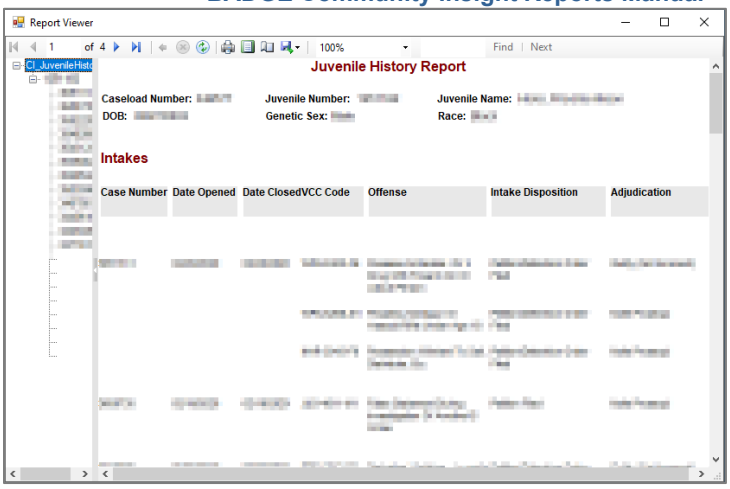
The **Report Options** section can be displayed differently for various reports, but generally contains the same information. As an example, see the **Report Options** sections in the image above and the image below. While both sections contain the same information, the options are presented in a different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



E. Juvenile History Report

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





F. Document Revisions

Date	Item	Details
08/2018	Absconder statuses added to Several Reports	Assignments/Compliance/Reviews – Case Reviews Report, Open Cases by Risk Level, Supervisory Review/Supervision Plan Review/Family Progress Report – Supervisory Review Report and Supervision Plan Report, and Length of Stay for Open Cases.
08/2018	Assignments by Case Status Report	Absconder and Tracking Only were added as case Status Category Options.
09/2018	Title Page / Headings / Format / Screenshots	The format, headings, title page, and screenshots have been updated for correction and consistency.
01/2019	Parole and Probation Discharge Evaluation Reports	An update to the Parole and Probation Discharge Evaluation reports added the following fields to the reports: primary PO on the date of release, genetic sex, race/ethnicity, most serious offense with the closed status, and the workload case status closed code.
02/2019	Report KEY/LEGEND	The Report KEY/LEGEND was added to the Reports section to provide report buttons and operations instructions.
03/2019	Workload Report	The Workload report was created and can be found under the Miscellaneous reports.
07/2019	Intake Complaints with Missing Adjudications/Dispositions	The Intake Complains with Missing Adjudications/Dispositions report was created and can be found under the Data Issues reports.
08/2022	Formatting changes to entire document	See Style Manual for up to date document formatting requirements. Changes made include decreasing Margins to “Narrow”. Move “Notepad Bullets” from margins to document body. Change table formatting requirements and increase all table sizes to utilize increased usable page space.
08/2022	Edits for accuracy, clarity, formatting, spelling, and grammar to entire document.	Update screen shots to include current representation of BADGE, add screen shots where they are missing or add clarity to the manual, update instructions that are lacking detail or missing steps, correct spelling, and grammar, and fix any formatting irregularities.
08/2022	Miscellaneous	Add Open Cases Without a SEAS and SEAS Data Report.
08/2022	Miscellaneous	Remove Open Cases Without an ACE.
04/2023	DAI Mandatory and Discretionary Aggravating Override Categories report	Update text and image to include “Mandatory Weapon.”
07/2023	Intake Offenses Reason Resolved/Not Diverted	Add Intake Offenses Reason Resolved/Not Diverted Report as Case Management option.
07/2023	Diversion Cases Open More Than 90 Days	Add Diversion Cases Open More Than 90 Days Report as Case Management option.
10/2023	Affirmative Consent	Add a new Report Status for “Affirmative Consent.” Add the report under the “Intake Offenses Reason Resolved/Not Diverted” hyperlink and rename the hyperlink “Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent”
02/2024	Miscellaneous	Add G.R.E.A.T. Exam Report
02/2025	Case Management	Add 2 reports: DRT – Exceptions and DRT Incompletes.
02/2025	Compliance Summaries	Add Report for Contact Data Entry Compliance.

Date	Item	Details
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 Update	BADGE Version at last *BADGE Community Insight Reports Manual* update: **Version 4.0.5.13.**
09/2025	Hyperlinks	All hyperlinks updated. Added hyperlinks to manual for the BADGE web application.
10/2025	BADGE Version Update	BADGE Version at last *BADGE Community Insight Reports Manual* update: **Version 4.0.5.16**