

BADGE Balanced Approach Data Gathering Environment

Community Insight Reports User Manual

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Key/Legend

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

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

In the BADGE Application

Style/Symbol/B	utton	Meaning
Calendar drop-d Button and Date		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 B	100% •	In order of appearance (from left to right): Print ; Print Layout ; Page Setup ; click the Export icon to choose to export a report as an Excel spreadsheet, PDF, or Word document from the drop-down menu; and choose the document view by clicking on the Zoom drop-down menu.
Find Report Viewer B	Next uttons (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.
<pre>\$\$</pre> Scro	ll 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.
	Button and/or in Red Font	A record with text displayed in red font generally indicates there is an "alert" associated with a given juvenile record. To view an alert, click the red and white Info button or select the <i>Alerts</i> tab on the <u>Juvenile</u> <u>Information</u> screen.
Que	displayed on <u>stion</u> and/or <u>firmation</u> Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.
	displayed on ous screens.	The exclamation mark on a red background denotes a mandatory field.
	displayed on ous 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.
	displayed on <u>mation</u> Screen	The "i" icon typically displays when the application notifies a user of the results of a requested action, for example: "Data saved successfully." This also displays when there is additional information for field.

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

In the BADGE Manual

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

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

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

Please Note

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

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

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

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

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

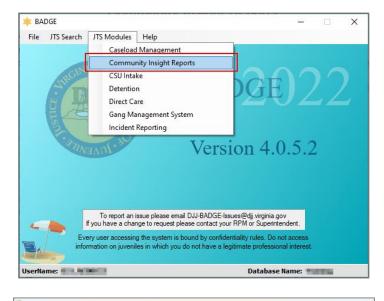
Please email <u>DJJ-BADGE-Passwords@djj.virginia.gov</u> for assistance with BADGE login problems.

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

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

From the BADGE home screen:

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



Community Insig	ght Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\Compliance\Reviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Aggravating Override Categories
Contact Data Entry Compliance	DAI Aggravating Override Factors
Core Management	DAI Mitigating Override Factors
Case Management Open Cases by Case Status	DAI Indicated v. Actual Decisions
Open Cases by Risk Level	ACCULUTION CONTRACT, CONTRACTOR CONTRACTOR
Case Contact Compliance	
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Measures
Detention Visit Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	Data Issues
Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent	Workload Cases with No Primary Worker Assigned
Parole Discharge Evaluation	Intake Complaints with Missing Adjudications/Dispositions
Probation Discharge Evaluation	
YASI Reassessment Due	Miscellaneous
MHSTP Community Pre-Release Meeting	Juveniles Requiring DNA Sample Be Taken
MHSTP Community Parole Meeting	Expunged Juveniles
Diversion Cases Open More Than 90 Days	JCC Commitments
DRT - Exceptions	ACE Trauma Screen Summary
DRT - Incompletes	Social Histories Completed
Caseload Assignments Management	Workload Report
Assignments by Case Status	G.R.E.A.T. Exam Report
Assignments by Risk Level	Open Cases Without a SEAS
	SEAS Data Report

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.
<u>Compliance</u>	Case Contact	Lists the Compliance Status, Count, Percentage, Total, and FIPS by case status for a specified time period.
<u>Summaries</u>	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.
	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.
Case Management	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.

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Report Type	Report Name	Report Summary
<u>Caseload</u> Assignments	Assignments by Case Status	The report displays count and percentage of assignments by case status for Total, Pre-Dispositional, Diversion, Post Disposition, Probation, Court-Ordered Out-of-Home Placement, Direct Care, Parole, Absconder, and Other.
<u>Management</u>	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.
	DAI Completion	The report displays count and percentage of DAI completion for Missing, Completed, and Total.
	DAI Completion Intakes Resulting in Detention Order	The report displays count and percentage of DAI completion for DAI completed, DAI NOT Completed / Missing and Total.
	DAI Override Percentages	The report displays count and percentage of DAI overrides for Secure Detention - Override, Secure Detention – No Override, and Total.
Detention Assessment	DAI Mandatory and Discretionary Aggravating Override Categories	The report displays count and percentage of DAI override categories for Mandatory Firearm, Mandatory Escape/ AWOL/ Absconder, Mandatory Local Court Policy, Discretionary Aggravating, Discretionary Approved Sanction, and Total.
	DAI Aggravating Override Factors	The report displays count and percentage of DAI override categories for Parent Unwilling, Parent Unable, Mental Health, Substance Abuse, Violated Conditions, Threat to Flee, Other, DA Unavailable, Discretionary Approved Sanction, and Total.
	DAI Mitigating Override Factors	The report displays count and percentage of DAI mitigating override categories for DA Unavailable, Parent Able/Willing, Mental Health, Substance Abuse, Attends School/Work, Marginally Involved, Offense Less Serious, Other, and Total.
DAI Indicated	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 Manauroa	Detention Admissions	Provides three different reports: Status, DAI Categories, and Length of Stay for admissions.
Detention measures	Detention Measures Provides three different reports: Status Detention Releases Stay for 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.
Adjudications/Dispositions Date, ICN, VCC C	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.	
	Juveniles Requiring DNA Sample Be Takenand Date of Birth that have a felony charge a 14 years of age or older and lists the Charge Adjudicated, and Amend Charge.Expunged JuvenilesThe report displays CSU, Intake FIPS, Last N Juvenile #, Detention Admission Seq, Age, D Series, Total, and DOB Range.	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.
Miscellaneous		The report displays CSU, Intake FIPS, Last Name, First Name, Juvenile #, Detention Admission Seq, Age, DOB, Date Expunged, Series, Total, and DOB Range.
JCC Com	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

Community Insig	jht Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\Compliance\Reviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Aggravating Override Categories
Contact Data Entry Compliance	DAI Aggravating Override Factors
Case Management	DAI Mitigating Override Factors
Open Cases by Case Status	DAI Indicated v. Actual Decisions
Open Cases by Risk Level	CONTRACTOR STATEMENT CONTRACTOR STATEMENT
Case Contact Compliance	
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Measures
Detention Visit Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	Data Issues
Intake Offenses Reason Resolved/Not Diverted/Affrmative Consent	Workload Cases with No Primary Worker Assigned
Parole Discharge Evaluation	Intake Complaints with Missing Adjudications/Dispositions
Probation Discharge Evaluation	Internet score provinties into a ming and provide score score providence in
YASI Reassessment Due	Miscellaneous
MHSTP Community Pre-Release Meeting	Juveniles Requiring DNA Sample Be Taken
MHSTP Community Parole Meeting	Expunged Juveniles
Diversion Cases Open More Than 90 Days	JCC Commitments
DRT - Exceptions	ACE Trauma Screen Summary
DRT - Incompletes	Social Histories Completed
Caseload Assignments Management	Workload Report
Assignments by Case Status	G.R.E.A.T. Exam Report
Assignments by Risk Level	Open Cases Without a SEAS
	SEAS Data Report

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

1. Assignments/Compliance/Reviews

- a. Four different reports are accessible via the Assignments/Compliance/Reviews hyperlink: Case Load, Case Contact Compliance, Cases Reviews, and Case Load Summary.
- b. From the <u>Community Insight Reports</u> screen click the **Assignments/Compliance/Reviews** hyperlink and the <u>Worker Level Caseload</u> screen will appear.
 - i. The Worker, Type, and Report fields will auto-populate in the Report Data section of the screen. If required, change the criteria in the Report Data section using the (i) Change User button (<u>Appendix A</u>) and the (ii) Type drop-down menu. Use the (iii) Report drop-down menu to select one of the following 4 reports:
 - 1. **Case Load** report lists the <u>Supervisor</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Case Status</u>, <u>Status Start Date</u>, <u>Juvenile Name</u>, <u>Risk Level</u>, <u>Assignment</u>, and <u>Date Assigned</u> information.
 - Contact Compliance report lists the <u>Supervisor</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Case Status</u>, <u>Juvenile Name</u>, <u>Contact Requirement Status</u>, <u>Contacts Count Prob./Parole</u>, and <u>Contacts Count</u>: <u>DC/Residential Placement (RP)</u>.
 - 3. **Case Reviews** report lists the <u>Supervisor</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Case</u> <u>Status</u>, <u>Status Start Date</u>, <u>Juvenile Name</u>, <u>Supervision Plan Review Due</u>, and <u>Supervisory</u> <u>Review Due</u>.
 - Case Load Summary report lists the <u>Worker</u>, <u>Status</u>, and <u>Total</u> case load for the selected worker by <u>FIPS</u>. The results listed for the worker by FIPS can be expanded by clicking the "+" button to display the associated <u>Supervisor</u>, <u>FIPS</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Status</u> <u>Start Date</u>, <u>Juvenile Name</u>, <u>Risk Level</u>, <u>Risk Assess. Type</u>, <u>Assignment</u>, and <u>Date Assigned</u> information.

💀 Worker Level Caseload	– 🗆 X		
Report Data		😼 Worker Level Caseload	– 🗆 X
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Reput Options Ethnicity: Race:		Case Load	Generate Help
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Sort by: Supervisor vin ASC vorder Non-Hispanic Black	v	Genetic Sex: All All All All All All All All All Al	Apply
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- ii. Click the **Generate** button, and the selected report will appear at the bottom of the <u>Worker Level</u> <u>Caseload</u> screen.
 - 1. If available, click the "+" button to expand portions of the report and display additional information.

		28 Chan	nge <u>U</u> ser Type:	Worker 🗸 🗸	Report: Case L	oad ~	Generate	Help
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						Juvenile # :		Get History
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	er Status					Tota		
FIPS:	Final Character	itian (1 Cont	ot/Month)		ne "+" button to ort and display a		6 6 2	
-	I - Pre-Dispos				information		4	
	Supervisor	FIPS Numb	oad Juvenile Der Number	Status Start	Juvenile Name	Asses Risk Level Type	s. Assignment	Date Assigned
	Toy II Address			-	Second Second Second	No.	Concernence of the second	
	Toy & Indonesia Toy & Antonio	1.1			The last term	100	1000	1010.000
	The PE Section				500 State 1	100	100.000	1000
FIPS:							1	
-	FI 3 - Probation -	Level 1					1	
FIPS:							4	
1.000	C beam						4	
	1 - Diversion a	at Intake					4	
Print Da	ate: 6/30/2022						Page 1 of 1	

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

🖳 Worker Level C	Caseload				-	- 🗆 ×
Report Data Worker:		🞜 Change <u>U</u> ser	Type: Worker 🗸 🗸	Report: Case Load	∽ Ger	nerate Help
Report Options	All 🔿 Male 🔿 Fe	male	Ethnicity:	Race:		A Apply
Sort by: Supervisor	r	✓ in ASC ✓	order Hispanic Non-Hispar	nic v 🗌 White Black		~
				Juv	enile # :	Get History
∢ ∢ 1 of	1 ▶ ▶ + ()) 🚯 🖨 🛄 🛍	ঝ - 100%	-	Find Ne	ext
Filter: None		Case Lo	oad for Hard	-		
ilter: None upervisor	Caseload FIPS Number		Status		Risk Level Assig	Date nment Assigned
upervisor		Juvenile Number Case Sta	Status		Level Assig	
upervisor	FIPS Number	Juvenile Number Case Sta	Status itus Start Date	e Juvenile Name	Level Assig	nment Assigned
upervisor	FIPS Number	Juvenile Number Case Sta	Status itus Start Date	e Juvenile Name	Level Assig	nment Assigned

Compliance Summaries

Community Insig	ght Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\CompliancelReviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Aggravating Override Categories
Contact Data Entry Compliance	DAI Aggravating Override Factors
Case Management	DAI Mitigating Override Factors
Open Cases by Case Status	DAI Indicated v. Actual Decisions
Open Cases by Risk Level	
Case Contact Compliance	Detention Measures
Supervisory Review/Supervision Plan Review/Family Progress Report	
Detention Visit Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	Data Issues
Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent	Workload Cases with No Primary Worker Assigned
Parole Discharge Evaluation	Intake Complaints with Missing Adjudications/Dispositions
Probation Discharge Evaluation YASI Reassessment Due	Miscellaneous
MHSTP Community Pre-Release Meeting	
MriSTP Community Parole Meeting	Juveniles Requiring DNA Sample Be Taken Expunded Juveniles
Diversion Cases Open More Than 90 Days	JCC Commitments
DRT - Exceptions	ACE Trauma Screen Summary
DRT - Incompletes	Social Histories Completed
	Workload Report
Coseload Assignments Management Assignments by Case Status	G.R.E.A.T. Exam Report
Assignments by Case Status Assignments by Risk Level	Open Cases Without a SEAS
Charge in the log of the second second	SEAS Data Report

BADGE Manual

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

1. Case Contact

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

			🛃 Case Cor	ntact Compliance Sum	mary			-	
			Report Data					150	
			Status Type:		✓ CSU: -AI-	~	Year:	÷.	Help
			Report Type:	Simple	V FIPS: -All-	~	Month:	÷ 🗄	Generate
			<u>I</u> 4 4 1		🛞 🚱 🖨 🔲 💷 尾 🔹 100%	•	Find No	ext	
				Co	ontact Compliance Summary for				
					For All CSUs From 5/1/2022	to 5/31/2022			
			FIPS:All						
💀 Case Contact Compliance Summary		- 0 ×	Contact Co	mpliance for Court-O	rdered Out-of-Home Placement Case	s			
Report Data_	2		Determines c		king back from the last day of selected mon				
Status Type: -All-	V Year:	💠 Help	PostD Res	One face to face or vide	eo contact per month; PostD Det One fac	e to face contact per month	in Detention Home		
Report Type: Simple V FIPS: -All-	V Month:	😫 Generate				C	6		
Subject of the subjec						Compliance Status In Compliance	Count	Percentage 0.0%	
						Out of Compliance	104	100.0%	
I ← ← of ▶ H + ⊗ @ ♣ □ □ □ H, + 100% •	Find Next								-
			A			Total	104	100.0%	•
			~						
					irect Care, Detention Reentry, and Res		ole Cases		
					oking back from the last day of selected mor contact every three months, plus monthly an		if invenile is under	18 Detection	
			Reentry: Dep	ends on specific status.	Parole - Res. Placement: One face-to-face/ s a monthly face-to-face parental contact if	telephone/video contact wit			
						Compliance Status	Count	Percentage	
						In Compliance	0	0.0%	
						Out of Compliance	225	100.0%	<u>-</u>
						Total	225	100.0%	
			Contact Co	mpliance for Open Pa	arole Cases				

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

2. Detention Assessment Instrument (DAI) Factors Summary

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

Begin Date	5/ 1/2022 v	End Date	5/31/2022 ~	Genetic Sex	All Male	Female	He	elp
Report Type	Graph \vee			Race	✓ All Races White	^	Gene	erate
Sort by		∼ in	✓ order		Black	~		Jidto
CSU	-All-		~	Ethnicity	All Ethnicities	^		
FIPS	-All-		~		Non-Hispanic	~		
4 4 🗌	of 🕨 🕅	4 B C		l + 100%	•	Find	Next	
		0.0		* I				

Begin Date 1/ Report Type Grap Sort by CSU -All- FIPS -All-	1/2021 ~ End Da oh ~ in	te 1/31/2021 ~	Genetic Sex Race Ethnicity	All Male All Aces White Black All Ethnicities Hispanic Non-Hispanie	1		Help åenerate
I I I I I I I I I I I I I I I I I I I		⑧ ② ∣ 🌲 🔲 🖣 DAI Factor				Find Ne	
Others	Filter: None						
Others Others Others			-			egular DAIs	
- Others - Others		DAI Aggra	vating Overric		Count	Percentage	
- Others - Others - Others - Others - Others - Others			vating Overric			-	
Others Others Others Others Others Others Others Others		DAI Aggra Violated Co	vating Overric		Count 8	Percentage 26.7%	
- Others - Others - Others - Others - Others - Others		DAI Aggra Violated Co DA Unavail: Other	vating Overric	le Factor	Count 8 10	26.7% 33.3%	
Others Others Others Others Others Others Others	ł	DAI Aggra Violated Co DA Unavail: Other	vating Overric nditions able ry Approved San	le Factor	Count 8 10 7	Percentage 26.7% 33.3% 23.3%	
Others Others Others Others Others Others Others Others	1	DAI Aggra Violated Co DA Unavail: Other Discretiona	vating Overric nditions able ry Approved San ble	le Factor	Count 8 10 7	Percentage 26.7% 33.3% 23.3% 10.0%	

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

3. Contact Data Entry Compliance

- 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 <u>CSU</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Juvenile #</u>, <u>Date Keyed</u>, <u>Contact Date</u>, and <u>Days Until Data Entry Completion</u>.
 - ii. When **Report Type** "Graph" is selected, the report displays count and percentage by month and <u>Compliance Status</u>, <u>In Compliance</u> or <u>Out of Compliance</u>, for the period selected.
- b. From the <u>Community Insight Reports</u> screen click the **Contact Data Entry Compliance** hyperlink and the <u>Contact Data Entry Compliance Report</u> screen will appear.
 - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type** 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.

Report Data - Status Type:	Contact Data Entry Compliance	Ý	CSU:	-All-		~	Year	2025	٢	Help
Report Type:	Graph	Ý	FIPS:	-All-		~	Month:	January	-	Generate
	Race/Ethnicity:	Status:				Risk Level		Sort By:		100
All Male	All Ethnicities					All No Risk		CSU Summarized	V Rv:	ASC 🗸
Female	Non-Hispanic					Low			~	Apply
						Juveni	le#:		Get Histor	у
4 4	of ▷ H + ⊗ © @ 🗐	Ru M 100	%		•	Find Next				

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

Status Type:	Contact Data Entry Co	mpliance .	CSU	-All-			Year:	ioi	Hel	p
Report Type:	Simple		FIPS:	-All-			Month: December		Gener	ate
All Male	s Race/Ethnicity All Ethnicities Hispanic Non-Hispanic	Status;				Risk Level All No Risk Low	Sort By: CSU Summanzed B	y	ASC Ap	pl
						Juvenile (Y:	Get Histo	ry	
H 4 1	of 1 ⊧ ⊧l + @	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	100%		_	Find Next				
		For All CSU		Compliance						
CSU Supe	ervisor	Worker		Juvenile #	Date Keyed	Contact Date	Days Until Data En Completion	try		
CSU Supe	ervisor	Worker		Juvenile #	Date Keyed	Contact Date		try		
CSU Supe	ervisor	Worker		Juvenile #	Date Keyed	Contact Date	Completion	try		
CSU Supe	ervisor	Worker		Juvenile #	Date Keyed	Contact Date	Completion 20	try		

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

Case Management

nunity Insight Reports	
Community Insi	ght Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\CompliancelReviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Aggravating Override Categories
Contact Data Entry Compliance	DAI Aggravating Override Factors
Case Management	DAI Mitigating Override Factors
Open Cases by Case Status	DAI Indicated v. Actual Decisions
Open Cases by Risk Level	
Case Contact Compliance	Detention Measures
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Admissions
Detention Visit Compliance	Detention Admissions Detention Releases
Length of Stay for Open Cases	Lietencon Heleases
Intake Offenses by Decision	Data Issues
Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent Parole Discharge Evaluation	Workload Cases with No Primary Worker Assigned
Parole Discharge Evaluation Probation Discharge Evaluation	Intake Complaints with Missing Adjudications/Dispositions
Probation Litscharge Evaluation YASI Reassessment Due	Miscellaneous
MHSTP Community Pre-Release Meeting	Juveniles Requiring DNA Sample Be Taken
MHSTP Community Parole Meeting	Expunded Juveniles
Diversion Cases Open More Than 90 Days	JCC Commitments
DRT - Exceptions	ACE Trauma Screen Summary
DRT - Incompletes	Social Histories Completed
Caseload Assignments Management	Workload Report
Assignments Management Assignments by Case Status	G R E A T. Exam Report
Assignments by Risk Level	Open Cases Without a SEAS
	SEAS Data Report

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

1. Open Cases by Case Status

- a. Six different reports are accessible via the **Open Cases by Case Status** hyperlink: **Parole & Direct Care**, **Probation**, **Inactive**, **Absconder**, **Court Ordered Out-of-Home Placement**, and **Other**.
 - i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <u>CSU</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Caseload Number</u>, <u>Case Status</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Age</u>, <u>Status Start Date</u>, <u>Status End Date</u>, <u>Risk Level</u>, <u>School</u>, <u>Grade</u>, and <u>Living With</u>.
 - ii. When **Report Type** "Graph" is selected, count and percentage for each **Status Type** report is displayed.
- b. From the <u>Community Insight Reports</u> screen click the **Open Cases by Case Status** hyperlink and the <u>Open Parole Cases by Case Status</u> screen will appear.
 - i. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Begin Date** and (v) **End Date** calendar drop-down menus. Use the (vi) **Status Type** drop-down menu to select one of the following 6 reports:

- Parole & Direct Care report provides count and percentage by <u>Case Status</u>: "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 <u>Case Status</u>: "Probation Residential Trmt Pgm (Not JO)," "Probation Level 1, 2, 3, 4," and "Prob. Contacts Less Than 1/Month."
- Inactive report provides count and percentage by <u>Case Status</u>: "Inactive According to Plan," "Inactive Courtesy Superv. in Another CSU," and "Inactive Superv. by Another State."
- Absconder report provides count and percentage by <u>Case Status</u>: "Absconder (1 Contact/Month)," "Absconder (1 Contact/Week)," and "Absconder (3 Contacts/Week)."
- Court-Ordered Out-of-Home Placement report provides count and percentage by <u>Case</u> <u>Status</u>: "Post-D Det. (<30 Days) w/o Prob.," "Post-D Det. (<30 Days) w/Prob.," "Post-D Det. w/Prog. (>30 Days) w/o Prob.," "Post-D Det. w/Prog. (>30 Days) w/Prob.," "Post-D Residential (JO) w/Case Mgmt," and "Post-D Residential (JO) w/Prob."
- Other report provides count and percentage by <u>Case Status</u>: "Pre-Court Services Referral and Tracking," "Diversion At Intake, Pre-D (1 Contact/Month)," "Pre-D Tracking Only," "Post-D Case Management," "Post-D Referral and Tracking Level 1," "Diversion Program Beyond 90 Days," "ICJ Pending,", and "Pending CSU Superv. Transfer (Receiving CSU Only) information."

🖳 Open Parole Cases by Case Statu	us	– 🗆 X	💀 Open Parole Cases by Case Status	– 🗆 X
Report Data Status Type: Parole & Direct Care Report Type: Graph Report Options	✓ CSU: -AI-✓ FIPS: -AI-	 ✓ Begin Date: 6/ 1/2022 ✓ Help ✓ End Date: 7/ 1/2022 ✓ Generate 	Report Data CSU: All Begin Data: 6/ 1 Percort Type: Parole & Direct Care CSU: All End Data: 6/ 1 Percort Type: Parole & Direct Care PIPS: All End Data: 7/ 1 Percort Option Inactive Parole & Direct Care PIPS: All Provide Provide	1/2022 V Generate
Genetic Sex: Race/Ethnicity:	Status: All G - Parole - Level 1 G - Parole - Level 2	Rek Level Soft By: ASC ASC ✓ All A Supervisor ASC No Reik Summarized By: Low ✓ Genetic Sex Apply	Genetic Sex: Absconder	ervisor V ASC V marized By:
		Juvenile # : Get History	Juvenie # :	Get History
	8 🕼 🚔 🔜 🔍 🔍 + 100%	▼ Find Next	4	t 🗘

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

Open Court Orderd Out of Home Placement Cases by Case Status	
Seport Data	
Status Type Coun-Ordered Out-of-Home Research CSUL Al- CDcgn Date: 0/ 12002 V Holp	
oport lype: Graph v Led Date: W 10023 v Caewala	
sport Options entrol for Nexot Impery Status Hist Load Sort Dy.	
A Supervisor V ASC V	
Male Hispanic 1 - Post-D Residential (J0) wCase Mgnt Non Risk Summarized By Female Non-Hispanic 1 - Post-D Residential (J0) wProb. Low Correls Son Apply	
The providence of the providen	
Javania z Cari History	
4 1 of 2 ≥ N = ⊕ ⊕ ⊕ ⊕ ⊞ 20 Hz 10075 - End Not	
Open Juvenile Court-Ordered Out-Of-Home Placement Cases By Case Status	
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§ 40%	
20%	
0%	
Aug-22 Oct-22 Dec-22 Feb-23 Apr-23 Jun-23 Aug-23	
4 - Post-D Det. (<3D Days) 4 - Post-D Det. w/Prog. (>30 Days) w/Prob.	
wro Prote. 4 - Post-D Rezidential (JD)	
wProb (So Carps)	
4 - Post-D Residential (JO)	
Developing with the second development of the second development	
- 4 - Post-U Det, wertog, (20) - 4 - Post-U Henderman (UU) Days) w/o Prob wiProb.	
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Start Apple Degr Degr <thdegr< th=""> Degr Degr <t< td=""><td></td></t<></thdegr<>	
Dury (so p rok w point Memory District Noiz Aque <	

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

Report Data								_	Help
	Court-Ordered Out-of-Hor	me Placement 🛛 🗸	CSU:	-All-	~ B	legin Date:	4/ 1/2022	~	нер
Report Type:	Graph	~	FIPS:	-All-	\sim	End Date:	7/ 1/2022	\sim	Generate
Report Optio Genetic Sex: All Male Female	All Ethnicity: All Ethnicities Hispanic Non-Hispanic				Risk Le All No Lov	Risk ^	Sort By: Supervisor Summarized Genetic Sex		ASC
l4 4 1	of 2 🕨 🎽 🖕	🛞 🚯 🚔 🔲	Do L	. 100% •		Find	Next		

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

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

2. Open Cases by Risk Level

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

💀 Open Juvenile Cases by Risk Level		– 🗆 X	🚆 Open Juvenile Cases by Risk Level	×
Report Data Status Type: Parole/Probation Report Type: Graph Report Options	✓ CSU: -AII- ✓ FIPS: -AII-	✓ Year: 2022 ∲ Help ✓ Month: June ∲ Generate	Report Data Status Type: Perole/Probation Report Type: Perole/Probation Report Type: Perole/Probation Report Perole/Probation	Year: 2022 ∲ Help ✓ Month: June ∲ Generate
Genetic Sex: Race/Ethnicity: ✓ All ✓ All Ethnicities Male Hispanic Female Non-Hispanic		Rak Level Soft By: All Supervisor ASC No Rak Summarzed By: Low Genetic Sex Apply	Genetic Sex: Race/Ethnicity: Status:	Risk Level Sout By: All Supervisor ASC No Risk Summarzed By: Genetic Sex Apply
4) 🚑 🗖 🖳 🖳 - 100% [Juvenile # : Get History Find Next		Juvenile # : Get History Find Next

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

💀 Open Juv	enile Cases by Ris	k Level							-	- 0	×
- Report Data -											_
Status Type:	Parole/Probation		~	CSU: -All-		~	Year	: 2022	B	Help)
Report Type:	Simple		~	FIPS: -AI-		~	Month	C A	linc	Gener	ate
-Report Option	s							Sort	By:		_
All Male	Race/Ethnicity: All Ethnicities Hispanic Non-Hispanic	^ >	Status:					Sup Sum	ervisor marized By etic Sex		~ oply
						dur	venile # ·		Ge	t History	
4 4 1	of 28 🕨 🎽	+ 🛞 🔇) 🏟 🔲	Qu 14,•	100%		F	ind	Next		
			Open J	uvenile Ca	ases By Risk Leve	el 👘					^
			For All C	SUs From 4	/1/2022 to 4/30/202	2					
FIPS:All Filter: None			For All C	SUs From 4	/1/2022 to 4/30/202	-					
	Worker	Caseload Ju Number N			/1/2022 to 4/30/202 Case Status	2 Status Start Date	Status End Date	Risk Level	Risk Assess. Type	. Date Completed	1
Filter: None	Worker		uvenile lumber Juve			Status Start Date	End		Assess.		
Filter: None	Worker	Number N	uvenile lumber Juve	enile Name	Case Status	Status Start Date	End	Level	Assess. Type	Completed	
Filter: None	Worker	Number N	uvenile lumber Juv	enile Name	Case Status	Status Start Date	End	Level	Assess. Type	Completed	
Filter: None	Worker	Number N	uvenile lumber Juve	enile Name	Case Status	Status Start Date	End	Level	Assess. Type	Completed	
Filter: None	Worker	Number N	uvenile lumber Juvi	enile Name	Case Status	Status Start Date	End	Level	Assess. Type	Completed	

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

3. Case Contact Compliance

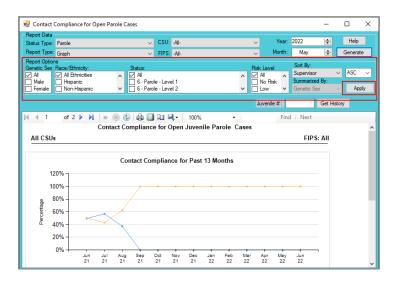
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- a. Nine different reports are accessible via the Case Contact Compliance hyperlink: Parole, Probation, Direct Care/Residential Placement-Parole/Halfway House Cases, Residential Placement-Probation/Other Probation, Pre-Dispositional, Absconder, Court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

- a. The default **Report Type** is "Graph," select "Simple" from the **Report Type** drop-down menu to display <u>Contacts: Client Total</u>.
- Select Simple from the Report Type drop-down menu to see detail by juvenile (<u>Appendix B</u>).
- The <u>Contacts</u> column displayed when **Simple** is chosen from the **Report Type** drop-down menu provides a count for each contact type. For example, in the **Parole** report a value of "0/1/0/0" in the <u>Contacts: Parent/ Primary PO/ Client In CSU/ Out of</u> <u>CSU column</u> indicates there was one primary parole officer contact and no others.

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4 4of ▶ ▶ ↓	⊗ @ 🌐 🔲 💷 🔍 - 100%	Juvenile #: Get History Find Next	Pre-Cout Services Referral and Tracking Juvenie #: Get Hatory Get Hatory Get Hatory Find Next Contact Compliance for Open Juvenile Parole Cases

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



- The **Contact Compliance for Open Juvenile Absconder Cases** report shows the last open absconder case status within the specified time period.
- Monthly summary data is refreshed nightly.
- 4. Supervisory Review/Supervision Plan Review/Family Progress Report
 - a. Four different reports are accessible via the Supervisory Review/Supervision Plan Review/Family Progress Report hyperlink: Supervisory Review Status for Open Cases, Supervision Plan Status for Open Cases, Family Progress Report Status for Open Direct Care Cases, and Level 1 And Level 2 Case Status Reviews.
 - i. When **Report Type** "Simple" is selected, each report displays <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Caseload</u> <u>Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Case Status</u>, <u>Status Start Date</u>, <u>Last Review</u>, and <u>Review Due Date</u>. The **Family Progress** report will also display <u>RDC Rec'd Date</u>.
 - ii. Each report also displays count and percentage of open cases by review status for <u>Total</u>, <u>Overdue</u>, <u>Review Less Than 10 Days</u>, <u>Review 10-30 Days</u>, <u>Review 31-60 Days</u>, <u>Review 61-90 Days</u>, and <u>Review > 90 Days</u> when **Report Type** "CSU/FIPS" is selected.
 - b. From the <u>Community Insight Reports</u> screen click the **Supervisory Review/Supervision Plan Review/Family Progress Report** hyperlink and the <u>Supervisory Review Status for Open Cases</u> screen will appear.

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

🔢 Supervisory Review Status for Op	en Cases	– 🗆 X	🔜 Supervisory Review Status for Open Cases	- 🗆 X
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4) © 🎝 🔲 मि.म. [100% 🔹	Juvenile # : Get History Find Next	Juv of	renile # : Get History Find Next

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

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The Supervisory Review/Supervision Plan Review/ Family Progress Report is refreshed nightly.

Only reviews done by CSU personnel are counted towards compliance.

5. Detention Visit Compliance

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

menus, and the (iv) **Year** and (v) **Month** calendar scroll buttons. Use the (vi) **Status Type** dropdown menu to select one of the following 2 reports:

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

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

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Alexandria (CSU) - 018	3	0	0.0%	0	0.0%		3	100.0%			
Appomattox (CSU) - 010	3	0	0.0%	0	0.0%		3	100.0%			
Arlington (CSU) - 017	2	0	0.0%	0	0.0%		2	100.0%			
m Charlettaquilla (CSU) 016	5	0	0.08/		0.08/		6	100.09/			~

6. Length of Stay for Open Cases

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

🖳 Length of Stay for Open Parole	e Cases	– 🗆 X	🖳 Length of Stay for Open Parole Cases	– 🗆 ×
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- 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 <u>Appendix D</u>). If required, (i) change the criteria in the **Report Options** section as necessary and (ii) click the **Apply** button to update the report using the selected options.



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

7. Intake Offenses by Decision

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

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



- 8. Intake Offenses Reason Resolved/Reason Not Diverted/Affirmative Consent
 - a. Three different reports are accessible via the Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent intake hyperlink: Reason Resolved, Reason Not Diverted, and Affirmative Consent.
 - i. From the <u>Community Insight Reports</u> screen click the **Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent** hyperlink and the <u>Reason Resolved</u> screen will appear.
 - ii. The fields in the **Report Data** section of the screen will auto-populate. If required, change the criteria in the **Report Data** section using the (i) **Report Type**, (ii) **CSU**, and (iii) **FIPS** drop-down menus, and the (iv) **Begin Date** and (v) **End Date** calendar drop-down menus. Use the (vi) **Status Type** drop-down menu to select one of the following three reports:
 - Reason Resolved report provides offenses where the Reason Resolved is not null. When Report Type "Simple" is selected, each report displays <u>CSU</u>, <u>FIPS</u>, <u>Worker</u>, <u>Juvenile</u> <u>Number</u>, <u>Juvenile Name</u>, <u>DOB</u>, <u>Genetic Sex</u>, <u>Race</u>, <u>Ethnicity</u>, <u>ICN</u>, <u>Offense Date</u>, <u>VCC</u>, and <u>Reason Resolved</u>.
 - a. Click the **Generate** button, and the selected status type report will appear at the bottom of the <u>Reason Resolved [Status Type drop-down menu selected]</u> screen.

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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 <u>CSU</u>, <u>FIPS</u>, <u>Worker</u>,

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 <u>Reason Not Diverted [Status Type drop-down menu selected]</u> screen.

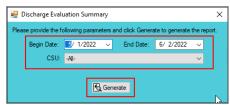
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- Affirmative Consent report provides juvenile intake offenses where the Affirmative Consent is not null. When Report Type "Simple" is selected, each report displays <u>CSU</u>, <u>FIPS</u>, <u>Worker</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>,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

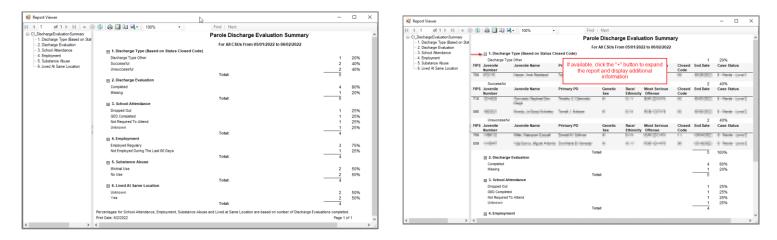
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016	075	After Hours Intake	1000	and set on their	1000	100	and the second sec	Section 1	a second	10.00	LAR-2404-F9	Yes, Victim Consented	
015	630	After Hours Intake	1000	Second Second	1.1		100	Concession in case	Contraction of the local division of the loc	1000	NAR-3041-F9	Yes, Victim Consented	
		After Hours Intake	100.000	And a second second	100	1000	100	Sec. Sec.	1.00	100	EXT-2108-F6	Yes, Unsuccessful Attempts to Contact Victim	
027	640	After Hours Intake											
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013 027 009 009	760 021 038 073	After Hours Intake After Hours Intake After Hours Intake	22					2220	1	1.11	KID-1021-F5 ASL-1355-F8 BNK-5906-F6	Contact Victim Yes, Victim Consented Yes, Victim Consented Yes, Unsuccessful Attempts to Contact Victim	

9. Parole Discharge Evaluation

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



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

🖳 D	ischarge Eval	uation Summary	×
Pleas	e provide the f	ollowing parameters and click Generate to generate	the report.
	Begin Date:	5/ 1/2022 V End Date: 6/ 2/2022	~
	CSU:	-All-	~
		C Generate	

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

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- 3. School Attendance	I. Discharge Type (Based on Status Closed Co					- 3. School Attendance		I. Discharge	Type (Based on Status Cl								
- 4. Employment	Successful	,	10	67%		- 4. Employment		Successful							10	67%	
- 5. Substance Abuse 6. Lived At Same Locatk	Unsuccessful	Total:	5	33%		- 5. Substance Abuse 6. Lived At Same Location		Juvenile Number	Juvenile Name	Primary PO	Genetic Sex	Race/ Ethinicit	Most Serious V Offense	Closed Code	End Date	Case Status	
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	Minimal Use		1	8% 25%				Unsuccessful								33%	
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			^	>			<	Humber			e	Cthiniaid		Code		_	> .
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For the **Parole Discharge Evaluation** and **Probation Discharge Evaluation** reports, the percentages for school attendance, employment, substance abuse and length of residency are based on the number of discharge evaluations completed within the timeframe selected.

11. YASI Reassessments Due

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

🖳 Open Parole YASI Reassessments Due	– 🗆 X	🧱 Open Parole YASI Reassessments Due	– 🗆 X
Report Data Status Type: Parole CSU::-/A Report Type: Graph FIPD::-/-/ Genetic Sex: Race/Ethnicity: Status: Male Hispanic	I. ✓ Month: May © Generate Risk Level Sort By: Sort By: Supervisor ASC ✓ All Supervisor ASC ✓ Sort By: ✓	Report top Probation Genetic Sex: Race/Ethnicity: Status: All All Ethnicities All Nale Hapminic No Riv	ASC ∨ Supervisor ∨ ASC ∨ Summarized By:
Fende Non-Hapanic ▼	Juvenile # : Get History	Female Non-Hspanic ✓ Low Juveni If of ▶ II ● @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @ @	Genetic Sex Apply Get History Find Next

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

🖳 Open Parole	YASI Reassessments	Due						
Report Data Status Type: Par	ole	~ CS	U: Richmond City (CSU) - 013	~	Year: 2022	: 🛊	н	lelp
Report Type: Sim			S: Richmond - 760	~	Month: M	lay 🖨	Gen	nerate
Male I	e/Ethnicity: All Ethnicities Hispanic Non-Hispanic	Status:		Risk Leve All No Ri Low	sk Sup	By: ervisor marized By: retic Sex	∼ As	SC Apply
				Juvenil	e#:	Get	History	
		Virginia (I IOO% Department Of Juvenile sment Due For Open P Richmond City (CSU)					
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Filter: None Supervisor	Worker	Virginia I YASI Ressses Juvenile Number Juvenile Na	Department Of Juvenile sment Due For Open P Richmond City (CSU) me Case Status	arole Cases Las Status Revie		Risk Level	Risk Level	Day Ove du
Filter: None	-	Virginia I YASI Ressses Juvenile	Department Of Juvenile sment Due For Open P Richmond City (CSU)	arole Cases Las Status Revie	w/ Review se Due Date	Risk	Risk Level	Ove
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Filter: None Supervisor	Worker	Virginia I YASI Resses Juvenile Number Juvenile N	Department Of Juvenile sment Due For Open P Richmond City (CSU)	Las Status Revie Start Relea	w/ Review se Due Date	Risk Level	Risk Level	Ove
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Filter: None Supervisor	Worker	Virginia I YASI Ressees	Department Of Juvenile sment Due For Open P Richmond City (CSU)	Las Status Revie Start Relea	w/ Review se Due Date	Risk Level	Risk Level	Ove

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

💀 MHSTP Community Pre-Release Meeting

🛃 MHSTP Community Pre-Release Meeting	– 🗆 X		U Richmond City (CSU) - 013 S Richmond - 760 of 1 ▶ ▶ ♦ €				Help Generat		
CSU AI-	Help Generate		Richmond City (CSU) Juvenile Number Last Name Richmond (760)		irginia Departmen IP Community Pre Alert	Meeting F MHS 30 D	eport	Review Status	Last Review
FIPS Al-	ind Next	1	NAME ADDRESS NAME ADDRESS NAME ADDRESS	NUM NUM DECENTION DECENT APRIL				London Borner State London Borner State London Borner State Constate Borner State London Borner State London Borner State	100
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			CSU Total: Grand Total:	12 12					_

13. MHSTP Community Parole Meeting

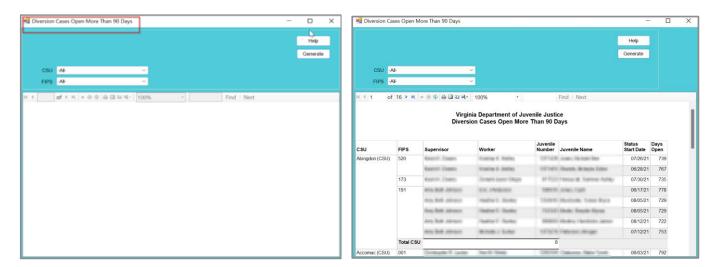
- a. The MHSTP Community Parole Meeting report, available via the MHSTP Community Parole Meeting hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Juvenile Number</u>, <u>Last Name</u>, <u>First Name</u>, <u>Alert</u>, <u>JCC Release</u> <u>Date</u>, <u>MHSTP 90 Day Due Date</u>, <u>Review Status</u>,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

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Reference Meeting -	_ ×	CSU Richmond City (CSU) - 013 FIPS Richmond - 760 I of 1 ▶I ← ⊗ ②	× ×) ⊜⊡⊓∎,•	100% • Fi	ind Next			
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CSU -AII- ~ Do		Juvenile Number Last Name Richmond	First Name	Alert	JCC Release Date	MHSTP 90 Day Due Date	Review Status	Last Review
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			1993 1993	Nagarati Nagarati Nagarati	10.000		turta turta	

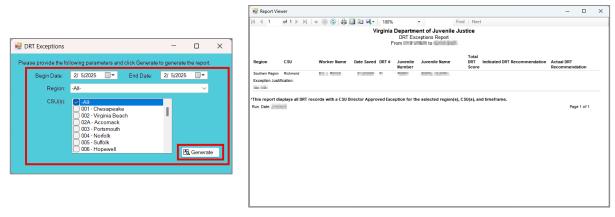
MHSTP Community Parole Meeting

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



15. DRT - Exceptions

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



16. DRT - Incompletes

- a. The Incomplete DRTs Report, available via the DRT Incompletes hyperlink, lists the <u>Region</u>, <u>CSU</u>, , <u>Date Saved</u>, <u>DRT #</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, and <u>Worker Name</u> for the CSU(s) and Region(s) selected.
- b. From the <u>Community Insight Reports</u> screen click the **DRT Incompletes** hyperlink and the <u>DRT</u> <u>Incomplete</u> 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 <u>Report Viewer</u> screen.

🚽 DRT In	complete		-	-		×
Please pr	ovide the fol	lowing parameters and click Gene	erate to ger	ierate	the repor	
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		Inco	mplete [RTs Report		
Region	CSU	Date Saved	DRT #	Juvenile Number	Juvenile Name	Worker Name
Central Region	Fredericksburg	1000		00740	Second Strends 10	Next Day
Eastern Region	Accomack	1000			100000-00000-0	10000
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Mid-West Region	Halifax	100.000	÷	10.00	tent, behalt	local lines
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	Lynchburg	1000	B	0.000	Paters (allow)	Constitution of the
Northern Region	Charlottesville		11 C		CONTRACTOR OF STREET, S	NAME OF A DESCRIPTION OF A
Southern Region	Petersburg	10000		1000	Terminal Avenues	and the first of the
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Western Region	Martinsville					
Western Region	Martinsville Martinsville	10000		10.00	Tel contra	Support to The

Caseload Assignments Management

Community Insi	ght Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\Compliance\Reviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DALFactors Summary	DAI Mandatory and Discretionary Aggravating Override Categorie
Contact Data Entry Compliance	DAI Aggravating Override Factors
Case Management	DAI Mitigating Override Factors
Open Cases by Case Status	DAI Indicated v. Actual Decisions
Open Cases by Risk Level	
Case Contact Compliance	Detention Measures
Supervisory Review/Supervision Plan Review/Family Progress Report	
Detention Visit Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	Data Issues
Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent	Workload Cases with No Primary Worker Assigned
Parole Discharge Evaluation	Intake Complaints with Missing Adjudications/Dispositions
Probation Discharge Evaluation	
YASIReassessment Due	Miscellaneous
MHSTP Community Pre-Release Meeting	Juveniles Requiring DNA Sample Be Taken
MHSTP Community Parole Meeting	Expunged Juveniles
Diversion Cases Open More Than 90 Days	JCC Commitments
DRT - Exceptions	ACE Trauma Screen Summary
DRT - Incompletes	Social Histories Completed
Caseload Assignments Management	Workload Report
Assignments by Case Status	G.R.E.A.T. Exam Report
Assignments by Risk Level	Open Cases Without a SEAS
	SEAS Data Report

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

1. Assignments by Case Status

- a. The Assignments by Case Status report, available via the Assignments by Case Status hyperlink, displays <u>CSU</u>, <u>FIPS</u>, <u>Supervisor</u>, <u>Worker</u>, <u>Caseload Number</u>, <u>Juvenile Number</u>, <u>Juvenile Name</u>, <u>Case</u> <u>Status</u>, and <u>Start Date</u> when **Report Type** "Simple" is selected.
 - i. The report also displays count and percentage of assignments by case status for <u>Total</u>, <u>Pre-Dispositional</u>, <u>Diversion</u>, <u>Post Disposition</u>, <u>Probation</u>, <u>Court-Ordered Out-of-Home Placement</u>, <u>Direct Care</u>, <u>Parole</u>, <u>Absconder</u>, and <u>Other</u> when **Report Type** "CSU/FIPS" is selected.
- b. From the <u>Community Insight Reports</u> screen click the **Assignments by Case Status** hyperlink and the <u>Assignments By Case Status</u> screen will appear.
 - 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.

Status Type: -All-		~		-All-	 Year 	2022	÷	Help
Report Type: Gra	aph	~	FIPS:		V Month	: May		Generate
Report Options -		Status.			Risk Level	Sort By:		
🗹 All 🛛 🗹	All Ethnicities	Status.			All No Risk	Supervisor Summarized	∼ By:	ASC 🗸
Female	Non-Hispanic V				Low 🗸	Genetic Sex		Apply
					Juvenile # :		Get Histor	,

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

🖳 As	-								
Report				CSU: F		V Year:	2022	≎ Help	
	Type: •				lichmond City (CSU) - 013		-		_
	t Type:			V FIPS F	Richmond - 760	Month:	May	🗧 Genera	te
Geneti Al Ma	6	Race/Ethnicity: All Ethnicities Hispanic Non-Hispanic	Status	:		Risk Level All No Risk Low	Sort By: Supervisor Summarized By Genetic Sex		~ iply
						Juvenile # :	Ge	t History	
14 4	1	of 4 🕨 🕅	+ 🛞 🚯 🖨		• 100% •	Find	d Next		
				Accianma	ante hy Case Status				
FIPS:R Filter: N	ichmon Vone	nd			ents by Case Status hmond City (CSU)				í
Filter: N	lone	-		Ric	hmond City (CSU)				,
Filter: M	lone IPS Sup	ervisor	Worker	Ric Caseload Number	hmond City (CSU) I Juvenile Number Juvenile Name	Case Status		Start Date	
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CSU FI 013 7 013 7 013 7 013 7 013 7 013 7	None IPS Sup 180 180 180 180 180 180 180 180	ervisor	Cardina A. Anna Martina A. Anna Martina A. Anna Martina A. Anna Martina A. Anna	Ric Caseload Number	hmond City (CSU) Juvenile Number Juvenile Name	A Arris (arr)			2
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CSU FI 013 7 013 7 013 7 013 7 013 7 013 7 013 7 013 7	Vone IPS Sup 160 160 160 160 160 160 160 160	ervisor	1999/1-1998 1999/1-2019 1999/1-2019 1999/1-2019 1995/1-2019	Caseload Number	hmond City (CSU)	A Arris (arr)		0400 P 1007 P 1007 P 1007 P 1007 P 1007 P 1007	2
Filter: N 013 7 013 7 013 7 013 7 013 7 013 7 013 7 013 7 013 7	Vone IPS Sup 190 190 190 190 190 190 190 190	ervisor	Carrier C. Arrest Carrier C. R. Cont Carrier C. R. Cont C. Cont	Ric Caseload Number	hmond City (CSU) Juvenile Number Juvenile Name	A Party Sec.			2
Filter: N 013 7 013 7	None IPS Sup 190 190 190 190 190 190 190 190		Carlot A Anno Carlot A Anno	Ric Caseload Number	hmond City (CSU) Juvenile Number Juvenile Name	 Perio per permitte permitte Perio per Perio per Perio per Perio per Perio per Perio per 			2

2. Assignments by Risk Level

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

Report Data -							1.00	
Status Type:	-All-	~	CSU:	Al-	✓ Year.	2022	÷	Help
Report Type:	CSU/FIPS	~	FIPS:	All-	 Month: 	May	+	Generate
Report Option						Sort By:		
	Race/Ethnicity:	Status:			Risk Level	SUIL BY.		100
Z AII 🛛	All Ethnicities	~			🗹 All 🔥 🔺			ASC
Male	Hispanic				No Risk	Summariz	ed By:	
Female	Non-Hispanic	v			🗌 Low 🗸			 Apply
	<u> </u>							
					Juvenile # :		Get His	tory
					ouverne n .		GOLTING	cory
4 4	of ▶ ▶ + @			100%		Next		

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

	.evel							
Report Data								
Status Type: -All-			V CSU: -A	I-		 Year: 	2022	Help
Report Type: CSU/FIPS			V FIPS: -A	J		Month:	May	Generate
Report Options							Sort By:	
Genetic Sex: Race/Ethnicity		Statu	IS:			Risk Level	Jon by.	✓ ASC
All All Ethnicit	ies	^				All All	Summarized By	
Female Non-Hispa	nic	~						Appl
						Juvenile # :	Ge	st History
ki ≼ 1. of 1. ≽	NLA) 🔲 💷 🔍 -	100%	_	Fin	d Next	
	11 1 4	• 🐨 🐨 🖷				FID	d Next	
			Assignm	ents by Ris	sk Level			
			For	All CSUs .FIPS:	All			
Filter: None								
CSU	Total	No Risk	Low	Medium	High	Pending	Missing	N/A - ICJ
	Total 71	No Risk 0 0.0%	Low 11 15.5%	Medium 22 31.0%	High 13 18.3%	Pending 0 0.0%	Missing 24 33.8%	N/A - ICJ 1 1.4%
Abingdon (CSU) - 028 Accomac (CSU) - 02A				22 31.0% 8 13.8%		-	-	
Abingdon (CSU) - 028 Accomac (CSU) - 02A	71	0 0.0%	11 15.5%	22 31.0%	13 18.3%	0 0.0%	24 33.8%	1 1.4%
Abingdon (CSU) - 028 Accomac (CSU) - 02A Accomac (CSU) - 02A Alexandria (CSU) - 018	71 58	0 0.0% 0 0.0%	11 15.5% 7 12.1%	22 31.0% 8 13.8%	13 18.3% 6 10.3%	0 0.0% 0 0.0%	24 33.8% 36 62.1%	1 1.4% 1 1.7%
Abingdon (CSU) - 028 Accomac (CSU) - 02A Accomat (CSU) - 018 Appomattox (CSU) - 018	71 58 76	0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1%	22 31.0% 8 13.8% 21 27.6% 20 25.6% 20 22.5%	13 18.3% 6 10.3% 23 30.3% 7 9.0% 10 11.2%	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	24 33.8% 36 62.1% 25 32.9% 45 57.7% 49 55.1%	1 1.4% 1 1.7% 2 2.6% 0 0.0% 1 1.1%
Abingdon (CSU) - 028 Accomac (CSU) - 028 Accomac (CSU) - 02A Alexandria (CSU) - 018 Appomattox (CSU) - 018 Arlington (CSU) - 017 Charlottesville (CSU) - 016	71 58 76 78	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 6 7.7%	22 31.0% 8 13.8% 21 27.6% 20 25.6% 20 22.5% 49 23.7%	13 18.3% 6 10.3% 23 30.3% 7 9.0% 10 11.2% 57 27.5%	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 1 0.5%	24 33.8% 36 62.1% 25 32.9% 45 57.7% 49 55.1% 55 26.6%	1 1.4% 1 1.7% 2 2.6% 0 0.0%
Abingdon (CSU) - 028 Accomac (CSU) - 02A Acxandria (CSU) - 018 Appomattox (CSU) - 018 Arington (CSU) - 017 Charlottesvile (CSU) - 017 Charlottesvile (CSU) - 016 Chesapeake (CSU) - 001	71 58 76 78 89 207 150	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7% 32 21.3%	22 31.0% 8 13.8% 21 27.6% 20 25.6% 20 22.5% 49 23.7% 50 33.3%	13 18.3% 6 10.3% 23 30.3% 7 9.0% 10 11.2% 57 27.5% 22 14.7%	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 1 0.5% 0 0.0%	24 33.8% 36 62.1% 25 32.9% 45 57.7% 49 55.1% 55 26.6% 44 29.3%	1 1.4% 1 1.7% 2 2.6% 0 0.0% 1 1.1% 0 0.0% 2 1.3%
Abingdon (CSU) - 028 Accomac (CSU) - 02A Acxandria (CSU) - 018 Appomattox (CSU) - 018 Arington (CSU) - 017 Charlottesvile (CSU) - 017 Charlottesvile (CSU) - 016 Chesapeake (CSU) - 001	71 58 76 78 89 207	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7% 32 21.3% 25 16.7%	22 31.0% 8 13.8% 21 27.6% 20 25.6% 20 22.5% 49 23.7% 50 33.3% 35 23.3%	13 18.3% 6 10.3% 23 30.3% 7 9.0% 10 11.2% 57 27.5% 22 14.7% 56 37.3%	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 1 0.5% 0 0.0% 0 0.0%	24 33.8% 36 62.1% 25 32.9% 45 57.7% 49 55.1% 55 26.6%	1 1.4% 1 1.7% 2 2.6% 0 0.0% 1 1.1% 0 0.0%
Abingdon (CSU) - 028 Accomac (CSU) - 028 Acxandria (CSU) - 018 Appomattox (CSU) - 018 Arington (CSU) - 017 Charlottesvile (CSU) - 017 Chesapeake (CSU) - 011 Chesterfield (CSU) - 012	71 58 76 78 89 207 150	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 15.5% 7 12.1% 5 6.6% 6 7.7% 9 10.1% 45 21.7% 32 21.3%	22 31.0% 8 13.8% 21 27.6% 20 25.6% 20 22.5% 49 23.7% 50 33.3%	13 18.3% 6 10.3% 23 30.3% 7 9.0% 10 11.2% 57 27.5% 22 14.7%	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 1 0.5% 0 0.0%	24 33.8% 36 62.1% 25 32.9% 45 57.7% 49 55.1% 55 26.6% 44 29.3%	1 1.4% 1 1.7% 2 2.6% 0 0.0% 1 1.1% 0 0.0% 2 1.3%
 Abingdon (CSU) - 028 Accomac (CSU) - 028 Alexandria (CSU) - 018 Appomattox (CSU) - 018 Aripton (CSU) - 017 Charlottesville (CSU) - 018 Charlottesville (CSU) - 019 Chestapeake (CSU) - 012 Chestapeake (CSU) - 012 Chestapeake (CSU) - 012 Pietrax (CSU) - 019 Friederickaburg (CSU) - 015 	71 58 76 78 89 207 150 150 397 522	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 13.5% 7 12.1% 5 6.8% 6 7.7% 9 10.1% 45 21.7% 32 21.3% 25 16.7% 31 7.8% 27 5.2%	22 31.0% 8 13.8% 21 27.6% 20 25.6% 20 22.5% 49 23.7% 50 33.3% 35 23.3%	13 18.3% 6 10.3% 23 30.3% 7 9.0% 10 11.2% 57 27.5% 22 14.7% 56 37.3% 99 24.9% 45 8.6%	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 1 0.5% 0 0.0% 0 0.0% 0 0.0%	24 33.8% 36 62.1% 25 32.9% 45 57.7% 49 55.1% 55 26.6% 44 29.3% 33 22.0% 183 46.1% 394 74.9%	1 1.4% 1 1.7% 2 2.6% 0 0.0% 1 1.1% 0 0.0% 2 1.3% 1 0.7%
Arlington (CSU) - 017 Charlottesville (CSU) - 016 Chesapeake (CSU) - 001 Chesterfield (CSU) - 012 Parfax (CSU) - 019 Frederickaburg (CSU) - 015 Gate City (CSU) - 030	71 58 76 78 89 207 150 150 397	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 13.5% 7 12.1% 5 6.8% 6 7.7% 9 10.1% 45 21.7% 32 21.3% 25 16.7% 31 7.8%	22 31.0% 8 13.8% 21 27.6% 20 25.6% 20 22.5% 49 23.7% 50 33.3% 35 23.3% 80 20.2%	13 18.3% 6 10.3% 23 30.3% 7 9.0% 10 11.2% 57 27.5% 22 14.7% 56 37.3% 99 24.9%	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 1 0.0% 0 0.0% 0 0.0%	24 33.8% 36 62.1% 25 32.9% 45 57.7% 49 55.1% 55 26.6% 44 29.3% 33 22.0% 183 46.1%	1 1.4% 1 1.7% 2 2.6% 0 0.0% 1 1.1% 0 0.0% 1 1.1% 0 0.0% 1 0.7% 1 0.7% 4 1.0%
 Abingdon (CSU) - 028 Accomac (CSU) - 028 Alexandria (CSU) - 018 Appomattox (CSU) - 018 Aripton (CSU) - 017 Charlottesville (CSU) - 018 Charlottesville (CSU) - 019 Chestapeake (CSU) - 012 Chestapeake (CSU) - 012 Chestapeake (CSU) - 012 Pietrax (CSU) - 019 Friederickaburg (CSU) - 015 	71 58 76 78 89 207 150 150 397 522	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0%	11 13.5% 7 12.1% 5 6.8% 6 7.7% 9 10.1% 45 21.7% 32 21.3% 25 16.7% 31 7.8% 27 5.2%	22 31.0% 8 13.8% 21 27.6% 20 25.6% 20 22.5% 49 23.7% 50 33.3% 35 23.3% 80 20.2% 56 10.7%	13 18.3% 6 10.3% 23 30.3% 7 9.0% 10 11.2% 57 27.5% 22 14.7% 56 37.3% 99 24.9% 45 8.6%	0 0.0% 0 0.0% 0 0.0% 0 0.0% 0 0.0% 1 0.5% 0 0.0% 0 0.0% 0 0.0%	24 33.8% 36 62.1% 25 32.9% 45 57.7% 49 55.1% 55 26.6% 44 29.3% 33 22.0% 183 46.1% 394 74.9%	1 1.4% 1 1.7% 2 2.6% 0 0.0% 1 1.1% 0 0.0% 1 1.1% 0 0.0% 1 0.7% 1 0.7% 3 0.6%

Detention Assessment



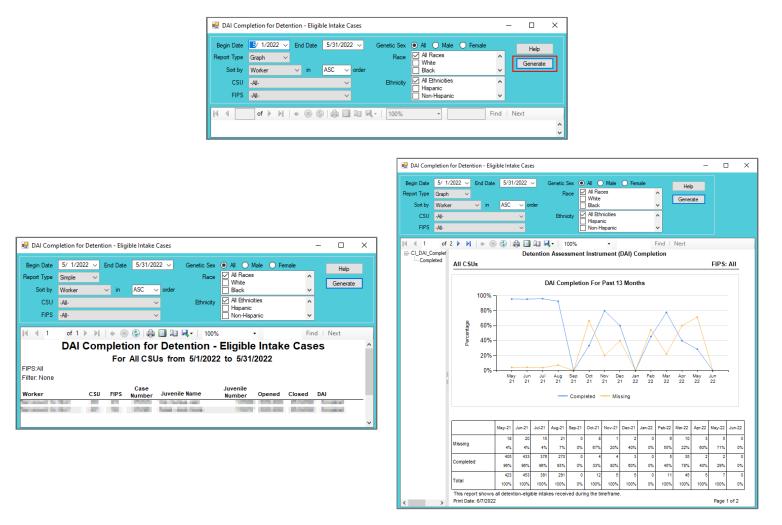
- For the following reports: refer to <u>Appendix B</u> for instructions using the **Report Type** drop-down menu; and refer to <u>Appendix C</u> for instructions using embedded hyperlinks.
- The **DAI Completion** report displays a count of completed and missing DAIs for all detention-eligible intakes.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

1. DAI Completion

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

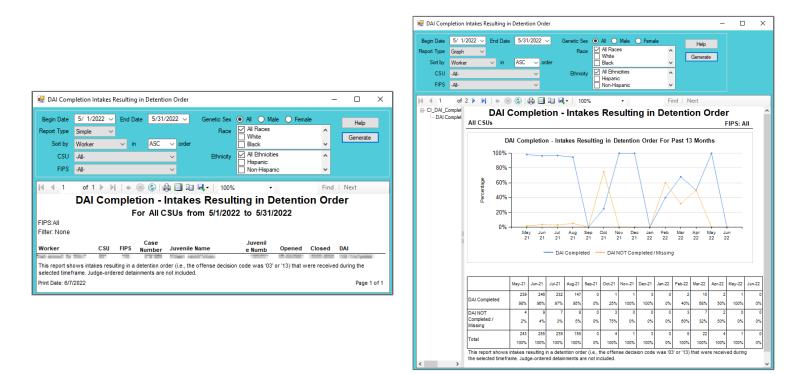
BADGE Manual

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



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

Begin Date	5/ 1/2022 V End Date	5/31/2022 🗸	Genetic Sex 💿 All 🔵 M	ale 🔵 Female	Help
Report Type	Graph 🗸		Race All Races	^	Generate
Sort by	Worker 🗸 in	ASC 🗸 order	Black	~	Generate
CSU	-All-	~	Ethnicity All Ethnicit	ies ^	
FIPS	-All-	~	Non-Hispa	nic 🗸	

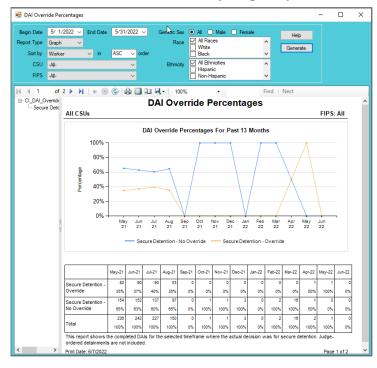


3. DAI Override Percentages

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

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

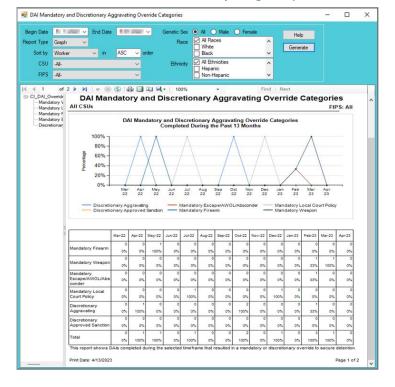
Begin Date	5/ 1/2022 v	End Date	5/31/20	22 ~	Genetic Sex	🖲 Ali 🔘 Ma	le 🔘 Fema	ale	Help	
Report Type	Simple V				Race	All Races		^		-
Sort by	Worker	√ in	ASC 🕓	order		White Black		~	Generate	•
CSU	-All-	_	· · · · ·	~	Ethnicity	All Ethnicitie	s	^		
FIPS	-All-			_		Hispanic Non-Hispar	ie	~		
(of 1 🕨 🌶	Fo		Overri	de Perc	entages 2 to 5/31/		Find	Next	
IPS:All	of 1 🕨 🖗	For	DAIC	Overri	de Perc	•		Find	Next	
	of 1 🕨 🖡		DAI C AII CS	Overri	de Perc	•		Find	Next	
IPS:All	of 1 🕨 🌢		DAI C r All CS Case	Overri	de Perc n 5/1/202	•		Find	override	



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

Begin Date		End Date	5/31/2022 🗸		🤉 All 🔿 Male		н	elp
Report Type	Graph 🗸 🗸			Race	✓ All Races White	^	Gen	erate
Sort by	Worker	∼in A	SC 🗸 order		Black	~		cidic
CSU	-All-		\sim	Ethnicity	All Ethnicities	^		
FIPS	-All-		~		Non-Hispanic	~		

Begin Date	5/ 1/2022 ~	End Date	5/31/2022 ~	Genetic Sex	All O Male	O Female		Help	
Report Type Sort by	Simple ~ Worker	/ in	ASC ∨ order	Race	All Races		$\hat{}$	Generate	
CSU			~	Ethnicity	All Ethnicities		<u>^</u>		
CSU									
FIPS I 1 DAI Ma	-All-	•	Il CSUs fro	ary Aggi	avating C		Find I e Cat		
FIPS DAI Ma FIPS:AII	-All-	y and [Discretiona	ary Aggi	Non-Hispanic		Find		
FIPS	-All-	y and [For	Discretiona All CSUs fro	ary Aggi om 5/1/202	Non-Hispanic	22 Closed (Find I e Cat	cegories	
FIPS 1 DAI Ma FIPS:AII Filter: None Worker	of 1 and a tory	y and E For FIPS Num	Discretiona All CSUs fro	ary Aggi m 5/1/202	Non-Hispanic ravating C 2 to 5/31/20	22 Closed	Find I e Cat	category	_



5. DAI Aggravating Override Factors

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

Begin Date	<u>5</u> / 1/2022 ~	End Date	5/31/2022 🗸	Genetic Sex	All O Male	 Female 	Help	,
Report Type	Graph \sim			Race	All Races	^	Gener	-
Sort by	Worker	∼ in	ASC 🗸 order		Black	~	Gener	ate
CSU	-All-		\sim	Ethnicity	All Ethnicities	^		
FIPS	-All-		~		Non-Hispanic	~		

Begin Date Report Type Sort by CSU FIPS	1/ 1/2022 ~ Simple ~ Worker -All-	End Date ✓ In	5/31/2022 V ASC V order	Genetic Sex Race S Ethnicity	All Male All Races White Black All Ethnicities Hispanic Non-Hispanic	Female	Help Generate		
FIPS:All Filter: None	of 1 🕨	DALA	ggravatin		ide Factors to 5/31/2022		Next		
Worker		in the second	er Juvenile Name	Nu	enile mber Opened Close a discretionary aggrava	Other			
	d detainments a	re not include	1.			-	Page 1 of 1		

🖶 DAl Aggr	avating Override Factor	s												-		- ×
Begin Date Report Type Sort by CSU FIPS	1/ 1/2022 End D Graph Worker I -All-		/2022	Ƴ (der			All Rad	nicities ic	○ Ferr			Helj				
I I I ⊡·CI_DAI_A ⁱ … Other		i 🕲 🛞	a 🛛	û1 6	. • 1	00%		•		1	ind	Next				
		May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	
	Parent Un willing	1	0%	1 3%	0%	0	0%	0%	0%	0	0%	0 0%	0%	0	0%	
	Parent Unable	2	0%	3 8%	0%	0	0%	0%	0%	0%	0 0%	0%	0%	0%	0 0%	
	Mental Health	2	1	1 3%	0 0%	0 0%	0 0%	0 0%	0 0%	0%	0 0%	0 0%	0 0%	0%	0 0%	
	Substance Abu	se 0%	0	1	1	0%	0 0%	0 0%	0	0 0%	0 0%	0 0%	0	0 0%	0 0%	
	Violated Condition	10 27%	3 10%	8 21%	2 9%	0%	0 0%	0 0%	0	0 0%	0 0%	0	0	0 0%	0 0%	
	Threat to Flee	2	3 10%	2	1	0	0%	0%	0	0	0 0%	0%	0	0	0 0%	
	Other	11 30%	18 53%	13 34%	14 61%	0%	0 0%	0 0%	0%	0 0%	0 0%	0	1 100%	0 0%	0 0%	
	DA Unavailable	9 24%	8 20%	8 21%	4	0 0%	0%	0%	0%	0%	0 0%	0 0%	0%	0%	0 0%	
	Discretionary Approved Sanc	0 tion 0%	1	1 3%	1	0 0%	0 0%	0%	0 0%	0%	0 0%	0 0%	0 0%	0%	0 0%	
	Total	37 100%	30 100%	38 100%	23 100%	0%	0 0%	0 0%	0%	0%	0 0%	0%	1	0%	0 0%	
	This report show detention. Judge						ame tha	resulted	l d in a dis	cretiona	ry aggra	vating o	verride t	to securi	e	
	> Print Date: 6/7/2)22												Page	1 of 2	

6. DAI Mitigating Override Factors

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

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

Begin Date Report Type Sort by	2/ 1/2022 ∨ Simple ∨ Worker	End Date	5/31/2022 ~ ASC ~ order	Genetic Sex Race	All Male All All Races White Black	Female	^	Help Generate	
CSU FIPS	-All- -All-		~	Ethnicity	All Ethnicities Hispanic Non-Hispanic		^		
4 4 1	of 1 🕨 🕅	DAI	Mitigating	-			Find	Next	^
IPS:All Ilter: None		Case	All CSUs from	Ju	to 5/31/202				
Vorker			r Juvenile Name		mber Opened		Parent Able Other		
nis report sho		2				-			

🖳 DAI Mitig	ating C	Override Factors													-		×
Begin Date Report Type Sort by CSU FIPS	2/ 1/ Graph Worke -All- -All-		ASC	2022 ∖	ler	Ra Ethnic	** Y	All O All Race White Black All Ethni Hispanic Non-His	s cities) Fema			Help Generate	2			
I 4 1 ⊡-CI_DAI_M	tOver	2 🕨 🎽 🖨 🛞) 🚱 🕯	•	û 4	• 10	0%		•		Fir	ıd ∣ N	ext				^
Other	Able,		May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	
		DA Unavailable	11 17%	19 23%	14 23%	8 15%	0 0%	0 0%	0 0%	0 0%	0%	0 0%	0 0%	0 0%	0 0%	0 0%	
		Parent Able/Willing	13 20%	9 11%	7 12%	0 11%	0 0%	0 0%	0 0%	0 0%	0 0%	1 50%	0 0%	0 0%	0 0%	0 0%	
		Mental Health	0 0%	1 1%	0 0%	1 2%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
		Substance Abuse	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0%	
		Attends School/Work	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
		Marginally Involved	0 0%	1 1%	0	1 2%	0%	0 0%	0%	0 0%	0 0%	0 0%	0	0 0%	0 0%	0 0%	
		Offense Less Serious	9 14%	14 17%	8 13%	4 7%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	
		Other	33 50%	40 48%	31 52%	34 63%	0 0%	0 0%	0 0%	0 0%	0 0%	1 50%	0 0%	0 0%	0 0%	0 0%	
		Total	66 100%	84 100%	60 100%	54 100%	0 0%	0 0%	0 0%	0 0%	0 0%	2 100%	0 0%	0 0%	0 0%	0 0%	
		This report shows D	Als com	pleted d	uring the	selecter	d time fra	me that i	resulted	in a disci	retionary	mitigatir	g overrik	de.			
٢	>	Print Date: 6/7/2022													Page 1	of 2	~

7. DAI Indicated v. Actual Decisions

- a. The **DAI Indicated v. Actual Decisions** report is available via the **DAI Indicated v. Actual Decisions** hyperlink.
 - i. The report displays <u>Worker</u>, <u>CSU</u>, <u>FIPS</u>, <u>Case Number</u>, <u>Juvenile Name</u>, <u>Juvenile Number</u>, <u>Opened</u>, <u>Closed</u>, and <u>Outcome</u> when **Report Type** "Simple" is selected.
 - ii. The report also displays count and percentage of indicated decisions for regular DAIs completed for <u>No Override</u>, <u>Detention Alt/Release</u>, <u>Secure Detention/Release</u>, <u>Release/Detention Alt</u>, <u>Secure</u> <u>Detention/Detention Alt</u>, <u>Release/Secure Detention</u>, <u>Detention Alt/Secure Detention</u>, and <u>Total</u> when **Report Type** "Graph" or "Summary" are selected.

The **DAI Indicated v. Actual Decisions** report displays counts of the scores (indicated decision) by outcome (actual decision) for DAIs completed in the selected timeframe. The DAI score is listed first, followed by the outcome.

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

CSU -Al- Ennistry Hispanic FIPS -Al- Non-Hispanic	CSU	Worker -All-	∨ in	ASC v order	Race Ethnicity		< > < >	Help Generate
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Begin Date Report Type Sort by CSU FIPS	5/ 1/202 Simple Worker -All-	2 ~	End Dat	e 5/3 ASC	11/2022 V orde	Genetic Sex Race Ethnicity	All F Whit Blac	Races ite	O Female	* * * *		elp erate
⊴ ⊲ 1	of 1 🕨	· PI				🛛 🔍 - 1009		-		Find	Next	
IPS:All	of 1 🕨	•	DA Foi	l Ind	icated	v. Actua om 5/1/202	al De 2 to 5	cisio		FING	Next	
FIPS:AII FIIPS: None Worker	c	SU	DA For FIPS Nur	l Ind r All (ase mber Ju	icated CSUs fr	v. Actua om 5/1/202	al De 2 to 5 uvenile lumber	cision //31/202 Opened	Closed	Outcor No Over No Over	ne	_

🖳 DAI Indic	ated v.	Actual Decisions													-		×
Begin Date Report Type Sort by CSU FIPS	5/ 1/ Graph Worke -All-	r v in	5/31/ ASC	2022 、		ienetic S Ra Ethnic		All O All Rac White Black All Ethn Hispani Non-His	icities c	O Fem	ale ,		Help Genera				
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			May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	
		No Override	472	479	392	313	0	4	4	3		3	34	1	2	0	
			75%	72%	71%	72%	0%	100%	100%	100%	0%	60%	100%	50%	67%	0%	
		Detention Alt/Release	24 4%	45 7%	38 7%	30 7%	0%	0%	0%	0%	0%	0	0%	0%	0%	0%	
		Secure	31	32	20	14	0.0	0.0	0.0	0	0	1	0	0	0.0	0	
		Detention/Release	5%	5%	4%	3%	0%	0%	0%	0%	0%	20%	0%	0%	0%	0%	
		Release/Detention	14	10	9	12	0	0	0	0	0	0	0	0	0	0	
		Alt	2%	2%	2%	3%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
		Secure Detention/Detention	10	7	4	10	0	0	0	0	0	1	0	0	0	0	
		Alt	2%	1%	1%	2%	0%	0%	0%	0%	0%	20%	0%	0%	0%	0%	
		Release/Secure Detention	37	43	47	22	0	0	0	0	0	0	0	0	1	0	
		Detention	6% 45	6% 47	9% 43	5%	0%	0%	0%	0%	0%	0%	0%	0%	33%	0%	
		Alt/Secure Detention	7%	7%	43 8%	7%	0%	0%	0%	0%	0%	0%	0%	50%	0%	0%	
		Total	633 100%	663 100%	551 100%	432 100%	0%	4	4	3	0%	5 100%	34 100%	2	3	0 0%	
		This report shows D											100%	100%	100%	0%	
		This report shows L	HI COMP	icied dui	ing the t	merram	e. Judge	ordere	u uetainr	nems ar	e not inc	iuued.					
۲.	>	Print Date: 6/7/2022													Page	1 of 2	~

Detention Measures



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

1. **Detention Admissions**

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

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

💀 Secure Detention Admissions		- 🗆 X	🔜 Secure Detention Admissions	– 🗆 X
Repot Data Status Type: Status Repot Type: Graph Bepet Optione Genetic Sex: Genetic Sex: Race/Ethnicity: All Y All Ethnicities Male Hispanic Female Non-Hispanic	CSU: -Al- FIPS: -Al- Status V	Vear 2022 Image: Constraint of the second	Report Dar Status ∨ Status Type: Status ∨ Report Type: Status FReport Oracle Context Report Oracle DA Categories FReport Oracle Context FReport Oracle Context V Al All Ethnolous All Frende Heparic ✓	∨ Year 2022 ⊕ Help ∨ Month: May ⊕ Generate Rek Level Soft By: Intake Worker ASC ∨ No Rok Summatted By: Apply
[4 4 of ▶ ▶] ↓	8 🕲 🖨 💷 🔍 - 🛛 100%	Juvenie # : Get Histoy Find Next	H ◀ of ▷ ▷ ← ⊗ ⊚ ♣ 🗎 🕮 쪄~ 100%	Juvenile # : Get History Find Next C

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

💀 Secure Dete	ention Adr	nissions									-		×
Report Data					_		_			_			
Status Type: St				~ (CSU: -All-		~	Year: 2021	1 💠 Heli	2			
Report Type: Se	imple			~ F	FIPS: -All-		~ M	lonth: N	Aay 💠 Gener	ate			
Report Options								Sort	t Rv:				
Genetic Sex: Ra	All Ethnicit		0	Status:			Risk Level		ke Worker 🗸 ASC	~			
] All Ethnici] Hispanic	ties	^					^ Sum	marized By:				
	Non-Hispa	nic	~				All	Y Gen		pply			
							Juvenile I	#:	Got History				
14 4 1	of 7 🕨	NLA				100% -		Find M	Manut				_
14 4	017	1 1 1		- 1	u wy	100%		Find F	VEXT				
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2. Detention Releases

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

Weapons/Narcotics," "Information Missing," "Misdemeanor Against Persons," "Misdemeanor Other," "Other Violations," "Probation/Parole Violation," "Status Offense," and "Total."

 Length of Stay report provides count and percentage of detention releases by length of stay during pre-dispositional status: "3 Days or Less," "4 – 21 Days," "22 – 51 Days," "More Than 51 Days," and "Total."

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

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

Data Issues

Community Insig	jht Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments(Compliance)Reviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Appravating Override Categories
Contact Data Entry Compliance	DAI Aggravating Override Factors
Case Management	DAI Mtigating Override Factors
Open Cases by Case Status	DAI Indicated v. Actual Decisions
Open Cases by Risk Level	SCHOOL STRUCTURE AND A STRUCTURE AND A STRUCTURE
Case Contact Compliance	
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Measures
Detention Visit Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	Data Issues
Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent	Workload Cases with No Primary Worker Assigned
Parole Discharge Evaluation	Intake Complaints with Missing Adjudications/Dispositions
Probation Discharge Evaluation	
YASI Reassessment Due	Miscellaneous
MHSTP Community Pre-Release Meeting	Juveniles Requiring DNA Sample Be Taken
MHSTP Community Parole Meeting	Expunged Juveniles
Diversion Cases Open More Than 90 Days	JCC Commitments
DRT - Exceptions	ACE Trauma Screen Summary
DRT - Incompletes	Social Histories Completed
Caseload Assignments Management	Workload Report G R E A T. Exam Report
Assignments by Case Status	
Assignments by Risk Level	Open Cases Without a SEAS SEAS Data Report

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

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

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	Print Date: 6	/7/2022					Page1 o	if 1

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

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

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Miscellaneous

Community Insig	ght Reports
Worker/Supervisor Level Case Load	Detention Assessment
Assignments\Compliance\Reviews	DAI Completion
Compliance Summaries	DAI Completion Intakes Resulting in Detention Order
Case Contact	DAI Override Percentages
DAI Factors Summary	DAI Mandatory and Discretionary Aggravating Override Categories
Contact Data Entry Compliance	DAL Aggravating Override Factors
	DAI Mitigating Override Factors
Case Management Open Cases by Case Status	DAI Indicated v. Actual Decisions
Open Cases by Risk Level	CONTRACTOR OF CONTRACTOR DUCK
Case Contact Compliance	
Supervisory Review/Supervision Plan Review/Family Progress Report	Detention Measures
Detention Visit Compliance	Detention Admissions
Length of Stay for Open Cases	Detention Releases
Intake Offenses by Decision	Data Issues
Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent	Workload Cases with No Primary Worker Assigned
Parole Discharge Evaluation	Intake Complaints with Missing Adjudications/Dispositions
Probation Discharge Evaluation	
YASIReassessment Due	Miscellaneous
MHSTP Community Pre-Release Meeting	Juveniles Requiring DNA Sample Be Taken
MHSTP Community Parole Meeting	Expunged Juveniles
Diversion Cases Open More Than 90 Days	JCC Commitments
DRT - Exceptions	ACE. Trauma Screen Summary
DRT - Incompletes	Social Histories Completed
Caseload Assignments Management	Workload Report
Assignments by Case Status	GREAT Exam Report
Assignments by Risk Level	Open Cases Without a SEAS
	SEAS Data Report

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

1. Juveniles Requiring DNA Sample Be Taken

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

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				Date	Amend
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	Charged Offense			Date Adjudicated Total # of samples ne	Charge
	Charged Offense 002 - Virginia Beach (CSU)	Offense Date		Adjudicated Total # of samples ne	Charge
	Charged Offense 02 - Virginia Beach (CSU) Ju	Offense Date uv#: Da	Adjudicated	Adjudicated Total # of samples ne	Charge
	Charged Offense irginia Beach (CSU)	Offense Date	Adjudicated	Adjudicated Total # of samples ne	Charge

2. Expunged Juveniles

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

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3. JCC Commitments

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

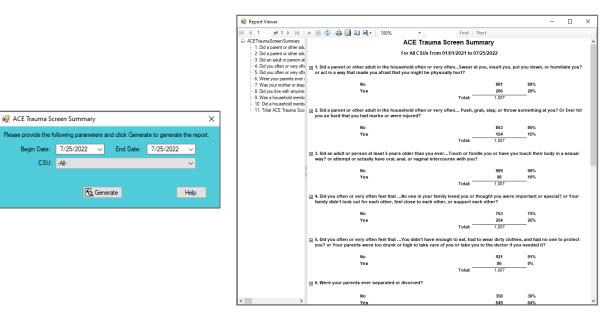
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4. Adverse Childhood Experiences (ACE) Trauma Screen Summary

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



5. Social Histories Completed

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

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6. Workload Report

Please provide the follo Begin Date: CSU: -/

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

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Please provide t	Please provide the following parameters and click Generate to generate the report.									
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	Workload Report - Abing		8		
	1/1/2021 - 12/31				
Status Cod	e	Total CCD	ADP	Workload Value	Hours/Mont
Code(s)	Description(s)				
2	1 - Pre-Disposition (1 Contact/Month)	2,263	6.2	4.3	26.7
3	1 - Diversion at Intake	3,296	9.0	2.5	22.5
4, 20	2 - Post-Disposition Case Management	6,617	18.1	2.8	50.7
5	3 - Probation - Level 1	466	1.3	3.3	4.3
21	3 - Probation - Level 2	4,042	11.1	4.7	52.2
22	3 - Probation - Level 3	796	2.2	6.4	14.1
8, 26	Residential Placement During Probation or Parole - Not Judicially Ordered	920	2.5	5.0	12.5
24, 32, 33, 34, 35, 36	Court-Ordered Out-of-Home Placement	171	0.5	5.4	2.7
12	6 - Parole - Level 3	142	0.4	6.6	2.6
13	6 - Parole - Level 4	24	0.1	10.0	1.0
9	New Commitments (0-30 days)	0	0.0	8.6	0.0
9	Committed to DJJ (Day 31+)	0	0.0	3.5	0.0
30	7 - Absconder/Whereabouts Unknown (3 Contacts/Week)	12	0.0	2.0	0.0
					189.3
Report Typ	e	Total Reports	Monthly	Workload Value	Hours/Mont
Code	Description				
1	Comprehensive Pre-Dispositional Report	18	1.5	9.6	14.4
2	Post-Dispositional Investigation	2	0.2	8.3	1.7
4	Transfer Report	1	0.1	6.3	0.6
40	YASI - Pre-Adjudication Screen	1	0.1	3.0	0.3
					17.0
intakes		Total Intakes	Monthly Average	Workload Value	Hours/Mont
Delinquenc	y/CHINS	108	9.0	1.8	16.2
Domestic F	Relations/Child Welfare	1,186	98.8	1.1	108.7
					124.9
FTE /	Assigned Special Positions FTE Filled	Den	nand in Hours	s FTE	Needed
			331.2		2.9
FTE Varia	ance from Assigned FTE Variance	from Filled		Complete Mar	ually
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- 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: <u>Region</u>, <u>CSU</u>, <u>Juvenile Number</u>, <u>Last Name</u>, <u>First Name</u>, <u>Genetic Sex</u>, <u>Total Percentage</u>, <u>Average Percentage</u>, and <u>Overall Percentage</u>.
 - b. From the <u>Community Insight Reports</u> screen click the **G.R.E.A.T. Exam Report** hyperlink and the <u>**G.R.E.A.T. Exam Report**</u> 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 <u>Report Viewer</u> screen will appear and display the **G.R.E.A.T. Scores Report**.

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						Region	CSU	Juvenile Number	Last Name	First Name	Genetic Sex	Total Percentage
						Eastern	Accomac (CSU)	1131926	ABADIR	RANDY	F	96.9%
G.R.E.A.T. Exam	n Report			×					ercentage: 96.9%			
		100 100 100 N				Northern	Fairfax (CSU)	1131926	ABADIR	RANDY	F	90.8%
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								Average P	ercentage: 92.8%			
Region:	-Al-			×			Loudoun (CSU)	1034944	COOKE	JAYDEN	F	41.5%
CSU(s):	-AI-			~				Average P	ercentage: 41.5%			
							Manassas (CSU)	451456	PETERS	JEFFERY	F	87.7%
			General	e				Average P	ercentage: 87.7%			
						Southern	Appomattox (CSU)	451456	PETERS	JEFFERY	F	87.7%
								Average P	ercentage: 87.7%			
							Henrico County (CSU)	202518	EXPUNGED	EXPUNGED	М	70.8%
								Average P	ercentage: 70.8%			
						Western	Roanoke (CSU)	451456	PETERS	JEFFERY	F	75.4%
								Average P	ercentage: 75.4%			
								Overall Per	centage: 82.1%			
						Print Date: 1/22/2	024					Page 1 of 1

The Average Percentage displays the average percentage for each CSU within the selected timeframe.

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

8. Open Cases Without a SEAS

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



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

	ses with No	Recorded SEAS				-		×
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		Supervisor	Worker	Juvenile #	Juvenile Name	Case Status 3 - Probation - Level 1		
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CSU Virpina Beach (CSL Richmand City) (CSU) Hampton (CSU) Hampton (CSU) Hampton (CSU) Nerport Nerso (CSU) Virpina Beach (CSU Virpina Beach (CSU) Virpina Beach (CSU) Virpina Beach (CSU) Rothman (CSU)	9 10 760 015 060 191 700 700 710 0) 0) 810 047 145 770 0) 810 780	National States States of Comparison States of Comparison States of Comparison States Transit States Transit St	Annual Social Social Annual Research Social Social Social Social Social Social Social Social Social Social Social Social Social Social Social		Internet Inne Internet Inne Inner Allennet Inner Inner Allennet Inne Inner Inner Inner Inner Inner	3 - Probation - Level 1 5 - Committee to DJJ 5 - Committee to DJJ 5 - Committee to DJJ 3 - Probation - Level 1 6 - Parole - Level 4 6 - Parole - Level 4 6 - Parole - Level 4 6 - Parole - Level 1 7 - Scondmittee to DJJ 3 - Probation - Level 1 5 - Committee to DJJ 3 - Probation - Level 1 5 - Committee to DJJ 7 - AbsonderWinesaBouts Unknown (3 Contacts/Weak)		

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

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



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

🚽 SEAS - Virginia Heals Rep	oort					-		×
Report Data					Deale Dates 5 (2	0 (2022	Help	1
Status Type: -All-		✓ CSU: -AI		~		8/2022 ~		1
Report Type: Simple		V FIPS: -AI	-	~	End Date: 6/2	8/2022 ~	Generate	
Report Options Genetic Sex: Race/Ethnicity:	Stat			Piek	Level Sort	By:		
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 4 1 of 1 ▶ ▶ 	4 🛞 🚱 🛔	5 🗐 ûn 🗐 -	100%	-	Find 1	Vext		
	inia Departm							
Vilg	gina Deparun		122 to 6/28/2022	SEAS Data	Report			
		110111 3/20/20	22 10 012012022					
Total Completed SEASs	s: 10						_	
Demographics								
By Ago Crown	0-6	7-12	13-21					
By Age Group	0-6	7-12 5 (50.00%)	13-21 5 (50.00%)					
		5 (50.00%) African	5 (50.00%) Asian or	Indian or	Other	Unknown		
By Age Group By Race	0 Caucasian	5 (50.00%) African American	5 (50.00%) Asian or Pacific Islander	Alaskan Native				
	0	5 (50.00%) African	5 (50.00%) Asian or	Alaskan Native 0 (0.00%)	0 (0.00%)	Unknown 0 (0.00%)	-	
By Race	0 Caucasian	5 (50.00%) African American	5 (50.00%) Asian or Pacific Islander	Alaskan Native				
	0 Caucasian 3 (30.00%)	5 (50.00%) African American 7 (70.00%)	5 (50.00%) Asian or Pacific Islander 0 (0.00%)	Alaskan Native 0 (0.00%) Unavailable to	0 (0.00%) Ethnicity		-	
By Race	0 Caucasian 3 (30.00%) Hispanic 0 (0.00%) Child /	5 (50.00%) African American 7 (70.00%) Non-Hispanic 7 (70.00%) Parent /	5 (50.00%) Asian or Pacific Islander 0 (0.00%) Decline to Report 0 (0.00%)	Alaskan Native 0 (0.00%) Unavailable to Report	0 (0.00%) Ethnicity Unknown			
By Race	0 Caucasian 3 (30.00%) Hispanic 0 (0.00%) Child / Youth	5 (50.00%) African American 7 (70.00%) Non-Hispanic 7 (70.00%) Parent / Caregiver	5 (50.00%) Asian or Pacific Islander 0 (0.00%) Decline to Report 0 (0.00%) Both	Alaskan Native 0 (0.00%) Unavailable to Report	0 (0.00%) Ethnicity Unknown			
By Race By Ethnicity	0 Caucasian 3 (30.00%) Hispanic 0 (0.00%) Child / Youth 7 (70.00%)	5 (50.00%) A frican American 7 (70.00%) Non-Hispanic 7 (70.00%) Parent / Caregiver 3 (30.00%)	5 (50.00%) Asian or Pacific Islander 0 (0.00%) Decline to Report 0 (0.00%)	Alaskan Native 0 (0.00%) Unavailable to Report	0 (0.00%) Ethnicity Unknown		-	
By Race By Ethnicity	0 Caucasian 3 (30.00%) Hispanic 0 (0.00%) Child / Youth 7 (70.00%) Male	5 (50.00%) African American 7 (70.00%) Non-Hispanic 7 (70.00%) Parent / Caregiver 3 (30.00%) Female	5 (50.00%) Asian or Pacific Islander 0 (0.00%) Decline to Report 0 (0.00%) Both	Alaskan Native 0 (0.00%) Unavailable to Report	0 (0.00%) Ethnicity Unknown			
By Race By Ethnicity By Respondent	0 Caucasian 3 (30.00%) Hispanic 0 (0.00%) Child / Youth 7 (70.00%)	5 (50.00%) A frican American 7 (70.00%) Non-Hispanic 7 (70.00%) Parent / Caregiver 3 (30.00%)	5 (50.00%) Asian or Pacific Islander 0 (0.00%) Decline to Report 0 (0.00%) Both	Alaskan Native 0 (0.00%) Unavailable to Report	0 (0.00%) Ethnicity Unknown		-	
By Race By Ethnicity By Respondent	0 Caucasian 3 (30.00%) Hispanic 0 (0.00%) Child / Youth 7 (70.00%) Male	5 (50.00%) African American 7 (70.00%) Non-Hispanic 7 (70.00%) Parent / Caregiver 3 (30.00%) Female	5 (50.00%) Asian or Pacific Islander 0 (0.00%) Decline to Report 0 (0.00%) Both 0 (0.00%)	Alaskan Native 0 (0.00%) Unavailable to Report	0 (0.00%) Ethnicity Unknown 3 (30.00%)	0 (0.00%)	-	
By Race By Ethnicity By Respondent By Genetic Sex	0 Caucasian 3 (30.00%) Hispanic 0 (0.00%) Child / Youth 7 (70.00%) Male 7 (70.00%)	5 (50.00%) African American 7 (70.00%) Non-Hispanic 7 (70.00%) Parent / Caregiver 3 (30.00%) Female	5 (50.00%) Asian or Pacific Islander 0 (0.00%) Decline to Report 0 (0.00%) Both 0 (0.00%) Poly-Victin	Alaskan Native 0 (0.00%) Unavailable to Report 0 (0.00%)	0 (0.00%) Ethnicity Unknown 3 (30.00%)	0 (0.00%)		
By Race By Ethnicity By Respondent By Genetic Sex Victimization Types	0 Caucasian 3 (30.00%) Hispanic 0 (0.00%) Child / Youth 7 (70.00%) Male 7 (70.00%) 1a, 1b, 1c, 1d)	5 (50.00%) African American 7 (70.00%) Non-Hispanic 7 (70.00%) Parent / Caregiver 3 (30.00%) Female 3 (30.00%)	5 (50.00%) Asian or Pacific Islander 0 (0.00%) Decline to Report 0 (0.00%) Both 0 (0.00%) Poly-Victin	Alaskan Native 0 (0.00%) Unavailable to Report 0 (0.00%)	0 (0.00%) Ethnicity Unknown 3 (30.00%)	0 (0.00%)		

Appendix

A. Change User Button

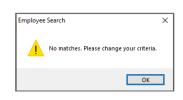
From the **Report Data** section in an applicable report screen, click the **Change User** button and the <u>Employee Search</u> screen will appear.



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

Employee Search Screen

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



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

Legal Last Name	Suffix	Legal First Name	Display Name	Account Closed
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		Dente:	Daniel Links	
		No.	Track A Table	
and the second		August 1	nor	
-		Part of the local division of the local divi	Prince & South	
		Parts.	Through a family	
-		No. of Concession, Name	Name in the	

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

💀 Wor	ker Level Caseload						-	0	- X
-Report [Worker:	Data	🞜 Change <u>U</u> ser	Type:	Worker 🗸	Report	Case Load	 ✓ Generation 	ate	Help
	Options Sex: O All O Male O Supervisor	Female	order	Ethnicity: All Ethnicit Hispanic Non-Hispa		Race: All Races White Black		^	Apply
						Juvenile #	‡:	6	Get History
14 4	of 🕨 🕅 🔶) () 	↓ -	100%	Ŧ	Fin	d Next		

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

B. Report Type

Report Type

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

Report Data		_				Begin Date:	6/ 1/202	2	Help
	Parole & Direct Care	\sim	CSU:	-All-	~	Begin Date:			пер
Report Type:	Graph	\sim	FIPS:	-All-	~	End Date:	7/ 1/202	22 ~	Generate
Male	CSU/FIPS Summary Simple	6 - Parole	- Leve		^ 🛛	No Risk	Sort By: Superviso Summarize Genetic S	ed By:	ASC
					J	uvenile # :		Get Hist	tory
44	of ▶ ▶ ← ⊗ © ∰		n 101 -	r 100% ·		Find	Next		

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

1. Graph

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

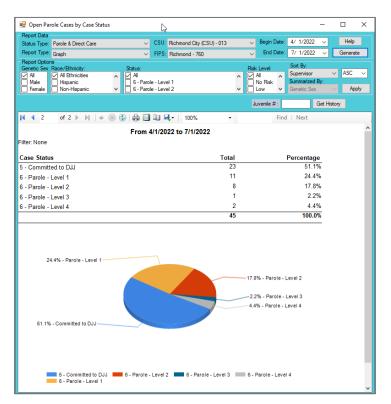
								_	
	le Cases by Case Status						-		×
Report Data	Parole & Direct Care	CSU:	Richmond City (CSU)	. 013	Begin Date:	4/ 1/2022	~	Help	1
Report Type:		_	Richmond - 760	.013	End Date:	7/ 1/2022		Generate	-
- Report Options		V FIPS:	Richmond - 760					Generale	
Genetic Sex: F	Race/Ethnicity: Status:				Risk Level	Sort By: Supervisor	~	ASC	$\overline{}$
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						1			
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	- 6 - Parole - Level 1 I	o - Marole	- Level 4	8 - Halfwa					
	0 1 41010 234612				.,				

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

Report Data							l	v									
Status Type: Parol	e & Direc	t Care			~ (CSU: R	ichmond	City (CS	U) - 013		~ B	egin Date	e: 4/ 1	/2022	\sim	Help	
Report Type: Grap	n				~ 1	FIPS: R	ichmond	- 760			~	End Date	e: 7/ 1	1/2022	\sim	Genera	te
Report Options													Sort	Rv:			
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	2			€		U 🖳	· 100)%	۰.	•			nd N	ext			
Case Status	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22			
5 - Committed to DJJ	20 48%	21 49%	23 51%	23 51%													
6 - Parole - Level 1	11 26%	11 26%	11 24%	11 24%													
6 - Parole - Level 2	8 19%	8 19%	8 18%	8 18%													
6 - Parole - Level 3	1 2%	1 2%	1 2%	1 2%	1 2%	1 2%	1 2%	1	1	1	1	1 2%	1 2%	1 2%			
6 - Parole - Level 4	2 5%	2 5%	2 4%	2 4%													
6 - Parole - Residential Placement	0%	0 0%	0 0%	0 0%	0 0%	0 0%	0%	0 0%	0 0%	0 0%	0%	0 0%	0 0%	0 0%			
8 - Halfway House	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%	0 0%			
Total	42 100%	43 100%	45 100%	45 100%													
Age is calculated t The report shows										iod.							

c. Pie Chart

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



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

2. CSU/FIPS

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

Report Data										
Status Type: Parole & Direct Care			🗸 CSU: I	Richmond City	(CSU) - 013	~	Begin Date:	4/ 1/2022	✓ He	lp
Report Type: CSU/FIPS			V FIPS: I	Richmond - 76	0	~	End Date:	7/ 1/2022	✓ Gene	erate
Report Options Genetic Sex: Race/Ethnicity: All All All Hispanic Female	< >		Parole - Level Parole - Level				Level All ^ No Risk Low V	Sort By: Supervisor Summarized B Genetic Sex		C 、 Apply
						Ju	venile # :	(Get History	
≪ 1 of 1 ▶ ▶	e 🛞 🤅			• 100%		•	Find	I Next		
On	en Juv	enile	Parole&	Direct Ca	are Case	s By Ca	se Statu	s		
				(CSU) From			d the svn	bol will		
	Click on chang	the "+	⊦" symbo	(CSU) From I, the repo again to m Parole Level 2	ort will ex	pand an		ection.	Committed to DJJ	
FIPS:Richmond (Click on chang	the "+ e to "-	⊦" symbo ". Click a Parole	I, the repo again to m Parole	ort will ex ninimized Parole	pand an I the exp Parole	anded se	ection. Residential		Ī
FIPS:Richmond Filter: None Bichmond City (CSU) - 013 FIPS	Click on chang	the "+ e to "- Total 45	Parole Level 1 11 24.4%	I, the repo again to m Parole Level 2 8 17.8%	Parole Level 3 1 2.2%	pand an I the exp Parole Level 4 2 4.4%	Anded se Halfway House 0 0.0%	Residential Placement 0 0.0%	to DJJ 23 51.1%	
FIPS:Richmond Filter: None	Click on chang	the "+ e to "-' Total	+" symbo ". Click a Parole Level 1	I, the repo again to m Parole Level 2	ort will ex ninimized Parole Level 3	pand an I the exp Parole Level 4	Anded se Halfway House	ection. Residential Placement	to DJJ	
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FIPS.Richmond Filter. None Pilter. None Pilter. None Pilter. Pilter. Richmond City (CSU) - 013 FIPS E. Richmond - 760 Supervisor E.	Click on chang	the "+ e to "- Total 45 45 40 2	Symbo ". Click a Parole Level 1 11 24.4% 11 11 11 11 11 0.0%	I, the repo again to m Parole Level 2 8 17.8% 8 17.8% 8 20.0% 0 0.0%	Parole Level 3 1 2.2% 1 2.5% 0 0.0%	Parole Level 4 2 4.4% 2 5.0% 0 0.0%	anded se Halfway House 0 0.0% 0 0.0% 0 0.0%	ection. Residential Placement 0 0.0% 0 0.0% 0 0.0%	to DJJ 23 51.1% 23 51.1% 18 45.0% 2 100.0 % 1 100.0	-

3. Summary

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

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

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

4. Simple

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

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

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C. Hyperlinks

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



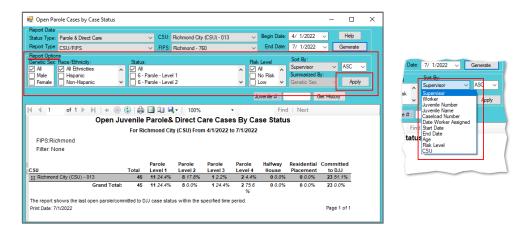
2. To use an embedded hyperlink (i) place the cursor over the specific data on the table that causes the cursor to display as a hand, (ii) click on the hyperlink, and a new report screen will open displaying additional detail.

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D. Report Options

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

descending). (iii) Choose an option from the **Summarized By** drop-down menu (if available). (iv) Click the **Apply** button and the options selected will be applied to the existing report.



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

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E. Juvenile History Report

 The Juvenile History Report displays <u>Intakes</u>, <u>Status History</u>, <u>Detention History</u>, <u>Reports Completed</u>, <u>Discharge Reports</u>, <u>Services Provided</u>, <u>CPR Services</u>, <u>Worker Assignment</u>, <u>Risk Assessment History</u>, and <u>ACE Trauma History</u> detail for a selected juvenile.

🖳 Report Viewer

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

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Adjudication

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 04/2023	Miscellaneous DAI Mandatory and Discretionary Aggravating Override Categories report	Remove Open Cases Without an ACE. Update text and image to include "Mandatory Weapon."
07/2023	Intake Offenses Reason Resolved/Not Diverted	Add Intake Offenses Reason Resolved/Not Diverted Report as Case Management option.
07/2023	Diversion Cases Open More Than 90 Days	Add Diversion Cases Open More Than 90 Days Report as Case Management option.
10/2023	Affirmative Consent	Add a new Report Status for "Affirmative Consent." Add the report under the "Intake Offenses Reason Resolved/Not Diverted" hyperlink and rename the hyperlink "Intake Offenses Reason Resolved/Not Diverted/Affirmative Consent"
02/2024	Miscellaneous	Add G.R.E.A.T. Exam Report
02/2025	Case Management	Add 2 reports: DRT – Exceptions and DRT Incompletes.
02/2025	Compliance Summaries	Add Report for Contact Data Entry Compliance.
02/2025	New Detention Reentry case statuses	Update reports for new Detention Reentry case statuses: Supervision Level 2 and Supervision Level 4. Update the following reports (bold items required CIR manual changes) : Assignments\Compliance\Reviews , Case Contact, Open Cases by Case Status , Open Cases by Risk Level, Case Contact Compliance, Supervisory Review/Supervision Plan Review/Family Progress Report, Assignments by Case Status, Assignments by Risk Level, Open Cases Without a SEAS, and Workload Report.
02/2025	Data Issues (Report Section)	Move section from following Caseload Assignments Management to following Detention Measures.
02/2025	BADGE Version at last update	BADGE Version at last BADGE Community Insight Reports Manual update: Version 4.0.5.13.