



**UNIVERSITY OF NEBRASKA AT OMAHA**  
JUVENILE JUSTICE INSTITUTE

JCMS Code Book  
ATD Definitions  
7/19/2018

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A program defined as an ATD is a program or directive that increases supervision of a youth that would otherwise be securely detained, in an effort to ensure the youth attends court and refrains from committing a new law violation. The alternative shall least restrict the youth's freedom of movement, provided the alternative is compatible with the best interest of the youth and the community. ATD programs are direct interventions; they generally meet with a youth multiple times over a specific period of time. Generally, the program relies on an educational or relationship based component to invoke behavioral change within the client.

## Intake - Electronic Monitoring

An electronic monitoring program utilizes an electronic device which uses a global positioning system, non-digital landline home-based system, or phone application that provides intensive supervision by monitoring the location of a youth that is reviewed by program personnel.

**School Enrollment:** The youth's school enrollment status at the time of their initial involvement in the ATD program.

**Youth Employed:** Youth actively engages in and maintains a job position at a credible place of employment.

**Family Size:** Number of people living within the youth's place of legal residence.

**Family Income:** The combined incomes of all people living within the youth's place of legal residence. This includes all forms of income such as salaries and wages, retirement funds, government assistance, child support, and pensions (\$0000.00).

**Eligible for Free/Reduced Lunch:** Based on reported household income, the youth receives or could receive free or reduced lunch at their primary school.

**Custody/Guardianship:** Youth's primary living situation associated with the type of legal responsibility for the youth.

**File Number:** The identifier of the youth for program purposes.

**# (Number) of School Days Missed:** The integer number of days the youth was absent from their primary school. Absence is defined by the school district.

**Grant County:** The originating county associated with the grant authorization for program funding.

**Grant Number:** The series of numbers and/or letters identifying the authorized grant associated with the program.

**Currently Placed Out of Home:** Indication that at time of enrollment, the youth was not living in their primary residence.

**Prior Legal Violations:** Notes all violations of statute or ordinance resulting in a petition filed and subsequent adjudication which occurred before participation in the program.

**Presenting Offense:** Pre-adjudicated offense at time of admission that required the participation in the program or most recent post-adjudicated offense if youth is not pre-adjudication status.

**Status at Intake:** Identifies the youth's involvement with the juvenile justice system at the time of enrollment, indicating where the youth's filed petition is in the court process.

**Pre-Adjudicated:** The period prior to a judicial determination (judgement) that a juvenile is responsible for the delinquency or status offense that is charged in a petition or other charging document.

**Pre-Disposition:** The period after adjudication and prior to a sanction ordered or treatment plan decided upon or initiated in a particular case by a juvenile court.

**Post-Adjudicated:** Period following a judicial determination (judgement) that a juvenile is responsible for a delinquency or status offense.

**Adult Court:** The most serious presenting offense(s) is prosecuted in the adult criminal justice system and not the juvenile justice system.

**Reason for Admission:** The purpose for the youth to participate in the program indicating the reason the youth required the services of the program.

**Sanctions:** Methods used to hold youth accountable and protect the community from the youth's delinquency.

**Behavioral:** A skill building program component that reinforces positive behaviors or is designed to elicit desired behaviors such as token economy or behavior contract.

**Date Referred:** The two-digit month, two-digit day, and four-digit year the youth was referred to the program; this may be the same or different than the date enrolled/intake (mm/dd/yyyy).

**Referral Source:** The agency, organization, or entity that directed or requested the youth to the program for participation.

**Referral Name:** The name and title of the person that directed or requested the youth to the program for participation.

**Program Objective:** The goal of placing the youth in the program; typically associated with the reason for admission.

**Date Enrolled/Intake:** The two-digit month, two-digit day, and four-digit year the youth began participating in the program (mm/dd/yyyy).

**Otherwise be Detained:** Indicates the youth would have been detained had they not been placed with the program based on a corresponding detention intake completed by probation, which typically results in a risk assessment score.

**Contact Person/Case Worker:** Name and title of the system level individual (i.e. PO, DHHS) for communication with that is assigned to the youth during the time of their participation in the program.

**Credits at Admission:** Number of total academic credits earned prior to participation in the program.

## **Electronic Monitoring**

**Obtained GED/Diploma:** Youth earned their GED or Diploma during participation in the program.

**Obtained Employment:** Youth obtained employment during participation.

**Parent Participation while Enrolled:** Level of parent engagement in program components during youth's participation such as parent training group or communication with staff.

**Parent Participation Description:** The narrative of parent engagement in the program during the youth's participation in the program such as parent training groups or regular communication via phone or meetings.

**Parent Contact Efforts:** Pertaining to an uninvolved parent, the efforts for engaging the parent such as number of phone calls or home visits.

**Program Progress:** Notes the level of improvement and effort relevant program expectations which is assessed at discharge from the program.

## Monitor

**Monitor Date:** The two-digit month, two-digit day, and four-digit year the monitor activity took place (mm/dd/yyyy).

**Monitor Activity:** The particular kind of action associated with the use of an electronic monitoring device for intensive supervision of the youth.

## Scores

**Test Name:** The published or trademarked name of an assessment instrument administered to the youth most recently and that is relevant to determining programmatic services and/or treatment.

**Date:** Two-digit month, two-digit day, and four-digit year the assessment instrument was administered to the youth.

**Scores:** The results of an assessment instrument that was administered to the youth most recently and relevant to the program.

**Test Refused:** The youth refused to complete the assessment instrument administered relevant to the program procedures and/or policy.

## UA Screens

**Date of UA Screen:** Two-digit month, two-digit day, and four-digit year the UA (Urinalysis) screen was administered to the youth.

**UA (Urinalysis) Screen Results:** The outcome of the drug test that could indicate whether the presence of certain illegal drugs or prescription medications were present in the youth's urine.

**UA (Urinalysis) Results related to Discharge:** The reason for the youth to be discharged from participation in the program was directly related to the results of a urinalysis test.

## Incentives

**Date:** Two-digit month, two-digit day, and four-digit year the incentive was rewarded.

**Type of incentive:** The type of reward used to meet juvenile conduct to reinforce and modify behaviors (eg. free sport event tickets for perfect attendance).

**Estimated amount:** The estimated amount of the incentive reward.

## Discharge

**Discharge Date:** The two-digit day, two-digit month, and four-digit year the youth was discharged from participation in the program.

**Discharge Reason:** The selected reason directly pertains to the youth no longer participating in the program nor receiving services relevant to the program.

**Refused services:** Indication that the youth actively stated or showed they would not participate in all or part of the program.

**Refused Service Reason:** The level of disengagement by the youth pertaining to participation in the program.

**Credits at Discharge:** Number of total academic credits earned while in the program and assessed at time of discharge.

**Program Staff Used Power to Detain:** The program staff has the power to detain and utilized this authority to detain the youth upon discharge from the program.

**Detained at Discharge:** The youth was placed in a secure or staff-secure detention facility subsequent discharge from the program.

**Discharge Placement:** Name and type of placement the youth was discharged to regardless if successful or unsuccessful.

## Intake – Reporting Center

A reporting center is an intensive supervision program held at a physical location for youth who would normally be held in secure pretrial custody. The center may provide various types of programming but not treatment services. The goal is to ensure that youth return to court for their scheduled court date with no new law violations.

**School Enrollment:** The youth's school enrollment status at the time of their initial involvement in the ATD program.

**Youth Employed:** Youth actively engages in and maintains a job position at a credible place of employment.

**Family Size:** Number of people living within the youth's place of legal residence.

**Family Income:** The combined incomes of all people living within the youth's place of legal residence. This includes all forms of income such as salaries and wages, retirement funds, government assistance, child support, and pensions (\$0000.00).

**Eligible for Free/Reduced Lunch:** Based on reported household income, the youth receives or could receive free or reduced lunch at their primary school.

**Custody/Guardianship:** Youth's primary living situation associated with the type of legal responsibility for the youth.

**File Number:** The identifier of the youth for program purposes.

**# (Number) of School Days Missed:** The integer number of days the youth was absent from their primary school. Absence is defined by the school district.

**Grant County:** The originating county associated with the grant authorization for program funding.

**Grant Number:** The series of numbers and/or letters identifying the authorized grant associated with the program.

**Currently Placed Out of Home:** Indication that at time of enrollment, the youth was not living in their primary residence.

**Prior Legal Violations:** Notes all violations of statute or ordinance resulting in a petition filed and subsequent adjudication which occurred before participation in the program.

**Presenting Offense:** Pre-adjudicated offense at time of admission that required the participation in the program or most recent post-adjudicated offense if youth is not pre-adjudication status.

**Status at Intake:** Identifies the youth's involvement with the juvenile justice system at the time of enrollment, indicating where the youth's filed petition is in the court process.

**Pre-Adjudicated:** The period prior to a judicial determination (judgement) that a juvenile is responsible for the delinquency or status offense that is charged in a petition or other charging document.

**Pre-Disposition:** The period after adjudication and prior to a sanction ordered or treatment plan decided upon or initiated in a particular case by a juvenile court.

**Post-Adjudicated:** Period following a judicial determination (judgement) that a juvenile is responsible for a delinquency or status offense.

**Adult Court:** The most serious presenting offense(s) is prosecuted in the adult criminal justice system and not the juvenile justice system.

**Type of Center:** The services offered by the program that indicates the aspect and typically the time of program participation which includes Day, Evening, Weekend.

**Reason for Admission:** The purpose for the youth to participate in the program indicating the reason the youth required the services of the program.

**Sanctions:** Methods used to hold youth accountable and protect the community from the youth's delinquency.

**Behavioral:** A skill building program component that reinforces positive behaviors or is designed to elicit desired behaviors such as token economy or behavior contract.

**Date Referred:** The two-digit month, two-digit day, and four-digit year the youth was referred to the program; this may be the same or different than the date enrolled/intake (mm/dd/yyyy).

**Referral Source:** The agency, organization, or entity that directed or requested the youth to the program for participation.

**Referral Name:** The name and title of the person that directed or requested the youth to the program for participation.

**Program Objective:** The goal of placing the youth in the program; typically associated with the reason for admission.

**Date Enrolled/Intake:** The two-digit month, two-digit day, and four-digit year the youth began participating in the program (mm/dd/yyyy).

**Otherwise be Detained:** Indicates the youth would have been detained had they not been placed with the program based on a corresponding detention intake completed by probation, which typically results in a risk assessment score.

**Contact Person/Case Worker:** Name and title of the system level individual (i.e. PO, DHHS) for communication with that is assigned to the youth during the time of their participation in the program.

**Credits at Admission:** Number of total academic credits earned prior to participation in the program.

## Reporting Center

**Obtained GED/Diploma:** Youth earned their GED or Diploma during participation in the program.

**Obtained Employment:** Youth obtained employment during participation.

**Parent Participation while Enrolled:** Level of parent engagement in program components during youth's participation such as parent training group or communication with staff.

**Parent Participation Description:** The narrative of parent engagement in the program during the youth's participation in the program such as parent training groups or regular communication via phone or meetings.

**Parent Contact Efforts:** Pertaining to an uninvolved parent, the efforts for engaging the parent such as number of phone calls or home visits.

**Program Progress:** Notes the level of improvement and effort relevant program expectations which is assessed at discharge from the program.

**Restorative Program Components:** Aspects of the program designed to repair the harm done by the offender as related to restorative justice.

**Restitution:** Offenders provide financial compensation to the victim or community in an effort to repair the harm done by their offending behavior.

**Mediation (Restorative Program Component):** The use of a mediator to assist the offender and victim and/or community identify the harm due to the offending behavior and determine methods of resolution.

**Community Service:** A restorative program component provided to offenders to volunteer their time in the community working to aide a population and/or organization in the community without compensation.

**Counseling Program Components:** Youth participated in aspects of the program during their participation that focused on treatment through assistance in resolving personal, social, or psychological related issues.

**Individual:** A counseling program component wherein the youth is the primary person engaged in treatment with an adult certified to provide individualized treatment.

**Mentoring:** Mentoring takes place between young persons (i.e., mentees) and more experienced persons (i.e., mentors) who are acting in a non-professional helping capacity to provide support that benefits one or more areas of the mentee's development. This is a program type and component of a counseling program.

**Family:** A counseling program component focusing on the familial relationship by involving the youth and their family in treatment with a certified adult(s) in family therapy.

**Peer:** A counseling program component involving a support from another youth for treatment purposes.

**Short-term Crisis:** A counseling program component wherein the youth's reaction to a situation or event is determined

to require immediate support to assist the youth with coping. The support is provided on a temporary basis.

**Group by Therapist:** A counseling program component where the youth engages in treatment via a group setting facilitated by an adult certified in that treatment method.

**Skill Building Program Components:** Youth participated in activities or aspects of the program that encouraged acquisition of or improvement in their cognitive, technical, or interpersonal abilities and capacity.

**Cognitive Behavioral Therapy (CBT):** A skill building program component aimed at changing distorted thinking or dysfunctional behavior patterns through involvement in therapeutic techniques.

**Challenge:** A skill building program component using activities and situations promoting experiential learning by mastering difficult or stressful tasks.

**Academic:** A skill-building program component providing tutors or educational opportunities to improve academic skills and outcomes.

**Social Skills:** A skill building program component providing opportunities that promote interpersonal and communication skills for social competence.

**Job-related:** A skill building component providing specific job instruction, activities, and/or situational opportunities that foster the youth's ability to be employed.

**Behavioral:** A skill building program component that reinforces positive behaviors or is designed to elicit desired behaviors such as token economy or behavior contract.

## Contacts

**Begin Date:** The first day (two-digit month, two-digit day, and four-digit year) the program staff saw and/or communicated with the youth and/or family.

**End Date:** The last day (two-digit month, two-digit day, and four-digit year) the program staff saw and/or communicated with the youth and/or family.

**Type of Contact:** The method program staff or mentor used to communicate with or see the youth and/or family

**Contact With:** Indicates who program staff had contact with.

**Hours of Contact:** The hours spent (60 minute intervals) where staff and other entities communicated with the youth and/or youth's family.

**# of Occurrences:** The number of times that staff interacted with the youth and/or family during the recorded time period.

## Classes

**Begin Date:** The first day (two-digit month, two-digit day, and four-digit year) that youth began participating in the class.

**End Date:** The last day (two-digit month, two-digit day, and four-digit year) that youth ended participation in the class.

**Class Name:** The identifier given to the instructional/educational group session (2 or more youth) as recognized by the program and stakeholders.

**Class Type:** The category that best identifies the specific focus area of the instructional/educational group session (2 or more youth).

**Hours Completed:** Number of hours (60-minute intervals) the youth was physically in attendance of the instructional/educational class.

**Hours Required:** Number of hours (60-minute intervals) the youth was permitted to and needed to attend the instructional/educational class.

## Scores

**Test Name:** The published or trademarked name of an assessment instrument administered to the youth most recently and that is relevant to determining programmatic services and/or treatment.

**Date:** Two-digit month, two-digit day, and four-digit year the assessment instrument was administered to the youth.

**Scores:** The results of an assessment instrument that was administered to the youth most recently and relevant to the program.

**Test Refused:** The youth refused to complete the assessment instrument administered relevant to the program procedures and/or policy.

## **UA Screens**

**Date of UA Screen:** Two-digit month, two-digit day, and four-digit year the UA (Urinalysis) screen was administered to the youth.

**UA (Urinalysis) Screen Results:** The outcome of the drug test that could indicate whether the presence of certain illegal drugs or prescription medications were present in the youth's urine.

**UA (Urinalysis) Results related to Discharge:** The reason for the youth to be discharged from participation in the program was directly related to the results of a urinalysis test.

## **Incentives**

**Date:** Two-digit month, two-digit day, and four-digit year the incentive was rewarded.

**Type of incentive:** The type of reward used to meet juvenile conduct to reinforce and modify behaviors (eg. free sport event tickets for perfect attendance).

**Estimated amount:** The estimated amount of the incentive reward.

## **Discharge**

**Discharge Date:** The two-digit day, two-digit month, and four-digit year the youth was discharged from participation in the program.

**Discharge Reason:** The selected reason directly pertains to the youth no longer participating in the program nor receiving services relevant to the program.

**Refused services:** Indication that the youth actively stated or showed they would not participate in all or part of the program.

**Refused Service Reason:** The level of disengagement by the youth pertaining to participation in the program.

**Credits at Discharge:** Number of total academic credits earned while in the program and assessed at time of discharge.

**Program Staff Used Power to Detain:** The program staff has the power to detain and utilized this authority to detain the youth upon discharge from the program.

**Detained at Discharge:** The youth was placed in a secure or staff-secure detention facility subsequent discharge from the program.

**Discharge Placement:** Name and type of placement the youth was discharged to regardless if successful or unsuccessful.

## **Intake - Shelter Care**

Shelter care programs are a non-secure residential care program for youth in need of short-term placement. The youth in the program require more supervision than allowed at the community-based level. The youth participate in a daily schedule.

**School Enrollment:** The youth's school enrollment status at the time of their initial involvement in the ATD program.

**Youth Employed:** Youth actively engages in and maintains a job position at a credible place of employment.

**Family Size:** Number of people living within the youth's place of legal residence.

**Family Income:** The combined incomes of all people living within the youth's place of legal residence. This includes all forms of income such as salaries and wages, retirement funds, government assistance, child support, and pensions (\$0000.00).

**Eligible for Free/Reduced Lunch:** Based on reported household income, the youth receives or could receive free or reduced lunch at their primary school.

**Custody/Guardianship:** Youth's primary living situation associated with the type of legal responsibility for the youth.

**File Number:** The identifier of the youth for program purposes.

**# (Number) of School Days Missed:** The integer number of days the youth was absent from their primary school. Absence is defined by the school district.

**Grant County:** The originating county associated with the grant authorization for program funding.

**Grant Number:** The series of numbers and/or letters identifying the authorized grant associated with the program.

**Currently Placed Out of Home:** Indication that at time of enrollment, the youth was not living in their primary residence.

**Prior Legal Violations:** Notes all violations of statute or ordinance resulting in a petition filed and subsequent adjudication which occurred before participation in the program.

**Presenting Offense:** Pre-adjudicated offense at time of admission that required the participation in the program or most recent post-adjudicated offense if youth is not pre-adjudication status.

**Status at Intake:** Identifies the youth's involvement with the juvenile justice system at the time of enrollment, indicating where the youth's filed petition is in the court process.

**Pre-Adjudicated:** The period prior to a judicial determination (judgement) that a juvenile is responsible for the delinquency or status offense that is charged in a petition or other charging document.

**Pre-Disposition:** The period after adjudication and prior to a sanction ordered or treatment plan decided upon or initiated in a particular case by a juvenile court.

**Post-Adjudicated:** Period following a judicial determination (judgement) that a juvenile is responsible for a delinquency or status offense.

**Adult Court:** The most serious presenting offense(s) is prosecuted in the adult criminal justice system and not the juvenile justice system.

**Shelter Type:** The services offered by the program that indicates the aspect and intensity of program participation.

**Enhanced Shelter-Therapeutic:** A non-secure residential care program for youth in need of short-term placement. The program focuses on providing intensive treatment services such as mental health or family treatment along with the aspects of a basic shelter care.

**Short-term Basic Shelter:** A non-secure residential care program for youth provided for a limited period of time.

The program may provide for the youth's medical and educational needs but refrain from providing intensive services such as mental health or family treatment.

**Crisis Stabilization Shelter:** A non-secure residential care program for youth provided for a limited period of time. The program focuses on minimizing the severity of distress and providing targeted treatment to aid their transition to daily functioning in addition to aspects of a basic shelter care program.

**Emergency Respite Foster Care:** A non-secure residential care program wherein a youth is immediately placed in a foster home for a limited time in an effort to address risks and needs jeopardizing the safety of the youth and/or others.

**Reason for Admission:** The purpose for the youth to participate in the program indicating the reason the youth required the services of the program.

**Sanctions:** Methods used to hold youth accountable and protect the community from the youth's delinquency.

**Behavioral:** A skill building program component that reinforces positive behaviors or is designed to elicit desired behaviors such as token economy or behavior contract.

**Date Referred:** The two-digit month, two-digit day, and four-digit year the youth was referred to the program; this may be the same or different than the date enrolled/intake (mm/dd/yyyy).

**Referral Source:** The agency, organization, or entity that directed or requested the youth to the program for participation.

**Referral Name:** The name and title of the person that directed or requested the youth to the program for participation.

**Program Objective:** The goal of placing the youth in the program; typically associated with the reason for admission.

**Date Enrolled/Intake:** The two-digit month, two-digit day, and four-digit year the youth began participating in the program (mm/dd/yyyy).

**Otherwise be Detained:** Indicates the youth would have been detained had they not been placed with the program based on a corresponding detention intake completed by probation, which typically results in a risk assessment score.

**Contact Person/Case Worker:** Name and title of the system level individual (i.e. PO, DHHS) for communication with that is assigned to the youth during the time of their participation in the program.

**Credits at Admission:** Number of total academic credits earned prior to participation in the program.

## **Shelter Care**

**Obtained GED/Diploma:** Youth earned their GED or Diploma during participation in the program.

**School Type:** The type of academic instructional setting the youth attended while participating in the program.

**Transported to School:** The means of transporting the youth to and from the academic institution they are attending outside of the program.

**Obtained Employment:** Youth obtained employment during participation.

**Transported to Employment:** The means of transporting the youth to and from their place of employment.

**Maintained Prior Employment:** Youth maintained their position of employment during participation in the program. Their position was obtained prior to the program.

**Parent Participation while Enrolled:** Level of parent engagement in program components during youth's participation such as parent training group or communication with staff.

**Parent Participation Description:** The narrative of parent engagement in the program during the youth's participation in the program such as parent training groups or regular communication via phone or meetings.

**Parent Contact Efforts:** Pertaining to an uninvolved parent, the efforts for engaging the parent such as number of phone calls or home visits.

**Program Progress:** Notes the level of improvement and effort relevant program expectations which is assessed at discharge from the program.

**Restorative Program Components:** Aspects of the program designed to repair the harm done by the offender as related to restorative justice.

**Restitution:** Offenders provide financial compensation to the victim or community in an effort to repair the harm done by their offending behavior.

**Mediation (Restorative Program Component):** The use of a mediator to assist the offender and victim and/or community identify the harm due to the offending behavior and determine methods of resolution.

**Community Service:** A restorative program component provided to offenders to volunteer their time in the community working to aide a population and/or organization in the community without compensation.

**Counseling Program Components:** Youth participated in aspects of the program during their participation that focused on treatment through assistance in resolving personal, social, or psychological related issues.

**Individual:** A counseling program component wherein the youth is the primary person engaged in treatment with an adult certified to provide individualized treatment.

**Mentoring:** Mentoring takes place between young persons (i.e., mentees) and more experienced persons (i.e., mentors) who are acting in a non-professional helping capacity to provide support that benefits one or more areas of the mentee's development. This is a program type and component of a counseling program.

**Family:** A counseling program component focusing on the familial relationship by involving the youth and their family in treatment with a certified adult(s) in family therapy.

**Peer:** A counseling program component involving a support from another youth for treatment purposes.

**Short-term Crisis:** A counseling program component wherein the youth's reaction to a situation or event is determined

to require immediate support to assist the youth with coping. The support is provided on a temporary basis.

**Group by Therapist:** A counseling program component where the youth engages in treatment via a group setting facilitated by an adult certified in that treatment method.

**Skill Building Program Components:** Youth participated in activities or aspects of the program that encouraged acquisition of or improvement in their cognitive, technical, or interpersonal abilities and capacity.

**Cognitive Behavioral Therapy (CBT):** A skill building program component aimed at changing distorted thinking or dysfunctional behavior patterns through involvement in therapeutic techniques.

**Challenge:** A skill building program component using activities and situations promoting experiential learning by mastering difficult or stressful tasks.

**Academic:** A skill-building program component providing tutors or educational opportunities to improve academic skills and outcomes.

**Social Skills:** A skill building program component providing opportunities that promote interpersonal and communication skills for social competence.

**Job-related:** A skill building component providing specific job instruction, activities, and/or situational opportunities that foster the youth's ability to be employed.

**Behavioral:** A skill building program component that reinforces positive behaviors or is designed to elicit desired behaviors such as token economy or behavior contract.

## Scores

**Test Name:** The published or trademarked name of an assessment instrument administered to the youth most recently and that is relevant to determining programmatic services and/or treatment.

**Date:** Two-digit month, two-digit day, and four-digit year the assessment instrument was administered to the youth.

**Scores:** The results of an assessment instrument that was administered to the youth most recently and relevant to the program.

**Test Refused:** The youth refused to complete the assessment instrument administered relevant to the program procedures and/or policy.

## **UA Screens**

**Date of UA Screen:** Two-digit month, two-digit day, and four-digit year the UA (Urinalysis) screen was administered to the youth.

**UA (Urinalysis) Screen Results:** The outcome of the drug test that could indicate whether the presence of certain illegal drugs or prescription medications were present in the youth's urine.

**UA (Urinalysis) Results related to Discharge:** The reason for the youth to be discharged from participation in the program was directly related to the results of a urinalysis test.

## **Incentives**

**Date:** Two-digit month, two-digit day, and four-digit year the incentive was rewarded.

**Type of incentive:** The type of reward used to meet juvenile conduct to reinforce and modify behaviors (eg. free sport event tickets for perfect attendance).

**Estimated amount:** The estimated amount of the incentive reward.

## **Discharge**

**Discharge Date:** The two-digit day, two-digit month, and four-digit year the youth was discharged from participation in the program.

**Discharge Reason:** The selected reason directly pertains to the youth no longer participating in the program nor receiving services relevant to the program.

**Refused services:** Indication that the youth actively stated or showed they would not participate in all or part of the program.

**Refused Service Reason:** The level of disengagement by the youth pertaining to participation in the program.

**Credits at Discharge:** Number of total academic credits earned while in the program and assessed at time of discharge.

**Program Staff Used Power to Detain:** The program staff has the power to detain and utilized this authority to detain the youth upon discharge from the program.

**Detained at Discharge:** The youth was placed in a secure or staff-secure detention facility subsequent discharge from the program.

**Discharge Placement:** Name and type of placement the youth was discharged to regardless if successful or unsuccessful.

## Intake - Tracker

Tracker services are when a person is assigned to work with pre-adjudicated or probation youth to ensure that the youth will comply with attendance, curfew, employment, counseling, and drug/alcohol conditions.

**School Enrollment:** The youth's school enrollment status at the time of their initial involvement in the ATD program.

**Youth Employed:** Youth actively engages in and maintains a job position at a credible place of employment.

**Family Size:** Number of people living within the youth's place of legal residence.

**Family Income:** The combined incomes of all people living within the youth's place of legal residence. This includes all forms of income such as salaries and wages, retirement funds, government assistance, child support, and pensions (\$0000.00).

**Eligible for Free/Reduced Lunch:** Based on reported household income, the youth receives or could receive free or reduced lunch at their primary school.

**Custody/Guardianship:** Youth's primary living situation associated with the type of legal responsibility for the youth.

**File Number:** The identifier of the youth for program purposes.

**# (Number) of School Days Missed:** The integer number of days the youth was absent from their primary school. Absence is defined by the school district.

**Grant County:** The originating county associated with the grant authorization for program funding.

**Grant Number:** The series of numbers and/or letters identifying the authorized grant associated with the program.

**Currently Placed Out of Home:** Indication that at time of enrollment, the youth was not living in their primary residence.

**Prior Legal Violations:** Notes all violations of statute or ordinance resulting in a petition filed and subsequent adjudication which occurred before participation in the program.

**Presenting Offense:** Pre-adjudicated offense at time of admission that required the participation in the program or most recent post-adjudicated offense if youth is not pre-adjudication status.

**Status at Intake:** Identifies the youth's involvement with the juvenile justice system at the time of enrollment, indicating where the youth's filed petition is in the court process.

**Pre-Adjudicated:** The period prior to a judicial determination (judgement) that a juvenile is responsible for the delinquency or status offense that is charged in a petition or other charging document.

**Pre-Disposition:** The period after adjudication and prior to a sanction ordered or treatment plan decided upon or initiated in a particular case by a juvenile court.

**Post-Adjudicated:** Period following a judicial determination (judgement) that a juvenile is responsible for a delinquency or status offense.

**Adult Court:** The most serious presenting offense(s) is prosecuted in the adult criminal justice system and not the juvenile justice system.

**Reason for Admission:** The purpose for the youth to participate in the program indicating the reason the youth required the services of the program.

**Sanctions:** Methods used to hold youth accountable and protect the community from the youth's delinquency.

**Behavioral:** A skill building program component that reinforces positive behaviors or is designed to elicit desired behaviors such as token economy or behavior contract.

**Date Referred:** The two-digit month, two-digit day, and four-digit year the youth was referred to the program; this may be the same or different than the date enrolled/intake (mm/dd/yyyy).

**Referral Source:** The agency, organization, or entity that directed or requested the youth to the program for participation.

**Referral Name:** The name and title of the person that directed or requested the youth to the program for participation.

**Program Objective:** The goal of placing the youth in the program; typically associated with the reason for admission.

**Date Enrolled/Intake:** The two-digit month, two-digit day, and four-digit year the youth began participating in the program (mm/dd/yyyy).

**Otherwise be Detained:** Indicates the youth would have been detained had they not been placed with the program based on a corresponding detention intake completed by probation, which typically results in a risk assessment score.

**Contact Person/Case Worker:** Name and title of the system level individual (i.e. PO, DHHS) for communication with that is assigned to the youth during the time of their participation in the program.

**Credits at Admission:** Number of total academic credits earned prior to participation in the program.

## Tracker

**Obtained GED/Diploma:** Youth earned their GED or Diploma during participation in the program.

**Obtained Employment:** Youth obtained employment during participation.

**Parent Participation while Enrolled:** Level of parent engagement in program components during youth's participation such as parent training group or communication with staff.

**Parent Participation Description:** The narrative of parent engagement in the program during the youth's participation in the program such as parent training groups or regular communication via phone or meetings.

**Parent Contact Efforts:** Pertaining to an uninvolved parent, the efforts for engaging the parent such as number of phone calls or home visits.

**Program Progress:** Notes the level of improvement and effort relevant program expectations which is assessed at discharge from the program.

**Restorative Program Components:** Aspects of the program designed to repair the harm done by the offender as related to restorative justice.

**Restitution:** Offenders provide financial compensation to the victim or community in an effort to repair the harm done by their offending behavior.

**Mediation (Restorative Program Component):** The use of a mediator to assist the offender and victim and/or community identify the harm due to the offending behavior and determine methods of resolution.

**Community Service:** A restorative program component provided to offenders to volunteer their time in the community working to aide a population and/or organization in the community without compensation.

**Counseling Program Components:** Youth participated in aspects of the program during their participation that focused on treatment through assistance in resolving personal, social, or psychological related issues.

**Individual:** A counseling program component wherein the youth is the primary person engaged in treatment with an adult certified to provide individualized treatment.

**Mentoring:** Mentoring takes place between young persons (i.e., mentees) and more experienced persons (i.e., mentors) who are acting in a non-professional helping capacity to provide support that benefits one or more areas of the mentee's development. This is a program type and component of a counseling program.

**Family:** A counseling program component focusing on the familial relationship by involving the youth and their family in treatment with a certified adult(s) in family therapy.

**Peer:** A counseling program component involving a support from another youth for treatment purposes.

**Short-term Crisis:** A counseling program component wherein the youth's reaction to a situation or event is determined to require immediate support to assist the youth with coping. The support is provided on a temporary basis.

**Group by Therapist:** A counseling program component where the youth engages in treatment via a group setting facilitated by an adult certified in that treatment method.

**Skill Building Program Components:** Youth participated in activities or aspects of the program that encouraged acquisition of or improvement in their cognitive, technical, or interpersonal abilities and capacity.

**Cognitive Behavioral Therapy (CBT):** A skill building program component aimed at changing distorted thinking or dysfunctional behavior patterns through involvement in therapeutic techniques.

**Challenge:** A skill building program component using activities and situations promoting experiential learning by mastering difficult or stressful tasks.

**Academic:** A skill-building program component providing tutors or educational opportunities to improve academic skills and outcomes.

**Social Skills:** A skill building program component providing opportunities that promote interpersonal and communication skills for social competence.

**Job-related:** A skill building component providing specific job instruction, activities, and/or situational opportunities that foster the youth's ability to be employed.

**Behavioral:** A skill building program component that reinforces positive behaviors or is designed to elicit desired behaviors such as token economy or behavior contract.

**Transportation:** Program staff providing a means of transportation for the youth to arrive and/or leave an identified destination.

## **Contacts**

**Begin Date:** The first day (two-digit month, two-digit day, and four-digit year) the program staff saw and/or communicated with the youth and/or family.

**End Date:** The last day (two-digit month, two-digit day, and four-digit year) the program staff saw and/or communicated with the youth and/or family.

**Type of Contact:** The method program staff or mentor used to communicate with or see the youth and/or family

**Contact With:** Indicates who program staff had contact with.

**Hours of Contact:** The hours spent (60 minute intervals) where staff and other entities communicated with the youth and/or youth's family.

**# of Occurrences:** The number of times that staff interacted with the youth and/or family during the recorded time period.

## **Scores**

**Test Name:** The published or trademarked name of an assessment instrument administered to the youth most recently and that is relevant to determining programmatic services and/or treatment.

**Date:** Two-digit month, two-digit day, and four-digit year the assessment instrument was administered to the youth.

**Scores:** The results of an assessment instrument that was administered to the youth most recently and relevant to the program.

**Test Refused:** The youth refused to complete the assessment instrument administered relevant to the program procedures and/or policy.

## **UA Screens**

**Date of UA Screen:** Two-digit month, two-digit day, and four-digit year the UA (Urinalysis) screen was administered to the youth.

**UA (Urinalysis) Screen Results:** The outcome of the drug test that could indicate whether the presence of certain illegal drugs or prescription medications were present in the youth's urine.

**UA (Urinalysis) Results related to Discharge:** The reason for the youth to be discharged from participation in the program was directly related to the results of a urinalysis test.

## Incentives

**Date:** Two-digit month, two-digit day, and four-digit year the incentive was rewarded.

**Type of incentive:** The type of reward used to meet juvenile conduct to reinforce and modify behaviors (eg. free sport event tickets for perfect attendance).

**Estimated amount:** The estimated amount of the incentive reward.

## Discharge

**Discharge Date:** The two-digit day, two-digit month, and four-digit year the youth was discharged from participation in the program.

**Discharge Reason:** The selected reason directly pertains to the youth no longer participating in the program nor receiving services relevant to the program.

**Refused services:** Indication that the youth actively stated or showed they would not participate in all or part of the program.

**Refused Service Reason:** The level of disengagement by the youth pertaining to participation in the program.

**Credits at Discharge:** Number of total academic credits earned while in the program and assessed at time of discharge.

**Program Staff Used Power to Detain:** The program staff has the power to detain and utilized this authority to detain the youth upon discharge from the program.

**Detained at Discharge:** The youth was placed in a secure or staff-secure detention facility subsequent discharge from the program.

**Discharge Placement:** Name and type of placement the youth was discharged to regardless if successful or unsuccessful.