



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

**JCMS Code Book**

**Assessment & Referral Services**

**Definitions**

**3/24/2017**

## Intake - Assessment

A program defined as an assessment program is a program or agency who generally meet with a youth a few times to conduct a brief process to identify immediate mental health and/or behavioral risks and needs.

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

**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.

**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.

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

## Charges:

**Offense Date:** The two-digit month, two-digit day, and four-digit year a youth breached the law or code of behaviors as specified in statute or ordinance that resulted in a citation and/or petition filed.

**Arrest Date:** The two-digit month, two-digit day, and four-digit year the youth was taken into custody by law enforcement due to engaging in law violating behavior requiring a detention intake referral or jail. Note, we understand youth are not "arrested" but rather

taken into custody, but for purposes of continuity among programs the slang is being used.

**Detention Date:** The two-digit month, two-digit day, and four-digit year the youth was presented to detention and through the book-in process it was decided the youth would be admitted. The youth is assigned a housing unit, property was taken, and they are to remain in the facility for longer than 24 hours.

**Age at Offense:** The automated whole number associated with the years the youth was living on the date the youth engaged in the law violating behavior.

**Offense/Citation ID:** The numerical and/or alphabetical number of the ticket associated with the law violating behavior noted for the offense date field.

**Statute:** The selection of the formal offense noted in law as enacted by legislation.

**Charge:** The automated category of the formal offense selected for statute.

**Notes:** Additional information pertaining to the youth that provides an understanding of the youth's offense, substance use, academic performance, reasons, specific incentive, or personal life relevant to their participation in the program.

## **Contact Attempts:**

**Date of Contact:** The 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.

**Result of Contact:** The outcome of a contact with the parent and/or youth indicating whether the contact occurred.

**Parent/Youth:** The person(s) indicated as either parent, youth, or both that program staff contacted or attempted to contact.

**Notes:** Additional information pertaining to the youth that provides an understanding of the youth's offense, substance use, academic performance, reasons, specific incentive, or personal life relevant to their participation in the program.

## Assessment:

**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).

**Person Referring:** The name and title of the person that directed or requested the youth to have an assessment completed.

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

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

**Assessment Type:** 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.

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

**Collateral Contacts:** Individuals or entities knowledgeable about the youth that were contacted to provide information relevant to the assessment.

## Referrals:

**Primary domain:** The key factor(s), identified from an assessment instrument, about the youth's behaviors or circumstances that can change with targeted treatment or services.

**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).

**Referred To:** The service or program recommended for the youth based on the assessment process.

**Referral Outcome:** The actions of the youth or parent in response to the referred treatment or service(s) resulting from the assessment process.

**Notes:** Additional information pertaining to the youth that provides an understanding of the youth's offense, substance use, academic performance, reasons, specific incentive, or personal life relevant to their participation in the program.

## Referral Services:

A program defined as an assessment program is a program or agency who generally meet with a youth a few times to that help juveniles and families locate community services based on the needs of the juvenile. May cover the costs of the services for the family.

**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

**Person Referring:** The name and title of the person that directed or requested the youth to have an assessment completed.

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

**Date of referral to assessment program:** 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).

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