

JCMS Code Book

ATD Definitions

August 25, 2021



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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.

Gender: characteristics of femininity and masculinity based on social constructs.

- **Female** – identifies with feminine characteristics and constructs.
- **Male** – identifies with masculine characteristics and constructs.
- **Non-binary** – does not identify as male or female.
- **Prefer not to say** – youth chose not to answer.
- **Unspecified** – information was not gathered.

Race: per the American Sociological Association, ““Race” refers to physical differences that groups and cultures consider socially significant, while “ethnicity” refers to shared culture, such as language, ancestry, practices, and beliefs.” (Explanation of the Standards - The Office of Minority Health (hhs.gov))

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

- **Unspecified** – the youth, parent, or referral source does not know/did not indicate the youth's school enrollment status.
- **Enrolled/Attending** – the youth is currently enrolled in and attending a public or private school.
- **Suspended** – the youth is currently enrolled in school but cannot attend for a period of time per the school.
- **Expelled** – the youth was enrolled in school but has been removed/banned from returning to the school for an extensive period of time.
- **Home Schooled** – the youth is being educated at home by their parent(s)/guardian.
- **HS Graduate/GED, No College** – the youth has graduated from high school or obtained their GED and is not enrolled in college courses.
- **College Student** – the youth is enrolled in and attending college courses or trade school.
- **Drop Out** – the youth is no longer enrolled in or attending any type of educational institute and did not complete graduation requirements.
- **Alternate School** – the youth is enrolled in a non-traditional educational 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).

Interpreter Needed: Indicates whether the youth and/or parents need an interpreter if English is not a primary language.

If Yes, what Language: Free text field to indicate what language the youth and/or parents indicate as their primary language spoken.

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: Indicates who has legal responsibility for the youth. May be different than who the youth resides with.

- **Single Parent** – one parent has custody of the youth.
- **Both Parents** – two parents have custody of the youth.
- **Guardian** – an adult who is a non-biological parent who is legally responsible for the youth.
- **State Ward/Ward of Tribal Court** – a youth who the state or tribe has legal custody over, and the state or tribe is legally responsible for.
- **Lives on Own** – a youth who is legally responsible for themselves, including emancipated youth.

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

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.

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-adjudication** – 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.
- **Post-adjudication, 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-disposition** – Period following a judicial determination (judgement) that a juvenile is responsible for a delinquency or status offense and has been sanctioned.
- **Adult Court** – The most serious presenting offense(s) is prosecuted in the adult criminal justice system and not the juvenile justice system.
- **Diversion** – The youth is currently participating in a diversion program for his/her charges. Diversion can occur before or after charges are filed but are dismissed or dropped after successful completion.
- **Not Court Involved** – The youth is not involved in the court system at the time of referral to the program.

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).

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.

Referral Source: The agency, organization, or entity that directed or requested the youth to the program for participation. **Person Referring:** The name and title of the person that directed or requested the youth to the program for participation.

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.

Electronic Monitoring

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

- **Active** – one or more parent(s) is very involved with their youth and the program while the youth is enrolled. This includes, but is not limited to, contact with program staff and participating in family activities.
- **Minimally Active** – one or more parent(s) was slightly involved with their youth and the program while the youth was involved, doing the bare minimum asked of them.
- **Inactive** – the youth lives with one or more parent(s), but no parent(s) are involved with the youth and the program while enrolled.
- **Unknown** – the youth, parent, or referral source does not know/indicate how involved the parents are.
- **No Participation** – the youth's parent(s) are not involved in the youth's life while the youth was enrolled in the program.

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

Monitor/Activity

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.

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

- **Face to Face** – program staff met with the youth, victim, and/or youth’s family in person.
- **Email** – program staff contacted the youth, victim, and/or youth’s family in via email.
- **Text** – program staff contacted the youth, victim, and/or youth’s family via text message.
- **Phone** – program staff contacted the youth, victim, and/or youth’s family via phone.

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.

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

Scores

Test Completed: Indicates whether an assessment/test was administered to the youth during the program (yes, no, or the youth refused the test).

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.

Urinalysis (UA) Screens

UA Completed: Indicates whether a UA screen was administered to the youth during the program (yes, no, or the youth refused the test).

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

UA 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 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

Incentive Provided: Indicates whether the youth was provided with incentives while enrolled in the program.

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.

Court

Date: Two-digit month, two-digit day, and four-digit year the youth attended a court hearing while enrolled in the program.

Hearing type: Indicates the type of hearing that the youth attended while enrolled in the program.

- **Initial Appearance** – the juvenile’s first appearance in court after charges are filed. The juvenile will be advised of the charges and their rights.
- **Adjudication** – hearing where the judge (or jury in some cases) determines if the charges in the petition have been proved beyond a reasonable doubt (guilty or not guilty).
- **Disposition** – hearing where the judge decides the appropriate sanction and/or treatment for the juvenile after a delinquent adjudication.
- **Detention** – hearing where a judge decides whether to detain a youth prior to the adjudication hearing.

Youth appeared: Indicates whether the youth showed up/attended the hearing (yes, no, waived appearance).

Outcome: Indicates the outcome of the court hearing.

- **Continued** – the hearing is postponed to a later date with no changes or decisions made.
- **Adjudication** – formal finding by the court after adjudicatory hearing or a plea/admission to the charges.
- **Dismissed** – the charges against the youth are dropped.
- **Probation** – the youth is placed on probation as part of the disposition.
- **Detained** – the youth is detained either prior to the adjudicatory hearing or as a sanction resulting from adjudication.

Objectives

Objectives: The over-arching area of improvement that is being focused on during the youth’s participation in the program.

- **Pending Court Appearance** – the youth is placed in the program to ensure that he/she attends court as scheduled.
- **No New Law Violation** – the youth is placed in the program to help avoid new legal violations while going through the court process.
- **Education** – the youth is working on improving attendance, grades, or other educational goals while participating in the program.
- **Supervision** – the youth is participating in the program for additional/increased supervision.
- **Vocational** – the youth is working on finding or maintaining employment while participating in the program.
- **Lifeskills** – the youth is participating in activities designed to improve independence and performance of daily activities that will teach youth how to meet their needs.
- **Transportation** – program staff is providing transportation to and/or from various appointments as part of the youth’s participation in the program.

- **Substance Abuse** – the youth is participating in activities designed to reduce the risk of substance abuse, including submitting to UA screens.
- **Awaiting Placement** – the youth is placed in the program temporarily while waiting for placement as part of their case (foster home, group home, etc.)

Activities: The steps being taken/what the youth is to be doing in order to achieve the objective during participation in the program. The activities are specific to the objectives.

Outcomes: Indicates whether the youth successfully completed the requirements of the objective, did not complete the program, or refused the services offered.

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, and charges.

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.

- **Failure to Appear** – the youth failed to appear for scheduled meetings and court as part of the conditions of participation in the program.
- **New Law Violation** – the youth picked up a new law violation while participating in the program that resulted in them being discharged from the program.

- **Cut Off Monitor** – the youth cut off their electronic monitor, and this was the direct reason for the discharge from the program.
- **Technical Violation** – the youth violated the terms/conditions set by the program, probation, or the court which resulted in them being discharged from the program.
- **Noncompliance Program Requirements** – the youth was not compliant with program requirements while enrolled in the program.
- **Compliant with Program Requirements** – the youth was compliant with program requirements while enrolled in the program.
- **Youth Absconded** – the youth’s whereabouts are unknown at the time of discharge.
- **Youth/Parent Refused** – the youth and/or parent refused services after referral or enrollment.
- **Other (Moved Away, Death, etc.)** – the youth was discharged from the truancy program for other reasons not listed here.
- **Referral Source Withdrew Youth’s Referral to the Program** – the person/agency who referred the youth to the program decided not to have the youth participate in the program after making the referral.

Detained by at Discharge: Indicates that the youth was placed in a secure or staff-secure detention facility when discharged from the program and who initiated the detention process.

- **Not Detained** – the youth was not detained at discharge.
- **Detainment Initiated by Program Staff** – program staff started the detainment process for the youth (violation of program rules or conditions while at the program).
- **Detainment Initiated by Probation** – probation started the detainment process for the youth (technical or new violations that result in detainment).
- **Detainment Initiated by Court Order** – the court lays out reasons for detainment if not successful in program and a violation of these conditions results in detainment.

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

Discharge Placement: Type of placement the youth was discharged to regardless if successful or unsuccessful.

- **Remained at Home** – the youth remained at their primary residence.
- **Placed with Other Family** – the youth was placed with other family members outside of their primary residence.
- **Placed in Foster Care** – the youth was placed in a foster home.
- **Placed at Group Home** – the youth was placed in a group home (secure or unsecure).
- **Detained** – the youth was detained at discharge.
- **Absconded** – the youth’s whereabouts were unknown at the time of discharge.

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.

Gender: characteristics of femininity and masculinity based on social constructs.

- **Female** – identifies with feminine characteristics and constructs.
- **Male** – identifies with masculine characteristics and constructs

- **Non-binary** – does not identify as male or female.
- **Prefer not to say** – youth chose not to answer.
- **Unspecified** – information was not gathered.

Race: per the American Sociological Association, ““Race” refers to physical differences that groups and cultures consider socially significant, while “ethnicity” refers to shared culture, such as language, ancestry, practices, and beliefs.” (Explanation of the Standards - The Office of Minority Health (hhs.gov))

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

- **Unspecified** – the youth, parent, or referral source does not know/did not indicate the youth’s school enrollment status.
- **Enrolled/Attending** – the youth is currently enrolled in and attending a public or private school.
- **Suspended** – the youth is currently enrolled in school but cannot attend for a period of time per the school.
- **Expelled** – the youth was enrolled in school but has been removed/banned from returning to the school for an extensive period of time.
- **Home Schooled** – the youth is being educated at home by their parent(s)/guardian.
- **HS Graduate/GED, No College** – the youth has graduated from high school or obtained their GED and is not enrolled in college courses.
- **College Student** – the youth is enrolled in and attending college courses or trade school.
- **Drop Out** – the youth is no longer enrolled in or attending any type of educational institute and did not complete graduation requirements.
- **Alternate School** – the youth is enrolled in a non-traditional educational 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).

Interpreter Needed: Indicates whether the youth and/or parents need an interpreter if English is not a primary language.

If Yes, what Language: Free text field to indicate what language the youth and/or parents indicate as their primary language spoken.

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: Indicates who has legal responsibility for the youth. May be different than who the youth resides with.

- **Single Parent** – one parent has custody of the youth.
- **Both Parents** – two parents have custody of the youth.
- **Guardian** – an adult who is a non-biological parent who is legally responsible for the youth.
- **State Ward/Ward of Tribal Court** – a youth who the state or tribe has legal custody over, and the state or tribe is legally responsible for.
- **Lives on Own** – a youth who is legally responsible for themselves, including emancipated youth.

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

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.

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-adjudication** – 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.
- **Post-adjudication, 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-disposition** – Period following a judicial determination (judgement) that a juvenile is responsible for a delinquency or status offense and has been sanctioned.
- **Adult Court** – The most serious presenting offense(s) is prosecuted in the adult criminal justice system and not the juvenile justice system.
- **Diversion** – The youth is currently participating in a diversion program for his/her charges. Diversion can occur before or after charges are filed but are dismissed or dropped after successful completion.
- **Not Court Involved** – The youth is not involved in the court system at the time of referral to the program.

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.

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.

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.

Person Referring: The name and title of the person that directed or requested the youth to the program for participation.

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

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.

Reporting Center

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

- **Active** – one or more parent(s) is very involved with their youth and the program while the youth is enrolled. This includes, but is not limited to, contact with program staff and participating in family activities.
- **Minimally Active** – one or more parent(s) was slightly involved with their youth and the program while the youth was involved, doing the bare minimum asked of them.
- **Inactive** – the youth lives with one or more parent(s), but no parent(s) are involved with the youth and the program while enrolled.
- **Unknown** – the youth, parent, or referral source does not know/indicate how involved the parents are.
- **No Participation** – the youth's parent(s) are not involved in the youth's life while the youth was enrolled in the program.

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

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.

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

Classes

Start 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 Completed: Indicates whether an assessment/test was administered to the youth during the program (yes, no, or the youth refused the test).

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.

Urinalysis (UA) Screens

UA Completed: Indicates whether a UA screen was administered to the youth during the program (yes, no, or the youth refused the test).

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

UA 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 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

Incentive Provided: Indicates whether the youth was provided with incentives while enrolled in the program.

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.

Court

Date: Two-digit month, two-digit day, and four-digit year the youth attended a court hearing while enrolled in the program.

Hearing Type: Indicates the type of hearing that the youth attended while enrolled in the program.

- **Initial Appearance** – the juvenile’s first appearance in court after charges are filed. The juvenile will be advised of the charges and their rights.
- **Adjudication** – hearing where the judge (or jury in some cases) determines if the charges in the petition have been proved beyond a reasonable doubt (guilty or not guilty).
- **Disposition** – hearing where the judge decides the appropriate sanction and/or treatment for the juvenile after a delinquent adjudication.
- **Detention** – hearing where a judge decides whether to detain a youth prior to the adjudication hearing.

Youth appeared: Indicates whether the youth showed up/attended the hearing (yes, no, waived appearance).

Outcome: Indicates the outcome of the court hearing.

- **Continued** – the hearing is postponed to a later date with no changes or decisions made.
- **Adjudication** – formal finding by the court after adjudicatory hearing or a plea/admission to the charges.
- **Dismissed** – the charges against the youth are dropped.
- **Probation** – the youth is placed on probation as part of the disposition.
- **Detained** – the youth is detained either prior to the adjudicatory hearing or as a sanction resulting from adjudication.

Objectives

Objectives: The over-arching area of improvement that is being focused on during the youth’s participation in the program.

- **Pending Court Appearance** – the youth is placed in the program to ensure that he/she attends court as scheduled.
- **No New Law Violation** – the youth is placed in the program to help avoid new legal violations while going through the court process.
- **Education** – the youth is working on improving attendance, grades, or other educational goals while participating in the program.
- **Supervision** – the youth is participating in the program for additional/increased supervision.
- **Vocational** – the youth is working on finding or maintaining employment while participating in the program.
- **Lifeskills** – the youth is participating in activities designed to improve independence and performance of daily activities that will teach youth how to meet their needs.
- **Transportation** – program staff is providing transportation to and/or from various appointments as part of the youth’s participation in the program.
- **Substance Abuse** – the youth is participating in activities designed to reduce the risk of substance abuse, including submitting to UA screens.
- **Awaiting Placement** – the youth is placed in the program temporarily while waiting for placement as part of their case (foster home, group home, etc.).

Activities: The steps being taken/what the youth is to be doing in order to achieve the objective during participation in the program. The activities are specific to the objectives.

Outcomes: Indicates whether the youth successfully completed the requirements of the objective, did not complete the program, or refused the services offered.

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, and charges.

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.

- **Failure to Appear** – the youth failed to appear for scheduled meetings and court as part of the conditions of participation in the program.
- **New Law Violation** – the youth picked up a new law violation while participating in the program that resulted in them being discharged from the program.
- **Cut Off Monitor** – the youth cut off their electronic monitor, and this was the direct reason for the discharge from the program.
- **Technical Violation** – the youth violated the terms/conditions set by the program, probation, or the court which resulted in them being discharged from the program.

- **Noncompliance Program Requirements** – the youth was not compliant with program requirements while enrolled in the program.
- **Compliant with Program Requirements** – the youth was compliant with program requirements while enrolled in the program.
- **Youth Absconded** – the youth’s whereabouts are unknown at the time of discharge.
- **Youth/Parent Refused** – the youth and/or parent refused services after referral or enrollment.
- **Other (Moved Away, Death, etc.)** – the youth was discharged from the truancy program for other reasons not listed here.
- **Referral Source Withdrew Youth’s Referral to the Program** – the person/agency who referred the youth to the program decided not to have the youth participate in the program after making the referral.

Detained by at Discharge: Indicates that the youth was placed in a secure or staff-secure detention facility when discharged from the program and who initiated the detainment process.

- **Not Detained** – the youth was not detained at discharge.
- **Detainment Initiated by Program Staff** – program staff started the detainment process for the youth (violation of program rules or conditions while at the program).
- **Detainment Initiated by Probation** – probation started the detainment process for the youth (technical or new violations that result in detainment).
- **Detainment Initiated by Court Order** – the court lays out reasons for detainment if not successful in program and a violation of these conditions results in detainment.

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

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

- **Remained at Home** – the youth remained at their primary residence.
- **Placed with Other Family** – the youth was placed with other family members outside of their primary residence.
- **Placed in Foster Care** – the youth was placed in a foster home.
- **Placed at Group Home** – the youth was placed in a group home (secure or unsecure).
- **Detained** – the youth was detained at discharge
- **Absconded** – the youth’s whereabouts were unknown at the time of discharge.

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.

Gender: characteristics of femininity and masculinity based on social constructs.

- **Female** – identifies with feminine characteristics and constructs.
- **Male** – identifies with masculine characteristics and constructs.
- **Non-binary** – does not identify as male or female.
- **Prefer not to say** – youth chose not to answer.
- **Unspecified** – information was not gathered.

Race: per the American Sociological Association, ““Race” refers to physical differences that groups and cultures consider socially significant, while “ethnicity” refers to shared culture, such as language, ancestry, practices, and beliefs.” (Explanation of the Standards - The Office of Minority Health (hhs.gov))

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

- **Unspecified** – the youth, parent, or referral source does not know/did not indicate the youth’s school enrollment status.
- **Enrolled/Attending** – the youth is currently enrolled in and attending a public or private school.
- **Suspended** – the youth is currently enrolled in school but cannot attend for a period of time per the school.
- **Expelled** – the youth was enrolled in school but has been removed/banned from returning to the school for an extensive period of time.
- **Home Schooled** – the youth is being educated at home by their parent(s)/guardian.
- **HS Graduate/GED, No College** – the youth has graduated from high school or obtained their GED and is not enrolled in college courses.
- **College Student** – the youth is enrolled in and attending college courses or trade school.
- **Drop Out** – the youth is no longer enrolled in or attending any type of educational institute and did not complete graduation requirements.
- **Alternate School** – the youth is enrolled in a non-traditional educational 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).

Interpreter Needed: Indicates whether the youth and/or parents need an interpreter if English is not a primary language.

If Yes, what Language: Free text field to indicate what language the youth and/or parents indicate as their primary language spoken.

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: Indicates who has legal responsibility for the youth. May be different than who the youth resides with.

- **Single Parent** – one parent has custody of the youth.
- **Both Parents** – two parents have custody of the youth.
- **Guardian** – an adult who is a non-biological parent who is legally responsible for the youth.
- **State Ward/Ward of Tribal Court** – a youth who the state or tribe has legal custody over, and the state or tribe is legally responsible for.
- **Lives on Own** – a youth who is legally responsible for themselves, including emancipated youth.

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

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.

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-adjudication** – 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.
- **Post-adjudication, 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-disposition** – Period following a judicial determination (judgement) that a juvenile is responsible for a delinquency or status offense and has been sanctioned.
- **Adult Court** – The most serious presenting offense(s) is prosecuted in the adult criminal justice system and not the juvenile justice system.
- **Diversion** – The youth is currently participating in a diversion program for his/her charges. Diversion can occur before or after charges are filed but are dismissed or dropped after successful completion.
- **Not Court Involved** – The youth is not involved in the court system at the time of referral to the program.

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.

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.

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.

Person Referring: The name and title of the person that directed or requested the youth to the program for participation.

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

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.

Shelter Care

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

- **Active** – one or more parent(s) is very involved with their youth and the program while the youth is enrolled. This includes, but is not limited to, contact with program staff and participating in family activities.
- **Minimally Active** – one or more parent(s) was slightly involved with their youth and the program while the youth was involved, doing the bare minimum asked of them.
- **Inactive** – the youth lives with one or more parent(s), but no parent(s) are involved with the youth and the program while enrolled.
- **Unknown** – the youth, parent, or referral source does not know/indicate how involved the parents are
- **No Participation** – the youth's parent(s) are not involved in the youth's life while the youth was enrolled in the program.

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

Scores

Test Completed: Indicates whether an assessment/test was administered to the youth during the program (yes, no, or the youth refused the test).

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.

Urinalysis (UA) Screens

UA Completed: Indicates whether a UA screen was administered to the youth during the program (yes, no, or the youth refused the test).

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

UA 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 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

Incentive Provided: Indicates whether the youth was provided with incentives while enrolled in the program.

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.

Court

Date: Two-digit month, two-digit day, and four-digit year the youth attended a court hearing while enrolled in the program.

Hearing Type: Indicates the type of hearing that the youth attended while enrolled in the program.

- **Initial Appearance** – the juvenile's first appearance in court after charges are filed. The juvenile will be advised of the charges and their rights.
- **Adjudication** – hearing where the judge (or jury in some cases) determines if the charges in the petition have been proved beyond a reasonable doubt (guilty or not guilty).
- **Disposition** – hearing where the judge decides the appropriate sanction and/or treatment for the juvenile after a delinquent adjudication.
- **Detention** – hearing where a judge decides whether to detain a youth prior to the adjudication hearing.

Youth Appeared: Indicates whether the youth showed up/attended the hearing (yes, no, waived appearance).

Outcome: Indicates the outcome of the court hearing.

- **Continued** – the hearing is postponed to a later date with no changes or decisions made.
- **Adjudication** – formal finding by the court after adjudicatory hearing or a plea/admission to the charges.
- **Dismissed** – the charges against the youth are dropped.
- **Probation** – the youth is placed on probation as part of the disposition.
- **Detained** – the youth is detained either prior to the adjudicatory hearing or as a sanction resulting from adjudication.

Objectives

Objectives: The over-arching area of improvement that is being focused on during the youth's participation in the program.

- **Pending Court Appearance** – the youth is placed in the program to ensure that he/she attends court as scheduled.

- **No New Law Violation** – the youth is placed in the program to help avoid new legal violations while going through the court process.
- **Education** – the youth is working on improving attendance, grades, or other educational goals while participating in the program.
- **Supervision** – the youth is participating in the program for additional/increased supervision.
- **Vocational** – the youth is working on finding or maintaining employment while participating in the program.
- **Lifeskills** – the youth is participating in activities designed to improve independence and performance of daily activities that will teach youth how to meet their needs.
- **Transportation** – program staff is providing transportation to and/or from various appointments as part of the youth’s participation in the program.
- **Substance Abuse** – the youth is participating in activities designed to reduce the risk of substance abuse, including submitting to UA screens.
- **Awaiting Placement** – the youth is placed in the program temporarily while waiting for placement as part of their case (foster home, group home, etc.).

Activities: The steps being taken/what the youth is to be doing in order to achieve the objective during participation in the program. The activities are specific to the objectives.

Outcomes: Indicates whether the youth successfully completed the requirements of the objective, did not complete the program, or refused the services offered.

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, and charges.

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.

- **Failure to Appear** – the youth failed to appear for scheduled meetings and court as part of the conditions of participation in the program.
- **New Law Violation** – the youth picked up a new law violation while participating in the program that resulted in them being discharged from the program.
- **Cut Off Monitor** – the youth cut off their electronic monitor, and this was the direct reason for the discharge from the program.
- **Technical Violation** – the youth violated the terms/conditions set by the program, probation, or the court which resulted in them being discharged from the program.
- **Noncompliance Program Requirements** – the youth was not compliant with program requirements while enrolled in the program.
- **Compliant with Program Requirements** – the youth was compliant with program requirements while enrolled in the program.
- **Youth Absconded** – the youth's whereabouts are unknown at the time of discharge.
- **Youth/Parent Refused** – the youth and/or parent refused services after referral or enrollment.
- **Other (Moved Away, Death, etc.)** – the youth was discharged from the truancy program for other reasons not listed here.
- **Referral Source Withdrew Youth's Referral to the Program** – the person/agency who referred the youth to the program decided not to have the youth participate in the program after making the referral.

Detained by at Discharge: Indicates that the youth was placed in a secure or staff-secure detention facility when discharged from the program and who initiated the detention process.

- **Not Detained** – the youth was not detained at discharge.
- **Detainment Initiated by Program Staff** – program staff started the detainment process for the youth (violation of program rules or conditions while at the program).
- **Detainment Initiated by Probation** – probation started the detainment process for the youth (technical or new violations that result in detainment).
- **Detainment Initiated by Court Order** – the court lays out reasons for detainment if not successful in program and a violation of these conditions results in detainment.

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

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

- **Remained at Home** – the youth remained at their primary residence.
- **Placed with Other Family** – the youth was placed with other family members outside of their primary residence.
- **Placed in Foster Care** – the youth was placed in a foster home.
- **Placed at Group Home** – the youth was placed in a group home (secure or unsecure).
- **Detained** – the youth was detained at discharge.
- **Absconded** – the youth's whereabouts were unknown at the time of discharge.

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.

Gender: characteristics of femininity and masculinity based on social constructs.

- **Female** – identifies with feminine characteristics and constructs.
- **Male** – identifies with masculine characteristics and constructs.
- **Non-binary** – does not identify as male or female.
- **Prefer not to say** – youth chose not to answer.
- **Unspecified** – information was not gathered.

Race: per the American Sociological Association, ““Race” refers to physical differences that groups and cultures consider socially significant, while “ethnicity” refers to shared culture, such as language, ancestry, practices, and beliefs.” (Explanation of the Standards - The Office of Minority Health (hhs.gov))

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

- **Unspecified** – the youth, parent, or referral source does not know/did not indicate the youth’s school enrollment status.
- **Enrolled/Attending** – the youth is currently enrolled in and attending a public or private school.
- **Suspended** – the youth is currently enrolled in school but cannot attend for a period of time per the school.
- **Expelled** – the youth was enrolled in school but has been removed/banned from returning to the school for an extensive period of time.
- **Home Schooled** – the youth is being educated at home by their parent(s)/guardian.
- **HS Graduate/GED, No College** – the youth has graduated from high school or obtained their GED and is not enrolled in college courses.
- **College Student** – the youth is enrolled in and attending college courses or trade school.
- **Drop Out** – the youth is no longer enrolled in or attending any type of educational institute and did not complete graduation requirements.
- **Alternate School** – the youth is enrolled in a non-traditional educational 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).

Interpreter Needed: Indicates whether the youth and/or parents need an interpreter if English is not a primary language.

If Yes, what Language: Free text field to indicate what language the youth and/or parents indicate as their primary language spoken.

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: Indicates who has legal responsibility for the youth. May be different than who the youth resides with.

- **Single Parent** – one parent has custody of the youth.
- **Both Parents** – two parents have custody of the youth.
- **Guardian** – an adult who is a non-biological parent who is legally responsible for the youth.
- **State Ward/Ward of Tribal Court** – a youth who the state or tribe has legal custody over, and the state or tribe is legally responsible for.
- **Lives on Own** – a youth who is legally responsible for themselves, including emancipated youth.

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

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.

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-adjudication** – 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.
- **Post-adjudication, 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-disposition** – Period following a judicial determination (judgement) that a juvenile is responsible for a delinquency or status offense and has been sanctioned.
- **Adult Court** – The most serious presenting offense(s) is prosecuted in the adult criminal justice system and not the juvenile justice system.
- **Diversion** – The youth is currently participating in a diversion program for his/her charges. Diversion can occur before or after charges are filed but are dismissed or dropped after successful completion.
- **Not Court Involved** – The youth is not involved in the court system at the time of referral to the program.

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.

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.

Person Referring: The name and title of the person that directed or requested the youth to the program for participation.

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

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.

Tracker

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

- **Active** – one or more parent(s) is very involved with their youth and the program while the youth is enrolled. This includes, but is not limited to, contact with program staff and participating in family activities.
- **Minimally Active** – one or more parent(s) was slightly involved with their youth and the program while the youth was involved, doing the bare minimum asked of them.
- **Inactive** – the youth lives with one or more parent(s), but no parent(s) are involved with the youth and the program while enrolled.
- **Unknown** – the youth, parent, or referral source does not know/indicate how involved the parents are
- **No Participation** – the youth's parent(s) are not involved in the youth's life while the youth was enrolled in the program.

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

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.

- **Face to Face** – program staff met with the youth, victim, and/or youth's family in person.
- **Email** – program staff contacted the youth, victim, and/or youth's family in via email.
- **Text** – program staff contacted the youth, victim, and/or youth's family via text message.
- **Phone** – program staff contacted the youth, victim, and/or youth's family via phone.

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.

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

Scores

Test Completed: Indicates whether an assessment/test was administered to the youth during the program (yes, no, or the youth refused the test).

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.

Urinalysis (UA) Screens

UA Completed: Indicates whether a UA screen was administered to the youth during the program (yes, no, or the youth refused the test).

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

UA 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 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

Incentive Provided: Indicates whether the youth was provided with incentives while enrolled in the program.

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.

Court

Date: Two-digit month, two-digit day, and four-digit year the youth attended a court hearing while enrolled in the program.

Hearing type: Indicates the type of hearing that the youth attended while enrolled in the program.

- **Initial Appearance** – the juvenile's first appearance in court after charges are filed. The juvenile will be advised of the charges and their rights.
- **Adjudication** – hearing where the judge (or jury in some cases) determines if the charges in the petition have been proved beyond a reasonable doubt (guilty or not guilty).
- **Disposition** – hearing where the judge decides the appropriate sanction and/or treatment for the juvenile after a delinquent adjudication.
- **Detention** – hearing where a judge decides whether to detain a youth prior to the adjudication hearing.

Youth Appeared: Indicates whether the youth showed up/attended the hearing (yes, no, waived appearance).

Outcome: Indicates the outcome of the court hearing.

- **Continued** – the hearing is postponed to a later date with no changes or decisions made.
- **Adjudication** – formal finding by the court after adjudicatory hearing or a plea/admission to the charges.
- **Dismissed** – the charges against the youth are dropped.
- **Probation** – the youth is placed on probation as part of the disposition.
- **Detained** – the youth is detained either prior to the adjudicatory hearing or as a sanction resulting from adjudication.

Objectives

Objectives: The over-arching area of improvement that is being focused on during the youth’s participation in the program.

- **Pending Court Appearance** – the youth is placed in the program to ensure that he/she attends court as scheduled.
- **No New Law Violation** – the youth is placed in the program to help avoid new legal violations while going through the court process.
- **Education** – the youth is working on improving attendance, grades, or other educational goals while participating in the program.
- **Supervision** – the youth is participating in the program for additional/increased supervision.
- **Vocational** – the youth is working on finding or maintaining employment while participating in the program.
- **Lifeskills** – the youth is participating in activities designed to improve independence and performance of daily activities that will teach youth how to meet their needs.
- **Transportation** – program staff is providing transportation to and/or from various appointments as part of the youth’s participation in the program.
- **Substance Abuse** – the youth is participating in activities designed to reduce the risk of substance abuse, including submitting to UA screens.
- **Awaiting Placement** – the youth is placed in the program temporarily while waiting for placement as part of their case (foster home, group home, etc.).

Activities: The steps being taken/what the youth is to be doing in order to achieve the objective during participation in the program. The activities are specific to the objectives.

Outcomes: Indicates whether the youth successfully completed the requirements of the objective, did not complete the program, or refused the services offered.

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, and charges.

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.

- **Failure to Appear** – the youth failed to appear for scheduled meetings and court as part of the conditions of participation in the program.
- **New Law Violation** – the youth picked up a new law violation while participating in the program that resulted in them being discharged from the program.
- **Cut Off Monitor** – the youth cut off their electronic monitor, and this was the direct reason for the discharge from the program.
- **Technical Violation** – the youth violated the terms/conditions set by the program, probation, or the court which resulted in them being discharged from the program.
- **Noncompliance Program Requirements** – the youth was not compliant with program requirements while enrolled in the program.
- **Compliant with Program Requirements** – the youth was compliant with program requirements while enrolled in the program.
- **Youth Absconded** – the youth's whereabouts are unknown at the time of discharge.
- **Youth/Parent Refused** – the youth and/or parent refused services after referral or enrollment.
- **Other (Moved Away, Death, etc.)** – the youth was discharged from the truancy program for other reasons not listed here.
- **Referral Source Withdrew Youth's Referral to the Program** – the person/agency who referred the youth to the program decided not to have the youth participate in the program after making the referral.

Detained by at Discharge: Indicates that the youth was placed in a secure or staff-secure detention facility when discharged from the program and who initiated the detainment process.

- **Not Detained** – the youth was not detained at discharge.
- **Detainment Initiated by Program Staff** – program staff started the detainment process for the youth (violation of program rules or conditions while at the program).

- **Detainment Initiated by Probation** – probation started the detainment process for the youth (technical or new violations that result in detainment).
- **Detainment Initiated by Court Order** – the court lays out reasons for detainment if not successful in program and a violation of these conditions results in detainment.

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

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

- **Remained at Home** – the youth remained at their primary residence.
- **Placed with Other Family** – the youth was placed with other family members outside of their primary residence.
- **Placed in Foster Care** – the youth was placed in a foster home.
- **Placed at Group Home** – the youth was placed in a group home (secure or unsecure).
- **Detained** – the youth was detained at discharge.
- **Absconded** – the youth's whereabouts were unknown at the time of discharge.