

JCMS Code Book

Assessment & Referral Services Definitions

August 25, 2021



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.

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 program that indicates the type of enrollment in school.

- **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.

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.

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.

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

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

Referral Made: Indicates whether a referral was made for the youth (yes or no).

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.

- **Attitudes and Orientation** – focus on promoting positive attitudes, thoughts, and beliefs.
- **Education/Employment** – focus on succeeding in school and improving employment skills in order to find and maintain employment.
- **Family Circumstances** – develop healthy family boundaries and relationships and increase emotional support and communication.

- **Leisure/Recreation** – develop prosocial interests and find positive leisure activities to engage in.
- **Monitoring** – provide supervision and monitoring of youth during normally unsupervised times.
- **Peer Relations** – increase prosocial interactions and develop meaningful relationships with peers.
- **Personality/Behavior** – improve problem solving, decision making, and anger management skills.
- **Substance Abuse** – address substance abuse issues and find ways to avoid/abstain from using illegal substances.

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.

- **Youth attended** – the youth did attend the service that he/she was referred to.
- **Youth did not attend** – the youth did not attend the service that he/she was referred to, for reasons other than refusal to attend.
- **Youth/parent refused** – the youth and/or parent refused the services that they were referred to.
- **Waiting for services** – the youth and/or family has made efforts to participate in the service(s) they were referred to, but the provider has a wait list at this time.

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.

Discharge

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

Assessment Discharge Reason: Indicates whether an assessment was completed or not.

Assessment Outcome: the youth and/or parent completes all parts of the assessment after being referred to the assessment center.

- **No Charge/Warning Letter** – no charges are filed on the youth and/or they are given a warning letter.
- **Referred for Services** – the youth is referred to services outside of the court system (i.e. mental health, family support).
- **Voluntary Services** – the youth is referred to a voluntary structured program similar to diversion but without court involvement.
- **Juvenile Diversion** – the youth is referred to juvenile diversion.
- **Filed in Court** – the youth has charges filed in court.
- **Returned to Referral Source for Further Action** – the youth's case was returned to the referral source.

Reason Incomplete: a referral is received, but the assessment is not able to be completed.

- **Youth Not Eligible for Assessment** – the youth is not eligible to be assessed at the time of referral (i.e. open docket elsewhere, completed the assessment with the past 6 months).
- **County Attorney Requested Return** – the county attorney who referred the youth to the assessment center requested that the case be returned to the county attorney office.

- **Youth/Parent Failed to Respond** – staff at the assessment center is unable to get a hold of parent and/or youth to complete the assessment.
- **Youth/Parent Refused** – the youth and/or parent refused to participate in the assessment after being referred to the assessment center.

Referral Services

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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).

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.

- **Referral Made** – the youth and/or family met with program staff and at least one referral for services was made.
- **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.

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