

JCMS Code Book

Diversions Programs Definitions

August 25, 2021



Diversion Programs

Diversion programs are programs aimed at diverting low-risk youth with minor law violations from the juvenile system who would otherwise have charges filed or be adjudicated. The county attorney grants diversion for youth after considering the youth's age, the nature of the offense, the youth's history and future risk, and the recommendation of the referring agency. If diversion is completed successfully, the youth's charges are either dismissed or not filed in court.

Intake

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.

School Name: The name of the primary school the youth is enrolled, indicating they are entered as a participant of that school, at the time of their initial involvement in the program.

Current Grade: Position (K-12) in a primary school of a youth to identify academic progress at the time of enrollment.

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.

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.

Referral Date: The two-digit month, two-digit day, and four-digit year of the received request to review the youth’s case for consideration into the program.

Age at Referral: The number associated with the years the youth was living when they were referred to the diversion program (the JCMS will calculate this based on date of birth and date of referral).

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

Teen Court: Programs in which youth sentence their peers for minor delinquent and status offenses and other problem behaviors Yes/no drop-down menu.

Petition Filed: Petition filed means a petition was filed concurrently with diversion referral and will be dismissed upon successful completion from diversion. Do not check this box if the case results in a petition being filed upon unsuccessful discharge from diversion. Yes/no drop-down menu.

Crossover: Programs that address the unique needs of youth who are dually involved in the child welfare and juvenile justice system. Yes/no drop-down menu.

Intake Date: The two-digit month, two-digit day, and four-digit year the youth came in for the intake appointment with the diversion program (mm/dd/yyyy).

Intake Time: The hour, minute, and period of day the youth met with the diversion program for the intake appointment.

Enrolled Date: The two-digit month, two-digit day, and four-digit year the youth began participating in the program (mm/dd/yyyy). This may or may not be the same date as the intake date.

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.

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.

Prior Case Diverted: Notes all violations of statute or ordinance resulting in the charges being diverted out of the court system before participation in the program.

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

Target Discharge: The two-digit day, two-digit month, and four-digit year the youth is expected to discharge from participation in the program.

Extension Date: The two-digit day, two-digit month, and four-digit year the youth was granted extra time to complete program requirements.

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.

- **Successful Discharge** – youth successfully completed requirements of diversion and the charges were dismissed or not filed.
- **Unsuccessful Discharge – Failed to Comply with Program Conditions** – youth was unsuccessful in completing all requirements of the diversion program.
- **Unsuccessful Discharge – Had New Law Violation(s)** – youth unsuccessfully discharged as a result of receiving new law violation(s) while on diversion.
- **Unsuccessful Discharge – Other (Moved Away, Death, etc.)** – the youth was discharged from the program for other reasons not listed here.
- **Did not participate – Youth/Parent Refuse Diversion** – the youth and/or parent refused services after referral.
- **Did not participate – Diversion Program Declined Admission** – the youth was referred to the diversion program but was not enrolled based on the program's decision.
- **Did not participate – County/City Attorney or School Withdrew Youth's Referral to Diversion Program** – the youth was referred to the diversion program, but then withdrew it before enrollment.
- **Did not participate – Transferred to Other Diversion Jurisdiction** – the youth received charges in one jurisdiction, but enrolled in a different jurisdiction for diversion program completion.
- **Did not participate – Warning Letter** – the youth received a warning letter rather than participating in a formal diversion program.

Refusal Reason: Indication that the youth actively stated or showed they would not participate in all or part of the program.

- **Didn't Respond to Referral** – the youth and/or family did not follow-up on referral to diversion or respond to contact about enrollment.
- **Cost** – the youth and/or family indicated that the cost of the program was the barrier for enrollment.
- **Prefer Court Filing** – the youth and/or family indicated that they would prefer to have the charges filed in court and continue with the court process.

- **Inconvenient/Burdensome** – the youth and/or family indicated that the diversion program was too difficult for them to participate in.
- **Did Not Attend Intake Appointment** – the youth scheduled an appointment, but then did not show up.
- **Lives Out of State** – the youth lives in a different state but incurred charges in Nebraska; not participating in diversion because they returned to their home state.

Parent/Guardian

Relationship: Indicates the familial relationship between the youth and the person with legal responsibility for the youth

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.

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 that the assessment instrument was administered to the youth.

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

Risk Level: The indication or level that the youth is likely to re-offend based on the result of the assessment given.

Diversion Case Plan

Primary Domain: the specific area in the assessment/screener that is indicated as being a need for the youth being addressed by programming.

Secondary Domain: a secondary area that the assessment/screener indicated as being a need for the youth being addressed by the same program addressing the primary domain. May not be applicable to all youth.

Additional Domain: a third area that the assessment/screener indicated as being a need for the youth being addressed by the same program addressing the primary and secondary domain. May not be applicable to all youth.

Program Type: the category that the program/service falls under. This is not the specific service.

Program Sub-Type: the specific activity the youth is being assigned as part of their diversion case plan. The options on this field are dependent on the choice of program type in the previous field.

Program/Activity Name: the name of the specific program or provider the youth is being referred to/participating in. For example, if the Program Sub-Type is Parenting Class, you could type the name of the class or provider like Circle of Security, in this field.

Diversion Requirement Narrative: additional information pertaining to the requirement that provides additional detail and instruction for the youth's participation in the program and completion of the requirement.

Total Amount Due (\$): The value in U.S. dollars owed by the youth/family.

Total Time Required (hrs): The amount of time, in hours, required for the youth to complete the program/activity. This is not specific to community service, it should be used for any program/activity that has a time requirement.

Total Time Completed (hrs): The amount of time, in hours, that the youth completed.

Completed: Indicates whether the youth successfully completed the requirements of the program/activity.

- **Yes** – the youth did successfully complete the requirements of the program/activity prior to case closure.
- **No** – the youth did not successfully complete the requirements of the program/activity prior to case closure and was not taking steps to complete the requirements.
- **Partial** – the youth did not successfully complete the requirements of the program/activity but was working on completing the requirements and had completed some of them requirements prior to case closure.

Completion Date: The two-digit month, two-digit day, and four-digit year the youth completed the requirements of the objective. Only complete this field if the requirement is met.

Case Plan Activity

Case Plan Activity: this will populate over from the program sub-type field in the case plan tab.

Date: The two-digit month, two-digit day, and four-digit year the activity described in the notes filed occurred.

Activity Update Narrative: Additional information pertaining to the youth that provides an understanding of the youth's participation in the case plan.

Alcohol/Drug Test

Single Panel

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

Date: The two-digit month, two-digit day, and four-digit year of a drug test completed of the youth's urine in order to detect the presence of specific illegal drugs and prescription medications.

Panel Test Type: Indication of what type of drug/alcohol is being screened for in the test.

Narrative: Additional information pertaining to the youth that provides an understanding of the youth's drug/alcohol screen.

Test Result: Outcome of the drug/alcohol screen.

Tested Level: The amount of the substance being tested for present in the screen.

Narrative: Additional information pertaining to the youth that provides an understanding of the youth's drug/alcohol screen results.

Multi-Panel (select the type of multi-panel test before adding the multi-panel test)

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

Date: The two-digit month, two-digit day, and four-digit year of a drug test completed of the youth's urine in order to detect the presence of specific illegal drugs and prescription medications.

Panel Test Type: Indication of what type of drug/alcohol is being screened for in the test; this will populate based on what was selected when the test was added to the system.

Narrative: Additional information pertaining to the youth that provides an understanding of the youth's drug/alcohol screen.

Test Type: Indication of what specific substance is being screened in the panel; this will populate based on the type of multi-panel test that is selected.

Test Result: Outcome of the drug/alcohol screen.

Tested Level: The amount of the substance being tested for present in the screen.

Narrative: Additional information pertaining to the youth that provides an understanding of the youth's drug/alcohol screen results.

Alias Names

Alias Names: The additional full name(s) or nicknames used by the youth to identify themselves separate from their legal full name.

Diversion Contract (Historical)

Goal: The over-arching area of improvement that is being focused on in the case plan.

Objective: The steps being taken/what the youth is to be doing in order to achieve the goal in the case plan.

Diversion Requirement Narrative: Additional information pertaining to the youth that provides an understanding of the youth's participation in the program.

Completion Notes: Additional information pertaining to the youth that provides an understanding of the youth's completion of that objective in the case plan.

Total Amount Due: The value in U.S. dollars owed by the youth/family.

Total Time Required: The amount of time, in hours, required for the youth to complete the objective.

Completed: Indicates whether the youth successfully completed the requirements of the objective; the box should be checked if they did complete the requirements and left unchecked if it was not completed even if the diversion program ended.

Completion Date: The two-digit month, two-digit day, and four-digit year the youth completed the requirements of the objective.

Diversion Activity (Historical)

Diversion Activity: this will populate over from the objective field in the contract tab.

Date: The two-digit month, two-digit day, and four-digit year the activity described in the notes filed occurred.

Activity Update Narrative: Additional information pertaining to the youth that provides an understanding of the youth's participation in the case plan.