

JCMS Code Book

Prevention/Promotion Definitions

August 25, 2021



Prevention/Promotion Programs

A Prevention/Promotion program is a program that generally meets 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 changes with the youth, and participate in activities that seek to reduce or deter specific or predictable problems, protect the current state of well-being, or promote desired outcomes or behaviors.

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.

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 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).

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

Enrollment Date: The two-digit month, two-digit day, and four-digit year the youth participated in the program.

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 Completion** – the youth completed all requirements of the program.
- **Unsuccessful Completion** – the youth did not complete program requirements.
- **Case Closed** – the youth stopped attending the program before completion, not successful or unsuccessful.
- **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.

EB-NE Intake Assessment Completed: Indicates whether the youth completed the EB-NE Assessment Tool at intake (yes/no).

If No, Why Not: If the youth did not complete the EB-NE Assessment Tool at intake, indicate why not.

- **Youth Refused** – the youth refused to complete the assessment tool.
- **Not Appropriate for Youth (Too Young, Language Barrier, etc.)** – the youth is not able to complete the assessment for reasons other than refusing, such as being under 6th grade, not able to read/comprehend English or Spanish tools, etc.
- **Youth Left Program Early** – the youth left the program before the tool could be completed.

Date Completed: The two-digit day, two-digit month, and four-digit year the youth completed the EB-NE Assessment Intake Tool.

EB-NE Follow Up Assessment Completed: Indicates whether the youth completed the EB-NE Assessment Tool at discharge or designated time after enrollment (yes/no).

If No, Why Not: If the youth did not complete the EB-NE Assessment Tool at discharge, indicate why not.

- **Youth Refused** – the youth refused to complete the assessment tool.
- **Not Appropriate for Youth (Too Young, Language Barrier, etc.)** – the youth is not able to complete the assessment for reasons other than refusing, such as being under 6th grade, not able to read/comprehend English or Spanish tools, etc.
- **Youth Left Program Early** – the youth left the program before the tool could be completed.

Date Completed: The two-digit day, two-digit month, and four-digit year the youth completed the EB-NE Assessment Follow-Up Tool.

Program Information

Name of Program: The name given to the program that the youth participated in/attended.

Start Date: The two-digit month, two-digit day, and four-digit year the youth began participating in a specific program held for instructional/educational purposes.

End Date: The two-digit month, two-digit day, and four-digit year the youth stopped participating in a specific program held for instructional/educational purposes.

Total Hours Available: Number of hours (60-minute intervals) the youth was permitted to attend the program.

Total Hours Attended: Number of hours (60-minute intervals) the youth was 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.

Activity

Start Date: The two-digit month, two-digit day, and four-digit year the youth began participating in a specific activity held for instructional/educational purposes while participating in the program.

End Date: The two-digit month, two-digit day, and four-digit year the youth stopped participating in a specific activity held for instructional/educational purposes while participating in the program.

Activity Type: The category/domain that the activity the youth participated in addresses.

- **Homework/Tutoring** – the youth participated in a tutoring program or received homework assistance.
- **Art** – the youth participated in arts and crafts activities.
- **LifeSkills** – the youth participated in activities designed to improve independence and performance of daily activities that will teach youth how to meet their needs.
- **Employment Skills** – the youth participated in activities to teach them job skills and improve employability.
- **Prosocial Activities** – the youth participated in activities that help demonstrate and re-enforce positive behavior and actions.
- **Health and Wellness** – the youth participated in activities that focused on their health and overall wellness.
- **Recreation** – the youth participated in recreational activities such as games and sports.
- **Gang Prevention** – the youth participated in activities aimed at reducing gang involvement and activity.
- **Substance Abuse** – the youth participated in activities designed to reduce the risk of substance abuse.
- **Anger Management** – the youth participated in activities aimed at teaching skills and techniques to help manage anger issues.

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

Notes Box: Additional information pertaining to the youth relevant to their participation in the program.

Incentives

Incentive Provided: Indicates whether the youth was provided with an incentive.

Date: The two-digit month, two-digit day, and four-digit year the youth received their incentive.

Type of Incentive: Indicates the type of incentive that the youth received.

- **Gift Card** – a pre-paid money card for purchases to specific stores, or a generic card with a set money amount.
- **Cash** – money.
- **Group Event** – the youth participated in an event with a group of peers and staff that was funded by the program the youth participated in.
- **Individual Event** – the youth participated in an event that was funded through the program.
- **Personal Items** – the youth was provided with personal items free of charge (clothes, school supplies, etc.).
- **Waive Requirements** – requirements for program participation are waived for the youth.
- **Fee Waiver** – the fees for participating in a program are waived for the youth.
- **Scholarship** – the youth receives a scholarship to participate in a program; some or all of the fees and equipment costs are covered.
- **Point System** – the youth participates in a program where they earn points for good behavior and can use the points in exchange for special privileges or prizes.
- **Voucher** – the youth receives a set amount of money to be used for a specific reason or for specific items (i.e. bus passes).
- **Other** – any other type of incentive not listed above.

Estimated Amount: The approximate value of the incentive the youth received recorded as a monetary amount.

Scores

Survey Completed: Indicates whether the youth completed the modified risk and protective factor survey. If no, the reason should be selected in the “No Survey Administered” field.

Date Survey Taken: The two-digit month, two-digit day, and four-digit year the Modified Risk and Protective Factors survey was administered to the youth.

Protective Factor Score: The result of the Modified Risk and Protective Factors survey that was administered to the youth during the program (surveys currently being scored by JJI and scores provided back to programs).

Risk Factor Score: The result of the Modified Risk and Protective Factors survey that was administered to the youth during the program (surveys currently being scored by JJI and scores provided back to programs).

No Survey Administered: Indicates the reason that the Modified Risk and Protective Factors survey was not administered to youth.

- **Youth Too Young** – the youth was determined too young to understand the survey (recommended for 8th grade and up).
- **Youth Refused** – the youth was offered the survey and refused to complete it.

Developmental Assets Score: The results of a developmental assets assessment instrument that was administered to the youth most recently during the program (not part of Modified Risk and Protective Factors survey).