

JCMS Code Book

System Improvement Programs Definitions

November 14, 2018



System Improvement Programs

System Improvement programs are programs that do not work directly with youth, but rather support the programs, agencies and initiatives that do the direct work. This includes, but is not limited to, grant writers, coordinators, evaluators, training/quality improvement programs, and data collection. System Improvement also included backbone support organizations, which are organizations or agencies that serve as the backbone for the entire initiative, coordinating participating organizations and agencies, facilitating technology and communications support, logistical and administrative details, and data collection and reporting.

System Improvement

Grant Number: The series of numbers and/or letters identifying the authorized grant associated with the program.

Grant County: The originating county associated with the grant authorization for program funding.

Reporting Period: The time frame noted by quarter number and fiscal year for which the report is being made.

Training/Quality Improvement

The planning, development, delivery, and evaluation of activities designed to achieve specific learning objectives, resolve problems, and foster the application of innovative approaches to juvenile delinquency and victimization.

Title of Training Sponsored: The name of the training that was attended or sponsored by the program(s).

Date of Training: The two-digit month, two-digit day, and four-digit year the training was held.

Topic of Training: The main subject being addressed at the training.

Was the Training Aimed At: Please select from the two options to indicate who the focus of the training was aimed at.

- **Enhanced Individual Skills:** Training focused on improving individual skills.
- **Enhanced Community Functioning:** Training focused on improving the community functioning.

Did you attend or provide the training? Did program staff use funding to attend a training or to provide training for others?

Number of Individuals Trained: The number of people who attended the training.

Length of Training in Hours: The amount of time, recorded in hours, that the training lasted.

Format: The method used to implement the training – in person or by webinar (or other internet training).

Did participants provide feedback on the training? If so, how was it implemented?

Please provide information about any training feedback that was requested and provided by trainees.

Evaluation

When an individual or group of individuals that conduct systematic data-based inquiries and provide competent performance to stakeholders pertaining to an organization, program, or focused community issue.

Which programs were evaluated this quarter? Provide the name of the program(s) that were evaluated during the reporting period; if no evaluation took place please enter "N/A".

Who evaluated the program? Provide the name and/or organization of the person who conducted the evaluation.

Evaluation Type: Indicates the type of evaluation that was conducted during the reporting period.

- **Outcome Evaluation:** gauges the extent to which a program produces the intended improvements in the social conditions it addresses; asks whether the desired outcomes were attained.
- **Process Evaluation:** evaluates the activities and operations of the program; investigates how well the program is operating.
- **Evaluation Design:** the structure or plan of the evaluation.
- **RCT:** Randomized Control Trial – a research design conducted in a program setting in which intervention and control groups are formed by random assignment and compared on outcome measures to determine the effects of the intervention.
- **Quasi Experimental:** an impact research design in which intervention and control groups are formed by a procedure other than random assignment.
- **Neither RCT or Quasi:** any other type of research design that is not classified as RCT or quasi experimental.

What methods were used? Select which type of research model is being utilized in the evaluation.

- **Quantitative:** Research that utilizes statistical, mathematical, or numerical analysis of data.
- **Qualitative:** Research used to gain an understanding of underlying reasons, opinions, and motivations by examining a narrative.
- **Mixed Methods:** the evaluation uses a mixture of quantitative and qualitative methods.

What activities were covered this quarter? (e.g. IRB, study design, focus groups, meetings, program, design, etc.): Narrative box for listing and/or describing any activities pertaining to the evaluation.

Administration

Monitors spending and deployment of resources while describing and analyzing department's financial position.

Activities: Select the type of administrative activities you engaged in during the reporting period.

- **Bookkeeper/Finances and Payments:** Paying bills and/or providers related to grant activity. Includes balancing budgets or working on future budgeting.
- **Travel:** Time spent traveling for grant related activity.
- **Training Supplies:** Time spent preparing training supplies for trainings provided by grant funding.
- **Software:** Any software purchased for programs with grant funding.

Estimate total hours you spent on activities: Provide an estimate of how much time you spent on the above listed activity during the reporting period.

Describe how funds were used if activities cannot be quantified in hours (e.g. utilities, payments, software, etc.): Provide a description of how funds were used if you cannot put into hours how much time was spent on the activities (i.e. how much was spent on which utilities).

Community Engagement

Refers to coordinators, grant writers, and backbone support organizations – individuals or groups of individuals who plan, manage, and support the initiative through ongoing facilitation, technology and communications support, data collection and reporting, and handling logistical and administrative details needed for the initiative to function well, or conducts administrative and human resource tasks. They also oversee the implementation of the program policy and procedures, and develops funding sources to support existing and planned programs, and coordinates the development, writing, and submission of grant proposals.

What type of coordinator are you? (Check all that apply.)

- **CBA:** Community-based Aid coordinator.
- **DMC:** Disproportionate Minority Contact coordinator.
- **JDAI:** Juvenile Detention Alternative Initiative coordinator.
- **Other:** Any other type of coordinator for programs/grant funding not listed above. Please list the type in the provided text box.

Are you an independent contractor?: Indicate if you are contracted by the county for grant/program coordination.

What percent of your salary is funded through CBA? Select how much of your salary is funded with CBA grant dollars (i.e. 0-10, 11-20).

Are there identified gaps in service in your community for youth pre-adjudication through reentry? Indicate if there are known gaps in service for youth at any stage of the juvenile justice system. If yes, please describe in the provided narrative box.

Number of MOU's Drafted This Quarter: Indicate how many Memorandum(s) of Understanding were drafted with subcontracted programs during this reporting period; if none please enter "0".

Number of Contracts Drafted: Indicate how many contracts were drafted with programs during this reporting period; if none please enter "0".

Number of CBA Subgrant Adjustments: Indicate how many subgrant adjustments were made to the CBA grant during this reporting period; if none please enter "0".

Please describe any adjustments here: Narrative field to describe the sub-grant adjustments that were made during the reporting period and why they were necessary.

Briefly list activities related to grant writing: Narrative field to describe any activities during the reporting period that pertain to grant writing.

Estimate total hours you spent on grant writing: Indicate how much time, in hours, were spent during the reporting period on grant writing; if none please enter "0".

Estimate total hours you spent on grant reporting: Indicate how much time, in hours, were spent during the reporting period on reporting for the grant; if none please enter “0”.

Number of meetings you coordinated this quarter: Indicate how many meetings you coordinated (set up, scheduled, ran); if none please enter “0”.

Number of stakeholders you invited: Indicate the number of community stakeholders who you invited to meetings during the reporting period; if none please enter “0”.

Number who attended: Indicate how many stakeholders attended scheduled meetings this reporting period; if none please enter “0”.

Estimate total hours you spent on community coordination: Indicate how much time, in hours, were spent during the reporting period coordinating community partners, groups, programs, and contractors; if none please enter “0”.

Briefly list activities related to coordinating your community: Narrative field for you to describe activities that you participated in that relate to coordinating your community. If none this reporting period, please enter “N/A”.

Briefly list activities supporting programs in a one-to-one capacity: Narrative field for you to describe activities that you participated in that relate to providing one-to-one support of programs in your community; this can be in person, over the phone, through a webinar, etc. If none this reporting period, please enter “N/A”.

Estimate total hours you spent supporting programs in a one-to-one capacity: Indicate how much time, in hours, were spent during the reporting period providing one-to-one support to programs in your community; if none please enter “0”.

Estimate total hours you spent traveling to communities: Indicate how much time, in hours, were spent traveling to communities; if none please enter “0”.

Briefly list the communities you traveled to this quarter to enable coordination: Provide a list of the communities that you traveled to during the reporting period as part of community coordination.

Data

This quarter did you provide training on data entry? Indicate if you provided any training on data entry during the reporting period.

Receive a data extract? Indicate if you received a data extract during the reporting period.

What system point does the data primarily pertain to? Indicate which part of the juvenile justice system this data primarily relates to.

- **Prevention** – providing services or programming to at-risk youth in order to keep them from contact with the juvenile justice system.
- **Pre-adjudication** – youth have been charged with an offense but have not yet been adjudicated (diversion, initially filing).
- **Post-adjudication** – youth have been adjudicated delinquent in court. At this point they may have also have received a disposition (i.e. community supervision, detainment).

- **Detention** – youth who are or have been placed in a secure or non-secure detention facility.
- **Reentry** – when youth who have been in residential facilities return to their families and communities.

Present data to stakeholders? Indicate if you presented data to any stakeholders the reporting period.

If yes, how many presentations this quarter? Indicate how many presentations you provided during the reporting period.

How does the data change practices in the community? Indicate at what level of the community the data is intended to impact.

- **System Level** – refers to practices that impact the entire system or community rather than at the individual level.
- **Program Level** – refers to practices/policies within programs that work with or serve youth.
- **Individual Level** – refers to how staff interact with youth in programs or at various stages of the juvenile justice system.
- **System and Program Level** – impacts both system and program level.
- **System and Individual Level** – impacts both system and individual level.
- **Program and Individual Level** – impacts both program and individual level.
- **All Three Levels** – impacts all three levels.

What is the primary goal for the data? Indicate the primary goal for the use of this data in the community.

- **Assess Needs/Risks in the Community** – to discover what the needs of the community are in relation to preventing youth from entering the juvenile justice system.
- **Individual Program Outcomes** – to see how individual programs are impacting the youth they serve and addressing the needs of the community.
- **DMC** – to identify and correct disproportionate minority contact within the juvenile justice system.
- **JDAI** – to look at the use of juvenile detention alternatives with the community to help reduce the unnecessary detainment of low-risk youth.
- **Case Processing** – to refine how the juvenile justice system processes juveniles from first contact until the case is complete.

If any, what is the secondary goal for the data? If applicable, indicated a secondary goal for the use of the data in the community.

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