

JCMS Code Book

Truancy Program Definitions

August 25, 2021



Truancy Programs

Truancy programs are programs aimed at steering youth that had an unauthorized absence in an effort to prevent system involvement. These programs 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

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))

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.

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. 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.

Eligible for Free/Reduced Lunch: Based on reported household income, the youth receives or could receive free or reduced lunch as their primary school.

Credits Required to Date (H.S. Only): The number of academic credits the youth needs in order to graduate as assessed at the time of intake to the program. This pertains to high school students only.

Credits Earned to Date (H.S. Only): The number of academic credits the youth has received in order to graduate as assessed at the time of intake to the program. This pertains to high school students only.

Expected Graduation Year: The four-digit year the youth is anticipated to complete their high school education.

Actual Graduation Year: The four-digit year the youth completed their high school education.

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.

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.

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.

Truancy Type: The level of intervention of the truancy program; further definitions provided on screen.

- **Monitor Only** – Program is monitoring attendance (but is not intervening) and the case is not under review by the County Attorney for filing.
- **Truancy Intervention** – Program has begun to take steps to intervene with the juvenile or the family at

the request of the school or parent.

- **Truancy Diversion** – The county attorney has filed a truancy petition (or will file one if the youth does not complete the truancy intervention).

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

Grades: The average number of academic credits earned by the youth as calculated by dividing the total number of credits earned by the total of credits attempted at intake

School Attachment: The level of investment the youth has or level of value they attribute to their school or academic setting at intake.

- **High Attachment** – the youth sees great value in getting an education, is invested in their school and their education, feels supported at school from teachers and staff, and is motivated to continue to attend school and puts forth effort into their school work.
- **Medium Attachment** – the youth sees some value in getting an education, is somewhat invested in their school and their education, feels somewhat supported at school from teachers and staff, and is somewhat motivated to continue to attend school and put forth effort into school work.
- **Low Attachment** – the youth sees little value in getting an education and does not invest in their school or education, may feel unsupported at school and are discouraged from continuing their education; doesn't show motivation to attend school or complete school work.
- **Unknown** – the youth, parent, or referral source does not know/indicate the level of school attachment for the youth.

Parental Involvement: Level of parent engagement in program components during youth's participation such as parent training group or communication with staff at intake.

- **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.
- **No Participation** – the youth's parent(s) are not involved in the youth's life while the youth was enrolled in the program.
- **Unknown** – the youth, parent, or referral source does not know/indicate how involved the parents are.

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

- **Youth Chronic Medical Issue** – the youth has a persistent or long-lasting medical condition or disease that prohibits school attendance.
- **Youth Mental/Behavioral Health** – the youth has a mental/behavioral health issue that makes attending school difficult.
- **Youth Substance Abuse** – the youth is/was engaging in substance abuse which interferes with school attendance.
- **Youth School Engagement** – the youth has little interest in attending school/obtaining an education and has stopped participating in school activities, completing course work, and/or attending classes.
- **Youth Work Schedule** – the youth holds employment and the hours interfere with school (i.e. scheduled to work during school, working late shift and oversleeps alarm for school).

- **Youth Pregnant/Parenting** – the youth is pregnant or parenting their own child and has difficulties finding care for their child or needs to take time off of school to address their child’s needs.
- **Out of home/Runaway** – the youth has runaway from their current living situation, has become homeless, or has been placed out of home and is unable to make it to school due to their current circumstances.
- **Transportation** – the youth has trouble securing reliable transportation to and from school daily.
- **Bullying** – the youth chooses not to attend school to avoid being bullied by classmates.
- **Parent Mental/Behavioral/Physical Health** – the youth’s parent(s) or caregiver has a mental health need or physical illness/injury and the youth feels they need to stay home and take care of their parent, the behavior/illness prevents the parent from getting the youth to school, or the youth is overwhelmed/distraught by their parent’s needs and does not attend school as a result.
- **Household Priorities** – the family does not place a high priority on education, do not see an issue with youth missing school on a regular basis. Family may not place value on education.

Secondary Reason for Enrollment: Additional purpose for the youth to participate in the program indicating the reason the youth required the services of the program. Same options as primary reason for enrollment.

Contact Person/Case Worker: Name of the program staff that is assigned to the youth during the time of 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.

Discharge Reason: The selected reason directly pertains to the youth no longer participating in the program nor receiving services relevant to the program.

- **Youth/Parent Refused** – the youth and/or parent refused services after referral or enrollment.
- **Completed Program Requirements** – the youth completed all requirements of the program.
- **Did Not Complete Program Requirements** – the youth did not complete program requirements.
- **Transferred Schools** – the youth transferred to a different school
- **Transferred to GED Program** – the youth transferred to a GED program
- **Transferred to Homeschool** – the youth transferred to homeschooling
- **Dropped Out** – the youth dropped out of school
- **Graduated** – the youth graduated from high school
- **Case Type Changed** – the youth moved to a higher level of truancy intervention
- **Referred to Higher Level of Service** – the youth was referred to diversion or had charges filed in court for truancy or other offenses.
- **Other (Moved Away, Death, etc.)** – the youth was discharged from the truancy program for other reasons not listed here.
- **City/County Attorney or School Withdrew Youth’s Referral to Truancy Program** – the person who referred the youth to the program decided the youth no longer needs to participate in the program after making the referral.

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.

Grades: The average number of academic credits earned by the youth as calculated by dividing the total number of credits earned by the total of credits attempted at discharge.

School Attachment: The level of investment the youth has or level of value they attribute to their school or academic setting at discharge.

Credits Earned: The number of academic credits the youth has received while participating in the program.

Discharge Narrative: 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 at discharge.

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Pre-enrollment

Semester: One half of an academic year typically lasting 15-18 weeks including brief scheduled breaks (i.e. holidays, teacher in-service).

- **Fall** – the half of the school year beginning on the first day of school and continuing until halfway through the school year, generally ending in December.
- **Spring** – the half of the school beginning halfway through the school year and continuing until the last day of school, generally ending in May.

- **Other** – indicates the tracking dates extend across more than one semester, or a combination of semesters for tracking school attendance.
- **Remote Learning** – indicates that during the timeframe, the youth was enrolled in their homeschool but attending remotely.

Tracking Begin Date: The day that school attendance began being monitored.

Tracking End Date: The day that school attendance ended being monitored.

Tardy Excused: Number of times that a youth is late for school with permission from a parent, guardian, teacher or other adult.

Tardy Not Excused: Number of times that a youth is late for school without permission from a parent, guardian, teacher or other adult.

Enrollment

Semester: One half of an academic year typically lasting 15-18 weeks including brief scheduled breaks (i.e. holidays, teacher in-service).

- **Fall** – the half of the school year beginning on the first day of school and continuing until halfway through the school year, generally ending in December.
- **Spring** – the half of the school beginning halfway through the school year and continuing until the last day of school, generally ending in May.
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Post-Enrollment

Semester: One half of an academic year typically lasting 15-18 weeks including brief scheduled breaks (i.e. holidays, teacher in-service).

- **Fall** – the half of the school year beginning on the first day of school and continuing until halfway through the school year, generally ending in December.
- **Spring** – the half of the school beginning halfway through the school year and continuing until the last day of school, generally ending in May.
- **Other** – indicates the tracking dates extend across more than one semester, or a combination of semesters for tracking school attendance.
- **Remote Learning** – indicates that during the timeframe, the youth was enrolled in their homeschool but

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Tracking Begin Date: The day that school attendance began being monitored.

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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: The two-digit month, two-digit day, and four-digit year youth was administered the test

Score: The result(s) of the assessment instrument as noted in assessment type that was administered to the youth most recently and relevant to the program.

Test Refused: The youth refused to complete the assessment instrument administered relevant to the program procedures and/or policy.

Activity

Date: The two-digit month, two-digit day, and four-digit year activity occurred pertaining to the truancy case.

Type of Contact: The method program staff used to communicate with or see the youth and/or family.

- **Face to Face** – program staff met with the youth and/or family in person.
- **Phone** – program staff contacted the youth and/or family via phone.
- **Email** – program staff contacted the youth and/or family via email.
- **Text** – program staff contacted the youth and/or family via text messaging.
- **Letter** – program staff sent a letter to the youth and/or family via mail that notifies of attendance issues.

Activity Update: Identifies the type of activity the program utilizes to work with the youth and/or family.

Activity Update Narrative: Additional information pertaining to the youth's activity within the truancy case and programming provided.

Parent/Guardian

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