

Missing Data Report Guide

What cases are included?

Each missing data report will cover a period of 4 quarters, which will be the 4 quarters prior to the quarter in which you receive your report. For example, if you are in quarter 1 of fiscal year 2019/2020, the report will cover quarters 1, 2, 3, and 4 of fiscal year 2018/2019. When you receive your report, the date range is included in the email. With each report, the first quarter drops off and the next quarter is added. So in quarter 2 of fiscal year 2019/2020, the report will have quarters 2, 3, and 4 of fiscal year 2018/2019 and quarter 1 of fiscal year 2019/2020; the next report will be quarter 3 and 4 of 2018/2019 and quarters 1 and 2 of 2019/2020, and so on.

The cases that are examined for missing data are those cases with a discharge date that is entered during the timeframe noted above. Cases that are still open will not be included.

What do programs do with this information?

Please use the information from these reports to go back into JCMS and fill in the missing data. If you have concerns about a particular variable, or reasons why you are not able to enter it for specific cases (or every client), please let us know. We will note if there are cases that you will never get the information for (older cases, issues with referral sources) and help troubleshoot some solutions for getting missing information in the future. We would like the variables cleaned up as soon as possible, at the latest by the end of the quarter you received the report. As the required variables list was distributed in July 2018, the required variables that are missing should be completed from July 1, 2018 to present; if you are able to fill in the required variables on older cases please do so as this will provide more complete data for JJI to work with during evaluations. And, while the report only indicates which required variables are missing, if you are able to complete the variables not marked as required please do that as well – each variable was selected for the screens for a reason and can further help explain outcomes and give a clearer picture of the programs.

The variables that are designated required are the minimum needed for program evaluation and measuring the effectiveness of programs. JJI noticed after pulling data for evaluations that a large number of variables were missing, so we were not able to do a complete evaluation. We then held several dialogue/meetings with programs based on program type to figure out why variables were missing and which ones needed to be added/updated and which ones were never going to be answered. The missing data reports is our way of communicating with programs what cases have missing data and give programs the chance to find/update these cases.

What does this mean for funding?

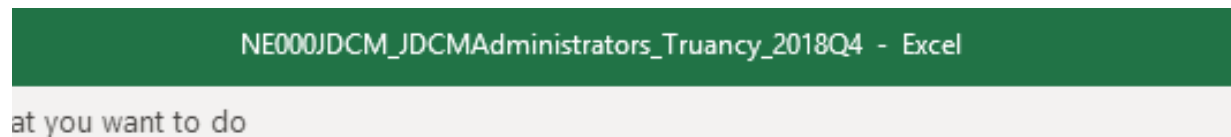
Per the Nebraska Crime Commission, if the required variables are not entered for each youth served, suspension of funds may occur for that county or tribe. Noncompliance with these required variables may impact future funding decisions. However, the Crime Commission and the Juvenile Justice Institute will continue providing technical assistance to subgrantees in completing this requirement.

JJI follow-up with programs

Please note that in addition to the individual program reports, the JJI also receives a summary of the rate that each variable is missing by program/agency. If we notice that a program is missing one or more variables at a higher rate than other variables in their agency OR compared to other agencies who report for the same program type, we will be reaching out to that program to see why that variable is missing at such a high rate and how we can help that program gather this information. We are also checking to see if overall the number of missing variables goes down, and if the overall rate of completion for variables improves. We will reach out to programs who are not showing improvement or have an increase in missing variables.

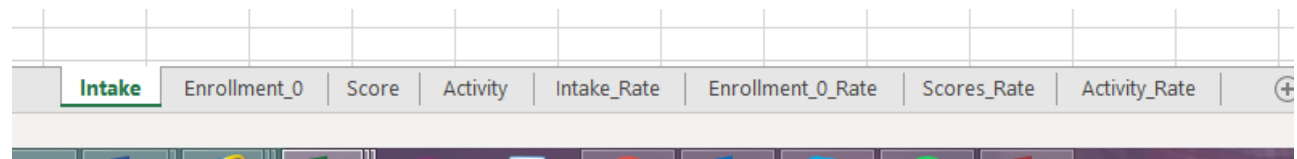
How do you read the report?

You will receive a report for each program type you are funded for that had cases discharged during the timeframe of the report. The reports come as Excel workbooks. The name of the workbook, found at the top, will tell you what agency and the program type. In the image below, the “JDCMAdministrators” is the name of the agency that the certificate for JMCS is tied to, and “Truancy” is the program type. If you report for more than one agency and/or program type, please make sure you are looking at the correct workbook when you start cleaning up data.



The two letter-3 number-4 letter identifier, in this case “NE000JDCM”, is the unique number assigned to each agency who reports in NCJIS and the JCMS. This number helps identify which agency is reporting in the system.

There is more than one tab at the bottom of the workbook. You will need to check all tabs for missing variables in each workbook. Please note that if you are working on a smaller screen (i.e. a laptop), you may see ... by the tabs. This means there are additional tabs that do not fit on the screen. You will need to click on those dots to see the remaining tabs.



The tabs correspond to the sections/tabs on the JCMS. In the example above, which is a truancy sheet, there are 4 tabs with content, and 4 tabs with rates. You can see that the rate tabs say “rate” on them. There is a rate tab for each content tab (intake, intake_rate)

The first column of every tab/sheet is the Client Id tab. This number is created when a client is entered into the system. Each new client is assigned a number, and they are unique to that client. This is how you can identify which youth’s profile you need to go back into to clean up missing data.

In the example above, the first and last name, date of birth, gender, race, and discharge reason are complete in the system. Grant county, school enrollment, school name, current grade, and custody/guardianship are missing in the JCMS and will need to be filled in.

This is the same for all of the content tabs. Each tab will have different variables based on what is required in that section of the JCMS screens.

Rates Tabs

The rates tabs will show you the rate or percent that you are missing each required variable. Again, as these are missing data reports, you want the rate to be lower – closer to 0% is better. Early versions of the reports had numbers in place of percentages, so on those reports 0 is the best, 1 is the worst – 1 is 100% missing.

	A	B	C	
1	Test_Nam	Test_Date	Score	Pl
2	0	1	1	
3				

In this example with the numbers instead of percentages, we were missing test date and score 100% of the time, but test name was not missing at all. Shown as percentages, it looks like this:

	A	B	C	
1	Test_Nam	Test_Date	Score	Pl
2	0.0%	100.0%	100.0%	

If your report only has rates tabs at the bottom, and each of the variables has a 0 underneath it in the column, this means you are not missing any of the required variables for discharged cases in the timeframe for that report – yeah!

30				
37				
38				

Intake_Rate
Contacts_Rate

Other Frequently Asked Questions

Relating to truancy attendance rates – many users have noted a large number of missing attendance variables. These fields should be filled in as “0” in the JCMS, not left blank. If you leave it blank, we don’t know if programs meant for it to be a “0” or if programs forgot to complete that section.

H	I	J	K	L	M	N	O	P	Q	R
Required	Tardy_Exc	Tardy_No	Administr	Suspensic	Religious	Medical_E	Truant_Nc	ParentAck	Illness_Nc	Unverifie
	Tardy - Ex	Tardy - Nc	Administr	Suspensic	Religious	Medical	Truant - N	Parent Ac	Illness - N	Unverifie

Scores and UA testing tabs – a number of people wind up with their scores or UA tabs on the report missing at 100% for one or two youth and report to us that they clicked “add score” or “add UA” to see what the fields looked like, but then didn’t fill it in because that client wasn’t assessed or drug tested, or the program doesn’t do drug testing or assess youth. This causes the report to show 100% of the variables for that section missing. We recently added a field for program to indicate if they assessed or drug tested a youth, so you can fill that in as “no”. Before we added this field, we had no way of knowing if programs were not testing and/or assessing youth or if they just forgot to fill it in. If you select “no” or “youth refused”, the remaining required variables will not be counted as missing if they are left blank. This is an example of a UA Screen tab in the JCMS:

School names are not in the list – the list of schools that populates when you start typing in a school name is based on a list from the Nebraska Department of Education, and it may be outdated. If you are not able to find a school in the list, please let us know and we can add it for you. This is seen most often with alternative schools and colleges. If a youth is participating in a program in Nebraska but lives out of state, you should select the school name “Out of State”. This option was created as we don’t want to add the schools outside of Nebraska to this list. If a youth is homeschooled, you can select the school name “Homeschool”. We recognize that it is redundant to select home school as a school enrollment status and then put the name of the school as homeschool, but that is ok. It will clean up some blanks in the data and make these fields more usable during evaluations.

Assessment name is missing from the options – if you are trying to enter an assessment score into the system and the name of the assessment tool you are using is not available, let us know. We can add valid assessment tools to the system. If your program needs to add the assessment to your screens using the administration tab (diversion, assessment, and mental health program types) please see the video “Administrative Functions” under your program type at our website <https://www.jjinebraska.org/>.

Youth referred but not enrolled – if a youth is referred to your program, you should enter them into the JCMS. If they wind up not enrolling, there is a discharge reason option to indicate this. If a youth does not enroll, we understand that many fields will be blank, such as enrollment date. The missing data reports are programmed with if/then statements built in that will account for cases such as these. For example, **IF** a discharge reason “refused” is selected, **THEN** variables x, y, and z are not required. If you

are going back in and cleaning data and you see a situation where the report indicates you are missing variables but you have selected a response that should have made the variables not required, please let us know.

There are several if/then statements built into the system across various program types. If you have questions about required fields that rely on another variable being answered, please let us know.

Who do I contact for help?

For questions about the report, please Kevin Dahlman at kevin.dahlman@nebraska.gov.