***Data Planning: Initial Suggestions***

***(Juvenile Community Supervision Population)***

The following tables reflect the three-tiered planning approach including the eight general data categories, as well as the initial listings of suggested data questions and data elements. Adapted from the *Data Planning in Dual Status Youth Initiatives: Initial Suggestions* article authored by Gene Siegel and available at: <http://www.rfknrcjj.org/resources/>. The initial listing in this work grid should be viewed as *aspirational – something to strive for –* as well as a reference tool to help sites identify and prioritize the data elements they may choose to track during and beyond the community supervision/probation/re-entry system examination and assessment.

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| **Data category 1: Community supervision youth prevalence** |
| *Data Questions*: How many probation and re-entry youth are there in the juvenile justice population? | *Basic/Essential data elements:* Juvenile justice unique case numbers/identifiers  | *Additional/Supplemental data*: History of prior contacts with juvenile justice | *Notes:*(e.g., which data system(s) house the information, other data sources) |
|  |  |  | Among the data elements in each category, which of those do you consider 1) essential information,  2) relevant information but not essential right now and perhaps not readily available, and 3) will be important to know eventually but not at this point in the analysis? |
| How many diversion, informal supervision, and informal adjustment youth are there in the juvenile justice system?  | Juvenile justice unique case numbers/identifiers |  |  |
| How many youth are currently on an active probation/parole status? What is the average caseload size for juvenile probation/parole officers? By risk level, how many youth are on an active probation status? |  |  |  |
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| **Data category 2: Case Characteristics and history** |
| *Data Questions*: What does the probation and parole system/diversion/informal population look like (demographic)? | *Basic/Essential data elements:* DOB, race/ethnicity, gender | *Additional/Supplemental data*: Status offense referral history Juvenile justice system history including diversion, probation, and other juvenile justice statuses/levels of involvement | *Notes:* |
| What is the type and seriousness of offense? | Status/misdemeanor/felony; personal, property, etc. |  |  |
| Where are probation/parole system youth coming from? | Type of residence or facility (dynamic variable, can change over time) |  |  |
| At what ages are youth becoming involved? | Youth residence address/zip at point of referral |  |  |
| Who are the referral sources for the target population? | Law enforcement, school, family, etc. |  |  |
| What is the history of abuse/neglect allegations and findings for these youth? | Delinquency arrest/referral history including referral sources and most serious charges |  |  |
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| **Data category 3: Case Processing** |
| *Data Questions:*  How can your jurisdiction best track progress for each youth in the probation/parole population? | *Basic/Essential data elements:* Judicial history including names of jurists handling each hearing or number of different judges handling hearingsLegal status changes | *Additional/Supplemental data*: All hearings by type, date, findings, and hearing results – this may include informal proceedings as applicable | *Notes:* |
| How long do key case processing stages take for the probation/parole population? | Arrest to referral; legal sufficiency to petition, petition to adjudication, etc.  |  |  |
| What are the court histories of the probation/parole system population? |  |  |  |
| How many judges and attorneys have been involved in these cases? |  | Attorney history including name(s) of attorney(s) at each hearing (including prosecutors, defense attorneys, dependency attorneys, et. al.) |  |
| If youth was detained, amount of time spent in detention and/or incarceration facility? |  |  |  |
| What percentage of cases are experiencing adjudication and disposition during the same hearing? |  |  |  |
| How many pre-dispositional reports are being compiled?  |  |  |  |
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| **Data category 4: Case Management, Planning and Supervision** |
| *Data Questions:* How many probation or parole officers and/or court workers have been assigned to handle these cases? | *Basic/Essential data elements:* Assigned probation officer/court officer/social worker history | *Additional/Supplemental data*: Changes in probation or parole supervision (i.e., levels, types of supervision, etc.) | *Notes:* |
| How many case plans have been developed? What percentage of probation/parole cases is experiencing timely re-assessments?  | Results of screening/assessment instruments; court ordered provisions |  |  |
| What are the current supervision or risk levels of the probation/parole population? | Most recent supervision level |  |  |
| What are the contact requirements (direct and collateral) for the probation/parole system population? | Case management system; file notes  |  |  |
| **(The following often only applies when examining dual status probation or parole youth)** |  |  |  |
| How many social workers and probation officers have been assigned to handle these cases? | Joint assessments and/or plans conductedAssigned probation officer historyMost recent probation/parole supervision status |  |  |
| What are the current probation statuses of the target population? |  |  |  |
| How many joint case assessments and joint case plans have been conducted, who attends, and when? |  |  |  |
| Did the pre-release planning and assessment meetings for parole youth take place in a timely manner?  |  |  |  |

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| **Data category 5: Protocol Adherence, Policy and Training** |

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| *Data Questions:* How aware is probation/parole staff of the protocols that govern their supervision practices? | *Basic/Essential data elements:*Aware of protocols? Yes/No | *Additional/Supplemental data*:  | *Notes:* |
| How often is staff adhering to protocols? | Protocols followed? Yes/No |  |  |
| What type of training does staff receive? |  |  |  |
| Who is receiving training (individual vs. group)? |  |  |  |
| Who is providing the training? |  |  |  |
| By what method is staff being evaluated? | Competency tests?Supervisor interviews?Client feedback? |  |  |
| On what skills, practices or outcomes are staff being evaluated? |  |  |  |
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| **Data category 6: Placement and Services** |
| *Data Questions:* What types of services did the probation/parole population receive before, during and after system entry and when are these services being provided? | *Basic/Essential data elements:* Listing of all services/treatment provided including some indication of whether services were completed or not | *Additional/Supplemental data*: Primary caregiver(s)Reason for specific service provisionReason for placement changes | *Notes:* |
| What are the placement histories of the probation/parole system population? | Living situation/placement statuses including all placement names and categories/types of placements |  |  |
| Are youth receiving the services identified by the disposition or case plan? | What percentage of assigned referrals results in actual delivery of services? OR How many assigned referrals result in successful enrollment by the youth?What percentage of youth completed services successfully (must be defined by service type and goal)? |  |  |
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| **Data category 7: System Outcomes and Performance Indicators** |
| *Data Questions:* Has local data collection and data reports for management purposes improved? | *Basic/Essential data elements:* Data system houses necessary data elementsRoutine reports for relevant and requested information is available at managerial meetings | *Additional/Supplemental data*: Enhanced automated case tracking and data capabilities including data analysisService expenditure data that shows use of resourcesEvidence of workload impact including greater efficiency (e.g. probation officers in the field, out of court, timely case reports) | *Notes:* |
| Are risk screens and assessments results captured for the individual youth and in the aggregate? | Results/Summaries of risk scores and treatment domains requiring service interventions (including specific type of treatment and/or service intervention) |  |  |
| Have policies and protocols for consistent use of and connection to targeted evidence-based services improved? | Appropriate designation of evidence-based services in the database/data collection form |  |  |
| Have court processes improved/become more timely? | Dates of hearings, names of judges conducting hearings, codes for hearing outcomes (e.g., held/completed, continued, etc.) |  |  |
| Is there evidence of more efficient use of limited resources? |  |  |  |
| Have there been reductions in placements and incarceration? | Conservative cost estimates for different types of placements and incarceration |  |  |
| Is there improved local capacity to analyze and track outcomes and trends? | Routine data reports for relevant and requested information  |  |  |
| Is there evidence of reduced racial and ethnic disparities? | Appropriate codes to track race/ethnicity data |  |  |
| **Data category 8: Youth & family outcomes (including outcomes by age, gender, and race/ethnicity as applicable)** |
| *Data Questions:*  What types of delinquency case outcomes/results are these youth experiencing during project involvement, at case closure, and after program exit? | *Basic/Essential data elements:* Case closure resultsSubsequent new delinquent referrals after probation system or parole closureSubsequent arrests, referrals, petitions, and adjudications (during and after program exit, including 6 and 12 month recidivism checks)Subsequent dispositions or sentencesDetention episodes in excess of 24 hours and lengths of stay in detentionChanges in residential status | *Additional/Supplemental data*: Available school performance data including enrollment, attendance, grades, absences, suspensions/expulsions, graduation, etc.Indicators of pro-social engagement (this may have to be self-report data or may be drawn from applicable program status and program exit assessment tools)Subsequent mental health status assessment dataIndicators of improved family functioning and connection to supportive adults during program involvement, at program exit, and post-programCompletion of court ordered compliance provisionsEmployment data | *Notes:* |
| Has probation/parole system recidivism declined? | Recidivism definition(s) |  |  |
| Are probation/parole system youth experiencing reduced detention episodes and, when detained, shorter lengths of stay? |  |  |  |
| Is there evidence of improved educational performance among the probation/parole system population? |  |  |  |
| Is there evidence of improved involvement in pro-social activities? |  |  |  |
| Is there evidence of improved behavioral health functioning? |  |  |  |
| Is there evidence of increased stability in home or placement? |  |  |  |
| Is there evidence of improved family functioning? |  |  |  |
| Are probation/parole system youth being “connected” to supportive and caring adults? |  |  |  |
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