State Fiscal Year 2022-23 Youth Service Bureau

Connecticut State Department of Children And Families

YSB/JRB Data Collection Form Instructions and FAQs

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Program Reporting

Pursuant to State Statute, a YSB is required to assess the needs of youth, the availability of services and resources, and development and maintenance of data, in a manner satisfactory to DCF, that is necessary to determine and evaluate the impact of its administrative and services delivery programs. When a YSB collects student data, a consent form executed by the parent or guardian is required. The consent form must contain a statement addressing confidentiality of the information collected.

The reporting captures fiscal information as well as data regarding the services and activities provided to youth and families by YSB throughout the program year, which begins July 1st and ends June 30th of the following year. This coincides with the state fiscal year. The report is due to DCF August 1st of each year. Every two years DCF is required to provide to the General Assembly, a report regarding the YSBs. The reporting submitted by each YSB is critical to this. Thank you for your cooperation.

Training

Training will be held via Zoom quarterly. Check the Connecticut Youth Services Association (CYSA) website for upcoming dates and times: https://www.ctyouthservices.org

Submission: Due August 1st

Reporting Reminder: When emailing Excel report at the end of the program year, be sure to de-identify both the Tier 2 and the JRB records before sending the file.

Deidentification (Tier 2 and JRB) - Save the original for your own records. Then make a copy and replace the first name with xxx and the last name with yyy. Do not remove the DOB. Do not delete the columns.

- Your SFY23 (7/1/22-6/30/23) program data report is due by close of business on **August 1, 2023**
- Submit your report via email:
  - o   To: bgoff@charteroakgroup.com, and
  - o   CC: steven.smith@ct.gov
- Put **your YSB name** in the **Subject**

Technical Assistance

Connecticut Youth Services Association (CYSA) is providing free reporting technical assistance to YSBs. Michelle Milczanowski is available to clarify or answer any questions. This assistance is available to all YSBs whether or not they are CYSA members. Contact Michelle via email at: support@ctyouthservices.org

Reporting Form

File Name and Instructions

YSB_JRBdatacollection July2022 June2023_Final_10.6.2022.xls

Please use this file and not any files previously issued in the past or previous years.

Excel 2013 or newer must be used. Older versions do not allow all functions (e.g., dropdown menus), invalidating the data.

Changes of Note from SFY22

Financial Summary Sheet
- Layout revised to align closer to Fiscal spreadsheet.
- Row added for Supplemental Funds.

Tier 2 Individual Records Sheet
- Columns M and N (Unaccompanied Minor and Family Housing Status) have been revised.

Ohio Scores
Three sheets have been added for data reporting:
1. Youth Ohio Scores
2. Parent Ohio Scores
3. Worker Ohio Scores

Direct Service Collaborator Report Sheet

Instructions for the Direct Service Collaborator Report. The purpose is the Collaborator Report is to record the number of agencies with which you collaborate, not the number of programs in which collaboration occurs or the number of collaborative meetings you have with an agency. Further instructions are included at the top of the Collaborator Report.

Financial Summary Sheet

Instructions for the "Financial Summary" information. The financial summary sheet closely follows the layout of financial reporting from your grant for the entire YSB budget for the fiscal year. Please fill in your revenue figures in the cells noted below. All other cells will calculate automatically. The "Total # of Collaborators" will auto fill from the Collaborator report on the previous sheet.

In SFY23 you received additional funding in your allocations called "**Supplemen**t". This is added funding being given to each YSB. Important things to note are:
- It **does not** require a town match from the YSB.
- Must be used for **direct services,** which can include salaries for staff providing direct services.
- For some YSBs, your allocation also includes a Cost-of-Living Adjustment (COLA) and must be accounted for in the same section in which it was awarded (e.g., Base/Main Grant, Supplemental).

Reminder: Each municipality must contribute an amount equal to the amount of the state grant, of which no more than 50% of the contribution shall be in-kind services.

Cell	Content
B6	Main/Base grant amount
B7	Enhancement grant amount
B8	Supplemental grant amount
B10	Cash match
B11	In-kind match

The "All other Funds" section records all other funding sources for your USB's annual budget. These amounts are in addition to the match amount listed above.

Cell	Content
B15	C - Other Municipal
B16	D - Other State/Federal Funds
B17	E - Private/Foundation Grants
B18	F1 - Cash Donations
B19	F2 - In-kind Donations
B20	G – Fundraising

Tier I vs Tier II Services

YSBs deliver a wide range of programs, therefore reporting requirements have been divided into two program categories; Tier 1 and Tier 2.

Tier 1 Programs: There are two categories of Tier 1 programs:
- A program/service delivered in **small groups** where participants are signed up/registered (ex: parenting workshops, anger management classes, life skills classes, job preparation programs, etc.) that are informational and aimed at enhanced understanding (individual demographics are not collected).
- **Large group** programs that often have no registration or if they do it is only a sign-in sheet with no information required from participants other than name. Many of these large group programs are one-time events or are part of a short series that take place on 2, 3 or 4 occasions. Again, they are informational and designed to enhance knowledge and understanding.

Tier 2 Programs: Programs in Tier 2 generally, but not always, **last 20 hours or more**.
The exception to the minimum 20-hour standard is that a YSB director may choose to shift a Tier 1 program to Tier 2 even if the program runs for less than 20 hours. Such programs would be included in Tier 2 if the YSB feels the program activities are designed to go beyond information and understanding and intentionally seek to change attitudes, beliefs or behaviors that may contribute to a young person's success in school (e.g., improved attendance, better grades, a greater likelihood of advancement to next grade).

Tier 1 – Direct Services Report Sheet

Instructions for Direct Services. (Tier 1 – Direct Services Report)

In the first section of this sheet for Tier 1: **Programs Lasting Less Than 20 Hours**, please list the total number of events held for each event type and the total number of attendees for each of the program types listed. Categories include:

- Parent Education
- Anger Management Classes
- Life Skills Classes
- Job Skills/Employment Training
- Alcohol/Drug Education
- Conflict Resolution
- Other

For example, if you have five substance abuse prevention classes with 20 participants in each of the classes during the year, you would enter "5" in the column B to the right of the program type and enter 100 in the column C for # of Participants. The totals for events and participants will automatically calculate in row 19. Note that the total number of participants may include people who attended more than one event – it is NOT meant to be a unique/unduplicated count.

The second section of the Tier 1 sheet is for **Large Group Events**. Note that there are two types of large group events on which you are reporting: **One-time events** and **Event Series**. It is assumed that you cannot always obtain accurate counts of participants. First, identify the total number of one-time events and the number of series events and indicate that number in the column B. Then, estimate the total number of participants among all of your one-time events and the total number of participants among all of your series events in column C. For example, if you have a series of events and have 22 in

session one, 28 in session two, 24 in session three, and 26 in session four, you would report 100 participants.

Tier 2 Individual Records Sheet

Instructions for reporting on EACH youth that you serve in the current fiscal year. (Tier 2 Individual Records sheet).

While confidentiality for those receiving mental health services is paramount, it is important to accurately record the total number of youth served in your agency. Those individuals receiving mental health services should be included in this sheet since this is your record. The youth's name is not shared with DCF as the file will be deidentified before submitting to DCF.

All of the information for a single youth is recorded on one row of the sheet.

Do not INSERT or DELETE rows as it will corrupt the formulas on the Summary sheet. To copy data from one row to another, you must select "Paste Values" from the Paste menu to avoid overwriting dropdown menus (circled in red to the right).

Dropdowns: Click on the cell and then click on the arrow to the right of the cell to find the list of possible choices. Where there are dropdown menus, data entry should only come from the menu. The person entering data should not begin typing and then use an item from the dropdown, more importantly, they should not type but use the dropdown list and the scroll bar. Otherwise, the following problems occur:
o   Items are mis-capitalized or
o   Items are improperly spelled or
o   Items are entered that are not allowed (i.e., not part of a dropdown list or do no conform to the stated format in the header or
o   Numeric numbers are improperly substituted for word numbers, which are in the dropdown
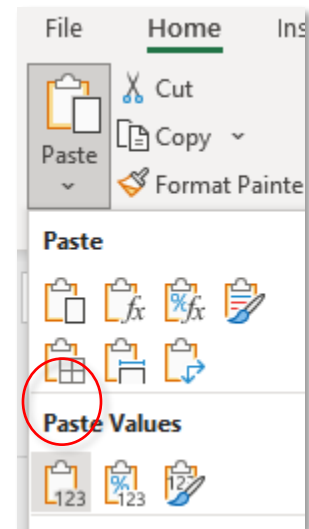
Columns of Data

YSB Name: Scroll down and choose your name from the list.

Last Name, First Name: Last Name is before First Name on the sheet. Do not use any punctuation unless it is part of the name. Try to provide the youth's full name, avoid using nicknames. This name should match the name the individual gives when enrolling in school.

DOB: Date of Birth is formatted to record the date in a consistent format (MM/DD/YYYY).

School Attending 7-digit organizational code from SDE: The Connecticut State Department of Education has replaced the District Code and School code with the single seven-digit Organizational code. Use hyperlink in file to look up the code here:
 https://public-edsight.ct.gov/Overview/Find-Schools?language=en_US

AGE at Intake: Report each **youth's age at the time of intake/registration** for program year being reported.

- One
- Two
- Three
- Four
- Five
- Six

- Seven
- Eight
- Nine
- Ten
- Eleven
- Twelve

- Thirteen
- Fourteen
- Fifteen
- Sixteen
- Seventeen
- Eighteen

- Nineteen
- Twenty
- Twenty-one

Current Grade Level: Be sure to use the grade of the youth **at the time they enter the program**. If it is a summer program and they are between grades, enter the grade into which they will enter in the fall. There are options other than K-12 for participants with special circumstances (e.g., pre-k, college, adult education). If they are home schooled use the school where they are registered/would be attending.

- Pre-K
- Kindergarten
- One
- Two
- Three
- Four

- Five
- Six
- Seven
- Eight
- Nine
- Ten

- Eleven
- Twelve
- Graduated
- Not in school
- Adult Education
- Home School

- Private School
- Alternative School

Town Code (REVISED IN SFY23 - use three digits): Click hyperlink in file or look up the code here: https://portal.ct.gov/-/media/DMV/CTDMVTaxTownCodeListpdf.pdf?la=en

Gender:

- Male
- Female

- Transgender
- Non-binary

- Did not report

Ethnicity: Ethnicity is separate from race; whatever the youth indicates under race, that youth is either Hispanic or Not Hispanic. Hispanic is a broad term that includes those from various Spanish-speaking cultures (even if they don't speak Spanish).

- Hispanic/Latino

- Not Hispanic/Latino

- Did not report

Race: Record only one racial category. If someone indicates more than one race (e.g., Asian and Black or African American), you should enter "Multiracial" for that individual.

- American Indian or Alaska Native
- Asian
- Black or African American

- Native Hawaiian or Other Pacific Islander
- Multiracial
- Other

- White
- Did not report

Family Constellation. Choose only one category for each youth.

- Two Birth/Adoptive Parents
- Step and Birth Parents
- Single Parent (female)
- Single Parent (male)
- Grandparent(s)
- Relative/Guardian
- Foster Parent(s)
- On Own
- Joint Custody
- Other
- Did not report

Unaccompanied Minor (REVISED IN SFY23): The youth's status follows the McKinney-Vento definition of homelessness.

- No – Home with Family
- No – Homeless with Family
- Yes – Homeless Shelter
- Yes – Unsheltered
- Yes – Couch Surfing
- Did not report

Family Housing Status (REVISED IN SFY23):

- Not homeless
- Homeless shelter
- Doubled up/shared housing
- Unsheltered
- Hotel/motel
- Did not report

Suspensions in current or previous year:

- Yes current year
- Yes previous year
- Yes both years
- No
- Did not report

Expulsion in current or previous year:

- Yes
- No
- Did not report

Special Education in current year:

- Yes
- No
- Did not report

Referral Source: If there is more than one agency or individual that is the source of referral, report only the primary referral source.

- Police
- School
- Parent/Guardian
- DCF
- Superior Court/Juvenile Matters
- Social Service Agency
- Juvenile Review Board
- Self
- Other

Reason for Referral 1, 2, 3, 4: There are four columns so that you can record more than one reason for referral if appropriate.

- Beyond Control
- Bullying
- Dating Violence
- Defiance of School Rules
- Delinquent Behavior
- Depression
- Homelessness/At Risk of
- Indecent/Immoral Conduct
- Internet Related
- Non-school Issues
- Parenting/Family Issues
- Physical/Sexual Abuse/Neglect
- Positive Youth Development
- Pregnancy/Teen Parent
- Running Away
- School Issues
- Substance Abuse
- Suicidal Behavior
- Truancy
- Other

Services Provided 1, 2, 3, 4, 5: There are five columns so that you can record more than one service if appropriate.

- Court-ordered Community Service
- Juvenile Review Board
- Detention/suspension/expulsion Programming
- Behavioral health evaluation
- Substance abuse evaluation

- Diversion
- Individual Therapy
- Family Therapy
- Group Therapy
- Crisis Intervention
- Case Management
- Teen Pregnancy Prevention
- Teen Parent Education

- After-school Programming
- Employment/Training
- Leadership Development
- Mentoring
- Life Skills Training
- Community Service
- Service Learning
- Summer Programs
- Other

Tier 2 - Summary Sheet

Tier 2 Summary automatically populates from the Tier 2 Individual records sheet. It is important that the individual records are entered completely for this to function properly. Once you have entered all of the information for each individual, the percentages and summaries will be automatically recorded in the Tier 2 Summary sheet. You cannot enter anything on the Tier 2 Summary sheet.

If your summaries are not working you may have made some changes to the Tier 2 individual record sheet that altered the coding used to make the calculations work in the Summary sheet. Please contact support@ctyouthservices.org for technical assistance if you are unable to resolve.

JRB Data Sheet

JRB cases should appear in the Tier 2 Individual Records sheet and then appear in the JRB sheet, with the same common information when appropriate. (This does NOT duplicate your counts.) Placing a youth's information in the JRB sheet only is not a substitute for including their record and their referral to the JRB in the Tier 2 sheet. Police run JRBs should be encouraged to share their data. And, if you refer the youth to a JRB run by the police or other agency, you should still record the youth referred to that JRB in the YSB Tier 2 sheet.

USE EXTREME CAUTION when you copy and paste data between Tier 2 Individual Records and the JRB sheet. The columns are NOT all in the same order. Please do not attempt this unless you are an experiences Excel user.

In order to copy data from the Tier 2 to the JRB sheet you will need to do it in sections by columns that are grouped together.

Tier 2 Columns	JRB Columns
A	A
B through K	D through M
H	Q
M and N	O and P
O through Q	T through V
R	AC
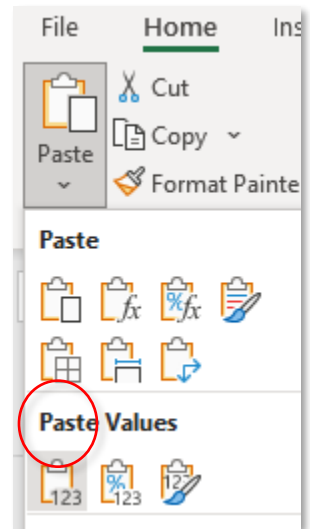
You must select "Paste Values" from the Paste menu to avoid overwriting formulas (circled in red to the right).

Once you have begun entering/copying data into the JRB sheet, **please DO NOT insert rows into your JRB sheet** or it will cause the Ohio Scores sheets to stop working correctly. Each of those three sheets (Youth, Parent, Worker) automatically copies data over from your JRB sheet.

Simply add the Youth on the next available blank row. The images below illustrate what happens when you insert a row on the JRB sheet (Pearl Carl disappears from the Ohio Scores sheets):

Last Name	First Name
Smith	Jen
Apple	Bill
Carl	Pearl
Heart	Joe
Jones	Diana
Rodarm	Samantha

JRB sheet

Last Name	First Name
Smith	Jen
Apple	Bill
Heart	Joe
Jones	Diana
Rodarm	Samantha

Ohio Sores sheets

Columns of Data

YSB Name: Scroll down and choose your name from the list.

Previous Participation: Select only if youth previously completed. *Do not use for carry-overs.*
- None
- Once
- Twice

Previous Reason: If multiple, describe most recent.
- FWSN
- Delinquent and FWSN
- Delinquent behavior
- N/A

Last Name, First Name: Last Name is before First Name on the sheet. Do not use any punctuation unless it is part of the name. Try to provide the youth's full name, avoid using nicknames. This name should match the name the individual gives when enrolling in school.

DOB: This cell is formatted to record the date in a consistent format (MM/DD/YYYY).

School Attending 7-digit organizational code from SDE: The Connecticut State Department of Education has replaced the District Code and School code with the single seven-digit Organizational code. Use hyperlink in file to look up the code here:
https://public-edsight.ct.gov/Overview/Find-Schools?language=en_US

AGE at Intake: Report each **youth's age at the time of intake/registration** for program year being reported.
- One
- Two
- Three
- Four
- Five
- Six
- Seven
- Eight
- Nine
- Ten
- Eleven
- Twelve
- Thirteen
- Fourteen
- Fifteen
- Sixteen
- Seventeen
- Eighteen
- Nineteen
- Twenty
- Twenty-one

Current Grade Level: Be sure to use the grade of the youth **at the time they enter the program**. If it is a summer program and they are between grades, enter the grade into which they will enter in the fall. There are options other than K-12 for participants with special circumstances (e.g., pre-k, college, adult education). If they are home schooled use the school where they are registered/would be attending.
- Pre-K
- Kindergarten
- One
- Two
- Three
- Four
- Five
- Six
- Seven
- Eight
- Nine
- Ten
- Eleven
- Twelve
- Graduated
- Not in school
- Adult Education
- Home School
- Private School
- Alternative School

Town Code (use three digits): Use hyperlink in file to look up the code here:
https://portal.ct.gov/-/media/DMV/CTDMVTaxTownCodeListpdf.pdf?la=en

Gender:
- Male
- Female
- Transgender
- Non-binary
- Did not report

Ethnicity: Ethnicity is separate from race; whatever the youth indicates under race, that youth is either Hispanic or Not Hispanic. Hispanic is a broad term that includes those from various Spanish-speaking cultures (even if they don't speak Spanish).
- Hispanic/Latino
- Not Hispanic/Latino
- Did not report

Race: Record only one racial category. If someone indicates more than one race (e.g., Asian and Black or African American), you should enter "Multiracial" for that individual.
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Multiracial
- Other

Free/Reduced Meals
- Yes
- No
- Did not report

Unaccompanied Minor (REVISED IN 2022): The youth's status follows the McKinney-Vento definition of homelessness.
- No – Home with Family
- No – Homeless with Family
- Yes – Homeless Shelter
- Yes – Unsheltered
- Yes – Couch Surfing
- Did not report

Family Housing Status (REVISED IN 2022):
- Not homeless
- Homeless shelter
- Doubled up/shared housing
- Unsheltered
- Hotel/motel
- Did not report

Youth's Town of Residence: Select from dropdown menu.

Agency Name:
- YSB
- New Haven Family Alliance
- RYASAP
- TEEG
- Other

Current DCF Involvement:
- Yes
- No
- Did not report

Suspensions in current or previous year:
- Yes current year
- Yes previous year
- Yes both years
- No
- Did not report

Expulsion in current or previous year:
- Yes
- No
- Did not report

Special Education in current year:
- Yes
- No
- Did not report

Date of Incident: This cell is formatted to record the date in a consistent format (MM/DD/YYYY

Arrest:
- Yes
- No

Incident Type Primary and **Incident Type Secondary:**
- Animal cruelty
- Assault
- Attempt or conspiracy
- Breach of peace
- Credit card
- Criminal mischief
- Disorderly conduct
- Escape from custody
- Failure to appear
- FWSN: Beyond Control
- FWSN: Indecent and Immoral Conduct
- FWSN: Running Away
- FWSN: Defiance of school rules
- FWSN: Truancy
- Harassment
- Illegal drug possession
- Interfering
- Intimidation based on bigotry
- Larceny
- Loitering
- Misuse of emergency 911 system
- Motor vehicle other
- Motor vehicle theft
- Motor vehicle violation
- Other
- Possession of alcohol/liquor
- Possession of paraphernalia
- Reckless endangerment
- Riot
- Sexual assault 4
- Simple trespass
- Strangulation
- Threatening
- Trespass
- Underage smoking
- Violation of town ordinance

Location of Incident:
- Community
- School

Incident Category:
- Delinquent no arrest
- Delinquent arrest
- Truancy or Defiance
- FWSN

Referral Source: If there is more than one agency or individual that is the source of referral, report only the primary referral source.
- Police
- School
- Parent/Guardian
- DCF
- Superior Court/Juvenile Matters
- Social Service Agency
- Juvenile Review Board
- Self
- Other

Date of Referral: This cell is formatted to record the date in a consistent format (MM/DD/YYYY). For Truancy cases use the date the referral was received.

Reason referral not accepted:
- Criteria not met due to age
- Criteria not met due to residence
- Criteria not met due to type of charge
- Re-arrest
- Court involved
- Unable to contact
- Withdrawn by referral source
- No capacity
- Family/youth refused

Date of Intake: This cell is formatted to record the date in a consistent format (MM/DD/YYYY).

Date of Panel: This cell is formatted to record the date in a consistent format (MM/DD/YYYY).

Attended Panel:
- Yes
- No

Service 1, 2, 3, 4, 5, 6, 7: There are five columns so that you can record more than one service if appropriate.
- Apology letter
- Behavioral health evaluation
- Case management
- Community service programs
- Educational advocacy
- Employment services
- Essay
- Family therapy
- Group therapy
- Individual therapy
- Mediation
- Mentoring
- Parent/Guardian-administered drug/alcohol test
- Positive youth development
- Restitution
- Substance abuse evaluation
- Substance use prevention/intervention
- Tutoring
- Other

Completed Panel Recommendations:
- Yes
- No
- In progress

Date of Recommendation Completion: This cell is formatted to record the date in a consistent format (MM/DD/YYYY).

Closeout/Completion Status:
- Yes: Successful completion
- Non-completion: Arrest
- Non-completion: Noncompliance
- Non-completion: Moved
- Non-completion: Other
- Refused to complete
- Carry-over

Closeout Date: This cell is formatted to record the date in a consistent format (MM/DD/YYYY). Select the last communication upon completion, typically a case management check in/wrap up.

Closeout Type:
- Face-to-face full Board
- Face-to-face other
- Letter/Email
- Phone call
- No communication

Ohio Youth Problem and Functioning Scales AKA Ohio Scales (REPORTING IS NEW SFY23)

The requirement for YSBs with JRBs to use of the Ohio Scales for youth screening tool was listed on page four of *Youth Service Bureau Grant Program Application for Funds Directions* document. DCF is requiring reporting on that data for SFY23.

YSBs are to use the Ohio Scales for all JRB cases and all status offense cases (truancy, defiance of school rules, runaway, beyond control and indecent/immoral conduct). You may use them for more than that, but that is the minimum requirement. At a minimum the Initial Screen must be completed at intake by the Youth and the Parent. The Worker version is optional unless they have been working with the youth already and know them well. The Interim Screen and Discharge/Program Completion and can be completed by the Youth and Parent, but are not required (just highly recommended).

Forms can be downloaded here:

Ohio Scales Youth Rating Short Form ENGLISH - Click Here
Ohio Scales Youth Rating Short Form SPANISH - Click Here
Ohio Scales Parent Rating Short Form ENGLISH - Click Here
Ohio Scales Parent Rating Short Form SPANISH - Click Here
Ohio Scales Agency Worker Rating Short Form ENGLISH - Click Here

On each of the three sheets (Youth, Parent, Worker) the following columns will be automatically copied over from your JRB sheet. **Please DO NOT insert rows into your JRB sheet** or it will cause the Ohio Score sheets to stop working correctly.

1. Last Name
2. First Name
3. DOB
4. Town Code

Reason for Screening: Choose one of the following.
- JRB
- Truancy/Defiance of School Rules
- Mental Health
- Other

Youth Ohio Scores Sheet

In the following columns, enter the following scores calculated on the youth's form (see image below):
- E(Q1-8) Initial Screen
- D(Q9-11) Initial Screen
- I(Q12-20) Initial Screen
- Q1-Q20 Page 1 Initial Total

"Functioning" (Q1-20) Page 2 Initial Total (see image below):

For YSB Use Only	Column Subtotals					
	(Add ratings together) *Total* _____					

Check the top of the form and enter scores for Interim and Discharge:

.B.: _____   ID#: _____

Please check one: ❑ Initial   ❑ Interim   ❑ Discharge

Parent Ohio Scores Sheet

In addition to the scores above, the Parent form has three additional columns (W, X and Y):
Respondent: Initial, Interim and at Completion. Record which Family member completed the form:

- Mother
- Father
- Guardian
- Foster Parent
- Grandparent
- Aunt or Uncle
- Other

Worker Ohio Scores Sheet

The Worker version is optional unless they have been working with the youth already and know them well.

Frequently Asked Questions and Answers (FAQs)

Q: We do not collect some of the requested information. What do we enter?
A: Add those elements to your intake form as soon as possible and contact youth/families for the missing data.

Q: How do other YSBs obtain information on suspensions & expulsions?
A: The parent should be signing a release of information to get information from the school and other relevant services in which they participate. If they do not do that, it is usually an intake question that can be answered by the youth and/or parent.

Q: What do we put for you in Home Schooling?
A: List the school where the youth is registered.

Q: What do we enter in school related columns for very young children not in school, etc.?
A: Leave those columns blank.

Q: Why is the Drop down missing from individual cells (Tier 2 and JRB)?
A: This is typically due to a corrupted form or outdated excel version. You may copy dropdowns from a previous line. Do not type into box. If you cannot correct it on your own, please email your spreadsheet to support@ctyouthservices.org for repair.

Q: If we list Truancy cases on both Tier 2 and JRB, will they be double counted?
A: No, they will not.

Q: We have a Truancy Board staffed by the JRB Staff. Do we enter those youth on the JRB sheet?
A: Even if the JRB staff are used to handle the intake, etc., youth should only be captured on the JRB sheet if they go through the full JRB process, including the panel. These youth should be entered in the Tier 2 Individual Records sheet: Reason for Referral is "Truancy", Service is "Diversion".

Q: What if the youth attended a panel, but has not yet begun to participate in those services?
A: The Board hearing normally includes service recommendations and those should be listed.

Q: How do I go about entering the JRB Intake data since it has not occurred yet?
A: If the individual did not have a date of intake, then they should not be listed on the JRB sheet. The intake is the first thing that happens to enable someone to be listed on the JRB sheet. The intake is the time when all of the demographic and pre-intake data are recorded.

Q: For the JRB I have some intakes that were done at the beginning of July for students already on my Tier 2 list. Can I just add them to the JRB since we did serve them in that fiscal year?
A: They should only be listed on Tier 2 Individual Records and the Service is "Diversion". You will add them to the JRB Sheet in the next fiscal year, as well as the Tier 2 Individual Records sheet.

Q: One of the JRB cases never had a hearing or intake because the family and youth did not show up and the case was sent back to court. Do I keep this youth on the JRB data sheet?
A: No, the Intake is the activity that officially gets them listed on the JRB sheet.

Q: If the youth completed the panel recommendations but the panel recommended continuing on for six months, is that a "Carry Over"?
A: If the youth has completed their panel recommendations you indicate that with the date of completion. If you are going to do six month follow up and that takes you into a new program year, then, yes, you would use "Carry Over". However, if the six months post-completion of panel recommendations falls within a single program year, the recommendations completion and closeout would simply be six months apart and carryover would be unnecessary.

Q: If the JRB sheet, Column AP Completed Panel Recommendations is "In Progress", what should be in Column AR?
A: It should be "Carryover".

Q: What do we enter for those who fail to attend panel?
A: Column NH Attended Panel will be "No". Column AR Closeout/Completion Status should be "Refused to complete." Panel completion will be blank if they did not attend panel.

Q: What do we enter for those who refuse to do the panel recommendations?
A: If they refuse to do or complete panel recommendations Enter "No" in Column AP for Completed Panel Recommendations and "Refused to participate" in Column AR for Closeout/Completion Status.

Q: If there has not been a date set yet do we put "N/A"?
A: Do not add N/As in Date fields, leave them blank.

Q: Is there a CT Dep ED Match?
A: This is not being done at this point.

If you have additional questions, please contact support@ctyouthservices.org for free Technical Support provided by Connecticut Youth Services Association (CYSA).