



Oregon Juvenile Justice Information System



Policy Statement

Inter-Jurisdiction Transition Points

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| Approved:  Jean Straight, Chair JJIS Steering Committee | Effective Date: | | 11/3/2009 |
| | JJIS Steering Committee Approval: | | 9/16/2009 |
| | JJIS Policy & Standards Committee Approval: | | 8/20/2009 |
| | Supersedes: | 3/6/2006 | |

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| REFERENCE: | JJIS Policy – Formal Transfer of Jurisdiction JJIS Policy – Youth Home Address |
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| PURPOSE: | <ul style="list-style-type: none"> To provide guidance to JJIS partners on recommended data entry in JJIS when transitioning a youth between county jurisdictions or between a county juvenile department and OYA To establish shared expectations regarding data elements that should be maintained to foster quality case processing and data integrity |
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| DEFINITIONS: | <p>Inter-Jurisdiction Transition Point -Transition of responsibility for the youth case from one jurisdiction to another; adding another jurisdiction to share responsibility for the case; closing a case; re-opening a closed case.</p> <p>Transition points within a jurisdiction are defined by each local jurisdiction.</p> |
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| POLICY: | <p>JJIS partners will review the recommended Inter-Jurisdiction Transition Point Protocols and implement local quality assurance procedures to assure timely data entry, verification or updating of data in JJIS when transitioning a youth during major Inter-Jurisdiction Transition Points. Since different workers are responsible for different features in JJIS, each agency will determine via local procedures which staff are responsible to assure data entry in a timely manner. Jurisdictions are encouraged to incorporate these protocols into local interagency procedures.</p> <p>Internal agency transition points that require data entry protocols will be determined by local agency policy.</p> |
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| BACKGROUND: | <p>The Juvenile Justice Information System is a shared information system between county juvenile departments and the Oregon Youth Authority. As interagency partners that operate and manage cases in a shared environment, it is essential that partners establish and maintain a set of shared expectations regarding the maintenance and accuracy of certain data that are essential for operations. Transition Point data entry protocols on either side of a major transition foster this shared expectation and serve as a mechanism for quality assurance.</p> |
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| PROCEDURES: | See the following Transition Point Protocols. |
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Transition Point Protocols

| Transition Point | County | | OYA |
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| Transfer Case to Another County | Sending County | Receiving County | N/A |
| | <p>Verify:</p> <ul style="list-style-type: none"> • Name • DOB Race/Ethnicity • Home Address • ID Numbers • Parent Information • Physical Description <p>Verify and Update (Close if necessary):</p> <ul style="list-style-type: none"> • Alerts • Warrants • Placements • Population Groups • School Records • Open Referrals & Allegations including Victim Information • Conditions/Objectives • Case Plan if appropriate <p>Close:</p> <ul style="list-style-type: none"> • Workers except Primary and Referral Worker | <p>Verify and or Add:</p> <ul style="list-style-type: none"> • New Home Address <i>(See JJIS Policy – Youth Home Address Policy)</i> • ID Numbers • Parent Information • New School • New Conditions <p>Reassign Primary & Referral Worker</p> <p>Change County of Jurisdiction</p> <p><i>See JJIS Policy – Formal Transfer of Jurisdiction.</i></p> | |
| <p>Closing Case</p> <p><i>(Some features are automatically closed by JJIS)</i></p> | <p>Close:</p> <ul style="list-style-type: none"> • Alerts • Warrants • Placements • Population Groups • School Records • Open Referrals & Allegations • Conditions/Objectives • Case Plan if applicable • Primary Workers (will close when Notebook is closed) • Other Youth Level Workers (e.g., JD Worker with OYA Commitment) • Notebook | | <p>Add New Risk/Needs Assessment</p> <p>Enter Decision Point</p> <ul style="list-style-type: none"> • OYA Termination of OYA Commitment <p>Close</p> <ul style="list-style-type: none"> • Alerts • Warrants • Placements • Population Groups • School Records • OYA Services • Commitment Referrals • Conditions/Objectives • Case Plan |



| Transition Point | County | OYA |
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| | <p>If open Referrals from another County or open Workers from another County or OYA, contact liaison from that agency to address how best to close.</p> <p>If open OYA case plan or unverified OYA services, contact OYA field office.</p> | <ul style="list-style-type: none"> • Primary Workers (will close when Notebook is closed) • If Open County Worker – CONTACT COUNTY • Notebook |
| <p>Commit to OYA – Probation</p> | <p>Verify:</p> <ul style="list-style-type: none"> • Name • DOB • Race/Ethnicity • Home Address • ID #'s • SID # • Parent Information • Physical Description <p>Add AKA Name if Youth Name is different than JJIS.</p> <p>Verify and Update (Close if necessary):</p> <ul style="list-style-type: none"> • Alerts • Warrants • Placements • Population Groups • School Records • Open Referrals & Allegations including Victim Information • Conditions/Objectives • Close Non-Trackable Conditions unless otherwise directed by local interagency procedure • Case Plan if appropriate <p>Verify Commitment Referral:</p> <ul style="list-style-type: none"> • Accurate Victim Information • Allegations Match Court Order • Crime Occurred Date in JJIS Matches Crime Occurred Date on Petition • Commitment Disposition recorded on all applicable allegations. • Accurate Expiration Date <p>Complete Reformation Plan or Alternative - TBD:</p> <ul style="list-style-type: none"> • Case Plan or • Reformation Plan Document or | <p>Verify:</p> <ul style="list-style-type: none"> • Name • DOB • Race/Ethnicity • Home Address • ID #'s (DHS Prime, SID, SSN, Tribal Enrollment) • Parent Information • Physical Description <p>Add AKA Name if Youth Name is different than JJIS.</p> <p>Verify, Update and/or Close:</p> <ul style="list-style-type: none"> • Alerts • Population Groups • School Records • Contact Conditions on Associates • Photo <p>Notify Juvenile Department regarding</p> <ul style="list-style-type: none"> • Open Warrants <p>Verify Accuracy of All Open Allegations & Dispositions</p> <p>Verify & Update Commitment Referral:</p> <ul style="list-style-type: none"> • Accurate Victim Information • Allegations Match Court Order • Crime Occurred Date Matches Petition • Correct Commitment Disposition recorded on all applicable allegations • Accurate Expiration Date <p>Verify or Add if necessary</p> |



| Transition Point | County | OYA |
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| | <ul style="list-style-type: none"> • Designated Case Notes & Document | <ul style="list-style-type: none"> • Restitution Conditions • Community Service Conditions <p>Reassign Primary Worker (and Referral Worker if local interagency procedures indicate).</p> <p>Add previous open county Primary Worker as JD Worker During OYA Commitment, if local interagency procedures indicate)</p> <p>Add OYA Population Groups per policy:</p> <ul style="list-style-type: none"> • OYA Level of Supervision • OYA Registered Sex Offender • OYA Sensitive Case Descriptor • OYA Suicide Documentation • OYA Tribes <p>Complete OYA Risk Assessment and prepare Case Plan per OYA policy.</p> |
| <p>OYA Probation Youth – New Referral for Law Violation</p> | <p>Responsibilities between County and OYA to be addressed by local interagency procedures.</p> <p>Enter:</p> <ul style="list-style-type: none"> *Referral including Referral Worker– (County) *Petition Filing, Adjudication & Disposition Decision Points if needed; (local interagency procedures); *Disposition – (local interagency procedures) | |
| <p>OYA Probation Youth – Probation Violation</p> | <p>Responsibilities between County and OYA to be addressed by local interagency procedures.</p> <p>Enter Probation Violation Decision Point (optional)</p> <p>Enter Probation Violation Hearing Decision Point</p> | |
| <p>Commit to OYA – YCF</p> | <p>Same as Commit to OYA/Probation</p> | <p>Same as above, plus</p> <p>Record Admission to YCF</p> |

| Transition Point | County | OYA |
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| OYA Parole | N/A | Record Release from YCF Follow OYA Policy |
| OYA Parole Youth with New Referral for Law Violation | Responsibilities between County and OYA to be addressed by local interagency procedures. Enter: *Referral including Referral Worker – (County) *Petition Filing, Adjudication & Disposition Decision Points if needed; (local interagency procedures); *Disposition – (local interagency procedures) *JD Worker During OYA Commitment – (per local interagency procedures, if case is also being assigned to county worker) | |
| OYA Parole Revocation | Responsibilities for Preliminary Revocation Decision Points between County and OYA to be addressed by local interagency procedures. | Follow OYA Policy & Procedure – Record Preliminary Revocation Hearing Decision Point; Record Formal Revocation Hearing Decision Point, if applicable. |
| Commit to DOC – with YCF Admission from County Probation | See JJIS Policy – Ballot Measure 11 and Waiver. Same as Commit to OYA/Probation Close juvenile referrals if necessary; Do not enter DOC Disposition. | See JJIS Policy – Ballot Measure 11 and Waiver. OYA YCF Intake <ul style="list-style-type: none"> • Same as Commit to OYA/Probation • Add Open County Primary Worker as JD Worker During OYA Commitment if Primary Worker and Referral Worker are different; • Re-open (if necessary) and/or update Adult System Referral and record DOC disposition. • Do not close open juvenile referrals. |
| Commit to DOC – with YCF Admission from OYA Probation | See JJIS Policy – Ballot Measure 11 and Waiver. Same as Commit to OYA/Probation -- | See JJIS Policy – Ballot Measure 11 and Waiver. |



| Transition Point | County | OYA |
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| | <p>Close juvenile referrals if necessary;</p> <p>Do not enter DOC Disposition.</p> | <p>OYA Field</p> <ul style="list-style-type: none"> • Same as Commit to OYA/Probation • Close open juvenile commitment referrals if necessary. If all juvenile commitment referrals are closed, review items on closing case protocol and close if necessary. • Do not enter DOC Disposition. • Do not close DOC Disposition entered by OYA Intake. <p>OYA YCF Intake</p> <ul style="list-style-type: none"> • Add OYA PO as Other Worker if there are open OYA Commitments; • Add open county Primary Worker as JD Worker During OYA Commitment if Primary Worker and Referral Worker are different. • Re-open (if necessary), and/or Update Adult System Referral and record DOC Disposition. • Do not close open juvenile referrals. |
| <p>Commit to DOC – with YCF Admission with no open JJIS Referrals or no JJIS Record</p> | | <p>See JJIS Policy – Ballot Measure 11 and Waiver.</p> <p>Reopen existing JJIS notebook or add new JJIS notebook (if necessary), and Add Adult System Referral and DOC Disposition.</p> |
| <p>Return to County from OYA (Probation, Parole ,YCF or DOC Commit)</p> | <p>Verify Open Referrals & Dispositions including Victim Information</p> <p>Assign Primary Worker</p> <p>Verify and Update:</p> <ul style="list-style-type: none"> • School Records • County Population Groups | <p>Add Risk/Needs Assessment</p> <p>Record OYA Termination of Commitment Decision Point - (OYA Field):</p> <ul style="list-style-type: none"> • Verify which allegations are subject to Termination Order and create allegation grouping that includes all relevant |

| Transition Point | County | OYA |
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| | <ul style="list-style-type: none"> • Alerts • Conditions/Objectives <p>If open OYA case plan, unverified services, or other OYA records, notify OYA field office for assistance.</p> | <p>petitions/allegations;</p> <ul style="list-style-type: none"> • Record Outcome; • Change Allegation Status to Final/Modified; • Update Allegation Disposition to: "OYA Commitment Terminated/Probation Continued"; • Leave Allegation and Referral Open <p>Close OYA Services and Verify Services through Usage Detail screen. Do not wait for month end Service Verification report because youth without an OYA Primary or Diversion worker are omitted from this report and verifications on Closed Services for these youth can only be done on Usage Detail - (OYA Field):</p> <p>Update and/or Close:</p> <ul style="list-style-type: none"> • Parent Information • Alerts • School Records • OYA Population Groups • Physical Description • OYA Case Plan • Conditions/Objectives <p>Re-assign Primary Worker to Unassigned County Primary Worker.</p> |