



# Delinquency Referrals - REQUIRED DATA ELEMENTS

Mandatory Minimum - (*Required* - for Statewide Reporting)

and

Best Practice - (*Recommended* for Case Management & Case Transfer)

INFORMAL & PROBATION	Youth	Referral & Allegation	Decision Points	Detention
<b>MANDATORY MINIMUM</b>	Last Name First Name DOB ( <i>permit keystroke for unknown</i> ) Sex Race Ethnicity	Police Report Date County of Crime County of Jurisdiction Incident Date ( <i>Date from -- Date to</i> ) ORS# JJIS Open Date ( <i>Date Referral Received by Juvenile Department</i> ) Referral Worker	Findings ( <i>formal only</i> ) Dispositions Decision Points that result in: <ul style="list-style-type: none"> <li>• Findings and/or Dispositions; and</li> <li>• Modified Disposition                             <ul style="list-style-type: none"> <li>• Petition # (<i>formal only</i>)</li> <li>• DP Date</li> <li>• DP Type</li> <li>• DP Outcome</li> </ul> </li> </ul> Close Date Close Reason	Admission Date Admission Reason Release Date
<b>BEST PRACTICE</b>  <i>for Case Management</i>  <b>RECOMMENDED</b>  <i>when sharing or transferring a case to another County Jurisdiction</i>	Middle Name or Initial Other County ID # ( <i>if county not using JJIS as operating system</i> ) Alerts ( <i>Life Threatening Conditions</i> ) SSN SID # ( <i>if one exists</i> ) Address Phone Lives With Mother Name, Address, Phone, <i>DOB if available</i> Father Name, Address, Phone, <i>DOB if available</i> Significant Other Name, Address, Phone, <i>DOB if available</i> School <ul style="list-style-type: none"> <li>• Name</li> <li>• Start Date</li> <li>• End Date/Status (if no longer in school)</li> </ul>	Primary Worker Victim Name Victim Address		

COMMITTED YOUTH	Youth	Referral & Allegation	Decision Points	Detention
<p><b>MANDATORY MINIMUM</b></p> <p><b>Must be entered into JJIS</b></p>	Everything Above Plus	Everything Above Plus	Everything Above Plus *Committing County (Ordered by on Disposition Field) *Committing Judge (Hearings Officer) *Committing Offense Victims *Commitment Date *Committing Offenses	
<p><b>REQUIRED by REFORMATION PLAN or CASE PLAN</b></p> <p>(</p> <p>May be conveyed either through JJIS and JJIS produced Reformation Plan or Reformation Plan produced by the county.</p> <p>If conveyed through Reformation Plan not produced by JJIS, counties are encouraged to also send an electronic file transfer copy of the Reformation Plan document.</p>	Everything Above Plus Parent and Significant Other DOB SSN# Youth Physical Description Youth Primary Language School IEP Date of last Psych/Mental Health Assessment Date of last Med Exam, etc. Date of last Dental Exam, etc. Current Placement Educational History "Legal" mother and father			

**\*OYA Commitment Dispositions:**

The Commitment Date is the Decision Point Date that results in the Commitment.

The Committing Judge is the Hearings Officer that makes the Commitment decision.

The Committing Offenses are already in the system and are part of the county's referral record.

The Committing Offense Victims are the same victims that are listed on the county's referral record for the allegations that receive a disposition of Commitment to OYA.

The Committing County is the "Court/Other Source" field on the Disposition screen.