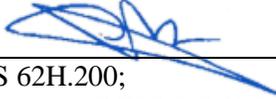


Program Reporting

	DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE POLICY
SUBJECT:	Program Reporting
POLICY NUMBER:	DCFS/JJS 100.03
EFFECTIVE DATE:	February 7, 2022
APPROVED BY:	Domonique Rice, Deputy Administrator – Division of Child and Family Services
DATE:	2/3/2022
SUPERSEDES:	Program Reporting and Review DCFS/JJS 100.03 effective February 20, 2015
APPROVED BY:	Cindy Pitlock, Administrator – Division of Child and Family Services
DATE:	2/3/2022 
REFERENCES:	NRS 62B.640, NRS 62H.200; Documentation Standards (DCFS/JJS 100.13) Privilege & Discipline (DCFS/JJS 300.08)
ATTACHMENTS:	Attachment A: Superintendent Report Attachment B: Caseload (CLEO) Template – Facility Attachment C: Chief's Report Attachment D: Caseload (CLEO) Template – Youth Parole

I. SUMMARY

The Division of Child and Family Services (DCFS) facilities and the Youth Parole Bureau (YPB) shall collect data on programs, services, and performance measures to monitor operations, program effectiveness, and youth outcomes.

II. PURPOSE

To provide a well-developed system for collecting and reporting data relating to operations, overall program effectiveness, and youth outcomes.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. Chief's Report: Monthly report of parole operations, youth activities and outcomes, and staff activities generated by the Chief of Parole.
- B. Performance Measures: A specific value or characteristic measuring an output or outcome to weigh the effectiveness of the juvenile justice system.
- C. Superintendent Report: Monthly report of facility operations, youth activities and outcomes, and staff activities generated by a facility superintendent.

Program Reporting

IV. FACILITY PROCEDURES

A. The Superintendent is responsible for ensuring data is gathered in accordance with Documentation Standards (DCFS/JJS 100.13) and the reporting requirements of this policy.

B. The Superintendent Report (Attachment A) shall be prepared monthly.

1. The report shall include the following in the one-month reporting period, at a minimum:

a. Programming/Services

- Annual Policy Updates
- Special Projects
- Mental Health/Substance Abuse Programming
 - Program Type (Mental Health or Substance Abuse)
 - Number of service hours delivered
 - Number of youths receiving services in each program
 - Program mode (group or individual)
 - Service delivery personnel
 - Youth satisfaction with completed programs
- Family Visitation
 - Total number of any type of family visit (not related to a Child and Family Team Meeting (CFT))
 - Total number of family visits by type (in person, phone, video)
 - Unduplicated number of youths receiving visits by type (in person, phone, video)
- Family Engagement
 - Total number of CFTs in which at least one family member participates
 - Number of unduplicated youths who had a CFT in which at least one family member participates
- Education
 - Total number of credits earned (current)
 - Total number of diplomas issued (current)
 - Total number of GED/HiSET passed (current)
 - Total number of vocational certificates issued (current)
 - Breakdown of vocational certificate type
 - Total number of youths with an IEP (current) (*To be captured from the school*)
 - Total number of youths with a learning disability (*To be captured from the school*)
 - Total number of hours provided to youth with IEP and learning disabilities (*To be captured from the school*)
- Staff Development and Training
 - List of trainings and curriculum for each training annually or when there are updates.
 - Total number trained individuals for each training
 - Percent of unduplicated staff for each training
 - Total time in hours per class for each training
 - Modality of training (e.g., live, online, videoconference)
- Assessment of Staff Morale
- Hiring and Vacancies
 - Position Title
 - Number vacant

Program Reporting

- List Pending RTFs – date submitted to Personnel
- Pending Interviews – Interview Dates
- Total running days of vacancy

- b. Youth Update
 - Assessment of Youth Morale

- c. Health, Safety, and Security
 - Health Indicators
 - Percent of youth who are on medications
 - Percent of youth who are on psychotropic medications
 - Percent of youth seen by a psychiatrist
 - Percent of youth with a substance use diagnosis
 - Percent of youth with a mental health diagnosis
 - Total number of hospitalizations
 - Total number of Emergency Room visits
 - Total number of outside medical appointments
 - Total number of youth refusals of psychotropic medications
 - Suicide Risk/Attempts
 - Total number of suicide attempts
 - Breakdown of type of attempts
 - Total number of completed suicides
 - Breakdown of type of suicides
 - Total number of youths on close observation (Moderate Risk)
 - Total number of hours for youth on close observation (Moderate Risk)
 - Total number of youths on constant observation (High Risk)
 - Total number of hours for youth on constant observation (High Risk)
 - Escapes
 - Total number of attempted escapes
 - Total number of successful escapes
 - Fights/Assaults
 - Total number
 - Breakdown of youth-on-youth and youth on staff fights
 - Total number of fights investigated
 - Results of investigations
 - Use of Force
 - Total number
 - Total number reviewed by IRT
 - Total number reviewed deemed warranted by IRT
 - Total number reviewed deemed excessive by IRT
 - Breakdown of responses for those deemed excessive
 - Pregnancy – Reported by Caliente Youth Center (CYC) only
 - Total number of positive test results (either in commitment packet or completed by CYC)
 - Description of any unusual incidents over the past month.

- d. Management Indicators
 - Discipline Review Hearings
 - Total number
 - Breakdown of total upheld, overturned, and reduced

Program Reporting

- Confinements
 - Total number
 - Average length of time in confinement
 - Number of unduplicated youths
 - Total Confinement Hours for the Month
- Grievances
 - Total number
 - Breakdown by outcome (i.e., founded, unfounded)
 - Number of resolved grievances
 - Grievance categories for new grievances
 - Against Teacher
 - Against Staff
 - Against Other Youth
 - Other
- Youth Rights Violations
 - Total number
 - Total number investigated
 - Total number substantiated
 - Total number of unsubstantiated
- PREA Allegations
 - Total number
 - Total number of ongoing investigations
 - Total number substantiated
 - Total number unsubstantiated
- CPS Referrals
 - Total number of CPS referrals
 - Reasons for CPS referrals
- Facility Physical Plant (Maintenance)
 - Title of project
 - Status
 - Estimated completion date
- e. Other
 - List any media contacts
 - Budget Summary
 - Projected over
 - Project under
 - On target

C. Caseload (CLEO) (Attachment B) data for each facility shall be prepared monthly.

1. The report shall include the following performance measures, at a minimum:
 - Number of youths on first day of the month
 - New Commitments
 - Number of successful releases (*completed program or conditions of parole*)
 - Breakdown of first-time commitments & revocations
 - Failure of placement (*Did not complete program, conditions of parole, revocation*)
 - Missing
 - Number of youths on the last day of the month
 - Average daily population
 - Bed capacity

Program Reporting

- Staffing capacity
 - Day ratio average
 - Night ratio average
 - Number of grievances
 - Average length of stay
2. The report shall include the county breakdown of youth in the facility on the last day of the month.
- D. Additional data requirements may be imbedded into other DCFS Juvenile Justice Services (JJS) policies, such as Confinement (DCFS/JJS 300.12) and Use of Force (DCFS/JJS 300.03). Reporting on those items are in addition to the requirements listed in this policy.

V. PAROLE PROCEDURES

- A. The Chief of Parole is responsible for ensuring data is gathered in accordance with Documentation Standards (DCFS/JJS 100.13) and the reporting requirements of this policy.
- B. The Chief's Report (Attachment C) shall be prepared monthly.
1. The report shall include the following youth activities and outcomes in the one-month reporting period, at a minimum:
- Total number of youths on parole
 - Breakdown by Gender
 - Breakdown by Region
 - Breakdown by level of supervision
 - Commitment by Jurisdiction/County
 - Average Age of Committed Youth
 - Breakdown of average age by gender
 - Average Length of Supervision in Days
 - Youth 18+
 - Breakdown by Gender
 - Breakdown by Region
 - New Commitments by Offense Type
 - Youth Placed within 30 Days of Commitment (Percentage)
 - Revocations
 - Breakdown by Gender
 - Breakdown by Region
 - Total Number of Parole Terminations in Month
 - Breakdown by successful/unsuccessful/death/certification/revocation
 - Total Number of Parole Placements (from facility)
 - Breakdown by facility
 - Breakdown of successful/unsuccessful releases
 - Missing Youth from Parole Supervision by Region
 - Arrests since date of commitment
 - Type of offense (Violent, Property, Sexual, Technical/Other, Substance, Weapon)
 - Number of new adjudications
 - Breakdown by new charge or parole violations
 - Number of Youth Placed Out of State
 - Breakdown by facility placed

Program Reporting

- Breakdown of reasons for out of state placement
- Education
 - Parolees in School
 - Secondary
 - College
 - Technical school
 - Diplomas issued/received by month
 - Secondary
 - College
 - Technical school
 - High School Equivalency's (HSE)s issued/received by month
- Employment:
 - Community Parolees Employment
 - JJ Youth Core Employment Industries
 - Employed Youth with High School Equivalency (HSE)
- Breakdown of Juvenile Sex Offenders (JSO) by Level of Supervision
- Total number of Youth Level of Service/Case Management Indicate (YLS/CMI) Assessment Completed by Mental Health (MH) Counselors
 - Breakdown by region
 - Breakdown by staff completing them
- Youth Parole (YP) Services, Violations, Grievances
- Staff Update/Development/Training
- Number of staff vacancies
 - Breakdown by position
 - Breakdown by number of running days vacant

C. Caseload (CLEO) (Attachment D) data for parole shall be prepared monthly to include:

1. Total number of youths committed to the state
 - a. Breakdown by gender
 - b. Breakdown by county or judicial district
 - c. Percentage of youth placed in a facility within 30 days of commitment
 - i. Total number of placements
 - ii. Number placed in 30 days or less
 - iii. Number placed in 31+ days
2. Total number of youths in a facility
 - a. Breakdown by gender and gender identity
 - b. Breakdown by facility
3. Total number of combined youths, parole and facility
4. Total number of youths on parole
 - a. Breakdown by gender and gender identity
 - b. Breakdown by level of supervision
5. Total number of combined youths; parole and facility
6. Total number of parole terminations/closures
 - a. Breakdown by those employed/working at time of termination/closures

Program Reporting

- b. Breakdown by successful, unsuccessful, or deceased
- 7. Total number of parolees placed in an out of state facility
- D. Additional data requirements may be imbedded into other DCFS Juvenile Justice Services (JJS) policies.

VI. JUVENILE JUSTICE PROGRAMS OFFICE PERFORMANCE MEASURES

- A. DCFS is required to gather data and report (NRS 62B.640) on the following performance measures annually, as approved by the Juvenile Justice Oversight Commission. These data measures shall be entered into the electronic data management system. Facility superintendents and the Chief of Parole shall ensure data is entered into the data management in accordance with the Documentation Standards Policy (DCFS/JJS 100.13).
 - 1. Rate of recidivism:
 - a. Youth on parole with a new arrest
 - b. Youth on parole with a violation of parole
 - c. Youth on parole with a re-commitment to a state facility
 - 2. Percent of youth who are minorities (breakdown of facility census by race/ethnicity and gender).
 - 3. Percent of families in the juvenile justice system at or below poverty ([Link to Poverty Guidelines](#)).
 - 4. Percent of youth in the juvenile justice system with Case Plans.
 - 5. Percent increase/decrease in violations of parole or probation (a charge of a violation of probation, broken down into 2 categories: Substantive crimes and technical violations).
 - 6. Level types and number of supervisions (Placements in state or out of state at a Residential Treatment type facility).
 - 7. Percent of youth with family participation in Child and Family Team Meetings/Case Planning.
 - 8. Percent increase/decrease in overall risk score from the initial assessment to final assessment.
- A. DCFS is required to gather data and report on the following youth indicators (NRS 62H.200), quarterly, as approved by the Juvenile Justice Oversight Commission.
 - 1. Youth number
 - 2. Age
 - 3. Sex
 - 4. Race/ethnicity
 - 5. Family poverty level ([Link to Poverty Guidelines](#))
 - 6. Composition of household (Total number of household members)
 - 7. Youth's educational background
 - 8. Assessed risk score (YLS)

Program Reporting

9. Assessed MAYSI-2 score
 10. Type of residential placement
 11. Type/number of violations of probation charges
- B. The Juvenile Justice Programs Office shall coordinate with facility and parole staff to gather data to satisfy performance measures and shall provide a comprehensive report to the Juvenile Justice Oversight Commission and to the Governor annually (NRS 62B.640).
- C. The data generated through these measures shall be used:
1. To determine the efficiency of the juvenile corrections process from initial intake through programming to aftercare or transfer.
 2. To motivate juvenile caseworkers and staff to upgrade and/or maintain high quality treatment and services.
 3. To identify specific problem areas; to determine alternative solutions and estimate future costs of the facility.
 4. To increase accountability of the facility staff to the public, youth and families and external stakeholders.

VII. REPORT DUE DATES

- A. CLEO reports are due to the Juvenile Justice Programs Office on or before the 7th of the following month.
- B. The Superintendent and the Parole Chief Reports are due to the Juvenile Justice Programs Office on or before the 20th of the following month.
- C. Performance measure data shall be gathered by the Juvenile Justice Programs Office no later than December of each year for the preceding state fiscal year.
- D. If a report is not provided as required, the Deputy Administrator of Facilities and/or Community Services shall be notified, and the facility and/or parole may be required to complete a corrective action plan.

VIII. FAILURE TO PROVIDE REPORTS BY DUE DATES

- A. The Youth Parole Bureau and each facility shall comply with report due dates as outlined in this policy.
- B. Reports not provided timely shall be escalated by the Juvenile Justice Programs Office to the Deputy Administrator of Quality and Oversight.
- C. The Youth Parole Bureau or a facility may be required to provide a Program Improvement Plan (PIP) as directed by a Deputy Administrator and/or the Administrator.

IX. STANDARD OPERATING PROCEDURES

Program Reporting

- A. Each facility and the Youth Parole Bureau shall create Standard Operating Procedures consistent with this policy, to include:
 - 1. Established timeframes for data entry.
 - 2. Identification of staff responsible for data entry, by job duty, by title, or by shift.