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Nevada State Juvenile Justice Oversight Commission
Data and Performance Measurement
Committee Meeting
January 16th, 2019

Meeting Minutes

Roll Call: Brigid Duffy- present; Gianna Verness- present; Jo Lee Wickes- present; Rebekah Graham- present, Katie Brubaker- present

Public Comment: None

Meeting Minutes:

Commissioner Brigid Duffy called the meeting to order at 10:05 AM.

Katie Brubaker: At 10:15 am, CaseLoadPro is scheduled to give a demonstration. That is in about 10 minutes. I am not sure how you want to proceed until them.

Commissioner Brigid Duffy: I am going to be able to still watch that even though we don't have quorum, right?

Katie Brubaker: Yes.

Commissioner Rebekah Graham: Sorry for the delay. This is Rebekah.

Commissioner Jo Lee Wickes: This is Jo Lee. Sorry for being late!

Emily Tiehm: We do have a quorum now.

Commissioner Brigid Duffy: We only have it for a few minutes because I know Gianna has to hope off at 10:30. Is that right Gianna?

Commissioner Gianna Verness: That is correct. Thank you.

Commissioner Brigid Duffy: Okay so let's try to get done what we can before the presentation at 10:15 because that is a pretty significant thing for the Committee. How about we get some of these minutes approved from prior meetings. They were emailed, thank you Emily, to all of us prior to this meeting. Minutes from January 16th of 2018. Do I have a motion to approve those minutes?

Commissioner Gianna Verness: I would move to approve.

Commissioner Jo Lee Wickes: I second.

Commissioner Brigid Duffy: All in favor? Any opposed? Okay, passes. Meeting minutes from March 1st of 2018.

Commissioner Gianna Verness: I would move to approve.

Commissioner Jo Lee Wickes: I second.

Commissioner Brigid Duffy: Jo Lee seconds. All in favor? Any opposed? Okay, passes. Of course, if you weren't at the meeting you would abstain. Meeting minutes from April 5th of 2018.

Commissioner Gianna Verness: I would move to approve.

Commissioner Rebekah Graham: I second.

Commissioner Brigid Duffy: Okay. Any conversation? All those in favor? Alright, passes. April 27th, 2018 minutes.

Commissioner Jo Lee Wickes: I motion to approve.

Commissioner Brigid Duffy: Okay, I will second.

Commissioner Brigid Duffy: All those in favor? Any opposed? Alright, motion passes. We have a few more minutes until the CaseLoadPro demonstration. Oh, we have one more set of minutes.

Commissioner Gianna Verness: I will move to approve those minutes as drafted for the March 31st meeting.

Commissioner Jo Lee Wickes: I will second.

Commissioner Brigid Duffy: Any discussion? All those in favor? Any opposed? Motion passes. Okay, I want to go over the JJOC and committee assignments. Specially to us is number four. That document is also attached to the email reminder. This is what the intention was to go over last meeting and I know you all got stuck in court. What the JJOC has tasked us with is developing reporting requirements and use of the tools. I had commented that this committee developing requirements for the risk assessment tool is difficult without us understanding the risk assessment tool, so I was thankful that you were on this committee, Jo Lee. That should help us develop this policy. I don't know if we are the only jurisdiction that is using a tool like that. I don't know if DCFS has information on other policies from other jurisdiction that might help guide us in creating the policies. That might be helpful.

Commissioner Jo Lee Wickes: I guess my first questions is, whether we are talking about asking all of the probation departments and DCFS to provide what is over and beyond what is statutorily required? Part of my concern is the burden that we place and what the potential benefits are.

Commissioner Brigid Duffy: I think that they are talking about making sure that we are using it not what is being reported. So that we are using it 80 percent of the cases or 100 percent of the cases. Reporting requirements for use of the YLS, that is what it is.

Commissioner Jo Lee Wickes: I guess the concern is that judicial district won't follow the law? The law requires this to be used when you are filing a disposition.

Commissioner Rebekah Graham: That's the thing with assessment though. There is always an override because of a clinical option or based on the severity of the offence. There are factors that may not be caught in the report that would cause the courts or probation to overrule it. What I hear you asking Brigid, is how are we going to track how often they are overruling it?

Commissioner Jo Lee Wickes: My understanding of override is that you are deviating from other levels. You are using your professional judgment to say that you disagree. There are certain sections of the YLS that are subject to override and sections that are not. So, are you using it before you go to disposition? If we are talking about tracking if it is used when you have a dispositional hearing? That is one measurement. That is really straight forward in my mind because I think the law is clear. I think the question is, how many times are the people giving assessments recommending an override? That is a legit question and I think it is an interesting question. It is also a lot more complicated to look at. That means the agency has to look at each and every assessment and somehow capture that information provided on the statement. The court still has discretion to what they think is appropriate. Someone might come on a high-risk rating and the court puts them on probation and sends them home. That is perfectly legal and frankly what we contemplate will happen.

Katie Brubaker: We are still waiting for the YLS to be uploaded to CaseLoadPro and that is supposed to be by the first training next week. So, I am wondering if there is some way, when we get to see it, if there is going to be a way to capture overrides within each YLS. Like some

sort of button that gets checked or if that is something that we can add, and it would produce some sort of report indicating it. Would that be helpful?

Commissioner Jo Lee Wickes: It would be great to know that obviously because then it is captured through automation and not through an individual sitting down with reports if the category was approved or disapproved within each report.

Commissioner Rebekah Graham: We have on our agenda the CaseLoadPro presentation at 2 minutes ago and it looks like if you click on that link there is actually someone there waiting for us. Potentially we have to hang up and call into the GoTo meeting phone number instead.

Katie Brubaker: No, I asked our presenter at CaseLoadPro to call into this conference line, so we didn't have to lose our meeting.

Commissioner Rebekah Graham: It looks like Justin and Emily Tiehm are in that link.

Commissioner Brigid Duffy: Okay, I have to find that link.

Commissioner Rebekah Graham: It is on the agenda. I had to copy and paste it.

Commissioner Brigid Duffy: Will it take you right there?

Commissioner Rebekah Graham: Yeah, be careful not to copy and past the little dot. But it took me right there. Right now, Gianna is in there, me, Emily and Justin.

 Katie Brubaker: Hi, is this Justin.

Justin Rule: This is Justin.

Katie Brubaker: Hi Justin. This is Katie Brubaker. We are all getting logged in and then we are ready for you to take over I believe.

Justin Rule: Okay. I am not exactly a hundred percent sure what you want me to do or show everyone. So, if I could have an idea that would help me out a little bit.

Commissioner Brigid Duffy: I don't even know how CaseLoadPro works. So, we are required to complete the implementation, phases 1 and 2, in all counties. Then decide how we are going to put the performance measures into CaseLoadPro for collection of the data as well as the YLS. Because I have never even watched a CaseLoadPro demonstration, so I don't even know what that looks like. It is hard for someone to chair a committee and not know what that even looks like. But I am having trouble getting on the meeting also.

Commissioner Jo Lee Wickes: I am too. Still working on it.

Justin Rule: I wonder if I should have Leslie forward those training videos. I mean if they are ultimately in charge of implementations and this is their first exposure. We have all, but 2

counties live with the system. All I can't do in 45 minutes is rip through all the screens really fast. You are not going to get much out of it other than what they look like.

Katie Brubaker: I think an overview and what the information will look like is a good place to start just to familiarize our commissioners who aren't using CaseLoadPro with the actual system. We can make sure we get the training videos and forward them. This will also allow our commissioners to ask question should they have any while going through these screens.

Justin Rule: Gotcha.

Commissioner Brigid Duffy: Jo Lee, I did a right click on the link on the agenda and clicked launch the hyperlink and it took me to it. So instead of copy and pasting, I highlighted it and right clicked it. It took me there and it is working fine now. Hit run on the GoTo meeting when it shows up on the bottom.

Commissioner Jo Lee Wickes: Oh, that might work. Did I hear correctly that there might be training videos that could be sent to us?

Justin Rule: That is correct.

Commissioner Jo Lee Wickes: Can you give me an idea about how long those training videos are?

Justin Rule: There are serval options we have to get those to you. We have training videos recorded by independent counties and from DCFS at the state level and there are various 2-hour sessions. Depending on the use of the system. There is the probation side of things, parole, a juvenile detention center, so all and all if you were looking for a whole overview, you probably have 6 to 8 hours of videos to watch. Literally a couple hours for information and a few random screens, a couple hours on how we work a referral on the case side of things, a couple hours to working a case on the parole side of things, and a couple of hours for juvenile detention. So, we will go over county level and state commitment.

Commissioner Gianna Verness: Is there a huge difference with the way they are used by parole and by juvenile services? Like probation and parole?

Justin Rule: Technically not a huge difference in what the system looks like. it's just different with the options they are using. You could probably skip the probation or the parole on just, so you know how the system works. I just know they use different meanings for statuses and things like that.

Katie Brubaker: If it would be okay with this committee, we could perhaps do an overview and see what kind of questions naturally come up through Justin demonstration and then Emily and I can work to get those training videos and send them out, so you can watch them in your free time. Are we all up and running on GoTo meeting?

Commissioner Jo Lee Wickes: I am still not but that doesn't mean you guys shouldn't get started.

Katie Brubaker: Okay, Justin. Whenever you are ready to start.

Justin Rule: Okay so I do have the share screen active so those of you who are on the meeting should see me attempting to sign into CaseLoadPro. So, I will just go ahead and log in. So initially logging into the CaseLoadPro system takes you straight to a dashboard. So, this dashboard will give the current agency information about things going on in the system like appointments or court hearings, any kind of contact they are required to make with the youth, any kind of conditions, their due date, all of those kinds of things. We have some basic case load sizes here on the dashboard, text messages that go out and come back from the youth. Active youth on a chart here. So just various information on a dashboard. You can log in and see. From there we can go into the Juvenile tab and this is where you search for the youth. If I select, it gives me a history of the youth, previously had this loaded. I will search John, you will see results. Highlighted results mean there is an active case or an active something going on with that youth. Non-highlighted one are just kids records that are not active. I will just go ahead and just into an active record by selecting it. Here is a summarization of the youth here, demographic to the left, and custody case if there is one, event summaries here to the right. Documentation at the bottom so we can store those here. You can scan those right into the system, if you have a scanner. Or you can add them by the traditional way by your computer. If I expand it next it next to these we have all the personal demographic information here. Skin, hair, height, weight, all of the typical items. There is actually a lot going on this page and a lot of it is not required from on agency to another. Each agency has taken into their own hands anything that they want statically proven and adds it in. We have a medical page, so we can track what doctors the youth have seen, what insurance providers they have, any kind of food allergies or terminal illnesses, prescriptions they are utilizing, pharmacies they are utilizing. Mental observations are being used a handful of different ways. Once of which would be a staff members interpretation of the youths' mental state and other facilities might turn in actual evaluations. Based on whatever counties is based on how they are using that. Identifying number, state numbers, FBI numbers, things like that are captured here, AKA, other names, related individuals, family relationships and/or all other relationship. CaseLoadPro does not think of related individuals as a family member. It could be a doctor, a friend, or an attorney, sports couch, anybody that is of importance we train the staff to associate that person with that youth. So, pictures, there is unlimited picture storage. Just frag and drop pictures into the white box. They can come in and edit these pictures, so they can crop them, edit them, make them the default so they appear on the summary page. Identifying marks are tattoos, scars, marks and you can add in descriptors of those kind of things as well. Addresses, any address they might live at. We can look at those around the map. We can drop in key points around the address, so you know what is around the youth that you are supervising. Phone numbers, or any people sharing that phone numbers. If you are curious to why so many alters are going to the same number, you can look up how many offenders are attached to that number maybe a brother or sister. Online identities so that would be social media, face book, twitter, email addresses anything like that. Their education, where they are attending school, we are also tracking history of education so long as they are entering it in there. Basic information like

school counselors, school ID number, and other things like that. If they have graduated or what their performance level is. Income sources, so for youth that are working or receiving any kind of income we can track where it is coming from. Whether it be employment, disability, child support with the income type. We have a few variable income fields to collect data on. This is for the youths record only, it is not like a household income. Military, not to typical to utilize on a juvenile record but it is there just in case. You can indicate this on family records too. Any gang involvement so you indicate any gangs they are involve in. And vehicles the youth may own or has access to drive can be inputted into here. Any questions about personal information or basic demographics?

Katie Brubaker: I don't think so.

Justin Rule: Okay so that is the basic demographic information that we are storing. Aside from that we can come down to activities. So, this is where the officer would put all notes like appointments or phone calls. All that kind of stuff. You can involve different personnel like aunts, uncles, moms, dads, other offenders to any particular activity or just random notes that you want to make. County or at state level, if they have their own facilities. The detention activities are separate from the regular activities. Referrals are all the different law reports that come in. Since this is at state level, this is showing any kind of commitment to a facility the youth may have. If you see here, it says commitment pending and it took 35 days for this youth to actually be moved to Summit View. So, they are tracking the difference in days there. He is his committing offence. Here are the folks that are supervising him. The circle with the star is the primary supervision. Any additional involved parties in the log referral which could be witness or victims. On the probation side of things, you are investigating whether or not you want to refer to the DA. You can put all your investigation notes in there. I will show you the screen. See you add it in there one at a time. Documents at the bottom, there is always a section to upload documents. There is not just one page to upload documents from. They go specific to the section they are related to. Some appreciate for the referral document might be something like the police report. The booking section, this indicates whether or not the youth was booked into your facility. So basic information like when they were booked, what time, who booked them, what time were they arrested, what agency, where they fingerprinted, did they do a PREA, two-hour acknowledgement, what are they reason they are being booked. Restrictions for the youth so maybe they are not allowed to have shoelaces. Alter codes, maybe the youth is a bedwetter or a suicide risk, those would be alter codes. If there is another youth they are not allowed to be around that would be considered a keep-a-away. Our system would not allow you to bunk them with that other person. Medical field is going away, and everything will be stored in our new medical page. We do have confinement tracking so anytime the youth is confine to their room we can record those kinds of things. We have a hearing section so when the haring is, what court, what kind of court, disposition, all of those kinds of things. What the status, did they fail to appear. We can link the cases or referrals to the hearing. The court room minutes section is for notes made by the court room. Any notes made by the court will automatically go into this section here. Recommendation for the court officer so that way if they have a hearing he can just look at this and have all the notes. He can also look at the court minutes section. It is their interpretation of what happened in court that day. There is an expiration date, so you can have them expire in the system. You can indicate when they are served or specific referrals.

This is an assessment section. You can have all different kind of assessments. DCFS has the PREA initial assessment. They are not necessarily doing the assessment in CaseLoadPro, but they are indicating that it has been done here. In some instances, we are able to do them, as you folks know we are working on the YLS. There will be a demonstration on that early next month. That will be the YLS, the MAYSI will be in here, just all kinds of different assessments. We do have a section in here where they are tracking all the assessments that they are doing. Program enrollment so if they are attending anger management or counseling. That would all be under program enrollment. You can see this youth is doing forward thinking, substance abuse counseling. We can record their attendance to these programs and report on them. Placement section, placements are typically group homes or foster homes. Various information you can track on placements like how much the placement cost, the history of their status, where they were placed. This person has an incentive of honors level, so they have them a movie night or something of the sort. I am in the real system here, so I am not going to save these changes.

Commissioner Jo Lee Wickes: So, the placement tab just tracks the out of home placement?

Justin Rule: That is exactly what it is intended for, yes. So, group home, foster home, those kinds of things. What's the name of some of those facilities out there? There is a couple of big camps so those would be considered placements.

Commissioner Rebekah Graham: I run a residential treatment center so possibly my treatment center would be listed in one of those places.

Justin Rule: Long term hospitalizations would also be considered a placement. Being placed in a mental hospital or something of the sort. So, we can track all of the drug tests they are doing so anytime your collecting a urine analysis on a youth, you can track those. You can print a label on CaseLoadPro, stick it to the sample and send it off. The results would come back into the CaseLoadPro system automatically for you folks. Otherwise you are just collecting the drug test information at a basic level. Where the drug test accord, the time of the test, who is giving the test, all the basic information. If it is positive you would start listing the drugs, so you have full record of the drug test there. We do have a drug history tab, so this is where you would list if the youth has a suspected use or is admitting use. You can see here that this youth admitted use on that page. So, put a quick note down here. Basically, admittance, denials, suspects. We have a community service section down here so if they are performing or were assigned community services you can track that in here. This is just like the program enrollment section, so I am not going to save the changes. As long as you record it in there, we will track the hours left for you. So, you will have an automatic tracker down there so long as you are recording the information. We have an incident tab in CaseLoadPro. Anytime there is an incident in the facility like maybe the youth assaulted another youth, you would record it into the incident tab. Officers have to do a report write up and then they must submit that to their supervisor. The supervisor can approve or deny it in CaseLoadPro. Once approved, nothing happens. If it is denied, the system will kick it back to the officer and tell them that they need to do it again or start at the beginning. It is a complicated system there. We are still working on getting it set up for DCFS. It is very long and complex for larger folks like that because there are so many hands in the pot. We have a report tracking section in

CaseLoadPro so any major reports that are being written can be tracked via report tracking. So, what kind of report is it, you can assign it to personnel, when it is due. Report tracking is pretty powerful to track all of your reports. I would really focus report tracking on being your larger reports, not just a memo or something of that sort. Any other detention is a history of their detention so if you have any documents to help track that. Their history of detention, basically, stack all of that into other detentions. It is just a quick way for you to come and reference this youth's history in detentions. I am not digging to much into the finical side of this. I don't know anyone that is really using the finical section of this. At a basic level they might be doing it in traffic, they would create and invoice on what the payment way. We are also about to assign a payment plan so if the youth owed 200 dollars, they would pay ten bucks a month. It will tell us if the youth is keeping up on their payment plan. All the screens that you saw that you would upload documents to, you can come down here and look at all the documents. If you only care about the documents in the activity section, you can filter them out there. It is just a quicker way to look at all the documents in the system. This was a quick overview of all the data in the system. Aside from that, officer have tools. If I was an actual officer I have look at actual case loads here. It will tell me the youth that is assigned to this Las Vegas caseload, the officer that is assigned, and here are the details of the youth down below. You do have the institutions page here. So down here is my facility. We will look at Summit View. Here is their incoming, I can go to the actual unit and see the youth and the room they are assigned to. From a facility stand point, I can just drag a youth and drop them to another room to assign them. We can take this unit and look at it in a list view instead of a map view. Facility staff can quickly right some notes on these youth just by clicking on their name. They will get some quick information on the youth and then click at note and can add a note to their record. We do have facility logs so basically random notes about your facility in general can go in here. Staff on duty, off duty, what time in and out. You can customize the log to what information you are logging here. We have handful right now because they are just starting and deciding what they want to use it for. We also have a visitation board so if you want to schedule a bunch of youths for visits. Once the visit starts it would say in progress about the visitation. Out side of that we have a report section. Right here we have many reports that can be added in here. A whole so of different kinds, types, and styles of reports. Somewhere around 2 to 400 active reports of agencies in Nevada right now. I can't put a number on it. Some vary just the slightest bit, and some are completely different from each other. So, is everybody completely confused at this point?

Commissioner Brigid Duffy: This looks like a great program and I am saving my questions until the end.

Commissioner Rebekah Graham: I had a CaseLoadPro overview when I went and toured the Carson City Juvenile Hall.

Justin Rule: Really, there is not much for any other screens that I need to get into for you folks. I am open for questions.

Commissioner Brigid Duffy: I have some questions because what we as a data committee are going to be looking at. Our committee was tasked to come up with certain measures for juvenile justice. Now it is all about how we are going to collect that data, all along we were

told it would be collected in CaseLoadPro. So, I guess, we need to know if certain performance measures are going to be able to be pulled from reports? I assume there is away to pull reports from CaseLoadPro?

Justin Rule: Absolutely, that is the screen that we are on right now, the sharing reports screen. Like I said we have around 400 reports that are available to any agency and then we have some state specific reports too for the state of Nevada like the DMC report, NAC62H.2540, and your crime specific report, those reports are specifically banked for the state of Nevada. Plus, our run of the mill regular reports. I think what you are looking for is what you want stored. We can determine what data you want stored, if there is a way to store it, if not we can determine a way to get it in there. Then from there build a report to give you numbers beyond that. W e are kind of already going through that as it is. If you go to the employment section of this. We were not originally recording the employment whether that be construction, or whatever type of employment. We were not recording that and that was problematic. So that arose, and we are addressing that, so now there will be a field to categorize the employment. Same goes for education. We had the year, their grade level and all of that but we were not storing what type of school it was like adult education or homeschooling. It came up in reporting for DCFS and we needed to add that in. So now we are going to be able to add different reports to this page also.

Commissioner Brigid Duffy: One of our bigger goals is to capture cases that are being diverted out to diversion court or a program. Is there going to be a way to capture each case by disposition and diversion?

Justin Rule: Absolutely. That comes back down into the referral level of things. So, if I bring up a random youth here and we bring up the referrals. You would basically have something set up a crossed the board for all the local agencies. From one county to the next they always want to call it something else. So, it comes down to making sure everyone has what they want when it comes to a referral status. WE will have specific reports that have this status being used.

Commissioner Brigid Duffy: How far would it break it down? So, if we wanted to know how many felonies were diverted, how many gross misdemeanors, will it break it down by charges diverted? We have that as one of the performance measures.

Justin Rule: Right of the top of my head I am not sure if I have a referral that will say these are in this status, this are their offences. It is not very difficult to do if we are not already doing it. I think the DMC report already has something similar to that in it.

Commissioner Brigid Duffy: Anyone else have any other questions?

Commissioner Rebekah Graham: Nope. No questions.

Commissioner Brigid Duffy: I think we lost Gianna, so we no longer have a quorum. I am going to ask some questions of the Full Commission I think around the YLS.

Commissioner Jo Lee Wickes: I looked at the statute really quickly and if you look at section 25 tells us under the law what data has to be reported. Section 22 and 33 talk about the DCFS report and the probation office reports regarding that data. So, it is in the statute what does need to be reported and I think its legit for us to ask the question, if we are telling the agency what to report, I would like someone from the agency representing on this committee. It makes me uncomfortable that we are adding burdens to their job without their input.

Commissioner Brigid Duffy: We can update the policy for those reporting requirements. Our other thing is to help counties reporting based on approved performance measures, so I need clarification I think from the full commission. Thank you everyone for your time, we will send out a doodle poll for our next Data Performance Committee meeting.

Commissioner Brigid Duffy adjourned the meeting at 11:02 AM.

Committee Report and Other Notes:

Commissioner Gianna Verness moved to approve the as drafted for March 31st. Commissioner Jo Lee Wickes seconded this, and the motion was approved.