



Office of Children and Family Services

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Local Commissioners Memorandum

Transmittal:	18-OCFS-LCM-18
To:	Commissioners of Social Services
Issuing Division/Office:	Child Welfare and Community Services
Date:	September 21, 2018
Subject:	The Juvenile Justice Information System for Child Welfare: Tracking Youth Adjudicated as Juvenile Delinquents in the Care and Custody of the Local Department of Social Services Commissioner
Suggested Distribution:	Directors of Social Services
Contact Person(s):	See Section IV
Attachments:	None

Previous ADMs/INFs /LCM'S	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
				A.3009-C / S.2009-C, Part WWW - Budget Article VII (NYS 2017)	

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to notify local departments of social services (LDSSs) that effective October 1, 2018, all youth adjudicated Juvenile Delinquents (JDs) in the care and custody of the LDSS commissioner must be tracked in the Juvenile Justice Information System for Child Welfare (JJIS-CW).

II. Background

With the advent of the Raise the Age (RTA) legislation, the proper tracking of JDs placed in the care and custody of LDSS commissioners became necessary and important for various reasons. At the state and local level, using CONNECTIONS alone to track and monitor the placement trends of JDs is difficult. Therefore, OCFS has modified the Juvenile Justice Information System for youth placed in the custody of the OCFS commissioner to be used in conjunction with CONNECTIONS for JDs placed with LDSSs. Raise the Age offered the opportunity for us to expand this valuable tool to every county and offer an

enhanced system to enter, track, and monitor JD placements and movements throughout the state in a manner that cannot be done using CONNECTIONS. The JJIS-CW system provides an important tool to LDSSs to assist in appropriately calculating the length of each JD's placement based on any time served in detention and any absences without consent (AWOCs). In addition, given that the legislation provides for 100 percent state reimbursement for incremental costs (net of federal) to eligible counties for associated with RTA expenditures, JJIS will provide a secondary means of data for each county to use when preparing its claims. Although JJIS-CW does not and will not be used for claiming purposes, counties should find the placement and movement data beneficial to compare with other claiming data for validation purposes.

In October 2017, OCFS engaged five LDSSs of varying sizes to pilot JJIS-CW as a test of its utility and performance. Since then we have offered and provided access and training to nearly every LDSS in the state in anticipation of the application mandate on 10/1/18. To date many LDSSs have chosen to "go live" with JJIS-CW and have been actively inputting every JD in placement.

III. Program Implications

Important to the successful implementation of this system, LDSSs will need to gather the required placement information necessary for JJIS-CW entries. Each LDSS should develop business processes to obtain such information from the court and/or the county probation department. The information required is:

- Child's demographic information
- Date of offense
- The court docket number(s) for the JD case
- The adjudicated charges
- Date of placement
- Any detention credits
- Where the child is being placed

Second to successful implementation is for LDSSs to identify appropriate staff who can enter and update cases into JJIS-CW in a timely fashion. After the case has been opened in JJIS-CW, regular maintenance with regard to court activity, AWOCs, and changes in placement are imperative. Cases should be entered into JJIS-CW at the time of the youth's placement, but not to exceed 30 calendar days beyond the placement date and all subsequent entries should be entered as soon as possible, but not exceeding 30 calendar days from the time of occurrence.

Key points regarding the interface between JJIS-CW and CONNECTIONS are:

- A CONNECTIONS case with an open FSS stage must be created first
- The youth needs to have an active Program Choice and Permanency Planning Goal (PPG)
- The "Activities" section in CONNECTIONS must be completed, and should match with JJIS-CW (NOTE: CONNECTIONS remains the system of record)
- The youth should only have one Person Identification Number (PID) in CONNECTIONS to ensure JJIS-CW links to the correct PID

- The youth's CONNECTIONS case address should be the legal address, not the placement address
- The home county in JJIS needs to reflect the jurisdiction of the court that placed the youth as a JD.
- JJIS-CW is a case number driven system, when creating a case in JJIS-CW make sure to connect the cases through the existing CONNECTIONS case ID to ensure historical data carries forward, rather than creating a new case.

JJIS-CW will provide a robust source of data and tracking capabilities currently not available, which will prove integral with the advent of increased placement of JDs with LDSSs.

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