



**Office of Children  
and Family Services**

# **STSJP: Recording STSJP Data in Excel**

## **Participant Manual**

June 2020  
For Training Purposes Only

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The Research Foundation for The State University of New York**

### **Acknowledgement**

This material was developed by the Professional Development Program, Rockefeller College of Public Affairs & Policy, University at Albany, through The Research Foundation for The State University of New York, under a training and administrative services agreement with the New York State Office of Children and Family Services.

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**June 2020**



**Office of Children  
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**PROFESSIONAL DEVELOPMENT PROGRAM  
ROCKEFELLER COLLEGE UNIVERSITY AT ALBANY** State University of New York

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# ***STSJP: Recording STSJP Data in Excel***

## ***Participant Manual***

### **Overview**

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#### **Introduction and Rationale**

This participant manual is part of the follow-up materials provided to you upon attending the *STSJP: Recording STSJP Data in Excel* webinar training. Instructions are provided to record Supervision and Treatment Services for Juveniles Program (STSJP) programmatic data in Microsoft Excel and to share this information among STSJP providers, the municipalities, and the Office of Children and Family Services (OCFS).

This course has been updated to reflect changes to STSJP and replaces the previous version dated November 2017.

**Note:** In this manual, per OCFS guidance, the use of the word “municipalities” refers to counties and New York City (NYC). In addition, the word “county” represents one municipality for the purposes of this manual.

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#### **Purpose**

The purpose of this participant manual is to explain how to record STSJP data in Excel and share this information among STSJP providers, the municipalities, and OCFS.

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#### **Learning Objectives**

In this manual, you will:

- Identify the purpose of the STSJP database
- Describe how municipalities and providers use the STSJP database to collect and record STSJP data
- Save and complete a **Provider Roster** in Excel
- Save and complete a **County Summary Sheet** in Excel
- Learn how to utilize STSJP to ask questions
- Identify how to get help with recording STSJP data

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#### **Time**

This is a reference manual to be referred to as needed and at your own pace.

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**Process**

The reference topics and tasks are provided in the following format:

- Concepts
  - Step-by-step instructions including screen captures of the STSJP database, if applicable
  - Section summary review
- 

**Order of Topics**

This manual includes the following topics:

| <b>Task</b>  | <b>See Page</b> |
|--|-----------------|
| STSJP Overview   | 3               |
| Recording STSJP Data: System Process                                 | 5               |
| Saving the BLANK Provider Rosters Excel File                         | 15              |
| Completing a Provider Roster: Recording Data Entered by the Provider | 18              |
| Completing a Provider Roster: Recording Data Entered by the County   | 35              |
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| Utilizing STSJP Data to Ask Questions                                | 61              |
| Getting Help with Recording STSJP Data                               | 64              |
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## STSJP Overview

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### Concepts: STSJP Overview

STSJP funds local practices and services that address the needs of youth in the New York State (NYS) juvenile justice system to promote public safety while serving youth in the least restrictive appropriate setting.

STSJP provides municipalities with fiscal incentives to develop and utilize cost-effective, community-based programming to divert the following youth from placement in detention or residential care:

- Youth at risk of becoming, alleged to be, or adjudicated as juvenile delinquents (JDs)
  - Youth alleged to be or adjudicated as persons in need of supervision (PINS)
  - Youth alleged to be or convicted as juvenile offenders (JOs)
- 

### Concepts: RTA Youth

Since its implementation in 2018, Raise the Age (RTA) legislation **expanded** the program to include the following youth as eligible for STSJP services:

- Older youth subject to RTA
- Adolescent offenders (AOs)
- Youthful offenders (YOs)

For more information on RTA legislation, see Executive Law § 529-b.

Youth can be counted as RTA youth if they received services in a program that is listed on both of the following:

- The county's approved STSJP Plan for the current year
  - The approved Department of Budget RTA Fiscal Comprehensive Plan
- 

### Concepts: STSJP Data

STSJP data recorded and submitted by municipalities is compiled by OCFS. OCFS creates Monitoring Reports from the compiled STSJP data and shares these reports with municipalities. It is vital that STSJP data be recorded in an accurate and timely manner to ensure the validity of the Monitoring Reports.

**Concepts: STSJP Data (cont.)**

Below is an example of an STSJP Monitoring Report.

**Table 1. Characteristics of Youth Served by Program Type**

| Fictitious County                   | Program Type |    |                    |     |           |     |          |     |      |     |                   |    | Total Served |      |
|-------------------------------------|--------------|----|--------------------|-----|-----------|-----|----------|-----|------|-----|-------------------|----|--------------|------|
|                                     | Prevention   |    | Early Intervention |     | JO/JD ATD |     | PINS ATD |     | ATP  |     | Reentry/Aftercare |    |              |      |
|                                     | #            | %  | #                  | %   | #         | %   | #        | %   | #    | %   | #                 | %  | #            | %    |
| <b>Total Served</b>                 | 0            | 0% | 3                  | 4%  | 57        | 79% | 4        | 6%  | 8    | 11% | 0                 | 0% | 72           | 100% |
| <b>Sex</b>                          |              |    |                    |     |           |     |          |     |      |     |                   |    |              |      |
| Male                                | 0            | 0% | 2                  | 67% | 22        | 39% | 2        | 50% | 6    | 75% | 0                 | 0% | 32           | 44%  |
| Female                              | 0            | 0% | 1                  | 33% | 35        | 61% | 2        | 50% | 2    | 25% | 0                 | 0% | 40           | 56%  |
| Unknown                             | 0            | 0% | 0                  | 0%  | 0         | 0%  | 0        | 0%  | 0    | 0%  | 0                 | 0% | 0            | 0%   |
| <b>Ethnicity</b>                    |              |    |                    |     |           |     |          |     |      |     |                   |    |              |      |
| Hispanic                            | 0            | 0% | 2                  | 67% | 6         | 11% | 2        | 50% | 4    | 50% | 0                 | 0% | 14           | 19%  |
| Non-Hispanic                        | 0            | 0% | 1                  | 33% | 51        | 89% | 2        | 50% | 3    | 38% | 0                 | 0% | 57           | 79%  |
| Unknown                             | 0            | 0% | 0                  | 0%  | 0         | 0%  | 0        | 0%  | 1    | 13% | 0                 | 0% | 1            | 1%   |
| <b>Race</b>                         |              |    |                    |     |           |     |          |     |      |     |                   |    |              |      |
| Black                               | 0            | 0% | 2                  | 67% | 42        | 74% | 2        | 50% | 4    | 50% | 0                 | 0% | 50           | 69%  |
| White                               | 0            | 0% | 0                  | 0%  | 9         | 16% | 1        | 25% | 4    | 50% | 0                 | 0% | 14           | 19%  |
| Asian/PI                            | 0            | 0% | 0                  | 0%  | 0         | 0%  | 0        | 0%  | 0    | 0%  | 0                 | 0% | 0            | 0%   |
| Native American/Alaskan             | 0            | 0% | 0                  | 0%  | 0         | 0%  | 0        | 0%  | 0    | 0%  | 0                 | 0% | 0            | 0%   |
| Other                               | 0            | 0% | 0                  | 0%  | 3         | 5%  | 0        | 0%  | 0    | 0%  | 0                 | 0% | 3            | 4%   |
| Unknown                             | 0            | 0% | 1                  | 33% | 3         | 5%  | 1        | 25% | 0    | 0%  | 0                 | 0% | 5            | 7%   |
| <b>Average Age at Program Start</b> | 0.0          |    | 16.0               |     | 14.6      |     | 14.4     |     | 15.3 |     | 0.0               |    | 14.7         |      |

STSJP Monitoring Reports are used to provide information on the results of STSJP funding. Below is a table showing **STSJP Funding and Accountability** information.

| Funding Year | Total STSJP Funding | Municipalities Funded (#) | Programs Funded (#) | Reporting Period (Biannual)              | Municipalities that Submitted Data (#) |
|--------------|---------------------|---------------------------|---------------------|--|--|
| 1            | 8,376,000           | 49                        | 196                 | 1.1. October 1, 2017 to March 31, 2018   | 32                                     |
|              |                     |                           |                     | 1.2. April 1, 2018 to September 30, 2018 | 25                                     |
| 2            | 8,376,000           | 51                        | 297                 | 2.1. October 1, 2018 to March 31, 2019   | ?                                      |
|              |                     |                           |                     | 2.2. April 1, 2019 to September 30, 2019 | ?                                      |

The collection of STSJP data also encourages collaboration between municipalities and OCFS in order to:

- Inform efforts to guide STSJP policy and program decisions
- Better plan for services for youth who come in contact with the NYS juvenile justice system
- Provide each municipality with a greater ability to strengthen their use of STSJP funding to safely serve as many NYS youth as possible in their home and community
- Aid municipalities in determining the efficacy of their STSJP program

**Section Summary Review**

In this section, you became familiar with STSJP and the benefits of recording STSJP data.

# Recording STSJP Data: System Process

## Concepts: Introduction to the STSJP System Process

The STSJP database is composed of Microsoft Excel files that municipalities and STSJP providers use to facilitate the semi-annual data collection on STSJP funded programs. Throughout this manual, these Excel files will be referred to as **Provider Rosters** and **County Summary Sheets**.

A **Provider Roster** is an Excel file that providers use to record data for each of their STSJP and STSJP-RTA funded programs.

| JD/JD - Alternative to Detention (ATD) Program Roster |                 |                          |               |                             |             |       |      |         |        | Reminder: Please use this worksheet to enter data for <u>you</u> Raise the Age youth.<br>Reminder: Please make sure the Reporting Period dates on this roster (line 4) match the dates you are reporting on. If they mismatch, get the correct version.<br>Reminder: Please use drop-down menus where provided. Do not type or paste data into cells containing drop downs. |           |                 |
|---|-----------------|--------------------------|---------------|-----------------------------|-------------|-------|------|---------|--------|---|-----------|-----------------|
| Reporting Period                                      |                 | 10/01/2018 to 03/31/2019 |               |                             |             |       |      |         |        |   |           |                 |
| Provider Name   |                 |                          |               |                             |             |       |      |         |        |   |           |                 |
| Provider Contact                                      |                 |                          |               |                             |             |       |      |         |        |   |           |                 |
| ----- TO BE COMPLETED BY PROGRAM F                    |                 |                          |               |                             |             |       |      |         |        |   |           |                 |
| Enrollment #  | Youth Last Name | Youth First Name         | Date of Birth | Principal Household Address |             |       |      |         | Gender | NO DATA ENTRY REQUIRED  | Ethnicity | Black African P |
|   |                 |                          |               | Street #                    | Street Name | Apt # | City | Zipcode |        | Age at Enrollment   |           |                 |
| 1   |                 |                          |               |                             |             |       |      |         |        |   |           |                 |
| 2   |                 |                          |               |                             |             |       |      |         |        |   |           |                 |
| 3   |                 |                          |               |                             |             |       |      |         |        |   |           |                 |
| 4   |                 |                          |               |                             |             |       |      |         |        |   |           |                 |
| 5   |                 |                          |               |                             |             |       |      |         |        |   |           |                 |
| 6   |                 |                          |               |                             |             |       |      |         |        |   |           |                 |

A **County Summary Sheet** is an Excel file that municipalities use to record data from the **Provider Rosters**.

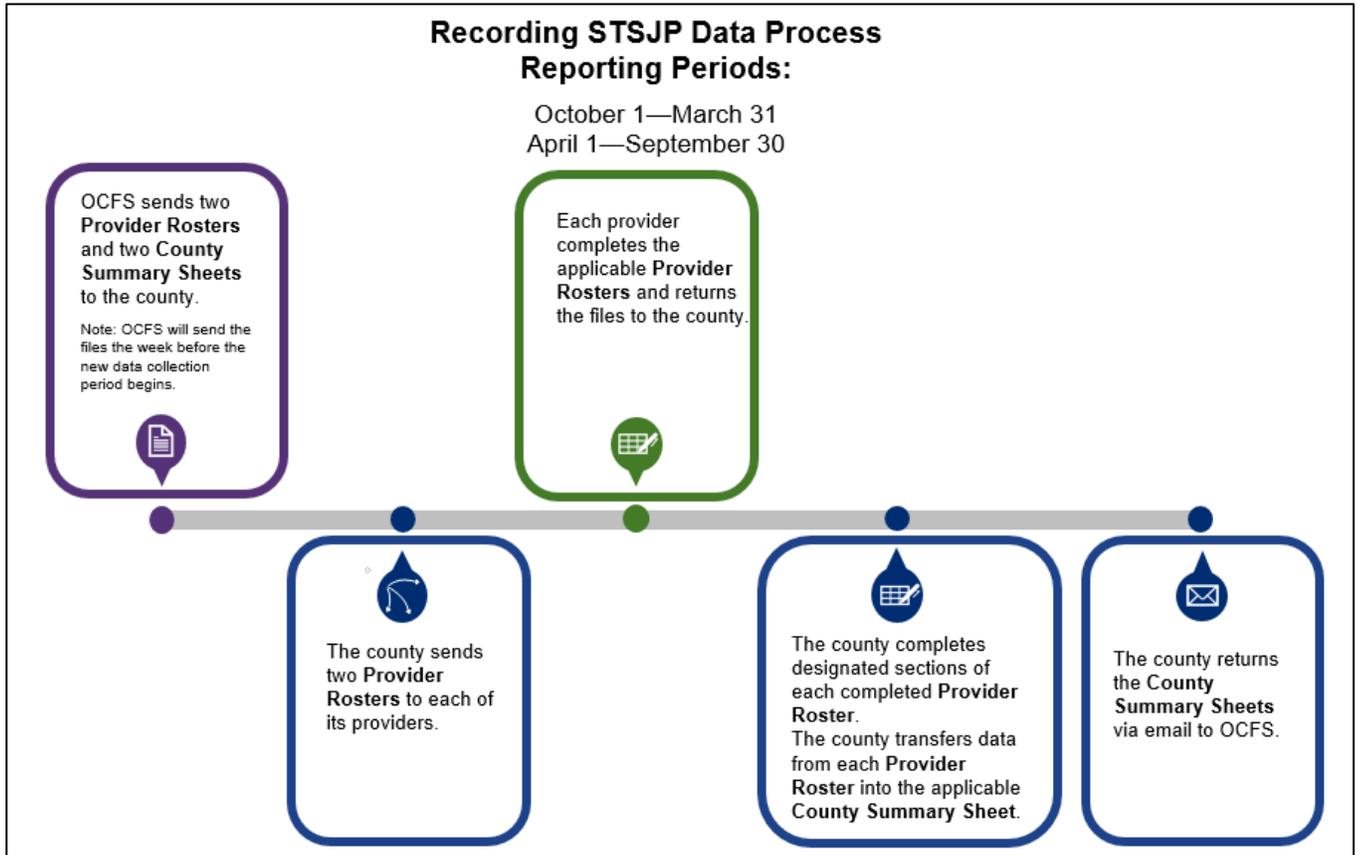
| County Summary Sheet (Non-Raise The Age Youth)                                   |                      |                          |                                    |                      | Reminder: Only enter data from the Non-RTA Provider Roster into this summary sheet.<br>Reminder: Do not enter data into greyed-out cells.<br>Reminder: Do not leave white cells blank - always type or select an answer. |          |           |         |   |
|--|----------------------|--------------------------|------------------------------------|----------------------|--|----------|-----------|---------|---|
| Reporting Period   |                      | 10/01/2018 to 03/31/2019 |                                    |                      |  |          |           |         |   |
| County Name  |                      |                          |                                    |                      |  |          |           |         |   |
| Contact Person   |                      |                          |                                    |                      |  |          |           |         |   |
| Provider Name<br>(If Indirect Service Provider, specify position/program funded) | Provider Information |                          |                                    | Total # Youth Served | Gender   |          |           | Average | # |
|  | Program Type         | Program Budget           | Funded Slots/<br>Budgeted Capacity |                      | # Male   | # Female | # Unknown |         |   |
|  |                      |                          |                                    |                      |  |          |           |         |   |
|  |                      |                          |                                    |                      |  |          |           |         |   |
|  |                      |                          |                                    |                      |  |          |           |         |   |
|  |                      |                          |                                    |                      |  |          |           |         |   |

## Semi-Annual Reporting Periods

- October 1 – March 31
  - Although the due date for submission would typically be May 1, municipalities will have until May 17, 2019 to submit **County Summary Sheets** for the October 1, 2018 – March 31, 2019 reporting period.
- April 1 – September 30
  - Municipalities must submit **County Summary Sheets** to OCFS on or before November 1.

**Concepts:  
Introduction to  
the STSJP  
System Process  
(cont.)**

The following diagram shows the process by which STSJP data is recorded and shared.



1. OCFS sends two period-specific **Provider Rosters** and two period-specific **County Summary Sheets** to the county.  
**Note:** OCFS will send the files the week before the new reporting period begins.
2. The county sends two **Provider Rosters** to each of its providers (the *BLANK Provider Rosters* Excel file and the *BLANK RTA Provider Rosters* Excel file).
3. For every reporting period, providers will complete designated sections of the applicable **Provider Roster** for each of their STSJP funded programs.
4. The county will complete designated sections of each returned **Provider Roster**.
5. The county will transfer aggregate data for each of its providers from the **Provider Rosters** to the applicable **County Summary Sheet**.  
**Note:** Programs with multiple **Provider Rosters** will be listed multiple times on the **County Summary Sheet** with different program types and data.
6. The county will submit two **County Summary Sheets** to OCFS for every reporting period.

**Concepts:  
Provider Rosters**

A **Provider Roster** is an Excel file that is used by providers to record data for each of their STSJP funded programs. There are two different **Provider Roster** Excel files:

- The *BLANK Provider Rosters* Excel file is used to record traditional STSJP youth data.

| JO/JD - Alternative to Detention (ATD) Program Roster |                 |                  |               |                             |             |       |      |         |        | Reminders: Please use this worksheet to enter data for <u>JO</u> Raise the Age youth.   |  |           |                |
|---|-----------------|------------------|---------------|-----------------------------|-------------|-------|------|---------|--------|---|--|-----------|----------------|
| Reporting Period: 10/01/2018 to 03/31/2019            |                 |                  |               |                             |             |       |      |         |        | Reminders: Please make sure the Reporting Period dates on this roster (line 4) match the dates you are reporting on. If they mismatch, get the correct version. |  |           |                |
| Provider Name:  |                 |                  |               |                             |             |       |      |         |        | Reminders: Please use drop-down menus where provided. Do not type or paste data into cells containing drop-downs.   |  |           |                |
| Provider Contact:                                     |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| ----- TO BE COMPLETED BY PROGRAM F                    |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| Enrollment #  | Youth Last Name | Youth First Name | Date of Birth | Principal Household Address |             |       |      |         | Gender | NO DATA ENTRY REQUIRED  |  | Ethnicity | Race African P |
|   |                 |                  |               | Street #                    | Street Name | Apt # | City | Zipcode |        | Age at Enrollment   |  |           |                |
| 1   |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 2   |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 3   |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 4   |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 5   |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 6   |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 7   |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |

- The *BLANK RTA Provider Rosters* Excel is used to record RTA youth data.

| AO - Alternative to Detention (ATD) Program Roster - RAISE THE AGE |                 |                  |               |                             |             |       |      |         |        | Reminders: Please use this worksheet to enter data for <u>AO</u> Raise the Age youth only.  |  |           |                |
|--|-----------------|------------------|---------------|-----------------------------|-------------|-------|------|---------|--------|---|--|-----------|----------------|
| Reporting Period: 10/01/2018 to 03/31/2019                         |                 |                  |               |                             |             |       |      |         |        | Reminders: Please make sure the Reporting Period dates on this roster (line 4) match the dates you are reporting on. If they mismatch, get the correct version. |  |           |                |
| Provider Name:   |                 |                  |               |                             |             |       |      |         |        | Reminders: Please use drop-down menus where provided. Do not type or paste data into cells containing drop-downs.   |  |           |                |
| Provider Contact:  |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| ----- TO BE COMPLETED BY PROGRAM F                                 |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| Enrollment #   | Youth Last Name | Youth First Name | Date of Birth | Principal Household Address |             |       |      |         | Gender | NO DATA ENTRY REQUIRED  |  | Ethnicity | Race African P |
|  |                 |                  |               | Street #                    | Street Name | Apt # | City | Zipcode |        | Age at Enrollment   |  |           |                |
| 1  |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 2  |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 3  |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 4  |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 5  |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 6  |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |
| 7  |                 |                  |               |                             |             |       |      |         |        |   |  |           |                |

The worksheet tabs in the *BLANK Provider Rosters* Excel file mirror those in the *BLANK RTA Provider Rosters* Excel file. There are three exceptions:

- Data for JOs is only recorded for youth in the *BLANK Provider Rosters* file.
- Data for PINS is only recorded for youth in the *BLANK Provider Rosters* file.



- Data for AOs is only recorded for youth in the *BLANK RTA Provider Rosters* file.



**Note:** The worksheet tabs in the *BLANK RTA Provider Rosters* Excel file have an RTA identifier.

**Concepts:  
Provider Roster  
Headers**

The header in a **Provider Roster** shows which worksheet is displayed and the reporting period.

- For traditional STSJP youth worksheets, the worksheet name is highlighted in blue.

|                                  |                          |
|----------------------------------|--------------------------|
| <b>Prevention Program Roster</b> |                          |
| <b>Reporting Period</b>          | 10/01/2018 to 03/31/2019 |
| <b>Provider Name</b>             |                          |
| <b>Provider Contact</b>          |                          |

- For RTA STSJP youth worksheets, the worksheet name is highlighted in orange. There are also RTA labels to help you distinguish between the two types of files.

|   |                          |
|---|--------------------------|
| <b>AO - Alternative to Detention (ATD) Program Roster - RAISE THE AGE</b> |                          |
| <b>Reporting Period</b>   | 10/01/2018 to 03/31/2019 |
| <b>Provider Name</b>  |                          |

**Concepts:  
Provider Roster  
Sections**

All columns in each **Provider Roster** worksheet are categorized under one of the following three key sections:

- TO BE COMPLETED BY PROGRAM PROVIDER**
- TO BE COMPLETED BY COUNTY**
- FOR COUNTY REFERENCE**

| ----- TO BE COMPLETED BY PROGRAM PROVIDER ----- |                           |           |                            |       |
|---|---------------------------|-----------|----------------------------|-------|
| Gender  | NO DATA ENTRY<br>REQUIRED | Ethnicity |                            |       |
|   | Age at Enrollment         |           | Black/<br>African American | White |
|   |                           |           |                            |       |
|   |                           |           |                            |       |
|   |                           |           |                            |       |

Each reporting period, the county asks its providers to complete the **TO BE COMPLETED BY PROGRAM PROVIDER** sections of a **Provider Roster** for each of their STSJP funded programs.

There is also a section at the bottom of the worksheet for the provider to record plans and timelines for uncollected provider measures, as shown on the next page.

**Concepts:  
Provider Roster  
Sections (cont.)**

| ----- TO BE COMPLETED BY PROGRAM PROVIDER -----   |
|---|
| For each program measure currently uncollected, please describe plan and timeline for acquiring such information. |
| Did the youth consistently comply with program rules and standards?   |
|   |
| Did the youth attend at least 90% of all required program activities?   |
|   |

Recording data in every section of a **Provider Roster** will be shown throughout this manual.

**Concepts:  
Outcomes to  
Report by  
Program Type**

The following table shows how outcomes are reported by program type.

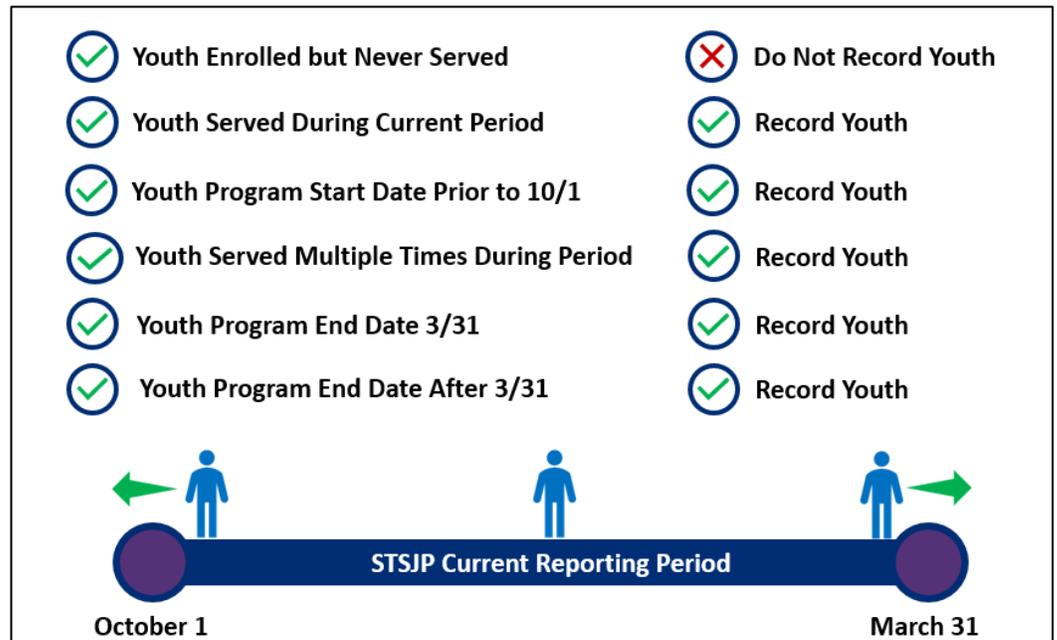
| Quick Reference Table: Program Involvement & Outcomes To Report by Program Type |                           |                    |          |           |        |        |                     |
|---|---------------------------|--------------------|----------|-----------|--------|--------|---------------------|
| Program Involvement   | Program Service Continuum |                    |          |           |        |        |                     |
|   | Prevention                | Early Intervention | PINS ATD | JO/JD ATD | AO ATD | ATP    | Reentry / Aftercare |
| Consistent compliance with program rules & standards                            | Report                    | Report             | Report   | Report    | Report | Report | Report              |
| At least 90% Attendance   | Report                    | Report             | Report   | Report    | Report | Report | Report              |
| Outcomes  | Program Service Continuum |                    |          |           |        |        |                     |
|   | Prevention                | Early Intervention | PINS ATD | JO/JD ATD | AO ATD | ATP    | Reentry / Aftercare |
| # PINS Referral   | Report                    | Report             |          |           |        |        |                     |
| # Truancy   | Report                    | Report             |          |           |        |        |                     |
| School Suspension   | Report                    | Report             |          |           |        |        |                     |
| Successful Adjustment   |                           | Report             |          |           |        |        |                     |
| Failure to appear in court during service provision                             |                           |                    | Report   | Report    | Report |        |                     |
| Warrant Issued  |                           |                    | Report   | Report    | Report | Report | Report              |
| Arrest/Probation Intake   | Report                    | Report             | Report   | Report    | Report | Report | Report              |
| Detention/Jail Admission  |                           |                    | Report   | Report    | Report | Report | Report              |
| Violation of Probation Filed  |                           |                    |          |           |        | Report |                     |
| New Placement   |                           |                    |          |           |        | Report | Report              |
| Return to Placement   |                           |                    |          |           |        |        | Report              |

**Concepts:  
Guidelines for  
Entering Youth**

Use the guidelines below to determine whether a youth should be recorded on a **Provider Roster**. Youth served at least one day by a program during the current reporting period should be entered on the **Provider Roster**.

**Determining Youth Served for a Reporting Period**

- Do not enter youth that were enrolled but never served, as there is no reason to track their outcomes.
- Enter youth served at least one day by the program in the current reporting period. Their program start date may be from an earlier reporting period.
- A youth can be served more than once in a reporting period (i.e., the youth exited the program and was readmitted). When this occurs, treat each readmittance as a new entry on the **Provider Roster**.
- Enter youth still being served as of the last day of the current reporting period. Their program end date may occur in a future reporting period.



**Concepts:  
Guidelines for  
Entering Youth  
Data**

**Youth Address**

- A youth’s address is meant to provide identifying information so that counties can connect youth to their outcomes.
- If a youth’s address changed while in program, and you are unsure of which address to enter on the **Provider Roster**, check with the county to see which address is most helpful. If the address is not useful, you can skip the **Principal Household Address** fields.

**Sex/Gender Distinction**

- OCFS is beginning to integrate separate variables to capture sex at birth and gender identity in systems like JDAS, and would like to continue discussions with municipalities and providers so that these variables can be added to the STSJP Excel files at a later date.

**Race/Ethnicity**

- When a youth only wishes to identify with an ethnicity, providers should select the appropriate ethnicity on the **Provider Roster**, and then select **Unknown** under **Other** in the **Race** section.

**Concepts: Data  
Entered by the  
County in a  
Provider Roster**

The county completes the **TO BE COMPLETED BY COUNTY** section of each returned **Provider Roster**.

| - - - TO BE COMPLETED BY COUNTY - - -   |                 |                              |
|---|-----------------|------------------------------|
| Did the youth experience any of the following<br>between his/her Program Start Date and Program End Date? |                 |                              |
| Arrest/<br>Probation Intake?  | Warrant Issued? | Detention/Jail<br>Admission? |
|   |                 |                              |
|   |                 |                              |
|   |                 |                              |
|   |                 |                              |

**Concepts: Data Entered by the County in a Provider Roster (cont.)**

The **Provider Rosters** automatically calculate aggregate data in the **FOR COUNTY REFERENCE** section (which begins on row 1015 on the **Provider Roster**). The county transfers this data to the **County Summary Sheet**.

| - - - FOR COUNTY REFERENCE - - - |         |
|----------------------------------|---------|
| Transfer to County Summary Sheet |         |
| Served Population Data           |         |
| Total # Youth Served             | 0       |
| # Male                           | 0       |
| # Female                         | 0       |
| # Unknown                        | 0       |
| Age at Enrollment                | #DIV/0! |
| Average                          | #DIV/0! |
| # 13 and under                   | 0       |
| # 14                             | 0       |
| # 15                             | 0       |
| # 16                             | 0       |
| # 17                             | 0       |
| # 18 and older                   | 0       |
| # Hispanic                       | 0       |
| # Non-Hispanic                   | 0       |
| # Unknown                        | 0       |

**Concepts: County Summary Sheets**

A **County Summary Sheet** is an Excel file that is used by municipalities to record data from the **Provider Rosters**. There are two different **County Summary Sheet** Excel files.

- The *BLANK County Summary Sheet* Excel file is used to record traditional STSJP youth data.

| County Summary Sheet (Non-Raise The Age Youth)                                   |                          | Reminder: Only enter data from the Non-RTA Provider Roster into this summary sheet.<br>Reminder: Do not enter data into greyed-out cells.<br>Reminder: Do not leave white cells blank - always type or select an answer. |                                    |        |                      |          |           |         |
|--|--------------------------|--|------------------------------------|--------|----------------------|----------|-----------|---------|
| Reporting Period   | 10/01/2018 to 03/31/2019 |  |                                    |        |                      |          |           |         |
| County Name  |                          |  |                                    |        |                      |          |           |         |
| Contact Person   |                          |  |                                    |        |                      |          |           |         |
| Provider Name<br>(If Indirect Service Provider, specify position/program funded) | Provider Information     |  |                                    |        | Total # Youth Served | Gender   |           |         |
|  | Program Type             | Program Budget   | Funded Slots/<br>Budgeted Capacity | # Male |                      | # Female | # Unknown | Average |
|  |                          |  |                                    |        |                      |          |           |         |

- The *BLANK RTA County Summary Sheet* Excel file is used to record RTA youth data.

| County Summary Sheet (Raise The Age)   |                          | Reminder: Only enter data from the RTA Provider Roster into this summary sheet.<br>Reminder: Do not enter data into greyed-out cells.<br>Reminder: Do not leave white cells blank - always type or select an answer. |                                    |        |                      |          |           |         |
|--|--------------------------|--|------------------------------------|--------|----------------------|----------|-----------|---------|
| Reporting Period   | 10/01/2018 to 03/31/2019 |  |                                    |        |                      |          |           |         |
| County Name  |                          |  |                                    |        |                      |          |           |         |
| Contact Person   |                          |  |                                    |        |                      |          |           |         |
| Provider Name<br>(If Indirect Service Provider, specify position/program funded) | Provider Information     |  |                                    |        | Total # Youth Served | Gender   |           |         |
|  | Program Type             | Program Budget   | Funded Slots/<br>Budgeted Capacity | # Male |                      | # Female | # Unknown | Average |
|  |                          |  |                                    |        |                      |          |           |         |

**Concepts:  
County Summary  
Sheet Headers**

The header in a **County Summary Sheet** shows the reporting period.

- For traditional STSJP youth worksheets, the worksheet name is highlighted in blue.

|   |   |   |                          |   |
|---|---|---|--------------------------|---|
|   | A | B   | C                        | D |
| 1 |   | <b>County Summary Sheet (Non-Raise The Age Youth)</b> |                          |   |
| 2 |   |   |                          |   |
| 3 |   |   |                          |   |
| 4 |   | <b>Reporting Period</b>                               | 10/01/2018 to 03/31/2019 |   |
| 5 |   |   |                          |   |
| 6 |   | County Name   |                          |   |

- For RTA youth worksheets, the worksheet name is highlighted in orange. There are also RTA labels to help you distinguish the two types of files.

|   |   |   |                          |   |
|---|---|---|--------------------------|---|
|   | A | B   | C                        | D |
| 1 |   | <b>County Summary Sheet (Raise The Age)</b> |                          |   |
| 2 |   |   |                          |   |
| 3 |   |   |                          |   |
| 4 |   | <b>Reporting Period</b>                     | 10/01/2018 to 03/31/2019 |   |
| 5 |   |   |                          |   |
| 6 |   | County Name                                 |                          |   |

**Concepts:  
County Summary  
Sheet Sections**

All columns in each **County Summary Sheet** are categorized under one of the following three key sections:

- **Provider Information**
- **Served Population Data**
- **Outcome Data**

| Provider Name<br>(If Indirect Service Provider, specify position/program funded) | Provider Information |                |                                    | Total # Youth Served |
|--|----------------------|----------------|------------------------------------|----------------------|
|  | Program Type         | Program Budget | Funded Slots/<br>Budgeted Capacity |                      |
|  |                      |                |                                    |                      |
|  |                      |                |                                    |                      |

There are also sections at the bottom of the worksheet for the county to record plans and timelines for uncollected outcome and provider measures.

|  |
|--|
| <b>For each outcome measure currently uncollected, please describe plan and timeline for acquiring such information.</b> |
| <b># Arrest/Probation Intake</b>   |
|  |
| <b># PINS Referral</b>   |
|  |
| <b># Truancy</b>   |

**Concepts:  
Support Service  
Providers**

- The county should also record data for providers that fall under the program type of **Support Service Provider**, i.e., functions that are funded but will not have a **Provider Roster**.
  - Examples: Educational Liaison or technical assistance.
- Visits with a doctor or mental health practitioner may also fall under **Support Service Provider** if the service involves distinct, one-time visits, rather than the service being part of a program with a continued length of stay (LOS)/ongoing enrollment.

---

**Section Summary  
Review**

In this section, you became familiar with the process by which STSJP data is recorded and shared, learned about **Provider Rosters** and **County Summary Sheets**, and reviewed guidelines for entering youth data.

---

## Saving the BLANK Provider Rosters Excel File

### Concepts

In this section, the steps to save a copy of the *BLANK Provider Rosters* Excel file are shown.

Each reporting period, OCFS emails the two period-specific **Provider Roster** Excel files to the county. The county then emails these files to its providers.

**Note:** The **Provider Roster** Excel files for the current reporting period are also available via the following link:

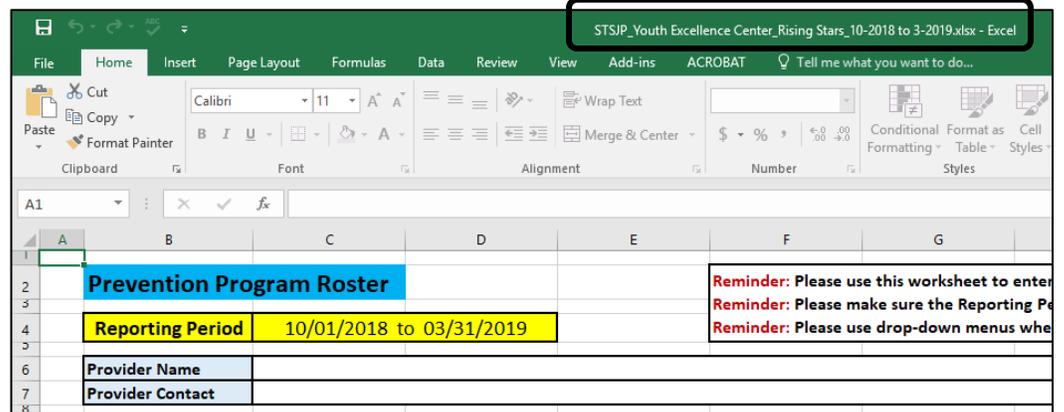
[https://ocfs.ny.gov/main/jj\\_reform/webinar.asp](https://ocfs.ny.gov/main/jj_reform/webinar.asp)

Before recording data in a **Provider Roster**, the provider must save a copy of the appropriate file using the following required naming conventions:

- **STSJP\_Provider Name\_Program Name\_Reporting Period Dates**
- **RTA\_STSJP\_Provider Name\_Program Name\_Reporting Period Dates**

Example:

**STSJP\_Youth Excellence Center\_Rising Stars\_10-2018 to 3-2019**

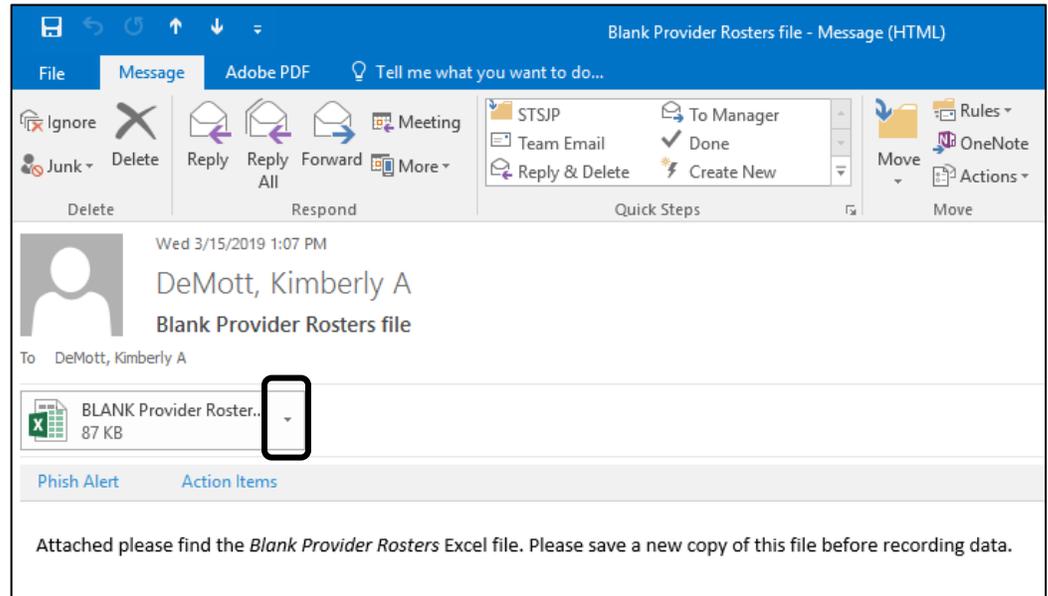


### Before You Begin

You received an email from the county containing the *BLANK Provider Rosters* attachment.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

1. In Outlook, open the email containing the **BLANK Provider Rosters** attachment.
2. Click the drop-down arrow that displays to the right of the attachment.



A drop-down menu displays.

3. From the drop-down menu, select **Save As**.

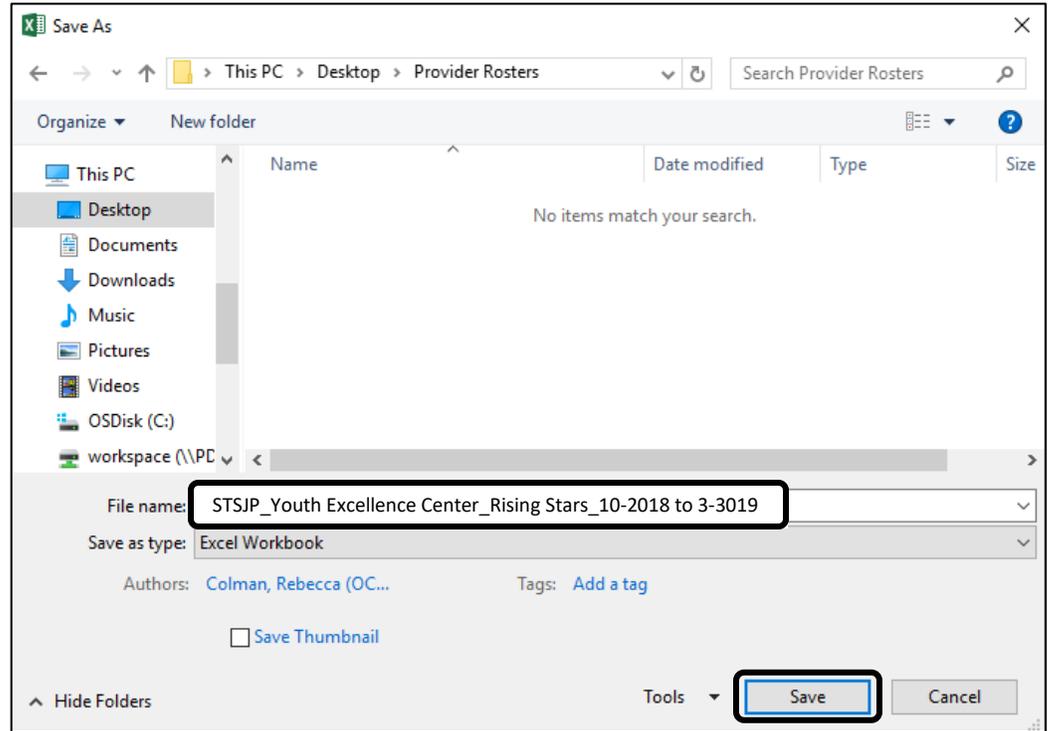


The **Save As** window displays, as shown on the next page.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

4. Navigate to the location on your network where you will save the *BLANK Provider Rosters* Excel file.
5. Using the required naming convention, enter a file name in the **File name** field.
6. Click the **Save** button.

**Note:** The “workspace” location shown below is a sample network location. You should save the Excel file to your network drive in a secure location appropriate for confidential files. Consult with your supervisor for the network location for your office.



**Note:** Remember to use the required naming convention that includes STJSJP, the provider name, program name, and the dates for the applicable reporting period. For example:

**STJSJP\_ Youth Excellence Center\_Rising Stars\_10-2018 to 3-2019**

If the file is an RTA **Provider Roster**, it must be reflected at the beginning of the file name:

**RTA\_STJSJP\_ Youth Excellence Center\_Rising Stars\_10-2018 to 3-2019**

**Section Summary Review**

In this section, you learned how to save a copy of the *BLANK Provider Rosters* Excel file.

## Completing a Provider Roster: Recording Data Entered by the Provider

---

### Concepts: Introduction

In this section, the steps a provider takes to record data on a **Program Roster** worksheet are shown.

**Note:** Example scenarios are shown below and on the next page. For the purposes of this manual, the steps to complete the **JO/JD - Alternative to Detention (ATD) Program Roster** worksheet of a **Provider Roster** are shown beginning on page 23.

---

### Example Scenario #1

**Scenario:** A provider serves multiple youth types within the same program.

**Example:** The Youth Excellence Center's Alternative to Detention (ATD) program, Rising Stars, serves traditional STSJP JDs **and** PINS youth.

**Solution:** Within the same *BLANK Provider Rosters* Excel file, the provider must complete two worksheets:

- The **JO/JD - Alternative to Detention (ATD) Program Roster** worksheet, and
- The **PINS - Alternative to Detention (ATD) Program Roster** worksheet

**Note:** This same logic should be followed using the RTA worksheets to track any RTA youth served.

---

### Example Scenario #2

**Scenario:** A provider has multiple programs.

**Example:** The Youth Excellence Center serves traditional STSJP youth through its Rising Stars ATD program **and** its ATP program, Pathways.

**Solution:** The provider completed a **Provider Roster** for its ATD program in Scenario #1. Now, the provider must complete a second **Provider Roster** (meaning a separate Excel file) for its ATP program.

**Note:** This same logic should be followed using the RTA files to track any RTA youth served.

---

**Example Scenario #3**

**Scenario:** A provider is approved as an STSJP-RTA program.

**Example:** The Youth Excellence Center from the previous scenarios is also approved to serve AO youth in its STSJP-RTA ATD program.

**Solution:** The provider completes the **AO - Alternative to Detention (ATD) Program Roster - RAISE THE AGE** worksheet of the *BLANK RTA Provider Rosters* Excel file.

---

**Scenario Summary**

The Youth Excellence Center serves youth through three programs and should submit three files to the county.

1. ATD Program – serves traditional STSJP JDs and PINS
    - Use the *BLANK Provider Roster* Excel file
    - Save file as: *STSJP\_Youth Excellence Center\_Rising Stars\_10-2018 to 3-2019*
    - Complete **JOJD\_ATD** tab
    - Complete **PINS\_ATD** tab
  2. ATP Program – serves traditional STSJP youth
    - Use the *BLANK Provider Roster* Excel file
    - Save file as: *STSJP\_Youth Excellence Center\_Pathways\_10-2018 to 3-2019*
    - Complete **ATP** tab
  3. RTA ATD Program – serves RTA AO youth
    - Use the *BLANK RTA Provider Roster* Excel file
    - Save file as: *RTA\_STSJP\_Youth Excellence Center\_ATD\_10-2018 to 3-2019*
    - Complete the **AO\_ATD – RTA** tab
- 

**Concepts: Data Entry Tips**

It is crucial that data be entered on the **Provider Rosters** accurately. Tips on correct data entry are shown below, as well as at the top of the **Provider Rosters**.

- You can press the **Tab** key to advance to the next field.
- Do not enter data in greyed-out fields.
- Do not skip over enabled fields.
- Use drop-down lists where provided. Do not type or paste data into fields containing drop-down lists.
- If the answer is zero (0), do not leave the field blank. Enter a **0**.

**Concepts: Data Entry Tips (cont.)**

- If you do not know the answer, do not leave the field blank. Select **Unknown** or **Info not collected** from the drop-down list.
- 

**Concepts: Tips for Entering Data During the Reporting Period**

Providers choosing to enter youth data throughout the reporting period should adhere to the following:

- Enter data in columns **C – S (Youth First Name – Program Start Date)** for any youth who were still receiving services in the program from the previous reporting period.
  - Enter data in columns **C – S** as each new youth enters the program.
  - Enter data starting in column **T (Was the youth still being served in this program?)** either when a youth has been released or at the end of the reporting period (whichever comes first).
  - The county cannot enter their outcomes until the end of the reporting period, since the **Provider Roster** must be sent to them with the **TO BE COMPLETED BY PROGRAM PROVIDER** section complete.
- 

**Concepts: Using the STSJP Checklists**

Before emailing a **Provider Roster** to the county, the provider should complete the *Provider Roster* section of the *STSJP Data Accuracy & Consistency Checklists*.

**Note:** Counties should also complete the *Provider Roster* section of the *STSJP Data Accuracy & Consistency Checklists* upon receipt of a **Provider Roster** and before entering data, in case the provider needs to make revisions.

An updated document is sent each new reporting period. The latest version of the document is also available via the following link:

[https://ocfs.ny.gov/main/jj\\_reform/webinar.asp](https://ocfs.ny.gov/main/jj_reform/webinar.asp)

**Concepts:  
Using the STSJP  
Checklists (cont.)**

Last Updated: 4/4/2019

**Supervision and Treatment Services for Juveniles  
Program (STSJP) Data Accuracy & Consistency  
Checklists**

The following checklists are provided to facilitate an assessment of data accuracy and consistency prior to submission of the *County Summary Sheet*. They are intended to help localities identify potential errors in their *Provider Roster* and *County Summary Sheet* data. Please complete these checklists each reporting period prior to submission of your *County Summary Sheet*.

**Provider Roster**

**Directions:** Complete the following checklist for each *Provider Roster* received during the reporting period. If you answer YES to any of the questions, please follow up with the provider and make any necessary changes before transferring data from the "For County Reference" section to the *County Summary Sheet*.

- Youth should be counted as Raise the Age (RTA) if they received services in a program that is listed on:

- (1) the county's approved *STSJP Plan* for the year AND
- (2) the approved *Department of Budget RTA Fiscal Comprehensive Plan*.

Following these guidelines, please check whether any youth were recorded in the **WRONG** *Provider Roster*.

- Were RTA youth recorded in the *Non-RTA Provider Roster* (blue)?  YES  NO.
- Were Non-RTA youth recorded in the *RTA Provider Roster* (orange)?  YES  NO.
- If yes to either item (or both), the youth will need to be removed from the incorrect roster and reentered into the correct roster.

- Did the provider enter data into a roster that was created for a different reporting period?  
 YES  NO. If yes, please note the following:

- Provider rosters for the reporting period 10/1/2018 to 3/31/2019 and beyond now show the reporting period dates at the top of each tab in the Excel document. New rosters are created and sent out each reporting period, therefore it is important that the right one is used when entering data. Using the wrong roster will result in incorrect data being reported, because rosters also have dates set "behind the scenes" to grey out certain cells and automatically calculate certain values (e.g., length of stay and ALOS in the *County Summary* section). If the wrong roster was used, data must be reentered into the correct version. First, check the OCFS website ([https://ocfs.ny.gov/main/jj\\_reform/webinar.asp](https://ocfs.ny.gov/main/jj_reform/webinar.asp)) for the current roster. If the version you need is not there, e-mail [OCFS.SM.STSJP@ocfs.ny.gov](mailto:OCFS.SM.STSJP@ocfs.ny.gov) to obtain a copy.

- Did the provider enter data for youth who were NOT served during the reporting period?  
 YES  NO. If yes, please note the following:

- Data should only be entered for youth served one or more days during the reporting period. For example, the provider should have included youth with the following program start and end dates for the 10/1/17 – 3/31/18 reporting period:

| <u>Program Start Date</u> | <u>Program End Date</u> |
|---------------------------|-------------------------|
| 10/15/17                  | 11/25/17                |
| 3/31/18                   | 4/15/18                 |
| 9/15/17                   | 4/8/18                  |

**Concepts:  
Using the STSJP  
Checklists (cont.)**

If you answer **YES** to any of the questions in the *Provider Roster* section, make the necessary changes before sending the **Provider Roster** to the county.

*Last Updated: 4/4/2019*

|        |         |
|--------|---------|
| 9/7/17 | 10/1/17 |
|--------|---------|

However, the provider should NOT have included youth with the following dates:

| <u>Program Start Date</u> | <u>Program End Date</u> |
|---------------------------|-------------------------|
| 9/7/17                    | 9/28/17                 |
| 4/15/18                   | 6/2/18                  |

- Did the provider enter data into a greyed-out cell?  **YES**  **NO**. If yes, please note the following:
  - The *Provider Roster* was designed to collect outcome information for youth released during the reporting period (e.g., 10/1/17 – 3/31/18). If a youth is still in the program or was released after the end of the reporting period, all outcome-related cells grey out to indicate that data should not be entered. Outcomes will be collected for these youth during a later reporting period when they are released. Any data entered into a greyed-out cell should be cleared (right click > Clear Contents).
- Did the provider leave cells blank?  **YES**  **NO**. If yes, please note the following:
  - No cells should be left blank unless they are greyed out. If information is unknown or not currently collected, the "Unknown" or "Info Not Collected" pull-down options should be selected.
- Did the provider paste or type data into the sheet rather than using the pull-down menus?  **YES**  **NO**. If yes, please note the following:
  - Formulas used to calculate items (e.g., # Hispanic) in the "For County Reference" section may not work if the provider failed to use the pull-down menus. Results should be reviewed carefully before transferring data from the "For County Reference" section to the *County Summary Sheet*. For example, if it looks like the provider pasted or typed data into the "Ethnicity" column, you should compare the number of Hispanic, Non-Hispanic and unknown that appear in the "Ethnicity" column to the "# Hispanic," "# Non-Hispanic" and "# Unknown" reported in the "For County Reference" section. These numbers should match.

---

**Before You Begin**

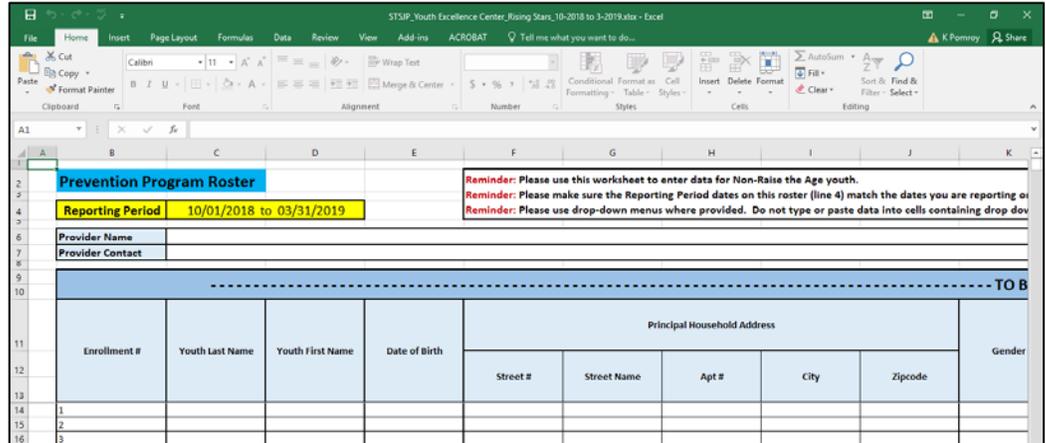
You saved a copy of the *BLANK Provider Rosters* file using the required naming convention.

---

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

1. Open the **Provider Roster** (i.e., the copy of the **BLANK Provider Rosters** file you saved in the last topic).

**Note:** If the file is in protected view, click the **Enable Editing** button.

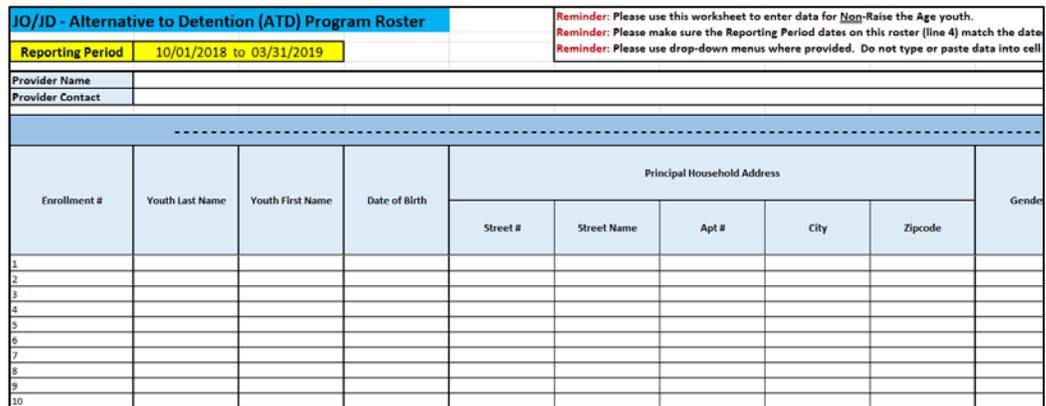


2. At the bottom of the **Provider Roster**, click the correct worksheet tab.

**Note:** In this example, a **JO/JD - Alternative to Detention (ATD) Program Roster** worksheet is used.



The worksheet displays.



| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

3. In the **Provider Name** field, enter the name of the provider.

**JO/JD - Alternative to Detention (ATD) Program Roster**

|                         |                          |
|-------------------------|--------------------------|
| <b>Reporting Period</b> | 10/01/2018 to 03/31/2019 |
|-------------------------|--------------------------|

4. In the **Provider Contact** field, enter the name and telephone number of the provider contact person.

|                         |                              |
|-------------------------|------------------------------|
| <b>Provider Name</b>    | Youth Excellence             |
| <b>Provider Contact</b> | Andrew Jones, (555) 555-5555 |

**Note:** Enter the telephone number in a (XXX) XXX-XXXX format.

5. In the **Youth Last Name** field, enter the youth's last name.

**Note:** The **Enrollment #** column automatically populates.

| Enrollment # | Youth Last Name | Youth First Name |
|--------------|-----------------|------------------|
| 1            | Green           | Ed               |

6. In the **Youth First Name** field, enter the youth's first name.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

7. In the **Date of Birth** field, enter the youth's date of birth in MM/DD/YY format.

**Note:** When entering dates, only the last two digits of the year are required. When you leave the cell, Excel will add the first two digits of the year (either "19" or "20") for you. Also, you are not required to type a "0" before single digit months and days. If you do type a "0," Excel will remove it once you leave the cell.

| Youth Last Name | Youth First Name | Date of Birth |
|-----------------|------------------|---------------|
| Green           | Ed               | 5/9/2004      |

8. In the **Principal Household Address** section, enter the youth's principal household address in the five available fields.

| Principal Household Address |             |       |            |         |
|-----------------------------|-------------|-------|------------|---------|
| Street #                    | Street Name | Apt # | City       | Zipcode |
| 62                          | W. Elm St.  | 4     | Everywhere | 12345   |

9. In the **Gender** field, select the youth's gender (**Male**, **Female**, or **Unknown**).

**Note:** After the **Zipcode** column, data (other than dates) is selected via drop-down lists.

| Gender |
|--------|
| Male   |

|         |
|---------|
| Male    |
| Male    |
| Female  |
| Unknown |

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

**Notes:**

- The **Age at Enrollment** field automatically populates once you complete the **Date of Birth** field (entered in step 7) and the **Program Start Date** field (to be entered in step 12).
- The youth's date of birth and program start date must be entered correctly so the **Age at Enrollment** field populates correctly.

|                           |
|---------------------------|
| NO DATA ENTRY<br>REQUIRED |
| Age at Enrollment         |
|                           |
|                           |
|                           |

10. In the **Ethnicity** field, select the youth's ethnicity (**Hispanic, Non-Hispanic, or Unknown**).

| Ethnicity    | Race<br>(Select all that apply) |       |                            |                             |       |
|--------------|---------------------------------|-------|----------------------------|-----------------------------|-------|
|              | Black/<br>African American      | White | Asian/<br>Pacific Islander | Native American/<br>Alaskan | Other |
| Non Hispanic | No                              | Yes   | No                         | No                          | No    |

11. In the **Race** section, select **Yes, No, or Unknown** for each of the five race-related columns. You can select **Yes** for multiple races.

**Note:** If the youth is a race that does not fall under the provided categories, select **Yes** in the **Other** column. If you do not know the youth's race, select **Unknown** for all five race-related columns. The **FOR COUNTY REFERENCE** section will not count it as unknown unless all **Race** fields for that youth have responses selected.

Because multiple selections for race are possible in a **Provider Roster**, the sum of the race categories calculated in the **FOR COUNTY REFERENCE** section may not equal the total number of youth served.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

**12.** In the **Program Start Date** field, enter the actual first day of service in MM/DD/YY format. For example, if a youth was enrolled in September but service did not start until November, you would enter the November date. This ensures that the LOS (length of stay) is correct.

|   |
|---|
| <b>Program Start Date</b><br><br>10/27/2018 |
|---|

**Note:** Enter the program start date even if that date falls before the beginning of the current reporting period.

**13.** In the **Was the youth still being served in this program on 04/01/2019?** field, select **Yes** or **No**.

|  |
|--|
| <b>Was the youth still being served in this program on 04/01/2019?</b><br><br>No |
|--|

**Note:** If you select **Yes**, the youth will be counted for the current reporting period, however:

- The **Program End Date** field will be disabled.
- All fields where outcomes are entered (by both the program and county) will be disabled.
- The **Length of Stay (Days)** field will not be automatically calculated.

You will enter the youth again for the next reporting period.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

**Notes:** The following are additional notes regarding the **Was the youth still being served in this program on [Date]?** field:

- The date in the field name will change with each new reporting period and will always be the day after the end of the reporting period.
- If the youth is released during the reporting period (i.e., before the date specified in the field name), the answer is **No** – they were not still being served, because they were released before that date.
- If the youth is released AND returns to the program during the SAME reporting period, the youth will need to be entered twice on the worksheet. The first time they are entered, providers will select **No** for this field and they will enter the date the youth was released in the **Program End Date** field. To account for their return to the program, the youth will get entered as if they are a new case. Therefore, if at the end of the reporting period they are still being served as part of their return to program, then providers will select **Yes** in this field.

**14.** In the **Program End Date** field, enter the actual date on which the youth was discharged from the program, even if that date falls after the end of the current reporting period.

**Important!** Do not adjust the end date to reflect the end of the reporting period. The end date should be the actual date the youth ended their time with the program.

|                  |
|------------------|
| Program End Date |
| 12/5/2018        |

**Note:** If the end date falls after the reporting period, the youth will be counted as served for the current reporting period, however:

- All fields capturing outcomes will be disabled.
- The LOS will not be calculated.

You will continue to enter the youth for each reporting period until their program end date falls inside the reporting period. At that time, their outcomes will be entered and the LOS will be calculated.

| Instruction   | Visuals/Comments  |
|---|---|
| <p><b>15.</b>In the <b>Did the youth fail to appear in court between his/her Program Start Date and Program End Date?</b> field, select the appropriate answer from the drop-down list (<b>No</b>, <b>Yes</b>, or <b>Info not collected</b>).</p> | <div data-bbox="464 264 799 520" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Did the youth fail to appear in court between his/her Program Start Date and Program End Date?</p> </div> <div data-bbox="464 527 799 558" style="border: 1px solid black; padding: 2px;"> <p>No</p> </div>   |
| <p><b>16.</b>In the <b>Did the youth consistently comply with program rules and standards?</b> field, select the appropriate answer from the drop-down list (<b>No</b>, <b>Yes</b>, or <b>Info not collected</b>).</p>                            | <p><b>Note:</b> If your program tracks non-compliant behavior, select <b>No</b> if there were more than five incidents of non-compliance. If your program does not track this program component, please begin to track program compliance in consultation with your supervisor and local district practices.</p> <div data-bbox="464 1079 714 1335" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Did the youth consistently comply with program rules and standards?<br/>(Select "No" if more than 5 incidents of non-compliance)</p> </div> <div data-bbox="464 1341 714 1373" style="border: 1px solid black; padding: 2px;"> <p>Yes</p> </div> |

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

17. In the **Did the youth attend at least 90% of all required program activities?** field, select the appropriate answer from the drop-down list (**No**, **Yes**, **Info not collected**, or **N/A**).

Did the youth attend at least 90% of all required program activities?

No

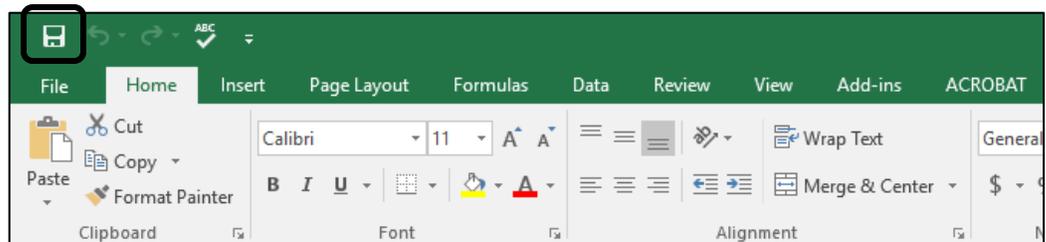
**Note:** The shaded **Length of Stay (Days)** column automatically populates after the **Program Start Date** and **Program End Date** are entered. Data entry is not required.

NO DATA ENTRY REQUIRED

Length of Stay (Days)

39

18. Click the **Save** button (  ) located above the Excel ribbon to save data for the first youth.



| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

19. Repeat steps 5-18 for each additional youth served at least one day by the program during the current reporting period.

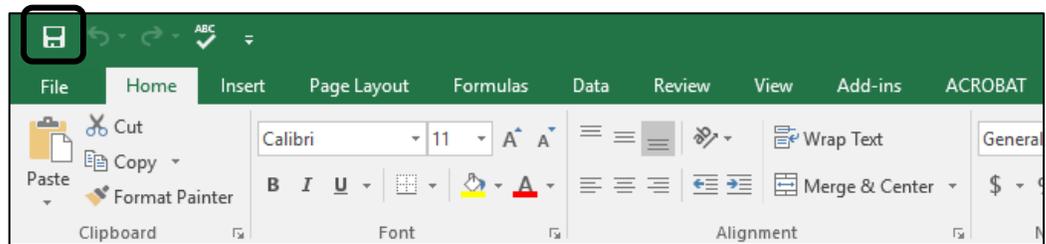
20. If needed, you can scroll down to the **TO BE COMPLETED BY PROGRAM PROVIDER** section at the bottom of the worksheet and enter a plan and timeline for acquiring any uncollected program measures.

|                                  |       |  |
|----------------------------------|-------|--|
| 999<br>1000                      |       |  |
| --- FOR COUNTY REFERENCE ---     |       |  |
| Transfer to County Summary Sheet |       |  |
| Served Population Data           |       |  |
| Total # Youth Served             | 1     |  |
| # Male                           | 1     |  |
| # Female                         | 0     |  |
| # Unknown                        | 0     |  |
| Age at Enrollment                |       |  |
| Average                          | 14.00 |  |
| # 13 and under                   | 0     |  |
| # 14                             | 1     |  |
| # 15                             | 0     |  |
| # 16                             | 0     |  |
| # 17                             | 0     |  |
| # 18 and older                   | 0     |  |
| # Hispanic                       | 0     |  |
| # Non-Hispanic                   | 1     |  |
| # Unknown                        | 0     |  |
| # Black/African American         | 0     |  |
| # White                          | 1     |  |
| # Asian/Pacific Islander         | 0     |  |
| # Native American/<br>Alaskan    | 0     |  |

|   |
|---|
| ----- TO BE COMPLETED BY PROGRAM PROVIDER -----   |
| For each program measure currently uncollected, please describe plan and timeline for acquiring such information. |
| Did the youth fail to appear in court during period of program enrollment?  |
|   |
| Did the youth consistently comply with program rules and standards?   |
|   |
| Did the youth attend at least 90% of all required program activities?   |
|   |

21. If you enter information in this section, be sure to click the **Save** button .

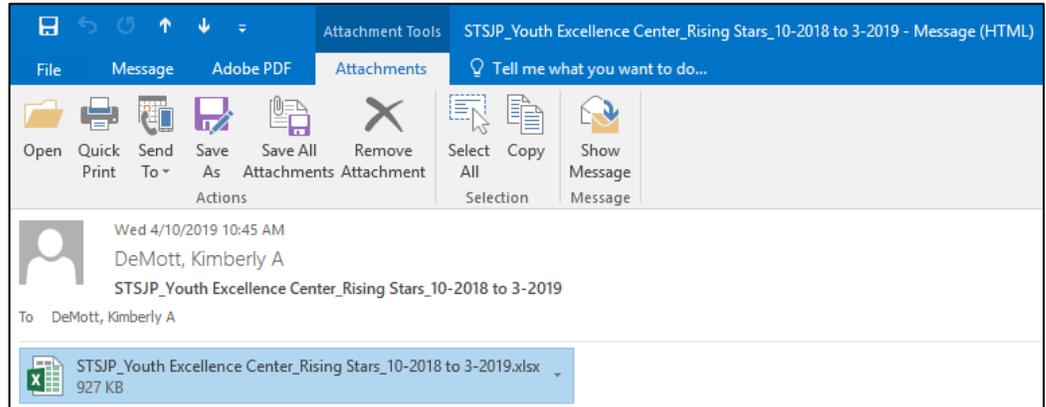


| Instruction   | Visuals/Comments  |
|---|---|
| <p><b>22.</b> After you finish recording data on the <b>Provider Roster</b>, complete the <i>Provider Roster</i> section of the <i>STSJP Data Accuracy &amp; Consistency Checklists</i>.</p> <p>If you answer <b>YES</b> to any of the questions in the <i>Provider Roster</i> section, make the necessary changes before sending the <b>Provider Roster</b> to the county.</p> | <p style="text-align: center;"><small>Last Updated: 4/4/2019</small></p> <p style="text-align: center;"><b>Supervision and Treatment Services for Juveniles Program (STSJP) Data Accuracy &amp; Consistency Checklists</b></p> <p>The following checklists are provided to facilitate an assessment of data accuracy and consistency prior to submission of the <i>County Summary Sheet</i>. They are intended to help localities identify potential errors in their <i>Provider Roster</i> and <i>County Summary Sheet</i> data. Please complete these checklists each reporting period prior to submission of your <i>County Summary Sheet</i>.</p> <p><b>Provider Roster</b></p> <p><b>Directions:</b> Complete the following checklist for each <i>Provider Roster</i> received during the reporting period. If you answer YES to any of the questions, please follow up with the provider and make any necessary changes before transferring data from the "For County Reference" section to the <i>County Summary Sheet</i>.</p> <ul style="list-style-type: none"> <li>• Youth should be counted as Raise the Age (RTA) if they received services in a program that is listed on:             <ul style="list-style-type: none"> <li>(1) the county's approved <i>STSJP Plan</i> for the year AND</li> <li>(2) the approved <i>Department of Budget RTA Fiscal Comprehensive Plan</i>.</li> </ul> <p>Following these guidelines, please check whether any youth were recorded in the <i>WRONG Provider Roster</i>.</p> <ul style="list-style-type: none"> <li>○ Were RTA youth recorded in the <i>Non-RTA Provider Roster</i> (blue) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO.</li> <li>○ Were Non-RTA youth recorded in the <i>RTA Provider Roster</i> (orange)? <input type="checkbox"/> YES <input type="checkbox"/> NO.</li> <li>○ If yes to either item (or both), the youth will need to be removed from the incorrect roster and reentered into the correct roster.</li> </ul> </li> <li>• Did the provider enter data into a roster that was created for a different reporting period? <input type="checkbox"/> YES <input type="checkbox"/> NO. If yes, please note the following:             <ul style="list-style-type: none"> <li>○ Provider rosters for the reporting period 10/1/2018 to 3/31/2019 and beyond now show the reporting period dates at the top of each tab in the Excel document. New rosters are created and sent out each reporting period, therefore it is important that the right one is used when entering data. Using the wrong roster will result in incorrect data being reported, because rosters also have dates set "behind the scenes" to grey out certain cells and automatically calculate certain values (e.g., length of stay and ALOS in the <i>County Summary</i> section). If the wrong roster was used, data must be reentered into the correct version. First, check the OCFS website (<a href="https://ocfs.ny.gov/main/ij_reform/webinar.asp">https://ocfs.ny.gov/main/ij_reform/webinar.asp</a>) for the current roster. If the version you need is not there, e-mail <a href="mailto:OCFS.SM.STSJP@ocfs.ny.gov">OCFS.SM.STSJP@ocfs.ny.gov</a> to obtain a copy.</li> </ul> </li> </ul> |

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

23. Email the completed **Provider Roster** to the county. You may want to include the name of the attachment in the **Subject** field of the email.

**Note:** It is recommended that emails containing attached **Provider Rosters** be either printed or saved in a secure offline location. These emails should not be kept in your **Inbox** or in any other email folders, e.g., **Sent, Deleted Items**, etc.



**Section Summary  
Review**

In this section, you learned the steps a provider must take to record data in a **Provider Roster**.

---

## Completing a Provider Roster: Recording Data Entered by the County

### Concepts

In this section, the steps a county takes to record data in a **Provider Roster** are shown.

### Concepts: Using the STSJP Checklists

Counties should complete the *Provider Roster* section of the *STSJP Data Accuracy & Consistency Checklists* upon receipt of a **Provider Roster** and before entering data, in case the provider needs to make revisions.

An updated document is sent each new reporting period. The latest version of the document is available via the following link:

[https://ocfs.ny.gov/main/jj\\_reform/webinar.asp](https://ocfs.ny.gov/main/jj_reform/webinar.asp)

Last Updated: 4/4/2019

### Supervision and Treatment Services for Juveniles Program (STSJP) Data Accuracy & Consistency Checklists

The following checklists are provided to facilitate an assessment of data accuracy and consistency prior to submission of the *County Summary Sheet*. They are intended to help localities identify potential errors in their *Provider Roster* and *County Summary Sheet* data. Please complete these checklists each reporting period prior to submission of your *County Summary Sheet*.

**Provider Roster**

Directions: Complete the following checklist for each *Provider Roster* received during the reporting period. If you answer YES to any of the questions, please follow up with the provider and make any necessary changes before transferring data from the "For County Reference" section to the *County Summary Sheet*.

- Youth should be counted as Raise the Age (RTA) if they received services in a program that is listed on:
  - (1) the county's approved *STSJP Plan* for the year AND
  - (2) the approved *Department of Budget RTA Fiscal Comprehensive Plan*.Following these guidelines, please check whether any youth were recorded in the **WRONG Provider Roster**.
  - Were RTA youth recorded in the *Non-RTA Provider Roster* (blue)?  YES  NO.
  - Were Non-RTA youth recorded in the *RTA Provider Roster* (orange)?  YES  NO.
  - If yes to either item (or both), the youth will need to be removed from the incorrect roster and reentered into the correct roster.
- Did the provider enter data into a roster that was created for a different reporting period?  
 YES  NO. If yes, please note the following:
  - Provider rosters for the reporting period 10/1/2018 to 3/31/2019 and beyond now show the reporting period dates at the top of each tab in the Excel document. New rosters are created and sent out each reporting period, therefore it is important that the right one is used when entering data. Using the wrong roster will result in incorrect data being reported, because rosters also have dates set "behind the scenes" to grey out certain cells and automatically calculate certain values (e.g., length of stay and ALOS in the *County Summary* section). If the wrong roster was used, data must be reentered into the correct version. First, check the OCFS website ([https://ocfs.ny.gov/main/jj\\_reform/webinar.asp](https://ocfs.ny.gov/main/jj_reform/webinar.asp)) for the current roster. If the version you need is not there, e-mail [OCFS.SM.STSJP@ocfs.ny.gov](mailto:OCFS.SM.STSJP@ocfs.ny.gov) to obtain a copy.

**Concepts:  
Using the STSJP  
Checklists (cont.)**

If you answer **YES** to any of the questions in the *Provider Roster* section, follow up with the provider.

• Did the provider enter data for youth who were NOT served during the reporting period?  
 YES  NO. If yes, please note the following:

- Data should only be entered for youth served one or more days during the reporting period. For example, the provider should have included youth with the following program start and end dates for the 10/1/17 – 3/31/18 reporting period:

| <u>Program Start Date</u> | <u>Program End Date</u> |
|---------------------------|-------------------------|
| 10/15/17                  | 11/25/17                |
| 3/31/18                   | 4/15/18                 |
| 9/15/17                   | 4/8/18                  |

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Last Updated: 4/4/2019

| <u>Program Start Date</u> | <u>Program End Date</u> |
|---------------------------|-------------------------|
| 9/7/17                    | 10/1/17                 |
| 4/15/18                   | 6/2/18                  |

However, the provider should NOT have included youth with the following dates:

| <u>Program Start Date</u> | <u>Program End Date</u> |
|---------------------------|-------------------------|
| 9/7/17                    | 9/28/17                 |
| 4/15/18                   | 6/2/18                  |

- Did the provider enter data into a greyed-out cell?  YES  NO. If yes, please note the following:
  - The *Provider Roster* was designed to collect outcome information for youth released during the reporting period (e.g., 10/1/17 – 3/31/18). If a youth is still in the program or was released after the end of the reporting period, all outcome-related cells grey out to indicate that data should not be entered. Outcomes will be collected for these youth during a later reporting period when they are released. Any data entered into a greyed-out cell should be cleared (right click > Clear Contents).
- Did the provider leave cells blank?  YES  NO. If yes, please note the following:
  - No cells should be left blank unless they are greyed out. If information is unknown or not currently collected, the "Unknown" or "Info Not Collected" pull-down options should be selected.
- Did the provider paste or type data into the sheet rather than using the pull-down menus?  
 YES  NO. If yes, please note the following:
  - Formulas used to calculate items (e.g., # Hispanic) in the "For County Reference" section may not work if the provider failed to use the pull-down menus. Results should be reviewed carefully before transferring data from the "For County Reference" section to the *County Summary Sheet*. For example, if it looks like the provider pasted or typed data into the "Ethnicity" column, you should compare the number of Hispanic, Non-Hispanic and unknown that appear in the "Ethnicity" column to the "# Hispanic," "# Non-Hispanic" and "# Unknown" reported in the "For County Reference" section. These numbers should match.

---

**Before You Begin**

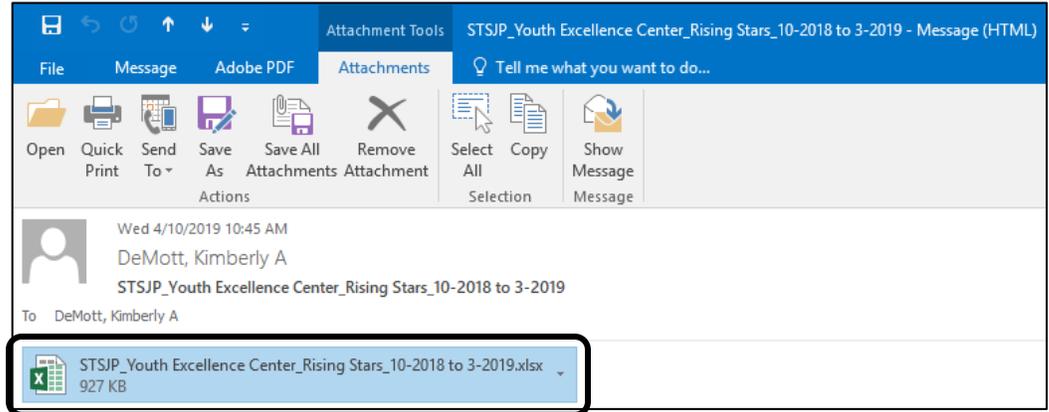
You received an email from a provider containing a **Provider Roster** attachment.

---

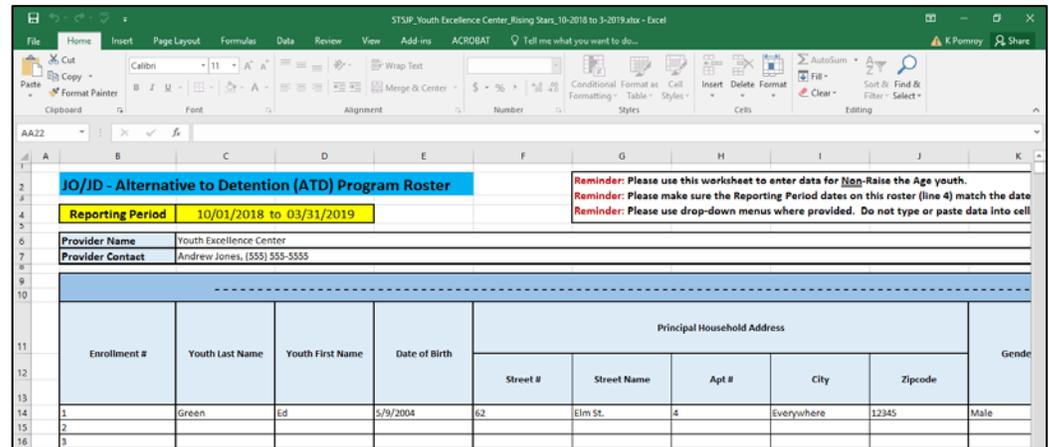
| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

- Open the email message from the provider and save the **Provider Roster** Excel file attachment to a designated location on your network.

**Note:** For the steps to save an attachment, refer to the *Saving the BLANK Provider Rosters Excel File* topic beginning on page 15.



- Navigate to and then open the saved **Provider Roster**.



- Click through the tabs at the bottom of the **Provider Roster** to locate the first completed worksheet.



**Note:** The example continues using the **JOJD - Alternative to Detention (ATD) Program Roster** worksheet from the last topic.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

4. Complete the *Provider Roster* section of the *STSJP Data Accuracy & Consistency Checklists*.

If you answer **YES** to any of the questions in the *Provider Roster* section, follow up with the provider.

Last Updated: 4/4/2019

### Supervision and Treatment Services for Juveniles Program (STSJP) Data Accuracy & Consistency Checklists

The following checklists are provided to facilitate an assessment of data accuracy and consistency prior to submission of the *County Summary Sheet*. They are intended to help localities identify potential errors in their *Provider Roster* and *County Summary Sheet* data. Please complete these checklists each reporting period prior to submission of your *County Summary Sheet*.

**Provider Roster**

**Directions:** Complete the following checklist for each *Provider Roster* received during the reporting period. If you answer YES to any of the questions, please follow up with the provider and make any necessary changes before transferring data from the "For County Reference" section to the *County Summary Sheet*.

- Youth should be counted as Raise the Age (RTA) if they received services in a program that is listed on:
  - (1) the county's approved *STSJP Plan* for the year AND
  - (2) the approved *Department of Budget RTA Fiscal Comprehensive Plan*.
 Following these guidelines, please check whether any youth were recorded in the **WRONG** *Provider Roster*.
  - Were RTA youth recorded in the *Non-RTA Provider Roster* (blue)?  YES  NO.
  - Were Non-RTA youth recorded in the *RTA Provider Roster* (orange)?  YES  NO.
  - If yes to either item (or both), the youth will need to be removed from the incorrect roster and reentered into the correct roster.
  
- Did the provider enter data into a roster that was created for a different reporting period?  YES  NO. If yes, please note the following:
  - Provider rosters for the reporting period 10/1/2018 to 3/31/2019 and beyond now show the reporting period dates at the top of each tab in the Excel document. New rosters are created and sent out each reporting period, therefore it is important that the right one is used when entering data. Using the wrong roster will result in incorrect data being reported, because rosters also have dates set "behind the scenes" to grey out certain cells and automatically calculate certain values (e.g., length of stay and ALOS in the *County Summary* section). If the wrong roster was used, data must be reentered into the correct version. First, check the OCFS website ([https://ocfs.ny.gov/main/ii\\_reform/webinar.asp](https://ocfs.ny.gov/main/ii_reform/webinar.asp)) for the current roster. If the version you need is not there, e-mail [OCFS.SM.STSJP@ocfs.ny.gov](mailto:OCFS.SM.STSJP@ocfs.ny.gov) to obtain a copy.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

5. Locate the first youth and then scroll to the right to the **TO BE COMPLETED BY COUNTY** section of the worksheet.

|  |                        |                                  |
|--|------------------------|----------------------------------|
| <b>--- TO BE COMPLETED BY COUNTY ---</b>   |                        |                                  |
| Did the youth experience any of the following between his/her Program Start Date and Program End Date? |                        |                                  |
| <b>Arrest/<br/>Probation Intake?</b>   | <b>Warrant Issued?</b> | <b>Detention/Jail Admission?</b> |

**Note:** This section is for county use only. It is included to provide the county with a place to track relevant outcomes for youth served by STSJP programs. The county is asked to select whether a participating youth experienced an outcome (e.g., warrant issued) during the program service period—program start date to program end date. Please note that the outcomes vary by program type.

**Important!** The data recorded in the **TO BE COMPLETED BY COUNTY** section is vital and must be accurate.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

6. In the **Arrest/ Probation Intake?** field, make a selection from the drop-down list for the first youth on the worksheet (**No, Yes, or Info not collected**).

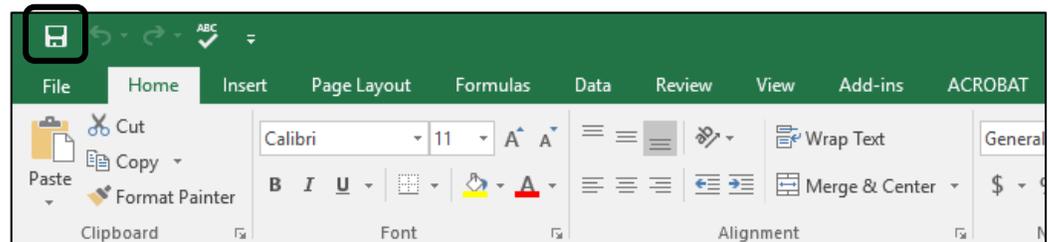
**Note:** Only record data from the youth's program start date to the program end date. No data outside of those dates should be included. For example, if the **Start Date** is 10/3/2018 and the **End Date** is 1/1/2019, and the youth was arrested on 10/15/2018, the county would select **Yes**. However, if the youth was arrested on 1/5/2019, the county would select **No** because that date is outside the outcome window.

| --- TO BE COMPLETED BY COUNTY ---  |                 |                           |
|--|-----------------|---------------------------|
| Did the youth experience any of the following between his/her Program Start Date and Program End Date? |                 |                           |
| Arrest/ Probation Intake?  | Warrant Issued? | Detention/Jail Admission? |
| No   | No              | Yes                       |

7. In the **Warrant Issued?** field, make a selection from the drop-down list (**No, Yes, or Info not collected**).

8. In the **Detention/Jail Admission?** field, make a selection from the drop-down list (**No, Yes, or Info not collected**).

9. Click the **Save** button located above the Excel ribbon to save data for the first youth.

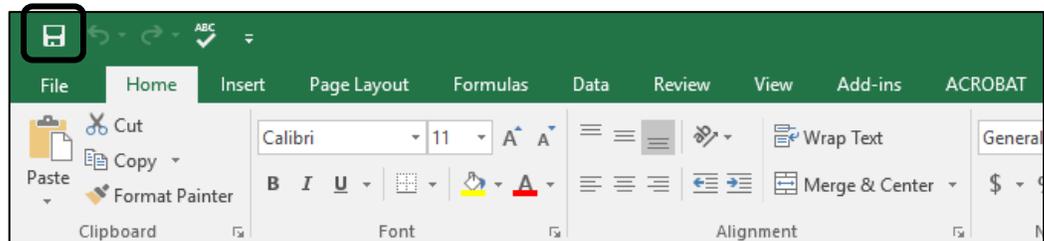


| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

10. Repeat steps 5-9 for every applicable youth on the worksheet.

|  |                 |                           |
|--|-----------------|---------------------------|
| - - - TO BE COMPLETED BY COUNTY - - -  |                 |                           |
| Did the youth experience any of the following between his/her Program Start Date and Program End Date? |                 |                           |
| Arrest/<br>Probation Intake?   | Warrant Issued? | Detention/Jail Admission? |
| No   | No              | No                        |
|  |                 |                           |
| Yes  | No              | Yes                       |
|  |                 |                           |

11. When you have finished entering youth data, click the **Save** button located above the Excel ribbon.



| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

12. Scroll down to row 1015 to view the **FOR COUNTY REFERENCE** section.

**Note:** The information in this section automatically populates based on the data entered at the top of the worksheet by the provider and the county. Data entry is not required.

| - - - FOR COUNTY REFERENCE - - -                           |       |
|--|-------|
| Transfer to County Summary Sheet                           |       |
| Served Population Data                                     |       |
| Total # Youth Served                                       | 4     |
| # Male   | 2     |
| # Female   | 2     |
| # Unknown  | 0     |
| Age at Enrollment  | 14.75 |
| Average  |       |
| # 13 and under   | 1     |
| # 14   | 1     |
| # 15   | 1     |
| # 16   | 0     |
| # 17   | 1     |
| # 18 and older   | 0     |
| # Hispanic   | 1     |
| # Non-Hispanic   | 3     |
| # Unknown  | 0     |
| # Black/African American                                   | 1     |
| # White  | 2     |
| # Asian/Pacific Islander                                   | 1     |
| # Native American/Alaskan                                  | 1     |
| # Other  | 0     |
| # Unknown  | 0     |
| Total # Youth Released                                     | 2     |
| # Failed to Appear in Court                                | 1     |
| # Consistently complied with program rules and standards   | 2     |
| # Attended at least 90% of all required program activities | 1     |
| Average LOS  | 68.00 |
| Outcome Data   |       |
| # Arrest/Probation Intake                                  | 1     |
| # Warrant Issued   | 0     |
| # Detention/Jail Admission                                 | 1     |

**Reminder Note**

The county is responsible for recording outcomes for released youth in every **Provider Roster**. Repeat the steps in this topic for each **Provider Roster** you receive from the provider.

**Section Summary Review**

In this section, you learned the steps a county must take to record data in a **Provider Roster**.

## Completing a County Summary Sheet

### Concepts

In this section, the steps a county takes to complete a **County Summary Sheet** are shown.

Much of the information a county will enter in a **County Summary Sheet** is already calculated and available in the **FOR COUNTY REFERENCE** section (which begins on row 1015 on the **Provider Roster**). County staff will locate this information and then transfer it to the **County Summary Sheet**.

| - - - FOR COUNTY REFERENCE - - - |       |
|----------------------------------|-------|
| Transfer to County Summary Sheet |       |
| Served Population Data           |       |
| Total # Youth Served             | 4     |
| # Male                           | 2     |
| # Female                         | 2     |
| # Unknown                        | 0     |
| Age at Enrollment                | 14.75 |
| Average                          |       |
| # 13 and under                   | 1     |
| # 14                             | 1     |
| # 15                             | 1     |
| # 16                             | 0     |
| # 17                             | 1     |
| # 18 and older                   | 0     |

### Concepts: Recording Data in a County Summary Sheet

- The county will record data on the **County Summary Sheet** from every returned **Provider Roster**.
- If a provider completed multiple worksheets in a **Provider Roster**, the county must record information from each worksheet on the **County Summary Sheet**.
- This means the provider will display multiple times on the **County Summary Sheet**, but with different program types, as shown below. The same applies for providers who complete multiple **Provider Rosters**.

| Provider Name<br>(If Indirect Service Provider, specify<br>position/program funded) | Provider Information             |                |                                       |
|---|----------------------------------|----------------|---------------------------------------|
|   | Program Type                     | Program Budget | Funded Slots/<br>Budgeted<br>Capacity |
| Youth Excellence Center   | JO/JD - Alternative to Detention | \$15,000       | 10                                    |
| Youth Excellence Center   | PINS - Alternative to Detention  | \$15,000       | 10                                    |

**Concepts:  
Recording Data in  
a County  
Summary Sheet  
(cont.)**

- The county should also record data for providers that fall under the program type of **Support Service Provider**, i.e., functions that are funded but will not have a **Provider Roster**. Examples are an Educational Liaison or technical assistance.
- Visits with a doctor or mental health practitioner may also fall under **Support Service Provider** if the service involves distinct, one-time visits, rather than the service being part of a program with a continued LOS/ongoing enrollment.

**Concepts:  
Using the STSJP  
Checklists**

Before emailing a **County Summary Sheet** to OCFS, the county should complete the *County Summary Sheet* section of the *STSJP Data Accuracy & Consistency Checklists*.

An updated document is sent each new reporting period. The latest version of the document is also available via the following link:

[https://ocfs.ny.gov/main/jj\\_reform/webinar.asp](https://ocfs.ny.gov/main/jj_reform/webinar.asp)

If you answer **YES** to any of the questions in the *County Summary Sheet* section, make the necessary changes before sending the **County Summary Sheet** to OCFS.

**County Summary Sheet**

**Directions:** After transferring data from the "For County Reference" section of each *Provider Roster* received during the reporting period, complete the following checklist. If you answer YES to any of the questions, please revise your *County Summary Sheet* as necessary before submission.

- It is important that data on RTA youth, tracked in the *RTA Provider Rosters* (orange), make it into the *RTA County Summary Sheets* (orange). And, that data on the Non-RTA youth, tracked in the *Non-RTA Provider Rosters* (blue), make it into the *Non-RTA County Summary Sheets* (blue). Please check for any instances where data may have been transferred from a *Provider Roster* into the WRONG version of the *County Summary Sheet*.
  - Were data from an *RTA Provider Roster* (orange) recorded in the *Non-RTA County Summary Sheet* (blue)?  YES  NO.
  - Were data from a *Non-RTA Provider Roster* (blue) recorded in the *RTA County Summary Sheet* (orange)?  YES  NO.
  - If yes to either item (or both), the data will need to be removed from the incorrect summary sheet and reentered into the correct summary sheet.
- Do data appear in any greyed-out cells?  YES  NO. If yes, please note the following:
  - Cells that are not applicable grey out after selecting a "Program Type" (Column C)

Page 2 of 4

**Concepts:  
Using the STSJP  
Checklists (cont.)**

*Last Updated: 4/4/2019*

from the pull-down menu. No data should be entered into a greyed-out cell.

- Are any cells blank?  YES  NO. If yes, please note the following:
  - No cells should be left blank unless they are greyed out. For example, if a program served zero Native Americans/Alaskans during the reporting period, a zero (0) should be entered in Column X (“# Native American/Alaskan”). It should not be left blank.
- Did you manually enter any program types into Column C, rather than using the pull-down menu?  YES  NO. If yes, please note the following:
  - “Program Type” should be selected from the pull-down menu. Do not type or paste into Column C. Simply select one of the provided program types. If you are not sure which option to select, send an e-mail to [OCFS.SM.STSJP@ocfs.nv.gov](mailto:OCFS.SM.STSJP@ocfs.nv.gov) for guidance.
- Add Columns H through J (“# Male” + “# Female” + “# Unknown” = \_\_\_\_\_), is your total more or less than the Total # Youth Served (Column G)?  YES  NO. If yes, please note the following:
  - The sum of Columns H through J should equal the “Total # Youth Served.” If not, there was an error in copying the data over from the “For County Reference” section of the *Provider Roster*, the provider did not complete all necessary cells, and/or the formulas in the “For County Reference” section did not work properly. If the formulas did not work, the provider likely pasted or typed data into the *Provider Roster* rather than using the pull-down menus.
- Do any of the averages presented in Column K (“Average Age at Enrollment”) seem nonsensical (e.g., 45 years)?  YES  NO. If yes:
  - “Age at Enrollment” in the *Provider Roster* is set to calculate automatically once “Date of Birth” (Column E) and “Program Start Date” (Column S) have been entered. Check “Date of Birth” and “Program Start Date” to see if dates were entered incorrectly. Fixing any incorrect dates should resolve the problem.
- Add Columns R through T (“# Hispanic” + “# Non-Hispanic” + “# Unknown” = \_\_\_\_\_), is your total more or less than the “Total # Youth Served” (Column G)?  YES  NO. If yes, please note the following:
  - The sum of Columns R through T should equal the “Total # Youth Served.” If not, there was an error in copying the data over from the “For County Reference” section of the *Provider Roster*, the provider did not complete all necessary cells, and/or the formulas in the “For County Reference” section did not work properly. If the formulas did not work, the provider likely pasted or typed data into the *Provider Roster* rather than using the pull-down menus.
- Add Columns U through Z (“# Black/African American” through “# Unknown”), is your total less than the “Total # Youth Served” (Column G)?  YES  NO. If yes, please note the following:
  - Multiple race selections are possible, so the sum of Columns U through Z may be higher than the “Total # Youth Served,” but it should NOT be lower. If it is lower, there was an error in copying the data over from the “For County Reference” section of the *Provider Roster*, the provider did not complete all necessary cells, and/or the formulas in the “For County Reference” section did not work properly. If the formulas did not work, the provider likely pasted or typed data into the *Provider Roster* rather

Page 3 of 4

**Concepts:  
Using the STSJP  
Checklists (cont.)**

Last Updated: 4/4/2019

than using the pull-down menus.

- Is the "Total # Youth Released" (Column AA) greater than the "Total # Youth Served" (Column G)?  YES  NO. If yes, please note the following:
  - Column AA should never be greater than Column G, since all youth released during the period must have been served. If Column AA is greater than Column G, an error was likely made when copying data over from the "For County Reference" section of the *Provider Roster*.
- Do any of the averages presented in Column AE ("Average LOS") seem nonsensical (e.g., 900 days)?  YES  NO. If yes:
  - Confirm accuracy with the provider.
- With the exception of Column AE, are any of the numbers entered into Columns AB through AO (i.e., the outcome columns) greater than the "Total # Youth Released" (Column AA)?  YES  NO. If yes, please note the following:
  - The provider likely entered outcome data for youth who were NOT released during the reporting period. As mentioned above, we are only collecting outcome information for released youth; therefore, the number of youth who experienced an outcome should never be greater than the total number of youth released. Double check the *Provider Roster*; any data entered into a greyed-out cell should be cleared (right click > Clear Contents).

**Saving a County  
Summary Sheet**

Each reporting period, OCFS emails the two period-specific **County Summary Sheet** Excel files to the county.

**Note:** The **County Summary Sheet** Excel files for the current reporting period are also available via the following link:

[https://ocfs.ny.gov/main/jj\\_reform/webinar.asp](https://ocfs.ny.gov/main/jj_reform/webinar.asp)

Before saving a **County Summary Sheet**, the county must first verify that they are using the correct Excel file (i.e., the traditional STSJP or RTA file as well as the file for the correct reporting period). The county will then save a copy of the appropriate file using a required naming convention that includes if the file is for RTA youth, STSJP, the county name, and the dates for the applicable reporting period. For example:

**STSJP\_York County\_10-2018 to 3-2019**  
**RTA\_STSJP\_York County\_10-2018 to 3-2019**

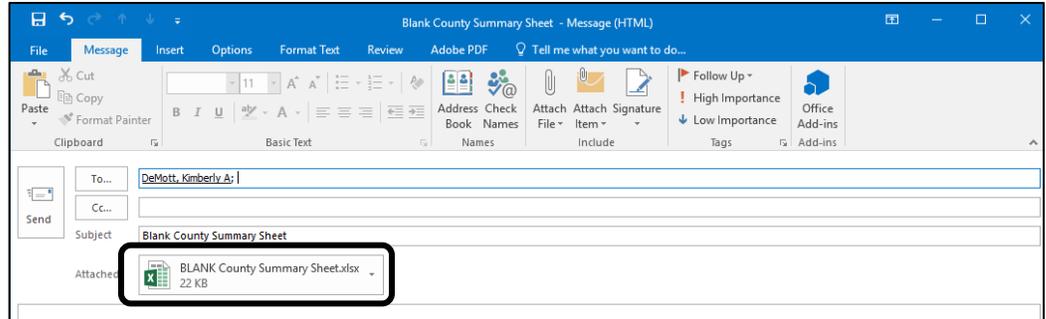
**Before You Begin**

You received an email from OCFS containing the *BLANK County Summary Sheet* attachment. You have also finished recording data in at least one **Provider Roster** for the current reporting period.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

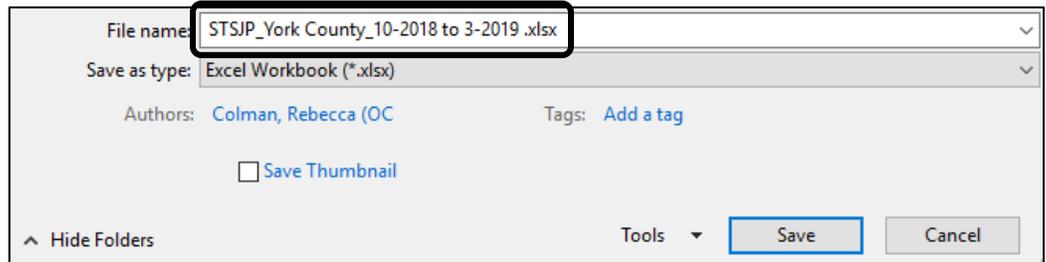
**Saving a County Summary Sheet**

1. Begin the process to save a copy of the *BLANK County Summary Sheet* to a designated location on your network.



**Note:** For the steps to save a copy of a file, refer to the *Saving the BLANK Provider Rosters Excel File* topic beginning on page 15.

2. Using the required naming convention, enter a file name in the **File name** field.



**Note:** For example:

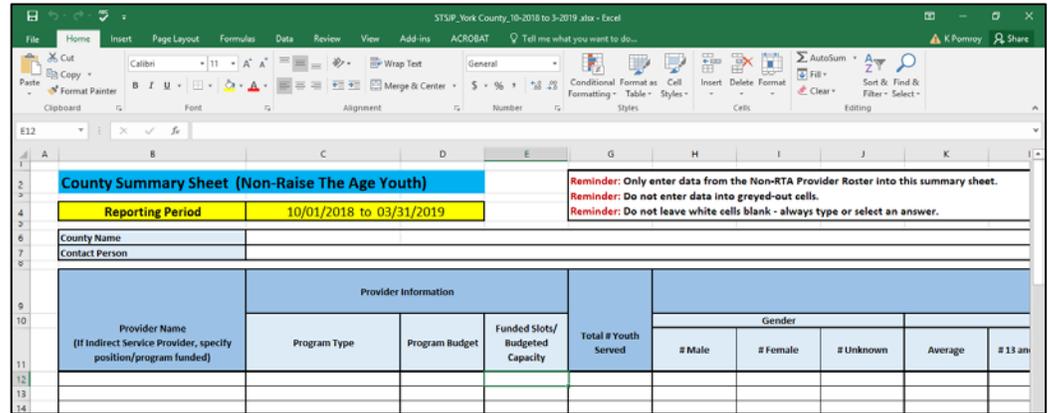
**STSJP\_York County\_10-2018 to 3-2019**  
**RTA\_STSJY\_York County\_10-2018 to 3-2019**

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

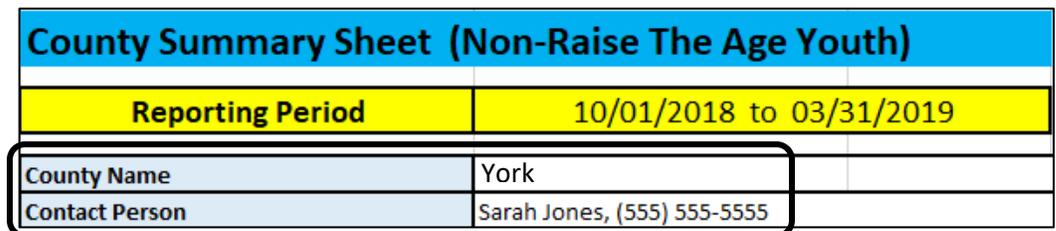
### Completing a County Summary Sheet

- Navigate to and then open the saved **County Summary Sheet**.

**Note:** If the file is in protected view, click the **Enable Editing** button.



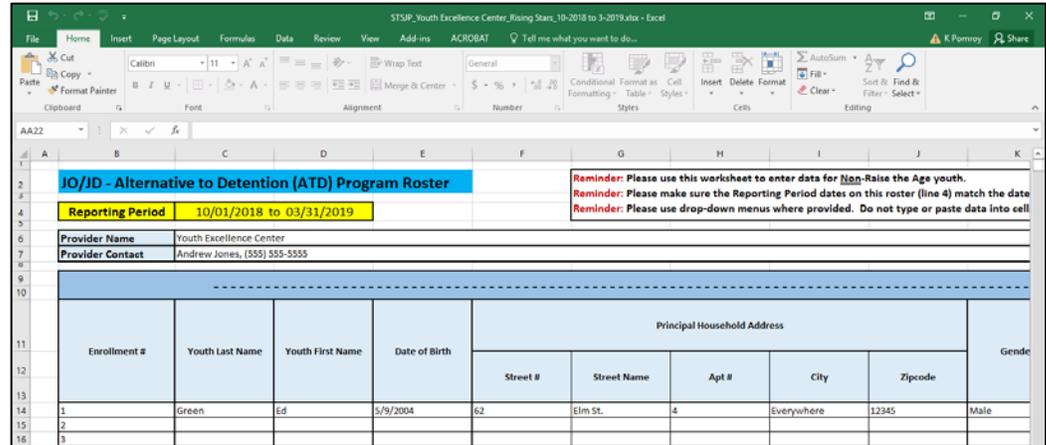
- In the **County Name** field, select the county from the drop-down list.



- In the **Contact Person** field, enter the name and telephone number of the county contact person. Enter the telephone number in (XXX) XXX-XXXX format.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

4. Open a completed **Provider Roster**.



5. Click through the tabs to locate the completed worksheet.



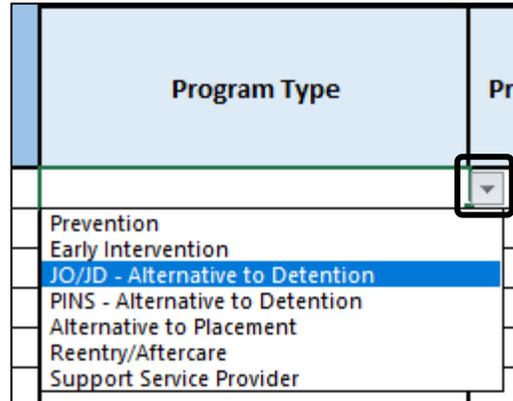
**Note:** The example continues using the **JO/JD - Alternative to Detention (ATD) Program Roster** worksheet from the last topic.

6. Return to the **County Summary Sheet** and in the **Provider Name** field, enter the name of the provider that completed the **Provider Roster**.

| County Summary Sheet (Non-Raise The Age Youth)  |   |                      |  |                     |                       |
|---|---|----------------------|--|---------------------|-----------------------|
| <b>Reporting Period</b>   | 10/01/2018 to 03/31/2019  |                      |  |                     |                       |
| <b>County Name</b>  | York  |                      |  |                     |                       |
| <b>Contact Person</b>   | Sarah Jones, (555) 555-5555   |                      |  |                     |                       |
| <b>Provider Name</b><br>(If Indirect Service Provider, specify position/program funded) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="padding: 5px;">Provider Information</th> </tr> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"><b>Program Type</b></td> <td style="padding: 5px; vertical-align: top;"><b>Program Budget</b></td> </tr> </table> | Provider Information |  | <b>Program Type</b> | <b>Program Budget</b> |
| Provider Information  |   |                      |  |                     |                       |
| <b>Program Type</b>   | <b>Program Budget</b>   |                      |  |                     |                       |
| Youth Excellence Center   |   |                      |  |                     |                       |

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

7. In the **Program Type** field, select the program type.



8. In the **Program Budget** field, enter the amount of the program budget.

**Note:** The county should enter the total funds a program receives through STSJP in the **Program Budget** field.

| Provider Information             |                |                                    |
|----------------------------------|----------------|------------------------------------|
| Program Type                     | Program Budget | Funded Slots/<br>Budgeted Capacity |
| JO/JD - Alternative to Detention | \$15,000       | 10                                 |

9. In the **Funded Slots/ Budgeted Capacity** field, enter the total number of slots each program has been budgeted to provide during this STSJP reporting period.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

**Note:** At this point, most of the information the county still needs to enter on the **County Summary Sheet** is already calculated and available in the **FOR COUNTY REFERENCE** section (which begins on row 1015 on the **Provider Roster**). County staff will locate this information and then transfer it to the **County Summary Sheet**.

10. Display the **Provider Roster** worksheet and scroll to the **FOR COUNTY REFERENCE** section in the bottom-left corner.

| - - - FOR COUNTY REFERENCE - - -                           |       |
|--|-------|
| Transfer to County Summary Sheet                           |       |
| Served Population Data                                     |       |
| Total # Youth Served                                       | 4     |
| # Male   | 2     |
| # Female   | 2     |
| # Unknown  | 0     |
| Age at Enrollment  | 14.75 |
| Average  |       |
| # 13 and under   | 1     |
| # 14   | 1     |
| # 15   | 1     |
| # 16   | 0     |
| # 17   | 1     |
| # 18 and older   | 0     |
| # Hispanic   | 1     |
| # Non-Hispanic   | 3     |
| # Unknown  | 0     |
| # Black/African American                                   | 1     |
| # White  | 2     |
| # Asian/Pacific Islander                                   | 1     |
| # Native American/<br>Alaskan                              | 1     |
| # Other  | 0     |
| # Unknown  | 0     |
| Total # Youth Released                                     | 2     |
| # Failed to Appear in Court                                | 1     |
| # Consistently complied with program rules and standards   | 2     |
| # Attended at least 90% of all required program activities | 1     |
| Average LOS  | 68.00 |
| Outcome Data   |       |
| # Arrest/Probation Intake                                  | 1     |
| # Warrant Issued   | 0     |
| # Detention/Jail Admission                                 | 1     |

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

11. Enter data from the **FOR COUNTY REFERENCE** section on the **Provider Roster** in the following fields on the **County Summary Sheet**:

|                                  |   |
|----------------------------------|---|
| --- FOR COUNTY REFERENCE ---     |   |
| Transfer to County Summary Sheet |   |
| Served Population Data           |   |
| Total # Youth Served             | 4 |
| # Male                           | 2 |
| # Female                         | 2 |
| # Unknown                        | 0 |



- **Total # Youth Served:** Total of all youth served during the reporting period only.
- **Gender:**
  - # Male
  - # Female
  - # Unknown

|                             |               |                 |                  |
|-----------------------------|---------------|-----------------|------------------|
|                             | Gender        |                 |                  |
| <b>Total # Youth Served</b> | <b># Male</b> | <b># Female</b> | <b># Unknown</b> |
| 4                           | 2             | 2               | 0                |

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

12. Enter data from the **FOR COUNTY REFERENCE** section on the **Provider Roster** in the following fields on the **County Summary Sheet**:

- **Age at Enrollment:**
  - **Average**
  - **# 13 and under**
  - **# 14**
  - **# 15**
  - **# 16**
  - **# 17**
  - **# 18 and older**

| --- FOR COUNTY REFERENCE ---     |       |
|----------------------------------|-------|
| Transfer to County Summary Sheet |       |
| Served Population Data           |       |
| Total # Youth Served             | 4     |
| # Male                           | 2     |
| # Female                         | 2     |
| # Unknown                        | 0     |
| <b>Age at Enrollment</b>         |       |
| Average                          | 14.75 |
| # 13 and under                   | 1     |
| # 14                             | 1     |
| # 15                             | 1     |
| # 16                             | 0     |
| # 17                             | 1     |
| # 18 and older                   | 0     |



| Age at Enrollment |                |      |      |      |      |                |
|-------------------|----------------|------|------|------|------|----------------|
| Average           | # 13 and under | # 14 | # 15 | # 16 | # 17 | # 18 and older |
| 14.75             | 1              | 1    | 1    | 0    | 1    | 0              |

13. Enter data from the **FOR COUNTY REFERENCE** section on the **Provider Roster** in the following fields on the **County Summary Sheet**:

- **Ethnicity:**
  - **# Hispanic**
  - **# Non-Hispanic**
  - **# Unknown**

| --- FOR COUNTY REFERENCE ---     |   |
|----------------------------------|---|
| Transfer to County Summary Sheet |   |
| # Hispanic                       | 1 |
| # Non-Hispanic                   | 3 |
| # Unknown                        | 0 |



| Ethnicity  |                |           |
|------------|----------------|-----------|
| # Hispanic | # Non-Hispanic | # Unknown |
| 1          | 3              | 0         |

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

14. Enter data from the **FOR COUNTY REFERENCE** section on the **Provider Roster** in the following fields on the **County Summary Sheet**:

| --- FOR COUNTY REFERENCE ---     |   |
|----------------------------------|---|
| Transfer to County Summary Sheet |   |
| # Black/African American         | 1 |
| # White                          | 2 |
| # Asian/Pacific Islander         | 1 |
| # Native American/<br>Alaskan    | 1 |
| # Other                          | 0 |
| # Unknown                        | 0 |

- **Race (Note: Multiple selections possible. May not sum to Total # Youth Served):**



| Race (Note: Multiple selections possible. May not sum to Total # Youth Served) |         |                              |                                  |         |           |
|--|---------|------------------------------|----------------------------------|---------|-----------|
| # Black/<br>African American   | # White | # Asian/<br>Pacific Islander | # Native<br>American/<br>Alaskan | # Other | # Unknown |
| 1  | 2       | 1                            | 1                                | 0       | 0         |

- # Black/  
African American
- # White
- #Asian/  
Pacific Islander
- # Native American/  
Alaskan
- # Other
- # Unknown

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

15. Enter data from the **FOR COUNTY REFERENCE** section on the **Provider Roster** in the following fields on the **County Summary Sheet**:

- **Total # Youth Released**

|                                  |   |
|----------------------------------|---|
| --- FOR COUNTY REFERENCE ---     |   |
| Transfer to County Summary Sheet |   |
| <b>Total # Youth Released</b>    | 2 |



|                               |
|-------------------------------|
| <b>Total # Youth Released</b> |
| 2                             |

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

16. Enter data from the **FOR COUNTY REFERENCE** section on the **Provider Roster** in the following fields on the **County Summary Sheet**:

- **# Failed to Appear in Court**
- **# Consistently complied with program rules and standards**
- **# Attended at least 90% of all required program activities**
- **Average LOS**

| --- FOR COUNTY REFERENCE ---                               |       |
|--|-------|
| Transfer to County Summary Sheet                           |       |
| # Failed to Appear in Court                                | 1     |
| # Consistently complied with program rules and standards   | 2     |
| # Attended at least 90% of all required program activities | 1     |
| Average LOS  | 68.00 |



| # Failed to Appear in Court | # Consistently complied with program rules and standards | # Attended at least 90% of all required program activities | Average LOS |
|-----------------------------|--|--|-------------|
| 1                           | 2  | 1  | 68.00       |

**Data Entry Tips for Fields AB – AD and AF - AO:**

- You can type data in these fields or select from a drop-down list.
- If the value you are reporting is 1 or more, type the number in the field.
- If the value you are reporting is 0, select **None** from the drop-down list.
- If you do not know the value and cannot report it, select **Info not collected** from the drop-down list.

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

17. Enter data from the **FOR COUNTY REFERENCE** section on the **Provider Roster** in the following fields on the **County Summary Sheet**:

|                                  |   |
|----------------------------------|---|
| --- FOR COUNTY REFERENCE ---     |   |
| Transfer to County Summary Sheet |   |
| Outcome Data                     |   |
| # Arrest/Probation Intake        | 1 |
| # Warrant Issued                 | 0 |
| # Detention/Jail Admission       | 1 |

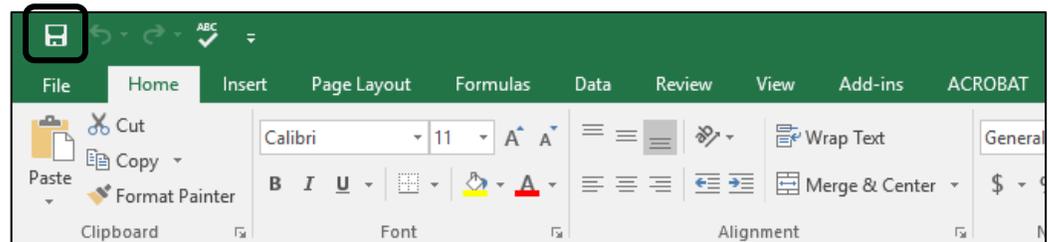


- **# Arrest/ Probation Intake**
- **# Warrant Issued**
- **# Detention/ Jail Admission**

| # Arrest/ Probation Intake | # PINS Referral | # Truancy | # School Suspension | # Successful Adjustment | # Warrant Issued | # Detention/ Jail Admission |
|----------------------------|-----------------|-----------|---------------------|-------------------------|------------------|-----------------------------|
| 1                          |                 |           |                     |                         | 0                | 1                           |

**Note:** Fields that are grayed out represent outcome data that is not tracked for JO/JD – ATD programs.

18. When you have finished recording data for the first **Provider Roster**, click the **Save** button located above the Excel ribbon.



| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

19. To record data for another provider, either from another worksheet in the same **Provider Roster**, or from a different **Provider Roster**, complete steps 6-18 in this topic.

| County Summary Sheet (Non-Raise The Age Youth)                                   |                                 |                                  |                                    |  |
|--|---------------------------------|----------------------------------|------------------------------------|--|
| Reporting Period   | 10/01/2018 to 03/31/2019        |                                  |                                    | Reminder: Only<br>Reminder: Do n<br>Reminder: Do n |
| County Name  | York                            |                                  |                                    |  |
| Contact Person   | Sarah Harris, (555) 555-5555    |                                  |                                    |  |
| Provider Name<br>(If Indirect Service Provider, specify position/program funded) | Provider Information            |                                  |                                    | Total # Youth Served                               |
|  | Program Type                    | Program Budget                   | Funded Slots/<br>Budgeted Capacity |  |
|  | Youth Excellence Center         | JO/JD - Alternative to Detention | \$15,000                           |  |
| Youth Excellence Center  | PINS - Alternative to Detention | \$15,000                         | 10                                 | 3  |

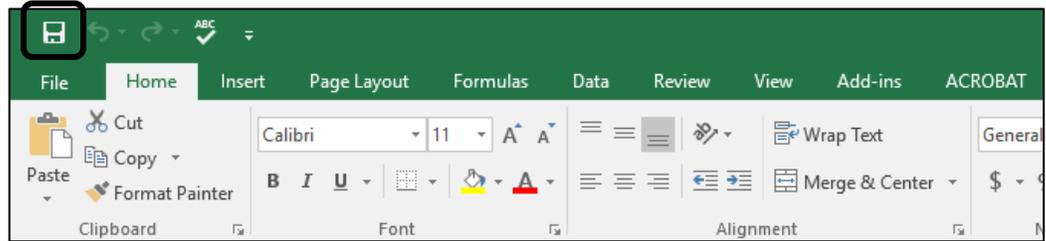
**Note:** The county must record data on the **County Summary Sheet** from every **Provider Roster** completed by a provider. This means that a provider could be listed more than once on a **County Summary Sheet**, but with different program types.

20. If necessary, when you have finished recording data from every completed **Provider Roster**, scroll to the bottom of the worksheet and, for each outcome measure currently uncollected, describe a plan and timeline for acquiring such information.

| For each outcome measure currently uncollected, please describe plan and timeline for acquiring such information. |
|---|
| # Arrest/Probation Intake   |
| # PINS Referral   |
| # Truancy   |
| # School Suspension   |
| # Successful Probation Adjustment   |
| # Warrant Issued  |
| # Detention/Jail Admission  |
| # Violation of Probation Filed  |

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

21. When you have finished recording data on the **County Summary Sheet**, click the **Save** button located above the Excel ribbon. 



22. Complete the *County Summary Sheet* section of the *STSJP Data Accuracy & Consistency Checklists*.  
  
If you answer **YES** to any of the questions in the *County Summary Sheet* section, make the necessary changes before sending the **County Summary Sheet** to OCFS.

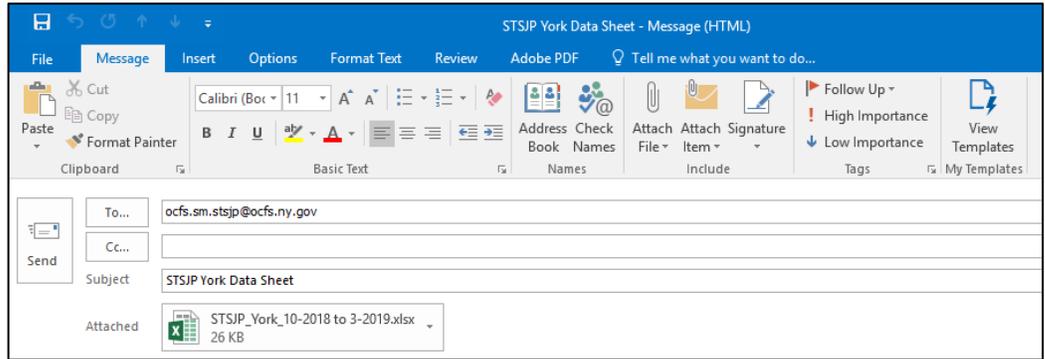
**County Summary Sheet**  
**Directions:** After transferring data from the "For County Reference" section of each *Provider Roster* received during the reporting period, complete the following checklist. If you answer YES to any of the questions, please revise your *County Summary Sheet* as necessary before submission.

- It is important that data on RTA youth, tracked in the *RTA Provider Rosters* (orange), make it into the *RTA County Summary Sheets* (orange). And, that data on the Non-RTA youth, tracked in the *Non-RTA Provider Rosters* (blue), make it into the *Non-RTA County Summary Sheets* (blue). Please check for any instances where data may have been transferred from a *Provider Roster* into the WRONG version of the *County Summary Sheet*.
  - Were data from an *RTA Provider Roster* (orange) recorded in the *Non-RTA County Summary Sheet* (blue)?  YES  NO.
  - Were data from a *Non-RTA Provider Roster* (blue) recorded in the *RTA County Summary Sheet* (orange)?  YES  NO.
  - If yes to either item (or both), the data will need to be removed from the incorrect summary sheet and reentered into the correct summary sheet.
- Do data appear in any greyed-out cells?  YES  NO. If yes, please note the following:
  - Cells that are not applicable grey out after selecting a "Program Type" (Column C)

Page 2 of 4

| Instruction | Visuals/Comments |
|-------------|------------------|
|-------------|------------------|

**23.** Email the completed **County Summary Sheet** to the OCFS STSJP mailbox: **ocfs.sm.stsjp@ocfs.ny.gov**. In the **Subject** field of the email, type **STSJP <County Name> Data Sheet**.



---

**Section Summary Review**

In this section, you learned the steps a county takes to complete a **County Summary Sheet**.

---

## Utilizing STSJP Data to Ask Questions

### Concepts

In this section, you will explore how providers and municipalities can use STSJP data to ask questions about their STSJP programs.

### Concepts: Utilize Your Provider Rosters to Ask Questions

Providers may find it useful to review their completed **Provider Rosters**, particularly the **FOR COUNTY REFERENCE** section, which automatically aggregates the youth-level data they entered. Below are some questions providers may want to ask when reviewing their data.

| - - - FOR COUNTY REFERENCE - - -                           |         |
|--|---------|
| Transfer to County Summary Sheet                           |         |
| Served Population Data                                     |         |
| Total # Youth Served                                       | 1       |
| # Male   | 1       |
| # Female   | 0       |
| # Unknown  | 0       |
| Age at Enrollment  | #DIV/0! |
| Average  |         |
| # 13 and under   | 0       |
| # 14   | 0       |
| # 15   | 0       |
| # 16   | 0       |
| # 17   | 0       |
| # 18 and older   | 0       |
| # Hispanic   | 0       |
| # Non-Hispanic   | 0       |
| # Unknown  | 0       |
| # Black/African American                                   | 0       |
| # White  | 0       |
| # Asian/Pacific Islander                                   | 0       |
| # Native American/<br>Alaskan                              | 0       |
| # Other  | 0       |
| # Unknown  | 0       |
| Total # Youth Released                                     | 0       |
| # Failed to Appear in Court                                | 0       |
| # Consistently complied with program rules and standards   | 0       |
| # Attended at least 90% of all required program activities | 0       |
| Average LOS  | #DIV/0! |
| Outcome Data   |         |
| # Arrest/Probation Intake                                  | 0       |
| # Warrant Issued   | 0       |
| # Detention/Jail   | 0       |

**Q1. (Served Population Data) Who are we serving in our program?**

**Q2. (Sex/Gender) Are our services tailored to meet the needs of youth of different sexes?**

**Q3. (Average LOS) Are youth staying in our program shorter/longer than expected?**

**Q4. (Outcomes) Why might these outcomes be occurring?**

**Concepts: Utilize Your County Summary Sheets to Ask Questions**

The county can use its **County Summary Sheets** to help them complete their annual STSJP County Plans. They can compare their funded slots with how many youth they served and how many youth were released to see if they need to revise their allocation of funds for the coming year.

**Q5. (Funded Slots/Total Youth Served/Released) How can we better allocate funds on next year’s STSJP County Plan?**

| County Summary Sheet (Non-Raise The Age Youth)                                |                      |                |                                 |  |                      |
|---|----------------------|----------------|---------------------------------|--|----------------------|
| Reporting Period 10/01/2018 to 03/31/2019                                     |                      |                |                                 |  |                      |
| County Name   |                      |                |                                 |  |                      |
| Contact Person  |                      |                |                                 |  |                      |
| Provider Name (If Indirect Service Provider, specify position/program funded) | Provider Information |                |                                 |  | Total # Youth Served |
|   | Program Type         | Program Budget | Funded Slots/ Budgeted Capacity |  |                      |
|   |                      |                |                                 |  |                      |
|   |                      |                |                                 |  |                      |

**Concepts: Utilize the STSJP Monitoring Report to Ask Questions**

The capture below shows part of the Monitoring Report municipalities will receive from OCFS at the end of each reporting period, including the demographics of youth who were served at least one day during the reporting period. Just as providers are able to ask questions about who they were serving in their programs, this question can also be asked at the county level. This table can also be helpful in identifying where services along the continuum are being utilized, and where additional services might need to be added.

**Q6. Who are we serving in our county?**

**Q7. Where along the continuum are we providing services?**

| Fictitious County                   | Program Type |    |                    |     |           |     |          |     |      |     |                    |    | Total Served |      |
|-------------------------------------|--------------|----|--------------------|-----|-----------|-----|----------|-----|------|-----|--------------------|----|--------------|------|
|                                     | Prevention   |    | Early Intervention |     | JO/JD ATD |     | PINS ATD |     | ATP  |     | Reentry/ Aftercare |    |              |      |
|                                     | #            | %  | #                  | %   | #         | %   | #        | %   | #    | %   | #                  | %  | #            | %    |
| <b>Total Served</b>                 | 0            | 0% | 3                  | 4%  | 57        | 79% | 4        | 6%  | 8    | 11% | 0                  | 0% | 72           | 100% |
| <b>Sex</b>                          |              |    |                    |     |           |     |          |     |      |     |                    |    |              |      |
| Male                                | 0            | 0% | 2                  | 67% | 22        | 39% | 2        | 50% | 6    | 75% | 0                  | 0% | 32           | 44%  |
| Female                              | 0            | 0% | 1                  | 33% | 35        | 61% | 2        | 50% | 2    | 25% | 0                  | 0% | 40           | 56%  |
| Unknown                             | 0            | 0% | 0                  | 0%  | 0         | 0%  | 0        | 0%  | 0    | 0%  | 0                  | 0% | 0            | 0%   |
| <b>Ethnicity</b>                    |              |    |                    |     |           |     |          |     |      |     |                    |    |              |      |
| Hispanic                            | 0            | 0% | 2                  | 67% | 6         | 11% | 2        | 50% | 4    | 50% | 0                  | 0% | 14           | 19%  |
| Non-Hispanic                        | 0            | 0% | 1                  | 33% | 51        | 89% | 2        | 50% | 3    | 38% | 0                  | 0% | 57           | 79%  |
| Unknown                             | 0            | 0% | 0                  | 0%  | 0         | 0%  | 0        | 0%  | 1    | 13% | 0                  | 0% | 1            | 1%   |
| <b>Race</b>                         |              |    |                    |     |           |     |          |     |      |     |                    |    |              |      |
| Black                               | 0            | 0% | 2                  | 67% | 42        | 74% | 2        | 50% | 4    | 50% | 0                  | 0% | 50           | 69%  |
| White                               | 0            | 0% | 0                  | 0%  | 9         | 16% | 1        | 25% | 4    | 50% | 0                  | 0% | 14           | 19%  |
| Asian/PI                            | 0            | 0% | 0                  | 0%  | 0         | 0%  | 0        | 0%  | 0    | 0%  | 0                  | 0% | 0            | 0%   |
| Native American/Alaskan             | 0            | 0% | 0                  | 0%  | 0         | 0%  | 0        | 0%  | 0    | 0%  | 0                  | 0% | 0            | 0%   |
| Other                               | 0            | 0% | 0                  | 0%  | 3         | 5%  | 0        | 0%  | 0    | 0%  | 0                  | 0% | 3            | 4%   |
| Unknown                             | 0            | 0% | 1                  | 33% | 3         | 5%  | 1        | 25% | 0    | 0%  | 0                  | 0% | 5            | 7%   |
| <b>Average Age at Program Start</b> | 0.0          |    | 16.0               |     | 14.6      |     | 14.4     |     | 15.3 |     | 0.0                |    | 14.7         |      |

**Concepts: Utilize the STSJP Monitoring Report to Ask Questions (cont.)**

Look at the unknown columns in the report below to see how much information is missing. You can use this to improve the quality of the data you are collecting. The Yes responses will show municipalities how many youth experienced each outcome during their time being served in the community. With the exception of Successful Adjustments (a positive outcome), if Yes percentages remain high from reporting period to reporting period, this may be an area that needs focused attention to figure out why this is occurring and what corrective actions can be taken. Higher No percentages for all unfavorable outcomes suggest that things are going well.

**Q8. What was the average length of stay for youth in our county across the service continuum?**

**Q9. Are youth staying shorter/longer than expected?**

**Table 2. Average Length of Stay for Youth Released by Program Type**

| Fictitious County             | Program Type |                |                    |     |           |     |          |     |      |     | Total Released |    |                   |     |
|-------------------------------|--------------|----------------|--------------------|-----|-----------|-----|----------|-----|------|-----|----------------|----|-------------------|-----|
|                               | Prevention   |                | Early Intervention |     | JO/JD ATD |     | PINS ATD |     | ATP  |     |                |    | Reentry/Aftercare |     |
|                               | #            | % <sup>4</sup> | #                  | %   | #         | %   | #        | %   | #    | %   | #              | %  | #                 | %   |
| Total Released                | 0            | 0%             | 2                  | 67% | 27        | 47% | 2        | 50% | 5    | 63% | 0              | 0% | 36                | 50% |
| Average Length of Stay (days) | 0.0          |                | 90.0               |     | 126.2     |     | 63.0     |     | 31.4 |     | 0.0            |    | 125.0             |     |

**Q10. Are there any outcomes with a large % of unknowns?**

**Q11. Look at the Yes columns. Which percentages are particularly high? What could be done to see improvements in these numbers in the future?**

**Table 3b. Program Involvement & Outcomes for Youth Released by Program Type**

| Fictitious County  | Program Type |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |
|--|--------------|-----|----|-----|---------|-----|----------|------|-----|----|----|------|---------|----|-------|------|
|  | JO/JD ATD    |     |    |     |         |     | PINS ATD |      |     |    |    |      |         |    |       |      |
|  | Yes          |     | No |     | Unknown |     | Total    |      | Yes |    | No |      | Unknown |    | Total |      |
| #  | %            | #   | %  | #   | %       | #   | %        | #    | %   | #  | %  | #    | %       | #  | %     |      |
| <b>Program Involvement</b>                               |              |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |
| Consistently complied with program rules and standards   | 19           | 70% | 8  | 30% | 0       | 0%  | 27       | 100% | 0   | 0% | 2  | 100% | 0       | 0% | 2     | 100% |
| Attended at least 90% of all required program activities | 17           | 63% | 10 | 37% | 0       | 0%  | 27       | 100% | 0   | 0% | 2  | 100% | 0       | 0% | 2     | 100% |
| <b>Outcomes</b>  |              |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |
| PINS Referral  |              |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |
| Truancy  |              |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |
| School Suspension  |              |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |
| Successful Adjustment                                    |              |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |
| Failure to Appear in Court                               | 4            | 15% | 13 | 48% | 10      | 37% | 27       | 100% | 0   | 0% | 2  | 100% | 0       | 0% | 2     | 100% |
| Warrant Issued   | 5            | 19% | 12 | 44% | 10      | 37% | 27       | 100% | 0   | 0% | 2  | 100% | 0       | 0% | 2     | 100% |
| Arrest/Probation Intake                                  | 12           | 44% | 5  | 19% | 10      | 37% | 27       | 100% | 0   | 0% | 2  | 100% | 0       | 0% | 2     | 100% |
| Detention/Jail Admission                                 | 2            | 7%  | 15 | 56% | 10      | 37% | 27       | 100% | 0   | 0% | 2  | 100% | 0       | 0% | 2     | 100% |
| Violation of Probation Filed                             |              |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |
| New Placement  |              |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |
| Return to Placement                                      |              |     |    |     |         |     |          |      |     |    |    |      |         |    |       |      |

**Section Summary Review**

In this section, you learned how providers and municipalities can use STSJP data to ask questions about their STSJP programs.

## Getting Help with Recording STSJP Data

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### Concepts

The following people can assist you with recording STSJP data. You can either call or email them at [ocfs.sm.stsjp@ocfs.ny.gov](mailto:ocfs.sm.stsjp@ocfs.ny.gov).

#### **STSJP Data Analysis**

- Ashleigh Hodge – OCFS Research Scientist 2  
(518) 473-4515

#### **STSJP Unit**

- John Johnson – Director  
(518) 486-4665
- Nadine Kayajian – Program Manager  
(518) 474-6603
- Geneva Hilliard – Program Support  
(518) 486-1819

**Note:** If you choose to send an email, type **Question** in the **Subject** field of the email.

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### Section Summary Review

In this section, you learned how to get help with recording STSJP data.

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## Conclusion

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### Conclusion

The topics in this manual explained how to record STSJP data in Excel and share this information among STSJP providers, the municipalities, and OCFS.

By reviewing/completing the sections in this manual, the following learning objectives have been met:

- Identify the purpose of the STSJP database
- Describe how municipalities and providers use the STSJP database to collect and record STSJP data
- Save and complete a **Provider Roster** in Excel
- Save and complete a **County Summary Sheet** in Excel
- Learn how to utilize STSJP to ask questions
- Identify how to get help with recording STSJP data

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### Resources

This manual was developed with the aid of the STSJP Excel files as well as consultation with OCFS Office of Community Partnerships (OCP) and Bureau of Research, Evaluation, and Performance Analytics (BREPA) staff.

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