

**Supervision and Treatment Services for Juveniles Program (STSJP)
Data Collection Updates
Program Year 2019 – 2020**

I. Provider Roster

A. What's New?

To account for changes required under the PINS reform legislation, the following changes were made to the traditional STSJP Provider Roster (blue file):

- 1. Renamed PINS_ATD tab as PINS_ATD_ATPDP**



- 2. Added "Pre-Dispositional Placement" to the Detention/Jail Admission outcome on three tabs: (1) PINS_ATD_ATPDP, (2) ATP, and (3) Reentry/Aftercare.**

----- 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 or Jail Admission / Pre-Dispositional Placement?

- 3. Added Family Support Service (FSS) program question on line 8 of the Prevention, Early Intervention, PINS_ATD_ATPDP and ATP tabs.**

3			
4	Reporting Period	10/01/2019 to 03/31/2020	
5	Provider Name		
6	Provider Contact		
7			
8	Is this an approved Family Support Service (FSS) program?		
9		Yes	
		No	
10			

B. How to enter data for PINS

Below are some guidelines for entering PINS service and outcome data based on likely scenarios.

What should we do if . . . ?

- We have a contract to serve PINS youth in an ATD Program thru 12/31/2019.**
 - At the start of the reporting period, transfer any youth who were still being served in your PINS-ATD program as of 10/1/2019 into the PINS_ATD_ATPDP tab and complete the sheet as before.
- Our program is providing PINS ATD services thru 12/31/2019 and as of 1/1/2020 will continue to serve the same PINS youth as an Alternative to Pre-Dispositional Placement (ATPDP).**
 - At the start of the reporting period, transfer any youth who were still being served in your PINS-ATD program as of 10/1/2019 into the PINS_ATD_ATPDP tab.

- Add youth with start dates on or after 1/1/2020 into the same roster.
- Counties should select “Yes” for the Detention or Jail Admissions / Pre-Dispositional Placement outcome if:
 - The youth’s program end date was before 1/1/2020 and they experienced a detention/jail admission while they were being served.
 - The youth’s program start date was on/after 1/1/2020 and they experienced a pre-dispositional placement while they were being served.
 - The youth’s program start date was prior to 1/1/2020, their program end date was on/after 1/1/2020, and they experienced a detention/jail admission, a pre-dispositional placement, or both while they were being served.
- ***Our program appears on the 2019-2020 STSJP County Plan as an ATP program, but it is serving youth alleged to be PINS—not youth who have been adjudicated as PINS. Where do I put them?***
 - Programs serving youth alleged to be PINS should go on the PINS_ATD_ATPDP tab. The program may have been listed on the County Plan as ATP because the PINS_ATD program type option was removed and an alternative was not provided.
- ***Our program was approved as a Family Support Service (FSS). Where does it get entered?***
 - One FSS program may serve PINS youth at multiple points along the service continuum. You will need to determine which tab the youth belongs on. Please use the following logic:
 - If the youth is at risk of becoming a PINS and has no system involvement, enter them onto the Prevention tab
 - If the youth is at risk of becoming a PINS with some system involvement, enter them onto the Early Intervention tab.
 - If the youth is an alleged PINS and is receiving services during the pendency of their case, enter them onto the PINS_ATD_ATPDP tab
 - If the youth has been adjudicated as a PINS, enter them onto the ATP tab
 - On each tab that you enter youth served by your FSS program, you should answer “Yes” to “Is this an approved Family Support Service (FSS) program?”
 - Proceed with completing the sheet(s) as usual.
- ***Our program will serve PINS but not under a Family Support Service.***
 - As in prior reporting periods, PINS youth served can be entered onto all tabs except the JOJD_ATD tab. Make sure you are answering “No” to “Is this an approved Family Support Service?” and continue as usual.
- ***I have an ATP program that serves multiple youth types (PINS, JDs/JOs). How do I complete the Detention or Jail Admission / Pre-Dispositional Placement outcome for each?***
 - **JDs/JOs:** Counties should select “Yes” if the youth experienced one or more detention or jail admissions while they were being served.
 - **PINS:** Counties should select “Yes” if:
 - The youth’s program end date was before 1/1/2020 and they experienced a detention/jail admission while they were being served.
 - The youth’s program start date was on/after 1/1/2020 and they experienced a pre-dispositional placement while they were being served.
 - The youth’s program start date was prior to 1/1/2020, their program end date was on/after 1/1/2020 and they experienced a detention/jail admission, a pre-dispositional placement, or both while they were being served.

II. County Summary Sheet

A. What's New?

The following changes were made to the traditional STSJP County Summary Sheet (blue file):

1. Added Family Support Service (FSS) question to column D.

C	D
On-Raise The Age Youth)	
10/01/2019 to 03/31/2020	
Provider Information	
Program Type	Is this an approved Family Support Service (FSS) program?
	Yes
	No

2. Added "Pre-Dispositional Placement" to the # Detention or Jail Admission outcome in column AM.

AL	AM	AN
er into the cell. : drop-down list. "Info not collected" from the drop-down list.		
ed if zero youth were released)		
# Warrant Issued	# Detention or Jail Admission / Pre-Dispositional Placement	# Violation of Probation Filed

B. How to enter data from the Provider Rosters

- As you have done in prior reporting periods, select the Program Type from the drop-down menu. Each tab completed on the Roster will be entered as a separate row.
- If the Provider answered "Yes" to "Is the program an approved FSS program?" (line 8 in the Provider Roster) then select "Yes" for that question. If they answered "No," select "No".
- Transfer the aggregate data from the "For County Reference" section of the Provider Roster (starting on row 1015) as usual.

Notes:

1. No changes were made to the RTA Provider Roster or County Summary Sheet. Please fill them out as you have in the past.
2. If the county has an approved STSJP Plan, but no youth were served during the reporting period, please share this information via e-mail (ocfs.sm.stsjp@ocfs.ny.gov) in lieu of submitting your data.

Appendix A. Outcomes Defined

Outcomes	Definition
Did youth comply with rules and standards?	Measures the youth's engagement/participation in the STSJP program. If the youth demonstrated 5 or more instances of non-compliance to the program's rules during the entirety of their service receipt, select "No."
Did youth attend at least 90% programming?	Measures the youth's attendance/receipt of the service.
Truancy?	Measures whether the youth habitually or persistently had unexcused absences from school.
School Suspension?	Measures whether a youth, displaying violent or disruptive behavior, received educational instruction in a space set apart from their regular classroom (in-school suspension), or was banned from attending required instruction for a fixed amount of time (out-of-school suspension).
PINS Referral?	A complaint, typically made by a parent or school official, to the municipality's PINS Diversion Services Lead agency alleging PINS behavior of a youth and seeking assistance and services to successfully address such behavior.
Arrest / Probation Intake?	Indicator of a youth's criminal contact with the system through an arrest or communication with a probation officer in an intake interview following arrest.
Successful Adjustment?	Measures whether the youth's case was resolved outside of court. In the case of PINS youth, report on successful diversion; for JD youth, report on successful adjustment.
Failure to appear in court?	This measure is only for youth with allegations against them (pre-disposition), who are being served by the STSJP program while their case is pending in court. If the youth did not show up for court on their scheduled date, they have failed to appear.
Warrant Issued?	Measures whether the court ordered a warrant for the police to search and/or remove youth from a specified location and the youth to be brought before the court.
Detention or Jail Admission?	Measures whether the youth was held in detention or jail while they were waiting to be seen by a judge and/or during the pendency of their case in court. This outcome is possible for all JDs, JOs, and AOs. This outcome was possible for PINS prior to 1/1/2020.
Pre-Dispositional Placement?	This outcome is possible for PINS on/after 1/1/2020. It measures whether the youth was ordered to a pre-dispositional placement during the pendency of their case in court.
Violation of Probation Filed?	Measures whether the probation officer filed a Violation of Probation petition informing the court that the youth failed to comply with the conditions required as part of their order of probation supervision.
New Placement?	This is a post-dispositional outcome possible for all youth types. It measures whether the disposition is placement of the youth.
Return to Placement?	This outcome is only measured at the time of reentry/aftercare. It measures whether a youth was mandated to return to a previously adjudicated dispositional placement due to a violation of the conditions of their release from the placement.

Appendix B. Outcomes Tracked by Program Service Continuum

Primary Outcomes	Program Service Continuum				
	Prevention	Early Intervention	ATD ATPDP - PINS	ATP	Reentry / Aftercare
	Family Support Service	Family Support Service	Family Support Service	Family Support Service	
PINS Referral	Report	Report			
Truancy	Report	Report			
School Suspension	Report	Report			
Successful Adjustment		Report			
Failure to appear in court			Report		
Warrant Issued			Report	Report	Report
Arrest/Probation Intake	Report	Report	Report	Report	Report
Detention or Jail Admission / Pre-Dispositional Placement (PINS)			Report	Report	Report
Violation of Probation Filed				Report	
New Placement				Report	Report
Return to Placement					Report
Program Involvement	Program Service Continuum				
	Prevention	Early Intervention	ATD ATPDP - PINS	ATP	Reentry / Aftercare
	Family Support Service	Family Support Service	Family Support Service	Family Support Service	
Compliance with program rules	Report	Report	Report	Report	Report
At least 90% attendance	Report	Report	Report	Report	Report

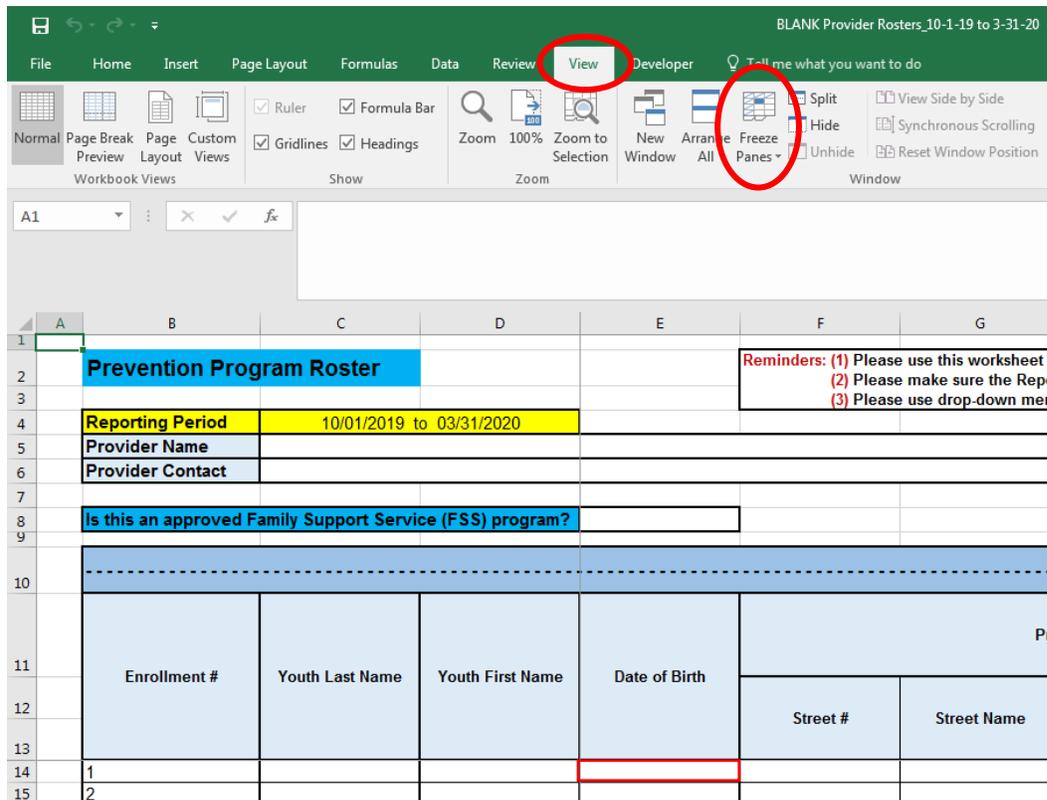
Appendix C. Freezing and Unfreezing Panes

To ease the data entry process, you may find it helpful to freeze some of the panes. This way, when you scroll left/right or up/down in the file, some of the fields remain fixed.

Provider Roster

Freeze youth names when you want to enter their outcomes by following these steps:

1. Make sure you've clicked "Enable Editing" if your file opens in protected mode.
 2. Click into cell E14 (Just below Date of Birth).
 3. In Excel, look for the VIEW tab at the top of the file. Click on this.
 4. Find where it says Freeze Panes
 - o If the freeze pane function is already in use, you will have to select "Unfreeze Panes" from the drop-down to "reset."
 - o Select "Freeze Panes" from the drop-down.
- Repeat these steps on each tab that you have data.



County Summary

To freeze the Provider Name and Program Type in place while you are entering outcomes, follow the steps outlined above, but click into cell D12 (traditional file) or E12 (RTA file) before selecting "Freeze Panes."