Supervision and Treatment Services for Juveniles Program (STSJP)

Recording Program Data

2020-2021

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Agenda

STSJP Overview
- Background and legislation
- Changes to 2020-2021 data collection process
- Quick look at new file structure

Step-by-Step Process
- Details about specific variables
- Resources for collecting SOGIE information
- Data quality check

Demonstration

Questions
STSJP Overview
Supervision and Treatment Services for Juveniles Program

2011 **Creation of STSJP as part of NYS juvenile justice reform**
- Incentivizes municipalities for diverting youth from detention and residential care and safely maintaining them through community-based services across five service domains

2018 **Service pop and funding expanded under Raise the Age (RTA) legislation**
- Adolescent Offenders (AO), Youthful Offenders (YO), and youth at risk of becoming, alleged to be, and adjudicated as Juvenile Delinquents (JD)

2019 **New opportunities for Persons in Need of Supervision under PINS Reform**
- STSJP service population expanded to include youth at risk of becoming PINS
- Alternatives to pre-dispositional placements (effective January 1, 2020)
- Family Support Service (FSS) programming

Learn More: [https://ocfs.ny.gov/programs/youth/stsjp](https://ocfs.ny.gov/programs/youth/stsjp)
Reporting Periods

STSJP Program Year runs October 1st to September 30th

Report STSJP data to OCFS twice during the program year

1. Report first 6 months of data by **May 1st**
   - Track every youth served at least one day on/between October 1st and March 31st
   - Track the outcomes for every youth discharged on/between October 1st and March 31st

2. Report second 6 months of data by **November 1st**
   - Track every youth served at least one day on/between April 1st and September 30th
   - Track the outcomes for every youth discharged on/between April 1st and September 30th
Legislative Requirements Behind Data Collection

Executive Law § 529-b (see law for full context)

Municipalities need this data for the STSJP Annual Plan

- Performance history required for programs being refunded
  - # youth who participated in funded programs/services
  - Whether outcomes were achieved

- Set performance outcomes for all programs

<table>
<thead>
<tr>
<th>Prevention</th>
<th>STSJP</th>
<th>STSJP RTA</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>%</td>
<td>%</td>
<td>of youth will have no PINS referrals during service engagement</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>%</td>
<td>of youth will have no truancies during service engagement</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>%</td>
<td>of youth will have no school suspensions during service engagement</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>%</td>
<td>of youth will have no arrests or probation intakes during service engagement</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>%</td>
<td>of youth will be able to identify at least one accessible, positive adult connection <em>(new)</em></td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>%</td>
<td>of youth will be engaged in at least one positive community activity <em>(new)</em></td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>%</td>
<td>of youth will comply with program rules</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>%</td>
<td>of youth will attend at least 90 percent of programming</td>
</tr>
</tbody>
</table>
Utilizing Layers of Data

Provider Roster
- Fine detail about individuals
- Foundation for Program Summary and Monitoring Report

Program Summary
- Aggregate of individual data
- Specific program performance

STSJP Monitoring Report
- Bird’s eye view
- Performance by service domain
- Municipality and state totals
Executive Law § 529-b

OCFS must report on STSJP performance annually.

Annual Reports

Pursuant to Executive Law § 529-b(5), by July 1 of each year, OCFS must report on the implementation and progress of STSJP to the governor, the speaker of the assembly, the temporary president of the senate, the minority leader of the assembly, and the minority leader of the senate. Completed annual reports are posted below.

- STSJP 2018-2019 Annual Report
- STSJP 2017-2018 Annual Report
- STSJP 2016-2017 Annual Report
- STSJP 2015-2016 Annual Report
2020-2021 Data Collection Updates

Simplified process
- Combined STSJP and STSJP-RTA into one file
- Data entry for all domains now on one tab
- No more County Summaries, now de-identified collection of Rosters through JDAS

Increased the file’s functionality
- Track youth in same file all year (2 data submissions still required)
- Added pivot table summaries to the file
- Ability to create your own pivot tables
- Ability to filter within variables

New variables
- Demographics: Sexual Orientation, Gender Identity
- Outcomes: Positive Adult Connection, Prosocial Activities
Step-by-Step Process
Step 1: Obtain the Roster (one per program)

A. OCFS emails the file to STSJP Leads before start of program year. STSJP Leads forward the file to Providers.

Step 2: Add Program Details to the Roster

Program and Agency name should match the program’s entry on the municipality’s STSJP Annual Plan.

FSS Program? Choose “Yes” or “No” based on the response to B(1) under the program’s entry on the approved STSJP Annual Plan.

From 2020-2021 STSJP Annual Plan
Step 3: Record Youth in the Roster

Data should be recorded in two parts:

1. **Service and Demographics (upon entry)**
   - This may include transferring youth still being served from the previous period

2. **Discharges and Outcomes (upon exit)**
Recording Youth

① Service and Demographics
# Record Upon Program Entry

<table>
<thead>
<tr>
<th>Service Variables</th>
<th>Demographic Variables</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Youth’s Start Date</td>
<td>- Youth’s Name (temporary)</td>
</tr>
<tr>
<td>- Approved Funding Stream</td>
<td>- Youth’s Case Type</td>
</tr>
<tr>
<td>- Approved Service Domain</td>
<td>- Youth’s Zip Code</td>
</tr>
<tr>
<td></td>
<td>- Youth’s Age at Enrollment</td>
</tr>
<tr>
<td></td>
<td>- Youth’s Sex at Birth</td>
</tr>
<tr>
<td></td>
<td>- Youth’s Gender Identity</td>
</tr>
<tr>
<td></td>
<td>- Youth’s Sexual Orientation</td>
</tr>
<tr>
<td></td>
<td>- Youth’s Ethnicity</td>
</tr>
<tr>
<td></td>
<td>- Youth’s Race</td>
</tr>
</tbody>
</table>
Youth’s Start Date

Start Date = date the youth was enrolled in the program

- Only record the youth in the file if they were served at least one day during the 2020-2021 program year
- If a youth is served more than once in a program, treat each enrollment as a separate entry

Acceptable date ranges among entries

- Data Transfers: Dates prior to 10-1-2020 are acceptable if the youth is continuing services in a program that was previously funded under STSJP/STSJP-RTA and continues to be funded for 2020-2021
- New Entries: Dates on or between 10-1-2020 and 9-30-2021 are acceptable if the program is new or the youth is new to the program
Items checked off and approved for B(2) of your program’s entry in the municipality’s STSJP Annual Plan will indicate the options you can pick from when recording data in the Roster.

Programs and Services defined: https://ocfs.ny.gov/programs/youth/stsjp/

From 2020-2021 STSJP Annual Plan
Youth’s Case Type

<table>
<thead>
<tr>
<th>Youth Case Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PINS</td>
<td>youth at risk of becoming, alleged to be, or adjudicated as Persons In Need of Supervision (PINS)</td>
</tr>
<tr>
<td>JD (non-RTA)</td>
<td>youth at risk of becoming, alleged to be, or adjudicated as Juvenile Delinquents (JDs), both non-Raise the Age (RTA) JDs and RTA JDs</td>
</tr>
<tr>
<td>JD (RTA)</td>
<td>youth who are alleged to be or convicted as Juvenile Offenders (JOs), Adolescent Offenders (AOs), or Youthful Offenders (YO)</td>
</tr>
</tbody>
</table>

Target Population defined: [https://ocfs.ny.gov/programs/youth/stsjp/](https://ocfs.ny.gov/programs/youth/stsjp/)
# Youth Case Type Decision Grid

## Family Support Service (FSS) Program = Yes

<table>
<thead>
<tr>
<th>STSJP funded Domains</th>
<th>Status</th>
<th>Case Types Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention</td>
<td>At Risk</td>
<td>PINS</td>
</tr>
<tr>
<td>Early Intervention</td>
<td>At Risk / Alleged</td>
<td>PINS</td>
</tr>
<tr>
<td>Alternative to Pre-Disposition Placement</td>
<td>Alleged</td>
<td>PINS</td>
</tr>
<tr>
<td>Reentry/Aftercare</td>
<td>Adjudicated</td>
<td>PINS</td>
</tr>
</tbody>
</table>

## Family Support Service (FSS) Program = No

<table>
<thead>
<tr>
<th>STSJP funded Domains</th>
<th>Status</th>
<th>Case Types Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention</td>
<td>At Risk</td>
<td>PINS, JD (non-RTA), JD (RTA)</td>
</tr>
<tr>
<td>Early Intervention</td>
<td>At Risk / Alleged</td>
<td>PINS, JD (non-RTA), JD (RTA)</td>
</tr>
<tr>
<td>Alternative to Detention/Pre-Disposition Placement</td>
<td>Alleged</td>
<td>PINS, JD (non-RTA), JD (RTA), AO, AO</td>
</tr>
<tr>
<td>Reentry/Aftercare</td>
<td>Adjudicated / Convicted</td>
<td>PINS, JD (non-RTA), JD (RTA), AO, AO, YO (AO), YO (Other)</td>
</tr>
</tbody>
</table>

**Incorrect combinations will result in a highlighted response under Funding and/or Case Type. For example:**

<table>
<thead>
<tr>
<th>FSS Program?</th>
<th>Youth's Case Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Youth's Case Type</td>
</tr>
</tbody>
</table>

**For at risk youth, select the case type that aligns best with the youth’s presenting risk factors:**
- Truancy/missing curfew: PINS
- Police contact no arrest: JD
Youth’s Age at Enrollment

<table>
<thead>
<tr>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>12</td>
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<td>13</td>
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<td>14</td>
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<td>15</td>
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<tr>
<td>16</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>18</td>
</tr>
<tr>
<td>19</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>21</td>
</tr>
</tbody>
</table>

**STSJP-RTA x Prevention (at risk)**
- Youth aged 15 who are almost 16
- Youth aged 16
- Youth aged 17

Youth younger than this would fall within the scope of traditional STSJP.
# Ethnicity and Race

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic</td>
<td>Yes</td>
</tr>
<tr>
<td>Non_Hispanic</td>
<td>No</td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
</tr>
</tbody>
</table>

Responses should be based on youth’s self-report
- Separate variables allow for multiple designations per youth
- If youth identifies as Hispanic (ethnicity) only, choose Race Unknown – Yes

Note: Race_Ethnicity variable used in Summary Tables
- Hidden variable in Roster’s Column AQ

<table>
<thead>
<tr>
<th>Race (multiple selections allowed)</th>
<th>Black/African American</th>
<th>White</th>
<th>Asian/Pacific Islander</th>
<th>Native American/Alaskan</th>
<th>Other</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2021 Provider Roster Racial Categories</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2020-2021 Provider Roster Response Options
Everyone has a SOGIE

Coming out and being affirmed reduces mental health risks

Not feeling able to come out increases mental health risks

To learn more, go to: www.transstudent.org/gender

Design by Landyn Pan and Anna Moore
Do not record an assumption

Create an affirming environment
- Pride flag(s)
- Safe space
- Comfort with the discussion

Why is this important?

1 in 5 identify as LGBTQ

<table>
<thead>
<tr>
<th>Sex at Birth</th>
<th>Gender Identity</th>
<th>Sexual Orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Male</td>
<td>Bisexual</td>
</tr>
<tr>
<td>Female</td>
<td>Female</td>
<td>Gay/Lesbian</td>
</tr>
<tr>
<td>Unknown</td>
<td>Transgender</td>
<td>Straight/Heterosexual</td>
</tr>
<tr>
<td></td>
<td>Gender Non-Conforming</td>
<td>Other/Something Else</td>
</tr>
<tr>
<td></td>
<td>Other/Something Else</td>
<td>Decline to Answer</td>
</tr>
<tr>
<td></td>
<td>Decline to Answer</td>
<td>Don’t Know</td>
</tr>
<tr>
<td></td>
<td>Don’t Know</td>
<td></td>
</tr>
</tbody>
</table>

2020-2021 Provider Roster Response Options
SOGIE Data Resources

- Gender Unicorn
- The Nuts and Bolts of SOGI Data Implementation: Toolkit
- National LGBTQIA+ Health Education Center Webinars
- CDC: Importance of the Collection and Use of These Data
Recording Youth

② Discharges and Outcomes
## Record Upon Program Exit

<table>
<thead>
<tr>
<th>Discharge Variables</th>
<th>Outcome Variables (Depend on Service Domain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth’s End Date</td>
<td>Rule Compliance</td>
</tr>
<tr>
<td>Length of Service (auto-calculated)</td>
<td>Program Attendance</td>
</tr>
<tr>
<td></td>
<td>Positive Adult Connection</td>
</tr>
<tr>
<td></td>
<td>Prosocial Activity</td>
</tr>
<tr>
<td></td>
<td>Truancy</td>
</tr>
<tr>
<td></td>
<td>School Suspension</td>
</tr>
<tr>
<td></td>
<td>PINS Referral</td>
</tr>
<tr>
<td></td>
<td>Arrest/Probation Intake</td>
</tr>
<tr>
<td></td>
<td>Successful Adjustment</td>
</tr>
<tr>
<td></td>
<td>Failure to Appear in Court</td>
</tr>
<tr>
<td></td>
<td>Warrant Issued</td>
</tr>
<tr>
<td></td>
<td>Detention/Jail Admission</td>
</tr>
<tr>
<td></td>
<td>Pre-Dispositional Placement</td>
</tr>
<tr>
<td></td>
<td>Violation of Probation Filed</td>
</tr>
<tr>
<td></td>
<td>New Placement</td>
</tr>
<tr>
<td></td>
<td>Return to Placement</td>
</tr>
</tbody>
</table>
Youth’s End Date

End Date = date the youth was discharged from the program
- Only enter the date once it has occurred; do not enter anticipated discharge dates
- If the youth is still being served at the end of the period/year, their end date field should be left blank

Acceptable date ranges among entries
- Dates on/between 10-1-2020 and 9-30-2021 for all entries

Length of Service (Days)

LOS represents the number of days between the youth’s start and end dates
- LOS = 1 when the youth was served and discharged on the same day
- This field is locked and automatically calculates
- Will show “check end date” if end date falls before start date in error
Outcomes should only be reported for discharged youth
- Outcome field is grayed out when Youth’s End Date is blank

Outcome timeframe = between youth’s start date and end date
- Did the youth experience this event during their time in the program?

Outcomes are domain specific
- Outcomes not required for the domain will remain grey even when youth’s end date is filled in.
- Pre-Dispositional Placement is for PINS only
Outcomes Defined and Reporting Grid

These resources are available within the Provider Roster file on the Outcomes Defined & Outcome Reporting Grid tabs.
Local Protocols

- Reporting outcomes
- Timelines
- Safe file sharing
**Step 4: Review Each Provider Roster**

STSJP Leads to complete quality checklist

- **Effective: 10-1-2015**
  - Supervision and Treatment Services for Juveniles Program (STSJP) Data Quality Checklist
  - Instructions: STSJP Leads, please use the following checklist to facilitate an assessment of data accuracy in each Provider Roster. Use the logic provided after each item to correct any errors prior to submitting the file. This may involve following up with the provider. Complete the table below (p. 2) and submit this document with your municipality’s Provider Roster.

1. Does the program year displayed inside the file match the current program year you are reporting on?  
   - Yes
   - No
   - If No: Obtain the correct file from the OCFS STSJP website or e-mail data@ocfs.ny.gov and ask for the current version.

2. Do the Program and Agency Names match with the Program and Agency Name provided in the STSJP Annual Plan?  
   - Yes
   - No
   - If No: Please refer to these fields for ease and accurate reference.

3. Does the response to FSS Program match the response approved for that program in the STSJP Annual Plan?  
   - Yes
   - No
   - If No: Please correct the response in the Provider Roster.

4. Do the STSJP funded service domains and STSJP-RTA funded service domains designated in the Roster align with the funded domains approved for that program in the STSJP Annual Plan?  
   - Yes
   - No
   - If No: Follow-up with the Provider for more information. If the entry was a mistake, choose the correct option(s). Outcomes are domain specific, so if any service domains are charged for youth with discharge dates, please check that you have the correct outcome recorded.

5. Are any fields not approved for the Youth’s Case Type highlighted yellow?  
   - Yes
   - No
   - If Yes: A highlighted field means the entry is not valid. Use the Youth Decision Grid (in file) to identify appropriate service combinations.

6. For youth who have end dates entered: Do any entries under Length of Service show “check end date”?  
   - Yes
   - No
   - If Yes: This may indicate dates that the end date occurred before the start date. If this is the case, please note this deviation below and keep the mind to future planning.

7. Do Aged out fields contain data?  
   - Yes
   - No
   - If Yes: Remove contents from aged out fields. You will see aged out fields under the outcome section. All fields will be temporarily greyed.

Remove youth names from file copy being submitted to OCFS
Step 5: Submit Rosters to OCFS

- Report STSJP data to OCFS twice during the program year
  - Report first 6 months of data by May 1st
  - Report second 6 months of data by November 1st

STSJP Leads will upload each Roster into JDAS and one completed checklist for the period

- Further instructions regarding access to/submissions within JDAS will be shared at a later date
Demonstration
Key for Transferring Data Between Files

Tips

- Copy entries only, not headings
- Ensure entry matches drop-down options in new file
- Paste as value (123 option)
### Program Summary Tables

#### Youth Served Summary
- Reports on demographics
- Tables use youth start dates as counts

#### Outcome Summaries
- Reports by domain
- Tables use youth end dates as counts
File Features for Increased Functionality

Filter for quicker entry and cleaning
- To filter, click the arrow next to the variable name
- The options you select will remain visible
- To turn the filter off, click the filter icon next to the variable name

Freeze panes
- Keep columns and/or rows visible while scrolling in the file
- Identify the location at which you want to freeze the panes
- Under Excel’s View heading, click on Freeze Panes
- Choose the appropriate option
- Return to this location to unfreeze the panes
Summary Tables

- After adding new data to the Roster, click “Refresh All:” under Excel’s Data heading to update the summary tables.
- When recording data in the Roster, be sure to use the drop-down menus when they’re available or else the summary table formatting will be disrupted when you refresh your data.
- Use the slicer to quickly filter tables on the summary tab by domain.
- An error message will appear if you try to choose unavailable options through a second filter. Click OK and try again.

Create Your Own Pivot Tables

- Want to see other variable combinations? Create your own table!
- Add a new worksheet to house your pivot table(s).
- Under Excel’s Insert heading, click Pivot Table.
- For the table/range, type in Table1 to use all variables on the Roster.
Questions?

Email: stsjp@ocfs.ny.gov