



**Office of Children
and Family Services**

Supervision and Treatment Services for Juveniles Program (STSJP)

How to Record STSJP Data

October 2021 (Prerecorded Video)

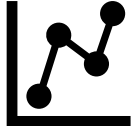
October 2022 & September 2023 (Updated Slide Content) 

Bureau of Research, Evaluation, and Performance Analytics

Timeline for Reporting to OCFS



STSJP Program Year runs October 1 to September 30.



Report program activity to OCFS twice during the program year.

Use one file per year, adding data for period 2 onto what was reported for period 1.



① Period 1 reporting deadline is **May 1**

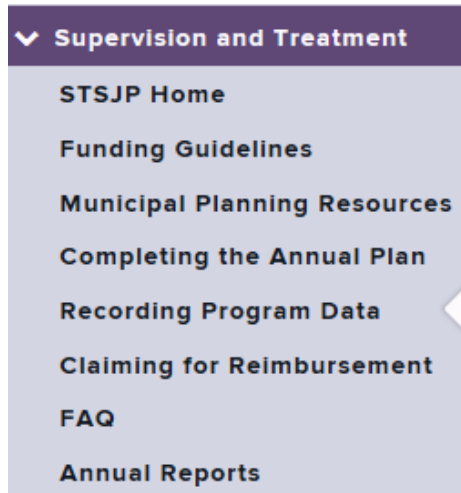
- Report every youth served at least one day on/between October 1-March 31.
- Report the outcomes for every youth discharged on/between October 1-March 31.
- If no youth were served/program did not operate, report this in the required checklist.

② Period 2 reporting deadline is **November 1**

- Report every youth served at least one day on/between April 1-September 30.
- Report the outcomes for every youth discharged on/between April 1-September 30.
- If no youth were served/program did not operate, report this in the required checklist.

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.
- B.  Download from STSJP webpage: <https://ocfs.ny.gov/programs/youth/stsjp/recording.php>



Recording Program Data

Blank Data Files

Record STSJP data for PY 2021-2022 in the Provider Roster linked below. One file should be used for each program approved on a municipality's STSJP Annual Plan. Each municipality should also complete and submit one Data Quality Checklist per period.

- [STSJP Provider Roster](#) 
- [STSJP Data Quality Checklist](#) 



Excel Provider Roster Content Review



Step 2: Add Program Details to the Provider Roster Tab

PROGRAM YEAR 2022-2023	Program Name:		Contact Name:	
	Agency Name:		Phone # or Email:	
	Municipality:		FSS Program?	<input type="checkbox"/> Note: Check STSJP Plan

PROGRAM 1 *From 2022-2023 STSJP Annual Plan*

A. Program 1 Contact Information

Program 1 Name:

Operating Agency:

Program Mailing Address:

Address Line 2:

City: State: NY ZIP Code:

Program Contact's Name: Title:

Phone: () Ext: Email:

B. Program 1 Description and Target Population

1. A Family Support Services (FSS) program may ONLY serve youth at risk of becoming, alleged to be, or adjudicated as PINS; or, as of December 29, 2022, children under 12 years of age who do not meet the definition of a JD and whose behavior, but for their age, would bring them within the jurisdiction of the family court under Article 3 of the Family Court Act (FCA). This program meets the legal definition of an FSS program (Social Services Law Section 458-m) and will operate in this capacity for PY 2022-2023.

Yes No

- 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.

Step 3: Record Youth Data on the Provider Roster Tab

Enrollment / Discharge			Program Details (check STSJP Plan)				Youth Demographics					
IF	Youth's Start Da	Youth's End Dat	Approved Fundin	Approved Service Domain	Youth's Case Type	Youth's Zip Cod	Age at Enrollment	Sex at Birth	Gender Identity	Sexual Orientation	Ethnicit	Black/ African Americ
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Data should be recorded in two parts:

① Service and Demographics (upon entry)

- This may include transferring youth still being served from the previous program year (watch video on how to transfer data).

② Discharges and Outcomes (upon exit)



Recording Youth

① Service and Demographics



Record Upon Program Entry

Service Variables

- Youth's Start Date
- Approved Funding Stream
- Approved Service Domain

Demographic Variables

- Youth's Name (temporary)
- Youth's Case Type
- Youth's Zip Code
- Youth's Age at Enrollment
- Youth's Sex at Birth
- Youth's Gender Identity
- Youth's Sexual Orientation
- Youth's Ethnicity
- Youth's Race
- Youth's Ancestry
- Youth's Primary Language

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 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 before the start of the program year (October 1) are acceptable if the youth is continuing services in a program that was previously funded under STSJP/STSJP-RTA and continues to be funded in the following program year.
- **New Entries:** Dates on or between October 1 and September 30 in the funded program year are expected if the program is new or the youth is new to the program.





Approved Funding and Service Domain

Funding	Service Domain
STSJP	Prevention
STSJP-RTA	Early Intervention
	Alternative to Detention/Pre-Dispositional Placement
	Alternative to Placement
	Reentry/Aftercare

2022-2023 Provider Roster Response Options

PROGRAM 1

B. Program 1 Description and Target Population

1. A Family Support Services (FSS) program may ONLY serve youth at risk of becoming, alleged to be, or adjudicated as PINS; or, as of December 29, 2022, children under 12 years of age who do not meet the definition of a JD and whose behavior, but for their age, would bring them within the jurisdiction of the family court under Article 3 of the Family Court Act (FCA). This program meets the legal definition of an FSS program (Social Services Law Section 458-m) and will operate in this capacity for PY 2022-2023.
 Yes No

2. Please check all applicable boxes below to identify the service types that will be utilized for this program in PY 2022-2023:

STSJP	STSJP-RTA	
<input type="checkbox"/>	<input type="checkbox"/>	Prevention (P)
<input type="checkbox"/>	<input type="checkbox"/>	Early Intervention (EI)
<input type="checkbox"/>	<input type="checkbox"/>	Alternative to Detention/Pre-Dispositional Placement (ATD/ATPDP)
<input type="checkbox"/>	<input type="checkbox"/>	Alternative to Placement (ATP)
<input type="checkbox"/>	<input type="checkbox"/>	Reentry/Aftercare (R/A)
<input type="checkbox"/>	<input type="checkbox"/>	Indirect Services

***Note:** If you indicated this program will operate as an FSS, it cannot provide STSJP-RTA services under this program. Additionally, as of December 29, 2022, children under 12 years of age who do not meet the definition of either a PINS or a JD and whose behavior, but for their age, would bring them within the jurisdiction of the family court under Article 3 of the FCA, may only be served through the Prevention and Early Intervention service domains.

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.

If funding is pending, record the funding as requested on the plan and update only if funding was not granted.



Programs and Services defined:

<https://ocfs.ny.gov/programs/youth/stsjp/>

Youth's Case Type

Youth Case Type
PINS
JD (non-RTA)
JD (RTA)
JO
AO
YO (AO)
YO (Other)

2021-2022 Provider Roster
Response Options

Youth at risk of becoming, alleged to be or adjudicated as Persons In Need of Supervision (PINS)

Youth at risk of becoming, alleged to be or adjudicated as Juvenile Delinquents (JDs), both non-Raise the Age (RTA) JDs and RTA JDs

Youth who are alleged to be or convicted as Juvenile Offenders (JOs), Adolescent Offenders (AOs) or Youthful Offenders (YOs)

- Youth initially alleged as JOs and AOs who have their cases removed to family court are reclassified as JDs (non-RTA and RTA, respectively) and should be reported based on their reclassification

i Target Population defined: <https://ocfs.ny.gov/programs/youth/stsjp/>



Youth Case Type Decision Grid

Family Support Service (FSS) Program = Yes		
STSJP funded Domains	Status	Case Types Served
Prevention	At Risk	PINS
Early Intervention	At Risk / Alleged	PINS
Alternative to Pre-Dispositional Placement	Alleged	PINS
Alternative to Placement	Adjudicated	PINS
Reentry/Aftercare	Adjudicated	PINS

Family Support Service (FSS) Program = No		
STSJP funded Domains	Status	Case Types Served
Prevention	At Risk	PINS, JD (non-RTA), JD (RTA)
Early Intervention	At Risk / Alleged	PINS, JD (non-RTA), JD (RTA), JO, AO
Alternative to Detention/Pre-Dispositional Placement	Alleged	PINS, JD (non-RTA), JD (RTA), JO, AO
Alternative to Placement	Adjudicated / Convicted	PINS, JD (non-RTA), JD (RTA), JO, AO, YO (AO), YO (Other)
Reentry/Aftercare	Adjudicated / Convicted	PINS, JD (non-RTA), JD (RTA), JO, AO, YO (AO), YO (Other)
STSJP-RTA funded Domains	Status	Case Types Served
Prevention	At Risk	JD (RTA)
Early Intervention	At Risk / Alleged	JD (RTA), AO
Alternative to Detention	Alleged	JD (RTA), AO
Alternative to Placement	Adjudicated / Convicted	JD (RTA), AO, YO (AO)
Reentry/Aftercare	Adjudicated / Convicted	JD (RTA), AO, YO (AO)

 This grid is available as a resource within the Provider Roster file under the *Youth Decision Grid* tab

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

Alleged JOs and AOs engaged in Voluntary Assessment Case Planning Services (VACPS) who have not been referred for detention can be served in the EI domain.

As of December 29, 2022, children under 12 years of age who do not meet the definition of a JD and whose behavior, but for their age, would bring them within the jurisdiction of the family court under Article 3 of the Family Court Act, are eligible for services in the Prevention and Early Intervention domains under STSJP funding; this includes qualified FSS programs. Enter these youth as being at risk of becoming PINS.

Youth's Age at Enrollment

Age
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

2021-2022 Provider
Roster Response
Options

STSJP x Alternative to Detention (As of December 29, 2022)

- Youth aged 12-18 years who have had a petition filed under Article 3 of the Family Court Act alleging that they have committed an act that would be a crime if committed by an adult
- Youth aged 7-11 years who are alleged to have committed a homicide offense

STSJP-RTA x Prevention (at risk)

- Youth aged 15 who are almost 16
- Youth aged 16
- Youth aged 17

Youth younger than 15 would fall within the scope of traditional STSJP

STSJP-RTA x Alternative to Detention (ATD)

- Youth aged 16
- Youth aged 17
- Youth who were 17 at alleged offense but turned 18 by program enrollment

Sexual Orientation, Gender Identity and Expression (SOGIE)

Sex at Birth	Gender Identity	Sexual Orientation
Male	Male	Bisexual
Female	Female	Gay/Lesbian
X	Transgender	Straight/Heterosexual
Unknown	Gender Non-Conforming	Other/Something Else
	Other/Something Else	Decline to Answer
	X	Don't Know
	Decline to Answer	
	Don't Know	

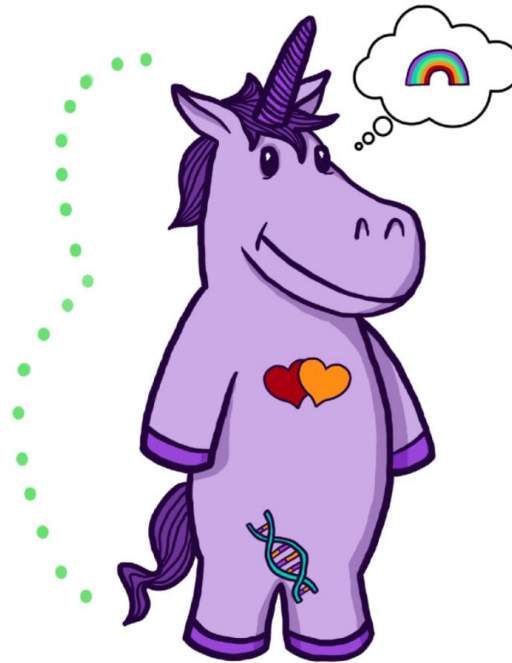
2023-2024 Provider Roster Response Options

Under NY Civ Rights L § 79-Q (2022), state agencies that collect a person's gender or sex shall make available an option to mark their gender or sex as "x."

Everyone has a SOGIE.

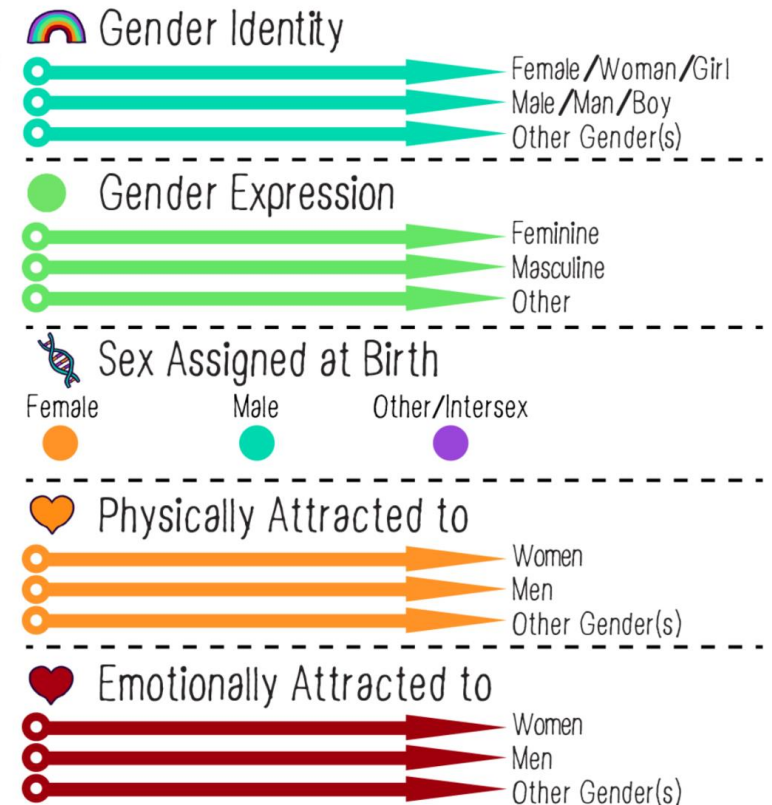
Do not record an assumption.

- i** Watch the STSJP SOGIE data collection webinar for how to create an affirming space and have conversations with youth about their SOGIE.
<https://www.ocfs.ny.gov/programs/youth/stsjp/recording.php>



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

Design by Landyn Pan and Anna Moore



**Office of Children
and Family Services**



Ethnicity, Race, and Ancestry

Ethnicity
Hispanic
Non_Hispanic
Declined
Unknown

2022-2023 Provider Roster Response Options

Race
Yes
No

Black/ African American	White	Asian	Pacific Islander	American Indian
Alaskan Native	Other	Declined	Unknown	

2022-2023 Provider Roster Racial Categories

Ancestry
Asian Indian
Bangladeshi
Burmese
Chinese
Filipino
Guamanian and Chamorro
Japanese
Korean
Native Hawaiian
Nepalese
Pakistani
Samoan
Thai
Vietnamese
Other
Declined
Unknown

2023-2024 Provider Roster Response Options

Responses should be based on youth’s self-report

- Separate variables allow for multiple designations per youth.
- If youth identifies as Hispanic only, select “Declined” under Race.

Chapter amendments to New York State [Executive Law section 170-e](#) require state agencies that directly collect racial and ethnic data to use separate categories and tabulations for Asian and Pacific Islander groups, primary language, and ethnic groups or ancestry.



Primary Language Spoken at Home

Primary Language
Arabic
Bengali
Chinese
English
French
Haitian Creole
Italian
Korean
Polish
Russian
Spanish
Urdu
Yiddish
Other (specify in notes)
Declined
Unknown

New for PY2022-23 as part of the chapter amendments to NYS Executive Law section 170-e

*2022-2023 Provider
Roster Response
Options*

Recording Youth

② Discharges and Outcomes

Record Upon Program Exit

Discharge Variables	Outcome Variables (Depend on Service Domain)	
<ul style="list-style-type: none"> - Youth's End Date - Length of Service (auto-calculated) 	<ul style="list-style-type: none"> - Rule Compliance - Program Attendance - Active Engagement - Positive Adult Connection - Prosocial Activity - Reduction in Truancy - School Suspension - PINS Referral - Arrest/Probation Intake - Successful Adjustment 	<ul style="list-style-type: none"> - Failure to Appear in Court - Warrant Issued - Detention/Jail Admission - Pre-Dispositional Placement - Violation of Probation Filed - New Placement - Return to Placement

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 October 1 and September 30 of the current program year

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 date” if date(s) entered in error – review start/end dates.



Program Involvement and Outcomes

Outcomes should only be reported for discharged youth

- Outcome field is grayed out when youth's end date is blank.

Outcomes are domain-specific

- Outcomes not required for the domain will remain gray even when youth's end date is filled in.

Some outcomes also depend on a youth's case type

- Successful adjustment will gray out for JOs and AOs (for non-eligible JDs, choose "No")
- Detention/jail admission will gray out for PINS, while pre-dispositional placement will gray out for types other than PINS

Outcome timeframe = between youth's start date and end date

- Did the youth experience this event during their time in the program?

Outcomes
Yes
No
N/A*
Required Info Not Collected

**Use N/A only with select variables. See definitions.
2023-2024 Provider Roster Response
Options*

Youth's End Date	Approved Service Domain	Program Involvement					Primary
		Active Engagement	Positive Adult Connection	Prosocial Activity	Reduction in Truancy	School Suspension	PINS Referral
	Prevention						
	Early Intervention						
06-09-2024	Early Intervention						
04-03-2024	Alternative to Detention/Pre-Dispositional Placement						



Outcomes Defined and Reporting Grid

Supervision and Treatment Services for Juveniles Program (STSJP) Outcomes Defined

Program Involvement and Outcomes are only reported once a youth has concluded their service engagement. The events are measured between the youth's start and end in the program. Response options include: Yes, No, and N/A for select variables.

Program Involvement
Active Engagement
Primary Outcomes
Positive Adult Connection
Prosocial Activities
Reduction in Truancy
School Suspension
PINS Referral
Arrest/Probation Intake

Supervision and Treatment Services for Juveniles Program (STSJP) Outcome Reporting Grid

Program Involvement and Outcomes are only reported once a youth has concluded their service engagement. The events are measured between the youth's start and end in the program. Response options include: Yes, No, and N/A for select variables. For unique scenarios, providers can choose *Required Info. Not Collected*; however, the expectation is that all relevant outcomes will be provided.

Program Involvement	Service Domains				
	Prevention	Early Intervention	ATD / ATPDP	ATP	Reentry / Aftercare
Active Engagement	Report	Report	Report	Report	Report
Primary Outcomes	Service Domains				
	Prevention	Early Intervention	ATD / ATPDP	ATP	Reentry / Aftercare
	Positive Adult Connection	Report	Report	Report	Report
	Prosocial Activities	Report	Report	Report	Report
	Reduction in Truancy	Report	Report		
School Suspension	Report	Report			



These resources are available within the Provider Roster file on the *Outcomes Defined* and *Outcome Reporting Grid* tabs.



Questions?

Email: stsjp@ocfs.ny.gov

More Videos!

<https://www.ocfs.ny.gov/programs/youth/stsjp/recording.php>

