



**Office of Children
and Family Services**

Supervision and Treatment Services for Juveniles Program (STSJP)

How to Submit Data in JDAS

January 2022 (Prerecorded Video)

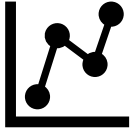
Bureau of Research, Evaluation and Performance Analytics

Timeline for Reporting to OCFS



STSJP Program Year runs October 1 to September 30.

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



Report program activity to OCFS twice during the program year.

- ① Period 1 (Oct 1 to Mar 31) reporting deadline is **May 1.**
- ② Period 2 (Apr 1 to Sep 30) reporting deadline is **November 1 .**

Designated submitters at the municipality level will upload each roster into JDAS and one completed checklist for the period.

What is JDAS?

- Juvenile Detention Automation System
- Primarily used to manage detention-related activities statewide
- Current home for STSJP and STSJP-RTA financial claims
- Secure with authorized access only and varying levels of permissions


Why use JDAS for STSJP?

- More secure than email for sharing identifiable data
- Existing user access due to STSJP/STSJP-RTA claiming



Gaining Access to JDAS

- ① STSJP Lead Form - Designate a primary and secondary user for your municipality/update designees



Supervision and Treatment Services for Juveniles Program (STSJP)
Data Submission Information for STSJP Leads

Municipality:

Name: Title:

Email address:

Do you have a current NY.gov ID #? Yes No
 If yes, please provide:

Do you currently have access to the Juvenile Detention Automated System (JDAS)?
 Yes No

Please designate an alternative person for STSJP data submission from our municipality in case of your absence.

- ② OCFS-4665 Form for JDAS user access
 - Designate role as County Full Access

OCFS-4665 (01/2021)

NEW YORK STATE
 OFFICE OF CHILDREN AND FAMILY SERVICES
**DETENTION SERVICES SYSTEMS
 USER ACCESS REQUEST FORM**

Detention Risk Assessment Instrument System (DRAIS) Access
 Juvenile Detention Automated System (JDAS) Access

DATE OF REQUEST: / /

*NAME:

*AGENCY/FACILITY:

*EMAIL ADDRESS (NO PERSONAL EMAILS):

*ADDRESS (Street) *CITY *STATE

*ZIP CODE: *COUNTY: *TELEPHONE (PROVIDE AREA CODE): -

* Do you already have an active NY.Gov account that you use regularly? Yes No
 (ex: ID used to access application such as E-Justice Portal, or NY.Gov)

If "Yes", please provide User Id:
 (If No, one will be provided to you.)

Data Submission Process

Outline of Submission Process

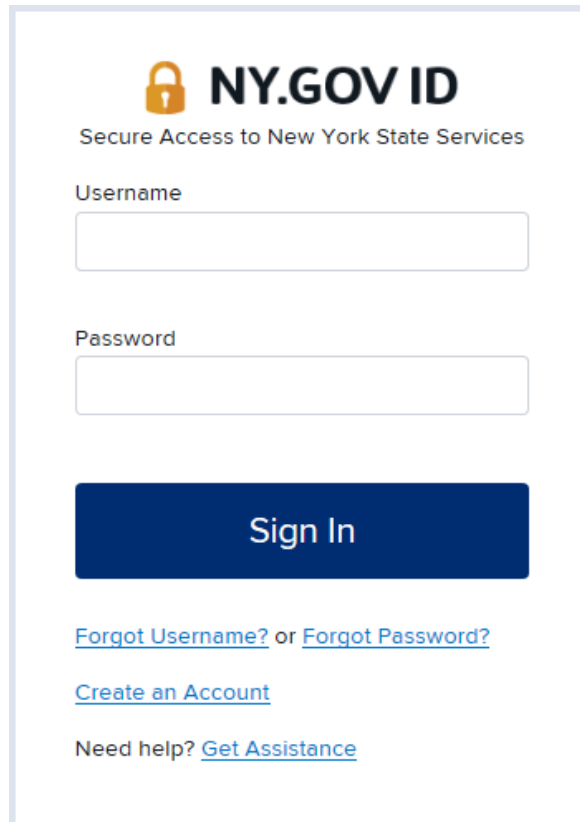
- 1) Municipality logs into JDAS
- 2) Municipality launches submission portal
- 3) Municipality creates one submission record for the period
- 4) Municipality adds files to record
- 5) Municipality submits data package to OCFS
 - a) After OCFS review - If any files are not accepted:
 - OCFS returns data package to the municipality
 - Municipality receives return notification via automated email
 - Municipality reviews and revises files marked as not accepted
 - Municipality resubmits data package
 - b) After OCFS review - If all files are accepted:
 - OCFS marks submission as complete
 - Municipality receives completion notification via automated email



Step 1: Log into JDAS

Go to <https://my.ny.gov>

Sign in



The screenshot shows the NY.GOV ID login interface. At the top, there is a lock icon followed by the text "NY.GOV ID" and "Secure Access to New York State Services". Below this, there are two input fields: "Username" and "Password". A dark blue "Sign In" button is positioned below the password field. At the bottom of the form, there are three links: "Forgot Username? or Forgot Password?", "Create an Account", and "Need help? Get Assistance".

► From your list of applications, select OCFS JDAS

You have access to the following applications

OCFS JDAS



JDAS accounts unused for 6 months become inactive.

Please log in a few times during the year to avoid having to reactivate your account.



Office of Children
and Family Services

Step 2: Launch the submission portal

New York State Office of Children and Family Services

Juvenile Detention Automation System **JDAS**

Thursday, May 6, 2021 | 8:40 AM

Active User: WORKER, COUNTY (JDASCOUNTY)

Help | Print | Resize Text | -A | Reset | +A

Main Menu

Search-CJIS

Search-JDAS

Reportable Incidents

Billing Menu

Billing Reports

Claims Menu

Detention Claims

STSJP Claims

STSJP RTA Claims

STSJP Data Submission


Administration Menu

Reports Menu

- Admission History Report
- Certificate of Detention Report
- Court Activities Outcome Report
- Daily Census Report
- Days of Care / Clients Served Report
- Detention Facility Roster Report - Facility Info
- Detention Facility Roster Report - Youth Details
- Detention Resident Roster Report
- Facility Capacity By Type Report
- Facility Overnight Usage Report
- Facility Roster Report
- FOA/FOC Case Type Report
- FOC for Fiscal Report
- Jail Time Report
- Juvenile Release Report
- Juveniles with Open Court Cases Report
- Law Enforcement Admit Report
- New Admissions Report
- OCFS / ACS Ready Report
- Open Eligible Report
- Open Facilities by Certification Month Report
- Open Legal Status Report
- Open Special Orders Report

Announcements

[2021 JDAS WebEx Course](#) 01/19/2021



Under the Claims Menu, click “STSJP Data Submission”

► Land on Data Submission List Screen

New York State Office of Children and Family Services Juvenile Detention Automation System **JDAS**

Thursday, May 6, 2021 | 3:29 PM Active User: WORKER, COUNTY (JDASCOUNTY)

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STSJP Data Submission

County:
 Program Year:
 Program Period:

STSJP Data Submission List [Add](#)

County	Program Year	Program Period	Status	Status Date		
COUNTY	2020 (10/01/2020 - 09/30/2021)	Period 1 2020 (10/01/2020 - 03/31/2021)	RETURNED	05/06/2021	Edit	View
COUNTY	2019 (10/01/2019 - 09/30/2020)	Period 2 2019 (04/01/2020 - 09/30/2020)	Completed	05/06/2021		View
COUNTY	2019 (10/01/2019 - 09/30/2020)	Period 1 2019 (10/01/2019 - 03/31/2020)	Completed	05/06/2021		View
COUNTY	2018 (10/01/2018 - 09/30/2019)	Period 1 2018 (10/01/2018 - 03/31/2019)	Completed	05/06/2021		View
COUNTY	2018 (10/01/2018 - 09/30/2019)	Period 2 2018 (04/01/2019 - 09/30/2019)	Completed	05/06/2021		View

Submission List

- Keeps a record for each period that a county submitted data
- Can review previous submissions on this screen
- Can start a new submission on this screen



Step 3: Create New Submission Record

New York State Office of Children and Family Services Juvenile Detention Automation System **JDAS**

Thursday, May 6, 2021 | 8:48 AM Active User: WORKER, COUNTY (JDASCOUNTY)

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STSJP Data Submission

County:
 Program Year:
 Program Period:

STSJP Data Submission List [Add](#)

County	Program Year	Program Period	Status	Status Date

Select County, Program Year, Period

- If user assigned to multiple counties, more than one option will be available
- If user not assigned to a county, email stsjp@ocfs.ny.gov for permissions

Click ADD button

- There will only be one record per period
- If the record for the period in which you are submitting has already been created, the add button will gray out



► Land on Data Files List Screen

New York State Office of Children and Family Services Juvenile Detention Automation System **JDAS**

Thursday, May 6, 2021 | 9:20 AM Active User: WORKER, COUNTY (JDASCOUNTY)

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STSJP Data Submission

County:
 Program Year:
 Program Period:

Status:

STSJP Data File List [Add](#)

File Name	File Type	Prog. No.	Program Name	Provider Name	Status

Status History

Status	Date	User

[Submit](#)
[Cancel](#)

Data Files List

- Shows all files the municipality will submit/has submitted for the period
- All files are submitted at the same time as a package



Step 4: Add Files to the Data File List

New York State Office of Children and Family Services
Thursday, May 6, 2021 | 10:35 AM

Main Menu Search Help Print

STSJP Data Submission

County: COUNTY Program No: []
Status: DRAFT

STSJP Data File List Add

File Name	File Type	Program No.

Status History

Status	Date

Submit [Cancel](#)

Click the **ADD** button to add files to the list

Select the file type
Checklist or Data File

Add Identifiers
(Data File only)

Choose File
Save & Close

Add STSJP Data File [X]

File Type: Checklist [v]

Program No: []

Program Name: []

Provider Name: []

File to upload: Choose File... 2019 Period 2 Checklist.docx

Save & Close [Cancel](#)

Add STSJP Data File [X]

File Type: Data File [v]

Program No: [5]

Program Name: Fifth Program Name

Provider Name: Fifth Provider Name

File to upload: Choose File... STSJP Fifth Program File.xlsx

Save & Close [Cancel](#)

▶ Files to Add

Minimum

1 STSJP Data Checklist with table on page 2 filled out

Updated: 11-26-2021

Supervision and Treatment Services for Juveniles Program (STSJP) Data Quality Checklist

Once revisions are complete, save a copy of the clean Excel Roster file. In the copy, remove youth names (don't forget to also remove youth names from the notes section). The de-identified Roster is now ready for submission to OCFS via the Juvenile Detention Automation System (JDAS).

In the table below, enter each program that appears on the STSJP Annual Plan. If no data have been recorded during the program year, select N/A under "QC Complete & Errors Fixed." Briefly explain under "Notes" why the program has no data. If no data have been recorded for the program year, you are not required to submit a Roster for that program. If the program reported data for period 1 but had no new data to report for period 2, you should resubmit the data file that was revised and accepted for period 1 and note below that no new youth were served in the program for period 2.

Municipality:	Program Name	Reviewer Name:	QC Complete & Errors Fixed	Reporting Period:	Notes
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		
			<input type="checkbox"/> Yes <input type="checkbox"/> N/A		

Additional Feedback

Additional Data Files

Cleaned STSJP Provider Rosters

1 for each program that recorded data during the program year

PROGRAM YEAR 2020-2021	Program Name:	Program 1	Contact Name:		
	Agency Name:	Agency 1	Phone # or Email:		
	Municipality:		SS Program?		
Enrollment / Discharge		Program Details (check STSJP Plan)			
ID#	Youth's Start Date	Youth's End Date	Approved Funding	Approved Service Domain	Youth's Case Type
1					
2					
3					
4					
5					

i Watch [How to Complete the Data Quality Checklist](#)

▶ Edit an Existing Record to Add Files

New York State Office of Children and Family Services Juvenile Detention Automation System **JDAS**

Thursday, May 6, 2021 | 10:31 AM Active User: WORKER, COUNTY (JDASCOUNTY)

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STSJP Data Submission

County:
 Program Year:
 Program Period:

STSJP Data Submission List [Add](#)

County	Program Year	Program Period	Status	Status Date	
COUNTY	2020 (10/01/2020 - 09/30/2021)	Period 1 2020 (10/01/2020 - 03/31/2021)	DRAFT	05/06/2021	Edit Delete View

If returning to an existing record to add/modify files

- Locate record for the period in the Submission List
- Click Edit link to go to Data Files List
- Will only be able to edit files when status is draft or returned

Step 5: Submit Data Package to OCFS

New York State Office of Children and Family Services Juvenile Detention Automation System **JDAS**

Thursday, May 6, 2021 | 9:27 AM Active User: WORKER, COUNTY (JDASCOUNTY)

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STSJP Data Submission

Data Saved Successfully.

County:
 Program Year:
 Program Period:

Status:

STSJP Data File List [Add](#)

File Name	File Type	Prog. No.	Program Name	Provider Name	Status
2020P1COUNTY.DOCX	Checklist				Edit Delete View Download
2020P1COUNTY01.XLSX	Data File 1	Program 1		Provider 1	Edit Delete View Download
2020P1COUNTY03.XLSX	Data File 2	Program 2		Provider 2	Edit Delete View Download
2020P1COUNTY02.XLSX	Data File 3	Program 3		Provider 3	Edit Delete View Download

Status History

Status	Date	User
DRAFT	05/06/2021	WORKER, COUNTY (JDASCOUNTY)

[Submit](#)
[Cancel](#)



Click SUBMIT after all files for the period have been added to the list. Once you submit, you cannot make changes unless OCFS returns your submission.



Step 5a: Revise and Resubmit if Needed



From: ocfs.sm.jdas@ocfs.ny.gov

To	username@county.gov
Cc	
Subject	STSJP Data Submission by County for Program Period 1 2020 Returned

The STSJP Data Submission by County for Program Period 1 2020 (10/01/2020 - 03/31/2021) has been returned for your revision and resubmission.

New York State Office of Children and Family Services **Juvenile Detention Automation System JDAS**

Thursday, May 6, 2021 | 3:37 PM Active User: WORKER, COUNTY (JDASCOUNTY)

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STSJP Data Submission

County:
 Program Year:
 Program Period:

[STSJP Data Submission List](#)

County	Program Year	Program Period	Status	Status Date		
COUNTY	2020 (10/01/2020 - 09/30/2021)	Period 1 2020 (10/01/2020 - 03/31/2021)	RETURNED	05/06/2021	Edit	View



Step 5a: Revise and Resubmit if Needed (cont.)

New York State Office of Children and Family Services Juvenile Detention Automation System **JDAS**

Thursday, May 6, 2021 | 10:54 AM Active User: WORKER, COUNTY (JDASCOUNTY)

Main Menu Search Help Print | Resize Text -A Reset +A

STSJP Data Submission

Data Saved Successfully.

County: Program Year: Program Period:

Status:

STSJP Data File List

File Name	File Type	Prog. No.	Program Name	Provider Name	Status				
2020P1COUNTY.DOCX	Checklist				Not Accepted	Edit	Delete	View	Download
2020P1COUNTY01.XLSX	Data File 1	Program 1	Provider 1		Not Accepted	Edit	Delete	View	Download
2020P1COUNTY02.XLSX	Data File 2	Program 2	Provider 2		Accepted	Edit	Delete	View	Download
2020P1COUNTY03.XLSX	Data File 3	Program 3	Provider 3		Accepted	Edit	Delete	View	Download

Status History

Status	Date	User
RETURNED	05/06/2021	WORKER, OCFSDETENTION (JDASFULL)
SUBMITTED	05/06/2021	WORKER, COUNTY (JDASCOUNTY)
DRAFT	05/06/2021	WORKER, COUNTY (JDASCOUNTY)

① **EDIT** files marked “Not Accepted” in pop-up window: **Upload** revised file and **comment** on changes

Edit STSJP Data File

File Type:

Program No.:

Program Name:

Provider Name:

Data File:

Original File Name:

File to upload:

Status:

Comments:

Comments History

Date	User	Comments
05/11/2021	WORKER, OCFSDETENTION (JDASFULL)	Missing outcomes for discharged youth.

② **Click SUBMIT** after all files marked “Not Accepted” have been revised and uploaded.

Step 5b: Receive Notification of Completion



From: ocfs.sm.jdas@ocfs.ny.gov

To	username@county.gov
Cc	
Subject	STSJP Data Submission by County for Program Period 1 2020 Complete
<p>The STSJP Data Submission by County for Program Period 1 2020 (10/01/2020 - 03/31/2021) has been marked Complete.</p>	

New York State Office of Children and Family Services **Juvenile Detention Automation System JDAS**

Thursday, May 6, 2021 | 10:25 AM Active User: WORKER, COUNTY (JDASCOUNTY)

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STSJP Data Submission

County:
 Program Year:
 Program Period:

STSJP Data Submission List [Add](#)

County	Program Year	Program Period	Status	Status Date	
COUNTY	2020 (10/01/2020 - 09/30/2021)	Period 1 2020 (10/01/2020 - 03/31/2021)	Completed	05/06/2021	View



Recap: Submission Record and File Statuses

STSJP Data Submission List				
1 record per period				
Status	Status Date			
Draft		Edit	Delete	View
Submitted				View
Returned		Edit		View
Completed				View

The user's permissions to edit, delete and view contents of a record will vary based on the status of the record.

STSJP Data Files List				
Up to 13 files per record				
Status*	Returned Submission			
Accepted	Edit	Delete	View	Download
Not Accepted	Edit	Delete	View	Download
<i>*File status will show for Returned/Completed submissions</i>				

OCFS will mark each file as accepted or not accepted based on a review using the Data Quality Checklist and the municipality's STSJP Annual Plan.

Files marked as "Not Accepted" within a returned submission require municipality review, revision and resubmission.

System Errors

Error Report after 15 minutes of inactivity. Close the browser and try logging in again.



The screenshot shows the JDAS - Error Report form. At the top, there is a header for the New York State Office of Children and Family Services and the Juvenile Detention Automation System (JDAS). The date and time are Friday, Oct. 22, 2021 | 12:00 PM, and the active user is (). Below the header is a navigation bar with buttons for Main Menu, Search, Help, Print, Resize Text, -A, Reset, and +A. The main content area is titled "JDAS - Error Report" and contains a text box for reporting the error. The text box is empty and has a vertical scrollbar on the right side. Below the text box is a "Send Mail" button.

If you encounter other errors, please email stsip@ocfs.ny.gov for assistance.

Questions?

Email: stsip@ocfs.ny.gov

More Videos!

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

