



**Office of Children  
and Family Services**

# **Supervision and Treatment Services for Juveniles Program (STSJP)**

## **How to Transfer Data Across Provider Rosters**

October 2021 (Prerecorded Video)

September 2023 (Updated Slide Content) ★

Bureau of Research, Evaluation, and Performance Analytics



# Transfer youth still being served across program years

## Data to Transfer

- Youth's Name
- Youth's Start Date
- Approved Funding
- Approved Service Domain
- Youth's Case Type
- Youth's Zip Code
- Age at Enrollment
- Sex at Birth
- Gender Identity
- Sexual Orientation
- Ethnicity
- Race
- Ancestry
- Primary Language

## Steps

1. Always check that the variables in both files follow the same order, and the responses you're pasting from the old file match the drop-down options in the new file
2. In previous year's file, set text filter (contains "?") for Last Name, then filter to show Blanks for Youth's End Date
3. Copy entries only, not headings
4. Paste as value (123 option) into new file



# Demonstration

# Questions?

Email: [stsjp@ocfs.ny.gov](mailto:stsjp@ocfs.ny.gov)

# More Videos!

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



Office of Children  
and Family Services