



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Budget Allotment

11 Allotment

### Administration

This represents the monthly net total taken from the CDCR BI Budget Report in BIS.

Note: This data is calculated as a Fiscal Year-to-Date (FYTD) total, and represents the last month's Budget Allotment plus any additional Budget Allotments that may be received during the reporting month. Surpluses are indicated as a positive number and deficits are indicated as a negative number.

**BIS**

12 Surplus/Deficit

This represents the monthly net total taken from the CDCR BI Budget Report in BIS.

Note: This data is calculated as the Budget Allotment minus (YTD Actuals + Encumbrances). Surpluses are indicated as a positive number and deficits are indicated as a negative number.

**BIS**

### Accounting

14 Travel Expenditures

Collection Method: BIS is queried monthly to identify the dollar amount of travel expenditures incurred for the reporting period. Commitment Items beginning with 90317 ("Travel") or 90318 ("Out of State Travel")

**BIS**

### Personnel

16 Budgeted Positions

Data is received the first week of the month for the previous month's data.

**MIRS**

17 Filled Budgeted Positions

Data is received the first week of the month for the previous month's data.

**MIRS**

18 920 Blanket

Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.

**MIRS**

19 918 Blanket

Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.

**MIRS**

20 902 Blanket

Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.

**MIRS**

21 916 Blanket

Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.

**MIRS**



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Personnel

### Administration

22	Number of "Other" Type of Leave	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions for the reporting period. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. <i>Division Reported</i>
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23	Vacancy Total	"Vacancy Total" equals "Budgeted Positions" minus the sum of: "Filled Budgeted Positions" plus "920 Blanket" plus "918 Blanket" <i>Formula Driven</i>
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24	Vacancy Rate %	"Vacancy Rate (%)" equals "Vacancy Total" divided by "Budgeted Positions" <i>Formula Driven</i>
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### Overtime

26	Total Dollars	The total dollars reported for overtime during the reporting period. Data is received the week following the 20th of the month for the previous month's data. <i>MIRS</i>
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27	Total Hours	The total number of overtime hours during the reporting period. Data is received the week following the 20th of the month for the previous month's data. <i>MIRS</i>
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28	Number of Staff Who Worked	The total number of staff who worked overtime during the reporting period. Data is received the week following the 20th of the month for the previous month's data. <i>MIRS</i>
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29	Average Hours per Staff	"Overtime Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted" <i>Formula Driven</i>
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### Training

31	Allotment	Use the latest Budget Change Document for the current Fiscal Year's training allotment. <i>Division Reported</i>
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32	Training Requests Planned	Enter the number of staff enrolled to attend training. The data represents the total for the reporting period. <i>Division Reported</i>
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33	Total Training Hours Provided	Enter the total number of hours scheduled for training during the reporting period. <i>Division Reported</i>
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# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Training

### Administration

**34 Training Requests Processed** This is the number of staff who actually attended and completed training during the reporting period.  
*Division Reported*

**35 Total Expenditures** Enter the dollar amount of training expenditures incurred for the reporting period.  
*Division Reported*

**36 Training Balance** Enter the dollar amount currently available from allocated training funds. The data represents available funds on the last day of the reporting period. Formula; The dollar amount from the previous month's training balance, minus the reporting month's total training expenditures, (+/- allotment changes, if applicable)= current reporting month's training balance.  
*Division Reported*

### Sick Leave

**38 Total Hours** The total hours reported for Sick Leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).  
*MIRS*

**39 Average Hours per Staff** "Sick Leave Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted"  
*Formula Driven*

### In-Lieu of Sick Leave

**41 Total Hours** The total hours reported for In-Lieu of Sick Leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).  
*MIRS*

**42 Average Hours per Staff** "In-Lieu of Sick Leave Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted"  
*Formula Driven*

### Workers' Compensation

**44 Total Number of Staff Off Work due to Accepted and Pending Claims** Enter the number of staff off work due to an approved or pending workers' compensation claim. Enter the data as a point-in-time number as of the last working day of each reporting period.  
*Division Reported*

**45 Pending Claims** Enter the number of work related compensation claims that are pending during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.  
*Division Reported*

**46 New Claims** Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.  
*Division Reported*



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

Workers' Compensation		Administration
47	Closed Claims	Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period. <i>Division Reported</i>
<b>NDI</b>		
49	Total Number of Staff Off Work due to Non-Work Related Illness/Injuries	Enter the number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period. <i>Division Reported</i>
<b>FMLA</b>		
51	Total Number of Staff Off Work due to Non-Work Related Illness/Injuries	The total number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Data is received the week following the 23rd of each month for the previous month's data. <i>MIRS</i>
<b>Employee Grievances and Staff Complaints</b>		
53	Total	"Total Employee Grievances and Staff Complaints" equals the sum of: "Health & Safety" plus "Conditions of Work" plus "E.E.O."  <i>Formula Driven</i>
54	Health & Safety	This is the total number of formal health and safety grievances and staff complaints that were filed during the reporting period. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.  <i>Division Reported</i>
55	Conditions of Work	This is the total number of formal conditions of work and staff complaints that were filed during the reporting period. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.  <i>Division Reported</i>
56	E.E.O	This is the total number of EEO complaints that were filed during the reporting period. The source of this data is through an EEO Log and/or the institutional EEO Coordinator/Representative.  <i>Division Reported</i>
<b>Staff Investigations</b>		
58	Total Central Intake Requests	Enter the number of Central Intake Requests submitted during the reporting period. <i>Division Reported</i>
59	Central Intake Requests Accepted	Enter the number of Central Intake Requests accepted during the reporting period. <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Staff Investigations

### Administration

60	<b>Central Intake Requests Rejected</b>	Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
61	<b>Central Intake Requests Approved for Direct Action</b>	Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
62	<b>Total Direct Action Requests Submitted</b>	Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
63	<b>Total Direct Action Requests Accepted</b>	Enter the number of Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
64	<b>Total Direct Action Requests Rejected</b>	Enter the number of Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Division Reported</i>
65	<b>Number of Open Investigations</b>	Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Division Reported</i>
66	<b>Number of Closed Investigations</b>	Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Division Reported</i>
67	<b>Investigations Exceeding 180 Calendar Days</b>	Enter the total number of investigations that have exceeded 180 calendar days. <i>Division Reported</i>
68	<b>Investigations Exceeding the Statute of Limitations</b>	Enter the total number of investigation that have exceeded the statute of limitations. <i>Division Reported</i>
<b>Adverse Actions</b>		
70	<b>Total</b>	Enter the total number of adverse actions initiated during the reporting period. <i>Division Reported</i>
71	<b>Dismissals</b>	Enter the total number of dismissals issued during the reporting period. <i>Division Reported</i>
72	<b>Rejection on Probation</b>	Please provide the number of staff rejections on probation during the reported period. <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Facility Profile

#### Inverse Post Coverage (shifts)

75	YCO	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
76	Sgt	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
77	Lt.	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
78	YCC	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
79	SYCC	Number of inverse shifts worked by staff in this classification. <i>Division Reported</i>
80	<b>Total Inverse Post Coverage Shifts</b>	Formula: "Total Inverse Post Coverage Shifts" equals the sum of: "YCO" plus "Sgt." plus "Lt." plus "YCC" plus "SYCC" <i>Formula</i>

#### Population

82	<b>Average daily population (ADP) (does not include parole TDs)</b>	From OBITS report YHG849 using the first line of data from each facility: This count includes all DJJ population in all DJJ facilities and DAI youth house in DJJ. <i>Division Reported</i>
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#### Population by Program Type (End of Month)

84	<b>Core Treatment Programs</b>	From OBITS based on daily movement entry. <i>Division Reported</i>
85	<b>High</b>	From OBITS based on daily movement entry. <i>Division Reported</i>
86	<b>Low</b>	From OBITS based on daily movement entry. <i>Division Reported</i>
87	<b>Behavior Treatment Program (BTP)</b>	From OBITS based on daily movement entry. <i>Division Reported</i>
88	<b>Intensive Behavior Treatment Program (IBTP)</b>	From OBITS based on daily movement entry. <i>Division Reported</i>
89	<b>Mental Health Residential Unit</b>	From OBITS based on daily movement entry. <i>Division Reported</i>
90	<b>Correctional Treatment Center (CTC)</b>	From OBITS based on daily movement entry. <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Population by Program Type (End of Month)

### Facility Profile

91	Intake	From OBITS based on daily movement entry. <i>Division Reported</i>
92	Sex Behavior Treatment Program (SBTP)	From OBITS based on daily movement entry. <i>Division Reported</i>
93	Average Age (End of month)	Calculated by OBITS based on date of birth. <i>Division Reported</i>
94	16 and under	Calculated by OBITS based on date of birth. <i>Division Reported</i>
95	17	Calculated by OBITS based on date of birth. <i>Division Reported</i>
96	18	Calculated by OBITS based on date of birth. <i>Division Reported</i>
97	19	Calculated by OBITS based on date of birth. <i>Division Reported</i>
98	20	Calculated by OBITS based on date of birth. <i>Division Reported</i>
99	21 and over	Calculated by OBITS based on date of birth. <i>Division Reported</i>
100	Average Length of Stay (In Months)	Length of stay in DJJ custody, at all facilities, calculated by OBITS based on daily movement entry of parole releases and discharges. <i>Division Reported</i>

### Reports and Notices

### Facility Operations

103	Late Victims Notification letters	Number of late victim notifications. <i>Division Reported</i>
104	Missed Victims Notification Letters	Number of missed victim notifications. <i>Division Reported</i>
105	Late Law Enforcement Notification Letters	Number of late law enforcement notifications. <i>Division Reported</i>
106	Late Family Notifications	Number of late family notifications. <i>Division Reported</i>
107	Annual Review Hearings Beyond 12 Months	Number of annual hearings not held within 12 months of the due date. <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Reports and Notices

### Facility Operations

**108 Annual Review Hearings Beyond 15 Months** Number of annual hearings not held within 15 months of the due date.  
*Division Reported*

**109 Initial Hearings Beyond 45 Days (Clinics only)** Number of initial hearings that were not held within 45 days of the youths' arrival.  
*Division Reported*

### Incidents: Batteries on staff w/o a weapon (Pbs Sa12)

**112 Youth involved** Number of individual youth involved in perpetrating batteries on staff without weapons. The individual youth should not be double counted.  
*Division Reported*

**113 Incidents** Number of incidents of batteries on staff without weapons.  
*Division Reported*

### Incidents: Batteries on staff w/weapon (Pbs Sa12)

**115 Youth involved** Number of individual youth involved in perpetrating batteries on staff with weapons - no double counting of youth-.  
*Division Reported*

**116 Incidents** Number of incidents of batteries on staff with weapons.  
*Division Reported*

### Incidents: Gassings (Pbs Sa12)

**118 Youth involved** Number of individual youth involved in gassing of staff -no double counting of youth-.  
*Division Reported*

**119 Incidents** Number of incidents of gassings.  
*Division Reported*

### Incidents: Injuries to Staff (by youths) (Pbs Sa3)

**121 Youth involved** Number of individual youths involved in perpetrating incidents resulting in injuries to staff -no double counting of youth-.  
*Division Reported*

**122 Incidents** Number of incidents of staff injuries by youth.  
*Division Reported*

### Incidents: Batteries on youth (Pbs Sa11)

**124 Youth involved** Number of individual youth involved in perpetrating batteries on other youth -no double counting of youth-.  
*Division Reported*

**125 Incidents** Number of incidents of youth-on-youth batteries.  
*Division Reported*

### Incidents: Group Disturbances

**127 Youth Involved** Number of individual youth involved in group disturbances. Do not perform double counting of individual youth.  
*Division Reported*



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Incidents: Group Disturbances

### Facility Operations

128	Incidents	Number of group disturbances as defined by DJJ policy. <i>Division Reported</i>
<b>Incidents: Forced sexual acts</b>		
130	Youth involved	Number of individual youths involved in forced sexual acts -No double counting of youth-. <i>Division Reported</i>
131	Incidents	Number of forced sexual act incidents. <i>Division Reported</i>
<b>Incidents: Physical altercations (mutual combat)(PbS Sa11)</b>		
133	Youth involved	Number of individual youths involved in mutual fights. -No double counting of youth-. <i>Division Reported</i>
134	Incidents	Number of mutual fights. <i>Division Reported</i>
<b>Other Medical Issues</b>		
136	Injuries to youths requiring outside medical care	Number of youth sustaining injuries that required outside medical care. <i>Division Reported</i>
137	Injuries to youths by other youths (PbS Sa4)	Number of injuries to youth caused by other youth; Conforms to PbS' Safety 4 definition of 'injury to youth by youth'. <i>Division Reported</i>
138	Injuries to youths - all (PbS Sa2)	Total number of injuries to all youth; conforms to PbS Safety 2 definition of 'injury to youth'. <i>Division Reported</i>
139	Other staff injuries (PbS Sa3)	Total number of staff injuries not caused by youth misconduct; conforms to PbS Safety 3 definition of 'staff injury'. <i>Division Reported</i>
<b>Use of Force</b>		
141	Total Use of Force Incidents - All Youth	This count reflects the total number of incidents where any type of force was used against youth. An incident can involve multiple applications of different use of force, multiple staff members and multiple youth. <i>Division Reported</i>
142	Controlled Use of Force	This count reflects the total number of control use of force incidents where any type of controlled force was used against youth. An incident can involve multiple applications of different type of force and multiple staff. <i>Division Reported</i>
143	Physical	This count reflects the total number of control use of force incidents where physical force was use against youth. An incident can involve multiple staff members. <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Use of Force

### Facility Operations

144	Chemical	This count reflects the total number of control use of force incidents where chemical force was use against youth. An incident can involve multiple staff members. <i>Division Reported</i>
145	Mechanical	This count reflects the total number of control use of force incidents where mechanical force was use against youth. An incident can involve multiple staff members. <i>Division Reported</i>
146	Less lethal	Number of all controlled incidents in which staff used less lethal forms of force. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball, or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and Pepperball Projection System round used for direct impact - OC or H2O round.). <i>Division Reported</i>
147	Immediate Use of Force	Total number of incidents in which staff used any type of force against youth in an emergency situation. multiple staff may be involved in any one incident. <i>Division Reported</i>
148	Physical	Number of all incidents in which staff used physical force in an immediate or emergency situation <i>Division Reported</i>
149	Chemical	Number of all incidents in which staff used chemical force in an immediate or emergency situation <i>Division Reported</i>
150	Mechanical	Number of incidents in which staff used mechanical force. <i>Division Reported</i>
151	Less lethal	Number of all incidents in which staff used less lethal forms of force in an immediate or emergency situation. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball, or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and Pepperball Projection System round used for direct impact - OC or H2O round.). <i>Division Reported</i>

### Total Use of Force Incidents - Mental Health Youths

153	Total Use of Force Incidents - Mental Health Youths	Mental Health youth are defined as those participating in an SCP, ITP, ICF, CTC, IBTP living unit/program. This category is a subset of the above category involving "all" Use of Force. <i>Division Reported</i>
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## Division of Juvenile Facilities

### Counting Rules for Governance Period January - June 2016

#### Total Use of Force Incidents - Mental Health Youths

#### Facility Operations

154	Controlled Use of Force	Total number of incidents in which staff used any type of controlled force against a Mental Health youth as the result of an incident. <i>Division Reported</i>
155	Physical	Number of incidents in which staff used physical force on a Mental Health youth. <i>Division Reported</i>
156	Chemical	Chemical use of force is not allowed for use on a mental health youth in a controlled environment. <i>Division Reported</i>
157	Mechanical	Number of incidents in which staff used mechanical force on a Mental Health youth. <i>Division Reported</i>
158	Less lethal	Number of incidents in which staff used less lethal forms of force on a Mental Health youth. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and any Pepperball Projection System round used for direct impact - OC or H2O round.). <i>Division Reported</i>
159	Immediate Use of Force	Total number of incidents in which staff used any type of force against a mental health youth in an emergency situation. multiple staff may be involved in any one incident. <i>Division Reported</i>
160	Physical	Number of incidents in which staff used physical force on a Mental Health youth. <i>Division Reported</i>
161	Chemical	Number of incidents in which staff used chemical force on a Mental Health youth. <i>Division Reported</i>
162	Mechanical	Number of incidents in which staff used mechanical force on a Mental Health youth. <i>Division Reported</i>
163	Less lethal	Number of incidents in which staff used less lethal forms of force on a Mental Health youth. Less lethal refers to a peace officer's use of Departmentally approved security equipment, which includes devices used to fire less-lethal projectiles (i.e. Sting ball or Stinger grenades with or without chemical agents, 37 mm foam baton, rubber ball, or bean bag rounds, and any Pepperball Projection System round used for direct impact - OC or H2O round.). <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Total Use of Force Incidents - Mental Health Youths

### Facility Operations

**164 Use of Force Committees held** Number of committee sessions held at the facility to review Use of Force incidents  
*Division Reported*

**165 Use of Force cases (incidents) reviewed** Number of Use of Force incidents reviewed during facility committee sessions.  
*Division Reported*

**166 Use of Force incidents reviewed by Central Office** Number of Use of Force incidents reviewed by Central Office.  
*Division Reported*

### Disciplinary Incidents

**168 Pending court cases** Number of court cases pending for youth misconduct - to be counted by the facility responsible for the court activity, not necessarily where the youth is housed.  
*Division Reported*

**169 Escapes** Number of actual escapes from the facility, not OBITS definition of warrant issued.  
*Division Reported*

**170 Attempted escapes** Number of attempted escapes from the facility.  
*Division Reported*

### Disciplinary Decision-Making System - All Youths

**172 Level 3's filed (serious misconduct)** Level 3's are serious misconduct that adversely affects the operation, safety or security of the institution. A sustained Level 3 may result in an extension to a youth's projected board date.  
*Division Reported*

**173 Level 2's filed (intermediate misconduct)** Level 2's are intermediate misconduct. These behaviors are more serious than Level 1 violations.  
*Division Reported*

**174 Level 1's filed (minor misconduct)** Level 1's are minor misconduct that least disrupts youth program or institutional operations and provides staff the discretion to respond to youth misconduct at the lowest level.  
*Division Reported*

**175 Fact-finding hearings held** Number of disciplinary fact-finding hearings held  
*Division Reported*

**176 Disposition hearings held** Number of disciplinary disposition hearings held  
*Division Reported*

### Disciplinary Decision-Making System Mental Health Youths Only

**178 Level 3's filed (serious misconduct)** Level 3's are serious misconduct that adversely affects the operation, safety or security of the institution. A sustained Level 3 may result in an extension to a youth's projected board date.  
*Division Reported*



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

Disciplinary Decision-Making System Mental Health Youths Only		Facility Operations
179	<b>Level 2's filed (intermediate misconduct)</b>	Level 2's are intermediate misconduct. These behaviors are more serious than Level 1 violations. <i>Division Reported</i>
180	<b>Level 1's filed (minor misconduct)</b>	Level 1's are minor misconduct that least disrupts youth program or institutional operations and provides staff the discretion to respond to youth misconduct at the lowest level. <i>Division Reported</i>
181	<b>Fact-finding hearings held</b>	Number of disciplinary fact-finding hearings held for mental health youths. <i>Division Reported</i>
182	<b>Disposition hearings held</b>	Number of disciplinary disposition hearings held for mental health youths. <i>Division Reported</i>
<b>Program Modifications/Restrictions</b>		
184	<b>Facility lockdowns</b>	Number of times the entire facility was on lockdown status. <i>Division Reported</i>
185	<b>Number of days</b>	Total number of days the facility was on lockdown. <i>Division Reported</i>
186	<b>Limited Program (living units)</b>	Number of living units in the facility that were on limited (restricted) program during the time period <i>Division Reported</i>
187	<b>Number of days</b>	Total number of days those living units were on limited program. <i>Division Reported</i>
<b>Health Care</b>		
189	<b>Number of new admissions to the facility</b>	Includes youths arriving as new commitments from the courts, recommitted or revoked from parole, and permanently transferred from another facility. Does not include off-institution returnees or temporarily housed youths awaiting transfer or return to parole. <i>Division Reported</i>
190	<b>Community hospital in-patient admissions</b>	Number of wards who were admitted to community hospitals. <i>Division Reported</i>
191	<b>New arrivals provided medical, dental, mental health screening within 24 hours</b>	Number of new arrivals who received each type of screening within 24 hours. The screenings are the cursory exams made upon arrival at the facility <i>Division Reported</i>
192	<b>Complete physical exam within 7 days</b>	Number of new commitments, not transfers, who received a complete physical within 7 days <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Health Care

### Facility Operations

**193**      **New arrivals receive dental exam within 14 days (clinics only)**      Number of new court commitments, not transfers, who received a dental exam within 14 days  
*Division Reported*

**194**      **Routine off-site medical care (doctor, dentist, etc)**      Number of youth who had routine off-site medical care.  
*Division Reported*

### Mental Health Issues

**196**      **Number of youth in Mental Health programs at end of month**      Mental Health program population at month end provided by DJJ Mental Health staff  
*Division Reported*

**197**      **Youths on psychotropic medications**      Number of youth on psychotropic medications provided by facility medical staff.  
*Division Reported*

**198**      **Keyhea Cases**      Number of youth on court-ordered/approved medication provided by facility medical staff.  
*Division Reported*

**199**      **Involuntary medicated (incidents)**      Number of incidents where youth are involuntarily medicated provided by facility medical staff.  
*Division Reported*

**200**      **High-risk observation**      Number of youth on high-risk observation from the Daily Ops Report in WIN.  
*Division Reported*

**201**      **Attempted Suicides**      Number of overt actions indicating intent to injure or kill themselves from the Daily Ops Report in WIN  
*Division Reported*

**202**      **Number of 911 Calls in Response to Attempted Suicide**      Number of times 911 was called due to a suicide attempt - data provided by facility medical staff.  
*Division Reported*

**203**      **Suicides**      Number of successful suicides from the Daily Ops Report in WIN.  
*Division Reported*

### Programs

### Facility Programs

**206**      **Number of high school graduates with work assignments**      Number of high school graduates with work assignments at the facility.  
*Division Reported*

### Education Services

**208**      **Number of high school graduates at facility**      Number of all high school graduates at the facility.  
*Division Reported*

**209**      **Number with GED certificate**      Number of all youths with GED.  
*Division Reported*



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Education Services

### Facility Programs

210	Number of all youths eligible for high school	Number of eligible students for high school, includes those with GED and HSE certificates. <i>Division Reported</i>
211	Number of youths enrolled in high school	Number of enrolled high school students. <i>Division Reported</i>
212	Number of high school graduates enrolled in vocational classes	Number of high school graduates enrolled in vocational classes at the facility. <i>Division Reported</i>
213	Number of students enrolled in college courses	Number of students taking college classes. <i>Division Reported</i>
214	Number of vocational program certificates earned	Number of vocational certificates earned during reporting period. <i>Division Reported</i>
215	Total number of classes scheduled	Number of school classes scheduled. <i>Division Reported</i>
216	Percent receiving full required minimum minutes of instruction (from WIN)	Percentage of students receiving the minimum minutes of instruction as reported in WIN. <i>Division Reported</i>
217	Education slots budgeted (includes vocational ed)	Number of student slots budgeted. <i>Division Reported</i>
218	Average daily attendance in classrooms (includes vocational ed)	Average daily attendance in classrooms. <i>Division Reported</i>
<b>Number of classes cancelled due to:</b>		
220	1. No substitute available	Number of class closures due to no substitute teacher being available. <i>Division Reported</i>
221	2. Safety/security reasons	Number of class closures for safety and/or security issues. <i>Division Reported</i>
222	3. Scheduling conflicts	Number of class closures due to special events, etc. <i>Division Reported</i>
223	Total number of classes closed (from WIN)	Number of classes closed as reported in the WIN system. <i>Division Reported</i>
224	Absence Rate (Qtrly WIN Monthly Attendance Report)	Absence rate as reported in the Quarterly WIN Monthly Attendance Report. <i>Division Reported</i>
<b>Youth Incentive Program</b>		
226	Number of youth on Level A	Number of youth on Level A - highest level, most privileges <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Youth Incentive Program Facility Programs

227	<b>Number of youth on Level B</b>	Number of youth on Level B - medium level, some privileges <i>Division Reported</i>
228	<b>Number of youth on Level C</b>	Number of youth on Level C - lowest level, least privileges <i>Division Reported</i>
229	<b>Youth Family Council Meetings</b>	Formula: "Youth Family Council Meetings" equals the sum of: "Total number of Youth Council Meetings held." plus "Total number of Family Advisory Council Meetings held." <i>Formula Driven</i>
230	<b>Total number of Youth Council Meetings held.</b>	Number of Youth Council Meetings held at the facility during the current reporting period/month as reported by the Youth Incentive Coordinator or designated facility staff member. <i>Division Reported</i>
231	<b>Total number of Family Advisory Council Meetings held.</b>	Number of Family Advisory Council Meetings held at the facility during the current reporting period/month as reported by the Youth Incentive Coordinator or designated facility staff member. <i>Division Reported</i>

### Community-Based Organizations (CBO) providing youth program

233	<b>Youths attending Project IMPACT</b>	Number of individual youth who attended meetings during the time period. <i>Division Reported</i>
234	<b>Youths attending religious meetings</b>	Number of individual youth who attended meetings during the time period. <i>Division Reported</i>
235	<b>Youths attending other community-based organization meetings</b>	Number of individual youth who attended meetings during the time period. <i>Division Reported</i>
236	<b>Total number of volunteer hours</b>	Total number of volunteer hours <i>Division Reported</i>
237	<b>Total number of individual volunteers providing program</b>	Total number of volunteers; excluding anyone who received compensation (e.g., foster grandparents). <i>Division Reported</i>

### Youth's Rights

239	<b>Number of attorney visits</b>	Number of visits from wards' legal counselors. <i>Division Reported</i>
240	<b>Number of phone calls</b>	Number of calls made by youths. <i>Division Reported</i>
241	<b>Number individual youths making phone calls</b>	Number of individual youth who made phone calls. <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Youth Grievance System

### Facility Programs

243	Emergency grievances	Number filed; Do NOT double-count. If a grievance is an emergency grievance, count only as an emergency grievance. <i>Division Reported</i>
244	Staff action grievances	Number filed. <i>Division Reported</i>
245	Medical grievances	Number filed. <i>Division Reported</i>
246	Grievances unaccounted for	Number lost. <i>Division Reported</i>
247	Regular grievances	Number filed. <i>Division Reported</i>
<b>Religious Services</b>		
249	Catholic	Number of services held. <i>Division Reported</i>
250	Protestant	Number of services held. <i>Division Reported</i>
251	Jewish	Number of services held. <i>Division Reported</i>
252	Islam/Muslim	Number of services held. <i>Division Reported</i>
253	Native American	Number of services held. <i>Division Reported</i>
254	Other	Number of services held. <i>Division Reported</i>
<b>Victim's Rights</b>		
256	Total number of victims at hearings	Number of victims in attendance at hearings. <i>Division Reported</i>
<b>Alternative Programs (e.g. BTP)</b>		
258	Population count at end of month	End of month population count in BTPs <i>Division Reported</i>
259	Average length of stay in alternative program (in days)	Average length of stay (in days) for youth who have left the unit during the reporting period <i>Division Reported</i>



# Division of Juvenile Facilities

## Counting Rules for Governance Period January - June 2016

### Alternative Programs (e.g. BTP)

### Facility Programs

260	<b>Treatment Intervention Program (TIP) population count (total for month)</b>	Total number of youth who were on treatment intervention program status during the reporting period <i>Division Reported</i>
261	<b>Average length of stay on TIP (in hours)</b>	Average number of hours on treatment intervention program status per TIP'd youth <i>Division Reported</i>