



Board of Juvenile Hearings

Counting Rules for Governance Period July - December 2017

Budget Allotment

Administration

11 Allotment 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



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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.
Division Reported

23 **Vacancy Total** "Vacancy Total" equals "Budgeted Positions" minus the sum of: "Filled Budgeted Positions" plus "920 Blanket" plus "918 Blanket"
Formula Driven

24 **Vacancy Rate %** "Vacancy Rate (%)" equals "Vacancy Total" divided by "Budgeted Positions"
Formula Driven

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.
MIRS

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.
MIRS

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.
MIRS

29 **Average Hours per Staff** "Overtime Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted"
Formula Driven

Training

31 **Allotment** Use the latest Budget Change Document for the current Fiscal Year's training allotment.
Division Reported

32 **Training Requests Planned** Enter the number of staff enrolled to attend training. The data represents the total for the reporting period.
Division Reported

33 **Total Training Hours Provided** Enter the total number of hours scheduled for training during the reporting period.
Division Reported

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



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Training

Administration

35	Total Expenditures	Enter the dollar amount of training expenditures incurred for the reporting period. <i>Division Reported</i>
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. <i>Division Reported</i>
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). <i>MIRS</i>
39	Average Hours per Staff	"Sick Leave Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted" <i>Formula Driven</i>
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). <i>MIRS</i>
42	Average Hours per Staff	"In-Lieu of Sick Leave Average Hours per Staff" equals "Total Hours" divided by "Personnel: Filled Budgeted" <i>Formula Driven</i>
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. <i>Division Reported</i>
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. <i>Division Reported</i>
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. <i>Division Reported</i>
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>



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Administration

NDI

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.

Division Reported

FMLA

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.

MIRS

Employee Grievances and Staff Complaints

53 Total "Total Employee Grievances and Staff Complaints" equals the sum of: "Health & Safety" plus "Conditions of Work" plus "E.E.O."

Formula Driven

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.

Division Reported

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.

Division Reported

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.

Division Reported

Staff Investigations

58 Total Central Intake Requests Enter the number of Central Intake Requests submitted during the reporting period.

Division Reported

59 Central Intake Requests Accepted Enter the number of Central Intake Requests accepted during the reporting period.

Division Reported

60 Central Intake Requests Rejected 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.

Division Reported



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Staff Investigations

Administration

61	Central Intake Requests Approved for Direct Action	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	Total Direct Action Requests Submitted	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	Total Direct Action Requests Accepted	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	Total Direct Action Requests Rejected	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	Number of Open Investigations	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	Number of Closed Investigations	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	Investigations Exceeding 180 Calendar Days	Enter the total number of investigations that have exceeded 180 calendar days. <i>Division Reported</i>
68	Investigations Exceeding the Statute of Limitations	Enter the total number of investigation that have exceeded the statute of limitations. <i>Division Reported</i>
Adverse Actions		
70	Total	Enter the total number of adverse actions initiated during the reporting period. <i>Division Reported</i>
71	Dismissals	Enter the total number of dismissals issued during the reporting period. <i>Division Reported</i>
72	Rejection on Probation	Please provide the number of staff rejections on probation during the reported period. <i>Division Reported</i>
Discharge Consideration Hearings		
76	Discharge Consideration Hearings	Number of discharge consideration hearings conducted during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of discharge consideration hearing. <i>Division Reported - HQ - BJH</i>

Juvenile Hearings



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Discharge Consideration Hearings

Juvenile Hearings

77	Mandatory Release (WIC 1466.2)	Number of discharge consideration hearings in which release was mandated pursuant to WIC 1466.2 during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of discharge consideration hearing and acronym listing for definition of WIC. <i>Metric activated, effective 11/1/2016.</i> <i>Division Reported - HQ - BJH</i>
78	Release Recommended - Release Granted	Number of discharge consideration hearings in which release to county supervision was recommended by the Facility Treatment Team and release was granted by the Board of Juvenile Hearings during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of discharge consideration hearing and county supervision. <i>Division Reported - HQ - BJH</i>
79	Percent in Agreement with Release Recommendation (%)	Percent of cases (in whole numbers) in which the Board of Juvenile Hearings agreed with the recommendation of the treatment staff for release to county supervision during the reporting period. Totals are taken on the last day of the reporting period. This is a manual calculation that adds the number of times Board of Juvenile Hearings agreed with the release recommendation divided by the total release recommendations issued by the treatment staff. See glossary for definition of treatment staff. <i>Metric activated, effective 11/1/2016.</i> <i>Division Reported - HQ - BJH</i>
80	% Release to County Supervision Granted	% Release to County Supervision Granted equals "Release to County Supervision Granted" divided by "Discharge Consideration Hearings Conducted" <i>Metric deactivated, effective 8/31/2016.</i> <i>Formula Driven</i>
81	Continue Recommended - Release Denied	Number of discharge consideration hearings in which continued facility placement was recommended by the Facility Treatment Team and release was denied by the Board of Juvenile Hearings during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of discharge consideration hearing. <i>Division Reported - HQ - BJH</i>
82	Percent in Agreement with Continue Recommendation (%)	Percent of cases (in whole numbers) in which Board of Juvenile Hearings agreed with the recommendation of the treatment staff for continued facility placement during the reporting period. Totals are taken on the last day of the reporting period. This is a manual calculation that adds the number of times Board of Juvenile Hearings agreed with continued facility placement divided by the total continued facility placement recommendations issued by the treatment staff. See glossary for definition of treatment staff. <i>Metric activated, effective 11/1/2016.</i> <i>Division Reported - HQ - BJH</i>
83	Release Recommended - Release Denied	Number of discharge consideration hearings in which release was recommended by the Facility Treatment Team and release was denied by the Board of Juvenile Hearings during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of discharge consideration hearing. <i>Metric activated, effective 11/1/2016.</i> <i>Division Reported - HQ - BJH</i>



Board of Juvenile Hearings

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Discharge Consideration Hearings

Juvenile Hearings

84	Percent in Disagreement with Release Recommendation (%)	Percent of cases (in whole numbers) in which Board of Juvenile Hearings disagreed with the recommendation of the treatment staff for release during the reporting period. Totals are taken on the last day of the reporting period. This is a manual calculation that adds the number of times Board of Juvenile Hearings disagreed with release recommendation divided by the total release recommendations issued by the treatment staff. See glossary for definition of treatment staff. <i>Metric activated, effective 11/1/2016.</i> <i>Division Reported - HQ - BJH</i>
85	Continue Recommended - Release Granted	Number of discharge consideration hearings in which continued facility placement was recommended by the Facility Treatment Team and release was granted by the Board of Juvenile Hearings during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of discharge consideration hearing. <i>Metric activated, effective 11/1/2016.</i> <i>Division Reported - HQ - BJH</i>
86	Percent in Disagreement with Continue Recommendation (%)	Percent of cases (in whole numbers) in which treatment staff disagreed with the recommendation of the Board of Juvenile Hearings for continued facility placement during the reporting period. Totals are taken on the last day of the reporting period. This is a manual calculation that adds the number of times treatment staff disagreed with continued facility placement divided by the total continue recommendations issued by the Board of Juvenile Hearings. See glossary for definition of treatment staff. <i>Metric activated, effective 11/1/2016.</i> <i>Division Reported - HQ - BJH</i>
87	% Release to County Supervision Denied	"% Release to County Supervision Denied" divided by "Discharge Consideration Hearings Conducted" <i>Metric deactivated, effective 8/31/2016.</i> <i>Formula Driven</i>

Administrative Discharge Hearings

89	Administrative Discharge Hearings	Number of administrative discharge hearings conducted during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of administrative discharge hearing. <i>Division Reported - HQ - BJH</i>
91	Granted	Number of discharge requests granted by the Board of Juvenile Hearings during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of discharge. <i>Division Reported - HQ - BJH</i>
92	Honorable	Enter the number of honorable discharges granted during the reporting period. This is a sum count that will be captured through ad-hoc reports from DJJ Information Systems. <i>Metric deactivated, effective 8/31/2016.</i> <i>Division Reported - HQ - BJH</i>
93	General	Enter the total number of general discharges granted during the reporting period. This is a sum count that will be captured through ad-hoc reports from DJJ Information Systems. <i>Metric deactivated, effective 8/31/2016.</i> <i>Division Reported - HQ - BJH</i>



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Administrative Discharge Hearings

Juvenile Hearings

94	Dishonorable	Enter the total number of dishonorable discharges granted during the reporting period. This is a sum count that will be captured through ad-hoc reports from DJJ Information Systems. <i>Metric deactivated, effective 8/31/2016.</i> <i>Division Reported - HQ - BJH</i>
95	Denied	Number of discharge requests denied by the Board of Juvenile Hearings during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of discharge. <i>Division Reported - HQ - BJH</i>
WIC 1800.5 Referrals		
97	WIC 1800.5 Reviews	Number of WIC1800.5 cases received/reviewed by the Board of Juvenile Hearings during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of WIC 1800.5. <i>Division Reported - HQ - BJH</i>
98	District Attorney Referrals	Number of WIC 1800.5 referrals resulting in referral to the District Attorney that occurred during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of WIC 1800.5 referral. <i>Division Reported - HQ - BJH</i>
99	Successful (Extension Granted)	Number of WIC 1800.5 referrals granted by the court for extension of the youth ACT/Jurisdiction that occurred during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of WIC 1800.5 referral and acronym listing for definition of ACT. <i>Division Reported - HQ - BJH</i>
100	Unsuccessful (Extension Denied)	Number of WIC 1800.5 referrals denied by the court for extension of the youth ACT/Jurisdiction that occurred during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of WIC 1800.5 referral and acronym listing for definition of ACT. <i>Division Reported - HQ - BJH</i>
Miscellaneous Hearings Conducted		
102	Miscellaneous Hearings Conducted	Enter the total number of Miscellaneous Hearings conducted during the reporting period. This is a sum count that will be captured from hand-count data collection from monthly YBC820 reports. <i>Metric deactivated, effective 8/31/2016.</i> <i>Division Reported - HQ - BJH</i>
Appeals		
104	Total Appeals Received	Number of administrative appeals received during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of administrative appeals. <i>Division Reported - HQ - BJH</i>
105	Revocation Proceedings	Enter the total number of administrative appeals submitted during the reporting period regarding the appeal of revocation proceedings. This is a sum count that will be captured from internal JPB tracking databases. <i>Metric deactivated, effective 8/31/2016.</i> <i>Division Reported - HQ - BJH</i>



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Appeals

Juvenile Hearings

106	Facility Hearing Proceedings	Enter the total number of administrative appeals submitted during the reporting period regarding the appeal of institutional hearing proceedings. This is a sum count that will be captured from internal JPB tracking databases. <i>Metric deactivated, effective 8/31/2016.</i> <i>Division Reported - HQ - BJH</i>
107	Other	Enter the total number of administrative appeals submitted during the reporting period regarding the appeal of issues other than revocation proceedings and institutional hearing proceedings. This is a sum count that will be captured from internal JPB tracking databases. <i>Metric deactivated, effective 8/31/2016.</i> <i>Division Reported - HQ - BJH</i>
108	Granted	Number of administrative appeals granted during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of administrative appeal. <i>Metric activated, effective 11/1/2016.</i> <i>Division Reported - HQ - BJH</i>
109	Denied	Number of administrative appeals denied during the reporting period. Totals are taken on the last day of the reporting period. See glossary for definition of administrative appeal. <i>Metric activated, effective 11/1/2016.</i> <i>Division Reported - HQ - BJH</i>
110	Late Responses	Number of late responses to administrative appeals that occurred during the reporting period. Totals are taken on the last day of the reporting period. A response is considered late if a decision is not made within 10 working days from receipt of the written appeal. See glossary for definition of administrative appeal. <i>Division Reported - HQ - BJH</i>
Appeals Dispositions		
112	Granted	Enter the number of administrative appeals granted during the reporting period. This is a sum count that will be captured from internal JPB tracking databases. <i>Metric deactivated, effective 8/31/2016.</i> <i>Division Reported - HQ - BJH</i>
113	Denied	Enter the number of administrative appeals denied during the reporting period. This is a sum count that will be captured from internal JPB tracking databases. <i>Metric deactivated, effective 8/31/2016.</i> <i>Division Reported - HQ - BJH</i>