

Circuit Court of Cook County
Probation Department Case Closing Report Form - Instructions

Revised December, 2007

Instructions:

- Case Closing Report Forms are to be completed on each closed case at the conclusion of the period of Diversion/Informal Supervision (Screening), Supervision or Probation. If the minor was active on more than one petition, a separate form should be filled out on **each petition, even if the terms ran concurrently.**
- The Case Closing Report Forms are to be completed by the screener or probation officer responsible for the case supervision at the time of case closing.
- All data elements must be completed accurately to reflect case supervision outcomes at the time of case closing.
- Each Case Closing Report Form should be reviewed by a supervisor prior to filing in the client folder. A copy of each completed form should be forwarded to the Probation Department MIS Division c/o DCPO Mark Dean-Myrda.

Section 1: Identifying Information and Court Status

- Date of Report:* Enter the date on which the report is completed. (MM/DD/YYYY)
- Name of Juvenile:* Enter the juvenile's name. This information will be used for department purposes only and will not be forwarded to any external central repository.
- Date of Birth:* Enter the juvenile's date of birth. (MM/DD/YYYY)
- Client ID #:* Enter the Client ID #
- JEMS ID #:* Enter the JEMS ID #
- Gender:* Enter the juvenile's gender by checking the appropriate box
- Zip Code:* Enter the juvenile's zip code
- Race:* Enter the juvenile's race by checking the appropriate box. If "other" is checked, write in the race.

Pre-adjudication (Screening Diversion, Informal Supervision) fill out the left hand box.

- Case Type:* Check the Diversion/Informal Supervision box.
- Date Diversion Initiated:* Enter the date on which the Diversion/Informal Supervision was initiated. (MM/DD/YYYY)
- Screening PO:* Enter the name of the Screening PO responsible for monitoring the Diversion/Informal Supervision
- Screening SPO* Enter the name of the SPO who supervises the Screening PO named above
- Division:* Enter the name of the Division within the Probation Department to which the above officers are assigned.
- Suburban Municipal District:* Enter the number of the Municipal District (2, 3, 4, 5 or 6) where the case was Screened.
- Most Serious Charge on THIS Referral:* Enter the most serious charge on which this Diversion/Informal Supervision is based.
- Diversion Program Used:* All diversions include informal supervision. Enter the name of the service provider/agency/program used for this diversion. If no other program was used, enter "Informal Supervision".
- Diversion Outcome:* Check the appropriate box to indicate the outcome of the Diversion/Informal Supervision. If the "unsatisfactory" box is checked, write in a brief description of the reason (e.g.: did not attend program, was re-arrested, etc.)
- Date Diversion Ended:* Enter the date the diversion ended.

Field Units (Probation, Court Ordered Supervision) fill out the right hand box.

- Case Type:* Check either the Probation or Court Ordered Supervision box.
- Date Diversion Initiated:* Enter the date on which the Diversion/Informal Supervision was initiated. (MM/DD/YYYY)
- PO:* Enter the name of the PO responsible for monitoring the Probation or Court Ordered Supervision
- SPO:* Enter the name of the SPO who supervises the PO named above
- Division:* Enter the name of the Division within the Probation Department to which the above officers are assigned.
- Suburban Municipal District:* Enter the number of the Municipal District (2, 3, 4, 5 or 6) where the case was heard.
- Most Serious Charge on THIS petition:* Enter the most serious charge on which **this** petition is based (on **this** petition, what is the minor on Probation or Court Ordered Supervision for?) Do NOT use charges which were SOL'd, Nolle'd, etc.
- Petition #:* Enter the Petition number on which the minor was placed on Probation or Court Ordered Supervision. Please enter the entire number as it was printed on the petition. Do not substitute dashes for letters, leave off the first zero, etc.
- Judge:* Enter the name of the judge on whose court call the case was being heard at the time of case closing.
- Calendar:* Enter the Calendar the case was being heard on at the time of case closing.
- Petition Terminated:* Check the appropriate box to indicate the outcome of the Probation or Court Ordered Supervision. If the "unsatisfactory" box is checked, write in a brief description of the reason (e.g.: did not attend program, was re-arrested, was committed to Department of Juvenile Justice on this petition, etc.)
- Termination Date:* Enter the date the order terminating Probation or Court Ordered Supervision was entered.

Section 2: Law Abiding Behavior (Community Safety)

Pre-adjudication (Screening Diversion, Informal Supervision) fill out the left hand box, Field Units (Probation, Court Ordered Supervision) fill out the right hand box. Check Yes or No to indicate if the minor had additional charges filed while being supervised on the matter on which this report is based.

Section 3: Restitution/Project REPAY/Community Service (Accountability)

- Restitution:* If the minor was ordered to pay restitution on this petition, indicate the dollar amount ordered, and the dollar amount paid at the time of case closure.
- Project REPAY:* If participation in Project REPAY was ordered, indicate the number or hours ordered, the number of hours completed at the time of case closure, and the dollar amount paid to the victim.
- Community Service:* If community service was ordered, indicate the number of hours ordered, and the number of hours completed at the time of case closure. For program type, indicate the general type of program where the majority of the community service was performed. Use one of the following: Court agency, community based agency, religious/faith based agency, school/educational program, or other (specify).

Section 4: School Participation (Competency Development)

- Was youth attending school?:* Check the boxes to indicate if the minor was attending school at the time of case assignment, and when the case was closed. If the "Yes" box is checked, write in the grade the minor was enrolled in. If the "No" box is checked, proceed to answer the next question in this section.
- If not attending, why not?* Check one of the boxes to indicate why the minor was not attending school at the time of case assignment, and when the case was closed.

Section 5: Other Services & Programs (Competency Development)

For each of the programs listed on the left, check the Client Referred box if such a referral was made. For **each** program where the Client Referred box is checked, **one** of the remaining three boxes in the row (Still Active, Terminated Satisfactorily, or Terminated Unsatisfactorily) must also be checked, to indicate the status of the minor's involvement with that program at the time of case closure. NOTE: If the minor was referred to the program but never started, check the Terminated Unsatisfactorily box.