



NEW JERSEY'S

JDAI ONE-DAY SNAPSHOT DATA COLLECTION INSTRUCTIONS

- Initials** Enter initials of person completing form.
- Date** Enter today's date (date form completed).
- Facility** Enter name of county where detention center is located.

DEMOGRAPHICS/IDENTIFIERS

- Last Name** Enter youth's last name.
- First Name** Enter youth's first name.
- DOB** Enter youth's date of birth (mm/dd/yyyy).
- Party ID** Enter youth's Party ID from FACTS (ex: Q – 0043786).
- Gender** Check the appropriate box to indicate youth's gender.
- Race/Ethnicity** Check the one box that best describes the youth's race/ethnicity. If "other," specify in the space provided.
- Town/City of Incident** Enter the name of the town/city where the current offenses occurred. For cases with multiple offenses occurring in multiple towns, list each town.
- Town/City of Residence** Enter the name of the town/city where the youth resided just prior to being admitted to detention.
- County of Residence** Enter the name of the county where the youth resided just prior to being admitted to detention, i.e., the county where the above town/city is located (see municipalities/counties list for cross-referencing).

MOST RECENT DETENTION ADMISSION

For this section, first bear in mind the SNAPSHOT DATE. Now establish the youth's "Most Recent Admission to Detention," which is the admission that occurred closest in time, but prior to, the snapshot date. ***For all information in this section, focus on the circumstances surrounding this Most Recent Admission to Detention.***

NOTES

- When determining what constitutes an "admission to detention," consider whether the youth's supervision status changed.
- Example 1: For a youth admitted to detention, then placed on home detention, then returned to detention for not complying with home detention, both the first admission and the subsequent return to detention are "admissions," with the return being the "Most Recent Detention Admission." The return to detention is considered an admission because his/her supervision status changed from being on home detention to being in a secure detention facility.
- Example 2: On the other hand, if a youth is admitted to detention, then goes to court where he/she is disposed to residential drug & alcohol treatment, and is then remanded to detention to await placement, only the first admission is considered "an admission" and it would be "The Most Recent Detention Admission." The remand to detention is not an "admission" because the youth's

supervision status did not change – from a supervision perspective, the youth was in secure detention and remanded to secure detention, with no change in between.

- Example 3: Combine Examples 1 & 2. A youth is admitted to detention, released to home detention, appears in court for the disposition hearing where he/she is disposed to residential drug & alcohol treatment, and is remanded to detention to await that placement. In this case, as in the first, there are again two “admissions to detention” because the youth’s supervision status changed from home detention to secure detention. The admission resulting from the remand to await placement would be the “Most Recent Detention Admission.”

Date Of Most Recent Detention Admission

Enter the date of the youth’s Most Recent Detention Admission.

Arrest Date

Enter the date the youth was taken into custody for the offense or violation that ultimately led to the Most Recent Detention Admission (i.e., the date the youth was “picked-up” on a new complaint, on a bench warrant, etc.).

Date Of Detention Decision

Enter the date the decision to place the youth in detention was made by either Intake Services or by a Judge via a court order.

- **Time:** Enter the time of the detention decision/referral for detention decision. Make sure to circle AM or PM. If you determine the decision was made during normal business hours, but cannot ascertain the specific time, then indicating business hours (“BH”) will suffice.
- **Via:** Check one box to indicate whether the Most Recent Detention Admission was the result of a referral to and decision by Intake Services, or whether it was the result of a court order issued by a Judge. Note that given the detention process, “Intake Services” will usually be checked if the admission occurred in response to a newly filed complaint, and “Court Order” will usually be checked if the admission occurred in response to a violation/request for a warrant for a violation, or if it occurred upon adjudication or disposition (see next item).

Point At Which Admitted To Detention

Check one box to indicate the point at which the youth was placed in secure detention. If the first box is checked, also indicate who made the referral.

- Upon Referral to Intake Services/Court* – Check this box if the youth’s Most Recent Detention Admission occurred as the result of a new incident that led to the youth being referred to Intake Services/Court either for a detention decision or for a warrant that led to a detention decision.

Referred By:

- Police – Check here if the referral came from the police, and enter the name of the police department in the space provided.
 - Probation – Check here if the referral came from probation.
 - Other – Check here if the referral came from elsewhere, and specify in the space provided.
- Upon Adjudication* – Check this box if the youth was not in secure detention at the time of his/her adjudication hearing, but upon being adjudicated delinquent, the youth was remanded to secure detention by the court.
 - Upon Disposition* – Check this box if the youth was not in secure detention at the time of his disposition hearing, but upon being disposed, the youth was remanded to secure detention to await

placement. NOTE: if the youth was placed in secure detention upon adjudication and disposition (i.e., they occurred at the same hearing), check this box.

- Other Point* – Check this box if none of the above accurately describes the point at which the youth was detained, and clarify in the space provided.

Was Youth Transferred From Another Detention Center

Check one box to indicate whether the Most Recent Detention Admission occurred as the result of the youth being transferred in from another detention center. If “Yes,” enter the name of the detention facility from which the youth was transferred.

Date Of Initial Detention Hearing

Enter the date of the initial detention review hearing, i.e., the first detention review hearing to occur following the Most Recent Detention Admission (which should occur within one day of admission).

ASFA Finding From Initial Hearing Court Order

State the ASFA finding as it appears on the court order *issued on the above date*.

Notes On Most Recent Admission Section

Use this space to further clarify any item in this section and to identify any follow-ups needed.

CURRENT OFFENSE INFORMATION

Type Of Delinquent Act/Violation For Which Detained

Check one box to indicate which option best describes the type of delinquent act and/or violation that resulted in the Most Recent Detention Admission. The intent here is to identify the “proximate cause” for the detention admission, i.e., the most immediate event that triggered this particular admission to detention. (NOTE: Prior history contributing to the detention admission, including delinquency charges underlying violations, is addressed below). Note the following abbreviations: VOP – Violation of Probation; VOCO – Violation of a Court Order; FTA – Failure to Appear for a court hearing; BW – Bench Warrant issued for some other violation.

List Current Offense(s)/Violation(s) For Which Detained

Now list all of the current offenses and/or violations that resulted in the Most Recent Detention Admission. Be specific, and include the degree of any delinquency charges, and if the degree is not clearly stated, include the statute. Be sure to identify delinquency charges as they appeared in the complaint at the time of the admission (i.e., in the case of charges that have since been adjudicated, do not identify the final adjudicated charge, but rather the charge as it appeared in the complaint). For multiple counts of the same exact delinquency charge, list the charge once followed by the number of counts (e.g., 3^o Burglarly-3 cts.). If a violation was among the current offenses, identify the violation only – do NOT list the original charge underlying the violation here (that information appears below).

Total # Of Charges/Counts For Which Detained

Now that you have listed all of the current offenses/violations, add up all of the charges/counts and enter the total number here. Example: A VOP is filed for a youth who missed curfew and failed to report to his probation officer, and a warrant is issued for his arrest. Two days later the police stop the same youth for breaking into several houses in a neighborhood, and they discover the outstanding warrant for the VOP. Upon stopping the youth, he attempts to run. The police apprehend the youth, and refer him to Intake Services for admission to detention. The referring complaint includes three counts of 3^o Burglary for the alleged break-ins, and one count of 4^o Resisting Arrest for attempting to flee. Combined with the VOP, the total number of charges/counts for which detained would be five.

Youth Charged As Adult For Any Current Offense

Check one box to indicate whether any of the current offenses come under the original jurisdiction of the adult/criminal court. Note that this item is not asking about charges that may have been filed in family/juvenile court and subsequently transferred/waived to criminal court. In other words, "Yes" should be checked only if any current charge was originally filed in criminal court.

If Admitted For A VOP/VOCO/FTA/BW/Other Violation...

- **Original Charges:** If a violation was among the youth's current offenses leading to the Most Recent Detention Admission, identify the original or underlying delinquency charges. So for a VOP, list the offenses for which the youth was placed on probation; for FTA, list the charges the youth was supposed to appear in court for; for youth who violated conditions of a detention alternative, list the charges for which the youth was placed in detention before being released to the alternative, etc.
- **Nature of Violation:** Now briefly describe the circumstances of the violation. For example, for a VOP you might say "Failed to report/failed to pay fines," "Failed to comply with rules of XYZ residential program," or "Positive drug test," if applicable. For violating conditions of release from detention, you might say "Violated home detention by staying out all night," if applicable.

Notes On Current Offense Section

Use this space to further clarify any item in this section and to identify any follow-ups needed.

COURT HISTORY AT TIME OF DETENTION

For this section, consider the juvenile's court history **at the time of the detention decision**. In other words, base all responses to items in this section on what had occurred as of the date entered above for "Date of Detention Decision." Do not count events that occurred after that date.

Most of the items in this section refer to petitions filed in court for delinquency matters, regardless of the outcome of the charges on the petition (i.e., regardless of whether charges were dismissed, diverted, adjudicated). For this data collection, a petition is represented by a docket number, with each unique docket number counting as one petition, regardless of how many charges are on the docket.

Total # of Petitions For Delinquency Matters

Enter the total number of petitions filed in court for delinquency charges/VOPs, up to and including those petitions containing the current offenses.

NOTES

For the following bulleted items, the number entered must be less than or equal to the "Total #" entered above. Also note that responses should be based on the charges as originally filed in court. (i.e., as the charges appeared in the complaint, and not as ultimately amended or downgraded, if that's the case).

- **# of Petitions for a 1st through 4th Degree Offense.** Of the total # of petitions, how many included at least one charge for an offense of the 1st, 2nd, 3rd, or 4th degree?
- **# of Petitions for an Assaultive Offense.** Of the total # of petitions, how many included at least one charge for an assaultive offense, defined as homicides (2C:11); assaults, terroristic threats, disarming law enforcement, reckless endangerment, stalking (2C:12); kidnapping, criminal restraint, criminal coercion, enticing a child, false imprisonment (2C:13); sexual assault, criminal sexual contact, lewdness (2C:14); robbery, carjacking (2C:15); offenses against family, children, incompetents (2C:24)?

- **# of Petitions for a Weapons Offense.** Of the total # of petitions, how many included at least one charge for a weapons offense (2C:39)?
- **# of Petitions for a Sex Offense.** Of the total # of petitions (and the # of assaultive petitions), how many included at least one charge for a sex offense, defined as sexual assault, criminal sexual contact, and lewdness (2C:14)?
- **# of Petitions for an Escape Offense.** Of the total # of petitions, how many included at least one charge for escape or attempted escape?
- **# of Petitions for an Arson Offense.** Of the total # of petitions, how many included at least one arson charge (2C:17-1)?
- **# of Petitions for a CDS Offense.** Of the total # of petitions, how many included at least one charge for a controlled dangerous substance offense (2C:35)?
- **# of Petitions for a VOP.** Of the total # of petitions, how many were for a Violation of Probation?

Of Petitions Resulting In A Finding Of Delinquency (i.e., # of Adjudications)

As of the detention decision date, how many petitions had resulted in a finding of delinquency for at least one charge on the petition?

Of Prior Petitions Pending Adjudication

Enter the number of petitions – not including petitions that resulted in the Most Recent Detention Admission – that were pending adjudication at the time of the detention decision. In other words, when the youth was referred to Intake/Court for the current offenses/violations, were there any other petitions with open, pending charges? If so, how many petitions?

Of Times Failed To Appear For A Court Hearing

Enter the number of times the youth failed to appear for a court hearing as of the detention decision date.

Notes On Court History Section

Use this space to further clarify any item in this section and to identify any follow-ups needed.

PLACEMENT HISTORY AT TIME OF DETENTION

For this section, consider the juvenile's placement history *at the time of the detention decision*. In other words, base all responses to items in this section on what had occurred as of the date entered above for "Date of Detention Decision." Do not count events that occurred after that date.

Of Prior Admissions To Detention

Enter the number of times the youth had been previously admitted to detention, as of the date of the detention decision. When counting admissions, refer to "Notes" under the "Most Recent Detention Admission" section of these instructions (see p. 1).

Of Times Placed In A Detention Alternative

Enter the total number of times the youth had been placed in a detention alternative program, as of the detention decision date.

Of Times Failed/Removed From Detention Alternative

Of the total number of times the youth was placed in a detention alternative, enter the total number of times the youth was removed from the detention alternative for failure to comply with the conditions.

Supervision Status At Time Of Detention

Check one box to indicate which best describes the youth's juvenile justice system supervision status at the time of the detention decision.

- Not Under Supervision* – Check this box if the youth was not actively under any type of juvenile justice system supervision.
- Informal/Indirect Supervision* – Check this box if the youth was in the community under the indirect watch of the juvenile justice system. Examples include youth on diversion status involved with/fulfilling requirements of a JJC/ISC, youth on a formal continuance, and youth conditionally released from detention to a parent/caregiver (but not to a detention alternative program).
- Detention Alternative* – Check this box if the youth was on a detention alternative.
- Probation Supervision* – Check this box if the youth was on probation.
- Probation w/ISP, EM, or Day Program* – Check this box if the youth was on intensive supervision probation, probation with electronic monitoring, or probation requiring completion of a day program.
- Residential Dispositional Placement* – Check this box if the youth was attending a dispositional residential program (e.g., drug/alcohol, JJC residential, DYFS residential) ordered by the court in response to delinquency charges.
- Parole Supervision* – Check this box if the youth was under parole supervision.
- Other* – Check “other” only if the youth's supervision status does not fit into any of the above categories, and specify in the space provided.

Notes On Placement Section

Use this space to further clarify any item in this section, including the name and type of any identified placement, and to note any follow-ups that may be necessary.

AWOL/RUNAWAY INFORMATION

AWOL/Runaway History

For this item, consider the youth's history up through the **detention decision date**. Do not include events that may have occurred after that date. Check all boxes that apply. However, each box checked should represent a separate event, so if two or more options describe an AWOL event, check the box lower on the list. Example: A youth on a probation electronic monitoring program cuts the EM bracelet and cannot be located by the probation officer, so an arrest warrant is issued. The youth, who had been staying at a friend's house, is finally found and arrested a week later. In this single event the youth has runaway from home, absconded from probation, and cut EM equipment. However, it is the “Cut/Removed EM Equipment” box that should be checked as it is lowest on the list, and represents the greatest breach of supervision/security.

- No Known History* – Check this box if the youth has no known history of being a runaway or of being AWOL from a placement.
- Home/Foster Care* – Check this box if the youth has runaway from home or from a substitute home, such as foster care. Note that this item refers to a situation where a youth left the home and there is some indication or the circumstances suggest that he/she did not intend to return (e.g., could not

be located for days, or caregiver called authorities to report a runaway, or youth was returned home by authorities, etc.). It does not refer to other behavioral problems, like “staying out all night.”

- Absconded from Probation/Parole Supervision* – Check this box if the youth has absconded from probation or parole supervision. Note that this item refers to situations where a warrant has been issued because the youth cannot be located. It does not refer to youth who violate conditions by failing to report only.
- Cut/Removed EM Equipment* – Check this box if the youth has cut-off or otherwise removed electronic monitoring equipment associated with a probation program or detention alternative.
- Shelter Care or DYFS Residential Placement* – Check this box if the youth has been AWOL from shelter care or DYFS residential placement.
- Residential Dispositional Placement (Non-JJC/Non-DYFS)* – Check this box if the youth has been AWOL from a residential dispositional placement that was not a DYFS or JJC program.
- JJC Residential Program* – Check this box if the youth has been AWOL from a JJC residential program.
- From Secure Facility* – Check this box if the youth has escaped from a secure facility, such as a detention center or a JJC secure facility.
- Other* – Only check this box if a runaway/AWOL event clearly does not fall into any of the above categories, and specify the circumstances in the space provided.

Was Youth A Runaway/AWOL At Time Of Detention

Check one box to indicate the youth’s runaway/AWOL status at the ***time of the detention decision***. If “Yes” is checked and more than one box is checked in the previous item, specify where the youth was AWOL from at the time of detention in the space provided.

Notes On AWOL/Runaway Section

Use this space to further describe the circumstances of any runaway/AWOL event, such as when it occurred, a specific program name if applicable, etc.

FAMILY INFORMATION AT TIME OF DETENTION

DYFS History

Check one box to indicate the youth’s history of involvement with DYFS ***at the time of the detention decision***.

Parent/Caregiver Availability

Check one box to indicate which option best characterizes whether a parent or caregiver was available at the time of the detention decision. Note that this item simply refers to whether there was at least one person legally responsible for the youth who was literally available at the time of the detention decision. So, for example, a parent/caregiver would be “not available” if the court attempted to find/contact but could not locate a parent, or if the juvenile was staying at a friend or relative’s because the parent was away. “Available” for this item is not equal to “suitable” or “fit,” nor does it refer to the parent or caregiver’s ability to parent effectively (though these types of issues should be noted below under “Other Possible Factors,” if applicable).

Notes On Family Information Section

Use this space to further clarify any item in this section and to identify any follow-ups that may be necessary.

OTHER POSSIBLE FACTORS

Mental Health Issues At Time Of Detention

Check one box to indicate which response best describes the mental health issues presented by the youth.

- No Mental Health Issues* – Check this box if there is no indication that the youth presents with mental health issues.
- Moderate Mental Health Issues* - Check this box if there is some indication that the youth presents with moderate mental health issues. This box would be checked if a psychiatric report was ordered; if the youth was referred to a CMO; if the youth has some history of psychotropic medication; or if there is reference to outpatient mental health treatment (i.e., non-residential).
- Serious Mental Health Issues* – Check this box if a review of available information clearly indicates that the youth presents with serious mental health issues. Such indicators include an extensive history of psychotropic medications; a recent psychiatric hospitalization/multiple hospitalizations; a residential placement specifically for mental health issues; and/or a known diagnosis for a psychotic disorder such as schizophrenia, personality disorder, etc.

NOTES

If the 2nd or 3rd box is checked (i.e., MH issues indicated), briefly describe the mental health indicators present in the case.

Available Information Regarding Other Possible Factors

Use this section to note any other notable factors present in the case may have contributed to the detention decision, based on a review of all available information. Only include information that was **likely known at the time of the detention decision**. Things that may fall into this category include serious substance abuse issues presented by the youth; serious mental health, legal, or addiction problems faced by the parent, etc.

COURT STATUS ON SNAPSHOT DATE

Check one box to indicate the youth's court status **on the snapshot date**. If the youth has been adjudicated or disposed, complete the additional items as indicated.

- Waiver Pending/Granted** – Check this box if on the snapshot date a waiver to adult criminal court for charges originally filed in juvenile court was being sought or had already been granted.
- Pre-Adjudication** – Check this box if the youth was in the pre-adjudication phase of the juvenile court process on the snapshot date.
- Adjudicated/Awaiting Disposition** – Check this box if the youth had been adjudicated delinquent and was awaiting disposition as of the snapshot date. If this box is checked, also complete the following items:
 - *Date of Adjudication* – Enter the date of the hearing at which the juvenile was found to be delinquent for the offenses/violations leading to the current detention admission.

- *Placement Referrals Ordered as of Snapshot Date* – Check all the boxes that apply to indicate the dispositional placements to which the youth has been referred. If “Other” is checked, specify the program in the space provided. If the youth has not been referred to a dispositional program as of the snapshot date, check “None.”
- ❑ **Disposed/Awaiting Placement** – Check this box if as of the snapshot date the youth had already been disposed, and remained in detention to wait for an opening in/transfer to the program to which he/she had been disposed. If this box is checked, also complete the following items:
 - *Date of Adjudication* – Enter the date of the hearing at which the juvenile was found to be delinquent for the offenses/violations leading to the current detention admission.
 - *Date of Disposition* – Enter the date of the hearing at which the juvenile was ordered to a dispositional placement (note that this date may be the same as the adjudication date).
 - *Placement Referrals Ordered as of Snapshot Date* – Check all the boxes that apply to indicate the dispositional placements to which the youth has been referred. If “Other” is checked, specify the program in the space provided. If the youth has not been referred to a dispositional program as of the snapshot date, check “None.”
 - *Placement/Disposition Type* – Check one box to indicate the dispositional placement to which the youth was ordered. If “Other” is checked, specify the placement in the space provided.
- ❑ **Other** – Check this box only if the youth’s court status as of the snapshot date is not accurately represented by any of the options above, and explain in the space provided, including relevant dates if applicable.

Notes On Court Status Section

Use this section to further clarify your responses regarding the youth’s court status, and to identify any follow-ups that may be necessary.

ADDITIONAL NOTES REGARDING CASE

Use this section to comment on any other noteworthy aspects of the case.