# JUVENILE JUSTICE CRIME PREVENTION ACT – YOUTHFUL OFFENDER BLOCK GRANT
# YEAR-END REPORTING PROCESS

These instructions are intended to assist you in completing the JJCPA-YOBG year-end report for 2017. There are additional instructions built into the report form itself and there will periodically be additional information on the BSCC website. As a reminder, your JJCPA-YOBG Report will be posted *as submitted* on the BSCC website. We encourage proof reading prior to submission.

Tab 1 – CONTACT INFORMATION: This tab provides contact information specifically for the JJCPA-YOBG program and for the report you are submitting. It is recommended that you list the person(s) who can answer questions about the content of the report. We need one contact person from each county; the secondary contact is optional.

Tab 2 – REPORT 1: Every Spring the Department of Justice (DOJ) submits a set of reports to counties out of the Juvenile Court & Probation Statistical System (JCPSS). These reports contain data entered by individual counties during the preceding calendar year. For example, in the Spring of 2017, counties received data reports from DOJ that included data for the 2016 calendar year. In completing Tab 2 of the JJCPA-YOBG year-end report, you will need to reference your 2016 Report 1 from DOJ. This report is entitled:

*"Referrals of Juveniles to Probation Departments for Delinquent Acts, January 1 – December 31, 20xx*
*Age by Referral Type, Gender, Race/Ethnic Group, Referral Source, Detention, Prosecutor Action,*
*and Probation Department Disposition*
*County Name*
*Report 1"*

The only data elements you are required to report from DOJ Report 1 are diversions and petitions filed and these will both be found at the end of the report. Simply transfer the diversions and petitions filed figures from DOJ Report 1 to the JJCPA-YOBG report.  The requirement for reporting these can be found in Government Code (GC) Section 30061(b)(4)(C)(iv) and Welfare & Institutions Code (WIC) Section 1961(c)(3).

**Although we have provided a space for it, the reporting of gender and race/ethnic group is strictly optional.**

Tab 3 – REPORT 3: As with the previous tab, this part of the JJCPA-YOBG report will require that you reference a report received from DOJ last Spring and then transfer numbers from that DOJ report onto your JJCPA-YOBG report. The 2016 DOJ Report you will use for this Tab is entitled:

*"Juvenile Court Dispositions Resulting From Petitions for Delinquent Acts, January 1 – December 31, 20xx*
*Age by Petition Type, Sex, Race/Ethnic Group, Defense Representation, Court Disposition & Wardship*
*Placement*
*County Name*
*Report 3"*

The data elements you are required to report from DOJ Report 3 are diversions, petitions filed, petitions sustained, placements, incarcerations, subsequent petitions, and probation violations. Since the terminology is not the same for the statutorily mandated data elements and the DOJ reports, the red numbers are used to indicate which JCPSS data are being used to represent each of the statutorily required data elements. The requirement for reporting these can be found in GC Section 30061(b)(4)(C)(iv) and WIC Section 1961(c)(3).

**Although we have provided a space for it, the reporting of sex and race/ethnic group is strictly optional.**

Tab 4 – ARREST DATA: Juvenile Arrest data are not included in JCPSS and therefore not a part of the reports DOJ regularly sends to counties. To complete this part of the report, we recommend going to DOJ's Open Justice website at https://openjustice.doj.ca.gov/crime-statistics/arrests. Once you access the website, you will be able to select your county in the drop-down list, select statistical year "2016," and indicate an age range of "under 18 juveniles." By changing only those three, you will get results that can be used to complete the first component of this tab, "Arrests." If you opt to complete the "Gender" and/or "Race/Ethnic Group" components, you can change your selections under those headings to obtain the desired results.

**Although we have provided a space for it, the reporting of gender and race/ethnic group is strictly optional.**

If you have a different source for juvenile arrests in your county, you are welcome to use that instead as long as the source is an "existing statewide juvenile justice data system or network" as required by GC Section 30061(b)(4)(C)(iv) and WIC Section 1961(c)(3).

Tab 5 – TREND ANALYSIS: For this tab, you will provide a narrative response related to the data you just reported on the previous three tabs. Giving consideration to the various services and activities you have funded with your JJCPA and YOBG grants, provide a summary description or analysis of how those things you funded have, or may have, contributed to or influenced the trends seen in the data reported for the previous three tabs. This description or analysis need only be based on available information.

Tab 6 – EXPENDITURE DETAILS: For this tab, you will need to start by determining all the different activities or services you funded out of your JJCPA and/or YOBG grants. For each one, you will be providing expenditure details using the template provided. Start by indicating the name of your program, service or activity. Then select the appropriate category from the drop-down box in the next field so we can categorize the type of program/service you provided. Next you will provide line item detail describing the budget for this particular program, service or activity. Explanations for what to include within each budget line item are included in the reporting form itself. These are standard budget line items. The final step is providing a narrative description of what you funded with your JJCPA-YOBG grants. The scope and breadth of this description is left to your discretion. The examples of things that might be included, which are noted in the template itself, are merely options; none of them are required.

As a reminder, this report will be posted or our website in its entirety. Since Excel does not typically spell check automatically, you may want to manually initiate that.