

A photograph of the California State Capitol dome, featuring a large, dark, ribbed dome with a white base and columns. The dome is set against a bright blue sky with scattered white clouds. Green trees are visible on the left and right sides of the frame. The image is partially obscured by a white, curved graphic element at the bottom.

COVID-19 in Youth Detention Facilities Data Reporting Guide

**Instructions for Weekly
Data Reporting**

Agency Release: August 3, 2020



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INTRODUCTION

BSCC CONTACT INFORMATION

Direct any questions regarding the COVID-19 in Youth Detention Facilities Survey to the Research Unit Analyst at COVIDDataReporting@bscc.ca.gov.

GENERAL INSTRUCTIONS

Two surveys will be used to collect COVID-19 tests, positive cases, and other related data elements each week: (1) for youth in local detention facilities to be completed for each facility in the county, and (2) for custody staff to be completed at the county-level (i.e., across all facilities if the county has more than one facility).

Both surveys must be completed weekly with reports due each Monday by 5:00 p.m.

- Each report will provide data for the previous week. Each reporting week will begin on Sunday at 12:00 a.m. and end on Saturday at 11:59 p.m.
- Data for each week will be reported on the first Monday following the end of the week.
- The first weekly report will be sent out on July 27, 2020 for data between July 19, 2020 and July 25, 2020.

Example reporting weeks and the report due dates are provided in Table 1. Subsequent reporting weeks follow the same pattern.

Table 1. Example reporting weeks and report due dates.

<u>Reporting Week</u>		
<u>Start Date</u> (12:00 a.m.)	<u>End Date</u> (11:59 p.m.)	<u>Report Due Date</u> (5:00 p.m.)
July 19, 2020	July 25, 2020	July 27, 2020
July 26, 2020	August 1, 2020	August 3, 2020
August 2, 2020	August 8, 2020	August 10, 2020
August 9, 2020	August 15, 2020	August 17, 2020
<u>And weekly thereafter</u>		

DATA REPORTERS

Each agency is asked to designate one person as the Data Reporter for the county. Data Reporters are expected to maintain contact with the BSCC and respond to BSCC data inquiries that may arise from the data screening process. If a weekly survey is not turned in on time or data are missing, the BSCC will reach out to the designated agency data reporter for the missing survey and/or data. Unanswered requests for late and/or missing data will be forwarded to the reporter's Chief Probation Officer by the Chair of the BSCC.

ONLINE SUBMISSION

The Data Reporter will receive an email each Monday morning with two links to the online forms for the data submission, one for youth and one for staff. If you have multiple facilities, the youth form should be submitted for each facility. Each week, the link to the youth form in the email may be reused to submit additional facility information. The staff form should be used only once to report data for staff across all juvenile facilities in the county. Agencies who do not receive an email or have questions regarding the link should contact the Research Unit Analyst (COVIDDataReporting@bscc.ca.gov). Snapshots of the two forms are provided below in Figures 1 and 2.

Figure 1. Online form to submit COVID-19 data for youth.

County and Report Information

County *
Please select your county.

Alameda

Reporting Person *
Please enter your full name.

Email Address *
Please enter your email address.

Facility Name *
Please select the facility name.

Select

Number of Youth in the Facility *
Total number of youth in the facility on the last day of the reporting period.

Reporting Period *

July 19, 2020 - July 25, 2020

COVID-19 Rates in Youth

In this section, please report the total number of youth for each category.

Please provide one number only, do not include a range or additional narrative text.

If the number is between 1 and 10, put "<11", do not report the actual number unless is is 0 or greater than 10.

Number of Youth in the Facility *
Total number of youth in the facility on the last day of the reporting period. If the number is between 1 and 10, put "<11".

Youth Tested *
Total number of youths who have been tested for COVID-19 during the reporting period. If the number is between 1 and 10, put "<11".

Youths Confirmed Positive *
Total number of youths who have tested positive for COVID-19 during the reporting period. If the number is between 1 and 10, put "<11".

Youth Confirmed Positive at Intake (optional)
Of the youth confirmed, report the total number of youth whose test was administered during the intake process. If the number is between 1 and 10, put "<11".

Youth Confirmed Positive First 14 Days (optional)

Of the youth confirmed, report the total number of youth whose test was administered within the first 14 days in custody, but not during intake. If the number is between 1 and 10, put "<11".

Youth Confirmed Positive In Custody (optional)

Of the youth confirmed, report the total number of youth whose test was administered while they were already in custody. If the number is between 1 and 10, put "<11".

Youth Hospitalized *

Total number of youths who were hospitalized due to severity of COVID-19 symptoms. If the number is between 1 and 10, put "<11".

Estimated Youth Resolved *

Estimates of youths whose COVID-19 has resolved during the reporting period. If the number is between 1 and 10, put "<11".

Youth Deaths *

Total number of youths whose death was related to COVID-19 during the reporting period. If the number is between 1 and 10, put "<11".

Additional Information (optional)

If there is any additional facility-level information you would like to provide to share on our dashboard, please do so in the space provided. This may include, but is not limited to, additional information related to youth testing to provide context or a link to the county webpage where additional information about policies, procedures or additional data points related to managing COVID-19 in detention facilities may be obtained.

Check this box to acknowledge the data provided include only the facility indicated above. *

Send me a copy of my responses

Submit

Figure 2. Online form to submit COVID-19 data for staff.

County and Report Information

County *

Please select your county.

Reporting Person *

Please enter your full name.

Email Address *

Please enter your email address.

Reporting Period *

COVID-19 Rates in Staff

In this section, please report the total number of staff for each category.

Please provide one number only, do not include a range or additional narrative text.

If the number is between 1 and 10, put "<11" (including the less than symbol), do not report the actual number unless it is 0 or greater than 10.

Staff Tested *

Total number of staff who have been tested for COVID-19 during the reporting period. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Staff Confirmed *

Total number of staff who have tested positive for COVID-19 during the reporting period. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Estimated Staff Resolved *

Total number of staff who have recovered from COVID-19 during the reporting period. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Additional Information (not required)

If there is any additional county-level information you would like to provide to share on our dashboard, please do so in the space provided. This may include, but is not limited to, additional information related to staff testing to provide context, a link to the county webpage where additional information about policies, procedures or additional data points related to managing COVID-19 in detention facilities may be obtained.

Send me a copy of my responses

GENERAL FORM INSTRUCTIONS

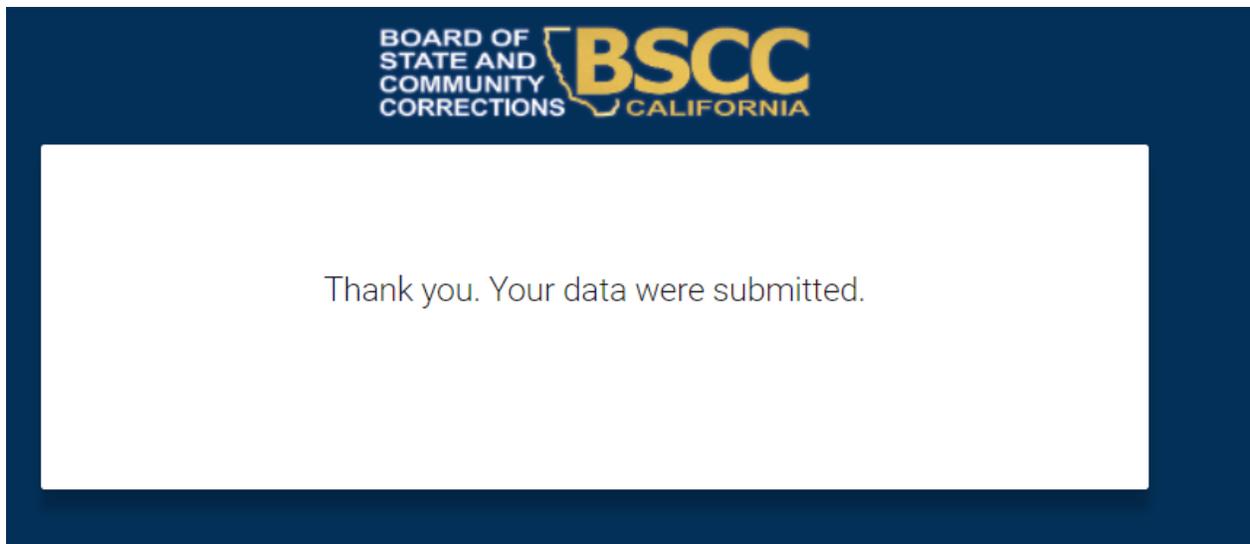
Specific instructions for each form, youth and staff, are provided in the sections that follow. If you have any questions or limitations in how the data can be reported, please contact the BSCC Research Data Analyst (COVIDDataReporting@bscc.ca.gov).

General instructions for completing the forms are:

- Please review the definitions provided in Appendix A of this document prior to completing the forms.
- All youth data should be provided at the facility level. A separate form should be completed for each facility within the county.
- Staff data should be provided at the county level.
- If the number of cases in a data reporting field falls between 1 and 10 cases, report "<11", not the actual number of cases. Please make sure to include the less than sign. This practice is in accordance with public health de-identification guidelines to protect individual privacy.
- Do not leave any required spaces blank. Fill in the space with "U" if the data is unavailable.
- For optional fields, leave blank or fill the space with "U" if not submitting the data.
- For data entry, some cells have dropdown menus to select your response. For these cells, please use only responses in the dropdown menu.

- For number-related cells, you can click on the individual cell to enter data, but you may find it easier to tab from cell to cell to move through the data entry page.
- For data fields requesting the number of cases, enter only numeric values in these cells (less than symbol will be accepted). Do not enter alphanumeric characters, unless reporting “U” or “<11”.
- If you would like a copy of your responses, check the box labeled “Send me a copy of my responses” and enter your email address (a new box for this will appear) prior to clicking the “Submit” button.
- To submit the entered data, click the “Submit” button at the bottom of the page. If you are missing any required data and/or there is a data validation error message, corrections are required before the survey data can be submitted.
- After clicking the “Submit” button, the message below will appear at the bottom of the page (see Figure 3) to confirm the submission. If you do not see the message below, your data was not transmitted.
- If you entered a report online and need to submit a corrected copy or correct a specific data element, please contact the Research Unit Analyst at COVIDDataReporting@bscc.ca.gov.

Figure 3. *Confirmed Submission Notice.*



COMPLETING THE YOUTH FORM: REPORTING YOUTH DATA

County and Report Information

Figure 4 provides a snapshot of the County and Report Information section.

Figure 4. “County and Report Information” section.

County and Report Information

County *

Please select your county.

Reporting Person *

Please enter your full name.

Email Address *

Please enter your email address.

Facility Name *

Please select the facility name.

Number of Youth in the Facility *

Total number of youth in the facility on the last day of the reporting period.

Reporting Period *

To complete this section:

- **County:** Verify that the “County” is accurate for the data being reported. This will auto-populate with the County name. Use the dropdown if the county is not correct.
- **Reporting Person:** Enter the name of the reporting person.
- **Email Address:** Enter the reporting person’s email address.
- **Facility Name:** Select the facility from the “Facility Name” dropdown. If there is only one facility in the county, this will auto-populate with the facility name.
- **Number of Youth in the Facility:** Enter the number of youth in the facility on the last day of the reporting period. Please provide one number only, do not include a range or provide additional narrative text. The number should be a whole number without decimal values.

- **Reporting Period:** Select the Reporting Period from the dropdown menu. Use the dropdown to modify the date if providing data for a previous reporting period.

COVID-19 Rates for Youth

Figure 5 provides a snapshot of the section for reporting COVID-19 data.

Figure 5. “COVID-19 Rates in Youth” section.

COVID-19 Rates in Youth

In this section, please report the total number of youth for each category.

Please provide one number only, do not include a range or additional narrative text.

If the number is between 1 and 10, put "<11" (including the less than symbol), do not report the actual number unless it is 0 or greater than 10.

Youth Tested *

Total number of youths who have been tested for COVID-19 during the reporting period. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Total Youth Confirmed Positive *

Total number of youths who have tested positive for COVID-19 during the reporting period. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Youth Confirmed Positive at Intake (optional)

Of the youth confirmed, report the total number of youth whose test was administered during the intake process. If the number is between 1 and 10, put "<11".

Youth Confirmed Positive First 14 Days (optional)

Of the youth confirmed, report the total number of youth whose test was administered within the first 14 days in custody, but not during intake. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Youth Confirmed Positive In Custody (optional)

Of the youth confirmed, report the total number of youth whose test was administered while they were already in custody. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Youth Hospitalized *

Total number of youths who were hospitalized due to severity of COVID-19 symptoms. If the number is between 1 and 10, put "<11".

Estimated Youth Resolved *

Estimates of youths whose COVID-19 has resolved during the reporting period. If the number is between 1 and 10, put "<11".

Youth Deaths *

Total number of youths whose death was related to COVID-19 during the reporting period. If the number is between 1 and 10, put "<11".

Additional Information (optional)

If there is any additional facility-level information you would like to provide to share on our dashboard, please do so in the space provided. This may include, but is not limited to, additional information related to youth testing to provide context or a link to the county webpage where additional information about policies, procedures or additional data points related to managing COVID-19 in detention facilities may be obtained.

To complete this section:

- **Reminder:** If the number of cases in any of the COVID-19 Rates data fields falls between 1 and 10, please report "<11". Please include the less than symbol. Do not provide the actual number of cases. Zero (0) is permitted.
- **Youth Tested:** Using numerical data (no alphanumeric characters), indicate the number of youth in the facility who were tested for the Coronavirus (COVID-19) during the reporting period.
- **Youth Confirmed Positive:** Using numerical data (no alphanumeric characters), indicate the number of youth in the facility who tested positive for COVID-19 during the reporting period. If the youth is no longer in custody, do not include their data.
- **Youth Confirmed Positive at Intake:** This is an optional field, please complete if the information is available. Using numerical data, indicate the number of youth who tested positive for COVID-19 at intake during the reporting period. If not including these data, either leave this field blank or fill with "U".
- **Youth Confirmed Positive First 14 Days:** This is an optional field, please complete if the information is available. Using numerical data, indicate the number of youth who tested positive for COVID-19 within the first 14 days in custody during the reporting period. Do not include individuals who tested positive at intake. If not including these data, either leave this field blank or fill with "U".
- **Youth Confirmed Positive in Custody** This is an optional field, please complete if the information is available. Using numerical data, indicate the number of youth who tested positive for COVID-19 while in custody during the reporting period. If

the number of youth who tested positive within the first 14 days are reported above, do not include them here. Otherwise, report all positive cases in custody, except for those who tested positive at intake. If not including these data, either leave this field blank or fill with “U”.

- Note that the sum of the optional fields (Youth Confirmed Positive at Intake, Youth Confirmed Positive First 14 Days, Youth Confirmed Positive in Custody) should not exceed the value reported for “Youths Confirmed Positive”.
- Youth Hospitalized: Using numerical data, indicate the number of youth who were hospitalized due to the severity of COVID-19 symptoms during the reporting period.
- Estimated Youth Resolved: Using numerical data, indicate the number of youth whose COVID-19 case has been resolved during the reporting period. To determine if a case is resolved, please use the current Center for Disease Control (CDC) guidelines for discontinuation of isolation for person’s with COVID-19 not in healthcare settings. These guidelines include:
 - At least 10 days has passed since symptom onset
 - At least 24 hours has passed since last fever without the use of fever-reducing medications
 - Improvement in symptoms

Additional information about the guidelines can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>. Estimated values are permitted.

- Youth Deaths: Using Numerical data (no alphanumeric characters), indicate the number of youth in the facility whose death during the reporting week was related to contracting COVID-19.
- Additional information: If there is any additional facility-level information you would like to provide to be shared on the public dashboard, use this space. This may include, but is not limited to, additional information related to youth testing to provide context or a link to the county webpage where additional information about policies, procedures or additional data points related to managing COVID-19 in detention facilities may be obtained. Please do not include any personal identifying information. This field will be updated weekly, so if you would like to continually have a link to your local website on the BSCC’s dashboard, you must submit the link each week. Please limit responses to 250 characters. The BSCC does not guarantee posting of any characters beyond the first 250. If necessary, the BSCC may edit this information (e.g., to protect individual privacy).

Submission

Figure 6 provides a snapshot of the remaining fields related to the form.

Figure 6. *Remaining fields related to form submission.*

Check this box to acknowledge the data provided include only the facility indicated above. *

Send me a copy of my responses

Submit

To complete this section:

- Check the box indicating that the data provided in the form are only for the individual facility indicated in the form.
- If you would like to receive a copy of your responses by email, check the box “send me a copy of my responses”. When selected, a new text box will appear to type in your email address. If this box is checked, an email address must be entered to submit the form.
- Unless noted as “optional”, all fields must be completed in order to submit the form.
- Click on the Submit button to complete the submission process.
- Remember, if you entered a report online and need to submit a corrected copy or correct a specific data element, please contact the Research Unit Analyst (COVIDDataReporting@bscc.ca.gov).

Determining which facility the case should be reported

Note this section is primarily relevant for counties with multiple facilities.

The data for youth should be reported at the facility level. Recognizing that this population may be transient, either moving facilities within the county or entering and exiting facilities, the BSCC has established clear criteria for determining which data should be associated with what facility. Specifically, the data should be associated with the facility in which the testing or outcome occurred.

For the purposes of determining what data should be tied to which facility, data reporting fields are categorized into two areas: testing and outcomes. See Table 1 to determine which data points fall under testing and outcomes.

Table 1. *Distribution of Data Reporting Fields by Data Categories*

Testing	Outcomes
Youth Tested	Youth Hospitalized
Youth Confirmed Positive	Estimated Youth Resolved
Youth Confirmed Positive at Intake	
Youth Confirmed Positive First 14 Days	Youth Deaths
Youth Confirmed Positive in Custody	

Any data reporting fields listed in the Testing category should be reported under the facility where the COVID-19 test was administered. Any data reporting fields listed in the Outcomes category should be reported under the facility in which the outcome occurred. To help clarify this, multiple examples have been provided below.

Example 1: A youth is tested in Facility A and transferred to Facility B before their test results are obtained. Their positive test result should be reported under Facility A.

Example 2: A youth is tested in Facility A. Once they tested positive, they are transferred to the county facility which is housing all youth who have tested positive (Facility B). Their positive test result should be reported under Facility A.

Example 3: Continuing with the scenario in Example 2, the youth meets the CDC guidelines for a resolved case after spending two weeks at Facility B and returns to Facility A. The estimated resolved case should be reported under Facility B, as that is where the case is resolved.

Example 4: A youth housed at Facility A becomes ill and admitted to the hospital where they test positive. A confirmed positive and hospitalization should be reported under Facility A. After several days in the hospital the youth is returned to Facility B to continue to recover. Later, the youth meets the CDC guidelines for a resolved case. The estimated resolved case should be reported under Facility B.

COMPLETING THE STAFF FORM: REPORTING STAFF DATA

County and Report Information

Figure 7 provides a snapshot of the County and Report Information Section.

Figure 7. “County and Report Information” section.

County and Report Information

County *

Please select your county.

Reporting Person *

Please enter your full name.

Email Address *

Please enter your email address.

Reporting Period *

To complete this section:

- **County:** Verify that the “County” is accurate for the data being reported. This will auto-populate with the County name. Use the dropdown if the county is not correct.
- **Reporting Person:** Enter the name of the reporting person.
- **Email Address:** Enter the reporting person’s email address.
- **Reporting Period:** Select the Reporting Period from the dropdown menu. Use the dropdown to modify the date if providing data for a previous reporting period.

COVID-19 Rates in Staff

Figure 8 provides a snapshot of the COVID-19 Rates in Staff Section.

Figure 8. "COVID-19 Rates in Staff" section.

COVID-19 Rates in Staff

In this section, please report the total number of staff for each category.

Please provide one number only, do not include a range or additional narrative text.

If the number is between 1 and 10, put "<11" (including the less than symbol), do not report the actual number unless it is 0 or greater than 10.

Staff Tested *

Total number of staff who have been tested for COVID-19 during the reporting period. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Staff Confirmed *

Total number of staff who have tested positive for COVID-19 during the reporting period. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Estimated Staff Resolved *

Total number of staff who have recovered from COVID-19 during the reporting period. If the number is between 1 and 10, put "<11" (please include the less than symbol).

Additional Information (not required)

If there is any additional county-level information you would like to provide to share on our dashboard, please do so in the space provided. This may include, but is not limited to, additional information related to staff testing to provide context, a link to the county webpage where additional information about policies, procedures or additional data points related to managing COVID-19 in detention facilities may be obtained.

Send me a copy of my responses

To complete these sections:

- **Reminder:** If the number of cases in any of the COVID-19 Rates data fields falls between 1 and 10, please report "<11". Please include the less than symbol. Do not provide the actual number of cases. Zero (0) is permitted.
- Staff refers to custody staff *only*, both full- and part-time.
- **Staff Tested:** Using numerical data (no alphanumeric characters), indicate the number of staff in the county that have been tested for COVID-19 during the reporting period.
- **Staff Confirmed Positive:** Using numerical data (no alphanumeric characters), indicate the number of staff in the county that have tested positive for COVID-19 during the reporting period.
- **Estimated Staff Resolved:** Using numerical data, indicate the number of staff whose COVID-19 case has been resolved during the reporting period. To determine if a case is resolved, please use the current Center for Disease Control (CDC) guidelines for discontinuation of isolation for person's with COVID-19 not in healthcare settings. These guidelines include:

- At least 10 days has passed since symptom onset
- At least 24 hours has passed since last fever without the use of fever-reducing medications
- Improvement in symptoms

Additional information about the guidelines can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html> Estimated values are permitted.

- **Additional information:** If there is any additional county- or staff-level information you would like to provide to be shared on the public dashboard, use this space. This may include, but is not limited to, additional information related to staff testing to provide context or a link to the county webpage where additional information about policies, procedures or additional data points related to managing COVID-19 in detention facilities may be obtained. Please do not include any personal identifying information. This field will be updated weekly, so if you would like to continually have a link to your local website on the BSCC's dashboard, you must submit the link each week. Please limit responses to 250 characters. The BSCC does not guarantee posting of any characters beyond the first 250. If necessary, the BSCC may edit this information (e.g., to protect individual privacy).

DATA REVIEW PROCESS AND PUBLICATION

It remains a priority to the BSCC to collect and report valid, meaningful, and most importantly, accurate data.

We recognize the difference between counties and have a range of resources dedicated to quality control for this survey. We ask that you help us with the production of accurate data.

We make every effort to review data for accuracy, including contacting individual counties for clarification, but we cannot be responsible for data reporting errors made at the county level. Any anomalies that are present in the currently posted data have been screened to the best of our ability.

Data Review Process

In order for the BSCC to post the most accurate data available, it is important that the data be screened for anomalies. A staff member of the BSCC's Research Unit is assigned to screen each facility's weekly data prior to posting publicly. Generally, data are screened on the Tuesday following each week's submissions and every effort is made to catch any anomalies that appear within each data field. Once the data are screened and confirmed by the agency (if applicable) it is then published to the COVID-19 In Juvenile Detention Facilities dashboard. If it is determined that updates or

corrections are necessary after the data are published, BSCC will update our data sets and the corrections will be reflected in the dashboard.

Publishing Data

Following data review by BSCC staff and resolution of any anomalies, the data are provided in a dashboard published on the BSCC website at:

<http://www.bscc.ca.gov/juvenile-facility-data-related-to-covid-19/>

APPENDIX A: DEFINITIONS

Data Field	Definition
County	The reporting county. This field should be auto-populated to the correct county. Use the drop-down menu to change.
Reporting Person	The name of the individual submitting the information, in case the BSCC has questions about the submitted data.
Email Address	The email address of the individual submitting the information, in case the BSCC has questions about the submitted data.
Facility Name	The name of the facility. If there is only one facility in the county, this field should be auto-populated.
Reporting Period	The dates encompassing the reporting period. The reporting period begins on Sunday at 12:00am and ends on Saturday at 11:59pm.
Tested	The total number of individuals (youth, staff, depending on the form) who were tested for COVID-19 during the reporting period.
Confirmed Positive	The total number of individuals (youth, staff, depending on the form) whose test for COVID-19 came back positive and are in custody during the reporting period. The numbers in the "Confirmed Positive at Intake", "Confirmed Positive First 14 Days", and "Confirmed Positive in Custody" fields should total the Confirmed Positive number.
Confirmed Positive at Intake	Of the confirmed positive cases, the total number of youth whose COVID-19 test was administered during the intake process. This field is not required.
Confirmed Positive First 14 Days	Of the confirmed positive cases, the total number of youth whose COVID-19 test was administered during the first 14 days in custody, but not during the intake process. This field is not required.
Confirmed Positive in Custody	Of the confirmed positive cases, the total number of youth whose COVID-19 test was administered while they were already in custody. If the number of youth tested within the first 14 days data are reported in the prior field, do not include those cases here. Otherwise, report all positive cases, except for those who tested positive at intake. This field is not required.
Hospitalized	The number of youth who were hospitalized due to the severity of COVID-19 symptoms during the reporting period.

Estimated Resolved	The estimated number of youth or staff whose COVID-19 case has resolved during the reporting period. To determine if a case is resolved, please use the current Center for Disease Control (CDC) guidelines for discontinuation of isolation for persons with COVID-19 not in healthcare settings (https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html).
Deaths	The total number of youth whose death was related to COVID-19 during the reporting period.
Additional Information	If there is any additional facility-level information you would like to provide to share on our dashboard, please do so in the space provided. This may include, but is not limited to, additional information related to youth testing to provide context or a link to the county webpage where additional information about policies, procedures or additional data points related to managing COVID-19 in detention facilities may be obtained. Do not provide personal identifying information.