



Procedures Manual for Reporting Juvenile Court Dispositions

**Juvenile Court Judges' Commission
Center for Juvenile Justice Training & Research
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Table of Contents

INTRODUCTION..... 6

GENERAL INSTRUCTIONS 6

THE IMPORTANCE OF ACCURACY IN DATA SUBMISSION..... 7

DISPOSITION REPORTING FIELDS COMPLETION INSTRUCTIONS 8

JUVENILE INFORMATION 8

State Identification Number (SID)8

Juvenile’s Name8

Date of Birth.....8

Age8

Ethnicity8

Race.....8

Gender8

Juvenile’s Residence8

Social Security Number.....9

ALLEGATION INFORMATION..... 9

Juvenile Offense Tracking Number (JOTN).....9

Date of Arrest.....9

Arresting Agency ORI.....9

Date of Allegation9

Alleged By.....10

School Status10

Current Grade10

Family Status10

Living Arrangement of Juvenile.....11

CASE INFORMATION 12

Petition Date.....12

Docket Number12

CPCMS Docket.....12

HEARING INFORMATION..... 12

Date of Hearing.....12

Type of Hearing12

Hearing Conducted By13

Attorney Representation13

Signed Court Order Date.....13

Type of Signed Court Order13

CHARGE INFORMATION 15

Charges.....15

Date of Offense/Date Committed.....15

Time of Offense.....15

County of Offense15

Subdivision15

Adjudicated Delinquent15

Adjudicated Dependent.....15

DISPOSITION INFORMATION..... 16

Date of Disposition.....16

Dispositions16

Special Conditions/Temporary Services19

Comments.....19

DETENTION..... 19

Episode19

APPENDIX A 22

Examples of Dispositions and How to Enter the Information24

APPENDIX B 28
Specific Scenarios30

Procedures for Reporting Juvenile Court Dispositions

Introduction

This section of the manual provides general instructions that will be helpful in reporting juvenile court dispositions. In addition, there is information that will explain the importance of the data collected.

General Instructions

Below are the basic instructions that you should follow when reporting dispositions.

1. A disposition will be reported to the Juvenile Court Judges' Commission (JCJC) when:
 - a. A written allegation is received by the juvenile probation department alleging the juvenile to be delinquent as defined in the "Juvenile Act" and the "Pennsylvania Rules of Juvenile Court Procedure".
 - b. Modifications, reviews, and appeals of dispositions occur pursuant to the "Pennsylvania Rules of Juvenile Court Procedure". The primary examples would be an unsuccessful outcome of an informal adjustment, a reinstatement of a petition relating to a consent decree, a violation of probation, or a review of placement.
2. If you wish to clarify your response to an item(s), please use the comment fields provided. If you are not sure how to complete a record, please call the Juvenile Case Management System (PaJCMS) Help Desk at the Center for Juvenile Justice Training and Research (CJJT&R) at 717-477-1199.

The Importance of Accuracy in Data Submission

When reporting a disposition, you must ensure that the information provided is accurate. This is extremely important since the dispositional information on juveniles that were fingerprinted will be shared with the **Pennsylvania State Police** via JNET's Juvenile Information Inquiry (JII) for inclusion in the juvenile's criminal history record and used for background checks for employment and weapon purchases.

The Supreme Court, governor's office, legislature, and others utilize juvenile court disposition data when considering juvenile court procedural rules, new legislation, and in making public policy decisions.

Juvenile court disposition data is requested and utilized by various state agencies in making funding decisions and during the regulatory process. A primary example is the utilization of the data by the Pennsylvania Commission on Crime and Delinquency (PCCD) for submission of the juvenile justice plan to the Governor's office. Additionally, PCCD uses the data for Disproportionate Minority Contact (DMC) reports to the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP). The National Center for Juvenile Justice (NCJJ) uses the juvenile court disposition data to generate the national estimates of juvenile court activity.

The preceding examples are not an exhaustive list of how the data collected is used but is indicative of how the juvenile disposition data submitted to JCJC by county juvenile probation departments impacts the juvenile justice system in Pennsylvania.

Disposition Reporting Fields Completion Instructions

The following are descriptions of the disposition reporting fields and the description/codes to be used. The fields listed below of “Juvenile’s Name” through “Gender” are required for every disposition. It is important to run a Statistical Evaluation report (a canned report in PaJCMS) at least monthly to review possible data entry errors.

Juvenile Information**State Identification Number (SID)**

Report the State Identification Number assigned to the juvenile when the juvenile has been fingerprinted. This number is unique to the juvenile and is assigned only once by the Pennsylvania State Police upon the receipt of an initial fingerprint arrest record. Any subsequent fingerprint submissions will result in the same SID being issued.

Juvenile’s Name

Enter the juvenile’s Last Name, First Name, Middle Name.

Date of Birth

Enter the juvenile’s Date of Birth.

Age

Report the juvenile’s Age at the time the written allegation is filed. In PaJCMS, this field is automatically calculated. Please make sure the correct Date of Birth and Date of Allegation are entered.

Ethnicity

Enter the juvenile’s Ethnicity by checking “yes” if the juvenile is Hispanic or Latino or “no” if the juvenile is not Hispanic or Latino. It is recommended that the juvenile be given the options for declaring ethnicity followed by the options for race. If the juvenile has self-reported his/her ethnicity, please check the appropriate box.

Race

Enter the juvenile’s Race by checking the appropriate box for White, Black, Asian, America Indian/Alaskan Native, Native Hawaiian or Pacific Islander. You may select all that apply. If the juvenile has self-reported his/her race, please check the appropriate box.

Gender

Enter the juvenile’s Gender as Male or Female.

Juvenile’s Residence

Enter the juvenile’s Address including zip code and check the “current address” box if that is the current address of the juvenile. Multiple addresses can be added, but only one current address is permitted.

Social Security Number

Enter the juvenile's Social Security Number if available. If identified as a valid SSN, click on the "valid SSN" checkbox.

Allegation Information

Each arrest/allegation/incident should be entered as a separate case. If the juvenile is fingerprinted for each incident, a separate Juvenile Offense Tracking Number (JOTN) will be assigned to each case. Upon receipt of the Written Allegation, enter the information from the allegation into PaJCMS.

Juvenile Offense Tracking Number (JOTN)

If the juvenile has been adjudicated delinquent, the juvenile is required to be fingerprinted. After a juvenile has been fingerprinted, the Pennsylvania State Police (PSP) will generate a JOTN which should be entered on the case screen into the JOTN field. A juvenile who has more than one case may have more than one JOTN, so this number does not uniquely identify a juvenile but does uniquely identify a case. No two juveniles will be given the same JOTN to identify their cases. The PSP use this identifier along with the juvenile's name and date of birth to search for disposition information using the Juvenile Information Inquiry (JII) system. The JII system accesses the county's live PaJCMS data, therefore a JOTN that is entered on the case screen in PaJCMS is available instantly to the JII application. *If obtaining the JOTN from the PSP rap sheet, please make sure to select the JOTN that matches the dates and offenses for the written allegation you have received. Enter only the official JOTN assigned by PSP. If you do not have the JOTN, please leave the field blank. When the juvenile is fingerprinted after the adjudication, make sure that the dates of arrest and offense(s) are prior to or on the date of receiving the allegation, not the date that the juvenile was fingerprinted.*

Date of Arrest

Enter the date that the juvenile is arrested by police. This date should precede or be no later than the date the written allegation was filed.

Arresting Agency ORI

Enter the ORI number of the arresting agency. Each law enforcement agency has an ORI number assigned by the Pennsylvania State Police. MDJ referrals do not require an ORI.

Date of Allegation

Enter the date on which the written allegation was received by the probation department or district attorney's office.

Alleged By

Select the person or agency submitting the written allegation by using the following drop-down selections:

Police

School

Probation

Social Agency

District Justice – this is used primarily for allegations of non-payment of fines

Relative

Other

Other Juvenile Court – use this if accepting a case transferred from another juvenile court or state

Transferred from Criminal Proceedings – use this if the case originated in criminal court and was transferred to juvenile court

The fields of “School Status” through “Living Arrangement” are required when other data entered indicates that the juvenile has been in contact with the juvenile probation department.

School Status

Select the juvenile’s School Status at the time of allegation, either “in school” or “out of school”.

Current Grade

Select the juvenile’s Current Grade at the time of the filing of the written allegation using the appropriate description of first through twelfth grade, post high school, alternative education, special education, or other.

Family Status

This category refers to the marital status of the Parents.

Select the status of the juvenile’s parents at the time of the filing of the written allegation using the following selections:

Married – Parents are married and living together

Divorced – Parents are divorced

Separated – Parents are not living together, but are not divorced

One Parent Deceased – Mother or natural father is deceased

Both Parents Deceased – Both parents are deceased

Parents Never Married – Parents were never married

Other – use if none of the preceding codes are applicable

Living Arrangement of Juvenile

Select the status of the juvenile's Living Arrangement at the time of the filing of the written allegation using the following selections (the PaJCMS selections are in bold):

Living with **both** parents

Living with the **mother**. This means not living with the father, step-father, or paramour

Living with the **father**. This means not living with the mother, step-mother, or paramour

Living with a **relative**

Living with the **father and step-mother**/paramour

Living with the **mother and step-father**/paramour

Living with **foster parents** or parent

Other – use if none of the preceding selections are applicable

Case Information

Petition Date

If a petition is filed, enter the date of filing.

Docket Number

Enter the court docket number (if one is available).

CPCMS Docket

If using the Common Pleas Case Management System (CPCMS), the CPCMS docket number will automatically be returned to the PaJCMS system after the case has been consumed by PaJCMS and then electronically reported to CPCMS. Counties not participating in data sharing with CPCMS can enter the CPCMS Docket Number into the CPCMS Docket field if desired.

Hearing Information

If a **formal** hearing was held, defined as a hearing held before a judge or hearing officer where the juvenile was present and represented by an attorney or where the juvenile has waived his/her right to an attorney and a colloquy was administered, enter the following information and indicate that the disposition was the result of a hearing. If the disposition was the result of only a signed court order, please enter the signed court order information. If the disposition was rendered without a hearing or signed court order, please choose no hearing/no signed court order.

Please note: A detention hearing is not the same as an adjudication or review hearing and does not result in a court disposition. If a detention hearing continues into an adjudication or review hearing, both types of hearings (detention and adjudication/review) need to be entered. The disposition is to be linked to the adjudication/review hearing and not the detention hearing. The same is true of Shelter Hearings.

Date of Hearing

Enter the date of the formal hearing. Please note that there may be more than one hearing.

Type of Hearing

Select the type of hearing scheduled regardless of the disposition. Use the following selections:

Consent Decree

Transfer for Criminal Proceedings (select this if the INTENT was to transfer, whether or not it resulted in a transfer to criminal court)

Adjudication (select this if the INTENT was an adjudication, whether or not it resulted in an adjudication)

Dispositional Review, **Delinquent** (select this when a prior disposition is reviewed in the **absence** of new charges. The primary examples would be an unsuccessful outcome of an Informal Adjustment, a reinstatement of a petition relating to a Consent Decree, or a violation of probation.)

- Placement Review, **Delinquent** (select this if the juvenile is currently in placement and you are reviewing the placement, including failures to adjust)
- Dispositional Review, **Dependent** (select this when a prior dependent disposition is reviewed)
- Placement Review, **Dependent** (select this if the juvenile is currently in placement and you are reviewing the placement, including failures to adjust)
- Disposition Only (select this if the hearing ***was for disposition only*** – examples: Transfer from another county for disposition only, Acceptance of Courtesy Supervision, ordering of fines/costs)

Hearing Conducted By

Select who conducted the hearing using the following selections:

- Judge
- Hearing Officer
- Both

Attorney Representation

Select the type of Attorney Representation for the juvenile at the hearing using the following selections:

- Court Appointed
- Public Defender
- Private Attorney
- Waived Attorney – where the colloquy was administered, and the waiver form completed
- No Attorney Present - if no attorney was present, enter an explanation in the comment field¹

If the disposition occurred as the result of a signed court order only, enter the following information and indicate that the disposition was the result of a signed court order.

Signed Court Order Date

Enter the date that the court order was signed. ***Attach a disposition to a signed court order only if there was no hearing held during the proceedings with the case. If an adjudicatory hearing was held with the disposition occurring after that date, please attach the disposition to that adjudicatory date.***

Type of Signed Court Order

Select the type of signed court order. Use the following selections:

- Consent Decree
- Transfer for Criminal Proceedings (select this if the INTENT was to transfer, whether or not it resulted in a transfer to criminal court)
- Adjudication (select this if the INTENT was an adjudication, whether or not it resulted in an adjudication)

¹ Such as, an adjudication hearing is scheduled the juvenile fails to appear, a bench warrant is issued, and there is no attorney present to represent the juvenile.

- Dispositional Review, **Delinquent** (select this when a prior disposition is reviewed in the **absence** of new charges. The primary examples would be an unsuccessful outcome of an Informal Adjustment, a reinstatement of a petition relating to a Consent Decree, or a violation of probation.)
- Placement Review, **Delinquent** (select this if the juvenile is currently in placement and you are reviewing the placement, including failures to adjust)
- Dispositional Review, **Dependent** (select this when a prior dependent disposition is reviewed)
- Placement Review, **Dependent** (select this if the juvenile is currently in placement and you are reviewing the placement, including failures to adjust)
- Disposition Only (select this if the hearing ***was for disposition only*** – examples: Transfer from another county for disposition only, Acceptance of Courtesy Supervision, ordering of fines/costs)

Charge Information

Charges

Enter the appropriate charge code for each alleged and each substantiated offense.

Select the title, section, and subsection to report the charge.

An example is Robbery (183701A1iii).

For drug offenses use the codes of 35780-113A30 with additional codes for specific drugs.

Enter the number of counts of a specific offense.

Enter the appropriate grade and degree for the offense. The grading is **required** for alleged offenses. The grading and degree are **required** with substantiated offenses.

If the offense is Attempt, Conspiracy, or Solicitation, enter the charge code and then indicate the Attempt, Conspiracy, or Solicitation. Example: Conspiracy to Burglary would be reported as 183502 (Burglary) and then indicate conspiracy.

Date of Offense/Date Committed

Enter the Date of Offense as indicated on the written allegation. If the offense was committed over a period of time, enter the committed from and committed through dates.

Time of Offense

Enter the Time of Offense.

County of Offense

Enter the County where the offense took place.

Subdivision

Enter the City/Town/Borough of Offense – select the City, Town, or Borough where the offense took place from the drop-down list provided.²

Adjudicated Delinquent

Use the check box in the Charge Disposition screen to indicate adjudicated delinquent for each charge adjudicated. *If the juvenile was less than ten years old at the time of the offense, an adjudication of delinquency cannot be entered.*

Adjudicated Dependent

Use the check box in the Charge Disposition screen to indicate adjudicated dependent for each charge adjudicated.

The alleged charge information will be used to determine whether the allegation is a delinquency allegation or a dependency allegation. If the most serious charge alleged has a grading of misdemeanor or higher or is a predefined delinquent summary offense (non-payment of fines/violation of a court order such as a PFA) the allegation will be considered a delinquent allegation. Otherwise, the allegation will be considered a dependent allegation. If no grading is entered, the default grading will be set at the lowest grade possible. In the case of offenses such as disorderly conduct, retail theft, etc. the default grading is a summary.

² This listing has been provided and is maintained by the Administrative Offices of the Pennsylvania Courts (AOPC).

Disposition Information

Definition: A disposition is an allegation of delinquency disposed of by the juvenile probation department and/or the court.

Date of Disposition

Enter the date on which the disposition was made. In order for a record to be counted as a disposition, it must have a date of disposition. **Only one disposition per date on the same case can be entered, with two exceptions—if one of the dispositions is 1) Termination of Court Supervision/Case Closed, Not Court Ordered or 2) Disposition Pending.**

Dispositions

Select from the following dispositions and descriptions that best suits the decision.

Please note: “Bench Warrant” will no longer be accepted as a final disposition. Please use the “Continued, no action taken” option on the hearing screen or “Disposition Pending” until a resolution to the bench warrant has occurred. Please refer to Appendix A concerning the entry of bench warrant information.

Accepted Courtesy Supervision - Select if your county is only supervising the juvenile, and the transferring county made all other decisions on this case.

Administrative Supervision Only/Collections - This disposition should be the result of a disposition review when the juvenile has met all requirements except for collection of payments.

Allegation Withdrawn - Select if no petition has been filed and the police or district attorney withdraw the allegation.

*Change of Placement - This should only be used as an outcome of a placement review hearing when the juvenile is changing placement facilities. Enter the new placement facility in the out-of-home service screen.

Community Service Only - This should be selected if the only decision was that the juvenile complete community service.

Consent Decree - Six-month supervision after the filing of a petition with or without a hearing. There can be no adjudication of delinquency on a consent decree. Can be extended for an additional 6 months.

Continuance of Previous Disposition - If continuing a previous disposition on the SAME case, this should be entered as the result of a dispositional review hearing on that case. This disposition can also be used on a new case if it is consolidated with an existing case where the juvenile is already on supervision.

Continuation of Placement - This should only be used as an outcome of a placement review hearing when the juvenile is being continued in placement.

Deferred Adjudication - Select if the judge does not adjudicate delinquent at this time of disposition but waits until after the supervision is completed to render that decision. (This disposition is counted as a consent decree in the JCJC statistics. It is only available for Philadelphia and Montour counties.)

Dependency Placement - This disposition is entered on a dependent child that is being placed through the probation office.

Disposition Deferred-Unable to Locate Juvenile - Should be selected if the juvenile could not be located. Disposition will not be counted in JCJC statistics.

- Disposition Pending/Deferred - Use if the disposition has been deferred or is pending on this case, OR, if both the adjudication and disposition are deferred/pending. It will not be counted in the JCJC statistics until a final disposition is entered.
- Fines/Costs Ordered by the Court - No other supervision on this case. These are mostly referrals for non-payment of fines at the MDJ level.
- Fines/Costs to Be Paid, Payment Plan (not court ordered) - This disposition is usually selected on cases referred by the MDJ for collecting payments only and was not a court-ordered disposition.
- Informal Adjustment - The case was informally adjusted prior to the filing of a petition. There should not be a formal hearing or substantiated charges on an informal adjustment disposition. Informal Adjustments are for a period of 6 months and can be extended via an order of court for an additional 3 months, for a total of 9 months, with conditions established.
- Judgement Filed/Case Closed - Should be used if the juvenile is now 21 years of age and the county has lost jurisdiction in juvenile court.
- Other - This disposition should be used ONLY if no other disposition is applicable. Comments must be entered. Can be entered with or without a hearing.
- Petition Dismissed - Select this disposition if a petition was filed and the judge/hearing officer dismissed the petition. If a petition is dismissed, the allegation is also automatically dismissed.
- Petition Dismissed, Found Not in Need of Treatment, Supervision, or Rehabilitation (Rule 409) - Select this disposition if the charge(s) are substantiated, but found NOT in need of treatment, supervision, or rehabilitation (Rule 409).
- Petition Withdrawn - Select this if a petition was filed and then withdrawn by the filing source (police, district attorney, etc.). Could occur with or without a hearing.
- Petition Withdrawn and Placed on Informal Adjustment - Select this if a petition was filed, the petition is then withdrawn, and the juvenile is placed on informal adjustment.
- *Placement - Select this disposition if the juvenile is removed from the home (it does not include day treatment, shelter, or detention). There should be a hearing entered, substantiated charges, and an adjudication of delinquency. Enter the corresponding placement facility in the out-of-home service screen.
- Probation - This disposition requires a hearing, substantiated charges, and an adjudication of delinquency. Also indicate the type of probation on the supervision screen with start date, and release date if released.
- Protective Supervision - Select this disposition if protective supervision as a dependent child is ordered. This is typically used for an alleged delinquent youth that is not founded and the youth is adjudicated dependent.
- Referred to Another Agency/Individual - Select this if the case was referred to Children and Youth, or other agency, without further involvement of juvenile probation.
- Released from Placement, Placed on Probation - This should only be used as an outcome of a placement review hearing when the juvenile is released from placement and placed on probation. Enter the discharge date in the out-of-home service screen.

- Released from Placement, Supervision Terminated - This should only be used as an outcome of a placement review hearing when the juvenile is released from placement and supervision is terminated. Enter the discharge date in the out-of-home service screen.
- Restitution Only - This should be selected if the only decision was that the juvenile pay restitution.
- Termination of Court Supervision/Case Closed on Prior Disposition - Select if supervision on a prior disposition is being terminated as the result of a hearing or signed court order. Should be the result of a dispositional review hearing or signed court order.
- Termination of Court Supervision/Case Closed, No Supervision - Select if a case is being closed after an adjudication of delinquency when no further supervision is ordered.
- Termination of Court Supervision/Case Closed, Not Court Ordered - Select if supervision is being terminated but is not court ordered. This would close informal types of dispositions (i.e., informal adjustments, community service, fines/costs) and does not count statistically.
- Termination of Court Supervision/Case Closed, Summary Charge – Select if all other charges were withdrawn, unfounded, reduced or amended to summary only charges, and delinquency jurisdiction is terminated.
- Transferred to Criminal Court - The most serious disposition. Should only be on cases with Felony charges and should have a hearing, but NOT substantiated charges, nor adjudication of delinquency.
- Transfer to Other Juvenile Court - Disposition was transferred to another county with or without a hearing.
- Warned and Counseled - Select if the juvenile was warned and/or counseled on a **pre-petitioned** case.
- Youth Aid Panel - Used for an informal diversion program, such as a youth aid panel, peer jury, youth court, etc.

*When a disposition of placement or change of placement is entered, please enter the placement facility in the out-of-home service screen by adding a new placement. Also enter the service start date, and once the juvenile is released, a service end date and end reason.

At the time the disposition is entered, also select whether the juvenile was placed in secure detention prior to the disposition ordered or at the disposition hearing. ***This needs to be indicated on the final disposition record, not only on a “Disposition Pending” disposition record.*** If the juvenile was detained, please see the Detention Section below.

Special Conditions/Temporary Services

Indicate what Special Conditions are included with this disposition. This is captured on the Conditions/Services Screen. Choices for Special Conditions are:

- Aftercare
- Aftercare Drug and Alcohol
- Community Service
- Day Treatment
- Driver's License Suspended
- Electronic Monitoring
- Family Therapy
- Fines and Costs
- Intensive Drug and Alcohol
- Intensive Probation
- Other
- Restitution
- School-Based Probation

Indicate what Temporary Services were provided during the processing of this allegation. Choices are:

- In-Home Detention
- Residential Diagnostic (this is NOT a final disposition and should be reported here instead of as a disposition.)
- Secure Detention (if secure detention was used **prior** to the date of disposition)
- Shelter Care

Comments

The entering of comments is extremely helpful to the staff at the CJJT&R when reviewing the dispositions. When appropriate, please submit comments.

Detention**Episode**

Determine if this incidence of detention is part of an existing episode or starting a new episode. Episodes are determined by having consecutive days outside the home in a facility.

Start Date

Enter the date the juvenile will enter the secure detention facility.

Release Date

Enter the date the juvenile was released from the secure detention facility.

Facility

Select the facility where the juvenile will be detained. This list varies based upon the facilities used in each county. If a facility being used is not in the list, please contact PaJCMS Help Desk to have it added.

Detention Section

Select the detention section from the list that corresponds to the reason for the detention.

Referred By

Select the referring agency by using the following selections:

District Justice
Other
Other Juvenile Court
Police
Probation
Relative
School
Social Agency
Transferred from Criminal Proceeding

Reason for Detention

Select the reason for detention by using the following selections:

New Allegation
New Allegation and Violation
Court Order
Warrant
Violation of Supervision
Failure to Appear
Failure to Adjust
Request by Other State/County

Initial Detention Stage (NOTE: this field is required)

Select the initial detention stage by using the following selections:

Pre-Adjudicatory
Post-Disposition
Post-Adjudication Pre-Disposition
Awaiting Placement
At Disposition
At Adjudication Hearing

Offense Resulting in Detention

If a juvenile is being detained on new charges, enter the most serious charge for which the juvenile is being detained. The charges button to the immediate right of this field can assist in finding that charge. If charges have already been entered for this juvenile prior to the entry of this screen, the charges will be shown in a grid from which the most serious can be selected. If the charge is not in the list of charges for this juvenile, the charge can be searched for from the full list of charge codes.

If a juvenile is not being detained on new charges, please enter/select the most serious charge from prior charges that are of a severity level high enough to allow

being detained. Again, the charges button to the right of the field can assist in finding charges already on record for this juvenile.

Date of Offense

Enter the date of the offense for the charge that was entered into the “Offense Resulting in Detention” field.

Adjudicated for Offense

Check this box if the charge entered into the “Offense Resulting in Detention” field has been adjudicated delinquent.

Pending or No Allegation(s)/With Allegation(s)

Select the radio button that corresponds to whether or not allegations have been filed.

APPENDIX A

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Appendix A**Examples of Dispositions and How to Enter the Information**

The following are examples of what fields and selections should be completed on selected dispositional outcomes.

Upon receipt of the Written Allegation, enter the information from the allegation into the PaJCMS. When entering the alleged offense, select the appropriate charge code from the charge list, including the counts, grading and degree.

Allegation Withdrawn or Handled Informally:

For this type of disposition, the “Type of Hearing” through “Attorney Representation” may be blank.

“Adjudicated Delinquent” and “Adjudicated Dependent” would remain unchecked on the Charge Disposition screen which indicates not adjudicated.

The “Date of Disposition” is the date the decision is made.

Select the appropriate disposition from the drop-down list. You should not select a disposition which would require a formal hearing.

Bench Warrant Issued:

If a hearing is scheduled and the juvenile does not appear, enter that a hearing was scheduled, mark “continued, no action taken” and check the box indicating a bench warrant was issued. A disposition is not entered until the juvenile is found and a disposition then rendered, or the case is closed.

Formal Hearing Conducted with the Charges Not Substantiated:

For this type of disposition, enter the “Type of Hearing” as Consent Decree, Transferred to Criminal Proceedings, or Adjudication. Enter the “Date of Hearing”, who conducted the hearing, and the attorney representation of the juvenile.

“Adjudicated Delinquent” and “Adjudicated Dependent” would remain unchecked on the Charge Disposition screen which indicates not adjudicated. You cannot adjudicate delinquent without a substantiated offense.

The “Date of Disposition” may or may not be the same date as the “Date of Hearing”. Select the appropriate disposition. You should not select dispositions of probation or placement, as these dispositions require a substantiated offense and an adjudication of delinquency.

Formal Hearing Conducted with Substantiated Charges:

Enter the “Type of Hearing” as Consent Decree or Adjudication. Enter the “Date of Hearing”, who conducted the hearing, and the attorney representation of the juvenile.

“Adjudicated Delinquent” may be checked or remain unchecked on the Charge Disposition screen. If the disposition is Consent Decree, “Adjudicated Delinquent” must remain unchecked. If the disposition is Probation or Placement, “Adjudicated Delinquent” should be checked.

“Adjudicated Dependent” may be checked or remain unchecked.

Indicate the substantiated offenses using the appropriate charge status from the drop-down list on the Charge Disposition screen, indicating the count, grading and degree. **The grading and degree are required for each substantiated offense.**

Enter the “Date of Disposition”.

Enter the appropriate disposition. You cannot select the disposition of Transferred for Criminal Proceedings with substantiated offenses. If a disposition of Placement is selected, you must enter the appropriate placement information on the out-of-home service screen.

Probation:

If you have selected Probation as the disposition:

select the type of probation using the drop-down list on the Probation Screen;

enter the “Start Date” of the supervision;

you may enter the projected release date, if known;

select the probation officer assigned the supervision.

At the end of the probation, enter the release date and the reason for release from supervision.

Placement:

If you have selected Placement as the disposition:

select the name of the facility and the living unit on the out-of-home service screen;

enter the “Start Date” of the placement;

select the probation officer assigned the supervision;

select the appropriate disposition(s) which applies to this placement record.

At the end of the placement at that facility, enter the release date and the reason for release.

If a juvenile is transferred from one facility to another, a placement review should have been conducted, the juvenile released from the first facility, and a new out-of-home service record created for the new placement.

Dispositional Review:

A dispositional review is a review of a prior disposition in the “absence” of any new offenses. Any new offenses should be entered as the result of a new Written Allegation. The primary examples of disposition reviews would be an unsuccessful outcome of an informal adjustment, a reinstatement of a petition relating to a consent decree, a violation of probation, or a 6-month review (Rule 610).

The original offenses will be carried forward from the prior disposition on an individual case(s).

Enter the “Type of Hearing” as Dispositional Review Delinquent or Dispositional Review Dependent. Report the “Date of Hearing”, who conducted the hearing, and the attorney representation of the juvenile.

“Adjudicated Delinquent” may be checked or remain unchecked. If the prior disposition was Informal Adjustment or Consent Decree and the juvenile, **at this hearing**, is adjudicated delinquent, check the box on the Charge Disposition screen. If the juvenile was not adjudicated delinquent at this hearing, the box is to remain unchecked. The same is true for Adjudicated Dependent.

If the offense(s) were previously substantiated, these will be carried forward on the Charge Disposition screen. If the offenses were substantiated at this hearing, indicate the substantiated offenses using the appropriate charge status, indicating the count, grading and degree. The grading and degree is **required** for each substantiated charge.

Enter the “Date of Disposition”.

Select the appropriate disposition. If the decision is to continue the consent decree, the informal adjustment, or probation, select Continued on Previous Disposition, otherwise, select the change in disposition. If a disposition of Placement is reported, select the name of the facility and living unit in the out-of-home service screen.

Placement Review:

A Placement Review is a hearing conducted before the court to review a previous disposition which involved out-of-home placement. Any new offenses should be entered as the result of a new Written Allegation.

The original alleged and substantiated offenses will be carried forward from the prior disposition on an individual case(s).

Enter the “Type of Hearing” as Placement Review Delinquent or Placement Review Dependent.

Enter the “Date of Hearing”, who conducted the hearing, and the attorney representation of the juvenile.

Enter the “Date of Disposition”.

Select the appropriate disposition. You may only select Continuation of Placement, Release from Placement, or Change of Placement. If you report a change of placement, select the name of the facility and living unit in the out-of-home service screen.

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APPENDIX B

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Appendix B

Specific Scenarios

This appendix gives examples of specific scenarios you may have and how to capture the information.

Hearing Scheduled with No Action Taken:

If a hearing was scheduled, but no action was taken due to 1) a bench warrant being issued; or 2) certain circumstances (juvenile not present, attorney not present or prepared to proceed, witness does not appear, etc.); OR if the hearing was cancelled due to weather, etc., mark this hearing as Continued, No Action Taken. If a bench warrant was issued, also mark the checkbox Bench Warrant Issued. Do not attach a disposition to this hearing. Please enter the reason(s) for the continuation in the comments section of the hearing record.

Reinstatement of a Petition for Violation of a Consent Decree:

The reinstatement of a petition for violation of a Consent Decree is interpreted by JCJC as a disposition review. The original petition is reinstated. If a new allegation has been received, that is to be entered as a new case.

The original offenses will be carried forward from the prior disposition on an individual case(s).

In order to capture the reinstatement of the petition in this case, follow these steps:

- Enter the Type of Hearing as “Revocation of Consent Decree” or a Dispositional Review. Enter the Date of Hearing, who conducted the hearing, and the attorney representation of the juvenile.

- If the offense(s) were substantiated at the original Consent Decree hearing, they will be carried forward to the Charge Disposition screen. If the offense(s) were not substantiated at the original Consent Decree hearing, but are substantiated at this hearing, indicate which offense(s) were substantiated by selecting the appropriate charge status from the drop-down. The grading and degree is **required** for each substantiated offense.

- If the juvenile is adjudicated delinquent at this hearing, indicate that on the Charge Disposition screen by checking the “Adjudicated Delinquent” box for each appropriate substantiated offense.

- Select the appropriate disposition. If a disposition of Placement is selected, enter the placement facility information in the out-of-home service screen.

Violation of Probation:

A hearing for violation of probation is interpreted by JCJC as a disposition review. There are no new charges, therefore no new allegation. The disposition of probation is being reviewed/revoked. If a new allegation has been received, that is to be entered as a new case.

The original alleged and substantiated offenses will be carried forward from the prior disposition on an individual case(s) to the Charge Disposition screen.

In order to capture the violation of probation, follow these steps:

Enter the “Type of Hearing” as a Violation of Probation hearing or a Disposition Review.

Enter the “Date of Hearing”, who conducted the hearing, and the attorney representation of the juvenile.

Enter the “Date of Disposition”. Enter the appropriate new disposition. If the probation is continued, select the Continued on Previous Disposition. If a disposition of Placement is selected, enter the placement information in the out-of-home service screen.

Disposition Transferred to Your County:

There are several different scenarios of receiving a transferred allegation.

Use the State/County Transfer screen to enter the information pertaining to the transfer:

Select the transfer type from the drop-down list;

Select the direction of the transfer;

Enter the “Date of Transfer”;

Select the reason for transfer;

Select the county to/from or select the state;

You may enter the additional information on the screen indicating the contact information for the transfer;

Use the notes section to indicate the offenses that were transferred.

Enter the following information based on the status at time of transfer in the appropriate screens.

Allegation received PRIOR to the substantiation of offenses and adjudication of delinquency:

Enter the “Date of Allegation” as the date **your county** received the allegation.

Enter the “Alleged By” as Other Juvenile Court.

Enter the alleged offense(s) from the referring county, using the 0050 code (charges transferred), indicating the count, grading and degree alleged. The specific charge codes may be recorded in the transfer screen in the notes section.

You may also edit the charge description field of the 0050 charge to type in the charge description of the original charge.

Enter the “Type of Hearing” if **your county** has a formal hearing.

Enter the “Date of Hearing”, who conducted the hearing, and the attorney representation of the juvenile, if **your county** has a formal hearing.
If **your county** substantiates any offenses, enter the specific charge codes in the Charge Disposition screen including the count, grading and degree. The grading and degree are **required** for each substantiated charge.
Enter the rest of the information as described in Appendix A.

Allegation received AFTER offenses are substantiated and PRIOR to adjudication of delinquency:

Enter the “Date of Allegation” as the date **your county** received the allegation.
Enter the “Alleged By” as Other Juvenile Court.
Enter the alleged offense(s) from the referring county, using the 0050 code (charges transferred), indicating the count, grading and degree alleged. The specific charge codes may be recorded in the transfer screen in the notes section. You may also edit the charge description field of the 0050 charge to type in the charge description of the original charge.
Enter the “Type of Hearing” if **your county** has a formal hearing.
Enter the “Date of Hearing”, who conducted the hearing, and the attorney representation of the juvenile, if **your county** has a formal hearing.
Enter the substantiated charges that were substantiated at the referring county, use the 0050 code (charges transferred) indicating the count, grading and degree. The grading and degree is **required** for each substantiated charge. The specific charge codes may be recorded in the transfer screen in the notes section.
Enter the rest of the information as described in Appendix A.

Allegation received AFTER adjudication, PRIOR to disposition:

Enter the “Date of Allegation” as the date **your county** received the allegation.
Enter the “Alleged By” as Other Juvenile Court.
Enter the “Type of Hearing” if **your county** has a formal hearing.
Enter the “Date of Hearing”, who conducted the hearing, and the attorney representation of the juvenile, if **your county** has a formal hearing.
Enter the alleged offense(s) from the referring county, using the 0050 code (charges transferred), indicating the count, grading and degree alleged. The specific charge codes may be recorded in the transfer screen in the notes section.
Enter the substantiated offense(s) that were substantiated at the referring county, use the 0050 code (charges transferred) indicating the count, grading and degree. The grading and degree is **required** for each substantiated charge. The specific charge codes may be recorded in the transfer screen in the notes section. You may also edit the charge description field of the 0050 charge to type in the charge description of the original charge.
Adjudicated Delinquent remains unchecked on the Charge Disposition screen since the referring county is the county that adjudicated delinquent.
Enter the “Date of Disposition”.
Enter the appropriate disposition as assigned by **your county**.

Allegation received AFTER disposition has been made by the referring county:

- Enter the “Date of Allegation” as the date **your county** received the allegation.
- Enter the “Alleged By” as Other Juvenile Court.
- Enter the “Type of Hearing” if **your county** has a formal hearing.
- Enter the “Date of Hearing”, who conducted the hearing, and the attorney representation of the juvenile, if **your county** has a formal hearing.
- Enter the alleged offense from the referring county, using the 0050 code (charges transferred), indicating the count, grading and degree alleged. The specific charge codes may be recorded in the transfer screen in the notes section. You may also edit the charge description field of the 0050 charge to type in the charge description of the original charge.
- Enter the substantiated charges that were substantiated at the referring county, use the 0050 code (charges transferred) indicating the count, grading and degree. The grading and degree is **required** for each substantiated charge. The specific charge codes may be recorded in the transfer screen in the notes section. You may also edit the charge description field of the 0050 charge to type in the charge description of the original charge.
- Adjudicated Delinquent remains unchecked on the Charge Disposition screen since the referring county is the county that adjudicated delinquent.
- Enter the “Date of Disposition”.
- Select the appropriate disposition (in most cases this would be Accepted Courtesy Supervision).

Youth Found to Have Committed the Delinquent Offense, but Found NOT in Need of Treatment, Supervision, or Rehabilitation (Rule 409).

In this scenario, the juvenile admits guilt, or the Judge finds the juvenile has committed the delinquent offense, however, the Judge determines that the juvenile is not in need of treatment, supervision, or rehabilitation. Per the rule, the appropriate disposition is “Dismissal of the Petition”, therefore a Petition Dismissed-Charges Substantiated but Found Not in Need of Treatment, Supervision, or Rehabilitation (Rule 409) disposition is appropriate.

Youth Found to Have Committed the Delinquent Offense, is Adjudicated Delinquent, but No Further Supervision is Ordered.

In this scenario, the charge(s) can be substantiated and adjudicated, and a disposition of Termination of Supervision/Case Closed as the result of an adjudication of delinquency, when no further supervision is ordered, should be selected.

Youth Found to Have Committed the Delinquent Offense, is Adjudicated Delinquent, but Found NOT in Need of Treatment, Supervision, or Rehabilitation:

If your county has this scenario, please contact your JCJC Court Consultant.

Act 49 – Failure of Child to Comply with a Lawful Sentence Imposed for a Summary Offense

On June 28th, 2018, Governor Wolf signed HB 159 into law as Act 49, which amends the Juvenile Act at §6302 by adding to the definition of “delinquent act” the failure of a child to comply with a lawful sentence imposed for a summary offense, in which event notice of such fact shall be certified to the court.

Effective August 28, 2018, allegations received from magisterial district court for Contempt/Failure to pay fines and costs should be entered into PaJCMS with the following charge code:

<u>Charge Code</u>	<u>Charge Description</u>
424132(2)	Contempt/Failure to Obey Process – Fines/Costs

Please discontinue use of charge 424137A4-S for allegations dated August 28th, 2018 or after.

Transfers from Criminal Proceedings to Juvenile Proceedings (Decertified Cases)

When a juvenile’s case is decertified from criminal proceedings to juvenile proceedings, please ensure that the “alleged by” field in PaJCMS is “Transferred from Criminal Proceedings”. This is important as it is the only way to identify decertified case dispositions.

Pending Dispositions until Completion of a Diagnostic Evaluation

In this scenario, a county holds an adjudication hearing on a case, the Judge adjudicates delinquent on that case, and then the Judge orders the disposition remain pending until the results of a diagnostic evaluation. After the evaluation, the Judge then holds another hearing, or signs a court order, disposing of the case with either a probation or placement disposition. This scenario has two options:

- 1) Enter a disposition pending as an outcome of the adjudication hearing. After the diagnostic evaluation is completed, go back into PaJCMS and edit the pending disposition to the outcome that the Judge decided (probation or placement).
- 2) Enter a disposition pending as an outcome of the adjudication hearing. After the diagnostic evaluation, enter the new hearing/court order as a disposition only type, and then enter the disposition that the Judge decided (probation or placement).

Option 1 is the preferred method of JCJC, however, realizing that many counties wish to enter the 2nd hearing/signed court order into PaJCMS (which requires an outcome), Option 2 is also acceptable.