JDDRS Training Script 4: Creating an automated detention risk assessment instrument (DRAI)

General information about JDRS:

1. The system will not allow you to create any document unless the information box at the top of the Profile Page just below the "Current Juvenile" hyperlink in blue states that the Juvenile is active in the current facility.
    a. If the youth is not active in the current facility, click on the "Make Active" Button on the right side of the form just below the information box. Verify that this action changed the message in the information box to reflect that the Juvenile is Active in the current Facility.
    b. If the youth is identified as being active in another facility, call the number for the facility listed as detaining the youth to trouble shoot the issue. It may be that someone forgot to complete the data entry after releasing the youth.
2. Clicking in a field and starting to type will shorten the drop down list and minimize scrolling.
3. When the entry you are searching appears in the window select and save the entry by Clicking on it with your mouse
4. Advance to the next field using the "Tab" key or clicking on it with your mouse.
5. Clicking "Save Progress" will save your work.

Let's begin. From the Box entitled "Available Items" located in the middle left side of the form, select the "Create" button next to the Detention Intake – Arrest Incident. This will open the Detention Intake – Arrest Incident window where the facility and population type are prepopulated based on your assigned facility.

An automated DRAI is only available for completion based on a court record when the selected jurisdiction is District Youth Court. This is because the Juvenile Courts Assessment and Tracking System (JCATS) records from which the historical DRAI information is drawn are only pertinent to youth under the jurisdiction of the Youth Court. The DRAI is based on all current charges and the JCATS record, if any.

Next select the referring county. If you aren't sure what that is, click on the blue question mark preceding the referring county field. Enter ALL offenses with which the youth is being charged in the current incident. Do this by clicking in the "Search" box and typing either the MCA code or the offense description into the search window, select the appropriate offense when it appears. If searching by description and it is not found by the common acronym, e.g. pfma, begin typing partner family member assault. Select applicable modifiers of Accountability, Attempt, Conspiracy, or Solicitation, if any, as they will impact the DRAI score. Otherwise the modifier defaults to "None". For multiple charges, click the "Add New Charge" button and repeat the above process until all current charges are entered. Be sure to use the search window related to the new charge or you will change the prior charge.

Under the "Charges Summary" the program selects the most serious offense committed by the youth from the current charges and lists it as the "Primary Charge". If the Primary Charge is a technical violation, the program selects the original offense from the youth's JCATS record and lists it as the "Secondary Charge". This information is carried forward to the DRAI that is being computed in the background as you enter the charges, to determine if the youth can be legally detained.

The “DRAI Indication” provides the Total Score for the DRAI and based on the score range, an indicated decision of: Release; Release to Detention Alternative; or Secure Detention.

Before you make a final decision, you will need to review the first question on the DRAI. The blue tab for the DRAI is located in the top left corner of the blue band at the top of the document underneath the title “Detention Intake – Arrest Incident” and to the right of the white “Intake Information” tab. When you click on the DRAI tab the first question is “Does youth meet statutory criteria for detention? If the response is yes, it is legal to detain the youth. If the response is no, detaining the youth is not an option. If you are dealing with a youth that is new to the system, click on any factors revealed by your investigation. If the youth was known to the system, you won’t be able to click on any of the buttons or boxes because they were automatically completed based on the current offenses, any modifiers selected when entering the offenses, and the court record.

Click the “Intake Information” tab, scroll down and make your final decision. If the selected final decision is different from the recommended decision, a list of overrides will appear. Select ALL overrides that apply. Review your document to make sure that you haven’t made any errors. Once you click the “Complete” button, you will no longer be able to edit the document and a copy will be provided electronically to juvenile probation and become part of the youth’s court record.

If your final decision was “Release” or “Detention Alternative”, upon clicking the “Complete” button, you will be taken to the Profile Page where the Detention Intake-Arrest document is now filed as a blue hyperlink under “Completed Items” with the most recently completed appearing first in the list. Notice that the youth is now listed as inactive in the current facility. If you want to do another DRAI, click on the “Search” Tab at the top. It will take you out to search for another juvenile. If you are through, click on “[Log Off]” which appears at the top of the Noble page next to your user name.

If your final decision was “Secure Detention” a new section “Detention Information” will pop-up. If you are associated with in the system with a juvenile detention facility because you take juvenile directly to that facility, “Save Progress” and have the detention facility complete the form when they admit the youth to their facility. If you are associated with an adult jail or lockup you will have an additional section “Adult Facility Information”. You will be asked if the hold was secure or non-secure, if an alternate facility was available, and if there was an extended hold due to hazardous weather or travel conditions. When all questions have been answered and you are sure you will not need to make any changes, click on the “Complete” button. You will be taken out to the Profile Page, the completed Detention Intake – Arrest document is now filed as a blue hyperlink under “Completed Items” with the most recently completed document appearing first in the list. However the youth will remain active in your facility until you post the detention hearing date (reference Training Module 7), transfer the youth to a secure juvenile facility (reference Training Module 8) or release them (reference training module 9).