

# Juvenile Justice Data Sharing Implementation Project Data Dictionary: Definitions of Data Elements



## Summary

This Data Dictionary represents true collaborative work done by juvenile justice leaders and stakeholders who identified proper data elements for the Juvenile Justice Data Sharing Model Implementation project. In addition, a smaller workgroup of juvenile court administrators devoted countless hours to defining the data elements.

Many legal resources were used by the workgroup to assist in the process as noted in the document, and consensus of the workgroup members was achieved for every data element.

Sincere appreciation is extended to the State Justice Institute and the Bureau of Justice Assistance for funding this project.



JUVENILE JUSTICE  
VISION 20/20

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## ACKNOWLEDGEMENTS:

The Juvenile Justice Data Dictionary was developed by a small workgroup of juvenile justice leaders in Michigan who not only defined the data elements but also, attained consensus on each of them.

Members included:

- Sandi Metcalf, Juvenile Services Director, 20<sup>th</sup> Judicial Circuit Court
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- Jodi Peterson, Ph.D, Senior Researcher Community Research Institute, Grand Valley State University
- Brenda J. Wagenknecht-Ivey, Ph.D., Consultant, PRAXIS Consulting, Inc.

In addition, a larger data workgroup which included those listed above, assisted in defining the critical data elements for the Juvenile Justice Data Sharing Model Implementation project. Dr. Tom Clark and Di Graski of the National Center for State Courts provided technical assistance and this workgroup was also facilitated by Dr. Wagenknecht-Ivey. Additional participants in the larger workgroup included juvenile court administrators, key stakeholders from the State Court Administrative Office, Department of Technology, Management and Budget, Michigan State Police, Grand Valley State University/Community Research Institute, Department of Human Services and various private agencies committed to juvenile justice.

Sincere gratitude is extended to *all* who graciously contributed toward the completion of this document. Thank you for sharing your time, talent, expertise and commitment to excellence in juvenile justice.

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# Juvenile Justice Data Dictionary: Definitions of Data Elements

April 25, 2014

## Overview

Common juvenile justice data elements and definitions are lacking among Michigan's courts and other juvenile justice system providers. Currently, courts, other juvenile justice system providers, and the state as a whole are not able to accurately and consistently record and report on juvenile justice system activities and outcomes.

Juvenile Justice Vision 20/20 (JJV 20/20), which began in 2012, identified juvenile justice system data as a key, strategic focus area. Several data initiatives have emerged since 2012 to help improve juvenile justice system data in Michigan. Progress is continuing on many fronts. In particular, developing a juvenile justice data dictionary and data sharing model, and implementing the data sharing model in 5 pilot sites in Michigan, are underway currently with grant funding from the State Justice Institute and Bureau of Justice Assistance.

Developed by a small, representative workgroup from JJV 20/20 in late 2013/early 2014, this Juvenile Justice Data Dictionary will help improve uniformity, consistency, and accuracy in juvenile justice data across Michigan. However, it is a work in progress; additional data elements and definitions will be added and developed in the future. At this time, it includes data elements and definitions consistent with the BJA data sharing model. Specifically, the key terms included are for:

1. Identifying, counting, and summarizing information about youth in the system (i.e., answering the question of “who” is in Michigan’s juvenile justice system); and
2. Understanding “what” is happening (or has happened) to youth in the system.

The Data Dictionary has two Parts. Part I includes key data elements organized by the flow of the juvenile justice process. Part II includes an alphabetical listing of the data elements (as defined in Part 1) plus additional relevant juvenile justice terms.

Sources used to develop this Data Dictionary included:

1. Michigan Compiled Laws (MCL) and Michigan Compiled Laws Annotated (MCLA);
2. Michigan Court Rules (MCR);
3. Crime Victim Rights Act;
4. Juvenile Justice Benchbook (Third Edition); and
5. Handbook of Legal Terms (<http://courts.mi.gov/education/mji/Resources/Documents/HOLT.pdf>).

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## PART I: KEY DATA ELEMENTS BY THE FLOW OF THE JUVENILE JUSTICE PROCESS

### Part I: Overview

The data elements included and defined in this section are organized into two sections.

- Section 1 includes a list of data elements and definitions for understanding “who” is in the system. Included are basic information needed on each youth and DMC data requirements. (See tables 1 and 2)
- Section 2 includes a list of data elements and definitions for understanding “what” is happening to youth in the system. (See tables 3 and 4)

### Section 1: “Who is in the System?” – Data Elements and Definitions

The data elements and definitions needed to answer “Who” is in the juvenile justice system are listed below. Table 1 presents an “at a glance” summary of the essential demographic information needed on all youth as well as DMC data requirements. The definitions for each data element are provided in Table 2.

TABLE 1: AT-A-GLANCE - BASIC DATA ELEMENTS OF YOUTH – “WHO” IS IN THE SYSTEM	
<b>4 Essential Demographics – For Identity Matching</b>	
1.	Name
2.	Date of Birth/Age
3.	Gender/Sex
4.	Social Security Number (9 digits preferable, last 4 digits minimum)
<b>Other Important Demographic Data</b>	
5.	Aliases
6.	Addresses
7.	SID/long identifier
8.	Race
9.	Ethnicity
10.	Parents (names), Guardian, Other Family Information
11.	Member of a federally recognized tribe
<b>DMC Identification</b>	
12.	Zip Code

\* NOTE: Several of the data elements included in the above table are required by OJJDP/DMC.

## Data Definitions – Basic Demographic Information of Youth

TABLE 2: DEFINITIONS OF BASIC DEMOGRAPHIC DATA ELEMENTS	
Data Elements	Data Definitions
<b>Core four – for identity match of Youth (Phase One of the BJA grant)</b>	
1. Name	<ul style="list-style-type: none"> <li>The legal first, middle, and last names of a youth</li> </ul>
2. Date of Birth/ (DMC) Age	<ul style="list-style-type: none"> <li>The month, day and year of the child's birth.</li> </ul>
3. Gender/Sex (DMC)	<ul style="list-style-type: none"> <li>The sex of a child (male, female, or other)</li> </ul>
4. Social Security Number (last four digits minimum)	<ul style="list-style-type: none"> <li>A nine digit number issued to US citizens, permanent residents and temporary (working) residents</li> </ul>
<b>Other Important Demographic Information of Youth (Optional)</b>	
5. Aliases	<ul style="list-style-type: none"> <li>Alternative names, or spellings of first and last names</li> </ul>
6. Residence and Address(es)	<ul style="list-style-type: none"> <li>Residence: A place at which a home or regular place of abode is maintained. A juvenile's state of residence is that of the parent, guardian, or agency entitled to his legal supervision.</li> <li>Official address of person with legal custody - street #, street name, street type, street direction); address 2, city, state, zip code</li> <li>Official address of where youth is actually residing</li> </ul>
7. SID/long number identifier	<ul style="list-style-type: none"> <li>The State Identification Number (SID) is an 8 to 9 digit number that is assigned by the CRD (Michigan State Police Central Records Division) to track an individual. CRD assigns a new SID when a suspect's fingerprints are classified for the first time. An individual keeps the same SID for all subsequent lifetime contact with Michigan's criminal justice network.</li> </ul>
8. Race (DMC)	<ul style="list-style-type: none"> <li>A classification system that categorizes people into large and distinct populations or groups distinguished by genetically transmitted physical characteristics. <ul style="list-style-type: none"> <li>Black/African American</li> <li>White/Caucasian</li> <li>American Indian/Native American/Alaskan Native (including tribe or band)</li> <li>Asian</li> <li>Native Hawaiian/Pacific Islander</li> <li>Other</li> <li>More than one race</li> <li>Missing</li> <li>Declined to answer</li> </ul> </li> </ul>

**TABLE 2:  
DEFINITIONS OF BASIC DEMOGRAPHIC DATA ELEMENTS**

<b>Data Elements</b>	<b>Data Definitions</b>
9. Ethnicity	<ul style="list-style-type: none"> <li>○ A socially defined category of people who identify with each other based on a perceived, shared social experience or ancestry.</li> <li>○ Arabic</li> <li>○ Hispanic/Latino <ul style="list-style-type: none"> <li>▪ Puerto Rican</li> <li>▪ Cuban</li> <li>▪ Mexican</li> <li>▪ South or Central America or other Spanish culture or origin</li> </ul> </li> <li>○ Other ethnicity</li> <li>○ Missing</li> <li>○ Declined to answer</li> </ul>
10. Parents (names, Guardian, Other Family Information)	○ Legal Parent – any parent whose rights have not been terminated by the court
	○ Biological Parent – the birth mother or father of the child rather than the adoptive or foster parent or stepparent
	○ Siblings – brothers or sisters by blood (biological), adoption, or step (by marriage)
	○ Marital Status – married, divorced, separated, other
11. Member of a federally recognized Indian tribe	○ Employment Status – employed full time, employed part time, unemployed, other
	○ The child is a member or eligible to be a member of an American Indian tribe as defined by 25 U.S. Code § 1903. ( <a href="http://www.law.cornell.edu/uscode/text/25/1903">http://www.law.cornell.edu/uscode/text/25/1903</a> )
<b>DMC Identification – OJJDP Required</b>	
12. Zip Code	○ A five decimal number in an address used by the postal service to determine a specific location.

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## Section 2: “What is happening to Youth in the System?” – Data Elements and Definitions

This section includes a list of data elements and definitions for understanding “what” is happening (or has happened) to youth in the system. The At-a Glance list of data elements for answering “what” is happening to youth involved in Michigan’s juvenile justice system is provided in Table 3. The definitions for these data elements are provided in Table 4.

<b>TABLE 3:</b>	
<b>DATA ELEMENTS – “WHAT IS HAPPENING (OR HAS HAPPENED) TO YOUTH IN THE SYSTEM?”</b>	
<b>Essential Data Elements (Phase 1)</b>	
13. Referral History (Phase 1) (all youth processed formally and informally)	
a. Types of Referrals	
b. Referral sources	
14. Intake	
a. Intake Process	
b. Intake Outcomes	
15. Types of hearings	
16. Out of Home Placements	
17. Dispositional Options	
18. Financial Accountability	
19. Other Case History Data Sources	
a. Offense History	
b. Assessments	
c. Case Plans	
d. Services/Treatment Programs (continuum of services)	
e. Placement History	
f. Types of Placement Options	



## Data Definitions – What is Happening to Youth in the System?

ABLE 4: DEFINITIONS OF DATA ELEMENTS - WHAT IS HAPPENING TO YOUTH IN THE SYSTEM	
Data Elements	Data Definitions
<b>Essential Data Elements – Phase 1</b>	
13.(a) Referral History – Types of Referrals	<p>Complaint</p> <ul style="list-style-type: none"> <li>○ A written accusation filed in circuit court charging a juvenile with the commission of an offense, and that is not a petition or citation. Or, a brief statement of the allegations and basis for any request for court-ordered apprehension or a written request for action from a law enforcement officer to the court submitted to circuit court alleging that a juvenile committed an offense.</li> </ul>
	Add charge somewhere in this category
	<p>Citation or Appearance Ticket</p> <ul style="list-style-type: none"> <li>○ A document used to initiate a juvenile delinquency proceeding for violations of the Michigan Vehicle Code or for those offenses, if committed by an adult, would be appropriate for use as an appearance ticket. A citation shall be treated by the court as if it were a petition, except that it may not serve as a basis for pretrial detention (MCR 3.931C).</li> </ul>
	<p>Petition</p> <ul style="list-style-type: none"> <li>○ An application made in writing to a court. In juvenile delinquency proceedings before the family division of the circuit court, a petition is a complaint or other written allegation that a juvenile has committed an offense. Any request for court action against a juvenile must be by written petition (except some violations of the Michigan Vehicle code, which may come into court on a citation).</li> </ul>
13. (b) Referral History – Referral Source (s)	<p>Referral</p> <ul style="list-style-type: none"> <li>○ An informal written or verbal request for assistance that is not a petition, citation or a complaint that results in the court providing a service.</li> </ul>
	<p>Referral Source</p> <ul style="list-style-type: none"> <li>○ A person or agency that submits a referral to the Court. Referral sources include police, prosecutors, schools, parents, clergy, health professionals, and the courts, among others.</li> </ul> <p>Determine which sub-categories will be in most case management systems and collapse them into a single category (e.g. pastor/clergy/etc. should be one subcategory)</p>
14. Intake (a) Intake Process	<p>Add charge somewhere in this category (?)</p> <p>Intake – processes used by Juvenile Court to determine whether to handle a referral formally or informally. Intake may include: Collect this data in terms of whether or not the process occurred (Yes or No)</p> <ul style="list-style-type: none"> <li>○ Screening = evaluation and investigation to assess suitability for role and purpose/further action</li> <li>○ Assessment(s) - An examination, more comprehensive than a screening, performed on newly admitted juvenile. Assessment may include a review of relevant screening instruments, behavior observations, record review,</li> </ul>

<b>ABLE 4: DEFINITIONS OF DATA ELEMENTS - WHAT IS HAPPENING TO YOUTH IN THE SYSTEM</b>	
<b>Data Elements</b>	<b>Data Definitions</b>
	<p>and oral interview as well as other examination protocols and instruments.</p> <ul style="list-style-type: none"> <li>○ Risk/Need Assessment: A structured tool used to identify a juvenile's level of risk to reoffend. Most risk/need assessments identify supportive factors and result in a service and/or a treatment plan specific to the youth.</li> <li>○ Initial interview (e.g., with parent/child)</li> <li>○ Other Information gathering</li> <li>○ Drug Testing</li> <li>○ <b>Add Dismiss</b></li> </ul>
14. Intake  (b) Intake Outcomes	<p>Intake Outcomes:</p> <ul style="list-style-type: none"> <li>○ The results and recommendations of Juvenile Court intake processes, which may include diversion (includes warning), consent calendar, formal calendar, transfer to county of residence, etc.</li> </ul>
	<b>Add "Dismiss"</b>
	<p>Court Diversion (includes warning)</p> <p>Either change the title of this category to "Court Diversion, Not Including Consent Calendar" or break it out into several subcategories (e.g. all diversion options, and include consent calendar as one of the options)</p> <ul style="list-style-type: none"> <li>○ A decision or program to divert offenders from official processing to a less formal, less adversarial, and more community based setting. Diversion includes releasing the minor into the custody of his or her parent, guardian, or custodian and the Juvenile Court proceeding is discontinued, or the minor and the minor's parent, guardian, or custodian agree to work with a person or public or private organization or agency that will assist the minor and minor's family in resolving the problem that initiated the action.</li> </ul>
	<p>Consent calendar</p> <ul style="list-style-type: none"> <li>○ A proceeding where parties consent to the informal supervision of the court.</li> </ul>
	<p>Formal calendar (includes waiver)</p> <ul style="list-style-type: none"> <li>○ Formal judicial proceedings to adjudicate and dispose of delinquency matters.</li> </ul>
	<p>Transfer to County of Residence/Jurisdiction</p> <ul style="list-style-type: none"> <li>○ The court may transfer a case when a minor is brought before the court in a county other than that in which the minor resides. The court may transfer the case to the court in the county of residence. NOTE: Designation and waiver cases cannot be transferred; cases cannot be transferred in or out of state for adjudication or trial.</li> </ul>
15. Types of Hearings Will collect all types of hearings for each youth	<ul style="list-style-type: none"> <li>○ <b>Delete this category – Move to glossaryA process by which the transferring court adjudicates, and the receiving court disposes, with the consent of the courts/judges.</b></li> </ul>
	<p><b>Add "Dismiss"</b></p> <p><b>Need to add a separate section for adjudication</b></p>
	<p>Preliminary Hearing</p> <ul style="list-style-type: none"> <li>○ The first stage of processing a juvenile delinquency proceeding when the juvenile is in custody, or custody or placement is requested.</li> </ul>

<b>ABLE 4: DEFINITIONS OF DATA ELEMENTS - WHAT IS HAPPENING TO YOUTH IN THE SYSTEM</b>	
<b>Data Elements</b>	<b>Data Definitions</b>
	<b>Preliminary Inquiry</b> <ul style="list-style-type: none"> <li>○ An informal review by the court to determine appropriate action on a petition where no request for detention is made.</li> </ul>
	<b>Pretrial Conference</b> <ul style="list-style-type: none"> <li>○ A conference between the parties to discuss questions or matters that can be resolved prior to adjudication.</li> </ul>
	<b>Adjudication/Trial</b> <ul style="list-style-type: none"> <li>○ Judicial determination whether a juvenile is responsible for the allegations contained in a petition. May be the result of a plea or a trial.</li> </ul>
	<b>Competency Hearing</b> <ul style="list-style-type: none"> <li>○ Judicial determination whether a juvenile is competent to stand trial.</li> </ul>
	<b>Disposition</b> <ul style="list-style-type: none"> <li>○ Hearing to consider and order specific treatment options including probation, placement and other conditions. (See MCL 712A.18)</li> </ul>
	<b>Dispositional Review</b> <ul style="list-style-type: none"> <li>○ Hearing to review dispositional orders in which the court may continue, modify or amend the dispositional order or treatment plan.</li> </ul>
	<b>Detention Hearing</b> <ul style="list-style-type: none"> <li>○ Hearing held after the receipt of a petition alleging a juvenile has violated probation to determine if the juvenile should be placed or continued in detention.</li> </ul>
	<b>Probation Violation Hearing</b> <ul style="list-style-type: none"> <li>○ Hearing held after the receipt of a supplemental petition alleging a juvenile has violated probation.</li> </ul>
	<b>Show Cause Hearing</b> <ul style="list-style-type: none"> <li>○ Hearing held after the receipt of a motion alleging a juvenile or parent has violated a court order.</li> </ul>
	<ul style="list-style-type: none"> <li>○ Designation Hearings (Arraignment, Preliminary Examination, Hearing, Sentencing) – Break into separate categoriesHearing in the family division where the prosecutor tries to prove the juvenile or the public is best served by treating as an adult. See MCL 712A.2d; MCR 3.952 for additional definitions.</li> </ul>
	<b>Phase I Waiver Hearing</b> <ul style="list-style-type: none"> <li>○ A hearing, after the prosecutor files a motion to waive, to determine whether there is probable cause to believe the charged offense is a felony and if the juvenile who is 14 or older committed the offense.</li> <li>○ Add outcome information</li> </ul>
	<b>Phase II Waiver Hearing</b> <ul style="list-style-type: none"> <li>○ A hearing held to determine whether the interests of a 14, 15, or 16 year old juvenile and the public would best be served by granting a motion waiving delinquency jurisdiction allowing the juvenile to be tried in the same manner as an adult. (See MCL 712A.4; MCR 3.950 for more information).</li> </ul>
	<b>Automatic Waiver Hearing – Move to glossary</b> <b>Break out subcategories of designation hearings (e.g. automatic, traditional, waiver)</b>

<b>ABLE 4: DEFINITIONS OF DATA ELEMENTS - WHAT IS HAPPENING TO YOUTH IN THE SYSTEM</b>	
<b>Data Elements</b>	<b>Data Definitions</b>
	<ul style="list-style-type: none"> <li>○ If a juvenile between ages 14 and 17 (on the date of the offense) is charged with certain violations specified in statute, the prosecutor may file a complaint charging the juvenile as an adult. Such cases automatically come under the jurisdiction of the criminal division of the circuit court. Automatic waivers are sometimes referred to as “prosecutorial waivers.” Conviction of some offenses require a “juvenile sentencing hearing” in which the court can consider sentencing the juvenile as an adult, imposing a juvenile disposition or delaying sentencing and placing the juvenile in a residential facility.</li> </ul>
Add Section 15 (b) to track date and outcome of each hearing type	Define “outcome”
16. Out of Home Placements – add location in each section collect data in/data out	<b>Detention</b> <ul style="list-style-type: none"> <li>○ The placement of a juvenile in a licensed juvenile detention facility.</li> </ul>
	<b>Foster Care</b> <ul style="list-style-type: none"> <li>○ The placement of juvenile in a twenty four hour a day substitute care away from their parents, guardians, or legal custodians, and for whom (in NA cases) the court has given the Department of Human Services placement and care responsibility, including, but not limited to care provided to a child in a foster family home, foster family group home, or child caring institution licensed or approved under MCL 722.111 et seq., or care provided to a child in a relative's home pursuant to an order of the court.</li> </ul>
	<b>Independent Living</b> <ul style="list-style-type: none"> <li>○ Living arrangement that serves as a bridge between residential or foster care and emancipation. Usually IL is designed to assist older wards by teaching and modeling new, appropriate skills in order to enhance self-sufficiency while providing financial assistance and supervision.</li> </ul>
	<b>Group home</b> <ul style="list-style-type: none"> <li>○ A licensed home for the temporary board and care of abused, neglected, or delinquent children.</li> </ul>
	<b>Residential</b> <ul style="list-style-type: none"> <li>○ Out of home, staffed facility in which a juvenile will live for a period of time (typically 6 to 18 months). Courts generally will employ this option only when all community-based choices have been exhausted or when the safety of the community/juvenile is in jeopardy. Common services available in placement facilities include treatment for sexual offending, drug/alcohol addiction, fire setting behavior, aggression/violent behavior, and complex mental health disorders.</li> </ul>
	Add relative placement and definition

<b>ABLE 4:</b> <b>DEFINITIONS OF DATA ELEMENTS - WHAT IS HAPPENING TO YOUTH IN THE SYSTEM</b>	
<b>Data Elements</b>	<b>Data Definitions</b>
	<p>Add Jail and definition</p>
	<p>Add AWOLP and definition</p>
Add category for adjudication	
17. Dispositional Options	<p>Dispositional Options (see MCL 712A.18)</p> <ul style="list-style-type: none"> <li>○ The options a judicial officer can order at a dispositional hearing. They include, but are not limited to, the following: (NOTE: at the conclusion of designation proceedings, the court has three options: sentence the juvenile as an adult, delay the imposition of an adult sentence and place the juvenile on probation or, enter a juvenile disposition.)</li> <li>○ <u>Warning</u>: Warn the juvenile or the juvenile's parents, guardian, or custodian and dismiss the petition.</li> <li>○ <u>Add Dismiss</u></li> <li>○ <u>Probation</u>: Specific terms and conditions included in a court order requiring the juvenile to participate in programs or treatment, in home care, intensive probation services, or other wrap-around services. Additional examples of probationary terms include: <ul style="list-style-type: none"> <li>○ Community service</li> <li>○ Payment of fines, fees, restitution</li> <li>○ Electronic tether</li> <li>○ Drug or other (e.g., HIV) testing or screening</li> <li>○ Participation in Drug or other Specialty Court</li> <li>○ Detention, if a firearm is used in commitment of a crime (per MCR 3.943 (E)(7))</li> <li>○ Boot Camp</li> <li>○ Courtesy supervision (which is when a case is transferred to another jurisdiction after disposition, the transferring county must request courtesy supervision from the receiving county. The receiving county will provide probation services and enforce the orders of the sending county. Violations are generally dealt with in the original county. Courtesy supervision via the Interstate Compact is generally referred to the local DHS who provides supervision with its juvenile justice workers).</li> </ul> </li> <li>○ <u>Residential Placements</u> – placement in a licensed residential facility. Examples include: <ul style="list-style-type: none"> <li>○ Court/county operated treatment facility</li> <li>○ In-state private operated treatment facility</li> <li>○ Out-of-state operated treatment facility</li> <li>○ State or public treatment/residential facility</li> <li>○ A referral or commitment to the Department of Human Services</li> </ul> </li> </ul>

<b>ABLE 4:</b> <b>DEFINITIONS OF DATA ELEMENTS - WHAT IS HAPPENING TO YOUTH IN THE SYSTEM</b>	
<b>Data Elements</b>	<b>Data Definitions</b>
	<p>or, if the county is a county juvenile agency, to that county juvenile agency for placement in or commitment to such an institution or agency as the department of human services or county juvenile agency determines is most appropriate, subject to any initial level of placement the court designates.</p> <ul style="list-style-type: none"> <li>○ <u>County Jail</u> – an adult, county-run correctional facility.</li> <li>○ <u>Sentence as an Adult (in Designation Cases)</u> - The court may impose any sentence upon the juvenile that could be imposed upon an adult for committing similar offenses if the judge enters a judgment of conviction (in a designation case) or determines it would be in the best interests of the public. Placement options include either a jail or prison.</li> </ul>
18. Financial Accountability	<p><b>Develop a rule on joint and several – restitution needs to part of this rule</b></p> <p>Percentage of kids paid in full</p> <p>Can only collect data on amount ordered and amount collected (not the proportion of amount ordered to amount collected)</p> <p>Court-ordered, mandated, or agreed upon payments:</p> <p>Restitution</p> <ul style="list-style-type: none"> <li>○ Is the amount of money an adjudicated juvenile is required to pay the crime victim to compensate for damages suffered as a result of the crime. (Rules and procedures regarding restitution are governed by MCL 780.751 et al.) Add charge</li> </ul>
	<p><b>Court Costs</b></p> <ul style="list-style-type: none"> <li>○ Costs assessed by the Court including probation oversight fee, assessment fee, drug testing fees, HIV/STD assessment, etc.</li> </ul>
	<p><b>Minimum State Costs</b></p> <ul style="list-style-type: none"> <li>○ A fee Courts must order (pursuant to MCL 769.1j) if any combination of other assessments is also ordered on that count (e.g., fine + cost, fine+ restitution, crime victim assessment + restitution, etc.). These costs are applied per adjudicated offense and must be included in the court order. They may be waived at a subsequent review hearing if the court determines that payment of the amount due will impose a “manifest hardship” on the juvenile or his or her immediate family.</li> </ul>
	<p><b>Crime Victim Rights Assessment fee</b></p> <ul style="list-style-type: none"> <li>○ A fee Courts must order (for every order of disposition for a juvenile offense) and juveniles must pay pursuant to MCL 780.905(3). The Court may not waive, suspend, or offset the assessment for time served or community service performed.</li> </ul>

<b>ABLE 4: DEFINITIONS OF DATA ELEMENTS - WHAT IS HAPPENING TO YOUTH IN THE SYSTEM</b>	
<b>Data Elements</b>	<b>Data Definitions</b>
19. (b) Other Case History Data – Assessments	Assessment(s) <ul style="list-style-type: none"> <li>○ An examination, more comprehensive than a screening. Assessments may include a review of relevant screening instruments, behavior observations, record review, and oral interview as well as other examination protocols and instruments.</li> </ul>
	Risk/Need Assessment – defined above
	Collect date, assessment name, total score, risk level
Omit this category – not collected by all courts - <b>Future</b>	Services/Treatment Programs (continuum of services) <ul style="list-style-type: none"> <li>○ Range of community-based services or programs for addressing underlying delinquent behavior (and for completing sanctions imposed by the court). The continuum of services may include, but is not limited to: <ul style="list-style-type: none"> <li>○ Counseling (e.g., individual, family, group, mental health, etc.)</li> <li>○ Substance abuse (e.g., alcohol, drug, in or out-patient)</li> <li>○ Pro-social skills development (e.g., life skills, sports/hobbies)</li> <li>○ Education and/or training (e.g. GED, tutors, traditional, alternative, vocational)</li> <li>○ Day reporting (e.g., after school, treatment programs, evening reporting)</li> <li>○ Mentoring</li> <li>○ Restorative (e.g., mediation, teen court, victim impact, community service, apology letter)</li> <li>○ Probation (e.g., unsupervised, minimal supervision, traditional, intensive)</li> <li>○ Behavior management (e.g. tether, detention, graduated sanctions)</li> <li>○ Sex offender (e.g., assessment, treatment, rehabilitation, supervision/ community protection, accountability)</li> </ul> </li> </ul>
19. (e) Other Case History Data – Placement History <b>Future</b>	Placement History (out of home placements defined above) <ul style="list-style-type: none"> <li>○ A comprehensive record of where a juvenile has been placed (or resided) while under the jurisdiction of the Court. (Placement options are defined below.)</li> </ul>

<b>ABLE 4:</b> <b>DEFINITIONS OF DATA ELEMENTS - WHAT IS HAPPENING TO YOUTH IN THE SYSTEM</b>	
<b>Data Elements</b>	<b>Data Definitions</b>
19. (f) Other Case History Data –  Types of Placement Options Tom and Jim will determine where this category best fits in the service (likely in with placement information above)	Placement Options (out of home placements defined above) <ul style="list-style-type: none"> <li>○ Range and types of places a juvenile may be ordered to reside/live while under the jurisdiction of the Court. Examples of placement options include:</li> <li>○ Secure</li> <li>○ Non-secure</li> <li>○ Custodial/Non-custodial parent</li> <li>○ Guardian</li> <li>○ Independent Living</li> <li>○ Relative/Friend</li> <li>○ Residential care (e.g., state or local public agency, private agency, out of state)</li> <li>○ Foster care (e.g., public or private agency)</li> <li>○ Group homes</li> <li>○ Shelter homes</li> <li>○ Detention</li> <li>○ Jail</li> </ul>



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## **PART II:**

### **KEY DATA ELEMENTS BY THE FLOW OF THE JUVENILE JUSTICE PROCESS**

#### **Part II: Overview/Glossary**

The key data elements (defined in Part I) and other relevant juvenile justice terms are listed below in alphabetical order.

#### **Alphabetical Listing of Juvenile Justice Data Elements/Terms**

##### **ADDRESS**

Official address of person with legal custody - street #, street name, street type, street direction); address 2, city, state, zip code. Official address of where youth is actually residing

##### **ADJUDICATION/TRIAL**

Judicial determination whether a juvenile is responsible for the allegations contained in a petition. May be the result of a plea or a trial.

##### **ALIASES**

Alternative names, or spellings of first and last names

##### **APPEARANCE TICKET (or Citation Ticket)**

A document used to initiate a juvenile delinquency proceeding for violations of the Michigan Vehicle Code or for those offenses, if committed by an adult, would be appropriate for use as an appearance ticket. A citation shall be treated by the court as if it were a petition, except that it may not serve as a basis for pretrial detention (MCR 3.931C).

##### **ARREST**

When a police officer has probable cause to believe a juvenile has committed an offense, the police officer can take a juvenile into custody, apprehend the juvenile, seize physical control over a juvenile, or issue/order an appearance ticket.

##### **ASSESSMENT**

An examination, more comprehensive than a screening, performed on each newly admitted juvenile soon after arrival to the facility. Assessment may include a review of relevant screening instruments, behavior observations, record review, and oral interview as well as other examination protocols and instruments. Also, see RISK ASSESSMENT below.

##### **AUTOMATIC WAIVER HEARING**

If a juvenile between ages 14 and 17 (on the date of the offense) is charged with certain violations specified in statute, the prosecutor may file a complaint charging the juvenile as an adult. Such cases automatically come under the jurisdiction of the criminal division of the circuit court. Automatic waivers are sometimes referred to as “prosecutorial waivers.” Conviction of some offenses require a “juvenile sentencing hearing” in which the court can consider sentencing the juvenile as an adult, imposing a juvenile disposition or delaying sentencing and placing the juvenile in a residential facility.

##### **BIFURCATED PROCEEDINGS**

A process by which the transferring court adjudicates, and the receiving court disposes, with the consent of the courts/judges.

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**BIOLOGICAL PARENT**

The birth mother or father of the child rather than the adoptive or foster parent or stepparent

**CASE**

An action initiated in the family division of the circuit court by:

- submission of an original complaint, petition, or citation;
- acceptance of transfer of an action from another court or tribunal; or

**CASE PLANS**

A written, individualized plan for services and/or treatment for a juvenile supervised by the court. Individualize plans may be called a service plan, treatment plan, and/or case management plan.

**CASE TYPE SUFFIXES**

- DL: Delinquency Proceedings
- NA: Child Protective Proceedings
- DJ: Designated Juvenile Offenses
- PJ: Personal Protective Proceedings
- TL: Traffic Proceedings

**CHILD CARE FUND**

State funds sent to reimburse counties for part of the expenses incurred in providing foster care and other services to children under the jurisdiction of the family division of the circuit court.

**CHILD PROTECTIVE PROCEEDINGS**

Proceedings in the family division of the circuit court regarding children under age 18 who are abused or neglected. See MCL 712A.2(b).

**CIRCUIT COURT**

The trial court of general jurisdiction in Michigan. The following cases are heard in circuit court: felony trials; civil lawsuits seeking injunctions, equitable relief, or damages in excess of \$25,000; domestic relations matters; adoptions; child protection proceedings; juvenile delinquency proceedings; emancipation of minors; waiver of parental consent to an abortion; personal protection orders; name changes; and, guardianships or conservatorships arising out of protective proceedings, delinquency proceedings, or domestic relations custody cases. See FAMILY DIVISION OF THE CIRCUIT COURT.

**CHARGE**

Allegation of a violation of a law or status offense by a juvenile.

**CITATION TICKET (or Appearance Ticket)**

A document used to initiate a juvenile delinquency proceeding for violations of the Michigan Vehicle Code or for those offenses, if committed by an adult, would be appropriate for use as an appearance ticket. A citation shall be treated by the court as if it were a petition, except that it may not serve as a basis for pretrial detention (MCR 3.931C).

**COMPETENCY HEARING**

Judicial determination that a juvenile is competent to stand trial.

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## **COMPLAINT**

A written accusation filed in circuit court charging a juvenile with the commission of an offense, and that is not a petition or citation. Or, a brief statement of the allegations and basis for any request for court-ordered apprehension or a written request for action from a law enforcement officer to the court submitted to circuit court alleging that a juvenile committed an offense.

## **CONFIDENTIAL FILE**

**That part of a file made confidential by statute or court rule, including, but not limited to,**

- the diversion record of a minor pursuant to the Juvenile Diversion Act, MCL 722.821 et seq.;
- the separate statement about known victims of juvenile offenses, as required by the Crime Victim's Rights Act, MCL 780.751 et seq.;
- the testimony taken during a closed proceeding pursuant to MCR 3.925(A)(2) and MCL 712A.17(7);
- the dispositional reports pursuant to MCR 3.943(C)(3) and 3.973(E)(4);
- fingerprinting material required to be maintained pursuant to MCL 28.243;
- reports of sexually motivated crimes, MCL 28.247;
- test results of those charged with certain sexual offenses or substance abuse offenses, MCL 333.5129;
- the contents of a social file maintained by the court, including materials such as
  - youth and family record fact sheet;
  - social study;
  - reports (such as dispositional, investigative, laboratory, medical, observation, psychological, psychiatric, progress, treatment, school, and police reports);
  - Department of Human Services records;
  - correspondence;
  - victim statements;
  - information regarding the identity or location of a foster parent, preadoptive parent, relative caregiver, or juvenile guardian.

## **CONSENT CALENDAR**

A proceeding where parties consent to the informal supervision of the court.

## **CONTEMPT OF COURT**

An act or failure to act that violates a court order, impedes the functioning of the court, or impairs the authority of the court. Contempt may be “direct” (i.e., in the immediate view and presence of the court), or “indirect” (i.e., outside the immediate view and presence of the court). Contempt of court subject to civil or criminal contempt sanctions, both of which can involve fines and/or jail terms. Civil contempt sanctions are generally imposed to compel a contemnor to comply with the court’s directives. Criminal contempt sanctions are generally imposed to punish past misconduct.

## **COUNSELING SERVICES**

Counseling is a service offered to a juvenile who is undergoing one or more problems and needs professional help to overcome it. Counseling techniques involve active listening, empathic understanding, confronting the juvenile and more. Counseling is offered to those individuals who may have a wide-range of issues and need professional guidance to overcome the problem.

## **COURT COSTS**

Costs assessed by the Court including probation oversight fee, assessment fee, drug testing fees, HIV/STD assessment, etc.

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## **COURT DIVERSION**

A decision or program to divert offenders from official processing to a less formal, less adversarial, and more community based setting. Diversion includes releasing the minor into the custody of his or her parent, guardian, or custodian and the Juvenile Court proceeding is discontinued, or the minor and the minor's parent, guardian, or custodian agree to work with a person or public or private organization or agency that will assist the minor and minor's family in resolving the problem that initiated the action.

## **COURTESY SUPERVISION**

When a case is transferred to another jurisdiction after disposition, the transferring county must request courtesy supervision from the receiving county. The receiving county will provide probation services and enforce the orders of the sending county. Violations are generally dealt with in the original county. Courtesy supervision via the Interstate Compact is generally referred to the local DHS who provides supervision with its juvenile justice workers.

## **CRIME VICTIM RIGHTS ACT (CVRA)**

The CVRA (PA 87 of 1985, MCL 780.751 et al) established protections in statute and sought to ensure fundamental rights for victims of crimes. In 1988, Michigan voters approved a constitutional amendment (Article 1, Section 24) securing these rights.

## **CRIME VICTIM RIGHTS ASSESSMENT**

A fee Courts must order (for every order of disposition for a juvenile offense) and juveniles must pay pursuant to MCL 780.905(3). The Court may not waive, suspend, or offset the assessment for time served or community service performed.

## **CRISIS INTERVENTION CONTINUUM**

Bureau of Juvenile Justice approved instrument that matches staff intervention to the assessed level of youth behavior, designed to enhance safety and the youth's ability to de-escalate and self-regulate behavior.

## **CUSTODY**

Legal relationship established by court order in which one party is given legal authority and responsibility for the physical care of an individual.

## **DATE OF BIRTH/AGE**

The month, day and year of the child's birth.

## **DELINQUENCY PROCEEDINGS**

Proceedings in the family division of the circuit court regarding a minor under age 17 who has: committed an offense that would be a crime if committed by an adult, including a misdemeanor traffic offense; deserted his or her home; been absent from school; repeatedly violated school rules; or, disobeyed the reasonable and lawful commands of his or her parents. See MCL 712A.2(a).

## **DEPARTMENT OF HUMAN SERVICES ("DHS")**

The state agency responsible for administering a broad range of social services programs in Michigan, including financial aid to families and elderly persons, juvenile services, foster care services, and adoption services.

## **DESIGNATION HEARINGS (Arraignment, Preliminary Examination, Hearing, Sentencing)**

Hearing in the family division where the prosecutor tries to prove the juvenile or the public is best served by treating as an adult. See MCL 712A.2d; MCR 3.952 for additional definitions.

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**DETENTION**

The placement of a juvenile in a licensed juvenile detention facility.

**DETENTION HEARING**

Hearing held after the receipt of a petition alleging a juvenile has violated probation to determine if the juvenile should be placed or continued in detention.

**DISPOSITION**

Hearing to consider and order specific treatment options including probation, placement and other conditions. (See MCL 712A.18)

**DISPOSITIONAL OPTIONS**

The options a judicial officer can order at a dispositional hearing. They include, but are not limited to, the following: (NOTE: at the conclusion of designation proceedings, the court has three options: sentence the juvenile as an adult, delay the imposition of an adult sentence and place the juvenile on probation or, enter a juvenile disposition.)

**DISPOSITIONAL REVIEW**

Hearing to review dispositional orders in which the court may continue, modify or amend the dispositional order or treatment plan.

**DIVERSION**

A decision or program designed to divert offenders from official processing to a less formal, less adversarial and more community-based setting.

**DUE PROCESS**

Activities to ensure the legal rights and fair treatment of a juvenile. The fundamental procedural rules that guarantee “fair play” in the conduct of legal proceedings; e.g., the right to notice and a hearing, the right to an impartial judge and jury, the right to present evidence on one’s own behalf, the right to confront one’s accuser, the right to be represented by counsel, etc.

**EMANCIPATION**

The process by which a minor between the ages of 16 and 18 can be freed from his or her parents’ control.

**EMPLOYMENT STATUS**

Employed full time, employed part time, unemployed, other

**ESCAPE**

To flee from custody or supervision of an institution, training school, detention center, from someone assigned to supervise the juvenile, and the unlawful departure of a juvenile from an institution or from custody while being transported, or failure to return to the facility when required.

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## **ESCAPE RISK**

Subjective assessment of the likelihood of a juvenile's escape based on factors including but not limited to:

- Previous actual or attempted escape.
- Offense(s) while in escape status.
- Verbal or written expressions of intent to escape.
- Means to support or encourage escape.
- Escape provides proximity or access to victim.
- Recent traumatic life event.
- Short time in program, low program level, slow program progress or reversal of progress.

## **ETHNICITY**

A socially defined category of people who identify with each other based on a perceived, shared social experience or ancestry.

- Arabic
- Hispanic/Latino
  - Puerto Rican
  - Cuban
  - Mexican
  - South or Central America or other Spanish culture or origin
- Other ethnicity
- Missing
- Declined to answer

## **EVIDENCE-BASED**

Approaches deemed as effective based on empirical data, gathered in a scientifically controlled manner.

## **FAMILY DIVISION OF THE CIRCUIT COURT**

A division of the circuit court devoted to the following proceedings: divorce; paternity; child or spousal support; parenting time; child custody; adoptions; juvenile delinquency; child protective proceedings; name changes; personal protection orders; emancipation of minors; waiver of parental consent to an abortion; and, guardianships or conservatorships for persons under 18 where the matter arises out of a child protective proceeding, delinquency proceeding, or a domestic relations custody case.

## **FELONY**

A crime punishable by more than a year in the state prison, unless the crime is specifically listed as a misdemeanor. Felonies are tried in circuit court.

## **FORMAL CALENDAR (includes waiver)**

Formal judicial proceedings to adjudicate and dispose of delinquency matters.

## **FOSTER CARE**

The placement of juvenile in a twenty four hour a day substitute care away from their parents, guardians, or legal custodians, and for whom (in NA cases) the court has given the Department of Human Services placement and care responsibility, including, but not limited to care provided to a child in a foster family home, foster family group home, or child caring institution licensed or approved under MCL 722.111 et seq., or care provided to a child in a relative's home pursuant to an order of the court.

## **FOSTER HOME**

A licensed home for the temporary board and care of abused and neglected or delinquent children.

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**GENDER/SEX**

The sex of a child (male, female, or other)

**GENDER-RESPONSIVE PROGRAMMING**

Programs and services that are guided by the identity and developmental processes of a specific gender.

**GUARDIAN AD LITEM**

Someone appointed by the court during the course of litigation to promote and protect the interests of a person affected by the litigation. Examples:

- A guardian ad litem may be appointed to protect the interests of a child who is named in a protective proceeding case.
- A court sometimes appoints a guardian ad litem to protect the interests of a minor in a domestic relations or juvenile proceeding.

**GUILTY**

Responsible for a crime.

**GROUP HOME**

A licensed home for the temporary board and care of abused, neglected, or delinquent children.

**HEALTH ASSESSMENT**

A standardized, normed, and validated protocol for determining the medical status of an individual youth.

**HEALTH EVALUATION**

Includes a review of available medical records, a medical history, and a physical examination.

**HEARING**

A court proceeding on the record. Hearings are often used to determine issues arising before or after the full trial of a case, and may be less formal than the trial.

**IMPAIRMENTS**

Include, but are not limited to:

- Psychological disorders
- Cosmetic disfigurements
- Anatomical loss
- Cognitive delay
- Mental illness
- Attention deficit disorders
- Acquired Immune Deficiency Syndrome
- Human Immunodeficiency Virus positive

**INDEPENDENT LIVING**

Living arrangement that serves as a bridge between residential or foster care and emancipation. Usually IL is designed to assist older wards by teaching and modeling new, appropriate skills in order to enhance self-sufficiency while providing financial assistance and supervision.

**INDIVIDUALIZED EDUCATION PROGRAM**

A description of the educational program designed to meet a juvenile's unique needs.

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**INITIAL SERVICE PLAN**

A presentation of factual and assessed information about the juvenile and the juvenile's family written by a probation officer, caseworker, or juvenile justice specialist.

**INITIAL TREATMENT PLAN**

Records the juvenile's assessment information, program adjustment, placement-planning information, functional independence, and transitional planning services recommendations; must be completed within 30 days of admission to a treatment facility.

**INNOCENT**

Not guilty; acquitted of a crime.

**INTAKE**

Processes used by Juvenile Court to determine whether to handle a referral formally or informally.

**INTAKE OUTCOMES:**

The results and recommendations of Juvenile Court intake processes, which may include diversion (includes warning), consent calendar, formal calendar, transfer to county of residence,

**INTERSTATE COMPACT**

A contract between states in the U.S. to facilitate the following: the supervision of a juvenile or child in another state, the involuntary return of runaways or escapees, the apprehension of those juveniles charged with a criminal offense.

**JURISDICTION**

The court's authority to decide cases. Two major aspects of a court's jurisdiction are:

- Subject Matter Jurisdiction: The authority to hear a particular type of case; for example, the circuit court has jurisdiction over divorce cases, and the district court has jurisdiction over small claims cases.
- Personal Jurisdiction: The legal power of a court to render a judgment against a party to a proceeding.

**JURY**

A body of persons sworn to consider the evidence presented, to determine issues of fact, and to deliver a verdict in a judicial proceeding. There are six jurors for district court in civil and criminal matters. In circuit court, there are six jurors for civil, juvenile delinquency and protective proceedings matters and twelve for criminal matters. There are six jurors in probate court.

**JUVENILE**

A minor, age 16 or younger at the time of an offense alleged or found to be within the jurisdiction of the court for having committed an offense.

**JUVENILE CODE**

The group of statutes governing juvenile delinquency proceedings, designated proceedings, and child protective proceedings. See MCL 712A.1 et seq.



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**LAW ENFORCEMENT INFORMATION NETWORK (“LEIN”)**

A computerized communications system for law enforcement agencies that contains information on such things as personal protection orders, pretrial release conditions in criminal cases, outstanding arrest warrants, driving records, and automobile registration.

**LEAST RESTRICTIVE ENVIRONMENT**

To the maximum extent appropriate, youth with disabilities, including youth in public or private institutions or other care facilities, are:

- Educated with youth who are not disabled.
- Only in special classes, provided separate schooling, or otherwise removed from the regular educational environment when the nature or severity of the disability of a youth is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

**LEGAL FILE**

Documents submitted to the court associated with an authorized petition, e.g. petition, court orders, notice paperwork, motions. Generally, all documents except those specifically noted by law as “confidential.”

**LEGAL GUARDIAN**

A person who has the legal authority and the corresponding duty to care for the personal and property interests of another person.

**LEGAL PARENT**

Any parent whose rights have not been terminated by the court

**LIFE SKILLS**

Intrapersonal skills critical for a youth’s successful reintegration to community, and include:

- Coping with stress.
- Organization and planning.
- Conflict resolution.
- Problem-solving.
- Time management.
- Self-esteem.
- Aggression replacement training.
- Effective communication.
- Controlling impulsive behavior.
- Avoiding addictive behaviors.
- Parenting skills.
- Dealing with feelings.
- Employability skills.
- Independent living skills.
- Leisure/recreational activities.
- Hygiene and grooming.
- Decision making.

**LINEUP**

A police procedure by which the suspect in a crime is exhibited, usually as one of a group of similar-appearing persons, before the victim or witness to determine if he or she can be identified as the person who committed the offense.

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**MARITAL STATUS**

Married, divorced, separated, other

**MEMBER OF A FEDERALLY RECOGNIZED TRIBE**

The child is a member or eligible to be a member of an American Indian tribe as defined by 25 U.S. Code § 1903. (<http://www.law.cornell.edu/uscode/text/25/1903>)

**MICHIGAN COMPILED LAWS (“MCL”)**

A series of volumes containing the official version of Michigan statutes enacted by the state’s Legislature, and published by the Legislative Service Bureau.

**MICHIGAN COMPILED LAWS ANNOTATED (“MCLA”)**

A series of volumes containing the text of all Michigan statutes, plus brief references to cases and legal commentaries discussing these statutes. Published by West Publishing Company, this compilation uses the same numbering system used in the Michigan Compiled Laws.

**MICHIGAN COURT RULES (“MCR”)**

Rules adopted by the Michigan Supreme Court to govern Michigan court procedures.

**MINIMUM STATE COSTS**

A fee Courts must order (pursuant to MCL 769.1j) if any combination of other assessments is also ordered on that count (e.g., fine + cost, fine+ restitution, crime victim assessment + restitution, etc.). These costs are applied per adjudicated offense and must be included in the court order. They may be waived at a subsequent review hearing if the court determines that payment of the amount due will impose a “manifest hardship” on the juvenile or his or her immediate family.

**MINOR**

In delinquency cases, a minor is someone under age 17. See MCL 712A.2(a). In most other proceedings, a minor is someone under age 18. See MCL 700.8(5). The Michigan Court Rules also provide that a “minor” may include a person age 18 or older if delinquency or child protective proceedings were commenced in juvenile court prior to the person’s 18th birthday and the juvenile court continues to have jurisdiction over the person. See MCR 5.903(A)(10).

**MISDEMEANOR**

A violation of a penal law of this state which is not a felony, or a violation of an order, rule or regulation of a state agency that is punishable by imprisonment or by a fine that is not a civil fine.

**NAME**

The legal first, middle, and last names of a youth

**NEED ASSESSMENT (or Risk Assessment)**

A structured tool used to identify a juvenile's level of risk to reoffend. Most risk assessments also identify supportive factors and are used by courts and service providers to create treatment plans.

**NOLLE PROSEQUI**

Unwilling to prosecute; a formal entry made on the court record, by which the prosecutor declares he or she will not further prosecute the case.

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**NOLO CONTENDERE**

Latin, meaning “I will not contest it.” It is a plea treated as a guilty plea except that it is not an admission of guilt, but an indication of readiness to accept conviction and sentence rather than to go to trial. If the defendant were to plead guilty, at the time of the plea he or she tells the court exactly what he or she did; it has to fit the charge. By pleading nolo contendere, there is no such requirement. If a civil action is pending, or may later be filed against him or her, he or she can thus avoid incriminating testimony.

**NON-CUSTODIAL PARENT**

The parent who does not have custody of a child.

**NOTICE OF HEARING**

Document notifying a person of the time, date, place, and subject matter of an upcoming court proceeding.

**OFFENSE**

A crime or ordinance violation. The word “offense” generally implies an act infringing public as distinguished from private rights. In respect to minors, an offense is any act which violates provisions of the Juvenile Code and thus places the person committing the act in the jurisdiction of the juvenile court. Does not include civil infractions.

**OFFENSE BY CHILD**

Any act or acts by a child asserted as grounds for bringing the child within the provisions of the Juvenile Code.

**OPEN and CLOSED PROCEEDINGS**

Rules regarding public access to a court proceeding.

- Except as noted below, juvenile proceedings on the formal calendar and preliminary hearings shall be open to the public.
- The court, on motion of a party or a victim, may close the proceedings to the public during the testimony of a child or during the testimony of the victim to protect the welfare of either. The court may not close the proceedings to the public during the testimony of the charged juvenile.

**ORDER**

A direction of a court made or entered in writing. One which terminates the action itself, or decides some matter litigated by the parties. In juvenile delinquency and protective proceedings, court orders must be signed by a judge.

**PARENT**

Person who is legally recognized as the youth’s mother or father and has not had parental rights terminated by a court of law.

**PARTY**

Petitioner and juvenile in a delinquency proceeding.

**PENAL FINES**

A fine Courts must order for breaching the penal laws of Michigan, collected in the county and paid to the county treasurer for apportionment to county library boards (pursuant to MCL 397.32 Sec. 2).

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**PERSON RESPONSIBLE FOR THE YOUTH'S HEALTH OR WELFARE**

A parent, legal guardian, person 18 years of age or older who resides for any length of time in the same home in which the youth resides, or, nonparent adult; or an owner, operator, volunteer, or employee of one or more of the following:

- Licensed or registered child care organization.
- A licensed or unlicensed adult foster care family home or adult foster care small group home.

**PERSONAL PROTECTION ORDER**

One of two types of orders issued by a circuit court protecting an individual from stalking or domestic abuse.

**PETITION**

An application made in writing to a court. In juvenile delinquency proceedings before the family division of the circuit court, a petition is a complaint or other written allegation that a juvenile has committed an offense. Any request for court action against a juvenile must be by written petition (except some violations of the Michigan Vehicle code, which may come into court on a citation).

**PETITION AUTHORIZED TO BE FILED**

Written permission given by the court to file the petition containing the formal allegations against the juvenile or respondent with the clerk of the court.

**PETITIONER**

The person or agency who requests the court to take action.

**PHASE I WAIVER HEARING**

A hearing, after the prosecutor files a motion to waive, to determine whether there is probable cause to believe the charged offense is a felony and if the juvenile who is 14 or older committed the offense.

**PHASE II WAIVER HEARING**

A hearing held to determine whether the interests of a 14, 15, or 16 year old juvenile and the public would best be served by granting a motion waiving delinquency jurisdiction allowing the juvenile to be tried in the same manner as an adult. (See MCL 712A.4; MCR 3.950 for more information).

**PLACEMENT**

The court-ordered transfer of physical custody of a child to foster care, shelter home, hospital, a juvenile detention facility, or a public or private treatment facility/agency.

**PLACEMENT HISTORY**

A comprehensive record of where a juvenile has been placed (or resided) while under the jurisdiction of the Court.

**PLACEMENT OPTIONS**

Range and types of places a juvenile may be ordered to reside/live while under the jurisdiction of the Court.

**PLEA**

The defendant's response to a criminal charge (e.g., guilty, not guilty, nolo contendere).

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**PLEA-BARGAINING**

In criminal cases, a process of negotiation between the prosecutor and defense counsel that typically involves the prosecutor's agreement to dismiss (a) pending criminal charge(s) against the defendant in exchange for the defendant's plea of guilty to another (usually lesser) offense.

**PRELIMINARY HEARING**

The first stage of processing a juvenile delinquency proceeding when the juvenile is in custody, or custody or placement is requested.

**PRELIMINARY INQUIRY**

An informal review by the court to determine appropriate action on a petition where no request for detention is made.

**PRESIDING JUDGE**

The judge conducting a hearing or trial. Formerly, the chief judge of a court composed of two or more judges. The presiding judge in this sense is now called the Chief Judge. See MCR 8.110 regarding the appointment of presiding judges within court divisions.

**PRETRIAL CONFERENCE**

A conference between the parties to discuss questions or matters that can be resolved prior to adjudication.

**PROBATION**

Specific terms and conditions included in a court order requiring the juvenile to participate in programs or treatment, in home care, intensive probation services, or other wrap-around services.

**PROBATION VIOLATION HEARING**

Hearing held after the receipt of a supplemental petition alleging a juvenile has violated probation.

**PROCEEDING**

Any hearing or court appearance related to the adjudication of a case.

**PROSECUTING ATTORNEY**

A public officer whose duty is the prosecution of criminal proceedings on behalf of the people of the State of Michigan.

- In DL cases:
  - Petition Approval. Only the prosecuting attorney may request the court to take jurisdiction of a juvenile under MCL 712A.2(a)(1).
  - Appearance. The prosecuting attorney shall participate in every delinquency proceeding under MCL 712A.2(a)(1) that requires a hearing and the taking of testimony.
- In NA cases:
  - Legal Consultant to Agency. On request of the Michigan DHS or of an agent under contract with the agency, the prosecuting attorney shall serve as a legal consultant to the agency or agent at all stages of a child protective proceeding.
- In DJ cases:
  - Specified Juvenile Violation. In a case in which the petition alleges a specified juvenile violation, only the prosecuting attorney may designate the case, or request leave to amend a petition to designate the case, for trial of the juvenile in the same manner as an adult.

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- Other Offenses. In a case in which the petition alleges an offense other than the specified juvenile violation, only the prosecuting attorney may request the court to designate the case for trial of the juvenile in the same manner as an adult.
  - In PJ cases:
    - Minor Personal Protection Orders. The prosecuting attorney shall prosecute criminal contempt proceedings as provided in MCR 3.987(B).

## **RACE**

A classification system that categorizes people into large and distinct populations or groups distinguished by genetically transmitted physical characteristics.

- Black/African American
- White/Caucasian
- American Indian/Native American/Alaskan Native (including tribe or band)
- Asian
- Native Hawaiian/Pacific Islander
- Other
- More than one race
- Missing
- Declined to answer

## **RECORDS**

The pleadings, motions, authorized petition, notices, memorandums, briefs, exhibits, available transcripts, findings of the court, register of actions, and court orders.

## **REFEREE**

A person who takes testimony, prepares reports, and makes recommendations to the court in domestic relations, juvenile delinquency, designated proceedings involving juveniles, and child protective proceedings.

- Attorney Referee: May preside at all DL and NA hearings except:
  - A jury trial
  - A waiver proceeding
  - The preliminary examination, trial and sentencing in a designation case
  - A proceeding regarding personal protection orders (however, may handle petitions submitted on PPO violations as these are handled like other juvenile petitions)
- Non Attorney Referee: May hold preliminary hearings and preliminary inquiries in NA and DL cases or in a preliminary hearing for enforcement of a PPO. May issue an order of apprehension in an NA emergency removal case.

## **REFERRAL**

An informal written or verbal request for assistance that is not a petition, citation or a complaint.

## **REFERRAL SOURCE**

A person or agency that submits a referral to the Court. Referral sources include police, prosecutors, schools, parents, clergy, health professionals, and the courts, among others.

## **RESIDENCE**

A place at which a home or regular place of abode is maintained. A juvenile's state of residence is that of the parent, guardian, or agency entitled to his legal supervision.

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**RESIDENTIAL**

Out of home, staffed facility in which a juvenile will live for a period of time (typically 6 to 18 months). Courts generally will employ this option only when all community-based choices have been exhausted or when the safety of the community/juvenile is in jeopardy. Common services available in placement facilities include treatment for sexual offending, drug/alcohol addiction, fire setting behavior, aggression/violent behavior, and complex mental health disorders.

**RESTITUTION**

Is the amount of money an adjudicated juvenile is required to pay the crime victim to compensate for damages suffered as a result of the crime. (Rules and procedures regarding restitution are governed by MCL 780.751 et al.)

**RESTORATIVE ACTIVITY**

Actions performed by juvenile consistent with the concepts of restorative justice to repair harm caused by the offense, make amends to the victim, develop competency in the offender or improve overall safety.

**RESTORATIVE JUSTICE**

Philosophical approach to responding to crime aimed at repairing the harm caused by a criminal act and restoring the balance in the community affected by the crime

**RISK**

Possibility of something damaging happening (such as a threat agent exploiting a vulnerability) to a system, environment or personnel.

**RISK ASSESSMENT (or Need Assessment)**

A structured tool used to identify a juvenile's level of risk to reoffend. Most risk assessments also identify supportive factors and are used by courts and service providers to create treatment plans.

**SCREENING**

Evaluation and investigation to assess suitability for role and purpose/further action

**SENTENCE**

The punishment imposed upon the defendant following a conviction in a criminal proceeding.

**SERVICES/TREATMENT PROGRAMS**

Range of community-based services or programs for addressing underlying delinquent behavior (and for completing sanctions imposed by the court)

**SHOW CAUSE HEARING**

Hearing held after the receipt of a motion alleging a juvenile or parent has violated a court order.

**SIBLINGS**

Brothers or sisters by blood (biological), adoption, or step (by marriage)

**SID/LONG IDENTIFIER**

The State Identification Number (SID) is an 8 to 9 digit number that is assigned by the CRD (Michigan State Police Central Records Division) to track an individual. CRD assigns a new SID when a suspect's fingerprints are classified for the first time. An individual keeps the same SID for all subsequent lifetime contact with Michigan's criminal justice network.

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**SOCIAL SECURITY NUMBER**

A nine digit number issued to US citizens, permanent residents and temporary (working) residents

**SOCIAL SKILLS**

Interpersonal skills critical for a juvenile's successful reintegration to community, and include:

- Effective and constructive communication.
- Recognizing and responding appropriately to emotional signals sent out by others.
- Ability to distinguish between positive and negative influences.
- Recognizing and understanding gender differences, relationship boundaries, peer relationships, family relationships and relationships with other adults and authority figures.

**STATE WARD**

The juvenile has been committed to the DHS for care and supervision by a court of law pursuant to the Youth Rehabilitation Services Act or to the Michigan Children's Institute.

**STATUS OFFENSE**

A violation of the juvenile code by a minor that would not be considered a violation of the law if committed by an adult. Examples: runaway, school truancy, incorrigibility, etc.

**SUICIDAL ASSESSMENT**

A formal evaluation conducted by a state-licensed and/or certified mental health professional to assess mental health and monitoring requirements of a youth. Suicide assessments often occur after there are indications from a suicide screening instrument that a youth is at risk.

**TEMPORARY WARD**

A minor who is under the supervision of the family division but whose parents' parental rights have not been terminated.

**TRANSFER TO COUNTY OF RESIDENCE/JURISDICTION**

The court may transfer a case when a minor is brought before the court in a county other than that in which the minor resides. The court may transfer the case to the court in the county of residence. NOTE: Designation and waiver cases cannot be transferred; cases cannot be transferred in or out of state for adjudication or trial.

**TREATMENT/SERVICES PROGRAMS**

Range of community-based services or programs for addressing underlying delinquent behavior (and for completing sanctions imposed by the court)

**WARNING**

Warn the juvenile or the juvenile's parents, guardian, or custodian and dismiss the petition.

**ZIP CODE**

A five decimal number in an address used by the postal service to determine a specific location.