COMMUNITY PROGRAMS REPORTING

Instructional Guide for Reporting
VJCCCA Programs and Services in the
Department of Juvenile Justice
CPR Data System

July 1, 2023

PURPOSE

The Code of Virginia requires localities choosing to participate in programming funded under the Virginia Juvenile Community Crime Control Act (VJCCCA) to provide plan data to the Department of Juvenile Justice (DJJ). According to 16.1-309.3(E), "Each locality shall report quarterly to the Director the data required by the Department to measure progress on stated objectives and to evaluate programs and services within such locality's plan."

DJJ has established an electronic data reporting system called Community Programs Reporting (CPR). This manual provides instructional guidance for access and use of the CPR system.

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Key Symbols you will see throughout this manual.

 - Good Idea

 - Caution/Warning

 - Common Errors/Stop

DISCLAIMER: THE NAMES AND JUVENILE NUMBERS IDENTIFIED IN THE DATA SLIDES THROUGHOUT THIS GUIDANCE DOCUMENT ARE FICTIOUS AND WERE GENERATED FROM THE TRAINING MODULE IN BADGE.

LOGGING INTO CPR

BADGE USERS (DATA SYSTEM FOR DJJ EMPLOYEES)

To access CPR, log into BADGE. Next, select Community Programs Reporting from the dropdown menu under JTS modules.
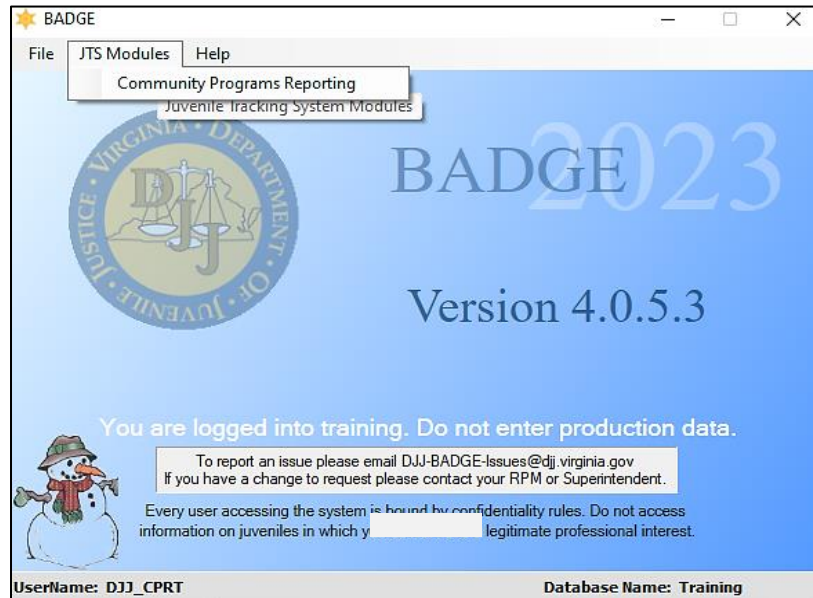
NON-BADGE USERS

To access CPR, open your computer's web browser and enter the Virginia Department of Juvenile Justice website (www.djj.virginia.gov). Once there, click on **STAFF TOOLS** on the menu bar. Select **COMMUNITY PROGRAMS REPORTING** from the dropdown list.

The login screen below will appear. Enter your username and password into the appropriate fields and click the **Log In** button.

If you need initial access to CPR, reach out to your VJCCCA Program Coordinator for guidance. If you have issues logging into CPR, contact DJJ-BADGE-Issues@djj.virginia.gov.

Congratulations! You are now logged into CPR. You will be on the home page, which will default to the current fiscal year.

ENTERING PLACEMENT DATA

Select the appropriate fiscal year from the dropdown menu.

Youth Enrollment and Services Provided

Search   Placements   Financials

Search Criteria
Please make a selection from the criteria below:

Fiscal Year: Choose a Fiscal Year	2023 ▼
Service: Choose a Program:	Select a Service

⚠ Do not make **any** changes to prior fiscal years' data without consulting your VJCCCA Program Coordinator.

Youth Enrollment and Services Provided

Search   Placements   Financials

Search Criteria
Please make a selection from the criteria below:

Fiscal Year: Choose a Fiscal Year	2022
Service: Choose a Program:	

2022
2021
2020
2019
2018
2017

Youth Enrollment and Services Provided

Search   Placements   Financials

Search Criteria
Please make a selection from the criteria below:

Fiscal Year: Choose a Fiscal Year	2023 ▼
Service: Choose a Program:	041-130247-01 - COMMUNITY SERVICE
	041-130247-01 - COMMUNITY SERVICE

Select the appropriate service from the dropdown menu.

Once you select the desired service, click **Search.**

Congratulations! You can now enter placements.

 You will only have access to the FIPS codes that you have been authorized to access.

ADDING A NEW PLACEMENT

To add a new placement, click the **Placements** tab and then click **Add Placement.**

Once you click Add Placement, the dialog box requesting the juvenile number will appear. Enter the juvenile number then click **Search for Juvenile.**

The dialog box will appear. Select the **Placing FIPS** code from the dropdown. Indicate whether the placement is **Predispositional** or **Postdispositional** and enter the **Assign** and **Admit Dates**. Next, click **Save Placement.**

⚠ For combined plans, ensure the correct **Placing FIPS** code is selected.

⚠ Do not add placements before the juvenile begins receiving services. When adding a placement, enter the assign date (also known as the referral date) then enter the admit date, which is the date services begin.

Once you have completed adding the placement, the dialog box below will appear showing that the placement was successfully added. Repeat these steps to add additional placements to the program. Click **Close** when all placements have been added and to exit this screen.

ENTERING SERVICE UNITS

Once services have begun, you will need to enter the number of service units provided into CPR each month under the Placements tab. To add service units, click **Service Units** to the right of the juvenile for whom services are to be added.

If you click on **Program Information**, it expands to show the name of the program, service provider, and FIPS code.

Clicking on Placement Information expands to show the juvenile's demographic information.

The Service Units dialog box will appear once you click on **Add Service Unit**. The Month and Year fields will default to the current month and year. Enter the number of service units using the provider invoice. After entering services units for the month click **Save**.

Congratulations! Your saved information will now be displayed.

If entering service units for more than one month, click on the desired month from the dropdown menu. Click **Save** after every entry.

This is an opportunity to verify accurate data entry. Confirm the service unit type matches the approved plan. If you find a discrepancy, contact your VJCCCA Program Coordinator.

If previous entries need to be revised, click **Edit** next to the appropriate month. Follow the instructions above to enter the correct number of service units.

⚠ Deleted service units cannot be retrieved and will require data to be reentered.

RELEASING A PLACEMENT

To release a placement, click **Edit** in the row of the juvenile who you want to release.

The following dialog box will appear. Enter the **Release Date**. Select the appropriate **Release Code** from the drop-down menu.

Edit Placement

Please make the necessary edits to the fields below and click save.

Program Information

Program/Service:	COMMUNITY SERVICE
Juvenile Number:	1009191
Last Name:	ABBOTT **First Name:** ZHIYON
DOB:	8/15/2008
Sex:	M **Race:** W
Placing Fips:	041 - Chesterfield County
Placement Type:	⦿ Predispositional ◯ Postdispositional
Assign Date:	01/23/2022
Admit Date:	02/01/2022
Release Date:	5/5/2022
Release Code:	-- Select Release Code --

Save Placement   Reset

Edit Placement

Please make the necessary edits to the fields below and click save.

Program Information

Program/Service:	COMMUNITY SERVICE
Juvenile Number:	1295435
Last Name:	HARRIS **First Name:** DYLAN
DOB:	8/7/2005
Sex:	M **Race:** W
Placing Fips:	041 - Chesterfield County
Placement Type:	⦿ Predispositional ◯ Postdispositional
Assign Date:	07/24/2021
Admit Date:	07/24/2021
Release Date:	
Release Code:	

-- Select Release Code --
1 - CHANGED FROM PREDISPOSITIONAL TO POSTDISPOSITIONAL STATUS
2 - COMPLETED PROGRAM. SATISFACTORY COMPLETION
3 - TERMINATED PROGRAM, FURTHER PARTICIPATION IS OF NO USE
4 - TERMINATED PROGRAM FOR NONCOMPLIANCE(DISHONORABLE DISCHARGE)
5 - TERMINATED PROGRAM FOR UNRELATED REASONS
6 - PROGRAM TERMINATED

Edit Placement

Please make the necessary edits to the fields below and click save.

Program Information

Program/Service:	COMMUNITY SERVICE
Juvenile Number:	1009191
Last Name:	ABBOTT
DOB:	8/15/2008
Sex:	M
Placing Fips:	041 - Chesterfield County ▼

First Name: ZHIYON

Race: W

Placement Type: ○ **Pre**dispositional   ⦿ **Post**dispositional

Assign Date: 01/23/2022 📅

Admit Date: 01/23/2022 📅

Release Date: 02/13/2022 📅

Release Code: 2 - COMPLETED PROGRAM, SATISFACTORY COMPLI ▼

[Save Placement]   [Reset]

[Close]

Once you have entered the **Release Date** and selected the appropriate **Release Code**, click **Save Placement.**

⚠ This is an opportunity to verify accurate data entry. Confirm that all placement data is correct. Ensure that the release code follows guidance listed in the VJCCCA Manual. If you have questions, contact your VJCCCA Program Coordinator.

The dialog box will appear indicating the placement has been successfully updated. Click **Close** to exit this screen.

Edit Placement

Please make the necessary edits to the fields below and click save.

Program Information

Program/Service: COMMUNITY SERVICE

Successfully updated placement!

[Close]

FILTERING PLACEMENTS

You can change the display on the placement homepage by filtering for active, closed, or all cases.

You can also select the number of entries that appear on the page. To do so, select the drop-down menus.

ENTERING FINANCIAL INFORMATION

To enter financial data, select the appropriate program from the home screen and click **Search**. Once the program has loaded, select the **Financials** tab.

Begin entering your expenditure data for the corresponding month. As expenditures are entered, the totals row will reflect the updated balance.

⚠️ If your locality has a Required Match also known as Maintenance of Effort (MOE), these funds will need to be spent before entering any expenditures in the State Allocation column. Other local funds are entered after the MOE and state allocation have been fully spent.

Search   Placements   Financials

Financials

	SU Type: HOURS	Budgeted SUs: 11,250	Budgeted Cost Per SU: $0.31	Actual Cost Per SU: $1,000.00	Total Budget: $3,500.00

	Required Match	State Allocation	Other	Total Expends	Actual SUs	% of Budget	% of Year
July	$ 1,500.00	$ 0.00	$ 0.00	$1,500.00	3	42.86%	8.33%
August	$ 0.00	$ 1,500.00	$ 0.00	$1,500.00	0	85.71%	16.67%
September	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	25.00%
October	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	33.33%
November	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	41.67%
December	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	50.00%
January	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	58.33%
February	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	66.67%
March	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	75.00%
April	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	85.33%
May	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	91.67%
June	$ 0.00	$ 0.00	$ 0.00	$0.00	0	85.71%	100.00%
Totals:	**$1,500.00**	**$1,500.00**	**$0.00**	**$3,000.00**	**3**	**Budget Remaining: $500.00**	

💡A good rule of thumb is to enter expenditures on a monthly basis. Verify all entries for accuracy.

The following dialog box should appear. Click **OK.**

Success

Financial data updated!

OK
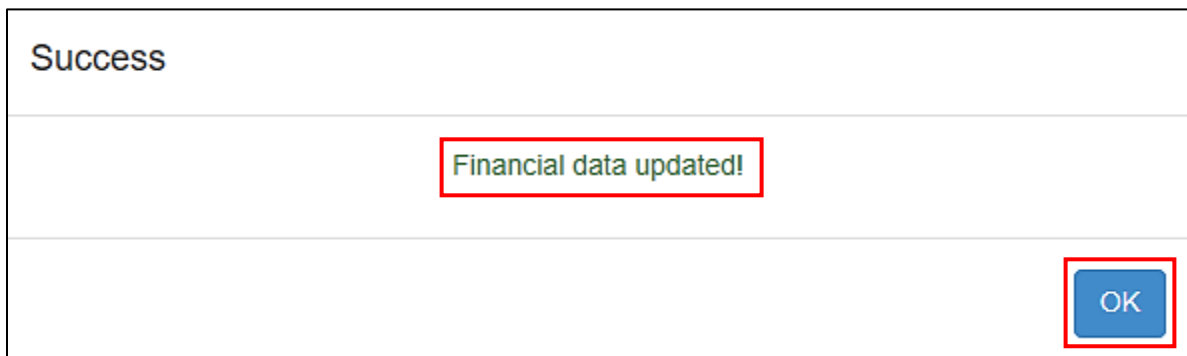
💡 If you need to enter financial data for additional programs, save your data and return to the Entering Financial Information section and repeat steps.

CPR REPORTS

There are several reports that can be run in the CPR Module. To access these reports, go to the CPR home screen, Click **Reports.** A dropdown menu will appear listing available reports. The dialog box highlights the most commonly used reports.
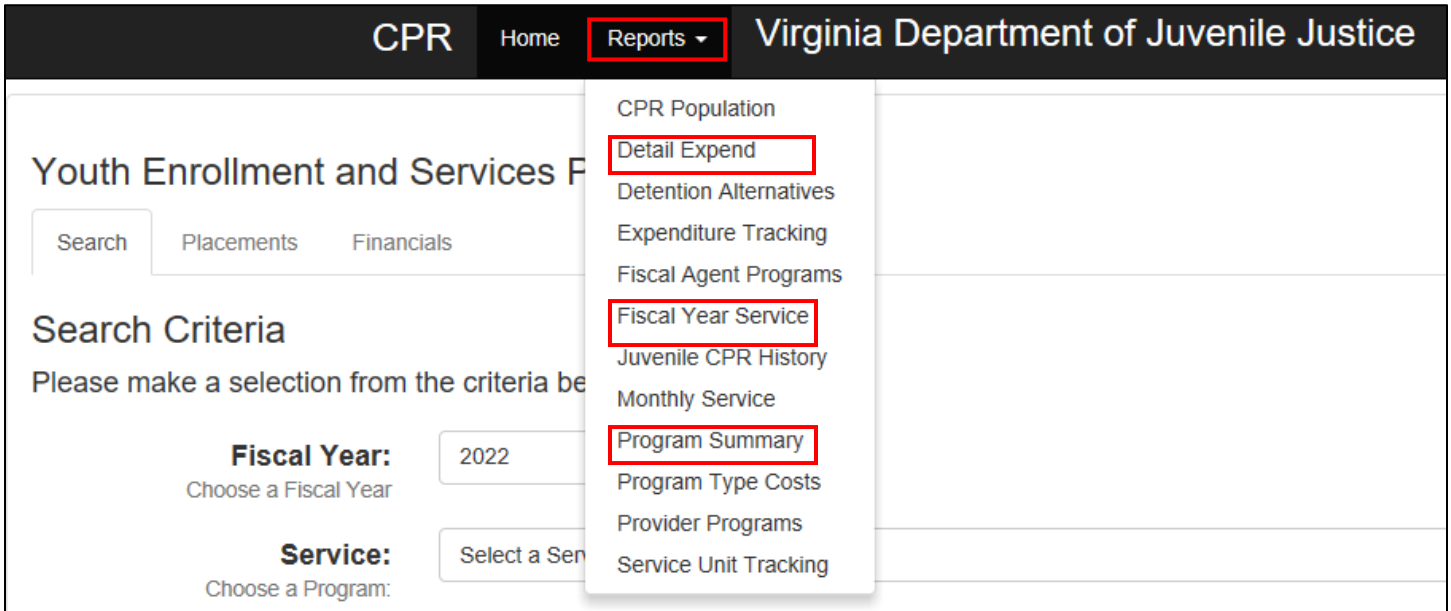
For assistance with how these reports can be used, please contact your VJCCCA Program Coordinator.