

COMMUNITY PROGRAMS REPORTING

Instructional Guide for Reporting
VJCCA 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.

TABLE OF CONTENTS

LOGGING INTO CPR.....	4
BADGE USERS (Data System for DJJ Employees)	4
NON-BADGE USERS	5
ENTERING PLACEMENT DATA.....	6
ADDING A NEW PLACEMENT	7
ENTERING SERVICE UNITS	9
RELEASING A PLACEMENT	12
FILTERING PLACEMENTS	15
ENTERING FINANCIAL INFORMATION	15
CPR REPORTS	17

Key Symbols you will see throughout this manual.



- Good Idea



- Caution/Warning



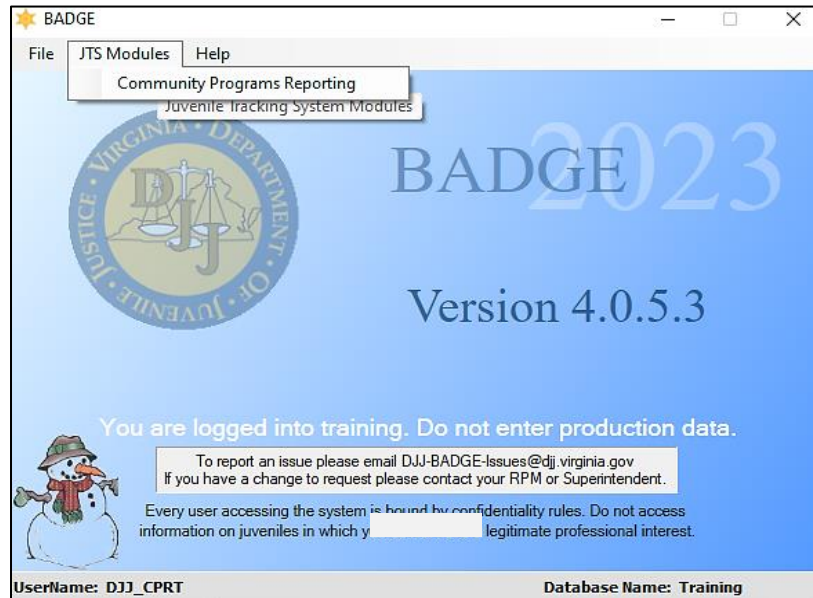
- Common Errors/Stop

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.

STAFF TOOLS	INVESTIGATIVE OPERATION
BADGE INSTALL BADGE BADGE MOBILE BADGE MANUALS	<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> COMMUNITY PROGRAMS REPORTING (CPR) </div> VIRGINIA LEARNING CENTER

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

Please Log In to Continue

Database

Username

Password

Log In

 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: 2023
Choose a Fiscal Year

Service: Select a Service
Choose a Program:

⚠ 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: 2022
Choose a Fiscal Year

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: 2023
Choose a Fiscal Year

Service: 041-130247-01 - COMMUNITY SERVICE
Choose a Program:

041-130247-01 - COMMUNITY SERVICE

Select the appropriate service from the dropdown menu.

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

Youth Enrollment and Services Provided

Search **Placements** Financials

Search Criteria
Please make a selection from the criteria below:

Fiscal Year: 2023
Choose a Fiscal Year

Service: 041-130247-01 - COMMUNITY SERVICE
Choose a Program:

Service Provider: VJCCCA-CHESTERFIELD COUNTY

Search Done!

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**.

Community Programs Reporting

CPR Home Reports Virginia Department of Juvenile Justice Training CPR Help Log Out

Youth Enrollment and Services Provided

Search **Placements** Financials

Placements FY 2022 : 041-210247-01 : PRO-SOCIAL SKILL DEVELOPMENT

Show 10 entries Show: Active Cases Search:

+ Add Placement

Last	First	Juvenile #	Assigned	Admitted
No matching records found				

Showing 0 to 0 of 0 entries (filtered from 132 total entries) Previous Next

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

Add New Placement

Please enter the search criteria for the new placement in the fields below.

Program Name: PRO-SOCIAL SKILL DEVELOPMENT

Juvenile Number: ✓

Enter Juvenile Number

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.

Add New Placement

Please enter the search criteria for the new placement in the fields below.

Program Name: PRO-SOCIAL SKILL DEVELOPMENT

Juvenile Number: ✓

Enter Juvenile Number

Search Results

Juvenile Number: 1285159

Last Name: BOLICK **First Name:** AMANDA

DOB: 7/13/2009

Sex: F **Race:** B

Placing Fips: ▼

Placement Type: Predispositional Postdispositional

Assign Date: 📅

Admit Date: 📅

⚠ 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.

Add New Placement

Please enter the search criteria for the new placement in the fields below.

Program Name:

Juvenile Number: ✓

Enter Juvenile Number

Successfully added placement!

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.

Youth Enrollment and Services Provided


Search Placements Financials

Placements FY 2022 : 041-210247-01 : PRO-SOCIAL SKILL DEVELOPMENT

Show entries Show: Active Cases Search:

Last	First	Juvenile #	Assigned	Admitted	
BOLICK	AMANDA	1285159	03/08/2022	03/13/2022	<input type="button" value="Edit"/> Service Units <input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries (filtered from 133 total entries) Previous **1** Next

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

Edit Service Units

Please enter the service units for the selected placement below.

Program Information hide/show

Placing FIPS: 041 **Service Provider:** VJCCCA-CHESTERFIELD COUNTY

Program/Service: PRO-SOCIAL SKILL DEVELOPMENT

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

Edit Service Units
Please enter the service units for the selected placement below.

Program Information hide/show

Placement Information hide/show

Juvenile Number:	1285159	Name:	BOLICK, AMANDA
DOB:	7/13/2009	Placement Type:	Predispositional
Sex:	F	Race:	B
Assign Date:	1/23/2022	Admit Date:	1/23/2022

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**.

Edit Service Units
Please enter the service units for the selected placement below.

Program Information hide/show

Placement Information hide/show

Service Units

Month	Year	Units	Type
No Service Units Recorded!			

Previous Next

January Save Cancel

Congratulations! Your saved information will now be displayed.

Edit Service Units

Please enter the service units for the selected placement below.

Program Information hide/show

Placement Information hide/show

Service Units

Month	Year	Units	Type	
January	2022	4	H	<input type="button" value="Hide/Show Comment"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

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

Service U
 January
 Febuary
 March
 April
 May
 June
 July
 August
 Sepetember
 October
 November
December

Year	Units	Type	
2022	4	H	<input type="button" value="Hide/Show Comment"/>

2022 ▾
4

Comments:

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 VJCCA 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.

Edit Service Units
Please enter the service units for the selected placement below.

Program Information hide/show

Placement Information hide/show

Service Units

Month	Year	Units	Type			
July	2022	1	C	Hide/Show Comment	Edit	Delete
August	2022	2	C	Hide/Show Comment	Edit	Delete
December	2022	1	C	Hide/Show Comment	Edit	Delete

Previous 1 Next

Add Service Unit Close

⚠ 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.

Youth Enrollment and Services Provided

Search Placements Financials

Placements FY 2022 : 041-210247-01 : PRO-SOCIAL SKILL DEVELOPMENT

Show 10 entries Show: Active Cases Search: + Add Placement

Last	First	Juvenile #	Assigned	Admitted	
BOLICK	AMANDA	1285159	03/08/2022	03/13/2022	Edit Service Units Delete

Showing 1 to 1 of 1 entries (filtered from 133 total entries) Previous 1 Next

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: -- Select Release Code --

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 **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: 01/23/2022

Release Date: 02/13/2022

Release Code: 2 - COMPLETED PROGRAM, SATISFACTORY COMPLIANCE

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.

Search | Placements | Financials

Placements FY 2022 : 041-130247-01 : COMMUNITY SERVICE

Show 10 entries

Show: Active Cases, Closed Cases, All Cases

Last	First	Juvenile #	Assigned	Admitted			
BOLICK	AMANDA	1285159	01/23/2022	01/23/2022	Edit	Service Units	Delete
HARRIS	DYLAN	1295435	07/24/2021	07/24/2021	Edit	Service Units	Delete
REIST	JAMES	1358311	07/07/2021	07/07/2021	Edit	Service Units	Delete

+ Add Placement

Search | Placements | Financials

Placements FY 2022 : 041-330247-01 : JUVENILE COURT NAVIGATOR PROGRAM:CHESTERFIELD COUNTY

Show 10 entries

Show: All Cases

Last	First	Juvenile #	Assigned	Admitted	Released	Code
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+ Add Placement

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.

Search | Placements | Financials

Search Criteria

Please make a selection from the criteria below:


Fiscal Year: 2022
Choose a Fiscal Year

Service: 041-130247-01 - COMMUNITY SERVICE
Choose a Program:


Service Provider: VJCCA-CHESTERFIELD COUNTY

Search

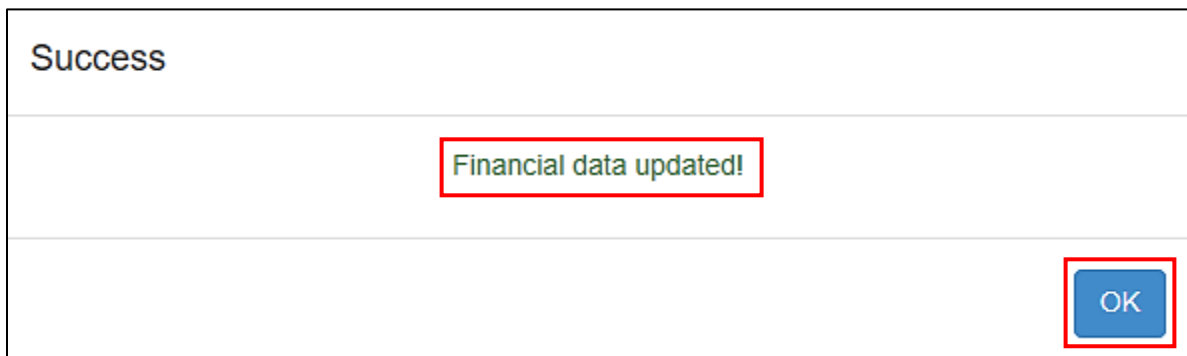
Begin entering your expenditure data for the corresponding month. As expenditures are entered, the totals row will reflect the updated balance.


 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.

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 Expend	Actual SUs	% of Budget	% of Year
July	\$ 1,500.00	\$ 0.00	\$1,500.00	3	42.86%	8.33%
August	\$ 0.00	\$ 1,500.00	\$1,500.00	0	85.71%	16.67%
September	\$ 0.00	\$ 0.00	\$0.00	0	85.71%	25.00%
October	\$ 0.00	\$ 0.00	\$0.00	0	85.71%	33.33%
November	\$ 0.00	\$ 0.00	\$0.00	0	85.71%	41.67%
December	\$ 0.00	\$ 0.00	\$0.00	0	85.71%	50.00%
January	\$ 0.00	\$ 0.00	\$0.00	0	85.71%	58.33%
February	\$ 0.00	\$ 0.00	\$0.00	0	85.71%	66.67%
March	\$ 0.00	\$ 0.00	\$0.00	0	85.71%	75.00%
April	\$ 0.00	\$ 0.00	\$0.00	0	85.71%	83.33%
May	\$ 0.00	\$ 0.00	\$0.00	0	85.71%	91.67%
June	\$ 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.

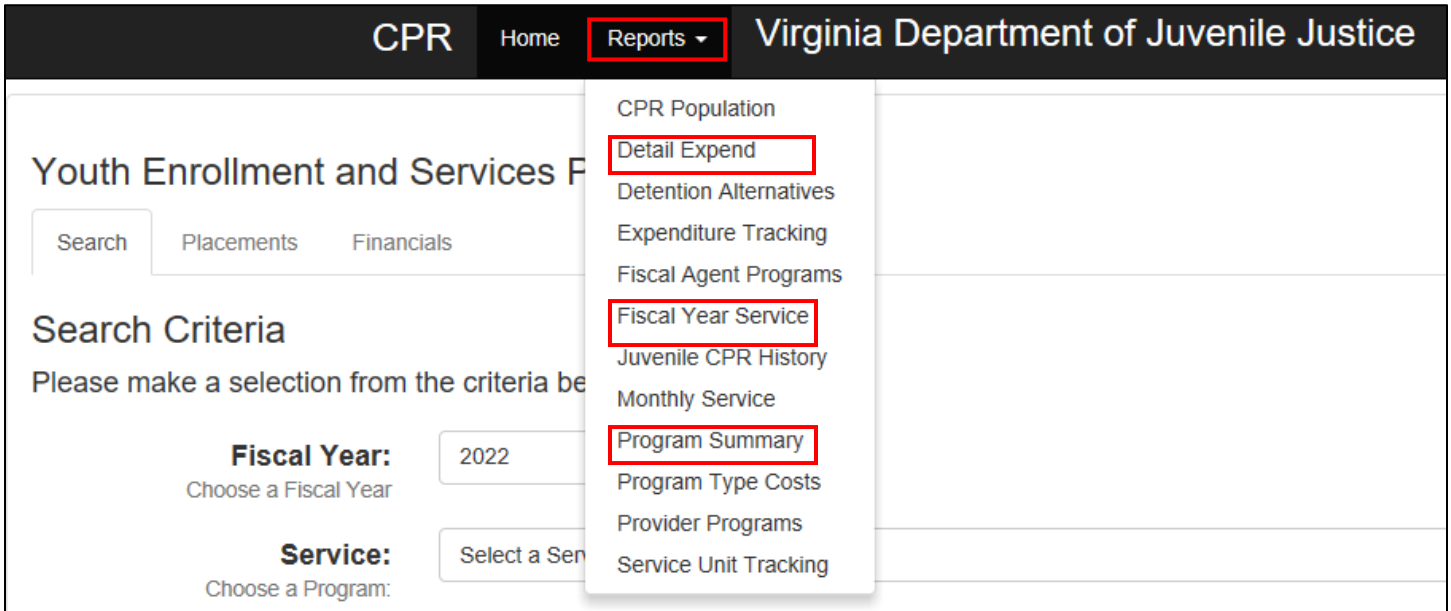
The following dialog box should appear. Click **OK**.



 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.