

Please replace any previous electronic version of the Secure Juvenile Holding Form that you received with this updated version that includes a place to report Court Holding information. ALL secure holding facilities in the state will be using the same form. Please delete the original form sent to you so that there isn't any confusion about which one is the correct one to use.

The following information and instructions were sent via email on November 8th.

This year is going to bring about some changes regarding your handling of juveniles and the reporting requirements that go along with it. Most of the changes will be due to the passage of the new Final Rule in the Juvenile Justice Delinquency Prevention Act (JJDPa) which became effective in April 2017. The new definitions and guidelines will apply to the 2018 program year, which started 10-01-17. We want to ensure as smooth a transition as possible, so we plan to implement these changes throughout the program year, starting as quickly as possible. The first change to the JJDPa compliance monitor process that we will address involves the submission of the Secure Juvenile Holding Logs.

New Form

All reporting of secure juvenile holding data must be submitted via a new electronic form. We have created a new form (attached) that should not require the purchase of any new software or equipment since it can be completed using Microsoft Excel.

We recognize that this transition will be easier for some agencies than others. For some agencies, this will simply amount to using a different electronic form than you use now, while for others it will require a change in your agency's processes. For agencies that use a customized spreadsheet or reporting system, this change will require you to put the data in the format that we need in order to upload the data into our database. If your current electronic or other spreadsheet contains additional data that you collect, you can add that information to our spreadsheet by adding columns to the right of our preset data. Please do not change the data input or naming formats of our columns in this holding log.

Transition Period

DCJ has created a timeline that will allow additional time for those facilities with a more complex transition. While this timeline is planned out by quarters, we encourage everyone to start using the new electronic Secure Juvenile Holding Log as soon as possible. We do anticipate that there may be some glitches with the form that we will need to address, so we hope to get your feedback regarding any problems within the first few months of use.

The following is the planned timeline for all secure law enforcement facilities.

- October 1 – December 31, 2017

Agencies currently using DCJ's current electronic template as their Secure Juvenile Holding Log should begin using the new form immediately. If you have already collected data on juvenile holds from October 1 to date, please transfer that information to the new form (if possible). All agencies in this category should be using the new template by December 31, 2017.

- January 1 – March 31, 2018

Agencies currently submitting hand-written Secure Juvenile Holding Logs should transition to the electronic process using the new form not later than March 31, 2018. This extended deadline for transition is being given to these agencies because this may require a change in intake or processing procedures. If you have any questions, please don't hesitate to call my office.

- April 1 – June 30, 2018

Agencies with customized forms or reporting systems will need to implement a process by which the formatting of the report matches, exactly, DCJ's Secure Juvenile Holding log with the caveat that you can add columns to include additional data you currently collect on your form for other purposes. If you use a data system that collects information and then runs a report, you should explore the possibility of running a report in an Excel format that matches our data collection form thus allowing your information to be uploaded into our system seamlessly. Again, the state can no longer accept data from a variety of platforms and templates; in order for us to be able to manage and report on our data efficiently and effectively, we must be able to collect our data utilizing a consistent tool from all law enforcement agencies. The goal is for all agencies to submit their Secure Juvenile Holding logs using our new electronic form or in a format that allows seamless uploading to our database by June 30, 2018. If you need to meet with DCJ staff to discuss the output format, please contact me to set up a meeting as soon as possible.

- July 1 - September 30, 2018

All Secure Juvenile Holding Logs for this last quarter in the program year must be submitted to DCJ via email using the new electronic form. Again, we do recognize that this will not be a simple transition for some agencies. Please contact me with any specific concerns that you may have.

Reporting Period

The reporting timeline will not change. You will be required to report your data to DCJ on a quarterly basis via email to cdps_dcj_oajjacompliance@state.co.us as follows:

October 1 – December 31, 2017 (1st Qtr).....Reports are due by January 31, 2018
January 1 – March 30, 2018 (2nd Qtr).....Reports are due by April 30, 2018
April 1 – June 30, 2018 (3rd Qtr).....Reports are due by July 31, 2018
July 1 – September 30, 2018 (4th Qtr).....Reports are due by October 31, 2018

Transcribing all the holding data from a variety of hand-written, disparate forms has become too burdensome for the Division of Criminal Justice and could result in inaccurate reporting. The risk of human error is too great when a review of approximately 6000 entries is being conducted manually. It is our belief that this is a reasonable first step toward managing Colorado's juvenile holding data in a much more accurate and efficient way. DCJ is confident that you will also find this electronic process to be more efficient and useful for your agency as well.

Secure Transmission

One last step in this process is that you **must register on the Secure Email Portal**. Once you have registered, you will log into this site each time that you have Secure Juvenile Holding Logs to submit. This will ensure that the data that you are transmitting is secured. Again, you will still be submitting your Secure Juvenile Holding Logs via email to cdps_dcj_oajjacompliance@state.co.us

1. Register an account on the Secure Email Portal by clicking this link: <https://web1.zixmail.net/s/e?b=stateofcolorado>
Follow the prompts. A confirmation email will be sent to you.

State of Colorado
Secure Email Portal

Email Address:

Password:

Sign In

Forgot your password? **Reset**

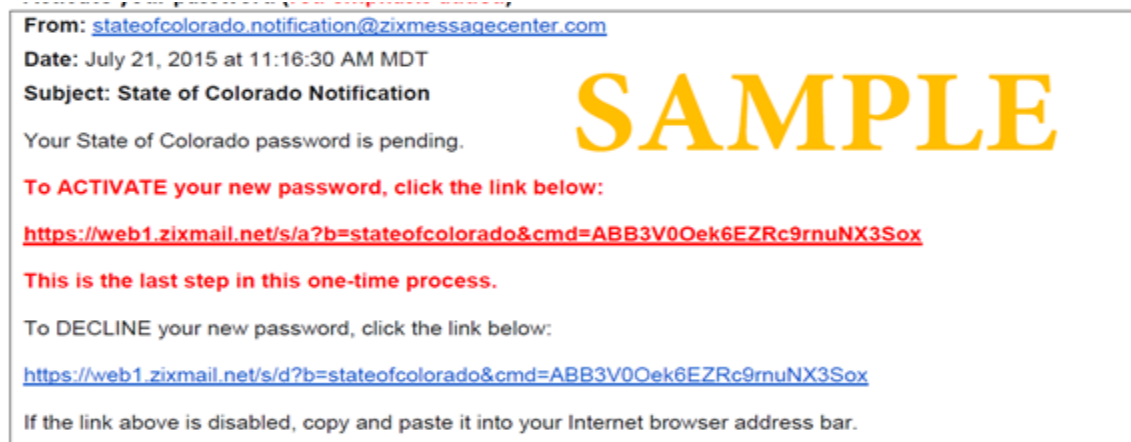
New to secure email? **Register**

Need more assistance? **Help**

For Customer Support, send an email message to support@state.co.us

Secured by ZIX

2. Activate your password via the instructions on the email you receive (red emphasis added)



Thank you for your attention to this matter and your cooperation in implementing this change! If you have any questions, please contact Mona Barnes, JJCPA Compliance Monitor at Monal.barnes@state.co.us or [303-239-4188](tel:303-239-4188).

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