

APPROVED

09-09-2016

NO. 16-195

BOARD REPORT

DATE September 09, 2016

BOARD OF RECREATION
AND PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CLEAN AND SAFE SPACES (CLASS) PARKS YOUTH EMPLOYMENT INTERNSHIP PROGRAM – JUVENILE JUSTICE CRIME PREVENTION ACT AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM FOR FISCAL YEAR 2016-2017; ACCEPTANCE OF GRANT FUNDS

AP Diaz _____
R. Barajas _____
H. Fujita _____

V. Israel _____
*K. Regan KR _____
N. Williams _____



General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATIONS

1. Authorize the Department of Recreation and Parks' (RAP) General Manager to accept and receive Juvenile Justice Crime Prevention Act (JJCPA) (formerly known as the Schiff-Cardenas Crime Prevention Act) grant funding in the approximate amount of Five Hundred Four, Four Hundred Thirty Dollars (\$504,430.00) from the Los Angeles County Probation Department (County) to provide youth services through the Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program (YEIP) during specified hours of peak juvenile criminal occurrences for a 16th Fiscal Year (2016-2017) at thirty-six (36) selected recreational facilities, herein included as Attachment 1, subject to the approval of the Mayor and City Council;
2. Direct RAP staff to transmit a copy of the grant award to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for Council Committee and City Council approval before accepting and receiving the grant award, pursuant to Los Angeles Administrative Code Section 14.6 et seq. as may be amended;
3. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to, applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Program;
4. Authorize RAP's General Manager to enter into an Agreement, herein included as Attachment 2, with the County of Los Angeles Probation Department for a term of one year, subject to approval of the City Attorney as to form; and,
5. Authorize RAP's Chief Accounting Employee to establish the necessary account and/or to

BOARD REPORT

PG. 2 NO. 16-195

appropriate funding received within "Recreation and Parks Grant" Fund 205 to accept the JJCPA grant funds in the approximate amount of \$504,430.00 for the CLASS Parks YEIP.

SUMMARY

The Los Angeles County Probation Department (County) awards and administers funding for the State's JJCPA grant funding. Over the past fifteen (15) years RAP has received over \$Seven Million, Five Hundred Thousand Dollars (7,500,000.00) in JJCPA funding to continue programs designed to serve at-risk youth through the CLASS Parks YEIP. This program provides participants with positive activities and alternatives for new learning experiences.

In April 2016, the County recommended funding RAP's CLASS Parks YEIP for Fiscal Year 2016-2017 for the period covering July 1, 2016 through June 30, 2017. These funds will allow staff to continue the Camp Counseling and Leadership Training, Sports Management and Leadership Training, Crime Scene Investigation, and After School Programming. These programs have been approved through various Reports to the Board related to the JJCPA Grant.

FISCAL IMPACT STATEMENT

This grant is administered by the County on a reimbursement basis to allow RAP the ability to negotiate services in a timely manner. RAP may realize a financial benefit as participants, who successfully complete the Camp Counselor Leadership Training Program, begin to serve as volunteers at various RAP facilities. There is no fiscal impact to RAP's General Fund.

This Report was prepared by Frank Herrera, Principal Recreation Supervisor I, CLASS Parks.

LIST OF ATTACHMENTS

- 1) CLASS Parks FY 16-17 List of Sites
- 2) CLASS Parks FY 16-17 Memorandum of Understanding

CLASS PARKS FY 2016-2017 - CLASS PARKS SITES

	Facility	Address	Telephone	Region	District	Supervisor	CD	SNL
1	109th Street Recreation Center	1464 E. 109th St., Los Angeles, CA 90059	323-566-4561	Pacific	Harbor	Deanne Dedman	15	No
2	Algin Sutton Recreation Center	8800 S. Hoover St., Los Angeles, CA 90044	323-753-5808	Pacific	South	Leslie Perez	8	Yes
3	Central Recreation Center	1357 East 22nd St., Los Angeles, CA 90011	213-485-4435	Pacific	South	Leslie Perez	9	No
4	Costello Recreation Center	3141 E. Olympic Bl., Los Angeles, CA 90023	213-485-9111	Metro	East	Veronica Rodriguez	14	Yes
5	Cypress Recreation Center	2630 Pepper Ave., Los Angeles, CA 90065	213-485-5384	Metro	Griffith	Annamaria Galbraith	1	Yes
6	Delano Recreation Center	15100 Erwin St., Van Nuys, CA 91411	818-756-8529	Valley	East Valley	Robin Smith	6	Yes
7	Denker Recreation Center	1550 W. 35th Pl., Los Angeles, CA 90018	323-733-8367	Pacific	South	Leslie Perez	8	No
8	Elysian Valley Recreation Center	1811 Ripple St., Los Angeles, CA 90039	323-666-5058	Metro	Griffith	Laura Island	13	No
9	Expo Park Center Complex	3990 Bill Robertson Ln, Los Angeles, CA 9003	213-763-0121	EXPO	EXPO	Randy Kelly	8	No
10	Glassell Park Recreation Center	3650 Verdugo Rd., Los Angeles, CA 90065	323-257-1863	Metro	Griffith	Laura Island	13	Yes
11	Harbor City Recreation Center	24901 Frampton Ave., Harbor City, CA 90710	310-548-7729	Pacific	Harbor	Deanne Dedman	15	No
12	Harzard Park Recreation Center	2230 Norfolk St., Los Angeles, CA 90033	213-485-6839	Metro	East	Veronica Rodriguez	14	No
13	Hubert Humphrey Recreation Center	12560 Filmore St., Pacoima, CA 91331	818-896-6510	Valley	Mid Valley	Robert White	7	Yes
14	Imperial Courts Recreation Center	2250 East 114th St., Los Angeles, CA 90059	323-564-1834	Pacific	Harbor	Deanne Dedman	15	Yes
15	Jackie Tatum / Harvard Recreation Center	1535 W. 62nd St., Los Angeles, CA 90047	323-778-2579	Pacific	Southwest	Kimberly Simonet	8	Yes
16	Jim Gilliam Recreation Center	4000 S. La Brea Ave., Los Angeles, CA 90008	323-291-5928	Pacific	Southwest	Kimberly Simonet	10	Yes
17	Lanark Recreation Center	21816 Lanark St., Canoga Park, CA 91304	818-883-1503	Valley	West Valley	Steve Cline	3	Yes
18	Lincoln Heights Recreation Center	2303 Workman St., Los Angeles, CA 90031	323-225-2838	Metro	North	Kelly Wering	1	No
19	Lincoln Park Recreation Center	3501 Valley Bl., Los Angeles, CA 90031	213-847-1726	Metro	North	Kelly Wering	1	No
20	Martin Luther King Jr. Recreation Center	3916 South Western Ave., Los Angeles, CA 900	213-847-0878	Pacific	South	Leslie Perez	8	Yes
21	Mount Carmel Park Recreation Center	830 W 70th St Los Angeles, CA 90044	323-789-2756	Pacific	South	Leslie Perez	8	Yes
22	Normandale Recreation Center	22400 S. Halldale Ave., Los Angeles, CA 9050	310-328-3689	Pacific	Harbor	Deanne Dedman	15	Yes
23	Oakwood Recreation Center	767 California Ave., Venice, CA 90291	310-452-7479	Valley	Valley Shoreline	Marc Israel	11	No
24	Ramon Garcia Recreation Center	1016 Fresno St., Los Angeles, CA 90023	323-265-4755	Metro	East	Veronica Rodriguez	14	Yes
25	Rancho Cienega Sports Complex	5001 Rodeo Rd., Los Angeles, CA 90016	323-290-3141	Pacific	Southwest	Kimberly Simonet	10	No
26	Ross Snyder Recreation Center	1501 East 41st St., Los Angeles, CA 90011	323-231-3964	Pacific	South	Leslie Perez	9	Yes
27	Seoul International Park (Ardmore)	3250 San Marino St, Los Angeles, CA 90006	213-383-7549	Metro	Central	Annamaria Galbraith	10	No
28	Sepulveda Recreation Center	8801 Kester Ave., Panorama City 91405	818-893-3700	Valley	East Valley	Robin Smith	7	Yes
29	Slauson Recreation Center	5306 S. Compton Ave., Los Angeles, CA 9001	323-233-1174	Pacific	South	Leslie Perez	9	Yes
30	South Park Recreation Center	345 east 51st St., Los Angeles, CA 90011	213-847-6746	Pacific	South	Leslie Perez	9	Yes
31	Sun Valley Recreation Center	8133 Vineland Ave., Sun Valley, CA 91252	818-767-6151	Valley	East Valley	Robin Smith	6	Yes
32	Sylmar Recreation Center	13109 Borden Ave., Sylmar, CA 91352	818-367-5656	Valley	Mid Valley	Robert White	7	No
33	Toberman Recreation Center	1725 Toberman St., Los Angeles, CA 90015	213-485-6896	Metro	Central	Annamaria Galbraith	1	Yes
34	Valley Plaza Recreation Center	12240 Archwood St., N. Hollywood, CA 91605	818-765-5885	Valley	East Valley	Robin Smith	2	Yes
35	Wabash Recreation Center	2765 Wabash Ave., Los Angeles, CA 90033	323-262-6534	Metro	East	Veronica Rodriguez	14	No
36	Wilmington Recreation Center	325 N. Neptune Ave., Wilmington, CA 90744	310-548-7645	Pacific	Harbor	Deanne Dedman	15	Yes

CLASS PARKS FY 2016-2017 - CLASS SITES BY CD

CLASS PARKS SITES BY CD												
	1	2	3	6	7	8	9	10	11	13	14	15
109th Street Recreation Center												1
Algin Sutton Recreation Center						1						
Central Recreation Center							1					
Costello Recreation Center											1	
Cypress Recreation Center	1											
Delano Recreation Center				1								
Denker Recreation Center						1						
Elysian Valley Recreation Center										1		
Expo Park Center Complex						1						
Glassell Park Recreation Center										1		
Harbor City Recreation Center												1
Hazard Park Recreation Center											1	
Hubert Humphrey Recreation Center					1							
Imperial Courts Recreation Center												1
Jackie Tatum / Harvard Recreation Center						1						
Jim Gilliam Recreation Center								1				
Lanark Recreation Center			1									
Lincoln Heights Recreation Center	1											
Lincoln Park Recreation Center	1											
Martin Luther King Jr. Recreation Center						1						
Mount Carmel Park Recreation Center						1						
Normandale Recreation Center												1
Oakwood Recreation Center									1			
Ramon Garcia Recreation Center											1	
Rancho Cienega Sports Complex								1				
Ross Snyder Recreation Center							1					
Seoul International Park (Ardmore)								1				
Sepulveda Recreation Center					1							
Slauson Recreation Center							1					
South Park Recreation Center							1					
Sun Valley Recreation Center				1								
Sylmar Recreation Center					1							
Toberman Recreation Center	1											
Valley Plaza Recreation Center		1										
Wabash Recreation Center											1	
Wilmington Recreation Center												1
Grand Total	4	1	1	2	3	6	4	3	1	2	4	5

No CLASS Parks sites in CD 4,5, & 12

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF LOS ANGELES PROBATION DEPARTMENT
AND
LOS ANGELES CITY DEPARTMENT OF RECREATION AND PARKS
FOR
THE JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)
AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM**

This Memorandum of Understanding (MOU) is made and entered into this _____ day of _____, 2016 between the County of Los Angeles Probation Department, hereinafter referred to as County, and Los Angeles City Department of Recreation and Parks, hereinafter referred to as Agency.

RECITALS

WHEREAS, the County has established the Juvenile Justice Crime Prevention Act (JJCPA) Program to reduce crime by promoting and providing services to at-risk and County youths and their families;

WHEREAS, on March 28, 2001, the Agency entered into an MOU with the County to implement the After-School Enrichment and Supervision (ASES) Program for fiscal year 2001/2002 with funding from the County for one (1) year;

WHEREAS, the County and Agency subsequently entered into MOUs for one (1) year periods for operation of the ASES Program for fiscal years 2002/2003, 2003/2004, 2004/2005, 2005/2006, 2006/2007, 2007/2008, 2008/2009, 2009/2010, 2010/2011, 2011/2012, 2012/2013, 2013/2014, 2014/2015, and 2015/2016;

WHEREAS, the County and Agency executed amendments to the MOUs for additional funding to expand the ASES Program to include a summer program during fiscal years 2005/2006 and 2006/2007;

WHEREAS, the County and Agency executed an amendment during fiscal year 2009/2010 to reflect a 5% (five percent) reduction in JJCPA Program funding;

WHEREAS, the County and Agency desire to enter into an MOU for a one (1) year period to continue operation of the ASES Program for fiscal year 2016/2017; and

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, the parties agree as follows:

I. PURPOSE

The purpose of this MOU is to continue providing services to the JJCPA Program through implementation of the ASES Program for youth at-risk and/or on formal probation at selected recreational facilities located at parks, schools, and community-based organizations. It is expected that this program will result in a decrease in arrests, incarcerations, and probation violations, and an increase in successful completion of probation, restitution and community service, and a higher school attendance.

II. TERM

The term of this MOU is for a one-year period beginning July 1, 2016, through June 30, 2017. Any additional renewals commencing after July 1, 2017 will be subject to approval by the County and Agency.

III. FUNDING

During the term of this MOU, the County will provide funding to the Agency in the amount of Five Hundred Four Thousand Four Hundred Thirty Dollars (\$504,430). These funds will be utilized by the Agency to operate the ASES Program, as detailed in the Budget (Attachment A).

IV. COUNTY RESPONSIBILITIES

The County agrees to, as resources allow, provide the following services:

- Oversight of community-based services.
- Case management including assessment, goal setting, case plan, regular client and family contacts, regular school contacts, and progress notes.
- Work with local law enforcement and community-based organizations to curb gang violence.
- Coordinate on-site and off-site referrals.
- Attend quarterly meetings of the partners JJCPA Collaborative.
- Work with the Agency, local law enforcement, and community-based organizations to provide adequate safety and security measures needed to conduct the ASES Program at the selected recreation facilities.
- Provide the following required data collection forms and the following data systems, all of which are necessary to provide information required on all participants:

Form:

JJCPA Monthly Program Data Collection Report (Attachment B)

Systems:

Juvenile Caseload Management System (JCMS)
JJCPA Tracking System

- Provide the Instructions for Driving Youth ID Number (Attachment C) for use by the Agency.

V. AGENCY RESPONSIBILITIES

The Agency agrees to provide the following services for the ASES Program:

Training:

Job Skills Training, which includes classes such as resume composition, job search, professional etiquette, and communication skills. Programs offered in this category include: 1) Camp Counselor Leadership Training; 2) Sports Management and Officiating; and 3) Crime Scene Investigation.

1. Camp Counselor Leadership Training: Participants will gain practical knowledge in the areas of after-school and day camp counseling. They will learn to conduct activities in a day camp setting, utilizing weekly themes to enhance creativity, and participants will learn how to create a camp activity schedule. Activities include arts/crafts, cooking, games, science and nature, sports, and will learn tools to manage youth ages 5 to 10.
2. Sports Management and Officiating: Participants will learn the rules and mechanics of officiating basketball and softball/baseball based on the California Interscholastic Federation of High School Officials rules. Interns will learn how to officiate, keep score, and general refereeing techniques and drills.
3. Crime Scene Investigation "CSI": Participants will become more familiar with law enforcement officers, will gain knowledge in the areas of deductive reasoning, following procedures, and pursuing details. Each participant will receive hands-on training in identifying fingerprints, tracking, and controlling a crime scene.

Training Timetable:

- Camp Counselor Leadership Training and Sports Management and Officiating are offered two (2) times per fiscal year at various sites.
- Crime Scene Investigation classes are offered at various sites.

After School Program (ASP):

The focus of the ASP is to build self-esteem, provide opportunities for volunteerism, enhance learning through tutoring, homework assistance, life skills activities (goals setting, money management, good citizenship and anger management), sports, and a host of field trips. This program will be offered Monday through Friday at all Class Park Teen sites for youth ages 11-18.

- Appropriate sharing of critical information with all service partners, consistent with the provisions of Section VI, Confidentiality.
- Staff participation at all meetings of the partners of the JJCPA Collaborative.
- Complete and submit in a timely manner the above-referenced Program Data Collection Reports that must reflect activity of the participants.

Other Services/Responsibilities:

- Friday Night Extreme Teens: As an extension of the After School Program, all Class Park Teen sites will implement extended program hours every Friday from 4:00 pm to 10:00 pm for youth ages 14 to 18. Teens will have an opportunity to engage in sports activities and work with other teens through a variety of "clubs," i.e. job readiness, college bound, drama, dance and cooking/nutrition.

VI. CONFIDENTIALITY

The County and Agency shall maintain the confidentiality of all records and information relating to juvenile participants under this MOU. This shall be in accordance with Welfare & Institutions Code (WIC) provisions, as well as all other applicable State and County laws, ordinances, regulations, and directives relating to confidentiality. The County and Agency shall inform all their managers, supervisors, employees, and contractor providers providing services hereunder, of the confidentiality provision of this MOU.

In no case shall records or information pertaining to participants be disclosed to any person, except designated County and Agency employees, without the written permission of a Probation Director, or other authorized representative.

VII. FISCAL PROVISIONS

The County shall make payment to the Agency for services rendered pursuant to this MOU. Such payment shall be made from the JJCPA funds. Payment terms are as follows:

- The Agency shall submit Departmental invoices monthly that comply with Auditor-Controller guidelines. Expenditures must correspond to the JJCPA budget approved by the State and expanded upon in the attached Project Plan (Attachments D1 and D2). Changes to the budget require signed written approval of both parties.
- Departmental invoices with supporting documentation should be submitted by the 25th day of the following service month to:

Norma Cruz-Lawler
Fiscal Manager
Budget & Fiscal Services
Probation Department
9150 East Imperial Highway, Room, P-73
Downey, CA 90242
Phone: (562) 940-2680
Fax: (562) 940-2459
E-mail: Norma.Cruz@probation.lacounty.gov

- If an audit of the program covered in this MOU identifies and disallows ineligible costs, the Agency shall reimburse the County the amount of the overpayment.

VIII. LIABILITY

Each of the parties to this MOU is a public entity. In contemplation of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities, solely by reason of such entities being parties to an agreement as defined by Section 895 of said Code, the parties hereto, as between themselves, pursuant to the authorization contained in Section 895.4 and 895.6 of said Code, will each assume the full liability imposed upon it or upon any of its officers, agents, or employees by law, for injury caused by a negligent or wrongful act or omission occurring in the performance of this MOU, to the same extent that such liability would be imposed in the absence of Section 895.2 of said Code. To achieve the above-stated purpose, each party indemnifies and holds harmless the other party solely by virtue of said Section 895.2. The provision of Section 2778 of the California Civil Code is made a part hereto as if fully set forth herein. The Agency certifies that it has adequate self-insured retention of funds to meet any obligation arising from this MOU.

IX. BACKGROUND AND SECURITY INVESTIGATIONS

The Agency shall be responsible for ongoing implementation and monitoring of Subsections 1 through 7. On at least a quarterly basis, the Agency shall report, in writing, monitoring results to the County, indicating compliance of problem areas. Elements of monitoring report shall receive prior written approval from the County.

1. No personnel employed by the Agency for this program having access to County information or records shall have a criminal conviction record or pending criminal trial unless such information has been fully disclosed and employment of the employee for this program is approved in writing by the County.
2. The County reserves the right to conduct a background investigation of the Agency's prospective employees prior to employment or assignment to duties under this MOU and further reserves the right to conduct a background investigation of the Agency's employees at any time and to bar such employees from working on the MOU under appropriate circumstances.
3. The County reserves the right to preclude the Agency from employment or continued employment of any individual performing services under this MOU at the County's sole discretion.
4. No personnel employed by the Agency for this project shall be on active probation or parole currently or within the last three (3) years.
5. The Agency and employees of the Agency shall be under a continuing obligation to disclose any prior or subsequent criminal conviction record or any pending criminal trial to the County.
6. The Agency shall submit the names of employees to the County prior to the employee starting work on this MOU. The County will schedule appointments to conduct background investigation/record checks based on fingerprints of the Agency's employees, and further reserve the right to conduct a background investigation of the Agency's employees at any time. **The Agency's employees shall not begin work on this MOU before receiving written notification of clearance from the County.**
7. Because the County is charged by the State for checking the criminal records of the Agency's employee; the County will bill the Agency to recover expense. The current amount is thirty-two dollars (\$32.00) per record check which is subject to change by the State.

X. SUSPENSION

Either party may suspend all or part of the project operations for failure by the other to comply with the terms and conditions of this MOU by giving written notice, which shall be effective upon receipt.

- Said notice shall set forth the specific conditions of non-compliance and shall provide a reasonable period for corrective action.

XI. TERMINATION

This MOU may be terminated at any time, without cost, by either party upon giving at least a thirty (30) days prior written notice thereof to the other. This MOU may be terminated if funding becomes unavailable.

XII. AMENDMENTS

This MOU may only be amended by mutual written consent of both parties. Neither verbal agreements nor conversations by any officers, employees and/or representatives of either party shall affect or modify any of the terms and conditions of this MOU.

Any change to the terms of this MOU, including those affecting the responsibilities of the parties and/or the rate and/or the method of compensation shall be incorporated into this MOU by a written amendment that is properly executed.

XIII. ENTIRE MOU

This MOU contains the full and complete agreement between the two parties and is executed in two (2) identical originals, each of which is deemed to be an original. This MOU contains eight (8) pages and five (5) attachments that constitute the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the County of Los Angeles and Agency have caused this MOU to be executed on their behalf by their authorized representatives, the day, month and year first above written. The person signing on behalf of the Agency warrants that he or she is authorized to bind the Agency, and attest under penalty of perjury to the truth and authenticity of representations made and documents submitted and incorporated as part of this MOU.

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

THE CITY OF LOS ANGELES
a Municipal Corporation, acting by and
through its Board of Recreation and
Park Commissioners

By _____
CALVIN C. REMINGTON
INTERIM CHIEF PROBATION OFFICER

By _____
GENERAL MANAGER

Date: _____

Date: _____

APPROVED AS TO FORM AND
LEGALITY:

MICHAEL N. FEUER
CITY ATTORNEY

By _____
DEPUTY CITY ATTORNEY

Date: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
COUNTY COUNSEL

By  _____
MILLCENT L. ROLON
PRINCIPAL DEPUTY COUNTY COUNSEL

Date: 7/14/16

Minor's Last Name _____ Minor's First Name _____ Prob (P) / At-Risk (A) _____ (P/A) Date _____
 Mother's First Name _____ DPO Last Name _____ Cstd No. _____
 DOB _____ Gender _____ School _____ Grade at Intake _____
 Street Address _____ City _____ Zip _____ Cluster _____
 Ethnicity _____ PDJ _____ Youth ID _____
 Date Case Assigned (PARKS) _____ Initial Case Plan Date _____ Probation Status _____
 Depart To _____ Departure Date _____ JJCPA Program In Progress Y _____ N _____

ATTENDANCE	BASELINE	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
# Days Absent-Unexc													
# Days Attended													
# Suspensions													
# Expulsions													
ACADEMICS	BASELINE	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
GPA: 4.0 - 0.0													
# Credits Earned													
I.E.P. (Yes/No)													
Reading Test Date													
Reading Grade Level													
Grad / GED Date													
VIOLATIONS / ARRESTS	BASELINE	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Total Arrests													
707(b) Arrests													
Detentions													
Sustained Petitions													
PERSONAL ISSUES	BASELINE	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Pregnant Minor (Y/N)													
Minor is Parent (Y/N)													
INDIVIDUAL / FAMILY	BASELINE	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Orientation Date													
Case Plan Update													
Formal Contacts													
Home Visits													
Parental Contacts													
Testing Order Date													
Narc Testing (# Pos)													
Testing Order Term. Date													
Restitution/Amt Pd													
Com Srvs Hrs/Served													
REFERRED TO	BASELINE	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
CBO													
Tutoring/HW Asst													
After School Prog													
Operation Read													
Other													
REFERRED TO (JJCPA)	REFERRED DATE	START DATE	COMPL. DATE	DID NOT COMPL. DATE					REFERRED DATE	START DATE	COMPL. DATE	DID NOT COMPL. DATE	
ACT													
Gang Intervention Svcs									Compton				
GS Comm-MS/ES									Explorer				
GS Comm-Volleyball									Impact				
GS Comm-YWAR									Jeopardy				
Housing-Based Svcs									Long Beach				
SB Transportation									Pasadena				
Special Needs Court									VIDA				
					Other (Specify) _____								

INSTRUCTIONS FOR MANUALLY DERIVING THE PROBATION YOUTH I.D. NUMBER

A Youth I.D. number will be used to uniquely identify juveniles who are not on any type of formal or informal probation, i.e., 236 WIC contract; DHS; DCFS; DMH; and 601 INS. These juveniles will not have a PDJ number or a JAIN.

Each JJCPA Referral for Service form ***must*** contain a PDJ number ***or*** a Youth I.D.

The Youth I.D. number will be derived from the data items below. If any of the required data is unobtainable, an 'X' is to be entered ***in each position*** of the missing data. YOUTH I.D. numbers that are identical will be assigned a two-digit numeric identifier; the default for this identifier is 00. The second I.D. will receive an identifier of 01, the third will receive 02, etc.

EXAMPLE OF A COMPLETE YOUTH I.D.

	DATA ITEM TYPE	DATA ITEM	DERIVED ITEM
1.	First Name (initial)	Michael	M
2.	Last Name (initial)	Williams	W
3.	DOB - Month, Day, Year (reversed)	04/20/87	872004
4.	Mother's First Name (1 st two letters)	LOrraine	LO
5.	Numeric Identifier	--	00
DERIVED YOUTH I.D. = MW872004LO-00			

EXAMPLE OF YOUTH I.D. WITH MISSING DATA ITEM

	DATA ITEM TYPE	DATA ITEM	DERIVED ITEM
1.	First Name (initial)	Michael	M
2.	Last Name (initial)	Williams	W
3.	DOB - Month, Day, Year (reversed)	04/20/87	872004
4.	Mother's First Name (1 st two letters)	UNK	XX
5.	Numeric Identifier	--	00
DERIVED YOUTH I.D. = MW872004XX-00			

