

# YOUTH SERVICES POLICY

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| <b>Title:</b> Data Warehouse  | <b>Type:</b> A. Administrative<br><b>Sub Type:</b> 5. Information Services<br><b>Number:</b> A.5.5 |
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| <b>References:</b><br>ACA Standards 2-CO-1A-09, 2-CO-1F-01, 2-CO-1F-02, 2-CO-1F-03, 2-CO-1F-04, 2-CO-1F-05, 2-CO-1F-06 (Standards for Administration of Correctional Agencies); 4-JCF-6F-05 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy No. A.5.1 "Access to, Security of, and Use of Information Technology Resources and Mobile/Celular/Smartphone Devices"; the Juvenile Electronic Tracking System (JETS), and SAS Analytics Technology and Data Warehouse; JPAS 2-7075, 2-7076 |  |
| <b>STATUS: Approved</b>   |  |
| <b>Approved By:</b> James Bueche, Ph.D., Deputy Secretary   | <b>Date of Approval:</b> 03/02/2018  |

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S.36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish the uniform collection, recording, organization and processing of data developed for management, demographic and statistical information purposes.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, the YS Data Warehouse Manager, Regional Directors, and all YS employees authorized to enter data into the Juvenile Electronic Tracking System (JETS).

**IV. DEFINITIONS:**

**Continuous Quality Improvement Services (CQIS)** – The Central Office performance-based and results-driven competency and efficiency management system.

**Juvenile Electronic Tracking System (JETS)** – The centralized database used to track all youth under OJJ supervision or custody, and to record youth case record activity.

**V. POLICY:**

It is the Deputy Secretary's policy that the agency uses an organized system of information retrieval and review that is part of an overall research and decision-making capacity to provide statistical information for use in making management decisions, facilitating decision-making research, to enable evaluation of the overall performance of the agency and goals, and to timely respond to clients needs and outside inquiries.

**VI. REPORTING AND PROCEDURES:**

- A. Reports developed, maintained and produced by the Data Warehouse in Continuous Quality Improvement Services (CQIS), utilizing in-house data from the "Juvenile Electronic Tracking System" (JETS) and Lotus Notes, as well as outside data sources shall be located on the interagency site at <http://oydcosas2012.oyd.la.gov:8080/SASStoredProcess/do?Action=index.properties> and <http://oydcosas2012.oyd.la.gov/SASWebApps2010/DataQuest/DQ1.aspx>.
- B. The YS electronic repository shall be the official reference source of such information for the agency.
- C. Quarterly statistical and summary population and trend reports shall be provided by the Data Warehouse Manager to YS Executive Staff for review and discussion, to assist in the allocation of resources for supervising and classifying youth more effectively and efficiently, and to enable short and long range planning concerning agency goals.
- D. The effectiveness of the YS information system as it relates to overall unit management shall be evaluated annually by the Data Warehouse Manager, with a written report to the Chief of Operations by December 31st.
- E. Pursuant to YS Policy No. A.5.1, access to and use of the YS information system shall ensure the security of information and compliance with federal regulations governing privacy and security of information.

**Previous Regulation/Policy Number:** A.5.5

**Previous Effective Date:** 02/28/2014

**Attachments/References:**