

Department: Community Justice

Program Contact: Rosa Garcia

Program Offer Type: Support

Program Offer Stage: As Adopted

Related Programs:
Program Characteristics:
Executive Summary

Juvenile Support Services assists the Juvenile Services Division (JSD) Administration, Probation And Treatment Services and Community Interface Services. Support Services staff members perform the following functions: a) maintain accurate records internally and in various statewide data systems; b) provide information and referrals to the public and community partners; c) provide administrative and clerical support to division personnel; d) coordinate payroll, property management and purchasing; and e) provide reception coverage.

Program Summary

Clerical Support Services: Support Services provides office support to Probation and Treatment Services, Community Interface Services, and the Assessment & Evaluation (A&E) program. Essential Functions include: shelter care tracking, Medicaid billing preparation, reviewing client service notes and creating client charts. Support Services ensures compliance with Title IV-E (federal reimbursement) claiming and clerical services related to victim fines and restitution tracking. Support services also maintains all closed juvenile files; provides public assistance with general inquiries; oversees mail distribution; and processes documents and forms for JSD, the District Attorney's Office, Department of Human Services and the Judiciary per inter-agency agreements.

Data Services: Essential functions include specialized data entry and record maintenance in the statewide Juvenile Justice Information System (JJIS) and Law Enforcement Data System (LEDS). Data services enters warrants into LEDS, provides law enforcement with field access to juvenile Electronic Probation Records (EPR); maintains juvenile sex offender registration information; performs records checks; processes subpoenas; processes archiving requests; and handles expunction of juvenile records that meet statutory criteria.

Child Abuse Unit: The Child Abuse Unit partners with the Judiciary, the District Attorney's Office, the Department of Human Services and other agencies to ensure legal compliance regarding service of legal documents affecting the outcome of dependency cases and termination of parental rights cases. The unit provides service summons and petitions according to statutory criteria. They also provide precise records which are vital to the outcome of individual cases.

Performance Measures

Measure Type	Primary Measure	FY16 Actual	FY17 Purchased	FY17 Estimate	FY18 Offer
Output	Number of referrals received & processed annually	3,137	3,200	3,100	3,100
Outcome	Number of court orders and dispositions processed	1,555	1,500	1,500	1,500
Outcome	Percent of warrants successfully processed without additional validations needed	97%	95%	95%	95%

Performance Measures Descriptions

Measure 1 Changed: Alignment to Core Function

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2017	2017	2018	2018
Personnel	\$1,389,872	\$0	\$1,574,439	\$68,821
Contractual Services	\$10,000	\$0	\$10,000	\$15,024
Materials & Supplies	\$127,078	\$0	\$121,667	\$0
Internal Services	\$1,215,167	\$0	\$995,726	\$10,054
Total GF/non-GF	\$2,742,117	\$0	\$2,701,832	\$93,899
Program Total:	\$2,742,117		\$2,795,731	
Program FTE	16.00	0.00	17.20	0.80

Program Revenues				
Indirect for Dept. Admin	\$0	\$0	\$8,203	\$0
Intergovernmental	\$0	\$0	\$0	\$93,899
Total Revenue	\$0	\$0	\$8,203	\$93,899

Explanation of Revenues

County General Fund plus \$93,899 Title IV-E funding.

Significant Program Changes

Last Year this program was: FY 2017: 50051 Juvenile Services Support

This program offer reflects an increase of 2.00 FTE; during FY 2017 1.00 FTE Juvenile Counseling Assistant and 1.00 FTE Office Assistant Senior transferred from other DCJ programs (refer # 50058-18 and 50063-18).