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Examples of Administration Reports and Letters
Generated for the Fictitious Y-ME Youth Court

Youth Court and Community Sanctions Partnership Evaluation
Bureau of Justice Assistance Evaluation Partnership Program

Grant 98 DD BX 0020

May 21, 2000

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Examples of Administration Reports and Letters Generated for the Fictitious Y-ME Youth Court

Introduction

TEAM YC generates a number of reports and letters that make it easy to manage a youth court and integrate it into the community. The examples are for the fictitious Y-Me Youth Court. Data for this court are included with each TEAM YC installation so that users can learn how to use TEAM YC even before they enter their own data.

Exhibits Included in Attached Power Point Slide Show:

A. Court-Hearing Descriptions

This report can be printed as soon as intake information is entered into TEAM YC. It is provided to court officers to prepare for hearings. For example, in the Colonie Youth Court, the prosecutor and defender use this information to interview victims, parents, and arresting officers.

B. List of Schedule Activities

Following hearings, court administrators can list all activities that need to be done to complete sentences. These listings are detailed. They describe activities and even spell-out the day of the week to avoid confusion. They are adjusted whenever attendance at activities is updated.

C. Attendance Sheets

Attendance sheets for community services, classroom activities, jury duties, and prison and jail visits can be printed at any time. These lists include each child's phone number in case of emergencies.

D. Case-Completed Letters

TEAM YC generates a variety of case-completed letters. The example includes a letter to the arresting officer and a letter to the Chief Judge of Family Court. The youth's name is not presented on the Chief Judge's letter because it was specified to be a courtesy letter. Had it been specified as a referral letter, than the youth's name would have been printed on the letter. Courtesy letters allow courts to share their processing decisions with other members of the juvenile justice community.

E. Court Dates, Offenders, Court Personnel

This report summarizes all court hearings for a specified time period. The second page shows that considerable detail can be entered and displayed.

F. Court Personnel History

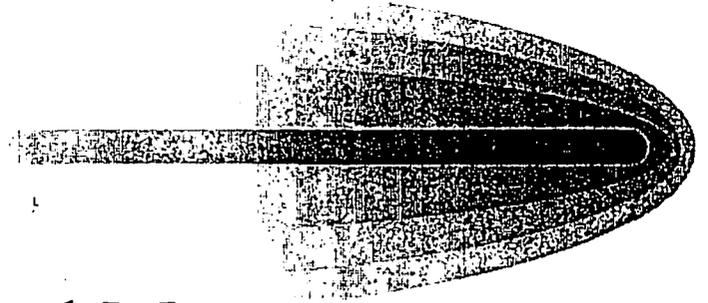
This report makes it easy to review activities of all court officers.

The goal of this project was to develop software to conduct short- and long-term evaluations of youth courts throughout New York State based upon common definitions, data structures, and processing procedures. This goal was met and surpassed in the first 15 months of the grant.

The software package is named TEAM YC, "Tools to Evaluate And Manage Youth Courts". TEAM YC is a state-of-the-art program that combines data management, word processing, and Internet linkages into an easy to use.

The attached slide show was developed to demonstrate TEAM YC's capabilities to courts and government administrators. It contains examples of most administrative reports and letters. It is best viewed on www.teamyc.com and is referenced as a slide show.

TEAM YC



Tools to Evaluate And Manage Youth Courts

James F. Nelson, Ph.D.

Division of Criminal Justice Services

Support from the Bureau of Justice Assistance and
the Juvenile Accountability Block Grant

TEAM YC

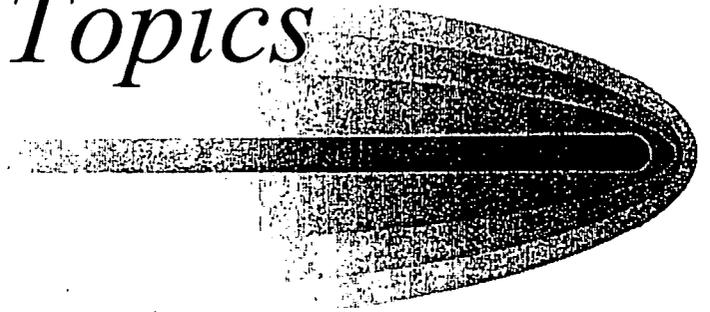
- Tracks cases from beginning to end
- Schedules sentence activities
- Records progress of sentence activities
- Writes case completion letters
- Evaluates using management data
- Is easy to use. Provides Extensive help screens
- Adjusts to each court's needs

Using TEAM YC Courts Can

- Evaluate their own successes and failures
- Learn how they are doing relative to other courts
- Increase community ties by writing letters
- Promote themselves by understanding whom they serve and who refers cases
- Raise money and gain political support based upon services they provide to others

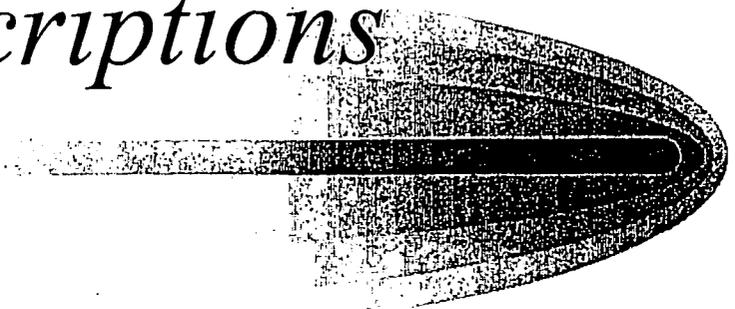
Presentation Topics

- Youth Reports
- Letters
- Statistical Reports
- Program Design Philosophy
- Internet Uses



Youth Reports

Hearing Descriptions



- Describe cases in detail
- Can be created as soon as court information is entered
- Are distributed before hearing in some courts
- Are distributed at hearings in some courts



100%



Close



Explain Word

Y-ME Youth Court
25 State Street
Malta, New York 12020-4778

September 18, 2000

Mary Smith, Administrator
Phone: (518) 333-4444

Court Date: **March 20, 2000** Time

Youth: Donahue, Jacob
77 Timminy Drive
Scherectady, NY 12303

Phone: () 237-8888

Gender: Male

Birth Date: Jul 14, 1988

Age at Offense: 11

Youth Court ID: 180

Officer

Kneedle, Kevin
Sergeant
Scherectady Police Department
227 Tower Lane
Scherectady, NY 12303

Phone: () 334-5667

Apprehension Date: March 14, 2000

Charge

Mar 14, 2000

PC 484: Petty Theft.

Minor Misdemeanor

Description: Youth set a school locker on fire. He did this because he was angry at being the brunt of jokes. This child has a facial scar that he is quite sensitive about. He was very frustrated about being harassed and wants to get even. He is very sorry for his actions:

Agency Victim

Stars, Lucky

Principal

Schenectady High School

1400 Broad Avenue

Schenectady, NY 12303

Phone: () 455-3222

Loss:

Description: The resulting fire did \$2,300 damage to floors and lockers. School had to be evacuated for 2 hours.

Agency Victim

Stars, Lucky
Principal
Schenectady High School
1400 Broad Avenue
Schenectady, NY 12303

Phone: () 455-3222

Loss:

Description: The resulting fire did \$2,300 damage to floors and lockers. School had to be evacuated for 2 hours.

Person Victim

Jones, Mrs. Jane
34 Gordon Avenue
Ballston Spa, NY 12020 2233

Home: () 777-7777

Business: () 888-8888

Loss: \$45.00

Injury: Minor-No Medical Assis Got her foot crushed.

Guardian

Father

Donahue, Mrs. Mickey
77 Timminy Drive
Schenectady, NY 12303

Home () 237-8888

Business

Court Personnel

Prosecutor

Jackson, Don
Ballston Spa, NY 12020
Phone: () 665-5564

Age 11

Judge

Angel, Ima G.
34 Yates Street
By The Garage
Saratoga, NY 12525
Phone: () 584-2389

ext. 54

Age 45

Defender

Jones, Johnie J.
315 King Street
Malta, NY 12020 1234

Youth Reports

Schedule of Activities



- Summarize each youth's sentence
- Displays all activities that need to be done or that need to be scheduled
- Writes out days of the week in date descriptions
- Includes meeting locations and addresses

Y-ME Youth Court
25 State Street
Malta, New York 12020-4778

Mary Smith, Administrator
Phone: (518) 333-4444

For: Linden, Taylor
67 Texas Ridge
Albany, NY 15656

Sentence Description

Court Date	Sentence	Units	Assigned	Completed
Mar 24, 2000	Classroom Activities	Session	1	0
Mar 24, 2000	Community Services	Hour	26	12
Mar 24, 2000	Visit to Jail or Prison	Visit	1	0

Sentence Activities to be Completed

Activity: Community Service

Description: Clean Cages, Feed And Pet Cats At Whisker's

Date: Tuesday, April 11, 2000

Time: 4:00 pm

Duration: 4 hours

Location: 45 2nd Street

Albany, NY 12206.

Report to: Apples, Mrs. Mary

Activity: Community Service

Description: Clean Cages, Feed And Pet Cats At Whisker's

Date: Wednesday, April 12, 2000

Time: 4:00 pm

Duration: 4 hours

Location: 45 2nd Street

Albany, NY 12206.

Report to: Apples, Mrs. Mary

Activity: Community Service

We need to schedule six hours of community service.

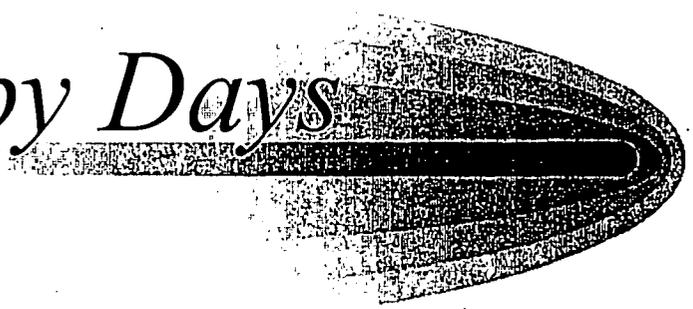
Activity: Visit to Jail or Prison
Description: Albany County Jail
Date: Saturday, April 01, 2000
Time: 9:00 am
Duration: 2 hours
Location: 45 Carlton Road.
Report to: Bagg, Graham M.

Activity: Classroom
We need to schedule one Session.

Monday, September 18, 2000

Youth Reports

List of Cases by Days



- Identifies cases by days to process
- Provides several definitions for time periods
- Can specify previous years
- Summarizes sentences for possible explanations
- Is useful for locating “old” cases

List Cases Open More than 30 Days from Hearing

List of Open Cases from Date of Hearing

List generated on Sep 18, 2000

Cases were open for at least 30 days

68 Days from Hearing to Today

Pluto, Mickey I.

YCID: 197

Stole tie from Lord & Taylor as fathers day gift. Was unable to buy with own money.

Apprehended:

Received:

Court Date:

Jun 19, 2000

Jun 20, 2000

Jul 12, 2000

Sentence

Sentenced

Completed

Community Services

20

Education: Provide Instruction

1

Jury Duty

1

0

76 Days from Hearing to Today

Youth Reports Attendance Sheets



- Are generated for community services, classes, jury duty, jail visits
- List youths scheduled for the session, their phone numbers, and ages
- Provide check boxes for attendance and hours

Class Attendance Sheet

Attendance Sheet

Youth Courts And Juvenile Justice

Description: Classroom Activities

Date: Apr 3, 2000

Time: 11:00 A **Hours:** 2

Address: SUNYA
Dept Of Sociology
Room 232
Albany, NY 12020

Instructor: Apples, Mary

Name	Gender	Age at Offense	Phone:	Show
James, Kaneesha	Female	18	344-3233 ()	<input type="checkbox"/>
Linden, Taylor	Male	10	455-6778 ()	<input type="checkbox"/>

Community Service Attendance Sheet

Attendance Sheet

Saratoga Food Kitchen

Date: Jul 22, 2000

Duration: 6 hours

Supervisor: Bagg, Graham M.

Location: Broadway And Church In Saratoga

Saratoga, NY 12525

Name	Phone	Age at Apprehension	Show	Credited
Holmes, Sherlock	()456-3337	14	<input type="checkbox"/>	_____
Pluto, Mickey I.	(800)202-7755	16	<input type="checkbox"/>	_____

Youth Reports

Managing Court Personnel

- Reports list all trained court members and their experiences
- Drop-down boxes present number of times court members played a role. Makes it easy to select eligible personnel with least or most experience
- Drop-down boxes list experiences of selected court members

Court Personnel Report

Court Personnel History

Report is based on all cases

Name	Hearing Date	Role	Date Fully Trained
Angel, Ima G.			Jul 30, 1999
	Wednesday, November 24, 1999	Judge	
	Thursday, March 16, 2000	Prosecutor	
	Monday, March 20, 2000	Judge	
	Wednesday, July 12, 2000	Defender	
	Saturday, September 25, 1999	Judge	
Elmore, Ima B.			Mar 18, 1998
	Wednesday, January 06, 1999	Judge	
	Tuesday, March 14, 2000	Prosecutor	
	Wednesday, March 17, 1999	Judge	

Drop-Down Box: Find A Judge

frmCourtPersonnelHistory : Form

Court Personnel Experiences. For Viewing Only [Close Form]

Select Court Member to Review Court Personnel History

Greenstein, Steve J.

School: Ballslon Spa High School

Age Today: 10 Date Trained: 10/16/96

Select role then identify member by times served in this role

Role:	Hearing Date:
	Dec 15, 1997
	Nov 25, 1998
	Dec 17, 1998
Defender	Jan 06, 1999
Prosecutor	Jan 13, 1999
Defender	Feb 10, 1999
Judge	Mar 17, 1999
Judge	Mar 14, 2000

Role: Judge

Member:

Name	Times
Pendleton, Riva	0
Jackson, Don	1
Michaels, George C.	1
Nelson, Jamie F.	1
Greenstein, Steve J.	2
Stinker, Ima B.	2
Elmore, Ima B.	3

Role is judge.

List is sorted by number of times.

Find a Court Member

Name	Date Trained	Age	School	Times
Angel, Ima G.	Jul 30, 1999	45	Ballsiton Spa High School	6
Elmore, Ima B.	Mar 18, 1998	15	Ballsiton Spa High School	4
Fluman, Sarra M.	Mar 01, 1999	16		7
Good, Ima V.	Sep 04, 1996	17		12
Greenstein, Steve J.	Oct 16, 1996	10	Ballsiton Spa High School	11
Jackson, Don	Feb 08, 2000	12	Ballsiton Spa High School	3
Jones, Johnie J.	Dec 24, 1997	12	Ballsiton Spa High School	8

This drop-down box lists school and number of times trained personnel were used as court members. Age is calculated when the drop-down box is requested.

Letters

Case Completion Letters

- Great way to improve community ties
- Written in Microsoft Word
- Can be edited
- Recipients are determined by each court
- Formatted for arresting officers, store victims, person victims, referral agencies, probation and family court
- One case can have many letters
- Courtesy letters do not include youth names

File Edit View Insert Format Tools Table Help TEAM YC Help

Header Courier New 12 B I U

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August 16, 2000

Ms. Mary Nelson
Detective
Albany County Sheriff
345 Turnpike Ave
Albany, NY 12121-1122

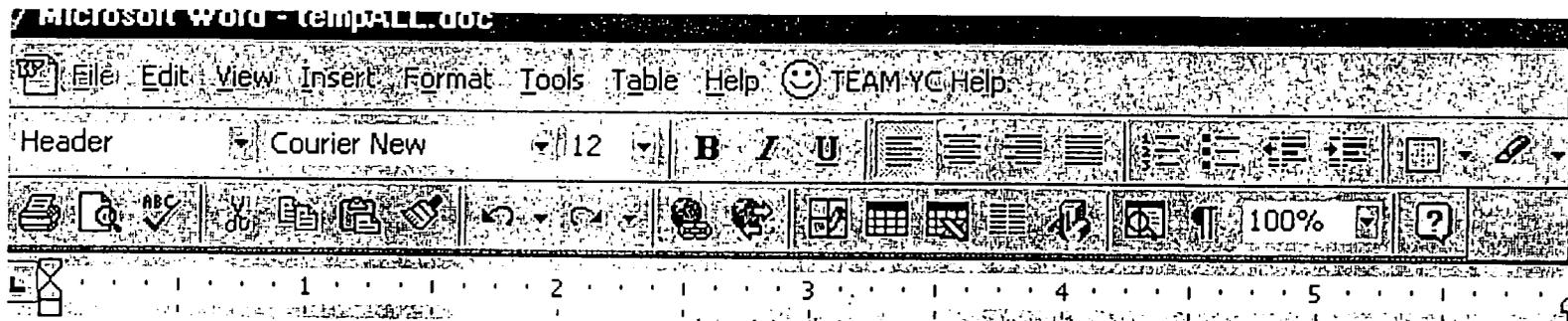
Dear Ms. Nelson,

On January 1, 1999, you apprehended Frederick A. Abat for:

Description
PL 155.25: Petit Larceny -shoplifting-
Albany Mall Curfew: Loitering After 10pm
Richard's High School: Repeated Class Cutting

His case was forwarded to us for processing. Mr. Abat agreed to have his case presented to a jury of peers. On January 6, 1999, the jury sentenced him to:

This letter viewed in MS Word can be edited.



Mr. Abat completed this sentence on October 21, 1999. He performed the following community services:

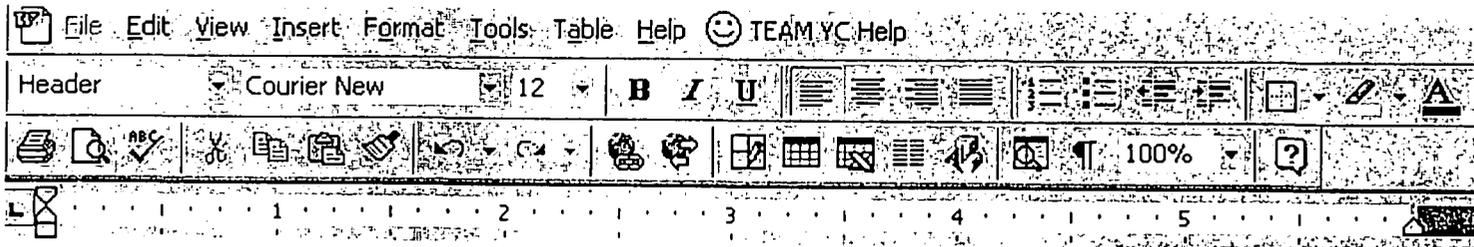
Service to	Date	Hours
<u>Knickerbocker Middle School</u>	By Jan 23, 1999	15
<u>Knickerbocker Middle School</u>	By Jun 11, 1999	4
<u>Community Organizations</u>	By Oct 01, 1999	7
<u>albany forest perserve maintaince</u>	Oct 21, 1999	3

.....
He participated in jury duty:

Name Of Class	Date
Jury Duty	May 19, 1999

I appreciate your cooperation in this matter. Hopefully, the youth court experience will help Mr. Abat understand the consequences of his actions. Thank you.

Sincerely,



Sincerely,

Mary Smith
Administrator

.....Section Break (Next Page).....

August 16, 2000

Mr. James Wilson
Probation Director
Albany County Probation Department
Juv Division
514 Broadway
Glens Falls, NY 13345-6677

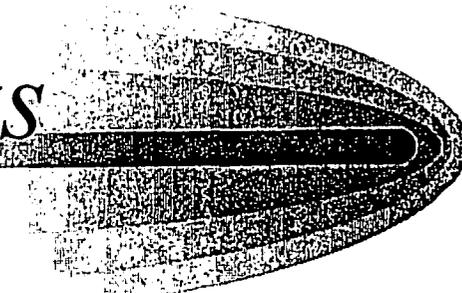
Dear Mr. Wilson,

On January 1, 1999, a 14 year-old male was apprehended for:

Description

- End of Letter. Beginning of Courtesy Letter.
No youth names in courtesy letters.

Statistical Reports



- Flexible and easy to use
- Can specify time periods and control variables (e.g. run report for males only)
- Extensive quarterly report package
- Reports are listed in a drop-down box.
They include offense lists, demographics, sentences, time to completion, case loads, losing status, services completed, etc.

Requesting a Statistical Report

Close Form

Statistical Reports

Select Report: **Quarterly, Yearly, Other time period?**

Calculate available for Must be done generating

- Case Flow Statistics
- Community Services and Classes Completed
- Court Personnel Roles
- Court Scheduling
- Days to Process Statistics
- Demographic Characteristics
- Export Data Statewide Evaluation
- Group CS by Location

Offender's Zip:

Offender's City:

Offender's School:

Poverty:

Sub Court:

Starting Date: Date

Ending Date: Date

Reports are listed in a drop-down box

Statistical Reports

Sentences

Sentences					
Sentence Type	Number of Sentences	Percent of Youth Receiving this Sentence	Total Units Assigned	Total Units Completed	Average Units This type of Sentence
Apology to Others	4	4.5%	30	30	7.5
Apology to Parents	5	5.6%	5	4	1.0
Apology to School	4	4.5%	29	28	7.3
Apology to Victim	13	14.6%	13	9	1.0
Classroom Activities	35	39.3%	70	56	2.0
Community Services	76	85.4%	1,985	1,905	26.8
Counseling Group	1	1.1%	4	4	4.0
Counseling Individual	1	1.1%	3	3	3.0
Curfew	3	3.4%	3	1	1.0
Education: Provide Instructio	1	1.1%	1		1.0
Essay	1	1.1%	0	0	0.0
Jury Duty	70	78.7%	70	57	1.0
No More Trouble	1	1.1%	1		1.0

No More Trouble	1	1.1%	1		1.0
Other Activity Number of Sess	1	1.1%	2	2	2.0
Random Drug Screening	1	1.1%	1		1.0
Restitution	2	2.2%	1,100	100	550.0
Verbal Apology to Parents	1	1.1%	3	3	3.0
Verbal Apology to Police	1	1.1%	2	2	2.0
Visit to Jail or Prison	7	7.9%	5	6	0.7
Total Sentences	228				
Total Youth Sentenced	89				

These examples demonstrate the variety of sentences in TEAM YC

Statistical Reports

Organizations Receiving Services

Organization	Hours Provided	Percent
Animal Shelter -- Ballston Spa ,NY 12020	77.0	12.5%
Ballston Spa Urban League -- Ballston Spa ,NY 12020	52.0	8.4%
Ballston Spa Youth Center -- Ballston Spa ,NY 12020	5.5	0.9%
Cold Springs Fire Department -- Ballston Spa ,NY 12020	20.0	3.2%
Cold Springs Fire Department -- Malta ,NY 12020	100.0	16.2%
GoodWill Industries -- Saratoga ,NY 12525	96.0	15.6%
Kenningston Bailed Community Center -- Buffalo ,NY 30389	20.0	3.2%
Knickerbocker Middle School -- Stephen Town ,NY 13345	15.0	2.4%
Knickerbocker Middle School -- Washington ,DC 11111	91.0	14.8%
Not Specified	96.0	15.6%

Useful for raising money or support

Offenses:
Four Types of Law

- **Criminal Law**: Laws (except motor vehicle) that do not exclude juveniles
- **Juvenile Law**: Laws affecting only juveniles, e.g. truancy, under-age drinking
- **School Rules**: Rules of conduct for specific schools
- **Motor Vehicle Law**

Offenses

Classifications

- Offenses are organized by Type of Law
- Offenses are further categorized by type of behavior (e.g. assault, burglary, larceny, etc for Criminal Law)
- Offenses can be defined by each court
- Offense lists can be established for states
- Offense definitions are very flexible.

Statistical Reports

Offense Report

Charge Seriousness

Level	Charges	Percent	Cumulative	
Felony	16	13.3%	13.3%	86.7%
Serious Misdemeanor	44	36.7%	50.0%	50.0%
Minor Misdemeanor	2	1.7%	51.7%	48.3%
Violation, Infraction	19	15.8%	67.5%	32.5%
Juvenile Offense	19	15.8%	83.3%	16.7%
School Violation	20	16.7%	100.0%	0.0%
Total	120	100.0%		

Description of Charges

Law

Number of Charges Percent

Type of Offense:

Description

Criminal Law

Drugs: Possession/Equipment		
PL 220.45: Possession Hypodermic Instrumt	1	0.8%
Drugs: Use/Distribution		
PL 220.06.01: Cpcs-5th With Intent To Sell	1	0.8%
Homicide/Manslaughter		
PL 125.15.03: Mansl Intent Aid To Suicide	1	0.8%
Intimidation/Coercion		
PL 135.60.08: Coerc Threat-use Pub Serv Post	1	0.8%
Larceny/Theft (except Shoplifting)		
PL 155.30.04: Grand Larceny-4th Credit Card	1	0.8%
PL 155.30.09: Gr Larceny-4th Religious Art	1	0.8%
PL 155.30: Grand Larceny-4th	1	0.8%
PL 165.15: Theft Of Services	2	1.7%
Reckless Endangerment		

Offenses can be defined for any state; these are based on NYS Penal Law.

School Rules

Alcohol

Drinking alcohol on school grounds	1	0.8%
------------------------------------	---	------

Disorderly Conduct

School Fighting With Other Students	1	0.8%
-------------------------------------	---	------

School Hallways .Main: Running In Central Hallways	4	3.3%
--	---	------

School Lunchroom. Food fight.	2	1.7%
-------------------------------	---	------

Drugs

School Drugs.Minor: Cough Syrup In Classroom	8	6.7%
--	---	------

School Illegal: Possession of a prescription drug	1	0.8%
---	---	------

Insubordination

Albany Behavior: Disrespect For Teacher In Classroom	4	3.3%
--	---	------

School Behavior: Disrespectful Of Teacher In Class Room	3	2.5%
---	---	------

Obscenity/Profanity

Alcohol, Disorderly Conduct, etc. are types of behavior defined for School Rules.

Statistical Reports

Court Hearings

Friday, March 17, 2000

Chung, Ming

Age: 15 YCID: 184

My Number:

Completed Program by YC's Decree

Monday, March 20, 2000

9:00 AM

Donahue, Jacob

Age: 11 YCID: 180

My Number: 2000.40

Judge Angel, Ima G.

Age: 45 Ballston Spa High School

Prosecutor Jackson, Don

Age: 11 Ballston Spa High School

Defender Jones, Johnie J.

Age: 12 Ballston Spa High School

10:00 AM

Johnston, Mahalia

Age: 12 YCID: 189

My Number:

Judge Angel, Ima G.

Age: 45 Ballston Spa High School

Prosecutor Greenstein, Steve J.

Age: 10 Ballston Spa High School

Defender Jackson, Don

Age: 11 Ballston Spa High School

11:00 AM

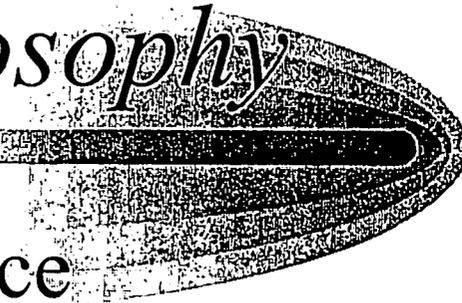
Waters, Jonathan

Age: 10 YCID: 174

My Number: 2000.42

My Number is the court's case number.

Program Design Philosophy

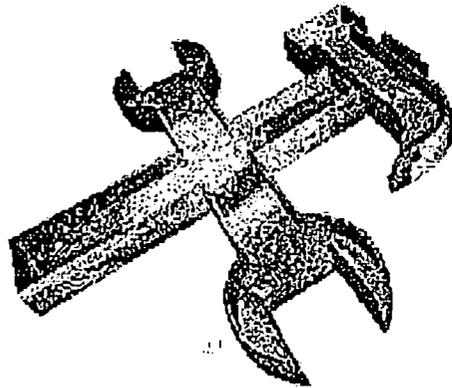


- Keep it simple and enter data once
- Integrate word processing
- Derive evaluations from management data
- Enable customization
- Provide help screens and tutorials

Keep It Simple

All actions start from and return to the
Switchboard

Switchboard



Y-ME Youth Court
TEAM YC Version 2.02

Exit TEAM YC

References and Schedules

Personal Data

Court Data

Sentence Manager

Reports, Letters, Schedules

Administration

How to Use TEAM YC

Keep It Simple

Drop-Down Boxes for Cities

Select Youth	Abat, Frederick A.	
st Name	Abat	Address: 44 Maple
st Name	Frederick	
dle Initial	A	City: Albany, NY 12020
Gender	Male	Albany, NY 12020
irthdate	Jan 01, 1985	Albany, NY 12080
Race	Black	Albany, NY 12089
Hispanic	Unknown	Albany, NY 12121
ained as fficer		Albany, NY 12203
		Albany, NY 12206
		Albany, NY 12211
		Albany, NY 12222

Keep It Simple

Edit Cities in One Place

Edit and Input City Names, States, Zip Codes

Albany, NY 12020

City

State

Zip

of

Keep It Simple Sentence Manager

SwitchboardSentenceOptions : Form

Sentence Manager

Close Form

List of Activities

List Recommend Activities

List All Activities

Select Activity and Type of Sentence

Attendance	Classes, Jury Duty, Jail Visits
Attendance	CS: Group Session
Attendance	CS: Individual Assignment
Attendance	Miscellaneous Sentence
Schedule Sessions	Class
Schedule Sessions	CS: Group Session
Schedule Sessions	Jail Visit
Schedule Sessions	Jury Duty
Schedule Youth	Classes, Jury Duty, Jail Visits
Schedule Youth	CS: Group Session
Schedule Youth	CS: Individual Assignment
Schedule Youth	Miscellaneous Sentence
Sentences--List by Youth	All Sentences

Y-ME
TEAM YO

Schedule a Group CS* Activity

--Description of Service--

Service: Saturday, July 22, 2000

Number Scheduled: Hrs:

Group CS Description: Scheduled for this Service: Could be Scheduled for Service:



Cannot Modify Date or Hours While Youth Are Scheduled

Description: Date:

Duration: Time:

Supervisor:

Organizer:

Meet at:

Service Provided to:

Org'n:

City:

*CS is Community Service

-- Youths Already Scheduled --

Service: Saturday, July 22, 2000

Number Scheduled: Hrs:

Group CS Description	Scheduled for this Service	Could be Scheduled for Service		
Consider removing youth with closed cases.				
Name	YCID-	Shown	Hours	Closed Case
Pluto, Mickey I.	197			

Remove youth by selecting with mouse

--Youths Available for Service--

Service: Saturday, July 22, 2000

Number Scheduled: Hrs:

Group CS: Description Scheduled for this Service Could be Scheduled for Service:

Name	Sentenced	Already Scheduled	Credited	To Schedule
Donahue, Jacob	20	12	10.45	-2.45
Graham, Chelsea	8	6	4	-2
Holmes, Sherlock	29	17	13.50	-1.50
Jackson, Don	20	20	0	0
Linden, Taylor	26	12	0	14
Sutherland, Donald	35	6	29	0
Williams, Tyrone	5	6	0	-1

Add youth by selecting with mouse

Keep It Simple

[Wake Up. A New Example]

Schedule A Youth to CS-

--Youth's Current Schedule --

Select Youth: Linden, Taylor Court Date: 3/24/00 Display Youth Option: Close Form:

Assigned: 26 Served: 0 Scheduled: 12 To schedule: 14 Date: 3/24/00 Age: 10 Phone:

Youth's Schedule: Available Group Sessions:

Display Options: All Services Attendance Not Recorded Yet Print Schedules: Remove Selected Services:

Date	Service	Hrs	Recorded	Credited
May 06, 2000	Saratoga Food Kitchen	6	No	
Jun 03, 2000	Saratoga Food Kitchen	6	No	

Select one or more unprocessed services to remove them from this schedule

--Available Services for Youth--

Select Youth: Linden, Taylor Court Date: 3/24/00 Display Youth Option: Close Form

Assigned: 26 Served: 0 Scheduled: 12 To schedule: 14 Date: 3/24/00 Age: 10 Phone:

Youth's Schedule Available Group Sessions

Total hours selected: 0 Add Selected Services

Service	Event Date	Hours
Clean Cages, Feed And Pet Cats At Whis	Apr 11, 2000	4
Clean Cages, Feed And Pet Cats At Whis	Apr 12, 2000	4
Clean Cages, Feed And Pet Cats At Whis	Apr 13, 2000	4
Jim's Lawn And Garden Service	Apr 19, 2000	5.50
Saratoga Food Kitchen	May 13, 2000	6
Saratoga Food Kitchen	May 20, 2000	6
Saratoga Food Kitchen	May 27, 2000	6
Saratoga Food Kitchen	Jul 15, 2000	6
Saratoga Food Kitchen	Jul 22, 2000	6

Select one or more services. Total hours needed and hours selected are listed above.

Select services with mouse

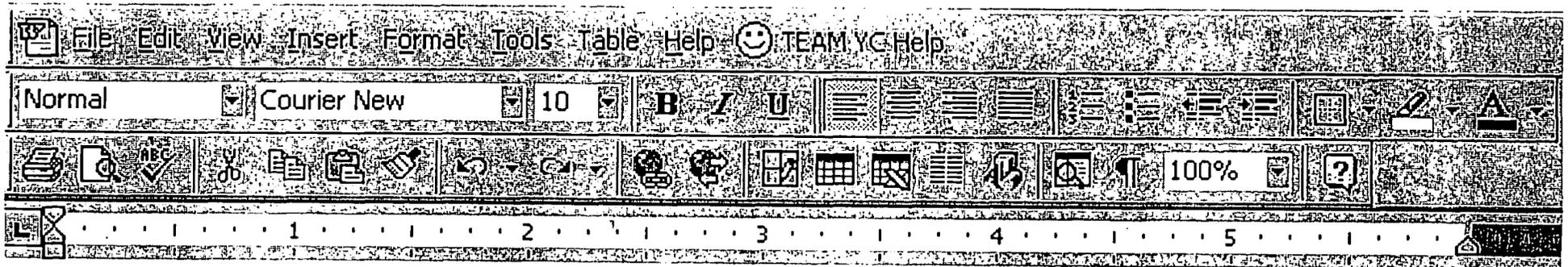
Integrate Word Processing

Name and Birthdate:	Donahue, Jacob	View:	Open Cases or Offenders	Hearing Description	Close Form			
Date:	Offense:	Person Victim	Organization Victim	Referral	Guardian	Phone Log	Personnel	Sentence
Apprehension Date:	Police Agency:	Schenectady Police Department -- 227 Tower Lane				Edit		
Mar 14, 2000	Date:	Select Officer:	Sgt. Kevin Kneedle, Sergeant				DEL	
		Officer:	Sgt. Kevin Kneedle, Sergeant					
Offense Description:	Phone:	334-5667 () ext. 34						
Youth set a school locker on fire. He did this because he was angry at being the brunt of jokes. This child has a facial scar that he is quite sensitive about. He was very frustrated about being harassed and wants to get even. He is very sorry for his actions.						W		
Date of Offense:	Mar 14, 2000	Date:	Law:	Criminal Law			DEL	
Offense:	PC 484: Petty Theft.					Edit		
Description:	PC 484: Petty Theft.							
Type:	Shoplifting			Seriousness:	Minor Misdemeanor			
1 of 1		New	First	Previous	Next	Last	Save	Undo

Can edit offense description in MS Word

Integrate Word Processing

The Offense Description in Word



Youth set a school locker on fire. He did this because he was angry at being the brunt of jokes. This child has a facial scar that he is quite sensitive about. He was very frustrated about being harassed and wants to get even. He is very sorry for his actions.

Check grammar & spelling. Up to 64 k characters

Enable Customization

Customize 31 Properties

--Write to arresting officers?--

Edit DataBase Properties Close Form

Properties: Define Poverty Data Mode Court Type Community Service

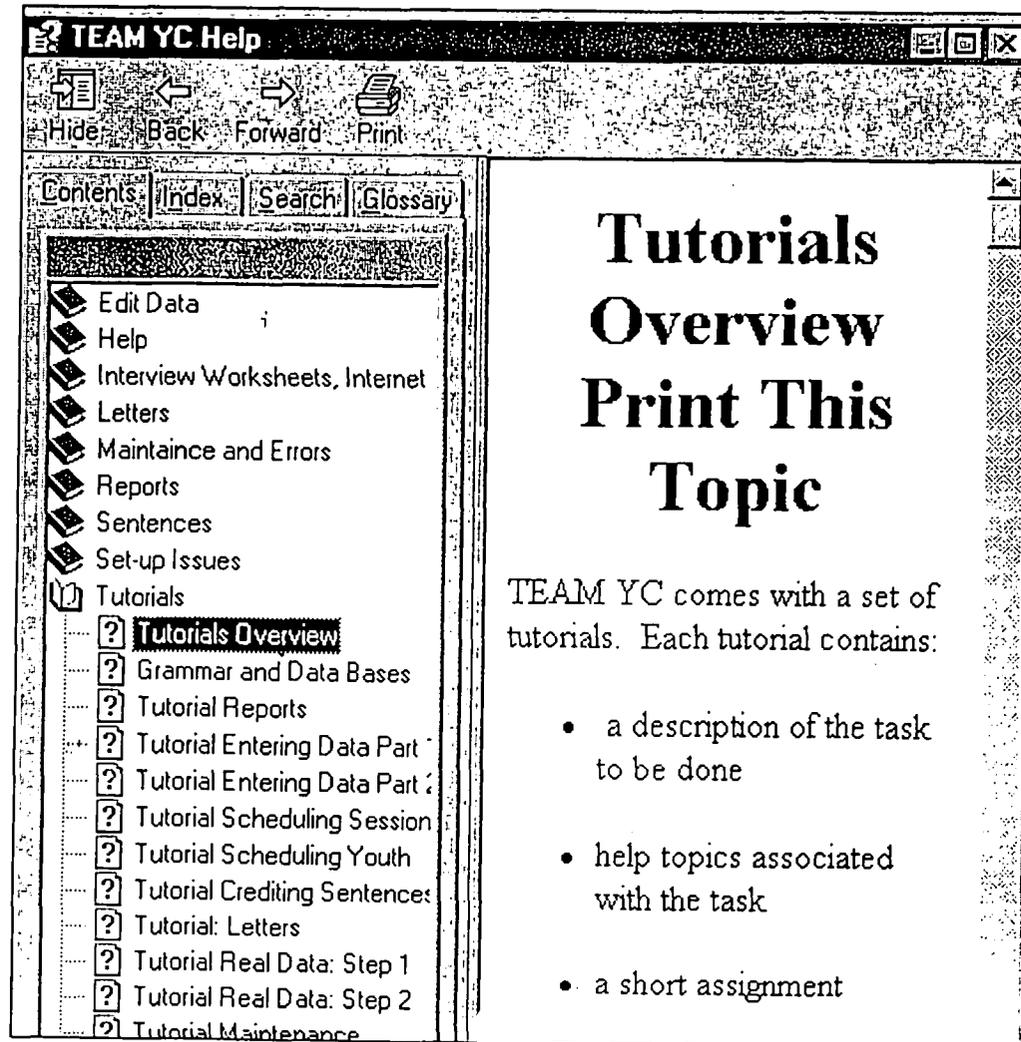
Property: **Arresting Officers**

Description: Type of Data: Boolean
Write case completed letters to the arresting officer.

Value:
true

3 of 31 First Previous Next Last Save Undo

Help Screen and Tutorials



Help Screens

Index Help Topics

The screenshot shows a window titled "TEAM YC Help". At the top, there are navigation buttons: Hide, Back, Forward, and Print. Below these are tabs for Contents, Index, Search, and Glossary. A search bar prompts the user to "Type in the keyword to find". A list of help topics is displayed, with "Fix Mistakes in Crediting Sentences" selected and highlighted. To the right of the list, the selected topic is displayed in a larger font, followed by its purpose and description.

Fix Mistakes in Crediting Sentences

Purpose: Fix mistakes in crediting sentence activities.

Description: These routines are quite powerful and should not be used by persons who are unfamiliar with TEAM YC.

Navigation

- Back-Up Your Court Database
- Changing Databases
- Cities
- Computing Requirements
- Contact TEAM YC
- Court Data
- Court Data Worksheet
- Credit Classes_ Jury Duties_ and
- Credit Group CS
- Credit Individual CS
- Credit Miscellaneous Sentences
- Customize TEAM YC
- Electrical Failure: What Do I Do
- E-Mail Data to TEAM YC
- Exit TEAM YC
- Fix Hash Values
- Fix Microsoft Word
- Fix Mistakes in Crediting Sentences**
- Frequently Asked Questions
- Handling Open and Historical Cas
- How to Use TEAM YC Help
- Individual CS Sentences

Help Screens

Display Glossary on Left

The screenshot shows a window titled "TEAM YC Help". At the top, there are navigation buttons: "Hide", "Back", "Forward", and "Print". Below these are tabs for "Contents", "Index", "Search", and "Glossary". The "Glossary" tab is active, displaying a list of terms. The term "Group CS Sentences" is selected and highlighted. Below the list, there is a section titled "Definition for: Group CS Senten..." with a text area containing the definition: "Youth are assigned to a community service session that is defined for a specified number of hours. Many youth can be assigned to the same session. Attendance is taken at the session."

Fix Mistakes in Crediting Sentences

Purpose: Fix mistakes in crediting sentence activities.

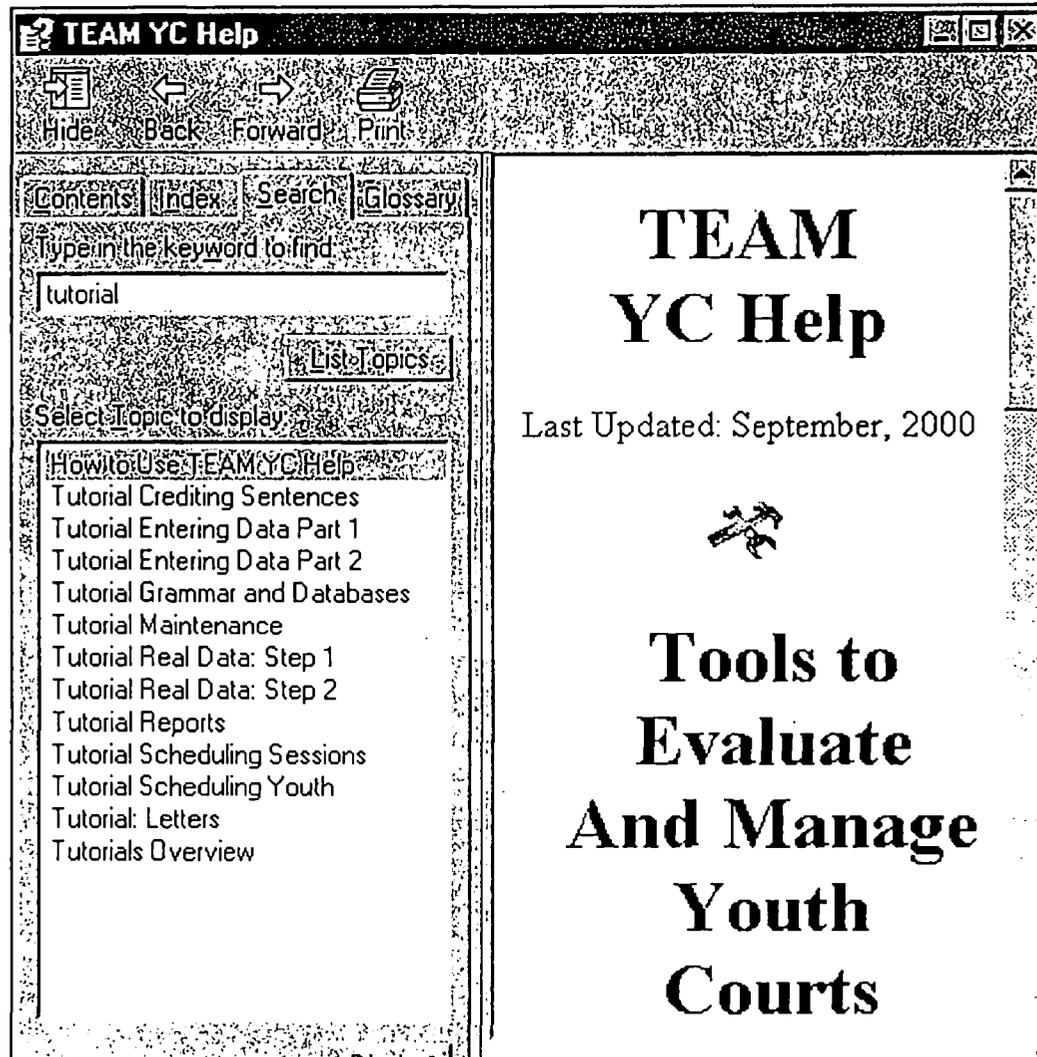
Description: These routines are quite powerful and should not be used by persons who are unfamiliar with TEAM YC.

Navigation

From the Switchboard

Help Screens

Search Tab to find key words



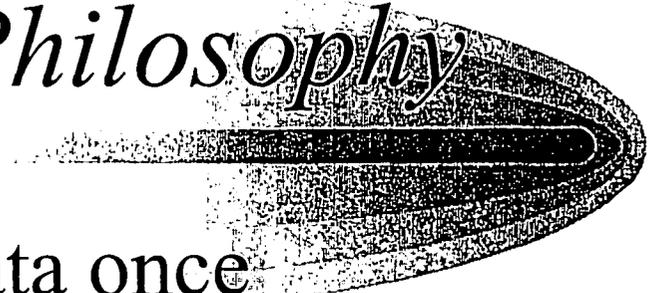
The screenshot displays the 'TEAM YC Help' application window. The title bar reads 'TEAM YC Help'. Below the title bar is a navigation bar with icons for 'Hide', 'Back', 'Forward', and 'Print'. The main content area is divided into two sections. The left section contains a search interface with tabs for 'Contents', 'Index', 'Search', and 'Glossary'. The 'Search' tab is active, showing a text input field with the text 'tutorial' and a 'List Topics' button. Below the input field is a list of topics to display, including 'How to Use TEAM YC Help', 'Tutorial Crediting Sentences', 'Tutorial Entering Data Part 1', 'Tutorial Entering Data Part 2', 'Tutorial Grammar and Databases', 'Tutorial Maintenance', 'Tutorial Real Data: Step 1', 'Tutorial Real Data: Step 2', 'Tutorial Reports', 'Tutorial Scheduling Sessions', 'Tutorial Scheduling Youth', 'Tutorial: Letters', and 'Tutorials Overview'. The right section of the window displays the title 'TEAM YC Help' in large, bold letters, followed by the text 'Last Updated: September, 2000' and a small icon of a wrench and screwdriver. Below the icon is the text 'Tools to Evaluate And Manage Youth Courts' in large, bold letters.

TEAM YC Help

Last Updated: September, 2000

Tools to Evaluate And Manage Youth Courts

To Repeat Program Design Philosophy



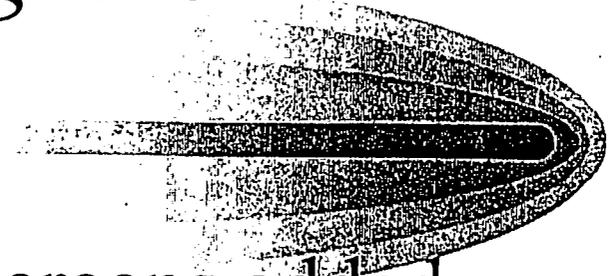
- Keep it simple and enter data once
- Integrate word processing
- Derive evaluations from management data
- Enable customization
- Provide Help Screens and Tutorials

Internet Uses

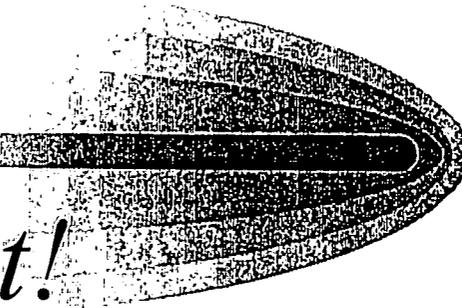
- Install TEAM YC
- Update TEAM YC
- Make “house” calls by e-mailing database to TEAM YC technical support
- Publish reports
- Share ideas
- Contact courts
- Eventually collect data for statewide analyses

TEAM YC Progress

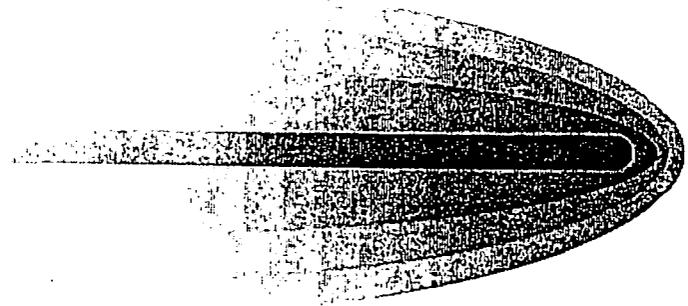
- Installed in 46 courts
- 15 program revisions; help screens added
- Published first youth court report for NYS on the Internet
- Written for Office 2000 and Office 97
- Graduate students providing technical assistance
- Extensive Web Page: www.teamyc.com
- PcAnywhere support will be offered soon



Summary
TEAM YC Spells
Good Government!



- Databases are locally owned and operated
- Statewide reports are easy to create
- Youth courts can evaluate how well they are doing by comparing themselves to other youth courts



- Youth courts can document services and lobby governments, businesses, and schools for support
- Letters and reports help integrate youth courts into their communities
- TEAM YC can be adopted by any youth court in the US free of charge

Challenges

- Technical support costs 1 hr/wk per court
- TEAM YC is not static. It needs to be updated continually to adjust to changing conditions and user demands.
- TEAM YC needs your input and support

Final Report

PROPERTY OF
National Criminal Justice Reference Service (NCJRS)
Box 6000
Rockville, MD 20849-6000

Youth Court and Community Sanctions Partnership Evaluation
Bureau of Justice Assistance Evaluation Partnership Program

Grant 98 DD BX 0020

May 21, 2000

By: James F. Nelson, Ph.D.
Project Director

Office of Justice Systems Analysis
NY State Division of Criminal Justice Services
4 Tower Place
Albany, New York 12203
(518) 584-2389
nelson@dcjs.state.ny.us

Writing a final report for a database program is like writing a user's manual for a Word Processor. Everyone says they want a copy but no one reads it.

The best way to evaluate TEAM YC is to pretend you are a youth court, log onto www.teamyc.com and take it for a spin. You will need Office 97 Service Release 2 or Office 2000 to successfully run the program.

This report is divided into sections. They include:

Title of Report	Description
Tasks and Accomplishments	Summarizes each task and discusses its completion
Detailed Progress Reports: September 97-March 00	Description of grant activities month by month
14 New York State Youth Courts, April, 2000	Process Evaluation of the New York State Youth Court Program Generated by Using TEAM YC. The report is included and is also published on www.teamyc.com
Examples of Administration Reports and Letters Generated for the Fictitious Y-ME Youth Court	These examples are presented as a slide show at www.teamyc.com . A hard copy is included but the reader should visit the web site.
Budget Summary	Details Budget Spending

Tasks and Accomplishments

Youth Court and Community Sanctions Partnership Evaluation
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Tasks and Accomplishments

Introduction

The goal of this project was to develop software to conduct short- and long-term evaluations of youth courts throughout New York State based upon common definitions, data structures, and processing procedures. This goal was met and surpassed in the first 15 months of the grant.

The software package is named TEAM YC, "Tools to Evaluate And Manage Youth Courts". TEAM YC is a state-of-the-art program that combines data management, word processing, and Internet linkages into an easy to use package. The data needed to manage youth courts are used to evaluate them. Internet linkages are built into TEAM YC. They are used to forward error messages to the Division of Criminal Justice Services (DCJS), update TEAM YC program code, and enable statewide evaluations on a moment's notice. Statewide statistics, which will be published on the Internet, will enable all courts to evaluate how well they are doing relative to courts using TEAM YC.

The TEAMYC program can be downloaded from the Internet at TEAMYC.com. Information on workshops, programming tips, user files, help screens, and reports are also presented on this web site.

TEAM YC:

1. tracks cases from arrest to sentence completion. The data set includes dates, arresting officers, personal victims, business victims, injuries, guardians, referral agencies, offenses, sentences, sentence activities, and numerous comments.
2. schedules community service activities, assigns youth to community service activities, records hours credited to community service activities, and prints attendance sheets.
3. schedules classroom and classroom-like activities. The scheduling module makes it easy to schedule classes run by the youth court or run by outside agencies.
4. dials phone numbers and creates phone logs organized by case. This feature is particularly useful for contacting guardians, arresting officers, victims, and trained youth court personnel before trial.
5. prints case summary sheets before trial. These summaries list defendants, charges, arresting officers, person victims, business victims, court dates and comments.
6. provides extensive reports on case characteristics and court performance measures. Simple research tools allow users to estimate variations by race, gender, region, etc.
7. provides for rapid error detection. Program logic errors are documented in an error file. They are aggregated until the user logs onto the Internet. Then an e-mail message is automatically written to Nelson at DCJS, and the error file is attached. This information is entered into a spreadsheet and analyzed by Nelson.
8. provides for rapid updates. When errors are corrected, or when users demand more features, revised versions of TEAM YC are placed on the Internet for downloading. Within minutes, all users can download the new TEAM YC code and enjoy the new features.

9. provides for rapid evaluations. With the touch of a button, each user can generate 27 tables describing how youth are processed in that court. These tables can be analyzed locally, or combined into a tab-delimited file and sent via e-mail to Nelson at DCJS.
10. Eventually, reports will be combined into a single database in Albany and summary statistics will be published on the Internet. This will allow courts to see how they are doing relative to other courts. The statewide database and the software for publishing on the web are not yet developed. The code to send the data to DCJS over the Internet is developed.
11. improves communications. At the user's request, the program writes case-completed letters to arresting officers, referral agencies, criminal justice agencies, person victims, and business victims. The letters describe charges, sentences, community service, and classroom activities. The letters are particularly useful for informing probation and family court officials about how youth are sanctioned in youth courts. Users can edit, save, and delete letters within TEAM YC.

Just Point and Click!

- TEAM YC is controlled from a central switchboard. Select the task and click the mouse. Appropriate forms are opened and closed.
- The program is installed with practice and real data sets. The practice data allow users to learn how to use TEAM YC without worry. A Learn TEAM YC module can be initiated from the switchboard.
- The user can customize TEAM YC. The court's name, administrator, address, and phone number can be changed at any time. Options for sending case-completion letters to arresting officers, referral agencies, other agencies, business victims, and personal victims can be changed. Mandatory jury sentences can be added to sentences.
- The program can be configured to allow courts to schedule youth for events that occurred in the past. This allows courts to enter historical data. Definitions of poverty-- measured Yes, No, Maybe, and Unknown-- can be set uniquely for each court.
- The program is based upon a philosophy that less is more. For example, phone area codes are entered following phone numbers. This unusual order was adopted because most calls are made in the same area code. Consequently, the area code can usually be left blank.
- The program makes extensive use of dropdown boxes to keep users from entering the same data twice. For example, "Albany, NY 12203" is entered once as a city address. After a city is entered, point to the city dropdown box and select the appropriate city when entering an address for a new case. Penal Law and Motor and Vehicle Laws are presented in dropdown boxes. Classes, community services, agencies, persons in agencies, and adults are also listed in dropdown boxes.
- The program operates in User and Debug modes. Almost all work is done in user mode. Here display options are limited to what needs to be done. Debug mode is available for changing passwords (which is optional) and for diagnosing problems over the phone.

- It's easy to keep in touch. From the Switchboard, press the "Administration" button. From Administration, press the "Contact TEAM YC via Internet" button. This action puts you on the TEAM YC web page. To write a message, select the contact TEAM YC button. To download files, press the download button.
- The program is based upon three databases. The Y_Code database contains the code to run the program. This code can be updated from the TEAM YC Web Page. The Y_Data database contains the user's court data. The NY_Law database contains New York State Penal and Vehicle law codes. Other states can use TEAM YC by creating their own law database.

Progress on Grant Tasks

The original tasks and their completion status are summarized in the following table.

Original Task	Completion Status
Select database software	Done. TEAM YC runs under Office 97 or Office 2000
Develop an advisory group	Created in November, 1997. It contained six members. The advisory group has not been effectively used because members moved and did not actively use TEAM YC. Instead, active TEAM YC users have discussed their problems and made suggestions for improvements.
Specify data entry forms, reports, queries, tables	Done. However data entry forms, reports, queries, and tables change over time. Last modifications occurred in May 2000.
Develop the database	Done. However it changes over time. The 14 th modification was released in May 2000.
Test the Software in Colonie, New York	Beta tests were undertaken in Ballston Spa, Colonie, Onondaga, and Riverhead youth courts in April 98. These courts attended a two-day workshop. The software failed in many respects. Courts were advised to stop using it until corrections could be completed.
Distribute the program and hold training sessions.	Version 1.01 was released in February 99. Brookhaven, Cattaraugus, Jefferson, Onondaga, and Riverhead courts attended a two-day workshop. Courts that had been trained previously could download updates via the Internet. By May, 2000 TEAM YC had been installed in 43 courts: 31 courts attended one two-day workshop; 8 courts attended the two-day workshop on two occasions; 3 courts attended the two-day workshop on three occasions. The multiple attendance was largely due to high turnover in new youth courts. Two of the courts came from Maryland. One came from

	Colorado.
Trouble-shoot problems and maintain phone help-line	<p>The initial version was extensively revised to fix coding errors and to supply revisions over the Internet. By May, 2000 any court could download and either update their version or install TEAM YC for the first time on their computer from the Internet. It takes about one-half hour on a 28,800 baud modem.</p> <p>TEAM YC traps errors and document them in text files. Users e-mail these error files so those problems could be diagnosed and corrected.</p> <p>Users were encouraged to attach their databases to e-mail messages. This made it possible to perform house calls and discuss and fix problems with user's databases. Repaired databases can be e-mailed back to users.</p> <p>An extensive telephone help service was instituted in the fall of 1999. This service was supported by a grant from the Juvenile Justice Advisory Board. Approximately 100 service calls are handled each month.</p>
Revise the program	Seems to never stop. Version one had 13 revisions. Version 2 was released in May, 2000. Revisions are currently underway.
Develop software to create standard tables and text for a 6-month process evaluation.	Goal substantially revised to allow statewide evaluation using Internet. Tables completed. Software to receive data not completed yet. However, software in local courts is ready to evaluate.
Distribute software for 12-month evaluation	<p>TEAM YC has been installed onto</p> <p>Now part of the statewide evaluation. Nothing needs to be-distributed to local courts.</p>
Locate arrest data to evaluate impact of youth court on subsequent criminal activity	Not done. Will not be completed.

No-Cost Extension

By the Spring of 1999, the project was behind schedule on distributing the software to youth courts in New York State. BJA granted a one year no-cost extension. to distribute the software, train court personnel on its use, revise the software, develop the software to create the statewide analyses, and develop the software to publish the statewide analyses on the Web. The tasks for the extension are summarized in the next table.

Tasks for the No-Cost Extension	Completion Status
<p>Distribute the software. TEAM YC will be installed in six courts on February 4th, 1999. The installation will include removing viruses, updating Windows 95 to current standards, updating Office 97 to Service Release 2, installing Outlook98 for e-mail, and installing and testing TEAM YC. The installation will occur in Albany and include a day of training. About two weeks later, a second group of courts will receive the software. The software will be updated and revised if any major problems are uncovered. All 30 courts should have the program installed and be trained in its use by the end of April 1999.</p>	<p>TEAM YC was installed in 43 courts by May, 2000.</p>
<p>Write the software needed to do statewide evaluations. At this time, data for the statewide evaluation can be generated from each court and sent by e-mail to DCJS. However, the software to analyze these data and publish results on the Web has not been written.</p>	<p>A consultant was hired in the summer of 1999 to develop the software need to create for statewide evaluations. The task was changed from sending tables to sending entire databases. There were not enough funds to complete the project. Nelson hopes to get enough time to complete this phase in the summer of 2000.</p>
<p>A process analysis of all courts combined will be undertaken in September of 1999. This analysis will be based upon each court's summary statistics exported to create statewide evaluations. It will take about two months to create a report for all 30 courts.</p>	<p>A process evaluation was undertaken in the Spring of 2000. Fourteen courts responded by the first week of May. The evaluation is based upon reports generated by TEAM YC and sent to Albany for processing. The report is attached.</p>

Non-Contracted Accomplishments

TEAM YC far exceeded original specifications. The products that were not anticipated in the original grant proposal are summarized in the last table.

Products Not Specified in Original Grant Proposal	Completion Status
Develop scheduling software for community services	Completed. The definition of community services was extended to include community services that are supervised by outside agencies. In Version 2.00, community services were extended to allow periods and credits.
Develop scheduling software for classroom activities	Completed. The scheduling software was extended to scheduling jury duty and visits to jail or prisons.
Develop software to contact the Internet from within TEAM YC	Completed. The Internet connection works with all browsers and e-mail servers.
Develop software to place telephone calls and summarize their content.	Completed. The telephone calls form was extended to allow users to enter specific case comments.
Develop a Web Page	The Web page is located at http://www.netheaven.com/~nelson/ . Users can download files, leave messages, and read TEAM YC topics.
Report programming errors to Nelson using the Internet	Completed
Update Penal and Vehicle Law Offenses using the Internet	Completed. Out-of-State courts can develop reference data sets for their laws. Offenses were divided into categories that allow comparisons across states.
Develop reports describing case processing in each court.	Completed and under revision. Courts
Update TEAM YC from the Internet	Completed. Software was ordered in February 1999 to download revisions to TEAM YC. Today, TEAM YC can be update or initially installed from the Internet.
Produce statewide statistics and publish them on TEAM YC's Web Page	Under development

Detailed Progress Reports:
September 97-March 00

Youth Court and Community Sanctions Partnership Evaluation
Bureau of Justice Assistance Evaluation Partnership Program

Grant 98 DD BX 0020

May 21, 2000

By: James F. Nelson, Ph.D.
Project Director

Office of Justice Systems Analysis
NY State Division of Criminal Justice Services
4 Tower Place
Albany, New York 12203
(518) 584-2389
nelson@dcjs.state.ny.us

Introduction

The Bureau of Justice Administration funded this project from September, 1997 to March 31, 1999. In the spring of 1999, BJA provided a no-cost extension through March 31, 2000.

Monthly reports are enclosed for September, 1997 through June, 1999. Quarterly reports are enclosed between July 1, 1999 and March 31, 2000. Activities during this later period were primarily supported by a grant from the Juvenile Accountability Incentive Block Grant Program. The activities are organized by objectives stated in that grant

General Comment

Each month, Nelson conceptualized problems, wrote program code, and debugged code for the project.

September 97

Nelson developed data structures for the Youth Court project and learned more about the Access Computer Program, which he is using to develop the database. He plans to have a prototype developed by November.

October 97

Released bids to 35 contractors for consulting services and interviewed candidates.

November 97

Presented ideas behind TEAM YC at the Youth Court Workshop in Albany, New York, November 24-25. Representatives from all 30 Byrne-supported youth courts attended this workshop and commented on the program's development.

Developed the Youth Court Evaluation Task Force. Persons from seven youth courts expressed interest in being on the Evaluation Task Force. The task force met at the Youth Court Workshop. They made suggestions about the form and content of the database. They will continue to guide the development of the program.

Hired Aaron Candib, a database consultant, to develop the scheduling section of the database and to help Nelson write code. Nelson presented a preliminary version of the database program to 30 youth courts. He circulated announcements of intern positions to the School of Criminal Justice, the Department of Information Sciences, and the School of Business at the State University of New York.

December 97

Aaron Candib, the project's consultant, developed a scheduler to manage community sentences and record attendance at sessions. Nelson and Candib developed linkages between the database and outside phones. Users will be able to enter data, dial a person, and record messages within the database.

Nelson increased the use of consulting services to speed up development of the database. He also hired an intern from SUNYA's Computer Science Department, who will begin January 5, 1998.

January 98

Aaron Candib refined the class, community service, and jury scheduler. Chandandeep Sodhi, the project's intern, began developing a module to write letters to arresting officers as cases are completed. This module will integrate a template written in Microsoft Word with several queries written in Access. Candib refined procedures by which the software will assist programs with necessary phone calls.

Nelson hopes to distribute the database --largely without reports--in two months. The database revolutionizes case tracking, case communications, and agency evaluations in running youth courts. He hopes to present the database at the Annual Conference on Criminal Justice Research and Evaluation Meeting, hosted by the National Institute of Justice and the Office of Justice Programs, in Washington, DC this summer.

February 98

Candib developed techniques to link code and table files, distribute the database using an install file, and outlined tasks that need to be completed before the database is distributed. Sodhi continued to develop code to write letters to arresting officers, victims, referral agencies, and guardians as cases are processed. His code integrates templates written in Microsoft Word with queries written in Access.

The Office of Juvenile Justice and Delinquency Prevention expressed considerable interest in this database. Scott Peterson, of OJJDP, says that OJJDP will announce a proposal to provide technical assistance to develop youth courts throughout the U.S. He would like to incorporate the database in this assistance. Nelson invited him to preview the database the next time he is in Albany.

Candib's contract with DCJS expired this month. Eight hours were held in reserve so that he could deal with emergencies that arise as code is refined.

March 98

Several Internet providers were compared on file transfer rates. CRISNY, which currently holds the DCJS account, failed miserably. Netheaven exceeded all expectations. Global 2000 was not tested because its rates were much too high (\$810 a year). Netheaven was chosen as the provider. The Web Site, unlimited usage, and FTP file transfers will cost \$300 a year.

Work continues on all aspects of TEAM YC. Jim Nelson decided to undertake beta testing before all features are incorporated because youth courts are beginning to process cases. They are willing and eager to begin using the software.

April 98

A beta test of TEAM YC began April 21st. Four courts (Ballston Spa, Colonie, Riverhead, and Syracuse) participated in the program. Their computers were tested and modified to run Office 97 and the TEAM YC program. They spent two days learning how to use the program.

The beta testing demonstrated problems that were not documented by Microsoft. One of the key linking programs would not work properly. Nelson got around this problem by rewriting code following the initial meeting. Avoiding use of one of Microsoft's Active X controls that caused the problem is now solving this problem. At this time, no one - including Microsoft's \$55 a-call-help line -- can explain the problem.

Nelson continues to improve TEAM YC. The revised program will be ready for distribution by June 1. At the request of the Bureau of Justice Assistance, Nelson will present his program at their Annual Evaluation Conference in Washington this summer.

May 98

Code problems were uncovered and repaired. A lot of time went into understanding Candib's (the consultant's) code, simplifying his logic, and writing better code. Several sections were substantially revised. About one more month will be needed to revise the program before it is released.

June 98

The database was modified to more carefully follow each youth's progress. New code was written to correct mistakes in crediting class attendance and community service participation. The report section was revised to allow users to edit individual letters.

The project's student intern resigned to take a job with General Electric. (Without his Masters Degree and with relatively no work experience, he will earn \$50,000 his first year.) His departure may delay the distribution of the youth court software by several weeks.

July 98

The integration of Word with Access, which was done by the student intern, was coded in a manner that was impossible to maintain. Jim Nelson revised the report and letter sections so that the code can be maintained, and the revised logic appears to produce correct results.

Jim Nelson presented the TEAM YC program at the Annual Conference on Criminal Justice Research and Evaluation in Washington DC on July 28th. BJS paid for his attendance. Considerable effort went into getting the application into a presentable form. Nelson anticipates that an additional 4 weeks of debugging time will be needed before the code can be distributed.

Robert Kirchner, Chief of Program Evaluation, Bureau of Justice

Assistance, invited Jim Nelson to be on a panel with him at BJA's State and Local Partnership Meeting in Providence, RI August 26-28. They will pay Jim's expenses.

August 98

Nelson's presentation at BJA's State and Local Partnership Meeting was well received.

Nelson revised linkages to Microsoft Word so those users could delete Microsoft Word sessions without crashing Access, and is continuing other debugging efforts. He hopes to install the system in Syracuse in about a month. Syracuse has an active, well-managed youth court.

September 98

Jim Nelson continues testing and debugging code. He has completed the section that handles basic court processing information. He hopes to complete the class, community service, and special sentence scheduling sections in the next two weeks. After this, he will review the error correction facilities and bullet proof the offense updating procedures. The debugging has taken more time and effort than anticipated.

October 98

Jim Nelson attended Microsoft's Office Developers Convention in Los Angeles. He learned a great deal and has applied some of his knowledge to TEAM YC. In particular, he developed an error trapping procedure to capture run-time errors, document them in a text file, and allow users to send them to DCJS over the Internet. This will provide Jim a great deal of information and allow him to respond quickly to problems.

Eventually, Nelson plans to integrate Outlook98 into TEAM YC, giving users easy access to the Internet. He plans to send progress reports from courts across the State to the TEAM YC web site on a regular basis. This will initiate a new era in court monitoring.

Nelson corrected a large number of coding errors and hopes to begin distributing a new version of TEAM YC in the next six weeks. Before it is distributed, live demos will be arranged for DCJS staff and managers.

November 98

Nelson redesigned TEAM YC to report errors and data for statewide analyses over the Internet. When an error occurs, it is recorded in a file and the user is allowed to continue or abort the routine. These errors are aggregated into one error file. When the user requests to use the Internet from TEAM YC, an e-mail message is written automatically in Outlook that attaches the user's error file. The user is told that there is an e-mail message to be sent to TEAM YC, and is instructed to send the mail. This procedure will greatly facilitate identifying problems, refining program code, and highlighting training needs.

Statewide statistical reports can now be generated quickly. The user presses one button to create a series of reports for the local program. Over twenty tables are then written to a file using a tab-delimited format. When the user requests to access the Internet, an e-mail message is written in Outlook that attaches the report file. In the near future, a program will be written to aggregate the reports into a single database, and to publish them on TEAM YC's Web page. This will allow all courts to assess how well they are doing relative to courts in the TEAM YC program.

Nelson presented TEAM YC to OJSA staff. He is currently fixing minor errors and hopes to distribute the program shortly.

December 98

Nelson will distribute TEAM YC to six youth courts in the first week of February. He will install TEAM YC on their computers, update their Office files to Service Release 2, and teach them how to use the program.

Nelson ordered a program to distribute program corrections over the Internet. He will be able to respond to code errors and update versions by placing repairs on the Internet. This means that errors can be corrected overnight.

January 99

Nelson developed software to use letterhead stationery. His solution involves identifying printer parameters and changing configurations at print time. In a new user manual he shows how to use letterhead with printers having only one automatic feed tray, with printers having a manual and an automatic feed tray, and with printers having multiple feed trays.

Nelson developed a user's manual for TEAM YC. It documents TEAM YC's capabilities, shows how its reports can be used to manage and evaluate youth court agencies, and discusses technical problems.

Nelson developed a description of TEAM YC. He released it to the youth courts on the DCJS Youth Court List Server.

He developed a revised budget for his grant. The budget recommendations and progress reports will be completed next month.

Nelson prepared to distribute TEAM YC to six youth courts next month.

February 99

Nelson presented TEAM YC to a meeting of Youth Courts in Colonie, New York. Scott Peterson from OJJDP was very impressed with the software. He suggested that funding could be found for extending it beyond New York State.

Nelson installed TEAM YC software to youth courts in Brookhaven, Cattaragus County (two courts), Jefferson County, Onondaga County, and Riverhead. Youth court directors attended a two-day workshop held at DCJS. David van Alstyne and Newton Walker examined computers, removed viruses, fixed disk problems, updated Office 97 to release 2, and installed TEAM YC software.

At the close of the first day it became clear that Outlook 98, an e-mail software developed by Microsoft, could not be used in all courts to connect to the Internet. Nelson worked through the night to remove Outlook98 from TEAM YC and updated all installations before participants returned for the second day of training.

Two of these six courts actively used the TEAM YC software in February. Nelson learned he could solve many of their problems by having them e-mail their data files to him at DCJS. This opened a new era in software support. Nelson examines their data sets in Albany and then gets on the phone and talks them through repairs and problems. Having their data on his computer is like having him standing next to them in their offices.

Nelson released TEAM YC Versions 1.01 and 1.02 this month. These new versions corrected problems and added features. Users had troubles entering data lacking birth dates, and they desired a much more general scheme for participation in trials than was envisaged in the Colonie Youth Court Model.

March, 1999

Nelson installed TEAM YC software to youth courts in Ballston spa, Bethlehem, Elmira, Essex County, Neskayuna, and Wyoming County. Youth court directors attended a two-day workshop held at DCJS. David van Alstyne and Newton Walker examined computers, removed viruses, fixed disk problems, updated Office 97 to release 2, and installed TEAM YC software.

TEAM YC training was also given to Tracy Godwin, of the American Probation and Parole Association, Lexington, KY. She is project director of a technical assistance grant provided by OJJDP to develop youth courts nationally. She was quite interested in the software.

TEAM YC was revised. Version 1.03 was released early in March. Version 1.04 was developed but not yet released. Version 1.04 introduces contracted community services. New installation software is being developed to enable its installation.

Equipment purchase requests were processed. TEAM YC will be acquiring a computer projector and a computer to develop the state-wide evaluations using Office 2000.

James Nelson presented TEAM YC to the executive staff of DCJS.

April, 1999

April, 1999 ---TEAM YC---

Nelson hosted two-day TEAM YC installation workshops April 6-7th and April 26-27th. He installed TEAM YC in Broom, Colonie, Delaware, Rhinebeck, Southampton, PoughKeepsie, Harlem, Washington, Oswego, Ellenville, Clinton, and Albany Courts. David vanAlstyne and Newton Walker provided invaluable assistance in fixing user's machines at these workshops. They found and removed viruses, found ways to deal with broken drives, provided equipment, and made everything run smoothly.

The software installation on April 6-7th revealed numerous problems with referential integrity. Nelson totally revised code relating to referential integrity and developed plans for fixing these problems in all courts. The fixes will be put on the next in the first week of May.

Nelson drafted a proposal for supported needed to run TEAM YC for the next two years. Today, he needs assistance to service New York State's youth courts.

Nelson's LCD projector and new computer arrived. Nelson arranged for a demonstration of the projector to OJSA. The new computer's sound system was used extensively at the April 26-27th workshop.

May, 1999

Nelson hosted a two-day TEAM YC installation workshop May 25-26 in Buffalo, New York. He installed TEAM YC in Amherst, Buffalo, Cortland, Lancaster, Niagara County, Niagara Falls, Olean City, and Orleans County Youth Courts. David vanAlstyne and Newton Walker provided invaluable assistance in fixing user's machines at this workshop. The Amherst Police Department provided a conference room for the event.

Nelson drafted a proposal for supported needed to run TEAM YC within New York for the next year. Nelson is asking for a full-time assistant.

Nelson released TEAM YC Version 1.06. This version fixes problems with listing court schedules.

Nelson drafted a mini-bid to spend \$10,000 to write software to create statewide reports. This bid will be distributed to over 100 venders on June 2, 1999.

June, 1999

Nelson released a mini-bid to 114 vendors to write code to merge data sets from youth courts across New York State and publish results on the Internet. Two vendors submitted proposals. Nelson is currently processing the mini-bid through administrative channels on his own. The finance office at DCJS appears to have no experience with processing Mini-Bids.

Nelson released versions 1.07, 1.08, and 1.09 of TEAM YC. Version 1.07 fixed an error in Version 1.06 that affected how new cases are input to the person form. Version 1.08 fixed an error in referencing contracted community services. The correct service were not always listed in earlier versions. Version 1.09 fixed errors and enhanced case completed- letters.

Nelson presented his proposal for supported need to run TEAM YC within New York State for the next year to Gary Schreivogl. Schreivogl suggested money might be available from the Juvenile Accountability Incentive Block Grant Program. Nelson developed and presented a grant proposal to the State Juvenile Justice Advisory Group. The grant proposal was approved for \$73,975 from federal funds and \$8,212 from state funds.

Monthly reports are summarized by Quarter between July 1, 1999 and March 31, 2000. Activities during this period were primarily supported by a grant from the Juvenile Accountability Incentive Block Grant Program. The activities are organized by objectives stated in that grant

July 1-September 30, 1999**Objective 1: Hold TEAM YC Workshops**

Nelson scheduled and announced workshops for installing TEAM YC into youth courts in New York State. All known youth courts in New York State were invited to attend. The first workshop was held September 26-27 in Albany. Attendees came from the Warren County Youth Court, the Buffalo Youth Court, the Southwest Youth Tribunal Youth Court, the Cattaraugus County Youth Court, the Washingtonville Youth Court, and the Baltimore City Youth Court.

Objective 2: Provide Phone Support

Nelson hired three interns to help support TEAM YC in New York State's Youth Courts. They began work in September, 1999. Susan Hoffman began learning TEAM YC and working on the user's manual. Sara Ward began learning TEAM YC and developing an enhanced web page. The web page is located at www.teamyc.com. Jamie Krugger began learning TEAMYC and developing help screens using RoboHelp.

Phone support was provided by Nelson because none of the interns knew TEAM YC well enough to provide technical assistance during this period. Interns were not hired earlier because DCJS failed to officially award the grant during the first Quarter.

Objective 3: Make TEAM YC Easier to Use

Nelson released a min-bid for 90 hours of consulting services to develop software for statewide reports. He awarded the mini-bid to Rapid Access Developers of Troy, New York.

Nelson worked closely with Kent Pataschnick of Rapid Access Developers to develop software to create state-wide reports from data maintained by youth courts across the state. Pataschnick changed Nelson's original design of sending tables to Albany to sending entire databases stripped of identifiers. The redesign took longer than expected. Nelson arranged for a scope change of two weeks. Pataschnick completed the initial draft of the software before he left on Thursday, September 1, 1999. Nelson needs to finish debugging the software before it can be used to create a data set for state-wide analyses.

Nelson released version 1.10 of TEAM YC. This version fixes errors, summarizes historical roles of court officers, and introduces very detailed analyses of time periods, including the length of time from arrest to case received, case received to court hearing, and court hearing to case completion.

Nelson released version 1.11 of TEAM YC. This version fixes errors, adds time of court hearing, revises court reports, and fixes bugs observed when running TEAM YC under Windows 95. It also enables TEAM YC to be installed from the Internet.

Nelson received Office 2000. He began making the transition from Office 97 to Office 2000 for courts who use Office 2000. Unfortunately, Office 2000 is buggy. Nelson programmed around known Office 2000 errors and was able to install Office 2000 versions of TEAM YC onto youth court computers. However, more time is needed to discover all the errors with Office 2000.

Objective 4: Write the How-To-Do It Manual

The original TEAM YC manual was updated to Version 1.10, and then to Version 1.11 standards. Jamie Krugger began developing an electronic manual to be packaged with TEAM YC. Sue Hoffman began expanding its content.

Quarter II: October 1-December 31, 1999**Objective 1: Hold TEAM YC Workshops**

A TEAM YC workshop was held in October in Albany. Attendees came from the Alden Youth Court, the Oswego City Youth Court (repeat training), Broome County Youth Court (repeat training), Stony Point Town Youth Court, and the East Hampton Youth Court. Two courts undertook the training for the second time due to personnel changes.

Nelson presented TEAM YC Version 1.13 to the ANYS Youth Court - Youth Making a Difference@ conference (November 7-9). TEAM YC users appreciated the program changes. The changes include a new help system and a vastly improved web page.

A TEAM YC workshop was held in Albany on November 15th-16th. Attendees came from the Ulster County Youth Court and the Colorado Springs Youth Court. Version 1.13 was installed on these computers.

A TEAM YC workshop was held in Albany on December 3-4. Attendees came from the Harlem Youth Court and the Colonie Youth Court. Version 1.13 was installed on these computers.

Objective 2: Provide Phone Support

The interns responded to help-desk calls. They developed a tracking system to log the frequency and content of the calls. They created a survey form for calling Youth Courts and ascertaining their use of TEAM YC. The survey will be completed by early January.

Susan Hoffman called youth courts and solicited problems. She terminated her internship to take a full-time position with DCJS. She will work as a consultant through the first week of February to complete a survey of TEAM YC youth courts and to help the new intern learn TEAM YC.

Tina Lane, a Ph.D. student at SUNYA, was hired as an intern for the Spring Semester. She will begin in early January.

Objective 3: Make TEAM YC Easier to Use

Nelson completed Version 1.13. It revises how contracted community services are processed. These services are now classified as community services. The revision was initially installed at the November workshop. It was released to all courts in the first week of December.

Shortly after putting Version 1.13 on the Internet, Nelson uncovered problems that had to be fixed. The revision fixed errors in how contracted community services are processed. The revision was released to all courts in the first week of January. Pre-release revisions were sent to the Harlem and the Colonie Youth Courts in December.

Nelson began working on Version 1.14. It simplifies the entry of Penal, Motor Vehicle, School, and local laws and regulations. It combines Penal Law Articles with Incident Based Reporting Categories.

Sue Hoffman reviewed the structure of the TEAM YC program. She began developing templates to allow courts to customize their letters. She also developed a recognition of achievement certificate for graduates of the TEAM YC training sessions. She found a way to undercut costs and improve quality of catering at TEAM YC workshops.

Objective 4: Write the How-To-Do It Manual

Jamie Krueger learned how to develop help screens using RoboHelp. She developed a simple help screen for TEAM YC, which includes a table of contents, an index of terms, and a search facility. Eventually, her help screens will be embedded into TEAM YC and placed upon the Web. She is investigating possibility of using video help screens to demonstrate how to run TEAM YC.

Jami Krueger resigned in December to pursue other interests. On her last day of employment, she copied the help files to Sara Ward=s computer and deleted all copies of her help screens before checking if her copy worked. Unfortunately, her copy to Sara Ward=s computer failed. Consequently, she destroyed all the work she had done to develop help screens on the TEAM YC project. The help files are not recoverable. The loss is substantial.

Sara Ward developed the new TEAM YC Home page. The page now describes TEAM YC, lists participating courts, offers extensive help screens, and makes it possible to download both Office 97 and Office 2000 versions of TEAM YC.

Quarter III: January 1- March 31, 2000

Objective 1: Hold TEAM YC Workshops

TEAM YC Version 2.00 was installed in Orleans County Youth Court, Broome County Youth Court, Cortland County Youth Court, Oswego County Youth Court, Cayuga County Youth Court, Cayuga County Youth Court, Amerherst County Youth Court, Ellenville Youth Court, and Onondaga County Youth court on March 28 and 29. Six of these courts were having TEAM YC installed a second time due to changes in personnel. Sara Ward and James Nelson conducted the learning workshops. David van Alstyne inspected computers and installed software. Nelson discovered several major problems with Version 2.00.

Following the workshop, Nelson corrected problems and plans to send the update to the workshop courts in the first week of April.

The intern's survey of TEAM YC users is summarized below:

Andy Placito (OFPA) requested all DCJS supported Teen Courts to provide their quarterly reports using TEAM YC. Nelson developed a method for making these quarterly reports. Sara Ward forwarded the method to all TEAM YC courts. The courts are required to generate their reports by April 15th. Nelson set this date roughly one month before the data are needed by Placito to allow courts enough time to panic and update their TEAM YC data sets in time.

Objective 2: Provide Phone Support

A total of 179 calls were made or responded to by the interns in January and February. The activity includes 79 help requests, 51 technical assistance responses, 41 court survey calls, and 4 workshop related calls. Ten calls were completed to the youth court in Clinton County.

Sara Ward and Tina Lane responded to 96 help-desk calls regarding the operation of TEAM YC in March. The calls were made to 27 separate courts.

Ingrid Bennet, a graduate student from SUNYA, was hired to provide technical assistance. She learned how to use TEAM YC.

Objective 3: Make TEAM YC Easier to Use

Nelson worked extensively on Version 2.00. It forces the user to complete tasks in a sequential manner and was enlarged to operate under a multi-user environment. It includes a new technique for defining offense codes.

Nelson solved computer failures that occurred in Colonie and Elmira Youth Courts. The Colonie's computer's registry values became corrupted. He reinstalled Office 97 and corrected the problem. In Elmira, TEAM YC updates from the Internet would not work. Nelson discussed the problem with their technical support staff and mailed them a CD with the same code. Surprisingly, TEAM YC could be updated with the CD but not with the Internet download. It is unclear why their Internet download failed.

Objective 4: Write the How-To-Do It Manual

Richard Dehais joined TEAM YC. He is developing help screens for new users. Help screens are needed because of the high turn-over of youth court personnel. They will be designed to answer questions regarding specific tasks, like how do I enter a new case? How do I enter a new offense? How do I schedule community services?

Objective 5: Develop an Electronic News Letter

The interns discovered that courts used a variety of e-mail programs, including AOL (3), Compuserve(1), Eudora (1), Groupwise (1), Microsoft Exchange (2), Netscape Composer (2), Outlook (16), and Pegasus (2). Sara Ward reviewed each of these e-mail programs and inserted new information on the Web to show users how to attach e-mail messages using each service.

Sara Ward updated TEAM YC Users pages on the Web, corrected e-mail addresses, updated the TEAM YC Nerd page (removed Sue Hoffman and added Ingrid Bennett), added counters to the TEAM YC home page, and totally revised the web page's font from Albertus Medium to Arial to correct for problems uncovered with viewing TEAM YC using Netscape Navigator.

Tina Lane reviewed a Teen-Court Class Manual designed by Catarugus Court. The manual had severe copyright violations. She asked the author to fix his references and to remove Catarugus Court's name from the manual. (Catarugus County did not want their name on this manual.) It remains unclear whether this manual will ever be listed on the TEAM YC web page.

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