STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE

JUVENILE JUSTICE INFORMATION SYSTEM
BUSINESS RULE

SUBJECT: Evidence Based Services Module

PROCEDURE NUMBER: 11-002

EFFECTIVE DATE: December 2011

REVISED DATE: February 2013, August 2017

PROGRAM AREA(S):   RESIDENTIAL, PROBATION, PREVENTION, DETENTION

POLICY

The Evidence Based Services Module [EBS] within JJIS is used to track many delinquency interventions and mental health/substance abuse treatments a youth receives while under the care/custody/supervision of the Department or a contracted provider for the primary purpose of the Standardized Program Evaluation Protocol (SPEP). The SPEP is designed to compare existing intervention services, as implemented in the field, to the characteristics of the most effective intervention services found in the research.

PROCEDURE

1. Youth's attendance in EBS interventions will be entered into the EBS Module.
2. Attendance will be entered by either the intervention facilitator or other designee.
3. Youth must be placed in the current program/facility (i.e. Girls Academy, AMI Orlando, or Probation Circuit 2).
4. Upon completion of the first session of the first lesson being delivered, a Youth Worksheet must be created by creating a class and adding youth to the class roster.
5. A class roster must be created within 72 hours of facilitating the initial session.
6. For closed groups, all youth must have started Lesson 1 on the same day. No additional youth may be added to the class after this point. For open groups, youth may be added to the class at any time.
7. Youth that miss a lesson(s) should not be entered as having completed the lesson.
8. Youth's attendance at each lesson for the initial lesson MUST be entered as soon as possible after the lesson is complete and prior to the Youth's release
9. Youth attendance will be entered in the EBS Module regardless of completion status.

10. All youth must have an individual end date for each intervention or the data is considered incomplete. If a youth did not complete the intervention, a "reason for no completion date" must be selected and entered.
11. After a youth is released from the facility, the EBS Module will not allow any additional data entry related to that youth and his/her intervention completion.
12. For the purposes of SPEP and other Departmental monitoring, incomplete data will be viewed as data errors and not counted as valid measures of service delivery.
13. Programs and/or JPOs can review a youth's participation in EBS Module-tracked interventions by using the "Reports" section of the EBS Module.

RULES
- Data must be entered by either the intervention facilitator or their designee using information from the facilitator to ensure accuracy.
- If the facilitator is the one to do the data entry, they must still attend EBS training. If they are not entering data, they do not need to attend EBS training.
- Facility/program/unit/office management shall be responsible for ensuring that data integrity is in accordance with FDJJ – 1205.30, Information Resource Security Standards and Guidelines Policy.

TRAINING

- Programs will identify and authorize staff to attend training in the JJIS Evidence Based Services Module.
- Staff identified and authorized to attend this training must have DJJ Network or Remote access and must have previously completed initial JJIS training.

PERMISSIONS
Permission to enter data into the EBS will be granted only to individuals who have completed JJIS training as well as the EBS module training. Permissions will be based on the facility/unit/program in which the individual is employed. All permission levels have access to view reports.
- **Full Access** - Allows user to add/edit/delete any record in the application [DIO/MIS/ QI]
- **Administrator** - Allows user to add/edit/delete interventions, lessons, youth interventions & classes.   [DIO/MIS/ QI]
- **Intervention Administrator** - Allows user to add/edit/delete youth interventions & classes [DIO/MIS/ QI]
- **Supervisor** - Allows user to add/edit/delete youth interventions & classes. [DIO/MIS/QI]
- **Intervention** - Allows user to add/edit/delete youth interventions & classes [Facilitator]
- **General** – View only access to Reports [Program staff; JPO, non-instructor]