INSTRUCTIONS FOR
JUVENILE LAW SERVICES REPORT

Statutory Authority

IC 31-31-10-1 requires the probation department for the juvenile court to maintain information relating to children who receive ***juvenile law services.***

Section two of the foregoing statute requires that each "probation department shall, not later than October 1 of each year, file a report with the Division of State Court Administration that includes the information the probation department is required to maintain under section 1 of this chapter."

I.C. 31-31-10-2(b) specifies that:

(b) The report under subsection (a) must:
- (1) cover the previous state fiscal year; and
- (2) include at least the following:
  - (a) The number of delinquent children who received ***juvenile law services.***
  - (b) Demographic information relating to the delinquent children who received ***juvenile law services.***
  - (c) ***All financial information*** relating to juvenile law services provided to delinquent children.

The terms ***"juvenile law services"*** and ***"all financial information"*** are highlighted because the statute does not define them. For reporting purposes, the Division of State Court Administration (Division), in conjunction with the Juvenile Justice Improvement Committee of the Indiana Judicial Conference of Indiana (Committee), has defined ***"juvenile law services"*** to mean:

The filing of a JD (Juvenile Delinquent) case, JS (Juvenile Status) or JM (Juvenile Miscellaneous) case, as defined pursuant to Administrative Rule 8, with a court constitutes ***"juvenile law services"*** for the purposes of the reporting requirements of this law.

The financial information available to the courts and probation departments is limited to expenditures made through the court's budget. Expenditures made from the county's general fund could be made available to the probation department and the court, if identified by the county auditor. The bulk of the financial information on children receiving ***"juvenile law services"*** is collected and reported by the Department of Child Services.

In light of this, the Division and Committee have defined ***"all financial information"*** to be the monies spent through the courts' budgets and any other county expenditures that the county auditor can identify and provide to the court and/or probation department as monies spent on juvenile cases filed as either JD, JS or JM. Because of the changes in the sources of funding for juvenile law services occasioned by P.L. 146-2008 (H.E.A. 1001), direct expenditures by the Department of Child Services will no longer be reported in the "Expenditure" section of this report. Instead, only reimbursements to the county received from the Department of Child

Services will be reported, and those reimbursements will be reported on Line 4 of the "Reimbursements" section, if the probation department can obtain them from the County Auditor.

Worksheets

The worksheets to be used for filing this information are as follows:

1. ***Semi-Annual Juvenile Law Services Report on Financial Information Worksheet***
   Indiana Code 31-31-10-1, et seq. requires that this information be reported on a state fiscal year basis. In order to accommodate differences between the county fiscal year, which is the calendar year, and the state fiscal year, which begins July 1 and ends June 30, this form will be filed semi-annually. The semi-annual reporting periods are as follows:

January 1 through June 30, 2013	**-**	**Report due July 20, 2013**
July 1 through December 31, 2013	**-**	**Report due January 20, 2014**

2. ***Quarterly Juvenile Law Service Report on Demographic Information Worksheet***
   This report is due quarterly. The reporting periods follow the quarterly statistical reports. The reporting periods and due dates are as follows:

January 1 through March 31, 2013	**-**	**Report due on April 10, 2013**
April 1 through June 30, 2013	**-**	**Report due on July 10, 2013**
July 1 through September 30, 2013	**-**	**Report due on October 10, 2013**
October 1 through December 31, 2013	**-**	**Report due on January 10, 2014**

Juvenile Law Services Report FAQ's

Q: When a juvenile is placed in a detention center in County B from County A, who should report the medical, drug testing, pregnancy test, prescription and other expenses?

A: The County that ultimately pays the expense should report the expenditure.

Q: When a detention center receives monies for placements of juveniles from counties outside their own, should these monies be subtracted out?

A: They should be reported separately under the "reimbursements" section.

Q: Should a case involving 5 children be counted as one case or 5 cases?

A: Each juvenile should be counted separately. Beginning in 2009, a separate cause number is required to be assigned to each juvenile who is the subject of a delinquency petition.

Q: Does "other expenditures" include Department of Child Services expenditures?

A: No, do not include any Department of Child Services expenditures in the Expenditures section of the report.

Q: Should monies collected from parents, insurance or other counties be shown on the forms? If so, how?

A: Yes. They should be reflected in "reimbursements."

Q: Should GAL/CASA matching funds from the state GAL/CASA office be reported? What about the costs paid by parents into the county GAL/CASA user fee fund?

A: Matching funds from the state GAL/CASA office should not be reported. (We have these figures available from other sources.) Costs paid by the parents should be reported in "reimbursements."