Youth Justice Oversight Committee
Data Work Group

Minutes from December 9, 2025 Data Work Group Meeting

The Youth Justice Oversight Committee (YJOC) Data Work Group met on December 9, 2025 at 2:30 p.m. via Zoom. Dr. Matt Aalsma chaired the meeting.

1. **Attendance**

Members Present:

- Dr. Matt Aalsma, Indiana University School of Medicine, Co-Chair
- Chris Biehn, Indiana Office of Court Services, Co-Chair
- Kristi Bruther, Johnson County Juvenile Detention Center
- Kaitlyn Christian, Management Performance Hub
- Hon. Paul Felix, Indiana Court of Appeals
- Traci Lane, Madison County Juvenile Probation
- Corajean Medina, Department of Child Services
- Melanie Pitstick, Marion County Juvenile Probation

Members Absent:

- Morgan Leuner, Indiana Department of Child Services
- Hon. Sarah Mullican, Vigo Circuit/Superior Court 3
- Colleen Saylor, Indiana Office of Court Services
- Bri Youn, Indiana Youth Institute

OJA Staff Present:

- Lisa Thompson, Indiana Office of Court Technology
- Nancy Wever, Indiana Office of Court Services, JDAI
- Catheryne Pully, Indiana Office of Court Services

Guests Present:

- Katie Schwartz, Indiana University School of Medicine
- Steve Brown, Indiana University School of Medicine

2. **Approval of Minutes from October 14, 2025 Meeting**

Committee members were provided with a copy of the October 14, 2025 meeting minutes prior to today's meeting. Hon. Paul Felix made a motion to approve the minutes; Melanie Pitstick seconded the motion. The work group members unanimously approved the October 14, 2025 meeting minutes.

3. Pilot Counties Planning & Next Steps

Katie Schwartz facilitated a discussion regarding plans and next steps for the pilot phase of the Data Quality Evaluation Project. The group confirmed the selection of Marion, Johnson, Madison, Bartholomew, Huntington, and Ripley Counties as the pilot sites, noting that each has an identified point of contact to support data quality review and proposed changes. The intent behind the selection was to capture a broad range of local practices, county sizes, and system structures, including variations in detention and intake centers, in order to develop recommendations that could be applied statewide.

The committee discussed several categories of improvement strategies, including education and training, standardization of responses across systems, interface enhancements such as required fields or new dropdown options, and the development of audit tools and automated error-detection features. The workload for each county may vary depending on the specific strategies implemented. The discussion emphasized leveraging the experiences of JDAI counties, all of which are represented in the pilot. Nancy Wever noted JDAI's existing audit and data-checking processes, particularly those using Tableau, have proven to be valuable.

The committee discussed the following priority focus areas for the pilot:

<u>Focus 1: Youth Identifiers/Demographics</u>

The first focus area relates to improving youth identifiers and demographic data, such as race and ethnicity, county of residence, and Social Security Numbers. Committee members discussed the potential benefits of requiring a Social Security Number entry with an "unknown" option, as well as concerns about increased duplicates and the need for continued review of unknown values. Improved demographic data will be useful in linking youth justice data to other data sources in the future.

<u>Focus 2: Retrain SRS Users on Opening and Closing Cases</u>

The second focus area centers on standardizing referral and supervision case workflows within SRS. Under this approach, all counties would be required to open an SRS referral case as soon as a referral is received, close that case at the conclusion of the referral-tracking stage, and then create a new SRS case for either the formal probation supervision period or the Informal Adjustment supervision period (if applicable). The group discussed the need to maintain continuity of notes across case records and to clearly define the transition point between referral and supervision. Members also discussed how Informal Adjustments, which are a form of diversion, should be documented within the supervision system.

<u>Focus 3: Reach Consensus on Most Important Variables of Focus</u>

The third focus area involves reaching consensus on priority variables across data management systems, such as Referral/PI Recommendation options, Referral Outcome options, Referral Sources, Case Type, Case Status, and Court/Charge Dispositions.

Focus 4: Data Field Harmonization Within Quest
The fourth focus area addresses data field harmonization within Quest, including reducing the 36 existing Referral/PI Recommendation options and adding a text or note field to document variation details.

Focus 5: Develop an Audit Tool/Report to Identify Errors
The fifth focus area aims to develop an audit tool or report built around agreed-upon fields and values, with coordination from IOCT.

Focus 6: Propose Changes to Data Management Systems Functionality
The sixth focus area involves proposing system functionality enhancements, such as forced-entry, alerts, and/or pop-up messages for required values, while ensuring consensus on their added value.

The committee also discussed additional considerations, including opportunities to involve JDAI Strategists in the technical assistance work and the need for stronger engagement from court and detention data system representatives as the pilot progresses.

4. **Review Final Reports from IUSM**
   Two draft reports, "Diversion Surveys and Interviews" and "Data Quality Evaluation" were distributed to committee members in advance of the meeting. Members were asked to review both documents and submit any feedback. Upon approval by the Data Work Group, the reports will be forwarded to the full YJOC for consideration.

5. **Other Business**
   Lisa Thompson reported that, based on recent data review activities, new audit tools have been incorporated into the probation quarterly report for SRS counties. These tools enable counties to identify data entry issues that may be affecting the accuracy of their quarterly submissions.

   Kristi Bruther noted that Quest has implemented the new Referral Outcome field. Lisa then shared the corresponding dropdown options that should be included for this field to ensure consistency between SRS and Quest.

6. **Next Meeting**
   The next YJOC Data Work Group meeting will be on **January 13, 2026 from 2:30 pm to 4:00 pm** via Zoom.

The next Youth Justice Oversight Committee Meeting is **December 11, 2025 at 10:00 am** at the Indiana Government Center South, Conference Room 4+5 in Wabash Hall, 402 W. Washington Street, Indianapolis, IN. There will be a live webcast of this meeting available on the Youth Justice Oversight Committee website: www.in.gov/youthjustice.