

Grantee Information Management System (GIMS) User Manual

Alabama Department of Youth Services



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Introduction

This user manual provides details and guidelines to assist with the operation of the DYS Grantee Information Management System (GIMS). Designated diversion grant program staff and juvenile court representatives will be notified of GIMS updates and modifications. Additionally, this document will be updated and distributed to active GIMS account holders.

User Accounts & Access

New Accounts

Diversion grant programs may establish user accounts for individuals that will be entering youth data into GIMS. To request a new user account for your program, contact Monica Roland and/or the DYS IT team via email (monica.rowland@dys.alabama.gov; dys.it@dys.alabama.gov) and submit the following information:

- Diversion program name
- First and last name of program staff
- Program Title
- Email Address
- Phone Number
- Type of GIMS access requested: Data entry only, Data entry with reports access, or Data viewing only with report access.

Accessing GIMS & Password Requirements

Once confirmation is received that the GIMS account has been established, navigate to <https://gims.dys.alabama.gov>, enter the assigned user name and generic password provided. When logging in to GIMS for the first time, the user will be prompted to change their password. The new password must be at least 8 characters long and meet 3 of the 4 following requirements:

1. An upper case letter
2. A lower case letter
3. A number
4. A special character

Account passwords must be changed every 90 days. The system will display an alert when it is time for the password to be changed. The new password must continue to meet the requirements noted above. Additionally, the new password must be different from the current password. The system will alert the user if the new password does not meet the requirements. If the password is not changed within 90 days, the account will be locked and the user will not be able to access the account until it reset.

Resetting Passwords

If the user is unable to access their GIMS account because of an expired password or due to entering an incorrect password too many times, please contact the DYS IT office via email (dys.it@dys.alabama.gov) to have the account reset to a generic password.

Closing User Accounts

If a staff member is no longer associated with the diversion program, a request to close the GIMS user account should be submitted within 30 days of the individual's disassociation from the program. Request to close user accounts should be submitted to DYS IT via email and must include the reason for the closure request.

Navigating GIMS

Opening a New Youth Record

To open a new entry, click on the Add Juvenile button that is visible after logging in to GIMS.

When users open a new entry, a screen similar to the one below will be displayed, and they will be required to enter data for all fields, except the Juvenile ID. The Juvenile ID is a system generated number assigned for each new entry. Users cannot edit or re-assign this number.

After opening a new entry, certain fields such as social security number, citizenship status, JU#, and court referral type are required to be completed and entered appropriately or the system will not permit users to save the file. Therefore, to minimize difficulty with navigating the system, it is recommended that users have all referral documentation needed prior to opening a new entry/record. Those documents include:

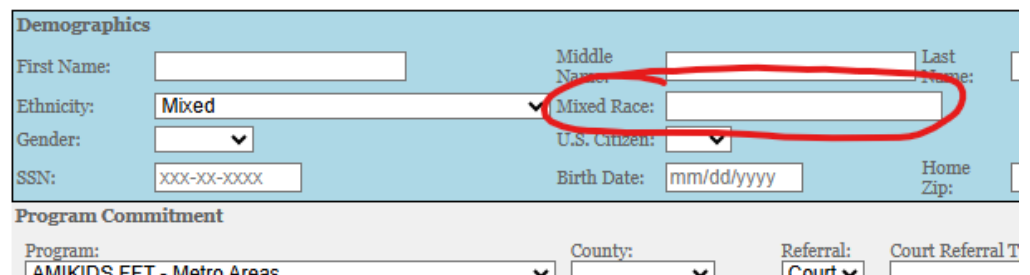
- Referral form
- JUPITIR report
- Court order or court-initiated process
- Risk Assessment from the referring JPO

Ethnicity

The Ethnicity section has been updated to more accurately reflect how most people identify in order to provide clarity and reduce confusion. The drop down menu for Ethnicity has seven (7) distinct options and users should choose the one that best describes their client.



Most of the options are straight forward and require no additional information; however, if the user chooses the Mixed options, a text box will pop up where they can enter the specific mix that make up the client's ethnicity.

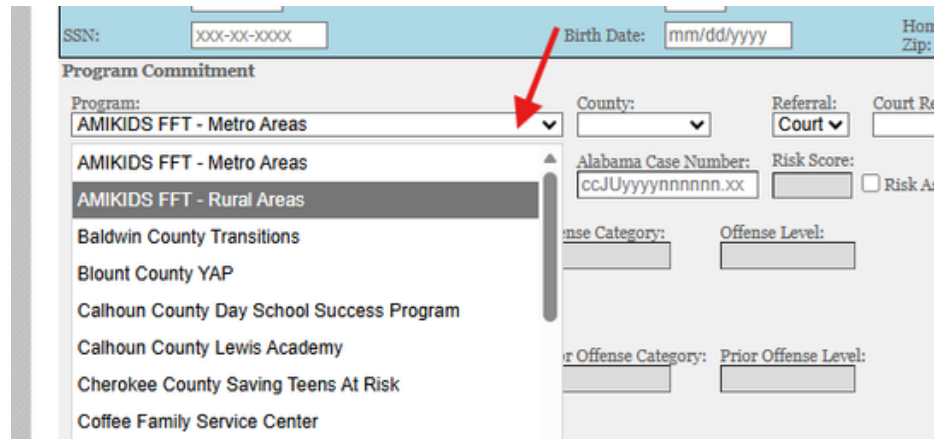


Social Security Numbers

Most clients who enter programs will have a government issued social security number. It is vital for research purposes that users make every effort to obtain a social security number for each client. However, in the event that the client doesn't have that, users can enter 111-11-1111 in lieu of an actual number. Utilizing this as a substitute number will allow the record to be captured in a filter in reports that will be detailed later in this manual.

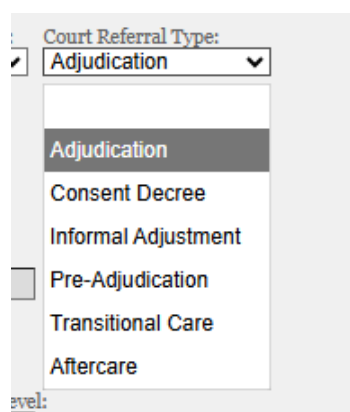
Program Options

When entering clients, please ensure they are placed in the correct program. Users with access to only one program, will only have one option available. However, users with access to multiple programs will have multiple options in their drop down menu. It is vital that users ensure that they choose the correct option when entering a client.

A screenshot of a web form titled "Program Commitment". At the top, there are fields for "SSN:" (with a masked value "XXX-XX-XXXX") and "Birth Date:" (with a masked value "mm/dd/yyyy"). Below these is a "Program:" dropdown menu. A red arrow points to this dropdown, which is currently open, showing a list of program options: "AMIKIDS FFT - Metro Areas", "AMIKIDS FFT - Rural Areas", "Baldwin County Transitions", "Blount County YAP", "Calhoun County Day School Success Program", "Calhoun County Lewis Academy", "Cherokee County Saving Teens At Risk", and "Coffee Family Service Center". To the right of the program dropdown are other fields: "County:" (a dropdown), "Referral:" (a dropdown with "Court" selected), "Alabama Case Number:" (a text field with "ccJYyyynnnnnn.xx"), "Risk Score:" (a text field), "Offense Category:" (a text field), "Offense Level:" (a text field), "Prior Offense Category:" (a text field), and "Prior Offense Level:" (a text field).

Court Referral Type:

Users will be asked to enter the type of referral. There are five options available in this drop down menu.

A screenshot of a "Court Referral Type:" dropdown menu. The dropdown is open, showing a list of options: "Adjudication", "Consent Decree", "Informal Adjustment", "Pre-Adjudication", "Transitional Care", and "Aftercare". The "Adjudication" option is currently selected and highlighted.

Adjudication can be used for any client who has been adjudicated of his/her offense.

Consent Decree can be used for those on a formal consent decree. It is important to note that consent decrees are initially good for 6 months unless otherwise specified on the decree. They can be extended by the court for another 6 months or other specified

time frame. Once they have expired, neither the court nor the program has any jurisdiction to continue to work with the client. *Informal Adjustment* can be used in the right circumstances to refer clients to diversion programs, but it is also important to note that those are also only valid for 6 months. Informal Adjustments cannot be extended for any additional amount of time.

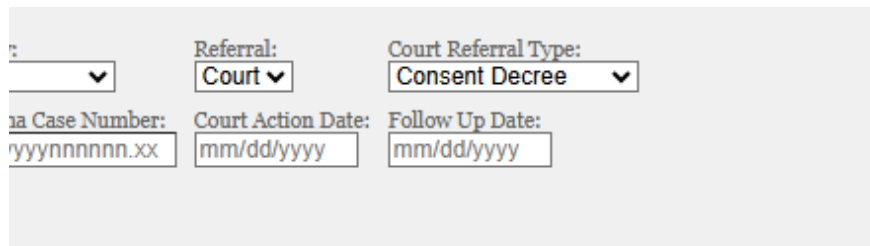
Pre-Adjudicatory can be used to initiate services prior to adjudication. However, this should be used sparingly unless the client is in a program to address Problematic Sexual Behaviors (PSB), as the circumstances around those type cases do utilize pre-adjudicatory assessments more frequently.

Aftercare can be used to work with clients who have Aftercare order and are returning home from a CUSTODIAL, residential program (i.e a child who was committed to a DYS facility and is returning home).

Transitional Care can be used to work with clients who are returning from a CUSTODIAL, residential program and do not have a new order and need brief transitional support to return home. This should predominantly be used with PSB clients leaving ABSOPP.

Court Action Dates, and Follow-up dates:

If the user selects the consent decree or informal adjustment option, an additional box will pop up for a Court Action Date. This date reflects the actual date that the consent decree or informal adjustment was signed by the judge/referee.



The screenshot shows a form with the following fields:

- Referral:** A dropdown menu with "Court" selected.
- Court Referral Type:** A dropdown menu with "Consent Decree" selected.
- Alabama Case Number:** A text input field with the placeholder "yyynnnnnn.xx".
- Court Action Date:** A date input field with the placeholder "mm/dd/yyyy".
- Follow Up Date:** A date input field with the placeholder "mm/dd/yyyy".

When the user enters a court action date, an additional box will pop up requesting a follow up date. This date is created by the user as a reminder of when they should follow up with the referring court regarding the pending expiration of the consent decree or informal adjustment. For most situations, this should be 5 months from the court action date (allowing the user a month to contact the court and determine next steps).

Alabama Case Number:

The Alabama Case Number is referencing the youth's JU number. This information must be entered as 16 characters even if the youths' JU number is not 16 characters in length, and zeros must be used after the first four characters following the JU to ensure the character count is reached. The following format is how the JU# must be entered: ccJUxxxxxxxxxx.xx. The cc represents the county number; the JU is a constant character that is required; xxxxxxxxxxxx are the 10 characters representing the youth's case number with the first 4 representing the year; and the xx after the period is associated with the number of court complaints.

An example of how to use zeros to ensure the appropriate character length, if a youth has the following JU#: 75-JU-202119.01, the number would be entered in GIMS as 75JU2021000019.01.

Or, if the youth has the following JU#: 75-JU-20217550.01, the number would be entered in GIMS as 75JU2021007550.01

Please note that the last two numbers, after the decimal point cannot be .00, they must be .01 or higher and are used to reflect the charge that has led to the referral for the diversion program. If this information is not clearly identified on the referral form, the user should contact the referring JPO to request this information.

Program Commitment

Program: AMIKIDS FFT - Metro Areas County: Cherokee Referral: Court Court Referral Type: Consent Decree

Other Referral: Alabama Case Number: ccJUyyyynnnnn.xx Court Action Date: mm/dd/yyyy Follow Up Date: mm/dd/yyyy

Risk Score: ☐ Risk Assessment Instrument

Risk Score:

To enter a risk score in GIMS, click the check box labeled *Risk Assessment Instrument*. Once that box is checked, the Risk Assessment questions will appear on the screen as shown below.

Other Referral: Alabama Case Number: ccJUy

Risk Score: ☐ Risk Assessment Instrument

Most Serious Recent Offense: Offense Category: Prior Offense?

Risk Score: ☒ Risk Assessment Instrument

Age at First Referral to Juvenile Court Intake:

Total Number of Referrals to Intake: Enter Actual Number of Intake Referrals:

Total Referrals for Violent/Assaultive Offenses: Enter Actual Number of Violent Referrals:

Number of Prior Out-of-Home Placements:

School Discipline/Attendance During the Prior 12 Months:

Substance Abuse:

Peer Relationships:

Victim of Child Abuse or Neglect:

Parental Supervision:

Parent Sibling Criminality:

Calculate Risk Score

Total Score: Scored Risk Level:

Other Factors:

Most Serious Recent Offense: Offense Category: Offense Level:

Using the Risk Assessment tool provided by the referring JPO, the user can answer each question in this section. The questions should be identical to those on the Risk Assessment tool and the answers in each drop down menu are also identical to what the options are on the Risk Assessment tool. Once the user has entered answers in each field, click the Calculate Risk Score button & the total score and risk level will automatically calculate. This total score should match what is written on the form provided by the JPO. If it does not match, the user has either entered information incorrectly or the numbers on the form are not calculated correctly.

Risk Score: ☒ Risk Assessment Instrument

Age at First Referral to Juvenile Court Intake:

Total Number of Referrals to Intake: Enter Actual Number of Intake Referrals:

Total Referrals for Violent/Assaultive Offenses: Enter Actual Number of Violent Referrals:

Number of Prior Out-of-Home Placements:

School Discipline/Attendance During the Prior 12 Months:

Substance Abuse:

Peer Relationships:

Victim of Child Abuse or Neglect:

Parental Supervision:

Parent Sibling Criminality:

Total Score: Scored Risk Level:

Other Factors:

Most Serious Recent Offense: Offense Category: Offense Level:

Once the Risk Score has been calculated, the user can uncheck the *Risk Assessment Instrument* box and the section with the questions will disappear, while keeping the total score in the Risk Score box, as shown below.

Other Referral:

Alabama Case Number:

Risk Score: ☐ Risk Assessment Instrument

Most Serious Recent Offense:

Offense Category: Offense Level:

Prior Offense?

Entering Offenses:

The user must enter the *Most Serious Recent Offense* by choosing from the drop down menu in that data field. When the user makes a choice from the drop down menu, the corresponding *Offense Category* and *Offense Level* data fields will automatically populate.

Typically, the most serious recent offense will also be the offense that led to the referral for the program. If the clients charge is not listed in the drop down menu, choose the one that most closely corresponds to the actual charge and follow up with an email to Monica Roland and the DYS IT department requesting that the correct charge be added to the list. Ideally, when making such a request, it's best to obtain the charge code from the JPO and include that with the request.

If there were prior offenses, the clicking the Yes button will release the *Most Serious Prior Offense* drop down menu, where the user can enter the most serious prior offense, as shown below.

The screenshot shows a form with two main sections. The top section is for the 'Most Serious Recent Offense' and includes three fields: a dropdown menu showing 'ALCOHOL/MINOR POSSESS/CONSUME', a text box for 'Offense Category' containing 'Drugs', and a text box for 'Offense Level' containing 'MisdOth'. Below this is a 'Prior Offense?' section with radio buttons for 'Yes' (selected) and 'No'. The bottom section is for the 'Most Serious Prior Offense' and includes three fields: a dropdown menu showing 'ASSAULT 1', a text box for 'Prior Offense Category' containing 'Person', and a text box for 'Prior Offense Level' containing 'FelB'.

Probation Violations & CHINS:

CHINS offenses were not traditionally eligible for diversion grant programming since the charge would not result in a DYS commitment. However, DYS recognizes that there are instances where a youth's behavior that initiated contact with juvenile court is significant enough to warrant more extensive-community based diversion services. As a result, DYS has agreed to allow a small percentage of CHINS cases in each program. Currently, CHINS clients are allowed to make up 10% or less of the numbers served per year, so it is vital that programs consider their existing CHINS numbers before accepting additional CHINS clients in the program.

If a CHINS charge is chosen in the *Most Serious Recent Offense* field, two additional fields will populate and must be completed. The *Violation Details* and *Remarks* data fields are required for CHINS clients and provide an opportunity to detail what the violation or CHINS charge was for and an opportunity to add remarks about the specific circumstances of the offense, as shown below.

Most Serious Recent Offense: CHINS/UNGOVERNABLE BEHAVIOR

Offense Category: CHINS

Offense Level: CHINS

Prior Offense? ☐ Yes ☒ No

Most Serious Prior Offense:

Prior Offense Category:

Prior Offense Level:

Violation Details: DAMAGE TO PROPERTY

Remarks: Add details about the specific behavior here. |

Hearing Officer & Probation Officer:

The *Hearing Officer* field is for the Judge or Referee overseeing the case. The *Probation Officer* is for the referring JPO's information.

Saving & Deleting Case Information:

To ensure that a case entry is added to the program's juvenile list, after all information has been entered, select *Save* in the bottom corner of the screen.

Clear will clear the screen of all the information the user just entered allowing the user to start over completely.

Exit will return the user to the Juvenile List without saving any edits made.

Cancel will appear when editing a client (but not when entering a new client). *Cancel* will remove all information about the case entirely, deleting them from the database.

End Dt: mm/dd/yyyy

Save Clear Cancel Exit

Case Closure:

Three main options are available to close a youth's case at the end of program participation: Successful, Unsuccessful, and Neutral/Assessment. The specifics of each type are outlined below. Cases should be closed at the completion of the program. That may or may not be the same as when they are discharged from probation. A youth can be discharged from the program before their probationary status/responsibilities are complete, but may not remain in the program if their probationary status/responsibilities are complete. Once a case is closed with a valid *End Date* and saved, the case is moved to the history list and the youth *Demographics* and *Program Placement* information cannot be edited by the user.

Successful Completions are determined by the youth's progression towards their service plan/treatment plan goals and their participation in the program requirements. Generally speaking, if a youth has completed 80% or more of their goals, DYS considers that a successful completion. If Successful Completion is selected, additional data fields related to initial outcomes are populated for completion, as shown below. Those will be discussed in the Outcomes section of this manual.

Unsuccessful Completions are also determined by the youth's progression or lack of progression towards his/her service plan/treatment goals and their lack of participation in the program requirements. Generally speaking, if a youth completes less than 80% of their goals, DYS considers that an unsuccessful completion. If the user selects Unsuccessful Completion, a drop down field with options populates to require the user to list the reason for unsuccessful completion, as shown below. Initial outcome information is also required for unsuccessful discharges.

Neutral Discharges should only be used in special circumstances. If the user chooses Neutral, an additional data field will populate requiring the user to identify the reasons for the neutral discharge, as shown below.

The options under that drop down menu are outlined below:
Administrative Discharge- should be used when a client is in the program for 30 days or less and requires discharge for any reason. DYS anticipates that there is little opportunity to make lasting change in a client's behavior in 30 days or less and, therefore, does not count these against the program in their successful/unsuccessful benchmarks.

Deceased- should only be used when the client dies while in the program.

Drug Treatment Program- should only be used when the client leaves the program, AFTER 30 days of service, to go to an inpatient drug treatment program.

Mental Health Treatment- should only be used when the client leaves the program, AFTER 30 days of service, to go to an inpatient mental health hospital or program.

Moving from county- should only be used when the client moves away from the county.

The screenshot shows a web-based form for case management. At the top, there are two date fields: 'Start Dt:' with the value '10/18/2024' and 'End Dt:' with a placeholder 'mm/dd/yyyy'. Below these is a radio button labeled 'In Progress'. To the right is a 'Select Completion:' label followed by a dropdown menu currently set to 'Neutral/Assessment'. The dropdown menu is open, showing five options: 'Administrative Discharge < 30 days', 'Deceased', 'Drug treatment program', 'Mental health treatment', and 'Moving from county'. An 'Exit' button is visible to the right of the dropdown.

When using the *Neutral* option for case closure, please note that clients discharged in this way will not be calculated in the completion percentage, will be removed from the active Juvenile list, and will not require outcome data.

Users should also note that *Drug Treatment* and *Mental Health Treatment* options are only available for 45 days. If the user discharges a client neutrally in one of these categories, they will be prompted 45 days from the discharge date to further clarify the type of discharge. At that time, they will be required to choose either open the client back up for service or specify if the client should be considered a *Successful* or Unsuccessful discharge. This process allows time for clients to discharge from the diversion program, obtain needed intensive treatment, and possibly return to the program.

Outcome Data

Initial Outcome Data:

When closing out a youth's case as *Successful* or *Unsuccessful*, additional fields will be displayed to capture initial outcome data regarding the youth's case and situation. The fields are:

Destination, *Employment*, *Education*, and *Under Court Supervision*. These fields must be completed to close out the case. In each category, there are drop down menus that provide options. Each option includes an option for *Unknown* which should be used sparingly.

Six Month Outcome Data:

DYS requires that Diversion programs obtain follow up status information on every client served in the diversion programs 6 months post discharge. Six months after the discharge date entered for each client, that client's record will populate under the *Outcome List* tab at the top of the screen. Users will be alerted to Outcomes due by red writing across the screen when logging in that states: "There are incomplete outcomes for this program."

There are three buttons on this screen that filter outcomes collected. They are outlined and pictured below:

Initial- this list will show any outcomes that need to be started and completed for the program.

Partial- this list will show any outcomes that have been partially completed, but still has questions unanswered.

Completed- this list will show all clients who have outcomes completed.

Program Filter:
Jefferson County - Strong Girls

Filter:
☒ Initial ☐ Partial ☐ Completed
There are incomplete outcomes for this program.

To enter a youth's outcome information, the user should locate their name in either the *Initial* or *Partial* lists and select his/her record. Then click the *Add Outcome* button at the bottom of the screen.

gimsweb DYS GRANTEE INFORMATION MANAGEMENT SYSTEM

Juvenile List Outcome List DYS Home Change Password Reports Logout

Juvenile Outcome List

Program Filter:
Jefferson County - Strong Girls

Filter:
☒ Initial ☐ Partial ☐ Completed
There are incomplete outcomes for this program.

	ID	Name	SSN	DOB	EndDt	Status
Select	47022			12/19/2006	1/17/2023	NEW
Select	46394			1/26/2005	10/20/2022	NEW
Select	45506			12/30/2004	3/8/2023	NEW
Select	46395			3/10/2007	10/20/2022	NEW
Select	47144			3/16/2006	1/17/2023	NEW

Add Outcome

Once the user has selected the *Add Outcome* button, a screen asking for all the outcome data will populate. It will ask the same questions as the initial outcome data that was entered at discharge with some additional questions added. New questions include: *Info Provided By*, *Follow Up Date*, and *Reoffend*. If a youth did reoffend, and additional field is added to indicate the *Type of Adjudication*, as shown below.

Please note that only one option can be selected for *Info Provided By*. In the event that information was obtained from various sources, please choose the one who provided the most information.

Also, for clarity, please note that the *Follow Up* date field should be the date that the outcome information was obtained from the source.

Youth List & Search Options

Once records have been generated for the diversion program, five button options will be displayed under the *Juvenile List tab*: *Active*, *History*, *Name*, *JU#*, and *MHT/DT*

The *Juvenile List tab* will default to the *Active* button and, when highlighted, the list on the screen will show clients who are actively enrolled in the program.

When the user selects the *History* button, a list of all clients who have been in the program is displayed. This list contains all clients regardless of discharge status and can be filtered by date range by entering dates in the boxes below the buttons and selecting Refresh.

When the user selects the *Name* button, first and last name data fields are populated to allow the user to search by name.

When the user selects the *JU#* button, a Case Number box populates to allow searching with that data point.

When the user selects that *MHT/DT* button, a list of clients who were discharged in neutral status so that they could obtain Mental Health Treatment or Drug Treatment is populated.

Trouble Shooting

Red Alerts across the screen:

There are three occasions when red alerts may appear across the screen. The alerts and how to correct them are outlined below:

There are incomplete outcomes for this program- this warning indicates that there are outcomes that need to be addressed for this program. For information on how to correct this, please refer to the **Outcome Data** section of this manual on page 11. When clicking the *Outcome List tab* at the top, the list will default to a list of *Initial Outcomes* that are due. If there are no names listed there that indicate initial outcomes need to be completed, but the red writing is still present, please click the partial button on the *Outcome List* screen to see if names are listed there. Once all names listed under the *Initial Outcome List* and the *Partial Outcome List* are cleared, the red alert should disappear.

There are mental health/drug treatment juveniles available for this program- this warning indicates that there is a youth who was discharged as neutral for drug treatment and/or mental health treatment over 45 days ago and the user need to follow up regarding that discharge status. In order to correct this issue, visit the Juvenile List tab at the top of the page and select the button that says MHT/DT, as shown below.

The screenshot shows a software interface with a 'Program Filter' dropdown set to 'Dallas County Perry Varner'. Below it, the 'Status Filter' has five radio buttons: 'Active', 'History', 'Name', 'JU#', and 'MHT/DT'. The 'MHT/DT' button is selected, indicated by a blue dot and a red arrow pointing to it. Below the status filter, there are two red alerts: 'There are mental health/drug treatment juveniles available for this program.' and 'There are incomplete outcomes for this program.' Below the alerts is a table with columns: ID, Name, SSN, Case Number, DOB, County, Race, Gender, StartDate, and EndDate. The table contains one row for 'Jones, Jim' with various identifiers and dates. Below the table are three buttons: 'Add Juvenile', 'Edit Juvenile', and 'Set Cutoff Date'.

	ID	Name	SSN	Case Number	DOB	County	Race	Gender	StartDate	EndDate
Select	48768	Jones, Jim	123-45-6789	27JU0000000000.07	2/5/2009	Cleburne	Mixed	Male	7/1/2025	8/1/2025

From here, the user can select the juvenile record and Edit Juvenile buttons to either switch them to *In Progress*, *Successful Completion*, or *Unsuccessful Completion*. *In Progress* indicates that they have returned from Drug treatment or Mental Health Treatment and are back in the program. For more information about *Successful* and *Unsuccessful* distinctions, please see the Case Closure section of this manual starting on page 9.

Client's record disappeared from your Juvenile List:

If a client's record disappears from the Juvenile List screen without warning, it is often due to the user accidentally closing out the record or canceling the record. If the record is not located in the list populated by selecting the History button, please contact Monica Roland and/or DYS IT BEFORE re-entering the client's information again. If the user accidentally selected the Cancel button by mistake, the IT department can often recover the record to avoid duplicate entries in the system.

Reports

The Reports tab will provide access to a range of reports with various information that can assist programs with monitoring their progress. The various reports and an outline of the content in each report are outlined below.

Program Data Summary data points:

- Program name
- Grant no
- Program capacity
- Number of admissions
- Total number served
- Total number active
- Total discharged/left (all types of discharges included)
- Successful completion number
- Successful completion percentage
- Total number of neutral discharges
- Most recent update date

Juvenile List by Start Date Report data points:

- Client first name
- Client last name
- Suffix, if applicable
- Sex
- County
- Risk score
- Offense

- Start date
- End date
- Status (H= history; A= active)

Juvenile List by Alpha Sort data points:

- Client first name
- Client last name
- Suffix, if applicable
- Sex
- County
- Risk score
- Offense
- Start date
- End date
- Status (H- history; A=active)

Active Juveniles by Court Referral Type data points:

- Client name
- Offense
- CHINS status by client (Y= Yes; N= No)
- Court referral type
- Features referral types totals at the bottom
- Features total CHINS for each referral type
- Features total CHINS percentage for each referral type
- Features total CHINS for all referral types combined
- Features total CHINS percentage for all types combined.

Juveniles by Court Referral Type and Date Range data points:

- Client name
- Offense
- CHINS status by client (Y= Yes; N= No)
- Court referral type
- Features referral types totals at the bottom
- Features total CHINS for each referral type
- Features total CHINS percentage for each referral type
- Features total CHINS for all referral types combined
- Features total CHINS percentage for all types combined.

Active Juveniles- Consent Decree and Informal Adjustment data points:

- Client name
- Offense
- CHINS status by client (Y= Yes; N= No)
- Court action date
- Follow up date
- Features referral type total
- Features CHINS total number
- Features CHINS percentage

Juvenile List by County:

- Client first name
- Client last name
- Suffix, if applicable
- Sex
- DOB
- Program
- Start date
- End date
- Features gender totals at the bottom of the page

Juvenile Served During Date Range data points:

- Client first name
- Client last name
- Sex
- Start date
- End date
- Success complete (Y= Yes, N= No)
- Features program total number served
- Features total males served
- Features total females at the bottom

Juvenile Served with Average Length of Stay data points:

- Client first name
- Client last name
- Start date
- End date
- Successful completion status (Y=yes; N= no)
- Number of days in program
- Features total served
- Features average length of stay for all clients served

Juveniles Served by Race and Ethnicity data points:

- Juvenile key
- Client name
- Race
- Ethnicity
- Start date
- End date
- Features total of each race/ethnicity served during date frame

Neutral Juveniles Discharged During Date Range data points:

- Juvenile key
- Client name
- Program
- Start date
- End date
- Successful completion (NA will be entered for all here due to neutral discharge)
- Program total
- Grand total

Juveniles with No Social Security data points:

- Juvenile key
- Client name
- Program
- Social Security Number captured in the program (this filter will catch any clients with 111-11-1111 as referred to on page 3 of this manual)
- Start date
- End date
- Program total number of clients with no appropriate Social Security Number
- Grand total of clients with no appropriate Social Security Number

Number of Juveniles by Offense data points:

- Features separate categories by offense (CHINS, Drugs, Person, Property)
- Under each category, charges are listed that were utilized for this program in the given time frame outlined
- Under each category, the number of clients served with each charge is provided
- Under each category, the total number of charges in that category.

Outcome Measure Reports data points:

- Features counts for each 6-month post discharge outcome data point entered (destinations, education, employment, reoffended, court supervision, adjudication, and information provided by)
- Features percentages for each 6-month post discharge outcome data point entered

Outcome Status Listed by Juvenile End Date data points:

- Features clients separated into categories three categories (no outcome yet, outcome completed, and outcome incomplete)
- Under each category, the following are listed:
 - Client name
 - Social Security Number
 - DOB
 - Program completion date
 - Features total for all
 - Features total for all Outcome Status

Successful and Unsuccessful Completions data points:

- Juvenile key
- Client name
- Start date
- End date
- Successful completion status (Y= yes; N= No)
- Reason for unsuccessful completion if applicable
- Program totals for type of completion
- Total number of successful completions
- Total number of unsuccessful completions
- Grand Totals

Age and Risk Score Distribution data points:

- Juvenile key
- Client name
- Start date
- End date
- Risk score
- Age at commitment
- Current age
- Features program totals
- Features total of each level of risk score
- Features total of age at commitment
- Features total of current age

Active GIMS Users data points:

- Program name
- ID of user
- User name
- User status
- Total number of users for the program

Central Office users may have access to additional reports for the following:

- Juveniles last updated, which list all clients in a program and indicates the last time that particular record was updated and by whom
- Outcomes last updated, which list all clients who have outcomes pending, in progress, or completed during a specified date range
- Juveniles in multiple programs, which identifies clients by social security number and indicates if they are in multiple GIMS programs
- Average length of stay, which identifies total number of days that clients were in the program, how many clients were in the program and the average length of stay
- Repeat clients, which identifies clients who have repeated the programs and indicates how many times this has occurred
- GIMS users last logged in, which identifies all GIMS users, the programs they have access to, and the last time they logged in

Contact Information

If there are any questions or concerns regarding GIMS features, utilization, access, or if there are additional reports or features you think would be helpful, please reach out to Monica Roland and/or the IT team.

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