



**Office of Children
and Family Services**

Supervision and Treatment Services for Juveniles Program (STSJP)

How to Use the Provider Roster Summary Tables

October 2021 (Prerecorded Video)

October 2022 (Updated Slide Content) ★

Program Summary Tables

Youth Served Summary
(P) Outcomes
(EI) Outcomes
(ATD-ATPDP) Outcomes
(ATP) Outcomes
(RA) Outcomes

STJSJP PY 2020-2021										SUMMARY OF YOUTH SERVED			#Served	#Discharged	%
										0	0	0%			
Age			Race & Ethnicity				SOGIE								
Table 4. Youth Served by Age (yrs.) at Enrollment Approved Service Domain (All)			Table 5. Youth's Race and Ethnicity Approved Service Domain (All)				Table 6. Youth's Sex at Birth Approved Service Domain (All)								
	STJSJP #	%	STJSJP-RTA #	%	Total #	Total %									
(blank)	0	0.0%	0	0.0%	0	0.0%	(missing info)								
7	0	0.0%	0	0.0%	0	0.0%	Hispanic								
8	0	0.0%	0	0.0%	0	0.0%	Black/African American								
9	0	0.0%	0	0.0%	0	0.0%	White								
10	0	0.0%	0	0.0%	0	0.0%	Asian/Pacific Islander								
11	0	0.0%	0	0.0%	0	0.0%	Native American/Alaskan								
12	0	0.0%	0	0.0%	0	0.0%	Other								
13	0	0.0%	0	0.0%	0	0.0%	Unknown								
14	0	0.0%	0	0.0%	0	0.0%	Total	0	0.0%	0	0.0%	0	0.0%		
15	0	0.0%	0	0.0%	0	0.0%	Note: On the Provider Roster tab, ethnicity and race are reported as separate variables, allowing for multiple responses to be selected for each youth. For ease of using the pivot tables, responses from these variables have been transformed into a new variable (showing as Race_Ethnicity in the pivot field list and used in the table above). This new variable prioritizes one category per youth. Designated categories are prioritized in the following order: 1. Hispanic; 2. Black/African American; 3. Native American/Alaskan; 4. Asian/Pacific Islander; 5. White; 6. Other; 7. Unknown. Counts marked as "Missing Info".								
16	0	0.0%	0	0.0%	0	0.0%	Table 7. Youth's Gender Identity Approved Service Domain (All)								
17	0	0.0%	0	0.0%	0	0.0%									
18	0	0.0%	0	0.0%	0	0.0%	(blank)	0	0.0%	0	0.0%	0	0.0%		
19	0	0.0%	0	0.0%	0	0.0%	Male	0	0.0%	0	0.0%	0	0.0%		
20	0	0.0%	0	0.0%	0	0.0%	Female	0	0.0%	0	0.0%	0	0.0%		
21	0	0.0%	0	0.0%	0	0.0%	Transgender	0	0.0%	0	0.0%	0	0.0%		
Total	0	0.0%	0	0.0%	0	0.0%	Gender Non-Conforming	0	0.0%	0	0.0%	0	0.0%		

Youth Served Summary

- Reports on demographics
- Tables use youth start dates as counts

STJSJP PY 2020-2021										SUMMARY OF YOUTH DISCHARGED		
Prevention (P) Outcomes												
Table 1. Number and Percent of Youth Discharged from Prevention Programming Approved Service Domain						Table 4c. Outcome: Truancy Approved Service Domain						
	STJSJP #	STJSJP-RTA #	Total #	Total %								
# Served	0	0	0	0.0%	(blank)	0	0.0%	0	0.0%	0	0.0%	0.0%
# Discharged	0	0	0	0.0%	No	0	0.0%	0	0.0%	0	0.0%	0.0%
% Discharged	0.0%	0.0%	0.0%	0.0%	Yes	0	0.0%	0	0.0%	0	0.0%	0.0%
Table 2. Length of Service Stats for Youth Discharged from Prevention Programming Approved Service Domain						Table 4d. Outcome: School Suspension Approved Service Domain						
	STJSJP #	STJSJP-RTA #	Total #	Total %								
Minimum length of service (days)	0	0	0	0.0%	(blank)	0	0.0%	0	0.0%	0	0.0%	0.0%
Maximum length of service (days)	0	0	0	0.0%	No	0	0.0%	0	0.0%	0	0.0%	0.0%
Average length of service (days)	0.00	0.00	0.00	0.0%	Yes	0	0.0%	0	0.0%	0	0.0%	0.0%
Table 3a. Program Involvement: Complied with Rules and Standards Approved Service Domain						Table 4e. Outcome: PINS Referrals Approved Service Domain						
	STJSJP #	%	STJSJP-RTA #	%	Total #	Total %						
(blank)	0	0.0%	0	0.0%	0	0.0%	(blank)	0	0.0%	0	0.0%	0.0%
No	0	0.0%	0	0.0%	0	0.0%	No	0	0.0%	0	0.0%	0.0%
Yes	0	0.0%	0	0.0%	0	0.0%	Yes	0	0.0%	0	0.0%	0.0%
Info Not Collected	0	0.0%	0	0.0%	0	0.0%	Info Not Collected	0	0.0%	0	0.0%	0.0%
Total	0	0.0%	0	0.0%	0	0.0%	Total	0	0.0%	0	0.0%	0.0%

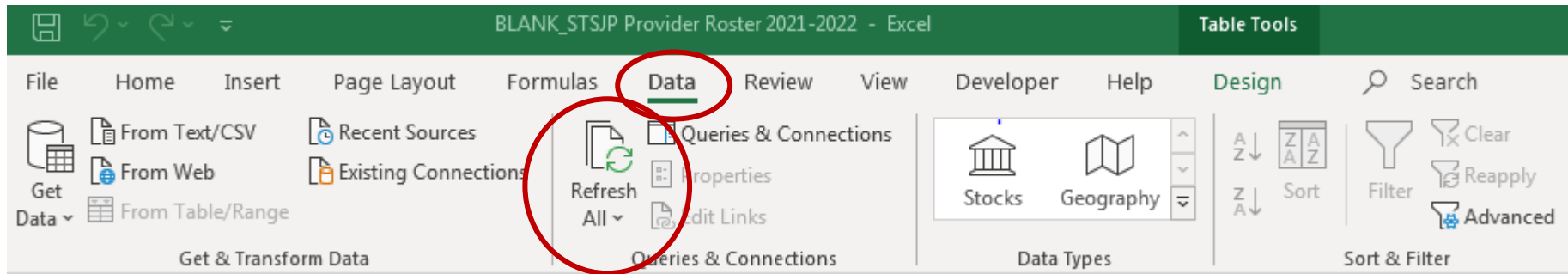
Outcome Summaries

- Reports by domain
- Tables use youth end dates as counts



Feed Data into the Summary Tables

- After adding new data on the Provider Roster tab, click **Refresh All** under Excel's Data heading to update the summary tables.



- When recording data on the Provider Roster tab, be sure to use the drop-down menus when they're available or else the summary table formatting may be disrupted when you refresh your data due to incorrect entries/spelling.
- To ensure you're looking at the most up-to-date information in your summaries, it's a good idea to **Refresh All** before you review them each time.

Summary Features

The note about funding stream missing appears when the #served in the service counter is higher than the Total in Table 1; it's an indicator that you need to *refresh* your data.

Service Counter uses formulas to count the number of start and end date entries on the Roster tab

STSJP PY 2021-2022		SUMMARY OF YOUTH SERVED																																																													
Program Example						#Served	#Discharged	%																																																							
Agency Example						6	0	0%																																																							
General Service Information																																																															
<p>► Table 1. Total Youth Served by Domain</p> <table border="1"> <thead> <tr> <th></th> <th>STSJP #</th> <th>%</th> <th>STSJP-RTA #</th> <th>%</th> <th>Total #</th> <th>Total %</th> </tr> </thead> <tbody> <tr> <td>(blank)</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> </tr> <tr> <td>Prevention</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> </tr> <tr> <td>Early Intervention</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> </tr> <tr> <td>Alternative to Detention/Pre-Dispositional Placement</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> </tr> <tr> <td>Alternative to Placement</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> </tr> <tr> <td>Reentry/Aftercare</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> </tr> <tr> <td>Total</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> </tr> </tbody> </table>			STSJP #	%	STSJP-RTA #	%	Total #	Total %	(blank)	0	0.0%	0	0.0%	0	0.0%	Prevention	0	0.0%	0	0.0%	0	0.0%	Early Intervention	0	0.0%	0	0.0%	0	0.0%	Alternative to Detention/Pre-Dispositional Placement	0	0.0%	0	0.0%	0	0.0%	Alternative to Placement	0	0.0%	0	0.0%	0	0.0%	Reentry/Aftercare	0	0.0%	0	0.0%	0	0.0%	Total	0	0.0%	0	0.0%	0	0.0%	<p>! Funding stream is missing for one or more youth</p>					
	STSJP #	%	STSJP-RTA #	%	Total #	Total %																																																									
(blank)	0	0.0%	0	0.0%	0	0.0%																																																									
Prevention	0	0.0%	0	0.0%	0	0.0%																																																									
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Alternative to Detention/Pre-Dispositional Placement	0	0.0%	0	0.0%	0	0.0%																																																									
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Total	0	0.0%	0	0.0%	0	0.0%																																																									
<p>► Table 3. Youth Served by Zip Code</p> <table border="1"> <thead> <tr> <th></th> <th>STSJP #</th> <th>%</th> <th>STSJP-RTA #</th> <th>%</th> <th>Total #</th> <th>Total %</th> </tr> </thead> <tbody> <tr> <td>(blank)</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> </tr> <tr> <td>Total</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> <td>0</td> <td>0.0%</td> </tr> </tbody> </table>			STSJP #	%	STSJP-RTA #	%	Total #	Total %	(blank)	0	0.0%	0	0.0%	0	0.0%	Total	0	0.0%	0	0.0%	0	0.0%																																									
	STSJP #	%	STSJP-RTA #	%	Total #	Total %																																																									
(blank)	0	0.0%	0	0.0%	0	0.0%																																																									
Total	0	0.0%	0	0.0%	0	0.0%																																																									

Rows match the table's title (e.g., Domain)

Table columns show the funding streams



Summary Features

Use the summaries to identify where information is missing.

► Table 1. Total Youth Served by Domain

	STSJP		STSJP-RTA		Total #	Total %	
	#	%	#	%			
(blank)		3	42.9%	0	0.0%	3	42.9%
Prevention	0	0.0%	0	0.0%	0	0.0%	
Early Intervention	3	42.9%	0	0.0%	3	42.9%	
Alternative to Detention/Pre-Dispositional Placement	1	14.3%	0	0.0%	1	14.3%	
Alternative to Placement	0	0.0%	0	0.0%	0	0.0%	
Reentry/Aftercare	0	0.0%	0	0.0%	0	0.0%	
Total		7	100.0%	0	0.0%	7	100.0%

When (blank) Total is greater than zero, the line will highlight, indicating that responses are missing (e.g., 3 youth are missing a response on the Approved Service Domain variable).

	STSJP		STSJP-RTA		Total #	Total %
	#	%	#	%		
Missing	1	100.0%	0	0.0%	1	100.0%
Black/African American Alone	0	0.0%	0	0.0%	0	0.0%
White Alone	0	0.0%	0	0.0%	0	0.0%
Asian Alone	0	0.0%	0	0.0%	0	0.0%
Pacific Islander Alone	0	0.0%	0	0.0%	0	0.0%
American Indian Alone	0	0.0%	0	0.0%	0	0.0%
Alaskan Native Alone	0	0.0%	0	0.0%	0	0.0%
Other Alone	0	0.0%	0	0.0%	0	0.0%
Multiple Races (see Table 10a)	0	0.0%	0	0.0%	0	0.0%
Declined/Unknown	0	0.0%	0	0.0%	0	0.0%
Total	1	100.0%	0	0.0%	1	100.0%

Youths' race and ethnicity are now tabulated separately. Race will show as missing under the following scenarios:

- 1) All racial categories are blank
- 2) All racial categories show No

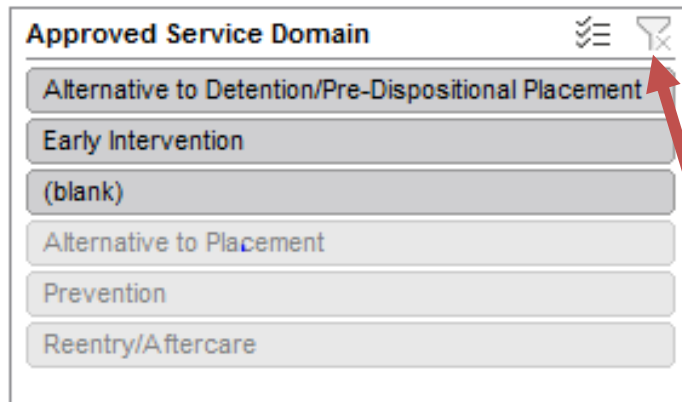
Note: If a youth identifies as Hispanic only, enter "Declined" under Race.

Filtering by Domain in the Summary Tables

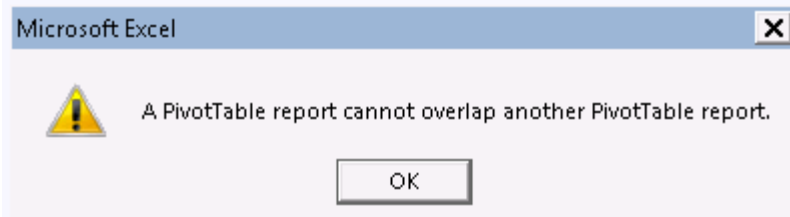
Most of the summary tables have a service domain filter above them.

- By default, youth served summaries show all service domains.
- Outcome summaries have the service domain preset to match the domain.

► Quick Filtering



- Domains recorded on the Roster tab will appear darkened on the slicer.
- Click which one you want to filter on/hold down the Shift key if you want to select multiple domains.
- Clear the filter by clicking the funnel in the top right corner of the slicer.



An error message will appear if you try to choose unavailable options.

Click OK and try a different option.

Filtering by Youth's Case Type in the Summary Tables

Some tables have a second filter for youth's case type. Adjust these manually using the filter above the table.

► **Table 2. Length of Service Stats for Youth Discharged from ATD/ATPDP Programming**

Approved Service Domain	Alternat	to Detention/Pre-Dispositional Placement
Youth's Case Type	(All)	

	ST SJP	ST SJP-RTA	Total
Minimum length of service (days)	0	0	0
Maximum length of service (days)	0	0	0
Average length of service (days)	0.00	0.00	0.00

Search

- (All)
- AO
- JD (non-RTA)
- JD (RTA)
- JO
- PINS
- YO (AO)
- YO (Other)
- (blank)

Select Multiple Items

Check or uncheck types from the filter menu.

To return to the default of all types displaying, make sure the box is checked for selecting multiple types and all types are checked.

Use Summaries in STSJP Annual Planning

Provider Roster Summaries			STSJP Annual Plan - Part II Program Details	
Tab	Table		Section	Question
Youth Served Summary	3 - Youth Served by Zip Code	→	B. Program Description and Target Pop	3 - Zip Codes
Youth Served Summary	2 - Youth Served by Youth's Case Type	→	C. Performance History	2 - # Youth Served
Outcome P, EI, ATD-ATPDP, ATP, RA	2 - Length of Service Stats	→	C. Performance History	4 - ALOS
Outcome P, EI, ATD-ATPDP, ATP, RA	Sets 3 and 4	→	C. Performance History	6, 7, 8 - Outcomes
Outcome P, EI, ATD-ATPDP, ATP, RA	1 - # / % of Youth Discharged *Use as guide for capacity and flow	→	D. Service Projections	1 - # Youth to be Served

Questions?

Email: stsjp@ocfs.ny.gov

More Videos!

<https://www.ocfs.ny.gov/programs/youth/stsjp/recording.php>



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