

Juvenile Justice Data Dictionary

Juvenile Court Process, Data Elements, and Definitions





About This Project

This Data Dictionary represents a true collaborative body of work done by juvenile justice leaders and stakeholders in Michigan to anchor the Multijurisdictional Juvenile Justice Data Sharing Model Implementation project in consistent language and definition of the terms. This process was important due to the disparate language currently used among the courts and stakeholders. The Data Dictionary offers the ability to improve the quality of juvenile justice data at the data entry level toward better understanding across the disciplines and quality study or research.

Many legal resources were used by the workgroup to assist in the process, as noted below:

- Michigan Compiled Laws (MCL) and Michigan Compiled Laws Annotated (MCLA).
- Michigan Court Rules (MCR).
- Crime Victims Rights Act.
- Juvenile Justice Benchbook (Third Edition).
- Handbook of Legal Terms (<http://courts.mi.gov/education/mji/Resources/Documents/HOLT.pdf>)

Consensus of the workgroup members was achieved for every data element defined.

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Acknowledgements

Sincere appreciation is extended to the Michigan Department of Health and Human Services, Office of the State Auditor, and the Michigan Department of Education, for funding this project.

The Juvenile Justice Data Dictionary was developed by several juvenile justice leaders in the juvenile courts and juvenile justice stakeholders representing state-level and local-level organizations. Through their commitment to juvenile justice, they not only identified and defined the critical data elements but also, attained consensus on each of them, helping to advance the Multijurisdictional Juvenile Justice Data Sharing Information project and improve the quality of juvenile justice data collection in Michigan.

As the Data Dictionary is a "live" document, updates and improvements are needed periodically to reflect changes in the system. Recently, a group of juvenile justice leaders convened to further refine the original draft of the Juvenile Justice Data Dictionary and to explore expansion of data elements salient to the needs of the juvenile justice industry in Michigan. Again, Dr. Brenda Wagenknecht-Ivey (PRAXIS Consulting) and Ms. Sandi Metcalf, President (Juvenile Justice Vision 20/20) facilitated the process. The result is an improved dictionary that is a better resource for juvenile court employees, administrators, and other juvenile justice professionals.

The following represents a non-exhaustive list of organizations represented by juvenile justice leaders:

- Juvenile Justice Vision 20/20 Executive Team
- JJ Data Information Sharing Project Pilot Courts—Macomb, Berrien, Kent, Ottawa, and Washtenaw and Wayne (early planning stages)
- Technical Representatives for Project—BizStream, Inc. & SEARCH, The National Consortium for Justice Information and Statistics
- Michigan Department of Health and Human Services
- Michigan State Police
- Michigan Federation for Children and Families
- Grand Valley State University

- SolidCircle, Inc.
- Barry County Trial Court Administrator (retired)
- Northern Michigan Juvenile Officer Association
- Michigan Association for Family Court Administration
- Michigan Association for Circuit Court Administrators
- Michigan Department of Education
- Michigan Bar Association

Sincere gratitude is extended to all who graciously contributed toward the completion of this document. Thank you for sharing your time, talent, expertise and commitment to excellence in juvenile justice.



Overview

There is no centralized juvenile justice collection/sharing system in Michigan. Common juvenile justice data elements and definitions are lacking among Michigan's courts and other juvenile justice system providers. Currently, courts, other juvenile justice system providers, and the state as a whole, are not able to accurately and consistently record and report on juvenile justice system activities and outcomes for quality research purposes, nor are the juvenile courts able to share specific types of data to improve treatment services to youth and families.

In 2011, Juvenile Justice Vision 20/20 (JJV 20/20) embarked on an inclusive and comprehensive strategic planning process. In 2012, the first statewide "Datapalooza" was hosted by JJV 20/20 convening juvenile justice leaders and stakeholders to discuss juvenile justice data needs and a path forward. The "Datapalooza Report" (<http://www.gvsu.edu/juvenilejusticevision2020/>) reflects the depth and breadth of the identified need across the state for quality juvenile justice data for the improvement of the juvenile justice system and services to youth and families.

Annual updates to JJV 20/20's Strategic Plan have continued to stress the need for quality juvenile justice system data in Michigan. Thus, the Multijurisdictional Juvenile Justice Data Sharing Model Implementation project is an outgrowth of these discussions, actively pursuing the improvement of juvenile justice system data in Michigan.

Progress continues on many fronts. Specifically, the Juvenile Justice Data Dictionary and the Data Sharing Model have been developed and service specification packages have been developed by SEARCH, the National Consortium of Justice Information and Statistics/ Open Justice Broker Consortium. BizStream continues to provide technical support on a local level.

The purpose of the Juvenile Justice Data Dictionary is to improve uniformity, consistency, and accuracy of juvenile justice data across Michigan by using a common language and common definitions of terms throughout the system.

The Juvenile Justice Data Dictionary [eS`fhW Valg_ WfIgbVSfV`S` V_L b`hW_ Wfe SdV WWWbVd[aV[LS`k fa dXWFLZS` YV` [fZV`kefW_ ž

Through the commitment of juvenile justice leaders and stakeholders, implementation of the Data Sharing Model has occurred in four, and potentially six, pilot court sites. Once the pilot courts are integrated to the model, the courts will be able to share data representing approximately 43 percent of the juvenile caseload in Michigan.

The Data Sharing Model is based on the Department of Justice's data collection standards identified as the Global Reference Architecture (GRA) and the National Information Exchange Model (NIEM) which makes it extremely flexible and easily incorporates the use of the Data Dictionary. As the Data Dictionary is a significant part of this project, it includes data elements and definitions consistent with the Juvenile Justice Data Sharing Model Implementation Project grant, funded by the Bureau of Justice Assistance and locally governed by the Juvenile Justice Vision 20/20 Executive Team.

Specifically, the key terms included are:

1. Identifying, counting, and summarizing information about youth involved in the court system (i.e., offering demographic, identifiable information and potentially answering the question of "who" is in Michigan's juvenile justice system).
2. Understanding "what" is happening (or has happened) to, and "where" are, court-involved youth placed in Michigan.

It is important to recognize that such projects take time to do things well. As the Multijurisdictional Juvenile Justice Data Information Sharing Model Implementation project continues to grow in implementation and the Data Dictionary is increasingly utilized by the juvenile courts and stakeholders, the following outcomes and value to the courts will be realized:

- Sharing of near real-time data resulting in more effective and responsive service to youth, increased efficiency in the courts, and prevention of dual-jurisdiction youth.
- Developing a common language/definition of common terms among courts and stakeholders through utilization of the Data Dictionary.
- Improving the quality of juvenile justice data so it is more accurate and reliable through training of staff.
- Protecting confidentiality and privacy of data by retaining data at the local source and querying the data rather than storing it in a warehouse.
- Answering commonly asked questions at both state and local levels through continual model development.
- Informing public policy and funding decision making at the state and local levels.

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Using the Data Dictionary

The Juvenile Justice Data Dictionary is designed as the gold standard for case management systems and improved data collection since it articulates the complete juvenile justice process and define each of the related terms.

The Data Dictionary has two sections. Section 1 includes key data elements organized by the flow of the juvenile justice process, and Section 2 includes an alphabetical listing of the data elements (as defined in Section 1). Additional relevant juvenile justice terms may be included.

Some additional applications or uses of the Dictionary are as follows:

- Guide technologists in understanding and interpreting the data elements within a case management system to develop a crosswalk of data between case management systems, enhance case management systems, provide common definitions of terms needed to develop service specification packages that allow querying information responses, and provide for ease of mapping data. —
- Build a common language within the juvenile justice community.
- Create a “go to” source for discussing and understanding juvenile justice terms within and across counties.
- Identify/demonstrate what data is currently being collected and/or shared and what data might be collected/shared, upon permission, among courts in the future.
- Train and educate court staff and stakeholders.
- Mine data at the source (with permission of the data source court) to answer research questions at local and state levels.

This effort results in quality data improvement and advancement of the juvenile justice system to ultimately provide services for youth and families through improved responsiveness and quality.



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Key Data Elements

by the Flow of the Juvenile Justice Process

Overview

The data elements included and defined in this section are organized into two parts.

Part 1 includes a list of data elements and definitions for understanding “who” is involved in Michigan’s juvenile courts. Included are basic information needed on each youth and disproportionate minority contact (DMC) data requirements. (See Table 1.)

Part 2 includes a list of data elements and definitions for understanding “what” is happening (or has happened) to, and where are, youth involved in the court. (See Table 2.)

Part 1: Who Is Involved With the Courts?

Identifier and Demographic Data Elements and Definitions

The data elements and definitions needed to answer “who” is involved in Michigan’s juvenile courts are below. Table 1 presents an “at a glance” summary of the essential demographic information needed on all youth, as well as DMC data requirements. The definitions for each are provided following Table 1.

At-a-Glance

Table 1. Identifier and Demographic Data Elements for Identity Matching

1. **Name**
2. **Date of birth/age**
3. **Gender/sex**
4. **Social security number**
(last four digits only, if collected)
5. **Aliases**
6. **Residence/addresses**
7. **SID/long number identifier**
8. **Race**
9. **Ethnicity**
10. **Parents (names), guardian, other family information**
11. **Member of a federally recognized tribe**
12. **ZIP Code**

Definitions of Identifier and Basic Demographic Information

13. Name

The legal first, middle, and last names of a youth.

14. Date of birth/age

The month, day, and year of the child’s birth.

15. Gender/sex

The sex of a child (male or female).

16. Social security number

(nine digits preferable, last four digits minimum)

A nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents.

17. Aliases

Alternative names or spellings of first and last names.

18. Residence/addresses

A place at which a home or regular place of abode is maintained. A juvenile’s state of residence is that of the parent, guardian, or agency entitled to his or her legal supervision.

- Official address of the person with legal custody—street number, street name, street type, street direction, address 2, city, state, ZIP Code
- Official address of where the youth is actually residing—street number, street name, street type, street direction, address 2, city, state, ZIP Code

19. SID/long number identifier

The State Identification Number (SID) is an eight- to nine-digit number that is assigned by the Michigan State Police Central Records Division (CRD) to track an individual. The CRD assigns a new SID when a suspect’s fingerprints are classified for the first time. An individual keeps the same SID for all subsequent lifetime contact with Michigan’s criminal justice network.

20. Race

A classification system that categorizes people into large and distinct populations or groups distinguished by genetically transmitted physical characteristics.

- Black/African American
- White/Caucasian
- American Indian/Native American/Alaskan Native (including tribe or band)
- Asian
- Native Hawaiian/Pacific Islander
- Other
- More than one race
- Missing
- Declined to answer

21. Ethnicity

A socially defined category of people who identify with each other based on a perceived, shared social experience or ancestry.

- Arabic
- Hispanic/Latino
- Puerto Rican
- Cuban
- Mexican
- South or Central American or other Spanish culture or origin
- Other ethnicity
- Missing
- Declined to answer

22. Parents (names), guardian, other family information

- Legal parent—any parent whose rights have not been terminated by the court
- Biological parent—the birth mother or father of the child rather than the adoptive or foster parent or stepparent
- Siblings—brothers or sisters by blood (biological), adoption, or marriage (step)
- Marital status—married, divorced, separated, other
- Employment status—employed full-time, employed part-time, unemployed, other

23. Member of a federally recognized tribe

The child is a member or eligible to be a member of an American Indian tribe, as defined by 25 U.S. Code § 1903. (<http://www.law.cornell.edu/uscode/text/25/1903>)

24. ZIP Code

A five-digit number in an address used by the postal service to determine a specific location.

Part 2: Youth in the System

What Is Happening (Has Happened) to Them, and Where Are They?—Data Elements and Definitions

This part includes a list of data elements and definitions for understanding “what” is happening (or has happened, e.g., types of hearings, referrals, etc.) to, and “where” are, youth in the system (i.e., placement in juvenile detention, residential treatment, etc.).

The “at a glance” list of data elements is provided in Table 2. The definitions follow.

Table 2.

At-a-Glance

Youth in the System—Data Elements and Definitions

13. **Referral information**—How youth come to the attention of the court (all youth processed formally and informally)
 - Types of referrals
 - Referral sources and history
14. **Intake**
 - Intake process
 - Intake outcomes—informal, formal, diversion, and dismiss
15. **Hearings**
 - Types of hearings
 - Hearing outcomes
16. **Out-of-home placements**
17. **Dispositional options**
18. **Financial accountability**
19. **Other case history information**
 - Offense history
 - Case screening
 - Assessment(s) (general)
 - Risk/need assessment
 - Case plan
 - Services/treatment programs (continuum of services)
 - Placement history
 - Placement options

Definitions of Identifier and Basic Demographic Information

13. Referral Information

How youth come to the court’s attention.

Types of Referrals

- **Referral**
An informal written or verbal request for assistance that is not a petition, citation, or complaint that results in the court providing a service.
- **Complaint**
A written accusation that is filed in circuit court charging a juvenile with the commission of an offense and that is not a petition or citation. Or, a brief statement of the allegations and basis for any request for court-ordered apprehension or a written request for action from a law enforcement officer to the court submitted to circuit court alleging that a juvenile committed an offense.
- **Citation or appearance ticket**
A document used to initiate a juvenile delinquency proceeding for violations of the Michigan Vehicle Code or for those offenses that, if committed by an adult, would be appropriate for use as an appearance ticket. A citation shall be treated by the court as if it were a petition, except that it may not serve as a basis for pretrial detention (MCR 3.931C).
- **Petition**
An application made in writing to a court. In juvenile delinquency proceedings before the family division of the circuit court, a petition is a complaint or other written allegation that a juvenile has committed an offense. Any request for court action against a juvenile must be by written petition (except some violations of the Michigan Vehicle Code, which may come into court on a citation).

Referral Sources and History

A person or agency that submits a referral to the court. Referral sources include police, prosecutors, schools, parents, clergy, health professionals, and the courts, among others.

14. Intake

Processes used by juvenile courts to determine how to handle a referral—includes formal, informal, diversion, and dismissal.

Did an intake process occur? (yes or no) If yes, what occurred in the intake process?

Intake Process

- **Review of case file/documents**
- **Initial Interview/inquiry (e.g., with parent/child)**
- **Screening**
Evaluation and investigation to assess suitability for role and purpose/further action
- **Assessment**
An examination, more comprehensive than a screening, performed on a newly admitted juvenile. Assessment may include a review of relevant screening instruments, behavior observations, a record review, and an oral interview as well as other examination protocols and instruments.
- **Risk/needs assessment**
A validated (evidence-based) assessment or questionnaire administered to a juvenile to assess risk/needs of a variety of criminogenic factors. The assessment results in a score within pre-identified domain categories and an overall total score. The scores in each domain and the total score indicate and guide the court in the administration of treatment to youth, including area(s) of highest risk/needs, dosage of treatment levels, and risk levels for re-offense.
- **Drug testing**
- **Other (please list/explain)**

Intake Outcomes

The results and recommendations of juvenile court intake processes, which may include the following:

- **Diversion/court diversion (includes warning)**
A decision or program to divert offenders from official processing to a less formal, less adversarial, and more community-based setting. Diversion includes releasing the minor into the custody of his or her parent, guardian, or custodian and the juvenile court proceeding is discontinued, or the minor and the minor's parent, guardian, or custodian agree to work with a person or public or private organization or agency that will assist the minor and the minor's family in resolving the problem that initiated the action.
- **Consent calendar**
A proceeding in which parties consent to the informal supervision of the court.

- **Formal calendar (includes waiver)**
Formal judicial proceedings to adjudicate and dispose of delinquency matters.
- **Transfer to county of residence**
The transfer of a petition alleging an offense against a juvenile from the receiving court to the court in which the juvenile resides for purposes of legal processing.
- **Dismissal**
A decision of a court, which has exercised its discretion prior to trial or before a verdict or disposition (in juvenile cases) is reached, that terminates the proceedings against the defendant.

15. Hearings

Types of Hearings

- **Preliminary hearing**
The first stage of processing a juvenile delinquency proceeding when the juvenile is in custody or when custody or placement is requested.
- **Preliminary inquiry**
An informal review by the court to determine appropriate action on a petition where no request for detention is made.
- **Pretrial conference**
A conference between the parties to discuss questions or matters that can be resolved prior to adjudication.
- **Adjudication/trial**
A judicial determination of whether a juvenile is responsible for the allegations contained in a petition. May be the result of a plea or a trial.
- **Competency hearing**
A judicial determination of whether a juvenile is competent to stand trial.
- **Dispositional hearing**
A hearing to consider and order specific treatment options, including probation, placement, and other conditions. (See MCL 712A.18.)
- **Dispositional review**
A hearing to review dispositional orders in which the court may continue, modify, or amend the dispositional order or treatment plan.
- **Detention hearing**
A hearing held after the receipt of a petition alleging that a juvenile has violated probation to determine whether the juvenile should be placed or continued in detention.
- **Probation violation hearing**

A hearing held after the receipt of a supplemental petition alleging that a juvenile has violated probation.

- **Show cause hearing**

A hearing held after the receipt of a motion alleging that a juvenile or parent has violated a court order.

- **Designation hearings** (arraignment, preliminary examination, hearing, sentencing)

Hearing categories within the family division wherein the prosecutor tries to prove that the juvenile or the public is best served by treating as an adult. (See MCL 712A.2d and MCR 3.952 for additional definitions.)

- **Phase I waiver hearing**

A hearing, after the prosecutor files a motion to waive, to determine whether there is probable cause to believe that the charged offense is a felony and whether the juvenile, who is 14 or older, committed the offense.

- **Phase II waiver hearing**

A hearing held to determine whether the interests of a 14-, 15-, or 16-year-old juvenile and the public would best be served by granting a motion waiving delinquency jurisdiction allowing the juvenile to be tried in the same manner as an adult. (See MCL 712A.4 and MCR 3.950 for more information.)

- **Contempt of court hearing**

A hearing to address the crime of deliberately failing to obey or respect the authority of a court of law or legislative body.

Hearing Outcomes

Hearing type and possible outcomes:

- **Preliminary inquiry** (term often used interchangeably with "preliminary hearing")

- Petition authorized
- Petition not authorized
- Refer to alternative services
- Placed on the consent calendar
- Placed on diversion
- Attorney appointed
- Next hearing scheduled (if appropriate)
- Determine notice issues (who and how)
- Adjournment

- **Preliminary hearing**

- Petition authorized
- Petition not authorized
- Refer to alternative services
- Placed on the consent calendar
- Placed on diversion
- Attorney appointed

- Next hearing scheduled (if appropriate)
- Determine notice issues (who and how)
- Adjournment

- **Pretrial conference**

- Petition authorized
- Petition not authorized
- Refer to alternative services
- Placed on the consent calendar
- Placed on diversion
- Attorney appointed
- Placement determination
- Title IV-E language (if necessary)
- Bond may be set if out-of-home placement is ordered (detention, jail, foster home, shelter care)
- Next hearing scheduled (if appropriate)
- Bench trial/jury trial requested
- Determine notice issues (who and how)
- American Indian tribe or band notified (status cases only)
- Adjournment

- **Adjudication**

- Determination as to whether youth committed alleged offense and plea
- Bench trial set
- Jury trial set
- Case dismissed
- Other stipulations (agreements) between the parties noted
- Order for competency evaluation requested
- Placement determination
- Adjournment

- **Bench trial**

- Plea is accepted
- Plea is rejected
- Plea is taken under advisement
- Guilty or not guilty determination by judge or referee
- Order fingerprinting
- Order an abstract to Secretary of State
- Order licensing sanctions
- Placement determination
- Title IV-E language (if necessary)
- Bond may be set if out-of-home placement is ordered (detention, jail, foster home, shelter care)
- Next hearing scheduled (if appropriate)
- Adjournment

- **Jury trial**

- Guilty or not guilty determination by jury
- Order fingerprinting
- Order an abstract to Secretary of State

- Order licensing sanctions
- Placement determination
- Title IV-E language (if necessary)
- Bond may be set if out-of-home placement is ordered (detention, jail, foster home, shelter care)
- Next hearing scheduled (if appropriate)
- Adjournment
- **Competency hearing**
 - Juvenile is competent
 - Juvenile is not competent to proceed and will remain incompetent
 - Juvenile is not competent to proceed but may be restored to competency
 - Proceedings on the charges shall proceed immediately
 - Proceedings on the charges are suspended pending restorative efforts
 - Case is dismissed
 - Adjournment
- **Disposition hearing**
 - Warn and dismiss
 - Probation
 - Program determination
 - Placement determination
 - Refer to Michigan Department of Health and Human Services (DHHS) for placement and care
 - Title IV-E language (if necessary)
 - Order sex offender registration and HIV/DNA testing
 - Order an abstract to Secretary of State
 - Order licensing sanctions
 - Order costs, fees, etc. (victim rights, state costs, court fees, restitution, etc.)
 - Next hearing scheduled (if appropriate)
 - Adjournment
- **Dispositional review**
 - Continue probation
 - Modify previous dispositional orders
 - Placement determination
 - Continue referral to Michigan DHHS for placement and care
 - Title IV-E language (if necessary)
 - Next hearing scheduled (if appropriate)
 - Adjournment
 - Release of jurisdiction
- **Detention hearing**
 - Placement into juvenile detention
 - Continued in juvenile detention
 - Discharged from juvenile detention
 - Next hearing scheduled (if appropriate)
- **Probation violation hearing**
 - Plea accepted to probation violation
 - Finding that the juvenile violated probation
 - Modify previous dispositional orders
 - Probation violation dismissed
 - Placement determination
 - Adjournment
- **Phase I waiver hearing**
 - Determine probable cause
 - Phase I waived by parties
 - Deny the motion to waive
 - Schedule Phase II hearing
 - Placement determination
 - Next hearing scheduled (if appropriate)
 - Adjournment
- **Phase II waiver hearing**
 - Motion to waive jurisdiction is denied, and the case shall proceed under the juvenile code
 - Motion to waive jurisdiction is granted, and the case is transferred to the court having general criminal jurisdiction
 - Placement determination
 - Next hearing scheduled (if appropriate)
 - Adjournment
- **Designation arraignment**
 - Petition authorized
 - Placement determination
 - Title IV-E language (if necessary)
 - Bond may be set if out-of-home placement is ordered (detention, jail, foster home, shelter care)
 - Next hearing scheduled (if appropriate)
 - Fingerprinting ordered
 - Adjournment
- **Designation preliminary examination**
 - Preliminary examination waived
 - Probable cause does exist
 - Probable cause does not exist
 - Next hearing scheduled (if appropriate)
 - Placement determination
 - Adjournment
- **Designation hearing**
 - Request for designation is granted
 - Request for designation is not granted
 - Next hearing scheduled (if appropriate)
 - Placement determination
 - Adjournment
- **Designation adjudication or trial**
 - Determine if guilty or not guilty
 - Order fingerprinting

- Schedule sentencing hearing
- Placement determination
- Bond may be set if out-of-home placement is ordered (detention, jail, foster home, shelter care)
- Adjournment
- **Designation sentencing**
 - Sentence as an adult
 - Blended sentence (juvenile probation with option to return for adult sentence)
 - Juvenile disposition
 - Order sex offender registration and HIV/DNA testing
 - Order abstract to Secretary of State
 - Order licensing sanctions
 - Order costs, fees, etc. (victim rights, state costs, court fees, restitution, etc.)
 - Next hearing scheduled (if appropriate)
 - Adjournment
- **Contempt of court** (on a motion to show cause)
 - Person is guilty of contempt of court
 - Person is not guilty of contempt of court
 - Motion is denied
 - Sentencing factors listed (fines, jail, etc.)
 - Adjournment

16. Out-of-Home Placement

A living arrangement of a juvenile that is unauthorized by the court, or a court-ordered placement of a juvenile outside his or her home. Placements include, but are not limited to:

- **AWOLP/AWOL** (absent without legal permission)
A child who is placed in foster care in Michigan who subsequently runs away from that placement.
- **Independent living for youth**
An independent-living placement is when a young person has his or her own apartment or lives in someone's home and pays rent. Independent living is primarily for youth aged 18 to 20 who are in school or working full-time, but some 16- and 17-year-olds may also be placed in independent living based on maturity and ability to care for oneself.
- **Unlicensed/licensed relative placement**
A placement of a child/youth with a relative who is not licensed as a foster parent/home.
- **Foster care**
The placement of juveniles in 24-hour-a-day substitute care away from their parents, guardians, or legal custodians, and for whom (in child protective proceedings [NA] cases) the court has given the Department of Health and Human Services placement and care responsibility, including, but not limited to, care provided to a child/youth in a foster family home, foster family group home, or child caring institution licensed or approved under MCL 722.111 et seq., or care provided to a child in a relative's home (licensed or unlicensed) pursuant to an order of the court.
- **Specialized foster care**
Same as foster care, except that it accepts special needs and difficult-to-place youth/children based on the foster parents' training and abilities to manage high-risk behavior.
- **Adoptive home**
A private home in which a child/youth is legally placed as an adopted child.
- **Adult foster care**
A governmental or nongovernmental establishment that provides foster care to adults.
- **Group/shelter home**
A licensed home for the temporary board and care of abused, neglected, or delinquent children.
- **Psychiatric or mental health facility**
A residential facility, licensed by the state of Michigan, which provides mental health and/or psychiatric services to a child/youth.
- **Hospital**
A facility that offers inpatient, overnight care and services for observation, diagnosis, and active treatment of an individual who has a medical, surgical, obstetric, chronic, or rehabilitative condition that requires the daily direction or supervision of a physician, as defined by PA 368 of 1978.
- **Detention**
A county-operated or court-operated licensed juvenile detention facility.
- **Staff-secure residential placement**
An out-of-home, licensed, and locked residential facility secured by staff to prevent residents from running away or to protect residents from outside dangers/threats.
- **Secure residential facility**
An out-of-home, staffed facility where a juvenile is placed by the court and lives for a period of time (typically 6 to 18 months) when community-based choices have been exhausted or when the safety of the community

or juvenile is in jeopardy. A residential facility prevents youth from leaving.

- **Jail**
A county institution that houses persons awaiting trial, unsentenced felons and misdemeanants, and sentenced felons and misdemeanants.

17. Dispositional Options

(see MCL 712A.18)

The options a judicial officer can order at a dispositional hearing. They include, but are not limited to:

- **Dismiss**
- **Warn the juvenile or the juvenile's parents, guardian, or custodian, and dismiss the petition**
- **Consent calendar**
- **Formal probation**
Specific terms and conditions included in a court order requiring the juvenile to participate in programs or treatment, in-home care, intensive probation services, or other wraparound services
- **Community service**
- **Payment of fines, fees, restitution**
- **Electronic tether**
- **Drug or other (e.g., HIV) testing or screening**
- **Court-ordered participation in drug or other specialty court**
- **Courtesy supervision**
Case supervision requested by a transferring county and accepted by a receiving county, if a case is transferred to another jurisdiction after disposition. The receiving county will provide probation services and enforce the orders of the transferring county. Violations are generally dealt with in the original county.
- **Court-ordered probation**
- **Boot camp**
- **Juvenile detention**
- **Residential placements**
A licensed facility in which delinquent youth receive treatment. Examples include:
 - Court/county-operated treatment facility
 - In-state privately operated treatment facility
 - Out-of-state operated treatment facility
 - State or public treatment/residential facility

- **County jail**
An adult, county-run correctional facility
- **Sentenced as an adult (in designation cases)**
- **Sentenced as a juvenile**
- **Sentenced as an adult but placed in a juvenile facility**
- **Other (please list/explain)**

18. Financial Accountability

- **Restitution**
Money an adjudicated juvenile is required to pay the crime victim to compensate for damages suffered as a result of the crime.
- **Court costs**
Costs assessed by the court, including, but not limited to, probation oversight fees, assessment fees, drug testing fees, HIV/STD assessment.
- **Minimum state cost**
A fee courts may order for each adjudicated offense in conjunction with other costs. Costs may be waived at a subsequent review hearing if the court determines that payment of the amount due will impose a "manifest hardship" on the juvenile or his or her immediate family.
- **Crime victim's rights assessment fee**
A mandatory fee juveniles must pay for each order of disposition. The court may not waive, suspend, or offset the assessment for time served or community service performed.

19. Other Case History Information

- **Offense history**
A detailed list and date of every charged offense.
- **Case screening**
A review of all relevant information about a case and/or a meeting or oral interview with the juvenile and/or family to review relevant information (e.g., screening instruments, behavior observations, record review).
- **Assessment(s) (general)**
An examination that is more comprehensive than a screening and that may include a review of all relevant information, an oral interview/meeting with the juvenile or family, and/or completion of a validated assessment instrument(s) and other examination protocols.
- **Risk/need assessment**
A validated, evidence-based, structured instrument used to measure a juvenile's level of risk to reoffend

(criminogenic factors). Most risk assessments also identify supportive/resiliency factors and domains that identify areas of risk or need. Both may be used by courts and service providers to create treatment plans.

- **Case plan**

A written plan of action that identifies the areas of need for treatment of a juvenile, the process of addressing those needs, and the means by which progress will be measured.

- **Services/treatment programs (continuum of services)**

Community-based services or programs for addressing underlying delinquent behavior and for completing sanctions imposed by the court. The continuum of services may include, but is not limited to:

- Counseling (e.g., individual, family, group, mental health)
- Substance abuse (e.g., alcohol, drug, in- or out-patient)
- Pro-social skills development (e.g., life skills, sports/hobbies)
- Education and/or training (e.g., GED, tutors, traditional, alternative, vocational)
- Day reporting (e.g., after school, treatment programs, evening reporting)
- Mentoring
- Day treatment (a highly structured, community-based, post adjudication, nonresidential program for serious juvenile offenders)
- Restorative (e.g., mediation, teen court, victim impact, community service, apology letter)

- Probation (e.g., unsupervised, minimal supervision, traditional, intensive)
- Behavior management (e.g., tether, detention, graduated sanctions)
- Sex offender (e.g., assessment, treatment, rehabilitation, supervision/community protection, accountability)

- **Placement history**

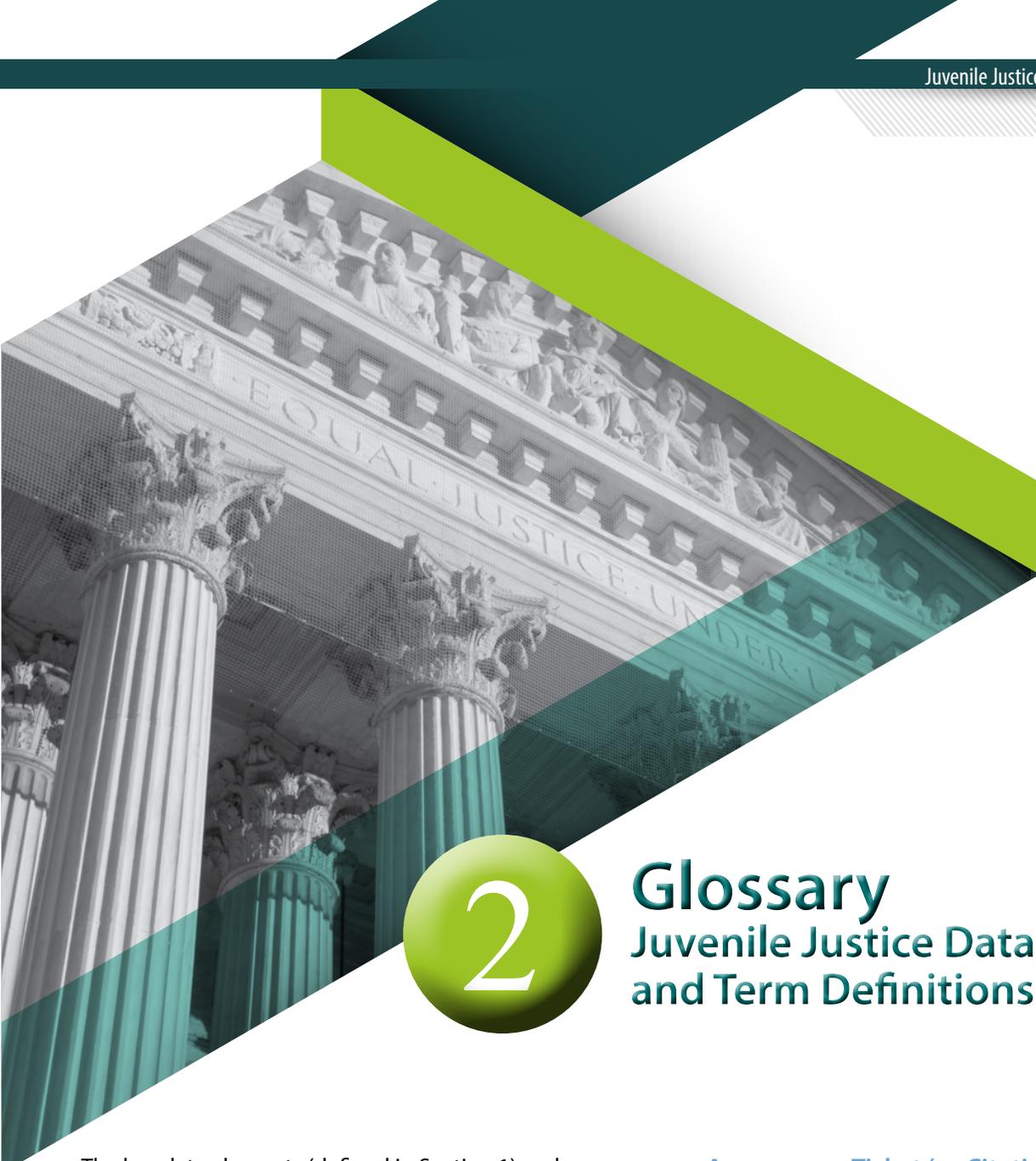
(out-of-home placements defined above)

A comprehensive record of where a juvenile has been placed (or resided) while under the jurisdiction of the court.

- **Placement options**

Range and types of places in which a juvenile may be ordered to reside/live while under the jurisdiction of the court. Examples of placement options include, but are not limited to:

- Secure
- Non-secure
- Custodial/noncustodial parent
- Guardian
- Independent living
- Relative/friend
- Residential care (e.g., state or local public agency, private agency, out of state)
- Foster care (e.g., public or private agency)
- Group home
- Shelter home
- Detention
- Jail



2

Glossary

Juvenile Justice Data Element and Term Definitions

The key data elements (defined in Section 1) and other relevant juvenile justice terms are listed below in alphabetical order.

Address

The official address of a person with legal custody—street number, street name, street type, street direction, address 2, city, state, ZIP Code. A place at which a home or regular place of abode is maintained.

Adjudication/Trial

A judicial determination of whether a juvenile is responsible for the allegations contained in a petition. May be the result of a plea or a trial.

Aliases

Alternative names or spellings of first and last names.

Appearance Ticket (or Citation Ticket)

A document used to initiate a juvenile delinquency proceeding for violations of the Michigan Vehicle Code or for those offenses that, if committed by an adult, would be appropriate for use as an appearance ticket. A citation shall be treated by the court as if it were a petition, except that it may not serve as a basis for pretrial detention (MCR 3.931C).

Arrest

When a police officer has probable cause to believe that a juvenile has committed an offense, the police officer can take the juvenile into custody, apprehend the juvenile, seize physical control over the juvenile, or issue/order an appearance ticket.

Assessment

An examination that is more comprehensive than a screening and that may include a review of all relevant

information, an oral interview/meeting with the juvenile or family, and/or completion of a validated assessment instrument(s) and other examination protocols.

Also, see Risk Assessment.

Automatic Waiver Hearing

If a juvenile between ages 14 and 17 (on the date of the offense) is charged with certain violations

specified in statute, the prosecutor may file a complaint charging the juvenile as an adult. Such cases automatically come under the jurisdiction of the criminal division of the circuit court. Automatic waivers are sometimes referred to as “prosecutorial waivers.” Conviction of some offenses require a “juvenile sentencing hearing” in which the court can consider sentencing the juvenile as an adult, imposing a juvenile disposition, or delaying sentencing and placing the juvenile in a residential facility.

Bifurcated Proceedings

A process by which the transferring court adjudicates and the receiving court disposes with the consent of the courts/ judges.

Biological Parent

The birth mother or father of the child rather than the adoptive or foster parent or stepparent.

Case

An action initiated in the family division of the circuit court by:

- Submission of an original complaint, petition, or citation.
- Acceptance of a transfer of an action from another court or tribunal.

Case Plan

A written plan of action that identifies the areas of need for treatment of a juvenile, the process of addressing those needs, and the means by which progress will be measured.

Case Type Suffixes

- DL: Delinquency proceedings
- NA: Child protective proceedings
- DJ: Designated juvenile offenses
- PJ: Personal protective proceedings
- TL: Traffic proceedings

Child Care Fund

State funds sent to reimburse counties for part of the expenses incurred in providing foster care and other services to children under the jurisdiction of the family division of the circuit court.

Child Protective Proceedings

Proceedings in the family division of the circuit court regarding children under age 18 who are abused or neglected. (See MCL 712A.2(b).)

Circuit Court

The trial court of general jurisdiction in Michigan. The following cases are heard in circuit court: felony trials; civil lawsuits seeking injunctions, equitable relief, or damages in excess of \$25,000; domestic relations matters; adoptions; child protection proceedings; juvenile delinquency proceedings; emancipation of minors; waiver of parental consent to an abortion; personal protection orders; name changes; and guardianships or conservatorships arising out of protective proceedings, delinquency proceedings, or domestic relations custody cases. (See Family Division of the Circuit Court.)

Charge

An allegation of a violation of a law or status offense by a juvenile.

Citation Ticket (or Appearance Ticket)

A document used to initiate a juvenile delinquency proceeding for violations of the Michigan Vehicle Code or for those offenses that, if committed by an adult, would be appropriate for use as an appearance ticket. A citation shall be treated by the court as if it were a petition, except that it may not serve as a basis for pretrial detention (MCR 3.931C).

Competency Hearing

A judicial determination of whether a juvenile is competent to stand trial.

Complaint

A written accusation that is filed in circuit court charging a juvenile with the commission of an offense and that is not a petition or citation. Or, a brief statement of the allegations and basis for any request for court-ordered apprehension or a written request for action from a law enforcement officer to the court submitted to circuit court alleging that a juvenile committed an offense.

Confidential File

That part of a file made confidential by statute or court rule, including, but not limited to:

- The diversion record of a minor pursuant to the Juvenile Diversion Act, MCL 722.821 et seq.
- The separate statement about known victims of juvenile offenses, as required by the Crime Victim's Rights Act, MCL 780.751 et seq.
- The testimony taken during a closed proceeding pursuant to MCR 3.925(A)(2) and MCL 712A.17(7).
- The dispositional reports pursuant to MCR 3.943(C)(3) and 3.973(E)(4).
- Fingerprinting material required to be maintained pursuant to MCL 28.243.
- Reports of sexually motivated crimes, MCL 28.247.
- Test results of those charged with certain sexual offenses or substance abuse offenses, MCL 333.5129.
- The contents of a social file maintained by the court, including materials such as:
 - A youth and family record fact sheet
 - A social study
 - Reports (such as dispositional, investigative, laboratory, medical, observation, psychological, psychiatric, progress, treatment, school, and police reports)
 - DHHS records
 - Correspondence
 - Victim statements
 - Information regarding the identity or location of a foster parent, preadoptive parent, relative caregiver, or juvenile guardian

Consent Calendar

A proceeding in which parties consent to the informal supervision of the court.

Contempt Of Court

An act or failure to act that violates a court order, impedes the functioning of the court, or impairs the authority of the court. Contempt may be "direct" (i.e., in the immediate view and presence of the court) or "indirect" (i.e., outside the immediate view and presence of the court). Contempt of court is subject to civil or criminal contempt sanctions, both of which can involve fines and/or jail terms. Civil contempt sanctions are generally imposed to compel a contemnor to comply with the court's directives. Criminal contempt sanctions are generally imposed to punish past misconduct.

Counseling Services

Counseling is a service offered to a juvenile who is undergoing one or more problems and needs professional help to overcome them. Counseling techniques involve active listening, emphatic understanding, confronting the juvenile, and more. Counseling is offered to those individuals who may have a wide range of issues and need professional guidance to overcome the problem.

Court Costs

Costs assessed by the court, including, but not limited to, probation oversight fees, assessment fees, drug testing fees, and HIV/STD assessment.

Court Diversion

A decision or program to divert offenders from official processing to a less formal, less adversarial, and more community-based setting. Diversion includes releasing the minor into the custody of his or her parent, guardian, or custodian and the juvenile court proceeding is discontinued, or the minor and the minor's parent, guardian, or custodian agree to work with a person or public or private organization or agency that will assist the minor and the minor's family in resolving the problem that initiated the action.

Courtesy Supervision

Case supervision requested by a transferring county and accepted by a receiving county, if a case is transferred to another jurisdiction after disposition. The receiving county will provide probation services and enforce the orders of the transferring county. Violations are generally dealt with in the original county.

Crime Victim's Rights Act (CVRA)

The CVRA (PA 87 of 1985, MCL 780.751 et al.) established protections in statute and sought to ensure fundamental rights for victims of crimes. In 1988, Michigan voters approved a constitutional amendment (Article 1, Section 24) securing these rights.

Crime Victim's Rights Assessment Fee

A mandatory fee juveniles must pay for each order of disposition. The court may not waive, suspend, or offset the assessment for time served or community service performed.

Crisis Intervention Continuum

A Bureau of Juvenile Justice-approved instrument that matches staff intervention to the assessed level of youth behavior and is designed to enhance safety and the youth's ability to de-escalate and self-regulate behavior.

Custody

A legal relationship established by court order in which one party is given legal authority and responsibility for the physical care of an individual.

Date of Birth/Age

The month, day, and year of the child's birth.

Delinquency Proceedings

Proceedings in the family division of the circuit court regarding a minor under age 17 who has committed an offense that would be a crime if committed by an adult, including a misdemeanor traffic offense; deserted his or her home; been absent from school; repeatedly violated school rules; or disobeyed the reasonable and lawful commands of his or her parents. (See MCL 712A.2(a).)

Department of Health and Human Services (DHHS)

The state agency responsible for administering a broad range of social services programs in Michigan, including financial aid to families and elderly persons, juvenile services, foster care services, and adoption services.

Designation Hearings (Arrest, Preliminary Examination, Hearing, Sentencing)

Hearing categories within the family division wherein the prosecutor tries to prove that the juvenile or the public is best served by treating as an adult. (See MCL 712A.2d and MCR 3.952 for additional definitions.)

Detention

A county-operated or court-operated licensed juvenile detention facility.

Detention Hearing

A hearing held after the receipt of a petition alleging that a juvenile has violated probation to determine whether the juvenile should be placed or continued in detention.

Disposition

A hearing to consider and order specific treatment options, including probation, placement, and other conditions. (See MCL 712A.18.)

Dispositional Options

The options a judicial officer can order at a dispositional hearing. They include, but are not limited to, the following: (Note: At the conclusion of designation proceedings, the court has three options: sentence the juvenile as an adult, delay the imposition of an adult sentence and place the juvenile on probation, or enter a juvenile disposition.)

- Dismiss
- Warn the juvenile or the juvenile's parents, guardian, or custodian and dismiss the petition
- Consent calendar
- Formal probation
 - Specific terms and conditions included in a court order requiring the juvenile to participate in programs or treatment, in-home care, intensive probation services, or other wraparound services
- Community service
- Payment of fines, fees, restitution
- Electronic tether
- Drug or other (e.g., HIV) testing or screening
- Court-ordered participation in drug or other specialty court
- Courtesy supervision
 - Case supervision requested by a transferring county and accepted by a receiving county, if a case is transferred to another jurisdiction after disposition. The receiving county will provide probation services and enforce the orders of the transferring county. Violations are generally dealt with in the original county.
- Court-ordered probation
- Boot camp
- Juvenile detention
- Residential placement: A licensed facility in which delinquent youth receive treatment. Examples include:
 - Court/county-operated treatment facility
 - In-state privately operated treatment facility
 - Out-of-state operated treatment facility
 - State or public treatment/residential facility
- County jail—An adult, county-run correctional facility

- Sentenced as an adult (in designation cases)
- Sentenced as a juvenile
- Sentenced as an adult but placed in a juvenile facility
- Other (please list/explain)

Dispositional Review

A hearing to review dispositional orders in which the court may continue, modify or amend the dispositional order or treatment plan.

Diversion

A decision or program designed to divert offenders from official processing to a less formal, less adversarial, and more community-based setting. Diversion includes releasing the minor into the custody of his or her parent, guardian, or custodian and the juvenile court proceeding is discontinued, or the minor and the minor's parent, guardian, or custodian agree to work with a person or public or private organization or agency that will assist the minor and the minor's family in resolving the problem that initiated the action.

Due Process

Activities to ensure the legal rights and fair treatment of a juvenile. The fundamental procedural rules that guarantee "fair play" in the conduct of legal proceedings; e.g., the right to notice and a hearing, the right to an impartial judge and jury, the right to present evidence on one's own behalf, the right to confront one's accuser, and the right to be represented by counsel.

Emancipation

The process by which a minor between the ages of 16 and 18 can be freed from his or her parents' control.

Employment Status

Employed full-time, employed part-time, unemployed, other.

Escape

To flee from the custody or supervision of an institution, training school, or detention center or from someone assigned to supervise the juvenile; the unlawful departure of a juvenile from an institution or from custody while being transported; or failure to return to the facility when required.

Escape Risk

The subjective assessment of the likelihood of a juvenile's escape based on factors such as, but not limited to:

- Previous actual or attempted escape.
- Offense(s) while in escape status.
- Verbal or written expressions of intent to escape.
- Means to support or encourage escape.
- Escape provides proximity or access to victim.
- Recent traumatic life event.
- Short time in program, low program level, slow program progress, or reversal of progress.

Ethnicity

A socially defined category of people who identify with each other based on a perceived, shared social experience or ancestry.

- Arabic
- Hispanic/Latino
 - Puerto Rican
 - Cuban
 - Mexican
 - South or Central American or other Spanish culture or origin
- Other ethnicity
- Missing
- Declined to answer

Evidence-Based

Approaches deemed as effective based on empirical data, gathered in a scientifically controlled manner.

Family Division of the Circuit Court

A division of the circuit court devoted to the following proceedings: divorce, paternity, child or spousal support, parenting time, child custody, adoptions, juvenile delinquency, child protective proceedings, name changes, personal protection orders, emancipation of minors, waiver of parental consent to an abortion, and guardianships or conservatorships for persons under 18 where the matter arises out of a child protective proceeding, delinquency proceeding, or domestic relations custody case.

Felony

A crime punishable by more than a year in the state prison, unless the crime is specifically listed as a misdemeanor. Felonies are tried in circuit court.

Formal Calendar (includes waiver)

Formal judicial proceedings to adjudicate and dispose of delinquency matters.

Foster Care

The placement of juveniles in 24-hour-a-day substitute care away from their parents, guardians, or legal custodians, and for whom (in NA cases) the court has given the Department of Health and Human Services placement and care responsibility, including, but not limited to, care provided to a child/youth in a foster family home, foster family group home, or child caring institution licensed or approved under MCL 722.111 et seq., or care provided to a child in a relatives home (licensed or unlicensed) pursuant to an order of the court.

Foster Home

A licensed home for the temporary board and care of abused, neglected, or delinquent children.

Gender/Sex

The sex of a child (male or female)

Gender-Responsive Programming

Programs and services that are guided by the identity and developmental processes of a specific gender.

Guardian Ad Litem

Someone appointed by the court during the course of litigation to promote and protect the interests of a person affected by the litigation. Examples:

- A guardian ad litem may be appointed to protect the interests of a child who is named in a protective proceeding case.
- A court sometimes appoints a guardian ad litem to protect the interests of a minor in a domestic relations or juvenile proceeding.

Guilty

Responsible for a crime.

Not Guilty or Acquittal

A judgment that a person is not guilty of the crime with which the person has been charged.

Group Home

A licensed home for the temporary board and care of abused, neglected, or delinquent children.

Health Assessment

A standardized, normed, and validated protocol for determining the medical status of an individual youth.

Health Evaluation

Includes a review of available medical records, a medical history, and a physical examination.

Hearing

A court proceeding on the record. Hearings are often used to determine issues arising before or after the full trial of a case and may be less formal than the trial.

Impairments

Include, but are not limited to:

- Psychological disorders
- Cosmetic disfigurements
- Anatomical loss
- Cognitive delay
- Mental illness
- Attention deficit disorders
- Acquired Immune Deficiency Syndrome (AIDS)
- Human Immunodeficiency Virus (HIV)-positive

Independent Living

An independent living placement is when a young person has his or her own apartment or lives in someone's home and pays rent. Independent living is primarily for youth aged 18 to 20 who are in school or working full-time, but some 16- and 17-year-olds may also be placed in independent living based on maturity and the ability to care for oneself.

Individualized Education Program

A description of the educational program designed to meet a juvenile's unique needs.

Initial Service Plan

A presentation of factual and assessed information about the juvenile and the juvenile's family written by a probation officer, caseworker, or juvenile justice specialist.

Initial Treatment Plan

Records the juvenile's assessment information, program adjustment, placement-planning information, functional independence, and transitional planning services recommendations; must be completed within 30 days of admission to a treatment facility.

Innocent

Not guilty; acquitted of a crime.

Intake

Processes used by the juvenile court to determine whether to handle a referral formally or informally.

Intake Outcomes

Processes used by juvenile courts to determine how to handle a referral—includes formal, informal, diversion, and dismissal.

Interstate Compact

A contract between U.S. states to facilitate the following: the supervision of a juvenile or child in another state, the involuntary return of runaways or escapees, and the apprehension of those juveniles charged with a criminal offense.

Jurisdiction

The court's authority to decide cases. Two major aspects of a court's jurisdiction are:

- Subject-matter jurisdiction: The authority to hear a particular type of case; for example, the circuit court has jurisdiction over divorce cases and the district court has jurisdiction over small-claims cases.
- Personal jurisdiction: The legal power of a court to render a judgment against a party to a proceeding.

Jury

A body of persons sworn to consider the evidence presented, to determine issues of fact, and to deliver a verdict in a judicial proceeding. There are six jurors for district court in civil and criminal matters. In circuit court, there are six jurors for civil, juvenile delinquency, and protective proceedings matters and twelve jurors for criminal matters. There are six jurors in probate court.

Juvenile

A minor, aged 16 or younger at the time of an offense alleged or found to be within the jurisdiction of the court for having committed an offense.

Juvenile Code

The group of statutes governing juvenile delinquency proceedings, designated proceedings, and child protective proceedings. (See MCL 712A.1 et seq.)

Law Enforcement Information Network (LEIN)

A computerized communications system for law enforcement agencies that contains information on such things as personal protection orders, pretrial release conditions in criminal cases, outstanding arrest warrants, driving records, and automobile registration.

Least Restrictive Environment

To the maximum extent appropriate, youth with disabilities, including youth in public or private institutions or other care facilities, are:

- Educated with youth who are not disabled.
- Only in special classes, provided separate schooling, or otherwise removed from the regular educational environment when the nature or severity of the disability of a youth is such that education in regular classes, with the use of supplementary aids and services, cannot be achieved satisfactorily.

Legal File

Documents submitted to the court associated with an authorized petition; e.g., petition, court orders, notice paperwork, motions. Generally, all documents except those specifically noted by law as "confidential."

Legal Guardian

A person who has the legal authority and the corresponding duty to care for the personal and property interests of another person.

Legal Parent

Any parent whose rights have not been terminated by the court.

Life Skills

Intrapersonal skills that are critical for a youth's successful reintegration to the community and that may include:

- Coping with stress.
- Organization and planning.
- Conflict resolution.
- Problem solving.
- Time management.
- Self-esteem.
- Aggression replacement training.
- Effective communication.
- Controlling impulsive behavior.
- Avoiding addictive behaviors.
- Parenting skills.
- Dealing with feelings.
- Employability skills.
- Independent-living skills.
- Leisure/recreational activities.
- Hygiene and grooming.
- Decision making.

Lineup

A police procedure by which the suspect in a crime is exhibited, usually as one of a group of similar-appearing persons, before the victim or witness to determine whether he or she can be identified as the person who committed the offense.

Marital Status

Married, divorced, separated, other.

Member Of A Federally Recognized Tribe

The child is a member or eligible to be a member of an American Indian tribe, as defined by 25 U.S. Code § 1903. (<http://www.law.cornell.edu/uscode/text/25/1903>)

Michigan Compiled Laws (MCL)

A series of volumes containing the official version of Michigan statutes enacted by the state's legislature and published by the Legislative Service Bureau.

Michigan Compiled Laws Annotated (MCLA)

A series of volumes containing the text of all Michigan statutes, plus brief references to cases and legal commentaries discussing these statutes. Published by West Publishing Company, this compilation uses the same numbering system used in the Michigan Compiled Laws.

Michigan Court Rules (MCR)

Rules adopted by the Michigan Supreme Court to govern Michigan court procedures.

Minimum State Cost

A fee that courts may order for each adjudicated offense in conjunction with other costs. Costs may be waived at a subsequent review hearing if the court determines that payment of the amount due will impose a "manifest hardship" on the juvenile or his or her immediate family.

Minor

In delinquency cases, a minor is someone under age 17. (See MCL 712A.2(a).) In most other proceedings, a minor is someone under age 18. (See MCL 700.8(5).) The Michigan Court Rules also provide that a "minor" may include a person age 18 or older if delinquency or child protective proceedings were commenced in juvenile court prior to the person's eighteenth birthday and the juvenile court continues to have jurisdiction over the person. (See MCR 5.903(A)(10).)

Misdemeanor

A violation of a penal law of this state that is not a felony, or a violation of an order, rule, or regulation of a state agency that is punishable by imprisonment or by a fine that is not a civil fine.

Name

The legal first, middle, and last names of a youth.

Need Assessment (or Risk Assessment)

A validated (evidence-based) assessment or questionnaire administered to a juvenile to assess risk/needs of a variety of criminogenic factors. The assessment results in a score within preidentified domain categories and an overall total score. The scores in each domain and the total score indicate and guide the court in the administration of treatment to youth, including area(s) of highest risk/need, dosage of treatment levels, and risk levels for re-offense.

Nolle Prosequi

Unwilling to prosecute; a formal entry made on the court record, by which the prosecutor that declares that he or she will not further prosecute the case.

Nolo Contendere

Latin, meaning “I will not contest it.” It is a plea treated as a guilty plea except that it is not an admission of guilt, but an indication of readiness to accept conviction and sentence rather than go to trial. If the defendant were to plead guilty, at the time of the plea, he or she tells the court exactly what he or she did; it has to fit the charge. By pleading nolo contendere, there is no such requirement. If a civil action is pending, or may later be filed against him or her, he or she can thus avoid incriminating testimony.

Noncustodial Parent

The parent who does not have custody of a child.

Notice of Hearing

Document notifying a person of the time, date, place, and subject matter of an upcoming court proceeding.

Offense

A crime or ordinance violation. The word “offense” generally implies an act infringing public as distinguished from private rights. In respect to minors, an offense is any act which violates provisions of the Juvenile Code and thus places the person committing the act in the jurisdiction of the juvenile court. Does not include civil infractions.

Offense by Child

Any act or acts by a child asserted as grounds for bringing the child within the provisions of the Juvenile Code.

Open and Closed Proceedings

Rules regarding public access to a court proceeding.

- Except as noted below, juvenile proceedings on the formal calendar and preliminary hearings shall be open to the public.
- The court, on motion of a party or a victim, may close the proceedings to the public during the testimony of a child or during the testimony of the victim to protect the welfare of either. The court may not close the proceedings to the public during the testimony of the charged juvenile.

Order

A direction of a court made or entered in writing that terminates the action itself or decides some matter litigated by the parties. In juvenile delinquency and protective proceedings, court orders must be signed by a judge.

Parent

A person who is legally recognized as the youth’s mother or father and has not had parental rights terminated by a court of law.

Party

The petitioner and the juvenile in a delinquency proceeding.

Penal Fines

A fine that courts must order for breaching the penal laws of Michigan, collected in the county and paid to the county treasurer for apportionment to county library boards (pursuant to MCL 397.32 Sec. 2).

Person Responsible for the Youth’s Health or Welfare

A parent, legal guardian, or person 18 years of age or older who resides for any length of time in the same home in which the youth resides or a nonparent adult; or an owner, operator, volunteer, or employee of one or more of the following:

- A licensed or registered child care organization
- A licensed or unlicensed adult foster care family home or adult foster care small-group home

Personal Protection Order (PPO)

One of two types of orders issued by a circuit court protecting an individual from stalking or domestic abuse.

Petition

An application made in writing to a court. In juvenile delinquency proceedings before the family division of the circuit court, a petition is a complaint or other written allegation that a juvenile has committed an offense. Any request for court action against a juvenile must be by written petition (except some violations of the Michigan Vehicle Code, which may come into court on a citation).

Petition Authorized to Be Filed

Written permission given by the court to file the petition containing the formal allegations against the juvenile or respondent with the clerk of the court.

Petitioner

The person or agency who requests the court to take action.

Phase I Waiver Hearing

A hearing, after the prosecutor files a motion to waive, to determine whether there is probable cause to believe the charged offense is a felony and whether the juvenile who is 14 or older committed the offense.

Phase II Waiver Hearing

A hearing held to determine whether the interests of a 14-, 15-, or 16-year-old juvenile and the public would best be served by granting a motion waiving delinquency jurisdiction allowing the juvenile to be tried in the same manner as an adult. (See MCL 712A.4 and MCR 3.950 for more information.)

Placement

The court-ordered transfer of physical custody of a child to foster care, a shelter home, a hospital, a juvenile detention facility, or a public or private treatment facility/agency.

Placement History

A comprehensive record of where a juvenile has been placed (or resided) while under the jurisdiction of the court.

Placement Options

The range and types of places in which a juvenile may be ordered to reside/live while under the jurisdiction of the court.

Plea

The defendant's response to a criminal charge (e.g., guilty, not guilty, nolo contendere).

Plea-Bargaining

In criminal cases, a process of negotiation between the prosecutor and the defense counsel that typically involves the prosecutor's agreement to dismiss a pending criminal charge(s) against the defendant in exchange for the defendant's plea of guilty to another (usually lesser) offense.

Preliminary Hearing

The first stage of processing a juvenile delinquency proceeding when the juvenile is in custody or when custody or placement is requested.

Preliminary Inquiry

An informal review by the court to determine appropriate action on a petition where no request for detention is made.

Presiding Judge

The judge conducting a hearing or trial. Formerly, the chief judge of a court composed of two or more judges. The presiding judge in this sense is now called the Chief Judge. (See MCR 8.110 regarding the appointment of presiding judges within court divisions.)

Pretrial Conference

A conference between the parties to discuss questions or matters that can be resolved prior to adjudication.

Probation

Specific terms and conditions included in a court order requiring the juvenile to participate in programs or treatment, in-home care, intensive probation services, or other wraparound services.

Probation Violation Hearing

A hearing held after the receipt of a supplemental petition alleging that a juvenile has violated probation.

Proceeding

Any hearing or court appearance related to the adjudication of a case.

Prosecuting Attorney

A public officer whose duty is the prosecution of criminal proceedings on behalf of the people of the state of Michigan.

In DL cases:

- Petition Approval—Only the prosecuting attorney may request the court to take jurisdiction of a juvenile under MCL 712A.2(a)(1).
- Appearance—The prosecuting attorney shall participate in every delinquency proceeding under MCL 712A.2(a)(1) that requires a hearing and the taking of testimony.

In NA cases:

- Legal Consultant to Agency—On request of the Michigan DHHS or an agent under contract with the agency, the prosecuting attorney shall serve as a legal consultant to the agency or agent at all stages of a child protective proceeding.

In DJ cases:

- Specified Juvenile Violation—In a case in which the petition alleges a specified juvenile violation, only the prosecuting attorney may designate the case, or request leave to amend a petition to designate the

case, for trial of the juvenile in the same manner as an adult.

- Other Offenses—In a case in which the petition alleges an offense other than the specified juvenile violation, only the prosecuting attorney may request the court to designate the case for trial of the juvenile in the same manner as an adult.

In PJ cases:

- Minor Personal Protection Orders—The prosecuting attorney shall prosecute criminal contempt proceedings as provided in MCR 3.987(B).

Race

A classification system that categorizes people into large and distinct populations or groups distinguished by genetically transmitted physical characteristics.

- Black/African American
- White/Caucasian
- American Indian/Native American/Alaskan Native (including tribe or band)
- Asian
- Native Hawaiian/Pacific Islander
- Other
- More than one race
- Missing
- Declined to answer

Records

The pleadings, motions, authorized petition, notices, memorandums, briefs, exhibits, available transcripts, findings of the court, register of actions, and court orders.

Referee

A person who takes testimony, prepares reports, and makes recommendations to the court in domestic relations proceedings, juvenile delinquency proceedings, designated proceedings involving juveniles, and child protective proceedings.

- Attorney Referee: May preside at all DL and NA hearings, except:
 - A jury trial.
 - A waiver proceeding.
 - The preliminary examination, trial and sentencing in a designation case.
 - A proceeding regarding personal protection orders (however, may handle petitions submitted on PPO violations, as these are handled like other juvenile petitions).
- Non-Attorney Referee: May hold preliminary hearings and preliminary inquiries in NA and DL cases or in a

preliminary hearing for enforcement of a PPO. May issue an order of apprehension in an NA emergency removal case.

Referral

An informal written or verbal request for assistance that is not a petition, citation, or complaint that results in the court providing a service.

Referral Source

A person or agency that submits a referral to the court. Referral sources include police, prosecutors, schools, parents, clergy, health professionals, and the courts, among others.

Residence

A place at which a home or regular place of abode is maintained. A juvenile's state of residence is that of the parent, guardian, or agency entitled to his or her legal supervision.

Residential

Out-of-home, staffed facility in which a juvenile will live for a period of time (typically 6 to 18 months). Courts generally will employ this option only when all community-based choices have been exhausted or when the safety of the community/juvenile is in jeopardy. Common services available in placement facilities include treatment for sexual offending, drug/alcohol addiction, fire-setting behavior, aggression/violent behavior, and complex mental health disorders.

Restitution

Money an adjudicated juvenile is required to pay the crime victim to compensate for damages suffered as a result of the crime. (Rules and procedures regarding restitution are governed by MCL 780.751 et al.)

Restorative Activity

Actions performed by a juvenile consistent with the concepts of restorative justice to repair harm caused by the offense, make amends to the victim, develop competency in the offender, or improve overall safety.

Restorative Justice

Philosophical approach to responding to crime aimed at repairing the harm caused by a criminal act and restoring the balance in the community affected by the crime.

Risk

Possibility of something damaging happening (such as a threat agent exploiting a vulnerability) to a system, environment, or personnel.

Risk/Need Assessment

A validated (evidence-based) assessment or questionnaire administered to a juvenile to assess risk/needs of a variety of criminogenic factors. The assessment results in a score within preidentified domain categories and an overall total score. The scores in each domain and the total score indicate and guide the court in the administration of treatment to youth, including area(s) of highest risk/need, dosage of treatment levels, and risk levels for re-offense.

Screening

Evaluation and investigation to assess suitability for role and purpose/further action.

Sentence

The punishment imposed upon the defendant following a conviction in a criminal proceeding.

Services/Treatment Programs

Community-based services or programs for addressing underlying delinquent behavior and for completing sanctions imposed by the court.

Show Cause Hearing

A hearing held after the receipt of a motion alleging that a juvenile or parent has violated a court order.

Siblings

Brothers or sisters by blood (biological), adoption, or marriage (step).

SID/Long Identifier

The State Identification Number (SID) is an eight- to nine-digit number that is assigned by the Michigan State Police Central Records Division (CRD) to track an individual. The CRD assigns a new SID when a suspect's fingerprints are classified for the first time. An individual keeps the same SID for all subsequent lifetime contact with Michigan's criminal justice network.

Social Security Number

A nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents.

Social Skills

Interpersonal skills that are critical for a juvenile's successful reintegration to the community and that include:

- Effective and constructive communication.
- Recognizing and responding appropriately to emotional signals sent out by others.
- The ability to distinguish between positive and negative influences.
- Recognizing and understanding gender differences, relationship boundaries, peer relationships, family relationships, and relationships with other adults and authority figures.

State Ward

The juvenile has been committed to DHHS for care and supervision by a court of law pursuant to the Youth Rehabilitation Services Act or to the Michigan Children's Institute.

Status Offense

A violation of the Juvenile Code by a minor that would not be considered a violation of the law if committed by an adult; e.g., runaway, school truancy, incorrigibility.

Suicidal Assessment

A formal evaluation conducted by a state-licensed and/or -certified mental health professional to assess mental health and monitoring requirements of a youth. Suicide assessments often occur after there are indications from a suicide screening instrument that a youth is at risk.

Court Ward

A minor who is under the supervision of the family division of the circuit court but whose parents' parental rights have not been terminated.

Transfer to County Of Residence/Jurisdiction

The transfer of a petition alleging an offense against a juvenile from the receiving court to the court in which the juvenile resides for purposes of legal processing. NOTE: Designation and waiver cases cannot be transferred; cases cannot be transferred in or out of state for adjudication or trial.

Treatment/Services Programs

Community-based services or programs that address underlying delinquent behavior and the specific needs of a juvenile.

Warning

Warn the juvenile or the juvenile's parents, guardian, or custodian, and dismiss the petition.

ZIP Code

A five-digit number in an address used by the postal service to determine a specific location.

