

**Policies and Procedures of
the Pennsylvania Juvenile
Court Judges' Commission
for the Release of Juvenile
Data from the Pennsylvania
Juvenile Case Management
System**



pennsylvania
JUVENILE COURT JUDGES' COMMISSION

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Section I: The Juvenile Court Judges' Commission and the Laws Governing the Dissemination of Juvenile Data

The Pennsylvania Juvenile Court Judges' Commission (hereafter referred to as "JCJC") provides leadership, advice, training, and support to enable Pennsylvania's juvenile justice system to achieve its balanced and restorative justice mission. The Commission is legislatively empowered to advise juvenile court judges in all matters pertaining to the proper care and maintenance of delinquent and dependent children, employing evidence-based practices whenever possible, and to compile and publish such statistical data as needed for efficient administration of the juvenile courts (42 Pa.C.S. §6373).

To accomplish the latter, the Center for Juvenile Justice Training and Research (hereafter referred to as "CJJT&R"), a division of the JCJC, maintains a juvenile case management system that is utilized by all sixty-seven counties in Pennsylvania. This tool, called the Pennsylvania Juvenile Case Management System (hereafter referred to as "PaJCMS"), has the capacity to collect and maintain aggregate and juvenile-level delinquency data related to almost every aspect of a youth's juvenile justice involvement, including referral and intake information, risk assessment scores, mental and physical health diagnoses, dispositional outcomes, out-of-home service history, and demographic information. While all this information is collected on the front-end solely for the purpose of juvenile probation case management, data is inherently available on the back-end for research purposes.

The JCJC has made a commitment to working with independent researchers, policymakers, and other interested partners, such as service providers (hereafter collectively referred to as "Researchers") to make available both statewide and jurisdiction-specific data and data files for research analysis, as long as that research advances the knowledge of Balanced and Restorative Justice (BARJ), the Juvenile Justice System Enhancement Strategy (JJSES), and evidence-based practices. Examples of Researchers that have historically collaborated with the JCJC for research purposes include:

1. Service providers;
2. Other state agencies;
3. Third-party research entities working on behalf of a service provider;
4. Third-party research entities working on behalf of a state agency;
5. Universities or research groups completing independent research;
6. Students; and
7. Policymakers.

The JCJC is responsible, however, for protecting youth rights by understanding and following the laws, regulations, and ethical standards that act as safeguards. The concern for confidentiality exists in all studies that utilize data about identifiable youth. There is generally a tension within most organizations between maintaining individual confidentiality and releasing data to promote valuable research. All JCJC staff members responsible for releasing data files are trained in and knowledgeable about state and federal confidentiality regulations, along with different methods that can be used to regulate and control the amount of information released.

At the state level, the Pennsylvania Juvenile Act, the Pennsylvania Rules of Juvenile Court Procedure, and the Criminal History Record Information Act all govern the collection and release of juvenile criminal history information.

The Juvenile Act states:

42 Pa.C.S. §6307. Inspection of Court Files and Records

(a) General Rule.--All files and records of the court in a proceeding under this chapter are open to inspection only by:

- (1) The judges, officers and professional staff of the court.
- (2) The parties to the proceeding and their counsel and representatives, but the persons in this category shall not be permitted to see reports revealing the names of confidential sources of information contained in social reports, except at the discretion of the court.
- (3) A public or private agency or institution providing supervision or having custody of the child under order of the court.
- (4) A court and its probation and other officials or professional staff and the attorney for the defendant for use in preparing a presentence report in a criminal case in which the defendant is convicted and who prior thereto had been a party to a proceeding under this chapter.
- (5) A judge or issuing authority for use in determining bail, provided that such inspection is limited to orders of delinquency adjudications and dispositions and petitions relating thereto, orders resulting from disposition review hearings and histories of bench warrants and escapes.
- (6) The Administrative Office of Pennsylvania Courts.
- (6.1) The judges, officers and professional staff of courts of other jurisdictions when necessary for the discharge of their official duties.
- (6.2) Officials of the Department of Corrections or a state correctional institution or other penal institution to which an individual who was previously adjudicated delinquent in a proceeding under this chapter has been committed, but the persons in this category shall not be permitted to see reports revealing the names of confidential sources of information contained in social reports, except at the discretion of the court.
- (6.3) A parole board, court or county probation official in considering an individual's parole or in exercising supervision over any individual who was previously adjudicated delinquent in a proceeding under this chapter, but the persons in this category shall not be permitted to see reports revealing the names of confidential sources of information contained in social reports, except at the discretion of the court.
- (6.4) The Board for use in completing assessments.
- (7) With leave of court, any other person or agency or institution having a legitimate interest in the proceedings or in the work of the unified judicial system.

42 Pa.C.S. §6308. Law Enforcement Records

(a) General Rule.--Law enforcement records and files concerning a child shall be kept separate from the records and files of arrests of adults. Unless a charge of delinquency is transferred for criminal prosecution under section 6355 (relating to transfer to criminal proceedings),

the interest of national security requires, or the court otherwise orders in the interest of the child, the records and files shall not be open to public inspection or their contents disclosed to the public except as provided in subsection (b); but inspection of the records and files is permitted by:

- (1) The court having the child before it in any proceeding.
- (2) Counsel for a party to the proceeding.
- (3) The officers of institutions or agencies to whom the child is committed.
- (4) Law enforcement officers of other jurisdictions when necessary for the discharge of their official duties.
- (5) A court in which the child is convicted of a criminal offense for the purpose of a presentence report or other dispositional proceeding, or by officials of penal institutions and other penal facilities to which he is committed, or by a parole board in considering his parole or discharge or in exercising supervision over him.

In addition, the Juvenile Act states:

42 Pa.C.S. §6309. Juvenile History Record Information

(a) Applicability of Criminal History Record Information Act.--Except for 18 Pa.C.S. §§9105 (relating to other criminal justice information), 9112(a) and (b) (relating to mandatory fingerprinting), 9113 (relating to disposition reporting by criminal justice agencies) and 9121(b) (relating to general regulations), the remaining provisions of 18 Pa.C.S. Ch. 91 (relating to criminal history record information) shall apply to all alleged delinquents and adjudicated delinquents whose fingerprints and photographs are taken pursuant to section 6308(c) (relating to law enforcement records) and to any juvenile justice agency which collects, maintains, disseminates or receives juvenile history record information. The disclosure to the public of the contents of law enforcement records and files concerning a child shall be governed by section 6308(b).

Furthermore, the Pennsylvania Rules of Juvenile Court Procedure state:

Rule 160. Inspecting, Copying, and Disseminating the Official Court Record

A. **Inspecting.** The official court record is only open to inspection by:

- (1) The judges, masters, juvenile probation officers, and staff of the court;
- (2) The attorney for the Commonwealth, the juvenile's attorney, and the juvenile, but the persons in this category shall not be permitted to see reports revealing the names of confidential sources of information, except at the discretion of the court;
- (3) A public or private agency or institution providing supervision or having custody of the juvenile under order of the court;
- (4) A court, its probation officers, other officials or professional staff, and the attorney for the defendant for use in preparing a presentence report in a criminal case in which the defendant is convicted and the defendant previously was adjudicated delinquent;

- (5) A judge or issuing authority for use in determining bail, provided that such inspection is limited to orders of delinquency adjudications and dispositions, orders resulting from dispositional review hearings, and histories of bench warrants and escapes;
- (6) The Administrative Office of Pennsylvania Courts;
- (7) The judges, juvenile probation officers, and staff of courts of other jurisdictions when necessary for the discharge of their official duties;
- (8) Officials of the Department of Corrections, a state correctional institution, or other penal institution to which an individual, who was previously adjudicated delinquent in a proceeding under the Juvenile Act, has been committed, but the persons in this category shall not be permitted to see reports revealing the names of confidential sources of information contained in social reports, except at the discretion of the court;
- (9) A parole board, court, or county probation official in considering an individual who was previously adjudicated delinquent in a proceeding under the Juvenile Act, but the persons in this category shall not be permitted to see reports revealing the names of confidential sources of information contained in social reports, except at the discretion of the court;
- (10) The State Sexual Offenders Assessment Board for use in completing assessments; and
- (11) With leave of court, any other person, agency, or institution having a legitimate interest in the proceedings or in the work of the unified judicial system.

B. Copying. Any person, agency, or department permitted to inspect the record pursuant to paragraph (A) may copy or be provided with a copy of the record.

C. Disseminating. Unauthorized dissemination of any information contained in the official court record to a person, agency, or department not permitted to inspect or copy the record pursuant to this rule may result in a finding of contempt of court.

D. Public Availability. Upon request, a public document shall be created by the clerk of courts if the case is designated eligible for public inspection pursuant to Rule 330 or 515.

- (1) For cases deemed eligible pursuant to Rule 330, the public document shall contain only the following information:
 - a) The juvenile's name;
 - b) The juvenile's age;
 - c) The juvenile's address; and
 - d) The offenses alleged in the juvenile's petition.
- (2) For cases deemed eligible pursuant to Rule 515, the public document shall contain only the following information:
 - a) The juvenile's name;
 - b) The juvenile's age;
 - c) The juvenile's address;
 - d) The offenses alleged in the juvenile's petition;
 - e) The adjudication on each allegation; and
 - f) The disposition of the case.

COMMENT

Pursuant to paragraph (A)(11), the court may order that any person, agency, or department receive a copy of all or portions of the record. The court order is to state: 1) the specific information the person, agency or department may receive; 2) that the information received shall not be disseminated to any person, agency, or department not listed in the court order; and 3) that any dissemination of the information received is a violation of the court order.

See the Juvenile Act, 42 Pa.C.S. § 6307, for the statutory provisions on inspection of the juvenile's file and 42 Pa.C.S. § 6352.1 for disclosure of treatment records.

See Rule 120 for definition of the “official court record.”

This rule is meant to include the contents of the official court record as described in Rule 166.

When delinquency proceedings are commenced pursuant to Rule 200(4), the entire criminal court file is to be transferred with the case to juvenile court. This criminal case file is now the juvenile court file, which is the official court record, and the disclosure requirements of this rule apply.

Paragraph (C) protects the juvenile from dissemination of information contained in the official court record to unauthorized sources. Nothing in this rule is intended to preclude the juvenile or the juvenile’s attorney from discussing the case with others, such as, local newspaper reporters. However, specific information concerning the victim should not be disseminated by the juvenile or the juvenile’s attorney.

Under paragraph (D), there is one document for each eligible case that is open for public inspection. The public document should be clearly marked for employees of the clerks of courts’ office as the only document available for inspection by the general public. All other information contained in the official court record is not open for public inspection but only open to inspection to the persons enumerated in paragraph (A).

See Rule 330 for designation of public availability status in the juvenile petition. *See* Rule 515 for designation of public availability status in the dispositional order.

Rule 161. Inspecting, Copying, and Disseminating Juvenile Probation Files

A. **Inspecting and Copying.** Except as provided in paragraph (C), juvenile probation files shall be open to inspection and/or copying only by:

- (1) The juvenile’s attorney;
- (2) The attorney for the Commonwealth;
- (3) The State Sexual Offenders Assessment Board;
- (4) The Juvenile Court Judges’ Commission; or
- (5) Any other person, agency, or department by order of court.

B. Electronic Records.

- (1) Records which are maintained electronically by juvenile probation offices shall be subject to inspection and/or copying only pursuant to court order.
- (2) Each juvenile probation office shall create a document which describes the information that is maintained by the juvenile probation office concerning each juvenile. This document shall be open to inspection and copying pursuant to paragraph (A).

C. Contents of Order. The order shall:

- (1) Specify who shall be permitted to inspect the record or any portion of the record;
- (2) Specify who shall be permitted to copy the record;
- (3) State that the information received shall not be disseminated to any person, agency, or department not listed in the court order; and
- (4) State that dissemination of any information received is a violation of the court order.

D. Disseminating.

- (1) The juvenile probation office has discretion to disseminate portions of its files to the juvenile, service providers, placement facilities, and courts and courts' professional staff of other jurisdictions when facilitating placement, the delivery of services, treatment, or transfer of the case to, or supervision by another jurisdiction consistent with applicable federal or state law.
- (2) Unauthorized dissemination of any information contained in the juvenile probation file to a person, agency, or department not permitted to inspect or copy the file pursuant to this rule may result in a finding of contempt of court.

COMMENT

Documents contained in the juvenile probation files are not a part of the official court record unless the juvenile probation office officially files the documents in the official court record.

Those documents placed in the official court record are governed by Rule 160 and 42 Pa.C.S. § 6307.

The notes of a juvenile probation officer, which describe the officer's impressions or personal observations but which are not included in a report to the court or other report, are not considered a component of a juvenile probation file that is open to inspection or copying under paragraph (A).

Nothing in this rule is intended to preclude the juvenile probation office from sharing information in its file with the juvenile.

In short, these three documents require that no third-party Researchers receive identifiable youth information for research purposes without “leave of court,” or judicial consent.

The JCJC is also subject to Title 28 Code of Federal Regulations Part 22 (28 CFR 22), Confidentiality of Identifiable Research and Statistical Information, a statutory requirement that governs the use and release of research and statistical information identifiable to a private person. Because the PaJCMS contains identifiable information about youth in juvenile court, the research protocol developed by the JCJC prevents breaches of confidentiality of identifiable private youth information. These safeguards are particularly critical to data that contain information that can be used, either alone or in combination with other information, to identify individual youth.

Furthermore, 28 CFR 22 dictates that JCJC staff who release youth data files and Researchers (including the JCJC’s own Researchers) who utilize them are subject to all of the regulatory requirements of this code. In response to these obligations, the JCJC has developed and applies procedures to all data requests to assure that all youth whose information is utilized for research purposes cannot, under reasonable circumstances, be harmed as a result of the research.

Section II: Overview of the Juvenile Court Judges' Commission's Data Release Policies

1. Pursuant to the Pennsylvania Juvenile Act, the Pennsylvania Rules of Juvenile Court Procedure, and the Criminal History Record Information Act, the JCJC imposes conditions on who can access PaJCMS data, the purpose for which the data can be used, where the data can be used, how the data must be stored, and other factors associated with access to data files. As each data request is unique, the JCJC's policies and guidelines that establish a Researcher's responsibilities for data security both during and after the proposed research activities will be outlined in the Memorandum of Understanding (MOU) or Data Sharing Agreement that is created between the JCJC and the Researcher.
2. Prior to distributing to the Researcher a data file that contains the records of youth, the JCJC staff will use an array of methods to protect the youth and to ensure that the risk of inappropriate release of confidential data is minimized. This includes, among other things, removing unique or direct identifiers. The following are categorized as unique or direct identifiers:
 - a. Youth first and last name;
 - b. Youth date of birth;
 - c. Youth social security number;
 - d. Youth SID;
 - e. Youth address (excluding zip code);
 - f. Name(s) of youth family member(s);
 - g. Name(s) of youth victim(s);
 - h. Name of service provider; and
 - i. In some circumstances, county name.
3. The list of youth identifiers in Item 2 is not exhaustive. Other identifiers may be included at the discretion of the JCJC.
4. Service providers are treated as "individuals," meaning the JCJC will not release unique or identifying information related to the provider of treatment services without the express written consent from the service provider.
5. The JCJC requires all Researchers to submit data requests in writing through a Data Request Form. This formal request must include:
 - a. The purpose of the request: The Researcher must explain why they are requesting the data, the research questions to be answered, and the plans for dissemination after the completion of the project.
 - b. A detailed description of the data requested, including any selection criteria.
 - c. An indication if the project has gone through the Institutional Review Board (IRB) process.
 - d. A statement of data use: Researchers must acknowledge and consent to utilizing the data provided for research and statistical purposes only. Researchers are not permitted to utilize data files for investigations of specific youth.

6. The following are the different levels of data requests and policies affiliated with each (see Section III for more information):

Level 1: Aggregate Data

If the Researcher requests aggregate data that is not publicly available information (e.g., Disposition Report, Recidivism Report) from a specific county (versus statewide figures), authorization is required from the juvenile probation department from which the data will be drawn. If the juvenile probation department denies the request, the JCJC will also deny the request.

Level 2: De-Identified Juvenile-Level Data

If the Researcher requests de-identified juvenile-level data (from a specific county, multiple counties, or statewide figures), at the discretion of the JCJC, authorization may be required from the juvenile court judge and/or the chief of the juvenile probation department from which the data will be drawn. The determination of such will be made on a case-by-case basis depending on the nature and scope of the data request. If the juvenile court judge or the chief of the juvenile probation department denies the request, the JCJC will also deny the request. At the discretion of the JCJC, Level 2 data requests may be required to go through the IRB process as well. An MOU or other similar Data Sharing Agreement may be created between the JCJC and the Researcher for Level 2 Data Requests, at the discretion of the JCJC.

Level 3: Identifiable Juvenile-Level Data

It is the general policy of the JCJC to not process Level 3 data requests. If the Researcher requests identifiable juvenile-level data, authorization is required from the juvenile court judge and the chief of the juvenile probation department from which the data will be drawn. If the juvenile court judge or the chief of the juvenile probation department denies the request, the JCJC will also deny the request. All Level 3 data requests will go through the IRB process once authorization is secured from the juvenile court judge and the chief juvenile probation officer. An MOU or other Data Sharing Agreement will be created between the JCJC and the Researcher.

7. The JCJC understands the limitations of conducting outcome and other related studies without access to juvenile-identifying information. A few options exist for the Researcher:
 - a. The JCJC will conduct the study internally for the Researcher. A fee may be involved for this.
 - b. The JCJC will use the list supplied by the Researcher to retrieve the requested outcome variables. De-identified juvenile-level data will be returned to the Researcher. A Unique ID will be assigned to each youth on the list by the JCJC for reference purposes only. See Item 8 below for more information on JCJC-assigned Unique IDs.
 - c. The JCJC will use the list supplied by the Researcher to retrieve the requested outcome variables. Aggregate information only will be returned to the Researcher.

8. In instances where the Researcher will receive de-identified juvenile-level data from the JCJC, the JCJC shall assign a randomized Unique ID to each juvenile. This Unique ID will be the only unique identifier supplied to the Researcher. The JCJC will maintain a master list of juvenile-identifying information (e.g., youth first and last name, youth date of birth, youth SSN) and Unique IDs for reference purposes only. The Researcher will never have access to any master list maintained by the JCJC. Furthermore, the Researcher is not permitted to provide their own Unique ID to the JCJC.
9. It will be the responsibility of the Researcher to provide to the JCJC a list of juveniles and all the pertinent information required to facilitate the data request (e.g., youth name, youth date of birth, youth social security number).
10. In instances when an MOU or Data Sharing Agreement is required between the JCJC and the Researcher, the document must include:
 - a. The purpose of the MOU/Agreement;
 - b. A description of the project design and the activities of each party;
 - c. The terms and conditions of the MOU/Agreement; and
 - d. A statement of data use: Researchers must acknowledge and consent to utilizing the data provided for research and statistical purposes only. Researchers are not permitted to utilize data files for investigations of specific youth.
11. If it is determined that the project requires IRB approval and the Researcher does not have the means to accomplish this, the JCJC will work with Shippensburg University's IRB for approval. For more information about Shippensburg University's IRB, please visit: <http://www.ship.edu/research/>.
12. Date of birth will never be disseminated to Researchers, except in rare circumstances to be determined by the JCJC on a case-by-case basis. In instances where an age is to be calculated as a variable (e.g., age at first referral, age at first adjudication, age at disposition), the JCJC will perform the calculation for the Researcher.
13. It is the general policy of the JCJC that at least ten individuals must be included in a sample to ensure the confidentiality of the individuals. This number may change at the discretion of the JCJC.
14. The Researcher shall agree that any publication of the data contain the following: "This data was retrieved from the Pennsylvania Juvenile Case Management System and is reflective of information entered by county juvenile probation departments." The Researcher should note that the JCJC makes all attempts to confirm the accuracy of the data within the PaJCMS, but the JCJC is not responsible for missing or inaccurate information.
15. The Researcher shall agree that any publication of the data contain the following attribution of the data to the JCJC: "This data was provided by and belongs to the Juvenile Court Judges' Commission. Any further use of this data must be approved by the Juvenile Court Judges' Commission."

16. The Researcher shall agree to insert the preface of any report citing data analysis conducted, whether published or unpublished, the following disclaimer: “Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Juvenile Court Judges’ Commission.”
17. The Researcher must provide their final report to the JCJC for review before it is published or disseminated.

Section III: The Juvenile Court Judges' Commission's Policy for Releasing Juvenile Data

The Juvenile Court Judges' Commission's policy is divided into several different sections based on the nature of the data request.

Requests from Third Parties (Non-Juvenile Probation Requests)

Level 1 Data Requests: Aggregate Data Only

Level 1 Data Requests are ones in which **aggregate data only** is requested. Examples of aggregate data requests are as follows: the total number of females with a placement disposition in Philadelphia County in 2012 or the total number of recidivists from Allegheny County in 2011.

1. Level 1 data will be provided pending approval of the Data Request Form.
2. If the Researcher requests aggregate data that is not publicly available information from a specific county (versus statewide or multi-county figures), authorization is required from the juvenile probation department from which the data will be drawn. If the juvenile probation department denies the request, the JCJC will also deny the request. Authorization shall be received before the processing of the data request.
3. Each Level 1 Data Request will be prioritized based on the other assignments being completed by the Lead Project Manager and the additional staff assigned to the project.

Level 2 Data Requests: Non-Identified Juvenile-Level Data

Level 2 Data Requests are ones in which **non-identified juvenile-level data** is requested.

1. Level 2 data will be provided to third parties pending approval of the Data Request Form.
2. At the discretion of the Lead Project Manager, the following documents shall be completed before the creation of the Specifications Document and the initiation of the data pull:
 - a. A Juvenile Probation Release and Authorization Form, if the Researcher requests de-identified juvenile-level data from a specific county (versus statewide figures)
 - b. A Judicial Release and Authorization Form
 - c. IRB Approval Letter
3. At the discretion of the Lead Project Manager, the following documents shall be completed after the creation of the Specifications Document but before the dissemination of the data file:
 - a. A Memorandum of Understanding
 - b. A Confidentiality Agreement

4. When processing Level 2 data requests, the JCJC shall assign a randomized Unique ID to each juvenile. This Unique ID will be the only unique identifier supplied to the Researcher. The JCJC will maintain a master list of juvenile-identifying information (e.g., youth first and last name, youth date of birth, youth SSN) and Unique IDs for reference purposes only. The Researcher will never have access to any master list maintained by the JCJC. Furthermore, the Researcher is not permitted to provide their own Unique ID to the JCJC.
5. In the event juvenile-identifying information is inadvertently disclosed to the Researcher, the Researcher will be instructed to destroy all such information immediately. In addition, the Lead Project Manager will document such disclosure immediately.
6. Each Level 2 Data Request will be prioritized based on the other assignments being completed by the Lead Project Manager and the additional staff assigned to the project.

Level 3 Data Requests: Identifiable Juvenile-Level Data

1. It is the general policy of the Juvenile Court Judges' Commission that juvenile-level identifiable data will **not** be given to third parties.
2. In certain circumstances, approvals for such requests may be granted on a case-by-case basis. IRB approval is required for all Level 3 data requests. A copy of the IRB Approval Letter must be received before the processing of the data request.
3. Before the completion of the Specifications Document and the initiation of the data pull, the following documents shall be created by the Lead Project Manager, in conjunction with the Researcher (when appropriate), and disseminated to the judge(s) and chief(s) of each county from which juvenile-identifiable information will be drawn:
 - a. A Juvenile Probation Release and Authorization Form
 - b. A Judicial Release and Authorization Form
4. Upon written approval from the respective judge(s) and chief(s), the following documents shall be created by the Lead Project Manager and signed by the Researcher and all other individuals who will be working with the Researcher on the project:
 - a. A Memorandum of Understanding
 - b. A Confidentiality Agreement
5. In accordance with the IRB's protocol and the JCJC's policy, an agreement shall be developed between the Lead Project Manager and the Researcher as to how the data will be delivered to the Researcher and how it will be stored and managed once in the possession of the Researcher. This is crucial to maintaining the confidentiality of the data.
6. Each Level 3 Data Request will be prioritized based on the other assignments being completed by the Lead Project Manager and the additional staff assigned to the project.

Requests from Juvenile Probation Departments

1. Levels 1, 2, and 3 data will be provided to any juvenile probation department pending approval of the data request.
2. Each data request from a juvenile probation department will be prioritized based on the other assignments being completed by the Lead Project Manager and the additional staff assigned to the project.

Section IV: Steps for Requesting Data from the Juvenile Court Judges' Commission and the Center for Juvenile Justice Training and Research

1. Complete the Data Request Form and submit it to ra-oajcdata@pa.gov. If you have any questions regarding the completion of the form, please call 717.783.7836.
2. Upon receipt of the completed Data Request Form, a staff person will contact you within 7-10 business days to inform you if the request has been approved, approved with modifications, or denied.
3. If it is determined that judicial authorization, juvenile probation authorization, or IRB approval is required, such must be obtained before proceeding with the processing of the data request. The Lead Project Manager from JCJC/CJTT&R will facilitate this.
4. Upon procurement of the necessary authorizations, a Specifications Document will be created by the Lead Project Manager. This document will outline the purpose of the data request, the specific selection criteria for the data request, and estimated timeframes for the completion of the data request. You will be asked to review and approve this document.
5. Once the data has been compiled, arrangements will be made with you to determine how the file will be delivered to you and how it will be stored and managed once in your possession.
6. Depending on the nature of the data request and the discretion of the Lead Project Manager, you may be asked to sign an MOU or similar Data Sharing Agreement before receiving the data.
7. Please remember the JCJC's policy that any publication of the data must contain the following: "This data was retrieved from the Pennsylvania Juvenile Case Management System and is reflective of information entered by county juvenile probation departments." The Researcher should note that the JCJC makes all attempts to confirm the accuracy of the data within the PaJCMS, but the JCJC is not responsible for missing or inaccurate information.
8. Please remember the JCJC's policy that any publication of the data must contain the following attribution of the data to the JCJC: "This data was provided by and belongs to the Juvenile Court Judges' Commission. Any further use of this data must be approved by the Juvenile Court Judges' Commission." Furthermore, you shall preface any report citing data analysis conducted, whether published or unpublished, the following disclaimer: "Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the Juvenile Court Judges' Commission." Finally, you must provide your final report to the JCJC for review before it is published or disseminated.