

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL**

**CHAPTER FIVE – MANAGEMENT INFORMATION AND RESEARCH  
POLICY 5.2 – DATA AND RESEARCH REQUESTS**

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**I. POLICY:**

The Oklahoma County Juvenile Bureau (OCJB) supports and engages in internal research relevant to its programs, as well as research conducted by outside professionals **(3-JDF-1F-03) (3-JDF-1F-04) (2-7080)**. Participation in research assists the OCJB in establishing and refining goals, making data-driven decisions, targeting the services needed by the youth and families served, protecting the public, and planning for the future.

The OCJB utilizes the data collected, research conducted, and demonstration programs to determine how changes will impact the agency operations and the safety of the public **(3-JDF-1B-07) (2-7083)**.

**II. DEFINITIONS:**

- A. **Data:** Facts and statistics collected together for reference or analysis. Data is compiled using the Juvenile On-Line Tracking System.
- B. **Juvenile On-Line Tracking System (JOLTS):** As authorized by 10A O.S. § 2-7-905 provides the computerized information system used by the Oklahoma County Juvenile Bureau to track juvenile offenders from arrest to final closure of the case. The Office of Juvenile Affairs is the authorizing authority for access to the information contained in JOLTS. Authorized Oklahoma County Bureau employees are provided a unique identification number that allows them access to the JOLTS system **(3-JDF-1E-08) (2-7141) (2-7074) (2-7190)**.
- C. **Research Project:** The systematic investigation into and study of materials, data, and other sources in order to establish facts and reach conclusions.
- D. **Youth Level of Service Case Management Inventory (YLS/CMI):** An objective assessment instrument utilized by the officer to gather information from the youth and his/her parent/legal guardian/custodian that is used to assist in determining the level of supervision necessary to address the youth's risk to reoffend and identify the rehabilitative needs to be addressed in the individual

treatment and service plan. The YLS/CMI is used to assess the risk and needs of adjudicated youth, as authorized by 10A O.S. § 2-7-501 C. 1. **(2-7130)**.

### **III. PROCEDURE:**

- A. Requests for data from within the OCJB serves a variety of purposes, to include but not be limited to:
  - 1. Assisting intake/probation officers with caseload management duties;
  - 2. Providing case specific information to guide policy and/or program decisions;
  - 3. Assisting the Oklahoma County Juvenile Detention Center (OCJDC) in managing the resident population; and
  - 4. Providing daily, weekly, monthly, quarterly and annual statistical data to be utilized to determine the extent to which goals and performance measures are being achieved **(2-7006) (2-7076)**.
- B. All requests for data shall be in accordance with 10A O.S. § 2-6-102, Oklahoma Juvenile Code, Confidential Records and the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as authorized by Public Law 104-91, 1996, Sections 261 through 264 **(2-7078) (3-JDF-1F-01) (3-JDF-1E-08)**.
- C. Court Services employees shall comply with Policy 7.1-6, "Juvenile Records, Confidentiality, and Health Insurance Portability and Accountability Act (HIPAA)" when requesting or providing confidential data **(2-7078) (3-JDF-1F-01) (3-JDF-1E-08)**.
- D. Requests for data from within the OCJB shall be submitted to the Administrative Analyst II, utilizing the "Request for Data," Attachment A, which requires the following information:
  - 1. The requestor's name, title, agency, and contact information;
  - 2. The purpose and intended use of the requested data;
  - 3. The specific data elements needed;
  - 4. The form in which the data is to be provided;
  - 5. The time frame in which the data is needed; and
  - 6. If, how, when, and to whom the data will be disseminated (if approved) **(2-7085)**.
- E. Upon receipt of an internal request for data, the Administrative Analyst II shall:
  - 1. Contact the requestor to obtain more information about the request and provide him/her with an estimated date for completion;
  - 2. Submit the request to the Director who will determine if dissemination is appropriate and approve or deny the request, only if the requestor has indicated a desire to disseminate the data **(2-7085)**;

- a. If the request is denied, the Administrative Analyst II shall not provide the data to the requestor.
- 3. Obtain the requested data; and
- 4. Provide a copy of the data to the requestor.
- F. When any OCJB employee receives a request for data from a requestor outside of the agency, he/she shall submit the "Request for Data," Attachment A, through his/her chain of command to the Director.
  - 1. All external requests for data require the Director's approval to proceed. The Director shall make the decision as to whether the data being provided may be shared with and/or disseminated by any other person(s) **(2-7085)**.
  - 2. If the request is approved by the Director, the Administrative Analyst II shall:
    - a. Contact the requestor to obtain more information about the request and provide him/her with an estimated date for completion;
    - b. Obtain the requested data; and
    - c. Provide a copy of the data to the requestor.
- G. All research project requests shall be submitted to the Director for approval on official agency letterhead and shall include:
  - 1. The name of the person and agency requesting to conduct research and the person's contact information;
  - 2. The specific information that the researcher is looking to obtain;
  - 3. The specific methods that the researcher will use to obtain the information;
  - 4. The purpose and intended use of the research;
  - 5. Whether or not direct access to OCJB youth is being requested for the purpose of conducting interviews;
  - 6. A copy of the forms the researcher will use, including an informed consent;
  - 7. Any data that is being requested and the form in which the data being requested is to be provided;
  - 8. The date that the research project is anticipated to be complete;
  - 9. In what form, how, and to whom the research will be disseminated **(2-7085)**;
  - 10. An agreement to disseminate the findings to the OCJB; and
  - 11. A signed "Memorandum of Understanding and Confidentiality Statement," Attachment B, providing written assurance that the privacy of juvenile information will be maintained **(2-7084)**.
- H. All research projects shall ensure that **(3-JDF-1F-06) (2-7082)**:
  - 1. No youth is utilized for medical, pharmaceutical, or cosmetic experiments **(3-JDF-1F-08) (2-7088)**;
  - 2. All youth participating in approved research programs are not denied basic services available to other youth;

3. Youth understand their participation is voluntary because it is explicitly explained to them and agreed upon in writing by both the youth and his/her parent/legal guardian/custodian using an informed consent **(2-7087) (2-7089)**; and
  4. No outside agency or individual may have access to records for the purpose or research, evaluation, or statistical analysis without the approval of the Director.
- I. Approved research projects are managed by either the Chief of Court Services or the Facility Administrator **(3-JDF-1F-05) (2-7081) (2-7082)**.
    1. The department head responsible for managing the research project shall proceed as follows:
      - a. Meet with the research team members, the Administrative Analyst II, and any appropriate employees who may have assigned responsibilities to assist with the research project;
      - b. Assist the team in determining the nature and scope of the research and assigns the Administrative Analyst II and other appropriate employees to work the research team to identify the questions to be addressed, the data to be gathered, the format for presentation of the information, and how and to whom the information should be disseminated **(2-7081) (2-7085)**; and
      - c. Ensure that the final research project results are disseminated to the person(s) approved by the Director **(2-7085)**.
  - J. Any data provided and/or research conducted is in accordance with a formal written agreement that authorizes the specific access, the intended purpose and use, the dissemination of the data and ensures that all privacy and confidentiality of the youth is in accordance with 10A O.S. § 2-6-102, Oklahoma Juvenile Code, Confidential Records and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as authorized by Public Law 104-91, 1996, Sections 261 through 264 **(2-7078) (2-7082) (2-7084) (2-7085) (3-JDF-1F-01) (3-JDF-1F-06) (3-JDF-1E-08)**.
  - K. Research findings assist the OCJB by providing a means of:
    1. Measuring immediate program goals and making informed decisions based on results, such as **(2-7086)**:
      - a. Initiating new programs for youth;
      - b. Modifying existing programs for youth; and/or
      - c. Terminating existing programs for youth.
    2. Measuring overall performance of the agency **(2-7086)**;
    3. Determining how changes in procedure have impacted agency operations **(2-7083)**; and
    4. Determining how changes in procedure have impacted public safety **(2-7083)**;

5. Establishing and refining goals; and/or
6. Planning for the future.

Approved: James L. Saffle 8/19/16  
James L. Saffle, Director Date

Attachments: Attachment A, "Request for Data"  
Attachment B, "Memorandum of Understanding and Confidentiality Statement"

**OKLAHOMA COUNTY JUVENILE BUREAU  
Request for Data**

Requestor's Name: \_\_\_\_\_

Position/Title/Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Purpose and Intended Use of the Requested Data: \_\_\_\_\_

\_\_\_\_\_

Specific data elements (i.e., time frame to be covered, demographics, case type):

\_\_\_\_\_

Form you are requesting data be provided to you (i.e., spreadsheet, electronic):

\_\_\_\_\_

Requested date for completion: \_\_\_\_\_

How, when, to whom, and for what intended purpose are you requesting authorization for the data you receive to be disseminated (if applicable):

\_\_\_\_\_

All requests made by external entities must be approved prior to completion. All requests for data, both internal and external, must be approved prior to dissemination.

Requestor:  Internal     External    Dissemination:  Yes     No

Approved:

\_\_\_\_\_  
OCJB Director

\_\_\_\_\_  
Date

## OKLAHOMA COUNTY JUVENILE BUREAU

### Memorandum of Understanding and Confidentiality Statement

I understand that I am to adhere to the same level of ethics and conduct that are required of Oklahoma County Juvenile Bureau (OCJB) employees. I agree to hold harmless the OCJB for any and all damages/injuries should I sustain any damages/injuries arising out of any activities in the scope of conducting my research.

I understand that pursuant to Oklahoma State Statute Title 10A O.S. § 2-6-105, I am to protect and hold private the records associated with the OCJB youth. I understand that pursuant to the Health Insurance Portability and Accountability Act (HIPAA), and the "Authorization to Release Confidential Youth Information" form the OCJB youth supervised by the OCJB and his/her parent/legal guardian/custodian, have signed, I am authorized to provide OCJB personnel, serving as officers of the court, both verbal and written information as it pertains to the youth's participation in the research.

I understand that OCJB staff will participate in decisions regarding what questions should be addressed, what data should be gathered, and how that data should be presented to ensure that the research is relevant and consistent with agency goals.

I acknowledge that I have been provided an explanation and copy of the following:

1. OCJB Policy 5.2, "Research"; and
2. OCJB Policy 3.21, "Code of Ethics/Employee Conduct."

My signature below implies my understanding of the aforementioned policies and an agreement to comply with the directives within.

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**PRINTED NAME: RESEARCH REQUESTOR/TITLE/AGENCY** **Date**

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**SIGNED NAME: RESEARCH REQUESTOR/TITLE/AGENCY** **Date**

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**OCJB Director** **Date**