TN Data Portal Training Manual

Watch Training Video

Contents

BASIC INFORMATION: 4
How to Sign on to the Portal 4
How to Sign Off 4
County Code List 5
Messages 6
Navigating the Portal 7
Helpful Tips 8
Name Search 9
Add Case 10
Child Information 11
Case Information 13
Adding Case Information 13
Closing a case 14
Expunging a case 15
Filed Statute Information 16
Adding a Filed Statute 16
Adding a D&N Filed Statute 17
Amending a Filed Statute 18
Disposing of a Filed Statute 19
Diversion/Probation/Placement/Detention Information 20
Diversion 20
Adding a Diversion 20
Closing a Diversion 21
Probation 24
Adding Probation Information 24
Closing a Probation 25
Out-of-home placement 27
Adding a Placement 27
Closing a Placement 29
Assessments 31
Import Cases 32
Output 33
Help 34
View Help Manual 34
Cheat Sheet – Adding a new person/case 34

Cheat Sheet – Adding a second case 34
Cheat Sheet – Updating a case 35
Cheat Sheet – closing a case 35
TCA § 37-1-187. Quality Statewide Data Collection 36

BASIC INFORMATION:

How to Sign on to the Portal

For Central Time Zone: https://tn.gawquest.com/equest/quest
For Eastern Time Zone: https://tne.gawquest.com/equest/quest

This portal is using a scaled down version of the Quest Case Management System.

Jurisdiction: tndata
User ID: (emailed to you)
Password: (emailed to you)

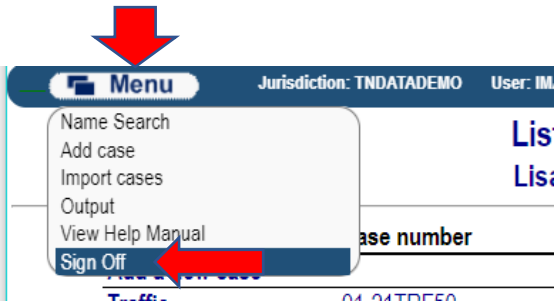
Click the **Submit** button to sign on.

The **Forgot my password** button will not work for you in this environment.

For help with the portal, send an email to TNdataSupport@gawquest.com

How to Sign Off

When you are finished working in the portal, you must log out of the system by clicking the **Menu** button, then clicking **Sign off**. You can then close your browser.

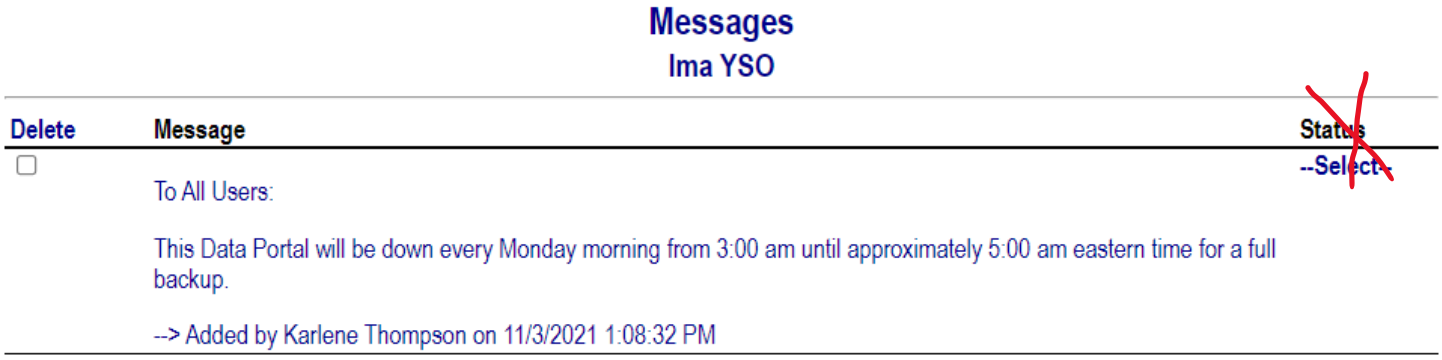


County Code List

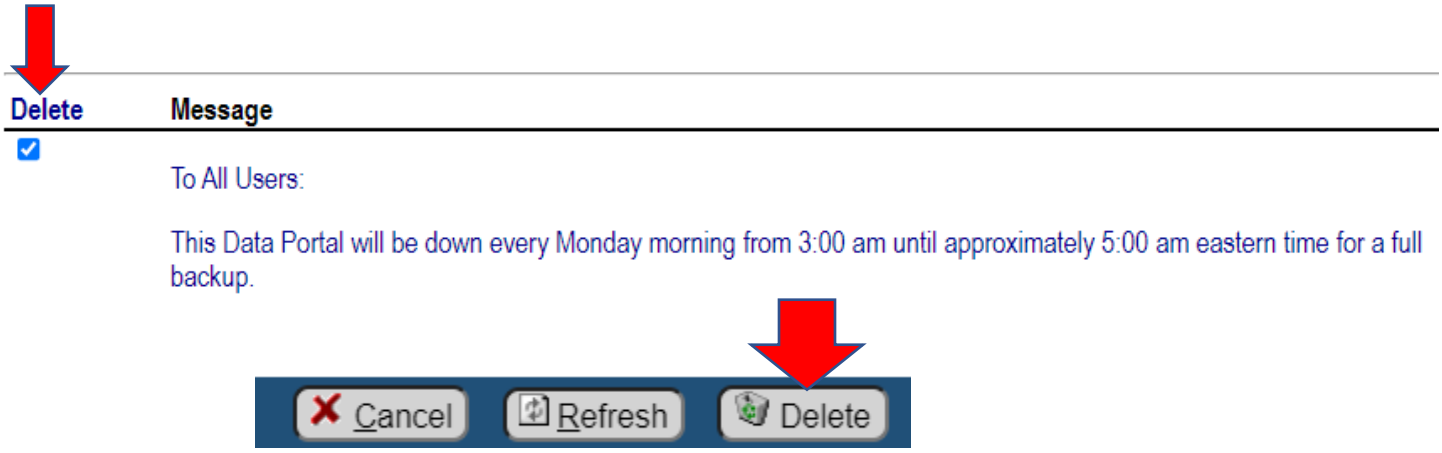
Code	Long Description	Code	Long Description	Code	Long Description
1	Anderson	33	Hamilton	65	Morgan
2	Bedford	34	Hancock	66	Obion
3	Benton	35	Hardeman	67	Overton
4	Bledsoe	36	Hardin	68	Perry
5	Blount	37	Hawkins	69	Pickett
6	Bradley	38	Haywood	70	Polk
7	Campbell	39	Henderson	71	Putnam
8	Cannon	40	Henry	72	Rhea
9	Carroll	41	Hickman	73	Roane
10	Carter	42	Houston	74	Robertson
11	Cheatham	43	Humphreys	75	Rutherford
12	Chester	44	Jackson	76	Scott
13	Claiborne	45	Jefferson	77	Sequatchie
14	Clay	46	Johnson	78	Sevier
15	Cocke	47	Knox	79	Shelby
16	Coffee	48	Lake	80	Smith
17	Crockett	49	Lauderdale	81	Stewart
18	Cumberland	50	Lawrence	82	Sullivan
19	Davidson	51	Lewis	83	Sumner
20	Decatur	52	Lincoln	84	Tipton
21	DeKalb	53	Loudon	85	Trousdale
22	Dickson	54	McMinn	86	Unicoi
23	Dyer	55	McNairy	87	Union
24	Fayette	56	Macon	88	Van Buren
25	Fentress	57	Madison	89	Warren
26	Franklin	58	Marion	90	Washington
27	Gibson	59	Marshall	91	Wayne
28	Giles	60	Maury	92	Weakley
29	Grainger	61	Meigs	93	White
30	Green	62	Monroe	94	Williamson
31	Grundy	63	Montgomery	95	Wilson
32	Hamblen	64	Moore		

Messages

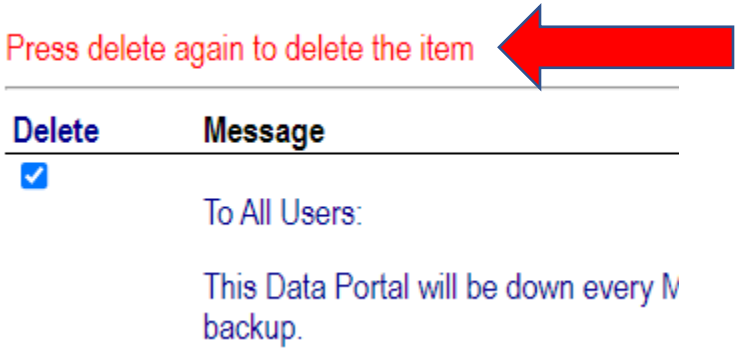
The first screen you come to is the messages screen. This will be used to broadcast important information to all users. The status –select—option does not work in this environment.



Once you have read the message and wish to delete it, click on the select box in front of the message, then click the Delete button at the bottom of the page.



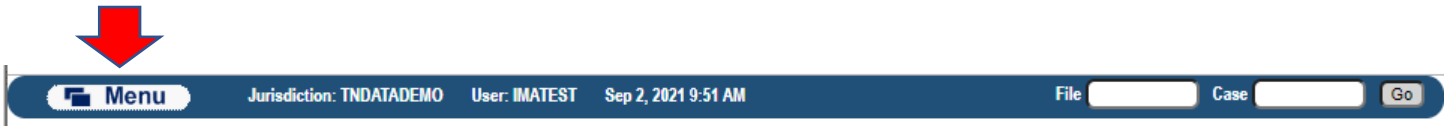
You will receive a message that says to press the delete again to delete the item. As a safety precaution, you must always click the delete button twice to delete something. Click the delete button again to delete the message.



Navigating the Portal

There is an information bar across the top of your screen.

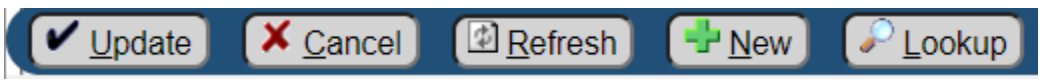
Click the **Menu** button to move to the different areas in the Portal.



If you have a large screen your menu may be listed down the side of your screen rather than across the top. It will adjust to screen size.

New - is a copy button. If you click the new button on any screen, the system will provide a new screen. Very helpful button!

Lookup - takes you to the name search screen.



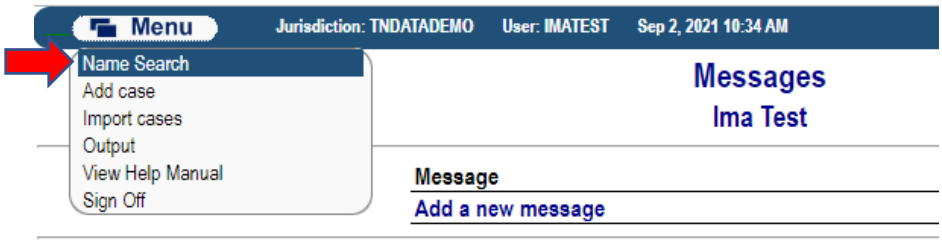
Helpful Tips

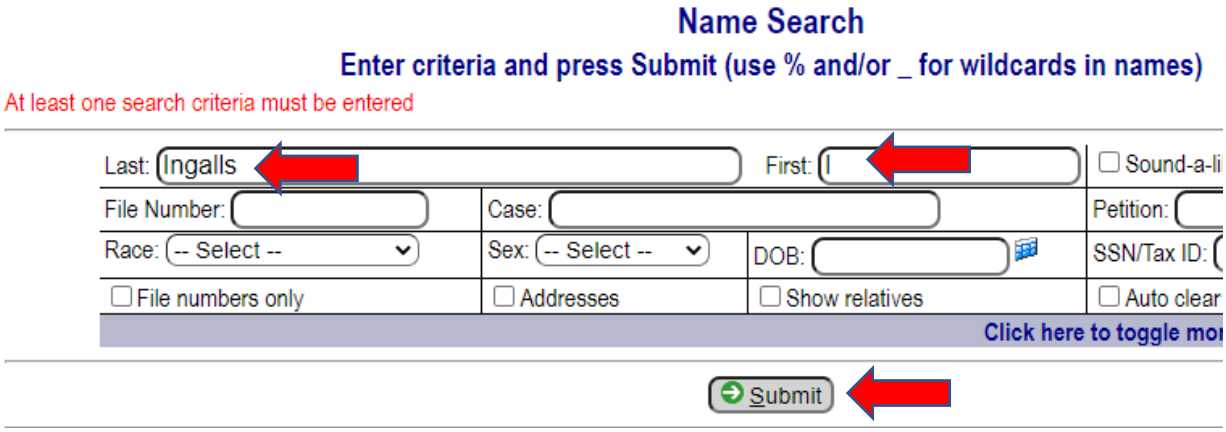
- **Automatic logoff**
  You will be automatically logged off Quest after **60 minutes of inactivity**. Inactivity results from you either not pressing one of the links or not pressing one of the buttons on the Quest page. Just typing at the keyboard does NOT count as activity.
- **Browser's BACK button**
  Do NOT use the BACK button of the browser while using Quest. Instead, use the CANCEL button on the Quest screens. If you use BACK, you will either get a message from your browser telling you the page has expired or you will receive a similar message from Quest if you try to perform a subsequent update.
- **Buttons**
  Alt-x, where x is the first character of the text inside the button, is the same as clicking on the button.
- **Checkboxes**
  You can press TAB to move between checkboxes and press the space bar to select/unselect items.
- **Date and date/time**
  Most required date fields default to the current date (and time as necessary) if left blank. However, if you wish to type a date, there are shortcuts associated with the fields to simplify data entry.
  - **t** Defaults to today (the current date or date/time).
  - **+** Increments the date by 1 day.
  - **-** Decrements the date by 1 day.
  - **s** Pops up the date search (calendar). Alternatively, you may click on the calendar icon next to each date field to pop up the calendar. The navigation keys work within the calendar as well.

  These are actually easier to remember then might first appear. The word **m**ont**h** begins with '**m**' and ends with '**h**', which are the keys you use to navigate by month. The word **y**ea**r** begins with '**y**' and ends with '**r**', which are the keys you use to navigate by year.
- **Printing**
  In general, you may print any page without doing anything special. Use your browser to print You can also right click and select print from the shortcut menu.
- **Finding text on a screen**
  Most browsers will allow you to press **CTRL-F** to search for specific text on any screen.
- **Switch to File_____ Case_____ Go**
  On the menu bar, you have the ability to change the identity and/or case for which you are currently viewing. 'File' refers to the file number of the identity for whom you are interested. 'Case' refers to either the sequential case number for the identity, a cause number or a petition number. You may enter either File, Case or both. Provided you are viewing information dependent upon the identity/case, your screen will change to reflect the new information when you press the 'Go' button.

Name Search

To find people in the Portal you must do a name search. Click the **Menu** button, then click **Name Search**.





Type in the child's last name.

Tab or click in the first name area and the first letter of the first name

(you can type the first letter or the whole name but if you type a partial name you must use a wildcard to search, such as Lau%)

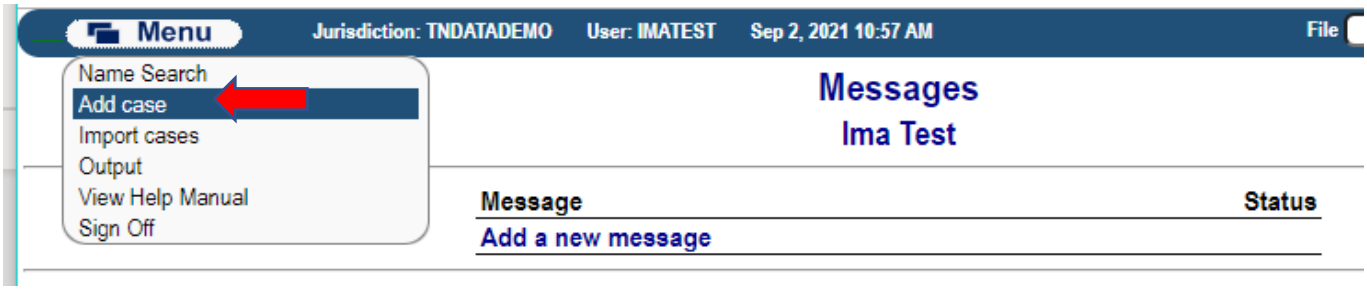
(You can search by any of the options shown in this name search area.)

Click the **Submit** button to see if any names match.

If there are no matching names in the system, you will see a message: No matches found.

Add Case

To add a new person in the system, click **Menu | Add Case**.



If your child is found, you will get a list of matching names. You can then click on the child's name.

Name	File #	Race	Sex	DOB	SSN/Tax ID
Ingalls, Laura	01-1252	White	Female	11/6/2005	111-22-3333

This will take you to a list of cases for that person. You can click on the case you wish to update or click on the Link to **Add a new case.**

List Cases For An Identity

Laura Ingalls (File# 01-1252)

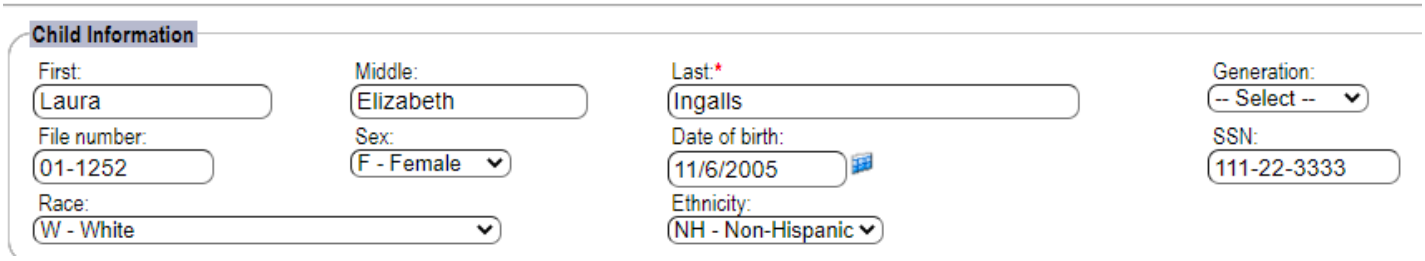
Type	Case number	Status	Case	Role	Start date	End date
Add a new case						
Delinquency	01-2021JD765 Anderson	Case Filed	2	Defendant	8/6/2021	
Delinquency	01-2021JR36 Anderson	Case Filed	3	Defendant	7/23/2021	
Delinquency	01-2021JS52 Anderson	Case Filed	1	Defendant	6/2/2021	

If you are adding the very first case you will need to add the child Information. If you are adding a new case to an existing person, the child Information will already be there.

If you update the child Information in any case, all cases will be updated.

Child Information

Enter as much information about the child as possible. If you don't know certain information now, you can always add it later. This information is required under TCA § 37-1-187.



- **First, Middle, Last**: Enter the full name using proper punctuation. If you don't know the middle name you can leave it empty.
- **Generation**: This is the Jr/Sr. I, II, III etc. sometimes used with male names.
- **File number**: The child's unique child ID number. If the child has an existing file number in your county, you can add it, if not, leave it empty and the system will generate one for you.

  Once you have added the person, the county number will be displayed in front of the file number. Please do not type your county number as part of the file number or it will be listed twice.
- **Sex**: Select the child's **birth** sex or unknown.
- **Date of birth**: Type the date of birth using m/d/yr.
- **SSN**: Child's social security number. This number is required by statute. Try your best to get it, if you can't leave it empty.
- **Race**: Select the appropriate race or unknown.
- **Ethnicity**: Select the appropriate ethnicity or unknown.

If you are adding a new case, there is certain information that is required so do NOT click the **Update** button yet. If you are changing information on a child, you can click the **Update** button to save your changes.

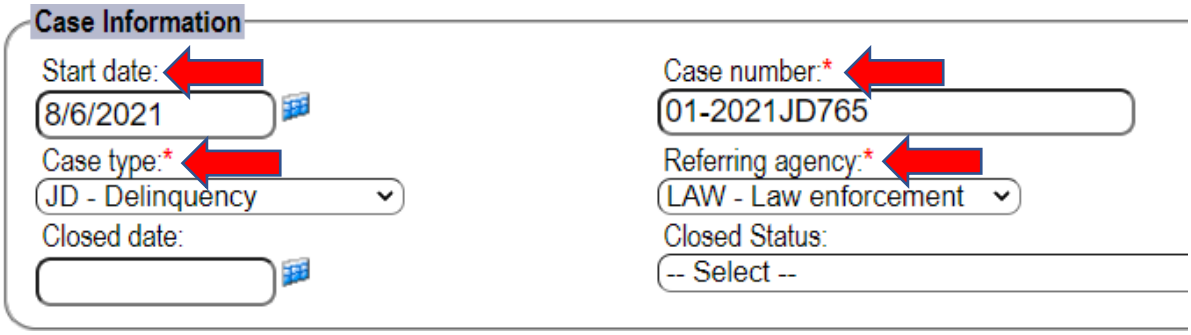
Anything with a red star is required information.

Clicking the **Update** button without required information being added will give you an error message that this information is missing.

Case Information

The case information is about the original petition/citation/complaint you received. Enter the new case information. When the case closes, you will edit the case and add the closed date and closed status.

Adding Case Information



- **Start date**: The date of the file stamp on the original petition/citation or date you received a complaint.
- **Case number**: The unique case or docket number, which shall not be the child's unique child ID number. Each new delinquency petition must have a unique case number.
- **Case type**: Select the appropriate type of case for the original petition/citation/complaint received. If the delinquency petition/citation alleges both delinquency and status/unruly or traffic offenses select the delinquency case type.
- **Referring agency**: Select the agency that is filing the petition/citation/complaint.
- **Closed date**: The date of the order that closes the case.
- **Closed status**: Select the appropriate reason the case is closing. If after the case closes the child files a motion for expunction and it is granted, we must add the case status of Expunged so the case can be removed from the portal.

Do NOT click the **Update** button yet.

CASE TYPE		
JD	Delinquency	When the petition or citation alleges offenses that would be a crime if committed by an adult.
JM	Miscellaneous	When a complaint rather than a petition or citation has been filed.
JS	Status/Unruly	When the petition or citation alleges offenses that are only against the law because of the age of the offender.
TRF	Traffic	"Traffic offense" means an offense under title 55 other than failing to stop when involved in an accident pursuant to § 55-10-101, driving while under the influence of an intoxicant or drug, vehicular homicide or any other traffic offense classified as a felony.
DN	Dependency/ Neglect	When a petition alleges that a child is a dependent and neglected child within the meaning of T.C.A. § 37-1-102

PC 184 only requires the entry of delinquent and unruly cases, but the portal is set up for D&N and traffic if you wish to add them.

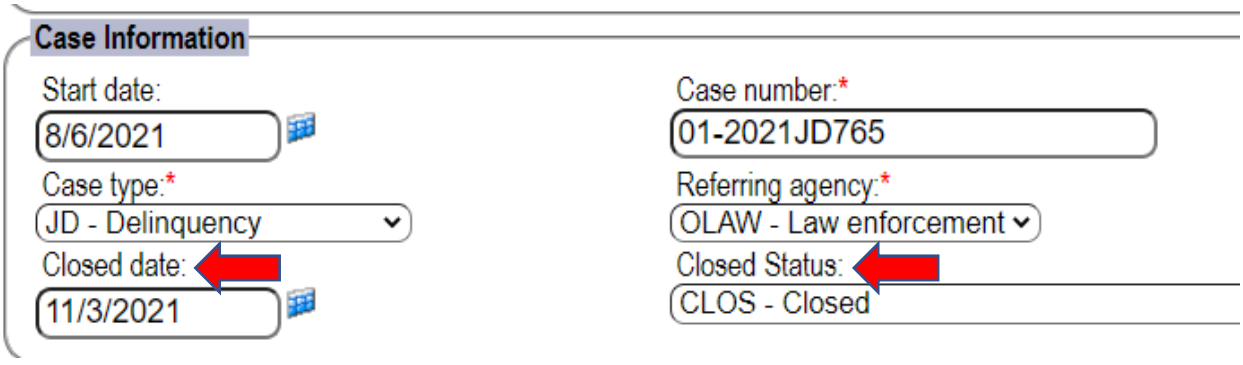
Closing a case

Before you can close the case in the Case Information section:

- All filed states must have a disposition date and disposition
- All Diversion/Probation/Placement/Detention Information requirements must be closed with an end date and end status..

When a case is closed add the Closed date and Closed Status.

A case may remain open in your court for the collection of fees, but for statistical purposes, if the supervision portion of the case is closed, please close the case.



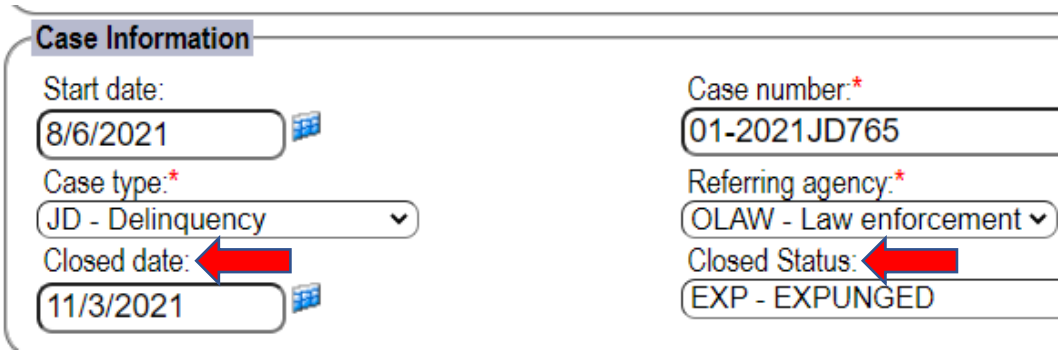
Click the **Update** button to save your changes.

CASE STATUS		
01	Dismissed	The Petition/Citation was dismissed by the State or following a successful completion of a diversion program.
02	Nolle Prosequi	The State declares it will not prosecute the case.
32	Transferred to Adult Court	The juvenile court transfers the child to be tried as an adult in criminal court.
42A	Transferred to Another Juvenile Court	The child is adjudicated and then transferred to another county for disposition.
TOS	Transferred to Another State	The child is adjudicated and then transferred to another state for disposition.
TRAO	Transfer to Circuit, General Sessions, or Chancery	If the petition was filed and then it was discovered there is a custody case in another court.
CLOS	Closed	The child has successfully completed the terms of the disposition and is released from the court's jurisdiction in this case.
EXP	EXPUNGED	After the court has entered an order expunging the delinquent or status/unruly case. **Traffic cases can not be expunged.

Expunging a case

If the court enters and order expunging the case, add the Closed date and the Closed Status.

The Portal Administrator will cause the case to disappear from the system.



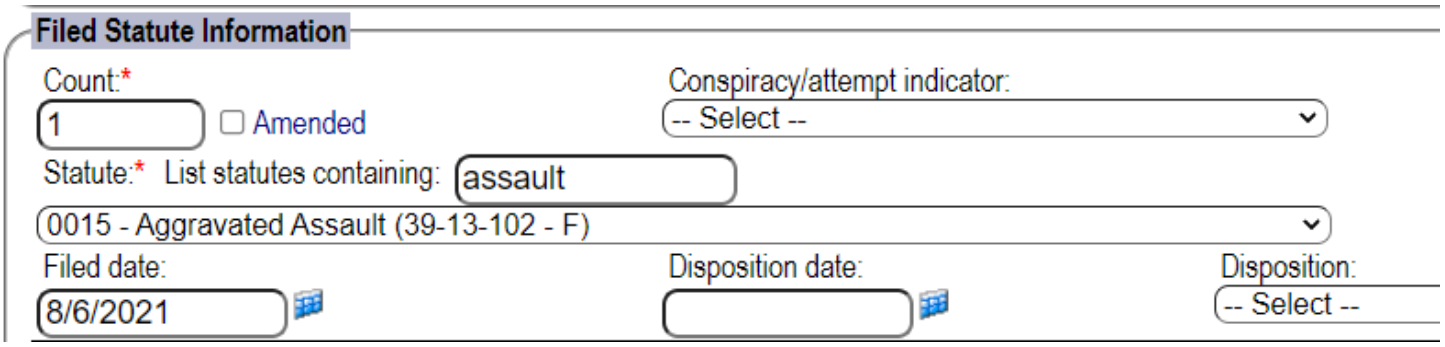
Click the **Update** button to save your changes.

Filed Statute Information

When a new petition/citation/complain is filed, enter the offenses or allegations alleged in the petition/citation/complaint.

Once each offense or allgation is disposed, you will add the disposition date and the appropriate disposition.

Adding a Filed Statute



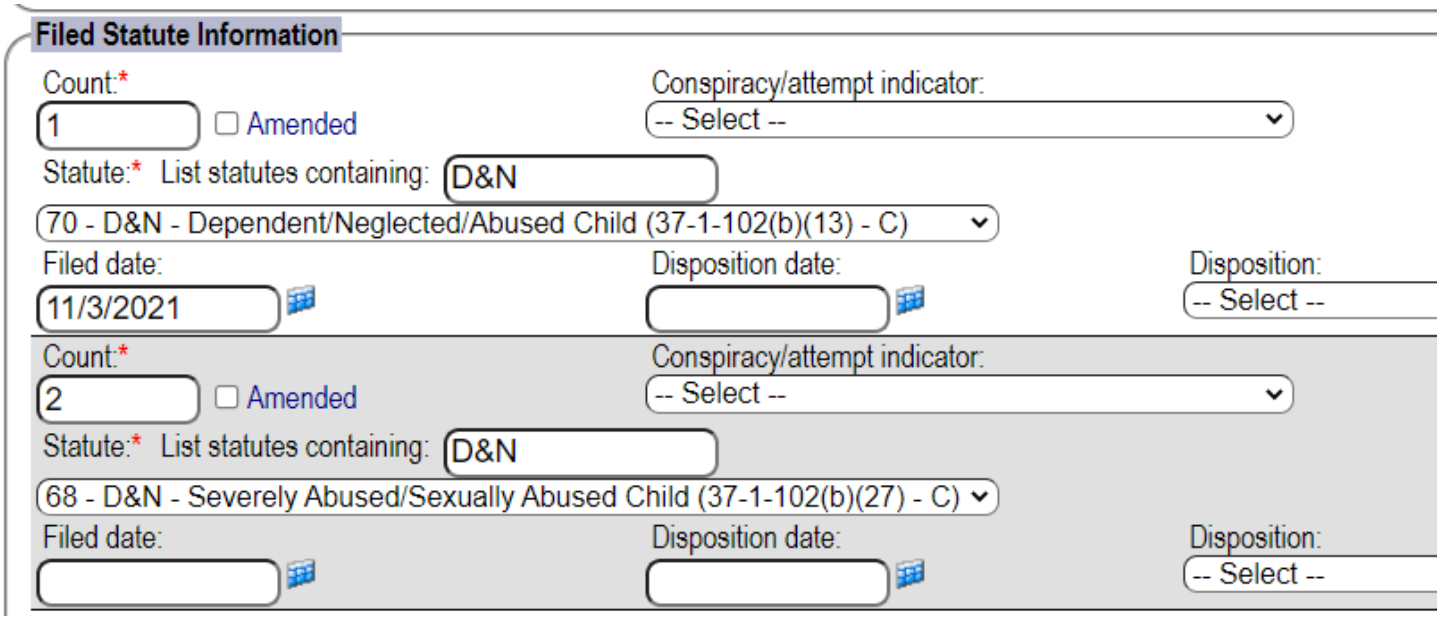
- **Count**: Offenses should start with count 1, then count 2, etc.
- **Amended**: If, after the filing of the petition/citation the offense is amended, you should add the new amended offense. The count will be whichever original offense is being amended. See example for amended allegations.
- **Conspiracy/attempt indicator**: The inchoate offenses where the child is preparing for or seeking to commit another crime. These include Assessory after the fact, Conspiracy to commit, Criminal attempt to commit, Criminal Responsibility, Facilitation to commit, and Soliciation of (Aided, induced and/or caused) . This would be selected in addition to the crime they were preparing for or seeking to commit.
- **Statute**: The List statutes containing: box is a search field. You can type in a partial word, press the **TAB** key on your keyboard to narrow the TCA options to only those that contain that partial word. You can also type the TCA code in this box rather than a partial word. Once you have pressed the TAB key, the line below will show all matching statutes. You can select the appropriate statute.
    - Notice that some statutes have both an F and a M, meaning Felony or Misdemenor. Be sure you are selecting the approriate severity.
    - Some statutes will have a notes section in red to help you select the appropriate class of offense.
    - The D&N statutes all have the word “D&N” in them. You can use those as your partial word to find all D&N statutes.
- **Filed date**: This is the file stamp date on the petition/citation or the received date on a complaint.
- **Disposition date**: The date the Judge or the YSO/PO decides how this offense will be handled.
- **Disposition**: Select how each offense was handled.

Adding a D&N Filed Statute

If you need to add more filed statutes, click the **Update** button and 3 more empty sections appear.

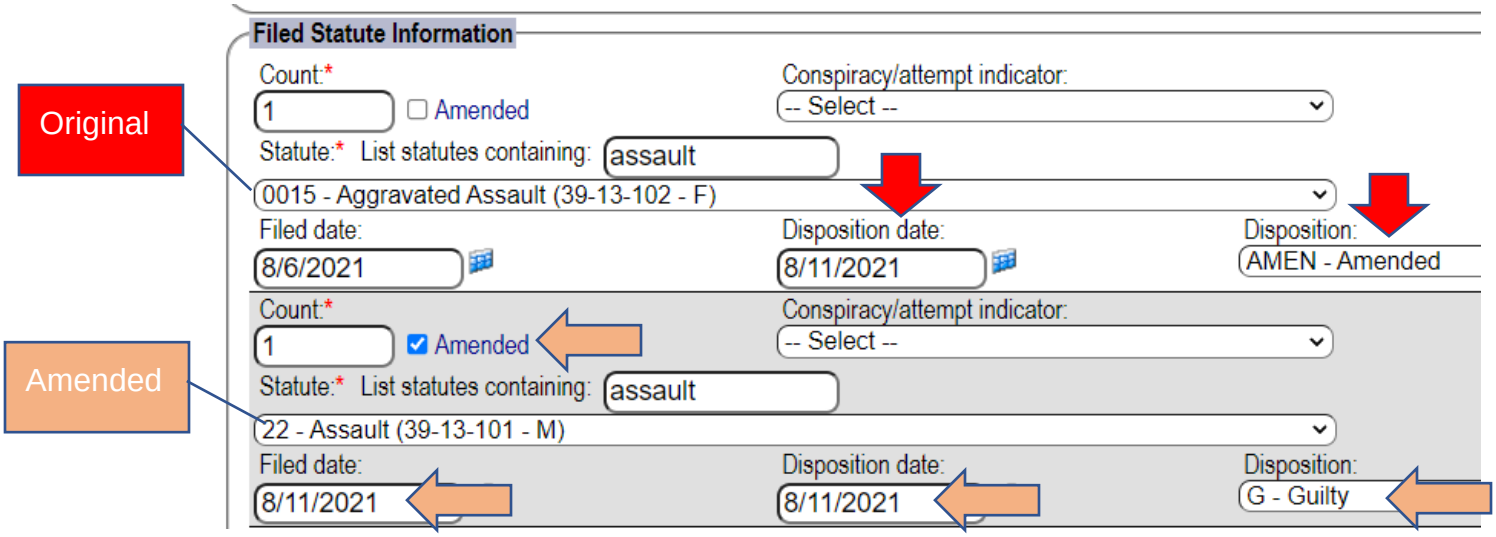
The filed statute information for a D&N case is similar.

If you have severe abuse or sexual abuse allegations, add those but also always add the standard Dependent/Neglect statute.



Amending a Filed Statute

If a count gets amended after the original filing, you will add a disposition of amended to the original offense with the disposition date, and add the new amended offense.

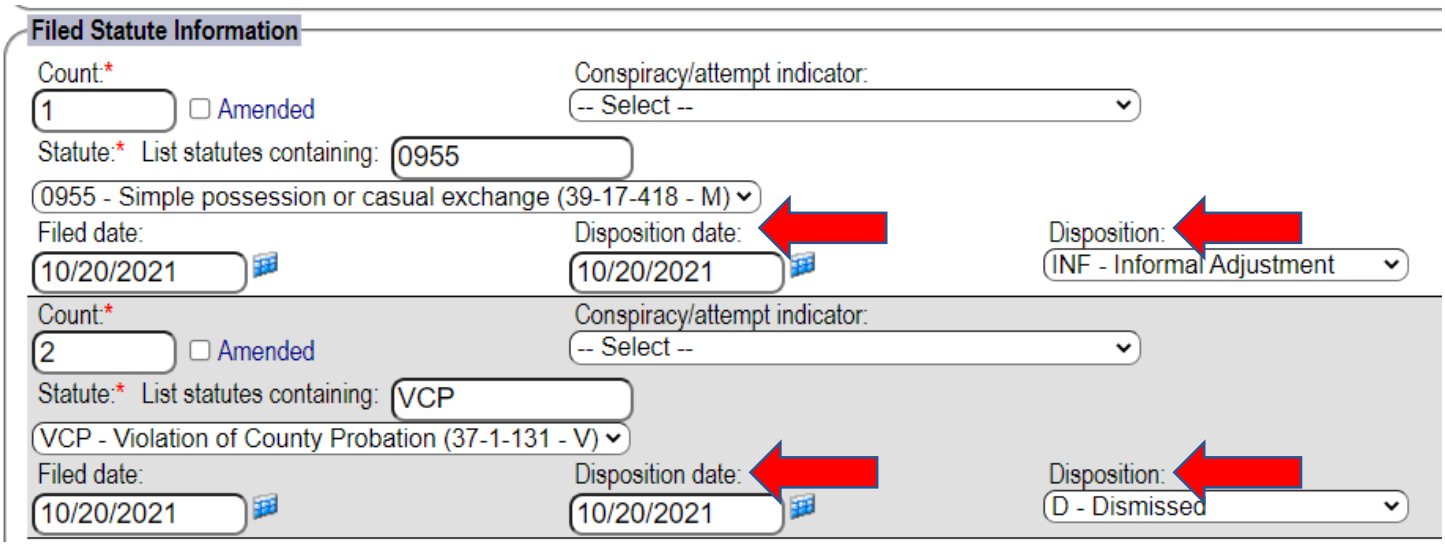


In this example the Aggravated Assault as a Felony is amended to an Assault as a Misdemeanor.

- Add the Disposition Date and Disposition of “Amended” to the original offense.
- Add the new Filed Statute.
    - Add the same count as the original offense. It the offense that is being amended was count 1, you will add the new offense as count 1 and select the Amended box.
    - Search for the amended offense in the List statutes containing box.
    - Add the new filed date which should be the same date as the original disposition date.
    - Enter the disposition date and disposition of the amended offense.

Disposing of a Filed Statute

As the offense(s) or allegations are heard and disposed, you will add the Disposition Date and Disposition to each count.



FILED STATUTE DISPOSITION	
Amended	The original offense is amended to a lesser included offense.
Dismissed	The offense is dismissed.
Granted (D&N)	The allegation is found to be true.
Guilty	The child is found to have committed the offense.
Not Guilty	The child is found to have not committed the offense.
Informal Adjustment	The offense is handled by an informal adjustment.
Pretrial Diversion	When the offense is handled by pretrial diversion.
Judicial Diversion	When the offense is handled by a judicial diversion.
Retired/Nolle	When the offense will not be prosecuted.
Transferred to Adult Court	When a child is transferred to be tried as an Adult under TCA § 37-1-134

Diversion/Probation/Placement/Detention Information

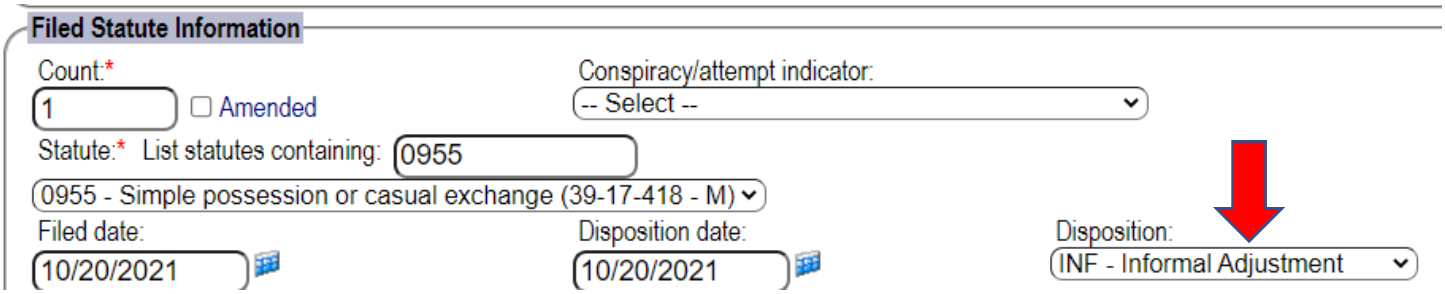
The Diverson, Probation, Placement, and Detention Information are called Requirements. As you add and close requirements, they will rearrange themseves so the most recent is on top.

Diversion

"Diversion" means the resolution of a delinquent case or unruly case through informal adjustment, pretrial diversion, or judicial diversion.

Adding a Diversion

When a child is placed on one of the diversion programs, you will updte the filed statute informtaion and add the diversion information.



- **Requirement type**: Select Diversion
- **Requirement code**: Select the appropriate diversion option.
- **Start date**: The date of the assigned agreement or order placing them on the program.
- **End date**: The date the program ended.
- **End Status**: Select if the program ended successful or if the child failed to complete successfully.

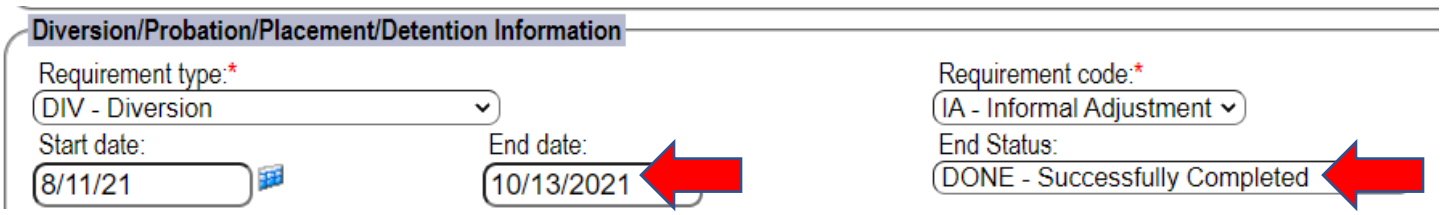
DIVERSION		
DIV/IA	Informal Adjustment	Parties must agree. Term is up to 3 months. Judge may extend an additional 3 months.
DIV/PTD	Pretrial Diversion	Parties must agree. Judge must approve. Term is up to 6 months. Judge may extend an additional 6 months.
DIV/JD	Judicial Diversion	Child pleads guilty or no contest. Judge orders program. Term is up to 6 months. Judge may extend an additional 6 months.

Closing a Diversion

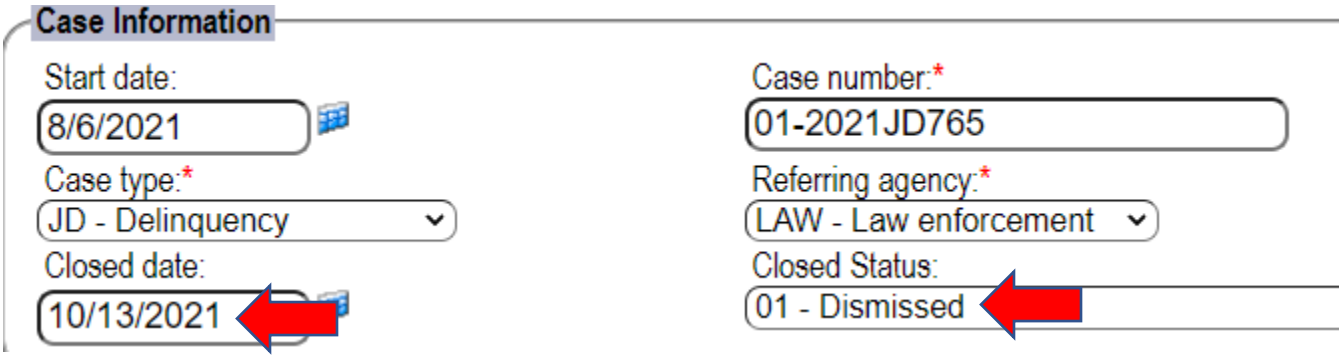
When the child completes the diversion, you will update the Case Information and Diversion information to show the end date and the end status

Successful Diversion Closure

If the child successfully completes the diversion, the Diversion Information will reflect an End date and End Status of Successfully Completed.



The Case Information is updated to show the case is dismissed.

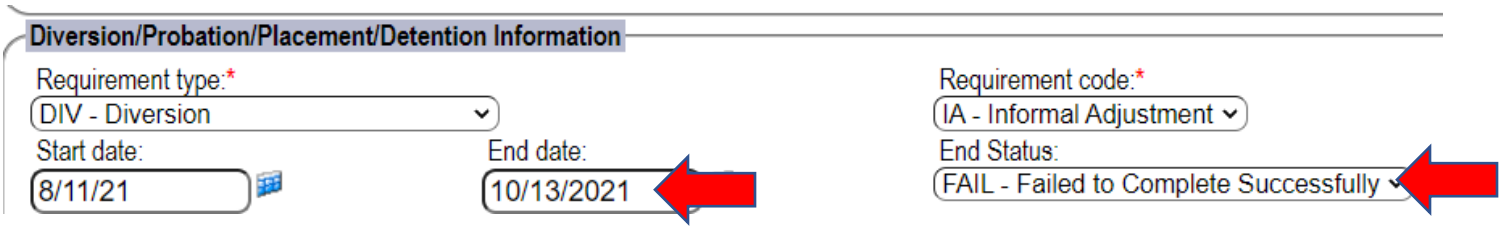


The Filed Statute Disposition is **NOT** changed to dismissed.

Click the **Update** button to save your changes.

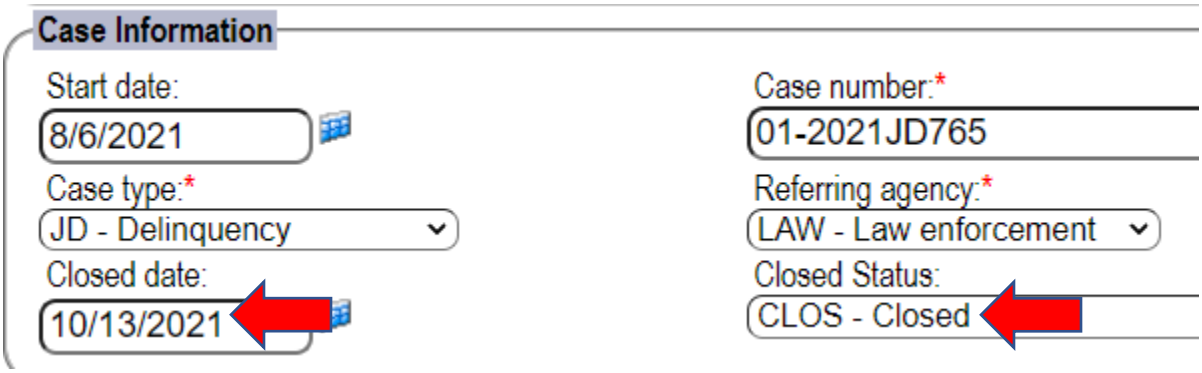
Unsuccessful Diversion Closure

If the child fails to successfully complete the diversion, the End Status will be changed to Failed to Complete Successfully.



The original petition/citation may be scheduled for hearing and the child could be adjudicated on the original offense(s), or the case may just be closed.

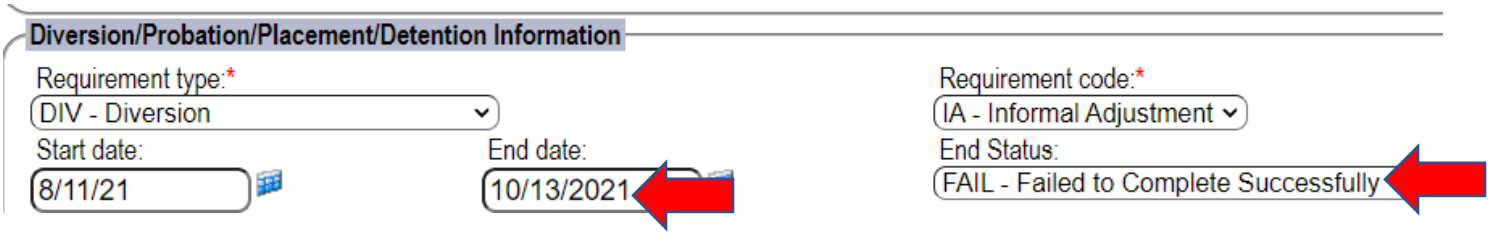
If the case is closed, modify the Case Information section to add the cosed date and closed status.



Click the **Update** button to save your changes.

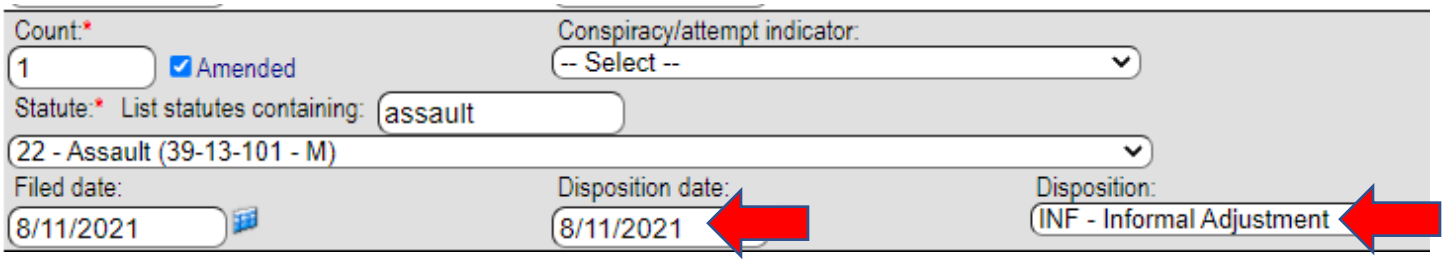
Adjudication following Diversion Closure

If the child is adjudicated on the original offense(s), you will close the Diversion Information as Failed to successfully complete.

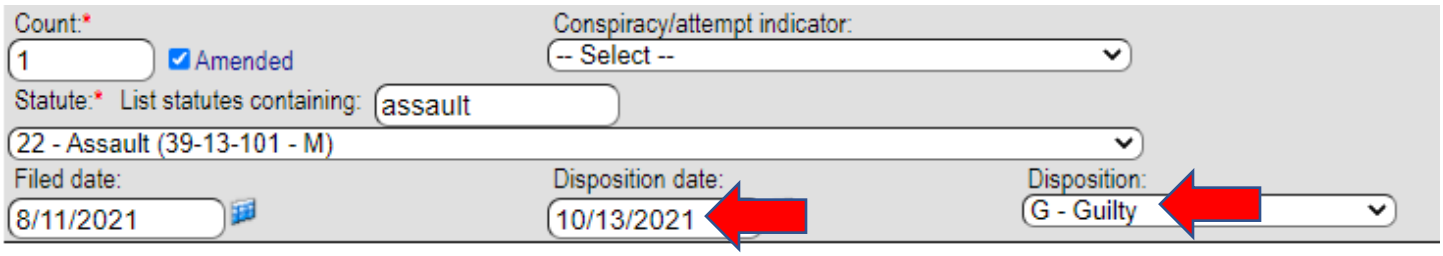


You will change the Filed Statute Information from the type of Diversion to reflect a Guilty disposition

FROM THIS:



TO THIS:



You will NOT change the Case Information unless the case is closed.

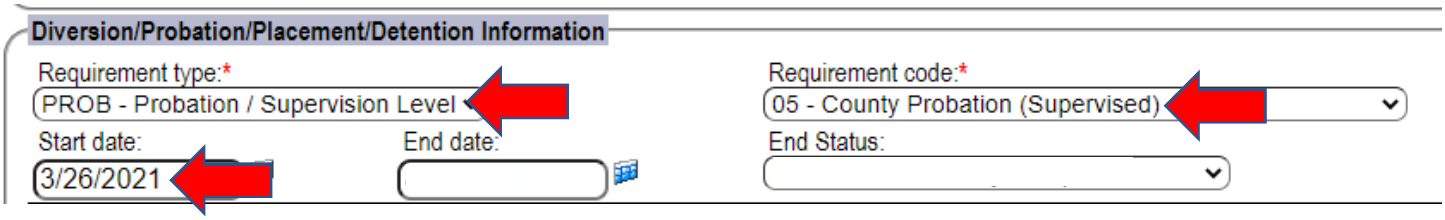
Click the **Update** button to save your changes.

Probation

"Probation" means a court-ordered disposition in a delinquent case or unruly case in which a child is retained in the community, rather than removed to an out-of-home placement. Probation may be unsupervised or supervised by the court, the department of children's services, any person or agency designated by the court, or the court of another state, under conditions and limitations prescribed by the court in consultation with the supervising authority.

Adding Probation Information

If the child is placed on any type of probation, you will add the probation information.



- **Requirement type**: Select Probation
- **Requirement code**: Select what type of probation/supervision the child is on.
- **Start date**: The date of the order placing them on probation.
- **End date**: The date the probation ended.
- **End Status**: Select if probation was successful or if the child failed to complete successfully.

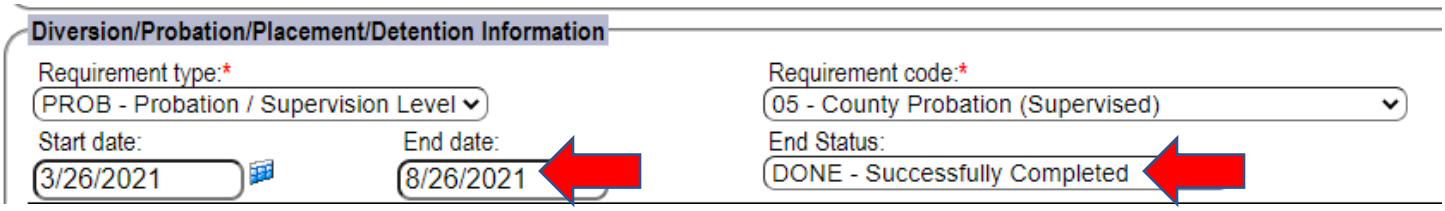
Click the **Update** button to save your changes.

Closing a Probation

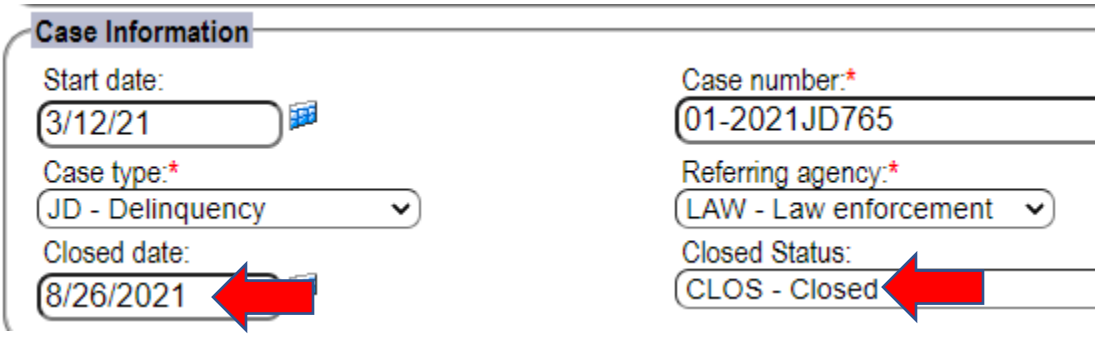
When the child is released from probation or probation ends for some other reason, you will update the probation information to show the end date and the end status

Successful Probation Closure

If the child successfully completes probation, the Probation Information will reflect an End Date and End Status of Successfully Completed.



The Case Information is updated to show the case is closed. Add the **closed date** and **closed status**.

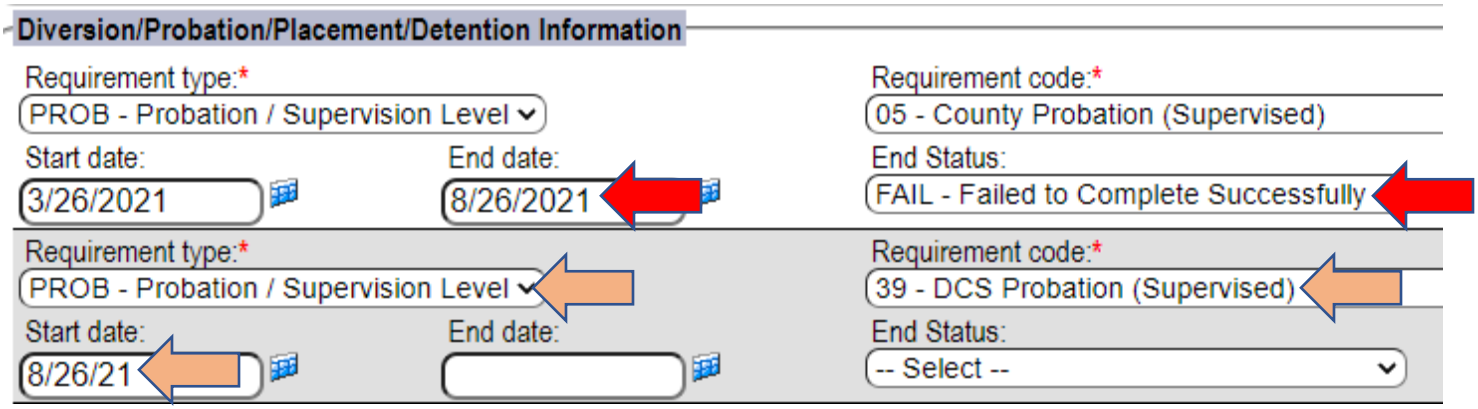


Click the **Update** button to save your changes.

Unsuccessful Probation Closure

If the child fails to successfully complete the probation, the End Date is added, and the End Status will be changed to Failed to Complete Successfully.

If the child is placed on a different type of probation or placement, you would add that Information in the next requirement section.



Click the **Update** button to save your changes.

Out-of-home placement

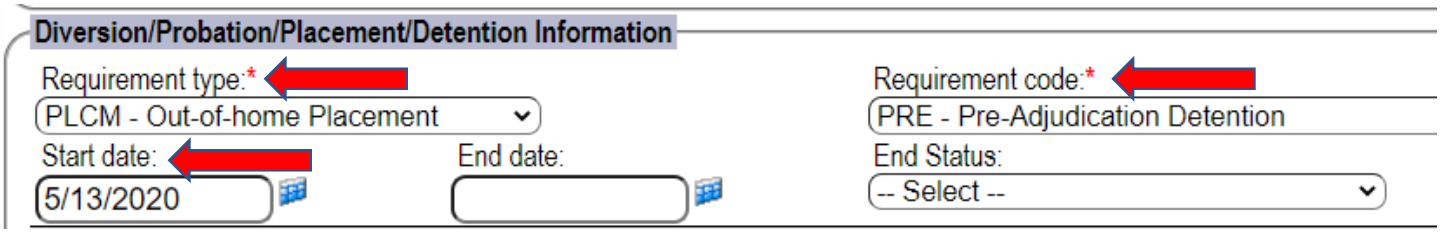
"Out-of-home placement" means a court-ordered removal of a child from the child's residence while awaiting a court hearing or as part of an order of disposition in a delinquent case or unruly case, including, but not limited to, transfer of temporary legal custody or grant of permanent guardianship that results in a change of residence, commitment to the department of children's services, or placement in an institution, home, or other facility operated under the direction of the court or other local public authority;

A Detention requirement should be added when a court order orders the child detained. If the child was detained without court order pending a detention hearing and at that hearing the child is released, do not add a detention requirement. If however, at that detention hearing the child is ordered detained, you must add a detention requirement.

The start date will be the date the child went into detention, not the date of the court order detaining.

Adding a Placement

Add the Requirement type, requirement code, and start date.



- **Requirement type**: Select Out-of-home Placement
- **Requirement code**: Select the appropriate placement.
- **Start date**: The date the child started the placement.
- **End date**: The date the placement ended.
- **End Status**: Select either released from placement or placement modified.
    - If a child moves from one placement type into another select modified.
    - If a child returns home following an out-of-home placement select released.

When you click the **Update** button to save your changes, the newest will always appear on top.

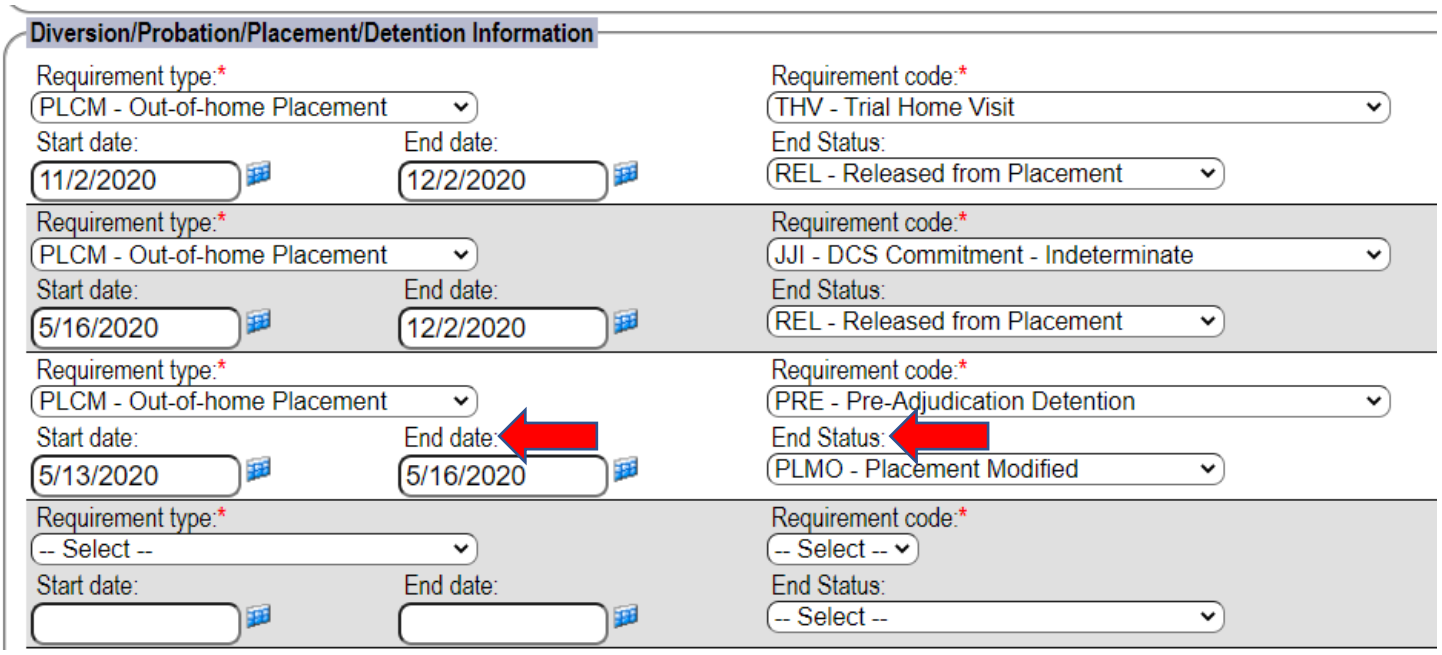
If you need more sections, click the **Update** button and 3 more empty sections will appear.

OUT-OF-HOME PLACEMENT	
DCS D&N Custody	In a delinquent/unruly or D&N case, when a child is placed in DCS custody due to allegations of abuse and neglect.
DCS Commitment - Determinate	When a delinquent dispositional order places the child in DCS custody for a fixed amount of time (pursuant to TCA § 37-1-137 (a)(1)(B))
DCS Commitment - Indeterminate	When a delinquent/unruly dispositional order places the child in DCS custody for an unspecified amount of time.
Extension of Foster Care	In a delinquent/unruly or D&N case, when a child reaches 18 and the court orders the child released from DCS custody, but the child remains in the foster care system.
Trial Home Visit	In a delinquent/unruly or D&N case, when a child remains in DCS custody but resides at home for a period of time.
Transfer custody to an individual (not DCS)	In a delinquent/unruly or D&N case, when a court order transfers custody from one person to a different person.
Treatment facility (not DCS)	In a delinquent/unruly or D&N case, when a court order places a child in a treatment facility
Pre-Adjudication Detention	In a delinquent/unruly case, when a child is detained by court order pending an adjudicatory hearing on the original petition or a violation petition.
Post-Adjudication Detention	In a delinquent case, when a child is detained by court order following an adjudicatory hearing on the original petition or a violation petition.

Closing a Placement

Add the End date and End Status.

Add a new placement if applicable.



When a child is in DCS custody and begins a Trial Home Visit, the DCS Custody requirement remains open as the child remains in DCS custody pending the outcome of the trial home visit.

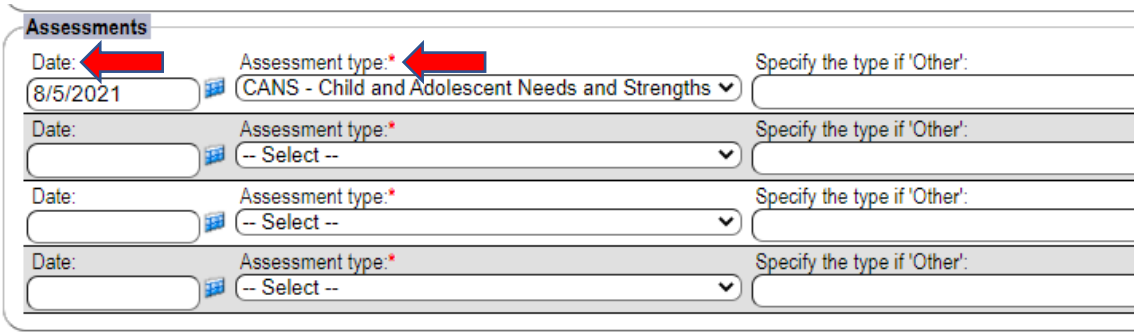
Click the **Update** button to save your changes

OUT-OF-HOME PLACEMENT - END STATUS	
DCS D&N Custody	Released from Placement Placement Modified
DCS Commitment - Determinate	Released from Placement Placement Modified
DCS Commitment - Indeterminate	Released from Placement Placement Modified
Extension of Foster Care	Released from Placement Placement Modified
Trial Home Visit	Successfully Completed Failed to Successfully Comlete
Transfer custody to an individual (not DCS)	Released from Placement Placement Modified
Treatment facility (not DCS)	Released from Placement Placement Modified
Pre-Adjudication Detention	Released from Placement Placement Modified
Post-Adjudication Detention	Released from Placement Placement Modified

Assessments

TCA § 37-1-187(2)(C) for cases in which the child was adjudicated delinquent, the date the child's validated risk and needs assessment was completed pursuant to TCA § 37-1-164;

If a child was adjudicated delinquent you must add the date and type of the assessment, regardless of who is completing the assessment.

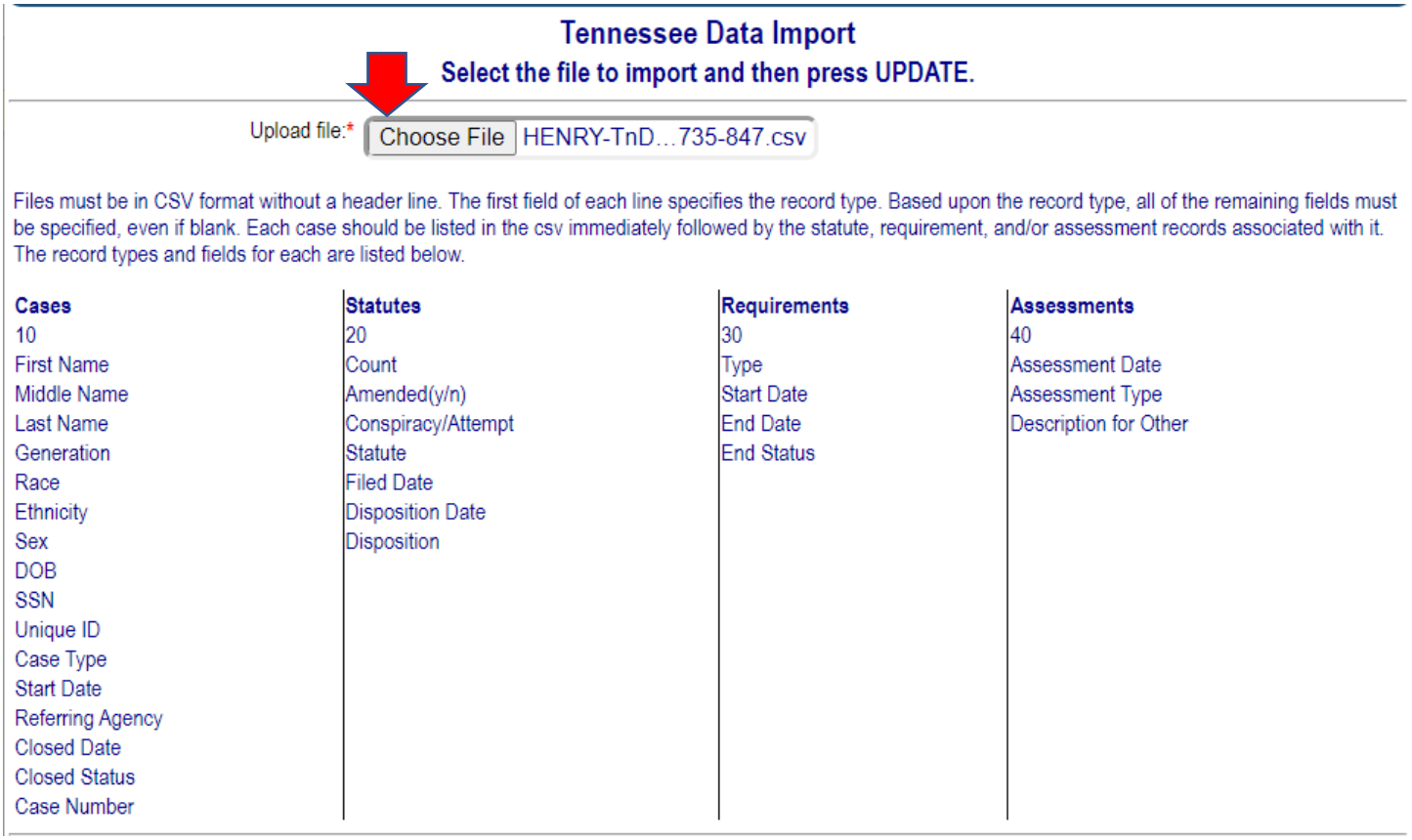


- **Date**: The date the assessment was completed.
- **Assessment type**: Select the type of assessment completed.
- **Specify the type if Other**: Type in the name of the assessment being completed.

Click the **Update** button to save your changes.

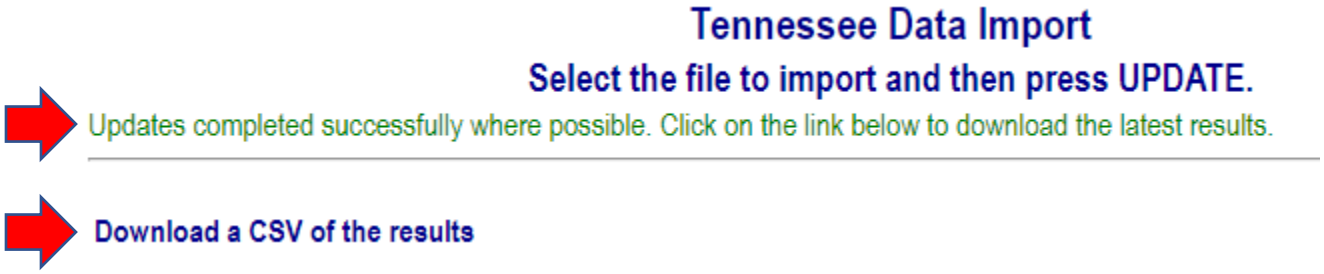
Import Cases

To import data from a spreadsheet rather than manually entering, select the file that contains that data by clicking the Choose File button.



Click the **Update** button to save your changes and import the file.

When the import is finished, you will receive a message and a link to download the results.



Output

Your results are stored in the Spooled Output area for 90 days before being deleted.

Delete	Description	Date	File type
☐	Tn Data Import results	11/5/2021 6:28:24 AM	text/csv

The **Tn Data Import results** is a Warnings and Errors encountered spreadsheet. Look through the spreadsheet for the errors and warnings, fix the problem, and import the cases again.

The *** UPDATE SUCCESSFUL - WARNING: message is simply warning you that information is missing. You can only add what you have so update this information if possible.

The *** UPDATE FAILED - error message must be corrected.

Help

For help with the portal, send an email to TNdataSupport@gawquest.com

View Help Manual

This is the on-line help manual. This manual may be printed, but it may be udpated from time to time. The latest version will always be found here.

Cheat Sheet – Adding a new person/case

Click on the **Menu** button, then on the **Name Search** option to find your person.

If not found, click on the **Menu** button, then on the **Add case** option.

Add the required information.

- Child Information
- Case Information
- Filed Statute Information

Click the **Update** button to save your changes

Cheat Sheet – Adding a second case

Click on the **Menu** button, then on the **Name Search** option to find your person.

Click on their name (make sure the county on the file number matches your county)

On the List Cases for An Indentity screen, click the **Add a new case** link.

Add the required information.

- Child Information (should already be here, verify information is accurate and complete)
- Case Information
- Filed Statute Information

Click the **Update** button to save your changes

Cheat Sheet – Updating a case

Click on the **Menu** button, then on the **Name Search** option to find your person.

Click on their name (make sure the county on the file number matches your county)

Click on the Case you want to update.

Add the updated information.

- Update Child Information
- Update Filed Statute Information – Dispositions
- Add or Update Diversion/Probation/Placement/Detention Information
- Add Assessment Information

Click the **Update** button to save your changes

Cheat Sheet – closing a case

Menu | Name Search to find your person.

Click on their name (make sure the county on the file number matches your county)

Click on the Case you want to close

- Make sure filed statutes all have a disposition
- Close all Diversion/Probation/Placement/Detention Information
- Update Case Information to add closed date and closed status.

Click the **Update** button to save your changes

TCA § 37-1-187. Quality Statewide Data Collection

(a) As used in this section:

(1) "Delinquent case" means a court proceeding concerning an alleged delinquent act or delinquent acts resulting in a charge or charges against a child arising out of a single episode;

(2) "Diversion" means the resolution of a delinquent case or unruly case through informal adjustment, pretrial diversion, or judicial diversion;

(3) "Episode" means a delinquent act or group of delinquent acts occurring as part of a continuous sequence, which may involve multiple victims;

(4) "Original offense" means a prior delinquent case or unruly case resulting in:

(A) Informal adjustment;

(B) Pretrial diversion;

(C) Judicial diversion; or

(D) Adjudication that the child was delinquent or unruly;

(5) "Out-of-home placement" means a court-ordered removal of a child from the child's residence while awaiting a court hearing or as part of an order of disposition in a delinquent case or unruly case, including, but not limited to, transfer of temporary legal custody or grant of permanent guardianship that results in a change of residence, commitment to the department of children's services, or placement in an institution, home, or other facility operated under the direction of the court or other local public authority;

(6) "Probation" means a court-ordered disposition in a delinquent case or unruly case in which a child is retained in the community, rather than removed to an out-of-home placement. Probation may be unsupervised or supervised by the court, the department of children's services, any person or agency designated by the court, or the court of another state, under conditions and limitations prescribed by the court in consultation with the supervising authority;

(7) "Re-offense" means a subsequent case in which a child is adjudicated delinquent or found unruly based upon conduct occurring within twelve (12) months of the ending date of the diversion, probation, or out-of-home placement resulting from the original offense; and

(8) "Unruly case" means a proceeding concerning an act or set of acts that result in a child being alleged to be an unruly child.

(b) A probation violation is included as part of the delinquent case or unruly case that resulted in the court order placing the child on probation; provided, that if the probation placement resulted from more than one (1) case, the violation must be included only as part of the case containing the most serious offense. A failure to appear is included as part of the delinquent case or unruly case that resulted in the court order requiring the child's appearance; provided, that if the order requiring the child's appearance resulted from more than one (1) case, the violation must be included only as part of the case containing the most serious offense.

(c) Juvenile courts shall assign each child alleged to be delinquent or unruly a unique child identification (ID) number, which the court shall use with respect to each proceeding involving that child.

(d) Each juvenile court, through the juvenile court clerk or juvenile court staff, shall, each month, in a format prescribed by the administrative office of the courts, report to the administrative office of the courts the following information:

(1) Each new delinquent case or unruly case in which a child is charged, including:

(A) The date the case was filed or opened;

(B) The statutory offense or offenses charged;

(C) The child's unique child ID number;

(D) The unique case or docket number, which shall not be the child's unique child ID number; and

(E) The child's name, date of birth, race, sex, ethnicity, and social security number; and

(2) For each case reported pursuant to subdivision (d)(1), the following information, as applicable, along with the unique case or docket number:

(A) For cases that result in diversion, the date the child was placed on diversion, the type of diversion, the ending date for the diversion, and whether the diversion was successfully completed;

(B) The date the child was adjudicated delinquent or found unruly, and on which offenses, or the date the case was dismissed;

(C) For cases in which the child was adjudicated delinquent, the date the child's validated risk and needs assessment was completed pursuant to § 37-1-164;

(D) The date the case was closed, transferred to another juvenile court, transferred to the criminal court of competent jurisdiction, dismissed, or otherwise disposed of;

(E) For cases that result in probation, the date the child was placed on probation, the type of probation, the ending date of the probation, and whether the probation was successfully completed;

(F) For cases that result in a court-ordered out-of-home placement, the date of the out-of-home placement, the type of out-of home placement, and the ending date of the out-of-home placement;

(G) Any post-adjudication detention ordered pursuant to § 37-1-131 (a)(3), including the length of detention ordered; and

(H) For cases that result in a petition alleging a probation violation, the date the violation petition was filed, whether the violation petition resulted in diversion or adjudication, the date of the diversion or adjudication, the type of diversion or, if there was an adjudication, whether the violation was sustained or dismissed.