

EXCEL TOOLS

Appendix 5

This appendix contains two Excel tools:

- Excel tool 1 for places of detention
- Excel tool 2 for competent authorities

As discussed in Chapter 4 (Methodology), from the child protection point of view, the implementation of information systems within bodies or institutions such as places of detention or competent authorities contributes significantly to decreasing the risk that children in conflict with the law will be exposed to abuse, violence or exploitation, and to ensuring that each child is treated in a way that is in his or her best interests. This is because information systems enable more efficient administration of bodies or institutions making up the juvenile justice or adult criminal justice system, assist in planning of resources, and help ensure that individual children are not 'lost' within the system.

This appendix contains two pre-programmed Excel spreadsheets that offer a starting point for the development of an information system in juvenile justice. The spreadsheets may be used in their current form or modified to suit the requirements of a particular country context. Modification of the spreadsheets will require the assistance of personnel skilled in information technology. The spreadsheets require a PC computer installed with Windows and Microsoft Excel.

Each spreadsheet offers a management tool for recording, updating and retaining details of each child in contact with the authority or institution operating the tool. In addition, the spreadsheets use the data entered to calculate indicator values for that authority or institution.

Excel tool 1 for places of detention

Excel tool 1 is designed for use by an individual place of detention, such as a juvenile detention centre. It requires that the details of each child entering the place of detention are entered into the spreadsheet immediately upon entry to the facility. Each child is allocated one line in the spreadsheet. Twelve columns of information are requested:

Column	Information requested
A	Identification number
B	Date of Birth
D	Date of arrest
E	Date of entry to the place of detention
F	The situation of the child prior to entry
G	Charge
H	Current status (detained pre or post sentence, released, transferred or child death)
I	Date of sentence
J	Length of sentence (in months)
K	Whether the child is wholly separated from adults
L	The date of the last visit made by the child's parents or family
M	The date of exit from the place of detention
N	Whether the child received aftercare upon leaving the place of detention

Information should not be entered in any cell shaded grey or blue.

Each child's record line should be updated upon any change in his or her situation. Once a child has been released, his or her record line should be retained for at least 48 months.

Using this information, the spreadsheet calculates:

Column	Information calculated
C	The child's age
O	The length of time that the child has spent in pre-sentence detention (including time spent in previous places of detention)
P	The length of time that the child has been detained after sentencing
W	The child's expected release date

In addition, the spreadsheet continuously calculates values for Indicators 2, 3, 4, 5, 6, 7, 8 and 11, based upon the information entered. It should be noted that Indicators 2, 3, 7 and 8 are calculated from 'snapshot' information (based on those children in detention at any one particular time), whereas Indicators 4, 5, 6 and 11 are reliant upon information concerning children who have since left detention. Hence the importance of retaining record lines for children who have been released or transferred from the place of detention.

Excel tool 2 for competent authorities

Excel tool 2 is designed for use by a competent authority, such as a magistrate's or district court. It requires that the details of each child dealt with by the competent authority are entered into the spreadsheet immediately upon the assumption of jurisdiction by the competent authority. Each child is allocated one line in the spreadsheet. Twelve columns of information are requested:

Column	Information requested
A	Identification number
B	Date of Birth
D	Date of arrest
E	Charge
F	Pre-sentence detention information
G	Date of entry to pre-sentence detention (if relevant)
H	Current status (awaiting sentencing, diverted, acquitted, sentenced (measures ongoing), sentenced (measures finished))
I - S	Hearing dates
T	Date of disposition
U	Sentence (restorative justice solution, fine, community service order, probation, custodial sentence)
V	Length of sentence
X	Date of completion of measures

Information should not be entered into any cell shaded grey or blue.

Each child's record line should be updated upon any change in his or her situation. Once a child has been dealt with by the competent authority, his or her record line should be retained for at least 48 months.

Using this information, the spreadsheet calculates:

Column	Information calculated
C	The child's age
X	The expected date of completion of measures
Y	The length of time that the child has spent in pre-sentence detention
W	The length of time that the child has spent in detention after sentencing

In addition, the spreadsheet continuously calculates values for Indicators 2, 3, 4, 5, 9 and 10, based upon the information entered. As with the spreadsheet for places of detention, it should be noted that Indicators 2 and 3 are calculated from 'snapshot' information (based on those children in detention at any one particular time), whereas Indicators 4, 5, 9 and 10 are reliant upon information concerning children who have been dealt with by the competent authority.

Technical notes

Both spreadsheets supplied with this manual contain forty pre-programmed rows for the entry of data. The addition and preparation of new pre-programmed rows for the entry of information will require the assistance of a person skilled in information technology. This is because the cells contain formulae that must be copied and pasted from existing lines. New lines should be added by copying the last existing line and pasting onto as many new lines as are required. When new lines are added to the spreadsheets, all option boxes require linking with the cell in which they sit (via (right-click on the option box), 'Format control...', 'Control').

The text for all option boxes is contained in Sheet 2 of each Excel workbook. This text can be changed according to the requirements of the local context.

Once entered, rows may be highlighted and sorted according to any chosen column (via 'Data', 'Sort'). This enables simple management and viewing of the sheet. The Excel spreadsheet for places of detention, for instance, may be sorted according to Column H in order to quickly view all children detained pre-sentence or after sentencing.

The spreadsheets are provided in the CD-ROM version of this Manual as well as on the websites of UNICEF, UNODC and the Inter-Agency Panel on Juvenile Justice. They can also be requested from UNICEF or UNODC in electronic format.