



Office of Juvenile Justice and Delinquency Prevention National Institute of Justice

Census of Juveniles in Residential Placement (CJRP)

Web Respondent Tool User Guide

September 2024

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Dates for 2025 CJRP

***Reference Date:** March 26, 2025

Survey Due: April 30, 2025

*Please use this date when completing your submission.

This guide was developed to explain the data entry process and provide information on the 2025 Census of Juveniles in Residential Placement (CJRP).

The guide consists of a series of screen shots with explanatory text to highlight features of the CJRP Web Collection Tool.

**Access the CJRP Website at:
<https://respond.census.gov/cjrp>**

Website Security

Data are Encrypted at all Times

Our secure servers use Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) to ensure the encrypted transmission of data between your browser and the U.S. Census Bureau. This means that instead of sending readable text over the Internet, both your browser and our servers encode (scramble) all text using a security key. That way, personal data sent to your browser and data you send back are extremely difficult to decode in the unlikely event of interception by an unauthorized party. As a result of this, your browser must be capable of using the required encryption protocol and strength in order to connect to our servers. If you cannot connect to our secure servers, please upgrade to a newer browser.

Third Party Identity Proofing

Our secure servers use a digital certificate (digital ID) issued by a trusted, third party Certificate Authority (CA) as proof of identity. The only way to be sure of a web site's authenticity is to view their digital ID. In this way, you can be assured that you are not being "spoofed" or tricked by an imposter. The digital ID will contain information such as the name of the organization that owns the web site, the site's registered internet name/address, and the name of the Certification Authority under which the digital ID was issued. The method for viewing a web site's Digital Certificate/ID varies depending on the web browser. Please see your browser's "Help" information for instructions on how to verify a web site's identity.

CJRP Website



Census of Juveniles in Residential Placement (CJRP)

Welcome to the 2025 Census of Juveniles in Residential Placement.

Your participation in this census makes it possible to provide comprehensive and reliable statistical data on the residential placement of juvenile offenders facilitate the needs of juvenile justice agencies and social service organizations that address the many problems faced by today's youth; and gather the most complete and accurate information regarding issues of juvenile detention, correction, and placement. Thank you for your participation in this endeavor.

Email Us: erd.jfcp@census.gov

Call us: 1-800-352-7229

Enter the 8-digit User ID provided on the letter we sent you.

User ID:

Login

Please note: Sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.

U.S. Census Bureau Notice and Consent Warning

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <https://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

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OMB Expiration Date: xx/xx/xxxx

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<https://respond.census.gov/cjrp>



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Logging In



Census of Juveniles in Residential Placement (CJRP)

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Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

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Where it says 'User ID' enter the 8-digit User ID that was sent to you by mail and email. If you do not have your User ID please email erd.jfcp@census.gov

Click the 'Login' button

Logging in Continued



Census of Juveniles in Residential Placement (CJRP)

Save and Continue Later

Please make note of the 4-digit PIN below.

PIN: 2571

This PIN will allow you to log back into the Web survey on your own and create a security question for recovering your PIN. If you happen to forget this PIN, you may be required to start the web survey over from the beginning.

Please select a security question to answer. If you forget your PIN, you will be asked to provide this answer to re-enter the survey.

Security Question:

Answer:

Next >

OMB No.: xxxx-xxxx

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Once you have logged in, please make note of the 4-digit PIN provided. You will need to use this PIN next time you log in.

You are also asked to select a verification question and response, in case you forget your PIN.

Using the Toolbars

OMB No.: xxxx-xxxx OMB Expiration Date: xx/xx/xxxx

Census of Juveniles in Residential Placement (CJRP)

United States Census Bureau

Dashboard About the Survey PDF Options Data Snapshot [PDF] Contact Us Logout

Dashboard

| | Description | Status |
|-----------------------------|---|----------------------|
| Review/Edit | Section 0 - Facility and User Contact Information | Complete with Errors |
| Review/Edit | Section 1 - General Information | Complete |
| Review/Edit | Section 2 - Persons in Custody | Complete |
| Resume | Section 3 - Persons Released | In progress |

[Burden Statement](#) [Accessibility](#) [Privacy](#) [Security](#)

These toolbars can be used to find additional information about CJRP, including FAQs, contact info, and our Census policies on privacy, security, and accessibility.

Navigating the Dashboard

Save and Continue Later

Dashboard

| | Description | Status |
|-----------------------|---|---------------|
| Start | Section 0 - Facility and User Contact Information | Not Attempted |
| Start | Section 1 - General Information | Not Attempted |
| Start | Section 2 - Persons in Custody | Not Attempted |
| Start | Section 3 - Persons Released | Not Attempted |

You can access each Section of the Survey from the Dashboard.

You can also track your progress for each Section.

Verifying Your Facility Information

Dashboard About the Survey PDF Options Data Snapshot [PDF] Contact Us Logout

VERIFICATION OF FACILITY NAME

Please update the facility name below if corrections are needed:

Facility Name **Example Facility**

Yes, the name listed above is the correct name for this facility.
 No, the name listed above is not the name of this facility. (Enter corrections below.)

What is the correct name for this facility?

Return to Form Review Next >

Burden Statement Accessibility Privacy Security

Dashboard About the Survey PDF Options Data Snapshot [PDF] Contact Us Logout

VERIFICATION OF MAILING ADDRESS

Is the address below the mailing address of this facility?

Example Address

Yes, the address listed above is the mailing address for this facility.
 No, the address listed above is not this facility's mailing address. (Enter corrections below.)

Enter this facility's mailing address.

Street Address or P.O. Box

Apt, Suite, or Unit (Optional)

City

State

Zip Code -

Return to Form Review < Previous Next >

Burden Statement Accessibility Privacy Security

Review the pre-populated facility information to verify it is accurate. If corrections need to be made, select 'No' and make all necessary changes.

Navigating the Survey



Census of Juveniles in Residential Placement (CJRP)

Save and Continue Later

SECTION 1 - GENERAL INFORMATION

NOTE B: The next two questions ask who OPERATES this facility (either directly or under contract).

Who OPERATES this facility? [help](#)

Select only one.

- a private non-profit agency
- a for profit agency
- a government agency

What is the name of the private non-profit or for-profit agency that OPERATES this facility?

< Previous

Next >

OMB No.: xxxx-xxxx
OMB Expiration Date: xx/xx/xxxx

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The website will navigate you through the survey based on your answers to each question. Select response options by using the mouse to click your response. You will use the 'Previous' and 'Next' buttons to move forward or back through the questions.

Your responses will automatically be saved.

Additional Instructions

Additional information is provided for some questions. Click on '?' or 'Show Instructions' to view the additional information.

SECTION 1 - GENERAL INFORMATION

What type of residential facility is the one listed on the front cover?

Select all that apply.

- Detention Center ?
- Long-term secure facility ?
- Reception or diagnostic center ?
- Group home/Halfway house ?
- Residential treatment center ?
- Ranch, forestry camp, wilderness or marine program, or farm ?
- Runaway and homeless shelter ?
- Other type of shelter ?
- Other - Specify ?

SECTION 1 - GENERAL INFORMATION

[Show Instructions](#)

According to your records, at the end of the day on Wednesday, March 26, 2025, did ANY persons have assigned beds in this facility?

Include persons who were temporarily away, but had assigned beds on March 26, 2025. Do NOT include staff.

- Yes
 how many persons
- No

Response Issues



Census of Juveniles in Residential Placement (CJRP)

Save and Continue Later

SECTION 1 - GENERAL FACILITY INFORMATION

 Please make a selection.

Specify why there were not ANY persons assigned beds in this facility on Wednesday, March 26, 2025:

Permanently Closed

Date closed:

Temporarily Closed

Other

Specify:

< Previous

Next >

OMB No.: xxxx-xxxx
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You will be notified of response issues in a yellow box. Issues range from questions left blank to sum errors. If you want to continue without correcting the issue(s), click 'Next'.

You will also be able to review any outstanding issues on the 'Review Your Responses' page at the end of each section.

Review Your Responses



Census of Juveniles in Residential Placement (CJRP)

Save and Continue Later

REVIEW YOUR RESPONSES - FACILITY AND USER CONTACT INFORMATION

The following screens have the indicated number of issues. You may click on a screen name to return to that screen and correct any issues, or click the 'Section Complete - Return to Dashboard' button below to finalize this Section.

| | |
|--|----------|
| Facility Name | 1 issue |
| Verification of Mailing Address | 1 issue |
| Verification of Physical Address | 1 issue |
| Person Completing this Questionnaire | 7 issues |

Section Complete - Return to Dashboard

OMB No.: xxxx-xxxx
OMB Expiration Date: xx/xx/xxxx

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After completing Section 1 you will be directed to a 'Review Your Responses' screen. This screen will list any potential issues within that section.

Clicking on the page name will return you to that page to correct the issue.

If you are ready to proceed, you may click the 'Continue' button to move on to the next section.

Section 2 Data



Census of Juveniles in Residential Placement (CJRP)



Dashboard About the Survey PDF Options Data Snapshot [PDF] Contact Us Logout

SECTION 2 - HOUSED YOUTH DATA

[Section 2 Instructions](#)

Expected number of kids that will be provided in this section: 4 ?

Provide kids all at once using file upload:

[Download Template \(Excel\)](#)

[Upload a File](#) ?

OR

Add kids one-by-one on website:

[Add a Person](#)

| ID Number | Sex | Date of Birth | Edit | Delete |
|-----------|-----|---------------|------|--------|
| | | | | |

[Section Complete - Return to Dashboard](#)

[View/Print Report as PDF](#)

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One option of submitting Section 2 data is by adding individuals one at a time. You will answer 12 questions for each individual who meets Section II requirements.

Section 2 Data Continued



Census of Juveniles in Residential Placement (CJRP)



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SECTION 2 - HOUSED YOUTH DATA

[Section 2 Instructions](#)

Expected number of kids that will be provided in this section: 4 ?

Provide kids all at once using file upload:

Download Template (Excel)

Upload a File ?

OR

Add kids one-by-one on website:

Add a Person

| ID Number | Sex | Date of Birth | Edit | Delete |
|-----------|-----|---------------|------|--------|
| | | | | |

Section Complete - Return to Dashboard

View/Print Report as PDF

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Another option of submitting Section 2 Data is to download our Excel template and enter data for each individual who meets Section 2 requirements.

Section 2 Data Continued



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Dashboard About the Survey PDF Options Data Snapshot [PDF] Contact Us Logout

SECTION 2 - HOUSED YOUTH DATA

[Section 2 Instructions](#)

Expected number of kids that will be provided in this section: 4 ?

Provide kids all at once using file upload:

Download Template (Excel)

Upload a File ?

OR

Add kids one-by-one on website:

Add a Person

| ID Number | Sex | Date of Birth | Edit | Delete |
|-----------|-----|---------------|------|--------|
| | | | | |

Section Complete - Return to Dashboard

View/Print Report as PDF

[Burden Statement](#)

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You can then upload the Excel template to the website by clicking 'Upload a File'.

You are not required to use our Excel template. You may upload any type of file containing data for each individual who meets Section 2 requirements.

Section 3 Data



Census of Juveniles in Residential Placement (CJRP)

Save and Continue Later

SECTION 3 - RELEASED YOUTH

[Hide Instructions](#)

INCLUDE persons who were:

- Under age 21 on date of admission; AND
- Charged with an offense or court-adjudicated for an offense; AND
- Assigned a bed here BECAUSE OF THE OFFENSE; AND
- RELEASED from this facility from February 1, 2025 through February 28, 2025.

DO NOT INCLUDE here:

- Young persons placed for a reason other than an offense.
- Young persons who were only temporarily released, such as those released for medical care at a hospital.

According to your records, were any young persons released from this facility from February 1, 2025 through February 28, 2025?

Yes

how many persons

No

Next >

OMB No.: xxxx-xxxx

OMB Expiration Date: xx/xx/xxxx

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Section 3 is a new section that tracks the number of inmates under age 21 that were released during the month of February 2025. You will answer 9 questions for each individual who meets Section 3 requirements.

Section 3 Data Continued



Census of Juveniles in Residential Placement (CJRP)



[Dashboard](#) [About the Survey](#) [PDF Options](#) [Data Snapshot \[PDF\]](#) [Contact Us](#) [Logout](#)

SECTION 3 - RELEASED YOUTH

[Section 3 Instructions](#)

Expected number of kids that will be provided in this section: 1 ?

Provide kids all at once using file upload:

[Download Template \(Excel\)](#)

[Upload a File](#) ?

OR

Add kids one-by-one on website:

[Add a Person](#)

| ID Number | Sex | Date of Birth | Edit | Delete |
|-----------|-----|---------------|------|--------|
|-----------|-----|---------------|------|--------|

[Section Complete - Return to Dashboard](#)

[View/Print Report as PDF](#)

[Finalize Survey](#)

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Section 3 roster information has the same options for downloading and uploading a file. You may upload any type of file containing data for each individual who meets Section 3 requirements.

Additional Comments



Census of Juveniles in Residential Placement (CJRP)

Save and Continue Later

GENERAL COMMENTS

Please provide any comments below:

< Previous

Submit data >

OMB No.: xxxx-xxxx

OMB Expiration Date: xx/xx/xxxx

[Accessibility](#) | [Security](#)

After completing each section and finalizing the survey, you will have a chance to provide any additional comments.

Make sure to click 'Submit Data' to complete your submission.

Submitting Your Data

Once you finalize the survey, provide comments, and submit your data, you will be locked out of the survey and unable to change your responses. You will only be able to access the final thank you page of the survey.

Please contact us at 1-800-352-7229 or erd.jfcp@census.gov if you need to unlock your survey after submitting.

Printing Your Form



United States
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Bureau

Save and Continue Later

Thank you for electronically submitting the Census of Juveniles in Residential Placement. Please remember to print a copy of your submission, so that if we need to call you about an answer, you will be able to refer to your copy.

Exit Survey

Would you like a PDF of the form with your answers?



Would you like to see how your data was used from the last CJRP collection?



After submitting you are taken to the 'Thank you' page. Click the PDF icon to download a copy of the form with your responses.

We highly recommend saving this file to your computer and printing out a copy for your records.

OMB No.:

OMB Expiration Date:

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Contact Information

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Criminal Justice Branch

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