



---

# JUVENILE JUSTICE INFORMATION SYSTEM

---

User Manual



OCTOBER 1, 2021  
DEPARTMENT OF HUMAN SERVICES  
Division of Youth Services

Last Updated: 1/16/2023 1:51 PM

---

Arkansas Juvenile Justice Information System

---

Welcome to the Division of Youth Services tracking and reporting system!

The system is referred to as the “JJIS” throughout this User Manual.

Help can be found by creating a ticket in the JJIS or by the following email address.

Email:

[DYSDataTeam@dhs.arkansas.gov](mailto:DYSDataTeam@dhs.arkansas.gov)

---

# Arkansas Juvenile Justice Information System

---

## Contents

<b>TRAINING DOCUMENTS AND VIDEOS.....</b>	<b>7</b>
<b>JJIS TRAINING .....</b>	<b>7</b>
<b>GETTING STARTED .....</b>	<b>7</b>
SIGNING IN – ACCOUNT SETUP .....	8
RESETTING YOUR PASSWORD.....	9
PROFILE SETTINGS.....	13
FAVORITES .....	16
<b>THE USER INTERFACE .....</b>	<b>18</b>
SEARCH TEXT BOX.....	19
SEARCH RESULT – FORM CONTROLS.....	20
<i>Add Item, Notifications (New/Edit)</i> .....	20
<i>Info, Edit and Favorite</i> .....	20
<i>Save</i> .....	20
<i>Calendar Date selection</i> .....	20
<i>Close Modal Windows</i> .....	20
<i>Dropdown to select items</i> .....	20
TASKBAR ACTION TABS.....	21
<i>Tab Descriptions</i> .....	21
INFO TAB DETAILS.....	22
<i>Person Selected</i> .....	22
<i>Case Selected</i> .....	22
<i>Event Selected</i> .....	22
ACTIONS TAB DETAILS.....	23
<i>Create Menu</i> .....	23
<i>Reports Menu</i> .....	24
<i>Special Billing Menu</i> .....	25
<i>Help Menu</i> .....	25
SEARCH INSTRUCTIONS AND TIPS.....	25
<i>Step by Step Lesson</i> .....	26
<i>Search Results</i> .....	26
DASHBOARD.....	27
<b>JJIS ACTION MENU – CREATE .....</b>	<b>31</b>
PERSON .....	31
HELP DESK TICKET.....	32
ORGANIZATION .....	33
CASE NUMBER .....	33
CONTRACT .....	33
EVENT NUMBER .....	33
<b>REPORTS .....</b>	<b>33</b>
EVENT VIEW.....	34

---

## Arkansas Juvenile Justice Information System

---

<b>PERSON VIEW .....</b>	<b>35</b>
PERSON INFO TAB .....	35
REPORTS TAB .....	36
AFFILIATIONS TAB.....	36
CASES TAB .....	37
CLASSIFICATIONS TAB .....	37
CRIMINAL CHARGES TAB.....	38
DIAGNOSIS TAB.....	38
DOCUMENTS TAB .....	38
HISTORY TAB.....	39
INVOLVED PEOPLE TAB .....	39
DYS TREATMENT PLANS TAB.....	40
JUVENILE SERVICES FORMS (JSF REFERRALS) TAB.....	40
PERSON ADDRESSES TAB .....	41
PERSON ALIASES TAB.....	41
PERSON NUMBERS TAB .....	42
RELATIONSHIPS TAB .....	42
SERVICES TAB.....	42
TATTOOS/SCARS TAB .....	42
<b>COMMON TABS .....</b>	<b>43</b>
CREATE NEW SIGNATURE .....	43
CREATE NEW EVENT INVOLVED PARTY.....	44
CREATE NEW CHARGES.....	46
CREATE NEW DOCUMENTS .....	47
<i>Searching</i> .....	47
<i>Categories</i> .....	48
<i>Uploading</i> .....	50
<i>Scanning Installation</i> .....	51
<i>Scanning Instructions</i> .....	52
<b>CREATE NEW EVENT.....</b>	<b>54</b>
EVENT NUMBERS LIST PAGE.....	57
EVENT INFO PAGE .....	57
<b>DYS CUSTODY CASE CREATION .....</b>	<b>59</b>
DYS INTAKE .....	60
<i>Acute Care Selected</i> .....	61
<i>AJATC Available Selected</i> .....	61
<i>Diverted to JDC Selected</i> .....	62
<i>Diverted to RJP/SOP Selected</i> .....	62
<i>No Court Order Selected</i> .....	62
<i>Juvenile Receives a New Order of Commitment – Returns to AJATC (Intake)</i> .....	63
<i>Juvenile Receives a New Order of Commitment – No Movement</i> .....	63
<i>DYS Intake Transfer</i> .....	63
<i>DYS Juvenile Services</i> .....	64



---

## Arkansas Juvenile Justice Information System

---

<i>Change the DYS Case Coordinator</i> .....	65
AJATC EVENTS .....	67
<i>AYSC Dorm Moves</i> .....	67
SOP EVENTS .....	67
<i>SOP Diverted Juveniles</i> .....	67
<i>SOP Normal Juveniles</i> .....	69
<i>SOP Discharge Juvenile Services Form</i> .....	69
SP EVENTS .....	70
<i>SP Outpatient Juvenile Events</i> .....	71
<i>SP Discharge Juvenile Services Form</i> .....	72
CBP EVENTS .....	73
<i>CBP Intake Juvenile Services Form</i> .....	73
<i>CBP Status Change Juvenile Services Form</i> .....	73
<i>CBP Discharge Juvenile Services Form</i> .....	74
<i>CBP Case Flow Events</i> .....	74
DYS CUSTODY CASE EVENT TYPES .....	77
<i>AJATC Unit Transfer or Service Type Change</i> .....	77
<i>Case Closed</i> .....	78
<i>CBP Aftercare Extension</i> .....	78
<i>CBP Discharge Juvenile Services Form</i> .....	80
<i>CBP Discharge from Aftercare</i> .....	81
<i>CBP Intake Juvenile Services Form</i> .....	82
<i>CBP Placement with Aftercare Provider</i> .....	84
<i>CBP Program Indicator Report</i> .....	84
<i>CBP Provide Services</i> .....	103
<i>CBP Recommend For Discharge</i> .....	105
<i>CBP Status Change Juvenile Services Form</i> .....	110
<i>CBP Temporary Transfer</i> .....	111
<i>CBP Transfer</i> .....	113
<i>CBP Transfer Through Interstate Compact</i> .....	114
<i>CBP Transfer to Different CBP</i> .....	116
<i>DHS-DYS Case Date Correction</i> .....	118
<i>DYS Case Coordination</i> .....	119
<i>DYS Client Performance Record</i> .....	127
<i>DYS Client Interview</i> .....	129
<i>DYS Commitment Extension</i> .....	136
<i>DYS Diverted Disposition</i> .....	137
<i>DYS Initial Contact</i> .....	138
<i>DYS Intake Information</i> .....	140
<i>DYS Intake Transfer</i> .....	145
<i>DYS Juvenile Diverted to Acute Care</i> .....	145
<i>DYS Juvenile Diverted to JDC</i> .....	146
<i>DYS MDS Scheduled and Letters</i> .....	148
<i>DYS New Order of Commitment</i> .....	149
<i>DYS Release of Information Letters</i> .....	151
<i>DYS Return to Intake</i> .....	152

---

## Arkansas Juvenile Justice Information System

---

<i>DYS RS-10 Completion</i> .....	153
<i>DYS Treatment Plan</i> .....	154
<i>DYS Youth Arrives at Facility</i> .....	163
<i>DYS2 Coordinate Admissions</i> .....	165
<i>DYS2 Determine Program Type</i> .....	166
<i>DYS2 Referral Disposition</i> .....	167
<i>DYS2 Send Packets to Programs</i> .....	168
<i>Field Evaluation</i> .....	170
<i>Monthly Client Services</i> .....	170
<i>SOP Discharge Juvenile Services Form</i> .....	172
<i>SOP Intake Juvenile Services Form</i> .....	173
<i>SOP Placement with SOP</i> .....	175
<i>SOP Preliminary Discharge</i> .....	176
<i>SOP Provide Services</i> .....	179
<i>SOP Transfer</i> .....	181
<i>SP Arrival at Specialty Provider</i> .....	183
<i>SP Discharge Juvenile Services Form</i> .....	185
<i>SP Intake Juvenile Services Form</i> .....	186
<i>SP Preliminary Discharge</i> .....	188
<i>SP Provide Services</i> .....	191
<i>SP Transfer</i> .....	193
<b>DYS NON-CUSTODY CASE CREATION</b> .....	<b>195</b>
<i>INTAKE JUVENILE SERVICES FORM</i> .....	196
<i>DYS CLIENT PERFORMANCE RECORD</i> .....	197
<i>STATUS CHANGE JUVENILE SERVICES FORM</i> .....	198
<i>DISCHARGE JUVENILE SERVICES FORM</i> .....	199
<i>DYS NON-CUSTODY CASE EVENT TYPES</i> .....	199
<i>Intake Juvenile Services Form</i> .....	199
<i>Discharge Juvenile Services Form</i> .....	202
<i>DYS Client Performance Record</i> .....	203
<i>Services Provided</i> .....	205
<i>CBP Program Indicator Report</i> .....	206
<i>Status Change Juvenile Services Form</i> .....	223
<i>Monthly Client Services</i> .....	224
<b>INCIDENT REPORT CASE</b> .....	<b>226</b>
<i>CREATE NEW INCIDENT REPORT CASE</i> .....	226
<i>Reporter</i> .....	227
<i>IAU Staff</i> .....	228
<i>Corrective Actions for the Facility</i> .....	229
<i>DYS Assistant Director of Residential Services</i> .....	230
<i>INCIDENT EVENT TYPES</i> .....	230
<i>IAU Incident Report Filed</i> .....	230
<i>IAU Incident Report Received</i> .....	231
<i>IAU Case Closed</i> .....	233

---

## Arkansas Juvenile Justice Information System

---

<i>IAU Non-Investigative Summary</i> .....	233
<i>IAU Investigation</i> .....	234
<i>IAU Investigative Summary</i> .....	236
<i>IAU Corrective Action</i> .....	238
<b>GRIEVANCE REPORT CASE</b> .....	<b>239</b>
CREATE NEW GRIEVANCE REPORT CASE.....	239
GRIEVANCE REPORT EVENT TYPES.....	240
<i>Close Grievance Case</i> .....	240
<i>DYS Appeal</i> .....	241
<i>DYS Grievance Report</i> .....	242
<i>Grievance Investigation</i> .....	244
<i>Grievance Received</i> .....	245
<i>Investigation Summary</i> .....	246

---

## Arkansas Juvenile Justice Information System

---

### Training Documents and Videos

---

#### JJIS Training

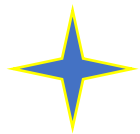
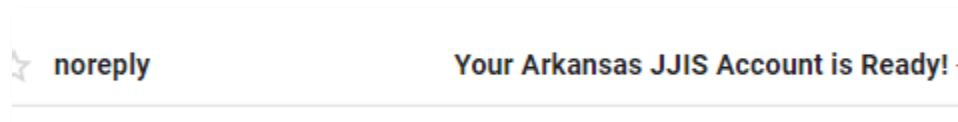
Click on the link above to access training documents and videos.

### Getting Started

---

You will receive an email to setup your account. The email should resemble the image below. The subject line will read "Your Arkansas JJIS Account is Ready!".

Image Below:



**YOUR USERNAME IS YOUR EMAIL ADDRESS**



Open the email and click the "Complete Registration" Link.

## Arkansas JJIS

New user creation

### Welcome

An account has been created for this email address. Please navigate to the following link to complete account registration.

Username: [placements.dhs.dys@gmail.com](mailto:placements.dhs.dys@gmail.com)

[Click Here To Complete Registration](#)

It is recommended to use an updated internet browser such as Microsoft Edge, Google Chrome, or Mozilla Firefox for your interaction with the JJIS.

---

## Arkansas Juvenile Justice Information System

---

Google Chrome:

[Google Chrome - Download the Fast, Secure Browser from Google](#)

Mozilla Firefox:

[Download Firefox Browser — Fast, Private & Free — from Mozilla](#)

Microsoft Edge:

[Download Microsoft Edge Web Browser | Microsoft](#)

### Signing In – Account Setup

---

Your email confirmation link should take you to the image below. Create a secure password and click the Register button

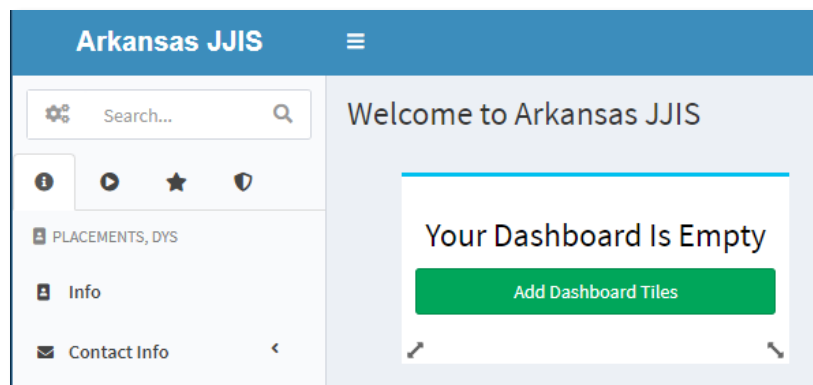
A screenshot of the Arkansas JJIS registration interface. At the top is the Arkansas JJIS logo, which consists of a blue outline of the state of Arkansas with a white star in the center. Below the logo, the text "Arkansas JJIS" is displayed in a bold, black, sans-serif font. Underneath the text are two input fields for password creation. The first field is labeled "Enter New Password" and the second is labeled "Confirm Password". Both fields have a small lock icon to their right, indicating password security. At the bottom of the form is a blue button with the word "Register" in white text.

If you get to the following screen you have successfully signed in to the JJIS.

---

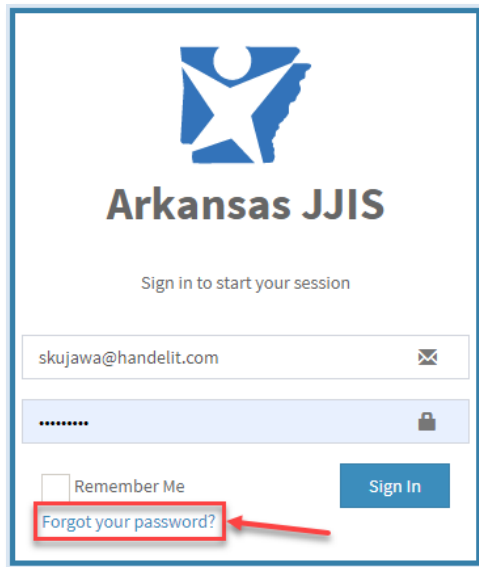
## Arkansas Juvenile Justice Information System

---



### Resetting Your Password

1. Click the Forgot your password? Link on the JJIS login page



---

## Arkansas Juvenile Justice Information System

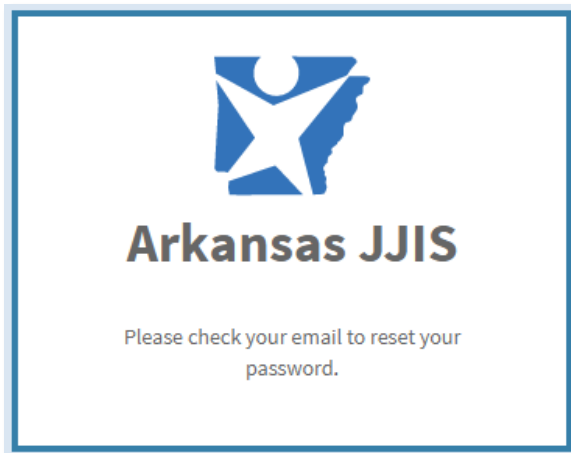
---

2. Type in your email address that you use to log in (your Username) then click the “Email Link” button.



The screenshot shows the Arkansas JJIS logo at the top, followed by the text "Arkansas JJIS" and "Email Password Reset Link". Below this is a text input field labeled "Email" with a red border and an email icon on the right. A blue button labeled "Email Link" is positioned below the input field.

After clicking “Email Link” you will be presented with the screen below advising you to check your email for the Password Reset email.



The screenshot shows the Arkansas JJIS logo at the top, followed by the text "Arkansas JJIS" and "Please check your email to reset your password."

3. Check your email, you will have an email with the subject of “Password Reset Request for Arkansas JJIS”. Open that email and click on the link that says, “Click Here To Complete Resetting Your Password”.

---

## Arkansas Juvenile Justice Information System

---

NoReply

**Password Reset Request for Arkansas JJIS**

8:57 AM

Arkansas JJIS Reset Password Instructions A request

### Arkansas JJIS

Reset Password

### Instructions

A request has been made to reset the password for your account. Please navigate to the following link to complete resetting your password.

Username: skujawa@handelit.com

[Click Here To Complete Resetting Your Password](#)

4. If your browser is saving any of your login information, it may put your old password in the first password field (you will be required to type your new password in twice). If this happens, be sure to ERASE whatever populated in the New Password field, type in your new password, then again in the Confirm Password area. Once you are satisfied with the information, click the "Reset" button.

The screenshot shows the 'Reset Account Password' form for Arkansas JJIS. It includes three input fields: 'Email', 'New Password', and 'Confirm Password'. The 'Email' field has a red error message 'The Email field is required.' below it. The 'New Password' field has a red error message 'The Password field is required.' below it. The 'Confirm Password' field is empty. A blue 'Reset' button is at the bottom left. Red arrows point from text annotations to the form fields: one to the 'Email' field with the text 'Your email address goes here, this is your Username', one to the 'New Password' field with the text 'New password, this is the field that may populate your old password if your browser saves Username's and Passwords', and one to the 'Confirm Password' field with the text 'Type new password again to confirm'. The 'Email' field is highlighted with a red box.

Arkansas JJIS

Reset Account Password

Email

The Email field is required.

New Password

The Password field is required.

Confirm Password

Reset

Your email address goes here, this is your Username

New password, this is the field that may populate your old password if your browser saves Username's and Passwords

Type new password again to confirm



---

## Arkansas Juvenile Justice Information System

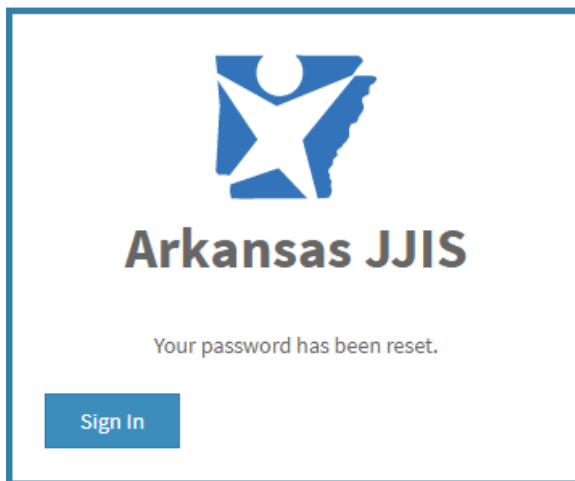
---

- a. If you make an error typing in your passwords and they do not match, you will get the message below:



The screenshot shows the Arkansas JJIS 'Reset Account Password' page. At the top is the Arkansas JJIS logo, which consists of a blue outline of the state of Arkansas with a white star in the center. Below the logo, the text 'Arkansas JJIS' is displayed in a bold, dark blue font. Underneath that, the heading 'Reset Account Password' is shown in a smaller, grey font. A red error message with a bullet point reads: 'The password and confirmation password do not match.' Below this message are three input fields: the first contains the email address 'skujawa@handelit.com' and has an envelope icon; the second and third are password fields, each containing a series of dots and a lock icon. Below the password fields, the same red error message is repeated: 'The password and confirmation password do not match.' At the bottom of the form is a blue button labeled 'Reset'.

- b. If you successfully changed your password, you will get the message below:



The screenshot shows the same Arkansas JJIS 'Reset Account Password' page, but with a success message. The red error message is gone, and a grey message reads: 'Your password has been reset.' The blue 'Reset' button is still present at the bottom of the form.

5. Click the "Sign In" button, once you do, you will be brought to the JJIS login page. Type in your Username and NEW password, then click "Sign In". **TIP:** Some browsers will not automatically update your password! If you have your usernames and passwords saved within your browser bear in mind you may need to type in your NEW

---

## Arkansas Juvenile Justice Information System

---

password to login.

The image shows the login interface for the Arkansas Juvenile Justice Information System (JJIS). At the top is the Arkansas state logo, a blue silhouette of the state with a white star in the center. Below the logo, the text "Arkansas JJIS" is displayed in a bold, dark font. Underneath that, a smaller line of text says "Sign in to start your session". There are two input fields: the first is for the email address, containing "skujawa@handelit.com" with an envelope icon on the right; the second is for the password, represented by a series of dots with a lock icon on the right. Below the password field, there is a checkbox labeled "Remember Me" which is checked, and a link that says "Forgot your password?". To the right of these options is a blue "Sign In" button, which is highlighted with a red rectangular border.

### Profile Settings

---

First step, setup up your Account and Public Profile. Identification, features, and other important information about you will be used throughout the JJIS.

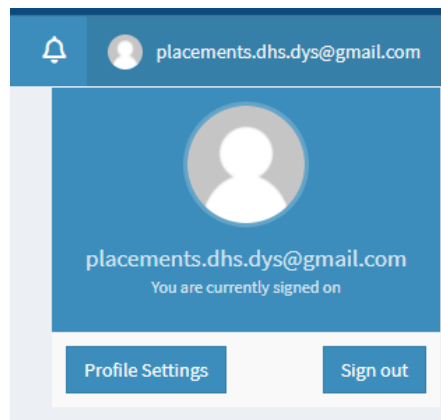
Begin by clicking your email on the Title Bar (Top Right)

Click the "Profile Settings" button to access the Profile information

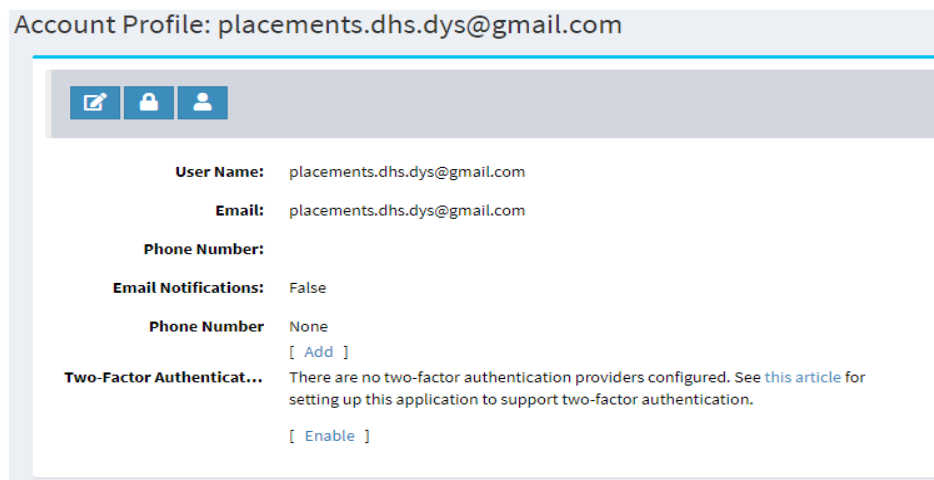
---

## Arkansas Juvenile Justice Information System

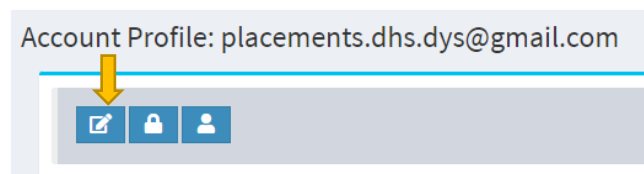
---



The first Profile information screen you will see is your Account Information including your phone, email, and Two-Factor Authentication (2FA will be enabled later).



Click the Person Icon on your Account Settings to access your Public Profile.



Your **Public Profile Settings** is how the JJIS will populate your identify in different areas. Also, you can set your Theme, Scanning, etc. options.




---

## Arkansas Juvenile Justice Information System

---



Profile: placements.dhs.dys@gmail.com, placements.dhs.dys@gmail.com Home Profile: placem









  


<b>Profile Picture:</b>	<b>Suffix:</b>	<b>Users Person Record:</b>
<b>Prefix:</b>	<b>Supervisor:</b>	<b>Theme:</b>
<b>First Name:</b> placements.dhs.dys@gmail.com	<b>Start Date:</b> 09/27/2021 11:38 AM	<b>Enable Document Scanning:</b>
<b>Middle Name:</b>	<b>End Date:</b>	
<b>Last Name:</b> placements.dhs.dys@gmail.com	<b>Time Zone:</b> (UTC-05:00) Eastern Time (US & Canada)	

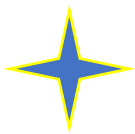
Click the Edit button on the above image to update and save your Profile Settings.

Image Below:

Edit Profile ✕

<b>Profile Picture:</b> <input type="text"/>	<b>Start Date:</b> 09/27/2021, 11:38 AM 
<b>Prefix:</b> <input type="text"/>	<b>End Date:</b> mm/dd/yyyy 
<b>First Name:</b> placements.dhs.dys@gmail.com	<b>Time Zone:</b> (UTC-05:00) Eastern Time (US & Canada)  
<b>Middle Name:</b> <input type="text"/>	<b>Users Person Record:</b> Please select a Person  
<b>Last Name:</b> placements.dhs.dys@gmail.com	<b>Theme:</b> Select... 
<b>Suffix:</b> <input type="text"/>	<b>Enable Document Scanning:</b> <input type="checkbox"/>
<b>Supervisor:</b> Please select a Profile 	





Your setup is finished, and you can start working with the system.



---

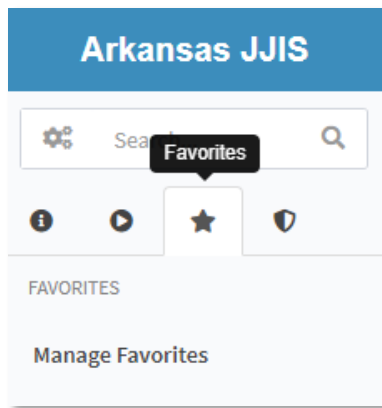
## Arkansas Juvenile Justice Information System

---

### Favorites

---

A powerful feature of the JJIS is Favorites.  
You can access them by clicking the Star on the Side Panel menu.



The first favorite we will set is your Profile Settings. Later in this manual, we'll see how to favorite a case, event, person, etc. All the areas of your work can be set as a favorite.

The [Public Profile Settings](#) has a Star on its top right. (See image below)

Click on the Star and it will change to solid white

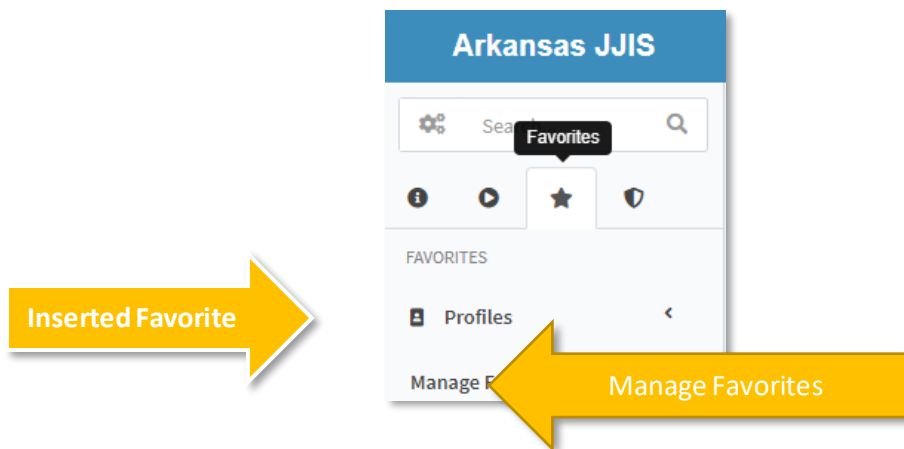


---

## Arkansas Juvenile Justice Information System

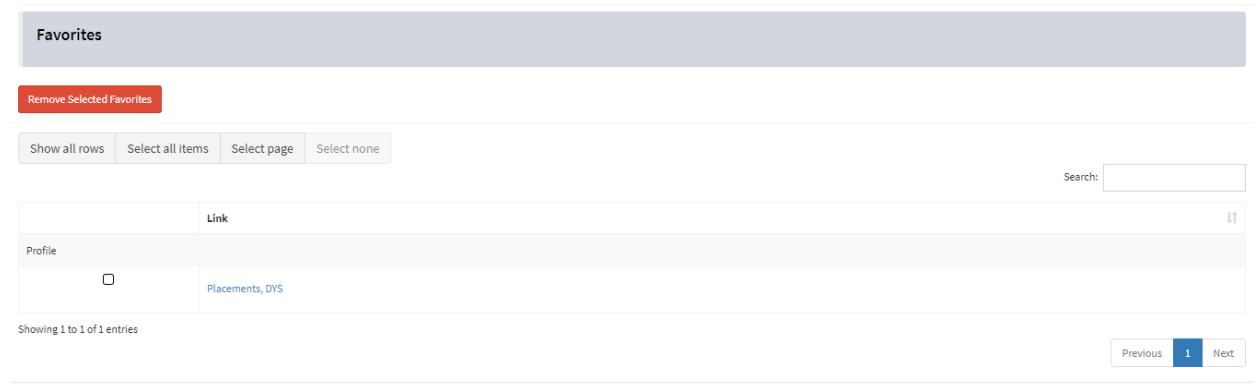
---

Now, the Sidebar Panel Menu will show your Favorite selection. See the new “Profiles” addition to the Favorites on the Side Panel menu.



Now that you understand how to add Favorites and see them on the Sidebar menu, managing Favorites becomes a crucial concept for JJIS interaction.

You can remove a Favorite by clicking the Star again or click Manage Favorites.



When you have many Favorites, it will be easier to manage them with the Manage Favorites window above. You can select multiple favorites to remove instead of going to each place and clicking the Star again.

You now understand Favorites and will be a very helpful way to navigate within the JJIS.

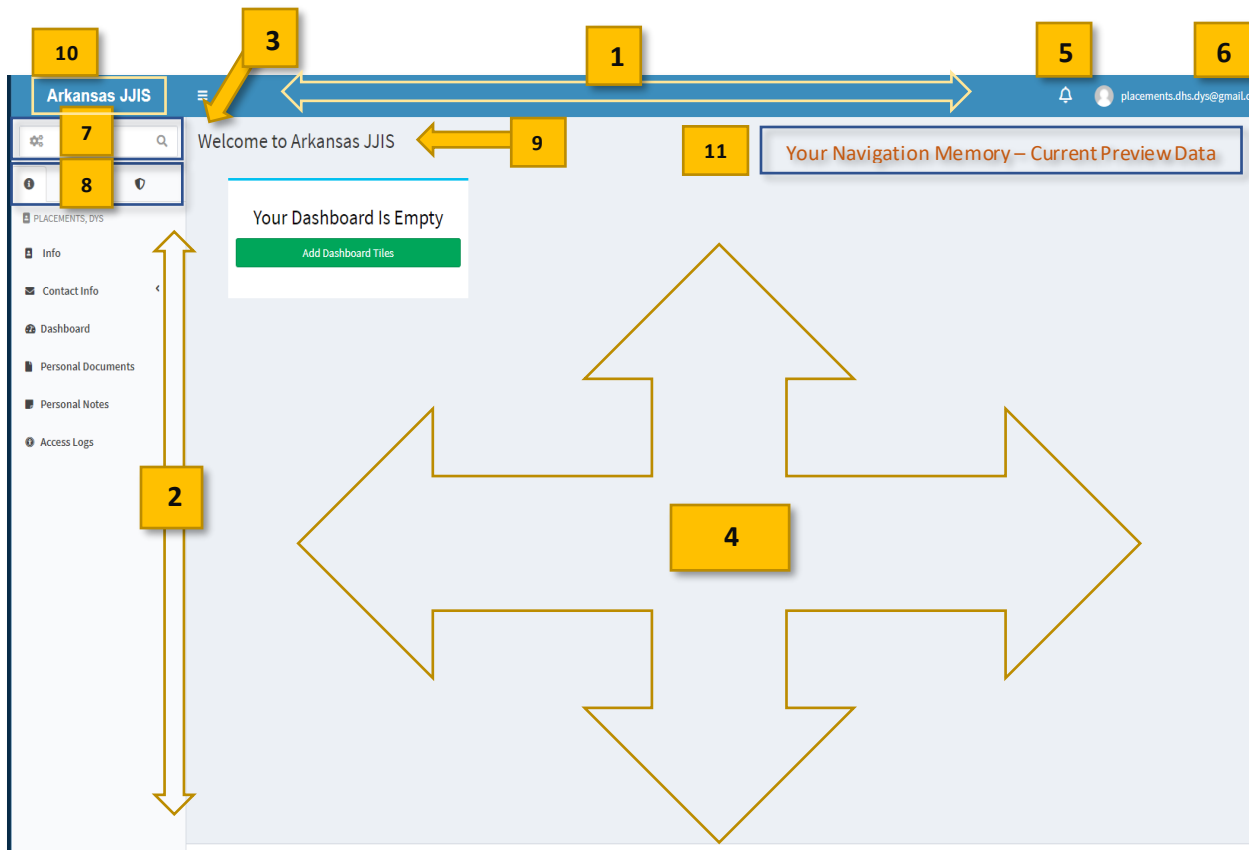
---

## Arkansas Juvenile Justice Information System

---

### The User Interface

You should become familiar with the User Interface names before we get involved with more training.



### Section Names

1. Title Bar
2. Sidebar
3. Sidebar Collapse-Expand Button
4. Preview Area
5. Notification Alarm
6. User Settings
7. Search Text Box
8. Taskbar Tabs
9. Header Current Data Displayed
  - a. Active Selection in Preview Area
10. Home Logo
  - a. Click to return to Home Page

---

## Arkansas Juvenile Justice Information System

---

### 11. Navigation Breadcrumbs

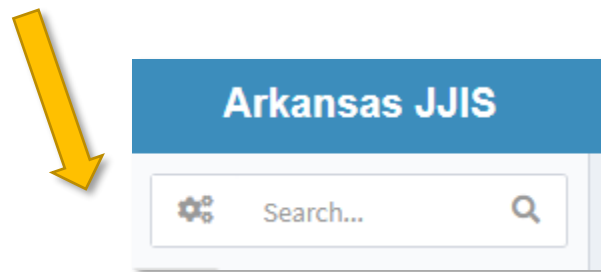
#### Search Text Box

---

Expand the Search Text Box to return specific results.

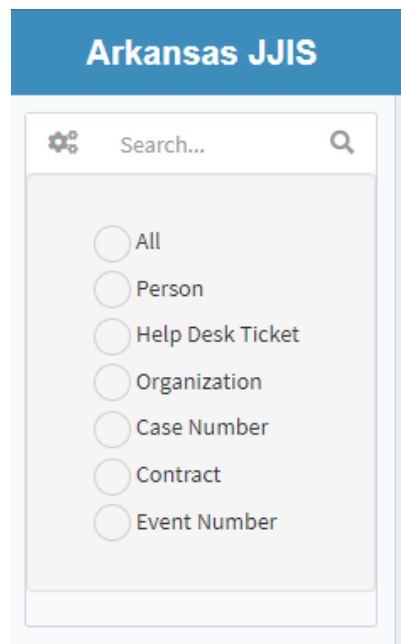
Click the Expand button:

---



Select the Search criteria you want to search

---




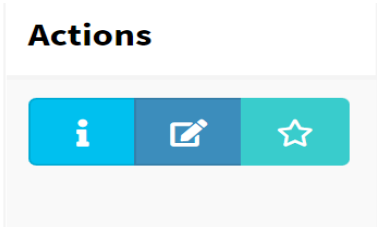



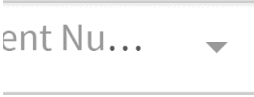
If you do not specify the criteria for Search, then all the results will return. [Learn More](#)



## Arkansas Juvenile Justice Information System

### Search Result – Form Controls

You will find the Preview Area and Popup Modal Windows have Form Controls to Create, Edit, Save and Notifications. The following table gives their names and descriptions.

Add Item, Notifications (New/Edit)	
<b>Info, Edit and Favorite</b>  Clicking Info Populates the Info Tab with data about this item. Edit will open a Modal window to edit the fields. → <a href="#">Review Favorites</a>	
<b>Save</b> Saving your work will close the Modal Window and take you back to the Preview Area	
<b>Calendar Date selection</b> You can use your mouse to select dates. By clicking the Month Name on the Calendar, years can be selected.	
<b>Close Modal Windows</b> You will find many modal windows pop up when clicking the Edit button. There will be a close "X" on the top right of them. You can also just click away from them on another area of the JJIS and they will disappear.	
<b>Dropdown to select items</b> The JJIS will have small arrows on form controls allowing a drop-down list of options	

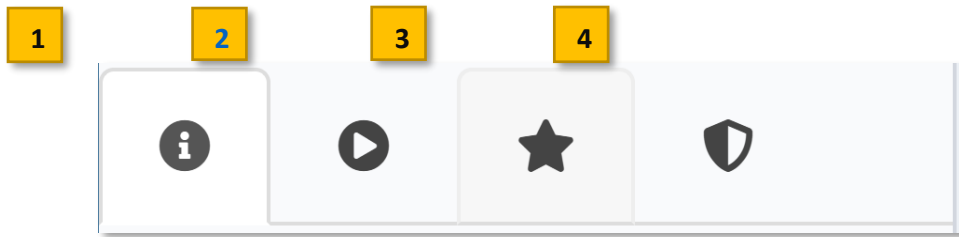
---

## Arkansas Juvenile Justice Information System

---

### Taskbar Action Tabs

The four Taskbar Tabs are used to control what is displayed in the Sidebar. Each Taskbar Tab on the Sidebar will be your JJIS navigation control.



1. [Info Tab](#)
2. [Actions Tab](#)
3. [Favorites Tab](#)
4. Administration Tab

### Tab Descriptions

- ❖ The [Info Tab](#) is the only tab with dynamic data and changes in relation to what you click
- ❖ The [Actions Tab](#) contents are Create, Reports, Search, Billing and Help.
- ❖ To review the [Favorites Tab](#) (Hold your Control Button and [Click Here](#))
- ❖ The [Administration Tab](#) has dashboard tiles setup, DYS Admin tools, etc. It will be the less used Tab in your navigation control.

Let's look at each one of them in more detail to help you become a JJIS expert!



---

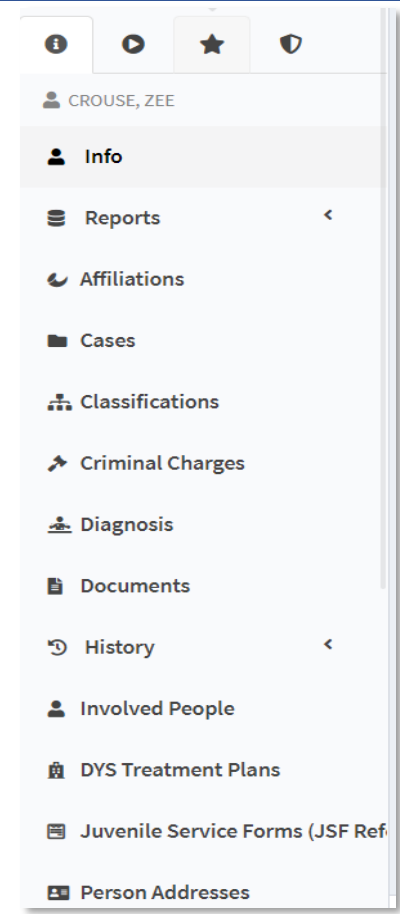
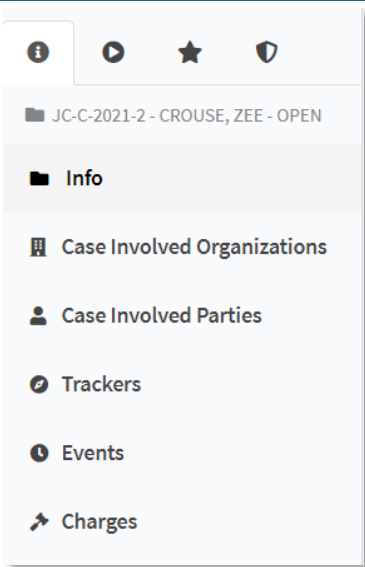
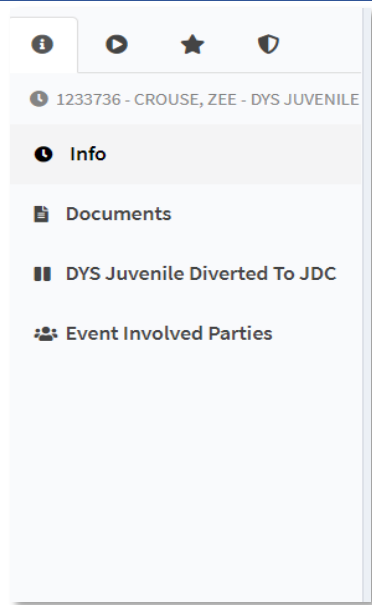
## Arkansas Juvenile Justice Information System

---

### Info Tab Details

The JJIS will always go to this tab after you click a link. The slide menus displayed in the Info Tab will populate according to what you are viewing. For example, if you click on a Person link then the Info Tab will show all the information about a person.

**See the images below for how Info Tab displays data when you click on Persons, Cases and Events.**

Person Selected	Case Selected	Event Selected
		

---

## Arkansas Juvenile Justice Information System

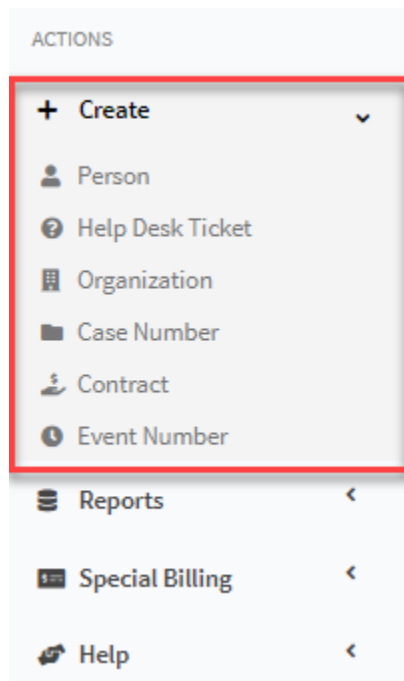
---

### Actions Tab Details

The slide menu options in the Action Tab will not change like the Info Tab changes. Here, you can create new objects, view your reports, get Help, and enter Special billing.

#### Create Menu

Will allow you to create a new Person, Help Desk Ticket, Organization, Case Number, Contract, and Event Number (all with appropriate security permissions).



---

## Arkansas Juvenile Justice Information System

---

### Reports Menu

Click on a report to view it. Once viewing you will be able to change any parameters that need to be adjusted to run the report.

**Reports** ▼

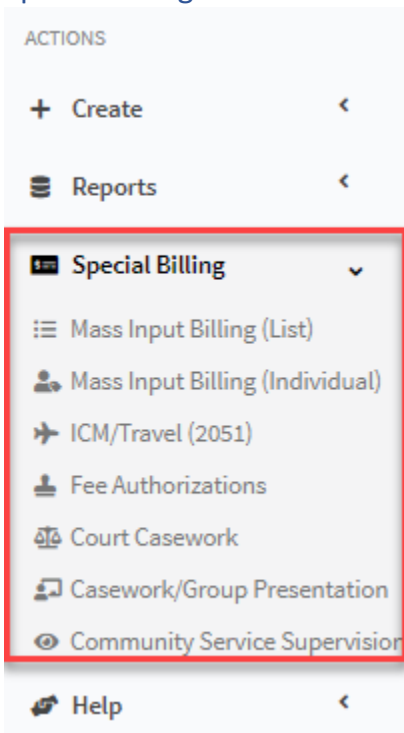
- Audit Log Action Count
- CBP - Monthly Census
- Dynamic Duplicate Finder
- DYS Medicaid Rehab
- DYS Medicaid TCM
- DYS-A-02 Quarterly Incidents
- DYS-A-03 Discharge Summary R
- DYS-A-04 DYS Assessments
- DYS-A-05 Aftercare Reminder
- DYS-C-01 Open CBP Cases
- DYS-C-02 CBP Stat Annual
- DYS-C-03 Caseworker Units By I
- DYS-C-04 Juvenile Billing Units I
- DYS-C-04A Juvenile Billing By JI
- DYS-C-04B Juvenile Billing Unit:
- DYS-C-06 Client Performance O
- DYS-C-06A Client Performance E
- DYS-C-06B Client Performance E
- DYS-F-01 Contract Summary
- DYS-F-02 Contract Summary 2
- DYS-F-03 Service Billed
- DYS-F-04 Social Services Block C
- DYS-F-05 Billed to DHS-DYS
- DYS-F-06 Compliance
- DYS-F-07 Mass Approval
- DYS-F-08 Supplemental
- DYS-F-09 Contract Utilization By
- DYS-F-10 Contract Utilization By
- DYS-F-11 Program Totals
- DYS-F-12 Juvenile Billing
- DYS-F-13 Caseworker Billing
- DYS-F-14 Case Worker Billing 2
- DYS-F-15 Caseworkers
- DYS-F-16 Service Outcomes
- DYS-I-03 Open Incidents
- DYS-M-01 Strategic Plan JJ Repo
- DYS-M-02 Survey on Sexual Viole
- DYS-M-05 Monthly Data Report
- DYS-M-06 Facility Incidents
- DYS-P-01 Daily Census
- DYS-P-03 Pending Transfers
- DYS-P-04A Caseworker Caseload
- DYS-P-04B Coord Caseload
- DYS-P-04C Coord Caseload After
- DYS-P-04D Coord Caseload Com
- DYS-P-04E Coord Caseload Resic
- DYS-P-04F Caseworker Caseload
- DYS-P-05 Placement Caseload
- DYS-P-06 Daily Census
- DYS-P-07 End of Commitment
- DYS-P-08 Referral Disposition
- DYS-P-12 Recommended Placem
- DYS-P-22 Monthly Census
- DYS-T-01 Length of Stay for Resic
- DYS-T-02 Length of Stay for After
- DYS-T-03 Misdemeanor Commitr
- DYS-T-04 RTC Monthly
- DYS-T-05 Current Sex Offenders
- Global Access Logs
- Global Audit Log
- Monthly Invoice Report
- Non-Juvenile Billing
- Non-Juvenile Billing by Auth Dat
- RTCS Not Approved By DYS Clinic
- Service Area Map

---

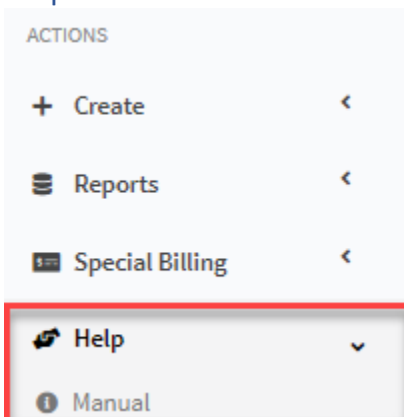
## Arkansas Juvenile Justice Information System

---

### Special Billing Menu



### Help Menu



### Search Instructions and Tips

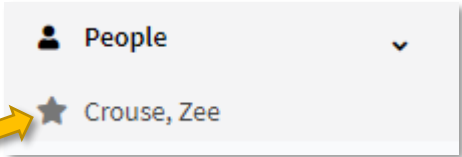
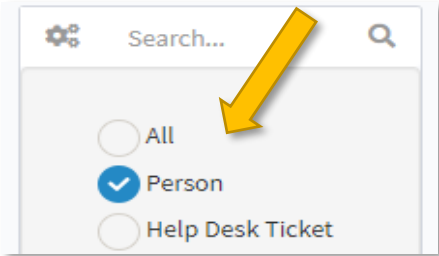
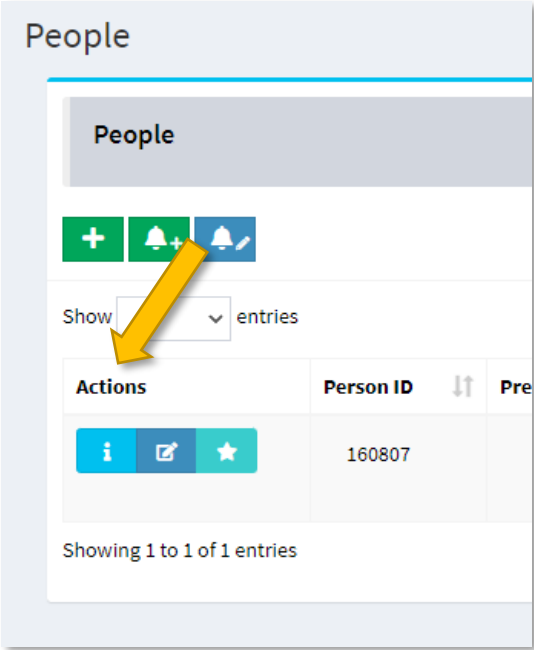
---

## Arkansas Juvenile Justice Information System

---

Searching should be done with precision because the JJIS has the power to return every object related to your search. For example, tell the JJIS you are only searching for a Person or the results of your search will return every object related to a Person. (Sometimes a full search can be beneficial, but most of the time you will want a quicker return of results.)

Need a Review of Search Text Box? [Click Here](#)

Step by Step Lesson	Details of Preview Area
<ol style="list-style-type: none"><li>1. Expand the Search Text Box and click the Person radio button for your search criteria and the <a href="#">Preview Area (4)</a> will return the following results.</li><li>2. In front of the person you need, click on the light blue button with the lower case "i". The screen will change, and the Sidebar will refresh with new data to the <a href="#">Info Tab</a>.</li></ol> <p>NOTE: If the results do not return the Person, then you are able add the person by clicking the Green button with the plus symbol.</p> <p><a href="#">Adding a new person is covered here</a></p> <p>Notice, the Favorite Star is changed to color white on the image to the right? This means this person is already in the Favorites Menu.</p> <div></div> <p><b>Tip:</b> You can remove from favorites by clicking the star under People or the star returned in the search results.</p>	<p><b>Step 1:</b></p> <div></div> <p><b>Step 2:</b></p> <div></div>

---

### Search Results

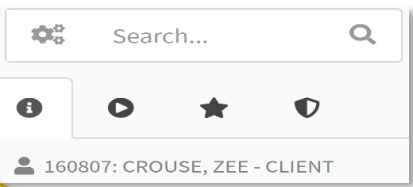
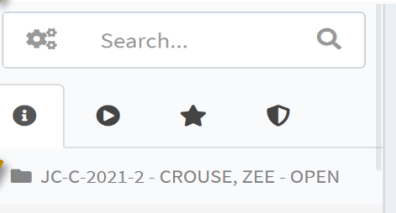
---

## Arkansas Juvenile Justice Information System

---

When you click on a Person to view the Info Tab will populate with the following information. All data in the Sidebar will be related to the Person.

The Sidebar has the Person name under the Taskbar Icons (See Image Below). This notification area will change according to what you have in the Preview Area.

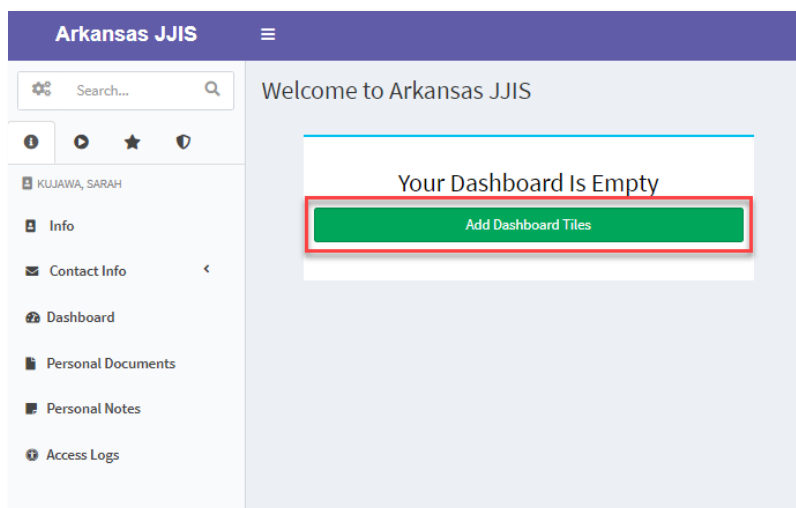
The notification area has person Zee Crouse - Client	
The notification area has the case number, person name and status of case	
<b>Tip:</b> <i>You will always know the current Preview Area by this notification area</i>	

Tip!

### Dashboard

The Dashboard is a way to see quickly and easily Reports you view frequently. Any Report Dash Tiles put onto your Dashboard will automatically run every time you log into JJIS. **To return to your Home page and view your Dashboard, click on the Arkansas JJIS text in the upper left-hand corner, this will return you to your Home page.**

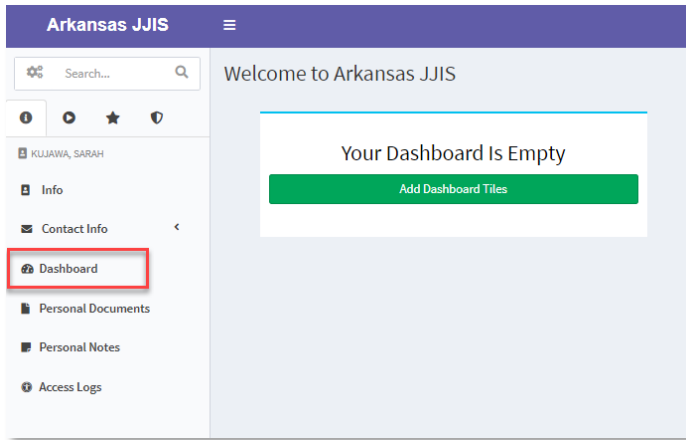
1. When you initially log into JJIS your Dashboard will be empty. To get started with adding Reports to your Dashboard you have two options:
  - a. If your dashboard is empty you will see a green button with the text 'Add Dashboard Tiles'. You can click on that, and it will bring you to step 2



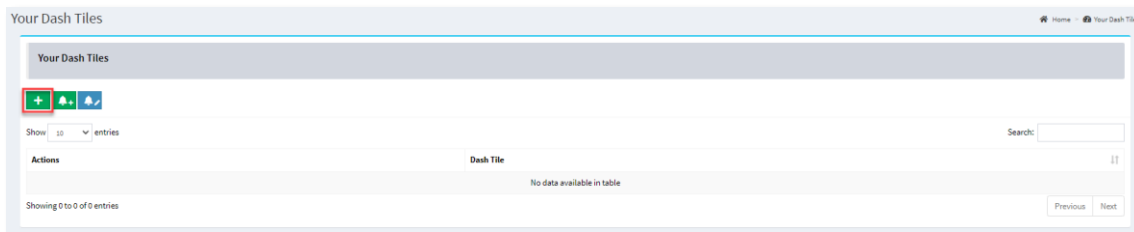


## Arkansas Juvenile Justice Information System

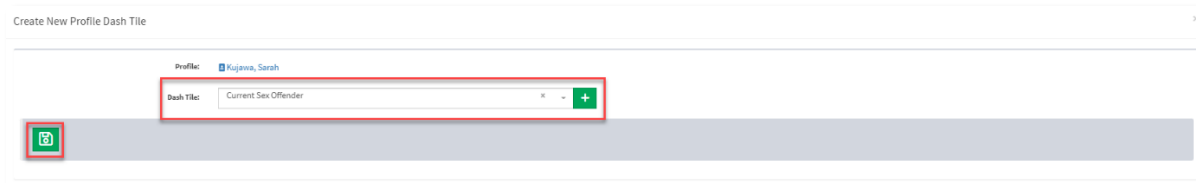
- b. Click on the Dashboard tab in the left-hand side panel.



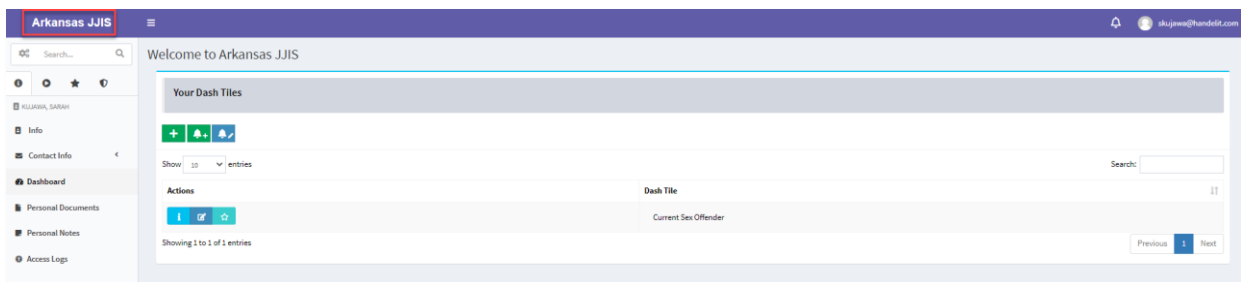
2. You now can add a new Dash Tile. Click on the Add button to add a new Dash Tile.



3. In the Dash Tile dropdown, select the Report you would like to have viewed on your Dashboard. Once you select the Dash Tile you would like to place on your Dashboard, click save. The Dash Tiles are reports that are created by Administrators. If you do not see the report you were looking to have on your Dashboard, please contact an Administrator for assistance.



4. You will now see the newly added Dash tile in the Dash Tile list. Click the Home button (Arkansas JJIS in the upper left-hand corner) to view the new Dash Tile on your Dashboard.



5. Now that you are viewing your Dashboard you have a few options (depending on the Dash Tile/Report selected). You have the option to:

---

## Arkansas Juvenile Justice Information System

---

- a. Save/Print – After clicking Save/Print you will be presented with a few options. You can adjust the paper format and orientation to which it will Save/Print. Once you are satisfied with the options you chose, clicking on Print will allow you to Print the Report, clicking on Save to Computer will automatically save a PDF to wherever you have Downloads defaulted to save to on your local computer.

The screenshot shows the 'Save/Print' options menu. At the top, there is a date selector 'As Of Date:' with the value '01/01/2022' and a calendar icon. Below this, the 'Save/Print' button is highlighted with a red box. To the right of the 'Save/Print' button are two dropdown menus: 'Paper Format:' set to 'letter' and 'Orientation:' set to 'portrait'. Below these are four buttons: 'Print', 'Save To Computer', 'Export Table', and 'Column visibility'. The 'Print' and 'Save To Computer' buttons are highlighted with a red box. At the bottom, there is a 'Show' dropdown set to '10' and the text 'entries'.

- b. Export Table – Clicking on Export Table will present you with a few options on how you would like the table to be exported.

The screenshot shows the 'Export Table' options menu. At the top, there is a date selector 'As Of Date:' with the value '01/01/2022' and a calendar icon. Below this are two buttons: 'Save/Print' and 'Export Table'. The 'Export Table' button is highlighted with a red box. Below the 'Export Table' button is a dropdown menu with the following options: 'Excel', 'Print', 'PDF', 'CSV', and 'Copy to clipboard'. The dropdown menu is highlighted with a red box. Below the dropdown menu is a table with a header row containing 'Name' and a column with a double arrow icon.

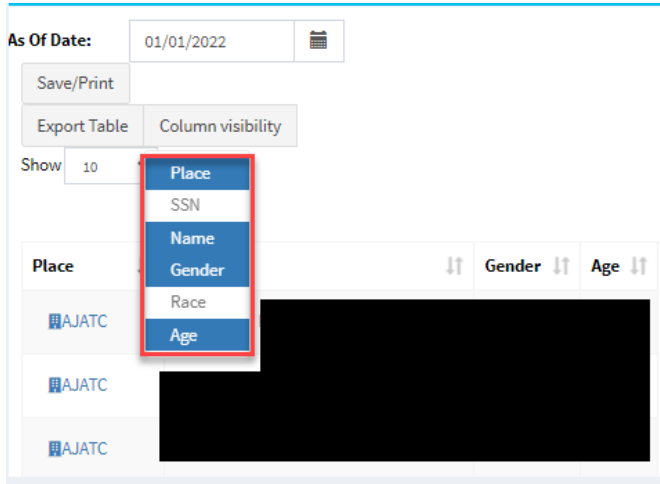
- c. Change Column Visibility – This button allows you to customize what is viewed in the report. The options will be different depending on the Report/Dash Tile being viewed. Solid blue box with white text means

---

## Arkansas Juvenile Justice Information System

---

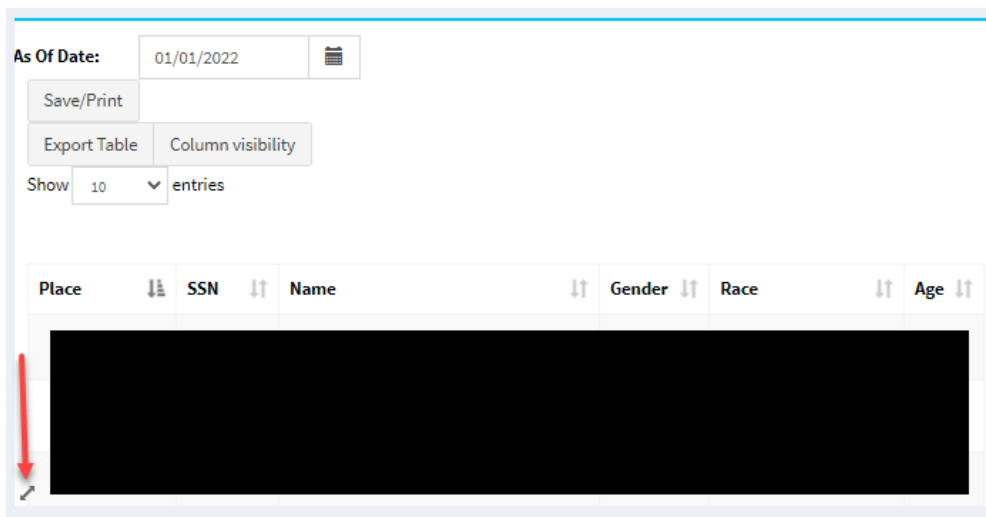
the column is selected to be shown, white box with dark grey text means they are not being shown.



- d. Adjust any Report Parameters – Any parameters that can be updated will be at the top of the Dash Tile/Report. In this example, the only parameter that can be adjusted is the 'As Of Date'.
  - i. Refresh the data after adjusting any parameters – After adjusting any parameters you will need to re-run/refresh the report by clicking the 'View Report/Refresh Data' button on the right-hand side.



- e. Adjust the size of the Dash Tile on your Dashboard – Clicking and dragging on the arrows in the corners of the Dash Tile will adjust the size of the Dash Tile.



## Arkansas Juvenile Justice Information System

### JJIS Action Menu – Create

Let's begin creating new objects in the JJIS. The Preview Area will open new Forms for data entry when a Create menu option is selected.

#### Person

1. Choose the Action Tab on the Sidebar
2. Click + Create to Expand
3. Click on Person

The Preview Area will display a blank form to enter Person data.

**Person**

<div style="margin-bottom: 5px;">Prefix: <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">First Name: <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Middle Name: <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Last Name: <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Suffix: <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Person Type: <span>Client</span> <span style="float: right;">x +</span></div> <div style="margin-bottom: 5px;">Deceased: <input type="checkbox"/></div>	<div style="margin-bottom: 5px;">Hair Color: <span>Se</span></div> <div style="margin-bottom: 5px;">Weight: <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Height: <input style="width: 100%;" type="text"/></div> <div style="margin-bottom: 5px;">Marital Status: <span>Se</span></div> <div style="margin-bottom: 5px;">Religion: <span>Se</span></div> <div style="margin-bottom: 5px;">Gender: <span>Se</span></div> <div style="margin-bottom: 5px;">Race: <span>Se</span></div>
---	--

The minimal requirement data is the First Name, Last Name, Date of Birth, Gender and Race. The Social Security number will create a temporary number if not available.

First Name and Last Name Required	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>First Name:</b> <input style="width: 100%;" type="text"/>  <span style="color: red; font-size: small;">First Name Required.</span> </div>
Temporary SSN provided if it is unknown	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>SSN:</b> <input style="width: 100%;" type="text" value="999-00-2760"/> </div>
Date of Birth Required	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>DOB:</b> <input style="width: 100%;" type="text" value="mm/dd/yyyy"/>  <span style="color: red; font-size: small;">DOB required.</span> </div>
Gender and Race Required	<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>Gender:</b> <span>Select...</span>  <span style="color: red; font-size: small;">Gender required.</span> </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <b>Race:</b> <span>Select...</span>  <span style="color: red; font-size: small;">Race required.</span> </div> </div>
Click the Save button and confirm this Person does not already exist.	<div style="border: 1px solid #ccc; padding: 10px; display: inline-block; background-color: #e0e0e0;"> </div>

## Arkansas Juvenile Justice Information System

The JJIS will attempt to find the Person, offer options and a confirmation beneath the Person form. You may need to scroll down on the Preview Area to see the image below.

Are you sure this new person is not one of these people?

Yes I'm sure this is not a duplicate person.

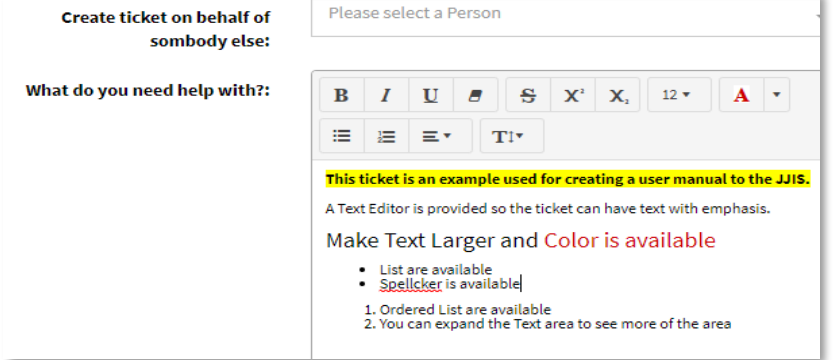

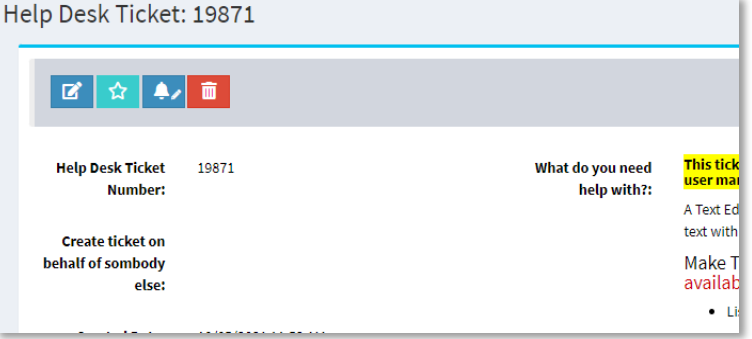
Click the Green Confirmation button to finish the process of creating a person.

### Help Desk Ticket

The DYS Data Team is ready to quickly respond to JJIS Help Desk Tickets.

1. Choose the Action Tab on the Sidebar
2. Click + Create to Expand
3. Click on Help Desk Ticket

The JJIS has full editing features (see image below) and text box expanding.

<p>You may leave the first field blank and only enter the help needed</p> <p>Notice, there is font functionality built into the text area.</p> <p>Click the Save button when you are finished entering the information</p>	
<p>The bottom area of the text box has a slider to expand the text area for you to see more</p>	
<p>The ticket is saved, and a form is displayed with the Ticket Number.</p> <p>You can check the status and edit the information inside the JJIS.</p> <p>Select it as Favorite and it will show up in your Favorites Action Tab.</p>	

---

## Arkansas Juvenile Justice Information System

---

### Organization

- Refer to the System Administration Manual

### Case Number

The juvenile can have four different types of cases. Each one will have their own instruction pages in the JJIS User Manual. Click the link to visit the instructions.

1. [DYS Custody Case](#)
2. [Non-Custody Case](#)
3. Incident Case
4. Grievance Case

### Contract

- Refer to the System Administration Manual

### Event Number

Depending on the type of case, you will have certain events available to you. You must fill out:

1. Case – this is the Case to which you are trying to create an event for (bear in mind, most events will automatically populate in the order they are intended to be completed)
2. Event Type – this list will populate with available Event types based on the type of Case

#### Event Number

The screenshot shows the 'Event Number' form. At the top, there is a 'Start Date' field with the value '10/25/2021, 1:06 PM' and a calendar icon. Below this is the 'Inherit Involved Parties' checkbox, which is checked. The 'Case' field is a dropdown menu with the text 'Please select a Case Number' and a green '+' button. The 'Description' field is a text input area. The 'Event Type' field is a dropdown menu with the text 'Select ...' and a green '+' button. At the bottom left, there is a green save icon.

### Reports

Reports can be found in a few places, the main places you will locate reports will be:

- [Person view](#)
- [Event view](#)

## Arkansas Juvenile Justice Information System

- [Actions tab](#)

### Event View

There are numerous reports available under the Event view, below is a list of each report available through events, and the event they can be found in.

Event	Report(s)
<b>Custody Case Event Types</b>	
AJATC Unit Transfer or Service Type Change	RS-9
CBP Discharge Juvenile Services	urpt_JSF_NC
CBP Intake Juvenile Services Form	urpt_JSF_NC
CBP Placement with Aftercare Provider	RS-9
CBP Program Indicator Report	Client Performance Record Report
CBP Recommend for Discharge	RS-9, Transfer Discharge Summary, DYS J-04
CBP Status Change Juvenile Services Form	urpt_JSF_NC
CBP Temporary Transfer	RS-9
CBP Transfer	RS-9
CBP Transfer through Interstate Compact	RS-9
CBP Transfer to Different CBP	RS-9, Transfer Discharge Summary
DYS Case Coordination	DYS Case Coordination Printout
DYS Client Interview	RS-9, Behavior Survey, MPS Survey
DYS Client Performance Record	Client Performance Record Report
DYS Intake Transfer	RS-9
DYS Juvenile Diverted to Acute Care	RS-9
DYS Juvenile Diverted to JDC	RS-9
DYS MDS Scheduled and Letters	Letter MDSCBP, Letter MDS Parent, Letter MDS Probation Officer
DYS Release of Information Letters	Field Evaluation, ROI Education, ROI Medical, ROI Service Providers
DYS RS-10 Completion	RS-10
DYS Treatment Plan	DYS Treatment Plan Printout, DYS-Treatment-Plan
DYS Youth Arrives at Facility	RS-9
DYS2 Coordinate Admissions	RS-9
Field Evaluation	Field Evaluation
SOP Discharge Juvenile Services Form	urpt_JSF_NC
SOP Intake Juvenile Services Form	urpt_JSF_NC
SOP Preliminary Discharge	RS-9, Transfer Discharge Summary
SOP Transfer	RS-9
SP Arrival at Specialty Provider	RS-9
SP Discharge Juvenile Services Form	urpt_JSF_NC
SP Intake Juvenile Services Form	urpt_JSF_NC
SP Preliminary Discharge	RS-9, Transfer Discharge Summary
SP Transfer	RS-9
<b>Non-Custody Case Event Types</b>	
Intake Juvenile Services Form	urpt_JSF_NC
Discharge Juvenile Services Form	urpt_JSF_NC

---

## Arkansas Juvenile Justice Information System

---

DYS Client Performance Record	Client Performance Record Report
Status Change Juvenile Services Form	urpt_JSF_NC
<b>Incident Report Case Event Types</b>	
IAU Incident Report Filed	urpt_ardhhs_IR-1
IAU Non-Investigative Summary	urpt_ardhhs_IR-1
IAU Investigation	urpt_ardhhs_IR-1
IAU Investigative Summary	urpt_ardhhs_IR-1
IAU Corrective Action	urpt_ardhhs_IR-1

### Person View

The Person tab is the central location for all information relating to a client. This is where all client-based information will be stored. This includes:

1. Info
2. Reports
3. Affiliations
4. Cases
5. Classifications
6. Criminal Charges
7. Diagnosis
8. Documents
9. History
10. Involved People
11. DYS Treatment Plans
12. Juvenile Service Forms (JSF Referrals)
13. Person Addresses
14. Person Aliases
15. Person Numbers
16. Relationships
17. Services
18. Tattoos/Scars
19. Authorized To Sign
20. Event Items
21. Notifications
22. Help Desk

### Person Info Tab

This tab displays basic information related to the person including:

- a. Person ID
- b. Person Type
- c. Date of Birth



## Arkansas Juvenile Justice Information System

### d. Age

Person: 160839: Tester, Emily Anne - Client

Person ID: 160839 Birthplace: Gender: Female

Person Type: Client Eye Color: Green Race: Other

Deceased: False Hair Color: Black Ethnicity:

SSN: 999-00-3137 Weight: Country Of Origin:

SSN Verified: False Height: Language:

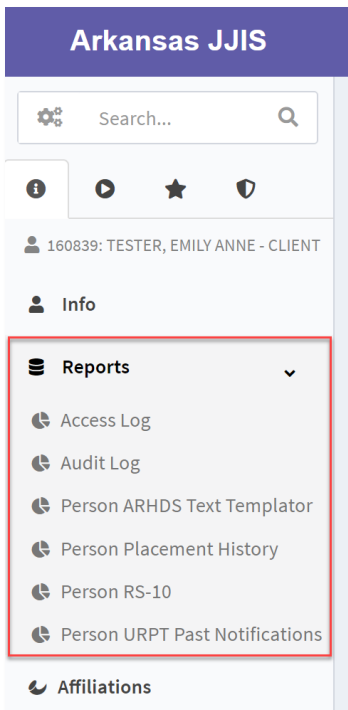
DOB: 7/12/2015 Marital Status: Single Comment:

Age: 6 Religion: Picture:

Current Classifications:

### Reports Tab

If you have the permissions to run a report on a Person, you will see a list of available reports when you click on the Reports tab in the left-hand side panel. Click on the report you would like to run.



### Affiliations Tab

This section is where you will find contracted provider organizations with which the person has been involved with. For juveniles, it will show if they were a client or a contact as a referral.

**You do not add Affiliations here**

---

## Arkansas Juvenile Justice Information System



---

### Cases Tab

From the Cases tab of the Person is where you will find all of the client's from this tab, you can create a new Case associated with the Person. The types of cases you can create are (click on each one to see how to create each type of case):

- [Custody Case](#)
- [Non-Custody Case](#)
- [Incident Report Case](#)
- [Grievance Report Case](#)

Person: 160839: Tester, Emily Anne - Client

Case Numbers					
<div></div>					
Show 10 entries		Search: <input type="text"/>			
Actions	Case Type	Case Number	Case Open Date	Case Close Date	Case Description
  	DYS Custody Case	JC-C-2021-212228	10/16/2021 2:28 PM		
  	Incident	INC-10-2021-212233	10/20/2021 4:36 PM		
Showing 1 to 2 of 2 entries					
Previous 1 Next					

### Classifications Tab

This section stores information regarding the status of a juvenile. Classifications include EJJ, Special Education, etc. Classifications are also Security Risks and AWOL alerts.




---

## Arkansas Juvenile Justice Information System





---

Person: 160839: Tester, Emily Anne - Client

### Classifications



Show  entries Search:

Actions	Classification Type	Start Date	Current	End Date	Comment
  	 AWOL Alert	10/21/2021 12:49 PM	True		

Showing 1 to 1 of 1 entries Previous **1** Next

 **Providers DO NOT add Classifications** 




 **Only Juvenile Services Staff enter Security Risks and AWOL alerts** 

### Criminal Charges Tab







The Criminal Charges tab will store all information for all criminal charges listed in the cases for the juvenile. This includes the Non-Custody case charges as well.

Person: 160839: Tester, Emily Anne - Client

### Criminal Charges



Show  entries Search:

Actions	Court	Event	Charge Date	Charge
  	 Juvenile Court -- District 10	 1234105: Tester, Emily Anne - DYS Client Interview	10/14/2021 12:57 PM	 : CURFEW VIOLATION CITY

Showing 1 to 1 of 1 entries Previous **1** Next

### Diagnosis Tab

In this tab you will see any Diagnosis' recorded in any events associated with the Person.

### Documents Tab

This tab is where you find any imported document for the Person. Depending on your security, you may or may not have access to view all the Documents listed. To learn how to upload a new document, go to [Create New Documents](#).

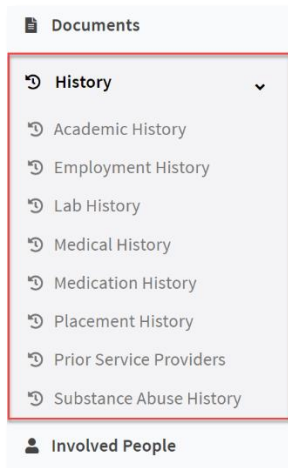
---

## Arkansas Juvenile Justice Information System

---

### History Tab

In this section, you will expand the History tab to view different types of History. The information that will be stored here is:



- Academic History – Where you can view the school status of the juvenile, this information is added from the case. **DO NOT ADD ACADEMIC HISTORY HERE**
- Employment History – Where information can be viewed pertaining to any employment the juvenile may have disclosed to the provide or Intake Office at DYS. **DO NOT ADD EMPLOYMENT HISTORY HERE**
- Lab History – Where information on any drug testing and DNA testing will be found. Cornell will complete the DNA testing information through the Event in the Case. You will be able to view that information here. You may also add a drug screening that you conduct at your agency – however this is not required
- Medical History – Will display any medical history pertaining to the client
- Medication History – Is used to easily view the medications the juvenile is currently using, making it easier to monitor and ensure there are no implications associated with medication side effects, etc. You may add medications at any time in this section.
- Placement History – This section will show you where a juvenile is placed throughout a Custody case. Any events with a Placements tab, the information will display here. **DO NOT ADD PLACEMENT HISTORY HERE**
- Prior Service Providers – Where you will see any organizations that provided services to the juvenile prior to his/her commitment to DYS. This will be keyed by the Intake Officer for DYS Juvenile Services Unit. **DO NOT ADD PRIOR SERVICE PROVIDERS HERE**
- Substance Abuse History – Will allow the effective tracking and monitoring of a client’s substance abuse patters, addictive behaviors, etc. You may add a history at any time in this section – however this is not required

### Involved People Tab




This tab will allow you to view all parties associated with the client in a case. This form pulls data from the Event Involved Parties associated with this person through the events inside the case. You can add a new Involved Party from this screen by clicking on the add button, green square with the white plus sign (+). See [Create New Event Involved Party](#)

## Arkansas Juvenile Justice Information System




to learn how to add a new Involved People.

Person: 160839: Tester, Emily Anne - Client

**People**



Show  entries Search:

Actions	Person ID	Prefix	First Name	Middle Name	Last Name	Suffix	Person Type	SSN	DOB	Gender
  	160690		SARAH		KUJAWA		Employee			Female

Showing 1 to 1 of 1 entries Previous **1** Next




### DYS Treatment Plans Tab

### Juvenile Services Forms (JSF Referrals) Tab










This section will store the program type of a juvenile with the start and end dates of that program. Classifications are: Diversion, FINS, Delinquent, Aftercare, Specialized Aftercare, SOP Aftercare, Specialized Contract, and Interstate Compact.

Person: 160840: Tester, Gus - Client

**Event JSFs**



Show  entries Search:

Actions	Event	Effective Date	Current Custody	Referral Source	County Of Residence	Provider
  	1234070: Tester, Gus - Intake Juvenile Services Form					
  	1234071: Tester, Gus - Discharge Juvenile Services Form					
  	1234075: Tester, Gus - Status Change Juvenile Services Form					

Showing 1 to 3 of 3 entries Previous **1** Next

 Do not add the Classifications here. They are added through the case. 




## Arkansas Juvenile Justice Information System

### Person Addresses Tab




This tab will display any addresses that the juvenile has or has had in the past. JJIS allows us to keep a record of previous addresses while maintaining the current and mailing addresses. Addresses will be added inside a case; however, you may add a person address at any time in this section.

Person: 160840: Tester, Gus - Client

**Person Addresses**

Show  entries Search:

Actions	Address Type	Address	Zip Code	City	State	Current	Mailing
  	Home Street Address	123 Test Ave	71630	Arkansas City	Arkansas	True	True




Showing 1 to 1 of 1 entries Previous **1** Next

### Person Aliases Tab




Where you will find any alias names for the juvenile. This would include when a juvenile has been adopted or if they have a “nickname” they use. This would also be where you would place a suffix name (i.e. Jr.) These are searchable through the Search function as well. You can also add a person alias at any time in this section.

Person: 160840: Tester, Gus - Client

**Person Aliases**

Show  entries Search:

Actions	First Name	Last Name
  	Bob	Tester

Showing 1 to 1 of 1 entries Previous **1** Next

---

## Arkansas Juvenile Justice Information System




---

### Person Numbers Tab









This is where you will find all contact and identification numbers for the Person. This includes but is not limited to, Drivers License, FBI, Phone, Pager, and Cell phone numbers. You may add a person number to this tab at any time.

Person: 160840: Tester, Gus - Client

**Person Numbers**

Show  entries Search:

Actions	Number Type	Number	Extension	Comment
  	 Cellular	5553034456		
  	 Drivers License ID	AR123456789		




Showing 1 to 2 of 2 entries Previous **1** Next

### Relationships Tab






This will display everyone that is related to the juvenile, including family members as well as state guardian information. DYS Intake Officers enter this information inside the Custody case. You may add a relationship at any time in this section – however not required by providers.

Person: 160840: Tester, Gus - Client

**Person Relationships**

Show  entries Search:

Actions	Person	Role	Custody	Comment
  	 160839: Tester, Emily Anne - Client	 Natural-Born Sister	False	

Showing 1 to 1 of 1 entries Previous **1** Next

### Services Tab

This section is where all Services that DYS contracted providers have billed for this juvenile. This is where you can key individual billing for the juvenile. This will be explained under the Billing section of this manual.

### Tattoos/Scars Tab

This area will store information regarding any scar, mark, tattoo or piercing. You may add a person marking at any time to this section – however not required by providers.

---

## Arkansas Juvenile Justice Information System

---

### Common Tabs

#### Create New Signature

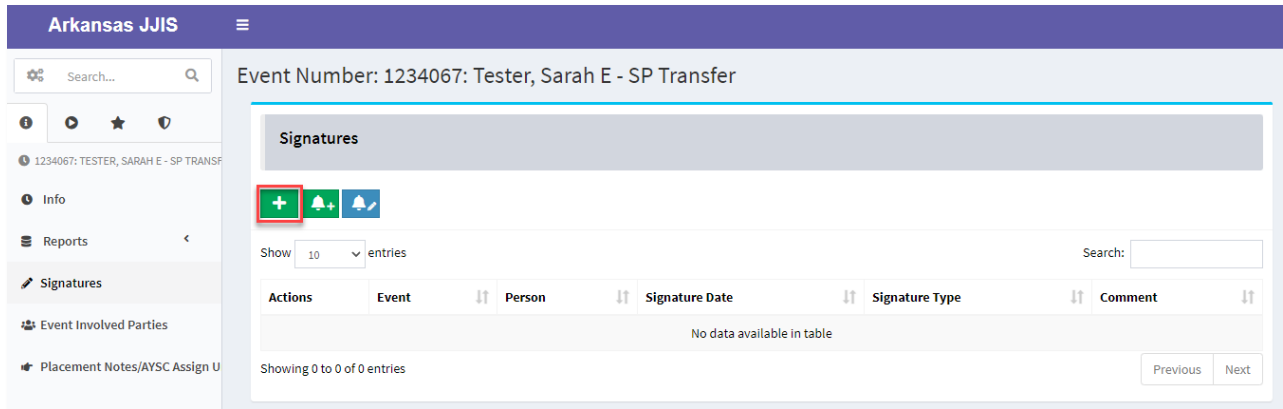
1. From the Event requiring a Signature, click on the Signature tab in the left-hand side panel.

The screenshot displays the Arkansas JJIS web application. The left-hand side panel (navigation menu) is visible, with the 'Signatures' tab highlighted by a red rectangle. The main content area shows the 'Event Number: 1234067: Tester, Sarah E - SP Transfer'. Below this, the 'Signatures' section is active, displaying a table with columns: Actions, Event, Person, Signature Date, Signature Type, and Comment. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The 'Signatures' tab is also visible in the top navigation bar.

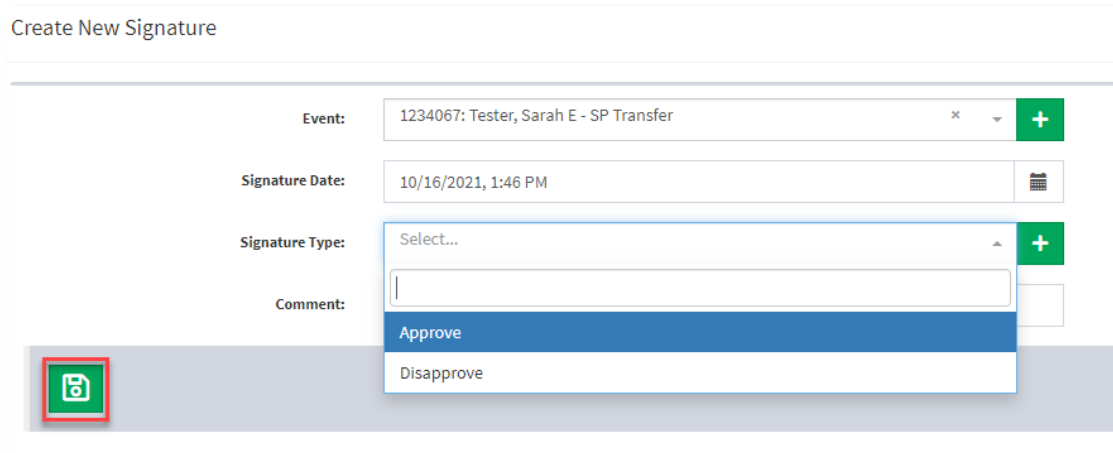


## Arkansas Juvenile Justice Information System

- Click the green box with the with plus sign (+) to add a new signature.



- The Create New Signature popup will appear. Event Number and Signature Date will automatically populate based on the Event the Signature is being added to and the date/time the Signature button was clicked to be added. The required field is Signature Type with Approve or Disapprove as the options; you may leave a comment if needed. Click the green save button in the lower left-hand corner once finished.



- Once saved you will return to the Signatures tab in the Event the Signature was just added to. You will see the new Signature along with any other Signatures on that Event.
  - If you do not have permissions to add a new Signature you will see an error message below Signature Date stating "Current user (Last Name, First Name) does not have an authorization to sign (Event Type) events."

### Create New Event Involved Party

Adding an Involved Party can be done in any event, as well as from the Person view if you are trying to just add a person not associated with a specific case/event. To add an Involved Party, open the event to which you want to add an

---




## Arkansas Juvenile Justice Information System

---







Involved Party. Click on the green box with the white plus sign (+) to add a new Involved Party.

Event Number: 1234011: Tester, Sarah E - DYS Youth Arrives at Facility

**Event Involved Parties**



Show  entries Search:

Actions	Event	Name	Role
  	1234011: Tester, Sarah E - DYS Youth Arrives at Facility	160815: Tester, Sarah E - Client	Client
  	1234011: Tester, Sarah E - DYS Youth Arrives at Facility	1: LOGIN, HANDEL - Employee	Administrator



Showing 1 to 2 of 2 entries Previous **1** Next


Once you click on the add button you will be brought to a screen where you need to fill out:


- Name – Person Involved
- Role – Person's Role
- Where or not they are present

Once fully filled out, click the save button in the bottom right-hand corner of the pop-up. You will be brought back to the Event Involved Parties tab of the event you are on, you will see the newly added Involved Party in the Event Involved Party list view.


Create New Event Involved Party

**Event:**   

**Name:**  

**Role:**  

**Present:** ☐



---

## Arkansas Juvenile Justice Information System

---

### Create New Charges




Adding a new charge can be done from many events. When you need to add a new charge, click the Charges tab in the event you need to add the charge to. You will see a list of all current charges associated with the client, to add a new charge, click on the add button.

Once you click on the add button you will be brought to a screen where you need to fill out the following required fields:





- Court
- Charge Date
- Charge
- Charge Count
- Status/Outcome
- Zip
- County – When you click on the dropdown, it will only display results based on zip
- District – When you click on the dropdown, it will only display results based on zip

Event Number: 1233824: Tester, Sarah E - DYS Client Interview

**Criminal Charges**

Show  entries Search:

Actions	Court	Event	Charge Date	Charge
  	Juvenile Court -- District 10	1233824: Tester, Sarah E - DYS Client Interview	10/20/2021 2:22 PM	 VIOLATION OF PROBATION:


Showing 1 to 1 of 1 entries Previous **1** Next

Once fully filled out, click the save button in the bottom right-hand corner of the pop-up. You will be brought back to the Charges tab of the event you were on, you will see the newly added Charge in the Charges list view.

## Arkansas Juvenile Justice Information System

Create New Criminal Charge

Court:	Please select a Organization	+	Charge Count:	0	
Comment:				Commitment Order:	
EIVCGA Status Applies:	<input type="checkbox"/>			Status/Outcome:	Select... +
Event:	1233824: Tester, Sarah E - DYS Client Interview	x	+	Zip:	Please select a Zip Code +
Person Committed:	160815: Tester, Sarah E - Client			County:	Select ... x +
Charge Date:	mm/dd/yyyy			District:	Select ... x +
Charge:	Select...		+		



### Create New Documents

#### Searching




Click on Documents link on the Person Info Tab and the image will display in the Preview Area.

#### [Review the Info Tab Here](#)

When you click on one of the categories the JJIS will slide open another area of the accordion control. Each category and sub-category are listed on the following table for your reference.

Person: 157083: ORTIZ, ANTHONY - Client

**Documents**

Aftercare(0)
Demographics(0)
Educational(0)
General Information(0)
Legal(0)
Psych Eval and Treatment(0)
Social(0)
Special Education(0)

**All**

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
---------	-----------	------	---------------	----------------------	------

---

## Arkansas Juvenile Justice Information System

---

### Categories

Category	Sub-Category
<b>Aftercare</b>	Aftercare Extension After Plan AWOL Notification/Violent Report CBP Graduated Sanction Authorization DYS Juvenile Services Response Cover Sheet Miscellaneous Monthly Staffing Progress Report Targeted Case Management Service Plan
<b>Demographics</b>	ARKids First Card Birth Certificate Client Visitation Sheet DYS Intake Information Initial Community Report/Field Evaluation Medicaid Information Miscellaneous RS-10 Face Sheet Social Security Card RS-9 DNA Sample Record
<b>Education</b>	School Assessments School Records School Referral Cover Sheet Miscellaneous
<b>General Information</b>	Consent Forms DHHS-1910 (Incident Report) DYS Generated Reports DYS-IR1 (DYS Incident Report) External Requests for release of information Incoming Correspondence Miscellaneous Previous Placement History Requested Information
<b>Legal</b>	Interstate Compact Miscellaneous Miscellaneous Orders Order of Commitment Petition Pick-Up Order Pick-Up Order Cancellation Receipt of Custody Form Risk Assessment RS-13
<b>Psych Eval and Treatment</b>	Acute Placement Records ASAP Reports Discharge Summaries DYS Psychological Assessment

---

## Arkansas Juvenile Justice Information System

---

<b>Psych Eval and Treatment (Continued)</b>	Evaluations Length of Stay Matrix MDS Initial Treatment Plan MDS Treatment Plan Miscellaneous Multi-Disciplinary Staffing Letters Security Alerts Treatment Plan Updates Treatment Plans YLSA Inventory
<b>Social</b>	DCFS DYS Referral Information Home Study Medical Records Medical Referral Cover Sheet Miscellaneous Sex Offender Community Notification
<b>Special Education</b>	Assessments Class Schedule Special Education Transcripts Transition Miscellaneous (1) Inform Consent, Parent Rights, Initial Placement (2) IEP & Transition (3) Eval Prgrm Conf, Ex Data Rev (4) UAMS, Psych Rpt, SLD Comm Rpt (5) Annual rev, Spc Prog Conf (6) Therapy Notes, Parent Log, Grades

This is exhaustive lists and many of the Sub-Categories may not be used. DYS Administration will decide where documents should be uploaded.

---

## Arkansas Juvenile Justice Information System

---

### Uploading

Uploading documents into the JJIS is important because validating crucial information of the juvenile's treatment is often needed. The document section will be called the "Master File".

[Click Here to review the Info Taskbar Tab](#)

1. Click on Documents link on the Person Info Tab and the image will display in the Preview Area.
2. Notice: Documents are categorized by the following area
3. Click the Green button with a Plus/Add Icon

Person: 160826: LastName, FirstName

#### Documents



Aftercare(0)

Demographics(0)

Educational(0)

General Information(0)

Legal(0)

Psych Eval and Treatment(0)

Social(0)

Special Education(0)

4. A Modal Window will pop up a form to capture data about the document.
5. Date, Type and Description are required
6. Default Image is for the juvenile's RS-10 and Face Sheet.
7. Browse for the location of the document on your computer

#### Create New Document

Date:	<input type="text" value="mm/dd/yyyy"/>		Default Image:	<input type="checkbox"/>
Document Type:	<input type="text" value="Select..."/>		Comment:	<input type="text"/>
Document Description:	<input type="text"/>		File:	<input type="button" value="Browse For Document ..."/>

8. Once uploaded the Modal Window will close and the document will now be in the client's Master File.

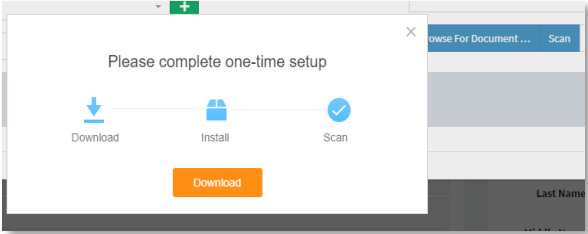
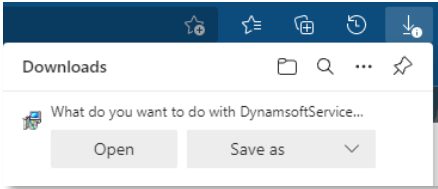
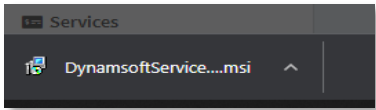
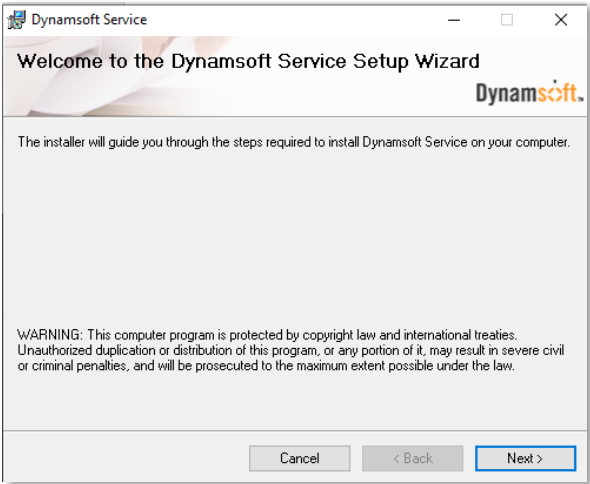
# Arkansas Juvenile Justice Information System

## Scanning Installation

Scanning capability can be activated by enabling a switch in your profile settings. The Public Profile will have the Enable Document Scanning check box.

**The JJIS will require a download and administrator authentication to complete a setup.**

- If you need a refresh on Profile Settings [click here](#) ←
- You can also download the Scanning Software via this link:
  - ◆ <https://jjis.dhs.arkansas.gov/dwt/dist/DynamsoftServiceSetup.msi>
  - ◆ Further detail of product can be found here
    - Dynamsoft - Experts in Document Capture

<p>When you click +Add Document the JJIS will pop up a prompt to Download a file</p> <p>The next step is to tell</p>	
<p>Firefox and Microsoft Edge will put the file download in the Dropdown menu. Click the "Down Arrow" on the menu bar</p> <p>Open and/or Run the program to install</p>	
<p>Google Chrome will show the downloaded file on the bottom</p> <p>Click the up arrow and/or Run the program to install</p>	
<p>The Dynamsoft setup wizard will walk you through the installation process and ask for an Administrator Password</p> <p>Contact your IT Department for help if you do not have the username and password</p> <p>Close the Setup Window and you are ready to scan</p>	



---

## Arkansas Juvenile Justice Information System

---

### Scanning Instructions

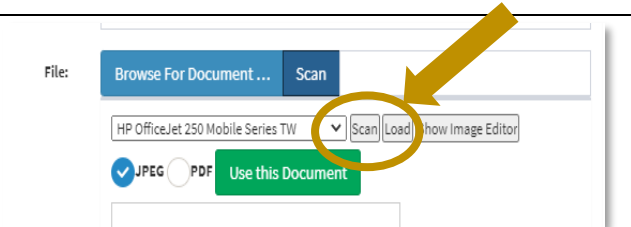
Once you get the Scanning Software installed the Scan button will show next to the Browse for Document button. Click the Scan button and the follow instructions.

Scan Button appears after the Dynamasoft software is installed.

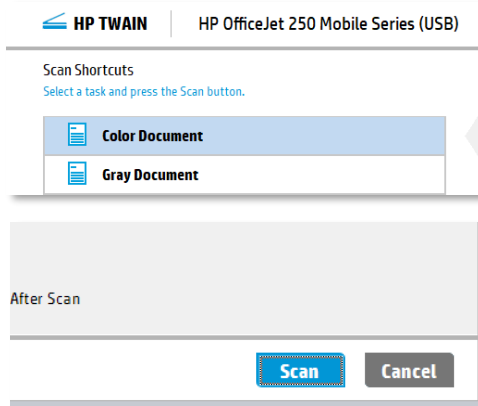
- JPEG Selection for Image
- PDF Selection for Documents

1. Click the Small Scan button next to the name of your scanner. A window for your specific printer will pop up to adjust TWAIN Settings.
  - a. The Scanner for this User Manual example is an HP 250
2. Click Scan on your Scanner Settings Window
3. JJIS will show a status of Scanning for each page if you have more than one
4. Close the Scanner Settings for your scanner and get back to JJIS
5. Name the Image/Document when the Modal Window pops up.

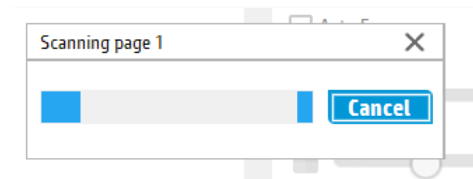
Continue to Next Page →



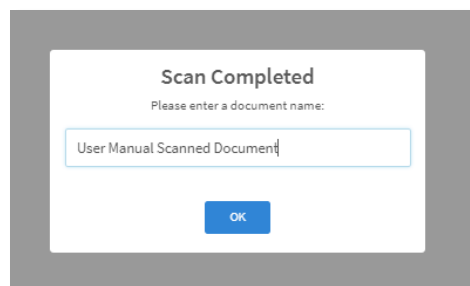
#### Twain Settings (Scanner Specific)



#### Processing Status



#### Modal Window



---

## Arkansas Juvenile Justice Information System

---

Continued ...

6. Enter the Date of Document
7. Document Category Type
8. Description (Optional)
9. Default Image (Must be JPEG Scan)
  - a. Will Show up on RS-10 Face Sheet
  - b. Will Show up in JJIS under Person Info Preview Area
10. Comment (Optional)
11. Click Green Button "Use This Document"
12. Click Save

Create New Document

Date:	10/01/2021, 11:24 AM	Default Image:	<input type="checkbox"/>
Document Type:	Aftercare: After Plan <span>x</span> <span>+</span>	Comment:	<input type="text"/>
Document Description:	Used for instructions for User Manual		
File:		Browse For Document ... Scan User Manual Scanned Document.pdf	
		HP OfficeJet 250 Mobile Series TW <span>Scan</span> <span>Load</span> <span>Show Image Editor</span>	
		<input type="radio"/> JPEG <input checked="" type="radio"/> PDF <span>Use this Document</span>	



The document will show up under the Category Types. You will also notice the count of the Category Type has incremented.

# Arkansas Juvenile Justice Information System

## Create New Event

1. From the Person view, in the left-hand column, click “Cases”. From there you will see all cases related to the person you are viewing. Click the “i” (view details) button to view the details of the case.

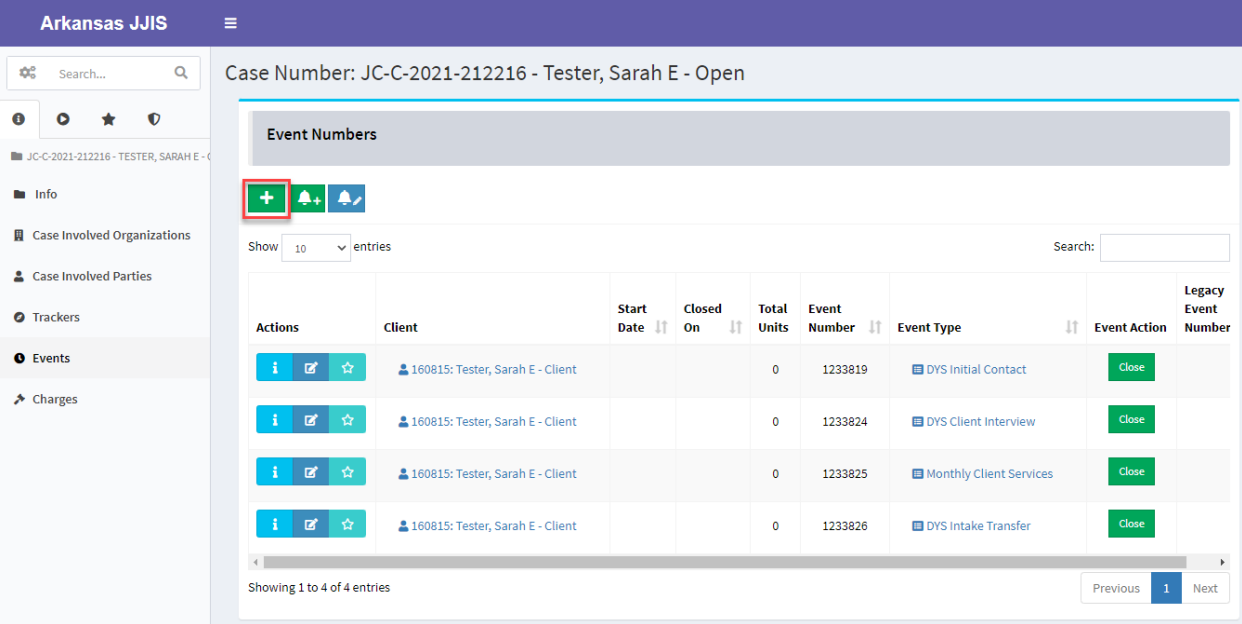
The screenshot shows the Arkansas JJIS interface. On the left, a sidebar contains a search bar and a list of menu items: Info, Reports, Affiliations, Cases (highlighted with a red box), Classifications, and Criminal Charges. The main content area is titled 'Person: 160815: Tester, Sarah E - Client'. Below this, there is a 'Case Numbers' section with three icons: a green plus, a green bell, and a blue bell. A 'Show 10 entries' dropdown is present. Below this is a table with columns: Actions, Case Type, Case Number, Case Open Date, Case Close Date, and Case Description. The table contains one entry for 'DYS Custody Case' with Case Number 'JC-C-2021-212216' and Case Open Date '09/28/2021 2:13 PM'. A red arrow points to the 'i' icon in the Actions column. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons.

2. You will be brought to the Case details page. From here you can view and manage Case Involved Organizations, Case Involved Parties, Trackers, Events & Charges. Click “Events”.

The screenshot shows the Arkansas JJIS interface for a specific case. The sidebar on the left has a search bar and menu items: Info, Case Involved Organizations, Case Involved Parties, Trackers, Events (highlighted with a red box), and Charges. The main content area is titled 'Case Number: JC-C-2021-212216 - Tester, Sarah E - Open'. Below this, there are several sections: 'Case Type: DYS Custody Case', 'Case Open Date: 09/28/2021 2:13 PM', 'Case Resource:', 'Person: 160815: Tester, Sarah E - Client', 'Case Close Date:', 'Grievance Event:', 'Case Number: JC-C-2021-212216', and 'Case Description:'. There are also icons for a document, a star, a bell, and a trash can at the top of the main content area.

## Arkansas Juvenile Justice Information System

3. Now you will see all Events currently listed under the Case. You also can create a new Event. Click the + (plus sign) to create a new event.



















Arkansas JJIS

Case Number: JC-C-2021-212216 - Tester, Sarah E - Open

Event Numbers

+

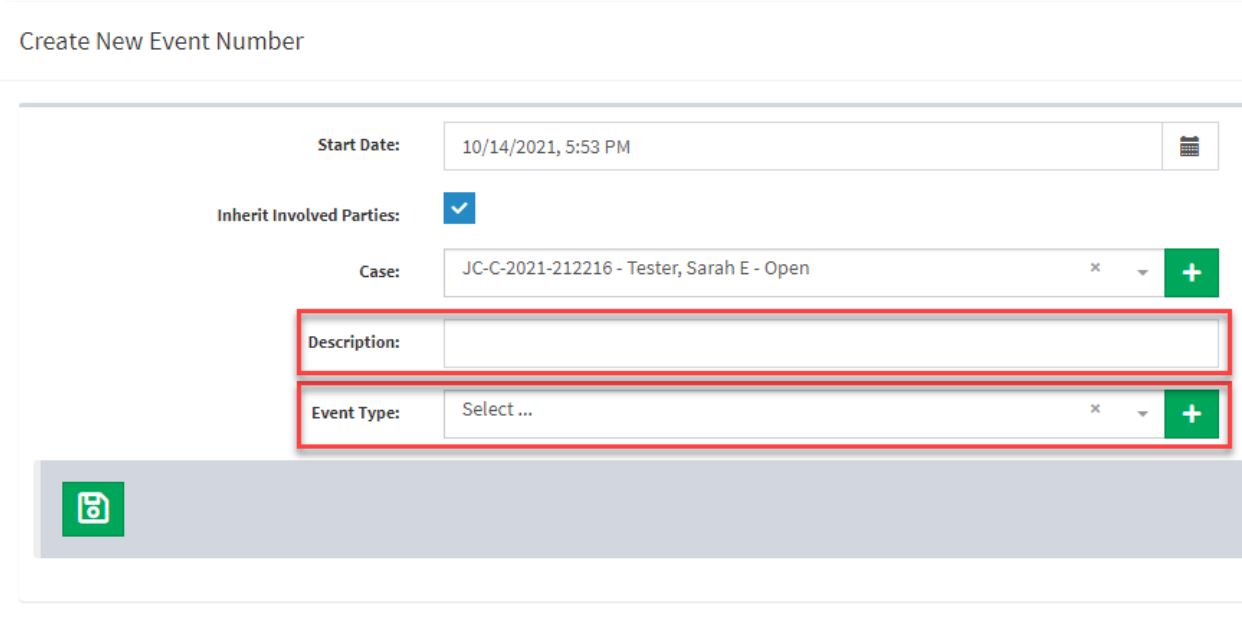
Show 10 entries

Actions	Client	Start Date	Closed On	Total Units	Event Number	Event Type	Event Action	Legacy Event Number
  	160815: Tester, Sarah E - Client			0	1233819	DYS Initial Contact		
  	160815: Tester, Sarah E - Client			0	1233824	DYS Client Interview		
  	160815: Tester, Sarah E - Client			0	1233825	Monthly Client Services		
  	160815: Tester, Sarah E - Client			0	1233826	DYS Intake Transfer		

Showing 1 to 4 of 4 entries

Previous 1 Next

4. A popup form will appear to create a new Event. Start Date, Inherit Involved Parties and Case will all auto-populate accordingly. Description and Event Type are the only two that would need to be filled out with Description being optional.



Create New Event Number


Start Date: 10/14/2021, 5:53 PM

Inherit Involved Parties: ☒

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

Event Type: Select ...



## Arkansas Juvenile Justice Information System

5. Event Type is a dropdown, you can type into the search area to locate the Event you're searching for faster. Once selected click the Save icon.

Create New Event Number

Start Date: 10/14/2021, 5:53 PM

Inherit Involved Parties: ☒

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

Event Type: Select ...

Client

DYS Client Interview

AJATC Security receives Client and Folder

Client Outcome Performance Record

DYS Client Performance Record

Monthly Client Services

3825

6. You will be brought back to the Case Events where you will see your new Event created, along with any other Events previously created under the case. You can view the event details by clicking on the "i". Hints: using the Search feature in the upper right is an easy way to locate the Event you are looking for, you can also Favorite Events by clicking the Star.




Arkansas JJIS

Case Number: JC-C-2021-212216 - Tester, Sarah E - Open

Event Numbers

Show 10 entries

Search: Interview

Actions	Client	Start Date	Closed On	Total Units	Event Number	Event Type	Event Action	Legacy Event Number
  	160815: Tester, Sarah E - Client			0	1233824	DYS Client Interview	Close	

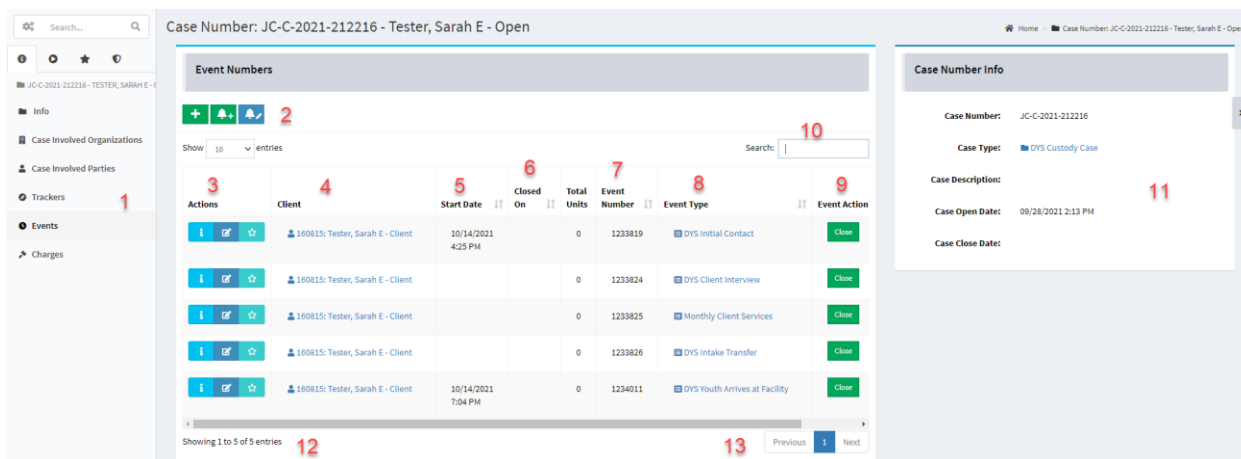
Showing 1 to 1 of 1 entries

Previous 1 Next

# Arkansas Juvenile Justice Information System

## Event Numbers List Page

The Event List View can be found by clicking Events on the left-hand column navigation pane.



1. Navigation sidebar – this is where you can navigate between different areas of the Case, we are looking at the Event option
2. Create New Event Number , Add Create Notification , Add Change Notification buttons – where you can create a new event or add notifications
3. Actions column – View Details , Edit & Favorite
4. Client – This is the person the Case is created under for the Events to be created
5. Start Date – This is auto-populated based on when the Event is created
6. Closed On – Will display date and time the event was Closed
7. Event Number
8. Event Type
9. Event Action – Can Close and Re-Open Events
10. Search box – Search for a specific Event using a keyword (i.e., Event Type, Event Number, etc.)
11. Case Number Info Area – Gives you basic information regarding the Case you are making Events under
12. How many records are currently being displayed
13. Page navigation

## Event Info Page

No matter what Event type you are on, the Info screen will look the same. This is the screen you land on when you first enter the Event. It gives you a lot of standard information regarding the Event. The red square shows the main Event Information that will include useful information such as, the Client, Start Date, Closed Date, Case Number, Description, Event Note, Event Type, Aftercare, and the ability to Close the event with the Event Action button. On the left-hand

---

## Arkansas Juvenile Justice Information System

---

column you will see the sections that make up this Event type (DYS Initial Contact).

Arkansas JJIS

Event Number: 1233819: Tester, Sarah E - DYS Initial Contact

Home · Event Number

Info

DYS Initial Contact Notes

Documents

Event Involved Parties

Client: 160815: Tester, Sarah E - Client

Event Note:

Event Type: DYS Initial Contact

Start Date:

Additional Note:

Event Action: Close

Closed On:

Event Duration In Minutes: 0

Aftercare:

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Legacy Event Number:

Description: DYS Initial Contact

Resources:

Event Deadline:

Once off the main Info tab of the Event, you will see a box on the right-hand side for Event Number Info that will give you the main information pertaining to the Event you are currently adding/viewing/modifying.

Event Number Info

Event Number: 1233824

Legacy Event Number:

Event Type: DYS Client Interview

Start Date:

Closed On:

Event Action: Close

Client: 160815: Tester, Sarah E - Client

## Arkansas Juvenile Justice Information System

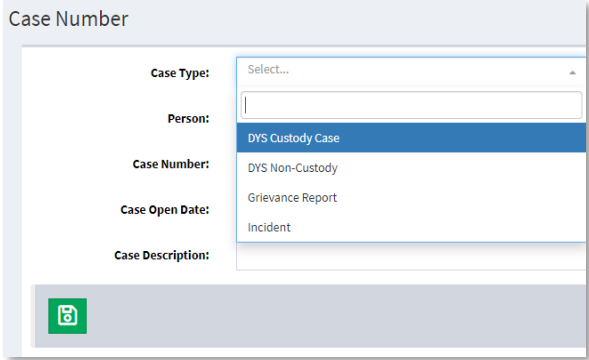

### DYS Custody Case Creation



DYS Custody Case events are labeled to identify the program type that is responsible for completing the event. The label identifiers are as follows:

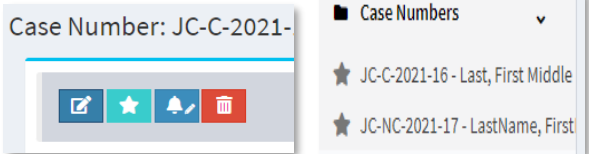
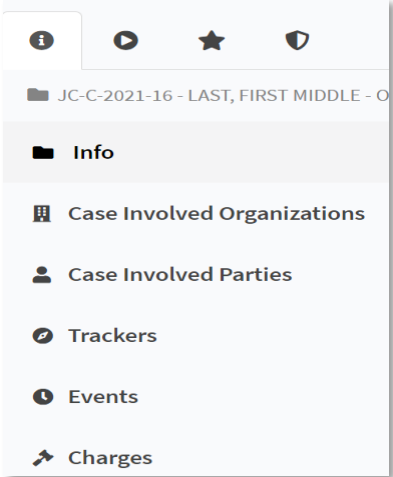
Label Identifier	Who Completes Event Types
DYS	Juvenile Services Staff
DYS2	Juvenile Services Staff
AJATC	Contract staff at AJATC
SOP	Correctional Facility/Treatment Center Receiving the juvenile
SP	Specialty Provider that receives the juvenile
CBP	Community Based Provider responsible for aftercare

1. Choose the [Action Tab](#) on the Sidebar
2. Click + Create to Expand
3. Click on Case Number
4. Select DYS Custody Case in the Preview Area

<p>The drop-down list offers four types of cases, so be sure to select DYS Custody Case.</p> <p>Search and then select the Person</p> <p>Leave the Case Number to Auto-Generate</p> <p>Add the Case Open date</p> <p>Case Description is optional</p> <p>Click Save</p>	
<p>The Preview Area will display the case you create.</p> <p>The Case number, Client's name and Case Status are listed in the Header</p> <p>Click the Star to set this case into your Favorites Action Tab menu.</p>	



## Arkansas Juvenile Justice Information System

<p>Verify the Favorite's Star is now solid white.</p> <p>Case Numbers will show up in the Favorites Tab</p>	
<p>The Info Tab is updated to start working with a DYS Custody Case. Trackers, Involved Parties/Organizations, Charges and Events can be entered.</p> <p>DYS Events for Custody Case Examples</p> <ol style="list-style-type: none"> <li>1. DYS Initial Contact</li> <li>2. DYS Client Interview</li> <li>3. DYS Treatment Plan</li> <li>4. DYS Case Coordination</li> <li>5. Monthly Client Services</li> </ol> <p><a href="#">Learn Add DYS Custody Case Events</a>  <a href="#">Click Here</a></p>	

### DYS Intake

1. Once a new Custody case is created, the first Event that populates is DYS Initial Contact.
  - a. You will need to fill out 3 areas saving after each section:
    - i. DYS Initial Contact Notes
    - ii. Documents
    - iii. Event Involved Parties – The juvenile and the intake worker's name will auto-populate. You will need to add the person who contacted DYS regarding the juvenile being delivered to DYS. See [Create New Event Involved Parties](#) section of this manual.

---

## Arkansas Juvenile Justice Information System

---

- b. Depending on the Outcome selected on the Initial Contact Notes tab, JJIS will then generate the next appropriate event when this one is closed.

Create New DYS Initial Contact Note

Event: 1233819: Tester, Sarah E - DYS Initial Contact

EJJ: Select...

EJJ Verification: Select...

Alert Message:

DYS Initial Contact Outcome: Select...

- Acute Care
- AJATC Available
- Diverted to JDC
- Diverted to RJP/SOP
- No Court Order

2. The next event that opens depends on the Outcome you selected in the step above. The outcome options are as follows (choose Outcome selected to jump to that section):
- [Acute Care](#)
  - [AJATC Available](#)
  - [Diverted to JDC](#)
  - [Diverted to RJP/SOP](#)
  - [No Court Order](#)

### Acute Care Selected

If selected Outcome of Acute Care, the next event generated is [DYS Juvenile Diverted to Acute Care](#).

- Fill out information located in the DYS Juvenile Diverted to Acute Care tab
  - Placement Organization
  - Service Type
  - Start Date
- Close the Event
- The [DYS Diverted Disposition](#) event is opened. (Click the title to continue)

### AJATC Available Selected

If selected Outcome of AJATC Available, the next event generated is the [DYS Youth Arrives at Facility](#).

- Nothing is required in this event
  - Close the event
- The [DYS Client Interview](#) and UAMS Mobile Assessment events will now be opened in the Case Events list view.
  - The UAMS Mobile Assessment event is completed by the provider.
  - Fill out DYS Client Interview tab
    - Close the event

---

## Arkansas Juvenile Justice Information System

---

3. The [DYS Release of Information Letters](#) event is opened. This event is for the intake worker to print off the required letters.
  - a. To print the letters, click on the Reports drop down in the left-hand side panel. A list of available letters will appear. Click on the report you want to print. Click the print icon.
  - b. Close the event
4. The [DYS MDS Scheduled & Letters Sent](#) and the CBP Intake Field Evaluation events are opened.
  - a. For the DYS MDS Scheduled & Letters Sent, fill in the Multidisciplinary Staffing Date & Time
  - b. Close the event
5. After closing DYS MDS Scheduled & Letters Sent, the AJATC Multi-Disciplinary Staffing event is created
6. Intake is complete

### Diverted to JDC Selected

If selected Outcome of Diverted to JDC, the next event generated is the [DYS Juvenile Diverted to JDC](#).

1. You will need to go to the DYS Juvenile Diverted to JDC tab and add a placement to the JDC the juvenile was diverted.
2. Close the event.
3. The [DYS Diverted Disposition](#) event is generated. In this event you will select an outcome:
  - a. Intake at AJATC – This is used when the juvenile will be at the JDC for a short period of time and then come to AJATC to have the intake process completed.
  - b. Intake at JDC – This is used when the juvenile will remain at the JDC and has the intake process completed from the JDC.
4. If Intake at AJATC, the next event is DYS Youth Arrives at Facility
5. If Intake at JDC, the next event is DYS Client Interview

### Diverted to RJP/SOP Selected

If selected Diverted to RJP/SOP, the next event generated is the DYS2 Diverted to SOP

1. You will add a placement to the SOP the juvenile was diverted
2. Close the event.
3. The [DYS Client Interview](#) event is opened
  - a. The [SOP Placement with SOP](#) event is also generated from the DYS Diverted to SOP event. The SOP receiving the juvenile will complete the SOP event.

### No Court Order Selected

1. If selected No Court Order, it will generate the event DYS Court Notified.
  - a. Complete the outcome sections of this event.
  - b. Based on the Outcome selected, the next event will be one of the following:
    - i. Court Order Not Available/Close Case
    - ii. Acute Care
    - iii. AJATC Available
    - iv. Diverted to JDC
    - v. Diverted to RJP/SOP
  - c. When Court Order Not Available/Close Case is selected, close the event with the Action button

---

## Arkansas Juvenile Justice Information System

---

- d. The Custody Case will be closed

### Juvenile Receives a New Order of Commitment – Returns to AJATC (Intake)

When a juvenile comes back from a provider with a new commitment order, these are the steps you follow.

1. Under SP/SOP/CBP Provide Services event, select the Outcome of New Commitment Order – Return to AJATC
  - a. Close the event
2. The [DYS Return to Intake](#) event will be generated. Select one of the following DYS Initial Contact Outcome:
  - a. [Acute Care](#)
  - b. [AJATC Available](#)
  - c. [Diverted to JDC](#)
  - d. [Diverted to RJP/SOP](#)
  - e. No Court Order – will generate another [CBP Provide Services](#)
    - i. Close the event
3. Follow the appropriate steps to complete the new intake process. Click one of the Outcome links in step 2 to continue.

### Juvenile Receives a New Order of Commitment – No Movement

When a juvenile receives a new commitment order, but will not be going through intake again, complete the following event.

1. Under SP/SOP/CBP Provide Services event, select the DYS Initial Contact Outcome
  - a. Close the event
2. The [DYS New Commitment Order](#) event will be generated along with a new [SP/SOP/CBP Provide Services](#) event. The Provide Services event will stay open. You will only complete the [DYS New Commitment Order](#) event.
  - a. Under Event Involved Parties add any new persons to the case (example – the judge and attorney)
  - b. You will be required to add the new charges under the Charges tab and import the new Order of Commitment under the Documents tab
  - c. Close the event
3. The [DYS RS-10 Completion](#) event will be opened. Import the new RS-10 with the new charges under the Documents tab
  - a. Close the event
    - i. No new events will be generated

### DYS Intake Transfer

1. From the case for the juvenile, you are needing to create this event for, [create an event](#) with the following parameters:
  - a. Event Type: [DYS Intake Transfer](#)
  - b. Description: Optional
  - c. Inherit Involved Parties is automatically selected
  - d. Start Date is automatically populated based on when event is created
2. Open the DYS Intake Transfer event
  - a. Complete the Temporary Transfer Placement tab

---

## Arkansas Juvenile Justice Information System

---

- b. If a signature is needed, the DYS Placement Administrator can digitally sign on the signature tab on this event
- c. Close the event
  - i. No new events will be generated

### DYS Juvenile Services

This will complete the case process as follows. This part of the process starts after the DYS RS-10 has been completed and closed by the DYS Intake.

1. The AJATC Multi-Disciplinary Staffing Event is opened when the [DYS MDS Scheduled and Letters](#) is closed.
  - a. Enter the date the MDS will be held.
  - b. Close the event.
2. [DYS2 Determine Program Type](#) will now be opened and visible in the case events list view
  - a. Fill out the DYS Determine Program Type Event tab and complete at least the First Recommended Program.
    - i. Only 1 is required
  - b. Close the event
3. The [DYS2 Send Packets to Programs](#) event will be available
  - a. This is where the referral packet will be sent to Event Involved Organizations/Service Providers
  - b. Event Involved Organizations/Service Providers – add all providers you want a referral sent. Names of persons who will receive the notification of this referral have been keyed into the system. When you add an organization the referral person there will automatically receive the referral
  - c. Documents tab – import the referral packet information not already in JJIS
  - d. Close the event
4. Now you will have the [DYS2 Referral Disposition](#) event. This is where the person from the Event Involved Organizations/Service Providers will sign approval/disapproval of the referral packet for the juvenile.
  - a. **Juvenile Services staff will close the event** after an approval signature is keyed by any person that is affiliated with one of the Event Involved Organizations/Service Providers added in the previous event.
  - b. If all the signatures are Disapprove and you close the event, a new DYS2 Send Packets to Programs event will be opened so you may send out a new referral.
5. The [DYS2 Coordinate Admissions](#) event is the placement event for the juvenile.
  - a. DYS Juvenile Services staff completes the Placement Notes/AYSC Assign Unit tab of the event
    - i. Days of Aftercare: Field is only used when sending a juvenile to aftercare.
    - ii. The DYS Juvenile Placements Administrator or the DYS Assistant Director of Juvenile Services and Placements will sign the Signatures tab of this event
    - iii. When the event is signed by the appropriate staff listed above, the event will automatically close. Parties involved with the organization listed in the placement will be notified of the signature approval of the move.
    - iv. To print the RS-9 transfer form, click on the Reports tab in the left-hand side panel. Click on the RS-9 report. Click print.
6. DYS Juvenile Services staff will be notified when a provider has generated a placement move. The events that generate a placement are:
  - a. [SP Transfer](#)

---

## Arkansas Juvenile Justice Information System

---

- b. [SP Preliminary Discharge](#)
- c. [SOP Transfer](#)
- d. [SOP Preliminary Discharge](#)
- e. [CBP Transfer to Different CBP](#)
- f. CBP Transfer to ICJ
- g. [CBP Recommended for Discharge](#)
- h. [CBP Temporary Transfer](#)
  - i. The DYS Juvenile Placements Administrator will sign on the Signature tab of the [SP Preliminary Discharge](#) and [SOP Preliminary Discharge](#) events. The signature will close the event
  - ii. The DYS Clinical Director and DYS Director will sign the [CBP Recommend for Discharge](#). The signature of the Director will close the event and the custody case.
  - iii. The case will close five (5) days after the RTC or the Director's signature, whichever is the later date. This will allow the provider time to process the paperwork after the discharge.

### Change the DYS Case Coordinator

To change the DYS Service Coordinator assigned to a case you will need to follow the steps below.

1. Go to the open custody case for the juvenile
2. Click on the Tracker tab in the left-hand side panel



## Arkansas Juvenile Justice Information System

3. Click the green box with the white plus sign (+) to add a new Tracker

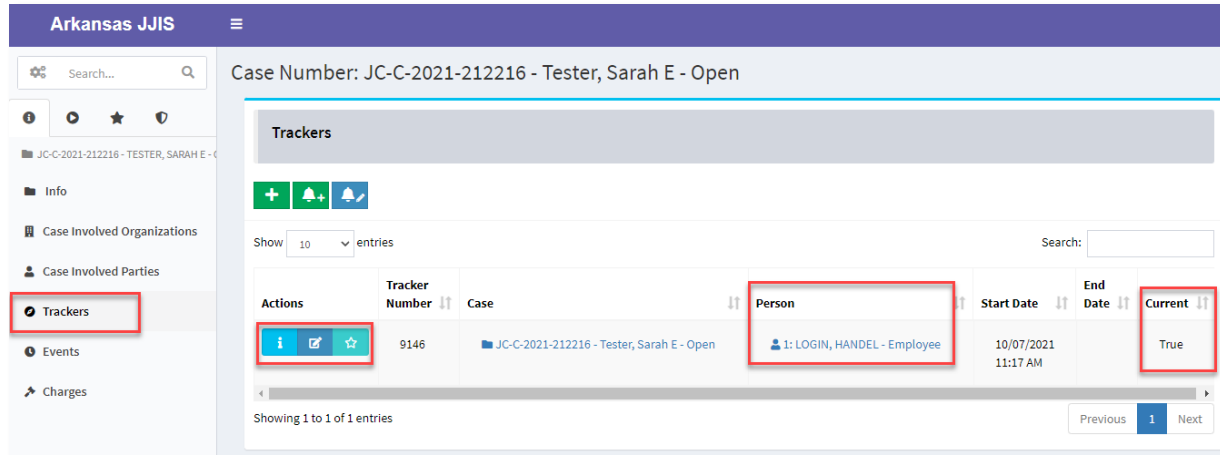
The screenshot shows the Arkansas JJIS interface. The top header is 'Arkansas JJIS'. Below it is a search bar and a case number: 'Case Number: JC-C-2021-212216 - Tester, Sarah E - Open'. The left sidebar contains a menu with options: 'Info', 'Case Involved Organizations', 'Case Involved Parties', 'Trackers' (highlighted with a red box), 'Events', and 'Charges'. The main content area is titled 'Trackers' and shows a table with columns: 'Actions', 'Tracker Number', 'Case', 'Person', 'Start Date', 'End Date', and 'Current'. The table is currently empty, displaying 'No data available in table'. A green box with a white plus sign (+) is highlighted in the top left corner of the Trackers section.

4. Fill out the fields on the Add Tracker popup form.
- Add the person, type in the dropdown search box to find who you are searching for
  - Start Date – Enter the date the DYS Service Coordinator was assigned the case
  - End Date
  - Current – Click the box to show that is this the Current DYS Service Coordinator
  - Click the save button in the bottom left hand corner when completed

The screenshot shows the 'Create New Tracker' popup form. The form has a title 'Create New Tracker'. Below the title are several fields: 'Case' (with a dropdown menu showing 'JC-C-2021-212216 - Tester, Sarah E - Open'), 'Person' (with a dropdown menu showing 'Please select a Person'), 'Start Date' (with a date input field showing 'mm/dd/yyyy'), 'End Date' (with a date input field showing 'mm/dd/yyyy'), and 'Current' (with a checkbox). A red box highlights the 'Person', 'Start Date', 'End Date', and 'Current' fields. A green box with a white plus sign (+) is highlighted in the bottom left corner of the form.

## Arkansas Juvenile Justice Information System

5. You will return to the Tracker list view. You will see the new DYS Service Coordinator will show with the Start Date and Current listed as True.



### AJATC Events

When a juvenile is placed at AJATC for services you will follow the events for SOP (Serious Offender der Program)

### AYSC Dorm Moves

There are times when a juvenile will be moved from dorm to dorm while at AJATC. Below is the process to complete a dorm move.

1. From the case for the juvenile, you are needing to create this event for, [create an event](#) with the following parameters:
  - a. Event Type – [AJATC Unit Transfer or Service Type Change](#)
  - b. Description – This is optional
  - c. Start Date – This is automatically populated based on when the event is created
  - d. Inherit Involved Parties – This is automatically checked when creating a new event
2. Open the AJATC Unit Transfer or Service Type Change event
  - a. Complete the Temporary Transfer Placement tab
  - b. If the juvenile has not had his/her MDS, they are on the Service Type of **Intake Assessment**
  - c. If the juvenile has been placed with DYS Juvenile Services, the Service Type will be **Residential**
3. Close the event

### SOP Events

These events are auto generated in the case process for you. Some SOPs handle both Normal Intake of Juveniles and Diverted Intake of Juveniles. This manual will show both processes.

### SOP Diverted Juveniles

These are juveniles that are placed at a Regional Juvenile Program/Serious Offender Program while they are on intake status. This happens when there is not enough room at AJATC for the intake juveniles and other extenuating circumstances.



---

## Arkansas Juvenile Justice Information System

---

1. The first event is [SOP Placement with SOP](#). This is generated when a DYS Intake worker places a juvenile on diversion with an SOP.

 **You will not complete the DYS Client Interview event** 

- a. There are no required fields in this event.
  - b. Close the event
2. [SOP Intake Juvenile Services Form](#) will open. This form is so that your organization can bill for the juvenile.
    - a. Complete the required information in the JSF Referral tab
    - b. Effective Date
    - c. Current Custody – Auto populated
    - d. Referred By – Auto populated
    - e. County of Residence
    - f. Provider – Enter the RJP acronym to which the client was assigned
    - g. Program – Always select “SPECIALIZED CONTRACT”.
    - h. If needed, add any persons to the Event Involved Parties
    - i. Close the event
  3. The [SOP Provide Services](#) event will stay open until you want to do one of the following, you can select one from the SOP Provide Services tab in the left-hand side panel:
    - a. Transfer
    - b. Discharge
    - c. New Commitment Order – Return to AJATC (for DYS Intake Staff Use Only)
    - d. New Commitment Order – No Movement (for DYS Intake Staff Use Only)
      - i. After Outcome is added, close the event
  4. The [SOP Transfer](#) is used when you are temporarily moving a juvenile from your facility to a JDC, court, etc.
    - a. You will complete the Placement Notes/AYSC Assign Unit tab
      - i. Placement Organization
      - ii. Service Type
      - iii. Start Date
    - b. Close the event
    - c. A new [SOP Provide Services](#) event appears
    - d. To print the RS-9, click on the event tab on the left-hand side panel. Click on the report. Click print.
  5. [SOP Preliminary Discharge](#) is used when discharging the juvenile from your program. DYS Juvenile Services staff is notified when the event is opened.
    - a. You will complete the Placement Notes/AYSC Assign Unit tab
      - i. Placement Organization
      - ii. Service Type
      - iii. Start Date
    - b. The DYS Juvenile Services Unit will complete the following:
      - i. Days of Aftercare – This is the amount of time the juvenile will receive aftercare services.
      - ii. Notes
    - c. On the Transfer Discharge Summary tab, you will need to complete the Transfer/Discharge Summary.
      - i. Transfer Completed By – Type the name of the Caseworker who completed the summary
      - ii. Reason Transferred/Discharged – Use the dropdown to select a reason

---

## Arkansas Juvenile Justice Information System

---

- iii. Recommend for Discharge – Yes/No
- iv. Discharge Concern – Complete if you select No and tell DYS why this discharge is not recommended

### **Do not sign on the Signatures tab**

- d. The DYS Juvenile Placements Administrator will sign approval of the movement. When the DYS Juvenile Placements Administrator signs on the Signatures tab, the event automatically closes.
- e. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.

### SOP Normal Juveniles

These are juveniles that are placed at a Regional Juvenile Program/Serious Offender Program by DYS Juvenile Services.

1. The first event is [DYS2 Send Packets to Programs](#) event.
2. Now we have the [DYS2 Referral Disposition](#) event. This is where a person from your organization will sign approval/disapproval of the referral packet for the juvenile. It will only accept your signature if you are affiliated with the Event Involved Organization/Service Providers.
  - a. Juvenile Services staff will close the event after an approval signature is keyed by any persons that is affiliated with one of the Event Involved Organizations/Service Providers added in the previous event.
3. The [DYS2 Coordinate Admissions](#) event is the placement event for the juvenile.
  - a. The event will automatically close when the DYS Juvenile Placements Administrator signs on the Signature tab. The closure sends an automatic notification to any persons at the organization that has requested to receive this information.
  - b. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.
4. Now the [SOP Placement with SOP](#) case will be available. This is generated from the closure of DYS2 Coordinate Admissions event.

### SOP Discharge Juvenile Services Form

The only add this event manually if you need to discharge for billing purposes because the juvenile was transferred and not discharged. If a juvenile is discharged with the SOP Preliminary Discharge event, this event will automatically be completed by the system.

1. From the case for the juvenile, you are needing to create this event for, [create an event](#) with the following parameters:
  - a. Event Type - [SOP Discharge Juvenile Services Form](#)
  - b. Description – This is optional
  - c. Start Date – This is automatically populated based on when the event is created
  - d. Inherit Involved Parties – This is automatically checked when creating a new event
2. The SOP Discharge Juvenile Services Form event will appear in the Case Event list view. This form is so that your organization can bill for the juvenile.
  - a. Complete the required information on the JSF Referral tab.
    - i. Effective Date
    - ii. Legal Custody – Auto populated
    - iii. Referred By – Auto populated
    - iv. Provider – Enter acronym to which the client was assigned from the dropdown

---

## Arkansas Juvenile Justice Information System

---

- b. Event Involved Parties – Automatically populates with the juvenile’s name and any other persons previously involved in the case. You may add your case manager as an involved party – not required.
- c. Close the event
- d. A new event is not generated from the closer of the SOP Discharge Juvenile Services Form.
- e. To print the Juvenile Services Form, click on the reports tab on the left-hand side panel. Click the report urpt\_JSF\_NC. Click print.

### SP Events

These events are auto generated in the case for you when the juvenile is assigned to you by DYS Juvenile Services. If you are one of the few providers that have out-patient services for the juvenile, that process will be covered also.

1. The first event is [DYS2 Send Packets to Programs](#) event. This is where the referral packet will be sent to you. The event will be closed but you will receive a notification to bring you to this event.
2. Now we have the [DYS2 Referral Disposition](#) event. This is where a person from your organization will sign approval/disapproval of the referral packet for the juvenile. It will only accept your signature if you are affiliated with the Event Involved Organization/Service Providers listed in the event.
  - a. Juvenile Services staff will close the event after an approval signature is keyed by any persons that is affiliated with one of the Event Involved Organization/Service Providers added in the previous event.
3. The [DYS2 Coordinate Admissions](#) event is the placement event for the juvenile.
  - a. This event will automatically close when the DYS Juvenile Placements Administrator signs on the Signature tab. The closure sends an automatic notification to any persons at the organization that has requested to receive this information.
  - b. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.
4. Now the [SP Arrival at Specialty Provider](#) is available in the Case Event list view.
  - a. There are no required fields for this event.
  - b. Close the event.
5. The closure of SP Arrival at Specialty Provider opened the next event of [SP Intake Juvenile Services Form](#).
  - a. Complete the required information in the JSF Referral tab
    - i. Effective Date
    - ii. Current Custody – Auto populated
    - iii. Referred By – Auto populated
    - iv. County of Residence
    - v. Provider – Enter the RJP acronym to which the client was assigned
    - vi. Program – Always select “SPECIALIZED CONTRACT”.
  - b. If needed, add any persons to the Event Involved Parties
  - c. Close the event
6. The [SP Provide Services](#) event will be generated.
  - a. It will stay open until you want to do one of the following:
    - i. Transfer
    - ii. Discharge
    - iii. New Commitment Order – Return to AJATC (DYS Intake Staff Use Only)
    - iv. New Commitment Order – No Movement (DYS Intake Staff Use Only)

---

## Arkansas Juvenile Justice Information System

---

- b. Education/Academic History – You can add the school the juvenile is attending while residing at your facility – this is not required
  - c. After Outcome is added, close the event.
7. The [SP Transfer](#) if used when you are temporarily moving a juvenile from your facility to a JDC, court, etc.
- a. You will complete the required fields in the Placement Notes/AYSC Assign Unit tab in the left-hand side bar.
    - i. Placement Organization
    - ii. Service Type
    - iii. Start Date
  - b. If the transfer has already taken place, it will not require a signature by DYS.
  - c. If the transfer has not occurred, it will require a signature by DYS.
  - d. Click the close button, DYS Juvenile Services staff will be notified of the Transfer request.

 **Do not sign on the Signatures tab** 

- e. The DYS Juvenile Placements Administrator will sign approval of the movement.
  - f. When the DYS Juvenile Placements Administrator signs on the Signature tab, the event will automatically close
  - g. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.
8. A new [SP Provide Services](#) event will be opened.
9. The SP Discharge is used when you are discharging the juvenile from your program.
- a. On the Notes tab, fill out the required fields:
    - i. Placement – Use the dropdown lists to select the program where you are sending the juvenile.
    - ii. Service Type – This is the type of service the above program provides for the juvenile.
    - iii. Start Date – The date you are requesting to send the juvenile to the new program. This is recommended to be thirty (30) days in advance or more.
  - b. The DYS Juvenile Services Unit will complete the following:
    - i. Days of Aftercare – This is the amount of time the juvenile will receive aftercare services.
  - c. On the Transfer Summary tab, you will complete the Transfer/Discharge Summary
  - d. Transfer Completed By – Type the name of the Caseworker who completed the summary.
  - e. Reason Transferred/Discharge – Use the dropdown to select Yes/No
  - f. Recommend for Discharge – Use the drop down to select Yes/No
  - g. Discharge Concern – Complete if you select No above to tell DYS why this discharge is not recommended.

 **Do not sign on the Signatures tab** 

- h. The DYS Juvenile Placements Administrator will sign approval of the movement. When the DYS Juvenile Placements Administrator signs on the Signatures tab, the event automatically closes.
- i. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.

### [SP Outpatient Juvenile Events](#)

These events will have to be the first event manually generated in the case process for you, the provider. This is when you are providing non-residential services for a juvenile while he/she is placed with another provider.

You will have to manually generate the first event. All other events will be completed in the case flow.

---

## Arkansas Juvenile Justice Information System

---

1. From the case for the juvenile, you are needing to create this event for, [create an event](#) with the following parameters:
  - a. Event Type – [SP Intake Juvenile Services Form](#)
  - b. Description – This is optional
  - c. Start Date – This is automatically populated based on when the event is created
  - d. Inherit Involved Parties – This is automatically checked when creating a new event
4. The SP Intake Juvenile Services Form event will open in the Case Event list view. This form is so that your organization can bill for the juvenile.
  - a. Complete the required fields in the JSF Referral tab
    - i. Effective Date
    - ii. Legal Custody – Auto populated
    - iii. Referred By – Auto populated
    - iv. County of Residence – Enter a county of residence of the client
    - v. Provider – Enter the acronym to which the client was assigned from the dropdown
    - vi. Program – Always select “SPECIALIZED CONTRACT”
  - b. Event Involved Parties – Automatically will populate with the juvenile’s name and any other persons previously involved in the case. You may add your case manager as an involved party – this is not required
5. The [SP Provide Services](#) event will now be generated. It will stay open until you need to transfer or discharge the juvenile.

### [SP Discharge Juvenile Services Form](#)

You only add this event manually if you need to discharge for billing purposes because the juvenile was transferred and not discharged. If a juvenile is discharged with the [SP Preliminary Discharge](#) event, this event will automatically be completed by the system.

1. From the case for the juvenile, you are needing to create this event for, [create an event](#) with the following parameters:
  - a. Event Type – [SP Discharge Juvenile Services Form](#)
  - b. Description – This is optional
  - c. Start Date – This is automatically populated based on when the event is created
  - d. Inherit Involved Parties – This is automatically checked when creating a new event
2. The [SP Discharge Juvenile Services Form](#) event will now be open in the Case Event list view. This form is so that your organization can bill for the juvenile.
  - a. Complete the required information in the JSF Referral tab
    - i. Effective Date
    - ii. Current Custody – Auto populated
    - iii. Referred By – Auto populated
    - iv. County of Residence
    - v. Provider – Enter the RJP acronym to which the client was assigned
  - b. Event Involved Parties tab – Automatically populates with the juvenile’s name and any other persons previously involved in the case. You may add your case manager as an involved party – this is not required

---

## Arkansas Juvenile Justice Information System

---

- c. Close the event
- d. A new event is not generated from the closure of the SP Discharge Juvenile Services Form.
- e. To print the Juvenile Services Form, click on the reports tab on the left-hand side panel. Click the report urpt\_JSF\_NC. Click print.

### CBP Events

#### CBP Intake Juvenile Services Form

1. From the case for the juvenile, you are needing to create this event for, [create an event](#) with the following parameters:
  - a. Event Type – [CBP Intake Juvenile Services](#)
  - b. Description – This is optional
  - c. Start Date – This is automatically populated based on when the event is created
  - d. Inherit Involved Parties – This is automatically checked when creating a new event
2. The CBP Intake Juvenile Services Form event will be open in the Case Events list view.
  - a. Complete the required information in the JSF Referral tab
    - i. Effective Date
    - ii. Current Custody – Auto populated
    - iii. Referred By – Auto populated
    - iv. County of Residence
    - v. Provider – Enter the RJP acronym to which the client was assigned
  - b. Event Involved Parties tab – Automatically populates with the juvenile's name and any other persons previously involved in the case. You may add your case manager as an involved party – this is not required
  - c. Close the event
  - d. A new event is not generated from the closure of the CBP Intake Juvenile Services Form.
  - e. To print the Juvenile Services Form, click on the reports tab on the left-hand side panel. Click the report urpt\_JSF\_NC. Click print.

#### CBP Status Change Juvenile Services Form

1. From the case for the juvenile, you are needing to create this event for, [create an event](#) with the following parameters:
  - a. Event Type – [CBP Status Change Juvenile Services Form](#)
  - b. Description – This is optional
  - c. Start Date – This is automatically populated based on when the event is created
  - d. Inherit Involved Parties – This is automatically checked when creating a new event
2. The CBP Status Change Juvenile Services Form event will now be open in the Case Events list view. This form is so that your organization can bill for the juvenile.
  - a. Complete the required information in the JSF Referral tab
    - i. Effective Date
    - ii. Current Custody – Auto populated
    - iii. Referred By – Auto populated
    - iv. County of Residence

---

## Arkansas Juvenile Justice Information System

---

- v. Provider – Enter the RJP acronym to which the client was assigned
- b. Event Involved Parties tab – Automatically populates with the juvenile’s name and any other persons previously involved in the case. You may add your case manager as an involved party – this is not required
- c. Close the event
- d. A new event is not generated from the closure of the CBP Intake Juvenile Services Form.
- e. To print the Juvenile Services Form, click on the reports tab on the left-hand side panel. Click the report urpt\_JSF\_NC. Click print.

### CBP Discharge Juvenile Services Form

You should not have to key a [CBP Discharge Juvenile Services Form](#). This is completed when the [CBP Recommend for Discharge](#) is signed by the DYS Director. JJIS will automatically complete the [CBP Discharge Juvenile Services Form](#).

If the youth moves out of your jurisdiction, follow the instructions for adding a [CBP Intake Juvenile Services Form](#) to add a [CBP Discharge Juvenile Services Form](#).

To print the Juvenile Services Form, click on the reports tab on the left-hand side panel. Click the report urpt\_JSF\_NC. Click print.

### CBP Case Flow Events

Except for the ones listed previously will be generated in the case flow.

CBP receives the juvenile into Aftercare services from three (3) ways:

1. Directly from Intake at AYSC
2. From the Regional Juvenile Program/Seriously Offender Program
3. From the Specialty Provider

The event you will start with will be the same but is generated from a different event depending on the previous provider. Here are the events that are before the Aftercare Plan Developed event is generated. These are shown because these are the events you use to print off a RS-9 for your files.



1. On a Juvenile Received Directly from Intake at AJATC, the first event is [DYS2 Send Packets to Programs](#) event. This is where the referral packet will be sent to you. The event will be closed but you will receive a notification to bring you to this event.
2. Now there will be the [DYS2 Referral Disposition](#) event open. This is where a person from your organization will sign approval/disapproval of the referral packet of the juvenile. It will only accept your signature if you are affiliated with the Event Involved Organizations listed in this event.
  - a. Juvenile Services staff will close the event after an approval signature is keyed by any person that is affiliated with one of the Event Involved Organizations/Service Providers added in the previous event.
3. The [DYS2 Coordinate Admissions](#) event is the placement event for the juvenile.
  - a. This event will automatically close when the DYS Juvenile Placements Administrator signs on the Signature tab. The closure sends an automatic notification to any persons at the organization that has requested to receive this information.
  - b. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.



---

## Arkansas Juvenile Justice Information System

---

4. Your first event will be the [CBP Placement with Aftercare Provider](#).
  - a. There is nothing required in this event.
  - b. Close the event.
5. This opens the CBP Provide Services event. This event will stay open until you do one of the following:
  - a. Transfer
  - b. Recommended for Discharge
  - c. Extension Request
  - d. New Commitment Order – Return to AJATC (for DYS Intake Staff Use Only)
  - e. New Commitment Order – No Movement (for DYS Intake Staff Use Only)
    - i. After Outcome is added, close the event
6. If you selected **Extension Request**, a [CBP Aftercare Extension](#) event is spawned.
  - a. Complete the Extend Until field in the CBP Aftercare Extension tab.

 **Do not sign on the Signatures tab** 
  - b. The Signatures tab will be signed by the DYS Tracker and automatically closes. If the DYS Tracker is unavailable, the DYS Juvenile Placements Administrator or DYS Clinical Director may sign this event.
  - c. Click the close button to notify the DYS Tracker of the extension in the system.
    - i. If the Extension is denied, a [CBP Recommend for Discharge](#) event is generated.
  - d. A new [CBP Provide Services](#) event will be generated.
7. If you selected an outcome of **Transfer**, the next event is [CBP Transfer](#).
  - a. Fill out the CBP Transfer tab, select a CBP Transfer Outcome
    - i. Temporary Transfer – Use this for placing a juvenile on AWOL
    - ii. Transfer through Interstate Compact
    - iii. Transfer to Different CBP
  - b. Close the event.
8. For **Transfer to Different CBP**, you complete the Temporary Transfer Placement tab.
  - a. Placement Organization
  - b. Service Type
  - c. Start Date
  - d. The DYS Juvenile Services Unit will complete the following
    - i. Days of Aftercare – This is the amount of time the juvenile will receive aftercare services. If the option of Other is selected in this field, the other field will need to be filled out.
  - e. You will need to complete the Transfer Discharge Summary tab

 **Do not sign on the Signatures tab** 
  - f. The DYS Juvenile Placements Administrator will sign approval of the movement.
  - g. The DYS Juvenile Placements Administrator will sign the Signatures tab. The signature will close the event.
  - h. The new CBP will pick up with the event [CBP Placement with Aftercare Provider](#).
    - i. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.
9. For the [CBP Transfer through Interstate Compact](#), complete the following on the Temporary Transfer Placement tab:
  - a. Placement Organization – ICJ



---

## Arkansas Juvenile Justice Information System

---

- b. Service Type – Aftercare (Juvenile in DYS Custody) (IC)
- c. Start Date
- d. Notes – Comments on why moving

### **Do not sign on the Signatures tab**

- e. The DYS Juvenile Placements Administrator will sign approval of the movement.
  - f. The DYS Juvenile Placements Administrator will sign the Signatures tab. The signature will close the event.
  - g. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.
10. The [CBP Temporary Transfer](#) event is used when you are temporarily placing a juvenile. An example would be placing a juvenile on AWOL status and returning them from AWOL status.
- a. To Transfer, complete the following in the AYSC Assign Unit tab:
    - i. Placement Organization
    - ii. Service Type
    - iii. Start Date
    - iv. Days of Aftercare
  - b. This event does not have to be signed by DYS Juvenile Services staff
  - c. Close the event
11. A new [CBP Provide Services](#) will be generated.
12. The [CBP Recommend for Discharge](#) is used when you are discharging the juvenile from your program. Opening this event auto-notifies the Juvenile Services Unit that you are requesting a discharge.
- a. On the CBP Recommended for Discharge tab:
    - i. Alert Message – this shows the Current Parent/Guardian or gives you a note to add the guardian if there is not one listed in JJIS
    - ii. Discharge Date – The date you are requesting to RTC the juvenile. This is recommended to be thirty (30) days in advance of the move.
  - b. On the Discharge Demographics tab, it will need to be completed if the CBP Recommended for Discharge tab shows no guardian or the wrong guardian. You will need to complete this tab.
    - i. Relation Name – type the name of the person in the search box
    - ii. Role – select the relationship of the person with custody
    - iii. Custody – check the box
    - iv. Address Type – select the Home Street Address or Home P.O. Address
    - v. Address – type the street/PO Box for the relation being added
    - vi. Zip Code – type the zip code of the address
    - vii. City – will auto populate in the dropdown, click the dropdown to select it
    - viii. County – will auto populate in the dropdown, click the dropdown to select it
    - ix. District – will auto populate in the dropdown, click the dropdown to select it
    - x. State – will auto populate in the dropdown, click the dropdown to select it
    - xi. Current Address – check the box
    - xii. Mailing Address – check the box
  - c. On the RTC Survey tab, complete the survey
    - i. For Transfer Completed By, type the name of the person who created the summary.
    - ii. For the Reason Transferred/Discharged, please use dropdown to select a reason

---

## Arkansas Juvenile Justice Information System

---

- iii. Do not click the notify button.

 **Do not sign on the Signatures tab** 

- iv. The DYS Clinical Director and the DYS Director will sign approval of the movement. When they have signed on the Signatures tab, the event automatically closes.

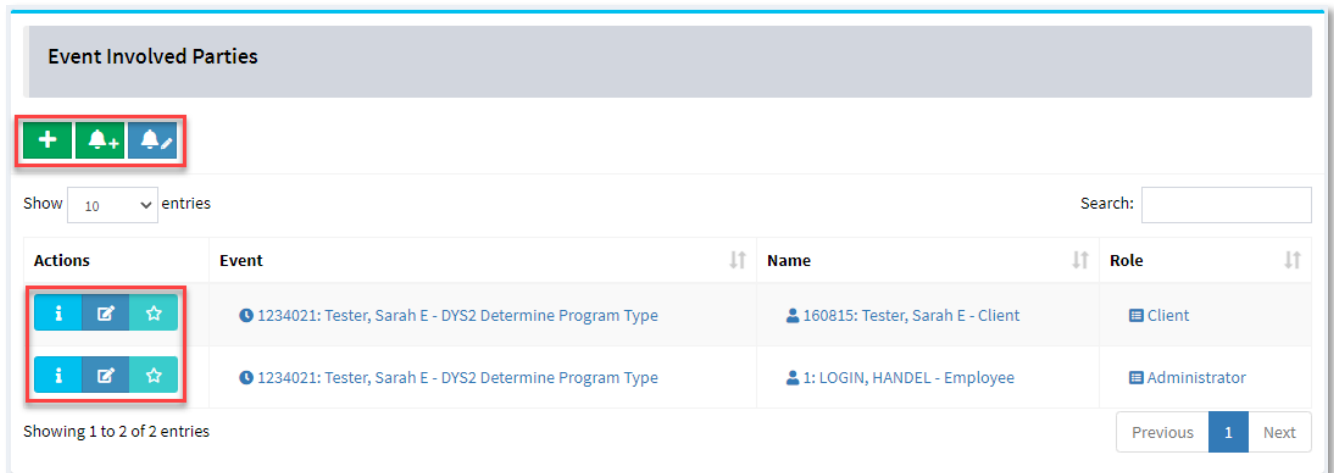
**YOU CANNOT RELEASE A JUVENILE UNTIL THE DYS DIRECTOR HAS SIGNED APPROVAL OF THE RTC.**

- v. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.
- vi. The [CBP Discharge from Aftercare](#) and Case Closed events are generated and closed. The juvenile is discharged and the case closed five (5) days after the RTC date or the Director's signature, whichever is the later date.

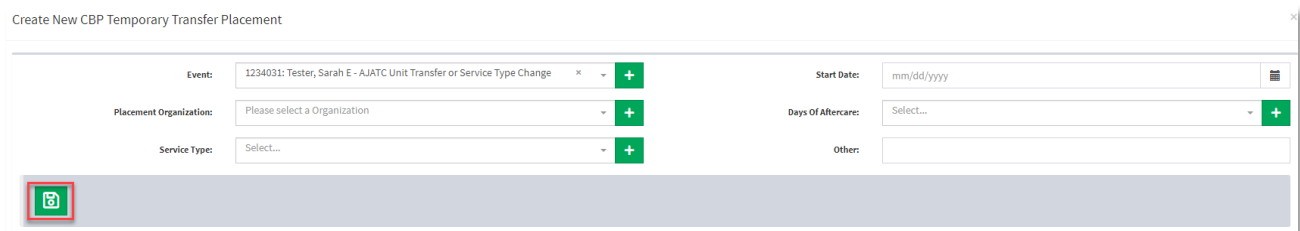
### DYS Custody Case Event Types

#### AJATC Unit Transfer or Service Type Change

1. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



2. Temporary Transfer Placement - Allows you to add a new CBP Temporary Transfer Placement. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.



---

## Arkansas Juvenile Justice Information System

---

### Case Closed

1. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+

All

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### CBP Aftercare Extension

1. CBP Aftercare Extension - Allows you to add a new CBP Aftercare Extension Event. A popup will appear, the only field that needs to be filled out is "Extended Until". Once completed, click the save icon in the lower left-hand

## Arkansas Juvenile Justice Information System

corner.

### Create New CBP Aftercare Extension Event

Event: 1234038: Tester, Sarah E - CBP Aftercare Extension × +

Extend Until: mm/dd/yyyy 📅

💾

2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

**Signatures**

+ 🔔 🔔 ✎

Show 10 entries Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

+ 🔔 🔔 ✎

Show 10 entries Search:

Actions	Event	Name	Role
<span>🔔</span> <span>✎</span> <span>☆</span>	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
<span>🔔</span> <span>✎</span> <span>☆</span>	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

## Arkansas Juvenile Justice Information System

### CBP Discharge Juvenile Services Form

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

The screenshot shows the Arkansas JJIS web application. The header is purple with 'Arkansas JJIS' and a menu icon. A search bar is on the left. The main content area is titled 'Event Number: 1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form'. On the left sidebar, the 'Reports' menu item is highlighted with a red box, showing a dropdown with 'URPT-JSP-NC'. The main content area displays event details: Client (160815: Tester, Sarah E - Client), Start Date (10/15/2021 5:33 PM), Closed On, Case (JC-C-2021-212216 - Tester, Sarah E - Open), and Description. There are also fields for Event Note, Additional Note, Event Duration In Minutes (0), and Resources.

2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

The screenshot shows the 'Event JSF Details' popup window. It has a header with 'Event JSF Details' and a toolbar with icons for edit, star, share, and delete. The main content area displays event details: Event Juvenile Service Form Number (385277), Event (1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form), Effective Date, Current Custody, Referral Source, County Of Residence, Provider, Program, Notes, Other Services (False), Other Services Notes, Reason For Referral, and Conducting YLS CMI.

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

The screenshot shows the 'Edit Event JSF' form. It has a header with 'Edit Event JSF' and a toolbar with icons for edit, star, share, and delete. The main content area displays event details: Event (1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form), Program (Select...), Effective Date (mm/dd/yyyy), Notes, Current Custody (Select...), Other Services (checkbox), Referral Source (Select...), Other Services Notes, Reason For Referral, County Of Residence (Select...), Conducting YLS CMI (checkbox), and Provider (Please select a Organization). A green save icon is highlighted in the bottom left corner.

---







## Arkansas Juvenile Justice Information System

---

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:



Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator


Showing 1 to 2 of 2 entries Previous 1 Next


### CBP Discharge from Aftercare

1. CBP Discharge from Aftercare - Allows you to add a new CBP Discharge From Aftercare Event. A popup will appear, the only field that needs to be filled out is "Discharge from Aftercare Outcome". Once completed, click the save icon in the lower left-hand corner.

Create New CBP Discharge From Aftercare Event

Event: 1234040: Tester, Sarah E - CBP Discharge from Aftercare  

Discharge From Aftercare Outcome: Select... 



Close Case

Follow Up

## Arkansas Juvenile Justice Information System

2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### CBP Intake Juvenile Services Form

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

**Arkansas JJIS**

Search...

Event Number: 1234041: Tester, Sarah E - CBP Intake Juvenile Services Form

**Client:** 160815: Tester, Sarah E - Client **Event Note:**

**Start Date:** 10/15/2021 5:54 PM **Additional Note:**

**Closed On:** **Event Duration In Minutes:** 0





**Case:** JC-C-2021-212216 - Tester, Sarah E - Open **Resources:**

**Description:**

## Arkansas Juvenile Justice Information System

2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.


Event JSF Details



Event Juvenile Service Form Number: 385278	Referral Source: Self	Other Services: False
Event: 1234041: Tester, Sarah E - CBP Intake Juvenile Services Form	County Of Residence:	Other Services Notes:
Effective Date:	Provider:	Reason For Referral:
Current Custody: DYS	Program:	Conducting YLS CMH:
	Notes:	

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.




Edit Event JSF









Event: 1234041: Tester, Sarah E - CBP Intake Juvenile Services Form	Program: Select...
Effective Date: mm/dd/yyyy	Notes:
Current Custody: DYS	Other Services:
Referral Source: Self	Other Services Notes:
County Of Residence: Select...	Reason For Referral:
Provider: Please select a Organization	Conducting YLS CMH:

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties



Show 10 entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous 1 Next



---

## Arkansas Juvenile Justice Information System

---

### CBP Placement with Aftercare Provider

1. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

**Documents**

+

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

+

All

Show 10 entries Search:

Actions	Event	Name	Role
<i>i</i>	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
<i>i</i>	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next





### CBP Program Indicator Report

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

## Arkansas Juvenile Justice Information System

2. CBP Casework/Followup - Allows you to add a new CBP Case Followup. A popup will appear, it will initially show you the Details of the Case Followup. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Case Followup Details




Case Followup Number: 28417	Within the past month, has this youth improved their grades?:	Within the past month, has this youth shown improvement in family relationships?:
Event: 1234043: Tester, Sarah E - CBP Program Indicator Report	Previous GPA:	Family Relationship Improvement Description:
Case Follow Up Management Service: N/A	Current GPA:	Within the past month, did this youth require services to divert from court referral?:
Reporting Period Month:	Within the past month, has this youth been involved in disciplinary action at school?:	Court Referral Description:
Reporting Period Year:	If Disciplinary Action, How Many Times?:	Within the past month, was this youth referred to a court hearing?:
Within the past month, has this youth been absent from school?:	Within the past month, has this youth been involved in identified risky behavior?:	Referred For a Court Hearing How Many Times:
If Absent, How many Days?:	Within the past month has this youth shown improvement in family relationships?:	Within the past month, did the youth remain in the home/community?:
Within the past month, has this youth violated curfew?:		
If Curfew Violated, How Many Times?:		

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Case Followup

Event:	1234043: Tester, Sarah E - CBP Program Indicator Report	Within the past month, has this youth been involved in disciplinary action at school?:	Select...
Case Follow Up Management Service:	N/A	If Disciplinary Action, How Many Times?:	
Reporting Period Month:	Select...	Within the past month, has this youth been involved in identified risky behavior?:	Select...
Reporting Period Year:	Select...	Within the past month has this youth shown improvement in family relationships?:	
Within the past month, has this youth been absent from school?:	Select...	Within the past month, has this youth shown improvement in family relationships?:	Select...
If Absent, How many Days?:		Family Relationship Improvement Description:	
Within the past month, has this youth violated curfew?:	Select...	Within the past month, did this youth require services to divert from court referral?:	Select...
If Curfew Violated, How Many Times?:		Court Referral Description:	
Within the past month, has this youth improved their grades?:	Select...	Within the past month, was this youth referred to a court hearing?:	Select...
Previous GPA:		Referred For a Court Hearing How Many Times:	
Current GPA:		Within the past month, did the youth remain in the home/community?:	Select...



3. CBP Community Service Supervision - Allows you to add a new CBP Community Service Supervision. A popup will appear, it will initially show you the Details of the CBP Community Service Supervision. To Edit the information,

## Arkansas Juvenile Justice Information System

click the Edit button in the upper left-hand corner.

CBP Community Service Supervision Details

Community Service Supervision Number: 28417

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Community Service Supervision: N/A

Within the past month, has this youth had any further involvement with the court?:

Describe involvement with court:

Within the past month, has this youth participated in any community service projects?:

Describe participation with community service projects (List Projects):

Has this youth successfully completed this program?:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Community Service Supervision

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Community Service Supervision: N/A

Within the past month, has this youth had any further involvement with the court?:

Describe involvement with court:

Within the past month, has this youth participated in any community service projects?:

Describe participation with community service projects (List Projects):

Has this youth successfully completed this program?:

4. CBP Day Service - Allows you to add a new CBP Day Service. A popup will appear, it will initially show you the Details of the CBP Day Service. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Day Service Details

Day Service Number: 28417

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Day Services: N/A

Within the past month, has this youth been absent from school?:

How Many Days Absent:

Within the past month, has this youth violated curfew?:

Within the past month, has this youth improved his/her grades?:

Current GPA:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Day Service

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Day Services: N/A

Within the past month, has this youth been absent from school?:

How Many Days Absent:

Within the past month, has this youth violated curfew?:

Within the past month, has this youth improved his/her grades?:

Current GPA:

## Arkansas Juvenile Justice Information System

5. CBP Diagnosis Evaluation - Allows you to add a new CBP Diagnosis Evaluation. A popup will appear, it will initially show you the Details of the CBP Diagnosis Evaluation. To Edit the information, click the Edit button in the upper left-hand corner.

### CBP Diagnosis Evaluation Details

Dialog Eval Number: 28417

Diagnosis Evaluation: N/A

Risky Behavior Days:

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Receive Individual Recommendations:

Court Refer:

Reporting Month:

Recommendation Days:

Date Administered:

Reporting Year:

Risky Behaviors:

Risk Score:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

### Edit CBP Diagnosis Evaluation

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Risky Behaviors: Select...

Reporting Month: Select...

Risky Behavior Days:

Reporting Year: Select...

Court Refer: Select...

Diagnosis Evaluation: N/A

Date Administered: mm/dd/yyyy

Receive Individual Recommendations: Select...

Risk Score: Select...

Recommendation Days:

6. CBP Drug Screen - Allows you to add a new CBP Drug Screen. A popup will appear, it will initially show you the Details of the CBP Drug Screen. To Edit the information, click the Edit button in the upper left-hand corner.

### CBP Drug Screen Details

Drug Screen Number: 28417

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Drug Screening: N/A

Within the past month, did youth receive substance abuse treatment/counseling?:

If youth received substance abuse treatment/counseling. How many hours?:

Within the past month, was youth referred back to court for substance abuse related offenses?:

If referred back to court, describe offenses?:

Within the past month, was this youth re-arrested on substance abuse charge?:


If arrested, on what charge?:

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.





Edit CBP Drug Screen

Event:	1234043: Tester, Sarah E - CBP Program Indicator Report	x	+	If youth received substance abuse treatment/counseling. How many hours?:	
Reporting Month:	Select...		+	Within the past month, was youth referred back to court for substance abuse related offenses?:	Select...
Reporting Year:	Select...		+	If referred back to court, describe offenses:	
Drug Screening:	N/A	x	+	Within the past month, was this youth re-arrested on substance abuse charge?:	Select...
Within the past month, did youth receive substance abuse treatment/counseling?:	Select...		+	If arrested, on what charge:	



7. CBP Electronic Monitoring - Allows you to add a new CBP Electronic Monitoring. A popup will appear, it will initially show you the Details of the CBP Electronic Monitoring. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Electronic Monitoring Details


   

Electronic Monitor Number:	28417	Electric Monitoring:	N/A	If youth did not abide by conditions, describe violations:
Event:	1234043: Tester, Sarah E - CBP Program Indicator Report	Within the past month, was this youth re-arrested?:		Within the past month, did youth make contact with worker/office in accordance with plan while on monitor?:
Reporting Month:		If arrested, on what charge?:		Contact Times:
Reporting Year:		Within the past month, did youth abide by the condition of electronic monitoring?:		

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Electronic Monitoring

Event:	1234043: Tester, Sarah E - CBP Program Indicator Report	x	+	If arrested, on what charge?:	
Reporting Month:	Select...		+	Within the past month, did youth abide by the condition of electronic monitoring?:	Select...
Reporting Year:	Select...		+	If youth did not abide by conditions, describe violations:	
Electric Monitoring:	N/A	x	+	Within the past month, did youth make contact with worker/office in accordance with plan while on monitor?:	Select...
Within the past month, was this youth re-arrested?:	Select...		+	Contact Times:	



8. CBP Emergency Shelter - Allows you to add a new CBP Emergency Shelter. A popup will appear, it will initially show you the Details of the CBP Emergency Shelter. To Edit the information, click the Edit button in the upper

## Arkansas Juvenile Justice Information System

left-hand corner.

### CBP Emergency Shelter Details

ESID Number: 28417

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Emergency Shelter: N/A

Reason youth placed in Emergency Shelter:

Within the past month, did youth's custodians engage in assisting with youth returning to a safe environment?:

Within the past month, did youth have a discharge plan to ensure adequate, safe placement upon leaving the shelter program?:

Safe Placement Explanation:

For youth who have left shelter, within the past month did youth have any involvement with the courts since leaving the shelter program?:

Involvement With Court Description:

For youth who have left shelter, within the past month did youth have any involvement with the courts since leaving the shelter program?:

Return To Safe Environment Description:

For youth who have left shelter, did he/she transition into an out-of-home placement?:

Out Of Home Placement Description:

Assessment Date:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

### Edit CBP Emergency Shelter

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Emergency Shelter: N/A

Reason youth placed in Emergency Shelter:

Within the past month, did youth's custodians engage in assisting with youth returning to a safe environment?: Select...

Within the past month, did youth have a discharge plan to ensure adequate, safe placement upon leaving the shelter program?: Select...

Safe Placement Explanation:

For youth who have left shelter, within the past month did youth have any involvement with the courts since leaving the shelter program?: Select...

Involvement With Court Descriptions:

For youth who have left shelter, did he/she return to a safe secure environment?: Select...

Return To Safe Environment Descriptions:

For youth who have left shelter, did he/she transition into an out-of-home placement?: Select...

Out Of Home Placement Descriptions:

Assessment Date: mm/dd/yyyy

9. CBP Interstate Compact Juvenile - Allows you to add a new CBP Interstate Compact Juvenile. A popup will appear, it will initially show you the Details of the CBP Interstate Compact Juvenile. To Edit the information, click

## Arkansas Juvenile Justice Information System

the Edit button in the upper left-hand corner.

CBP Interstate Compact Juvenile Details

ICJ Number: 28417

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Interstate Compact On Juveniles: N/A

Within the past month has this youth remained free of new adjudications while under ICJ services?:

Date Of Evaluation After Placement In State:

Within the past month has the youth reported to assigned aftercare worker?:

Within the past month has the youth reported to assigned parole officer?:

Case Closed For Success:

Was this youth recommended to have the case closed for success in the program?:

If no describes:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Interstate Compact On Juveniles: N/A

Within the past month has this youth remained free of new adjudications while under ICJ services?: Select...

Date Of Evaluation After Placement In State: mm/dd/yyyy

Within the past month has the youth reported to assigned aftercare worker?: Select...

Within the past month has the youth reported to assigned parole officer?: Select...

Case Closed For Success: Select...

Was this youth recommended to have the case closed for success in the program?: Select...

If no describes:

10. CBP Intensive Case Management - Allows you to add a new CBP Intensive Case Management. A popup will appear, it will initially show you the Details of the CBP Intensive Case Management. To Edit the information, click

## Arkansas Juvenile Justice Information System

the Edit button in the upper left-hand corner.

CBP Intensive Case Management Details

Intensive Case Management Number: 28417

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Intensive Casework Management: N/A

Still Reside in Community:

Within the past month services were funded by

DYS:

Medicaid:

Private Insurance:

Service Other:

Past Month Services Description:

Within the past month has this youth completed aftercare by

- Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Diagnosis And Evaluation: ☒

Drug Screening: ☒

Emergency Shelter: ☐

Intensive Supervision And Tracking: ☐

Compliance Monitoring: ☐

Day Services: ☐

Short Term Detention: ☐

Casework IST: ☐

Therapy Individual Or Group: ☐

Residential Treatment: ☒

Community Service: ☒

Electronic Monitoring: ☐

Other: ☐

Other Description:

Within the past month, has this youth received a new adjudication?

New adjudication description:

Scroll Down to Save

- CBP Independent Living - Allows you to add a new CBP Independent Living. A popup will appear, it will initially show you the Details of the CBP Independent Living. To Edit the information, click the Edit button in the upper



## Arkansas Juvenile Justice Information System

left-hand corner.

CBP Independent Living Details



Independent Living Number: 28417

Youth Emancipated:

Is this youth enrolled in college?:

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Emancipated Date:

Is this youth enrolled in vocational training?:

Reporting Month:

Does this youth demonstrate the potential to live independently while engaging in education, job training, or employment?:

If Completed or yes, name facility of Vocational Training:

Reporting Year:

Independent Living: N/A

Independent Description:

Is youth employed full-time or part-time?:

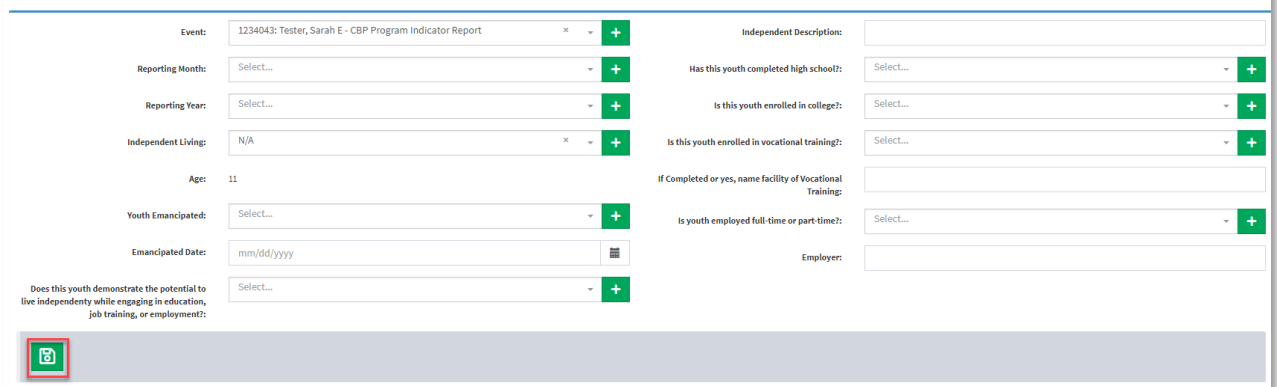
Age: 11

Has this youth completed high school?:

Employer:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Independent Living



Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Independent Description:

Reporting Month: Select...

Has this youth completed high school?: Select...

Reporting Year: Select...

Is this youth enrolled in college?: Select...

Independent Living: N/A

Is this youth enrolled in vocational training?: Select...

Age: 11

If Completed or yes, name facility of Vocational Training:

Youth Emancipated: Select...

Is youth employed full-time or part-time?: Select...

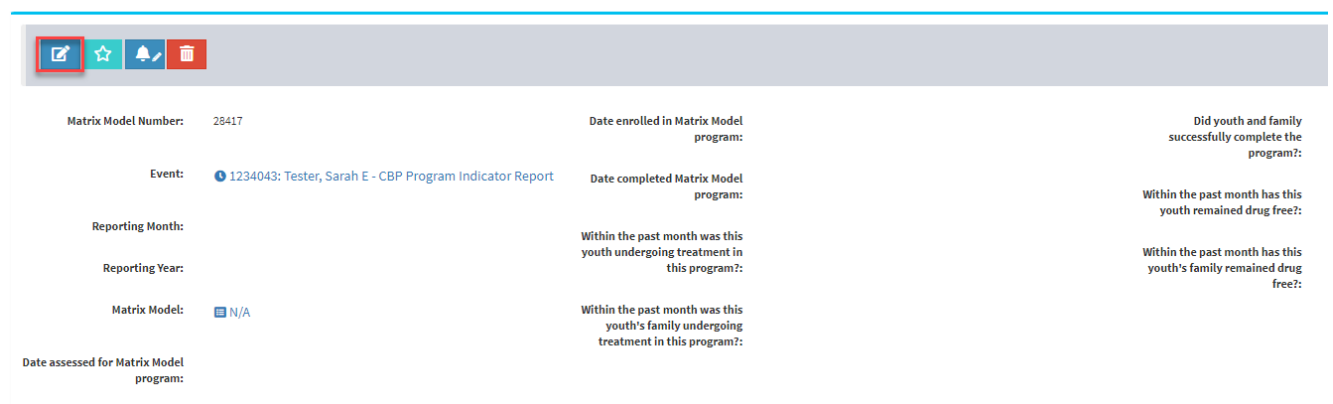
Emancipated Date: mm/dd/yyyy

Employer:

Does this youth demonstrate the potential to live independently while engaging in education, job training, or employment?: Select...

12. CBP Matrix Model - Allows you to add a new CBP Matrix Model. A popup will appear, it will initially show you the Details of the CBP Matrix Model. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Matrix Model Details



Matrix Model Number: 28417

Date enrolled in Matrix Model program:

Did youth and family successfully complete the program?:

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Date completed Matrix Model program:

Reporting Month:

Within the past month was this youth undergoing treatment in this program?:

Within the past month has this youth remained drug free?:

Reporting Year:

Within the past month was this youth's family undergoing treatment in this program?:

Within the past month has this youth's family remained drug free?:

Matrix Model: N/A

Date assessed for Matrix Model program:

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Matrix Model

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Matrix Model: N/A

Date assessed for Matrix Model program: mm/dd/yyyy

Date enrolled in Matrix Model program: mm/dd/yyyy

Date completed Matrix Model program: mm/dd/yyyy

Within the past month was this youth undergoing treatment in this program?: Select...

Within the past month was this youth's family undergoing treatment in this program?: Select...

Did youth and family successfully complete the program?: Select...

Within the past month has this youth remained drug free?: Select...

Within the past month has this youth's family remained drug free?: Select...

13. CBP Medicaid - Allows you to add a new CBP Medicaid. A popup will appear, it will initially show you the Details of the CBP Medicaid. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Medicaid Details

Medicaid Number: 28418

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Medicaid: N/A

Date applied for Certificate of Need:

Did youth receive approval Medicaid?:

If no, please explain denial:

If denied, date of appeal:

Date Medicaid Effective:

Medicaid Number:

Has Medicaid been discontinued?:

If discontinued, please explain:

Date Medicaid Closed:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Medicaid

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Medicaid: N/A

Date applied for Certificate of Need: mm/dd/yyyy

Did youth receive approval Medicaid?: Select...

If no, please explain denial:

If denied, date of appeal: mm/dd/yyyy

Date Medicaid Effective: mm/dd/yyyy

Medicaid Number:

Has Medicaid been discontinued?: Select...

If discontinued, please explain:

Date Medicaid Closed: mm/dd/yyyy

## Arkansas Juvenile Justice Information System

14. CBP Mentor - Allows you to add a new CBP Mentor. A popup will appear, it will initially show you the Details of the CBP Mentor. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Mentor Details

**Mentor Number:** 28417

**Event:** 1234043: Tester, Sarah E - CBP Program Indicator Report

**Name Of Mentor:**

Within the past month has this youth improved his/her grades?:

Within the past month has this youth shown improvement in family relationships?:

Within the past month has the youth completed the mentoring program?:

If yes above, has the youth continued to work with the mentor in the community?:

Within the past month has this youth been absent from school?:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Mentor

**Event:** 1234043: Tester, Sarah E - CBP Program Indicator Report

**Name Of Mentor:** Please select a Person

Within the past month has this youth improved his/her grades?:

Within the past month has this youth shown improvement in family relationships?:

Within the past month has the youth completed the mentoring program?:

If yes above, has the youth continued to work with the mentor in the community?:

Within the past month has this youth been absent from school?:

15. CBP Residential Treatment - Allows you to add a new CBP Residential Treatment. A popup will appear, it will initially show you the Details of the CBP Residential Treatment. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Residential Treatment Details

**Residential Treatment Number:** 28417

**Event:** 1234043: Tester, Sarah E - CBP Program Indicator Report

**Reporting Month:**

**Reporting Year:**

**Residential Treatment:** N/A

**Date of treatment plan:**

**Did the youth have input?:**

**Were the parents/guardians involved?:**

**Days Absent From School:**

**Family Relationship Description:**

**School Relationship Description:**

**How many treatment hours were provided to this youth while in the program?:**

**Within the past six months of being released from residential treatment, did this youth require a secure facility placement?:**

**Violent Behavior Description:**

**Facility Placement Description:**

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Residential Treatment

<p>Event: 1234043: Tester, Sarah E - CBP Program Indicator Report <span style="float: right;">✕ +</span></p> <p>Reporting Month: <span style="float: right;">Select... +</span></p> <p>Reporting Year: <span style="float: right;">Select... +</span></p> <p>Residential Treatment: N/A <span style="float: right;">✕ +</span></p> <p>Date of treatment plan: mm/dd/yyyy <span style="float: right;">📅</span></p> <p>Did the youth have input?: <span style="float: right;">Select... +</span></p> <p>Were the parents/guardians involved?: <span style="float: right;">Select... +</span></p> <p>Within the past month has this youth been absent from school?: <span style="float: right;">Select... +</span></p> <p>Days Absent From School: <span style="float: right;">📅</span></p> <p>Within the past month has this youth improved his/her grades?: <span style="float: right;">Select... +</span></p> <p>Within the past month has this youth been able to remain in the home?: <span style="float: right;">Select... +</span></p>	<p>If not in home, list placement: <span style="float: right;">📅</span></p> <p>Within the past month has the youth had any violent behaviors or physical altercations?: <span style="float: right;">Select... +</span></p> <p>Violent Behavior Description: <span style="float: right;">📝</span></p> <p>Within the past month has this youth shown improvement in family relationships?: <span style="float: right;">Select... +</span></p> <p>Family Relationship Description: <span style="float: right;">📝</span></p> <p>Within the past month has this youth shown improvement in school/peer relationships?: <span style="float: right;">Select... +</span></p> <p>School Relationship Description: <span style="float: right;">📝</span></p> <p>How many treatment hours were provided to this youth while in the program?: <span style="float: right;">📅</span></p> <p>Within the past six months of being released from residential treatment, did this youth require a secure facility placement?: <span style="float: right;">Select... +</span></p> <p>Facility Placement Description: <span style="float: right;">📝</span></p>
--	---

Save

16. CBP Sanction - Allows you to add a new CBP Sanction. A popup will appear, it will initially show you the Details of the CBP Sanction. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Sanction Details

✎

☆
🔔
🗑️

Sanctions Number: 28417	Intensive Supervision Tracking:	Community Service:
Event: 🔔 1234043: Tester, Sarah E - CBP Program Indicator Report	Compliance Monitoring:	Electric Monitoring:
Reporting Month:	Day Services:	Other:
Reporting Year:	Short-Term Detention:	Other Description:
Sanctions: 📄 N/A	Casework IST:	Within the past month did you received any rewards for improvement in behavior?:
Diagnosis Evaluation:	Therapy:	Rewards Description:
Drug Screening:	Residential Treatment:	
Emergency Shelter:		

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Sanction

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report x +

Reporting Month: Select... +

Reporting Year: Select... +

Sanctions: N/A x +

Diagnosis Evaluation: ☐

Drug Screening: ☐

Emergency Shelter: ☐

Intensive Supervision Tracking: ☐

Compliance Monitoring: ☐

Day Services: ☐

Short-Term Detention: ☐

Casework IST: ☐

Therapy: ☐

Residential Treatment: ☐

Community Services: ☐

Electric Monitoring: ☐

Other: ☐

Other Description:

Within the past month did you receive any rewards for improvement in behavior?: Select... +

Rewards Description:

17. CBP Short Term Detention - Allows you to add a new CBP Short Term Detention. A popup will appear, it will initially show you the Details of the CBP Short Term Detention. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Short Term Detention Details

Short Term Detention Number: 28417

If Yes, list school:

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Date released from detention:

Reporting Month:

Reporting Year:

Short-term Detention: N/A

Within the past month has youth continued in educational program?:

Since released from detention, has youth been arrested/received a new adjudication from the court?:

Within the past month has this youth improved his/her grades?:

In the past month has the youth had any violent behaviors or physical alterations?:

Violent Behaviors Description:

Name Of Assessment:

Select the risk level the youth has been identified as:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Short Term Detention

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report x +

Reporting Month: Select... +

Reporting Year: Select... +

Short-term Detention: N/A x +

Within the past month has youth continued in educational program?: Select... +

If Yes, list school:

Date released from detention: mm/dd/yyyy

Since released from detention, has youth been arrested/received a new adjudication from the court?: Select... +

Within the past month has this youth improved his/her grades?: Select... +

In the past month has the youth had any violent behaviors or physical alterations?: Select... +

Violent Behaviors Description:

Name Of Assessment:

Select the risk level the youth has been identified as: Select... +

## Arkansas Juvenile Justice Information System

18. CBP Targeted Case Management Details - Allows you to add a new CBP Targeted Case Management. A popup will appear, it will initially show you the Details of the CBP Targeted Case Management. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Targeted Case Management Details





- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Targeted Case Management

Arkansas Juvenile Justice Information System

- BP Therapy - Allows you to add a new CBP Therapy. A popup will appear, it will initially show you the Details of the CBP Therapy. To Edit the information, click the Edit button in the upper left-hand corner.

### BP Therapy Details

<div>     </div>			
Therapy Number:	28417	Within the past month, was the youth involved in group therapy?:	Within the past month has the youth been to remain in the home?:
Event:	1234043: Tester, Sarah E - CBP Program Indicator Report	Involved In Group Therapy Description:	Placement:
Reporting Month:		Within the past month has this youth been absent from school?:	In the past month has the youth had any violent behaviors or physical altercations?:
Reporting Year:		Absent Days:	Violent Behaviors Description:
Therapy:	N/A	Did the Youth have input?:	Within the past month has this youth shown improvement in family relationships?:
Treatment Plan Strength Based:		Previous GPA:	Shown Improvement In Family Description:
Treatment Plan Strength Description:		Current GPA:	Within the past month has the youth shown improvement in school/peer relationships?:
Within the past month, was the youth involved in individual therapy?:		Within the past month has the youth been able to remain in the community?:	Shown Improvement In School/Peer Description:
Youth Involved In Therapy Description:		Community Placement:	

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Therapy

Event:	1234043: Tester, Sarah E - CBP Program Indicator Report	×	+	Within the past month, has this youth improved his/her grades?:	Select...	+
Reporting Month:	Select...	+		Previous GPA:		
Reporting Year:	Select...	+		Current GPA:		
Therapy:	N/A	×	+	Within the past month has the youth been able to remain in the community?:	Select...	+
Did the Youth have input:	Select...	+		Community Placement:		
Treatment Plan Strength Based:	Select...	+		Within the past month has the youth been to remain in the home?:	Select...	+
Treatment Plan Strength Description:				Placement:		
Within the past month, was the youth involved in individual therapy?:	Select...	+		In the past month has the youth had any violent behaviors or physical altercations?:	Select...	+
Youth Involved in Therapy Description:				Violent Behaviors Description:		
Within the past month, was the youth involved in group therapy?:	Select...	+		Within the past month has this youth shown improvement in family relationships?:	Select...	+
Involved in Group Therapy Description:				Shown Improvement in Family Description:		
Within the past month has this youth been absent from school?:	Select...	+		Within the past month has the youth shown improvement in school/peer relationships?:	Select...	+
Absent Days:				Shown Improvement in School/Peer Description:		

- BP Transitional Living - Allows you to add a new CBP Transitional Living. A popup will appear, it will initially show you the Details of the CBP Transitional Living. To Edit the information, click the Edit button in the upper right corner.

## Arkansas Juvenile Justice Information System

left-hand corner.

CBP Transitional Living Details

Transitional Living Number: 28417

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Transitional Living: N/A

Did this youth:

Did this youth work through issues for an improved home life?:

Improvement Description:

Is this youth placed in a permanent house other than with parent/guardian?:

GED Obtained:

Post Secondary Training:

No Received Educational Opportunities:

Job Placement:

No Received Assistance In Job:

Has youth received mental health care (individual and/or group)?:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Transitional Living

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Transitional Living: N/A

Did this youth: Select...

Did this youth work through issues for an improved home life?: Select...

Improvement Description:

Is this youth placed in a permanent house other than with parent/guardian?: Select...

GED Obtained: ☐

Post Secondary Training: ☐

No Received Educational Opportunities: ☐

Job Placement: ☐

No Received Assistance In Job:

Has youth received mental health care (individual and/or group)?: Select...

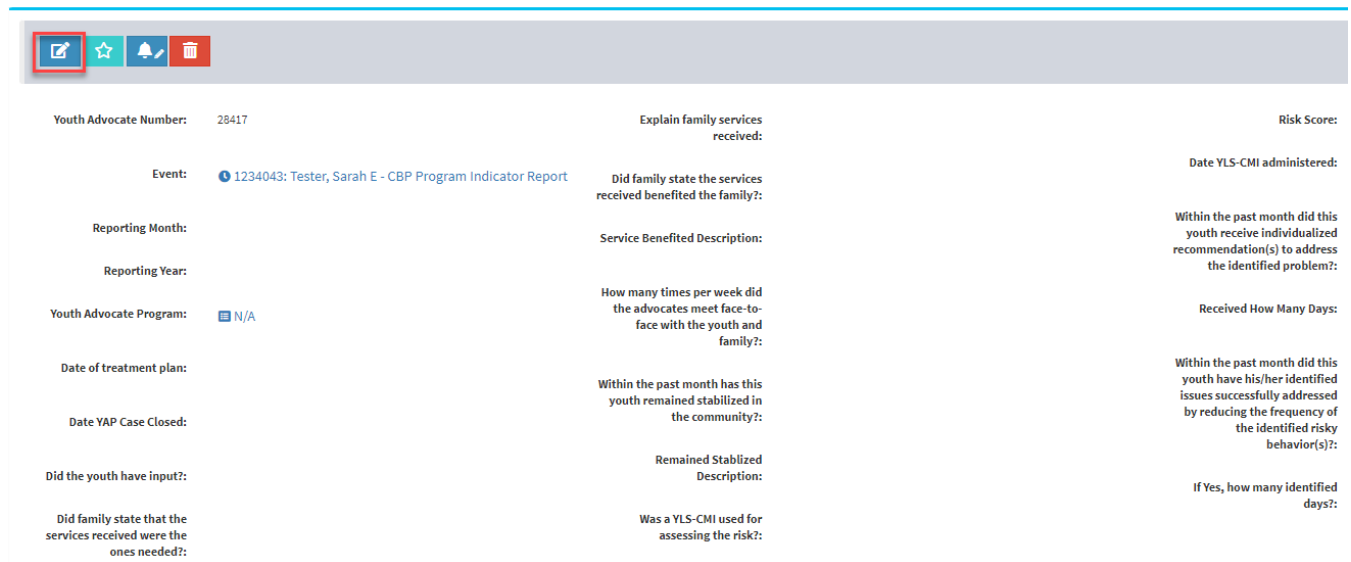
21. CBP Youth Advocate Program (YLS) - Allows you to add a new CBP Youth Advocate Program. A popup will appear, it will initially show you the Details of the CBP Youth Advocate Program. To Edit the information, click



# Arkansas Juvenile Justice Information System

the Edit button in the upper left-hand corner.

CBP Youth Advocate Program Details



**Youth Advocate Number:** 28417

**Event:** 1234043: Tester, Sarah E - CBP Program Indicator Report

**Reporting Month:**

**Reporting Year:**

**Youth Advocate Program:** N/A

**Date of treatment plan:**

**Date YAP Case Closed:**

**Did the youth have input?:**

**Did family state that the services received were the ones needed?:**

**Explain family services received:**

**Did family state the services received benefited the family?:**

**Service Benefited Description:**

**How many times per week did the advocates meet face-to-face with the youth and family?:**

**Within the past month has this youth remained stabilized in the community?:**

**Remained Stabilized Description:**

**Was a YLS-CMI used for assessing the risk?:**

**Risk Score:**

**Date YLS-CMI administered:**

**Within the past month did this youth receive individualized recommendation(s) to address the identified problem?:**

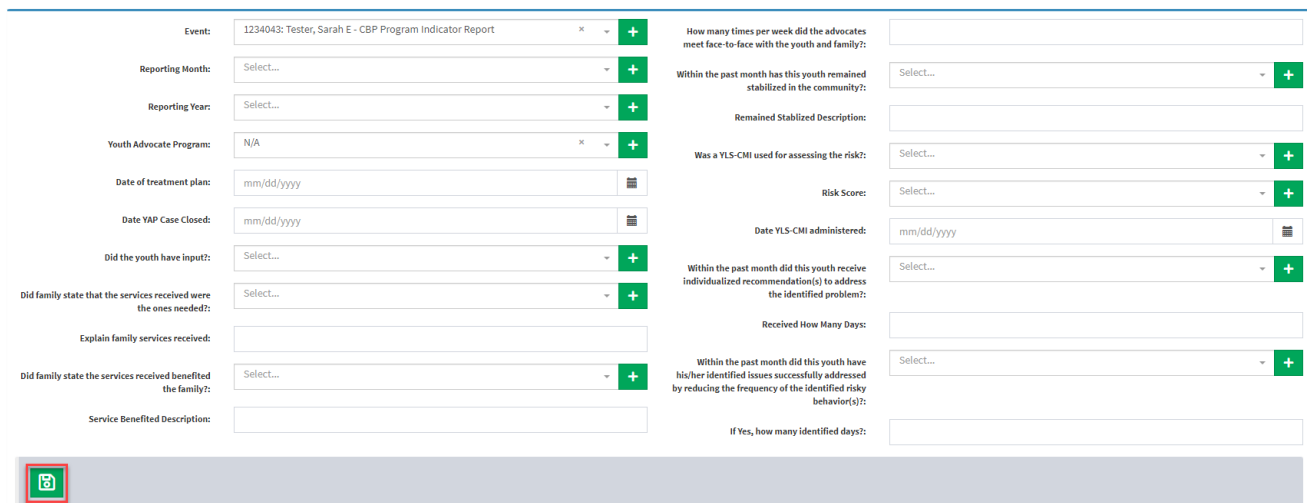
**Received How Many Days:**

**Within the past month did this youth have his/her identified issues successfully addressed by reducing the frequency of the identified risky behavior(s)?:**

**If Yes, how many identified days?:**

- Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Youth Advocate Program



**Event:** 1234043: Tester, Sarah E - CBP Program Indicator Report

**Reporting Month:** Select...

**Reporting Year:** Select...

**Youth Advocate Program:** N/A

**Date of treatment plan:** mm/dd/yyyy

**Date YAP Case Closed:** mm/dd/yyyy

**Did the youth have input?:** Select...

**Did family state that the services received were the ones needed?:** Select...

**Explain family services received:**

**Did family state the services received benefited the family?:** Select...

**Service Benefited Description:**

**How many times per week did the advocates meet face-to-face with the youth and family?:**

**Within the past month has this youth remained stabilized in the community?:** Select...

**Remained Stabilized Description:**

**Was a YLS-CMI used for assessing the risk?:** Select...

**Risk Score:** Select...

**Date YLS-CMI administered:** mm/dd/yyyy

**Within the past month did this youth receive individualized recommendation(s) to address the identified problem?:** Select...

**Received How Many Days:**

**Within the past month did this youth have his/her identified issues successfully addressed by reducing the frequency of the identified risky behavior(s)?:** Select...

**If Yes, how many identified days?:**

- CBP Youth Level of Service (YLS) - Allows you to add a new CBP Youth Advocate Program. A popup will appear, it will initially show you the Details of the CBP Youth Advocate Program. To Edit the information, click the Edit

## Arkansas Juvenile Justice Information System

button in the upper left-hand corner.

CBP Youth Level of Service Details

YLS-CMI Number: 28417

YLS-CMI: N/A

Risk Score:

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Did court order or refer this youth to take the YLS/CMI:

Reporting Month:

Date YLS-CMI administered:

Reporting Year:

If scored low or at low/moderate risk levels of reoffending, did the youth remain in the community?:

If no, describe placement.:

- Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Youth Level of Service

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

YLS-CMI: N/A

Did court order or refer this youth to take the YLS/CMI: Select...

Date YLS-CMI administered: mm/dd/yyyy

Risk Score: Select...

If scored low or at low/moderate risk levels of reoffending, did the youth remain in the community?: Select...

If no, describe placement.:

- CBP Report Parameters - Allows you to add a new CBP Report Parameter. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New CBP Report Parameters Event

Event: 1234043: Tester, Sarah E - CBP Program Indicator Report

Reporting Month: Select...

Reporting Organization: Please select a Organization

Reporting Year: Select...

## Arkansas Juvenile Justice Information System

24. CBP Activity - Once here, you will see the list view of all CBP Activities on the Event. You can add a new CBP Activity to the CBP Activities by clicking the green box with the white plus sign (+).

Arkansas JJIS

Event Number: 1234043: Tester, Sarah E - CBP Program Indicator Report

**CBP Activities**

Show 10 entries Search:

Actions	Event	Activity Type	Length	Comments
	1234043: Tester, Sarah E - CBP Program Indicator Report	Test	1	Test

Showing 1 to 1 of 1 entries Previous 1 Next

CBP Activity

25. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

**Documents**

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					







Showing 0 to 0 of 0 entries Previous Next

## Arkansas Juvenile Justice Information System

26. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### CBP Provide Services

1. CBP Provide Service or Review - Allows you to create a new CBP Provide Service or Review Event. A popup will appear, the only field that needs to be filled out is "CBP Provide Service or Review Outcome".

Create New CBP Provide Service Or Review Event

Event: 1234044: Tester, Sarah E - CBP Provide Services

CBP Provide Service Or Review Outcome:

Select...

- Extension Request
- Monthly Progress Report
- New Commitment Order - No Movement
- New Commitment Order - Return to AJATC
- Recommend For Discharge
- Transfer

## Arkansas Juvenile Justice Information System

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

The screenshot shows the 'Documents' section of the Arkansas JJIS system. At the top, there is a header 'Documents'. Below it, a toolbar contains three icons: a green plus sign, a green bell, and a blue bell, all enclosed in a red box. Below the toolbar is a section labeled 'All'. Underneath, there is a search bar and a 'Show 10 entries' dropdown. A table with columns 'Actions', 'File Name', 'Date', 'Document Type', 'Document Description', and 'File' is shown, but it contains no data. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

3. Education/Academic History - Once here, you will see the list view of all Education/Academic Histories. You can add Education/Academic Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the 'Education/Academic History' section of the Arkansas JJIS system. The top header is 'Arkansas JJIS'. Below it, there is a search bar and a list of items. The 'Education/Academic History' item is highlighted with a red box. The main content area shows 'Event Number: 1234044: Tester, Sarah E - CBP Provide Services'. Below this, there is a section labeled 'Academic Histories'. A toolbar contains three icons: a green plus sign, a green bell, and a blue bell, all enclosed in a red box. Below the toolbar is a search bar and a 'Show 10 entries' dropdown. A table with columns 'Actions', 'Person', 'Event', 'School', and 'Start Date' is shown. The first row contains the following data: '160815: Tester, Sarah E - Client', '1234044: Tester, Sarah E - CBP Provide Services', 'ACORN ELEMENTARY SCHOOL', and '09/07/2018 8:49 AM'. The 'Actions' column for this row contains three icons: a blue 'i' (info), a blue document icon, and a blue star, all enclosed in a red box. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' buttons.

## Arkansas Juvenile Justice Information System

4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Arkansas JJIS

Event Number: 1234044: Tester, Sarah E - CBP Provide Services

Event Involved Parties

Show 10 entries

Actions	Event	Name	Role
	1234044: Tester, Sarah E - CBP Provide Services	160815: Tester, Sarah E - Client	Client
	1234044: Tester, Sarah E - CBP Provide Services	160690: KUJAWA, SARAH - Employee	Employee
	1234044: Tester, Sarah E - CBP Provide Services	1: LOGIN, HANDEL - Employee	Administrator
	1234044: Tester, Sarah E - CBP Provide Services	2: STEELE, WILLIAM A -	Administrator

Showing 1 to 4 of 4 entries

### CBP Recommend For Discharge

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

Arkansas JJIS

Event Number: 1234045: Tester, Sarah E - CBP Recommend for Discharge

Client: 160815: Tester, Sarah E - Client

Start Date: 10/15/2021 10:54 PM

Closed On:

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

Event Note:

Additional Note:

Event Duration In Minutes: 0

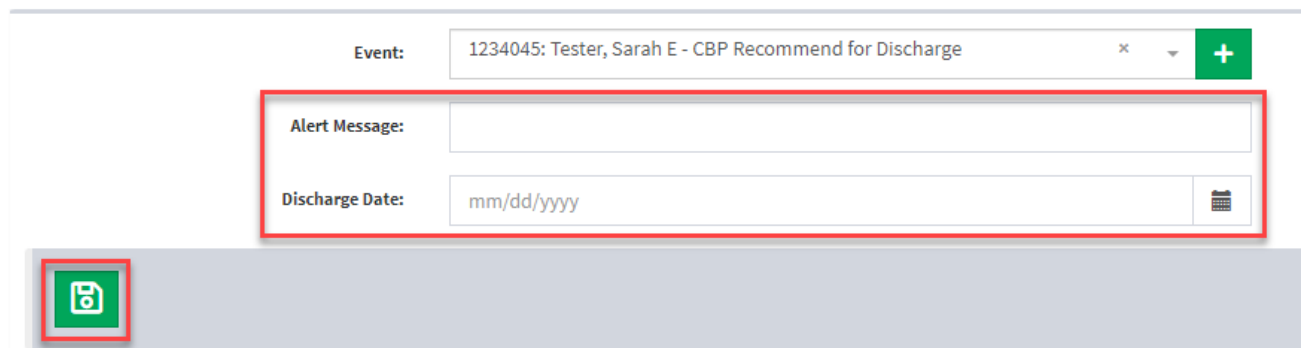
Resources:

2. CBP Recommended For Discharge - Allows you to add a new CBP Recommended For Discharge. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the

## Arkansas Juvenile Justice Information System

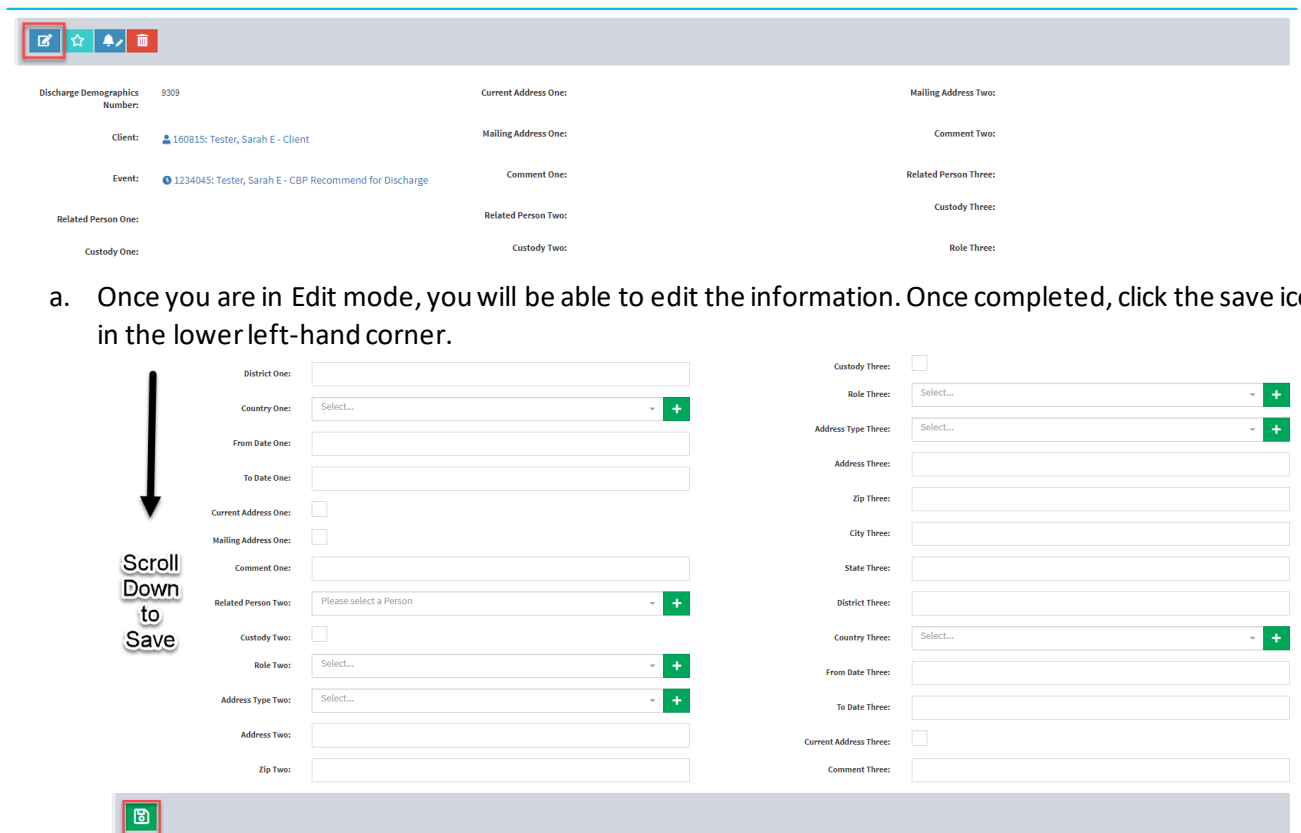
lower left-hand corner.

Create New CBP Recommended For Discharge Event



3. Discharge Demographics – Allows you to add a new Discharge Demographic. A popup will appear, it will initially show you the Details of the Discharge Demographic Details. To Edit the information, click the Edit button in the upper left-hand corner.

Discharge Demographic Details



- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

## Arkansas Juvenile Justice Information System

4. RTC Survey – Allows you to add a new RTC Survey. A popup will appear, it will initially show you the Details of the RTC Survey. To Edit the information, click the Edit button in the upper left-hand corner.

RTC Survey Details

RT Survey Number: 21489

Person: 160815: Tester, Sarah E - Client

Event: 1234045: Tester, Sarah E - CBP Recommend for Discharge

Question 1: Treatment Objectives Compliant:

Question 1: Treatment Objectives Non-Compliant:

Question 1: Treatment Objectives NA:

Question 1: Treatment Objectives Comments:

Question 2: Legal Status Compliant:

Question 2: Legal Status Non-Compliant:

Question 2: Legal Status NA:

Question 2: Legal Status Comments:

Question 3: Living Arrangements Compliant:

Question 3: Living Arrangements Non-Compliant:

Question 3: Living Arrangements NA:

Question 3: Living Arrangements Comments:

Question 4: Contact with Community Resources Compliant:

Question 4: Contact with Community Resources on-Compliant:

Question 4: Contact with Community Resources NA:

Question 4: Contact with Community Resources Comments:

Question 5: Sanctions Compliant:

Question 5: Sanctions Non-Compliant:

Question 5: Sanctions NA:

Question 5: Sanctions Comments:

Question 6: Education Compliant:

Question 6: Education on-Compliant:

Question 6: Education NA:

Question 6: Education Comments:

Question 7: After Care Plan Compliance Compliant:

Question 7: After Care Plan Compliance Non-Compliant:

Question 7: After Care Plan Compliance NA:

Question 7: After Care Plan Compliance Comments:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Question 3: Living Arrangements Compliant: ☒

Question 3: Living Arrangements Non-Compliant: ☐

Question 3: Living Arrangements NA: ☐

Question 3: Living Arrangements Comments:

Question 4: Contact with Community Resources Compliant: ☒

Question 4: Contact with Community Resources Non-Compliant: ☐

Question 4: Contact with Community Resources NA: ☐

Question 4: Contact with Community Resources Comments:

Question 6: Education Comments:

Question 7: After Care Plan Compliance Compliant: ☒

Question 7: After Care Plan Compliance Non-Compliant: ☐

Question 7: After Care Plan Compliance NA: ☐

Question 7: After Care Plan Compliance Comments:

Scroll Down to Save

5. Transfer Discharge Summary – Allows you to add a new Transfer Discharge Summary. A popup will appear, it will initially show you the Details of the Transfer Discharge Summary. To Edit the information, click the Edit button in



## Arkansas Juvenile Justice Information System

the upper left-hand corner.

Transfer Discharge Summary Details

Transfer Discharge Summary Number: 25575

Event: 1234045: Tester, Sarah E - CBP Recommend for Discharge

Person: 160815: Tester, Sarah E - Client

Reason Transferred/Discharged:

Other (Specify):

Recommend For Discharge:

Discharge Concern:

Performance And Progress:

Legal Status:

Family:

Living Arrangements:

Contact With Community Resources:

Expectations for the Future:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

↓  
Scroll Down  
to Save

Living Arrangements: Lives with Family

Contact With Community Resources:

Expectations for the Future:



6. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

Signatures

Show 10 entries

Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

---

## Arkansas Juvenile Justice Information System

---

7. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+

All

Show 

10

 entries 

Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries 

Previous

Next

8. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+

Show 

10

 entries 

Search:

Actions	Event	Name	Role
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 160815: Tester, Sarah E - Client	<div></div> Client
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 1: LOGIN, HANDEL - Employee	<div></div> Administrator

Showing 1 to 2 of 2 entries 

Previous

1

Next

## Arkansas Juvenile Justice Information System

### CBP Status Change Juvenile Services Form

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

Arkansas JJIS

Search...

1234046: TESTER, SARAH E - CBP STATUS

Info

**Reports**

URPT-JSP-NC

JSF Referral

Event Involved Parties

Event Number: 1234046: Tester, Sarah E - CBP Status Change Juvenile Services Form

Client: 160815: Tester, Sarah E - Client

Start Date: 10/16/2021 10:16 AM

Closed On:

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

Event Note:

Additional Note:

Event Duration In Minutes: 0

Resources:

2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

Event JSF Details

Edit

Event Juvenile Service Form Number: 385277

Referral Source:

Other Services: False

Event: 1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form

County Of Residence:

Other Services Notes:

Effective Date:

Provider:

Reason For Referral:

Current Custody:

Program:

Conducting YLS CMI:

Notes:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Event JSF

Event: 1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form

Program: Select...

Effective Date: mm/dd/yyyy

Notes:

Current Custody: Select...

Other Services: ☐

Referral Source: Select...

Other Services Notes:

County Of Residence: Select...

Reason For Referral:

Provider: Please select a Organization

Conducting YLS CMI: ☐

Save




---

## Arkansas Juvenile Justice Information System







---

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show  entries Search:




Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous **1** Next

### CBP Temporary Transfer

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.
2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

**Signatures**

Show  entries Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

---

## Arkansas Juvenile Justice Information System

---

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

+

+

+

Show  entries Search:

Actions	Event	Name	Role
<div><div></div><div></div><div></div></div>	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
<div><div></div><div></div><div></div></div>	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous **1** Next

4. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New AYSC Assign Unit Event

Event: 1234047: Tester, Sarah E - CBP Temporary Transfer × +

Placement Organization: Please select a Organization +

Service Type: Select... +

Start Date: mm/dd/yyyy

Days Of Aftercare: Select... +

---

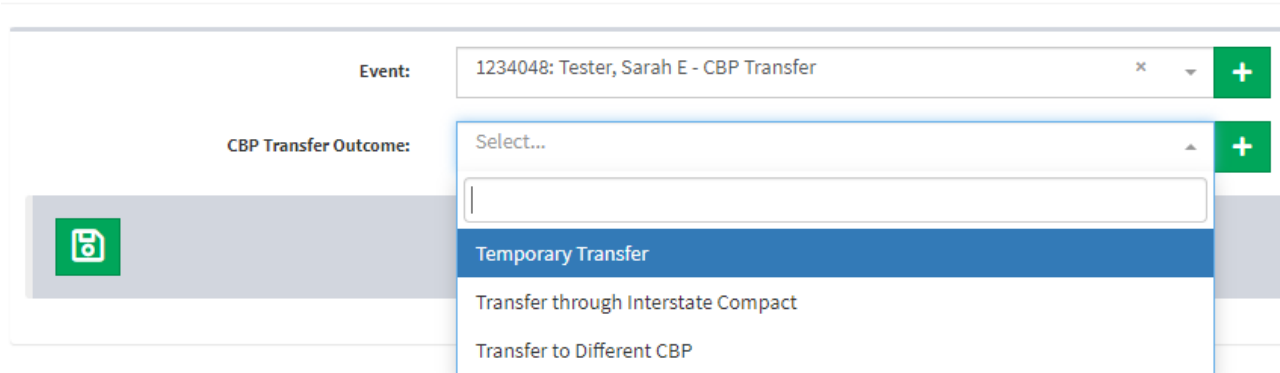
## Arkansas Juvenile Justice Information System

---

### CBP Transfer

1. CBP Transfer - Allows you to add a new CBP Transfer Event. A popup will appear, the only field that needs to be filled out is "CBP Transfer Outcome". Once completed, click the save icon in the lower left-hand corner.

Create New CBP Transfer Event

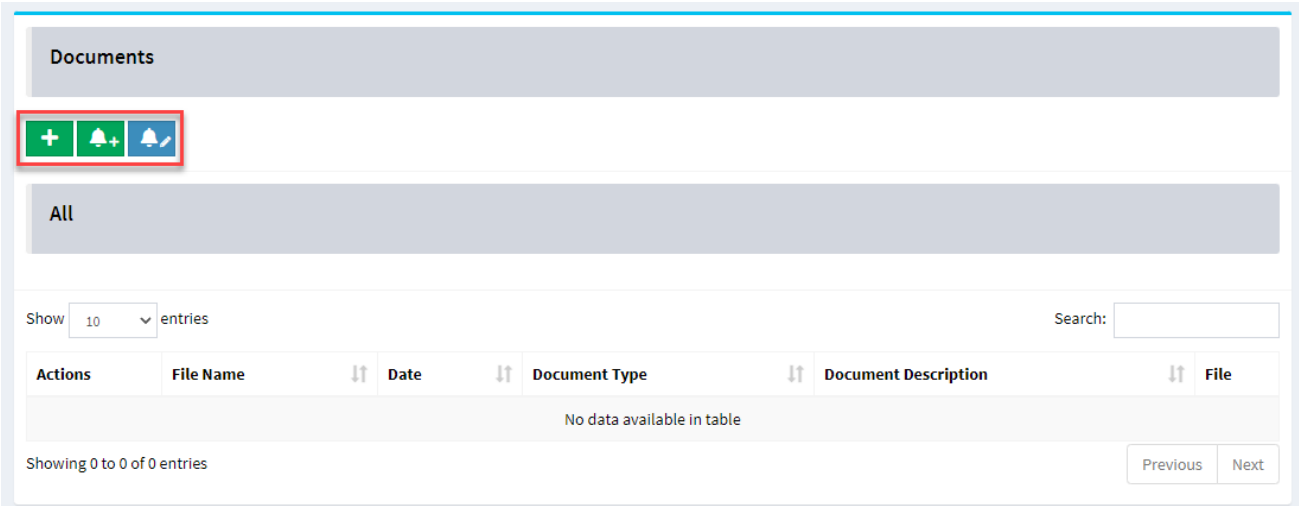


Event: 1234048: Tester, Sarah E - CBP Transfer

CBP Transfer Outcome: Select...

- Temporary Transfer
- Transfer through Interstate Compact
- Transfer to Different CBP

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



Documents

+ 🔔 🗑

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next




---

## Arkansas Juvenile Justice Information System







---

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show  entries Search:




Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous **1** Next

### CBP Transfer Through Interstate Compact

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.
2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

**Signatures**

Show  entries Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

## Arkansas Juvenile Justice Information System

3. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

5. Temporary Transfer Placement - Allows you to add a new Temporary Transfer Placement. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New CBP Temporary Transfer Placement

Event: 1234049: Tester, Sarah E - CBP Transfer through Interstate Compact

Placement Organization: Please select a Organization

Service Type: Select...

Start Date: mm/dd/yyyy

Days Of Aftercare: Select...

Other:



## Arkansas Juvenile Justice Information System

### CBP Transfer to Different CBP

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

The screenshot shows the Arkansas JJIS web application. On the left is a sidebar with a search bar and a list of menu items: Info, Reports (highlighted with a red box and a dropdown arrow), Transfer Discharge Summary, Signatures, Event Involved Parties, and Temporary Transfer Placement. The main content area has a header 'Event Number: 1234050: Tester, Sarah E - CBP Transfer to different CBP' and a toolbar with icons for edit, star, notifications, and delete. Below the toolbar, the event details are displayed in a form with the following fields:

<b>Client:</b>	160815: Tester, Sarah E - Client	<b>Event Note:</b>
<b>Start Date:</b>	10/16/2021 10:40 AM	<b>Additional Note:</b>
<b>Closed On:</b>		<b>Event Duration In Minutes:</b>
<b>Case:</b>	JC-C-2021-212216 - Tester, Sarah E - Open	<b>Resources:</b>
<b>Description:</b>		

2. Transfer Discharge Summary - Allows you to add a new Transfer Discharge Summary. A popup will appear, it will initially show you the Details of the Transfer Discharge Summary. To Edit the information, click the Edit button in the upper left-hand corner.

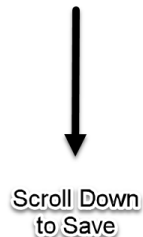
Transfer Discharge Summary Details

The screenshot shows the 'Transfer Discharge Summary Details' popup form. At the top left, there is a toolbar with icons for edit, star, notifications, and delete. The 'Edit' icon is highlighted with a red box. The form contains the following fields:

<b>Transfer Discharge Summary Number:</b>	25575	<b>Reason Transferred/Discharged:</b>	<b>Legal Status:</b>
<b>Event:</b>	1234045: Tester, Sarah E - CBP Recommend for Discharge	<b>Other (Specify):</b>	<b>Family:</b>
<b>Person:</b>	160815: Tester, Sarah E - Client	<b>Recommend For Discharge?:</b>	<b>Living Arrangements:</b>
<b>Transfer Completed By:</b>		<b>Discharge Concerns:</b>	<b>Contact With Community Resources:</b>
<b>Survey Date:</b>		<b>Performance And Progress:</b>	<b>Expectations for the Future:</b>

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



Living Arrangements:

Contact With Community Resources: 

B I U X' X, 12

T\*

Expectations for the Future: 

B I U X' X, 12

T\*



3. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

**Signatures**

Show  entries Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show  entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

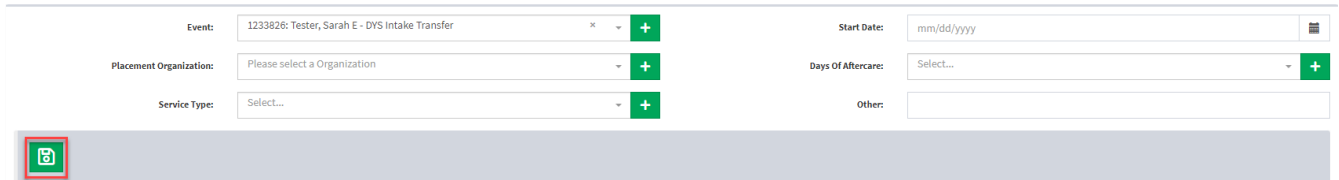
---

## Arkansas Juvenile Justice Information System

---

5. Temporary Transfer Placement - Allows you to add a new CBP Temporary Transfer Placement. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New CBP Temporary Transfer Placement



Event: 1233826: Tester, Sarah E - DYS Intake Transfer × +


Start Date: mm/dd/yyyy

Placement Organization: Please select a Organization +

Days Of Aftercare: Select... +

Service Type: Select... +

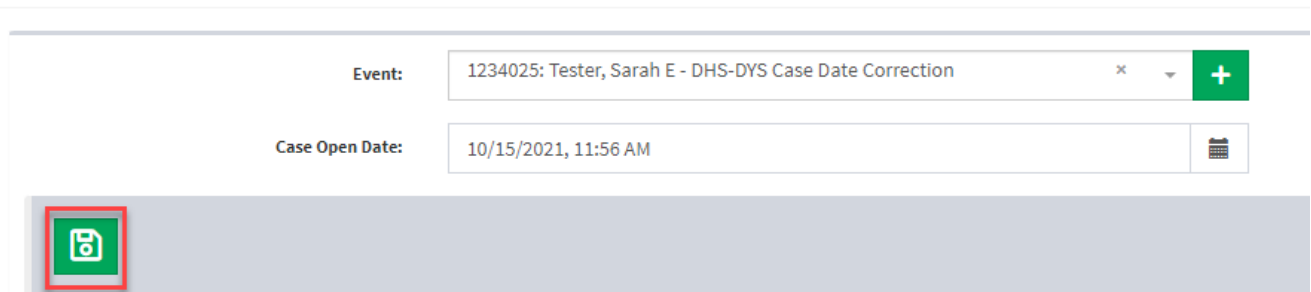
Other:



### DHS-DYS Case Date Correction


1. DHS DYS Case Date Correction - Allows you to add a new DHS DYS Case Date Correction Event. A popup will appear, the only field that needs to be filled out is "Case Open Date". Once completed, click the save icon in the lower left-hand corner.

Create New DHS DYS Case Date Correction Event



Event: 1234025: Tester, Sarah E - DHS-DYS Case Date Correction × +

Case Open Date: 10/15/2021, 11:56 AM



## Arkansas Juvenile Justice Information System

### DYS Case Coordination

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

The screenshot shows the Arkansas JJIS interface. The left sidebar contains a menu with items: Info, Reports (highlighted with a red box), Notes, DYS Case Coordinations, Contact History, Legal Notifications, and Behavioral Health Goals. The main content area displays the event details for "Event Number: 1234051: Tester, Sarah E - DYS Case Coordination". The event details include: Client: 160815: Tester, Sarah E - Client, Start Date: 10/16/2021 10:46 AM, Closed On: (empty), Case: JC-C-2021-212216 - Tester, Sarah E - Open, and Description: (empty). The Reports dropdown menu is open, showing "DYS - Event Coordination Printout".

2. Notes - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.

The screenshot shows the Arkansas JJIS interface with the Notes section selected in the left sidebar (highlighted with a red box). The main content area displays the event details for "Event Number: 1234051: Tester, Sarah E - DYS Case Coordination". The Notes section is active, showing a table with columns: Actions, Note Number, Event, Author, and Note Date. The table is currently empty, displaying "No data available in table". The "Show" dropdown is set to "10 entries". The "Search" field is empty. The "Previous" and "Next" buttons are visible at the bottom right of the table.

## Arkansas Juvenile Justice Information System

3. Case Coordination - Allows you to add a new Case Coordination. A popup will appear, it will initially show you the Details of the Case Coordination. To Edit the information, click the Edit button in the upper left-hand corner.

DYS Case Coordination Details

Case Coordination Number: 2783

Event: 1234051: Tester, Sarah E - DYS Case Coordination

Youth: 160815: Tester, Sarah E - Client

Date of Birth: 2/22/2010 12:00:00 AM

Program: Rite of Passage, Inc.

Risk Level:

Interview Date:

Is client on track for discharge?:

Why are they not on schedule for discharge?:

Projected Release Date:

Did client file a grievance this month?:

Explain Grievances Filed:

Was the grievance resolved?:

Why wasn't the grievance resolved?:

Summary Of Incidents:

Disciplinary Issues Summary:

Education Plan:

Progress in Meeting Goals:

Regression in Meeting Goals:

Mental Health Goal:

Substance Abuse Goal:

Vocation Path:

Academic Progress Notation:

Current Medications:

Individual Therapy Sessions:

Group Therapy Sessions:

Group Participation:

Are the client's treatment needs being met?:

Why aren't the treatment needs being met?:

Transitional Needs: 2021-10-16 14:46:00.00

Can Youth Return Home:

Why Youth Can't Return Home?:

Next Review:

Location:

Plan Updated By:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Summary Of Incidents:

Disciplinary Issues Summary:

Education Plan: Select...

Progress in Meeting Goals:

Can Youth Return Home: Select...

Why Youth Can't Return Home?:

Next Review: mm/dd/yyyy

Location:

Plan Updated By: Please select a Person

Scroll Down to Save

## Arkansas Juvenile Justice Information System

4. Contact History - Once here, you will see the list view of all Contact Histories. You can add Contact Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the 'Arkansas JJIS' interface. On the left sidebar, the 'Contact History' menu item is highlighted with a red box. The main content area is titled 'Event Number: 1234051: Tester, Sarah E - DYS Case Coordination'. Below this, there is a 'Contact Histories' section. A red box highlights three icons: a green plus sign (+), a green bell icon, and a blue bell icon. Below these icons, there is a 'Show 10 entries' dropdown and a search bar. A table with the following columns is displayed: Actions, Contact History Number, Person, Role, Contact Date, Notes, Contact Type, Case Coordination, In Contact For, and In Coming Contact. The table is currently empty, with the text 'No data available in table' centered below it. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

5. Legal Notifications - Once here, you will see the list view of all Legal Notifications. You can add Legal Notifications by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.




The screenshot shows the 'Arkansas JJIS' interface. On the left sidebar, the 'Legal Notifications' menu item is highlighted with a red box. The main content area is titled 'Event Number: 1234051: Tester, Sarah E - DYS Case Coordination'. Below this, there is a 'Legal Notifications' section. A red box highlights three icons: a green plus sign (+), a green bell icon, and a blue bell icon. Below these icons, there is a 'Show 10 entries' dropdown and a search bar. A table with the following columns is displayed: Actions, Notice, Received From, and Date Of Notice. The table is currently empty, with the text 'No data available in table' centered below it. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

6. Behavioral Health Goals - Once here, you will see the list view of all Behavioral Health Goals. You can add Behavioral Health Goals by clicking the green box with the white plus sign (+) and view details about them by

## Arkansas Juvenile Justice Information System




clicking the “i” button.

The screenshot shows the Arkansas JJIS interface. The left sidebar contains a search bar and a list of navigation items: Info, Reports, Notes, DYS Case Coordinations, Contact History, Legal Notifications, Behavioral Health Goals (highlighted with a red box), and Education Goals. The main content area is titled "Event Number: 1234051: Tester, Sarah E - DYS Case Coordination". Below this is a section for "Behavioral Health Goals". At the top of this section are three buttons: a green box with a white plus sign (+), a bell icon, and a blue box with a white 'i' icon. Below these buttons is a table with the following columns: Actions, Behavioral Health Goals Number, Start Date, End Date, Goal Title, and Behavioral Health Goals. The table contains one entry with the number 17291 and the goal "Use learned coping skills during anxiety provoking situations." The table is followed by a pagination bar showing "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

Actions	Behavioral Health Goals Number	Start Date	End Date	Goal Title	Behavioral Health Goals
  	17291	10/15/2021			Use learned coping skills during anxiety provoking situations.

7. Education Goals - Once here, you will see the list view of all Education Goals. You can add Education Goals by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS interface. The left sidebar contains a search bar and a list of navigation items: Info, Reports, Notes, DYS Case Coordinations, Contact History, Legal Notifications, Behavioral Health Goals, Education Goals (highlighted with a red box), and Classifications. The main content area is titled "Event Number: 1234051: Tester, Sarah E - DYS Case Coordination". Below this is a section for "Education Goals". At the top of this section are three buttons: a green box with a white plus sign (+), a bell icon, and a blue box with a white 'i' icon. Below these buttons is a table with the following columns: Actions, Education Long Term Goal Number, Start Date, End Date, Goal Title, and Education Goal. The table contains one entry with the number 5104 and the goal "Finish semester with greater than 2.50 GPA". The table is followed by a pagination bar showing "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

Actions	Education Long Term Goal Number	Start Date	End Date	Goal Title	Education Goal
  	5104	10/15/2021			Finish semester with greater than 2.50 GPA

## Arkansas Juvenile Justice Information System

8. Classifications - Once here, you will see the list view of all Classifications. You can add Classifications by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS interface. The top navigation bar is purple with the text "Arkansas JJIS" and a menu icon. Below the navigation bar is a search bar and a list of sidebar items: Info, Reports, Notes, DYS Case Coordinations, Contact History, Legal Notifications, Behavioral Health Goals, Education Goals, Classifications (highlighted with a red box), and Documents. The main content area is titled "Event Number: 1234051: Tester, Sarah E - DYS Case Coordination". Below this title is a section labeled "Classifications". Inside this section, there is a green box with a white plus sign (+) and a blue box with a white "i" icon, both highlighted with a red box. Below these icons is a table with columns: Actions, Classification Type, Start Date, Current, End Date, and Comment. The table is currently empty, showing "No data available in table". At the bottom of the table, it says "Showing 0 to 0 of 0 entries". There are "Previous" and "Next" buttons at the bottom right of the table.

9. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

The screenshot shows the Arkansas JJIS interface. The top navigation bar is purple with the text "Arkansas JJIS" and a menu icon. Below the navigation bar is a search bar and a list of sidebar items: Info, Reports, Notes, DYS Case Coordinations, Contact History, Legal Notifications, Behavioral Health Goals, Education Goals, Classifications, and Documents (highlighted with a red box). The main content area is titled "Event Number: 1234051: Tester, Sarah E - DYS Case Coordination". Below this title is a section labeled "Documents". Inside this section, there is a green box with a white plus sign (+) and a blue box with a white "i" icon, both highlighted with a red box. Below these icons is a table with columns: Actions, File Name, Date, Document Type, Document Description, and File. The table is currently empty, showing "No data available in table". At the bottom of the table, it says "Showing 0 to 0 of 0 entries". There are "Previous" and "Next" buttons at the bottom right of the table.

10. Placement History - Once here, you will see the list view of all Placement Histories. You can add Placement Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the “i”



Arkansas Juvenile Justice Information System

button.

Arkansas JJIS

☰

🔍 Search...

🔍

📌 1234051: TESTER, SARAH E - DYS CASE COORDINATION

📄 Info

📊 Reports

📝 Notes

🔗 DYS Case Coordinations

🕒 Contact History

📢 Legal Notifications

🎯 Behavioral Health Goals

🎓 Education Goals

🏷️ Classifications

📁 Documents

🕒 Placement History

👤 Event Involved Parties

Event Number: 1234051: Tester, Sarah E - DYS Case Coordination

Placement Histories

+

🔔

🔔

Show 10 entries

Search:

Actions	Start Date	End Date	Comment	Location
<div> <div>📄</div> <div>📝</div> <div>☆</div> </div>				<div>🏢 Rite of Passage, Inc.</div>

Showing 1 to 1 of 1 entries

Previous

1

Next

11. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+

🔔

🔔

Show

10

▼

entries

Search:

Actions	Event	Name	Role
<div> <div>🔍</div> <div>✍️</div> <div>☆</div> </div>	🕒 1234021: Tester, Sarah E - DYS2 Determine Program Type	👤 160815: Tester, Sarah E - Client	👤 Client
<div> <div>🔍</div> <div>✍️</div> <div>☆</div> </div>	🕒 1234021: Tester, Sarah E - DYS2 Determine Program Type	👤 1: LOGIN, HANDEL - Employee	👤 Administrator

Showing 1 to 2 of 2 entries

Previous

1

Next

12. Behavior Modification Goals - Once here, you will see the list view of all Placement Histories. You can add Placement Histories by clicking the green box with the white plus sign (+) and view details about them by clicking

## Arkansas Juvenile Justice Information System

the “i” button.




The screenshot displays the Arkansas JJIS web application. The left sidebar contains a menu with various options, including 'Behavior Modification Goals', which is highlighted with a red box. The main content area is titled 'Event Number: 1234051: Tester, Sarah E - DYS Case Coordination'. Below this title, there is a section for 'Behavior Modification Goals'. At the top of this section, there are three buttons: a green plus sign (+), a green bell icon, and a blue bell icon, all enclosed in a red box. Below these buttons, there is a table with the following columns: 'Actions', 'Behavior Modification Goals Number', 'Start Date', 'End Date', 'Goal Title', and 'Long Term Goal'. The table contains one entry with the number 7779 and a start date of 10/15/2021. The 'Long Term Goal' column contains the text: 'Use skills learned to help de-escalate self in situations that cause anger outbursts.' The 'Actions' column for this entry contains three icons: a blue 'i' (information), a blue document icon, and a blue star icon, all enclosed in a red box. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. To the right of this text are 'Previous', '1', and 'Next' buttons.

Arkansas JJIS

Event Number: 1234051: Tester, Sarah E - DYS Case Coordination

Behavior Modification Goals

Show 10 entries

Actions	Behavior Modification Goals Number	Start Date	End Date	Goal Title	Long Term Goal
  	7779	10/15/2021			Use skills learned to help de-escalate self in situations that cause anger outbursts.

Showing 1 to 1 of 1 entries

Previous 1 Next

13. Case Grievance Events - Once here, you will see the list view of all Case Grievance Events. You can add a new Grievance Event by clicking the green box with the white plus sign (+). You can add the Case to a Grievance by

## Arkansas Juvenile Justice Information System

clicking the green “Add Event” button and view details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS interface. The left sidebar has a menu with 'Case Grievance Events' highlighted. The main content area is titled 'Event Number: 1234051: Tester, Sarah E - DYS Case Coordination'. Below the title is a section for 'Case Grievance Events' with a green box containing a plus sign and a bell icon. Below this is a table with columns: Actions, Action, Case Open Date, Case Close Date, Case, Case Description, and Case Type. The 'Actions' column has a green box with an 'i' icon. The 'Action' column has a green box with an 'Add Event' button. The table shows one entry for 'JC-C-2021-212216 - Tester, Sarah E - Open' with a 'DYS Custody Case' type. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

14. Education Academic Objectives - Once here, you will see the list view of all Education Academic Objectives. You can add Education Academic Objectives by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS interface. The left sidebar has a menu with 'Education Academic Objectives' highlighted. The main content area is titled 'Event Number: 1234051: Tester, Sarah E - DYS Case Coordination'. Below the title is a section for 'Education Academic Objectives' with a green box containing a plus sign and a bell icon. Below this is a table with columns: Actions, Education Academic Objective, DYS Treatment Plan, and Education Long Term Goal. The table shows 'No data available in table'. The bottom of the table shows 'Showing 0 to 0 of 0 entries' and navigation buttons for 'Previous' and 'Next'.

# Arkansas Juvenile Justice Information System

## DYS Client Performance Record

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.
2. DYS Client Performance Record - Allows you to add a new Client Performance Record. A popup will appear, it will initially show you the Details of the Client Performance Record. To Edit the information, click the Edit button in the upper left-hand corner.

DYS Client Performance Record Details

DYS Client Performance Record Number: 139314

Event: 1234052: Tester, Sarah E - DYS Client Performance Record

Spawned From Event: 1234041: Tester, Sarah E - CBP Intake Juvenile Services Form

Client Performance Record Type:

Date Of Intake:

YLS/CMI Risk Level:

Agency Worker:

School Level:

School Validated: False

Family Level:

Family Validated: False

Justice System Level:

Justice Sytem Validated: False

Employment Level:

Employment Validated: False

Substance Use Level:

Substance Use Validated: False

Behavioral Health Level:

Behavioral Health Validated: False

Explain Reason Not Applicable:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit DYS Client Performance Record

Event: 1234052: Tester, Sarah E - DYS Client Performance Record

Client Performance Record Type: Select...

Date Of Intake: mm/dd/yyyy

YLS/CMI Risk Level: Select...

Agency Worker: Please select a Person

School Level: Select...

School Validated: ☐

Family Level: Select...

Family Validated: ☐

Justice System Level: Select...

Justice Sytem Validated: ☐

Employment Level: Select...

Employment Validated: ☐

Substance Use Level: Select...

Substance Use Validated: ☐

Behavioral Health Level: Select...

Behavioral Health Validated: ☐

Explain Reason Not Applicable:

---

## Arkansas Juvenile Justice Information System

---

3. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+

All

Show 

10

 entries 

Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries 

Previous

Next

4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+

Show 

10

 entries 

Search:

Actions	Event	Name	Role
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 160815: Tester, Sarah E - Client	<div></div> Client
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 1: LOGIN, HANDEL - Employee	<div></div> Administrator

Showing 1 to 2 of 2 entries 

Previous

1

Next

---

## Arkansas Juvenile Justice Information System

---

### DYS Client Interview

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

The screenshot displays the Arkansas JJIS web application. The top header is purple with the text "Arkansas JJIS" and a menu icon. Below the header is a search bar and a navigation bar with icons for information, play, star, and shield. The left sidebar contains a list of menu items: "1233824: TESTER, SARAH E - DYS CLIENT", "Info", "Reports" (highlighted with a red box and a dropdown arrow), "Behavior Survey", "MPS Survey", "Event Involved Organizations / S", "Alert Note", "Behavior Intake Survey Result", "MPS Survey Result", "Charges", "Documents", "Medical History", "Medication History", "Prior Providers / Mental Health I", and "Event Involved Parties". The main content area shows the event details for "Event Number: 1233824: Tester, Sarah E - DYS Client Interview". It includes a toolbar with icons for edit, star, share, and delete. The details section shows: "Client: 160815: Tester, Sarah E - Client", "Start Date:", "Closed On:", "Case: JC-C-2021-212216 - Tester, Sarah E - Open", and "Description:".

2. Event Involved Organizations/Service Providers - Once here, you will see the list view of all those Organizations and Service Providers involved with the Event and their role. You can add Organizations and/or Service Providers

## Arkansas Juvenile Justice Information System

by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Event Number: 1233824: Tester, Sarah E - DYS Client Interview

Event Involved Organizations / Service Providers

1233824: TESTER, SARAH E - DYS CLIENT

Info

Reports

Event Involved Organizations / Service Providers

Alert Note

Behavior Intake Survey Result

MPS Survey Result

Charges

Documents

Medical History


Medication History

Prior Providers / Mental Health

Event Involved Parties

Show 10 entries

Search:

Actions	Event	Organization	Organization Role	Involved Date
	1233824: Tester, Sarah E - DYS Client Interview	Arkansas Division of Youth Services	Service Provider	09/29/2021 4:17 PM

Showing 1 to 1 of 1 entries

Previous 1 Next

- Alert Note – Allows you to create a note for an Alert on the Event. A popup will appear, the only field that needs to be filled out is “Alert”

Create New Notes Alert Event

Event: 1233824: Tester, Sarah E - DYS Client Interview

Alert:

- Behavior Intake Survey – Once you click on Behavior Intake Survey a popup will appear called Behavior Intake Survey Result Details, click on Edit to edit the responses or create initial responses. You can also create an alert

## Arkansas Juvenile Justice Information System

notification from this page.

Behavior Intake Survey Result Details

<p><b>Intake Survey Result Number:</b> 16159</p> <p><b>Event:</b> 1233824: Tester, Sarah E - DYS Client Interview</p> <p><b>Person:</b> 160815: Tester, Sarah E - Client</p> <p><b>Homicidal:</b></p> <p><b>Homicidal Comments:</b></p> <p><b>Physical Assault:</b></p> <p><b>Physical Assault Comments:</b></p> <p><b>Sexual Assault:</b></p> <p><b>Sexual Assault Comments:</b></p>	<p><b>Threatening To Assault:</b></p> <p><b>Threatening To Assault Comments:</b></p> <p><b>Possession Of Weapon Only:</b></p> <p><b>Possession Of Weapon Only Comments:</b></p> <p><b>Arson Or Fire Setting:</b></p> <p><b>Arson Or Fire Setting Comments:</b></p> <p><b>Theft Of Auto:</b></p> <p><b>Theft Of Auto Comments:</b></p> <p><b>Used Firearm:</b></p>	<p><b>Used Firearm Comments:</b></p> <p><b>Used Other Type Of Weapon:</b></p> <p><b>Used Other Type Of Weapon Comments:</b></p> <p><b>Sold Drugs:</b></p> <p><b>Sold Drugs Comments:</b></p> <p><b>Delivered Drugs:</b></p> <p><b>Delivered Drugs Comments:</b></p> <p><b>Drug Possession Only:</b></p> <p><b>Drug Possession Only Comments:</b></p>
---	---	--

- a. Once you click Edit you will be brought to another page where you can fill out the Behavior Intake Survey. Once filled out, click on the Save icon in the lower left-hand corner.

Edit Behavior Intake Survey Result

<p><b>Event:</b> 1233824: Tester, Sarah E - DYS Client Interview <span style="float: right;">✕ +</span></p> <p><b>Person:</b> 160815: Tester, Sarah E - Client <span style="float: right;">✕ +</span></p> <p><b>Homicidal:</b> No <span style="float: right;">✕ +</span></p> <p><b>Homicidal Comments:</b> N/A</p> <p><b>Physical Assault:</b> No <span style="float: right;">✕ +</span></p> <p><b>Physical Assault Comments:</b> N/A</p> <p><b>Sexual Assault:</b> No <span style="float: right;">✕ +</span></p> <p><b>Sexual Assault Comments:</b> N/A</p> <p><b>Threatening To Assault:</b> No <span style="float: right;">✕ +</span></p> <p><b>Threatening To Assault Comments:</b> N/A</p> <p><b>Possession Of Weapon Only:</b> No <span style="float: right;">✕ +</span></p> <p><b>Possession Of Weapon Only Comments:</b> N/A</p> <p><b>Arson Or Fire Setting:</b> No <span style="float: right;">✕ +</span></p>	<p><b>Arson Or Fire Setting Comments:</b> N/A</p> <p><b>Theft Of Auto:</b> No <span style="float: right;">✕ +</span></p> <p><b>Theft Of Auto Comments:</b> N/A</p> <p><b>Used Firearm:</b> Yes <span style="float: right;">✕ +</span></p> <p><b>Used Firearm Comments:</b> Has used previously</p> <p><b>Used Other Type Of Weapon:</b> No <span style="float: right;">✕ +</span></p> <p><b>Used Other Type Of Weapon Comments:</b> N/A</p> <p><b>Sold Drugs:</b> No <span style="float: right;">✕ +</span></p> <p><b>Sold Drugs Comments:</b> N/A</p> <p><b>Delivered Drugs:</b> No <span style="float: right;">✕ +</span></p> <p><b>Delivered Drugs Comments:</b> N/A</p> <p><b>Drug Possession Only:</b> No <span style="float: right;">✕ +</span></p> <p><b>Drug Possession Only Comments:</b> N/A</p>
---	--




- b. After you save you will be brought back to the main Event allowing you to move on to the next area, or you can view the details of everything you filled out. If you click on Behavior Intake Survey Result again, you will see everything that was filled out and you can also edit any responses if need be. Once finished



## Arkansas Juvenile Justice Information System

viewing that area, you can click the X in the upper right-hand corner.




Behavior Intake Survey Result Details



Intake Survey Result Number:	16159	Threatening To Assault:	No	Used Firearm Comments:	Has used previously
Event:	1233824: Tester, Sarah E - DYS Client Interview	Threatening To Assault Comments:	N/A	Used Other Type Of Weapon:	No
Person:	160815: Tester, Sarah E - Client	Possession Of Weapon Only:	No	Used Other Type Of Weapon Comments:	N/A
Homicidal:	No	Possession Of Weapon Only Comments:	N/A	Sold Drugs:	No
Homicidal Comments:	N/A	Arson Or Fire Setting:	No	Sold Drugs Comments:	N/A
Physical Assault:	No	Arson Or Fire Setting Comments:	N/A	Delivered Drugs:	No
Physical Assault Comments:	N/A	Theft Of Auto:	No	Delivered Drugs Comments:	N/A
Sexual Assault:	No	Theft Of Auto Comments:	N/A	Drug Possession Only:	No
Sexual Assault Comments:	N/A	Used Firearm:	Yes	Drug Possession Only Comments:	N/A

5. MPS Survey Result Details – Clicking on this will bring up the MPS Survey in a popup. Same as Behavior Intake Survey, this view will initially show you the details of this Survey. Once filled out, it will display the responses to the Survey. To edit, click the Edit button in the upper left-hand corner of the popup.

MPS Survey Result Details



MPS Survey Result Number:	16196	Treated For Psychiatric Disorder Comments:	Marijuana Comments:
Event:	1233824: Tester, Sarah E - DYS Client Interview	Psychiatrist:	Barbituates:
Hospitalized In Past Two Years:		Psychiatrist Office:	Barbituates Comments:
Hospitalized In Past Two Years Comments:		Suicidal Thoughts:	Amphetamines:
Hospital:		Suicidal Thoughts Comments:	Amphetamines Comments:
SexuallyActive:		Suicidal Gestures:	Heroin:
Sexually Active Comments:		Suicidal Gestures Comments:	Heroin Comments:
Past Or Present STD's:		Suicidal Attempts:	Alcohol:
Past Or Present STD's Comments:		Suicidal Attempts Comments:	Alcohol Comments:
Currently Pregnant:		Drugs:	Tobacco:
Currently Pregnant Comments:		Drugs Comments:	Tobacco Comments:
Knows Name Of Family Doctor:		Cocaine:	Ecstasy:
Knows Name Of Family Doctor Comments:		Cocaine Comments:	Ecstasy Comments:
Family Doctor Office:		Family Doctor:	Other:
		Marijuana:	Other Comments:

## Arkansas Juvenile Justice Information System

- a. Once you click Edit you will be brought to another page where you can fill out the MPS Survey. Once filled out, click on the Save icon in the lower left-hand corner.

<p>Treated For Psychiatric Disorder: <input type="text" value="No"/> <span style="float: right;">✕ +</span></p> <p>Treated For Psychiatric Disorder Comments: <input type="text" value="NA"/></p> <p>Psychiatrist: <input type="text" value="Please select a Person"/> <span style="float: right;">✕ +</span></p> <p>Psychiatrist Office: <input type="text" value="Please select a Organization"/> <span style="float: right;">✕ +</span></p> <p>Suicidal Thoughts: <input type="text" value="No"/> <span style="float: right;">✕ +</span></p> <p>Suicidal Thoughts Comments: <input type="text" value="NA"/></p> <p>Suicidal Gestures: <input type="text" value="No"/> <span style="float: right;">✕ +</span></p> <p>Suicidal Gestures Comments: <input type="text" value="NA"/></p> <p>Suicidal Attempts: <input type="text" value="No"/> <span style="float: right;">✕ +</span></p>	<p>Heroin Comments: <input type="text" value="NA"/></p> <p>Alcohol: <input type="text" value="Yes"/> <span style="float: right;">✕ +</span></p> <p>Alcohol Comments: <input type="text" value="1-2 times per week"/></p> <p>Tobacco: <input type="text" value="Yes"/> <span style="float: right;">✕ +</span></p> <p>Tobacco Comments: <input type="text" value="1 pack per day"/></p> <p>Ecstasy: <input type="text" value="No"/> <span style="float: right;">✕ +</span></p> <p>Ecstasy Comments: <input type="text" value="NA"/></p> <p>Other: <input type="text" value="No"/> <span style="float: right;">✕ +</span></p> <p>Other Comments: <input type="text" value="NA"/></p>
---	---

- b. After you save you will be brought back to the main Event allowing you to move on to the next area, or you can view the details of everything you filled out. If you click on MPS Survey Result again, you will see everything that was filled out and you can also edit any responses if need be. Once finished viewing that area, you can click the X in the upper right-hand corner.

MPS Survey Result Details

<div style="display: flex; justify-content: space-between; align-items: center;"> <span> </span> </div>		
<p>MPS Survey Result Number: 16196</p> <p>Event: <a href="#">1233824: Tester, Sarah E - DYS Client Interview</a></p> <p>Hospitalized In Past Two Years: Yes</p> <p>Hospitalized In Past Two Years Comments: Illness</p> <p>Hospital: Harbor View Mercy Hospital</p> <p>SexuallyActive: Yes</p> <p>Sexually Active Comments: NA</p> <p>Past Or Present STD's: No</p> <p>Past Or Present STD's Comments: NA</p> <p>Currently Pregnant: No</p> <p>Currently Pregnant Comments: NA</p> <p>Knows Name Of Family Doctor: Doesn't have one</p> <p>Family Doctor Office:</p>	<p>Treated For Psychiatric Disorder Comments: NA</p> <p>Psychiatrist:</p> <p>Psychiatrist Office:</p> <p>Suicidal Thoughts: No</p> <p>Suicidal Thoughts Comments: NA</p> <p>Suicidal Gestures: No</p> <p>Suicidal Gestures Comments: NA</p> <p>Suicidal Attempts: No</p> <p>Suicidal Attempts Comments:</p> <p>Drugs:</p> <p>Drugs Comments:</p> <p>Cocaine:</p> <p>Cocaine Comments:</p> <p>Family Doctor:</p> <p>Marijuana: No</p>	<p>Marijuana Comments: NA</p> <p>Barbituates: No</p> <p>Barbituates Comments: NA</p> <p>Amphetamines: No</p> <p>Amphetamines Comments: NA</p> <p>Heroin: No</p> <p>Heroin Comments: NA</p> <p>Alcohol: Yes</p> <p>Alcohol Comments: 1-2 times per week</p> <p>Tobacco: Yes</p> <p>Tobacco Comments: 1 pack per day</p> <p>Ecstasy: No</p> <p>Ecstasy Comments: NA</p> <p>Other: No</p> <p>Other Comments: NA</p>

6. Charges - Once here, you will see the list view of all Criminal Charges associated with the Person. You can add Charges by clicking the green box with the white plus sign (+) and view details about them by clicking the “i”

## Arkansas Juvenile Justice Information System

button.

Arkansas JJIS

Event Number: 1233824: Tester, Sarah E - DYS Client Interview

**Criminal Charges**

+ bell pencil

Show 10 entries Search:

Actions	Court	Event	Charge Date	Charge
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

Charges

Documents

Medical History

Medication History

Prior Providers / Mental Health

Event Involved Parties

7. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

**Documents**

+ bell pencil

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

8. Medical History – You will see any Medical History related information. You can add a new Medical History by clicking on the + sign in the upper left-hand corner, view details about a current Medical History by clicking the

## Arkansas Juvenile Justice Information System

“i” as well as set alerts and notifications from this page.

The screenshot shows the Arkansas JJIS interface. The left sidebar contains a menu with items like 'Info', 'Reports', 'Event Involved Organizations / S...', 'Alert Note', 'Behavior Intake Survey Result', 'MPS Survey Result', 'Charges', 'Documents', 'Medical History' (highlighted with a red box), 'Medication History', 'Prior Providers / Mental Health I', and 'Event Involved Parties'. The main content area is titled 'Event Number: 1233824: Tester, Sarah E - DYS Client Interview'. Below this is a 'Medical Histories' section. It features a toolbar with a green '+' icon, a green bell icon, and a blue pencil icon. Below the toolbar is a search bar and a 'Show 10 entries' dropdown. A table displays one entry with columns: Actions, Event, Person, Medical Event, Date, and Physician. The entry shows '1233824: Tester, Sarah E - DYS Client Interview' for the Event, '160815: Tester, Sarah E - Client' for the Person, 'asthma' for the Medical Event, and '10/15/2021' for the Date. The 'Actions' column for this entry has icons for 'i', 'edit', and 'star'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

9. Medication History – You will see any Medication History related information. You can add a new Medication by clicking on the + sign in the upper left-hand corner, view details about a current Medication History by clicking the “i” as well as set alerts and notifications from this page.

The screenshot shows the Arkansas JJIS interface. The left sidebar is the same as the previous screenshot, with 'Medication History' highlighted with a red box. The main content area is titled 'Event Number: 1233824: Tester, Sarah E - DYS Client Interview'. Below this is a 'Medication Histories' section. It features a toolbar with a green '+' icon, a green bell icon, and a blue pencil icon. Below the toolbar is a search bar and a 'Show 10 entries' dropdown. A table displays one entry with columns: Actions, Person, Event, Medication, Start Date, and End Date. The entry shows '160815: Tester, Sarah E - Client' for the Person, '1233824: Tester, Sarah E - DYS Client Interview' for the Event, 'albuterol (d00749)' for the Medication, and '10/15/2021' for the Start Date. The 'Actions' column for this entry has icons for 'i', 'edit', and 'star'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

10. Prior Providers/Mental Health Histories - Once here, you will see the list view of all those Prior Providers and Mental Health Histories associated with the Person and their role. You can add Prior Providers and/or Mental

## Arkansas Juvenile Justice Information System




Health Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button

Arkansas JJIS

Event Number: 1233824: Tester, Sarah E - DYS Client Interview

Prior Services / Mental Health Histories

Show 10 entries

Actions	Mental Health Condition	Physician	Facility	Start Date	End Date	Current
  	Depression		Division of Behavioral Health Services	10/1/2021		True

Showing 1 to 1 of 1 entries







Previous 1 Next

Prior Providers / Mental Health

11. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous 1 Next

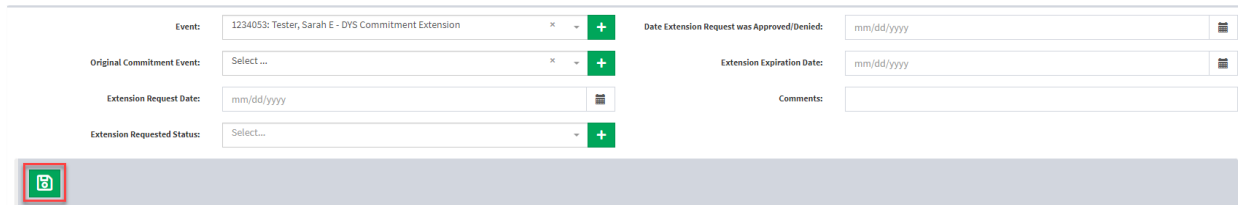
### DYS Commitment Extension

1. Commitment Extension Request - Allows you to add a new Commitment Extension Request. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the

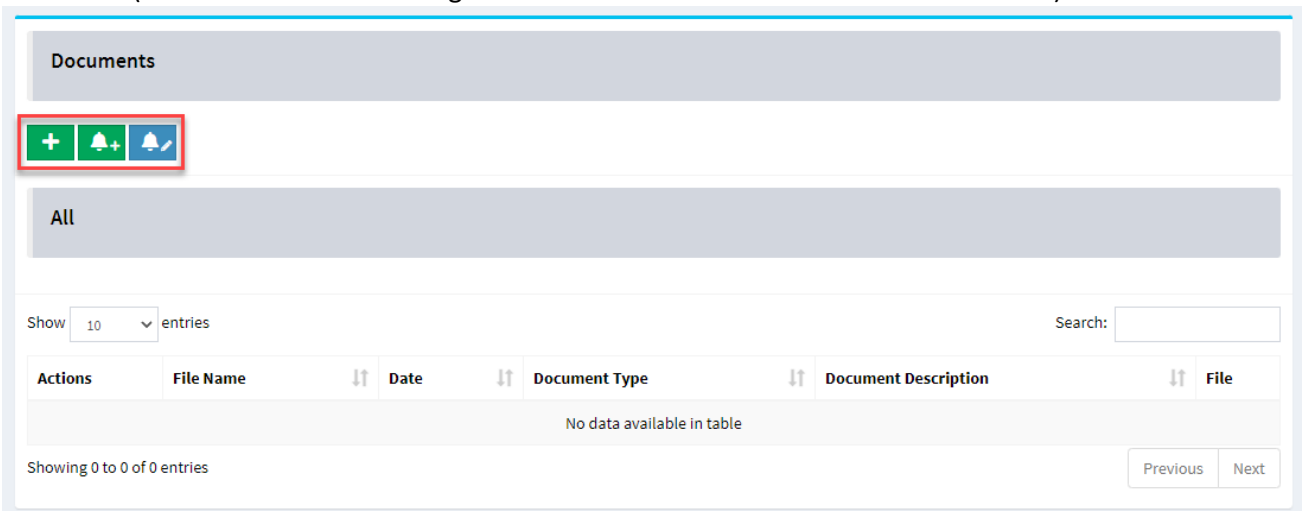
## Arkansas Juvenile Justice Information System

lower left-hand corner.

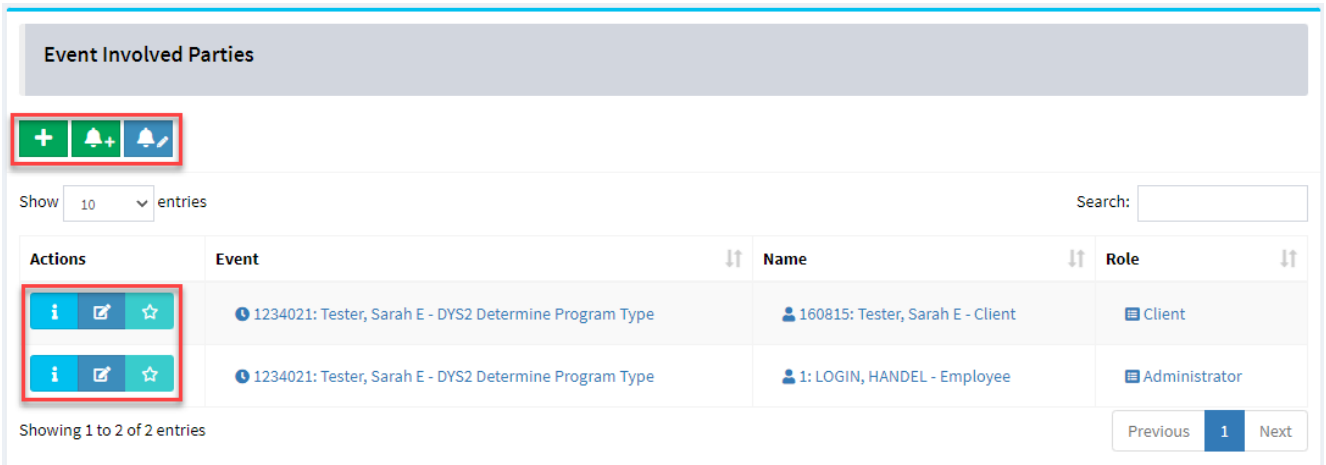
Create New Commitment Extension Request









2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

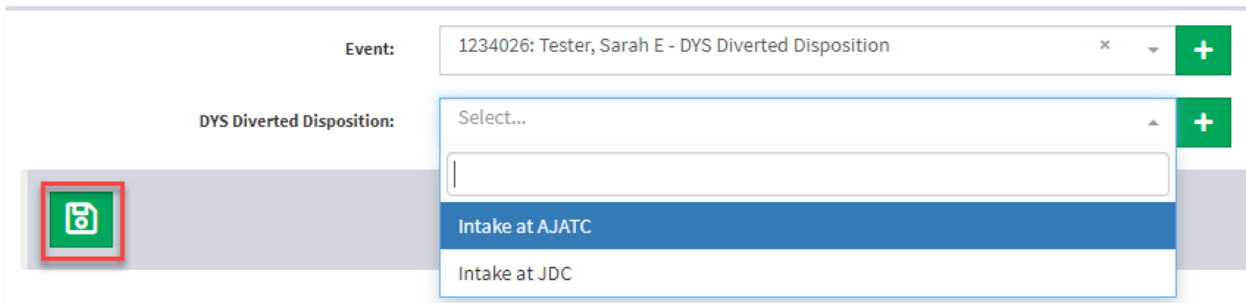
### DYS Diverted Disposition

1. DYS Diverted Disposition - Allows you to add a new DYS Diverted Disposition Event. A popup will appear, the only field that needs to be filled out is "DYS Diverted Disposition". Once completed, click the save icon in the

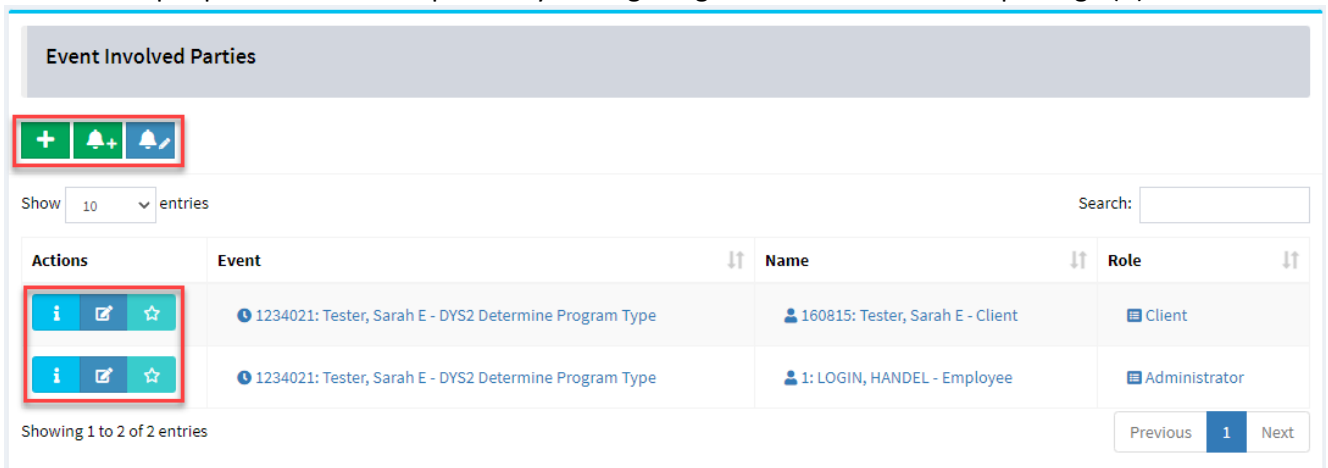
## Arkansas Juvenile Justice Information System







lower left-hand corner.

Create New DYS Diverted Disposition Event



2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

### DYS Initial Contact

1. DYS Initial Contact Notes – a new popup will appear for you to fill out the information regarding EJJ, EJJ Verification, any Alert Messages and DYS Initial Contact Outcome.
  - a. EJJ: Select Yes or No if the juvenile is an EJJ (extended juvenile jurisdiction)
  - b. Verification of EJJ: Select if the notification of EJJ is listed on the court order or on both the court order and RS-13 form.
  - c. Alert Message: This is a security alert that will inform staff if there are issues to be aware of (i.e., medical problems, etc.)
  - d. DYS Initial Contact Outcome: Use the dropdown list and select the appropriate outcome.

## Arkansas Juvenile Justice Information System

- e. Save button: Click when finished

Create New DYS Initial Contact Note

Event: 1233819: Tester, Sarah E - DYS Initial Contact × +

EJJ: Select... +

EJJ Verification: Select... +

Alert Message:

DYS Initial Contact Outcome: Select... +

Save

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+ 🔔 📄

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next






---

## Arkansas Juvenile Justice Information System







---

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**



Show  entries Search:





Actions	Event	Name	Role
  	🕒 1234021: Tester, Sarah E - DYS2 Determine Program Type	👤 160815: Tester, Sarah E - Client	👤 Client
  	🕒 1234021: Tester, Sarah E - DYS2 Determine Program Type	👤 1: LOGIN, HANDEL - Employee	👤 Administrator

Showing 1 to 2 of 2 entries Previous **1** Next

### DYS Intake Information

1. Intake Interview Courts – Allows you to add a new Intake Interview Courts. A popup will appear, it will initially show you the Details of the Intake Interview Courts. To Edit the information, click the Edit button in the upper left-hand corner.

#### Intake Interview Court Details



**Intake Interview Court Number:** 550

**Event:** 🕒 1234054: Tester, Sarah E - DYS Intake Information

**Court Date:**

**Location:**

---

## Arkansas Juvenile Justice Information System

---

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Intake Interview Court

Event: 1234054: Tester, Sarah E - DYS Intake Information

Court Date: mm/dd/yyyy

Location: Please select a Organization

2. Intake Narratives - Allows you to add a new Intake Narrative. A popup will appear, it will initially show you the Details of the Intake Narrative. To Edit the information, click the Edit button in the upper left-hand corner.

Intake Narrative Details

Intake Narrative Number: 550

Event: 1234054: Tester, Sarah E - DYS Intake Information

Comment:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Intake Narrative

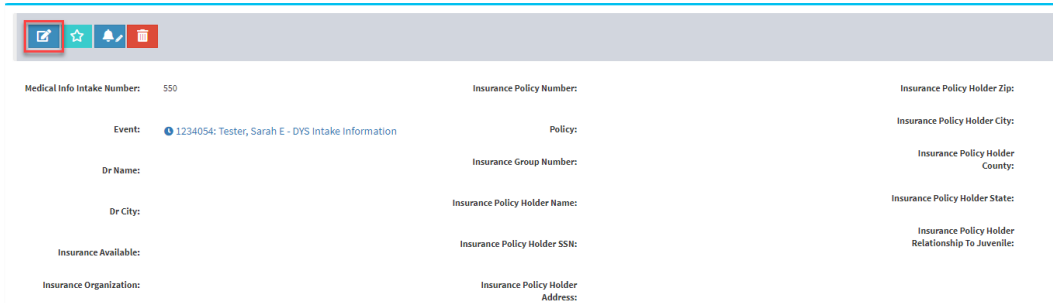
Event: 1234054: Tester, Sarah E - DYS Intake Information

Comment:

## Arkansas Juvenile Justice Information System

3. Medical Info Intakes - Allows you to add a new Medical Info Intake. A popup will appear, it will initially show you the Details of the Medical Info Intake. To Edit the information, click the Edit button in the upper left-hand corner.

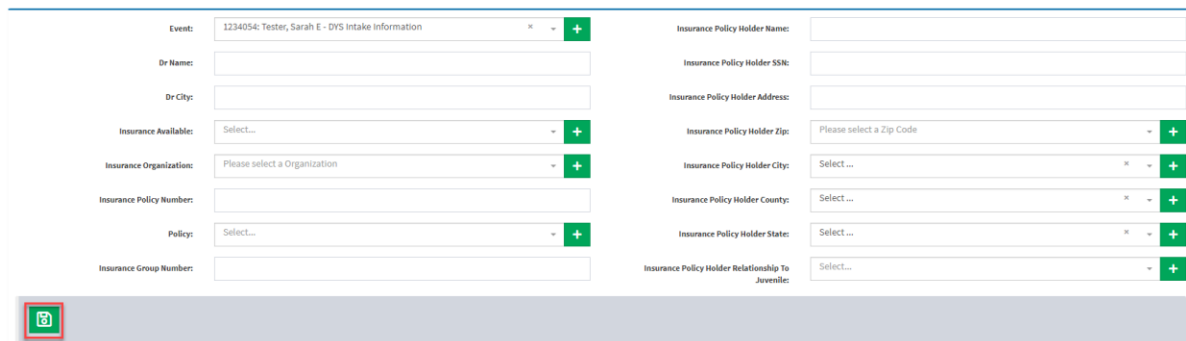
Medical Info Intake Details



The screenshot shows the 'Medical Info Intake Details' form. At the top left, there is a toolbar with four icons: a pencil (edit), a star (favorites), a bell (notifications), and a document (details). The form fields are organized into three columns. The first column contains: Medical Info Intake Number (550), Event (1234054: Tester, Sarah E - DYS Intake Information), Dr Name, Dr City, Insurance Available, and Insurance Organization. The second column contains: Insurance Policy Number, Insurance Group Number, Insurance Policy Holder Name, Insurance Policy Holder SSN, and Insurance Policy Holder Address. The third column contains: Insurance Policy Holder Zip, Insurance Policy Holder City, Insurance Policy Holder County, Insurance Policy Holder State, and Insurance Policy Holder Relationship To Juvenile.

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

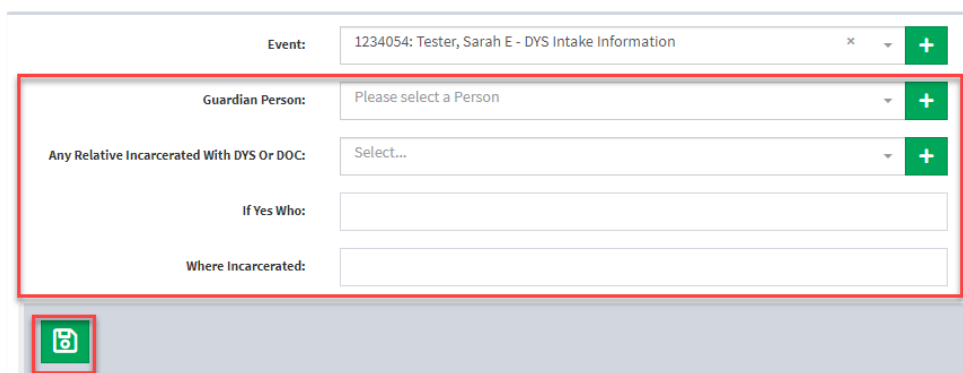
Edit Medical Info Intake



The screenshot shows the 'Edit Medical Info Intake' form. It has a similar layout to the details view but with a red box highlighting the 'Event' field at the top left. The form fields are: Event (1234054: Tester, Sarah E - DYS Intake Information), Dr Name, Dr City, Insurance Available (dropdown), Insurance Organization (dropdown), Insurance Policy Number, Policy (dropdown), Insurance Group Number, Insurance Policy Holder Name, Insurance Policy Holder SSN, Insurance Policy Holder Address, Insurance Policy Holder Zip (dropdown), Insurance Policy Holder City (dropdown), Insurance Policy Holder County (dropdown), Insurance Policy Holder State (dropdown), and Insurance Policy Holder Relationship To Juvenile (dropdown). A red box highlights the 'Event' field at the top left, and a green box with a white plus sign is at the bottom left.

4. DYS Demographic Information - Allows you to add a new DYS Demographic Information. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New DYS Demographic Information



The screenshot shows the 'Create New DYS Demographic Information' form. It has a red box highlighting the 'Guardian Person' and 'Any Relative Incarcerated With DYS Or DOC' fields. The form fields are: Event (1234054: Tester, Sarah E - DYS Intake Information), Guardian Person (dropdown), Any Relative Incarcerated With DYS Or DOC (dropdown), If Yes Who: (text field), and Where Incarcerated: (text field). A red box highlights the 'Guardian Person' and 'Any Relative Incarcerated With DYS Or DOC' fields, and a green box with a white plus sign is at the bottom left.

5. Classifications - Classifications - Once here, you will see the list view of all Classifications. You can add Classifications by clicking the green box with the white plus sign (+) and view details about them by clicking the

## Arkansas Juvenile Justice Information System

“i” button.

The screenshot shows the Arkansas JJIS web application. The header is purple with 'Arkansas JJIS' and a menu icon. A search bar is on the left. The left sidebar contains a list of navigation items: 'Info', 'Intake Interview Courts', 'Intake Narratives', 'Medical Info Intakes', 'DYS Demographic Information', 'Classifications' (highlighted with a red box), 'Education/Academic History', 'Prior Providers / Mental Health', and 'Event Involved Parties'. The main content area is titled 'Event Number: 1234054: Tester, Sarah E - DYS Intake Information'. Below the title is a section labeled 'Classifications' with a green box containing a plus sign, a bell, and a person icon. Below this is a table with columns: 'Actions', 'Classification Type', 'Start Date', 'Current', 'End Date', and 'Comment'. The table is empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' buttons at the bottom right of the table.

6. Education/Academic History - Once here, you will see the list view of all Education/Academic Histories. You can add Education/Academic Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS web application. The header is purple with 'Arkansas JJIS' and a menu icon. A search bar is on the left. The left sidebar contains a list of navigation items: 'Info', 'Intake Interview Courts', 'Intake Narratives', 'Medical Info Intakes', 'DYS Demographic Information', 'Classifications', 'Education/Academic History' (highlighted with a red box), 'Prior Providers / Mental Health', and 'Event Involved Parties'. The main content area is titled 'Event Number: 1234054: Tester, Sarah E - DYS Intake Information'. Below the title is a section labeled 'Academic Histories' with a green box containing a plus sign, a bell, and a person icon. Below this is a table with columns: 'Actions', 'Person', 'Event', 'School', 'Start Date', 'End Date', 'Disability', and 'Current'. The table is empty, showing 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' buttons at the bottom right of the table.

7. Prior Providers/Mental Health Histories - Once here, you will see the list view of all those Prior Providers and Mental Health Histories associated with the Person and their role. You can add Prior Providers and/or Mental Health Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the

## Arkansas Juvenile Justice Information System




“i” button.

Arkansas JJIS

Event Number: 1234054: Tester, Sarah E - DYS Intake Information

Prior Services / Mental Health Histories

Show 10 entries

Actions	Mental Health Condition	Physician	Facility	Start Date	End Date	Current
  			Division of Behavioral Health Services	10/1/2021		True

Showing 1 to 1 of 1 entries







Previous 1 Next

Prior Providers / Mental Health

8. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

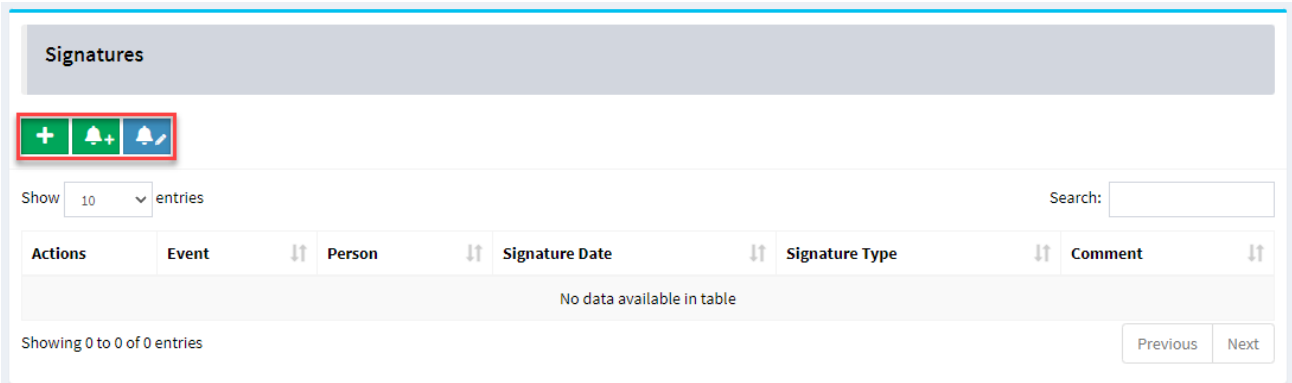
Showing 1 to 2 of 2 entries

Previous 1 Next

## Arkansas Juvenile Justice Information System

### DYS Intake Transfer

1. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.



Signatures

10 entries

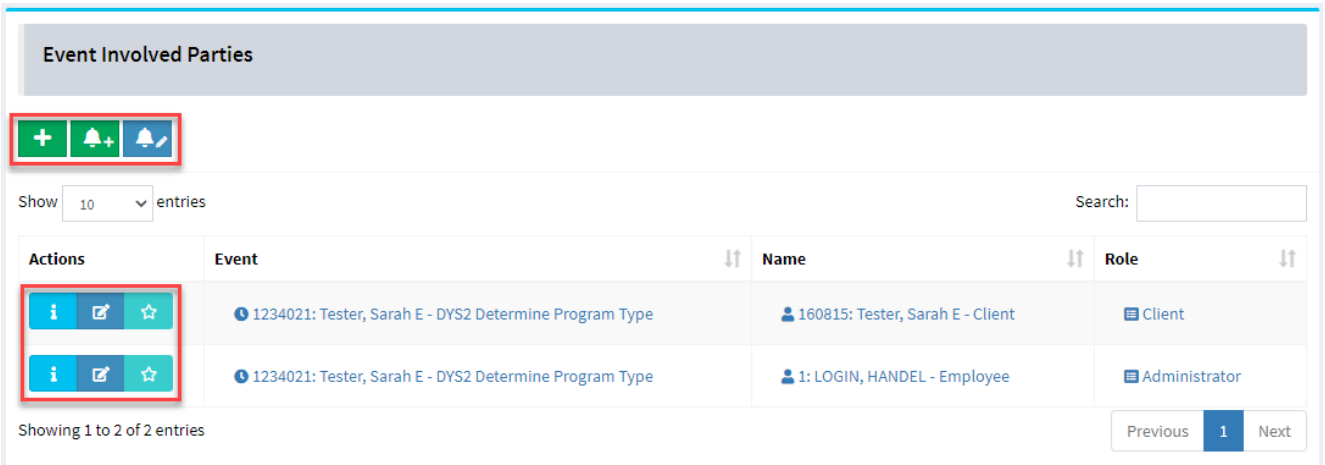
Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next







2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus (+).



Event Involved Parties

10 entries

Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous 1 Next

3. Temporary Transfer Placement - Allows you to add a new CBP Temporary Transfer Placement. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New CBP Temporary Transfer Placement

Event: 1233826: Tester, Sarah E - DYS Intake Transfer


Start Date: mm/dd/yyyy

Placement Organization: Please select a Organization

Days Of Aftercare: Select...

Service Type: Select...

Other:



### DYS Juvenile Diverted to Acute Care

1. DYS Juvenile Diverted to Acute Care - Allows you to add a new DYS Juvenile Diverted to Acute Care Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save

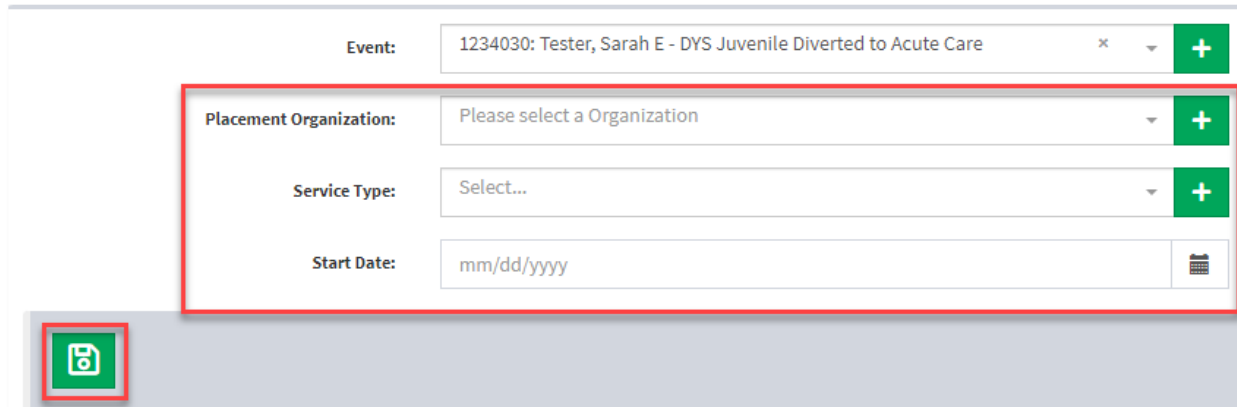
---

## Arkansas Juvenile Justice Information System

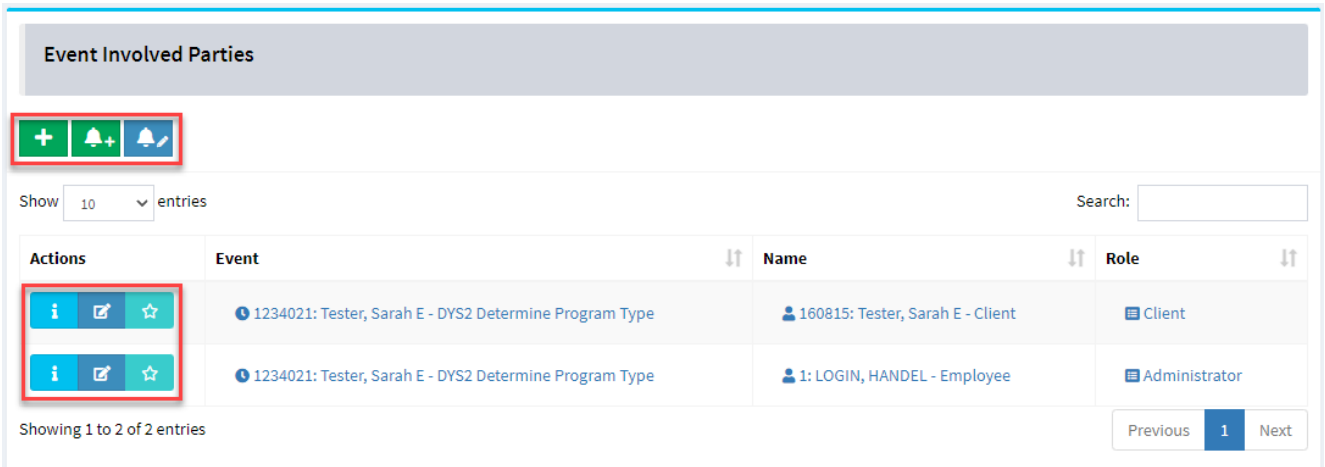
---







icon in the lower left-hand corner.

Create New DYS Juvenile Diverted To Acute Care Event



2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

### DYS Juvenile Diverted to JDC


1. DYS Juvenile Diverted to JDC - Allows you to add a new DYS Juvenile Diverted to JDC Event.. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left -

## Arkansas Juvenile Justice Information System

hand corner.




Create New DYS Juvenile Diverted To JDC Event

Event:	1234019: Tester, Sarah E - DYS Juvenile Diverted to JDC	x	+
Placement Organization:	Please select a Organization	▼	+
Service Type:	Select...	▼	+
Start Date:	mm/dd/yyyy		



2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

**Documents**



All

Show 10 ▼ entries Search:

Actions	File Name	⇅	Date	⇅	Document Type	⇅	Document Description	⇅	File
No data available in table									

Showing 0 to 0 of 0 entries

PreviousNext



---

## Arkansas Juvenile Justice Information System

---

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show 10 entries

Search:

Actions	Event	Name	Role
<div><div></div><div></div><div></div></div>	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
<div><div></div><div></div><div></div></div>	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous1Next

### DYS MDS Scheduled and Letters

1. DYS MDS Scheduled and Letters - Allows you to create a new DYS MDS Scheduled and Letter. A popup will appear, the only field that needs to be filled out is “Multidisciplinary Staffing Date”.

Create New DYS MDS Scheduled and Letters Event

Event:

1234017: Tester, Sarah E - DYS MDS Scheduled and Letters

Multidisciplinary Staffing Date:

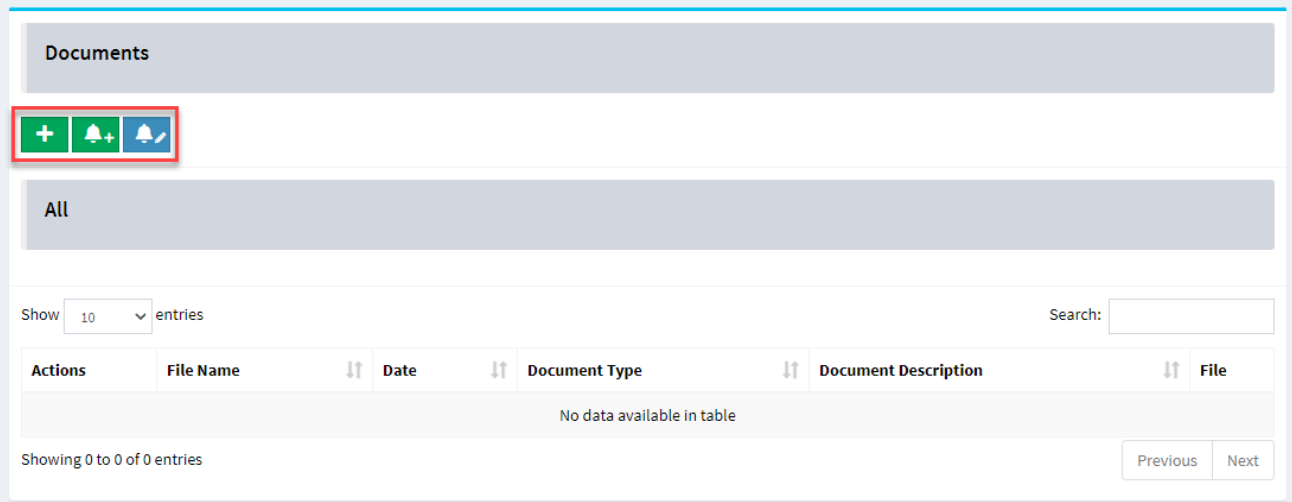
mm/dd/yyyy

---

## Arkansas Juvenile Justice Information System

---

- Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



Documents

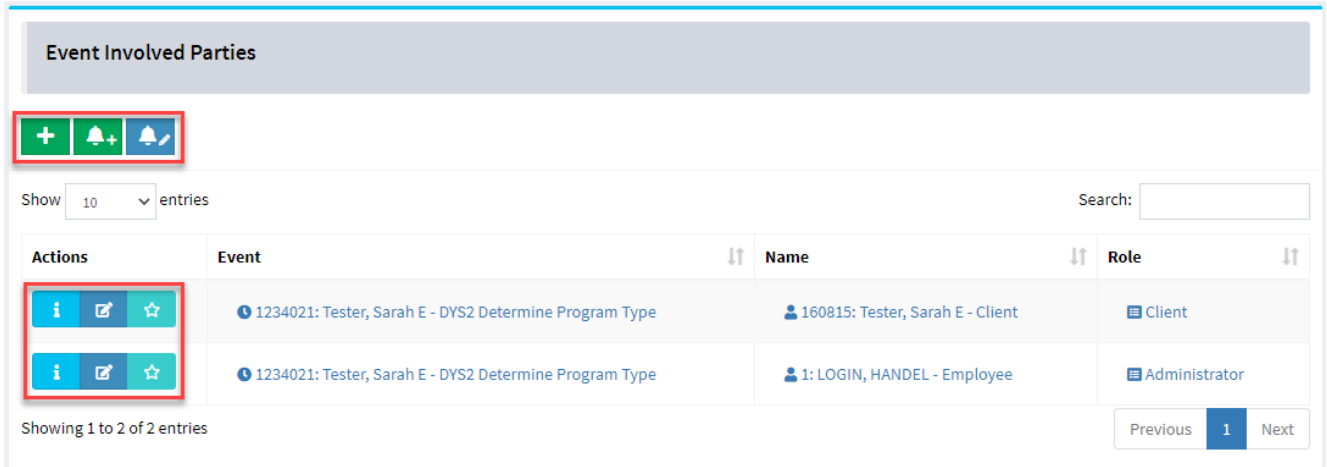
All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next



- Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



Event Involved Parties

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### DYS New Order of Commitment

- DYS New Commitment Order Notes Event - Allows you to add a new DYS New Commitment Order Notes Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save

## Arkansas Juvenile Justice Information System

icon in the lower left-hand corner.

Create New DYS New Commitment Order Notes Event

Event: 1234029: Tester, Sarah E - DYS New Order of Commitment +

EJJ: Select... +

EJJ Verification: Select... +

Save (document icon)

2. Charges - Once here, you will see the list view of all Criminal Charges associated with the Case. You can add Charges by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Search...

1234029: TESTER, SARAH E - DYS NEW O

Info

DYS New Commitment Order N

**Charges**

Documents

Event Involved Parties

Event Number: 1234029: Tester, Sarah E - DYS New Order of Commitment

Criminal Charges

+ Info Edit

Show 10 entries Search:

Actions	Court	Event	Charge Date	Charge
Info Edit Star	Juvenile Court -- District 1	1234029: Tester, Sarah E - DYS New Order of Commitment	10/15/2021 12:14 PM	CURFEW VIOLATION C




Showing 1 to 1 of 1 entries

Previous 1 Next







## Arkansas Juvenile Justice Information System

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**



Show  entries Search:




Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous **1** Next







### DYS Release of Information Letters

1. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**



Show  entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous **1** Next

## Arkansas Juvenile Justice Information System

### DYS Return to Intake

1. DYS Initial Contact – Allows you to add a new DYS Initial Contact Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New DYS Initial Contact Event

Event: 1234028: Tester, Sarah E - DYS Return to Intake

Alert Message:

DYS Initial Contact Outcome: Select...

Acute Care

AJATC Available

Diverted to JDC







Diverted to RJP/SOP

No Court Order

2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

## Arkansas Juvenile Justice Information System

### DYS RS-10 Completion

1. Reports - If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

The screenshot shows the Arkansas JJIS interface. The header is 'Arkansas JJIS'. Below it is a search bar and a navigation menu. The 'Reports' menu item is highlighted with a red box. The main content area shows the event details for 'Event Number: 1234014: Tester, Sarah E - DYS RS-10 Completion'. The details include Client, Start Date, Closed On, Case, and Description. The 'Reports' dropdown menu is open, showing 'DYS-RS-10' as the selected option.

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

The screenshot shows the 'Documents' section of the Arkansas JJIS interface. The 'Documents' header is at the top. Below it is a red box containing three icons: a plus sign, a bell, and a document. The main content area shows a table with columns: Actions, File Name, Date, Document Type, Document Description, and File. The table is currently empty, with the message 'No data available in table' displayed. The footer shows 'Showing 0 to 0 of 0 entries' and 'Previous' and 'Next' buttons.

## Arkansas Juvenile Justice Information System

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous 1 Next

### DYS Treatment Plan

1. Reports - If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more

Arkansas JJIS

Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan

Client: 160815: Tester, Sarah E - Client

Start Date: 10/15/2021 11:01 AM Ad

Closed On: Eve

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

2. DYS Treatment Plan – This will display the details of all other tabs in this Event with the ability to modify each section independently within this view to add more details. Click the (+) in each section you wish to modify, saving after each section. Clicking on the main Edit button within this view will bring you to an Edit DYS Treatment Plan screen where you will be able to edit:

---

## Arkansas Juvenile Justice Information System

---

- a. General Info
  - b. Independent Living Preparation/Community Services
  - c. Special Case Needs/Classifications
  - d. Medical/Mental Health
  - e. Education (High Risk and Protective Factors Identified in the initial assessment)
  - f. Behavior Modifications
  - g. Residential/Specialty Therapy
  - h. Behavior Health
  - i. Parent and Child Participation
  - j. Alcohol and/or Drug Treatment
  - k. Permanency/Discharge Plan
  - l. Post-Residential Treatment
  - m. Next Meeting
3. Legal Notifications - Once here, you will see the list view of all Legal Notifications associated with the Person. You can add Legal Notifications by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button

The screenshot displays the Arkansas JJIS web application. The top navigation bar is purple with the text 'Arkansas JJIS' and a hamburger menu icon. Below this, a sidebar on the left contains a list of navigation items: '1234015: TESTER, SARAH E - DYS TREAT', 'Info', 'Reports', 'DYS Treatment Plan', 'Legal Notifications' (highlighted with a red box), 'Alcohol Goals', 'Behavioral Health Goals', and 'Behavioral Health Objectives'. The main content area has a header 'Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan'. Below the header is a section titled 'Legal Notifications'. At the top of this section are three icons: a green box with a white plus sign (+), a bell icon, and a magnifying glass icon. Below these icons is a 'Show 10 entries' dropdown and a search bar. A table with columns 'Actions', 'Notice', 'Received From', and 'Date Of Notice' is shown, but it contains no data, with the text 'No data available in table' centered below it. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

4. Alcohol Goals - You will see the list view of all Alcohol Goals associated with the Person. You can add a new Alcohol Goal by clicking the green box with the white plus sign (+) and view details about them by clicking the “i”



## Arkansas Juvenile Justice Information System

button.

Arkansas JJIS

Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan

Alcohol Goals

+ + +

Show 10 entries Search:

Actions	Alcohol Goal Number	Start Date	End Date	Goal Title	Goal
+ - ☆	3360	10/15/2021		Alcohol and / or Drug Treatment	Remain alcohol-free remainder of the month.

Showing 1 to 1 of 1 entries Previous 1 Next

5. Behavior Health Goals - You will see the list view of all Behavior Health Goals associated with the Person. You can add a new Behavior Health Goal by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan

Behavioral Health Goals

+ + +

Show 10 entries Search:

Actions	Behavioral Health Goals Number	Start Date	End Date	Goal Title	Behavioral Health Goals
+ - ☆	17290	10/15/2021		Anxiety	Use learned coping skills during anxiety provoking situations.

Showing 1 to 1 of 1 entries Previous 1 Next

6. Behavior Health Objectives - You will see the list view of all Behavior Health Objectives associated with the Person. You can add a new Behavior Health Objective by clicking the green box with the white plus sign (+) and

## Arkansas Juvenile Justice Information System

view details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS interface. The header is "Arkansas JJIS". The left sidebar contains a menu with items: "1234015: TESTER, SARAH E - DYS TREAT", "Info", "Reports", "DYS Treatment Plan", "Legal Notifications", "Alcohol Goals", "Behavioral Health Goals", "Behavioral Health Objectives" (highlighted with a red box), and "Residential Therapy Goals". The main content area is titled "Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan". Below this is a section titled "Behavioral Health Objectives". It contains a green box with a white plus sign (+) and a bell icon, both highlighted with red boxes. Below these icons is a "Show 10 entries" dropdown and a search bar. A table with the following headers is shown: "Actions", "Behavioral Health Objectives Number", "Behavioral Health Objective", and "Behavioral Health Goals". The table is empty, with the text "No data available in table" and "Showing 0 to 0 of 0 entries" at the bottom. Navigation buttons "Previous" and "Next" are at the bottom right.

7. Education Goals - You will see the list view of all Education Goals associated with the Person. You can add a new Education Goal by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS interface. The header is "Arkansas JJIS". The left sidebar contains a menu with items: "1234015: TESTER, SARAH E - DYS TREAT", "Info", "Reports", "DYS Treatment Plan", "Legal Notifications", "Alcohol Goals", "Behavioral Health Goals", "Behavioral Health Objectives", "Education Goals" (highlighted with a red box), and "Residential Therapy Goals". The main content area is titled "Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan". Below this is a section titled "Education Goals". It contains a green box with a white plus sign (+), a bell icon, and a magnifying glass icon, all highlighted with red boxes. Below these icons is a "Show 10 entries" dropdown and a search bar. A table with the following headers is shown: "Actions", "Education Long Term Goal Number", "Start Date", "End Date", "Goal Title", and "Education Goal". The table contains one entry with the following data: "5103", "10/15/2021", "Academic Goal", and "Finish semester with greater than 2.50 GPA". The "Actions" column for this entry contains three icons: a magnifying glass (highlighted with a red box), a pencil, and a star. The table is followed by the text "Showing 1 to 1 of 1 entries" and navigation buttons "Previous", "1" (highlighted with a blue box), and "Next".

8. Residential Therapy Goals - You will see the list view of all Residential Therapy Goals associated with the Person. You can add a new Residential Therapy Goal by clicking the green box with the white plus sign (+) and view

## Arkansas Juvenile Justice Information System

details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS interface. The left sidebar has a red box around the 'Residential Therapy Goals' menu item. The main content area is titled 'Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan'. Below this, there is a section for 'Residential Therapy Goals' with a green plus button and a bell icon. A table lists the goals, with one entry visible: '444' in the 'Residential Therapy Goals Number' column, 'Go To DYS Treatment Plan' in the 'DYS Treatment Plan' column, '10/15/2021' in the 'Start Date' column, and 'Residential Therapy' in the 'Goal Title' column. The 'Residential Therapy Goal' column shows 'Test therapy goal.' The table has columns for Actions, Residential Therapy Goals Number, DYS Treatment Plan, Start Date, End Date, Goal Title, and Residential Therapy Goal. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous, 1, and Next.

9. Treatment Plan Action Items - You will see the list view of all Treatment Plan Action Items associated with the Person. You can add a new Treatment Plan Action Item by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS interface. The left sidebar has a red box around the 'Treatment Plan Action Items' menu item. The main content area is titled 'Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan'. Below this, there is a section for 'Treatment Plan Action Items' with a green plus button and a bell icon. A table lists the action items, with one entry visible: '10/15/2021' in the 'Date Opened' column, 'Low = 30 days' in the 'Priority' column, 'Education' in the 'Category' column, '12/31/2021' in the 'Due Date' column, and 'New' in the 'Status' column. The table has columns for Actions, Date Opened, Description, Priority, Category, Due Date, Status, and Note. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous, 1, and Next.

10. Charges - Once here, you will see the list view of all Criminal Charges associated with the Case. You can add Charges by clicking the green box with the white plus sign (+) and view details about them by clicking the “i”

## Arkansas Juvenile Justice Information System

button.

Arkansas JJIS

Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan

**Criminal Charges**

1234015: TESTER, SARAH E - DYS TREAT

Info

Reports

DYS Treatment Plan

Legal Notifications

Alcohol Goals

Behavioral Health Goals

Behavioral Health Objectives

Education Goals

Residential Therapy Goals

Treatment Plan Action Items

**Charges**

Documents

Show 10 entries

Search:

Actions	Court	Event	Charge Date	Charge
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

11. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

**Documents**

1234015: TESTER, SARAH E - DYS TREAT

Info

Reports

DYS Treatment Plan

Legal Notifications

Alcohol Goals

Behavioral Health Goals

Behavioral Health Objectives

Education Goals

Residential Therapy Goals

Treatment Plan Action Items

**Documents**

Documents

All

Show 10 entries

Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries







Previous Next

## Arkansas Juvenile Justice Information System

12. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next




13. Behavior Modification Goals - You will see the list view of all Behavior Modification Goals associated with the Person. You can add a new Behavior Modification Goal by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan

Behavior Modification Goals

Show 10 entries Search:

Actions	Behavior Modification Goals Number	Start Date	End Date	Goal Title	Long Term Goal
  	7778	10/15/2021		Anger Management	Use skills learned to help de-escalate self in situations that cause anger outbursts.

Showing 1 to 1 of 1 entries Previous 1 Next

14. Behavior Modification Objectives - You will see the list view of all Behavior Modification Objectives associated with the Person. You can add a new Behavior Modification Objectives by clicking the green box with the white

## Arkansas Juvenile Justice Information System

plus sign (+) and view details about them by clicking the “i” button.

The screenshot displays the Arkansas JJIS web application. The top navigation bar is purple with the text "Arkansas JJIS" and a hamburger menu icon. Below this, a sidebar on the left lists various menu items, including "Info", "Reports", "DYS Treatment Plan", "Legal Notifications", "Alcohol Goals", "Behavioral Health Goals", "Behavioral Health Objectives", "Education Goals", "Residential Therapy Goals", "Treatment Plan Action Items", "Charges", "Documents", "Event Involved Parties", "Behavior Modification Goals", "Behavior Modification Objective" (highlighted with a red box), and "Education Academic Objectives". The main content area has a header "Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan". Below this is a section titled "Behavior Modification Objectives" with a sub-header "Behavior Modification Objectives". Underneath, there are three icons: a green box with a white plus sign (+), a green box with a white person icon, and a blue box with a white bell icon. Below these icons is a "Show" dropdown set to "10" and a "Search:" input field. A table with the following headers is shown: "Actions", "Behavior Modification Objectives Number", "Behavior Modification Objective", and "Behavior Modification Goals". The table body contains the text "No data available in table". At the bottom of the table, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" buttons.

15. Education Academic Objectives - You will see the list view of all Education Academic Objectives associated with the Person. You can add a new Education Academic Objective by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot displays the Arkansas JJIS web application. The top navigation bar is purple with the text "Arkansas JJIS" and a hamburger menu icon. Below this, a sidebar on the left lists various menu items, including "Info", "Reports", "DYS Treatment Plan", "Legal Notifications", "Alcohol Goals", "Behavioral Health Goals", "Behavioral Health Objectives", "Education Goals", "Residential Therapy Goals", "Treatment Plan Action Items", "Charges", "Documents", "Event Involved Parties", "Behavior Modification Goals", "Behavior Modification Objective", "Education Academic Objectives" (highlighted with a red box), and "Residential Therapy Objectives". The main content area has a header "Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan". Below this is a section titled "Education Academic Objectives" with a sub-header "Education Academic Objectives". Underneath, there are three icons: a green box with a white plus sign (+), a green box with a white person icon, and a blue box with a white bell icon. Below these icons is a "Show" dropdown set to "10" and a "Search:" input field. A table with the following headers is shown: "Actions", "Education Academic Objective", "DYS Treatment Plan", and "Education Long Term Goal". The table body contains the text "No data available in table". At the bottom of the table, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" buttons.

Copyright 2021 - Handel Information Technologies. All rights reserved.

---

## Arkansas Juvenile Justice Information System

---

16. Alcohol Objectives - You will see the list view of all Alcohol Objectives associated with the Person. You can add a new Alcohol Objective by clicking the green box with the white plus sign (+) and view details about them by

The screenshot displays the Arkansas JJIS web application. The top navigation bar is purple with the text "Arkansas JJIS" and a hamburger menu icon. Below this, a breadcrumb trail shows "Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan". The left sidebar contains a list of navigation items, with "Alcohol Objectives" highlighted by a red box. The main content area is titled "Alcohol Objectives" and features a green box with a white plus sign (+) and a bell icon, also highlighted by a red box. Below this, there is a search bar and a table with columns for "Actions", "DYS Treatment Plan", "Alcohol Goal", and "Alcohol Objective". The table is currently empty, displaying "No data available in table". At the bottom of the table, it says "Showing 0 to 0 of 0 entries" with "Previous" and "Next" buttons. The footer of the page includes the copyright notice "Copyright 2021 - Handel Information Technologies. All rights reserved."

clicking the "i" button.

17. Residential Therapy Objectives - You will see the list view of all Residential Therapy Objectives associated with the Person. You can add a new Residential Therapy Objective by clicking the green box with the white plus sign

## Arkansas Juvenile Justice Information System

(+) and view details about them by clicking the “i” button.

The screenshot displays the Arkansas JJIS web application. The header bar is purple with the text "Arkansas JJIS" and a hamburger menu icon. A left sidebar contains a list of navigation items, with "Residential Therapy Objectives" at the bottom highlighted by a red box. The main content area has a title "Event Number: 1234015: Tester, Sarah E - DYS Treatment Plan". Below this, a section titled "Residential Therapy Objectives" contains a toolbar with four icons: a green plus sign, a green plus sign with a plus sign, a blue bell, and a blue pencil. Below the toolbar is a table with the following structure:

Actions	Residential Therapy Objectives	DYS Treatment Plan	Residential Therapy Goal
No data available in table			

Below the table, it says "Showing 0 to 0 of 0 entries". To the right of the table is a search bar and "Previous" and "Next" buttons. At the bottom of the sidebar, the text "Copyright 2021 - Handel Information Technologies. All rights reserved." is visible.

### DYS Youth Arrives at Facility

1. See Event Info Page for more information about the Event Info Page



---

## Arkansas Juvenile Justice Information System

---

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+

+

All

Show 

10

 entries 

Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries 

Previous

Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+

+

Show 

10

 entries 

Search:

Actions	Event	Name	Role
<div><div>i</div><div></div><div></div></div>	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
<div><div>i</div><div></div><div></div></div>	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries 

Previous

1

Next

---

## Arkansas Juvenile Justice Information System

---

### DYS2 Coordinate Admissions

1. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

Signatures

Show 10 entries Search:







Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

3. Placement Notes/AYSC Assign Unit Event - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left -

---

## Arkansas Juvenile Justice Information System

---

hand corner.

Create New AYSC Assign Unit Event

Event: 1234024: Tester, Sarah E - DYS2 Coordinate Admissions × +

Placement Organization: Please select a Organization ▾ +

Service Type: Select... ▴ +

Start Date:

Days Of Aftercare:

- Acute Care
- Aftercare
- Aftercare - Residential (Juvenile in DYS Custody)
- Aftercare (Juvenile in DYS Custody)
- AWOL
- Court

### DYS2 Determine Program Type

1. DYS Determine Program Type Event - Allows you to add a new DYS Determine Program Type Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New DYS Determine Program Type Event

Event: 1234021: Tester, Sarah E - DYS2 Determine Program Type × +

First Recommended Program: Select... ▾ +







Second Recommended Program: Select... ▾ +

## Arkansas Juvenile Justice Information System

2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### DYS2 Referral Disposition

1. Event Involved Organizations/Service Providers - Once here, you will see the list view of all those Organizations and Service Providers involved with the Event and their role. You can add Organizations and/or Service Providers by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Search...

1234023: TESTER, SARAH E - DYS2 REFE

Info

Event Involved Organizations /




Signatures

Event Involved Parties

Event Number: 1234023: Tester, Sarah E - DYS2 Referral Disposition

Event Involved Organizations / Service Providers

Show 10 entries Search:

Actions	Event	Organization	Organization Role	Involved Date
  	1234023: Tester, Sarah E - DYS2 Referral Disposition	Arkansas Division of Youth Services	Service Provider	10/15/2021 1:42 PM

Showing 1 to 1 of 1 entries Previous 1 Next




---

## Arkansas Juvenile Justice Information System

---

2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

**Signatures**




Show  entries Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					







Showing 0 to 0 of 0 entries Previous Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show  entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous **1** Next

### DYS2 Send Packets to Programs

1. Event Involved Organizations/Service Providers - Once here, you will see the list view of all those Organizations and Service Providers involved with the Event and their role. You can add Organizations and/or Service Providers

## Arkansas Juvenile Justice Information System




by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Event Number: 1234022: Tester, Sarah E - DYS2 Send Packets to Programs

Event Involved Organizations / Service Providers

Show 10 entries

Actions	Event	Organization	Organization Role	Involved Date
  	1234022: Tester, Sarah E - DYS2 Send Packets to Programs	Counseling Clinic, Inc.	Service Provider	10/13/2021 11:38 AM

Showing 1 to 1 of 1 entries

Previous 1 Next

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

All

Show 10 entries

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries







Previous Next

## Arkansas Juvenile Justice Information System

- Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### Field Evaluation

#### Monthly Client Services

- Billing Information - Allows you to add new Billing Information. A popup will appear, it will initially show you the Details of the Billing Information. To Edit the information, click the Edit button in the upper left-hand corner.

Medical Info Intake Details

Medical Info Intake Details

Medical Info Intake Number: 550 Insurance Policy Number: Insurance Policy Holder Zip:

Event: 1234054: Tester, Sarah E - DYS Intake Information Policy: Insurance Policy Holder City:

Dr Name: Insurance Group Number: Insurance Policy Holder County:

Dr City: Insurance Policy Holder Name: Insurance Policy Holder State:

Insurance Available: Insurance Policy Holder SSN: Insurance Policy Holder Relationship To Juvenile:

Insurance Organization: Insurance Policy Holder Address:

- Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Medical Info Intake

Edit Medical Info Intake

Event: 1234054: Tester, Sarah E - DYS Intake Information Insurance Policy Holder Name:

Dr Name: Insurance Policy Holder SSN:

Dr City: Insurance Policy Holder Address:

Insurance Available: Select... Insurance Policy Holder Zip: Please select a Zip Code

Insurance Organization: Please select a Organization Insurance Policy Holder City: Select...

Insurance Policy Number: Insurance Policy Holder County: Select...

Policy: Select... Insurance Policy Holder State: Select...

Insurance Group Number: Insurance Policy Holder Relationship To Juvenile: Select...

- Monthly Client Service Records – Once here, you will see the list view of all Monthly Client Service Records. You can add a Monthly Client Service Record by clicking the green box with the white plus sign (+) and view details

## Arkansas Juvenile Justice Information System

about them by clicking the “i” button.

Arkansas JJIS

Event Number: 1233825: Tester, Sarah E - Monthly Client Services

Monthly Client Service Records

Show 10 entries

Search:

Actions	Service Number	Event	Service Code	Start Time	End Time	Units	Case Worker	Description
No data available in table								

Showing 0 to 0 of 0 entries







Previous Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries

Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous 1 Next



# Arkansas Juvenile Justice Information System

## SOP Discharge Juvenile Services Form

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

Arkansas JJIS

Event Number: 1234056: Tester, Sarah E - SOP Discharge Juvenile Services Form

Client: 160815: Tester, Sarah E - Client

Start Date: 10/16/2021 12:46 PM

Closed On:

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

Event Note:

Additional Note:

Event Duration In Minutes: 0

Resources:

2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

Event JSF Details

Event Juvenile Service Form Number: 385277

Referral Source:

Other Services: False

Event: 1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form

County Of Residence:

Other Services Notes:

Effective Date:

Provider:

Program:

Reason For Referral:

Current Custody:

Notes:

Conducting YLS CMI:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Event JSF

Event: 1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form

Program: Select...

Effective Date: mm/dd/yyyy

Notes:

Current Custody: Select...

Other Services:

Other Services Notes:

Referral Source: Select...

Reason For Referral:

County Of Residence: Select...

Conducting YLS CMI:

Provider: Please select a Organization

## Arkansas Juvenile Justice Information System

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### SOP Intake Juvenile Services Form

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

**Arkansas JJIS**

Search...

1234057: TESTER, SARAH E - SOP INTAK

Info

**Reports**

URPT-JSP-NC

JSF Referral

Event Involved Parties

**Event Number: 1234057: Tester, Sarah E - SOP Intake Juvenile Services Form**

**Client:** 160815: Tester, Sarah E - Client

**Event Note:**

**Start Date:** 10/16/2021 12:49 PM

**Additional Note:**

**Closed On:**

**Event Duration In Minutes:** 0

**Case:** JC-C-2021-212216 - Tester, Sarah E - Open

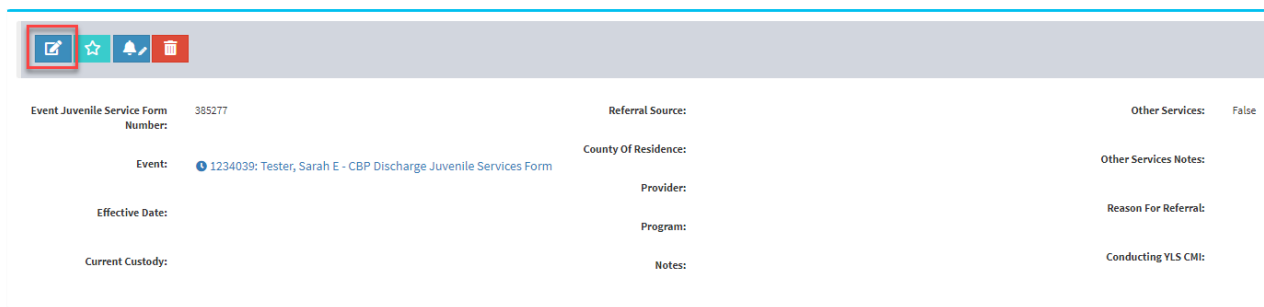
**Resources:**

**Description:**

## Arkansas Juvenile Justice Information System

2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

Event JSF Details

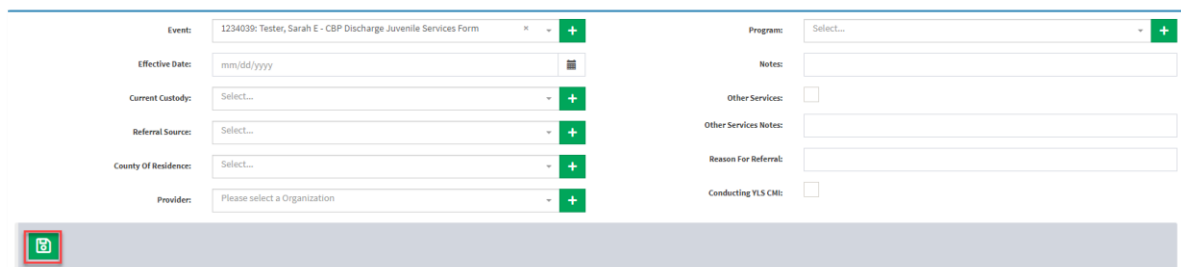


The 'Event JSF Details' form is a grid of input fields. At the top left, there is a toolbar with four icons: a pencil (edit), a star (favorites), a bell (notifications), and a trash can (delete). The form fields are organized as follows:

Event Juvenile Service Form Number: 385277	Referral Source:	Other Services: False
Event: 1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form	County Of Residence:	Other Services Notes:
Effective Date:	Provider:	Reason For Referral:
Current Custody:	Program:	Conducting YLS CMI:
	Notes:	

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

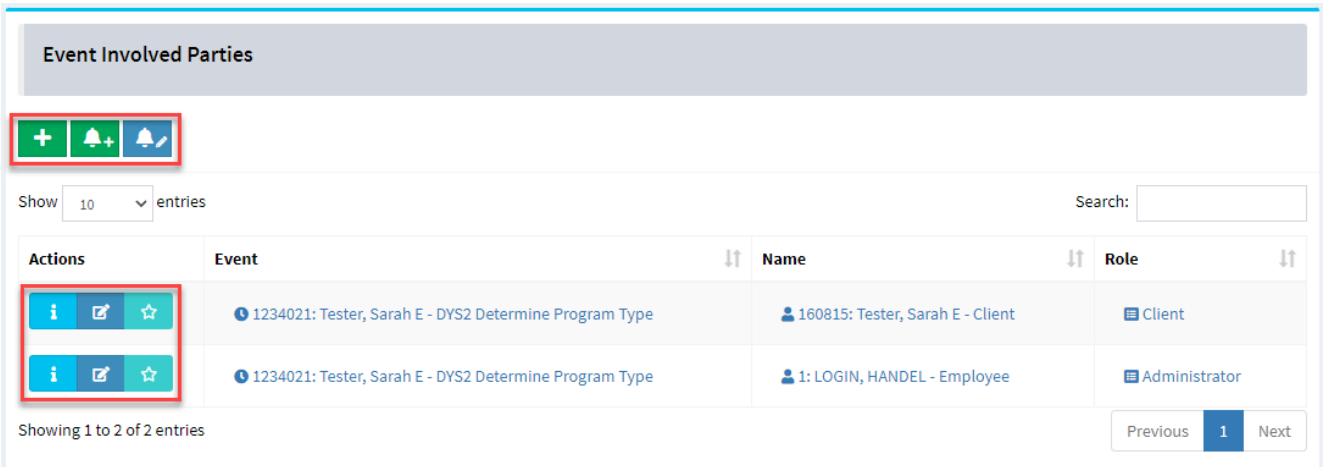
Edit Event JSF









The 'Edit Event JSF' form is a grid of input fields. At the bottom left, there is a toolbar with two icons: a pencil (edit) and a save icon (floppy disk). The form fields are organized as follows:

Event: 1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form	Program: Select...
Effective Date: mm/dd/yyyy	Notes:
Current Custody: Select...	Other Services: <input type="checkbox"/>
Referral Source: Select...	Other Services Notes:
County Of Residence: Select...	Reason For Referral:
Provider: Please select a Organization	Conducting YLS CMI: <input type="checkbox"/>

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



The 'Event Involved Parties' table displays a list of individuals involved in an event. At the top left, there is a toolbar with three icons: a green plus sign (add), a bell (notifications), and a trash can (delete). Below the toolbar, there is a 'Show 10 entries' dropdown and a 'Search:' input field. The table has four columns: 'Actions', 'Event', 'Name', and 'Role'. The 'Actions' column contains three icons: a person (add), a pencil (edit), and a star (favorites). The 'Event' column contains the event name. The 'Name' column contains the individual's name. The 'Role' column contains the individual's role. At the bottom left, there is a 'Showing 1 to 2 of 2 entries' label. At the bottom right, there is a pagination bar with 'Previous', '1', and 'Next' buttons.

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

---

## Arkansas Juvenile Justice Information System

---

### SOP Placement with SOP

1. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+ 🔔 🔔

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+ 🔔 🔔

Show 10 entries Search:

Actions	Event	Name	Role
<i>[Red box highlights icons: info, edit, star]</i>	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
<i>[Red box highlights icons: info, edit, star]</i>	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

# Arkansas Juvenile Justice Information System

## SOP Preliminary Discharge

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

Arkansas JJIS

Event Number: 1234059: Tester, Sarah E - SOP Preliminary Discharge

Client: 160815: Tester, Sarah E - Client

Start Date: 10/16/2021 12:55 PM

Closed On:

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

2. Transfer Discharge Summary – Allows you to add a new Transfer Discharge Summary. A popup will appear, it will initially show you the Details of the Transfer Discharge Summary. To Edit the information, click the Edit button in the upper left-hand corner.

Transfer Discharge Summary Details

Transfer Discharge Summary Number: 25575

Reason Transferred/Discharged:

Legal Status:

Event: 1234045: Tester, Sarah E - CBP Recommend for Discharge

Other (Specify):

Family:

Person: 160815: Tester, Sarah E - Client

Recommend For Discharge?:

Living Arrangements:

Transfer Completed By:

Discharge Concerns:

Contact With Community Resources:

Survey Date:

Performance And Progress:

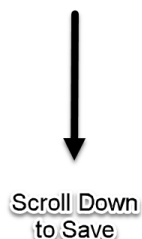
Expectations for the Future:

---

## Arkansas Juvenile Justice Information System

---

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



Living Arrangements:

Contact With Community Resources: 

**B** *I* U ~~ABC~~ 12

T1

Expectations for the Future: 

**B** *I* U ~~ABC~~ 12

T1



3. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

### Signatures

Show  entries Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

---

## Arkansas Juvenile Justice Information System

---

4. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

5. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

6. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand

---

## Arkansas Juvenile Justice Information System

---

corner.

Create New AYSC Assign Unit Event

Event: 1234047: Tester, Sarah E - CBP Temporary Transfer

Placement Organization: Please select a Organization

Service Type: Select...

Start Date: mm/dd/yyyy

Days Of Aftercare: Select...

Save icon (floppy disk)

### SOP Provide Services

1. SOP Provide Services - Allows you to add a new SOP Provide Services. A popup will appear, the only field that needs to be filled out is "Provide Service Outcome". Once completed, click the save icon in the lower left-hand corner.

Create New SOP Provide Services Event

Event: 1234060: Tester, Sarah E - SOP Provide Services

Provide Service Outcome: Select...

Discharge

New Commitment Order - No Movement

New Commitment Order - Return To AJATC

Transfer

Save icon (floppy disk)



## Arkansas Juvenile Justice Information System

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next




3. Education/Academic History - Once here, you will see the list view of all Education/Academic Histories. You can add Education/Academic Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Event Number: 1234060: Tester, Sarah E - SOP Provide Services

Academic Histories

Show 10 entries Search:

Actions	Person	Event	School	Start Date
  	160815: Tester, Sarah E - Client	1234060: Tester, Sarah E - SOP Provide Services	ACORN ELEMENTARY SCHOOL	10/07/2011:02 AM

Showing 1 to 1 of 1 entries Previous 1 Next

## Arkansas Juvenile Justice Information System

4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous 1 Next

### SOP Transfer

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

**Arkansas JJIS**

Search...

1234061: TESTER, SARAH E - SOP TRANS

Info

**Reports** ▼

DYS-RS-9

Signatures

Event Involved Parties

Placement Notes/AYSC Assign U

**Event Number: 1234061: Tester, Sarah E - SOP Transfer**

**Client:** 160815: Tester, Sarah E - Client

**Start Date:** 10/16/2021 1:03 PM

**Closed On:**

**Case:** JC-C-2021-212216 - Tester, Sarah E - Open

**Description:**

---

## Arkansas Juvenile Justice Information System

---

2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

**Signatures**

Show  entries Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show  entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

4. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand

## Arkansas Juvenile Justice Information System

corner.

Create New AYSC Assign Unit Event

Event: 1234047: Tester, Sarah E - CBP Temporary Transfer

Placement Organization: Please select a Organization

Service Type: Select...

Start Date: mm/dd/yyyy

Days Of Aftercare: Select...

Save icon

### SP Arrival at Specialty Provider

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

Arkansas JJIS

Event Number: 1234062: Tester, Sarah E - SP Arrival at Specialty Provider

Client: 160815: Tester, Sarah E - Client

Start Date: 10/16/2021 1:23 PM

Closed On:

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

Event Note:

Additional Note:

Event Duration In Minutes: 0

Resources:

Reports dropdown menu

---

## Arkansas Juvenile Justice Information System

---

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+

All

Show 

10

 entries 

Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries 

Previous

Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+

Show 

10

 entries 

Search:

Actions	Event	Name	Role
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 160815: Tester, Sarah E - Client	<div></div> Client
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 1: LOGIN, HANDEL - Employee	<div></div> Administrator

Showing 1 to 2 of 2 entries 

Previous

1

Next

# Arkansas Juvenile Justice Information System

## SP Discharge Juvenile Services Form

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

Arkansas JJIS

Event Number: 1234063: Tester, Sarah E - SP Discharge Juvenile Services Form

Client: 160815: Tester, Sarah E - Client

Start Date: 10/16/2021 1:26 PM

Closed On:

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

Event Note:

Additional Note:

Event Duration In Minutes: 0

Resources:

2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

Event JSF Details

Event Juvenile Service Form Number: 385277

Event: 1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form

Effective Date:

Current Custody:

Referral Source:

County Of Residence:

Provider:

Program:

Notes:

Other Services: False

Other Services Notes:

Reason For Referral:

Conducting YLS CMI:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Event JSF

Event: 1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form

Effective Date: mm/dd/yyyy

Current Custody: Select...

Referral Source: Select...

County Of Residence: Select...

Provider: Please select a Organization

Program: Select...

Notes:

Other Services: ☐

Other Services Notes:




Reason For Referral:

Conducting YLS CMI: ☐







## Arkansas Juvenile Justice Information System

- Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**



Show  entries Search:





Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous **1** Next

### SP Intake Juvenile Services Form


- If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

**Arkansas JJIS**



1234064: TESTER, SARAH E - SP INTAKE

**Info**





**Reports** 

URPT-JSP-NC

JSP Referral

Event Involved Parties

**Event Number: 1234064: Tester, Sarah E - SP Intake Juvenile Services Form**



**Client:** 160815: Tester, Sarah E - Client **Event Note:**

**Start Date:** 10/16/2021 1:28 PM **Additional Note:**

**Closed On:** **Event Duration In Minutes:** 0

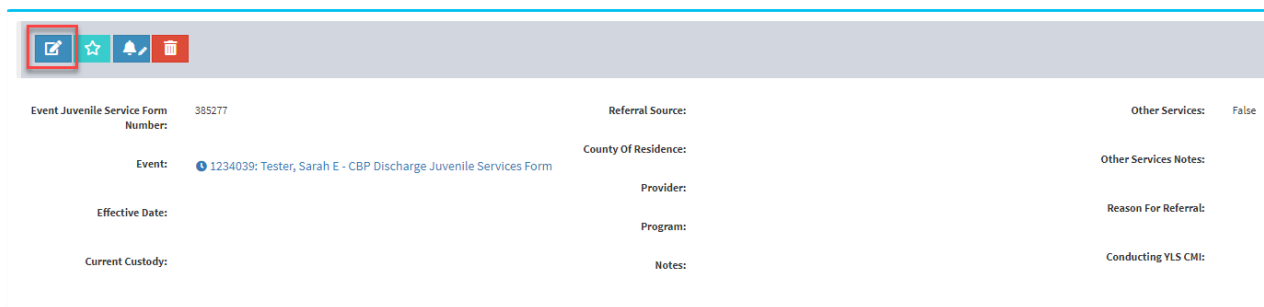
**Case:** JC-C-2021-212216 - Tester, Sarah E - Open **Resources:**

**Description:**

## Arkansas Juvenile Justice Information System

2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

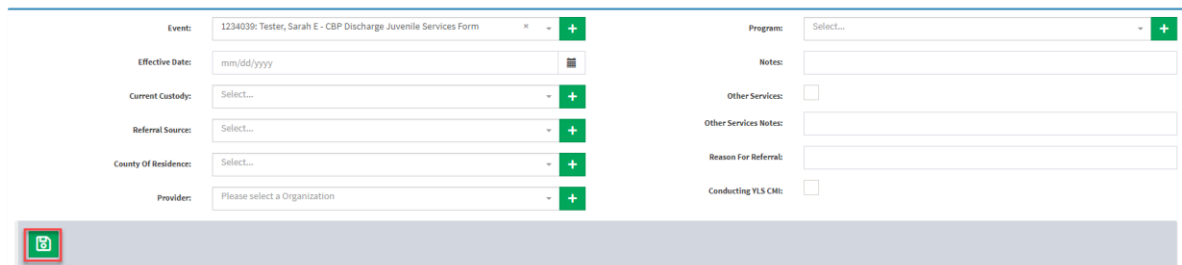
Event JSF Details



The 'Event JSF Details' form is a grid of input fields. At the top left, there is a toolbar with four icons: a pencil (edit), a star (favorites), a bell (notifications), and a trash can (delete). The form fields are organized into three columns. The first column contains 'Event Juvenile Service Form Number' (385277), 'Event' (1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form), 'Effective Date', and 'Current Custody'. The second column contains 'Referral Source', 'County Of Residence', 'Provider', 'Program', and 'Notes'. The third column contains 'Other Services' (False), 'Other Services Notes', 'Reason For Referral', and 'Conducting YLS CMI'.

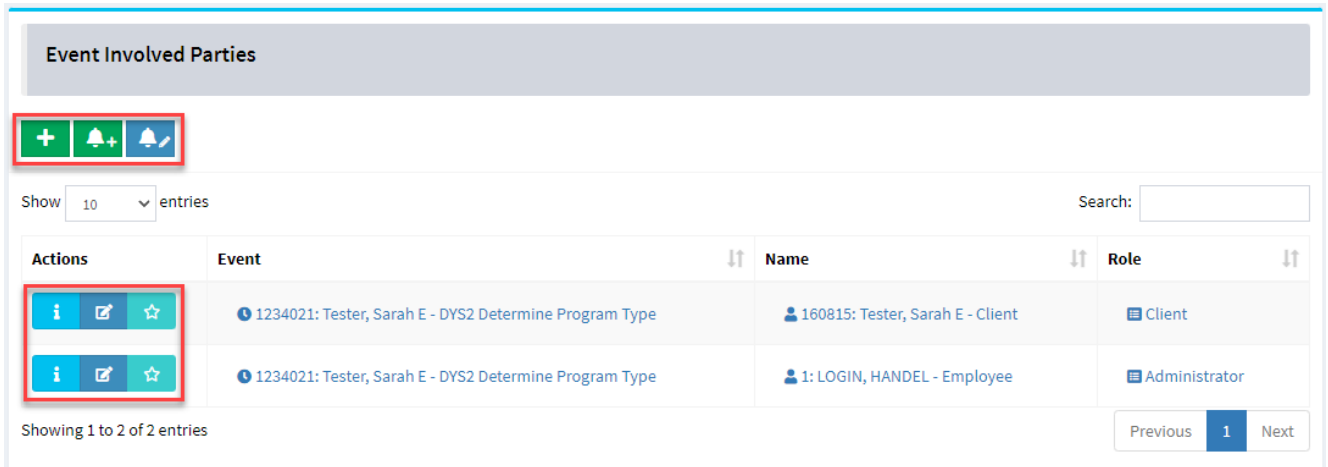
- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Event JSF









The 'Edit Event JSF' form is a grid of input fields. At the bottom left, there is a toolbar with four icons: a pencil (edit), a star (favorites), a bell (notifications), and a trash can (delete). The form fields are organized into two columns. The first column contains 'Event' (1234039: Tester, Sarah E - CBP Discharge Juvenile Services Form), 'Effective Date' (mm/dd/yyyy), 'Current Custody', 'Referral Source', 'County Of Residence', and 'Provider' (Please select a Organization). The second column contains 'Program' (Select...), 'Notes', 'Other Services' (checkbox), 'Other Services Notes', 'Reason For Referral', and 'Conducting YLS CMI' (checkbox).

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



The 'Event Involved Parties' table displays a list of parties involved in an event. At the top, there is a toolbar with four icons: a green plus sign (add), a bell (notifications), a star (favorites), and a trash can (delete). Below the toolbar, there is a search bar and a dropdown menu to show 10 entries. The table has four columns: 'Actions', 'Event', 'Name', and 'Role'. The 'Actions' column contains three icons: a person (add), a pencil (edit), and a star (favorites). The 'Event' column contains the event name. The 'Name' column contains the party's name. The 'Role' column contains the party's role. The table shows two entries. At the bottom, there is a pagination bar showing 'Showing 1 to 2 of 2 entries' and buttons for 'Previous', '1', and 'Next'.

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator



# Arkansas Juvenile Justice Information System

## SP Preliminary Discharge

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

Arkansas JJIS

Search...

1234065: TESTER, SARAH E - SP PRELIM

Info

Reports

DYS-RS-9

Transfer Discharge Summary

Transfer Discharge Summary

Signatures

Documents

Event Involved Parties

Placement Notes/AYSC Assign U

Event Number: 1234065: Tester, Sarah E - SP Preliminary Discharge

Client: 160815: Tester, Sarah E - Client

Start Date: 10/16/2021 1:30 PM

Closed On:

Case: JC-C-2021-212216 - Tester, Sarah E - Open

Description:

2. Transfer Discharge Summary – Allows you to add a new Transfer Discharge Summary. A popup will appear, it will initially show you the Details of the Transfer Discharge Summary. To Edit the information, click the Edit button in the upper left-hand corner.

Transfer Discharge Summary Details

Transfer Discharge Summary Number: 25575

Reason Transferred/Discharged:

Legal Status:

Event: 1234045: Tester, Sarah E - CBP Recommend for Discharge

Other (Specify):

Family:

Person: 160815: Tester, Sarah E - Client

Recommend For Discharge:

Living Arrangements:

Transfer Completed By:

Discharge Concern:

Contact With Community Resources:

Survey Date:

Performance And Progress:

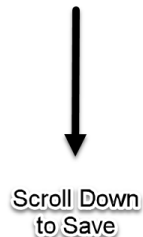
Expectations for the Future:

---

## Arkansas Juvenile Justice Information System

---

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



Living Arrangements:

Contact With Community Resources: 

**B** *I* U ~~AB~~ **X'** **X** 12

T1

Expectations for the Future: 

**B** *I* U ~~AB~~ **X'** **X** 12

T1



3. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

Signatures

Show  entries

Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries

Previous

Next

---

## Arkansas Juvenile Justice Information System

---

4. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

All

Show 10 entries Search:







Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

5. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

6. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand

## Arkansas Juvenile Justice Information System

corner.

Create New AYSC Assign Unit Event

Event: 1234047: Tester, Sarah E - CBP Temporary Transfer

Placement Organization: Please select a Organization

Service Type: Select...

Start Date: mm/dd/yyyy

Days Of Aftercare: Select...

Save icon (floppy disk) highlighted in the bottom left corner.

### SP Provide Services

1. SP Provide Services - Allows you to add a new SOP Provide Services. A popup will appear, the only field that needs to be filled out is "Provide Service Outcome". Once completed, click the save icon in the lower left-hand corner.

Create New SP Provide Services Event

Event: 1234066: Tester, Sarah E - SP Provide Services

Provide Service Outcome: Select...

Discharge

New Commitment Order - No Movement

New Commitment Order - Return To AJATC

Transfer

Save icon (floppy disk) highlighted in the bottom left corner.

## Arkansas Juvenile Justice Information System

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

The screenshot shows the 'Documents' section of the Arkansas JJIS interface. At the top, there is a header 'Documents'. Below it, a row of three icons is highlighted with a red box: a green plus sign (+), a green bell with a plus sign, and a blue bell. Below the icons is a tab labeled 'All'. Underneath the tab, there is a search bar and a dropdown menu set to '10' entries. Below the search bar is a table with the following columns: 'Actions', 'File Name', 'Date', 'Document Type', 'Document Description', and 'File'. The table is currently empty, displaying 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

3. Education/Academic History - Once here, you will see the list view of all Education/Academic Histories. You can add Education/Academic Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the 'Education/Academic History' section of the Arkansas JJIS interface. The top header is 'Arkansas JJIS'. Below it, there is a search bar and a dropdown menu set to '10' entries. Below the search bar is a table with the following columns: 'Actions', 'Person', 'Event', 'School', 'Start Date', 'End Date', 'Disability', and 'Current'. The table is currently empty, displaying 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. On the left side, there is a sidebar with a list of items: 'Info', 'SP Provide Services', 'Documents', 'Education/Academic History' (highlighted with a red box), and 'Event Involved Parties'. The 'Education/Academic History' item is the one being viewed.

## Arkansas Juvenile Justice Information System

4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous 1 Next

### SP Transfer

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

**Arkansas JJIS**

Search...

1234067: TESTER, SARAH E - SP TRANSF

Info

**Reports** ▼

DYS-RS-9

Signatures

Event Involved Parties

Placement Notes/AYSC Assign U

**Event Number: 1234067: Tester, Sarah E - SP Transfer**

**Client:** 160815: Tester, Sarah E - Client

**Start Date:** 10/16/2021 1:39 PM

**Closed On:**

**Case:** JC-C-2021-212216 - Tester, Sarah E - Open

**Description:**

## Arkansas Juvenile Justice Information System

2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

Signatures

+

+

+

Show 10 entries

Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties







+

+

+

Show 10 entries

Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous 1 Next

4. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New AYSC Assign Unit Event

Event: 1234047: Tester, Sarah E - CBP Temporary Transfer

+

Placement Organization: Please select a Organization

+


Service Type: Select...

+

Start Date: mm/dd/yyyy

Days Of Aftercare: Select...

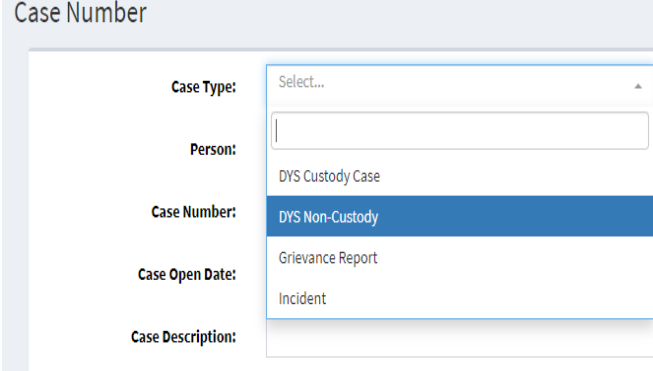
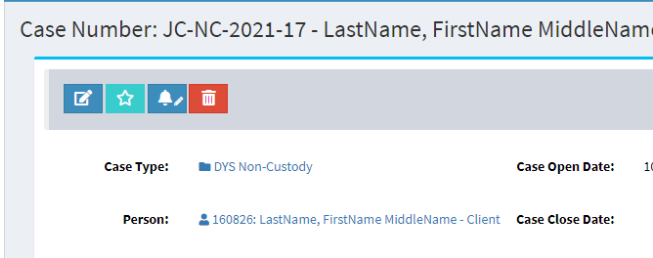
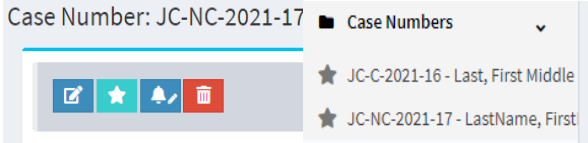
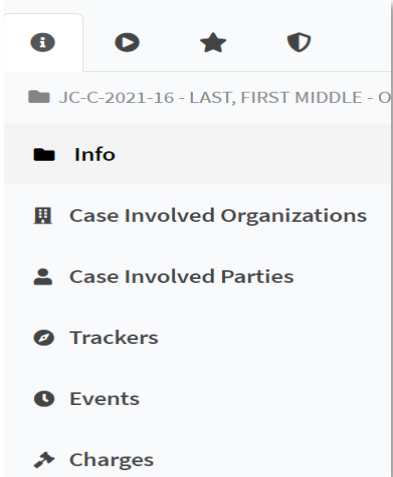
+



## Arkansas Juvenile Justice Information System

### DYS Non-Custody Case Creation

1. Choose the [Action Tab](#) on the Sidebar
2. Click + Create to Expand
3. Click on Case Number
4. Select DYS Non-Custody Case in the Preview Area

<p>The drop-down list offers four types of cases, so be sure to select DYS Non-Custody Case.</p> <p>Search and then select the Person</p> <p>Leave the Case Number to Auto-Generate</p> <p>Add the Case Open date</p> <p>Case Description is optional</p> <p>Click Save</p>	
<p>The Preview Area will display the case you create.</p> <p>The Case number, Client's name and Case Status are listed in the Header</p> <p>Click the Star to set this case into your Favorites Action Tab menu.</p>	
<p>Verify the Favorite's Star is now solid white.</p> <p>Case Numbers will show up in Favorites Tab</p>	
<p>The Info Tab is updated to start working with a DYS Non-Custody Case. Trackers, Involved Parties/Organizations, Charges and Events can be entered.</p> <p><a href="#">Learn Add DYS Non-Custody Case Events</a> <a href="#">Click Here</a></p>	



---

## Arkansas Juvenile Justice Information System

---

A Non-Custody case includes:

- Primary Prevention
- Diversion
- FINS
- Delinquent
- Interstate Compact

These are completed by Community Based Providers (CBP). There is only one or two Specialty Providers that complete this process, but the steps are the same.

Non-Custody cases have these main events:

- [Intake Juvenile Services](#)
- [DYS Client Performance Record](#)
- [Services Provided](#)
- [Status Change Juvenile Services Form](#)
- [Discharge Juvenile Services Form](#)

A juvenile may have more than one non-Custody case open on them, but each case would be by a different provider. A single provider would not have more than one non-Custody case opened on the same juvenile.

Example: A juvenile is ordered services in Saline County and Counseling Clinic opens a non-Custody case. The juvenile runs away and is picked up in Craighead County but cannot return home right away. Consolidated Youth Services opens a non-Custody case to provide the emergency shelter for the juvenile until he/she is returned home.



Open a Non-Custody case under the Person you are trying to open a case for. See DYS Non-Custody Case Creation for steps on how to create a new Non-Custody Case.

### Intake Juvenile Services Form

1. The [Intake Juvenile Services Form](#) event is automatically opened as the first event when a new non-Custody case is created. Open the event.
2. On the JSF Referral tab, complete the following fields:
  - a. Effective Date
  - b. Current Custody – Enter party with legal custody of client
  - c. Referral Source – Enter party that referred the client
  - d. County of Residence – Enter a county of residence
  - e. Provider – Enter the CBP provider that the client was assigned
  - f. Program – Enter the Program the client was assigned
  - g. Other Services – Check if there are other agencies outside of DYS paying for services
  - h. Other Service Notes – List the other agencies providing services to the youth
  - i. Reason for Referral – List the reason for the referral

---

## Arkansas Juvenile Justice Information System

---

3. The Charges tab is where you will list all charges for the juvenile. You will need to click the add button in the upper left-hand corner of the main content area of the screen. The Create New Charge screen will appear, and you will need to key in the required fields below:
  - a. Charge Date – The date of the Charge on the Court Order
  - b. Charge – You can search by Statute number, by the name of the charge, or partial name of the charge.  
**If a juvenile is classified as Delinquent, there must be charges.**
  - c. Charge Count – The number of counts for the charge. If not listed, enter “1”.
  - d. EIVCGA Statute Applies – This button is used when the judge declares the “charge” Engaging in Violent Criminal Gang Activity. This will move the charge level up one degree.
  - e. Court
  - f. Zip
  - g. County – this will populate in the dropdown (you must select the dropdown, then select the county that will be showing, filtered based on zip code)
  - h. District - this will populate in the dropdown (you must select the dropdown, then select the county that will be showing, filtered based on zip code)
  - i. Click save in the bottom left-hand corner once done.
  - j. Repeat this process for each charge. If there is more than one count for a charge, you enter the charge once and key the number of counts in step c.
4. Education/Academic History tab will allow you to add any Education/Academic information. The fields below are required:
  - a. County – Select the county where the youth live.
  - b. School – This is the school they are attending. If Unknown, you can select Unknown School.
  - c. Start Date – Use the day school started for that year
  - d. Current
5. The Employment History tab is optional. To add an employment history, click the Add button. This is not required by providers.
6. Under Event Involved Parties, the juvenile’s name and the person who keyed in the case will appear. If the Case Manager is different than the person who keyed in the information, the Case Manager should be added as an Event Involved Party.
7. Close the event.
8. To print the Juvenile Services Form, click on the reports tab on the left-hand side panel. Click the report urpt\_JSF\_NC. Click print.
9. The [Services Provided](#) and [DYS Client Performance Record](#) event will appear under the Intake Services Form event in the Case Event list view.

### DYS Client Performance Record



For more information on completing the Client Performance Record, other than data entry, please see the Client Performance Record Manual. Below is for data entry into JIIS only.

1. The [DYS Client Performance Record](#) event will need to be completed for:
  - a. Intake
  - b. 6 Month

---

## Arkansas Juvenile Justice Information System

---

- c. Termination (aka Discharge)
  - d. Follow-Up (6 months after Discharge)
2. From the case for the juvenile, you are needing to create this event for, [create an event](#) with the following parameters:
  - a. Event Type – [DYS Client Performance Record](#)
  - b. Description – This is optional
  - c. Start Date – This is automatically populated based on when the event is created
  - d. Inherit Involved Parties – This is automatically checked when creating a new event
3. Open the DYS Client Performance Record event, click on the DYS Client Performance Record tab and complete the following fields:
  - a. Client Performance Record Type – Use dropdown list
  - b. Date of Intake
  - c. YLS/CMI Risk Level – If completed, you will select the number of the Risk Level
  - d. Agency Worker – Select the case worker from the drop down.
  - e. School Level
  - f. Family Level
  - g. Justice System Level
  - h. Employment Level
  - i. Substance Use Level
  - j. Behavioral Health Level
  - k. Explain Reason Not Applicable – If any of the above has the option of Not Applicable or Other, a reason for this selection will be given here
  - l. Click save in the bottom left-hand corner
4. Close the event
5. To print the Juvenile Services Form, click on the reports tab on the left-hand side panel. Click the report Client Performance Record Report. Click print.

### [Status Change Juvenile Services Form](#)

1. The [Services Provided](#) event will stay open until it is time to do a Status Change or Discharge. You will add an outcome from the dropdown list on the Services Provided tab, available options will be:
  - a. Discharge – The outcome of Discharge will give a Discharge Juvenile Services Form event after closing the Services Provided event.
  - b. Status Change – The outcome of Status Change will give a Status Change Juvenile Services Form event after closing the Services Provided event.
2. Close the Services Provided event
3. The Status Change Juvenile Services Form will now appear in the Case Events list view. Open the event by clicking the “i”
4. On the JSF Referral tab complete the following fields:
  - a. Effective Date
  - b. Current Custody – Enter party with legal custody of the client
  - c. Referral Source – Enter party that referred the client
  - d. County of Residence – Enter the county of residence of the client

---

## Arkansas Juvenile Justice Information System

---

- e. Provider – Enter the CBP provider client was assigned
  - f. Program – Enter the Program the client was assigned
5. In the Charges tab is where you will list all the new charges for the juvenile. If you are changing from Diversion to FINS, the charge will still likely be NA so there will not be a need to that that again.
6. The Event Involved Parties tab will show all the involved parties. This would pull forward the Case Manager if you added them in the Intake Juvenile Services Form.
7. Close the event.
8. To print the Juvenile Services Form, click on the reports tab on the left-hand side panel. Click the report urpt\_JSF\_NC. Click print.
9. The Services Provided event will appear in the Case Event list view. Services Provided will stay open until it is time to do another Status Change or a Discharge. You will add an outcoming from the dropdown list on the Services Provided tab to continue the process.

### Discharge Juvenile Services Form

1. The [Discharge Juvenile Services Form](#) event will now be available in the Case Events list view. Open the event.
2. On the JSF Referral tab complete the following fields:
  - a. Effective Date
  - b. Current Custody – Enter party with legal custody of the client
  - c. Referral Source – Enter party that referred the client
  - d. County of Residence – Enter the county of residence of the client
  - e. Provider – Enter the CBP provider client was assigned
  - f. Program – Enter the Program the client was assigned
3. Close the event. This will close the Non-Custody case.
4. To print the Juvenile Services Form, click on the reports tab on the left-hand side panel. Click the report urpt\_JSF\_NC. Click print.

### DYS Non-Custody Case Event Types

#### Intake Juvenile Services Form

1. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

Event JSF Details

Event Juvenile Service Form Number: 385284	Referral Source:	Other Services: False
Event: 1234070: Tester, Gus - Intake Juvenile Services Form	County Of Residence:	Other Services Notes:
Effective Date:	Provider:	Reason For Referral:
Current Custody:	Program:	Conducting YLS CMI:
	Notes:	

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Event JSF

Event: 1234070: Tester, Gus - Intake Juvenile Services Form

Effective Date: mm/dd/yyyy

Current Custody: Select...

Referral Source: Select...

County Of Residence: Select...

Provider: Please select a Organization

Program: Select...

Notes:

Other Services: ☐

Other Services Notes:

Reason For Referral:

Conducting YLS CM: ☐

2. Charges - Once here, you will see the list view of all Criminal Charges associated with the Case. You can add Charges by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Event Number: 1234070: Tester, Gus - Intake Juvenile Services Form

Criminal Charges

Show 10 entries

Search:

Actions	Court	Event	Charge Date	Charge
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

3. Education/Academic History - Once here, you will see the list view of all Education/Academic Histories. You can add Education/Academic Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Event Number: 1234070: Tester, Gus - Intake Juvenile Services Form

Academic Histories

Show 10 entries

Search:

Actions	Person	Event	School	Start Date	End Date	Disability	Current
No data available in table							

Showing 0 to 0 of 0 entries

Previous Next

4. Employment History – On this tab, you will see the list view of all Employment Histories. You can add Employment History by clicking the green box with the white plus sign (+) and view details about them by

## Arkansas Juvenile Justice Information System

clicking the “i” button.

The screenshot shows the 'Arkansas JJIS' interface. The main header is 'Event Number: 1234070: Tester, Gus - Intake Juvenile Services Form'. Below this is the 'Employment Histories' section. It features a search bar, a 'Show 10 entries' dropdown, and a table with columns: Actions, Employment History Number, Person, Event, Start Date, End Date, Current, Employer Name, Title, Hourly Wage, Income Bracket, Comment, and Employee State. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons 'Previous' and 'Next' are at the bottom right.

5. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

The screenshot shows the 'Event Involved Parties' section. It features a search bar, a 'Show 10 entries' dropdown, and a table with columns: Actions, Event, Name, and Role. The table contains two entries, both for '1234021: Tester, Sarah E - DYS2 Determine Program Type'. The first entry has a role of 'Client' and the second has a role of 'Administrator'. The 'Actions' column for each entry contains three icons: an information icon (i), a plus icon (+), and a star icon. A red box highlights the plus icon in the first row. Below the table, it says 'Showing 1 to 2 of 2 entries'. Navigation buttons 'Previous', '1', and 'Next' are at the bottom right.

# Arkansas Juvenile Justice Information System

## Discharge Juvenile Services Form

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

The screenshot shows the Arkansas JJIS interface. On the left, a sidebar contains a search bar and a list of icons. The 'Reports' icon is highlighted with a red box. The main content area displays the 'Event Number: 1234071: Tester, Gus - Discharge Juvenile Services Form'. Below this, there are several fields: 'Client: 160840: Tester, Gus - Client', 'Start Date: 10/18/2021 2:34 PM', 'Closed On:', 'Case: JC-NC-2021-212229 - Tester, Gus - Open', and 'Description:'. On the right side, there are labels for 'Event Note:', 'Additional Note:', 'Event Duration In Minutes:', and 'Resources:'.

2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

Event JSF Details

The screenshot shows the 'Event JSF Details' form. It has a header bar with a search bar and a list of icons. The 'Edit' icon is highlighted with a red box. The form contains several fields: 'Event Juvenile Service Form Number: 385284', 'Referral Source:', 'Other Services: False', 'Event: 1234070: Tester, Gus - Intake Juvenile Services Form', 'County Of Residence:', 'Other Services Notes:', 'Effective Date:', 'Provider:', 'Reason For Referral:', 'Current Custody:', 'Program:', 'Conducting YLS CMI:', and 'Notes:'.

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.




Edit Event JSF

The screenshot shows the 'Edit Event JSF' form. It has a header bar with a search bar and a list of icons. The 'Save' icon is highlighted with a red box. The form contains several fields: 'Event: 1234070: Tester, Gus - Intake Juvenile Services Form', 'Program: Select...', 'Effective Date: mm/dd/yyyy', 'Notes:', 'Current Custody: Select...', 'Other Services: [checkbox]', 'Referral Source: Select...', 'Other Services Notes: [text area]', 'County Of Residence: Select...', 'Reason For Referral: [text area]', 'Provider: Please select a Organization', and 'Conducting YLS CMI: [checkbox]'.







## Arkansas Juvenile Justice Information System

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show  entries Search:


Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous **1** Next

### DYS Client Performance Record

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.
2. DYS Client Performance Record - Allows you to add a new Client Performance Record. A popup will appear, it will initially show you the Details of the Client Performance Record. To Edit the information, click the Edit button in the upper left-hand corner.

DYS Client Performance Record Details

**DYS Client Performance Record**  
Number: 139315

Event: 1234072: Tester, Gus - DYS Client Performance Record

Spawned From Event: 1234070: Tester, Gus - Intake Juvenile Services Form

Client Performance Record Type:

Date Of Intake:

YLS/CMJ Risk Level:

Agency Worker:

School Level:

School Validated: False

Family Level:

Family Validated: False

Justice System Level:

Justice Sytem Validated: False

Employment Level:

Employment Validated: False

Substance Use Level:

Substance Use Validated: False

Behavioral Health Level:

Behavioral Health Validated: False

Explain Reason Not Applicable:



## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit DYS Client Performance Record

Event: 1234072: Tester, Gus - DYS Client Performance Record

Client Performance Record Type: Select...

Date Of Intake: mm/dd/yyyy

YLS/OM Risk Level: Select...

Agency Worker: Please select a Person

School Level: Select...

School Validated: ☐

Family Level: Select...

Family Validated: ☐

Justice System Level: Select...

Justice System Validated: ☐

Employment Level: Select...

Employment Validated: ☐

Substance Use Level: Select...

Substance Use Validated: ☐

Behavioral Health Level: Select...

Behavioral Health Validated: ☐

Explain Reason Not Applicable: ☐

3. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

All

Show 10 entries

Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

---

## Arkansas Juvenile Justice Information System

---

4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show  entries

Search:

Actions	Event	Name	Role
<div><div></div><div></div><div></div></div>	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
<div><div></div><div></div><div></div></div>	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous **1** Next

### Services Provided

1. Services Provided - Allows you to add a new Services Provided. A popup will appear, the only field that needs to be filled out is “Services Provided Outcome”. Once completed, click the save icon in the lower left-hand corner.

Create New Services Provided Event

Event:

1234073: Tester, Gus - Services Provided

Services Provided Outcome:

Select...

# Arkansas Juvenile Justice Information System

## CBP Program Indicator Report

1. CBP Casework/Followup - Allows you to add a new CBP Case Followup. A popup will appear, it will initially show you the Details of the Case Followup. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Case Followup Details

Case Followup Number: 28418

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Case Follow Up Management Service: N/A

Reporting Period Month:

Reporting Period Year:

Within the past month, has this youth been absent from school?:

If Absent, How many Days?:

Within the past month, has this youth violated curfew?:

If Curfew Violated, How Many Times?:

Within the past month, has this youth improved their grades?:

Previous GPA:

Current GPA:

Within the past month, has this youth been involved in disciplinary action at school?:

If Disciplinary Action, How Many Times?:

Within the past month, has this youth been involved in identified risky behavior?:

Within the past month has this youth shown improvement in family relationships?:

Within the past month, has this youth shown improvement in family relationships?:

Family Relationship Improvement Description:

Within the past month, did this youth require services to divert from court referral?:

Court Referral Description:

Within the past month, was this youth referred to a court hearing?:

Referred For a Court Hearing How Many Times:

Within the past month, did the youth remain in the home/community?:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Case Followup

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Case Follow Up Management Service: N/A

Reporting Period Month: Select...

Reporting Period Year: Select...

Within the past month, has this youth been absent from school?: Select...

If Absent, How many Days:

Within the past month, has this youth violated curfew?: Select...

If Curfew Violated, How Many Times:

Within the past month, has this youth improved their grades?: Select...

Previous GPA:

Current GPA:

Within the past month, has this youth been involved in disciplinary action at school?:

If Disciplinary Action, How Many Times:

Within the past month, has this youth been involved in identified risky behavior?:

Within the past month has this youth shown improvement in family relationships?:

Within the past month, has this youth shown improvement in family relationships?:

Family Relationship Improvement Description:

Within the past month, did this youth require services to divert from court referral?:

Court Referral Description:

Within the past month, was this youth referred to a court hearing?:

Referred For a Court Hearing How Many Times:

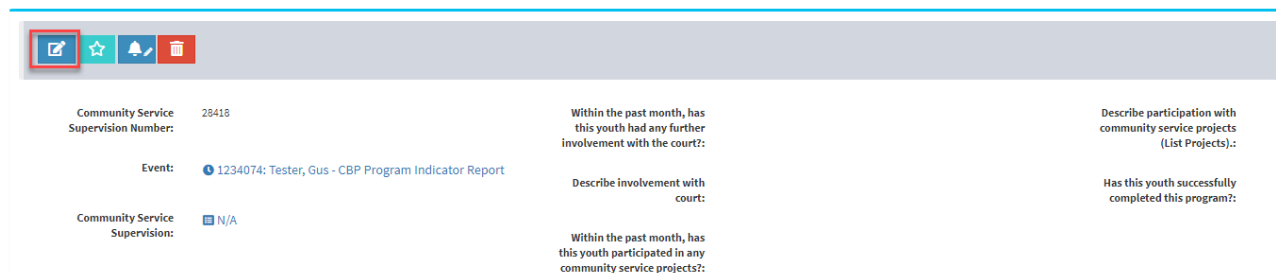
Within the past month, did the youth remain in the home/community?:

2. CBP Community Service Supervision - Allows you to add a new CBP Community Service Supervision. A popup will appear, it will initially show you the Details of the CBP Community Service Supervision. To Edit the information,

## Arkansas Juvenile Justice Information System

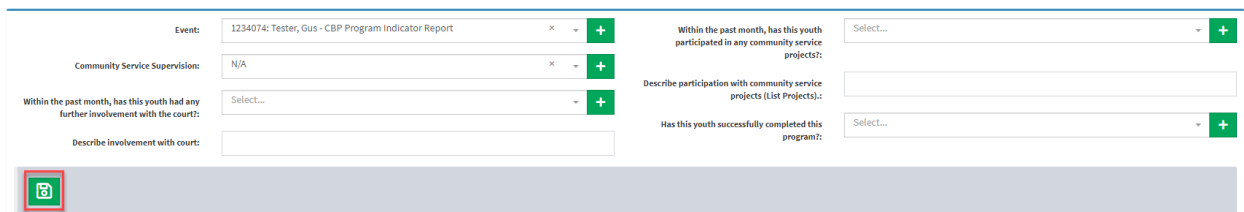
click the Edit button in the upper left-hand corner.

CBP Community Service Supervision Details



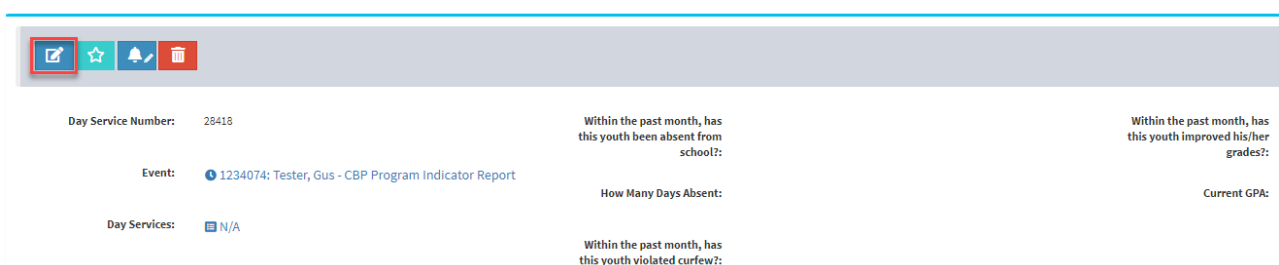
- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Community Service Supervision



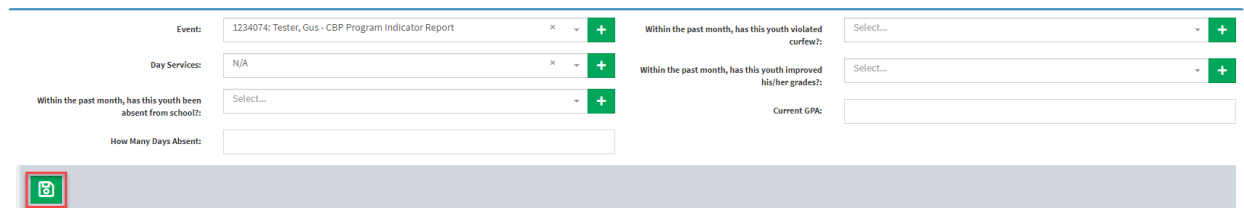
3. CBP Day Service - Allows you to add a new CBP Day Service. A popup will appear, it will initially show you the Details of the CBP Day Service. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Day Service Details



- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Day Service







4. CBP Diagnosis Evaluation - Allows you to add a new CBP Diagnosis Evaluation. A popup will appear, it will initially show you the Details of the CBP Diagnosis Evaluation. To Edit the information, click the Edit button in the upper

# Arkansas Juvenile Justice Information System

left-hand corner.

CBP Diagnosis Evaluation Details



Dialog Eval Number: 28418

Diagnosis Evaluation: N/A

Risky Behavior Days:

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Receive Individual Recommendations:

Court Refer:

Reporting Month:

Recommendation Days:

Date Administered:

Reporting Year:

Risky Behaviors:

Risk Score:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Diagnosis Evaluation

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Diagnosis Evaluation: N/A

Receive Individual Recommendations: Select...

Recommendation Days:


Risky Behaviors: Select...

Risky Behavior Days:

Court Refer: Select...




Date Administered: mm/dd/yyyy

Risk Score: Select...



5. CBP Drug Screen - Allows you to add a new CBP Drug Screen. A popup will appear, it will initially show you the Details of the CBP Drug Screen. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Drug Screen Details



Drug Screen Number: 28418

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Drug Screening: N/A

Within the past month, did youth receive substance abuse treatment/counseling?:

If youth received substance abuse treatment/counseling. How many hours?:

Within the past month, was youth referred back to court for substance abuse related offenses?:

If referred back to court, describe offenses:

Within the past month, was this youth re-arrested on substance abuse charge?:

If arrested, on what charge:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Drug Screen

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Drug Screening: N/A

Within the past month, did youth receive substance abuse treatment/counseling?:


If youth received substance abuse treatment/counseling. How many hours?:

Within the past month, was youth referred back to court for substance abuse related offenses?:

If referred back to court, describe offenses:

Within the past month, was this youth re-arrested on substance abuse charge?:

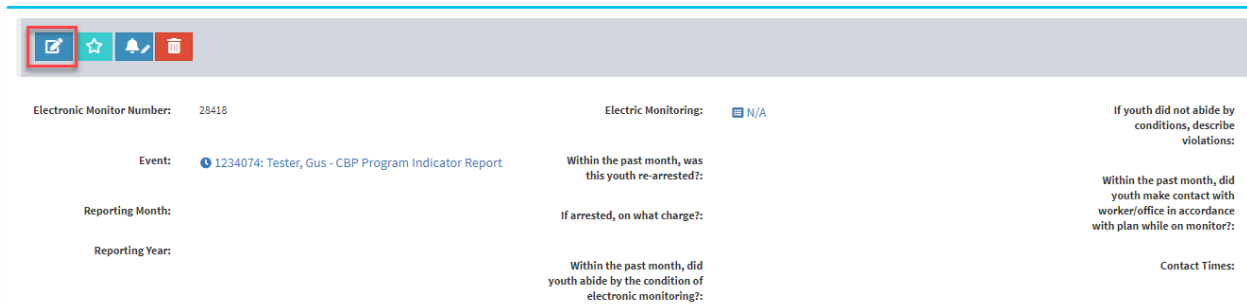
If arrested, on what charge:



## Arkansas Juvenile Justice Information System

6. CBP Electronic Monitoring - Allows you to add a new CBP Electronic Monitoring. A popup will appear, it will initially show you the Details of the CBP Electronic Monitoring. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Electronic Monitoring Details



Electronic Monitor Number: 28418

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Electric Monitoring: N/A

Within the past month, was this youth re-arrested?:

If arrested, on what charge?:

Within the past month, did youth abide by the condition of electronic monitoring?:

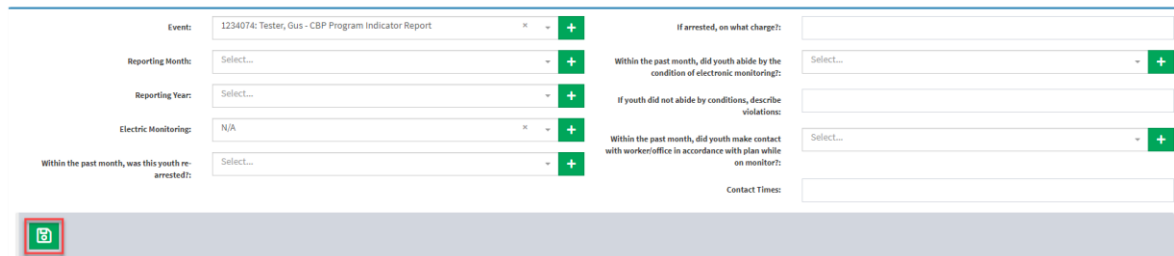
If youth did not abide by conditions, describe violations:

Within the past month, did youth make contact with worker/office in accordance with plan while on monitor?:

Contact Times:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Electronic Monitoring



Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Electric Monitoring: N/A

Within the past month, was this youth re-arrested?:

If arrested, on what charge?:

Within the past month, did youth abide by the condition of electronic monitoring?:


If youth did not abide by conditions, describe violations:

Within the past month, did youth make contact with worker/office in accordance with plan while on monitor?:

Contact Times:

7. CBP Emergency Shelter - Allows you to add a new CBP Emergency Shelter. A popup will appear, it will initially show you the Details of the CBP Emergency Shelter. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Emergency Shelter Details



ESID Number: 28418

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Emergency Shelter: N/A

Reason youth placed in Emergency Shelter:

Within the past month, did youth's custodians engage in assisting with youth returning to a safe environment?:

Within the past month, did youth have a discharge plan to ensure adequate, safe placement upon leaving the shelter program?:

Safe Placement Explanation:

For youth who have left shelter, within the past month did youth have any involvement with the courts since leaving the shelter program?:

Involvement With Court Description:

For youth who have left shelter, did he/she return to a safe secure environment?:

Return To Safe Environment Description:

For youth who have left shelter, did he/she transition into an out-of-home placement?:

Out Of Home Placement Description:

Assessment Date:

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Emergency Shelter

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Emergency Shelter: N/A

Reason youth placed in Emergency Shelter:

Within the past month, did youth's custodians engage in assisting with youth returning to a safe environment?: Select...

Within the past month, did youth have a discharge plan to ensure adequate, safe placement upon leaving the shelter program?: Select...

Safe Placement Explanation:

For youth who have left shelter, within the past month did youth have any involvement with the courts since leaving the shelter program?: Select...

Involvement With Court Description:

For youth who have left shelter, did he/she return to a safe secure environment?: Select...

Return To Safe Environment Description:

For youth who have left shelter, did he/she transition into an out-of-home placement?: Select...

Out Of Home Placement Description:

Assessment Date: mm/dd/yyyy

8. CBP Interstate Compact Juvenile - Allows you to add a new CBP Interstate Compact Juvenile. A popup will appear, it will initially show you the Details of the CBP Interstate Compact Juvenile. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Interstate Compact Juvenile Details

ICJ Number: 28418

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Interstate Compact On Juveniles: N/A

Within the past month has this youth remained free of new adjudications while under ICJ services?:

Date Of Evaluation After Placement In State:

Within the past month has the youth reported to assigned aftercare worker?:

Within the past month has the youth reported to assigned parole officer?:

Case Closed For Success:

Was this youth recommended to have the case closed for success in the program?:

If no describe:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Interstate Compact Juvenile

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Interstate Compact On Juveniles: N/A

Within the past month has this youth remained free of new adjudications while under ICJ services?: Select...

Date Of Evaluation After Placement In State: mm/dd/yyyy

Within the past month has the youth reported to assigned aftercare worker?: Select...

Within the past month has the youth reported to assigned parole officer?: Select...

Case Closed For Success: Select...

Was this youth recommended to have the case closed for success in the program?: Select...

If no describe:

9. CBP Intensive Case Management - Allows you to add a new CBP Intensive Case Management. A popup will appear, it will initially show you the Details of the CBP Intensive Case Management. To Edit the information, click

## Arkansas Juvenile Justice Information System

the Edit button in the upper left-hand corner.

CBP Intensive Case Management Details

Intensive Case Management Number: 28418

Event: 1234074; Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Intensive Casework Management: N/A

Still Reside In Community:

Within the past month services were funded by

DYS:

Medicaid:

Private Insurance:

Service Other:

Past Month Services Description:

Within the past month has this youth completed aftercare by

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Remaining Free Of Further Adjudications: ☐

Diagnosis And Evaluation: ☒

Drug Screening: ☒

Emergency Shelter: ☐

Intensive Supervision And Tracking: ☐

Compliance Monitoring: ☐

Day Services: ☐

Short Term Detention: ☐

Casework IST: ☐

Therapy Individual Or Group: ☒

Residential Treatment: ☒

Community Service: ☒

Electronic Monitoring: ☐

Other: ☐

Other Description:

Within the past month, has this youth received a new adjudication?  +

New adjudication description:

Scroll Down to Save

10. CBP Independent Living - Allows you to add a new CBP Independent Living. A popup will appear, it will initially show you the Details of the CBP Independent Living. To Edit the information, click the Edit button in the upper



# Arkansas Juvenile Justice Information System

left-hand corner.

CBP Independent Living Details



Independent Living Number: 28418

Youth Emancipated:

Is this youth enrolled in college?:

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Emancipated Date:

Is this youth enrolled in vocational training?:

Reporting Month:

Does this youth demonstrate the potential to live independently while engaging in education, job training, or employment?:

If Completed or yes, name facility of Vocational Training:

Reporting Year:

Independent Living: N/A

Independent Description:

Is youth employed full-time or part-time?:

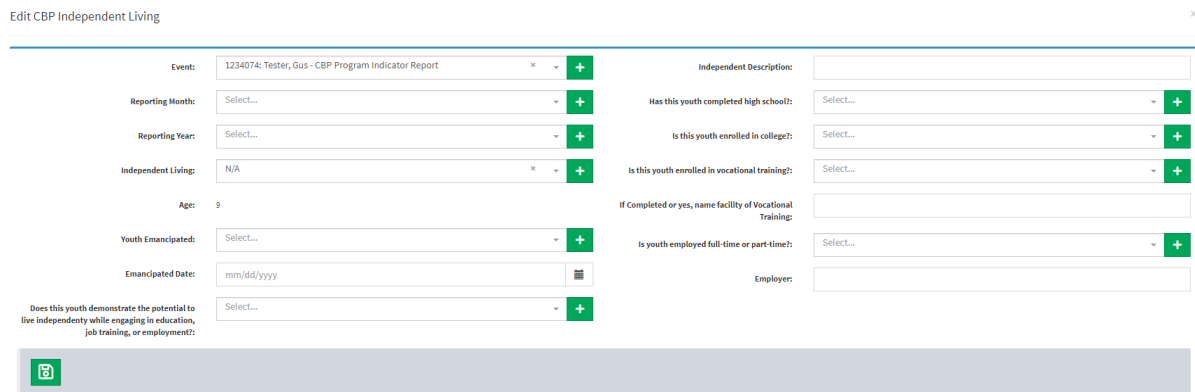
Age: 9

Has this youth completed high school?:

Employer:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Independent Living



Event: 1234074: Tester, Gus - CBP Program Indicator Report

Independent Description:

Reporting Month: Select...

Has this youth completed high school?: Select...

Reporting Year: Select...

Is this youth enrolled in college?: Select...

Independent Living: N/A

Is this youth enrolled in vocational training?: Select...

Age: 9

If Completed or yes, name facility of Vocational Training:

Youth Emancipated: Select...

Is youth employed full-time or part-time?: Select...

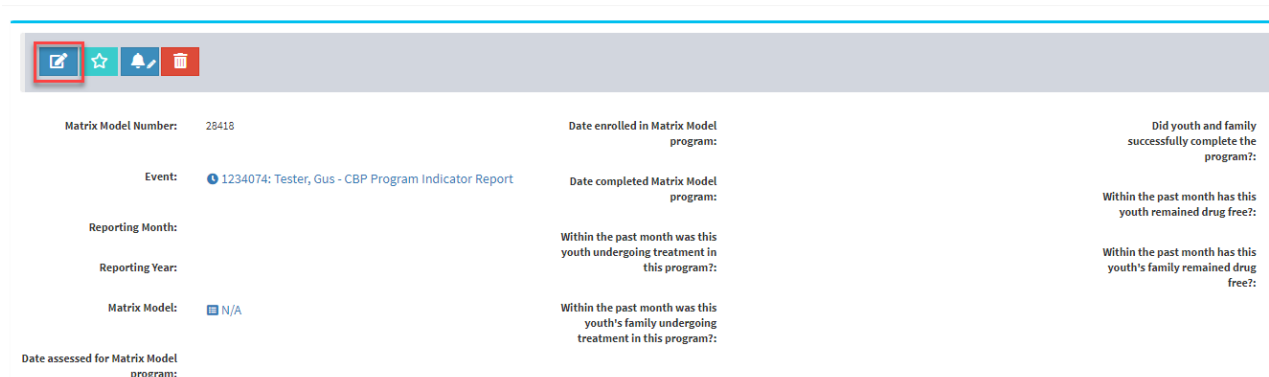
Emancipated Date: mm/dd/yyyy

Employer:

Does this youth demonstrate the potential to live independently while engaging in education, job training, or employment?: Select...

11. CBP Matrix Model - Allows you to add a new CBP Matrix Model. A popup will appear, it will initially show you the Details of the CBP Matrix Model. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Matrix Model Details



Matrix Model Number: 28418

Date enrolled in Matrix Model program:

Did youth and family successfully complete the program?:

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Date completed Matrix Model program:

Within the past month has this youth remained drug free?:

Reporting Month:

Within the past month was this youth undergoing treatment in this program?:

Within the past month has this youth's family remained drug free?:

Reporting Year:

Matrix Model: N/A

Within the past month was this youth's family undergoing treatment in this program?:


Date assessed for Matrix Model program:

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.





Edit CBP Matrix Model

Event:	1234074: Tester, Gus - CBP Program Indicator Report	x	+	Date completed Matrix Model program:	mm/dd/yyyy	📅
Reporting Month:	Select...	-	+	Within the past month was this youth undergoing treatment in this program?:	Select...	- +
Reporting Year:	Select...	-	+	Within the past month was this youth's family undergoing treatment in this program?:	Select...	- +
Matrix Model:	N/A	x	+	Did youth and family successfully complete the program?:	Select...	- +
Date assessed for Matrix Model program:	mm/dd/yyyy	📅		Within the past month has this youth remained drug free?:	Select...	- +
Date enrolled in Matrix Model program:	mm/dd/yyyy	📅		Within the past month has this youth's family remained drug free?:	Select...	- +



12. CBP Medicaid - Allows you to add a new CBP Medicaid. A popup will appear, it will initially show you the Details of the CBP Medicaid. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Medicaid Details




Medicaid Number:	28419	Date applied for Certificate of Need:	Medicaid Number:
Event:	1234074: Tester, Gus - CBP Program Indicator Report	Did youth receive approval Medicaid?:	Has Medicaid been discontinued?:
Reporting Month:		If no, please explain denial:	If discontinued, please explain:
Reporting Year:		If denied, date of appeal:	Date Medicaid Closed:
Medicaid:	N/A	Date Medicaid Effective:	

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Medicaid

Event:	1234074: Tester, Gus - CBP Program Indicator Report	x	+	If denied, date of appeal:	mm/dd/yyyy	📅
Reporting Month:	Select...	-	+	Date Medicaid Effective:	mm/dd/yyyy	📅
Reporting Year:	Select...	-	+	Medicaid Number:		
Medicaid:	N/A	x	+	Has Medicaid been discontinued?:	Select...	- +
Date applied for Certificate of Need:	mm/dd/yyyy	📅		If discontinued, please explain:		
Did youth receive approval Medicaid?:	Select...	-	+	Date Medicaid Closed:	mm/dd/yyyy	📅
If no, please explain denial:						



## Arkansas Juvenile Justice Information System

13. CBP Mentors - Allows you to add a new CBP Mentor. A popup will appear, it will initially show you the Details of the CBP Mentor. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Mentor Details

**Mentor Number:** 28418

**Event:** 1234074: Tester, Gus - CBP Program Indicator Report

**Name Of Mentor:**

Within the past month has this youth improved his/her grades?:

Within the past month has this youth shown improvement in family relationships?:

Within the past month has the youth completed the mentoring program?:

If yes above, has the youth continued to work with the mentor in the community?:

Within the past month has this youth been absent from school?:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Mentor

**Event:** 1234074: Tester, Gus - CBP Program Indicator Report

**Name Of Mentor:** Please select a Person

Within the past month has this youth shown improvement in family relationships?:

Within the past month has the youth completed the mentoring program?:

If yes above, has the youth continued to work with the mentor in the community?:

Within the past month has this youth been absent from school?:

Within the past month has this youth improved his/her grades?:

14. CBP Residential Treatment - Allows you to add a new CBP Residential Treatment. A popup will appear, it will initially show you the Details of the CBP Residential Treatment. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Residential Treatment Details

**Residential Treatment Number:** 28418

**Event:** 1234074: Tester, Gus - CBP Program Indicator Report

**Reporting Month:**

**Reporting Year:**

**Residential Treatment:** N/A

**Date of treatment plan:**

**Did the youth have input?:**

**Were the parents/guardians involved?:**

**Within the past month has this youth been absent from school?:**

**Days Absent From School:**

**Within the past month has this youth improved his/her grades?:**

**Within the past month has this youth been able to remain in the home?:**

**If not in home, list placement.:**

**Within the past month has the youth had any violent behaviors or physical altercations?:**

**Violent Behavior Description:**

**Within the past month has this youth shown improvement in family relationships?:**

**Family Relationship Description:**

**Within the past month has this youth shown improvement in school/peer relationships?:**

**School Relationship Description:**

**How many treatment hours were provided to this youth while in the program?:**

**Within the past six months of being released from residential treatment, did this youth require a secure facility placement?:**

**Facility Placement Description:**

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Residential Treatment

<p>Event: 1234074: Tester, Gus - CBP Program Indicator Report <span style="float: right;">✕ +</span></p> <p>Reporting Month: <span style="float: right;">Select... +</span></p> <p>Reporting Year: <span style="float: right;">Select... +</span></p> <p>Residential Treatment: N/A <span style="float: right;">✕ +</span></p> <p>Date of treatment plan: <span style="float: right;">mm/dd/yyyy</span></p> <p>Did the youth have input?: <span style="float: right;">Select... +</span></p> <p>Were the parents/guardians involved?: <span style="float: right;">Select... +</span></p> <p>Within the past month has this youth been absent from school?: <span style="float: right;">Select... +</span></p> <p>Days Absent From School: <span style="float: right;"></span></p> <p>Within the past month has this youth improved his/her grades?: <span style="float: right;">Select... +</span></p> <p>Within the past month has this youth been able to remain in the home?: <span style="float: right;">Select... +</span></p>	<p>If not in home, list placement: <span style="float: right;">Select... +</span></p> <p>Within the past month has the youth had any violent behaviors or physical altercations?: <span style="float: right;">Select... +</span></p> <p>Violent Behavior Description: <span style="float: right;"></span></p> <p>Within the past month has this youth shown improvement in family relationships?: <span style="float: right;">Select... +</span></p> <p>Family Relationship Description: <span style="float: right;"></span></p> <p>Within the past month has this youth shown improvement in school/peer relationships?: <span style="float: right;">Select... +</span></p> <p>School Relationship Description: <span style="float: right;"></span></p> <p>How many treatment hours were provided to this youth while in the program?: <span style="float: right;"></span></p> <p>Within the past six months of being released from residential treatment, did this youth require a secure facility placement?: <span style="float: right;">Select... +</span></p> <p>Facility Placement Description: <span style="float: right;"></span></p>
---	--

15. CBP Sanction - Allows you to add a new CBP Sanction. A popup will appear, it will initially show you the Details of the CBP Sanction. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Sanction Details

<p>Sanctions Number: 28418</p> <p>Event: 1234074: Tester, Gus - CBP Program Indicator Report</p> <p>Reporting Month:</p> <p>Reporting Year:</p> <p>Sanctions: <span style="background-color: #add8e6; padding: 2px;">N/A</span></p> <p>Diagnosis Evaluation:</p> <p>Drug Screening:</p> <p>Emergency Shelter:</p>	<p>Intensive Supervision Tracking:</p> <p>Compliance Monitoring:</p> <p>Day Services:</p> <p>Short-Term Detention:</p> <p>Casework IST:</p> <p>Therapy:</p> <p>Residential Treatment:</p>	<p>Community Service:</p> <p>Electric Monitoring:</p> <p>Other:</p> <p>Other Description:</p> <p>Within the past month did you receive any rewards for improvement in behavior?:</p> <p>Rewards Description:</p>
---	---	--

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Sanction

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Sanctions: N/A

Diagnosis Evaluation: ☐

Drug Screening: ☐

Emergency Shelter: ☐

Intensive Supervision Tracking: ☐

Compliance Monitoring: ☐

Day Services: ☐

Short-Term Detention: ☐

Casework IST: ☐

Therapy: ☐

Residential Treatment: ☐

Community Service: ☐

Electric Monitoring: ☐

Other: ☐

Other Description:

Within the past month did you receive any rewards for improvement in behavior?: Select...

Rewards Description:

16. CBP Short Term Detention - Allows you to add a new CBP Short Term Detention. A popup will appear, it will initially show you the Details of the CBP Short Term Detention. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Short Term Detention Details

Short Term Detention Number: 28418

If Yes, list school:

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Date released from detention:

Reporting Month:

Reporting Year:

Short-term Detention: N/A

Within the past month has youth continued in educational program?: ☐

Since released from detention, has youth been arrested/received a new adjudication from the court?: ☐

Within the past month has this youth improved his/her grades?: ☐

In the past month has the youth had any violent behaviors or physical altercations?: ☐

Violent Behaviors Description:

Name Of Assessment:

Select the risk level the youth has been identified as:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Short Term Detention

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Short-term Detention: N/A

Within the past month has youth continued in educational program?: Select...

If Yes, list school:

Date released from detention: mm/dd/yyyy

Since released from detention, has youth been arrested/received a new adjudication from the court?: Select...

Within the past month has this youth improved his/her grades?: Select...

In the past month has the youth had any violent behaviors or physical altercations?: Select...

Violent Behaviors Description:

Name Of Assessment:





Select the risk level the youth has been identified as: Select...

17. CBP Targeted Case Management Details - Allows you to add a new CBP Targeted Case Management. A popup will appear, it will initially show you the Details of the CBP Targeted Case Management. To Edit the information,

# Arkansas Juvenile Justice Information System

click the Edit button in the upper left-hand corner.

CBP Targeted Case Management Details



Targeted Case Management Number: 28418

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Targeted Case Management: N/A

Is this youth in DYS Custody (Aftercare):

If yes, date field evaluation request received:

If yes, date Field Evaluation Submitted:

Has this youth been discharged from residential to aftercare:

Within the past month was the youth and family able to access needed services?:

What Services Were Not Accessible:

Within the past month, did the youth receive state services?:

Received State Services Description:

\$ Within The Past Month Services Were Funded By

DYS:

Medicaid:

Private Insurance:

Service Other:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Targeted Case Management

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Targeted Case Management: N/A

Is this youth in DYS Custody (Aftercare): Select...

If yes, date field evaluation request received: mm/dd/yyyy

If yes, date Field Evaluation Submitted: mm/dd/yyyy

Has this youth been discharged from residential to aftercare?: Select...

Within the past month was the youth and family able to access needed services?: Select...

What Services Were Not Accessible:

Within the past month, did the youth receive state services?: Select...

Received State Services Description:


\$ Within The Past Month Services Were Funded By

DYS: ☐

Medicaid: ☐

Private Insurance: ☐

Service Other: ☐



## Arkansas Juvenile Justice Information System

18. CBP Therapy - Allows you to add a new CBP Therapy. A popup will appear, it will initially show you the Details of the CBP Therapy. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Therapy Details

Therapy Number: 28418

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Therapy: N/A

Did the Youth have input?:

Treatment Plan Strength Based:

Treatment Plan Strength Description:

Within the past month, was the youth involved in individual therapy?:

Youth Involved in Therapy Description:

Within the past month, was the youth involved in group therapy?:

Involved in Group Therapy Description:

Within the past month has this youth been absent from school?:

Absent Days:

Within the past month, has this youth improved his/her grades?:

Previous GPA:

Current GPA:

Within the past month has the youth been able to remain in the community?:

Community Placement:

Within the past month has the youth been to remain in the home?:

Placement:

In the past month has the youth had any violent behaviors or physical alterations?:

Violent Behaviors Description:

Within the past month has this youth shown improvement in family relationships?:

Shown Improvement in Family Description:

Within the past month has the youth shown improvement in school/peer relationships?:

Shown Improvement in School/Peer Description:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month: Select...

Reporting Year: Select...

Therapy: N/A

Did the Youth have input?: Select...

Treatment Plan Strength Based: Select...

Treatment Plan Strength Description:

Within the past month, was the youth involved in individual therapy?: Select...

Youth Involved in Therapy Description:

Within the past month, was the youth involved in group therapy?: Select...

Involved in Group Therapy Description:

Within the past month has this youth been absent from school?: Select...

Absent Days:

Within the past month, has this youth improved his/her grades?: Select...

Previous GPA:

Current GPA:

Within the past month has the youth been able to remain in the community?: Select...

Community Placement:

Within the past month has the youth been to remain in the home?: Select...

Placement:

In the past month has the youth had any violent behaviors or physical alterations?: Select...

Violent Behaviors Description:

Within the past month has this youth shown improvement in family relationships?: Select...

Shown Improvement in Family Description:

Within the past month has the youth shown improvement in school/peer relationships?: Select...

Shown Improvement in School/Peer Description:

19. CBP Transitional Living - Allows you to add a new CBP Transitional Living. A popup will appear, it will initially show you the Details of the CBP Transitional Living. To Edit the information, click the Edit button in the upper

# Arkansas Juvenile Justice Information System

left-hand corner.

CBP Transitional Living Details

Transitional Living Number: 28418

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Transitional Living: N/A

Did this youth:

Did this youth work through issues for an improved home life?:

Improvement Description:

Is this youth placed in a permanent house other than with parent/guardian?:

GED Obtained:

Post Secondary Training:

No Received Educational Opportunities:

Job Placement:

No Received Assistance In Job:

Has youth received mental health care (individual and/or group?):

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Transitional Living

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Transitional Living: N/A

Did this youth:

Did this youth work through issues for an improved home life?:

Improvement Description:

Is this youth placed in a permanent house other than with parent/guardian?:

GED Obtained:

Post Secondary Training:

No Received Educational Opportunities:

Job Placement:

No Received Assistance In Job:

Has youth received mental health care (individual and/or group?):

20. CBP Youth Advocate Program (YLS) - Allows you to add a new CBP Youth Advocate Program. A popup will appear, it will initially show you the Details of the CBP Youth Advocate Program. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Youth Advocate Program Details

Youth Advocate Number: 28418

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Reporting Month:

Reporting Year:

Youth Advocate Program: N/A

Date of treatment plan:

Date YAP Case Closed:

Did the youth have input?:

Did family state that the services received were the ones needed?:

Explain family services received:

Did family state the services received benefited the family?:

Service Benefited Description:

How many times per week did the advocates meet face-to-face with the youth and family?:

Within the past month has this youth remained stabilized in the community?:

Remained Stabilized Description:

Was a YLS-CMI used for assessing the risk?:

Risk Score:

Date YLS-CMI administered:

Within the past month did this youth receive individualized recommendation(s) to address the identified problem?:

Received How Many Days:

Within the past month did this youth have his/her identified issues successfully addressed by reducing the frequency of the identified risky behavior(s)?:

If Yes, how many identified days?:



## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Youth Advocate Program

Event: 1234074: Tester, Gus - CBP Program Indicator Report × +

Reporting Month: Select... +

Reporting Year: Select... +

Youth Advocate Program: N/A × +

Date of treatment plan: mm/dd/yyyy

Date YAP Case Closed: mm/dd/yyyy

Did the youth have input?: Select... +

Did family state that the services received were the ones needed?: Select... +

Explain family services received:

Did family state the services received benefited the family?: Select... +

Service Benefited Description:

How many times per week did the advocates meet face-to-face with the youth and family?:

Within the past month has this youth remained stabilized in the community?: Select...

Remained Stabilized Description:

Was a YLS-CMI used for assessing the risk?: Select...

Risk Score: Select...

Date YLS-CMI administered: mm/dd/yyyy

Within the past month did this youth receive individualized recommendation(s) to address the identified problem?: Select...

Received How Many Days:

Within the past month did this youth have his/her identified issues successfully addressed by reducing the frequency of the identified risky behavior(s)?

If Yes, how many identified days?:

21. CBP Youth Level of Service (YLS) - Allows you to add a new CBP Youth Advocate Program. A popup will appear, it will initially show you the Details of the CBP Youth Advocate Program. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Youth Level of Service Details

YLS-CMI Number: 28418

YLS-CMI: N/A

Risk Score:

Event: 1234074: Tester, Gus - CBP Program Indicator Report

Did court order or refer this youth to take the YLS/CMI:

Reporting Month:

Date YLS-CMI administered:

Reporting Year:

If scored low or at low/moderate risk levels of reoffending, did the youth remain in the community?:

If no, describe placement.:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Youth Level of Service

Event: 1234074: Tester, Gus - CBP Program Indicator Report × +

Reporting Month: Select... +

Reporting Year: Select... +

YLS-CMI: N/A × +

Did court order or refer this youth to take the YLS/CMI: Select... +

Date YLS-CMI administered: mm/dd/yyyy

Risk Score: Select... +

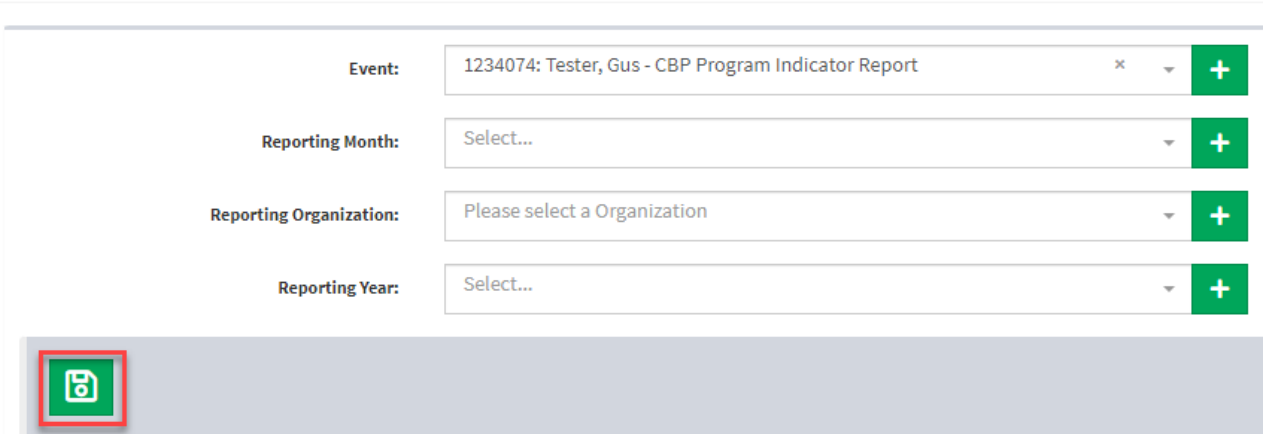
If scored low or at low/moderate risk levels of reoffending, did the youth remain in the community?: Select... +

If no, describe placement.:

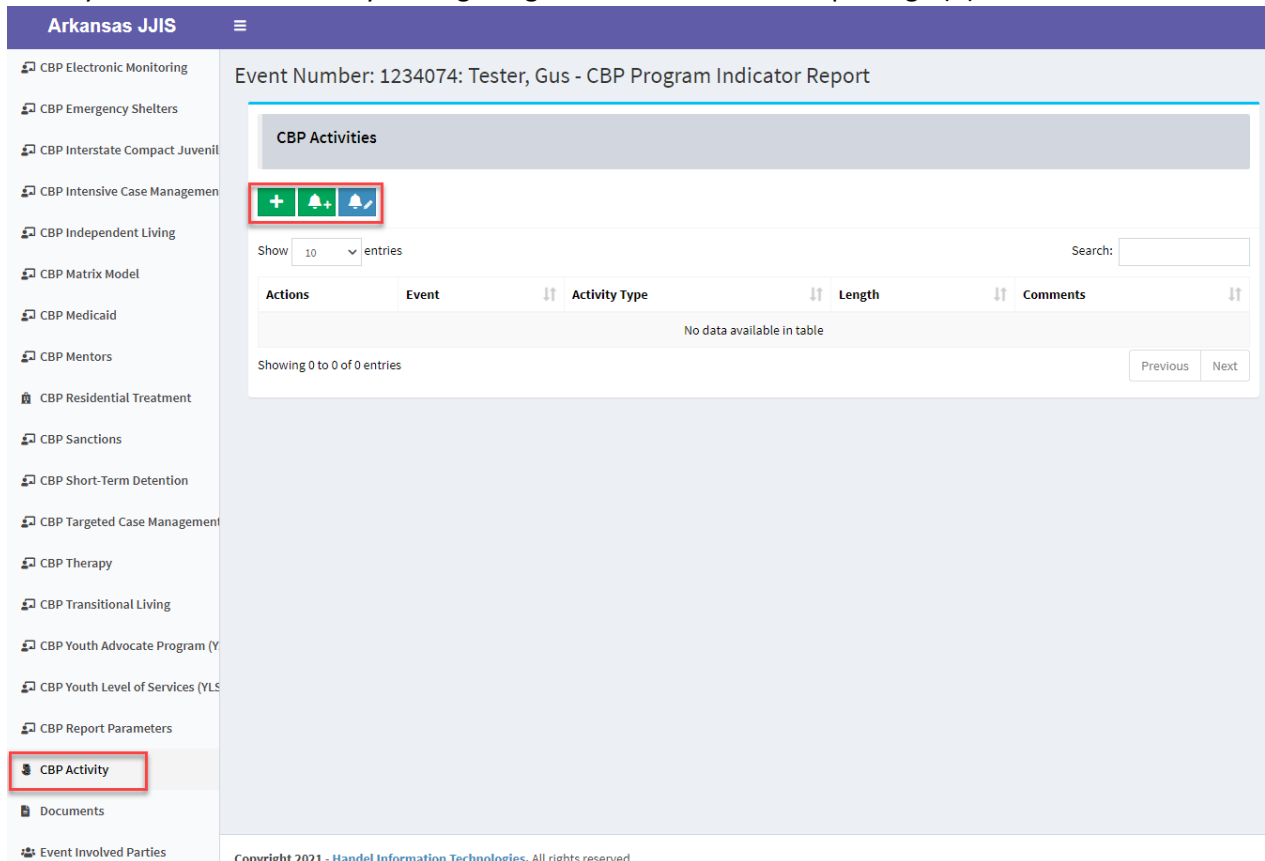
## Arkansas Juvenile Justice Information System

22. CBP Report Parameters - Allows you to add a new CBP Report Parameter. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Create New CBP Report Parameters Event



23. CBP Activity - Once here, you will see the list view of all CBP Activities on the Event. You can add a new CBP Activity to the CBP Activities by clicking the green box with the white plus sign (+).



---

## Arkansas Juvenile Justice Information System

---

24. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+

All

Show 

10

 entries 

Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries 

Previous

Next

25. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+

Show 

10

 entries 

Search:

Actions	Event	Name	Role
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 160815: Tester, Sarah E - Client	<div></div> Client
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 1: LOGIN, HANDEL - Employee	<div></div> Administrator

Showing 1 to 2 of 2 entries 

Previous

1

Next

# Arkansas Juvenile Justice Information System

## Status Change Juvenile Services Form

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

The screenshot shows the 'Arkansas JJIS' header with a search bar and a sidebar menu. The sidebar menu includes 'Info', 'Reports' (highlighted with a red box), 'JSF Referral', 'Charges', and 'Event Involved Parties'. The 'Reports' dropdown shows 'URPT-JSP-NC'. The main content area displays the 'Event Number: 1234075: Tester, Gus - Status Change Juvenile Services Form'. Below this, there are fields for 'Client' (160840: Tester, Gus - Client), 'Start Date' (10/18/2021 4:31 PM), 'Closed On', 'Case' (JC-NC-2021-212229 - Tester, Gus - Open), 'Event Note', 'Additional Note', 'Event Duration In Minutes' (0), 'Resources', and 'Description'.

2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

Event JSF Details

The screenshot shows the 'Event JSF Details' form. It includes fields for 'Event Juvenile Service Form Number' (385284), 'Referral Source', 'Other Services' (False), 'Event' (1234070: Tester, Gus - Intake Juvenile Services Form), 'County Of Residence', 'Provider', 'Program', 'Effective Date', 'Current Custody', 'Notes', 'Other Services Notes', 'Reason For Referral', and 'Conducting YLS CMI'.

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Event JSF

The screenshot shows the 'Edit Event JSF' form. It includes fields for 'Event' (1234070: Tester, Gus - Intake Juvenile Services Form), 'Program' (Select...), 'Effective Date' (mm/dd/yyyy), 'Notes', 'Current Custody' (Select...), 'Other Services' (checkbox), 'Referral Source' (Select...), 'Other Services Notes', 'County Of Residence' (Select...), 'Reason For Referral', 'Provider' (Please select a Organization), and 'Conducting YLS CMI' (checkbox). A green box with a white plus sign (+) is highlighted in the lower left-hand corner.

3. Charges - Once here, you will see the list view of all Criminal Charges associated with the Case. You can add Charges by clicking the green box with the white plus sign (+) and view details about them by clicking the "i"

## Arkansas Juvenile Justice Information System

button.

Arkansas JJIS

Event Number: 1234070: Tester, Gus - Intake Juvenile Services Form

**Criminal Charges**

Show 10 entries

Search:

Actions	Court	Event	Charge Date	Charge
No data available in table				

Showing 0 to 0 of 0 entries







Previous Next

4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show 10 entries

Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator





Showing 1 to 2 of 2 entries

Previous 1 Next

### Monthly Client Services

1. Billing Information - Allows you to add new Billing Information. A popup will appear, it will initially show you the Details of the Billing Information. To Edit the information, click the Edit button in the upper left-hand corner.

Medical Info Intake Details

Medical Info Intake Number: 550

Insurance Policy Number:

Insurance Policy Holder Zip:

Event: 1234054: Tester, Sarah E - DYS Intake Information

Policy:

Insurance Policy Holder City:

Dr Name:

Insurance Group Number:

Insurance Policy Holder County:

Dr City:

Insurance Policy Holder Name:

Insurance Policy Holder State:

Insurance Available:

Insurance Policy Holder SSN:

Insurance Policy Holder Relationship To Juvenile:

Insurance Organization:

Insurance Policy Holder Address:

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Medical Info Intake

Event: 1234054: Tester, Sarah E - DYS Intake Information

Dr Name:

Dr City:

Insurance Available: Select...

Insurance Organization: Please select a Organization

Insurance Policy Number:

Policy: Select...

Insurance Group Number:

Insurance Policy Holder Name:

Insurance Policy Holder SSN:

Insurance Policy Holder Address:

Insurance Policy Holder Zip: Please select a Zip Code

Insurance Policy Holder City: Select ...

Insurance Policy Holder County: Select ...

Insurance Policy Holder State: Select ...

Insurance Policy Holder Relationship To Juvenile: Select...

2. Monthly Client Service Records – Once here, you will see the list view of all Monthly Client Service Records. You can add a Monthly Client Service Record by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Arkansas JJIS

Event Number: 1233825: Tester, Sarah E - Monthly Client Services

Monthly Client Service Records

Show 10 entries

Search:

Actions	Service Number	Event	Service Code	Start Time	End Time	Units	Case Worker	Description
No data available in table								

Showing 0 to 0 of 0 entries







Previous Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries

Search:

Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries

Previous 1 Next

---

## Arkansas Juvenile Justice Information System

---

### Incident Report Case

#### Create New Incident Report Case

1. There are two ways to create a new case:
  - a. From the [Person](#) you want to create the case from, on the left-hand side panel click Cases
    - i. Click the green square with the white plus sign (+) to add a new case to the person
    - ii. Choose the Case Type (in this instance, choose Incident Report)
    - iii. The Person field will automatically populate since we started the Case creation under the person
    - iv. Leave Case Number to auto-generate
    - v. Click save in the left-hand corner
  - b. From the [Actions tab](#) (looks like a sideways triangle inside a circle, Information (i) and the Star (favorites) are next to this option)
    - i. Choose the Case Number option
    - ii. Choose the Case Type (in this instance, choose Incident Report)
    - iii. The person field **WILL NOT** automatically populate, you will need to select the person this case is for
    - iv. Leave Case Number to auto-generate
    - v. Click save in the left-hand corner
2. The case will now either be displayed in the Cases list view of the person, or the new Case will be viewable on your screen immediately if you created the Case from the Actions tab
  - a. You will have the options to add to the case:
    - i. Case Involved Organizations
    - ii. Case Involved Parties
    - iii. Trackers
    - iv. Events
    - v. Charges

The screenshot displays the Arkansas JJIS web application. The top navigation bar is purple with the text 'Arkansas JJIS'. Below it is a search bar and a menu icon. The main content area shows a case detail view for 'INC-10-2021-212233 - Tester, Emily Anne - Open'. On the left, a sidebar contains a list of tabs: 'Info', 'Case Involved Organizations', 'Case Involved Parties', 'Trackers', 'Events', and 'Charges'. The 'Info' tab is selected and highlighted with a red box. The main content area shows the case details. A red box highlights the 'Case Type' field (set to 'Incident'), the 'Person' field (set to '160839: Tester, Emily Anne - Client'), and the 'Case Number' field (set to 'INC-10-2021-212233'). Other fields visible include 'Case Open Date' (10/20/2021 4:36 PM), 'Case Close Date', 'Case Description', 'Case Resource', and 'Grievance Event'.

3. You can Edit, Favorite, Create a Notification and Delete the Case from the Info tab of the Case

You are now ready to start working with a Incident Report Case

There are several persons involved in an Incident Report in JJIS. This includes the:

- Reporter
- IAU Intake Worker
- IAU Investigator

---

## Arkansas Juvenile Justice Information System

---

- IAU Manager
- DYS Assistant Director
- DYS Director

This process takes each person through the steps for which they are responsible.

### Reporter

1. After signing into JJIS, you will need to create a new Incident Report Case.
2. The first event that will automatically populate is [IAU Incident Report Filed](#). Open the event.
3. Click on the Incident Report tab on the left-hand side panel, click the edit button in the upper left-hand corner of the popup and fill out the fields below:
  - a. Incident Date
    - i. Be sure to log the correct date and time
  - b. Incident Type
    - i. If Other is selected, use the Incident Type Other textbox to describe the type of incident
  - c. Incident Designation
  - d. Facility – Pick the Facility where the incident occurred
  - e. Facility Location – Use this dropdown to complete where in the Facility the incident occurred
  - f. Notes – Type the details of the incident
  - g. Click save
4. Click on the next tab, Incident Involved Organization, click the add button, green button with white plus (+) sign, to add all persons involved in the incident. Fill out the following fields:
  - a. Name – Person you are adding to the Incident
  - b. Role
  - c. First to Report – Check this if this is the first person to report the incident
  - d. Facility
  - e. Dorm Assignment
  - f. Status
  - g. Select whether the person Is Injured
    - i. If yes, you will need to complete the Injury Description
  - h. Select whether the person Is Treated
    - i. If yes
      1. Use the dropdown to select a Treatment
      2. you will need to complete the Treatment Description
  - i. Select whether Force Used during the incident
    - i. If yes, you will need to complete the Force Description
  - j. Select if Is Restrained, whether Restraints were used
    - i. If yes, use the dropdown list to select the Restraint Type
  - k. ASP Notification
    - i. Notification – Case Event or Stand Alone Event
    - ii. Notification Date
    - iii. ASP Accepted – Select Yes if the State Police were notified when the incident occurred. **USE ONLY IF YOU CONTACTED THE STATE POLICE FOR THIS INCIDENT.**



---

## Arkansas Juvenile Justice Information System

---

- iv. Hot Line Operator – Textbox to record the person you spoke to at the State Police
  - v. Status
  - l. Click save
- 5. Internal Audit Unit Physical Injury – click the add button to add injuries that occurred and fill out the following fields:
  - a. Date Time Occurred
  - b. Injured Person
  - c. Body Part – Select the body part that was injured
  - d. Body Left Right – Use the dropdown to select right or left (exp: if you selected hand for the body part, this would distinguish it was the left hand)
  - e. Body Descriptor – Use the dropdown to select more detailed information about the body part (exp: If you selected left hand, here you would select palm or backside)
  - f. Injury
  - g. Examined By Person
  - h. Description – Type a description of the injury
  - i. Click save
- 6. Close the event
- 7. To print the Incident Report, click on the reports tab on the left-hand side panel. Click the report Incident Report. Click print.

### IAU Staff

The DYS IAU Staff will be notified in JJIS and by e-mail (if set-up) when the [IAU Incident Report Filed](#) event has been closed.

- 1. Open the [IAU Incident Report Received](#) event
- 2. Click on the Internal Audit Unit Incident Report tab on the left-hand side bar and fill out the following fields:
  - a. Investigation Required – Yes or No
  - b. Investigator Person – Select the IAU investigator assigned to the case
  - c. IRIS Number – Type in the IRIS number if it is required to report to IRIS
  - d. Click the save button in the bottom right-hand corner of the popup window
  - e. Close the event

If **YES** was selected, the next event will be [IAU Investigative Summary](#)

If **NO** was selected, the next event will be [IAU Non-Investigative Summary](#)

- 3. If you selected **NO** in the [IAU Incident Report Received](#) event, the [IAU Non-Investigation Summary](#) event will now be open.
  - a. Add any Outcomes and Notes to the Description textbox on the Info tab of the event
  - b. Click on the Documents tab – upload any documents needed
  - c. Close the event
- 4. The [IAU Case Closed](#) event will generate, and the Incident case will close.
- 5. If you selected **YES** in the [IAU Incident Report Received](#) event, the [IAU Investigation](#) event will now be available in the Incident Events list view, open the event

---

## Arkansas Juvenile Justice Information System

---

- a. Click on the Notes tab on the left-hand side bar and fill in the Notes field
    - i. Author – Auto populated based on who is creating the note
    - ii. Note Date – Auto populated based on the date & time the note is created
    - iii. Notes – Type in any notes
    - iv. Once done, click the save button in the bottom left-hand corner of the popup
  - b. If you need to upload any Documents, click on the Documents tab.
  - c. Once completed with all notes regarding the investigation, close the event
6. The [IAU Investigative Summary](#) will now be open in the Incident Events list view, open the event
- a. Click on the IAU Investigative Summary tab on the left-hand side bar, a popup will appear and the following fields will need to be filled out:
    - i. Founded – Yes or No
    - ii. Corrective Action – Yes or No for recommended for corrective action
      1. If Corrective Action is recommended (Yes), the Corrective Action will be generated after the approval signature of the DYS Director.
      2. If Corrective Action is not recommended (No), the incident case will be closed after the approval signature of the DYS Director
    - iii. Recommendations – Type any recommendations or corrective action
  - b. On the Documents tab, import any Documents needed
  - c. Signatures – Click the button to add your [Signature](#) to the summary if authorized to do so; click save when completed
    - i. When the IAU Worker signs the event as approved, the DYS Assistant Director or Residential Services is notified that the investigation summary is ready for their review
7. If the DYS Assistant Director of Residential Services:
- a. Disapproves the summary, the IAU worker is notified and is allowed to edit any of the information or notes. When the changes and/or additions are completed, the IAU worker signs the [Signature](#) tab again
  - b. Approves the summary, the event is closed. The IAU Investigator is notified of the approval

### [Corrective Actions for the Facility](#)

If DYS determines that corrective action is necessary, the Reporter of the incident is notified by JJIS and by email (if set-up)

1. Open the [IAU Corrective Action](#) event in the Incident Event list view
  - a. Click on the Notes tab in the left-hand side panel
    - i. Add a new note by clicking the green box with the white plus (+) sign
    - ii. Once you are done typing any notes, click save
  - b. Click the [Signatures](#) Tab
    - i. Click the green box with the white plus (+) to add your signature to the summary
    - ii. You will select Approve or Disapprove
    - iii. Click save in the bottom left-hand corner
    - iv. The DYS Assistant Director of Residential Services is notified that the corrective action taken is ready for review.
2. If the DYS Assistant Director of Residential Services:

---

## Arkansas Juvenile Justice Information System

---

- a. Disapproves the corrective action, the Reporter is notified and is allowed to make any necessary edits. When changes and/or additions are completed, the Reporter signs the Signature tab again
- b. Approves the corrective action, you will be notified the incident case will be closed

### DYS Assistant Director of Residential Services

When an incident summary is signed, the IAU Investigator, DYS Assistant Director of Residential Services will be notified in JJIS and by email (if set-up)

1. Open the [IAU Investigative Summary](#) in the Incident Event list view
  - a. Click on the Signatures tab in the left-hand side panel
    - i. Click the green button with the white plus (+) to add a new Signature
    - ii. You will select Approve or Disapprove
    - iii. Click save in the bottom left-hand corner

### Incident Event Types

#### IAU Incident Report Filed

1. Incident Details - Allows you to add a new or edit the current Incident Details. A popup will appear, it will initially show you the Details of the Incident Details. To Edit the information, click the Edit button in the upper left-hand corner.

Incident Details

Incident Number: 74288

Incident Date:

Facility:

Event: 1234092: Tester, Emily Anne - IAU Incident Report Filed

Incident Type:

Facility Location:

Log Date: 10/20/2021 4:37 PM

Incident Type Other:

Notes:

Incident Designation:

1. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Incident

Event: 1234092: Tester, Emily Anne - IAU Incident Report Filed

Log Date: 10/20/2021, 4:37 PM

Incident Date: mm/dd/yyyy

Incident Type: Select...

Incident Type Other:

Incident Designation: Select...

Facility: Please select a Organization

Facility Location: Select...

Notes:

Save

2. Internal Audit Unit Physical Injury - Allows you to add a new Internal Audit Unit Physical Injury (add an injury to the incident). A popup will appear, there are a few sections that will need to be complete. Once fully filled out,

## Arkansas Juvenile Justice Information System

click the save icon in the lower left-hand corner.

Arkansas JJIS

Event Number: 1234092: Tester, Emily Anne - IAU Incident Report Filed

Internal Audit Unit Injuries

+ bell share

Show 10 entries

Search:

Actions	Internal Audit Unit Injury Number	Event	Physical Reference Number	Date Time Occurred	Injured Person	Body Part	Body Left Right	Body Descriptor	Injury	Examined By Person	Description
No data available in table											

Showing 0 to 0 of 0 entries

Previous Next

3. Incident Involved Organizations - Allows you to add a new Incident Involved Organization. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

Arkansas JJIS

Event Number: 1234092: Tester, Emily Anne - IAU Incident Report Filed

Incident Event Involved Organizations

+ bell share

Show 10 entries

Search:

Actions	Incident Involved Party Number	Event	Event Involved Party	Organization	Organization Role	Owner Person	Involved Date	First To Report	Facility	Dorm Assignment	Is Injured	Injury Description
No data												

Showing 0 to 0 of 0 entries

Previous Next

### IAU Incident Report Received

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

Arkansas JJIS

Event Number: 1234093: Tester, Emily Anne - IAU Incident Report Received

+ star bell trash

Client: 160839: Tester, Emily Anne - Client

Event Note:

Start Date: 10/20/2021 4:40 PM

Additional Note:

Closed On: 10/20/2021 4:41 PM

Event Duration In Minutes: 0

Case: INC-10-2021-212233 - Tester, Emily Anne - Open

Resources:

Description:

Event Type: IAU Incident Report Received





---

## Arkansas Juvenile Justice Information System

---

2. Internal Audit Unit Incident Report Received - Allows you to add a new or edit the current Internal Audit Unit Incident Report Received. A popup will appear, it will initially show you the Details of the Incident Details. To Edit the information, click the Edit button in the upper left-hand corner.

### Internal Audit Unit Incident Report Received Event Details



**Internal Audit Unit Incident Report Received Event Number:** 189455

**Event:** 1234093: Tester, Emily Anne - IAU Incident Report Received

**Investigation Required:** Yes

**Investigator Person:** 1: LOGIN, HANDEL - Employee

**IRIS Number:**

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.


### Edit Internal Audit Unit Incident Report Received Event

**Event:** 1234093: Tester, Emily Anne - IAU Incident Report Received x +

**Investigation Required:** Yes x +

**Investigator Person:** 1: LOGIN, HANDEL - Employee x +

**IRIS Number:**



# Arkansas Juvenile Justice Information System

## IAU Case Closed

1. This is an auto generated case where there is nothing to complete – reporting purposes only

The screenshot displays the Arkansas JJIS web application. The header is purple with 'Arkansas JJIS' and a menu icon. A search bar is on the left. The main content area shows the event details for 'Event Number: 1234097: Tester, Emily Anne - IAU Case Closed'. The left sidebar has a red box around the 'Reports' dropdown menu, which is currently open, showing 'IR-1' and 'Documents' options. The event details are as follows:

<b>Client:</b>	160839: Tester, Emily Anne - Client	<b>Event Note:</b>	
<b>Start Date:</b>	10/20/2021 9:42 PM	<b>Additional Note:</b>	
<b>Closed On:</b>		<b>Event Duration In Minutes:</b>	0
<b>Case:</b>	INC-10-2021-212233 - Tester, Emily Anne - Open	<b>Resources:</b>	
<b>Description:</b>		<b>Event Type:</b>	IAU Case Closed

## IAU Non-Investigative Summary

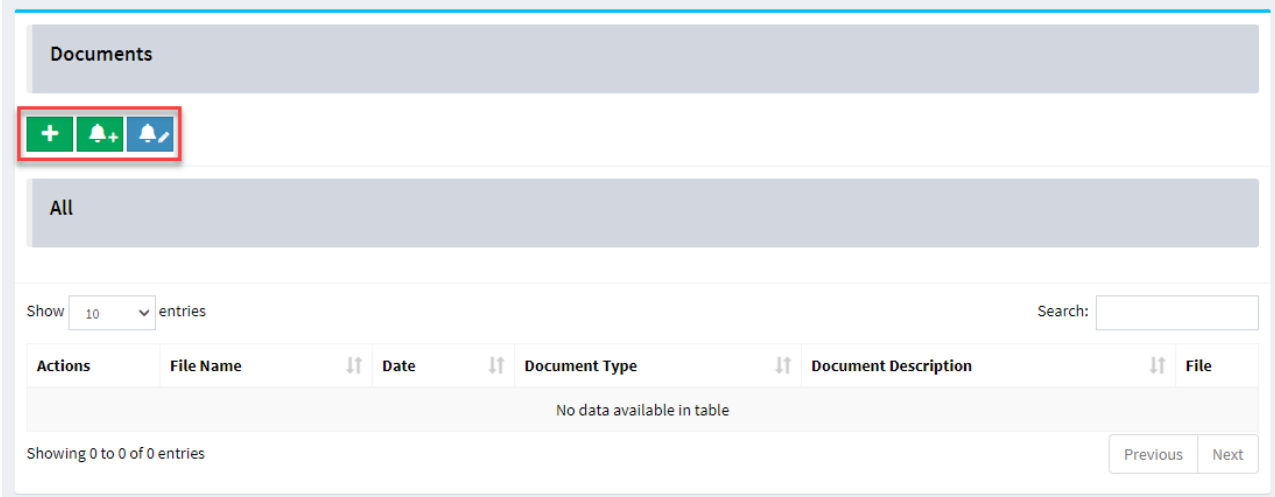
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

The screenshot displays the Arkansas JJIS web application for 'Event Number: 1234098: Tester, Emily Anne - IAU Non-Investigative Summary'. The left sidebar has a red box around the 'Reports' dropdown menu, which is currently open, showing 'IR-1' and 'Documents' options. The event details are as follows:

<b>Client:</b>	160839: Tester, Emily Anne - Client	<b>Event Note:</b>	
<b>Start Date:</b>	10/20/2021 9:48 PM	<b>Additional Note:</b>	
<b>Closed On:</b>		<b>Event Duration In Minutes:</b>	0
<b>Case:</b>	INC-10-2021-212233 - Tester, Emily Anne - Open	<b>Resources:</b>	
<b>Description:</b>		<b>Event Type:</b>	IAU Non-Investigative Summary

## Arkansas Juvenile Justice Information System

- Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



Documents

+ bell trash

All

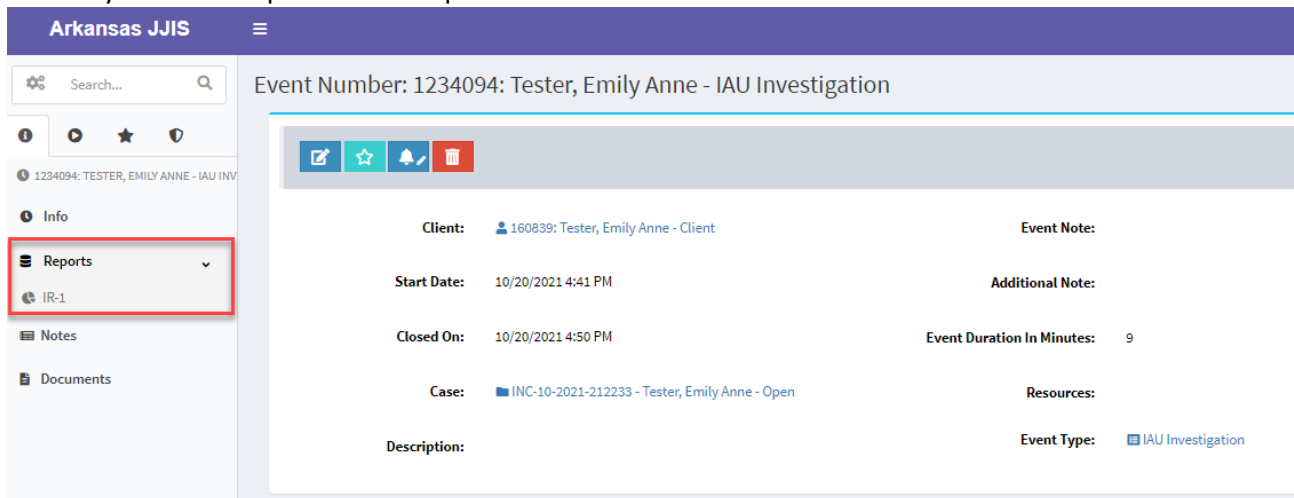
Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

### IAU Investigation

- If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



Arkansas JJIS

Search...

1234094: TESTER, EMILY ANNE - IAU INV

Info

Reports

IR-1

Notes

Documents

Event Number: 1234094: Tester, Emily Anne - IAU Investigation

+ star bell trash

Client: 160839: Tester, Emily Anne - Client

Event Note:

Start Date: 10/20/2021 4:41 PM

Additional Note:

Closed On: 10/20/2021 4:50 PM

Event Duration In Minutes: 9

Case: INC-10-2021-212233 - Tester, Emily Anne - Open

Resources:




Description:

Event Type: IAU Investigation

## Arkansas Juvenile Justice Information System

2. Notes - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the 'Notes' section of the Arkansas JJIS interface. The header bar is purple with 'Arkansas JJIS' and a menu icon. Below the header, there's a search bar and a sidebar with navigation options: Info, Reports, IR-1, Notes, and Documents. The main content area is titled 'Event Number: 1234094: Tester, Emily Anne - IAU Investigation'. It features a 'Notes' section with a green box containing a white plus sign (+) and a bell icon. Below this, there's a table with columns: Actions, Note Number, Event, Author, and Note Date. The table shows one entry with Note Number 638, Event 1234094: Tester, Emily Anne - IAU Investigation, Author 160690: KUJAWA, SARAH - Employee, and Note Date 10/20/2021 4:45 PM. The footer indicates 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.

Actions	Note Number	Event	Author	Note Date
  	638	1234094: Tester, Emily Anne - IAU Investigation	160690: KUJAWA, SARAH - Employee	10/20/2021 4:45 PM

3. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

The screenshot shows the 'Documents' section of the Arkansas JJIS interface. The header bar is purple with 'Arkansas JJIS' and a menu icon. Below the header, there's a search bar and a sidebar with navigation options: Info, Reports, IR-1, Notes, and Documents. The main content area is titled 'Event Number: 1234094: Tester, Emily Anne - IAU Investigation'. It features a 'Documents' section with a green box containing a white plus sign (+) and a bell icon. Below this, there's a table with columns: Actions, File Name, Date, Document Type, Document Description, and File. The table shows 'No data available in table'. The footer indicates 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					



## Arkansas Juvenile Justice Information System

### IAU Investigative Summary

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

Arkansas JJIS

Event Number: 1234095: Tester, Emily Anne - IAU Investigative Summary

Client: 160839: Tester, Emily Anne - Client

Start Date: 10/20/2021 4:50 PM

Closed On:

Case: INC-10-2021-212233 - Tester, Emily Anne - Open

Description:

Event Note:

Additional Note:

Event Duration In Minutes: 0

Resources:

Event Type: IAU Investigative Summary

2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

Signatures

+ bell trash

Show 10 entries

Search:

Actions	Event	Person	Signature Date	Signature Type	Comment
No data available in table					

Showing 0 to 0 of 0 entries

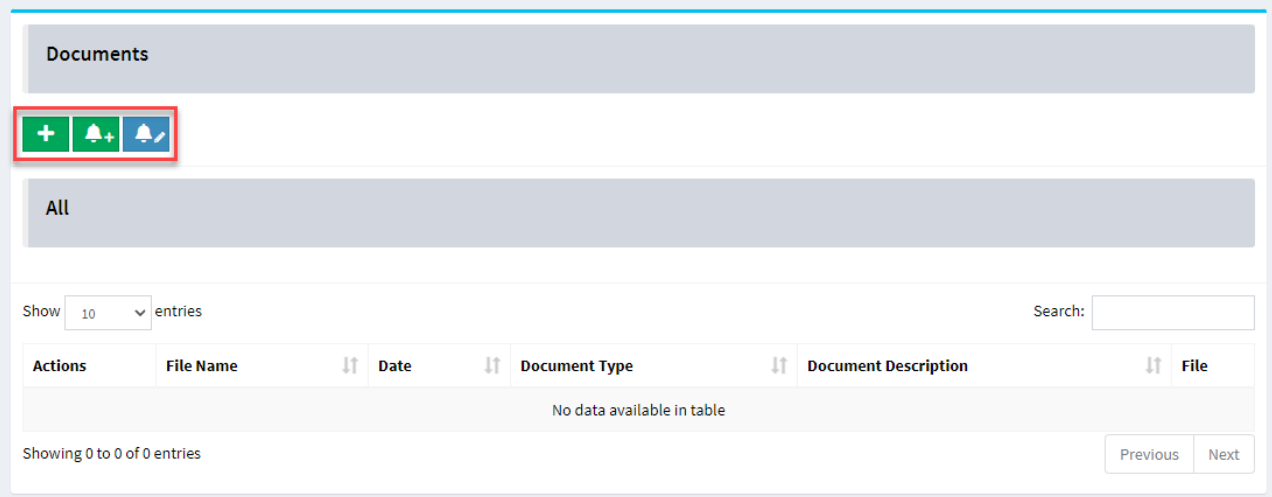
Previous Next

---

## Arkansas Juvenile Justice Information System

---

3. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



Documents

+ 🔔 🔍

All

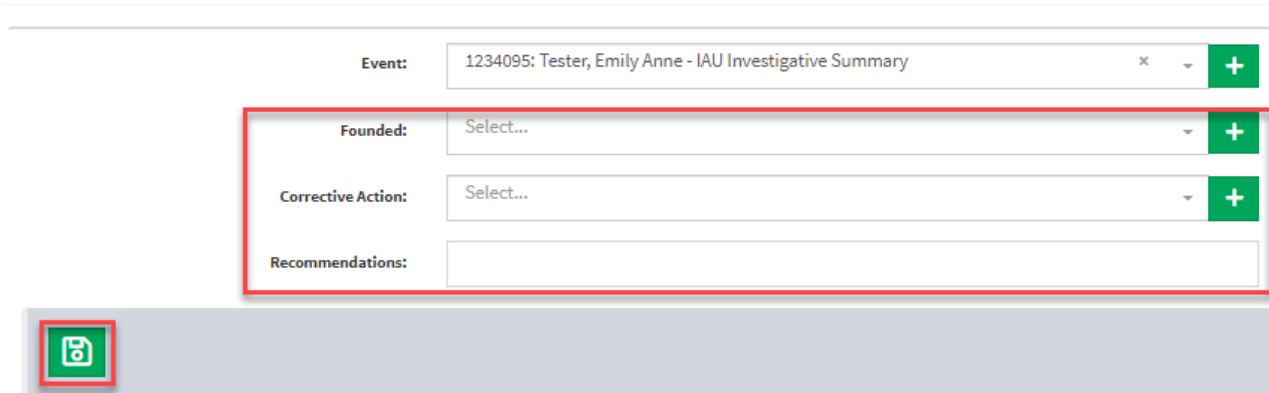
Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

4. IAU Investigative Summary - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

Create New Internal Audit Unit Investigative Summary Event




Event: 1234095: Tester, Emily Anne - IAU Investigative Summary +

Founded: Select... +

Corrective Action: Select... +

Recommendations:



# Arkansas Juvenile Justice Information System

## IAU Corrective Action

1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.

The screenshot shows the Arkansas JJIS interface. The left sidebar contains a menu with options: Info, Reports (highlighted with a red box), Notes, and Signatures. The main content area displays the event details for Event Number 1234096: Tester, Emily Anne - IAU Corrective Action. The event details include Client (160839: Tester, Emily Anne - Client), Start Date (10/20/2021 9:16 PM), Closed On, Case (INC-10-2021-212233 - Tester, Emily Anne - Open), Description, Event Note, Additional Note, Event Duration In Minutes (0), Resources, and Event Type (IAU Corrective Action).

2. Notes - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

The screenshot shows the Arkansas JJIS interface with the Notes section selected in the left sidebar (highlighted with a red box). The main content area displays the Notes section for Event Number 1234096: Tester, Emily Anne - IAU Corrective Action. It includes a green box with a white plus sign (+) for adding new notes, a search bar, and a table with columns: Actions, Note Number, Event, Author, and Note Date. The table currently shows "No data available in table".

3. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.

The screenshot shows the Arkansas JJIS interface with the Signatures section selected in the left sidebar. The main content area displays the Signatures section for Event Number 1234096: Tester, Emily Anne - IAU Corrective Action. It includes a green box with a white plus sign (+) for adding new signatures, a search bar, and a table with columns: Actions, Event, Person, Signature Date, Signature Type, and Comment. The table currently shows "No data available in table".

---

## Arkansas Juvenile Justice Information System

---

### Grievance Report Case

#### Create New Grievance Report Case

1. There are two ways to create a new case:
  - a. From the Person you want to create the case from, on the left-hand side panel click Cases
    - i. Click the green square with the white plus sign (+) to add a new case to the person
    - ii. Choose the Case Type (in this instance, choose Grievance Report)
    - iii. The Person field will automatically populate since we started the Case creation under the person
    - iv. Leave Case Number to auto-generate
    - v. Click save in the left-hand corner
  - b. From the Actions tab (looks like a sideways triangle inside a circle, Information (i) and the Star (favorites) are next to this option)
    - i. Choose the Case Number option
    - ii. Choose the Case Type (in this instance, choose Grievance Report)
    - iii. The person field **WILL NOT** automatically populate, you will need to select the person this case is for
    - iv. Leave Case Number to auto-generate
    - v. Click save in the left-hand corner
2. The case will now either be displayed in the Cases list view of the person, or the new Case will be viewable on your screen immediately if you created the Case from the Actions tab
  - a. You will have the options to add to the case:
    - i. Case Involved Organizations
    - ii. Case Involved Parties
    - iii. Trackers
    - iv. Events
    - v. Charges

Arkansas JJIS

Case Number: GRV-10-2021-212234 - Tester, Gus - Open

Case Type: Grievance Report

Person: 160840: Tester, Gus - Client

Case Number: GRV-10-2021-212234

Case Open Date: 10/21/2021 10:03 AM

Case Close Date:

Case Description:

Case Resource:

Grievance Event:

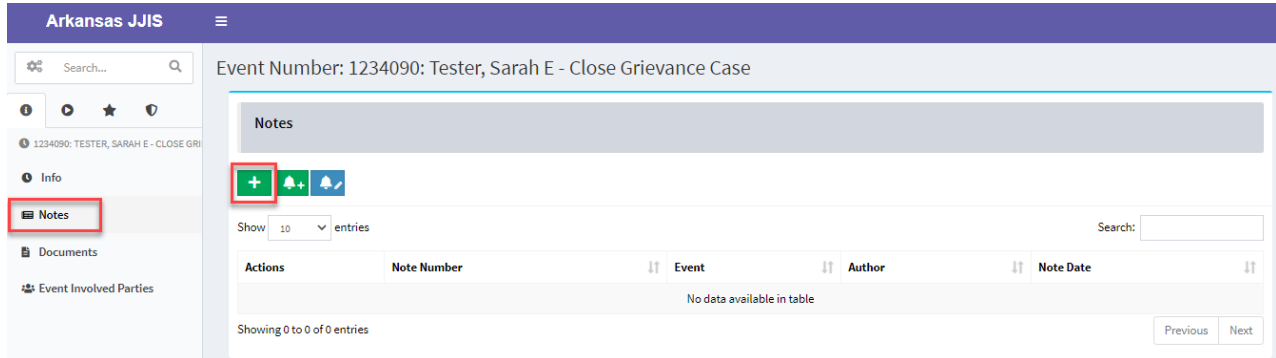
3. You can Edit, Favorite, Create a Notification and Delete the Case from the Info tab of the Case
4. You are now ready to start working with a Grievance Report Case

# Arkansas Juvenile Justice Information System

## Grievance Report Event Types

### Close Grievance Case

1. Notes - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.



Arkansas JJIS

Event Number: 1234090: Tester, Sarah E - Close Grievance Case

Notes

+

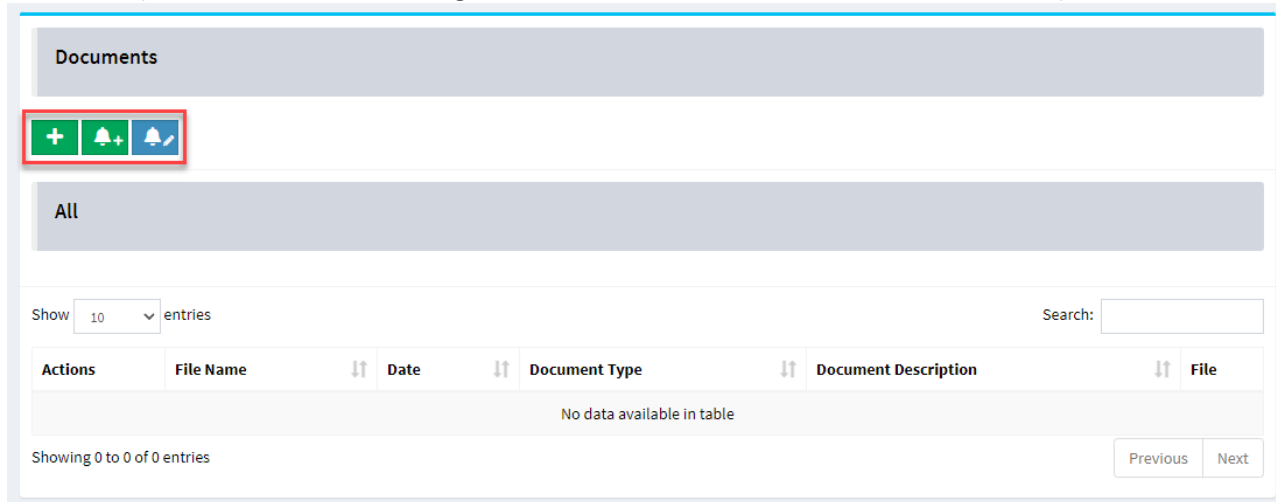
Show 10 entries

Actions	Note Number	Event	Author	Note Date
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



Documents

+

All

Show 10 entries

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next

## Arkansas Juvenile Justice Information System

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### DYS Appeal

1. DYS Appeal - Allows you to add a new or edit the current DYS Appeal. A popup will appear, it will initially show you the Details of the DYS Appeal. To Edit the information, click the Edit button in the upper left-hand corner.

DYS Appeal Details

Appeal Number: 4 Appeal Requested: False Details Of Appeal:

Event: 1234086: Tester, Sarah E - DYS Appeal Date Of Appeal: Show Incidents: False

Disposition Of Appeal:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit DYS Appeal

Event: 1234086: Tester, Sarah E - DYS Appeal Disposition Of Appeal: Select...

Appeal Requested: Details Of Appeal:

Date Of Appeal: mm/dd/yyyy Show Incidents:

## Arkansas Juvenile Justice Information System

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+ [bell icon] [bell icon]

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+ [bell icon] [bell icon]

Show 10 entries Search:

Actions	Event	Name	Role
[info icon] [edit icon] [star icon]	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
[info icon] [edit icon] [star icon]	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### DYS Grievance Report

1. DYS Grievance Reports - Allows you to add a new or edit the current DYS Grievance Report. A popup will appear, it will initially show you the Details of the DYS Grievance Report. To Edit the information, click the Edit button in the upper left-hand corner.

DYS Grievance Report Details

[edit icon] [star icon] [bell icon] [trash icon]

Event: 1234085: Tester, Sarah E - DYS Grievance Report Facility Action:

DYS Grievance Report Number: 9 Facility: Date Resolved:

File Date: Specific Location: Findings:

Nature Of Grievance: Details:

## Arkansas Juvenile Justice Information System

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit DYS Grievance Report

Event: 1234085: Tester, Sarah E - DYS Grievance Report +

Specific Location: Select... +

File Date: mm/dd/yyyy

Details:

Nature Of Grievance: Select... +

Facility Action:

Grievance Officer: Please select a Person +

Date Resolved: mm/dd/yyyy

Facility: Please select a Organization +

Findings: Select... +

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

All

Show 10 entries Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

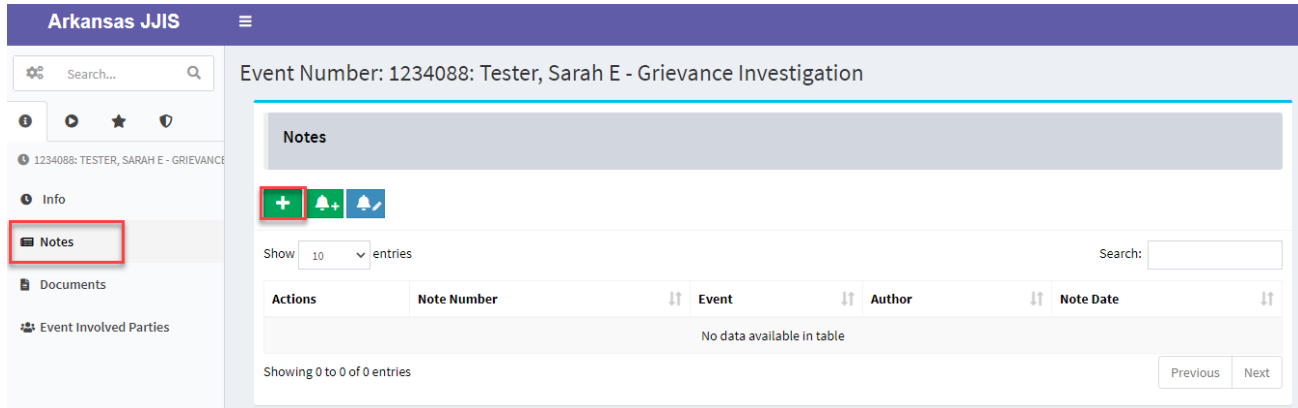
Showing 1 to 2 of 2 entries Previous 1 Next



# Arkansas Juvenile Justice Information System

## Grievance Investigation

1. Notes - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.



Arkansas JJIS

Event Number: 1234088: Tester, Sarah E - Grievance Investigation

Notes

1234088: TESTER, SARAH E - GRIEVANCE

Info

Notes

Documents

Event Involved Parties

Show 10 entries

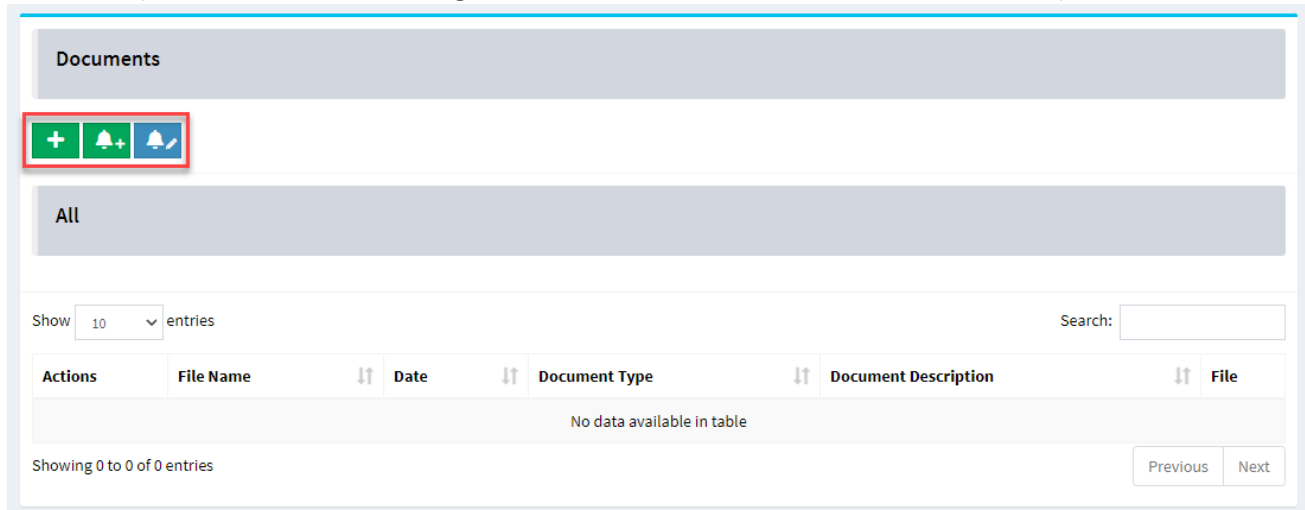
Search:

Actions	Note Number	Event	Author	Note Date
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



Documents

All

Show 10 entries

Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries

Previous Next




---

## Arkansas Juvenile Justice Information System







---

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

**Event Involved Parties**

Show  entries Search:



Actions	Event	Name	Role
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
  	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator


Showing 1 to 2 of 2 entries Previous **1** Next


### Grievance Received

1. Grievance Received - Allows you to add a new Grievance Received. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.


Create New Grievance Received Event

**Event:**   

**Investigation Required:**  

**Grievance Investigator Person:**  

**Coming From Appeal:** ☐



## Arkansas Juvenile Justice Information System

2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

Show 10 entries Search:

Actions	Event	Name	Role
	1234021: Tester, Sarah E - DYS2 Determine Program Type	160815: Tester, Sarah E - Client	Client
	1234021: Tester, Sarah E - DYS2 Determine Program Type	1: LOGIN, HANDEL - Employee	Administrator

Showing 1 to 2 of 2 entries Previous 1 Next

### Investigation Summary

1. Grievance Investigation Summary - Allows you to add a new or edit the current Grievance Investigation Summary. A popup will appear, it will initially show you the Details of the Grievance Investigation Summary. To Edit the information, click the Edit button in the upper left-hand corner.

Grievance Investigation Summary Details

Grievance Investigation Summary Details

Grievance Investigation Summary Number: 3 Founded: Recommendation:

Event: 1234089: Tester, Sarah E - Investigation Summary Corrective Action: Summary:

- a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit Grievance Investigation Summary

Event: 1234089: Tester, Sarah E - Investigation Summary x +

Founded: Select... +

Corrective Action: Select... +

May need to scroll down to see save button

Summary:

Recommendation:

Corrective Action:

---

## Arkansas Juvenile Justice Information System

---

2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

Documents

+

All

Show 

10

 entries 

Search:

Actions	File Name	Date	Document Type	Document Description	File
No data available in table					

Showing 0 to 0 of 0 entries 

Previous

Next

3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

Event Involved Parties

+

Show 

10

 entries 

Search:

Actions	Event	Name	Role
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 160815: Tester, Sarah E - Client	<div></div> Client
<div><div></div><div></div><div></div></div>	<div></div> 1234021: Tester, Sarah E - DYS2 Determine Program Type	<div></div> 1: LOGIN, HANDEL - Employee	<div></div> Administrator

Showing 1 to 2 of 2 entries 

Previous

1

Next