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

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

Contents

Training Documents and Videos

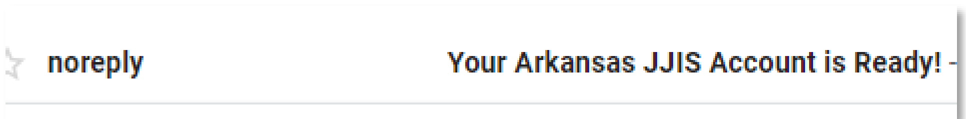
JJIS Training

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

Getting Started

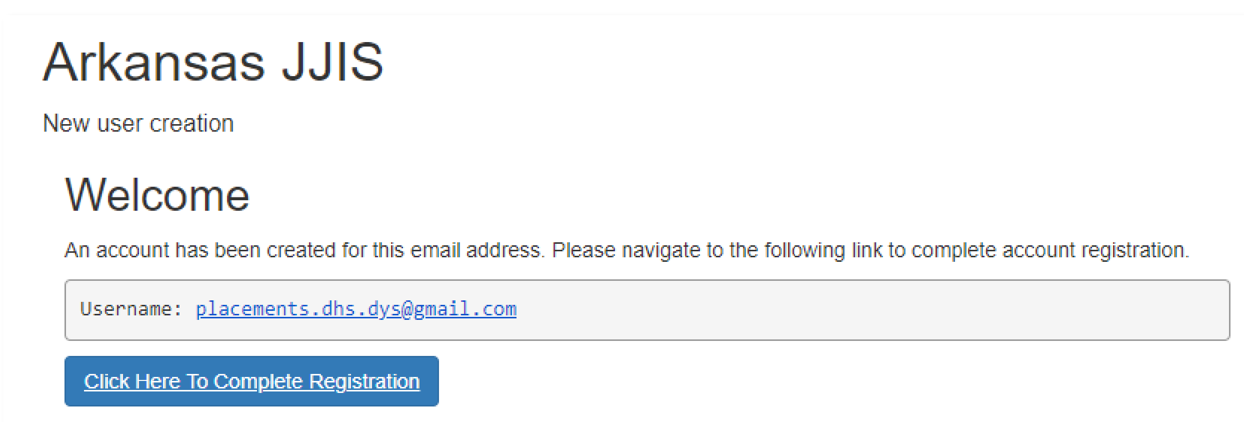
You will receive an email to setup your account. The email should resemble the image below. The subject line will read "Your Arkansas JJIS Account is Ready!".

Image Below:



YOUR USERNAME IS YOUR EMAIL ADDRESS

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



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

Google Chrome:
[Google Chrome - Download the Fast, Secure Browser from Google]

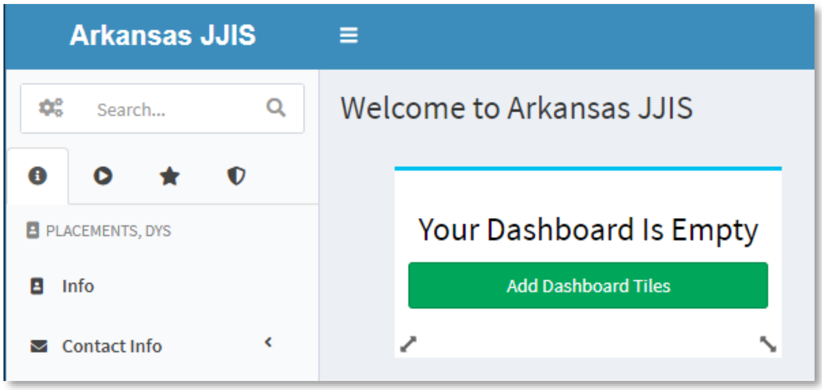
Mozilla Firefox:
[Download Firefox Browser — Fast, Private & Free — from Mozilla]

Microsoft Edge:
[Download Microsoft Edge Web Browser | Microsoft]

Signing In – Account Setup

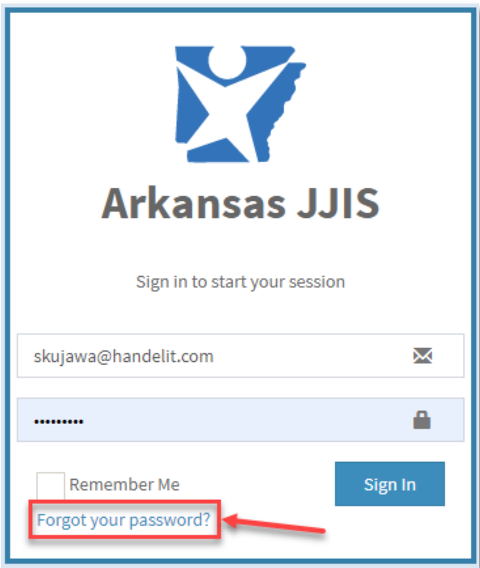
Your email confirmation link should take you to the image below. Create a secure password and click the Register button

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



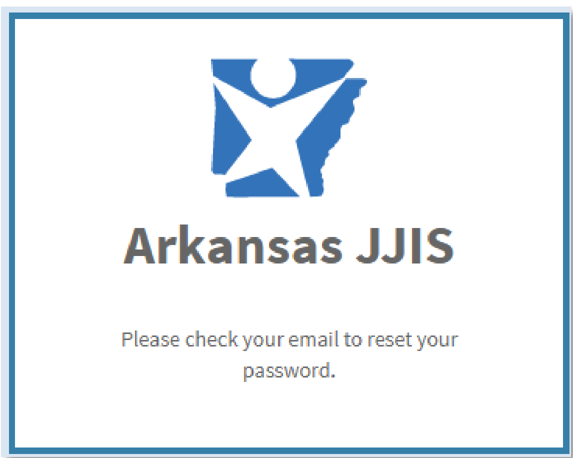
Resetting Your Password

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

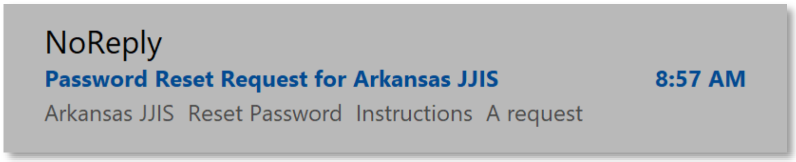


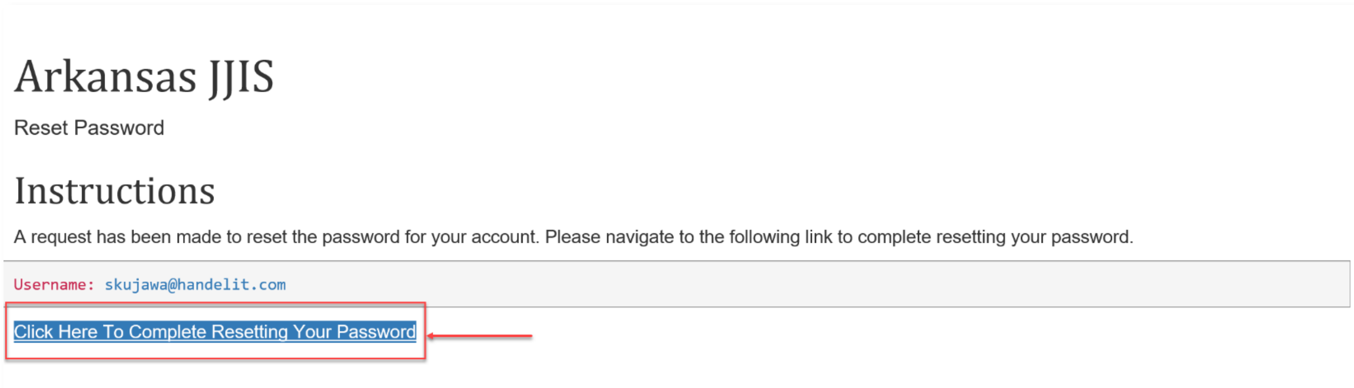
2. Type in your email address that you use to log in (your Username) then click the "Email Link" button.

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



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".





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.

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

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

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

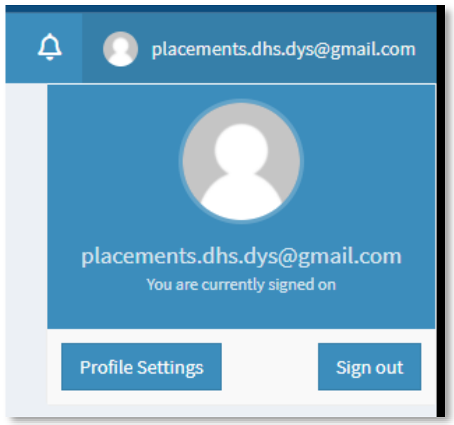
password to login.

Profile Settings

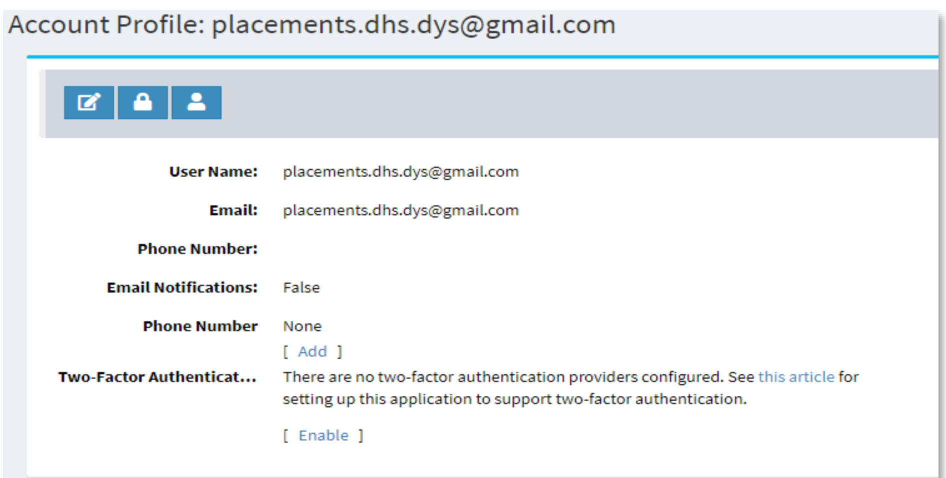
First step, setup up your Account and Public Profile. Identification, features, and other important information about you will be used throughout the JJIS.

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

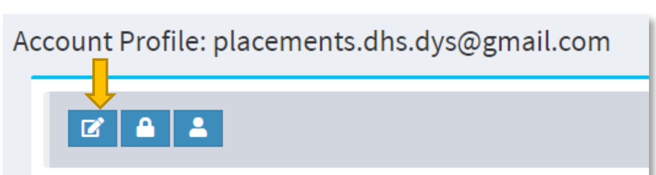
Click the "Profile Settings" button to access the Profile information



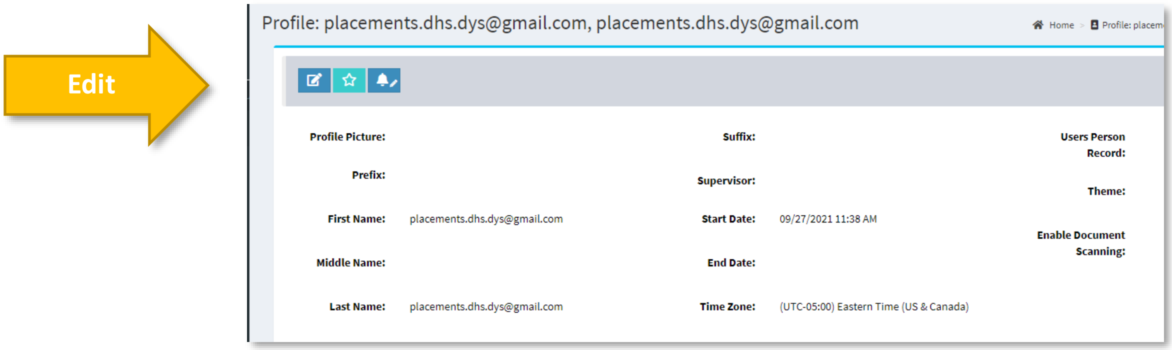
The first Profile information screen you will see is your Account Information including your phone, email, and Two-Factor Authentication (2FA will be enabled later).



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

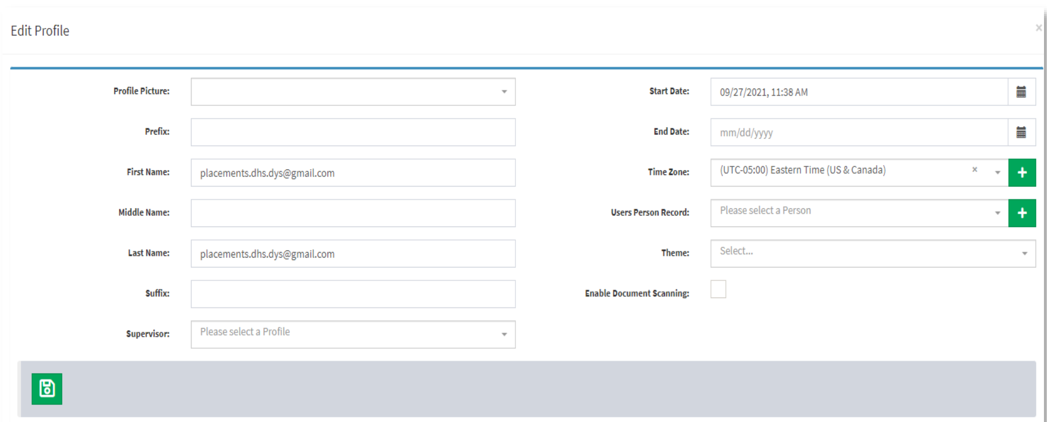


Your **Public Profile Settings** is how the JJIS will populate your identify in different areas. Also, you can set your Theme, Scanning, etc. options.



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

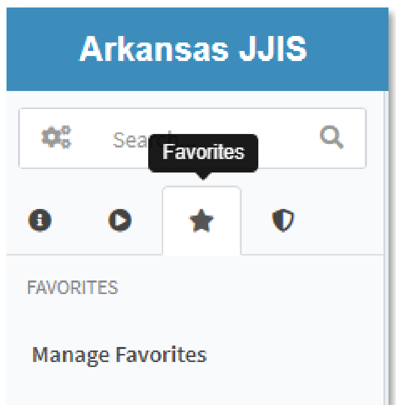
Image Below:



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

Favorites

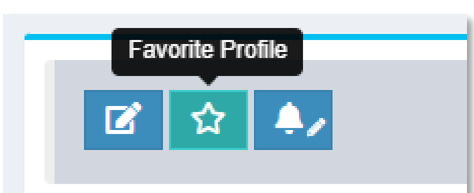
A powerful feature of the JJIS is Favorites.
You can access them by clicking the Star on the Side Panel menu.

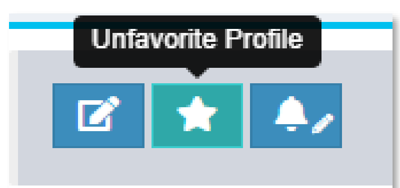


The first favorite we will set is your Profile Settings. Later in this manual, we'll see how to favorite a case, event, person, etc. All the areas of your work can be set as a favorite.

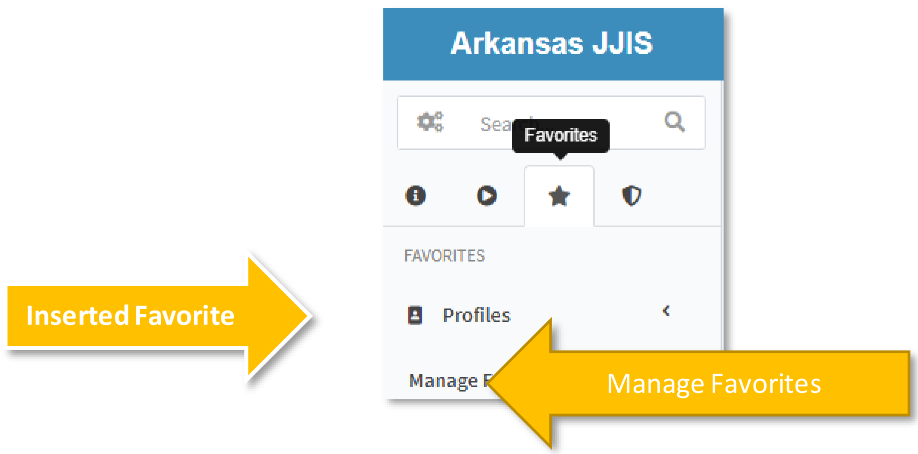
The [Public Profile Settings] has a Star on its top right. (See image below)

Click on the Star and it will change to solid white



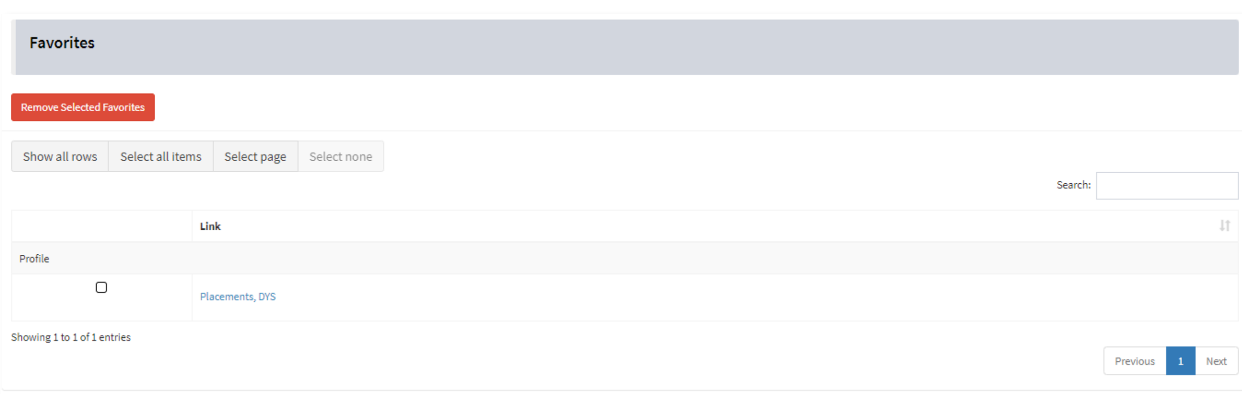


Now, the Sidebar Panel Menu will show your Favorite selection. See the new "Profiles" addition to the Favorites on the Side Panel menu.



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.

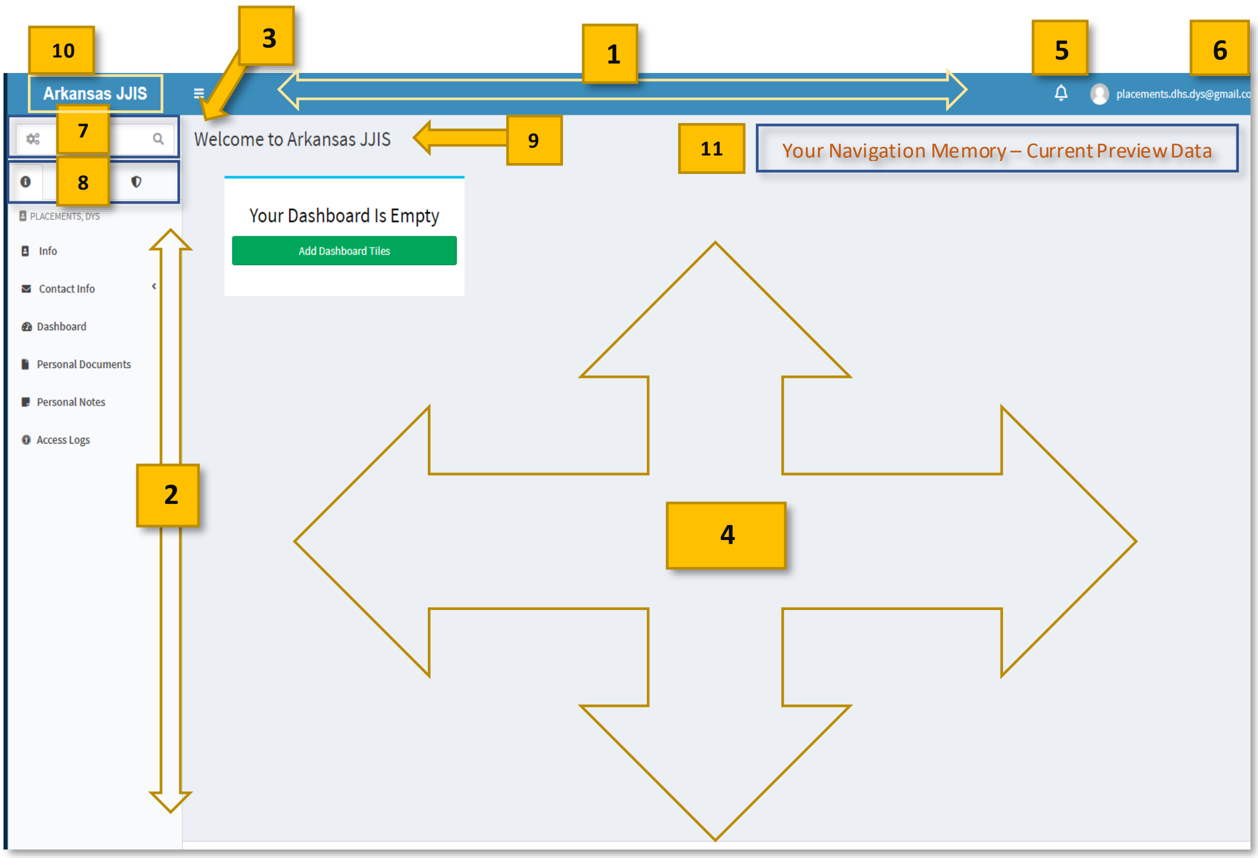


When you have many Favorites, it will be easier to manage them with the Manage Favorites window above. You can select multiple favorites to remove instead of going to each place and clicking the Star again.

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

The User Interface

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



Section Names

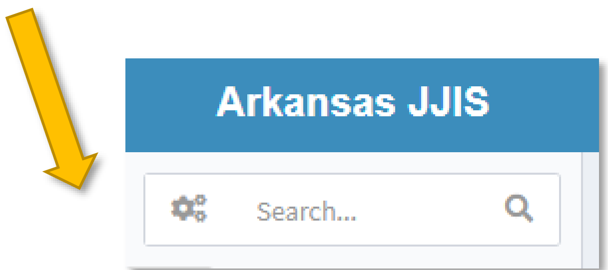
1. Title Bar
2. Sidebar
3. Sidebar Collapse-Expand Button
4. Preview Area
5. Notification Alarm
6. User Settings
7. Search Text Box
8. Taskbar Tabs
9. Header Current Data Displayed
    a. Active Selection in Preview Area
10. Home Logo
    a. Click to return to Home Page

11. Navigation Breadcrumbs

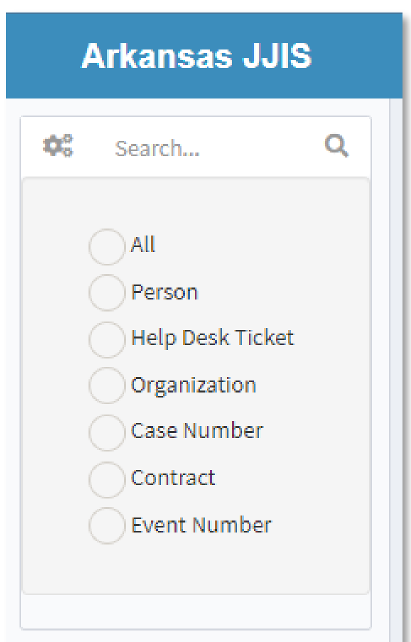
Search Text Box

Expand the Search Text Box to return specific results.

Click the Expand button:



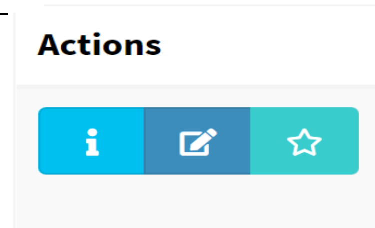
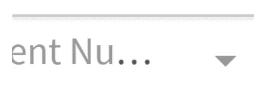
Select the Search criteria you want to search



If you do not specify the criteria for Search, then all the results will return. Learn More

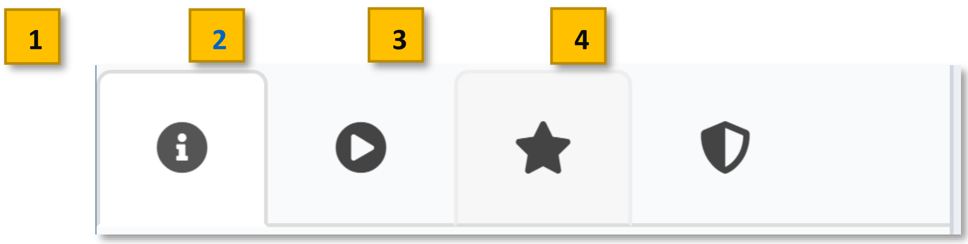
Search Result – Form Controls

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)	
Info, Edit and Favorite Clicking Info Populates the Info Tab with data about this item. Edit will open a Modal window to edit the fields. → [Review Favorites](#)	
Save Saving your work will close the Modal Window and take you back to the Preview Area	
Calendar Date selection You can use your mouse to select dates. By clicking the Month Name on the Calendar, years can be selected.	
Close Modal Windows 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.	
Dropdown to select items The JJIS will have small arrows on form controls allowing a drop-down list of options	

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)

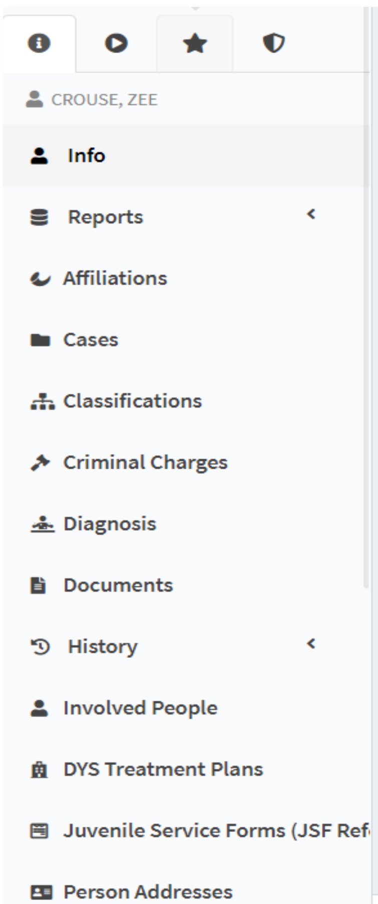
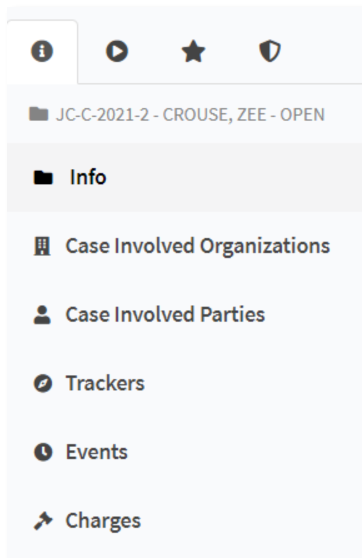
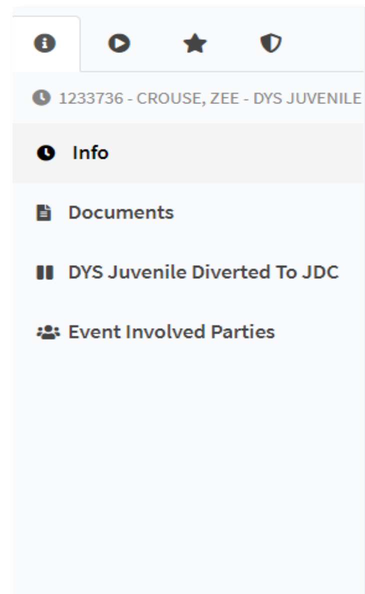
- The Administration Tab has dashboard tiles setup, DYS Admin tools, etc. It will be the less used Tab in your navigation control.

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

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.

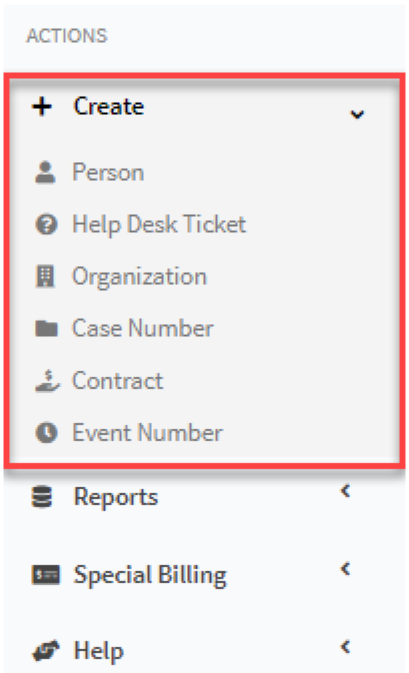
<table>
<tr><th>Person Selected</th><th>Case Selected</th><th>Event Selected</th></tr>
<tr>
<td>
</td>
<td>
</td>
<td>
</td>
</tr>
</table>

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.

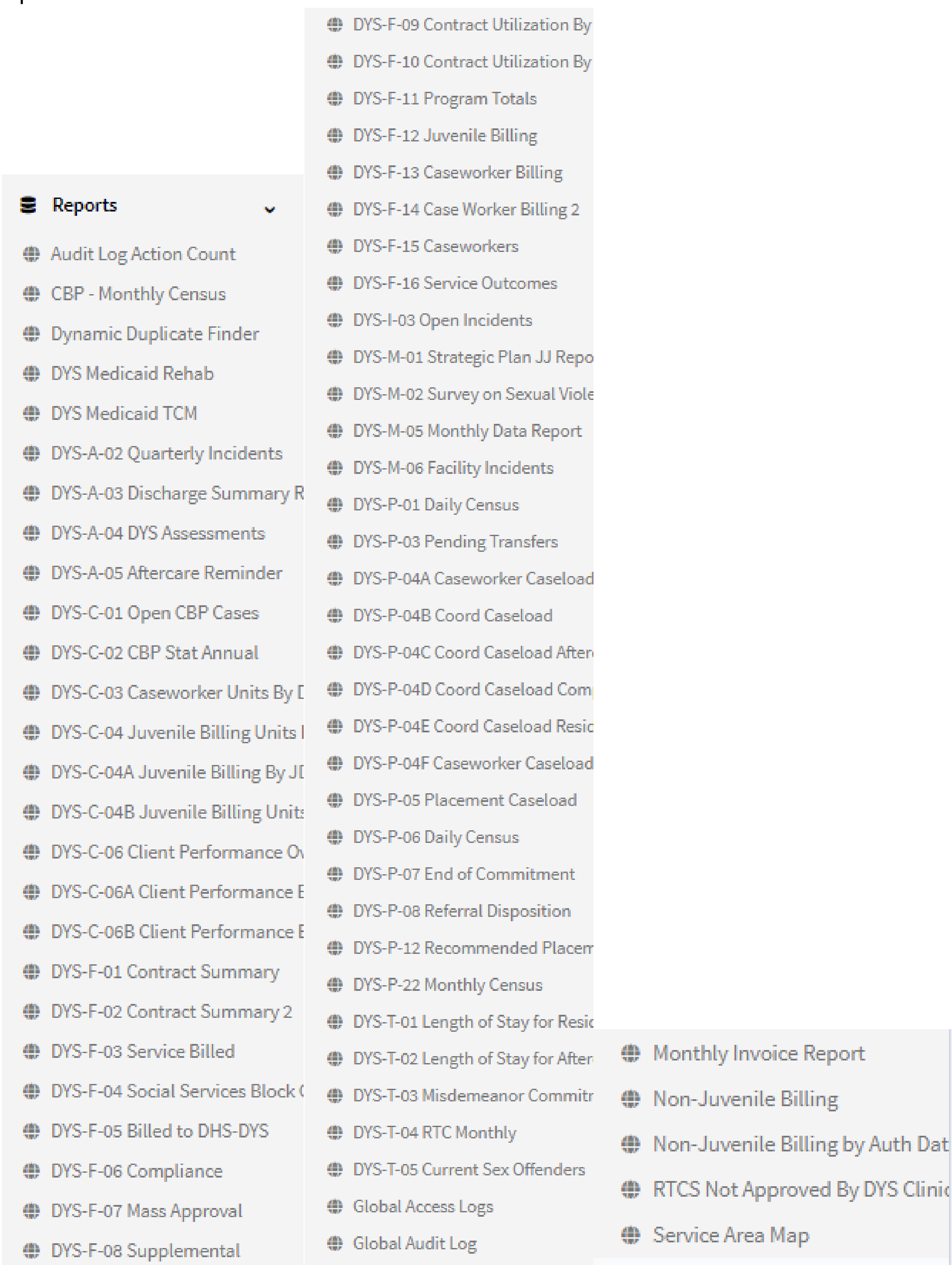
Create Menu

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

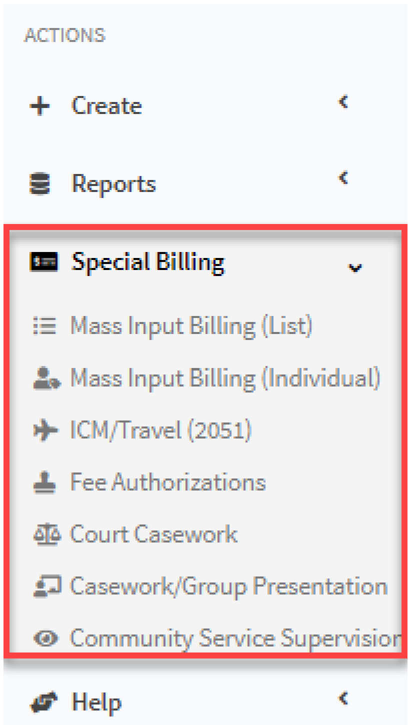


Reports Menu

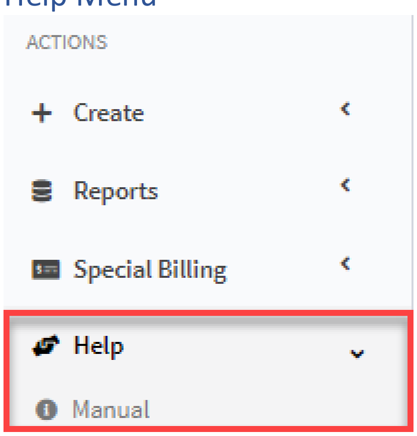
Click on a report to view it. Once viewing you will be able to change any parameters that need to be adjusted to run the report.



Special Billing Menu



Help Menu



Search Instructions and Tips

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.)

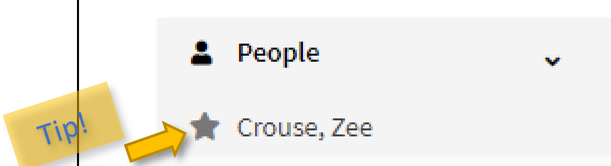
Need a Review of Search Text Box? Click Here

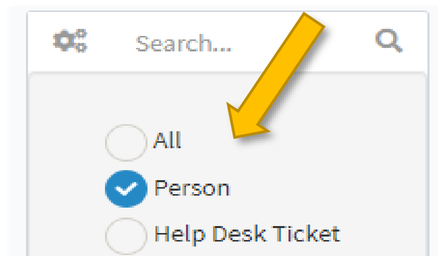
<table>
<tr><th>Step by Step Lesson</th><th>Details of Preview Area</th></tr>
<tr><td>
1. Expand the Search Text Box and click the Person radio button for your search criteria and the Preview Area (4) will return the following results.
2. In front of the person you need, click on the light blue button with the lower case "i". The screen will change, and the Sidebar will refresh with new data to the Info Tab.

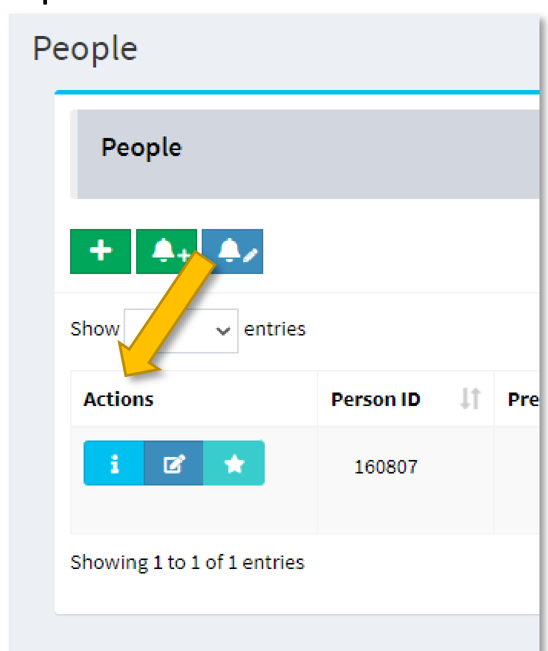
NOTE: If the results do not return the Person, then you are able add the person by clicking the Green button with the plus symbol.

Adding a new person is covered here

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.



Tip: You can remove from favorites by clicking the star under People or the star returned in the search results.
</td><td>
Step 1:


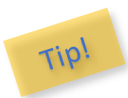
Step 2:


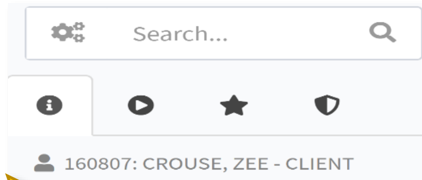
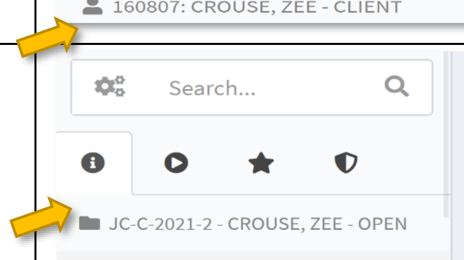
</td></tr>
</table>

Search Results

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.

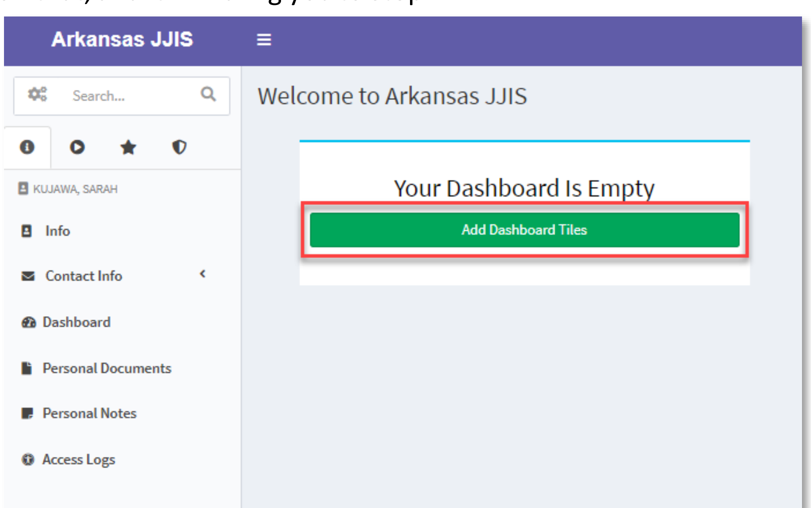


<table>
<tr><td>The notification area has person Zee Crouse - Client</td><td>
</td></tr>
<tr><td>The notification area has the case number, person name and status of case</td><td>
</td></tr>
<tr><td colspan="2"><u>Tip</u>:
You will always know the current Preview Area by this notification area</td></tr>
</table>

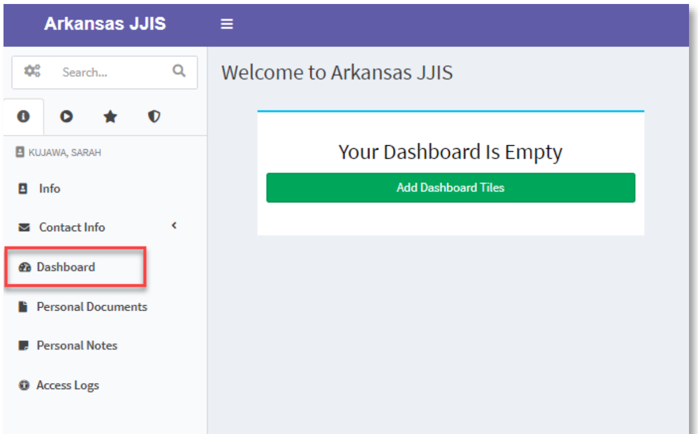
Dashboard

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.**

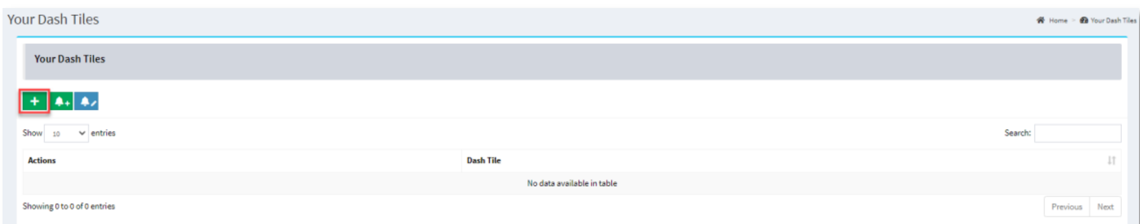
1. When you initially log into JJIS your Dashboard will be empty. To get started with adding Reports to your Dashboard you have two options:
    a. If your dashboard is empty you will see a green button with the text 'Add Dashboard Tiles'. You can click on that, and it will bring you to step 2



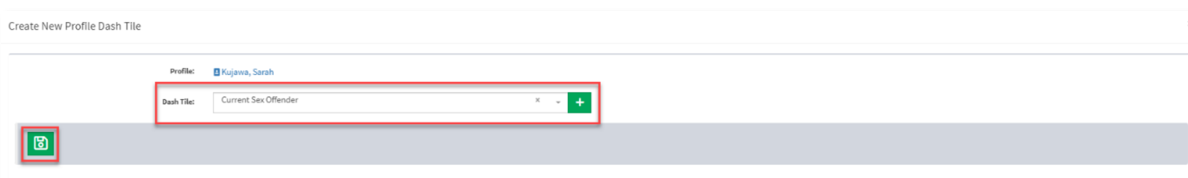
b. Click on the Dashboard tab in the left-hand side panel.



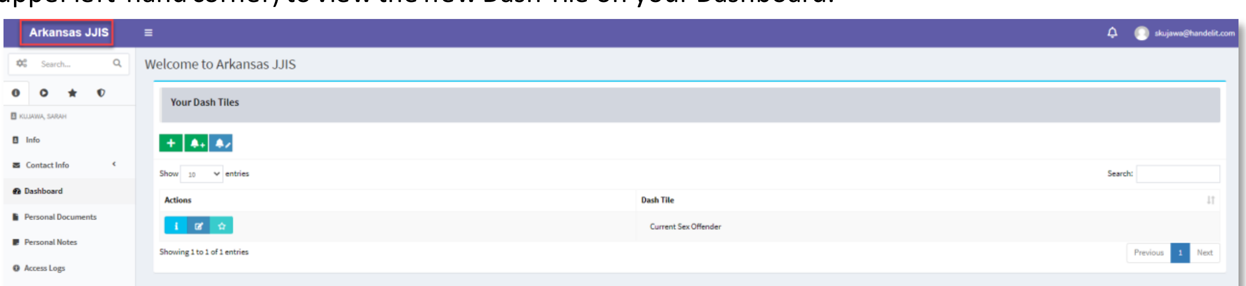
2. You now can add a new Dash Tile. Click on the Add button to add a new Dash Tile.



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.

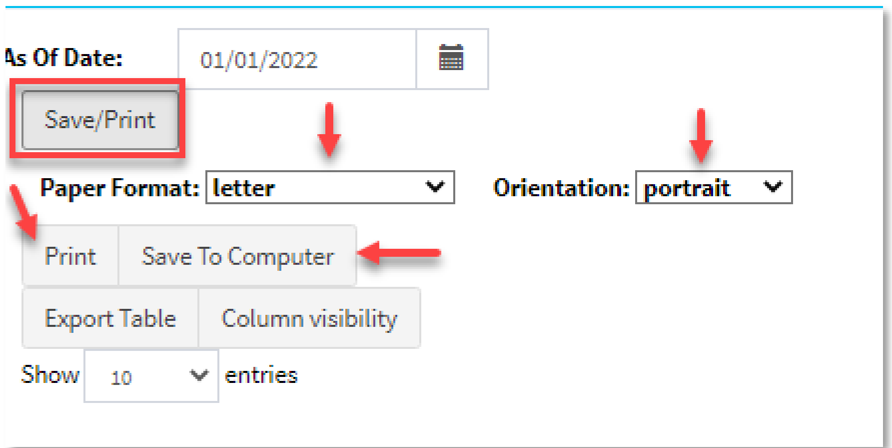


4. You will now see the newly added Dash tile in the Dash Tile list. Click the Home button (Arkansas JJIS in the upper left-hand corner) to view the new Dash Tile on your Dashboard.

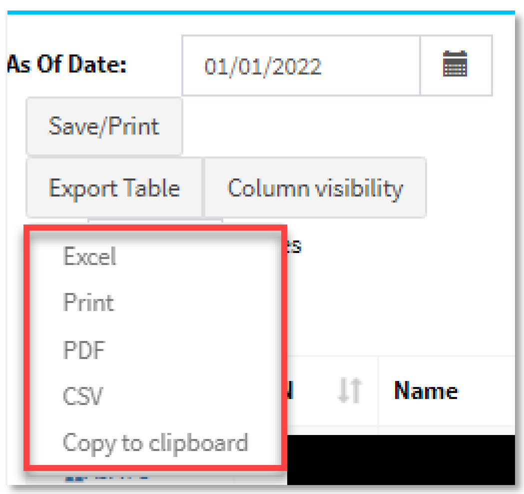


5. Now that you are viewing your Dashboard you have a few options (depending on the Dash Tile/Report selected). You have the option to:

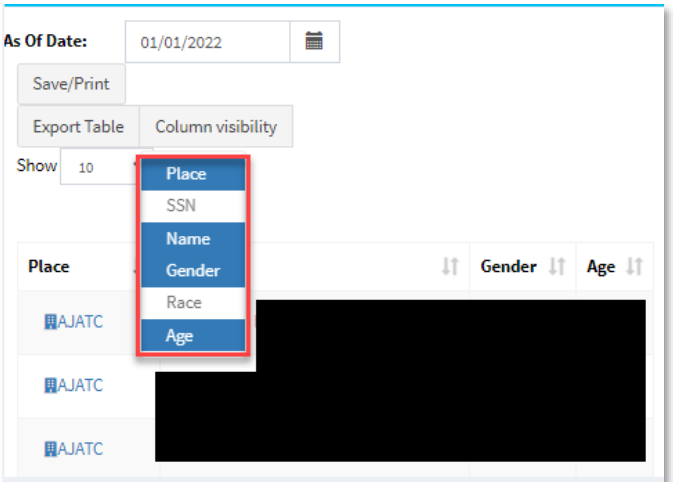
a. Save/Print – After clicking Save/Print you will be presented with a few options. You can adjust the paper format and orientation to which it will Save/Print. Once you are satisfied with the options you chose, clicking on Print will allow you to Print the Report, clicking on Save to Computer will automatically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



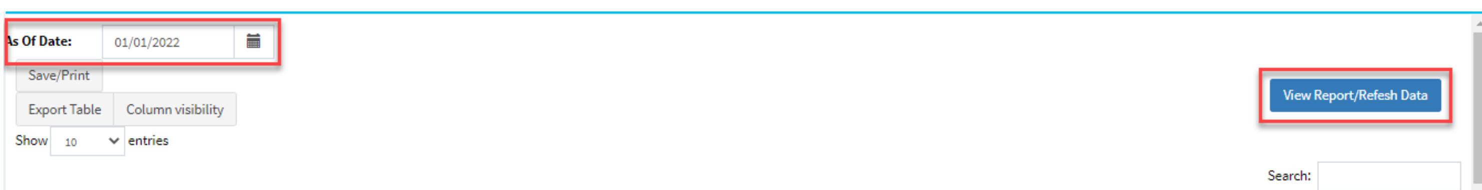
b. Export Table – Clicking on Export Table will present you with a few options on how you would like the table to be exported.



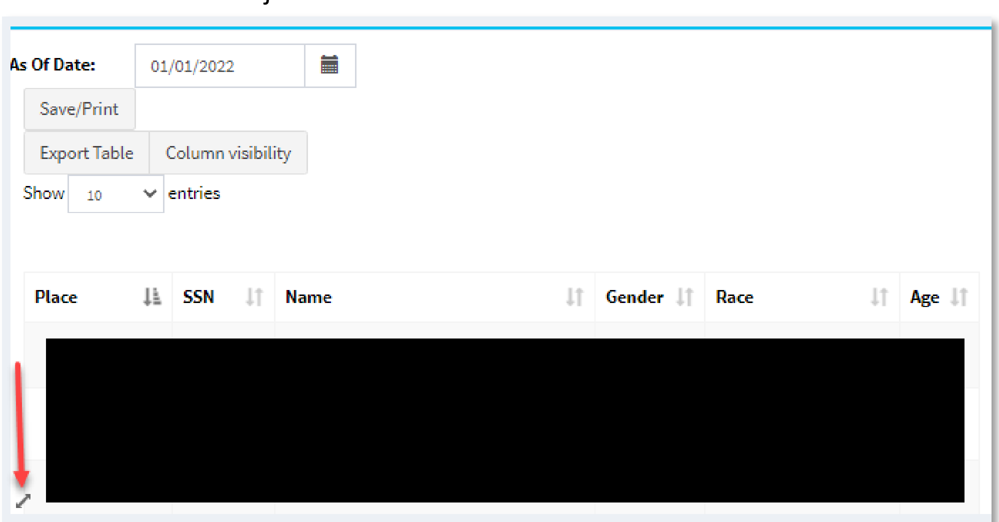
c. Change Column Visibility – This button allows you to customize what is viewed in the report. The options will be different depending on the Report/Dash Tile being viewed. Solid blue box with white text means the column is selected to be shown, white box with dark grey text means they are not being 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.



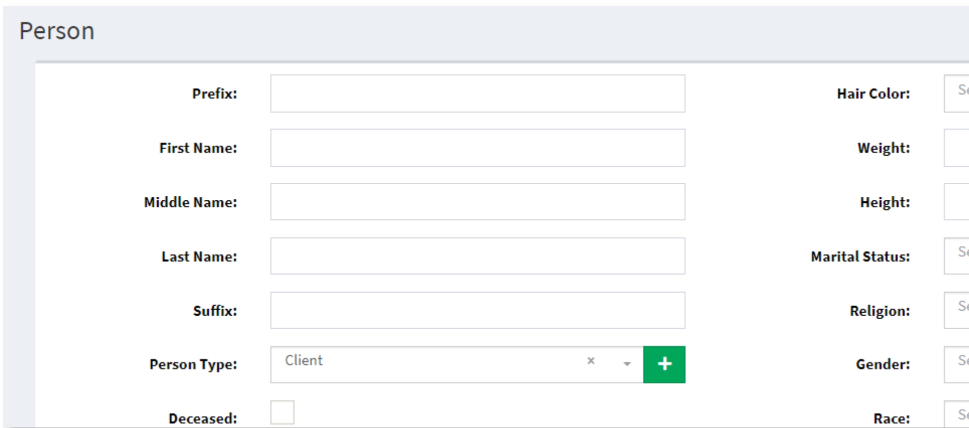
JJIS Action Menu – Create

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.

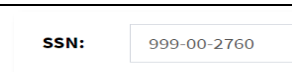
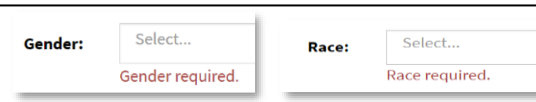
Person

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

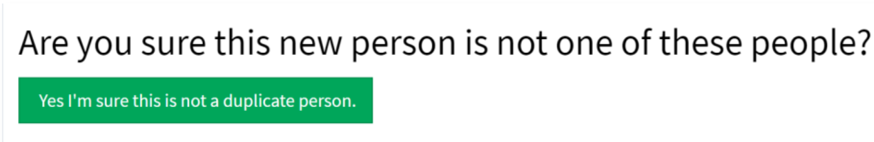
The Preview Area will display a blank form to enter Person data.



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	
Temporary SSN provided if it is unknown	
Date of Birth Required	
Gender and Race Required	
Click the Save button and confirm this Person does not already exist.	

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.



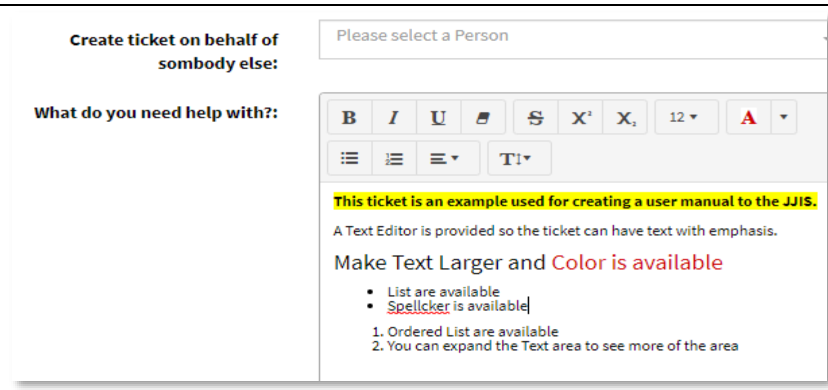
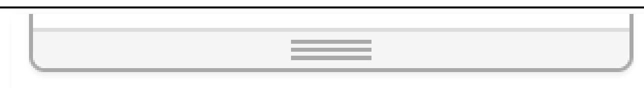
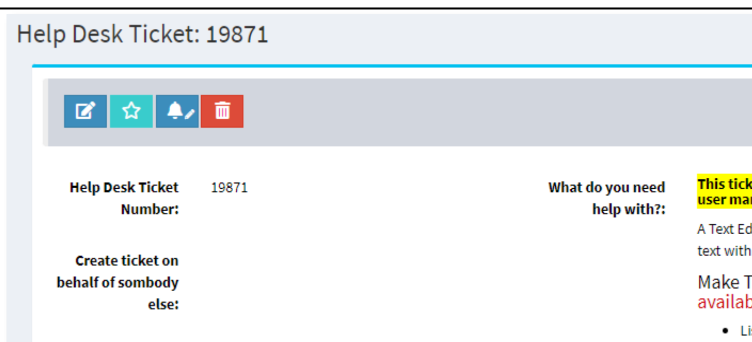
Click the Green Confirmation button to finish the process of creating a person.

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.

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

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

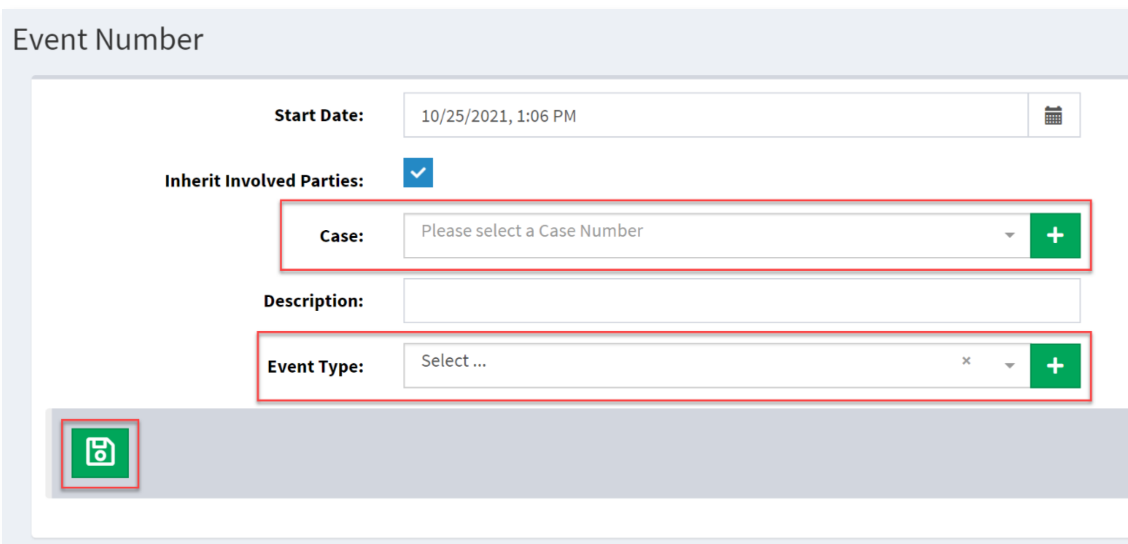
Contract

- 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



Reports

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

- Person view
- Event view

- 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)
Custody Case Event Types	
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
Non-Custody Case Event Types	
Intake Juvenile Services Form	urpt_JSF_NC
Discharge Juvenile Services Form	urpt_JSF_NC

DYS Client Performance Record	Client Performance Record Report
Status Change Juvenile Services Form	urpt_JSF_NC
Incident Report Case Event Types	
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:

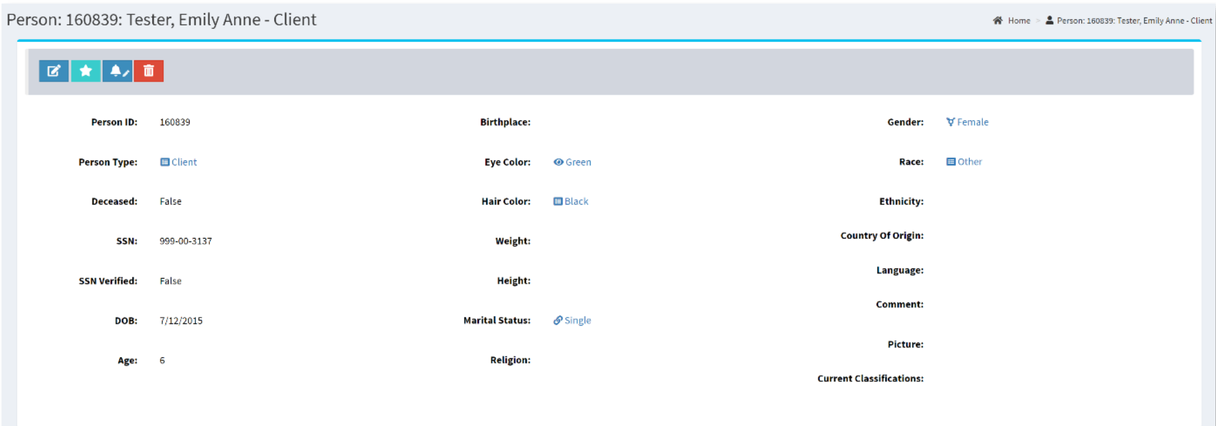
1. Info
2. Reports
3. Affiliations
4. Cases
5. Classifications
6. Criminal Charges
7. Diagnosis
8. Documents
9. History
10. Involved People
11. DYS Treatment Plans
12. Juvenile Service Forms (JSF Referrals)
13. Person Addresses
14. Person Aliases
15. Person Numbers
16. Relationships
17. Services
18. 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:

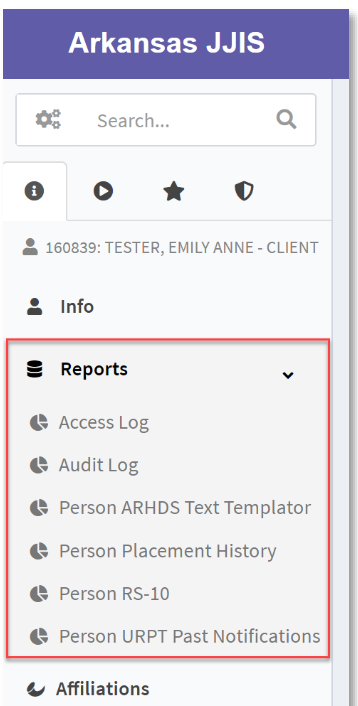
a. Person ID
b. Person Type
c. Date of Birth

d. Age



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

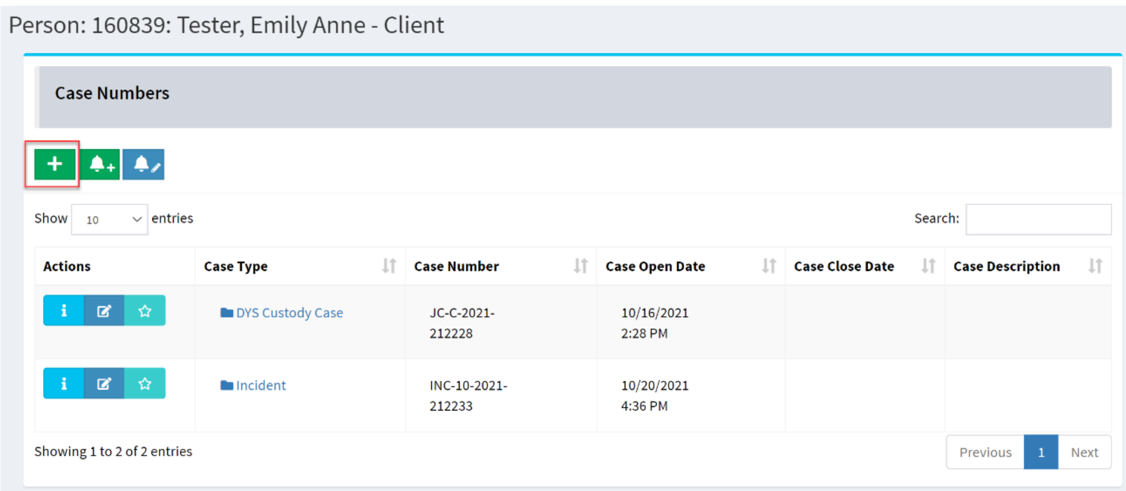
This section is where you will find contracted provider organizations with which the person has been involved with. For juveniles, it will show if they were a client or a contact as a referral.

You do not add Affiliations here

Cases Tab

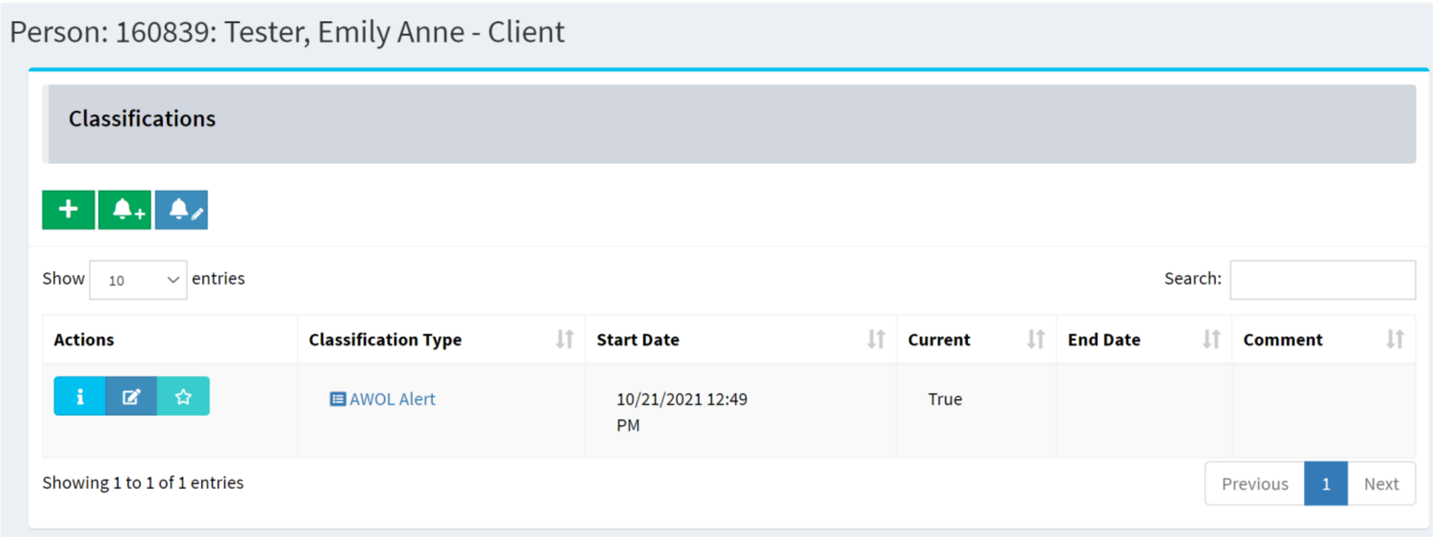
From the Cases tab of the Person is where you will find all of the client's from this tab, you can create a new Case associated with the Person. The types of cases you can create are (click on each one to see how to create each type of case):

- Custody Case
- Non-Custody Case
- Incident Report Case
- Grievance Report Case



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.

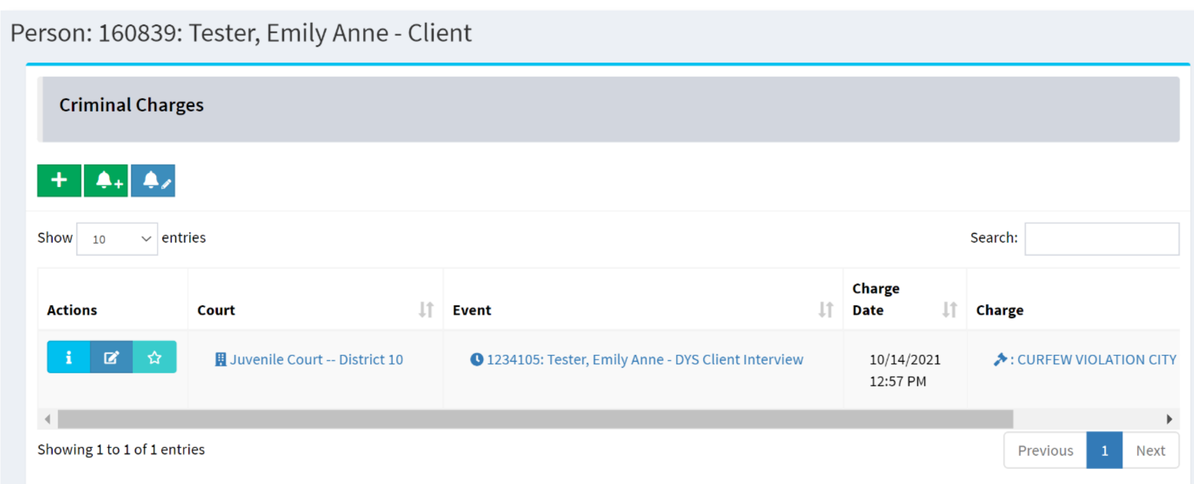


Providers DO NOT add Classifications

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.



Diagnosis Tab

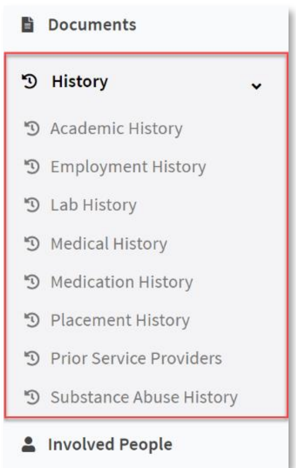
In this tab you will see any Diagnosis' recorded in any events associated with the Person.

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.

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:

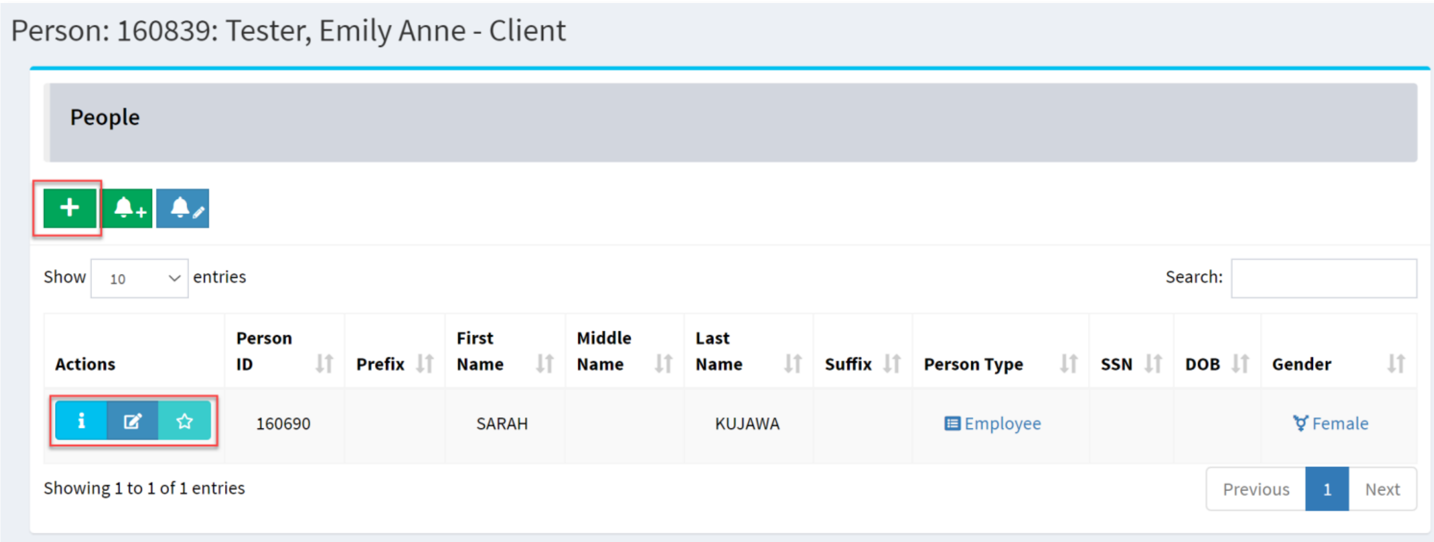


- Academic History – Where you can view the school status of the juvenile, this information is added from the case. **DO NOT ADD ACADEMIC HISTORY HERE**
- Employment History – Where information can be viewed pertaining to any employment the juvenile may have disclosed to the provide or Intake Office 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

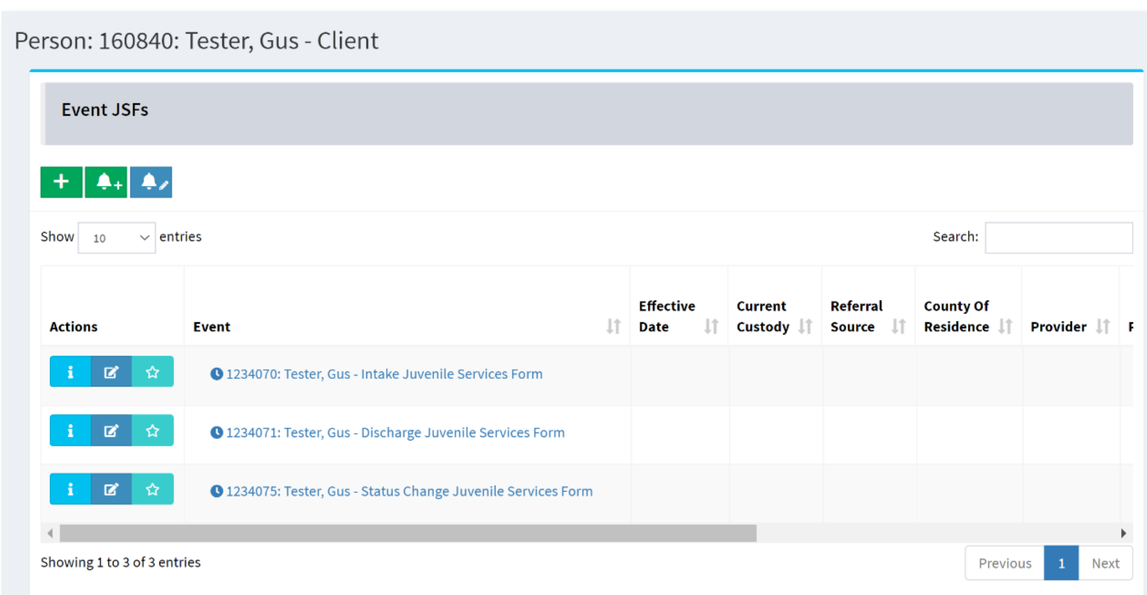
to learn how to add a new Involved People.



DYS Treatment Plans Tab

Juvenile Services Forms (JSF Referrals) Tab

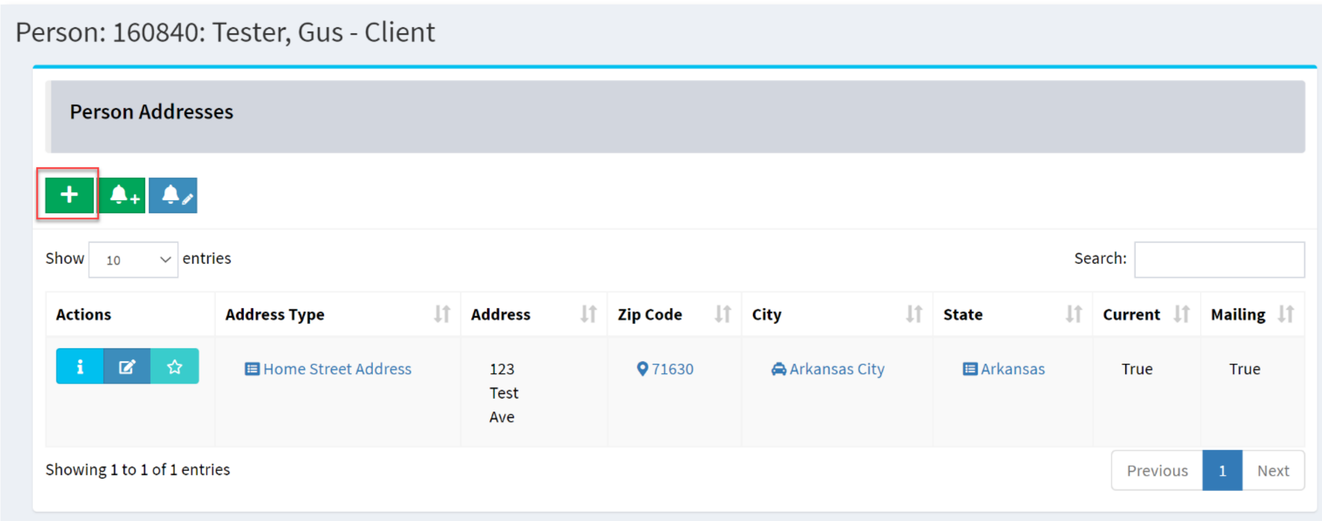
This section will store the program type of a juvenile with the start and end dates of that program. Classifications are: Diversion, FINS, Delinquent, Aftercare, Specialized Aftercare, SOP Aftercare, Specialized Contract, and Interstate Compact.



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

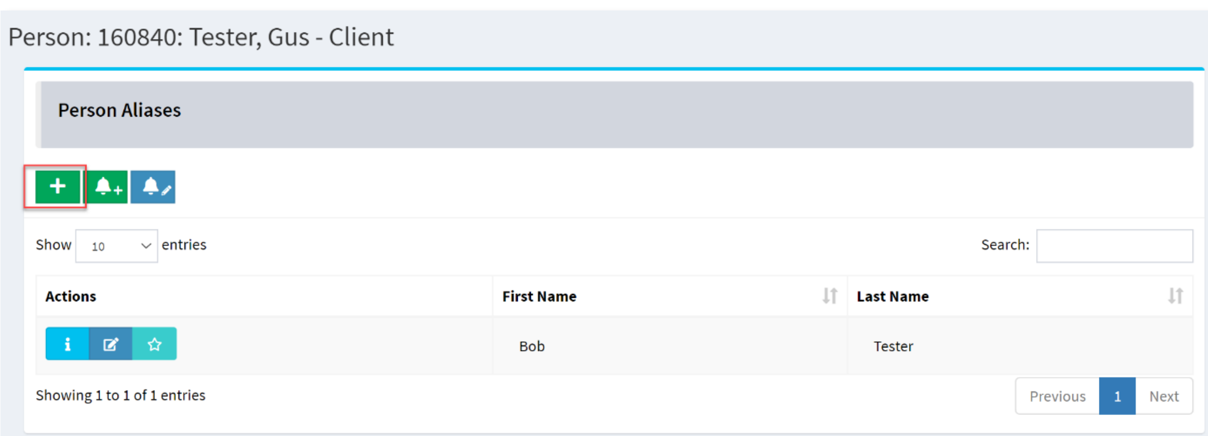
Person Addresses Tab

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.



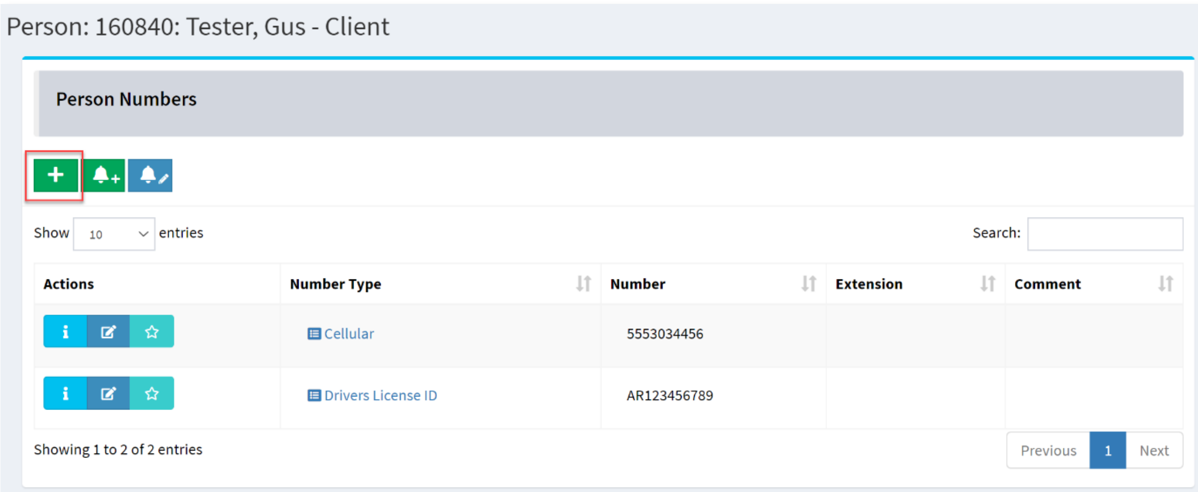
Person Aliases Tab

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.



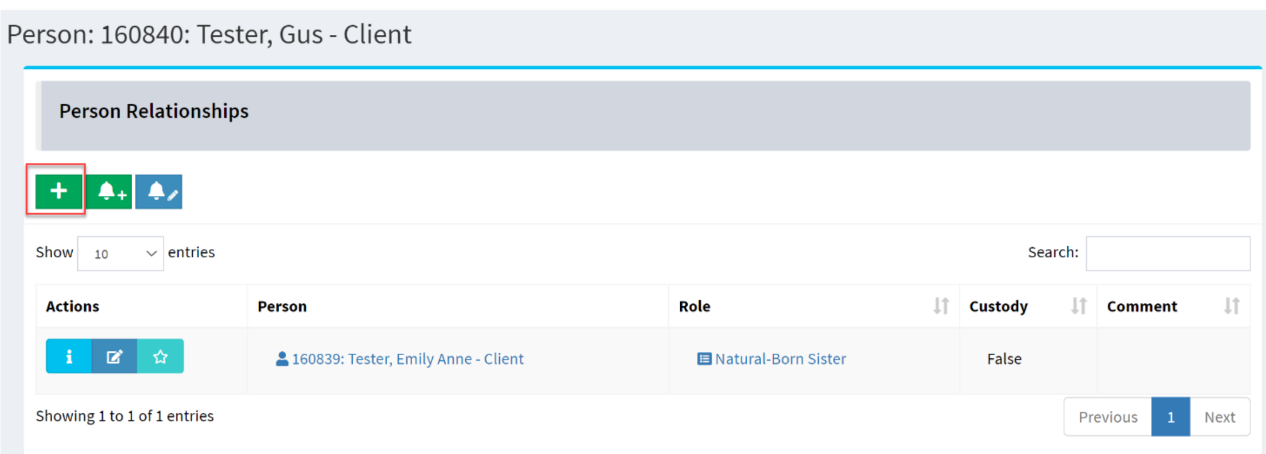
Person Numbers Tab

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.



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.



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.

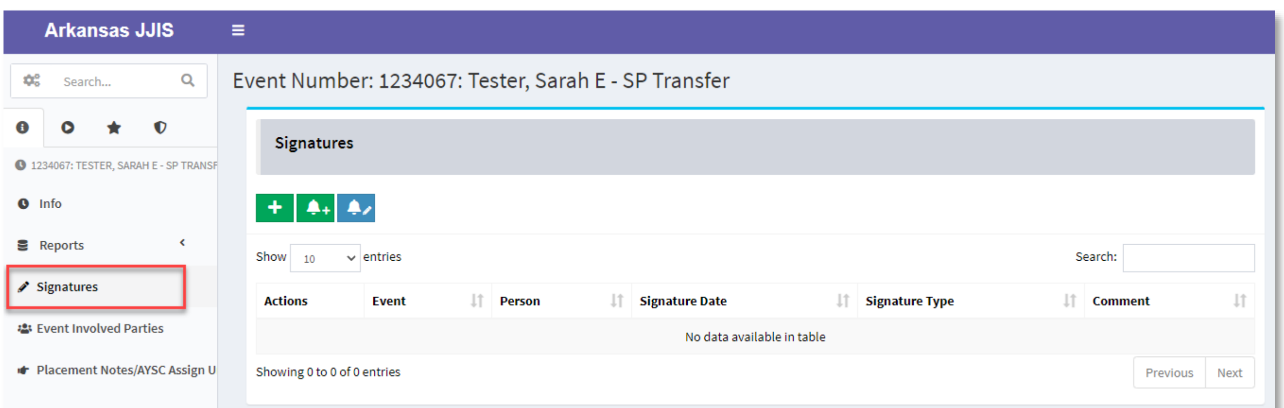
Tattoos/Scars Tab

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.

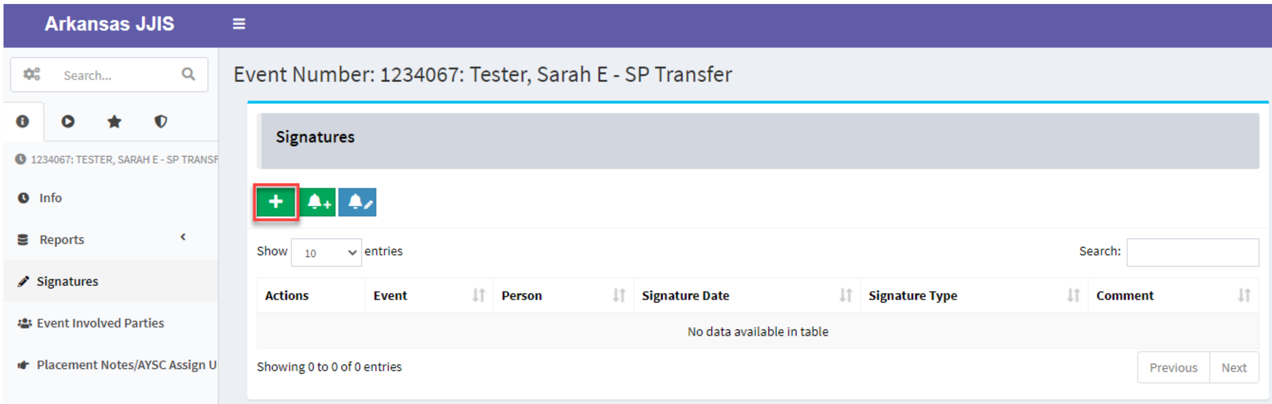
Common Tabs

Create New Signature

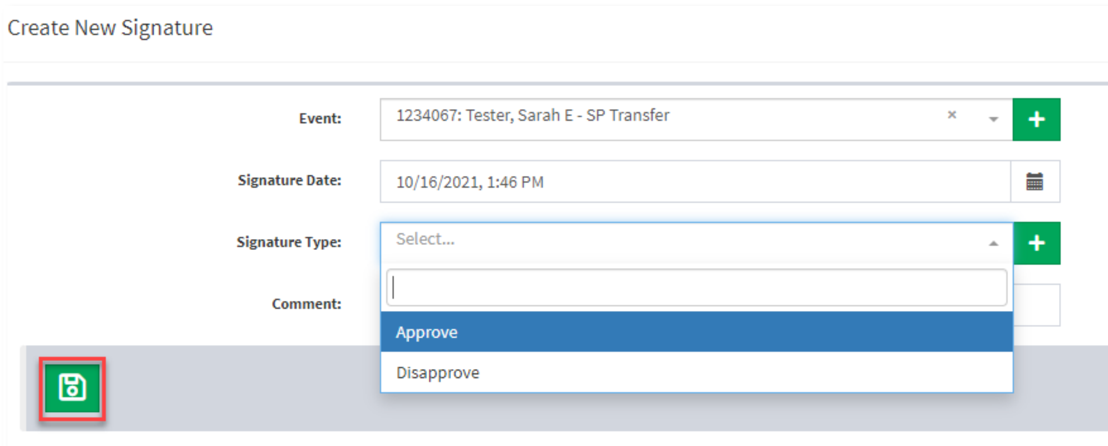
1. From the Event requiring a Signature, click on the Signature tab in the left-hand side panel.



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



3. 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.

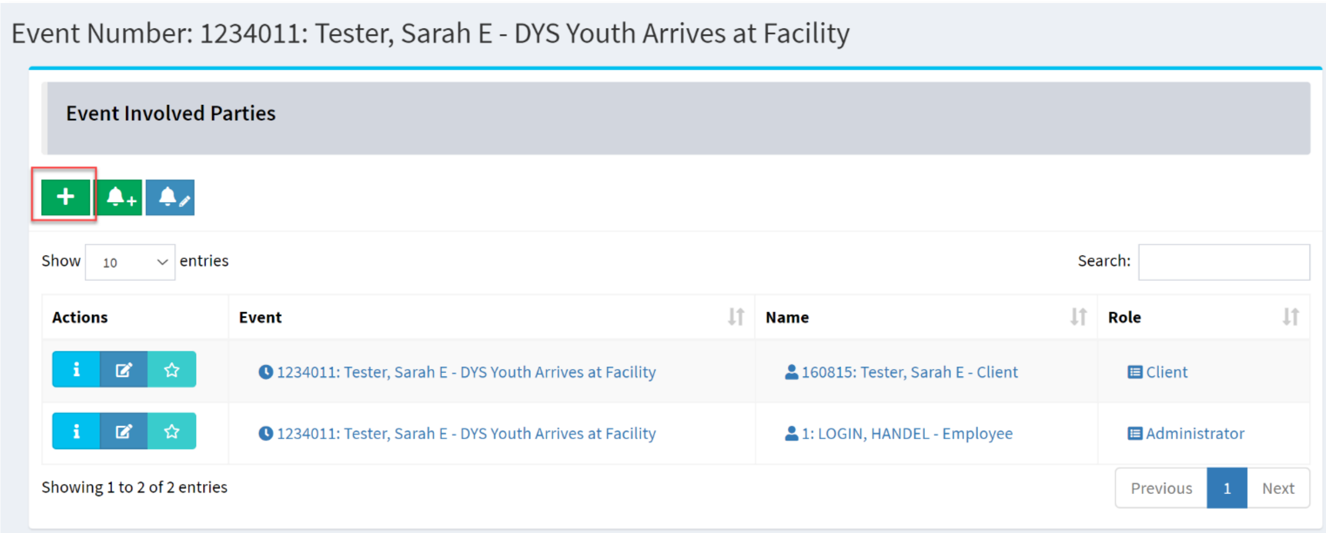


4. Once saved you will return to the Signatures tab in the Event the Signature was just added to. You will see the new Signature along with any other Signatures on that Event.
    a. If you do not have permissions to add a new Signature you will see an error message below Signature Date stating “Current 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

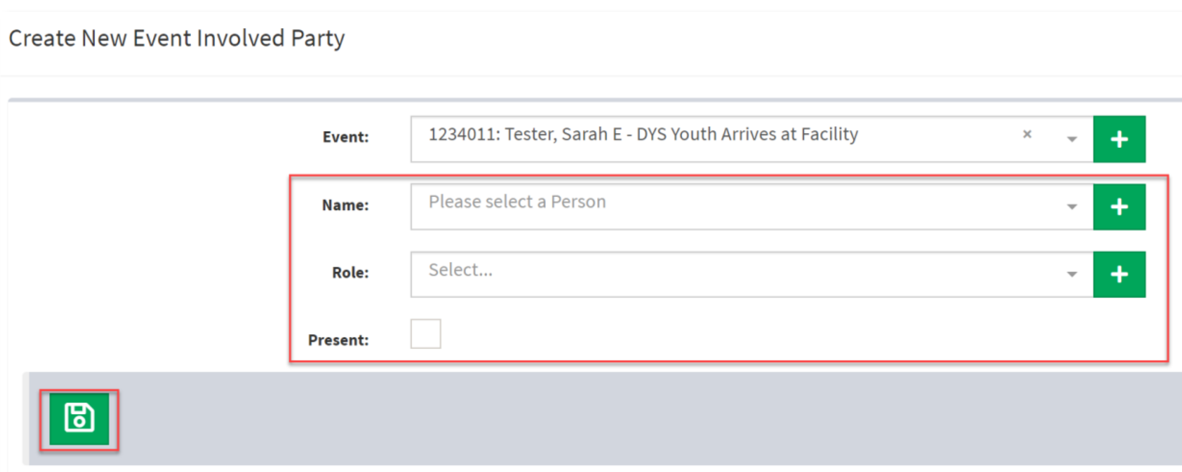
Involved Party. Click on the green box with the white plus sign (+) to add a new Involved Party.



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.

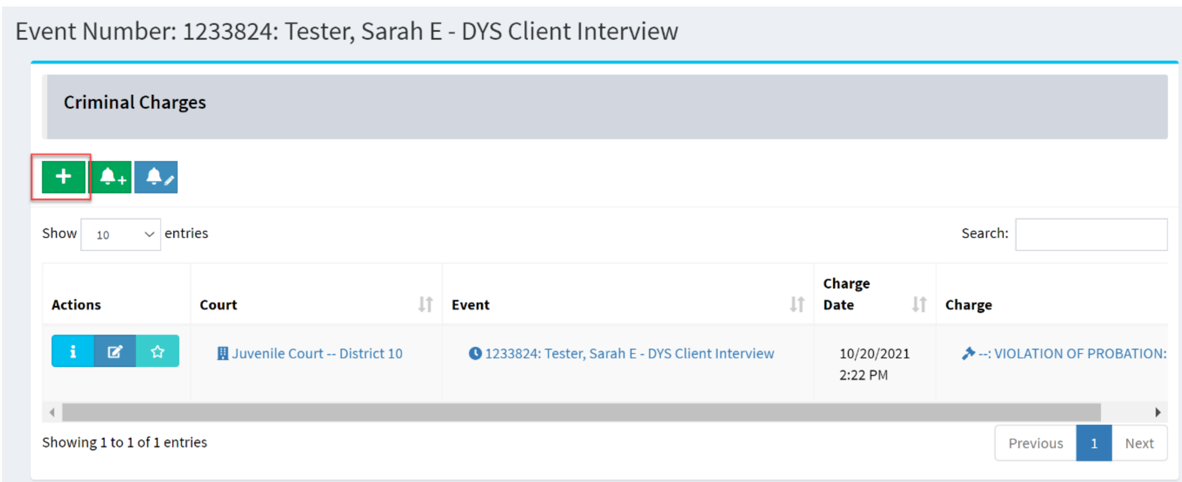


Create New Charges

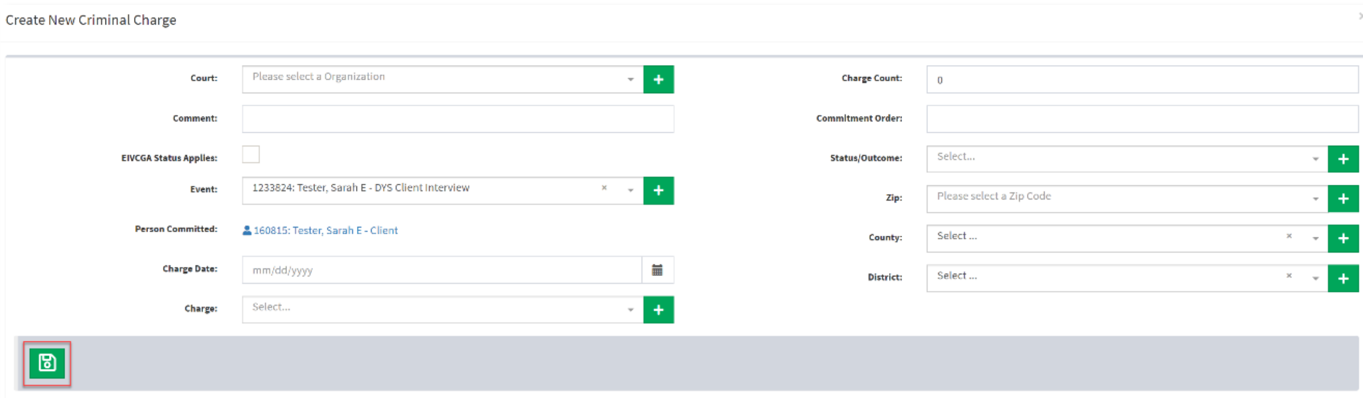
Adding a new charge can be done from many events. When you need to add a new charge, click the Charges tab in the event you need to add the charge to. You will see a list of all current charges associated with the client, to add a new charge, click on the add button.

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



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.



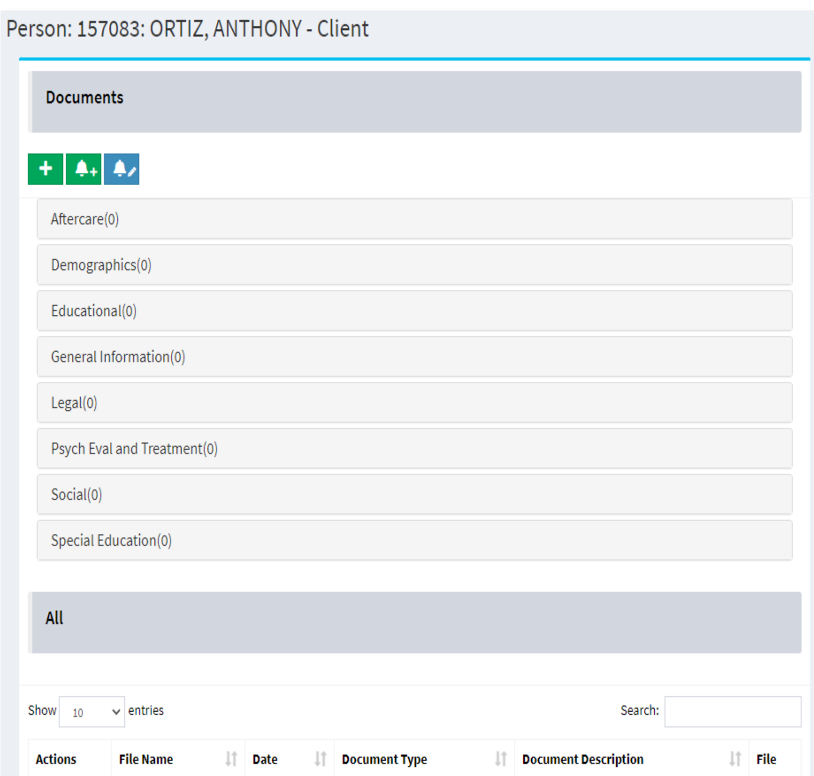
Create New Documents

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.



Categories

Category	Sub-Category
Aftercare	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 Manaement Service Plan
Demographics	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
Education	School Assessments School Records School Referral Cover Sheet Miscellaneous
General Information	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
Legal	Interstate Compact Miscellaneous Miscellaneous Orders Order of Commitment Petition Pick-Up Order Pick-Up Order Cancellation Receipt of Custody Form Risk Assessment RS-13
Psych Eval and Treatment	Acute Placement Records ASAP Reports Discharge Summaries DYS Psychological Assessment

Psych Eval and Treatment (Continued)	Evaluations Lenghth of Stay Matrix MDS Initial Treatment Plan MDS Treatment Plan Miscellaneous Multi-Disciplinary Staffing Letters Security Alerts Treatment Plan Updates Treatment Plans YLSA Inventory
Social	DCFS DYS Referral Information Home Study Medical Records Medical Referral Cover Sheet Miscellaneous Sex Offender Community Notification
Special Education	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

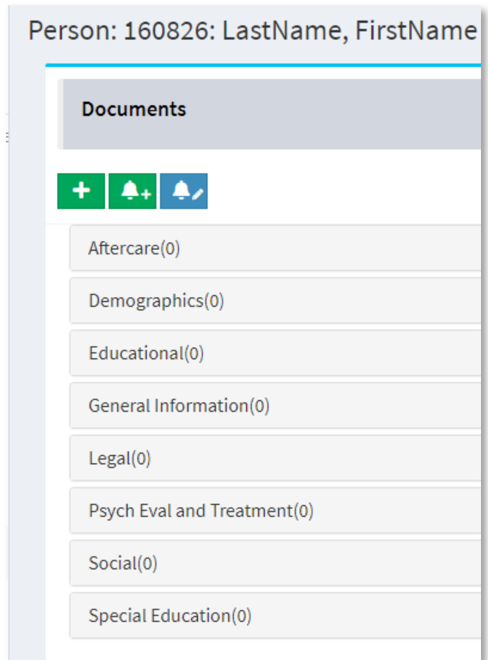
This is exhaustive lists and many of the Sub-Categories may not be used. DYS Administration will decide where documents should be uploaded.

Uploading

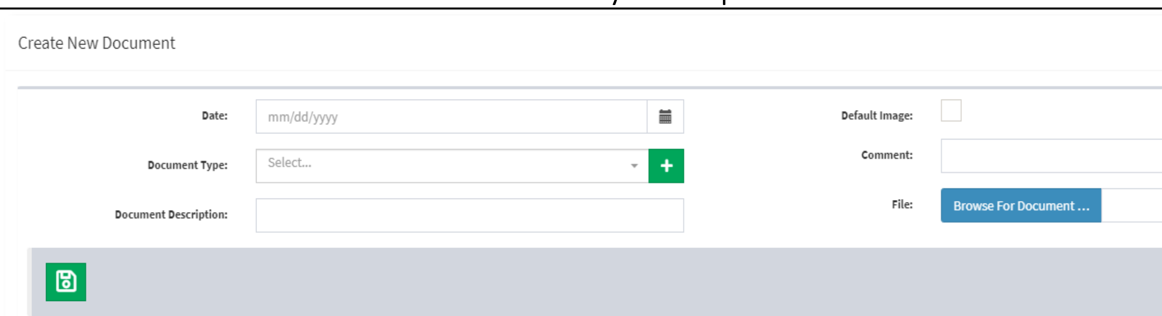
Uploading documents into the JJIS is important because validating crucial information of the juvenile's treatment of often needed. The document section will be called the "Master File".

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



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



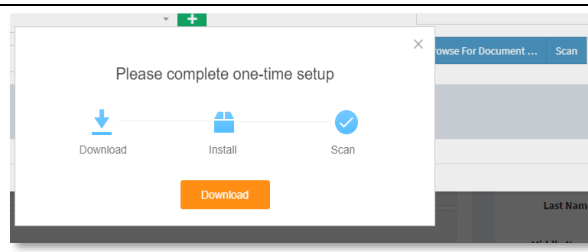
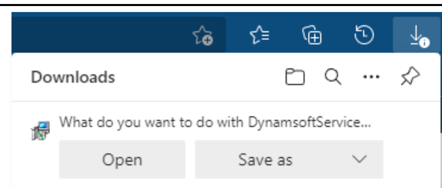
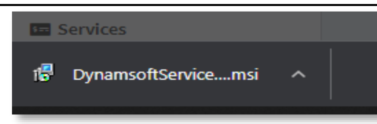
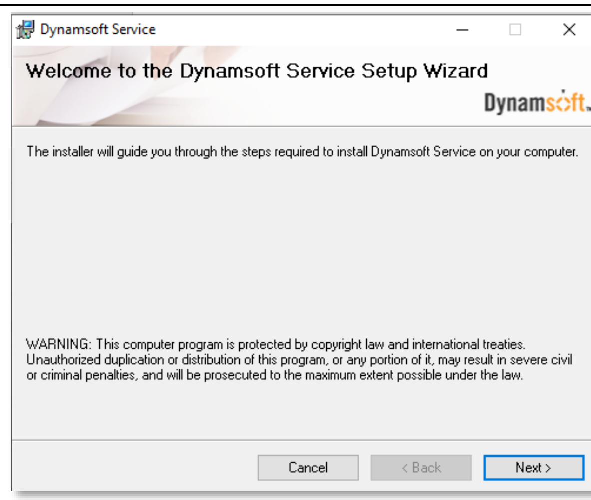
8. Once uploaded the Modal Window will close and the document will now be in the clients Master File.

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

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

Scanning Instructions

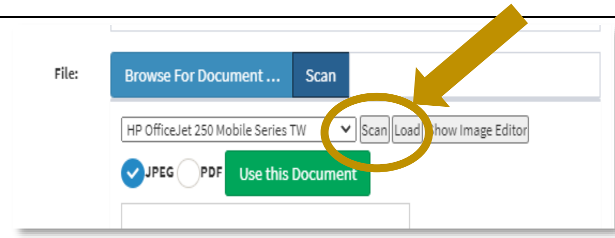
Once you get the Scanning Software installed the Scan button will show next to the Browse for Document button. Click the Scan button and the follow instructions.

Scan Button appears after the Dynamasoft software is installed.

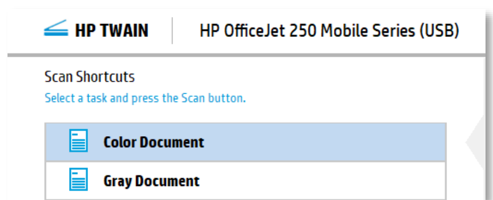
- JPEG Selection for Image
- PDF Selection for Documents

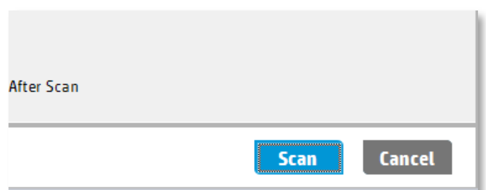
1. Click the Small Scan button next to the name of your scanner. A window for your specific printer will pop up to adjust TWAIN Settings.
   a. The Scanner for this User Manual example is an HP 250
2. Click Scan on your Scanner Settings Window
3. JJIS will show a status of Scanning for each page if you 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 →

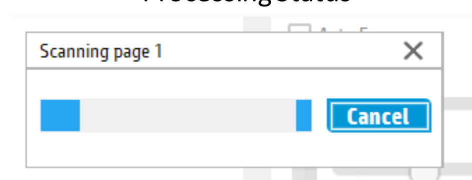


Twain Settings (Scanner Specific)

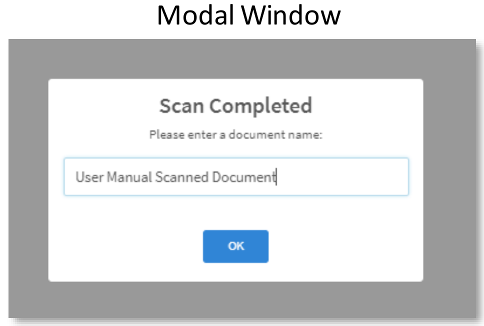




Processing Status

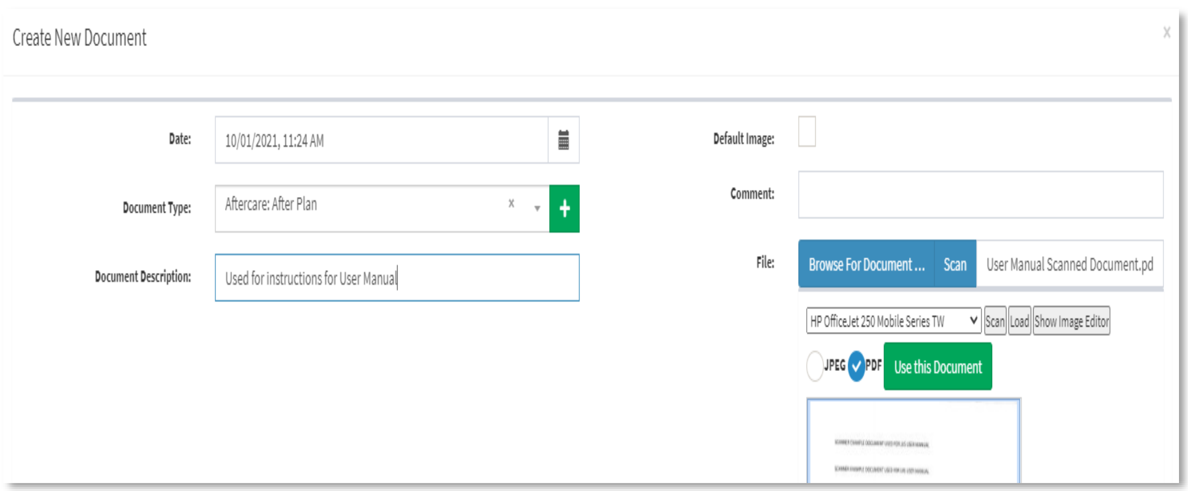


Modal Window



Continued …

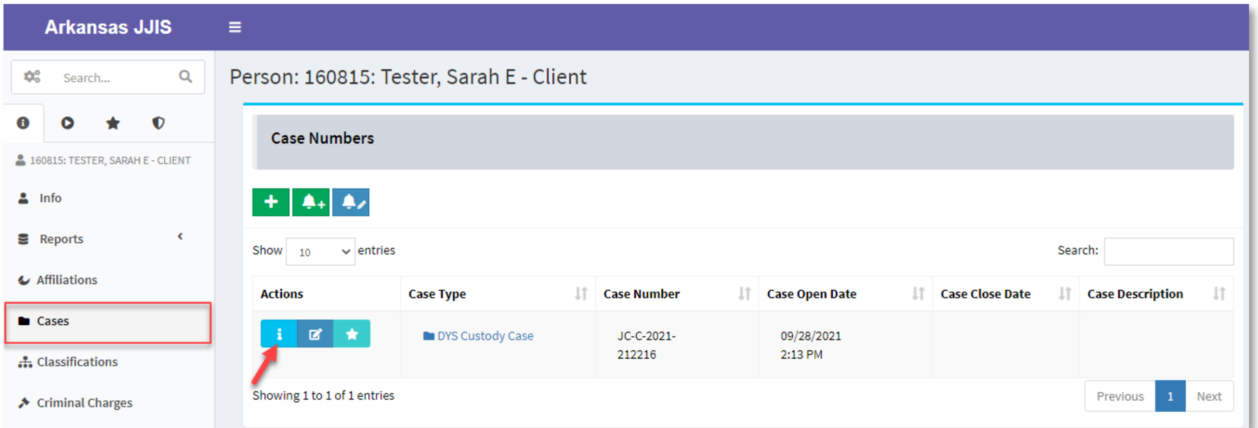
6. Enter the Date of Document
7. Document Category Type
8. Description (Optional)
9. Default Image (Must be JPEG Scan)
    a. Will Show up on RS-10 Face Sheet
    b. Will Show up in JJIS under Person Info Preview Area
10. Comment (Optional)
11. Click Green Button “Use This Document”
12. Click Save



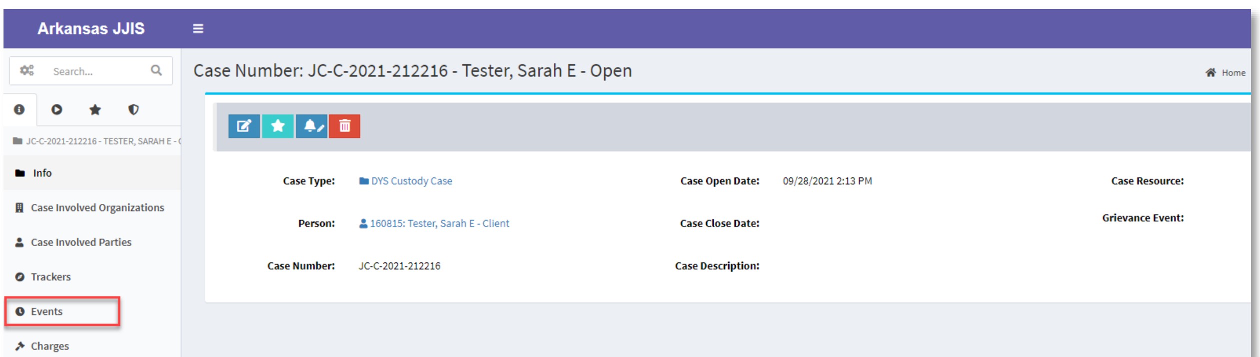
The document will show up under the Category Types. You will also notice the count of the Category Type has incremented.

Create New Event

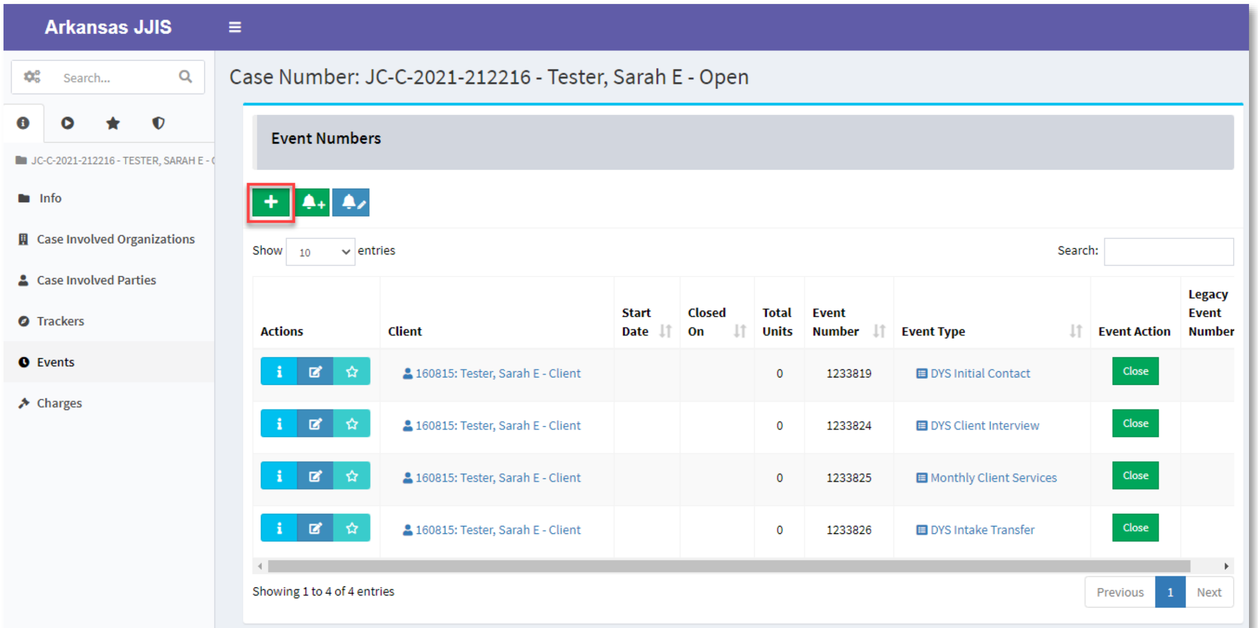
1. From the Person view, in the left-hand column, click "Cases". From there you will see all cases related to the person you are viewing. Click the "i" (view details) button to view the details of the case.



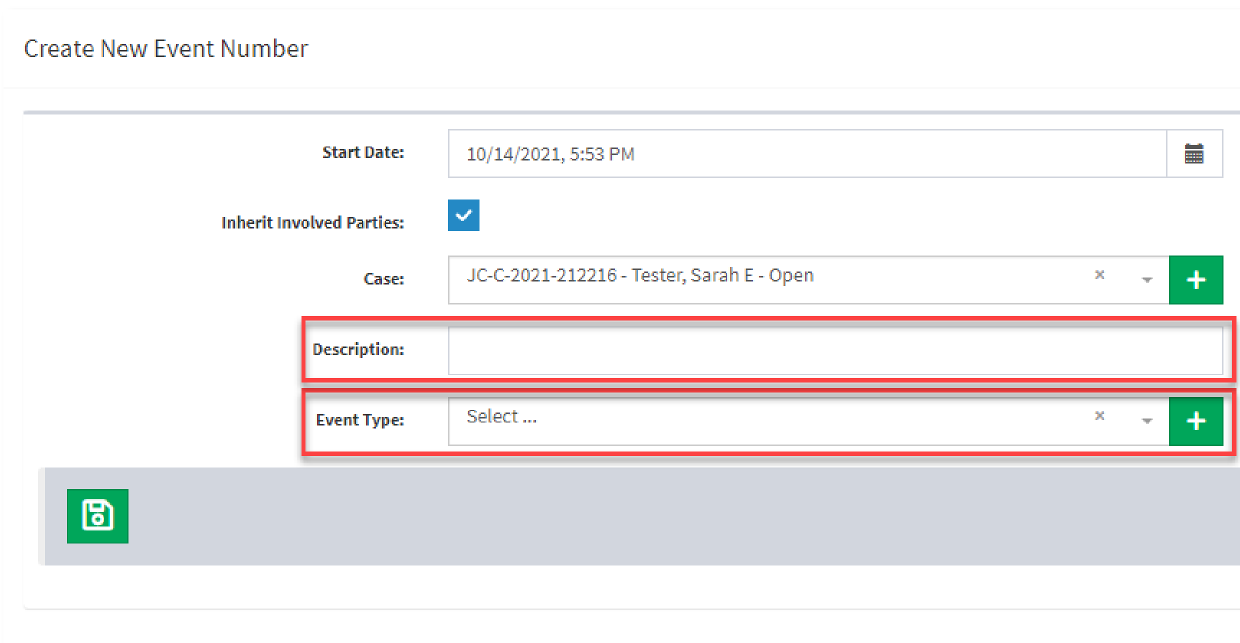
2. You will be brought to the Case details page. From here you can view and manage Case Involved Organizations, Case Involved Parties, Trackers, Events & Charges. Click "Events".



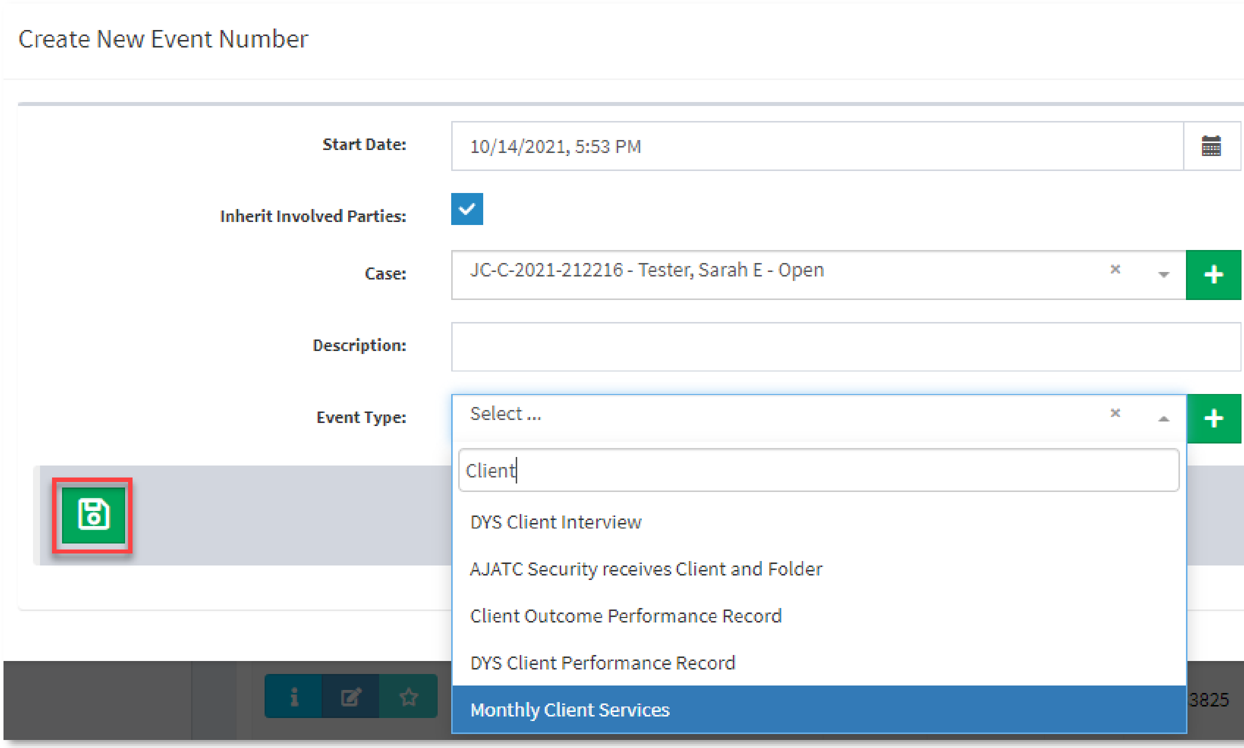
3. Now you will see all Events currently listed under the Case. You also can create a new Event. Click the + (plus sign) to create a new event.



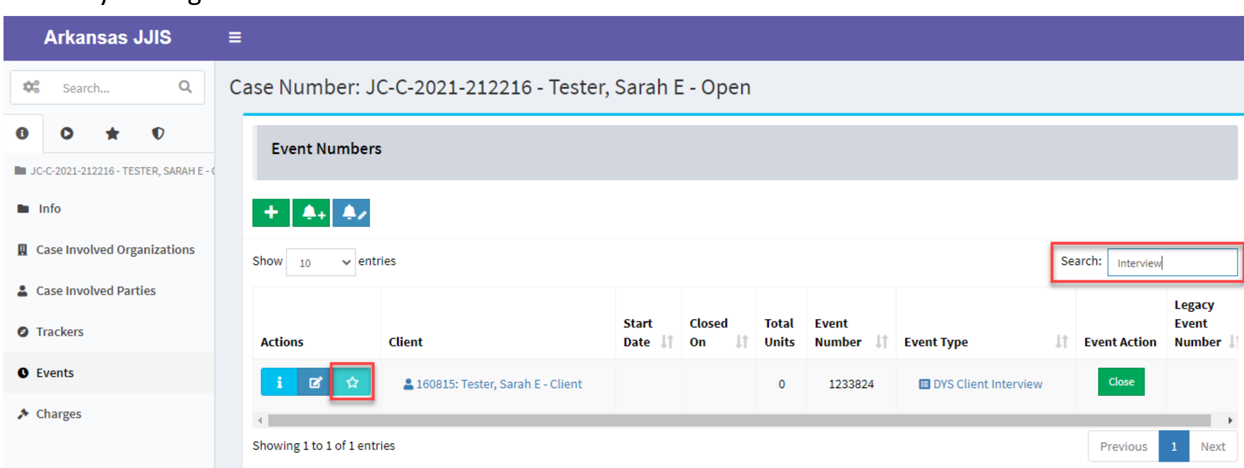
4. A popup form will appear to create a new Event. Start Date, Inherit Involved Parties and Case will all auto-populate accordingly. Description and Event Type are the only two that would need to be filled out with Description being optional.



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.

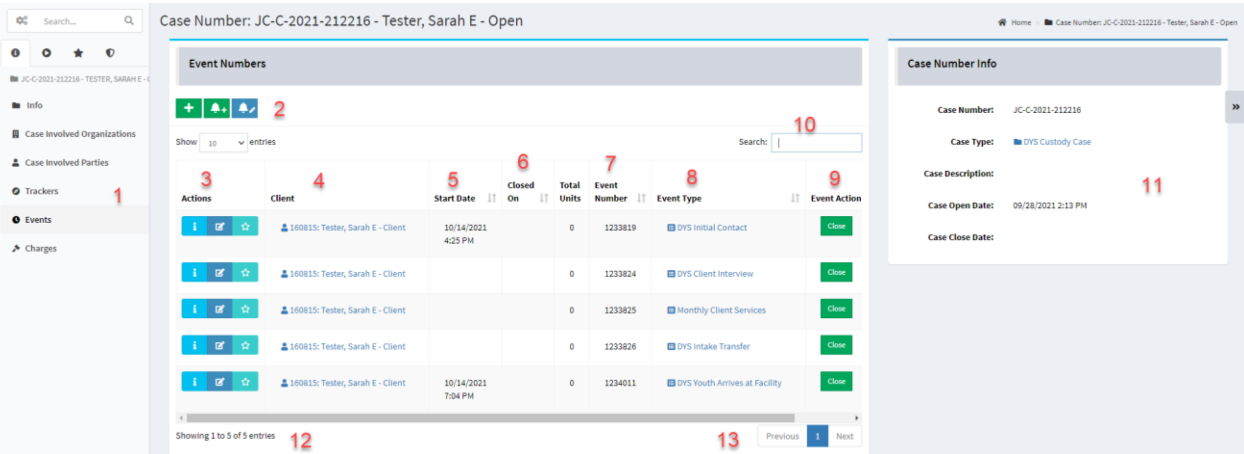


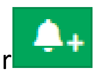
6. You will be brought back to the Case Events where you will see your new Event created, along with any other Events previously created under the case. You can view the event details by clicking on the "i". Hints: using the Search feature in the upper right is an easy way to locate the Event you are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



Event Numbers List Page

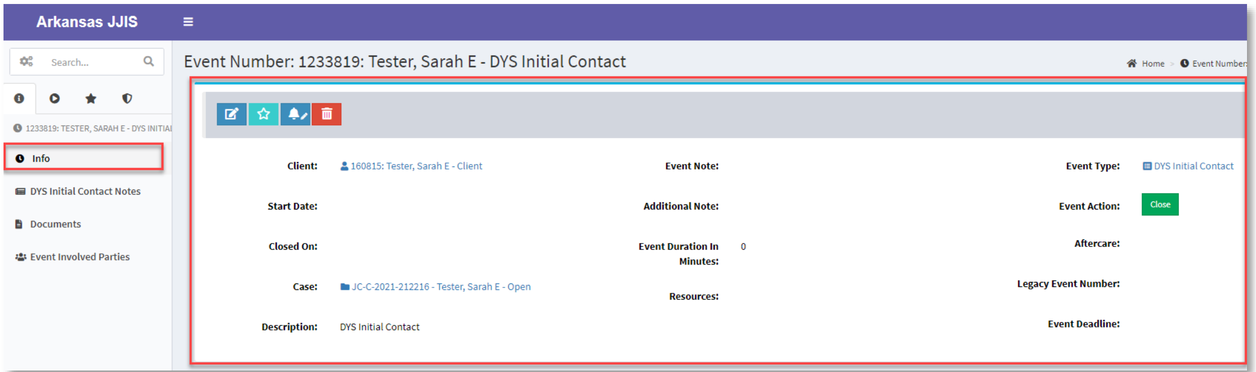
The Event List View can be found by clicking Events on the left-hand column navigation pane.



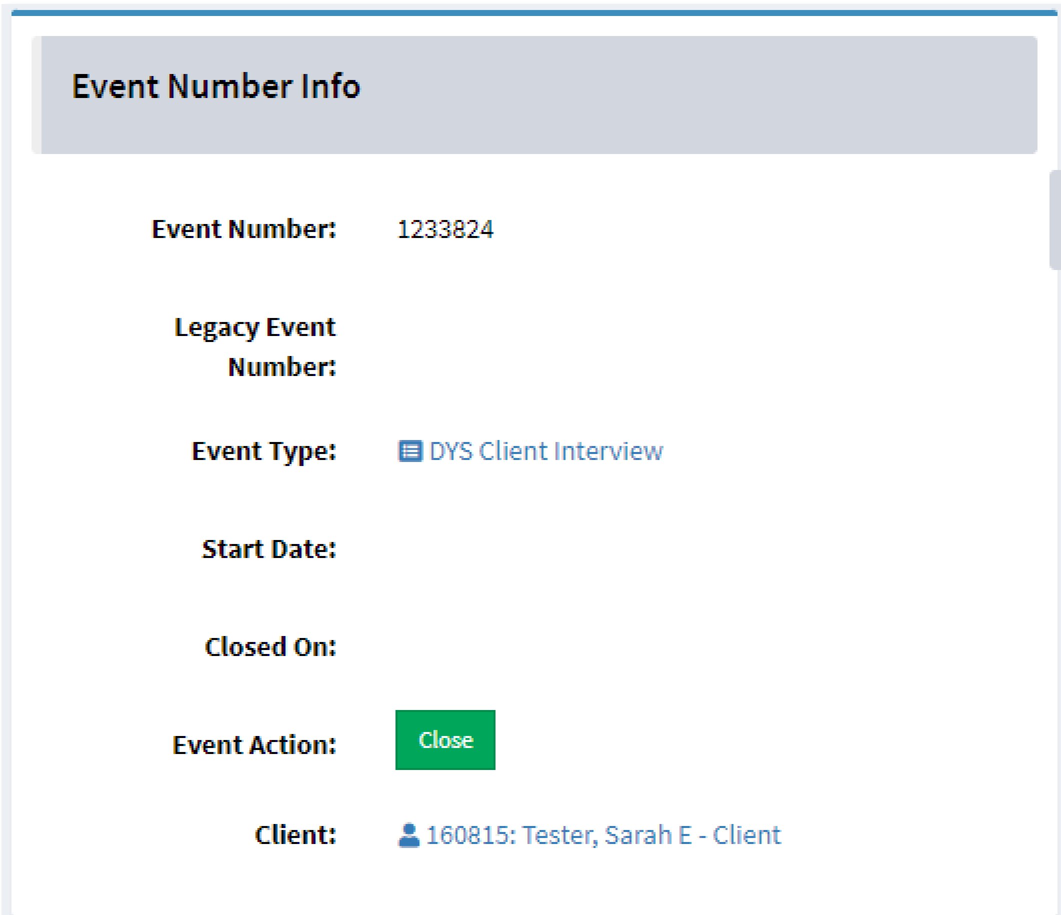
1. Navigation sidebar – this is where you can navigate between different areas of the Case, we are looking at the Event option
2. Create New Event Number , Add Create Notification , Add Change Notification  buttons – where you can create a new event or add notifications
3. Actions column – View Details , 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 column you will see the sections that make up this Event type (DYS Initial Contact).



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.



DYS Custody Case Creation

Custody Cases are only opened by DYS Intake Staff

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

The drop-down list offers four types of cases, so be sure to select DYS Custody Case.

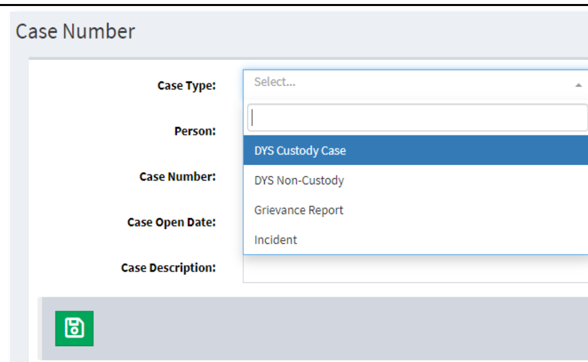
Search and then select the Person

Leave the Case Number to Auto-Generate

Add the Case Open date

Case Description is optional

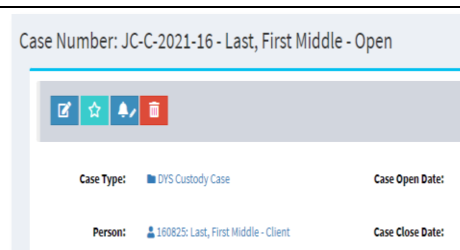
Click Save



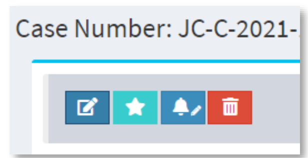
The Preview Area will display the case you create.

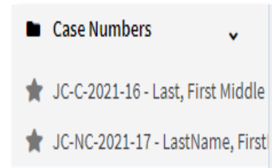
The Case number, Client's name and Case Status are listed in the Header

Click the Star to set this case into your Favorites Action Tab menu.



<table>
<tr>
<td>Verify the Favorite's Star is now solid white.

Case Numbers will show up in the Favorites Tab</td>
<td>


</td>
</tr>
<tr>
<td>The Info Tab is updated to start working with a DYS Custody Case. Trackers, Involved Parties/Organizations, Charges and Events can be entered.

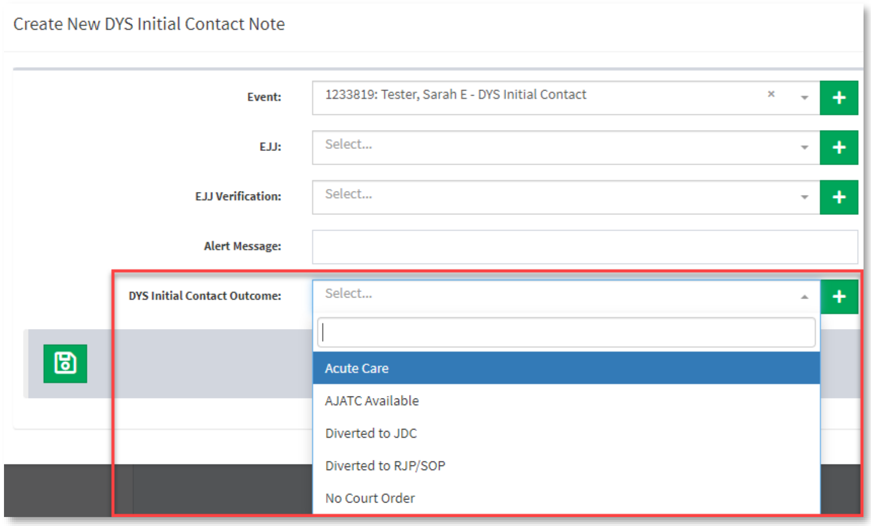
DYS Events for Custody Case Examples
1. DYS Initial Contact
2. DYS Client Interview
3. DYS Treatment Plan
4. DYS Case Coordination
5. Monthly Client Services

Learn Add DYS Custody Case Events
Click Here</td>
<td>
</td>
</tr>
</table>

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.

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.



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):
    a. Acute Care
    b. AJATC Available
    c. Diverted to JDC
    d. Diverted to RJP/SOP
    e. No Court Order

Acute Care Selected

If selected Outcome of Acute Care, the next event generated is DYS Juvenile Diverted to Acute Care.

1. Fill out information located in the DYS Juvenile Diverted to Acute Care tab
    a. Placement Organization
    b. Service Type
    c. Start Date
2. Close the Event
3. 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.

1. Nothing is required in this event
    a. Close the event
2. The DYS Client Interview and UAMS Mobile Assessment events will now be opened in the Case Events list view.
    a. The UAMS Mobile Assessment event is completed by the provider.
    b. Fill out DYS Client Interview tab
        i. Close the event

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

    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

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.

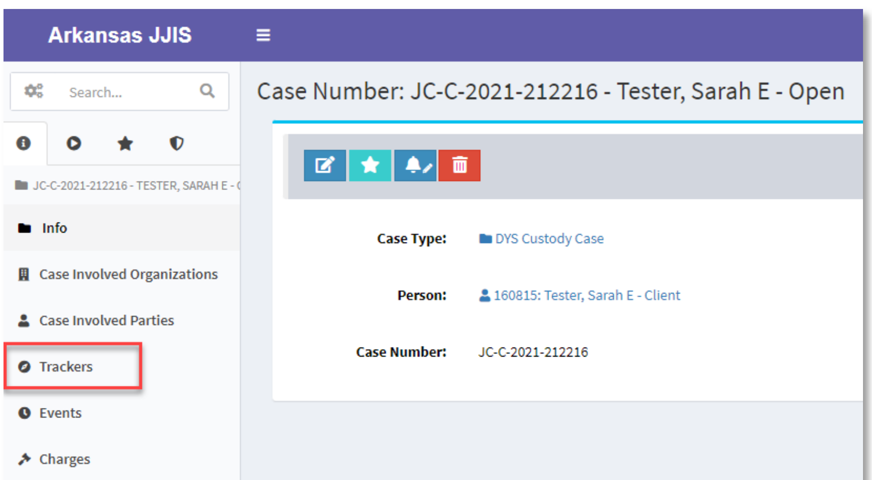
1. The AJATC Multi-Disciplinary Staffing Event is opened when the DYS MDS Scheduled and Letters is closed.
    a. Enter the date the MDS will be held.
    b. Close the event.
2. DYS2 Determine Program Type will now be opened and visible in the case events list view
    a. Fill out the DYS Determine Program 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 keye d 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

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.

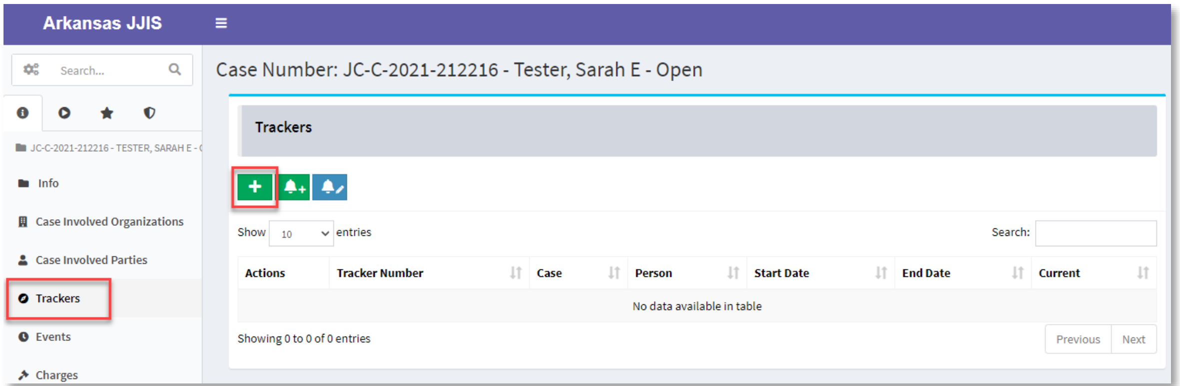
Change the DYS Case Coordinator

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

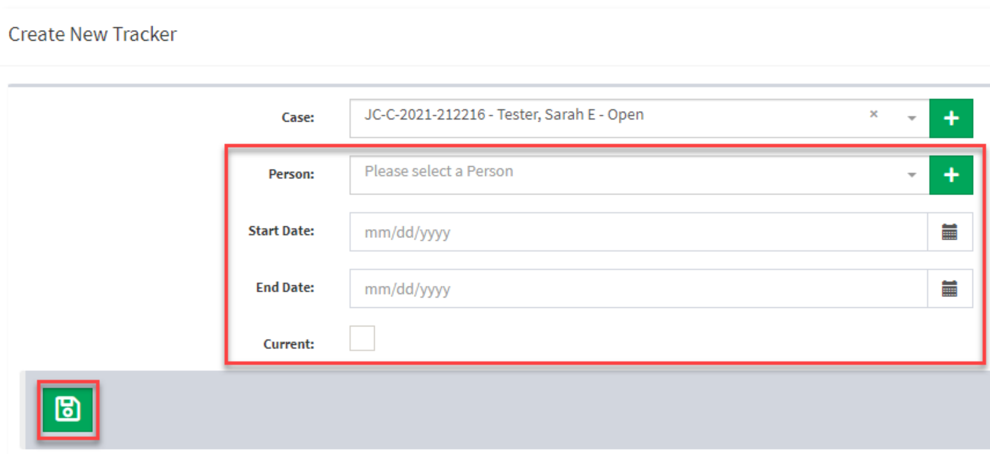
1. Go to the open custody case for the juvenile
2. Click on the Tracker tab in the left-hand side panel



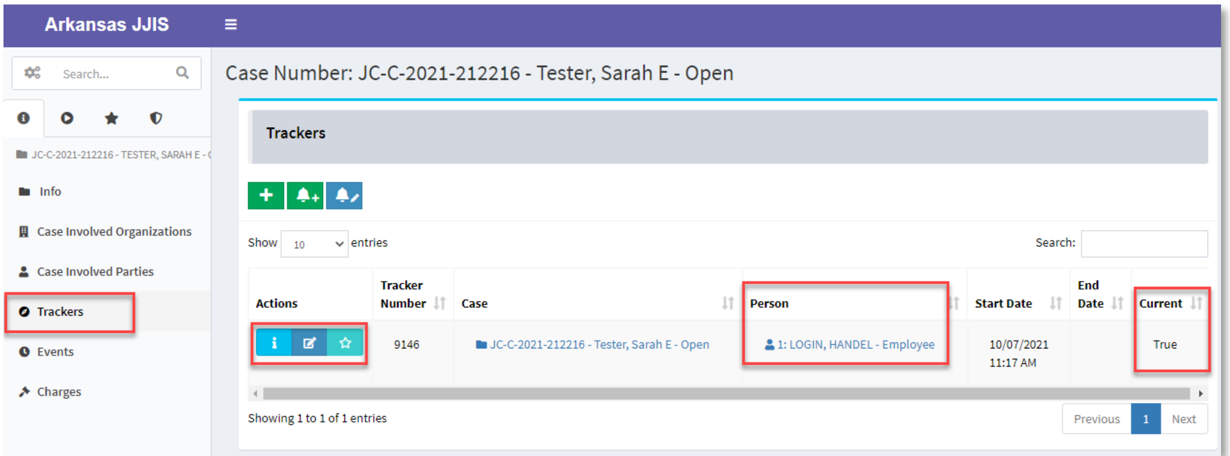
3. Click the green box with the white plus sign (+) to add a new Tracker



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



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 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.

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

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 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

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)

   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.

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

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

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.

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

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

iii. No 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.

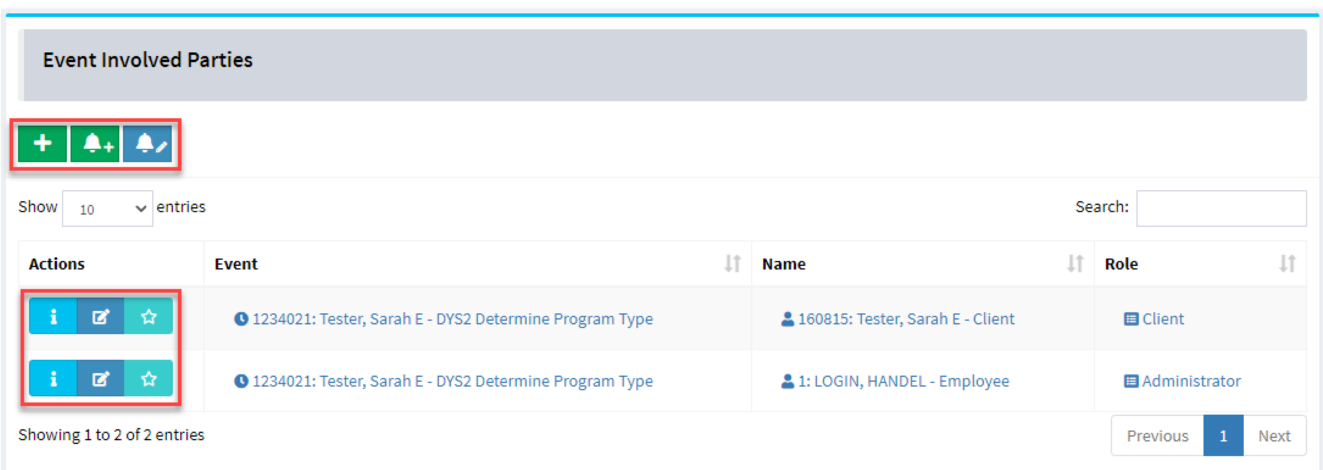
v. To print the RS-9, click on the reports tab on the left-hand side panel. Click the report. Click print.

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.

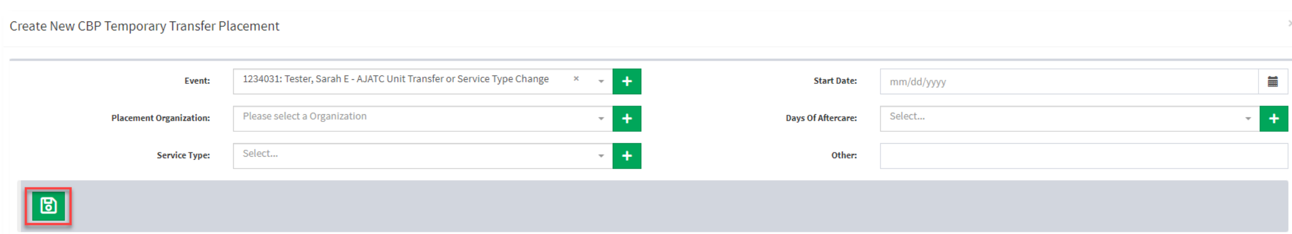
DYS Custody Case Event Types

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 (+).

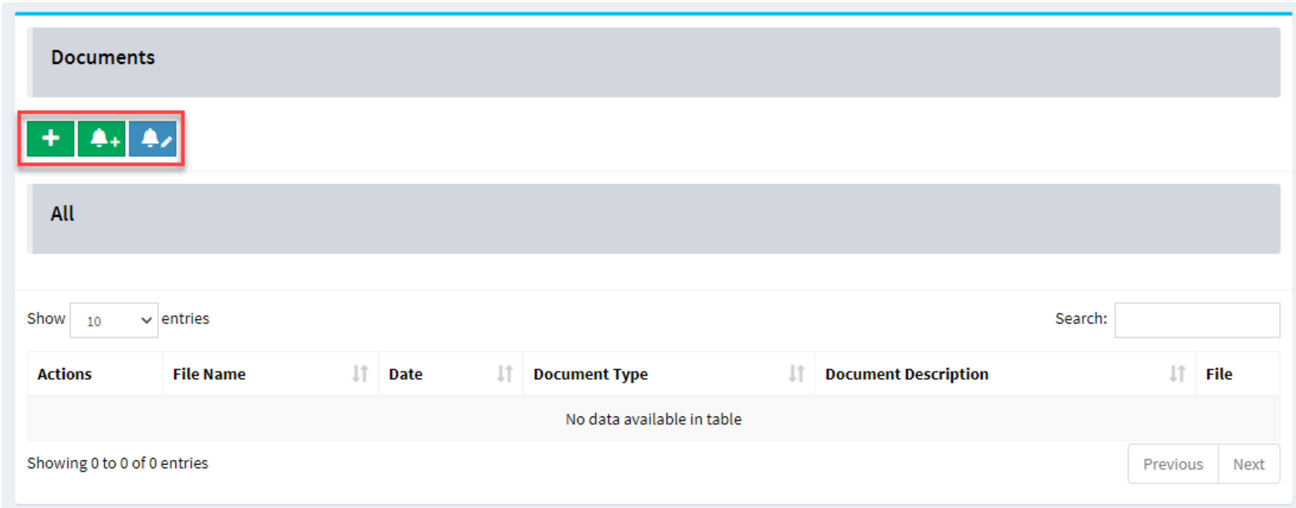


2. Temporary Transfer Placement - Allows you to add a new CBP Temporary Transfer Placement. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

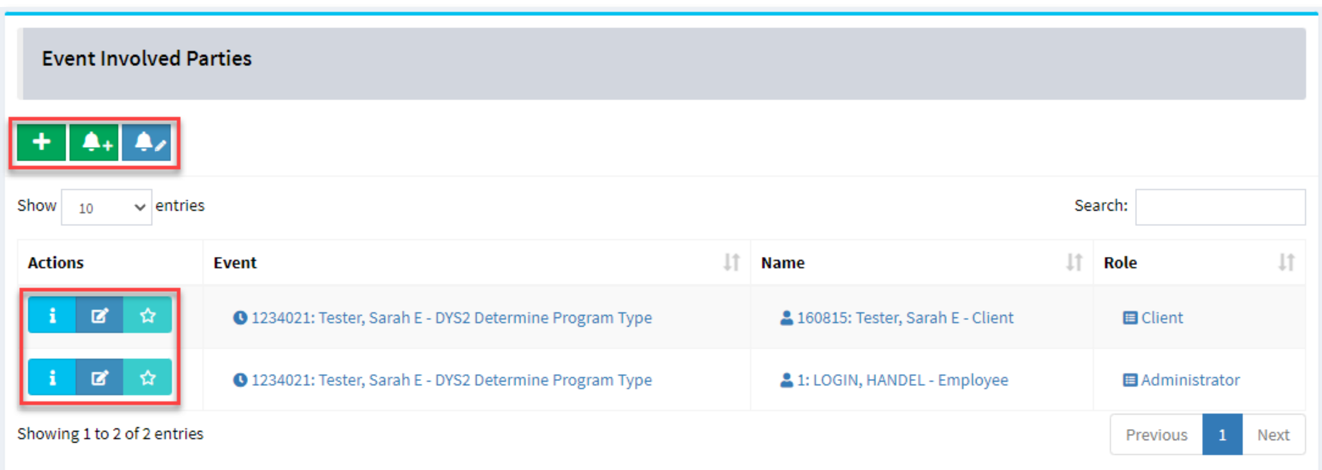


Case Closed

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).



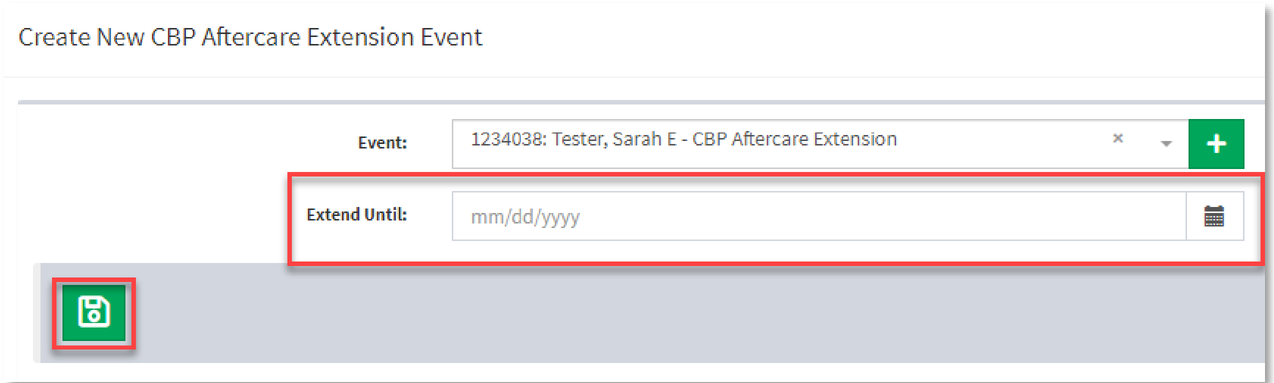
2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



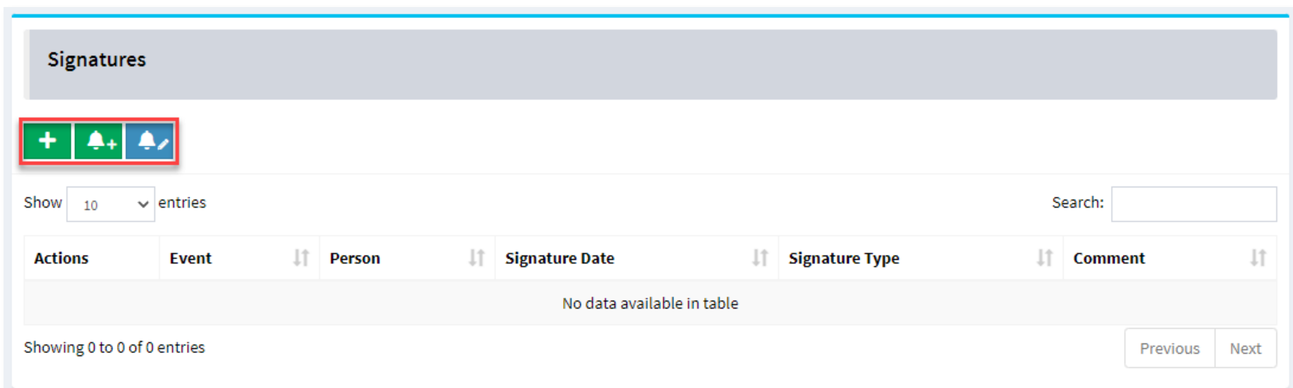
CBP Aftercare Extension

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

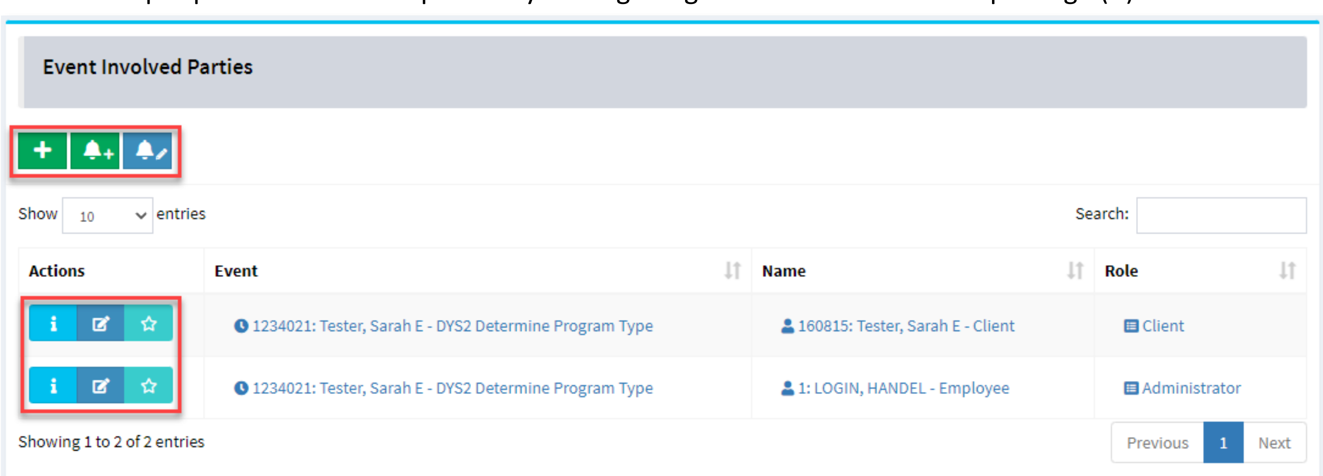
corner.



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.

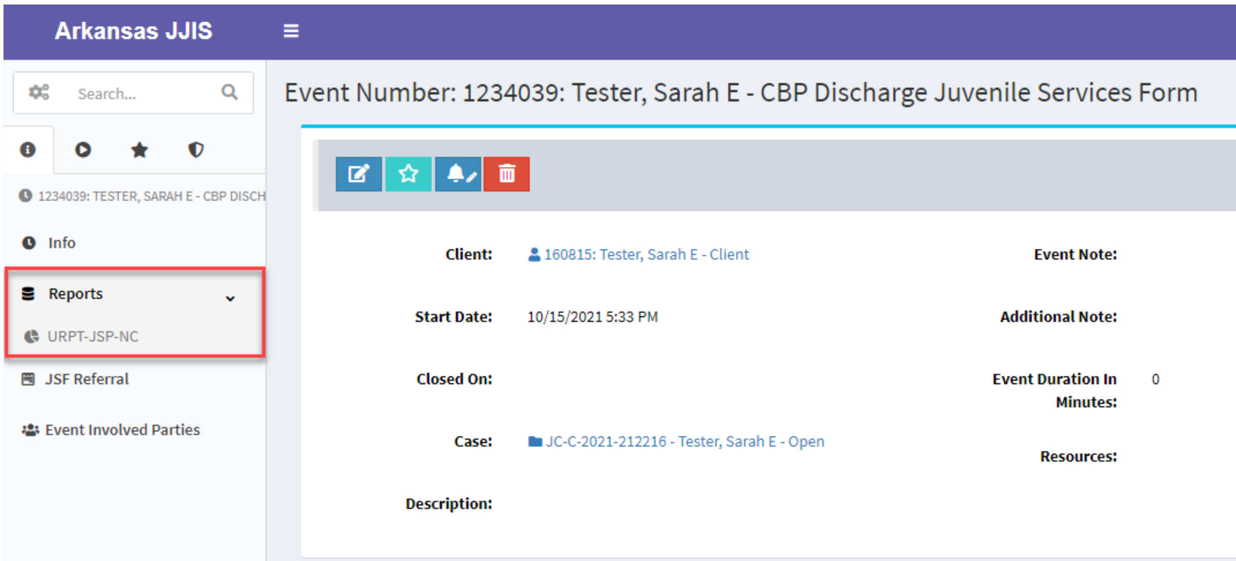


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

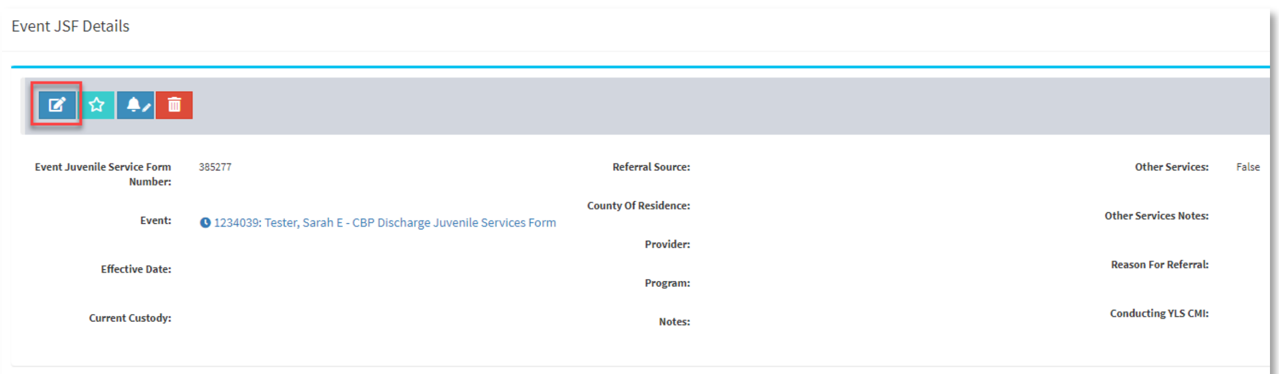


CBP Discharge Juvenile Services Form

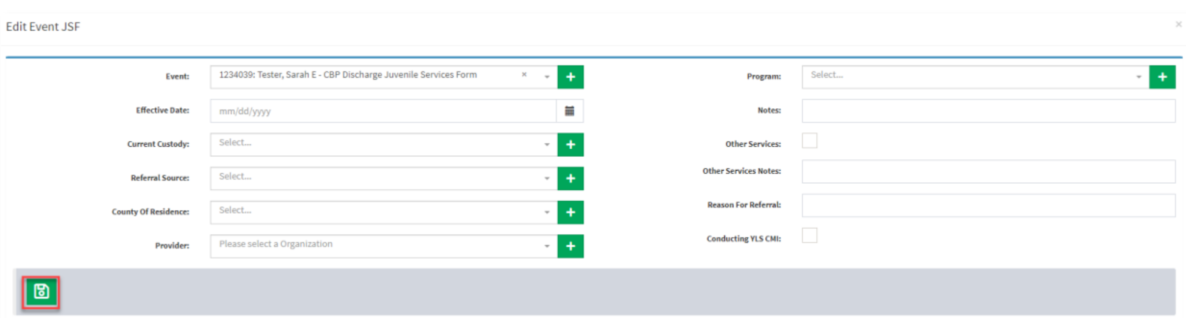
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



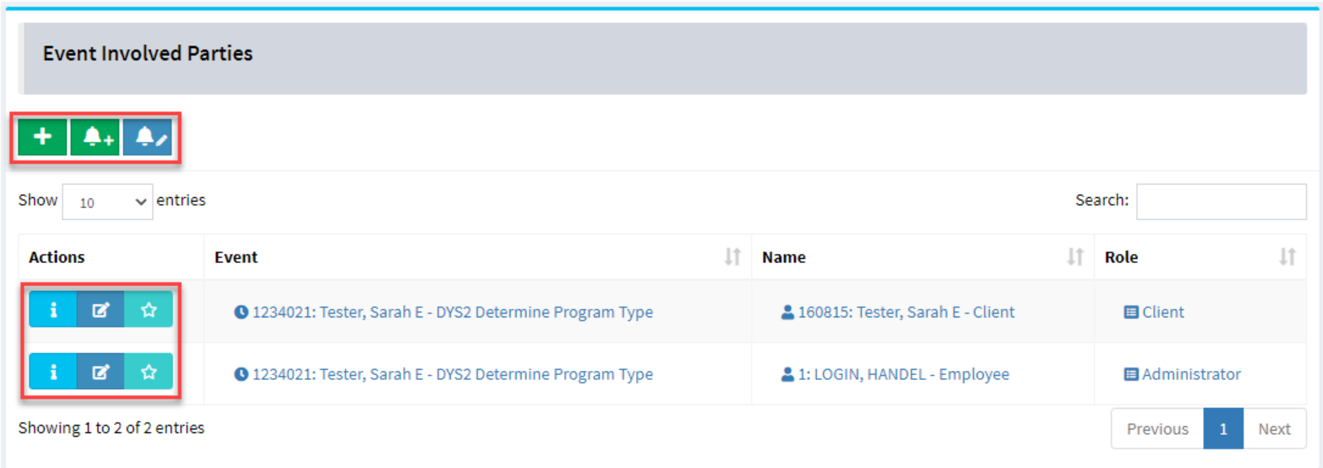
2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.



   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.

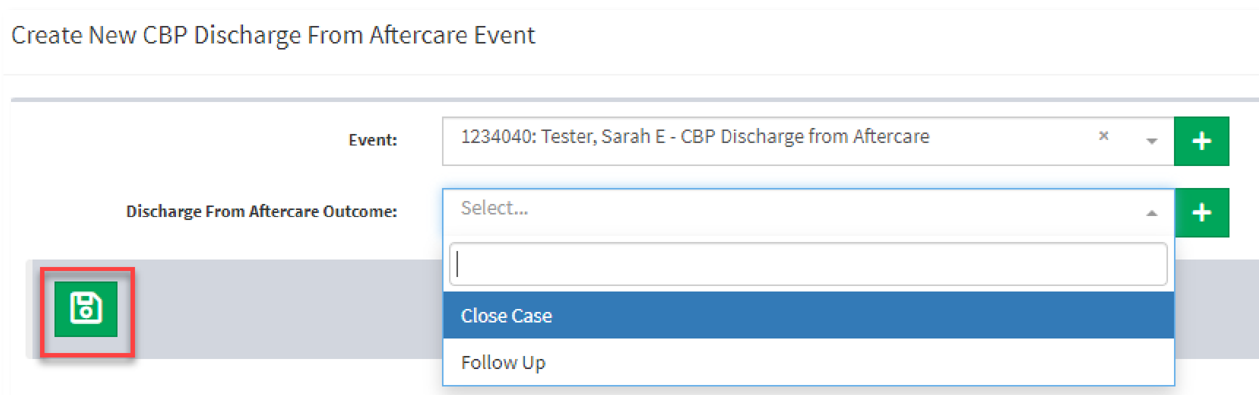


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

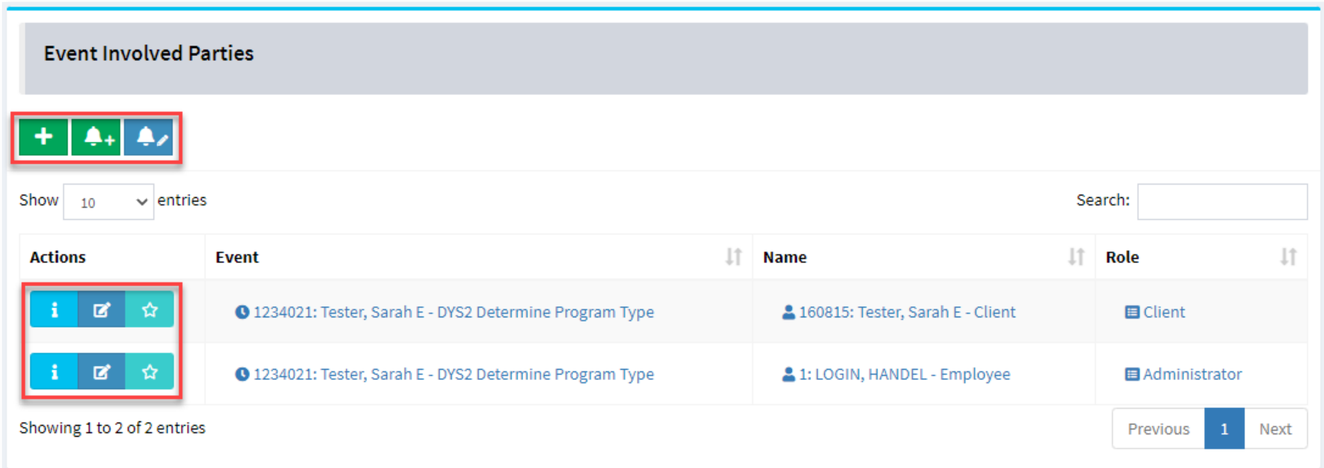


CBP Discharge from Aftercare

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.



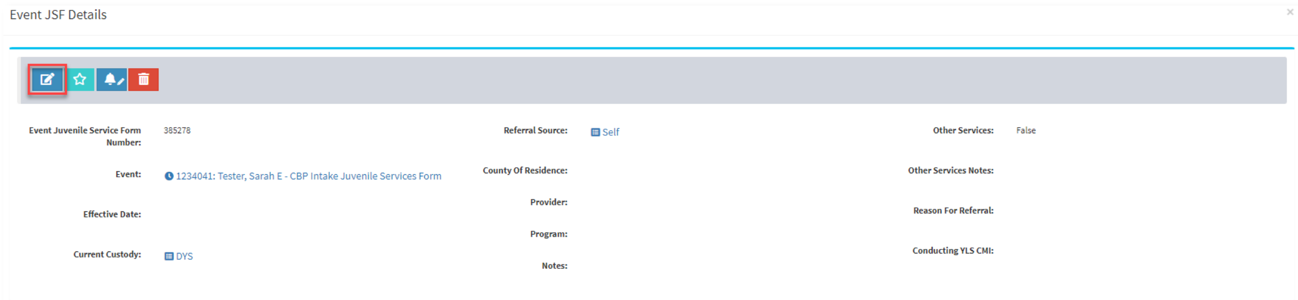
2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



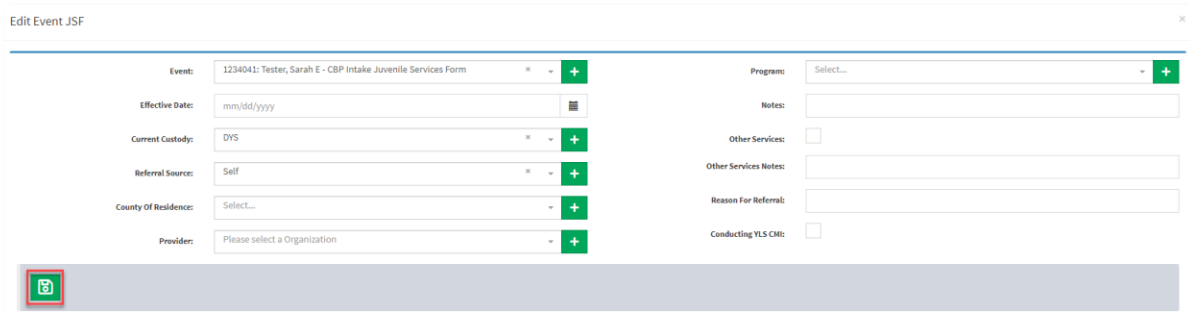
CBP Intake Juvenile Services Form

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.

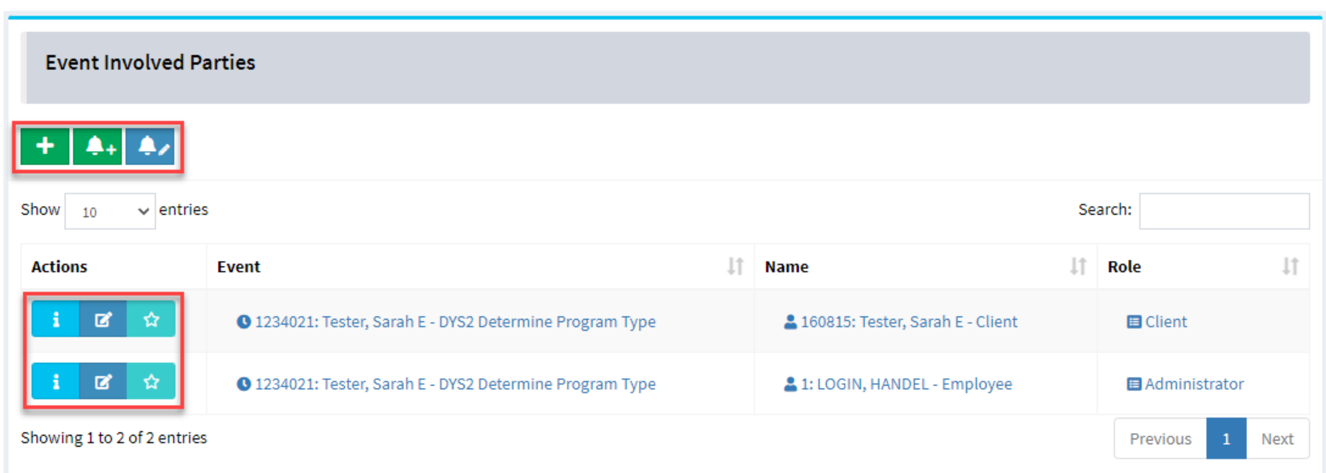
2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.



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.

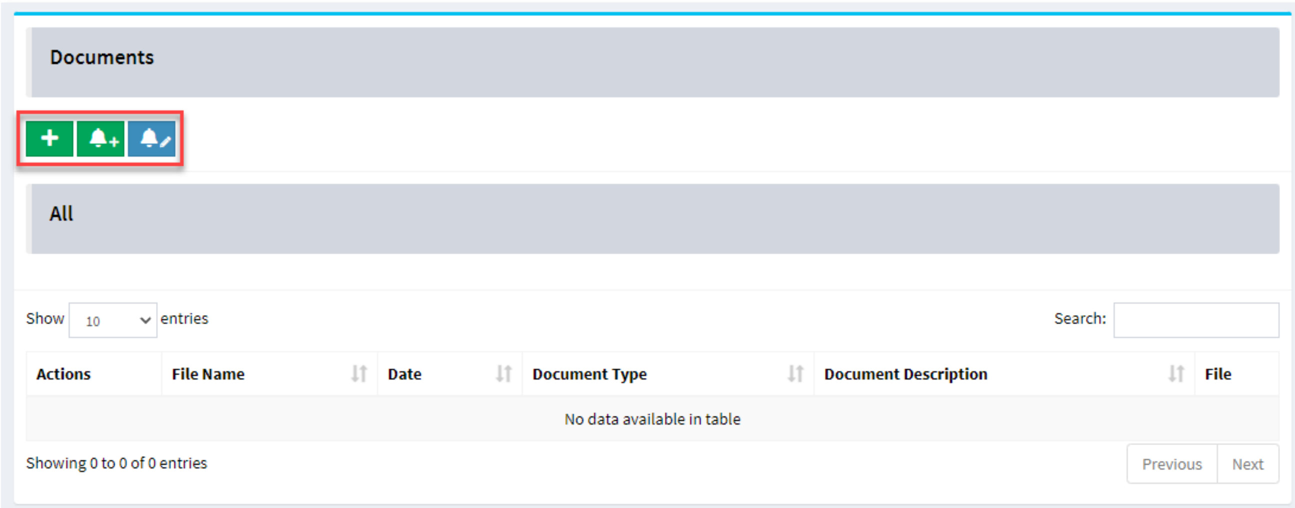


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

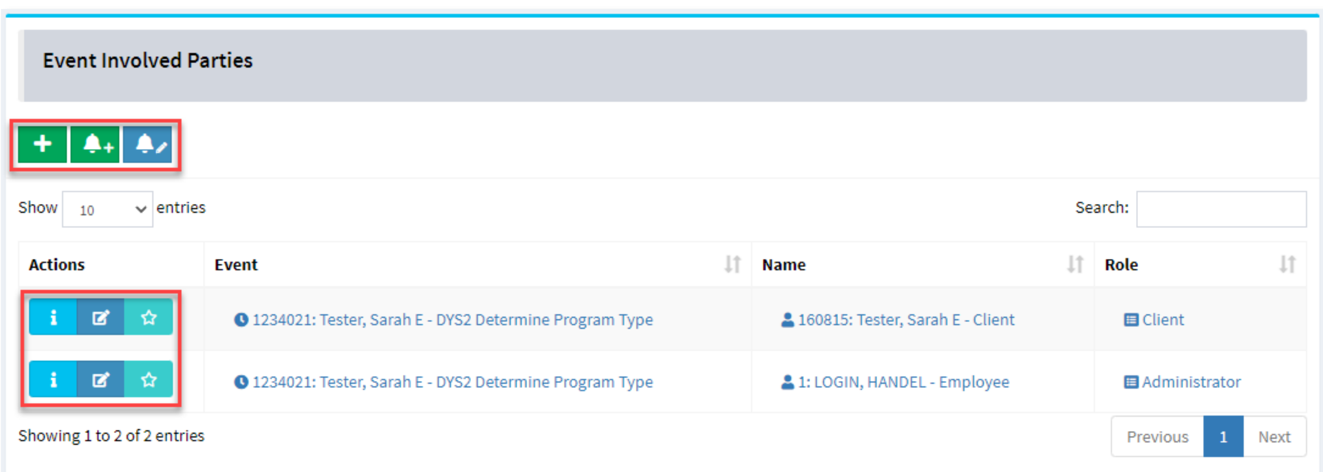


CBP Placement with Aftercare Provider

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).



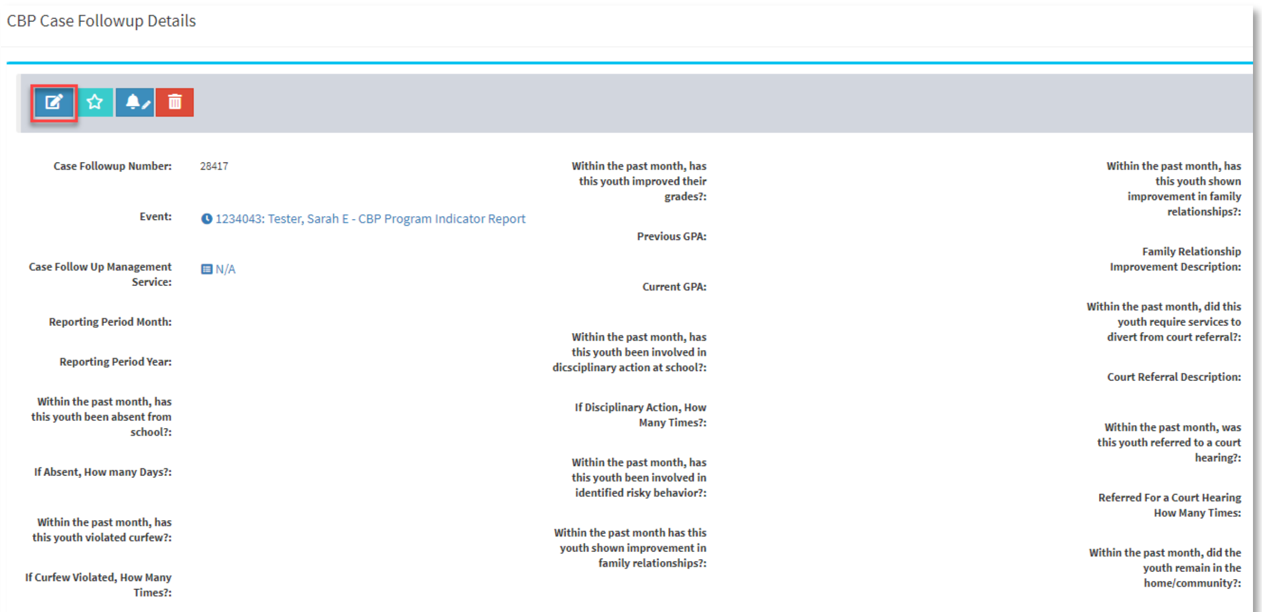
2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



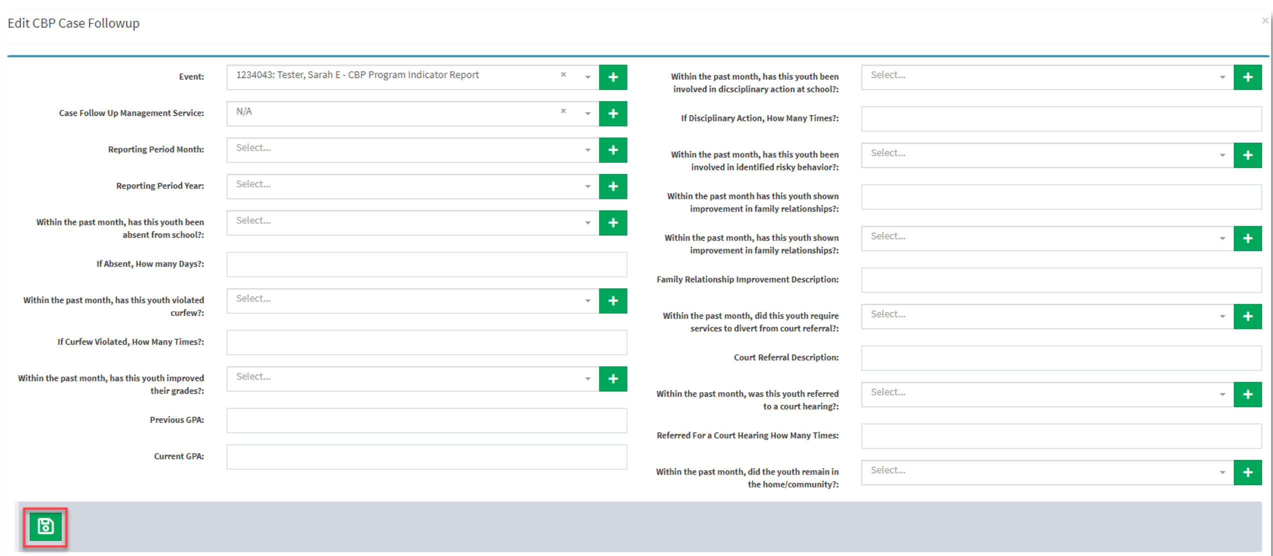
CBP Program Indicator Report

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.

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.



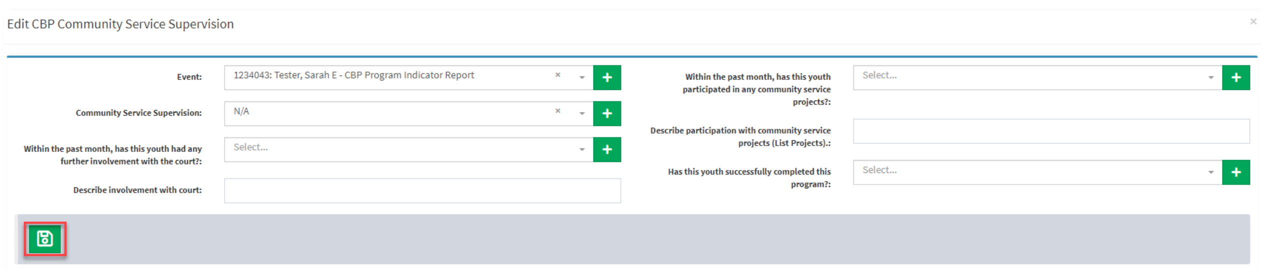
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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,

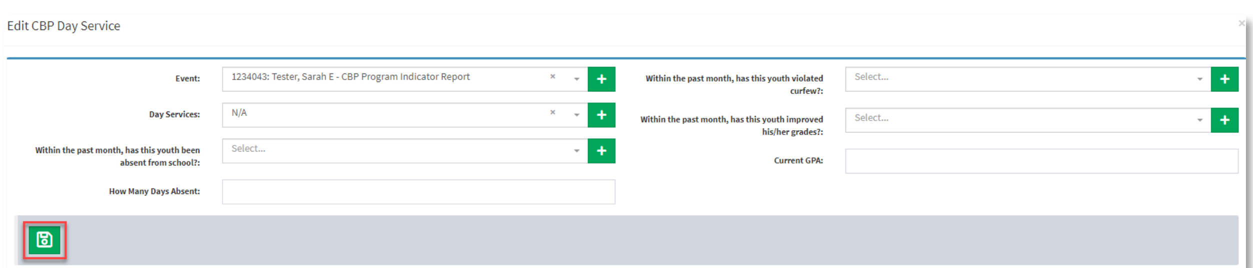
click the Edit button in the upper left-hand corner.

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.

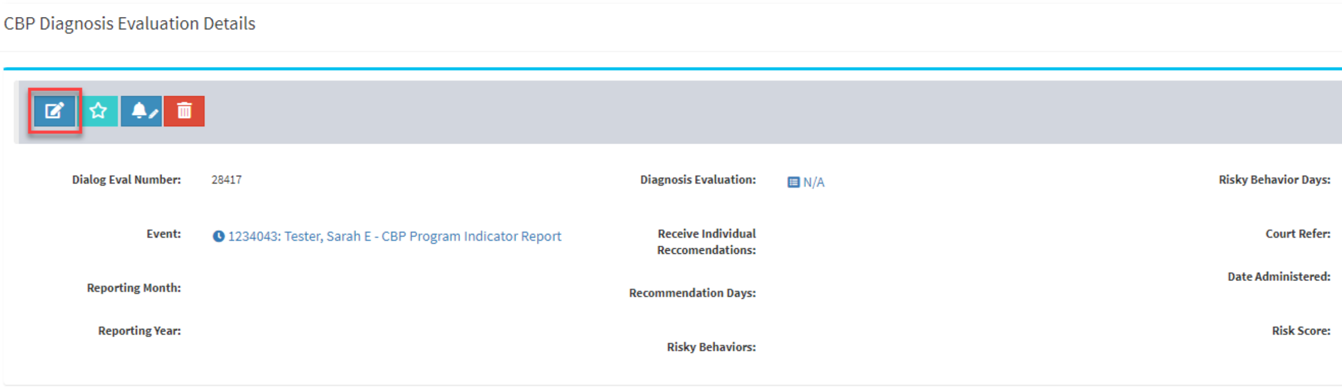


4. CBP Day Service - Allows you to add a new CBP Day Service. A popup will appear, it will initially show you the Details of the CBP Day Service. To Edit the information, click the Edit button in the upper left-hand corner.

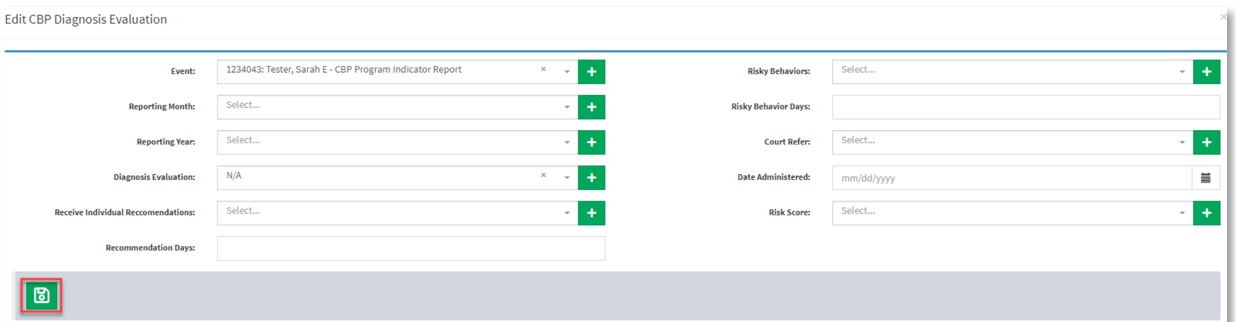
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



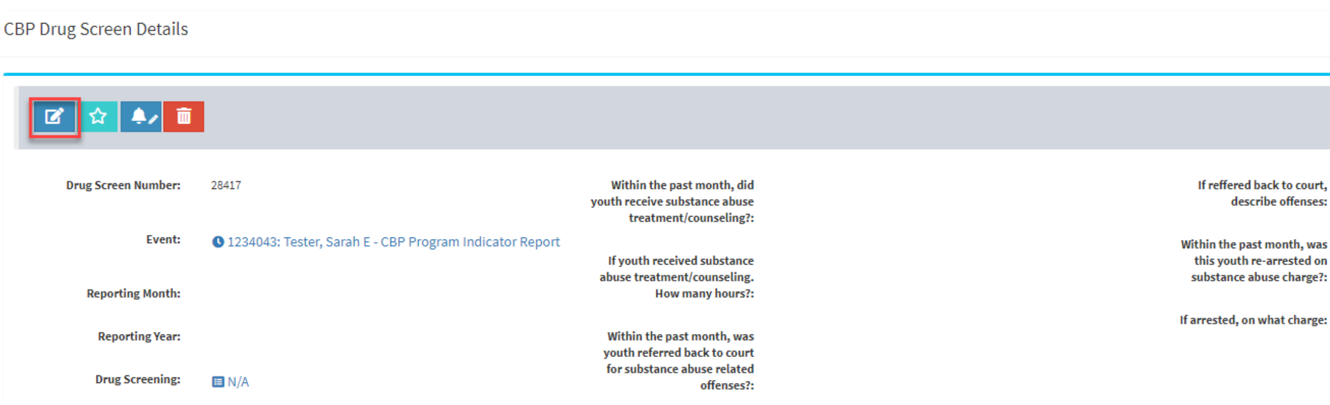
5. CBP Diagnosis Evaluation - Allows you to add a new CBP Diagnosis Evaluation. A popup will appear, it will initially show you the Details of the CBP Diagnosis Evaluation. To Edit the information, click the Edit button in the upper left-hand corner.



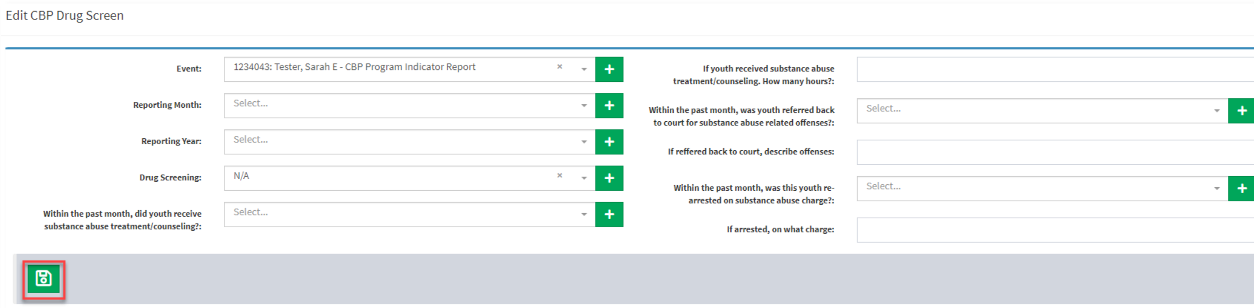
   a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



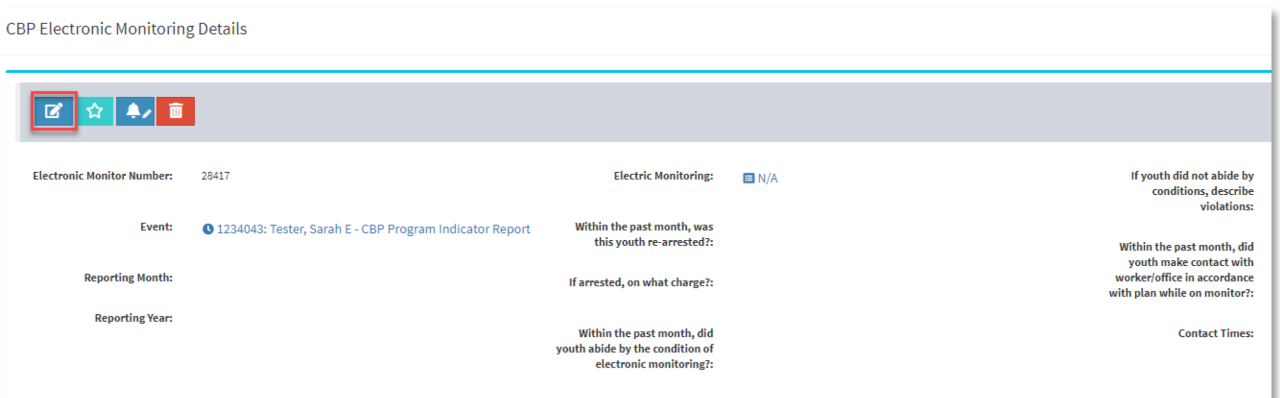
6. CBP Drug Screen - Allows you to add a new CBP Drug Screen. A popup will appear, it will initially show you the Details of the CBP Drug Screen. To Edit the information, click the Edit button in the upper left-hand corner.



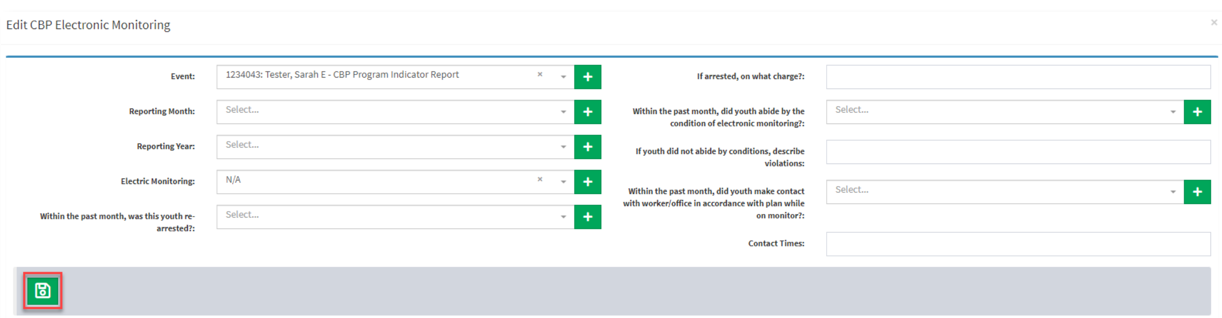
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

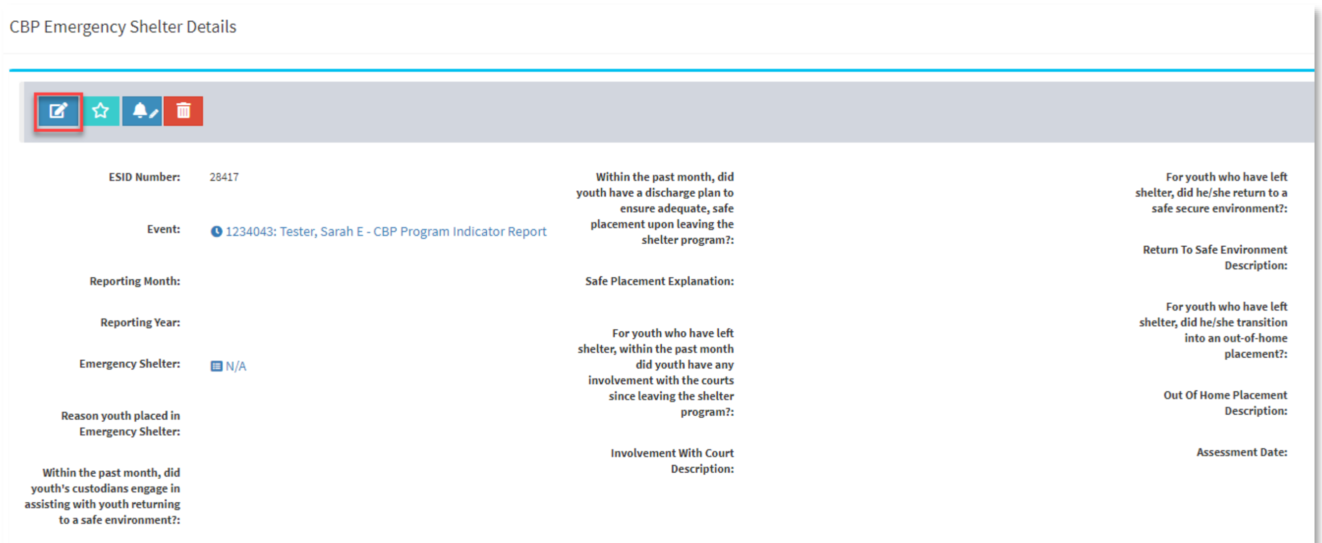


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

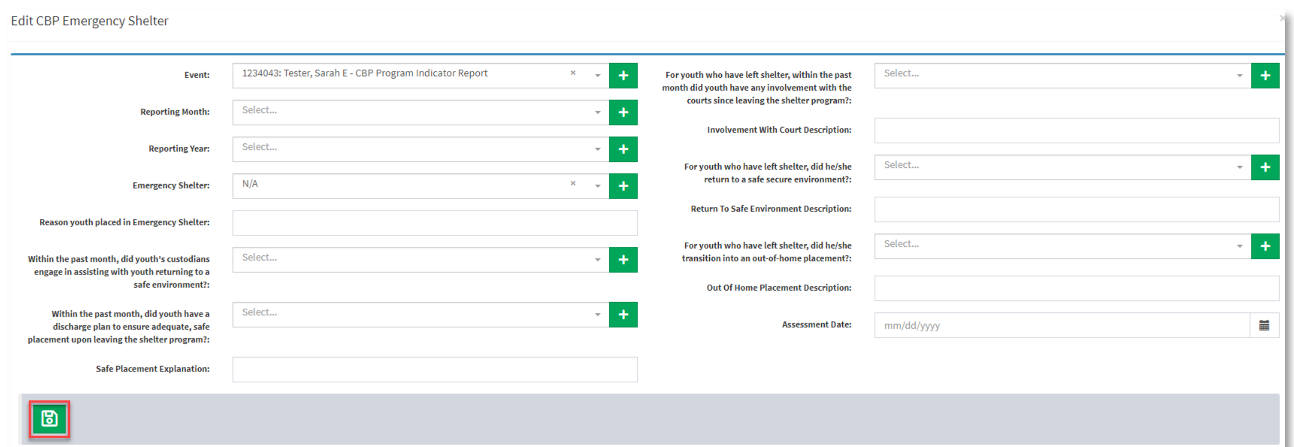


8. CBP Emergency Shelter - Allows you to add a new CBP Emergency Shelter. A popup will appear, it will initially show you the Details of the CBP Emergency Shelter. To Edit the information, click the Edit button in the upper

left-hand corner.

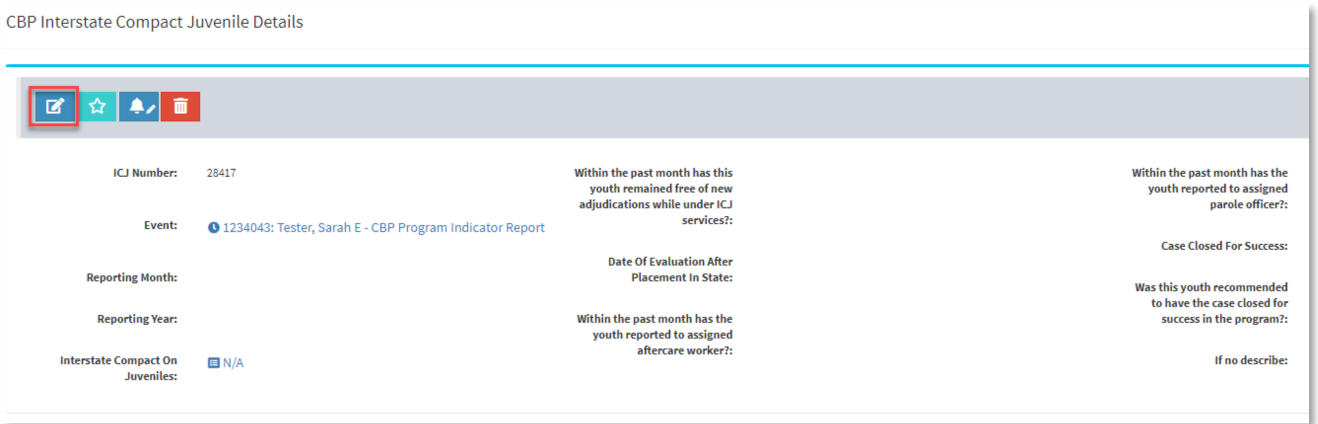


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

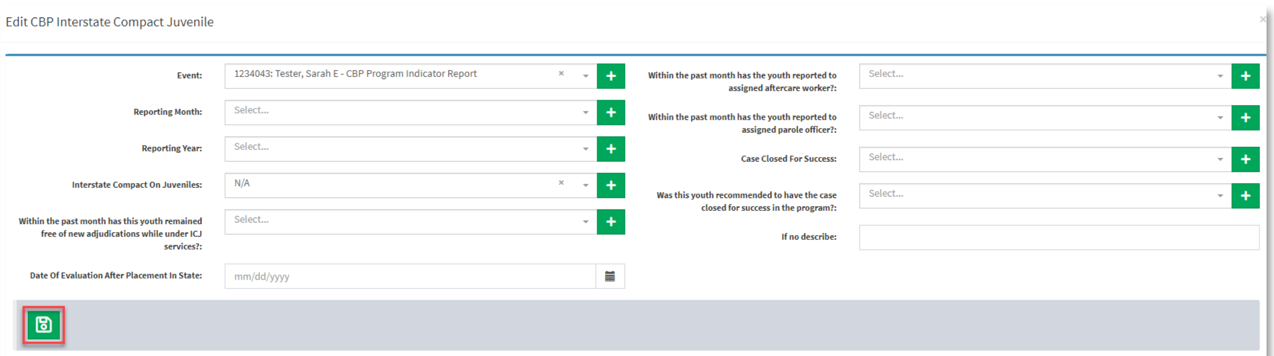


9. CBP Interstate Compact Juvenile - Allows you to add a new CBP Interstate Compact Juvenile. A popup will appear, it will initially show you the Details of the CBP Interstate Compact Juvenile. To Edit the information, click

the Edit button in the upper left-hand corner.

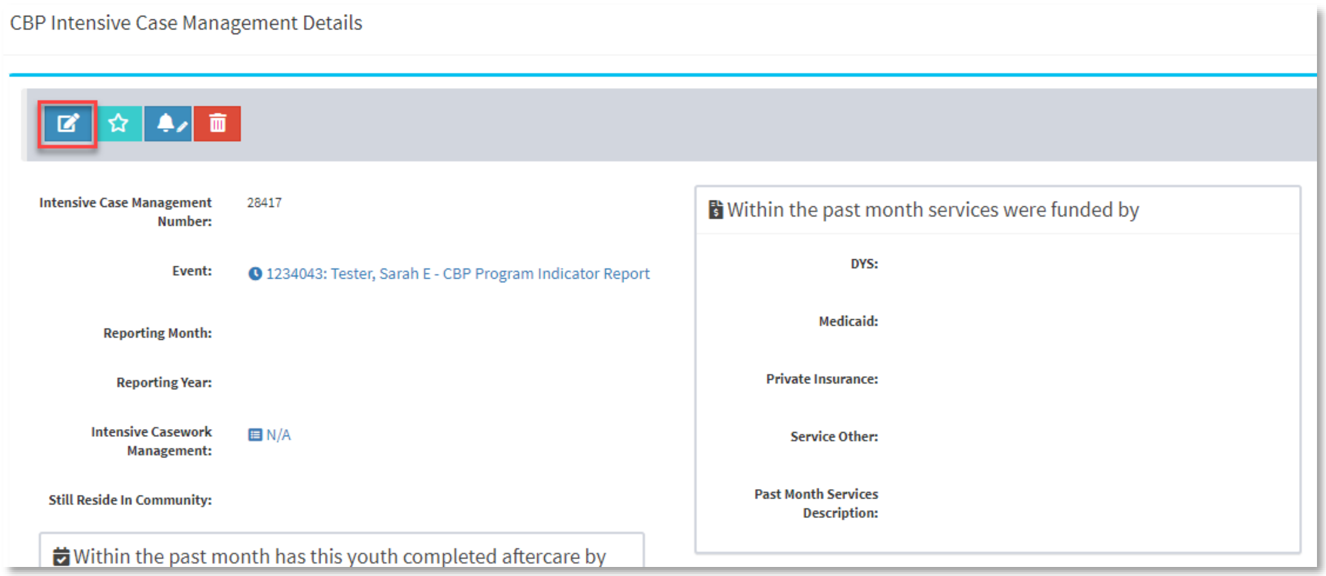


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

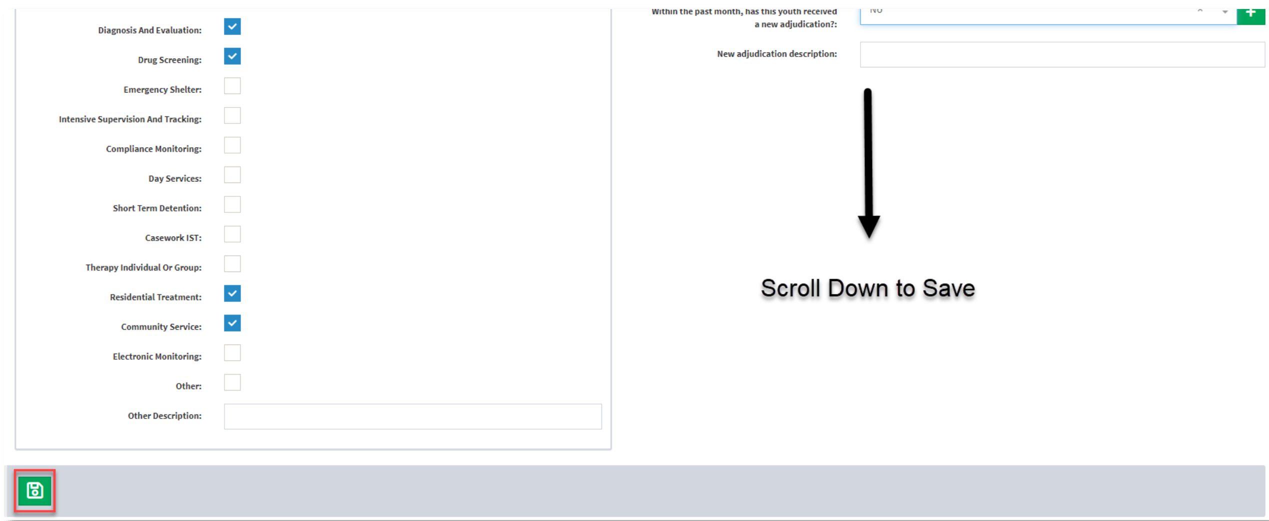


10. CBP Intensive Case Management - Allows you to add a new CBP Intensive Case Management. A popup will appear, it will initially show you the Details of the CBP Intensive Case Management. To Edit the information, click

the Edit button in the upper left-hand corner.

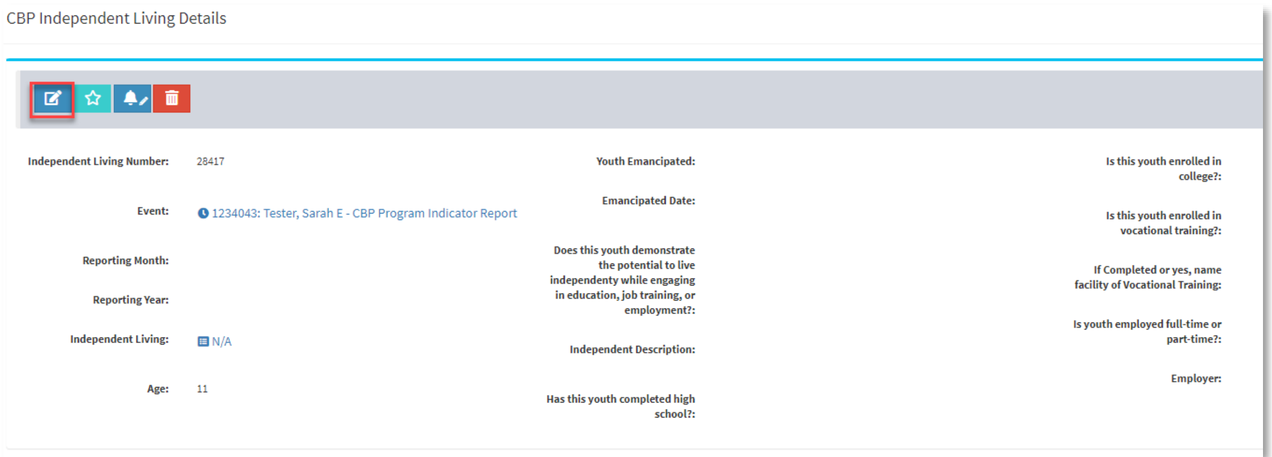


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

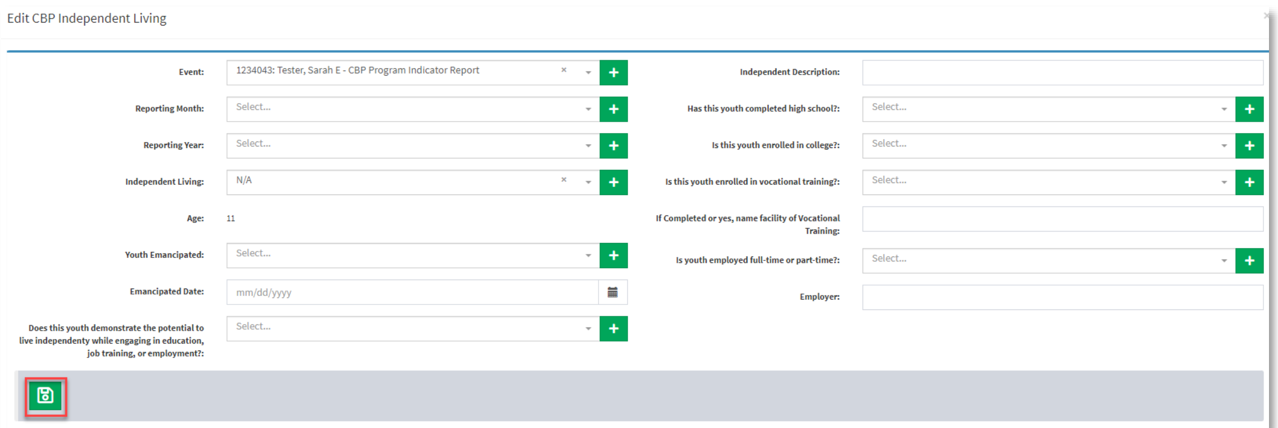


11. CBP Independent Living - Allows you to add a new CBP Independent Living. A popup will appear, it will initially show you the Details of the CBP Independent Living. To Edit the information, click the Edit button in the upper

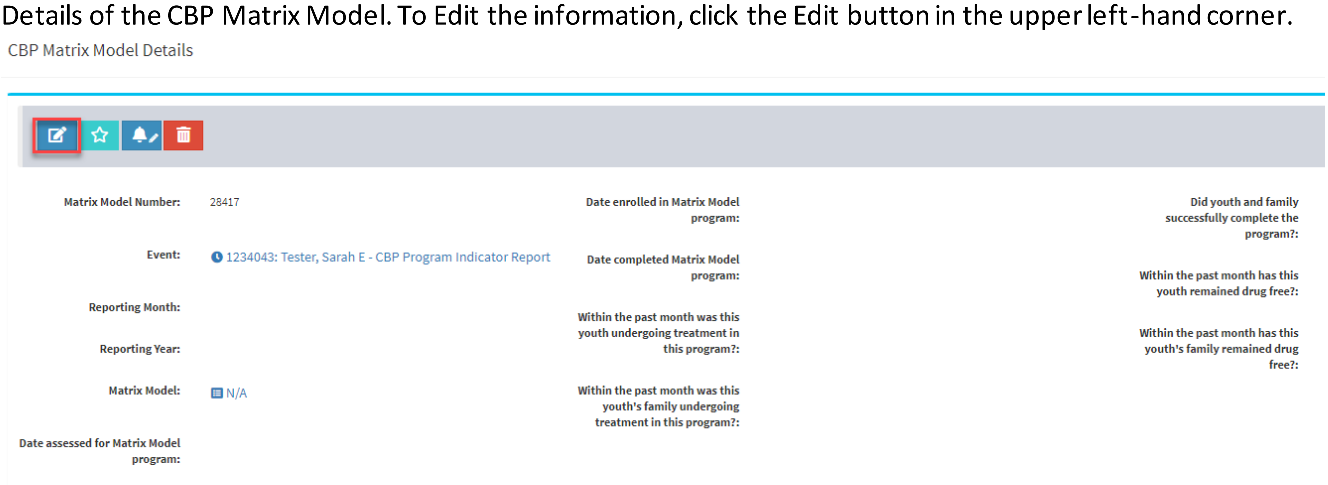
left-hand corner.



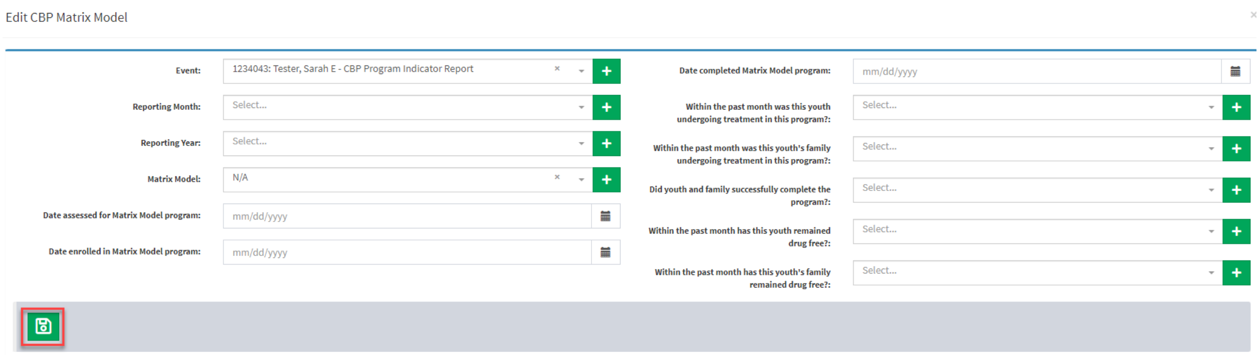
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



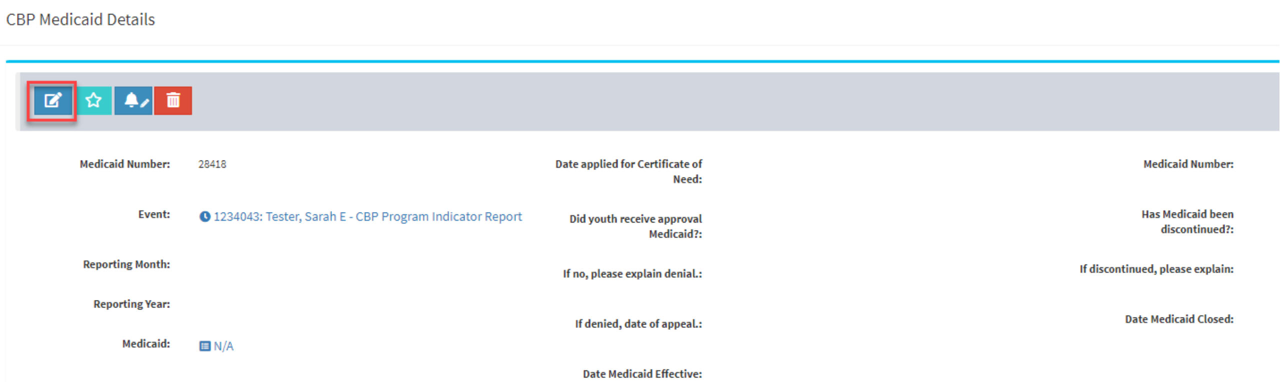
12. CBP Matrix Model - Allows you to add a new CBP Matrix Model. A popup will appear, it will initially show you the Details of the CBP Matrix Model. To Edit the information, click the Edit button in the upper left-hand corner.



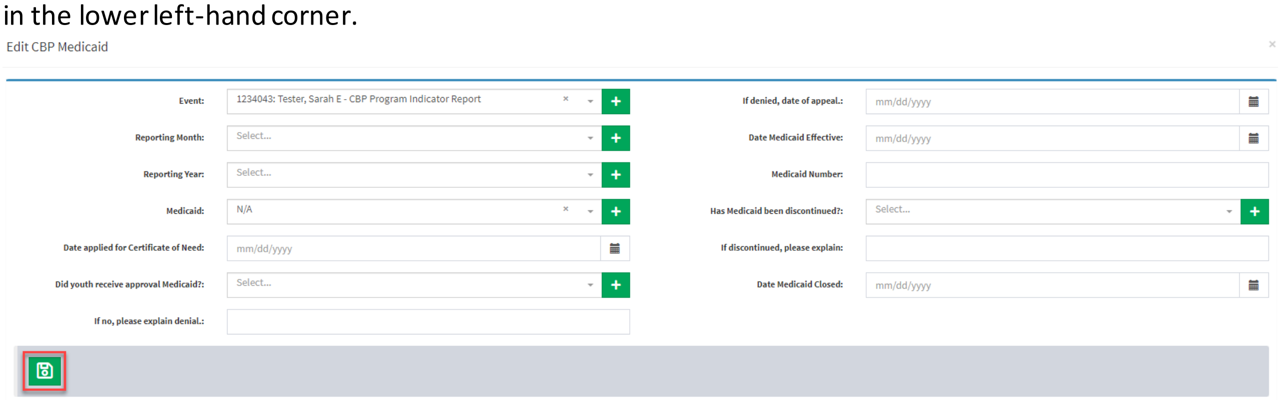
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

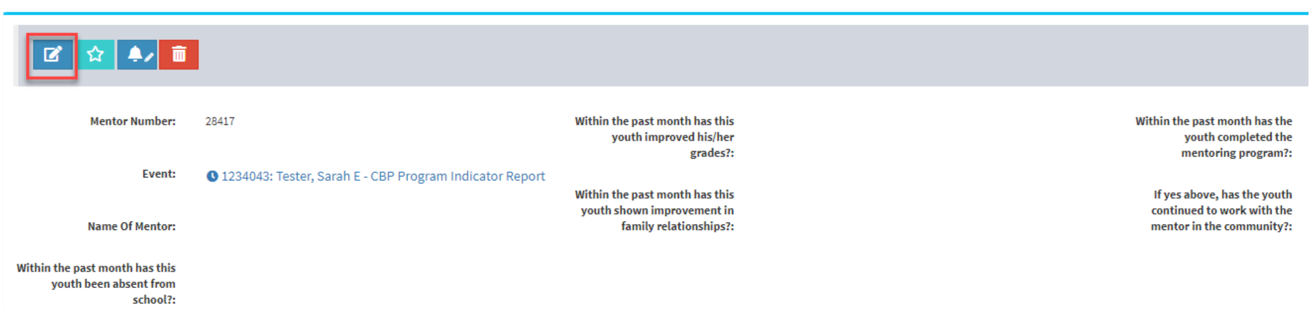


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



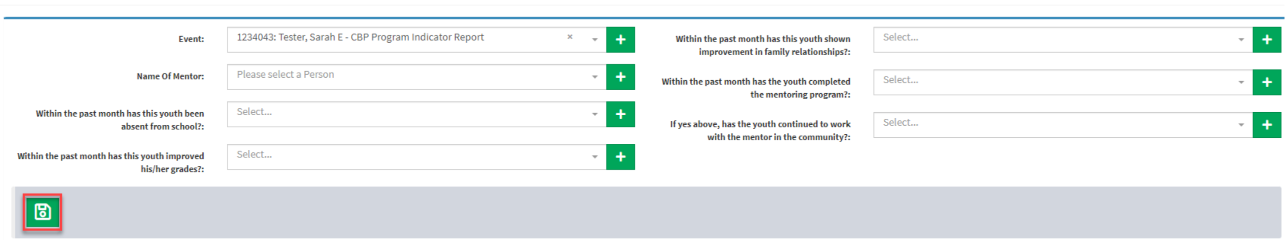
14. CBP Mentor - Allows you to add a new CBP Mentor. A popup will appear, it will initially show you the Details of the CBP Mentor. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Mentor Details



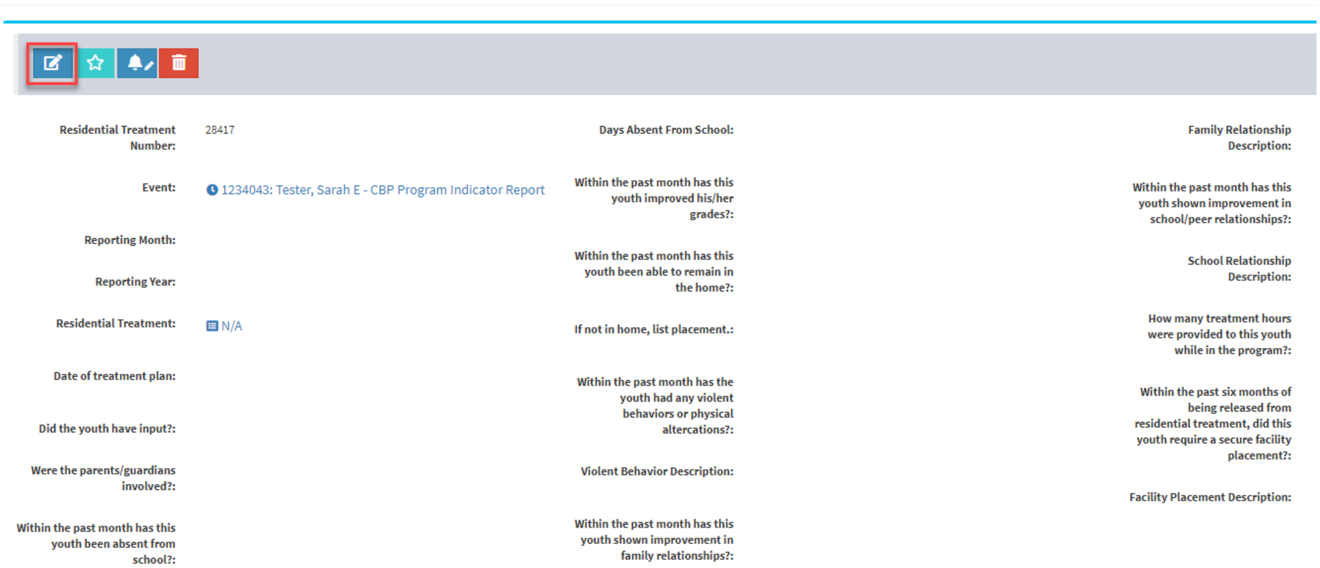
   a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Mentor

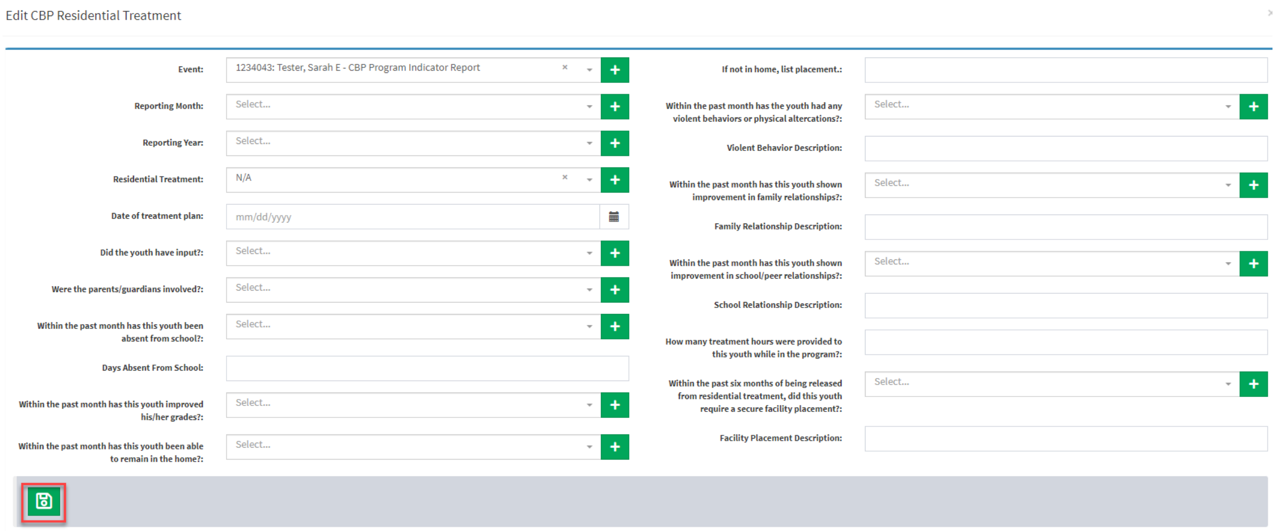


15. CBP Residential Treatment - Allows you to add a new CBP Residential Treatment. A popup will appear, it will initially show you the Details of the CBP Residential Treatment. To Edit the information, click the Edit button in the upper left-hand corner.

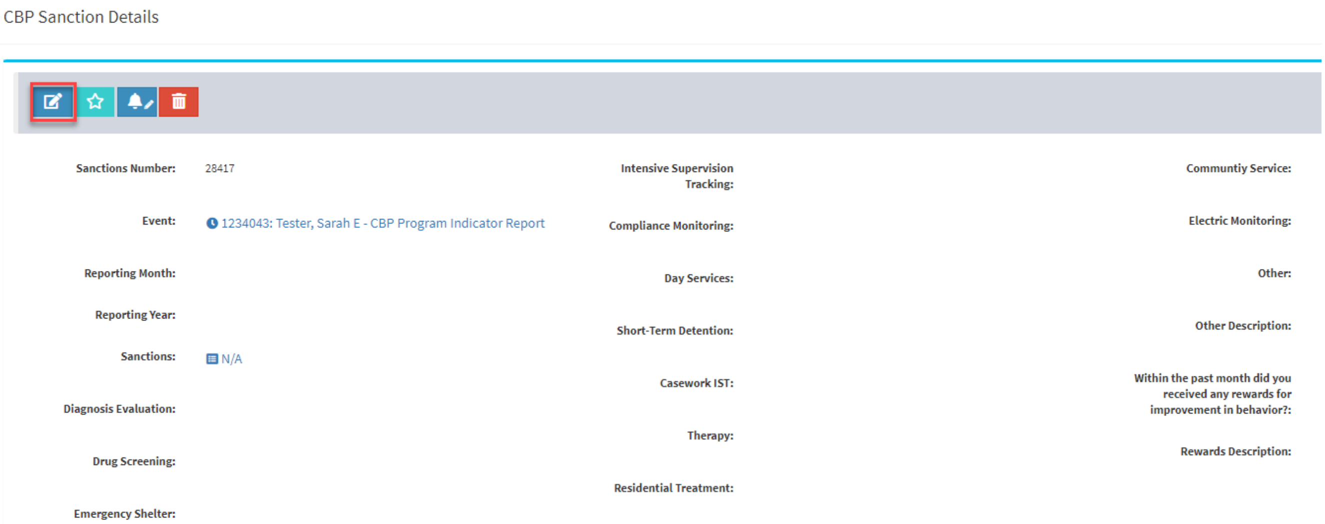
CBP Residential Treatment Details



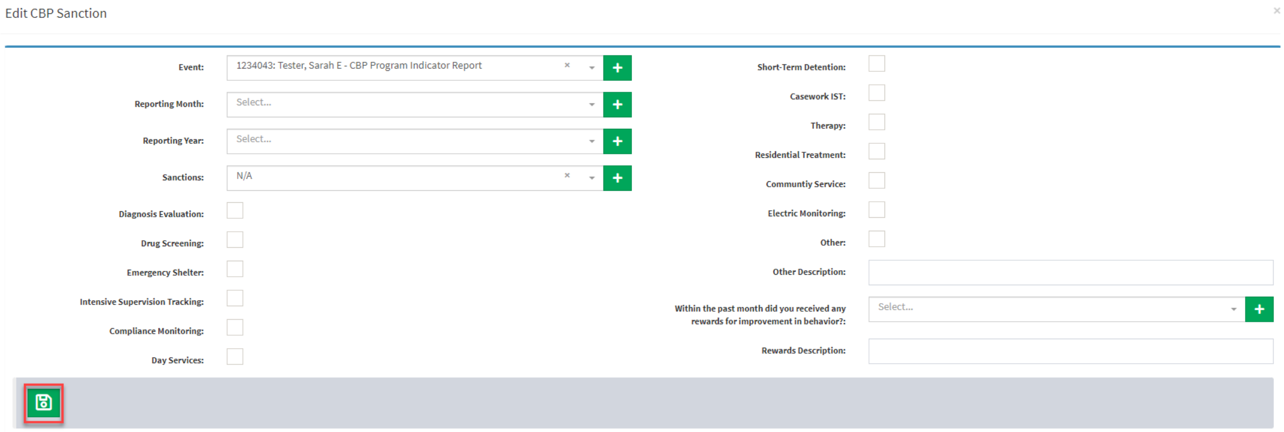
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save ico n in the lower left-hand corner.



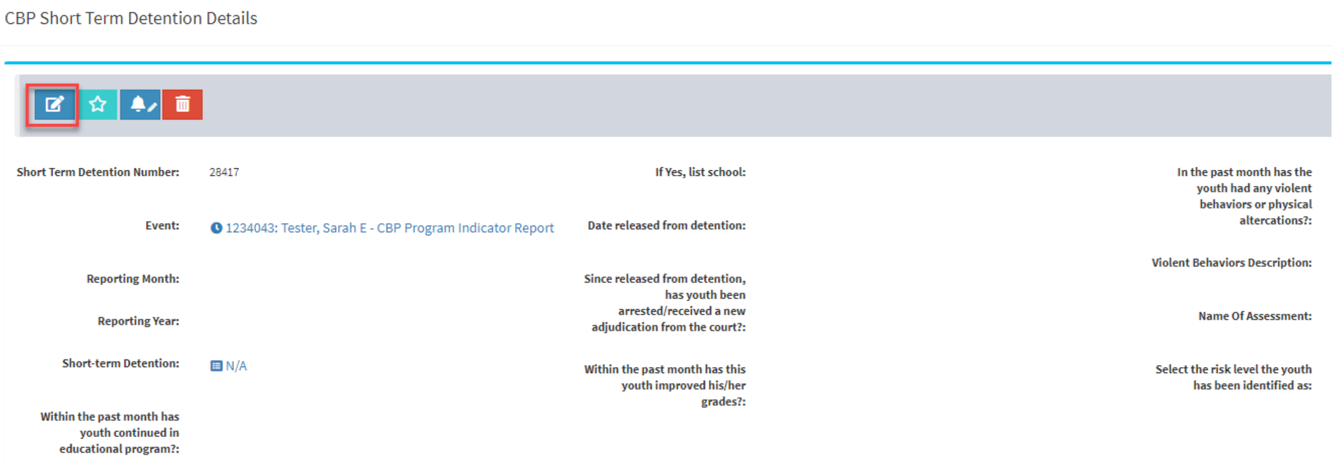
16. CBP Sanction - Allows you to add a new CBP Sanction. A popup will appear, it will initially show you the Details of the CBP Sanction. To Edit the information, click the Edit button in the upper left-hand corner.



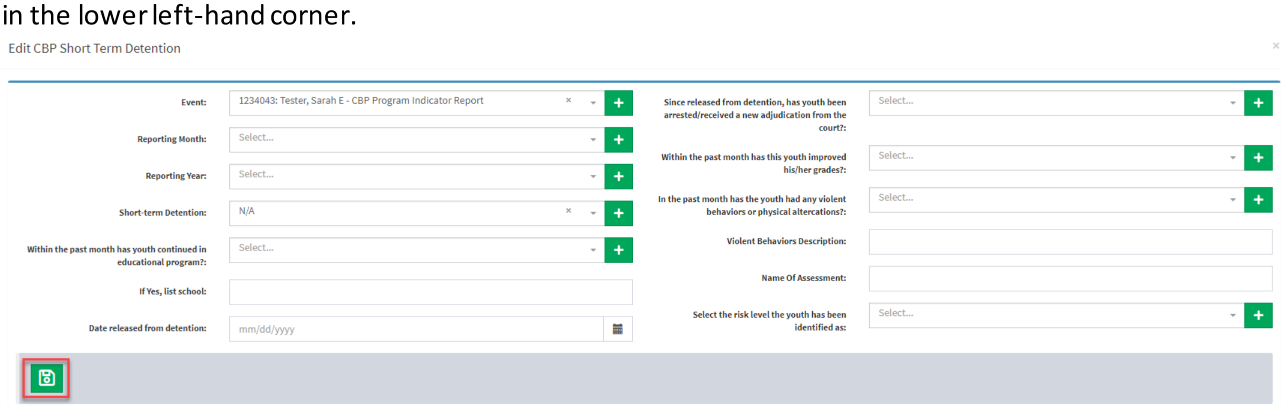
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

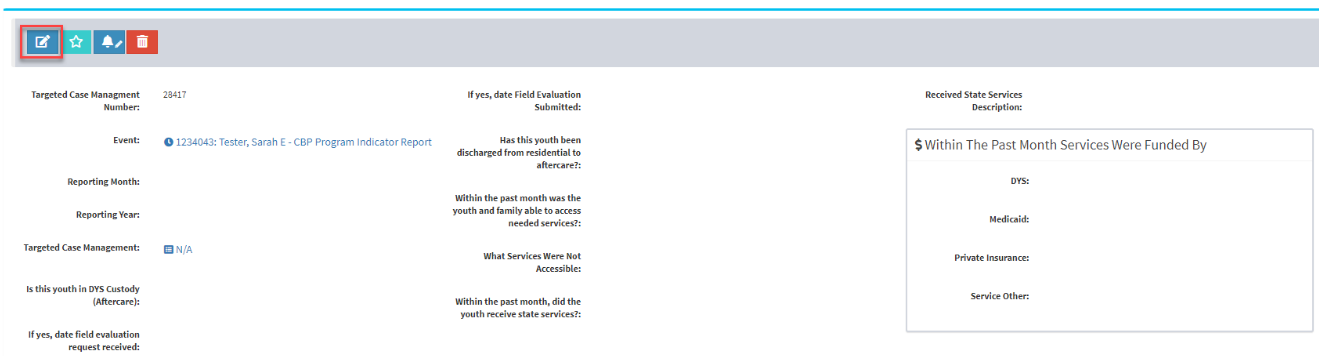


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



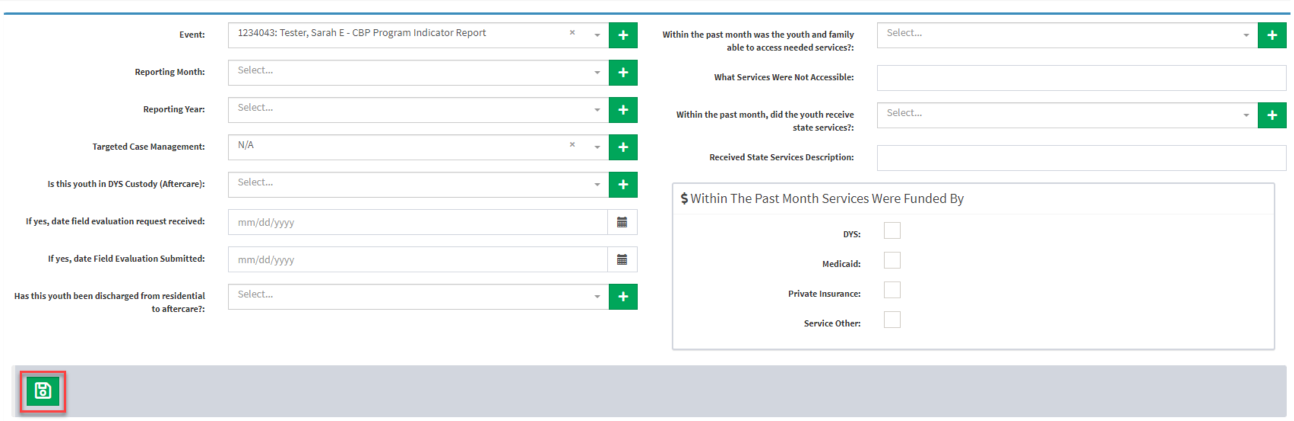
18. CBP Targeted Case Management Details - Allows you to add a new CBP Targeted Case Management. A popup will appear, it will initially show you the Details of the CBP Targeted Case Management. To Edit the information, click the Edit button in the upper left-hand corner.

CBP Targeted Case Management Details

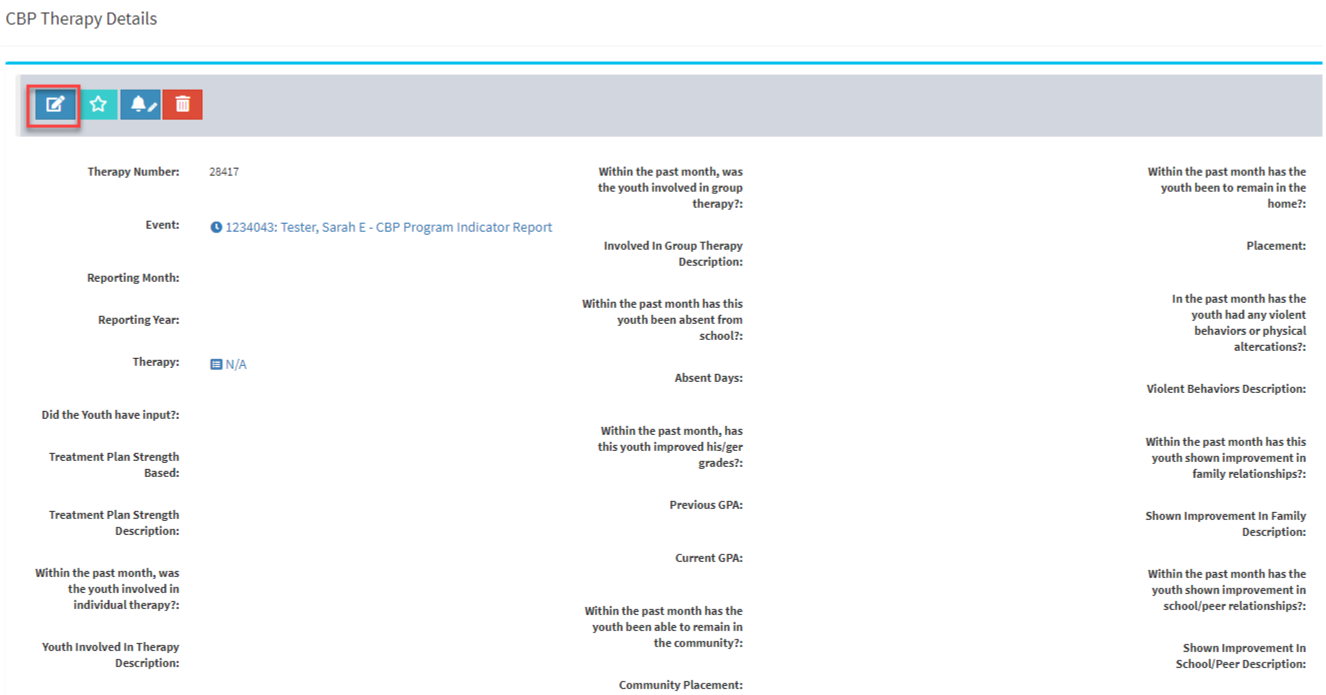


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

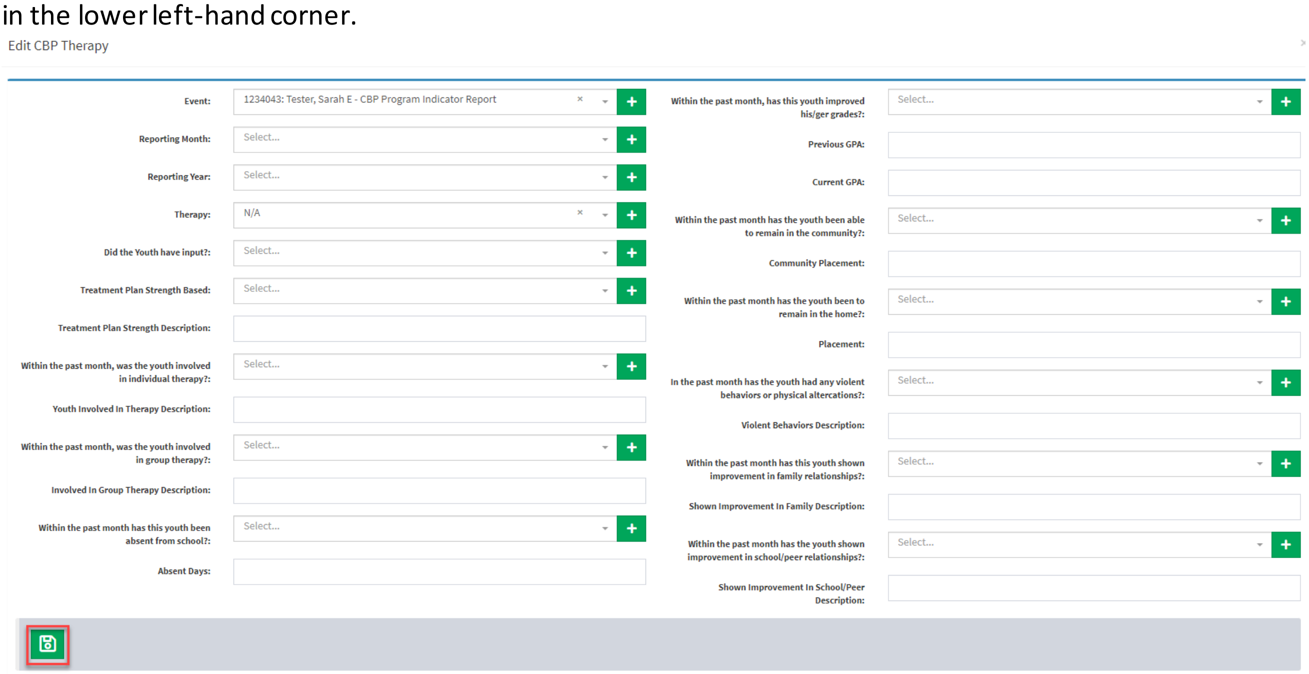
Edit CBP Targeted Case Management



19. 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.



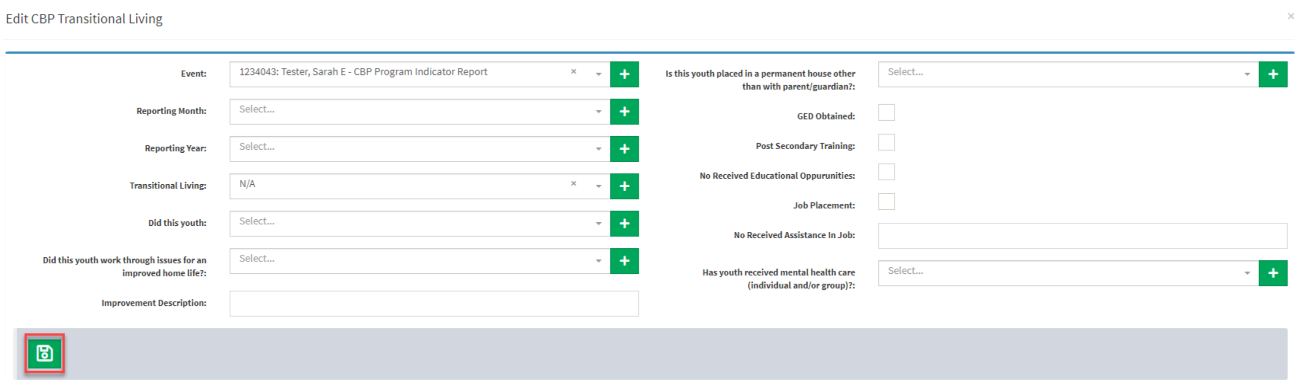
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



20. 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

left-hand corner.

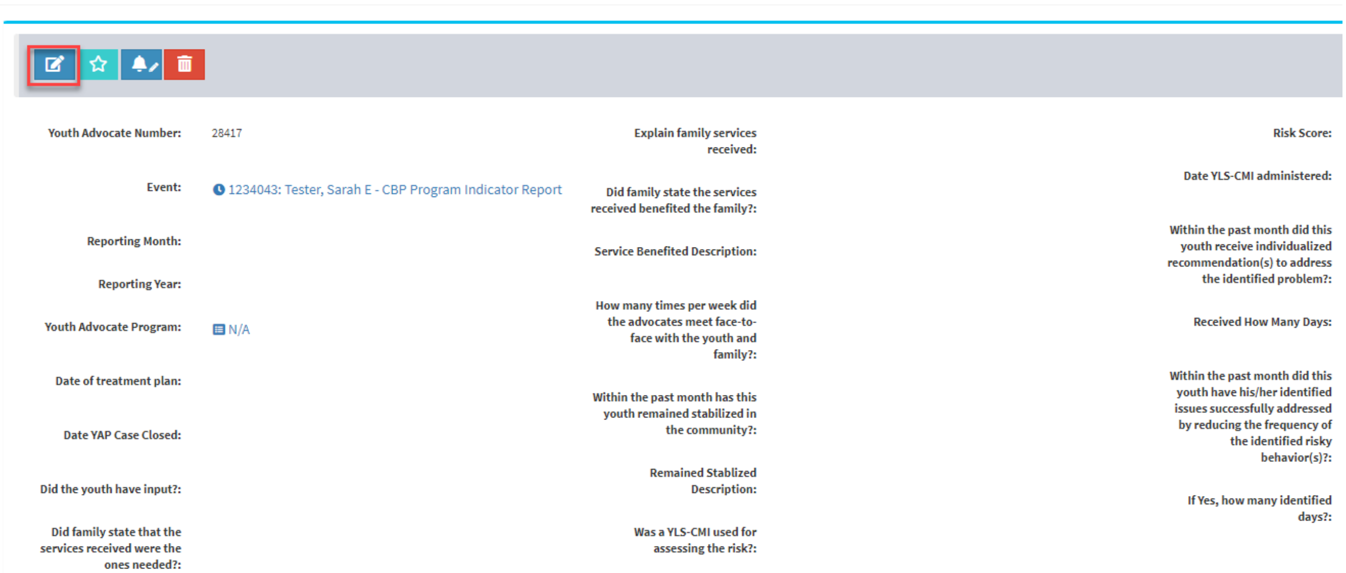
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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

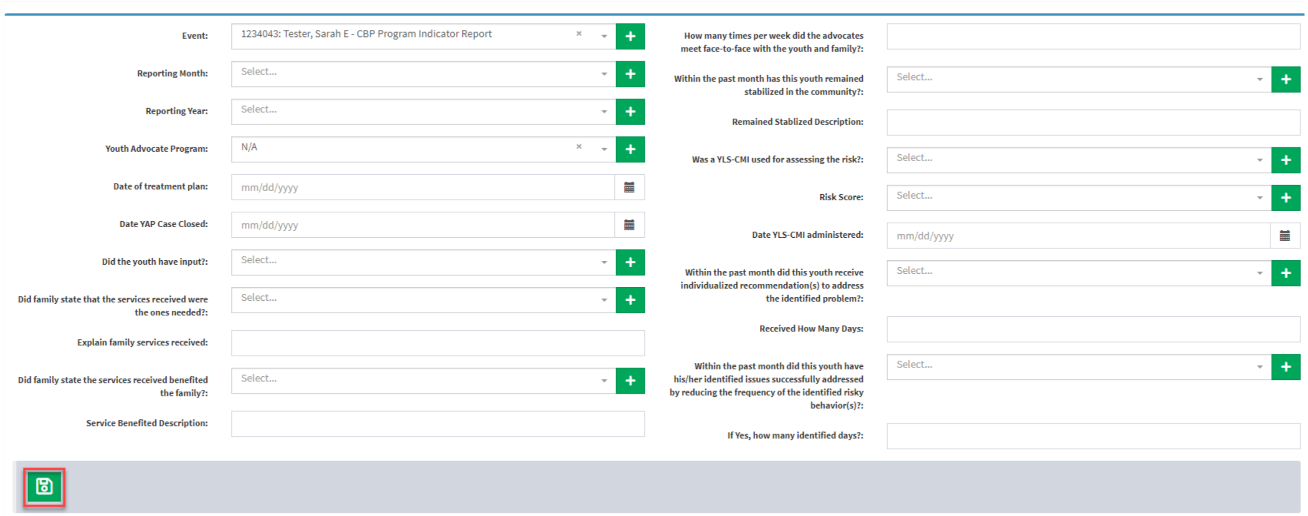
the Edit button in the upper left-hand corner.

CBP Youth Advocate Program Details



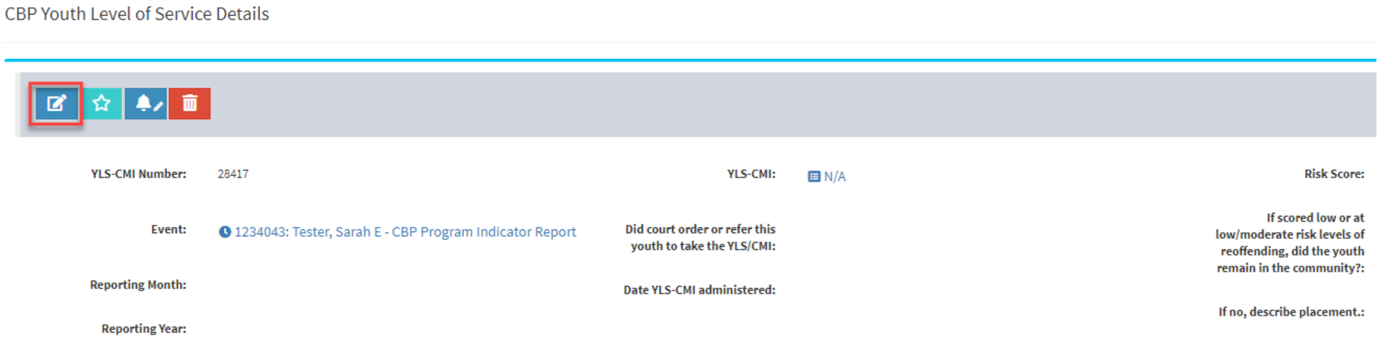
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

Edit CBP Youth Advocate Program

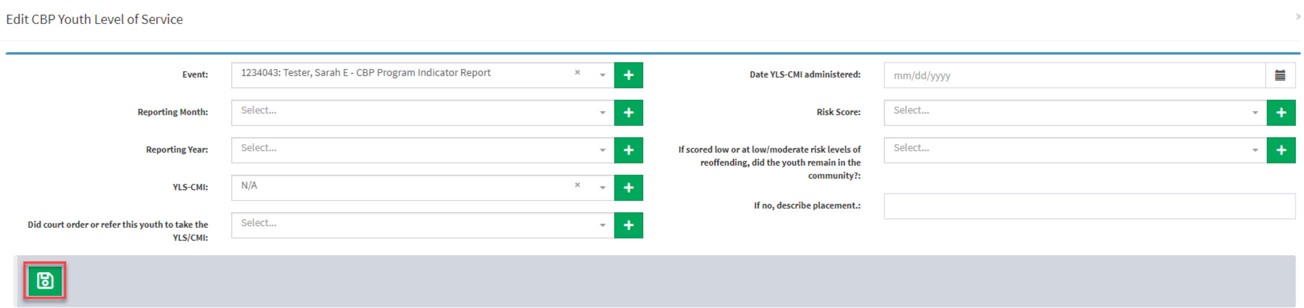


22. CBP Youth Level of Service (YLS) - Allows you to add a new CBP Youth Advocate Program. A popup will appear, it will initially show you the Details of the CBP Youth Advocate Program. To Edit the information, click the Edit

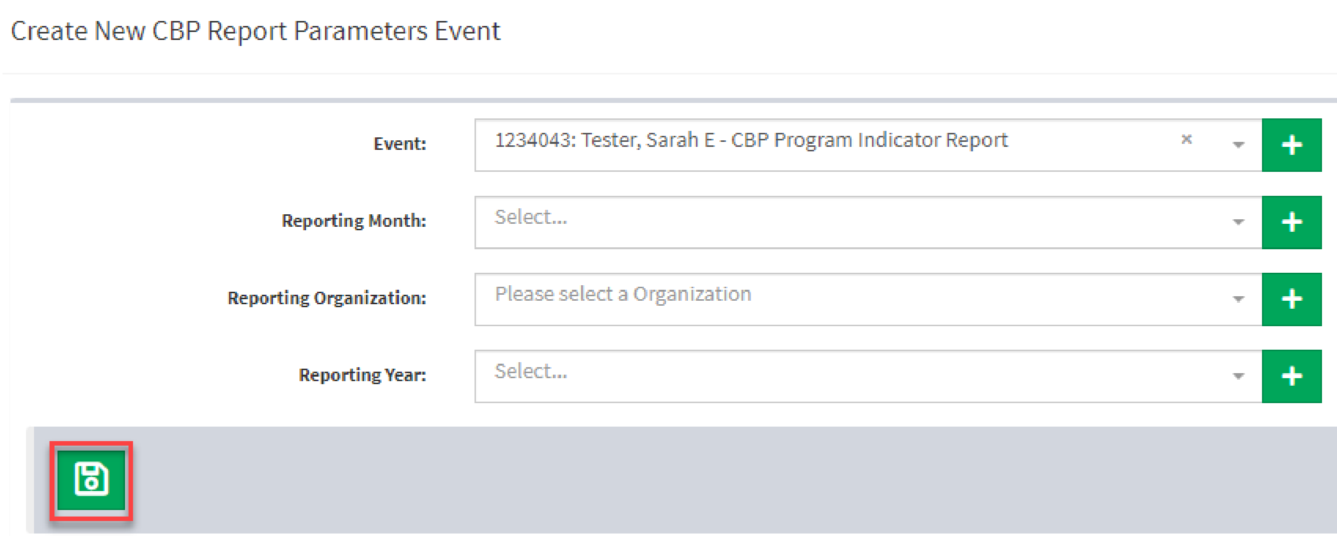
button in the upper left-hand corner.



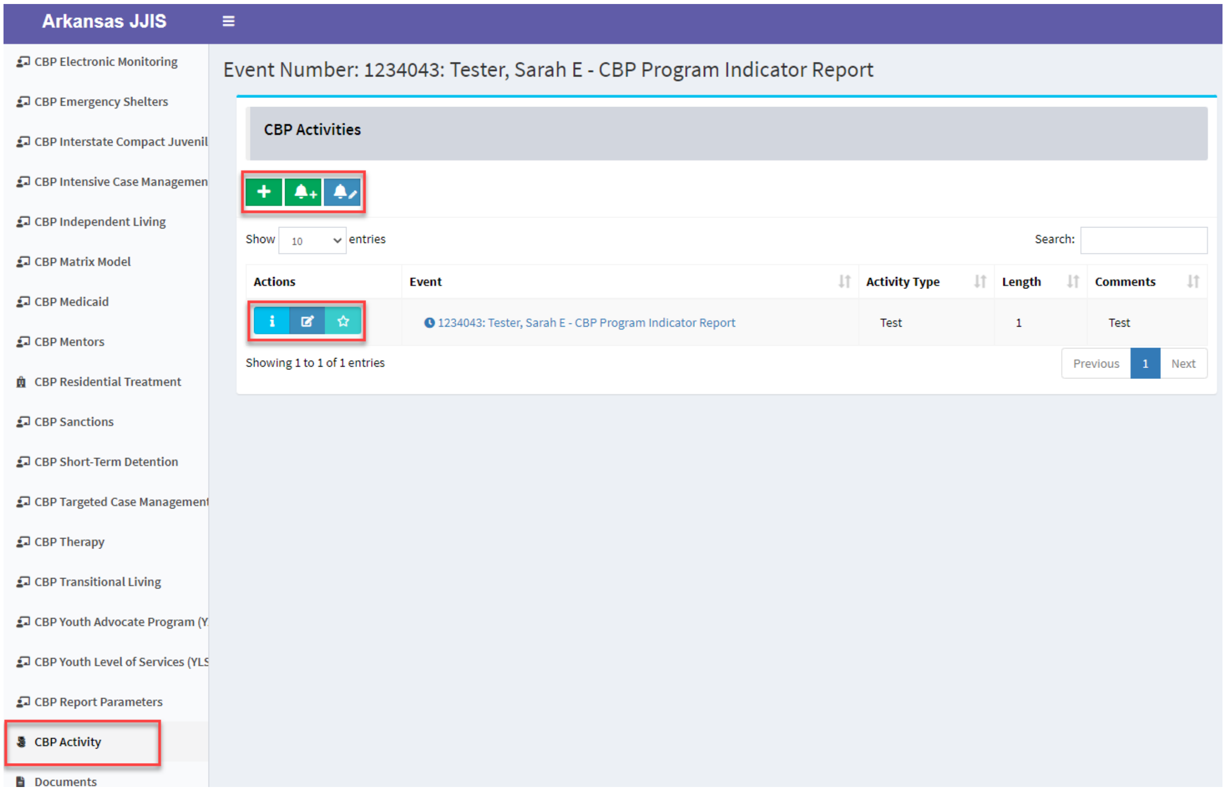
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



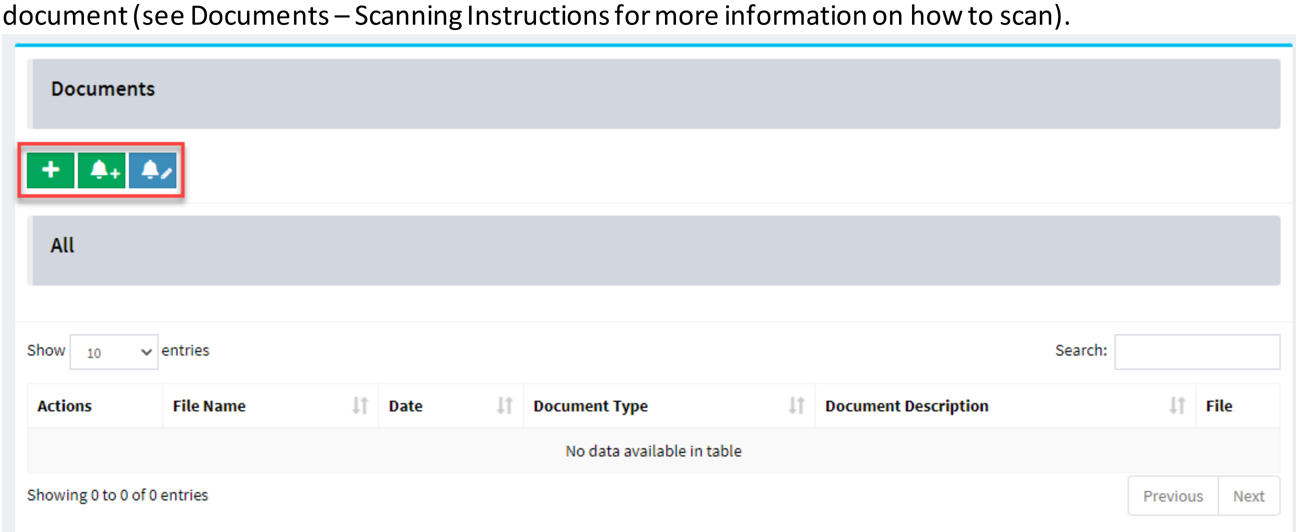
23. CBP Report Parameters - Allows you to add a new CBP Report Parameter. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.



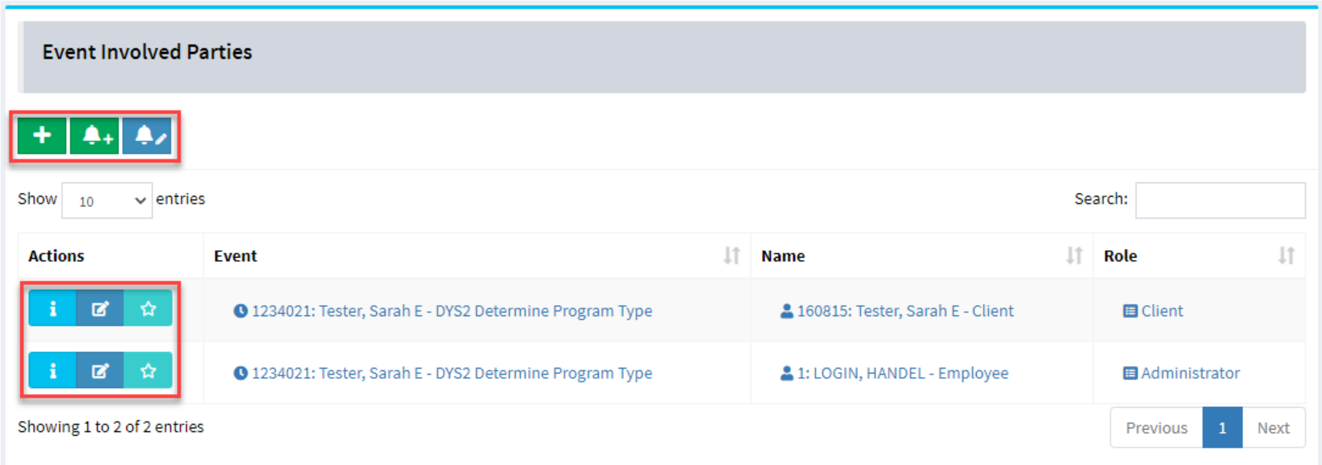
24. CBP Activity - Once here, you will see the list view of all CBP Activities on the Event. You can add a new CBP Activity to the CBP Activities by clicking the green box with the white plus sign (+).



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).

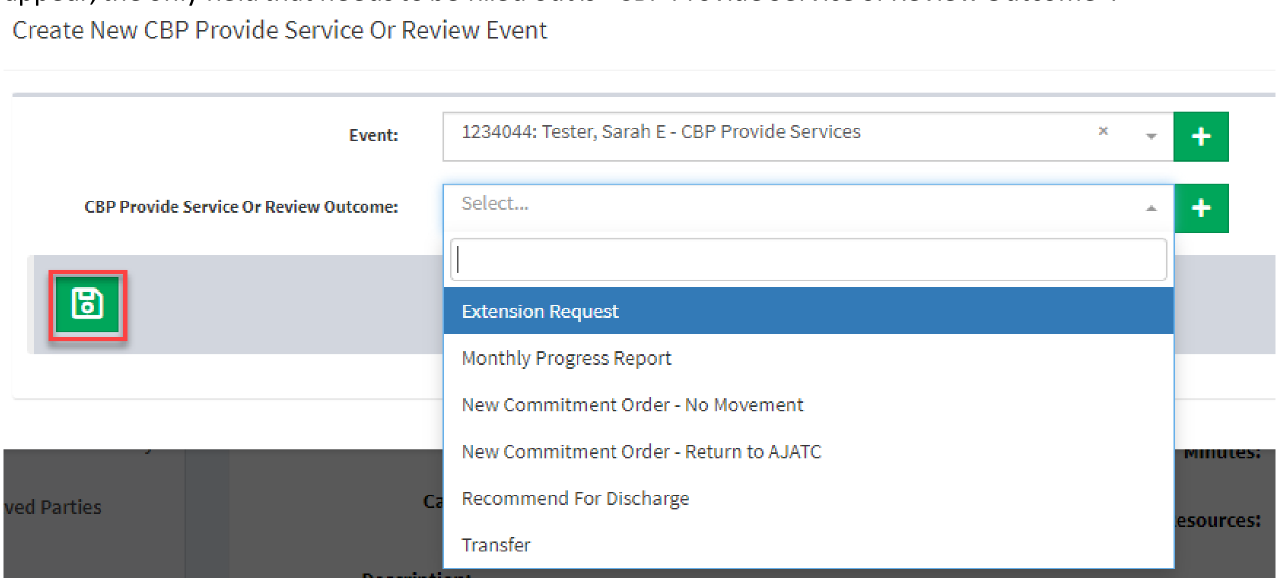


26. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

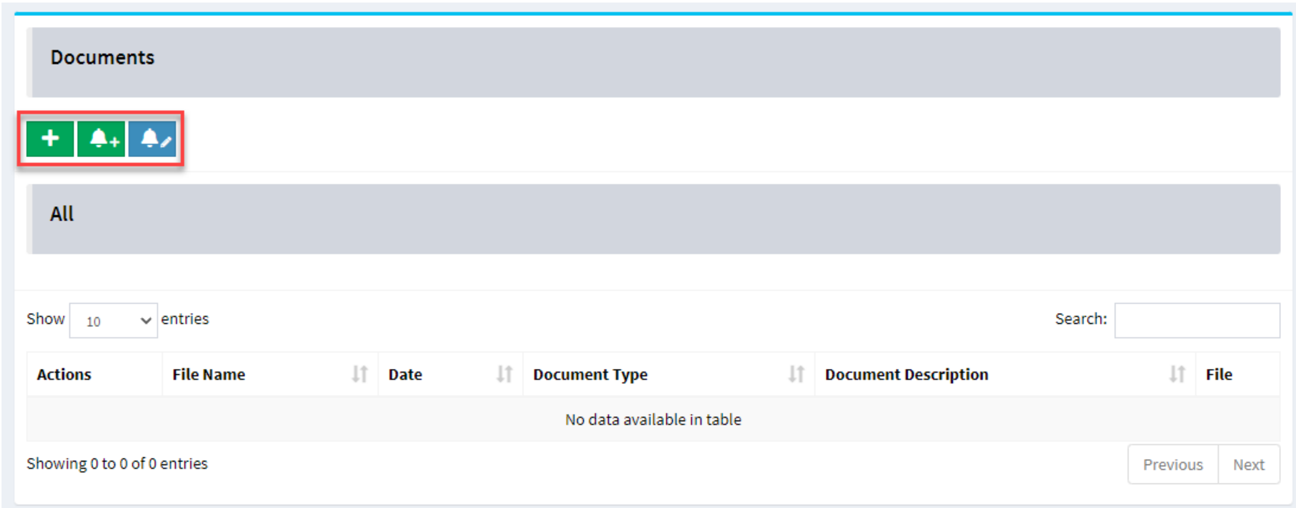


CBP Provide Services

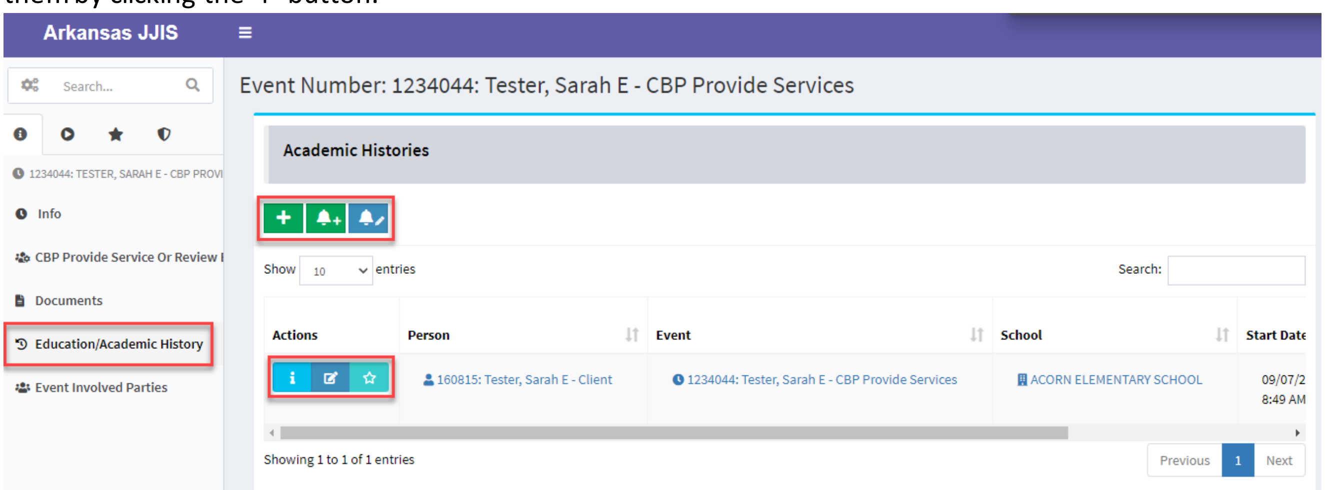
1. CBP Provide Service or Review - Allows you to create a new CBP Provide Service or Review Event. A popup will appear, the only field that needs to be filled out is "CBP Provide Service or Review Outcome".



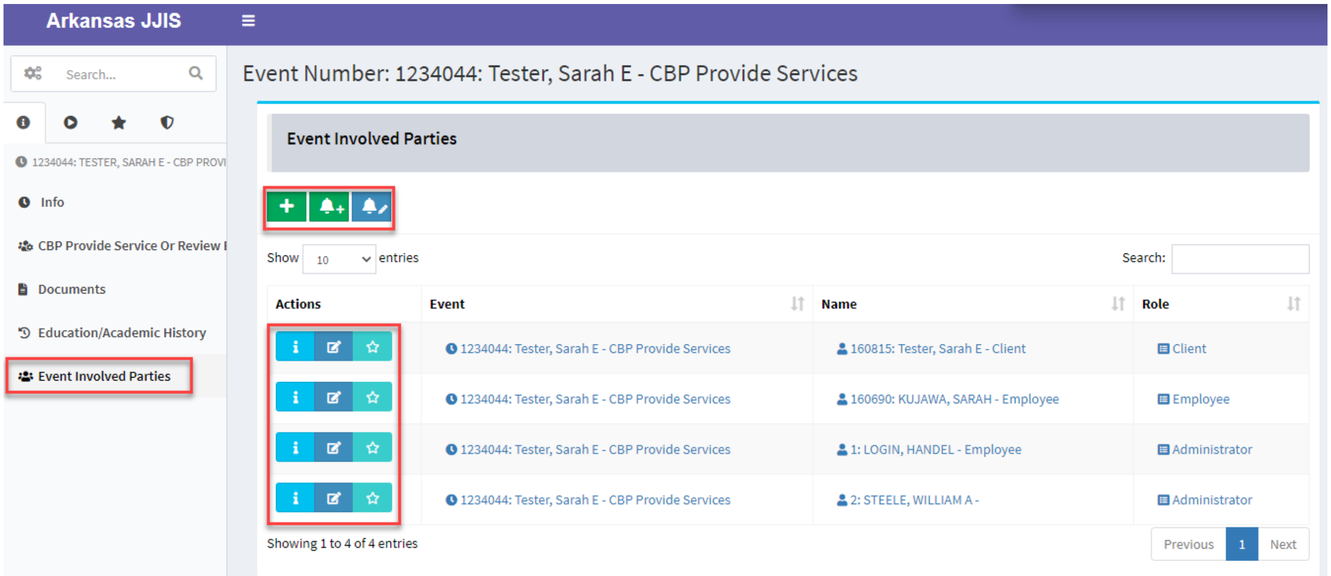
2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



3. 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.

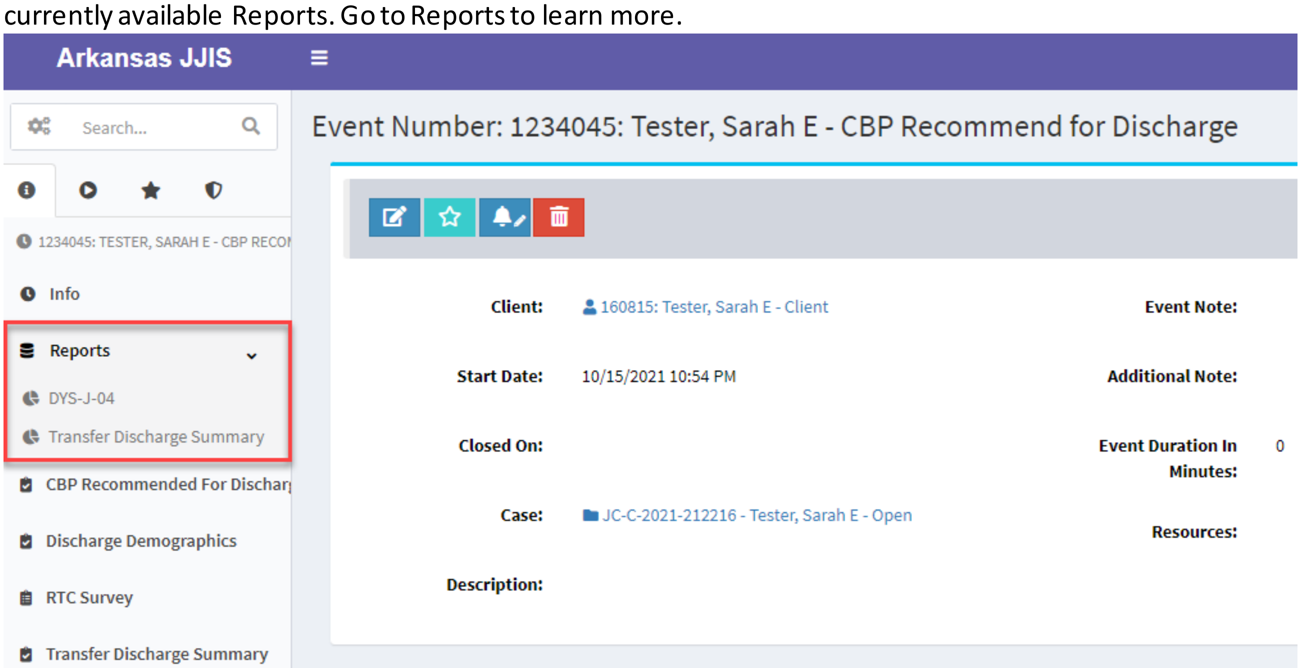


4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



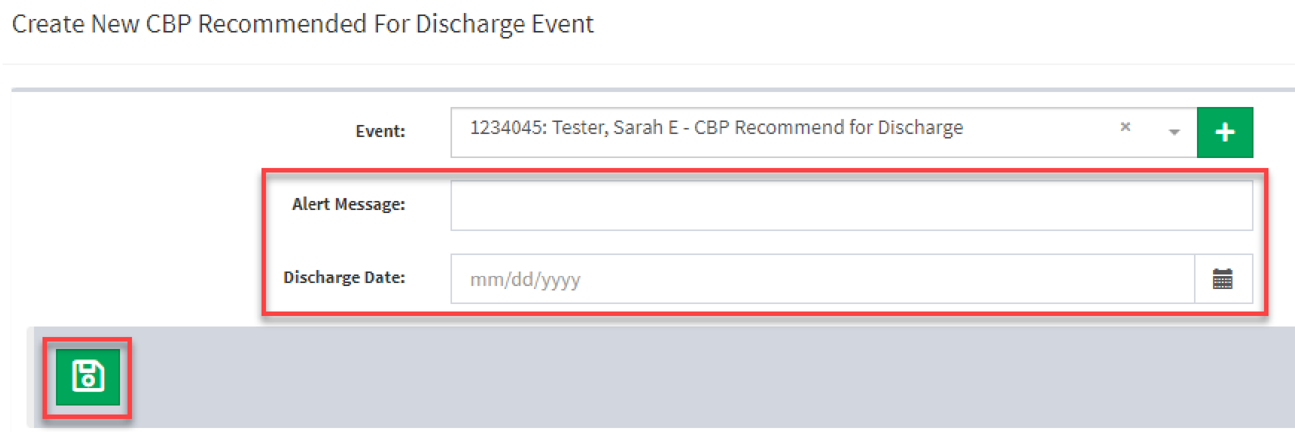
CBP Recommend For Discharge

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.

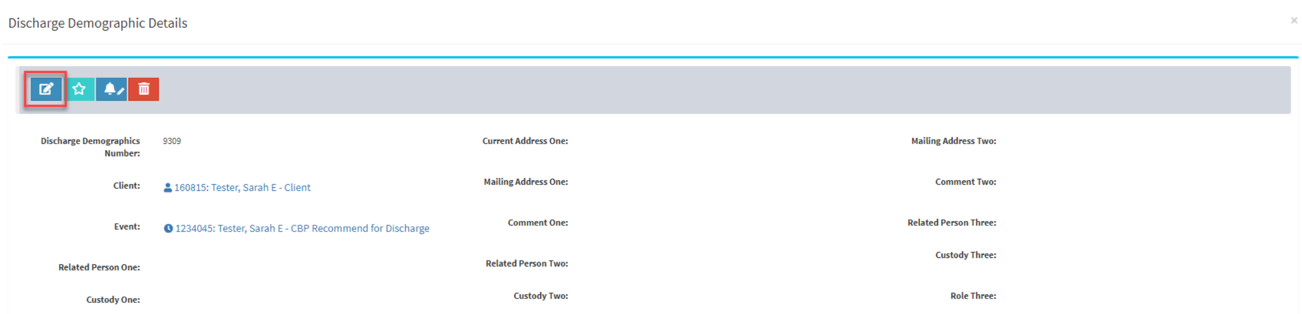


2. CBP Recommended For Discharge - Allows you to add a new CBP Recommended For Discharge. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the

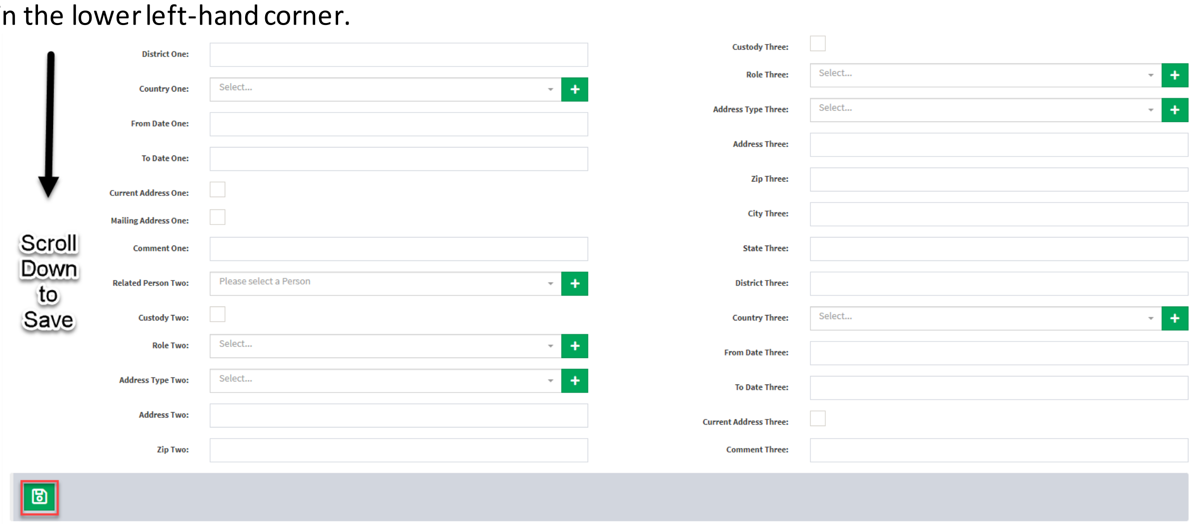
lower left-hand corner.



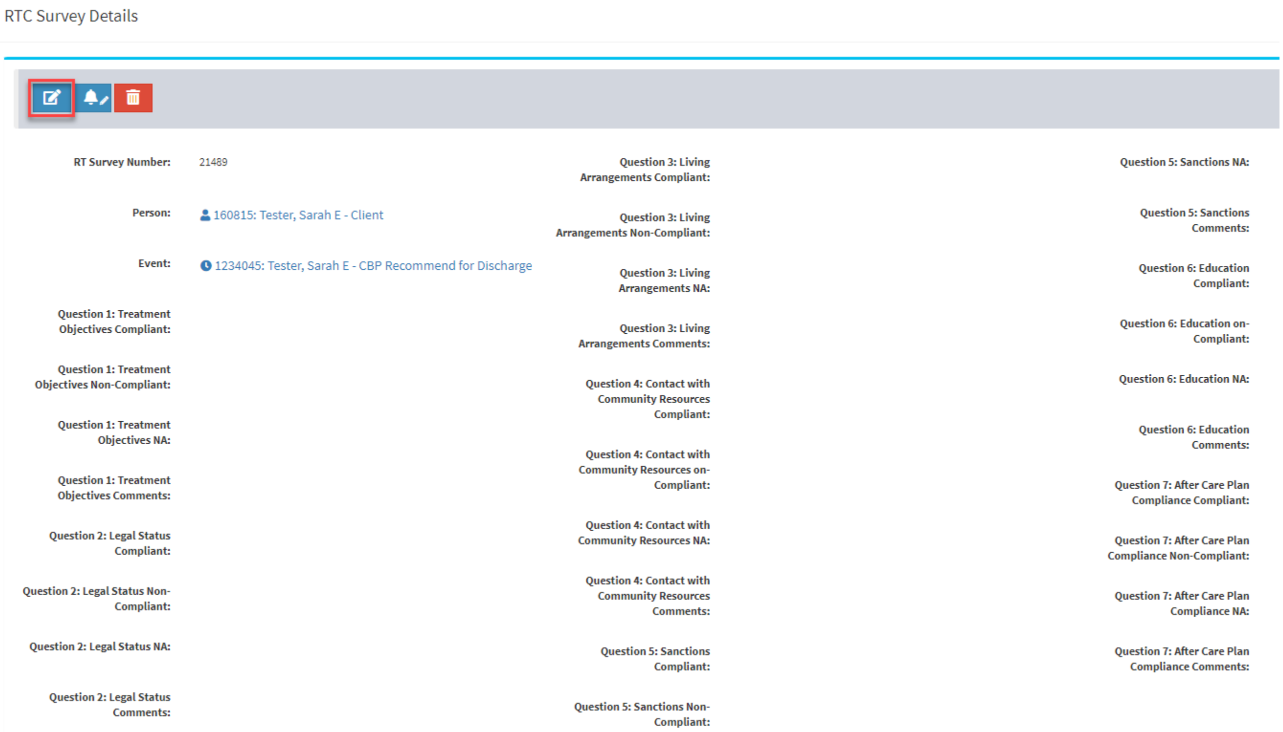
3. Discharge Demographics – Allows you to add a new Discharge Demographic. A popup will appear, it will initially show you the Details of the Discharge Demographic Details. To Edit the information, click the Edit button in the upper left-hand corner.



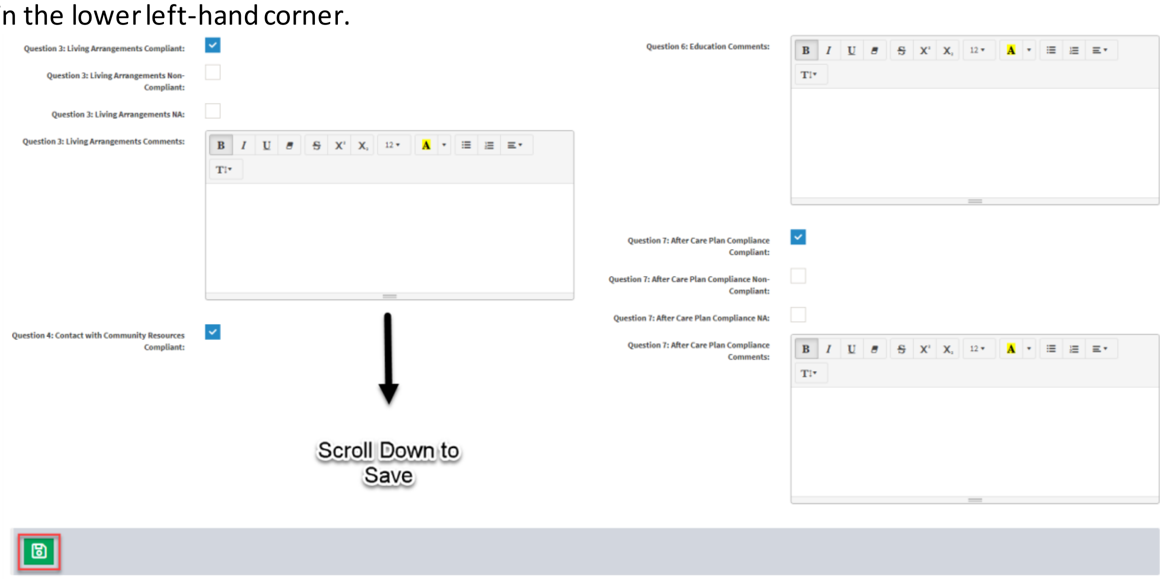
   a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.



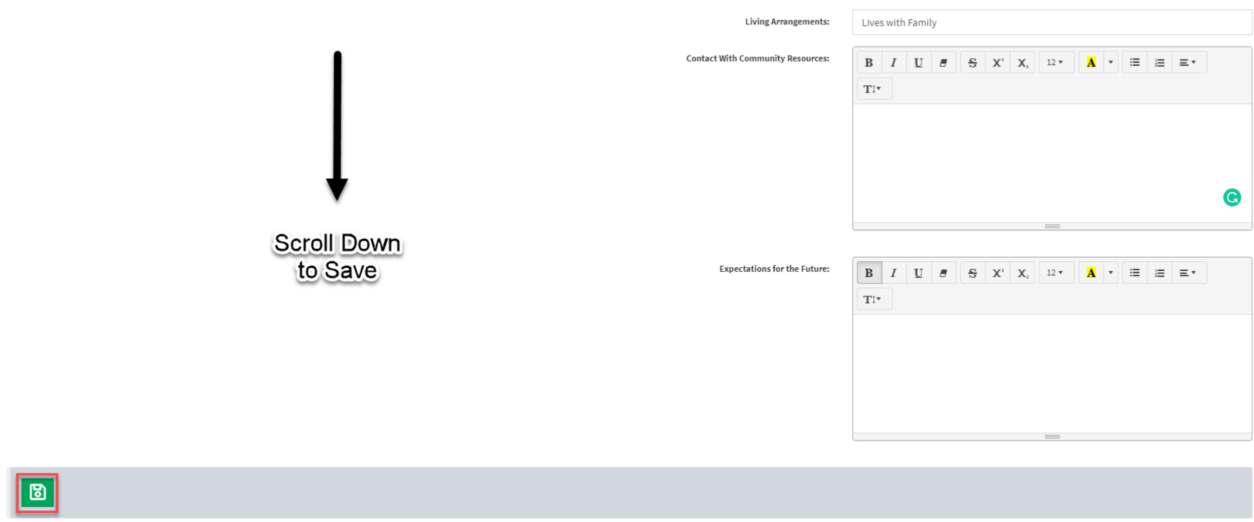
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



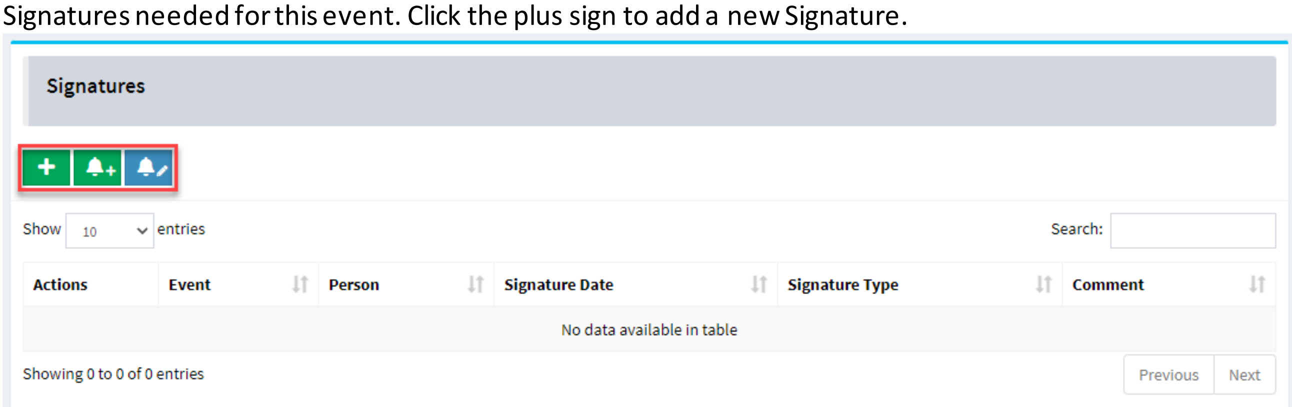
5. Transfer Discharge Summary – Allows you to add a new Transfer Discharge Summary. A popup will appear, it will initially show you the Details of the Transfer Discharge Summary. To Edit the information, click the Edit button in

the upper left-hand corner.

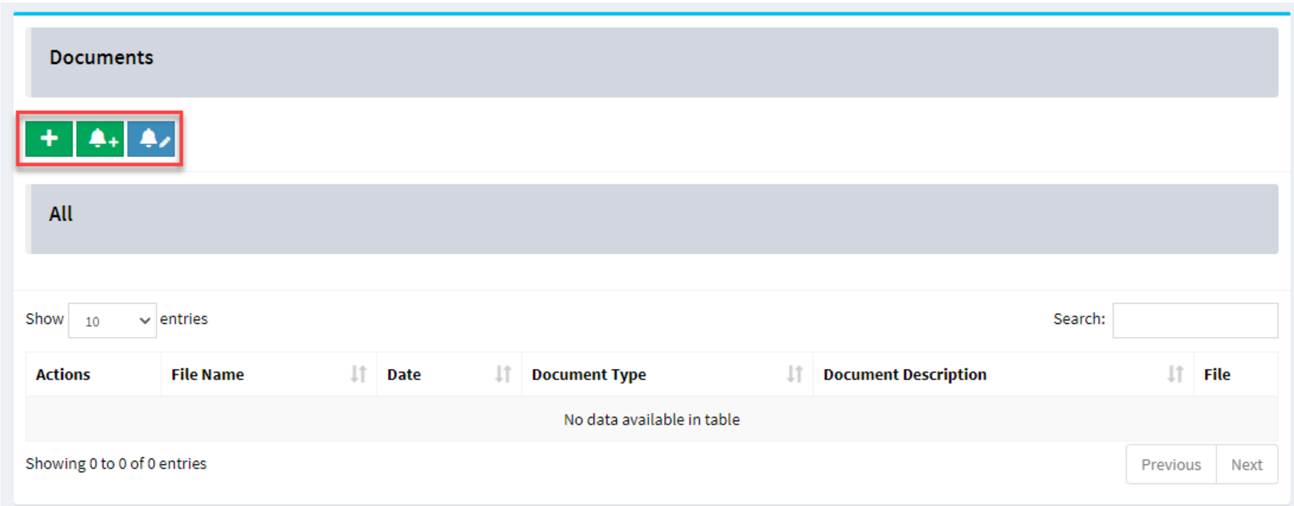
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



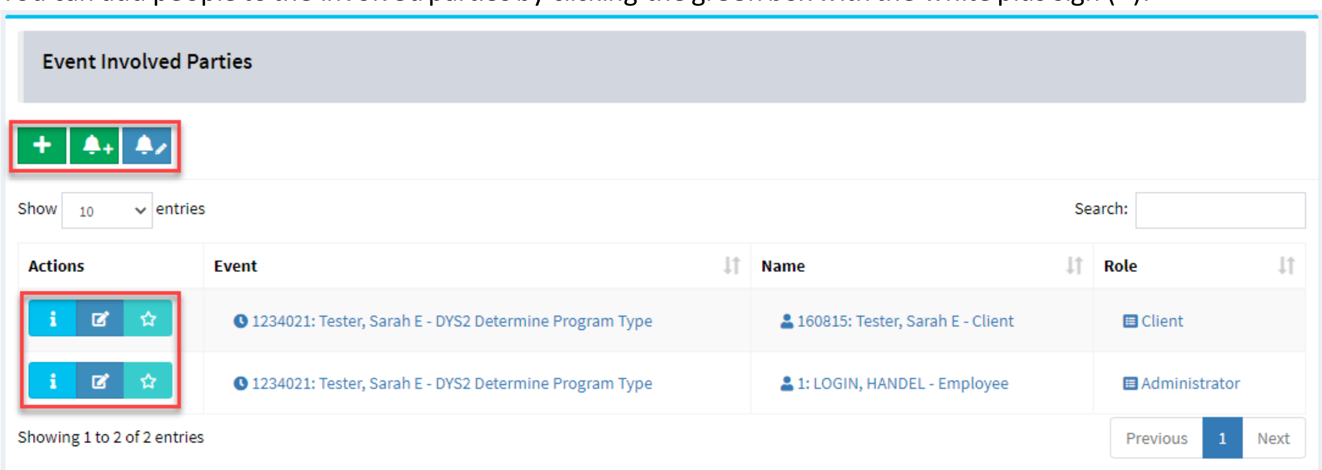
6. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.



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).

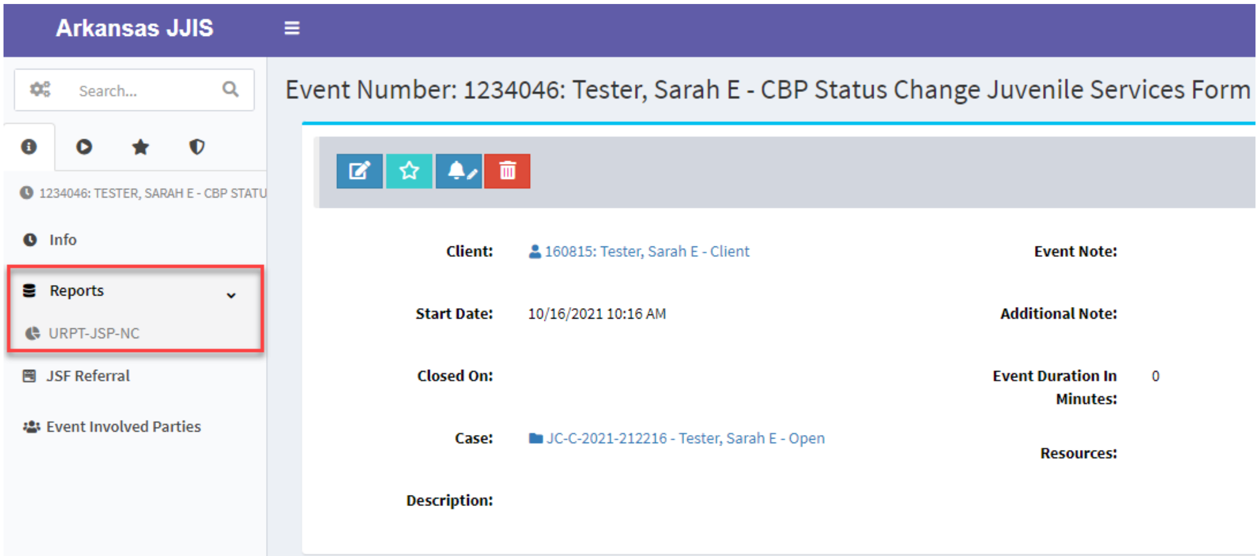


8. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

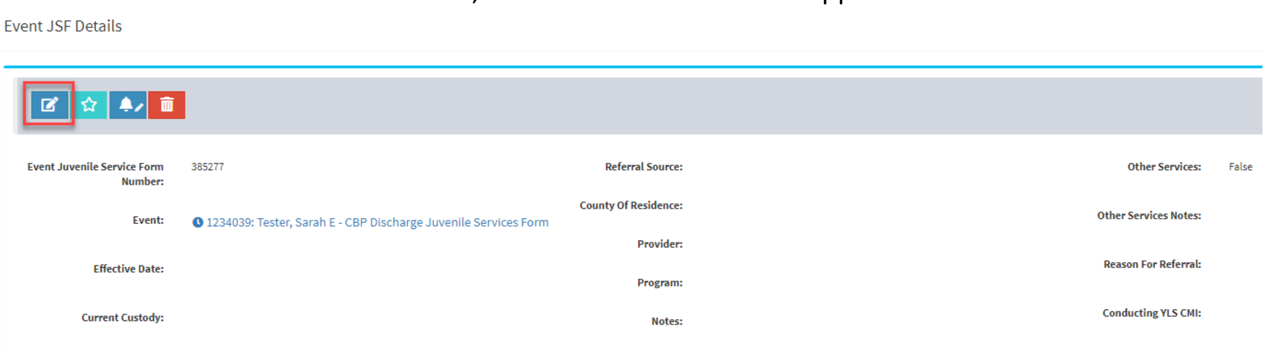


CBP Status Change Juvenile Services Form

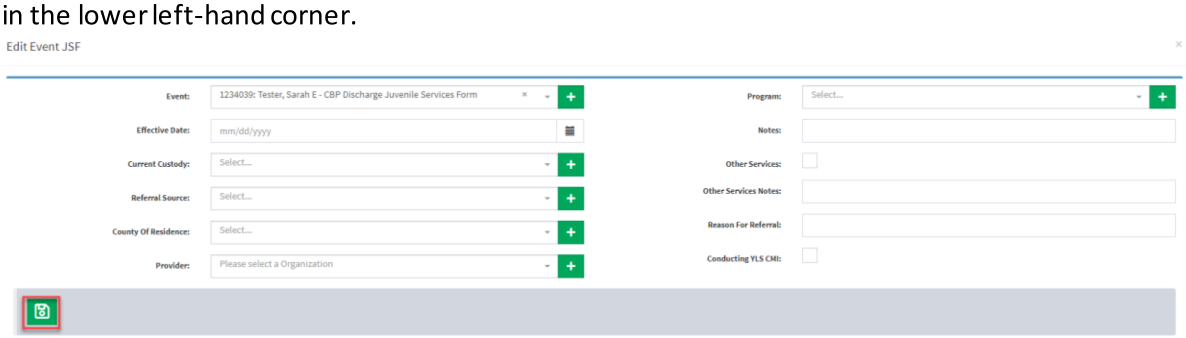
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



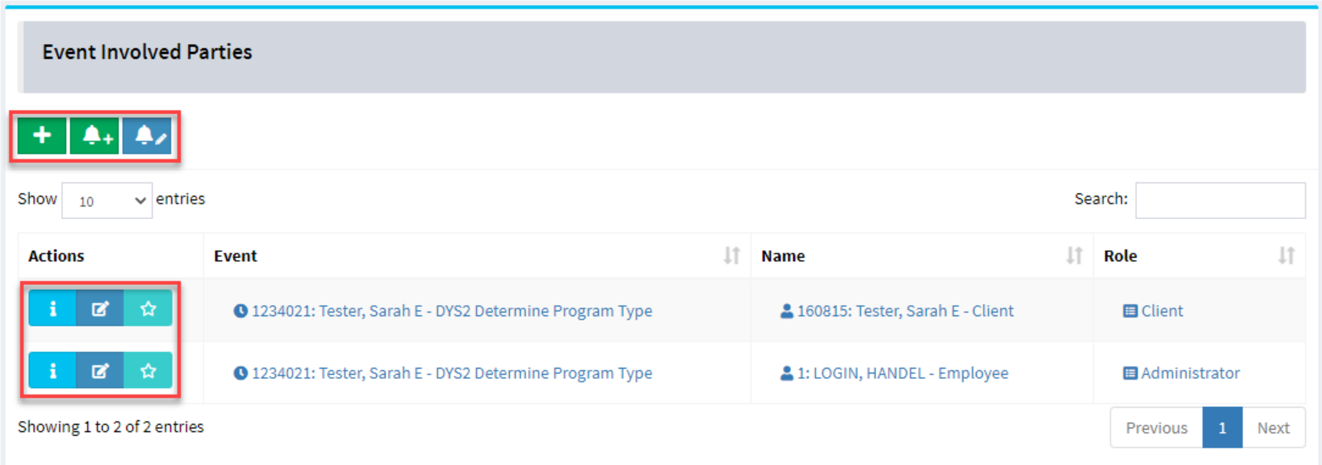
2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.



   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.

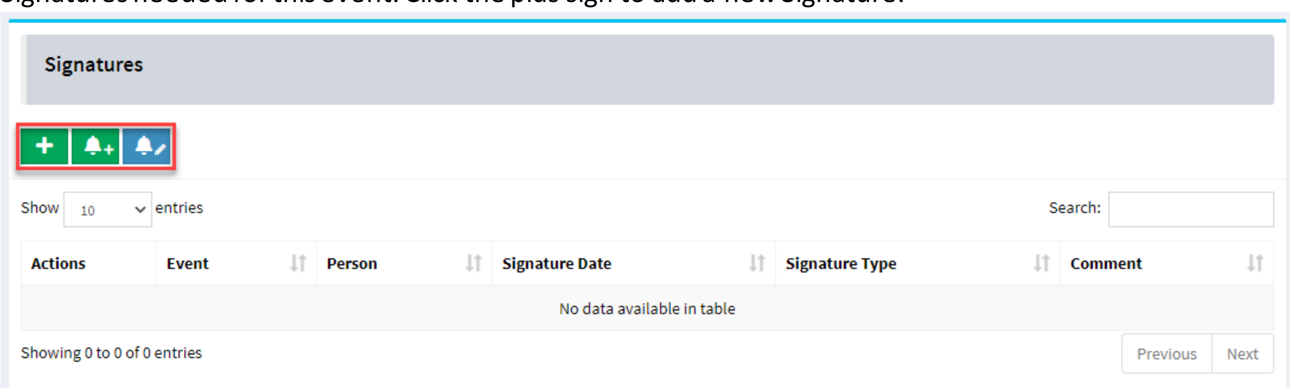


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

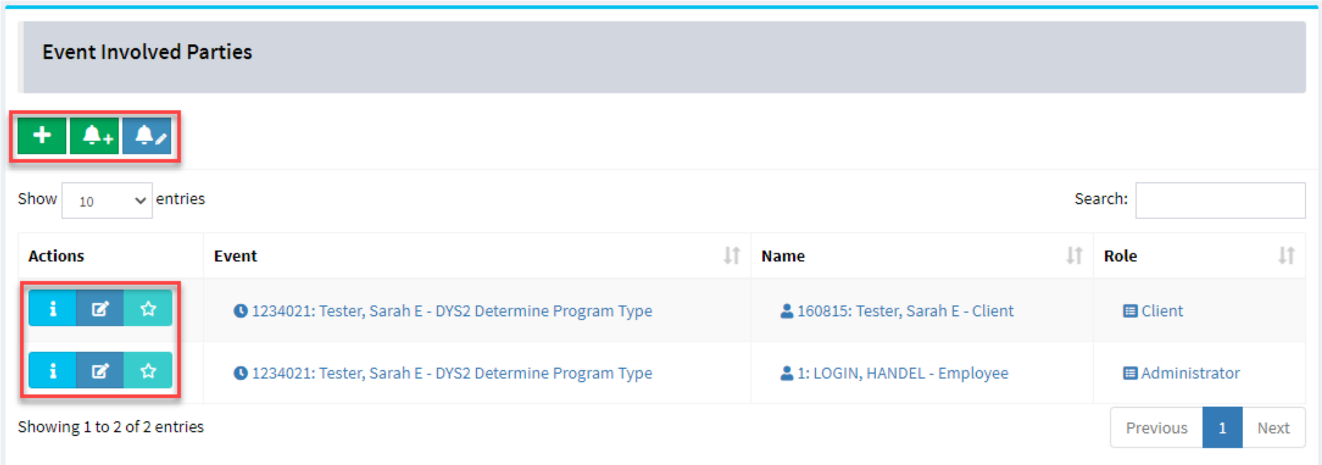


CBP Temporary Transfer

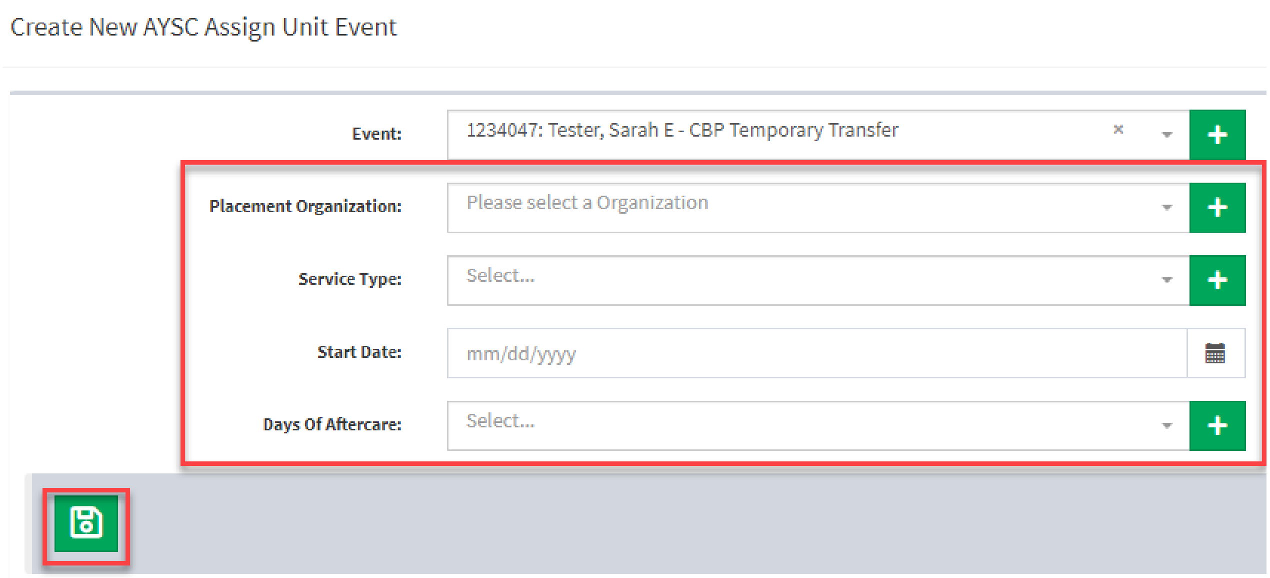
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.
2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed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



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 (+).

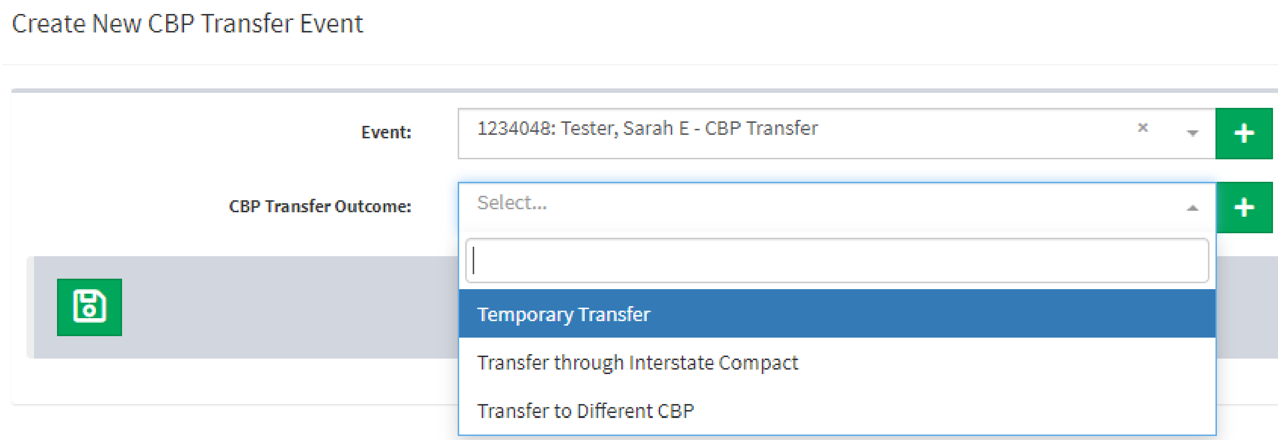


4. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

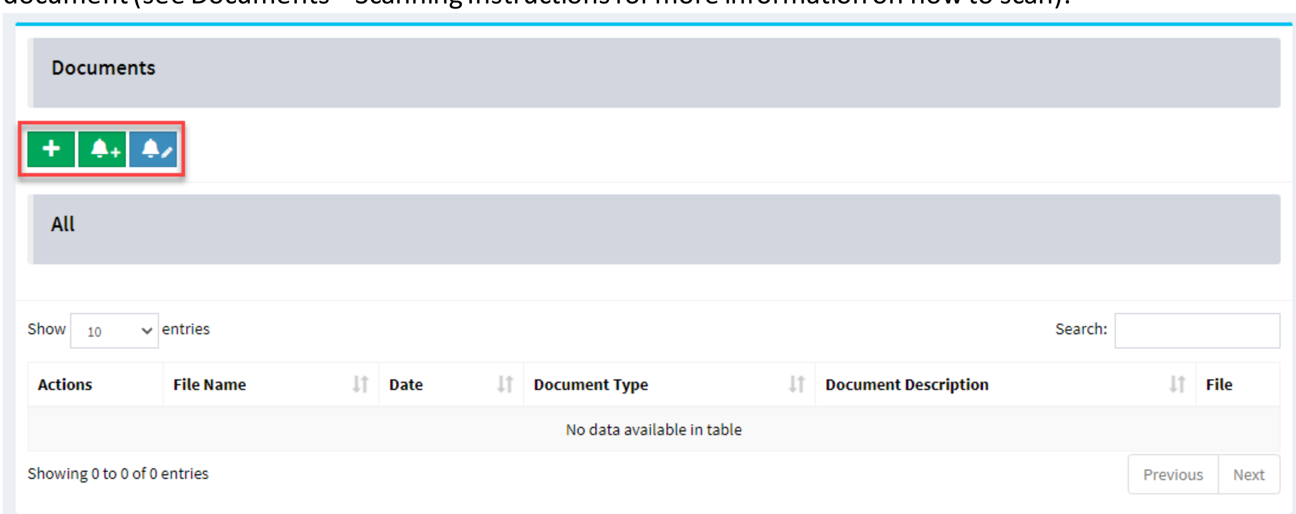


CBP Transfer

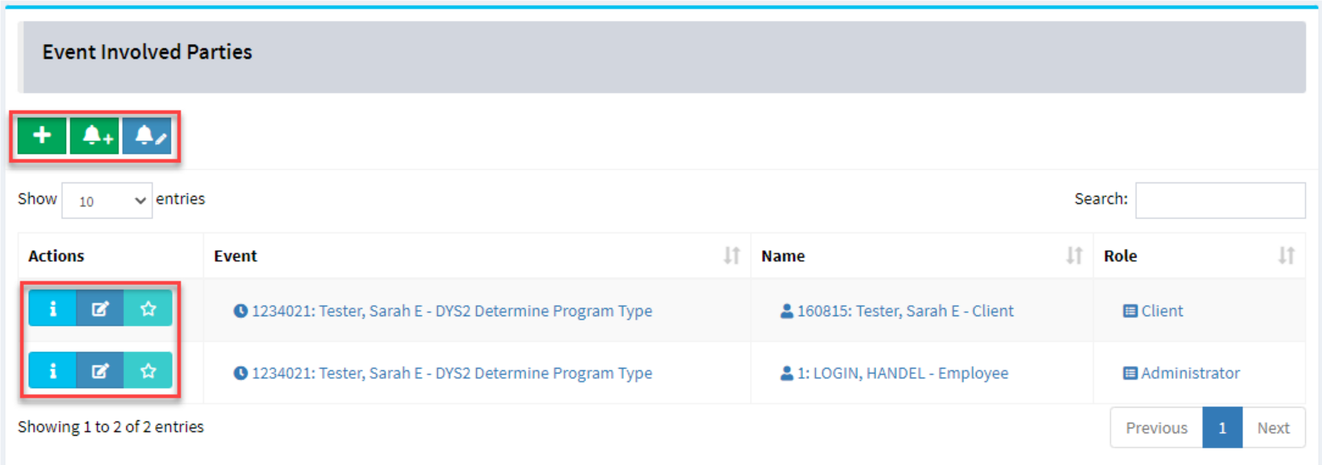
1. CBP Transfer - Allows you to add a new CBP Transfer Event. A popup will appear, the only field that needs to be filled out is “CBP Transfer Outcome”. Once completed, click the save icon in the lower left-hand corner.



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).

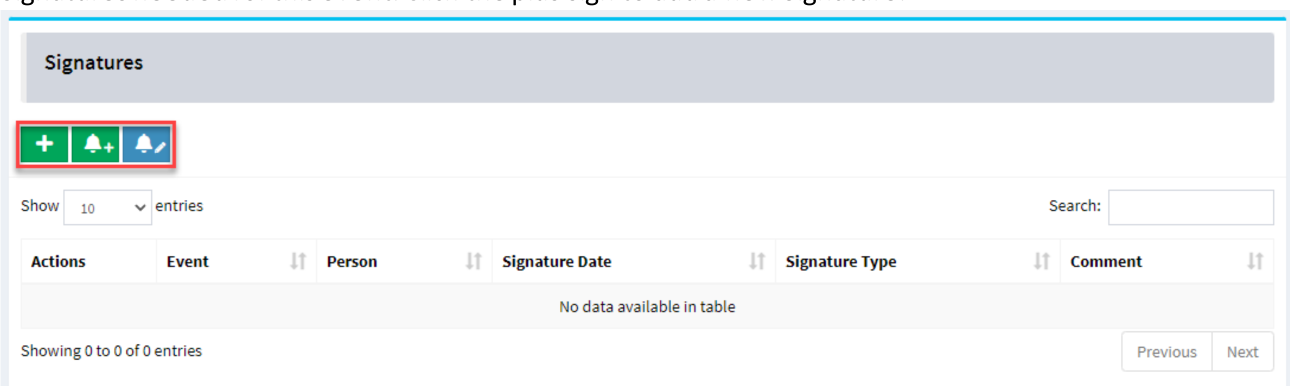


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

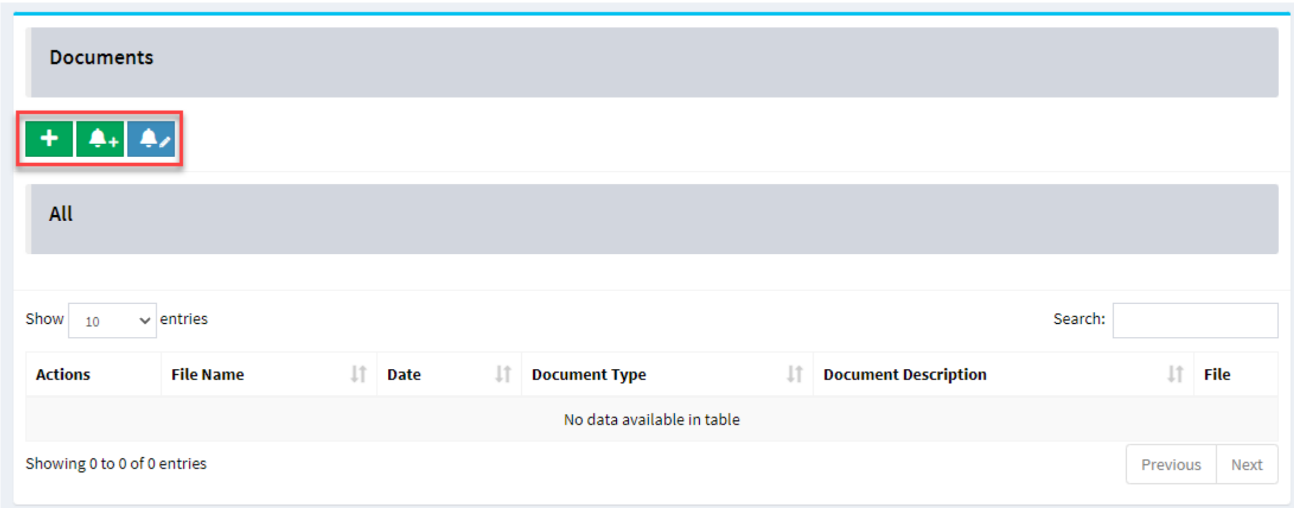


CBP Transfer Through Interstate Compact

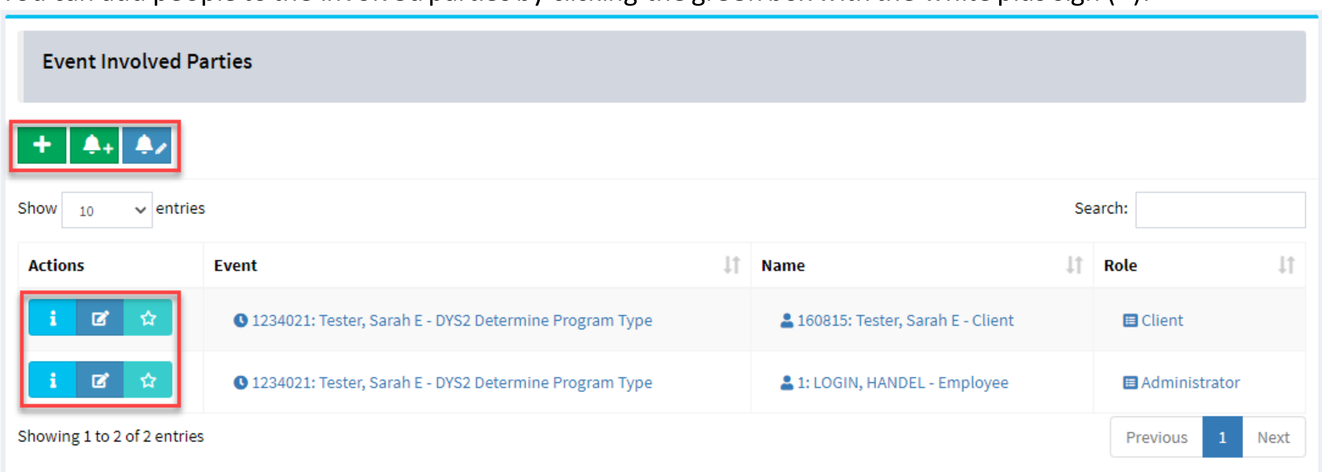
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.
2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed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



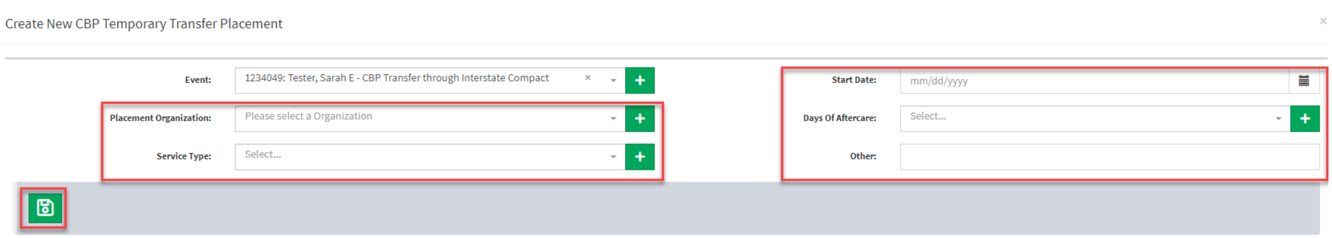
3. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



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 (+).

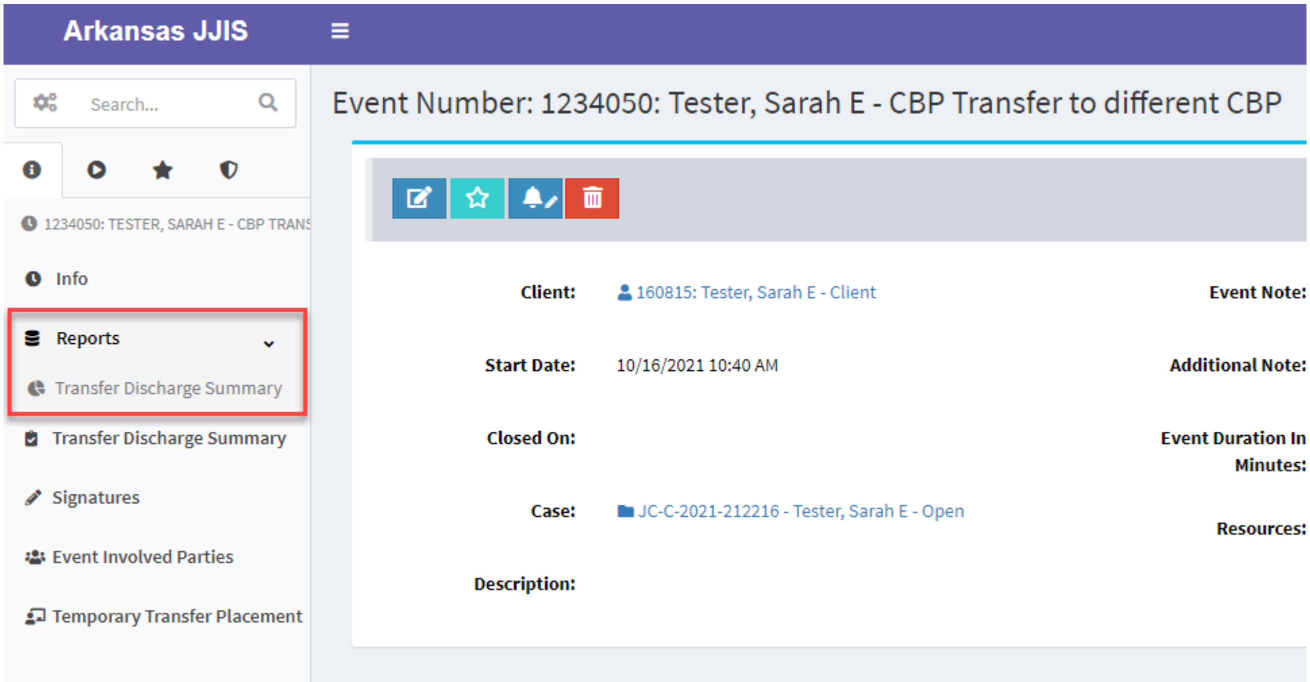


5. Temporary Transfer Placement - Allows you to add a new Temporary Transfer Placement. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

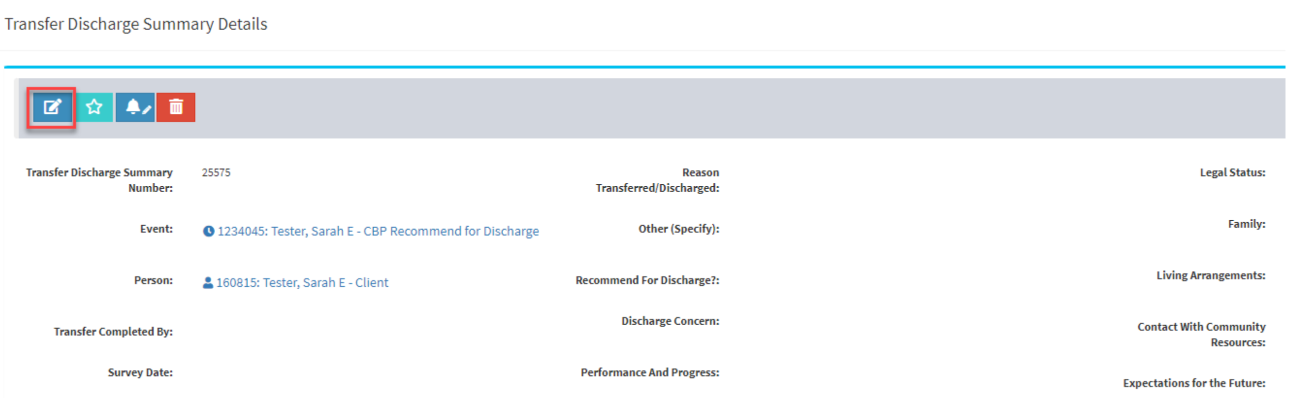


CBP Transfer to Different CBP

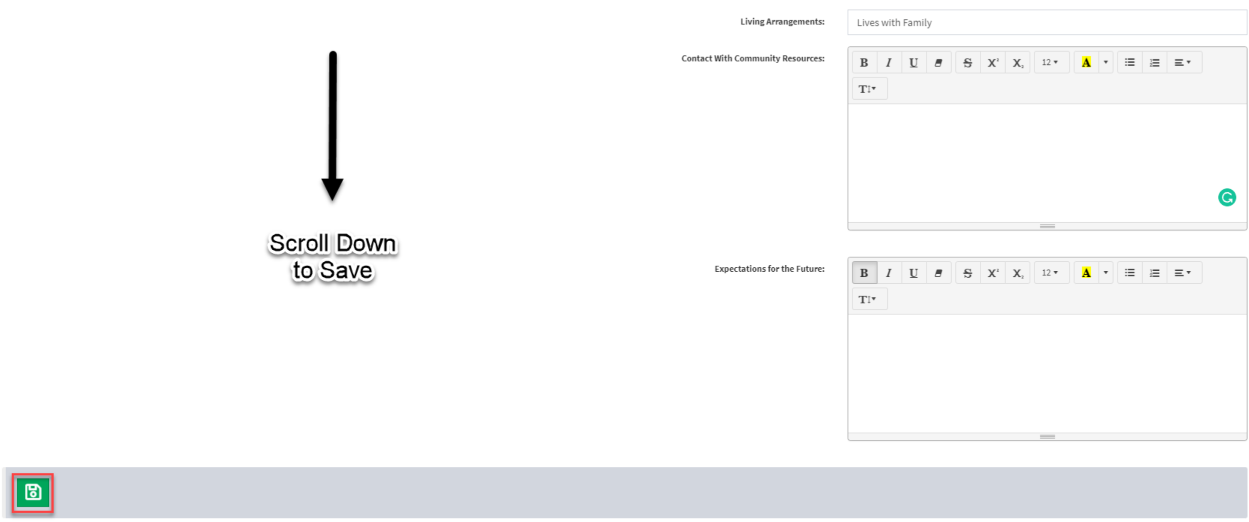
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



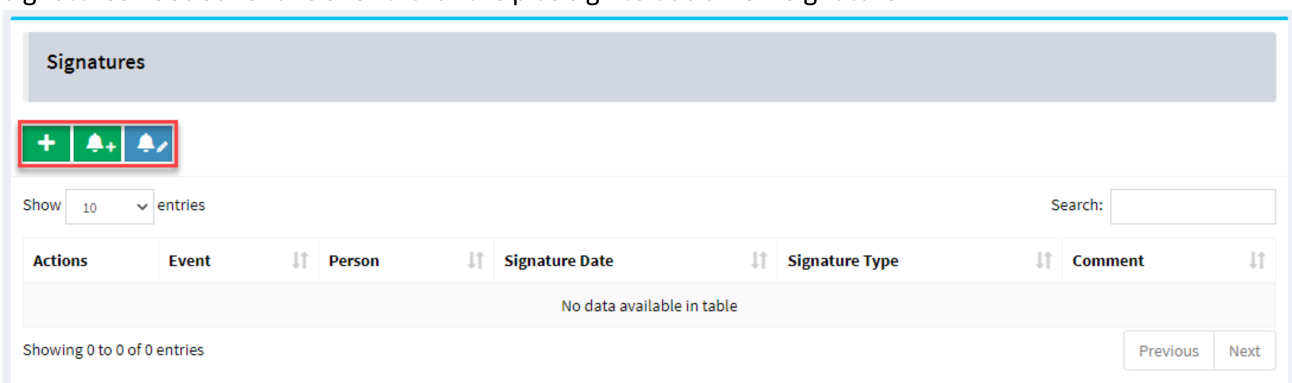
2. Transfer Discharge Summary - Allows you to add a new Transfer Discharge Summary. A popup will appear, it will initially show you the Details of the Transfer Discharge Summary. To Edit the information, click the Edit button in the upper left-hand corner.



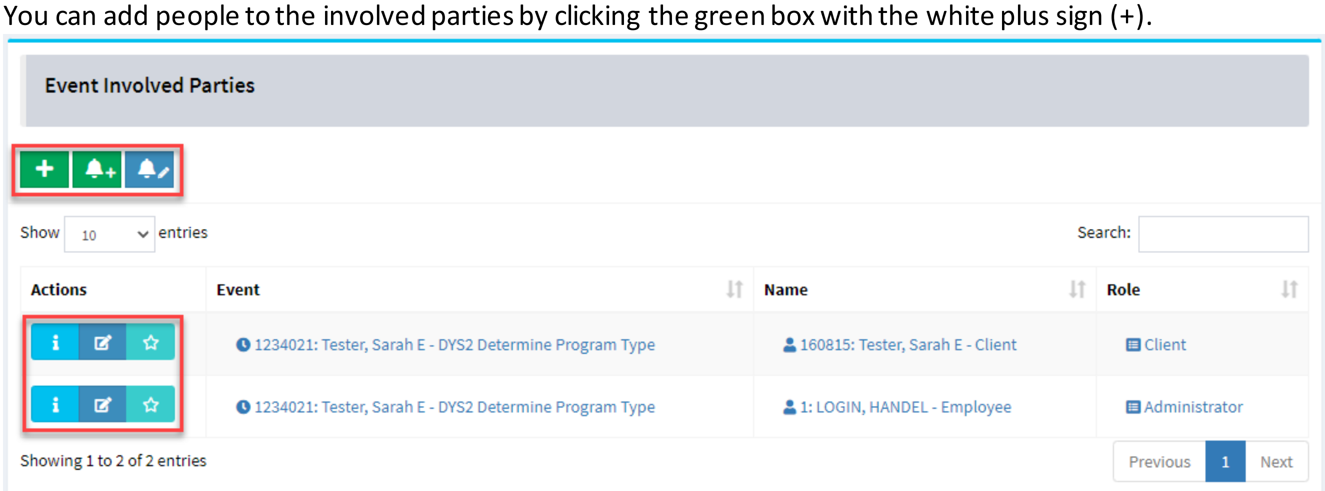
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



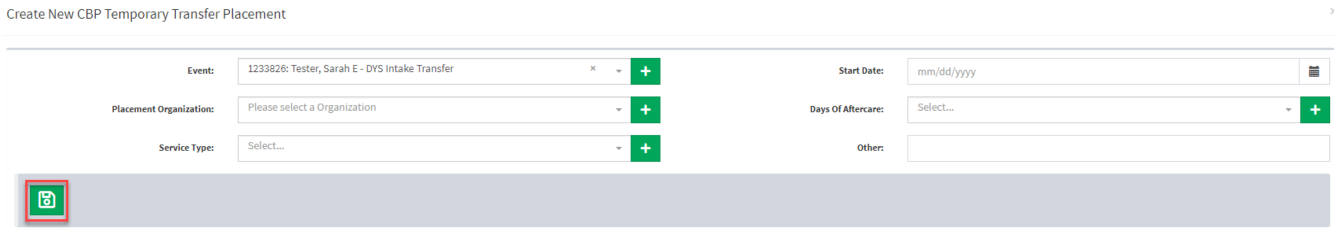
3. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.



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 (+).

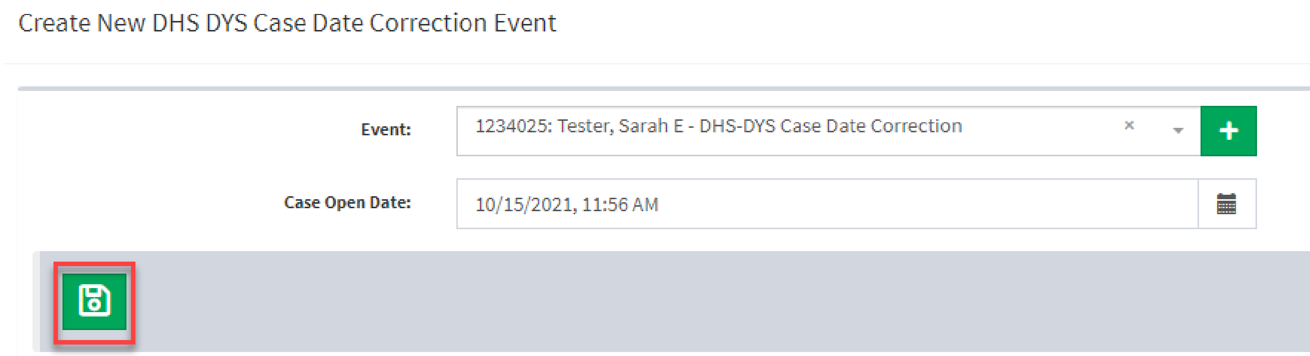


5. Temporary Transfer Placement - Allows you to add a new CBP Temporary Transfer Placement. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.



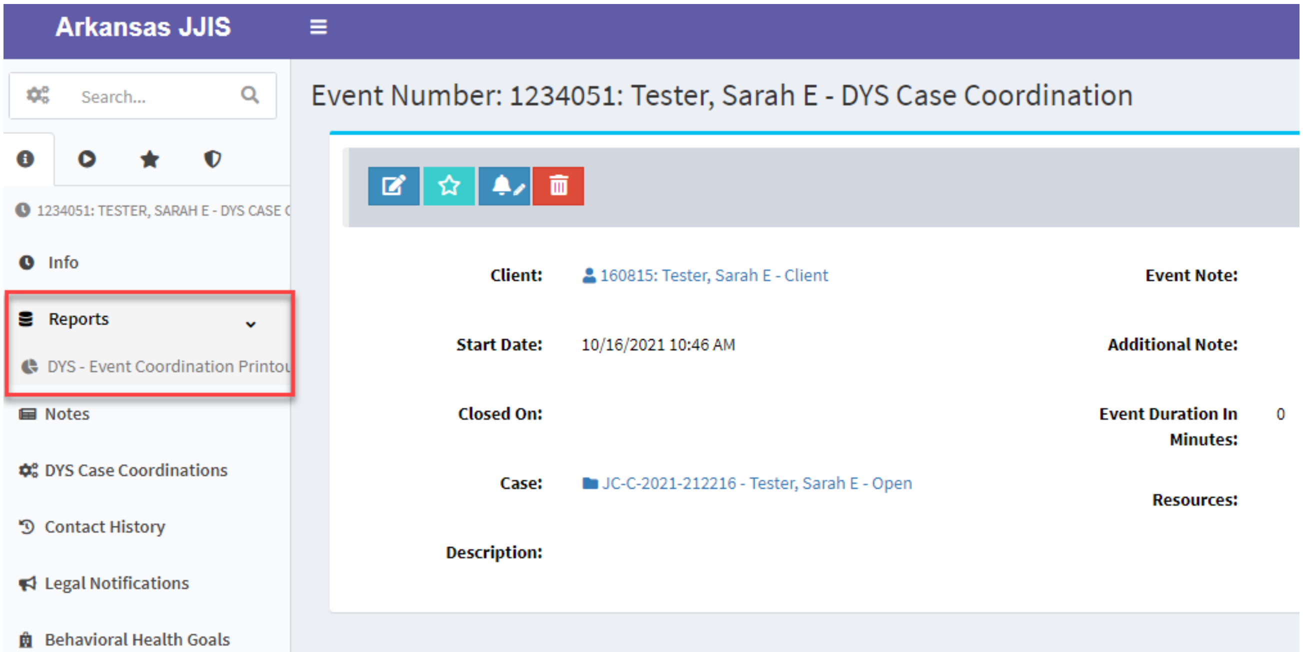
DHS-DYS Case Date Correction

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.

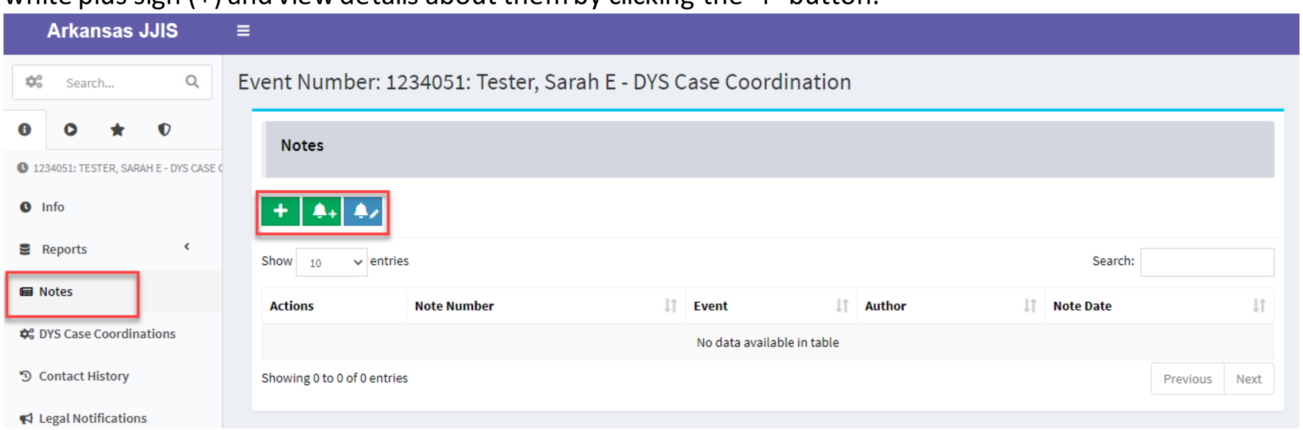


DYS Case Coordination

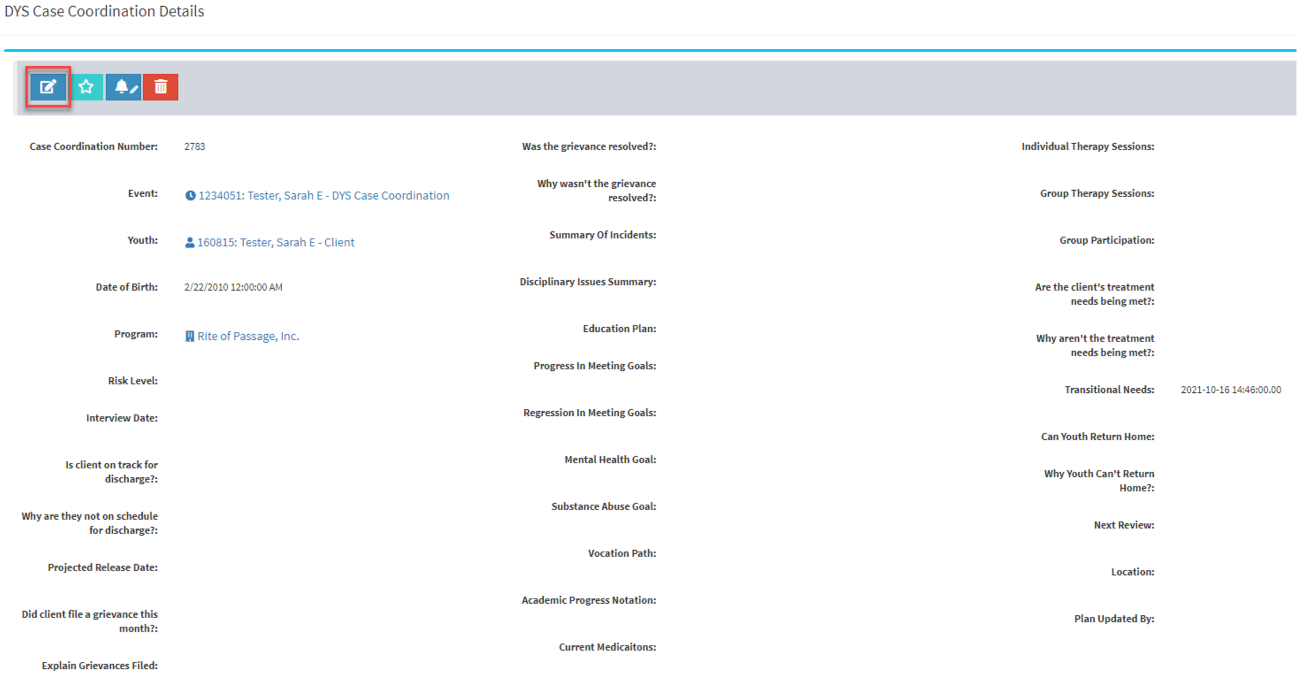
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



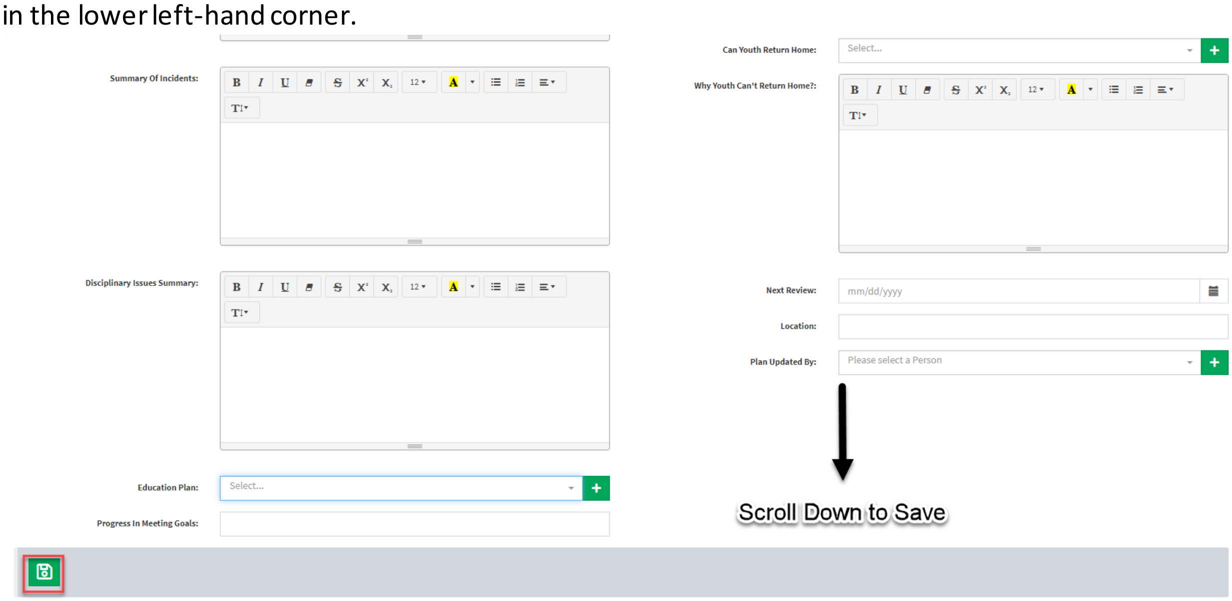
2. Notes - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.



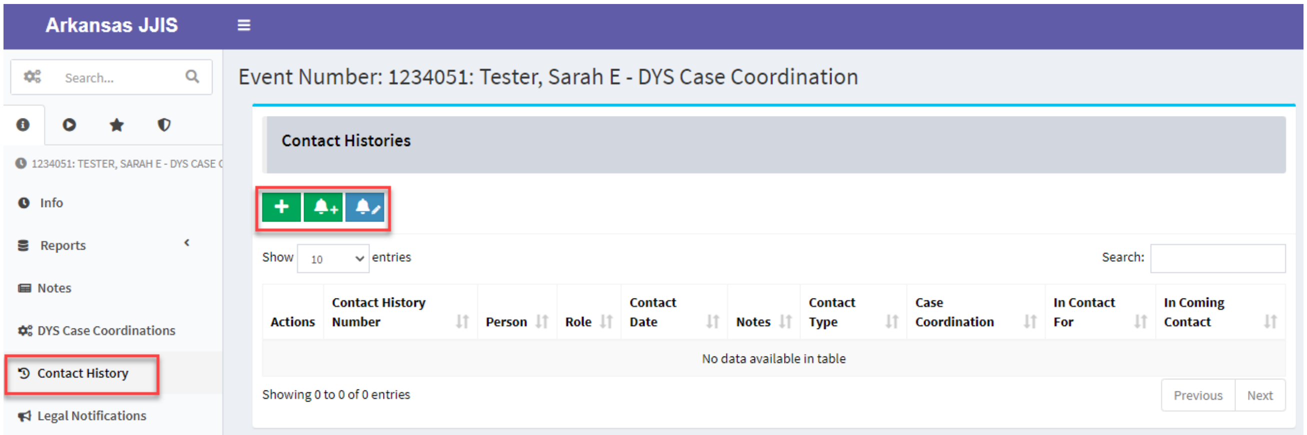
3. Case Coordination - Allows you to add a new Case Coordination. A popup will appear, it will initially show you the Details of the Case Coordination. To Edit the information, click the Edit button in the upper left-hand corner.



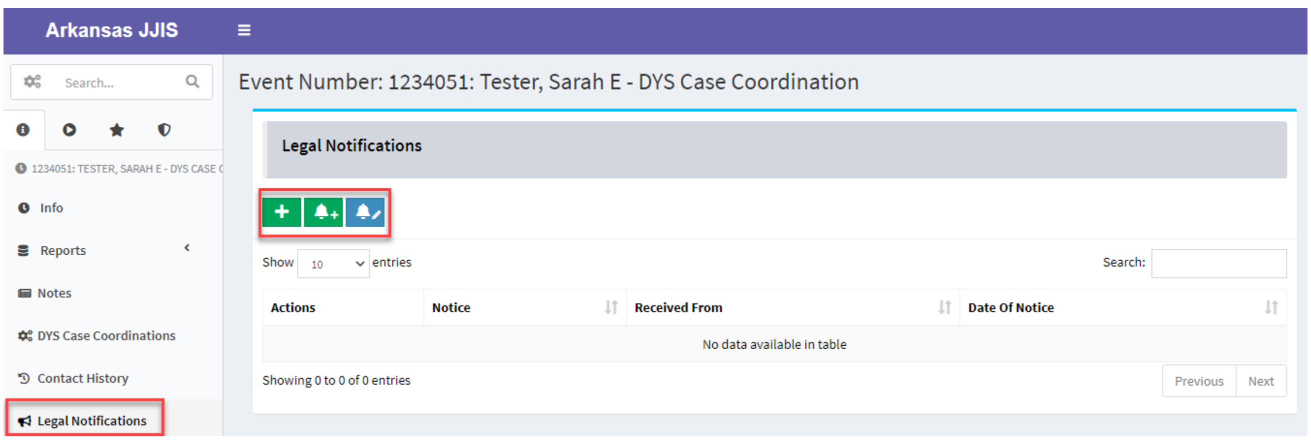
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

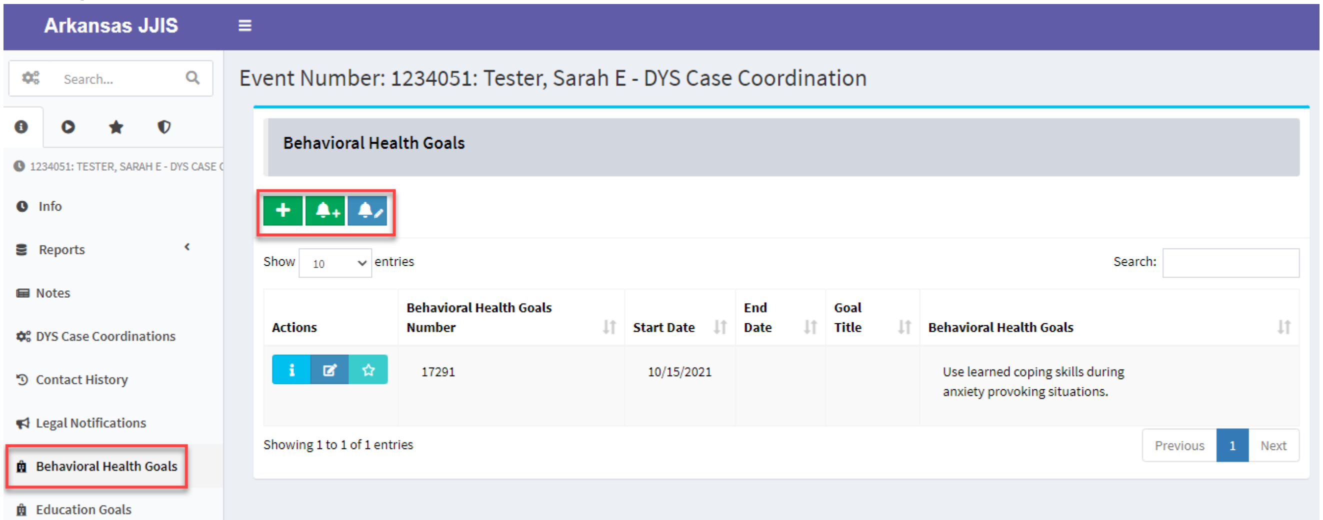


5. Legal Notifications - Once here, you will see the list view of all Legal Notifications. You can add Legal Notifications by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.

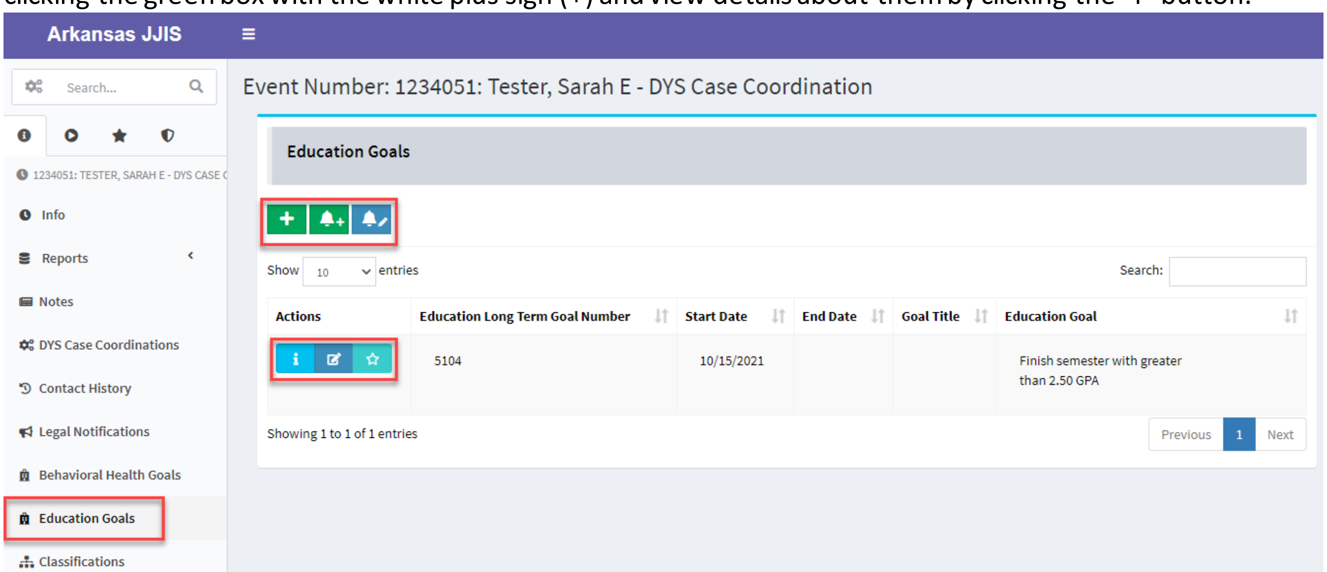


6. Behavioral Health Goals - Once here, you will see the list view of all Behavioral Health Goals. You can add Behavioral Health Goals by clicking the green box with the white plus sign (+) and view details about them by

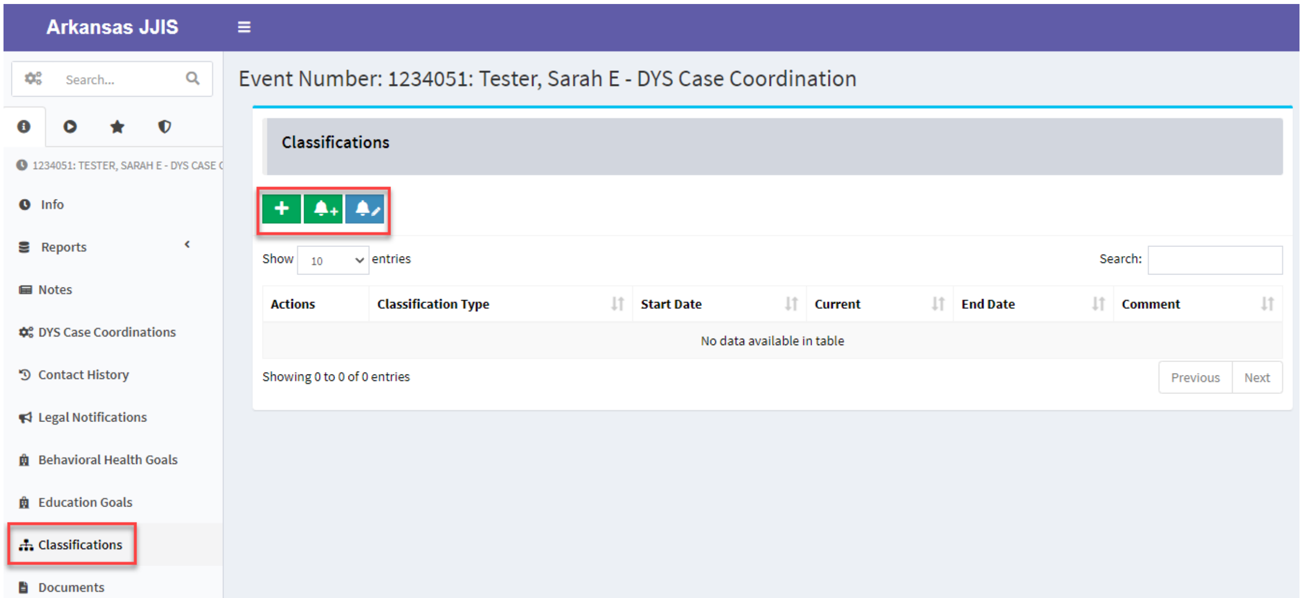
clicking the "i" button.



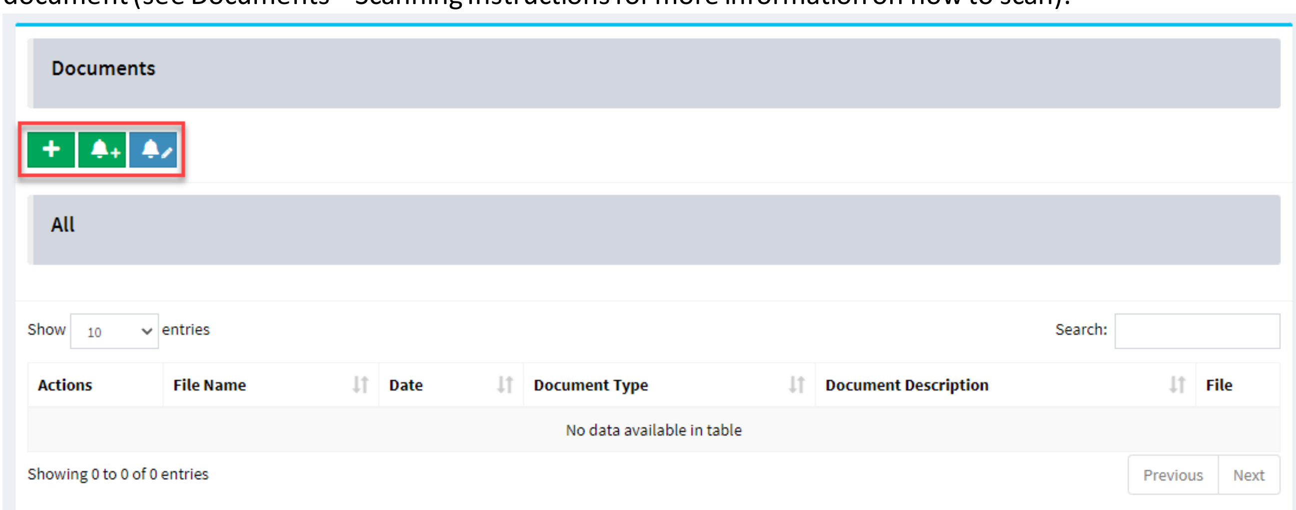
7. Education Goals - Once here, you will see the list view of all Education Goals. You can add Education Goals by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.



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.

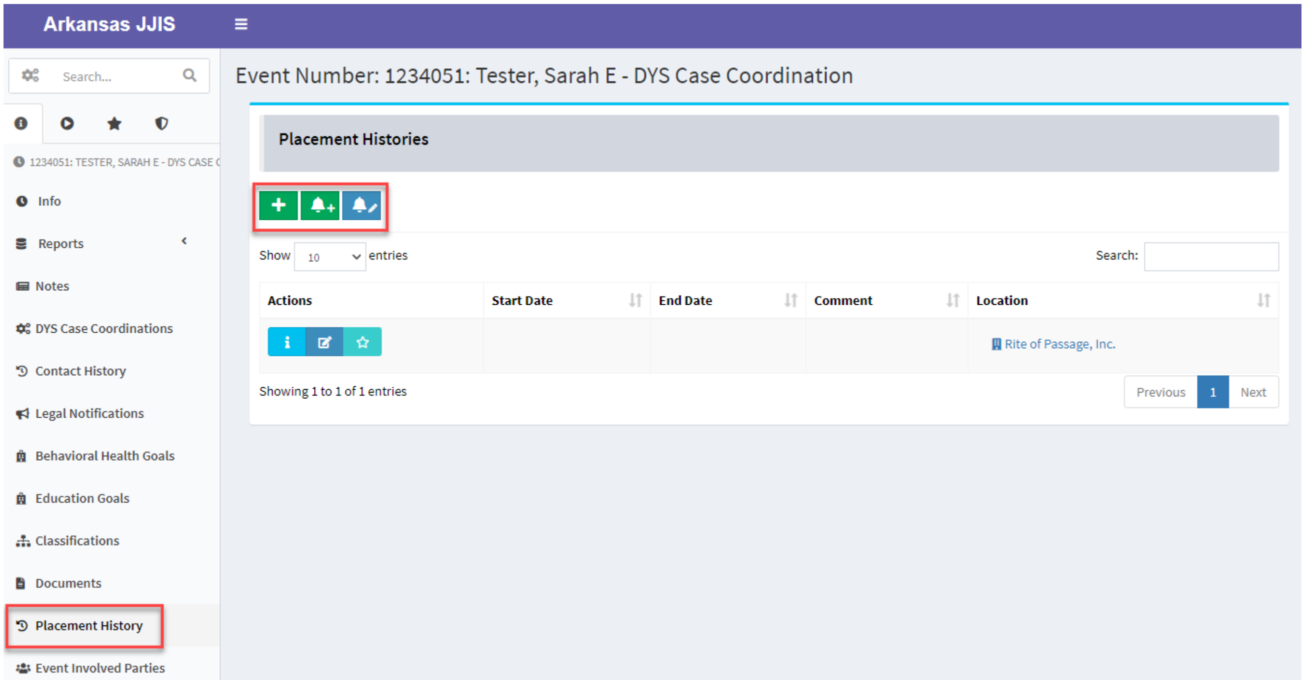


9. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

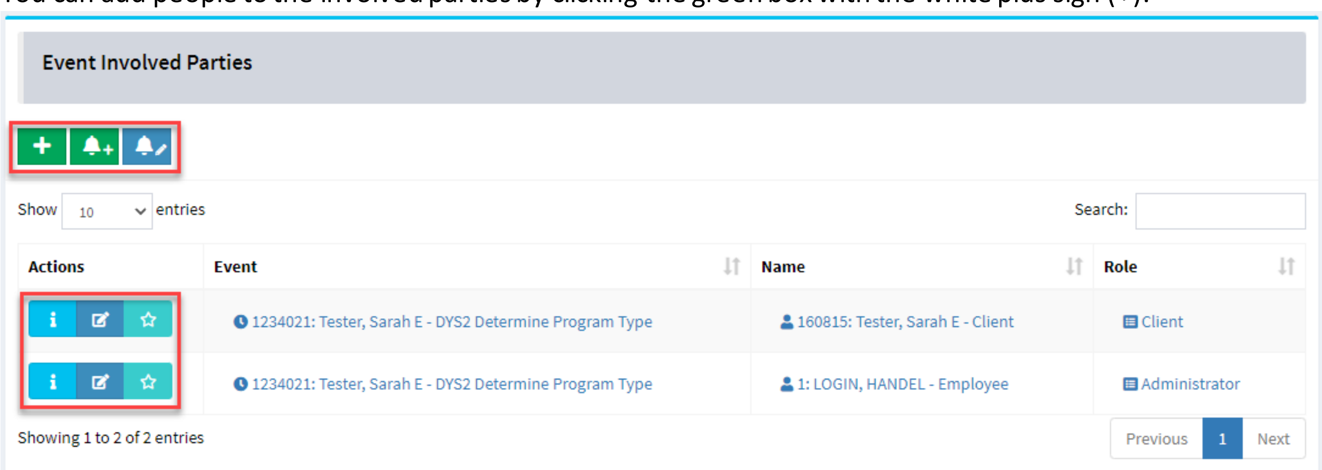


10. Placement History - Once here, you will see the list view of all Placement Histories. You can add Placement Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the "i"

button.

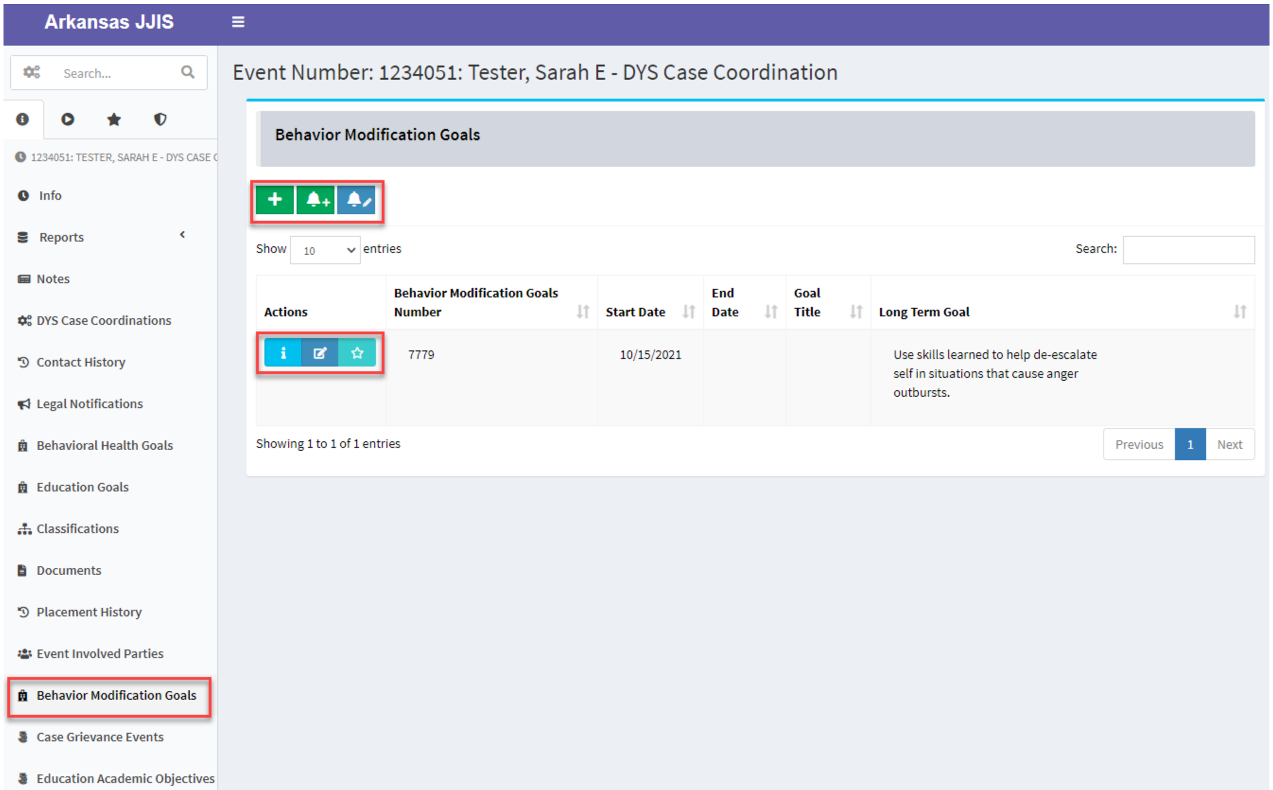


11. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



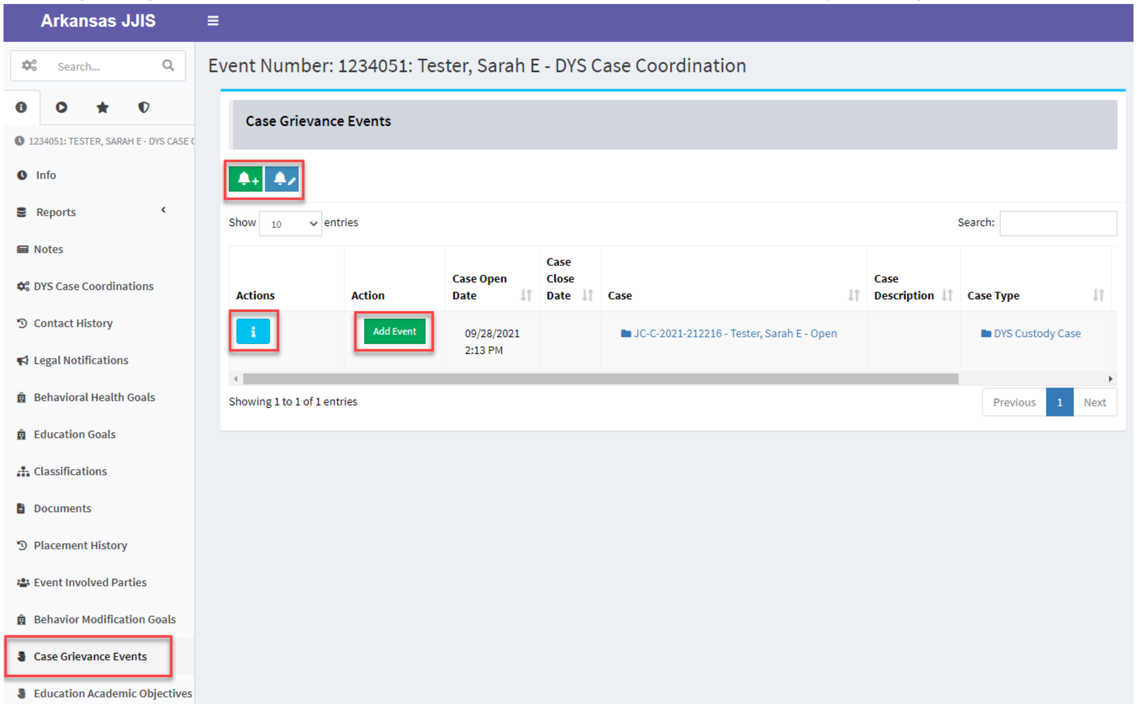
12. Behavior Modification Goals - Once here, you will see the list view of all Placement Histories. You can add Placement Histories by clicking the green box with the white plus sign (+) and view details about them by clicking

the "i" button.

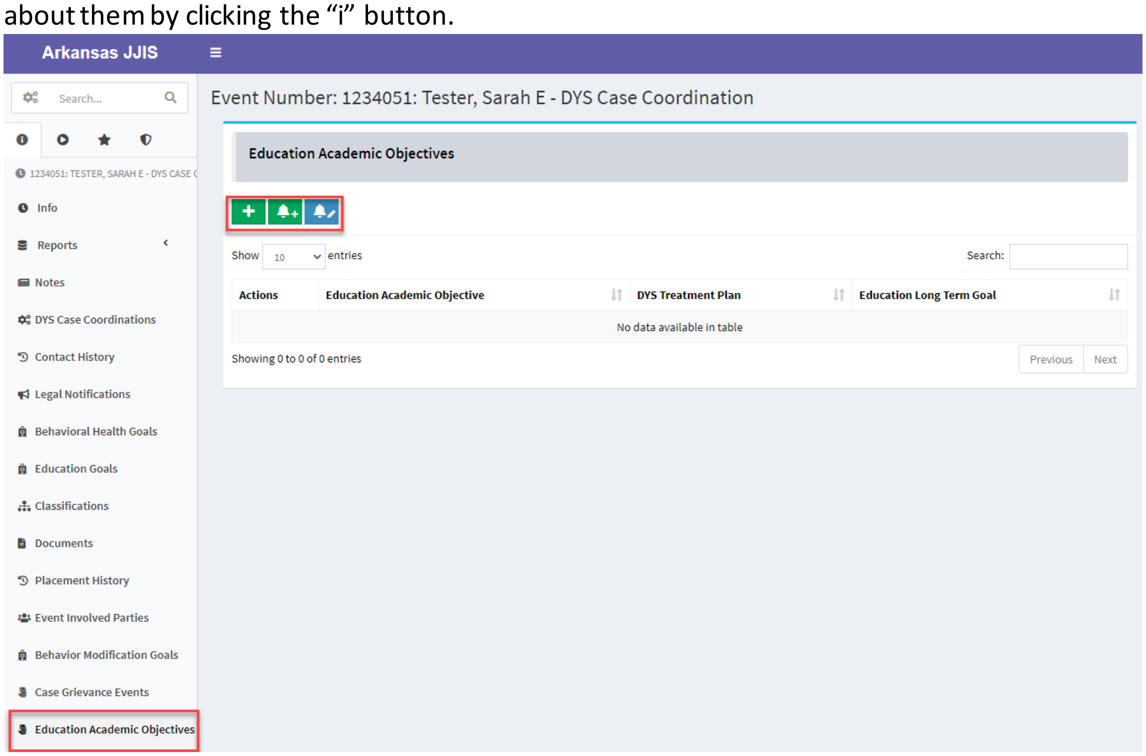


13. Case Grievance Events - Once here, you will see the list view of all Case Grievance Events. You can add a new Grievance Event by clicking the green box with the white plus sign (+). You can add the Case to a Grievance by

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

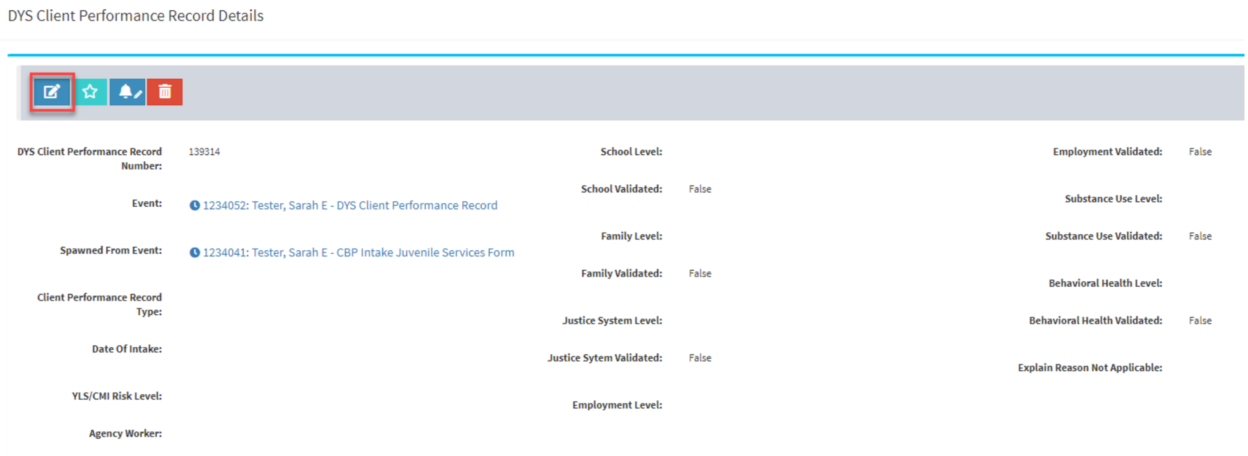


14. Education Academic Objectives - Once here, you will see the list view of all Education Academic Objectives. You can add Education Academic Objectives by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.

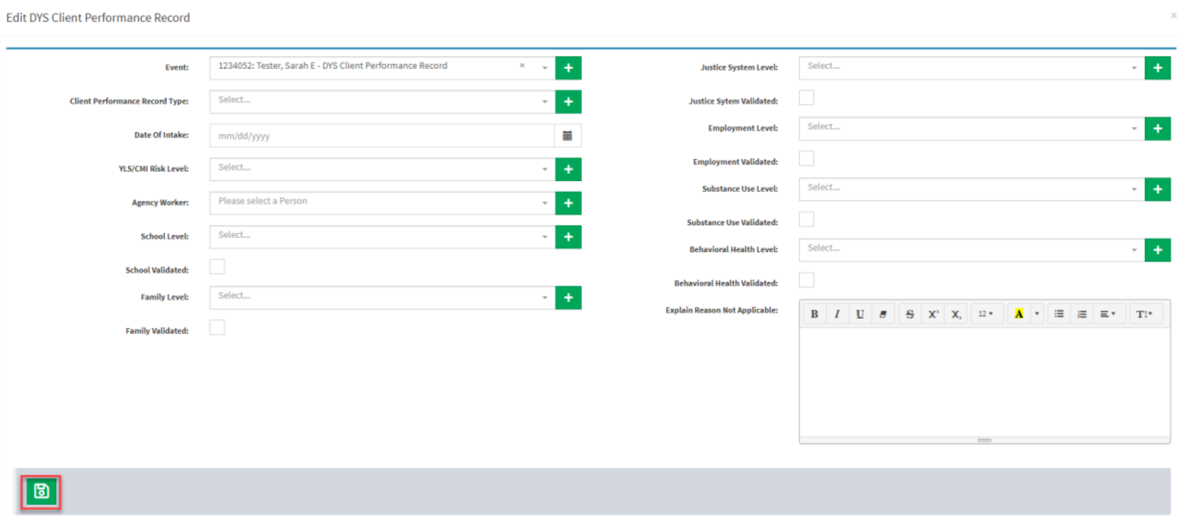


DYS Client Performance Record

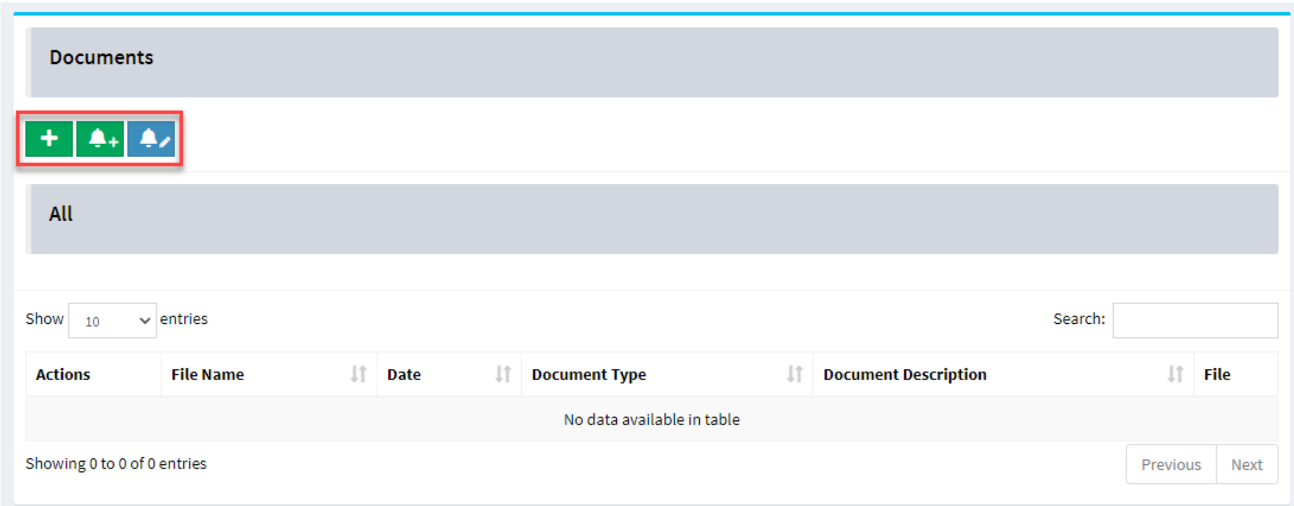
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.
2. DYS Client Performance Record - Allows you to add a new Client Performance Record. A popup will appear, it will initially show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



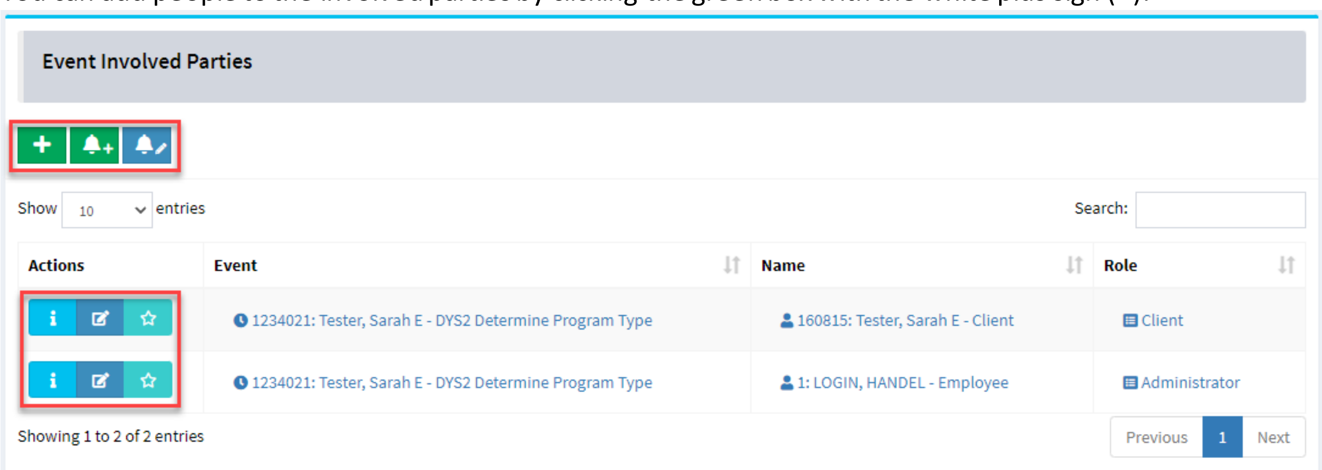
   a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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).

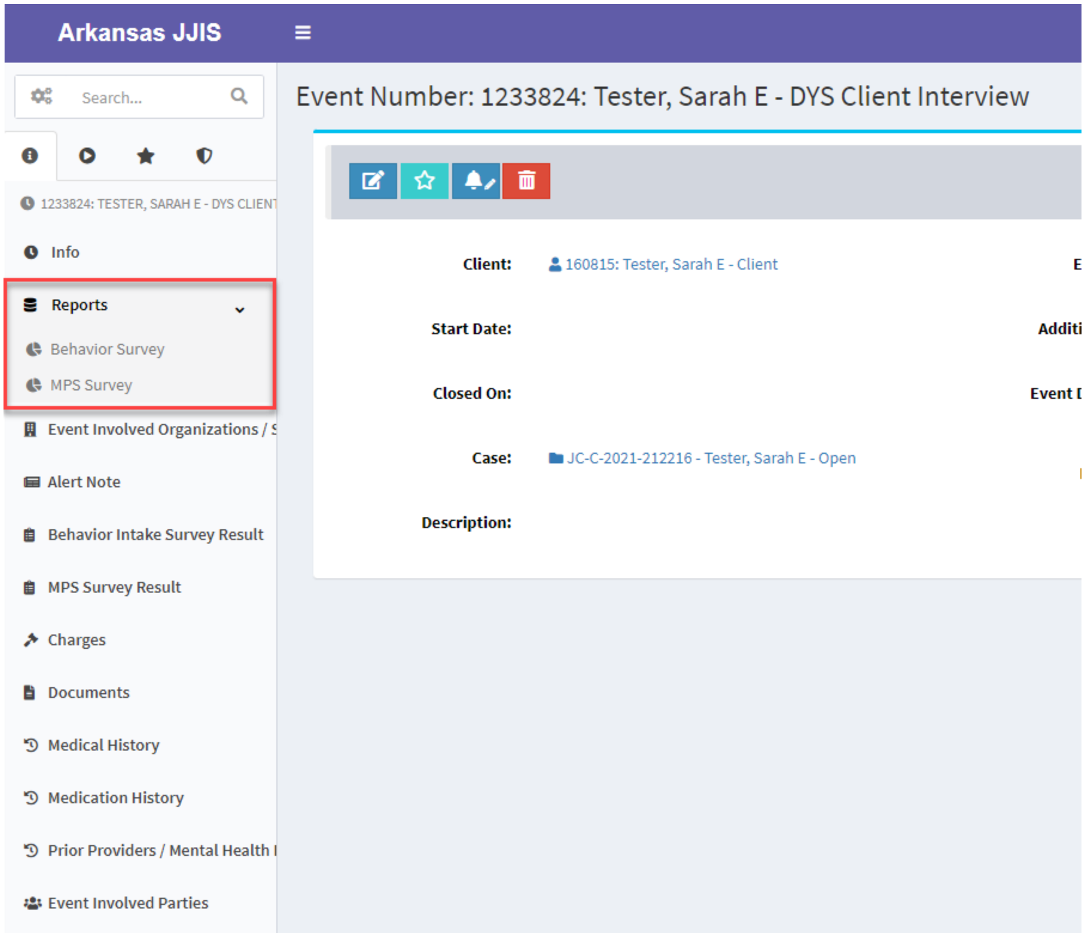


4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



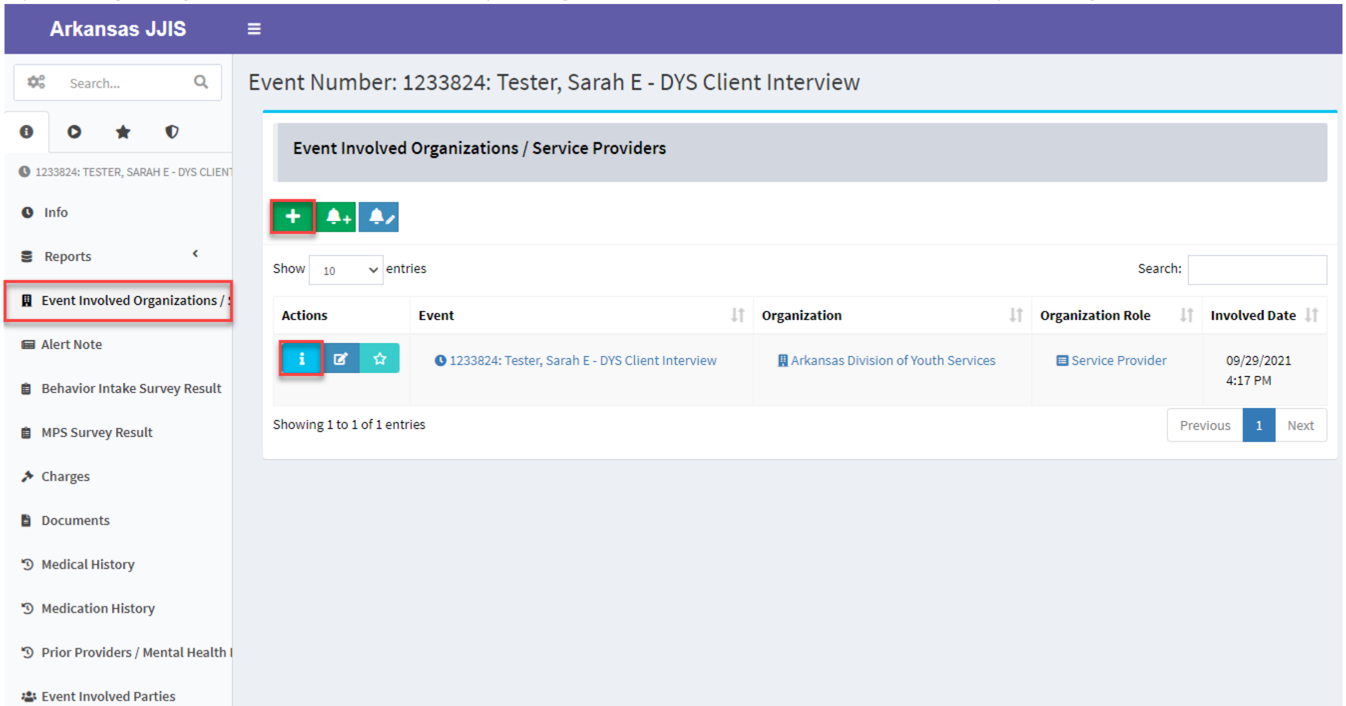
DYS Client Interview

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.

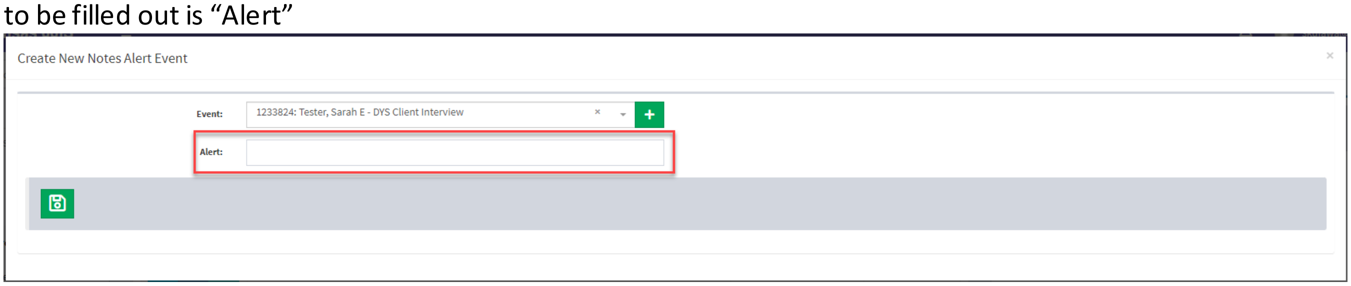


2. Event Involved Organizations/Service Providers - Once here, you will see the list view of all those Organizations and Service Providers involved with the Event and their role. You can add Organizations and/or Service Providers

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

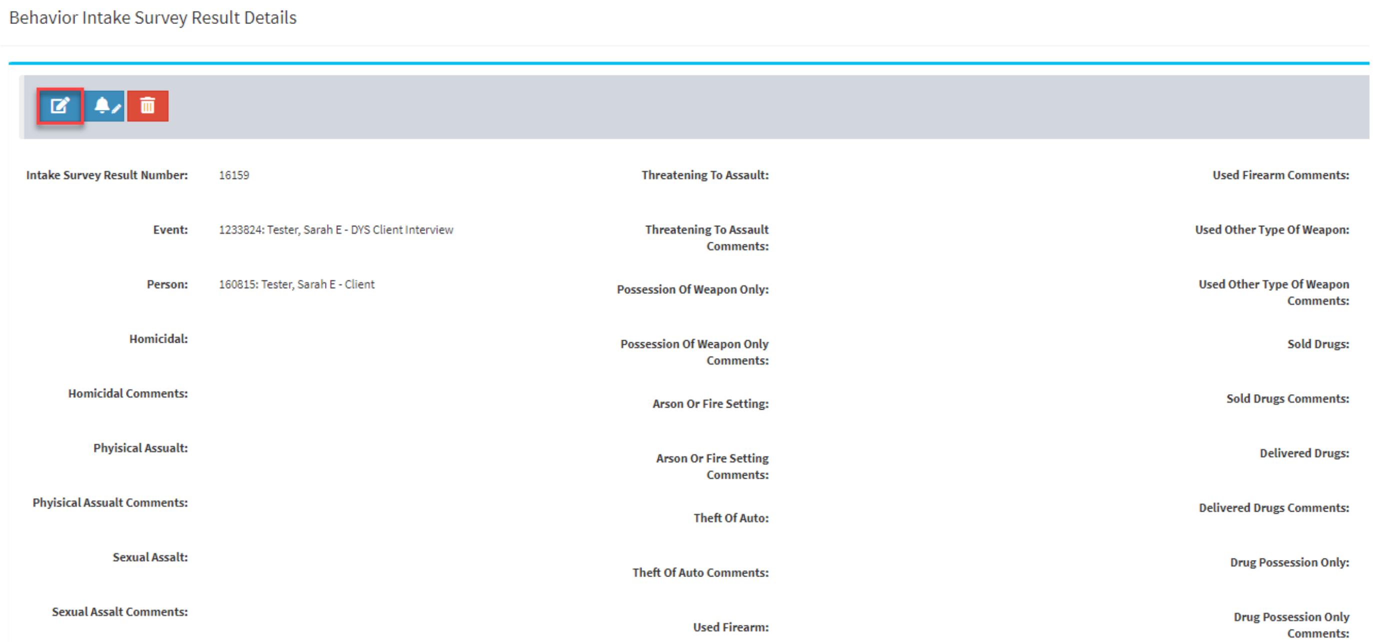


3. Alert Note – Allows you to create a note for an Alert on the Event. A popup will appear, the only field that needs to be filled out is "Alert"

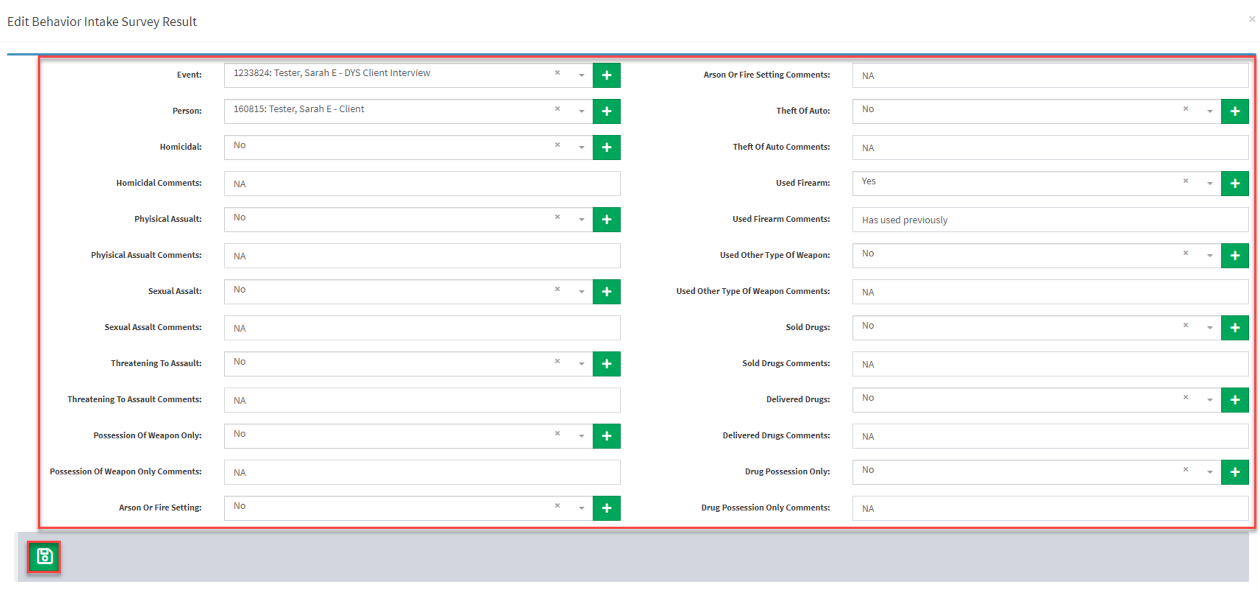


4. Behavior Intake Survey – Once you click on Behavior Intake Survey a popup will appear called Behavior Intake Survey Result Details, click on Edit to edit the responses or create initial responses. You can also create an alert

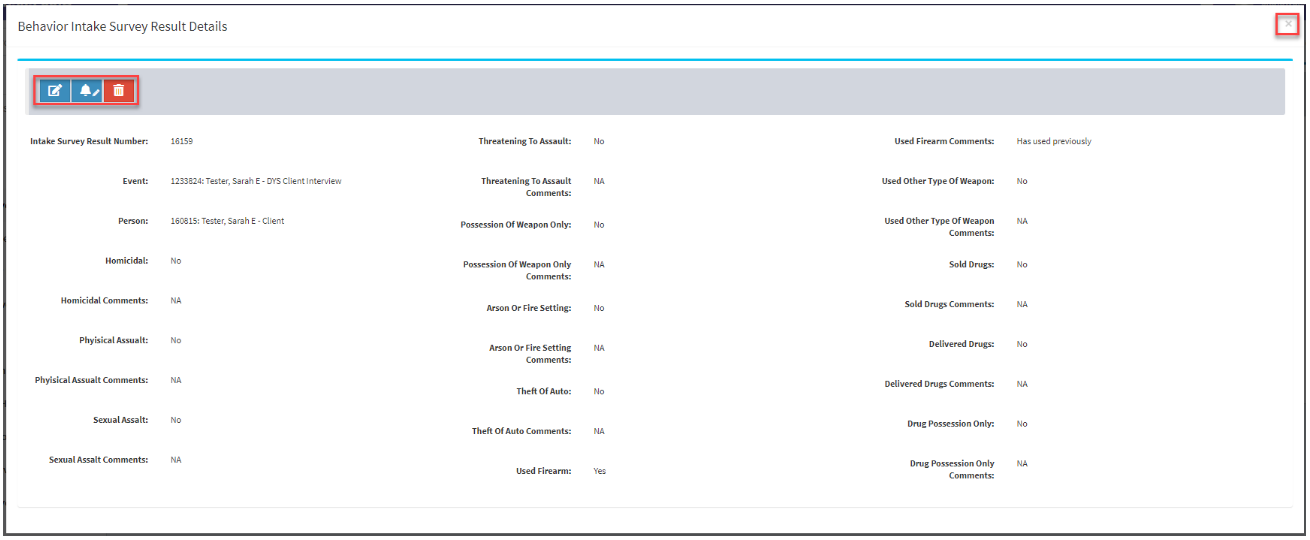
notification from this page.



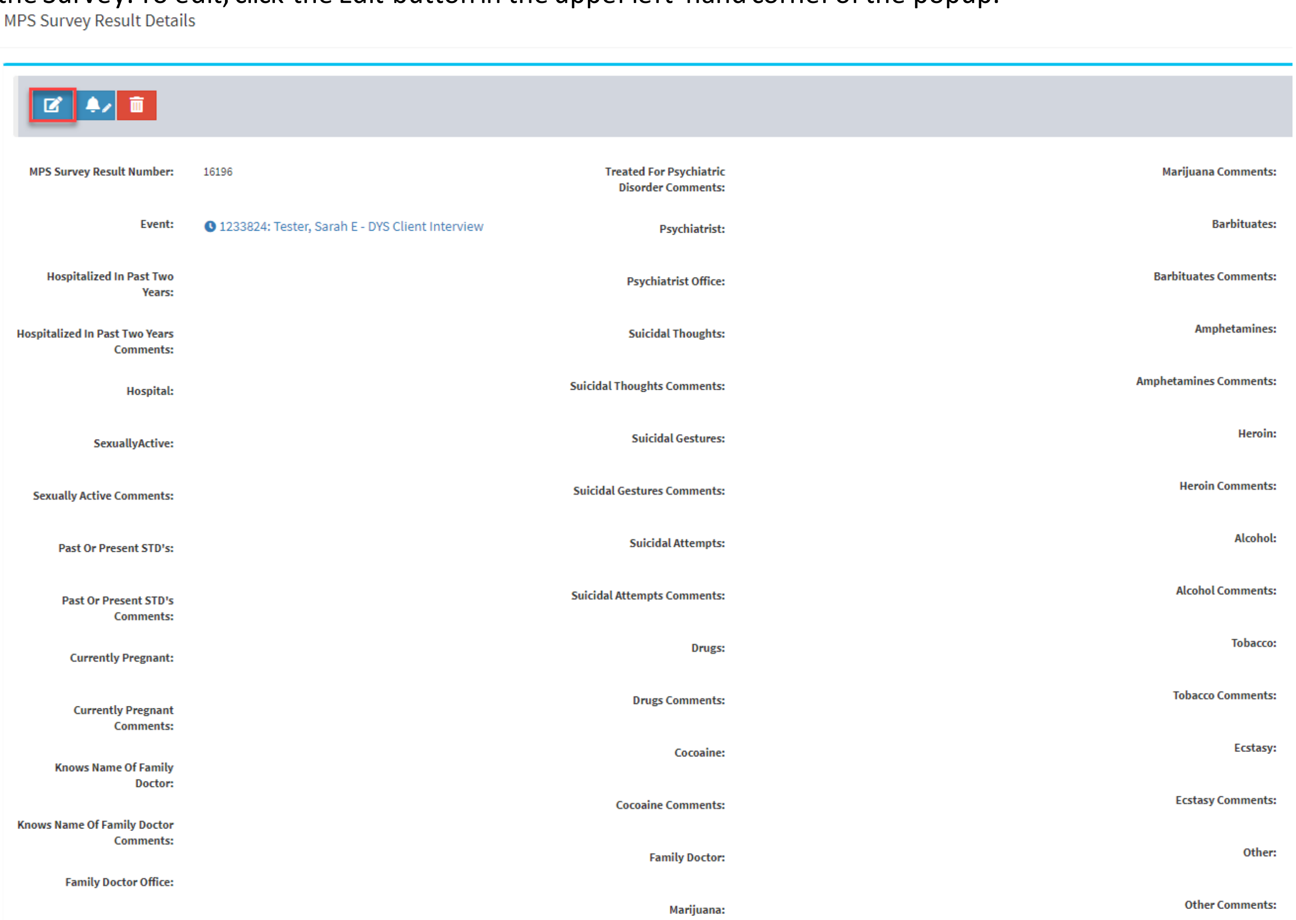
a. Once you click Edit you will be brought to another page where you can fill out the Behavior Intake Survey. Once filled out, click on the Save icon in the lower left-hand corner.



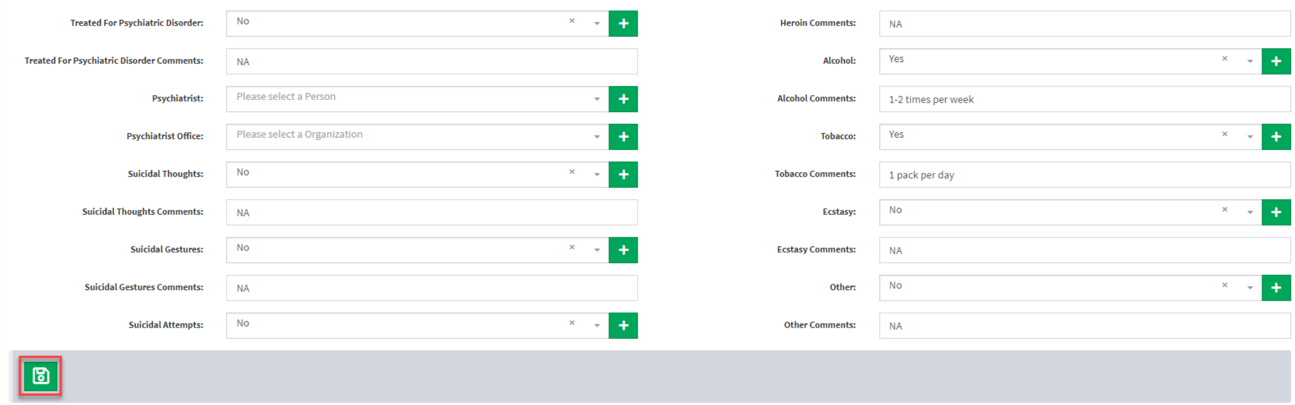
b. After you save you will be brought back to the main Event allowing you to move on to the next area, or you can view the details of everything you filled out. If you click on Behavior Intake Survey Result again, you will see everything that was filled out and you can also edit any responses if need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



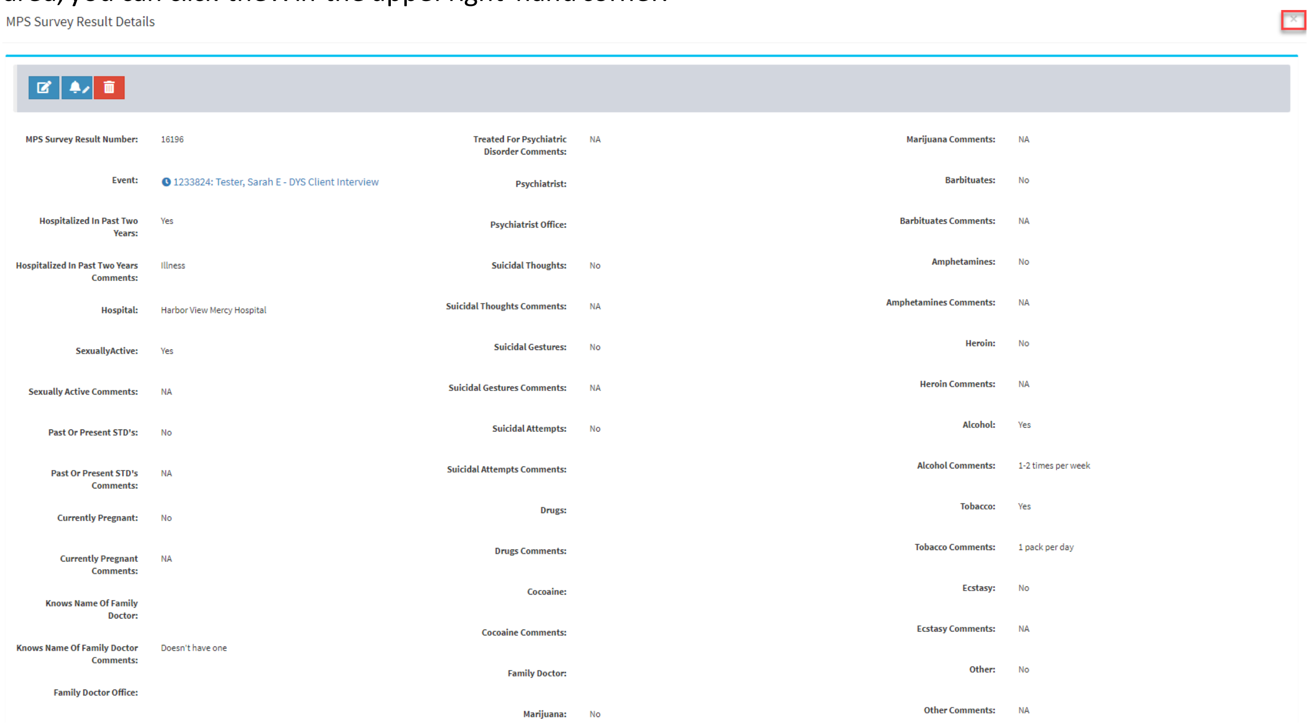
5. MPS Survey Result Details – Clicking on this will bring up the MPS Survey in a popup. Same as Behavior Intake Survey, this view will initially show you the details of this Survey. Once filled out, it will display the responses to the Survey. To edit, click the Edit button in the upper left-hand corner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



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.

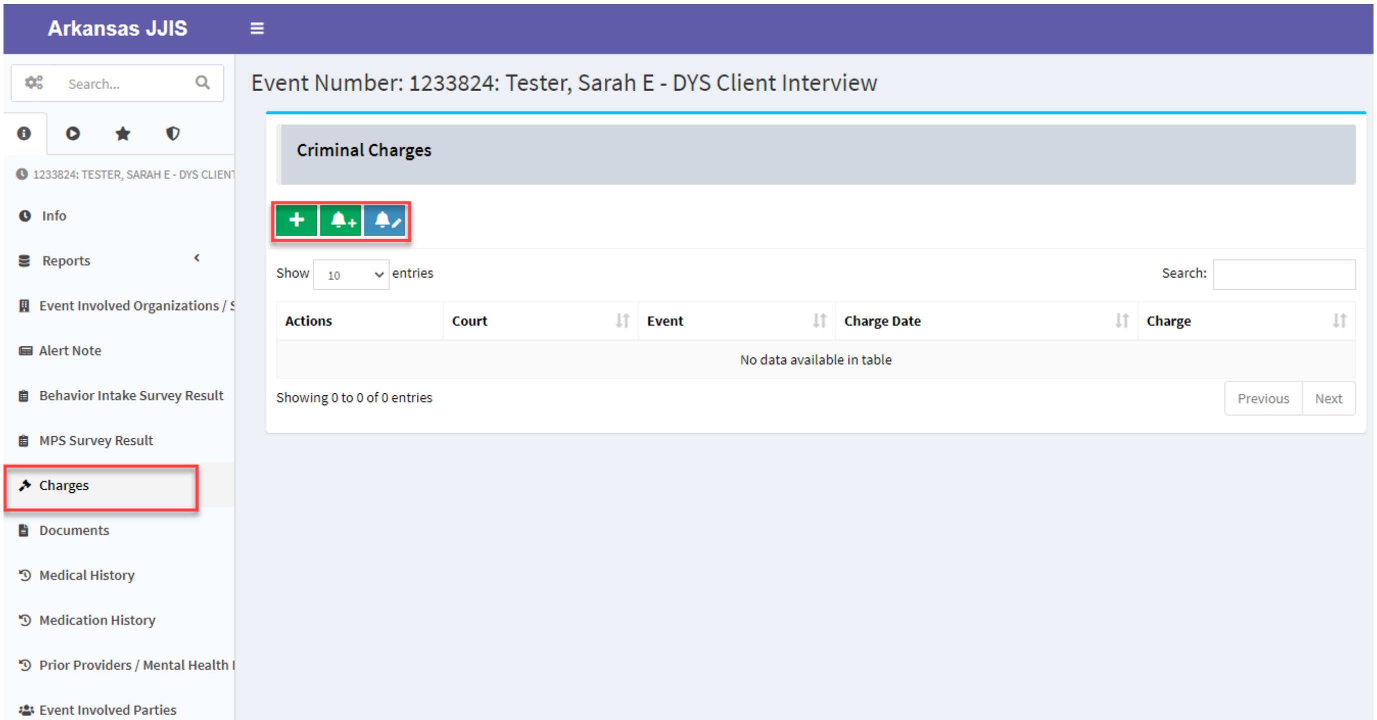


b. After you save you will be brought back to the main Event allowing you to move on to the next area, or you can view the details of everything you filled out. If you click on MPS Survey Result again, you will see everything that was filled out and you can also edit any responses if need be. Once finished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

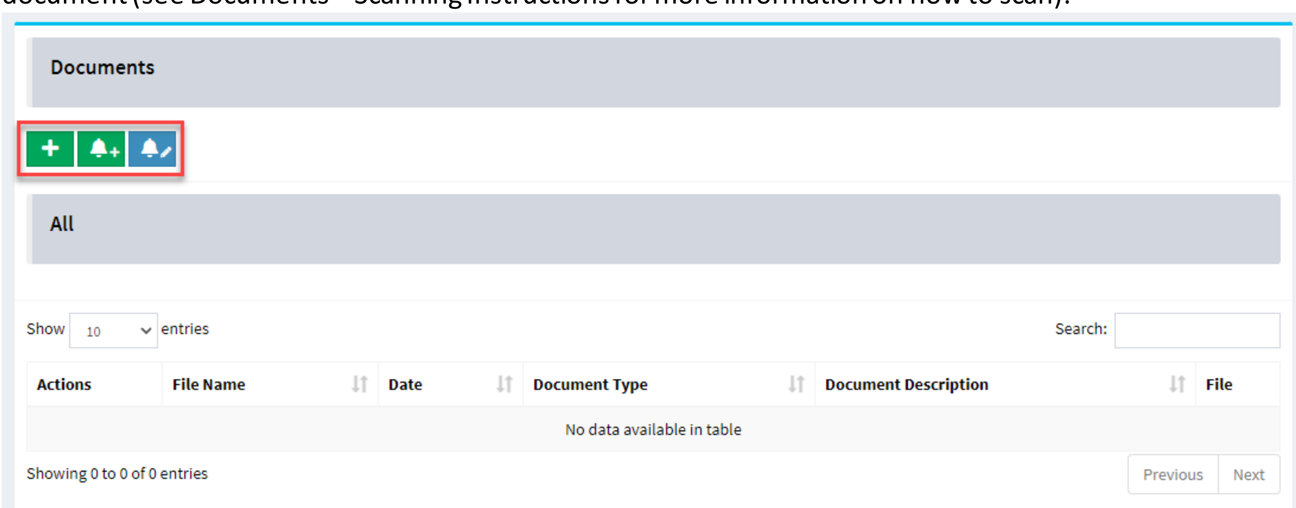


6. Charges - Once here, you will see the list view of all Criminal Charges associated with the Person. You can add Charges by clicking the green box with the white plus sign (+) and view details about them by clicking the “i”

button.

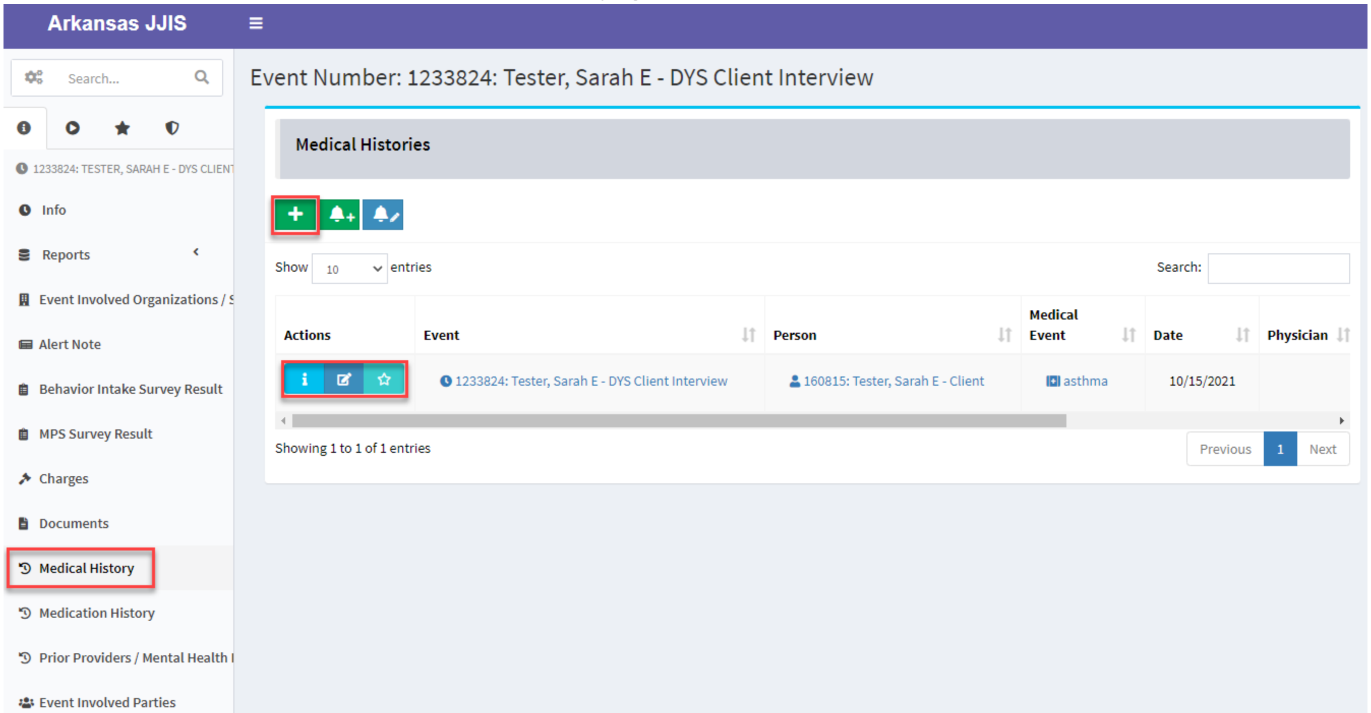


7. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

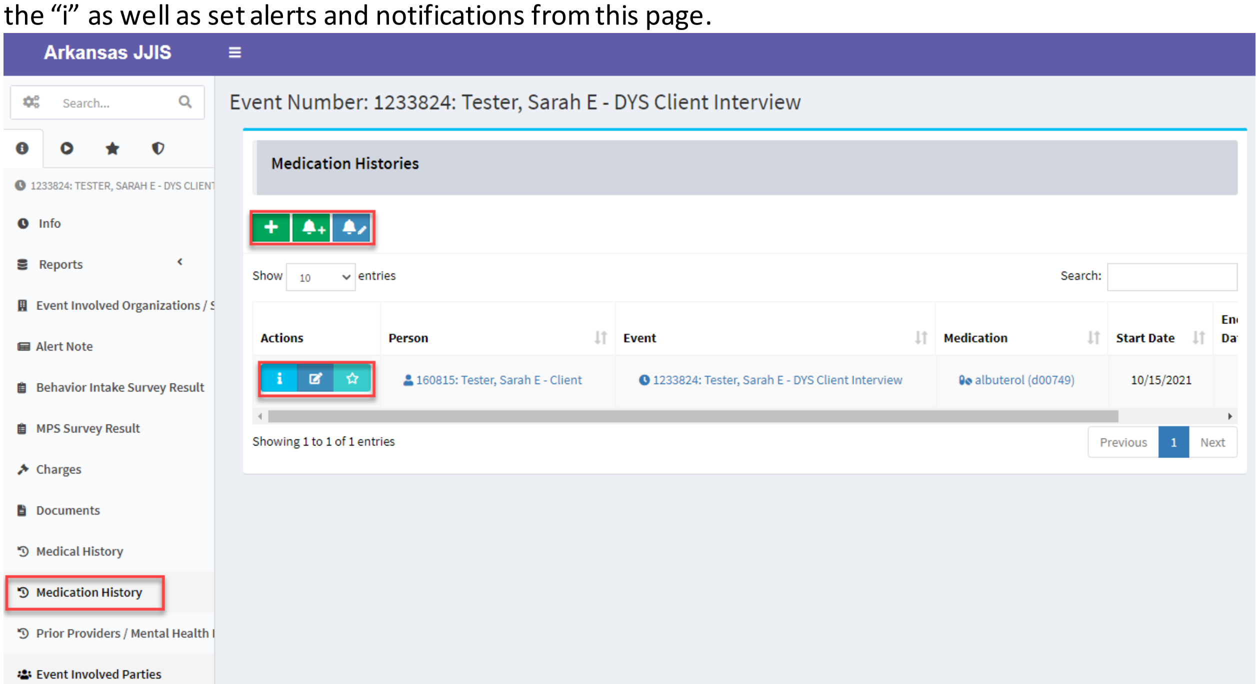


8. Medical History – You will see any Medical History related information. You can add a new Medical History by clicking on the + sign in the upper left-hand corner, view details about a current Medical History by clicking the

"i" as well as set alerts and notifications from this page.

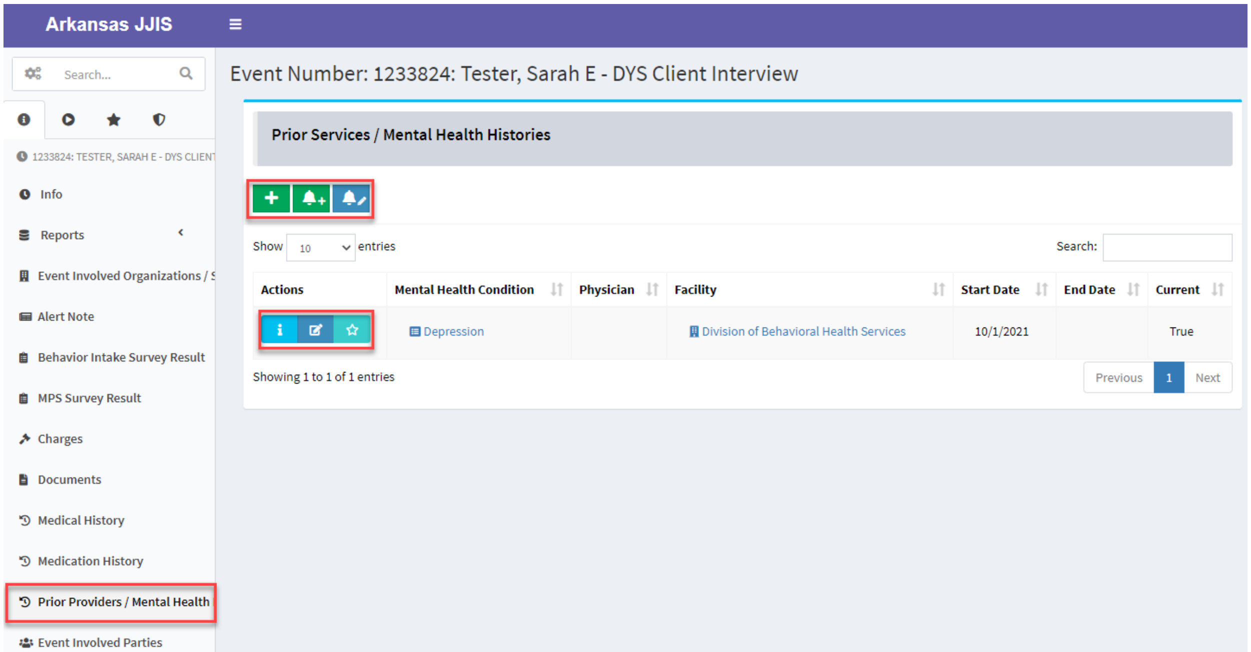


9. Medication History – You will see any Medication History related information. You can add a new Medication by clicking on the + sign in the upper left-hand corner, view details about a current Medication History by clicking the "i" as well as set alerts and notifications from this page.

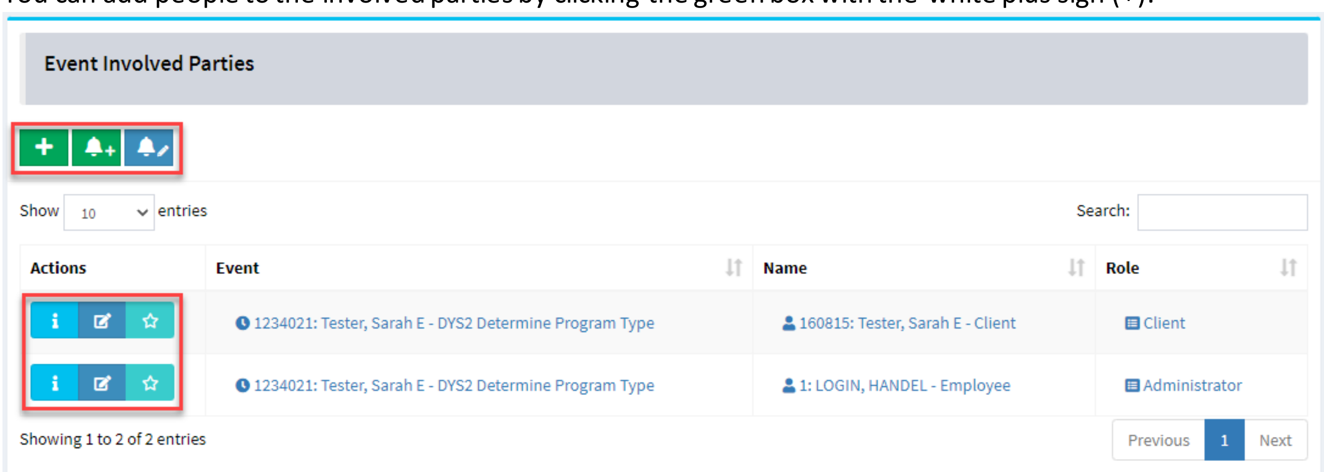


10. Prior Providers/Mental Health Histories - Once here, you will see the list view of all those Prior Providers and Mental Health Histories associated with the Person and their role. You can add Prior Providers and/or Mental

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



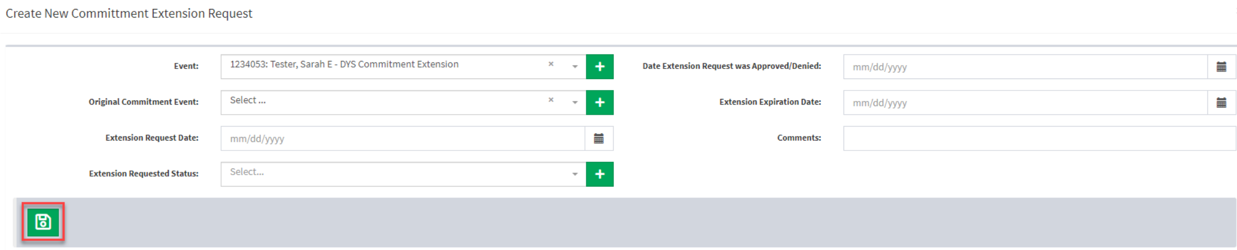
11. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



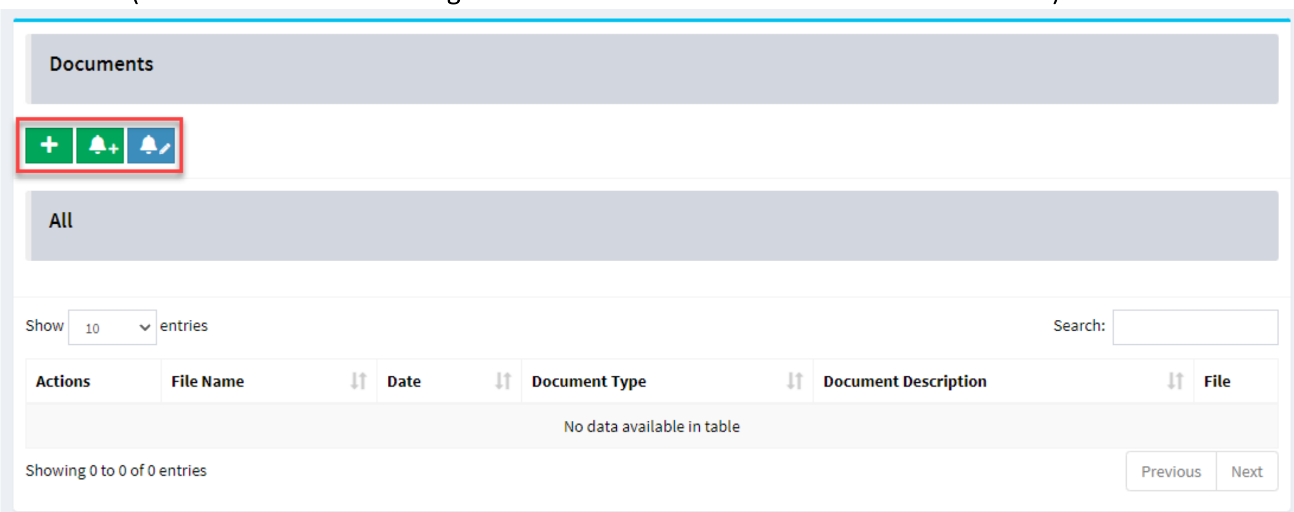
DYS Commitment Extension

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

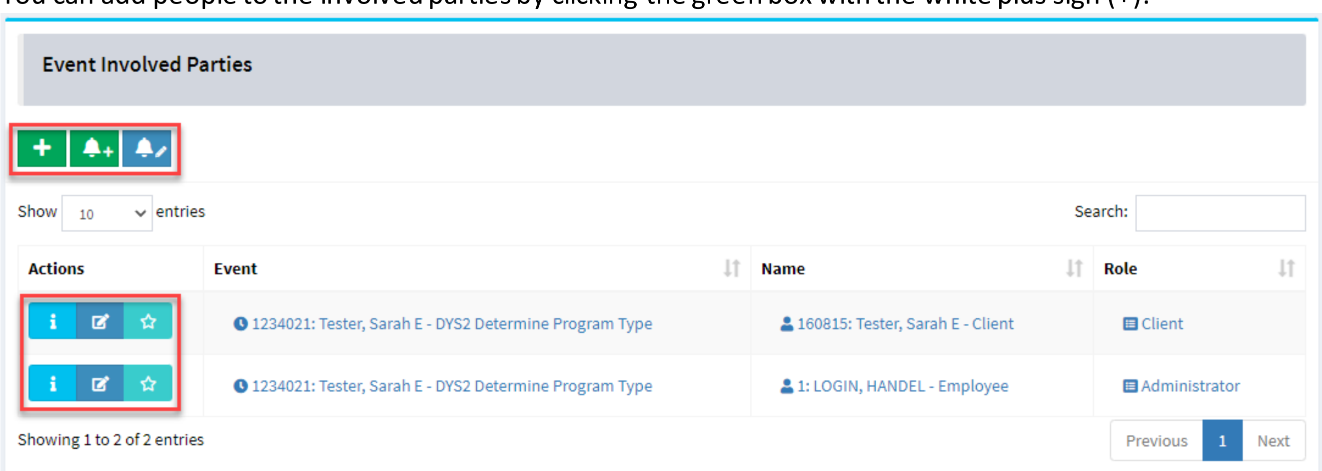
lower left-hand corner.



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).



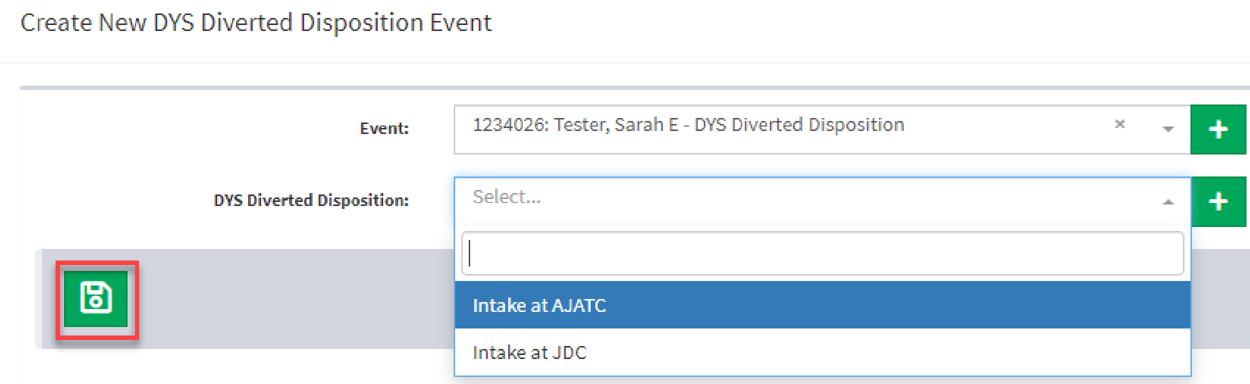
3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



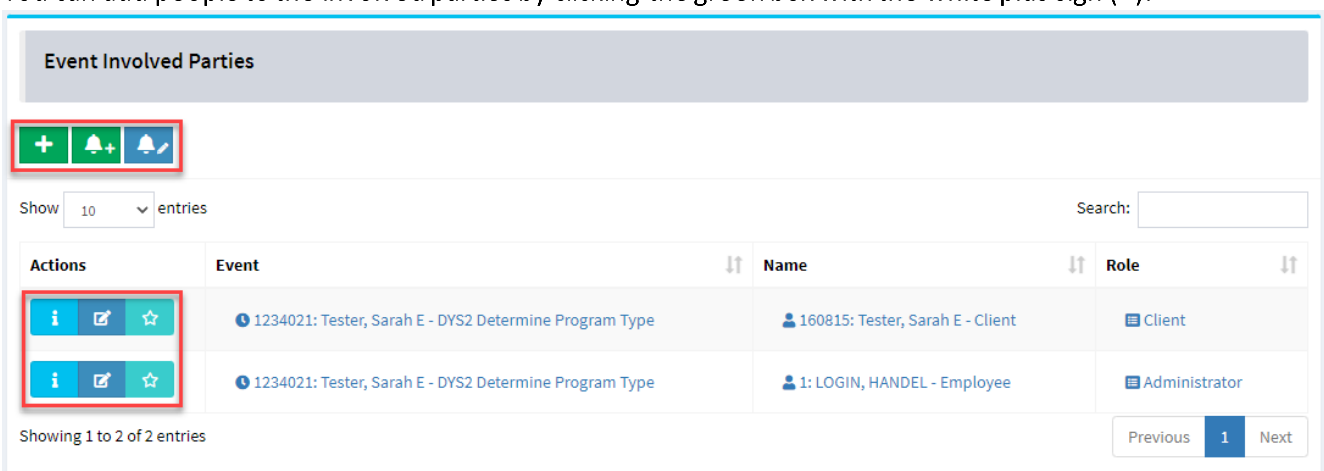
DYS Diverted Disposition

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

lower left-hand corner.



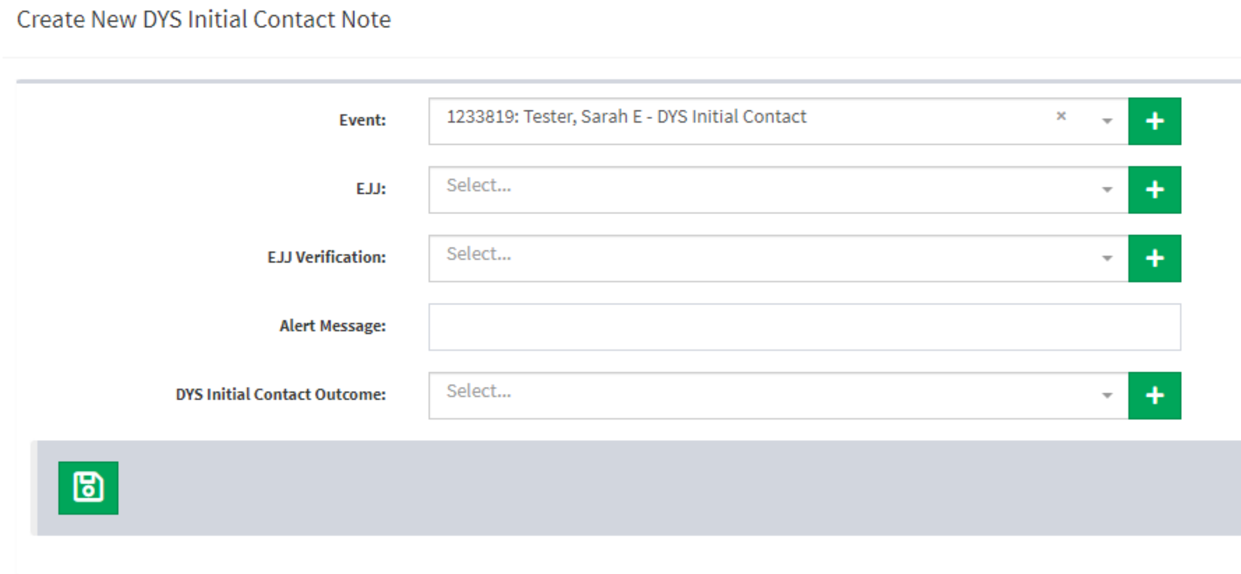
2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



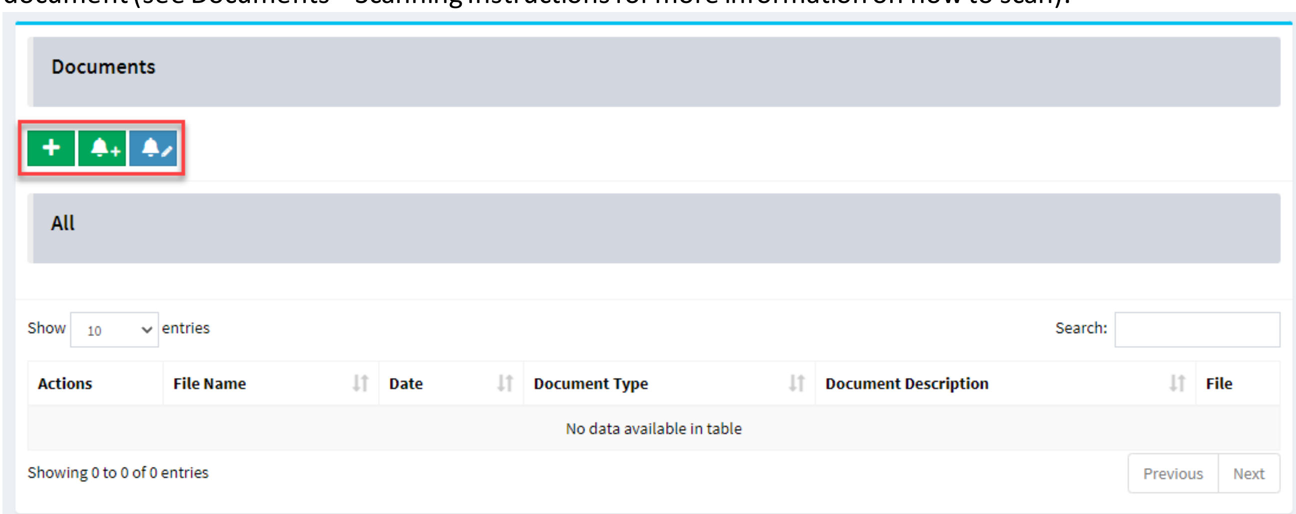
DYS Initial Contact

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.

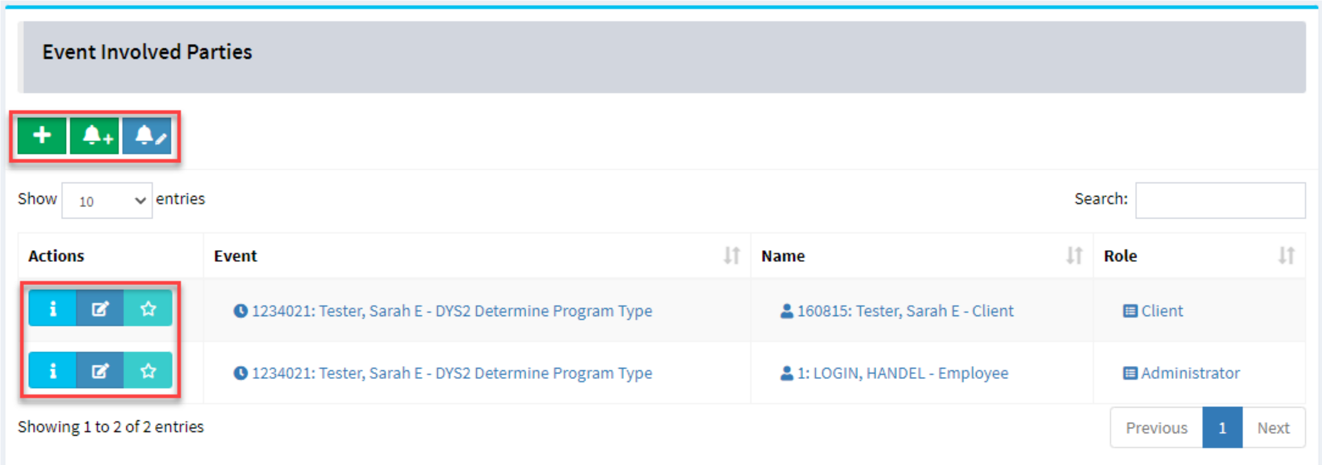
e. Save button: Click when finished



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).

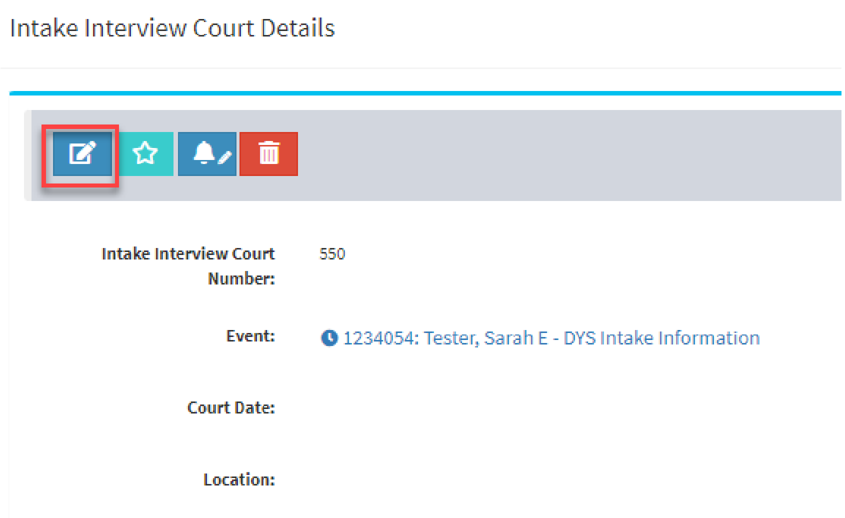


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

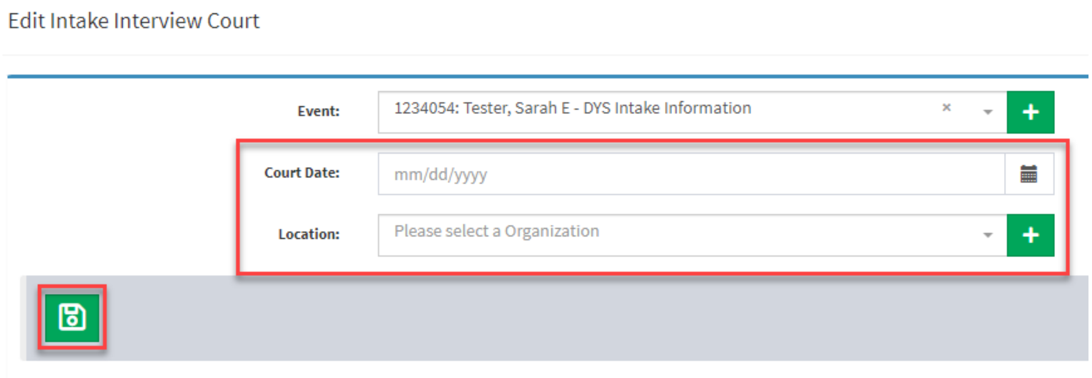


DYS Intake Information

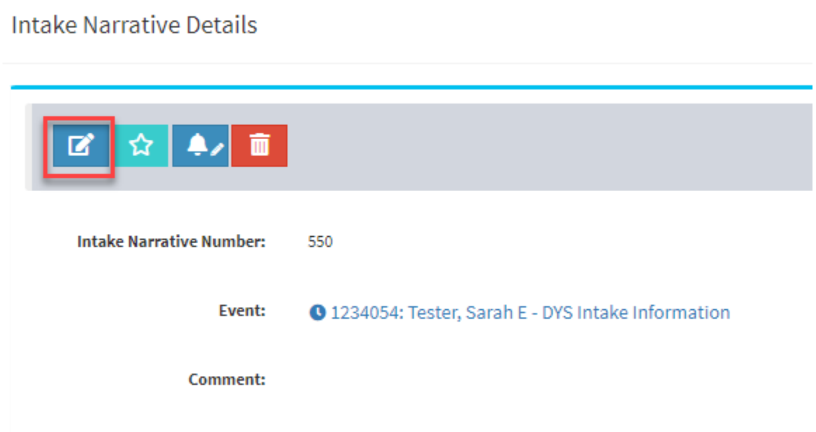
1. Intake Interview Courts – Allows you to add a new Intake Interview Courts. A popup will appear, it will initially show you the Details of the Intake Interview Courts. To Edit the information, click the Edit button in the upper left-hand corner.



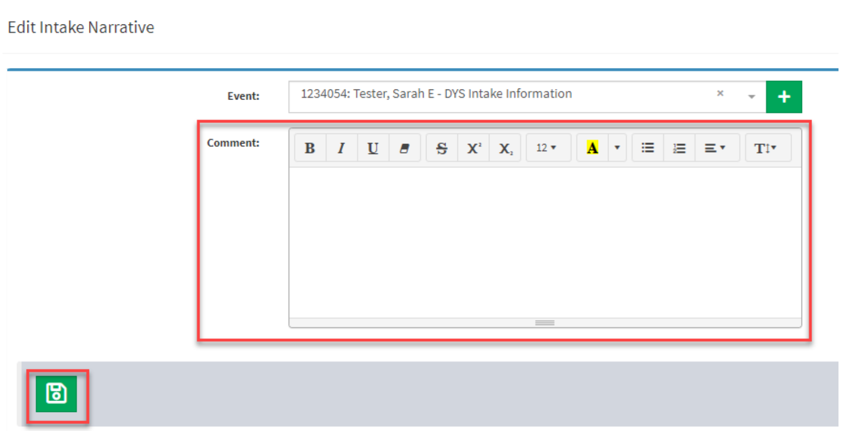
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



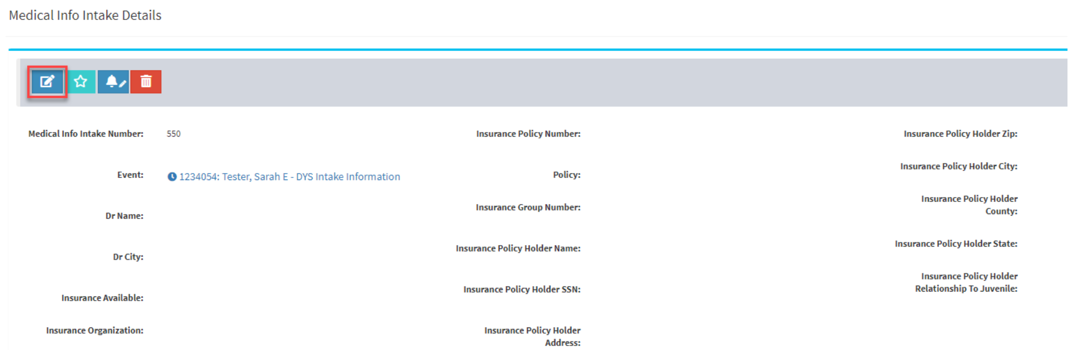
2. Intake Narratives - Allows you to add a new Intake Narrative. A popup will appear, it will initially show you the Details of the Intake Narrative. To Edit the information, click the Edit button in the upper left-hand corner.



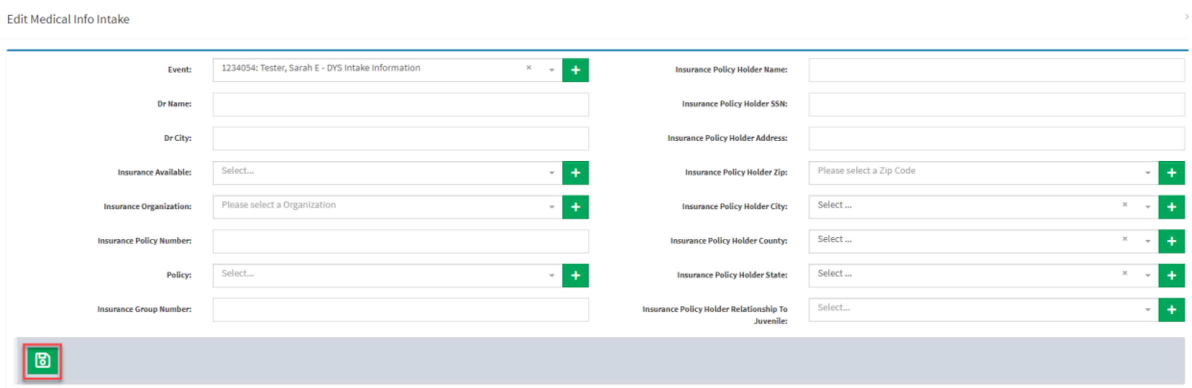
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



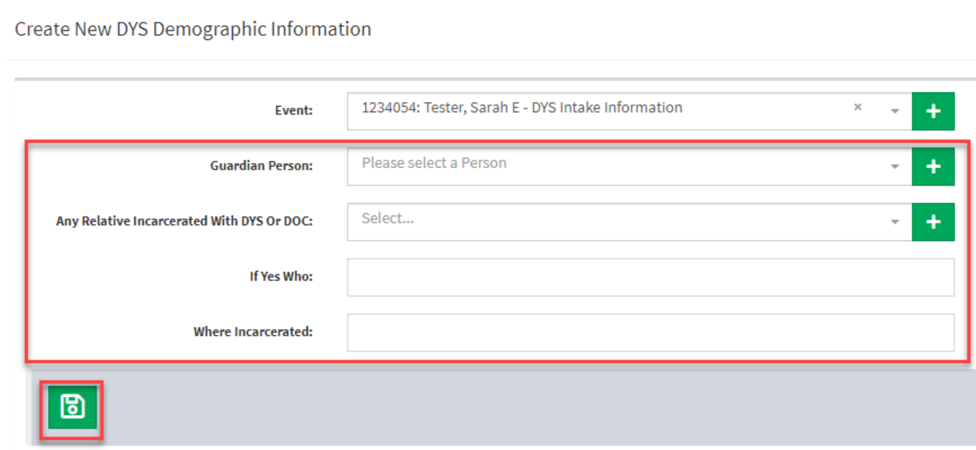
3. Medical Info Intakes - Allows you to add a new Medical Info Intake. A popup will appear, it will initially show you the Details of the Medical Info Intake. To Edit the information, click the Edit button in the upper left-hand corner.



   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.

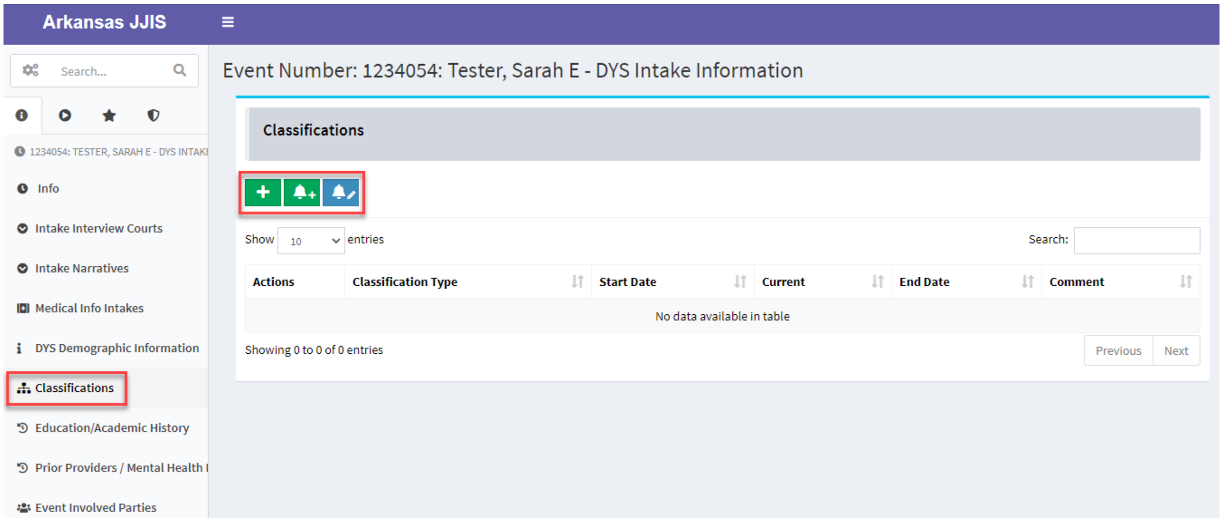


4. DYS Demographic Information - Allows you to add a new DYS Demographic Information. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

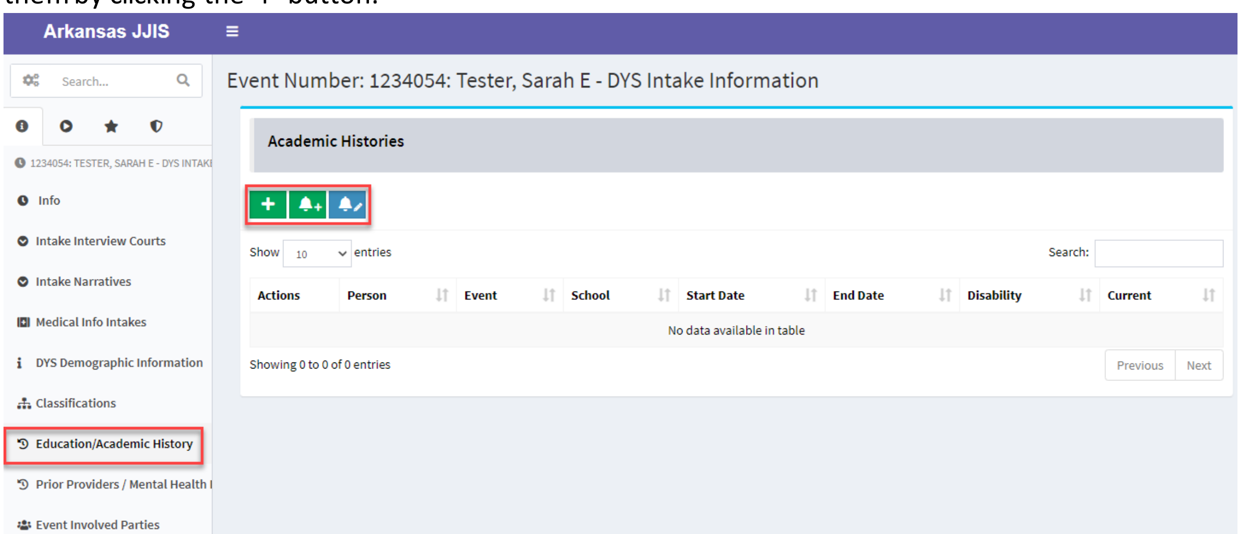


5. Classifications - Classifications - Once here, you will see the list view of all Classifications. You can add Classifications by clicking the green box with the white plus sign (+) and view details about them by clicking the

"i" button.

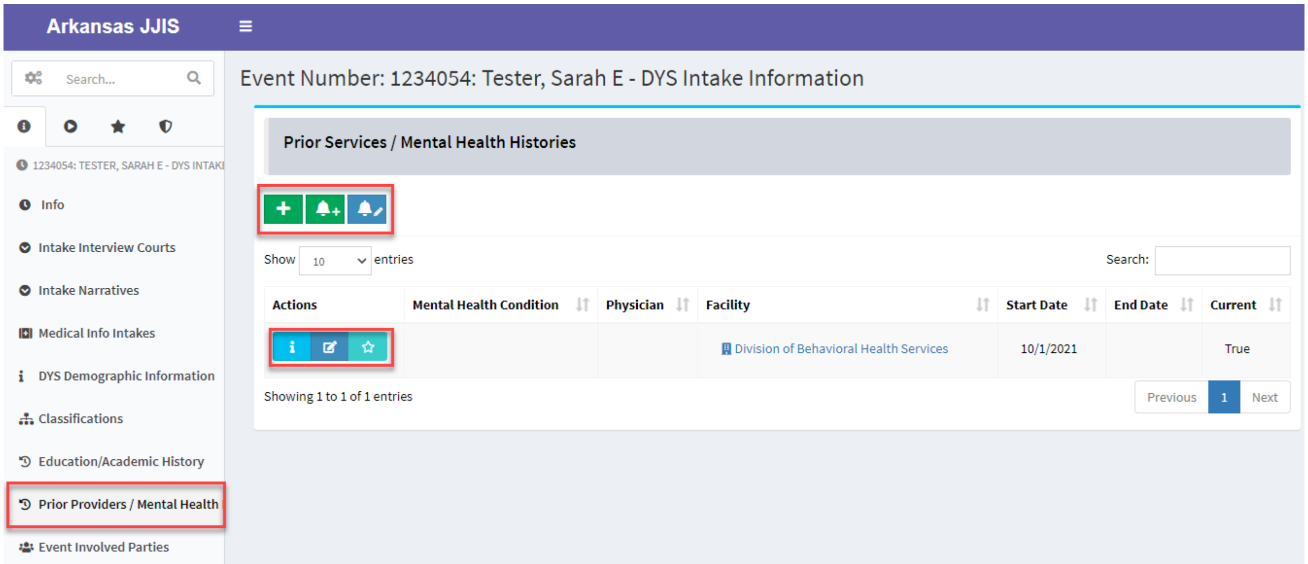


6. Education/Academic History - Once here, you will see the list view of all Education/Academic Histories. You can add Education/Academic Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.

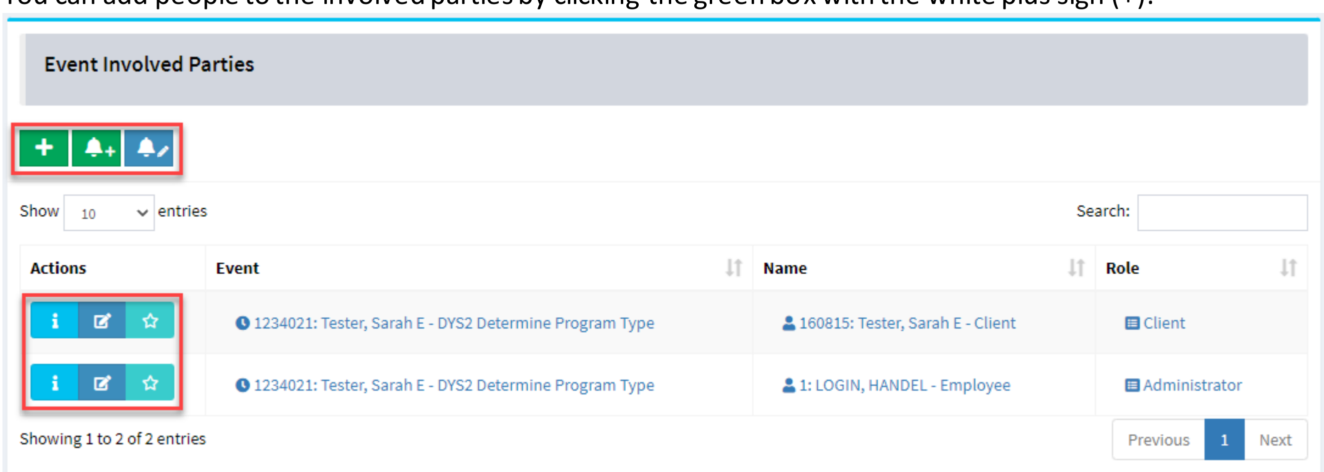


7. Prior Providers/Mental Health Histories - Once here, you will see the list view of all those Prior Providers and Mental Health Histories associated with the Person and their role. You can add Prior Providers and/or Mental Health Histories by clicking the green box with the white plus sign (+) and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

"i" button.

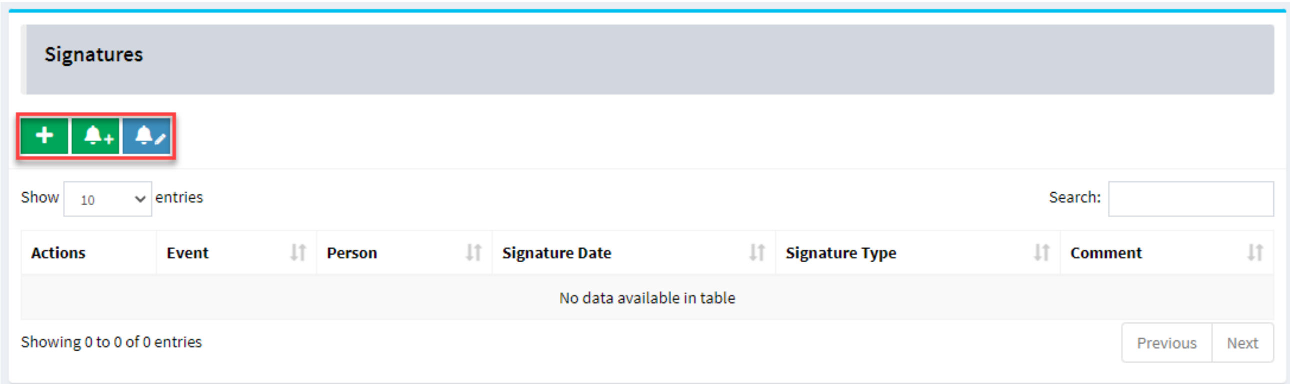


8. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

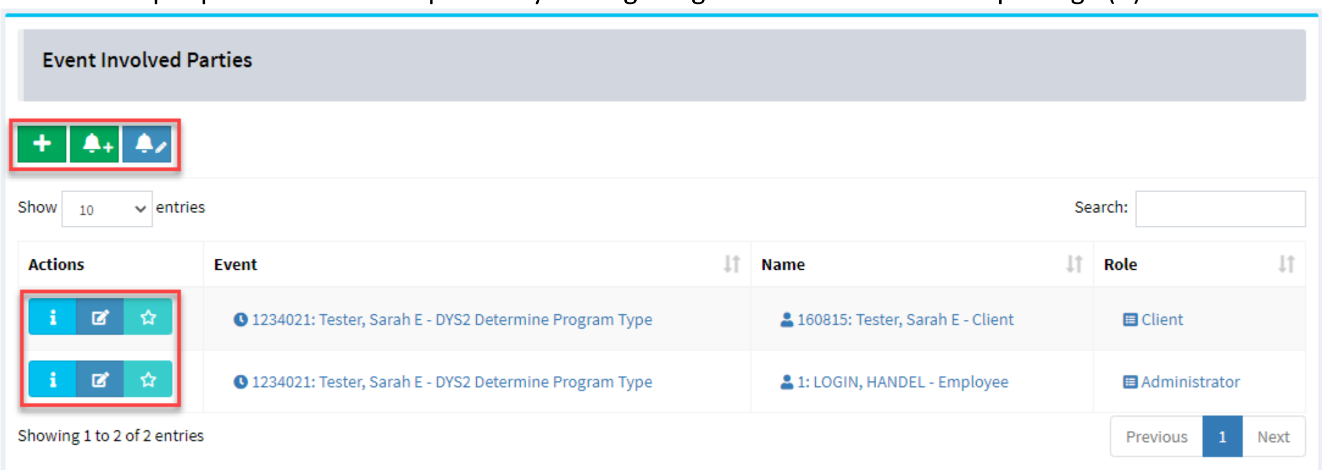


DYS Intake Transfer

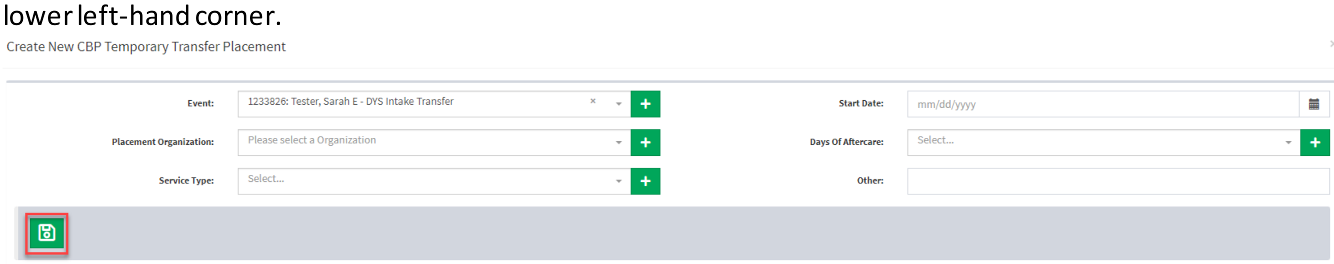
1. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.



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 (+).



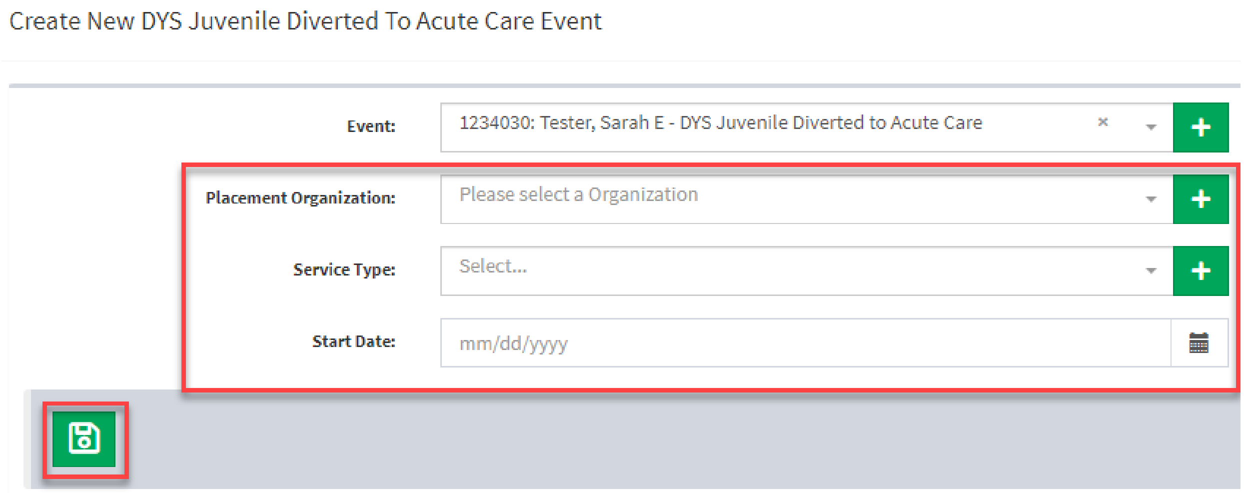
3. Temporary Transfer Placement - Allows you to add a new CBP Temporary Transfer Placement. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.



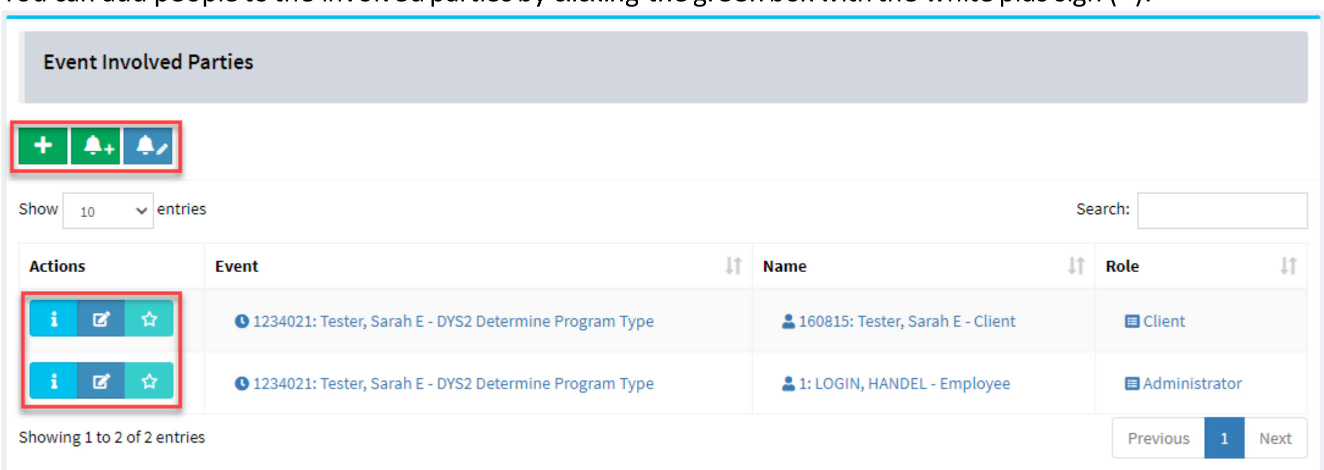
DYS Juvenile Diverted to Acute Care

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

icon in the lower left-hand corner.



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 (+).

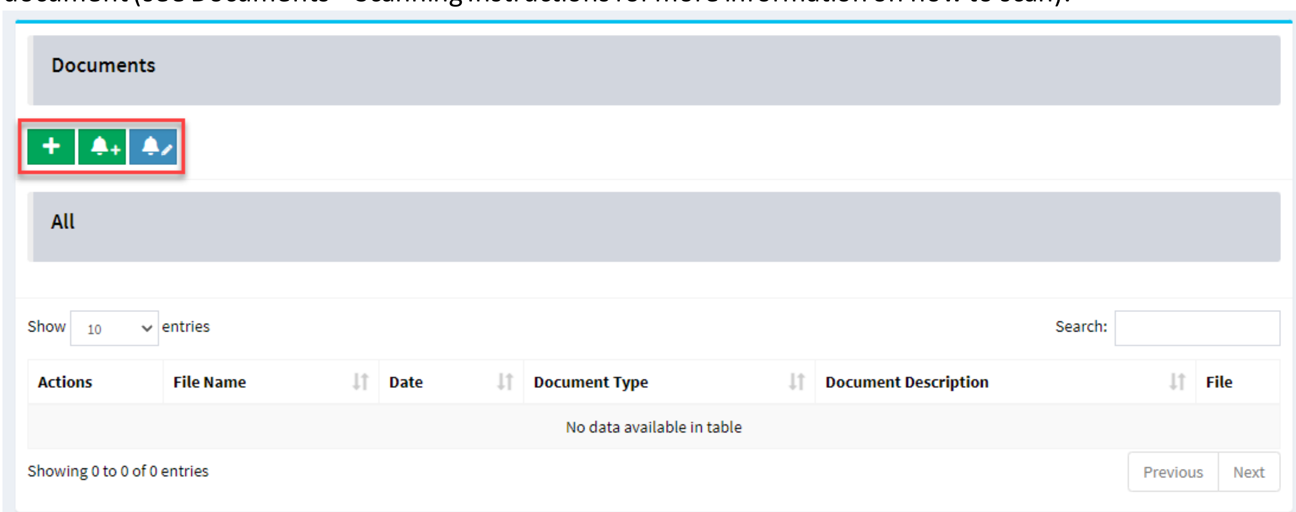


DYS Juvenile Diverted to JDC

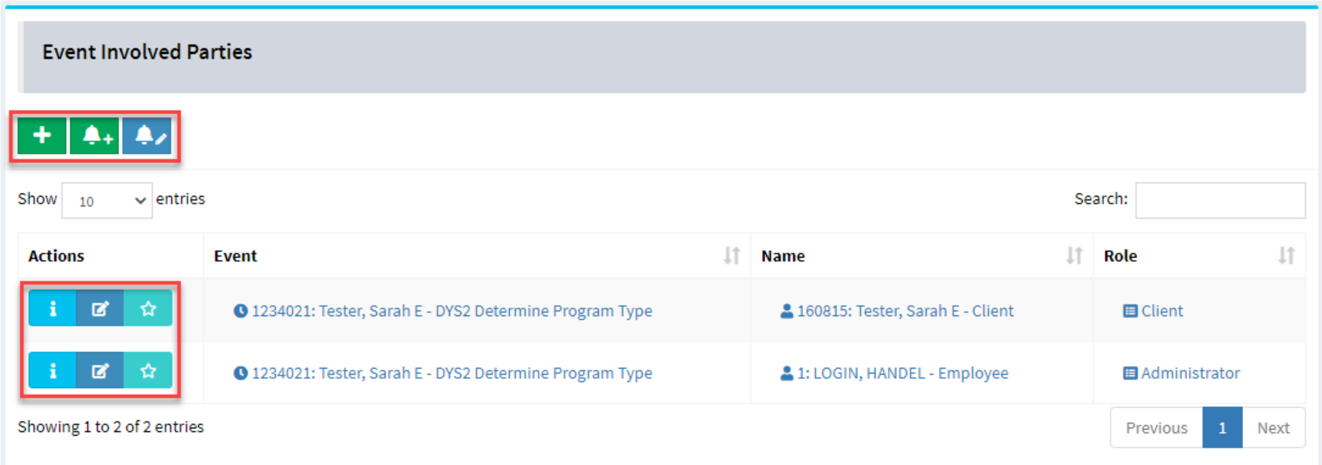
1. DYS Juvenile Diverted to JDC - Allows you to add a new DYS Juvenile Diverted to JDC Event.. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left -

hand corner.

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).

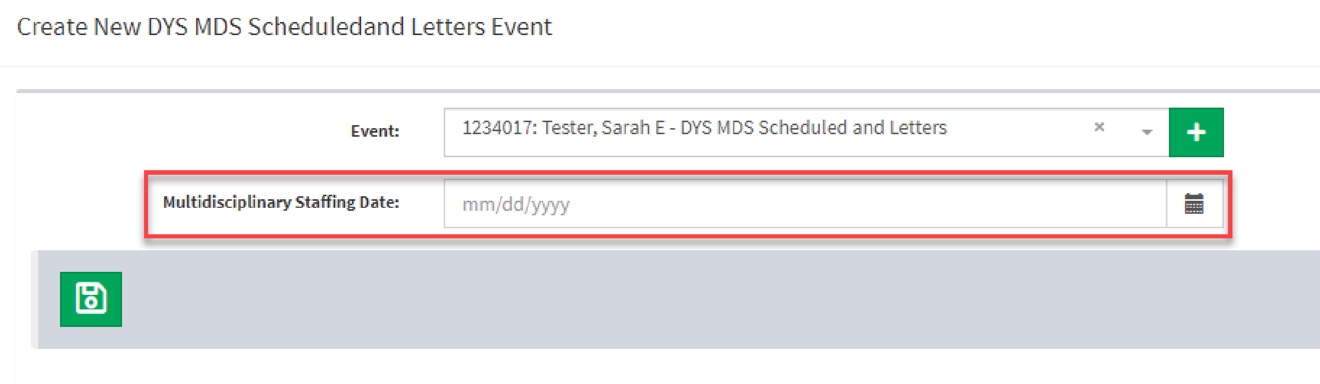


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

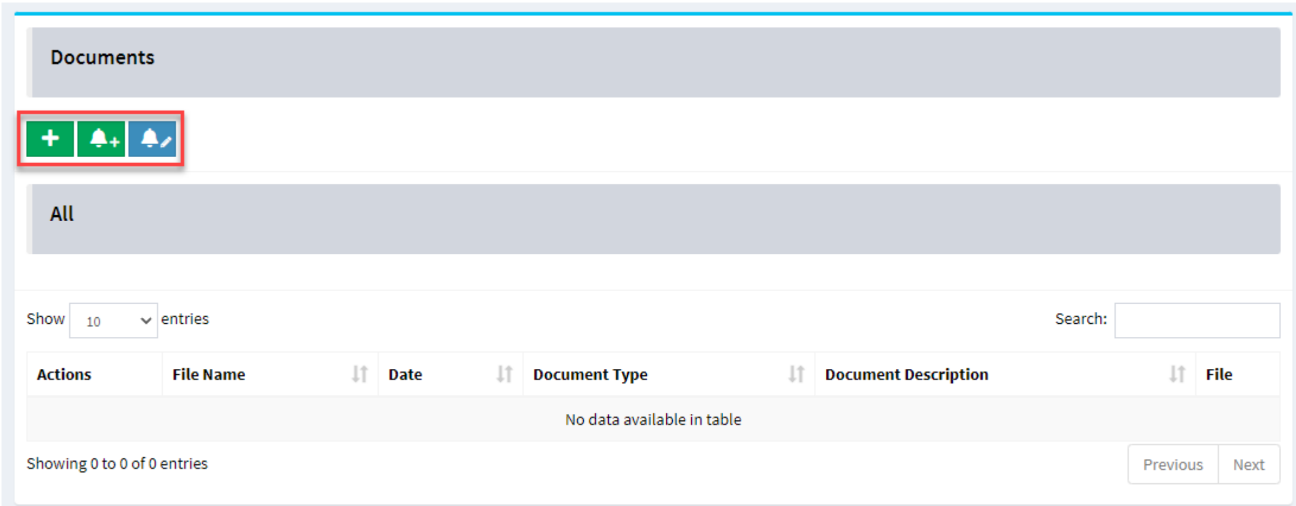


DYS MDS Scheduled and Letters

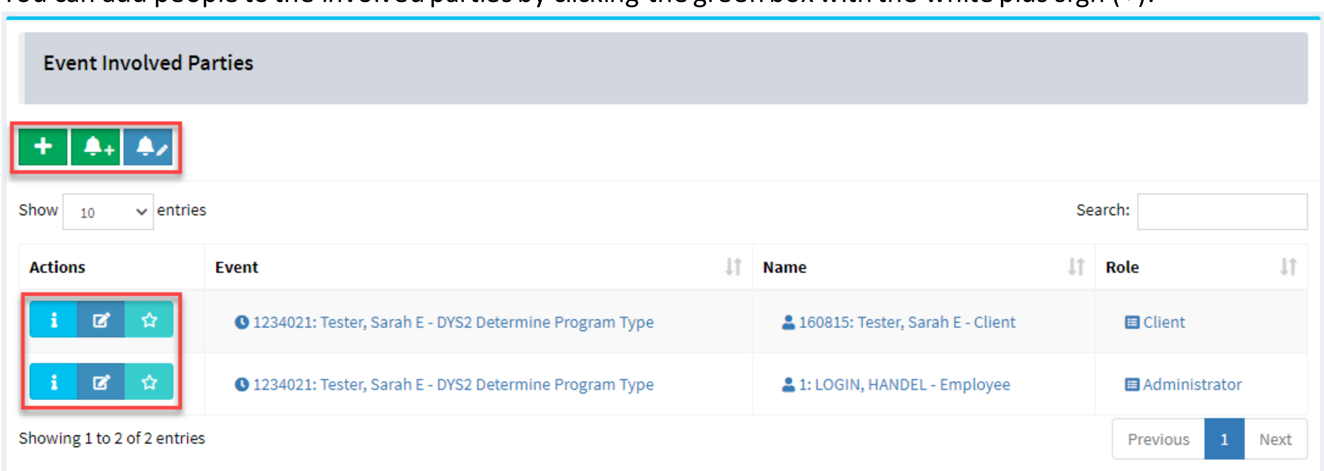
1. DYS MDS Scheduled and Letters - Allows you to create a new DYS MDS Scheduled and Letter. A popup will appear, the only field that needs to be filled out is “Multidisciplinary Staffing Date”.



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).



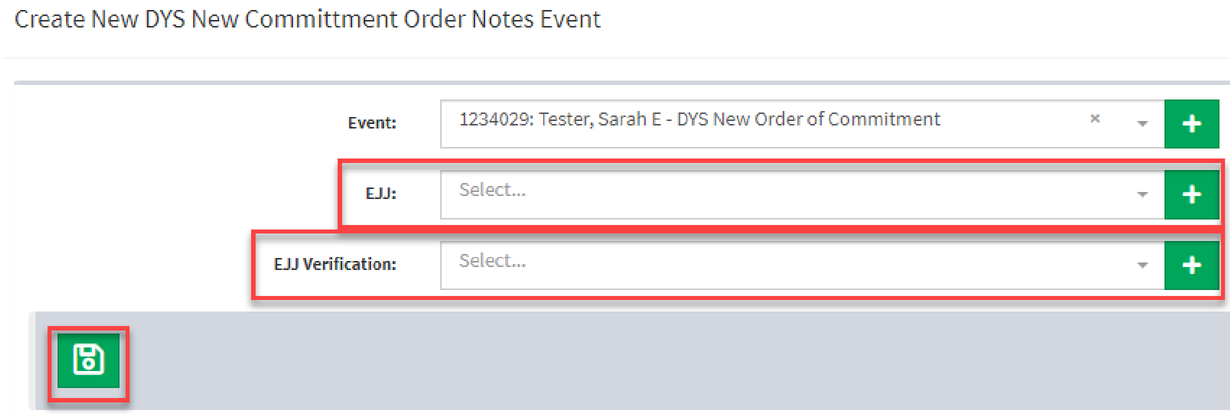
3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



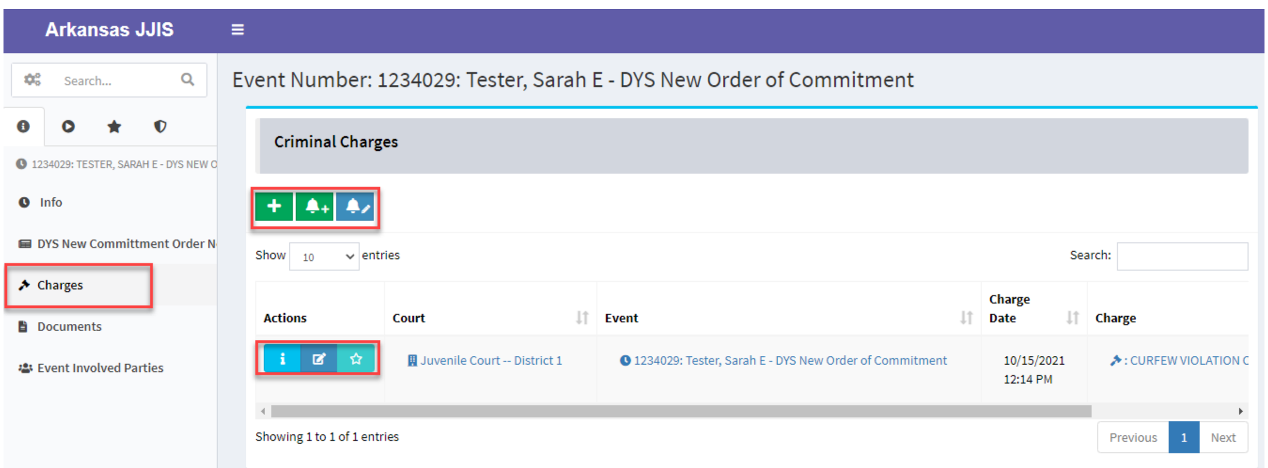
DYS New Order of Commitment

1. 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

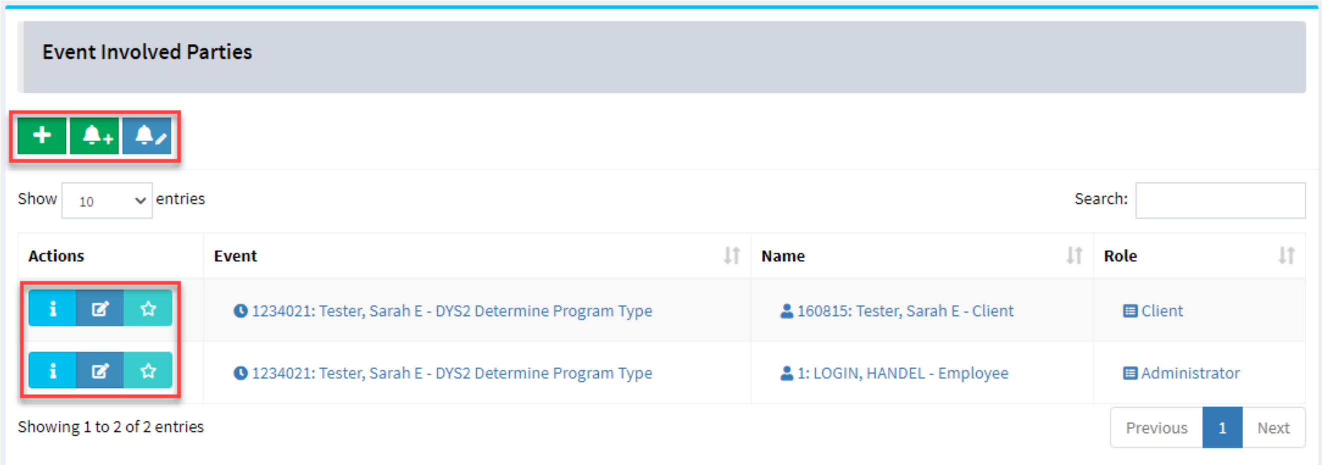
icon in the lower left-hand corner.



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.

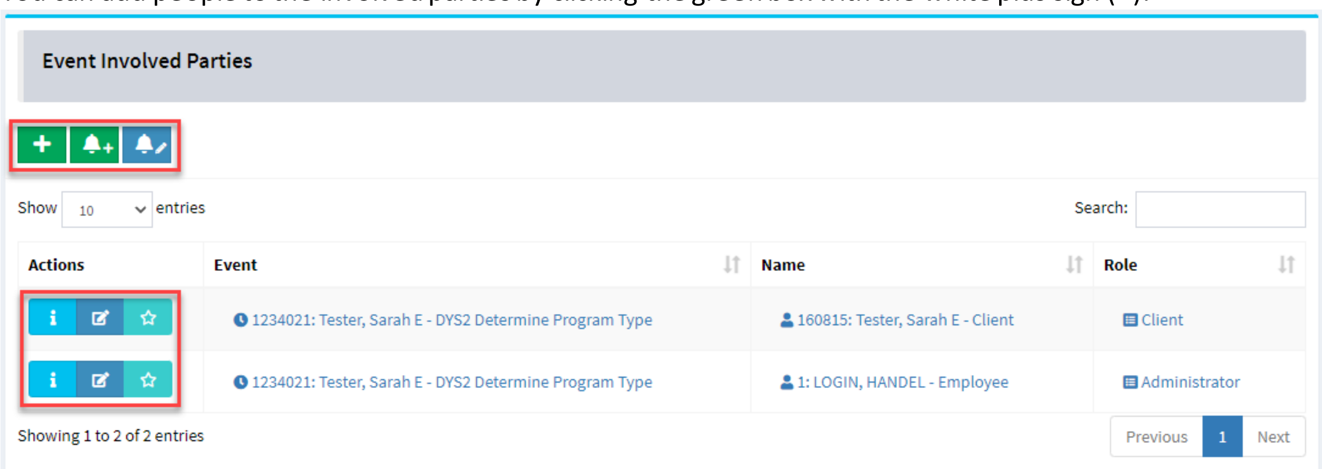


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



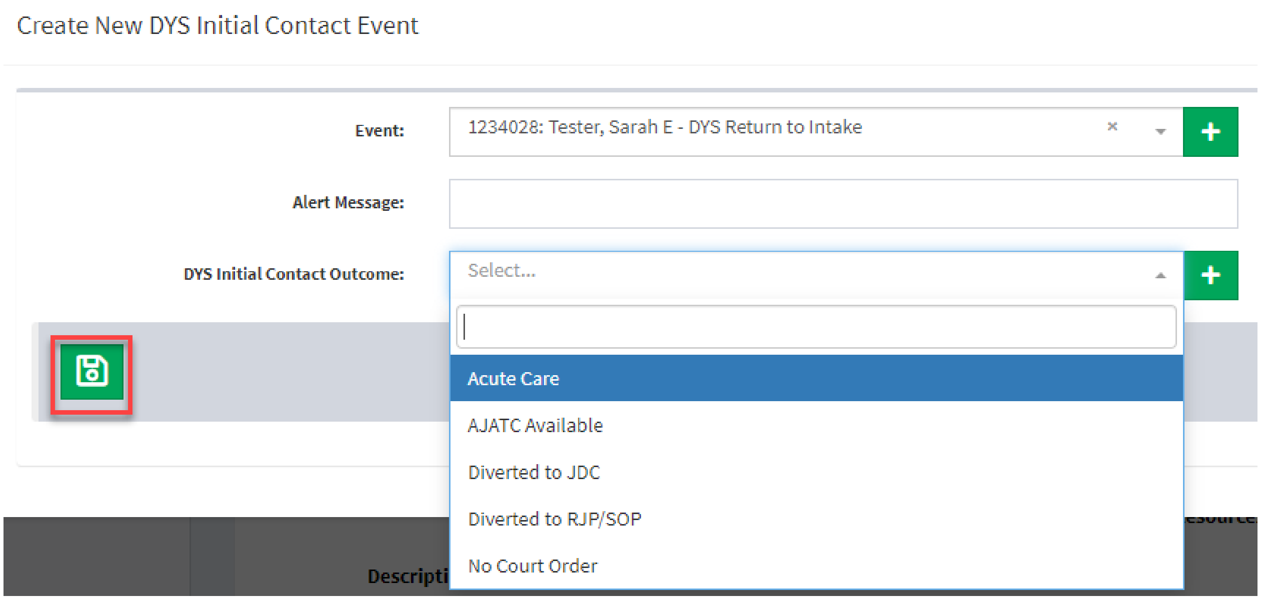
DYS Release of Information Letters

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 (+).

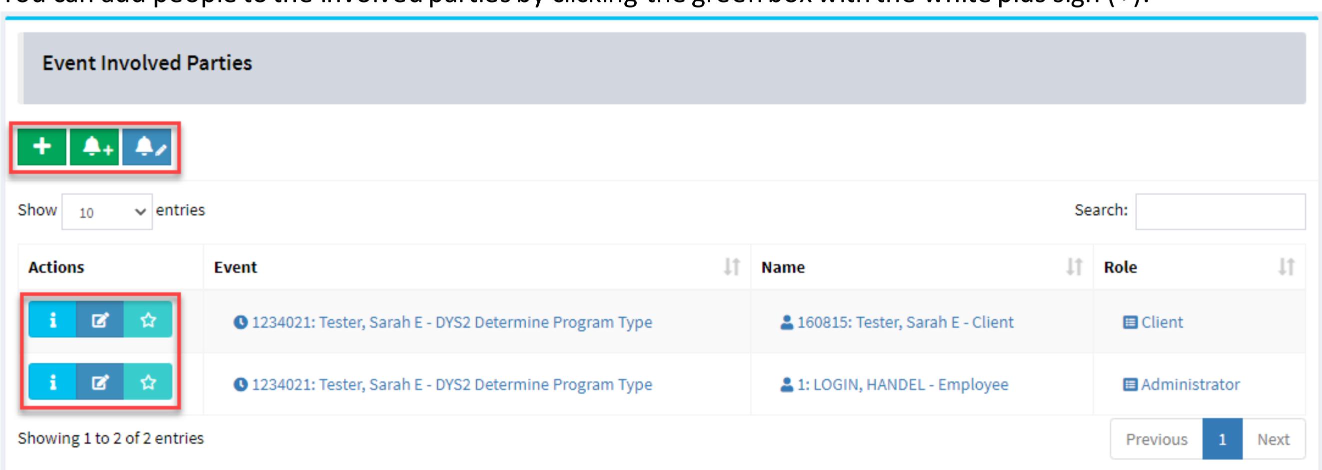


DYS Return to Intake

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.

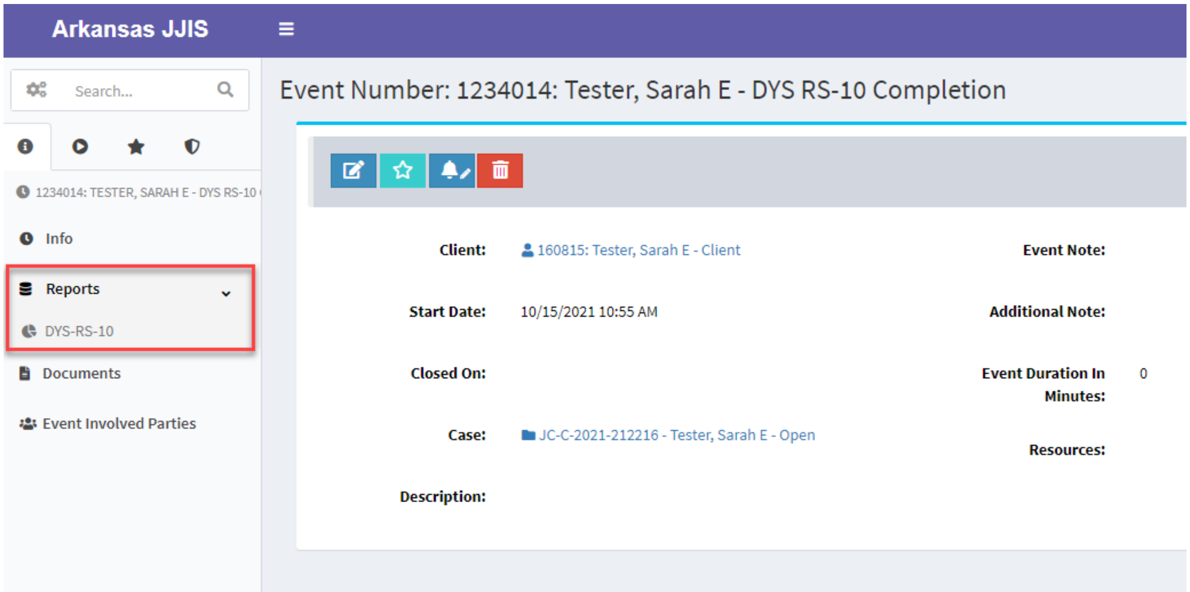


2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

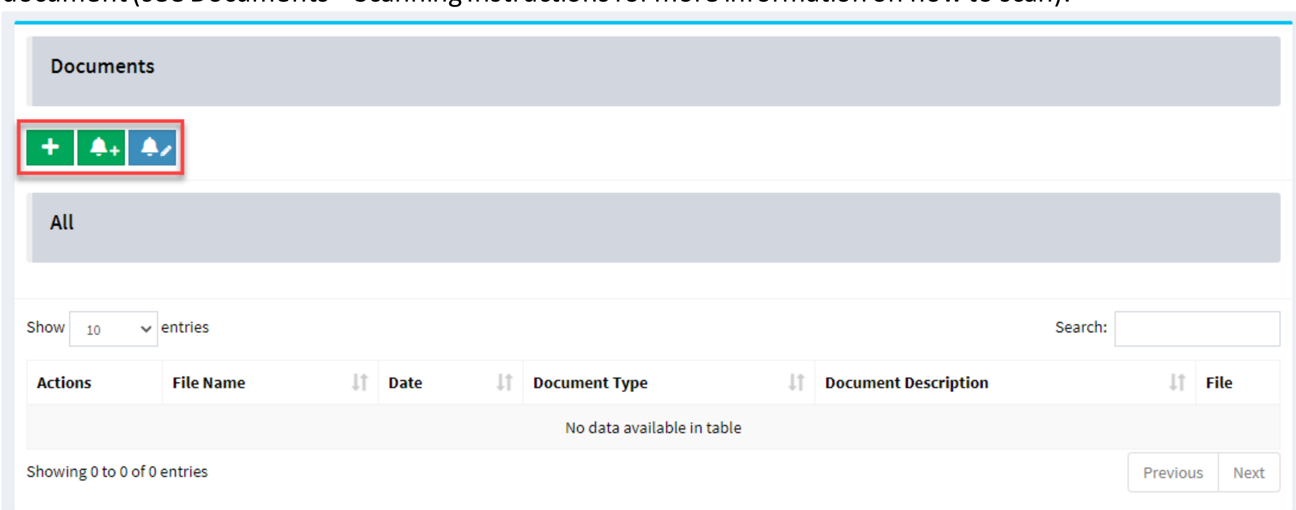


DYS RS-10 Completion

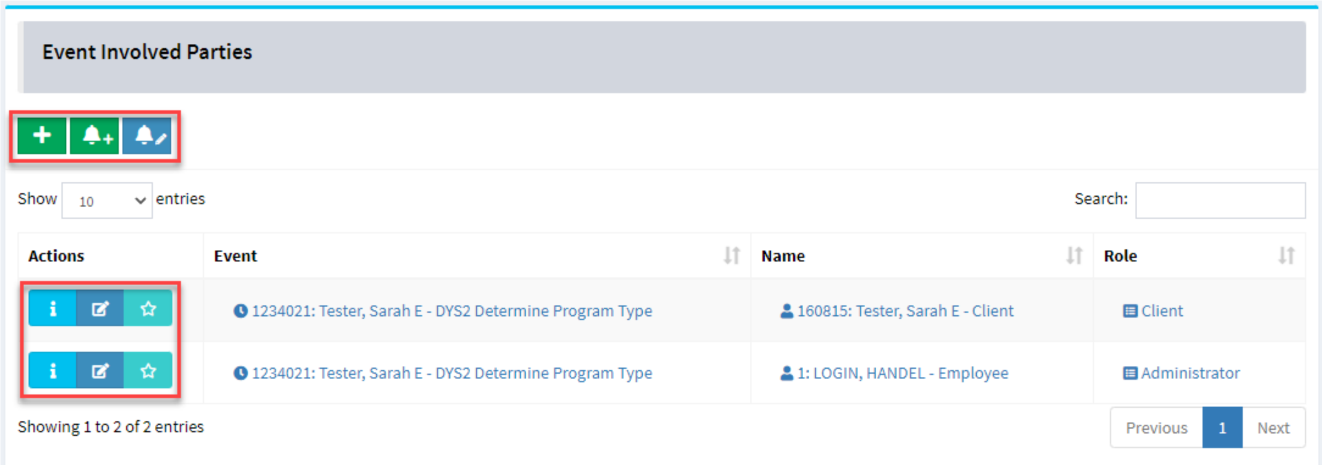
1. Reports - If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



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).

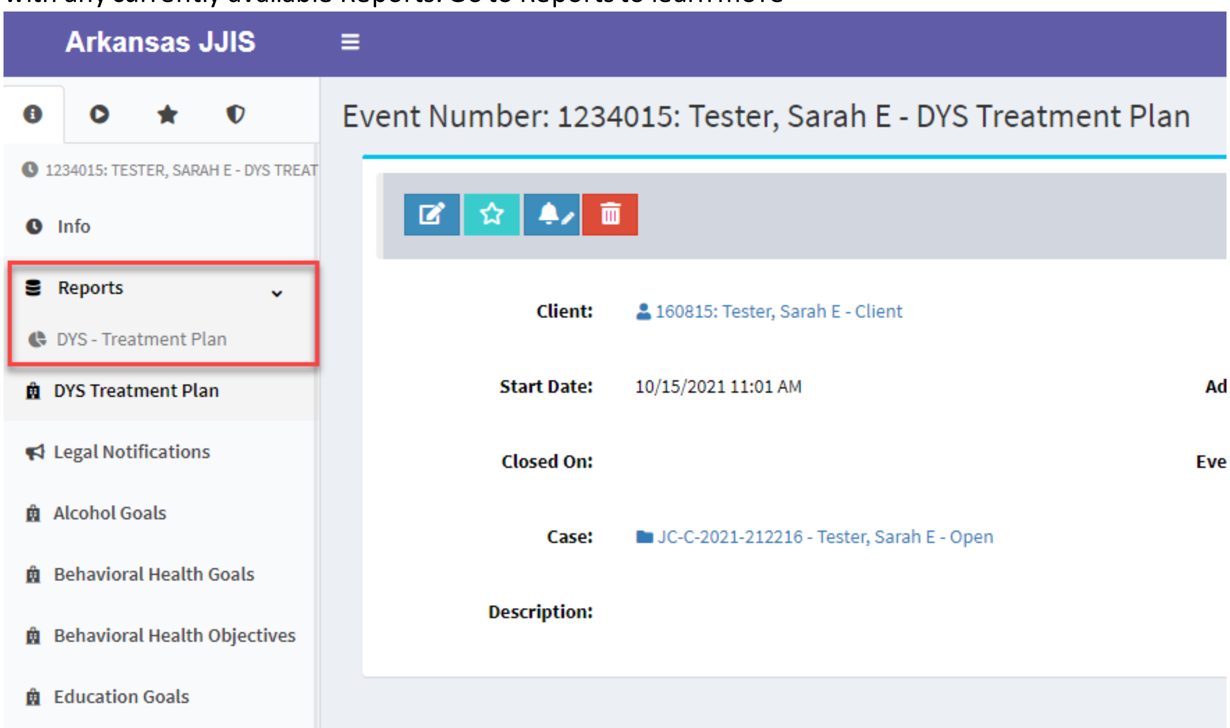


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



DYS Treatment Plan

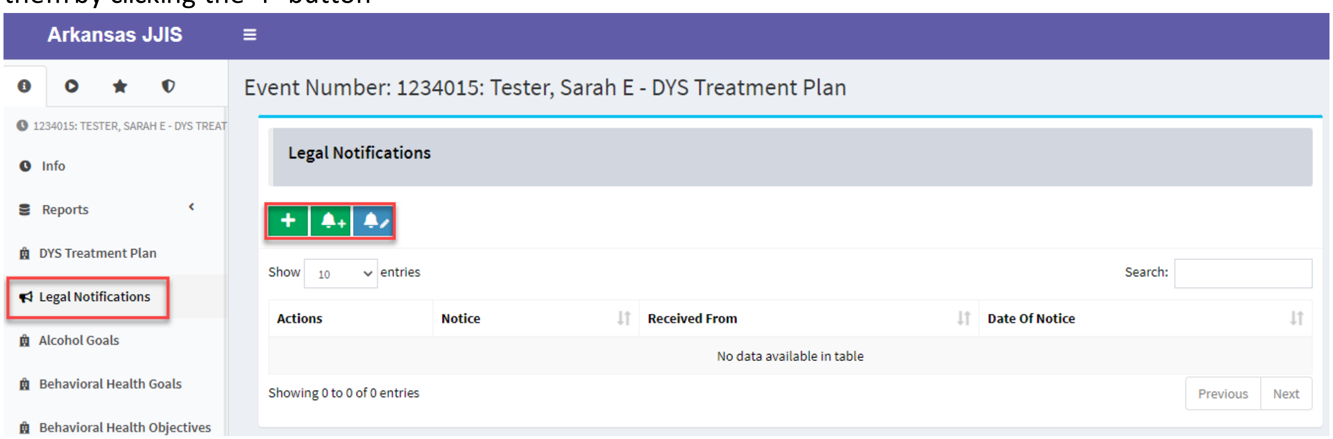
1. Reports - If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more



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:

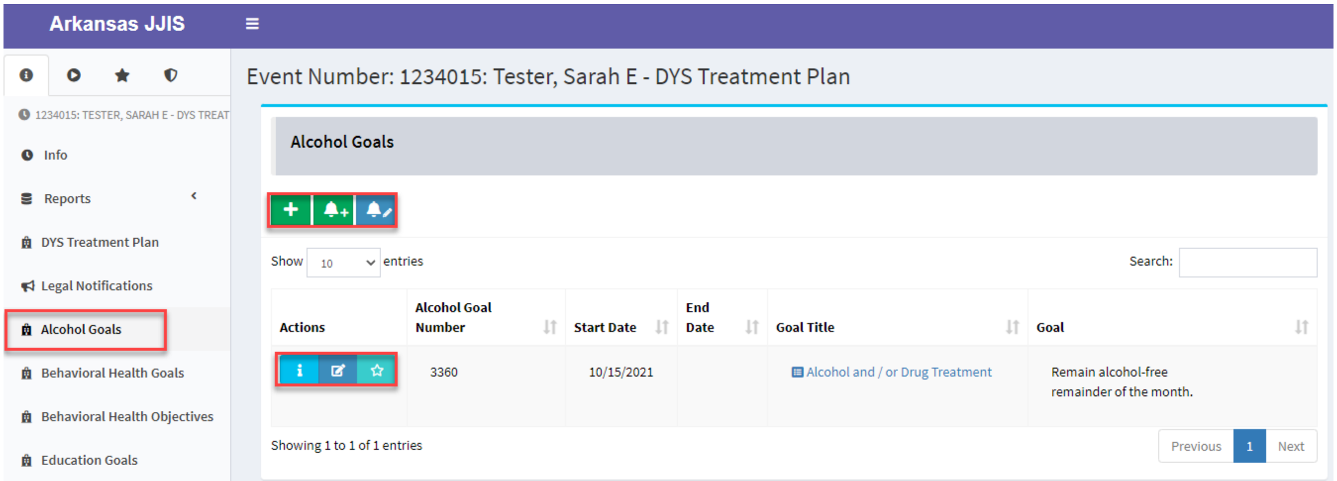
a. General Info
b. Independent Living Preparation/Community Services
c. Special Case Needs/Classifications
d. Medical/Mental Health
e. Education (High Risk and Protective Factors Identified in the initial assessment)
f. Behavior Modifications
g. Residential/Specialty Therapy
h. Behavior Health
i. Parent 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

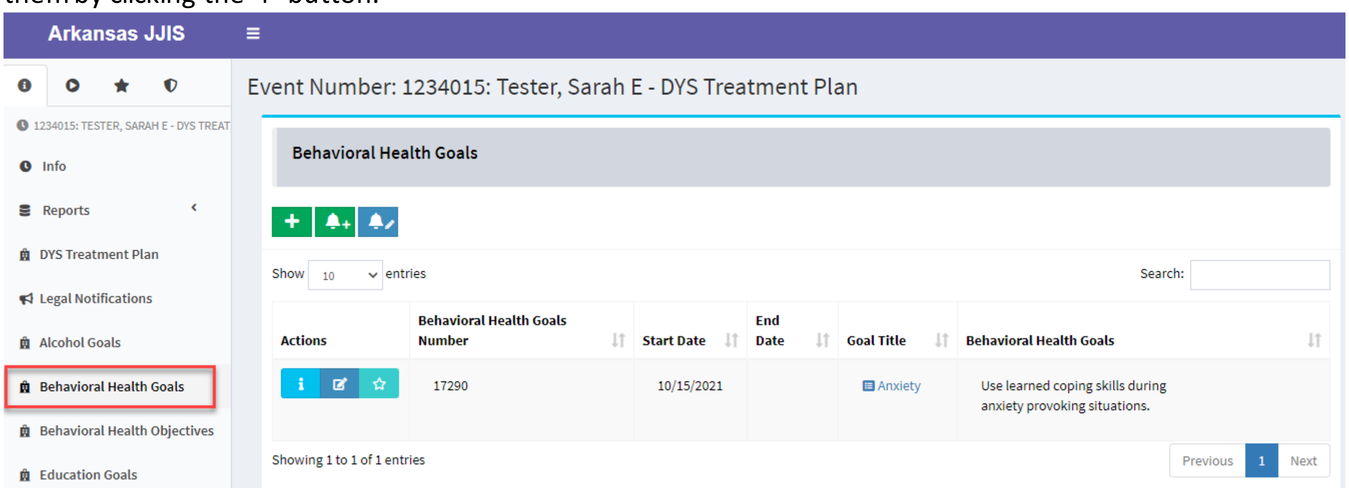


4. Alcohol Goals - You will see the list view of all Alcohol Goals associated with the Person. You can add a new Alcohol Goal by clicking the green box with the white plus sign (+) and view details about them by clicking the "i"

button.

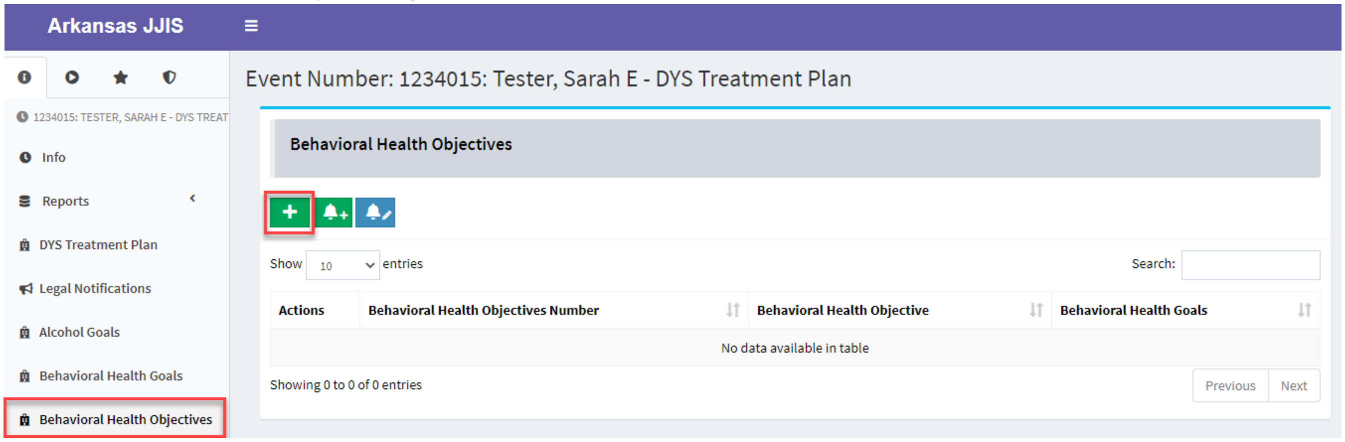


5. Behavior Health Goals - You will see the list view of all Behavior Health Goals associated with the Person. You can add a new Behavior Health Goal by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

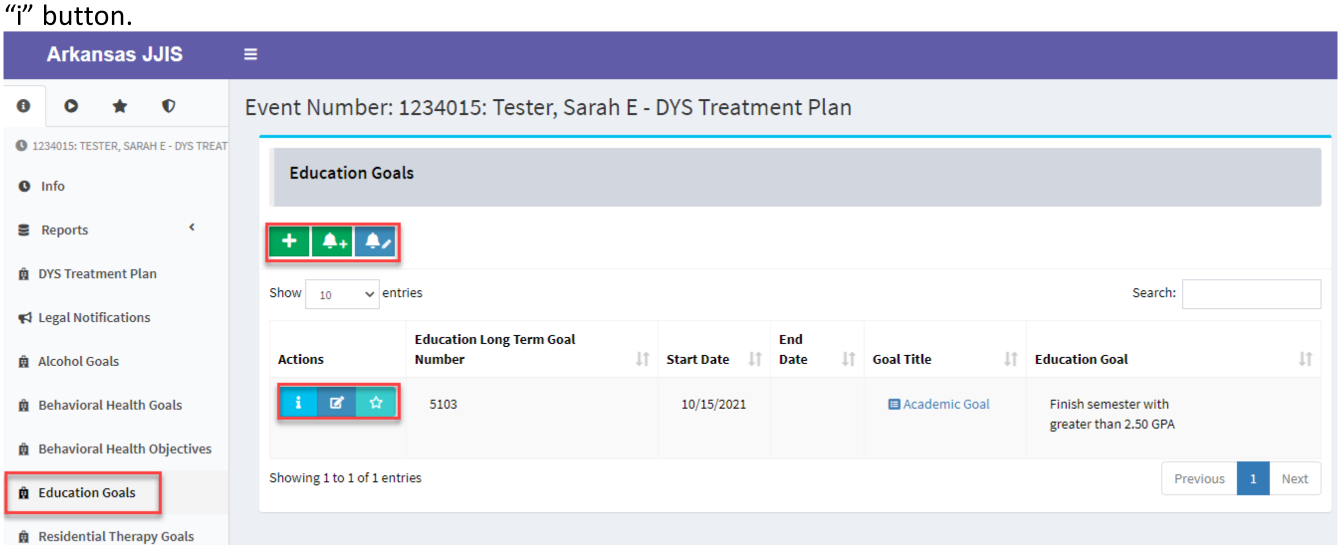


6. Behavior Health Objectives - You will see the list view of all Behavior Health Objectives associated with the Person. You can add a new Behavior Health Objective by clicking the green box with the white plus sign (+) and

view details about them by clicking the “i” button.

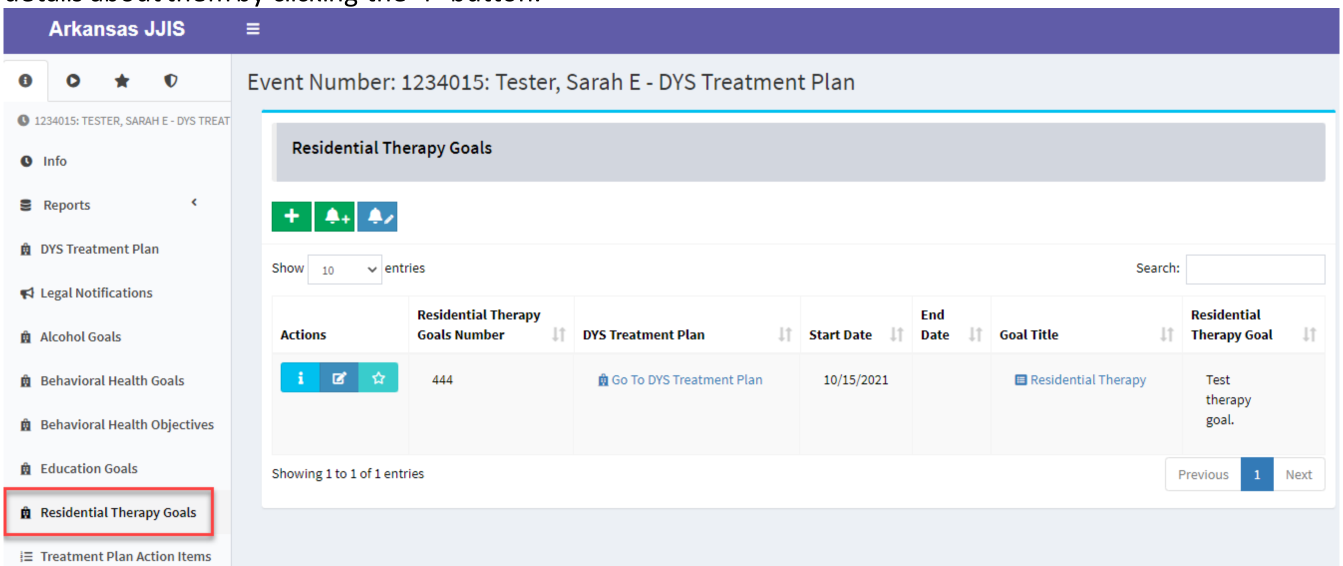


7. Education Goals - You will see the list view of all Education Goals associated with the Person. You can add a new Education Goal by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

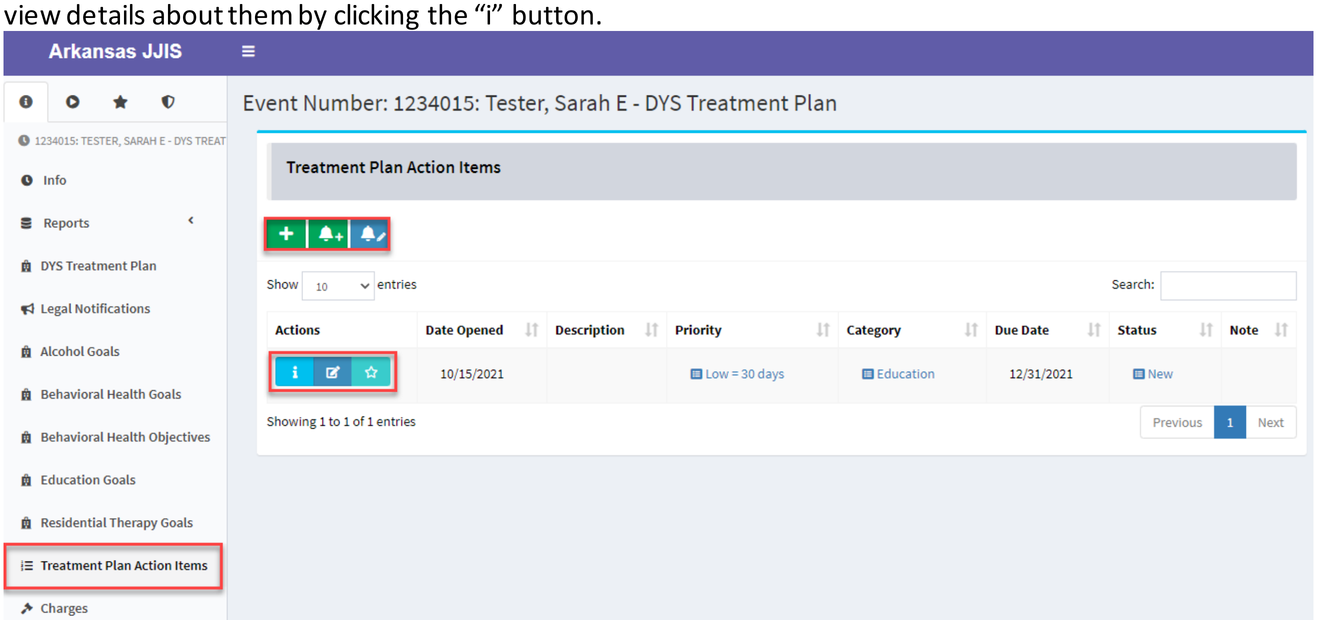


8. Residential Therapy Goals - You will see the list view of all Residential Therapy Goals associated with the Person. You can add a new Residential Therapy Goal by clicking the green box with the white plus sign (+) and view

details about them by clicking the "i" button.

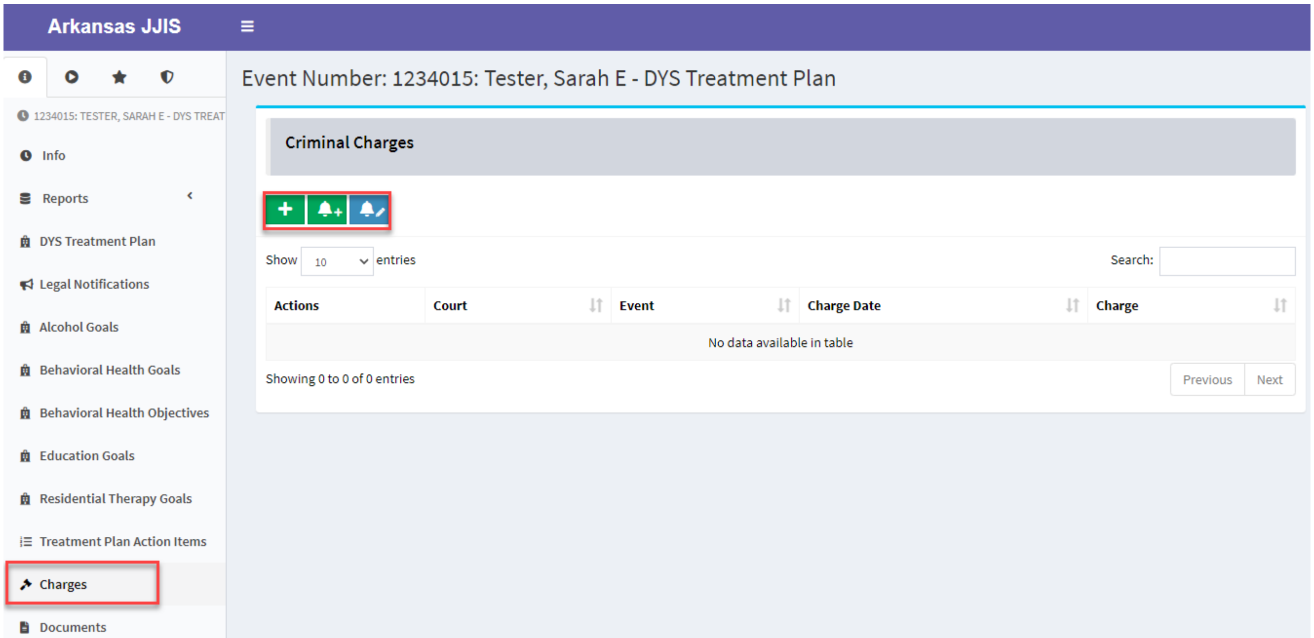


9. Treatment Plan Action Items - You will see the list view of all Treatment Plan Action Items associated with the Person. You can add a new Treatment Plan Action Item by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.

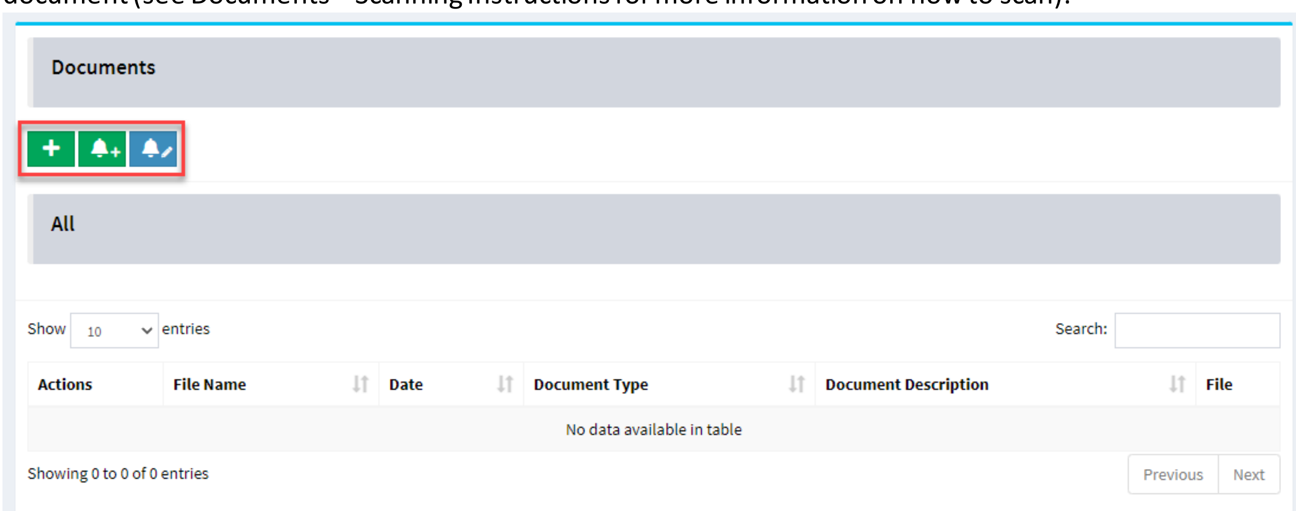


10. Charges - Once here, you will see the list view of all Criminal Charges associated with the Case. You can add Charges by clicking the green box with the white plus sign (+) and view details about them by clicking the "i"

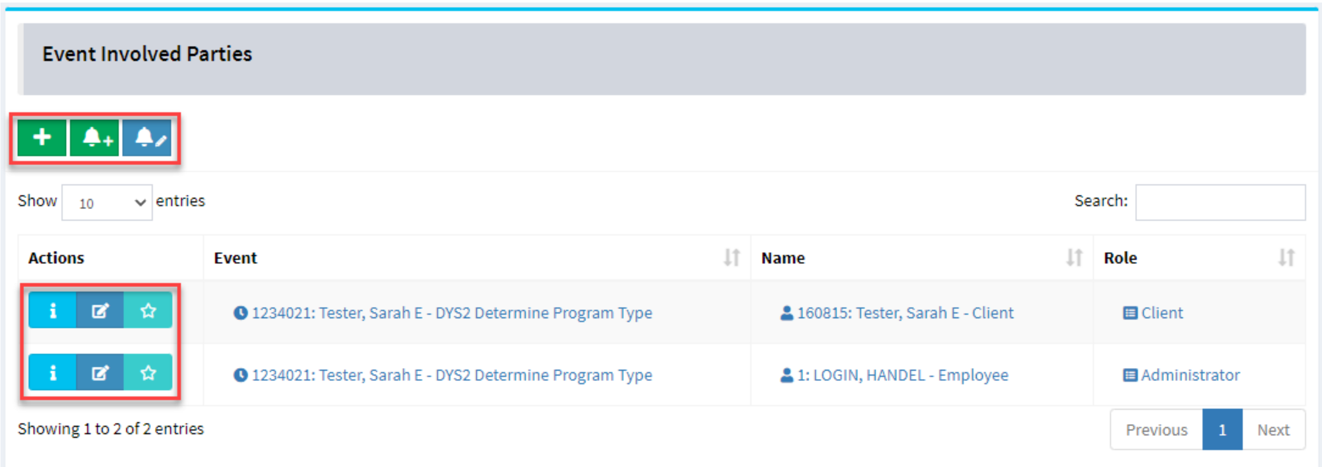
button.



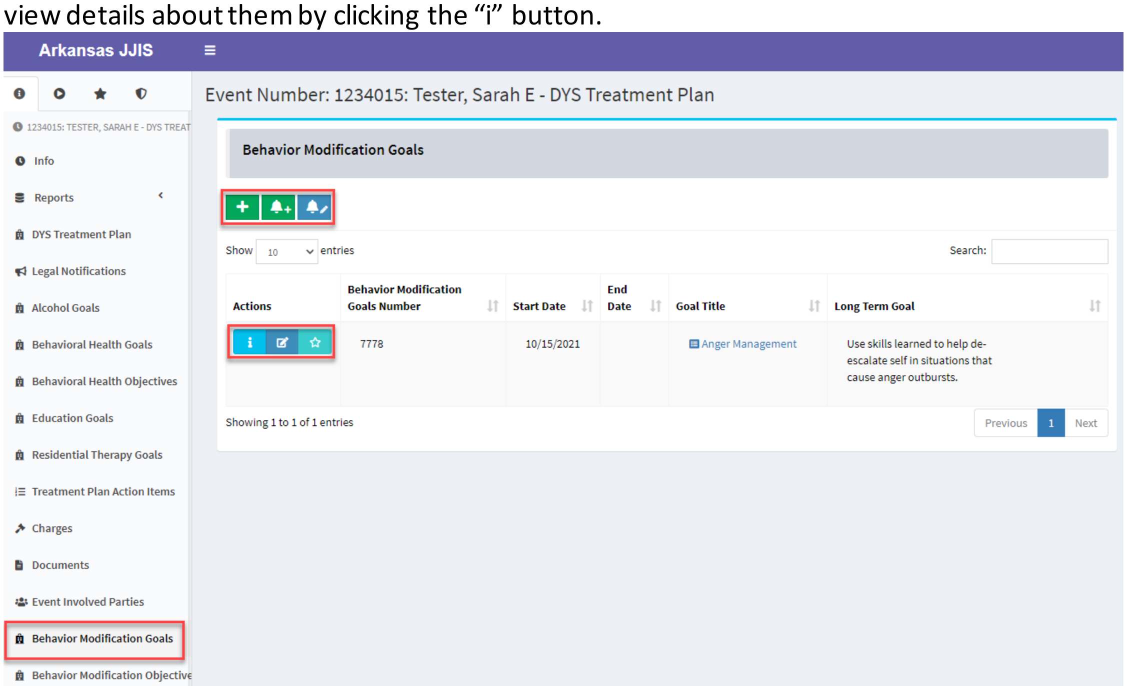
11. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



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 (+).

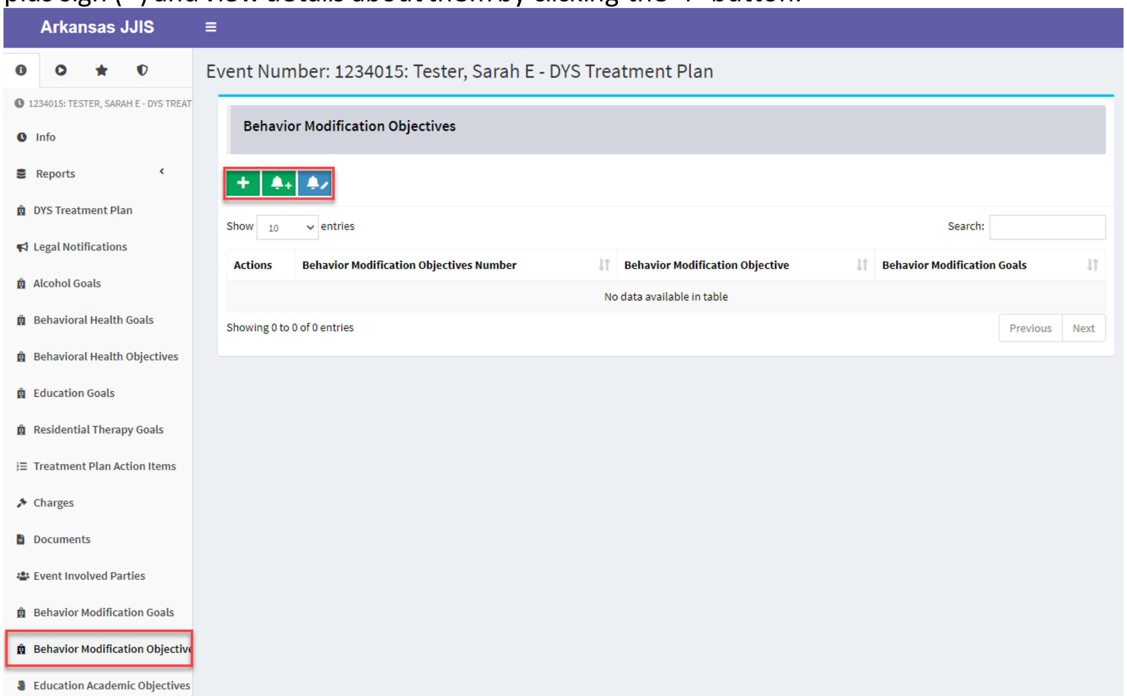


13. Behavior Modification Goals - You will see the list view of all Behavior Modification Goals associated with the Person. You can add a new Behavior Modification Goal by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.

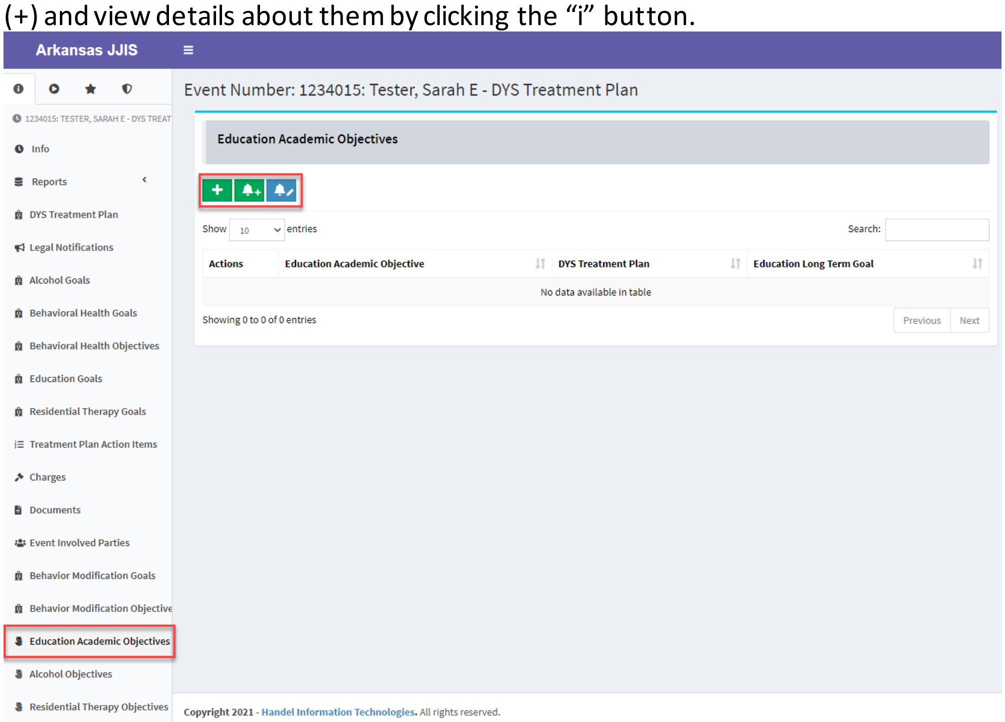


14. Behavior Modification Objectives - You will see the list view of all Behavior Modification Objectives associated with the Person. You can add a new Behavior Modification Objectives by clicking the green box with the white

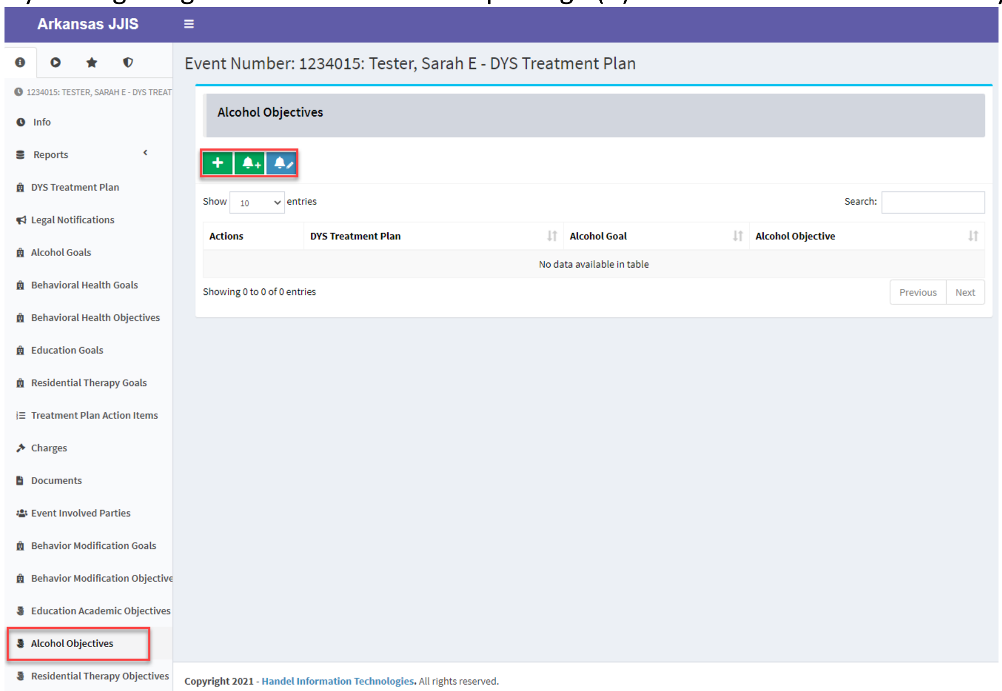
plus sign (+) and view details about them by clicking the "i" button.



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.



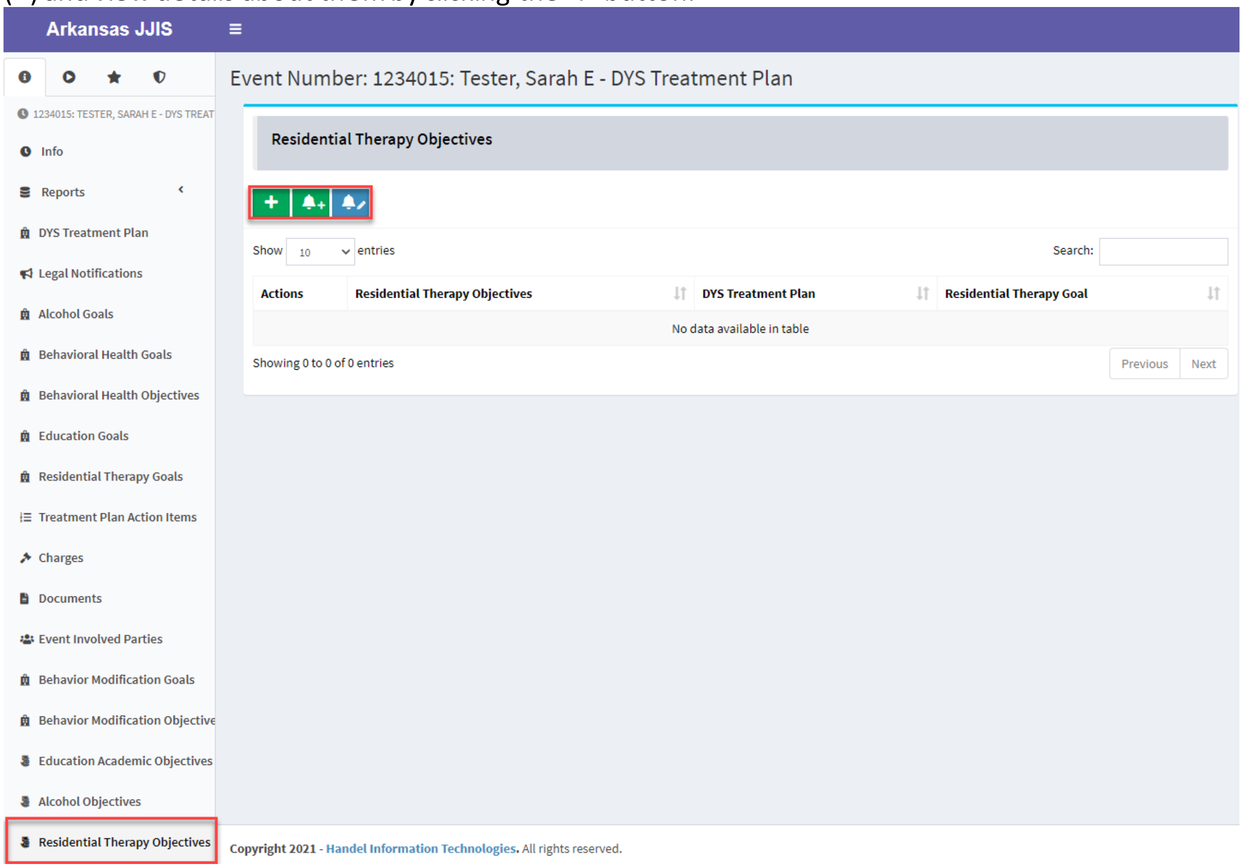
16. Alcohol Objectives - You will see the list view of all Alcohol Objectives associated with the Person. You can add a new Alcohol Objective by clicking the green box with the white plus sign (+) and view details about them by



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

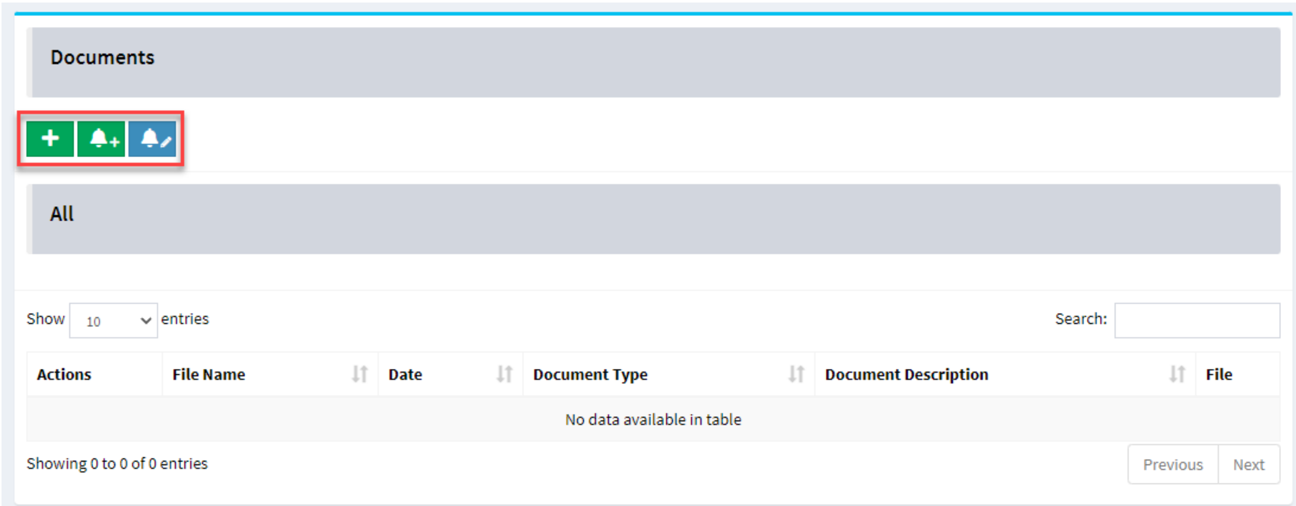
(+) and view details about them by clicking the "i" button.



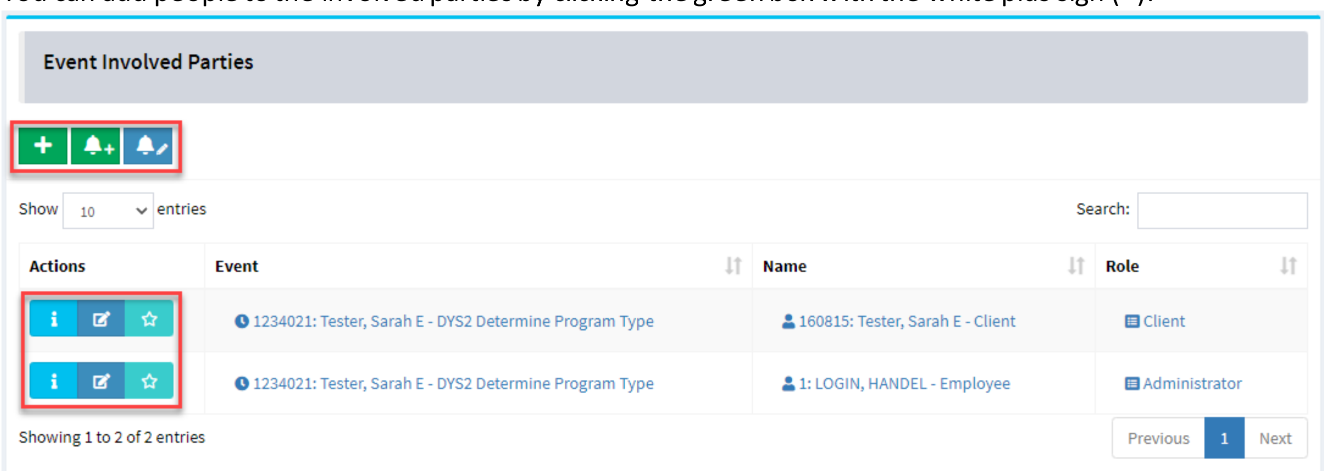
DYS Youth Arrives at Facility

1. See Event Info Page for more information about the Event Info Page

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).

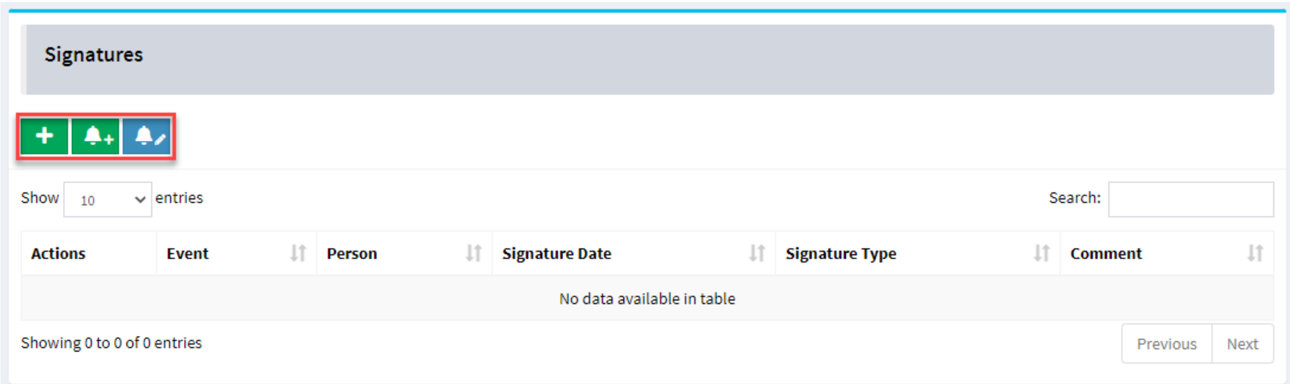


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

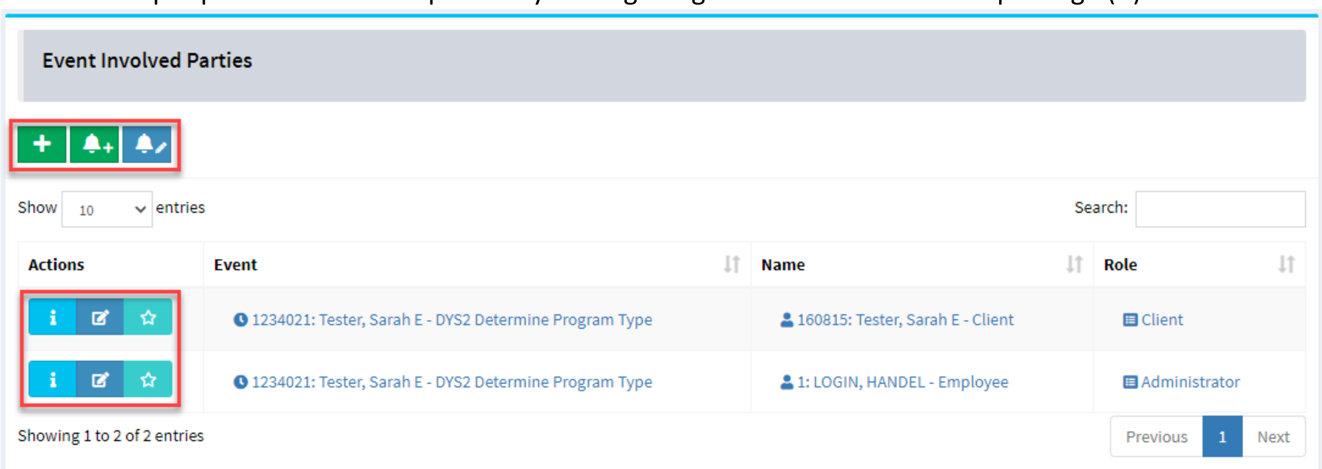


DYS2 Coordinate Admissions

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.

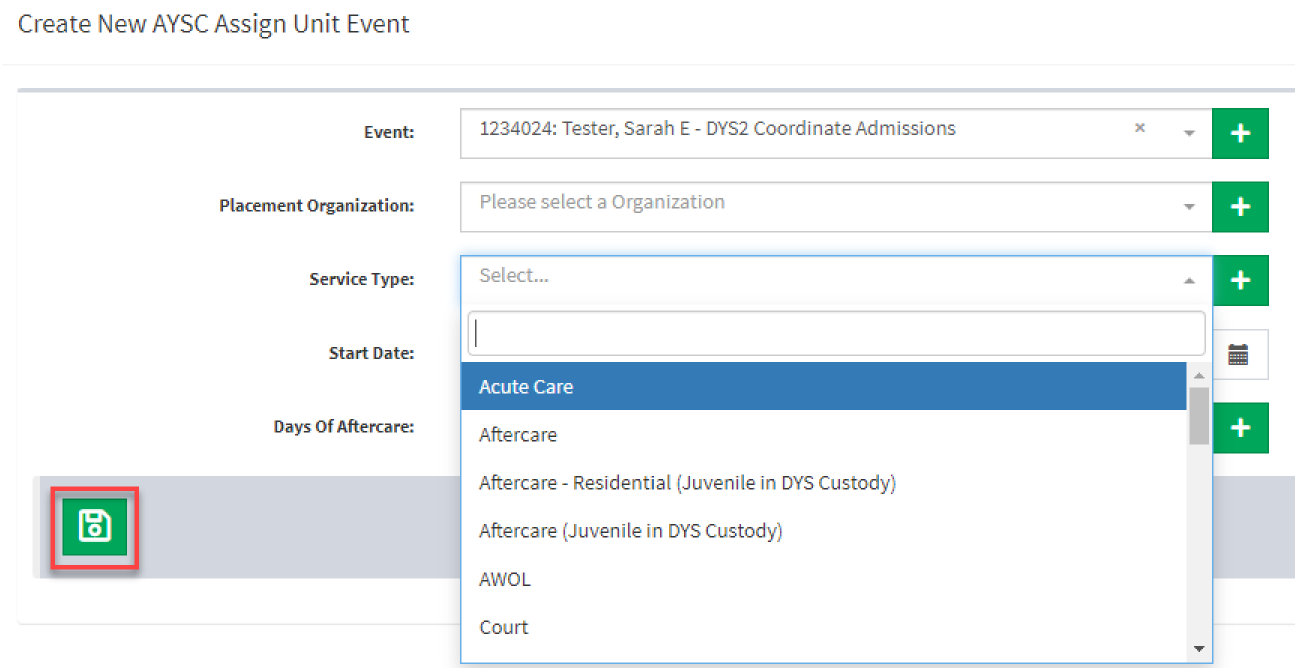


2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



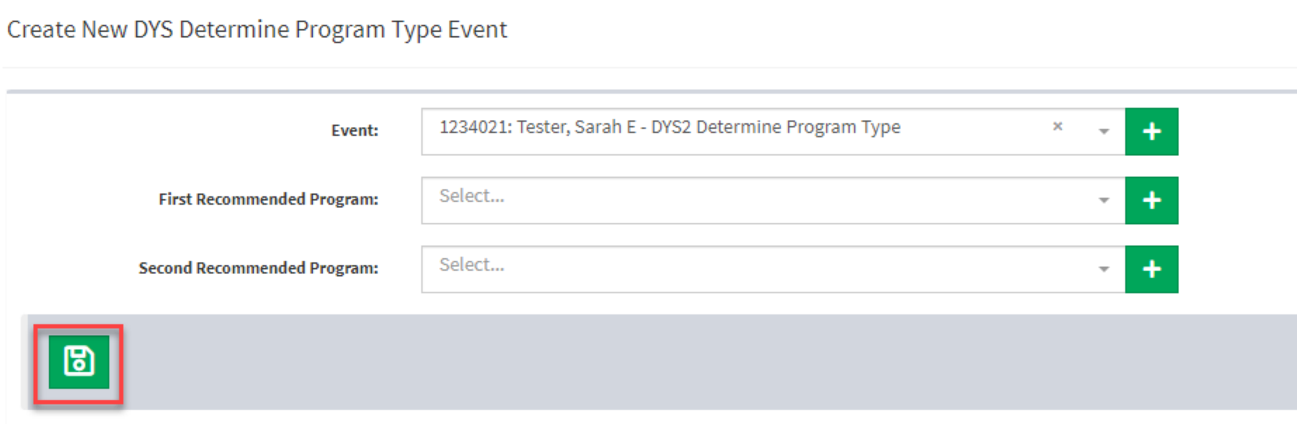
3. Placement Notes/AYSC Assign Unit Event - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left -

hand corner.

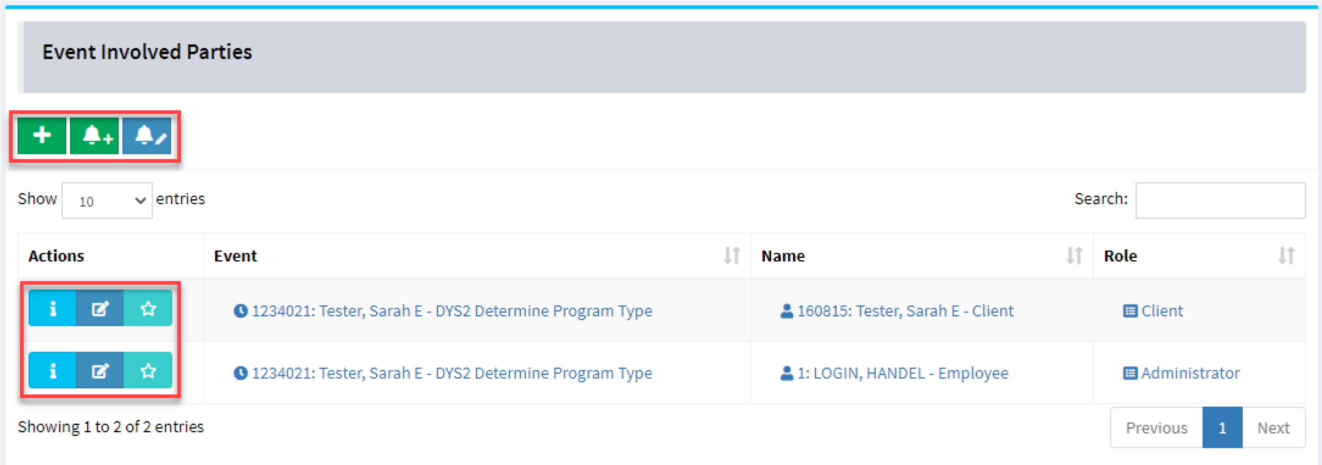


DYS2 Determine Program Type

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.

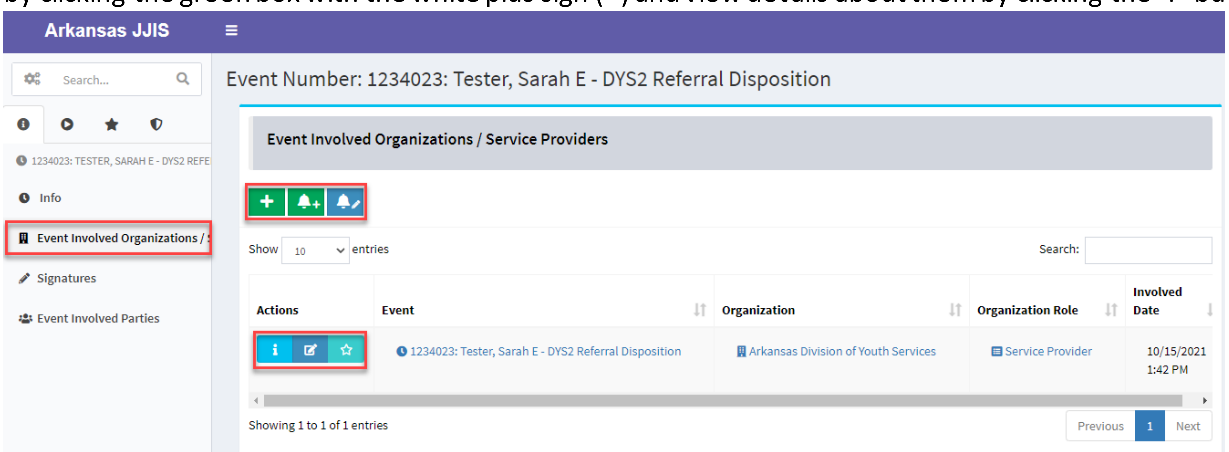


2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

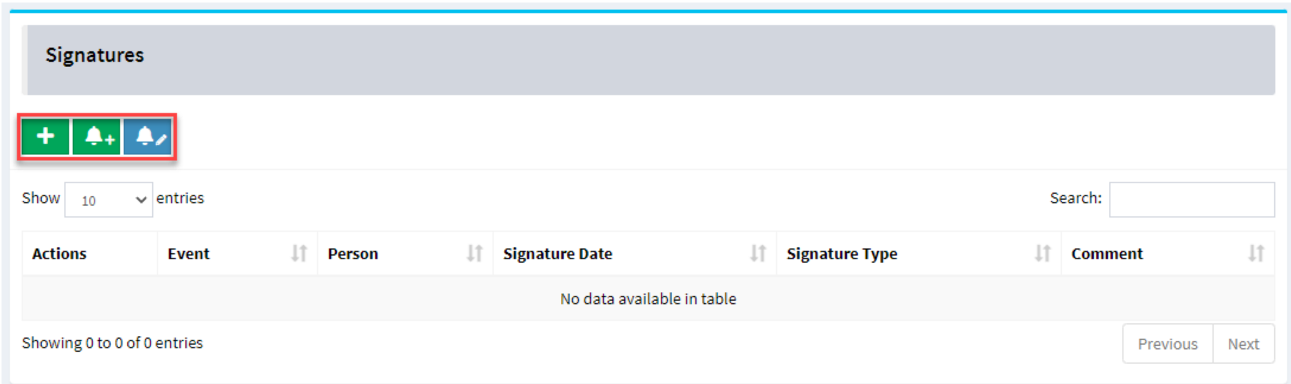


DYS2 Referral Disposition

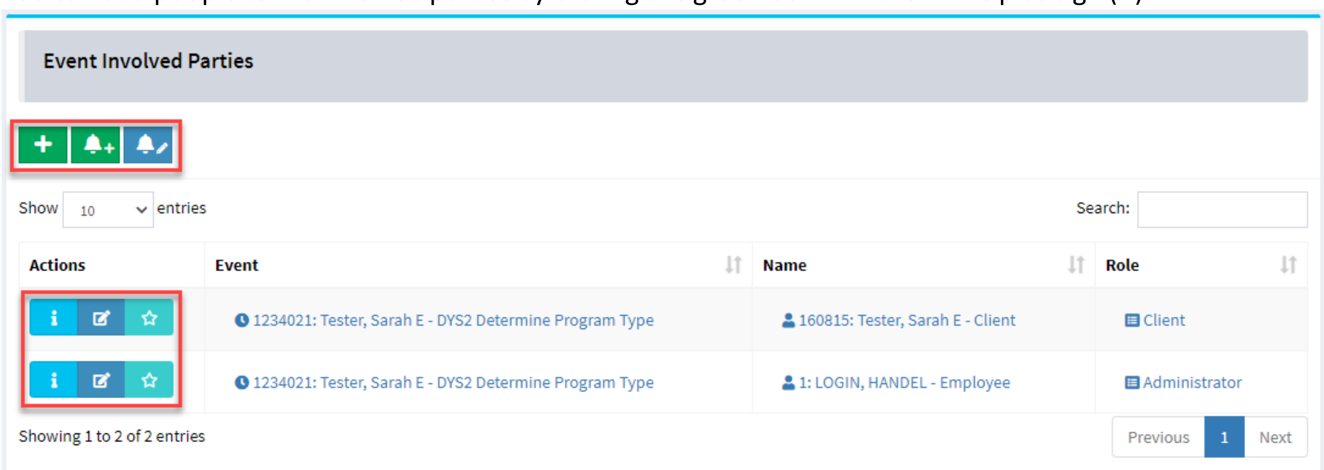
1. Event Involved Organizations/Service Providers - Once here, you will see the list view of all those Organizations and Service Providers involved with the Event and their role. You can add Organizations and/or Service Providers by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.



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.



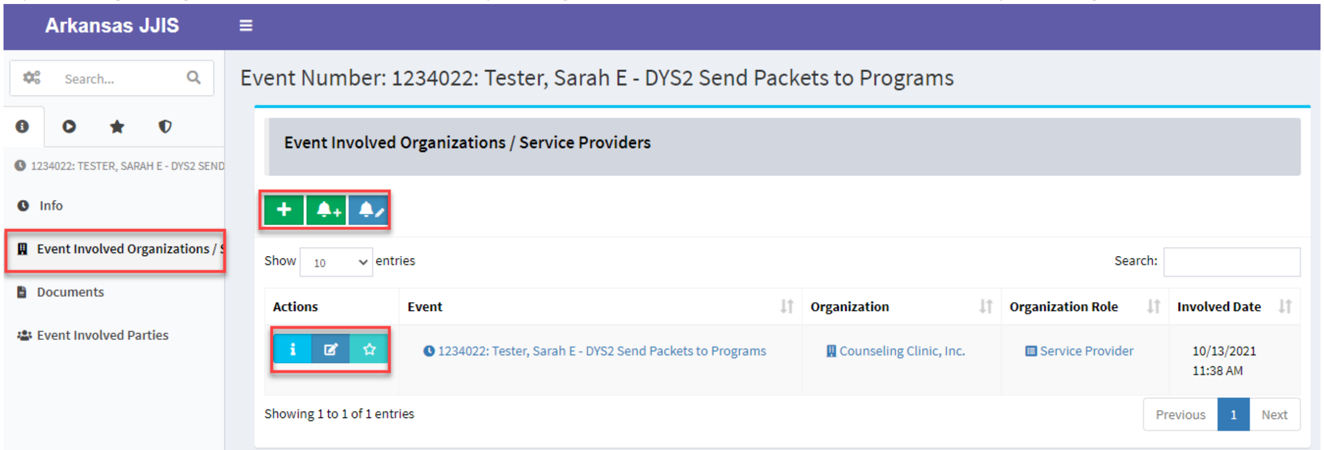
3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



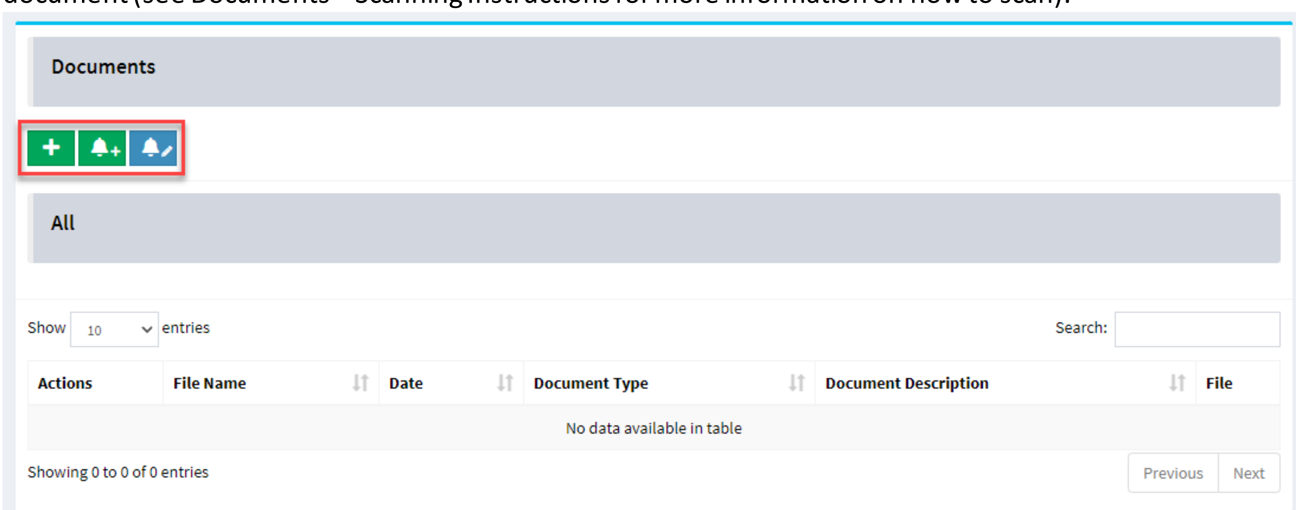
DYS2 Send Packets to Programs

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

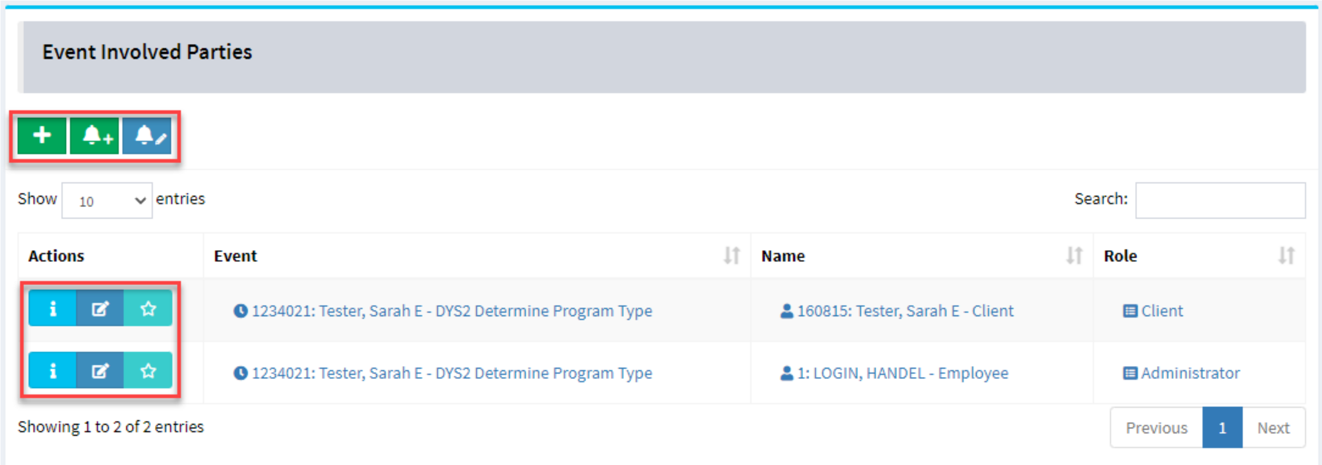
by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.



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).



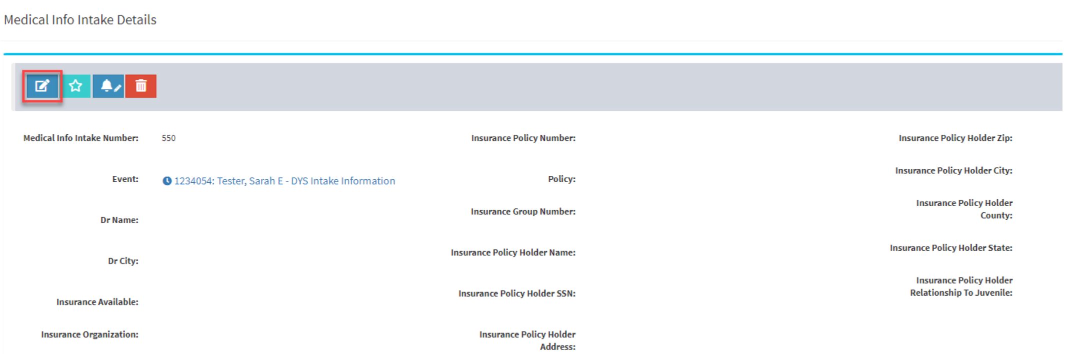
3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



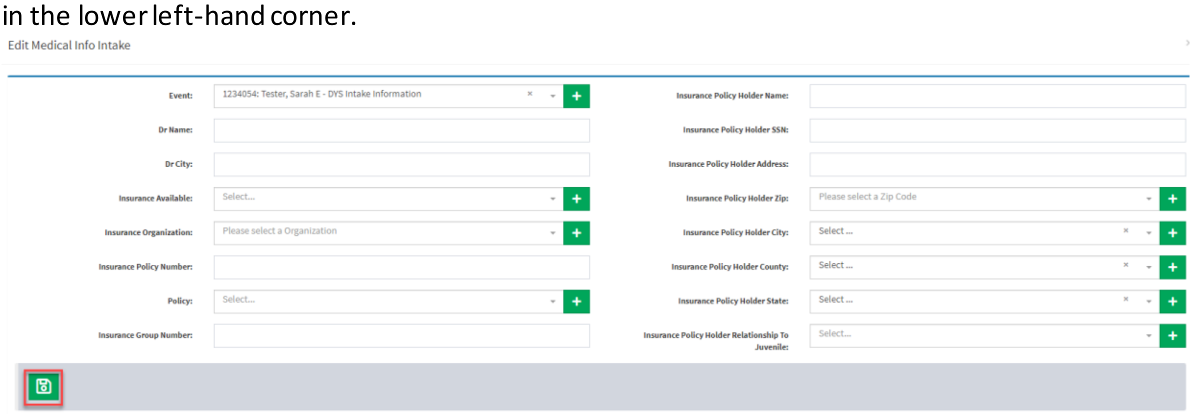
Field Evaluation

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.

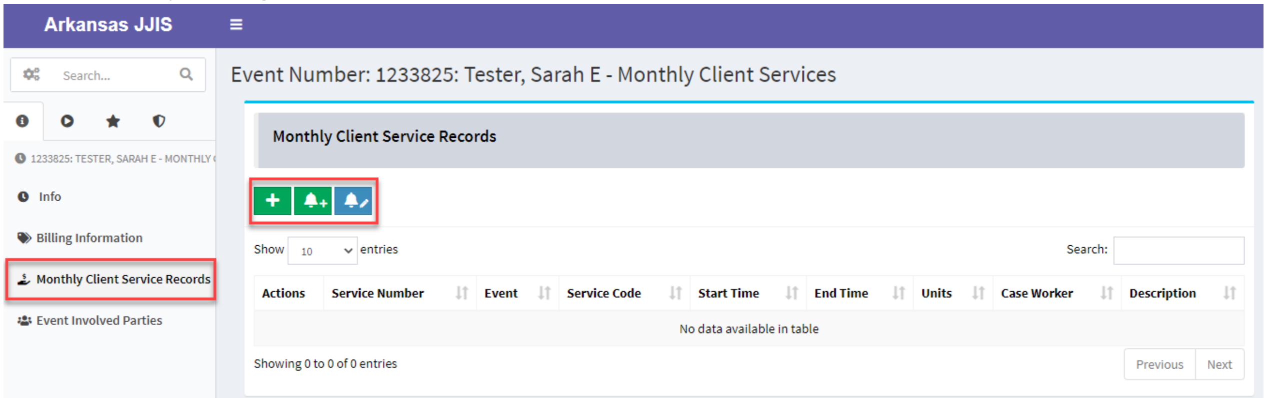


   a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

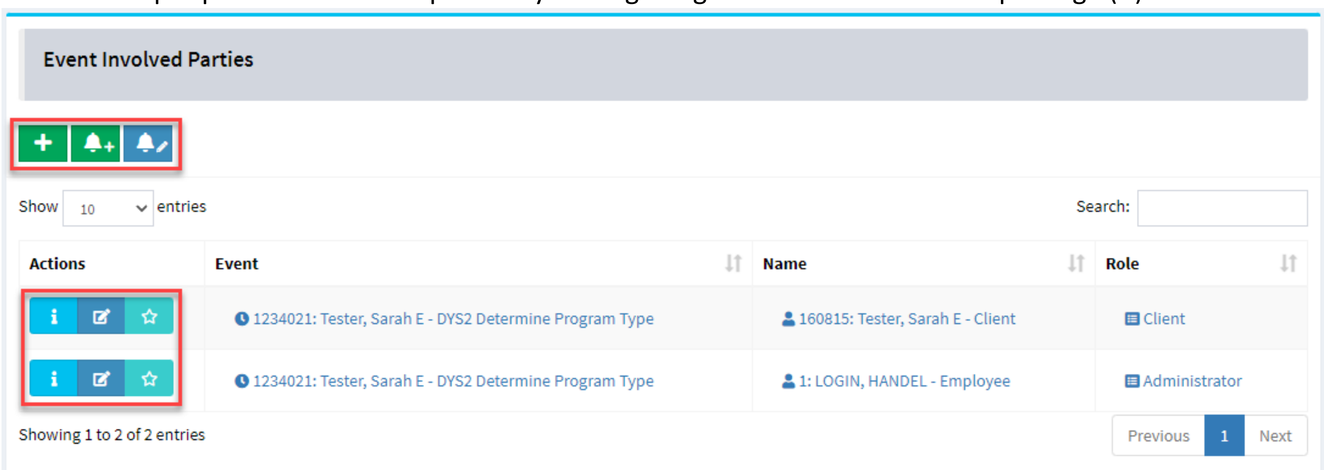


2. Monthly Client Service Records – Once here, you will see the list view of all Monthly Client Service Records. You can add a Monthly Client Service Record by clicking the green box with the white plus sign (+) and view details

about them by clicking the "i" button.

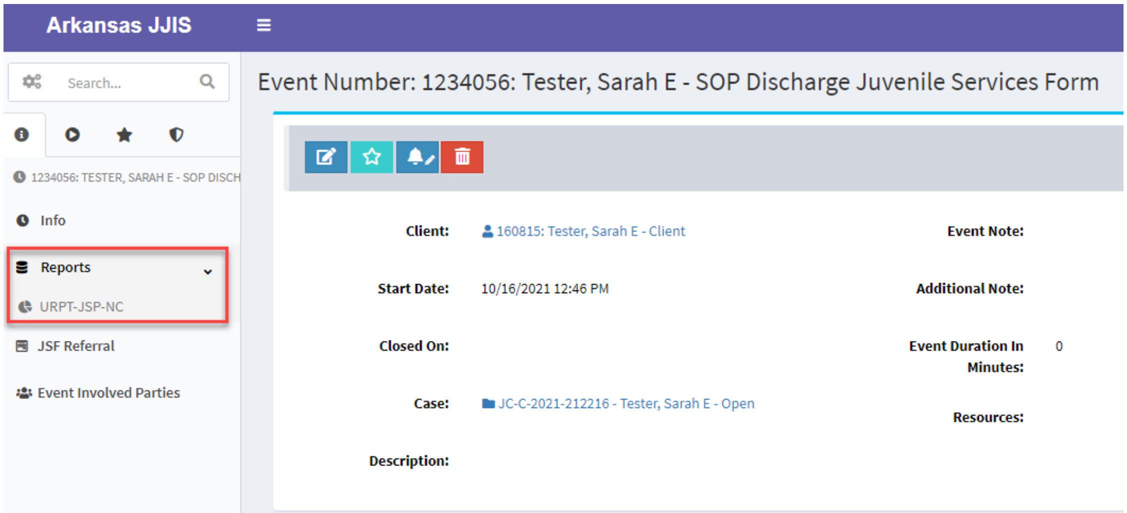


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

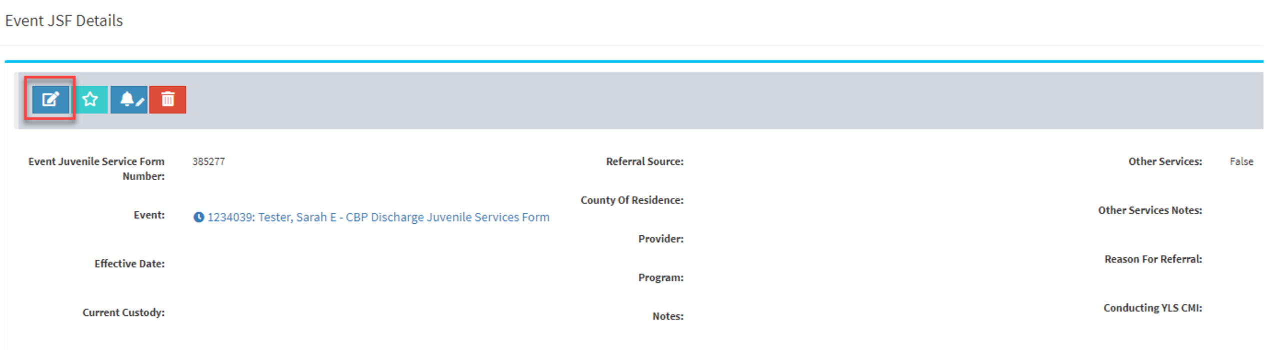


SOP Discharge Juvenile Services Form

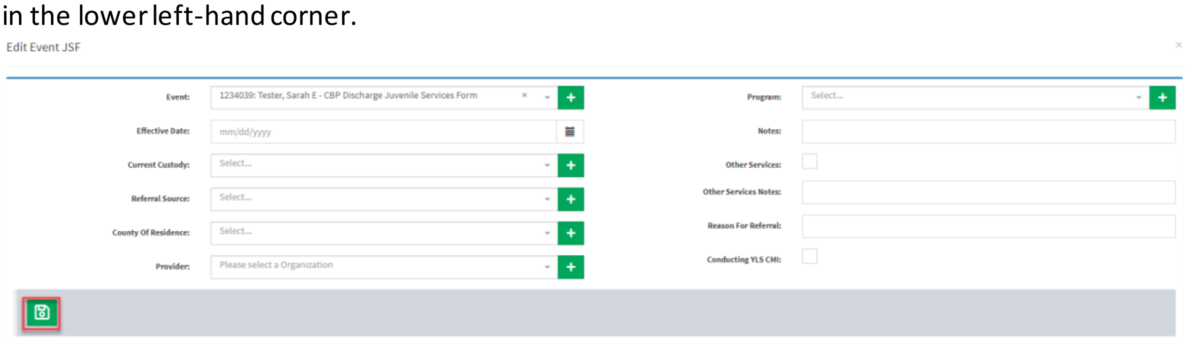
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



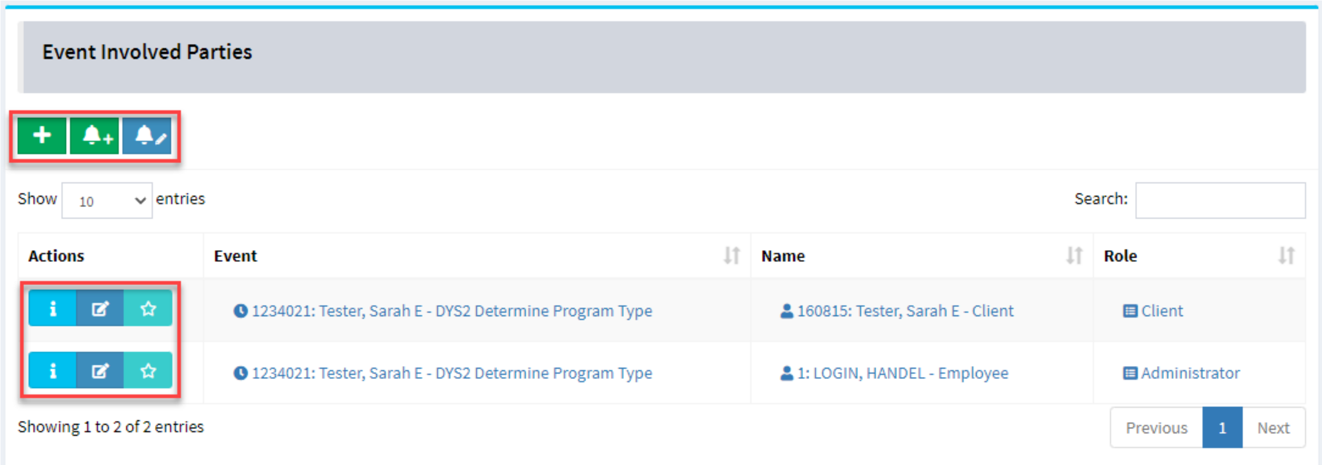
2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.



   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.

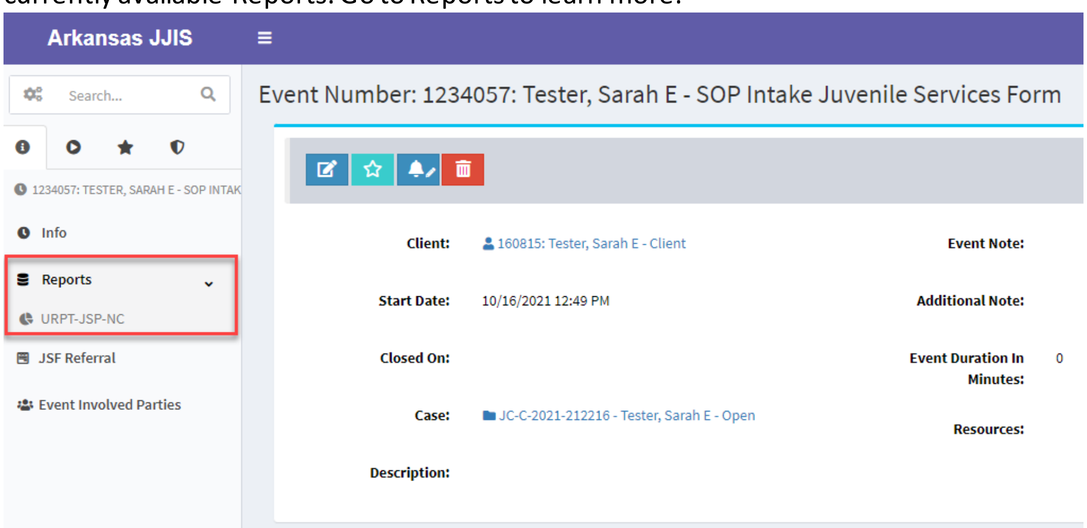


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

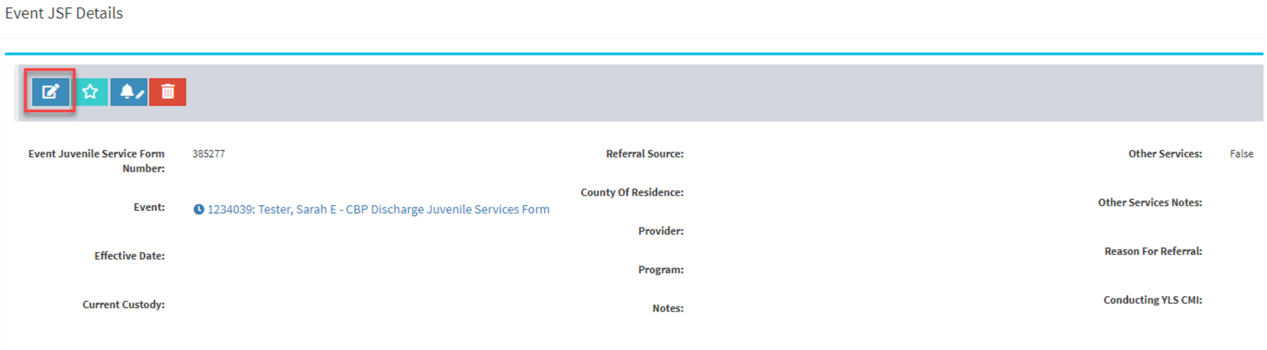


SOP Intake Juvenile Services Form

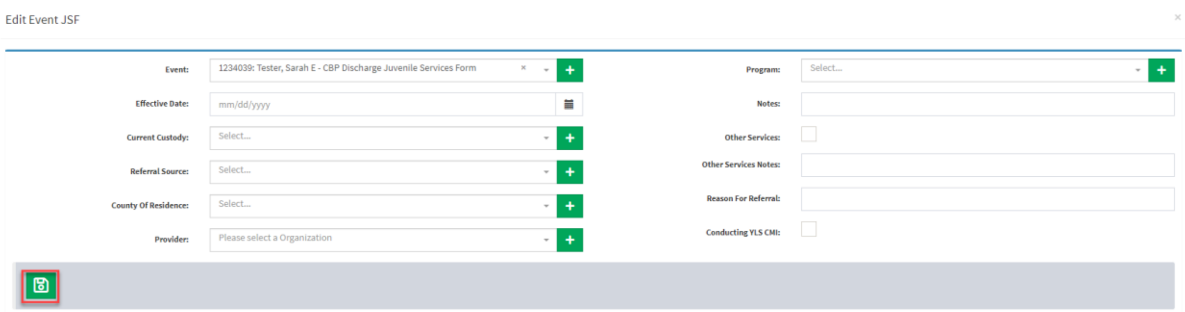
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



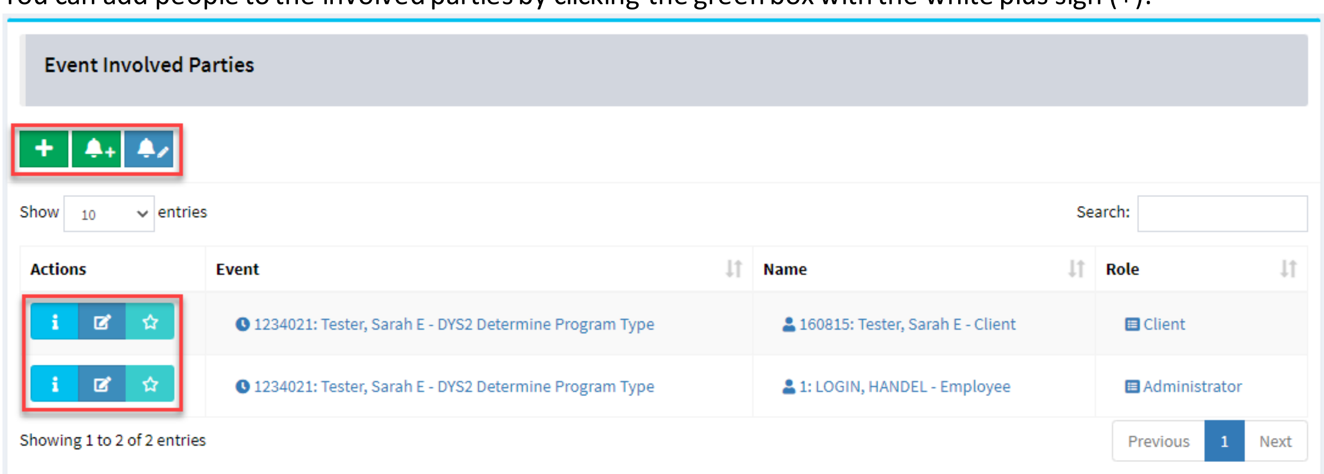
2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.



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.

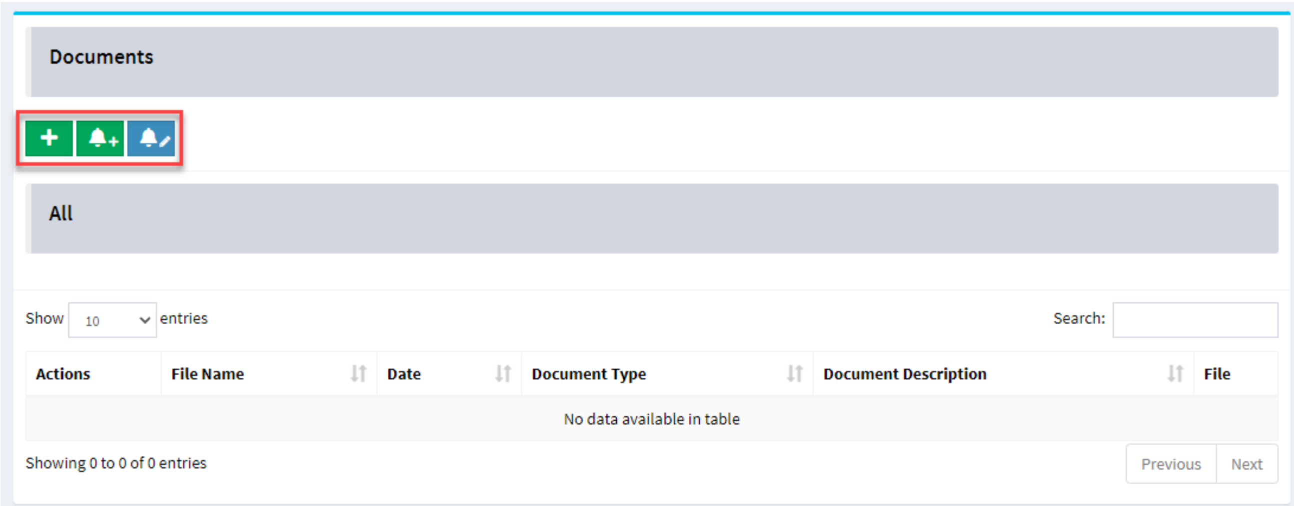


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

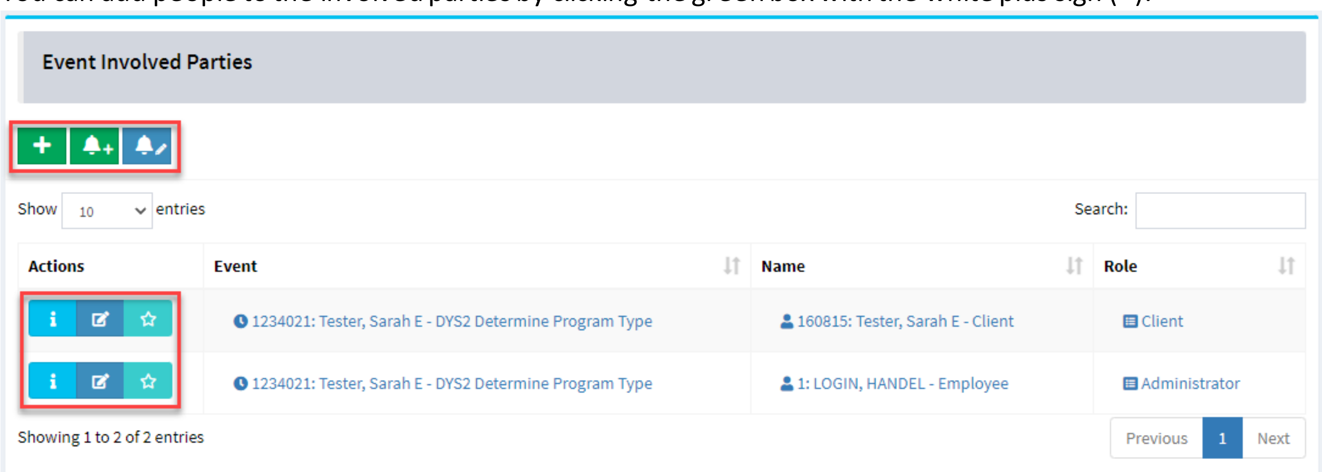


SOP Placement with SOP

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).

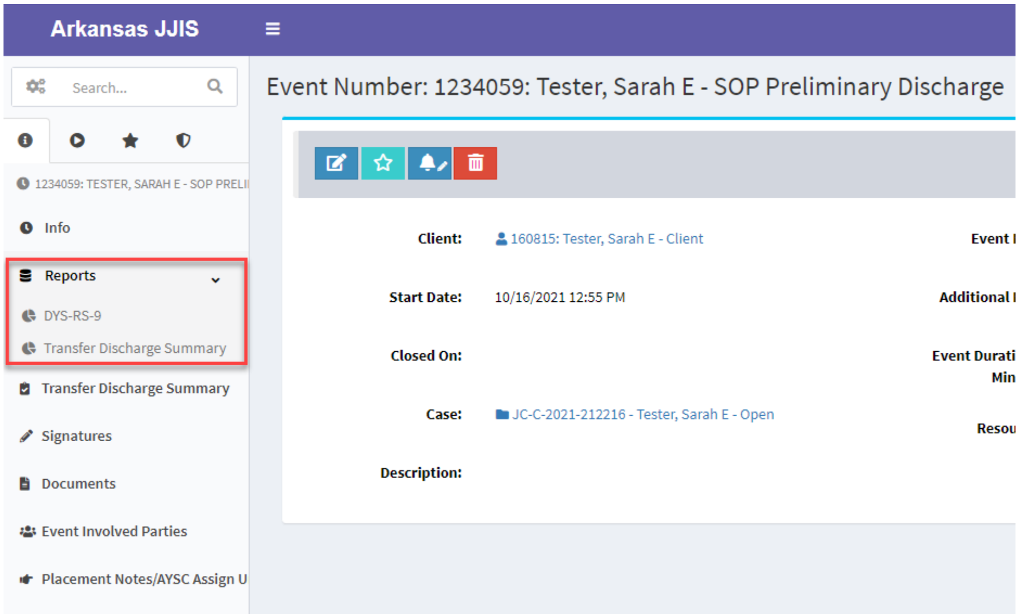


2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

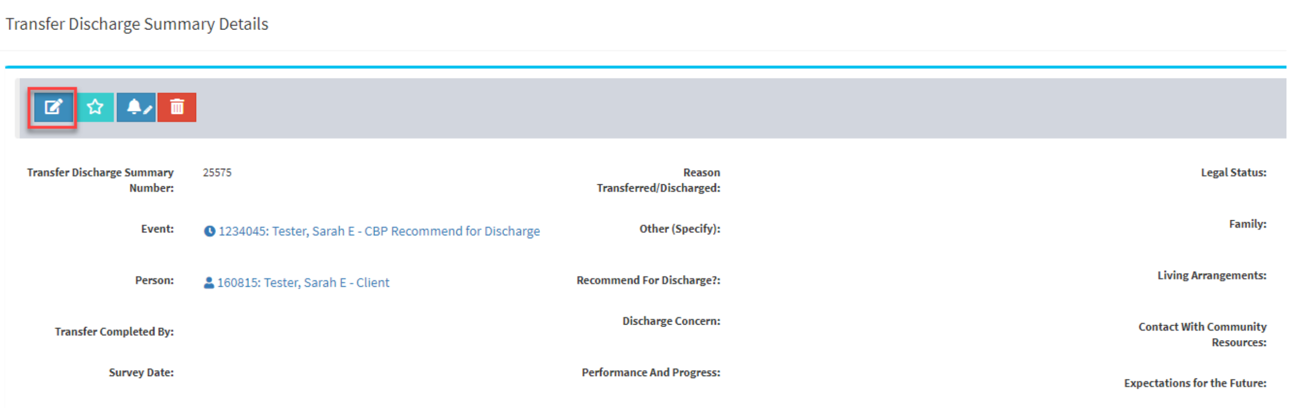


SOP Preliminary Discharge

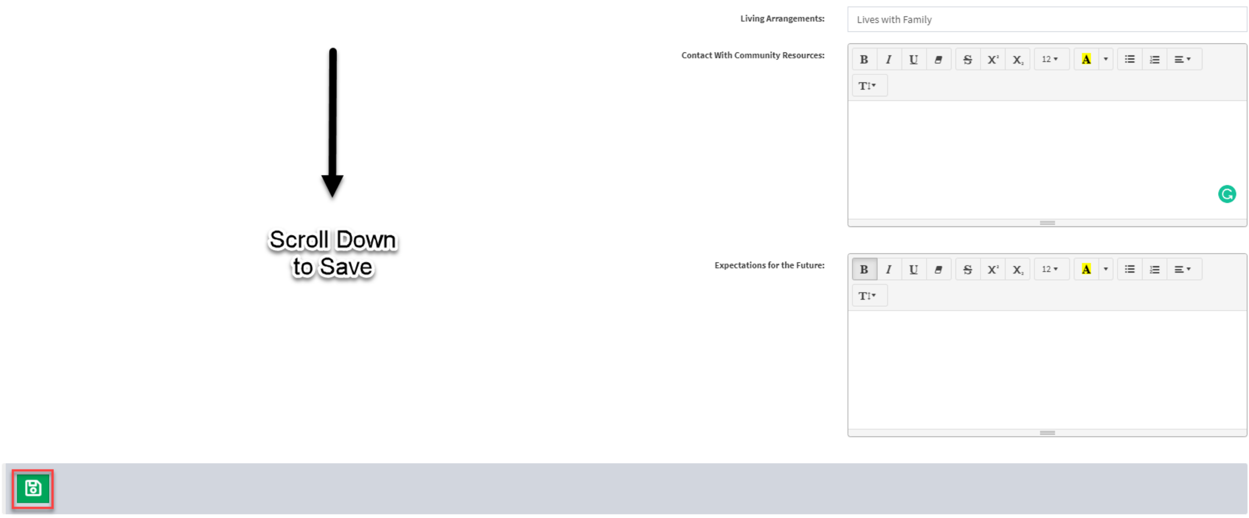
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



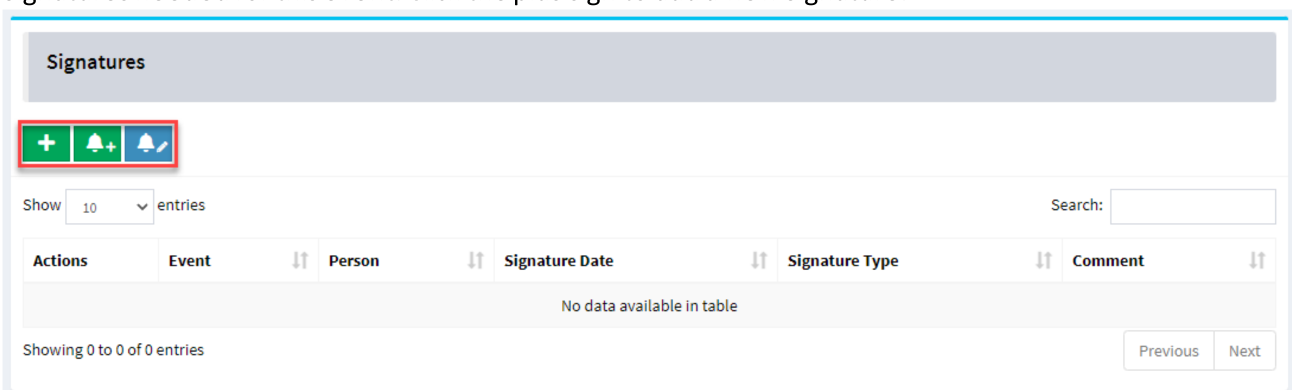
2. Transfer Discharge Summary – Allows you to add a new Transfer Discharge Summary. A popup will appear, it will initially show you the Details of the Transfer Discharge Summary. To Edit the information, click the Edit button in the upper left-hand corner.



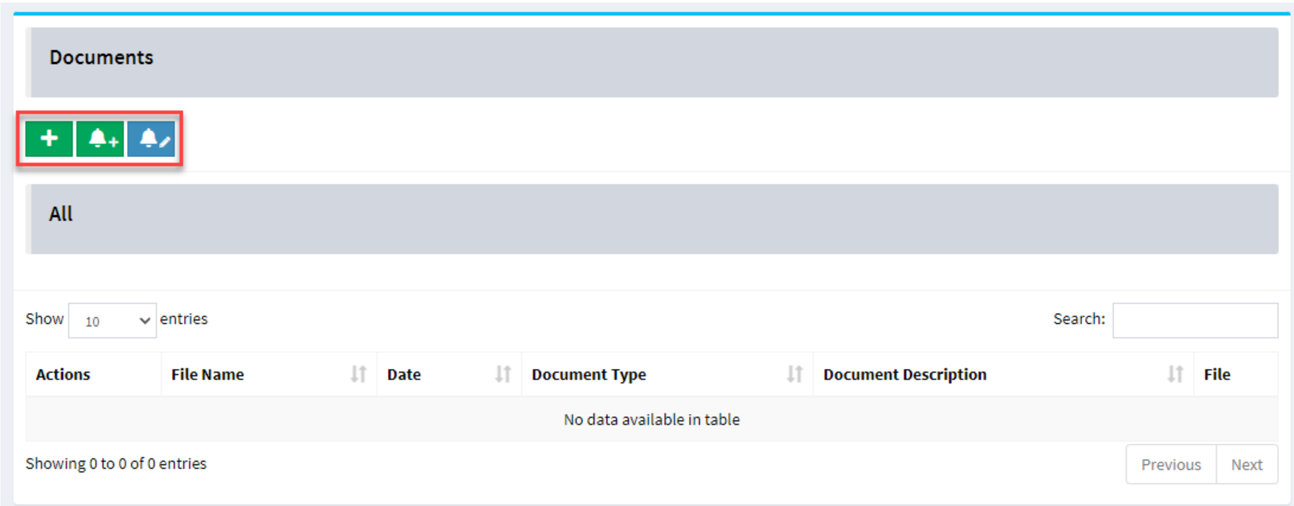
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



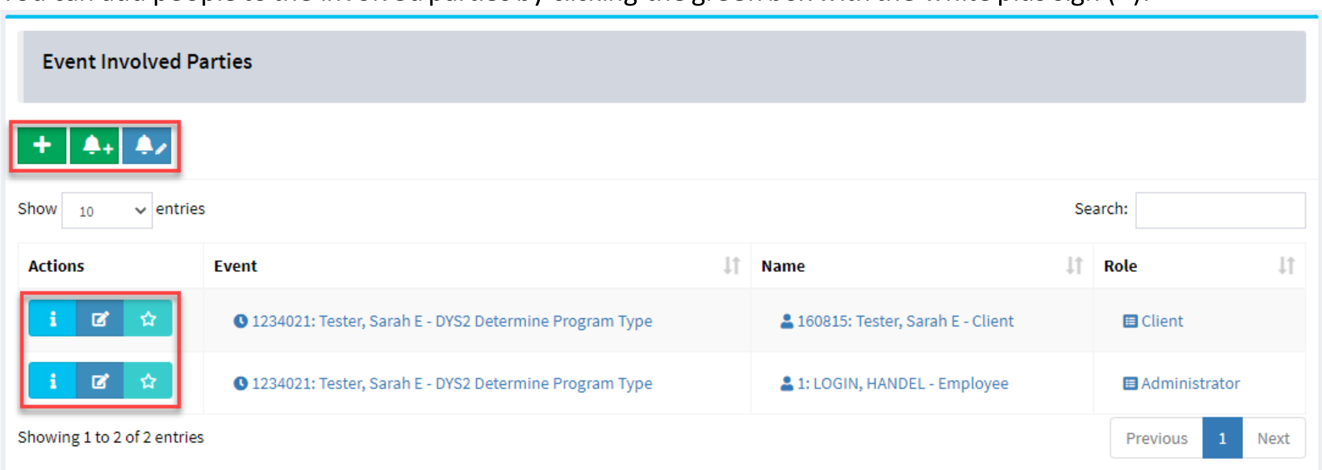
3. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.



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).

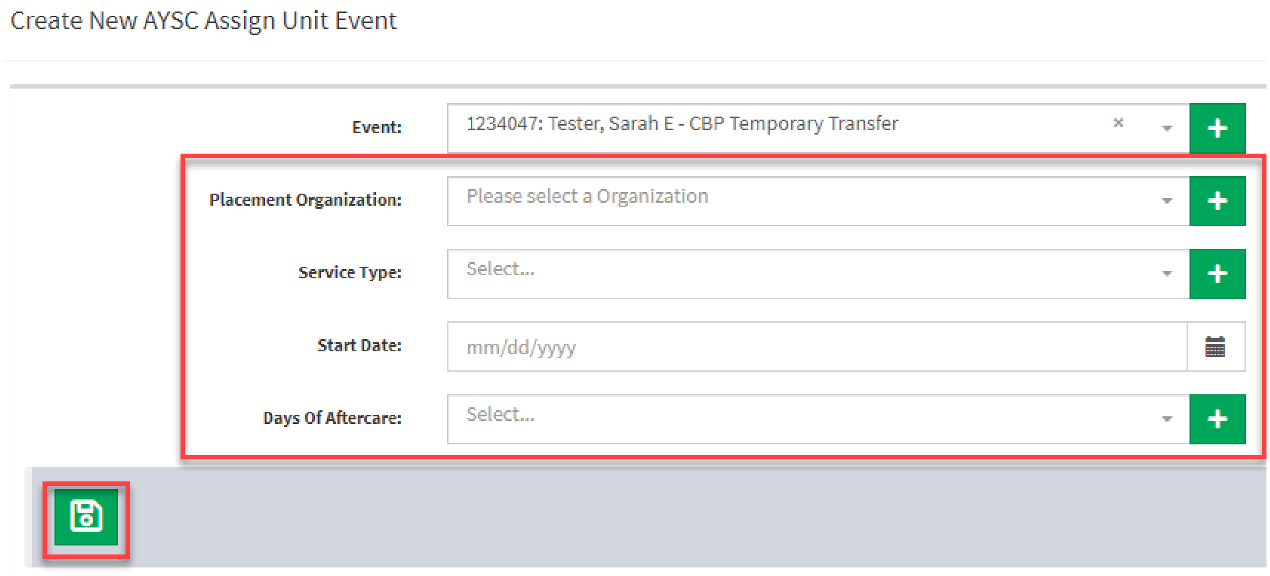


5. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



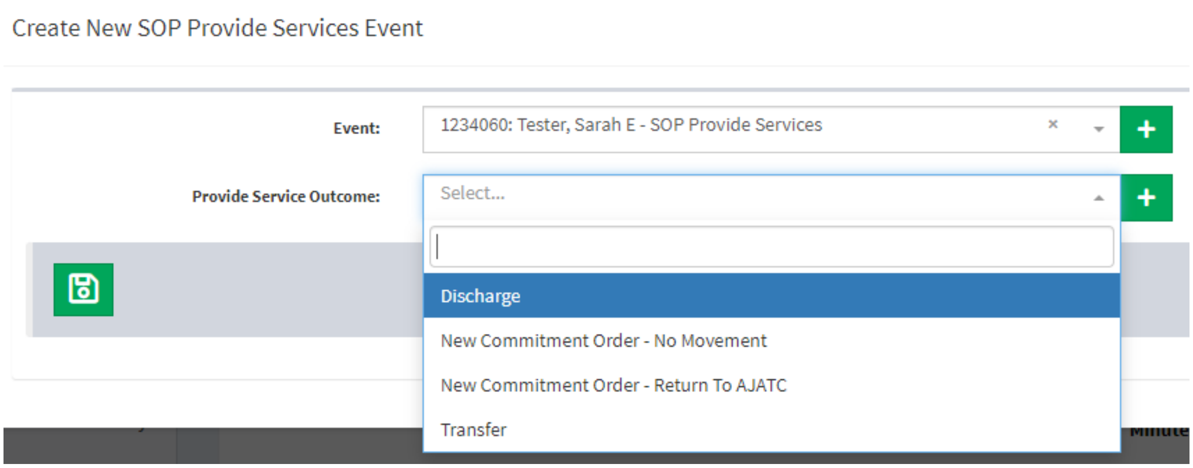
6. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand

corner.

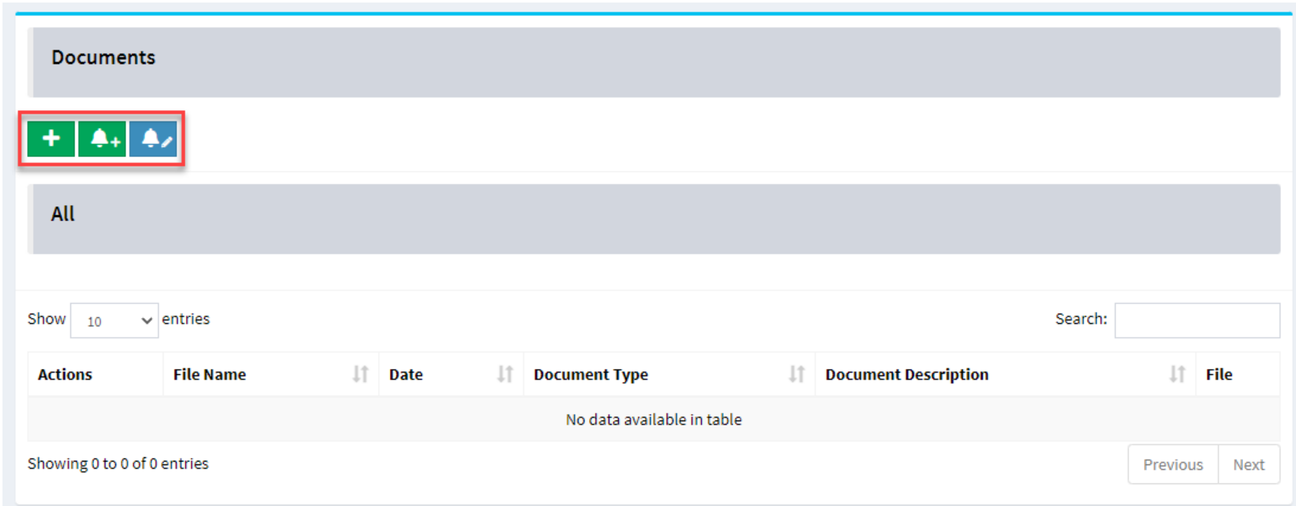


SOP Provide Services

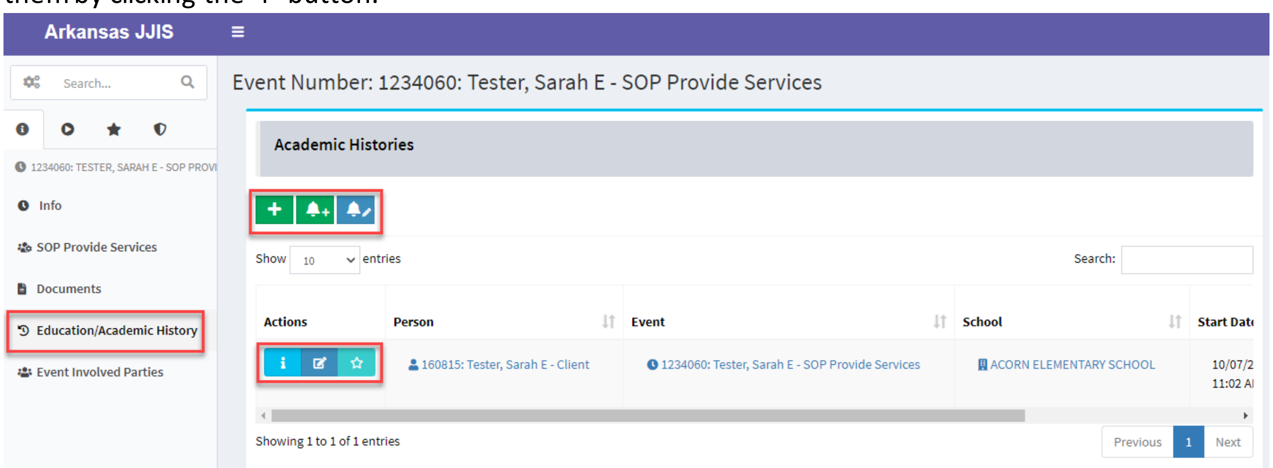
1. SOP Provide Services - Allows you to add a new SOP Provide Services. A popup will appear, the only field that needs to be filled out is "Provide Service Outcome". Once completed, click the save icon in the lower left-hand corner.



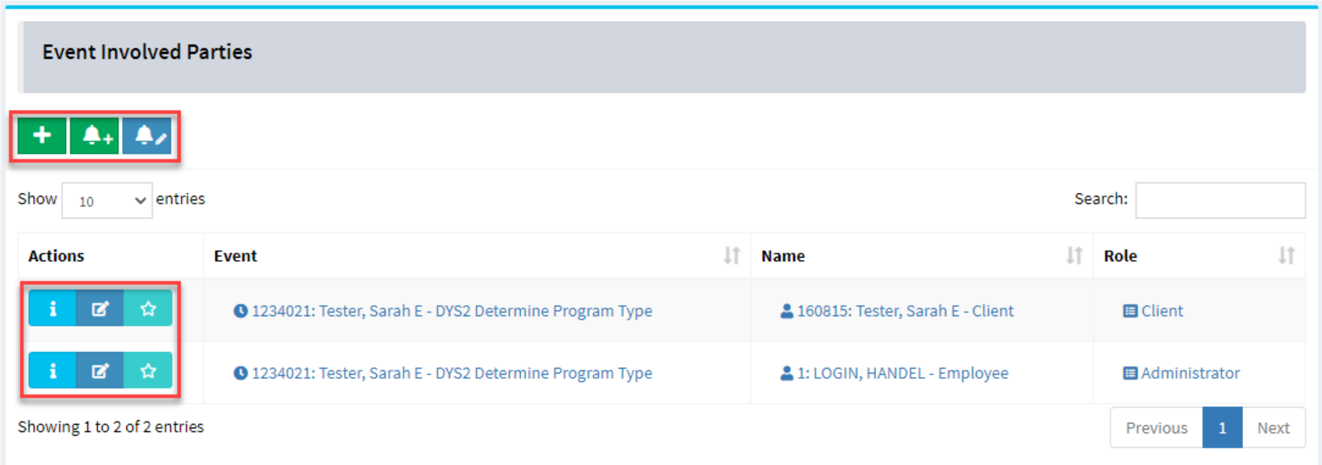
2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



3. 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.

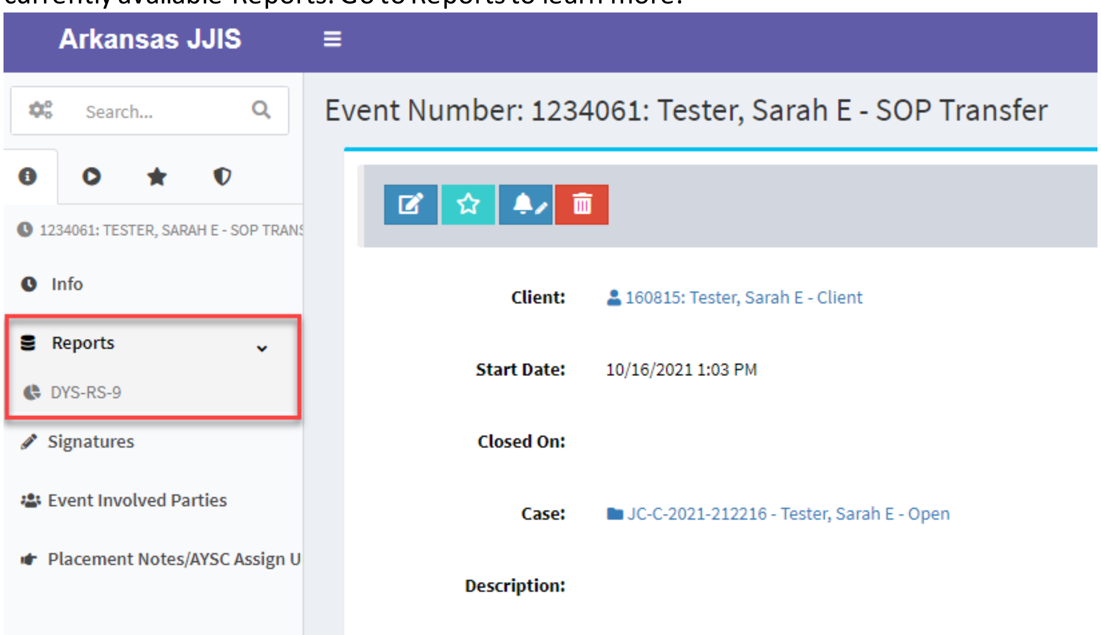


4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

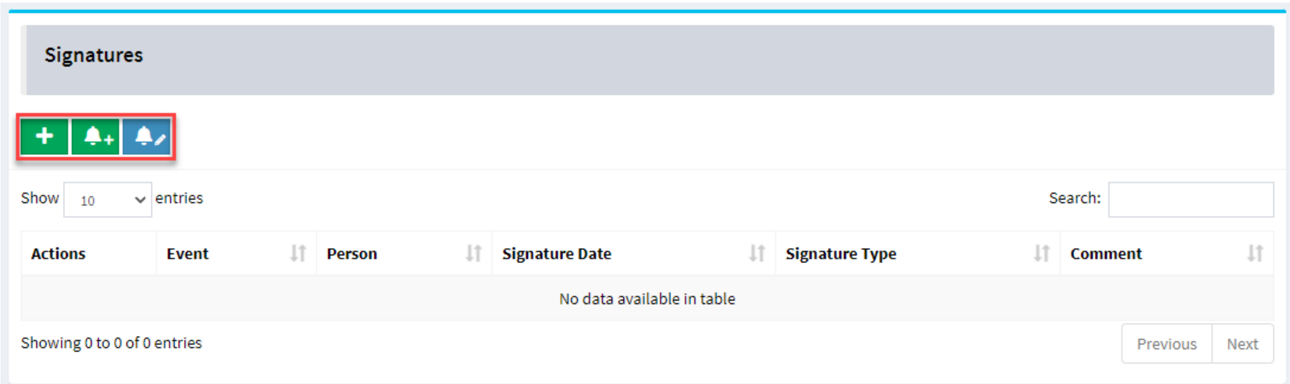


SOP Transfer

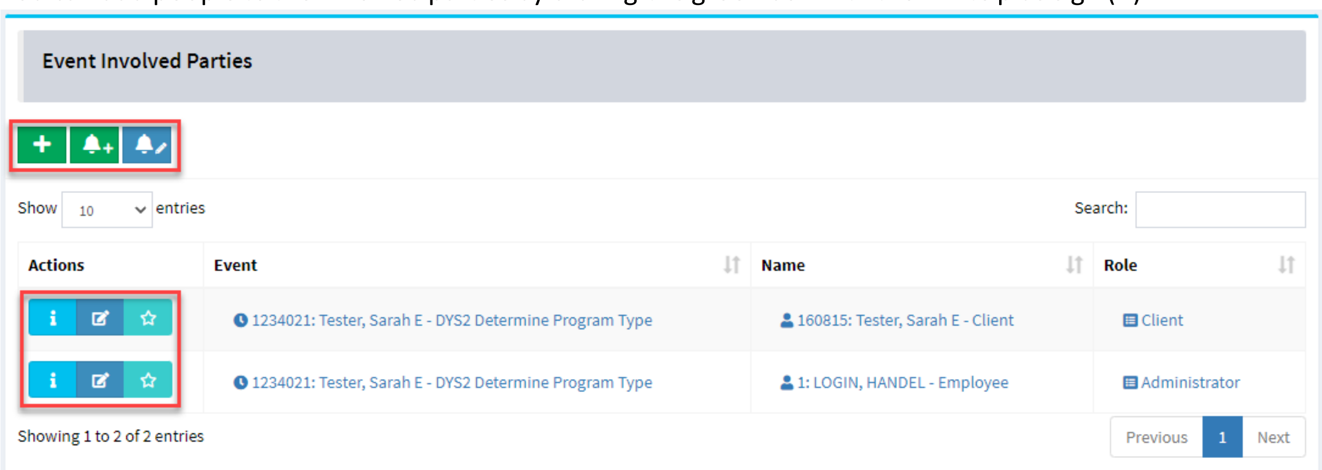
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



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.

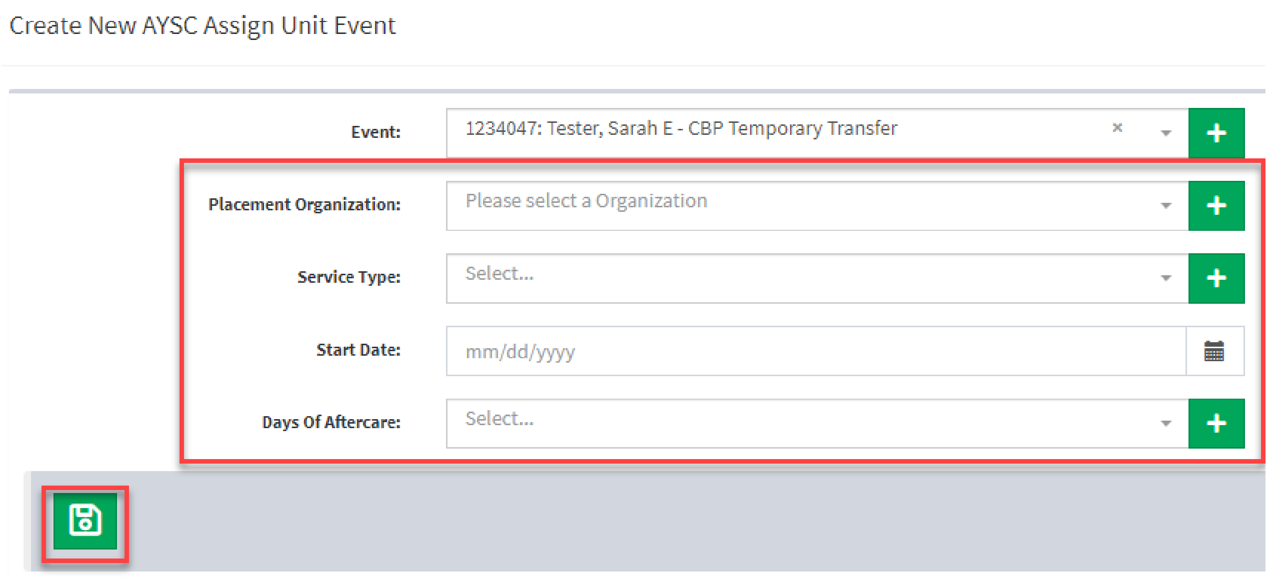


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



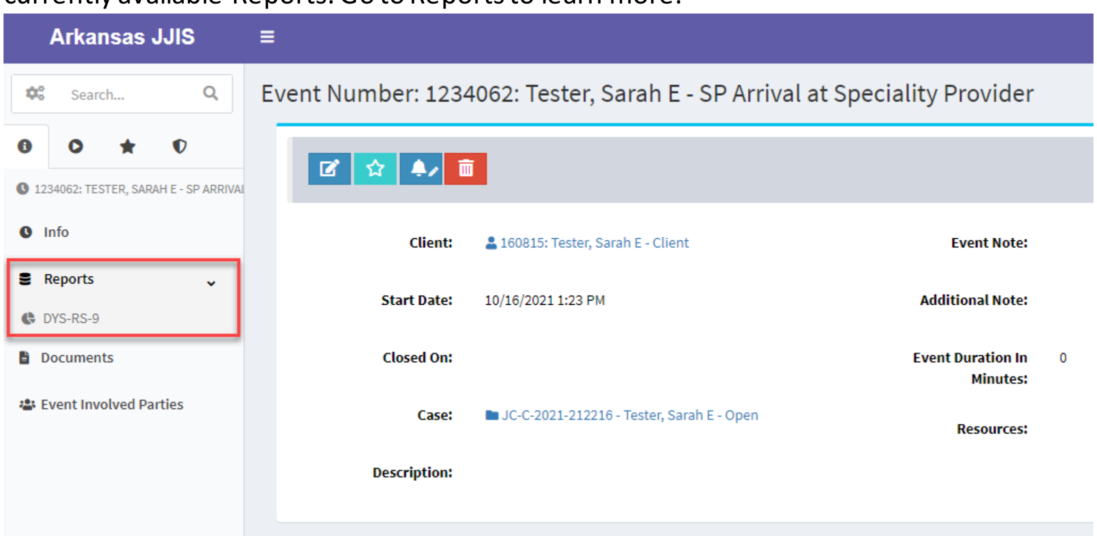
4. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand

corner.

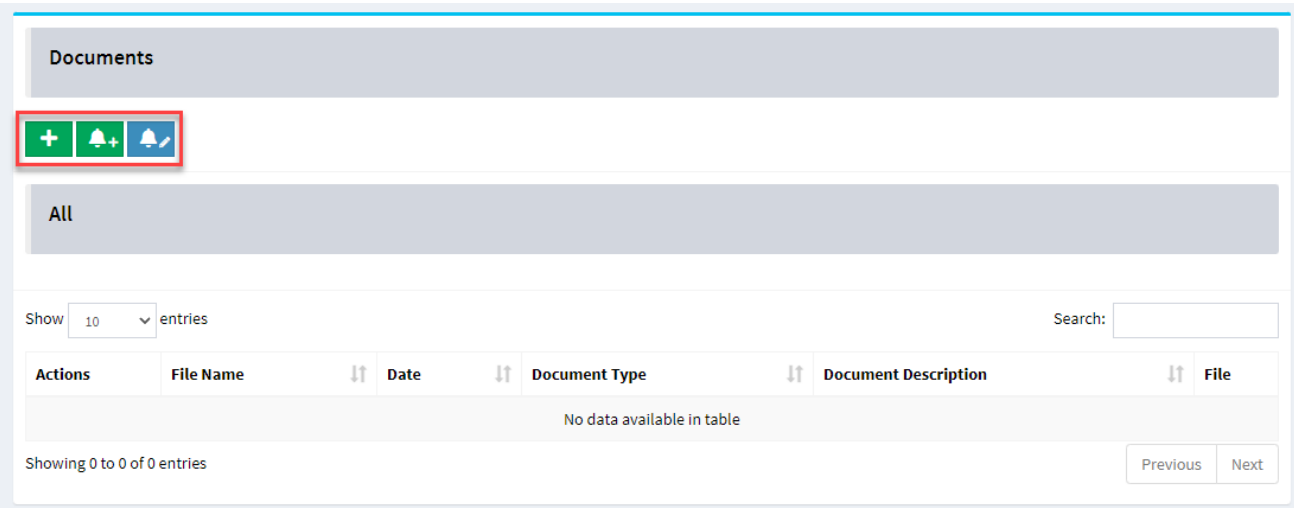


SP Arrival at Specialty Provider

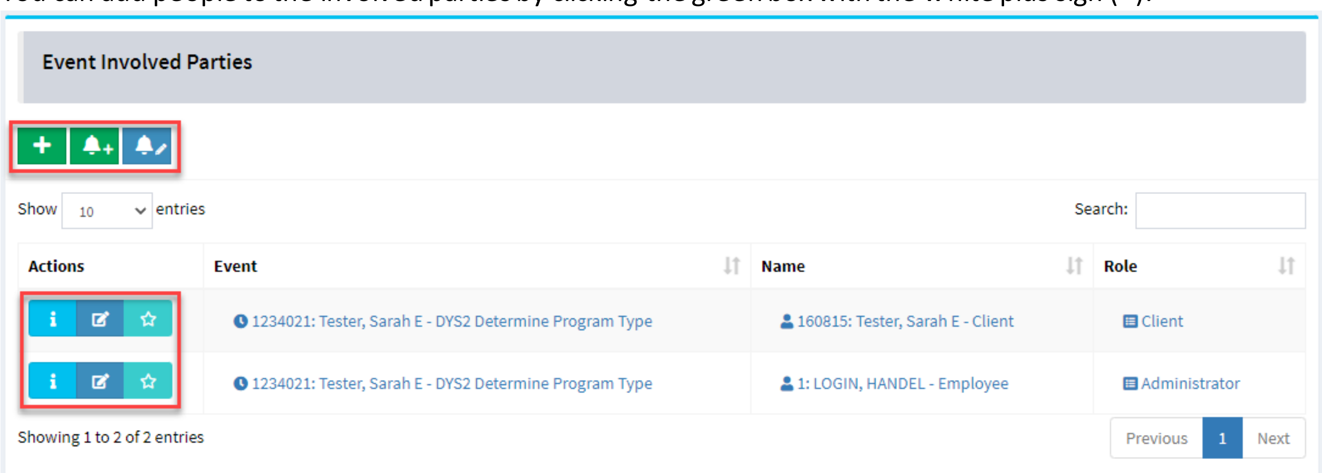
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



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).

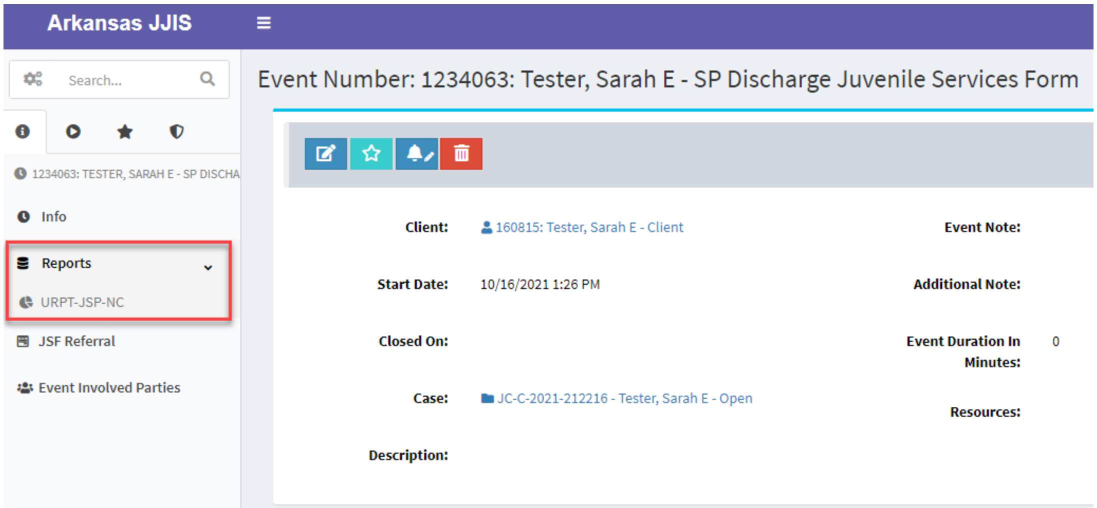


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

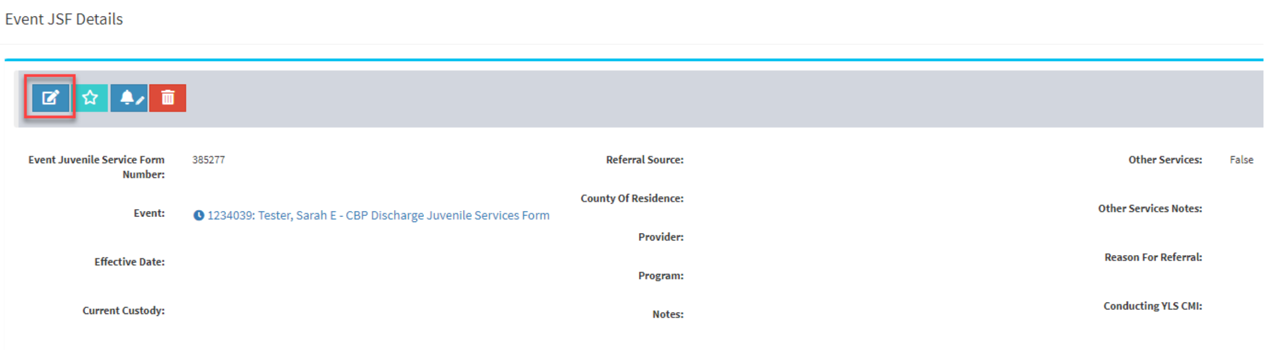


SP Discharge Juvenile Services Form

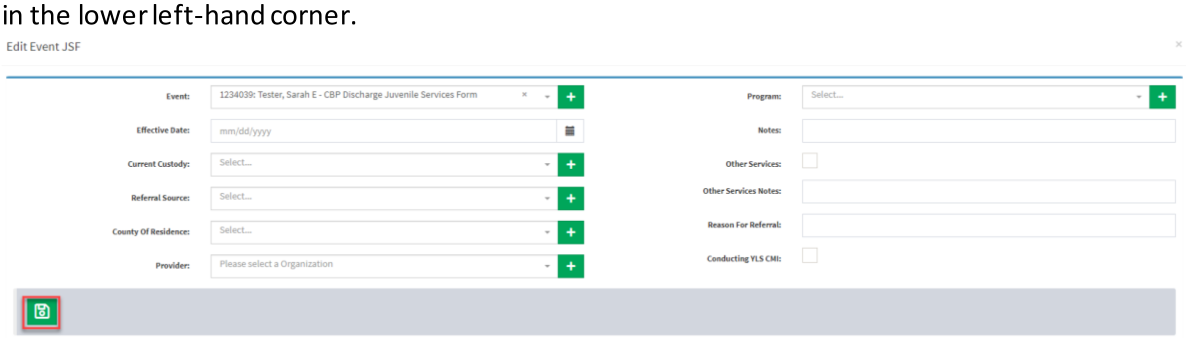
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



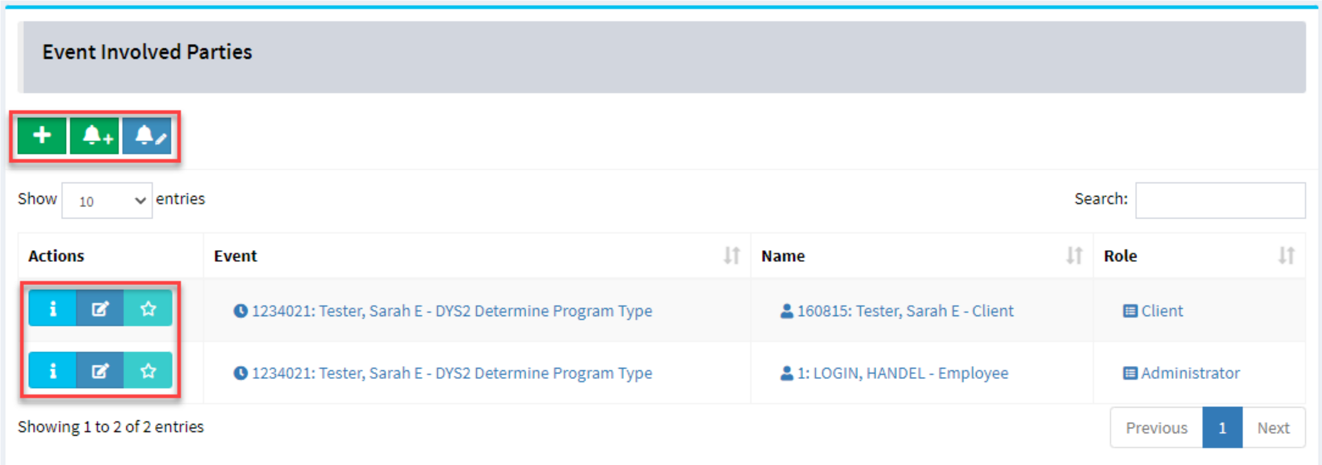
2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.



   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.

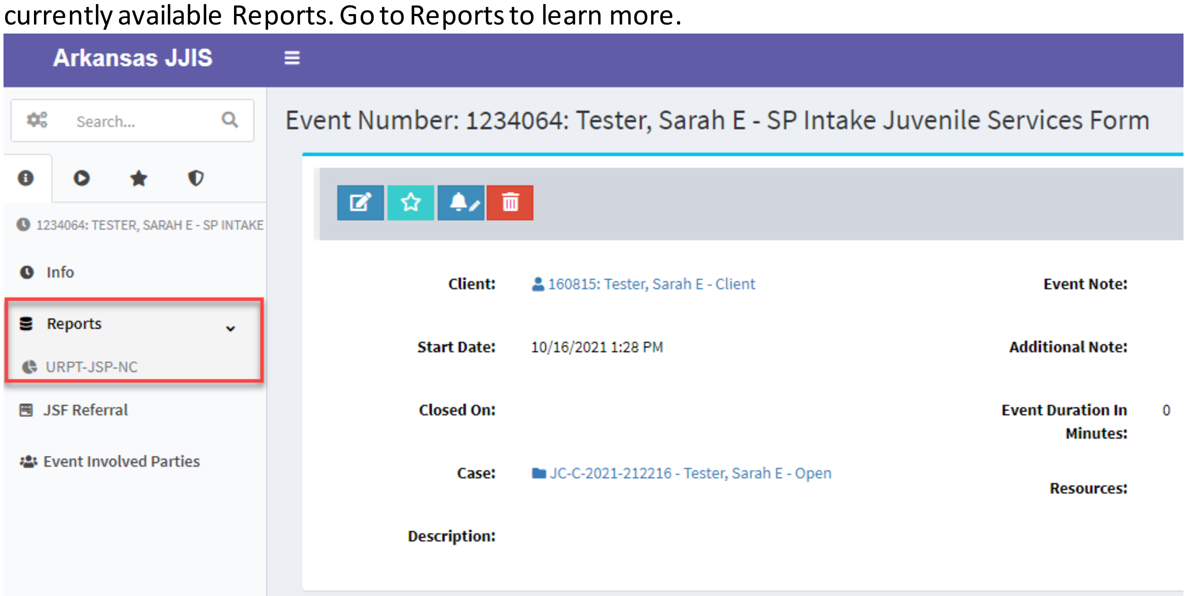


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

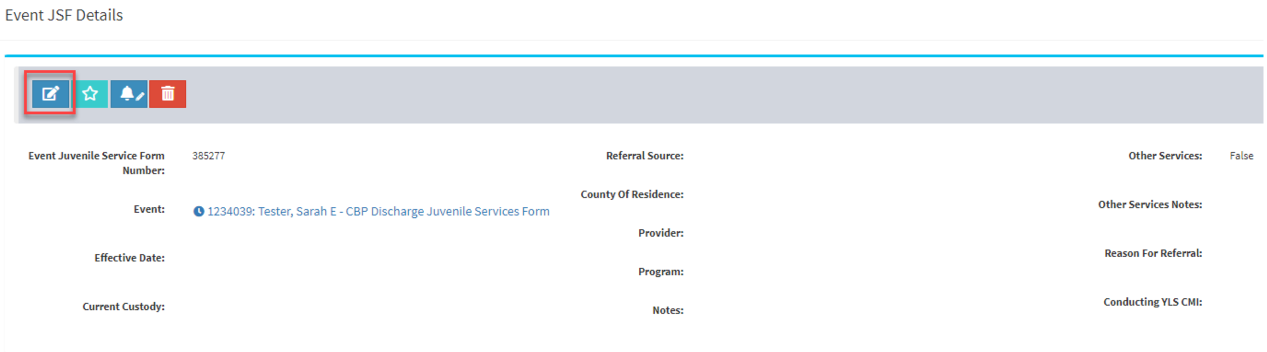


SP Intake Juvenile Services Form

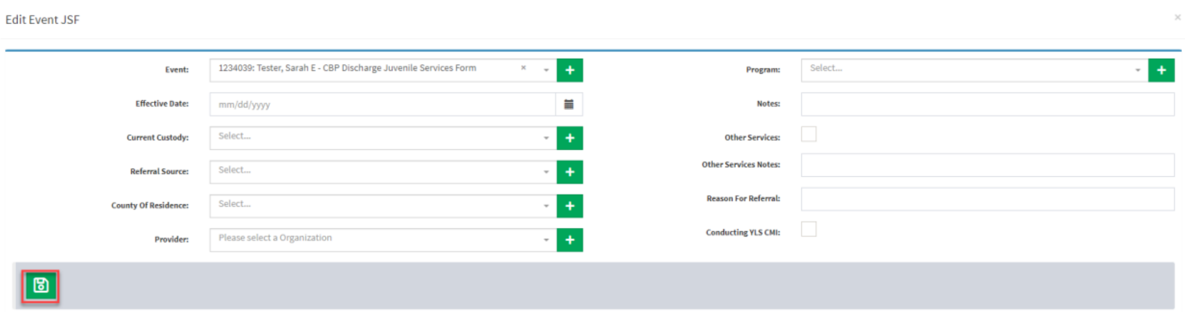
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



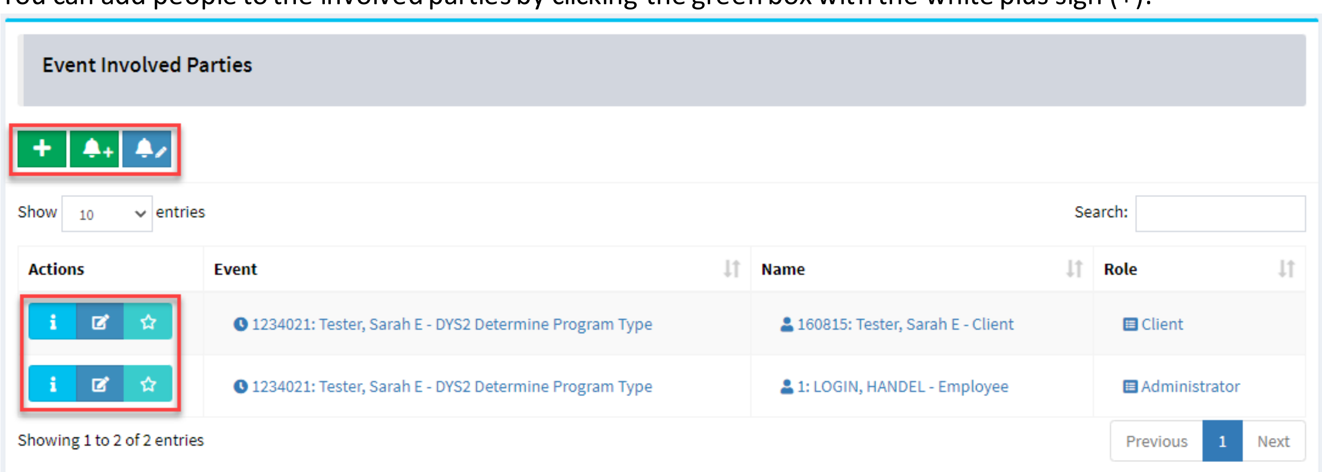
2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.



   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.

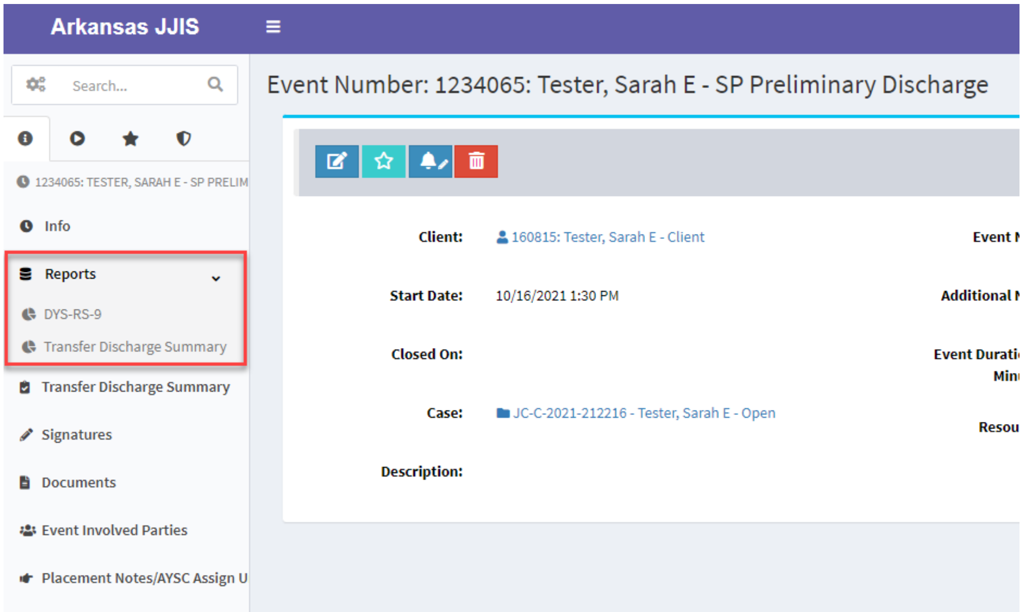


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



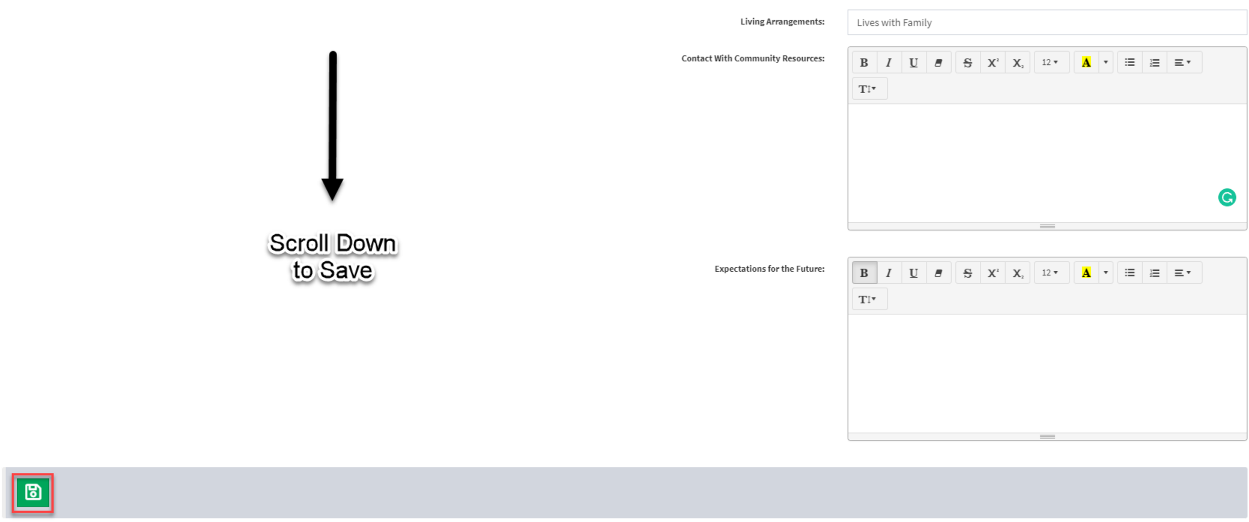
SP Preliminary Discharge

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.

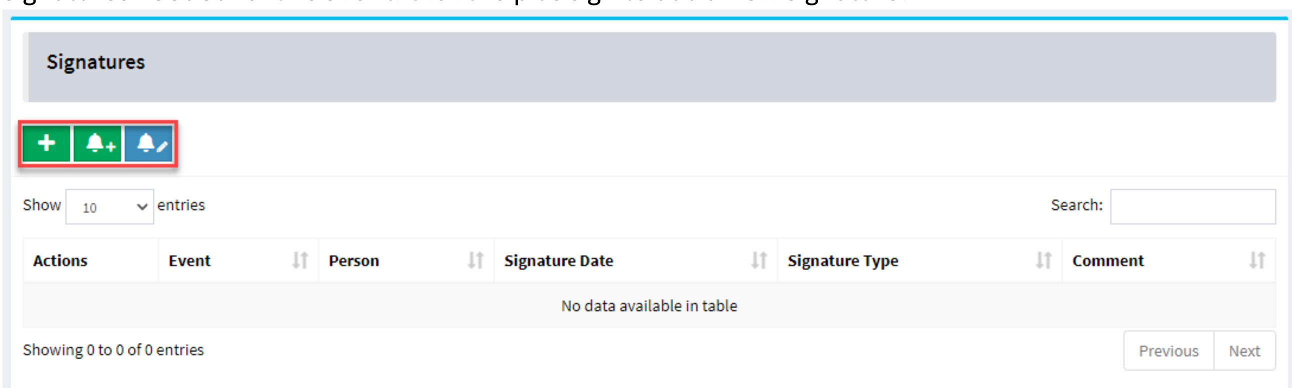


2. Transfer Discharge Summary – Allows you to add a new Transfer Discharge Summary. A popup will appear, it will initially show you the Details of the Transfer Discharge Summary. To Edit the information, click the Edit button in the upper left-hand corner.

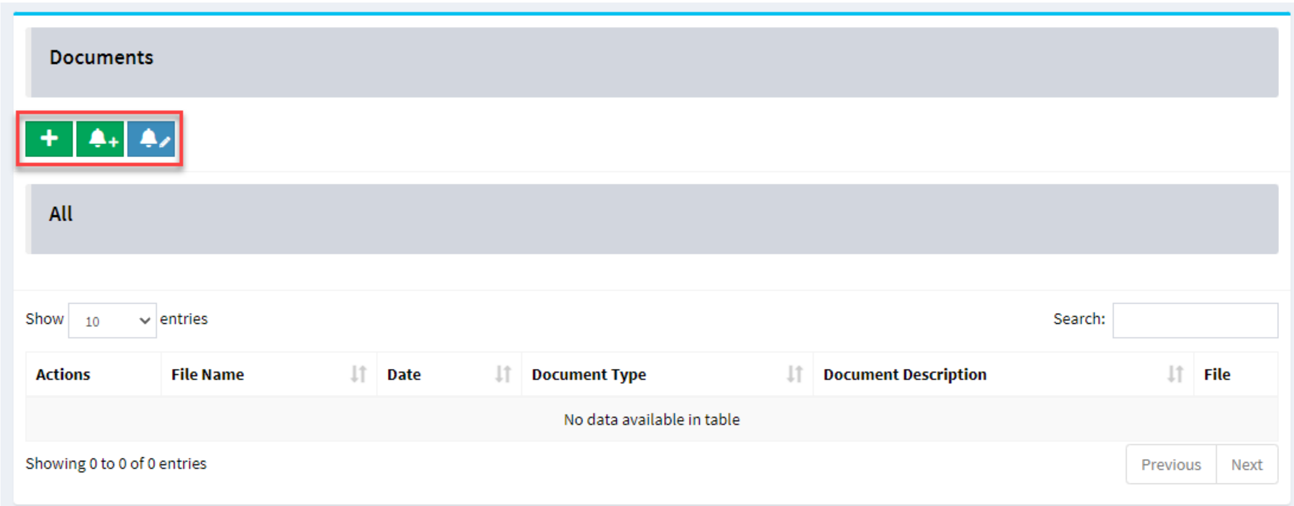
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



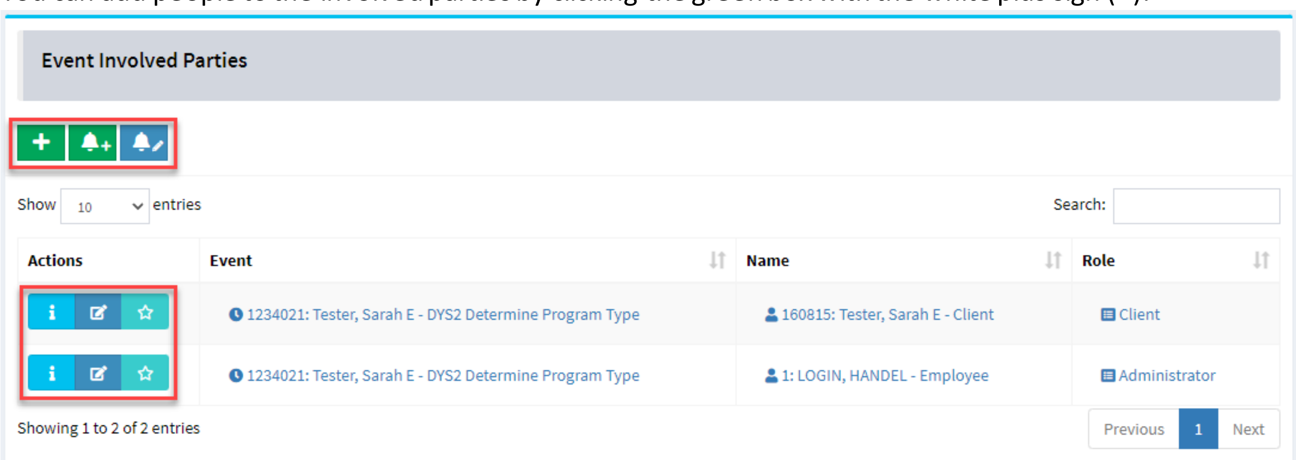
3. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.



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).

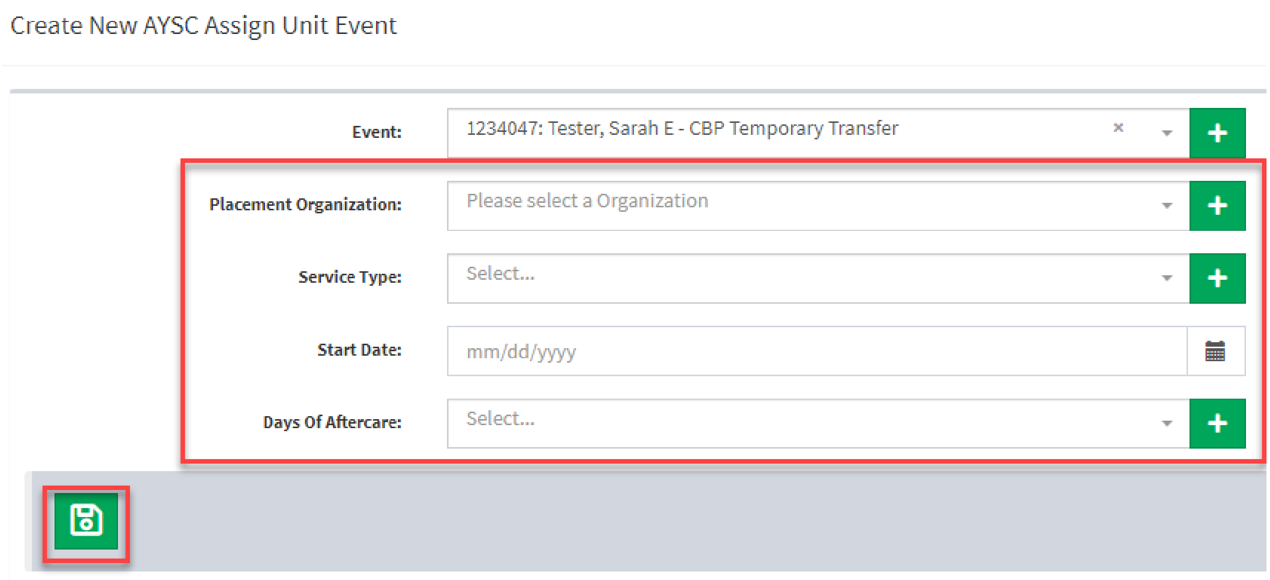


5. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



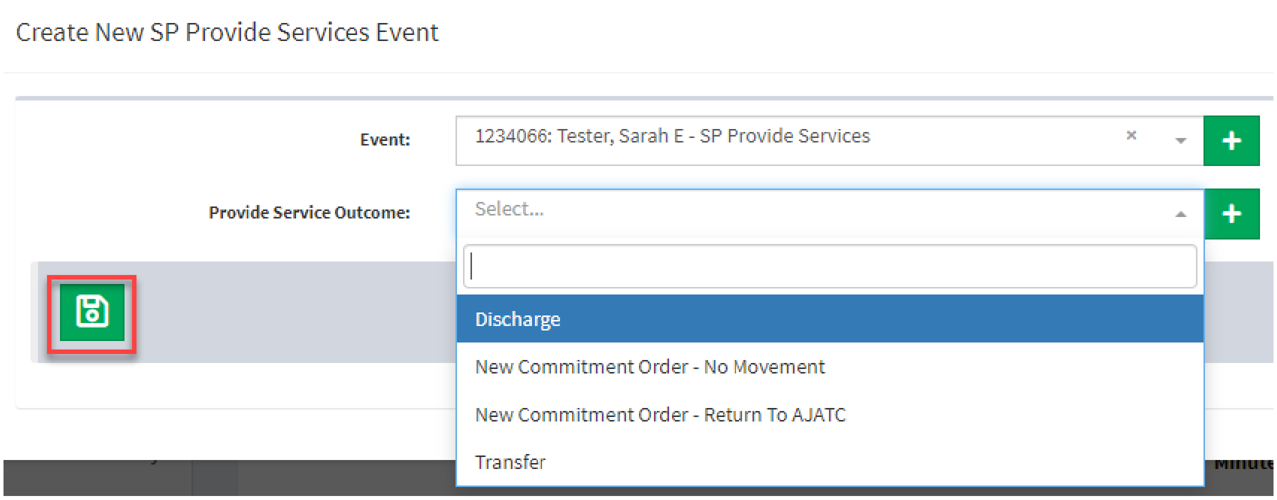
6. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand

corner.

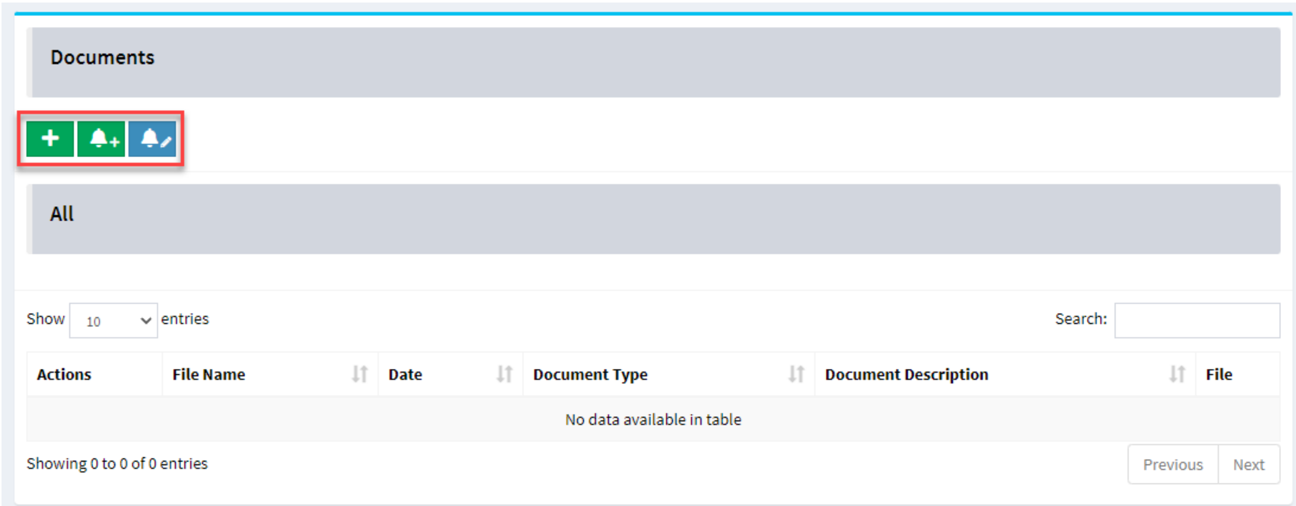


SP Provide Services

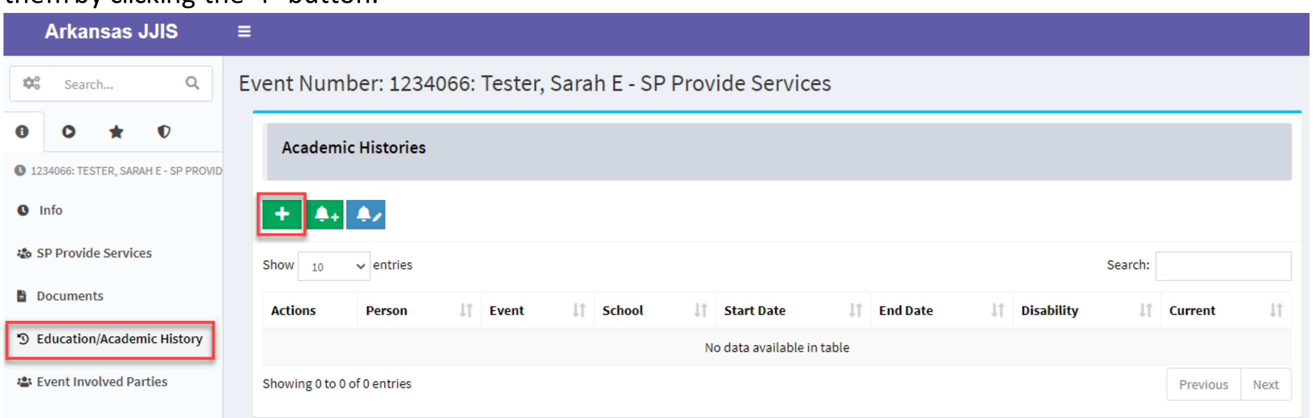
1. SP Provide Services - Allows you to add a new SOP Provide Services. A popup will appear, the only field that needs to be filled out is “Provide Service Outcome”. Once completed, click the save icon in the lower left-hand corner.



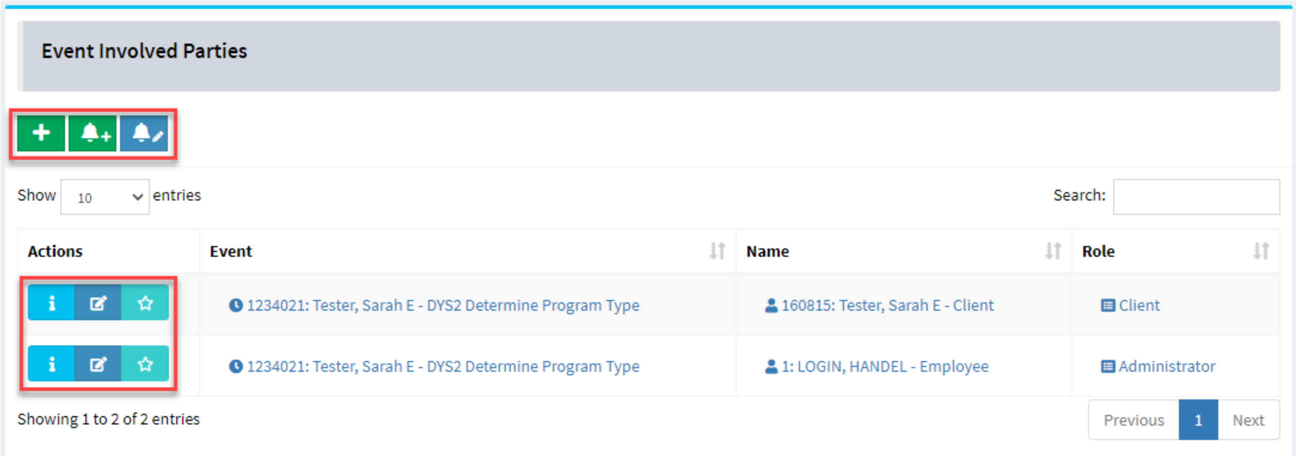
2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).



3. 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.

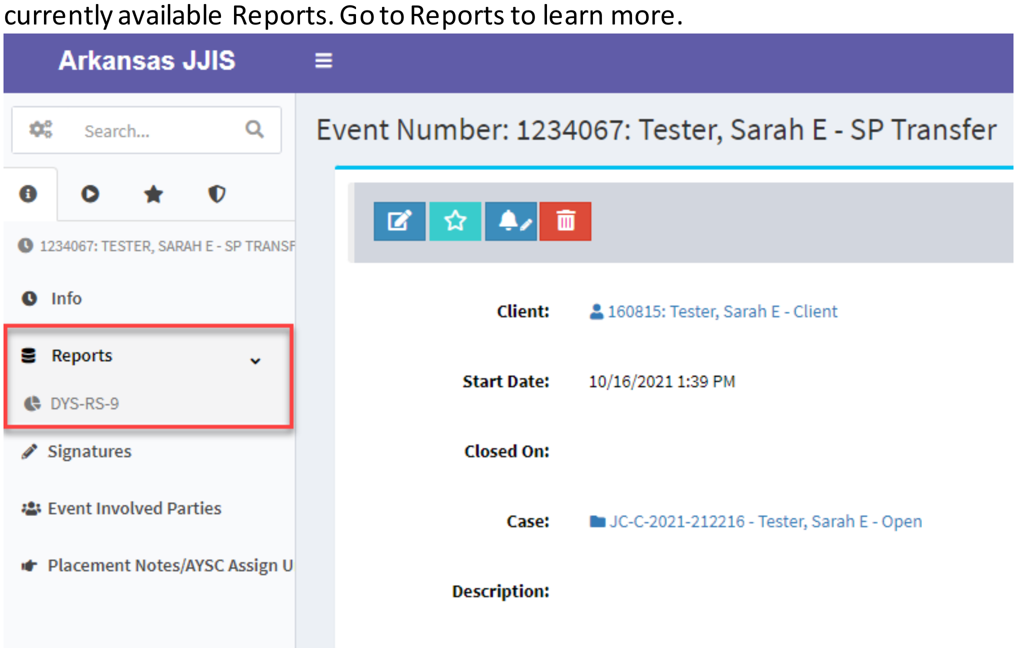


4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

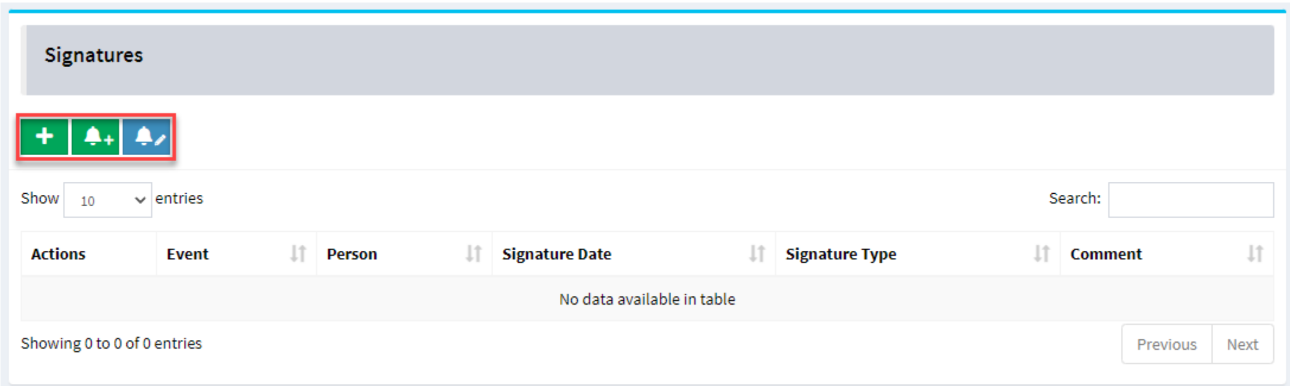


SP Transfer

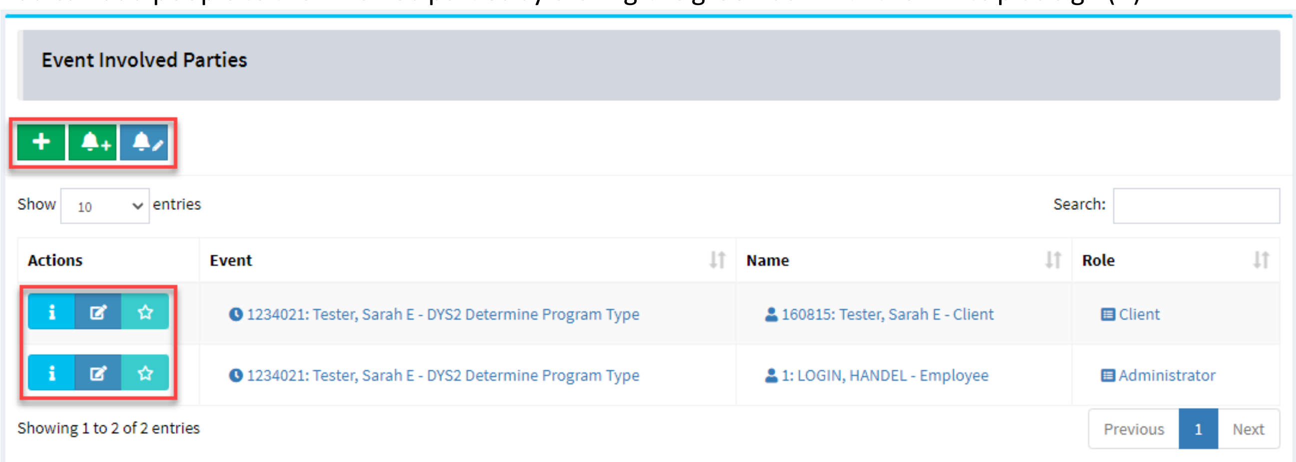
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



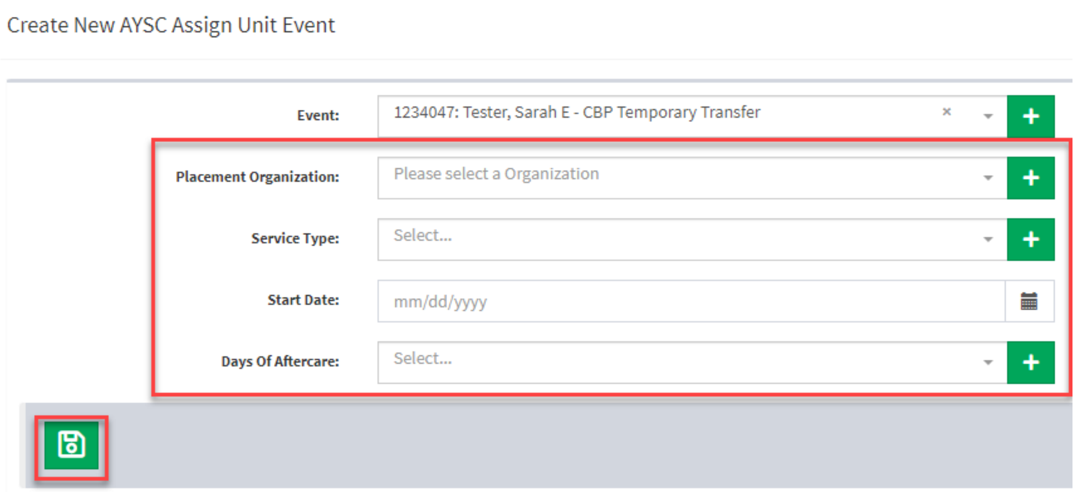
2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.



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 (+).

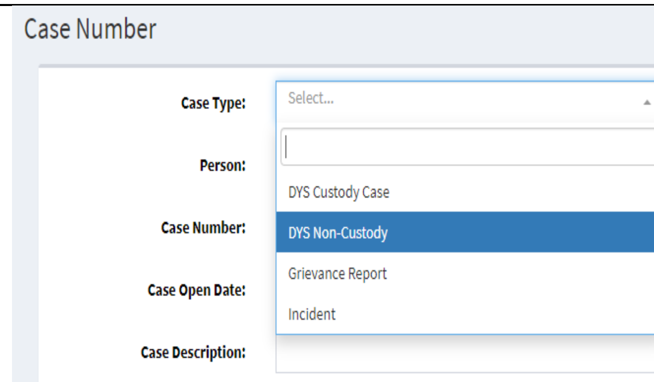
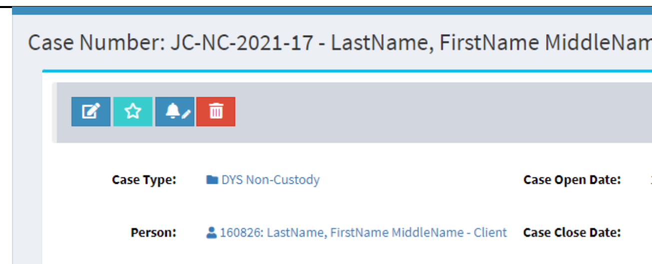
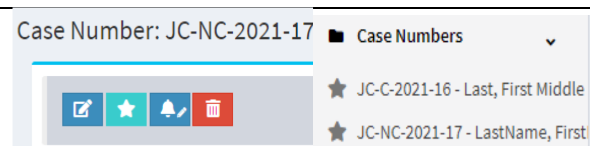


4. Placement Notes/AYSC Assign Unit - Allows you to add a new AYSC Assign Unit Event. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.



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

The drop-down list offers four types of cases, so be sure to select DYS Non-Custody Case. Search and then select the Person Leave the Case Number to Auto-Generate Add the Case Open date Case Description is optional Click Save	
The Preview Area will display the case you create. The Case number, Client's name and Case Status are listed in the Header Click the Star to set this case into your Favorites Action Tab menu.	
Verify the Favorite's Star is now solid white. Case Numbers will show up in Favorites Tab	
The Info Tab is updated to start working with a DYS Non-Custody Case. Trackers, Involved Parties/Organizations, Charges and Events can be entered. Learn Add DYS Non-Custody Case Events Click Here	

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

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

   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

   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 Man ager 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.

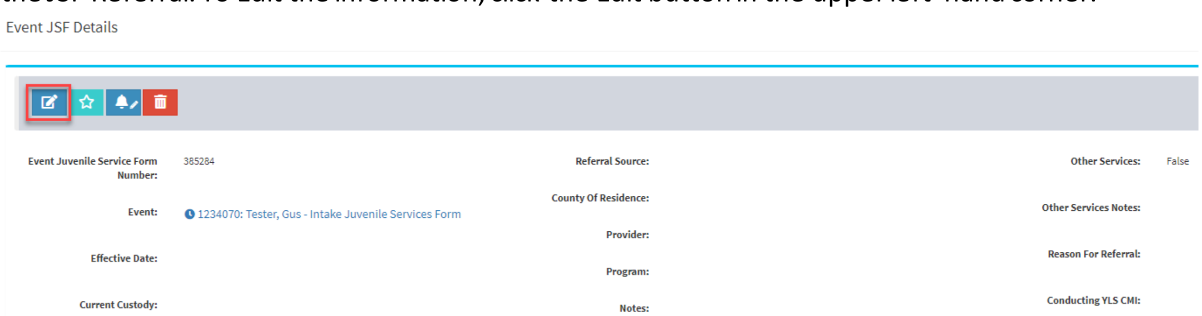
Discharge Juvenile Services Form

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.

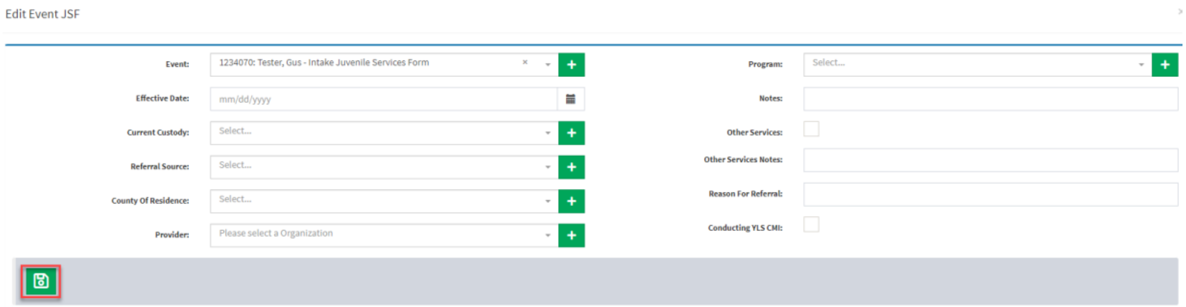
DYS Non-Custody Case Event Types

Intake Juvenile Services Form

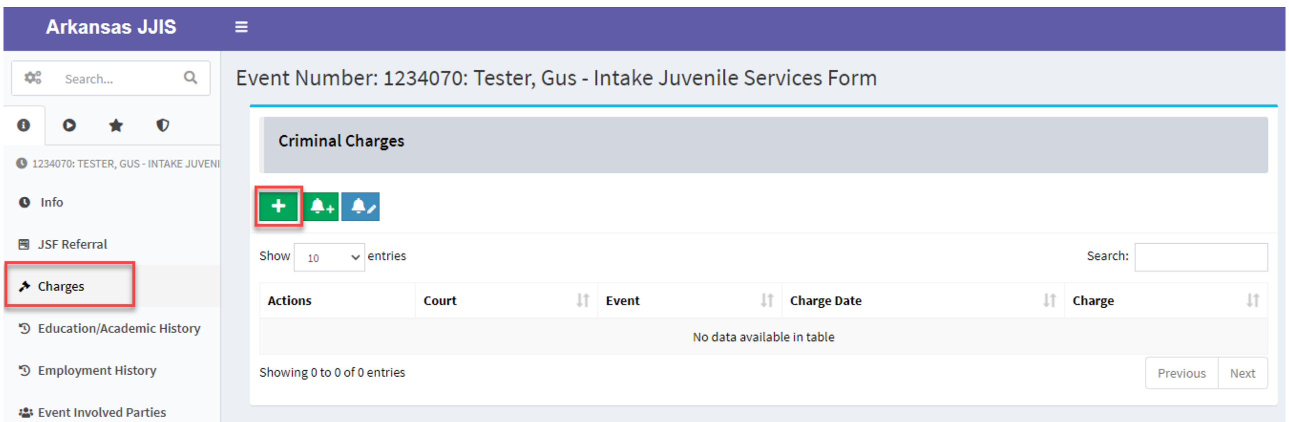
1. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.



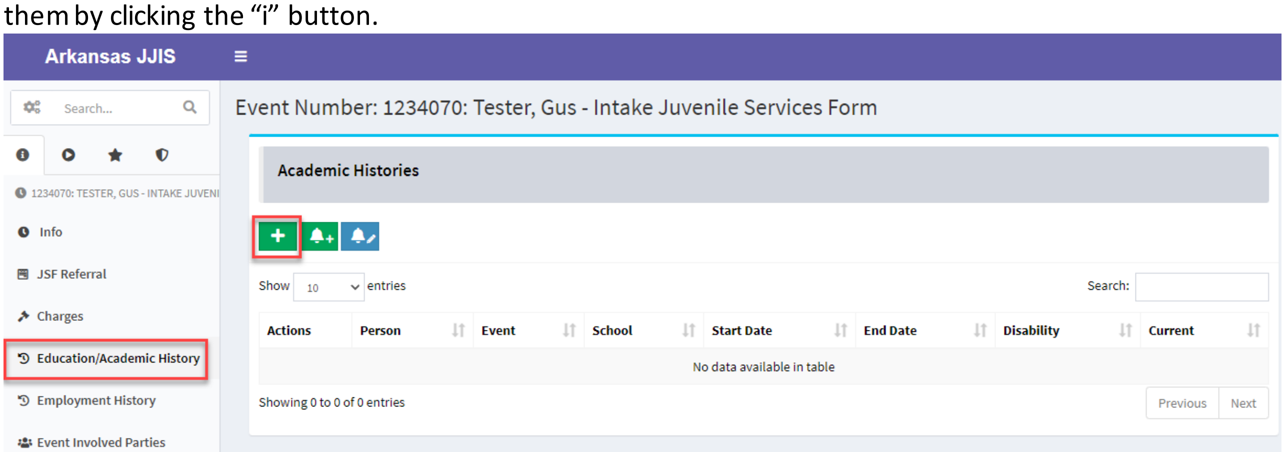
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

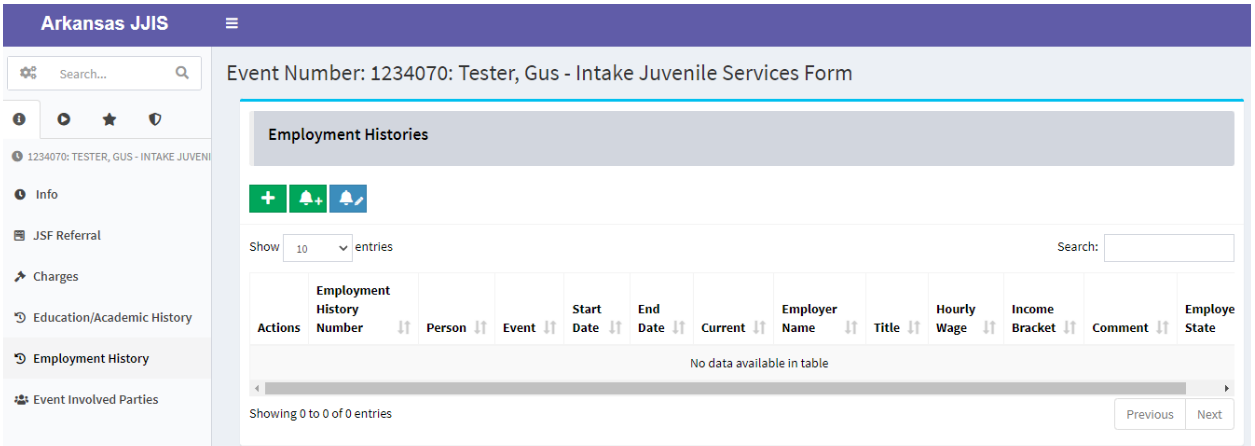


3. Education/Academic History - Once here, you will see the list view of all Education/Academic Histories. You can add Education/Academic Histories by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.

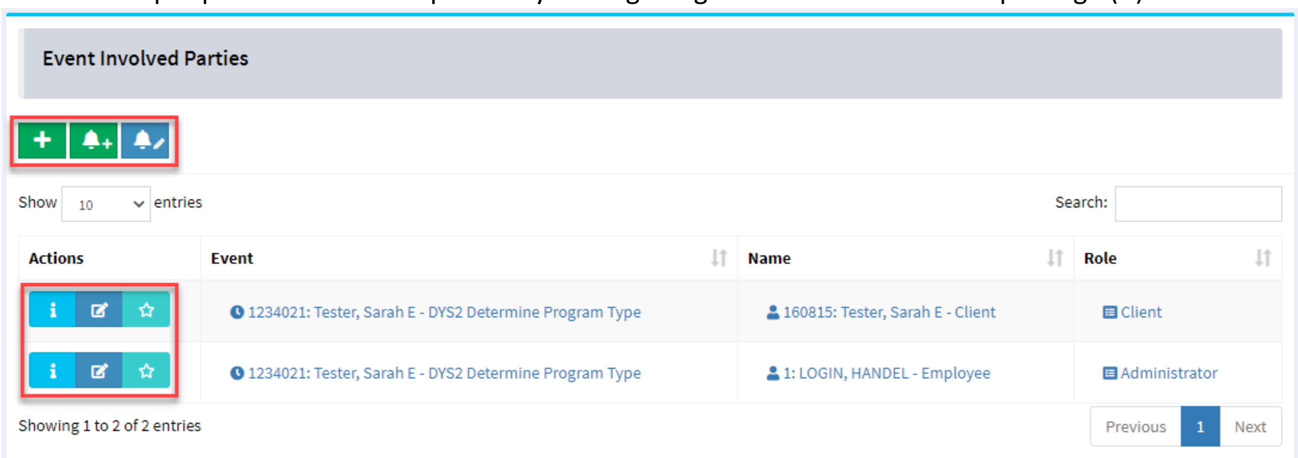


4. Employment History – On this tab, you will see the list view of all Employment Histories. You can add Employment History by clicking the green box with the white plus sign (+) and view details about them by

clicking the “i” button.

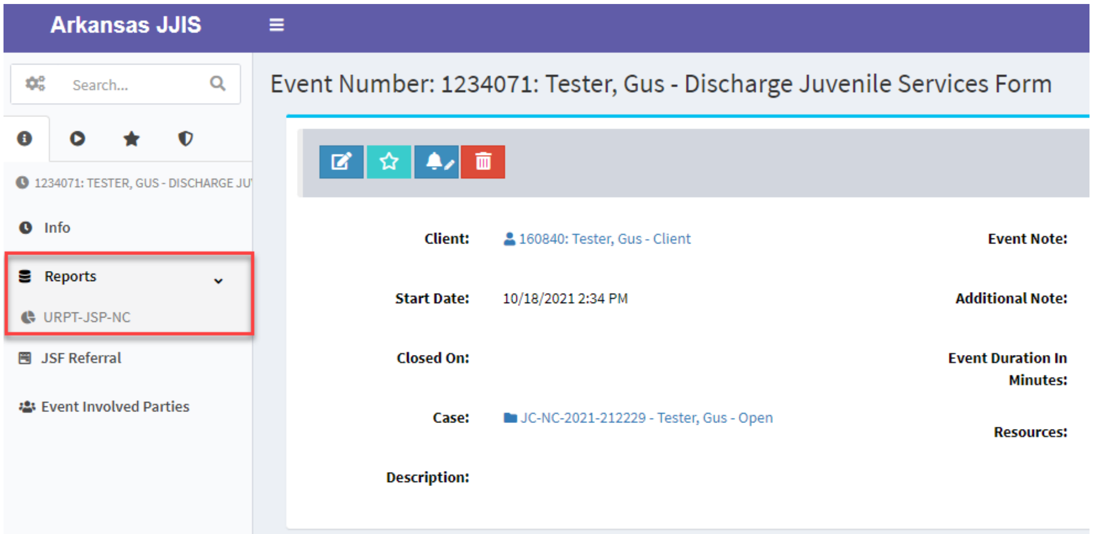


5. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



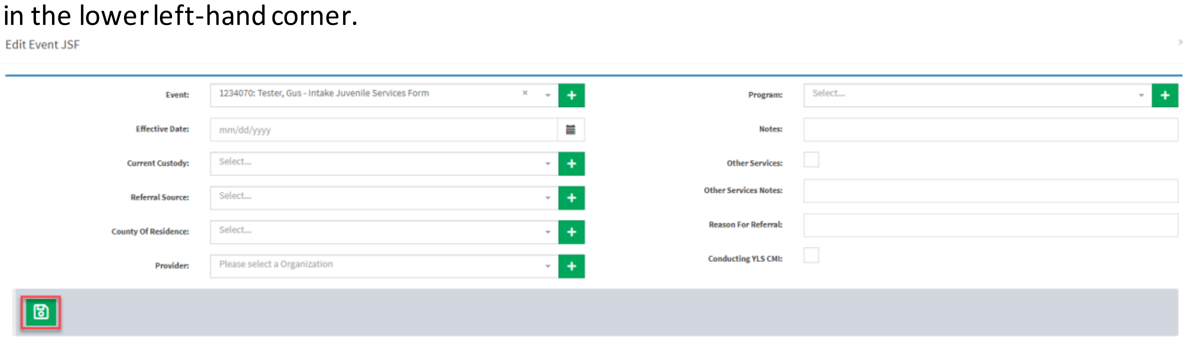
Discharge Juvenile Services Form

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.

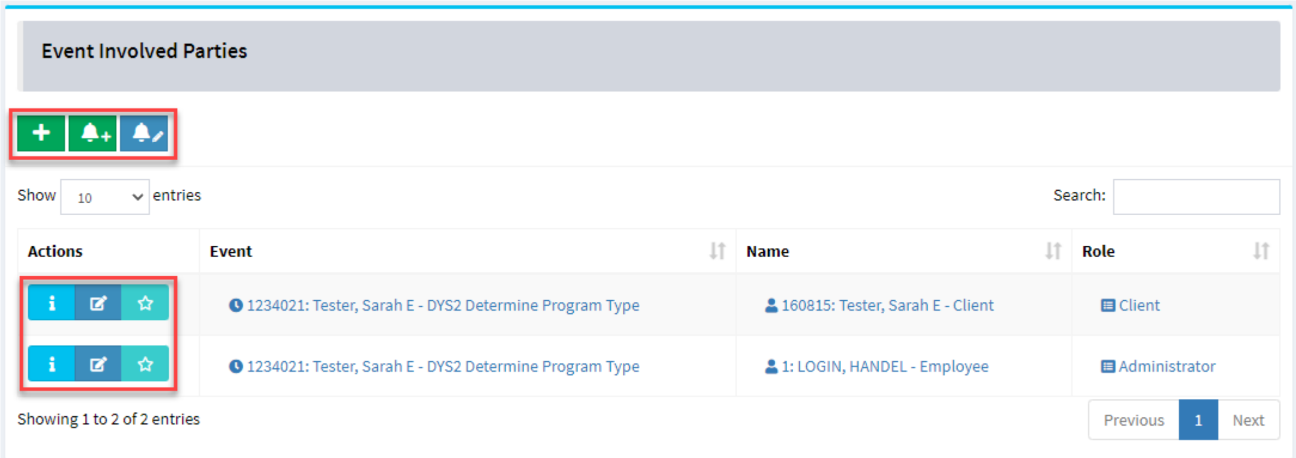


2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

   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.



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 (+).

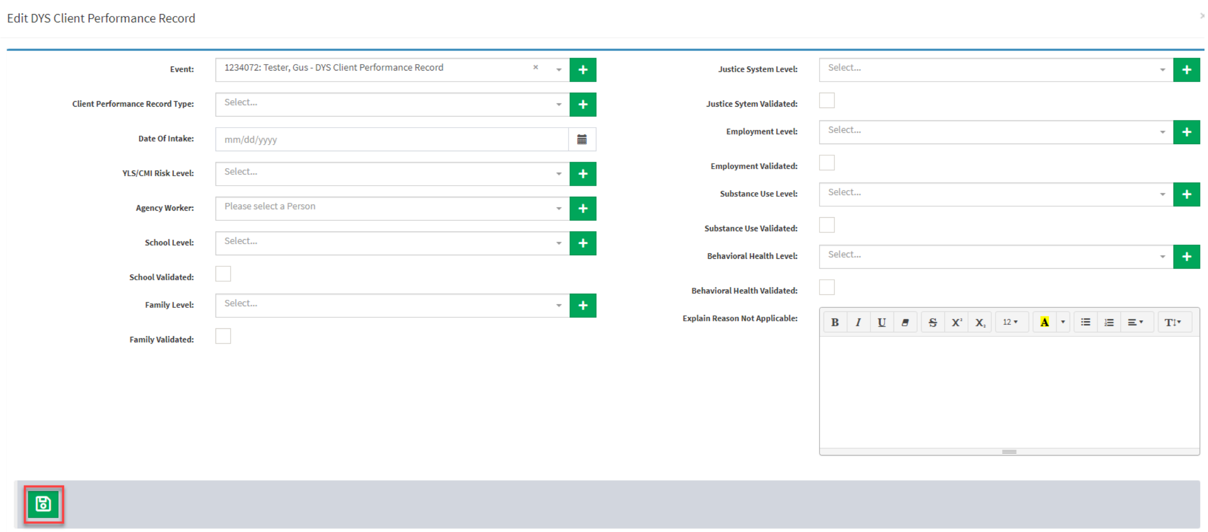


DYS Client Performance Record

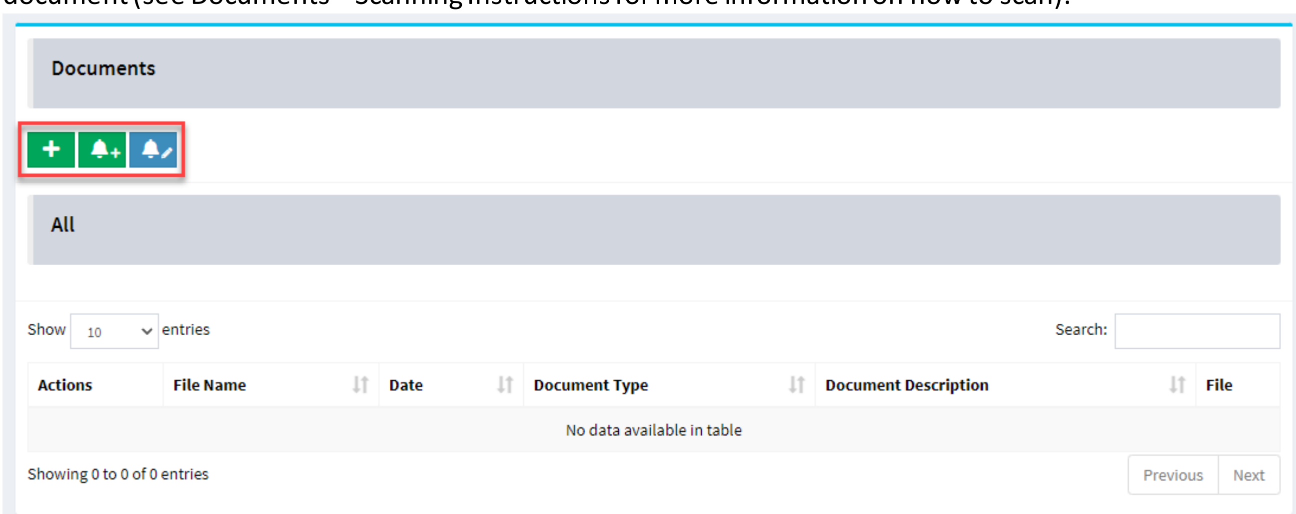
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.
2. DYS Client Performance Record - Allows you to add a new Client Performance Record. A popup will appear, it will initially show 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

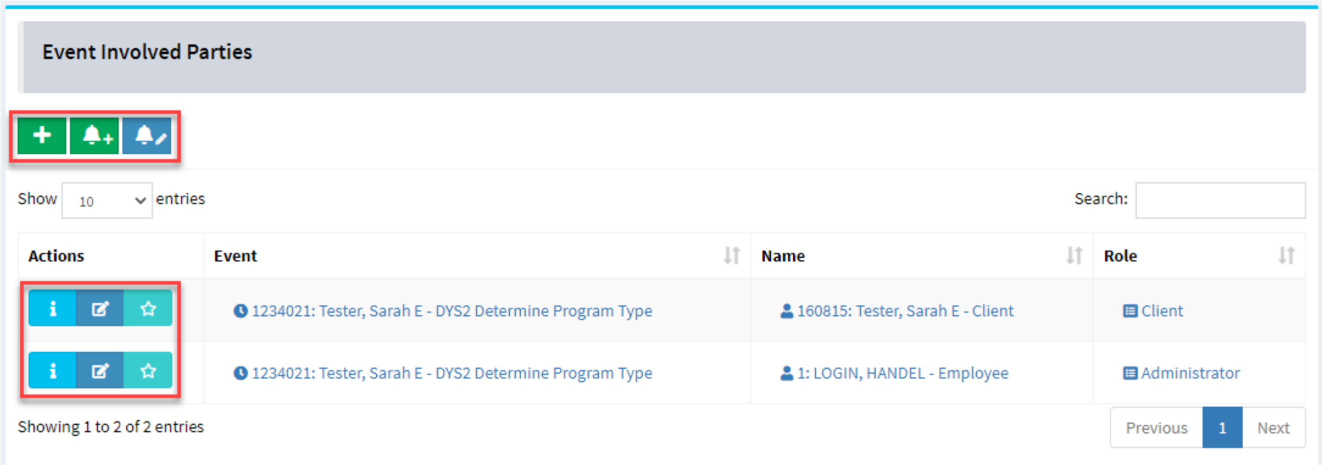
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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).

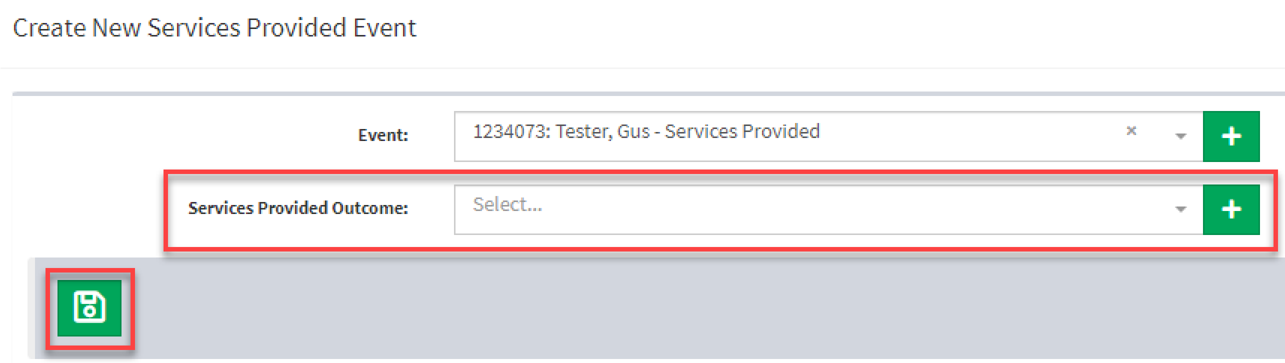


4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



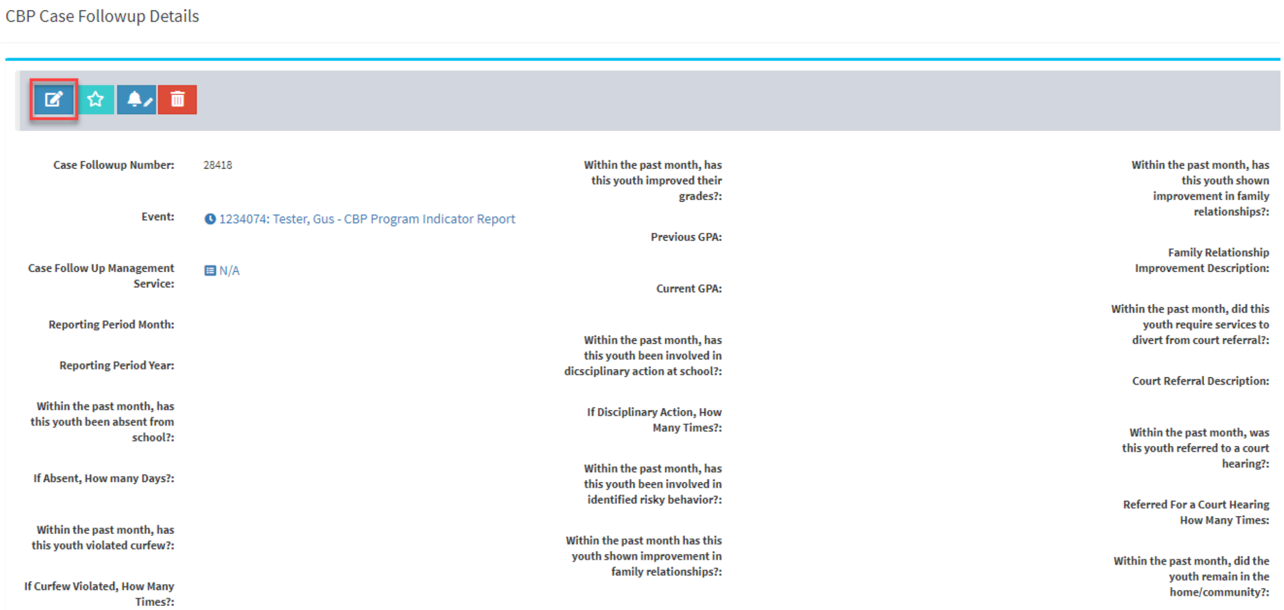
Services Provided

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.

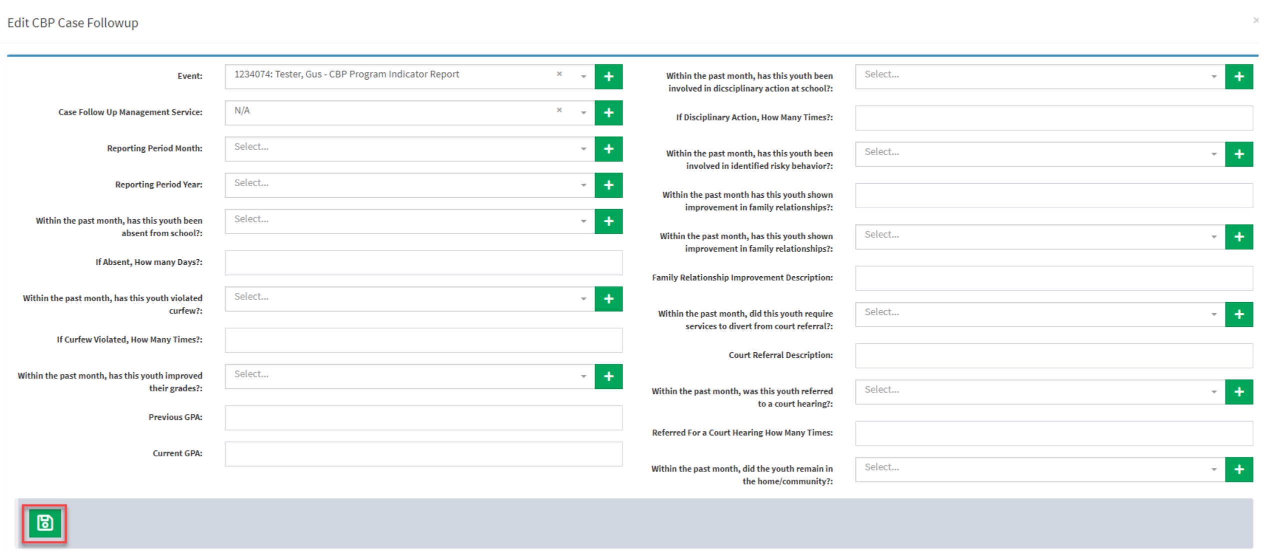


CBP Program Indicator Report

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.

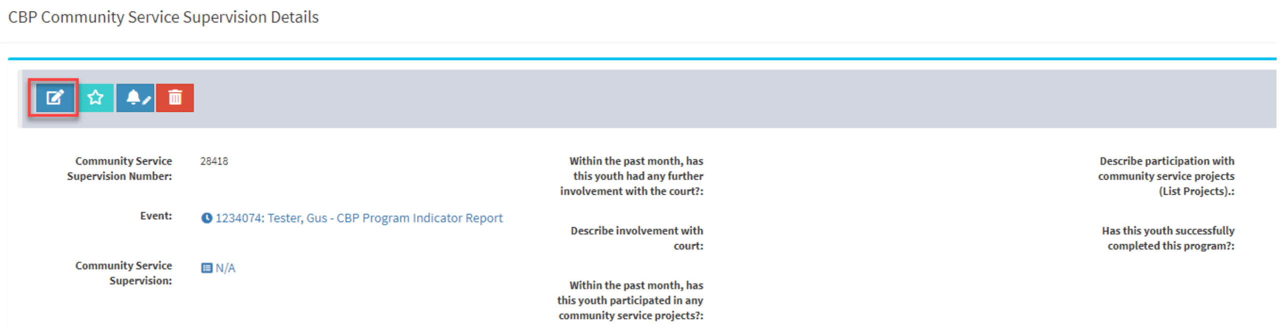


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

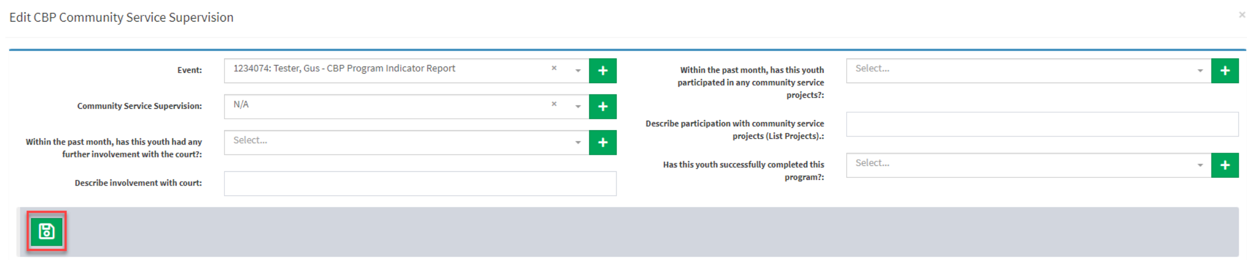


2. CBP Community Service Supervision - Allows you to add a new CBP Community Service Supervision. A popup will appear, it will initially show you the Details of the CBP Community Service Supervision. To Edit the information,

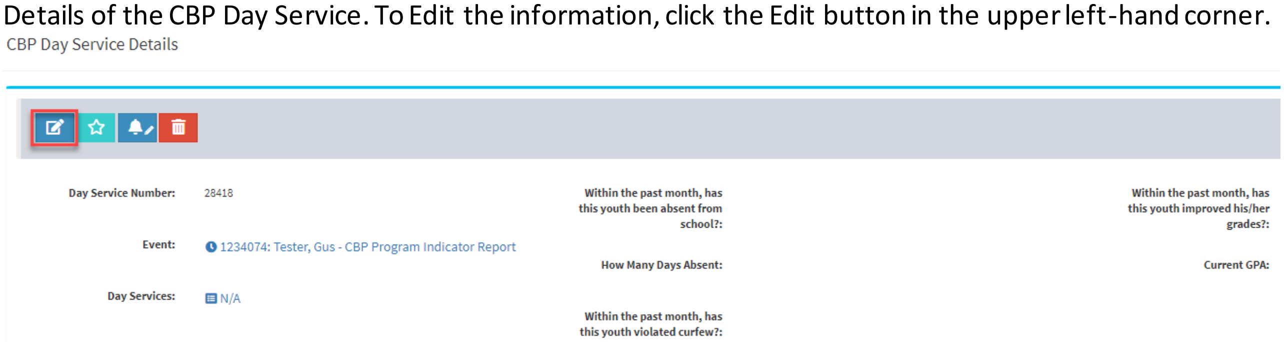
click the Edit button in the upper left-hand corner.



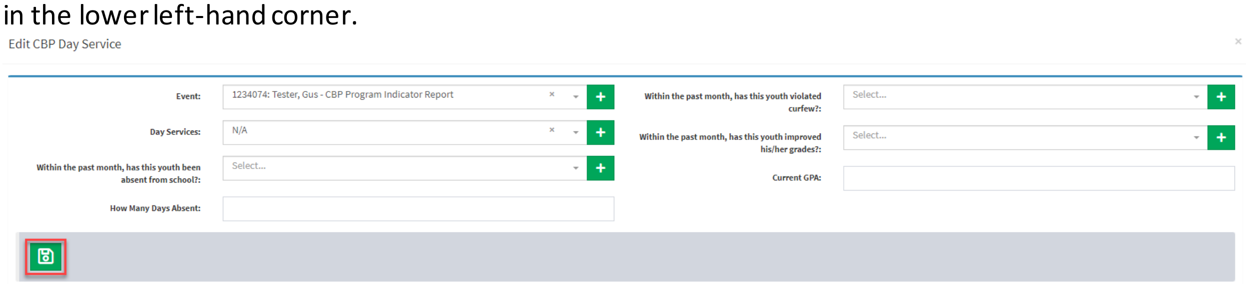
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

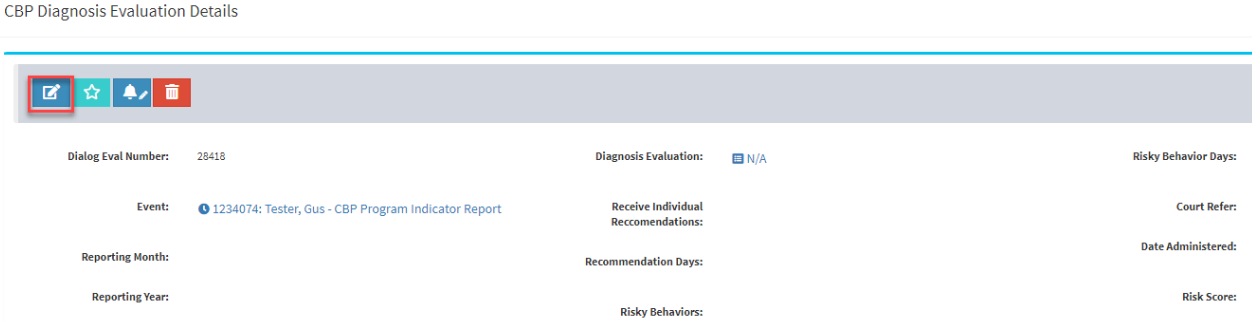


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

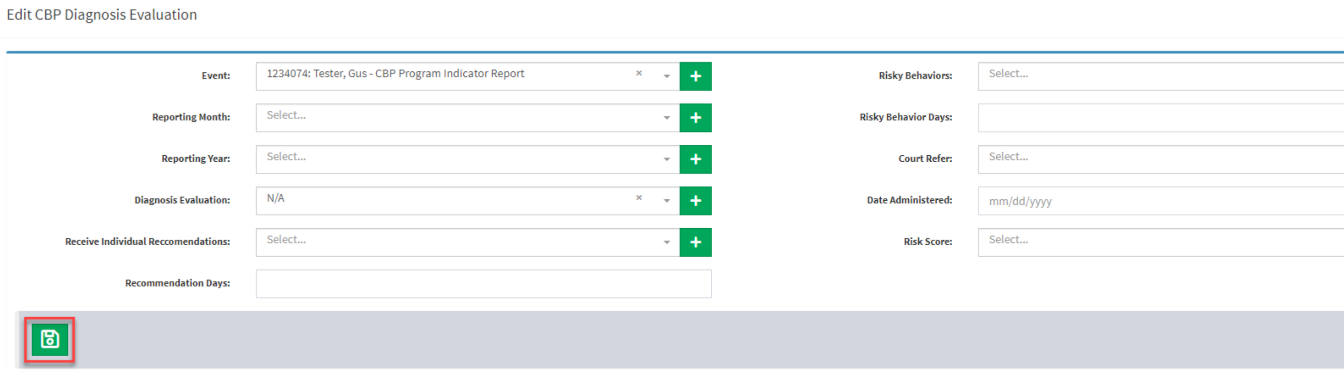


4. CBP Diagnosis Evaluation - Allows you to add a new CBP Diagnosis Evaluation. A popup will appear, it will initially show you the Details of the CBP Diagnosis Evaluation. To Edit the information, click the Edit button in the upper

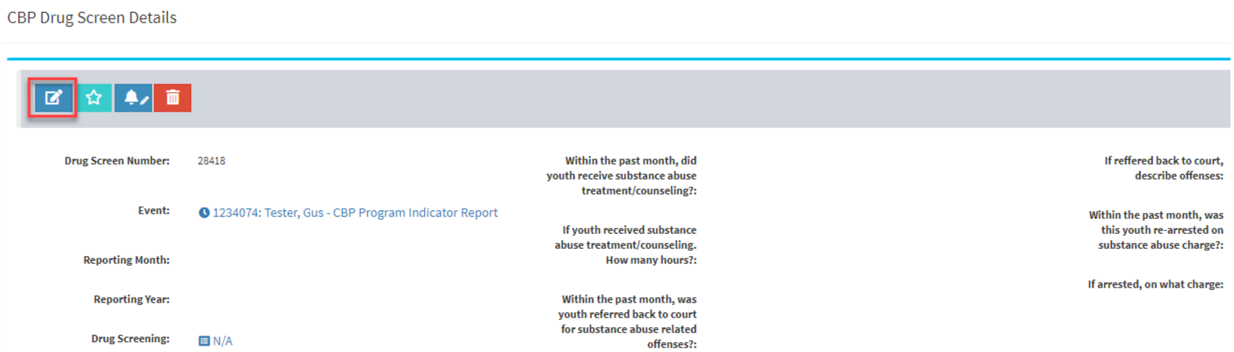
left-hand corner.



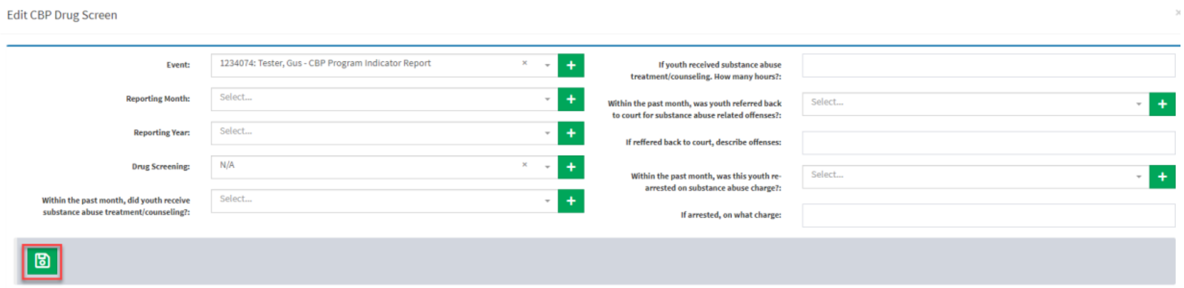
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



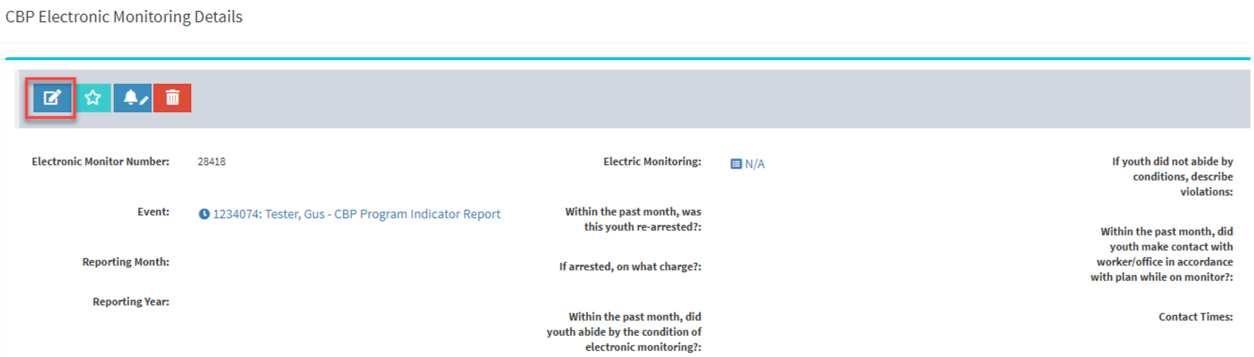
5. CBP Drug Screen - Allows you to add a new CBP Drug Screen. A popup will appear, it will initially show you the Details of the CBP Drug Screen. To Edit the information, click the Edit button in the upper left-hand corner.



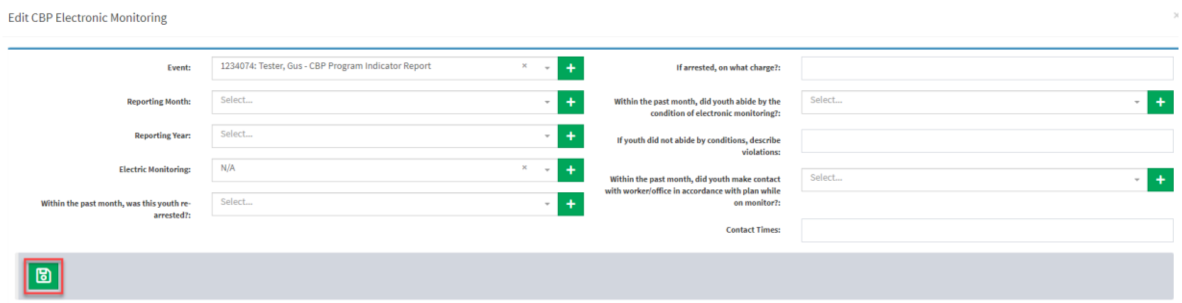
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

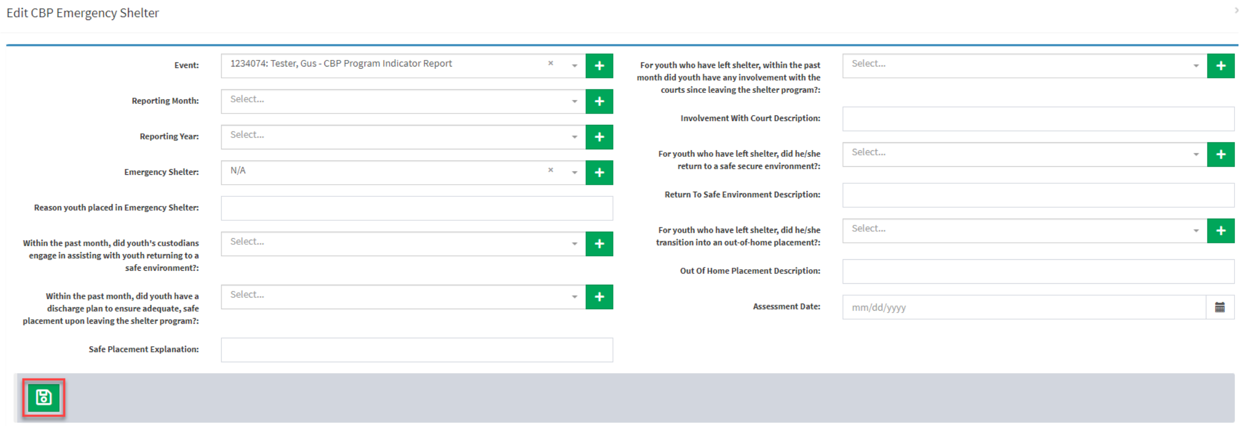


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

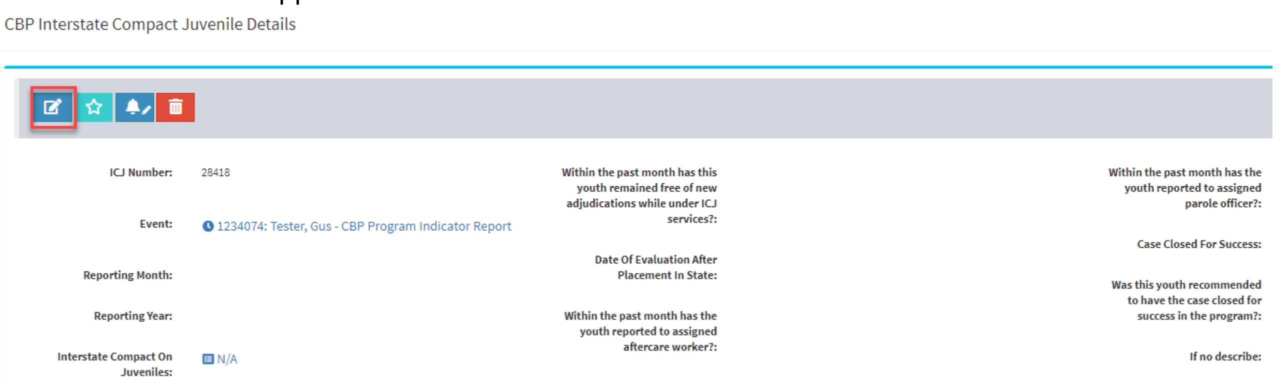


7. CBP Emergency Shelter - Allows you to add a new CBP Emergency Shelter. A popup will appear, it will initially show you the Details of the CBP Emergency Shelter. To Edit the information, click the Edit button in the upper left-hand corner.

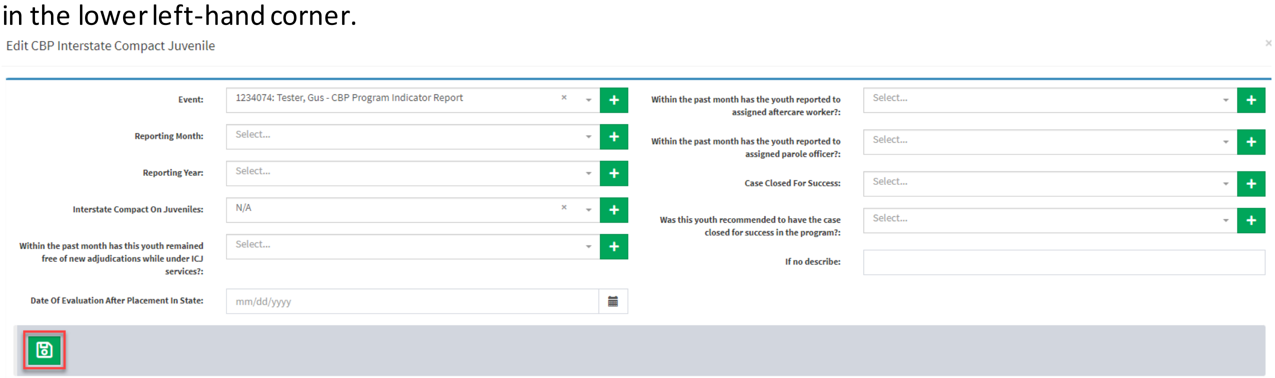
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

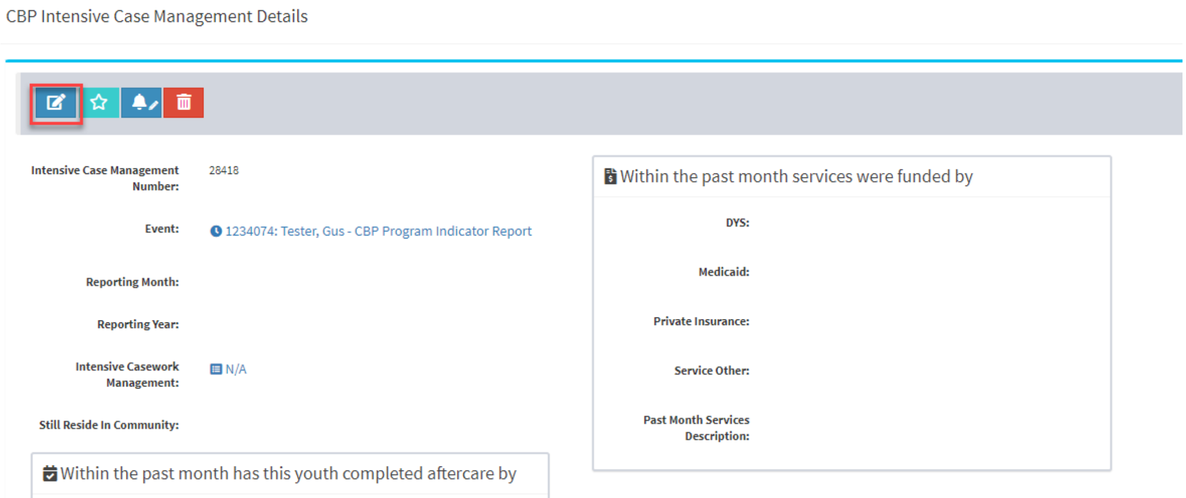


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

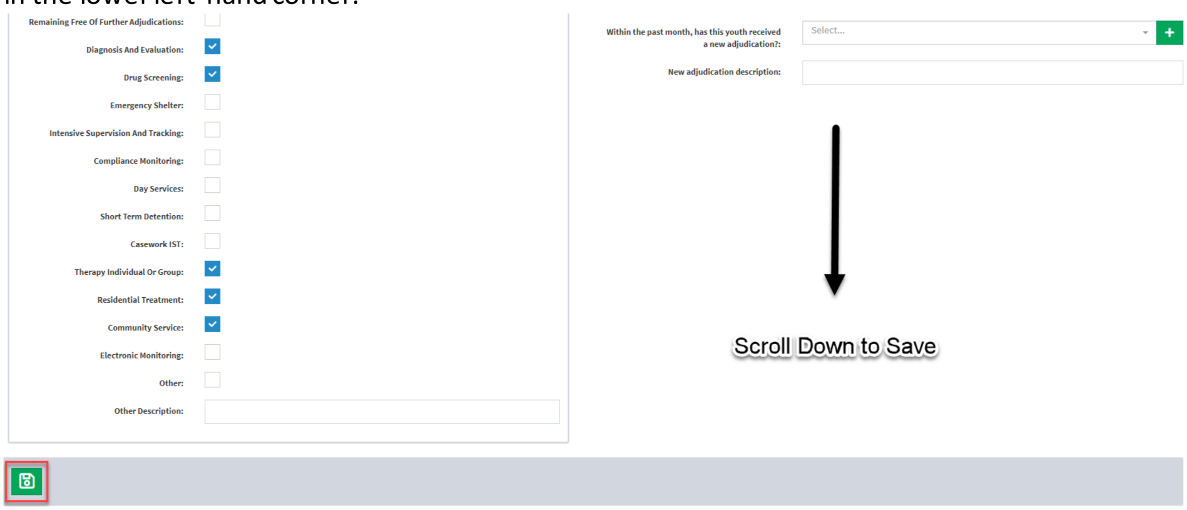


9. CBP Intensive Case Management - Allows you to add a new CBP Intensive Case Management. A popup will appear, it will initially show you the Details of the CBP Intensive Case Management. To Edit the information, click

the Edit button in the upper left-hand corner.

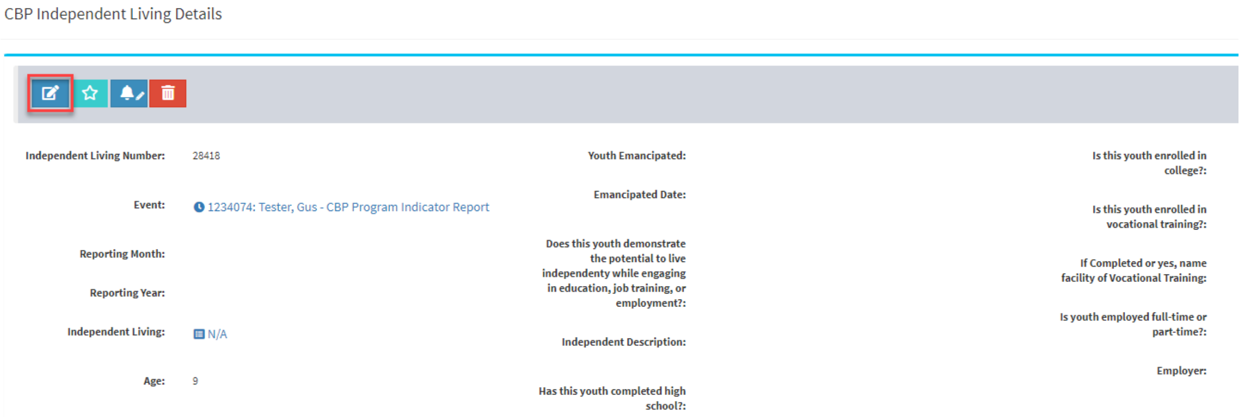


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

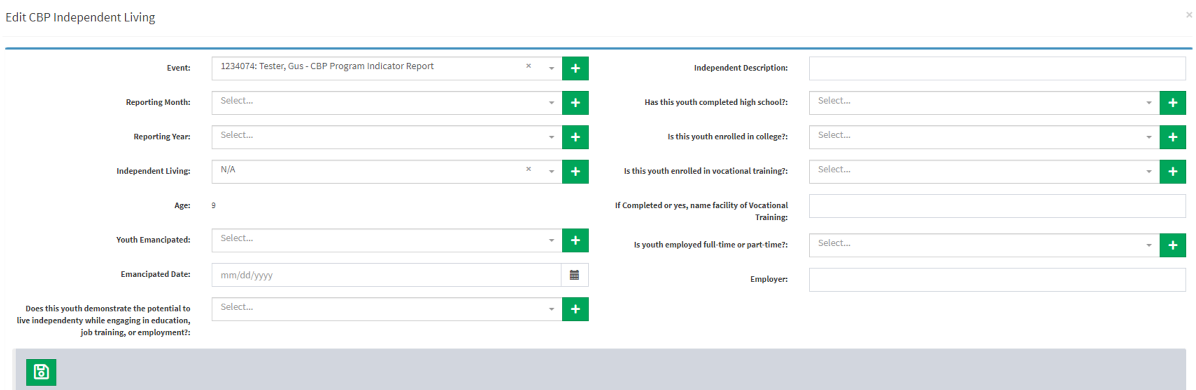


10. CBP Independent Living - Allows you to add a new CBP Independent Living. A popup will appear, it will initially show you the Details of the CBP Independent Living. To Edit the information, click the Edit button in the upper

left-hand corner.

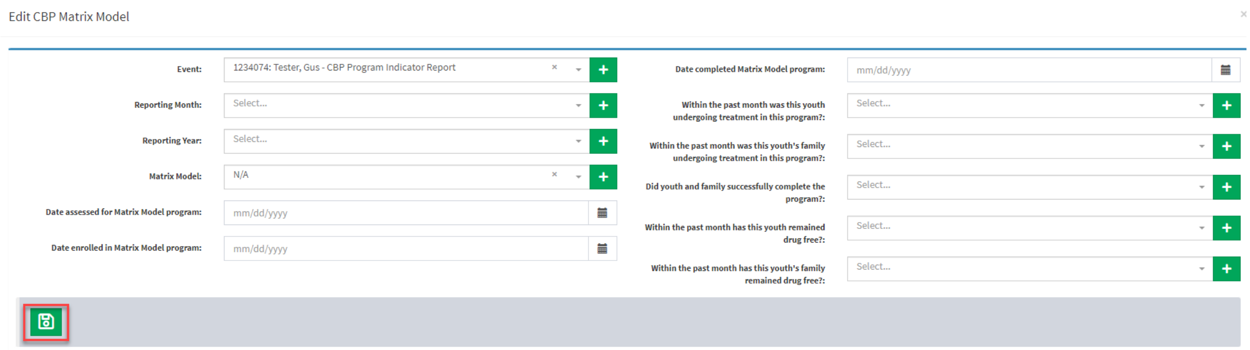


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

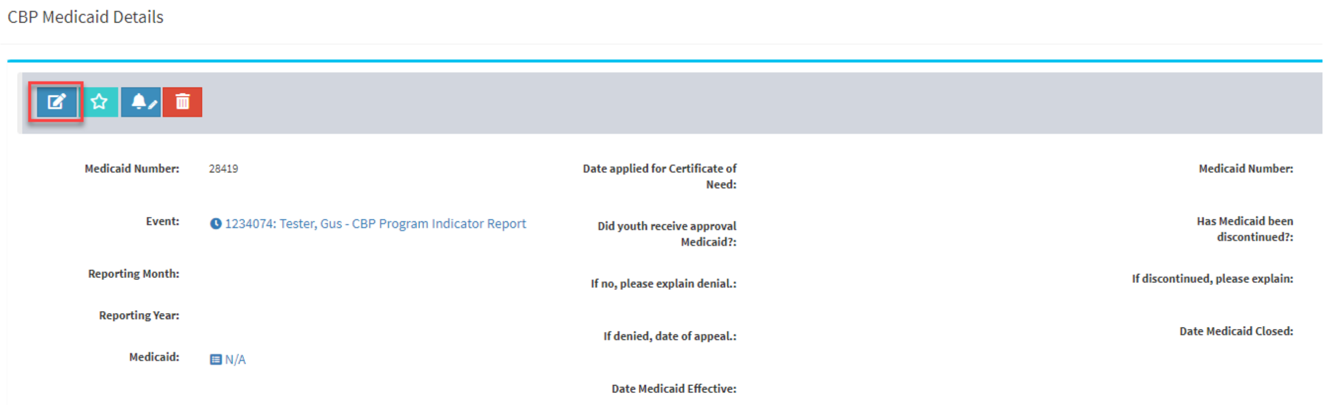


11. CBP Matrix Model - Allows you to add a new CBP Matrix Model. A popup will appear, it will initially show you the Details of the CBP Matrix Model. To Edit the information, click the Edit button in the upper left-hand corner.

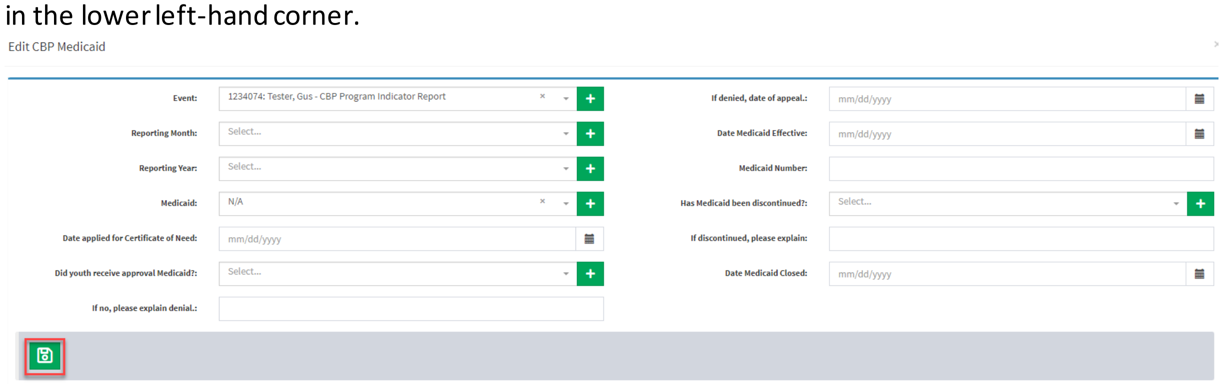
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

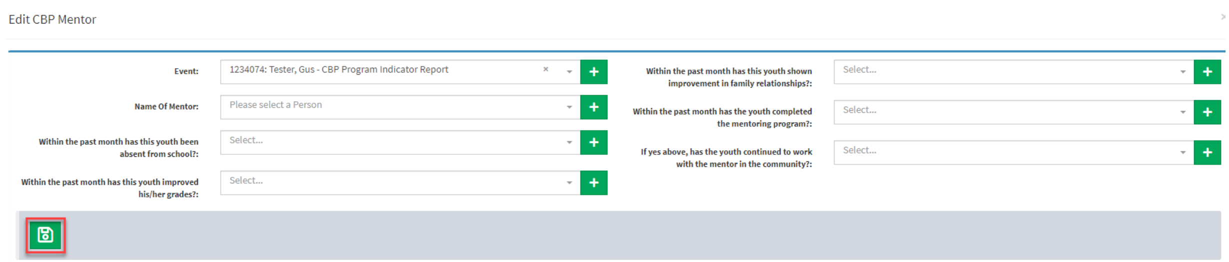


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

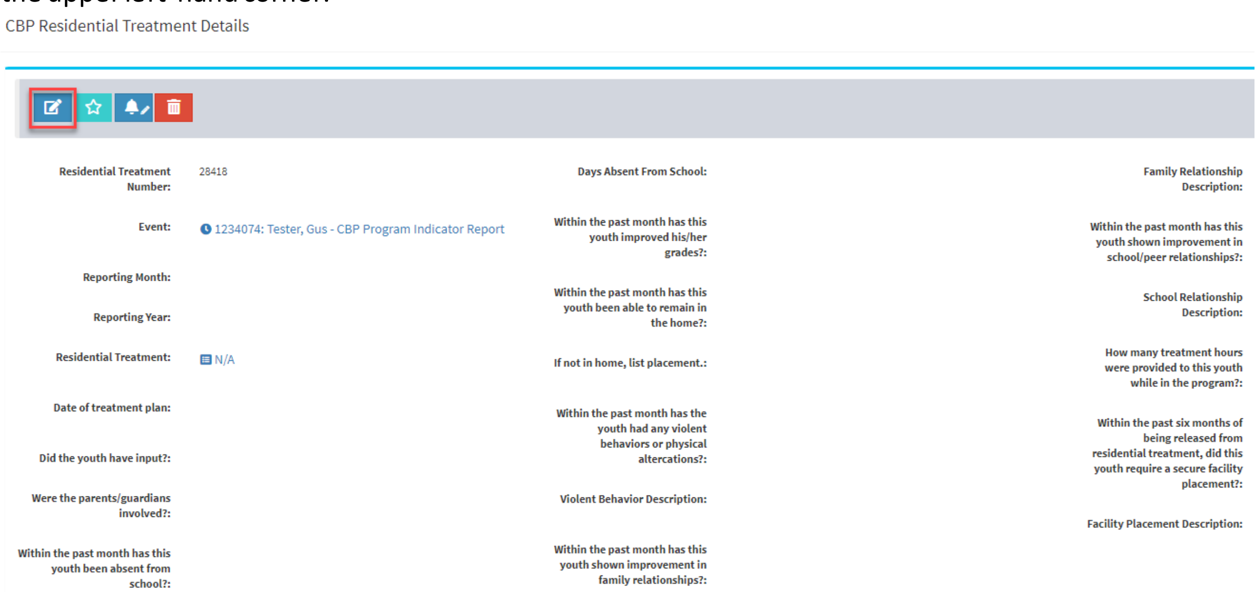


13. CBP Mentors - Allows you to add a new CBP Mentor. A popup will appear, it will initially show you the Details of the CBP Mentor. To Edit the information, click the Edit button in the upper left-hand corner.

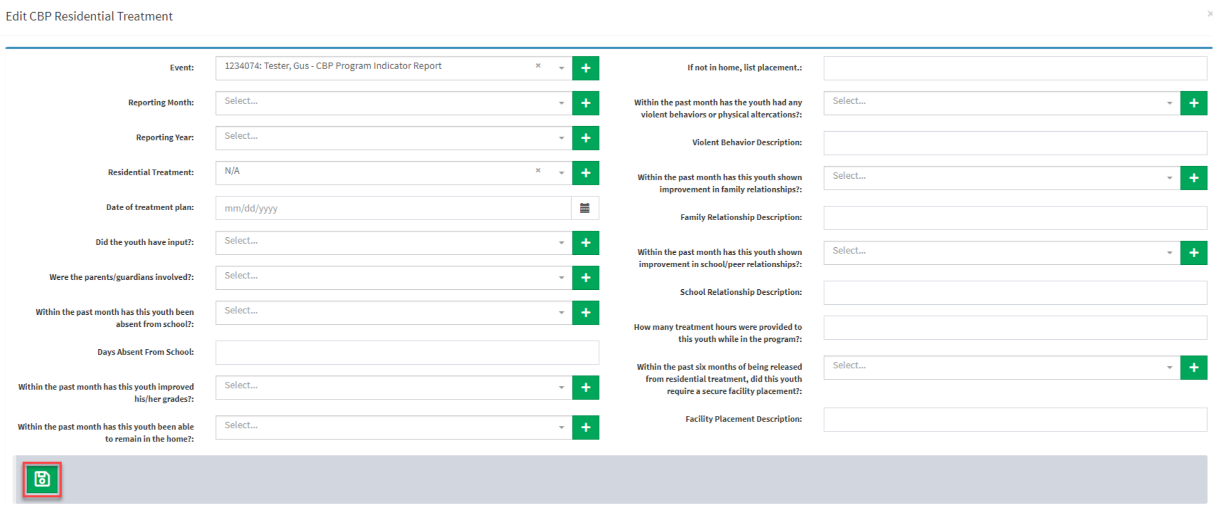
   a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



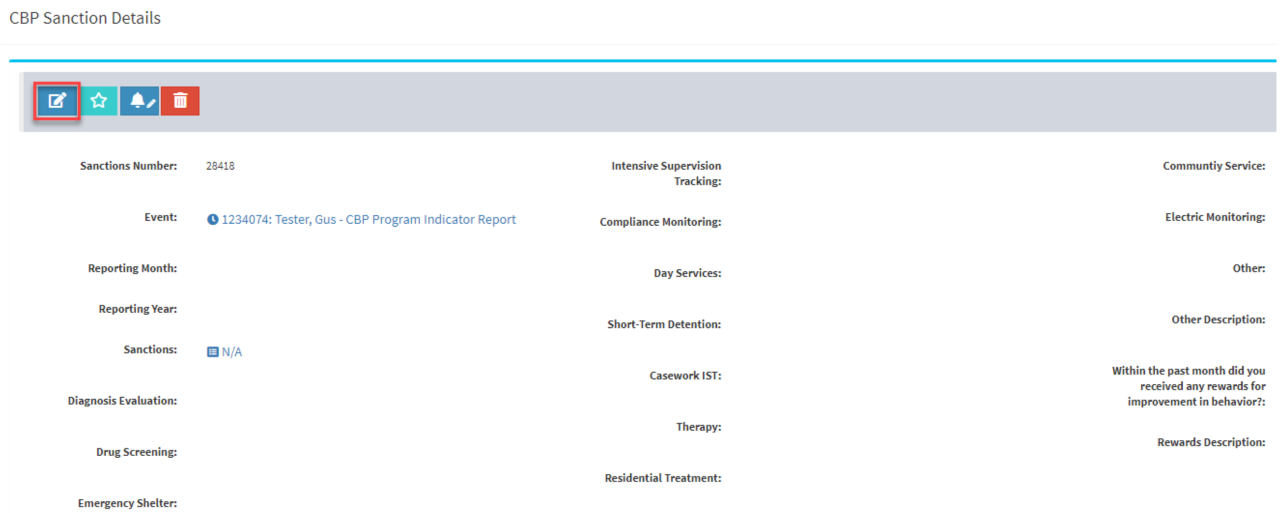
14. CBP Residential Treatment - Allows you to add a new CBP Residential Treatment. A popup will appear, it will initially show you the Details of the CBP Residential Treatment. To Edit the information, click the Edit button in the upper left-hand corner.



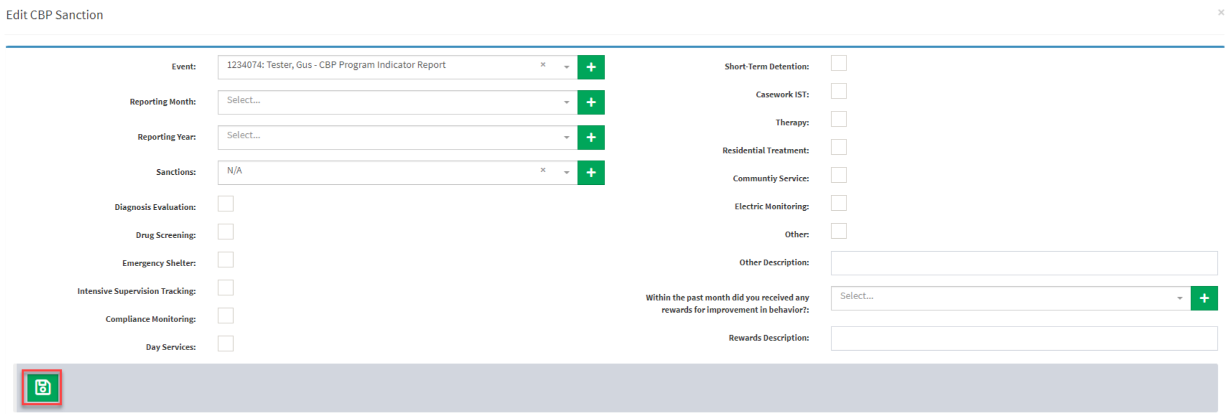
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



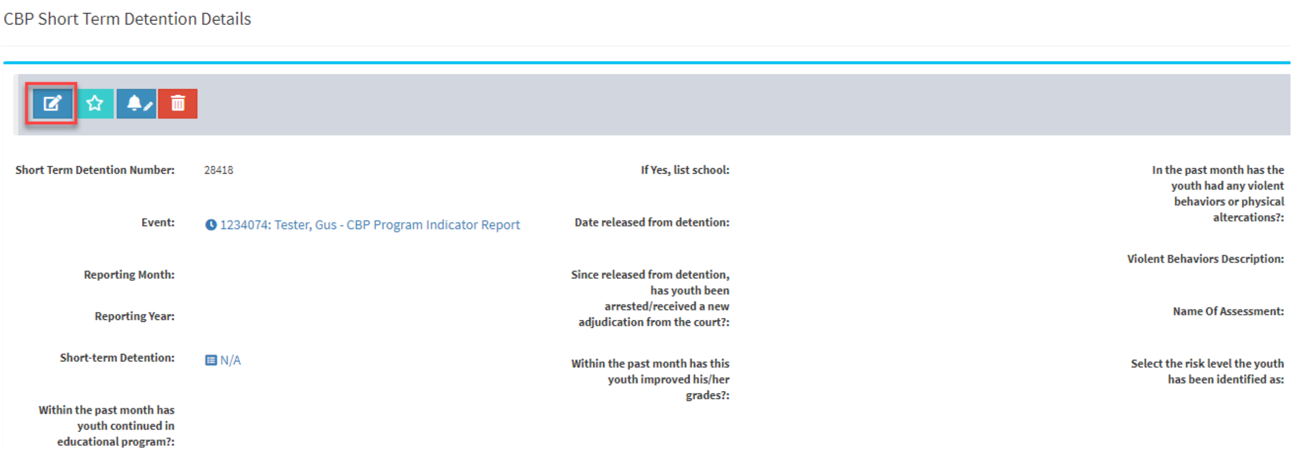
15. CBP Sanction - Allows you to add a new CBP Sanction. A popup will appear, it will initially show you the Details of the CBP Sanction. To Edit the information, click the Edit button in the upper left-hand corner.



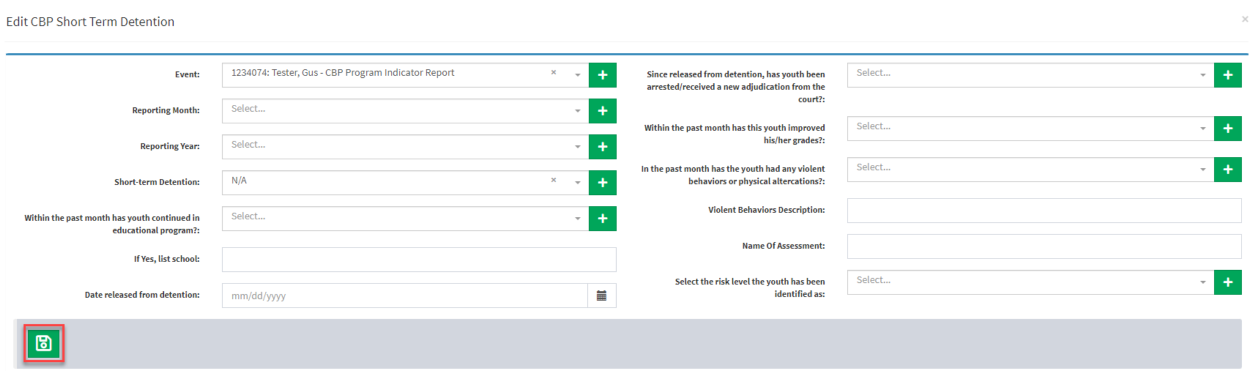
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

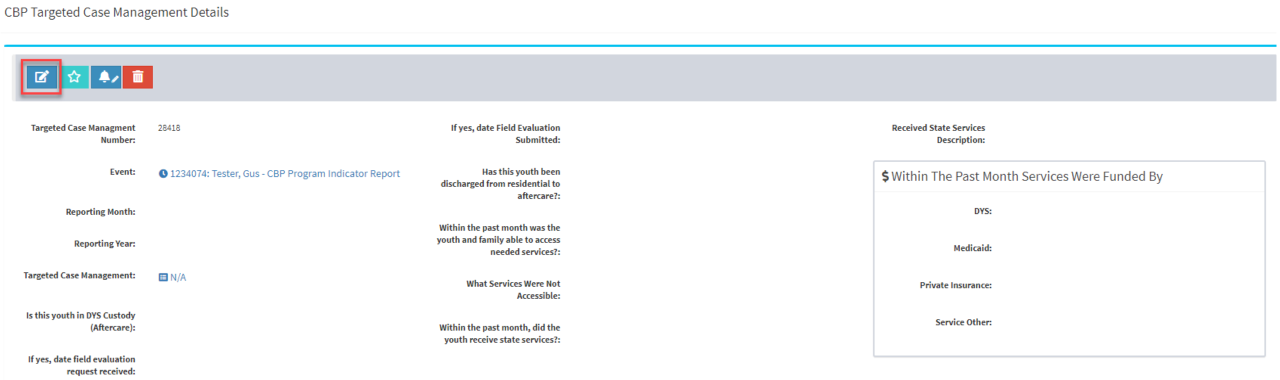


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

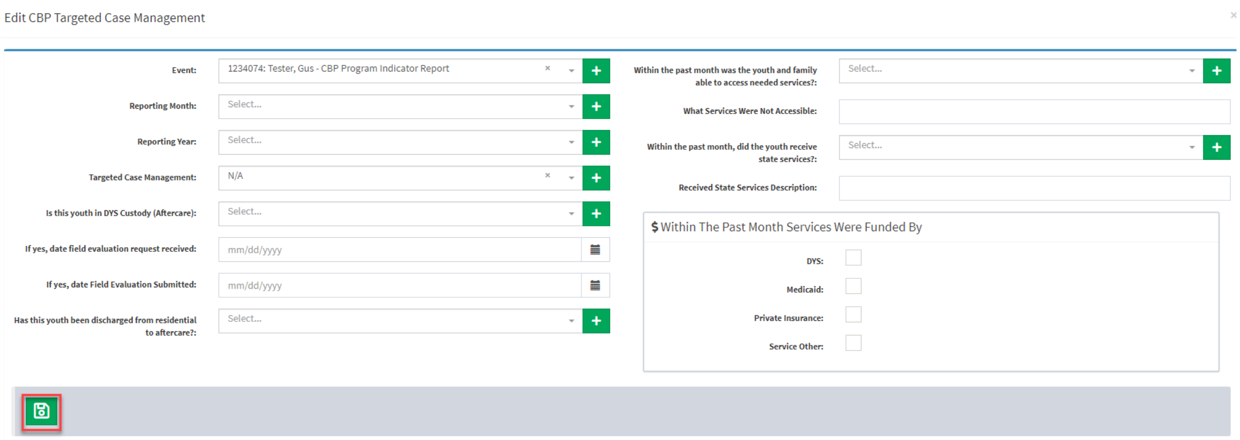


17. CBP Targeted Case Management Details - Allows you to add a new CBP Targeted Case Management. A popup will appear, it will initially show you the Details of the CBP Targeted Case Management. To Edit the information,

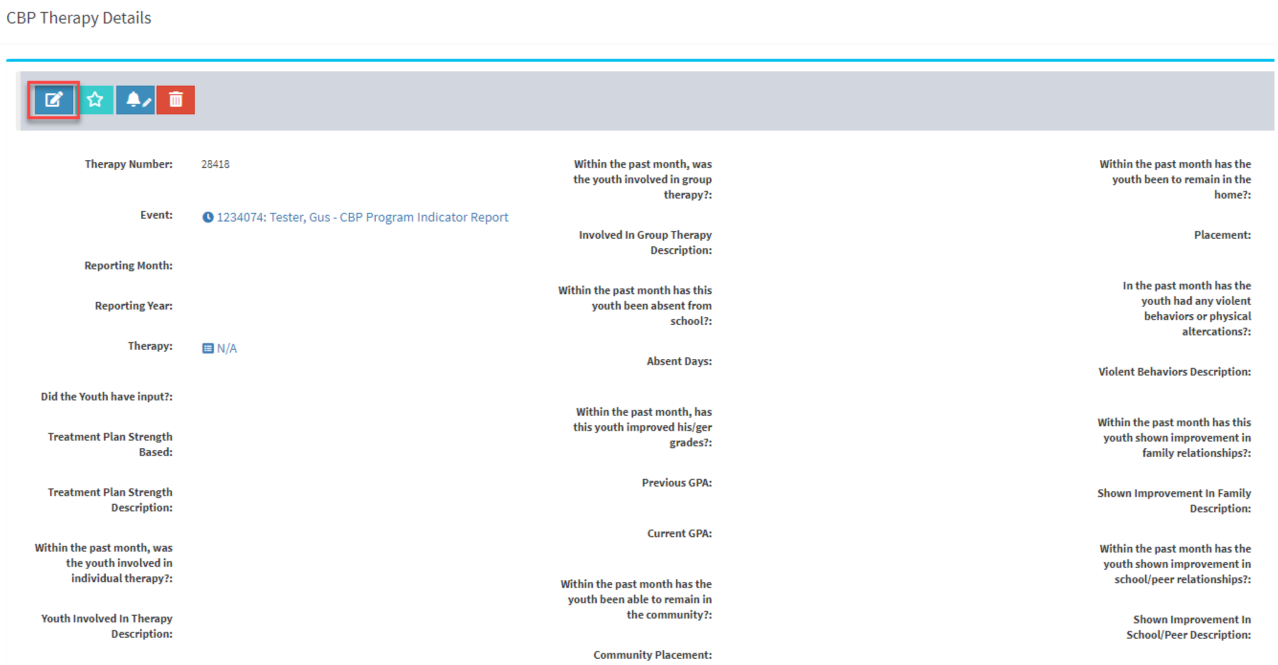
click the Edit button in the upper left-hand corner.



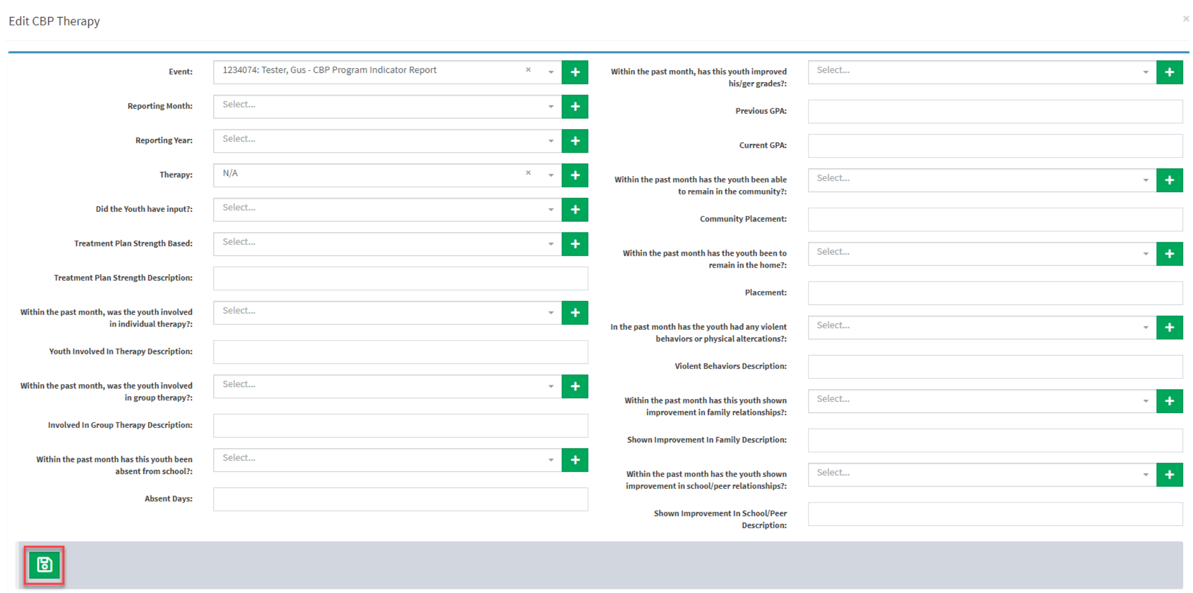
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

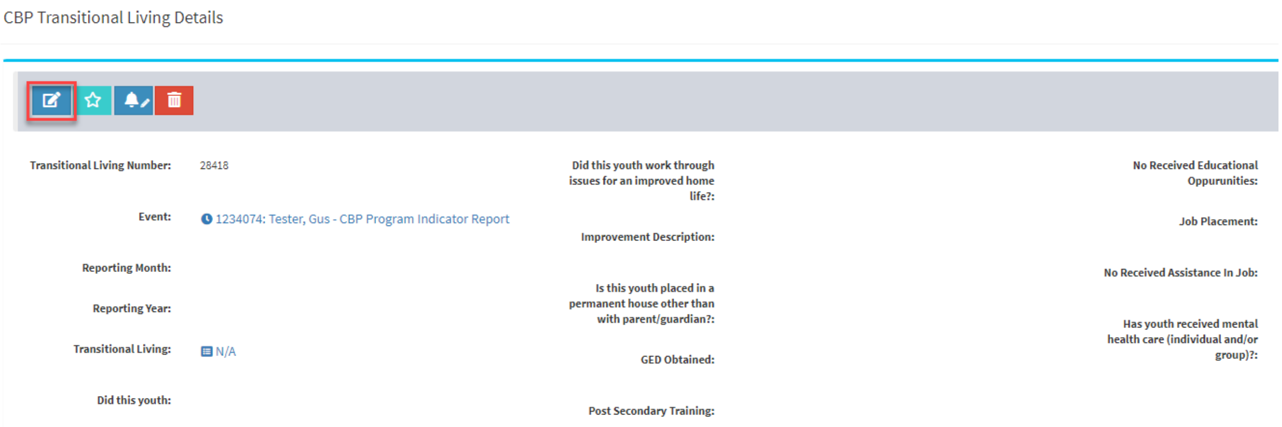


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

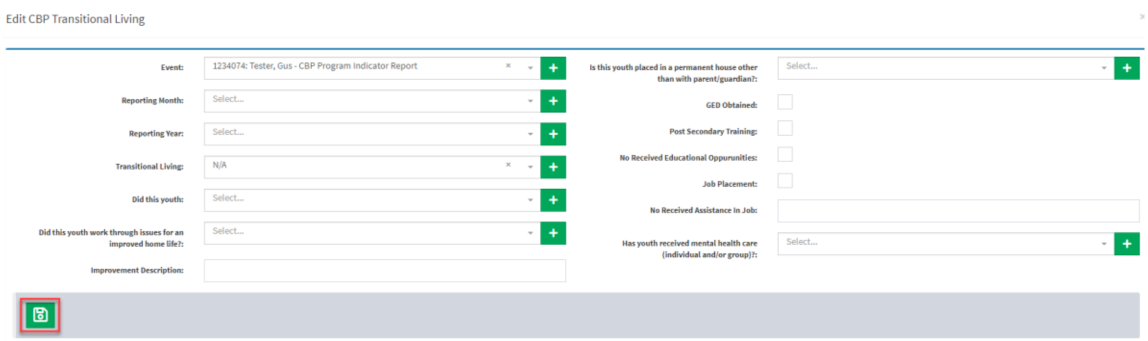


19. CBP Transitional Living - Allows you to add a new CBP Transitional Living. A popup will appear, it will initially show you the Details of the CBP Transitional Living. To Edit the information, click the Edit button in the upper

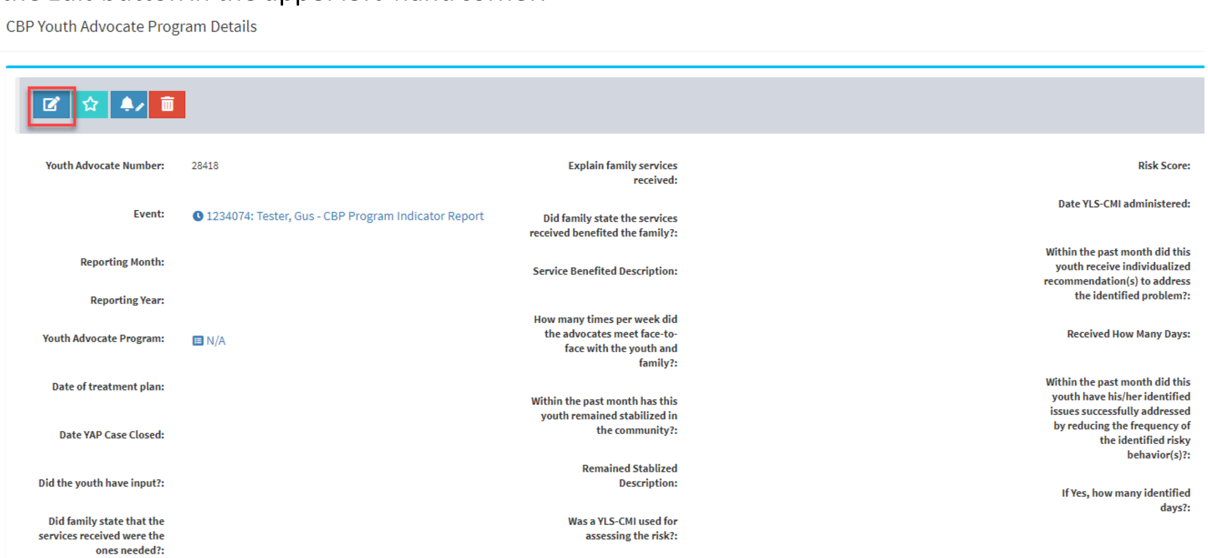
left-hand corner.



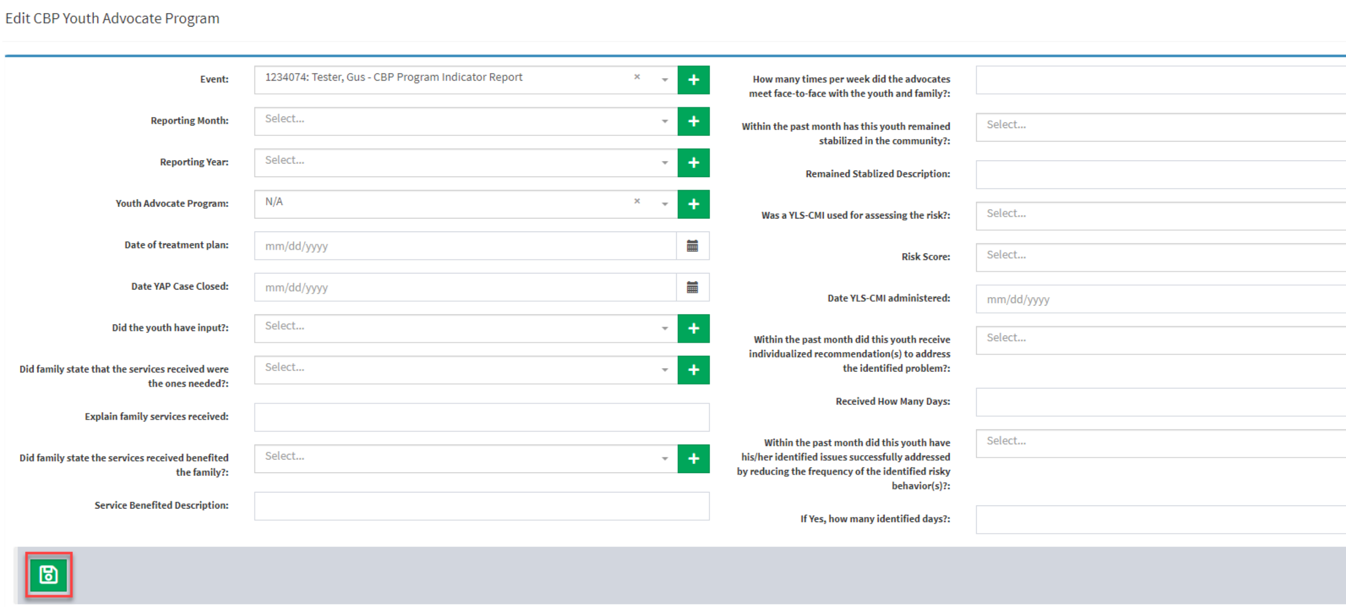
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.

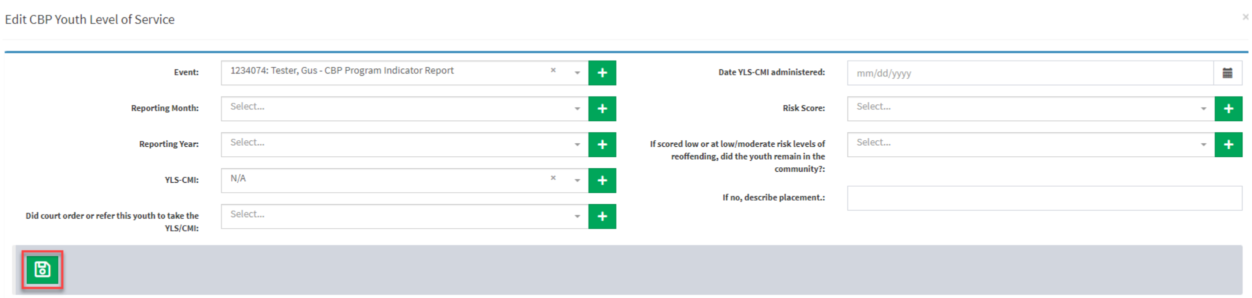


a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

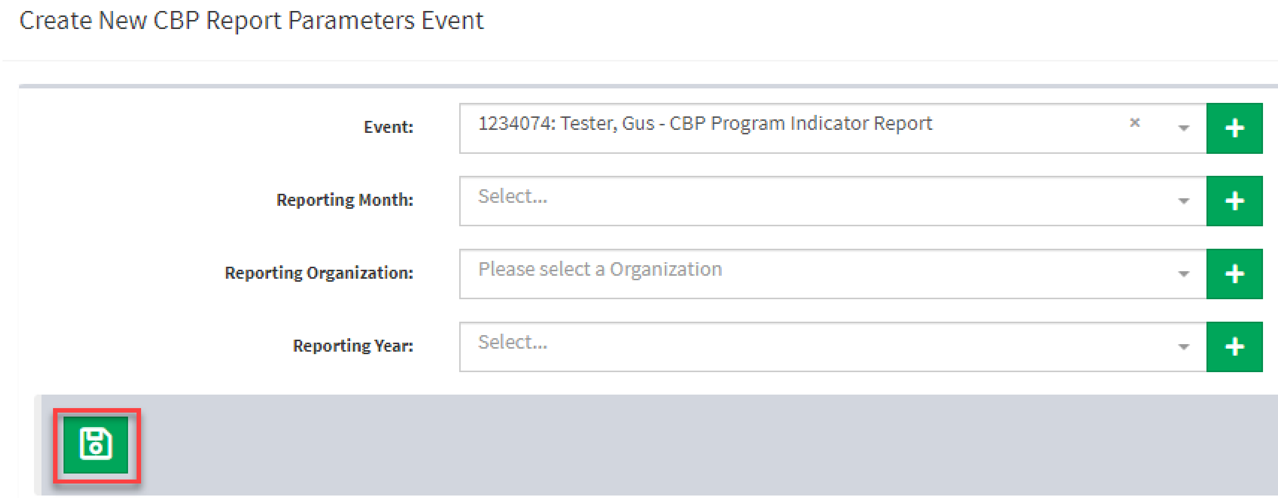


21. CBP Youth Level of Service (YLS) - Allows you to add a new CBP Youth Advocate Program. A popup will appear, it will initially show you the Details of the CBP Youth Advocate Program. To Edit the information, click the Edit button in the upper left-hand corner.

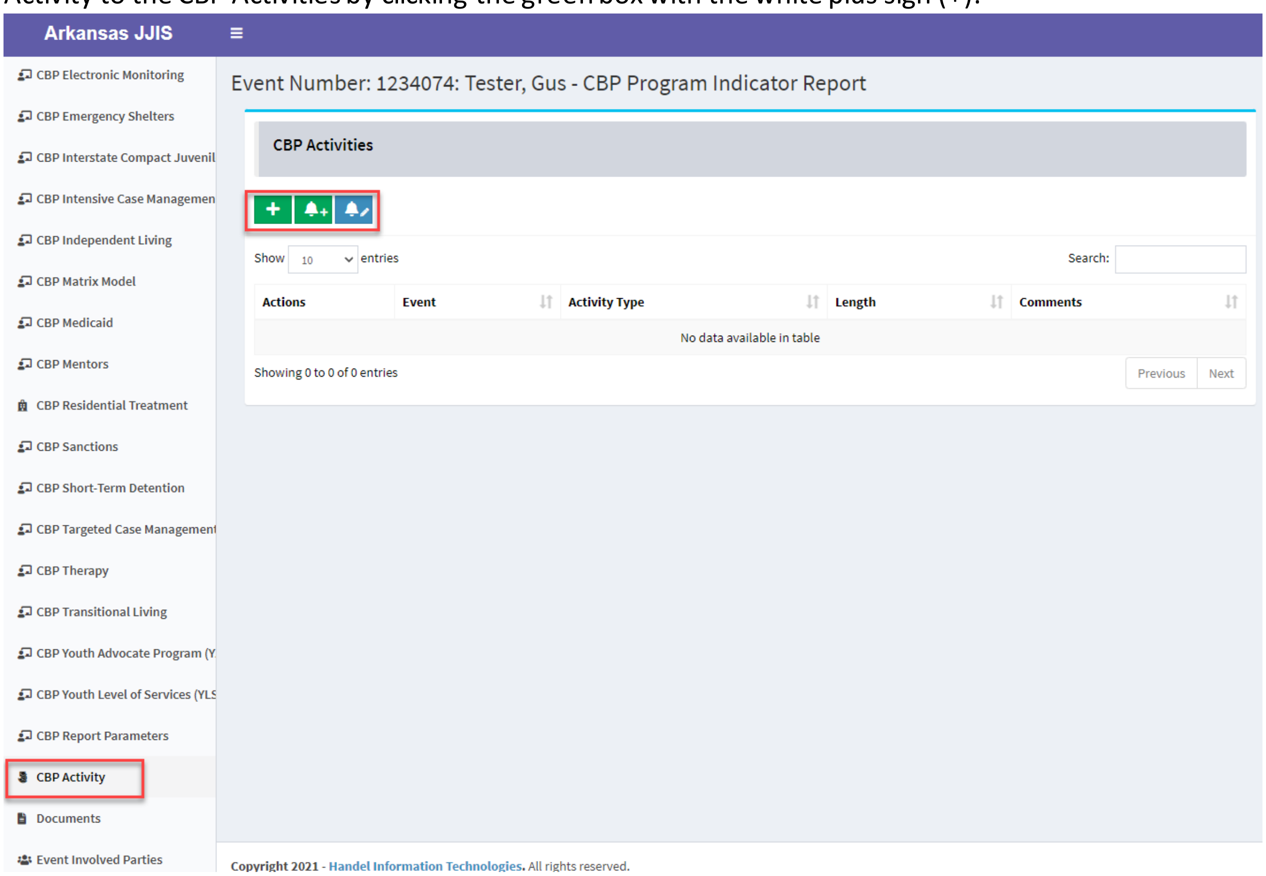
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



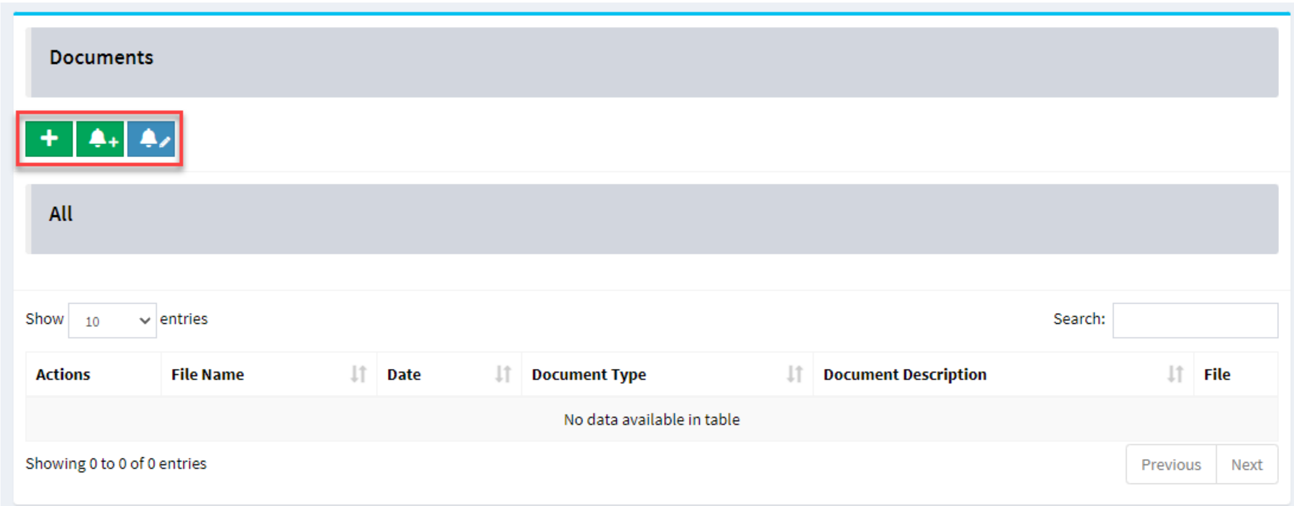
22. CBP Report Parameters - Allows you to add a new CBP Report Parameter. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.



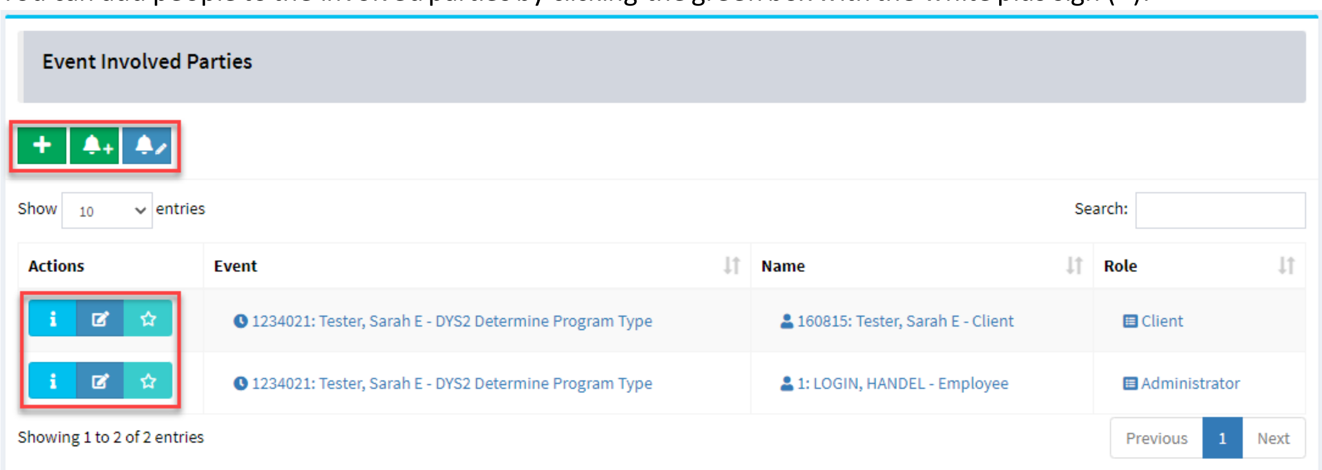
23. CBP Activity - Once here, you will see the list view of all CBP Activities on the Event. You can add a new CBP Activity to the CBP Activities by clicking the green box with the white plus sign (+).



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).

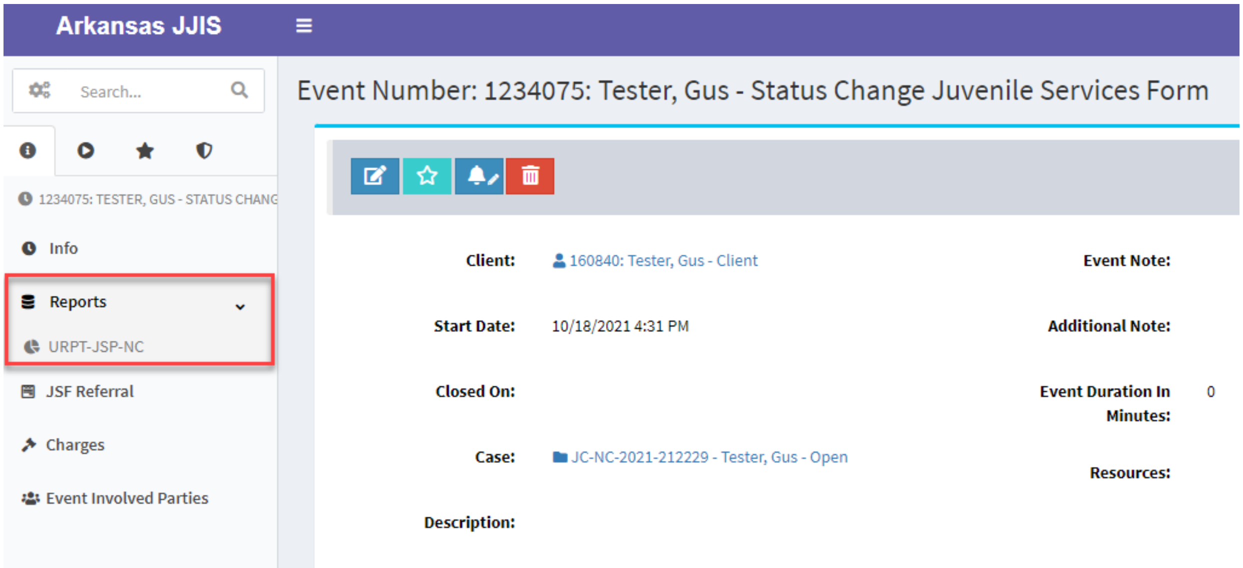


25. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



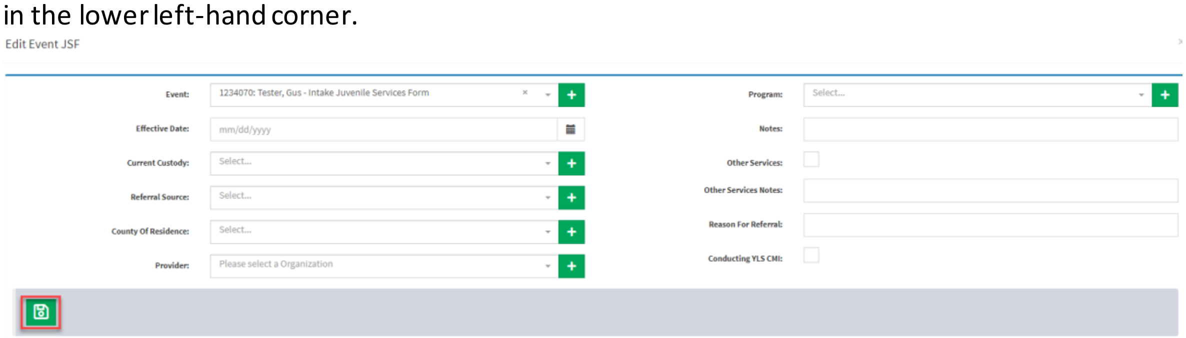
Status Change Juvenile Services Form

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.



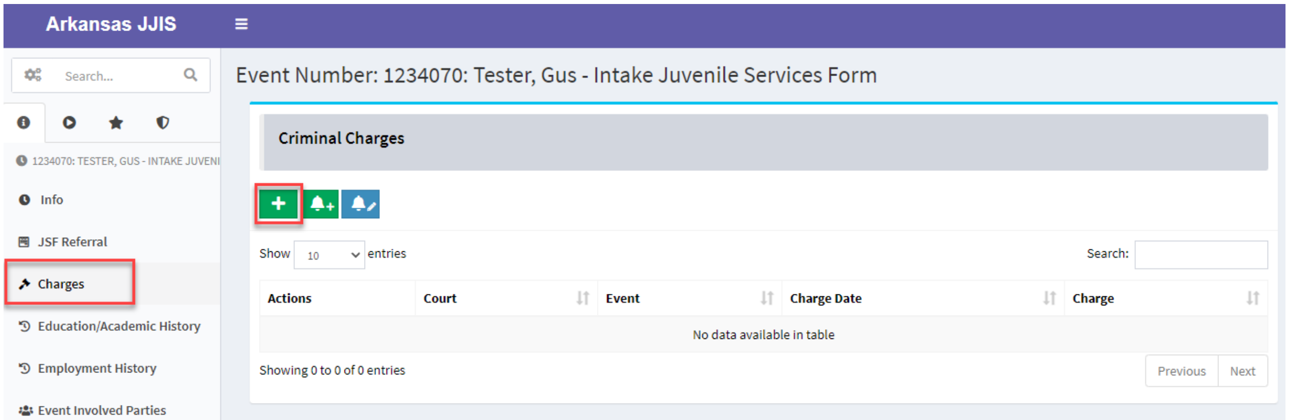
2. JSF Referral - Allows you to add a new JSF Referral. A popup will appear, it will initially show you the Details of the JSF Referral. To Edit the information, click the Edit button in the upper left-hand corner.

   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.

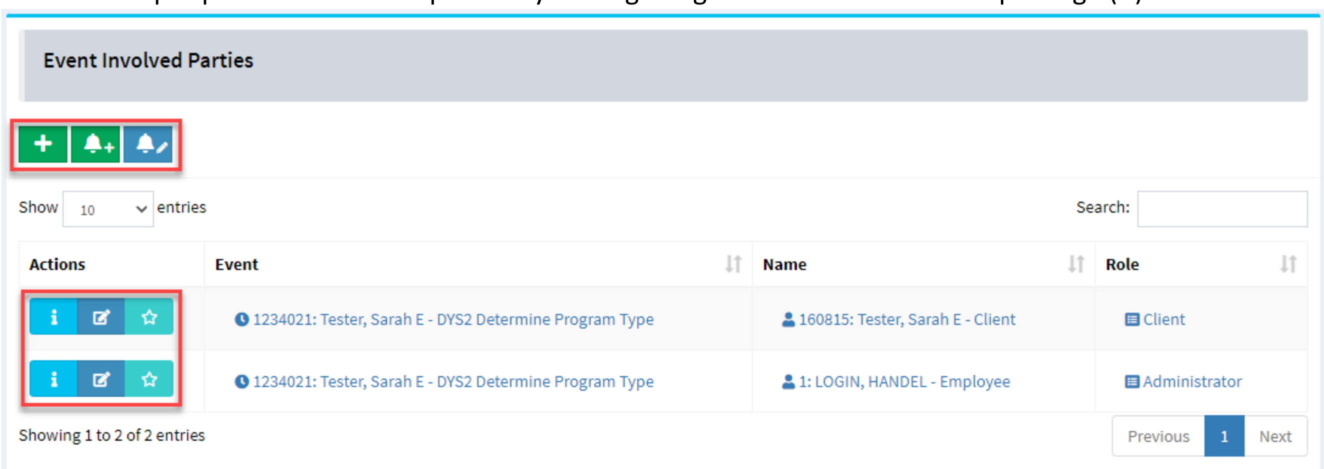


3. Charges - Once here, you will see the list view of all Criminal Charges associated with the Case. You can add Charges by clicking the green box with the white plus sign (+) and view details about them by clicking the "i"

button.



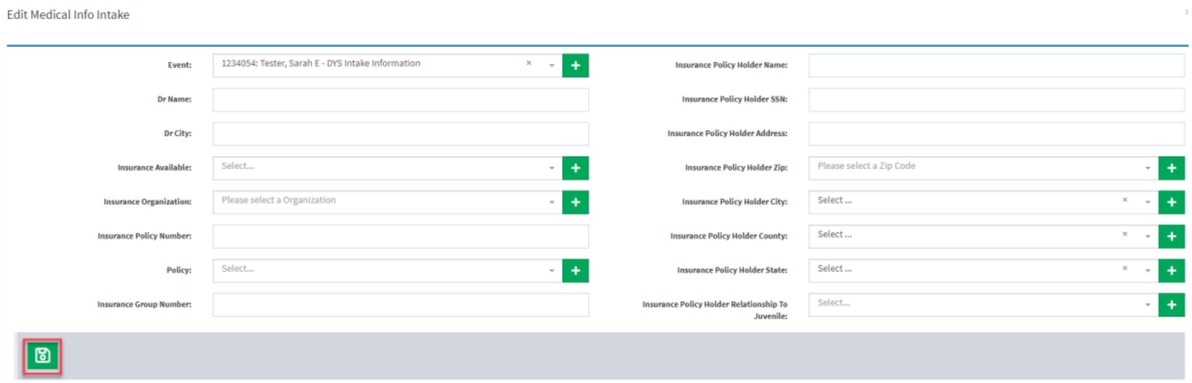
4. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



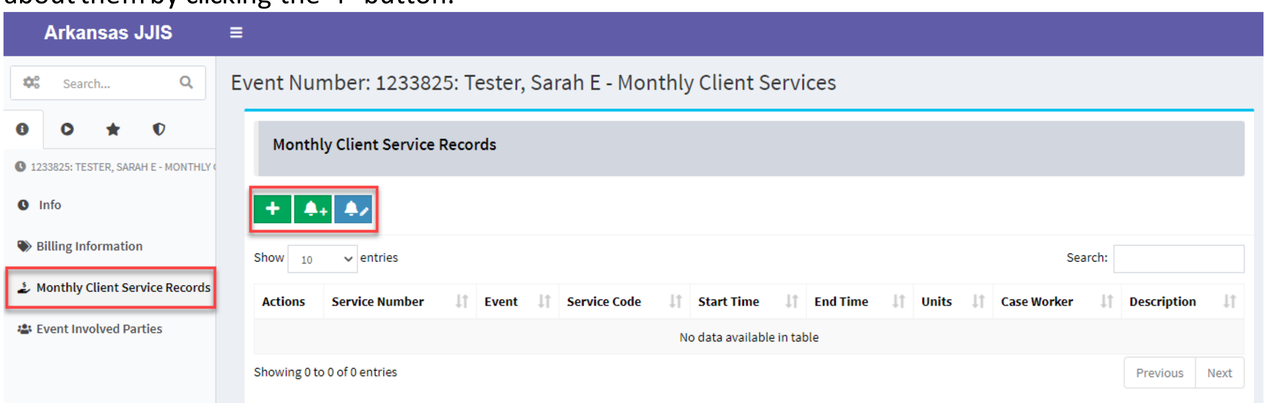
Monthly Client Services

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.

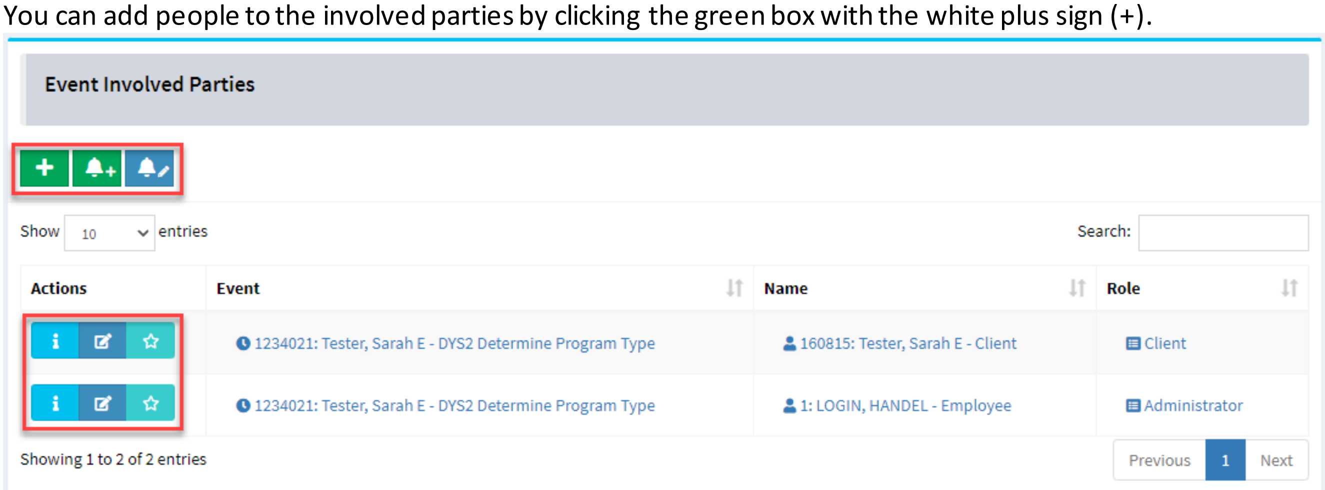
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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.



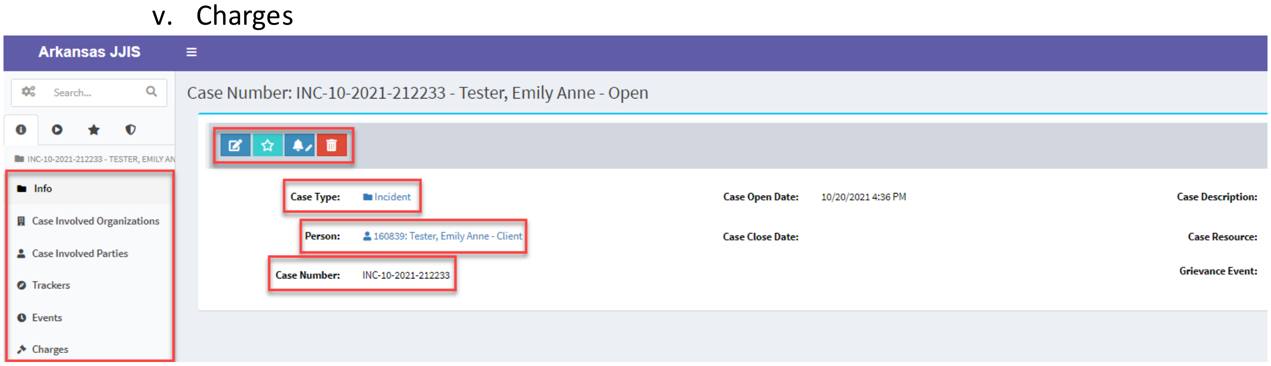
3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



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



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

- 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.**

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

  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:

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

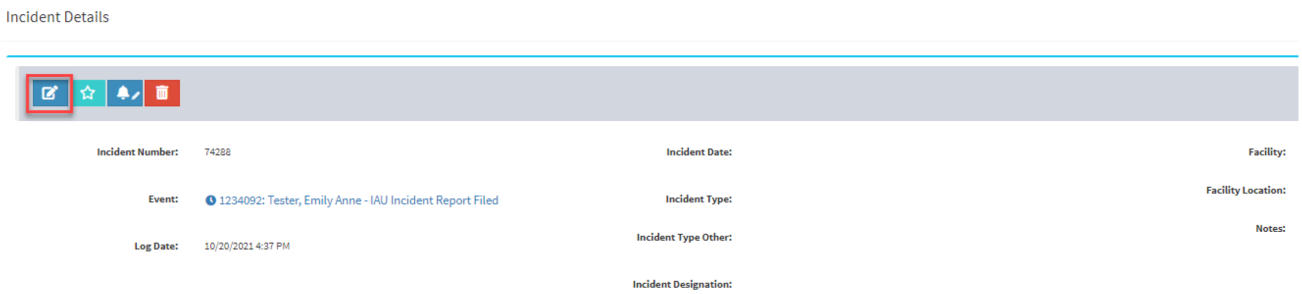
When an incident summary is signed, the IAU Investigator, DYS Assistant Director of Residential Services will be notified in JJIS and by email (if set-up)

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

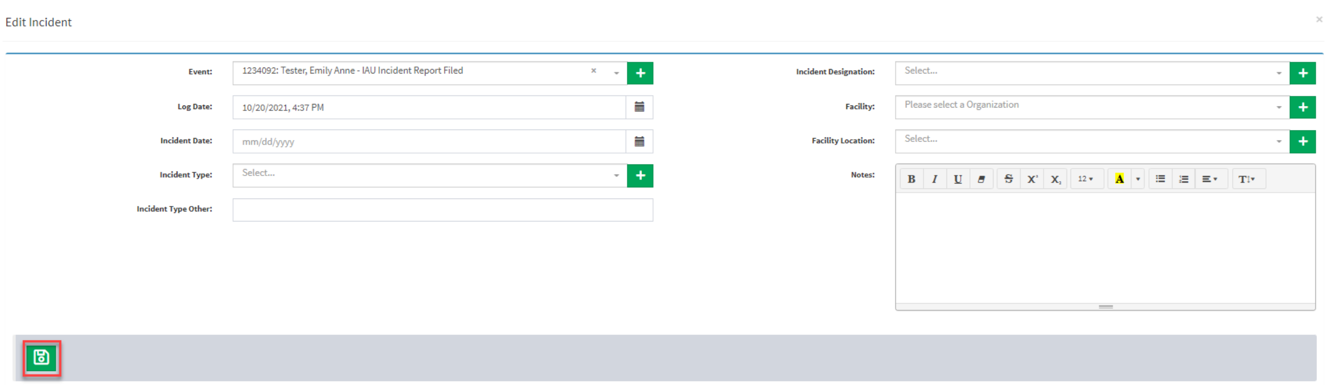
Incident Event Types

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.

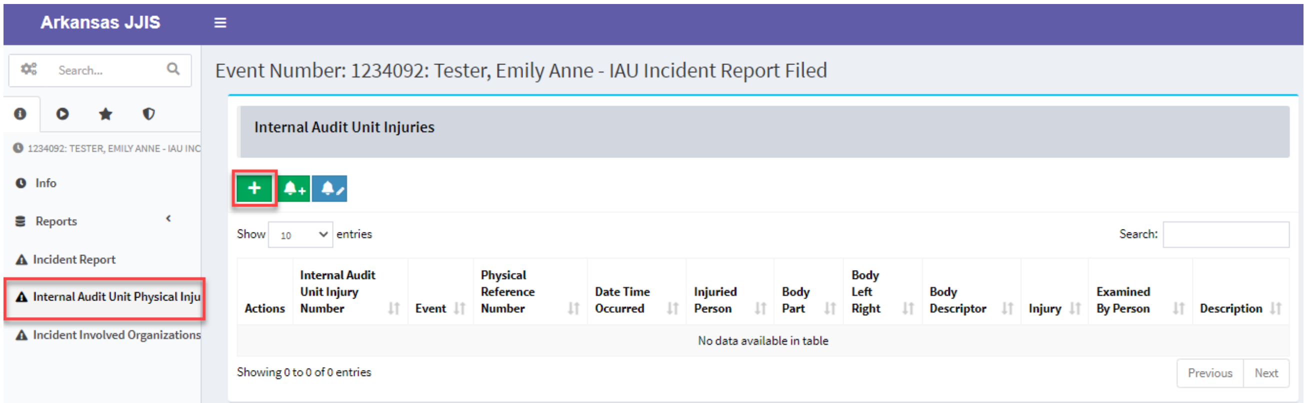


1. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.

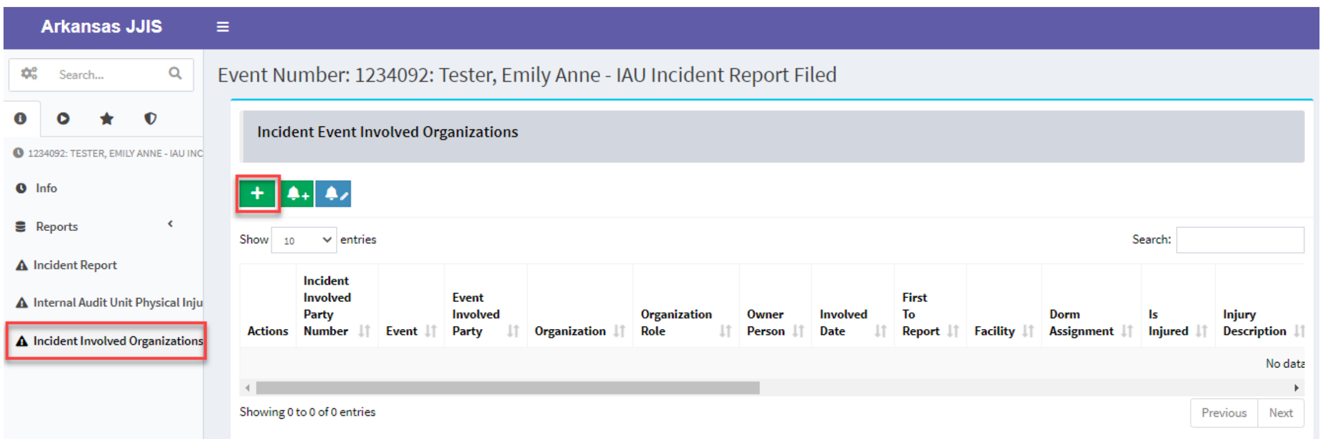


2. Internal Audit Unit Physical Injury - Allows you to add a new Internal Audit Unit Physical Injury (add an injury to the incident). A popup will appear, there are a few sections that will need to be complete. Once fully filled out,

click the save icon in the lower left-hand corner.

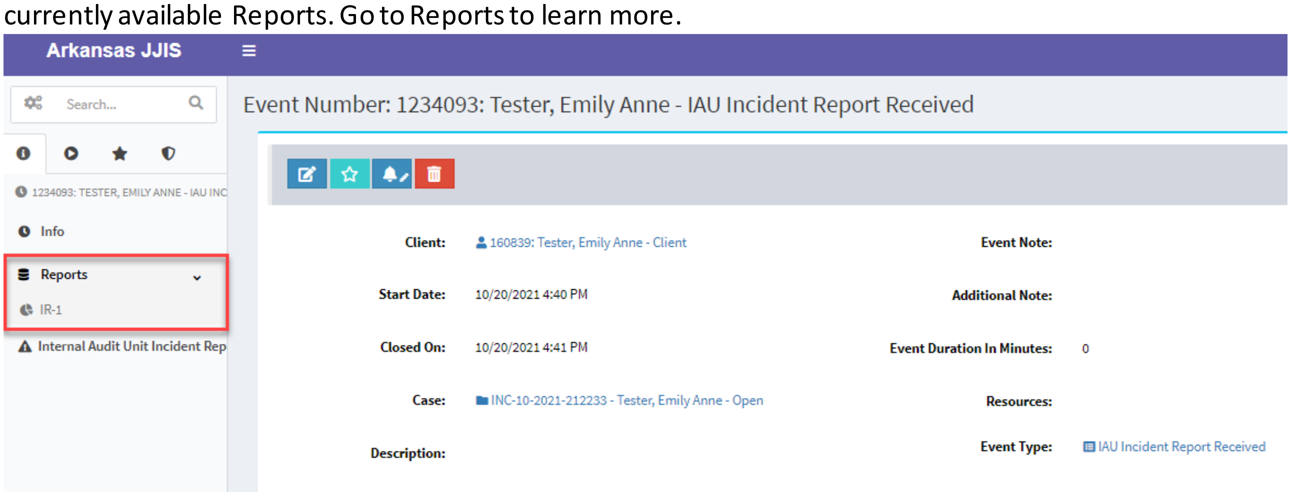


3. Incident Involved Organizations - Allows you to add a new Incident Involved Organization. A popup will appear, there are a few sections that will need to be complete. Once fully filled out, click the save icon in the lower left-hand corner.

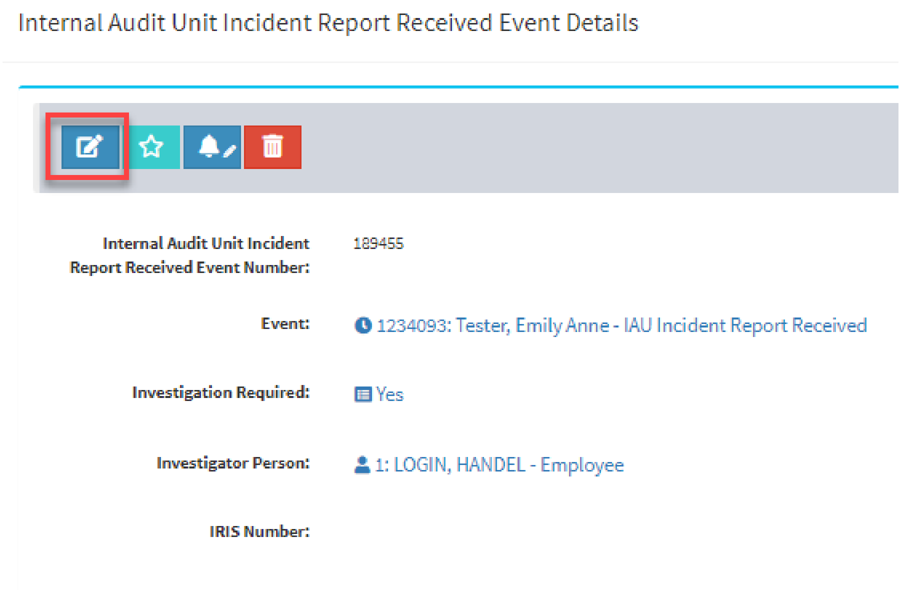


IAU Incident Report Received

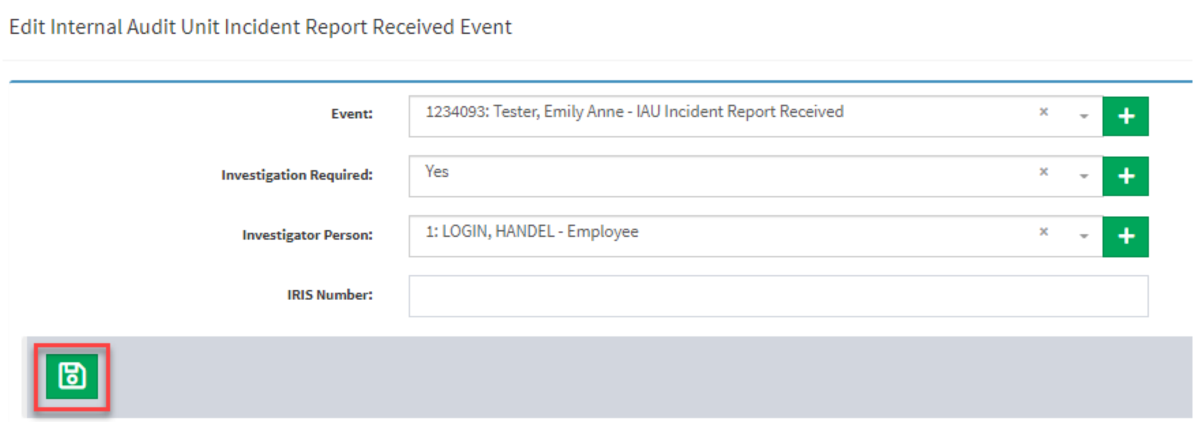
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



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.

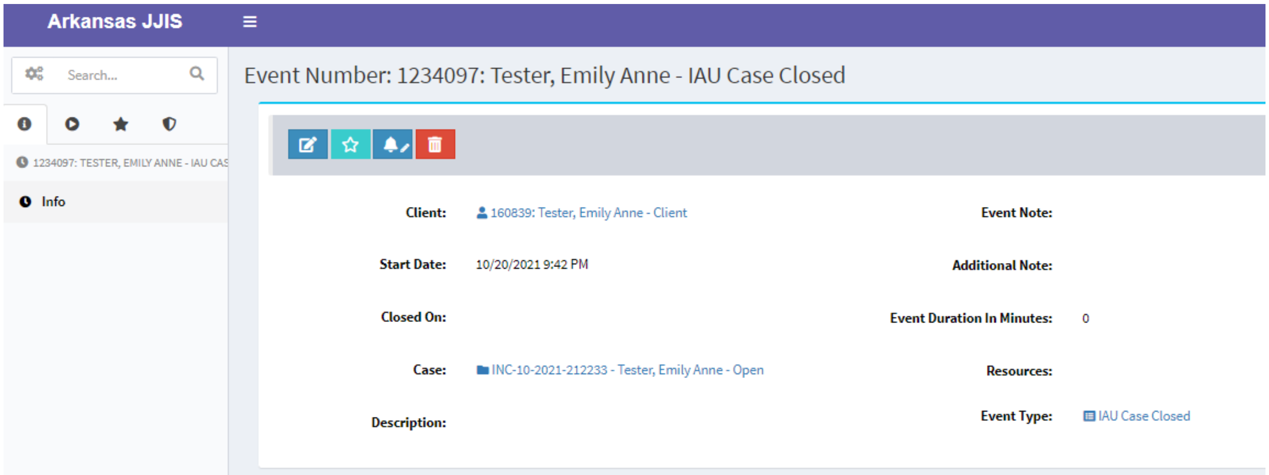


   a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



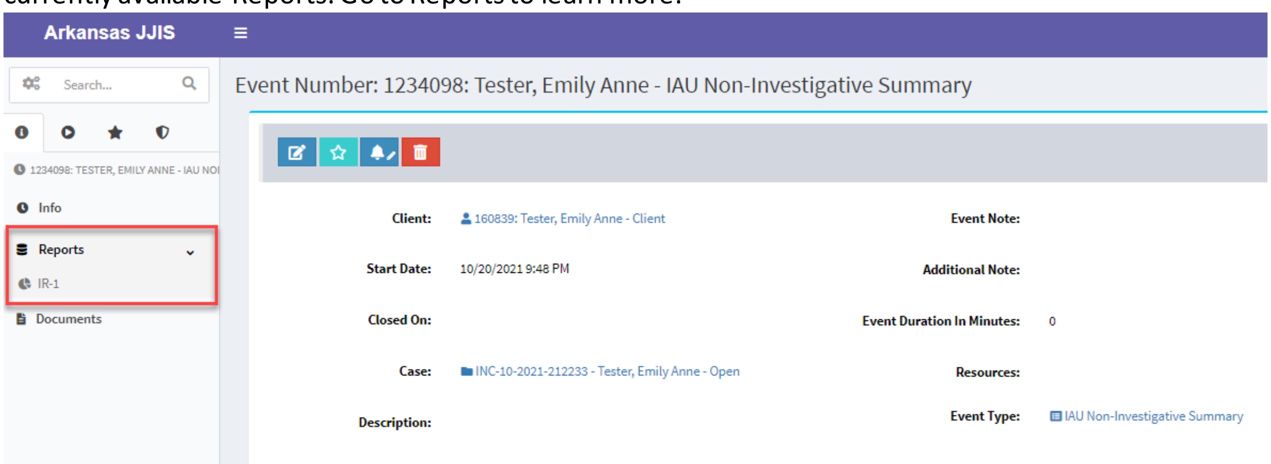
IAU Case Closed

1. This is an auto generated case where there is nothing to complete – reporting purposes only

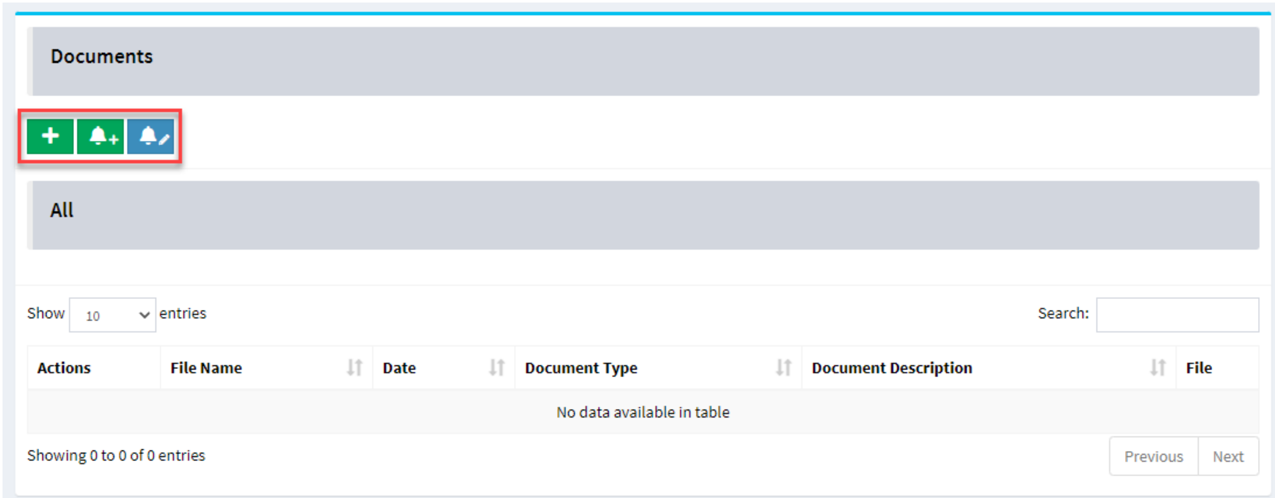


IAU Non-Investigative Summary

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.

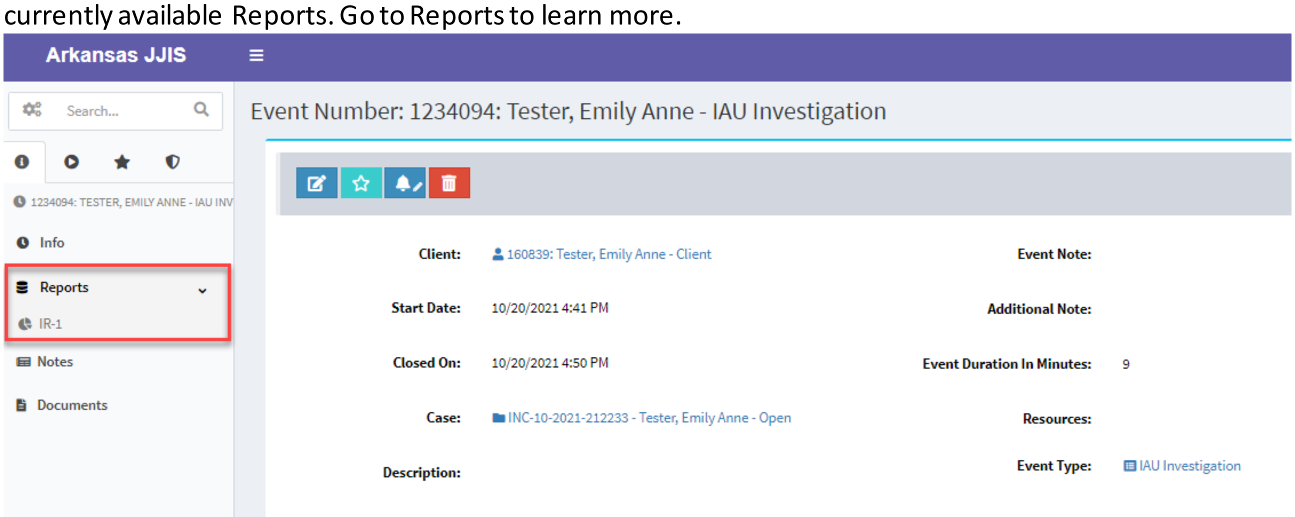


2. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

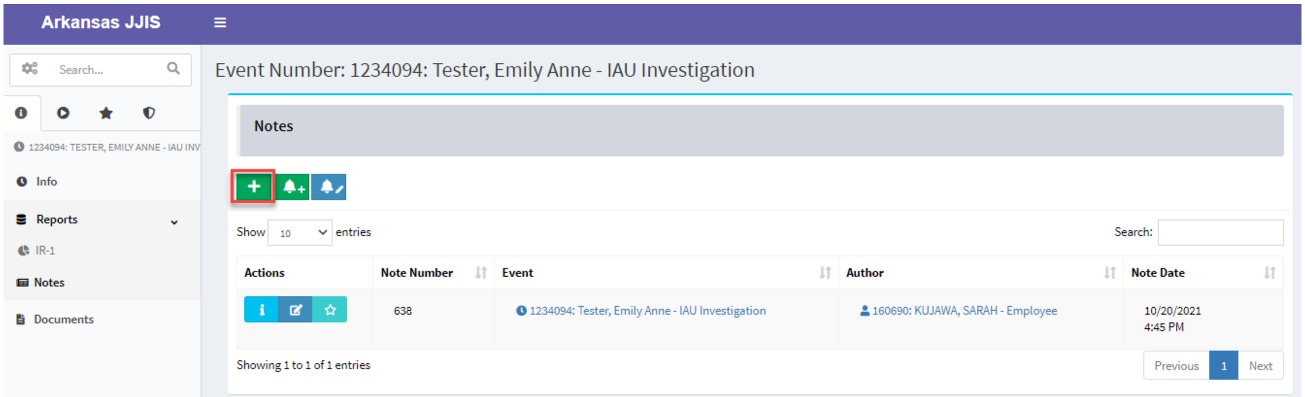


IAU Investigation

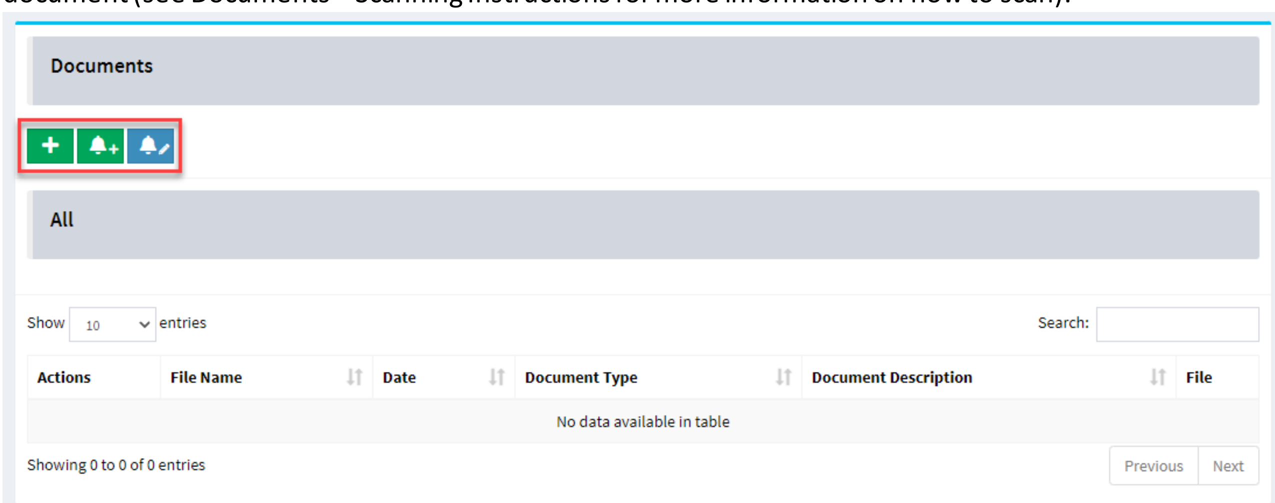
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



2. 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.

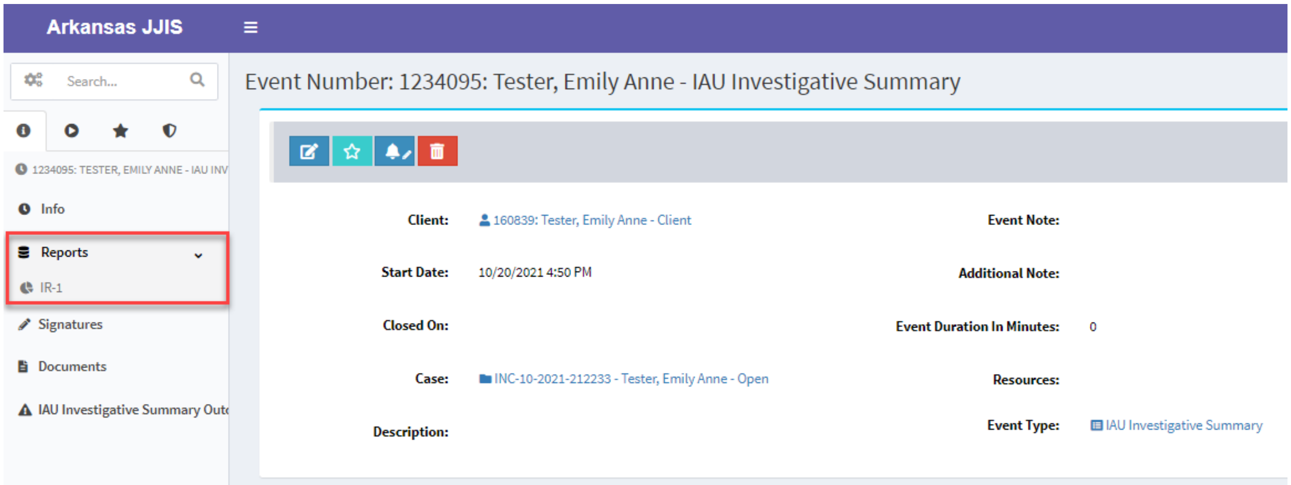


3. Documents – From here you can add any documents needed for this event. Click the plus sign to upload a new document (see Documents – Scanning Instructions for more information on how to scan).

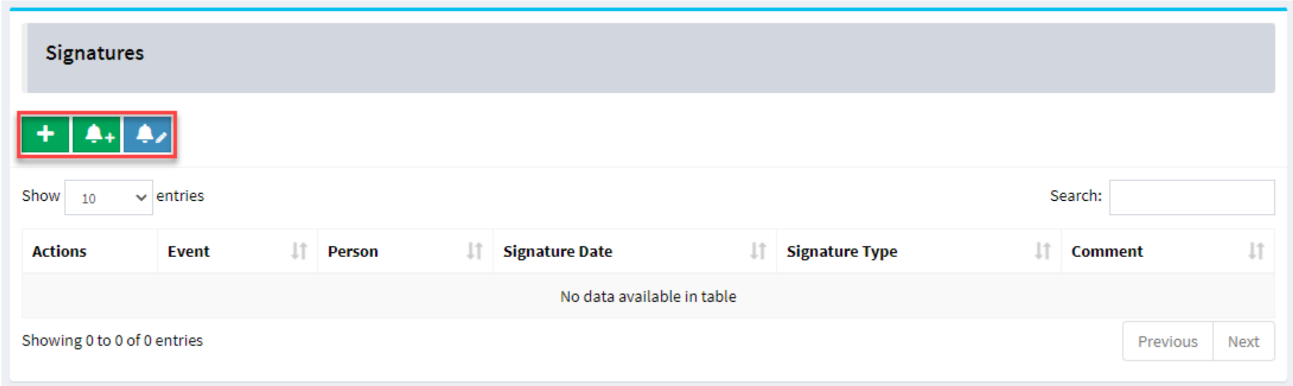


IAU Investigative Summary

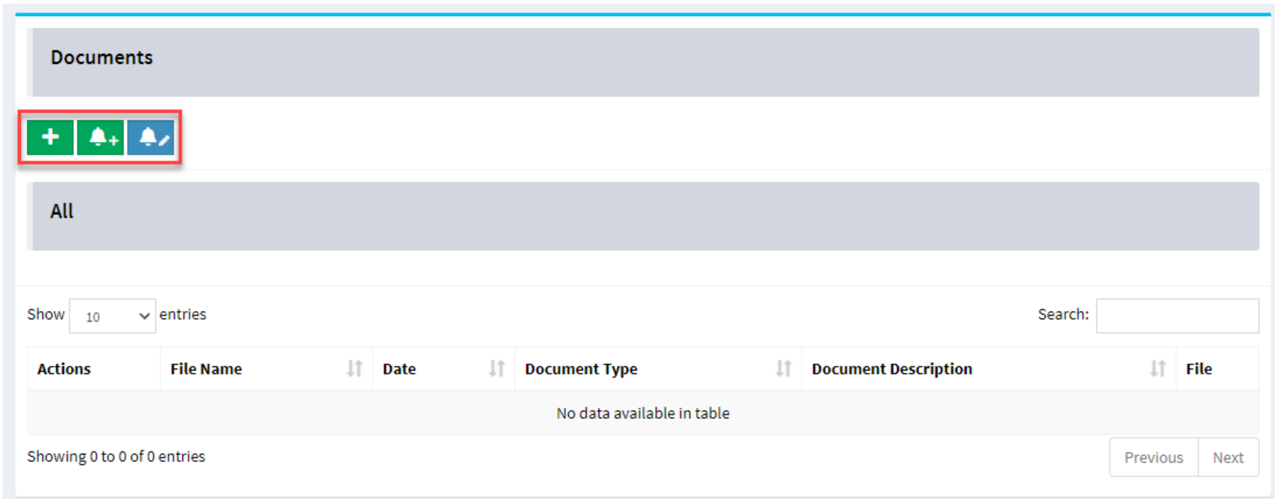
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



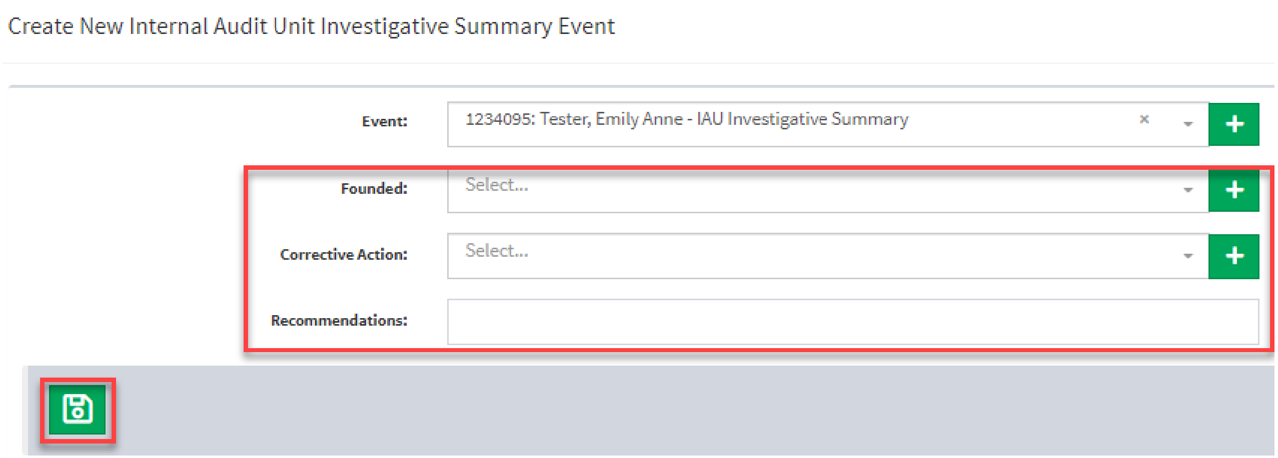
2. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.



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).

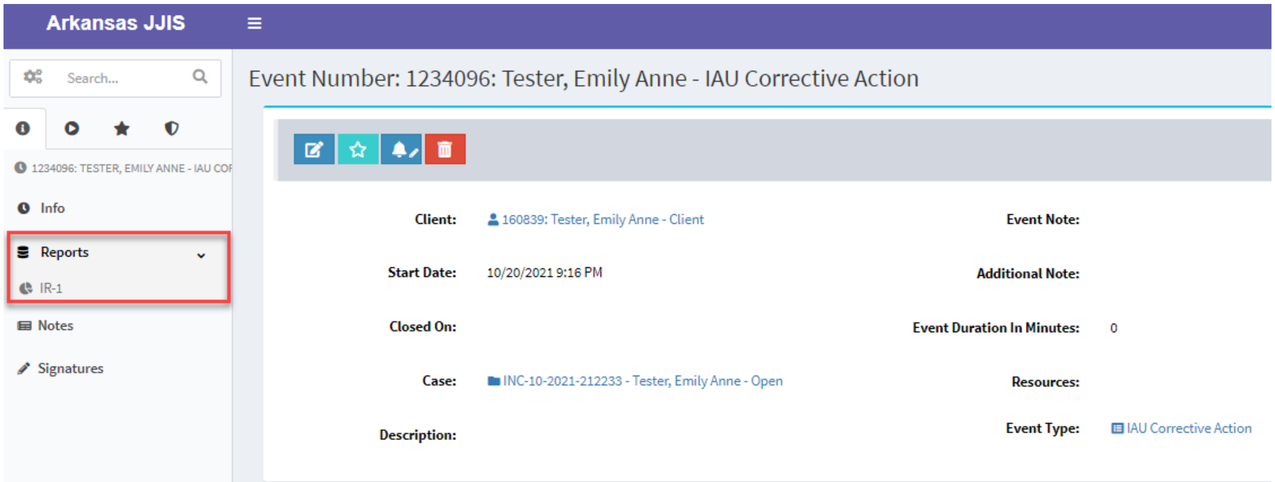


4. IAU Investigative Summary - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.

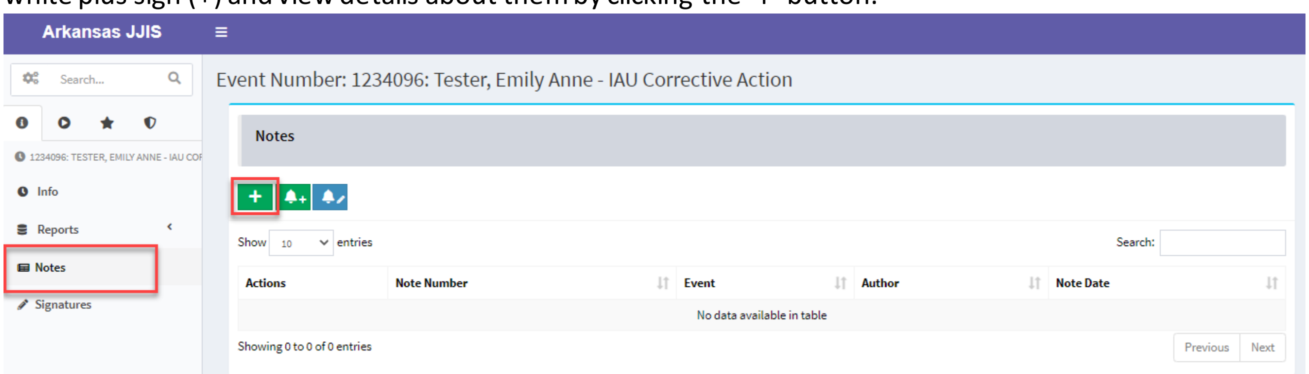


IAU Corrective Action

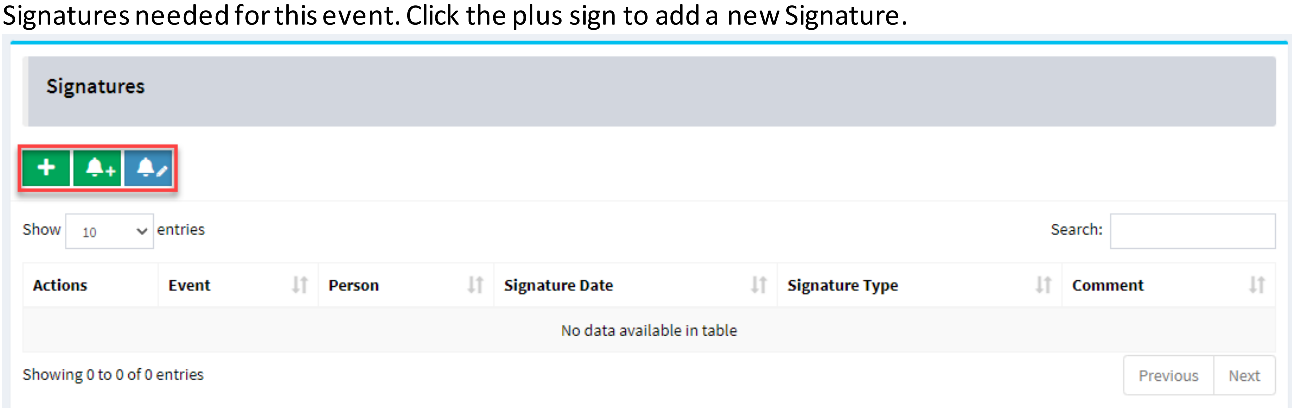
1. If there are any Reports available for the current Event type, then you will see the Reports dropdown with any currently available Reports. Go to Reports to learn more.



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.



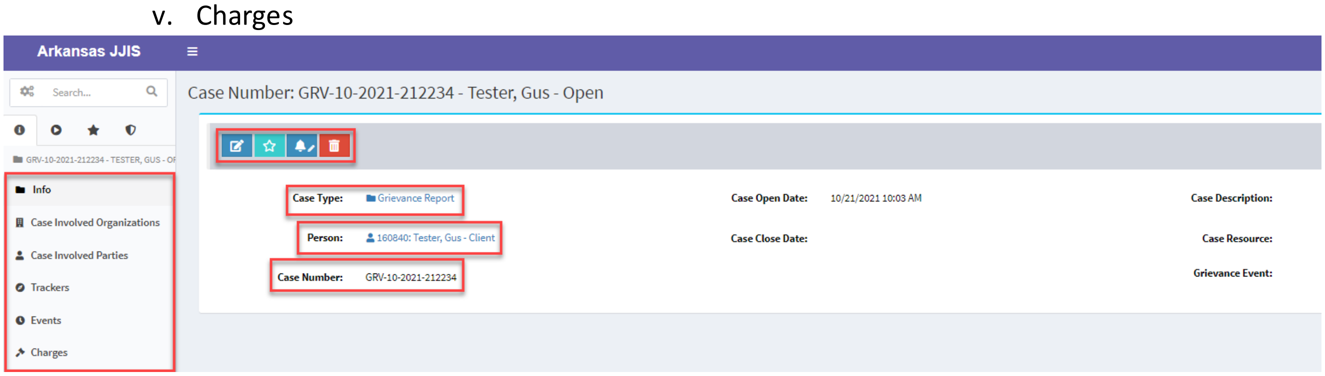
3. Signatures – If you are authorized to do so you will be able to save a Signature. From here you can add any Signatures needed for this event. Click the plus sign to add a new Signature.



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

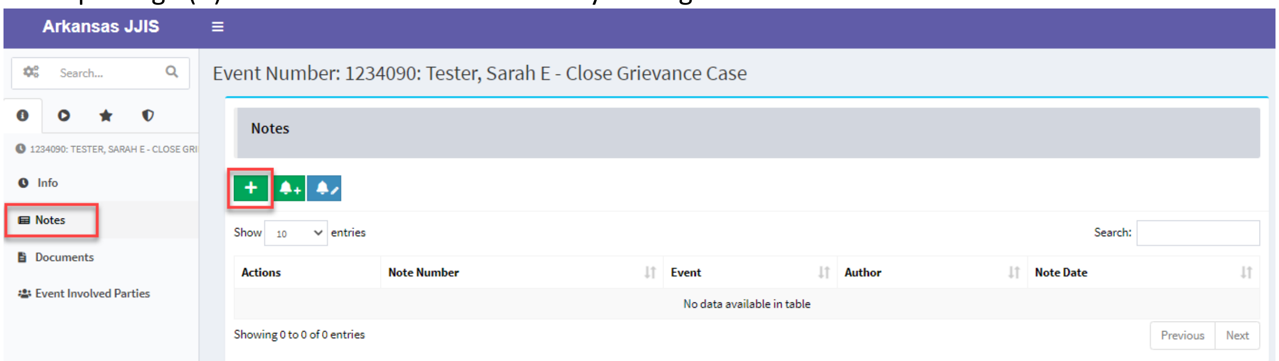


3. You can Edit, Favorite, Create a Notification and Delete the Case from the Info tab of the Case
4. You are now ready to start working with a Grievance Report Case

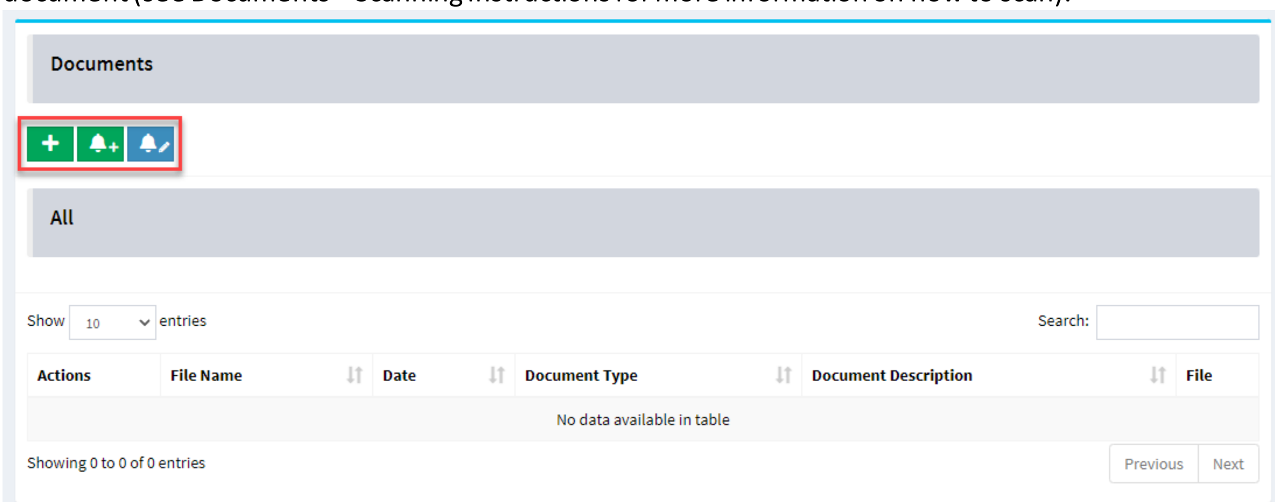
Grievance Report Event Types

Close Grievance Case

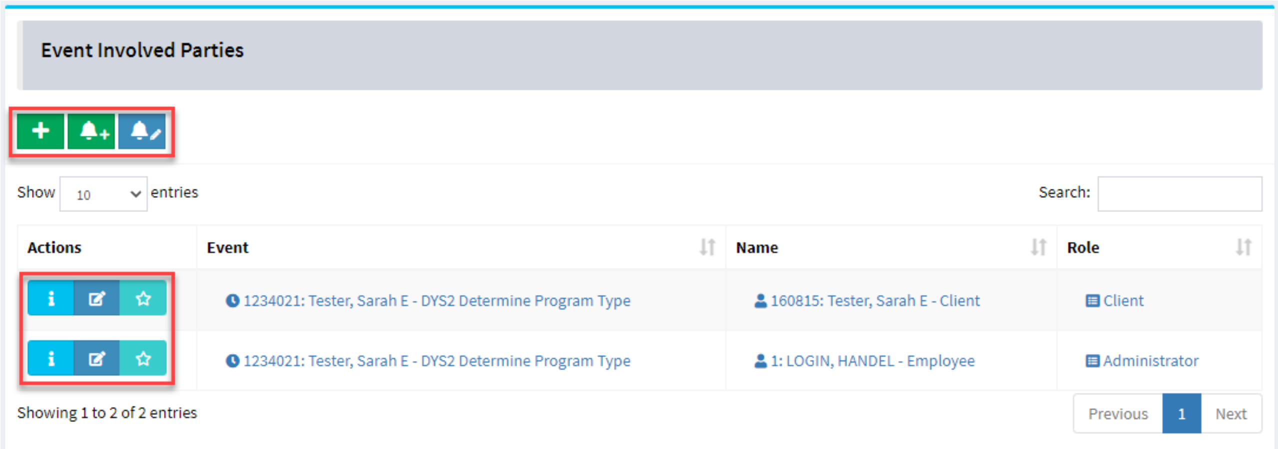
1. Notes - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the “i” button.



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).



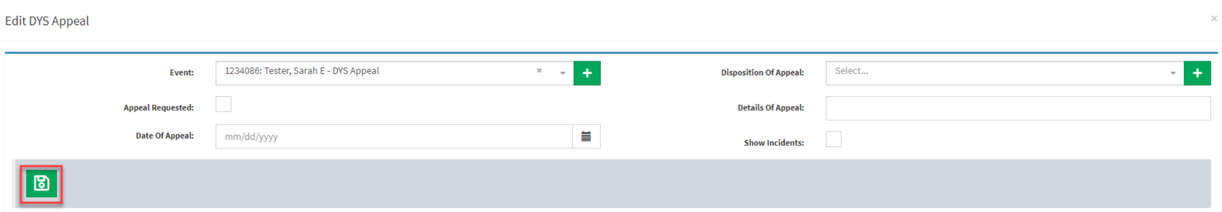
3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



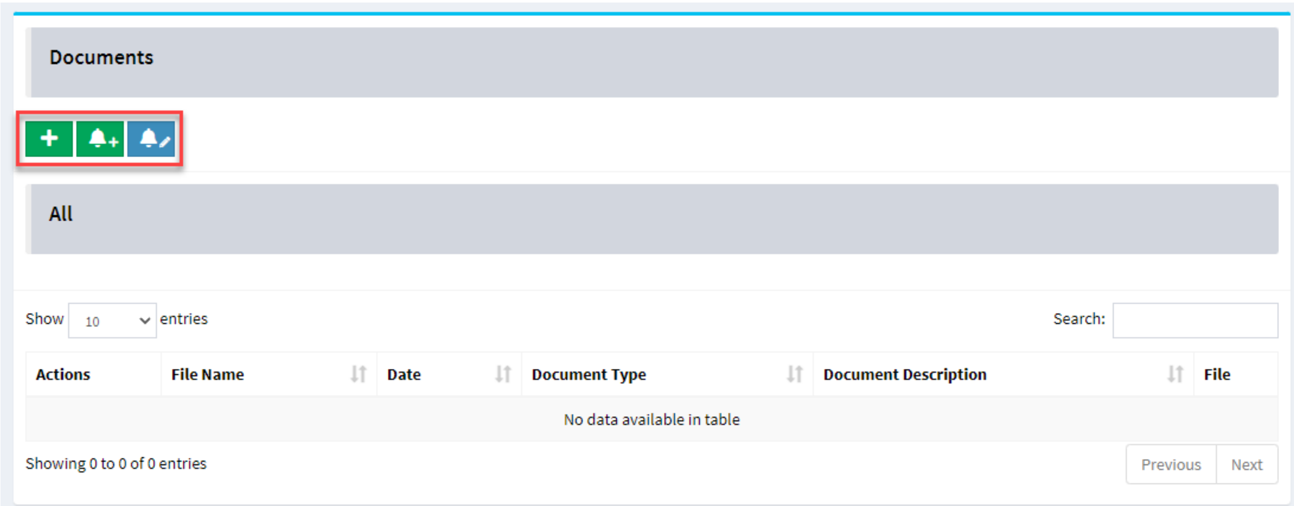
DYS Appeal

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.

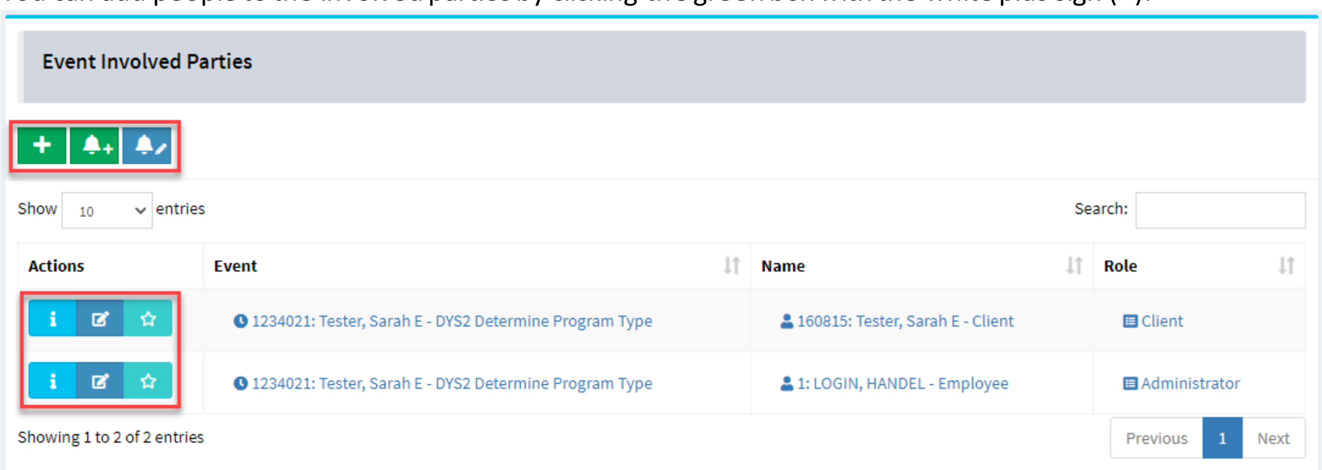
   a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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).



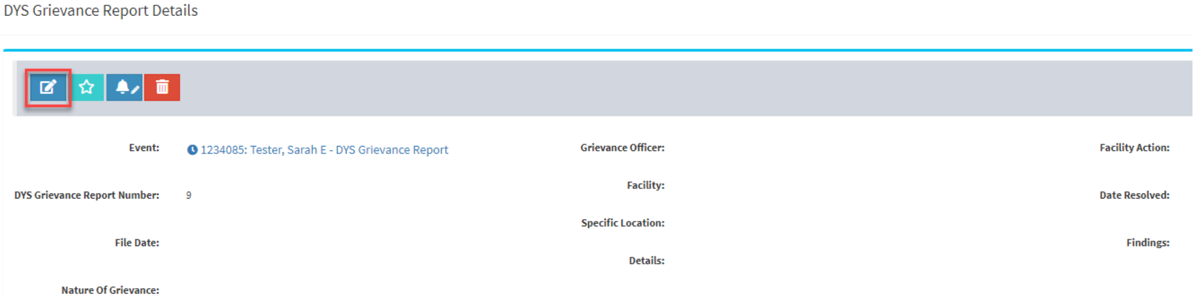
3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).



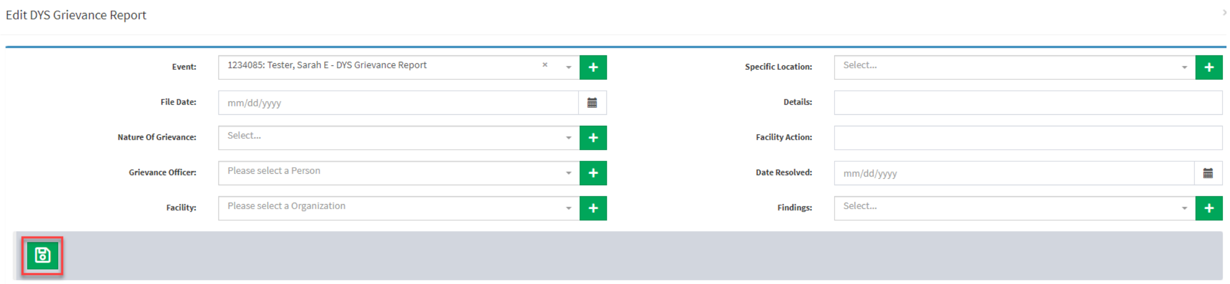
DYS Grievance Report

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.

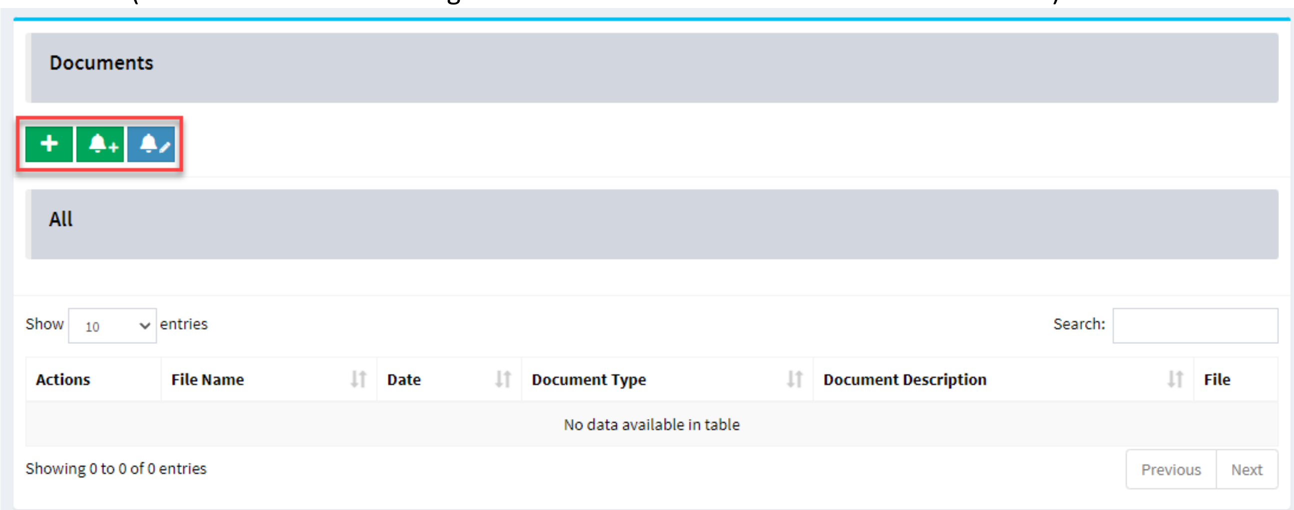
DYS Grievance Report Details



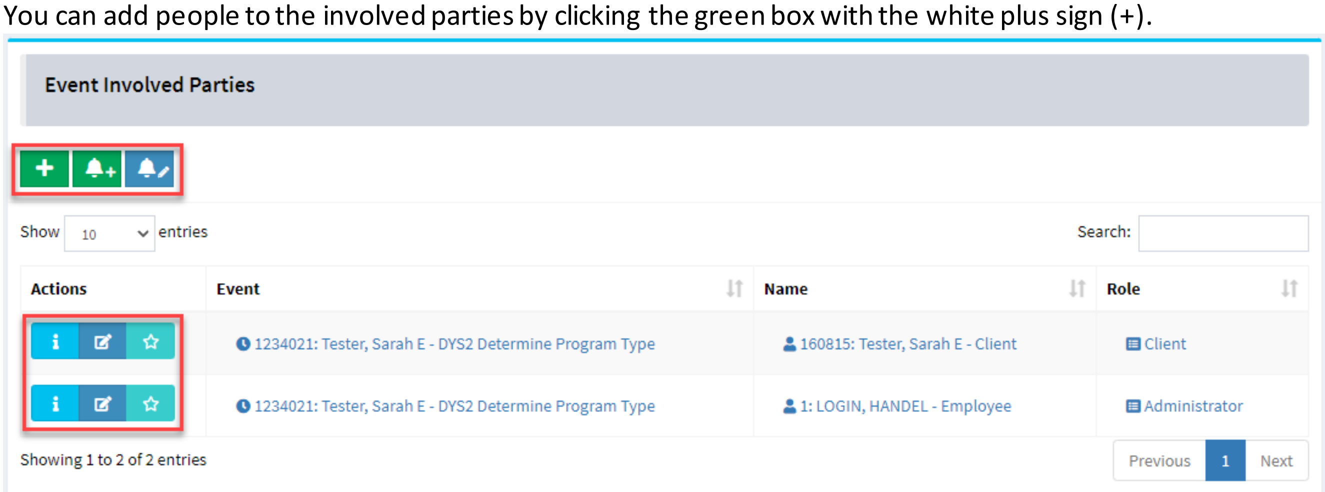
a. Once you are in Edit mode, you will be able to edit the information. Once completed, click the save icon in the lower left-hand corner.



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).

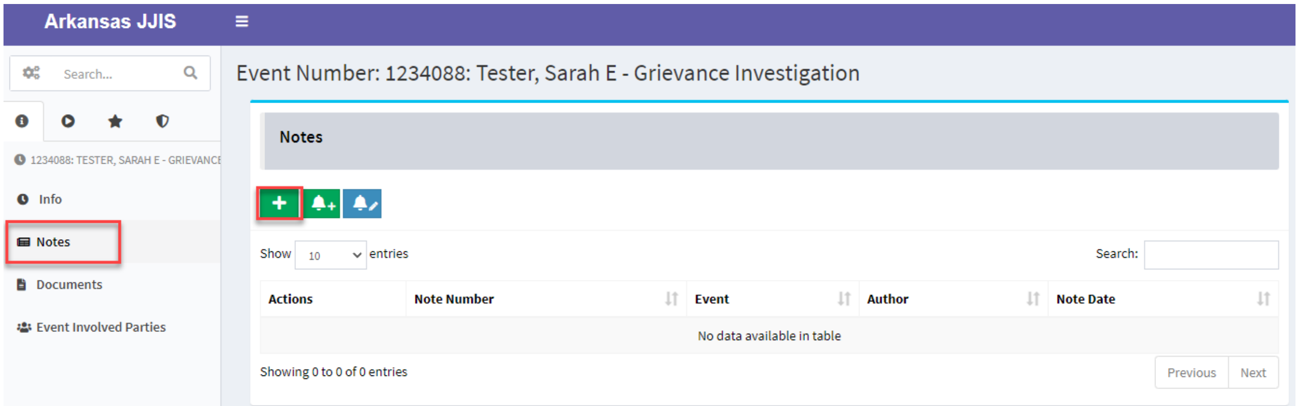


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

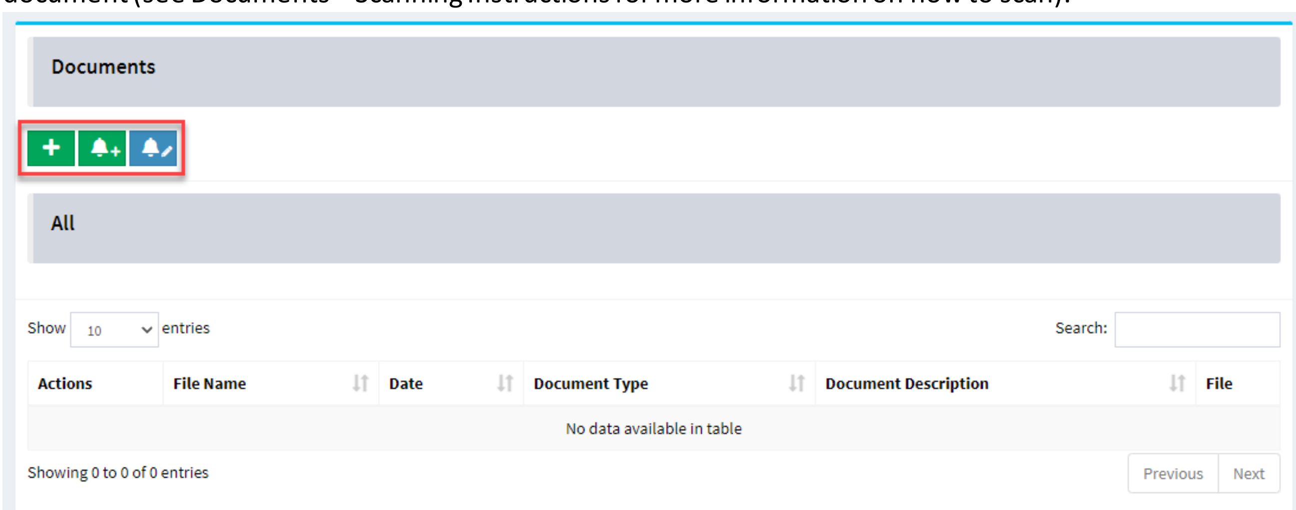


Grievance Investigation

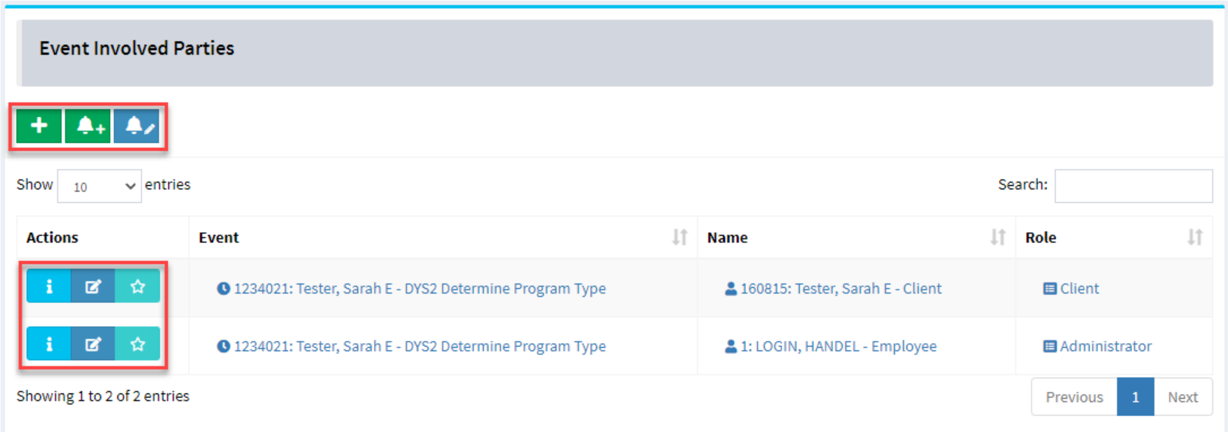
1. Notes - Once here, you will see the list view of all Notes. You can add Notes by clicking the green box with the white plus sign (+) and view details about them by clicking the "i" button.



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).

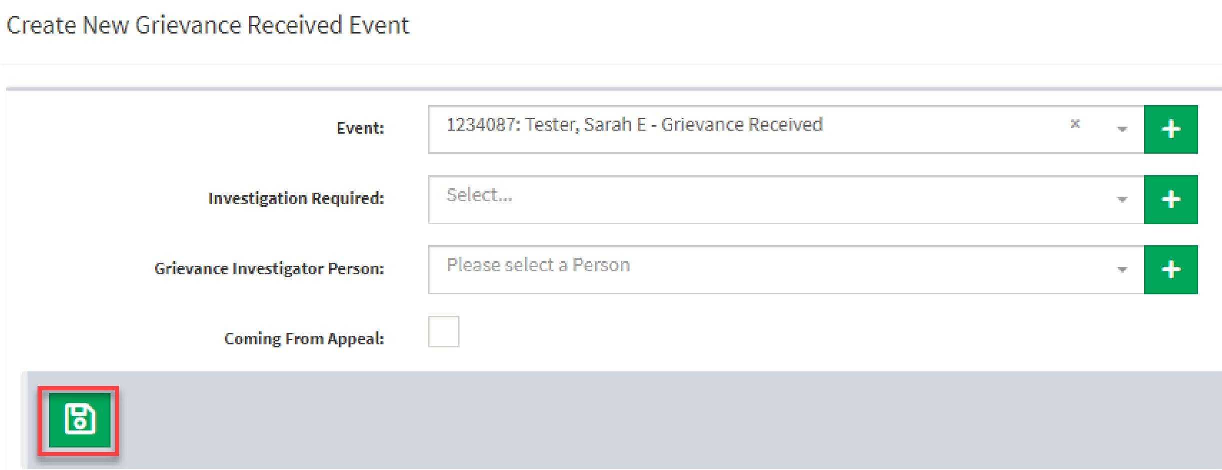


3. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

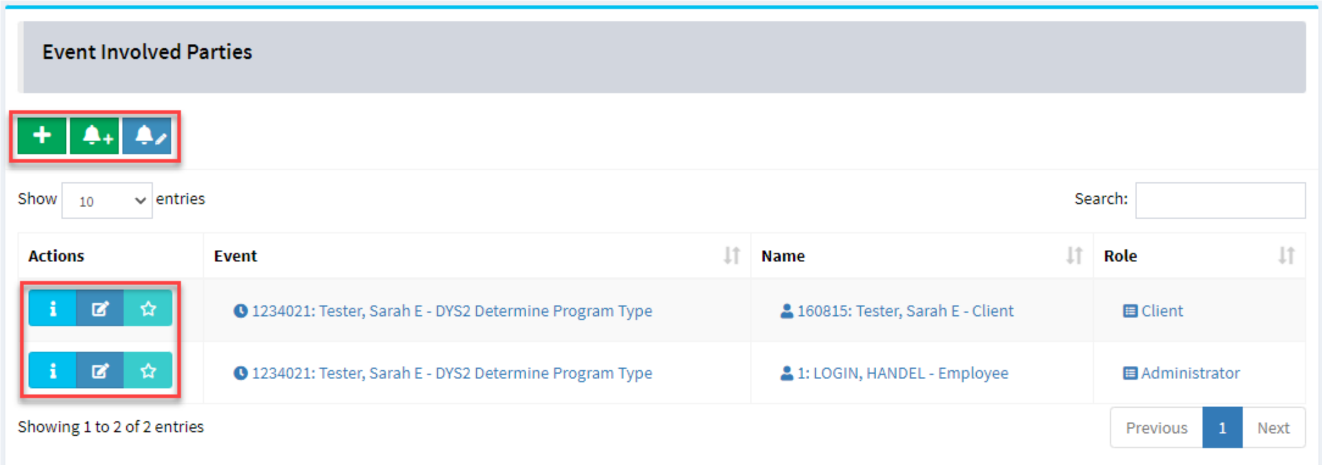


Grievance Received

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.

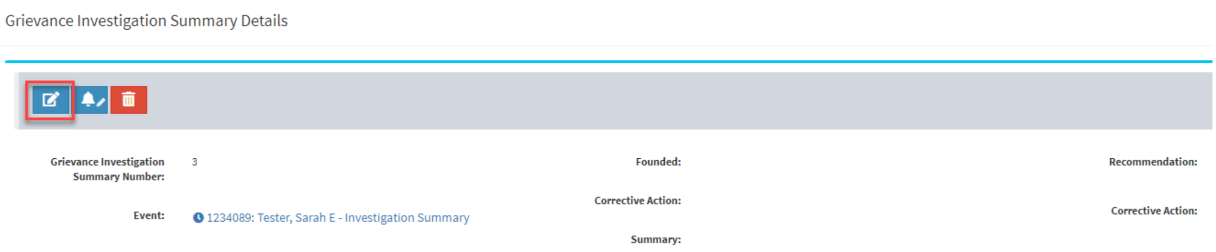


2. Event Involved Parties – Once here, you will see the list view of all those involved with the Event and their role. You can add people to the involved parties by clicking the green box with the white plus sign (+).

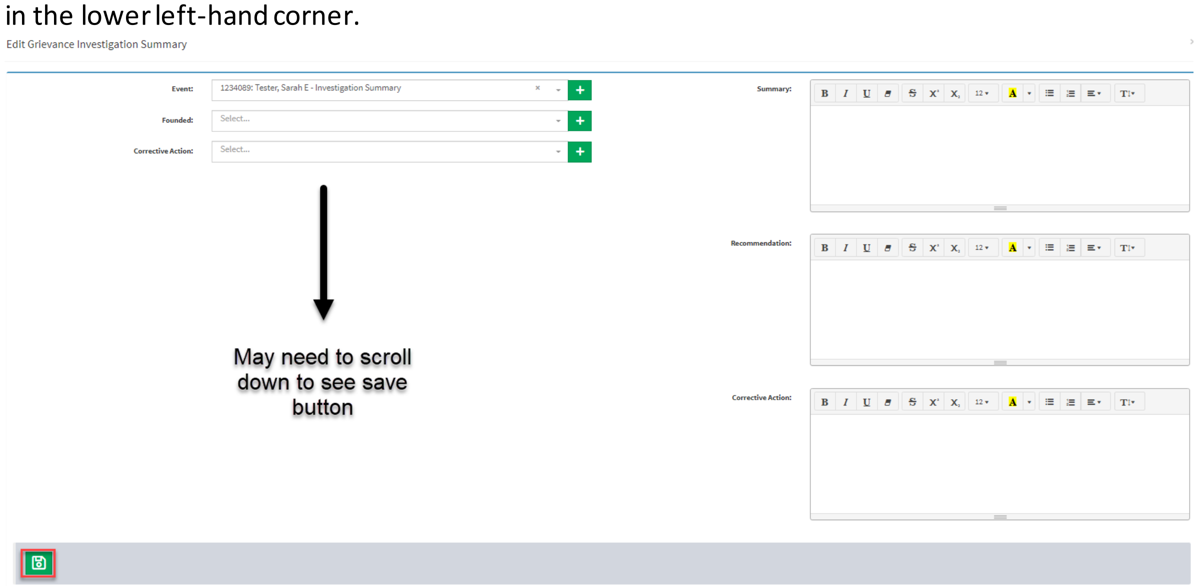


Investigation Summary

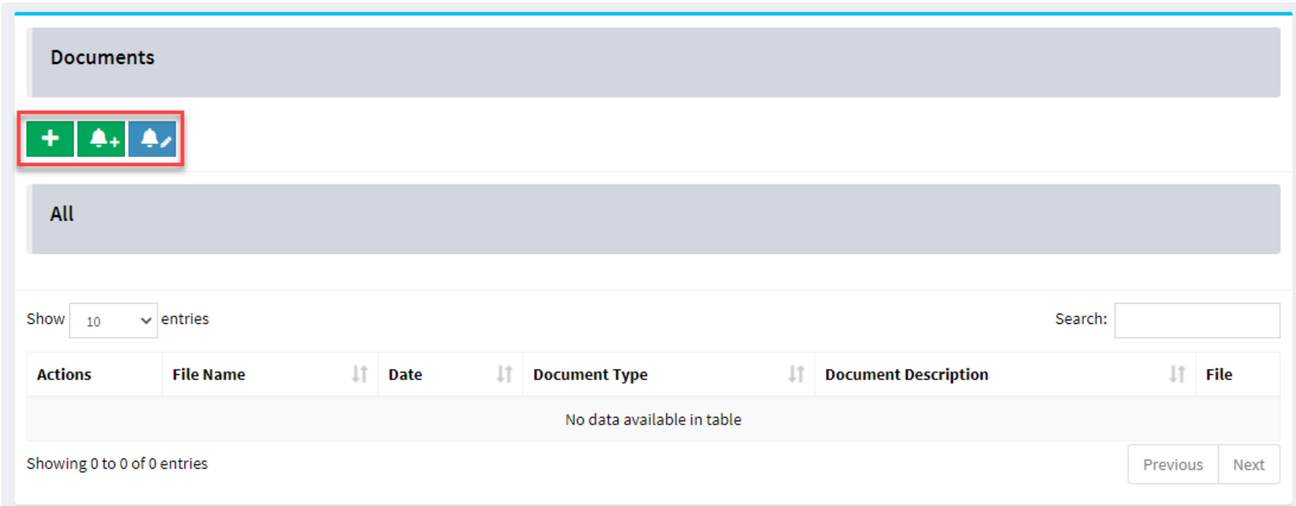
1. Grievance Investigation Summary - Allows you to add a new or edit the current Grievance Investigation Summary. A popup will appear, it will initially show you the Details of the Grievance Investigation Summary. To Edit the information, click the Edit button in the upper left-hand corner.



   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.



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 (+).