

Document Upload Updates for JJIS Release 5/3/2019

Folder Updates to Document Upload

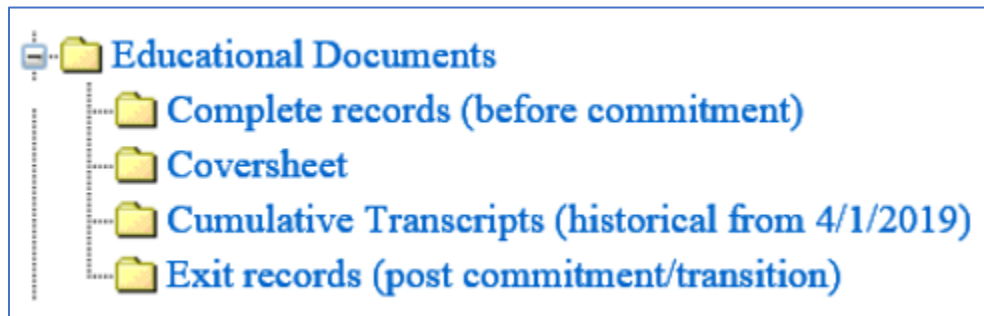
The screenshot displays the 'Document Upload Process' interface for the Department of Juvenile Justice. The left sidebar contains navigation options like 'Active Youth', 'Select a CaseLoad', and 'Youth Listing'. The main area shows the 'Document Library' with a tree view of folders. A green callout box on the right states: 'New folders added to Document Library'. Green arrows point to the following folders in the 'Educational Documents' and 'JJIS Forms and Reports' categories:

- Complete records (before commitment)
- Coversheet
- Cumulative Transcripts (historical from 4/1/2019)
- Exit records (post commitment/transition)
- Authority For Evaluation and Treatment
- CAT Overview Report
- CAT Pre-Disposition/Post-Disposition Report *
- Conference Summary - Commitment *
- Face Sheet *
- Jimmy Ryce Screening Instrument *
- MAYSI *

This screenshot shows the same 'Document Upload Process' interface. A green callout box on the right states: 'Folders saved for historical purposes, but will no longer allow new uploads in Document Library'. Red arrows point to the following folders in the 'Educational Documents' and 'JJIS Forms and Reports' categories:

- Cumulative Transcripts (historical from 4/1/2019)
- PACT MH/SA Screening Report - old *
- PACT Pre-Disposition/Post-Disposition Report *

Educational Documents New Folders



The new folders will be utilized by DJJ staff for uploading the youth's Educational Documents.



The uploaded Educational Documents will be used for the ECP (Electronic Commitment Packet).

Education records are now required to add into the ECP. If no record is available, the No Records Available box will be selected.

******* The No Records Available should only be selected if the youth is not in school and there are no education records available to upload.

Select	MAYSI **	<input type="checkbox"/>
Select	PACT/MUSA Referral Form - old	<input type="checkbox"/>
Select	Education Records **	<input checked="" type="checkbox"/> <input type="checkbox"/> No Record Avail
Select	All Active Court Orders	<input type="checkbox"/>
Select	Psychological/Psychiatric/Other Assessments	<input type="checkbox"/>
Select	Medicaid Application	<input type="checkbox"/>

After selecting Education Records, the user will then be able to select forms from any Educational Folder to upload into the ECP under Education Records.

Commitment Form

Document Name: Complete records (before commitment)

Forms in Package:

Referral ID	Document Date	Form Description	Added By	Date Last Updated	Upload Source
4527	04/25/2019	Complete records (before commitment)	Jenkins, Thomas	4/25/2019 11:41:00 AM	
4527	04/25/2019	Coversheet	Jenkins, Thomas	4/25/2019 12:09:00 PM	

Available Forms:

Forms must be viewed before adding to the Package

Referral ID	Document Date	Form Description	Added By	Date Last Updated	Upload Source
4527	04/25/2019	Complete records (before commitment)	Jenkins, Thomas	4/25/2019 11:41:00 AM	
4527	04/25/2019	Coversheet	Jenkins, Thomas	4/25/2019 12:09:00 PM	

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JJIS Forms and Reports New Folders



With the New CAT roll out, will come new folders to utilized in Document Upload. The new folders will include the following:

- CAT Overview Report
- CAT Pre-Disposition/Post-Disposition Report
- MAYSI

The following folders will be kept for historical purposes, but will not allow new uploads into the Document Library:

- PACT MH/SA Screening Report
- PACT Pre-Disposition/Post Disposition Report

The user will now use the CAT Overview Report Folder to upload the CAT Overview Report. It will need to be saved as a PDF file, then uploaded into the CAT Overview Report Folder.

Document Upload

DJJID: 1581243
Youth Name: Test, Alpha

	Referral ID	Referral Date	Status	Description	Assigned	Modified By	Modified Date
Select Referral	4527430	03/01/2019	Open	Delinquency	C20 Unit 302	Jenkins Thomas	04/03/2019 10:57 AM

Referral ID :

Find document: *

Form Master Category: JJIS Forms and Reports

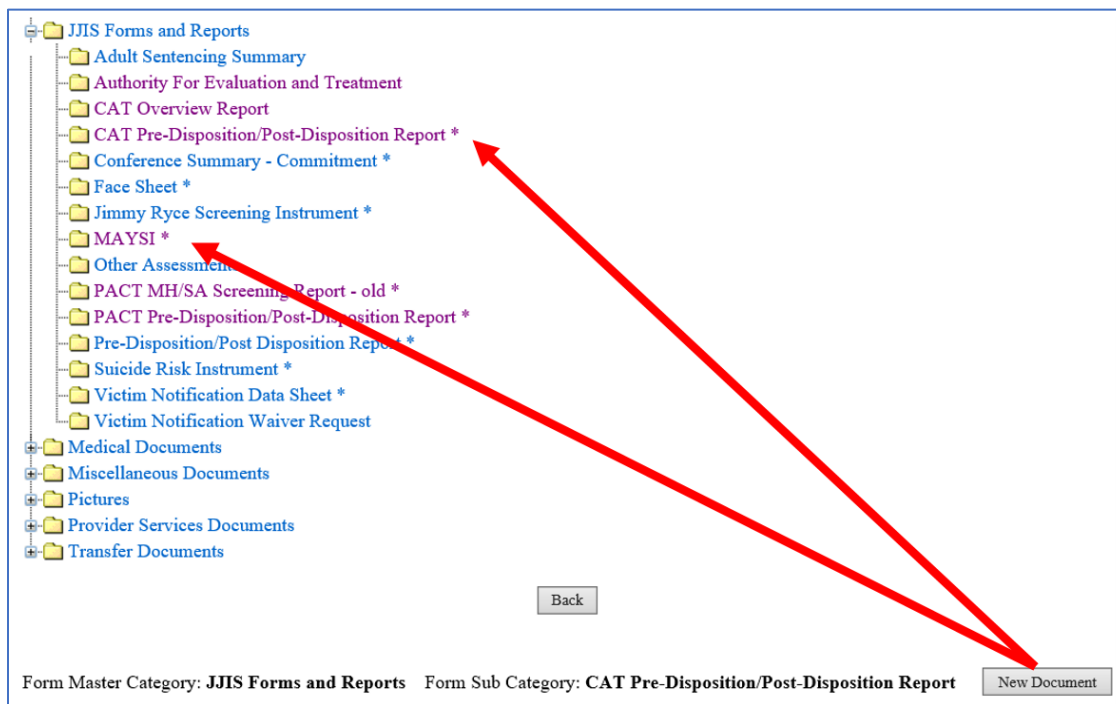
Form Sub-Category: CAT Overview Report

Enter Document Date: *

Description: 2000 Characters Allowed: **1981** Remaining.

Note: to upload a document, you must select a Referral ID, browse for the document, and enter a date. The document selected must be in .PDF (Adobe) format. The View button must be clicked before the document can be imported/saved.

The CAT Pre-Disposition Report/Post Disposition Report and the MAYSI are uploaded from JJIS by selecting the folder and then selecting New Document.



The user will then select the referral for the form they wish to upload from JJIS, and then select Import and Save.

Electronic Commitment Package Import Existing Document




DJJID: 1581243
Youth Name: Test, Alpha

	Referral ID	Created By	Created Date	Modified By	Modified Date
Select	4527430	Jenkins, Thomas	04/05/2019 1:04 PM	Jenkins, Thomas	04/05/2019 1:04 PM
Select	4527430	Jenkins, Thomas	04/05/2019 1:04 PM	Jenkins, Thomas	04/05/2019 1:04 PM
Select	4527430	Donthineni, Subhashini	04/03/2019 4:04 PM	Donthineni, Subhashini	04/03/2019 4:04 PM
Select	4527430	Jenkins, Thomas	04/03/2019 3:04 PM	Jenkins, Thomas	04/03/2019 3:04 PM
Select	4527430	Periaswamy, Kumar	04/03/2019 3:04 PM	Periaswamy, Kumar	04/03/2019 3:04 PM
Select	4527430	Periaswamy, Kumar	04/03/2019 3:04 PM	Periaswamy, Kumar	04/03/2019 3:04 PM
Select	4527430	Periaswamy, Kumar	04/03/2019 3:04 PM	Periaswamy, Kumar	04/03/2019 3:04 PM
Select	4527430	Periaswamy, Kumar	04/03/2019 3:04 PM	Periaswamy, Kumar	04/03/2019 3:04 PM
Select	4527430	Jenkins, Thomas	04/03/2019 2:04 PM	Jenkins, Thomas	04/03/2019 2:04 PM
Select	4527430	Periaswamy, Kumar	04/03/2019 2:04 PM	Periaswamy, Kumar	04/03/2019 2:04 PM
Select	4527430	Jenkins, Thomas	04/03/2019 2:04 PM	Jenkins, Thomas	04/03/2019 2:04 PM
Select	4527430	Periaswamy, Kumar	04/03/2019 2:04 PM	Periaswamy, Kumar	04/03/2019 2:04 PM
Select	4527430	Periaswamy, Kumar	04/03/2019 2:04 PM	Periaswamy, Kumar	04/03/2019 2:04 PM
Select	4527430	Periaswamy, Kumar	04/03/2019 2:04 PM	Periaswamy, Kumar	04/03/2019 2:04 PM

Referral ID : *

Form Master Category: JJIS Forms and Reports
Form Sub-Category: CAT Pre-Disposition/Post-Disposition Report
Description: 2000 Characters Allowed: 2000 Remaining

The forms will now be able to be uploaded into the ECP from the Document Library.

	DOCUMENT (CORE DOCUMENTS ARE BOLDED)	ADDED TO PACKET
Select	Face Sheet **	<input type="checkbox"/>
Select	Commitment Orders - Certified Copies Not Required **	<input type="checkbox"/>
Select	Pre-Disposition/Post Disposition Report ** 	<input type="checkbox"/>
Select	Authority For Evaluation and Treatment **	<input type="checkbox"/>
Select	Comprehensive Physical Assessment **	<input type="checkbox"/>
Select	Immunization Records **	<input type="checkbox"/>
Select	TB Skin Test (Mantoux) Results **	<input type="checkbox"/>
Select	Conference Summary - Commitment **	<input type="checkbox"/>
Select	Individual Health Care Record	<input type="checkbox"/>
Select	All Active Petitions **	<input type="checkbox"/>
Select	Health Related History	<input type="checkbox"/>
Select	CAT Overview Report ** 	<input type="checkbox"/>
Select	Comprehensive Evaluation **	<input type="checkbox"/>
Select	Suicide Risk Instrument **	<input type="checkbox"/>
Select	Victim Notification Data Sheet (Select 'N/A' if not required per FDJJ 3400) **	<input type="checkbox"/> <input type="checkbox"/> N/A
Select	Victim Notification Waiver Request (Select 'N/A' if not required per FDJJ 3400) **	<input type="checkbox"/> <input type="checkbox"/> N/A
Select	Jimmy Ryce Screening Instrument **	<input type="checkbox"/>
Select	MAYSI ** 	<input type="checkbox"/>
Select	PACT MH/SA Referral Form - old	<input type="checkbox"/>
Select	Education Records **	<input checked="" type="checkbox"/> <input type="checkbox"/> No Record Avail
Select	All Active Court Orders	<input type="checkbox"/>
Select	Psychological/Psychiatric/Other Assessments	<input type="checkbox"/>

If you need further assistance, please contact your local Data Integrity Officer.

<http://www.djj.state.fl.us/partners/data-integrity-ijis>