



Electronic Educational Exit Plan - Document Upload

A JJIS USER GUIDE

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The Electronic Educational Exit Plan [EEEP] Module

The module allows for electronic communication between the commitment program, local school and JPO.

For committed youth in residential placement:

- The education representative at the program initiates the form; completed at transition meeting [60-90 days prior to release],
- JJIS sends an automated email to local school board transition contact and JPO.
- School Board completes their section [15 days to respond] and an email goes back to form initiator
- Form is finalized by education representative at the program within 14-30 days.
- JPO/JPOS have view only access to system.
- School Records contact will upload completed records upon youth's discharge

School Records for all youth

- Allows for County School staff to upload school records into JJIS
- JPO can access
- JPO can upload the documents into Electronic Commitment Packet

Permissions

- Educational Representative – staff at program who initiates EEEP (will also retrieve coversheet and complete student records before commitment; upload exit records)
- School Records Contact - Staff who can upload school records
- Transition Coordinator - County School liaison (retrieve exit records, provide record to student's next identified placement)
- Dual Role - serves as both Educational Representative and Transition Contact

Documents must be in Adobe format (PDF). There is a file size limit of 10MB.

Logon

On the JJIS Login Screen, enter your user name and password. Select EEEP from the System drop down and click Login.



**Department of Juvenile Justice
System Login**



***JJIS information is confidential. Users are required by law to maintain this confidentiality and use the information only for Department of Juvenile Justice approved purposes. Failure to follow these restrictions may result in civil or criminal penalties. Additional information is available on the DJJ website at:
<http://www.djj.state.fl.us/partners/data-integrity-jjis/access-agreements-policies>***

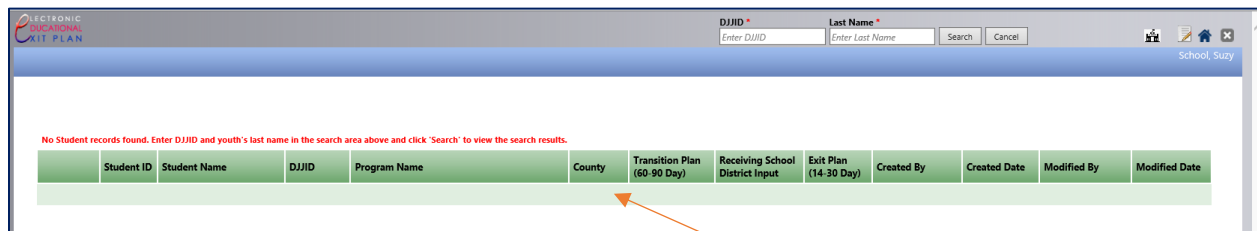
JJIS Help Desk (850) 921-7832

User Name: *
Password: *
System: * ▾

Change Password? | Manage Security Questions

Reset/Forgot Password

Home Page



Electronic Educational Exit Plan

DJJID * Last Name * Search Cancel

School, Suzy

No Student records found. Enter DJJID and youth's last name in the search area above and click 'Search' to view the search results.

Student ID	Student Name	DJJID	Program Name	County	Transition Plan (60-90 Day)	Receiving School District Input	Exit Plan (14-30 Day)	Created By	Created Date	Modified By	Modified Date
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This area will be blank if your permission level is School Records Contact. To access a youth's record to upload documents, click on the school records icon in the upper right-hand corner.



If you have not been issued permissions to document upload, you will see the icon, but nothing will happen when you click on it.

Youth Search Home Screen

When you click on the school records icon, the youth search screen will open.

Youth Search

Search Type
 Approximate Match
 Exact Match

Search By
 Last Name, First Name
 Last Name, First Name, DOB
 Social Security #
 Last Name, First Name, Race
 Last Name, First Name, Sex
 DJJID
 Alias Name
 Date of Birth

Last Name:
First Name:
DOB:

Alias:
DJJID:
Race:

SSN:
Sex:

Youth Found: _____ Record Count: _____

The best way to search is Exact Match - DJJID. Enter the youth's DJJID number and click on FIND. If you don't have the DJJID number, conduct a comprehensive youth search. If the youth is found, they will appear in the grid below the search criteria.

Youth Found											Record Count: 1		
	Last Name	First Name	Middle Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	County	
Select	May	Laurie	Workman	1581370		04/01/2003	No	No	YES	Black	F	Broward	

Accessing Record

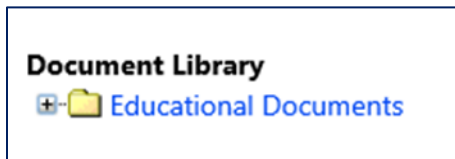
Once you have your youth in the grid, you can click on the Select hyperlink to access the document library module, click on the White paper sheet icon to view the youth's face sheet or click on the Camera icon to view the youth's photo.

Youth Found											Record Count: 1		
	Last Name	First Name	Middle Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	County	
Select	May	Laurie	Workman	1581370		04/01/2003	No	No	YES	Black	F	Broward	

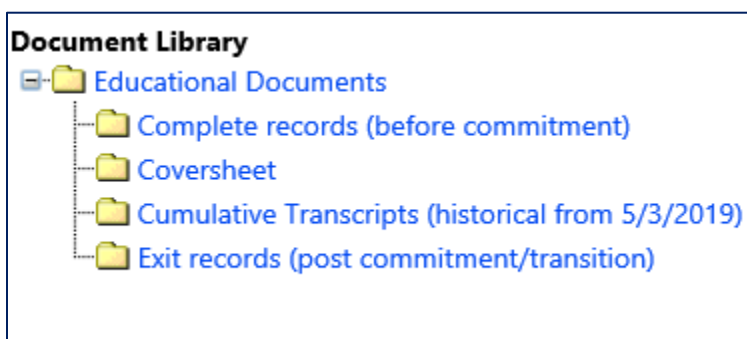
Access is permission based. To understand a Delinquency face sheet, visit the JJIS Technical Assistance Website at <http://www.dji.state.fl.us/partners/data-integrity-jjis/jjis-information>, and select the document "How to Read JJIS Face Sheets".

Document Upload Process - Document Library

To add the youth's school records, you will need to access the document library. When you click on the Select hyperlink to select the youth, you will be brought to the document library module. Access to the document library module is permission based.



Click on the plus sign to see folders available for documents to be uploaded into.



NOTE: You cannot create a new document under Cumulative Transcripts; they are view only.

Once you select a folder, the New Document button is enabled.



Clicking on the New Document button takes you to the Referral Selection Screen in Document Upload. Unless otherwise advised, select the most recent referral. This will feed into the Referral ID field. Click on Browse to access files on your computer. Select the pdf format file to upload. Remember, the maximum file size that can be uploaded is 10MB.

Enter the date of the documents, and a brief narrative (15-character minimum) in the Description field. Click on the View button to review the document. This ensures you

have selected the correct document for upload. Click on Import and Save, wait for the **File Uploaded Successfully!** message and then click on the Back button.

Document Upload
DJJID: 1581370
Youth Name: May, Laurie

	Referral ID	Referral Date	Status	Description	Assigned	Modified By	Modified Date
Select Referral	4527802	05/30/2019	Open	Delinquency	C17 Unit 101	Workman Beth Laurie	05/30/2019 2:18 PM
Select Referral	4527797	10/15/2016	Open	Delinquency	C17 Unit 101	Workman Beth Laurie	05/30/2019 2:07 PM

Referral ID:

Find document: *

Form Master Category: Educational Documents

Form Sub-Category: Complete records (before commitment)

Enter Document Date: *

Description: 2000 Characters Allowed: 2000 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.

Review the grid to verify that the document has been uploaded. If necessary, the upload can be edited or deleted. Access to Edit and Delete is permission based.

Form Master Category: Form Sub Category:

Total Documents Returned: 1


	ReferralID	Document Date	Created By	Uploaded Date	Modified By	Modified Date
View Edit Delete	4527802	06/12/2019	Moo Maggie	06/12/2019 3:43 PM	Moo Maggie	06/12/2019 3:43 PM

Editing the Upload

If you upload the document to the wrong subfolder, you can click on Edit to change the Sub-Category. Select the correct Sub-Category from the dropdown

Form Master Category:		Form Sub Category:			
Total Documents Returned: 5					
View	Edit	ReferralID	Document Date	Created By	Uploaded Date
View	Edit	Delete	04/04/2019	Vangadar Swetha	04/11/2019 3:01 PM

[Select](#) | 4527438 | 06/18/2017

Referral ID: | **Document Date:** * 4/4/2019 

Master Category: Educational Documents | **Sub-Category:** Complete records (before commitment)

Description: 2000 Characters Allowed: 2000 Remaining.

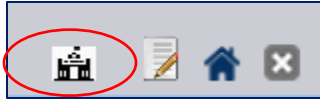
Click the Save button when edits are completed.

Adding Document to Another Folder

To upload documents to another folder, repeat the process. Select a folder, Click on New Document, upload the document and click Save. Repeat as needed.

Selecting Another Youth

In the upper right-hand corner click on School Records Icon.



Conduct a youth search as described in [Youth Search Home Screen](#) and follow steps as outlined in [Document Upload Process - Document Library](#).

Exiting the Database

To exit out of the EEEP system, click on the X in the upper right-hand corner of your screen.



If you need assistance, please contact your local Data Integrity Officer (DIO)

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