



# YOUTH PLACEMENT - FACILITY Detention Services

A JJIS User Guide

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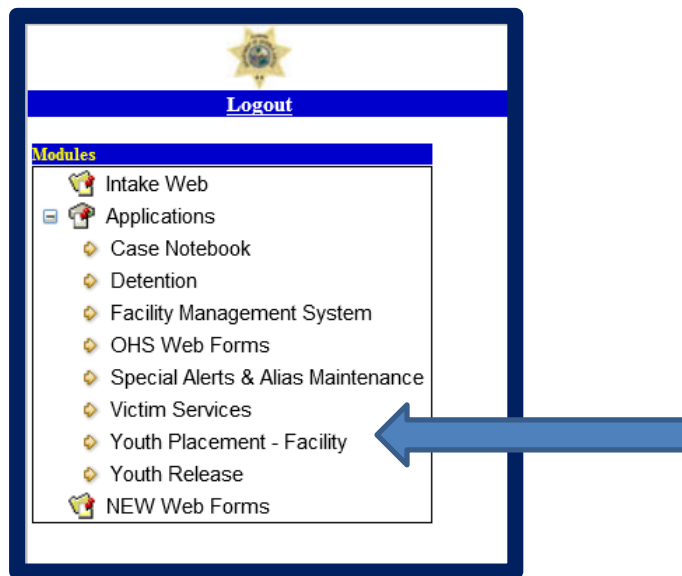
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## Youth Placement - Facility

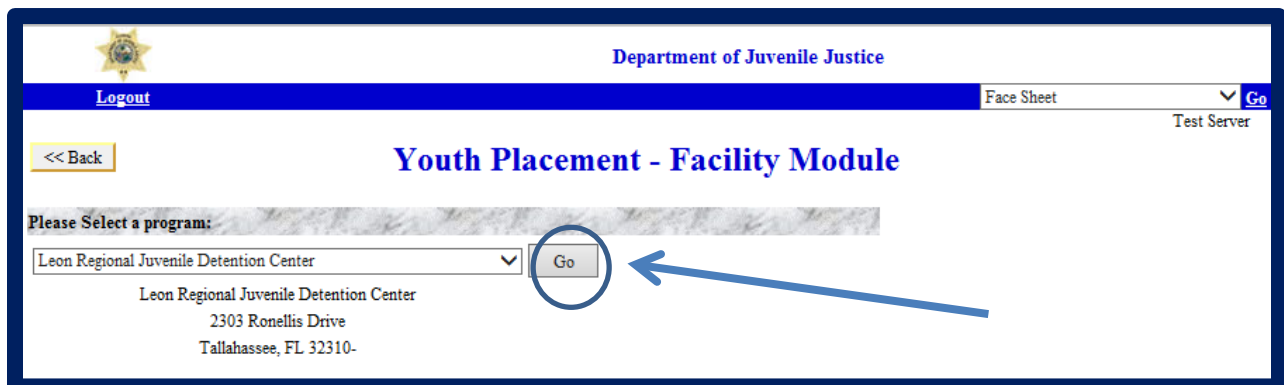
This module allows you to place youth into your facility for any Secure or Non-Secure Detention status. Every detainee has a DJJ ID number and an open referral number which we will use to place them in Detention. This is tracked because movements in and out of Detention must be recorded within JJIS.

## Finding a Youth

From JJIS Web under Modules, double click on the Youth Placement – Facility Module.



This takes you to the Youth Placement – Facility screen where you will be asked to choose your facility and select “Go”. Remember: The only facilities you will see are the ones that have been assigned to you by your local DIO.



If a youth is “In-Transit”, their name will appear on the listing.

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## Youth Placement - Facility Module

[<](#) Youth Placement

**Leon Regional Juvenile Detention Center**

Find Youth    Circuit: Second Circuit    Record Count: 16

Youth Name	DJJID	Placement History	Place Youths
		<a href="#">History</a>	<a href="#">Place</a>
		<a href="#">History</a>	<a href="#">Place</a>
		<a href="#">History</a>	<a href="#">Place</a>
		<a href="#">History</a>	<a href="#">Place</a>

**Youth Names and DJJ ID's**

If the youth is not listed, then you must click “Find Youth” and conduct a comprehensive youth search.

Once you search for the youth, click “Select” to access the youth’s record.

[<](#) Youth Search

Search Type

Approximate Match     Exact Match

Search By

Last Name, First Name   
  Last Name, First Name, Race   
  Alias Name   
  Date of Birth  
 Last Name, First Name, DOB   
 Last Name, First Name, Sex   
 Social Security #   
 DJJ ID

Last Name:     Alias:     SSN:     DJJ ID:

First Name:     Sex:     DOB:     Race:

[Find](#)

**Youth Found**    Record Count: 2

	Youth Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	Home County
<a href="#">Select</a>	Test, Sharon Denise	532950		11/30/1997	YES	YES	YES	White	Female	Hillsborough
<a href="#">Select</a>			XXX-XX-3333							

[<](#) Youth Placement

**Leon Regional Juvenile Detention Center**

Record Count: 1

Youth Name	DJJID	Placement History	Place Youths
Test, Sharon Denise	532950	<a href="#">History</a>	<a href="#">Place</a>

## Placing a Youth

Once you have found the youth you are looking for, click on the “Place” button next to their name.

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### Youth Placement - Facility Module

← Youth Placement

Leon Regional Juvenile Detention Center

Find Youth    Circuit: Second Circuit    Record Count: 16

Youth Name	DJJID	Placement History	Place Youth
		History	Place
		History	Place
		History	Place
		History	Place

Youth Names and DJJ ID's

This brings you to the placement screen where you will enter admit information for the youth. Before starting, be sure to verify the name and DJJ ID number of the youth you have selected at the top of the screen.

Youth Placement

Youth Name:  DJJID:

**Admit Information: Required In Order To Place**

Sub Component:

ReferralID:

Custody Unit: Leon Regional Juvenile Detention Center

Admit Reason: \*

Admit Date/Time: \* 4/2/2014 09:36 AM

Projected Release Date:

Staff Making Placement: Hutchins, Rosellyn

**Release Information:**

Custody Unit:

Release Reason:

Actual Release Date/Time: 4/2/2014 9:36 AM

Staff Making Release: Hutchins, Rosellyn

Save Cancel

Now you can begin to fill in the appropriate information. Remember: Anything with a single red asterisk (\*) is mandatory and must be completed before moving on.

### Step 1 – Sub Component Selection

For **Step 1**, you must select the Sub Component from the drop down box.

The screenshot shows a web form titled "Youth Placement". At the top, there are fields for "Youth Name:" and "DJJID:". Below these is a blue header bar that reads "Admit Information: Required In Order To Place". The form contains several fields: "Sub Component:" with a dropdown menu open showing options: "Electronic Monitoring", "Home Detention", "Home Detention- ATSD- NO EM", "Home Detention- ATSD- WITH EM", and "Secure Detention"; "ReferralID:"; "Custody Unit:"; "Admit Reason: \*" (with a red asterisk); "Admit Date/Time: \*" (with a red asterisk) containing "4/2/2014" and "09:36 AM"; "Projected Release Date:"; and "Staff Making Placement:" with the name "Hutchins, Roselllyn".

Let's explore the Sub Component options available for selection.

**Electronic Monitoring** - This should be selected for youth who were court ordered to be placed on Electronic Monitoring as a detention status. Electronic Monitoring as a condition of Probation is "booked, admitted and released" by JPO or JPO designated liaison as PES- Electronic Monitoring in Probation Resource Booking module.

**Home Detention** – This should be selected for youth who were court ordered to be placed on Home Detention while awaiting disposition of a case, while pending placement for a commitment program or for added enforcement while on DJJ supervision.

**Home Detention – ATSD – NO EM** – Alternative To Secure Detention – No Electronic Monitoring – This is circuit specific, and not all circuits use this type of placement. Check with your Supervisor to confirm, if not used in your circuit, **DO NOT** use this option. If used in your circuit, this should be selected for youth who were court ordered to be placed on this special HD status. It requires ATSD detention staff to make daily face-to-face contact with the youth. With this status, the youth is not on electronic monitoring.

**Home Detention – ATSD – WITH EM** - Alternative To Secure Detention – With Electronic Monitoring – This is circuit specific, and not all circuits use this type of placement. Check with your Supervisor to confirm, if not used in your circuit, **DO NOT** use this option. If used in your circuit, this should be selected for youth who were court ordered to be placed on this special HD status. It requires ATSD detention staff to make daily face-to-face contact with the youth. With this status, the youth is on electronic monitoring as well.

**Secure Detention** – This should be selected for youth who were court ordered to be held after being taken into custody for a violation of the law or any subsequent reason ordered by the Judge.

### Step 2 – Referral ID

In **Step 2**, you select the Referral ID associated with the placement. You must click the ellipsis (...) button located next to the referral box to see referral selections.

The screenshot shows a web form titled "Youth Placement". At the top, there are fields for "Youth Name:" and "DJJID:". Below this is a blue header bar that reads "Admit Information: Required In Order To Place". The form contains several fields: "Sub Component:" with a dropdown menu set to "Secure Detention"; "ReferralID:" with a text box and a blue ellipsis (...) button circled in blue; "Custody Unit:" with a dropdown menu set to "Local Regional Juvenile Detention Center"; "Admit Reason: \*" with a dropdown menu set to "..."; "Admit Date/Time: \*" with a date field set to "4/2/2014" and a time field set to "09:36 AM"; "Projected Release Date:" with a date field; and "Staff Making Placement:" with a dropdown menu set to "Hutchins, Rosellyn".

From the list, select the referral that is linked to the presenting charge. Refer to your JAC packet if necessary to determine the correct charge/referral.

The screenshot shows a dialog box with a list of referrals. The list includes: "FRAUD- - FILE A FRAUDULENT LIEN, Court Docket: 5678 test"; "EMBEZZLE- - COOP DEVELOPER FAIL PAY ALL REQ FUNDS ESCROW, Court Docket"; "LARC- - PETIT THEFT 2ND DEGREE 2ND OFFENSE, Court Docket: 4587 test"; "Referral: 3776147 - Intake"; "Pick-Up Order - Pick-up Order Violation of Home Detention, Court Docket: 99999"; "Referral: 3774712 - Intake"; "Court Order - Non-Law Violation of Probation, Court Docket: 99999"; "Referral: 3772059 - Probation"; "BURGL - OCCUPIED STRUCTURE UNARMED, Court Docket: 99999"; "ROBBERY-RESID - HOME INVASION W/O FIREARM OR WEAPON, Court Docket: 99999"; "Referral: 3767300 - Intake" (highlighted in red with a blue arrow pointing to it); and "LARC- - GRAND THEFT OF TESTAMENTARY INSTRUMENT, Court Docket: 99999". At the bottom of the dialog box are "OK" and "Cancel" buttons. A footer message reads "Select a referral and click 'OK'.".

Once you have clicked on the referral, the color changes to red to identify your selection. Now you can click "OK".

The next field is for the Custody Unit. This field will be greyed out and will be pre-filled based on the previous facility selection you chose when you first entered the module.

**Youth Placement**

Youth Name: Test, Sharon Denise  
DJJID: 532950

**Admit Information: Required In Order To Place**

Sub Component: Secure Detention

ReferralID: [ ] [ ... ]

Custody Unit: Leon Regional Juvenile Detention Center

Admit Reason: \*

Admit Date/Time: \* 4/2/2014 09:36 AM

Projected Release Date: [ ]

Staff Making Placement: Hutchins, Rosellyn

### Step 3 – Admit Reason

On **Step 3** Admit Reason, you must now select the most appropriate reason as to why the youth is being detained from the drop down box.

**Youth Placement**

Youth Name: Test, Sharon Denise  
DJJID: 532950

**Admit Information: Required In Order To Place**

Sub Component: Secure Detention

ReferralID: [ ] [ ... ]

Custody Unit: Leon Regional Juvenile Detention Center

Admit Reason: \*

Admit Date/Time: \* [ ]

Projected Release Date: (MM/DD/YYYY) [ ]

Staff Making Placement: Hutchins, Rosellyn

- ....
- Court Order
- Court Order-Committed Awaiting Placement
- New Charges
- Transfer In
- Transfer In- STOP Hold

Let's explore the Admit Reason options available for selection.

**Court Order** - This should be selected for youth who were court ordered to be placed on a Detention status. This includes Pick-up orders (PUO), Probable Cause Warrants, Contempt of Court orders, Orders to Take Into Custody (OTIC) and Detention orders.

**Court Order – Committed Awaiting Placement** – This should be selected for youth who were court ordered to be placed on a Detention status while awaiting commitment



placement.

**New Charges** – This should be selected for youth who scored for Secure Detention or Home Detention after being taken into custody for a new violation of the law.

**Transfer In** - This should be selected for youth who were transferred into the facility from another detention facility.

**Transfer In – STOP Hold** – This should be selected for youth who were transferred into your facility from another detention facility. This is only a temporary hold, and they are awaiting transport to another facility (detention/residential) within the state.

#### Step 4 – Admit Date and Time

For **Step 4**, you are now entering the Admit Date and Admit Time. This information will automatically pull over based on the date and time on your screen. However, this information is editable and should always reflect the actual date and time the youth was admitted to your facility. You can enter a previous date and time, but you cannot enter a future date and time.

The screenshot shows a web form titled "Youth Placement" for a youth named Sharon Denise Test (DJJID: 532950). The form includes several fields: Sub Component (Secure Detention), ReferralID, Custody Unit (Leon Regional Juvenile Detention Center), Admit Reason, Admit Date/Time (4/2/2014, 09:36 AM), Projected Release Date, and Staff Making Placement (Hutchins, Rosellyn). A blue oval highlights the Admit Date/Time fields, and a blue arrow points from the Projected Release Date field towards the Admit Date/Time fields.

#### Step 5 – Projected Release Date

For **Step 5**, a Projected Release Date should be entered if you have a court order identifying the Projected Date Of Release.

Lastly on **Step 5**, you must click “Save” for JJIS to capture the information entered.

Staff Making Placement: Hutchins, Rosellyn

**Release Information:**

Custody Unit: [Dropdown]

Release Reason: [Dropdown]

Actual Release Date/Time: 4/2/2014 9:36 AM

Staff Making Release: Hutchins, Rosellyn

Save Cancel

Once information has been saved, JJIS will bring you back to the Youth Placement – Facility screen. If you selected the youth from the original list, you will now notice that the youth has been removed from the list of youth eligible for admission. Repeat these steps as needed. Remember you can only admit one youth at a time.

Test Server

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## Youth Placement - Facility Module

← Youth Placement

Leon Regional Juvenile Detention Center

Find Youth Circuit: Second Circuit Record Count: 16

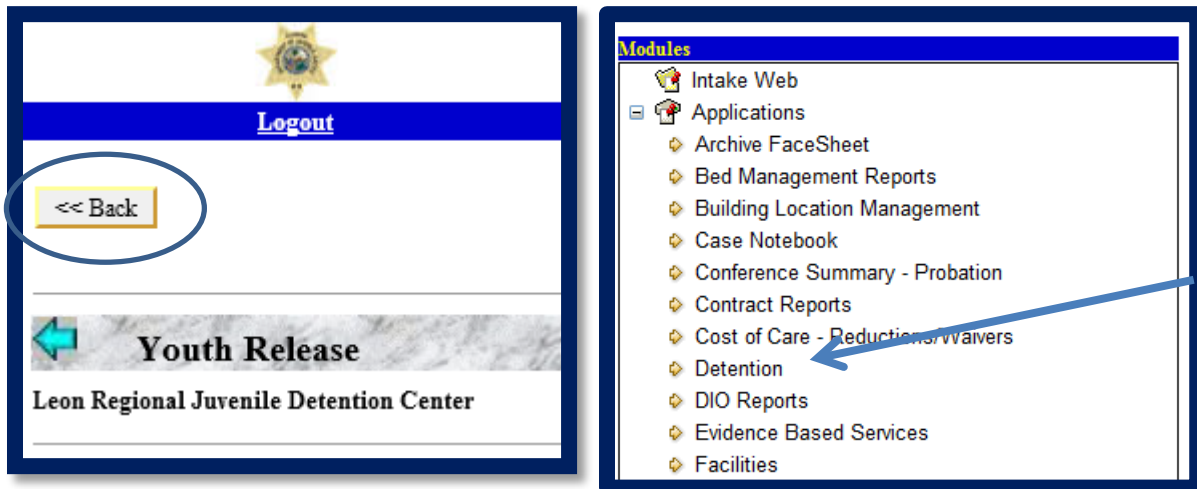
Youth Name	DJJID	Placement History	Place Youth
		History	Place
		History	Place
		History	Place
		History	Place

Youth Names and DJJ ID's

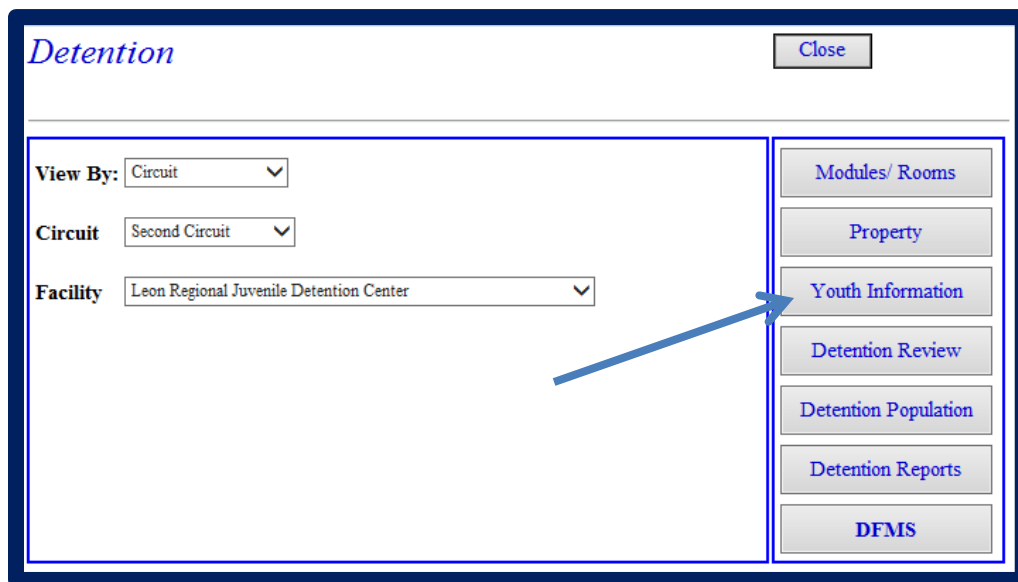
## Youth Information Review

After you have admitted the youth, be sure to review the youth information to ensure the youth was successfully admitted to the correct status.

This can be done by clicking the “Back” button and then going to the Detention Module.



From there, click on “Youth Information” button.



The detention youth information will be displayed in alphabetical order for you to review.

*Detention Youth Information* Back

Number of Youths: 66

YOUTH NAME	FACE SHEET	CRITICAL ALERTS	DJJID	SEX	STATUS	BEGIN DATE	DISCIPLINE
Youth Names	X	X	DJJ ID	M	Home Detention	04/23/2013	
	X			F	Home Detention	05/04/2013	
	X	X		M	Home Detention	03/21/2013	
	X	X		M	Home Detention	03/27/2013	
	X	X		M	Secure Detention	04/24/2013	
	X	X		M	Electronic Monitoring	02/28/2013	
	X			F	Home Detention	04/05/2013	
	X			M	Home Detention	05/05/2013	
	X			M	Home Detention	05/07/2013	
	X						

Status	<input type="text"/>	Race	<input type="text"/>	Module	<input type="text"/>
Date Admitted	<input type="text"/>	Age	<input type="text"/>	Room #:	<input type="text"/>
Time Admitted	<input type="text"/>	DOB	<input type="text"/>	Storage Unit(s)	<input type="text"/>
Projected Release Date	<input type="text"/>	# of Referrals	<input type="text"/>	Days Detained	<input type="text"/>

You can click on the youth's name if additional information is needed. The information will populate in the box below the list of names. You can also click on the "X" next to the youth's name to review their Face Sheet and any Critical Alert information.