



YOUTH PLACEMENT - PROBATION Domestic Violence (DV) Respite Providers

A JJIS User Guide

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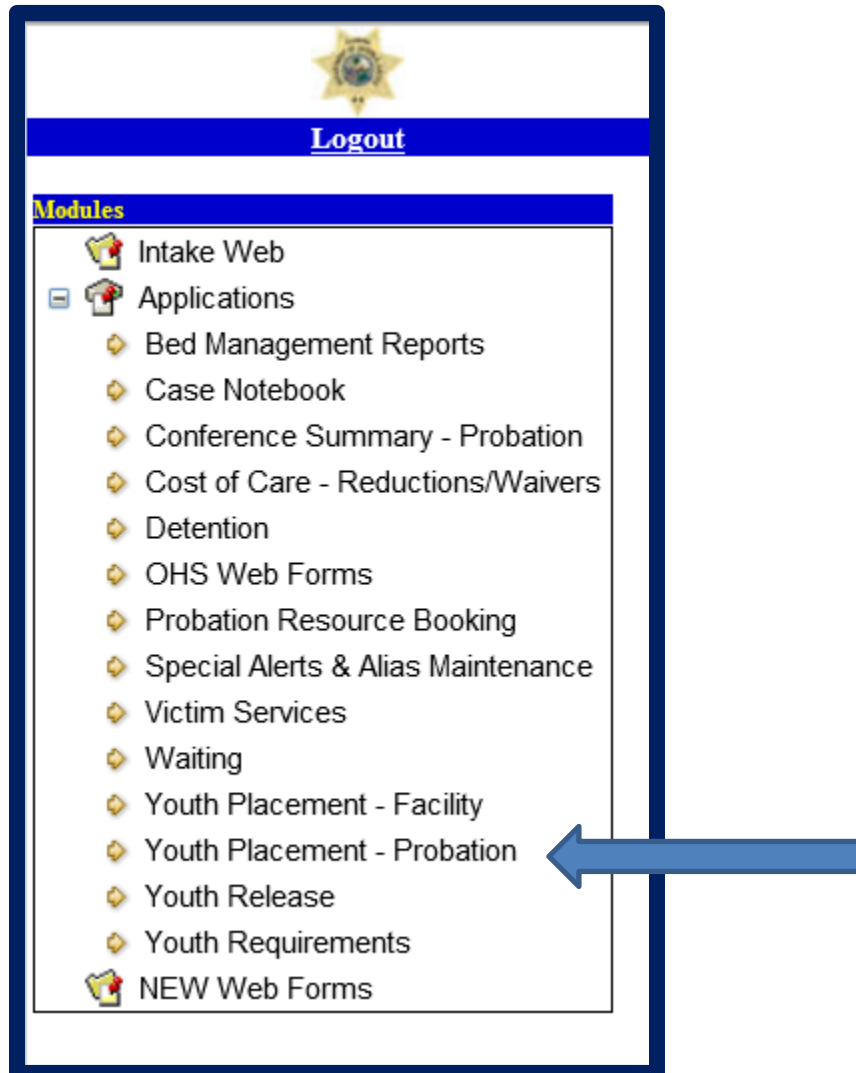
Overview

The Youth Placement – Probation module allows you to place youth in or release youth from a Domestic Violence (DV) Respite placement. Every youth has a DJJ ID number and an open referral number which we will use to place or release them. The referral is the incident that brought the youth to the Department's attention, the charges are the details of this incident and placements are the services provided. Entering placements accurately is important because JJIS tracks services provided to the youth.

Youth Placement

Selecting a Youth to Admit

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



This takes you to the Youth Search screen. Click on the radio button next to DJJID, then enter the DJJID number provided by the JAC and click “Find”. Once the youth’s information appears click “Select” next to the youth’s name.

Entering the Placement Information

From the Youth Placement-Probation Screen, click on “New” to add the placement.

Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason	Release Date	Release Time	Release Reason	Status
Select	Intervention Residential Treatment	Respite Care - D V - Duval County - Florida Respite Network - C4	3962425	05/01/2015	10:00 AM	Admitted to local shelter- respite care	05/10/2015	10:40 AM	Released from local shelter- respite care	
Select	Intervention	Intake - 04th Circuit	3962273	07/31/2014	09:41 AM	New Charges				Legal Status
Select	Intervention	Assessment Center	J A C - 04 Circuit - Duval County	3962273	07/31/2014	09:41 AM	New Charges	07/31/2014	03:03 PM	Detained
Select	Intervention	Intake	Intake - 04th Circuit	3962425	07/31/2014	09:00 AM	VOP - Technical Violation			Legal Status
Select	Intervention	Intake Processing	Intake Processing - 04th Circuit	3962425	07/31/2014	09:00 AM	VOP - Technical Violation	07/31/2014	09:00 AM	Youth Registration Process Completed

On the Edit Placement Probation screen, there are a few things to remember. All of the information on the left side of the screen under Referral Info is “Read Only”. You will not be able to make any changes to this information. Also, because we are placing a youth, the section titled “Release Information” should be greyed out.

Youth Placement Probation Module

Edit Placement Probation

Youth Name: DJJID:

Select a referral to enter in a new admission

Referral Info.(Read Only)

Referral ID:

Sub Component:

Custody Unit:

Admit Reason:

Admit Date/Time:

Admitted By:

Release Information

Release Reason:

Release Date/Time:

Released By:

Open Placements(Read-Only)

Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
3962273	Intake	Intake - 04th Circuit	7/31/2014	New Charges
3962425	Intake	Intake - 04th Circuit	7/31/2014	VOP - Technical Violation
3962273	Home Detention	Duval Regional Juvenile Detention Center	7/31/2014	New Charges
3944390	Probation	Probation - 04 Circuit - D J J	7/7/2014	New Admission to Probation

Admit Information

Sub-Component: Intervention - Residential Treatment

Referral:

Circuit:

Custody unit:

Admit Reason:

Admit Date/Time:

Admitted By:

Modified by:

Now we can focus our attention on the “Admit Information” section as this is where we are going to fill in data to capture the placement.

Under the Sub-Component, select “Intervention – Residential Treatment” from the drop down box.

Youth Placement Probation Module

Edit Placement Probation

Youth Name: DJJID:

Select a referral to enter in a new admission

Referral Info.(Read Only)

Referral ID:

Sub Component:

Custody Unit:

Admit Reason:

Admit Date/Time:

Admitted By:

Release Information

Release Reason:

Release Date/Time:

Released By:

Open Placements(Read-Only)

Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
3962273	Intake	Intake - 04th Circuit	7/31/2014	New Charges
3962425	Intake	Intake - 04th Circuit	7/31/2014	VOP - Technical Violation
3962273	Home Detention	Duval Regional Juvenile Detention Center	7/31/2014	New Charges
3944390	Probation	Probation - 04 Circuit - D J J	7/7/2014	New Admission to Probation

Admit Information

Sub-Component: Intervention - Residential Treatment

Referral:

Circuit:

Custody unit:

Admit Reason:

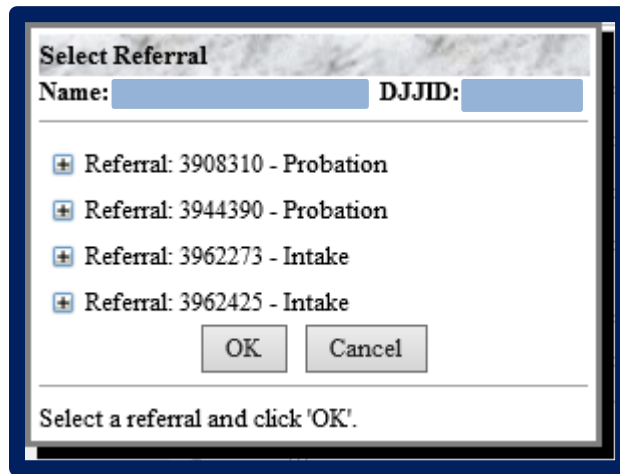
Admit Date/Time:

Admitted By:

Modified by:

Next, click on the ellipsis (3 dots) to select the referral number assigned at the JAC for this placement. This will bring up the screen that allows us to select the Referral.

Click directly on the referral number that was assigned at the JAC for this placement.

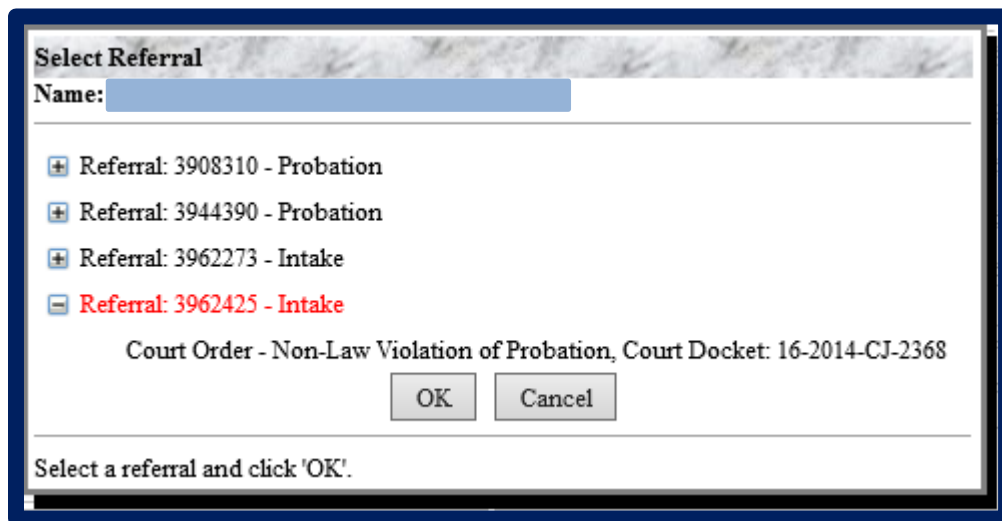


Select Referral
Name: DJJID:

- Referral: 3908310 - Probation
- Referral: 3944390 - Probation
- Referral: 3962273 - Intake
- Referral: 3962425 - Intake

Select a referral and click 'OK'.

Once selected, the referral will turn **RED** and it will display the associated charge directly below it.



Select Referral
Name:

- Referral: 3908310 - Probation
- Referral: 3944390 - Probation
- Referral: 3962273 - Intake
- Referral: 3962425 - Intake**

Court Order - Non-Law Violation of Probation, Court Docket: 16-2014-CJ-2368

Select a referral and click 'OK'.

Click "OK" to continue with the referral selection and return to the main screen to continue the placement.

Next, select the Circuit, Custody Unit, and the Admit Reason using each of the drop down boxes. Be sure to select “Respite Care” or “Respite Home” as your Custody Unit.

Youth Placement Probation Module

Edit Placement Probation

Youth Name: DJJID:

Select a referral to enter in a new admission

Referral Info.(Read Only)					Release Information	
Referral ID:	<input type="text"/>				Release Reason:	<input type="text"/>
Sub Component:	<input type="text"/>				Release Date/Time: (MM/DD/YYYY)	<input type="text"/>
Custody Unit:	<input type="text"/>				Released By:	<input type="text"/>
Admit Reason:	<input type="text"/>				Admit Information	
Admit Date/Time:	<input type="text"/>				Sub-Component	Intervention - Residential Treatment
Admitted By:.	<input type="text"/>				Referral	3962425
Open Placements(Read-Only)					Circuit:	Fourth Circuit
Referral	Sub Component	Custody Unit	Admit Date	Admit Reason	Custody unit	Respite Care - D V - Duval County - Florida Netwo
3962273	Intake	Intake - 04th Circuit	7/31/2014	New Charges	Admit Reason:	Admitted to local shelter- respite care
3962425	Intake	Intake - 04th Circuit	7/31/2014	VOP - Technical Violation	Admit Date/Time: (MM/DD/YYYY)	<input type="text"/>
3962273	Home Detention	Duval Regional Juvenile Detention Center	7/31/2014	New Charges	Admitted By:	<input type="text"/>
3944390	Probation	Probation - 04 Circuit - D J J	7/7/2014	New Admission to Probation	Modified by:	<input type="text"/>

Now you can enter the “Admit Date/Time”. The Admit Date/Time should always reflect the actual date and time the youth was admitted to your facility. You must use the format “mmddyyyy” or the date will not enter correctly. Do not enter slashes, only numbers. You can enter a previous date and time, but you cannot enter a future date and time. Click on the “Save” button. This will bring you back to the Youth Placement – Probation Home screen.

Youth Placement - Probation Module

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Youth Placement History

Youth's Name: DJJID:

	Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason	Release Date	Release Time	Release Reason	Status
Select	Intervention	Residential Treatment	Respite Care - D V - Duval County - Florida Network - C4	3962425	05/01/2015	10:00 AM	Admitted to local shelter- respite care	05/10/2015	10:40 AM	Released from local shelter- respite care	
Select	Intervention	Intake	Intake - 04th Circuit	3962273	07/31/2014	09:41 AM	New Charges				Legal Status
Select	Intervention	Assessment Center	J A C - 04 Circuit - Duval County	3962273	07/31/2014	09:41 AM	New Charges	07/31/2014	03:03 PM	Detained	Legal Status
Select	Intervention	Intake	Intake - 04th Circuit	3962425	07/31/2014	09:00 AM	VOP - Technical Violation				Legal Status
Select	Intervention	Intake Processing	Intake Processing - 04th Circuit	3962425	07/31/2014	09:00 AM	VOP - Technical Violation	07/31/2014	09:00 AM	Youth Registration Process Completed	

Youth Information Review – Admission

After you have placed the youth, be sure to review the youth’s information to ensure the youth was successfully placed. This can be done two ways.

You can review the youth placement history from the Youth Placement – Probation screen. The placement can be viewed either on screen as presented or in PDF by selecting the Print button.

Test Server

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Youth Placement - Probation Module

Youth Placement History

Edit Release Release/Admit New Print

Youth's Name:
DJJID:
Records: 41

[1](#) [2](#) [3](#) [4](#) [5](#)

	Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason	Release Date	Release Time	Release Reason	Status	Placed By	Released By	Last Modified By	Last Modified On	AdmitSeq
Select	Intervention	Residential Treatment	Respite Care - D V - Leon County - Florida Network - C2	4077228	02/25/2016	11:00 AM	Admitted to local shelter-respite care				Physical Location	Provider, Respite		Provider, Respite	2/25/2016 11:55:42 AM	392
Select	Detention	Secure Detention	Leon Regional Juvenile Detention Center	4091678	01/24/2016	04:13 PM	Court Order-Committed Awaiting Placement	01/25/2016	03:30 PM	Court order		Hutchins, Rosellyn R	Hutchins, Rosellyn R	Hutchins, Rosellyn R	1/25/2016 4:16:55 PM	199

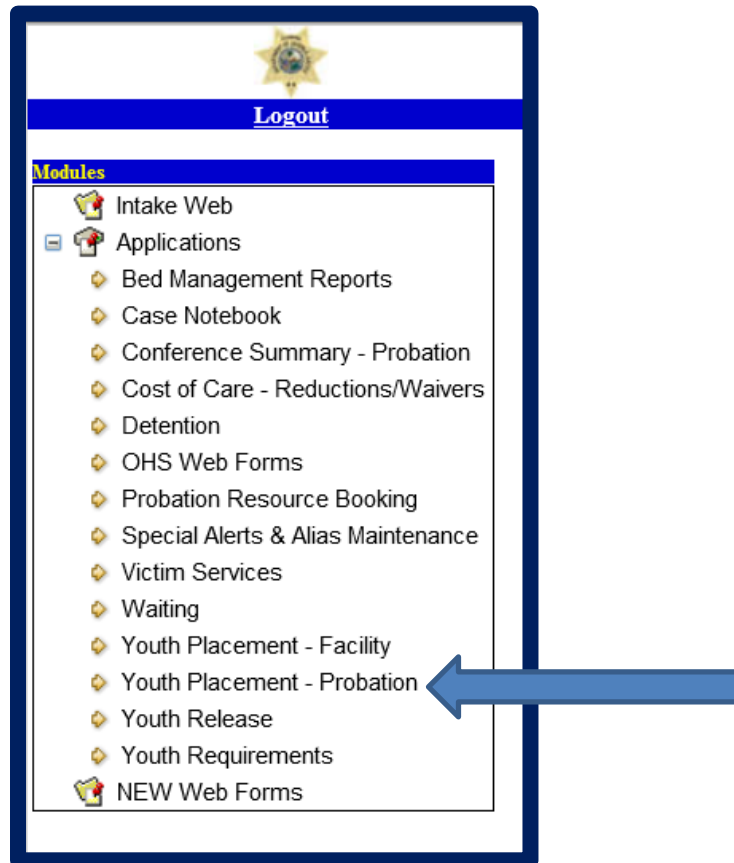
You can also review the information from the youth’s Face Sheet under the Youth Placement History section.

YOUTH PLACEMENT HISTORY						
REF. ID	STATUS	CUSTODY UNIT	ADMIT DATE	ADMIT REASON	RELEASE DATE	RELEASE REASON
3962425	Intervention-Residential Treatment	Respite Care - D V - Duval County - Florida Network - C4	05/01/2015	Admitted to local shelter- respite care		
3962273	Intervention-Intake	Intake - 04th Circuit	07/31/2014	New Charges		
3962273	Intervention-Assessment Center	J A C - 04 Circuit - Duval County	07/31/2014	New Charges	07/31/2014	Detained
3962425	Intervention-Intake	Intake - 04th Circuit	07/31/2014	VOP - Technical Violation		
3962425	Intervention-Intake Processing	Intake Processing - 04th Circuit	07/31/2014	VOP - Technical Violation	07/31/2014	Youth Registration Process Completed

Releasing a Youth

Selecting a Youth to Release

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



This takes you to the Youth Search screen. Conduct youth search by entering DJJID number or any other criteria and click “Find”. Once the youth’s information appears click “Select” next to the youth’s name.

Department of Juvenile Justice

Logout Face Sheet Go Test Server

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Youth Placement - Probation Module

Youth Search

Search Type: Approximate Match Exact Match

Search By:

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

Last Name: [] Alias: [] SSN: [] DOB: [] DJJ ID: [] Race: []

First Name: [] Sex: []

Find

Record Count: 1

Youth Found	Youth Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquency	Race	Sex	Home Country
Select	[]	3962425	[]	05/01/2015	No	No	YES	White	Male	Duval

Next, click “Select” to highlight the youth’s DV Respite placement, and then click “Release”.

Youth's Name: []

Edit Release

	Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason
Select	Intervention	Residential Treatment	Respite Care - D V - Duval County - Florida Network - C4	3962425	05/01/2015	10:00 AM	Admitted to local shelter- respite care
Select	Intervention	Intake	Intake - 04th Circuit	3962273	07/31/2014	09:41 AM	New Charges
Select	Intervention	Assessment Center	J A C - 04 Circuit - Duval County	3962273	07/31/2014	09:41 AM	New Charges
Select	Intervention	Intake	Intake - 04th Circuit	3962425	07/31/2014	09:00 AM	VOP - Technical Violation
Select	Intervention	Intake Processing	Intake Processing - 04th Circuit	3962425	07/31/2014	09:00 AM	VOP - Technical Violation

Entering the Release Information

On the Edit Placement Probation screen, there are a few things you need to remember. All of the information on the left side of the screen under Referral Info is “Read Only”. You will not be able to make any changes to this information. Also, because we are releasing a youth, the section titled “Admit Information” should be greyed out.

Youth Placement Probation Module

Edit Placement Probation

Youth Name: [] DJJID: []

Select a release reason to release the youth from this location

Referral Info (Read Only)	
Referral ID:	3962425
Court Docket	Charge Description
16-2014-CJ-2368	Court Order Non-Law Violation of Probation
16-2014-CJ-003246	Court Order Non-Law Violation of Probation
Sub Component: Residential Treatment	
Custody Unit: Respite Care - DV - Duval County - Florida Network - C4	
Admit Reason: Admitted to local shelter- respite care	
Admit Date/Time: 5/1/2015 10:00 AM	
Admitted By:: Trainer, Juvenile Probation	

Open Placements (Read-Only)				
Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
3962425	Residential Treatment	Respite Care - DV - Duval County - Florida Network - C4	5/1/2015	Admitted to local shelter- respite care
3962273	Intake	Intake - 04th Circuit	7/31/2014	New Charges
3962425	Intake	Intake - 04th Circuit	7/31/2014	VOP - Technical Violation
3962273	Home	Duval Regional Juvenile	7/31/2014	New Charges

Release Information	
Release Reason:	[]
Release Date/Time: (MM/DD/YYYY)	[] []
Released By:	

Admit Information	
Sub-Component	Intervention - Residential Treatment
Referral	3962425
Circuit:	04th Circuit
Custody unit	Respite Care - DV - Duval County - Florida Network
Admit Reason:	Admitted to local shelter- respite care
Admit Date/Time: (MM/DD/YYYY)	5/1/2015 10:00 AM
Admitted By:	Trainer, Juvenile Probation
Modified by:	Trainer, Juvenile Probation on 5/13/2015 10:04:06 AM

Save Cancel Delete

Now we can focus our attention on the “Release Information” section as this is where we are going to fill in data to capture the release.

Enter the “Release Reason” which should say “Released from local shelter-respite care” and then enter the “Release Date/Time”. Enter the youth’s actual release date (the date the youth physically left the program). You must use the format “mmddyyyy” or the date will not enter correctly. Do not enter slashes, only numbers. You can enter a previous date and time, but you cannot enter a future date and time.

Youth Placement Probation Module

Edit Placement Probation

Youth Name: DJJID:

Select a release reason to release the youth from this location

Referral Info.(Read Only)		Release Information	
Referral ID:	3962425	Release Reason:	Released from local shelter- respite care
Court Docket	Charge Description	Release Date/Time:	05/10/2015 10:40 AM
16-2014-CJ-2368	Court OrderNon-Law Violation of Probation	Released By:	
16-2014-CJ-003246	Court OrderNon-Law Violation of Probation		
Sub Component: Residential Treatment		Admit Information	
Custody Unit: Respite Care - D V - Duval County - Florida Network - C4		Sub-Component	Intervention - Residential Treatment
Admit Reason: Admitted to local shelter- respite care		Referral	3962425
Admit Date/Time: 5/1/2015 10:00 AM		Circuit:	
Admitted By: Trainer, Juvenile Probation		Custody unit	Respite Care - D V - Duval County - Florida Network
		Admit Reason:	Admitted to local shelter- respite care
		Admit Date/Time:	5/1/2015 10:00 AM
		Admitted By:	Trainer, Juvenile Probation
		Modified by:	Trainer, Juvenile Probation on 5/13/2015 10:04:06 AM

Open Placements(Read-Only)				
Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
3962425	Residential Treatment	Respite Care - D V - Duval County - Florida Network - C4	5/1/2015	Admitted to local shelter- respite care
3962273	Intake	Intake - 04th Circuit	7/31/2014	New Charges
3962425	Intake	Intake - 04th Circuit	7/31/2014	VOP - Technical Violation
3962273	Home	Duval Regional Juvenile	7/31/2014	New Charges

Click the "Save" button, and this will bring you back to the Youth Placement – Probation Home screen.

Youth Placement - Probation Module

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Youth's Name: DJJID:

Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason	Release Date	Release Time	Release Reason	Status
Select	Intervention-Residential Treatment	Respite Care - D V - Duval County - Florida Network - C4	3962425	05/01/2015	10:00 AM	Admitted to local shelter- respite care	05/10/2015	10:40 AM	Released from local shelter- respite care	
Select	Intervention-Intake	Intake - 04th Circuit	3962273	07/31/2014	09:41 AM	New Charges				Legal Status
Select	Intervention-Assessment Center	J A C - 04 Circuit - Duval County	3962273	07/31/2014	09:41 AM	New Charges	07/31/2014	03:03 PM	Detained	
Select	Intervention-Intake	Intake - 04th Circuit	3962425	07/31/2014	09:00 AM	VOP - Technical Violation				Legal Status
Select	Intervention-Intake Processing	Intake Processing - 04th Circuit	3962425	07/31/2014	09:00 AM	VOP - Technical Violation	07/31/2014	09:00 AM	Youth Registration Process Completed	

Youth Information Review – Release

After you have released the youth, be sure to review the youth’s information to ensure the youth was successfully released. This can be done two ways.

You can review the youth placement history from the Youth Placement – Probation screen.

Admit Reason	Release Date	Release Time	Release Reason
Admitted to local shelter- respite care	05/10/2015	10:40 AM	Released from local shelter- respite care
New Charges			
New Charges	07/31/2014	03:03 PM	Detained
VOP - Technical Violation			
VOP - Technical Violation	07/31/2014	09:00 AM	Youth Registration Process Completed

Or you can review the information from the youth's Face Sheet under the Youth Placement History section.

YOUTH PLACEMENT HISTORY						
REF. ID	STATUS	CUSTODY UNIT	ADMIT DATE	ADMIT REASON	RELEASE DATE	RELEASE REASON
3962425	Intervention-Residential Treatment	Respite Care - D V - Duval County - Florida Network - C4	05/01/2015	Admitted to local shelter- respite care	05/10/2015	Released from local shelter- respite care
3962273	Intervention-Intake	Intake - 04th Circuit	07/31/2014	New Charges		
3962273	Intervention-Assessment Center	J A C - 04 Circuit - Duval County	07/31/2014	New Charges	07/31/2014	Detained
3962425	Intervention-Intake	Intake - 04th Circuit	07/31/2014	VOP - Technical Violation		
3962425	Intervention-Intake Processing	Intake Processing - 04th Circuit	07/31/2014	VOP - Technical Violation	07/31/2014	Youth Registration Process Completed

If the information on the youth's release is not correct, submit a DIO Help Request to have it corrected.