



YOUTH RELEASE Detention Services

A JJIS User Guide

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Youth Release

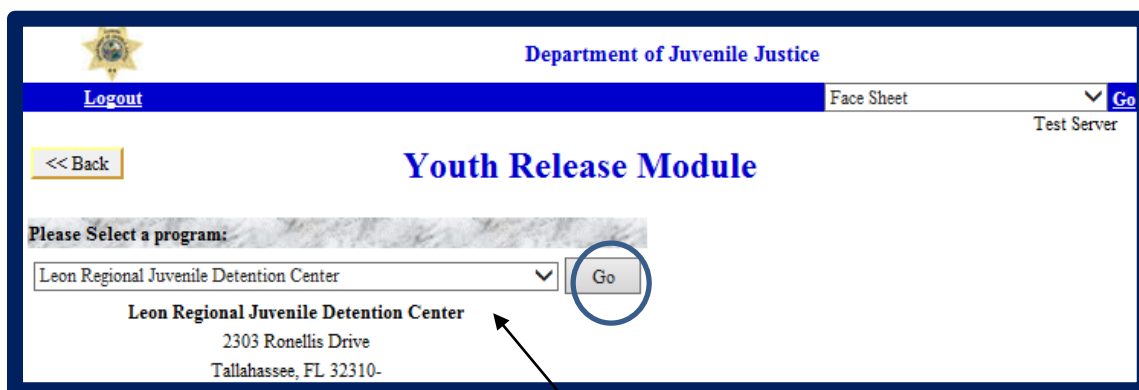
This module serves a dual purpose, allowing you to update the projected release date for a detained youth or release them from your census. Every detainee has a DJJ ID number and an open referral number which we will use to update this information. This is tracked because movements in and out of Detention must be recorded within JJIS.

Finding a Youth

From JJIS Web under Modules, double click on the Youth Release Module.



This takes you to the Youth Release 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.



At the next screen, you will see a listing of all “Detained” youth in alphabetical order. It will list all of the youth who are on any detention status.

Youth Release
Leon Regional Juvenile Detention Center

Select Youth To Update/Release

[Supervisory Case Reviews Due](#)
Record Count: 66

Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	4/23/2013	Court Order	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	5/4/2013	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	3/21/2013	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	3/27/2013	Court Order	
<input type="checkbox"/>	<input type="checkbox"/>			Secure Detention	4/24/2013	New Charges	05/15/2013
<input type="checkbox"/>	<input type="checkbox"/>			Electronic Monitoring	2/28/2013	Court Order	

Note: If the youth is not listed, then youth may have already been released or youth may not have been correctly admitted to the facility.

Updating Projected Release Date

Once you have found the youth you are looking for, select the checkbox next to the name of the youth to be updated. Then click “Select Youth To Update/Release” at the top of the screen.

Youth Release
Leon Regional Juvenile Detention Center

Select Youth To Update/Release

[Supervisory Case Reviews Due](#)
Record Count: 66

Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	4/23/2013	Court Order	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	5/4/2013	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	3/21/2013	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	3/27/2013	Court Order	
<input type="checkbox"/>	<input type="checkbox"/>			Secure Detention	4/24/2013	New Charges	05/15/2013
<input type="checkbox"/>	<input type="checkbox"/>			Electronic Monitoring	2/28/2013	Court Order	

This brings you to the release screen where we can now update the projected release date for the youth.

Next to the youth’s name under the Projected Release date column, enter the new or updated projected release date. Then, click on the “Update” link.

Youth Release
Leon Regional Juvenile Detention Center

Select All

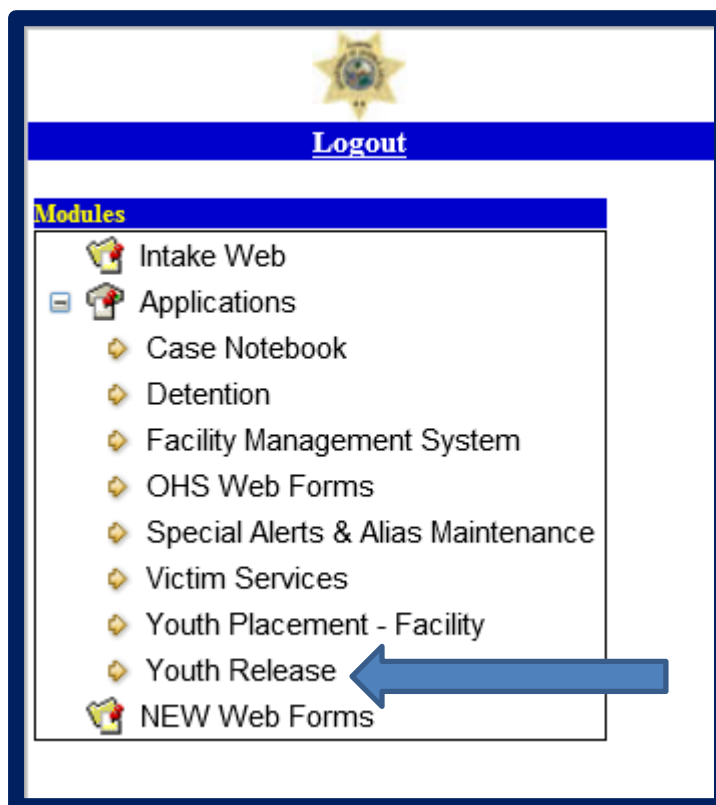
Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *
<input type="checkbox"/>	Update	Youth Names and DJJ ID's		Home Detention	3/21/2013	New Charges			
<input type="checkbox"/>	Update			Secure Detention	4/24/2013	New Charges	05/15/2013		
<input type="checkbox"/>	Up			Home Detention	5/5/2013	New Charges			

You can repeat this process for each youth requiring entry or update of their projected release date.

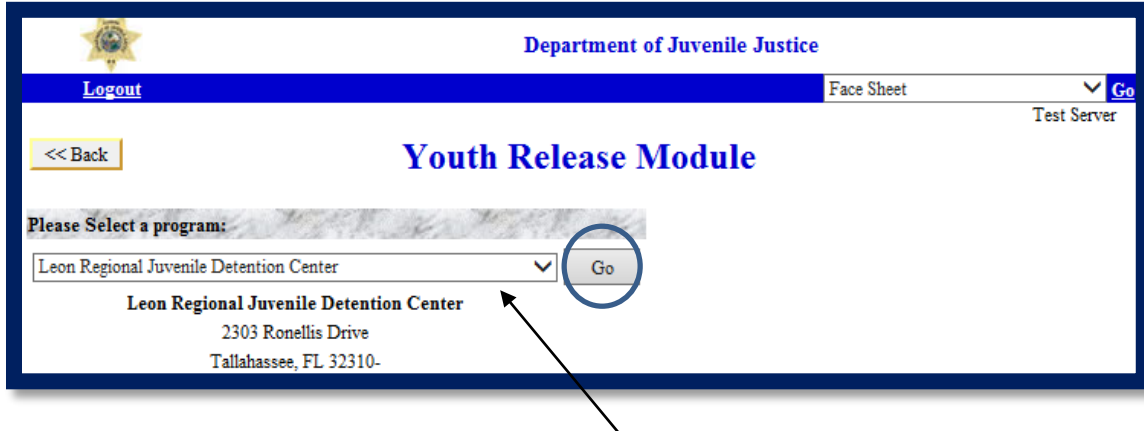
Releasing a Youth

When the Judge orders youth's release, Detention staff use JJIS to release the youth from their facility/census.

From JJIS Web under Modules, double click on the Youth Release Module.



This takes you to the Youth Release 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.



At the next screen, you will see a listing of all “Detained” youth in alphabetical order. It will list all of the youth who are on any detention status.

The screenshot shows the 'Youth Release' screen for the 'Leon Regional Juvenile Detention Center'. At the top, there is a 'Select Youth To Update/Release' button. Below this, there is a 'Supervisory Case Reviews Due' link and a 'Record Count: 66' indicator. The main content is a table with the following columns: 'Select', 'Dual', 'Youth Name', 'DJJID', 'Sub Component', 'Admit Date', 'Admit Reason', and 'Projected Release Date'. The table contains several rows of data, with a blue box highlighting the 'Youth Name and DJJ ID's' column.

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>	Youth Names and DJJ ID's		Home Detention	4/23/2013	Court Order	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	5/4/2013	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	3/21/2013	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	3/27/2013	Court Order	
<input type="checkbox"/>	<input type="checkbox"/>			Secure Detention	4/24/2013	New Charges	05/15/2013
<input type="checkbox"/>	<input type="checkbox"/>			Electronic Monitoring	2/28/2013	Court Order	

Note: If the youth is not listed, then youth may have already been released or youth may not have been correctly admitted to the facility.

Once you have found the youth you are looking for, select the checkbox next to the name of the youth to be released. Then click “Select Youth To Update/Release” at the top of the screen.

Youth Release
Leon Regional Juvenile Detention Center

Select Youth To Update/Release

[Supervisory Case Reviews Due](#)
Record Count: 66

Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>		Youth Names and DJJ ID's		Home Detention	4/23/2013	Court Order	
<input type="checkbox"/>			Home Detention	5/4/2013	New Charges		
<input type="checkbox"/>			Home Detention	3/21/2013	New Charges		
<input type="checkbox"/>			Home Detention	3/27/2013	Court Order		
<input type="checkbox"/>			Secure Detention	4/24/2013	New Charges	05/15/2013	
<input type="checkbox"/>			Electronic Monitoring	2/28/2013	Court Order		

This brings you to the release screen where you will enter the release information for the youth.

Check the "Select" box again for the youth to be released, then complete the following fields: Actual Release Date, Release Time, Release Reason, and Release To.

Youth Release
Leon Regional Juvenile Detention Center

Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release To *
<input type="checkbox"/>	Update	Youth Names and DJJ ID's		Home Detention	11/9/2014	Court Order			
<input type="checkbox"/>	Update		Secure Detention	11/23/2014	New Charges	12/07/2014			
<input type="checkbox"/>	Update		Electronic Monitoring	11/4/2014	Court Order				

The Actual Release and Release Time columns should reflect the actual date and time that the youth is being released from detention status. You can enter a previous date and time, but you cannot enter a future date and time.

Youth Release
Leon Regional Juvenile Detention Center

Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release To *
<input type="checkbox"/>	Update	Youth Names and DJJ ID's		Home Detention	11/9/2014	Court Order			
<input type="checkbox"/>	Update		Secure Detention	11/23/2014	New Charges	12/07/2014			
<input type="checkbox"/>	Update		Electronic Monitoring	11/4/2014	Court Order				

Release Reason Options

Next, you must enter a Release Reason.

The screenshot shows the 'Youth Release' interface for the Leon Regional Juvenile Detention Center. It features a table with columns for Select, Dual, Youth Name, DJJD, Sub Component, Admit Date, Admit Reason, Projected Release Date, Actual Release, Release Time, Release Reason, and Release To. A dropdown menu is open over the 'Release Reason' column, listing options: Commitment Placement, Court order, Death, Detention Period Expired, Escape, Hospitalized, Transfer Out- STOP Hold, and Transferred.

Select	Dual	Youth Name	DJJD	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release To *
<input type="checkbox"/>	Update <input checked="" type="checkbox"/>	Youth Names and DJJ ID's		Home Detention	4/23/2013	Court Order					
<input type="checkbox"/>	Update <input checked="" type="checkbox"/>			Secure Detention	4/24/2013	New Charges	05/15/2013				
<input type="checkbox"/>	Update <input checked="" type="checkbox"/>			Electronic Monitoring	2/28/2013	Court Order					

Let's explore the release reason options.

Commitment Placement – This should be selected when detention staff has been notified that a bed is available and the youth is ready for commitment placement. In most cases, this is used for youth who were in Secure Detention or on Home Detention awaiting placement.

Court Order – This should be selected for youth who were court ordered to be released from a Detention status.

Death – This should be selected for youth who died while in DJJ Custody.

Detention Period Expired – This should be selected for youth who have been held in accordance with their court order, usually 21 days.

Hospitalized – This should be selected for youth who are in Secure Detention and have been admitted to the hospital or after spending three or more days at a mental health facility.

Transfer Out – STOP Hold – This should be selected for youth who are in Secure Detention and they are being transported to another facility but will have to be held over at a temporary location.

Transferred – This should be selected for youth who are in Secure Detention and they are being transferred to another detention facility or detention status such as Home Detention or Electronic Monitoring.

Release To Options

Now we need to enter a Release To reason. This reason creates the youth's next

placement, if applicable.

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release To *
<input type="checkbox"/>	Update	Youth Names and DJJ ID's		Home Detention	11/9/2014	Court Order			
<input type="checkbox"/>	Update			Secure Detention	11/23/2014	New Charges	12/07/2014		
<input type="checkbox"/>	Update			Electronic Monitoring	11/4/2014	Court Order			

-
- Abscond
- Electronic Monitoring
- End Detention Placement
- Escape
- Home Detention
- Home Detention- ATSD- NO EM
- Home Detention- ATSD- WITH EM
- In-Transit - Commitment
- In-Transit - Detention
- Jail

Let's explore the Release To options.

Abscond – This status should **never** be selected by Detention staff.

Electronic Monitoring – This should be selected for youth who were court ordered to be released from a Detention status and placed on Electronic Monitoring as a detention status **NOT** as a condition of probation (PES) Status.

End Detention Placement – This should be selected as a default placement when none of the other listed options are appropriate or the youth is a straight release without special conditions.

Escape – This should be selected when a youth has left the grounds of the facility without being released. This is used only for youth who are in Secure Detention.

Home Detention – This should be selected for a youth who was in Secure Detention and the Judge has ordered they be released to Home Detention as a detention status.

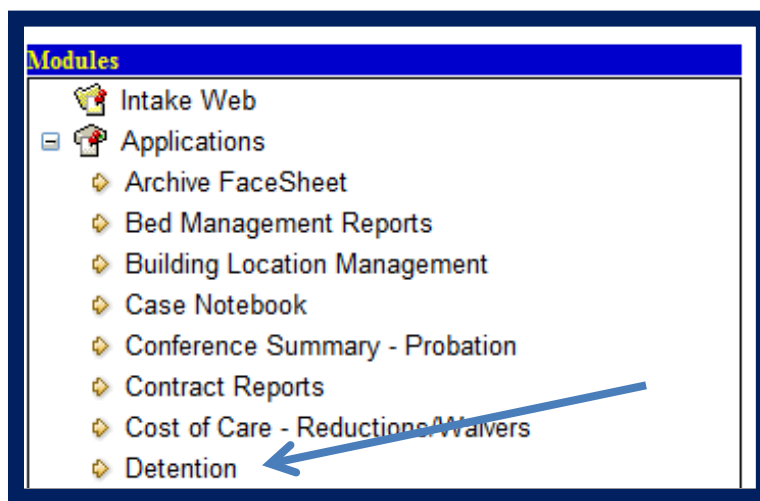
Home Detention – ATSD – NO EM – Alternative To Secure Detention – No Electronic Monitoring – This should be selected for youth who are being released from Secure Detention and going to a Home Detention status without Electronic Monitoring.

Home Detention – ATSD – WITH EM – Alternative To Secure Detention – With Electronic Monitoring – This should be selected for youth who are being released from Secure Detention and going to a Home Detention status with Electronic Monitoring.

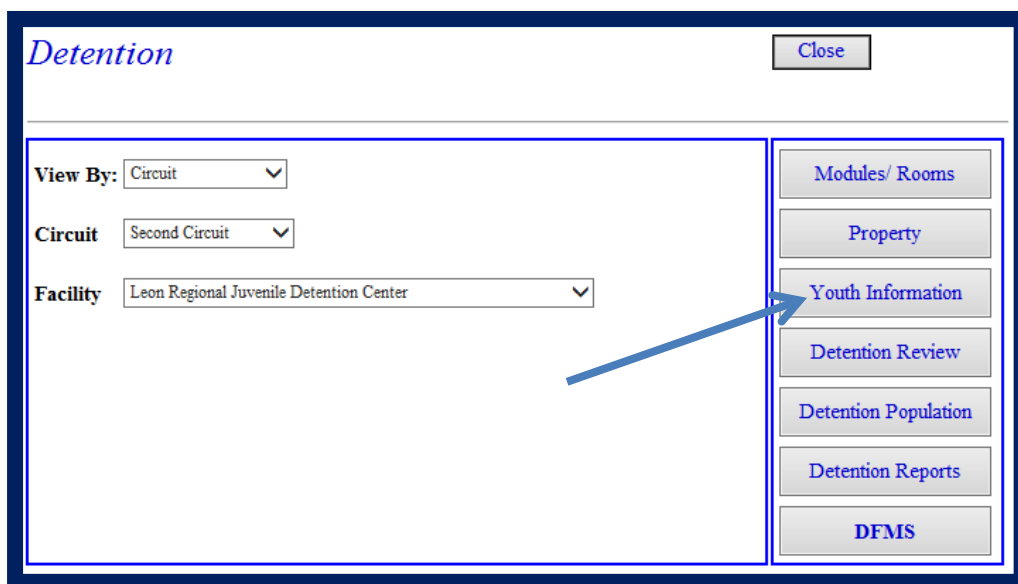
In-Transit – Commitment – This should be selected when a youth is going to a Commitment Facility. You should enter the name of the facility the youth is going to on the “Release Notes” line.

In-Transit – Detention – This should be selected when a youth is going to another detention facility. If there is a STOP-Hold to another detention center on their way to a

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



From there click on the “Youth Information” button.



The detention youth information will be displayed with the names 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's	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			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: Race: Module:


Date Admitted: Age: Room #:

Time Admitted: DOB: Storage Unit(s):

Projected Release Date: # of Referrals: Days Detained:

Face Sheet Review

Youth released to any non-detention status will no longer appear in the alphabetical listing of youth. You should review the youth's face sheet to ensure they were released correctly. In the Global Menu, click the "Go" button next to Face Sheet in the upper right corner of your JJIS window.


Department of Juvenile Justice


Logout

Face Sheet
▼
Go

Modules

- Intake Web
- Applications
 - Bed Management Reports
 - Case Notebook
 - Evidence Based Services
 - Facilities
 - RPACT Reports
 - Special Alerts & Alias Maintenance
 - Victim Services
 - Youth Placement - Facility**
 - Youth Release
- NEW Web Forms

Juvenile Justice Information System (JJIS)



A new window will open, allowing you to search for the youth you just released.

Search Type
 Approximate Match Exact Match

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

Last Name: Alias: SSN:
 First Name: DJJID: Sex:
 DOB: Race:

Youth Found Record Count: 1

Select	Last Name	First Name	Middle Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	County
<input type="checkbox"/>							Yes	No	YES	Black	F	Palm Beach

[Facesheet Printing Instructions](#)

Select the youth whose face sheet you want to review. Information on Alerts and Aliases will be presented. You must click “OK” to proceed.

Current Special Alerts & Alias Information

Youth Name:

Critical Alerts Information

DESCRIPTION	CATEGORY	NOTE DESCRIPTION	START DATE/TIME
Suicide Risk	Mental Health	As indicated on Assessment of Suicide risk form	08/01/2014 09:28:15.9

1

Special Alerts Information

DESCRIPTION	START DATE/TIME	END DATE/TIME	COUNTY
Outstanding Warrants	09/02/2014		Palm Beach

1

Alias Information

To enter additional information, please see Alert and Alias Maintenance.

The youth’s face sheet will open in PDF format. Review the youth’s physical location and placement history sections to ensure youth was released to the next placement correctly.

PHYSICAL LOCATION

<u>REF. ID</u>	<u>PROGRAM NAME</u>	<u>PROGRAM TYPE</u>	<u>BEGIN DATE</u>	<u>ADMIT REASON</u>	<u>ADDRESS</u>	<u>PHONE #</u>
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LEGAL STATUS

<u>REF. ID</u>	<u>PROGRAM NAME</u>	<u>PROGRAM TYPE</u>	<u>BEGIN DATE</u>	<u>ADMIT REASON</u>
3972653	Intake - 02nd Circuit	Intervention - Intake	06/23/2015	New Charges

YOUTH PLACEMENT HISTORY

<u>REF. ID</u>	<u>STATUS</u>	<u>CUSTODY UNIT</u>	<u>ADMIT DATE</u>	<u>ADMIT REASON</u>	<u>RELEASE DATE</u>	<u>RELEASE REASON</u>
3972653	Detention-Secure Detention	Leon Regional Juvenile Detention Center	01/19/2016	Court Order	01/25/2016	Court order
3972653	Intervention-In-Transit	In-Transit - Detention - 02nd Circuit	06/23/2015	Transported to or from Detention	01/19/2016	End of in-transit status
3972653	Intervention-Intake	Intake - 02nd Circuit	06/23/2015	New Charges		
3972653	Intervention-Assessment Center	J A C - 02 Circuit - Leon County	06/23/2015	New Charges	06/23/2015	Detained