



# YOUTH RELEASE Residential Services

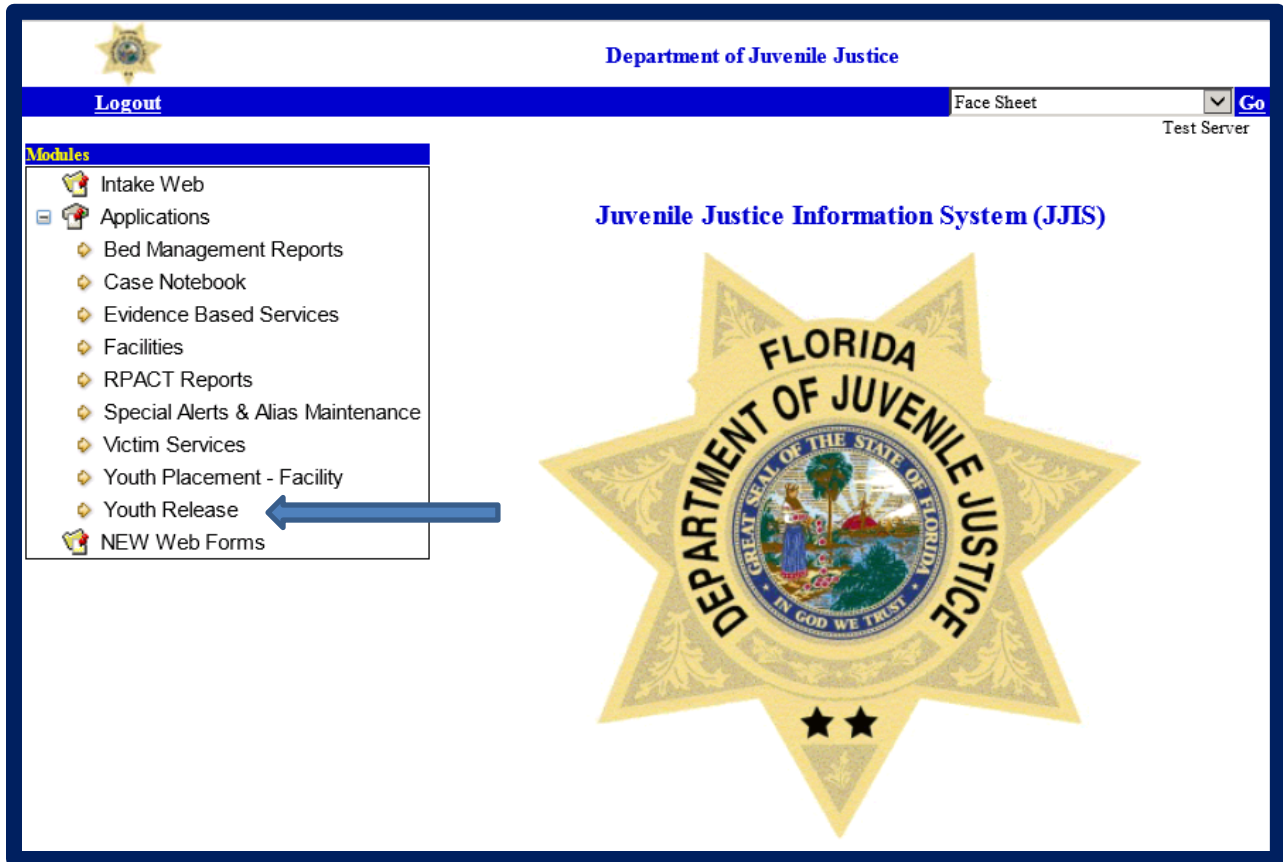
A JJIS User Guide

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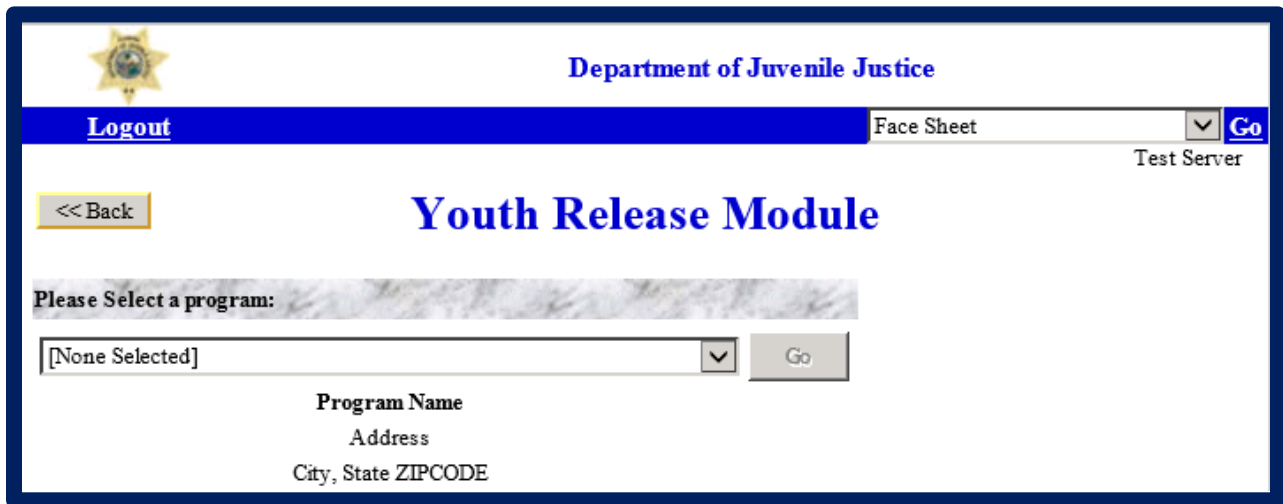
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# Youth Release Module

To access the module to release youth from your residential program, you will log into JJIS. From the module menu on the left, click Youth Release.



In the Youth Release Module, you will click on the drop down arrow to select the facility name. Facilities available are permission based. If the facility is not assigned to the account, it will not show up in the drop down list.



Select the facility name and then click the “Go” button.

### Update Projected Date of Release

From the list of youth currently in the program, select the youth for whom the projected release date should be updated by checking the box under the “Select” column next to the youth’s name.

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Youth Names and DJJ IDs		Non-Secure Residential	9/12/2014	New Commitment	09/12/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/29/2014	New Commitment	03/01/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/14/2014	New Commitment	05/14/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/5/2014	New Commitment	02/08/2015

Click on the “Select Youth to Update/Release” button.

Enter the updated projected release date. Do not enter slashes, only numbers. You must use the format “mmddyyyy” or the date will not enter correctly.

**Youth Release**  
 Okeechobee Girls Academy Non-Secure - Non-Secure Residential


Select All

Select		Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *
<input type="checkbox"/>	<a href="#">Update</a>		Youth Name and DJJ ID		Non-Secure Residential	9/12/2014	New Commitment	09/12/2015		

For dates entered incorrectly, the system will display two red asterisks. The system will not update the projected release date even if the update link is clicked.

Select		Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<input type="checkbox"/>	Youth Name and DJJ ID		Moderate Risk Residential	5/7/2015	New Commitment	* 12/32/0015 *


When all information is entered correctly, click on the blue “Update” link. This will change the date. The screen will not change, but you will see the new date in the projected release date field.

 **Youth Release**  
 Okeechobee Girls Academy Non-Secure - Non-Secure Residential

Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *
<input type="checkbox"/>	<a href="#">Update</a>	Youth Name and DJJ ID		Moderate Risk Residential	5/7/2015	New Commitment	12/03/2015		

Click the blue back arrow to return to the list of youth on the Youth Release screen. You will see the updated projected release date showing in the last column.

 **Youth Release**  
 Okeechobee Girls Academy Non-Secure - Non-Secure Residential

[Supervisory Case Reviews Due](#)  
Record Count: 9

Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>	Youth Names and DJJ IDs		Non-Secure Residential	9/12/2014	New Commitment	12/03/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/29/2014	New Commitment	03/01/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/14/2014	New Commitment	05/14/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/5/2014	New Commitment	02/08/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/5/2014	New Commitment	05/05/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/29/2014	New Commitment	03/01/2015

## Selecting Youth to Release

From the list of youth currently in the program, select the youth to be released by checking the box under the “Select” column next to the youth’s name. Click on the “Select Youth to Update/Release” button.

**Youth Release**  
 Echobee Girls Academy Non-Secure - Non-Secure Residential Select Youth To Update/Release

[Supervisory Case Reviews Due](#)  
 Record Count: 9

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Update Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>	Youth Names and DJJIDs		Non-Secure Residential	9/12/2014	Commitment	09/12/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/29/2014	Commitment	03/01/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/14/2014	Commitment	05/14/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/5/2014	New Commitment	02/08/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/5/2014	New Commitment	05/05/2015
<input type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/29/2014	New Commitment	03/01/2015

## Releasing Youth from Facility

### Release Date and Time

Check the box in the “Select” column next to the youth’s name. 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. For dates entered incorrectly, the system will display two red asterisks.

**Youth Release**  
 Echobee Girls Academy Non-Secure - Non-Secure Residential

[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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Non-Secure Residential	9/2/2015	Change of referral - Continued placement	12/22/2015	11/52/0016		...	...

Enter the actual release time (the time youth physically left the program). You can enter a previous date and time, but you cannot enter a future date and time.

Release Youth(s)

### Youth Release

Okeechobee Girls Academy Non-Secure - Non-Secure Residential

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Update			Non-Secure Residential	9/2/2015	Change of referral - Continued placement	12/22/2015	01/15/2016	11:00 AM	...	...

## Release Reason

From the drop down select the correct release reason.

### Youth Release

Okeechobee Girls Academy Non-Secure - Non-Secure Residential

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Update			Non-Secure Residential	8/15/2014	New Commitment	05/15/2015	05/11/2015	11:56 AM	<ul style="list-style-type: none"> <li>Abscond</li> <li>Change of referral-continue placement</li> <li>Death</li> <li>Escape</li> <li>Jurisdiction Expired Due To Age</li> <li>Maximum Term Served</li> <li>Mental Health/Medical Treatment</li> <li>New Charges</li> <li>Program Completed-No Supervision</li> <li>Program Completed-With Supervision</li> <li>Program Incomplete - Court Order Termination</li> <li>Recommitted Placement Changed</li> <li>Sentence With Adult Sanctions</li> <li>Transfer - Higher Level</li> <li>Transfer - Lateral</li> <li>Transfer - Lower Level</li> <li>Transfer - New contract provider</li> <li>Transfer - Program name change, same contract provider</li> </ul>	...



When selecting the release reason- make sure to use the correct reason.

- 1) **Abscond** - This would not be used by the commitment program. This release reason is used for supervision youth.
- 2) **Change in Referral/Continue Placement** - This would not be used by the commitment program. The DIO or Commitment Manager would use this reason when the referral youth is placed on needs to be changed and youth remains placed on another referral.
- 3) **Death** - Use this reason if youth dies in your custody.
- 4) **Escape** - Use this reason if youth has escaped from the program.
- 5) **Jurisdiction expired due to age** - Use this reason if youth aged out while in program and is being released.
- 6) **Maximum term served** - Use this reason if, regardless of program completion/success, youth is being released due to serving the maximum term allowable by law.
- 7) **Mental health/medical treatment** - Use this reason if regardless of program completion/success youth was released due to being sent for medical or mental health treatment.
- 8) **Program completed with supervision** - Use this reason if youth has completed the program and will be placed on aftercare supervision.
- 9) **Program completed with no supervision** - Use this reason if youth is direct discharged with no additional supervision to follow release.
- 10) **Program Incomplete - court order termination** - Use this reason when regardless of program completion/success, you have received a court order to release the youth.
- 11) **Recommitted placement changed** - Use this reason when the youth is recommitted to a higher level or different program type.
- 12) **Sentenced with adult sanctions** - Use this reason if youth has other charges, and was sentenced with adult sanctions, resulting in prison or Jail time.
- 13) **Transfer - Higher** - Use this reason if youth was transferred to a higher level program.
- 14) **Transfer lateral** - Use this reason if youth changed programs, but remained at the same program risk level.
- 15) **Transfer lower** - Use this reason if youth was transferred or stepped down to a lower program risk level.
- 16) **Transfer new contract provider** - This would not be used by the commitment program. The DIO or HQ would use this reason if the program contract changes to another provider.
- 17) **Transfer - program name change, same contract provider** - This would not be used by the commitment program. The DIO or HQ would use this reason if the program name is changed but the provider is not changed.

## Release To

When choosing “Release To” option, this creates the next placement for the youth. It’s important that you select accordingly.

The screenshot shows the 'Youth Release' form for 'Okeechobee Girls Academy Non-Secure - Non-Secure Residential'. A blue arrow points to the 'Release To' dropdown menu, which is open and showing options: Abscond, Escape, In-Transit - Circuit, In-Transit - Commitment, In-Transit - Detention, and Jail. The current selection is 'Program Completed-With Supervision'.

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release To *
<input checked="" type="checkbox"/>	<input type="checkbox"/>			Non-Secure Residential	8/14/2014	New Commitment	05/14/2015	05/11/2015	11:56 AM	Program Completed-With Supervision	<ul style="list-style-type: none"> <li>Abscond</li> <li>Escape</li> <li>In-Transit - Circuit</li> <li>In-Transit - Commitment</li> <li>In-Transit - Detention</li> <li>Jail</li> </ul>

- 1) **Abscond** - This reason should not be used for residential facilities.
- 2) **Escape** - This reason would be used when youth has escaped from your facility.
- 3) **In transit circuit** - This reason should not be used for residential facilities.
- 4) **In transit commitment** - This reason would be used when youth is not an escape or going to a jail placement and is being transported to or from a commitment facility.
- 5) **In transit detention** - This reason should not be used for residential facilities.
- 6) **Jail** - This reason would be used when youth is being released to Jail.

## Additional Optional Fields

The Youth Release record contains optional fields that can be completed as a best practice to provide additional information on the youth’s release. Release Notes can be entered for any youth. The Custody Transferred To, Relationship and Identification fields should **only** be completed when the youth is released directly from your program to a specific individual.

Record Count: 1

Release Notes	Custody Transferred To	Relationship	Identification Type 1	Identification 1	Identification Type 2	Identification 2	Last Modified By	Last Modified Date Time	Placement History
							Staff, Residential	5/11/2015 4:50:09 PM	History

The “History” button in the Placement History column opens a report detailing the youth’s placement history, and includes all placement types, Detention, Intervention and Commitment.

Department of Juvenile Justice

Face Sheet  Test Server

Logout

<< Back

## Youth Placement - History Module

Edit Placement History

Youth's Name:  DJJID:  Records: 32

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
Commitment	Non-Secure Residential	Okeechobee Girls Academy Non-Secure	3957836	08/14/2014	09:24 AM	New Commitment				Physical Location	Alt, Mary Jane		Alt, Mary Jane	8/14/2014 9:28:28 AM
Intervention	In-Transit	In-Transit - Commitment - 01st Circuit	3957842	08/13/2014	06:15 AM	Transported to or from Commitment Program	08/14/2014	09:24 AM	End of in-transit status		Turman, Thomas O	Alt, Mary Jane	Alt, Mary Jane	8/14/2014 9:28:28 AM
Intervention	In-Transit	In-Transit - Detention - 01st Circuit	3957842	08/12/2014	10:30 AM	Transported to or from Detention	08/12/2014	05:18 PM	End of in-transit status		Roten, Jessica L	Pryor, Holley D	Pryor, Holley D	8/12/2014 5:19:07 PM
Detention	Secure Detention	Escambia Regional Juvenile Detention Center	3957842	08/12/2014	05:18 PM	Transfer In	08/13/2014	06:15 AM	Court order		Pryor, Holley D	Turman, Thomas O	Turman, Thomas O	8/13/2014 3:45:14 PM

Click the blue “Back Arrow” to return to the release screen

### Release Youth(s)

Once all of the required fields have been completed, click on the “Release Youth” button in the middle of the screen.

If you get a red error message indicating, **“One or more errors, please check errors column on grid,”** you can scroll the window all the way to the right. The “Errors!” column will be visible with a description of the error that occurred.

Supervisors:  Reviews Due:  Record Count: 1

Release Notes	Custody Transferred To	Relationship	Identification Type 1	Identification 1	Identification Type 2	Identification 2	Last Modified By	Last Modified Date Time	Placement History	Errors!
							Staff, Residential	5/14/2015 10:38:47 AM	History	[Actual] 09640956

Scroll>>>>>>

You can highlight the text in the message box, copy it and paste into a Word document to see what it says. The most common error message is **[Actual Release Date and Time cannot be in the future]**. This error is most commonly received when releasing on the same date and time as the entry. The computer will read this as a future time. To avoid this error, make sure you enter the Release Time as at least one minute prior to time on your computer screen.

If all information is correct, once you click on the “release youth” button, the screen will update and show you the red message: **Youth Successfully released**. The youth’s name will no longer appear on the list of youth in your program.

<< Back Youth Release Module

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**Youth Release** ←

Okeechobee Girls Academy Non-Secure - Non-Secure Residential Select Youth To Update/Release

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**Youth Successfully released.** [Supervisory Case Reviews Due](#)

Select All Record Count: 8

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>	Youth Names and DJJ IDs		Non-Secure Residential	9/12/2014	New Commitment	12/03/2015
<input type="checkbox"/>	<input type="checkbox"/>		Non-Secure Residential	8/29/2014	New Commitment	03/01/2015	
<input type="checkbox"/>	<input type="checkbox"/>		Non-Secure Residential	8/14/2014	New Commitment	05/14/2015	
<input type="checkbox"/>	<input type="checkbox"/>		Non-Secure Residential	8/5/2014	New Commitment	02/08/2015	
<input type="checkbox"/>	<input type="checkbox"/>		Non-Secure Residential	8/5/2014	New Commitment	05/05/2015	
<input type="checkbox"/>	<input type="checkbox"/>		Non-Secure Residential	8/29/2014	New Commitment	03/01/2015	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	5/7/2015	New Commitment	12/03/2015	
<input type="checkbox"/>	<input type="checkbox"/>		Non-Secure Residential	8/15/2014	New Commitment	05/15/2015	

Click the “<<Back” button to return to the list of JJIS Modules. You should review the youth’s Face Sheet to ensure youth was released correctly.

### Face Sheet Review

To review the youth’s Face Sheet 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  Test Server

**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

Last Name	First Name	Middle Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	County
Select						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:**  Youth Name and DJJ ID

**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

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**Special Alerts Information**

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

1

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**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>
LEGAL STATUS						
<u>REF. ID</u>	<u>PROGRAM NAME</u>	<u>PROGRAM TYPE</u>	<u>BEGIN DATE</u>	<u>ADMIT REASON</u>		
3957836	In-Transit - Commitment - 01st Circuit	Intervention - In-Transit	05/11/2015	Transported to or from Commitment Program		
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>
3957836	Intervention-In-Transit	In-Transit - Commitment - 01st Circuit	05/11/2015	Transported to or from Commitment Program		
3957836	Commitment-Non-Secure Residential	Okeechobee Girls Academy Non-Secure	08/14/2014	New Commitment	05/11/2015	Program Completed-With Supervision
3957842	Intervention-In-Transit	In-Transit - Commitment - 01st Circuit	08/13/2014	Transported to or from Commitment Program	08/14/2014	End of in-transit status
3957842	Intervention-In-Transit	In-Transit - Detention - 01st Circuit	08/12/2014	Transported to or from Detention	08/12/2014	End of in-transit status
3957842	Detention-Secure Detention	Escambia Regional Juvenile Detention Center	08/12/2014	Transfer In	08/13/2014	Court order

## Other Related Guides

### Youth Placement – Residential

The Youth Placement – Facility Module is used to place youth into your program.