



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE

## JUVENILE JUSTICE INFORMATION SYSTEM BUSINESS RULE

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**SUBJECT:** MINIMUM STANDARDS FOR DATA ENTRY  
[JPO/Case Management Updates]

**PROCEDURE NUMBER:** 99-004

**EFFECTIVE DATE:** NOVEMBER 2, 1999

**REVISED DATE:** September 18, 2000, January 6, 2005, March 2012,  
January 2013, June 2015, May 2019

**PROGRAM AREA(S):** INTAKE, PROBATION

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### **POLICY/PROCEDURE:**

1. Unassigned referrals should be assigned to a JPO within 2 business days of the unit receiving the referral.
2. If paperwork related to a case assigned to the unit has not been presented to the unit within 3 business days, then the supervisor should research the location of the paperwork related to this offense.
3. As appropriate, all JJIS information is reviewed and /or updated for the following:
  - a. Case Notebook
  - b. Maintenance Modules
  - c. Youth Notes
  - d. Referral Maintenance items
  - e. Cost-of-Care
  - f. Youth requirements
  - g. Victim Services
  - h. Youth Forms
  - i. Youth Photos
  - j. Assessment Screening information

### **REFERENCES:**

PCI-10-002 Case Notebook Module- Note Entry  
PCI-08-012 Youth Photo Policy