

Community Assessment Tool

JJIS Navigation: CAT assessment

Department of Juvenile Justice System Login



JJIS information is confidential. Users are required by law to maintain this confidentiality and use the information only for Department of Juvenile Justice approved purposes. Failure to follow these restrictions may result in civil or criminal penalties. Additional information is available on the DJJ website at: <http://www.djj.state.fl.us/partners/data-integrity-jjis/access-agreements-policies>

JJIS Help Desk (850) 921-7332

The screenshot shows a login form with the following fields and options:

- User Name: *
- Password: *
- System: *
- Change Password
- Questions

The System dropdown menu is open, showing the following options:

- Alerts
- CCC
- CCCOjd
- Detention Cost Sharing
- Electronic Educational Exit Plan
- JJIS
- OHS ENR Module
- Prevention Web
- RSMR
- SVS

An arrow points to the "JJIS" option in the dropdown menu.

1. To login to JJIS, User will need a username and password. The username, password, and system are required fields.
2. Enter username, password, and select JJIS from system drop down box. User will then click Login.



[Logout](#)

Modules

-  [Intake Web](#)
-  Applications
 -  Bed Management Reports
 -  Building Location Management
 -  Case Notebook
 -  Conference Summary - Probation
 -  Contract Administration
 -  Contract Management
 -  Contract Reports
 -  Cost of Care - Reductions/Waivers

Juvenile Justice Informa



1. After login, from the JJIS Web home page, click on the Intake Web module.

Department of Juvenile Justice

Active Youth:

Active Program:

Select a CaseLoad
Instructor, Instructor

Select a Program
...

Not Released from the Program
Registration Process Incomplete

Youth Listing:
Refresh Youth Search

Add New Referral Modules Reports LogOut JIS Web

Youth Search

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

First Name DJJID

Date Of Birth / / Race

SSN - -

Sex

Record Count : 2

			LAST NAME	FIRST NAME	MIDDLE NAME	DJJID	SSN	DOB	PREVENTION	RACE	SEX	COUNTY
Select	Face Sheet	View Photos	LAWLESS	JOHN	R	304316		07/12/1985	NO	White	M	Taylor
Select	Face Sheet	View Photos	Lawless	Johnny	E	509779	222-33-4444	09/27/1984	NO	White	M	Escambia

1

1. Complete a search for the desired youth using DJJ ID number.
2. If you do not have the DJJ number, complete a comprehensive search by 2 characters of the last and first name. Add a character to each area to search until you find the youth.
3. Move the radio button to last name, first name. Add a character to each area to search until you find the youth.
4. Click "Select" on the correct youth.
5. User may also choose youth from their assigned caseload from the left hand side under youth listing. If youth are assigned to user they will appear in the listing.

Department of Juvenile Justice

<< Add New Referral Modules Reports LogOut

Current Special Alerts & Alias Information

Youth Name: LAWLESS, JOHN R
DJJID: 304316

Critical Alerts Information

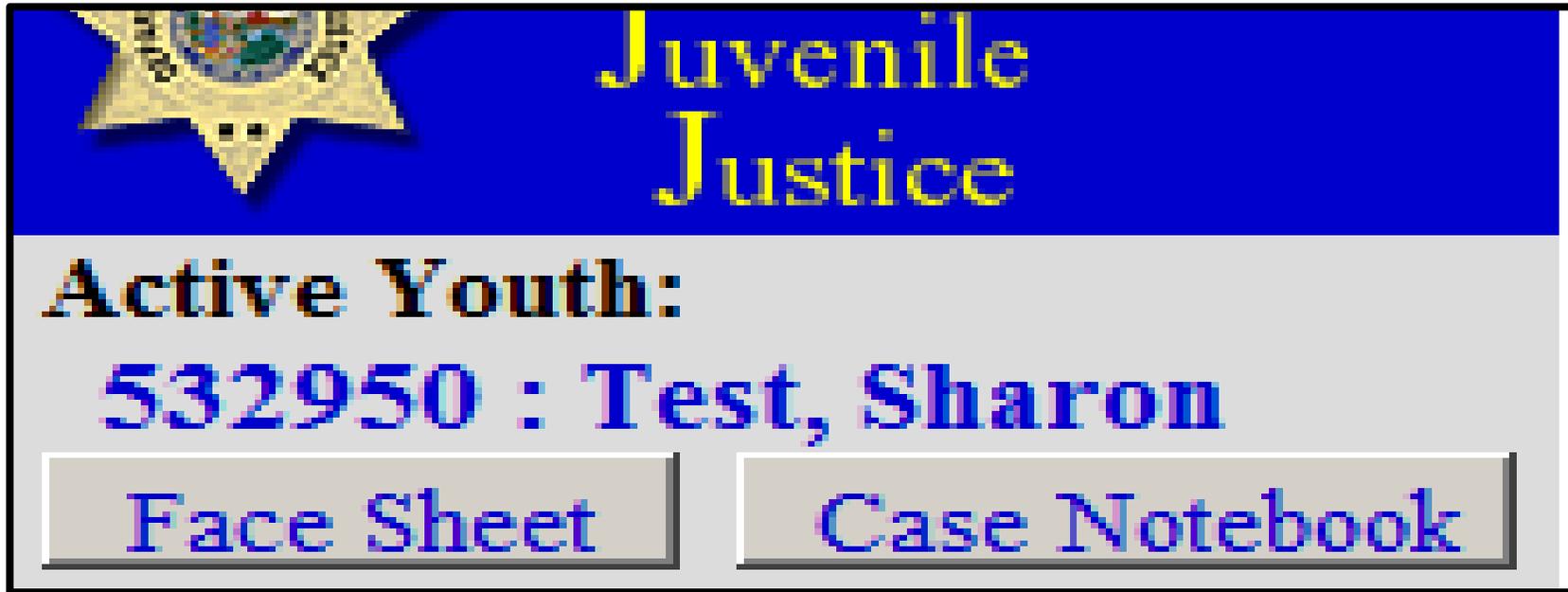
Special Alerts Information

Alias Information

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

OK

1. View all open alerts for youth.
2. After review of alerts is completed select "OK" at the bottom.



Juvenile Justice

Active Youth:
532950 : Test, Sharon

Face Sheet **Case Notebook**

1. Ensure that your selected youth is now in the “Active Youth” section in the upper left corner.
2. Once we have an active youth, you then can begin to do everything you need to do on that youth’s record.

Department of Juvenile Justice

Active Youth:
532950 : Test, Sharon Zebra

Face Sheet Case Notebook

Active Program:

Select a CaseLoad
...

Select a Program
...

Modules

- Juvenile Registration
- Alerts & Alias
- School
- Family Member
- Youth Notes
- Referral
- Manage Caseload
- Assessment**
- Assessment Reports
- ECP Maintenance
- Document Upload
- Sex Offender Reg.

NOTE: All o should If you ple

1. Hover over the Modules tab and in the drop down the word assessment is listed.
2. “Click on” the word assessment to open up the assessment. Note: You must click on the actual word not the gray area, if you click the gray area nothing will open.

NOTE: All Civil Citation Placements and Charges

Select Current Location

Please select a current location for this youth.

....

You may continue without a current location but you cannot create a new assessment for this youth.

Open with Selected Location Continue without a Current Location Cancel

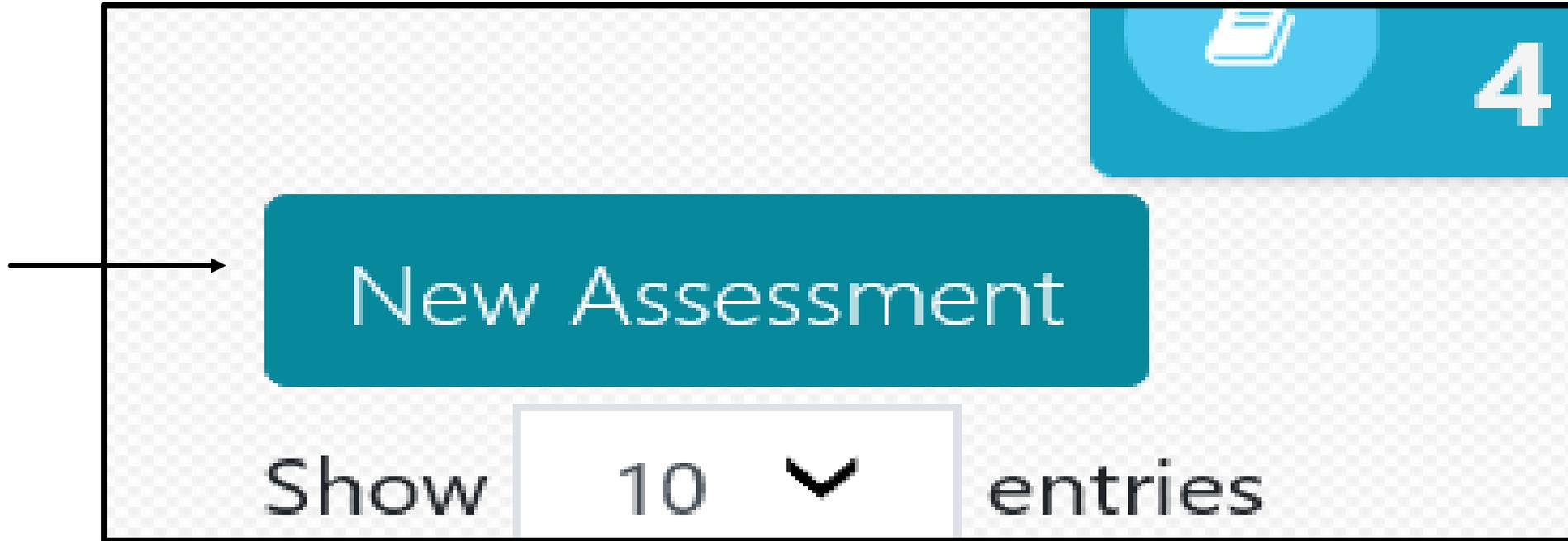
1. A pop-up box will appear that says “Select Current Location”.
2. From the drop down, select the location that makes the most sense.
3. Once you have made a selection, click on “**Open with Selected Location**” .
Note: If you “Continue without a Current Location”, you will not be able to begin a new assessment.



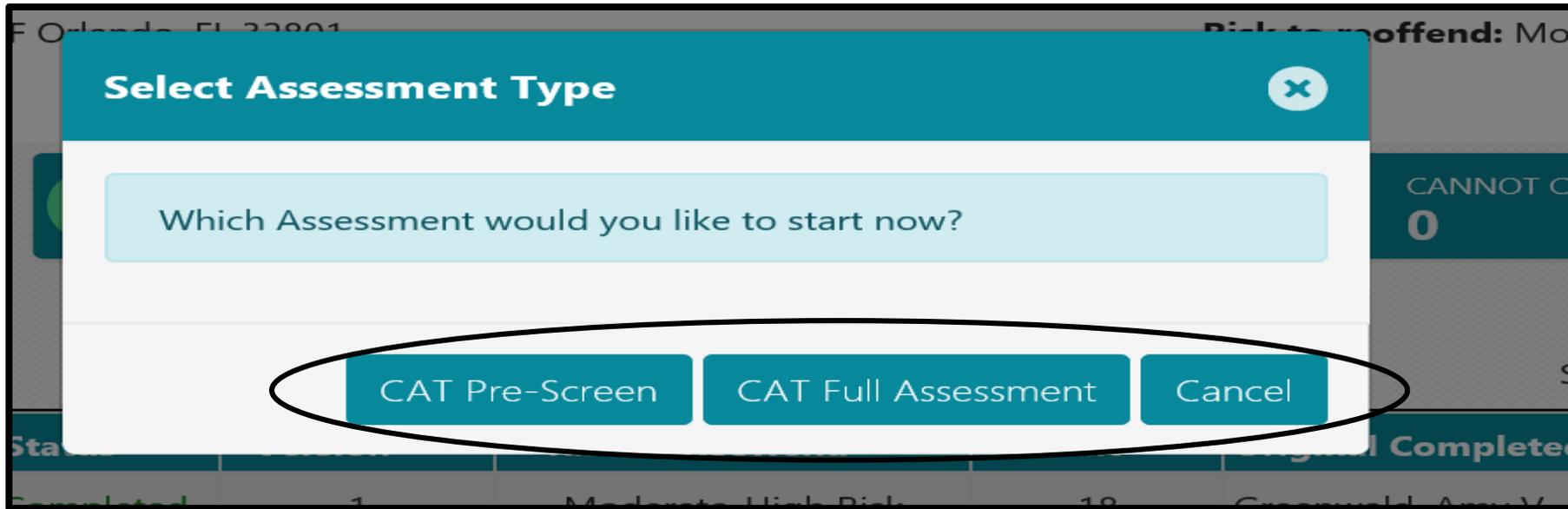
1. The main menu is in the upper righthand corner.
2. If this is a new youth, there will be four choices: home, reports, face sheet, and return to JJIS.
3. Youth with previous PACT information will have historical data, a historical data option will be present in the main menu.
4. Also, in the main menu box, the word “Switch” appears, clicking this button will allow you to navigate between the CAT assessment and the RAY assessment if the youth has been or is in a residential commitment program.

Youth Name: Test, Sharon	DJJ ID: 532950	Gender: F	Phone: (407) 245-0400	Date of Birth: 09/01/2005
Address: 400 West Robinson Street DCF Orlando, FL 32801			Risk to reoffend: Moderate-High Risk	
Assigned JPO: Meagan Pledger	Active Email: meagan.pledger@djj.state.fl.us		Circuit: 2	JPO Phone: (850) 717-2331

1. In the center of the home page, is the youth demographic information.
2. Also, listed is the assigned JPO name, email, and phone number.



1. The New Assessment box will allow a new assessment to be started.
2. User will click the new assessment button to start the assessment. *Note: This button will not be available if permissions are not assigned by your DIO.*



1. A select Assessment Type box will appear.
2. There will be three options to choose from: CAT Pre-Screen, CAT Full Assessment, and Cancel.
3. User will choose which assessment they wish to start or cancel if no assessment is needed at that time.

Domain 1: Record of Referrals	
<p>Domain 1 Definitions- Referrals to the system, rather than offenses or JJIS referrals, are used to assess the youth's offending by the youth. Referrals should be included in Domain 1 if either (1) they have a qualifying disposition or (2) they have no qualifying disposition but are less than 1100 days old from the date of the referral. Qualifying dispositions include referrals that resulted in diversion, adjudication withheld, adjudication, deferred prosecution or referral.</p>	
<p>1. Age at first offense: <i>The age at the time of the offense for which the youth was referred to juvenile court for the first time, on a non-traffic misdemeanor or felony. All dispositional outcomes are included for this item.</i> Additional Help</p>	<input type="radio"/> Over 16 <input type="radio"/> 16 <input type="radio"/> 15 <input checked="" type="radio"/> 13 to 14 <input type="radio"/> 12 and Under
<p>Felony and misdemeanor referrals- Items 2 and 3 are mutually exclusive and should add to the total number of referrals defined in "Domain 1 Definitions," see above.</p>	
<p>2. Misdemeanor referrals: <i>Total number of referrals, as defined in "Domain 1 Definitions," see above, for which the most serious offense was a non-traffic misdemeanor.</i> Additional Help</p>	<input type="radio"/> None or one <input type="radio"/> Two <input checked="" type="radio"/> Three or four <input type="radio"/> Five or more
<p>3. Felony referrals: <i>Total number of referrals, as defined in "Domain 1 Definitions," see above, for which</i></p>	<input type="radio"/> None <input type="radio"/> One <input type="radio"/> Two <input type="radio"/> Three or four <input type="radio"/> Five or more

1. In Domain 1, all answers are pre-populated and cannot be changed in the assessment. These are pre-populated from JJIS. If JJIS is not accurate the assessment in Domain 1 will not be accurate.

Out of State Charges (and Charges Incurred in Florida after age 18)

Add Charge

No Out-of-State / Adult Charges

1. At the top of Domain 1, there is a box for adding in Adult charges and out of state charges.
2. To add an adult charge or out of state charge, user will click the “Add Charge”
3. User will repeat this process if there are multiple charges incurred in the Adult system or Out of State. Each charge is entered separately.

The screenshot shows a form titled "Out-of-State / Adult Charges" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Charge:***: A text input field with an arrow pointing to it from the left.
- State:***: A drop-down menu with "...." selected and a downward arrow icon. An arrow points to it from the left.
- Offense Type:***: Radio buttons for "Misdemeanor" and "Felony". An arrow points to it from the left.
- Offense Date:***: A date input field with the placeholder "MM/DD/YYYY" and a calendar icon. An arrow points to it from the left.
- Notes:**: A text area with a "+" icon for adding new lines. An arrow points to it from the left.

Below the Notes field, it says "2000 characters remaining..". At the bottom right, there are two buttons: "Cancel" and "Save", which are circled in black.

1. Adding an Out of State or Adult Charge, user will type in the name of the charge in the Charge field.
2. Next, user will choose the State from the drop-down in the State field, if the charge is an Adult Charge, user will select Adult charge from the drop-down.
3. Next, user will fill in the Offense type, Offense Date, and any notes if applicable.
4. All fields are required with the exception of the Notes field.
5. User will click Save to save the entered information. User may also click cancel if information was entered in error.

D 1: Record of Referrals

D 2: Demographics

D 3: School

D 6: Relationships

D 7: Family

D 8: Alcohol and Drugs

D 9: Trauma and Mental Health

D 10: Attitudes and Behaviors

Domain 6: Relationships

1. History of anti-social
Anti-social peers are you who violate the law and that apply).
[Additional Help](#)

2. Current friends/com
(Check all that apply).
[Additional Help](#)

1. On the left side of a new assessment, the Domains are listed. User is able to navigate the Domains by clicking on the Domain you want to navigate to.
2. The Domain listed in blue is the current domain, the domains listed in green are the completed domains, if a domain is shown in red that means that the user began that domain but missed completing information within that domain, and the domains in gray have not yet been completed.

Community Assessment Tool

The following questions were not answered: ←

- 1. Youth's current school enrollment status, regardless of attendance:
- 2. Youth's conduct in the most recent term:
- 3. Youth's school attendance in the most recent term:
- 4. Youth's academic performance in the most recent school term:

Do you want to continue?

[Continue to next page](#) [Stay on page](#)

Date of Birth:
09/01/2005

[Additional Hel](#)

1. Youth's current school enrollment status, regardless of attendance:
If the youth is currently enrolled full-time
If the youth is currently enrolled part-time
If the youth is currently dropped out/Expelled
If the youth has a Diploma/GED and NOT pursuing further education
If the youth has a Diploma/GED and IS pursuing education

2. Youth's conduct in the most recent term:
If the youth has no problems with school conduct
If the youth has problems with school conduct

3. Youth's school attendance in the most recent term:
If the youth is not in school in current term
If the youth is in school in current term

1. If a Domain is listed in red, a pop up box will appear before moving user to next domain. The pop-up box will let the user know what information was missed.
2. User will allowed to continue to next domain or stay on page to complete the missing information.



1. There are five buttons located at the bottom of each domain: Previous page, Save page, Save in Progress, Next page, and Complete.
 - Previous page: This will take user to the previous domain.
 - Save page: This will save the current page of the assessment.
 - Save in Progress: This will save the assessment and all information already entered.
 - Next page: This will save the current page and move user to next domain.
 - Complete: This button will enable when all questions (assessment items) have been answered.

Domain 3: School		Additional Help
<p>1. Youth's current school enrollment status, regardless of attendance: <i>If the youth is in home school as a result of being expelled or dropping out, check the expelled or dropped out box, otherwise check enrolled.</i> Additional Help</p>	→	<input type="radio"/> Enrolled full-time <input type="radio"/> Enrolled part-time <input type="radio"/> Dropped out/Expelled <input type="radio"/> Has Diploma/GED and NOT pursuing further education <input type="radio"/> Has Diploma/GED and IS pursuing further education
<p>2. Youth's conduct in the most recent term: <i>Fighting or threatening students; threatening teachers/staff; overly disruptive behavior; drug/alcohol use; crimes, e.g., theft, vandalism; lying, cheating, dishonesty.</i> Additional Help</p>		<input type="radio"/> Youth not in school in current term <input type="radio"/> No problems with school conduct <input type="radio"/> Problems with school conduct
<p>3. Youth's school attendance in the most recent term: Additional Help</p>		<input type="radio"/> Youth not in school in current term <input type="radio"/> No problems with school

Domain 6: Relationships		Additional Help
<p>1. History of anti-social friends/companions: <i>Anti-social peers are youths hostile to or disruptive of the legal social order; youths who violate the law and the rights of others and other delinquent youth. (Check all that apply).</i> Additional Help</p>	→	<input checked="" type="checkbox"/> Never had consistent friends or companions <input type="checkbox"/> Had pro-social friends <input type="checkbox"/> Had anti-social friends <input type="checkbox"/> Been a gang member/associate

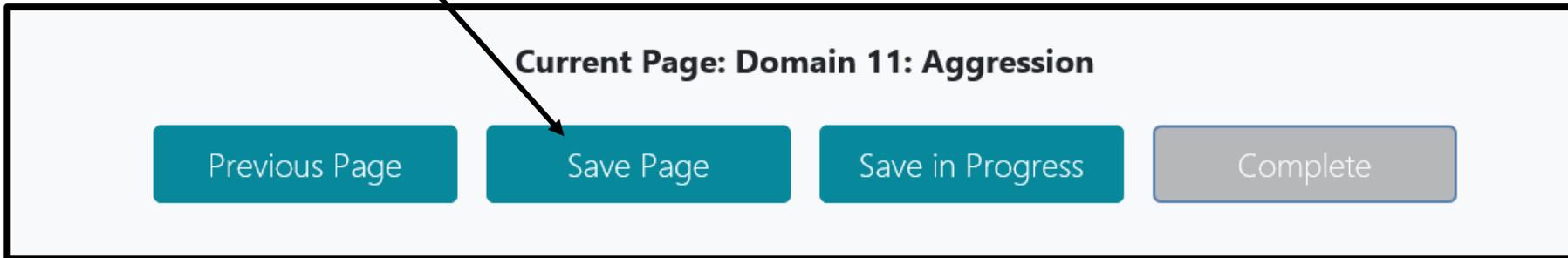
1. Domain 3 is the first domain that the user is able to enter in information. Information is fillable by user for Domains 3-12.
2. Some domains will have circles next to the choices and some domains will have squares. The circles mean only one selection is allowed. The squares mean more than one selection is allowed.
3. There is also smart logic built into the tool. If the selection chosen doesn't make sense with another selection for that question then the other selections will gray out.

The image shows a screenshot of a web form. At the top right, there is a checkbox labeled "Gang member/associate". Below this, on the left, is a text input field with the placeholder text "Additional Comments" circled in black. To the right of the text box is a small square button with a plus sign. Below the text box, it says "500 characters remaining..". The form is enclosed in a black border.

1. At the bottom of each domain, there is a comments box.
2. The comments box will populate into all future assessments. This box is for any information that may need further explanation to the selections chosen for that domain.
3. It is important to initial and date your comments.

Domain 7: Family		Additional Help
<p>1. History of running away or getting kicked out of home: <i>Include times the youth did not voluntarily return within 24 hours, and include incidents not reported by or to law enforcement.</i></p> <p>Additional Help ←</p>	<p><input type="radio"/> No history of running away/being kicked out</p> <p><input type="radio"/> 1 instance of running away/kicked out</p> <p><input type="radio"/> 2 to 3 instances of running away/kicked out</p> <p><input type="radio"/> 4 or more instances of running away</p>	

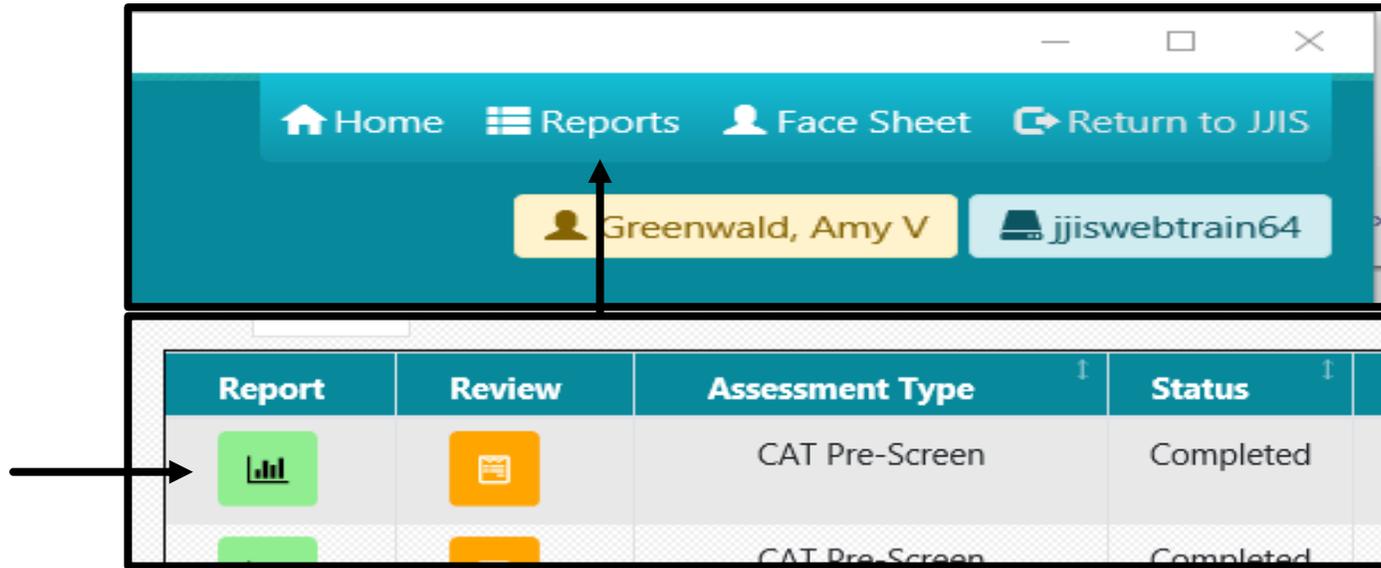
1. In each domain there are two types of help. Additional help in yellow and additional help in blue.
2. The blue additional help link will allow the user to click and view specific information for that item.
3. The yellow additional help link will allow the user to click and view general research information for that domain.



1. Once all domains have been completed (Pre-screen, Domain 11, Full Assessment, Domain 12) user must click the Save Page button in order for the Complete button to enable.
2. Once the Save Page button has been clicked the Complete button will turn blue and the assessment is able to be saved as complete.

	Assessment Type	Status	Version	Risk to Reoffend	Circuit	Original Completed	Last Modified
 	CAT Pre-Screen	Completed	1	Moderate Risk	02	Train, CAT 09/26/2019 01:54 PM	Train, CAT 09/26/2019 01:54 PM

1. Once an assessment has completed. The home screen will list the completed assessment.
2. The assessment type, status of assessment, version, risk to re-offend, Circuit, who completed the original assessment, and who modified the assessment.
3. The green box with the pencil will allow a user to edit the assessment.
4. The orange box will allow the user to review this assessment.



1. To view reports, user will click on the reports tab and then click the green box with the bar graph symbol.

Report Screen

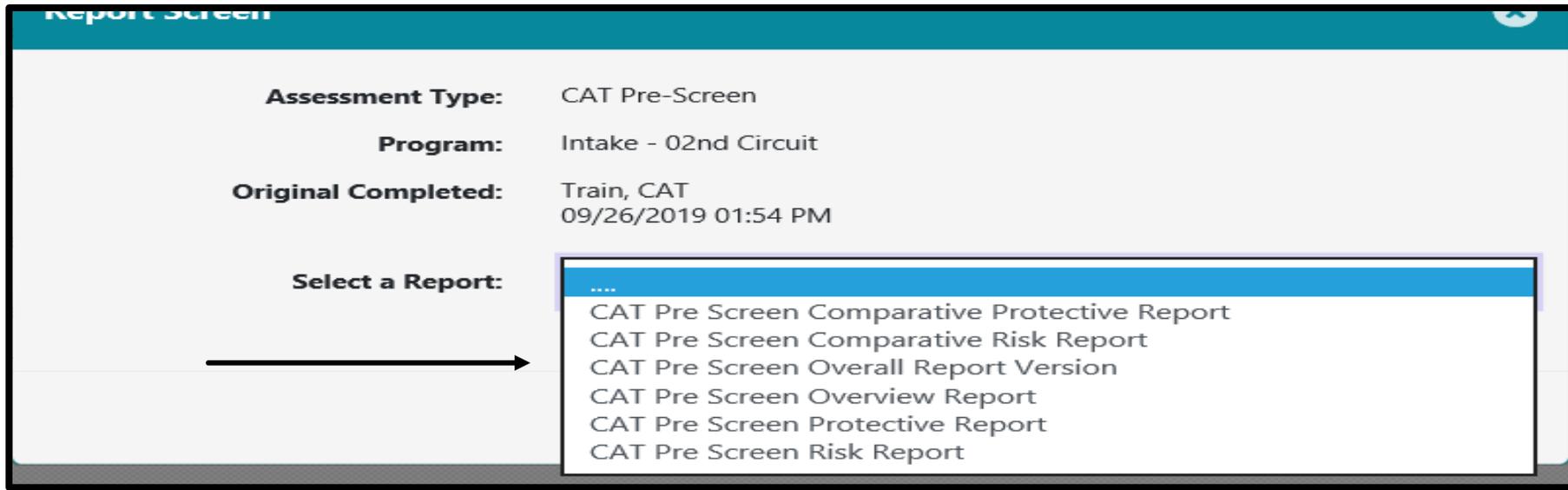
Assessment Type: CAT Pre-Screen

Program: Intake - 02nd Circuit

Original Completed: Train, CAT
09/26/2019 01:54 PM

Select a Report:

-
- CAT Pre Screen Comparative Protective Report
- CAT Pre Screen Comparative Risk Report
- CAT Pre Screen Overall Report Version
- CAT Pre Screen Overview Report
- CAT Pre Screen Protective Report
- CAT Pre Screen Risk Report



1. All report options are available in the drop-down box. User can select the report they would like to view by choosing the report and clicking the PDF report button.

	Assessment Type	Status
  	CAT Pre-Screen	Pending
Cannot Complete		

Select Cannot Complete Reason

- Available information is incomplete or inadequate
- Youth refused to answer
- Parents prohibited youth from answering
- Attorney prohibited youth from answering
- Youth was unavailable for interview

Save Cancel

1. Once the cannot complete option has been clicked, a selection of five options will appear. One of those five options can be chosen. Once the option is chosen, user will click save.
2. If an assessment cannot be completed once it has been started, a user will click on the cannot complete option that will be available for any pending assessments. **Note: When an assessment is in "Pending" status a new assessment cannot be started until the pending assessment has been completed; deleted or marked cannot complete.**

	Assessment Type	Status
 	CAT Pre-Screen	Cannot Complete (Available information is incomplete or inadequate)



1. Once a cannot complete has been entered, a cannot complete will appear under status with reason for non-completion.

Level of Risk to Re-Offend: Moderate-High Risk		ACE Score: 5									
Domains	Risk Factors					Protective Factors					
	0%	25%	50%	75%	100%	0%	25%	50%	75%	100%	
Domain 4: Use of Free Time	100.0%	[Red bar]				0.0%	[Green bar]				
Domain 8: Alcohol and Drugs	100.0%	[Red bar]				0.0%	[Green bar]				
Domain 12: Skills	84.6%	[Red bar]				10.5%	[Green bar]				
Domain 6: Relationships	71.4%	[Red bar]				25.0%	[Green bar]				
Domain 5: Employment	66.7%	[Red bar]				0.0%	[Green bar]				
Domain 10: Attitudes and Behaviors	64.3%	[Red bar]				9.1%	[Green bar]				
Domain 3: School	57.1%	[Red bar]				23.1%	[Green bar]				
Domain 7: Family	54.2%	[Red bar]				20.0%	[Green bar]				
Domain 11: Aggression	37.5%	[Red bar]				25.0%	[Green bar]				

1. Overview report view. Risk factors are in red and located the left and Protective factors are in green and located on the right.
2. Percentages are also located in front of each protective factor and next to each domain name.
3. Risk to re-offend and ACE score is located at the top of the report.

Questions ????

Contact your local Data Integrity officer (DIO)

<http://www.djj.state.fl.us/partners/data-integrity-jjis>