Community Assessment Tool

JJIS Navigation: CAT assessment

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.

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

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.

1. View all open alerts for youth.

2. After review of alerts is completed select "OK" at the bottom.
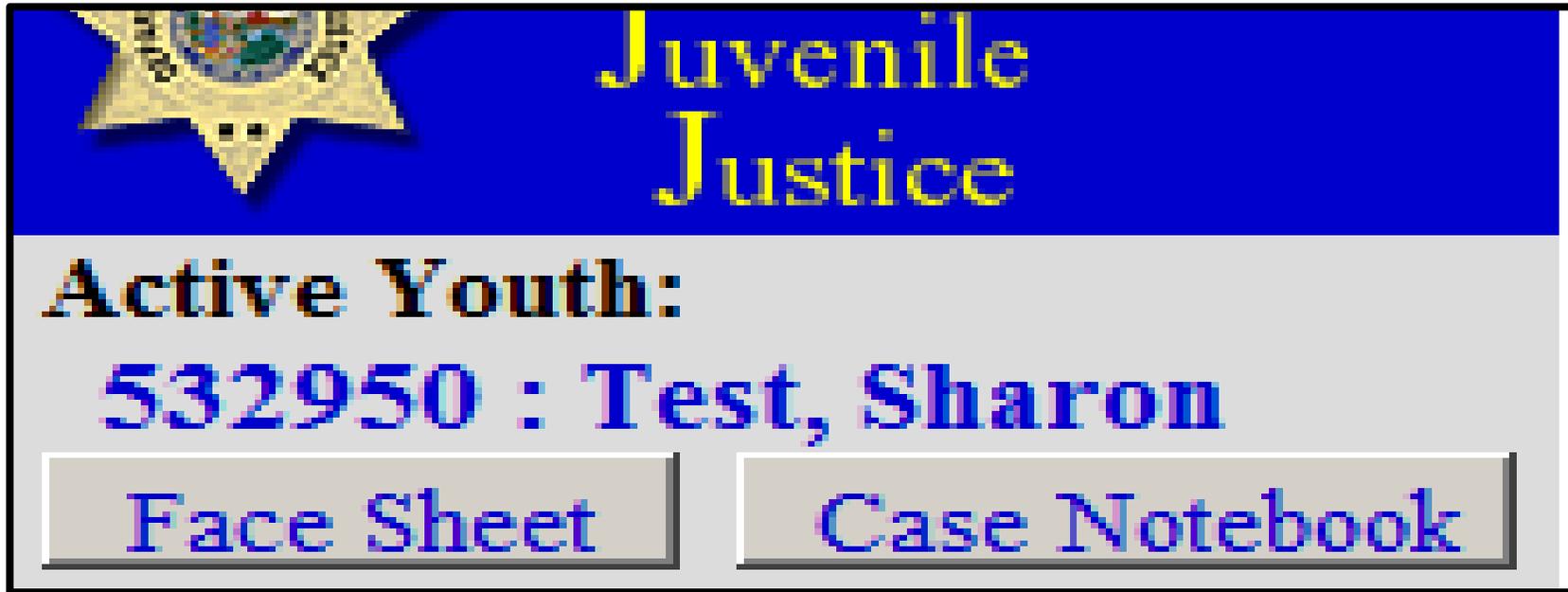
1. Ensure that your selected youth is now in the "Active Youth" section in the upper left corner.

2. Once we have an active youth, you then can begin to do everything you need to do on that youth's record.

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.

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.
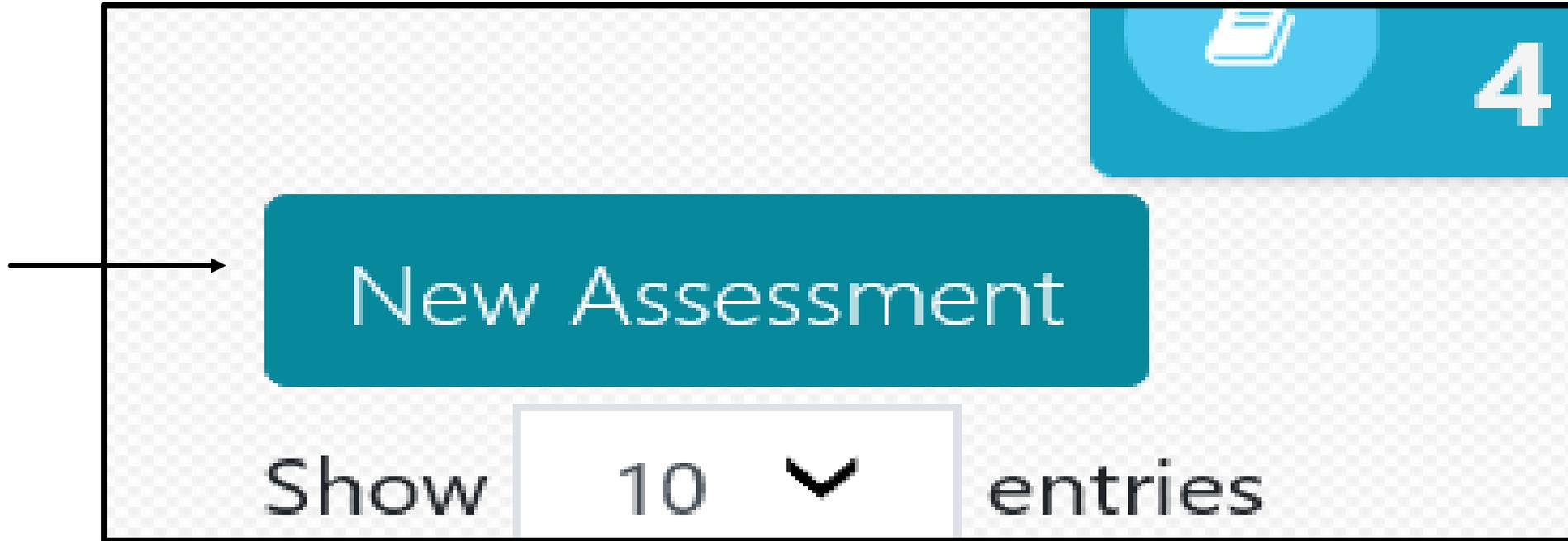
1. The New Assessment box will allow a new assessment to be started.

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.*
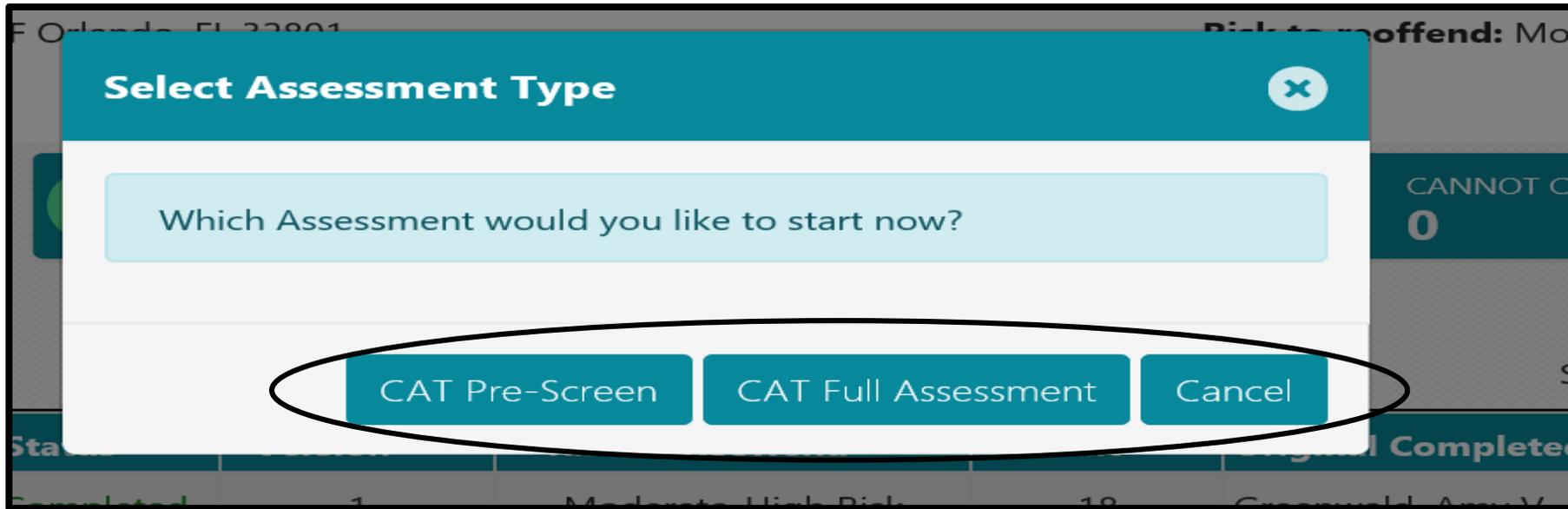
1. A select Assessment Type box will appear.

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

Domain 1 Definitions– Referrals to the system, rather than offenses or JJIS referrals, are used to assess t
offending by the youth. Referrals should be included in Domain 1 if either (1) they have a qualifying dis
no qualifying disposition but are less than 1100 days old from the date of the referral. Qualifying dispos
referrals that resulted in diversion, adjudication withheld, adjudication, deferred prosecution or referral

1. Age at first offense:

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.

Additional Help

- ○ Over 16
- ○ 16
- ○ 15
- ◉ 13 to 14
- ○ 12 and Und

Felony and misdemeanor referrals– Items 2 and 3 are mutually exclusive and should add to the total nu
defined in "Domain 1 Definitions," see above.

2. Misdemeanor referrals:

Total number of referrals, as defined in "Domain 1 Definitions," see above, for which the most serious offense was a non-traffic misdemeanor.

Additional Help

- ○ None or on
- ○ Two
- ◉ Three or fo
- ○ Five or mor

3. Felony referrals:

Total number of referrals, as defined in "Domain 1 Definitions," see above, for which

- ○ None
- ○ One

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.

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.

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.

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.

Current Page: Domain 2: Demographics

Previous Page | Save Page | Save in Progress | Next Page | Complete

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**

1. Youth's current school enrollment status, regardless of attendance: *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.* Additional Help	○ Enrolled full-time ○ Enrolled part-time ○ Dropped out/Expelled ○ Has Diploma/GED and NOT pursuing further education ○ Has Diploma/GED and IS pursuing further education
2. Youth's conduct in the most recent term: *Fighting or threatening students; threatening teachers/staff; overly disruptive behavior; drug/alcohol use; crimes, e.g., theft, vandalism; lying, cheating, dishonesty.* Additional Help	○ Youth not in school in current term ○ No problems with school conduct ○ Problems with school conduct
3. Youth's school attendance in the most recent term: Additional Help	○ Youth not in school in current term ○ No problems with school

Domain 6: Relationships　　　　　　　　　　　　　　　　　**Additional Help**

1. History of anti-social friends/companions: *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).* Additional Help	☑ Never had consistent friends or companions ☐ Had pro-social friends ☐ Had anti-social friends ☐ 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.

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.

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.

Current Page: Domain 11: Aggression

Previous Page | Save Page | Save in Progress | Complete

Current Page: Domain 11: Aggression

Previous Page | Save Page | Save in Progress | Complete
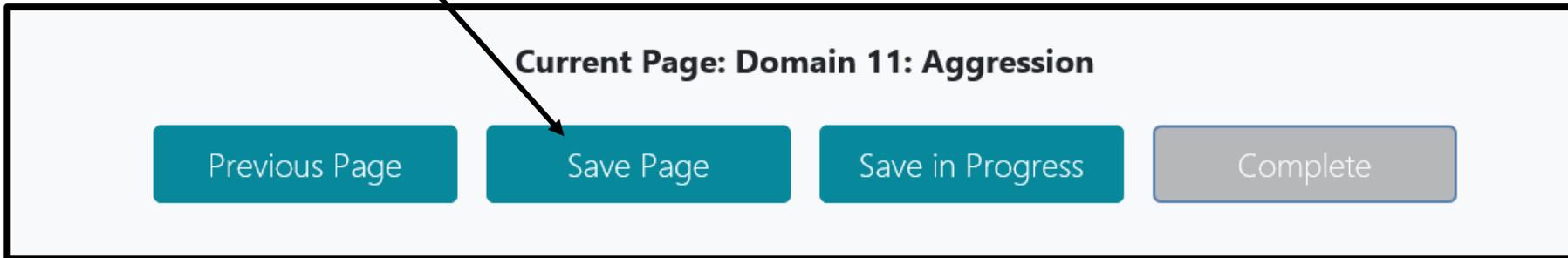
1. Once all domains have been completed (Pre-screen, Domain 11, Full Assessment, Domain 12) user must click the Save Page button in order for the Complete button to enable.

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.
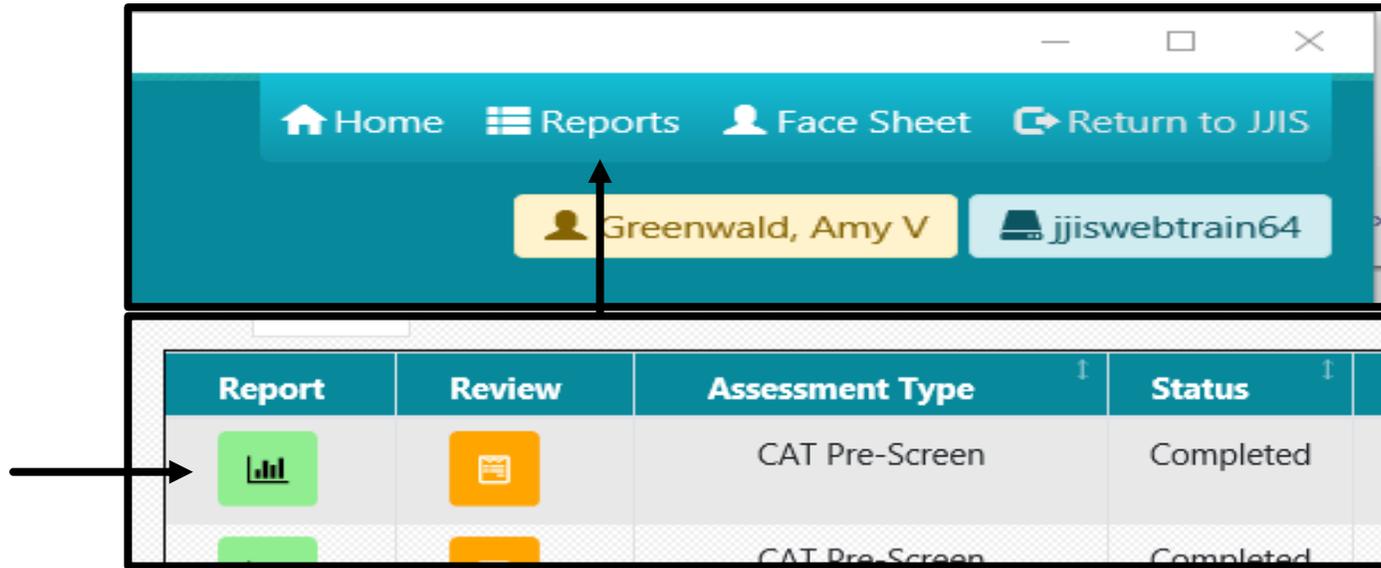
1. To view reports, user will click on the reports tab and then click the green box with the bar graph symbol.
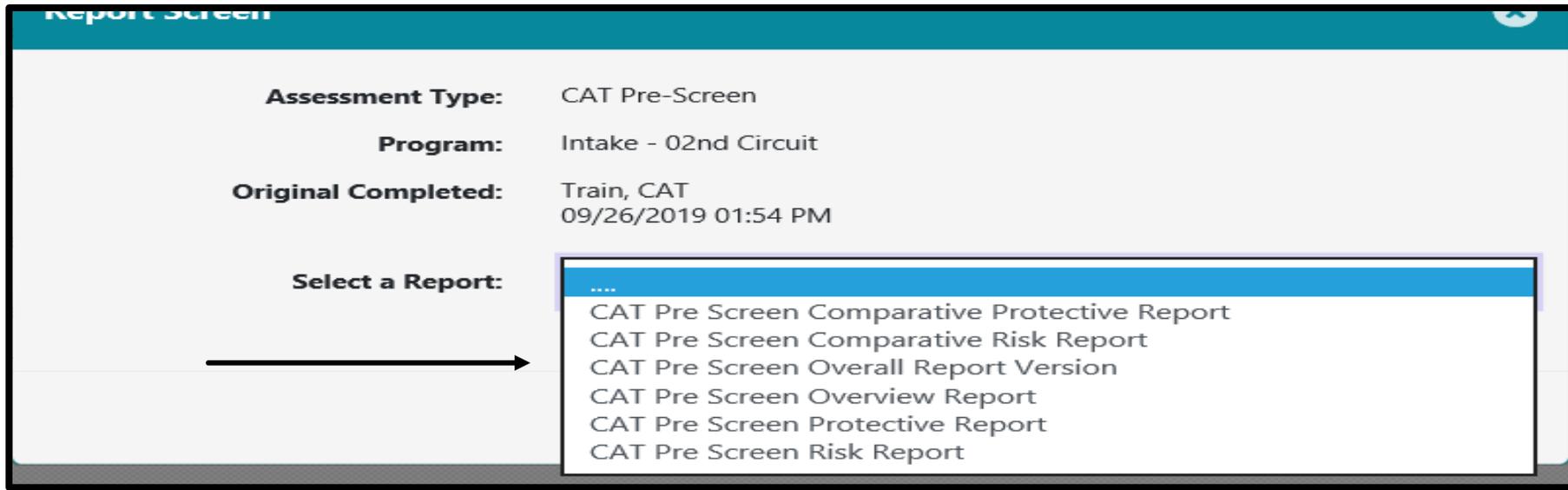
1. All report options are available in the drop-down box. User can select the report they would like to view by choosing the report and clicking the PDF report button.

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.

Domains	Risk Factors					Protective Factors				
	0%	25%	50%	75%	100%	0%	25%	50%	75%	100%
Domain 4: Use of Free Time	100.0%					0.0%				
Domain 8: Alcohol and Drugs	100.0%					0.0%				
Domain 12: Skills	84.6%					10.5%				
Domain 6: Relationships	71.4%					25.0%				
Domain 5: Employment	66.7%					0.0%				
Domain 10: Attitudes and Behaviors	64.3%					9.1%				
Domain 3: School	57.1%					23.1%				
Domain 7: Family	54.2%					20.0%				
Domain 11: Aggression	37.5%					25.0%				

Level of Risk to Re-Offend: **Moderate-High Risk**   ACE Score: **5**

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