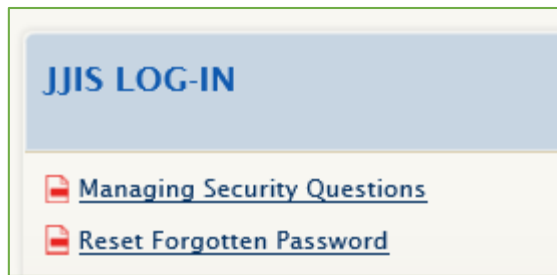


Electronic Educational Exit Plan

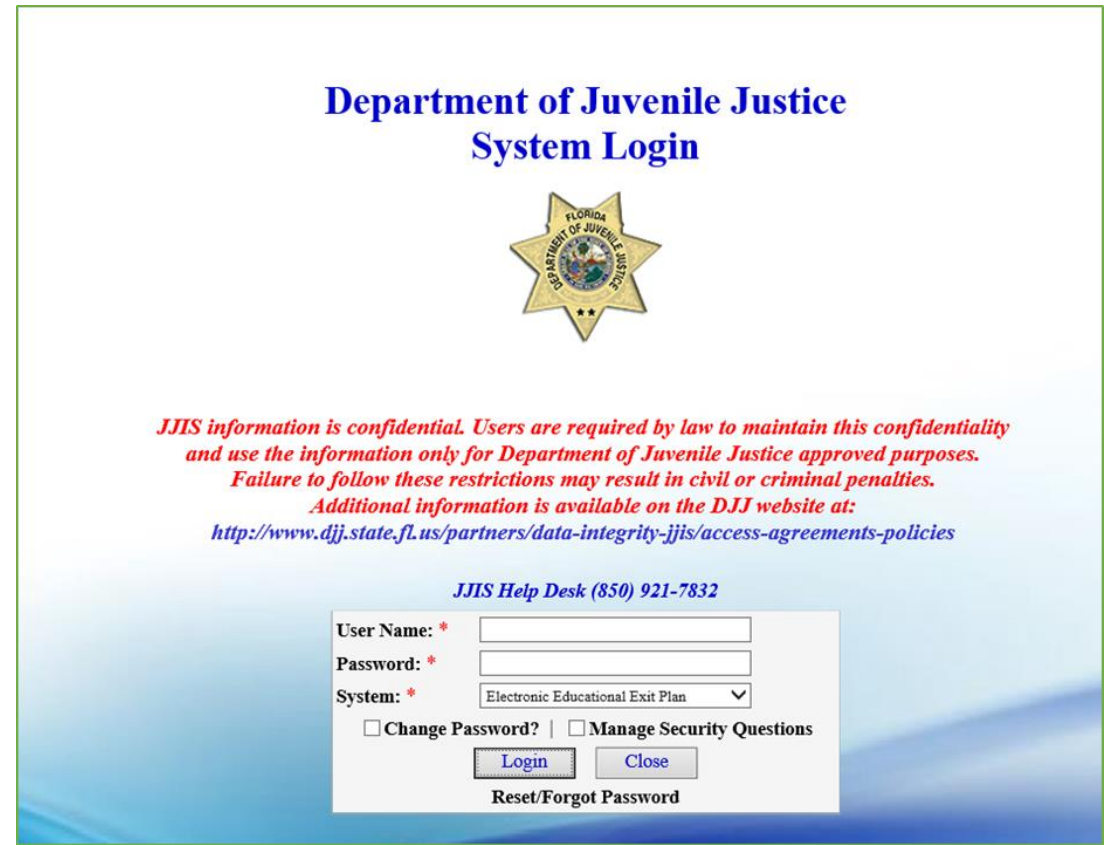
Document Upload

Log on to EEEP

- Userid and initial password will be provided by DIO



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



The image shows a screenshot of the "Department of Juvenile Justice System Login" page. At the top, it says "Department of Juvenile Justice System Login" in blue text. Below that is the Florida Department of Juvenile Justice logo, a gold star with "FLORIDA DEPARTMENT OF JUVENILE JUSTICE" and "1975" written on it. A red warning message states: "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>". Below the warning is the "JJIS Help Desk (850) 921-7832" text. The login form includes fields for "User Name: *", "Password: *", and "System: *" (with a dropdown menu showing "Electronic Educational Exit Plan"). There are checkboxes for "Change Password?" and "Manage Security Questions". At the bottom of the form are "Login" and "Close" buttons, and a link for "Reset/Forgot Password".

Initial Logon

Change Password

Manage Security Questions


You cannot use the word 'password' for your password! Please change it.

JJIS Help Desk (850) 921-7832

New Password: *

Verify Password: *

Retype the characters from the picture: *



Manage Security Questions

To help ensure the security of your account, choose three questions and provide your answers below.
For your protection, these will help us verify your identity in the future.

Security Question 1: *

Answer (Case Sensitive): *

Security Question 2: *

Answer (Case Sensitive): *

Security Question 3: *

Answer (Case Sensitive): *

Home Page

To access youth record, click on youth search icon

Electronic Educational Exit Plan

DJJID * Last Name *
Enter DJJID Enter Last Name Search Cancel

School, Suzy

No Student records found. Enter DJJID and youth's last name in the search area above and click 'Search' to view the search results.

Student ID	Student Name	DJJID	Program Name	County	Transition Plan (60-90 Day)	Receiving School District Input	Exit Plan (14-30 Day)	Created By	Created Date	Modified By	Modified Date
------------	--------------	-------	--------------	--------	-----------------------------	---------------------------------	-----------------------	------------	--------------	-------------	---------------

This will be blank if your only access is School Records Contact

Youth Search

The best way to search is Exact Match- DJJID

Youth Search

Search Type

Approximate Match

Exact Match

Search By

Last Name, First Name

Last Name, First Name, DOB

Social Security #

Last Name, First Name, Race

Last Name, First Name, Sex


Alias Name

Date of Birth

DJJID


Last Name

First Name


DOB 

Alias

DJJID



Race 

SSN

Sex 

Youth Found

Record Count:



Enter DJJID and Click on FIND

Youth Search

Search Type

Approximate Match

Exact Match

Search By

Last Name, First Name

Last Name, First Name, DOB

Social Security #

Last Name, First Name, Race

Last Name, First Name, Sex

DJJID

Alias Name

Date of Birth

Last Name

Alias

SSN

First Name

DJJID

Sex

DOB

Race




Youth Found

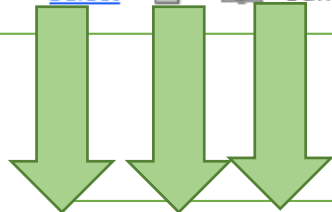
Record Count: 1

	Last Name	First Name	Middle Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	County
Select	Buffett	Jimmy		1581245		12/25/2002	No	No	YES	White	M	Broward

Accessing Record

Youth Found Record Count: 1

	Last Name	First Name	Middle Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	County
Select	 Buffett	Jimmy		1581245		12/25/2002	No	No	YES	White	M	Broward



Select- access document upload module
White sheet – Facesheet
Camera- Youth's Photo

Access is permission based

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

[JJIS FACE SHEETS](#)

 [How to Read JJIS Face Sheets](#)

Document Upload Process-Document Library

Document Library

+ Educational Documents



Click on + to expand folder

Document Library

- Educational Documents

- Complete records (before commitment)
- Coversheet
- Cumulative Transcripts (historical from 5/3/2019)
- Exit records (post commitment/transition)



Select Folder to View NEW DOCUMENT ICON

New Document

New Document

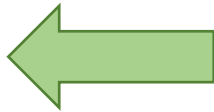
- Click on NEW DOCUMENT
- Select Referral (if more than 1, use the most recent)

	<u>Referral ID</u>	<u>Referral Date</u>	<u>Status</u>	<u>Description</u>	<u>Assigned</u>	<u>Modified By</u>	<u>Modified Date</u>
Select Referral	4527288	07/13/2012	Open	Delinquency	C02 H Q - M I S Unit Test	Lewis M Alexander	01/12/2015 12:00 AM
Select Referral	4527289	10/13/2013	Open	Delinquency	C02 H Q - M I S Unit Test	Lewis M Alexander	01/12/2015 12:00 AM




Browse your files to find record (must be PDF)

Referral ID :

Find document: * 

Form Master Category: Educational Documents

Form Sub-Category: Complete records (before commitment)

Enter Document Date: * 

Description: 2000 Characters Allowed:

Note: to upload a document, you must select a Referral ID, browse for the document, and enter a date. The document selected must be in .PDF (Adobe) format. The View button must be clicked before the document can be imported/saved.

Enter date of documents/upload

Import and SAVE

Back

Document has been uploaded

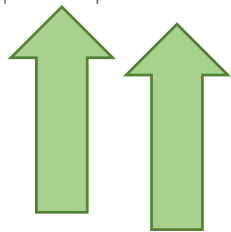
Edit and Delete capabilities are permission based

Form Master Category: **Educational Documents** Form Sub Category: **Cumulative Transcripts (historical from 4/1/2019)**

New Document

Total Documents Returned: 1

			<u>ReferralID</u>	<u>Document Date</u>	<u>Created By</u>	<u>Uploaded Date</u>	<u>Modified By</u>	<u>Modified Date</u>
View	Edit	Delete	0	04/04/2019	Vangadar Swetha	04/12/2019 7:24 AM	School Suzy	04/15/2019 10:39 AM



EDIT UPLOAD

Form Master Category: Form Sub Category:
Total Documents Returned: 5

	ReferralID	Document Date	Created By	Uploaded Date
View Edit Delete		04/04/2019	Vangadar Swetha	04/11/2019 3:01 PM



If you upload the document to the wrong subfolder- you can click on EDIT to change the Sub Category

Description: 2000 Characters Allowed: **1996** Remaining.

test

Check Spelling

View

Save

Back



Change the category and save

[Select](#)

4527438

06/18/2017

Referral ID:

Document Date: * 4/4/2019

Master Category: Educational Documents

Sub-Category: Complete records (before commitment)



Uploading to another folder

- To upload to another folder- repeat the process
 - Select a Folder
 - Click on New Document
 - Upload
 - SAVE
- Repeat

Another Search


- From the Document Upload Screen- click on Back
- You will be brought to the Youth Search screen where you can start the process again

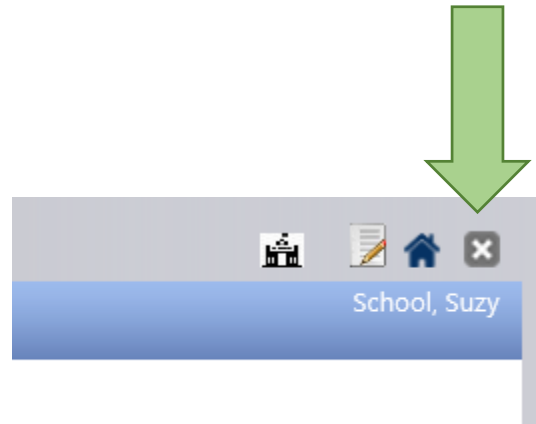
Document Library

  [Educational Documents](#)

Back

Exiting System

- To exit out of system- click on  in the upper right hand corner of your screen



Questions ????

Contact your local Data Integrity Officer (DIO)

JJIS Technical Assistance website

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