

JJIS CRITICAL & SPECIAL ALERTS

Policies, Procedure and Technical Steps for Data Entry

This course will provide participants with basic instruction on

Participants role and responsibility with regard to JJIS alerts.

The definitions of each alert

The criteria that must be satisfied prior to adding an alert

The documentation required when adding alerts

The criteria for end dating an alert

The documentation required when end dating alerts

Who can end date an alert

Who can delete an alert

Technical steps required for accessing the alerts module in JJIS

WHO ADDS ALERTS?

In order to ensure the safety and well-being of youth, JJIS Alerts are to be reviewed, responded to appropriately, and documented.

Anyone who has been trained and has permissions **MUST** add, edit, update accordingly.

This includes

- JPO
- Medical/Mental Health staff
- Detention
- Residential
- DJJ Staff
- Contracted Providers

JJIS WILL NOT ACCEPT DUPLICATE ALERTS!

PURPOSE OF CRITICAL ALERTS & SPECIAL ALERTS

- Alerting staff that a youth has physical health, mental health, or security issues that may require individual attention or closer supervision regardless of what stage in the DJJ process.
- To be used in making treatment, security and safety decisions as they relate to youth behavior, but does not provide detailed information about the conditions that resulted in the youth being identified for inclusion in the alert system.

REQUIRED DATA FIELDS FOR CRITICAL & SPECIAL ALERTS

Alert description: Choose alert to be added to youth's record

County: Alert origin

Begin date: The date the situation/incident occurred OR the date the information was made available to staff

Begin Time: The corresponding time the situation/incident occurred OR the time the information was made available to staff

Note description: Documentation substantiating the addition of the alert

Should answer: Who, What, Where, When and Why

You cannot have too much information.

You must “sign” and date alert [include name, credentials/title and today's date]

CRITICAL AND SPECIAL ALERTS

Critical

Appear in **RED** on JJIS

Special

Appear in **BLACK** on JJIS

Closed Critical Alerts will still appear on face sheet with 0 in Open Column

CRITICAL ALERTS		
DESCRIPTION	# OPEN	# CLOSED
Allergies	0	1
Diet	0	1
Other - Medical	0	1
Pregnant	0	1
Sexual Offender	1	0

SPECIAL ALERTS			ALIAS	
DESCRIPTION	START DATE	COUNTY	ALIAS TYPE	ALIAS NAME
Adult Sanctions	10/24/2013	Pinellas	Duplicate Name	Test, New
Endangered Person	10/04/2013	Pinellas		
Adam Walsh Sex Offender Registration Eligible	05/29/2013	Pinellas		
Suspected Gang Affiliation	02/07/2013	Miami-Dade		
Failure To Appear	01/24/2013	Lee		

Many alerts will remain open indefinitely; others may be closed as appropriate; some may be **opened** and closed numerous times.

CLOSED Special Alerts are suppressed from face sheet

CRITICAL ALERTS

- Allergies [excluding dietary]
- Asthma
- Cancer
- Diabetes
- Dialysis
- Diet [include food allergies]
- Detention Placement Alert
- Escape Risk
- Head Injury
- Heart Condition
- Hemophilia
- Home Pass- Emergency
- Home Pass- Temporary
- Impairment-Hearing
- Impairment-Physical
- Impairment-Speech
- Impairment-Vision
- Impairment- Prosthesis
- Interstate Compact-Sexual Offender
- Medication-Prescribed
- Medication-Psychotropic
- Mental Health
- No Strenuous Activity
- Other Medical
- Post Partum Complications
- PREA Sexually Aggressive
- PREA Vulnerable
- Pregnant
- Prolific Juvenile Offender (PJO)
- Prolific Juvenile Offender - Waived by Court
- Prosthesis
- Seizure Disorder
- [Automated] Sexual Offender
- [Automated] Sexual Offense Pending
- Sickle Cell Disease
- Single Room Only
- Suicide Risk
- Threat to Staff
- Tuberculosis

SPECIAL ALERTS

- | | |
|--|--|
| <ul style="list-style-type: none">▪ [Automated] Absconder▪ Adam Walsh Sex Offender Registration Eligible▪ Adam Walsh Sex Offender Registration Ordered▪ Adult Sanctions▪ DNA Qualified▪ DNA Tested▪ Emancipated Youth▪ [Automated] Failure to Appear▪ DCF- Foster Care▪ DCF- Protected Supervision Status▪ DCF- Out of Home Care▪ DCF- Shelter▪ Gang Associate – Documented▪ Gang Member – Documented | <ul style="list-style-type: none">▪ CSEC Possible Victim [Endangered Person]▪ CSEC Verified Victim [Endangered Person]▪ Labor Trafficking Possible [Endangered Person]▪ Labor Trafficking Verified [Endangered Person]▪ Homeless Youth▪ Interstate Compact▪ Jimmy Ryce Eligible▪ Jimmy Ryce Non Eligible▪ Multiple Birth Siblings▪ Other – Security▪ Outstanding Warrants▪ Parent▪ Religious Restrictions▪ Suspected Gang Affiliation |
|--|--|

CRITICAL MEDICAL ALERTS

CRITICAL – DIET

- Youth states he/she is allergic to a food item, or is restricted from certain foods for medical or religious reasons.
- Alert is added by staff in receipt of youth's statement.
- Documentation required:
 - Food allergies: List foods, youth's reactions if food is consumed, actions to be taken if food is consumed
 - For medical or religious reasons: list the medical or religious diet requirements

CRITICAL – DIET

Food allergies and needs based on medical issues should be verified by facility staff or JPO/Case Manager.

Upon verification Medical Staff should update the original alert documenting:

- how the information was verified
- who verified information
- date of verification
- updated by: (Medical Staff's name)

Alert remains open on record for as long as that condition or issue exists.

Alert is ended upon verification that cited reasons for special diet needs are found to be false or are no longer necessary.

End date: Date the alert is found to no longer be active

- Medical Staff has verified the food allergies and/or medical issues do not exist.
- Facility Staff/Field Staff has verified that youth's statement of special diet needs for religious reasons is false.

Documentation required for end reason:

- how the information was verified
- who (staff) verified information
- date of verification
- note information updated by: (Staff name)

CRITICAL – IMPAIRMENT [HEARING, PHYSICAL, SPEECH, VISION, PROSTHESIS]

Entered when staff has knowledge that youth is physically impaired and/or has a prosthesis.

Documentation required: (may include)

- disability
- Doctor's letter
- unable to complete normal activities of daily living without assistance/limitations [examples: bathing, toileting, grooming, eating]
- medical attention needed
- Abilities [i.e. Y is hearing impaired, can read lips]

Alert must be verified by Medical Staff and/or Field Staff. Alert must be reviewed at every facility admission and confirmation that youth does or does not have mechanical aid on them or in possession.

The alert remains open on the youth's record indefinitely, no end date is added.

Refer to 63F-11.003 F.A.C. to verify if CCC reportable.

CRITICAL – MEDICAL

- Allergies – Youth report of Medications, Insects and/or Environmental Allergies [Food allergies should be listed under DIET]
- Asthma – Hospitalization for asthma within past 6 months or requires medical attention/treatment for asthma
- Cancer – History of cancer over past 5 years or current cancer treatment
- Diabetes – Youth has diabetes; on medication either oral or injectable
- Dialysis – Youth requires dialysis
- Head Injury – Head injury/trauma hospitalization over past year. If within last 30 days, needed ER visit
- Heart Condition – Heart murmur, palpitations, diagnosed cardiac chest pain, heart surgery
- Hemophilia – Youth has hemophilia
- Seizure Disorder – Youth has a seizure disorder (required follow up or treatment within the past year)
- Sickle Cell Disease – Youth has sickle cell disease
- Tuberculosis – Youth has an active case or suspected case of tuberculosis

CRITICAL – OTHER MEDICAL

Assigned to identify any other chronic medical condition or issue that may require special medical attention and/or supervision.

DO NOT include HIV/AIDS/STI status.

Alert is added by any staff in receipt of information.

Documentation required:

- signs or symptoms
- any special needs
- actions required by youth/staff [monitoring, isolation]

CRITICAL –MEDICAL

- Medical staff must validate and update alert note information.
 - Documentation required:
 - Signs and symptoms of abnormal movements [jerking, movements of extremities or eyes, or change in alert status]
 - Person verifying medical information
 - Additional information or details
 - Alert remains open on record for as long as that condition or issue exists.
- Alert can be ended upon verification that the condition or situation no longer exists.
 - Documentation required:
 - Reason for alert closure
 - Name of person verifying
 - How was the information verified

CRITICAL – MEDICATION

PRESCRIBED

Youth is taking medications that have
a potential for adverse reactions with
Over the Counter medications
Medical Staff validation required

PSYCHOTROPIC

Youth is on psychotropic medications
Medical Staff validation required

Names of medications are NOT to be entered into JJIS/Alert narrative.
HOWEVER, the side effects of medications are to be included in alert narrative.

CRITICAL – NO STRENUOUS ACTIVITY

- All new detention facility admissions should have an alert for activity limitation
- The parent/legal guardian shall be interviewed to determine if any current physical activity restrictions were in effect prior to admission to detention
- Youth shall be screened for chronic health conditions that may potentially prevent participation in strenuous physical activity
- Youth who are re-admitted to Detention will be screened for history of known physical activity restrictions post practitioner assessment during the prior admission
- Once this is completed, if any of the above are in effect, the DHA/Designee shall be contacted for activity restriction orders.
- If no indication of the above conditions on admission the DHA/Designee may place the youth on a 72 hour of observation with no contact sports or extensive exercise regimen.
- If no symptoms that would warrant concern for participation in activity during the 72 hours, the activity restriction may be lifted after consulting with the practitioner. Alert may be closed at this time
- For residential facility admissions, alert will be added and closed per DHA or Designee order

CRITICAL – PREGNANT

- Current Pregnancy [Positive Ua/bl HCG test]
- Medical/JPO/Case Manager must validate and enter appropriate alert note
- Documentation:
 - Who informed staff of pregnancy [youth's statement, parent statement]
 - Youth's expected delivery date
 - Physician treating Youth
- Alert is to be closed when Youth is no longer pregnant.

CRITICAL – POST PARTUM COMPLICATIONS

- Recent delivery with complications
- Medical/JPO/Case Manager must validate and enter appropriate alert note
- Narrative should include any special instructions
- Alert is to be closed once cleared by doctor

RELIGIOUS RESTRICTIONS

- Requires a modification of standard facility protocol to accommodate a belief or cultural system of the youth.
- May be related to medical treatment
- Medical Staff/Administration must validate
- Update Alert Note information

CRITICAL MENTAL HEALTH ALERTS

CRITICAL – SUICIDE RISK

- Identify youth with Suicide Risk Factors who are placed on Suicide Precautions.
- If a youth had any suicide risk factors on the MAYSI- 2 (Massachusetts Youth Screening Instrument, Second Version) or SRSI (Suicide Risk Screening Instrument) then JJIS will automate the Suicide Risk Alert.
- Medical and Mental Health staff will get an automated e-mail with alert information if a youth is placed into their facility.
- The PACT does not automate a suicide risk alert based on risk factors. Staff must complete and document manually.
- Staff must review record to see if alert already exists. If alert already exists, review and update current documentation as needed.

CRITICAL – SUICIDE RISK

- **The Suicide Risk Alert cannot be CLOSED until there is documentation that the youth has been assessed by a licensed mental health provider or licensed mental health professional to evaluate youth's current level of suicide risk and determined whether the youth is to be maintained on or removed from Suicide Precautions.**
 - Closure of the Suicide Risk Alert must be based upon the assessment findings and recommendations of a licensed mental health professional or a mental health clinical staff person working under the direct supervision of a licensed mental health professional **and...**
 - A licensed mental health professional's concurrence with the mental health clinical staff person's recommendation to discontinue alert status must be documented prior to the discontinuation of the youth's alert status as set forth in Rule 63N-1, F.A.C.
 - **The documentation above is required for closure of the Suicide Risk Alert in JJIS.**
- When a youth identified with suicide risk factors is released to the parent/guardian, the parent/guardian must be notified in writing of the youth's suicide risk and need for assessment of suicide risk. [The form MHSA 003 ("Suicide Risk Screening Parent /Guardian Notification") and form MHSA 009 (Detention Suicide Risk Screening Parent/Guardian Notification") have been developed specifically for notification of the parent/guardian of the youth's suicide risk and need for assessment of suicide risk upon the "at risk" youth's release from a JAC or probation unit or detention center.]
- The parent/guardian should be asked to provide the JPO a copy of the documentation of the assessment of suicide risk administered in the community.

CRITICAL – MENTAL HEALTH

Youth who have mental health conditions and factors, symptoms or behaviors which may pose safety or security risks.

Mental Health Alert indicators include the following:

1. Recent history of self-injurious behavior such as self-mutilation, carving or cutting self, ingestion of objects, or head banging which required emergency medical services within the previous 3 months;
2. Recent history of psychosis and symptoms such as auditory or visual hallucinations or delusions which required hospitalization within the previous 3 months;
3. Recent history of examination or placement under the Baker Act within the previous 3 months;
4. Recent history of Drug or alcohol detoxification, overdose or withdrawal symptoms within the previous 3 months;
5. Recent history of evaluation, or admission under the Marchman Act within the previous 3 months;

The specific diagnosis should not be recorded in JJIS

- **The Mental Health Alert cannot be CLOSED until there is documentation that the youth has been assessed by a licensed mental health provider or licensed mental health professional to determine whether the youth is to be maintained on or removed from Mental Health Alert status as set forth in Rule 63N-1.**
 - Closure of the Mental Health Alert must be based upon assessment findings and recommendations of a licensed mental health professional or a mental health clinical staff person working under the direct supervision of a licensed mental health professional **and...**
 - A licensed mental health professional's concurrence with the mental health clinical staff person's recommendation to discontinue alert status must be documented prior to the discontinuation of the youth's alert status.
- **The documentation above is required for closure of the Mental Health Alert in JJIS**

SECURITY ALERTS

CRITICAL – ESCAPE RISK

Any incident involving a youth who leaves or attempts to leave the grounds or fenced boundaries of residential facility, detention facility or juvenile assessment center, or who is committed or detained in such a place and leaves the custody of facility staff when outside the facility,

- Must be reported as an escape regardless of the length or duration of the departure.
- Must be reported as an attempted escape even if the youth is apprehended immediately and facility staff maintained constant sight supervision throughout the incident

When to add:

- Law Enforcement charges youth with Escape from a facility.
- Law Enforcement charges youth with Attempted Escape from a facility.

Alert and Narrative must include :

- Date of escape or attempt
- if facility was RESIDENTIAL or DETENTION
- if facility was HARDWARE Secure versus NON HARDWARE (Staff);
- Law Enforcement involvement
- Alert should be entered at the time the incident occurs.
- Upon presentation for detention screening, the screener should verify that the alert has been added. Add as needed.
- The alert remains open on the youth's record indefinitely, no end date is added.

CRITICAL- HOME PASS RESIDENTIAL

TEMPORARY RELEASE

A court-ordered release in which a child is allowed to temporarily leave the residential commitment program for a specific purpose approved by the court without being under the direct supervision of the residential commitment program staff.

EMERGENCY RELEASE

A court-ordered release for an extraordinary family emergency, such as the death or impending death of a youth's immediate family member, prior to the final 60 days of a youth's stay. The program director or designee may, with court approval and concurrence of the department's residential regional director, grant an emergency temporary release. In such a case, the program shall, with input from the youth's family, develop a specific itinerary and coordinate with the youth's Juvenile Probation Officer.

Youth must have a current location of a Residential Commitment Program to add this alert. Alert is to be manually entered when youth leaves and manually closed when youth returns.

ABSCONDER

- When a supervised youth goes in a clandestine manner out of the jurisdiction of the court in order to avoid the legal process, or when the youth hides, conceals, or absents himself or herself with the intent to avoid the legal process. Mere absence or non-attendance does not constitute as Absconder.
- The abscond placement shall be entered in JJIS upon receipt of the signed Order to Take Into Custody from the court. The alert will be automated.
- The alert narrative is to say that the Abscond PUO was signed by Judge _____ on XX/XX/XX. A copy of the signed PUO can be found in the case note entry of XX/XX/XXXX.
- Alert remains open until youth is apprehended.
- When youth is presented to JAC or on-call and a new Registration Wizard is initiated, JJIS will automatically end date the Alert based on the newly created placement of JAC or On-Call Processing.

CRITICAL – SINGLE ROOM ONLY

Youth shall be assigned to a room based on their classification.

- Single room only is not room restriction or controlled observation.
- Alert will remain open indefinitely as it pertains to Secure Detention placements.
- Residential placements are exempt from use and compliance to SRO placements.
- This alert is **NOT** to be used to identify VICTIMS
- Narrative should only state per the VSAB and/or charges

If VSAB, is youth vulnerable or aggressive?

NOTE:

VSAB - Vulnerability to Victimization and Sexually Aggressive Behavior

63G-2.020 Admissions, Orientation and Releases F. A. C.

CRITICAL – DETENTION PLACEMENT ALERT

Any incident where a youth in any of the following categories is admitted to a secure detention facility:

1. The admitted youth is 9 years of age or younger;
2. The admitted youth has a formal IQ of 70 or below;
3. The admitted youth exhibits behavior suggestive of intellectual disability or developmental disability, including significant deficits in comprehension/reasoning, language expression, or maturity level;
4. The admitted youth is in special education classes for students with “Intellectual Disabilities” or “Autism Spectrum Disorder”;
5. The admitted youth is blind, deaf, mute, or unable to walk without the use of a mechanical aid.
6. The youth is VSAB Vulnerable

Assessment of Youth with Special Needs is to be completed

63F-11.004 F. A. C. Reportable Incident Types -This is a CCC Reportable incident

CRITICAL – THREAT TO STAFF

Added when a youth has committed the offense of Assault and/or Battery on Staff.

Alert added by the facility where the Assault or Battery occurs.

Documentation required:

- Date of Incident
- Law Enforcement agency taking the complaint
- Any other relevant information pertaining to the Battery

The alert remains open on the youth's record indefinitely, no end date is added

CRITICAL – THREAT TO STAFF

Added when youth makes a verbal threat or gestures and it is perceived to be a serious threat.

Staff must review the incident with their supervisor to conclude whether the threat is to be perceived as serious. (However, supervisor approval is not required.)

Documentation required:

- What are the details of the threat or gesture? To include who the threat was intended for.
- When did the threat occur?
- Discussed/reviewed with supervisor on (enter date)
- Was Law Enforcement notified?

The alert remains open on the youth's record indefinitely, no end date is added

GANG ASSOCIATE DOCUMENTED

- DJJ has received written documentation from law enforcement certifying a youth as a gang associate per 874.03 (2) (a)-(b), FS
- The note description is to include which LEO agency documented youth as a gang associate and reflect that confirmation paperwork is available in the file.
- This alert is to be entered by probation when the appropriate written documentation has been received from law enforcement confirming gang associate status.

63D-13.022 F. A. C.

GANG MEMBER DOCUMENTED

- DJJ has received written documentation from law enforcement certifying a youth as a gang member per Sections 874 03 (3) (a)-(k), FS.
- The note description is to include which LEO agency documented youth as a gang member and reflect that confirmation paperwork is available in the file.
- Entered by probation when the appropriate written documentation has been received from law enforcement confirming gang member status.

63D-13.0022 F. A. C.

SUSPECTED GANG AFFILIATION

- During the screening, intake, and supervision process, the JPO shall collect information to be used in determining a youth's gang involvement or affiliation, if any
 - Youth's potential gang involvement or activities based on:
 - Staff observations,
 - youth statements,
 - statements by other youth (s) or sources,
 - supplemental information such as pictures, drawings, or other documents.
 - A referral for suspected gang involvement for known gang activity will be reviewed by the identified circuit gang liaison prior to submission to local law enforcement.
- Document in Alert Narrative LEO agency to which the referral was sent.
 - Alert may be end dated
 - based on law enforcement's response to a Suspected Gang Affiliation alert notification that did not result in a gang associate or gang member certification.
 - if the Youth is determined to no longer be actively involved in suspected gang activity or a youth's claim of gang involvement is false

63D-13.0022 F. A. C.

OTHER – SECURITY

- Detention use only
- This alert is entered:
 - if a youth has been determined to be a security risk,
 - is unable to function in general population,
 - or if youth's needs or supervision level requires that they not be in a room at night to sleep.
 - When Youth's co-defendant is also securely detained in the same facility; do not enter names.
- The alert note should include information about why the youth is not being placed into a room at night to sleep.
- Administration is to validate/update alert info

CRITICAL – PREA Vulnerable

- Automated – A score of 12 points or higher on the VSAB [Vulnerability to Victimization and Sexually Aggressive Behavior] will result in JJIS indicating the youth is Vulnerable to Victimization.
- Youth should also have Single Room Only alert
- If Intellectual Impairment/ Mental Health Issues are indicated enter appropriate critical alert
- Alert is to be closed upon release from Residential or Secure Detention placement.
- Face Sheet will show **PREA** - user will have to view alerts module to see type and note narrative

CRITICAL – PREA Sexually Aggressive

- Alert is automated based on VSAB [Vulnerability to Victimization and Sexually Aggressive Behavior] responses when:
 - Youth has a history of sexual abuse issues that indicate he/she would be sexually aggressive
 - Youth has a prior sexual offense history
 - Youth has a history of prior sexual aggression or sexual victimization
- For Detention Youth, Single Room Only alert should also be added
- Alert is to be closed upon release from Residential or Secure Detention placement.
- Face Sheet will show **PREA** - user will have to view alerts module to see type and note narrative

CRITICAL - Prolific Juvenile Offender (PJO)

- Alert is automated by system based on criteria:
 - Youth with at least one open intake felony, at least one adjudicated, or adjudicated withheld felony in their history AND
 - at least seven arrest incidents (adjudicated, adjudicated withheld, or open), 5 of which must be felonies
- Failure to Appear and Adult Transfer Dispositions are considered open for PJO criteria until a secondary disposition is entered.
- Youth with an open residential commitment placement will not be included.
- Pursuant to court order; alert can be manually entered or closed by DIO. A DIO Help Request must be submitted:
 - If Judge orders a youth to be PJO that DJJ did not consider PJO, alert can be manually entered by DIO
 - If Judge waives PJO status, alert can be manually closed by DIO [PJO – waived by court alert must be entered to disable automation]

CRITICAL- PROLIFIC JUVENILE OFFENDER - WAIVED BY COURT

- This alert is to deactivate the automated PJO alert from re-populating.
- This alert can only be entered by a DIO via DIO Help Request when a Judge rules that a youth DJJ designates as PJO is waived by the court for PJO status

LEGAL STATUS/OTHER ALERTS

Multiple Birth Siblings

- Assigned to record upon confirmation that Youth has a living multiple birth sibling (twin, triplet, quadruplet, etc.)
- Narrative is to include if fraternal or identical as well as identity differences.
- Sibling(s) should be entered as family members

CRITICAL – INTERSTATE COMPACT - SEXUAL OFFENDER

Entered by Tallahassee Headquarters ICJ Division when Florida is supervising a youth from another state where the underlying charges are sexual offenses

INTERSTATE COMPACT

The Interstate Compact for Juvenile (ICJ) offenders provides a legal means of transferring the supervision of youth (Youth who are on probation or “parole”) from one state to another and returning runaways.

The alert is automated by JJIS

- When charges are disposed to Interstate Compact
- When a referral is created for Court order- Interstate Compact

This alert is end dated automatically when the initiating referral is closed.

ADULT SANCTIONS

Assigned when a youth is sentenced as an adult and/or received adult sanctions.

This alert is added by assigned JPO/Case Manager upon notification from Adult Court that youth has been sentenced.

The alert remains open on the youth's record indefinitely, no end date is added.

DNA QUALIFIED

“Qualifying offender” includes, youth who are:

1. Committed to or under the supervision of the Department of Juvenile Justice;
2. Transferred to this state under the Interstate Compact on Juveniles, part XIII of chapter 985; or
3. Accepted under Article IV of the Interstate Corrections Compact, part III of chapter 941; and who is:
4. Convicted of any felony offense or attempted felony offense in this state or of a similar offense in another jurisdiction;
5. Convicted of a misdemeanor violation of s. 784.048, s. 810.14, s. 847.011, s. 847.013, s. 847.0135, or s. 877.26, or an offense that was found, pursuant to s. 874.04, to have been committed for the purpose of benefiting, promoting, or furthering the interests of a criminal gang as defined in s. 874.03; or
6. Arrested for any felony offense or attempted felony offense in this state.

Each qualifying offender shall submit a DNA sample at the time he or she is booked into a jail, correctional facility, or juvenile facility .

The addition of this alert to a youth’s record may be bypassed if youth is DNA tested at JAC booking OR in court. An alert of DNA Tested is entered instead.

This alert is end dated upon youth’s receipt of DNA test with the end date being the date test was conducted.

This alert is entered by the assigned JPO/Case Manager.

DNA TESTED

- Added to Youth's record once the DNA Testing has been completed
- Narrative to include DNA tested at JAC/Court on a qualifying offense
- The alert remains open on the youth's record indefinitely, no end date is added.

EMANCIPATED YOUTH

Emancipate: To release a child from the control of parents or a guardian

Assigned when a youth can produce legal documentation confirming emancipation.

This alert is added by the assigned JPO/Case Manager upon receipt of legal documentation.

The alert remains open on the youth's record indefinitely, no end date is added

HOMELESS YOUTH

Assigned when it is confirmed that youth and family do not have a permanent residence.

Added by assigned JPO/Case Manager

Documentation required:

- locations family/youth may be staying
- shelter information
- emergency contact information if available

FAILURE TO APPEAR

This alert is automated when the JPO/Case Manager enters the primary disposition of Failure To Appear.

Should be closed when Youth is processed on FTA Pick Up Order/Order to Take into Custody.

OUTSTANDING WARRANT

Added to record when a Pick Up Order/Order to take into Custody has been issued for youth.

The signed PUO should be uploaded in case note book.

The alert narrative is to say that PUO was signed by Judge _____ on XX/XX/XX. A copy of the signed PUO can be found in the case note entry of XX/XX/XXXX.

Begin date is the date judge signed order.

Begin Time is 8:00am.

Should be manually closed when Youth is processed on Pick Up Order/Order to Take into Custody.

PARENT

Assigned when it is confirmed that youth (male/female) has a child

- Assigned JPO/Case Manager adds alert to record.
- Assigned JPO should add child to family members.
- Alert narrative should include Sex and DOB of child

The alert remains open on the youth's record indefinitely, no end date is added.

SEX INCIDENT HISTORY ALERTS

CRITICAL – SEXUAL OFFENSE PENDING

- Assigned automatically by JJIS based on the statute entered on the charges screen.
 - Kidnapping involving sex offenses, Sexual Assaults, Sexual Battery, Lewd & Lascivious, and other Felony Sex Offenses
- Upon entering a disposition of diversion, nolle prosequi, non-file, or not guilty, the alert will end date itself.
- In order to be “labeled” a sex offender there needs to be an adjudication.

CRITICAL – SEXUAL OFFENDER

Assigned automatically by JJIS based on qualifying charges, dispositions and adjudication.

ADAM WALSH

SEX OFFENDER REGISTRATION

ELIGIBLE

- Automatically entered when the following qualifying offenses are entered into the charges screen:
 - 794.011 Sexual Battery excluding 794.011(10)
 - 800.04 (4) (b) Lewd or Lascivious
 - 800.04 (5) [C]1 Lewd or Lascivious
 - 800.04(5)(d) Lewd or Lascivious
- Alert is to be manually closed if youth is not ordered to register as a sex offender.

ADAM WALSH

SEX OFFENDER REGISTRATION ORDERED

If the youth is 14 or older at time of the sexual offense AND youth was adjudicated delinquent for a qualifying offense after July 1, 2007, the court can order the youth to register as a Sex Offender.

The court order must be specific with findings.

The alert remains open on the youth's record indefinitely, no end date is added.

JIMMY RYCE ACT

- The Jimmy Ryce Involuntary Civil Commitment for Sexually Violent Predators' Treatment and Care Act was Passed into law 5/19/1998.
- Inmates with sex offense histories are reviewed by DOC, DCF and state attorneys to determine level of risk to re-offend
- In order for a youth to be subjected to the requirements of the law (s. 394.910 - 394.931, Florida Statutes) the youth must:
 - Be 18 years or older at time of anticipated RELEASE FROM residential commitment AND
 - Have been adjudicated delinquent for a sexually violent offense after trial, guilty plea, or pleas of nolo contendere in any state

JIMMY RYCE ALERTS

NON ELIGIBLE

- Assigned to record with the purpose of disabling the Jimmy Ryce Eligible Alert
- Entered upon completion/submission of the JIMMY RYCE ACT FOR VIOLENT SEXUAL OFFENDERS NOTIFICATION OF THE DECISION TO NOT INVOLUNTARILY COMMIT TO THE DEPARTMENT OF CHILDREN AND FAMILIES

ELIGIBLE

- JJIS automates this alert based on qualifying charges/placements.
- Sexually Violent Offense means
 - Murder of a human being while engaged in sexual battery
 - Kidnapping OR False Imprisonment of a child under age 13 and, in the course of that offense, committing sexual battery or a lewd, lascivious, or indecent assault or act upon or in the presence of the child
 - Sexual battery, Lewd, lascivious, or indecent assault or act upon or in the presence of the child

HUMAN TRAFFICKING ALERTS

HUMAN TRAFFICKING ALERTS

- **Human Trafficking:** the recruitment, harboring, transportation, provision or obtaining of a child for labor or services through the use of force, fraud, or coercion. Under federal law, sex trafficking does not require there to be force, fraud, or coercion if the victim is under 18.
- **Commercial Sexual Exploitation of a Child (CSEC):** recruiting, harboring, transporting, providing or obtaining a person for commercial sex act, in which the person induced is under age 18; Examples of commercial sex acts are prostitution and exotic dancing.
- **Labor Trafficking:** recruiting, harboring, transporting, providing or obtaining a person for labor or services, through the use of force, fraud, or coercion, for the purpose of subjection to involuntary servitude, peonage, debt bondage or slavery
- Face sheet will display **Endangered Person**
- Alerts are only to be entered after the completion of the Human Trafficking Screening Tool **AND** the call has been accepted by DCF
- Information related to these alerts will remain confidential and is not shared with any outside parties
- Narrative should include the DCF child protection investigator or law enforcement officer who has identified Youth; if case staffed, note should also include the date of the staffing
- If there is an existing alert, add a new narrative

HUMAN TRAFFICKING ALERTS

CSEC VICTIM

POSSIBLE - a person that has indicators of having been a victim of commercial sexual activity.

LABOR TRAFFICKING

POSSIBLE - a person who has indicators of being involved in forced labor, not including sexual exploitation

VERIFIED - once verified by DCF the Possible Alert is closed and the Verified Alert is entered by Circuit Human Trafficking Liaison OR Chief Probation Officer

DEPARTMENT OF CHILDREN AND FAMILY ALERTS

DCF ALERTS

- Youth can only have 1 DCF alert
- If DCF status changes,
 - Close current alert
 - Add new alert
- DCF - Foster Care alert is automated from address change worksheet
- DCF - Protective Supervision Status, DCF - Shelter and DCF - Out of Home Care alerts are NOT automated

DCF – FOSTER CARE

Assigned when Department of Children and Families has custody of youth Care provided for a child in a foster family or boarding home, group home, agency boarding home, child care institution, or any combination thereof. [Youth is adjudicated dependent].

Alert will be automated when the user checks 'YES' for the question '*Is youth in Foster Care?*' within the Address Change Worksheet

Begin Date/Time – defaults to the date/time of YES being saved

The Youth's Physical Address will default to the automated DCF address based on Residence/Home County

Foster Care will automate as Family Member Guardian/DCF

Enter Foster Care Worker - name, address, phone and email

When FC No is selected, the alert will be end dated as no longer valid.

DCF – PROTECTIVE SUPERVISION STATUS

- A legal status in dependency cases which permits the child to remain safely in his or her own home or other non-licensed placement under the supervision of an agent of the department and which must be reviewed by the court during the period of supervision
- Added by assigned JPO/Case Manager upon confirmation of DCF involvement.
- Documentation required:
 - Services in place
 - Date service was initiated
- Enter Foster Care Worker- name, address, phone and email as a Youth Note-Key Participant
- Alert is end dated upon JPO/Case Manager's confirmation that DCF is no longer involved with the youth and /or youth's family.

DCF – Out of Home Care

- The placement of a child in licensed and non-licensed settings, arranged and supervised by the Department or contracted service provider, outside of the home of the parent
- Added by assigned JPO/Case Manager upon confirmation of DCF involvement.
- Documentation required:
 - Services in place
 - Date service was initiated
- Enter Foster Care Worker- name, address, phone and email as a Youth Note-Key Participant.
- Alert is end dated upon JPO/Case Manager's confirmation that DCF is no longer involved with the youth and/or youth's family.

DCF – Shelter

- The placement with a relative or a nonrelative, or in a licensed home or facility, for the temporary care of a child who is alleged to be or who has been found to be dependent, pending court disposition before or after adjudication
- Added by assigned JPO/Case Manager upon confirmation of DCF involvement.
- Documentation required:
 - Services in place
 - Date service was initiated
- Enter Foster Care Worker- name, address, phone and email as a Youth Note-Key Participant
- Alert is end dated upon JPO/Case Manager's confirmation that DCF is no longer involved with the youth and /or youth's family.

These Alerts are to remain Open Indefinitely

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Adam Walsh Sex Offender Registration Ordered▪ Adult Sanctions▪ Critical Alert – Sex Offender▪ Detention Placement Alert▪ DNA Tested▪ Emancipated Youth | <ul style="list-style-type: none">▪ Endangered Person▪ Escape Risk▪ Jimmy Ryce Eligible▪ Multiple Birth Siblings▪ Other – Security▪ Parent▪ Threat to Staff |
|---|---|

CLOSING ALERTS

1. Before ending an alert, make sure there is sufficient documentation for closure.
2. Medical and Mental Health staff have primary responsibility to CLOSE Medical and Mental Health Alerts
3. Residential and Detention facility superintendents and assistants, JPOS, ACPOs and CPOs and Regional Commitment Chiefs will be granted permission to CLOSE Medical and Mental Health Alerts in absence of Medical and Mental Health staff availability, provided they have the **specific documentation specified in the applicable rule for closure.** (See slides 23 and 24 for closing Suicide Risk Alerts and Mental Health Alerts)
4. All users can close security, DCF, legal status and other alerts provided they have sufficient documentation for closure.
5. Human Trafficking Liaisons and/or CPOs will close Human Trafficking Possible Victim alerts upon verification from DCF that youth is verified as a victim, and will enter Verified Victim applicable alerts.
6. Most Sex Incident history alerts are automated by charges and/or disposition and cannot be closed.
7. PREA Alerts are to be closed by facility upon release from Residential or Secure Detention placement.

POINTS TO REMEMBER

1. There is no limit as to how many alerts are assigned to a Youth's record, as long as they are applicable.
2. Prior to adding a new alert, staff must review record to see if alert already exists.
3. If alert already exists. [System should not allow duplicate Open Alerts].
 1. Add a New Note with updated information
 2. Do not edit existing notes entered by others
4. Alerts must have at least 1 note description.
5. Alerts require a start date and time.
6. Your "signature" must be included in narrative [name, credentials/title and date].
7. Before ending an alert,
 1. Make sure you have sufficient documentation for closure.
 2. Add a New Note documenting why the alert is being closed.
8. If alert is entered in error, a DIO Help Request must be submitted for its deletion.

JJIS DATA ENTRY

TECHNICAL STEPS FOR THE ADDITION AND MAINTENANCE OF CRITICAL & SPECIAL ALERTS IN JJIS

Logon
to JJIS

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) 921-7832

User Name: *	<input type="text" value="workmanlx"/>
Password: *	<input type="password" value="....."/>
System: *	<input type="text" value="JJIS"/>
<input type="checkbox"/> Change Password? <input type="checkbox"/> Manage Security Questions	
<input type="button" value="Login"/> <input type="button" value="Close"/>	
Reset/Forgot Password	

Access
Alerts
through
INTAKE
WEB

OR through the
Alerts & Alias
Maintenance
Module



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

Conduct a YOUTH SEARCH
Then click on FIND

DJJID should be used whenever searching for a youth in JJIS.

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

SSN

First Name

DJJID

Sex

DOB

Race

Find

Clear

Add a New Youth

Youth Found

Record Count: 1

		Last Name	First Name	Middle Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	County
Select		Test	Sharon	Zebra	532950		09/01/2006	YES	No	YES	Pacific Islander	F	Palm Beach

SELECT Youth

SPLASH SCREEN

- When a Youth is selected from the Youth Search screen, the “splash screen” displays open critical alerts and other special alerts and alias information.
- If the youth has Critical Alerts on record, you MUST View All in order to proceed.

Current Alerts & Alias Information

Youth Name: Test, Sharon
DJJID: 532950

Critical Alerts Information [View All](#)

DESCRIPTION	CATEGORY	NOTE DESCRIPTION	START DATE/TIME
Diet	Medical	Youth is a vegan -she eats only plant based foo...	04/21/2020 10:45 AM
PREA Vulnerable	Security	Vulnerable to Victimization as indicated on the...	02/20/2020 11:53 AM

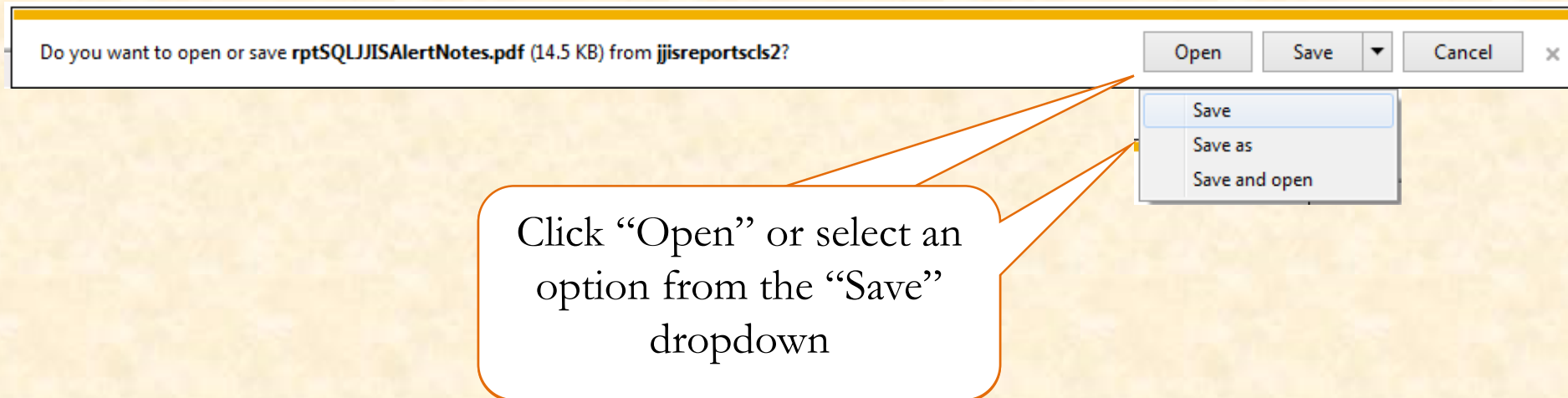
1

Alerts Information

DESCRIPTION	START DATE/TIME	END DATE/ TIME	COUNTY
CSEC Possible Victim	01/23/2020		
Foster Care	10/17/2019	11/12/2019	Charlotte
Failure To Appear	08/12/2019	06/09/2020	Orange
Foster Care	06/21/2019	09/09/2019	Orange
Foster Care	06/21/2019	06/21/2019	Orange

1

VIEW ALL button generates PDF Report with list of all alerts and associated notes.



To PRINT

rptSQLJAlertNotes.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools

rptSQLJAlertNot... x



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Youth Alert Notes Report

Youth Name: Test, Sharon

DJJID: 532950

Alert Category: Medical

Alert Desc	Alert Created By / Date	Note Description	Note Created By / Date & Time	Note Last Modified By/Date & Time
Diet	Workman, Laurie 04/21/2020	Youth is a vegan -she eats only plant based foods. Laurie Workman, DIO, 4/21/2020	Workman, Laurie 04/21/2020 10:49 AM	Workman, Laurie 04/21/2020 10:49 AM

Current Alerts & Alias Information

Youth Name: Test, Sharon
DJJID: 532950

Critical Alerts Information

View All

DESCRIPTION	CATEGORY	NOTE DESCRIPTION	START DATE/TIME
Diet	Medical	Youth is a vegan -she eats only plant based foo...	04/21/2020 10:45 AM
PREA Vulnerable	Security	Vulnerable to Victimization as indicated on the...	02/20/2020 11:53 AM

1

Now that
OK is
enabled,
you can
proceed

Alerts Information

DESCRIPTION	START DATE/TIME	END DATE/ TIME	COUNTY
CSEC Possible Victim	01/23/2020		
Foster Care	10/17/2019	11/12/2019	Charlotte
Failure To Appear	08/12/2019	06/09/2020	Orange
Foster Care	06/21/2019	09/09/2019	Orange
Foster Care	06/21/2019	06/21/2020	Orange

1

Alias Information

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

OK

Once on HOME PAGE, select Modules-
Alerts & Alias

Department of Juvenile Justice

Active Youth:
532950 : Test, Sharon Zebra

Face Sheet Case Notebook

Active Program:

Select a CaseLoad

Select a Program

Not Released from the Program

Registration Process Incomplete

Youth Listing:
Refresh Youth Search

<< Add New Referral Modules Reports LogOut

JJS Web

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

Placement Activity Reports
Placement Activity Reports

NOTE: All Civil Citation Placements and Charges should be entered in Prevention Web. If you need access to Prevention Web, please contact your local DIO.

HOME PAGE

To enter a NEW alert, click on NEW

- Select Alert Type from dropdown listing
- Enter Begin Date/Time
- Add Note Description
- SAVE

The screenshot shows a web form for entering a new alert. The form includes the following fields and controls:

- Alert Type ***: A dropdown menu with a downward arrow.
- Category**: A text input field.
- County**: A dropdown menu with a downward arrow.
- Begin Date ***: A date input field with a calendar icon and the format MM/DD/YYYY.
- Begin Time ***: A time input field with AM/PM radio buttons and the format HH:MM.
- End Date**: A date input field with a calendar icon and the format MM/DD/YYYY.
- End Time**: A time input field with AM/PM radio buttons and the format HH:MM.
- End Reason**: A dropdown menu with a downward arrow.
- Add New Note**: A button.
- Note Description ***: A large text area for entering the note description.
- Save**, **Cancel**, and **Delete**: Buttons at the bottom right of the form.

Alerts Information

[Go to Alias Information](#)

New						
		ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
Select	Edit	Prolific Juvenile Offender	06/10/2020 10:50 AM	06/19/2020 11:04 AM	Palm Beach	Yes
Select	Edit	Diet	04/21/2020 10:45 AM			No
Select	Edit	PREA Vulnerable	02/20/2020 11:53 AM			Yes
Select	Edit	CSEC Possible Victim	01/23/2020 12:20 PM			No
Select	Edit	Asthma	12/19/2019 09:00 AM	12/19/2019 10:00 AM	Saint Lucie	No

12

Once saved, the alert will appear.

Those in **RED** are Critical Alerts.

Those in **BLACK** are Special Alerts.

To Update an ALERT, click
EDIT

Last Updated By: Workman, Laurie Beth on 8/19/2010 9:25 AM

New						
		ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
Select	Edit	Allergies	08/19/2010 09:00 AM		Broward	No
Select	Edit	Parent	04/17/2009 12:01 AM		Broward	No
Select	Edit	Absconder	02/20/2009 12:01 AM	06/16/2010 11:59 PM		No
Select	Edit	Diet	09/15/2008 12:01 AM		Broward	No
Select	Edit	Pregnant	09/15/2008 12:01 AM	04/17/2009 11:59 PM	Broward	No

1

Alert Type *

Category

County

Begin Date * MM/DD/YYYY

Begin Time * : ☒ AM ☐ PM HH:MM

End Date MM/DD/YYYY

End Time * : ☐ AM ☐ PM HH:MM

End Reason

[Add New Note](#)

Click on Add New Note

	NOTE DESCRIPTION	AUTOMATIC	CREATEDBY	CREATEDDATE TIME	UPDATEDBY	LAST UPDATED DATE TIME
Select	Y reports being allergic to Floral fragrances. Jane Doe,	No	Practice, June	06/16/2010 2:23 PM	Workman, Laurie	08/19/2010 9:25 AM

End Date  MM/DD/YYYY

End Time * : ☐ AM ☐ PM HH:MM

End Reason

Add New Note

	<u>NOTE DESCRIPTION</u>	<u>AUTOMATIC</u>	<u>CREATED BY</u>	<u>CREATED DATE TIME</u>	<u>UPDATED BY</u>	<u>LAST UPDATED DATE TIME</u>
Select	Allergies have been confirmed via telephone contact with Mother. Y will break out in hives if exposed to any floral fragrances. Cherry Ames, RN 08/19/10	No	Workman, Laurie	08/19/2010 9:41 AM	Workman, Laurie	08/19/2010 9:41 AM
Select	Edit Y reports being allergic to Floral fragrances. Jane Doe, DRAI Practitioner, 8/19/10	No	Practice, June	06/16/2010 2:23 PM	Workman, Laurie	08/19/2010 9:25 AM

Add Additional Narrative and SAVE

Special Alerts Information

[Go to Alias Information](#)

Last Updated By: Practice, June on 6/15/2010 1:43 PM

New


		ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
Select	Edit	Allergies	08/19/2010 09:00 AM		Broward	No
Select	Edit	Parent	04/17/2009 12:01 AM		Broward	No
Select	Edit	Absconder	02/20/2009 12:01 AM	06/16/2010 11:59 PM		No
Select	Edit	Diet	09/15/2008 12:01 AM		Broward	No
Select	Edit	Pregnant	09/15/2008 12:01 AM	04/17/2009 11:59 PM	Broward	No

1


Alert Type *

Category

County

Begin Date *  MM/DD/YYYY

Begin Time * : ☒ AM ☐ PM HH:MM

End Date  MM/DD/YYYY

End Time * : ☐ AM ☐ PM HH:MM

End Reason

Add New Note

		NOTE	AUTOMATIC	CREATEDBY	CREATEDDATE	TIME	UPDATEDBY	LASTUPDATED
		DESCRIPTION						DATE

To CLOSE an ALERT:

Select EDIT

- Add new note documenting why the alert is being closed
- Enter End Reason, End Date/Time
- SAVE

Department of Juvenile Justice System Login



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JJIS Help Desk (850) 921-7832

User Name: *
Password: *
System: *
☐ Change Password

- Alerts
- CCC
- CCCold
- Detention Cost Sharing
- Electronic Educational Exit Plan
- JJIS
- OHS EMR Module
- Prevention Web
- RSMS
- Seal And Expunge Module
- SVS

To access Alerts Module select Alerts from System dropdown

Then select the ALERT REPORT MENU option

Alert Menu

- Alert Report Menu
- Alert Maintenance
- Alerts Definition

Enter criteria

[LogOut](#)

Please Enter Alert Report Criteria

[Alerts Module](#)

Type of Alert *

Status *

Date Range *
Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY)

Branch *

☒ Current Youth Placement ☐ Historical Youth Placement

View By: *

Select type of report to run

ALERT STATUS

CRITICAL ALERTS				
DESCRIPTION	# OPEN	# CLOSED		
Allergies	1	0		
Diet	0	1		
Pregnant	0	1		
SPECIAL ALERTS		ALIAS		
DESCRIPTION	START DATE	COUNTY	ALIAS TYPE	ALIAS NAME
Parent	04/17/2009	Broward	Gang Name	Loli
			Nickname	
MEMBERS				
LAST NAME	FIRST NAME	MI	RELATIONSHIP	
Overvier	Mama		Mother	
Overview	Daddie		Father	
Wade	Dawayne		Son	
CHARGES AND VIOLATIONS				
OFFENSE DATE	REF. ID	DESCRIPTION (LEVEL/DEGREE)	COURT DOCKET#	UNIT
02/20/2009	3303070	Court Order - Non-Law Violation of Probation ()	08-0615	C17 Unit 112 - Practice, June
09/13/2008	3303062	Court Order - Prosecution Previously Deferred-Case Reopened (F2)	08-0615	C17 Unit 112 - Practice, June
06/15/2008	3303047	COCAINE-DISTRIB. - SCHEDULE	08-0615	C17 Unit 112 - Closed

Closed Special Alerts are suppressed from printing on face sheet

Closed Special Alerts are suppressed from printing on face sheet

CRITICAL ALERTS will appear on face sheet regardless of status

DISCLAIMER

JJIS Access and permissions are not granted based on reading or reviewing the materials posted on this website and do not substitute for training.

Please reach out to your local DIO if training and/or access is needed.

If you have questions or are in need of assistance with your access to the Alerts system, please contact your local DIO.

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