



# Intake Web – Juvenile Registration

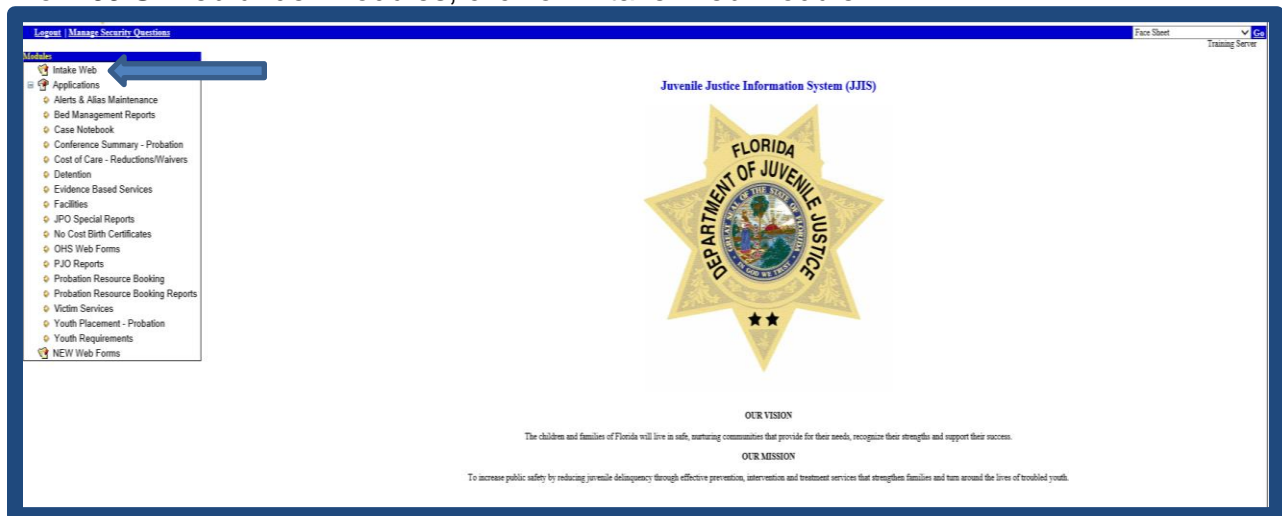
A JJIS User Guide

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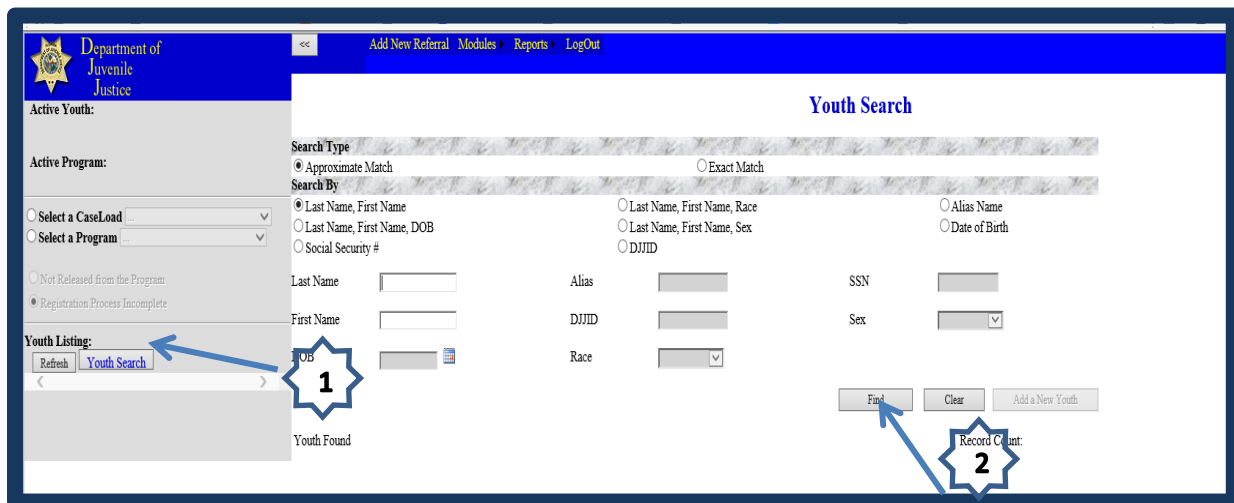
# Maintaining Youth Information

From JJIS Web under Modules, click on Intake Web Module



To update or edit a youth's information in Intake Web, the youth's name must be listed under Active Youth in the upper left-hand corner. Users can either perform a Youth Search or Select a Caseload.

## Youth Search



Click on Select youth to make active.

**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:

Youth Found Record Count: 3

Select	Last Name	First Name	Middle Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	County
<input type="checkbox"/>	Test	Lori		1411632	XXX-XX-1234	08/01/2002	No	YES (0)	YES	White	F	Out of State
<input type="checkbox"/>	Test	Lori	Dio	1412665		08/01/2001	No	YES (1)	No	White	F	Hillsborough
<input type="checkbox"/>	Test	Lori	J	1412767	XXX-XX-2235	08/10/2002	YES	No	No	White	F	Hillsborough

Users must View All alerts and click Ok before youth will become active in the upper left-hand corner.

**Current Alerts & Alias Information**

Youth Name: Test,Lori  
DJJID: 1484568

**Critical Alerts Information**

DESCRIPTION	CATEGORY	NOTIF. DESCRIPTION	START DATE/TIME
Heart Condition	Medical	vdjkgadkqklsdjklasdfla	12/07/2017 09:00 AM
Allergies	Medical	Youth is allergic to bees. If stung please adm...	02/13/2018 09:00 AM
Suicide Risk	Mental Health	testing testing testing	02/07/2018 12:02 AM
Public Juvenile Offender	Legal Status/Order		02/07/2018 11:04:00

**Alerts Information**

DESCRIPTION	START DATE/TIME	END DATE/TIME	COUNTY
Foster Care	02/13/2018		Hillsborough
Suspected Gang Affiliation	02/13/2018	02/13/2018	Hillsborough

**Alias Information**

ALIAS NAME	ALIAS TYPE
Lil L	Alias Name

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

### Select a Caseload

All youth assigned to a JPO caseload will appear directly below under youth listing. Select directly on the youth's name to make active.

Department of Juvenile Justice

<< Add New Referral Modules > Reports > LogOut

Active Youth:

Active Program:

Select a CaseLoad Probation, Probation Probation13

Select a Program ...

Not Released from the Program

Registration Process Incomplete

Youth Listing: ( 22 total )

Refresh Youth Search

1484970 : Test, Detention A

1484971 : Test, Detention B

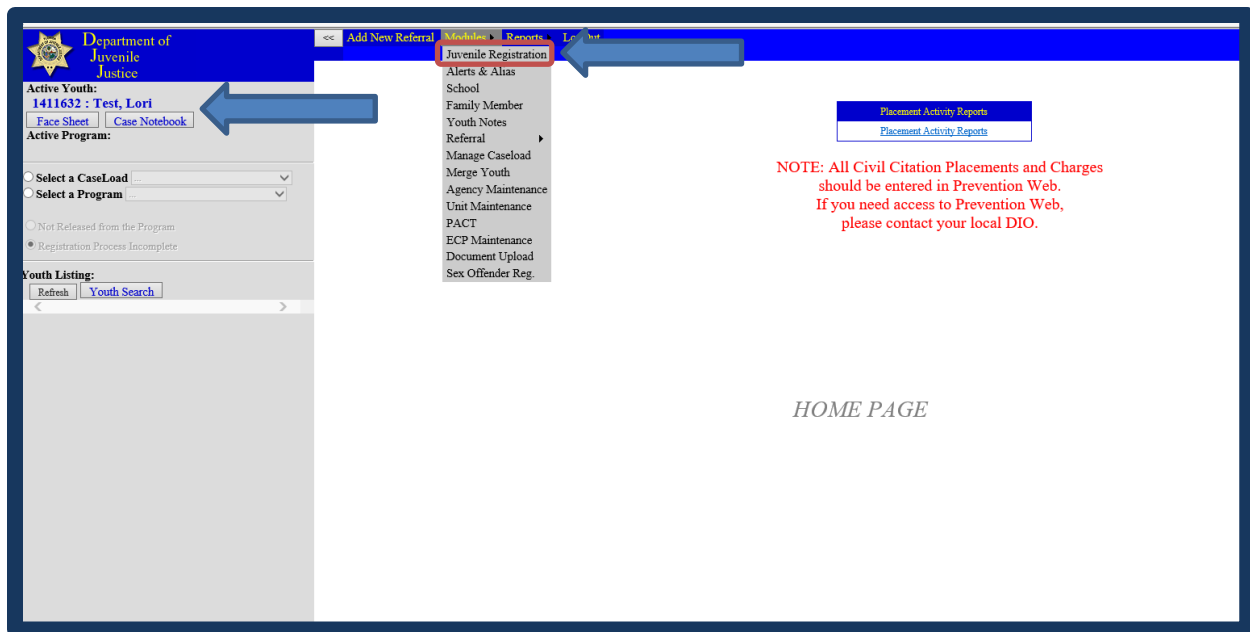
1484972 : Test, Detention C

1484973 : Test, Detention D

1484974 : Test, Detention E

1485028 : Test, Detention F

Once the youth is active their name will appear in the upper left-hand corner and users will now be able to maintain the youth's information under Juvenile Registration in the Modules dropdown. These areas should be updated anytime new information is obtained or changes occur. It is very important to keep the most updated and accurate information in JJIS. To update Juvenile Registration, click directly on Juvenile Registration. Please make note that JJIS tracks who was the last person to update the youth's record.



## Juvenile Registration

This module allows you to edit or add demographic, fingerprint and general information as well as information on the youth's birthplace. Click "Save" once all additions or edits are completed. Once all information that has been added/updated has been saved please review the facesheet to verify that the information was entered in correctly.

As a best practice, all fields in JJIS should be completed. If a data entry field has one red asterisk (\*), this is a mandatory field. The information is required and must be entered to save the page.

If a data entry field has two red asterisks (\*\*), this is a required field. The information is required for complete data entry but you will be able to save updates made to the Juvenile Registration.

If a data entry field has no red asterisks, the information is Recommended or Optional. The information should be entered to ensure good data but is not required.

**Youth Demographics**

DJJID \* 1411632

Last Name \* Test

First Name \* Lori

Middle Name \*\*

OR \*\*  No Middle Name Verified

DOB \*\* 8/1/2002 (MM/DD/YYYY)

Age 15

Suffix

SSN # \*\* XXXX-XX-1234  Show Full SSN For Edit  
###-##-####

Sex \* Female

Race \* White

Ethnicity \* Non-Hispanic

**Fingerprint Information**

Citizenship \*\*  USA  Other

Height \*\* 5 ft 8 in

Weight \*\* 130 lbs

Hair Color \*\* Pink

Eye Color \*\* Green

**General Information**

Religion ...

Marital Status ...

Language Preference ...

**Birth Place**

Birth City ...

Birth City (if out of state)

Birth County ...

Birth State Florida

**Home County**

County \* Out of State

**Important Notes:**

**Social Security Number**

Data should be entered in this field only if known, do not enter a fictitious [bogus] SSN. You can also view the youth’s full social security number by placing a check mark in the box next to “Show Full SSN For Edit.” Please make note that if you check mark this box to view and/or update the youth’s social your name will appear on a SSN review report that will be reviewed by either the DIO/Probation staff for verification purposes.

**Birth Place**

If probation staff is attempting to order a No Cost Birth Certificate for a youth born in Florida, the Birth City, Birth County, and Birth State (Florida) are required. Refer to separate user guide for information regarding No Cost Birth Certificate.