

**PMM**

External Team Members

# USER ROLE CAPABILITIES

## **External Team Member and Supervisor**

This role will be able to create and edit all documents associated with their contracts.

They will have access to: Chronologicals, Monitoring Plan, Monitoring Summary, Deficiency Review, OBCAP, & Document Library.

This user will only be able to view documents in the library related to the contracts for which they have been given permission.

The supervisor will have permission to approve monitoring plans and monitoring summaries.

This role will allow the creation of OBCAPs and for the supervisor to approve the OBCAP.

# BASIC INFORMATION

http://jjiswebqt1/DJJPMM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

[Home](#) **Program Mgmt** **Reports**

10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)

You are logged in as External Monitor Superv

Chronologicals  
Items to Complete Reports  
Monitoring Summary On Hold Report

Program: 10128 - Fn- Anchorage Non- Residential

Document Library  
Monitoring History  
Monitoring Plan  
Monitoring Summary  
Deficiency Review

Exit closes the window and returns the user to the JJIS home page.

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Dropdown will allow staff to select from any program/group that is assigned to them. It will allow supervisors and staff acting as supervisors to see all programs/groups assigned to them.

# GETTING STARTED

The screenshot shows a web browser window with the address bar displaying `http://jjiswebqt1/DJJPMM2010/home.aspx`. The page title is "DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING AND MANAGEMENT". The header includes the Florida Department of Juvenile Justice logo and the following information:

- Program Name:** Fn- Anchorage Non- Residential
- Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.
- Contract:** 10128

A blue arrow points to the "Program Management Reports" link in the top navigation bar. The main content area is divided into two columns of buttons:

- Left Column:** Chronologicals, Items to Complete Reports, Monitoring Summary On Hold Report.
- Right Column:** Document Library, Monitoring History, Monitoring Plan, Monitoring Summary, Deficiency Review.

In the center, there is a "Program:" label followed by a dropdown menu showing "10128 - Fn- Anchorage Non- Residential". A blue arrow points to the right column of buttons. The bottom status bar shows a zoom level of 110%.

Buttons on the left do not require a program to be active in order to select them. Buttons on the right require a program to be selected before they become enabled.

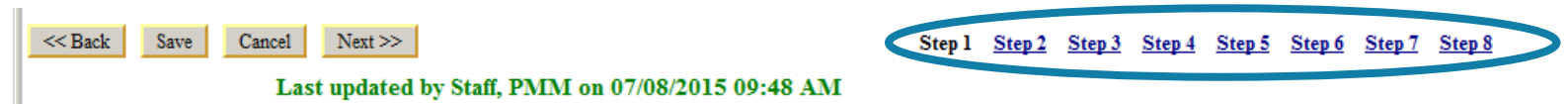


# SAVING AND NAVIGATING



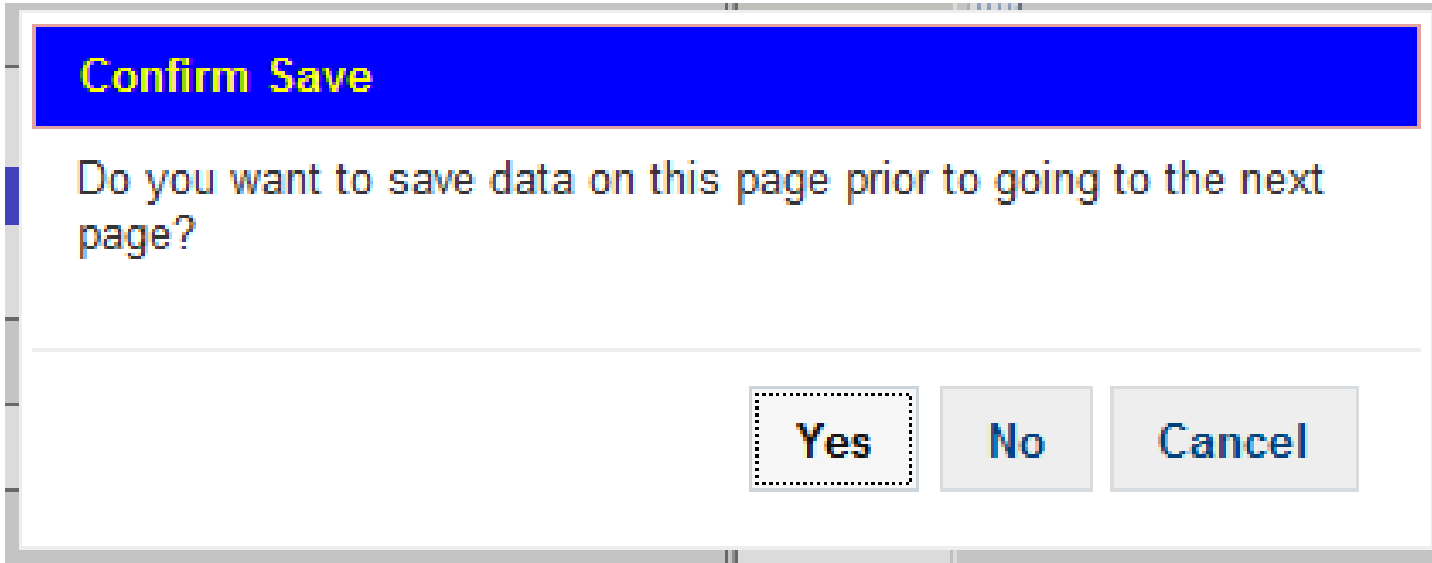
You must click Save on the first screen of a Monitoring Summary to create the document. All steps in the process become available to you after the save is complete.

Click Next>> or a Step link to save and move to the next screen.



# SAVE BEFORE MOVING TO THE NEXT STEP

When clicking **Next>>** or a **Step** link, this message encourages you to save prior to moving to the next step. Click **Yes** to save data and proceed or **No** to proceed without saving data. You can click **Cancel** to stay on current step.



A screenshot of a 'Confirm Save' dialog box. The title bar is blue with the text 'Confirm Save' in yellow. The main area is white and contains the question 'Do you want to save data on this page prior to going to the next page?'. At the bottom, there are three buttons: 'Yes' (highlighted with a dotted border), 'No', and 'Cancel'.

**Confirm Save**

Do you want to save data on this page prior to going to the next page?

**Yes** **No** **Cancel**

# EXTERNAL TEAM MEMBER/SUPERVISOR HOME SCREEN

http://jjiswebqt1/DJJPM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

[Home](#)   **Program Mgmt**   **Reports**

10128 - Fn- Anchorage Non- Residential ▾ [Details](#) [Exit](#)

You are logged in as External Monitor Supervisor

Chronologicals

Items to Complete Reports

Monitoring Summary On Hold Report

**Program:** 10128 - Fn- Anchorage Non- Residential ▾

Document Library

Monitoring History

Monitoring Plan

Monitoring Summary

Deficiency Review

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# DOCUMENT LIBRARY

http://jjiswebqt1/DJJPMM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

[Home](#)  
**Program Mgmt** **Reports**

10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)

You are logged in as External Monitor Supervisor

**Chronologicals**  
Items to Complete Reports  
Monitoring Summary On Hold Report

**Program:** 10128 - Fn- Anchorage Non- Residential

**Document Library**  
Monitoring History  
Monitoring Plan  
Monitoring Summary  
Deficiency Review

The document library allows providers and external users to access documents stored in PMM for a given program as well as upload new documents.

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# DOCUMENT LIBRARY


The Document Library allows users to store documents related to the monitoring of this program. Items can be stored as Word documents, Adobe (PDF), or even pictures. Tools used for monitoring can be scanned and added to the record as needed to support any items written in a Monitoring Summary.

Users can upload a document as part of a chronological note and have that item put directly into the document library as well.



# DOCUMENT LIBRARY

http://jjiswebqt1/DJJPMM2010/documentLibrary.aspx?ID=-1378525978 - Windows Internet Explorer provided by Department of Juvenile



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Document Library**  
**Program Name:** Brevard RJDC - Medical Services  
**Provider:** CORRECT CARE SOLUTIONS, LLC  
**Contract:** X1715

[Home](#)  
[Details](#) [Exit](#) [Exit](#)  
You are logged in as Master

Group/Program name : Brevard RJDC - Medical Services

Select Documents Folder

- AIRS documents
- CC Mail Historical
- Medical Quarterly Reports
- Mental Health Quarterly Reports
- Monitoring Program
- Performance Measures
- QI documents and reports
- Reports
- Trend Analysis
- Work Orders

New

Show All

	Document Date	Description	Contract Numbers	Folder Name	Last Updated By	Last Updated On
Select	11/24/2014	Brevard T.A. report		Medical Quarterly Reports	Sausville, Dannielle E	11/26/2014 12:26 PM

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The document library is a list of folders with documents related to monitoring. You can look at the documents in each folder by clicking on the folder to generate a list of the documents.

You can click the **Show All** button to see a list of all items in all folders that have been uploaded for a program.

# DOCUMENT LIBRARY

http://jjswebqt1/DJJPM2010/documentLibrary.aspx?ID=-1378525978 - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT**

**Document Library**  
Program Name: Brevard RJDC - Medical Services  
Provider: CORRECT CARE SOLUTIONS, LLC  
Contract: X1715

[Home](#) [Details](#) [Exit](#) [Exit](#)  
You are logged in as Master

Group/Program name : Brevard RJDC - Medical Services

**Select Documents Folder**

- AIRS documents
- CC Mail Historical
- Medical Quarterly Reports
- Mental Health Quarterly Reports
- Monitoring Program
- Performance Measures
- QI documents and reports
- Reports
- Trend Analysis
- Work Orders

**Add/Edit Document Details**

Contract Number(s) :  
Attachment Description:\* Brevard TA report  
Document Date:\* 11/24/2014  
Folder Name:\* Medical Quarterly Reports  
Document:\* [Click here to see uploaded document](#)  
[Save](#) [Cancel](#) [Delete](#)

[New](#) [Show All](#)

	Document Date	Description	Contract Numbers	Folder Name	Last Updated By	Last Updated On
<a href="#">Select</a>	11/24/2014	Brevard TA report		Medical Quarterly Reports	Sausville, Dannielle E	11/26/2014 12:26 PM

Once you have located the document you wish to view or edit, click **Select**.

A menu will then appear that allows you to edit the description name or date if needed.

To view the document, click on the link and the item will open in a separate window.

Once editing or viewing is complete, click **Cancel** to select another item in the library.

# DOCUMENT LIBRARY

http://jjiswebqt1/DJJPM2010/documentLibrary.aspx?ID=-1378525978 - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Document Library**  
Program Name: Brevard RJDC - Medical Services  
Provider: CORRECT CARE SOLUTIONS, LLC  
Contract: X1715

[Home](#) [Details](#) [Exit](#) [Exit](#)  
You are logged in as Master

Group/Program name : Brevard RJDC - Medical Services

Select Documents Folder

- AIRS documents
- CC Mall Historical
- Medical Quarterly Reports
- Mental Health Quarterly Reports
- Monitoring Program
- Performance Measures
- QI documents and reports
- Reports
- Trend Analysis
- Work Orders

**Add/Edit Document Details**

Contract Number(s) : X1715

Attachment Description:\*

Document Date:\*

Folder Name:\*

Document:\*

[Browse...](#)

[Save](#) [Cancel](#) [Delete](#)

[New](#) [Show All](#)

	Document Date	Description	Contract Numbers	Folder Name	Last Updated	Last Updated On
Select	11/24/2014	Brevard TA report		Medical Quarterly Reports	Sausville, Dannielle E	11/26/2014 12:26 PM

To add a new item to the document library, click the **New** button.

A menu will then appear which will allow user to name the item (description), enter a document date, and indicate which folder this document should appear in.

Click **Browse** to select the document to upload.

# DOCUMENT LIBRARY

Group/Program name : Brevard RJDC - Medical Services

Select Documents Folder

- AIERS documents
- CC Mail Historical
- Medical Quarterly Reports
- Mental Health Quarterly Reports
- Monitoring Program
- Performance Measures
- QI documents and reports
- Reports
- Trend Analysis
- Work Orders

**Add/Edit Document Details**

Contract Number(s) : X1715

Attachment Description:\* Brevard TA Report

Document Date:\* 07/01/2015

Folder Name:\* Mental Health Quarterly Reports

Document:\* C:\Users\hutchinsr\Desktop Browse...

Save Cancel Delete

New Show All

Select	Document Date	Description	Contract Numbers	Folder Name	Last Updated By	Last Updated On
<input type="checkbox"/>	11/24/2014	Brevard TA report		Medical Quarterly Reports	Sausville, Dannielle E	11/26/2014 12:26 PM

Once user has added all needed data then click the **Save** button.



# DOCUMENT LIBRARY

Group/Program name : Brevard RJDC - Medical Services

Select Documents Folder

- 📁 AIRS documents
- 📁 CC Mall Historical
- 📁 Medical Quarterly Reports
- 📁 Mental Health Quarterly Reports
- 📁 Monitoring Program
- 📁 Performance Measures
- 📁 QI documents and reports
- 📁 Reports
- 📁 Trend Analysis
- 📁 Work Orders

Once saved the item will be available in the folder selected to be viewed by all other PMM users.

New

Show All

	<u>Document Date</u>	<u>Description</u>	<u>Contract Numbers</u>	<u>Folder Name</u>	<u>Last Updated By</u>	<u>Last Updated On</u>
Select	11/24/2014	Brevard TA report		Medical Quarterly Reports	Sausville, Dannielle E	11/26/2014 12:26 PM
Select	07/01/2015	Brevard TA Report		Mental Health Quarterly Reports	Hutchins, Rosellyn R	07/07/2015 11:44 AM





# MONITORING HISTORY

http://jjiswebqt1/DJJPM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

Home  
**Program Mgmt** **Reports**

10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)

You are logged in as External Monitor Supervisor

Chronologicals  
Items to Complete Reports  
Monitoring Summary On Hold Report

Program: 10128 - Fn- Anchorage Non- Residential

Document Library  
**Monitoring History**  
Monitoring Plan  
Monitoring Summary  
Deficiency Review

Monitoring History allows users to view all monitoring activities related to an active program. These are read only PDF reports.

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# MONITORING HISTORY

Documents available are:

- Contract Reviews
- Monitoring Plans
- Monitoring Summaries
- Critical Issues
- Minor Deficiencies
- Corrective Action Plans

created in response to  
a Major Deficiency  
All documents are  
presented in read only  
PDF report format.

http://jjiswebqt1/DJJPM2010/monitoringHistory.aspx?id=58099004 - Internet Explorer

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Program Name: Manatee RJDC - Medical Svcs  
Provider: MAXIM HEALTHCARE SERVICES  
Contract: D2056

[Home](#) [Details](#) [Exit](#) [Exit](#)  
You are logged in as Master

### Contract review:

Contract Number: 'D2056'

	InComplete	Supervisor Name	Monitor Name	CreatedDateTime	FiscalYear	ModifiedByName	ModifiedDateTime
<a href="#">View</a>	No	Cm, Supv	Cm, Supv	05/12/2015 12:53 PM	2014 - 2015	Cm, Supv	05/12/2015 12:55 PM
<a href="#">View</a>	No	Adams, Beth A	Wilson, Deborah M	07/28/2014 05:52 PM	2014 - 2015	Adams, Beth A	07/31/2014 05:05 PM
<a href="#">View</a>	No	Adams, Beth A	Wilson, Deborah M	07/28/2014 04:51 PM	2014 - 2015	Adams, Beth A	07/31/2014 05:04 PM
<a href="#">View</a>	No	Adams, Beth A	Wilson, Deborah M	07/28/2014 03:51 PM	2014 - 2015	Adams, Beth A	07/31/2014 05:04 PM
<a href="#">View</a>	No	Adams, Beth A	Wilson, Deborah M	07/28/2014 02:21 PM	2014 - 2015	Adams, Beth A	07/31/2014 05:04 PM
<a href="#">View</a>	No	Adams, Beth A	Wilson, Deborah M	05/14/2014 12:18 PM	2013 - 2014	Adams, Beth A	05/14/2014 02:48 PM
<a href="#">View</a>	No	Adams, Beth A	Wilson, Deborah M	05/14/2014 11:01 AM	2013 - 2014	Adams, Beth A	05/14/2014 02:48 PM
<a href="#">View</a>	No	Adams, Beth A	Wilson, Deborah M	05/08/2014 03:02 PM	2013 - 2014	Adams, Beth A	05/12/2014 08:46 AM
<a href="#">View</a>	No	Adams, Beth A	Wilson, Deborah M	05/08/2014 01:27 PM	2013 - 2014	Adams, Beth A	05/12/2014 08:46 AM
<a href="#">View</a>	No	Adams, Beth A	Wilson, Deborah M	04/30/2014 02:46 PM	2013 - 2014	Adams, Beth A	05/12/2014 08:44 AM

### Monitoring Plan:

	InComplete	Supervisor Name	Monitor Name	Date Completed	FiscalYear	ModifiedByName	ModifiedDateTime
<a href="#">View</a>	No	Haynes, Rosemary	Sausville, Dannielle E	11/20/2014 10:14 AM	2014 - 2015	Sausville, Dannielle E	11/20/2014 10:14 AM

### Monitoring Summary:

	InComplete	Supervisor Name	Monitor Name	Date of Site Visit	FiscalYear	Critical Issue	Major Deficiency	Minor Deficiency	ModifiedByName	ModifiedDateTime
<a href="#">View</a>	No			10/15/2014	2014 - 2015	No	No	Yes	Ronda M Corr	10/31/2014 04:22 PM

### Critical Issue:

### Corrective Action Plan:

### Minor Deficiency:

	InComplete	Supervisor Name	Monitor Name	Date Identified	Issue Description	Closed Date	Days Open	ModifiedByName	ModifiedDateTime
<a href="#">View</a>	Yes			10/15/2014	On site tracking logs are not being completed as required.		0	Sausville, Dannielle E	10/28/2014 03:21 PM
<a href="#">View</a>	Yes			10/15/2014	Medication Administration Record is not being filled out completely.		0	Sausville, Dannielle E	10/28/2014 03:22 PM
<a href="#">View</a>	Yes			10/15/2014	Individual Health Care Record is not being maintained as required.		0	Sausville, Dannielle E	10/28/2014 03:23 PM

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# MONITORING PLAN

http://jjiswebqt1/DJJPM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Program Name: Fn- Anchorage Non- Residential  
Provider: FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
Contract: 10128

Home  
**Program Mgmt** | **Reports**

10128 - Fn- Anchorage Non- Residential | Details | Exit

You are logged in as External Monitor Supervisor

Chronologicals  
Items to Complete Reports  
Monitoring Summary On Hold Report

Program: 10128 - Fn- Anchorage Non- Residential

Document Library  
Monitoring History  
**Monitoring Plan**  
Monitoring Summary  
Deficiency Review

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Staff will create a **NEW** monitoring plan at the beginning of each fiscal year and when additional monitoring activities need to be added to the existing monitoring plan.

# MONITORING PLAN

The Monitoring Plan documents all types of monitoring that will be covered during the noted fiscal year with a target date for when each monitoring type will be completed.

The Monitoring Plan Report is intended to be a living document – always reflecting the most recent visit dates, compliance status, and number of outstanding deficiencies for each monitoring activity.



# MONITORING PLAN

http://jjiswebqt1/DJJPM2010/MonitoringPlan/selectMonitoringPlan.aspx?ID=456148791 - Windows Internet Explorer provided by Depa

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Plan**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#) | **Program Mgmt** | **Program Assignment** | **Reports** | **Administration** | [Details](#) [Exit](#)

You are logged in as Contract Manager Supervisor

Fiscal Year: 2014 - 2015

[<< Back](#) [New Monitoring Plan](#)


			Status	Completed By Monitor	Approved/Disapproved By	Created By	Created On	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Approved	RmNorth, Staff	RmNorth, Supv	RmNorth, Staff	05/08/2015 02:24 PM	RmNorth, Supv	05/08/2015 02:29 PM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Completed	OHSHealth, Staff		OHSHealth, Staff	05/08/2015 11:38 AM	OHSHealth, Staff	05/08/2015 11:38 AM
Select	<a href="#">View Report</a>		Approved	Cunningham, Darlene R.	Haynes, Rosemary	Beck, John P	11/24/2014 04:15 PM	Haynes, Rosemary	02/10/2015 03:47 PM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Approved	Sumner, Gayla S	Adams, Beth A	Adams, Beth A	10/29/2014 01:31 PM	Adams, Beth A	12/03/2014 04:43 PM

- Monitoring plans created for the current fiscal year are listed.
- Select a pending plan to edit or click **New Monitoring Plan** to begin a new one.
- Once a plan is approved it cannot be edited unless it is first disapproved by a supervisor.
- Click **View Report** to open a plan in PDF format.



# MONITORING PLAN ~ STEP 1

http://jjiswebqt1/DJJPM2010/MonitoringPlan/monitoringPlan.aspx?PageMode=Step1&ID=456148791 - Windows Internet Explorer provi...

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Plan- Step1**  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

[Home](#) **Program Mgmt** ▶ **Program Assignment** ▶ **Reports** ▶ **Administration** ▶ [Details](#) [Exit](#)

You are logged in as Contract Manager Supervisor

<< Back Save Cancel Next >> Step 1 Step 2 Step 3

**Annual Administrative Monitoring**

<input checked="" type="checkbox"/> Administrative Monitoring	06/30/2015	
---	------------	--

**Quarterly Health Services**

<input checked="" type="checkbox"/> Quarterly Health Tool	12/17/2014	<input type="checkbox"/> N/A
	03/17/2015	<input type="checkbox"/> N/A
	06/17/2015	<input type="checkbox"/> N/A
		<input checked="" type="checkbox"/> N/A

**Quarterly Mental Health Services**

<input checked="" type="checkbox"/> Quarterly Mental Health Tool		<input checked="" type="checkbox"/> N/A
		<input checked="" type="checkbox"/> N/A
	02/17/2015	<input type="checkbox"/> N/A
	05/12/2015	<input type="checkbox"/> N/A

**Safety and Security**

<input type="checkbox"/> Physical Plant/Facility Standards/Departmental Property		
<input type="checkbox"/> Ratio Requirements		
<input type="checkbox"/> Transportation		
<input type="checkbox"/> Youth Classification		
<input checked="" type="checkbox"/> Care and Custody	05/08/2015	

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Data from the most recent monitoring plan completed during the current fiscal year will prepopulate.

You can make any needed updates including changing target dates, as well as adding or removing items to be monitored.

# MONITORING PLAN ~ STEP 1

http://jjiswebqt1/DJJPM2010/MonitoringPlan/monitoringPlan.aspx?PageMode=Step1&ID=456148791 - Windows Internet Explorer provi...



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Plan- Step1**  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

[Home](#)  
**Program Mgmt** > **Program Assignment** > **Reports** > **Administration** > [Details](#) [Exit](#)

You are logged in as Contract Manager Supervisor

<< Back Save Cancel Next >> Step 1 Step 2 Step 3

**Annual Administrative Monitoring**  
☒ Administrative Monitoring 06/30/2015

**Quarterly Health Services**  
☒ Quarterly Health Tool  
12/17/2014 N/A  
03/17/2015 N/A  
06/17/2015 N/A  
N/A

**Quarterly Mental Health Services**  
☒ Quarterly Mental Health Tool  
N/A  
N/A  
02/17/2015 N/A  
05/12/2015 N/A

**Safety and Security**  
☐ Physical Plant/Facility Standards/Departmental Property  
☐ Ratio Requirements  
☐ Transportation  
☐ Youth Classification  
☒ Care and Custody 05/08/2015

If a previous plan had not been completed and approved during the current fiscal year then this screen would be blank and users can add all activities needed.

Once entries on Step 1 are completed click on **Save** and then **Next>>** to move to Step 2.

# MONITORING PLAN ~ STEP 2

http://jjswebqt1/DJJPMM2010/MonitoringPlan/monitoringPlan.aspx?PageMode=Step2&ID=456148791 - Windows Internet Explore...

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Monitoring Plan- Step2  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
**Program Mgmt** ▶ **Program Assignment** ▶ **Reports** ▶ **Administration** ▶ [Details](#) [Exit](#)

You are logged in as Contract Manager Supervisor

<< Back Save Cancel Next >> [Step 1](#) [Step 2](#) [Step 3](#)

**Treatment**

<input type="checkbox"/> Case Management / IPP		
<input type="checkbox"/> Community Involvement		
<input type="checkbox"/> Contacts		
<input type="checkbox"/> Developmental Disability		
<input type="checkbox"/> Family Intervention / Parent Training		
<input type="checkbox"/> Family Involvement/Participation		
<input type="checkbox"/> Gender Specific Programming		
<input type="checkbox"/> Length of Stay		
<input type="checkbox"/> Life / Social Skills		
<input type="checkbox"/> Mentoring		
<input type="checkbox"/> Pilot Project		
<input type="checkbox"/> Pre-Vocational/Vocational/Job Training and Placement		
<input type="checkbox"/> Recreation & Leisure		
<input type="checkbox"/> Religious Opportunities		
<input type="checkbox"/> Self-Sufficiency Planning		
<input type="checkbox"/> Sex Offender Treatment		
<input type="checkbox"/> Substance Abuse Treatment		
<input type="checkbox"/> Victim Impact & Awareness/Restorative Justice		
<input checked="" type="checkbox"/> Mental Health Services	11/25/2014	
<input checked="" type="checkbox"/> Admission & Orientation	12/17/2014	
<input checked="" type="checkbox"/> Assessment & Evaluation	12/17/2014	
<input checked="" type="checkbox"/> Discharge / Transition	12/17/2014	
<input checked="" type="checkbox"/> Education	12/17/2014	

http://jjswebqt1/DJJPMM2010/MonitoringPlan/monitoringPlan.aspx?PageMode=Step2&ID=456148791# 100%

Continue to mark any items that need to be monitored during the course of the year, including target monitoring dates.

# MONITORING PLAN ~ STEP 3

http://jjiswebqt1/DJJPM2010/MonitoringPlan/monitoringPlan.aspx?PageMode=Step3&ID=456148791 - Windows Internet Explore...

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Plan- Step3**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#) **Program Mgmt** ▶ **Program Assignment** ▶ **Reports** ▶ **Administration** ▶ [Details](#) [Exit](#)

You are logged in as Contract Manager Supervisor

<< Back Save Cancel Step 1 Step 2 Step 3

☒ Completed Submit

**Behavior Management**

<input type="checkbox"/> Behavioral Modification System		
<input type="checkbox"/> Grievance Process		
<input type="checkbox"/> Living Environment		

**Health Services**

<input type="checkbox"/> Food Services		
<input checked="" type="checkbox"/> Health Care Related Services	12/17/2014	
<input checked="" type="checkbox"/> Health Education	12/17/2014	
<input checked="" type="checkbox"/> OSHA Standards	12/17/2014	

**Other**

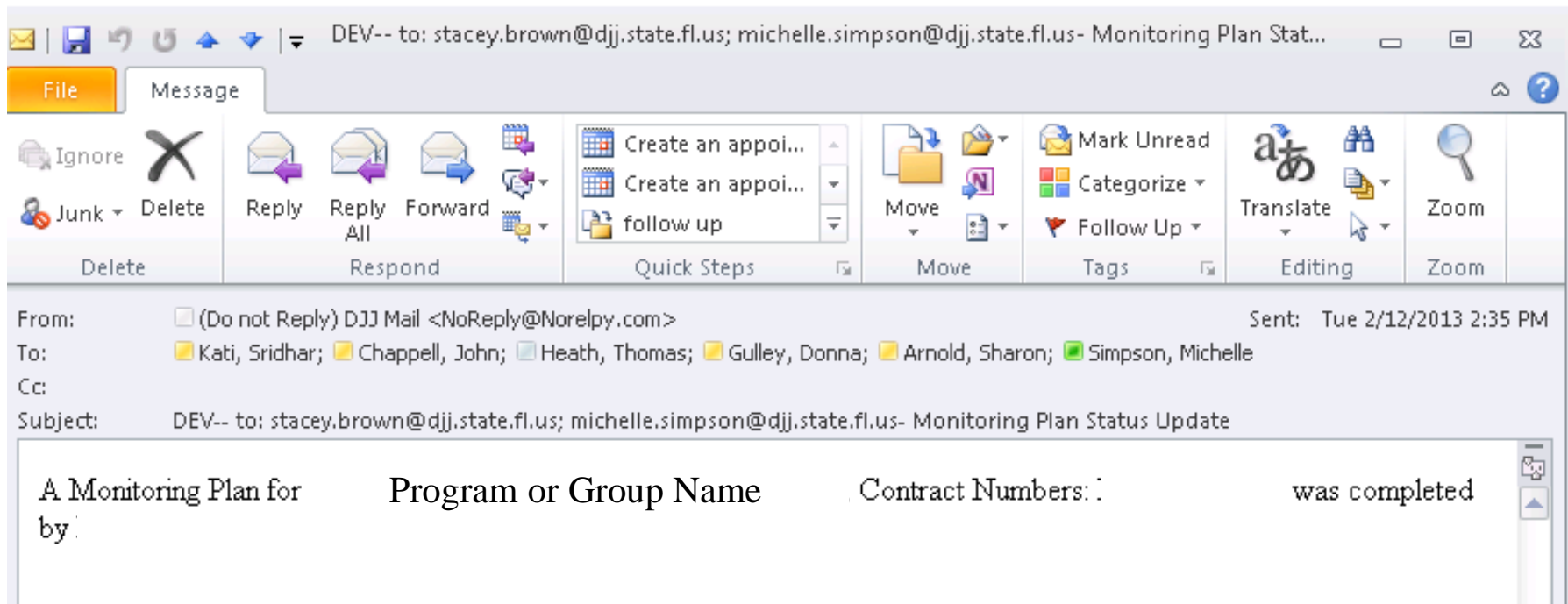
<input type="checkbox"/> Background Screening		
<input type="checkbox"/> Data & Reporting		
<input type="checkbox"/> Florida Single audit		
<input type="checkbox"/> Outcomes & Evaluation		
<input type="checkbox"/> Property Inventory		
<input type="checkbox"/> Security Audit		
<input type="checkbox"/> Special Contract Provisions		
<input checked="" type="checkbox"/> Quality Improvement Follow up	12/17/2014	

100%

Continue to select any items that will be monitored for this program or group during this fiscal year and enter the estimated date of monitoring.

Once all monitoring activities have been selected and target monitoring dates entered, check the **Completed** box, enabling the Submit button. Click **Submit**.

# MONITORING PLAN - AUTOMATED E-MAILS



Automated E-mails are sent to the Supervisor of the staff who completed the monitoring plan



# MONITORING PLAN ~ SUPERVISOR REVIEW

http://jjiswebqt1/DJJPM2010/MonitoringPlan/selectMonitoringPlan.aspx?ID=456148791 - Windows Internet Explorer provided by Depa

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Plan**  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

[Home](#)  
**Program Mgmt** ▶ **Program Assignment** ▶ **Reports** ▶ **Administration** ▶ [Details](#) [Exit](#)

You are logged in as Contract Manager Supervisor

Fiscal Year: 2014 - 2015  
<< Back New Monitoring Plan

			Status	Completed By Monitor	Approved/Disapproved By	Created By	Created On	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Completed	Staff, PMM		Staff, PMM	07/08/2015 01:38 PM	Staff, PMM	07/08/2015 02:05 PM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Approved	RmNorth, Staff	RmNorth, Supv	RmNorth, Staff	05/08/2015 02:24 PM	RmNorth, Supv	05/08/2015 02:29 PM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Completed	OHSHealth, Staff		OHSHealth, Staff	05/08/2015 11:38 AM	OHSHealth, Staff	05/08/2015 11:38 AM
Select	<a href="#">View Report</a>		Approved	Cunningham, Darlene R	Haynes, Rosemary	Beck, John P	11/24/2014 04:15 PM	Haynes, Rosemary	02/10/2015 03:47 PM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Approved	Sumner, Gayla S	Adams, Beth A	Adams, Beth A	10/29/2014 01:31 PM	Adams, Beth A	12/03/2014 04:43 PM

100%

Click **Select**  
next to the  
monitoring plan  
submitted for  
approval.

# MONITORING PLAN ~ SUPERVISOR APPROVAL

The Supervisor reviews and approves or disapproves the plan. Disapproved plans require a comment to be entered. Click the **Save** button.

http://jjiswebqt1/DJJPM2010/MonitoringPlan/supervisorApproval.aspx?ID=456148791 - Windows Internet Explorer provided by Depart



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Monitoring Plan -Supervisor Approval/Disapproval  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

[Home](#) | [Program Mgmt](#) | [Program Assignment](#) | [Reports](#) | [Administration](#)

### Supervisor Approval/Disapproval

[<< Back](#) [Save](#) [Cancel](#)

☒ Approve ☐ Disapprove

Comment:

7500 characters remaining...

[Save](#) [Cancel](#) [Delete Monitoring Plan](#)

When disapproved, it is returned to the submitter for updating.

http://jjiswebqt1/DJJPM2010/MonitoringPlan/supervisorApproval.aspx?ID=456148791 - Windows Internet Explorer provided by Depart



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Monitoring Plan -Supervisor Approval/Disapproval  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

[Home](#) | [Program Mgmt](#) | [Program Assignment](#) | [Reports](#) | [Administration](#) | [Details](#) [Exit](#)

You are logged in as Contract Manager Supervisor

### Supervisor Approval/Disapproval

[<< Back](#) [Save](#) [Cancel](#)

[Step 1](#) [Step 2](#) [Step 3](#) Supervisor Approval

☐ Approve ☒ Disapprove

Supervisor must enter comments when disapproving a monitoring plan.

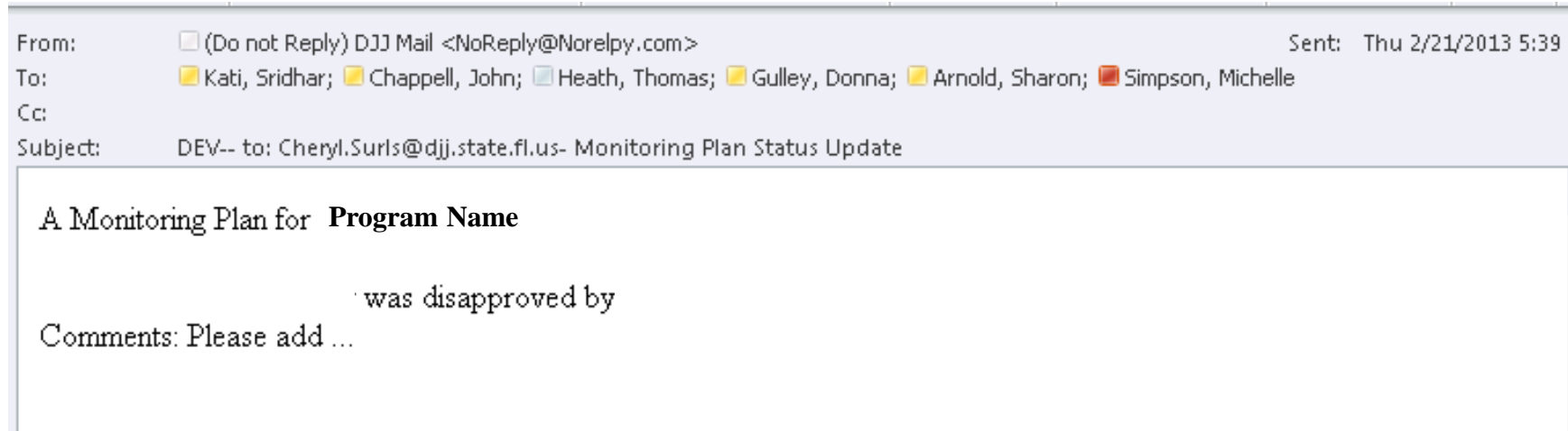
Comment: \*

7433 characters remaining...

[Save](#) [Cancel](#) [Delete Monitoring Plan](#) [Check Spelling](#)

100%

# E-MAIL TO MONITOR ABOUT APPROVAL/DISAPPROVAL



The submitter will be notified by e-mail if the monitoring plan is approved or disapproved.



# AFTER DISAPPROVAL

http://jjiswebqt1/DJJPM2010/MonitoringPlan/selectMonitoringPlan.aspx?ID=456148791 - Windows Internet Explorer provided by Depa

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Plan**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt** | **Program Assignment** | **Reports** | **Administration** | [Details](#) [Exit](#)

You are logged in as Contract Manager Supervisor

Fiscal Year: 2014 - 2015

<< Back | New Monitoring Plan

			Status	Completed By Monitor	Approved/Disapproved By	Created By	Created On	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Disapproved	Staff, PMM	Staff, PMM	Staff, PMM	07/08/2015 01:38 PM	Staff, PMM	07/08/2015 03:26 PM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Approved	RmNorth, Staff	RmNorth, Supv	RmNorth, Staff	05/08/2015 02:24 PM	RmNorth, Supv	05/08/2015 02:29 PM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Completed	OHSHealth, Staff		OHSHealth, Staff	05/08/2015 11:38 AM	OHSHealth, Staff	05/08/2015 11:38 AM
Select	<a href="#">View Report</a>		Approved	Cunningham, Darlene R	Haynes, Rosemary	Beck, John P	11/24/2014 04:15 PM	Haynes, Rosemary	02/10/2015 03:47 PM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	Approved	Sumner, Gayla S	Adams, Beth A	Adams, Beth A	10/29/2014 01:31 PM	Adams, Beth A	12/03/2014 04:43 PM

100%

When the monitoring plan is disapproved by the supervisor, the submitter can click **Select** and make updates requested by their supervisor.

# MONITORING PLAN IS RE-SUBMITTED

http://jjiswebqt1/DJJPM2010/MonitoringPlan/monitoringPlan.aspx?PageMode=Step3&ID=456148791 - Windows Internet Explorer provide

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Monitoring Plan- Step3  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home | **Program Mgmt** | Program Assignment | Reports | Administration | Details | Exit

You are logged in as Contract Manager Supervisor

<< Back | Save | Cancel | Next >> | [Step 1](#) | [Step 2](#) | **Step 3** | [Supervisor Approval](#)

☒ Completed | Submit

**Behavior Management**

<input type="checkbox"/> Behavioral Modification System		
<input type="checkbox"/> Grievance Process		
<input type="checkbox"/> Living Environment		

**Health Services**

<input type="checkbox"/> Food Services		
<input checked="" type="checkbox"/> Health Care Related Services	12/17/2014	
<input checked="" type="checkbox"/> Health Education	12/17/2014	
<input checked="" type="checkbox"/> OSHA Standards	12/17/2014	

**Other**

<input type="checkbox"/> Background Screening		
<input type="checkbox"/> Data & Reporting		
<input type="checkbox"/> Florida Single audit		
<input type="checkbox"/> Outcomes & Evaluation		
<input type="checkbox"/> Property Inventory		
<input type="checkbox"/> Security Audit		
<input type="checkbox"/> Special Contract Provisions		
<input checked="" type="checkbox"/> Quality Improvement Follow up	12/17/2014	

When the monitoring plan is updated as requested, check the **Completed** box and then click the **Submit** button.

The supervisor reviews the monitoring plan for changes and then approves or disapproves the plan.

rptSQLPMMMonitoringPlan.pdf - Adobe Acrobat Pro																																																											
File Edit View Window Help																																																											
<div> <div>Create</div> <div> </div> </div>																																																											
<div> <div> <div>1 / 2</div> <div> </div> </div> <div>103%</div> <div>Tools Comment Share</div> </div>																																																											
<div> <div>Plan Date: 09/14/2015</div> <div>Fiscal Year: 2015 - 2016</div> </div>																																																											
Annual Administrative Monitoring																																																											
<table> <tr> <th>Monitoring Type</th><th>Target Date</th><th>Last Visit</th><th>Compliance</th><th>Number of Deficiencies</th></tr> <tr> <td>Administrative Monitoring</td><td>12/31/2015</td><td></td><td>N/A</td><td>0</td></tr> </table>					Monitoring Type	Target Date	Last Visit	Compliance	Number of Deficiencies	Administrative Monitoring	12/31/2015		N/A	0																																													
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Administrative Monitoring	12/31/2015		N/A	0																																																							
Safety and Security																																																											
<table> <tr> <th>Monitoring Type</th><th>Target Date</th><th>Last Visit</th><th>Compliance</th><th>Number of Deficiencies</th></tr> <tr> <td>Care and Custody</td><td>07/17/2015</td><td>07/17/2015</td><td>No</td><td>2</td></tr> <tr> <td>Physical Plant/Facility Standards/Departmental Property</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Ratio Requirements</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Transportation</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Youth Classification</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> </table>					Monitoring Type	Target Date	Last Visit	Compliance	Number of Deficiencies	Care and Custody	07/17/2015	07/17/2015	No	2	Physical Plant/Facility Standards/Departmental Property	07/17/2015	07/17/2015	Yes	0	Ratio Requirements	07/17/2015	07/17/2015	Yes	0	Transportation	07/17/2015	07/17/2015	Yes	0	Youth Classification	07/17/2015	07/17/2015	Yes	0																									
Monitoring Type	Target Date	Last Visit	Compliance	Number of Deficiencies																																																							
Care and Custody	07/17/2015	07/17/2015	No	2																																																							
Physical Plant/Facility Standards/Departmental Property	07/17/2015	07/17/2015	Yes	0																																																							
Ratio Requirements	07/17/2015	07/17/2015	Yes	0																																																							
Transportation	07/17/2015	07/17/2015	Yes	0																																																							
Youth Classification	07/17/2015	07/17/2015	Yes	0																																																							
Treatment																																																											
<table> <tr> <th>Monitoring Type</th><th>Target Date</th><th>Last Visit</th><th>Compliance</th><th>Number of Deficiencies</th></tr> <tr> <td>Admission &amp; Orientation</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Assessment &amp; Evaluation</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Case Management / IPP</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Community Involvement</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Discharge / Transition</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Education</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Length of Stay</td><td>06/30/2016</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Mental Health Services</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Pre-Vocational/Vocational/Job Training and Placement</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> <tr> <td>Recreation &amp; Leisure</td><td>07/17/2015</td><td>07/17/2015</td><td>Yes</td><td>0</td></tr> </table>					Monitoring Type	Target Date	Last Visit	Compliance	Number of Deficiencies	Admission & Orientation	07/17/2015	07/17/2015	Yes	0	Assessment & Evaluation	07/17/2015	07/17/2015	Yes	0	Case Management / IPP	07/17/2015	07/17/2015	Yes	0	Community Involvement	07/17/2015	07/17/2015	Yes	0	Discharge / Transition	07/17/2015	07/17/2015	Yes	0	Education	07/17/2015	07/17/2015	Yes	0	Length of Stay	06/30/2016	07/17/2015	Yes	0	Mental Health Services	07/17/2015	07/17/2015	Yes	0	Pre-Vocational/Vocational/Job Training and Placement	07/17/2015	07/17/2015	Yes	0	Recreation & Leisure	07/17/2015	07/17/2015	Yes	0
Monitoring Type	Target Date	Last Visit	Compliance	Number of Deficiencies																																																							
Admission & Orientation	07/17/2015	07/17/2015	Yes	0																																																							
Assessment & Evaluation	07/17/2015	07/17/2015	Yes	0																																																							
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Community Involvement	07/17/2015	07/17/2015	Yes	0																																																							
Discharge / Transition	07/17/2015	07/17/2015	Yes	0																																																							
Education	07/17/2015	07/17/2015	Yes	0																																																							
Length of Stay	06/30/2016	07/17/2015	Yes	0																																																							
Mental Health Services	07/17/2015	07/17/2015	Yes	0																																																							
Pre-Vocational/Vocational/Job Training and Placement	07/17/2015	07/17/2015	Yes	0																																																							
Recreation & Leisure	07/17/2015	07/17/2015	Yes	0																																																							

Monitoring Type	Target Date	Last Visit	Compliance	Number of Deficiencies
Administrative Monitoring	12/31/2015		N/A	0

## Safety and Security

Monitoring Type	Target Date	Last Visit	Compliance	Number of Deficiencies
Care and Custody	07/17/2015	07/17/2015	No	2
Physical Plant/Facility Standards/Departmental Property	07/17/2015	07/17/2015	Yes	0
Ratio Requirements	07/17/2015	07/17/2015	Yes	0
Transportation	07/17/2015	07/17/2015	Yes	0
Youth Classification	07/17/2015	07/17/2015	Yes	0

## Treatment

Monitoring Type	Target Date	Last Visit	Compliance	Number of Deficiencies
Admission & Orientation	07/17/2015	07/17/2015	Yes	0
Assessment & Evaluation	07/17/2015	07/17/2015	Yes	0
Case Management / IPP	07/17/2015	07/17/2015	Yes	0
Community Involvement	07/17/2015	07/17/2015	Yes	0
Discharge / Transition	07/17/2015	07/17/2015	Yes	0
Education	07/17/2015	07/17/2015	Yes	0
Length of Stay	06/30/2016	07/17/2015	Yes	0
Mental Health Services	07/17/2015	07/17/2015	Yes	0
Pre-Vocational/Vocational/Job Training and Placement	07/17/2015	07/17/2015	Yes	0
Recreation & Leisure	07/17/2015	07/17/2015	Yes	0



# MONITORING SUMMARY

http://jjiswebqt1/DJJPM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

Home  
**Program Mgmt** **Reports**

10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)

You are logged in as **External Monitor Supervisor**

Chronologicals  
Items to Complete Reports  
Monitoring Summary On Hold Report

Program: 10128 - Fn- Anchorage Non- Residential

Document Library  
Monitoring History  
Monitoring Plan  
**Monitoring Summary**  
Deficiency Review

The monitoring summary documents program compliance in various areas such as management, operations, and service delivery.

110%

# MONITORING SUMMARY

A monitoring can be conducted either on site or off site, during traditional or non traditional hours, and can be either an announced or unannounced monitoring.

You can not start a new monitoring summary if one has been started and not completed or put on hold.

In order to complete a monitoring summary, a contract review and monitoring plan must have been completed during the current fiscal year.

NOTE: For FY15-16 contract reviews have been completed for each subcontract.

# MONITORING SUMMARY


You cannot start a new monitoring summary if one has been started and not completed or put on hold.

Contact the staff who started the incomplete monitoring summary and ask them to put it on hold.

**OR**

**Click Select, go to Step 8 and place the summary on hold, allowing you to begin your own summary.**

http://jjiswebqt1/DJJPM2010/MonitoringSummary/selectMonitoringSummary.aspx?ID=-348878251 - Windows Internet Explorer provided



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)   **Program Mgmt**   **Program Assignment**   **Reports**

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Regional Monitor Supervisor

There is an incomplete document pending. Please complete the item that has been started or delete it and start over. Items that have an approval history must be deleted by an administrator or DIO and must include justification as to why it should be deleted. Whenever possible and practical document should be corrected rather than deleted.

[New Monitoring Summary](#)

Fiscal year 2014 - 2015

			Visit Date	Status	Completed By	Completed Date And Time	Reviewed/Approved/Disapproved By	Reviewed/Approved/Disapproved Date And Time	Provider Agree/Disagree	Provider Agreed/Disagreed Date And Time	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	07/08/2015	Not Completed							PMMPRegMtr Staff	07/09/2015 11:35 AM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	07/06/2015	Disagreed By Provider	PMMPProvider Staff	07/09/2015 09:01 AM	PMMPProvider Staff	07/09/2015 09:10 AM	PMMPProvider Staff	07/09/2015 09:14 AM	PMMPProvider Staff	07/09/2015 09:14 AM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	12/17/2014	Expired							System	02/18/2015 04:00 AM
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	11/19/2014	Expired							System	12/04/2014 04:00 AM

100%



# MONITORING SUMMARY

http://jjiswebqt1/DJJPM2010/MonitoringSummary/selectMonitoringSummary.aspx?ID=1936407316 - Windows Internet Explorer provided

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary**  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home | **Program Mgmt** | Program Assignment | Reports | 10074 - Alachua RJDC - Medical Svcs [Details] [Exit]

You are logged in as Regional Monitor Supervisor

New Monitoring Summary

Fiscal year: 2014 - 2015

			Visit Date	Status	Completed By	Completed Date And Time	Reviewed/Approved/Disapproved By	Reviewed/Approved/Disapproved Date And Time	Provider Agree/Disagree	Provider Agreed/Disagreed Date And Time	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	Delete	07/06/2015	Disagreed By Provider	PMMPProvider Staff	07/09/2015 09:01 AM	PMMPProvider Staff	07/09/2015 09:10 AM	PMMPProvider Staff	07/09/2015 09:14 AM	PMMPProvider Staff	07/09/2015 09:14 AM
Select	<a href="#">View Report</a>	Delete	12/17/2014	Expired							System System	02/18/2015 04:00 AM
Select	<a href="#">View Report</a>	Delete	11/19/2014	Expired							System System	12/04/2014 04:00 AM

http://jjiswebqt1/DJJPM2010/MonitoringSummary/selectMonitoringSummary.aspx?ID=1936407316 100%

The monitoring summary screen shows a list of all monitoring summaries for the selected program or group for a given fiscal year.


Click **Select** to view the screens, or click **View Report** to see the PDF report for that summary.

Click **New Monitoring Summary** to document a new monitoring event.

Note: A summary report can be deleted if it has not yet been approved by the supervisor.

# MONITORING SUMMARY ~ STEP 1

http://jjiswebqt1/DJJJPM2010/MonitoringSummary/visitInfo.aspx?Id=1936407316 - Windows Internet Explorer provided by Department



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary- Site Visit Information**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)

**Program Mgmt** | **Program Assignment** | **Reports**


10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Regional Monitor Supervisor

<< Back Save Cancel

\* ☐ Onsite ☐ Offsite  
\* ☐ Traditional ☐ Non-traditional  
\* ☐ Announced ☐ Unannounced

**Add Visit Dates**

Visit Date:  


100%

Enter the type of visit and the dates covered by this summary on step 1. For monitoring visits spanning several dates, you can add additional dates by clicking **Add Visit Dates** for each additional date needed. Once data from Step 1 is completed, click **Save** to move on to the next step.



# MONITORING SUMMARY ~ STEP 1

http://jjiswebqt1/DJJPM2010/MonitoringSummary/visitInfo.aspx?Id=1936407316 - Windows Internet Explorer provided by Department



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary- Site Visit Information**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt** | **Program Assignment** | **Reports** | 10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Regional Monitor Supervisor


<< Back | Save | Cancel | Next >>

\* ☐ Onsite ☒ Offsite

\* ☒ Traditional ☐ Non-traditional

\* ☐ Announced ☒ Unannounced

Add Visit Dates


Visit Date:\* 7/8/2015 

Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8

All steps in the summary become available after the save is complete.

A message will indicate the record saved. Click **OK**.

Message from webpage

 Record Saved

OK

100%


# MONITORING SUMMARY ~ STEP 2

The screenshot shows a web browser window with the address bar displaying: `http://jjiswebqt1/DJJPM2010/MonitoringSummary/monitoringType.aspx?ID=1936407316 - Windows Internet Explorer provided by Depart`. The page header features the Florida Department of Juvenile Justice logo on the left and the title "DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING AND MANAGEMENT" on the right. Below the title, the page content includes: "Monitoring Summary- Monitoring Type", "Program Name: Alachua RJDC - Medical Svcs", "Provider: UNIVERSITY OF FLORIDA", and "Contract: 10074". A navigation bar at the top contains links for "Home", "Program Mgmt", "Program Assignment", and "Reports". A dropdown menu is set to "10074 - Alachua RJDC - Medical Svcs", with "Details" and "Exit" links. A status message indicates "You are logged in as Regional Monitor Supervisor". Below this, there are navigation buttons "<< Back" and "Next >>". A progress bar shows steps from "Step 1" to "Step 8", with "Step 2" highlighted. The main instruction reads: "Click add to select each Monitoring type that will be addressed in this monitoring summary." Below this instruction are four buttons: "Add", "Save", "Cancel", and "Delete". The bottom right corner shows a zoom level of "100%".

Click **Add** to select each type of monitoring that was conducted during this visit.

# MONITORING SUMMARY ~ STEP 2

http://jjiswebqt1/DJJPMM2010/MonitoringSummary/monitoringType.aspx?ID=1936407316 - Windows Internet Explorer provided by Depart

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary- Monitoring Type**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#) **Program Mgmt** **Program Assignment** **Reports** 10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Regional Monitor Supervisor

<< Back Next >> Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

Monitoring Types: ...  
Click add to select each type processed in this monitoring summary.

- Other Related Monitoring
- Technical Assistance
- Administrative Monitoring
- Quarterly Mental Health Tool
- Mental Health Services
- Quarterly Health Tool
- Admission & Orientation
- Assessment & Evaluation
- Discharge / Transition
- Education
- Health Care Related Services
- Health Education
- OSHA Standards
- Quality Improvement Follow up
- Care and Custody

Add Save Cancel Delete


The Monitoring Types drop down is populated based on the most recent completed and approved monitoring plan.

100%



# MONITORING SUMMARY ~ STEP 2

http://jjiswebqt1/DJJPMM2010/MonitoringSummary/monitoringType.aspx?ID=-348878251 - Windows Internet Explorer provided by Depart



**DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary- Monitoring Type**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)   **Program Mgmt**   **Program Assignment**   **Reports**

10074 - Alachua RJDC - Medical Svcs   [Details](#)   [Exit](#)

You are logged in as Regional Monitor Supervisor

<< Back   Next >>

Monitoring Types: Other Related Monitoring

[Step 1](#)   [Step 2](#)   [Step 3](#)   [Step 4](#)   [Step 5](#)   [Step 6](#)   [Step 7](#)   [Step 8](#)

Monitoring Type	Program in compliance
Other Related Monitoring	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Ongoing
	<input type="checkbox"/> Major Deficiency <input type="checkbox"/> Minor Deficiency <input type="checkbox"/> Critical Deficiency

Click add to select each Monitoring type that will be addressed in this monitoring summary.


[Add](#)   [Save](#)   [Cancel](#)   [Delete](#)

100%

Once a monitoring type is selected, indicate program compliance by selecting Yes, No, or Ongoing. If not in compliance, indicate if the deficiency is Major, Minor or Critical. Click **Save**. User can repeat these steps as needed to outline all areas that were monitored during this visit.

# MONITORING SUMMARY ~ STEP 2

http://jjiswebqt1/DJJPM2010/MonitoringSummary/monitoringType.aspx?ID=-348878251 - Windows Internet Explorer provided by Depart



**DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary- Monitoring Type**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

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**Program Mgmt** | **Program Assignment** | **Reports**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

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	<u>Monitoring Type</u>	<u>Program In Compliance</u>	<u>Major Deficiency</u>	<u>Minor Deficiency</u>	<u>Critical Issue</u>
Select	Other Related Monitoring	Yes	No	No	No
Select	Health Education	No	Yes	No	No

Click add to select each Monitoring type that will be addressed in this monitoring summary.

[Add](#) [Save](#) [Cancel](#) [Delete](#)

100%

When all monitoring types have been entered, click **Next>>** or **Step 3** to move to the next screen.



# MONITORING SUMMARY ~ STEP 3

http://jjiswebqt1/DJJPM2010/MonitoringSummary/observationDetails.aspx?ID=-1482532333 - Windows Internet Explorer provided by D

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary- Observation details**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#) **Program Mgmt** **Program Assignment** **Reports** 10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Regional Monitor Supervisor

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Monitoring Purpose:\* Enter information related to the purpose for this monitoring visit. What items are being monitored?  
7400 characters remaining... [Check Spelling](#)

Findings:\* Enter information related to your findings resulting from this monitoring visit.  
7420 characters remaining... [Check Spelling](#)

Documents Reviewed: 7500 characters remaining... [Check Spelling](#)

100%

On Step 3 you must enter the Monitoring Purpose as well as the Findings. You also have the ability to enter Documents Reviewed if applicable to this monitoring.

# MONITORING SUMMARY ~ STEP 3

http://jjiswebqt1/DJJPM2010/MonitoringSummary/observationDetails.aspx?ID=-348878251 - Windows Internet Explorer provided by De

Observations:

7500 characters remaining...

Youth Interviews:

7500 characters remaining...

Staff Interviews:

7500 characters remaining...

Check Spelling

Check Spelling

Check Spelling

100%

Step 3 has areas to document your Observations, Youth Interviews, and Staff Interviews, if there were any. These fields are not required and will be suppressed on the report if no information is entered. Each text box has a plus sign that allows you to expand the size of the box allowing you to see all of the text that has been typed. Each box also has a spell check button that must be clicked to spell check the text.

# MONITORING SUMMARY ~ STEP 4

http://jjiswebqt1/DJJPM2010/MonitoringSummary/censusDetails.aspx?ID=-348878251 - Windows Internet Explorer provided by Departm



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Monitoring Summary- Census Information  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
**Program Mgmt** | **Program Assignment** | **Reports**

10074 - Alachua RJDC - Medical Svcs [Details] [Exit]

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JJIS Total Count: 0  
Sample size:   
# of Files Reviewed:   
Actual Count:   
Staff to Client Ratio Met?: ☐ Yes ☐ No ☐ N/A  
Staff vacancies: ☐ Yes ☐ No

Title of staff vacancies

7500 characters remaining... [Check Spelling]


100%

On Step 4 you can enter in the sample size and or number of files reviewed, if that applies. You should enter the actual count and indicate if staff to client ratio was met and if there were staff vacancies for all onsite visits. If user indicates there were vacancies then the title of the vacancies must be listed.

Step 4 is optional and may be left blank if not applicable.

# MONITORING SUMMARY ~ STEP 5

http://jjswebqt1/DJJPM2010/MonitoringSummary/deficiency.aspx?ID=-348878251&deficiencyType=cri - Windows Internet Explorer pro

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary- Critical Issue**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

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Please add any data related to critical issue items on this screen.  
Software will only allow entry of Deficiency data indicated on step 2 of this summary.  
If there were no critical issue items then proceed to the next step.

		Critical Issue		Date Identified	Status	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool- Mental Health, Subs...	Item # 25 - All youth had SRSI (MHSA 002) accurately completed by Mental Health staff in JJIS at intake/admission to the detention center.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:35 AM
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool- Suicide Prevention	Item # 58 - Youth with suicide risk factors at the time of intake or after admission were referred to mental health and placed on Precautionary Observation or Secure Observation.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:34 AM
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool- Suicide Prevention	Item # 64 - Assessment of Suicide Risk (form MHSA 004) is completed by Mental Health Clinical staff within 24 hours, or immediately if the youth is in crisis.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:38 AM
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool- Suicide Prevention	Item # 65 - Assessment of Suicide Risk (form MHSA 004) if completed by a non-licensed mental health clinical staff person is reviewed by a licensed mental health professional within 24 hours.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:41 AM
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool- Suicide Prevention	Item # 67 - Clinical Review of Assessment of Suicide Risk (MHSA 004) and Follow-Up ASR (MHSA 005) are documented.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:55 AM

[Add/Edit](#) [Save](#) [Cancel](#) [Delete](#)

Critical Issue Identified ☐ Yes ☒ No

Step 5 is where you document **Critical Issues**. If no critical issues were identified on Step 2, you will skip to the next step.

Previously identified critical issues are shown in the table as read only.

Critical Deficiency Statuses – Deficiency Identified, Deficiency Corrected, or Administratively Closed



# MONITORING SUMMARY ~ STEP 5

The screenshot shows a web browser window with the address bar displaying: `http://jjiswebqt1/DJJPM2010/MonitoringSummary/deficiency.aspx?ID=-1371208955&deficiencyType=cr`. The browser title is "Windows Internet Explorer pro".

At the top of the form, there are four buttons: "Add/Edit", "Save", "Cancel", and "Delete".

The form contains the following fields and controls:

- Critical Issue Identified:** Radio buttons for "Yes" (selected) and "No".
- Monitoring Activity:** A dropdown menu currently showing "Other Related Monitoring".
- Date Identified:** A date field showing "07/08/2015" with a calendar icon.
- Critical Issue:** A large text area with the placeholder text "Enter information related to the critical issue in this field." and a character count of "7438 characters remaining...". A "Check Spelling" button is located to the right of the text area.
- Immediate Action Taken:** A large text area with the placeholder text "Enter information related to the immediate action taken." and a character count of "7444 characters remaining...". A "Check Spelling" button is located to the right of the text area.
- Date Closed:** A date field with a calendar icon.
- Days Taken for Correction:** A numeric input field showing "0".

At the bottom of the form, there are four buttons: "Add/Edit", "Save", "Cancel", and "Delete". The browser's status bar at the bottom right shows "95%".

If the issue has already been resolved you can enter the date that it was closed and the system will calculate the number of days taken for the closure.

Once all data has been entered click **Save**.

If critical issues were identified on Step 2 click the **Add/Edit** button to enable data to be entered.

Select the Monitoring Activity related to the critical issue. Only monitoring types with a critical issue identified on Step 2 are available for selection.

Enter the date identified, nature of the critical issue, and any immediate action taken by the program staff.



# MONITORING SUMMARY ~ STEP 5

The newly entered critical issue is shown in the table along with previously identified critical issues.

This critical issue can be edited by clicking **Select** and then **Add/Edit**.

The system identifies the last update and staff who made the update.

http://jjswebqt1/DJJPMM2010/MonitoringSummary/deficiency.aspx?ID=-1371208955&deficiencyType=cr - Windows Internet Explorer pro

Please add any data related to critical issue items on this screen.  
Software will only allow entry of Deficiency data indicated on step 2 of this summary.  
If there were no critical issue items then proceed to the next step.

		Critical Issue		Date Identified	Status	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool-Mental Health, Subs...	Item # 25 - All youth had SRSI (MHSA 002) accurately completed by Mental Health staff in JJIS at intake/admission to the detention center.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:35 AM
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool-Suicide Prevention	Item # 58 - Youth with suicide risk factors at the time of intake or after admission were referred to mental health and placed on Precautionary Observation or Secure Observation.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:34 AM
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool-Suicide Prevention	Item # 64 - Assessment of Suicide Risk (form MHSA 004) is completed by Mental Health Clinical staff within 24 hours, or immediately if the youth is in crisis.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:38 AM
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool-Suicide Prevention	Item # 65 - Assessment of Suicide Risk (form MHSA 004) if completed by a non-licensed mental health clinical staff person is reviewed by a licensed mental health professional within 24 hours.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:41 AM
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool-Suicide Prevention	Item # 67 - Clinical Review of Assessment of Suicide Risk (MHSA 004) and Follow-Up ASR (MHSA 005) are documented.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 10:55 AM
Select	<a href="#">View Report</a>	Other Related Monitoring	Enter information related to the critical issue...	07/08/2015	Deficiency Identified	Staff, PMMRegMtr	07/10/2015 09:34 AM

**Add/Edit** **Save** **Cancel** **Delete**

**Last updated by Staff, PMMRegMtr on 07/10/2015 09:34 AM**

Critical Issue Identified ☒ Yes ☐ No

Monitoring Activity: \* Other Related Monitoring

Date Identified: \* 07/08/2015

Critical Issue \*  
Enter information related to the critical issue in this field.

Immediate Action Taken: \*  
Enter information related to the immediate action taken.

Date Closed:

Days Taken for Correction: 0

**Add/Edit** **Save** **Cancel** **Delete**

95%

# MONITORING SUMMARY ~ STEP 6

http://jjiswebqt1/DJJPM2010/MonitoringSummary/deficiency.aspx?ID=-348878251&deficiencyType=maj - Windows Internet Explorer pro

**DEPARTMENT OF JUVENILE JUSTICE**  
PROGRAM MONITORING AND MANAGEMENT

Monitoring Summary- Major Deficiency  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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10074 - Alachua RJDC - Medical Svcs Details Exit

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Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

Please add any data related to Major deficiency items on this screen.  
Software will only allow entry of Deficiency data indicated on step 2 of this summary.  
If there were no major deficiency items then proceed to the next step.

		Major Deficiency	Date Identified	Status	Last Updated By	Last Updated On
Select	View Report	Quarterly Mental Health Tool- Mental Health/Subst...	Item # 50 - Counseling/Therapy notes support treatment goals in treatment plan, and are documented on form MHSA 018 or a form containing all elements of MHSA 018.	11/19/2014	Deficiency Corrected	Beck, John P 02/18/2015 03:34 PM
Select	View Report	Quarterly Mental Health Tool- Psychiatric Services	Item # 51 - Psychiatric referrals by mental health staff are documented and provided to the psychiatrist or psychiatric ARNP.	11/19/2014	Deficiency Corrected	03/25/2015 10:18 AM
Select	View Report	Quarterly Health Tool- IHCR/CPA/HRA	Major deficiency- IHCR/CPA/HRH Major Deficiency Upon review of the four medical files it was noted that forms are not being updated with medical information on a consistent basis. The problem lists were not updated with all of the youths' diagnoses, the infections and communicable disease forms were not updated with STD Screening results, chronic illness education was not updated on the health education form, newly prescribed medications were not documented on the health education form.	12/17/2014	Ineffect	Haynes, Rosemary 04/02/2015 02:44 PM
Select	View Report	Quarterly Health Tool- Infectious Prevention of C...	Major Deficiency- Infectious Prevention of communicable disease Please ensure that the pre- and post-test counseling is being documented on the Health Education Form. ** At the time of this review the facility does not have a provider to conduct HIV Testing **The provider and facility needs to familiarize themselves with the Rule 63M-2.052; therefore compliance can be maintained.	12/17/2014	Ineffect	Haynes, Rosemary 04/02/2015 02:46 PM
Select	View Report	Quarterly Health Tool- Medication Administration	Major Deficiency- Medication Administration Upon review of the four medical records it was noted that there are several inconsistent practices noted by the medical staff. Youths that are receiving prn medications did not have proper follow up documentation nor did they have their signatures on the MARs after receiving medications. Youth D.J. DJJID# 1146747 was ordered Cipro and Clindamycin due to An infected dog back on his right leg. The DHA ordered the medication and in the chart and it was documented by the medical staff that they was waiting on the youth's private insurance information in order to fill the prescription. The medical staff was instructed to use diamond pharmacy back up for issues like this and then it can start immediately. The antibiotics were delayed 48 hrs. Before starting. Medical staff was also instructed that we do not wait on the youth's private insurance when in our care.	12/17/2014	Ineffect	Haynes, Rosemary 04/02/2015 02:48 PM
Select	View Report	Quarterly Health Tool- Alerts	Major Deficiency- Alerts Please reference # 6b The facility has a documented practice; however upon review of the four medical files it was noted that information was not updated or revised on a consistent basis.	12/17/2014	Ineffect	Haynes, Rosemary 04/02/2015 02:49 PM

Add/Edit Save Cancel Delete

Major Deficiency Identified ☐ Yes ☒ No

Step 6 is where you document **Major Deficiencies**. If no major deficiencies were identified on Step 2, you will skip to the next step.

Previously identified major deficiencies are shown in the table as read only.

Major Deficiency Statuses – Deficiency Identified, Completed, Monitor Review, Ineffect, Deficiency Corrected, or Administratively Closed

# MONITORING SUMMARY ~ STEP 6

If major deficiencies were identified on Step 2, click the **Add/Edit** button to enable data to be entered.

The provider will be required to create an Outcome Based Correct Action Plan (OBCAP) to address the major deficiency.

http://jjswebqt1/DJJPMH2010/MonitoringSummary/deficiency.aspx?ID=-348878251&deficiencyType=maj - Windows Internet Explorer pro

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary- Major Deficiency**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

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Please add any data related to Major deficiency items on this screen.  
Software will only allow entry of Deficiency data indicated on step 2 of this summary.  
If there were no major deficiency items then proceed to the next step.

		Major Deficiency	Date Identified	Status	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool- Mental Health/Subst...	Item # 50 - Counseling/Therapy notes support treatment goals in treatment plan, and are documented on form MHSA 018 or a form containing all elements of MHSA 018.	11/19/2014	Deficiency Corrected	Beck, John P 02/18/2015 03:34 PM
Select	<a href="#">View Report</a>	Quarterly Mental Health Tool- Psychiatric Services	Item # 51 - Psychiatric referrals by mental health staff are documented and provided to the psychiatrist or psychiatric ARNP.	11/19/2014	Deficiency Corrected	03/25/2015 10:18 AM
Select	<a href="#">View Report</a>	Quarterly Health Tool- IHCR/CPA/HRA	Major deficiency- IHCR/CPA/HRH Major Deficiency Upon review of the four medical files it was noted that forms are not being updated with medical information on a consistent basis. The problem lists were not updated with all of the youths' diagnoses, the infections and communicable disease forms were not updated with STD Screening results, chronic illness education was not updated on the health education form, newly prescribed medications were not documented on the health education form.	12/17/2014	Ineffect	Haynes, Rosemary 04/02/2015 02:44 PM
Select	<a href="#">View Report</a>	Quarterly Health Tool- Infectious Prevention of C...	Major Deficiency- Infectious Prevention of communicable disease Please ensure that the pre- and post-test counseling is being documented on the Health Education Form. ** At the time of this review the facility does not have a provider to conduct HIV Testing **The provider and facility needs to familiarize themselves with the Rule 63M-2.052; therefore compliance can be maintained.	12/17/2014	Ineffect	Haynes, Rosemary 04/02/2015 02:46 PM
Select	<a href="#">View Report</a>	Quarterly Health Tool- Medication Administration	Major Deficiency- Medication Administration Upon review of the four medical records it was noted that there are several inconsistent practices noted by the medical staff. Youths that are receiving prn medications did not have proper follow up documentation nor did they have their signatures on the MARs after receiving medications. Youth D.J. DJJID# 1146747 was ordered Clindamycin due to An infected dog back on his right leg. The DHA ordered the medication and in the chart and it was documented by the medical staff that they were waiting on the youth's private insurance information in order to fill the prescription. The medical staff was instructed to use diamond pliers to get the dog back up for issues like this and then it can start immediately. The antibiotics were delayed 48 hrs. Before starting. Medical staff was also instructed to not wait on the youth's private insurance when in our care.	12/17/2014	Ineffect	Haynes, Rosemary 04/02/2015 02:48 PM
Select	<a href="#">View Report</a>	Quarterly Health Tool- Alerts	Major Deficiency- Alerts Please reference # 6b The facility has not had a consistent practice; however upon review of the four medical files it was noted that information was not updated or revised on a consistent basis.	12/17/2014	Ineffect	Haynes, Rosemary 04/02/2015 02:49 PM

[Add/Edit](#) | [Save](#) | [Cancel](#) | [Delete](#)

Major Deficiency Identified ☒ Yes ☐ No

100%

# MONITORING SUMMARY ~ STEP 6

http://jjiswebqt1/DJJPM2010/MonitoringSummary/deficiency.aspx?ID=-1371208955&deficiencyType=ma - Windows Internet Explorer pro

Major Deficiency Identified ☒ Yes ☐ No

Monitoring Activity:\* Health Education

Date Identified:\* 07/07/2015

Major Deficiency\* Enter information related to the deficiency in this field.

7442 characters remaining...

Requirement:\* Enter information related to the requirement that is deficient.

7437 characters remaining...

Buttons: Add/Edit, Save, Cancel, Delete

Select the Monitoring Activity that revealed the major deficiency.

Only monitoring types with a major deficiency identified in Step 2 are available for selection.

Enter the date identified, nature of the major deficiency and the requirement.

Click **Save**.



# MONITORING SUMMARY ~ STEP 6

http://jjswebqt1/DJJPM2010/MonitoringSummary/deficiency.aspx?ID=-1371208955&deficiencyType=ma - Windows Internet Explorer pro

Please add any data related to Major deficiency items on this screen.  
Software will only allow entry of Deficiency data indicated on step 2 of this summary.  
If there were no major deficiency items then proceed to the next step.

		Major Deficiency	Date Identified	Status	Last Updated By	Last Updated On	
Select	View Report	Quarterly Mental Health Tool- Mental Health Subst...	Item # 50 - Counseling/Therapy notes support treatment goals in treatment plan, and are documented on form MHSA 018 or a form containing all elements of MHSA 018.	11/19/2014	Deficiency Corrected	Beck, John P	02/18/2015 03:34 PM
Select	View Report	Quarterly Mental Health Tool- Psychiatric Services	Item # 51 - Psychiatric referrals by mental health staff are documented and provided to the psychiatrist or psychiatric ARNP.	11/19/2014	Deficiency Corrected		03/25/2015 10:18 AM
Select	View Report	Quarterly Health Tool- IHCRA/CPA/HRA	Major deficiency- IHCRA/CPA/HRA Major Deficiency Upon review of the four medical files it was noted that forms are not being updated with medical information on a consistent basis. The problem lists were not updated with all of the youths' diagnoses, the infections and communicable disease forms were not updated with STD Screening results, chronic illness education was not updated on the health education form, newly prescribed medications were not documented on the health education form.	12/17/2014	Ineffect	Haynes, Rosemary	04/02/2015 02:44 PM
Select	View Report	Quarterly Health Tool- Infectious Prevention of C...	Major Deficiency- Infectious Prevention of communicable disease Please ensure that the pre- and post-test counseling is being documented on the Health Education Form. ** At the time of this review the facility does not have a provider to conduct HIV Testing **The provider and facility needs to familiarize themselves with the Rule 63M-2.052; therefore compliance can be maintained.	12/17/2014	Ineffect	Haynes, Rosemary	04/02/2015 02:46 PM
Select	View Report	Quarterly Health Tool- Medication Administration	Major Deficiency- Medication Administration Upon review of the four medical records it was noted that there are several inconsistent practices noted by the medical staff. Youths that are receiving prn medications did not have proper follow up documentation nor did they have their signatures on the MARs after receiving medications. Youth D.J. DJJID# 1 was ordered Cipro and Clindamycin due to An infected dog back on his right leg. The DHA ordered the medication and in the chart and it was entered by the medical staff that they was waiting on the youth's private insurance information in order to fill the prescription. The medical staff was instructed to use diamond pharmacy back up for issues like this and then it can start immediately. The antibiotics were delayed 48 hrs. Beginning of the morning. Medical staff was also instructed that we do not wait on the youth's private insurance when in our care.	12/17/2014	Ineffect	Haynes, Rosemary	04/02/2015 02:48 PM
Select	View Report	Quarterly Health Tool- Alerts	Major Deficiency- Alerts Please reference # 6b The facility has implemented practice; however upon review of the four medical files it was noted that information was not updated or revised on a consistent basis.	12/17/2014	Ineffect	Haynes, Rosemary	04/02/2015 02:49 PM
Select	View Report	Health Education	Enter information related to the deficiency in this field.	07/07/2015	Deficiency Identified	Staff, PMMRegMtr	07/10/2015 09:30 AM

Add/Edit Save Cancel Delete

Last updated by Staff, PMMRegMtr on 07/10/2015 09:30 AM

Major Deficiency Identified ☒ Yes ☐ No

Monitoring Activity: \* Health Education

Date Identified: \* 07/07/2015

Major Deficiency: \*

Requirement: \*

Add/Edit Save Cancel Delete

The newly entered major deficiency is shown in the table along with previously identified major deficiencies.

This major deficiency can be edited by clicking **Select** and then **Add/Edit**.

The system identifies the last update and staff who made the update.



# MONITORING SUMMARY ~ STEP 7

http://jjswebqt1/DJJPM2010/MonitoringSummary/deficiency.aspx?ID=-1371208955&deficiencyType=mi - Windows Internet Explorer pro

**DEPARTMENT OF JUVENILE JUSTICE**  
PROGRAM MONITORING AND MANAGEMENT

Monitoring Summary- Minor deficiency  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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Please enter any data related to Minor deficiency items on this screen.  
Software will only allow entry of Deficiency data indicated on step 2 of this summary.  
If there were no minor deficiency items then proceed to the next step.

		Minor Deficiency		Date Identified	Status	Last Updated By	Last Updated On
Select	View Report	Quarterly Mental Health Tool- Coordination of Men...	Item # 17 - JJIS Health Services Report is not current.	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 11:10 AM
Select	View Report	Quarterly Mental Health Tool- Mental Health/Subst...	Item # 40 - Initial treatment plans contained youth and parent/guardian's signature (or documented reason for their absence).	11/19/2014	Deficiency Corrected	Beck, John P	12/01/2014 11:13 AM
Select	View Report	Quarterly Health Tool- Clinical Protocols/Credent...	Minor Deficiency The facility medical staff had current licenses and CPR/AED as required; however there was not a Collaborative Protocol in place for the ARNP.	12/17/2014	Deficiency Identified	Cunningham, Darlene R.	02/13/2015 12:16 PM
Select	View Report	Quarterly Health Tool- Health Care Admissions/AET	Minor Deficiency Upon review of the four medical files it was noted that youth R.T. DJIID# 1127747 did not have his Medical and Mental health screening completed within 24 hrs. Minor Deficiency Upon review of the four medical files it was noted that youth T.R. DJIID# 1127747 received Basic Orientation; however there was not a date noted; therefore the 24hr time frame could not be verified. Youth A.J. DJIID# 1128561 did not have a Basic Orientation Form noted in his IHCR.	12/17/2014	Deficiency Identified	Cunningham, Darlene R.	02/13/2015 12:19 PM
Select	View Report	Quarterly Health Tool- IHCR/CPA/HRA	Minor Deficiency Upon review of the four medical files it was noted that the facility has a documented practice; however the HRHs were not updated with youths' medical changes. Youth T.R. DJIID# 1127747 HRH was not updated with his new condition of cellulitis of the arm, Youth D.J. DJIID# 1146747 was not updated with the information regarding an infected dog bite to leg.	12/17/2014	Deficiency Identified	Cunningham, Darlene R.	02/13/2015 12:21 PM
Select	View Report	Quarterly Health Tool- Onsite Tracking Log Requir...	Minor Deficiency Upon review of the required logs, the sick call log, STD Log, Chronic Log and the episodic log were not updated as required or they were not in place as required by Rule63 M-2.	12/17/2014	Deficiency Identified	Cunningham, Darlene R.	02/13/2015 12:23 PM
Select	View Report	Quarterly Health Tool- Sick Call	Minor Deficiency Upon review of the four medical files the sick call process was noted to be inconsistent with the reviewing by the RN within 24hrs. Of a LPN completing sick calls.	12/17/2014	Deficiency Identified	Cunningham, Darlene R.	02/13/2015 12:27 PM
Select	View Report	Quarterly Health Tool- Health Education	Minor Deficiency Upon review of the four medical files it was noted that youth T.R. DJIID# 1127747 received Basic Orientation; however there was not a date noted; therefore the 24hr time frame could not be verified. Youth A.J. DJIID# 1128561 did not have a Basic Orientation Form noted in his IHCR.	12/17/2014	Deficiency Identified	Cunningham, Darlene R.	02/13/2015 12:33 PM
Select	View Report	Quarterly Health Tool- Transitional Health Discha...	Minor Deficiency Please be advised that documentation of youths that have orders to follow-up with services upon release must be documented under transitional/health Discharge Planning.	12/17/2014	Deficiency Identified	Cunningham, Darlene R.	02/13/2015 12:34 PM

Add/Edit Save Cancel Delete

Minor deficiency Identified ☒ Yes ☐ No

95%

Step 7 is where you document **Minor Deficiencies**. If no minor deficiencies were identified on Step 2, you will skip to the next step.

Previously identified minor deficiencies are shown in the table as read only.

Minor Deficiency Statuses – Deficiency Identified, Deficiency Corrected, or Administratively Closed

# MONITORING SUMMARY ~ STEP 7

Select the Monitoring Activity that revealed the minor deficiency.

Only monitoring types with a minor deficiency identified on Step 2 are available for selection.

Enter the date the minor deficiency was identified, nature of the minor deficiency, and the requirement.

Click **Save**.

The screenshot shows a web browser window with the URL <http://jjiswebqt1/DJJPM2010/MonitoringSummary/deficiency.aspx?ID=-1371208955&deficiencyType=mi>. The form contains the following elements:

- Minor deficiency Identified:** Radio buttons for ☒ Yes and ☐ No.
- Monitoring Activity:** A dropdown menu currently showing "Admission & Orientation". A blue arrow points to this dropdown.
- Date Identified:** A text field showing "07/07/2015" with a calendar icon. A blue arrow points to the date field.
- Minor deficiency:** A large text area with the placeholder text "Enter information related to the deficiency in this field." and a character count of "7442 characters remaining...". A blue arrow points to this text area. A "Check Spelling" button is located to the right.
- Requirement:** A large text area with the placeholder text "Enter information related to the requirement that is deficient." and a character count of "7437 characters remaining...". A blue arrow points to this text area. A "Check Spelling" button is located to the right.
- Buttons:** At the bottom, there are four buttons: "Add/Edit", "Save", "Cancel", and "Delete". A blue arrow points to the "Save" button.

# MONITORING SUMMARY ~ STEP 7

http://jjiswebqt1/DJJPM2010/MonitoringSummary/deficiency.aspx?ID=-1371208955&deficiencyType=mi - Windows Internet Explorer pro

Please enter any data related to Minor deficiency items on this screen.  
Software will only allow entry of Deficiency data indicated on step 2 of this summary.  
If there were no minor deficiency items then proceed to the next step.

		Minor Deficiency	Date Identified	Status	Last Updated By	Last Updated On
Select	View Report	Quarterly Mental Health Tool- Coordination of Men...	Item # 17 - JJIS Health Services Report is not current.	11/19/2014	Deficiency Corrected	Beck, John P 12/01/2014 11:10 AM
Select	View Report	Quarterly Mental Health Tool- Mental Health/Subst...	Item # 40 - Initial treatment plans contained youth and parent/guardian's signature (or documented reason for their absence).	11/19/2014	Deficiency Corrected	Beck, John P 12/01/2014 11:13 AM
Select	View Report	Quarterly Health Tool- Clinical Protocols/Credent...	Minor Deficiency The facility medical staff had current licenses and CPR/AED as required; however there was not a Collaborative Protocol in place for the ARNP.	12/17/2014	Deficiency Identified	Cunningham, Darlene R 02/13/2015 12:16 PM
Select	View Report	Quarterly Health Tool- Health Care Admissions/AET	Minor Deficiency Upon review of the four medical files it was noted that youth R.T. DJIID# 1127747 did not have his Medical and Mental health screening completed within 24 hrs. Minor Deficiency Upon review of the four medical files it was noted that youth T.R. DJIID# 1127747 received Basic Orientation; however there was not a date noted; therefore the 24hr time frame could not be verified. Youth A.J. DJIID# 1128561 did not have a Basic Orientation Form noted in his IHCR.	12/17/2014	Deficiency Identified	Cunningham, Darlene R 02/13/2015 12:19 PM
Select	View Report	Quarterly Health Tool- IHCR/CPA/HRA	Minor Deficiency Upon review of the four medical files it was noted that the facility has a documented practice; however the HRHs were not updated with youths' medical changes. Youth T.R. DJIID# 1127747 HRH was not updated with his new condition of cellulitis of the arm. Youth D.J. DJIID# 1146747 was not updated with the information regarding an infected dog bite to leg.	12/17/2014	Deficiency Identified	Cunningham, Darlene R 02/13/2015 12:21 PM
Select	View Report	Quarterly Health Tool- Onsite Tracking Log Requir...	Minor Deficiency Upon review of the required logs, the sick call log, STD Log, Chronic Log and the episodic log were not updated as required or they were not in place as required by Rule63 M-2.	12/17/2014	Deficiency Identified	Cunningham, Darlene R 02/13/2015 12:23 PM
Select	View Report	Quarterly Health Tool- Sick Call	Minor Deficiency Upon review of the four medical files the sick call process was noted to be inconsistent with the reviewing by the RN within 24hrs. Of a LPN completing sick calls.	12/17/2014	Deficiency Identified	Cunningham, Darlene R 02/13/2015 12:27 PM
Select	View Report	Quarterly Health Tool- Health Education	Minor Deficiency Upon review of the four medical files it was noted that youth T.R. DJIID# 1127747 received Basic Orientation; however there was not a date noted; therefore the 24hr time frame could not be verified. Youth A.J. DJIID# 1128561 did not have a Basic Orientation Form noted in his IHCR.	12/17/2014	Deficiency Identified	Cunningham, Darlene R 02/13/2015 12:33 PM
Select	View Report	Quarterly Health Tool- Transitional Health Discha...	Minor Deficiency Please be advised that documentation on youths that have orders to follow-up with services upon release must be documented under transitional/health Discharge Planning.	12/17/2014	Deficiency Identified	Cunningham, Darlene R 02/13/2015 12:34 PM
Select	View Report	Admission & Orientation	Enter information related to the deficiency in this field.	07/07/2015	Deficiency Identified	Staff, PMMRegMtr 07/10/2015 10:15 AM

Minor deficiency Identified: ☒ Yes ☐ No

Monitoring Activity:

Date Identified:

Minor deficiency:

Requirement:

95%


The newly entered minor deficiency is shown in the table along with previously identified minor deficiencies.

This minor deficiency can be edited by clicking **Select** and then **Add/Edit**.

The system identifies the last update and staff who made the update.

# MONITORING SUMMARY ~ STEP 8

http://jjswebqt1/DJJPM2010/MonitoringSummary/additionalSiteVisitDetails.aspx?ID=1420001133 - Windows Internet Explorer provid



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary- Step8**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)   **Program Mgmt**   **Reports**   10074 - Alachua RJDC - Medical Svcs   [Details](#)   [Exit](#)

You are logged in as Regional Monitor

<< Back   Save   Cancel   [Step 1](#)   [Step 2](#)   [Step 3](#)   [Step 4](#)   [Step 5](#)   [Step 6](#)   [Step 7](#)   Step 8

☐ Completed   [Submit](#)

**On Hold Pending**

**Hold Reason**

- ☐ \*Awaiting Additional Information from Program (internal investigations, youth records, disciplinary action, other corrective action, training records, supporting documentation, etc.)
- ☐ \*Awaiting Additional Information from Region/QI/OHS/HQ (policy/rule interpretation, etc.)
- ☐ \*Awaiting Regional/OHS/HQ Review and Approval of Contract Action (review of deficiency findings, draft of deficiency notification letter, review/approval of same, etc.)
- ☐ \*Awaiting Regional/OHS/HQ Review and Approval for Satisfied Contract Action (following verification review/approval of findings, draft removal/2nd Verify/Intent to Default notification letters, review/approval of same, etc.)
- ☐ \* 24 hour response to program issue priority (used when monitor needs to respond to emergent priority)
- ☐ \*Other Qualified Reasons Approved by SMAII/RD (emergency response to programs, 24hr response to programs, catch all that was previously reviewed/approved by supervisor)

**Comments**

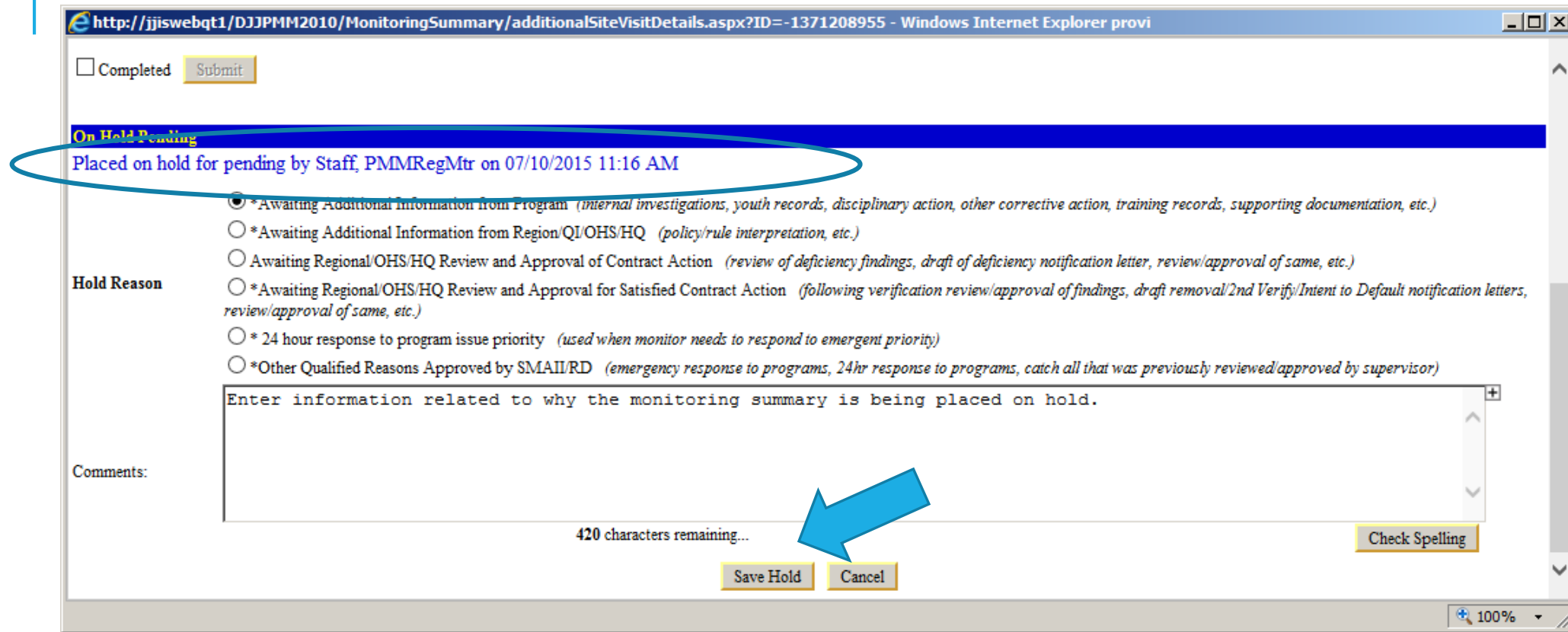
500 characters remaining...

[Save Hold](#)   [Cancel](#)   [Check Spelling](#)

On Step 8, you can mark the monitoring summary as completed and submit it, or you can place the summary on hold if you are waiting for additional information or actions to occur. Placing the summary on hold will allow other staff to create a monitoring summary to document their visits.



# MONITORING SUMMARY ~ ON HOLD



The screenshot shows a web browser window with the URL `http://jjiswebqt1/DJJPPM2010/MonitoringSummary/additionalSiteVisitDetails.aspx?ID=-1371208955`. The page has a blue header bar with the text "On Hold Pending" and a message "Placed on hold for pending by Staff, PMMRegMtr on 07/10/2015 11:16 AM". Below this, there is a "Hold Reason" section with several radio button options. The first option, "\*Awaiting Additional Information from Program", is selected. Below the radio buttons is a text area for "Comments" with a character count of "420 characters remaining...". A blue arrow points to the "Save Hold" button. There is also a "Check Spelling" button and a "Cancel" button.

☐ Completed

**On Hold Pending**  
Placed on hold for pending by Staff, PMMRegMtr on 07/10/2015 11:16 AM

**Hold Reason**

- ☒ \*Awaiting Additional Information from Program *(internal investigations, youth records, disciplinary action, other corrective action, training records, supporting documentation, etc.)*
- ☐ \*Awaiting Additional Information from Region/QI/OHS/HQ *(policy/rule interpretation, etc.)*
- ☐ Awaiting Regional/OHS/HQ Review and Approval of Contract Action *(review of deficiency findings, draft of deficiency notification letter, review/approval of same, etc.)*
- ☐ \*Awaiting Regional/OHS/HQ Review and Approval for Satisfied Contract Action *(following verification review/approval of findings, draft removal/2nd Verify/Intent to Default notification letters, review/approval of same, etc.)*
- ☐ \* 24 hour response to program issue priority *(used when monitor needs to respond to emergent priority)*
- ☐ \*Other Qualified Reasons Approved by SMAIL/RD *(emergency response to programs, 24hr response to programs, catch all that was previously reviewed/approved by supervisor)*


Comments:  
Enter information related to why the monitoring summary is being placed on hold.

420 characters remaining...

Click the appropriate reason for placing this summary on hold. You must enter a comment to explain the hold. Click **Save Hold**. A message will appear confirming the hold.

# MONITORING SUMMARY ~ ON HOLD

http://jjiswebqt1/DJJPMM2010/MonitoringSummary/selectMonitoringSummary.aspx?ID=-1371208955 - Windows Internet Explorer provided



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)

**Program Mgmt** | **Program Assignment** | **Reports** | 10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Regional Monitor Supervisor

[New Monitoring Summary](#)

Fiscal year 2014 - 2015

			Visit Date	Status	Completed By	Completed Date And Time	Reviewed/Approved/Disapproved By	Reviewed/Approved/Disapproved Date And Time	Provider Agree/Disagree	Provider Agreed/Disagreed Date And Time	Last Updated By	Last Updated On
<a href="#">Select</a>	<a href="#">View Report</a>	<a href="#">Delete</a>	07/08/2015	OnHold	PMRegMtr Staff	07/10/2015 10:57 AM					PMRegMtr Staff	07/10/2015 11:16 AM
<a href="#">Select</a>	<a href="#">View Report</a>	<a href="#">Delete</a>	07/06/2015	Disagreed By Provider	PMProvider Staff	07/09/2015 09:01 AM	PMProvider Staff	07/09/2015 09:10 AM	PMProvider Staff	07/09/2015 09:14 AM	PMProvider Staff	07/09/2015 09:14 AM
<a href="#">Select</a>	<a href="#">View Report</a>	<a href="#">Delete</a>	12/17/2014	Expired							System System	02/18/2015 04:00 AM
<a href="#">Select</a>	<a href="#">View Report</a>	<a href="#">Delete</a>	11/19/2014	Expired							System System	12/04/2014 04:00 AM

100%

When ready to complete and submit, select the summary from the list on the monitoring summary screen.

# MONITORING SUMMARY ~ SUBMITTED

Mark the summary as **Completed** on Step 8 and click **Submit**.

http://jjiswebqt1/DJJPM2010/MonitoringSummary/additionalSiteVisitDetails.aspx?ID=223688522 - Windows Internet Explorer provide

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Monitoring Summary- Step8  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
Program Mgmt Reports  
10074 - Alachua RJDC - Medical Svcs Details Exit  
You are logged in as Regional Monitor

<< Back Save Cancel Next >>  
Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

☐ Completed Submit

**On Hold Pending**  
Placed on hold for pending by Staff, PMMRegMtr on 07/13/2015 03:18 PM

**Hold Reason**

- ☒ \*Awaiting Additional Information from Program (internal investigations, youth records, d
- ☐ \*Awaiting Additional Information from Region/QI/OHS/HQ (policy/rule interpretation, e
- ☐ Awaiting Regional/OHS/HQ Review and Approval of Contract Action (review of deficien
- ☐ \*Awaiting Regional/OHS/HQ Review and Approval for Satisfied Contract Action (follow
- ☐ \* 24 hour response to program issue priority (used when monitor needs to respond to em
- ☐ \*Other Qualified Reasons Approved by SMAII/RD (emergency response to programs, 2

Enter information related to why the monitoring summary:

Comments:

420 characters remaining...

Save Hold Cancel

http://jjiswebqt1/DJJPM2010/MonitoringSummary/additionalSiteVisitDetails.aspx?ID=223688522 - Windows Internet Explorer provide

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Monitoring Summary- Step8  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
Program Mgmt Reports  
10074 - Alachua RJDC - Medical Svcs Details Exit  
You are logged in as Regional Monitor

<< Back Save Cancel Next >>  
Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8

☒ Completed Submit

7/13/2015

100%



# MONITORING SUMMARY ~ SUBMITTED

- Summaries completed by External Team Members are reviewed and approved/disapproved by a supervisor.
- Summaries completed by a supervisor are automatically marked as approved by supervisor.



# MONITORING SUMMARY ~ SUPERVISOR REVIEW

http://jjiswebqt1/DJJPM2010/MonitoringSummary/selectMonitoringSummary.aspx?ID=-58501939 - Windows Internet Explorer provided b

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary**  
**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

[Home](#) **Program Mgmt** **Reports**

10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)

You are logged in as External Monitor

New Monitoring Summary

Fiscal year 2015 - 2016

			Visit Date	Status	Completed By	Completed Date And Time	Reviewed/Approved/Disapproved By	Reviewed/Approved/Disapproved Date And Time	Provider Agree/Disagree	Provider Agreed/Disagreed Date And Time	Last Updated By	Last Updated On
Select	View Report	Delete	09/21/2015	Completed	Staff External	09/21/2015 09:10 AM					Staff External	09/21/2015 09:10 AM

105%

Once the monitoring summary is submitted, it is routed to the supervisor for review and approval or disapproval

Click **Select** next to the monitoring summary to be reviewed.

# MONITORING SUMMARY ~ SUPERVISOR REVIEW-

http://jjiswebqt1/DJJPMH2010/MonitoringSummary/supervisorApproval.aspx?ID=867602890 - Windows Internet Explorer provided by Dep

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Supervisor Review/Approval/Disapproval  
Program Name: Fn- Anchorage Non- Residential  
Provider: FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
Contract: 10128

Home  
Program Mgmt Reports

10128 - Fn- Anchorage Non- Residential Details Exit  
You are logged in as External Monitor Supervisor

Supervisor Approval/Disapproval

<< Back Next >>

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Supervisor Review/Approval Provider Agree/Disagree

☐ Disapprove ☒ Approve

Comments are required for disapproval. They are optional for approval.

Comment:

7430 characters remaining...

Save Cancel

Check Spelling

StatusTypeName	Comments	CreatedByName	CreatedDateTime	ModifiedByName	ModifiedDateTime
Completed		External, Staff	09/21/2015 09:10 AM	External, Staff	09/21/2015 09:10 AM

This listing shows all statuses for the monitoring summary.


After reviewing the summary, the supervisor can mark it as approved or disapprove the summary and it will be returned to the submitter for corrections or additional information.

If disapproved, a comment to explain the disapproval is required. No comment is required if approving the monitoring summary.

Click **Save**.

# MONITORING SUMMARY ~ SUPERVISOR APPROVAL

http://jjiswebqt1/DJJPMM2010/MonitoringSummary/supervisorApproval.aspx?ID=867602890 - Windows Internet Explorer provided by Dep

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Supervisor Review/Approval/Disapproval**  
**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

[Home](#) **Program Mgmt** **Reports** 10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)  
You are logged in as External Monitor Supervisor

### Supervisor Approval/Disapproval

[<< Back](#) [Next >>](#) [Step 1](#) [Step 2](#) [Step 3](#) [Step 4](#) [Step 5](#) [Step 6](#) [Step 7](#) [Step 8](#) [Supervisor Review/Approval](#) [Provider Agree/Disagree](#)

☐ Disapprove ☒ Approve

Comments are required for disapproval. They are optional for approval.

Comment:

7430 characters remaining...

[Save](#) [Cancel](#) [Check Spelling](#)

StatusTypeName	Comments	CreatedByName	CreatedDateTime	ModifiedByName	ModifiedDateTime
Completed		External, Staff	09/21/2015 09:10 AM	External, Staff	09/21/2015 09:10 AM

The monitoring summary status is updated to reflect supervisor approval.

An approved summary is available for provider review and comment for 72 business hours following supervisor approval.

After that the report is marked as view only.

If disapproved, the summary would be routed back to the original submitter for action.

# MONITORING SUMMARY ~ PROVIDER REVIEW

http://jjiswebqt1/DJJPM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

Program: 10074 - Alachua RJDC - Medical Svcs

Document Library  
Monitoring Summary  
Deficiency Review  
Performance Measure

100%

Program staff have 72 business hours following the supervisors approval of the summary to review and comment on the summary.

After that the report is marked as view only and no further documentation can be made. It continues to be visible to program staff for historical purposes.

To view the summary, select the program from the dropdown, and then click **Monitoring Summary**.



# MONITORING SUMMARY ~ PROVIDER REVIEW

http://jjiswebqt1/DJJPM2010/MonitoringSummary/selectMonitoringSummary.aspx?ID=-394889183 - Windows Internet Explorer provided



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

New Monitoring Summary


Fiscal year 2015 - 2016

			Visit Date	Status	Completed By	Completed Date And Time	Reviewed/Approved/Disapproved By	Reviewed/Approved/Disapproved Date And Time	Provider Agree/Disagree	Provider Agreed/Disagreed Date And Time	Last Updated By	Last Updated On
<a href="#">Select</a>	<a href="#">View Report</a>	<a href="#">Delete</a>	07/13/2015	Approved By Supervisor	PMMRegMtr Staff	07/13/2015 04:03 PM	PMMRegMtrSup Staff	07/14/2015 08:42 AM			PMMRegMtrSup Staff	07/14/2015 08:42 AM

This screen shows the monitoring summary status, dates and times of reviews, approvals, and disapprovals. It also shows the staff making the most recent update.

In order to see the summary, the provider staff should view the report. After reviewing the report the provider will then be able to provide comments. To review the Monitoring Summary in PDF click [View Report](#).

# MONITORING SUMMARY ~ PROVIDER REVIEW



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

PROGRAM MONITORING & MANAGEMENT

Monitoring Summary Report

Program/Group Name: Alachua RJDC - Medical Svcs; Contract Number: 10074

Contract(s)#: 10074

Provider: UNIVERSITY OF FLORIDA

Visit Date: 07/13/2015

Traditional: Yes

Visit Type: Announced

On Site: Yes

Visit Date:

07/13/2015

Monitoring Type	Compliance
Administrative Monitoring	No
Other Related Monitoring	No
Technical Assistance	No

Sample Size:

Number of Files Reviewed: 0

Total Program/Group Census per JJIS: 0

Title of Staff Vacancies:

Monitoring Purpose: Enter information related to the purpose for this monitoring visit. What items are being monitored?

Findings: Enter information related to your findings resulting from this monitoring visit.

Monitoring Type	Critical Issue Description	Date Identified	Immediate Action Taken	Total Days To Close Issue	Closed Date
Technical Assistance	Enter information related to the critical issue in this field.	07/13/2015	Enter information related to immediate actions taken in this field.		

Monitoring Type	Major Deficiency Description	Date Identified	Requirement
Other Related Monitoring	Enter information related to the deficiency in this field.	07/13/2015	Enter information related to the requirement that is deficient.

Monitoring Type	Minor Deficiency Description	Closed Date
Administrative Monitoring	Enter information related to the deficiency in this field.	

Status	Last Updated By	Last Updated On
Approved By Supervisor	Staff, PMMRRegMtrSup	07/14/2015 08:42 AM
Reviewed By Program Area Supervisor	Staff, PMMProgramArea	07/14/2015 08:24 AM
Reviewed By Supervisor	Staff, PMMRRegMtrSup	07/13/2015 04:50 PM
Completed By OPA	Staff, PMMRRegMtr	07/13/2015 04:03 PM
OnHold	Staff, PMMRRegMtr	07/13/2015 03:18 PM

DJJ/PMMRPT 8/06/2015

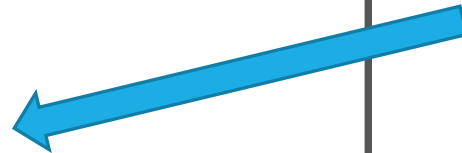
Page 1 of 1

July 14, 2015 10:08 AM

The Monitoring Summary Report displays program and contract information, visit date and items monitored.

Any deficiencies identified during the monitoring visit are detailed, as well as requirements and actions taken.

Monitoring summary statuses are shown as well.



# MONITORING SUMMARY ~ PROVIDER REVIEW

http://jjiswebqt1/DJJPM2010/MonitoringSummary/selectMonitoringSummary.aspx?ID=-394889183 - Windows Internet Explorer provided



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

New Monitoring Summary

Fiscal year 2015 - 2016

			Visit Date	Status	Completed By	Completed Date And Time	Reviewed/Approved/Disapproved By	Reviewed/Approved/Disapproved Date And Time	Provider Agree/Disagree	Provider Agreed/Disagreed Date And Time	Last Updated By	Last Updated On
<a href="#">Select</a>	<a href="#">View Report</a>	<a href="#">Delete</a>	07/13/2015	Approved By Supervisor	PMMRegMtr Staff	07/13/2015 04:03 PM	PMMRegMtrSup Staff	07/14/2015 08:42 AM			PMMRegMtrSup Staff	07/14/2015 08:42 AM

100%

Now that the provider has reviewed the summary they can provide feedback. To do so, click **Select** to document review and enter comments.



# MONITORING SUMMARY ~ PROVIDER REVIEW

http://jjiswebqt1/DJJPMM2010/MonitoringSummary/providerAgreeDisagree.aspx?Id=-394889183 - Windows Internet Explorer provided by

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Provider Agree/Disagree**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

**Provider Agree/Disagree**

☐ Agreed ☐ Disagreed

Program Staff have 72 hours following the Supervisors approval to review and comment on the Summary.

**Comment: \***

7400 characters remaining.. [Check Spelling](#)

[Save](#) [Cancel](#)


100%

Click **Agreed** or **Disagreed**. Comments are required if disagreed is selected and are optional if agreed is chosen. Click **Save** when done.



# MONITORING SUMMARY ~ PROVIDER REVIEW

http://jjiswebqt1/DJJPM2010/MonitoringSummary/selectMonitoringSummary.aspx?Id=-394889183 - Windows Internet Explorer provided

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Monitoring Summary**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

New Monitoring Summary

Fiscal year 2015 - 2016

			Visit Date	Status	Completed By	Completed Date And Time	Reviewed/Approved/Disapproved By	Reviewed/Approved/Disapproved Date And Time	Provider Agree/Disagree	Provider Agreed/Disagreed Date And Time	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	<a href="#">Delete</a>	07/13/2015	Agreed By Provider	PMMPRegMtr Staff	07/13/2015 04:03 PM	PMMPRegMtrSup Staff	07/14/2015 08:42 AM	PMMPProvider Staff	07/14/2015 10:38 AM	PMMPProvider Staff	07/14/2015 10:38 AM

100%

The monitoring summary screen is updated to show provider review date and time.

# DEFICIENCY REVIEW

The screenshot displays the 'DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING AND MANAGEMENT' web application. The browser address bar shows the URL: <http://jjiswebqt1/DJJPM2010/home.aspx>. The page header includes the Florida Department of Juvenile Justice logo and the text: 'DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING AND MANAGEMENT'. Below the header, the program details are listed: 'Program Name: Fn- Anchorage Non- Residential', 'Provider: FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.', and 'Contract: 10128'. The navigation bar features 'Home', 'Program Mgmt', and 'Reports'. The main content area has a sidebar with menu items: 'Chronologicals', 'Items to Complete Reports', 'Monitoring Summary On Hold Report', 'Document Library', 'Monitoring History', 'Monitoring Plan', 'Monitoring Summary', and 'Deficiency Review'. A blue arrow points to the 'Deficiency Review' menu item. The status bar at the bottom indicates '110%' zoom.

Program Name: Fn- Anchorage Non- Residential  
Provider: FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
Contract: 10128

10128 - Fn- Anchorage Non- Residential Details Exit

You are logged in as External Monitor Supervisor

Program: 10128 - Fn- Anchorage Non- Residential

Deficiency Review

The Deficiency Review allows a program to see all deficiencies recorded against a program for any given fiscal year.

# DEFICIENCY REVIEW

The Deficiency Review screen shows critical issues, minor deficiencies, and major deficiencies at all stages of the process.

These screens allow external team members to add a status to any open deficiency each time this concern is reviewed, with the ability to make a short note about the program's progress. This is also where deficiencies are closed by team members when the program has corrected the deficiency.


The pending closure column will update based on the response provided in the notes section.

Programs use the deficiency review process to create an outcome based corrective action plan to respond to a major deficiency.

This screen also displays historical deficiency data so you will be able to review any concerns this program has had in the past and how they were resolved.

# DEFICIENCY REVIEW ~ CRITICAL/MINOR UPDATE

http://jjiswebqt1/DJJPMM2010/DeficiencyReview/deficiencyReview.aspx?ID=-62223839 - Windows Internet Explorer provided by Depart



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Deficiency Review**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)

**Program Mgmt** **Reports** 10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Regional Monitor

Deficiency data will not be visible until after the monitoring summary indicating the deficiency has been approved.

Fiscal year 2015 - 2016

		Monitoring Type	Date Identified	Deficiency Type	Deficiency Description	Status	Pending Closure	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	Technical Assistance	07/13/2015	Critical Issues	Enter information related to the critical issue in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:14 AM
Select	<a href="#">View Report</a>	Other Related Monitoring	07/13/2015	Major Deficiency	Enter information related to the deficiency in this field.	Approved By Monitor	NA	Staff, PmmProgramArea	07/16/2015 08:48 AM
Select	<a href="#">View Report</a>	Administrative Monitoring	07/13/2015	Minor Deficiency	Enter information related to the deficiency in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:18 AM
Select	<a href="#">View Report</a>	Quarterly Health Tool	07/13/2015	Major Deficiency	Enter information related to the deficiency in this field.	Ineffect	NA	Staff, PMMOHS	07/17/2015 02:14 PM

100%

Select the Critical Issue or Minor Deficiency for which to enter a status update.

Only critical issues not closed at the time of completing the monitoring summary will need to be closed after verification monitoring.



# DEFICIENCY REVIEW ~ CRITICAL/MINOR UPDATE

http://jjiswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=-1610316696 - Windows Internet Explorer provided by Depa

You are logged in as OHS Staff

<< Back

Date Identified: 07/13/2015

Critical Issues Description:  
Enter information related to the critical issue in this field.

Immediate Action Taken:  
Enter information related to immediate actions taken in this field.

Date Closed:

Days taken for correction: 0

**Add** Save Cancel Delete

\* ☒ Verification ☐ Technical Assistance

Additional site visit required \* ☐ Yes ☒ No

Comments: \*  
For critical issues not closed during the identifying site visit, a verification monitoring is required. Enter your findings.

7374 characters remaining...

Date: 07/15/2015

Deficiency Closed: ☒ Yes ☐ No ☐ NA ☐ Administratively Closed

Check Spelling

Click **Add**.

Select **Verification** or **Technical Assistance**.

Is an additional site visit required?

Type in a comment to document your findings.

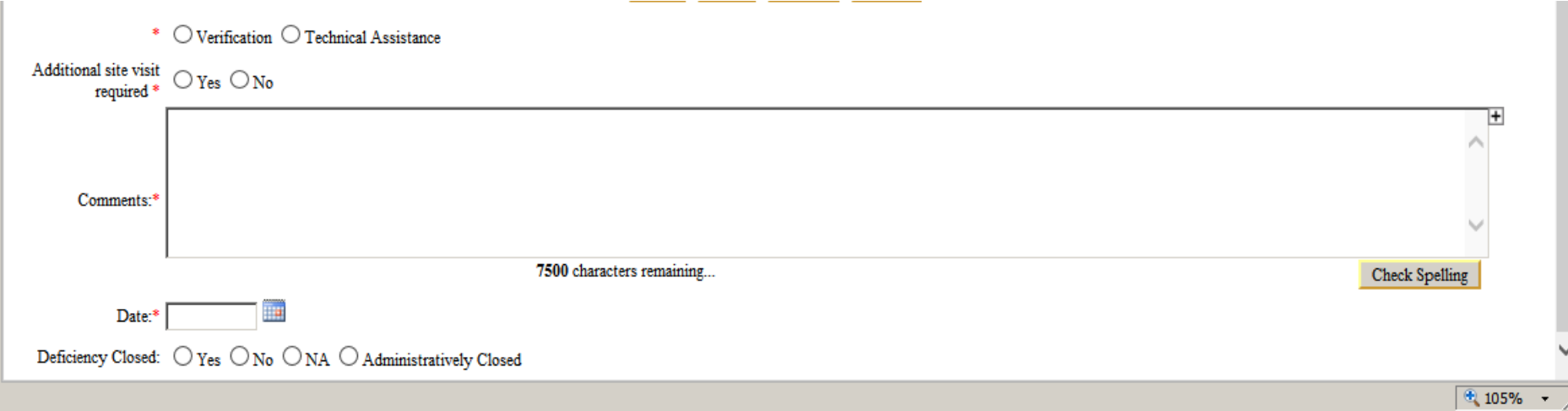
Enter the date of the verification monitoring.

Choose **Yes**, **No**, or **Administratively Closed** (only supervisors will have ability to choose Admin Closed)

Click **Save**.

# DEFICIENCY REVIEW ~ CRITICAL/MINOR UPDATE

A user can enter a status update each time they review this issue to provide progress reports. Once the item is resolved the user will enter a status and a status date and mark the item as closed.



The screenshot shows a web form for a deficiency review. At the top, there are two radio buttons: ☐ Verification and ☐ Technical Assistance. Below these is the label "Additional site visit required" followed by two radio buttons: ☐ Yes and ☐ No. The main part of the form is a large text area labeled "Comments:" on the left. Below the text area, it says "7500 characters remaining...". To the right of the text area is a "Check Spelling" button. Below the text area is a "Date:" label followed by a date input field and a calendar icon. At the bottom, there is a label "Deficiency Closed:" followed by four radio buttons: ☐ Yes, ☐ No, ☐ NA, and ☐ Administratively Closed. The bottom right corner of the form shows a zoom level of 105%.

\* ☐ Verification ☐ Technical Assistance

Additional site visit required \* ☐ Yes ☐ No

Comments: \*

7500 characters remaining...

Check Spelling

Date: \*

Deficiency Closed: ☐ Yes ☐ No ☐ NA ☐ Administratively Closed

105%


# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

- Administrators and Supervisors will be able to mark as administratively closed. This should rarely be used.
- Verification process under process outcome measures is available once the OBCAP has been **approved** and is in “**Ineffect**” status.
- Additional site visit required is available to request additional verification.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

Select the Major Deficiency to begin creating the OBCAP.

http://jjiswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=268682251 - Windows Internet Explorer provided by Depart

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Deficiency Review**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

Deficiency data will not be visible until after the monitoring summary indicating the deficiency has been approved.

Fiscal year 2015 - 2016

		Monitoring Type	Date Identified	Deficiency Type	Deficiency Description	Status	Pending Closure	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	Technical Assistance	07/13/2015	Critical Issues	Enter information related to the critical issue in this field.	Deficiency Identified	NA	Staff, PMMRRegMtr	07/13/2015 10:14 AM
Select	<a href="#">View Report</a>	Other Related Monitoring	07/13/2015	Major Deficiency	Enter information related to the deficiency in this field.	Deficiency Identified	NA	Staff, PMMRRegMtr	07/13/2015 10:16 AM
Select	<a href="#">View Report</a>	Administrative Monitoring	07/13/2015	Minor Deficiency	Enter information related to the deficiency in this field.	Deficiency Identified	NA	Staff, PMMRRegMtr	07/13/2015 10:18 AM

100%



# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

The screenshot shows a web application interface for the Department of Juvenile Justice. The header includes the department's logo and name. The main title is "Deficiency Review- Major Deficiency". Below this, it displays "Program Name: Alachua RJDC - Medical Svcs", "Provider: UNIVERSITY OF FLORIDA", and "Contract: 10074". A navigation bar contains links for "Home", "Program Mgmt", and a dropdown menu for "10074 - Alachua RJDC - Medical Svcs" with "Details" and "Exit" options. A status bar indicates "You are logged in as Provider Supervisor". The main content area has a breadcrumb trail: "<< Back", "Deficiency Review" (circled in blue), "Root Cause", "Process Outcome Measures", "Action Steps", and "Supervisor Review". The "Date Identified:" field shows "07/13/2015". There are two large text input areas: "Major Deficiency Description:" and "Requirement:". At the bottom, there are buttons for "Add", "Save", "Cancel", and "Delete".

http://jjiswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=1825171999 - Windows Internet Explorer provided b...

DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Deficiency Review- Major Deficiency  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
Program Mgmt

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause Process Outcome Measures Action Steps Supervisor Review

Date Identified: 07/13/2015

Major Deficiency Description:  
Enter information related to the deficiency in this field.

Requirement:  
Enter information related to the requirement that is deficient.

Add Save Cancel Delete

The Deficiency Review screen provides information on the major deficiency. This screen is read only for all external team members.

Supervisors may click on **Add** to close the deficiency as **Administratively Closed**, if needed.

Select **Root Cause** to move to the next screen.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

Each major deficiency must have at least one root cause.

http://jjiswebqt1/DJJPM2010/CAP/rootCause.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juvenile Ju

DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Major Deficiency- Root Cause  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
Program Mgmt

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause Process Outcome Measures Action Steps Supervisor Review

Enter information related to the deficiency in this field.

Deficiency Description:

Root Cause: \*

Add Save Cancel Delete

Click **Add** and enter a root cause for this major deficiency. After the root cause is added, click **Save**. Then select **Process Outcome Measures** to move to the next step.

http://jjiswebqt1/DJJPM2010/CAP/rootCause.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Ju...

DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Major Deficiency- Root Cause  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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Program Mgmt

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause Process Outcome Measures Action Steps Supervisor Review

Enter information related to the deficiency in this field.

Deficiency Description:

Enter the root cause of the deficiency in this field.

Root Cause: \*

7447 characters remaining Check Spelling

Add Save Cancel Delete

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

http://jjiswebqt1/DJJPM2010/CAP/rootCause.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juvenil...



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Major Deficiency- Root Cause**  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

[<< Back](#)   [Deficiency Review](#) [Root Cause](#) [Process Outcome Measures](#) [Action Steps](#) [Supervisor Review](#)

Deficiency Description:

Enter information related to the deficiency in this field.

Select	Root Cause	Last Updated By	Last Updated On
	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/14/2015 01:41 PM

Root Cause: \*

[Add](#) [Save](#) [Cancel](#) [Delete](#)

100%

All root causes entered are shown in the list below the description of the deficiency.

To add additional root causes, click **Add** and repeat as necessary.



# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

http://jjiswebqt1/DJJPM2010/CAP/rootCause.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juvenile Ju



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Major Deficiency- Root Cause**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

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**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

<< Back

[Deficiency Review](#) [Root Cause](#) [Process Outcome Measures](#) [Action Steps](#) [Supervisor Review](#)

Enter information related to the deficiency in this field.

Deficiency Description:

	Root Cause	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/14/2015 01:41 PM

Last updated by Staff, PMMProvider on 07/14/2015 01:41 PM

Root Cause: \*

Enter the root cause of the deficiency in this field. Edit if necessary.

7427 characters remaining...

[Add](#) [Save](#) [Cancel](#) [Delete](#) [Check Spelling](#)

The root cause can be edited by clicking **Select** and editing the text. Click **Save** after editing the root cause.

If all root causes have been entered, click on **Process Outcome Measures**.



# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

Click **Select** on the root cause for which process outcome measure(s) is to be added.

http://jjiswebqt1/DJJPM2010/CAP/processOutcome.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juvenile Justice

DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Major Deficiency- Process Outcome Measures  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home Program Mgmt 10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause **Process Outcome Measures** Action Steps Supervisor Review

Root Cause	Last Updated By	Last Updated On
Select Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/14/2015 02:04 PM

Each root cause must have at least one process outcome measure.

http://jjiswebqt1/DJJPM2010/CAP/processOutcome.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juvenile Justice

DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Major Deficiency- Process Outcome Measures  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home Program Mgmt 10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause **Process Outcome Measures** Action Steps Supervisor Review

Root Cause	Last Updated By	Last Updated On
Select Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/14/2015 02:04 PM

Root Cause: Enter the root cause of the deficiency in this field. Edit if necessary.

Process/Outcome Measures: \*

Person(s) Accountable & Title: \*

Anticipated Correction Date: \*

Add Edit Save Cancel Delete


javascript:WebForm\_DoPostBackWithOptions(new WebForm\_PostBackOptions("ctl00\$lnkHome", "", true, "", "", false, true))

Click **Add** to enter a process outcome measure.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

http://jjiswebqt1/DJJPM2010/CAP/processOutcome.aspx?id=1825171999 - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**



Major Deficiency- Process Outcome Measures  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home **Program Mgmt** 10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause Process Outcome Measures Action Steps Supervisor Review

Select	Root Cause	Last Updated By	Last Updated On
	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/14/2015 02:04 PM

Root Cause: Enter the root cause of the deficiency in this field. Edit if necessary.

Process/Outcome Measures: Enter the Process Outcome Measure in this field. 7452 characters remaining... Check Spelling

Person(s) Accountable & Title: Enter name of the person or persons accountable and their title. 7436 characters remaining... Check Spelling

Anticipated Correction Date: \*

Add Edit **Save** Cancel Delete

Enter a process outcome measure.

Enter the name and title for each staff accountable for ensuring the process outcome measure is achieved.

Enter a date by which the process outcome measure is anticipated to be completed.

Click **Save**.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

http://jjiswebqt1/DJJPM2010/CAP/processOutcome.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juveni

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Major Deficiency- Process Outcome Measures  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause Process Outcome Measures **Action Steps** Supervisor Review

Select	Root Cause	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/14/2015 02:04 PM

Enter the root cause of the deficiency in this field. Edit if necessary.

Root Cause:

Select	Process Outcome	Persons Accountable And Titles	Anticipated Correction Date	Last Updated By	Last Updated On
Select	Enter the Process Outcome Measure in this field.	Enter name of the person or persons accountable a...	09/15/2015 12:00 AM	Staff, PMMProvider	07/14/2015 02:38 PM

Process/Outcome Measures: \*

Person(s) Accountable & Title: \*

Anticipated Correction Date: \*

Add Edit Save Cancel Delete

The process outcome measure is shown in the list below the root cause.

To add additional process outcome measures, click **Add** and repeat as necessary.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

<< Back

[Deficiency Review](#) [Root Cause](#) [Process Outcome Measures](#) [Action Steps](#) [Supervisor Review](#)

Select	Root Cause	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/14/2015 02:04 PM

Root Cause: Enter the root cause of the deficiency in this field. Edit if necessary.

Select	Process Outcome	Persons Accountable And Titles	Anticipated Correction Date	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter the Process Outcome Measure in this field.	Enter name of the person or persons accountable a...	09/15/2015 12:00 AM	Staff, PMMProvider	07/14/2015 02:38 PM

Last updated by Staff, PMMProvider on 07/14/2015 02:38 PM

Process/Outcome Measures: \* Enter the Process Outcome Measure in this field. This field can be edited after saving.

7413 characters remaining... Check Spelling

Person(s) Accountable & Title: \* Enter name of the person or persons accountable and their title. This field can be edited after saving.

7397 characters remaining... Check Spelling

Anticipated Correction Date: \* 09/15/2015

Add Edit Save Cancel Delete


The process outcome measures can be edited by clicking **Select** and **Edit**. Click **Save** after editing the process outcome.

If all process outcome measures have been entered, click on **Action Steps**.



# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

http://jjiswebqt1/DJJPM2010/CAP/actionSteps.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juvenile Justice

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Major Deficiency- Action Steps**  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause Process Outcome Measures Action Steps Supervisor Review

Please resolve below errors before proceeding:  
• Atleast one action step is required for each Process outcome

	Root Cause	Process Outcome	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Enter the Process/Outcome Measure in this field. ...	Staff, PMMProvider	07/14/2015 02:52 PM
Select	Enter the root cause of the deficiency in this fi...	Add additional Process/Outcome Measures as needed.	Staff, PMMProvider	07/14/2015 02:52 PM

☐ Complete Save

## Reminder!

Each process/outcome measure must have at least one action step. Do not click complete until action steps have been entered.

Click **Select** on the root cause and process outcome measure for which to enter action steps.

Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Major Deficiency- Action Steps**  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause Process Outcome Measures Action Steps Supervisor Review

	Root Cause	Process Outcome	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Enter the Process/Outcome Measure in this field. ...	Staff, PMMProvider	07/14/2015 02:52 PM
Select	Enter the root cause of the deficiency in this fi...	Add additional Process/Outcome Measures as needed.	Staff, PMMProvider	07/14/2015 02:52 PM

☐ Complete Save

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

http://jjiswebqt1/DJJPM2010/CAP/actionSteps.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juvenile Justice

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Major Deficiency- Action Steps**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

Home  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause Process Outcome Measures Action Steps Supervisor Review

	Root Cause	Process Outcome	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Enter the Process/Outcome Measure in this field. ...	Staff, PMMProvider	07/14/2015 02:52 PM
Select	Enter the root cause of the deficiency in this fi...	Add additional Process/Outcome Measures as needed.	Staff, PMMProvider	07/14/2015 02:52 PM

Root Cause:  
Enter the root cause of the deficiency in this field. Edit if necessary.

Process/Outcome Measures:  
Enter the Process/Outcome Measure in this field. This field can be edited after saving.

Action Steps:  
Enter an action step for this Process/Outcome Measure. Best practice is to enter each action step separately.

7390 characters remaining... Check Spelling

Add Save Cancel Delete


☐ Complete Save

Click **Add**, and enter an action step for the selected root cause and process outcome measure.

Click **Save**.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

http://jjiswebqt1/DJJPMH2010/CAP/actionSteps.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juvenile

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Major Deficiency- Action Steps  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back Deficiency Review Root Cause Process Outcome Measures Action Steps Supervisor Review

	Root Cause	Process Outcome	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Enter the Process/Outcome Measure in this field ...	Staff, PMMProvider	07/14/2015 02:52 PM
Select	Enter the root cause of the deficiency in this fi...	Add additional Process/Outcome Measures as needed.	Staff, PMMProvider	07/14/2015 02:52 PM

Root Cause:  
Enter the root cause of the deficiency in this field. Edit if necessary.

Process/Outcome Measures: \*  
Enter the Process/Outcome Measure in this field. This field can be edited after saving.

	ActionStepDescription	Last Updated By	Last Updated On
Select	Enter an action step for this Process/Outcome Mea...	Staff, PMMProvider	07/14/2015 03:23 PM

Action Steps \*

Add Save Cancel Delete

☐ Complete Save

The action step is shown in the list below the selected root cause and process outcome measure. The list of action steps will change based on the item selected.

If additional action steps are needed for the selected item, repeat until all have been entered.



# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

http://jjswebqt1/DJJPM2010/CAP/actionSteps.aspx?Id=1825171999 - Windows Internet Explorer provided by Department of Juvenile Justice



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Major Deficiency- Action Steps  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Provider Supervisor

<< Back

Deficiency Review Root Cause Process Outcome Measures Action Steps Supervisor Review

	Root Cause	Process Outcome	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Enter the Process/Outcome Measure in this field. ...	Staff, PMMProvider	07/14/2015 02:52 PM
Select	Enter the root cause of the deficiency in this fi...	Add additional Process/Outcome Measures as needed.	Staff, PMMProvider	07/14/2015 02:52 PM

Root Cause:

Enter the root cause of the deficiency in this field. Edit if necessary.

Process/Outcome Measures: \*

Add additional Process/Outcome Measures as needed.

	ActionStepDescription	Last Updated By	Last Updated On
Select	This action step is entered for the second Root C...	Staff, PMMProvider	07/14/2015 03:33 PM

Action Steps \*

Add Save Cancel Delete

☐ Complete Save

Select next root cause and process outcome item and add action steps.


When a process outcome measure and action step has been entered for each root cause, mark the corrective action plan **Complete**, and click **Save**.

The system will run a check to be sure all items needed have been entered.



# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY

http://jjiswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=1825171999 - Windows Internet Explorer provided by Depar

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Deficiency Review**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

Deficiency data will not be visible until after the monitoring summary indicating the deficiency has been approved.

Fiscal year 2015 - 2016

		Monitoring Type	Date Identified	Deficiency Type	Deficiency Description	Status	Pending Closure	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	Technical Assistance	07/13/2015	Critical Issues	Enter information related to the critical issue in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:14 AM
Select	<a href="#">View Report</a>	Other Related Monitoring	07/13/2015	Major Deficiency	Enter information related to the deficiency in this field.	Completed	NA	Staff, PMMProvider	07/14/2015 03:43 PM
Select	<a href="#">View Report</a>	Administrative Monitoring	07/13/2015	Minor Deficiency	Enter information related to the deficiency in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:18 AM

100%

The deficiency review screen shows the completion of the corrective action plan and identifies the staff making the most recent update to the plan. Review the corrective action plan in PDF by clicking **View Report**.

# DEFICIENCY REVIEW ~ CORRECTIVE ACTION PLAN REPORT



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING & MANAGEMENT Corrective Action Plan

**Program/Group Name:** Alachua RJDC - Medical Svcs

**Contract(s) #:** 10074

**Provider:** UNIVERSITY OF FLORIDA

**Date Identified:** 07/13/2015

**Description:** Enter information related to the deficiency in this field.

**Requirement:** Enter information related to the requirement that is deficient.

**Root Cause:** Enter the root cause of the deficiency in this field. Edit if necessary.

**Process Measure/ Outcome:** Enter the Process/Outcome Measure in this field. This field can be edited after saving.

**Person Accountable:** Enter name of the person or persons accountable and their title. This field can be edited after saving.

**Anticipated Correction Date:** 09/15/2015

<b>Verification/ Technical Assistance Notes:</b>	
<b>Action Steps</b>	
1 Enter an action step for this Process/Outcome Measure. Best practice is to enter each action step separately.	

**Process Measure/ Outcome:** Add additional Process/Outcome Measures as needed.

**Person Accountable:** Enter accountable staff names and titles here.

**Anticipated Correction Date:** 08/15/2015

<b>Verification/ Technical Assistance Notes:</b>	
<b>Action Steps</b>	
1 This action step is entered for the second Root Cause and Process/Outcome measure combination.	

### Review:

**Provider Staff Name:** PMMProvider Staff

**Date:** 07/14/2015

**Action:** Completed By Provider

**Monitor Name:**

**Date:**

**Action:**

**Supervisor Name:**

**Date:**


**Action:**

**Comments:**

The corrective action plan report displays program and contract information, date deficiency was identified, root cause(s), process outcome measure(s), accountable staff, and action steps. Review statuses are shown as well.

# MAJOR DEFICIENCY~ OBCAP REVIEW/APPROVAL

http://jjiswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=2087549317 - Windows Internet Explorer provided by Depar

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Deficiency Review**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

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**Program Mgmt** **Reports** 10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as OHS Staff

Deficiency data will not be visible until after the monitoring summary indicating the deficiency has been approved.

Fiscal year 2015 - 2016

		Monitoring Type	Date Identified	Deficiency Type	Deficiency Description	Status	Pending Closure	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	Technical Assistance	07/13/2015	Critical Issues	Enter information related to the critical issue in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:14 AM
Select	<a href="#">View Report</a>	Other Related Monitoring	07/13/2015	Major Deficiency	Enter information related to the deficiency in this field.	Approved By Monitor	NA	Staff, PmmProgramArea	07/16/2015 08:48 AM
Select	<a href="#">View Report</a>	Administrative Monitoring	07/13/2015	Minor Deficiency	Enter information related to the deficiency in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:18 AM
Select	<a href="#">View Report</a>	Quarterly Health Tool	07/13/2015	Major Deficiency	Enter information related to the deficiency in this field.	Completed	NA	Staff, PMMProvider	07/17/2015 09:00 AM


To review and approve an OBCAP submitted by the program, click **Select** for the OBCAP in the status of completed.

If the OBCAP was completed by an external team member supervisor, it will automatically update as approved.



# MAJOR DEFICIENCY~ OBCAP REVIEW/APPROVAL

http://jjiswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=2087549317 - Windows Internet Explorer provided by Depar



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Deficiency Review- Major Deficiency  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home

**Program Mgmt** **Reports** 10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as OHS Staff

<< Back **Deficiency Review** Root Cause Process Outcome Measures Action Steps Monitor Review Supervisor Review

Date Identified: 07/13/2015

Major Deficiency Description: Enter information related to the deficiency in this field.

Requirement: Enter information related to the requirement that is deficient.

Add Save Cancel Delete

http://jjiswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=2087549317# 100%

Step through the links, reviewing information entered by the provider.

The review allows you to determine if the provider has clearly identified the true cause of the problem and if they have identified process outcome measures that will correct the deficiency using the actions steps identified to achieve those measures.



# MAJOR DEFICIENCY~ OBCAP REVIEW/APPROVAL

http://jjiswebqt1/DJJJPM2010/CAP/rootCause.aspx?Id=2087549317 - Windows Internet Explorer provided by Department of Juvenile Ju

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Major Deficiency- Root Cause**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

Home **Program Mgmt** **Reports** 10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as OHS Staff

<< Back Deficiency Review **Root Cause** Process Outcome Measures Action Steps Monitor Review Supervisor Review

Deficiency Description: Enter information related to the deficiency in this field.

Select	Root Cause	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/17/2015 09:04 AM

Last updated by Staff, PMMProvider on 07/17/2015 09:04 AM

Root Cause: \* Enter the root cause of the deficiency in this field. Edit if necessary.

Add Save Cancel Delete

100%

To see the details entered, click **Select** to display the full root cause entered by the provider.

All fields are read-only and cannot be edited.

Click **Process Outcome Measures** to move to the next screen.

# MAJOR DEFICIENCY~ OBCAP REVIEW/APPROVAL

You are logged in as OHS Staff

<< Back

[Deficiency Review](#) [Root Cause](#) [Process Outcome Measures](#) [Action Steps](#) [Monitor Review](#) [Supervisor Review](#)

	Root Cause	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/17/2015 09:04 AM

100%

Click **Select** to display the full root cause entered by the provider.

Click **Select** on a process outcome measure to display the full text entered.

Continue to select process outcome measures until all have been reviewed.

Click **Action Steps** to move to the next screen

	Root Cause	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/17/2015 09:04 AM

Root Cause: Enter the root cause of the deficiency in this field. Edit if necessary.

	Process Outcome	Persons Accountable And Titles	Anticipated Correction Date	Last Updated By	Last Updated On
Select	Enter the Process/Outcome Measure in this field. ...	Enter name of the person or persons accountable a...	08/31/2015 12:00 AM	Staff, PMMProvider	07/17/2015 09:04 AM
Select	Add additional Process/Outcome Measures as needed.	Enter accountable staff names and titles here.	07/31/2015 12:00 AM	Staff, PMMProvider	07/17/2015 09:05 AM

Last updated by Staff, PMMProvider on 07/17/2015 09:04 AM

Process/Outcome Measures: \* Enter the Process/Outcome Measure in this field. This field can be edited after saving.

Person(s) Accountable & Title: \* Enter name of the person or persons accountable and their title. This field can be edited after saving.

Anticipated Correction Date: \* 08/31/2015

Add Edit Save Cancel Delete

100%

# MAJOR DEFICIENCY~ OBCAP REVIEW/APPROVAL

http://jjiswebqt1/DJJPM2010/CAP/actionSteps.aspx?Id=2087549317 - Windows Internet Explorer provided by Department of Juvenile

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Major Deficiency- Action Steps**  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home **Program Mgmt** Reports 10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as OHS Staff

<< Back Deficiency Review Root Cause Process Outcome Measures **Action Steps** Monitor Review Supervisor Review

	Root Cause	Process Outcome	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Enter the Process/Outcome Measure in this field. ...	Staff, PMMProvider	07/17/2015 09:04 AM
Select	Enter the root cause of the deficiency in this fi...	Add additional Process/Outcome Measures as needed.	Staff, PMMProvider	07/17/2015 09:05 AM

☒ Complete Save  
Completed By Staff, PMMProvider on 07/17/2015 09:06 AM

100%

On the action steps screen, click **Select** to display the action steps entered by the provider for each root cause and process outcome.

# MAJOR DEFICIENCY~ OBCAP REVIEW/APPROVAL

You are logged in as OHS Staff

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	Root Cause	Process Outcome	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Enter the Process/Outcome Measure in this field. ...	Staff, PMMProvider	07/17/2015 09:04 AM
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Add additional Process/Outcome Measures as needed.	Staff, PMMProvider	07/17/2015 09:05 AM

Root Cause:

Process/Outcome Measures: \*

	ActionStepDescription	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter an action step for this Process/Outcome Mea...	Staff, PMMProvider	07/17/2015 09:06 AM

Last updated by Staff, PMMProvider on 07/17/2015 09:06 AM

Action Steps \*

[Add](#)   [Save](#)   [Cancel](#)   [Delete](#)

[Cancel](#)

100%

Click **Select** to display action steps for the root cause and process outcome selected.

Click **Select** on each action step until all have been reviewed.

Continue for each root cause and process outcome entered for this deficiency.

When all items have been reviewed, click **Monitor Review**.



# MAJOR DEFICIENCY~ OBCAP REVIEW/APPROVAL

Select **Approve** or **Disapprove**.

Disapproved OBCAPs are routed back to the provider for editing.

Approved OBCAPs will then require supervisor approval. If the supervisor performed the monitor review it will automatically be approved.

Comments are optional if approving the corrective action plan, but must be entered if disapprove is selected.

http://jjiswebqt1/DJJPM2010/DeficiencyReview/monitorSupervisorReview.aspx?ReviewType=monitor&I - Windows Internet Explorer pro

DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Major deficiency- Monitor Review  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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You are logged in as OHS Staff

Monitor Approval/Disapproval

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☐ Approve ☐ Disapprove

Comment: \*

http://jjiswebqt1/DJJPM2010/DeficiencyReview/monitorSupervisorReview.aspx?ReviewType=monitor&I - Windows Internet Explorer pro

DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Major deficiency- Monitor Review  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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You are logged in as OHS Staff

Monitor Approval/Disapproval

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Deficiency Review Root Cause Process Outcome Measures Action Steps **Monitor Review** Supervisor Review

☐ Approve ☒ Disapprove

Add additional information necessary to achieve process/outcome measures.

Comment: \*

7427 characters remaining...

Save Cancel

Check Spelling

# MAJOR DEFICIENCY~ OBCAP REVIEW/APPROVAL

http://jjiswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=788548319 - Windows Internet Explorer provided by Depart



**DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT**

**Deficiency Review**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

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**Program Mgmt** | **Program Assignment** | **Reports**

10074 - Alachua RJDC - Medical Svcs

You are logged in as OHS Staff Supervisor

Deficiency data will not be visible until after the monitoring summary indicating the deficiency has been approved.

Fiscal year

		Monitoring Type	Date Identified	Deficiency Type	Deficiency Description	Status	Pending Closure	Last Updated By	Last Updated On
<a href="#">Select</a>	<a href="#">View Report</a>	Technical Assistance	07/13/2015	Critical Issues	Enter information related to the critical issue in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:14 AM
<a href="#">Select</a>	<a href="#">View Report</a>	Other Related Monitoring	07/13/2015	Major Deficiency	Enter information related to the deficiency in this field.	Approved By Monitor	NA	Staff, PmmProgramArea	07/16/2015 08:48 AM
<a href="#">Select</a>	<a href="#">View Report</a>	Administrative Monitoring	07/13/2015	Minor Deficiency	Enter information related to the deficiency in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:18 AM
<a href="#">Select</a>	<a href="#">View Report</a>	Quarterly Health Tool	07/13/2015	Major Deficiency	Enter information related to the deficiency in this field.	Approved By Monitor	NA	Staff, PMMOHS	07/17/2015 11:27 AM

100%

Click **Select** to review the corrective action plan submitted by the provider and reviewed by the external team member.



# MAJOR DEFICIENCY~ SUPERVISOR REVIEW OF OBCAP

http://jjiswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=788548319 - Windows Internet Explorer provided by Depart



DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Deficiency Review- Major Deficiency  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home | **Program Mgmt** | Program Assignment | Reports | 10074 - Alachua RJDC - Medical Svcs [v] Details [x] Exit

You are logged in as OHS Staff Supervisor

<< Back | Deficiency Review | Root Cause | Process Outcome Measures | Action Steps | Monitor Review | Supervisor Review

Date Identified: 07/13/2015

Major Deficiency Description:  
Enter information related to the deficiency in this field.

Requirement:  
Enter information related to the requirement that is deficient.

Add Save Cancel Delete

100%

Step through the links, reviewing information entered by the provider.

The review allows you to determine if the provider has clearly identified the true root cause, if they have identified process outcome measures that will correct the deficiency, and the actions steps necessary to achieve those measures.

# MAJOR DEFICIENCY ~ SUPERVISOR REVIEW OF OBCAP

http://jjiswebqt1/DJJPM2010/CAP/rootCause.aspx?Id=788548319 - Windows Internet Explorer provided by Department of Juvenile Jus

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Major Deficiency- Root Cause  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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You are logged in as OHS Staff Supervisor

[<< Back](#) [Deficiency Review](#) [Root Cause](#) [Process Outcome Measures](#) [Action Steps](#) [Monitor Review](#) [Supervisor Review](#)

Deficiency Description: Enter information related to the deficiency in this field.

Select	Root Cause	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/17/2015 09:04 AM

Last updated by Staff, PMMProvider on 07/17/2015 09:04 AM

Root Cause: \* Enter the root cause of the deficiency in this field. Edit if necessary.

Edit Requested By: \*

Edit Justification: \*

[Add](#) [Save](#) [Cancel](#) [Delete](#)

100%

Click **Select** to display the full root cause entered by the provider.

All fields are read-only and cannot be edited.

Click **Process Outcome Measures** to move to the next screen.



# MAJOR DEFICIENCY~ OHS/SUPERVISOR REVIEW OF CAP

You are logged in as OHS Staff Supervisor

[<< Back](#)

[Deficiency Review](#) [Root Cause](#) [Process Outcome Measures](#) [Action Steps](#) [Monitor Review](#) [Supervisor Review](#)

Select	Root Cause	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/17/2015 09:04 AM

Click **Select** to display the full root cause entered by the provider.

Click **Select** on a process outcome measure to display the full text entered.

Continue to select process outcome measures until all have been reviewed.

Click **Action Steps** to move to the next screen.

[Select](#) Enter the root cause of the deficiency in this fi... Staff, PMMProvider 07/17/2015 09:04 AM

Enter the root cause of the deficiency in this field. Edit if necessary.

Root Cause:

Select	Process Outcome	Persons Accountable And Titles	Anticipated Correction Date	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter the Process/Outcome Measure in this field. ...	Enter name of the person or persons accountable a...	08/31/2015 12:00 AM	Staff, PMMProvider	07/17/2015 09:04 AM
<a href="#">Select</a>	Add additional Process/Outcome Measures as needed.	Enter accountable staff names and titles here.	07/31/2015 12:00 AM	Staff, PMMProvider	07/17/2015 09:05 AM

Last updated by Staff, PMMProvider on 07/17/2015 09:04 AM

Enter the Process/Outcome Measure in this field. This field can be edited after saving.

Process/Outcome Measures: \*

Enter name of the person or persons accountable and their title. This field can be edited after saving.

Person(s) Accountable & Title: \*

Anticipated Correction Date: \* 08/31/2015

Edit Requested By: \*


Edit Justification: \*

[Add](#) [Edit](#) [Save](#) [Cancel](#) [Delete](#)

100%

# MAJOR DEFICIENCY~ SUPERVISOR REVIEW OF OBCAP

http://jjiswebqt1/DJJJPM2010/CAP/actionSteps.aspx?Id=788548319 - Windows Internet Explorer provided by Department of Juvenile J



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Major Deficiency- Action Steps**  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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You are logged in as OHS Staff Supervisor

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	Root Cause	Process Outcome	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Enter the Process/Outcome Measure in this field. ...	Staff, PMMProvider	07/17/2015 09:04 AM
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Add additional Process/Outcome Measures as needed.	Staff, PMMProvider	07/17/2015 09:05 AM

☒ Complete   [Save](#)   Completed By Staff, PMMProvider on 07/17/2015 11:24 AM

100%

Click **Select** to display the root cause and process outcome entered by the provider.

# MAJOR DEFICIENCY~ SUPERVISOR REVIEW OF OBCAP

You are logged in as OHS Staff Supervisor

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[Deficiency Review](#) [Root Cause](#) [Process Outcome Measures](#) [Action Steps](#) [Monitor Review](#) [Supervisor Review](#)

	Root Cause	Process Outcome	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Enter the Process/Outcome Measure in this field. ...	Staff, PMMProvider	07/17/2015 09:04 AM
<a href="#">Select</a>	Enter the root cause of the deficiency in this fi...	Add additional Process/Outcome Measures as needed.	Staff, PMMProvider	07/17/2015 09:05 AM

Root Cause:

Process/Outcome Measures:

	ActionStepDescription	Last Updated By	Last Updated On
<a href="#">Select</a>	Enter an action step for this Process/Outcome Mea...	Staff, PMMProvider	07/17/2015 09:06 AM

Last updated by Staff, PMMProvider on 07/17/2015 09:06 AM

Action Steps:

Edit Requested By:

Edit Justification:

☒ Complete  Completed By Staff, PMMProvider on 07/17/2015 11:24 AM

Click **Select** to display action steps for the root cause and process/outcome selected.


Click **Select** on each action step until all have been reviewed.

Continue for each root cause and process/outcome entered for this deficiency.

When all items have been reviewed, click **Monitor Review**.

# MAJOR DEFICIENCY~ SUPERVISOR REVIEW OF OBCAP

http://jjiswebqt1/DJJPM2010/DeficiencyReview/monitorSupervisorReview.aspx?ReviewType=monitor&I - Windows Internet Explorer pro



**DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT**

Major deficiency- Monitor Review  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as OHS Staff Supervisor

Monitor Approval/Disapproval

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[Deficiency Review](#) | [Root Cause](#) | [Process Outcome Measures](#) | [Action Steps](#) | [Monitor Review](#) | [Supervisor Review](#)

☒ Approve ☐ Disapprove

Comment: \* 

Additional information was added by the provider.

[Save](#) [Cancel](#)

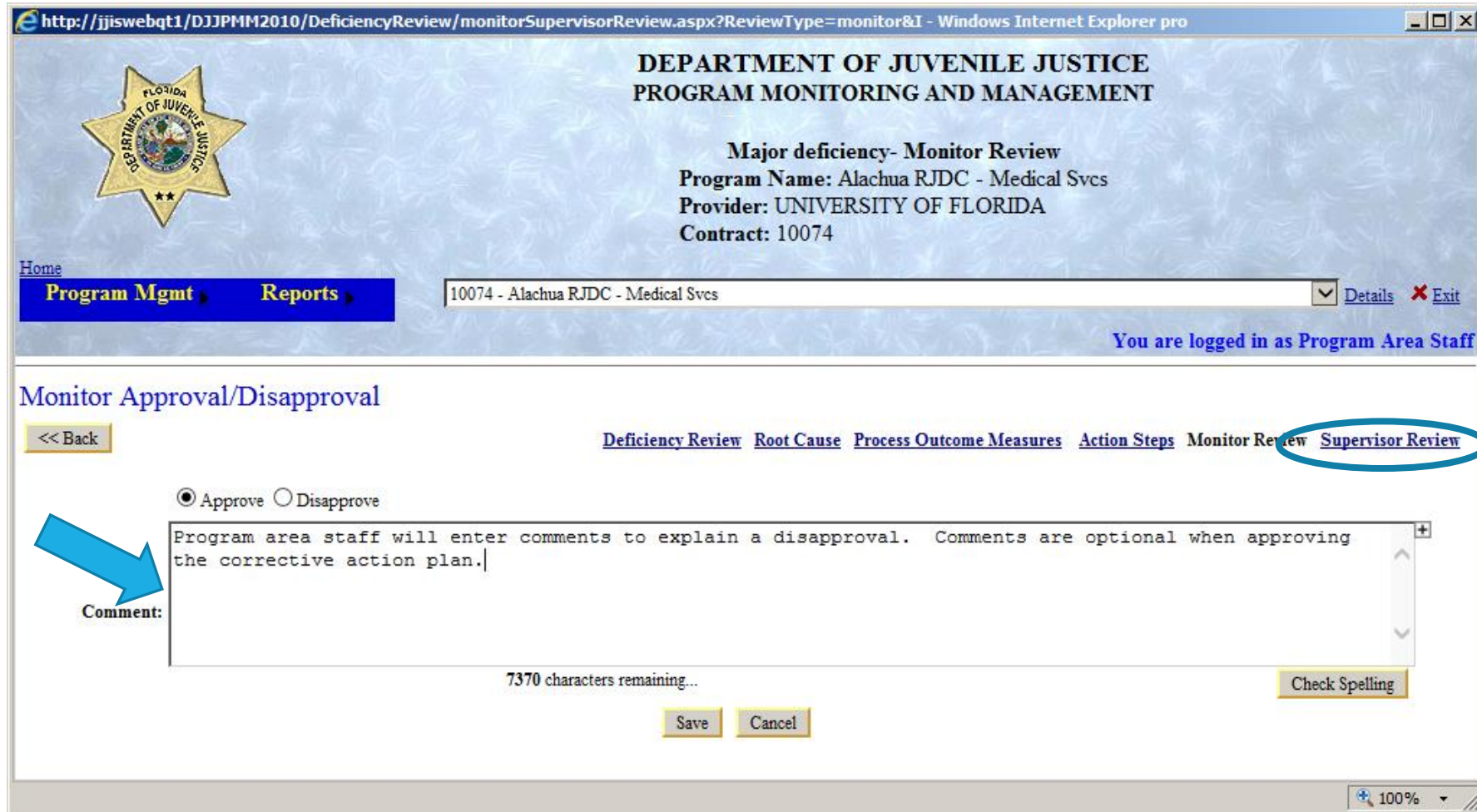
100%

Review monitor's comments if any.

Click **Supervisor Review**.



# MAJOR DEFICIENCY~ SUPERVISOR OBCAP APPROVAL



http://jjiswebqt1/DJJPM2010/DeficiencyReview/monitorSupervisorReview.aspx?ReviewType=monitor&I - Windows Internet Explorer pro

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Major deficiency- Monitor Review  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

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10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as Program Area Staff

Monitor Approval/Disapproval

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☒ Approve ☐ Disapprove

Program area staff will enter comments to explain a disapproval. Comments are optional when approving the corrective action plan.

Comment:

7370 characters remaining...

Save Cancel

Check Spelling

100%

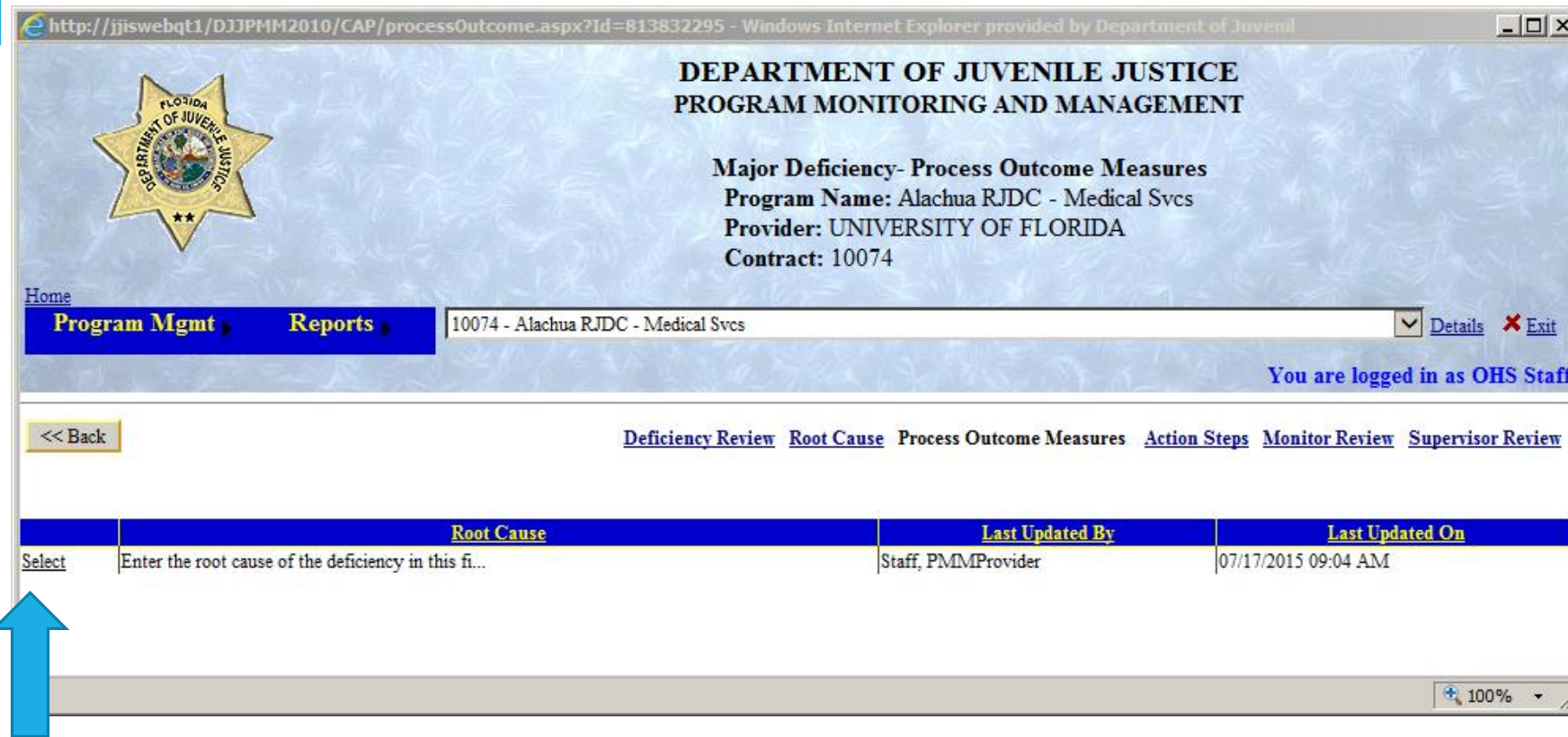
Select **Approve** or **Disapprove**.

Comments are optional if approving the OBCAP, but must be entered if disapprove is selected.

Disapproved OBCAPs are routed back to the provider for editing.

Once the OBCAP is approved, verification monitoring can be conducted.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY UPDATE



http://jjiswebqt1/DJJPM2010/CAP/processOutcome.aspx?Id=813832295 - Windows Internet Explorer provided by Department of Juvenil

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Major Deficiency- Process Outcome Measures  
Program Name: Alachua RJDC - Medical Svcs  
Provider: UNIVERSITY OF FLORIDA  
Contract: 10074

Home  
**Program Mgmt** **Reports** 10074 - Alachua RJDC - Medical Svcs Details Exit

You are logged in as OHS Staff

<< Back Deficiency Review Root Cause Process Outcome Measures Action Steps Monitor Review Supervisor Review

Select	Root Cause	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/17/2015 09:04 AM

100%

Click on the root cause for which you want to enter an update.

While the provider is resolving the deficiency that required an OBCAP, staff may provide technical assistance or perform verification monitoring.

These visits are documented on the process outcome measures screen of the deficiency review.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY UPDATE

You are logged in as OHS Staff

<< Back

[Deficiency Review](#) [Root Cause](#) [Process Outcome Measures](#) [Action Steps](#) [Monitor Review](#) [Supervisor Review](#)

	Root Cause	Last Updated By	Last Updated On
Select	Enter the root cause of the deficiency in this fi...	Staff, PMMProvider	07/17/2015 09:04 AM

Root Cause: Enter the root cause of the deficiency in this field. Edit if necessary.

	Process Outcome	Persons Accountable And Titles	Anticipated Correction Date	Last Updated By	Last Updated On
Select	Enter the Process/Outcome Measure in this field. ...	Enter name of the person or persons accountable a...	08/31/2015 12:00 AM	Staff, PMMProvider	07/17/2015 09:04 AM
Select	Add additional Process/Outcome Measures as needed.	Enter accountable staff names and titles here.	07/31/2015 12:00 AM	Staff, PMMProvider	07/17/2015 09:05 AM

Last updated by Staff, PMMProvider on 07/17/2015 09:04 AM

Process/Outcome Measures: \* Enter the Process/Outcome Measure in this field. This field can be edited after saving.

Person(s) Accountable & Title: \* Enter name of the person or persons accountable and their title. This field can be edited after saving.

Anticipated Correction Date: \* 08/31/2015

Edit Requested By: \*

Edit Justification: \*

Add Edit Save Cancel Delete

Click on the process outcome measure for which you want to enter an update.

Scroll down to the bottom section of your screen.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY UPDATE

Edit Requested By: \*

Edit Justification: \*

Comments: \*

Date: \*

Additional site visit required: ☐ Yes ☐ No

Process Outcome Closed: ☐ Yes ☐ No ☐ NA

**Add** Edit Save Cancel Delete

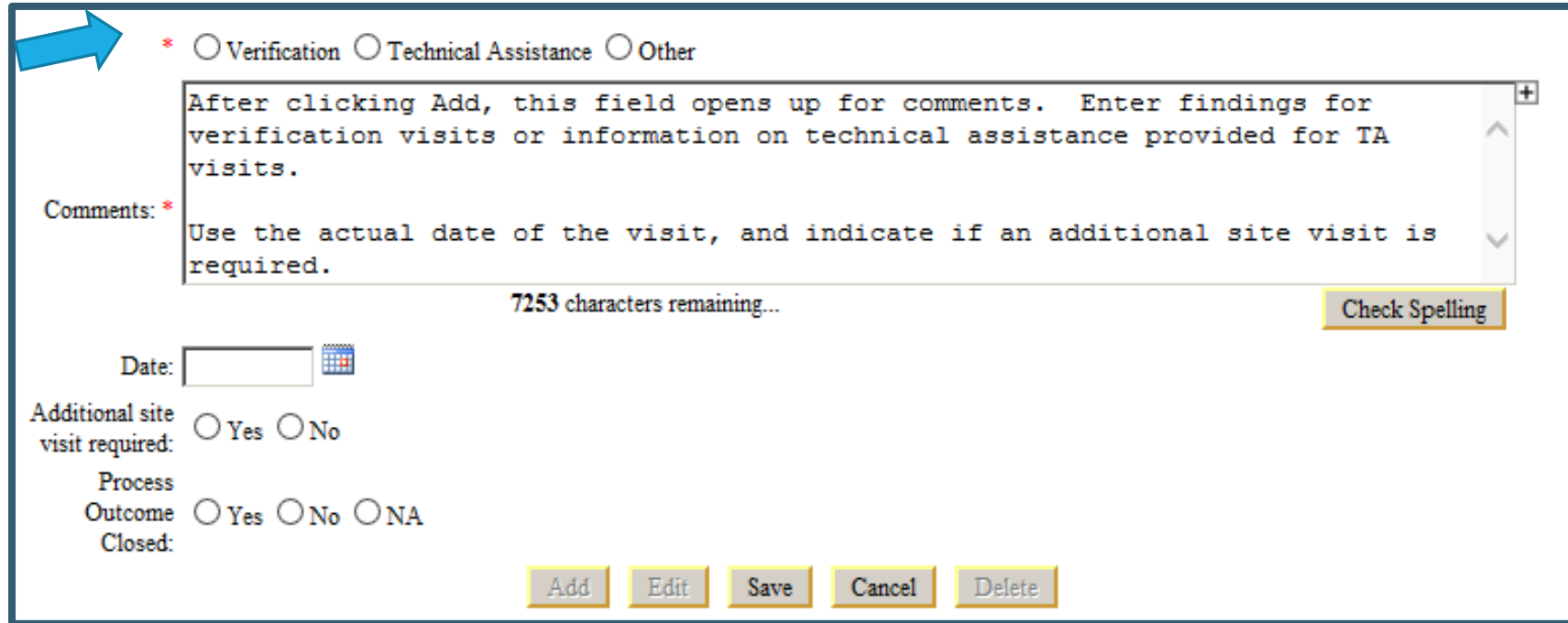
**Add** Edit Save Cancel Delete

100%

Click **Add** to enter an update.



# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY UPDATE




\* ☐ Verification ☐ Technical Assistance ☐ Other

After clicking Add, this field opens up for comments. Enter findings for verification visits or information on technical assistance provided for TA visits.

Comments: \*  
Use the actual date of the visit, and indicate if an additional site visit is required.

7253 characters remaining...

Date:  

Additional site visit required: ☐ Yes ☐ No

Process Outcome Closed: ☐ Yes ☐ No ☐ NA

Select **Verification**, **Technical Assistance** or **Other**.

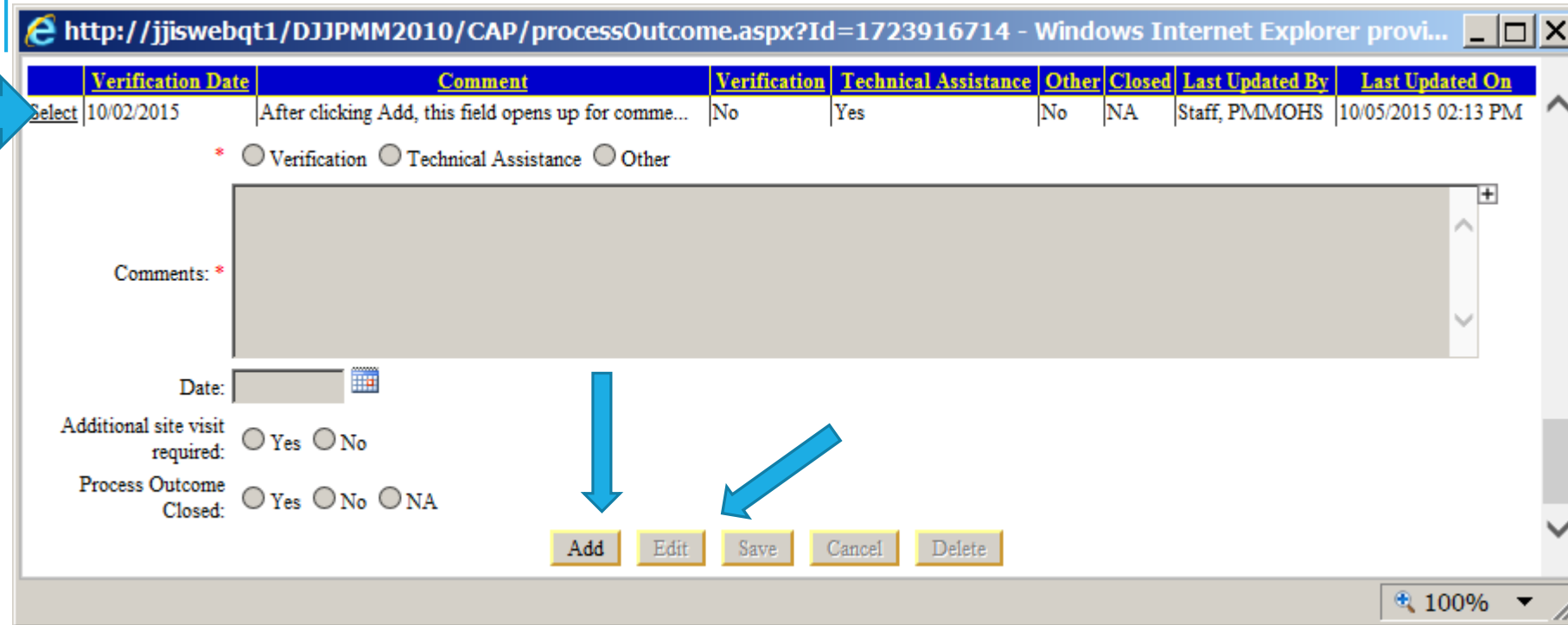
Enter comments to document technical assistance provided or the findings of a verification visit.

Enter the date of the visit and indicate if an additional site visit is required.

If this was a verification visit and the process outcome measure has been completed, click **Yes**, otherwise, click **No**. Click **Save**.

To update the OBCAP as Corrected – all process outcomes must be updated as Process Outcome Closed – Yes. This will mark the deficiency as Corrected and close the OBCAP.

# DEFICIENCY REVIEW ~ MAJOR DEFICIENCY UPDATE




http://jjiswebqt1/DJJPM2010/CAP/processOutcome.aspx?Id=1723916714 - Windows Internet Explorer provi...

	Verification Date	Comment	Verification	Technical Assistance	Other	Closed	Last Updated By	Last Updated On
Select	10/02/2015	After clicking Add, this field opens up for comme...	No	Yes	No	NA	Staff, PMMOHS	10/05/2015 02:13 PM

\* ☐ Verification ☐ Technical Assistance ☐ Other

Comments: \*

Date:  

Additional site visit required: ☐ Yes ☐ No

Process Outcome Closed: ☐ Yes ☐ No ☐ NA

Click **Add** to enter a status update for the same process outcome, or repeat the process as needed to enter updates for other process outcome measures.

The information updated is shown in the list.  
Click **Select** and then **Edit** to make any changes to the text entered.

# CLOSING THE MAJOR DEFICIENCY/CORRECTIVE ACTION PLAN

Major deficiencies are closed when all the process outcomes have been corrected.

External team members have permission to close process outcomes.

# DEFICIENCY REVIEW ~ PROVIDER




Click **Deficiency Review** to review deficiencies and respond to any major deficiencies that have been outlined in a monitoring summary.



# DEFICIENCY REVIEW ~ PROVIDER

http://jjiswebqt1/DJJPMM2010/DeficiencyReview/deficiencyReview.aspx?ID=268682251 - Windows Internet Explorer provided by Depart

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Deficiency Review**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

Deficiency data will not be visible until after the monitoring summary indicating the deficiency has been approved.

Fiscal year: 2015 - 2016

		Monitoring Type	Date Identified	Deficiency Type	Deficiency Description	Status	Pending Closure	Last Updated By	Last Updated On
Select	<a href="#">View Report</a>	Technical Assistance	07/13/2015	Critical Issues	Enter information related to the critical issue in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:14 AM
Select	<a href="#">View Report</a>	Other Related Monitoring	07/13/2015	Major Deficiency	Enter information related to the deficiency in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:16 AM
Select	<a href="#">View Report</a>	Administrative Monitoring	07/13/2015	Minor Deficiency	Enter information related to the deficiency in this field.	Deficiency Identified	NA	Staff, PMMRegMtr	07/13/2015 10:18 AM

For each deficiency, the deficiency review screen shows the monitoring type, the date identified, what type of deficiency, the first 50 characters of the description of the deficiency, the current status, and the last person that updated the status.

Select **Fiscal Year** to view or work with deficiencies from previous fiscal years.

**Select** allows you to review the complete deficiency. **View Report** allows you to view a PDF of the deficiency report, which can then be printed, saved or e-mailed as needed.

# DEFICIENCY REVIEW ~ CRITICAL ISSUE ~ PROVIDER

http://jjiswebqt1/DJJPMM2010/DeficiencyReview/deficiencyReview.aspx?ID=268682251 - Windows Internet Explorer provided by Depart



**DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT**

**Deficiency Review- Critical Issues**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

<< Back

Date Identified: 07/13/2015

Critical Issues Description: Enter information related to the critical issue in this field.

Immediate Action Taken: Enter information related to immediate actions taken in this field.

Date Closed:

Days taken for correction: 0

[Add](#) [Save](#) [Cancel](#) [Delete](#)

100%

Critical issues are read only for the provider. The system allows you to review the data that was entered about this critical issue in the monitoring summary.

# DEFICIENCY REVIEW ~ MINOR DEFICIENCY ~ PROVIDER

http://jjswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=268682251 - Windows Internet Explorer provided by Depart



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Deficiency Review- Minor Deficiency**  
**Program Name:** Alachua RJDC - Medical Svcs  
**Provider:** UNIVERSITY OF FLORIDA  
**Contract:** 10074

[Home](#)  
**Program Mgmt**

10074 - Alachua RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Provider Supervisor

<< Back

Date Identified: 07/13/2015

Minor Deficiency Description:  
Enter information related to the deficiency in this field.

Requirement:  
Enter information related to the requirement in this field.

[Add](#) [Save](#) [Cancel](#) [Delete](#)

http://jjswebqt1/DJJPM2010/DeficiencyReview/deficiencyReview.aspx?ID=268682251# 100%

Minor deficiencies are read only for the provider. The system allows you to review the data that was entered about this deficiency in the monitoring summary.



# CHRONOLOGICAL NOTES

http://jjiswebqt1/DJJPM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

[Home](#)  
**Program Mgmt** **Reports**

10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)

You are logged in as External Monitor Supervisor

Chronologicals

Items to Complete Reports

Monitoring Summary On Hold Report

Program: 10128 - Fn- Anchorage Non- Residential

Document Library

Monitoring History

Monitoring Plan

Monitoring Summary

Deficiency Review


Allows users to  
add chronological  
notes.

Click on  
**Chronologicals.**



# CHRONOLOGICAL NOTES

Chronologicals - Windows Internet Explorer provided by Department of Juvenile Justice



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

[Home](#) **Program Mgmt** **Reports**

10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)

You are logged in as External Monitor Supervisor

**Fn- Anchorage Non- Residential**

<a href="#">Pending Reviews</a>
<a href="#">Completed Reviews</a>
No Supervisory Reviews
<a href="#">General Chronologicals</a>
<a href="#">Historical data form RSMS</a>

110%

The screen has three separate areas for storing notes:

Pending Reviews

Completed Reviews

General Chronological Notes

This screen also shows historical notes pulled over from RSMS.


NOTE: RSMS is the system used by DJJ prior to PMM.

# CHRONOLOGICAL NOTES

## Pending Reviews

- These notes have not been reviewed by the supervisor.

Chronologicals - Windows Internet Explorer provided by Department of Juvenile Justice

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
Program Name: Brevard RJDC - Medical Services  
Provider: CORRECT CARE SOLUTIONS, LLC  
Contract: X1715

[Home](#) [Details](#) [Exit](#) [Exit](#)  
You are logged in as Master

**Brevard RJDC - Medical Services**

**Pending Reviews**

[Print Chronologicals](#) [Deleted Chronologicals / Supervisory Reviews Report](#)  
[New](#)

[Record Count: 25](#)  
1 2 3

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

[Supervisory Review](#)

**Completed Reviews**

**General Chronologicals**

**Historical data form RSMS**

100%

# CHRONOLOGICAL NOTES

## Completed Reviews

- All notes that have been reviewed by the supervisor will be grouped by review date in the completed review section.
- This screen has no completed supervisory reviews, as indicated by the comment shown.

The screenshot shows a web application window titled "Chronologicals - Internet Explorer". The header features the Florida Department of Juvenile Justice logo on the left and the text "DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING AND MANAGEMENT" on the right. Below the header, the page is titled "Chronologicals" and displays the following information: "Program Name: West Hillsborough RJDC - Medical Svcs", "Provider: MAXIM HEALTHCARE SERVICES", and "Contract: D2056". A navigation bar contains links for "Home", "Program Mgmt", and "Reports". A dropdown menu shows "D2056 - West Hillsborough RJDC - Medical Svcs" with "Details" and "Exit" links. A status message at the bottom right states "You are logged in as Contract Manager". The main content area is titled "West Hillsborough RJDC - Medical Svcs" and contains a table with the following sections: "Pending Reviews", "Completed Reviews", "General Chronologicals", and "Historical data form RSMS". The "Completed Reviews" section is highlighted with a blue arrow and contains the text "No Supervisory Reviews". The bottom of the window shows a zoom level of 115%.

Chronologicals - Internet Explorer

DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Chronologicals  
Program Name: West Hillsborough RJDC - Medical Svcs  
Provider: MAXIM HEALTHCARE SERVICES  
Contract: D2056

Home Program Mgmt Reports

D2056 - West Hillsborough RJDC - Medical Svcs Details Exit

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

Pending Reviews
Completed Reviews
No Supervisory Reviews
General Chronologicals
Historical data form RSMS

115%

# CHRONOLOGICAL NOTES

## General Chronological Notes

- This area stores notes about a program.

Chronologicals - Internet Explorer

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
**Program Name:** West Hillsborough RJDC - Medical Svcs  
**Provider:** MAXIM HEALTHCARE SERVICES  
**Contract:** D2056

[Home](#)  
**Program Mgmt** **Reports**

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Contract Manager

**West Hillsborough RJDC - Medical Svcs**

[Pending Reviews](#)  
[Completed Reviews](#)  
[General Chronologicals](#)  
[New](#)

No General Chronologicals

[Historical data form RSMS](#)

100%



# CHRONOLOGICAL NOTES ~ RSMS HISTORICAL NOTES

Chronologicals - Internet Explorer

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
**Program Name:** Melbourne Center for Personal Growth  
**Provider:** ASSOCIATED MARINE INSTITUTE D/B/A AMIKIDS, INC.  
**Contract:** R2119

[Home](#)  
**Program Mgmt** ▶ **Reports** ▶

R2119 - Melbourne Center for Personal Growth ▼ [Details](#) ✕ [Exit](#)

You are logged in as Contract Manager

**Melbourne Center for Personal Growth**

Pending Reviews

Completed Reviews

General Chronologicals

Historical data form RSMS

	Program Name	ContractNumber	Contact Date	Activity Name	Last Updated By	Last Updated On
<a href="#">View Report</a>	Melbourne Center for Personal Growth	R2119	10/01/2013	Off-site monitoring, technical assistance, and/or report preparation	Carldernett S Davis	10/01/2013 12:45 PM
<a href="#">View Report</a>	Melbourne Center for Personal Growth	R2119	09/26/2013	Off-site monitoring, technical assistance, and/or report preparation	Carldernett S Davis	09/27/2013 09:48 AM
<a href="#">View Report</a>	Melbourne Center for Personal Growth	R2119	09/20/2013	Off-site monitoring, technical assistance, and/or report preparation	Carldernett S Davis	09/27/2013 09:47 AM
<a href="#">View Report</a>	Melbourne Center for Personal Growth	R2119	09/05/2013	Site-visit report	Carldernett S Davis	09/05/2013 01:44 PM

100%

This screen also shows historical notes pulled over from RSMS.

Click **View Report** to open the RSMS Chronological note in PDF.

# CHRONOLOGICAL NOTES ~ RSMS HISTORICAL NOTES



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE RESIDENTIAL SERVICES MONITORING SYSTEM CHRONOLOGICAL

**Contract:** R2119 - Melbourne Center of (R2119) Personal Growth  
**Program:** Melbourne Center for Personal Growth  
**Provider:** AMKids, INC.

Date of Contact	Program Name	Contact Type	Name of Contact	Created By	Activity Type	Time Spent	Status	Date of Entry
9/26/2013	Melbourne Center for Personal Growth	Email	Sandra Johnson	Carldebert S Davis	Off-site monitoring, technical assistance, and/or report preparation	5 minutes	Completed by Monitor	9/27/2013

### Description:

A email was sent to Sandra Johnson, Technical Assistance, to find out how to refer the program for assistance on delinquency interventions fidelity monitoring.

### History

**Monitor Name:** Carldebert S Davis

**Date:** 9/27/2013

**Action:** Completed By Monitor

**Comments:**

The RSMS Chronological note opens, allowing you to review the note entered.

# CHRONOLOGICAL NOTES ~ PENDING REVIEWS SCREEN

Brevard RJDC - Medical Services

Pending Reviews

Print Chronologicals

Deleted Chronologicals / Supervisory Reviews Report

New

Record Count: 25

1 2 3

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

Supervisory Review

Under Pending Reviews, you can see the notes that have not been reviewed by the supervisor. This screen allows you to create a new chronological note or print chronological notes using a date range.

# CHRONOLOGICAL NOTES ~ CREATING A NOTE

**Brevard RJDC - Medical Services**

Pending Reviews

[Print Chronologicals](#) [Deleted Chronologicals / Supervisory Reviews Report](#)

[New](#)

[Record Count: 25](#)

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM

[Supervisory Review](#)

There may be more than one page of notes as indicated here.

To create a new chronological note, click the **New** button.




# CHRONOLOGICAL NOTES

Chronological Entry - Internet Explorer

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

Remember to click the SAVE button before leaving this screen.

Contact Date / Time 

Activity Time

Any time registered in a Monitoring Summary will not need to be entered in these data fields, as they feed into the Activity log and will cause duplication.

Time in Task:	Hr	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Time in Travel:	Hr	<input type="text" value="0"/>	Min	<input type="text" value="0"/>
Time in Prep:	Hr	<input type="text" value="0"/>	Min	<input type="text" value="0"/>

Activity [\(explanation of activity types\)](#)

...

☐ Other (Specify)

Type

...

☐ Other (Specify)

Enter the Contact Date/Time as well as Activity Time, Type of Activity, and Type of Contact.

# CHRONOLOGICAL NOTES

Contacts ☐ N/A - No person

New

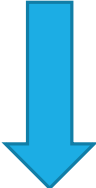
Title	Last Name	First Name

1

General Narrative:\*

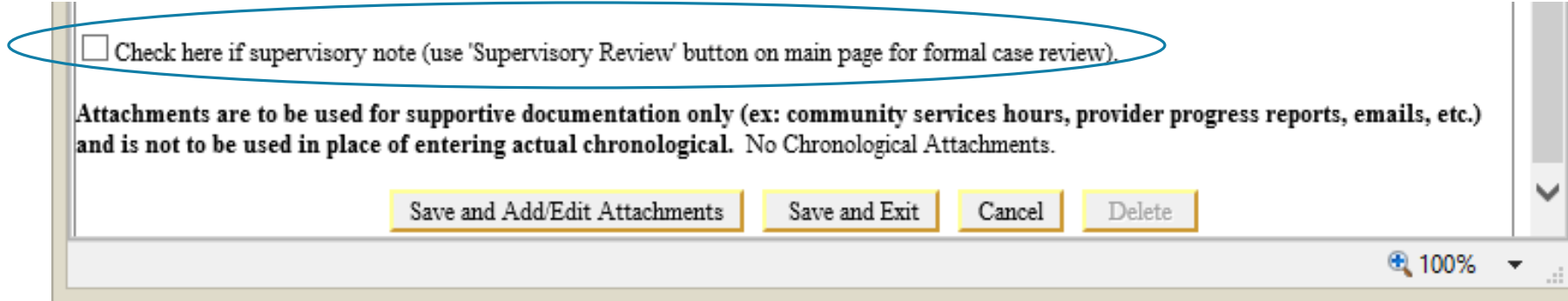
7500 characters remaining...

Check Spelling



After you document the person contacted or enter N/A if no other person was involved, outline your activity in the General Narrative field. Expand your field by clicking on the plus sign and don't forget to spell check!

# CHRONOLOGICAL NOTES



☐ Check here if supervisory note (use 'Supervisory Review' button on main page for formal case review).

Attachments are to be used for supportive documentation only (ex: community services hours, provider progress reports, emails, etc.) and is not to be used in place of entering actual chronological. No Chronological Attachments.

Save and Add/Edit Attachments Save and Exit Cancel Delete

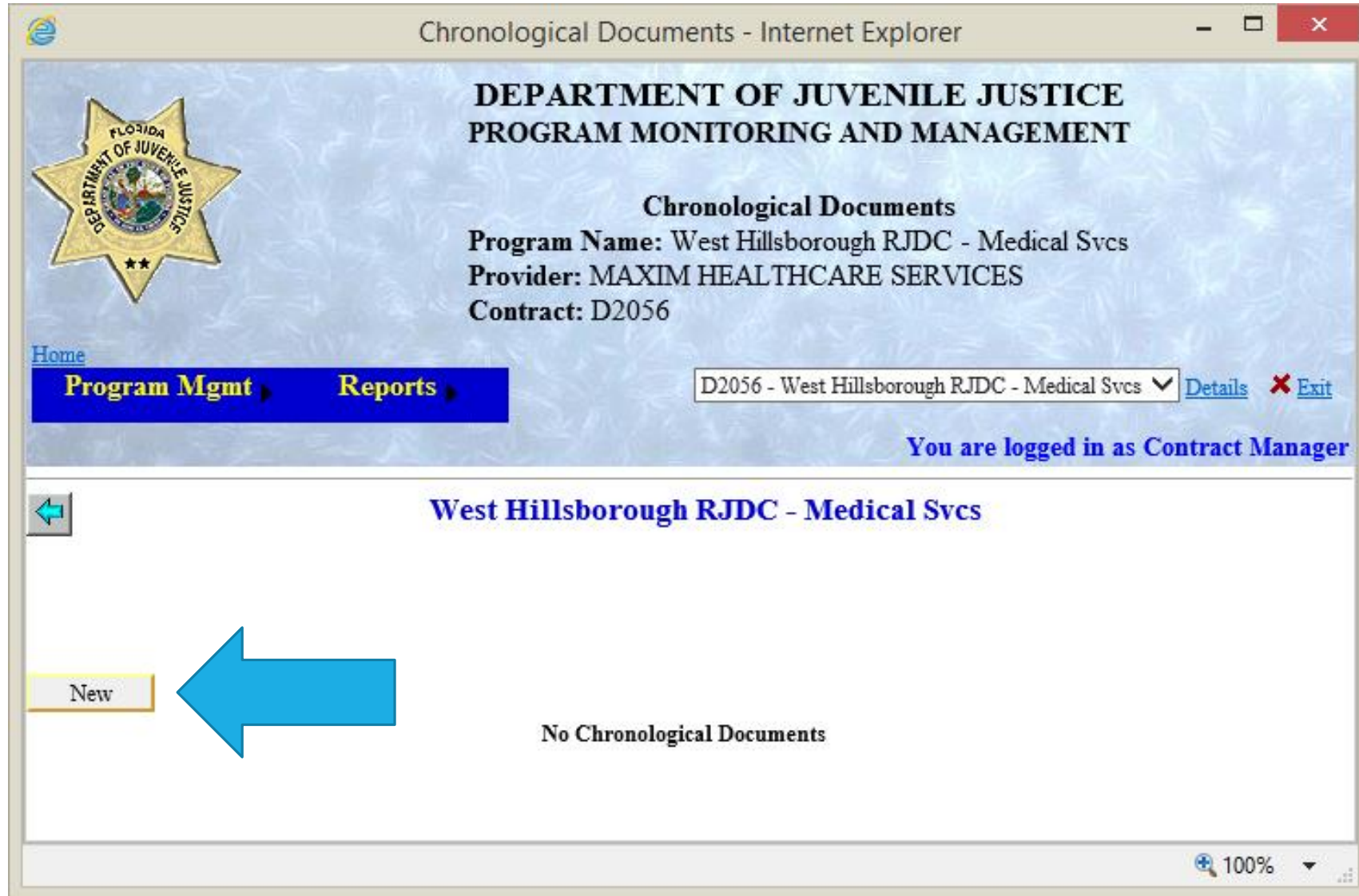
100%

Supervisors should check the box to indicate a supervisory note. Supervisory notes are shown in red in the pending reviews section of the screen

When finished entering your narrative, click **Save and Exit**. If you need to attach supporting documentation, click **Save and Add/Edit Attachments**.

Click the **Cancel** button if you do not want to add a note at this time.

# CHRONOLOGICAL NOTES ~ ATTACHMENTS



Save and Add/Edit Attachment opens the screen where you must click **New** in order to add a new attachment.



# CHRONOLOGICAL NOTES

Next user can name their attachment. Date pre-populates to the current data but user can edit to reflect the DATE THE DOCUMENT WAS CREATED and then select what folder the item should be placed in. Finally user clicks browse to navigate to the document you wish to make part of the record.




**\*South Region - Juliana Gerena - Comp Eval Svs**

*Add the Exhibits/Documents for supporting documentation.*

Attachment Description:\*

Document Date:\* 04/24/2013 

Folder Name:\* Actions 

Document:\*   [Click here to see uploaded document](#)

Edit

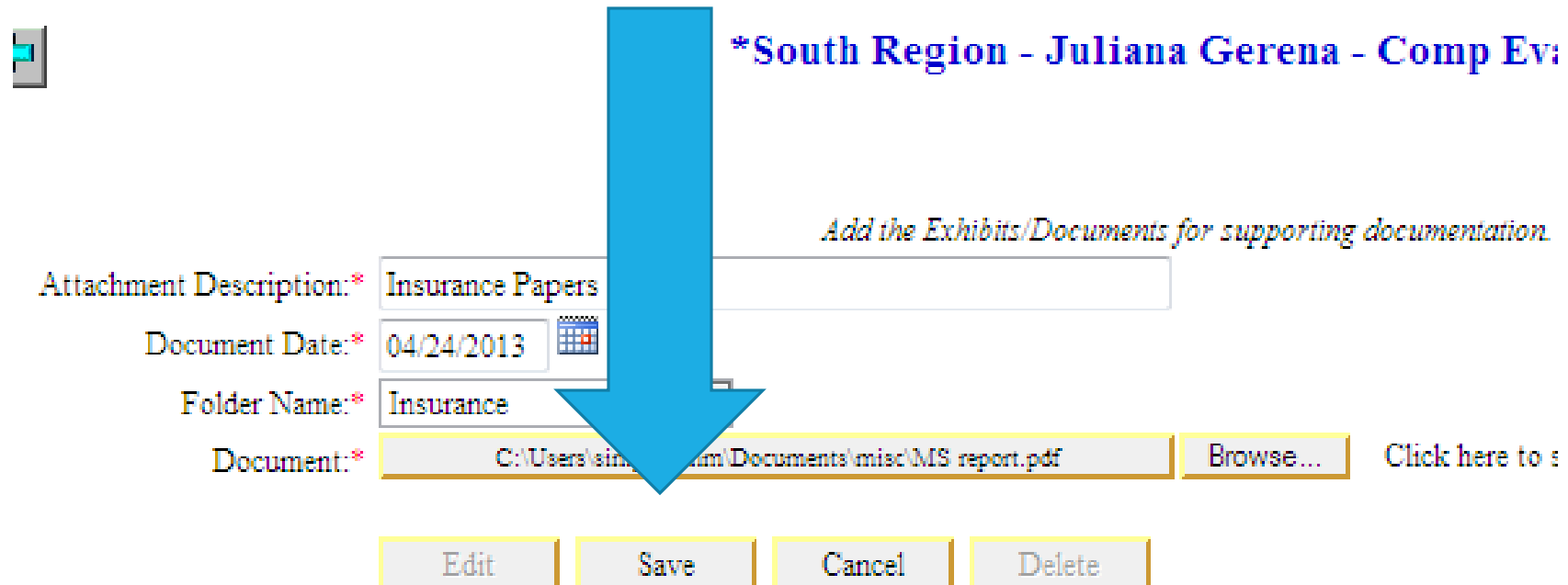
Save

Cancel

Delete

# CHRONOLOGICAL NOTES

Once finished then click the **Save** button.



**\*South Region - Juliana Gerena - Comp Eva**

*Add the Exhibits/Documents for supporting documentation.*

Attachment Description:\* Insurance Papers

Document Date:\* 04/24/2013

Folder Name:\* Insurance

Document:\* C:\Users\sim...m\Documents\misc\MS report.pdf [Browse...](#) [Click here to s](#)

[Edit](#) [Save](#) [Cancel](#) [Delete](#)

# CHRONOLOGICAL NOTES



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronological Documents**  
Program Name: \*South Region - Juliana Gerena - Comp Eval Svs  
Provider: GERENA, JULIANA PSY.D., P.A.  
Contract: X1457; X1458

[Home](#)  
**Program Mgmt** | **Program Assignment** | **Reports** | **Administration**

\*South Region - Juliana Gerena - Comp Eval Svs [Details](#) [Exit](#)  
You are logged in as Monitoring Team Member

 \*South Region - Juliana Gerena - Comp Eval Svs

• File Uploaded Successfully

[New](#)

		Document Description	Document Date	Last Updated By	Last Updated On
<a href="#">Select</a>	<a href="#">View</a>	Insurance Papers	04/24/2013	Peacock, Ruel L	04/24/2013 02:17 PM

Once saved the document will show in a grid. If you have multiple documents to upload then you can repeat the steps as needed.

# CHRONOLOGICAL NOTES



Once saved the document is now permanently located in the document library.

	<u>Document Date</u>	<u>Description</u>	<u>Contract Numbers</u>	<u>Folder Name</u>
Select	04/24/2013	Insurance Papers	X1457; X1458	Insurance



# CHRONOLOGICAL NOTES ~ PRINTING NOTES

Brevard RJDC - Medical Services						
Pending Reviews						
<div>Print Chronologicals Deleted Chronologicals / Supervisory Reviews Report</div>						
<div>New</div>						
Record Count: 25						
1 2 3						
	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
<a href="#">Select</a>	05/31/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	05/31/2015 04:00 AM
Supervisory Review						

Under pending reviews, you can click the **Print Chronologicals** button to print a copy of the notes using a date range.

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

General Chronologicals is a place to store notes about a program that is not available in PMM yet. Sometimes tasks related to pre-operation on a program will need to be noted. Users can create notes for the tasks and assign them to a program once the program has been added to PMM. To start the user would click the **New** button.

---

[Pending Reviews](#)

[Completed Reviews](#)

[General Chronologicals](#)

[New](#)

No General Chronologicals

# CHRONOLOGICAL NOTES

## General Chronological Notes

- This area stores notes about a program that is not yet in PMM.



Chronologicals - Internet Explorer

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronologicals**  
**Program Name:** West Hillsborough RJDC - Medical Svcs  
**Provider:** MAXIM HEALTHCARE SERVICES  
**Contract:** D2056

[Home](#)  
**Program Mgmt** **Reports**

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Contract Manager

**West Hillsborough RJDC - Medical Svcs**

[Pending Reviews](#)  
[Completed Reviews](#)  
[General Chronologicals](#)  
[New](#)

No General Chronologicals

[Historical data form RSMS](#)

100%

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronological Entry - Internet Explorer

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronological Entry**  
**Program Name:** West Hillsborough RJDC - Medical Svcs  
**Provider:** MAXIM HEALTHCARE SERVICES  
**Contract:** D2056

[Home](#)  
**Program Mgmt** **Reports**

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Contract Manager

 **General Chronological**

Remember to click the SAVE button before leaving this screen.

**Program Name:**

**Contact Date / Time \***  
 /

**Activity Time**  
Any time registered in a Monitoring Summary will not need to be entered in these data fields, as they feed into the Activity log and will cause duplication.

Time in Task:	Hr	<input type="text"/>	Min	<input type="text"/>
Time in Travel:	Hr	<input type="text"/>	Min	<input type="text"/>
Time in Prep:	Hr	<input type="text"/>	Min	<input type="text"/>

100%

You can select a program from the dropdown, but that step is not required. If this general chronological note is for a program that is not yet listed, leave the program name blank.

Enter all remaining data just like you would for any other chronological note.



# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronological Entry - Internet Explorer

Activity [\(explanation of activity types\)](#)

...

☐ Other (Specify)

Type

...

☐ Other (Specify)

Contacts ☐ N/A - No person

New

Title	Last Name	First Name
1		

General Narrative:\*

7500 characters remaining...

☐ Check here if supervisory note (use 'Supervisory Review' button on main page for formal case review).

Attachments are to be used for supportive documentation only (ex: community services hours, provider progress reports, emails, etc.) and is not to be used in place of entering actual chronological. No Chronological Attachments.

Save and Add/Edit Attachments Save and Exit Cancel Delete

100%

Once all text has been entered, click **Save and Exit** or **Save and Add/Edit Attachments** as needed.

You must click one of the save buttons to save your chrono note.

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

The screenshot shows a web application interface for the Department of Juvenile Justice. The header includes the department's logo and name. The main section is titled 'Chronologicals' and displays program details: 'Program Name: West Hillsborough RJDC - Medical Svcs', 'Provider: MAXIM HEALTHCARE SERVICES', and 'Contract: D2056'. A navigation bar contains 'Home', 'Program Mgmt', and 'Reports'. A dropdown menu shows 'D2056 - West Hillsborough RJDC - Medical Svcs' with 'Details' and 'Exit' links. A status bar indicates 'You are logged in as Contract Manager'. The main content area is titled 'West Hillsborough RJDC - Medical Svcs' and contains sections for 'Pending Reviews', 'Completed Reviews', and 'General Chronologicals'. The 'General Chronologicals' section has a 'New' button and a table with one record. The table has columns for 'CONTACT DATE/TIME', 'ACTIVITY', 'TYPE', 'DOCUMENTS', 'LAST UPDATED BY', and 'LAST UPDATED ON'. The record shows a training materials update on 08/31/2015. A 'Record Count: 1' link is visible. At the bottom, there is a link for 'Historical data form RSMS'.

DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Chronologicals  
Program Name: West Hillsborough RJDC - Medical Svcs  
Provider: MAXIM HEALTHCARE SERVICES  
Contract: D2056

Home Program Mgmt Reports

D2056 - West Hillsborough RJDC - Medical Svcs Details Exit

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

Pending Reviews

Completed Reviews

General Chronologicals

New

Record Count: 1

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	08/31/2015 03:20 PM	Training Materials	File Review/Document Review	0	Staff, PM/MCmgr	08/31/2015 03:22 PM

Historical data form RSMS

100%

The note will be shown in the list under General Chronologicals.

Any user with notes that are captured in general chronological note section for more than 10 days will be notified as a reminder to get them associated with a program as quickly as possible.

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronologicals - Internet Explorer

 **DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

To start click select

**Chronologicals**  
Program Name: West Hillsborough RJDC - Medical Svcs  
Provider: MAXIM HEALTHCARE SERVICES  
Contract: D2056

[Home](#)  
**Program Mgmt** **Reports**

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)

You are logged in as Contract Manager

**West Hillsborough RJDC - Medical Svcs**

[Pending Reviews](#)  
[Completed Reviews](#)  
[General Chronologicals](#)

[New](#)

[Record Count: 1](#)

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">Select</a>	08/31/2015 03:20 PM	Training Materials	File Review/Document Review	0	Staff, PMMCMgr	08/31/2015 03:22 PM

[Historical data form RSMS](#)

100%

Once the program has been added to PMM, you can go back to the general chronological section and associate all general notes with the correct program.

# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

Chronological Entry - Internet Explorer

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Chronological Entry**  
**Program Name:** West Hillsborough RJDC - Medical Svcs  
**Provider:** MAXIM HEALTHCARE SERVICES  
**Contract:** D2056

[Home](#)  
**Program Mgmt** **Reports**

D2056 - West Hillsborough RJDC - Medical Svcs [Details](#) [Exit](#)  
You are logged in as Contract Manager

**General Chronological**  
Remember to click the SAVE button before leaving this screen.

**Program Name:**   
10060 - South - No Program Name  
Alachua RJDC - Medical Svcs  
Columbus Juvenile Residential Facility  
D2046 - Detention - No Program Name  
Fn- Anchorage Non- Residential  
Fn- Miami Bridge - South Youth Shelter  
Highlands Youth Academy  
Jacksonville Youth Academy  
Les Peters Academy  
Les Peters Academy Non-Secure  
Manatee RJDC - Medical Svcs  
Marion Youth Academy  
Melbourne Center for Personal Growth  
Mental Health & Substance Abuse Svcs.  
Miami Youth Academy  
Okaloosa RJDC - Psychiatric Svcs  
P C P - 04 Circuit - A M I Kids Jacksonville

**Contact Date / Time:** 08/31/2015

**Activity Time:** Any time registered feed into the Activity

**Time in Task:**  
**Time in Travel:**  
**Time in Prep:**

these data fields, as they

100%

Select the correct program from the drop down listing.

Scroll to the bottom and click **Save and Exit**.

Attachments are to be used for supportive documentation only (ex: community services hours, provider progress reports, emails, etc.) and is not to be used in place of entering actual chronological. No Chronological Attachments.

[Save and Add/Edit Attachments](#) [Save and Exit](#) [Cancel](#) [Delete](#)

100%



# CHRONOLOGICAL NOTES ~ GENERAL CHRONOLOGICALS

You are logged in as Contract Manager

West Hillsborough RJDC - Medical Svcs

Pending Reviews

[Print Chronologicals](#)

[New](#)

[Record Count: 15](#)

1 2

	CONTACT DATE/TIME	ACTIVITY	TYPE	DOCUMENTS	LAST UPDATED BY	LAST UPDATED ON
<a href="#">+ Select</a>	08/31/2015 03:20 PM	Training Materials	File Review/Document Review	0	Staff, PMMCMgr	08/31/2015 03:45 PM
<a href="#">+ Select</a>	08/31/2015 12:01 PM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	Staff, PMMCMC	08/31/2015 12:01 PM
<a href="#">+ Select</a>	08/28/2015 04:00 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	System, System	08/28/2015 04:00 AM
<a href="#">+ Select</a>	08/27/2015 08:41 AM	Reviewed/prepared contract actions (CIM's, amendments, renewals, terminations, RFP, etc).	Email	0	Staff, PMMCMgr1	08/27/2015 08:41 AM

100%

Once saved, the note moves to the chronological listing for the program selected and is removed from the general chronological area.

Completed Reviews

General Chronologicals

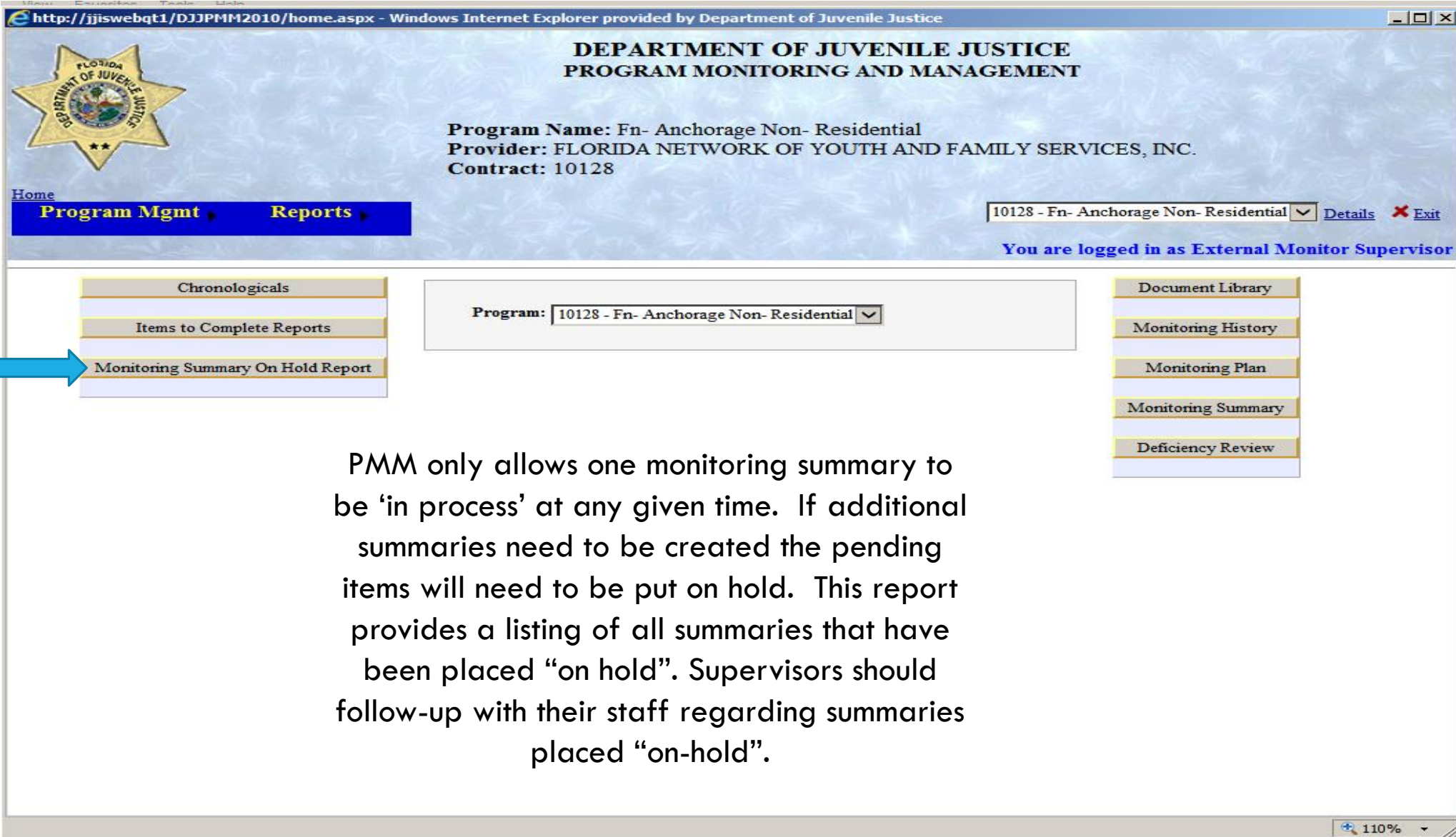
[New](#)

No General Chronologicals

Historical data form RSMS

100%

# MONITORING SUMMARY ON HOLD REPORT



**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

Program Name: Fn- Anchorage Non- Residential  
Provider: FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
Contract: 10128

[Home](#) **Program Mgmt** **Reports**

10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)

You are logged in as External Monitor Supervisor

Chronologicals  
Items to Complete Reports  
**Monitoring Summary On Hold Report**


Program: 10128 - Fn- Anchorage Non- Residential

Document Library  
Monitoring History  
Monitoring Plan  
Monitoring Summary  
Deficiency Review

PMM only allows one monitoring summary to be 'in process' at any given time. If additional summaries need to be created the pending items will need to be put on hold. This report provides a listing of all summaries that have been placed "on hold". Supervisors should follow-up with their staff regarding summaries placed "on-hold".

# MONITORING SUMMARY ON HOLD REPORT

http://jjisweb3/DJJPMM2010/Reports/MonitoringSummaryOnHoldReport.aspx - Windows Internet Explorer provided by Department of Juv



DEPARTMENT OF JUVENILE JUSTICE  
PROGRAM MONITORING AND MANAGEMENT

Reports

[Home](#) [Details](#) [Exit](#)  
You are logged in as Master

### Monitoring Summary On Hold Pending Report

Contract #:

Branch:

Region:

Provider:

Start Date:

End Date:

Do you want to open or save rptSQLPMMMonitoringSummaryOnHold.pdf (14.8 KB) from jjisreportscls2?

Save  
Save as  
Save and open

100%

Enter the criteria you wish to search by and select the output format, either PDF, Excel or HTML.

Click **Open** to open and view your report, or click a **Save** option.

# MONITORING SUMMARY ON HOLD REPORT



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROGRAM MONITORING & MANAGEMENT MONITORING SUMMARY ON HOLD REPORT

Branch: Detention 07/13/2015 - 09/01/2015

Contract Number	Facility Name	Date of Visit	Date Of Hold	Date Hold Ended	Total Days	Monitor	Provider (If None State)
10195	Duval RJDC MH and Medical Svcs-10195	08/26/2015	08/28/2015 03:27 PM	08/28/2015 03:34 PM	0	Gauk, Christine	CORRECT CARE SOLUTIONS, LLC
10195	Duval RJDC MH and Medical Svcs-10195	08/26/2015	08/28/2015 03:34 PM	08/28/2015 03:34 PM	0	Gauk, Christine	CORRECT CARE SOLUTIONS, LLC

Your report is generated, showing each monitoring summary on hold that meets your criteria.



# ITEMS TO COMPLETE REPORT

http://jjiswebqt1/DJJPMM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice

**DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING AND MANAGEMENT**

**Program Name:** Fn- Anchorage Non- Residential  
**Provider:** FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.  
**Contract:** 10128

[Home](#) **Program Mgmt** **Reports**

10128 - Fn- Anchorage Non- Residential [Details](#) [Exit](#)

You are logged in as External Monitor Supervisor

Chronologicals  
**Items to Complete Reports**  
Monitoring Summary On Hold Report

Program: 10128 - Fn- Anchorage Non- Residential

Document Library  
Monitoring History  
Monitoring Plan  
Monitoring Summary  
Deficiency Review

This report will provide a listing of all items pending some sort of action including monitoring plans, monitoring summaries, and deficiencies.

110%

# ITEMS TO COMPLETE REPORT


rptSQLPMItemsToComplete.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

1 / 1 103%

Tools Comment Share



**FLORIDA DEPARTMENT OF JUVENILE JUSTICE**  
**PROGRAM MONITORING & MANAGEMENT**  
**Items To Complete Report**  
**Region: Statewide, Branch: All, Staff Name: External, Supv**

*This report will outline all tasks that are outstanding on the date in question. It will show all no review or no assessment items as well as all pending items. This is simply a tool for the monitor to track his work items.*

**Contract Reviews Needed or Pending**

Staff Name	Contract #	Program	Provider	Status
CM, Staff	10128	Fn- Anchorage Non- Residential	FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.	Needed

**Corrective Action Plans Needed, Incomplete, Pending Approval or In Effect**

Staff Name	Contract#	Program	Provider	Deficiency	Status	Date Identified
External, Staff	10128	Fn- Anchorage Non- Residential	FLORIDA NETWORK OF YOUTH AND FAMILY SERVICES, INC.	testing summary as external	Deficiency Identified	05/29/2015

# QUESTIONS?

Contact your local DIO for answers

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