

PMM

Completing a
Monitoring Plan

SAVING AND NAVIGATING



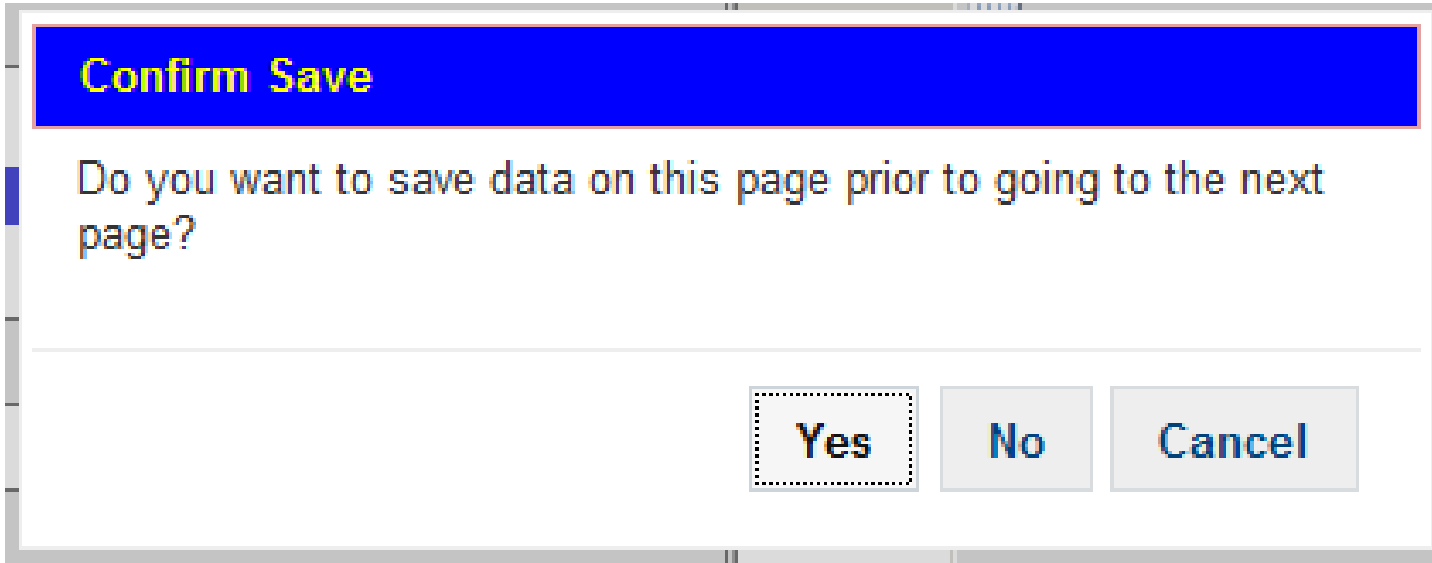
You must click Save on the first screen to create the document if no monitoring plan has been previously created. All steps in the process become available to you after the save is complete.

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**

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

Internet Explorer provided by Department of Juvenile Justice

DEPARTMENT OF JUVENILE JUSTICE
PROGRAM MONITORING AND MANAGEMENT

Program Name: *Alachua RJDC MH and Medical Svcs-10195
Provider: CORRECT CARE SOLUTIONS, LLC
Contract: 10195

Home

Program Mgmt ▶ Program Assignment ▶ Reports ▶ Administration ▶

10195 - *Alachua RJDC MH and Medical Svcs-10195 Details ✕ Exit

You are logged in as Contract Manager Supervisor

Manage Staff

Closed Programs History

Contract Assignment

Unassign Contracts

Group Contracts

Chronologicals

Items to Complete Reports

Monitoring Summary On Hold Report

Management Reports

Program Mapping

Branch: Detention

Region: North

Staff: ...

Program: 10195 - *Alachua RJDC MH and Medical Svcs-10195

Document Library

Monitoring History

Monitoring Plan

Monitoring Summary

Deficiency Review

Add Performance Measure

Performance Measure

Program Alerts


100%

Staff 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.

DJJ Program Area staff are able to view these monitoring plans but cannot add or edit.

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	View Report	Delete	Approved	RmNorth, Staff	RmNorth, Supv	RmNorth, Staff	05/08/2015 02:24 PM	RmNorth, Supv	05/08/2015 02:29 PM
Select	View Report	Delete	Completed	OHSHealth, Staff		OHSHealth, Staff	05/08/2015 11:38 AM	OHSHealth, Staff	05/08/2015 11:38 AM
Select	View Report		Approved	Cunningham, Darlene R	Haynes, Rosemary	Beck, John P	11/24/2014 04:15 PM	Haynes, Rosemary	02/10/2015 03:47 PM
Select	View Report	Delete	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%

- 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

☒ Administrative Monitoring 06/30/2015

Quarterly Health Services

☒ 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

☒ 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

100%

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

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

If you are creating a new plan after a previous plan for the current fiscal year has been completed and approved, you can make any needed updates including changing target dates, as well as adding or removing items to be monitored.

NOTE: Do not change dates or delete the monitoring activities of any other staff, only those monitoring activities that you have created.

MONITORING PLAN ~ STEP 1

http://jjswebqt1/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	

100%

If an item should be monitored multiple times during the year but the monitor plans to monitor less they can check **N/A** as 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/DJJPM2010/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/DJJPM2010/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

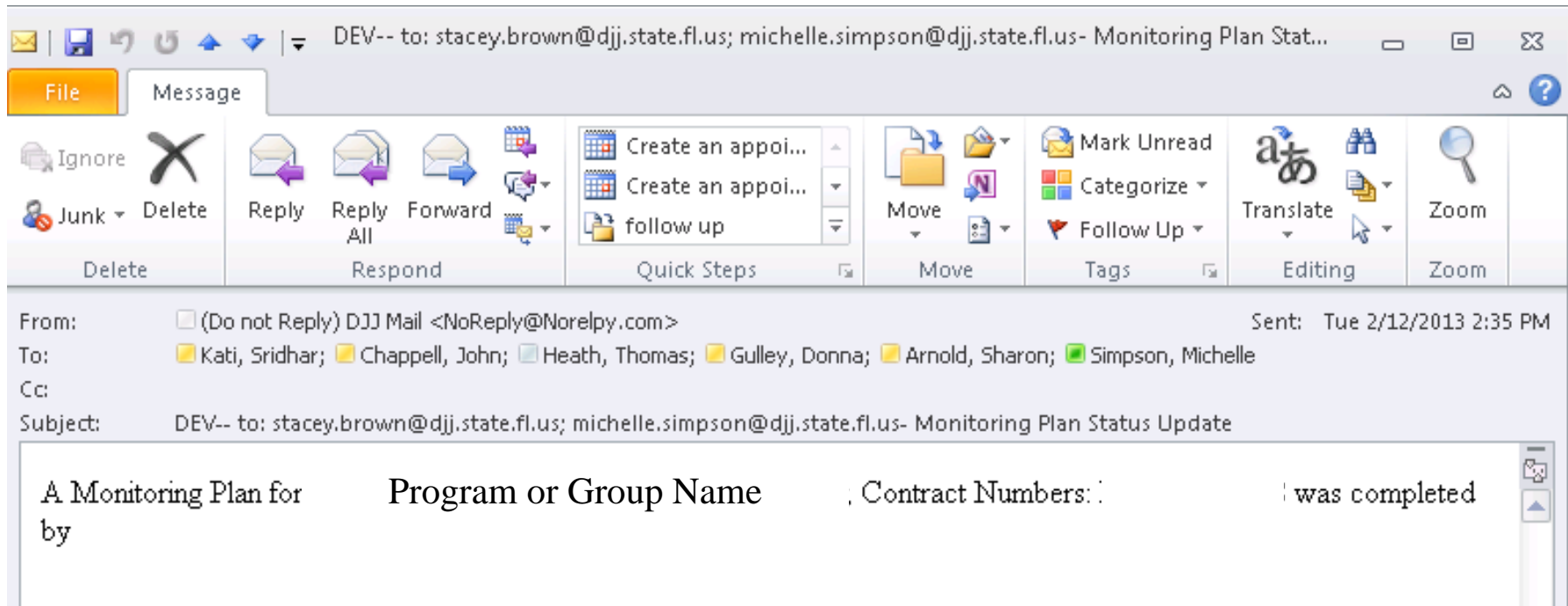
<input type="checkbox"/> Background Screening		
<input type="checkbox"/> Data & Reporting		
<input type="checkbox"/> Florida Single audit		
<input type="checkbox"/> Outcomes & Evaluation		
<input type="checkbox"/> Property Inventory		
<input type="checkbox"/> Security Audit		
<input type="checkbox"/> 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 complete and submit the monitoring plan. The email is sent once the monitoring plan is marked as complete and submitted.

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	View Report	Delete	Completed	Staff, PMM		Staff, PMM	07/08/2015 01:38 PM	Staff, PMM	07/08/2015 02:05 PM
Select	View Report	Delete	Approved	RmNorth, Staff	RmNorth, Supv	RmNorth, Staff	05/08/2015 02:24 PM	RmNorth, Supv	05/08/2015 02:29 PM
Select	View Report	Delete	Completed	OHSHealth, Staff		OHSHealth, Staff	05/08/2015 11:38 AM	OHSHealth, Staff	05/08/2015 11:38 AM
Select	View Report		Approved	Cunningham, Darlene R	Haynes, Rosemary	Beck, John P	11/24/2014 04:15 PM	Haynes, Rosemary	02/10/2015 03:47 PM
Select	View Report	Delete	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 completed and pending 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](#)

☐ Approve ☒ Disapprove

Supervisor must enter comments when disapproving a monitoring plan.

Comment: *

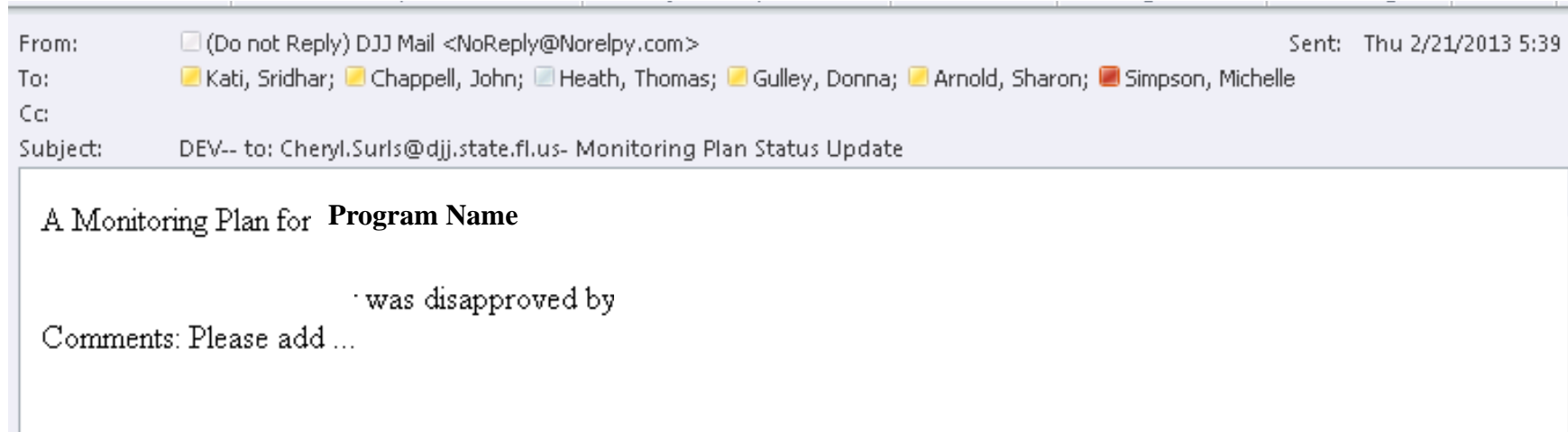
7433 characters remaining...

[Check Spelling](#)

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

100%

E-MAIL TO MONITOR ABOUT DISAPPROVAL



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

AFTER DISAPPROVAL

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

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	View Report	Delete	Disapproved	Staff, PMM	Staff, PMM	Staff, PMM	07/08/2015 01:38 PM	Staff, PMM	07/08/2015 03:26 PM
Select	View Report	Delete	Approved	RmNorth, Staff	RmNorth, Supv	RmNorth, Staff	05/08/2015 02:24 PM	RmNorth, Supv	05/08/2015 02:29 PM
Select	View Report	Delete	Completed	OHSHealth, Staff		OHSHealth, Staff	05/08/2015 11:38 AM	OHSHealth, Staff	05/08/2015 11:38 AM
Select	View Report		Approved	Cunningham, Darlene R	Haynes, Rosemary	Beck, John P	11/24/2014 04:15 PM	Haynes, Rosemary	02/10/2015 03:47 PM
Select	View Report	Delete	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%

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.

MONITORING PLAN REPORT

rptSQLPMHMonitoringPlan.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

1 / 2 103%

Tools Comment Share

Plan Date: 09/14/2015 **Fiscal Year:** 2015 - 2016

Annual Administrative Monitoring

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

QUESTIONS?

Contact your local DIO for answers

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