

PMM

Using the Document
Library

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 monitoring summary.

The primary documents that should be stored within the library are those to which the provider would need access.

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://jjswebqt1/DJJPM2010/home.aspx - Windows Internet Explorer provided by Department of Juvenile Justice

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

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

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

Manage Staff
Contract Assignment
Unassign Contracts
Group Contracts
Inherit Contracts
Chronologicals
Chronologicals For Closed Programs
Maintenance
Monitoring Summary On Hold Report
Non Monitored Programs
Non Monitored Programs Report
Management Reports
Program Mapping

Branch: ALL
Region: Statewide
Staff: ...
Program: X1715 - Brevard RJDC - Medical Services


Document Library
Monitoring History
Contract Review
Monitoring Plan
Monitoring Summary
Deficiency Review
Add Performance Measure
Performance Measure
Program Alerts

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

http://jjswebqt1/DJJPM2010/home.aspx 100%

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 TA report		Medical Quarterly Reports	Sausville, Dannielle E	11/26/2014 12:26 PM

100%

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 in that folder.

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://jjiswebqt1/DJJPM2010/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 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:*

	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 allows 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 ~ VIEWING OR EDITING DOCUMENTS

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 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
Select	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.

Once editing is complete, click **Save** to save your edits.

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

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

DOCUMENT LIBRARY

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) : 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



QUESTIONS?

Contact your local DIO for answers

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