



PREVENTION WEB
CRITICAL AND SPECIAL ALERTS
TECHNICAL STEPS FOR ADDING
AND MAINTAINING

A JJIS User Guide

Table of Contents

General Alert Information.....	2
Purpose of Alerts	2
Rules for Alerts	2
Who adds alerts?	2
Alert Status.....	2
Alerts Blocked on Prevention WEB.....	3
Accessing Critical and Special Alerts	4
Youth Selection.....	5
How to Add an Alert.....	6
Column Headings on Grid.....	8
Updating Alert [adding a new note]	9
Closing Alerts	10
Alerts Report	11

General Alert Information

Purpose of Alerts

Critical and Special Alerts serve as an alert to DJJ staff or providers that a youth has special issues that need to be addressed immediately. They immediately identify a youths' safety or security issues. These alerts are relevant no matter which stage the youth is in with regards to the DJJ continuum. Most alerts are manually entered, though there are automated alerts based on charges, dispositions, responses and/or placements. Alerts that are not relevant to Prevention Youth are blocked from being entered on Prevention web.

Rules for Alerts

Each alert will require specific steps for entry and closing. The required documentation for each specific alert will also vary.

1. Prior to adding a new alert, you must review the youth's record to see if alert already exists. If alert already exists, review it thoroughly and add New Note if appropriate. [System will not allow duplicate Open Alerts].
2. All alerts require a start date and time.
3. All alerts must have at least one note description.
4. Your "signature" must be included in the Note Description for every alert entry [name, credentials/title and date].
5. If an alert is entered in error, a DIO Help Request must be submitted for its deletion.

Who adds alerts?

Anyone who has been trained and has been given permissions must add, edit and update alerts accordingly. This includes DJJ staff as well as contracted providers.

Alert Status

CRITICAL ALERTS will appear on face sheet regardless of status. Critical Alerts will appear in **RED** in JJIS.

CRITICAL ALERTS		
<u>DESCRIPTION</u>	<u># OPEN</u>	<u># CLOSED</u>
No Strenuous Activity	1	1
Suicide Risk	0	2

Open Special Alerts will appear in BLACK in JJIS; Closed Special Alerts are suppressed from printing on face sheet.

SPECIAL ALERTS		
DESCRIPTION	START DATE	COUNTY
Foster Care	06/19/2017	Miami-Dade
Endangered Person	01/11/2017	Palm Beach

Alerts Blocked on Prevention WEB

The following alerts are blocked and cannot be entered on the Prevention WEB

- Absconder
- Adam Walsh Sex Offender Registration Eligible
- Adam Walsh Sex Offender Registration Ordered
- Adult Sanctions
- Detention Placement Alert
- DNA Qualified
- DNA Tested
- Escape Risk
- Failure To Appear
- Gang Associate - Documented
- Gang Member - Documented
- Home Pass Emergency
- Home Pass Temporary
- Interstate Compact
- Interstate Compact – Sexual Offender
- Jimmy Ryce Eligible
- Jimmy Ryce Non-Eligible
- No Strenuous Activity
- Other - Security
- Outstanding Warrants
- Prolific Juvenile Offender
- Prolific Juvenile Offender - Waived by Court
- Sexual Offender
- Sexual Offense Pending
- Single Room Only

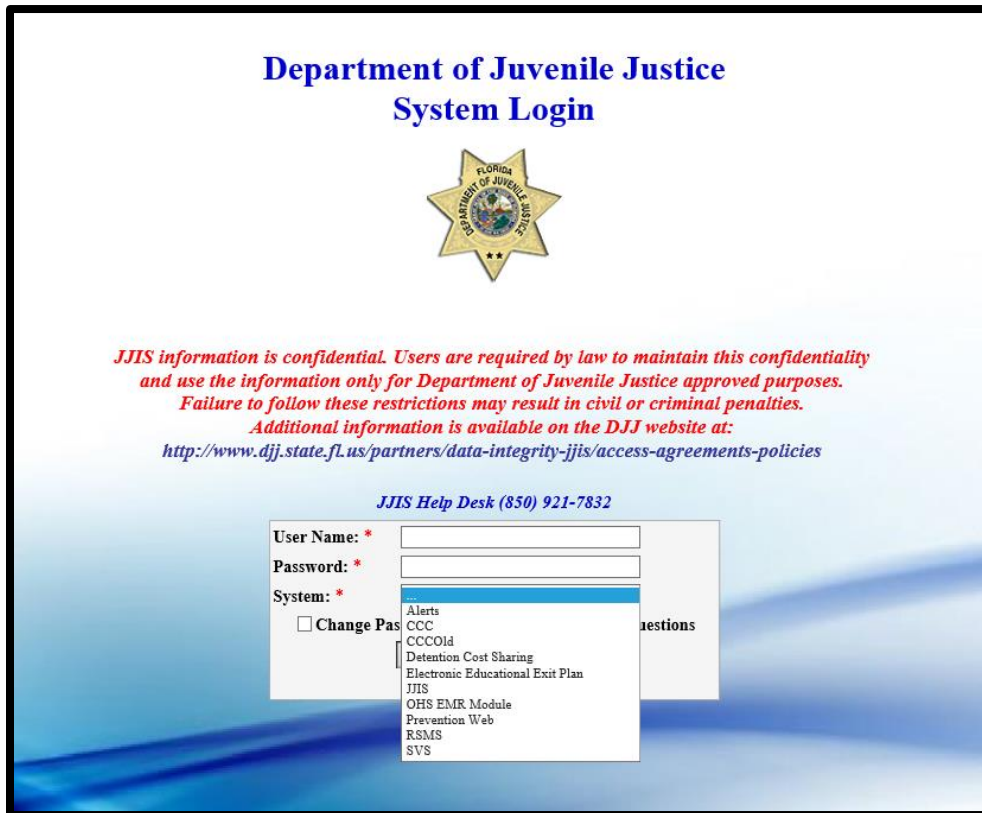
These critical alerts will appear with ** on drop down menu. The ** indicates that the alert is a delinquency only alert and cannot be saved on prevention web.

- Critical – Detention Placement Alert**
- Critical – Escape Risk **
- Critical – Home Pass Emergency**
- Critical – Home Pass Temporary**
- Critical – Interstate Compact – Sexual Offender**


Accessing Critical and Special Alerts

Alerts can be accessed from the registration wizard or maintenance modules. As with all other modules on prevention web, updates can only be made when youth is on active census. Each access method will allow you to enter and update alerts. For information regarding Alerts entry during the registration process, refer to PREVENTION WEB – PREVENTION Program Registration Wizard Manual.

On the JJIS Login Screen, enter your user name, and password. Select Prevention WEB from System drop down and click Login.



**Department of Juvenile Justice
System Login**



JJIS information is confidential. Users are required by law to maintain this confidentiality and use the information only for Department of Juvenile Justice approved purposes. Failure to follow these restrictions may result in civil or criminal penalties. Additional information is available on the DJJ website at: <http://www.djj.state.fl.us/partners/data-integrity-jjis/access-agreements-policies>

JJIS Help Desk (850) 921-7832

User Name: *

Password: *

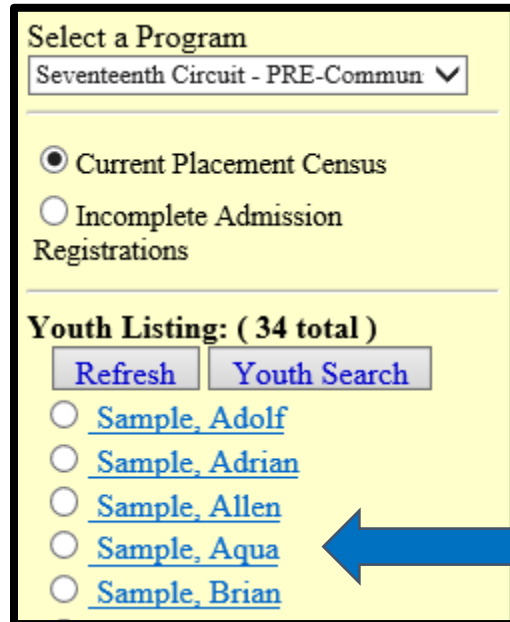
System: *

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

Change Password

Youth Selection

From your census, select the Youth to update. This will activate youth.



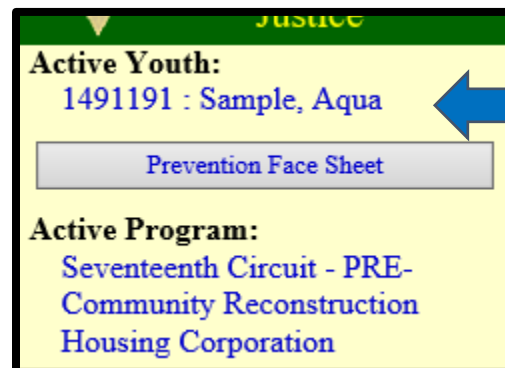
Select a Program
Seventeenth Circuit - PRE-Commun ▼

Current Placement Census
 Incomplete Admission Registrations

Youth Listing: (34 total)
Refresh Youth Search

- [Sample, Adolf](#)
- [Sample, Adrian](#)
- [Sample, Allen](#)
- [Sample, Aqua](#)
- [Sample, Brian](#)

Make sure youth is active youth.

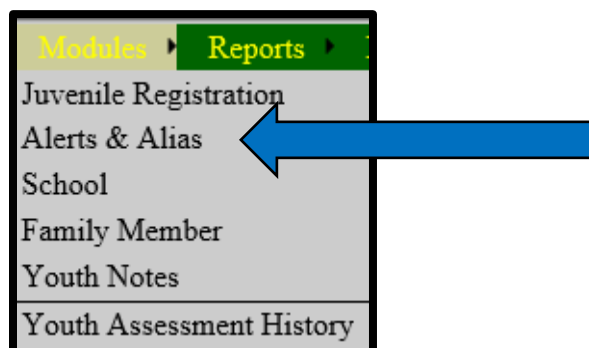


Active Youth:
1491191 : Sample, Aqua

Prevention Face Sheet

Active Program:
Seventeenth Circuit - PRE-Community Reconstruction Housing Corporation

Hover over Modules to expand menu options and select Alerts & Alias Module.



Modules Reports

- Juvenile Registration
- Alerts & Alias
- School
- Family Member
- Youth Notes
- Youth Assessment History


How to Add an Alert

To enter a NEW alert, click on NEW. You will be required to Enter Alert Type, Begin Date/Time and Narrative to SAVE.

Alert & Alias Information

Youth Name: Test, Sharon Zebra
DJJID: 532950

Alerts Information



Select Alert Type* from the drop down. Alert Type* is a mandatory field.

Alert Type *	<input type="text" value="..."/>
Category	<input type="text"/>
County	<input type="text" value="..."/>
Begin Date *	<input type="text"/> <input type="button" value="MM/DD/YYYY"/>
Begin Time *	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM HH:MM
End Date	<input type="text"/> <input type="button" value="MM/DD/YYYY"/>
End Time	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM HH:MM
End Reason	<input type="text" value="..."/> <input type="text"/>

Note Description

Once the alert is selected, the screen will refresh, and the Alert Category will populate.

Alert Type *	<input type="text" value="Critical - Diet"/>
Category	<input type="text" value="Medical"/>

Select the county where alert is being entered. Enter the Begin Date* and Begin Time*, these are the date and time you were made aware of alert issue. Skip End Date and End Time. *****Note: Be careful to not enter an end date now.** Entering the end date now would create the alert and end it at the same time.

Alert Type *	...
Category	
County	...
Begin Date *	<input type="text"/> MM/DD/YYYY
Begin Time *	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM HH:MM
End Date	<input type="text"/> MM/DD/YYYY
End Time	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM HH:MM
End Reason	...

Enter a Note Description*, a mandatory field. Your note description should be detailed and provide as much information as possible. Try to answer who, what, when, where, how and why. Always include your name, job title and date of note entry after your note, all on the same line. Do not enter a line between your note description and your signature (name, title/credentials and date entered).

Alert Type *	Multiple Birth Siblings
Category	Legal Status/Other
County	Broward
Begin Date *	5/9/2019
Begin Time *	10 : 30 <input checked="" type="radio"/> AM <input type="radio"/> PM HH:MM
End Date	<input type="text"/>
End Time	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM HH:MM
End Reason	...
<input type="button" value="Add New Note"/>	
Note Description *	<div style="border: 1px solid gray; padding: 5px;">Youth has a twin sister Purple Sample. Purple wears braces; Aqua does not. Laurie Trainee, CINS/FINS Provider 5/9/19</div>
<input type="button" value="Check Spelling"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

Click Check Spelling to check for any spelling errors, update accordingly and then click Save. The screen will refresh.

Alert has been saved- Once saved, the alert will appear in the grid. Those in **RED** are Critical Alerts. Those in **BLACK** are Special Alerts. The corresponding note will appear below.

ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
Multiple Birth Siblings	05/09/2019 10:30 AM		Broward	No

NOTE DESCRIPTION	AUTOMATIC	CREATEDBY	CREATEDDATE TIME	UPDATEDBY	LASTUPDATED DATE TIME
Youth has a twin sister Purple Sample. Purple wears braces; Aqua does not. Laurie Trainee, CINS/FINS Provider 5/9/19	No	Workman, Laurie	5/9/2019 11:13:00 AM	Workman, Laurie	05/09/2019 11:13 AM

Column Headings on Grid

Alert Type- based on selection

Start Date- the date the situation/incident occurred OR the date the information was made available to staff

End Date- blank if active/open alert; represents the date the alert was no longer valid

County- if entered- County of "incident" or first knowledge

Automatic- if alert was automated (by placement, charge, disposition)

Note page number (there may be multiple pages)

Columns can be sorted

JJIS will not allow you to enter a duplicate (open) alert: You will receive an error message that the alert already exists. To provide additional information regarding the existing alert, add a new note to the open alert.

Open "Critical - Diet" alert already exists.
User may add/update notes using existing open alert.

[Go to Alias Information](#)

Alerts Information

		ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
Select	Edit	Diet	11/02/2018 09:00 AM			No

1

Alert Type *

Category

County

Updating Alert [adding a new note]

To provide additional information regarding the existing alert, i.e. another allergy, you do that by adding a new note to the open alert. Select Edit on the existing alert to activate the Add New Note button.

		ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
Select	Edit	Multiple Birth Siblings	11/20/2018 09:00 AM		Broward	No
Select	Edit	Allergies	11/20/2018 09:00 AM		Broward	No

Alert Type *

Category

County

Begin Date *

Begin Time *

End Date

End Time

End Reason

Add New Note

Critical - Allergies

Medical

Broward

11/20/2018

09 : 00 AM PM HH:MM

: : AM PM HH:MM

		NOTE DESCRIPTION	AUTOMATIC	CREATEDBY	CREATEDDATE TIME	UPDATEDBY	LASTUPDATED DATE TIME
Select	Edit	Youth is allergic to sulfa medications. Verified allergy with youth's other. If youth takes an y sulfa medications, youth will get hives, swelling of the face/mouth/tongue and throat, drop in blood pressure and possible anaphylaxis. L Prevention, CINS/FINS Provider 11/20/18	No	Prevention, Leah	11/21/2018 12:45:00 PM	Prevention, Leah	11/21/2018 12:45 PM

Do not edit a note entered by another user. You must create a new note. Click the Add New Note button to enable the Note Description field.

Add New Note

←

		NOTE DESCRIPTION
Select	Edit	Youth is allergic to sulfa medications. Verified allergy with youth's other. If youth takes an y sulfa medications, youth will get hives, swelling of the face/mouth/tongue and throat, drop in blood pressure and possible anaphylaxis. L Prevention, CINS/FINS Provider 11/20/18

Note Description

EDIT ALERT to ADD NEW NOTE |to edit alert
(add verification information; add
additional information; edit existing
information-

Enter information pertaining to the new issue, be detailed and provide as much information as possible. Remember to answer who, what, when, where, how and why. You must sign your note. Do not enter a line between your note description and your signature. Your signature must include your name, title/credentials and date entered.

When you have finished entering your Note Description, click the Save button. The new note will populate in the note description grid.

NOTE DESCRIPTION
EDIT ALERT to ADD NEW NOTE to edit alert (add verification information; add additional information; edit existing information- L. Prevention, CINS/FINS Provider 11/20/18
Youth is allergic to sulfa medications. Verified allergy with youth's other. If youth takes an y sulfa medications, youth will get hives, swelling of the face/mouth/tongue and throat, drop in blood pressure and possible anaphylaxis. L. Prevention, CINS/FINS Provider 11/20/18

Youth can have multiple alerts. [For example, youth is a gluten free vegan with diabetes. Youth should have an alert for Critical - Diet as well as Critical - Diabetes]. Follow the steps detailed in the [How to Add an Alert](#) section to add the new alert.

Closing Alerts

Before ending an alert, make sure there is sufficient documentation for closure. The ability to close certain types of alerts may be limited by permissions.

Select	Edit	ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
		Diet	11/20/2018 12:15 PM		Broward	No

Alert Type	Critical - Diet
Category	Medical
County	Broward
Begin Date *	11/20/2018
Begin Time *	12 : 15 <input type="radio"/> AM <input checked="" type="radio"/> PM HH:MM
End Date	11/21/2018
End Time	11 : 30 <input checked="" type="radio"/> AM <input type="radio"/> PM HH:MM
End Reason	<input type="radio"/> Contact with Mother. No verified allergies <input type="radio"/> Others <input type="radio"/> L. Prevention, CINS/FINS Provider 11/21/18

Select	Edit	NOTE DESCRIPTION	AUTOMATIC	CREATEDBY	CREATEDDATE/TIME	UPDATEDBY	LASTUPDATED DATE/TIME
		Youth reports she is allergic to Apples and Bananas; Peanut Butter and Jelly. L. Prevention, CINS/FINS Provider 11/20/18	No	Prevention, Leah	11/21/2018 12:56:00 PM	Prevention, Leah	11/21/2018 12:56 PM

Note Description	Contact made with Mother- Youth is NOT allergic to anything. Her favorite snack is apples with peanut butter. L. Prevention, CINS/FINS Provider 11/21/18
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Choose Edit beside the alert you wish to end date. The screen will refresh, opening the alert for entry of the end date, time and reason.

Enter the End Date and End Time, and then select an End Reason. Options are “Alert no longer applicable” or “Others”. Selecting Others is recommended as it opens a narrative box, allowing you to document why you are closing the alert. We also recommend adding a new note justifying why you are closing alert. You must sign your note. Do not enter a line between your note description and your signature. Your signature must include your name, title/credentials and date entered.

Scroll down to bottom of page and click Save.

The alert will display the end date and time.

		ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
Select	Edit	Parent	02/22/2018 10:54 AM		Escambia	No
Select	Edit	Foster Care	01/16/2018 11:59 AM	01/16/2018 12:01 PM	Santa Rosa	No
Select	Edit	Suicide Risk	01/10/2018 09:12 AM	03/20/2018 10:00 AM	Hillsborough	Yes

NOTE: For Medical and Mental Health category alerts, only those staff with appropriate credentials will be able to close medical or mental health alerts.

Staff without permissions to close Medical and Mental Health alerts will be shown an error message indicating they do not have permission to close the alert.

You Do not have permissions to End Date Medical and Mental Health Alerts.

Alerts Information

Alerts Report

Reports are available for youth in your program with active or closed alerts as well as previous youth with alert histories.

Hover over Reports to expand menu options and select Alerts Report

Reports ▾
LogOut

- Incomplete Registration
- Prevention Active
- Prevention Served
- Prevention Assessment Summary Report
- Prevention Youth Referred To DJJ
- Prevention Resource Directory
- Prevention Date of Data-Entry
- Civil Citation Override Report

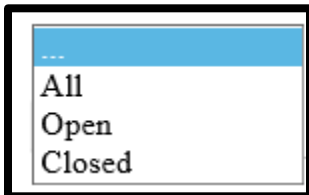
- PAT Program Needs Report
- PAT Comparative Report
- PAT Cannot Complete Report
- PAT Assessments Not Completed Report
- PAT Assessment Summary Report
- PAT Date of Data-Entry
- Alerts Report

Select Type of Alert (all or multiple).



A screenshot of a web application's dropdown menu for selecting alert types. The menu is open, showing a list of options with checkboxes. The options are: All, Absconder, Adam Walsh Sex Offender Registration Eligible, Adam Walsh Sex Offender Registration Ordered, Adult Sanctions, Allergies, Asthma, and Current Youth Placement. The words "Allergies" and "Asthma" are highlighted in red. A vertical scrollbar is visible on the right side of the list. The word "TH" is partially visible to the right of the dropdown.

Select Status- All, Open or Closed.



A screenshot of a web application's dropdown menu for selecting status. The menu is open, showing three options: All, Open, and Closed. The top of the dropdown has a blue header bar.

Select Date Range- Begin/Start date thru end date.

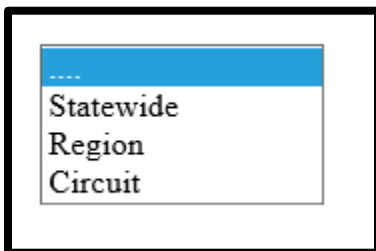


A screenshot of a date range selection form. It features a "Date Range *" label on the left. In the center, there is a "Start Date (MM/DD/YYYY)" input field with a calendar icon. To its right is the word "THRU". Further right is an "End Date (MM/DD/YYYY)" input field with a calendar icon and a "Current Date" button.



A screenshot of a form with two radio button options. The first option is "Current Youth Placement" with a selected radio button. The second option is "Historical Youth Placement" with an unselected radio button.

Select View By Statewide, Region, or Circuit.



A screenshot of a web application's dropdown menu for selecting view by. The menu is open, showing three options: Statewide, Region, and Circuit. The top of the dropdown has a blue header bar.

You will be prompted to Select Region or Circuit and then specific program (program options are limited to your permissions).

Programs:


- Seventeenth Circuit - Civil Citation - 17 Circuit - Broward County Countywide Coordination
- Seventeenth Circuit - CommBasedConnections-Afterschool/Summer Prog.
- Seventeenth Circuit - Fn- C B C Non - Residential
- Seventeenth Circuit - Fn- L S F - S E - Lippman Youth Shelter
- Seventeenth Circuit - Fn- L S F - S E - Non - Residential
- Seventeenth Circuit - Fn- Mt. Bethel Non - Residential
- Seventeenth Circuit - PACE REACH - Broward
- Seventeenth Circuit - Pace030 - Broward
- Seventeenth Circuit - PRE-Community Reconstruction Housing Corporation
- Seventeenth Circuit - PRE-DMC Training-City of Fort Lauderdale Police Department
- Seventeenth Circuit - PRE-HarmonyDevCenter-Afterschool/Summer Prog.

Select type of Report- detailed, summary report by mod or summary report by type.

Detailed – by youth

Alert Type	Alert Notes	Alert Start Date	Alert End Date	End Reason
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Summary by Mod [if you only need numbers] How many youths have alerts.



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Youth Alerts Summary Report

Open Alerts - All

Civil Citation - 17 Circuit - Broward County Countywide Coordination


Branch - Prevention (Current Youth Placement)

11/01/2017 - 10/31/2018

Prevention

Program Name	Mod	Total Alerts
Civil Citation - 17 Circuit - Broward County Countywide Coordination	** No Mod Assigned**	2
Civil Citation - 17 Circuit - Broward County Countywide Coordination		2
Total Alerts:		2
Total Prevention Alerts:		2
Civil Citation - 17 Circuit - Broward County Countywide Coordination		2
Total Youths:		2
Total Prevention Youths:		2
Total Programs: 1		
Total Alerts: 2		
Total Youths: 2		

Summary by Type [if you only need numbers] How many youths meet the selected criteria.

 FLORIDA DEPARTMENT OF JUVENILE JUSTICE Youth Alerts Summary Report Open Alerts - All Civil Citation - 17 Circuit - Broward County Countywide Coordination Branch - Prevention (Current Youth Placement) 11/01/2017 - 10/31/2018		
Prevention		
Program Name	Alert Type	Total Alerts
Civil Citation - 17 Circuit - Broward County Countywide Coordination	Multiple Birth Siblings	1
	Suicide Risk	1
Civil Citation - 17 Circuit - Broward County Countywide Coordination		2
Total Alerts:		2
Total Prevention Alerts		2
Civil Citation - 17 Circuit - Broward County Countywide Coordination		2
Total Youths:		2
Total Prevention Youths:		2
Total Programs: 1		
Total Alerts: 2		
Total Youths: 2		

If you need assistance with JJIS, alerts and/or alerts reports please contact your local Data Integrity Officer (DIO) <http://www.djj.state.fl.us/partners/data-integrity-jjis>.