

THE PREVENTION WEB for Civil Citation Programs

Security and Information Confidentiality

- 1) Never share account or password information. Account is to be used only by the staff it was created for. Do not log in for another user or use a computer that is actively logged on by another user.
- 2) All information in JJIS and Prevention Web is confidential and may only be used for completion of official job duties/responsibilities required by DJJ. Information may not be shared with anyone else.
- 3) All information regarding Civil Citation involvement by a juvenile (as indicated by the “yes” column in youth search screen) should be considered sensitive and very confidential. Civil Citation involvement is not information that is shared with any outside sources. The information is maintained by DJJ only to ensure that youth with no record, minor misdemeanor and non-violent felony offenses have an avenue available to keep them from having an official delinquency record. For these reasons, a Prevention provider who notes Civil Citation involvement should not use this indicator as a disqualifier or discuss the nature of the referral to Civil Citation unless it is first brought up by the parent/guardian or youth.

Log onto VPN. Enter <https://VPN.djj.state.fl.us> in the address bar

User name: (last name, first initial, middle initial)

Password: (you will be given your initial password)

The system will ask you to change your password at the first log on.

*** Your password must be 8 characters or more ***

Upper, and Lowercase characters and at least one number.

(Example: Sunshine1)

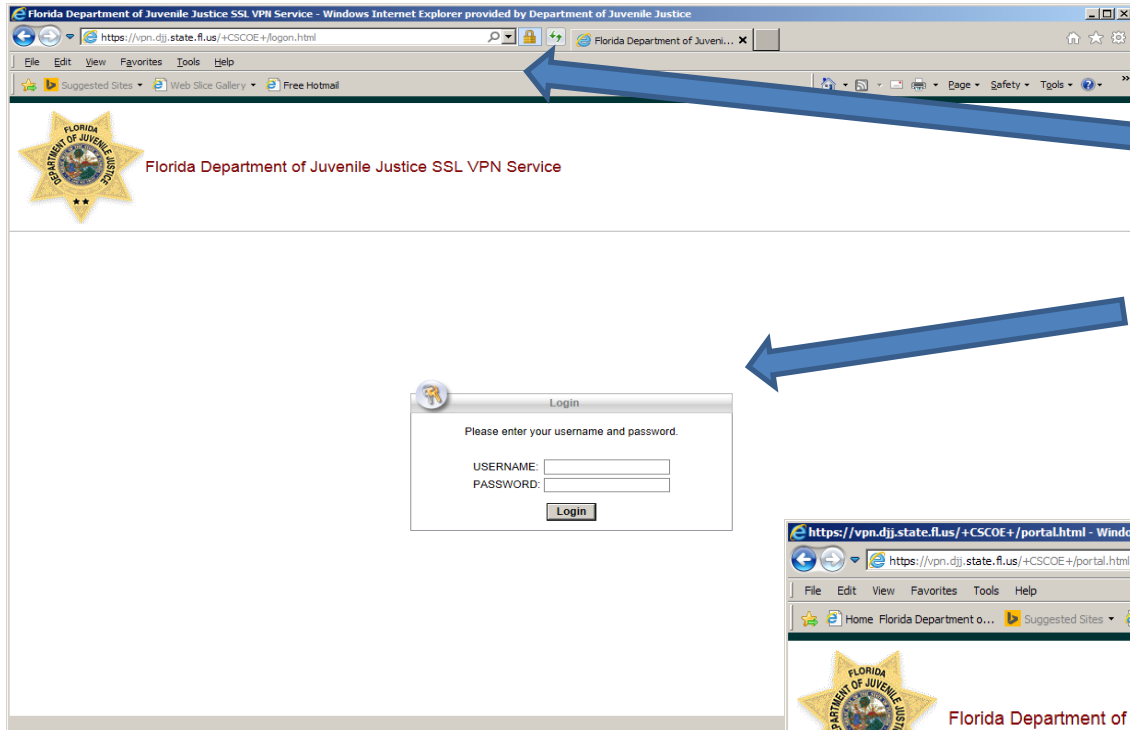
Remember! Please use VPN

1) 30 days - you will be locked out.

2) 60 days - you are on the brink of being deleted from the system

3) 90 days - you will be deleted.

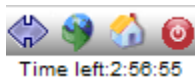
The processing of a new user agreement will be required by Tallahassee for deleted accounts.



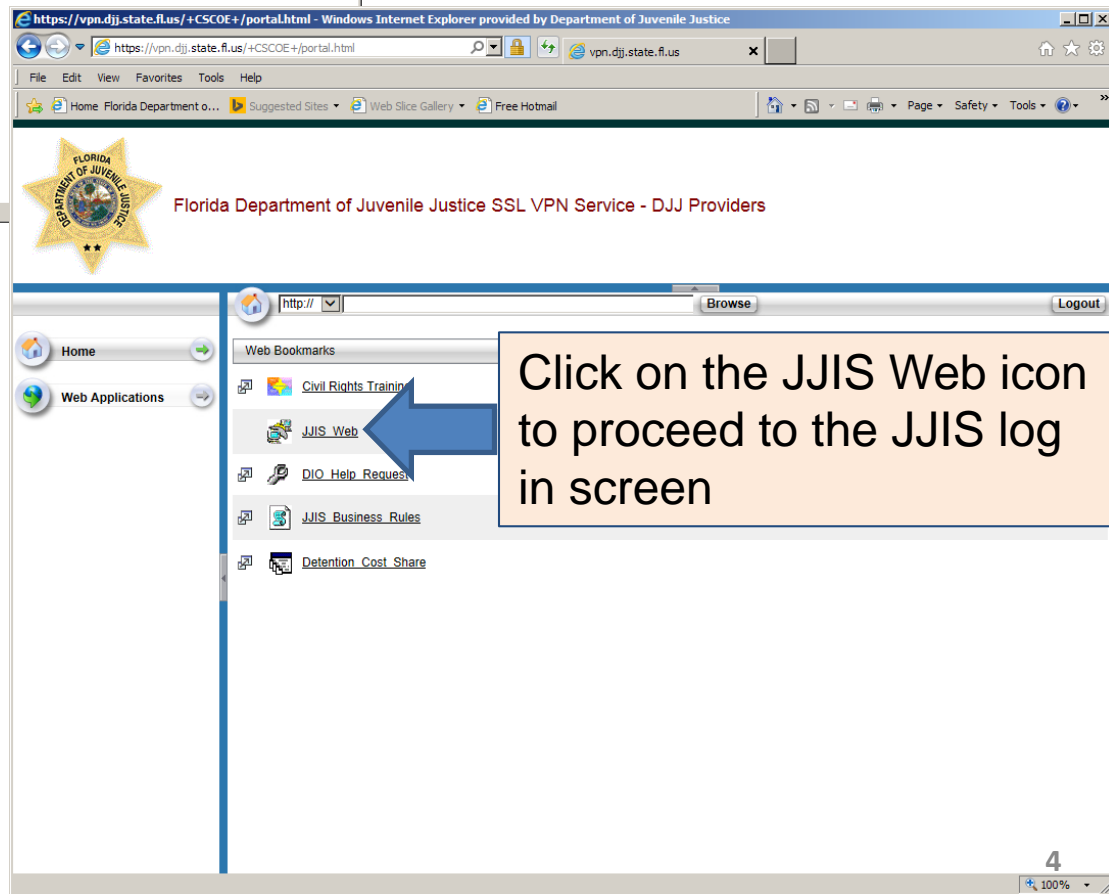
Enter <https://VPN.djj.state.fl.us> in the address bar

Login in using your standard Login credentials

Click on desired application. Once you connect to an application, some applications will have a tool bar in the upper-right corner that will allow navigation such as returning “home” or “logout”.



Note: JJIS Web will not have this toolbar. Use the “**close**” button to return to the App list.



Click on the JJIS Web icon to proceed to the JJIS log in screen

Department of Juvenile Justice System Login



Juveniles who have committed a non-serious misdemeanor are eligible for civil citation. Nonviolent felony offenders are eligible for prearrest diversion and may be entered into the Prevention Web.

A Civil Citation is not limited to first time misdemeanors. Youth may be granted any number of citations at the discretion of each judicial jurisdiction.

These civil citations are tracked using the Prevention Web of JJIS.

****It is important to
be familiar with
Circuit protocols!**

User Name: *	<input type="text" value="TesterLee"/>
Password: *	<input type="password" value=""/>
System: *	<input type="text" value="Prevention Web"/>
<input type="checkbox"/> Change Password? <input type="checkbox"/> Manage Security Questions	
<input type="button" value="Login"/> <input type="button" value="Close"/>	
Reset/Forgot Password	


TERMS

Program Registration ~ Register a new youth to a program


Modules ~ Maintenance


Reports ~ Prevention Reports






**Department of
Juvenile
Justice**

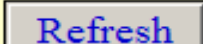

<< **Program Registration** **Modules** > **Reports** > **LogOut**

Active Youth: 

Active Program: 

Select a Program 
... ▼

☒ **Current Placement Census** 
☐ **Incomplete Admission Registrations** 

Youth Listing:
 

Active Youth ~ Youth must show in this area for maintenance

Active Program ~ Listing of a program after chosen in the “Select a Program” area (drop down)

Select a Program (drop down) ~ The program assigned to staff

Current Placement Census ~ Listing of youth currently in the selected Program

Incomplete Admission Registrations ~ Listing of youth who’s registration was started, but not completed therefore not in the Program Census

HOME PAGE



Department of Juvenile Justice

[Program Registration](#)[Modules](#)[Reports](#)[LogOut](#)

Active Youth:

Active Program:

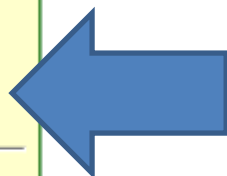
Select a Program



☒ Current Placement Census

☐ Incomplete Admission
Registrations

Youth Listing:

[Refresh](#)[Youth Search](#)

Once logged in, any civil citation programs assigned to you will appear in the Select a Program drop down on the left side of the screen

Click on the drop down and select your program

*PREVENTION
HOME PAGE*




Youth Names

PREVENTION
HOME PAGE

All youth currently in the program will appear in the Youth Listing once a program is selected

Before beginning the registration process, look at the side bar to make sure the youth is NOT currently in your census. If the youth is currently in the census, simply click on the youth's name to make them active.



Department of
Juvenile
Justice

<< Program Registration Modules ▶ Reports ▶ LogOut

Active Youth:

Active Program:

Twentieth Circuit - Civil Citation

- 20 Circuit - Lee County Sheriff

- Lee County

Select a Program

Twentieth Circuit - Civil Citation - 2 ▼

☒ Current Placement Census

☐ Incomplete Admission Registrations

Youth Listing: (16 total)

Refresh Youth Search

Youth Names

Step 3:

If the youth is not currently in your census and there is no incomplete registration for the youth, click Program Registration on the top menu bar

Step 2:

Select the radio button for Incomplete Admission Registrations, to make sure the youth's registration has not been started

Step 1:

Verify the youth's name is not listed in the current program census after selecting your Program

You must perform a comprehensive search to see if a record for the youth already exists in JJIS. Conducting this search before entering a new youth ensures that duplicate youth are not entered into the system.

After the user selects the Program Registration link, the system will automatically default to an Exact Match search and the user must search by the youth's Date of Birth first. No other search option will be enabled until a DOB search is completed.

Youth Search

Search Type

☐ Approximate Match ☒ Exact Match

Search By


☐ Last Name, First Name
☐ Last Name, First Name, DOB
☐ Social Security #

☐ Last Name, First Name, Race
☐ Last Name, First Name, Sex
☐ DJJID

☐ Alias Name
☒ Date of Birth

Last Name

First Name

DOB 

Alias

DJJID

Race

SSN


Sex



Enter the required information into the field and click the Find button

Last Name

First Name

DOB 

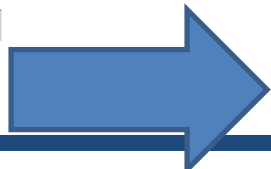
Alias

DJJID

Race

SSN

Sex



The system will return a list of youth meeting the search criteria. The list can be sorted by any field in the header by clicking on the field name, for example by County.

Youth Found

	LAST NAME	FIRST NAME	MIDDLE NAME	DJJID	SSN	DOB	PREVENTION	CIVIL CITATION	DELINQUENT	RACE	SEX	COUNTY
Select						01/01/2003	No	No	YES	White	M	Marion
Select						01/01/2003	No	No	YES	White	M	Marion
Select						01/01/2003	No	No	YES	Black	M	Gadsden
Select						01/01/2003	YES	No	No	Black	M	Indian River
Select						01/01/2003	No	Yes (1)	No	Black	M	Pinellas
Select						01/01/2003	Yes	No	No	White	M	Polk
Select						01/01/2003	No	No	YES	White	M	Bay
Select						01/01/2003	YES	No	No	Black	F	Duval
Select						01/01/2003	YES	No	No	Black	M	Pinellas

After a DOB search is completed, if the youth is not found, all other “Search By” options will enable for selection.

Select an Approximate Match search or an Exact Match search from the Search Type category. Approximate Match by Last Name, First Name is selected by default, or select another option from the Search By category to use as criteria for your search.

Search Type

☒ Approximate Match ☐ Exact Match

Search By

☒ Last Name, First Name ☐ Last Name, First Name, Race ☐ Alias Name

☐ Last Name, First Name, DOB ☐ Last Name, First Name, Sex ☐ Date of Birth

☐ Social Security # ☐ DJJID

Last Name Alias SSN

First Name DJJID Sex









DOB Race

Enter the required information into the proper fields, an Approximate Match search is recommended. If the Approximate Match is selected, you must enter in at least two characters of the youth's last and first name. This will pull up similar names, allowing you to verify the spelling, date of birth or county, ensuring that duplicate youth are not added to JJIS.









Last Name	<input type="text" value="Tr"/>	Alias	<input type="text"/>	SSN	<input type="text"/>
First Name	<input type="text" value="Sh"/>	DJJID	<input type="text"/>	Sex	<input type="text" value=""/>
DOB	<input type="text" value=""/>	Race	<input type="text" value=""/>		

Click the Find button. The system will return a list of youth meeting the search criteria. The list can be sorted by any field in the header by clicking on the field name, for example by date of birth (DOB) or county.

Youth Found Record Count: 49

	LAST NAME	FIRST NAME	MIDDLE NAME	DJJID	SSN	DOB	REVENTION	CIVIL CITATION	DELINQUENT	RACE	SEX	COUNTY
Select 	[REDACTED]					10/05/2008	No	No	YES 	White	M	Bay
Select 						11/19/2007	Yes 	No	No	Black	M	Bay
Select 						03/09/2006	Yes 	No	No	White	M	Pasco
Select 						11/29/2003	No	No	Yes 	Black	M	Polk

For all youth in the grid, you can see their indicator for history in Prevention, Civil Citation and Delinquency, as well as view facesheets for those areas for which you have permissions

PREVENTION	CIVIL CITATION	DELINQUENT
YES 	No	No
No	Yes (1) 	No
No	YES (1) 	No
No	Yes (1) 	No
No	No	YES 
No	Yes (1) 	No
Yes 	No	No
YES 	No	No

- 1) **A RED “YES”** means the youth has an active record
- 2) **A BLACK “YES”** means the youth has a prior history, but is not currently active.
- 3) **A BLACK “NO”** means the youth has not history with Prevention, Civil Citation or Delinquency, as applicable.
- 4) The **“sheet of paper(s)”** icon is a link to the youth’s Prevention, Civil Citation or Delinquency facesheet. Note: This is permissioned. If you have Prevention Web permissions only, you will not be able to access the delinquency facesheet. If you do not have permission to view prevention you will not be able to access the prevention facesheet.

If the youth is **found** in view box listing below,
DO NOT DUPLICATE the youth with a new number

Youth Found Record Count: 4

	LAST NAME	FIRST NAME	MIDDLE NAME	DJJID	SSN	DOB	PREVENTION	CIVIL CITATION	DELINQUENT	RACE	SEX	COUNTY
Select						06/16/2000	Yes	No	No	Asian	F	Hillsborough
Select						06/05/2000	No	No	YES	Pacific Islander	F	Leon
Select						06/16/2000	Yes	No	No	White	F	Hillsborough
Select						03/11/1999	No	YES (2)	No	Alaskan Native	F	Martin

Youth Names and
DJJ IDs

- 1st Click "Select" to activate the youth
 2nd Click "Program Registration" to begin wizard

Program Registration Modules Reports LogOut

Youth Search

Search Type ☒ Approximate Match ☐ Exact Match

Search By ☒ Last Name, First Name ☐ Last Name, First Name, Race ☐ Alias Name
☐ Last Name, First Name, DOB ☐ Last Name, First Name, Sex ☐ Date of Birth
☐ Social Security # ☐ DJJID

Last Name Alias SSN

First Name DJJID Sex

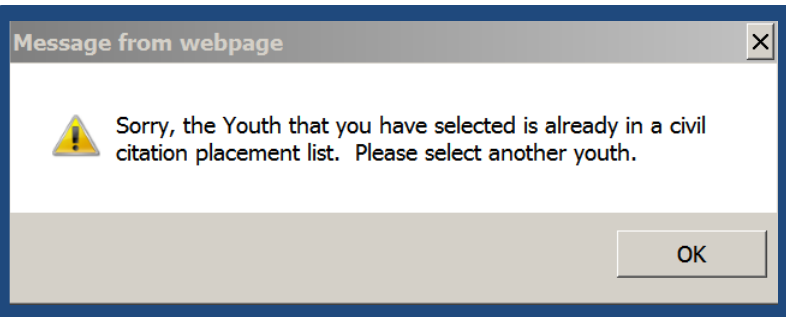
DOB Race

Youth Found Record Count: 4

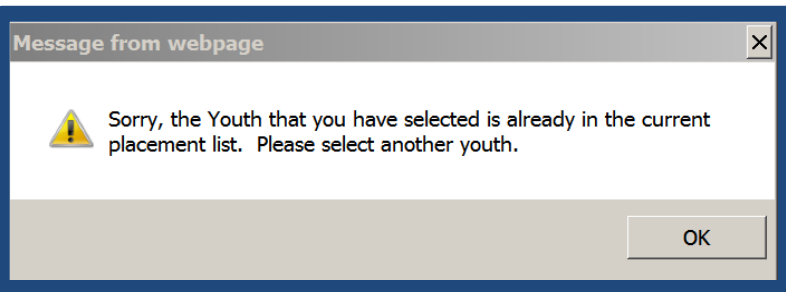
	LAST NAME	FIRST NAME	MIDDLE NAME	DJJID	SSN	DOB	PREVENTION	CIVIL CITATION	DELINQUENT	RACE	SEX	COUNTY
Select						06/16/2000	Yes	No	No	Asian	F	Hillsborough
Select						06/05/2000	No	No	YES	Pacific Islander	F	Leon
Select						06/16/2000	Yes	No	No	White	F	Hillsborough
Select						03/11/1999	No	YES (2)	No	Alaskan Native	F	Martin

Youth Names and DJJ
IDs

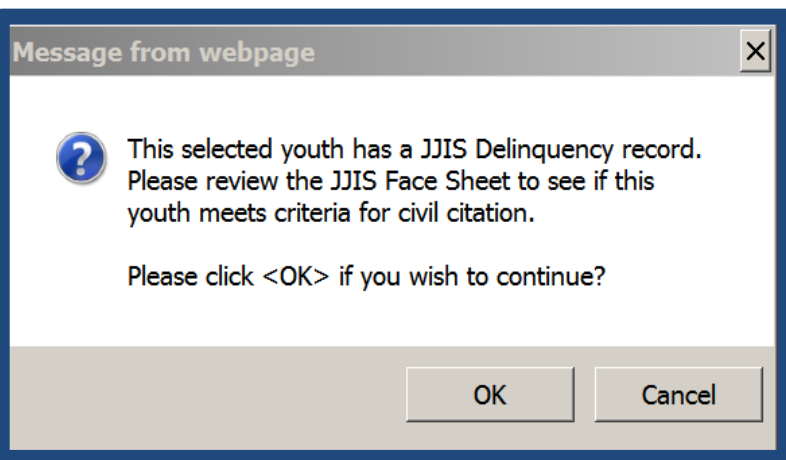
If the **youth IS found** in JJIS, you should always review the face sheet before selecting the youth. Once you have reviewed the face sheet, select the youth. Depending on the youth's status with the department, you may receive pop-up messages. These messages should always be read and understood.



Message means that the youth you have selected is currently enrolled in another civil citation program and is not eligible to be enrolled in your program.



Message means that the youth you have selected is currently enrolled in your program and cannot be selected. Check to make sure the correct youth was selected in the youth search process.



Message means that the youth you have selected has a record on the delinquency side of JJIS. This may mean the youth is ineligible for your program. You must review the youth's face sheet to ensure that any prior offenses were disposed as non-file, nolle-prosse or were dismissed. A prior offense that was diverted or prosecuted may disqualify the youth from participation.

After completing the comprehensive search
 (Exact Match with Date of Birth and then the Approximate Match search by Last Name, First Name)
and the youth is not listed in the grid below,
click on the Add a New Youth button to begin the registration wizard

Youth Search

Search Type

☒ Approximate Match ☐ Exact Match

Search By

☒ Last Name, First Name ☐ Last Name, First Name, Race ☐ Alias Name
☐ Last Name, First Name, DOB ☐ Last Name, First Name, Sex ☐ Date of Birth
☐ Social Security # ☐ DJJID

Last Name Alias SSN
 First Name DJJID Sex
 DOB Race

Youth Found Record Count: 4

	LAST NAME	FIRST NAME	MIDDLE NAME	DJJID	SSN	DOB	PREVENTION	CIVIL CITATION	DELINQUENT	RACE	SEX	COUNTY
Select	Youth Names and DJJ IDs					06/16/2000	Yes	No	No	Asian	F	Hillsborough
Select						06/05/2000	No	No	YES	Pacific Islander	F	Leon
Select						06/16/2000	Yes	No	No	White	F	Hillsborough
Select						03/11/1999	No	YES (2)	No	Alaskan Native	F	Martin

In the event the youth has previously been afforded the opportunity to participate in civil citation and is being referred again, a warning will be displayed, along with a dialog box

To continue with this youth, click OK in the dialog box and then click “Yes” in the Prevention Web

The screenshot shows a web interface titled "Prevention Web" in a green header. On the left is a "Wizard Guide" sidebar with a vertical list of buttons: "Step 1" (highlighted with a green triangle), "Youth Info", "Alerts & Alias", "School Info", "Family Member Info", and "Completion". The main content area contains the following text: "Youth has a prior placement of Civil Citation on this record. Subsequent Citations (up to 3 Maximum) will need to be documented accordingly with reasons in the JJIS system." Below this is the question "Are you sure you want to proceed with this entry?" and two buttons, "Yes" and "No".

After you click on the Yes button, you will be brought to the 6 step Registration Wizard

This is a smaller screenshot of the "Wizard Guide" sidebar from the previous image. It shows the same vertical list of buttons: "Step 1" (highlighted with a green triangle), "Youth Info", "Alerts & Alias", "School Info", "Family Member Info", and "Completion".

Youth with **NO PREVIOUS** Civil Citation Placement

Wizard guide: 6 steps

Work sequentially,
Top to Bottom,
filling out all
information.

One Asterisk * mandatory information
Two Asterisk ** recommended
No Asterisk - Optional

The more information put in the system, the
better outcome.

**SSN: Do not make up a SSN
number if you do not have it at
the time you are entering the
wizard**

It is **NOT OK** to use 999-99-
9999, 111-11-1111, or any
combination of made up
number sequences

Prevention Web

Wizard Guide

- Step 1
- Youth Info
- Alerts & Alias
- School Info
- Family Member Info
- Completion

Registration Wizard

Step 1 of 6

Program Nineteenth Circuit - Civil Citation - 19

Last Name * _____ *

First Name * _____ *

Middle Name ** _____

OR ** ☐ No Middle Name Verified

Suffix _____

DOB * _____ *

Age _____

SSN ** _____
####

Sex * _____ *

Race * _____ *

Ethnicity * _____ *

Home County * _____ *

Admit Date * _____ *

Circuit * _____ *

Agency Referred By* _____ *

Civil Citation Charges

Statute Number: * _____ *

Offense Date * _____ MM/DD/YYYY

Offense Time _____ : _____ AM ☐ PM ☐ HH:MM

Offense on School Property * ☐ Yes ☐ No

School Circuit* _____ *

School Location of Offense* _____ *

Domestic Violence * ☐ Yes ☐ No

Firearm seized/involved * ☐ Yes ☐ No

Step 1 of wizard, when Saved, creates a DJJ ID #

[Save and Next >>](#)

[Exit](#)

Youth **WITH PREVIOUS** Civil Citation Placement

Program	Civil Citation - 20 Circuit - DJJ - Glades
Last Name *	Test
First Name *	Leroy
Middle Name **	
OR **	<input checked="" type="checkbox"/> No Middle Name Verified
Suffix	
DOB *	02/01/2000
Age	17
SSN **	###-##-####
Sex *	Male
Race *	White
Ethnicity *	Non-Hispanic
Home County *	Lee
Admit Date *	
Circuit *
Agency Referred By*	
Override Reason *	Additional C.C. - Directed By SAO Additional C.C. - Prior No Filed/ Dismissed Additional C.C. - Special Exemption Additional C.C. - Other Returned to Restart - Closed in Error Returned to Restart - Failure not Youth's Fault Returned to Restart - Other Second C.C. - As Allowed By Law Third C.C. - As Allowed By Law

Youth with a history will have the demographics already filled out

IMPORTANT:
You must be sure to select the appropriate reason the youth is being offered a subsequent Civil Citation
(defined on next slide)

Definitions of Override Reasons

Additional C.C. – Directed by SAO – Use this when the SAO has directed youth to civil citation above and beyond any other circumstances

Additional C.C. – Prior No filed/Dismissed – Use this when youth was previously denied civil citation because of delinquent history that was dismissed or non-filed

Additional C.C. – Special exemption – Use this when the youth has been given an exemption by SAO/Court for a 4th CC

Additional C.C. – Other – Do not use this reason when admitting youth

Returned to Restart - Closed in error – Use this when first Civil Citation was closed due to technical issues, for example, when program staff made an error and closed youth

Returned to Restart - Failure not youth's fault – Use this when parent/guardian refused to participate or for some other reason beyond the youth's control

Returned to Restart - Other – Use this when admitting a youth for any other reason than what is available

Second C.C. – As Allowed By Law – Use this one when youth has completed a civil citation program and is being given a second one.

Third C.C. – As Allowed By Law – Use this one when youth has completed two civil citation programs and is being given a third one.

Entering New Charges for new youth and youth with history.


1) Click on the Add New Charge button to begin inputting Charge and information



2) Click on ellipsis ... (3 dots) to find a Statute Number



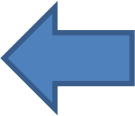
Civil Citation Charges

<input type="button" value="Add New Charge"/>	<input type="button" value="Duplicate Current Charge"/>
Statute Number: *	<input type="text"/> <input type="button" value="..."/>
Offense Date *	<input type="text"/>  MM/DD/YYYY
Offense Time	<input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM HH:MM
Offense on School Property *	<input type="radio"/> Yes <input type="radio"/> No
School Circuit*	<input type="text"/> <input type="button" value="v"/>
School Location of Offense*	<input type="button" value="v"/>
Domestic Violence *	<input type="radio"/> Yes <input type="radio"/> No
Firearm seized/involved *	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Store Charge"/> <input type="button" value="Cancel Charge"/> <input type="button" value="Delete Charge"/>	

To find a Statute Number Description, input a Statute Number in the Statute cell, click on Find

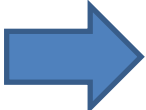
Statute Selection

Options : ☒ Statute Search ☐ FCIC Number ☐ Statute Number and SubSection

Statute Number : 

FCIC Number :


SubSection :



[Instructions for using help the first time.](#)

To chose the number and description, click on Select next to the charge which will allow the Statute Number to move to Statute Number area on Page 1 of Prevention Wizard

NOTE: No Violent Felonies allowed !






	FCIC VALUE	DESCRIPTION	STATUTE	LEVEL	DEGREE	VIOLENT FELONY
Select	BURGL	UNOCCUPIED STRUCTURE UNARMED	810.02 4a	F	T	False
Select	URGL	UNOCCUPIED CONVEYANCE UNARMED	810.02 4b	F	T	False
Select	BURGL	UNOCCUPIED STRUCTURE STATE OF EMERGENCY	810.02 4a	F	S	False
Select	BURGL	UNOCCUPIED CONVEYANCE STATE OF EMERGENCY	810.02 4b	F	S	False

After you Add New Charge and select the Statute Number from the ... (3 dots) ellipsis


Civil Citation Charges


Add New Charge **Duplicate Current Charge**


Statute Number: * 

Offense Date *  **MM/DD/YYYY** 

Offense Time : ☐ AM ☒ PM **HH:MM**

Offense on School Property * ☐ Yes ☒ No 


School Circuit* 

School Location of Offense* 

Domestic Violence * ☐ Yes ☒ No

Firearm seized/involved * ☐ Yes ☒ No

Store Charge **Cancel Charge** **Delete Charge**



3) Enter the Offense Date (Date the Offense Occurred, not the date you input the charge), and the Offense Time if the time is known

4) If offense occurred on school property, select Yes, School Circuit and School Location

If offense not on School Property, select No

5) Click Store Charge after Information inputted; To ADD Another charge, click Add New Charge

Civil Citation Charges

Add New Charge
Duplicate Current Charge

		OFFENSE DATE	FCIC VALUE	DESCRIPTION	STATUTE	LEVEL	DEGREE
Select	Edit	3/17/2017 8:00:00 PM	BURGL	UNOCCUPIED STRUCTURE UNARMED	810.02	F	T

1

Statute Number: *

Offense Date * MM/DD/YYYY

Offense Time : ☐ AM ☐ PM HH:MM

Offense on School Property * ☐ Yes ☐ No

School Circuit*

School Location of Offense*

Domestic Violence * ☐ Yes ☐ No

Firearm seized/involved * ☐ Yes ☐ No

NOTE:
Clicking on Store Charge
DOES NOT SAVE the wizard.
Always click ~
SAVE and NEXT
To move forward on the youth
record

Store Charge
Cancel Charge
Delete Charge

After the charge is stored, click on the Save and Next >> button



Save and Next >>

Exit

Step 2 on the Wizard

Prevention Web

Wizard Guide

Step 1

▶ Youth Info

Alerts & Alias

School Info

Family Member Info

Completion

Registration Wizard

Step 2 of 6

Youth Name: Test, Leroy
DJJID: 1355074

Height **

5 ft 10 in

Weight **

150 lbs

Hair Color **

Blonde ▼

Eye Color **

Blue ▼

Religion

.... ▼

Marital Status

Single ▼

Language Preference

English ▼

Birth City

OUT OF STATE ▼

Birth City (if out of state)

Baltimore

Birth County

Out of State ▼

Birth State

Maryland ▼

Citizenship **

☒ USA ☐ Other

[Address Change Worksheet](#)

Work sequentially,
From Top, filling out all
known information.



Note:
Do Not Make Up
Unknown Information

Click on Address Change
Worksheet to input Address

Maintenance

Address Change Worksheet

Is this youth in foster care? ☐ Yes ☒ No

Foster care ? If YES, the system will activate DCF address for youth after you select Yes

To enter a new address **either** select a prior entered address above on the left side or enter a new address in the text boxes below. County will be entered by the system.

Recent Historical Physical Addresses

STREET ADDRESS	BLDG/APT	CITY	COUNTY	STATE	ZIP	ZIP 4	START DATE	END DATE
----------------	----------	------	--------	-------	-----	-------	------------	----------

Work from Top to Bottom filling out all areas

New Physical Address - Fields marked with an * are required.

Is this a new address?

☒ Yes ☐ No

Street Address: *

Build/Apt:

City: *

State: *

Zip: *

 - ##### -####

County:

Non-U.S. Country:

International Zip:

Home Phone Number

() - (###) ###-####

End Date for old address *

  MM/DD/YYYY

Start Date for new address*

  MM/DD/YYYY

Verify Address

New address: Yes or No

Maintenance

Address Change Worksheet

Is this youth in foster care? ☐ Yes ☒ No

To enter a new address **either** select a prior entered address above on the left side or enter a new address in the text boxes below. County will be entered by the system.

Recent Historical Physical Addresses

STREET ADDRESS	BLDG/APT	CITY	COUNTY	STATE	ZIP	ZIP 4	START DATE	END DATE
----------------	----------	------	--------	-------	-----	-------	------------	----------

New Physical Address - Fields marked with an * are required.

Is this a new address?

☐ Yes ☒ No[Result Details](#)

Street Address: * 1700 Monroe St.
 Build/Apt:
 City: * Fort Myers
 State: * Florida
 Zip: * 33901 - ##### -####
 County: Lee
 Non-U.S. Country:
 International Zip:
 Home Phone Number (239) 258 - 3450 (###) ### -####
 End Date for old address ** MM/DD/YYYY
 Start Date for current address* 12/8/2014 MM/DD/YYYY

1700 Monroe St.
 Fort Myers
 Florida
 33901 - ##### -####
 Lee

Verify Address

Accept

Cancel

After the address is entered,
click Verify Address and
then click Accept

New Physical Address - Fields marked with an * are required.

Is this a new address?

☐ Yes ☒ No

Street Address: * 1700 Monroe St.
 Build/Apt:
 City: * Fort Myers
 State: * Florida
 Zip: * 33901 - ##### -####
 County: Lee
 Non-U.S. Country:
 International Zip:
 Home Phone Number (239) 258 - 3450 (###) ### -####
 End Date for old address ** MM/DD/YYYY
 Start Date for current address* 12/8/2014 MM/DD/YYYY

Verified successfully!

Verified!

Recent Historical Mailing Addresses

	STREET ADDRESS	BLDG/APT	CITY	COUNTY	STATE	ZIP	ZIP 4	START DATE	END DATE
--	----------------	----------	------	--------	-------	-----	-------	------------	----------

Check box **Same as Physical** for mailing address if same

Input Start Date

No need to Verify Address

New Mailing Address

Is this a new address?

☒ Same as physical

☐ Yes ☒ No

Street Address: *

1700 Monroe St.

Build/Apt:

City: *

Fort Myers

State: *

Florida

Zip: *

33901 - ##### -####

Non-U.S. Country:

International Zip:

End Date for old address **

MM/DD/YYYY

Start Date for new address *

12/8/2014 MM/DD/YYYY

Verify Address

If PO Box or other address, input mailing address information

Remember Start Date!

Verify Address

Please review the Lives with and Guardian Bill to information. Changing the youth's address will apply that new address to all members that have "Lives With" checked.

Family Members

LIVES WITH	GUARDIAN	FAMILY MEMBER NAME	RELATIONSHIP	CURRENT PHYSICAL ADDRESS
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test, Momma	Mother	1700 Monroe St., Fort Myers, FL 33901

Save

Cancel

Next >>

Exit

When completed, click Save and then click Next

Prevention Web

Wizard Guide

- Step 1
- Youth Info**
- Alerts & Alias
- School Info
- Family Member Info
- Completion

Registration Wizard

Step 2 of 6

Youth Name: Test, Leroy
DJJID: 1355074

Height ** 5 ft 10 in
Weight ** 150 lbs
Hair Color ** Blonde
Eye Color ** Blue
Religion
Marital Status Single
Language Preference English
Birth City OUT OF STATE
Birth City (if out of state) Baltimore
Birth County Out of State
Birth State Maryland
Citizenship ** ☒ USA ☐ Other

[Address Change Worksheet](#)

Physical Address *

Street Address: 1700 Monroe St.
Build/Apt:
City: Fort Myers
State: Florida
Zip: 33901 -
County: Lee
Non-U.S. Country:
International Zip:

Mailing Address

☒ Same as Physical Address

Street Address: 1700 Monroe St.
Build/Apt:
City: Fort Myers
State: Florida
Zip: 33901 -
Non-U.S. Country:
International Zip:
No Home Phone **
Home Phone ** (239) 258 - 3450 (###) ###-####
Alt. Contact Num Type
Alt. Contact Number () - (###) ###-####
Alt. Contact Num Type2
Alt. Contact Number 2 () - (###) ###-####
Not Employed
Employer
Employer's Phone Number () - (###) ###-####
Employer's Address
Street Address: **
Build/Apt:
City: **
State: **
Zip: ** -
Non-U.S. Country:
International Zip:

<< Back

Next >>

Exit

Review all: Youth info, physical and mailing addresses

Enter youth's work info and phone numbers before moving on



Click Next >> to move on

Step 3 on the Wizard

For information on Alerts And Alias Information please refer to the Alerts PowerPoint

Click on Next to go to Step 4 of the Wizard

Wizard Guide

Step 1

Youth Info

Alerts & Alias

School Info

Family Member Info

Completion

Registration Wizard

Step 3 of 6

Youth Name: Test, Leroy
DJJID: 1355074

Last Updated By: Jenkins, Thomas on 3/24/2017 4:07 PM

Special Alerts Information

[Go to Alias Information](#)

New

ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
1				

Alert Type *

...

Category

Category

County

...

Begin Date *

...

Begin Time *

...

AM

PM

HH:MM

End Date

...

End Time

...

AM

PM

HH:MM

End Reason

...

...

Add New Note

Note Description

...

Check Spelling

Save

Cancel

Delete

Alias Information

[Go to Special Alerts Information](#)

New

ALIAS TYPE	ALIAS NAME
1	

Alias Type *

...

Alias Name *

...

Save

Cancel

Delete

Next >>

Exit

Delete Registration

Step 4 on the Wizard

Wizard Guide

Step 1

Youth Info

Alerts & Alias

School Info

Family Member Info

Completion

Registration Wizard

Step 4 of 6

Youth Name: Test, Leroy
DJJID: 1355074

Last Updated By: Jenkins, Thomas on 3/24/2017 4:16 PM

The School record was created on 3/24/2017 4:07:00 PM by Jenkins, Thomas

School Attending

School Circuit: Twentieth Circuit
School Attending: ALC CTR/HIGH

School Information

School Type:
Street: 3650 MICHIGAN AVENUE
City: Fort Myers
State: FL
Zip: 33916
School District: 36
Contact Person: HAGY, RICHARD
Phone #: (239) 334 - 4726
Suncom #:

Basic School Information:
Using the Drop Down fields, fill out as much known information as possible

Work from Top to Bottom !

After selecting the School Circuit and School Attending, the address and phone number will prepopulate

School Grade: 9
Contact Person:
Contact Phone: () - (###) ###-####
Scheduled Hours: From : : AM PM HH:MM
Scheduled Hours: To : : AM PM HH:MM
Education Status:
School Attendance:
School Behavior:
Special Classes: EH, GED, Gifted, ILAP, LD, No Special Classes, Remedial, SED, SLD, Voc/Ed
Reading Level:

<< Back

Next >>

Exit

Delete Registration

Click NEXT to save Information

Step 5 on the Wizard

Click New to add Family Members to the system

Work Top to Bottom, filling out as much known information as possible

Check the box for Lives With Youth and Guardian if applicable

Checking the Lives With Youth button prepopulates the address information, otherwise enter in the physical and mailing addresses and verify

Registration Wizard

Step 5 of 6

Youth Name: Test, Leroy
DJJID: 1355074

Last Updated By: Jenkins, Thomas on 3/24/2017 4:17 PM

New

Family Members

Address Change Worksheet

		LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	RELATIONSHIP
Select	Edit	Test	Momma		Mother

1

Member Information

Last Name *	Test
First Name *	Daddy
Middle Name	
OR	<input type="checkbox"/> No Middle Name Verified
Suffix	
DOB	2/26/1975
Age	42
Relationship **	Friend
Sex	N/A
Race	White
Ethnicity	Non-Hispanic
	<input checked="" type="checkbox"/> Lives With Youth
	<input checked="" type="checkbox"/> Guardian

Physical Address

Street Address: **	1700 Monroe St.
Build/Apt:	
City: **	Fort Myers
State: **	Florida
Zip: **	33901 - #####
County:	
Non-U.S. Country:	
International Zip:	
	Verify Address

Mailing Address

Street Address: **	1700 Monroe St.
Build/Apt:	
City: **	Fort Myers
State: **	Florida
Zip: **	33901 - #####
Non-U.S. Country:	
International Zip:	
	Verify Address

Enter phone and employment information for family member, SAVE your information

No Home Phone ☐

Home Phone (772) 555 - 1212 (###) ### ####

Alt. Contact Num Type

Alt. Contact Number () - (###) ### ####

Alt. Contact Num Type 2

Alt. Contact Number 2 () - (###) ### ####

E-mail Address

Employment Information

Not Employed ☐

Full Time ☐

Occupation

Employer

Employer's Address

Street Address: **

Build/Apt:

City: **

State: **

Zip: ** - #####

Non-U.S. Country:

International Zip:

Employer's Phone No. () - (###) ### ####

Save Cancel Delete

Step 5 of 6

Youth Name: Test, Leroy
DJJID: 1355074

Last Updated By: Jenkins, Thomas on 3/27/2017 11:00 AM

New

Family Members

Address Change Worksheet

		LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	RELATIONSHIP
Select	Edit	Test	Momma		Mother
Select	Edit	Test	Daddy		Father

1

Click New to add another family member

See family member(s) in view box at the top of Step 5

Click ~ NEXT >> to continue.

<< Back

Next >>

Exit

Delete Registration

Step 6 on the Wizard

Click on the Score Card

Score Card ~

This is a report to remind staff of missing information

Always input as much known information as possible

Close after Reviewing

Prevention Web

Wizard Guide

[Step 1](#)
[Youth Info](#)
[Alerts & Alias](#)
[School Info](#)
[Family Member Info](#)
[Completion](#)

Registration Wizard

Step 6 of 6

Youth Name: Test, Leroy
DJJID: 1355074

Section (A): You must review all the steps of the Wizard before going to section B. Use the Score Card button to review the registration information.

[Score Card](#) [Prevention Assessment Tool](#)

Section (B): Prevention Survey Instruments and Scoring Instruments
Each of the following links contains the survey, scoring instrument, and directions for administering and scoring the survey.

- No associated scoring instruments found for this program.

[<< Back](#) [Complete](#) [Exit](#) [Delete Registration](#)

Prevention Registration Wizard Score Card

(If the Score card shows a different youth than the current active youth, then click on the REFRESH button)

Test, Leroy
1355074

[Close](#)

[Refresh](#)

[Print](#)

[Youth Information - Step 1 \(Last Modified By: Jenkins, Thomas on 03/24/2017 3:12PM\)](#)

SSN

Prevention Web

Wizard Guide

Step 1

Youth Info

Alerts & Alias

School Info

Family Member Info

Completion

Registration Wizard

Step 6 of 6

Youth Name: Test, Leroy

DJJID: 1355074

Section (A): You must review all the steps of the Wizard before going to section B. Use the Score Card button to review the registration information.

Score Card

Prevention Assessment Tool

Section (B): Prevention Survey Instruments and Scoring Instruments
Each of the following links contains the survey, scoring instrument, and directions for administering and scoring the survey.

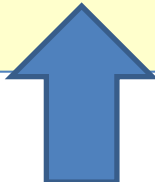
- No associated scoring instruments found for this program.

<< Back

Complete

Exit

Delete Registration



Click "Complete" on Step 6 of wizard to finish process after viewing score card

35

Wizard Guide

[Step 1](#)[Youth Info](#)[Alerts & Alias](#)[School Info](#)[Family Member Info](#)[Completion](#)

Registration Wizard

Step 6 of 6

Youth Name: Test, Leroy
DJJD: 1355074

Section (A): You must review all the steps of the Wizard before going to section B. Use the Score Card button to review the registration information.

[Score Card](#)[Prevention Assessment Tool](#)

Section (B): Prevention Survey Instruments and Scoring Instruments
Each of the following links contains the survey, scoring instrument, and directions for administering and scoring the survey.

- No associated scoring instruments found for this program.

[<< Back](#)[Complete](#)[Exit](#)[● Delete Registration](#)

At any step, Delete Registration will remove only the placement for youth with prior history ~

If new youth, the delete will remove the entire record.



Active Youth:

Active Program:

Twentieth Circuit - Civil Citation
- 20 Circuit - Lee County Sheriff
- Lee County

Select a Program

Twentieth Circuit - Civil Citation -

☒ Current Placement Census

Complete Admission
Registrations

Youth Listing: (16 total)

Refresh

Youth Search

☐

☐

☐

☐

Test, Leroy

☐

☐

☐

☐

☐

☐

☐

☐

☐


☐

☐

Youth
Names and
DJJ IDs

System will process back to
Home Page and youth will show
under "Current Placement
Census " Listing

*PREVENTION
HOME PAGE*



Active Youth:
1340266 : Testrr, Pati

Civil Citation Face Sheet

Active Program:
Nineteenth Circuit - Civil Citation
- 19 Circuit - Stuart PD First
Offender Program- Martin
County

Select a Program
Nineteenth Circuit - Civil Citation -

☒ Current Placement Census
☐ Incomplete Admission
Registrations

Youth Listing: (9 total)
Refresh Youth Search

Youth
Names and
DJJ IDs


<< Program Registration Modules Reports LogOut

Juvenile Registration
Special Alerts & Alias
School
Family Member
Civil Citation Charges
Youth Notes
Youth Assessment History
Youth Placement History
Program Placements

Face Sheet

Youth MUST be **Active**
to access Modules.
Maintenance~
Youth Assessment History
Youth Placement History
Program Placements

PREVENTION
HOME PAGE



Department of
Juvenile
Justice

<<
 Program Registration
 Modules
 Reports
 LogOut

Active Youth:
 1340266 : Testtr, Pati
 Civil Citation Face Sheet

Active Program:
 Nineteenth Circuit - Civil Citation
 - 19 Circuit - Stuart PD First
 Offender Program- Martin
 County
 Select a Program
 Nineteenth Circuit - Civil Citation -

☒ Current Placement Census
☐ Incomplete Admission
 Registrations

Youth Listing: (9 total)
 Refresh Youth Search

Youth
Names and
DJJ IDs

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

Reports

PREVENTION
HOME PAGE

>> Program Registration Modules Reports LogOut

Maintenance

Youth Name: Testtr, Pati
DJJID: 1340266

Youth Notes

New Report

Juvenile Registration
Special Alerts & Alias
School
Family Member
Civil Citation Charges
Youth Notes
Youth Assessment History
Youth Placement History
Program Placements

Youth Notes

	NOTE CATEGORY	NOTE TYPE	NOTES DESC
Select Edit	Youth Notes	Critical/Special Alert"-- Identical Siblings	Youth has twin sister. Program Staff, LCSW, Ca...
Select Edit	Youth Notes	Critical/Special Alert"-- Allergies	Spoke with mother and youth is allergic to pean...

Modules ~ Maintenance of youth !
Notice "Edit " on maintenance ? This edit is for change in those individual modules.

"Youth Notes" is part of maintenance.

CLICK **NEW** to add a Youth note to the system.
Note Category is Prevention,
Note Type is Prevention.
Note Description is a must and over 15 characters.
One asterisk ! Use sentences ! Sign with name, credentials, title, date !

Note Category*

Projected Date MM/DD/YYYY

Projected Time : ☐ AM ☐ PM **HH:MM**

Note Type*

Special Alert


County

Note Description*

Check Spelling

Save Cancel Delete

1



Department of Juvenile Justice

Active Youth:
 1340266 : Testrr, Pati

Civil Citation Face Sheet

Active Program:
 Nineteenth Circuit - Civil Citation
 - 19 Circuit - Stuart PD First
 Offender Program- Martin
 County

Select a Program
 Nineteenth Circuit - Civil Citation -

☒ Current Placement Census
☐ Incomplete Admission Registrations

<< Program Registration Modules Reports LogOut

Maintenance

Youth Placement History List


Youth Name: Testrr, Pati
 DJJID: 1340266

Record Count: 1
 Edit Delete

	PROGRAM NAME	ADMIT DATE	AGENCY REFERRED BY	RELEASE DATE	RELEASE REASON	OVERRIDE REASON	CREATED BY	CREATED DATE TIME	MODIFIED BY	MODIFIED DATE TIME
Select	Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County	02/02/2015	Stuart Police Department				Staff, CC Program	02/03/2015 11:27 AM	Staff, CC Program	02/03/2015 03:24 PM

Youth Placement History List ~
 Click Select next to Program
 Activates Edit button
 (permission Base)
 1) This screen will show all
 previous placements.
 2) If placement is closed,
 the user will not be allowed
 to edit.

NOTE: If placement is closed,
 contact your DIO if editing is
 needed on a closed placement.



Department of Juvenile Justice

<< Program Registration Modules Reports LogOut

Maintenance

Youth Placement History List

Youth Name: Testrr, Pati
 DJJID: 1340266

Record Count: 1
 Edit Delete

	PROGRAM NAME	ADMIT DATE	AGENCY REFERRED BY	RELEASE DATE	RELEASE REASON	OVERRIDE REASON	CREATED BY	CREATED DATE TIME	MODIFIED BY	MODIFIED DATE TIME
Select	Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County	02/02/2015	Stuart Police Department				Staff, CC Program	02/03/2015 11:27 AM	Staff, CC Program	02/03/2015 03:24 PM

FLORIDA DEPARTMENT OF JUVENILE JUSTICE CIVIL CITATION FACE SHEET									
YOUTH INFORMATION									
DJJID: 1340266						Date: February 03, 2015			
Last Name:	Testrr	First Name:	Pati	Middle Name:	Elain	DOB:	03/11/1999	Age:	15
Sex:	Female	Race:	Alaskan Native	Ethnicity:	Non-Hispanic	Height:	5ft06in	Weight:	135
SSN:		Eye Color:	Green	Hair Color:	Blonde				
HOME ADDRESS					MAILING ADDRESS				
Address: 800 SE Monterey Rd					SAME				
City/State/Zip: Stuart, FL 34994-4507									
Phone #: (772) 555-1211									
ALT#:									
Residence County: Martin					Circuit: 19				
CRITICAL ALERTS									
<u>DESCRIPTION</u>						<u># OPEN</u>		<u># CLOSED</u>	
Allergies						1		0	
SPECIAL ALERTS					ALIAS				
<u>DESCRIPTION</u>		<u>START DATE</u>	<u>COUNTY</u>	<u>ALIAS TYPE</u>		<u>ALIAS NAME</u>			
Identical Siblings		02/02/2015	Martin						
MEMBER INFORMATION									
<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MI</u>	<u>RELATIONSHIP</u>	<u>LIVES W. YOUTH</u>	<u>WORK*</u>	<u>ALT*</u>			
Testrr	Mother		Mother	X					
YOUTH PLACEMENT HISTORY									
Program Name: Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County									
<u>ADMIT DATE</u>	<u>AGENCY REFERRED BY</u>	<u>REASON FOR LEAVING</u>	<u>END DATE</u>	<u>OFFENSE DATE/TIME</u>	<u>CHARGES</u>				
02/02/2015	Stuart Police Department			02/02/2015 09:00 AM	TRESPASSING-- STRUCTURE OR CONVEYANCE (M2)				
YOUTH'S CURRENT SCHOOL					YOUTH'S EMPLOYER				
School: MARTIN COUNTY HIGH SCHOOL					Employer:				
Address: 2801 S. KANNER HIGHWAY									
City/State/Zip: STUART, FL 34994.									
Phone #: (772) 219-1800									
Grade: 9									
Scheduled Hours: 08:00AM - 03:00PM									
YOUTH NOTES									
Due to confidentiality requirements, all youth notes may not be displayed in this section.									
<u>CATEGORY</u>	<u>TYPE</u>	<u>DESCRIPTION</u>				<u>LAST UPDATED BY (DATE)</u>			
CONTACT PERSONS									
<u>JPO NAME</u>	<u>UNIT/CIRCUIT</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>JPO SUPERVISOR</u>				
THIS INFORMATION IS CONFIDENTIAL AND IS NOT TO BE DISCLOSED EXCEPT AS SPECIFIED BY STATE LAW									

Face Sheet

Department of Juvenile Justice

<< Program Registration Modules Reports LogOut

Maintenance

Active Youth:
1340266 : Testrr, Pati

Civil Citation Face Sheet

Active Program:
Nineteenth Circuit - Civil Citation
- 19 Circuit - Stuart PD First
Offender Program- Martin
County

Select a Program
Nineteenth Circuit - Civil Citation -

☒ Current Placement Census
☐ Incomplete Admission Registrations

Assessment History List

Youth Name: Testrr, Pati
DJJID: 1340266

Prevention Assessment Tool History

	PROGRAM NAME	CREATED BY	CREATED DATE TIME	CURRENT VERSION	MODIFIED BY	MODIFIED DATE TIME
Pending: 02/03/2015	Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County	Staff, CC Program	02/03/2015 03:23 PM	1	Staff, CC Program	02/03/2015 03:23 PM

This screen will show all pending and previously completed Assessments



Maintenance

Civil Citation Placement Youth Administration

Youth Name: Testrr, Pati

DJJID: 1340266

Program Name: Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County

Placement Information

Admit Date: *

2/2/2015



MM

Circuit *

Nineteenth Circuit



Agency Referred By *

Stuart Police Department



To start New Assessment or
complete the open assessment,
click Prevention Assessment Tool



There is an open Prevention Assessment that must be completed.

At least one assessment should be completed before release: [Prevention Assessment Tool](#)

CREATED BY	CREATED DATETIME	Status
Staff, CC Program	02/03/2015 03:23 PM	Cannot complete reason. StatusDate

1

IMPORTANT NOTE:

To access this screen, CLICK "DIRECTLY ON"
the "Radio" button next to the youth's name on
home page.

Save

Cancel

Active Youth:

1340266 : Testrr, Pati

Civil Citation Face Sheet

Active Program:

Nineteenth Circuit - Civil Citation
- 19 Circuit - Stuart PD First
Offender Program- Martin
County

Select a Program

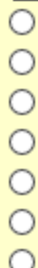
Nineteenth Circuit - Civil Citation -

☒ Current Placement Census

☐ Incomplete Admission
Registrations

Youth Listing: (9 total)

Refresh Youth Search



Youth
Names and
DJJ IDs

Testrr, Pati



Maintenance

Youth Name: Testrr, Pati
DJJID: 1340266

Assessment History List

Prevention Assessment Tool History

Add Assessment...

NOTE: If PAT is required for your program, at least one PAT Assessment **MUST** be completed and **SAVED** before releasing the youth ~

NOTE: Staff must be **PAT** trained to do this assessment.

		PROGRAM NAME	CREATED BY	CREATED DATE TIME	CURRENT VERSION	MODIFIED BY	MODIFIED DATE TIME
View Edit	Pending: 02/03/2015 Cannot Complete Delete	Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County	Staff, CC Program	02/03/2015 03:23 PM	1	Staff, CC Program	02/03/2015 03:23 PM

Click "Edit" to complete the open assessment

Prevention Web

Youth Name: Pati Testra
DJJID: 1340266
DOB: 03/11/1999

Program Name: Civil Citation - 19 Circuit - Stuart PD First Offender
Program - Martin County
Admit Date: 02/02/2015

Edit History

VERSION	DATE CREATED	DATE EDITED	EDITED BY	INTERIM EDITORS	DATE COMPLETED	COMPLETED BY
1	02/03/2015 03:23 PM	02/03/2015 03:23 PM	Staff, CC Program	02/19/2015 08:42 AM - Staff, CC Program 02/03/2015 03:23 PM - Staff, CC Program		

Prevention Assessment Tool

Domain 1 Record of Referrals Resulting in Diversion, Adjudication Withheld, Adjudication, or Deferred Prosecution

Domain 1 Record of Referrals Resulting in Diversion, Adjudication Withheld, Adjudication, or Deferred Prosecution

[Additional Help](#)

Domain 1 Definitions: Referrals rather than offenses (charges) are used to assess the persistence of reoffending by the youth. Referrals from the delinquency record in JJIS should be included in Domain 1 if either (1) they have a qualifying disposition or (2) they have no qualifying disposition but are less than 1,100 days old from the date of the referral.

1 Age at first offense: The age of the youth at the time of their first offense or contact with the Department that resulted in charges being filed by law enforcement.

- ☐ Over 16
- ☐ 16
- ☐ 15
- ☐ 13-14
- ☐ Under 13
- ☐ None

Felony and Misdemeanor Referrals: Items 2 and 3 are mutually exclusive and should add to the total number of referrals as defined in "Domain 1 Definitions" (see above).

2 Misdemeanor referrals: Total number of referrals for which the most serious offense was a non-traffic misdemeanor that resulted in diversion, adjudication withheld, adjudication, deferred prosecution or referral to adult court (regardless of whether successfully completed).

- ☐ None or
- ☐ Two
- ☐ Three or
- ☐ Five or n

3 Felony referrals: Total number referrals for which the most serious offense was a felony offense that resulted in diversion, adjudication withheld, adjudication, deferred prosecution or referral to adult court (regardless of whether successfully completed).

- ☐ None
- ☐ One
- ☐ Two

Sex Offense Referrals: Items 7 and 8 are mutually exclusive and should add to the total number of referrals as defined in "Domain 1 Definitions" (see above) that involve a sex offense or sexual misconduct.

7 Sexual misconduct misdemeanor referrals: Total number of referrals for which the most serious offense was a sexual misconduct misdemeanor including obscene phone calls, indecent exposure, obscenity, pornography, public indecency, or misdemeanors with sexual motivation.

- ☐ None
- ☐ One
- ☐ Two or more

8 Felony sex offense referrals: Total number of referrals for which the most serious offense was a sex offense involving sexual motivation including carnal knowledge, child molestation, communication with youth for immoral purposes, incest, indecent exposure, indecent liberties, promoting pornography, rape/sodomy, sexual misconduct, or voyeurism.

- ☐ None
- ☐ One
- ☐ Two or more

9 Confinements in secure detention where Youth was held for at least 48 hours: Number of times the youth was held for at least 48 hours physically in a detention facility.

- ☐ None
- ☐ One
- ☐ Two
- ☐ Three or more

10 Commitment orders where Youth served at least one day in a residential commitment program: Total number of commitment orders for which the youth was placed for at least a 24 hour period of time in a DJJ residential facility.

- ☐ None
- ☐ One
- ☐ Two or more

11 Escapes: Total number of attempted or actual escapes that resulted in adjudication.

- ☐ None
- ☐ One
- ☐ Two or more

12 Warrants for failure to appear in court or absconding from supervision: Total number of failure to appear in court or absconding from supervision circumstances that resulted in a warrant being issued. Do not include warrants for non-criminal matters like traffic infractions or citations.

- ☐ None
- ☐ One
- ☐ Two or more

Save Page

Save in Progress

Next Page

Complete

Edit History shows the current version of the assessment, and identifies interim editors

All domains must be completed; Click "Save Page" to save your work while on the page Click "Save in Progress" to save work and exit assessment

Clicking "Next Page" will move to next domain; Click "Complete" when finished at the end

Clicking “Complete” Returns You to Prevention Assessment Tool History

>> Program Registration Modules Reports LogOut

Maintenance

Youth Name: Testrr, Pati
DJJID: 1340266

Assessment History List

“Add Assessment” button becomes available

Prevention Assessment Tool History

Add Assessment...

		PROGRAM NAME	CREATED BY	CREATED DATE TIME	CURRENT VERSION	MODIFIED BY	MODIFIED DATE TIME
View Edit Report	Completed: 02/19/2015	Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County	Staff, CC Program	02/03/2015 03:23 PM	1	Staff, CC Program	02/19/2015 09:01 AM

PAT Assessment Completed

Which Release Reason Should I Select?

Release Reasons available in Prevention Web:

Other unsuccessful - reason not listed - Use **only** if none of the below are applicable. Services may or may not have been initiated, i.e. MH issues or low IQ may interfere in working with youth.

Referral closed - inappropriate/improper - Youth was not eligible for the program. This reason indicates no services were provided to the youth and must be used within 7 days of admission to the program.

Referral closed - parent declined to participate - Parent was not willing to participate in the program. This reason indicates no services were provided to the youth and must be used within 7 days of admission to the program.

Referral closed - youth declined to participate - Youth was not willing to participate in the program. This reason indicates no services were provided to the youth and must be used within 7 days of admission to the program.

Successful Completion - Youth completed all program elements.

Unsuccessful - failure to comply - Services were initiated, but the youth stopped participating in the program appropriately.

Unsuccessful - failure to report on time - Youth did not report within the statutorily required timeframe. This reason indicates no services were provided to the youth and must be used within 7 days of admission to the program.

Unsuccessful - loss of contact - Services were initiated, but the youth stopped participating in the program appropriately, and contact with the youth is unsuccessful.

Unsuccessful - Subsequent law violation - Services were initiated, but due to law violations the youth became ineligible for the program.

Active Youth:

1340266 : Testrr, Pati

Civil Citation Face Sheet

Active Program:

Nineteenth Circuit - Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County

Select a Program

Nineteenth Circuit - Civil Citation - 19

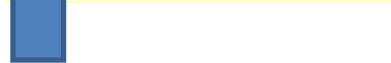
☒ Current Placement Census
 ☐ Incomplete Admission Registrations

Youth Listing: (9 total)

☐
☐
☒ Testrr, Pati

Click DIRECTLY ON the Radio Button next to youth to be Released. This Activates the Release area.

☐
☐
☒ Testrr, Pati



Maintenance

Civil Citation Placement Youth Administration

Youth Name: Testrr, Pati

DJJID: 1340266

Program Name: Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County

Placement Information

Admit Date: *

2/2/2015

MM/DD/YYYY

Circuit *

Nineteenth Circuit

Agency Referred By *

Stuart Police Department

At least one assessment should be completed before release:

Prevention Assessment Tool

CREATED BY	CREATED DATETIME	Completed:
staff, CC Program	02/03/2015 03:23 PM	02/19/2015

1

Release Date

MM

YY

Reason for Leaving Program:

....

Save

Enter the Complete Date and Reason then click SAVE

Release Reasons

Other unsuccessful- reason not listed
 Referral closed-inappropriate/improper
 Referral closed- parent declined to participate
 Referral closed- youth declined to participate
 Successful Completion
 Unsuccessful-failure to comply
 Unsuccessful-failure to report on time
 Unsuccessful—loss of contact
 Unsuccessful-Subsequent law violation



Active Youth:

Active Program:

Nineteenth Circuit - Civil Citation -
19 Circuit - Stuart PD First Offender
Program- Martin County

Select a Program

Nineteenth Circuit - Civil Citation - 19

☒ Current Placement Census

☐ Incomplete Admission Registrations

Youth Listing: (8 total)

Refresh

Youth Search

Youth
Names and
DJJ IDs

SUCCESSFUL RELEASE FROM CIVIL CITATION

Return to Prevention Home Page

Youth will be removed from Program Listing

*PREVENTION
HOME PAGE*

Question and Answers

1) What is a Prevention Civil Citation Wizard?

The Wizard are the steps to be completed on the Prevention Web 1-6 bar. By saving and clicking NEXT throughout the process, they are completed and make youth active with a program.

2) Looking at the Prevention Home page, how do I begin a Prevention Civil Citation wizard?

A user must select a Program from the drop down on the Prevention Homepage, looking for current youth within their program on the side bar under current placement census, and then completing a comprehensive Youth Search.

3) Can a youth have more than one DJJ ID number?

NO! If when searching for a youth, it is found the youth previously a delinquent, currently a delinquent, or with another Prevention program, that DJJ ID number is to be used. DO NOT create another DJJ ID number. Check the youth DOB, Family information, Face Sheet to accurately check youth. If a duplicate is found, contact your local DIO.

4) What are the << arrows to the left, next to the words Program Registration?

Those << or >> expand and or minimize the size of the screen being worked on. Takes away the side bar.

5) What are asterisks used?

Mandatory information = * (one)

Required information = ** (two)

and Recommended = no asterisk

6) If I start a wizard and do not complete it, can I come back later and complete?

YES, Move the Radio Button on the side bar to “Incomplete Admission Registrations” and look under Youth Listing. The youth will remain there until completed. Click on the youth name, click on Program Registration, and the system will take you back to the step and location on the wizard to complete.

7) Can a youth be placed into a civil citation program more than once?

Yes, beginning 10/1/15, youth may be given a civil citation up to 3 times for non-serious misdemeanors and non-violent felonies.

8) Are all misdemeanors eligible for civil citation?

The following misdemeanor cases may not be appropriate for civil citation; however, based on the circumstances of the offense on a case by case basis, the youth may be served by civil citation if it is in the best interest of the youth and the public.

- 1. Any misdemeanor involving the possession or use of a firearm**
- 2. Any misdemeanor involving exposure of sexual organs or other sexual related behavior, i.e., lewd and lascivious behavior**
- 3. A misdemeanor that is directly related to, or a part of, gang activity**

The following misdemeanor offenses may be accepted for civil citation with the approval of the victim, family, and state attorney.

- 1. Battery**
- 2. Assault**
- 3. Non-firearm Weapon Possession**
- 4. Animal Cruelty**

9) What if I need to change an address in the system?

This is done through “Address Change Worksheet” Go to Modules, which is the Maintenance area of the system; Family Member, Click on the “Select” button, which will activate the Youth and the Address Change Worksheet (ACW). Click on ACW; Answer the question about Foster care; Answer the question if a NEW address, then put in a New Address. Remember to fill out all areas.

NOTE: You must put in an End date of the old address and a Start date for the new address. Verify address, go to the bottom half of screen to indicate Mailing address is the same as Physical. (If not, put in a new address), again you must put in an End date of the old address and a Start date for the new address and Save.
(If problems in this area, contact your local DIO)

10) I see a Camera on the Youth Search screen. Do all youth have pictures on the system?

NO, only Delinquent youth.

Still have questions?



Contact your local DIO for answers