



PREVENTION WEB - Prevention Assessment Tool

A JJIS User Guide

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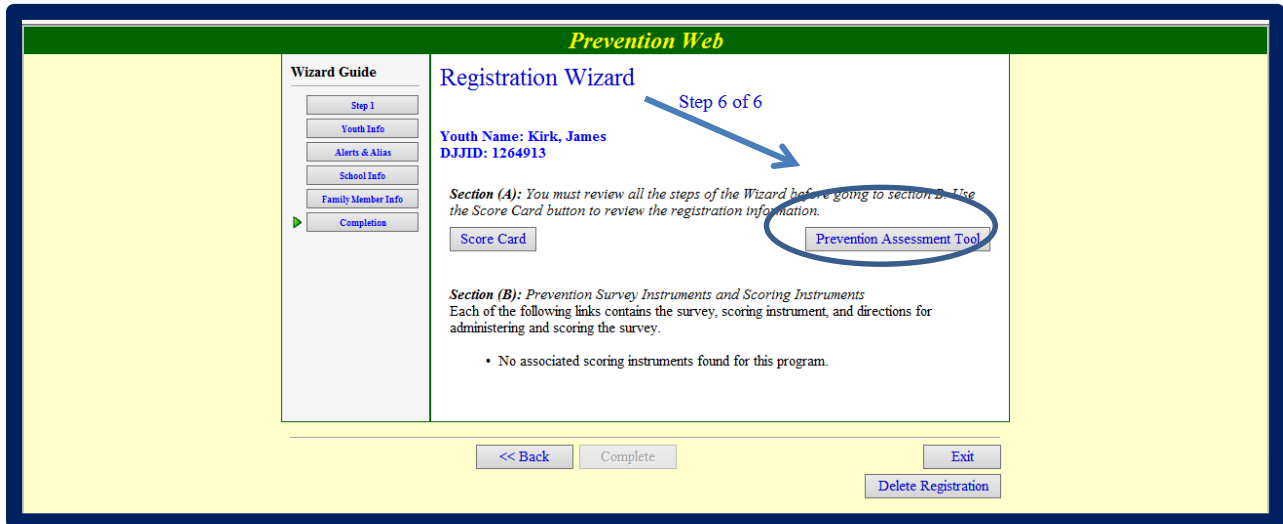
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Prevention Assessment Tool (PAT)

Not all programs are required to complete the PAT located in the Prevention Web System and therefore will not complete the assessment. Access to the PAT assessment tool is granted based on the permissions given to a specific user.

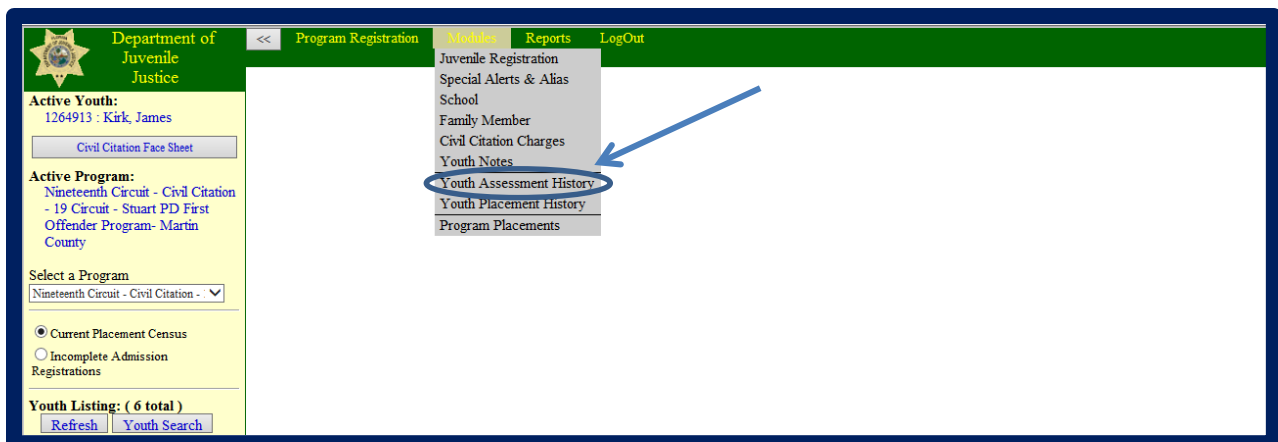
There are two locations within the Prevention Web and Civil Citation Web modules of JJIS to complete an assessment on a youth enrolled in a specified program.

The first would be to begin the PAT by selecting the Prevention Assessment Tool button on Step 6 of 6 of the Registration Wizard as seen below:

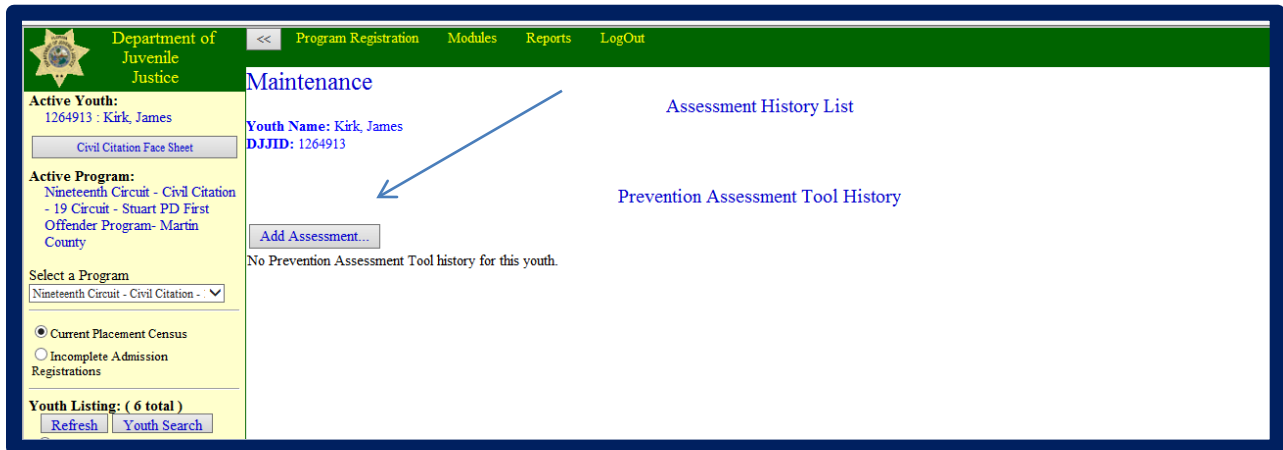


This will take you to the Prevention Assessment Tool.

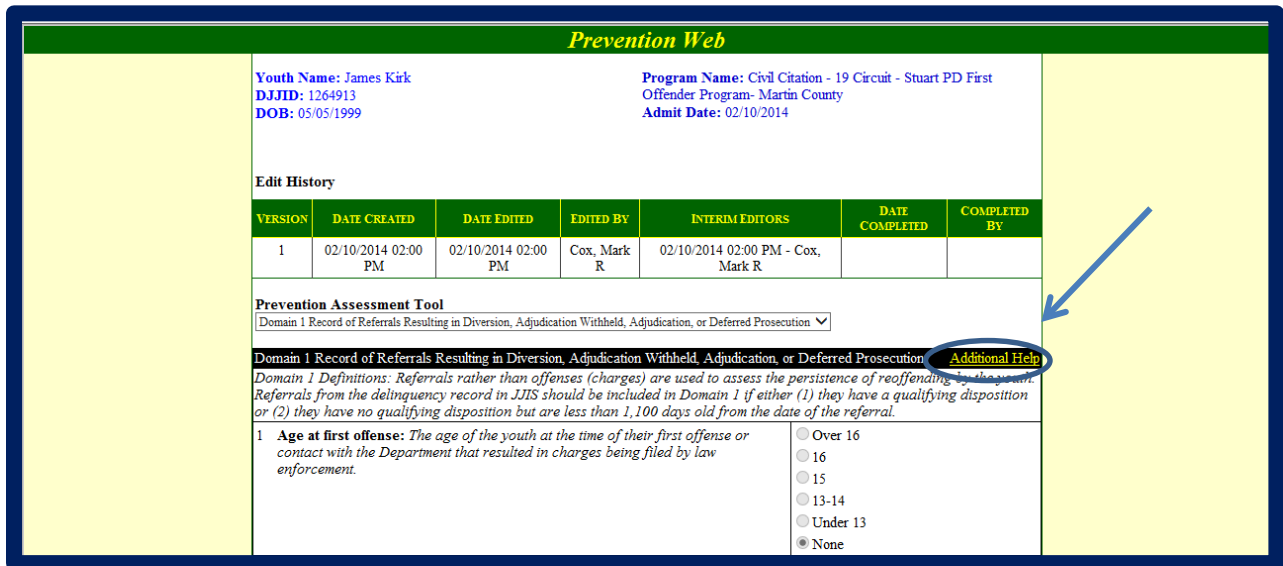
Another way to reach the PAT is from the Home screen. Be sure to have the desired youth selected and appearing in the "Active Youth" section of the screen. Then hover your mouse over "Modules" at the top of the screen and select "Youth Assessment History" as seen below:



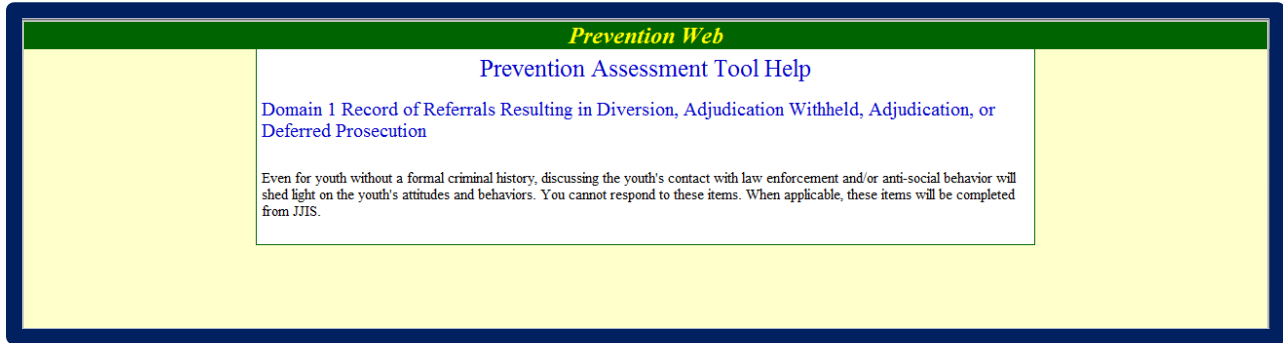
This will bring you to the youth’s history of stored assessments and give you an option to begin a new assessment, continue an existing incomplete assessment or view a completed assessment. The ability to continue an existing incomplete assessment is based on the permissions assigned to the user. To begin a new assessment from this page, you must select the “Add Assessment” button as seen below:



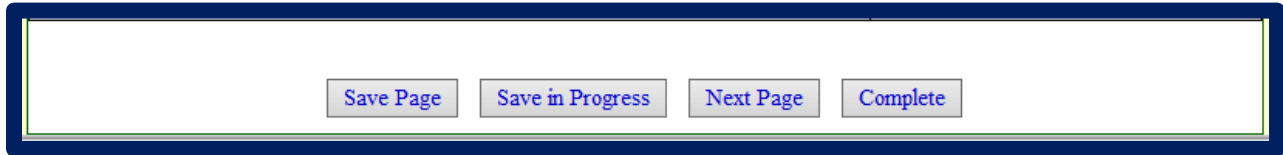
Upon initiating a new Prevention Assessment Tool, you will see the first page of the assessment with the questions in Domains 1 & 2 pre-populated based on static information in JJIS.



Note the yellow link 'Additional Help' in the upper right edge of the domain title. When you click on the link a dialog box opens to provide guidance on the domain as seen below:



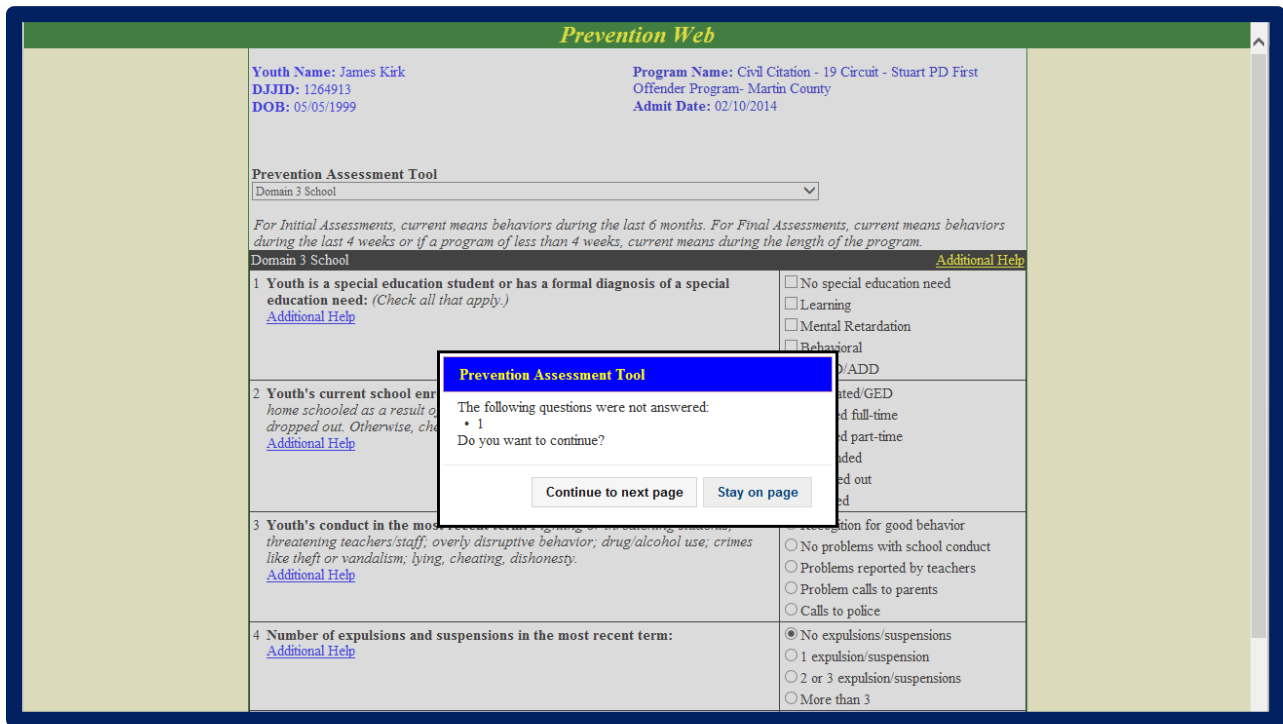
At the bottom of each page of the PAT you will see the available command buttons below:



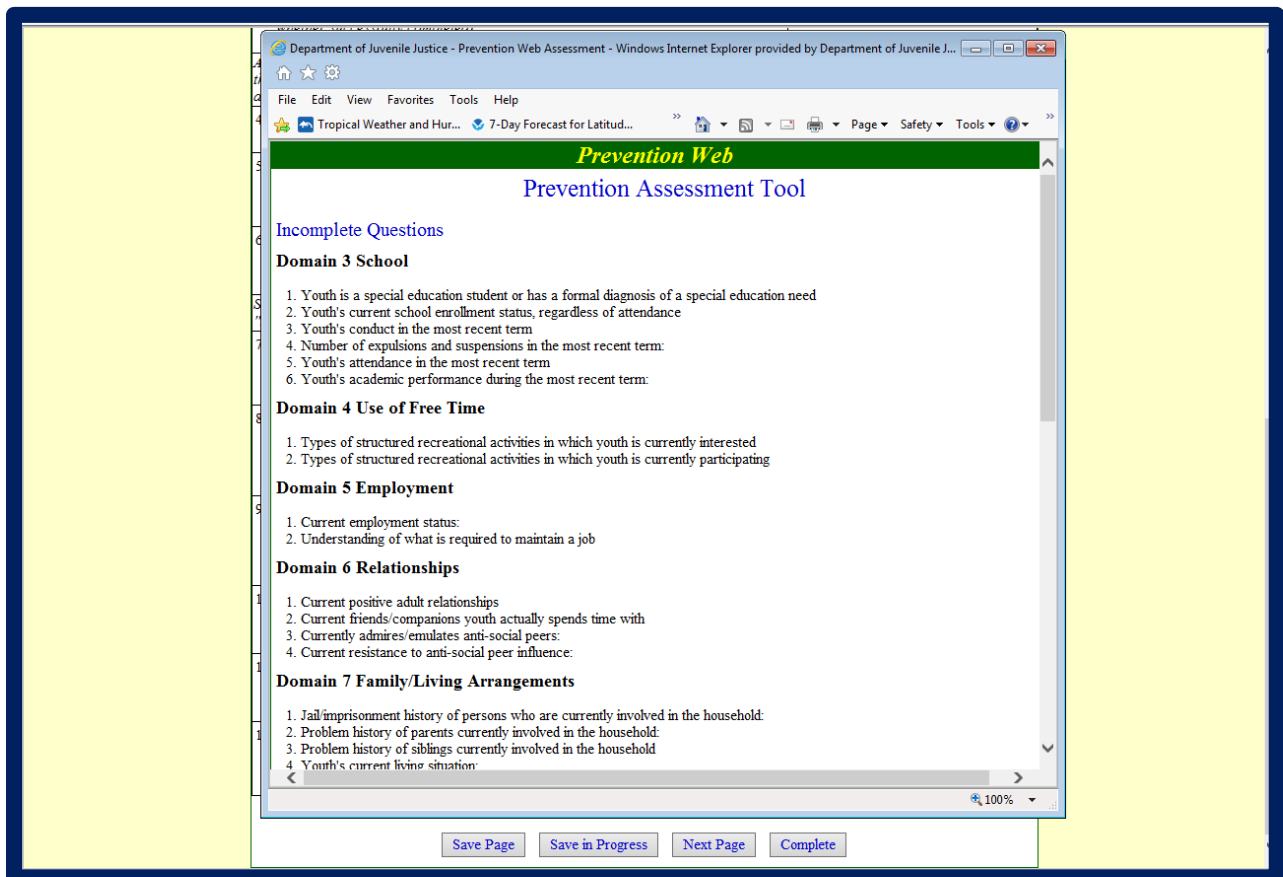
Save Page: Saves the information already entered on the current page.

Save In Progress: Will save what has been completed so far and take you back to the Home Page.

Next Page: Will move you to the next page of the assessment, saving any information on the previous page. If you have left a question blank on a given page, the system will ask if you would like to proceed to the next page without answering the question, or would like to stay on the present page and answer as seen below:



Complete: Will end the assessment as complete and store the assessment in the “Youth Assessment History”. If any questions of the PAT are left unanswered, selecting the Complete button will initiate a new window with the Domain and questions left blank so you can go back and enter the necessary information.



You can select the needed domain from the top of the PAT and answer any remaining questions as seen below:

Prevention Web

Youth Name: James Kirk
DJJID: 1264913
DOB: 05/05/1999

Program Name: Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County
Admit Date: 02/10/2014

Edit History

VERSION	DATE CREATED	DATE EDITED	EDITED BY	INTERIM EDITORS	DATE COMPLETED	COMPLETED BY
1	02/10/2014 02:37 PM	02/10/2014 02:37 PM	Cox, Mark R	02/10/2014 02:37 PM - Cox, Mark R		

Prevention Assessment Tool

Domain 1 Record of Referrals: Resulting in Diversion, Adjudication Withheld, Adjudication, or Deferred Prosecution
 Domain 2 Demographics
 Domain 3 School
 Domain 4 Use of Free Time
 Domain 5 Employment
 Domain 6 Relationships
 Domain 7 Family/Living Arrangements
 Domain 8 Alcohol and Drugs
 Domain 9 Mental Health
 Domain 10 Attitudes/Behaviors
 Domain 11 Aggression
 Domain 12 Skills

Additional Help
 History of reoffending by the youth
 Do you have a qualifying disposition
 from the referral?

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).

If you are unable to answer remaining questions at this time, you can select "Save in Progress", and come back to the assessment when you have the answers. If you will not be able to complete the assessment, it can be marked as "Cannot Complete" by selecting this option from the Prevention Assessment Tool History screen as seen below:

Department of Juvenile Justice

Program Registration Modules Reports LogOut

Maintenance

Youth Name: Kirk, James
DJJID: 1264913

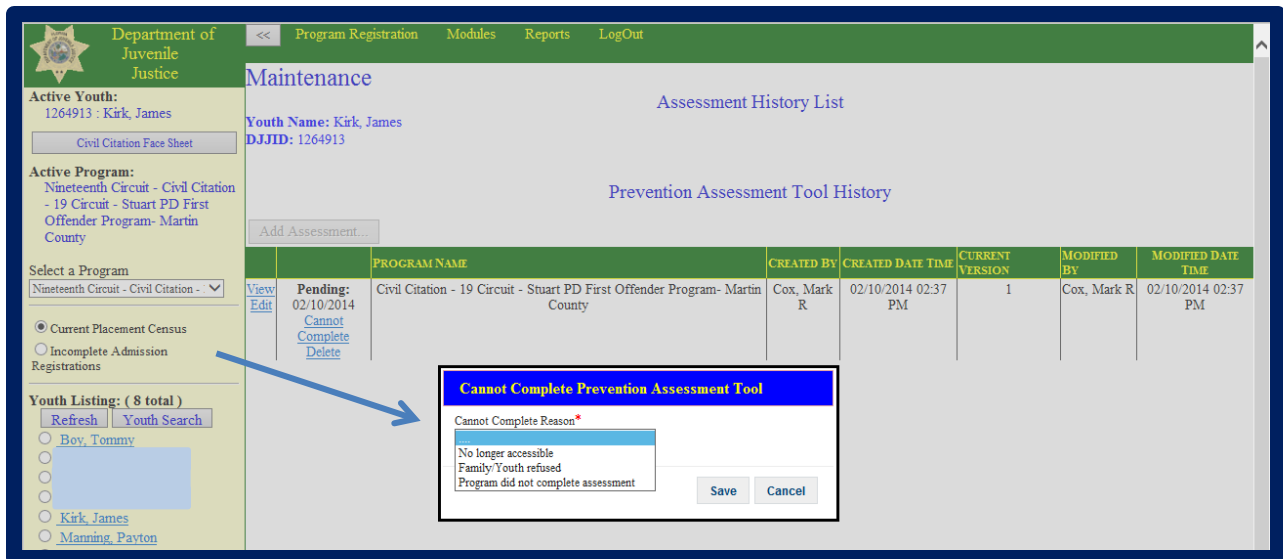
Assessment History List

Prevention Assessment Tool History

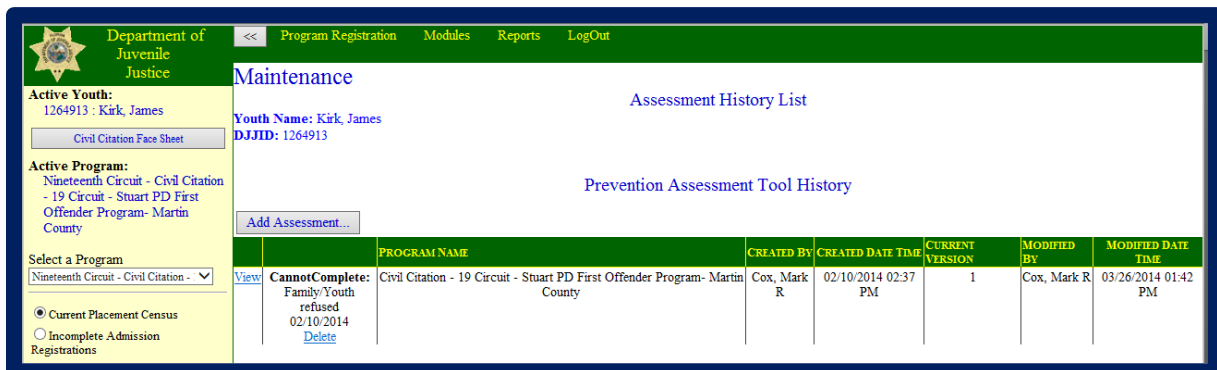
	PROGRAM NAME	CREATED BY	CREATED DATE TIME	CURRENT VERSION	MODIFIED BY	MODIFIED DATE TIME
View Edit	Pending - Civil Citation - 19 Circuit - Stuart PD First Offender Program- Martin County	Cox, Mark R	02/10/2014 02:37 PM	1	Cox, Mark R	02/10/2014 02:37 PM

Cannot Complete

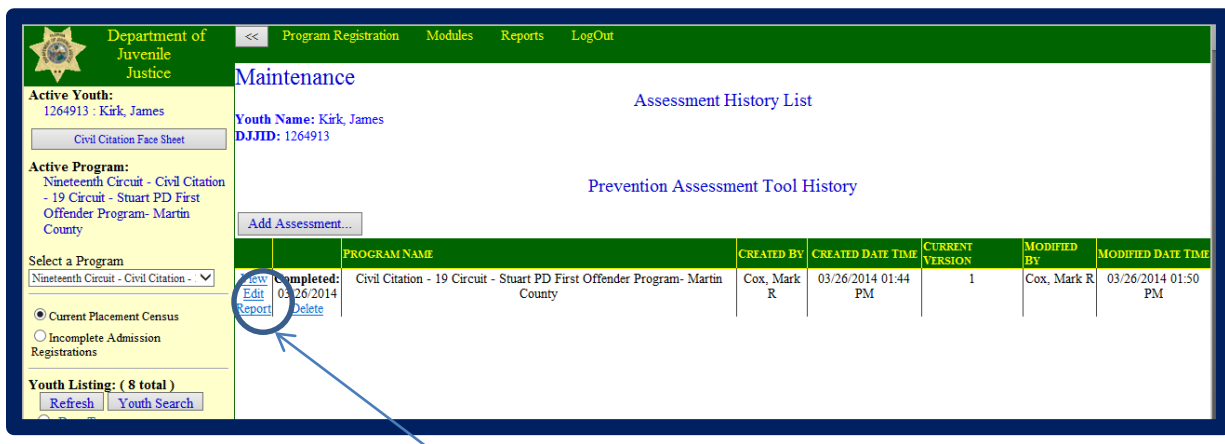
Upon selecting this option, you would select the appropriate reason from the drop down menu provided and select save:



This will finish the assessment and save it in the Prevention Assessment Tool History as Cannot Complete with the selected reason but will not score the assessment.



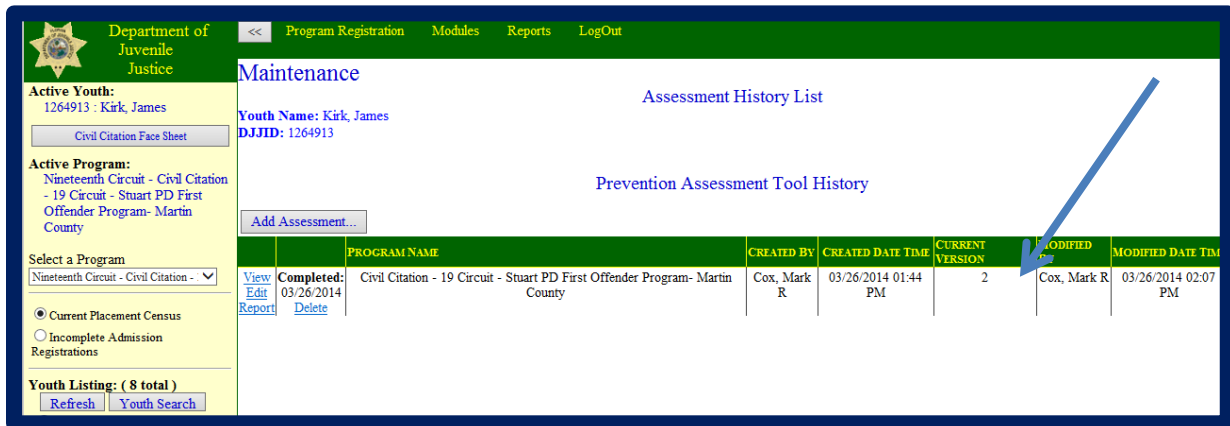
A fully completed assessment will save as seen below:



Once the assessment is saved as completed, you can choose to View, Edit, or see a report generated from the completed PAT by selecting the appropriate choice seen circled above.

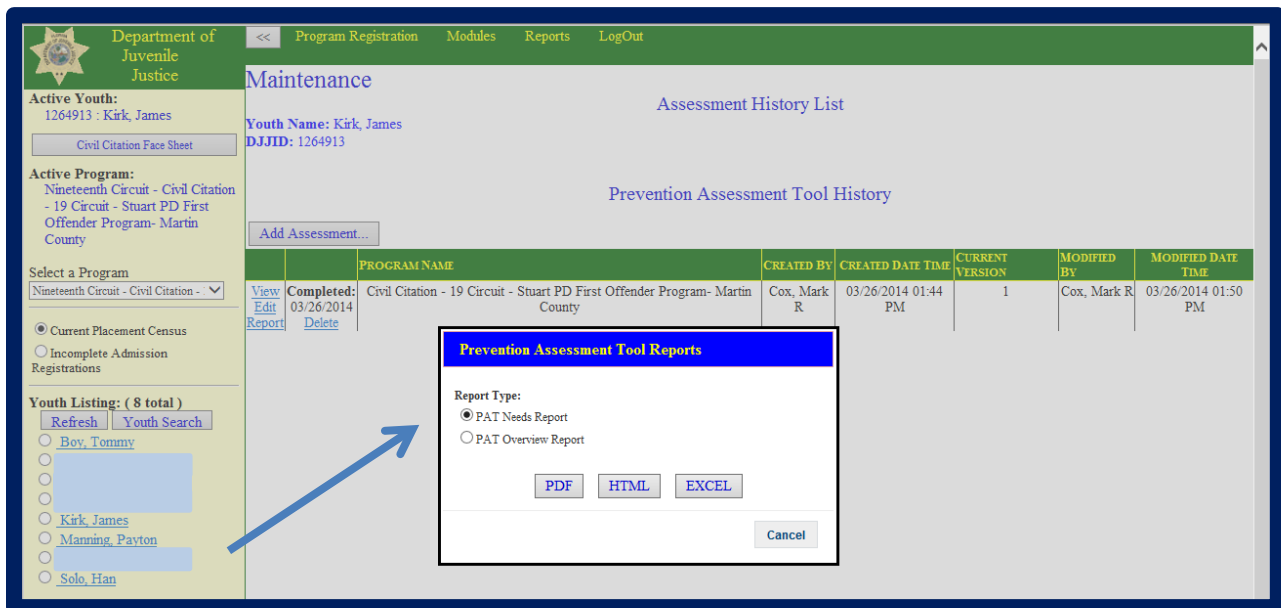
Selecting “View” will show you the PAT in the original version provided when inputting the data.

Selecting “Edit” re-opens the PAT to allow you to make changes due to mistakes or bad information. This will change the “Current Version” to indicate how many times a given assessment has been edited as seen below:



Assessment Reports

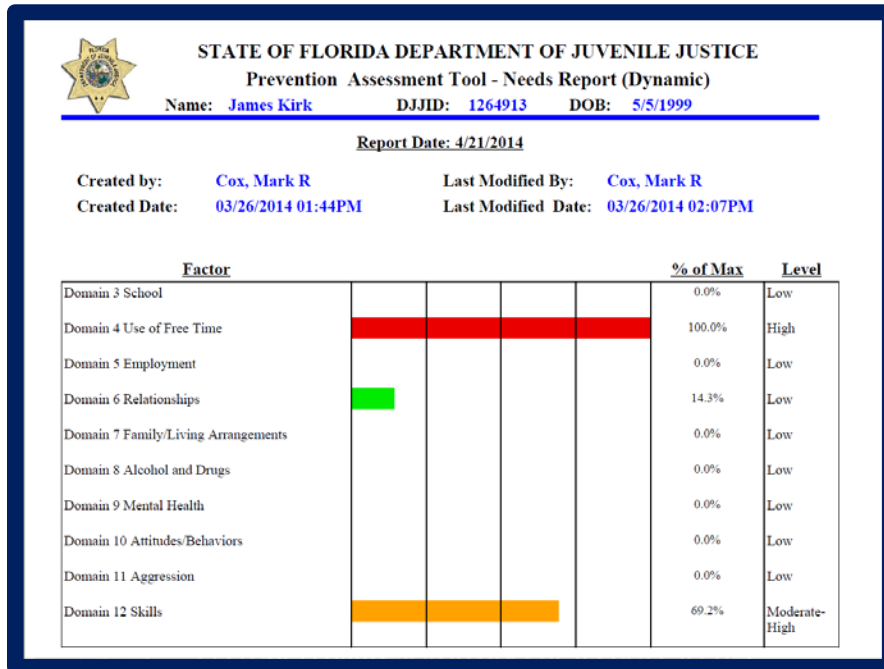
Upon choosing to view a report, you will be asked to select the “PAT Needs Report” or the “PAT Overview Report” by clicking on the appropriate radio button as seen below.



You may also select the format in which the report will generate; PDF, HTML or EXCEL. This allows for ease of use in email, printing, spread sheet creation, or saving.

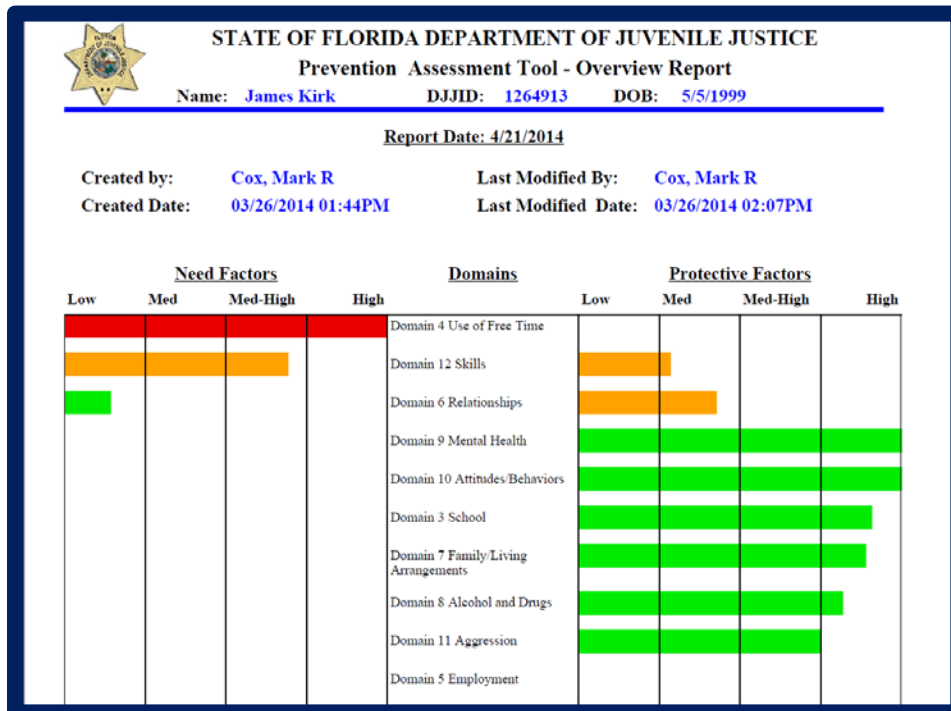
PAT Needs Report

A PAT Needs Report will give a graph of the Dynamic needs based on the responses provided during the PAT assessment. The domains are sorted by youth's 3 highest needs.



PAT Overview Report

A PAT Overview Report is a more detailed snapshot of the PAT showing a youth's Needs vs. Protective Factors in place based on the responses provided during the PAT assessment as seen below:



Related User Guides

Program Registration Wizard

When paperwork is received from the referring entity, the child's information must be entered in JJIS within timeframes established by the contract. For detailed information on entering the youth's information into JJIS, see the user guide titled [Prevention Web – Program Registration Wizard – Prevention](#) or [Prevention Web – Program Registration Wizard – Civil Citation](#).

Maintaining Youth Information

Youth Information should be updated anytime new information is obtained or changes occur. It is very important to keep the most updated and accurate information in JJIS. For detailed information on maintaining youth information in JJIS, see the user guide titled [Prevention Web – Maintaining Youth Information – Prevention](#) or [Prevention Web – Maintaining Youth Information – Civil Citation](#).

Placements

This module allows you to edit the placement to make corrections to the admit information and release a youth from the program. For detailed information on editing a placement or releasing a youth, see the user guide titled [Prevention Web – Youth Placement History – Prevention](#) or [Prevention Web – Youth Placement History – Civil Citation](#).

Reports

Reports are available on the third menu bar option. For detailed information on the reports available to you, see the user guide titled [Prevention Web – Reports](#).