



THE PREVENTION WEB for Prevention Programs/Providers

Updated: March 2017

Prevention

When beginning any prevention training, the instructor must address the following important security/information confidentiality points with the class.

- 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 and minor misdemeanor offenses have a one-time 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)

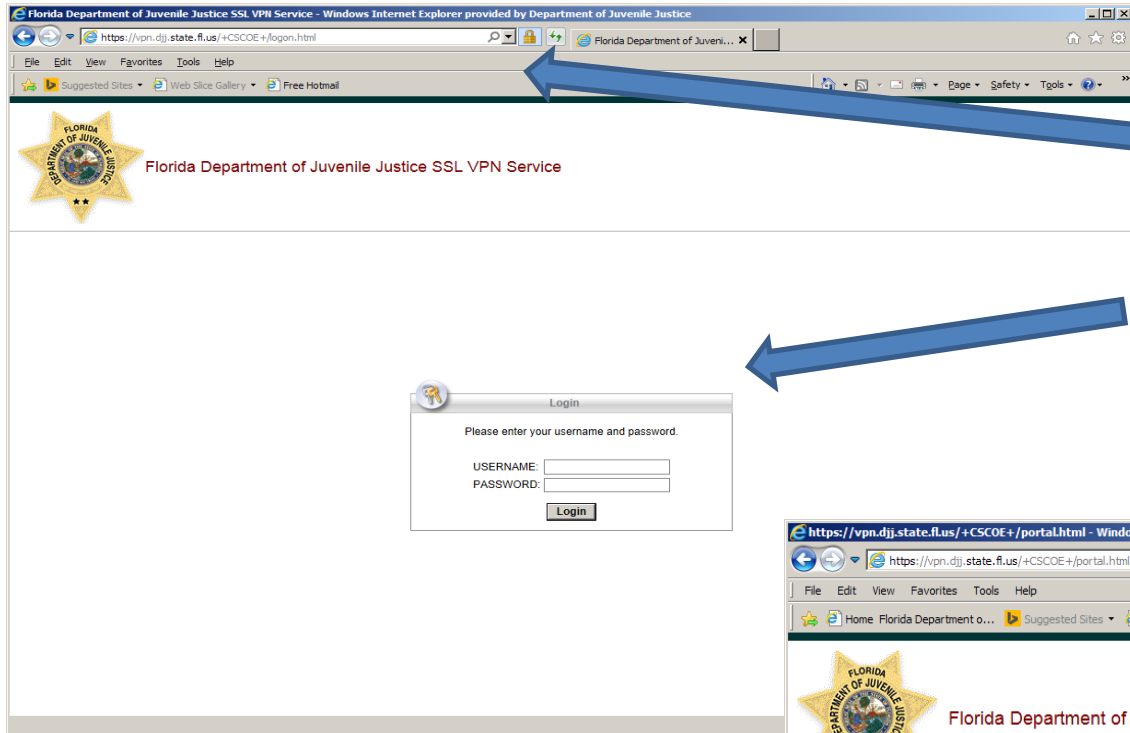
Remember! Please use VPN

1) 30 days - you will be locked up.

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

3) 90 days - you will be deleted.

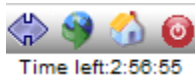
The processing of a new user agreement will be required by Tallahassee for deleted accounts.



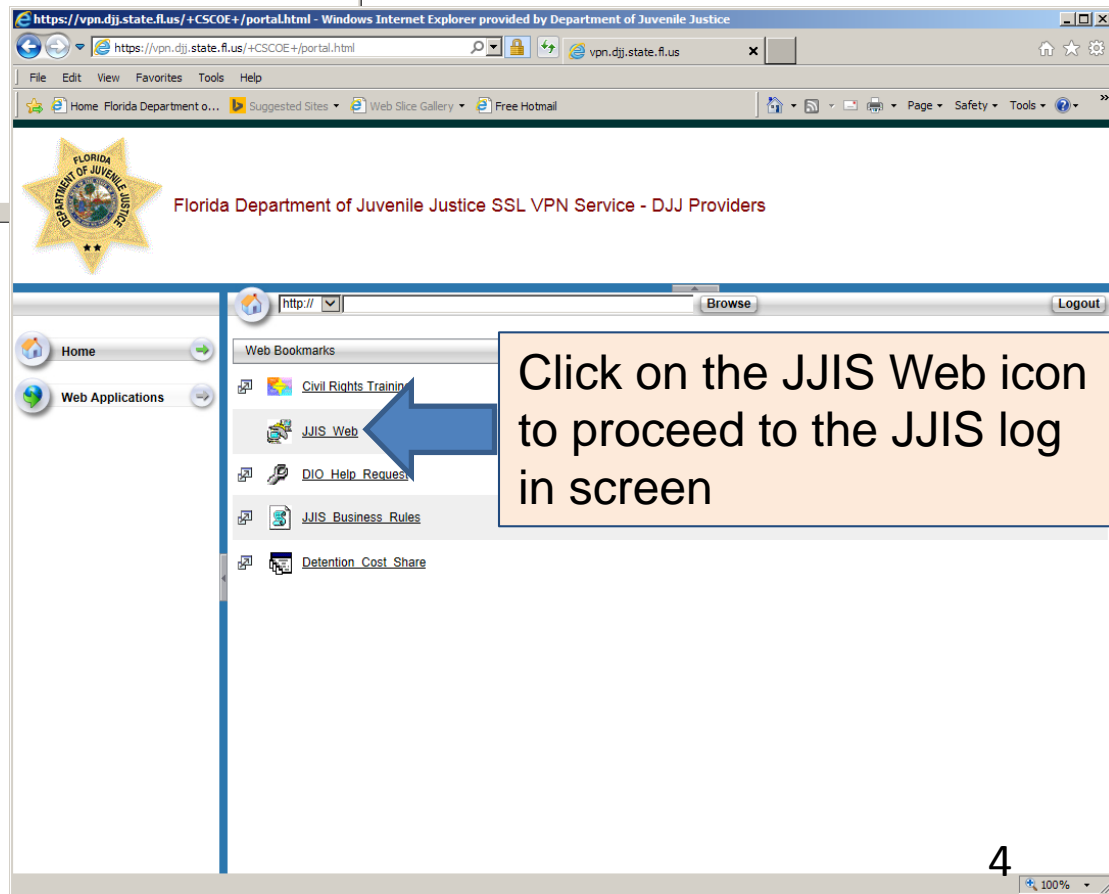
Enter <https://VPN.djj.state.fl.us> in the address bar

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



Enter your User Name, Password and select Prevention Web as your System.

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>

| | |
|--|---|
| 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:

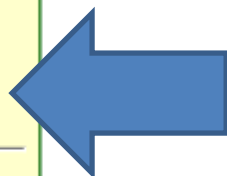
Select a Program



☒ Current Placement Census

☐ Incomplete Admission
Registrations


Youth Listing:

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

Once logged in, any 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*



Department of
Juvenile
Justice

<<Program RegistrationModules▶Reports▶LogOut

Active Youth:

Active Program:
Twentieth Circuit - Pace- Lee
County

Select a Program
Twentieth Circuit - Pace- Lee Count▼

☒ Current Placement Census
☐ Incomplete Admission
Registrations

Youth Listing: (16 total)
RefreshYouth Search

☐
☐
☐
☐
☐
☐
☐
☐

Youth
Names

The program you are working in should be selected and appear as the Active Program in the upper left corner of the screen

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 youth's name to make them active.



Step 3:

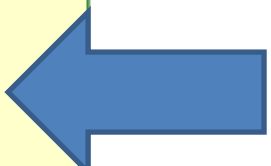
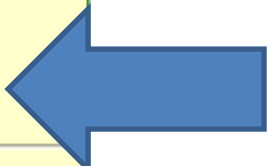
If the youth is not currently in your census and there is no incomplete registration for the youth, click Program Registration on the top menu bar

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



Active Youth:

Active Program:

Twentieth Circuit - Pace- Lee
County

Select a Program

Twentieth Circuit - Pace- Lee Count ▼

☒ Current Placement Census

☐ Incomplete Admission
Registrations

Youth Listing: (57 total)

Refresh

Youth Search

Youth
Names

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 

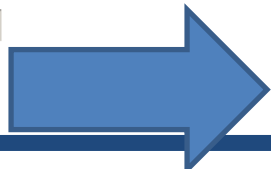
Alias

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="M"/> |
| 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 ☐ Last Name, First Name, DOB ☐ Last Name, First Name, Sex ☐ Social Security # ☐ Alias Name ☐ Date of Birth ☐ 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

Wizard Guide



Step 1

Youth Info

Alerts & Alias

School Info

Family Member Info

Completion

Registration Wizard

Step 1 of 6

Youth Name: Test,Bravo
DJJID: 1373069

Wizard guide:

6 steps, continue by filling in areas sequentially, and Click Save & Next>>

Work sequentially,
Top to Bottom, filling out
all information

DO NOT
MAKE UP
A
SSN,
ONLY
ENTER IF
VERIFIED

Program

Twentieth Circuit - Pace- Lee County

Last Name *

Test

First Name *

Bravo

Middle Name **

OR **

☐ No Middle Name Verified

Suffix

DOB *

10/22/1998



Age

18

SSN **

-

####

Sex *

Male



Race *

Black



Ethnicity *

Non-Hispanic



Home County *

Orange



Family Status *

Lives with Two Parents



Parent Status



Admit Date *

3/31/2017



Agency Referred By*

School



Placement Type*

☒ Non-Residential ☐ Residential

Staying in School Information

School Days Attended While In Program During Period:

Possible School Days During Period:

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

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

Do not make up
information!

When Saved creates a DJJ ID #

Save and Next >>

Exit

Step 2 of 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 of 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 of 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
School Attending

School Information

School Type
Street
City
State
Zip
School District
Contact Person
Phone #
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
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
Reading Level

<< Back

Next >>

Exit

Delete Registration

Click NEXT to save Information!

22

Step 5 of 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

| Select | Edit | LAST NAME | FIRST NAME | MIDDLE NAME/INITIAL | RELATIONSHIP |
|--------|------|-----------|------------|---------------------|--------------|
| | | 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

Click New to add another family member

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

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 ~ NEXT >> to continue.

<< Back

Next >>

Exit

Delete Registration

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.

Click Prevention Assessment Tool to open the Assessment

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

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. | <input type="radio"/> Over 16 <input type="radio"/> 16 <input checked="" type="radio"/> 15 <input type="radio"/> 13-14 <input type="radio"/> Under 13 <input type="radio"/> None |
| <i>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).</i> | |
| 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). | <input checked="" type="radio"/> None or one <input type="radio"/> Two <input type="radio"/> Three or four <input type="radio"/> Five or more |
| 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). | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> Two <input type="radio"/> Three or more |
| <i>Against-person or weapon referrals: Items 4, 5, and 6 are mutually exclusive and should add to the total number of referrals that involve an against-person or weapon offense, including sex offenses that resulted in diversion, adjudication withheld, adjudication, deferred prosecution or referral to adult court (regardless of whether successfully completed).</i> | |
| 4 Weapons referrals: Total Number of referrals for which the most serious offense was a firearms/weapon charge or a weapon enhancement finding. | <input checked="" type="radio"/> None <input type="radio"/> One or more |
| 5 Against-person misdemeanor referrals: Total number of referrals for which the most serious offense was an against person misdemeanor involving threats, force, or physical harm to another person or sexual misconduct (assault, coercion, harassment, intimidation, etc.). | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> Two or more |
| 6 Against-person felony referrals: Total number of referrals for which the most serious offense was an against-person felony involving force or physical harm to another person including sexual misconduct as defined as a felony. | <input checked="" type="radio"/> None <input type="radio"/> One or two <input type="radio"/> Three or more |
| <i>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.</i> | |
| 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. | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> Two or more |

| | |
|--|--|
| 5 Dealing with difficult situations: Includes making a complaint, answering a complaint, dealing with embarrassment, dealing with being left out, standing up for a friend, responding to frustration, responding to failure, dealing with contradictory messages, dealing with accusation, getting ready for a difficult conversation, and dealing with group pressure. Additional Help | <input checked="" type="radio"/> Lacks skills in dealing with difficult situations <input type="radio"/> Rarely uses skills in dealing with difficult situations <input type="radio"/> Sometimes uses skills in dealing with difficult situations <input type="radio"/> Often uses skills in dealing with difficult situations |
| 6 Dealing with feelings/emotions: Includes knowing his or her feelings, expressing feelings, understanding the feelings of others, dealing with someone else's anger, expressing affection, dealing with fear, and rewarding oneself. Additional Help | <input checked="" type="radio"/> Lacks skills in dealing with feelings/emotions <input type="radio"/> Rarely uses skills in dealing with feelings and emotions <input type="radio"/> Sometimes uses skills in dealing with feelings/emotions <input type="radio"/> Often uses skills in dealing with feelings/emotions |
| 7 Control of impulsive behaviors that get youth into trouble: Reframing, replacing anti-social thoughts with pro-social thoughts, diversion, relaxation, problem solving, negotiation, relapse prevention. Additional Help | <input type="radio"/> Never had a problem with impulsive behavior <input checked="" type="radio"/> Does not know techniques to control impulsive behavior <input type="radio"/> Knows techniques to control impulsive behavior <input type="radio"/> Sometimes uses techniques to control impulsive behavior <input type="radio"/> Often uses techniques to control impulsive behavior |
| 8 Control of aggression: Includes asking permission, sharing thoughts, helping others, negotiating, using self control, standing up for one's rights, responding to teasing, avoiding trouble with others, and keeping out of fights. Additional Help | <input checked="" type="radio"/> Never had a problem with aggression <input type="radio"/> Lacks alternatives to aggression <input type="radio"/> Rarely uses alternatives to aggression <input type="radio"/> Sometimes uses alternatives to aggression <input type="radio"/> Often uses alternatives to aggression |
| Additional Comments <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div>500 characters remaining...</div> <div style="text-align: right;">Check Spelling</div> | |

[Save Page](#)
[Save in Progress](#)
[Next Page](#)
[Complete](#)

Prevention Assessment Tool has 12 domains, complete each question on each page, then click Next Page

After answering each question in each domain, click on the complete button

Step 6 on the Wizard cont.

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



Active Youth:

Active Program:

Twentieth Circuit - Pace- Lee
County

Select a Program

Twentieth Circuit - Pace- Lee Count ▼

☒ Current Placement Census

☐ Incomplete Admission
Registrations

Youth Listing: (16 total)

Refresh

Youth Search




Youth
Names

PREVENTION HOME PAGE

Once the wizard is completed, the
system moves back to Home page

Review the "Current Placement
Census" for youth listings


Department of Juvenile Justice

[Active Youth:](#)
 1373069 - Test Bravo

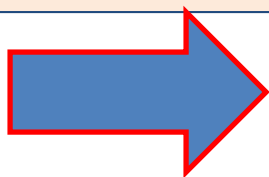
[Prevention Face Sheet](#)
[Delinquent Face Sheet](#)

Active Program:
 Twentieth Circuit - Pace- Lee County

Select a Program
 Twentieth Circuit - Pace- Lee Coun

Review the "Prevention Face Sheet" for youth information by clicking on the Prevention Face Sheet button

The youth's Prevention Face Sheet will then open up for you to review



FLORIDA DEPARTMENT OF JUVENILE JUSTICE
PREVENTION FACE SHEET

| YOUTH INFORMATION | | | | | | | | | |
|---------------------|---------|-------------------|------------------------|----------------------|----------------|---------|------------|---------|-----|
| DJJID: | 1373069 | | | Date: | March 31, 2017 | | | | |
| Last Name: | Test | First Name: | Bravo | Middle Name: | | DOB: | 10/22/1998 | Age: | 18 |
| Sex: | Male | Race: | Black | Ethnicity: | Non-Hispanic | Height: | 6ftin | Weight: | 170 |
| SSN: | | Eye Color: | Brown | Hair Color: | Black | | | | |
| School Grade Level: | 10 | Family Structure: | Lives with Two Parents | Youth Parent Status: | | | | | |

| HOME ADDRESS | | MAILING ADDRESS | |
|-----------------|--------------------------|-----------------|--|
| Address: | 400 West Robinson Street | SAME | |
| City/State/Zip: | Orlando, FL 32801 | | |
| Phone #: | (407) 245-0400 | | |
| ALT#: | (561) 305-1525 | | |

Residence County: [Orange](#) Circuit: [2](#)

| CRITICAL ALERTS | | |
|-----------------|--------|----------|
| DESCRIPTION | # OPEN | # CLOSED |
| Suicide Risk | 1 | 0 |

| SPECIAL ALERTS | | | ALIAS | |
|----------------|------------|--------|------------|------------|
| DESCRIPTION | START DATE | COUNTY | ALIAS TYPE | ALIAS NAME |
| Foster Care | 02/23/2017 | Orange | | |

| MEMBER INFORMATION | | | | | | |
|--------------------|------------|----|--------------------|----------------|----------------|----------------|
| LAST NAME | FIRST NAME | MI | RELATIONSHIP | LIVES W/ YOUTH | WORK# | ALT# |
| Foster | Care | | Guardian-DCF | X | | |
| Test | Mom | | Mother | | (239) 997-3776 | (305) 726-3548 |
| Test | Test | | Foster Care Worker | | | |

| YOUTH PLACEMENT HISTORY | | | | | | | | | | |
|--|------------------------------|--------------------|-------------------|------------------------------|------------|-----------------------|-----------------------|--------------------|-------------------|--------------|
| Program Name: Pace- Lee County | | | | | | | | | | |
| AGENCY REFERRED FROM | ADMIT BY (DATE) | REASON FOR LEAVING | RELEASE BY (DATE) | AGY REFERRED AFTER DISCHARGE | OPEN REFS? | #SCHOOL DAYS ATTENDED | POSSIBL#S SCHOOL DAYS | ELIGIBL E EMPLOY 2 | PLACED FOR EMPLOY | EMPLO Y DATE |
| School | Jenkins, Thomas (03/31/2017) | | | | | | | | | |

| YOUTH'S CURRENT SCHOOL | | YOUTH'S EMPLOYER | |
|------------------------|--------------------------|------------------|--|
| School: | ISLAND COAST HIGH SCHOOL | Employer: | |
| Address: | 3721 E. GATOR CIR. | | |
| City/State/Zip: | CAPE CORAL, FL 33909 | | |
| Phone #: | (239) 458-0362 | | |
| Grade: | 10 | | |
| Scheduled Hours: | - | | |

| YOUTH NOTES | | | |
|--|------|-------------|------------------------|
| Due to confidentiality requirements, all youth notes may not be displayed in this section. | | | |
| CATEGORY | TYPE | DESCRIPTION | LAST UPDATED BY (DATE) |
| THIS INFORMATION IS CONFIDENTIAL AND IS NOT TO BE DISCLOSED EXCEPT AS SPECIFIED BY STATE LAW | | | |

Youth MUST be active to access Modules:

Maintenance areas ~

Youth Assessment History ~

Youth Placement History ~

Program Placements ~

1

2

Department of
Justice

Program Registration Modules Reports LogOut

Maintenance

Active Youth:
1321770 : Mannings, Test

Prevention Face Sheet

Active Program:
Hurricane Island - Scottsmoor - f.i.n.s

Select a Program
Eighteenth Circuit - Hurricane Island

☒ Current Placement Census
☐ Incomplete Admission Registrations

Youth Listing: (18 total)
Refresh Youth Search

Youth Name: Mannings, Test
DJJID: 1321770

Add Assessment...

Assessment History List

Prevention Assessment Tool History

| PROGRAM NAME | CREATED BY | CREATED DATE TIME | CURRENT VERSION |
|-------------------------------------|----------------------|---------------------|-----------------|
| Fn- Youth Central Non - Residential | Provider, Prevention | 05/29/2014 11:07 AM | 1 |



Active Youth:

1321770 : Mannings, Test

Prevention Face Sheet

Active Program:

Hurricane Island - Scottsmoor -
f.i.n.s

Select a Program

Eighteenth Circuit - Hurricane Island ▼

- ☒ Current Placement Census
☐ Incomplete Admission
Registrations

Youth Listing: (18 total)

Refresh

Youth Search

Maintenance

Youth Name: Mannings, Test
DJJID: 1321770



Add Assessment...

Assessment History List

Prevention Assessment Tool History

| | | PROGRAM NAME | CREATED BY | CREATED DATE TIME | CURRENT VERS |
|--|---------------------------------|-------------------------------------|----------------------|---------------------|--------------|
| View Edit Report | Completed: 05/29/2014 | Fn- Youth Central Non - Residential | Provider, Prevention | 05/29/2014 11:07 AM | 1 |

To see PAT report



STATE OF FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Prevention Assessment Tool - Needs Report (Dynamic)

Name: **Tester Manning**

DJJID: **1321770**

DOB: **5/8/1999**

Report Date: 7/14/2014

Created by: **Provider, Prevention**

Last Modified By: **Provider, Prevention**

Created Date: **05/29/2014 11:07AM**

Last Modified Date: **05/29/2014 11:09AM**

| <u>Factor</u> | | | | | <u>% of Max</u> | <u>Level</u> |
|-------------------------------------|--|--|--|--|-----------------|---------------|
| Domain 3 School | | | | | 14.3% | Low |
| Domain 4 Use of Free Time | | | | | 100.0% | High |
| Domain 5 Employment | | | | | 0.0% | Low |
| Domain 6 Relationships | | | | | 28.6% | Moderate |
| Domain 7 Family/Living Arrangements | | | | | 25.0% | Moderate |
| Domain 8 Alcohol and Drugs | | | | | 12.0% | Low |
| Domain 9 Mental Health | | | | | 50.0% | Moderate-High |
| Domain 10 Attitudes/Behaviors | | | | | 33.3% | Moderate |
| Domain 11 Aggression | | | | | 8.3% | Low |
| Domain 12 Skills | | | | | 22.1% | Low |

To get to the Prevention Program Placement List, select your Program and make sure it is active, then select Program Placements under the Modules at the top of the screen

Department of Juvenile Justice

Active Youth:
1235110 : Test, Leroy

Prevention Face Sheet
Delinquent Face Sheet

Active Program:
Twentieth Circuit - Pace- Lee County

<< Program Registration Modules > Reports > LogOut

Maintenance

Program Name: Pace- Lee Cour

DJJID YOUTH NAME OPE
DEL
REFER

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



Maintenance

Prevention Program Placement List

Program Name: Pace- Lee County

| DJJID | YOUTH NAME | OPEN DEL. REFERRAL | PAT | ADMIT DATE | AGENCY REFERRED BY | PROGRAM TYPE |
|-------|------------|-------------------------------------|-----|---------------|-----------------------|-----------------|
| | Wiz | <input checked="" type="checkbox"/> | PAT | 09/30/2014 | School | Non-Residential |
| | Wiz | <input type="checkbox"/> | PAT | 01/22/2015 | Self or Family | Non-Residential |
| | Wiz | <input type="checkbox"/> | PAT | 09/09/2014 | School | Non-Residential |
| | Wiz | <input type="checkbox"/> | PAT | 01/05/2016 | Self or Family | Non-Residential |

Active Youth:

1235110 : Test, Leroy

Prevention Face Sheet

Delinquent Face Sheet

Active Program:

Twentieth Circuit - Pace- Lee
County

Select a Program

Twentieth Circuit - Pace- Lee Count ▼

☒ Current Placement Census

☐ Incomplete Admission
Registrations

Youth Listing: (63 total)

Refresh

Youth Search

Yellow Page = Prevention Face sheet

WZ- takes to
release screen

PAT- takes to assessment

Youth Listing: (151 total)

Refresh

Youth Search

Enter the Release Date, who the youth was released to, then select a Reason for Leaving Program from the drop down

Release Date

2/20/2012



MM/DD/YYYY

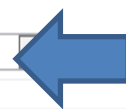
Agency Discharged To

Self or Family



Reason for Leaving Program

....



Prevention Survey Instruments and Scoring Instruments

Each of the following links contains the survey, scoring instrument, and directions for administering the survey.

- No associated scoring instruments found for this program.

Assessment History Report

Assessment

DATE TIME

6:00 AM

1

Completed, No Referral Made
Completed, Referral Made/Aftercare Planned
Completed, Yth removed by Protective Agency
Incomplete, Adjudicated Delinquent
Incomplete, Youth Expelled by Provider
Incomplete, Youth Moved
Incomplete, Youth Ran away
Incomplete, Youth/Family Withdrew
Incomplete, Other
Youth Changed Schools- Truancy Resolution

SAVE!



Save

Cancel

Once saved, the youth will come off side bar: Current Placement Listing.

~How to Release a youth without a Second PAT Assessment ~

If a youth leaves the program without staff completing a second PAT, this is what you will do, so you can release the youth from your program.

1. Make sure the youth is active on the left top side of screen. (click directly on the youth's name to make the youth active from your current placement census listing)
2. Go to Modules, Youth Assessment History; click on ADD Assessment; This will take you to the First Domain Screen.
3. Go to the bottom of the screen and click:
SAVE IN PROGRESS.
4. Go to assessment history, click the PAT “cannot complete blue link” and indicate the reason from the drop down why the PAT was not able to be completed.

Department of Juvenile Justice

Active Youth:
1333909 : Blue, Blue

Prevention Face Sheet

Active Program:
Thirteenth Circuit - Fn- Hillsborough Non - Residential

Select a Program
Thirteenth Circuit - Fn- Hillsborough

☒ Current Placement Census
☐ Incomplete Admission Registrations

Youth Listing: (1 total)

Refresh Youth Search

Blue, Blue

<< Program Registration Modules Reports LogOut

Maintenance

Youth Name: Blue, Blue
DJJID: 1333909

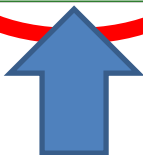
Add Assessment


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

Placement History List
 Assessment Tool History

| | | PROGRAM NAME | CREATED BY | CREATED DATE TIME | CURRENT VERSION | MODIFIED BY | MODIFIED DATE TIME |
|--|--|------------------------------------|----------------|---------------------|-----------------|----------------|---------------------|
| View Edit | Pending: 07/23/2014 Cannot Complete Delete | Fn- Hillsborough Non - Residential | Messick, Pat E | 07/23/2014 09:55 PM | 1 | Messick, Pat E | 07/23/2014 09:55 PM |
| View Edit Report | Completed: 07/23/2014 Delete | Fn- Hillsborough Non - Residential | Messick, Pat E | 07/23/2014 09:37 PM | 1 | Messick, Pat E | 07/23/2014 09:53 PM |

| | | |
|---|---|--|
| | | <input type="radio"/> One or more |
| 5 | Against-person misdemeanor referrals: Total number of referrals for which the most serious offense was an against person misdemeanor-a misdemeanor involving threats, force, or physical harm to another person or sexual misconduct (assault, coercion, harassment, intimidation, etc.). | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> Two or more |
| 6 | Against-person felony referrals: Total number of referrals for which the most serious offense was an against-person felony involving force or physical harm to another person including sexual misconduct as defined as a felony. | <input checked="" type="radio"/> None <input type="radio"/> One or two <input type="radio"/> Three or more |
| 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. | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> 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. | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> 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. | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> Two <input type="radio"/> 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. | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> Two or more |
| 11 | Escapes: Total number of attempted or actual escapes that resulted in adjudication. | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> 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. | <input checked="" type="radio"/> None <input type="radio"/> One <input type="radio"/> Two or more |
| <div style="text-align: center;"> Save Page Save in Progress Next Page Complete </div> | | |





Department of
Juvenile
Justice

<< Program Registration Modules Reports LogOut

Maintenance

Youth Name: Blue, Blue
DJJID: 1333909

Add Assessment...

Youth Assessment History List
Assessment Tool History

Add Assessment...

| | | PROGRAM NAME | CREATED BY | CREATED DATE TIME | CURRENT VERSION | MODIFIED BY | MODIFIED DATE TIME |
|--|--|------------------------------------|----------------|---------------------|-----------------|----------------|---------------------|
| View Edit | Pending: 07/23/2014 Cannot Complete Delete | Fn- Hillsborough Non - Residential | Messick, Pat E | 07/23/2014 09:55 PM | 1 | Messick, Pat E | 07/23/2014 09:55 PM |
| View Edit Report | Completed: 07/23/2014 | Fn- Hillsborough Non - Residential | Messick, Pat E | 07/23/2014 09:37 PM | 1 | Messick, Pat E | 07/23/2014 09:53 PM |

Active Youth:
1333909 : Blue, Blue

Prevention Face Sheet


Active Program:
Thirteenth Circuit - Fn- Hillsborough Non - Residential

Select a Program
Thirteenth Circuit - Fn- Hillsborough

☒ Current Placement Census
☐ Incomplete Admission Registrations

Youth Listing: (1 total)
[Refresh](#) [Youth Search](#)
☐ [Blue, Blue](#)

Click on Cannot Complete



**Department of
Juvenile
Justice**

Active Youth:
1333909 : Blue, Blue

Prevention Face Sheet

Active Program:
Thirteenth Circuit - Fn-
Hillsborough Non - Residential

Select a Program
Thirteenth Circuit - Fn- Hillsborough

☒ Current Placement Census
☐ Incomplete Admission Registrations

Youth Listing: (1 total)

Refresh Youth Search

☐ Blue, Blue

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

Maintenance

Assessment History List

Youth Name: Blue, Blue
DJJID: 1333909

Prevention Assessment Tool History

Add Assessment...

| | | PROGRAM NAME | CREATED BY | CREATED DATE TIME | CURRENT VERSION | MODIFIED BY | MODIFIED DATE TIME |
|------------------------|---|------------------------------------|----------------|---------------------|-----------------|----------------|---------------------|
| View Edit | Pending: 07/23/2014 Cannot Complete Delete | Fn- Hillsborough Non - Residential | Messick, Pat E | 07/23/2014 09:55 PM | 1 | Messick, Pat E | 07/23/2014 09:55 PM |
| View Edit Report | Completed: 07/23/2014 Delete | | | | 1 | Messick, Pat E | 07/23/2014 09:53 PM |

Cannot Complete Prevention Assessment Tool

.....

No longer accessible

Family/Youth refused

Program did not complete assessment

Save

Cancel

Drop down Reason? "Cannot complete" SAVE.

Youth Listing: (151 total)

Refresh

Youth Search

Enter the Release Date, who the youth was released to, then select a Reason for Leaving Program from the drop down

Release Date

2/20/2012



MM/DD/YYYY

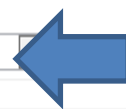
Agency Discharged To

Self or Family



Reason for Leaving Program

....



Prevention Survey Instruments and Scoring Instruments

Each of the following links contains the survey, scoring instrument, and directions for administering the survey.

- No associated scoring instruments found for this program.

Assessment History Report

Assessment

DATE TIME

6:00 AM

1

Completed, No Referral Made
Completed, Referral Made/Aftercare Planned
Completed, Yth removed by Protective Agency
Incomplete, Adjudicated Delinquent
Incomplete, Youth Expelled by Provider
Incomplete, Youth Moved
Incomplete, Youth Ran away
Incomplete, Youth/Family Withdrew
Incomplete, Other
Youth Changed Schools- Truancy Resolution

SAVE!




Save

Cancel

Once saved, the youth will come off side bar: Current Placement Listing.

| CREATEDBY USERNAME | CREATED DATETIME | MODIFIEDBY USERNAME | MODIFIED DATETIME |
|--------------------|-----------------------|---------------------|-----------------------|
| | 3/22/2011 10:07:00 AM | | 3/22/2011 10:07:00 AM |

1

Release Date 
MM/DD/YYYY

Agency Discharged To

Reason for Leaving Program

Prevention Survey Instruments and Scoring Instruments

Each of the following links contains the survey, scoring instrument, and directions for administering and scoring the survey.

- [Attitudes Toward Gangs](#)
- [Beliefs about Aggression and Alternatives](#)
- [Body Image](#)
- [Caring and Cooperation](#)
- [Conflict Resolution](#)
- [Disciplinary Behavior](#)
- [Drug and Alcohol Use](#)
- [Exposure to Gangs](#)
- [Frequency of Delinquent Behavior](#)
- [Modified Aggression](#)
- [Parent and Child Social Competencies](#)
- [Parental Child Attachment](#)
- [Self Esteem](#)
- [Satisfaction](#)
- [School Attendance and Discipline](#)
- [Social Support](#)

Optional Survey Links
Adobe Form
available for some programs

[Assessment History Report](#)

[Save](#)

[Cancel](#)

Question and Answers

- 1) **What is a Prevention Wizard?** The Wizard are the steps to be completed on the Prevention Web 1-7 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 wizard?** A user must click on the Youth Search button on the Prevention Home Page, looking for current youth within their program on the side bar under current placement census, OR within all of JJIS.
- 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 found, contact your local DIO for a youth merge.

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 = *; Required information = **; 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 Registration.” Look to the 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) What if I need to change an address on 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)

8) On the Youth Search screen, I see a **Prevention YES** mark and a double face sheet; I see **Civil Citation YES** mark and a double face sheet. I see **Delinquent NO** mark; and sometimes a **Delinquent YES**; what does all this mean? A **RED YES** under these areas mean youth is **ACTIVE** with the Prevention or Civil Citation programs. **BLACK YES** means the youth previously with a Prevention or Civil Citation program. (not active)
A **Delinquent NO** mark means youth does not have a delinquent charge. A **Delinquent YES** mark means he has a delinquent charge. **NOTE: Face sheets for delinquent youth are permissioned based.**

9) I see a Camera on the Youth Search screen. Do all youth have pictures on the system? **NO, only Delinquent youth and only available and permissioned access.**

10: What is the time frame for JJIS data entry ?

Provider shall enter data within seventy two (72) hours of admission or release from the program. Failure to enter data timely may result in the department withholding monthly invoice payment.

Still have questions?



Contact your local DIO for answers