



PREVENTION WEB – CIVIL CITATION Youth Placement History

A JJIS User Guide

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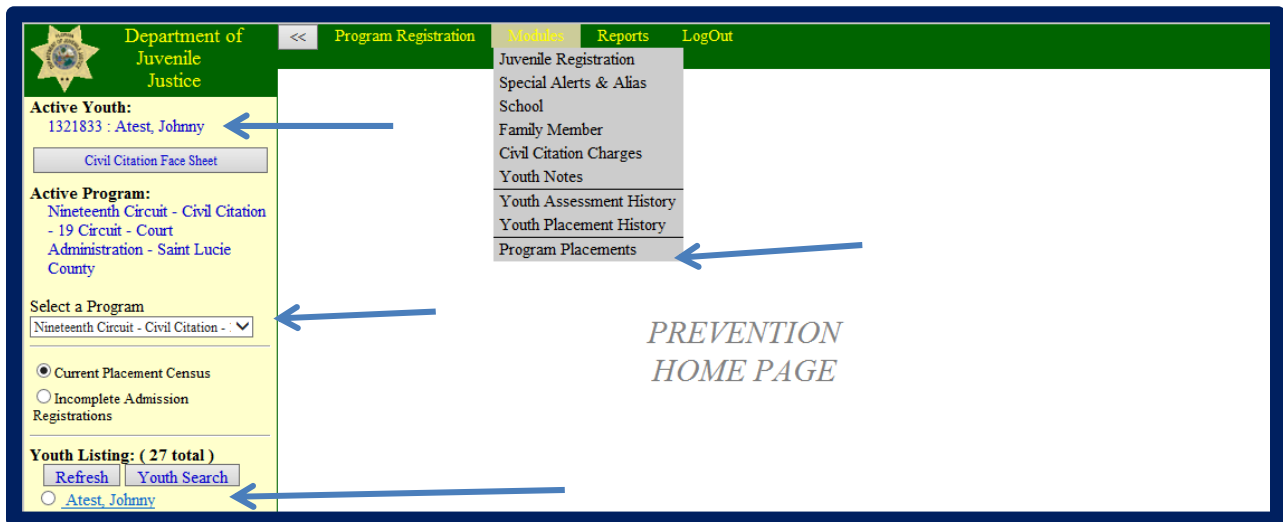
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Youth Placement History

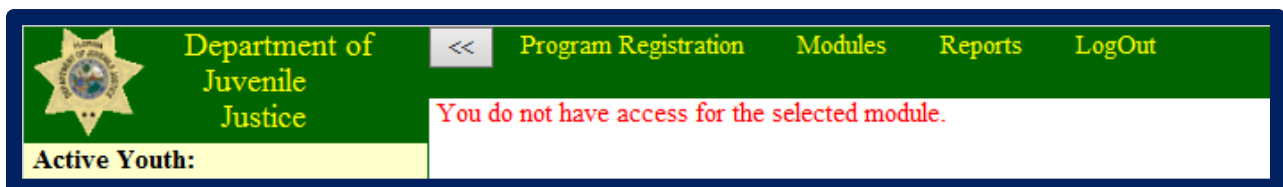
This module allows you to edit the placement to make corrections to the admit information and to release a youth from the program.

Editing a Placement

To edit a youth's placement information, youth must be active on your census. First, select your program from the dropdown list. Then select the youth and their name will appear as the Active Youth. Finally, hover over Modules and then select Youth Placement History.



If you do not have permissions to edit (all) you will see this error message if you try to edit information for a youth entered by another staff:



Click the “Select” link for the record to be edited.

Department of Juvenile Justice

Program Registration Modules Reports LogOut

Maintenance Youth Placement History List

Active Youth: 1321833 : Atest, Johnny
Civil Citation Face Sheet

Active Program: Nineteenth Circuit - Civil Citation - 19 Circuit - Court Administration - Saint Lucie County

Select a Program: Nineteenth Circuit - Civil Citation -

Current Placement Census
 Incomplete Admission Registrations

Youth Listing: (27 total)
Refresh Youth Search
[Atest, Johnny](#)

Youth Name: Atest, Johnny
DJJID: 1321833

Record Count: 1
Edit Delete

	PROGRAM NAME	ADMIT DATE	AGENCY REFERRED BY	RELEASE DATE	RELEASE REASON	VERRIDE REASON	CREATED BY	CREATED DATE TIME	MODIFIED BY	MODIFIED DATE TIME
Select	Civil Citation - 19 Circuit - Court Administration - Saint Lucie County	03/31/2014	St. Lucie County Sheriff's Office				Hutchins, Rosellyn	06/11/2014 04:45 PM	Hutchins, Rosellyn	06/12/2014 08:41 AM

The record will be highlighted and “Edit” and “Delete” buttons are enabled.

Department of Juvenile Justice

Program Registration Modules Reports LogOut

Maintenance Youth Placement History List

Active Youth: 1321833 : Atest, Johnny
Civil Citation Face Sheet

Active Program: Nineteenth Circuit - Civil Citation - 19 Circuit - Court Administration - Saint Lucie County

Select a Program: Nineteenth Circuit - Civil Citation -

Current Placement Census
 Incomplete Admission Registrations

Youth Listing: (27 total)
Refresh Youth Search
[Atest, Johnny](#)

Youth Name: Atest, Johnny
DJJID: 1321833

Record Count: 1
Edit Delete

	PROGRAM NAME	ADMIT DATE	AGENCY REFERRED BY	RELEASE DATE	RELEASE REASON	VERRIDE REASON	CREATED BY	CREATED DATE TIME	MODIFIED BY	MODIFIED DATE TIME
Select	Civil Citation - 19 Circuit - Court Administration - Saint Lucie County	03/31/2014	St. Lucie County Sheriff's Office				Hutchins, Rosellyn	06/11/2014 04:45 PM	Hutchins, Rosellyn	06/12/2014 08:41 AM

Click the "Edit" button and edit existing information as required, then click the "Save" button.

Department of Juvenile Justice

Program Registration Modules Reports LogOut

Maintenance Civil Citation Placement Youth Administration

Active Youth: 1321833 : Atest, Johnny
Civil Citation Face Sheet

Active Program: Nineteenth Circuit - Civil Citation - 19 Circuit - Court Administration - Saint Lucie County

Select a Program: Nineteenth Circuit - Civil Citation -

Current Placement Census
Incomplete Admission Registrations

Youth Listing: (27 total)
Refresh Youth Search
Atest, Johnny

Youth Name: Atest, Johnny
DJJID: 1321833

Program Name: Civil Citation - 19 Circuit - Court Administration - Saint Lucie County

Placement Information

Admit Date: * 4/1/2014 MM/DD/YYYY

Circuit * Nineteenth Circuit

Agency Referred By * State Attorney's Office - 19th Circuit

Release Date MM/DD/YYYY

Reason for Leaving Program: ...

Save Cancel

You will see a message indicating the update was successful.

Department of Juvenile Justice

Program Registration Modules Reports LogOut

Maintenance Civil Citation Placement Youth Administration

Active Youth: 1321833 : Atest, Johnny
Civil Citation Face Sheet

Active Program: Nineteenth Circuit - Civil Citation - 19 Circuit - Court Administration - Saint Lucie County

Select a Program: Nineteenth Circuit - Civil Citation -

Current Placement Census
Incomplete Admission Registrations

Youth Listing: (27 total)
Refresh Youth Search
Atest, Johnny

Youth Name: Atest, Johnny
DJJID: 1321833

Program Name: Civil Citation - 19 Circuit - Court Administration - Saint Lucie County

Placement Information

Admit Date: * 4/1/2014 MM/DD/YYYY

Circuit * Nineteenth Circuit

Agency Referred By * State Attorney's Office - 19th Circuit

Release Date MM/DD/YYYY

Reason for Leaving Program: ...

Save Cancel

Placement information was saved Successfully!!!

When you return to Youth Placement History, the record reflects the edits that were made.

Department of Juvenile Justice

Program Registration Modules Reports LogOut

Maintenance

Youth Placement History List

Youth Name: Atest, Johnny
DJJD: 1321833

Record Count: 1

Edit Delete

	PROGRAM NAME	ADMIT DATE	AGENCY REFERRED BY	RELEASE DATE	RELEASE REASON	VERRIDE REASON	CREATED BY	CREATED DATE TIME	MODIFIED BY	MODIFIED DATE TIME
Select	Civil Citation - 19 Circuit - Court Administration - Saint Lucie County	04/01/2014	State Attorney's Office - 19th Circuit				Hutchins, Rosellyn	06/11/2014 04:45 PM	Hutchins, Rosellyn	06/25/2014 02:26 PM

Select a Program
Nineteenth Circuit - Civil Citation - .

Current Placement Census

Deleting a Placement

If youth was admitted in error, the record can be deleted by using the “Delete” button if you have been given delete permissions.

Department of Juvenile Justice

Program Registration Modules Reports LogOut

Maintenance

Youth Placement History List

Youth Name: Atest, Johnny
DJJD: 1321833

Record Count: 1

Edit Delete

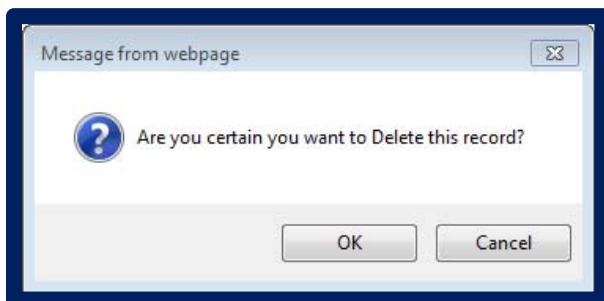
	PROGRAM NAME	ADMIT DATE	AGENCY REFERRED BY	RELEASE DATE	RELEASE REASON	VERRIDE REASON	CREATED BY	CREATED DATE TIME	MODIFIED BY	MODIFIED DATE TIME
Select	Civil Citation - 19 Circuit - Court Administration - Saint Lucie County	03/31/2014	St. Lucie County Sheriff's Office				Hutchins, Rosellyn	06/11/2014 04:45 PM	Hutchins, Rosellyn	06/12/2014 08:41 AM

Select a Program
Nineteenth Circuit - Civil Citation - .

Current Placement Census
 Incomplete Admission Registrations

Youth Listing: (27 total)
Refresh Youth Search
[Atest, Johnny](#)

Click “OK” to confirm deleting the record.



The record will be deleted and youth removed from the placement. If there are no other placements for the youth, the entire DJJ ID record is deleted. If youth has other placements, the placement will be deleted, but all youth demographic information is retained.

Caution! This cannot be undone. If youth has more than one placement, make sure you are selecting the appropriate line to be deleted.

Youth Release

Youth Placement History is also where you release a youth from the program.

To release a youth from placement, youth must be active on your census. First, select your program from the dropdown list. Then select the youth and their name will appear as the Active Youth. Finally, hover over Modules and then select Youth Placement History.

The screenshot shows the Department of Juvenile Justice web application. The navigation bar includes 'Program Registration', 'Modules', 'Reports', and 'LogOut'. The main content area is divided into sections: 'Active Youth' (1321833 : Atest, Johnny), 'Active Program' (Nineteenth Circuit - Civil Citation), 'Select a Program' (dropdown menu), 'Current Placement Census' (radio buttons), and 'Youth Listing: (27 total)'. A 'Modules' dropdown menu is open, showing options like 'Youth Placement History'. Four numbered callouts (1, 2, 3, 4) indicate the steps: 1. Select a Program, 2. Youth Listing, 3. Active Youth, and 4. Youth Placement History. The text 'PREVENTION HOME PAGE' is visible in the background.

Click the “Select” link for the placement from which youth is to be released and then click the “Edit” button.

Department of Juvenile Justice

Program Registration Modules Reports LogOut

Maintenance

Youth Placement History List

Youth Name: Atest, Johnny
DJJID: 1321833

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
Civil Citation - 19 Circuit - Court Administration - Saint Lucie County	03/31/2014	St. Lucie County Sheriff's Office				Hutchins, Rosellyn	06/11/2014 04:45 PM	Hutchins, Rosellyn	06/12/2014 08:41 AM

Active Youth: 1321833 : Atest, Johnny
[Civil Citation Face Sheet](#)

Active Program: Nineteenth Circuit - Civil Citation - 19 Circuit - Court Administration - Saint Lucie County

Select a Program
Nineteenth Circuit - Civil Citation -

Current Placement Census
 Incomplete Admission Registrations

Youth Listing: (27 total)
[Refresh](#) [Youth Search](#)
 Atest, Johnny

Enter the actual release date and select from the drop down box the youth's reason for leaving the program.

Department of Juvenile Justice

Program Registration Modules Reports LogOut

Maintenance

Civil Citation Placement Youth Administration

Youth Name: Atest, Johnny
DJJID: 1321833

Program Name: Civil Citation - 19 Circuit - Court Administration - Saint Lucie County

Placement Information

Admit Date: * 4/1/2014 MM/DD/YYYY

Circuit * Nineteenth Circuit

Agency Referred By * State Attorney's Office - 19th Circuit

Release Date 6/25/2014 MM/DD/YYYY

Reason for Leaving Program: **Successful Completion**

[Save](#) [Cancel](#)

- 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

Release Reasons

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 working 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 working 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 working days of admission to the program.

Successful Completion - Youth completed all program elements.

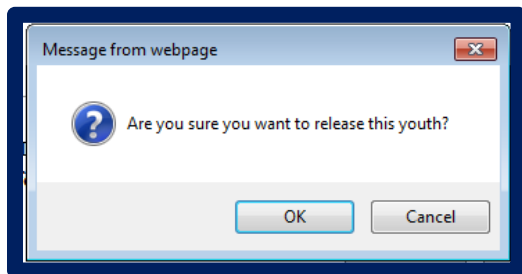
Unsuccessful - failure to comply - Services were initiated, but the youth stopped participating in the program appropriately.

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 working 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.

Once release reason has been selected, click the “Save” button.



Click “OK” to confirm releasing the youth. The youth will be removed from the youth listing, and his face sheet will reflect the release.



**FLORIDA DEPARTMENT OF JUVENILE JUSTICE
CIVIL CITATION FACE SHEET**

YOUTH INFORMATION

DJJD: 1321833 Date: June 25, 2014
 Last Name: Afest First Name: Johnny Middle Name: _____ DOB: 12/25/2000 Age: 13
 Sex: Male Race: White Ethnicity: Non-Hispanic Height: 5ft_9in Weight: 140
 SSN: XXX-XX-4321 Eye Color: Brown Hair Color: Brown

HOME ADDRESS

MAILING ADDRESS

Address: 1235 Beachside Blvd SAME
 City/State/Zip: Port Saint Lucie, FL 34984
 Phone #: _____
 ALT#: _____
 Residence County: Saint Lucie Circuit: 19

CRITICAL ALERTS

DESCRIPTION	# OPEN	# CLOSED
Allergies	1	0

SPECIAL ALERTS

DESCRIPTION	START DATE	COUNTY
Identical Siblings	04/28/2014	Saint Lucie

ALIAS

ALIAS TYPE	ALIAS NAME
Street Name	J-test
Nickname	Jay Bird

MEMBER INFORMATION

LAST NAME	FIRST NAME	MI	RELATIONSHIP	LIVES W/ YOUTH	WORK#	ALT#
Test	Jerry		Brother			
Test	Mother		Mother	X		

YOUTH PLACEMENT HISTORY

Program Name: Civil Citation - 19 Circuit - Court Administration - Saint Lucie County

ADMIT DATE	AGENCY REFERRED BY	REASON FOR LEAVING	ESD DATE	OFFENSE DATE/TIME	CHARGES
04/01/2014	State Attorney's Office - 19th Circuit	Successful Completion	06/25/2014	03/18/2014 10:00 AM	SIMPLE ASSLT - INTENT THREAT TO DO VIOLENCE (M2)
				03/16/2014 10:00 AM	SIMPLE ASSLT - INTENT THREAT TO DO VIOLENCE (M2)

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](#).

Assessments

The Youth Assessment History module allows you to review any previously completed Prevention Assessment Tools (PAT) or add a new assessment. For detailed information on completing a PAT, see the user guide titled [Prevention Web – Prevention Assessment Tool](#).

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](#).