

# PREVENTION WEB - PREVENTION Youth Placement History

A JJIS User Guide

## Table of Contents

Youth Placement History .....	2
Editing a Placement .....	2
Deleting a Placement .....	5
Youth Release .....	5
Release Reasons.....	8
Related User Guides.....	10
Program Registration Wizard.....	10
Maintaining Youth Information .....	10
Assessments.....	10
Reports.....	10

## 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

Under Modules, Youth Placement History takes you to the youth placement list. To edit a youth's placement information, make sure your program is selected in the upper left corner of the screen and then click on the youth's name to work with that youth. Their name will appear as the Active Youth.

The screenshot displays the Department of Juvenile Justice web application. The top navigation bar includes 'Program Registration', 'Modules', 'Reports', and 'LogOut'. A dropdown menu is open under 'Modules', listing options such as 'Youth Placement History', which is highlighted by a blue arrow. On the left sidebar, the 'Active Youth' section shows '1340264 : Youth, Prevention' with a 'Prevention Face Sheet' button. Below this, the 'Active Program' is 'Nineteenth Circuit - 10025 - Positive and Winning Students - C19 - Okeechobee County'. A 'Select a Program' dropdown is set to 'Nineteenth Circuit - 10025 - Positiv'. Underneath are radio buttons for 'Current Placement Census' (selected) and 'Incomplete Admission Registrations'. The 'Youth Listing: ( 22 total )' section includes 'Refresh' and 'Youth Search' buttons, and a 'Youth Listing' button. At the bottom of the sidebar, there are radio buttons for selecting a youth, with 'Youth, Prevention' selected. The main content area displays 'PREVENTION HOME PAGE'.

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:

The screenshot shows the same Department of Juvenile Justice web application. The top navigation bar is visible. Below the navigation bar, a red error message is displayed: 'You do not have access for the selected module.' The 'Active Youth' section is partially visible at the bottom left.

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: 1340264 : Youth, Prevention  
Prevention Face Sheet

Active Program: Nineteenth Circuit - 10025 - Positive and Winning Students - C19 - Okeechobee County

Select a Program: Nineteenth Circuit - 10025 - Positiv

Current Placement Census  
 Incomplete Admission Registrations

Youth Listing: ( 22 total )  
Refresh Youth Search

Youth Name: Youth, Prevention  
DJJID: 1340264

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	10025 - Positive and Winning Students - C19 - Okeechobee County	01/23/2015	Self or Family				Staff, PreventionProgram	01/27/2015 02:15 PM	Staff, PreventionProgram	02/27/2015 01:49 PM

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: 1340264 : Youth, Prevention  
Prevention Face Sheet

Active Program: Nineteenth Circuit - 10025 - Positive and Winning Students - C19 - Okeechobee County

Select a Program: Nineteenth Circuit - 10025 - Positiv

Current Placement Census  
 Incomplete Admission Registrations

Youth Listing: ( 22 total )  
Refresh Youth Search

Youth Name: Youth, Prevention  
DJJID: 1340264

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	10025 - Positive and Winning Students - C19 - Okeechobee County	01/23/2015	Self or Family				Staff, PreventionProgram	01/27/2015 02:15 PM	Staff, PreventionProgram	02/27/2015 01:49 PM

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** Prevention Youth Edit

**Active Youth:** 1340264 : Youth, Prevention  
[Prevention Face Sheet](#)

**Active Program:** Nineteenth Circuit - 10025 - Positive and Winning Students - C19 - Okeechobee County

Select a Program  
 Nineteenth Circuit - 10025 - Positiv

Current Placement Census  
 Incomplete Admission Registrations

**Youth Listing: ( 22 total )**  
[Refresh](#) [Youth Search](#)

**General**

Admit Date: 1/23/2015 (MM/DD/YYYY)  
 Agency Referred By: Other Social Services (not DCF)  
 Placement Type:  Non-Residential  Residential

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.

- No associated scoring instruments found for this program.

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

You will NOT see a message indicating the update was successful, but the change will save. This is a known bug, and will be corrected.

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

**Active Youth:** 1340264 : Youth, Prevention  
[Prevention Face Sheet](#)

**Active Program:** Nineteenth Circuit - 10025 - Positive and Winning Students - C19 - Okeechobee County

Select a Program  
 Nineteenth Circuit - 10025 - Positiv

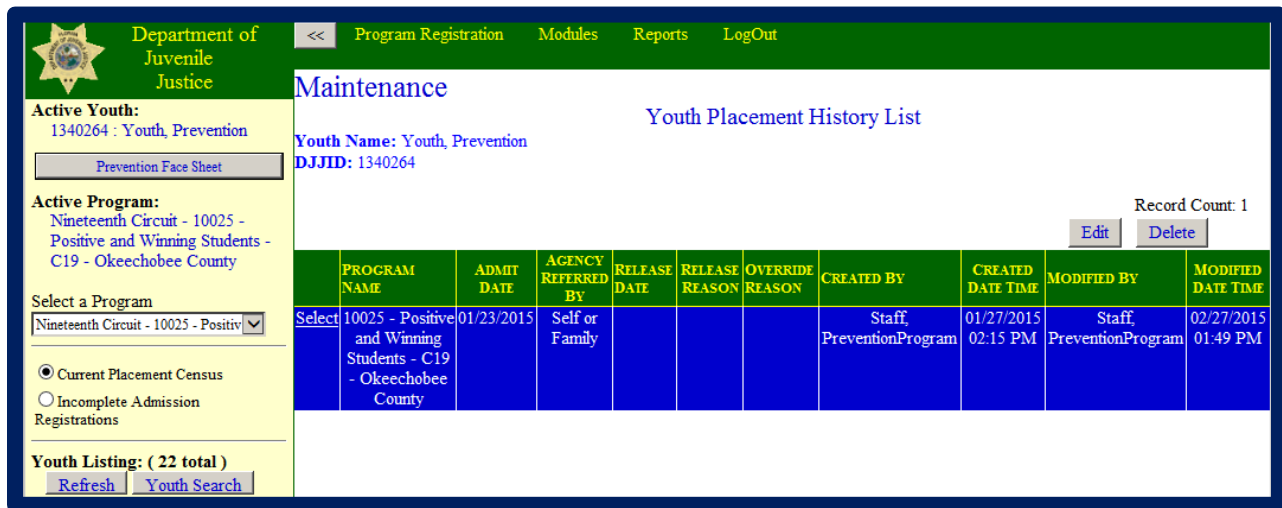
Current Placement Census  
 Incomplete Admission Registrations

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 10025 - Positive and Winning Students - C19 - Okeechobee County	01/23/2015	Other Social Services (not DCF)				Staff, PreventionProgram	01/27/2015 02:15 PM	Staff, PreventionProgram	02/27/2015 03:29 PM

## 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: Youth, Prevention  
DJJID: 1340264

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	10025 - Positive and Winning Students - C19 - Okeechobee County	01/23/2015	Self or Family				Staff, PreventionProgram	01/27/2015 02:15 PM	Staff, PreventionProgram	02/27/2015 01:49 PM

Active Youth: 1340264 : Youth, Prevention  
Prevention Face Sheet

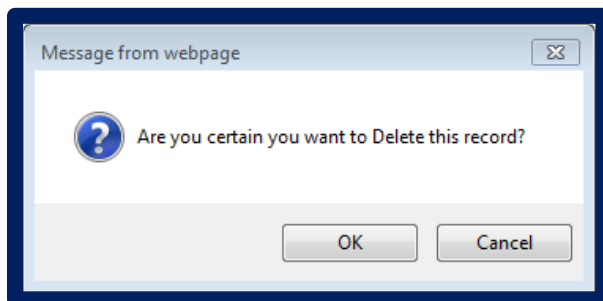
Active Program: Nineteenth Circuit - 10025 - Positive and Winning Students - C19 - Okeechobee County

Select a Program  
Nineteenth Circuit - 10025 - Positiv

Current Placement Census  
 Incomplete Admission Registrations

Youth Listing: ( 22 total )  
Refresh Youth Search

Click “OK” to confirm deleting the record.



The record will be deleted and youth removed from the placement. 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, make sure your program is selected in the upper left corner of the screen and then click on the youth’s name to work with that youth. Their name will appear as the Active Youth. Then click the link under Modules to open the Youth Placement History module.

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

	PROGRAM NAME	ADMIT DATE	AGENCY REFERRED BY	RELEASE DATE	RELEASE REASON	OVERRIDE REASON	CREATED BY	CREATED DATE TIME	MODIFIED BY	MODIFIED DATE TIME
Select	10046 - Prevention - 19 Circuit - St. Lucie County - Children's Home Society of Florida -	05/20/2014	School	09/23/2014	Completed, No Referral Made		Train19, Prevention	09/23/2014 10:06 AM	Train19, Prevention	09/23/2014 10:51 AM
Select	10025 - Positive and Winning Students - C19 - Okeechobee County	09/22/2014	School				Train19, Prevention	09/23/2014 10:53 AM	Train19, Prevention	09/23/2014 10:54 AM
Select	V2039 - 19 Circuit - Street Smart - Boys & Girls Clubs of Martin County	12/15/2014	School				Train19, Prevention	12/22/2014 10:31 AM	Train19, Prevention	12/22/2014 10:31 AM

Enter the actual release date and select from the drop down box the agency to which the youth was discharged.

Department of Juvenile Justice

Program Registration Modules Reports LogOut

### Maintenance

#### Prevention Youth Edit

Youth Name: Test, Mark  
DJJID: 1339962

Program Name: 10025 - Positive and Winning Students - C19 - Okeechobee County

#### Placement Information

**General**

Admit Date: 9/22/2014 (MM/DD/YYYY)  
Agency Referred By: School  
Placement Type:  Non-Residential  Residential

Release Date: (MM/DD/YYYY)  
Agency Discharged To: [Dropdown Menu]

**Prevention Survey Instruments and Scoring**

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.

Save Cancel

Select the Reason for Leaving Program from the drop down box.

Release Date: (MM/DD/YYYY)  
Agency Discharged To: Self or Family

**Reason for Leaving Program**

- 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

**Prevention Survey Instruments and Scoring**

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.

Save Cancel



An explanation of each of the Release Reasons is listed below:

## Release Reasons

**Completed, No Referral Made** - Youth completed all program elements and no follow-up is necessary.

**Completed, Referral Made/Aftercare Planned** - Youth completed all program elements, but a referral for aftercare with another agency was made.

**Completed, YTH Removed by Protective Agency** - Youth completed all or most program elements, but was removed by DCF or another protective agency.

**Incomplete, Adjudicated Delinquent** - Services were initiated, but due to law violations the youth became ineligible for the program.

**Incomplete, Youth Expelled by Provider** - Services were initiated, but the youth was expelled by the provider for non-compliance.

**Incomplete, Youth Moved** - Services were initiated, but the youth or family moved out of the provider's service area.

**Incomplete, Youth Ran Away** - Services were initiated, but the youth's whereabouts are unknown.

**Incomplete, Youth/Family Withdrew** - Services were initiated, but youth/parent were not willing to participate in the program.

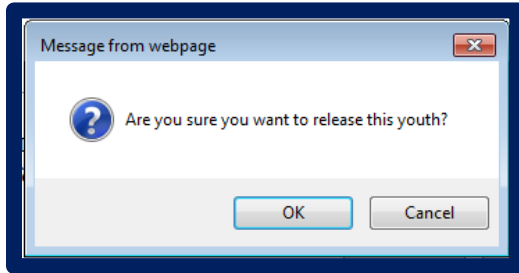
**Incomplete, Other** - Services were initiated, but the youth stopped participating in the program appropriately.

**Youth Changed Schools, Truancy Resolution** - Services were initiated, but the youth has changed schools and services under this program are no longer needed.

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

The screenshot shows a web application interface for selecting a release reason. On the left, there is a list of names with radio buttons: Aguilar, Mario; Baker, Brittany; Baker, Justice; Banuelos, Briana; Bormuth, David; Brown, Jessica; Duque, Patricia; Ericson, Abigavle; Frady, Savannah; Gray, Jordan; Jackson, Andrew; Jandro, Dustin; Landaverde, Adon; Mercado, Maria; Pope, Kathrvn; Powers, Lena; and Rodriguez, Jorge. The main form area contains a 'Release Date' field with a calendar icon and the format 'MM/DD/YYYY'. To its right is an 'Agency Discharged To' dropdown menu with 'Self or Family' selected. Below these is a 'Reason for Leaving Program' dropdown menu, which is open and shows a list of options: 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; and Youth Changed Schools-Truancy Resolution. Below the form, there is a section titled 'Prevention Survey Instruments and Scoring' with the text 'Each of the following links contains the survey.' and a bullet point: '• No associated scoring instruments f'. At the bottom right, there are 'Save' and 'Cancel' buttons.

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 PREVENTION FACE SHEET										
YOUTH INFORMATION										
DJJID:	<u>1339962</u>				Date:	<u>February 27, 2015</u>				
Last Name:	<u>Test</u>	First Name:	<u>Mark</u>	Middle Name:	<u>R</u>	DOB:	<u>05/15/1999</u>	Age:	<u>15</u>	
Sex:	<u>Male</u>	Race:	<u>American Indian</u>	Ethnicity:	<u>Hispanic</u>	Height:	<u>5ft5in</u>	Weight:	<u>150</u>	
SSN:	<u>XXX-XX-3333</u>	Eye Color:	<u>Brown</u>	Hair Color:	<u>Blonde</u>					
School Grade Level:	<u>8</u>	Family Structure:	<u>Lives with Two Parents</u>			Youth Parent Status:				
HOME ADDRESS					MAILING ADDRESS					
Address: <u>1834 Old Dixie Hwy</u>					Address: <u>SAME</u>					
City/State/Zip: <u>Vero Beach, FL 32960-3671</u>										
Phone #: <u>(772) 467-3860</u>										
ALT#: _____										
Residence County: <u>Indian River</u>					Circuit: <u>19</u>					
CRITICAL ALERTS										
DESCRIPTION						# OPEN	# CLOSED			
<u>Allergies</u>						<u>1</u>	<u>0</u>			
SPECIAL ALERTS					ALIAS					
DESCRIPTION	START DATE	COUNTY			ALIAS TYPE	ALIAS NAME				
					Street Name	Mark In The Dark				
MEMBER INFORMATION										
LAST NAME	FIRST NAME	MI	RELATIONSHIP	LIVES W/ YOUTH	WORK#	ALT#				
Test	Johnny		Father	X						
Test	Sarah		Mother	X						
YOUTH PLACEMENT HISTORY										
Program Name: <u>10025 - Positive and Winning Students - C19 - Okeechobee County</u>										
AGENCY REFERRED FROM	ADMIT DATE	REASON FOR LEAVING	END DATE	AGY REFERRED AFTER DISCHARGE	OPEN REFS?	#SCHOOL DAYS ATTENDED	POSSIBL=SCHOOL DAYS	ELIGIBLE EMPLOY?	PLACED FOR EMPLOY	EMPLOY DATE
School	09/22/2014	Completed, No Referral Made	02/27/2015	Self or Family	No					

## 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](#).