

# PROBATION RESOURCE BOOKING

## **Probation Resource Booking ~**

### **The Acceptance and Placement of PES – Electronic Monitoring**

JPO Probation Resource Booking : PES – Electronic Monitoring (EM)

Probation Booking can be done under the Youth Requirements link to PRB or Probation Resource Booking

**NOTE: Review the face sheet for the appropriate referral number to be used when booking.**

# JPO Responsibility ~ Booking

Probation Resource Booking - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jisweb2/DJISWeb/ProbationResourceBooking/PRBMainPage.aspx

Department of Juvenile Justice

Logout Face Sheet Go

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PRB Reports

Select Referral

Youth Name: Testr, Pati  
DJJID: 1201818

Select Referral ID: 3637861 - Probation Submit

Select appropriate referral ID number to be used for this placement.  
(NOTE: This ID number must match the supervision placement referral ID number if you are referring for PES and Redirection placements.)

Drop down to Select the appropriate referral to be booked for PES – EM. Click Submit

Done Trusted sites | Protected Mode: Off 100%

## Probation Resource Booking Module

PRB Reports

### Select Program

Youth Name: Testr, Pati

DJJID: 1201818

Referral ID: 3637861

Legal Status: Probation

Circuit: Twelfth Circuit

Search

	Program Name	Current Placements / Slots	Projected Slots after 7 Days	Projected Slots after 14 Days	Evidence Score	Other Recognized Score	Other Not Recognized Score
Select	CR - 12 Circuit - A M I Kids Manatee County	49/47	37	37			
Select	CR - 12 Circuit - Gulf Coast Treatment - C B I S	49/87	75	74			
Select	CR - 12 Circuit - A M I Kids Sarasota	22/30	27	27			
Select	P C P - 12 Circuit - A M I Kids Manatee County	49/47	37	37			
Select	P C P - 12 Circuit - A M I Kids Sarasota	22/30	27	27			
Select	P C P - 12 Circuit - Gulf Coast Treatment - C B I S	49/87	75	74			
Select	R E D Aftercare - 12 Circuit - E B A - M S T - C S I	5/10	9	9			
Select	R E D Probation - 12 Circuit - E B A - M S T - C S I	5/10	9	9			
Select	P E S - 12 Circuit - Lisa M. Davis - Counseling Services	3/1	1	1			
Select	P E S - 12 Circuit - U A C D C - Prodigy						
Select	P E S - 12 Circuit - Electronic Monitoring						
Select	P D T - 12 Circuit - A M I Kids Manatee County						
Select	P D T - 12 Circuit - A M I Kids Sarasota	22/30	27	27			
Select	Probation - 12 Circuit - Gulf Coast Treatment - C B I S	49/87	75	74			

Select PES- Electronic Monitoring

**Probation Resource Booking Module**

**Program Profile**

**Youth Name:** Testr, Pati

**DJJID:** 1201818

**Referral ID:** 3637861

**Program Selected:** P E S - 12 Circuit - Eletronic Monitoring

**Other Associated Programs:**

**Contact Name:** Virginia Donovan

**Address:** 701 Cortez Road W Bradenton, FL 34207

**Telephone:** (850) 921-1066

**Email:** Rena.Hunkeler@dj.state.fl.us

**Circuit:** Twelfth Circuit

**Counties Served:** Desoto , Manatee , Sarasota

**Program Description:** This is a PES program providing electronic monitoring services to youth on supervision. This is not for youth who are on detention status. This program will share slots and equipment with home detention EM.

**Admission Requirements:**

**Disqualifiers:**

**Date youth is available:\*** (MM/DD/YYYY) 01/06/2012

**Additional Comments:** Test for PES - EM

**Book It!** **Exit**

**Check Spelling**

Review and Click Book It !

### COURT ORDERS

OFFENSE DATE	REF. ID	DESCRIPTION	COURT DOCKET#	UNIT, JPO	LEGAL STATUS	DISPO DATE	ADJ	DISPO
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### PHYSICAL LOCATION

REF. ID	PROGRAM NAME	PROGRAM TYPE	BEGIN DATE	ADMIT REASON	ADDRESS	PHONE #
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### LEGAL STATUS

REF. ID	PROGRAM NAME	PROGRAM TYPE	BEGIN DATE	ADMIT REASON
3637861	P E S - 12 Circuit - Eletronic Monitoring	Intervention - PES Pending Services	01/06/2012	Referred By JPO
3637861	Probation - 12 Circuit - D J J	Intervention - Probation	01/05/2012	New Admission to Probation

### YOUTH PLACEMENT HISTORY

REF. ID	STATUS	CUSTODY UNIT	ADMIT DATE	ADMIT REASON	RELEASE DATE	RELEASE REASON
3637861	Intervention-PES Pending Services	P E S - 12 Circuit - Eletronic Monitoring	01/06/2012	Referred By JPO		
3637861	Intervention-Probation	Probation - 12 Circuit - D J J	01/05/2012	New Admission to Probation		
3637861	Intervention-Intake	Intake - 12th Circuit	01/04/2012	New Charges	01/05/2012	Judicial handling
3637861	Intervention-Intake Processing	Intake Processing - 12th Circuit	01/04/2012	New Charges	01/04/2012	Youth Registration Process Completed

### YOUTH'S CURRENT SCHOOL

School: **Horizons Middle School**

Address: **1910 27th Street, East**

City/State/Zip: **Bradenton, FL 34205**

Phone #: **(941) 714-7470**

### YOUTH'S EMPLOYER

Employer:

Face Sheet ~  
Indication PES Pending EM

# Place Youth into PES Electronic Monitoring

JJIS Web - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjiswebqt1/DJJISWEB/Welcome.aspx

Logout

Face Sheet

Go

**Modules**

- Intake Web
- Applications
  - Bed Management Reports
  - Cost of Care - Reductions/Waivers
  - Youth Placement - Facility
  - Youth Release
- NEW Web Forms

Click "Youth Placement – Facility" to place youth into EM

Selected Staff will have:  
Youth Placement – Facility  
&  
Youth Release

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Done

Trusted sites | Protected Mode: Off

100%

Youth Placement - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJJISWeb/YouthPlacement/YouthPlacement.aspx?pm=F

Logout

Face Sheet

## Youth Placement - Facility Module

Please Select a program:

P E S - 13 Circuit - Eletronic Monitoring

Go

P E S - 13 Circuit - Eletronic Monitoring  
4524 Oak Fair Blvd., Sutie 100  
Tampa, FL 33610-

Drop down arrow to PES-Electronic Monitoring; Click GO!

Done

Trusted sites | Protected Mode: Off

100%

Youth Placement - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJJISWeb/YouthPlacement/YouthPlacement.aspx?pm=F

Logout Face Sheet Go

## Youth Placement - Facility Module

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← Youth Placement

P E S - 12 Circuit - Eletronic Monitoring

Record Count: 1

Youth Name	DJJID	ReferralID	Referred By	ReferralDate	Projected Admit Date	Placement History	Accept Referral	Update Referral	Reject Referral	Place Youths
Testr, Pati	1201818	3637861	Messick, Pati	1/6/2012 9:50:00 AM		History	Accept	Update	Reject	Place

Click "Accept" to tell the JPO by email and the system, accepting youth to EM

Done Trusted sites | Protected Mode: Off 100%





## Youth Placement Facility Module

### Accept Referral Information

Youth Name: Testr, Pati

DJJID: 1201818

Referral ID: 3637861

Custody Unit: PES - 12 Circuit - Eletronic Monitoring

Comments: Test for PES - EM

Projected Admit Date:\* 1/6/2012

(MM/DD/YYYY)

Staff Name: Messick, Pati

Save

Cancel

View comments; Click SAVE

ACCEPTANCE OF REFERRAL TO ELECTRONIC MONITORING

Accept Referral - Message (HTML)

File

Message

Ignore

Junk

Delete

Reply

Reply All

Forward

More

Meeting

Data Clean up FI...

Team E-mail

Reply & Delete

To Manager

Done

Create New

Move

Actions

Rules

OneNote

Mark Unread

Categorize

Follow Up

Translate

Select

Find

Related

Select

Zoom

From: JJIS

To: Messick, Pati

Cc:

Subject: Accept Referral

Sent: Fri 1/6/2012 10:07 AM

## Accept Referral

This is a Computer generated response from the Juvenile Justice Information System (JJIS) to advise you that the provider accepted the referral for the following youth.

**Youth Name:**Testr, Pati (1201818)

**Program:** P E S - 12 Circuit - Eletronic Monitoring

**Projected Admit Date:** 1/6/2012

**JPO Comments :** Test for PES - EM

**Contact:** Pati,Messick

**Email:**Pati.Messick@djj.state.fl.us

**Phone:** 9417276230

Email Notification



Department of Juvenile Justice

[Logout](#)

Face Sheet

Go

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## Youth Placement - Facility Module



Youth Placement

P E S - 12 Circuit - Eletronic Monitoring

Accept is no longer active

Youth Name	DJJID	ReferralID	Referred By	ReferralDate	Projected Admit Date	Placement History	Accept Referral	Update Referral	Reject Referral	Place Youths
Testr, Pati	1201818	3637861	Messick, Pati	1/6/2012 9:50:00 AM	01/06/2012	<input type="button" value="History"/>	<input type="button" value="Accept"/>	<input type="button" value="Update"/>	<input type="button" value="Reject"/>	<input type="button" value="Place"/>

Youth Accepted for EM and now ready to click "Place" "Place" will end date the Pending on the face sheet, and Place youth into EM.

Youth Placement - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJJISWeb/YouthPlacement/YouthPlacement.aspx?pm=F

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Logout Face Sheet Go

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## Youth Placement - Facility Module

**Youth Placement**

Youth Name: Testr, Pati  
DJJID: 1201818  
Referral ID: 3637861

**Admit Information: Required In Order To Place**

Custody Unit: P E S - 12 Circuit - Eletronic Monitoring

Admit Reason: \* Probation - Court-ordered referral

Admit Date/Time: \* 1/6/2012 10:17 AM  
(MM/DD/YYYY)

Projected Release Date: \* 1/31/2012  
(MM/DD/YYYY)

Staff Making Placement: Messick, Pati

Save Cancel

Complete: Admit Reason (drop down),  
Date, Time, and  
Projected Release Date ~ "SAVE"

Done Trusted sites | Protected Mode: Off 100%

YOUTH PLACEMENT - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJJISWeb/YouthPlacement/YouthPlacement.aspx?pm=F

Department of Juvenile Justice

Face Sheet

Logout

<< Back

Youth Placement - Facility Module

Youth Placement

P E S - 12 Circuit - Electronic Monitoring

Record Count: 0

YOUTH NAME	DJJID	ReferralID	Referred By	ReferralDate	Projected Admit Date	Placement History	Accept Referral	Update Referral	Reject Referral	Place Youths
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←

Youth will come off the placement screen

Done

Trusted sites | Protected Mode: Off

100%

YOUTHFACE SHEET - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJJISWeb/IntakeWeb/YouthFaceSheet.aspx?DJJID=1201818

CHARGES AND VIOLATIONS

OFFENSE DATE	REF. ID	DESCRIPTION (LEVEL/DEGREE)	COURT DOCKET#	UNIT, JPO	LEGAL STATUS	DISPO DATE	ADJ	DISPO
01/04/2012	3637861	BURGL - - DWELLING STRUCTURE OR CONVEYANCE ARMED (F1)	2012-2222	C12 Unit 201 M. Ace-carroll	Probation	01/05/2012	Y	Probation - DJJ Sup

COURT ORDERS

OFFENSE DATE	REF. ID	DESCRIPTION	COURT DOCKET#	UNIT, JPO	LEGAL STATUS	DISPO DATE	ADJ	DISPO
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PHYSICAL LOCATION

REF. ID	PROGRAM NAME	PROGRAM TYPE	BEGIN DATE	ADMIT REASON	ADDRESS	PHONE #
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LEGAL STATUS

REF. ID	PROGRAM NAME	PROGRAM TYPE	BEGIN DATE	ADMIT REASON
3637861	P E S - 12 Circuit - Electronic Monitoring	Intervention - Probation Enhancement Services	01/06/2012	Probation - Court-ordered referral
3637861	Probation - 12 Circuit - D J J	Intervention - Probation	01/05/2012	New Admission to Probation

YOUTH PLACEMENT HISTORY

REF. ID	STATUS	CUSTODY UNIT	ADMIT DATE	ADMIT REASON	RELEASE DATE	RELEASE REASON
3637861	Intervention-Probation Enhancement Services	P E S - 12 Circuit - Electronic Monitoring	01/06/2012	Probation - Court-ordered referral		
3637861	Intervention-PES Pending Services	P E S - 12 Circuit - Electronic Monitoring	01/06/2012	Referred By JPO	01/06/2012	Admitted to program
3637861	Intervention-Probation	Probation - 12 Circuit - D J J	01/05/2012	New Admission to Probation		
3637861	Intervention-Intake	Intake - 12th Circuit	01/04/2012	New Charges	01/05/2012	Judicial handling
3637861	Intervention-Intake	Intake Processing	01/04/2012	New Charges	01/04/2012	Youth Registration

FACE SHEET

View Face Sheet Legal Status Placement, along with Youth Placement History

Trusted sites | Protected Mode: Off

100%

## Youth Release from Electronic Monitoring

JJIS Web - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjiswebqt1/DJJISWEB/Welcome.aspx

Department of Juvenile Justice

Logout

Face Sheet Go

**Modules**

- Intake Web
- Applications
- Bed Management Reports
- Cost of Care - Reductions/Waivers
- Youth Placement - Facility
- Youth Release**
- NEW Web Forms

Juvenile Justice Information System (JJIS)

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Done Trusted sites | Protected Mode: Off 100%

Youth Release - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJJISWeb/YouthRelease/YouthRelease.aspx

Logout Face Sheet Go

## Youth Release Module

Please Select a program:

P E S - 12 Circuit - Eletronic Monitoring Go

**P E S - 12 Circuit - Eletronic Monitoring**  
701 Cortez Road W  
Bradenton, FL 34207-

Drop down arrow to PES-Electronic Monitoring; Click GO!

YouthRelease.aspx Trusted sites | Protected Mode: Off 100%

## NEED TO CHANGE A "PROJECTED RELEASE" DATE ???


Youth Release - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJJISWeb/YouthRelease/YouthRelease.aspx


Logout Face Sheet Go

### Youth Release Module

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 Youth Release

P E S - 12 Circuit - E-letronic Monitoring

Select Youth To Update Release 

[Supervisory Case Reviews Due](#) Record Count: 1

☐ Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Testr, Pati	1201818	Probation Enhancement Services	1/6/2012	Probation - Court-ordered referral	01/31/2012

↑

Check the Select box, click on "Select youth to Update Release" button

Done Trusted sites | Protected Mode: Off 100%



Youth Release - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJJISWeb/YouthRelease/YouthRelease.aspx

Department of Juvenile Justice

Logout Face Sheet Go

<< Back Youth Release Module

← Youth Release

P E S - 12 Circuit - Eletronic Monitoring Release Youth(s)

[Supervisory Case Reviews Due](#) Record Count: 1

☐ Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release Notes	Custody Transferred To	Relationship
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Testr, Pati	1201818	Probation Enhancement Services	1/6/2012	Probation - Court-ordered referral	02/26/2012			....			

↑ ↑ ↑

1. Check the "Select" box to indicate youth chosen
2. Change the Date in the "Projected Release Date" box
3. Click on the word: **Update**

This process will only **Update** the Projected Release Date for youth

Trusted sites | Protected Mode: Off 100%

## NEED TO “RELEASE” THE YOUTH FROM ELECTRONIC MONITORING??

Youth Release - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJISWeb/YouthRelease/YouthRelease.aspx

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Logout Face Sheet Go

<< Back Youth Release Module

← Youth Release

P E S - 12 Circuit - Eletonic Monitoring

Release Youth(s)

Supervisory Case Reviews Due Record Count: 1

☐ Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release Notes	Custody Transferred To	Relationship
<input checked="" type="checkbox"/>	<a href="#">Update</a>	Testr, Pati	1201818	Probation Enhancement Services	1/6/2012	Probation - Court-ordered referral	02/26/2012	02/06/2012	10:30 AM	Terminated/court order			

1. Check the “Select” box to indicate you want to Release
2. Input “Actual Release” date, Release Time, Release Reason
3. Click “Release Youth”

Trusted sites | Protected Mode: Off 100%



Department of Juvenile Justice

[Logout](#)

Face Sheet

Go

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## Youth Release Module

### Youth Release

P E S - 12 Circuit - Eletronic Monitoring

Release Youth(s)

One or more errors occurred, please check Errors column in grid.

NOTE: Message indicating to look for date error!

[views Due](#)

☐ Select All

Record Count: 1

Select		Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release Notes	Custody Transferred To	Relationship
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<input checked="" type="checkbox"/>	Testr, Pati	1201818	Probation Enhancement Services	1/6/2012	Probation - Court-ordered referral	02/26/2012	02/06/2012	11:00 AM	Terminated/court order			

Future dates not allowed

Youth Release - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJISWeb/YouthRelease/YouthRelease.aspx

Logout Face Sheet Go

## Youth Release Module

<< Back

### Youth Release

P E S - 12 Circuit - Eletronic Monitoring

Select Youth To Update/Release

**Youth Successfully released.** ←

[Supervisory Case Reviews Due](#)

☐ Select All Record Count: 0

When Released, youth comes off the Youth Release screen

Done Trusted sites | Protected Mode: Off 100%

OFFENSE DATE	REF. ID	DESCRIPTION (LEVEL/DEGREE)	COURT DOCKET#	UNIT, JPO	LEGAL STATUS	DISPO DATE	ADJ	DISPO
01/04/2012	3637861	BURGL - DWELLING STRUCTURE OR CONVEYANCE ARMED (F1)	2012-2222	C12 Unit 201 M. Ace-carroll	Probation	01/05/2012	Y	Probation - DJJ Sup

FACE SHEET

OFFENSE DATE	REF. ID	DESCRIPTION	COURT DOCKET#	UNIT, JPO	LEGAL STATUS	DISPO DATE	ADJ	DISPO
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REF. ID	PROGRAM NAME	PROGRAM TYPE	BEGIN DATE	ADMIT REASON	ADDRESS	PHONE #
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REF. ID	PROGRAM NAME	PROGRAM TYPE	BEGIN DATE	ADMIT REASON
3637861	Probation - 12 Circuit - D J J	Intervention - Probation	01/05/2012	New Admission to Probation

REF. ID	STATUS	CUSTODY UNIT	ADMIT DATE	ADMIT REASON	RELEASE DATE	RELEASE REASON
3637861	Intervention-Probation Enhancement Services	P E S - 12 Circuit - Eletronic Monitoring	01/06/2012	Probation - Court-ordered referral	01/06/2012	Terminated/court order
3637861	Intervention-PES Pending Services	P E S - 12 Circuit - Eletronic Monitoring	01/06/2012	Referred By JPO	01/06/2012	Admitted to program
3637861	Intervention-Probation	Probation - 12 Circuit - D J J	01/05/2012	New Admission to Probation		
3637861	Intervention-Intake	Intake - 12th Circuit	01/04/2012	New Charges	01/05/2012	Judicial handling
3637861	Intervention-Intake Processing	Intake Processing - 12th Circuit	01/04/2012	New Charges	01/04/2012	Youth Registration Process Completed

Released Placement

**For questions  
Contact your local DIO**