

Probation Resource Booking

Training for Providers

During this training we will review:

- ✓ 1. Confirming a Referral
- ✓ 2. Accepting a Referral
- ✓ 3. Updating Projected Admit Date of Referral
- ✓ 4. Rejecting a Referral
- ✓ 5. Admitting a Youth into the Program
- ✓ 6. Pulling a program census
- ✓ 7. Updating Projected Release Dates
- ✓ 8. Releasing a Youth from the Program

Probation Resource Booking

Training for Providers

Department of Juvenile Justice System Login



Log in to
the JJIS
Web

User Name: *	<input type="text" value="messickpx"/>
Password: *	<input type="password" value="●●●●●●●●"/>
System: *	<input type="text" value="JJIS Web"/> ▼
<input type="checkbox"/> Change Password?	
<input type="button" value="Login"/> <input type="button" value="Close"/>	

JJIS Help Desk (850) 921-7832

Creating the Referral

Probation Resource Booking Module

PRB Reports

Select Program

Youth Name: Test, Sharon Denise
 DJJID: 532950
 Referral ID: 3911635

Legal Status: Probation

Circuit: Second Circuit

Search

Top 3 PACT Domains:

- Attitudes Behaviors
- Current Relationships
- Current Alcohol and Drugs

JPO confirms the youth's legal status and circuit are correct, then makes a referral by selecting a program in the PRB module.

Program Name	Current Placements / Slots	Projected Slots after 7 Days	Projected after 14 Days	Domain #1	Domain #2	Domain #3	Score	Recognized Score
Select P E S - 02 Circuit - A M I Kids - FFT	15/24	24	24	X	X	X	3	
Select P E S - 02 Circuit - FSU YPP								
Select P E S - 02 Circuit - Twin Oaks - Transition Services								
Select D T - 02 Circuit - A M I Kids Tallahassee								
Select R - 02 Circuit - A M I Kids Tallahassee								
Select C P - 02 Circuit - A M I Kids Tallahassee								
Select E D Probation - 02 Circuit - F F T - Camelot								
Select E D Aftercare - 02 Circuit - F F T - Camelot								
Select P E S - 02 Circuit - Electronic Monitoring								
Select P E S - 02 Circuit - AMIKids - FFT - Jefferson County								
Select P E S - 02 Circuit - Apalachee Center - SAMH Services								

Probation Resource Booking Module

Program Profile

Youth Name: Test, Sharon Denise
 DJJID: 532950
 Referral ID: 3911635
 Program Selected: P E S - 02 Circuit - A M I Kids - FFT

Other Associated Programs:

Contact Name: Shannon Baker
 Address: 5915 Benjamin Center Drive Tampa, FL 33634
 Telephone: (850) 921-1250
 Email: THMI-ED@amikids.org
 Circuit: Second Circuit
 Counties Served: Franklin , Gadsden , Leon , Liberty , Wakulla

Program Description: this is an FFT treatment program for the multi county area of Circuit 2 provided by AMI.

Admission Requirements:

Disqualifiers:

Date youth is available: * (MM/DD/YYYY) 03/28/2014

Additional Comments:

Book It! []

The JPO enters date youth is available, and then clicks "Book it!"

Provider E-mail Notification

BusinessWeek.com -- - [The iPhone's Wary New Rivals](#) - 15 hours ago

[« Back to Inbox](#) **Archive** Report spam Delete Move to▼ Labels▼ More actions▼

DJJ Referral Inbox | X

★ DJIWS@djj.state.fl.us to me [show details](#) May 27 [Reply](#) ▼

Youth Name

Youth Referred By JPO

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

Date Available : 05/27/2009
Program: C R - 06 Circuit - A M I - P M I
Additional Comments : test
Contact: William,Scott
Email: william.scott@djj.state.fl.us
Phone: 7278931249

When the JPO makes the referral, it creates this automated email sent to the provider advising that a referral has been made via PRB

In order to Review a referral click on
Youth Placement-Facility Module

Department of Juvenile Justice

Logout Face Sheet

Modules

- Applications
 - Bed Management Reports
 - Health Services
 - Probation Resource Booking
 - Special Alerts & Alias Maintenance
 - Victim Services
 - Youth Placement - Facility**
 - Youth Release
- NEW Web Forms
- OLD JJIS Forms
 - OLD JJIS Forms Link

Juvenile Justice Information System (JJIS)

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SELECT YOUTH PLACEMENT FACILITY

Select Appropriate Program



Department of Juvenile Justice

[Logout](#)

Face Sheet

<< Back

Youth Placement - Facility Module

Please Select a program:

[None Selected]

[None Selected]

C N R - 13 Circuit - A M I - T M I


C R - 13 Circuit - A M I - T M I

P C P - 13 Circuit - A M I - T M I

P D T - 13 Circuit - A M I - T M I

Only Programs assigned to you will appear. Select the appropriate program

Program is Activated then Select Go



Department of

[Logout](#)

[<< Back](#) **Youth Placement - Facility**

Please Select a program:

P D T - 13 Circuit - A M I - T M I

P D T - 13 Circuit - A M I - T M I
1730 Maritime Blvd.
Tampa, FL 33605-

Click
"Go"

1. Confirming a Referral

Select "History" to confirm correct referral

Department of Juvenile Justice

Logout Face Sheet Go

<< Back Youth Placement - Facility Module

Youth Placement

P D T - 13 Circuit - A M I - T M I

Find Youth Record Count

Youth Name	DJJID	ReferralID	Referred By	ReferralDate	Projected Admit Date	Placement History	Accept Referral	Update Referral	Reject Referral	Placement Youth
Youth Names		3065482	Bailey,Suzanne	6/2/2009 3:15:20 PM		History	Accept	Update	Reject	Plac
		3157743	Lewis,Alexander	5/5/2009 10:20:05 AM		History	Accept	Update	Reject	Plac
Test, Sharon L	532950	3156861	Campbell,Barbara	6/2/2009 3:20:53 PM		History	Accept	Update	Reject	Plac

Review Youth Placement

Edit Placement History



Youth's Name:

Youth Name

Pending Placement Referral

Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason	Release Date	Release Time	Release Reason
Select Edit Delete Intervention	PDT Pending Services	P D T - 13 Circuit - A M I - T M I	3065482	06/02/2009	3:15 PM	Referred By JPO			
Select Edit Delete Detention	Secure Detention	Hillsborough West Regional Juvenile Detention Center	3166660	03/01/2009	11:20 AM	Court Order	03/02/2009	06:51 PM	Court order
Select Edit Delete Intervention In-Transit		In-Transit - Detention - 13th Circuit	3166660	03/01/2009	10:47AM	Transported to or from Detention	03/01/2009	11:20 AM	End of in-transit status
Select Edit Delete Intervention Intake		Intake - 13th Circuit	3166662	03/01/2009	02:45AM	Court order	03/02/2009	08:36AM	Judicial handling

2. Accepting the Referral in JJIS

Department of Juvenile Justice

Logout Face Sheet Go

<< Back Youth Placement - Facility Module

Youth Placement


P D T - 13 Circuit - A M I - T M I

Find Youth Record Count:

Youth Name	DJJID	ReferralID	Referred By	ReferralDate	Projected Admit Date	Placement History	Accept Referral	Update Referral	Reject Referral	Place Youth
Youth Names		3065482	Bailey,Suzanne	6/2/2009 3:15:20 PM		History	Accept	Update	Reject	Place
		3157743	Lewis,Alexander	5/5/2009 10:20:05 AM		History	Accept	Update	Reject	Place
	Test, Sharon L	532950	3156861	Campbell,Barbara	6/2/2009 3:20:53 PM		History	Accept	Update	Reject

Click "Accept"

Accepting the Referral in JJIS

 **Department of Juvenile Justice**


[Logout](#) Face Sheet

Test, Sharon L 532950

Accept Referral Information

Custody Unit: P D T - 13 Circuit - A M I - T M I

Comments:

Projected Admit Date: 

Staff Name: Messick, Pati

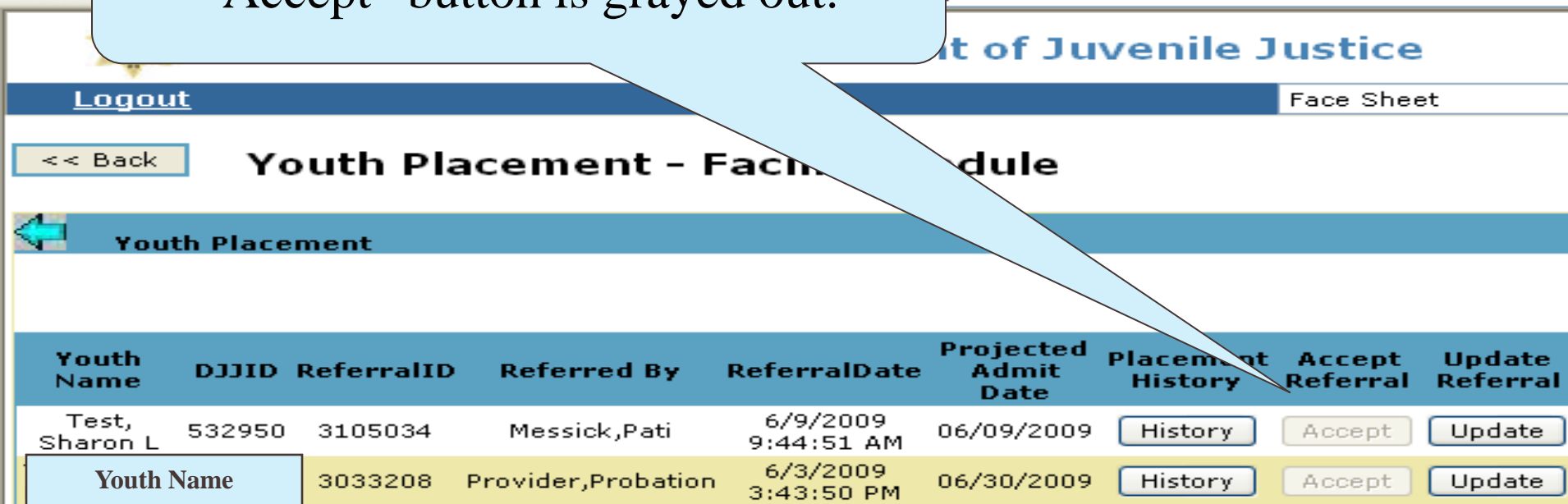
1. Any comments from JPO will appear here:

2. Input projected admit date.
The projected admit date will be the date services will start. For example, for CR youths this will be the date they will be released from their commitment program.

3. Hit save.

Accepting the Referral in JJIS

Once referral has been accepted, the “Accept” button is grayed out.



Department of Juvenile Justice

Logout Face Sheet

<< Back Youth Placement - Facility Schedule

← Youth Placement

Youth Name	DJJID	ReferralID	Referred By	ReferralDate	Projected Admit Date	Placement History	Accept Referral	Update Referral
Test, Sharon L	532950	3105034	Messick,Pati	6/9/2009 9:44:51 AM	06/09/2009	History	Accept	Update
Youth Name		3033208	Provider,Probation	6/3/2009 3:43:50 PM	06/30/2009	History	Accept	Update

Sample of Acceptance E-mail

★ DJJIWS@djj.state.fl.us Youth Referred By JPO This is a Computer generated response from

★ DJJIWS@djj.state.fl.us to me [show details](#)

Youth Name:

Accept Referral

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

Program: P D T - 06 Circuit - A M I - N P R M I
Projected Admit Date: 06/23/2009
JPO Comments : disposition -6-17-09
Contact: Ima,Tester
Email: djtester@gmail.com
Phone: 7278932004

This is sent to the JPO to let them know their referral was accepted, and when they should expect that services for this youth will begin.

3. Updating the Projected Admit Date

Department of Juvenile Justice

Logout Face Sheet Go

<< Back Youth Placement - Facility Module

Youth Placement

P D T - 20 Circuit - A M I - S W F M I

Find Youth Record Count: 1

Youth Name	DJJID	ReferralID	Referred By	ReferralDate	Projected Admit Date	Placement History	Accept Referral	Update Referral	Reject Referral	Place Youths
Youth Name	2384384	Clarcq,Jeff	5/28/2009 4:22:25 PM	05/28/2009	History	Accept	Update	Reject	Place	

Select "Update" Button

Updating the Projected Admit Date

The screenshot shows a web browser window titled "JJIS Web - Microsoft Internet Explorer provided by Department of Juvenile Ju...". The page header includes the Department of Juvenile Justice logo and the text "Department of Juvenile Justice". Below the header, there are navigation links for "Logout" and "Face Sheet". A "Back" button is also visible. The main content area is titled "Update Referral Information" and contains the following fields:

- Youth Name: [Empty text box]
- Custody Unit: P D T - 20 Circuit - A M I - S W
- Comments: Test
- Projected Admit Date: 05/28/2009
- Staff Name: Clarcq, Jeff

At the bottom of the form, there are two buttons: "Save" and "Cancel". A callout box points to the "Save" button with the text "Step 2: Click 'Save'". Another callout box points to the "Projected Admit Date" field with the text "Step 1: Enter New Projected Date".

4. Rejecting a Referral

If the referral is being rejected select “Reject” button.

Department of Corrections

Logout Face Sheet Go

<< Back Youth Placement - Facility Module

Youth Placement

P D T - 13 Circuit - A M I - T M I

Find Youth Record Count:

Youth Name	DJJID	ReferralID	Referred By	ReferralDate	Projected Admit Date	Placement History	Accept Referral	Update Referral	Reject Referral	Place Youth
Youth Names and DJJ IDs		3065482	Bailey,Suzanne	6/2/2009 3:15:20 PM		History	Accept	Update	Reject	Place
		3157743	Lewis,Alexander	5/5/2009 10:20:05 AM		History	Accept	Update	Reject	Place

Rejecting a Referral

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

Department of Juvenile Justice

Logout


<< Back

Youth Name

Youth DJJ ID

Referral Rejection Information

Custody Unit: P D T - 13 Circuit - A M I - T M I

Reject Reason: 

- Family Refused Services
- Death
- Abscond
- New Charges - JAC/Detention/Jail
- Unable to Initiate Services
- Mental Health/Substance Abuse/Medical Reasons
- Referral Withdraw BY JPO

Comments:

Staff Name:

Step 1:
Select the appropriate reason from the drop down box and input comments

Step 2:
Select
"Save"

Rejection E-mail

Example of
email JPO receives
when referral is
rejected

From: DJJIVS@djj.state.fl.us
To: Campbell, Barbara L.
Cc:
Subject: DJJ Referral

Reject Referral

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

Youth Name: Test, Sharon L(532950)

Program: P D T - 13 Circuit - A M I - T M I

Reject Reason : Unable to Initiate Services

Comments :

Contact: Suzanne, Bailey

Email: Suzanne.Bailey@djj.state.fl.us

Phone: 3056374710

5. Admitting a Youth

Department of Juvenile Justice

Logout

<< Back Youth Placement - Facility Module

Youth Placement

P D T - 12 Circuit - A M I - G C M I - North

Find Youth

Youth Name	DJJID	ReferralID	Referred By	ReferralDate	Projected Admit Date	Placement History	Accept Referral	Update Referral	Reject Referral	Place Youths
		3031498	Messick,Pati	6/2/2009 3:37:33 PM	06/05/2009	History	Accept	Update	Reject	Place
		3024221	Messick,Pati	5/5/2009 1:08:40 PM		History	Accept	Update	Reject	Place
		3024221	Messick,Pati	5/5/2009 1:08:40 PM		History	Accept	Update	Reject	Place
		3024221	Messick,Pati	5/5/2009 1:08:40 PM		History	Accept	Update	Reject	Place
		3024221	Messick,Pati	5/5/2009 1:08:40 PM		History	Accept	Update	Reject	Place

rd Count: 6

Youth Names and DJJ IDs

Select "Place" to Admit Youth. Only place youth when services begin.

Admit Reasons

<< Back **Youth Placement - Facility Module**

Youth Placement

Youth Name	DJJ ID
------------	--------

Admit Information: Required In Order To Place

Custody Unit: P D T - 10 Circuit - A M I - C F M I

Admit Reason: [None Selected] ▼

Admit Date/Time: [None Selected]

Projected Release Date: Post Commitment Probation Placement
Probation Placement
Return from inactive status
Services Ended

Staff Making Placement: Ullom, Kara

Release Information:

Custody Unit: Probation - 10 Circuit - D J J ▼

Release Reason: [None Selected] ▼

Staff Making Release: Ullom, Kara

Save Cancel

Click on drop down arrow to select appropriate admit reason

Admission Date & Time

Logout

Face Sheet

<< Back

Youth Placement - Facility Module

Youth Placement

Youth Name

Admit Information: Required In Order To Place

Custody Unit: P D T - 13 Circuit - A M I - T M I

Admit Reason: [None Selected]

Admit Date/Time: 6/2/2009

Projected Release Date:

Staff Making Placement: Messick, Pati

Release Information:

Custody Unit: Probation - 13 Circuit - D J J

Release Reason: [None Selected]

Staff Making Release: Messick, Pati

Save

Cancel

Input admit date and time
Input projected release date

Release From Probation

Microsoft Internet Explorer
D06003457
Address: http://jjiswebqt1/DJJISWEB/YouthPlacement/YouthPlacement.aspx?pm=F

Department of Juv

Logout

<< Back Youth Placement - Facility Module

Youth Placement

Youth Name	DJJ ID
Admit Information: Required In Order To Place	
Custody Unit:	P D T - 10 Circuit - A M I - C F M I
Admit Reason:	[None Selected]
Admit Date/Time:	
Projected Release Date:	
Staff Making Placement:	
Custody Unit:	
Release Reason:	[None Selected]
Staff Making Release:	Ullom, Kara

Save Cancel

Important:

- This is release reason from the probation placement.
- Select the appropriate Release Reason from drop down box
- Release should only be required when admitting into Day Tx programs.

Select Save to Update Placement

<< Back **Youth Placement - Facility Module**

Youth Placement

Youth Name	DJJ ID
------------	--------

Admit Information: Required In Order To Place

Custody Unit:

Admit Reason:

Admit Date/Time:

Projected Release Date:

Staff Making Placement:

Release Information:

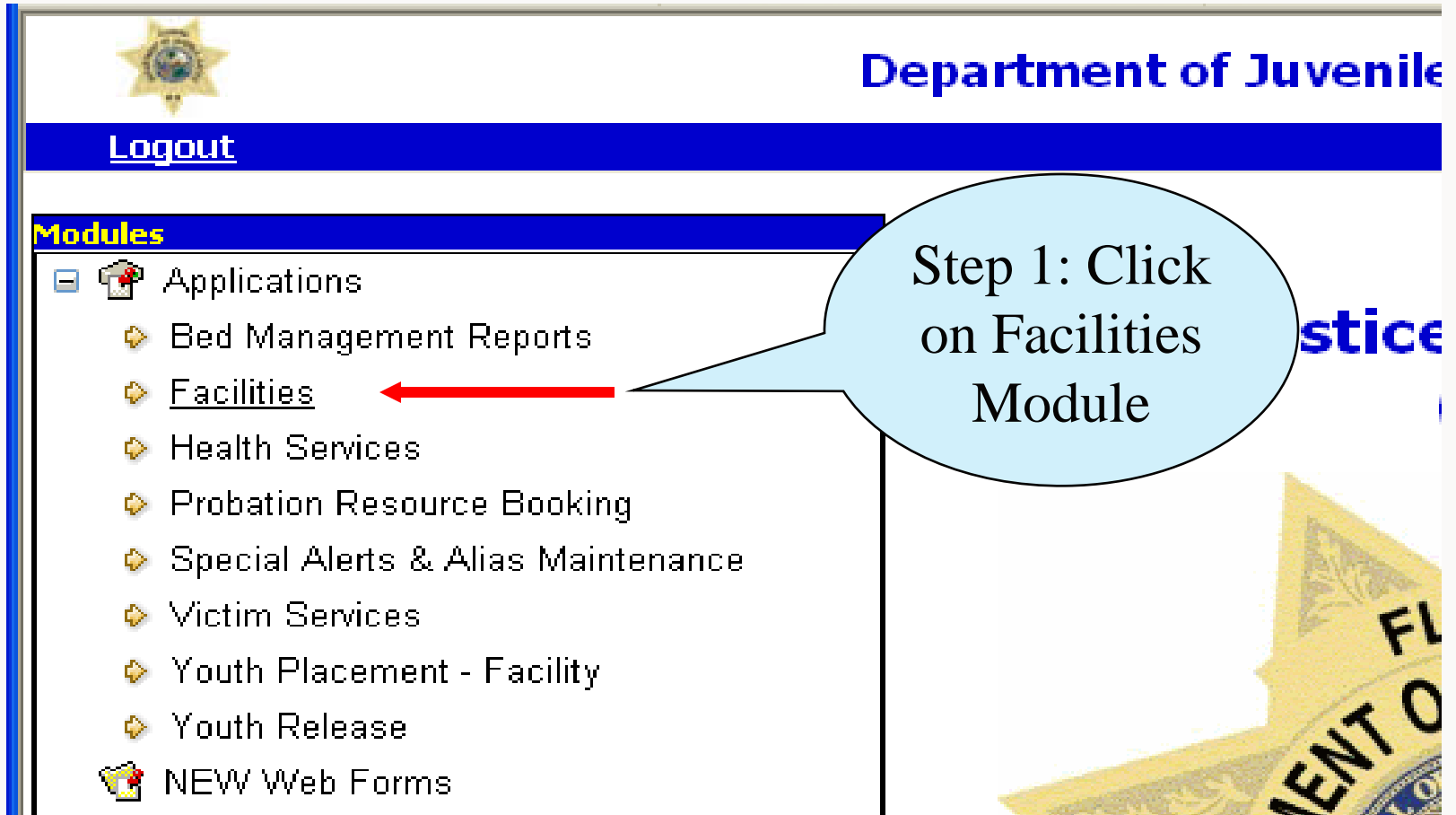
Custody Unit:

Release Reason:

Staff Making Release:

Once all fields are completed select "Save"

6. Pulling a Census



Department of Juvenile Justice

[Logout](#)

Modules

- Applications
 - Bed Management Reports
 - Facilities**
 - Health Services
 - Probation Resource Booking
 - Special Alerts & Alias Maintenance
 - Victim Services
 - Youth Placement - Facility
 - Youth Release
- NEW Web Forms

Step 1: Click on Facilities Module

Pulling a Census

Facilities - Microsoft Internet Explorer provided by Department of Juvenile Justice

State Facilities

SUB COMPONENT: All Components

SELECT VIEW: <input type="radio"/> State Wide <input type="radio"/> Region ... <input checked="" type="radio"/> Circuit Nineteenth Circuit	SELECT PROGRAM (OPTIONAL): PLACEMENT OF
---	--

Module defaults to the user's home circuit, but can be edited to any circuit. Select desired circuit and click "Find" Button.

Pulling a Census

SUB COMPONENT:



SELECT VIEW:

State Wide

Region

Circuit

Scroll through list of programs until you locate the desired program. Notice that the capacity and number of youth currently open in JJIS are listed. Click “Select” to the left of the program name in order to see the specific youth enrolled

	<u>Program Name</u>	<u>Capacity</u>	<u># of Placements</u>
 Select	Adult Jail - 19th Circuit	0	68
Select	CNR - 19 Circuit - Eckerd - Leadership Program	45	8
Select	Select for Facility and Placement Information	0	69
 Select	CR - 19 Circuit - Eckerd - CBIS	131	75

Pulling a Census

A list of youth with an open placement will show on the right hand side of the screen. For a copy of the youths face sheet, click “Select” next to the youth’s name.

Facilities

SELECT PROGRAM (OPTIONAL):

PLACEMENT OPTIONS:

- Show Current Placements
 Show Placement History

Find

Exit

Facility Information

Print Placement Information

	Program Name	Capacity	# of Placements
Select	Adult Jail - 19th Circuit	0	68
Select	CNR - 19 Circuit - Eckerd - Leadership Program	45	8
Select	Select for Facility and Placement Information		69
Select	CR - 19 Circuit - Eckerd - CBIS	131	75

	DJJID	Youth Name	Begin
Select		Youth Names and DJJ IDs	09/
Select			01/
Select			02/
Select			10/
Select			

Pulling a Census

After you click “Select” the face sheet button will appear for a face sheet for the highlighted youth.

For a printable copy of the program census, click “Print Placement Information” button.

State Facilities

Facilities: [dropdown]
Circuit: [dropdown]

SELECT PROGRAM (OPTIONAL): [dropdown]
PLACEMENT OPTIONS: [dropdown]

Buttons: Find, Exit, Facility Information, **Print Placement Information**, Face Sheet


	Program Name	Capacity	# of Placements
Select	Adult Jail - 19th Circuit	0	68
Select	CNR - 19 Circuit - Eckerd - Leadership Program	45	8
Select	CR - 19 Circuit - DJJ	0	69
Select	CR - 19 Circuit - Eckerd - CBIS	131	75

	DJJID	Youth Name	Beg
Select			09/
Select			01/
Select			02/
Select			10/

Youth Names and DJJ IDs

Pulling a Census

rptYouthByFacility - Microsoft Internet Explorer provided by Department of ...



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Youth (By Facility)

C N R - 19 Circuit - Eckerd - Leadership

Print Exit

DJJID	Youth Name	Begin Date	Projected Release	End I
		09/15/2008	03/15/2009	
		01/13/2009	07/13/2009	
		02/26/2009	08/26/2009	
		10/14/2008	04/14/2009	
		01/14/2009	07/14/2009	
		10/13/2008	04/13/2009	
		10/01/2008	04/01/2009	
		12/10/2008	06/10/2009	

**Youth Names
and DJJ IDs**

7. Updating a Projected Release Date

Click on Youth Release

Department of Juvenile Justice

Logout

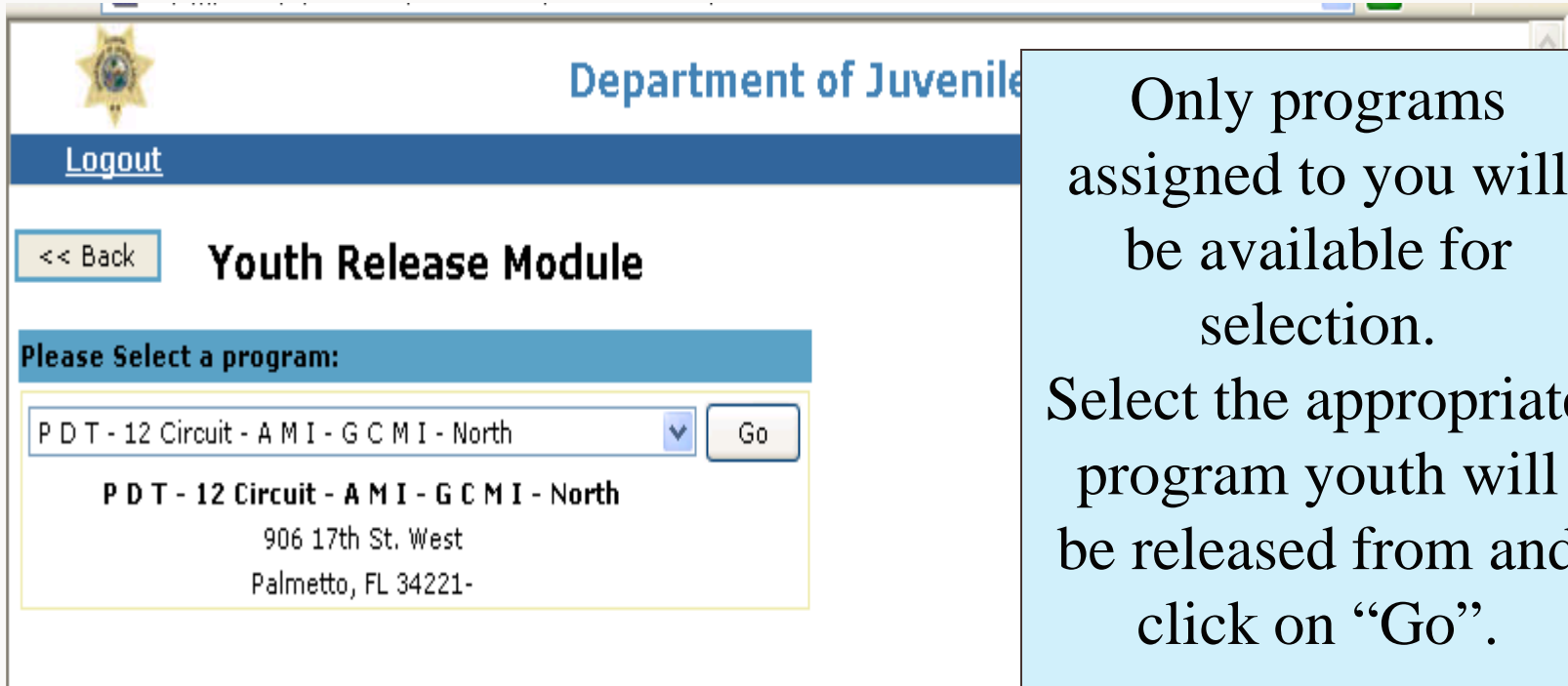
Modules

- Applications
 - Bed Management Reports
 - Health Services
 - Probation Resource Booking
 - Special Alerts & Alias Maintenance
 - Victim Services
 - Youth Placement - Facility
 - Youth Release
- NEW Web Forms

Juvenile Justice Information System (JJIS)

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Updating a Projected Release Date



The screenshot shows a web application interface for the Department of Juvenile Justice. At the top left is a logo, and to its right is the text "Department of Juvenile". Below this is a blue navigation bar with the text "Logout". Underneath the navigation bar is a button labeled "<< Back" and the title "Youth Release Module". A section titled "Please Select a program:" contains a dropdown menu with the selected option "P D T - 12 Circuit - A M I - G C M I - North" and a "Go" button. Below the dropdown, the address "P D T - 12 Circuit - A M I - G C M I - North, 906 17th St. West, Palmetto, FL 34221-" is displayed.

Only programs assigned to you will be available for selection. Select the appropriate program youth will be released from and click on “Go”.

Updating a Projected Release Date

The screenshot displays the Department of Juvenile Justice web application. At the top, there is a logo and the text "Department of Juvenile Justice". Below this, a navigation bar includes a "Logout" link, a "Face Sheet" dropdown menu, and a "Go" button. A "Back" button is also visible. The main content area features a "Youth" tab with a left-pointing arrow, and a "Select Youth To Update/Release" button. A table of youth records is shown below, with columns for "Select", "Youth Name", "DJJID", "Sub Component", "Admit Date", "Admit Reason", and "Projected Release Date". A "Select All" checkbox and "Record Count: 22" are also present. Three callout boxes provide instructions: "Step 1: Select appropriate Youth" points to the "Youth" tab; "Step 2: Click Update/Release button" points to the "Select Youth To Update/Release" button; and "Youth Names and DJJ IDs" points to the first two columns of the table.

Step 1: Select appropriate Youth

Step 2: Click Update/Release button

Youth Names and DJJ IDs

Select	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input checked="" type="checkbox"/>			Probation Day Treatment	6/2/2009	Probation Placement	08/07/2009
<input type="checkbox"/>			Probation Day Treatment	6/1/2009	Post Commitment Probation Placement	06/27/2009
<input type="checkbox"/>			Probation Day Treatment	10/6/2008	Probation Placement	

Updating a Projected Release Date

Department of Juvenile Justice

Logout

<< Back Youth Release

Go

← Youth Release

P D T - 12 Circuit - A M I - G O North

Release Youth(s)

Select All Record Count: 1

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projecte Release Date	Actual Release	Release Time
<input type="checkbox"/>		Youth Names and DJJ IDs		Probation Day Treatment	6/2/2009	Probation Placement	08/15/2009		

Step 1: Input updated projected release date

Step 2: Click on Update

8. Releasing a Youth from the Program.

Youth Release
P D T - 09 Circuit - A M I - O M I

Select Youth To Update/Release

Select All Record Count: 43

Select	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input checked="" type="checkbox"/>	Youth Names and DJJ IDs		Probation Day Treatment	2/9/2009	Probation Placement	
<input type="checkbox"/>		Probation Day Treatment	9/11/2008	Probation Placement		
<input type="checkbox"/>		Probation Day Treatment	8/6/2008	Probation Placement		
<input type="checkbox"/>		Probation Day Treatment	2/13/2009	Probation Placement		
<input type="checkbox"/>		Probation Day Treatment	9/8/2008	Probation Placement		
<input type="checkbox"/>		Probation Day Treatment	1/6/2009	Probation Placement		
<input type="checkbox"/>		Probation Day Treatment	10/15/2008	Probation Placement		
<input type="checkbox"/>		Probation Day Treatment	9/25/2008	Probation Placement		
<input type="checkbox"/>		Probation Day Treatment	12/18/2008	Probation Placement		

Step 1:
Select
Youth

Step 2: Click on
Update/Release
button.

Releasing a Youth from the Program

There are four fields required to release a youth from this placement:

- Actual Release Date
- Actual Release Time
- Release Reason (from drop down box)
- Release to Person

Releasing a Youth from the Program

Department of Juvenile Justice

[Logout](#)

[<< Back](#) **Youth Release**

Youth Release

P D T - 10 Circuit - A M I - C Release Youth(s)

Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release	Release Time	Release Reason
<input checked="" type="checkbox"/>	Update	Youth Names and DJJ IDs		Probation Day Treatment	1/23/2009	Probation Placement				

Step 1:
Select
Youth

Step 2: Complete all fields
and drop down boxes.
Actual Release date must be in
mm/dd/yyyy format
Release time is hh:mm

**Youth Names
and DJJ IDs**

Select the most appropriate Release Reason from the drop down selection grid.

<< Back **Youth Release Module**

Youth Release

P D T - 09 Circuit - A M I - O M I Release Youth(s)

Select All

Select	Dual	Youth Name DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release	Release Time	Release Reason	Release To	Release Note
<input checked="" type="checkbox"/>	Update	<div style="border: 1px solid black; padding: 2px;">Youth Names</div>	Probation Day Treatment	2/9/2009	Probation Placement				<div style="border: 1px solid black; padding: 2px;">Abscond Adult Sanctions Commitment Completed treatment program Court order for release Court Order/Other Court Action: Includes VOP's Death Failure to attend program Inactive Status: Medical Treatment over 24 hours Inactive Status: Mental Health treatment over 24 hours</div>		

Continue and complete all fields and drop down boxes

Select the most appropriate Release To Option from the drop down selection grid.

Department of Juvenile Justice

Logout

<< Back Youth Release Module

← Youth Release

P D T - 09 Circuit - A M I - O M I Release Youth(s)

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 To	Release Note
<input checked="" type="checkbox"/>	Update	Youth Names		Probation Day Treatment	2/9/2009	Probation Placement	06/03/2009	06/03/2009	08:00 AM	Completed treatment program	Services Ended	

Continue and complete all fields and drop down boxes from left to right

Click Release Youth Button

Department of Juvenile Justice

Logout

<< Back Youth Release Module

Youth Release

P D T - 09 Circuit - A M I - O M I

Release Youth(s)

Select All Record Count: 1

Release To	Release Notes	Custody Transferred To	Relationship	Identification Type 1	Identification 1	Identification Type 2	Identification 2	Placement History
Services Ended	released	parent	Family Member	Drivers License	5474576565			History

Once all fields are completed click “Release Youth(s)” button.

Troubleshooting

Department of Juvenile Justice

Logout

<< Back Youth Release Module

Youth Release

P D T - 10 Circuit - A M I - C F M I

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

Select All

Record Count: 1

Transferred To	Relationship	Identification Type 1	Identification 1	Identification Type 2	Identification 2	Placement History	Errors!
	Family Member	Drivers License	12345			History	[The Actual Release Date cannot be in the future]

Scroll Bar

If an Error message with release appears, scroll to the right to see specific error (See below)

Success!

Youth was released successfully.

<< Back

Youth Release Module



Youth Release

P D T - 12 Circuit - A M I - G C M I - North

Select Youth To Update/Release

Youth(s) saved successfully.

Select All

Record Count: 2

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>	Youth Names and DJJ IDs		Probation Day Treatment	6/1/2009	Post Commitment Probation Placement	06/27/2009
<input type="checkbox"/>	<input type="checkbox"/>		Probation Day Treatment	10/6/2008	Probation Placement		
<input type="checkbox"/>	<input type="checkbox"/>		Probation Day Treatment	2/27/2009	Probation Placement		
<input type="checkbox"/>	<input type="checkbox"/>		Probation Day Treatment	5/30/2008	Probation Placement		
<input type="checkbox"/>	<input type="checkbox"/>		Probation Day Treatment	2/13/2009	Probation Placement		

Confirm Release by viewing Facesheet

When youth is released, JPO will be notified by a placement activity report and an end services placement will be entered in JJIS automatically.

*If you have any questions,
contact your local DIO*

