

Social Security Number Review Maintenance Chief Permissions

Helpful Tips:

JPOS can select “Created Reviews” button to search reviews done earlier and “Reviewed Records” button to see the completed reviews.

The “Edit” link will be disabled after 5 days after any completed review (JPOS or Chief)

If the Chief has not reviewed, JPOS can Edit (within a 5-day period)

Date Range should be required for all 3 roles.

Chief Permissions will allow 1st review (same as JPOS Permissions) but also allow a 2nd Review to approve and edit JPOS report.

Chiefs are able to complete a JPOS review, if the JPOS is unavailable. Refer to the JPOS Social Security Number PowerPoint.

Chief Permission Role: the pending review button is for all the Reviews that were completed by the JPOS and are awaiting Chief review.

“Completed reviews” done by both JPOS and Chief are found under the “Reviewed Records” area for both permissions.

“Pending Reviewed” should only return reviews completed by the Chief (Auditor role only)

The Auditor Permissions only has view only access to “Reviews Completed”.

Modules

- Intake Web
- Applications
 - Alerts & Alias Maintenance
 - Archive FaceSheet
 - Bed Management Reports
 - Building Location Management
 - Case Notebook
 - Conference Summary - Probation
 - Contract Reports
 - Cost of Care - Reductions/Waivers
 - Detention
 - DIO Reports
 - Evidence Based Services
 - Facilities
 - Facility Management System
 - Facility Program Grouping
 - Facility Program Management
 - FMS Management Reports
 - Health Services
 - Human Trafficking Alerts Reports
 - IT Management Reports
 - JPO Special Reports
 - No Cost Birth Certificates
 - Non-Placement Reconciliation by Commitment Mgr
 - Non-Placement Reconciliation by Facility
 - Non-Placement Reconciliation by Youth
 - Office of Health Services
 - Offline Bed Management
 - OHS Web Forms
 - Probation Resource Booking
 - Probation Resource Booking Reports
 - Profile Administration
 - Program Monitoring And Management
 - Program Youth Transfer
 - QA Scores
 - Quarterly Cost of Care Recovery Report
 - RPACT Management Reports
 - SSN Review Maintenance**
 - Statewide Transportation Relocation System

Log into JJIS and then select **SSN Review Maintenance** from the list of Modules

The Chief will first select **Region** from the **View By** drop down selection

SSN Review Maintenance

Search By

View By:

By:
*

JPOS Review Clear Reviewed Records Pending Review

Note: If records do not display in grid, from this search, criteria has already been reviewed.

Next, continue selecting the **Region**, **Circuit** and **Unit** from the drop down selections

SSN Review Maintenance

Search By

View By:

Region: *

Circuit: *

Unit:

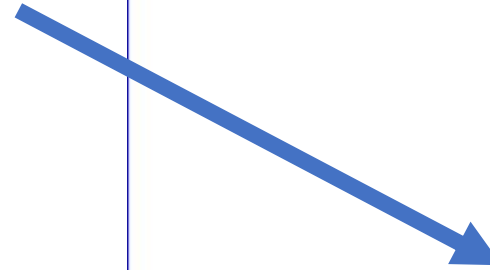
Date Range: * THRU

JPOS Review Clear Created Reviews Reviewed Records

Note: If records do not display in grid, from this search, criteria has already been reviewed.

Enter in the **Date Range**,
or
click on the **Current Date** button
to populate the current date

After completing the fields, click
on the JPOS Review button



SSN Review Maintenance

Search By

View By:

Region:

Circuit:

Unit:

Date Range: THRU

JPOS Review

Clear

Created Reviews

Reviewed Records

Note: If records do not display in grid, from this search, criteria has already been reviewed.

Note: If records do not display in grid from this search, criteria has already been reviewed.

Search by Region, Circuit, Unit and Date Range to get all the Pending Reviews completed by the JPOS. Chief's will then select "Pending Reviews"

SSN Review Maintenance

Search By

View By:

Region:

Circuit:

Unit:

Date: THRU

Range:

Note: If records do not display in grid, from this search, criteria has already been reviewed.

Grid will appear with: Edit, Delete and View Report buttons where you can further modify for more changes if necessary. For Chief's review, select the Edit button.

SSN Reviewed Reports							
	JPOS Reviewer Name	Chief Reviewer Name	Unit Title	Begin Date	End Date	JPOS Reviewed Datetime	Chief Reviewed Datetime
Edit Delete View Report	Leshar, Toni		C20 Unit 305	01/01/2017	01/09/2018	1/9/2018 11:30:22 AM	
<input type="checkbox"/> Select All							

The Select All box will check all youths at one time/ Not checking the Select All box the Chief will need to review each youth individually. If each “JPO Comment” is correct the Chief can check the “Chief Reviewed” box under each individual youth.









Clicking the **Edit** will allow the CPO to review the JPOS Review and make changes as needed

Checking the **Select All** box will populate the **JPOS Comment** to **Work Related**

SSN Reviewed Reports

			JPOS Reviewer Name	Chief Reviewer Name	Unit Title	Begin Date	End Date	JPOS Reviewed Datetime	Chief Reviewed Datetime
Edit	Delete	View Report	Test, Echo		C20 Unit 304	01/18/2015	01/18/2017	1/18/2018 10:12:54 AM	

☐ Select All

DJJID		Youth Name	StaffName	Job Title	Unit Title	JPOS Reviewed Datetime	SSN Updated	JPOS Comments	Chief Reviewed
				Provider - J P O	C18 Brevard Screening	1/18/2018 10:12:54 AM	No	Work Related ▼	<input type="checkbox"/>
				Provider - J P O	C18 Brevard Screening	1/18/2018 10:12:54 AM	No	Work Related ▼	<input type="checkbox"/>
				Juv. Prob. Officer Supervisor	C20 Unit 301	1/18/2018 10:12:54 AM	No	Work Related ▼	<input type="checkbox"/>
				Provider - Intake	C09 Tasc	1/18/2018 10:12:54 AM	No	Work Related ▼	<input type="checkbox"/>
				Juv. Prob. Officer Supervisor	C20 Unit 304	1/18/2018 10:12:54 AM	No	Work Related ▼	<input type="checkbox"/>
				Provider - J P O Supervisor	C14 A M I Kids Panama City	1/18/2018 10:12:54 AM	No	Work Related ▼	<input type="checkbox"/>
				Juv. Prob. Officer Supervisor	C20 Unit 304	1/18/2018 10:12:54 AM	No	Work Related ▼	<input type="checkbox"/>
				Provider - Commitment	C19 O Y D C	1/18/2018 10:12:54 AM	No	Work Related ▼	<input type="checkbox"/>

Once review is completed on each youth, Chief will check the box “I approve the SSN Reviewed is correct.” Then Select Save

SSN Reviewed Reports

Edit	Delete	View Report	JPOS Reviewer Name	Chief Reviewer Name	Unit Title	Begin Date	End Date	JPOS Reviewed Datetime	Chief Reviewed Datetime
			Test, Echo		C20 Unit 304	01/18/2015	01/18/2017	1/18/2018 10:12:54 AM	

☒ Select All

	Job Title	Unit Title	JPOS Reviewed Datetime	SSN Updated	JPOS Comments	Chief Reviewed
	Provider - J P O	C18 Brevard Screening	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Provider - J P O	C18 Brevard Screening	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer Supervisor	C20 Unit 301	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Provider - Intake	C09 Tasc	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer Supervisor	C20 Unit 304	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Provider - J P O Supervisor	C14 A M I Kids Panama City	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer Supervisor	C20 Unit 304	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Provider - Commitment	C19 O Y D C	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer	C20 Unit 304	1/18/2018 10:12:54 AM	Yes	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer	C20 Unit 304	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer	C20 Unit 304	1/18/2018 10:12:54 AM	Yes	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer Supervisor	C20 Unit 304	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Provider - Commitment	C19 O Y D C	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Provider - Commitment	C19 O Y D C	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Provider - Commitment	C19 O Y D C	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer Supervisor	C20 Unit 304	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer Supervisor	C20 Unit 304	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer Supervisor	C20 Unit 304	1/18/2018 10:12:54 AM	Yes	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer Supervisor	C20 Unit 304	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>
	Juv. Prob. Officer Supervisor	C20 Unit 301	1/18/2018 10:12:54 AM	No	Work Related	<input checked="" type="checkbox"/>

☒ I Approve the SSN Reviewed is correct.

The youth **Facesheet** is accessible by clicking on the paper link next to the youth DJJID numbers

After selecting Save the grid will no longer appear.

SSN Reviewed Reports

No SSN Reviewed records

☒ Select All

Chief will select “Reviewed Records”



JPOS Review Clear Reviewed Records Pending Review

Note: If records do not display in grid, from this search, criteria has already been reviewed.

SSN Reviewed Reports

	JPOS Reviewer Name	Chief Reviewer Name	Unit Title	Begin Date	End Date	JPOS Reviewed Datetime	Chief Reviewed Datetime
Edit Delete View Report	Test, Echo	Test, Sissy	C20 Unit 304	01/18/2015	01/18/2017	1/18/2018 10:12:54 AM	1/18/2018 10:32:30 AM

☐ Select All



Then select “View Report”

Selecting View Report will open a Excel report with all the records for that report as shown below:

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

SSN Reviewed Details Report

Date Range: 1/18/2015 to 1/18/2017

JPOS Reviewed: Test,Echo **Date:** 1/18/2018

Chief Reviewed Date: Test,Sissy **Date:** 1/18/2018

DJJID	Youth Name	Staff Name	JobTitle	UnitTitle	Date Viewed BY Staff	SSN_Updated	SSNReviewTypeDesc	Chief Reviewed
			Provider - J P O	C18 Brevard Screening	12/5/2015 20:43	No	Work Related	Yes
			Provider - J P O	C18 Brevard Screening	12/5/2015 21:35	No	Work Related	Yes
			Juv. Prob. Officer Supervisor	C20 Unit 301	6/23/2015 10:47	No	Work Related	Yes
			Provider - Intake	C09 Tasc	8/5/2015 18:24	No	Work Related	Yes
			Juv. Prob. Officer Supervisor	C20 Unit 304	7/28/2015 8:12	No	Work Related	Yes
			Provider - J P O Supervisor	C14 A M I Kids Panama City	7/21/2016 12:33	No	Work Related	Yes
			Juv. Prob. Officer Supervisor	C20 Unit 304	7/28/2015 8:10	No	Work Related	Yes
			Provider - Commitment	C19 O Y D C	3/10/2016 11:10	No	Work Related	Yes
			Juv. Prob. Officer	C20 Unit 304	10/27/2015 13:00	Yes	Work Related	Yes
			Juv. Prob. Officer	C20 Unit 304	10/27/2015 13:02	No	Work Related	Yes
			Juv. Prob. Officer	C20 Unit 304	10/27/2015 13:02	Yes	Work Related	Yes
			Juv. Prob. Officer Supervisor	C20 Unit 304	7/28/2015 8:06	No	Work Related	Yes
			Provider - Commitment	C19 O Y D C	3/20/2015 8:10	No	Work Related	Yes
			Provider - Commitment	C19 O Y D C	3/27/2015 10:48	No	Work Related	Yes
			Provider - Commitment	C19 O Y D C	3/27/2015 13:21	No	Work Related	Yes
			Juv. Prob. Officer Supervisor	C20 Unit 304	4/6/2015 10:26	No	Work Related	Yes
			Juv. Prob. Officer Supervisor	C20 Unit 304	4/6/2015 10:29	No	Work Related	Yes
			Juv. Prob. Officer Supervisor	C20 Unit 304	4/6/2015 10:29	Yes	Work Related	Yes
			Juv. Prob. Officer Supervisor	C20 Unit 304	7/28/2015 8:04	No	Work Related	Yes
			Juv. Prob. Officer Supervisor	C20 Unit 301	4/20/2015 16:46	No	Work Related	Yes

If you have any questions please contact
your local DIO