

Social Security Number Review
Maintenance
JPOS 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**
 - Relocation System

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

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

SSN Review Maintenance

Search By

View By:

*

JPOS Review Clear Created Reviews Reviewed Records

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: *

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 THRU

Date Range: *

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

“Created Reviews” button is the
JPOS review that was completed
and awaiting Chief Review.

“Reviewed Records” show the
reviews that were created by the
JPOS and reviewed by the Chief

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

After clicking on the **JPOS Review** button,
the table will populate with the viewed SSN records to review

SSN Review Maintenance

Search By

View By:

Region:

Circuit:

Unit:

Date Range: THRU

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

Select All

DJJID	Youth Name	Youth Unit	Staff Name	Job Title	Employee Unit	Date Viewed By Staff	SSN Updated	JPOS Comment
		C20 Unit 304		Provider - Commitment	C13 Residential- Hillsborough Girls Academy	8/30/2017 11:20:09 AM	No	Work Related
		C20 Unit 304		Provider - Commitment	C19 O Y D C	2/5/2017 2:30:42 PM	No	Work Related
		C20 Unit 304		Provider - Commitment	C19 O Y D C	6/1/2017 3:54:42 PM	No	Work Related
		C20 Unit 101; C20 Unit 304		Provider - Intake	C05 Provider - Lifestreams / T A S C	1/3/2017 8:33:03 AM	No	Work Related
		C20 Unit 101; C20 Unit 304		Provider - Commitment	C01 G C Y S - Okaloosa Youth Academy	4/5/2017 1:36:07 PM	No	Work Related
		C20 Unit 101; C20 Unit 304		Provider - Commitment	C01 G C Y S - Okaloosa Youth Academy	5/9/2017 4:11:18 PM	No	Work Related
		C20 Unit 304		Provider - Commitment	C07 Hastings Non Secure Program	3/21/2017 4:07:55 PM	No	Work Related

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

The table will show the Staff Name, Title, Unit or Program, Date/Time Viewed and whether any updates were made to the SSN

SSN Review Maintenance

Search By

View By:

Region:

Circuit:

Unit:








Date Range: THRU

Range:

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

Select All

Viewed SSN's

DJJID	Youth Name	Youth Unit	Staff Name	Job Title	Employee Unit	Date Viewed By Staff	SSN Updated	JPOS Comment
		C20 Unit 304		Provider - Commitment	C13 Residential- Hillsborough Girls Academy	8/30/2017 11:20:09 AM	No	Work Related
		C20 Unit 304		Provider - Commitment	C19 O Y D C	2/5/2017 2:30:42 PM	No	Work Related
		C20 Unit 304		Provider - Commitment	C19 O Y D C	6/1/2017 3:54:42 PM	No	Work Related
		C20 Unit 101; C20 Unit 304		Provider - Intake	C05 Provider - Lifestreams / T A S C	1/3/2017 8:33:03 AM	No	Work Related
		C20 Unit 101; C20 Unit 304		Provider - Commitment	C01 G C Y S - Okaloosa Youth Academy	4/5/2017 1:36:07 PM	No	Work Related
		C20 Unit 101; C20 Unit 304		Provider - Commitment	C01 G C Y S - Okaloosa Youth Academy	5/9/2017 4:11:18 PM	No	Work Related
		C20 Unit 304		Provider - Commitment	C07 Hastings Non Secure Program	3/21/2017 4:07:55 PM	No	Work Related

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

If the **Select All** box is unchecked, the JPOS Comment drop down selections will list: **Work Related**, **Non-Work Related** and **Unknown-Further Review Needed**

JPOS will have to review each youth and select the appropriate JPOS Comment in the drop down

Select All

Viewed SSN's								
DJJID	Youth Name	Youth Unit	Staff Name	Job Title	Employee Unit	Date Viewed By Staff	SSN Updated	JPOS Comment
		C20 Unit 304		Provider - Commitment	C13 Residential- Hillsborough Girls Academy	8/30/2017 11:20:09 AM	No	...
		C20 Unit 304		Provider - Commitment	C19 O Y D C	2/5/2017 2:30:42 PM	No	Work Related Non-work Related Unknown-Further Review Needed
		C20 Unit 304		Provider - Commitment	C19 O Y D C	6/1/2017 3:54:42 PM	No	...
		C20 Unit 101; C20 Unit 304		Provider - Intake	C05 Provider - Lifestreams / T A S C	1/3/2017 8:33:03 AM	No	...
		C20 Unit 101; C20 Unit 304		Provider - Commitment	C01 G C Y S - Okaloosa Youth Academy	4/5/2017 1:36:07 PM	No	...
		C20 Unit 101; C20 Unit 304		Provider - Commitment	C01 G C Y S - Okaloosa Youth Academy	5/9/2017 4:11:18 PM	No	...
		C20 Unit 304		Provider - Commitment	C07 Hastings Non Secure Program	3/21/2017 4:07:55 PM	No	...

Once review is completed on each youth, JPOS will then check the box “JPOS I approve that I Reviewed the selected SSNs.”

Select All

Viewed SSN's								
DJJID	Youth Name	Youth Unit	Staff Name	Job Title	Employee Unit	Date Viewed By Staff	SSN Updated	JPOS Comment
		C20 Unit 304		Provider - Commitment	C13 Residential- Hillsborough Girls Academy	8/30/2017 11:20:09 AM	No	Work Related
		C20 Unit 304		Provider - Commitment	C19 O Y D C	2/5/2017 2:30:42 PM	No	Work Related
		C20 Unit 304		Provider - Commitment	C19 O Y D C	6/1/2017 3:54:42 PM	No	Work Related
		C20 Unit 101; C20 Unit 304		Provider - Intake	C05 Provider - Lifestreams / T A S C	1/3/2017 8:33:03 AM	No	Work Related
		C20 Unit 101; C20 Unit 304		Provider - Commitment	C01 G C Y S - Okaloosa Youth Academy	4/5/2017 1:36:07 PM	No	Work Related
		C20 Unit 101; C20 Unit 304		Provider - Commitment	C01 G C Y S - Okaloosa Youth Academy	5/9/2017 4:11:18 PM	No	Work Related
		C20 Unit 304		Provider - Commitment	C07 Hastings Non Secure Program	3/21/2017 4:07:55 PM	No	Work Related

JPOS I Approve that I Reviewed the selected SSNs.

Select Save and the grid will appear with: **Edit, Delete** and **View Report** buttons where you can further modify for more changes if necessary

Select All

Viewed SSN's		JPOS Reviewer Name	Chief Reviewer Name	Unit Title	Begin Date	End Date	JPOS Reviewed Datetime	Chief Reviewed Datetime
Edit	Delete	View Report	Leshher, Toni		C20 Unit 304	01/01/2017	01/08/2018	1/8/2018 11:20:39 AM

JPOS:Leshher, Toni Ann Approver Datetime: 1/8/2018 11:20:39 AM

Edit option displays all the records with that report

Select All

Viewed SSN's		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

DJJID	Youth Name	StaffName	Job Title	Unit Title	JPOS Reviewed Datetime	SSN Updated	JPOS Comments
			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"/>

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Select All

Viewed SSN's							
	JPOS Reviewer Name	Chief Reviewer Name	Unit Title	Begin Date	End Date	JPOS Reviewed Datetime	Chief Reviewed Datetime
Edit	Delete	View Report	Lesher, Toni				

JPOS:Lesher, Toni Ann Approver Datetime: 1/8/2018 11:20:39 AM

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

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

If you have any questions please contact your local DIO