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".



- Alerts & Alias Maintenance
- Archive FaceSheet
- Bed Management Reports
- Building Location Management
- Case Notebook
- Onference 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: Region								
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	Revi	ew Mainte	nance	
	Search By				
	View By: Reg	gion		~	
	Region: * Sou	ıth		~	
	Circuit: * Tw	entieth Circ	uit	~	
	Unit C20	Unit 302		~	
	Date Range: *	urrent Da	THRU te	1112	
	JPOS Review	Clear	Created Reviews	Reviewed Records	
Note: If records do no	t display in g	rid, fro	m this searcl	, criteria has already b	een 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

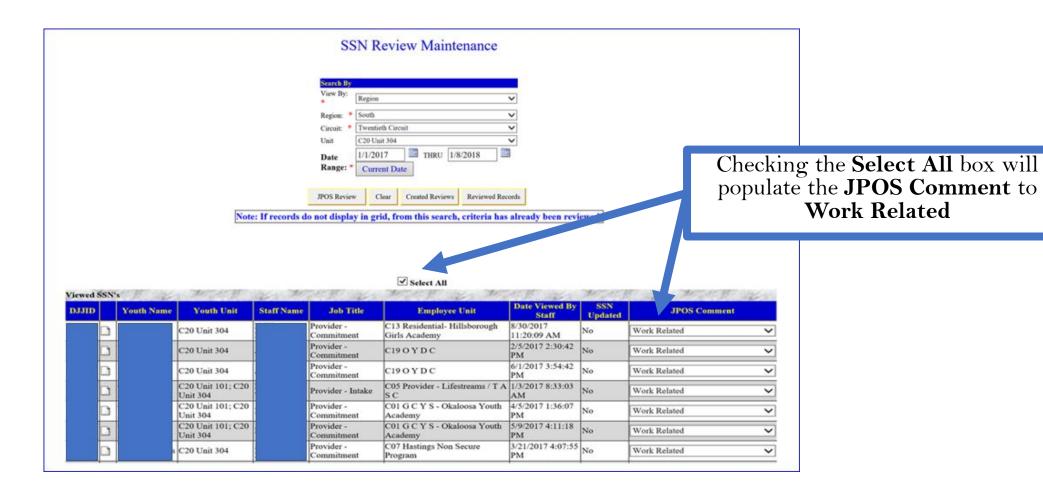


"Created Reviews" button is the JPOS review that was completed and awaiting Chief Review.

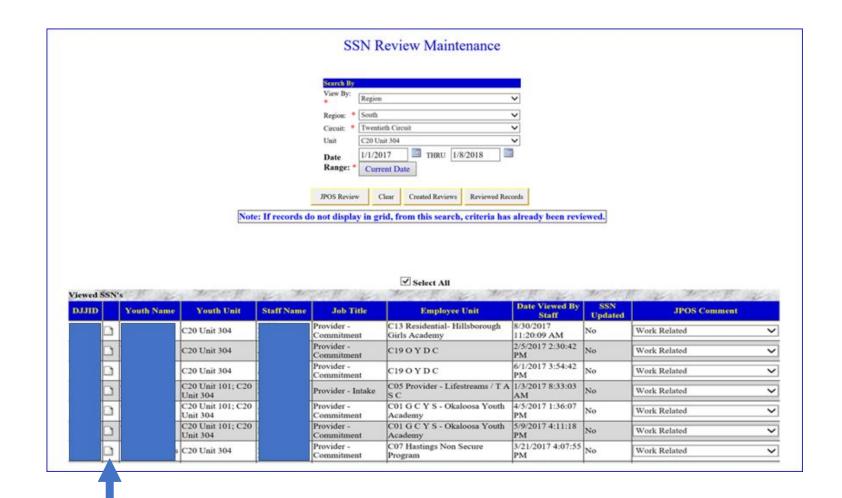
"Reviewed Records" show the reviews that were created by the JPOS and reviewed by the Chief

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



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



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**

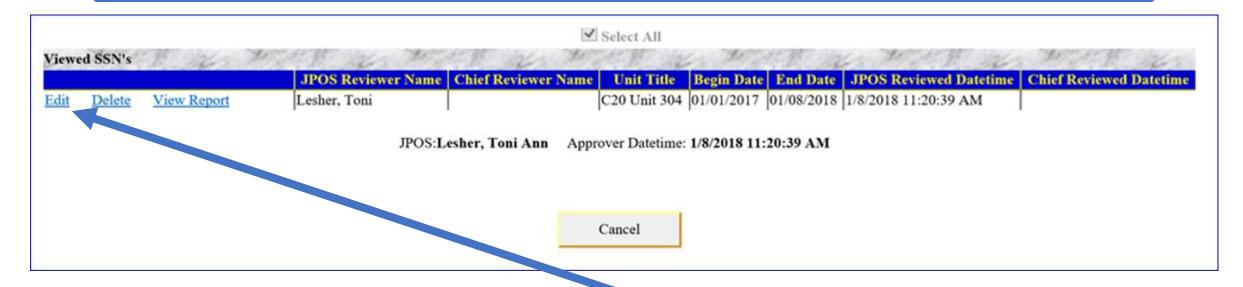
JPOS will have to review each youth and select the appropriate JPOS Comment in the drop down

Viewed SSN's									
OJJID		Youth Name	Youth Unit	Staff Name	Job Title	Employee Unit	Date Viewed By Staff	SSN Updated	JPOS Comment
		i i	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	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	Academy	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."

JJID	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	~
	2	C20 Unit 304		Provider - Commitment	C19 O Y D C	2/5/2017 2:30:42 PM	No	Work Related	~
	2	C20 Unit 304		Provider - Commitment	C19 O Y D C	6/1/2017 3:54:42 PM	No	Work Related	~
	2	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	~
	2	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	V
	2	C20 Unit 101; C20 Unit 304		Provider - Commitment	C01 G C Y S - Okaloosa Youth Academy	PM	No	Work Related	~
	3	C20 Unit 304		Provider - Commitment	C07 Hastings Non Secure Program	3/21/2017 4:07:55 PM	No	Work Related	~

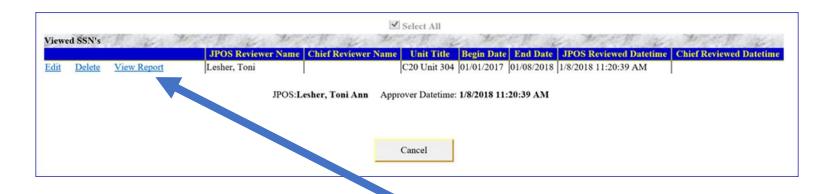
Select Save and the grid will appear with: **Edit, Delete** and **View Report** buttons where you can further modify for more changes if necessary



Edit option displays all the records with that report

 ☐ Select All

Viewed SSN's JPOS Reviewer Name **End Date Chief Reviewed Datetime** View Report Test, Echo C20 Unit 304 01/18/2015 01/18/2017 1/18/2018 10:12:54 AM Youth Name **StaffName** Job Title Unit Title JPOS Reviewed Datetime SSN Updated JPOS Comments Provider - J P O No C18 Brevard Screening 1/18/2018 10:12:54 AM Work Related C18 Brevard Screening 1/18/2018 10:12:54 AM Work Related ~ Provider - J P O No Juv. Prob. Officer Supervisor C20 Unit 301 1/18/2018 10:12:54 AM No Work Related Provider - Intake C09 Tasc 1/18/2018 10:12:54 AM No Work Related \vee Juv. Prob. Officer Supervisor C20 Unit 304 1/18/2018 10:12:54 AM No Work Related Provider - J P O Supervisor C14 A M I Kids Panama City 1/18/2018 10:12:54 AM No Work Related Juv. Prob. Officer Supervisor C20 Unit 304 1/18/2018 10:12:54 AM Work Related **v** 9 Provider - Commitment C19 O Y D C 1/18/2018 10:12:54 AM No Work Related



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

סונוכ	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 10

If you have any questions please contact your local DIO