

STAFF VERIFICATION SYSTEM (SVS)

UPDATED SEPTEMBER 2019

STAFF VERIFICATION SYSTEM

- *Application designed to track staff and volunteers who have contact with youth - direct care as well as anyone who will be reviewing confidential information*
- *Subsequently staff with monetary roles in programs were also added*
- *Data now used in Central Communications Center (CCC), Facility Management System (FMS) and in SkillPro*
- *Data soon to be used as trigger for ending account in JJIS*
- *Staff Verification System is permission based. Permissions are granted by DIO upon completion SVS training and are facility based*

Navigate to SVS off the JJIS log in
(User Name and password is same
for: JJIS, CCC, & Prevention)

Opens to the SVS Disclaimer – Must
read and check box to move from
screen

Department of Juvenile Justice System Login



*JJIS information is confidential. Users are required by law to maintain this confidentiality and use the information only for Department of Juvenile Justice approved purposes. Failure to follow these restrictions may result in civil or criminal penalties. Additional information is available on the DJJ website at:
<http://www.djj.state.fl.us/partners/data-integrity-jjis/access-agreements-policies>*

A screenshot of the JJIS login form. It has fields for "User Name:" (containing "Lewisam"), "Password:" (containing "*****"), and "System:" (a dropdown menu with "SVS" selected). There is a checkbox for "Change Password?" and two buttons: "Login" and "Close".

User Name: *	Lewisam
Password: *	*****
System: *	SVS
<input type="checkbox"/> Change Password?	
<input type="button" value="Login"/> <input type="button" value="Close"/>	

JJIS Help Desk (850) 921-7832



DJJ/PROVIDER STAFF VERIFICATION SYSTEM

DISCLAIMER

The information contained in this database only represents employment/volunteer history of those individuals who have been employed by/volunteered with juvenile justice contract providers or the State of Florida Department of Juvenile Justice. This information has been entered by the individual juvenile justice hiring authorities and is subject to change. While it is anticipated that the data contained herein will be used by the Department and its contract providers to verify job applicants' prior employment history with juvenile justice employers, this information **SHOULD NOT** be the sole basis upon which hiring decisions are made. It is incumbent upon prospective employers to conduct further inquiry into the employment/volunteer history of any and all prospective employees in accordance with applicable Florida Department of Juvenile Justice policies.

☐ I have read and understand the above disclaimer.

Continue

SVS Reports

Upload

Exit



DJJ/PROVIDER STAFF VERIFICATION SYSTEM EMPLOYEE/VOLUNTEER SEARCH

Enter the Social Security Number and at least two characters of the Last Name for the person you want to review

SSN*
Last Name*

Search by using SSN and last name (ONLY two letters of last name needed)
For existing SVS employees/ volunteers once selected below you can add
employment, get a report, edit current employment, or edit
volunteer/employee information



DJJ/PROVIDER STAFF VERIFICATION SYSTEM EMPLOYMENT INFORMATION

[SVS Reports](#)

Name: LEWIS, ALEXANDER M
SSN:
DOB:

[Add Employment](#)

[History Report](#)

[Edit Employee/Volunteer Info](#)

State/Provider Codes: S=State; P=Provider; PC=Provider Sub-Contractor; PV=Provider Volunteer; SC=State Contractor; SV=State Volunteer

	CONTRACT PROVIDER	FACILITY	POSITION TITLE	PHONE #	STATE/ PROVIDER	START DATE	END DATE
Edit	DEPARTMENT OF JUVENILE JUSTICE	JUVENILE PROBATION	SENIOR MANAGEMENT ANALYST SUPV - SES	(850) 488-1850	S	09/08/2006	
Edit	DEPARTMENT OF JUVENILE JUSTICE	JUVENILE PROBATION	OPERATIONS & MGMT CONSULTANT II - SES	(850) 488-1850	S	07/28/2006	09/08/2006
Edit	DEPARTMENT OF JUVENILE JUSTICE	Juvenile Probation	OPERATIONS & MANAGEMENT CONSULTANT II - SES	(850) 488-1850	S	12/20/2002	07/28/2006
Edit	DEPARTMENT OF JUVENILE JUSTICE	Department of Juvenile Justice	SENIOR MANAGEMENT ANALYST I	(850) 488-1850	S	06/03/1999	12/20/2002
Edit	DEPARTMENT OF JUVENILE JUSTICE	Department of Juvenile Justice	HUMAN SERVICES PROGRAM SPECIALIST	(850) 488-1850	S	08/14/1998	06/03/1999
Edit	DEPARTMENT OF JUVENILE JUSTICE	Department of Juvenile Justice	SENIOR DELINQUENCY CASE MANAGEMENT COUNSELOR	(850) 488-1850	S	10/01/1994	08/14/1998

DATA ENTRY FOR SVS

- ***DJJ staff will have data entry done automatically via People First***
 - *Edits must be done via People First (DIOs do not have access to make changes for any state employee)*
 - *DJJ state contractors should be entered by branch/program designee as they are not in People First*
 - *To be assigned to a DJJ program/facility in SkillPro these types of staff MUST be entered in SVS as State Contractors.*
- ***Providers enter and edit data in SVS as staff enter and leave the program or have a change in the data***
 - *Monitors will review SVS reports*
 - *Programs being closed are notified by the DIO and monitor to end date staff/volunteers from the program*
 - *Programs should enter all staff/volunteers including subcontractors under the provider program. Example of subcontractors could be: Medical, Security, and Mental Health staff*
 - *All data entry and updates for employee/volunteer positions should be completed by designated program staff*
 - *Providers can call on local DIO for assistance and training*

DATA ENTRY FOR SVS: PROVIDER

(ADDING A NEW EMPLOYEE, SUBCONTRACTOR OR VOLUNTEER)

Step 1:
Search

Step 2:
Add

Step 3:
Complete all
fields and
review for
accuracy

To enter staff complete a search and select "Add Employee"

Provider drop down and facility is permission based by DIOs

All drop downs & fields with **RED** "*" must be completed

DJJ/PROVIDER STAFF VERIFICATION SYSTEM
ADD NEW EMPLOYEE/VOLUNTEER INFORMATION

Employee's Name: *
First Name: M Last Name: Test

SSN: * 987 .65 .4321 ###-##-####
Verify SSN: * 987 .65 .4321 ###-##-####
DOB: * 03 /07 /1970 (MM/DD/YYYY)
Driver: * Yes
Driver License: N/A
Provider: * ASSOCIATED MARINE INSTITUTE D/B/A AMIKIDS, INC.
Facility: * Big Cypress Youth Environment Services
Facility Phone: (239) 695-1001
Employment Type: * Provider
Position Title: * Case Manager
Start Date: * 4 /1 /2014 (MM/DD/YYYY)
End Date: (MM/DD/YYYY)

DJJ/PROVIDER STAFF VERIFICATION SYSTEM
ADD NEW EMPLOYEE/VOLUNTEER INFORMATION

Employee's Name: *
First Name: Middle Name: Last Name: Test

SSN: * 987 .65 .4321 ###-##-####
Verify SSN: * 987 .65 .4321 ###-##-####
DOB: * 03 /07 /1970 (MM/DD/YYYY)
Driver: * Yes
Driver License: N/A
Provider: * ASSOCIATED MARINE INSTITUTE D/B/A AMIKIDS, INC.
Facility: * Big Cypress Youth Environment Services
Facility Phone: (239) 695-1001
Employment Type: * Provider
Position Title: * Case Manager
Start Date: * 4 /1 /2014 (MM/DD/YYYY)
End Date: (MM/DD/YYYY)

Use Drop
Downs to
enter data

DJJ/PROVIDER STAFF VERIFICATION SYSTEM
ADD NEW EMPLOYEE/VOLUNTEER INFORMATION

Employee's Name: *
First Name: Middle Name: Last Name: Test

SSN: * 987 .65 .4321 ###-##-####
Verify SSN: * 987 .65 .4321 ###-##-####
DOB: * 03 /07 /1970 (MM/DD/YYYY)
Driver: * Yes
Driver License: N/A
Provider: * ASSOCIATED MARINE INSTITUTE D/B/A AMIKIDS, INC.
Facility: * Big Cypress Youth Environment Services
Facility Phone: (239) 695-1001
Employment Type: * Provider
Position Title: * Case Manager
Start Date: * 4 /1 /2014 (MM/DD/YYYY)
End Date: (MM/DD/YYYY)

Last: Save
and select
Next >>

DATA ENTRY FOR SVS: PROVIDER

DJJ/PROVIDER INFORMATION SYSTEM
EMPLOYEE INFORMATION

SVS Reports

#1 Add Employment History Report Edit Employee/Volunteer Info

State/Provider Codes: S=State; P=Provider; PC=Provider Sub-Contractor; PV=Provider Volunteer; SC=State Contractor; SV=State Volunteer

CONTRACT PROVIDER	FACILITY	POSITION TITLE	PHONE #	STATE/PROVIDER	START DATE	END DATE
ASSOCIATED MARINE INSTITUTE D/B/A AMIKIDS, INC.	Big Cypress Youth Environment Services	Case Manager	(239) 695-1001	P	04/01/2014	

Once saved all information can be edited

#1 If your staff changes positions in same facility/program, you find your staff via search and then select “Add Employment” **NOTE:** For position changes remember to edit old position and enter the end date. **REMEMBER:** There should be one entry per position even if staff may overlap and work multiple places/facilities. User will enter one position at staff’s primary location.

#2 If staff name change or corrections are needed select “Edit Employee/Volunteer”

#3 “History Report” will list all previous SVS employment/volunteer history for selected employee/volunteer

DATA ENTRY FOR SVS: PROVIDER

ADDING SECOND EMPLOYMENT

Step 1:
Select Add
Employment

Step 2:
Complete
all fields and
“Save”

DJJ/PROVIDER STAFF VERIFICATION SYSTEM
EDIT/ADD EMPLOYMENT INFORMATION

Name: Test, Provider
SSN: XXX-XX-4321
DOB: 03/07/1970

Add Employment History Report

Provider Codes: C=State; P=Provider; PC=Provider Sub-Contractor; SC=State Contractor; SV=State Volunteer

Provider: * ECKKRD YOUTH ALTERNATIVES, INC.
Facility: * Eckerd Challenge
Facility Phone: (352) 799-5621
Employment Type: * Provider Sub-Contractor Contractor Name: * Amikids
Position Title: * Counselor
Start Date: * 4 / 3 / 2014 (MM/DD/YYYY)
End Date: * (MM/DD/YYYY)

Save Cancel
<< Back Exit

Note: Provider
Sub Contractors
will need
contractor name
entered

DJJ/PROVIDER STAFF VERIFICATION SYSTEM
EMPLOYMENT INFORMATION

SVS Reports

Name: Test, Provider
SSN: XXX-XX-4321
DOB: 03/07/1970

Add Employment History Report Edit Employee/Volunteer Info

State/Provider Codes: S=State; P=Provider; PC=Provider Sub-Contractor; PV=Provider Volunteer; SC=State Contractor; SV=State Volunteer

		CONTRACT PROVIDER	FACILITY	POSITION TITLE	PHONE #	STATE/ PROVIDER	START DATE	END DATE
Edit	Delete	ECKKRD YOUTH ALTERNATIVES, INC. (Amikids)	Eckerd Challenge	Counselor	(352) 799-5621	PC	04/03/2014	
Edit	Delete	ASSOCIATED MARINE INSTITUTE D/B/A AMIKIDS, INC.	Big Cypress Youth Environment Services	Case Manager	(239) 695-1001	P	04/01/2014	

Once saved, the second employment will be added to record
To end any employment select “Edit” and enter end date and Save

DATA ENTRY FOR SVS: PROVIDER

EDITING EMPLOYEE/VOLUNTEER

Step 1:
Select Edit
Employee/Volunteer

SSN: XX-XX-XXXX
DOB: 03/07/1970

Add Employment	History Report	Edit Employee/Volunteer Info
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S=State; P=Provider; PC=Provider Sub-Contractor; PV=Provider Volunteer; SC=State Contractor; SV=State Volunteer

FACILITY	POSITION TITLE
Clark Challenge	Counselor
Cypress Youth Environment Services	Care Manager

Step 2: Complete
edits needed.
NOTE: Full SSN
Button to see
users SSN

Last Updated By: Jeff Clareon 4/3/2014 1:03:00 PM

Employee's Name: * Provider First Name Middle Last Name

SSN: * 987 .65 .4321

Verify SSN: * ☒ Show Full SSN For Edit ###-##-####

DOB: * 03 /07 /1970 (MM/DD/YYYY)

Driver: * Yes ☒

Driver License: N/A

Save Cancel Delete

<< Back Exit

Step 3:
Select Save

Last Updated By: Jeff Clareon 4/3/2014 1:03:00 PM

Employee's Name: * Provider Crazy First Name Middle Last Name

SSN: * 987 .65 .4321

Verify SSN: * ☒ Show Full SSN For Edit ###-##-####

DOB: * 03 /07 /1970 (MM/DD/YYYY)

Driver: * Yes ☒

Driver License: N/A

Save Cancel Delete

<< Back Exit

To edit any employee data such as name change/ middle name/ DOB select "Edit Employee/Volunteer" button

Make changes as needed such as middle name in this example

For Driver information user will select "Yes" if staff will be transporting youth at any given time. User will select "No" if staff will not be transporting youth. If this changes, user will edit information accordingly.

There is a button to view entire Social Security Number. SSN MUST be verified before clicking "Save"

SVS REPORTS MENU

SVS Reports can be accessed from two different screens and are available in HTML, PDF and Excel formats

DJJ/PROVIDER STAFF VERIFICATION SYSTEM

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☒ I have read and understand the above disclaimer.

Continue

SVS Reports

Exit



DJJ/PROVIDER STAFF VERIFICATION SYSTEM

EMPLOYMENT INFORMATION

Name: smith, john

SSN: XXX-XX-1213

DOB: 01/01/1983

SVS Reports



employment

History Report

Edit Employee/Volunteer Info

Provider; PC=Provider Sub-Contractor; PV=Provider Volunteer; SC=State Contractor; SV=State Volunteer

Y	POSITION TITLE	PHONE #	STATE/PROVIDER	START DATE	END DATE
	Case Manager	(352) 360-0081	P	09/05/2019	

DJJ/PROVIDER STAFF VERIFICATION SYSTEM

REPORTS MENU

Report Name:*

...

- Adhoc Report
- All Open Provider Detail Report
- All Open Provider Summary Report
- DJJ/Provider Information Report
- DJJ/Provider Information Spreadsheet
- Dual Employment Report
- Duplicate Name Report
- Employment History Report
- Open Providers With No Employees Reported in SVS
- Permission Report
- Termination Report (60 days or more)
- Updated Providers Report
- Updated Termination Report (30 days or more)

Report

Reports Menu, press the 'ALT' + 'F4' keys.



List of reports

Filters available



DJJ/PROVIDER STAFF VERIFICATION SYSTEM

REPORTS MENU

Report Name:* Adhoc Report

Date Range:* / / (MM/DD/YYYY) Thru / / (MM/DD/YYYY)
Start Date End Date

Status:* ...

Type:* ...

Provider:*

Facility: *

HTML Report PDF Report Excel Report

<< Back Exit

Citrix Users Please Note: To close an HTML Report and return to the SVS Reports Menu, press the 'ALT' + 'F4' keys.



FLORIDA DEPARTMENT OF JUVENILE JUSTICE
DJJ/Provider Staff Verification System
Provider Report
12/31/2013 to 2/17/2014

Printed: February 17, 2014 10:39 AM

Provider Name: PAXEN LEARNING CORPORATION

Full Name	SSN	DOB	Facility	State/Provider	Start Date	End Date
Staff Name Listing	Staff SSN	Staff Date of Birth	P D T - 06 Circuit - Paxen - Community Connections - Pasco	P	07/11/2013	
			P D T - 06 Circuit - Paxen - Community Connections - Pasco	PC	08/29/2013	
			P D T - 18 Circuit - Paxen - Community Connections - Brevard	PC	10/01/2013	
			P D T - 13 Circuit - Paxen - Community Connections - Hillsborough	P	01/31/2013	
			P D T - 06 Circuit - Paxen - Community Connections - Pinellas	P	02/03/2014	
			P D T - 06 Circuit - Paxen - Community Connections - Pinellas	P	08/01/2013	02/02/2014
			P D T - 09 Circuit - Paxen - Community Connections - Osceola	P	06/17/2013	
			P D T - 13 Circuit - Paxen - Community Connections - Hillsborough	P	10/10/2013	
			P D T - 13 Circuit - Paxen - Community Connections - Hillsborough	P	07/05/2012	
			P D T - 13 Circuit - Paxen - Community Connections - Hillsborough	P	07/01/2012	
			P D T - 10 Circuit - Paxen - Community Connections - Polk	PC	08/13/2012	
			P D T - 10 Circuit - Paxen - Community Connections - Polk	P	11/19/2012	
			P D T - 12 Circuit - Paxen - Community Connections - Manatee	P	07/05/2012	
			P D T - 06 Circuit - Paxen - Community Connections - Pasco	P	07/09/2012	
			P D T - 06 Circuit - Paxen - Community Connections - Pinellas	PC	09/01/2013	
			P D T - 13 Circuit - Paxen - Community Connections - Hillsborough	P	07/09/2012	
			P D T - 18 Circuit - Paxen - Community Connections - Brevard	PV	11/20/2013	
			P D T - 09 Circuit - Paxen - Community Connections - Osceola	PC	10/09/2013	

Sample SVS provider Report

DATA ENTRY FOR SVS

- *For any problems entering data or need for permissions/training please contact your local DIO*
- *For a complete list of DIOs please visit:*
<http://www.djj.state.fl.us/partners/data-integrity-jjis>