

# Supervised Release Process in JJIS

Effective: July 1, 2019

# Supervised Release

## Admitting, Modifying and Releasing in JJIS

- **JAC Screening** – *Youth is screened at the JAC for Supervised Release*
- **Youth Placement – Facility Module** – *Youth is ordered by the Court for Supervised Release, but not screened through the JAC*
- **Youth Release Module** – *Youth's Supervised Release has been modified or is being released from or to Supervised Release*

**Note:** *Youth Placement – Facility Module and Youth Release Module are permission based*

## Admitting to Supervised Release from the JAC Screening Wizard

### Form Status

*Section (C): Only complete this section if this is a Detention Screening. You must complete all of the screening forms before going to section C.*

Started On: **03/21/2019 10:50 AM** By: **Jenkins, Thomas**

Completed On: **05/02/2019 10:53 AM** By: **Jenkins, Thomas**

Start

Go To Forms For Selected Referral

Completed

4512685

### Youth Placement Status

*Section (D): This action will only release the youth from the JAC placement. If the Wizard is not completed, then the youth will continue to appear as an active youth with an incomplete Wizard.*

Program Placed Into: **J A C - 20 Circuit - Lee County**

Placed On: **02/04/2019 08:00 AM** By: **Jenkins, Thomas**

Released On: **NOT RELEASED** By:

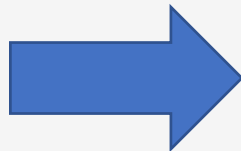
Release

*When all steps are completed, select Remove Youth From Registration List.*

Exit Registration Process

Remove Youth From Registration List

After completing the Wizard and Forms,  
Select the Release button



Release Information

Custody Transferred to \*

Custody Relationship \*

Family Member

▼

Release Date \*

MM/DD/YYYY

Release Time \*

:

☒ AM ☐ PM

HH:MM

Release Reason \*

Detained

▼

Enter the Custody Transferred to and select the Custody Relationship from the drop down menu

Enter the Release Date and Release Time

If the youth is being released to Supervised Release  
Select Detained

Identification Information

ID Type 1 \*

Drivers License

▼

ID Number 1 \*

ID Type 2

...

▼

ID Number 2

Enter the Identification Information

Next Placement Information

Next Placement \*

...

▼

Release

Select Supervised Release

Release Information

Custody Transferred to \*

Popp a Tester

Custody Relationship \*

Family Member

Release Date \*

5/2/2019

MM/DD/YYYY

Release Time \*

10

 : 

56

☒ AM ☐ PM

HH:MM

Release Reason \*

Detained

Identification Information

ID Type 1 \*

Drivers License

ID Number 1 \*

J-555-55-5555-0

ID Type 2

...

ID Number 2

Next Placement Information

Next Placement \*

Supervised Release

Detention Facility \*

Collier Regional Juvenile Detention

Supervised Release Type \*

Supervised Release - Home Detent

Admit Reason \*

New Charges

Release

After selecting Supervised Release,  
Select the Detention Facility and Supervised Release Type  
based on the Continuum of Supervised Release from Headquarters

**NOTE:** The Supervised Release Types are based on what is available  
at the Detention Facility selected, not all areas have each type of  
Supervised Release

Supervised Release includes:

- Home Detention
- Home Detention w/EM
- ERC (Evening/Daytime Reporting Center)
- Intensive Home Detention
- Intensive Home Detention w/ EM

Admit Reason for Supervised Release will be:

- Court Order – The youth was presented with a Judicial Order or Violation  
or
- New Charges – The youth was presented with a statute based charge

Select the Release button after all required fields are completed to  
Release the youth from the JAC and admit them to Supervised Release



## Admitting to Supervised Release from the Youth Placement –Facility Module

Logout | Manage Security Questions

Face Sheet

Go

### Modules

- Intake Web
- Applications
  - ♦ Alerts & Alias Maintenance
  - ♦ Bed Management Reports
  - ♦ Case Notebook
  - ♦ Conference Summary - Probation
  - ♦ Cost of Care - Reductions/Waivers
  - ♦ Detention
  - ♦ Evidence Based Services
  - ♦ Facilities
  - ♦ JPO Special Reports
  - ♦ No Cost Birth Certificates
  - ♦ OHS Web Forms
  - ♦ PJO Reports
  - ♦ Probation Resource Booking
  - ♦ Probation Resource Booking Reports
  - ♦ User Administration
  - ♦ Victim Services
  - ♦ Youth Placement - Facility**
  - ♦ Youth Placement - Probation
  - ♦ Youth Release
  - ♦ Youth Requirements
- NEW Web Forms

### Juvenile Justice Information System (JJIS)



Select the  
Youth Placement - Facility Module  
from JJIS



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## Youth Placement - Facility Module

Please Select a program:

SW Florida Regional Juvenile Detention Center



Go

SW Florida Regional Juvenile Detention Center

2525 Ortiz Avenue

Fort Myers, FL 33905-

Choose the  
Detention Facility from the drop down  
and select Go



[Logout](#) | [Manage Security Questions](#)

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## Youth Placement - Facility Module



Youth Placement

SW Florida Regional Juvenile Detention Center

Find Youth

Circuit:

Twentieth Circuit



Record Count: 0

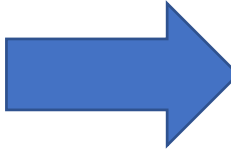
Youth Name

DJJID

Placement History

Place Youths

Click on the  
Find Youth button





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## Youth Placement - Facility Module



### Youth Search

Search Type

☒ Approximate Match

☐ Exact Match

Search By

☒ Last Name, First Name

☐ Last Name, First Name, Race

☐ Alias Name

☐ Date of Birth

☐ Last Name, First Name, DOB

☐ Last Name, First Name, Sex

☐ Social Security #

☐ DJJ ID

Last Name

Test

Alias

SSN

DJJ ID

First Name

Alpha

Sex

DOB

Race

1<sup>st</sup> Complete a Youth Search  
then select Find

Find

Youth Found

Record Count: 1

	Youth Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	Home County
Select	Test, Alpha	1574654		03/01/2005	No	No	YES	White	Male	Lee

2<sup>nd</sup> Select the appropriate youth to admit  
on Supervised Release

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## Youth Placement - Facility Module



Youth Placement

Collier Regional Juvenile Detention Center

Record Count: 1

Youth Name	DJJID		Placement History	Place Youths
Test, Alpha	1574654		History	Place



Verify you have selected the right youth  
then select Place

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## Youth Placement - Facility Module

Youth Placement

Youth Name: Test, Alpha

DJJID: 1574654

### Admit Information: Required In Order To Place

Sub Component:

ReferralID:

Custody Unit:

Admit Reason: \*

Admit Date/Time: \*  
(MM/DD/YYYY)

....  
Secure Detention  
Supervised Release - ERC  
Supervised Release - Home Detention  
Supervised Release - Home Detention - EM  
Supervised Release - Intensive HD  
Supervised Release - Intensive HD - EM



Projected Release Date:  
(MM/DD/YYYY)

Staff Making Placement:

5/2/2019 01:52 PM

Jenkins, Thomas

### Release Information:

Custody Unit:

Release Reason:

Actual Release Date/Time:

Staff Making Release:

....

5/2/2019 1:52 PM

Jenkins, Thomas

Save

Cancel

Select the Supervised Release sub component  
that the youth was ordered to

Only Supervised Release subcomponents assigned to  
the chosen Detention Facility will be available

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# Youth Placement - Facility Module

Select the Referral ID of the most serious Presenting Offense for the placement from the Court Order

DJJID: 1574654

**Admit Information: Required In Order To Place**

Sub Component:

ReferralID:

Custody Unit:

Admit Reason: \*

Admit Date/Time: \*

Projected Release Date:

Staff Making Placement:

Select the Admit Reason:  
Court Order – The youth was presented with a Judicial Order or Violation  
**or**  
New Charges – The youth was presented with a statute based charge

**Release Information:**

Custody Unit:

Release Reason:

Actual Release Date/Time:

Staff Making Release:

Enter the Admit Date/Time the youth was ordered to Supervised Release  
*(date will pre populate, if needed change to the actual date of the Court Order)*  
And  
Enter the Projected Release Date of that Supervised Release level as ordered by the Court

Save

Select Save after entering all the above information



Modules

- Intake Web
- Applications
  - Alerts & Alias Maintenance
  - Bed Management Reports
  - Case Notebook
  - Conference Summary - Probation
  - Cost of Care - Reductions/Waivers
  - Detention
  - Evidence Based Services
  - Facilities
  - JPO Special Reports
  - No Cost Birth Certificates
  - OHS Web Forms
  - PJO Reports
  - Probation Resource Booking
  - Probation Resource Booking Reports
  - User Administration
  - Victim Services
  - Youth Placement - Probation
  - Youth Release**
  - Youth Requirements
- NEW Web Forms

Juvenile Justice Information System (JJIS)



Select the  
Youth Release Module  
from JJIS



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## Youth Release Module

Please Select a program:

Collier Regional Juvenile Detention Center



Go

**Collier Regional Juvenile Detention Center**

3351 E Tamiami Trail

Naples, FL 34112-



Select the  
Detention Center  
from the drop down menu



2<sup>nd</sup> click on the  
“Select Youth to Update/Release”  
button

## Youth Release Module

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### Youth Release

ation Center

Select Youth To Update/Release

1<sup>st</sup> Select the  
youth being released or modified  
by clicking the box next to the name

[Supervisory Case Reviews Due](#)

Record Count: 7

Select	Dual	Youth Name	DJJID		Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>	Test, Cool	1540782		Supervised Release - Home Detention	3/12/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Ee Junior	1529337		Supervised Release - Intensive HD	3/11/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Gg	1432469		Supervised Release - Intensive HD - EM	3/1/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Hh	1498856		Supervised Release - Intensive HD - EM	3/1/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Jeff Joseph	1266781		Secure Detention	4/15/2019	Court Order	04/30/2019
<input type="checkbox"/>	<input type="checkbox"/>	Test, Oo	1507536		Supervised Release - Home Detention	3/1/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Toni Ann	1540754		Secure Detention	2/8/2019	New Charges	



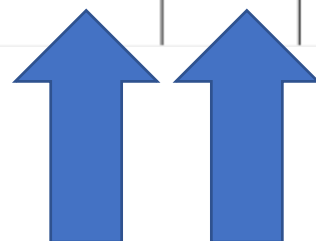
## Youth Release

SW Florida Regional Juvenile Detention Center

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 *
<input type="checkbox"/>	<a href="#">Update</a>	<input checked="" type="checkbox"/>	Test, Cool	1402400	Supervised Release - Intensive HD - EM	5/1/2019	Court Order	5/21/2019			....	....



Enter the Date and Time the youth was released or had their Supervised Release type modified



## Releasing from Supervised Release

SW Florida Regional Juvenile Detention Center

Release Youth(s)

Select the Release Reason

☐ Select All

Select		Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	 Release Reason *	Release To *
<input type="checkbox"/>	<a href="#">Update</a>	<input checked="" type="checkbox"/>	Test, Cool	1402400	Supervised Release - Intensive HD - EM	5/1/2019	Court Order	05/21/2019	05/21/2019	08:00 AM	....	....

### Supervised Release - Release Reasons\* selections defined

**Commitment placement:** Youth admitted to secure detention pending placement to a commitment program

**Court Order:** Youth admitted on court order to secure detention during SR supervision

**Court Order FTA:** A FTA Order was process through screening

**Death:** Youth died

**Hospitalized:** Would not be applicable for SR

**New charges:** Youth received a new offense

**Supervised Release Escalation:** Supervision level increased as a result of non-compliance identified by SRRC or the court

**Supervised Release Successful:** Supervision status expires or supervision level reduced by SRRC or court

**Transferred:** Not applicable for SR

**Violation:** Technical violation score indicated a need for SD

## Releasing from Supervised Release

Select the appropriate **Release To\*** option based on the Continuum of Supervised Release from Headquarters

Release Reason *	Release To *
Supervised Release Successful ▼	.... ▼

### Release To\* options

Abscond  
End Detention Placement  
Escape  
In-Transit – Commitment  
In-Transit – Detention  
Jail  
Supervised Release – Home Detention  
Supervised Release – Home Detention – EM  
Supervised Release – ERC  
Supervised Release – Intensive HD  
Supervised Release – Intensive HD – EM

**NOTE:** Any placement selected other than End Detention Placement will create a NEW PLACEMENT on the face sheet  
If closing the Supervised Release placement with no other placement, select End Detention Placement

## Releasing from Supervised Release

2<sup>nd</sup> click on the  
“Release Youth(s)”  
button



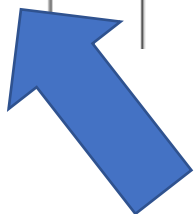
### Youth Release

SW Florida Regional Juvenile Detention Center

Release Youth(s)

☐ Select All

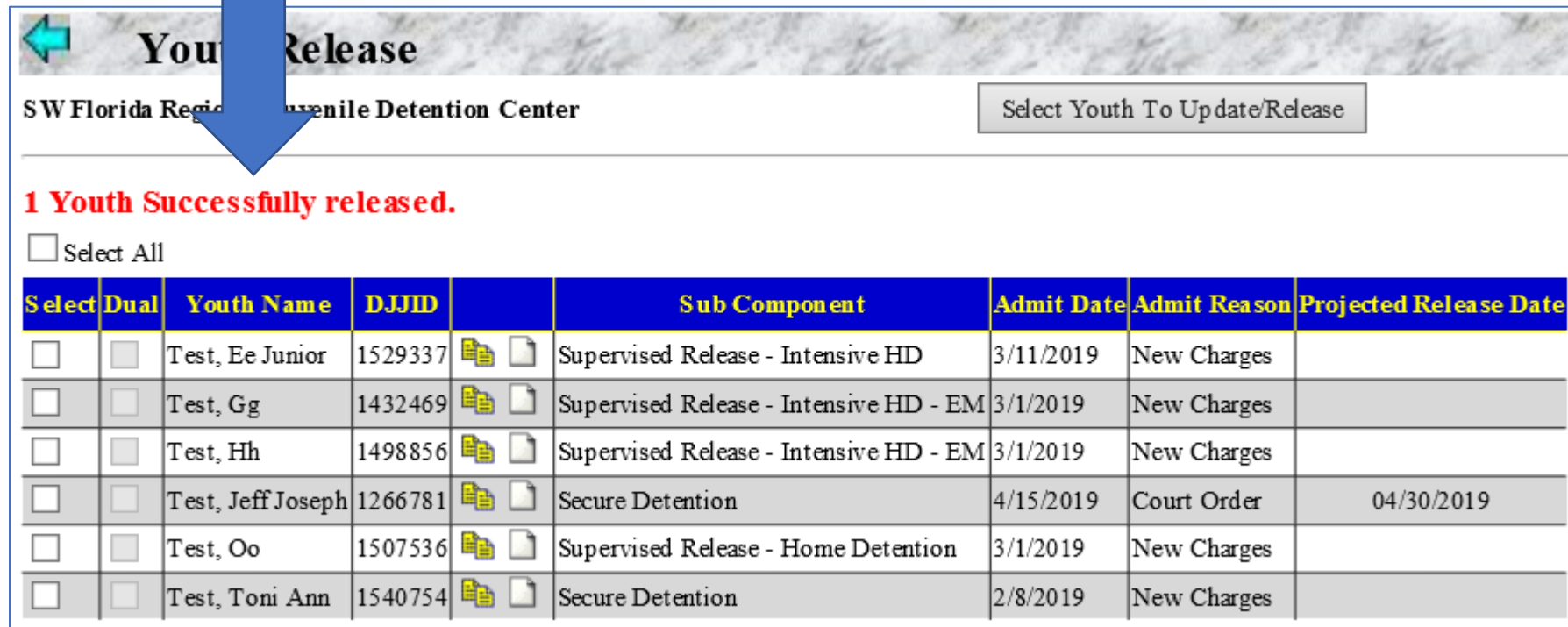
Select		Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release To *
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<input checked="" type="checkbox"/>	Test, Cool	1402400	Supervised Release - Intensive HD - EM	5/1/2019	Court Order	05/21/2019	05/21/2019	08:00 AM	Supervised Release Successful	End Detention Placement



1<sup>st</sup> Select the  
youth being released or modified  
by clicking the box next to the name

## Releasing from Supervised Release

After selecting the “Release Youth(s)” button the system will bring the user back to the Youth Release screen with a Youth Successfully released message









SW Florida Regional Juvenile Detention Center

Select Youth To Update/Release

**1 Youth Successfully released.**

☐ Select All

Select	Dual	Youth Name	DJJID		Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>	Test, Ee Junior	1529337		Supervised Release - Intensive HD	3/11/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Gg	1432469		Supervised Release - Intensive HD - EM	3/1/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Hh	1498856		Supervised Release - Intensive HD - EM	3/1/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Jeff Joseph	1266781		Secure Detention	4/15/2019	Court Order	04/30/2019
<input type="checkbox"/>	<input type="checkbox"/>	Test, Oo	1507536		Supervised Release - Home Detention	3/1/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Toni Ann	1540754		Secure Detention	2/8/2019	New Charges	



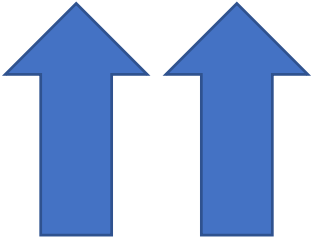
Youth Release

SW Florida Regional Juvenile Detention Center

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 *
<input type="checkbox"/>	<a href="#">Update</a>	<input checked="" type="checkbox"/>	Test, Cool	1402400	Secure Detention	5/31/2019	New Charges	06/20/2019			----	----



Enter the Date and Time the youth was released from Secure Detention

Yc Releasing from Secure Detention to Supervised Release

SW Florida Regional Juvenile Detention Center

Release Youth(s)

Select the Release Reason

☐ Select All

Select		Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	 Release Reason *	Release To *
<input type="checkbox"/>	<a href="#">Update</a>	<input checked="" type="checkbox"/>	Test, Cool	1402400	Secure Detention	3/3/2019	New Charges	03/24/2019	03/24/2019	05:00 PM	....	....

Secure Detention - Release Reasons\* selections defined

- Commitment placement:** A bed is available and the youth is ready for commitment placement
- Court Order:** Youth were court ordered to be released from a Detention status
- Court Order FTA:** A FTA Order was process through screening
- Death:** Youth died
- Detention Period Expired:** Youth's court ordered detention period expired (**Do not use when releasing to Supervised Release**)
- Escape:** Youth escaped from detention custody
- Hospitalized:** Youth in Secure Detention and been admitted to the hospital or spending three or more days at a mental health facility
- New charges:** Youth received a new offense
- Transferred Out – Stop Hold:** Youth was transported to another facility but will have to be held over at a temporary location
- Transferred:** Youth in Secure Detention and they are being transferred to another detention facility, detention status or Supervised Release
- Violation:** Not applicable for SD

When releasing a youth from Secure Detention to a Supervised Release status, the Release Reason should be "Transferred"

## Releasing from **Secure Detention to Supervised Release**

Select the appropriate **Release To\*** option based on the Court order




Release Reason *	Release To *
Transferred ▼	Supervised Release – Home Detention ▼

### Release To\* options

Abscond  
End Detention Placement  
Escape  
In-Transit – Commitment  
In-Transit – Detention  
Jail  
Supervised Release – Home Detention  
Supervised Release – Home Detention – EM  
Supervised Release – ERC  
Supervised Release – Intensive HD  
Supervised Release – Intensive HD – EM

## Releasing from Secure Detention to Supervised Release

 **Youth Release**

SW Florida Regional Juvenile Detention Center

Release Youth(s)

[Supervisory Case Reviews Due](#)

Record Count: 1

☐ Select All

Reason *	Release To *	Release Notes	Custody Transferred To	Relationship	Identification Type 1	Identification 1	Identification Type 2	Identification 2	Last Modified By	Last Modified Date Time	Placement History
▼	Supervised Release – Home Detention ▼			▼	..... ▼		..... ▼		Jenkins, Thomas	6/19/2019 10:23:26 AM	History ▼

Complete the Release Information to whom the youth was released to



## Releasing from Secure Detention to Supervised Release

2<sup>nd</sup> click on the  
“Release Youth(s)”  
button



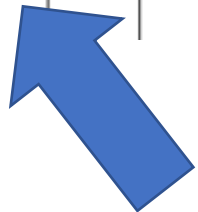
### Youth Release

SW Florida Regional Juvenile Detention Center

Release Youth(s)

☐ Select All

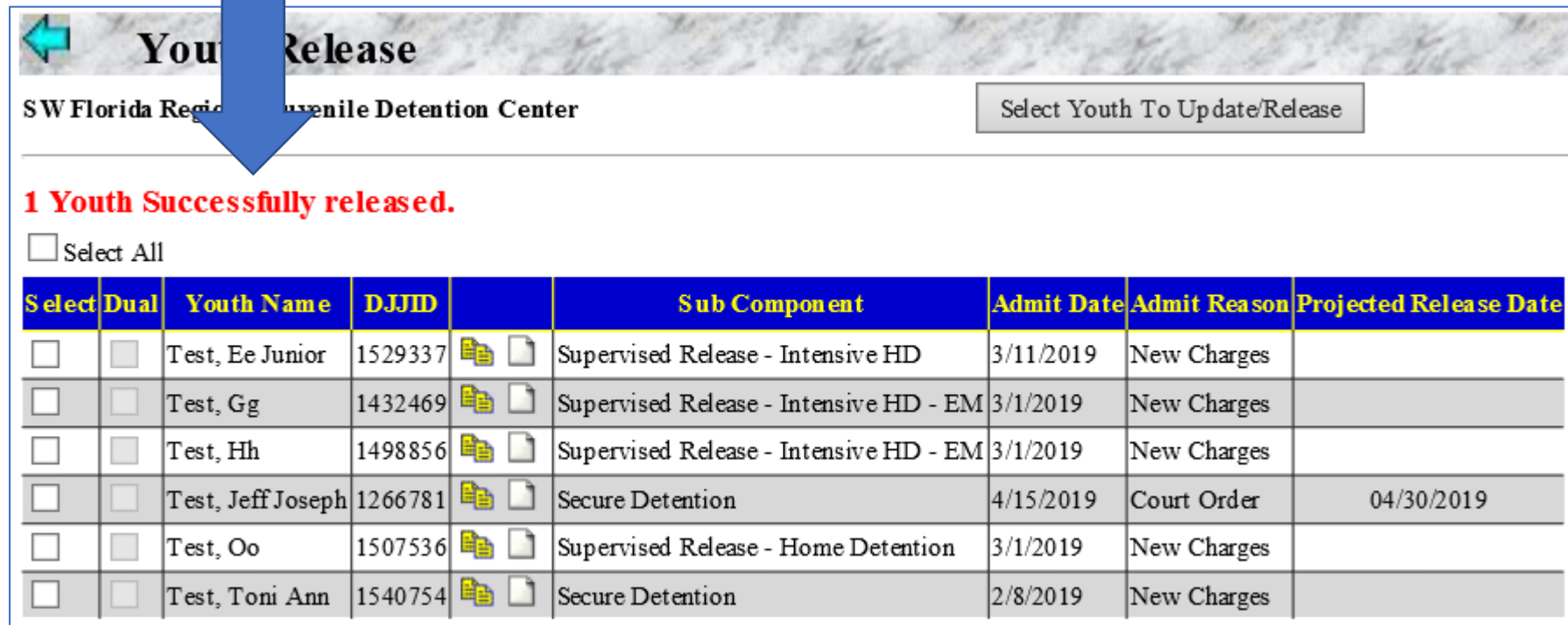
Select		Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release To *
<input checked="" type="checkbox"/>	<a href="#">Update</a>	<input checked="" type="checkbox"/>	Test, Cool	1402400	Secure Detention	5/31/2019	New Charges	06/20/2019	06/20/2019	08:00 AM	Transferred	Supervised Release – Home Detention



1<sup>st</sup> Select the  
youth being released or modified  
by clicking the box next to the name

## Releasing from Secure Detention to Supervised Release

After selecting the “Release Youth(s)” button the system will bring the user back to the Youth Release screen with a Youth Successfully released message















SW Florida Regional Juvenile Detention Center

Select Youth To Update/Release

**1 Youth Successfully released.**

☐ Select All

Select	Dual	Youth Name	DJJID		Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>	Test, Ee Junior	1529337	 	Supervised Release - Intensive HD	3/11/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Gg	1432469	 	Supervised Release - Intensive HD - EM	3/1/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Hh	1498856	 	Supervised Release - Intensive HD - EM	3/1/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Jeff Joseph	1266781	 	Secure Detention	4/15/2019	Court Order	04/30/2019
<input type="checkbox"/>	<input type="checkbox"/>	Test, Oo	1507536	 	Supervised Release - Home Detention	3/1/2019	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>	Test, Toni Ann	1540754	 	Secure Detention	2/8/2019	New Charges	

If you have any questions, please contact your local DIO

<http://www.djj.state.fl.us/partners/data-integrity-jjis>