

YOUTH NOTES

DETENTION REVIEW

November 2020

RULES

- IT IS IMPORTANT TO KEEP HISTORY
- EDIT PERMISSIONS ALLOWS ANY USER TO EDIT ANY NOTE
 - A USER MAY EDIT A NOTE TO MAKE A CORRECTION **TO THEIR OWN** YOUTH NOTE.
 - IF ADDITIONAL INFORMATION IS NEEDED, ENTER A NEW NOTE.
- DO NOT DELETE CONTENTS OF YOUTH NOTES; DO NOT ERASE/OVERWRITE EXISTING NARRATIVE.
- **WARNING: A USER SHOULD NOT EDIT A YOUTH NOTE ENTERED BY ANOTHER STAFF.**

On the Youth Notes screen, any notes previously entered on the record will show with the options:

Select - to view the note

or

Edit - to update or add to an existing note

To view the full note, without making any changes, click select next to the note and it will appear at the bottom of the screen to view

To Edit, click edit, make any changes or updates and then click save

Department of Juvenile Justice

Active Youth: 1484691 : Test, Nakia

Face Sheet Case Notebook

Active Program:

Select a CaseLoad

Select a Program

Not Released from the Program

Registration Process Incomplete

Youth Listing: Refresh Youth Search

Maintenance

Youth Notes

Youth Name: Test, Nakia
DJJID: 1484691

Youth Notes

New Report

REFERRAL ID	NOTE CATEGORY	NOTE TYPE	NOTES DESC	CREATED BY/ DATE CREATED
Select Edit 0	Youth Notes	Critical/Special Alert"--Parent	Youth has a son DOB 05/01/2016. Nakia Manning D...	Train Staff 10/31/2017 3:04 PM
Select Edit 0	Youth Notes	Critical/Special Alert"--Prolific Juvenile Offender - Waived by Court	Test to see if this works	Nakia Manning 2/7/2018 12:15 PM
Select Edit 0	Youth Notes	Critical/Special Alert"--Prolific Juvenile Offender	This is a test to see	Nakia Manning 2/7/2018 12:17 PM

DETENTION NOTES

- DETENTION NOTES (REVIEW) WILL APPEAR ON THE DETENTION REVIEW AND DAILY STATISTICAL REPORT AS LONG AS THE REFERRAL MATCHES THE REFERRAL THAT IS ASSOCIATED WITH DETENTION PLACEMENT
 - ***THERE ARE STATEWIDE AS WELL AS CIRCUIT SPECIFIC GUIDELINES FOR ENTERING DETENTION REVIEW YOUTH NOTES ; THOSE GUIDELINES SHOULD BE FOLLOWED HERE.
- DETENTION REVIEW NOTES SHOULD NEVER BE REMOVED.

PHYSICAL LOCATION

<u>REF. ID</u>	<u>PROGRAM NAME</u>	<u>PROGRAM TYPE</u>	<u>BEGIN DATE</u>	<u>ADMIT REASON</u>	<u>ADDRESS</u>	<u>PHONE #</u>
4624723	West Detention Center - North Region - C 2	Detention - Secure Detention	03/10/2020	New Charges	2737 Centerview Drive, Tallahassee, FL 32399-3100	(352) 955-2105

ReferralID*

Note Category*

Projected Date

Projected Time

Note Type*

NOTE CATEGORY:

Detention

NOTE TYPE: Review

4624723

Detention

MM/DD/YYYY

AM PM

HH:MM

Review

Referral Selection

	<u>STATUS</u>	<u>REFERRALID</u>	<u>DESCRIPTION</u>
Select		4651799	UNNATURAL AND LASCIVIOUS ACT
Select		4624723	AGGRAVATED W INTENT TO COMMIT A FELONY
Select		4624723	CRIMINAL ATTEMPT SOLICIT CONSPIRE 2ND DEG FEL

ADDITIONAL NOTE NARRATIVES

- IF THERE IS ADDITIONAL INFORMATION
 - DO NOT EDIT THE EXISTING NARRATIVE
 - ADD A NEW NOTE [USING SAME REFERRAL ID#]
- IF THERE ARE LOTS OF NOTES ASSOCIATED WITH DETENTION REVIEW AND PLACEMENT, CHANGE THE CASE TYPE OF PREVIOUS NOTES:
 - HOLD - USED WHEN THERE HAS BEEN A HOLD PLACED ON A JUVENILE, SO YOUTH IS NOT RELEASED BEFORE THE HOLD IS RESOLVED.
 - MEDICAL/MENTAL HEALTH – NOTES ABOUT MENTAL HEALTH/MEDICAL- DO NOT ADD CONFIDENTIAL INFORMATION HERE.
 - RELEASE - INFORMATION PERTAINING TO THE RELEASE OF THE YOUTH- SUCH AS TRANSPORTS OR ISSUES WITH RELEASE.
 - INCIDENT - INFORMATION ABOUT AN INCIDENT WHICH NEEDS TO BE COMMUNICATED ABOUT YOUTH.
 - OTHER- OTHER DETENTION INFORMATION NOT CAPTURED UNDER OTHER LISTED NOTE TYPES.
- THESE NOTES WILL NOT APPEAR ON FACE SHEET OR DETENTION REPORTS

NARRATIVES

- AT A MINIMUM, YOUR NARRATIVE SHOULD INCLUDE:
 - WHO WILL BE PICKING UP YOUTH ON RELEASE DATE (INCLUDE NAME AND RELATIONSHIP)
 - IF FOSTER CARE, AGENCY NAME, CASEWORKER NAME AND NUMBER
 - BARRIERS TO RELEASE
 - UPCOMING COURT DATES
 - LEGAL STATUS
 - IF COMMITTED - LEVEL AND DATE OF COMMITMENT, ECP STATUS, WAITING LIST STATUS (INCLUDING ANTICIPATED PROGRAM AND ADMIT DATE)

NARRATIVE EXAMPLES

- THE YOUTH IS SET TO DO 21 DAYS IN SECURE DETENTION. THE YOUTH'S RELEASE DATE IS SET FOR 10/10/20. THE YOUTH WILL BE PICKED UP BY EITHER HIS MOTHER OR GRANDMOTHER WHEN HE IS RELEASED. THEY ARE BOTH LISTED ON HIS FACE SHEET. JPO SMITH, 10/1/2020
- JOHNNY'S RELEASE DATE IS 10/11/2020. A COMMITMENT STAFFING IS BEING SCHEDULED FOR SOMETIME NEXT WEEK. THE ATTORNEY THAT REPRESENTS YOUTH IS NOT ABLE TO PARTICIPATE IN THE DAY IT HAS BEEN SCHEDULED. JPO IS WAITING FOR A NEW STAFFING DATE FROM THE COMMITMENT MANAGER. YOUTH'S DISPOSITION HEARING IS ON 10/5/2020. JPO SMITH, 10/1/2020
- LEGAL STATUS: INTAKE - AET UPLOADED ON 1/6/20. THE YOUTH'S MOTHER MAMA MARIA (754) 123-4567 WILL PICK THE YOUTH UP ON DATE OF RELEASE. THE YOUTH HAS COURT ON 12/15/20 FOR A FAST TRACK STATUS HEARING AT 9:00AM BEFORE JUDGE ROSS. DARTH VADER, JPO 10/23/2020
- YOUTH TO BE HELD IN SECURE DETENTION UNTIL THE EXPIRATION OF HIS 21ST DAY OR UPON FURTHER ORDER OF THE COURT. YOUTH IS SCHEDULE FOR ARRAIGNMENT ON 10/5/2020. L. JONES, JPOS 9/29/2020

NARRATIVE EXAMPLES

- STATUS: COMMITMENT:
- DATE COMMITTED: MAX RISK 10/14/20
- NEXT COURT DATE: TBD
- WAIT LIST STATUS: W
- PROG. NAME: CYPRESS CREEK- PROJECTED ADMIT DATE: 1/26/2021
- COMP. EVAL: RECEIVED 11/3/2020
- ECP: APPROVED 11/17/2020
- PERTINENT INFORMATION: NO OHS ISSUES.
- PARENT'S NAME: LAURIE DOE
- CONTACT NUMBER: 954-555-1212
- JANE SMITH, SJPO, 11/23/2020

- STATUS: PROBATION/INTAKE
- NEXT COURT DATE: 11/23/2020 @ 9:00 AM
- JUDGE: SCHULMAN
- LIMITED AET UPLOADED ON 9/29/2020.
- YOUTH IS IN DCF CUSTODY.
- YOUTH'S CHILD ADVOCATE: JOHNNY SHARP
- CA CONTACT INFO: 954-123-1234
- THE YOUTH'S CHILD ADVOCATE WILL BE PICKING HIM UP UPON RELEASE. JANE SMITH, JPO 11/15/2020

DISCLAIMER

JJIS ACCESS AND PERMISSIONS ARE NOT GRANTED BASED ON READING OR REVIEWING THE MATERIALS POSTED ON THIS WEBSITE AND DO NOT SUBSTITUTE FOR TRAINING.

PLEASE REACH OUT TO YOUR LOCAL DIO IF TRAINING AND/OR ACCESS IS NEEDED

FOR ADDITIONAL ASSISTANCE

IF YOU NEED ASSISTANCE WITH JJIS AND/OR YOUTH NOTES, PLEASE CONTACT YOUR LOCAL
DATA INTEGRITY OFFICER (DIO)

[HTTP://WWW.DJJ.STATE.FL.US/PARTNERS/DATA-INTEGRITY-JJIS](http://www.djj.state.fl.us/partners/data-integrity-jjis)