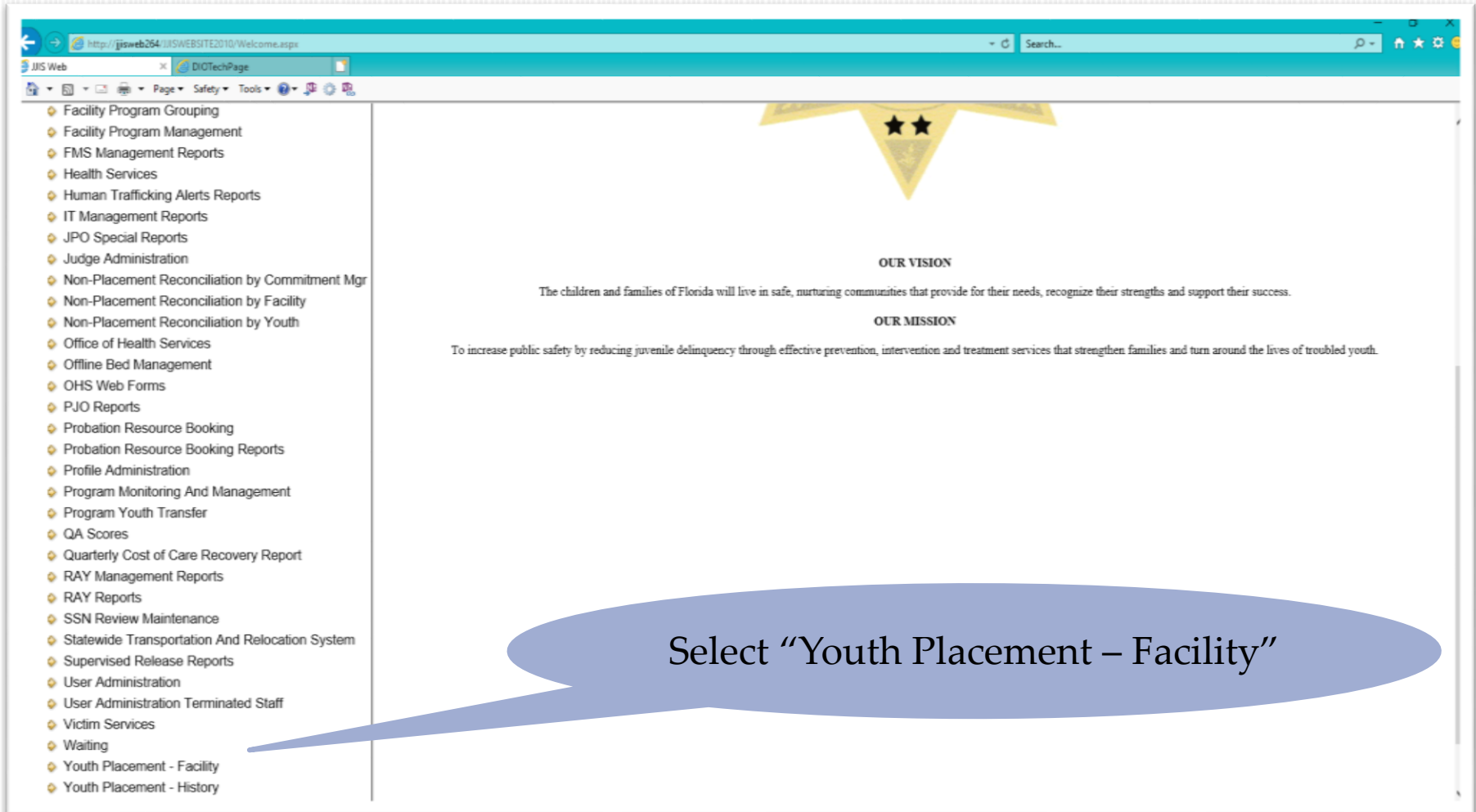


Youth Placement

For Detention Centers

Select JJIS Module



The screenshot shows the JJIS Web application interface. The left sidebar contains a list of modules, with 'Youth Placement - Facility' highlighted. A blue callout bubble points to this item with the text 'Select "Youth Placement - Facility"'. The main content area displays the 'OUR VISION' and 'OUR MISSION' sections.

OUR VISION

The children and families of Florida will live in safe, nurturing communities that provide for their needs, recognize their strengths and support their success.

OUR MISSION

To increase public safety by reducing juvenile delinquency through effective prevention, intervention and treatment services that strengthen families and turn around the lives of troubled youth.

Select Detention Center

The screenshot shows a web application interface for the Department of Juvenile Justice. At the top, there is a header with a logo on the left, the text "Department of Juvenile Justice" in the center, and a navigation bar on the right containing a "Logout" link, a "Face Sheet" dropdown menu, and a "Go" button. Below the header, there is a "Youth Placement - Facility Module" title. A "Please Select a program:" label is followed by a dropdown menu showing "Leon Regional Juvenile Detention Center" and a "Go" button. Below the dropdown menu, the address "Leon Regional Juvenile Detention Center, 2303 Ronellis Drive, Tallahassee, FL 32310-" is displayed. A blue callout bubble points to the "Go" button with the text "2) Click 'Go'". Another blue callout bubble points to the dropdown menu with the text "1) Select program from dropdown. Only programs for which you have permission will be available for selection."

Department of Juvenile Justice

Logout Face Sheet Go

Test Server

<< Back Youth Placement - Facility Module

Please Select a program:

Leon Regional Juvenile Detention Center

Leon Regional Juvenile Detention Center
2303 Ronellis Drive
Tallahassee, FL 32310-

2) Click "Go"

1) Select program from dropdown. Only programs for which you have permission will be available for selection.

Select Youth to Admit

Test Server

<< Back

Youth Placement - Facility Module

← Youth Placement

Leon Regional Juvenile Detention Center

Find Youth Circuit: Second Circuit Record Count: 16

Youth Name	DJJID	Placement History	Place
		History	Place
		History	Place
		History	Place
		History	Place

Youth Names and DJJ IDs

1) Find the youth to place, and click on the word "Place" on the youth's line

Next step shown on slide 6

Select Youth to Admit

Test Server

<< Back

Youth Placement - Facility Module

Youth Placement

Leon Regional Juvenile Detention Center

Find Youth

Circuit: Second Circuit

Record Count: 16

Youth Names
and DJJ IDs

Youth Name	DJJID	Placement History	Place Youths
		History	Place
		History	Place
		History	Place
		History	Place

2) If youth is not listed, click "Find Youth" to open the Youth Search screen.

3) Click "Select" for youth to be admitted.

4) Click on the word "Place" on youth's line.

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

DOB

DJJ ID

Race

First Name

Shar

Sex

DOB

Race

DJJ ID

Race

Youth Found

Record Count

	Youth Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	Home Co
Select	Test, Sharon Denise	532950		11/30/1997	YES	YES	YES	White	Female	Hillsboro
Select	Tester, Shari Lynn	1264575	XXX-XX-3333	09/22/2000	Yes	Yes	No	White	Female	Sumter

Leon Regional Juvenile Detention Center

Record Count: 1

Youth Name	DJJID	Placement History	Place Youths
Test, Sharon Denise	532950	History	Place

Select Admit Component

Youth Placement

Youth Name:
DJJID: Youth Name / DJJ ID

Admit Information: Required In Order To Place

Sub Component: Secure Detention
ReferralID: Supervised Release - Home Detention
Custody Unit: Supervised Release - Home Detention - EM
Admit Reason: * Supervised Release - Intensive HD
Admit Date/Time: * 4/2/20 Supervised Release - Intensive HD - EM
Projected Release Date:
Staff Making Placement: Hutchins

Youth Placement

Youth Name: Test, Sharon Denise
DJJID: 532950

Admit Information: Required In Order To Place

Sub Component: Secure Detention
ReferralID:
Custody Unit: Leon Regional Juvenile Detention Center
Release Reason: Admit Reason: *
Actual Release Date/Time: 4/2/20 Admit Date/Time: * 4/2/2014 09:36 AM
Staff Making Release: Hutchins

Release Information:

Custody Unit: Leon Regional Juvenile Detention Center
Release Reason: Admit Reason: *
Actual Release Date/Time: 4/2/20 Admit Date/Time: * 4/2/2014 09:36 AM
Staff Making Release: Hutchins

Projected Release Date:
Staff Making Placement: Hutchins, Rosellyn

1) Drop down to select the correct Sub Component

2) Click to select Referral

Select Admit Referral

Youth Placement

Youth Name: _____
DJJID: _____

Admit Information: Required In Order To Place

Sub Component:

ReferralID: ...

Custody Unit:

Admit Reason: *

3) Click for list of Referrals

4) Click on Referral to select, color change identifies selected referral

Select Referral

Name: Test, Sharon Denise DJJID: 532950

- ☐ Referral: 3817459 - Intake
Court Order - Detention Order, Court Docket: 44353
CONTEMPT OF COURT - Court Order - Detention Order, Court
- ☐ Referral: 3805388 - Probation
LEWD LASCV MOLESTATION - MOLEST CHILD 12YOA UP
LEWD LASCV MOLESTATION - MOLEST CHILD 12YOA UP
- ☐ Referral: 3777902 - Probation
FRAUD - FILE A FRAUDULENT LIEN, Court Docket: 5678 test
EMBEZZLE - COOP DEVELOPER FAIL PAY ALL REQ FUND

- FRAUD - FILE A FRAUDULENT LIEN, Court Docket: 5678 test
- EMBEZZLE - COOP DEVELOPER FAIL PAY ALL REQ FUNDS ESCROW, Court Docket
- LARC - PETIT THEFT 2ND DEGREE, Court Docket: 4587 test
- ☐ Referral: 3776147 - Intake
Pick-Up Order - Pick-up Order, Court Docket: 99999
- ☐ Referral: 3774712 - Intake
Court Order - Non-Law, Court Docket: 99999
- ☐ Referral: 3772059 - Probation
BURGL - OCCUPIED STRUCTURE UNARMED, Court Docket: 99999
- ☐ Referral: 3767300 - Intake
ROBBERY - HOME INVASION W/O FIREARM OR WEAPON, Court Docket: 99999
- LARC - GRAND THEFT OF TESTAMENTARY INSTRUMENT, Court Docket: 99999

5) Click "OK"

OK

Cancel

Select a referral and click 'OK'.

Enter Admit Information

Youth Placement

Youth Name: Youth Name / DJJ ID
DJJID:

Admit Information: Required In Order To Place

Sub Component: Secure Detention

ReferralID: 3767300

Custody Unit: Leon Regional Juvenile Detention Center

Admit Reason: *

Admit Date/Time: * 4/2/2014 09:36 AM
(MM/DD/YYYY)

Projected Release Date: (MM/DD/YYYY)

Staff Making Placement: Hutchins, Roselllyn

Release Information:

Custody Unit:

Release Reason:

Actual Release Date/Time: 4/2/2014 9:36 AM

Staff Making Release: Hutchins, Roselllyn

Save Cancel

6) Drop down to select the correct Admit Reason

.....
Court Order
Court Order-Committed Awaiting Placement
New Charges
Transfer In
Transfer In- STOP Hold

7) The date and time will pull over

8) Enter Projected Release Date if available

9) Click "Save"

Youth Admission Completed

Test Server

<< Back

Youth Placement - Facility Module



Leon Regional Juvenile Detention Center

Find Youth

Circuit: Second Circuit

Record Count: 16

Youth Name	DJJID	Placement History	Place Youths
Youth Names and DJJ IDs		History	Place
		History	Place
		History	Place
		History	Place

If selecting youth from the list, youth has been removed from list of youth eligible for admission. Repeat as needed.

Youth Information Review

Modules

- Intake Web
- Applications
 - 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

Detention

Close

View By: Circuit

Circuit: Second Circuit

Facility: Leon Regional Juvenile Detention Center

Modules/ Rooms

Property

Youth Information

Detention Review

Detention Population

Detention Reports

DFMS

Detention Youth Information

Back

Number of Youths: 66

YOUTH NAME	FACE SHEET	CRITICAL ALERTS	DJJID	SEX	STATUS	BEGIN DATE	DISCIPLINE
Youth Names	X	X	DJJ IDs	M	Home Detention	04/23/2013	
	X	X		F	Home Detention	05/04/2013	
	X	X		M	Home Detention	03/21/2013	
	X	X		M	Home Detention	03/27/2013	
	X	X		M	Secure Detention	04/24/2013	
	X	X		M	Electronic Monitoring	02/28/2013	
	X			F	Home Detention	04/05/2013	
	X			M	Home Detention	05/05/2013	
	X			M	Home Detention	05/07/2013	
	X						

Status		Race		Module	
Date Admitted		Age		Room #:	
Time Admitted		DOB		Storage Unit(s)	
Projected Release Date		# of Referrals		Days Detained	

Review Youth Information to ensure that the youth was successfully admitted to the correct status.

Detention Admission Wizard

<< Back

Form Package Information	Select Youth	View Forms Directory
	Select Referral	Old Web Forms

Test, Sharon Denise (DJJID: 532950) (Primary ReferralID: 3767300)

NEW Web Forms

- Assessment Center Forms
- Detention Center Forms
 - Admission and Release
 - ☐ Resident Contract on Rules and Regulations
 - ☐ Resident Rights
 - Home/Non-Secure Detention
 - ☐ Detention Release
 - ☐ Home Detention Agreement
 - ☐ Non-Secure Home Detention Admission
 - ☐ Violation of Supervision Affidavit
 - Secure Detention
 - ☐ Detention Release
 - ☐ Detention Suicide Risk Parent/Guardian Notification
 - ☐ Individual Determination Report
 - ☐ Secure Detention Admission
 - ☐ Secure Detention Admission - Human Trafficking
- Health Services Forms
- Probation and Community Corrections Forms
- Residential and Correctional Facilities Forms

Specific Form Information

Record Count: 0

New

For each youth admitted, complete an admission wizard and any required forms.

Update Projected Release Date

The screenshot shows a web browser window displaying the Department of Juvenile Justice (JJIS) application. The browser's address bar shows the URL `http://jwebtrain64:1154/WEBSITE2010/Welcome.aspx`. The page header includes the text "Department of Juvenile Justice" and a navigation bar with links for "Logout" and "Manage Security Questions". A dropdown menu is open, showing a list of modules. A blue callout bubble points to the "Youth Release" option in the list.

Department of Juvenile Justice

Logout | Manage Security Questions

Face Sheet Training Server

Modules

- Intake Web
- Applications
 - Alerts & Alias Maintenance
 - Bed Management Reports
 - Case Notebook
 - Cost of Care - Reductions/Waivers
 - Detention
 - Evidence Based Services
 - Facilities
 - Facility Management System
 - OHS Web Forms
 - Victim Services
 - Youth Placement - Facility
 - Youth Release
- NEW Web Forms

Juvenile Justice Information System (JJIS)

FLORIDA
DEPARTMENT OF JUVENILE JUSTICE
IN GOD WE TRUST

Select "Youth Release"

Select Youth to Update

Department of Juvenile Justice

Logout Face Sheet Go

Test Server

<< Back

Youth Release Module

Please Select a program:

Leon Regional Juvenile Detention Center Go

Leon Regional Juvenile Detention Center
2303 Ronellis Drive
Tallahassee, FL 32310-

1) Select program from dropdown and click "Go" button.

Youth Release

Leon Regional Juvenile Detention Center

Select Youth To Update/Release

☐ Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	4/23/2013	Court Order	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	5/4/2013	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	3/21/2013	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	3/27/2013	Court Order	
<input type="checkbox"/>	<input type="checkbox"/>			Secure Detention	4/24/2013	New Charges	05/15/2013
<input type="checkbox"/>	<input type="checkbox"/>			Electronic Monitoring	2/28/2013	Court Order	

[Supervisory Case Reviews Due](#)

Record Count: 66

2) Select checkbox for each youth to be updated

Youth Names and DJJ IDs

3) Click "Select Youth to Update/Release" Button

Enter Updated Projected Release Date

2) Click on
"Update" link

← **Youth Release** Release Youth(s)

Leon Regional Juvenile Detention Center

☐ Select All

Select		Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *
<input type="checkbox"/>	Update	<input checked="" type="checkbox"/>			Home Detention	3/21/2013	New Charges			
<input type="checkbox"/>	Update	<input checked="" type="checkbox"/>			Secure Detention	4/24/2013	New Charges	05/15/2013		
<input type="checkbox"/>	Update	<input checked="" type="checkbox"/>			Home Detention		New Charges			

1) Enter New or
updated Projected
Release Date

3) Repeat the process for each youth
requiring entry or update of a
projected release date

Detention Release Wizard

<< Back

Form Package Information	Select Youth	View Forms Directory
	Select Referral	Old Web Forms

Test, Sharon Denise (DJJID: 532950) (Primary ReferralID: 3767300)

NEW Web Forms

- Assessment Center Forms
- Detention Center Forms
 - Admission and Release
 - ☐ Resident Contract on Rules and Regulations
 - ☐ Resident Rights
 - Home/Non-Secure Detention
 - ☐ Detention Release
 - ☐ Home Detention Agreement
 - ☐ Non-Secure Home Detention Admission
 - ☐ Violation of Supervision Affidavit
 - Secure Detention
 - ☐ Detention Release
 - ☐ Detention Suicide Risk Parent/Guardian Notification
 - ☐ Individual Determination Report
 - ☐ Secure Detention Admission
 - ☐ Secure Detention Admission - Human Trafficking
- Health Services Forms
- Probation and Community Corrections Forms
- Residential and Correctional Facilities Forms

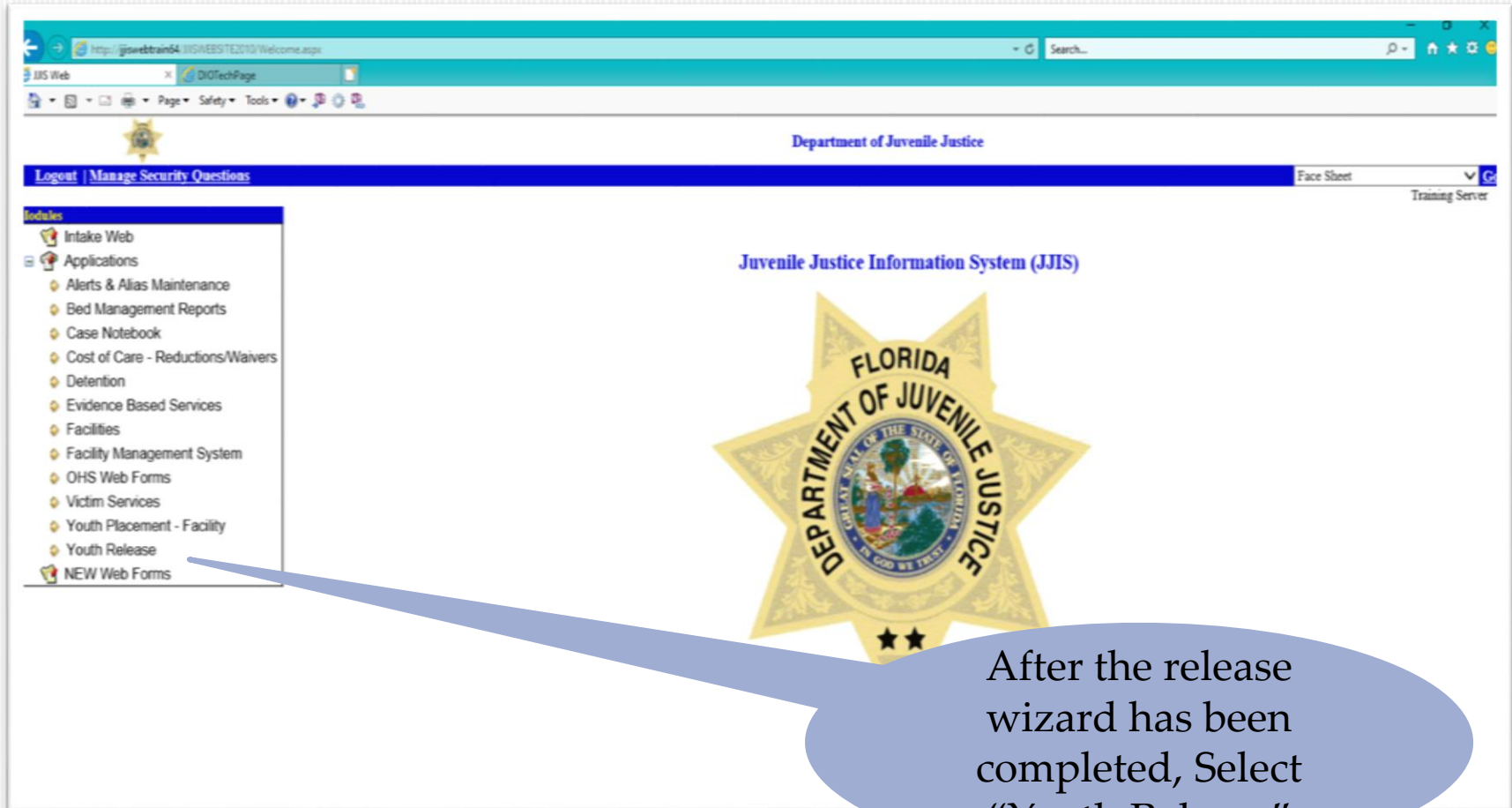
Specific Form Information

Record Count: 0

New

For each youth to be released, complete a release wizard and any required forms.

Youth Release Module



The screenshot displays the web interface of the Juvenile Justice Information System (JJIS). The browser's address bar shows the URL <http://jwebtrain54:JWSWEBSTE2013/Welcome.aspx>. The page header includes the text "Department of Juvenile Justice" and a "Face Sheet" dropdown menu. A navigation sidebar on the left lists various modules under the heading "Modules". The "Youth Release" module is highlighted, and a blue callout bubble points to it with the text: "After the release wizard has been completed, Select 'Youth Release'". The main content area features the "Juvenile Justice Information System (JJIS)" title and a large Florida Department of Juvenile Justice star logo. The sidebar menu includes the following items: Intake Web, Applications, Alerts & Alias Maintenance, Bed Management Reports, Case Notebook, Cost of Care - Reductions/Waivers, Detention, Evidence Based Services, Facilities, Facility Management System, OHS Web Forms, Victim Services, Youth Placement - Facility, Youth Release, and NEW Web Forms.

Department of Juvenile Justice

Logout | Manage Security Questions

Face Sheet

Training Server

Modules


- Intake Web
- Applications
 - Alerts & Alias Maintenance
 - Bed Management Reports
 - Case Notebook
 - Cost of Care - Reductions/Waivers
 - Detention
 - Evidence Based Services
 - Facilities
 - Facility Management System
 - OHS Web Forms
 - Victim Services
 - Youth Placement - Facility
 - Youth Release
- NEW Web Forms

Juvenile Justice Information System (JJIS)

FLORIDA
DEPARTMENT OF JUVENILE JUSTICE
GREAT SEAL OF THE STATE OF FLORIDA
IN GOD WE TRUST

After the release wizard has been completed, Select "Youth Release"

Select Youth to Release

 Department of Juvenile Justice

Logout Face Sheet Test Server

<< Back

Youth Release Module

Please Select a program:

Leon Regional Juvenile Detention Center

Leon Regional Juvenile Detention Center
2303 Ronellis Drive
Tallahassee, FL 32310-

1) Select program from dropdown and click "Go" button.

2) Select checkbox for each youth to be released – best practice is to release youth one at a time.

3) Click "Select Youth to Update/Release" Button

Enter Release Information

3) Click on “Release Youth(s)” button




Select	Dual	Youth	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release To	Ship	Identificati
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	408655	Secure Detention	4/17/2020	Court Order-Committed Awaiting Placement	12/31/2020			<div> <div>-----</div> <div>Commitment Placement</div> <div>Court Order</div> <div>Court Order - FTA</div> <div>Death</div> <div>Detention Period Expired</div> <div>Escape</div> <div>Hospitalized</div> <div>New Charges - Assessment Center/Detention</div> <div>Transfer Out- STOP Hold</div> <div>Transferred</div> <div>Violation - Assessment Center/Detention</div> </div>	<div> <div>Release To *</div> <div>-----</div> <div>Abscond</div> <div>End Detention Placement</div> <div>Escape</div> <div>In-Transit - Commitment</div> <div>In-Transit - Detention</div> <div>Jail</div> <div>Supervised Release – Home Detention</div> <div>Supervised Release – Home Detention – EM</div> <div>Supervised Release – Intensive HD</div> <div>Supervised Release – Intensive HD – EM</div> </div>		

1) Check the “Select” box again to activate youth to be released

2) Complete the following:
Actual Release Date, Release time,
Release reason (drop down), Release to
(drop down)

Release Successful

 **Youth Release**

Leon Regional Juvenile Detention Center Select Youth To Update/Release

Youth Successfully released. [Supervisory Case Reviews Due](#) Record Count: 65

☐ Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>	Youth Names and DJJ IDs		Home Detention	4/23/2013	Court Order	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention	5/4/2013	New Charges	
<input type="checkbox"/>	<input type="checkbox"/>			Home Detention		New Charges	

Message indicating
youth release was
successful

Youth Information Review

Modules

- Intake Web
- Applications
 - 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

Detention

Close

View By: Circuit

Circuit: Second Circuit

Facility: Leon Regional Juvenile Detention Center

Modules/ Rooms

Property

Youth Information

Detention Review

Detention Population

Detention Reports

DFMS

Detention Youth Information

Back

Number of Youths: 65

YOUTH NAME	FACE SHEET	CRITICAL ALERTS	DJJD	SEX	STATUS	BEGIN DATE	DISCIPLINE
Youth Names	X	X	DJJ IDs	M	Home Detention	04/23/2013	
	X	X		F	Home Detention	05/04/2013	
	X	X		M	Home Detention	03/21/2013	
	X	X		M	Home Detention	03/27/2013	
	X	X		M	Secure Detention	04/24/2013	
	X	X		M	Electronic Monitoring	02/28/2013	
	X			F	Home Detention	04/05/2013	
	X			M	Home Detention	05/05/2013	
	X			M	Home Detention	05/07/2013	
	X						

Status		Race		Module	
Date Admitted		Age		Room #:	
Time Admitted		DOB		Storage Unit(s)	
Projected Release Date		# of Referrals		Days Detained	

Review Youth Information or the youth's face sheet to ensure that the youth was successfully released

If you have any questions,
contact your local DIO

