

Placing and Releasing Youth for JDAP (Juvenile Diversion Alternative Program)

July 2016

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Placing Youth into JDAP

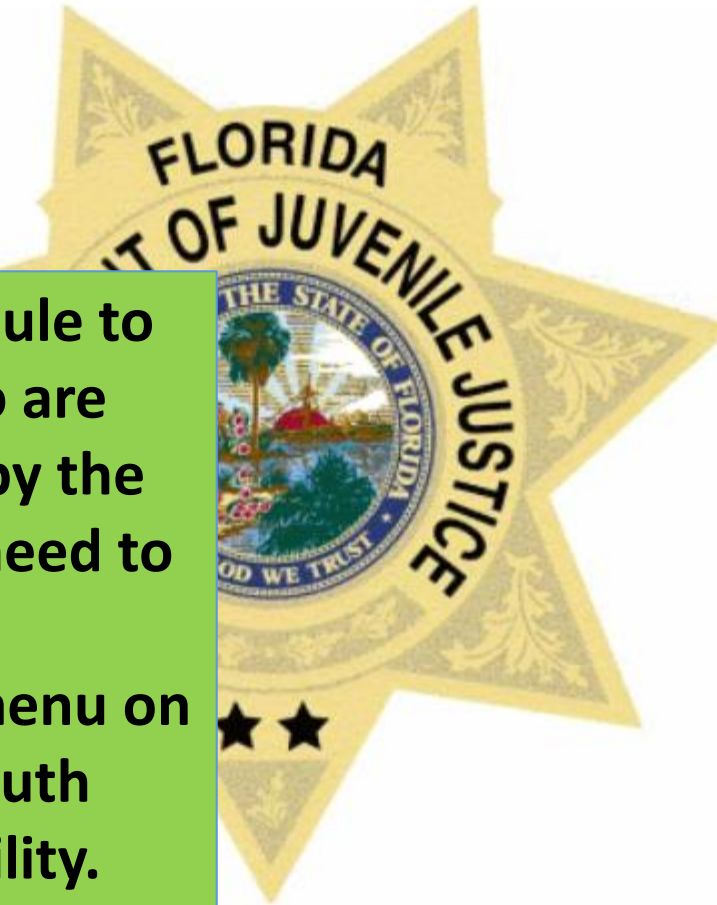


Modules

- Intake Web
- Applications
 - Archive FaceSheet
 - Bed Management Reports
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 - Conference Summary - Probation
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 - Youth Placement - Facility**
 - Youth Placement - Probation
 - Youth Release
 - Youth Requirements
- NEW Web Forms

Juvenile Justice Information System (JJIS)

To access the module to Place youth who are referred to JDAP by the JPO, you will first need to log into JJIS. From the module menu on the left, click Youth Placement - Facility.



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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.


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Youth Placement - Facility Module

Please Select a program:

JDAP - 20 Circuit - B A Y S

JDAP - 20 Circuit - B A Y S
2830 Winkler Avenue, Suite 103b
Ft Myers, FL 33916-



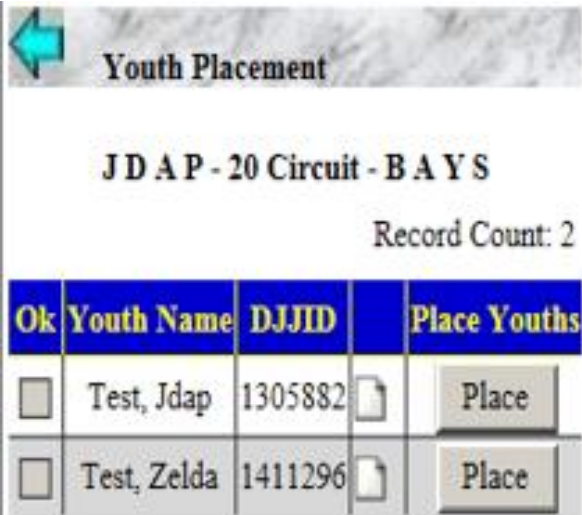
In the Youth Placement – Facility Module, click on the drop down arrow to select the facility (JDAP program area) name and click the “Go” button.



Facilities available are permissions based. If the facility is not assigned to the account, it will not show up in the drop down list.



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Youth Placement - Facility Module



Ok	Youth Name	DJJID	Place Youths
<input type="checkbox"/>	Test, Jdap	1305882	 Place
<input type="checkbox"/>	Test, Zelda	1411296	 Place

After you select your JDAP program area, you will see a list of the youth that are awaiting placement into the program. A youth will appear on this list after the JPO disposed the charge(s) to JDAP, which generates JDAP pending placement. The JPO must dispose the charge(s) to JDAP or the youth will not appear on the list.

To review the youth's facesheet, click on the white paper icon next to the youth's DJJID #.

Note:

If you do not see a youth here you are looking for, please email the assigned JPO. You can find the assigned JPO listed at the bottom of the facesheet with their contact information. To search for the youth's facesheet, click on the "Go" button at the top right of the screen. For help searching for a facesheet, please review the following link:

<http://www.djj.state.fl.us/docs/jjis-instructional-powerpoints---dios/face-sheets-in-global.pdf?sfvrsn=2>



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Youth Placement - Facility Module



J D A P - 20 Circuit - B A Y S

Record Count: 2

Ok	Youth Name	DJJID		Place Youths
<input type="checkbox"/>	Test, Jdap	1305882		<input type="button" value="Place"/>
<input type="checkbox"/>	Test, Zelda	1411296		<input type="button" value="Place"/>



Once you have reviewed the facesheet to ensure that you are selecting the appropriate youth, click on the Place button next to the youth that you would like to place into the JDAP program area you are working with.

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Youth Placement - Facility Module

Youth Placement

Youth Name: Test, Zelda

DJJID: 1411296

Admit Information: Required In Order To Place

Custody Unit:

Admit Reason: *

Admit Date/Time: *

(MM/DD/YYYY)

Projected Release Date: *

(MM/DD/YYYY)

Staff Making Placement:



Release Information:

Custody Unit:

Release Reason:

Actual Release Date/Time:

Staff Making Release:

After you click on the Place button, you will now need to enter the admit date and time the youth is being placed into JDAP.

The Admit Date and Time field will default to the current date and time. You should change this to reflect the actual date and time the youth was admitted into the program. You can enter a previous date and time, but you cannot enter a future date and time.

Youth Placement

Youth Name: Test, Zelda

DJJID: 1411296

Admit Information: Required In Order To Place

Custody Unit:	JD A P - 20 Circuit - B A Y S	
Admit Reason: *	Non-Judicial ▼	
Admit Date/Time: * (MM/DD/YYYY)	6/13/2016	10:08 AM
Projected Release Date: * (MM/DD/YYYY)	09/14/2016	
Staff Making Placement:	Jenkins, Thomas	

Next, enter in the Projected Release Date. The Projected Release Date is the anticipated date the youth will be released from the program. Initially this should be the maximum length of stay, but can and should be updated as that changes.

Release Information:

Custody Unit: ▼
Release Reason:	
Actual Release Date/Time:	6/13/2016 10:08 AM
Staff Making Release:	Jenkins, Thomas

Save

After the Admit Date/Time and Projected Release Date have been entered, click on the Save button and the youth will be placed into the JDAP program area selected.

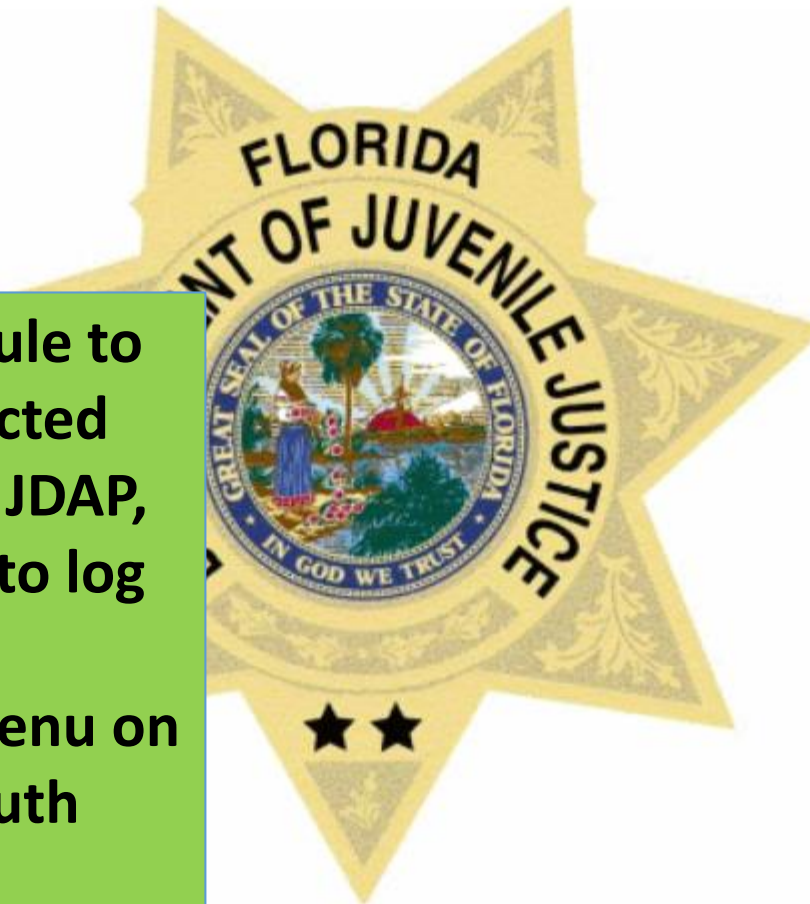
Updating the Projected Release Date



Modules

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 - Youth Requirements
- NEW Web Forms

Juvenile Justice Information System (JJIS)



To access the module to Update the Projected Release Date from JDAP, you will first need to log into JJIS. From the module menu on the left, click Youth Release.

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Please Select a program:

JDAP - 20 Circuit - B A Y S



Go

JDAP - 20 Circuit - B A Y S
2830 Winkler Avenue, Suite 103b
Ft Myers, FL 33916-



Youth Release Module

In the Youth Release Module, click on the drop down arrow to select the facility (JDAP program area) name and click the “Go” button.

Facilities available are permissions based. If the facility is not assigned to the account, it will not show up in the drop down list.



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Youth Release

J D A P - 20 Circuit - B A Y S

☐ Select All

Select	Dual	Youth Name	DJJID			son	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>					Intensive	02/08/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive	04/18/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	10/5/2015 Non-Judicial 03/01/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	2/4/2016 Non-Judicial 06/02/2016
<input type="checkbox"/>	<input type="checkbox"/>	Test, Zelda	1411296			Intensive Delinquency Diversion Services	6/13/2016 Non-Judicial 09/13/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	11/9/2015 Non-Judicial 03/07/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	2/3/2016 Non-Judicial 06/01/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	12/23/2015 Non-Judicial 04/20/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	12/16/2015 Non-Judicial 04/13/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	11/10/2015 Non-Judicial 03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	11/10/2015 Non-Judicial 03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	12/17/2015 Non-Judicial 04/14/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	1/29/2016 Non-Judicial 05/27/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	11/2/2015 Non-Judicial 02/29/2016

In Youth Release Module, you can also access the Case Notebook and Facesheet by clicking on the icons next to the youth's DJJID #.

Youth Release Module

Release

[Supervisory Case Reviews Due](#)

Record Count: 14

Select the youth that you are going to update the Projected Release for, by checking the box next to their name.

Then, click on the Select Youth To Update/Release button.

Youth Release Module

Department of Juvenile Justice

Logout | Manage Security Questions

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Youth Release

J D A P - 20 Circuit - B A Y S

Select Youth To Update/Release

[Supervisory Case Reviews Due](#)

Record Count: 14

☐ Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/16/2015	Non-Judicial	02/08/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	12/21/2015	Non-Judicial	04/18/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	10/5/2015	Non-Judicial	03/01/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	2/4/2016	Non-Judicial	06/02/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test, Zelda	1411296	Intensive Delinquency Diversion Services	6/13/2016	Non-Judicial	09/13/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/9/2015	Non-Judicial	03/07/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	2/3/2016	Non-Judicial	06/01/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	12/23/2015	Non-Judicial	04/20/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	12/16/2015	Non-Judicial	04/13/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/10/2015	Non-Judicial	03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/10/2015	Non-Judicial	03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	12/17/2015	Non-Judicial	04/14/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	1/29/2016	Non-Judicial	05/27/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/2/2015	Non-Judicial	02/29/2016

1st Enter the new Projected Release Date. Do not enter slashes, only numbers. You must use the format “mmddyyyy” or the date will not enter correctly. For dates entered incorrectly, the system will display two red asterisks and the system will not update the projected release date even if the update link is clicked.

2nd Check the box.



Select All

	Dual	Youth Name	DJJID		Sub Component	Admit Date	Admit Reason	Projected Release Date	Actual Release *	Release Time *	Release Reason *	Release To *	Release Notes	Custody Transferred To	Relat
<div><input checked="" type="checkbox"/></div> <div>Update</div>	<input type="checkbox"/>	Test, Zelda	1411296		Intensive Delinquency Diversion Services	6/13/2016	Non-Judicial	10/13/2016					

3rd When all the information is entered correctly, click on the blue “Update” link. This will change the date. The screen will not change, but you will see the new date in the projected release date field.



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Youth Release Module



Youth Release

J D A P - 20 Circuit - B A Y S

Select Youth To Update/Release

[Supervisory Case Reviews Due](#)

Record Count: 14

☐ Select All

Select	Dual	Youth Name	DJJID		Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	11/16/2015	Non-Judicial	02/08/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	12/21/2015	Non-Judicial	04/18/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	10/5/2015	Non-Judicial	03/01/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	2/4/2016	Non-Judicial	06/02/2016
<input type="checkbox"/>	<input type="checkbox"/>	Test, Zelda	1411296		Intensive Delinquency Diversion Services	6/13/2016	Non-Judicial	10/13/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	11/9/2015	Non-Judicial	03/07/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	2/3/2016	Non-Judicial	06/01/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	12/23/2015	Non-Judicial	04/20/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	12/16/2015	Non-Judicial	04/13/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	11/10/2015	Non-Judicial	03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	11/10/2015	Non-Judicial	03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	12/17/2015	Non-Judicial	04/14/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	1/29/2016	Non-Judicial	05/27/2016
<input type="checkbox"/>	<input type="checkbox"/>				Intensive Delinquency Diversion Services	11/2/2015	Non-Judicial	02/29/2016



The Projected Release Date has now been updated.

Releasing Youth from JDAP



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JDAP - 20 Circuit - B A Y S



Go

JDAP - 20 Circuit - B A Y S
2830 Winkler Avenue, Suite 103b
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Youth Release

J D A P - 20 Circuit - B A Y S

☐ Select All

Select	Dual	Youth Name	DJJID			son	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>					Intensive	02/08/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive	04/18/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	10/5/2015 Non-Judicial 03/01/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	2/4/2016 Non-Judicial 06/02/2016
<input type="checkbox"/>	<input type="checkbox"/>	Test, Zelda	1411296			Intensive Delinquency Diversion Services	6/13/2016 Non-Judicial 09/13/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	11/9/2015 Non-Judicial 03/07/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	2/3/2016 Non-Judicial 06/01/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	12/23/2015 Non-Judicial 04/20/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	12/16/2015 Non-Judicial 04/13/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	11/10/2015 Non-Judicial 03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	11/10/2015 Non-Judicial 03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	12/17/2015 Non-Judicial 04/14/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	1/29/2016 Non-Judicial 05/27/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	11/2/2015 Non-Judicial 02/29/2016
<input type="checkbox"/>	<input type="checkbox"/>					Intensive Delinquency Diversion Services	

In Youth Release Module, you can also access the Case Notebook and Facesheet by clicking on the icons next to the youth's DJJID #.

Youth Release Module

Release

[Supervisory Case Reviews Due](#)

Record Count: 14

Select the youth that you are going to release, by checking the box next to their name.

Then, click on the Select Youth To Update/Release button.

Youth Release Module

Department of Juvenile Justice

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Youth Release

J D A P - 20 Circuit - B A Y S

Select Youth To Update/Release

[Supervisory Case Reviews Due](#)


Record Count: 14

☐ Select All

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/16/2015	Non-Judicial	02/08/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	12/21/2015	Non-Judicial	04/18/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	10/5/2015	Non-Judicial	03/01/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	2/4/2016	Non-Judicial	06/02/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test, Zelda	1411296	Intensive Delinquency Diversion Services	6/13/2016	Non-Judicial	09/13/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/9/2015	Non-Judicial	03/07/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	2/3/2016	Non-Judicial	06/01/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	12/23/2015	Non-Judicial	04/20/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	12/16/2015	Non-Judicial	04/13/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/10/2015	Non-Judicial	03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/10/2015	Non-Judicial	03/08/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	12/17/2015	Non-Judicial	04/14/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	1/29/2016	Non-Judicial	05/27/2016
<input type="checkbox"/>	<input type="checkbox"/>			Intensive Delinquency Diversion Services	11/2/2015	Non-Judicial	02/29/2016

Enter the youth's actual release date (the date the youth physically left the program).
You must use the format "mmddyyyy" or the date will not enter correctly. Do not enter slashes, only numbers.
For dates entered incorrectly, the system will display two red asterisks.

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 **Youth Release**

J D A P - 20 Circuit - B A Y S 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 *	Release Notes	Custody Transferred To	Relat
<input type="checkbox"/>	Update	<input type="checkbox"/>	Test, Zelda	1411296	Intensive Delinquency Diversion Services	6/13/2016	Non-Judicial	09/13/2016				

<

Enter the actual release time (the time the youth physically left the program).

Select the correct Release Reason from the drop down selection.



Youth Release

J D A P - 20 Circuit - B A Y S

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"/>	Update	<input type="checkbox"/>	Test, Zelda	1411296		Intensive Delinquency Diversion Services	6/13/2016	Non-Judicial	09/13/2016	06/13/2016	09:00 AM	<div>..... Family refused services - Referred to State Attorney Improper Referral - Referred To State Attorney New Charges - Referred to State Attorney Non-compliance - Referred to State Attorney Program Completion Unable to Locate - Referred to State Attorney</div>	<div>.....</div>

Check the box of the youth you are going to release from JDAP.

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Youth Release Module



Youth Release

J D A P - 20 Circuit - B A Y S

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"/>	Update	<input type="checkbox"/>	Test, Zelda	1411296		Intensive Delinquency Diversion Services	6/13/2016	Non-Judicial	09/13/2016	06/13/2016	09:00 AM	Program Completion	IDDS Services Ended

Select
IDDS Services Ended
from the
Release To
drop down.

Lastly, click on the
Release Youth(s)
button.

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Youth Release Module



Youth Release

J D A P - 20 Circuit - B A Y S

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"/>	Update	<input type="checkbox"/>	Test, Zelda	1411296		Intensive Delinquency Diversion Services	6/13/2016	Non-Judicial	09/13/2016	06/13/2016	09:00 AM	Program Completion ▼	IDDS Services Ended ▼

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Youth Release Module



Youth Release

J D A P - 20 Circuit - B A Y S

Select Youth To Update/Release

Youth Successfully released.

☐ Select All

[Supervisory Case Reviews Due](#)

Record Count: 13



After Releasing the youth, you will see a message in
red saying
“Youth Successfully Released”
and he/she will no longer be on the census.

If you have any questions please contact your Local DIO.

Thank You!

www.djj.state.fl.us/partners/data-integrity-jjis