

Youth Placement

For Residential Providers



Select JJIS Module

JJIS Web - Microsoft Internet Explorer provided by Department of Juvenile Justice

http://jjisweb2/DJJISWeb/Welcome.aspx

Favorite JJIS Web

- Facility Program Grouping
- Facility Program Management
- FMS Management Reports
- Health Services
- Human Trafficking Alerts Reports
- IT Management Reports
- JPO Special Reports
- Non-Placement Reconciliation by Commitment Mgr
- Non-Placement Reconciliation by Facility
- Non-Placement Reconciliation by Youth
- Office of Health Services
- Offline Bed Management
- Probation Resource Booking
- Probation Resource Booking Reports
- Profile Administration
- Program Youth Transfer
- QA Scores
- Quarterly Cost of Care Recovery Report
- RPACT Reports
- Special Alerts & Alias Maintenance
- User Administration
- Victim Services
- Waiting
- Youth Placement - Facility
- Youth Placement - History
- Youth Placement - Probation
- Youth Release
- Youth Requirements
- NEW Web Forms

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 "Youth Placement – Facility"

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Select Program

Department of Juvenile Justice

Logout

Face Sheet Go

<< Back

Youth Placement - Facility Module

Please Select a program:

Avon Park Youth Academy

Avon Park Youth Academy
242 South Blvd.
Avon Park, FL 33825-

Go

2) Click "Go"

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

Done

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Select Youth to Admit




<< Back

Youth Placement - Facility Module

← Youth Placement

Avon Park Youth Academy - Moderate Risk Residential

Record Count: 3

Ok	Packet Ready	Youth Name	DJJID	ReferralID	Reserved	Reason For Not Placing	Status	Placement History	Place Youth
<input type="checkbox"/>	<input type="checkbox"/>			3806103	<input type="checkbox"/>			History	Place
<input type="checkbox"/>	<input checked="" type="checkbox"/>			3769970	<input type="checkbox"/>			History	Place
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			3803561	<input type="checkbox"/>			History	Place

Youth Names
and DJJ IDs

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

Enter Admit Information

Youth Placement

Youth Name:
DJJID:
Referral ID:

Admit Information: Required In Order To Place

Custody Unit:

Admit Reason: *

Admit Date/Time: *

Projected Release Date: *

Staff Making Placement:

Release Information:

Custody Unit:

Release Reason:

Actual Release Date/Time:

Staff Making Release:

1) Drop down to select the correct Admit Reason

2) The date and time will pull over

3) NOTE: You must put in a Projected Release Date



4) Click "Save"

Youth Admitted

← Youth Placement

Avon Park Youth Academy - Moderate Risk Residential

Record Count: 2

Ok	Packet Ready	Youth Name	DJJID	ReferralID	Reserved	Reason For Not Placing Status	Placement History	Place Youths
<input type="checkbox"/>	<input type="checkbox"/>			 3806103	<input type="checkbox"/>		<input type="button" value="History"/>	<input type="button" value="Place"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>			 3769970	<input type="checkbox"/>		<input type="button" value="History"/>	<input type="button" value="Place"/>

Youth Names
and DJJ IDs

Youth has been removed from list
of youth eligible for admission.
Repeat as needed.

Face Sheet/Census Review

- Review your program census or the youth's face sheet to ensure that the youth was successfully admitted to the program.

Update Projected Release Date

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http://jjiswebtrain/DJJISWeb/Welcome.aspx

Logout

Face Sheet

Modules

- Intake Web
- Applications
 - Bed Management Reports
 - Case Notebook
 - Facilities
 - Health Services
 - RPACT Reports
 - Special Alerts & Alias Maintenance
 - Victim Services
 - Youth Placement - Family
 - Youth Release**
- NEW Web Forms

Select "Youth Release"

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

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OUR VISION

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Select Youth to Update

Department of Juvenile Justice

Logout Face Sheet Test Server

<< Back Youth Release Module

Please Select a program:

Avon Park Youth Academy Go

Avon Park Youth Academy
242 South Blvd.
Avon Park, FL 33825-

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

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

← Youth Release

Avon Park Youth Academy - Moderate Risk Residential Select Youth To Update/Release

[Supervisory Case Reviews Due](#)
Record Count: 147

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		Moderate Risk Residential	10/8/2013	Return from inactive status	04/10/2014
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	9/28/2012	New Commitment	06/28/2013	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	10/23/2012	New Commitment	07/23/2013	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	9/12/2012	New Commitment	06/04/2016	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	10/25/2012	New Commitment	06/18/2013	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	11/22/2013	New Commitment	10/22/2015	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	10/5/2012	New Commitment	06/11/2013	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	2/15/2013	New Commitment	11/15/2013	

2) Select checkbox for each youth to update Projected Release Date

Enter New Projected Release Date

1) Change the Projected Release Date

← Youth Release Release Youth(s)

Avon Park Youth Academy - Moderate Risk Residential

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"/>	Update	<input checked="" type="checkbox"/>	8	Moderate Risk Residential	10/25/2012	New Commitment	06/18/2013		
<input type="checkbox"/>	Update	<input type="checkbox"/>	1	Moderate Risk Residential	3/22/2013	New Commitment	12/22/2013		
<input type="checkbox"/>	Update	<input type="checkbox"/>		Moderate Risk Residential	4/12/2012	New Commitment	06/11/2013		

Youth Names and DJJ IDs

2) Click on "Update" link

3) Repeat for each youth requiring an updated Projected Release Date.

Youth Release Module

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Logout

Face Sheet

Go

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- NEW Web Forms

Select "Youth Release"

FLORIDA
DEPARTMENT OF JUVENILE JUSTICE
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IN GOD WE TRUST

OUR VISION

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Select Youth to Release

Department of Juvenile Justice

Logout Face Sheet Go

Test Server

<< Back Youth Release Module

Please Select a program:

Avon Park Youth Academy Go

Avon Park Youth Academy
242 South Blvd.
Avon Park, FL 33825-

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

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

Youth Release

Avon Park Youth Academy - Moderate Risk Residential

Select Youth To Update/Release

[Supervisory Case Reviews Due](#)
Record Count: 147

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		Moderate Risk Residential	10/8/2013	Return from inactive status	04/10/2014
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	9/28/2012	New Commitment	06/28/2013	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	10/23/2012	New Commitment	07/23/2013	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	9/12/2012	New Commitment	06/04/2016	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	10/25/2012	New Commitment	06/18/2013	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	1/22/2013	New Commitment	10/22/2015	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	10/5/2012	New Commitment	06/11/2013	
<input type="checkbox"/>	<input type="checkbox"/>		Moderate Risk Residential	2/15/2013	New Commitment	11/15/2013	

2) Select checkbox for each youth to be released

Enter Release Information

← Youth Release
Avon Park Youth Academy - Moderate

3) Click on "Release Youth(s)" button


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"/>	Update	<input type="checkbox"/>	Youth Names and DJJ IDs		Moderate Risk Residential	10/8/2013	Return from inactive status	04/10/2014		
<input type="checkbox"/>	Update	<input checked="" type="checkbox"/>			Moderate Risk Residential	9/28/2012	New Commitment	06/28/2013			Abscond Death Escape Jurisdiction Expired Due To Age Maximum Term Served Mental Health/Medical Treatment New Charges Program Completed-No Supervision Program Completed-With Supervision Recommitted Placement Changed Sentence With Adult Sanctions Transfer - Higher Level Transfer - Lateral Transfer - Lower Level	Abscond Escape In-Transit - Circuit In-Transit - Commitment In-Transit - Detention Jail
<input type="checkbox"/>	Update	<input type="checkbox"/>			Moderate Risk Residential	10/23/2012	New Commitment	07/23/2013			

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**

Avon Park Youth Academy - Moderate Risk Residential Select Youth To Update/Release

Youth Successfully released. [Supervisory Case Reviews Due](#)

Select All Record Count: 145

Select	Dual	Youth Name	DJJID	Sub Component	Admit Date	Admit Reason	Projected Release Date
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Message indicating youth release was successful

Face Sheet/Census Review

- Review your program census or the youth's face sheet to ensure that the youth was successfully released from the program.

If you have any questions,
contact your local DIO

