

Youth Placement

For Respite Providers

Respite Placements

- Probation Respite-. When youth is on probation, placed in a DJJ shelter bed and a new domestic violence charge is **NOT** the reason for the placement.
- DV respite-When the youth being admitted was screened at the JAC for domestic violence charges and did not score for secure detention, but is unable to be released to family and would otherwise be held in secure detention.
- FRYAC- DV- used for enhanced Florida Network domestic violence placement
- FRYAC –Probation – used for enhanced Florida Network probation status placement

Select JJIS Module

The screenshot shows the JJIS Web application interface. On the left is a sidebar with a list of modules, each preceded by a diamond icon. The main content area on the right features a large yellow star graphic at the top, followed by the text 'OUR VISION' and 'OUR MISSION'. A callout box with a blue border and an arrow points to the 'Youth Placement - Probation' module in the sidebar list.

Modules List:

- 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.

1) Select “Youth Placement – Probation” from the Start Page

Youth Search

Department of Juvenile Justice

Logout

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Youth Placement - Probation Module

Youth Search

Search Type

☐ Approximate Match ☒ Exact Match

Search By

☐ Last Name, First Name
☐ Last Name, First Name, DOB
☐ Last Name, First Name, Race
☐ Last Name, First Name, Sex

Alias Name
 Social Security #
 DJJ ID
 Race

Date of Birth
 DJJ ID

Last Name: Alias: SSN:
 First Name: Sex: DOB:

Find

Youth Found

	Youth Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	Home County
Select	Test, Sharon Denise	532950	XXX-XX-7787	11/20/2000	YES	Yes	YES	White	Female	Hernando

Record Count: 1

Move the radio button to DJJ ID

Click "Select" next to youth's name.

Enter the DJJ ID number provided by the JAC center and click "Find"

Entering the Placement

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Youth Placement - Probation Module

Youth Placement History

Youth's Name: Test, Sharon Denise DJJID: 532950

Records: 60

Program	Sub-Component	Custody Unit	Referral	Admit	Admit	Admit Reason	Release Date	Release Time	Release Reason	Status	Placed By	Released By	Last Modified	Last Modified	AdmitSeq
Select Intervention	On Call Screening	On Call Screening - 02nd Circuit	3897694	01/21/2014	12:09 PM	Court Order				Legal Status					
Select Intervention	Intake	Intake - 99th Circuit	3893203	01/07/2014	08:00 AM	Interstate Compact				Legal Status					
Select Intervention	Intake Processing - ICJHQ	ICJHQ	3893203	01/07/2014	08:00 AM	Interstate Compact	01/07/2014	08:00 AM	Transferred To Circuit	Legal Status					
Select Detention	Home Detention- ATSD- NO EM	Duval Regional Juvenile Detention Center	3893203	01/04/2014	04:30 PM	Court Order	01/23/2014	08:00 AM	Court Order	Legal Status					

1) **Probation Respite-**
Click "NEW" to add the the placement

2) Select the Sub-component "Intervention-Residential Treatment" from the Drop down arrow

Edit Placement Probation

Youth Name: Test, Sharon Denise DJJID: 532950

Select a referral to enter in a new admission

Referral Info.(Read Only)				
Referral ID:				
Sub Component:				
Custody Unit:				
Admit Reason:				
Admit Date/Time:				
Admitted By::				

Open Placements(Read-Only)				
Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
3921904	Residential Treatment	Respite Home - 02nd Circuit	4/2/2014	Admitted to local shelter- respite care
3921904	Intake	Intake - 10th Circuit	4/2/2014	New Charges
3837648	Probation	Probation - 06 Circuit - D J J	3/22/2014	New Admission to Probation

Release Information	
Release Reason:	
Release Date/Time: (MM/DD/YYYY)	
Released By:	

Admit Information	
Sub-Component	Intervention - Residential Treatment
Referral	
Circuit:	
Custody unit	
Admit Reason:	
Admit Date/Time: (MM/DD/YYYY)	
Admitted By:	
Modified by:	

Save Cancel Delete

3) Click on the ellipsis (3 dots) to select the referral number assigned at the probation placement

Select the Referral and Custody Unit

Select Referral
Name: Test, Sharon Denise DJJID: 532950

- Referral: 3772059 - Intake - Adult Processing
- Referral: 3774712 - Intake
- Referral: 3776147 - Intake
- Referral: 3805388 - Intake - Adult Processing
- Referral: 3825352 - Intake
- Referral: 3837648 - Probation
- Referral: 3840810 - Intake
- Referral: 3849708 - Probation
- Referral: 3892373 - Intake
- Referral: 3892377 - Intake
- Referral: 3893203 - Intake
- Referral: 3897694 - Intake
- Referral: 3909054 - Intake
- Referral: 3911635 - Probation
- Referral: 3921904 - Intake

OK Cancel

Select a referral and click 'OK'.

Select Referral
Name: Test, Sharon Denise DJJID: 532950

- Referral: 3772059 - Intake - Adult Processing
- Referral: 3774712 - Intake
- Referral: 3776147 - Intake
- Referral: 3805388 - Intake - Adult Processing
- Referral: 3825352 - Intake
- Referral: 3837648 - Probation
- Referral: 3840810 - Intake
- Referral: 3849708 - Probation
- Referral: 3892373 - Intake
- Referral: 3892377 - Intake
- Referral: 3893203 - Intake
- Referral: 3897694 - Intake
- Referral: 3909054 - Intake
- Referral: 3911635 - Probation
- Referral: 3921904 - Intake

BATTERY-- TOUCH OR STRIKE, Court Docket: TBA

OK Cancel

Select a referral and click 'OK'.

4) Click directly on the referral number and click "OK"

6) Enter Admit Date and Time

7) Click "Save"

5) Select **Second** Circuit, Custody Unit: **Respite Statewide Florida Network Inc** and Admit Reason- will always be **admitted to local shelter-respite care** from drop down arrows

Youth Placement Probation

Edit Placement Probation

Name: Test, Sharon Denise DJJID: 532950

a referral to enter in a new admission

Referral Info.(Read Only)				
ID:				
Sub Component:				
Custody Unit:				
Admit Reason:				
Admit Date/Time:				
Admitted By:				



Open Placements(Read-Only)				
Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
			2014	New Charges
			2014	New Admission to Probation
			2014	Continued on Probation/New Law

Admit Information	
Sub-Component	Intervention - Residential Treatment
Referral	3921904
Circuit:	Second Circuit
Custody unit	Respite Home - 02nd Circuit
Admit Reason:	Admitted to local shelter-respite care
Admit Date/Time:	(MM/DD/YYYY)
Admitted By:	
Modified by:	

Save Cancel Delete

Possible Placement..(cont)

DV respite

Admit Information	
Sub-Component	Intervention - Residential Treatment ▼
Referral	4341129 ...
Circuit:	Ninth Circuit ▼
Custody unit	Respite Care - D V - Orange County - Florida Ne ▼
Admit Reason:	Admitted to local shelter- respite care ▼
Admit Date/Time: (MM/DD/YYYY)	9/24/2018  08:00 AM 
Admitted By:	
Modified by:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
4341232	Intake	Intake - 06th Circuit	9/3/2018	Court order
4341232	Assessment Center	J A C - 06 Circuit - Pinellas County	9/3/2018	Court Order
4341129	Intake	Intake - 20th Circuit	8/1/2018	New Charges
4341100	Non-Secure - Home Detention - FM	Leon Regional Juvenile Detention Center	7/12/2018	Court Order

Sub-component; Intervention
Residential Treatment

- Referral: click the ellipsis and select the referral ID associated to the JAC placement for .
- Circuit: For DV respite- always select your local circuit number
- **Custody Unit**: The local respite DV placement for Florida Network.
- Admit Reason: Will always be admitted to local Shelter – respite care.
- Admit date and time
- Save

Possible Placement..(cont)

FYRAC-DV

Admit Information	
Sub-Component	Intervention - Residential Treatment
Referral	4341129
Circuit:	Second Circuit
Custody unit	Respite - Statewide - FYRAC - DV
Admit Reason:	Admitted to local shelter- respite care
Admit Date/Time: (MM/DD/YYYY)	09/24/2018 08:00 AM
Admitted By:	
Modified by:	
<div>Save Cancel Delete</div>	

Sub-component: Intervention
Residential Treatment

- **Referral:** click the ellipsis and select the referral ID associated to the JAC placement.
- **Circuit:** always second Circuit for a FYRAC DV youth
- **Custody Unit:** Respite- Statewide- FYRAC- DV.
- **Admit Reason:** Will always be admitted to local Shelter – respite care.
- **Admit date and time**
- **Save**

Possible Placement... (cont)


FYRAC- probation

Admit Information	
Sub-Component	Intervention - Residential Treatment ▼
Referral	4341129 <input data-bbox="666 692 730 731" type="button" value="..."/>
Circuit:	Second Circuit ▼
Custody unit	Respite - Statewide - FYRAC - PROBATION ▼
Admit Reason:	Admitted to local shelter- respite care ▼
Admit Date/Time: (MM/DD/YYYY)	9/24/2018 <input data-bbox="595 888 633 925" type="button" value="Calendar"/> 08:00 AM
Admitted By:	
Modified by:	
<input data-bbox="556 1096 643 1132" type="button" value="Save"/> <input data-bbox="681 1096 788 1132" type="button" value="Cancel"/> <input data-bbox="846 1096 933 1132" type="button" value="Delete"/>	

Sub-component; Intervention
Residential Treatment

- **Referral**: click the ellipsis and select the referral ID associated to the probation placement.
- **Circuit**: always second Circuit for a FYRAC probation youth
- **Custody Unit**: Respite-Statewide- FYRAC- Probation.
- **Admit Reason**: Will always be admitted to local Shelter – respite care.
- **Admit date and time**
- **Save**

Successful Placement

Youth Placement History							
							
Youth's Name: Test, Sharon Denise				DJJID: 532950			
	Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason
Select	Intervention	Residential Treatment	Respite Home - 02nd Circuit	3921904	04/02/2014	01:30 PM	Admitted to local shelter- respite care

Review the Youth Placement History here or on the youth's face sheet for the placement.

YOUTH PLACEMENT HISTORY						
REF.ID	STATUS	CUSTODY UNIT	ADMIT DATE	ADMIT REASON	RELEASE DATE	RELEASE REASON
3921904	Intervention-Residential Treatment	Respite Home - 02nd Circuit	04/02/2014	Admitted to local shelter- respite care		
3921904	Detention-Secure Detention	County Detention Facility - Polk - PCSO	04/02/2014	New Charges	04/02/2014	Court order
3921904	Intervention-In-Transit	In-Transit - Detention - 10th Circuit	04/02/2014	Transported to or from Detention	04/02/2014	End of in-transit status
3921904	Intervention-Intake	Intake - 10th Circuit	04/02/2014	New Charges		
3921904	Intervention-Assessment Center	J A C - 10 Circuit - Polk County	04/02/2014	New Charges	04/02/2014	Detained

- Open Placement

Open Placements(Read-Only)				
Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
4297570	Residential Treatment	Respite - Statewide - Florida Network Inc	9/24/2018	Admitted to local shelter-respite care
4341232	Intake	Intake - 06th Circuit	9/3/2018	Court order
4341232	Assessment Center	J A C - 06 Circuit - Pinellas County	9/3/2018	Court Order
4341129	Intake	Intake - 20th Circuit	8/1/2018	New Charges

Youth Release

Note: If there is an open Respite placement of any kind associated to a youth, probation staff will not be able to close out the referral attached. Respite staff must ensure timely updates/ closure to the placements. Probation staff may contact you to advise the cases have been closed or terminated by the court.

Youth Release

1) Select "Youth Placement – Probation" from the Start Page

Victim Services
Waiting
Youth Placement - Facility
Youth Placement - History
Youth Placement - Probation
Youth Release
Youth Requirements
NEW Web Forms

Trusted sites | Protected Mode: Off | 105%

Department of Juvenile Justice

Logout Face Sheet Go

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Youth Placement - Probation Module

Youth Search

Search Type
☐ Approximate Match ☒ Exact Match

Search By

☐ Last Name, First Name
☐ Last Name, First Name, DOB
☐ Last Name, First Name, Race
☐ Last Name, First Name, Sex
☐ Alias Name
☐ Social Security #
☐ Date of Birth
☒ DJJ ID

Last Name: Alias: SSN:
First Name: Sex: DOB:
DJJ ID: Race:

Find

Youth Found Record Count: 1

Select	Youth Name	DJJID	SSN	DOB	Prevention	Civil Citation	Delinquent	Race	Sex	Home County
Select	Test, Sharon Denise	532950	XXX-XX-7787	11/20/2000	YES	Yes	YES	White	Female	Herrando

3) Click "Select" next to youth's name.

2) Conduct youth search by entering DJJ ID number or other criteria and click "Find"

Youth Release

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Youth Placement - Probation Module

Youth Placement History

YOUTH'S NAME: Test, Sharon Denise DJJID: 532950

Records: 74

	Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason	Release Date	Release Time	Release Reason	Status	Placed By	Released By	Last Modified By	Last Modified On	AdmitSeq
Select	Intervention	Residential Treatment	Respite Home - 02nd Circuit	3921904	04/02/2014	01:30 PM	Admitted to local shelter- respite care				Physical Location	Hutchins, Rosellyn R		Hutchins, Rosellyn R	4/2/2014 2:20:17 PM	392
Select	Detention	Secure Detention	County Detention Facility - Polk - PCSO	3921904	04/02/2014	01:13 PM	New Charges	04/02/2014	01:14 PM	Court order		Ullom, Kara L	Ullom, Kara L	Ullom, Kara L	4/2/2014 1:14:16 PM	19
Select	Intervention	In-Transit	In-Transit - Detention - 10th Circuit	3921904	04/02/2014	01:11 PM	Transported to or from Detention	04/02/2014	01:13 PM	End of in-transit status		Ullom, Kara L	Ullom, Kara L		4/2/2014 1:13:20 PM	130

Edit Release Release/Admit New Print

4) Click "Select" to highlight the youth's Respite placement

5) Click "RELEASE"

6) Enter the Release Reason – will always be Released from local shelter – respite care -- and Release Date and Time

7) Click "SAVE"

Edit Placement Probation Module

DJJID: 532950

Referral Info.(Read Only)		Release Information	
Referral ID:	3911635	Release Reason:	Released from local shelter- respite care
Court Docket	Charge Description	Release Date/Time:	3/18/2014 04:06 PM
99999	BURGLUNOCCUPIED DWELLING UNARMED	Released By:	
Sub Component: Residential Treatment		Admit Information	
Custody Unit: Respite Care - D V - Manatee County - Florida Network - C12		Sub-Component: Intervention - Residential Treatment	
Admit Reason: Admitted to local shelter- respite care		Referral: 3911635	
Admit Date/Time: 3/18/2014 08:00 AM		Circuit: Twelfth Circuit	
Admitted By: Messick, Pati E		Custody unit: Respite Care - D V - Manatee County - Florida Network	
Admit Reason: Admitted to local shelter- respite care		Admit Date/Time: 3/18/2014 08:00 AM	
Admitted By: Messick, Pati E		Admitted By: Messick, Pati E	
Modified by: Messick, Pati E on 3/19/2014 4:01:30 PM			

Open Placements(Read-Only)				
Referral	Sub Component	Custody Unit	Admit Date	Admit Reason
3911635	Residential Treatment	Respite Care - D V - Manatee County - Florida Network - C12	3/18/2014	Admitted to local shelter- respite care
3911635	Intake	Intake - 02nd Circuit	3/3/2014	Court order
3909054	Intake	Intake - 17th Circuit	2/24/2014	Prosecution Previously Deferred

Save Cancel Delete

Successful Release

Youth Placement History

Edit

Youth's Name: Test, Sharon Denise

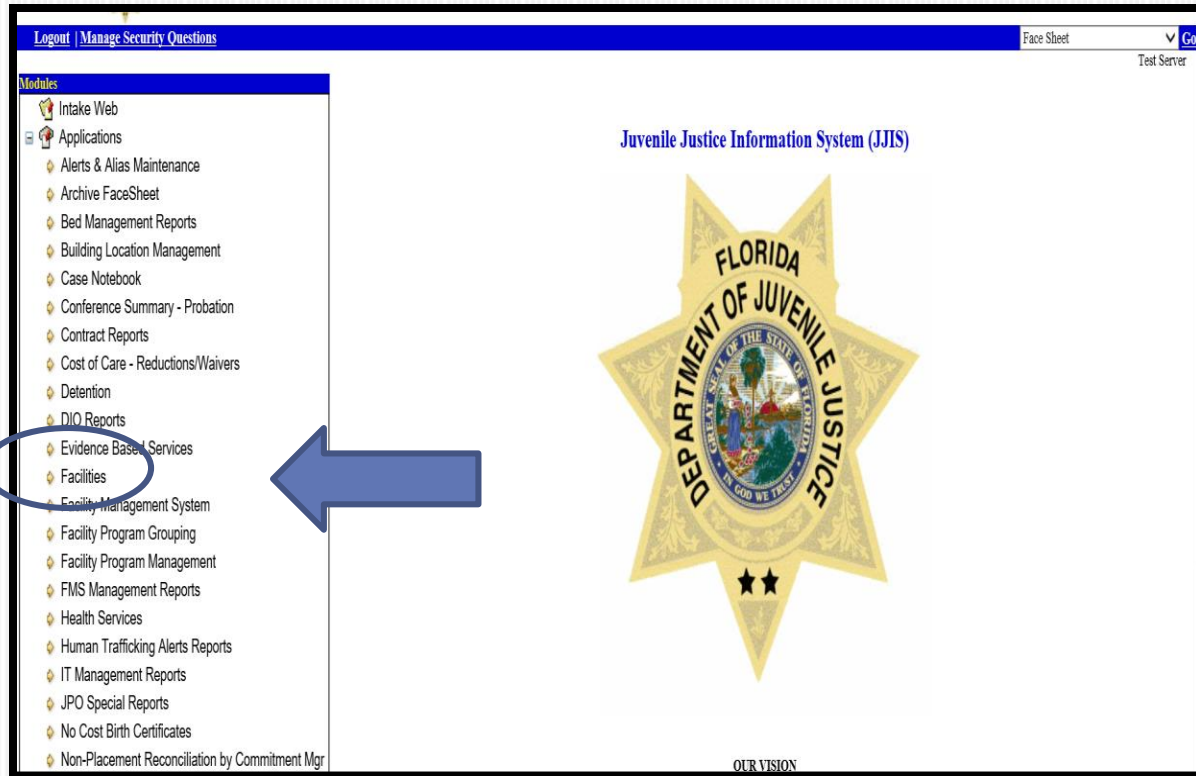
DJJID: 532950

	Program	Sub-Component	Custody Unit	Referral ID	Admit Date	Admit Time	Admit Reason	Release Date	Release Time	Release Reason	Status
Select	Intervention	Residential Treatment	Respite Home - 02nd Circuit	3921904	04/02/2014	01:30 PM	Admitted to local shelter-respite care	04/02/2014	03:38 PM	Released from local shelter-respite care	
Select	Detention	Secure Detention	County Detention Facility - Polk - PCSO	3921904	04/02/2014	01:13 PM	New Charges	04/02/2014	01:14 PM	Court order	

Review the Youth Placement History here or on the youth's face sheet for the release.

YOUTH PLACEMENT HISTORY						
REF ID	STATUS	CUSTODY UNIT	ADMIT DATE	ADMIT REASON	RELEASE DATE	RELEASE REASON
3921904	Intervention-Residential Treatment	Respite Home - 02nd Circuit	04/02/2014	Admitted to local shelter- respite care	04/02/2014	Released from local shelter-respite care
3921904	Detention-Secure Detention	County Detention Facility - Polk - PCSO	04/02/2014	New Charges	04/02/2014	Court order
3921904	Intervention-In-Transit	In-Transit - Detention - 10th Circuit	04/02/2014	Transported to or from Detention	04/02/2014	End of in-transit status
3921904	Intervention-Intake	Intake - 10th Circuit	04/02/2014	New Charges		
3921904	Intervention-Assessment Center	J A C - 10 Circuit - Polk County	04/02/2014	New Charges	04/02/2014	Detained

- Census



Facilities

In order to pull a census for any of the Florida Network placements:

-FRYAC- DV

-FYRAC- Probation

-DV respite

-Probation Respite

Select facilities from the JJIS web.

Census

State Facilities

SUB COMPONENT: All Components

SELECT VIEW:

☐ State Wide
☐ Region
☒ Circuit

SELECT PROGRAM (OPTIONAL):

PLACEMENT OPTIONS:

☒ Show Current Placements
☐ Show Placement History
☐ Show Placement History by date range

Date Range:

- Select circuit which facility is located. For statewide, it is located in Second Circuit. For local circuit, it would be the local circuit number. Click find.

State Facilities

SUB COMPONENT: All Components

SELECT VIEW:

☐ State Wide
☐ Region
☒ Circuit

SELECT PROGRAM (OPTIONAL):

PLACEMENT OPTIONS:

☒ Show Current Placements
☐ Show Placement History
☐ Show Placement History by date range

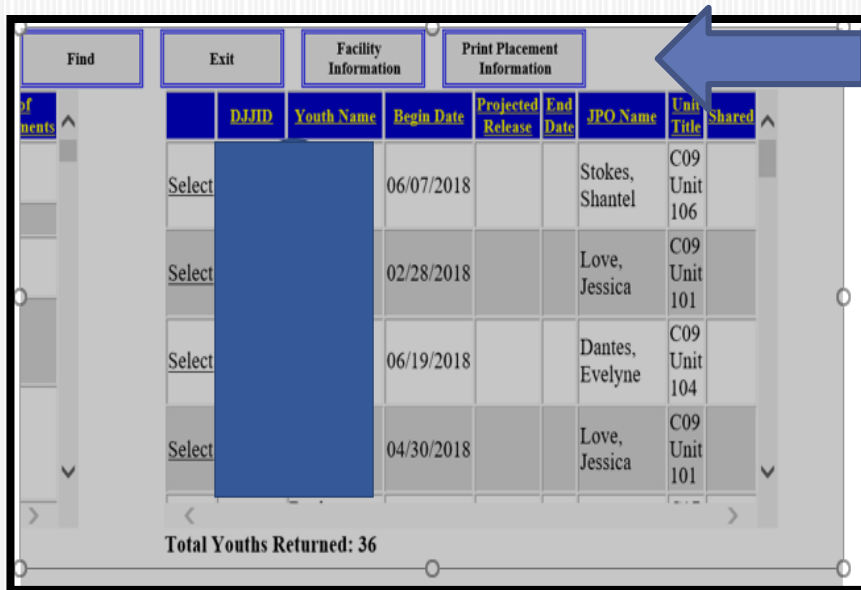
Date Range:

Select	Facility Name	Count	Value
Select	Respite - Statewide - Florida Network - C2	0	10
Select	Respite - Statewide - FY AC - DV	0	6
Select	Respite - Statewide - FY AC - PROBATION	0	36
Select	Respite Care - DV - Leon County Florida Network - C2	0	0

Total Facilities Returned: 150

- Scroll down to desired facility on the right and click select.

Census ... (cont)



The screenshot shows a web application interface with a table of youth placement information. At the top, there are four tabs: 'Find', 'Exit', 'Facility Information', and 'Print Placement Information'. A blue arrow points to the 'Print Placement Information' tab. Below the tabs is a table with the following columns: 'of nents', 'DJJID', 'Youth Name', 'Begin Date', 'Projected Release', 'End Date', 'JPO Name', 'Unit Title', and 'Shared'. The table contains four rows of data, each with a 'Select' link in the 'of nents' column. The data is as follows:

of nents	DJJID	Youth Name	Begin Date	Projected Release	End Date	JPO Name	Unit Title	Shared
Select			06/07/2018			Stokes, Shantel	C09 Unit 106	
Select			02/28/2018			Love, Jessica	C09 Unit 101	
Select			06/19/2018			Dantes, Evelyne	C09 Unit 104	
Select			04/30/2018			Love, Jessica	C09 Unit 101	

At the bottom of the table, it says 'Total Youths Returned: 36'.

- Click print placement information link at the top of the screen to print and see a list of each youth, unit, circuit, and JPO assigned, with admit dates.

If you have any questions,
contact your local DIO

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

