

## Using the 'Cannot Complete' Function – Lengths of Stay Less than 60 Days

Once your program is designated in JJIS as a prevention program that uses the Prevention Assessment Tool (PAT), JJIS will require two assessments be completed on a youth before they can be released from your program.

The first assessment is done within the first seven (7) days of admission.

The second, or exit, assessment is only required for youth that stay in services for more than 60 days.

For youth that enrolled in your program before PATs were being done, you will still need to meet this requirement in JJIS.

Options:

1. If the youth will be in your program for less than 30 additional days, you can complete TWO 'Cannot Complete' assessments for the youth.
2. If the youth will continue in your program for more than 30 additional days, completing one assessment is recommended.
3. For lengths of stay lasting 60 days or less, only one assessment is required. The exit PAT will routinely be done as a 'Cannot Complete'

### To create a 'Cannot Complete' assessment:

You will click the 'Add Assessment' button for the youth

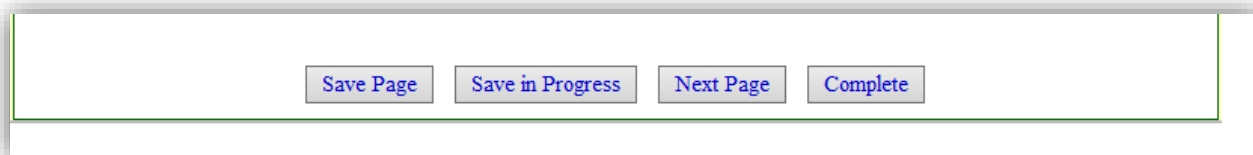


The screenshot shows the JJIS Maintenance interface. At the top, there is a green navigation bar with the Department of Juvenile Justice logo and menu items: Program Registration, Modules, Reports, and LogOut. The main content area is titled 'Maintenance' and displays the following information:

- Active Youth:** 532950 : Test, Sharon
- Active Program:** Second Circuit - S N A P - Probation HQ
- Youth Name:** Test, Sharon
- DJJID:** 532950

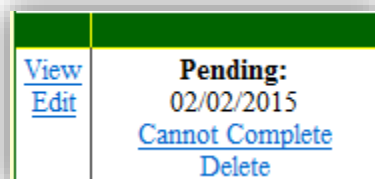
There are several links and buttons visible: 'Prevention Face Sheet', 'Delinquent Face Sheet', 'Assessment History List', 'Prevention Assessment Tool History', and an 'Add Assessment...' button.

You will then scroll to the bottom, and click the 'Save in Progress' button



The screenshot shows a horizontal navigation bar with four buttons: 'Save Page', 'Save in Progress', 'Next Page', and 'Complete'.

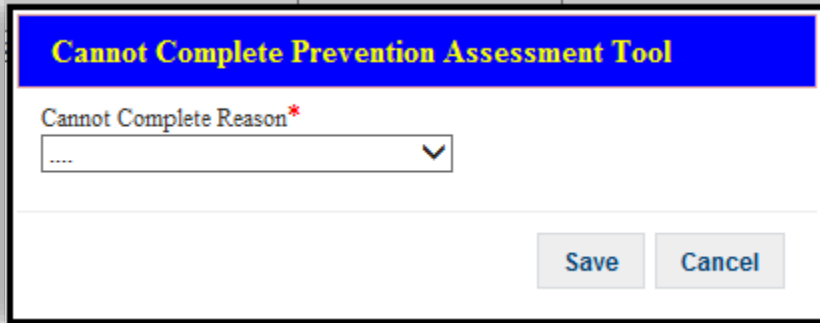
You will then see your "Pending" Assessment and will click on the 'Cannot Complete' link



<a href="#">View</a> <a href="#">Edit</a>	<b>Pending:</b> 02/02/2015 <a href="#">Cannot Complete</a> <a href="#">Delete</a>
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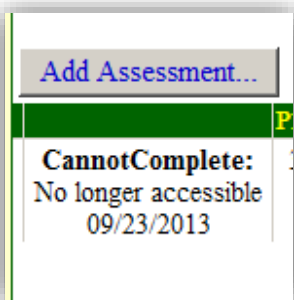
You will select a reason from the drop down box. Choices include:

- No longer accessible
- Family/Youth refused
- Program did not complete assessment



The screenshot shows a dialog box titled "Cannot Complete Prevention Assessment Tool" with a blue header. Below the header, there is a label "Cannot Complete Reason\*" followed by a dropdown menu showing "----" and a downward arrow. At the bottom right of the dialog box, there are two buttons: "Save" and "Cancel".

The assessment will no longer be marked as Pending and will show as Cannot Complete with the reason and date listed.



The screenshot shows a table with a header row "Add Assessment..." and a data row. The data row has a green background and contains the text "CannotComplete:", "No longer accessible", and "09/23/2013". A yellow "P" is visible in the right margin of the table.

Add Assessment...
CannotComplete: No longer accessible 09/23/2013