

## Using the 'Cannot Complete' Function – Lengths of Stay Over 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 required for youth that stay in services for more than 60 days. In those cases, the exit PAT should be done during the last 14 days of program enrollment.

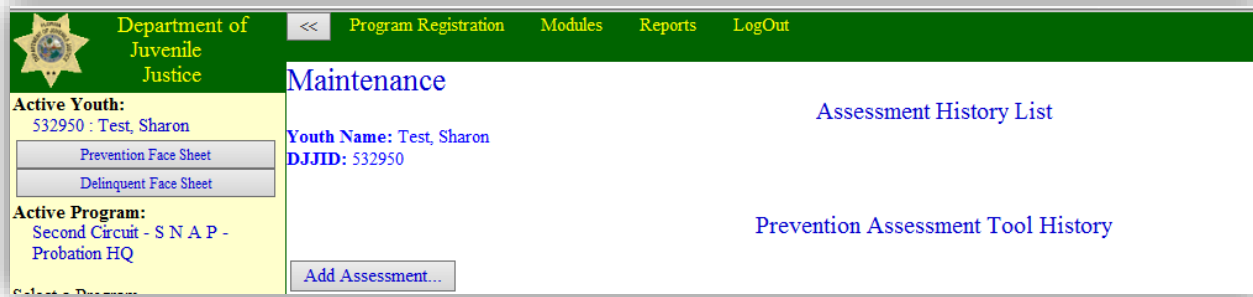
For youth that enrolled in your program before PATs were being done, you will still need to meet this requirement in JJIS.

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 60 additional days, completing at least one assessment is recommended.
  - a. You can follow the normal process of completing the two assessments as described above
  - b. You may also choose to complete only one assessment on the youth and complete the other assessment as a 'Cannot Complete'

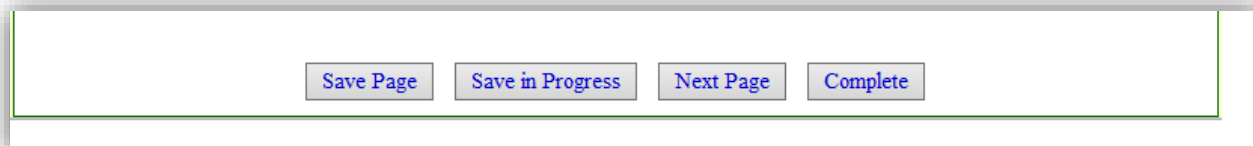
### To create a 'Cannot Complete' assessment:

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



The screenshot shows the JJIS web application interface. At the top, there is a green navigation bar with the Department of Juvenile Justice logo and the text 'Department of Juvenile Justice'. Below the logo, there are links for 'Program Registration', 'Modules', 'Reports', and 'LogOut'. The main content area is titled 'Maintenance' and contains the following information: 'Active Youth: 532950 : Test, Sharon' with buttons for 'Prevention Face Sheet' and 'Delinquent Face Sheet'; 'Active Program: Second Circuit - S N A P - Probation HQ'; 'Youth Name: Test, Sharon'; 'DJJD: 532950'; '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 the bottom of the JJIS web application interface. It contains 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

**Cannot Complete Prevention Assessment Tool**

Cannot Complete Reason\*

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

<a href="#">Add Assessment...</a>
<b>CannotComplete:</b> No longer accessible 09/23/2013