

# Pennsylvania Juvenile Case Management System

# PaJCMS (Web) User Manual Version 1.0



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# Preface

#### Purpose of this Manual

The purpose of this manual is to provide the application users with step by step guide to complete any of the functionality with-in the Juvenile Case Management System. It contains background information on JCMS, provides field level help, procedures for users to follow and other information that will be helpful in resolving problems.

#### Intended Audience of this Manual

The intended readers of this Manual are the users in Juvenile Probation office, working on the Juvenile Case Management System (JCMS) and involved with management of a juvenile's information, his case/referral information, record hearings and dipositions and out of home services details.

The users of Juvenile Case Management System (JCMS) who are involved with managing a juvenile's case details can use this manual to understand or use the JCMS application.

#### Organization of Information

The information in this manual is organized into 6 chapters and 1 appendix.

- Chapter 1: Introduces the system and its features.
- Chapter 2: Describes how to enter juvenile details and all information related to him. This involves entering juvenile data like address, alias, diagnosis...
- Chapter 3: Describes how to enter all case information related to the selected juvenile. This involves entering data related to his transfers, intake, charges...
- Chapter 4: Elaborates on the 4 forms used in this application D1, D2, CY60 and CY61.
- Chapter 5: Describes each menu item in the top menu.
- Chapter 6: Deals with all the lookup information.

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# **Basic concepts and screen conventions**

#### **Application Flow**

Basic rules of the application flow:

- There has to be a juvenile referred to Juvenile Probation to be able to access the information associated directly with the juvenile.
- The charges and information related to the juvenile's case is established from the Referral.
- Once a case is established, the user can access information regarding hearings, dispositions, reviews, and other related disposition information.

#### Conventions in Screen Design

All or most of the screens will have the following controls on them.

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#### **Top Menu Navigation-**

Clicking on each of the main menus above - Juvenile, Actions, Victim, Users, Management Tools, Admin Tools - gives you sub items to choose further functionalities of the system as shown below.

III Juvenile	# Actions	II Victim	Users	🗰 Management Tools	🗰 Admin Tools	
Last Viewed Ju	venile					
Search Juvenile	•					
Add New Juven	ile					
Active Warrant	List					
Fig: Menu	Bar (Sub N	<b>Nenus</b> for	Juvenile	)		

## Horizontal Navigation Bar -

The Horizontal navigationn bar is present at the top of the page. The items in the bar helps you to navigate back to the previous screens or levels above the current screen. Clicking on any of the link will take you to that screen. As shown in the image below, from the "Alias" screen you can navigate back to "Juvenile Main" or "Home" screen for the selected Juvenile.

### Status Bar –

The status bar appears at the top of a page just above the info bar data. It is not visibile at all times. On completion of an action, it will display a message for the action you performed. For example, if you enter some information on the screen and save it, the status bar will be visible and show a message as shown above. The messages you will commonly come across are

- "The record has been saved successfully"
- "The record has been deleted successfully"
- "The details has been updated by another user. Please refresh the Page." Etc.

## Information Bar –

The Info bar displays information such as juvenile name, County JID, case number, disposition etc. for a juvenile or a victim, whose data you are viewing in the current screen. This helps in identfying the juvenile or victim you are working. It is present on every screen and usually contains information upto one level above the current screen.

## Grouping of Data on a screen -

Almost all the screens are divided into 2 sections. The top section contains a list of all data present on that screen. It is known as the 'Record List'. The bottom section contains all information for a particular record. This is the 'Add/Edit' Section.

## Record List –

The list allows the user to have a glance at all the records present on that screen. Click on 'View' to go to a particular record. A tick mark next to a record indicates that this is the current record and its details are displayed in the Add/Edit section.

## > Add / Edit Section -

This section is where the user adds data or makes changes to existing data. When you click on 'View' link in the record list, you can see the corresponding record's details in this section.

#### Action Buttons -

Almost all the screens will have these 5 buttons -

Add	Used to add a new record
Edit	Used to modify an existing record
Save	Used to save the entered information. If the data entered does not match the preset criteria, error messages will be displayed.
Cancel	Used to undo any changes made before saving. You will lose any changes made if you click on this before clicking on Save. This will also take you back to 'read only' mode. A message box will pop up asking you if you want to confirm the cancellation and loose the changes.Click on 'OK' to continue and loose all changes else click on 'Cancel'.
Delete	Used to delete a record.

#### Left Navigation Menu -

The left navigation menu contains links to all screens related to the section highlighted in blue at the top. The above example contains all links related to 'Juvenile'. A tick mark next to the screen name indicates that there is some data present on that screen.

#### Record Footer -

This section is present at the bottom of Add/Edit screen. The section contains details like "created by username", "creation date", "last updated by username" and "last updated date" for the record in the Add/Edit section.

#### Mandatory Fields -

All fields with a (\*) under them are mandatory fields. The system will not save a record unless these fields are entered.

## "Correct the entries listed" Message Box -

Validations are run for every field on the entered data and if they are not according to the requirements, a list containing the same is generated. This list is then shown in the yellow block as shown in the figure below, with the reason for correction along each entry. A record will not be saved until all the entries from the yellow message box are cleared.

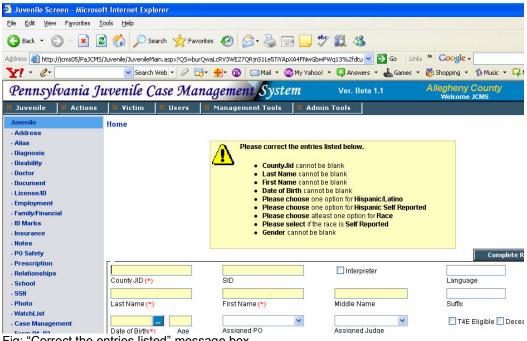


Fig: "Correct the entries listed" message box

**Special Data Entry Fields –** The application has following special data entry fields. Data entry into these fields is masked allowing data to be entered in the predefined format only.

Field	Field Type	Format	Description
<u></u>	Date	99/99/9999	Accepts date in "MM/DD/YYYY" format. To delete or change date use Backspace button on the keyboard
<u></u> PM	Time	99:99	Accepts time in "HH:MM (PM/AM)" format.The field will automatically convert single digit hour to double digit (i.e 3 to 03). Select AM/PM from the provided dropdown box.
	Phone Number	(999)999- 9999 XXXXXXXX	Accepts 10 digit phone numbers with some description. '9' stands for only numbers whereas 'X' stands for characters. If Area Code is set in the "System Options" screen then area code will be pre populated in the phone number Area Code part.
	SSN	999-99-9999	Allows entering numbers only.

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# 1. Introduction

# 1.1 What is PaJCMS?

PaJCMS refers to an automated computer based system for Pennsylvania Juvenile Case Management System. PaJCMS is a three tier web based application which handles the Juvenile Case Management business functions carried out by various County Juvenile Probation offices in the state of Pennsylvania. JCMS stores all the Juvenile information, Case Details, Charges, Victims, and Disposition etc. JCMS enables the juvenile probation officers to track juveniles, monitor compliance with conditions of supervision and maintain juvenile specific information. It provides the reporting of juvenile court dispositions to JCJC and PA State Police Central Repository via Juvenile Tracking System (JTS).

# **1.2 Summary of Functionality**

PaJCMS keeps track of all the juveniles and information related to that juvenile. It keeps track of all the cases filed against each juvenile along with related hearings, dispositions, out of home services and parental contempts.

When a juvenile is referred, all his information is collected. This includes his SSN, date of birth, driver's license number, demographic description, family related data, insurance and doctor information.

Case information is added based on the allegation. Every case has a Case number which is added by the PO or is auto-generated. Other case information includes allegation type, Docket Number (assigned by Police or PO), Incident Number, Petition & Arrest Date. Apart from this case details like Intake Information, Codefendants, Involved persons and Detentions and Hearings is also input.

All cases go to the court for a hearing. Based on the outcome of the hearing, the disposition information is entered against that hearing.

With the disposition, from the alleged charges entered for the case, the charge disposition screen records the status of the charges. The charges could be substantiated, reduced, withdrawn or split with multiple charge count. For substantiated charges, the juvenile can be marked as either adjudicated delinquent or adjudicated dependent.

Based on the final disposition, the juvenile can be put in placement, assigned temporary services or special conditions.

JCMS overall functionality can be classified as

- Capturing Juvenile Information
- Entering Case related Information
- Managing Hearings and Dispositions
- Lookups

# **1.3 Definitions, Acronyms and Abbreviations**

The following abbreviations and Acronyms have been used in this document.

Abbreviation/Acronym	Description
CAO	Chief Assistance Officer
CJJT&R	Center for Juvenile Justice Training &
	Research
IE	Microsoft Internet Explorer
JCJC	Juvenile Court Judges Commission
OCA	Originating Agency Case Number
ORI	Originating Agency Identifier
PaJCMS	Pennsylvania Juvenile Case Management
	System
JOTN	Juvenile Offense Tracking Number
JTS	Juvenile Tracking System
PCCD	Pennsylvania Commission on Crime and
	Delinquency
PO	Probation Officer
RMS	Report Management System
SID	State Identification number
SSN	Social Security Number
TCS	TATA Consultancy Services Limited
VOJO	Victims of Juvenile Offenders

# 1.4 Environment (s/w, h/w) Required to Run PaJCMS

List of the client hardware and software specifications required to launch and run the application.

Client Hardware Specifications Minimum Memory – 256 MB RAM Recommended Memory – 512 MB RAM

Software Specification

Internet Explorer 6.0 or higher or Netscape Navigator with Internet Explorer settings set.

# 1.5 Login

Open Internet Explorer and type the URL http://<Server Name>/PaJCMS/common/login.aspx The login screen will come up. Enter the User ID and Password and click on 'Login'.

The first screen that opens up is the Juvenile Search screen.

# 1.6 Logoff

To logoff from the application click on the 'Logoff' link on the right top corner of the screen. This will log you off from the application and bring up the login screen.

# 1.7 Juvenile Court Statistical Card

You will notice several "yellow" shaded fields throughout the application. All of the shaded fields are on the "Juvenile Court Statistical Card" and are reporting requirements under "Sub Section 6309" of the Pennsylvania Juvenile Act

# 2. Juvenile

This chapter shows you how to enter and manage all Juvenile details and information related to each juvenile.

When a juvenile is referred, information/details of the juvenile are collected. Each juvenile is assigned a 'County JID' a unique number, which is either auto-generated by the system or manually entered depending on the county's system settings. Along with the County JID, juvenile information like name, address, SSN, date of birth and driver license information is captured in the screen.

Demographic description of the juvenile like gender, race, ethnicity, hair color, built, eye color, complexion, weight and height are collected. If any photo of the juvenile is available that information is also recorded in the application.

All known relations for a juvenile are entered into the application. The relationship screen records first name, middle name, last name, SSN, date of birth, the relationship to the juvenile, the current address and whether juvenile stays with this person. Also the family specific data like spoken language, Interpreter required or not and whether the relative is the legal guardian for this juvenile is recorded.

Employment information for the juvenile and all relative entered in the system are also collected. Employment details like Employer name, Occupation, point of contact, address & phone number, employment start and end date are recorded.

Family Income & Structure information is also collected in the system. Income details like parent's salary, gross monthly income, social security income, welfare access number and welfare recipient number is input. Structure information like family status, living arrangement and number of members in family are captured.

School information for a juvenile is collected in the system. School information like school name, contact name & number and school address, starting date and ending date, starting grade and ending grade and current status of the juvenile.

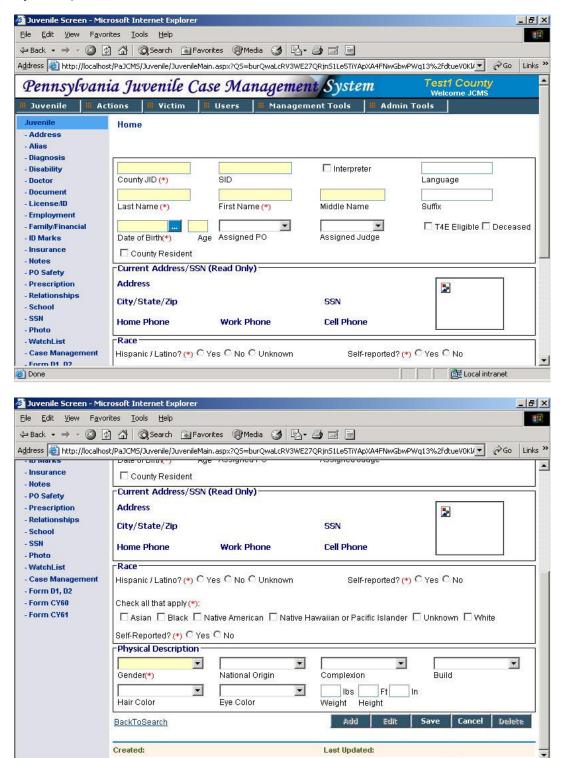
Insurance/Doctor information for a juvenile is collected in the system. Insurance details like insurance company, insurance type, policy number, insurance number, Group number and responsible party is recorded. Also Care Provider Information like doctor or facility name, care provided type like medical, dental, vision & prescription, address and contact information like phone, fax and email are also recorded.

To get started with the system you have to:

- Add a new juvenile
- Search Juvenile
- Enter all juvenile related information

# 2.1 Add Juvenile

This step explains how the user can add a new juvenile into the system. This is the first step after logging in. To be able to make use of any other feature in the system, you need to have a juvenile present.



🕘 Done

🔠 Local intranet

To add a new juvenile click on the 'Juvenile' tab on the menu bar and click on 'Add new Juvenile'.

- Enter information like County JID, lastname, firstname... in the first group of boxes.
  - If the County JID is autogenerated (for details on configuring County JID to auto generate please refer section System Options) then system will not allow you to enter the JID.
  - Enter the juvenile State Identifier in the SID field. The SID entered should be as per the PSP Algorithm for a valid sid. If the SID entered does not meet the algorithm then a warning as shown appears while saving the juvenile record.

Microso	ft Internet Explorer 🛛 🛛
2	SID is invalid (Based on PSP Algorithm). Please double check to ensure accuracy. If it appears valid you may continue.
	OK Cancel

- If an interpreter is needed click in the interpreter check box. Enter the language spoken
- LastName allows entry of upto 30 alpha characters (aA-zZ).
- FirstName can accomadate 20 alphanumeric characters. Once the Firstname is entered the system tries to find out if a juvenile with the same or matching lastname & firstname already exists in the system. A list of such juveniles as shown in the figure below appears in top portion.

Juveniles with a similar name w	ere found. Click on 'Select' to choose any	of these.Click on 'Continue' to	enter a new juvenile.
Juvenile Name	County JID	Date of Birth	Select
ABBEY JOSHUA	JP96-00076	07/03/1982	<u>Select</u>
Continue			

If the juvenile you are trying to access or add exists in the results, you can choose to either select the juvenile by clicking on the '<u>Select</u>' link or continue adding new juvenile by clicking the "**Continue**" button.

- Enter other fields such as Middlename, Suffix, Date of Birth. Select assigned Probation Officer from the PO dropdown, assigned Judge from the Judge dropdown. Check the checkboxes against T4E Eligible, Deceased, County Resident from the information you have.
- The second group of boxes will display the juvenile's current address, current contact details, valid SSN and his recent photo, if present. This information is view only and will be shown only when the juvenile has already been added in the system.
- The juvenile's race details are to be entered in the third group of boxes.
  - Select the option "Yes", "No" or "Unknown" depending upon whether the Juvenile is "Hispanic or Latino". Against Self reported option select "Yes" if the Intake officer has seen the juvenile or select "No" if the juvenile is not seen.
  - Select all the races to which the Juvenile belong. For Race self reported select "Yes" if the Intake officer has seen the juvenile or select "No" if the juvenile is not seen.

- The juvenile's physical description is to be entered in the fourth group of boxes. This group involves entering the Gender, National Origin, Complexion, Build, Hair Color, Eye Color, Weight and Height of juvenile from the available dropdown values.
- After entering the data click on the '**Save**' button.
- To modify the record click on the 'Edit' button and modify/change data.
- You can delete the juvenile's data by clicking on the 'Delete' Button.
- Changes made can be undone by clicking on the 'Cancel' button.
- To go back to the home page, click on 'Home' in the horizontal navigation bar.

## 2.2 Search Juvenile

This step explains how a user can search for a juvenile in the PaJCMS application.

If you have just logged into the application, the 'Search Juvenile' screen is the first screen you will see after entering your login details.

↔ Back • → • ③ ④ ⓓ ⓓ Search  Favorites ④ Media ③ ▷ · ④ ☑ 目	🗿 Search Juvenile - Microsoft	Internet Explorer		_ 8 ×
Address Inter://localhost/PaJCMS/Juvenile/SearchJuvenile.aspx	File Edit View Favorites	Tools Help		
Pennsylvania Juvenile Case Management System       Testi County Welcome JCMS         # Juvenile       # Actions       # Victim       # Users       # Management Tools       # Admin Tools         Basic Search	😓 Back 🔹 🤿 🗸 🖄	😡 Search 🚡 Favorites 🎯 M	ledia 🎯 🖪 🗐 🗐 🗐	
# Juvenile       # Actions       # Victim       # Users       # Management Tools       # Admin Tools         Basic Search	Address 🙋 http://localhost/PaJC	MS/Juvenile/SearchJuvenile.aspx		💌 🔗 Go 🛛 Links 🎽
Basic Search         County JID       Juvenile Last Name         Juvenile First Name       SID          ALL       From:         SSN       Assigned PO       Is Active	Pennsylvania J	uvenile Case Ma	inagement System	t Test1 County Welcome JCMS
County JID     Juvenile Last Name     Juvenile First Name     SID        ALL     ALL     From:     To:       SSN     Assigned PO     Is Active     Age at Allegation	I Juvenile Actions	🗰 Victim 🗰 Users	🗮 Management Tools	Admin Tools
) . Ø Done	County JID	ALL	ALL	From: To: Age at Allegation Advanced Search Search Clear

In general, to search for a juvenile, click on the 'Juvenile' tab on the menu bar and click on 'Search Juvenile'.

• You can search for the juvenile(s) based on County JID, Juvenile Last Name, Juvenile First Name, SID, SSN, Assigned PO, Active Status or Age group.

• Click on '<u>Advanced Search</u>' to enter more search criteria. These include Case number, Docket number, Alias lastname, Alias firstname, Relative lastname, Relative firstname.

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Case Number	Docket I	Number	Alias Last Name	Alias First Name	
Relative Last Name	Relative	First Name			
	10000-20000225			Basic Search Sea	arch Clear
Search Results				Busic Scuren	
Search Results	Juvenile Name	DOB SSN	Assigned PO (	Basic Search Sea Current Address	arch Clear
Search Results	Juvenile Name Expunged, ID:65 qw	DOB SSN 11/05/2005	Assigned PO (	Busic Scuren	
		in the second		Busic Scuren	Is Active
Search Results Action County JID View JP2005000065	Expunged, ID:65 qw	11/05/2005	No PO Assigned,	Busic Scuren	Is Active
Search Results cction County JID View JP2005000065 View k	Expunged, ID:65 qw f, f	11 <i>1</i> 05/2005 06/22/2006	No PO Assigned, No PO Assigned,	Busic Scuren	Is Active No () Yes
Search Results Action County JID View JP2005000065 View k View JP2023459876	Expunged, ID:65 qw f, f Fins, Mark	11 <i>1</i> 05/2005 06/22/2006	No PO Assigned, No PO Assigned, No PO Assigned,	Busic Scuren	Is Active No () Yes Yes
Search Results Iction County JID View JP2005000065 View k View JP023459876 View JP2006-000032	Expunged, ID:65 qw f, f Fins, Mark Finstra, Scott	11/05/2005 06/22/2006 07/01/2006	No PO Assigned, No PO Assigned, No PO Assigned, Rentzel, Jack	Busic Scuren	Is Active No () Yes Yes Yes

- If no search criterion is entered an error saying 'Cannot perform a blank search. Enter atleast one field to continue.' will be given. In system options 'No. of records to limit Juvenile Search' has to be entered. If the result of the search exceeds this limit the user will be prompted to further refine the search. By default, a maximum of 50 juveniles are displayed. You can view the next or previous set of 50 records by clicking on the "<< Previous" and "Next >>" respectively.
- To search for a particular record, enter the search parameters and click on "Search" button.
- To clear all the search parameters click on the "Clear" button.
- To select or view a particular record, click on the "View" next to the record.
- Clicking on "<u>View</u> " will take you to the Main Juvenile screen where you can view the juvenile's details. These can be edited or deleted or a new juvenile can be added.
- From the Main Juvenile screen you can click on "<u>BackToSearch</u>" to go back to the search screen.

#### Partial or Wild character (%) search:

Partial or Inside text search can also be performed on all the fields by using a wild character. The character "%" is used to make this kind of search.

For e.g. If you want to search all active Juvenile's whose lastname contains the string "eve" then enter the string "%eve%" in Lastname field and hit the search button. The results will be as shown in the figure.

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ction County JID	Juvenile Name	DOB	SSN	Assigned PO	Current Address	Is Active
ction County JID	NEEYEN, ADAM DALL	00/10/1000	SSN	01000000,776001	15101	100
view 75729A		DOB 11/06/1991	SSN		15101 3050 GLENN MAWR A VENUE, PITTSBURGH, PA 15204	Is Active
<u></u>	NEEYEN, ADAM DALL	00/10/1000	SSN 176-72-2953	01000000,776001	15101 3050 GLENN MAWR AVENUE, PITTSBURGH, PA	100
<u>Лем</u> 75729А <u>Лем</u> 75450В	NEVELS, CHARLES	11/06/1991	340-04-3333	BOUT, JOHN	15101 3050 GLENN MAWR AVENUE, PITTSBURGH, PA 15204 4022 MINTWOOD STREET, PITTSBURGH, PA	Yes
<u>/iew</u> 75729A	NEVELS, CHARLES	11/06/1991 08/18/1990	340-04-3333	BOUT, JOHN MCMURDY, SCOTT	15101 3050 GLENN MAWR AVENUE, PITTSBURGH, PA 15204 4022 MINTWOOD STREET, PITTSBURGH, PA 15224 2271 WILNER DRIVE, PITTSBURGH, PA 15221 4437 BIRCHWOOD LANE, ALLISON PARK, PA	Yes Yes
<u>/Iew</u> 75729A <u>/Iew</u> 75450B <u>/Iew</u> 76483A <u>/Iew</u> 66904B	NEVELS, CHARLES NEVELS, JAJA STEVE, DEONDRE	08/19/1991 08/18/1990 09/29/1992	176-72-2953	BOUT, JOHN MCMURDY, SCOTT BRAND, RANDI	15101 3050 GLENN MAWR AVENUE, PITTSBURGH, PA 15204 4022 MINTWOOD STREET, PITTSBURGH, PA 15224 2271 WILNER DRIVE, PITTSBURGH, PA 15221 4437 BIRCHWOOD LANE, ALLISON PARK, PA 15101 369 112 WEST 14TH AVENUE, HOMESTEAD, PA	Yes Yes Yes
/iew         75729A           /iew         75450B           /iew         76483A           /iew         66904B           /iew         77349A	NEVELS, CHARLES NEVELS, JAJA STEVE, DEONDRE STEVENS, AARON	08/18/1991 08/18/1990 09/29/1992 09/28/1989	176-72-2953	BOUT, JOHN MCMURDY, SCOTT BRAND, RANDI MILLER, JAMES	15101 3050 CLENN MAWR AVENUE, PITTSBURGH, PA 15204 4022 MINTVOOD STREET, PITTSBURGH, PA 15224 2271 WILINER DRIVE, PITTSBURGH, PA 15221 4437 BIRCHWOOD LANE, ALLISON PARK, PA 15101	Yes Yes Yes Yes Yes
<u>/iew</u> 75729A / <u>iew</u> 75450B / <u>iew</u> 76483A	NEVELS, CHARLES NEVELS, JAJA STEVE, DEONDRE STEVENS, AARON STEVENS, AUBREY	09/0/1990 11/06/1991 08/18/1990 09/29/1992 09/28/1989 11/30/1993	176-72-2953 197-70-5224	BOUT, JOHN MCMURDY, SCOTT BRAND, RANDI MILLER, JAMES BREGMAN, CHARLES	15101 3050 GLENN MAWR AVENUE, PITTSBURGH, PA 15204 4022 MINTWOOD STREET, PITTSBURGH, PA 15224 2271 WILNER DRIVE, PITTSBURGH, PA 15201 4437 BIRCHWOOD LANE, ALLISON PARK, PA 15101 369 1/2 WEST 14TH AVENUE, HOMESTEAD, PA 15120	Yes Yes Yes Yes Yes Yes
Alew         75729A           Alew         75450B           Alew         76483A           Alew         76483A           Alew         76483A           Alew         76483A           Alew         77349A           Alew         73090A	NEVELS, CHARLES NEVELS, JAJA STEVE, DEONDRE STEVENS, AARON STEVENS, AUBREY STEVENS, BAYLEN	11/06/1991 06/18/1990 09/29/1992 09/28/1989 11/30/1993 02/17/1990	176-72-2953 197-70-5224	BOUT, JOHN MCMURDY, SCOTT BRAND, RANDI MILLER, JAMES BREGMAN, CHARLES BRADFORD, HEATHER	15101 3050 GLENN MAWR AVENUE, PITTSBURGH, PA 15204 4022 MINTWOOD STREET, PITTSBURGH, PA 15224 2271 WILNER DRIVE, PITTSBURGH, PA 15221 4437 BIRCHWOOD LANE, ALLISON PARK, PA 15101 389 1/2 WEST 14TH AVENUE, HOMESTEAD, PA 15120 1611 GRANT STREET, MCKEESPORT, PA 15132	Yes Yes Yes Yes Yes Yes Yes Yes

Similar search can be performed on all other fields.

Figure: Wild character search

# 2.3 Explore Juvenile

This section explains all the links present on the left navigation menu. Click on each of them to go to the respective screens.

## 2.3.1 Address

When a juvenile is added to the system, his addresses need to be saved as part of records. This screen contains the juvenile's address and contact details.

- The list shows all the addresses entered for that juvenile. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. Address Line #1, City, State and Zip are mandatory fields. To make the address entered current, use the check box 'Current Address'. On checking this the address will become the current address and the status of any other address which was current earlier will change.
- Email address has to be entered in valid email-id format.

- Once all other information is entered hit 'Save' to submit. The same information can be modified by using the 'Edit' Button.
- The juvenile's relative's addresses can also be updated from this screen. To update the address with the entered juvenile address, click on the 'Relations Update' button. This will display a list of all the juvenile's relations. Check the relations whose address you want to replace with the juvenile's address and click on 'Apply'. All the checked relations will now have the address same as that of the juvenile. Information contained in Address Line 1, Address Line 2, City, State, Zip, Zip Ext fields will only get copied to the selected relation(s) address.

🎒 Juvenile Address - Mi	icrosoft Internet Explorer			_ 8 ×
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- Alias	Address of the Juvenile Jac	k,Russell JP2005-000004 ———		
- Diagnosis		ddress	Contact Info	Current
- Disability	🛷 Home address 1:	23 Horlo Drive Shippensburg PA 17257	(717) 222-3776 (H)	Yes
- Doctor			russel@jack.com	
- Document	Add/Edit Address		07/04/0004	
- License/ID	Home address	🗹 Current Address	07/01/2004	
- Employment	Description		Start Date	End Date
- Family/Financial	123 Horlo Drive		Shippensburg	PA 💌
- ID Marks	Address Line #1 (*)	Address Line #2	City (*)	State (*)
- Insurance	17257		russel@jack.com	
- Notes	Zip(*)	Township/Borough	E-Mail Address	Census
- PO Safety	(717) 222-3776	(717) -	(717) 333-6789	(717) -
- Prescription	Home Phone	Work Phone	Cell Phone	Pager
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## 2.3.2 Alias

A juvenile could be using one or more false names-aliases. This screen contains the alias details of the juvenile.

- The list shows all the aliases present for that juvenile. Click on <u>'View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. None of the fields are mandatory. At least one field should be filled to save a new record.
- Save the information entered. The same information can be modified using the 'Edit' Button.
- To delete an Alias record click on the 'Delete' button and select 'OK' to confirm delete.

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## 2.3.3 Diagnosis

A juvenile could have some physical or mental ailment. All information about the diagnosis provided to the juvenile can be captured in the system by using this screen.

- The list shows all the diagnoses made for that juvenile. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter information such as Diagnosis date, Doctor Name, Diagnosis Valid Till date and Notes on the diagnosis made in the respective fields. **Diagnosis date** is a mandatory field.

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- Save the information entered. The same information can be modified using the 'Edit' Button.
- To delete a record hit the 'Delete' button.
- Click on '<u>View Diagnostic Results</u>' to view the Diagnostic results for the juvenile. This will take you to a new screen where you can view the list of results for that diagnosis.

#### 2.3.3.1 Diagnosis Result

Every diagnosis made will have a set of results attached to it. This screen contains the results for the diagnosis.

- The list shows all the results made for the diagnosis selected on the previous screen. Click on <u>'View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).

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- Enter all the information in the respective fields. **Axis Type, Axis Code** are mandatory fields.
- Save the information entered. This can be modified using the 'Edit' Button.
- To delete a record hit the 'Delete' button.
- Click on 'Diagnosis' on the horizontal navigation bar to go back to the Diagnosis screen.

## 2.3.4 Disability

A juvenile could be physically or mentally disabled. It is essential to keep track of such disabilities. This screen contains all the disabilities of the juvenile.

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- The list shows all the disabilities present for that juvenile. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. **Disablility** is a mandatory field. Disability
  dropdown contains a list of disabilites added in the system. If the disability to be added is
  present in the dropdown select that value, otherwise you will have to ask your
  administrator to add the value from LTM maintenance.(Please refer section LTM Disability
  for details).
- Save the information entered. This can be modified using the 'Edit' Button.
- To delete a record hit the 'Delete' button.

## 2.3.5 Doctor

System is capable of maintaining Juvenile's Doctor related information. This will help the probation office to get in touch with the Doctor whenever need arises. This screen contains information on all the doctors of the juvenile.

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Disability Doctor	4	Owens Kurt	Pinnacle He	ealth	All	111 Front Street Harrisburg PA 11111	(717) 123-345 (O) Owen@PH.com
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- The list shows all the doctors associated with that juvenile. Click on <u>'View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. Doctor/Provider name is a mandatory field. Select the type of care provided from Care Provider Type dropdown.Values in Care Provide Type dropdown is maintained in LTM screen. All other information required is self explanatory.
- Save the information entered. This can be modified using the 'Edit' Button.
- To delete a Doctor record from the system hit the 'Delete' button.

## 2.3.6 Document

You can use this screen to upload any documents related to that juvenile.

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The list contains all the document names along with the upload date. Click on '<u>Open document</u>' to view a specific document. On clicking the '<u>Open Document</u>' link the document will be open in the same browser or the application with which you want to view the document. To open the document in another page or the application directly you will need to configure your windows explorer settings as explained.

For. E.g We want to open every word or excel document in MS Word and MS Excel. To achieve this open Windows explorer. Select 'Folder Options' from 'Tools'

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	lj631en.exe	1,125 KB	Application	6/28/2004 2:41 PM
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😂 Share this folder	PublicDefenderOfficeAddress.rpt	22 KB	Crystal Reports	1/11/2005 12:34 PM
	💾 RelationAddress.rpt	32 KB	Crystal Reports	1/11/2005 12:34 PM
	Deployment Training.ppt	7,615 KB	Microsoft PowerPoi	7/5/2005 2:49 PM
Other Places	AssistedSolutions.WebControls.Inp	. 56 KB	Application Extension	9/24/2005 5:37 PM
<b>a</b>	ytb612_efgsip.exe	745 KB	Application	2/10/2006 2:34 PM
My Computer	en_us.exe	6,886 KB	Application	2/10/2006 2:35 PM
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In the 'File Types' tab navigate to the file type you desire to open. In this case for MS Word documents the file type will be 'DOC'.

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Click on the '**Advanced**' button. Uncheck the box against 'Browse in same window'. Click '**OK**' to save the settings. Perform the same task for all other file types.

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- The Document list will be empty if no document is present. In this case, the screen will be in 'Add' mode.
- To add a document click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. Document Name and Document to be uploaded are mandatory fields. Enter a name to in Document Name to identify the document.

- Click on the 'Browse' button to browse for the document to be uploaded. This will open a small window. Select the file you want to upload and click on 'Open'. The file name will show up in the box.
- Save the information entered. This can be modified using the 'Edit' Button.
- To Delete a document hit the **'Delete**' button.

## 2.3.7 License/ID

This screen contains the juvenile's driver's license details.

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- License/ID - Employment	State / L	icense or Stat	e ID (*)	Issued Date	State / \	/ehicle Plate	Issued Date
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- The list contains all the licenses issued to the juvenile so far. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. **State/License or State ID** are mandatory fields. If the State of License is 'PA' then the License or State Id has to be numeric. To save the entered information click on '**Save**'. To modify or edit the information click on '**Edit**' and make changes.
- To delete a License recod hit '**Delete**' button.

## 2.3.8 Employment

If a juvenile is working, the Employment screen is used to keep information of all his employment details including Employer name, contact and tenure of employment. This screen contains information on all the employers and supervisors of the juvenile.

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- The list contains all the employers and occupations related to the juvenile. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. **Employer** is a mandatory field. **Hourly Rate** will accept only numeric values.
- Save the information entered. This can be modified using the 'Edit' Button.
- Click on the 'Wage Attachment' button to access the wage details for each employer.

## 2.3.8.1 Wage Attachment

The court orders the juvenile or parent to pay a fixed amount. In many cases, juvenile or parent is made to sign a wage attachment so that the employer would directly pay the ordered amount regularly from their pay. This information is required to be recorded in the application. This screen contains all the wage details for a specific employer.

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- The list contains all the wage attachment amounts along with the dates and payment frequencies. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode). Total Amount Owed and Payment Amount accept only numeric values(money).
- Enter all the information in the respective fields. **Total Amount Owed** and **Payment Amount** are mandatory fields.
- Save the information entered. This can be modified using the 'Edit' Button.
- Click on 'Employer' on the horizontal navigation bar to go back to the Employment screen.

## 2.3.9 Family/Financial

This screen contains the juvenile's family and financial information.

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- The list contains information on the juvenile's parents, their gross monthly, SSN, status, living arrangement and number of members. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode). Gross Monthly and Social Security Monthly accept only numeric values(money). Parents Income, Family Status, Living Arrangement dropdown values can be managed from LTM screen. Enter brief notes if any in the Notes field.
- Enter all the information in the respective fields and 'Save'. None of the fields are mandatory. Data should be entered in at least one of the fields in order to save a new record.
- To delete a record hit the '**Delete**' button.

## 2.3.10 ID Marks

This screen contains information about Identification Marks on the juvenile.

- The list will contain all the ID Marks on the juvenile.
- To add data click on 'Add'.(If not already in 'Add' mode). Enter text in ID Marks field.The maximum characters allowed for this field is 40.
- Once the ID Marks text is entered you can 'Save' the information. To change the information click on 'Edit'.
- To delete a record hit the '**Delete'** button.

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## 2.3.11 Insurance

This screen contains the juvenile's insurance information.

- The list contains information on the juvenile's insurance company, insurance type and other details. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. **Company** and **Insurance type** are mandatory fields. Select Insurance type (dental, medical etc.) from the available dropdown values.
- Save the information entered. This can be modified using the 'Edit' Button.
- To delete a Insurance record hit the 'Delete' button.

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## 2.3.12 Notes

You can use this screen to enter any field or case notes related to that juvenile. The screen contains a word-like editor wherein you enter the notes. It has features to change the font, style, size, alignment, bullets, indentation, color, insert tables and images, links, cut, copy , paste text from other documents etc.

To run spell check on the entered note click on  $\sqrt[9]{}$  button . The spell check can be performed on selected text also.

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	Note 1 of 2 << Previous Next>>	Total Number of Notes: 2	
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- Notes for a juvenile are arranged in the order they were created or changed. So the note
  accessed last will be the first in the list.
- Date of Note is a mandatory field. Default date for this field will be the current date.
- You can see the number of notes present for that juvenile below the editor. To view different notes, click on "<< Previous" and "Next >>". Total Number of Notes shows the number of notes present for the juvenile.
- If there is no note present then the screen will be in Add mode.
- To add a new Note click 'Add' and type text in the editor. You can format text by using the buttons in the toolbar. To save the note click on 'Save'. To edit or change the content click the 'Edit' button.
- To delete a note click on 'Delete'.

## 2.3.13 PO Safety

This area is used to note down information that a PO should be aware of before visiting the Juvenile's residence. This will help the PO to take precautionary measures for his safety.

Viewing the existing information, Add, Edit and Delete is same as other screens. The PO Safety text should not be more than 250 characters in length.

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# 2.3.14 Prescription

This screen contains information on all the prescriptions prescribed to the juvenile.

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- The list contains the prescription name, dosage and the doctor's name who prescribed it. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. Prescription is a mandatory field.
- Save the information entered. This can be modified using the 'Edit' Button.
- To delete a prescription record hit the 'Delete' button.

## 2.3.15 Relationships

This screen contains information on all of the juvenile's relatives.

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- The list contains the relative's name, his relation to the juvenile, date of birth and address. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. Last name and Relationship are mandatory fields.
- Save the information entered. This can be modified using the 'Edit' Button.
- A check mark picture besides the 'Address' button shows that an Address record already exists for this relation. To add an address click on the 'Address' button. This will take you to the address screen for the relative. The address for this relative can be added in the same way as was done for the Juvenile. If the address of the relative is the same as that

of the juvenile then the address of the juvenile can be copied to this relative. For details please refer the 'Update Relations' part under the 'Address' section of juvenile.

- A check mark picture besides the 'Employer' button shows that an Employer record already exists for this relation To add employer information for a relative, click on the 'Employer' button. Adding the employer information for the relative is same as adding employer for a juvenile. For details on adding Employer information please refer the 'Employer' section in juvenile.
- To come back to the Relationships screen from the Address or Employer screen, click on 'Relation' on the horizontal navigation bar.
- To delete a relation record click on '**Delete**'. Before deleting this record, be sure to delete all the records in '**Address**' and '**Employer**' for this relation. If an address or employer record exists for this relation, the system will not allow you to delete the record.

## 2.3.16 School

This screen contains the juvenile's school information. It also has a group of 'read-only' data after the 'Add/Edit' section. This group contains all details of the school name which is selected. This information comes from the lookup tables. If you cannot find a school name in the list or would want to add a new school name, please contact your system administrator or you can add school date from LTM screen.

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- The list contains the school name, grade details, start and end dates and status. Click on <u>'View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields. The **School Name** is a mandatory field.

- Save the information entered. The school information will show up in the 'Read-only' section only after a record is saved.
- A check mark picture besides the 'Principal's Notes' button indicate that records already exist in that screen. To add Principal's notes for the school record, click on the 'Principal's Notes' button.

#### 2.3.16.1 Principal's Notes

This screen contains all the principal's notes.

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- The list contains all the notes. Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter all the information in the respective fields.
- Save the information entered. This can be modified using the 'Edit' Button.
- Click on 'School' on the horizontal navigation bar to go back to the School screen.

## 2.3.17 SSN

This screen contains all the SSNs for that juvenile. There can be only one valid SSN at any given point of time.

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- Click on '<u>View</u>' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Enter the SSN in the box and click on the checkbox to make it valid. **SSN** is a mandatory field.
- Save the information entered. This can be modified using the 'Edit' Button.
- To delete a SSN record click the 'Delete' button.

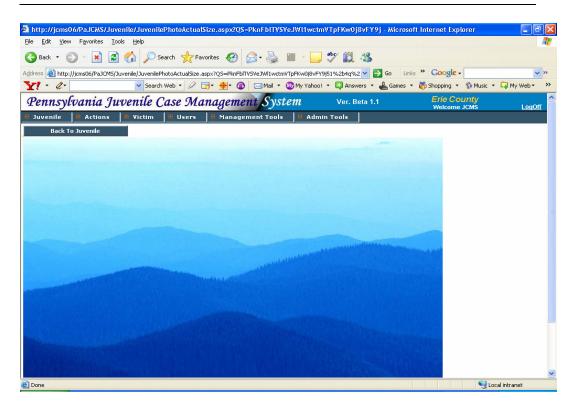
#### 2.3.18 Photo

This screen contains all the photos and photo related information of the juvenile.

- Click on '<u>View</u>' to view a particular photo. The list will be empty if no photo is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode). To add a photo to the record, click on 'Browse'. A small window will open up as shown below.

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- Select the desired photo and click on 'Open'. The filename will appear in the box next to the 'Browse' button.
- Enter the other information. To see what the photo will look like once saved, click on the '**Preview**' button.
- Save the information entered. The current photo will show up in the juvenile's main screen. Photos can be modified using the '**Edit**' Button.
- To view the photo in actual size, select the record and click on the 'View Actual Size' button in the Add/Edit photo section. This will open the actual size photo in another screen. To return back to the original screen click 'Back to Juvenile' button.



## 2.3.19 Watch List

This screen is used to add a juvenile to any existing watch list. A NewWatchlist can be added from the LTM Screen.For details on how to add a watchlist refer the Watchlist section under LTM section.

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- The Watch List entries shows all the watch lists to which the juvenile is added. To view the details on each entry click the <u>'View</u>' link. If there are no records present in the List, the screen will open in Add mode
- To add juvenile to a new watch list, click 'Add', select a watch list from the drop down and enter information regarding the juvenile's condition. Note that a juvenile can be added to a watchlist only once.
- Save the information by clicking the 'Save' button. To edit information click 'Edit'.
- To remove a juvenile from a watchlist click the 'Delete' button.

#### 2.3.20 Case Management

This part is handled separately in section 3.

### 2.3.21 Form D1, D2

This part is handled separately under Forms in section 4.

### 2.3.22 Form CY60

This part is handled separately under Forms in section 4.

## 2.3.23 Form CY61

This part is handled separately under Forms in section 4.

# 3. Case Management

For a juvenile in the JCMS system, case information is added based on the allegation. A case number, which is either auto-generated by the system or entered by the PO, is entered for every case. Along with the case number, information like allegation type, Docket Number (assigned by Police or PO), Incident Number, Petition & Arrest Date is collected. Referral information like Affiant Name, Allegation Source, Department of Allegation, Alleged By, Allegation Date and Age at Allegation is collected.

For a case, alleged charges can be added, modified or deleted. For an alleged charge, information like charges, charge code, Grade, charge counts, admitted to etc are collected. For each of the alleged charge, victim information if any is added. For a victim, details like Name, Address, Contact Information is entered into the system.

Also part of the case details is Intake Information, Codefendants, Involved persons and Detention Hearing screens. Intake Information consists of intake interview date/time, intake officer and comments from the interview. Juvenile Codefendants in the case if any are entered in the Codefendants screen. If for a case, there are other involved people like witness, adult co-defendants, co-conspirator & Affiant, then the Involved Persons screen records their name and contact information.

As part of the case information, the system also records any drug or DNA testing done on the juvenile. In the drug screen, the type of test, the list of drugs for which the screening is done and the results of the test are captured. In the DNA screen, the DNA testing agency, collected by and date, submitted by and date details are input.

If the juvenile was involved with any gangs, the information of the gang, his nickname in the gang is recorded. For any other details required to be recorded the comments field is used.

## 3.1 Case Management

This screen contains a list of all the cases registered against that juvenile. You must have a juvenile open to perform this task.

Click on <u>'View</u>' to view any of the case details. You can also add a new case directly by clicking on the 'Add' button. Both these event will take you to the 'Case' screen.

### 3.1.1 Case

#### 3.1.1.1 Add new case

If you have reached the case screen by clicking on the '**Add**' button, the screen will open in the 'Add' mode. This is where you will enter all the basic case details for the case. This includes the Case information, Allegation information and Statistical Card Required Information at the Time of Allegation.

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• The first group of boxes contains all the Case information like case number, JOTN, State court number, episode, docket number, AOPC number, offense tract, allegation type,

incident number, petition signed, petition date, petitioner, probation officer, PO supervisor, arrest date, assigned judge, arrest ORI.

• The entry in **JOTN** field should be as per the JOTN Algorithm. While saving case record the system will validate for correct JOTN entry. If the JOTN does not appear to be valid the user is notified with a warning message as shown.



To enter data in the Arrest ORI field, use the 'ORI List' button besides it. This button will
pull down a panel to search an ORI agency number. The Arrest ORI search panel is
shown below.

You can perform Arrest ORI Agency Search by ORI number, Office Name, County. Use Sort by dropdown values to sort your results. Click '**Search**' to perform the search. All results matching the search criteria gets shown in the list. Select the desired ORI number by clicking the '<u>Select</u>' link. The selected ORI gets populated in the **Arrest ORI** field.

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- The second group of boxes contains all Allegation information. This includes Allegation date, Age at Allegation, county resident, Alleged by, Affiant name, phone number, Allegation source, department of Allegation and JTS notes.
- The third group of boxes contains the Statistical Card Required Information at the Time of Allegation. This includes school status, highest grade completed, family status and living arrangement.

- The values for Allegation type, Probation officer, PO supervisor, Assigned judge, Alleged by, Allegation source, Department of Allegation, School status, Highest grade completed, Family status and Living arrangement come from the respective lookup tables. If you can't see a particular value in the list or need to add a value, you can add from LTM screen or contact the system administrator.
- **Case number** is a mandatory field. It is either auto-generated by the system or entered by the PO depending on the county. Case number auto generation is discussed in more detail under the System Options section.
- A case can have many JTS notes attached to it. To view all the notes or to add new notes click on the 'JTS Notes' button below the third group of boxes. This will take you to a new screen.
- The JTS notes screen contains the list of all the notes along with the notation date. **JTS notes** is a mandatory field on this screen.
- Click on 'Case' on the horizontal navigation bar to go back to the Case screen.

#### 3.1.1.2 Close, Reopen, Expunge, Open for Maintenance an existing case

If you have reached the case screen by clicking on any one of the cases in the Case list, you can view the details of the case selected. You can edit, delete or add a new case by clicking on the respective buttons.Besides these operations a case can be closed, expunged, or a reopended in the system.

An active case screen has 2 additional buttons on the top – '**Close**' and '**Expunge**'. You won't see these buttons if you are in the 'Add' mode.

#### Close an open case:

To close a case, click on the 'Close' button. If all the information required for closing a case is available the case will be closed and you can see the message 'Case has been closed successfully' in the status bar.

If enough information does not exist in the system to close the case, another screen containing a list of messages with the conditions which do not allow close the case appears. You will have to close all these conditions before the case can be closed.

Once a case is closed all the links in the left navigation becomes inactive. Also you cannot make any changes to the case. All data fields for a closed case appears in red color font.

#### Reopen a case:

A closed case can also be reopened in the system. To open the closed case click on the '**Open**' button. This will change the status of the case and all the links on the case screen are made active.

#### Expunge an open case:

Click on the '**Expunge**' button to expunge a case from the system. If all the information required to expunge a case is available, it will be expunged and you can see the message 'Case has been expunged successfully' in the status bar. If a case cannot be expunged due to insufficent data, a new screen will open up showing you what all data is required for it to be expunged. Click on the '**Back to Case**' button to go back to the Case screen.Once a case is expunged it will not appear on the case list of the juvenile.

#### Open a case for Maintainence:

Once a case is closed you will see an additional button - 'Open for Maintainence'.

To edit an already closed case, click on the '**Open for Maintainence**' button. This will allow you to make the changes you want to the case details. The case will remain open only for the time you make changes to it. The case will be automatically marked close after you open/visit other case.

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		Probation Officer	PO Su	pervisor	Arrest Date	Assigned Judge	
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		07/05/2005		E Ca	ounty Resident		-
			Age at Alleg	ation		Alleged By	
		Allegation Date	Age at Alley				
		Allegation Date			WIN BORO	•	-

## 3.1.1.3 "JOTN Mandatory" Message

Adjudication rules requires that if a juvenile has been adjudicated delinquent on a case, a JOTN entry is mandatory for such a case. The system will show a message box on the top of each case if JOTN has not been entered for such a case for more than 35 days. Every time you open the case a message box as shown below will appear.

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Case										
- State/County Transfer	Home >> Juvenile >> Ca	ase Management								
- Alleged Charges 🗸										
Victim Manager 🖋				Close Expunge						
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Involved Persons		Tolder chair 50 days associated i	Herrich, Sont is mandacory for such	a case						
Out Of HomeService 🗸 Hearing List 🖌	Override JOTN			Reason for Override						
Disposition List 🗸	Case Information for AD	Case Information for ADKINS,RED JP02-04966								
bisposition clars	2005-06585			3						
	Case Number(*)	JOTN	State Court Number	Episode						
	CP25JV1644-2005			Allegation						
	Docket Number	AOPC Number	Offense Tract	Allegation Type						
	05-34160	Petition Signed	09/01/2005	Detrive						
	Incident Number	1000	Petition Date	Petitioner						
	Chandler, Alvento Monopolitation Officer	PO Supervisor	Arrest Date	Assigned Judge						
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	Affiant Name	Phone Number	Allegation Source	Department of Allegation						
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- If a JOTN cannot be obtained for a required case then the message can be overriden by using the 'Override JOTN' checkbox and entering the reason for override. You must be a supervisor to override a JOTN.
- A list of all cases requiring JOTN also appears every time a Juvenile is selected for viewing. This message is shown in the figure below.

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		JOTN i	is required for the following cas	es		
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Continue To	Juvenile					
Continue To	Juvenile					
Continue To	Juvenile					
Continue To	Juvenile					
Continue To	Juvenile					

### 3.1.2 State/County Transfer

This screen shows the case transfer history for a juvenile, for a specific case.

The list displays the transfer type, the 'from' and 'to' transfer location, reason for transfer, contact name and transfer date. A transfer can be of two types. It can either be a **County-Transfer** or an **Inter-State transfer**.

- Click on <u>'View</u>' to view a specific transfer record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode). If you select the transfer type as 'Inter-State', the county list will be disabled. If you selecet transfer type to be 'County-Transfer', the state list will show a default value of 'PA' and you can choose the county from the county list.

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Case - State/County ransfer - Alleged Charges		e >> Juvenile >> Transfer History	Case Manageme	ent >> C	ase		Transfer
- Victim Manager - Codefendant - Involved Persons - Out Of	Action	Transfer Type	Location	Reas	son	Contact Name	Date
	1	COUNTY-TRANSFER	- PA - Bucks	COUF	RTESY SUPERVISION		07/05/2006
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					Add Edit	Save Can	cel Delete
	-	d: jcms 07/06/2006 04	.07.45		ast Updated: No upd	lates made	

- Enter all the details in the respective boxes. **Transfer Type** and **Direction** are mandatory fields.
- Save the information entered. This can be modified using the 'Edit' Button.
- To delete a record click on 'Delete' button.

## 3.1.3 Alleged charges

This screen contains information about all the alleged charges for that case for that juvenile.

The list displays the charge code, whether the charge is an 'Attempt, conspiracy or Solicitation', Count, If it is a MSC- Most serious charge, Description and whether Admitted or not.

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Case	Home >> Juvenil	e >> Case Management >> Cas	e	
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- Alleged Charges	Action Charge G	rd ACS Cnt MSC Description		Admitted
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IomeService	Charg	je List		
- Hearing List	Charge Code(*)	Charge Description(*)		Grade
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- Click on '<u>View</u>' to view a specific charge. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- To add a alleged charge, Charge code, Charge description and No. of counts are mandatory fields.
- To search for an exsiting charge, click on 'Charge List'. A new panel will open below the 'Add/Edit alleged charges' section. Click on 'Search' to view all the charges or you can search for a specific charge by entering the search criteria – Charge code, description, sort by. To perform an inside search on the basis of the entered criteria, tick the 'Inside Search' box. Check the 'Include terminated charges' to view the terminated charges too.
- The list below will show you the Charge code, description, grade, effective date, termination date and whether DNA is required. Click on "<< Previous" and "Next >>" to view more records.
- Click on <u>Select</u> to choose a particular charge. The address details will be displayed in the Add/Edit Alleged charges' area and the search panel will disappear.
- You can view the searched charges by clicking on the '<u>Show/Hide Charge search</u>' link.
- Save the information entered. This can be modified using the 'Edit' Button.
- As the name suggests, the '**Recalculate MSC**' button is used to recalculate the Most serious charge among the charges listed.

#### 3.1.4 Victim Manager

This screen contains all information related to victim's of that particular case.

The list contains the victim's names along with their addresses. The screen is divided into 3 sections –

- The Victim charge list, which has the victim's names and addresses.
- The Add/ Edit Victim charge where you can enter the victims name or add him onto the list from the bottom section.
- The Charge Information section where you can search for a specific victim's information. Charges added to the Alleged charges screen will show up here.

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- Involved Persons	<u>View</u>	Abott, Mary		T 04, Harrisburg, PA 1702	3				
- Out Of	and the second second	dit Victim Cł	narge —						
HomeService - Hearing List		e, denime		Victim List	Victim List Victim Address				
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biopoolition Live		e Informatio ode GradeA		SC Charge			Admitted		
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- Click on '<u>View</u>' to view a specific victim's record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode).
- Click on 'Victim List' to open up the Victim Search panel below. Enter the search criteria
  and click on 'Search' to view a list of victims. Click on "<< Previous" and "Next >>" to
  view more records.
- If the name you are looking for is not present in the list, you can add a new victim by clicking on the 'Add new Victim' button. This will take you to a new screen Victim Information.
- You can also search for a particular victim by entering the name in the 'Victim Last Name/Business Name' box and clicking on search. This will display matching records.
- Click on <u>Select</u> to add a particular victim to the charge list. This victim's name will now appear in the Victim name' box in the Add/ Edit Victim charge' section.
- Tick the applicable charges from the 'Charge Information' section below the 'Victim name' box.
- You can view or hide the charge search section by clicking on the '<u>Show/Hide Charge</u> <u>Search</u>' link below the 'Charge Information' section .
- Save the information entered. This can be modified using the 'Edit' Button.

#### 3.1.4.1 Victim Information

The Victim Information screen is used to add a new victim. Victim information can either be of type 'Business' or 'Individual'. Select the appropriate option and enter the information.

• If you choose 'Business', **Business name** is a mandatory field. In this case you need to enter only business name, contact name and comments.

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Address VOJO	✓ Victim Infor         ○ Business         ⓒ Individual	mation Business Name(*) Jasmin Last Name(*) Suffix	) Contact Nam Laura First Name(* 07/05/1976) Date of Birth		Middle Name
	Comments		Add Edi	t Save Car	ncel Delete Bac
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- If you choose 'Individual', **Lastname** and **firstname** are mandatory fields. You will be able to enter middle name, suffix and date of birth along with the comments.
- Save the information entered. This will take you back to the Victim manager screen. You will now be able to see this newly added victim's name in the victim list.
- Click on 'Cancel' to cancel any activity or on 'Back' to go back to the Victim Manager screen without adding a victim.

### 3.1.5 Co defendant

This screen contains all information related to the codefendants of that particular case.

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- The list contains the name, date of birth, case number and docket number of the codefendants.
- The codefendant search can be performed by CountyJid, Juvenile Last Name, Juvenile First Name, SSN, Assigned PO, Active Flag or Case Numner. Clicking on the 'Search' button will display a list of all the juveniles matching the search criteria.
- From the results screen Click on '<u>Add</u>' to add a juvenile to the codefendant list. The selected juvenile's name will now be seen in the Codefendant List. You cannot duplicate juvenile's to the codefendant list.
- Click on 'Remove' in the Codefendant list to remove a codefendant.
- Click on ' Clear' to clear all the search criteria.

#### 3.1.6 Involved Persons

This screen contains information about all the people involved in that particular case. It has the involved person's full name, date of birth, involvement and address.

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Alleged Charges 💞	Action Name	Address		Involvement	DOB
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Codefendant 🖋	🧳 🛛 Prada, Chris S			Juvenile Co-Conspirator	07/07/1997
Out Of	Add / Edit Involved P	erson Information	0 10		
meService	Prada	Chris	S	Sr	
Hearing List	Last Name(*)	First Name(*)	Middle Name	Suffix	
Disposition List	Juvenile Co-Conspirat	07/07/1997	🔜 🛛 🗖 Deceased		
	Involvement(*)	DOB			
	Address		Add Edit	Save Cancel	Delete
	Created: jcms 7/17/2006 1:	56:06 PM	Last Updated: jcms 7/	17/2006 1:56:19 PM	

- The list displays the involved person's full name, date of birth and involvement. Click on <u>'View</u>' to view an involved person's record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on 'Add'.(If not already in 'Add' mode). Enter the involved person's lastname, firstname, middlename, suffix, involvement and date of birth. Lastname, firstname and involvement are mandatory fields.
- To add an address for the person, click on the 'Address' button. This will take you to a new screen Address of Involved Person.
- The list here will display all addresses for that person. To add a new address, you can enter information in the 'Add/Edit' Address section or use an existing address.
- To use an existing address, use the 'Addresses' section at the botton of the page. Note that this section will be visible only in 'Add' or 'Edit' mode.
- Click on search to view all addresses or enter search criteria (address line#1, city and sort by) to find a specific one. Click on "<< Previous" and "Next >>" to view more records.
- Click on '<u>Select</u>' to choose a particular address. The address details will be displayed in the 'Add/Edit Address' area.
- Save the address. This can be modified using the 'Edit' Button.
- Click on 'Involved Person' in the horizontal navigation bar to go back to the Involved Person's screen.
- Save the information entered. This can be modified using the 'Edit' Button.

# 3.2 Out of Home Service

Out Of Home Service keeps track of all the placement services ordered to a juvenile. These include any Placements, Detentions, Diagnostics and Shelter services a juvenile undergoes during his term of referral to the county probation department.

This link will show you the list of all out-of-home-service records for that juvenile. The list contains the type of out-of-home service, facility name, service start and end date.

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- Community Serv.	Action	Туре	Facility Name	Service Start Date	Service End Date	
- Other Service - Out Of	View	DETENTION	Chester County	07/07/2006	07/21/2006	1
lomeService	<u>View</u>	DETENTION	Allencrest - Beaver County	07/07/2005	07/21/2006	
- Probation - Parental Contempt - Intake Interview	View	DIAGNOSTI	CDiagnostic Center	07/07/2003	07/14/2005	
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- To view existing Out of Home service record click on the '<u>View</u>' link.
- You can add a new Out of Home Service by clicking on the button 'Add Out of Home Service'. To add you will have to first select the type of service from the dropdown. Currently the system allow maintaining four types of Out of Home Services viz. Detention, Placement, Diagnostic and Shelter.

Adding each of these service is explained in the following sections.

## 3.2.1 Add Detention Out of Home Service

Whenever a juvenile is ordered to a detention facility it is considered to be a out of home service.

- To Add select 'Detention' from the dropdown and click on 'Add Out of Home Service'.
- A new screen to add detention information appears as shown. Select the 'Detention Facility' and 'Detention Center' from the available dropdown values. The data in these dropdowns is maintained in the LTM Screens.
- A detention can be a result of a formal detention hearing or without a hearing. Select appropriate option for hearing for your case. If the detention comes from a detention hearing selecting the 'Hearing' option will bring all the list of Detention hearing for the juvenile in the Hearing dropdown. Select the applicable hearing. From the available list of cases you will have to select atleast one case to attach to this detention record.

- To save the information click 'Save'. To make changes click 'Edit'.
- To delete the record click on 'Delete'. Deleting the record will take you to the main Out of Home Service list.
- You can click on 'OutofHomeServiceList' link in the horizontal navigation menu to go back to Out Of Home Service main list.

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Detention Forms – D1 and D2 can be added for an Out of Home Service. To add these forms click on the respective buttons. These 2 forms are explained in section 4.1 and 4.2.

## 3.2.2 Add Placement Out of Home Service

The court can order juvenile to be placed in a placement facility. The information for such placements is maintained in this screen

- To add a new placement record select placement from Out Of Home Service List screen dropdown and click on 'Add Out of Home Service'. A new placement screen as shown below appears.
- Select the placement facility from the facility dropdown. This dropdown values are controlled by JCJC and CJJT&R. To make any additions to this list of facilities contact your system administrator. Placement Facility and a Disposition is mandatory for a placement record.

- Select the date of placement, release date, projected release date if known. Enter the remaining data as required
- From the list of dispositions select atleast one disposition to which resulted in this placement service.
- To save the data entered click on 'Save'. To edit or change information entered click on 'Edit'.
- To delete a placement record click on '**Delete**'. This will take you to the OutofHomeServiceList main screen.
- If you want to navigate back to Out of Home Main List click on 'OutOfHomeServiceList' link in the horizontal navigation bar.

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### 3.2.3 Add Diagnostic Out of Home Service

A diagnosis service ordered to a juvenile is considered as an Out of Home Service.

- To add a new diagnosis record select 'Diagnostic' from Out Of Home Service List screen dropdown and click on 'Add Out of Home Service'. A new diagnosis screen as shown below appears.
- Select the start date of placement and the diagnosis facility from the facility dropdown. This dropdown values are controlled by CJJT&R. To make any additions to this list of facilities contact your system administrator. **Start Date** is mandatory for a Diagnostic service.
- From the list of dispositions select atleast one disposition which resulted in this diagnostic service.

- To save the data entered click on 'Save'. To edit or change information entered, click on 'Edit'.
- To delete a diagnostic record click on '**Delete**'. This will take you to the OutofHomeServiceList main screen.
- You can also add D1 and D2 detention forms for this diagnostic service directly from here. D1, D2 forms are discussed in detail in Forms section.
- If you want to navigate back to Out of Home Main List click on 'OutOfHomeServiceList' link in the horizontal navigation bar.

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### 3.2.4 Add Shelter Out of Home Service

A Shelter service ordered to a juvenile is also considered as an Out of Home Service.

- To add a new Shelter record select 'Shelter' from Out Of Home Service List screen dropdown and click on 'Add Out of Home Service'. A new Shelter screen as shown below appears.
- Select the start date of placement and the shelter facility from the facility dropdown. These dropdown values are controlled by CJJT&R. To make any additions to this list of facilities contact your system administrator. Start Date is mandatory for a Shelter service.
- From the list of dispositions, select atleast one disposition which resulted in this diagnostic service.
- To save the data entered click on 'Save'. To edit or change information entered, click on 'Edit'.

- To delete a diagnostic record click on '**Delete**'. This will take you to the OutofHomeServiceList main screen.
- You can also add D1 and D2 detention forms for this shelter service directly from here. D1, D2 forms are discussed in detail in Forms section.
- If you want to navigate back to Out of Home Main List click on 'OutOfHomeServiceList' link in the horizontal navigation bar.

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## 3.3 Probation

A juvenile's dispositional probation information is entered on this screen.

The list contains the probation type, case number, docket number, start date, projected release date and release date.

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The disposition dropdown will show all the dispositions entered from the disposition screen for that juvenile and the probation dropdown shows all the probation types.

The Case list in the bottom is a read-only list which contains a list of all cases for the selected disposition.

- Click on 'Add' to add a new probation. Disposition, probation type and start date are mandatory here.
- To save the data entered click 'Save'. To modify click 'Edit'.

# 3.4 Parental Contempt

This screen is used to record all information related to juvenile's parent for the contempt of a disposition.

The screen contains a list of all the parental contempt dispositions and also allows the user to add special conditions or temporary services for a specific parent.

The list displays the disposition, date of filing contempt, contempt outcome, case number and docket number.

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- Selct the Juvenile disposition from the dropdown list under which parents are held for contempt. Juvenile Disposition, Contempt filed date and Contempt hearing date are mandatory fields here.
- The list at the bottom displays all the juvenile's relation details. Select the relations to add to the contempt disposition.
- Save the entered data by clicking 'Save' button.
- You can add Special conditions and temporary services assigned to the relations held in contemp from here. To do this click the 'Add Special Conditions' button to go to a new screen.

#### 3.4.1 Parental Special Conditions and Temporary Services

This screen contains all the juvenile's relations along with the special conditions assigned to them.

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- The list contains the juvenile's relations along with their names. Click on '<u>View</u>' to select a specific relation.
- You can view the selected relation's special conditions and temporary services in the 2 lists below. Make additions or deletions by checking or unchecking the boxes and click on 'Save'.
- Click on the 'Back to Parental Contempt Disposition' to go back to the previous screen.

## 3.5 Intake Interview

All intake information is recorded on this screen. You can attach multiple cases to a single intake.

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The list displays the interview date, start time, intake location and the intake officer's name.

- Click on 'Add' to enter data on the screen. The screen will open in 'Add' mode if there is no previous record.
- Interview date and Intake officer are mandatoy fields here. Intake location values can be added or changed from the LTM Screen under County Office Information screen.
- The case list shows all the cases present for that juvenile. Select all the cases to be attached to this intake by clicking in the checkbox and save the record.
- The record can be modified or deleted at any time by using the 'Edit' and 'Delete' button.

## 3.6 Hearing List

The hearing list screen displays all the hearings for that juvenile. The list contains the hearing date, type, outcomes, case number and docket number. The type of hearings displayed can be Regular hearings, Signed Court Orders and Detention or Shelter hearings. The screen shows list of all hearings for last one year. To view all the hearings until date click

on 'View all Hearings' button.

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To add a 'Detention' hearing or a 'Shelter' hearing, click on the 'Add New Detention/Shelter Hearing' button. This will take you to a new screen.

#### 3.6.1 New Hearing

- Click on 'Add New Hearing' to add a new hearing of any type other than 'Detention', 'Shelter' or a 'Signed Court Order'.
- Hearing date, Time, Hearing Type and Hearing Conducted By are mandatory fields here. Select the appropriate values from Hearing Location, Hearing Type, Hearing Conducted By, Hearing Represented, Hearing Judge, Prosecuting Attorney and Defense Attorney dropdowns. Additions or changes to these dropdown values can be made from the LTM screen under Hearing Type lookup.
- If the hearing was continued then check the 'Continued No Action Taken' checkbox. In this case **Reason for no action taken** is mandatory
- Select the cases which need to be attached to this hearing from the case list and save the record.

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# 3.6.2 Detention / Shelter Hearing

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- Click on 'Add New Detention/Shelter ' to enter a new hearing. Hearing type can either be 'Detention' or 'Shelter'.
- Hearing Date, Time, Hearing Type and Hearing Conducted By are mandatory fields here. Select the appropriate values from Hearing Location, Hearing Type, Hearing Conducted By, Hearing Represented, Hearing Judge, Prosecuting Attorney and Defense Attorney dropdowns. Additions or changes to these dropdown values can be made from the LTM screen under the respective headings.
- If the hearing was continued then check the 'Continued No Action Taken' checkbox. In this case Reason for no action taken is mandatory
- Select the values for court status and outcome of the detention from available dropdowns.
- Select the cases which need to be attached to this hearing from the case list and save the record.

### 3.6.3 Signed Court order

If a signed court order hearing is to be entered, click on 'Add Signed Court Order'.

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- Click on 'Add' to enter a new signed court order.
- Order date and order type are mandatory fields here.
- Select Signed Court order Ordered by, Represented By, Judge Name, Prosecuting Attorney, Defense Attorney from the available list in the dropdowns. Enter comments about the signed court order in the Comments field.

- The case list displays all the cases present for that juvenile. Select at least one case and save the record.
- The 'Add new Disposition' button will now be active. Click on it if you want to add a new disposition.

# 3.7 Disposition List

The disposition list displays all of the juvenile's dispositions. The Disposition list shows only dispositions in the last one year by default. To view all the dispositions click on the '**View All Dispositions**' button.

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- Click on 'Add New Disposition' to add a new disposition or '<u>View</u>' to go to a particular disposition.
- Disposition date and Final disposition are the 2 mandatory fields here.
- Enter the details for the disposition.
- The disposition you are adding may come from an hearing or a signed court order or it may be a direct disposition. Select the appropriate option for your disposition.
  - When a 'With Hearing' option is selected the hearing dropdown contains a list of all the hearings for the juvenile except the signed court orders.
  - When a 'With Signed Court Order' option is selected the hearing dropdown contains a list of all the signed court order hearings for the juvenile.

Depending upon the value selected in the hearing dropdown, a list of cases for that hearing gets shown in the 'Select Cases' list.

- If 'No Hearing/Signed Court Order' option is selected then the 'Select Cases' list shows all the list of cases for the juvenile.
- For any of the option selected, choose the cases to be attached to the disposition from the case list and save the record.

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# 3.7.1 Charges

Once a disposition is opened for viewing left navigation menu contains a list of actions related to that disposition. The Charges link is used to substantiate or dispose off charges alleged on cases to which the selected disposition belong.

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The charge disposition list displays all the charges associated with the cases selected in the disposition screen, ie. The cases tied to that disposition. It contains the charge, Grade, ASC, Case number, Docket number, code, count, status, whether adjudicated delinquent and whether adjudicated dependent.

- Click on '<u>View</u>' to view a particular charge. Click on 'Edit' to make any changes to the charge. The charge details can be changed by clicking on 'Charge list'. This will display a search panel where you can enter the search criteria. Click on 'Search' directly to bring all records. Select an appropriate charge to replace the existing charge details. You can also type the description.
- Select the status of the charge from 'Status' dropdown. This will decide if the charge has to be substantiated, reduced or withdrawn.

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- Status, Adjudicated delinquent and Adjudicated dependant can be updated with the same values as that of the current charge. To do this, select 'All' in the top header list. Ensure that all the charges or the ones you want to make same have been selected. Make the required changes to the Status, Adjudicated delinquent and Adjudicated dependant fields and click on ' Update Selected Charges' button. All the charges selected will now be updated with same values.
- Use the '**Recalculate MSC**' button to recalculate the Most Serious Charge based on the changes made.
- A charge can only be modified through the disposition which has originally made changes to it. If you try to 'Edit' a charge, which another disposition has disposed then you will get the 'The charge selected cannot be edited. It has been disposed in another disposition' message. You will need to select the appropriate disposition and then go to the charge screen to update the same.

### 3.7.2 Conditions / Services

This screen is used to assign special conditions and temporary services to a juvenile for a disposition.

Select the desired conditions and services by clicking in the checkbox next to them.

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The case list at the bottom displays all the cases attached to that disposition.

# 3.8 Community Service

All information related to a juvenile's community service are recorded on this screen. The list shows the details of the community service ordered. It displays the assigned date, completed date, docket no., probation officer, hours ordered and hours remaining.

The Case list in the bottom is a read-only list which contains a list of all cases for a specific disposition. Depending on the dispositon selected from the dropdown, the case list will vary.

- Click on <u>'View</u>' to view details of the particular community service record. If no data is
  present then the screen opens in 'Add' mode.
- Click on 'Add' to enter a new community service. Date assigned is a mandatory field here.

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- Hours worked and Hours remaining are calculated on the basis of the number of hours in the worksite.
- The list also displays the total hours ordered and hours remaining for the dispositions on which community service is ordered.
- There is an additional list on this screen Work list. This displays all the worksite details for a community service record.
- To enter worksite details, click on the 'Add/Edit Worksite' button. This will take you to a new screen.

#### 3.8.1 Worksite

This screen contains all the community service worklist details of that juvenile for a specific community service.

The list contains the worksite name, supervisor, start date, end date and hours worked.

• Click on 'Add' to add a new worksite. Worksite and start date are mandatory fields here.

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- The hours worked entered on this screen reflect on the community services screen when saved.
- Click on 'Community Service' in the horizontal navigation bar to go back to the previous screen.
- The worksite details will now be visible in the Work List.

## 3.9 Other Service

This screen is used to record all services provided to a juvenile other than the services available in out of home services.

Ths list contains the service date, projected release date, release date, provider, service provided and the total units.

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- To view the details of a particular service record clik on '<u>View</u>'.
- Click on 'Add' to enter a new service. Service date is mandatory.
- The service depends upon the Provider providing the service and type of service provided. The service provided can be selected from 'Provider' dropdown. Everytime a provider is selected, the 'Service Provided' drop down will contain the list of services available at the provider.
- The 'Select Cases' list below displays a list of all the cases related to that juvenile. Select
  the ones to attach to the service by clicking on the appropriate box next to it and save the
  record.

## 3.10 Electronic Monitoring

All details related to electronic monitoring of a juvenile are entered here. The list displays the date assigned, reason, PO, date placed on and days ordered.

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- Click on 'Add' to add a new record. Date of disposition, date assigned and days ordered are mandatory fields here.
- If the Weekday start, weekday end, weekend start and weekend end fields are untouched, default time values are entered into the system.
- You can view or make changes to the juvenile's schedule by clicking on the 'Schedule' button. This will open up a calendar with the scheduler (Section 5.2.1).

# 4. Forms

PaJCMS generates a number of forms. These forms are generated by the user. The various forms in JCMS web application are as listed below:

1. **D1 Form** – The D1 Form is a statement of facts and reasons accompanying the detention of a child. This form has 13 sections. Section I to IX are filled by the Probation Officer (PO) when the kid is put into detention. The completed form has to be sent to the detention center within one court business day of the child's admission to detention.

2. **D2 Form** – The D2 Form is a statement of facts and reasons accompanying court order authorizing the detention/continued detention of a child by a judge prior to adjudication. This form is quite similar to Form D1. The completed form has to be sent to the detention center within one court business day of the order of court sentencing child to detention.

3. **CY-60 Form** - Form CY-60 is an application for requesting the CAO Action. The Form has sections I to III. The filled form has to be forwarded to the CAO within 5 days of child's initial placement or a change in child information.

4. **CY-61 Form** - CY-61 Form is an application for initial determination for Title IV-E Placement maintenance and Medicaid determination. The Probation officer fills this form and forwards to CAO within sixty working days.

# 4.1 Form D1

All information related to detention of a juvenile are recorded in this form. There are 2 ways of getting to this form.

1. Click on the 'Form D1, D2' link in the left navigation menu on the Juvenile main screen. This will take you to the D1, D2 list. The list contains the form type, start date, release date, detention section and detention facility. Click on '<u>View</u>' to view a particular record or the 'Add Form D1' to add a new form.

2. You can also add a new form by clicking on '**Add form D1**' on the Out of Home Service screen.(Section 3.2.1)

Form D1 has 13 sections in all out of which section I to IX are to be filled in by the probation officer. You will be able to see only these 9 sections here.

- Select the detention for which the Form is being added by choosing the appropriate detention from the 'Form D1 for detention' drop down.
- Name of the child, Date of birth, SID # and Social security # will be brought from the juvenile screen. You do not need to enter these.

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Form D1 Information for qqqq,wwww JPO2006-0000	
Form D1 for Detention 05/02/2006, /	Allencrest - Beaver County - Criminal Homicide
CJC-D-1	AS Judicial District of Test_JUDICIAL DISTRICT COUNTY JID #: JPO2006- 000018
	E DETENTION OF A CHILD BY A PROBATION OFFICER PURSUANT TO 42 PA.C.S
	6304, 6225 AND 6331 II. Date of Birth: 6/8/2006
Name of Child gqqq, www I-A. Date Detention Authorized 01/01/1900	IV-A. Child SID # : 31287855
n bate betendon hathorized	
II-B. Time of Authorization 02:23 PM 🗾	IV-B. Social Security # : 644-57-5756
. There is a reasonable basis to believe that the abov	
. There is a reasonable basis to believe that the abov A. Thas committed	e named child:
There is a reasonable basis to believe that the abov         A.       has committed         1.       count(s) of ( ) )         2.       count(s) of ( ) )         If more than 4 crimes are alleged, list the four most serious	e named child: 3. count(s) of ( )
There is a reasonable basis to believe that the above that the above the committed         1.       count(s) of ( ) )         2.       count(s) of ( ) )	e named child: 3. count(s) of ( )
There is a reasonable basis to believe that the above A.      has committed     1.          count(s) of ( )     .          count(s) of ( )     .          fmore than 4 crimes are alleged, list the four most serious     a = the crime of b = an attempt to commit c = solicitation	e named child: 3. count(s) of ( ) . 4. count(s) of ( ) . s crimes. In paranthesis () provide the code letter for the type of crime as follows: n to commit d = conspiracy to commit
There is a reasonable basis to believe that the abov         A.       has committed         1.       count(s) of ( )         2.       count(s) of ( )         If more than 4 crimes are alleged, list the four most serious	e named child: 3. count(s) of ( ) ) 4. count(s) of ( ) ) s crimes. In paranthesis () provide the code letter for the type of crime as follows: n to commit d = conspiracy to commit
There is a reasonable basis to believe that the abov     A. has committed     I. count(s) of ( )     . count(s) of ( )     . fmore than 4 crimes are alleged, list the four most serious     a = the crime of b = an attempt to commit c = solicitation	e named child: 3. count(s) of ( ) . 4. count(s) of ( ) . s crimes. In paranthesis () provide the code letter for the type of crime as follows: n to commit d = conspiracy to commit
There is a reasonable basis to believe that the abov     A. has committed     I. count(s) of ( )     . count(s) of ( )     . fmore than 4 crimes are alleged, list the four most serious     a = the crime of b = an attempt to commit c = solicitation	e named child: 3. count(s) of ( ) ) 4. count(s) of ( ) ) s crimes. In paranthesis () provide the code letter for the type of crime as follows: n to commit d = conspiracy to commit
<ul> <li>7. There is a reasonable basis to believe that the above A. has committed</li> <li>1. count(s) of ( ) .</li> <li>2. count(s) of ( ) .</li> <li>If more than 4 crimes are alleged, list the four most serious a = the crime of b = an attempt to commit c = solicitation</li> </ul>	e named child:          3.       count(s) of ( ) .         4.       count(s) of ( ) .         s crimes. In paranthesis () provide the code letter for the type of crime as follows: in to commit d = conspiracy to commit         t) Explain:

- Enter the Crime details in section V. If there is any other data to be entered, click in the box next to 'Other' in section V-B and enter the reason in the area provided. Note that the reason entered will be saved only if the box has a tick mark in it.
- Enter the court status details at the time of detention admission. Only one of the 4 options can be selected. As above, the text entered in the 'Other(Explain) region will be saved only if the 'Other(Explain)' option is selected.

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If section B is used, provide Co at time of Detention Admissio	ourt Status 🤉 C Informal Adjustment	C Adjudicated Delinquent
		C Other(Explain)
	Consent Decree	*
If section B is used, list th court status:	e most serious delinquent act, grading of (	offense and date of allegation relating to this
Delinguent Act:	Grading:	Date of Allegation:
VI. This child is not believed to b	e excluded from the jurisdiction of Juvenile	e Court by age or any other reason.
	e excluded from the jurisdiction of Juvenile nitted and authorized pursuant to Section	
		(s)
VII. This child's detention is perr of the "Standards Governing the Handbook.	nitted and authorized pursuant to Section 101-Criminal Homicide 102-Rape 103-Robbery 103.1-Robbery of Motor Vehicle 104-Aggravated Assault 105-Invol. Deviate Sexual Intercoi	(s) urse ult v le Act" as set forth in the JCJC Detention

• Section VII can have multiple values. To select more than one value, press 'Ctrl' on the kepboard and keep holding onto it while you select the entries.

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of the "Standards Governir Handbook.	ng the use of Secure D	etention Under the Juvenile Act" as set forth in the JCJC Detention
VIII. The alternatives to se	cure detention which	were considered and rejected:
🗖 parents(s)/guardian(s)	relative(s)	🗖 electronic monitoring 🛛 🗖 in-home detention/house arrest
🗖 foster care	🗖 shelter care	🗖 other (specify) -
		<u> </u>
	ubu secure detention i	s required and alternatives are not appropriate:
IX. The reason of reasons v	why secure detendion	s required and alternatives are not appropriate.
		-
		ndards, this statement must include an explanation of why an exception was warranted and why
non-secure options were rejected)	)	
non-secure options were rejected; Name of Probation Officer/	)	
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non-secure options were rejected; Name of Probation Officer/	)	zing Detention:
non-secure options were rejected; Name of Probation Officer/ Print Name:	) /Intake Officer Authori	zing Detention:

# 4.2 Form D2

D2 Form is a statement of facts and reasons accompanying court order authorizing the detention/continued detention of a child by a judge prior to adjudication. It is very much like Form D1. Again there are 2 ways of getting to this form.

1. Click on the 'Form D1,D2' link in the left navigation menu on the juvenile main screen. This will take you to the D1, D2 list. The list contains the form type, start date, release date, detention section and detention facility. Click on '<u>View</u>' to view a particular record or the 'Add Form D2' to add a new form.

2. You can also add a new form by clicking on 'Add form D2' on the Out of Home Service screen.(Section 3.2.1)

Form D2 has 10 sections followed by the court order.

- Select the detention for which the Form is being added by choosing the appropriate detention from the 'Form D2 for detention' drop down.
- Name of the child and Date of birth will be brought from the juvenile screen. You do not need to enter these.
- Enter the Type of proceeding/Order in section III. Only one of the 3 options can be selected.

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Form D2 Information for qqqq,www JPO2006-000018 Form D2 for Detention 05/02/2006, Allencrest - Beaver County - Criminal Homicide IN THE COURT OF COMMON PLEAS Judicial District of Test JUDICIAL DISTRICT JCJC/ASFA-Del-2(8/01) Testi COUNTY STATEMENT OF FACTS AND REASONS ACCOMPANYING COURT ORDER AUTHORIZING THE DETENTION/CONTINUED DETENTION OF A CHILD BY A JUDGE OR MASTER PRIOR TO ADJUDICATION II. Date of Birth: 6/8/2006 II. Date of Birth: 6/8/2006 III. Type of Proceeding / Order: Informal Detention Hearing pursuant to 42 Pa.C.S.& 6332 Order of Court / no hearing Hearing to continue Pre-adjudication Detention pursuant to 42 Pa.C.S.& 6335 IV. Detention Center: Central County V V. Date of Admission to Detention: 6/8/2006 or A. Mas committed 1. 2 count(s) of (I) heft crime 4. 2 count(s) of (I) crime 2. 2 count(s) of (I) heft crime 5. 2 count(s) of (I) crime 3. 2 count(s) of (I) crime 5. 2 count(s) of (I) crime If more than six crimes are alleged, list the six most serious crimes. In paranthesis () provide the code letter for the type of crime as follows: a = the crime of c = solicitation to commit b = an attempt to commit d = conspiracy to commit B. Other (when a delinquent act is not alleged) Explain:	🗢 Back 🔹 🤿 😴 🚰 🖓 Search 💽 Favorite	is 🐨 Media 🎯 🗌	a- 4 I I		
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IN THE COURT OF COMMON PLEAS Judicial District of Test JUDICIAL DISTRICT JCJC/ASFA-Del-2(8/01) Test1 COUNTY STATEMENT OF FACTS AND REASONS ACCOMPANYING COURT ORDER AUTHORIZING THE DETENTION/CONTINUED DETENTION OF A CHILD BY A JUDGE OR MASTER PRIOR TO ADJUDICATION II. Date of Birth: 6/8/2006 III. Type of Proceeding / Order: Informal Detention Hearing pursuant to 42 Pa.C.S.& 6332 Order of Court / no hearing Hearing to continue Pre-adjudication Detention pursuant to 42 Pa.C.S.& 6335 IV. Detention Center: Central County V V. Date of Admission to Detention: 6/8/2006 /I. It has been determined that probable cause exists that the above named child: A. Mas committed 1. Count(s) of (I) (heff crime 4. Count(s) of (I) (crime 5. Count(s) of (I) (crime 5. Count(s) of (I) (crime 6. Count(s) of (I) (crime 6. Count(s) of (I) (crime 6. Count(s) of (I) (crime 7. Coun	Form D2 Information for gggg,wwww JPO2006	-000018			
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BY A JUDGE OR MASTER PRIOR TO ADJUDICATION         I. Name of Child qqqq, www         III. Date of Birth: 6/8/2006         III. Date of Proceeding / Order:         Imformal Detention Hearing pursuant to 42 Pa.C.S.& 6332       Order of Court / no hearing         Imformal Detention Hearing pursuant to 42 Pa.C.S.& 6332       Order of Court / no hearing         Imformal Detention Hearing pursuant to 42 Pa.C.S.& 6335         IV. Detention Center: Central County         VI. It has been determined that probable cause exists that the above named child:         A. M has committed         1.       2       count(s) of (Imit) theft         2.       0       count(s) of (Imit) theft       crime         3.       0       count(s) of (Imit) theft       crime         3.       0       count(s) of (Imit) theft       crime         1.       0       count(s) of (Imit) theft       crime         1.       0       count(s) of (Imit) theft       crime         2.       0       count(s) of (Imit) theft       crime         3.       0       count(s) of (Imit) theft       crime         1.       0       count(s) of (Imit) the fill theft		Test1	COUNTY		
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<ul> <li>Hearing to continue Pre-adjudication Detention pursuant to 42 Pa.C.S.&amp; 6335</li> <li>V. Detention Center: Central County V. Date of Admission to Detention: 6/8/2006</li> <li>H. It has been determined that probable cause exists that the above named child: <ul> <li>A. Mas committed</li> <li>Count(s) of (M) (M) (M) (Crime 4. Count(s) of (M)) (Crime 5. Count(s) of (M)) (Crime 5. Count(s) of (M)) (Crime 6. Count(s) of (M)) (Crime 6. Count(s) of (M)) (Crime 11 more than six crimes are alleged, list the six most serious crimes. In paranthesis () provide the code letter for the type of crime as follows: a = the crime of Crime 12 conspiracy to commit b = an attempt to commit d = conspiracy to commit b.</li> </ul> </li> </ul>					
IV. Detention Center:       Central County       V. Date of Admission to Detention:       6/8/2006         VI. It has been determined that probable cause exists that the above named child:         A.       has committed         1.       Count(s) of (d)) [heft       crime         2.       count(s) of (d)) [heft       crime         3.       Count(s) of (d)) [crime       crime         3.       Count(s) of (d)) [crime       crime         1.       count(s) of (d)) [crime       crime         3.       count(s) of (d)) [crime       crime         6.       Count(s) of (d)) [crime       crime         1.       count(s) of (d)) [crime       crime         1.       count(s) of (d)) [crime       crime         2.       count(s) of (d)) [crime       crime         3.       count(s) of (d)) [crime       crime         1.       count(s) of (d)) [crime       crime         1.       count(s) of (d) [crime] [crime       crime         1.       count(s) of (d) [crime] [crim					
VI. It has been determined that probable cause exists that the above named child:         A.        has committed         1.        count(s) of (down) (here) (crime 4.          2.        count(s) of (down) (crime 5.          3.        count(s) of (down) (crime 6.          6.        count(s) of (down) (crime 6.          7.        count(s) of (down) (crime 6.          8.        count(s) of (down) (crime 6.          9.        count(sown) (crime 6.          9. <td>Hearing to continue Pre-adjudication Detentio</td> <td>n pursuant to 42 Pa.</td> <td>.C.S.&amp; 6335</td> <td></td> <td></td>	Hearing to continue Pre-adjudication Detentio	n pursuant to 42 Pa.	.C.S.& 6335		
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B. Conter (when a delinquent act is not alleged) Explain:					
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	b = an attempt to commit d = conspiracy to comm				

- Section VIII can have multiple values. To select more than one value, press 'Ctrl' on the kepboard and keep holding onto it while you select the entries.
- Alternatives to secure detention which were considered or rejected are entered in Section IX. Note that the data entered in the 'Other' area will be saved only if the box has a tick mark in it.

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VII. This child is not believ	ed to be excluded from	n the jurisdiction of Juvenile Court by age or any other reason.	
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VIII. This child's detention	is permitted and auth	norized pursuant to Section (s)	
	Loc		
		Criminal Homicide	
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IN THE INTEREST OF: ggggg, wwww	5	A Minor No.
DOB: 6/8/2006		
	ORDER	OF COURT
named child to remain in the home v	vould be contrary to the welfa el of effort was reasonable du	t having been determined that detention is required, that to allow the above are of the child, and although no services were offered to prevent this child's ue to the emergency nature of the situation, safety considerations, and
	C ORDERED	
that the above named child be detair	ned in the Central County	(Detention Center) until further Order of this Court.
RECOMMENDED:	(Master)	BY THE COURT:
APPROVED:		JUDGE
BY THE COURT: Judge		
		Add Edit Save Cantel Delete Back

## 4.3 Form CY 60

Form CY-60 is an application for requesting the CAO Action. The Form has 3 sections.

You can get to this screen by clicking on the 'Form CY60' link on the left navigation menu.

• The child's lastname, firstname, middlename, SSN and date of birth are brought from the juvenile screen. You do not need to enter these.

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-Form CY60 Information —	cm/4 / ID0		
CASE #	ССҮАТЈРО	REQUEST FOR CAO ACTION	
CCYA/JPO:	CCYAUPO FILL OUT FORM WITH AS MUCH INFO	RMATION AS AVAILABLE AND FORWARD TO CAO WITHIN 5 DAYS	
CAO:	OF CHILD'S INITIAL PLACE	MENT, or A CHANGE IN CHILD INFORMATION	
	(SEE BACK OF	FORM FOR CODE INFORMATION)	
I. ACTION REQUESTED (COM	PLETED BY CCYA/JPO) - CHECK ALL THAT A	and the second	
100	18 G.		
Automatic Enrollment in	Notification of Change or Additional	🔲 Medicaid Non IV-E Redetermination - TPL Form	
Medicaid	Information	Attached	
Notification of 'Age Out'	Notification of Change in Placement / Discharge	Subsidized Permanent Legal Custodianship Release	
	Distinuigo	ancicuse	
II. IDENTIFYING INFORMATIC	on (completed by ccya/jpo)		
10200000	100 PG 1		
1. Child's Lastname: qqqq	Firstname :	Middle Initials :	
2. Race:	3. SSN:	4. Date of Birth :	
Native American, Black,	644-57-5756	6/8/2006	
5. Sex: 6. Does CCYA/ JF	PO have an Access Card for the child : 7. Access	s card and Issue #: 8. Does the child have any personal income:	
Male     Yes		C Yes	
C Female C No		C No.	
Done		Cocal intranet	

- Enter the child's access card and issue # in Section II-7.
- Enter all the other details and Save the record.

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C Unknown 9. Specify Monthly Gross Income : 0	C Unknown
III. PLACEMENT / REMOVAL INFORMATION (COMPLETED BY C A. NOTICE OF CHILD'S INITIAL REMOVAL: 1. Date of Initial Removal(Constructive): 3. Relative/Caretaker from whom Child was Removed:	2. Date of Initial Placement:
RELATIVE / CARETAKER LASTNAME : FIRSTNAME:	MIDDLENAME: RELATIVE SSN:
B. CHILD IS IN SUBSTITUTE CARE PLACEMENT: Substitute Care Provider's Name :	
Address:	
2. COUNTY CODE WHERE PLACED: 3. EFFECTIVE DATE:	4. PLACEMENT FACILITY CODE:

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Substitute Care Provider's Name :	-
Address:	
2. COUNTY CODE WHERE PLACED: 3. EFFECTIVE DATE	E: 4. PLACEMENT FACILITY CODE:
C. CHILD IS NO LONGER IN SUBSTITUTE CARE PLACEMENT: 1. Name address and Relationship of the caretaker to whom the chi RELATIVE / CARETAKER LASTNAME ; FIRSTNAME;	nild was returned: MIDDLENAME: CARETAKER SSN:
ADDRESS:	RELATIONSHIP TO CHILD:
2. EFFECTIVE DATE	3. COUNTY CODE WHERE RETURNED:
D. CCYA / JPO INFORMATION AND AUTHORIZATION: NAME:(Please Print)	DATE: PHONE:
	Add Edit Save Cancel Delete Back
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## 4.4 Form CY 61

CY-61 Form is an application for initial determination for Title IV-E Placement maintenance and Medicaid determination. The Probation officer fills this form and forwards to CAO within sixty working days. This form has sections I to IX. Sections I, II & III are to be filled by the PO.

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-Form CY61 Information for Jo CASE #	APPLICATION FOR INITIAL DETERMINATION	I FOR TITLE IV-E PLACEEMNT MAINTENANCE AND MEDICAID
CCYA/JPO:		DETERMINATION
CAO:	CCYAIJPO COMPLETES FORM AND FORW	ARDS TO CAO WITHIN 60 WORKING DAYS OF CHILD'S INITIAL PLACEMENT
I. IDENTIFYING INFORMATION (	(COMPLETED BY CCYA/JPO)	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Joy	Sweet	
1.Child's Lastname	Child's Firstname	Child's Middlename
	10/7/2000	123-34-3453
	2. Date of Birth	3. SSN
4. Father's Lastname	Father's Firstname	Father's Middlename
	5. Date of Birth	6. SSN
7. Mother's Lastname	Mother's Firstname	Mother's Middlename
	8. Date of Birth	9. SSN
10.Citizenship :	11. Age Requirement :	
C US Citizen	Child Is Under The Age Of 18	
C Qualified Alien		
	💷 Linug is Linger The Age (1) 19 Enrol	led In A Secondary School And Expected To Graduate By 19.

- The child's lastname, firstname, middlename, SSN and date of birth are brought from the juvenile screen. You do not need to enter these.
- Only one of the value can be selected in Section I-10, I-11, II-1, II-3, II-4, II-6 and II-8.

- Select the required values in section V. Note that the data entered in the 'Incapacity/Disabled, Explain' area will be saved only if the box has a check mark in it.
- Enter the income and resources of the child in section VI. Note that the numbers will be saved only if the correspoding checkboxes have been checked

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ddress 🛃 http://localhost/PaJCM5/Forms/FormCY61.aspx?Q5=PknFblTV5Vd%2fZrzO9	
I. MEDICAL INSURANCE INFORMATION	
. Does the Child have Private Medical 💿 No 👘 Yes, Attach Third P nsurance :	'arty Liability (TPL) Data Entry Worksheet
II. COURT ORDER OR VOLUNTARY PLACEMENT AGREEMENT (COMPLETE CCYA/JPO)	ED BY
I. Date of Initial Removal(Constructive Removal):	2. Date of Initial Placement:
3. Date of Juvenile Court Petition Or Voluntary Placement Agreement Signed By Parties:	All C VPA, Continue To Section IV
	Petition, Complete Section III
4. Initial Custody/Removal Court Order That Contains the C Yes CTW/BI Language:	5. Effective Date of Order.
@ No	
6. Court Order that contains the reasonable efforts to prevent Removal Language within 60 days of child's C Yes removal:	7. Effective Date of Order:
@ No	
3. JPO Court Order that contains Shared case C Yes	9. Effective Date of Order:
Done	. 📔 📔 🧱 Local intranet
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Elle       Edit       View       Favorites       Tools       Help         Stack       +       +       Image: Search       Image: Favorites	(Other than Parent) C. Did not live with Parent or Other
Elle       Edit       View       Favorites       Tools       Help         Stack       +       +       Image: Search       Image: Favorites       Image: Search	(Other than Parent) C. Did not live with Parent or Other Specified Relative in Prior 6 months
Elle       Edit       View       Favorites       Tools       Help         Stack       +       +       Image: Search       Image: Favorites	A2f55XpwkV9yco%2bbBDZ0OGrNb5Pjx%2f4eqPPD.     C. Other (Unrelated Person, Runawa Etc)      (Other than Parent)     C. Did not live with Parent or Other     Specified Relative in Prior 6 months      IDDLENAME:     SSN:
Ele       Edit       View       Favorites       Tools       Help         Pack + → · · · · · · · · · · · · · · · · · ·	A2f55XpwkV9yco%2bbBDZ0OGrNb5Pjx%2f4eqPPD.     C. Other (Unrelated Person, Runawa Etc)      (Other than Parent)     C. Did not live with Parent or Other     Specified Relative in Prior 6 months      IDDLENAME:     SSN:
Ele       Edit       View       Favorites       Tools       Help         Address       Image: Addres       Image: Address       Image: Addres	A2f55XpwkV9yco%2bbBDZ0OGrNb5Pjx%2f4eqPPD.     C. Other (Unrelated Person, Runawa Etc)      (Other than Parent)     C. Did not live with Parent or Other     Specified Relative in Prior 6 months      IDDLENAME:     SSN:

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C No Deprivation							-
VI. INCOME AND RES	ources of the chil	D					
1. Did the child have an		2522		ild lived with Relative	e? 🗆 Yes l	No	
Specify the type and am	ount of Income/Resour AMOUNT	ces available to	Child: TYP	F	AMOUN	r	
WAGES:				AUTOMOBILE:			
				BANK ACCOUNT:			
SS:				CERTIFICATE OF			
			DEF	POSIT:			
C OTHER:				OTHER:			
SPECIFY:			SPE	ECIFY:			
VII. INCOME AND RE 1. Please list all the me	SOURCES OF THE HO		child in the r	amoval home (Attack	a lenoitibhe	heat if needed):	
HOUSEHOLD MEMBER (INCLUDE NAME, RELA DOB)		GROSS	INCOME SOURCE	RESOURCES & AI (FOR VEHICLES, II MAKE,MODEL & Y	NOUNT	DEPENDENT CARE EXPENSES TYPE &	
Sher Maria				] [			
(Lastname,Firstname,N	Aiddlename)	Gross Income					
Aunt	123-34-4334		]				
7/1/1965		Frequency					
(Relation, SSN, DOB)							-
-							
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• Enter the income and resources of the household in section VII. All the juvenile's relations will be listed here.

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(Lastname,Firstname,Middlename)	Gross Income				
3. 2. Parent is paying Child Support for Child (ren) Out of the Home: 《Yes 《No	Name of Child(ren):		*	4. Total Amount :	
۱ <u>ــــــــــــــــــــــــــــــــــــ</u>	Name of Child(ren):				
5. Parent is receiving Child Support for Child(ren) Out of the Home: CYes CNo			×	7. Total Amount :	
8. CCYA Information and Authorization: NAME: (PLEASE PRINT)		DATE	PHONE		
		Add	Edit Save	Cancel Delete	Back
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# 5. Top Menu

The top menu consists of links to 6 sections.

- 1. Juvenile
- 2. Actions
- 3. Victim
- 4. Users
- 5. Management tools
- 6. Admin tools

All sections other than 'Actions' are accessible at any time. To access the 'Actions' link, you need to pick a juvenile.

# 5.1 Juvenile

This menu item has 4 submenus -

- 1. Last visited Juvenile
- 2. Search Juvenile
- 3. Add new Juvenile
- 4. Active warrant list

## 5.1.1 Last visited Juvenile

Clicking on this link will take you to the juvenile you worked on last. If there is no last viewed juvenile then this screen will take you to search juvenile screen.(Section 2.2)

### 5.1.2 Search Juvenile

Clicking on this link will take you to the search screen (Section 2.2)

## 5.1.3 Add new Juvenile

This link takes you to the Add Juvenile screen (Section 2.1)

## 5.1.4 Active Warrant List

The Active warrant list is a list of juveniles who have active warrants issued against them. You can view the juvenile's name, warrant number, OCA number, Issue date and reason for issue.

Click on the 'Back to Juvenile Search' button to go back to the search screen.

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📕 Juvenile 🛛 🖩 🛚 Actions	lictim Users	i 📕 Manag	ement Tools	Admin Tools						
	Activ	ve Juvenile Wa	rrant List							
Juvenile Name	Warrant Number	OCA Number	Issue Date	Reason for Issue						
Test, Test1 Test2			05/02/2006							
Test, Test1 Test2			05/01/2006							
Subbu, Kalippa D			06/22/2006							
Subbu, Kalippa D	VV-1245688	OCA-54456655	11/01/2005	Warrant issued for Questioning Amber Alert						
Joy, Sweet	test		02/09/2006							
Joy, Sweet	123456789	767	02/13/2006	Repeating crime						
Brady, Tom B	7777		12/12/2005	testing now						
aedwerwrwerwertwetwetwetwtwetw, 34324 24234	VV03	OCA-03	05/02/2006	Test						
achintya, achintya			05/16/2006							
abraka, dabra bublaboo			05/04/2006							
abraka, dabra bublaboo	1232324		05/03/2006							
abc, abc			05/10/2006							
abc, abc			05/10/2006							
abc, abc			05/16/2006							

# 5.2 Actions

Select a juvenile to work on to view the submenus.

- This menu item has 9 submenus -
- 1. Juvenile Calendar
- 2. Competency
- 3. DNA Info
- 4. Drug Testing
- 5. Gang Activity6. Open/Close Juvenile Record
- 7. Warrants
- 8. Outcome Measures
- 9. Expunge Cases

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Alias 📌	DNA Info							
Diagnosis 💞	Drug Testing		n					
Disability 🖋	Gang Activity			🗖 Inter	oreter			
Doctor 🖋		uvenile Record	SID			Language		
Document 💞	Warrants		Russell					
License/ID 🖋	Outcome Mea		First Nar	ne (*) Middle N	lame	Suffix		
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Family/Financial ID Marks 🗸	-		Age Assigned		d Judge	A 140 CI	gible i Dece	aseu
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Prescription #				47057		×		
Relationships 🗸		State/Zip Ship	ipensburg, PA,	17257 SSN 2	32-23-2323			
School 🖋	Hom 3776	e Phone (717) 2	222- Work Pl	hone (717) - Cell Ph 333-67	one (717)			
SSN 🗲				0.000	0.5		-	
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#### 5.2.1 Juvenile Calendar

You can use the juvenile calendar to keep track of his schedule. You can add a new schedule or make modifications to an existing one.

You can see a calendar and a schedular on this screen.

- All dates with events scheduled on, will be highlighted in light yellow on the calendar. Click on a date to view the events scheduled on that day.
- You can search for events between dates by using the 'From date', 'To date' boxes on the top of the screen. Click on 'Show'. This will bring all the events scheduled during that period. The number of events shown per page are 50. If the number of events for your search criteria exceeds 50, use '< Previous>' and '<Next>' links to browse back and forth.
- The schedule list contains the start date, start time, end time, assigned personnel and event type for all the schedules.

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- Insurance - Notes											
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- Click on 'View' in the Schedule list to view a particular event.
- Click on 'Add' to add a new event. Type of event, date and assigned personnel are mandatory fields here.
- Enter the start time and end time and select the priority of the event and click on 'Save'.
- You can now see this event against the selected day in the schedule list.

- You can also see the events on a day by clicking on a particular date in the calendar display. To move between different months and years use the '<<' , '>>' buttons in the bottom of the calendar display.
- A user can view all the calendar items present in the system. To make changes for the events other than his, he has to be a supervisor of the personnel who has been assigned the event. A user however can make changes to the events he has created.
- To run spell check on the entered note click on button \*\*. The spell check can be performed on selected text also.

#### 5.2.2 Competency

This screen is used to keep track of a juvenile's competency development. The list displays the activity, provider name, start and end date, whether completed and performance measure.

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- Cick on 'View' to view a particular record.
- Click on 'Add' to add a new record. This will take you to a new screen the 'Assignments screen'. You can select more than one activity in this screen and save. The control will be returned to the Competency Development screen and the records will have been added.
- You need to View these records and go into edit mode in order to input the 'Provider', 'End Date', Completed check box, Output Measure and Output Comments..

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- You will see a list of activities here. The list shows you the activities, sub category/domain, specific plan and start date.
- Select the required activities by checking the first column (Include). Enter the specific plan and start date for the selected activity and click on 'Save'. This will take you back to the Competency Development screen and you will see the activity you added here.
- Click on 'Edit' to add the provider name and other data and save the record. Note that Activity is a read-only field here.

#### 5.2.3 DNA Info

All DNA related information is recorded on this screen. You will see 2 sections on this screen – DNA Info and Case with DNA charges.

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The DNA Info section contains information related to the testing agency.

- Click on 'Edit' to modify the information here. Select the DNA testing Agency from the drop down list and enter the collected by, collected date, submitted by and submitted date information.
- Save the record by clicking on 'Save'.
- The Case with DNA charges section contains a list of all the cases for which a charge code with DNA check required exists and the charge is substantiated. You can override this requirement by clicking in the checkbox next to the appropriate case. You have to be a supervisor to override the DNA test requirement.
- Click on '**DNA Research**' to add Research details. This will take you to a new screen. The list here contains the Research date, Researched by and whether DNA was found.

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- Click on 'Add' to enter a new record. Research date and researched by are mandatory fields here.
- Save the record by clicking on 'Save'. Click on 'DNA' on the horizontal navigation bar to go back to the DNA Information screen.

## 5.2.4 Drug Testing

All details regarding a jvenile's drug test are recorded on this screen. The list displays the screening date, testing agency and PO information. You will also find a Drug Results list on this screen. This list contains all the drug names and their test status. The drug names are brought from the lookup tables. You can add a drug name to the list from LTM screen or please contact the system administrator.

• Click on 'Add' to add a new record. Screening Date and Testing Agency are mandatory fields here.

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Form CY60	🗹 Cocaine	Po	sitive 💌	
Form CY61	🗹 Barbiturates	Ne	gative 💌	
	Amnhetamines	Ne	aative 💌	

 Enter all the drug testing details. Click in the checkbox next to the drug name in the Drug Results list to select a tested drug. Pick the applicable drug status for the corresponding drug and click on 'Save' to save the record.

#### 5.2.5 Gang Activity

A juvenile's gang activity information is entered on this screen. The list displays the gang name and nickname.

- Click on 'Add' to add a new record. Gangname is a mandatory field here.
- Select the Gangname from the available dropdown. Enter Gang Nickname and comments Save it by clicking on 'Save'.
- Click on 'View' in the list to view any existing record. Click on 'Edit' to modify a record.

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## 5.2.6 Open/Close Juvenile Record

This screen is used to open or close a juvenile record.

You can close a juvenile record only if all related information are completed. You will see a list of actions to be completed, if any, when you click on this link. You will have to resolve all the listed issues before you can close the record.

Below this list you will find the record open/close history for the selected juvenile.

- Click on <u>'View</u>' to view the details of a particular record. Before you close a record, you can enter the outcome measures. You can do this by clicking on the <u>'Outcome Measures</u>' link.
- When you click on '<u>Outcome measures</u>', You will see a pop-up box asking you to confirm if the juvenile was supervised by your department. Click on 'Yes' if he was. This will take you to a new screen – Outcome Measures. (Section 5.2.8)

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- If the juvenile does not have any pending issues, you will see a '**Close Record**' button. Click on this button to close the case.
- You will now see that the 'Close Record' button is replaced by 'Open Record'. It means that the juvenile is closed and to reopen the juvenile you will have to click it.
- You will now see an additional record in the history which is your last action taken.

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## 5.2.7 Warrants

All information related to a juvenile's warrants are entered here. The list shows the warrant number, OCA number, issuing authority, date of issue and the status.

- Click on 'Add' to add a new warrant. Warrant status and issued date are mandatory fields here.
- Enter the warrant number, status, detention section, issuing authority and all other fields. To add an agency to be notified, enter the agnecy name in the box above 'Agencies to be notified' and click on 'Add' next to it. This will move the added name to the Notification list. You can add multiple agencies.
- To remove an agency from the list, click on it first and them click on 'Remove'.
- Click on '**Save**' to save this warrant.

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Disability	💉 W123	0-123	Supreme Court	07/01/2005	Active
Doctor	Add/Edit Warrant			2746701250554	10000
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ID Marks	Nailor,Christy	07/07/2005			
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## 5.2.8 Outcome Measures

This screen contains a list of all the Outcome measures till date for the juvenile. The list displays open and close date of the juvenile's records.

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- Click on '<u>View</u>' to view a particular record. This will take you to a new screen Outcome measures.
- If the record is closed, all fields in the outcome measures screen will be read-only. You cannot edit any field.
- Click on 'Back to Outcome Measure List' to go back to the list.
- You can also go back to the juvenile's record by clicking on 'Back to Juvenile Record'.
- If the record is open, you can edit the fields on the screen and the save it by clicking on 'Save'.
- Click on 'Reset' to reset all the field values.

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C Yes	O No	Onknown							
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## 5.2.9 Expunge Cases

This screen is used to expunge a juvenile's case. The list contains all the juveniles cases with details like the case number, allegation date, docket number, allegation source, probation officer and status of the case.

- To expunge a case, select it first by clicking in the box next to the desired case.
- Click on 'Expunge' to complete the expunge action. All the cases selected for expungement will be processed for expungement. If the selected case(s) are expunged successfully those case(s) will not appear in the case list.
- Click on 'Cancel' to cancel any action.

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- Family/Financial 🖋		2006-000021		545634		2	OPEN
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- Insurance 🖋		2006-000054				Chary,Vivek	OPEN
- Notes 🗲		2006-000078				Chary,Vivek	CLOSED (05/16/2006)
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- Prescription 💞		2006-000150		122001		2	OPEN
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- SSN 🖋		2006-000173				1	OPEN
- Photo 📌		2006-000174				2	OPEN
- WatchList 🖋		2006-000175				1	OPEN
- Case Management 💞		2006-000176				8	OPEN
- Form D1, D2 - Form CY60						Expunge Cancel	
- Form CY61							

# 5.3 Victim

All the information related to victims is maintained here. There are 2 sub-menus for victim information 1 Search Victim 2 Add new victim

#### 5.3.1 Search Victim

You can search for victim based on certain search criteria using this link.

- You can enter search conditions like Victim last name, victim first name, business name, case number, docket number, county JID, juvenile lastname and juvenile firstname.
- Click on 'Search' to view the list of searched victims. You can view the complete list of victims by not entering any search condition and directly clicking on 'Search'.

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Click on '<u>View</u>' to view a particular victim's information. This will take you to a new screen

 Victim Information (Refer Section 3.1.4.1)

### 5.3.2 Add New Victim

This screen had been dealt with in section 3.1.4.1.

## 5.4 Users

User related operations are included under this menu item.

It has 1 submenu under it – Calendar. We have dealt with the juvenile calendar in section 5.2.1. However you can see an additional field here – PO.

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	Mon	Tue	Wed	Thu	Fri	Sat	Sched	ule List ——					1
25	26	27	28	29	30	1	Action	Start Date	Start Time	End Time	Assigned Personnel	Event Type	
2	3	4	5	6	7	8	*	07/13/2006	14:35	16:00	Bender, Linda	CLOSED BY COURT ORDER	
							View	07/07/2006	15:35	16:45	Angradi, Jeff	CLOSED EXT SERVICE	
9	10	11	12	13	14	15	View	07/07/2006	15:20	15:40	Brommer, Alan W.	COMPUTER GENERATED ENTRY	
16	17	18	19	20	21	22	<u>View</u>	07/03/2006	23:11	12:12	Bender, Linda	CLOSED BY COURT ORDER	
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When you schedule an event for a certain date, you assign a personnel to it in the 'Add/Edit Calendar' section. The PO dropdown contains name of all 'Assigned Personnel' for whom you can view the schedule list.

- The Schedule list will be populated by default for the user logged in.
- To view the list of events scheduled for a PO, select his name from the PO list and click on 'Show'. You can also enter the 'from date' and 'to date' to view limited events.

You will be able to view the list of events for the selected PO now. You can view each event by clicking on the '<u>View</u>' corresponding to the event in the schedule list. All other actions are same as for Juvenile Calendar screen.

## 5.5 Management Tools

All screens in this menu are primarily used by a person with administrative rights. All other users can access the screens but will only be able to view them. This menu item has 3 submenus-

- 1. Reports
- 2. Audit Log
- 3. System Options
- 4. Evaluation Report

#### 5.5.1 Reports

All the reports present in the system can be accessed through this menu. Once you click this option, a separate screen containing the list of all the 'JCMS Reports' and 'Customized Reports' for the counties will be listed as shown.

The reports appearing under this screen can be maintained from the LTM screen under the JCMS Reports section. The reports are arranged according to their categories. These categories can be maintained from the LTM screen under JCMS reports category section. All the reports under 'JCMS Reports' category are maintained by JCJC and are common to all the counties. Reports under 'Custom Reports' category are maintained by each county and

these reports are county specific. To develop and integrate new county specific reports, please get in touch with JCJC helpdesk.

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- To run a report click the link with the name of the report on it.
- If the report requires any parameters to run, it will ask you to supply the values for the parameters in the next screen. Once the parameters are entered click on '**OK**' button. Values for all the parameters should be provided. If you don't want to pass value for a parameter you can use '**Set to Null'** check box.

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ADKINS	ACOSTA, ANTHONY	JP03-05330	6/1/2004	2004-01967		
ADKINS-TORRES	ACOSTA, ANTHONY	JP03-05330	8/18/2004	2004-03002		
AIKENS	ACOSTA, FERNANDO	JP2004-03025	11/4/2004	2004-04005		
AKINS	ACOSTA, JONATHON	JP2005-01221	10/7/2005	2005-06704		
ALDRICH	ACOSTA, MARIELA	JP2004-03022	11/4/2004	2004-04002		
ALI	Adams, Aaron	JP2006-000328	2/16/2006	2006-000623		
ALICEA	Adams, Aaron	JP2006-000328	2/19/2006	2006-000624		
ALLEN	ADAMS, FRANKLIN	JP02-05160	6/22/2005	2005-06338		
ALMALEKI	ADDY, CHRISTOPHER	JP2006-00191	4/11/2006	2006-00383		
ALMRAHIJ	ADIUTORI, STEPHEN	JP2005-01001	6/2/2005	2005-06262		
AL-MURAIHEG	ADKINS, REO	JP02-04966	9/21/2004	2004-03421		
ALRED	ADKINS, REO	JP02-04966	9/1/2005	2005-06585		
	ADKINS, REO	JP02-04966	10/17/2005	2005-06734		
ALTLAND	ADKINS-TORRES, RODERICK	JP2004-02601	9/22/2004	2004-03423		
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The report with results will be generated as shown.

- To open a particular juvenile record drill down the group links on the left side bar until you see the desired juvenile. Click on the link and the report will take you to the juvenile's page.
- You can export the results of a report to different formats (Word, PDF, Excel etc). You can then edit the exported document for your purpose. To export a report click the icon on the pallete. Select the desired export format from the list available.
- To print the content of a report use the <sup>1</sup> icon on the pallete. This will export your document to pdf format and then use the print option to send it to a printer.
- Use the buttons to navigate between pages of the report.
- To search for a text in the report, type the text in the box on the pallete as shown

. Hit the binocolurs icon besides the textbox. If the text you are searching for is present in the report it will highlighted.

- To refresh or run the report with different set of parameters, click the <sup>24</sup> icon on the pallete.
- Use the 'Go to Reports List' link to go back to reports main menu.

#### 5.5.2 Audit Log

This screen displays all the activities occuring in the application in the last 15 days. Every transaction or change made to a record is audited by the application and can be viewed through this screen. This screen can only be accessed by administrators or supervisors.

The screen shows information such as Date Time , County Id, Name of Entity, User Id making the change, Type of change (Created, Updated, Deleted) and the Description of what values were changed for a record.

It is updated every day, each new day's activities replacing the oldest ones. Entries earlier to the last fifteen days are archived and stored onto server. If you want to view audit entries older than 15 days, you will have to contact your system administrator or JCJC help desk.

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### 5.5.3 System Options

Application level settings specific to a county are made in this screen. An user with administrator privilege can only make changes to system options screen.

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This screen has 3 sections – County Information, System Wide Settings, Default Pathways.

#### County Information –

- Click on 'Edit' to make any changes on this screen. County Id and County name are mandatory fields here.
- Enter or make changes to the probation office name, judicial district. You can decide to use restitution system, outcome measures reporting, screening tool or the assessment tool by clicking in the check boxes next to them.

#### System Wide Settings –

- You can allow the system to automatically generate Juvenile ID or the case number by clicking in the appropriate boxes.
  - If you click on 'Automatically Generate Juvenile ID', the juvenile ID will be generated by itself in the 'Add new Juvenile' screen. You can also choose the format of the id by entering the format in the 'Juvenile ID Format' box. The 'Juvenile ID Preview' box will show the exact format in which Juvenile ID will be generated now onwards in the application.
  - Similarly, If you click on 'Automatically Generate the Case Number', the case number will be generated by itself in the 'Add new Case' screen. You can also choose the format of the Case Number by entering the format in the 'Case Number Format' box. The 'Case Number Preview' box will show the exact format in which Case Numbers will be generated now onwards in the application.
- Enter the default or most often used area code for your county in the 'Area Code' box. This code will be used to pre populate the area code part in all the fields requiring telephone numbers in the application.

#### Default Pathways –

• You can view the default paths for the system logs, jcms reports, custom reports and photographs here. These are the locations where all the respective files are stored. The paths are read only and are set during the initial setup of the application. They can be changed by updating values in one of the configuration files of the application.

## 5.6 Admin Tools

These are the administrator tools. As the name suggests, people with administrative rights alone can access these screens.

- There are 5 submenus here -
  - 1. Change Juvenile Id
  - 2. Competency Management
  - 3. LTM
  - 4. Security User
  - 5. Security Group

#### 5.6.1 Change Juvenile Id

This screen is used to change a juvenile's ID. Note that this can be done by the administrator alone.

- Enter the juvenile's old id in the box which says 'Enter Old Juvenile Id'.
- Click on '**Verify**'. You will see a message on the top asking you if the juvenile information is correct. You can either re-enter the juvenile id to change it or enter the new juvenile id.
- Cick on 'Change ID' to change the juvenile Id. If the new id had been assigned to some other juvenile, you will see a message which says that the id has been assigned to another juvenile. No action will be taken in this case.

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Juvenile ID match not found.P	lease enter a valid Ju	uvenile ID.		
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- If the new juvenile id has not been assigned to anyone else, you will see a message saying that the id has been changed. The juvenile will now have the new Id entered.
- Click on 'Cancel' at any time to cancel an operation.

#### 5.6.2 Competency Management

This menu item is used to handle all infomartion related to competency management.

You will first see the '**Competency Domain**' screen. There are 5 primary domains of competency development. You can add or edit Competency Domains here.

The list contains the domain and its objective.

• Click on 'Add' to add a new domain. Domain is a mandatory field here.

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lomains Sub-Categories Activities		ompetency Domair ction Domain	ns	Objective		
	~	Academic Skills		Help adolescents improve their chances of having a successful educational experience.		
	⊻i	ew Independent Livin	g Skills	Help older teens, particularyly those coming out of placement/foster care who are unable to return home, improve their chances of living sufficiently on their own.		
	Vi	ew Moral Reasoning	Skills	Help adolescents recognize thought processes negative behavior understand how their thinking, values, and choices affect their be		
	⊻i	ew Pro-Social Skills		Help adolescents increase their chances of navigating their intera with others in pro-social ways.	ctions	
	VI	ew Workforce Develo	opment Skills			
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• Enter the objective in the provided area and click on 'Save'.

You can add subcategories to any domain. This can be done through the 'Competency Sub-Categories' screen.

The list here contains the sub-category, domain and the objective.

- Click on 'Add' to add a new sub-category to a domain. Sub-category and domain are mandatory fields here.
- Choose the domain you want to add a sub-category for and click on 'Save'.

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		View	Self-Control Skills		Moral Reasoning Skill		ls, particularly problem so a variety of social situat		l.
		<u>View</u>	Study and Learnin	g Skills	Academic Skills		cents catch up in school possible level of academi		ool to
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Each of the sub-categories can have an activity assigned to it. You can add or edit activities through the '**Competency Activities**' screen.

The list here will show the activity name, sub-category/domain and the performance measure for that activity.

- Click on 'Add' to add a new activity. Activity, Sub-category/Domain and performance measure are mandatory fields here.
- Select a sub-category/Domain to add the activity for.
- Check the 'Active' box if the activity is active.
- Select a performance measure for this activity and click on 'Save'.

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#### 5.6.3 LTM

This menu item deals with all the look-up tables. Refer section 6.

#### 5.6.4 Security – User

This screen is the user manager. You can assign rights to the users for the different screens here.

The screen has 3 sections –

1. User Manager- which displays the user ID, user name and access level.

2. Add/Edit User details- which is where you enter the user's details.

3. Screen Access Rights- Where you can give the user Read, Write and Delete rights for all the screens.

• Click on 'Add' to add a new user id. The 'Screen Access Rights' section will disappear.

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		1			▼ ∂ 60	Links
	er Manager					
Action	User ID	User Name		Acce	ess Level	
1	pabraham	Abraham,Paul		Super	rvisor	
<u>View</u>	tcs	Abraham,Paul		Syste	em Admin	
View	radkins	Adkins,Richard		Super	rvisor	
View	jangradi	Angradi,Jeff		Super	rvisor	
View	tcsl	Austin,Debbie		Super	rvisor	
View	daustin	Austin,Debbie		Super	rvisor	
Add/Edit U	ele elle u	Deilen Elizahatk		C		•
pabraham	ser Details		2	1		
Jser ID(*)		Password(*)		Retype Password(*	*)	
Abraham,Paul	<b>T</b>	Supervisor		JCMS	0	
User Name (	*)	Access Level		Application		
Screen Acce	ess Rights ———	1993 march 4				-
Screen		Read	Write	Delete	No Access	-
lias		Select All	Select All	Select All	E Select All	
lleged Charc	185	v.	V	R.	-	
udit Loq		1 1	N N	N N	=	
Calendar		2	R I	N N		
calendar Case Informa	tion	2	N N	N	-	
Charge Dispo				N	_	
Done	SILION	M	V		Local intranet	

- Enter the details. User Id, password, retype password and user name are mandatory fields here. What you enter in the password and retype password field have to match to be able to proceed.
- Select an access level to assign to this user. If you do not select an access level, a
  default level Standard will be assigned. Click on 'Save' to save this record. You will now
  be able to see the list of screen rights assigned to this user. These rights have been
  assigned based on the base access rights.
- Click on 'Edit' to make changes to this user record.

Note that password should be entered only if you want to change it. Leave the password and retype password fields blank if you want to retain your password.

#### 5.6.5 Security – Group

This screen is used to set the base access rights for a security level. You can assign base access rights to the various access levels for the different screens here.

The screen has 3 sections -

1. Base Security Access- which displays the access level, access title and description.

2. Add/Edit User details- which is where you add/ edit an access level along with its title and description.

3. Screen Access Rights- Where you can give the level Read, Write and Delete rights for all the screens.

- Click on '**Add**' to add a new access level. The 'Screen Access Rights' section will show you all blank boxes against the screen names.
- Enter the details. Access Level, access title and description are mandatory fields here.

- Assign rights to the level for the screens by clicking in the appropriate boxes. You can
  select 'Read' for all screens by a single click by clicking in the 'Select All' box next to the
  'Read' in the Screen Access Rights list. Similarly you can select all the write, delete or no
  access rights by clicking on the corresponding 'Select All's.
- You will see that if you click on 'Write' without clicking on 'Read' for a screen, it will
  automatically give that screen read rights. Similarly if click on delete without giving that
  screen read or write rights, they are automaically given the rights for read and write. Click
  on 'Save' to save the record.
- Click on 'Edit' to make changes to this user record.

These base access rights are used by the Security-User screen while a new user is being added.

<u>File E</u> dit	View Favo	rites <u>T</u> ools <u>H</u> elp					
🕁 Back 👻	→ - 🛞 🛛	👌 🚮 🥘 Search 📓 Fa	vorites 🛞 Media 🕃				
A <u>d</u> dress 🧕	http://localho	st/PaJCMS/LTM/BaseAccessL	evel.aspx			▼ ∂₀	Link
Base See	curity Access	*					
Action	Access L	evel Access Title	D	escription			-
*	1	System Admin	Fu	ill access to all tables			
View	2	Supervisor	Fu	II access to data tables			
View	3	Standard	Fu	II Access to Juvenile dat	ta		
View	4	Probation Officer	Li	nited Access			
View	5	Trial	te	st			
<u>View</u>	8787	7777	77	77			
Add (Edi	it User Detail	<u> </u>	De	aleatian Attines			
1 1	t User Detail	>		System Admin			
	1000			Access Title(*)			
Access Le	ever(**)						
	ss to all tables						
Full acces Descriptio	ss to all tables n(*)						
Descriptio	ss to all tables				Delete		
Full acces Descriptio <b>Screen 4</b>	ss to all tables n(*)		Read	Write	Delete	No Access	-
Full acces Descriptio <b>Screen 4</b> Screen	ss to all tables n(*)				Delete Select All	No Access	
Full acces Descriptio <b>Screen 4</b> Screen Alias	ss to all tables m(*) Access Rights		<b>Read</b> Select All	Write	📕 Select All	📕 Select All	•
Full acces Descriptio Screen <i>4</i> Screen Nias Nieged Cl	ss to all tables m(*) Access Rights		Read Select All	Write Select All	📕 Select All	📕 Select All	-
Full acces Descriptio Screen A Screen Nias Nieged Cl Nudit Log	ss to all tables m(*) Access Rights		Read Select All V	Write Select All V	E Select All	📕 Select All	
Full acces Descriptio	ss to all tables m(*) Access Rights harges		Read Select All V V	Write Select All V V	Select All	📕 Select All	

# 6. Lookups

The LTM screens are of 3 types

- Type I The ones that correspond to just a lookup list.
- Type II The ones that has a lookup list and a corresponding control id from another table, mostly JTS tables.
- Type III The ones with multiple fields

This screen deals with all the lookup tables in the PaJCMS application.

ess 🗃 http://localhost/PaJCI	uvenile Case Mana	arment System	Ver. Beta 1.0	Test1 County
uvenile	Carlos Sans an anno 1997 - 1997	Management Tools		Welcome JCMS Log(
Juvenile	Case	Court Related	Office	Others
uild	Drug Name	Allegation Type	Arrest ORI	Competency Measure
omplexion	Drug Test	Court Status	Calendar Entry Type	Competency Measure Type
agnosis Axis	Drug Test Agency	Det Outcome	County Office Information	Gang Information
isability Type	E/Monitor Location	Det Section	County Office Type	Notify Method
ational Origin	E/Monitor Reason	Dispositions	Det Facility	Other Service
/e Color	Involved Person	District Attorney (Name)	Employee/P0	Parental Contempt Outcome
nmily Income	Alleged By	Hearing Conducted By	Warrant Type	Parental Contempt Special Cond
amily Status	Allegation Dept	Hearing Type		Parental Contempt Temp SVC
ender	Allegation Source	Judge Name		Payment Frequency
air Color	School	Probation Type		Priority
surance Type	School District	Represented By		
iving Arrangement	School Education Type	Represented By (Name)		JCMS Report Category
elationship Type	School Status	Signed Court Order Type		JCMS Reports
atch List	Transfer Reason	Special Conditions		_
	Victim Notification	Temporary Services		_
	Work Sites			

- All the subscreens are categorised into 5 sections -
- 6.1 Juvenile
- 6.2 Case
- 6.3 Court Related
- 6.4 Office
- 6.5 Others

# 6.1 Juvenile – LTM

# 6.1.1 Type I

It contains just one entry field. The screen shot has been provided for only one screen the rest of them are similar

### 6.1.1.1 Build

This screen is used to add or edit a physical build description.

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Address 🙆 h	http://localhost/PaJCM5/LTM/LTMone.aspx?Q5=burQwaLcRV2CicC4mAcP%2f4r5FkcqbNb%2bz%2bU%2bGnT5%2bC97jlv20Dx 💌 🔗 💿 Lin
Penns	sylvania Juvenile Case Management System Testi County Welcome JCMS
🗰 Juvenile	e 🗮 Actions 🗮 Victim 🗮 Users 🗮 Management Tools 🗮 Admin Tools
D 11	
-Build —— Action	Build Description
1	Medium Frame
View	Large Framed
view	Small Framed
View	Muscular
View	Large Muscular Frame
View	Small Muscular Frame
<u>View</u>	Medium Muscular Frame
Add/Edit E	Build
Medium Fran	me
Build	Add Edit Save Cancel Delete Back
Done	武 Local intranet

- Click on 'Add' to add a new record.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this record by clicking on '**Edit**' and making the required changes.
- Save the record by clicking on 'Save'.
- Click on 'Cancel' to revert back.
- Click on 'Back' to go back to the main LTM screen.

## 6.1.1.2 Complexion

This screen is used to add or edit any complexion details.

#### 6.1.1.3 Diagnosis Axis

This screen is used to add or edit any diagnosis axis details.

6.1.1.4 Disability Type This screen is used to add or edit any disability type.

6.1.1.5 National Origin This screen is used to add or edit any national origin.

6.1.1.6 Eye Color

This screen is used to add or edit any eye color.

6.1.1.7 Family Income

This screen is used to add or edit any family Income.

6.1.1.8 Hair Color

This screen is used to add or edit any hair color.

6.1.1.9 Insurance Type

This screen is used to add or edit any insurance type.

#### 6.1.1.10 Relationship Type

This screen is used to add or edit any relationship type.

## 6.1.2 Type II

It contains two entry fields. The screen shot has been provided for only one screen the rest of them are similar

#### 6.1.2.1 Family Status

This screen is used to add or edit any family status.

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and the second second			-	RV2CicC4mAcP%2f4r5FkcqbNb%2l		BslxgWjha 🛨 🤗Go	Links
Pent	nsylvania Jı	wenile C	ase Mai	nagement System	m Tes Wel	t1 County Icome JCMS	
📕 Juver	nile 📕 Actions	# Victim	📕 Users	Management Tools	# Admin Tools		
Family S	Phatric .						
Action	Family Status			JTS Conti	rol Table		
1	Married			Married			
/iew	Divorced			Divorced			
/iew	Separated			Separated			
/iew	One Parent Decease	я		One Parent	Deceased		
/iew	Both Parents Deceas	ed		Both Paren	ts Deceased		
/iew	Parent Never Married			Parent Nev	er Married		
/iew	Other			Other			
Add/Ed	it Family Status						
Aarried		Married	*				
Family St	atus	JTS Control T	able				
				Add Ed	lit Save Ca	ncel Delete	Back
Done						🔠 Local intranet	

- Click on 'Add' to add a new family status. Enter the family status and select a value from the JTS Control table.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this record by clicking on '**Edit**' and making the required changes.
- Save the record by clicking on 'Save'.
- Click on 'Cancel' to revert back.
- Click on 'Back' to go back to the main LTM screen.

## 6.1.2.2 Gender

This screen is used to add or edit gender. The entry fields are Gender and its corresponding JTS name. The JTS name needs to be selected from the drop down.

## 6.1.2.3 Living Arrangement

This screen is used to add or edit living arrangement. The entry fields are Living Arrangement and its corresponding JTS name. The JTS name needs to be selected from a drop down.

### 6.1.3 Type III

It contains multiple entry fields.

#### 6.1.3.1 Watch List

This screen is used to add or edit any watch list.

⊨ Back •	: View Favorites Tools • → - ② [⊅] (☆] (③)s	Help earch 💽 Favorites @Media 🎯 民		
and the second second second		1/WatchListLtm.aspx?Q5=burQwaLcRV2CicC4m		(y4i2yqofb%2b1ZT8c▼ 🖓Go Lin
igaress je	ncp.//iocanosc/Pascins/Env	i/watchbstctili.aspx?Qb=bulQwatckvzCicC+ii	IACE 7821 HI SI KEQDIND 782DG MIM7	
	a			
Watch L	list Watch List Name	Description	PO	Alternate Phone
*	Test1	List of juvenile on test watchlist	Austin,Debbie	(717) 123-2134 ask for Officer Tom xtn 223
/iew	Test2	Second Record	Bishop,Stephen	(545) 555-5555 open 24x7
/iew	Test3	Third record	No PO Assigned,	
/iew	Test4		Bloomguist,Seth	
/iew	Test6		Diggs,Bernita	
<u>/iew</u>	Test5		CHILDREN & YOUTH CA WORKER,	SE
/iew	York.1	All juveniles on electronic monitoring	Angradi,Jeff	717477-1212 open 24×7
<u>/iew</u>	Cumberland.1	Mike tan Test Watchlist	White,George	717-564-6541 call when it's 8- pm
<u>/iew</u>	ZZZZ		No PO Assigned,	
	it Watch List		-	
Test1		Austin,Debbie Probation Officer		sk for Officer Tom xtn 223
Natch Lis	SIName f juvenile on test		Alternate Phone	
FIRC 0	i juvenile on cesc	watchillst		
Descripti	on			_
			Add Edit Sa	ve Cancel Delete Back

- Click on 'Add' to add a new watch list. Enter the watchlist name, select a probation officer, enter the alternate phone number and a brief description.
- The probation Officer drop down is populated from PO Information lookup.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this build by clicking on 'Edit' and making the required changes.

# 6.2 Case

## 6.2.1 Type I

It contains just one entry field. The screen shot has been provided for only one screen the rest of them are similar

### 6.2.1.1 Drug test

This screen is used to add or edit a drug test.

Eile Edit y	<u>V</u> iew F <u>a</u> vorites <u>T</u>	ools <u>H</u> elp					-
🕁 Back 🔸 😑	·· 🕲 🗗 🐴	Q Search 🕷	Favorites 🖓 Me	dia 🧭 🛐 🗃 🗐			
				RV2CicC4mAcP%2f4r5FkcqbNb%2b	XDN76gTAj7oUSmeHRQ	%2f3ImX 🔹 🔗 Go	Links
		1.00		nagement Syster	n Tes	t1 County come JCMS	-
📕 Juvenile	Actions	# Victim	Users	Management Tools	🗰 Admin Tools		
Davis Test							
Drug Test - Action	Drug Test Descrip	ntion					
1	Urine						
view_	Blood						
/iew	Saliva						
/iew	Breath						
	D. OMIT						
Add/Edit D Jrine	orug lest	1					
Drug Test							
				Add Ed	it Save Ca	ncel Delete E	Back
Done						📴 Local intranet	

- Click on 'Add' to add a new drug test.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this record by clicking on '**Edit**' and making the required changes.
- Save the build by clicking on 'Save'.
- Click on 'Cancel' to revert back.
- Click on 'Back' to go back to the main LTM screen.

#### 6.2.1.2 Drug test Agency

This screen is used to add or edit a drug test agency.

### 6.2.1.3 E/Monitor Location

This screen is used to add or edit an E/Monitor location.

#### 6.2.1.4 E/Monitor Reason

This screen is used to add or edit a reason for an E/Monitor.

### 6.2.1.5 Allegation Department

This screen is used to add or edit allegation departments.

### 6.2.1.6 Allegation Source

This screen is used to add or edit an allegation source.

## 6.2.1.7 School Education Type

This screen is used to add or edit a school education type.

### 6.2.1.8 Transfer Reason

This screen is used to add or edit a transfer reason.

# 6.2.2 Type II

It contains two entry fields. The screen shot has been provided for only one screen the rest of them are similar

#### 6.2.2.1 Drug name

This screen is used to add or edit a drug name.

	at1 County elcome JCMS	
Admin Tools		

- Click on 'Add' to add a new drug name. Enter the drug name and YES or NO to indicate whether the test is default or not.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this record by clicking on 'Edit' and making the required changes.
- Save the build by clicking on 'Save'.
- Click on 'Cancel' to revert back.
- Click on 'Back' to go back to the main LTM screen.

#### 6.2.2.2 Involved Person

This screen is used to add or edit involved person. The entry fields are Involved Person and its corresponding JTS name. The JTS name needs to be selected from the drop down.

#### 6.2.2.3 School District

This screen is used to add or edit school district. The entry fields are School District and its corresponding Code.

#### 6.2.2.4 School Status

This screen is used to add or edit school status. The entry fields are School Status and its corresponding JTS name. The JTS name needs to be selected from the drop down.

TATA CONSULTANCY SERVICES

# 6.2.3 Type III

It contains multiple entry fields.

#### 6.2.3.1 Alleged By

This screen is used to add or edit any alleged by details.

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	dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools		
		Search 🙀 Favorites 🏈 Mei	
Address	E http://localhost/PaJCMS/LT	M/ReferredBy.aspx?QS=burQwa	aLcRV2CicC4mAcP%2f4r5FkcqbNb%2baJ89GWc967sxjkcY3WUYRp1 🗾 🔗 Go Links
Allege			
Action	Office	JTS Alleged By	Address
1	adfgsadf	School	adfsasdf asdfasdf asdfas PA 23452 3452
View	District Justice	District Justice	
View	New	Social Agency	
View	Office1	Other	add1 add2 city1 WY 11111 2222
View	00	Police	
View	Other	Other	
View	Other Juvenile Court	Other Juvenile Court	
View	Police	Social Agency	Ad1 Ad2
<u>View</u>	Probation	Probation	
View	Referred by Adult Court	Referred by Adult Court	
<u>View</u>	Relative	Relative	
View	School	School	
-Add /	Edit Alleged By		
adfgsac	if	School	adfsasdf asdfasdf
Office ('	*)	JTS Alleged By(*)	Address Line #1 Address Line #2
asdfas		PA 💌	23452 3452
City /7175.2/	12-5235 34256	State	Zip -
(/17) 34 Phone	+2-0200 34200	E-Mail Address	
none		-E-Mail Address	Add Edit Save Fameel Delete Back
Done			🔀 Local intranet

- Office and JTS Alleged By are mandatory fields.
- JTS Alleged By is populated from the Referredby\_JTS table.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this record by clicking on 'Edit' and making the required changes.

#### 6.2.3.2 School

This screen is used to add or edit a school.

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Address	🛐 http://localhost/PaJCMS/LTM/SchoolIn	fo.aspx?Q5=burQwaLcRV2CicC4mAcP%2f4r5Fk	cqbNb%2bkrg2yBlGCeocy2zwEkjjzedlfAa! 🗾 🔗 Go 🛛 Lir
-			
and the second se	Information		
Action	School Name	School District	PO
1	ADLAI STEVENSON ELEMENTARY	Ambridge Area	No PO Assigned,
View	AUBERLE EDUCATION CENTER	Abington Heights	No PO Assigned,
View	AUBERLE EDUCATION CENTER		CHILDREN & YOUTH CASE WORKER,
View	CARLYNTON DIST ELEMENTARY-C/	ARNEGIE Carlynton	No PO Assigned,
View	CARLYNTON HIGH-CARNEGIE		No PO Assigned,
Second when	dit School Information		
	EVENSON ELEMENTARY	Ambridge Area	No PO Assigned,
School N	lame(*)	School District	PO
Address	line #1	Address Line #2	
Address			
City		State	Zip
- Chi	1		
Principal		Phone	E-Mail Address
Primary (	Contact	Phone	E-Mail Address
Cohori	Year Dates		
School	rear Dates	Start Date	End Date
		Add	Edit Save Cancel Delete Back

- School Name is the only mandatory field in this screen.
- Select a School District from the drop down. This drop down is populated from the School District lookup.
- Select a PO from the drop down. This drop down is populated from the PO Information lookup.

## 6.2.3.3 Victim Notification

This screen is used to add or edit a victim notification.

	CM5/LTM/VictimNotifyLkp.aspx?Q5=burQwaLcRV2CicC4m			🔽 🔁 Go 🛛 Links
Pennsylvania	Juvenile Case Managemen	tSystem v₀	r. Beta 1.0 Test1 County Welcome JCMS	LogOff
#Juvenile   # Actions	s 📕 Victim 📕 Users 🗍 🕷 Managem	ent Tools 🛛 👭 Admin Tool	5	
ction	Notification Requirement	Mandatory	Table	^
f -	Termination of Juvenile Court Jurisdiction	No		
ew	Release from Placement	No	DISPOSITION	
ew	Release from Detention	Yes	DETENTION_HEARING	
iew	Record Initialized	Yes		
iew	Placement Transfer	No		
ew	Placement Transfer	No		
iew	Placement Transfer	No		
iew	Placement Review (Dependent)	No	DISPOSITION	
iew	Placement Review (Delinquent)	No	DISPOSITION	
iew	Placement Escape	No		
iew	Petition	No	REFERRAL	~
Add/Edit Victim Notificat		Manda	tory Requirement	
Notification Requirement (*)		Manua	uny requirement	
Trigger Information for a	ctivation of notification			
Fable to initiate trigger				
Column name to initiate trigg	er Column value ti	a initiate trigger		
column name to initiate trigg		o initiate trigger	Add Edit Save Cancel	Delete Back
				Delete Duck
	24 BH	t and the data de		
reated: System 9/4/2002 1:13:	21 PM	Last Updated:		

- Notification Requirement is the only mandatory field in this screen.
- There is a check box to indicate if the notification is a mandatory requirement..
- In the next section enter the Trigger Information like the Table name, Column name and the Column value at which the notification should be triggered.

### 6.2.3.4 Work Sites

This screen is used to add or edit a community service work site.

Back	• 🕤 - 💌 🖬 🏠 🔎	Search A Eavoriter	3· 🎍 🖃 📙 🎉 🥥 🚳		
<b>-</b>					
Contraction of the local distance of the loc			P%2f4r5FkcqbNb%2bCP%2fpMlTzoN0nywYlax1gHt5g	CEljym%2bo%2fzu6ayF7rkyv5 Test1 Col	
Peni	nsylvania Juvenile	Case Managemen	nt System Ver. Beta 1.0	Welcome J	
🖩 Juven	nile 📕 Actions 📕 Victim	n 📕 Users 📕 Managen	nent Tools 📕 Admin Tools		
Commu	nity Service Work Site Maintena	2000			
Action	Description	Point Of Contact	Address	Em	ail
4	ABRAXAS WORKBRIDGE		234 King Street Apt# 5 Shippensburg PA 172	257 3535 <u>km</u>	kawale@microsoft.com
<u>View</u>	abraxas community service	JACK and JILL	Lane 1 Lane 2 JJ OK	<u>a@</u>	a.com
View				gkk	I
View	weqwe				
Add / E	dit CS Work Site Maintenance -				
ABRAXAS	WORKBRIDGE		234 King Street		Apt# 5
Descriptio	on (*)	Point Of Contact (*)	Address Line #1	(*)	Address Line #2
Shippens	burg	PA	17257 3535		
City		State	Zip	0.00	
Phone		Fax	E-Mail Address	oson.q	
none		1 dat	Add	Edit Save I	ancel Delete Back
			ing a second sec		
	CRECHENDORFF 3/4/2004 10:33:38 AM	5	Last Updated: jcms 7/14/2006 9:54:28		

- Description of the community service work site, Point Of Contact for the site and Address Line#1 & #2 are mandatory fields here.
- Enter the rest of the details as far as possible and click on 'Save' to save the record.
- Click on 'Cancel' to revert back.
- Click on 'Back' to go back to the main LTM screen.

# 6.3 Court Related

## 6.3.1 Type I

It contains just one entry field. The screen shot has been provided for only one screen the rest of them are similar

## 6.3.1.1 Allegation Type

This screen is used to add or edit an allegation type.

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😓 Back 🔸	🗸 🕼 🕼 🔞 Search 👔 Favorites 🍘 Media 🎯 🖏 - 🎒 🖬 🗐	
Address 🧕	tp://localhost/PaJCMS/LTM/LTMone.aspx?QS=burQwaLcRV2CicC4mAcP%2f4r5FkcqbNb%2bHwz039ZjsT7eP68BebZu%2bEZr, 💌 🔗 Go	Links >
Penn	ylvania Juvenile Case Management System Testi County Welcome JCMS	-
📕 Juven	🗮 Actions 🗮 Victim 🗮 Users 🗮 Management Tools 🗮 Admin Tools	
Allegatio	[vna	
Action	Allegation Type Description	
1	ALLEGATION	
<u>View</u>	TRANS ANOTHER CTY	
View	TRANS ANOTHER ST	
View	PETITION	
View	DECERTIFICATION	
<u>View</u>	NSS	
<u>View</u>	CRIMINAL COURT	
<u>View</u>	DD OTHER CT	
<u>View</u>	CS OTHER CT	
	llegation Type	
ALLEGATI		
Allegation		ack
🖨 Done	🔐 Local intranet	<u> </u>

- Click on 'Add' to add an allegation type.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this build by clicking on 'Edit' and making the required changes.
- Save the build by clicking on 'Save'.
- Click on 'Cancel' to revert back.
- Click on 'Back' to go back to the main LTM screen.

#### 6.3.1.2 Court Status

This screen is used to add or edit a court status.

#### 6.3.1.3 Detention Outcome

This screen is used to add or edit a Detention Outcome.

#### 6.3.1.4 District Attorney Name

This screen is used to add or edit a district attorney name.

#### 6.3.1.5 Judge Name

This screen is used to add or edit judge names.

## 6.3.1.6 Represented By (Name)

This screen is used to add or edit individual representatives.

## 6.3.2 Type II

It contains two entry fields. The screen shot has been provided for only one screen the rest of them are similar.

#### 6.3.2.1 Detention Section

This screen is used to add or edit a Detention section.

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ACTION V	Criminal Homicide		101			
View	Rape		102			
View	Robbery		103			
View	Aggravated Assault		104			
View	Invol. Deviate Sexual Intercourse		105			
View	Kidnapping		106			
View	Arson		107			
View	Burglary		108			
View	Terroristic Threats		109			
<u>View</u>	Causing Or Risking Catastrophe		110			
View	Riot		111			-
	it Det Section Homicide					
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• The entry fields are the Detention Section Name and the corresponding Detention Section Code.

#### 6.3.2.2 Dispositions

This screen is used to add or edit a Disposition. The entry fields are the Disposition and its corresponding JTS name. The JTS name needs to be selected from a drop down.

#### 6.3.2.3 Hearing Conducted By

This screen is used to add or edit information about whom the hearing was conducted by. The entry fields are Hearing Conducted By and its corresponding JTS name. The JTS name needs to be selected from a drop down.

#### 6.3.2.4 Hearing Type

TATA CONSULTANCY SERVICES

This screen is used to add or edit information about the type of hearing. The entry fields are Hearing Type and its corresponding JTS name. The JTS name needs to be selected from a drop down.

## 6.3.2.5 Probation Type

This screen is used to add or edit probation types. The entry fields are Probation Type and its corresponding JTS name. The JTS name needs to be selected from a drop down.

#### 6.3.2.6 Represented By

This screen is used to add or edit the representing party details. The entry fields are Represented By and its corresponding JTS name. The JTS name needs to be selected from a drop down.

#### 6.3.2.7 Signed Court Order Type

This screen is used to add or edit signed court order types. The entry fields are Signed Court Order Type and its corresponding JTS name. The JTS name needs to be selected from a drop down.

### 6.3.2.8 Special Conditions

This screen is used to add or edit special conditions. The entry fields are Special Conditions and its corresponding JTS name. The JTS name needs to be selected from a drop down.

#### 6.3.2.9 Temporary Services

This screen is used to add or edit temporary services. The entry fields are Temporary Services and its corresponding JTS name. The JTS name needs to be selected from a drop down.

# 6.4 Office

## 6.4.1 Type I

It contains just one entry field. The screen shot has been provided for only one screen the rest of them are similar

#### 6.4.1.1 Calendar Entry Type

This screen is used to add or edit entries in Calendar\_Type\_LKP table .

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ddress	http://localhost/PaJCMS/LTM/LTMone.aspx?QS=burQwaLcRV2CicC4mAcP%	62f4r5FkcqbNb%2beVUSoaPXdCUL5jxjtyc2GnVs7vTN 🗾 🔗 Go 🛛 Lir
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Action	Calendar Entry Type Description	1
1	CLOSE CASE	
/iew	COMPUTER GENERATED ENTRY	
'iew	RE-OPEN CASE	
<u>'iew</u>	PO CHANGE DATE	
<u>'iew</u>	TRANSFERRED FROM THOMAS	
'iew	CASE VERIFIED - SUPERVISOR LIST	
/iew	INTAKE OFFICER CHANGE DATE	
<u>'iew</u>	INTAKE OFFICER REASSIGNED	
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/iew	TRANSFERRED FROM KELLY	
Add/Ed	dit Calendar Entry Type	
	ar Entry Type	
Jaiondai	an Entry Type	Add Edit Save Cancel Delete Back

- Click on 'Add' to add a calendar entry type.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this build by clicking on 'Edit' and making the required changes.
- Save the build by clicking on 'Save'.
- Click on 'Cancel' to revert back.
- Click on 'Back' to go back to the main LTM screen.

### 6.4.1.2 County Office Type

This screen is used to add or edit County Office types.

## 6.4.2 Type II

It contains two entry fields.

### 6.4.2.1 Warrant Type

This screen is used to add or edit warrant types.

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rant Type	Active JTS Control T	able					te Back
	rant Type	Active		Active	Active	Active JTS Control Table	Active JTS Control Table

- Click on **'Add'** to add a warrant type. Enter the Warrant Type and select the corresponding JTS warrant Type from the JTS Control table drop down.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this build by clicking on 'Edit' and making the required changes.

### 6.4.2.2 Detention Facility

This screen is used to add or edit detention facilities. The entry fields are Detention Facility and its corresponding Out of Home Service Type. The Out of Home Service Type needs to be selected from a drop down.

## 6.4.3 Type III

It contains multiple entry fields.

#### 6.4.3.1 Arrest ORI

This screen is used to add or edit County Arrest ORI information. The list contains the ORI Number, County and Office.

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-Count Action	y ORI Information	County	Office				
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View	PA000000	Dauphin	ARRESTIN	NG AGENCY UNKNOW	WN		
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- ORI number, County and Office are mandatory fields in this screen.
- County drop down is populated from the County Name lookup and the State drop down is populated from State lookup.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this record by clicking on 'Edit' and making the required changes.

#### 6.4.3.2 County Office Information

This screen is used to add or edit county office information.

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1.000	Allegheny Juvenile P	robation Office	Office T		Point or Contact	
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ew	CourtRoom		Intake Loo	cation		
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ity		State		Zip	E-Mail Address	
hone		Emergency Ph	one	Work Phone		1
				Add	Edit Save Cancel	Delete Back

- Office and Office Type are mandatory fields on this screen.
- The Office Type drop down is populated from the CountyOfficeType lookup. To add more Office Types go to the County Office Type LTM screen.
- The State drop down is populated from State lookup.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this record by clicking on 'Edit' and making the required changes.

### 6.4.3.3 Employee/PO

This screen is used to add or edit employee/PO information.

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a constant	wania Juvenil				r. Beta 1.0	Test1 County Welcome JCMS	LogOff
Juvenile	Actions 🖁 Vict		Management Tools	Admin Tools	5		
:mployee/PU tion	Information Name		РО	Supervisor	Supervisor's Name		
	Abraham, Paul		Yes	No			
w	Adkins, Richard		Yes	No			
W	Angradi, Jeff		Yes	No			
w	Austin, Debbie		Yes	No			
w	Bailey, Elizabeth		Yes	No			
raham		Paul					
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- Click on 'Add' to add an employee. Last Name is mandatory here. Enter his address information and employment status.
- Select if the employee is a PO or Supervisior. If an employee is made a Supervisor, his name will appear in the 'Supervisor's name' list after saving.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this record by clicking on 'Edit' and making the required changes.

# 6.5 Others

# 6.5.1 Type I

It contains just one entry field. The screen shot has been provided for only one screen the rest of them are similar

# 6.5.1.1 Competency Measure Type

This screen is used to add or edit competency measure types.

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📕 Juvenile	e 📕 Actions	III Victim	ا Users	📕 Management Tools	🗧 🏭 Admin Ta	ols	
Action	cy Measure Type – Competency Meas	sure Type Desci	intion				
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View	Degree (1 to 5)						
		0.01					
Add/Edit ( Percentage	Competency Meas	ure Type					
	Measure Type						
Competency	measure type			Add	Edit Save	Cancel Del	ete Back
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- Step 1: Click on 'Add' to add a competency measure type.
- Step 2: Click on '<u>View</u>' in the list to view a particular record. You can edit this build by clicking on '**Edit**' and making the required changes.
- Step 3: Save the build by clicking on 'Save'.
- Step 4: Click on 'Cancel' to revert back.
- Step 5: Click on 'Back' to go back to the main LTM screen.

#### 6.5.1.2 Notify Method

This screen is used to add or edit method of notification.

#### 6.5.1.3 Parental Contempt Outcome

This screen is used to add or edit parental contempt outcome.

#### 6.5.1.4 Parental Contempt Special Condition

This screen is used to add or edit parental contempt special condition.

#### 6.5.1.5 Parental Contempt SVC

This screen is used to add or edit temporary services for parental contempt.

#### 6.5.1.6 Payment Frequency

This screen is used to add or edit payment frequencies.

## 6.5.1.7 JCMS Report Category

This screen is used to add or edit report categories.

# 6.5.2 Type II

It contains two entry fields.

#### 6.5.2.1 Competency Measure

This screen is used to add or edit competency measures.

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🗰 Juvei		Welcome JC           Management Tools         # Admin Tools	MS
Comnet	tency Measure		
Action	Competency Measure	JTS Control Table	-
1	1 - Did not attend/participate the course	Degree (1 to 5)	
View	2 - Attended/Participated in the course	Degree (1 to 5)	
view	3 - Interacted well in the course	Degree (1 to 5)	
View	4 - Excellent work in the course	Degree (1 to 5)	
View	5 - Role Model, can work with other juveniles on the course	Degree (1 to 5)	
View	0%	Percentage	
View	25 %	Percentage	
View	50 %	Percentage	
View	75 %	Percentage	
View	100 %	Percentage	
view	Failed to Complete	Subjective	
	t attend/participate the Degree (1 to 5)		
	ency Measure JTS Control Table		

- Click on 'Add' to add a competency measure. Enter the measure and select a value from the JTS Control table.
- Click on '<u>View</u>' in the list to view a particular record. You can edit this record by clicking on 'Edit' and making the required changes.
- Save the build by clicking on 'Save'.
- Click on 'Cancel' to revert back.
- Click on 'Back' to go back to the main LTM screen.

#### 6.5.2.2 Gang Information

This screen is used to add or edit gang information. The entry fields are Gang Information and Gang name.

## 6.5.3 Type III

It contains multiple entry fields.

#### 6.5.3.1 Other Service

This screen is used to add or edit other providers with their services.

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ction	Provider			Service		Active	<b></b>
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/iew	Test			COUNSELLING		1	
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/iew	First Provider			PSYCHIATRIC PLACEMENT		1	
/iew	First Provider			GIG-OUTWARD BOUND		0	
/iew	First Provider			RESIDENTIAL		1	_
/iew	First Provider			SECURITY		1	
/iew	Provider1			S.O.A.R. PROGRAM		1	
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and the second se	t Other Services	COUNSELLING	1221	Ê			
Test1	<u>سا</u>	Service(*)		Active			

- The 'Provider' list on the top of the screen helps you to view the services provided by the selected one. Select a provider from the list to view the services provided by him.
- You can add a provider or a service by navigating to the respective screens.
- Select a provider from the provider list and a service from the service list to associate the two.
- Click on 'Active' if the provider's service is active.

#### Add New Provider -

Click on Add New Provider to Add/Edit a Provider. A new screen opens up that lets you Add/Edit a Service Provider and check if they are Active or not.

#### Add New Service –

Click on Add New Service to Add/Edit a Service Name. A new screen opens up that lets you Add/Edit the Service Name.

### 6.5.3.2 JCMS Reports

This screen is used to add or edit JCMS Reports.

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Address 🕘 http://localhost/PaJCMS/LT	M/JCMSReports.aspx?Q5=burQwaLcRV2CicC4mA	:P%2f4r5FkcqbNb%2brcpFbLMoqhAIrkXCIYg5Amn 🛨 🔗 Go 🛛 Link
Pennsylvania Juv	enile Case Managemen	t System Testi County Welcome JCMS
📕 Juvenile 🛛 📕 Actions 🔤	🛚 Victim 🛛 🗮 Users 🛛 🗮 Managem	ent Tools 🛛 🗰 Admin Tools
JCMS Reports List	Report Name	Report File
Aggregate Management Reports	Juvenile Offenses Commited By Type	OffensescommittedbyType.rpt
View Aggregate Management Reports	Demographics of Active Youths	DemographicsofYouth.rpt
VIEW Aggregate Management Reports	Reason for Referral By Race	ReasonforReferralbyRace.rpt
View Aggregate Management Reports	Juvenile Bench Warrant List	ActiveBenchWarrants.rpt
View Aggregate Management Reports	Active Juveniles Aged 18-21	Active Juveniles Aged 18-21.rpt
View Disposition	Disposition by Type via Yearly Comparison	Disposition by Type via Yearly Comparison.rpt
View Disposition	Community Service Hours	CommunityServiceHours.rpt
View Disposition	Juveniles In Placement By Facility	JuvenilesInPlacementByFacility.rpt
Add/Edit Reports		_
Aggregate Management Reports 💌	Juvenile Offenses Commited By Type	
Report Category (*)	Report Description (*)	
JCMS Reports	OffensescommittedbyType.rpt	
Report Path (*)	Report File Name (.rpt) (*)	
		Add Edit Save Cancel Delete Back
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Done		🔀 Local intranet

- All the fields in this screen are mandatory.
- The Report Category drop down is populated from the JCMS Report Category lookup screen. To add more categories go to the JCMS Report Category LTM screen.
- From the Report Path drop down select if the report is a JCMS report or a Custom report.
- Report Description is the text that appears as report name in the report selection screen.
- Report Name is the physical report name including the .rpt extension.