



*Juvenile Court Judges Commission
Shippensburg University*

Pennsylvania Juvenile Case Management System

PaJCMS (Web) User Manual
Version 1.0



TATA

TATA CONSULTANCY SERVICES

August 2006

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 dispositions 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.

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.

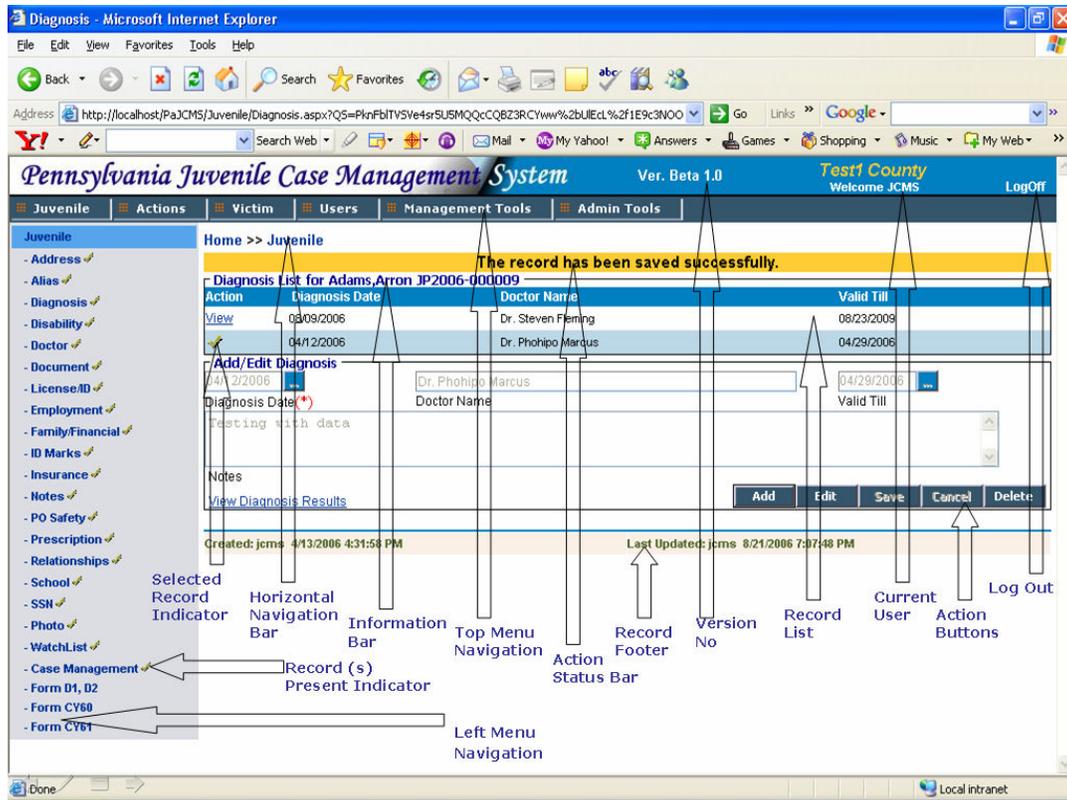


Fig: Screen Conventions

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.

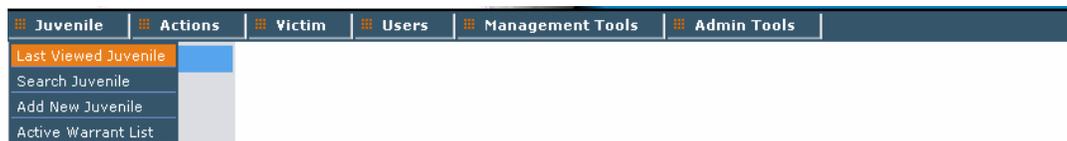


Fig: Menu Bar (Sub Menus for Juvenile)

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 visible 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 identifying 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 –

	Used to add a new record
	Used to modify an existing record
	Used to save the entered information. If the data entered does not match the preset criteria, error messages will be displayed.
	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’.
	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.

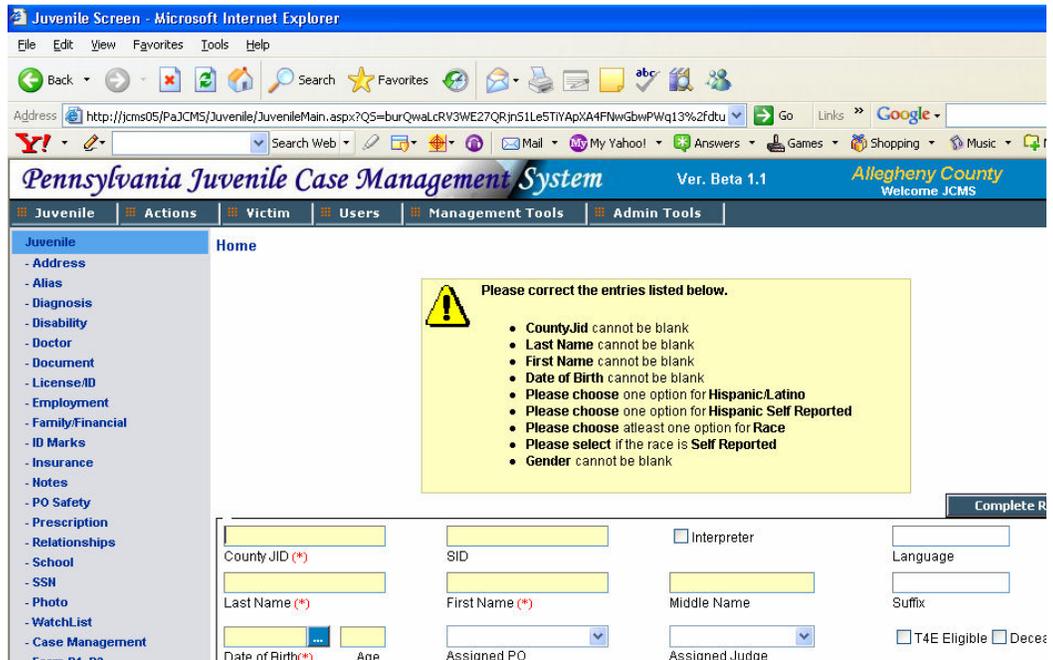


Fig: “Correct the entries listed” message box

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.

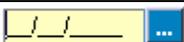
Field	Field Type	Format	Description
	Date	99/99/9999	Accepts date in “MM/DD/YYYY” format. To delete or change date use Backspace button on the keyboard
	Time	99:99	Accepts time in “HH:MM (PM/AM)” format. The field will automatically convert single digit hour to double digit (i.e 3 to 03). Select AM/PM 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
CJTT&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.

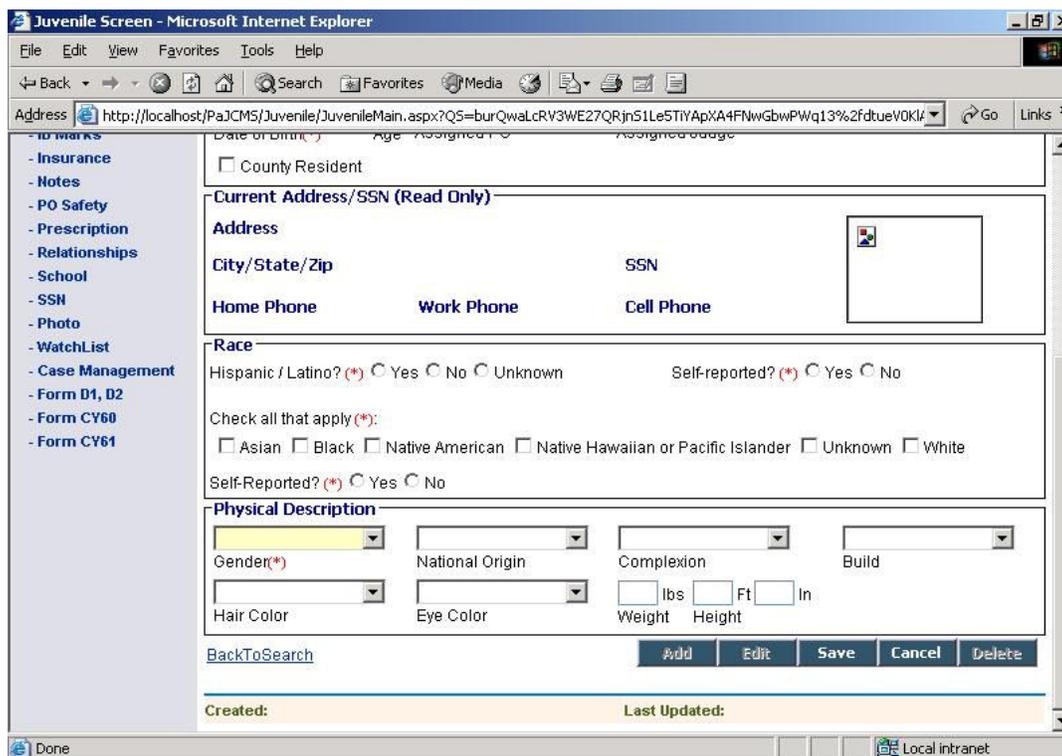
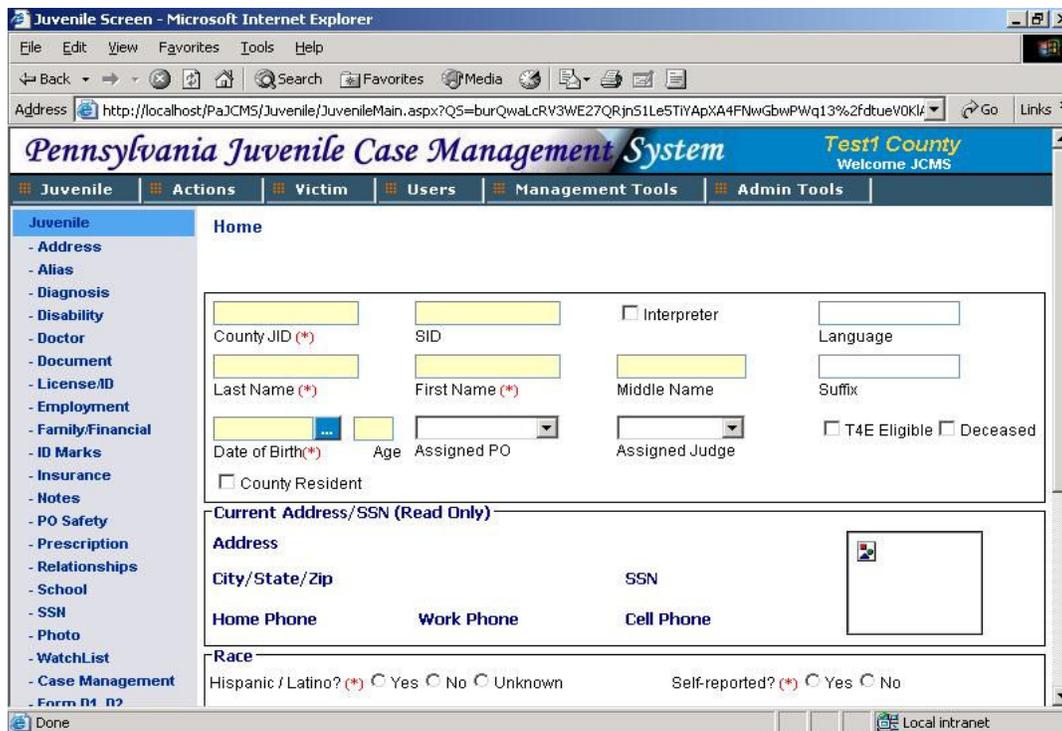
Insurance/Doctor information for a juvenile is collected in the system. Insurance details like insurance company, insurance type, policy number, insurance number, Group number and responsible party is recorded. Also Care Provider Information like doctor or facility name, care provided type like medical, 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

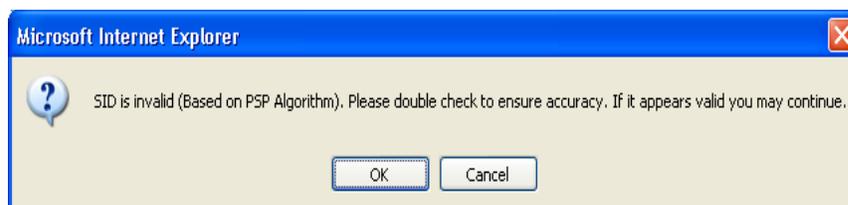
2.1 Add Juvenile

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.



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.



- 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 accomodate 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 were 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
ABBEEY JOSHUA	JP96-00076	07/03/1982	Select

[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 '[Select](#)' 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.

The screenshot displays the 'Search Juvenile' interface within a Microsoft Internet Explorer browser. The address bar shows the URL: `http://localhost/PaJCMS/Juvenile/SearchJuvenile.aspx`. The page features a blue header with the text 'Pennsylvania Juvenile Case Management System' and 'Test1 County Welcome JCMS'. Below the header is a navigation menu with tabs for 'Juvenile', 'Actions', 'Victim', 'Users', 'Management Tools', and 'Admin Tools'. The main content area is titled 'Basic Search' and contains several search criteria: 'County JID', 'SSN', 'Juvenile Last Name', 'Assigned PO', 'Juvenile First Name', 'Is Active', and 'SID'. There are also dropdown menus for 'ALL' and 'Age at Allegation' with 'From' and 'To' fields. At the bottom right of the search area are buttons for 'Advanced Search', 'Search', and 'Clear'. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

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 '[Advanced Search](#)' to enter more search criteria. These include Case number, Docket number, Alias lastname, Alias firstname, Relative lastname, Relative firstname.

Search Juvenile - Microsoft Internet Explorer

Address: http://localhost/PaJCMS/Juvenile/SearchJuvenile.aspx

Welcome JCMS

Juvenile Actions Victim Users Management Tools Admin Tools

Basic Search

County JID:
 Juvenile Last Name: ALL
 Juvenile First Name: ALL
 SID:
 SSN: Assigned PO: Is Active:
 From: To:
 Age at Allegation:

Advanced Search

Case Number:
 Docket Number:
 Alias Last Name:
 Alias First Name:
 Relative Last Name:
 Relative First Name:

Basic Search Search Clear

Search Results

Action	County JID	Juvenile Name	DOB	SSN	Assigned PO	Current Address	Is Active
View	JP2005000065	Expunged, ID:65 qw	11/05/2005		No PO Assigned,		No ()
View	k	f, f	06/22/2006		No PO Assigned,		Yes
View	JPO23459876	Fins, Mark	07/01/2006		No PO Assigned,		Yes
View	JP2006-000032	Finstra, Scott			Rentzel, Jack		Yes
View	JPO2000-2006	freezer, tweexer	07/01/2006		No PO Assigned,		Yes
View	JPO2006-2000	fry, try	07/07/2003		No PO Assigned,		Yes
View	J876	Gajuba, Ajoob KJ			No PO Assigned,		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 "View" 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 "BackToSearch" 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.

Similar search can be performed on all other fields.

Search Results

Action	County.JID	Juvenile Name	DOB	SSN	Assigned PO	Current Address	Is Active
View	75729A	NEVELS, CHARLES	11/06/1991		BOUT, JOHN	3050 GLENN MAWR AVENUE, PITTSBURGH, PA 15204	Yes
View	75450B	NEVELS, JAJA	08/18/1990	176-72-2953	MCURDY, SCOTT	4022 MINTWOOD STREET, PITTSBURGH, PA 15224	Yes
View	76483A	STEVE, DEONDRE	09/29/1992		BRAND, RANDI	2271 WILNER DRIVE, PITTSBURGH, PA 15221	Yes
View	66904B	STEVENS, AARON	09/28/1989	197-70-5224	MILLER, JAMES	4437 BIRCHWOOD LANE, ALLISON PARK, PA 15101	Yes
View	77349A	STEVENS, AUBREY	11/30/1993		BREGMAN, CHARLES	369 1/2 WEST 14TH AVENUE, HOMESTEAD, PA 15120	Yes
View	73090A	STEVENS, BAYLEN	02/17/1990	182-66-1355	BRADFORD, HEATHER	1611 GRANT STREET, MCKEESPORT, PA 15132	Yes
View	76970A	STEVENS, DARREN	06/23/1990		PENASCINO, LEE	1517 CRUCIBLE STREET, PITTSBURGH, PA 15204	Yes
View	75946A	STEVENS, GARY	02/05/1990		BONINI, DAVID	139 OAKWOOD ROAD, PITTSBURGH, PA 15237	Yes
View	73610A	STEVENS, JADE	09/03/1989	165-72-8268	PERKINS, MELVIN	440 JEFFERSON AVENUE APARTMENT 24,	Yes

Total Number of Records: 27

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 '[View](#)' 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.

Address of the Juvenile Jack,Russell JP2005-000004

Action	Description	Address	Contact Info	Current
<input checked="" type="checkbox"/>	Home address	123 Horlo Drive Shippensburg PA 17257	(717) 222-3776 (H) russel@jack.com	Yes

Add/Edit Address

Home address: Current Address

Description:

Address Line #1 (*): Address Line #2:

City (*): State (*):

Zip (*): Township/Borough:

E-Mail Address: Census:

Home Phone: Work Phone: Cell Phone: Pager:

Notes:

Relations Update

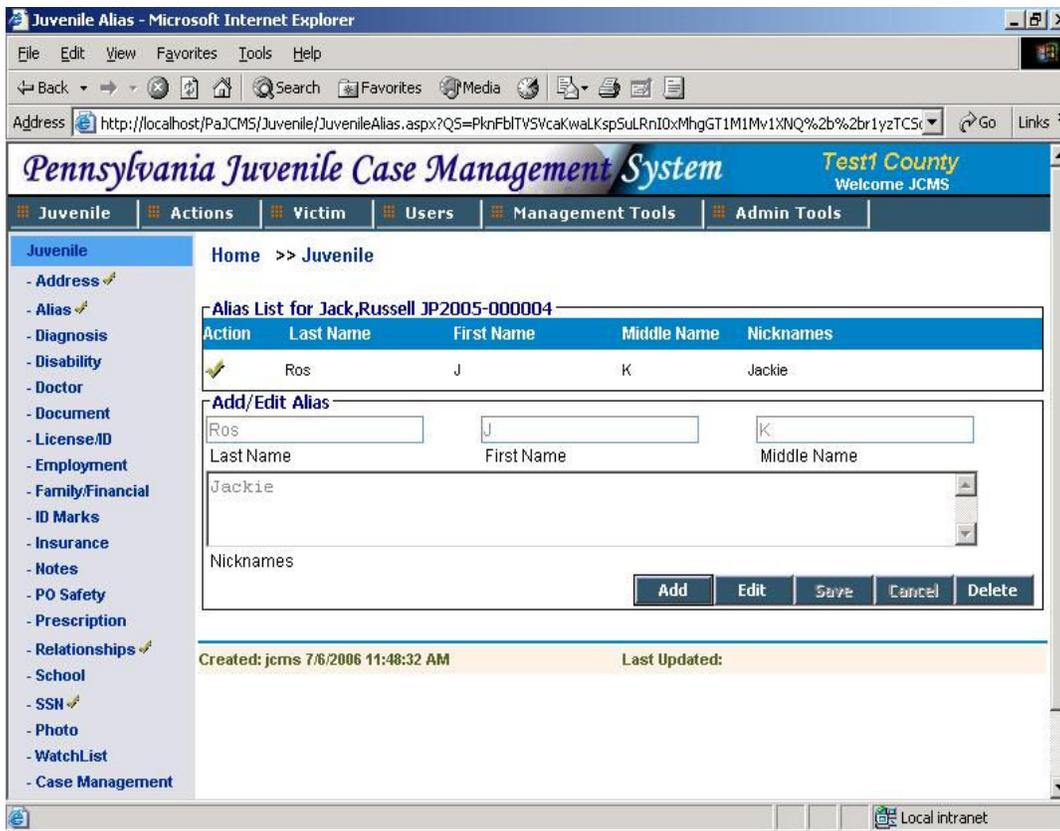
Created: jcms 7/6/2006 10:53:08 AM Last Updated: No updates made

Select	Name	Lives With	Relationship
<input type="checkbox"/>	Nila, Mark	Yes	Attorney

2.3.2 Alias

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

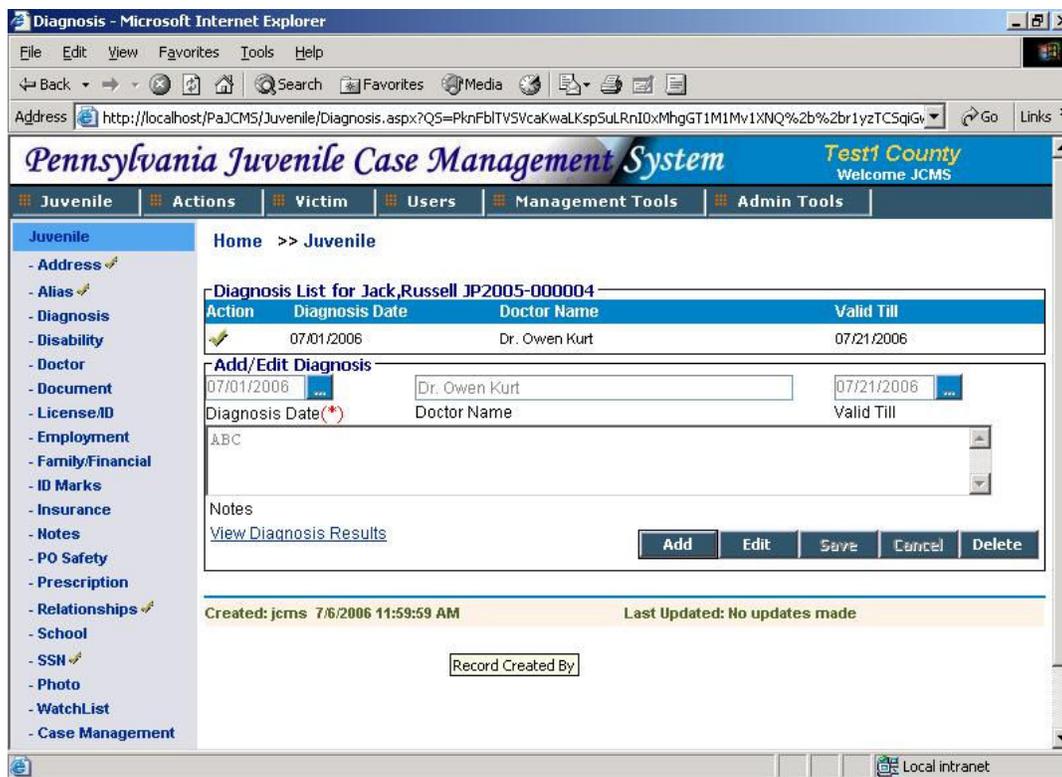
- The list shows all the aliases present for that juvenile. Click on **'View'** to view a specific record. The list will be empty if no record is present. In this case, the screen will be in **'Add'** mode.
- To add data click on **'Add'**. (If not already in **'Add'** mode).
- Enter all the information 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.



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 [View](#) 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.

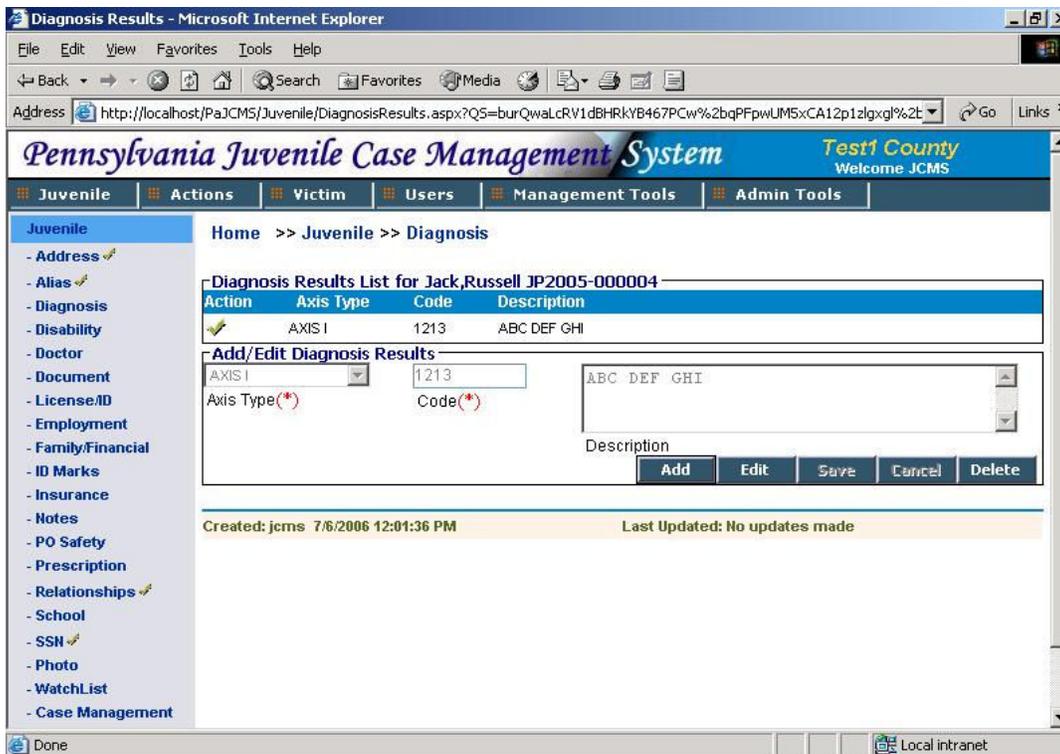


- Save the information entered. The same information can be modified using the 'Edit' Button.
- To delete a record hit the 'Delete' button.
- Click on '[View Diagnostic Results](#)' to view the Diagnostic results for the juvenile. This will take you to a new screen where you can view the list of results 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.

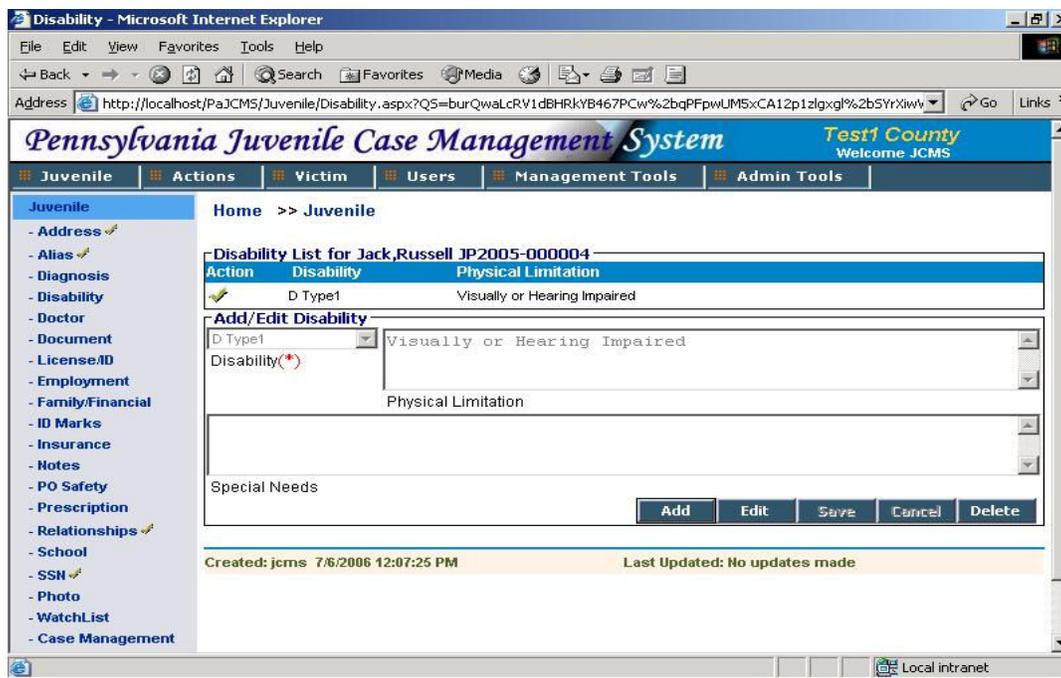
- The list shows all the results made for the diagnosis selected on the previous screen. Click on '[View](#)' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on '**Add**'.(If not already in 'Add' mode).



- Enter all the information in the respective fields. **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.



- The list shows all the disabilities present for that juvenile. Click on '[View](#)' 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. **Disability** is a mandatory field. Disability dropdown contains a list of disabilities 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.

http://localhost/PaJCMS/Juvenile/JuvenileDoctor.aspx?Q5=burQwalcRV1dBHRkYB467PCw+qPFpwUM5xCA12p1zlgxgl%2b5' - Microsoft Int...

File Edit View Favorites Tools Help

Address http://localhost/PaJCMS/Juvenile/JuvenileDoctor.aspx?Q5=burQwalcRV1dBHRkYB467PCw%2bqPFpwUM5xCA12p1zlgxgl%2b5' Go Links >>

Pennsylvania Juvenile Case Management System Test1 County
Welcome JCMS

Juvenile Actions Victim Users Management Tools Admin Tools

Juvenile Home >> Juvenile

Doctor/Provider List for Jack,Russell JP2005-000004

Action	Doctor Name	Facility Name	Care Provider Type	Address	Contact Info
	Owens Kurt	Pinnacle Health	All	111 Front Street Harrisburg PA 11111	(717) 123-345 (O) Owen@PH.com

Add/Edit Doctor/Provider Details

Owens Kurt Pinnacle Health All

Doctor Name (*) Facility Name Care Provider Type

111 Front Street Harrisburg

Address Line #1 Address Line #2 City

PA State Zip E-mail

(717) 123-345 Telephone Cell Phone Fax

Add Edit Save Cancel Delete

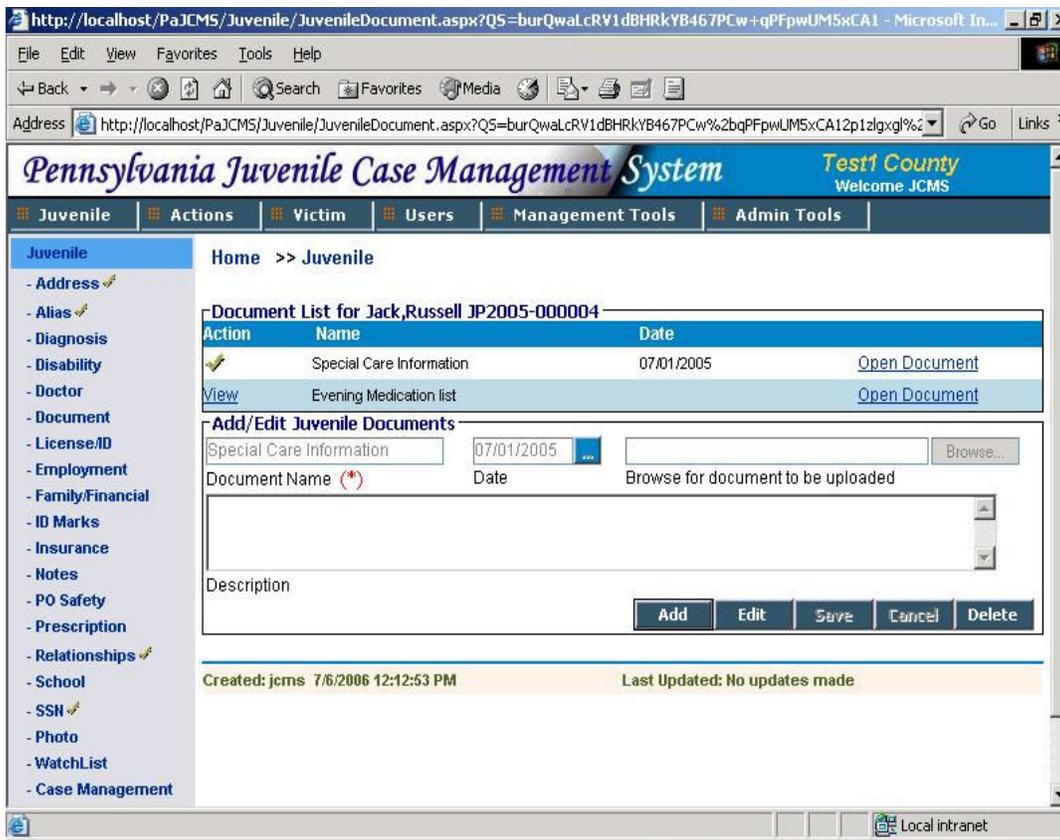
Created: jcms 7/6/2006 12:10:08 PM Last Updated:

Done Local intranet

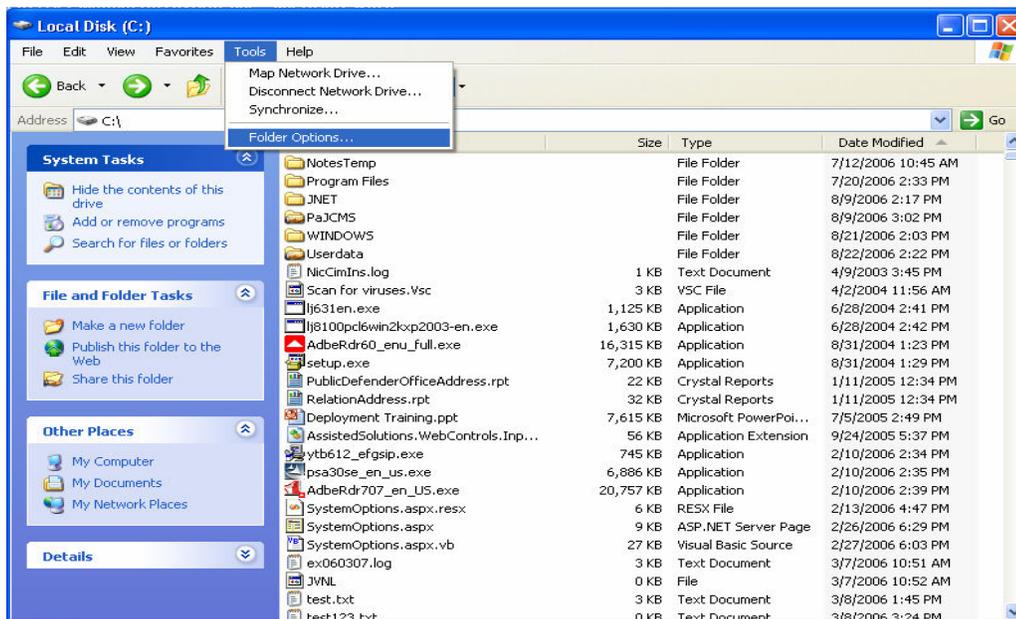
- The list shows all the doctors associated with that juvenile. Click on '[View](#)' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on '**Add**'.(If not already in 'Add' mode).
- Enter all the information 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

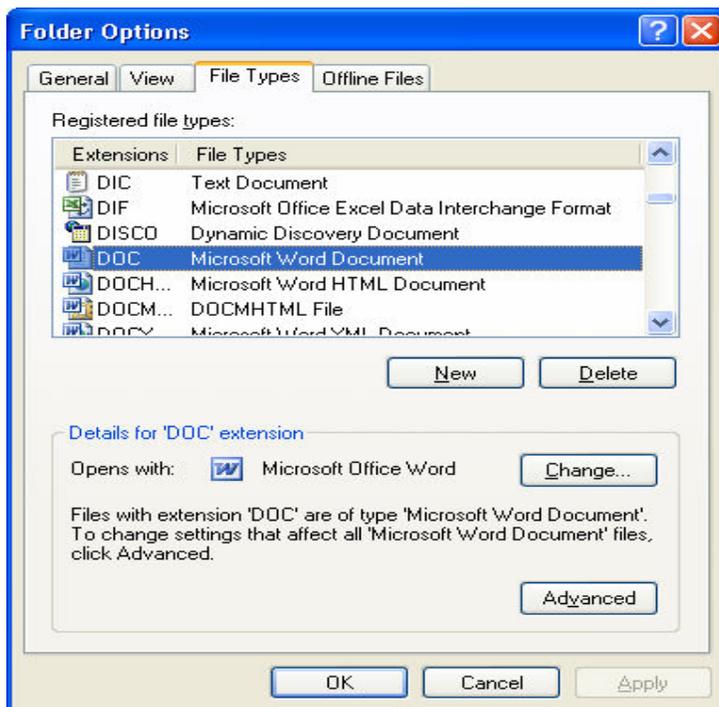
You can use this screen to upload any documents related to that juvenile.



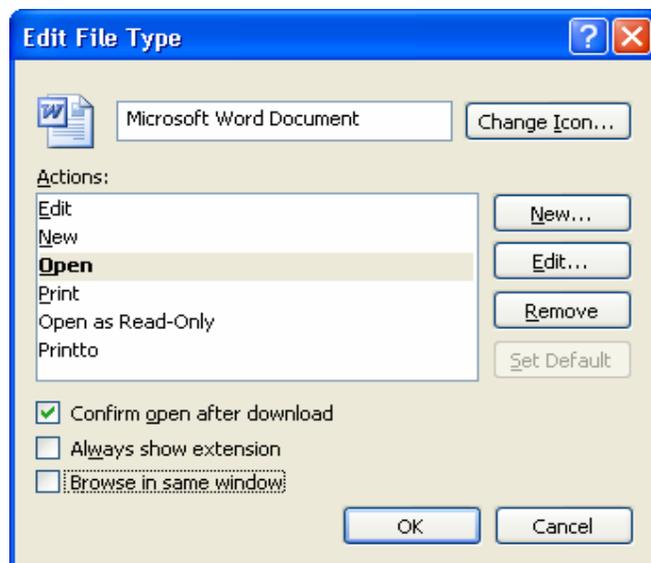
- The list contains all the document names along with the upload date. Click on '[Open document](#)' to view a specific document. On clicking the '[Open Document](#)' link the document will be open in the same browser or the application with which you want to view the document. To open the document in 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**'



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'**.



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.



- 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.

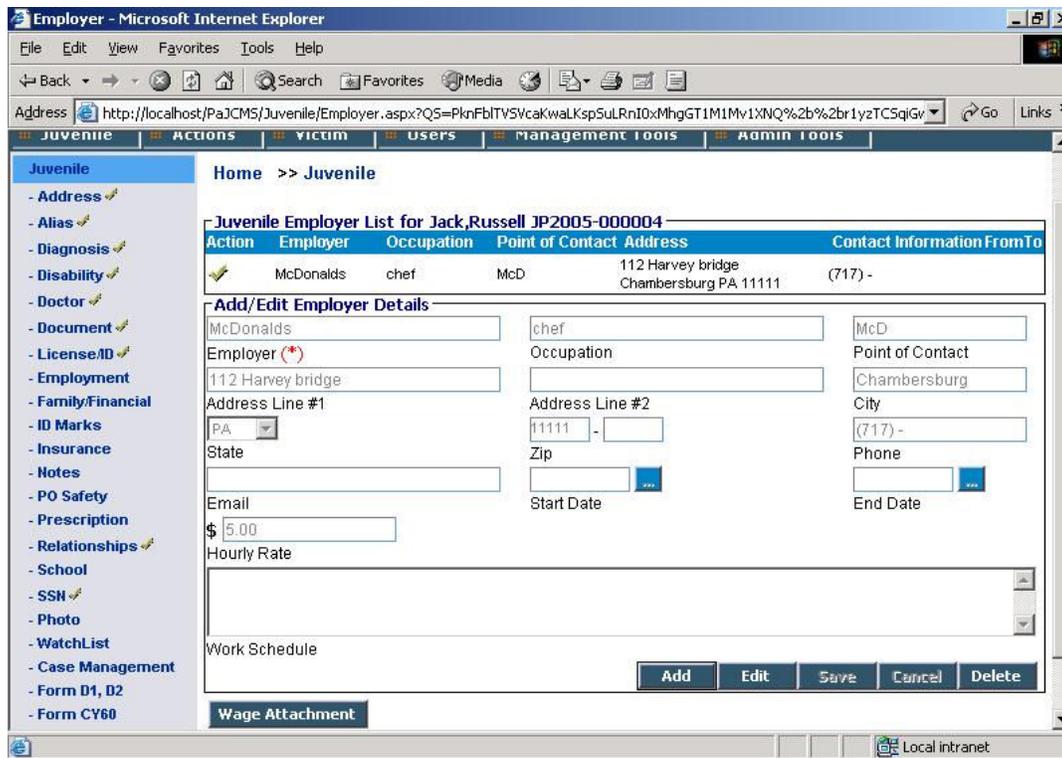
2.3.7 License/ID

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

- The list contains all the licenses issued to the juvenile so far. Click on '[View](#)' 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 record hit '**Delete**' button.

2.3.8 Employment

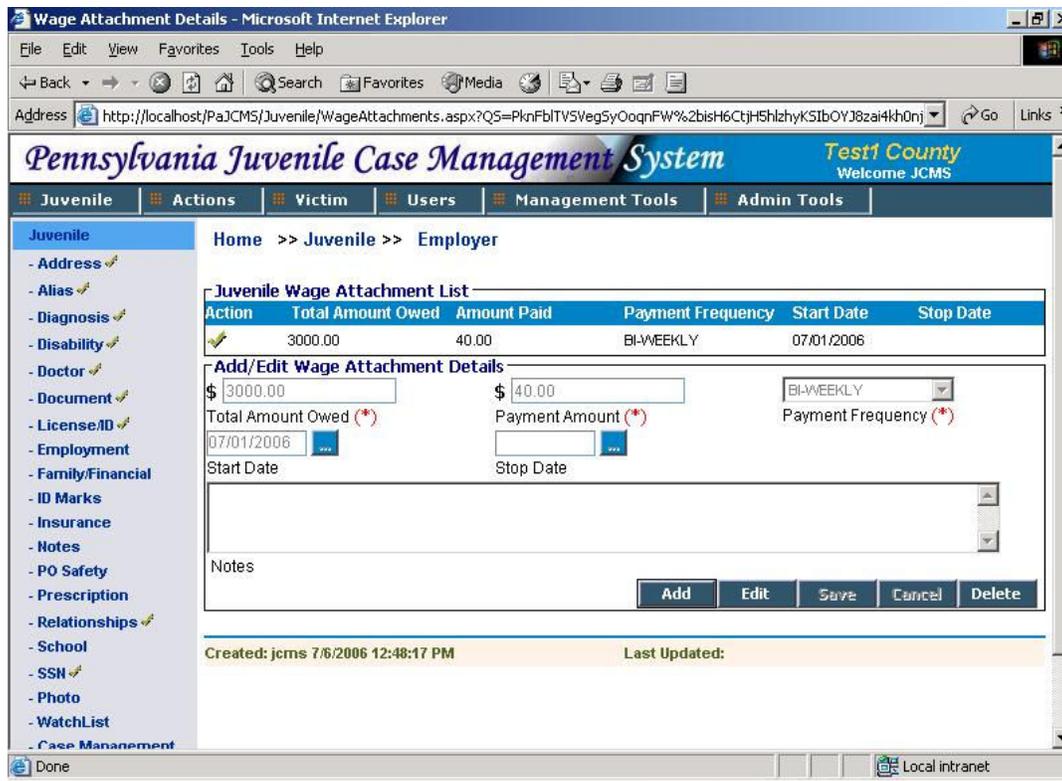
If a juvenile is working, the Employment screen is used to keep information of all his employment details including Employer name, contact and tenure of employment. This screen contains information on all the employers and supervisors of the juvenile.



- The list contains all the employers and occupations related to the juvenile. Click on 'View' 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.



- The list contains all the wage attachment amounts along with the dates and payment frequencies. Click on '[View](#)' 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.

Family/Financial Information List for Jack,Russell JP2005-000004

Action	Parent's Income	Gross Monthly	Social Security	Family Status	Living Arrangement	No of Members
	Over 10,000 And Under 15,000	1000.00	300.00	One Parent Deceased	Mother	2

Family Information

Parent's Income: Over 10,000 And Under 15,000
 Gross Monthly: \$ 1000.00
 Social Security Monthly: \$ 300.00

Parent's Income: 1233234
 Social Security Monthly: 9877898

Welfare Access #: One Parent Deceased
 Welfare Receipt #: Mother

Family Status: One Parent Deceased
 Living Arrangement: Mother
 No of Members: 2

Notes:

Buttons: Add, Edit, Save, Cancel, Delete

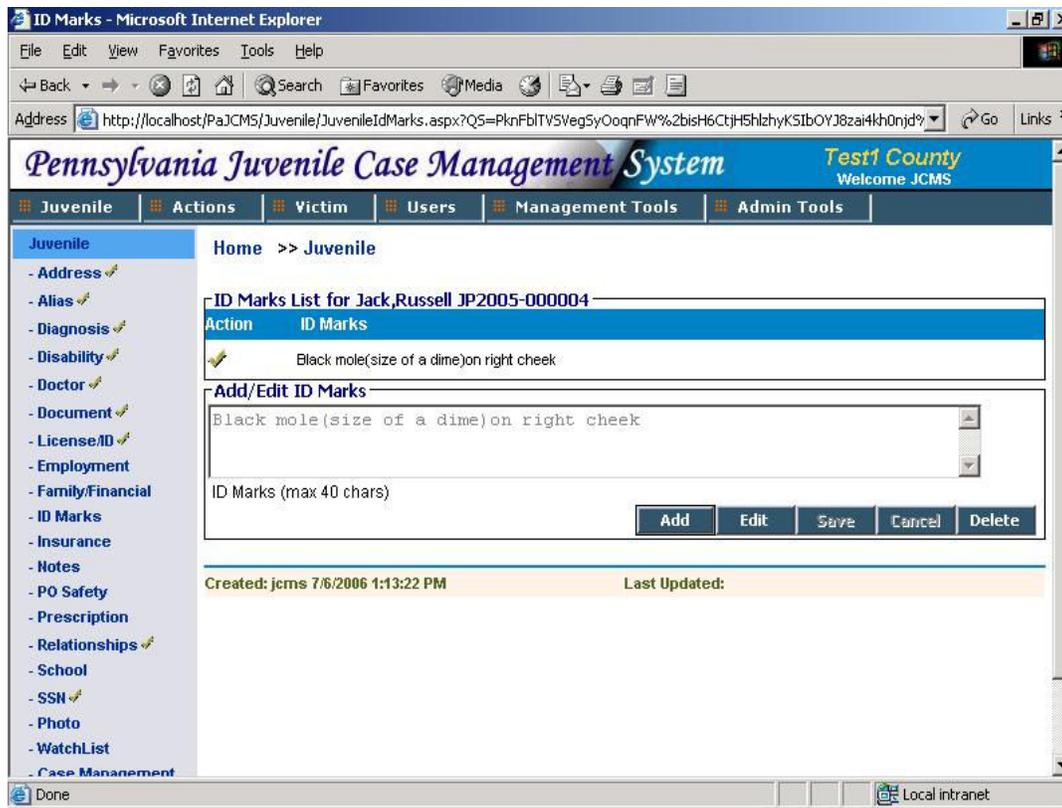
Created: jcms 7/6/2006 1:05:43 PM Last Updated:

- The list contains information on the juvenile's parents, their gross monthly, SSN, status, living arrangement and number of members. Click on '[View](#)' 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.

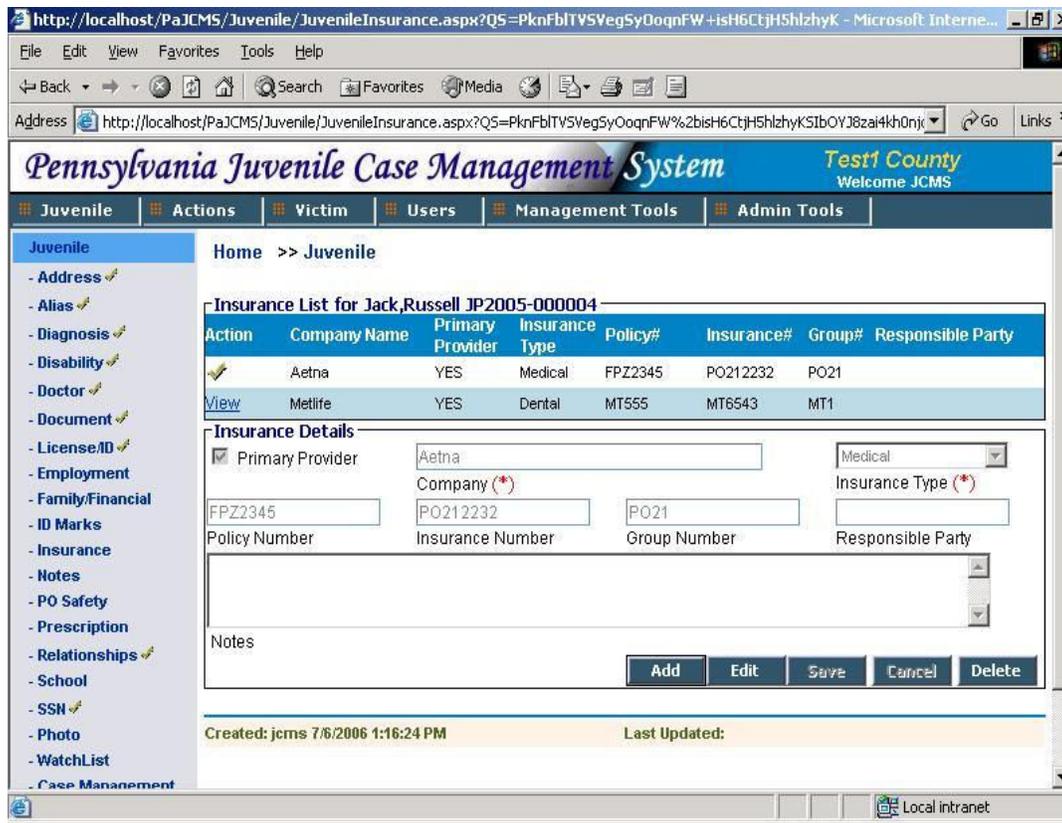
- The list will contain all the ID Marks on the juvenile.
- To add data click on '**Add**'.(If not already in 'Add' mode). Enter text in **ID Marks** field.The maximum characters allowed for this field is 40.
- Once the ID Marks text is entered you can '**Save**' the information. To change the information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



2.3.11 Insurance

This screen contains the juvenile's insurance information.

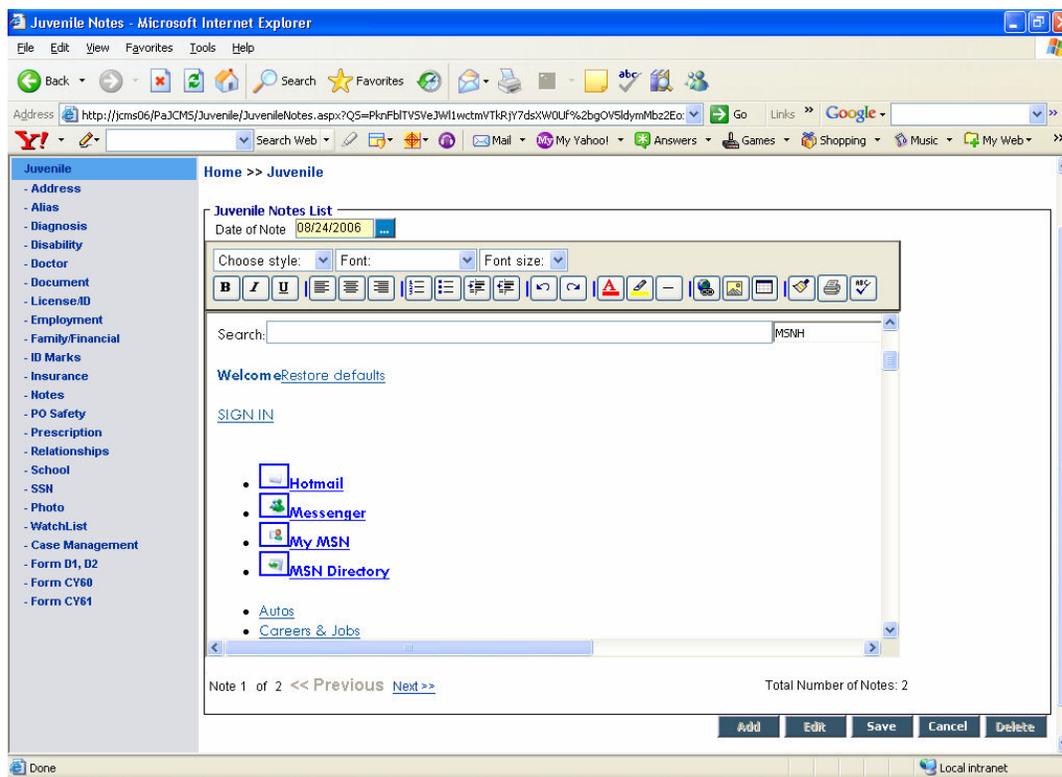
- The list contains information on the juvenile's insurance company, insurance type and other details. Click on '[View](#)' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on '**Add**'.(If not already in 'Add' 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.



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 button. The spell check can be performed on selected text also.

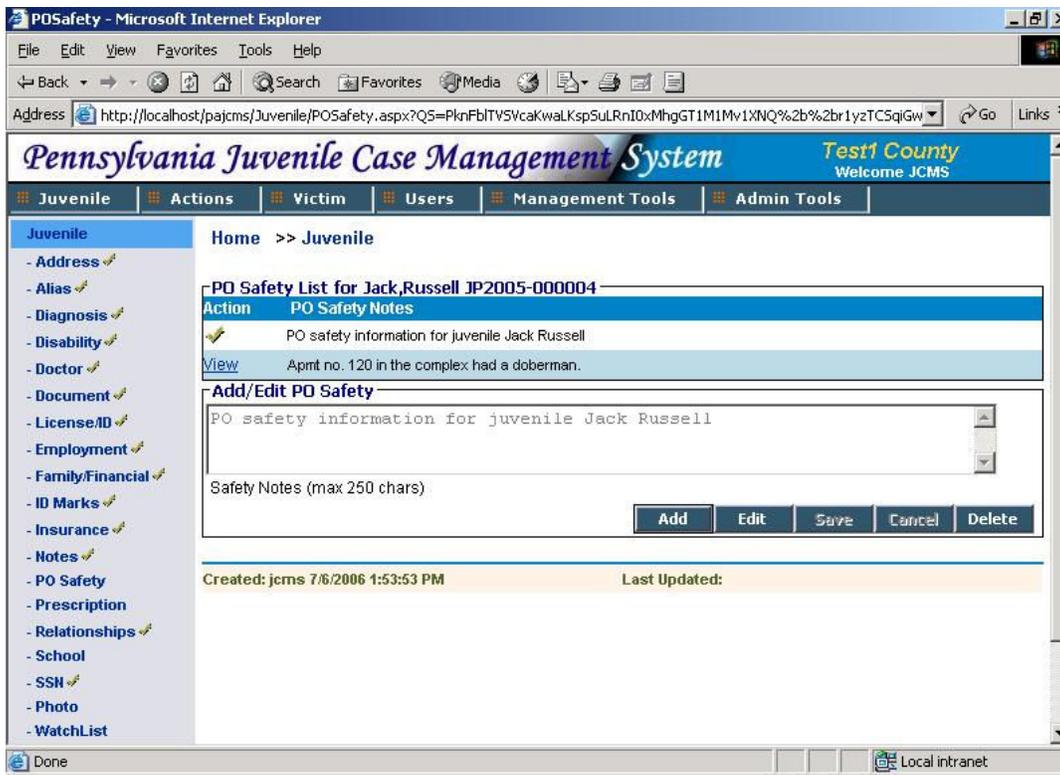


- Notes for a juvenile are arranged in the order they were created or changed. So the note accessed last will be the first in the list.
- **Date of Note** is a mandatory field. Default date for this field will be the current date.
- You can see the number of notes present for that juvenile below the 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

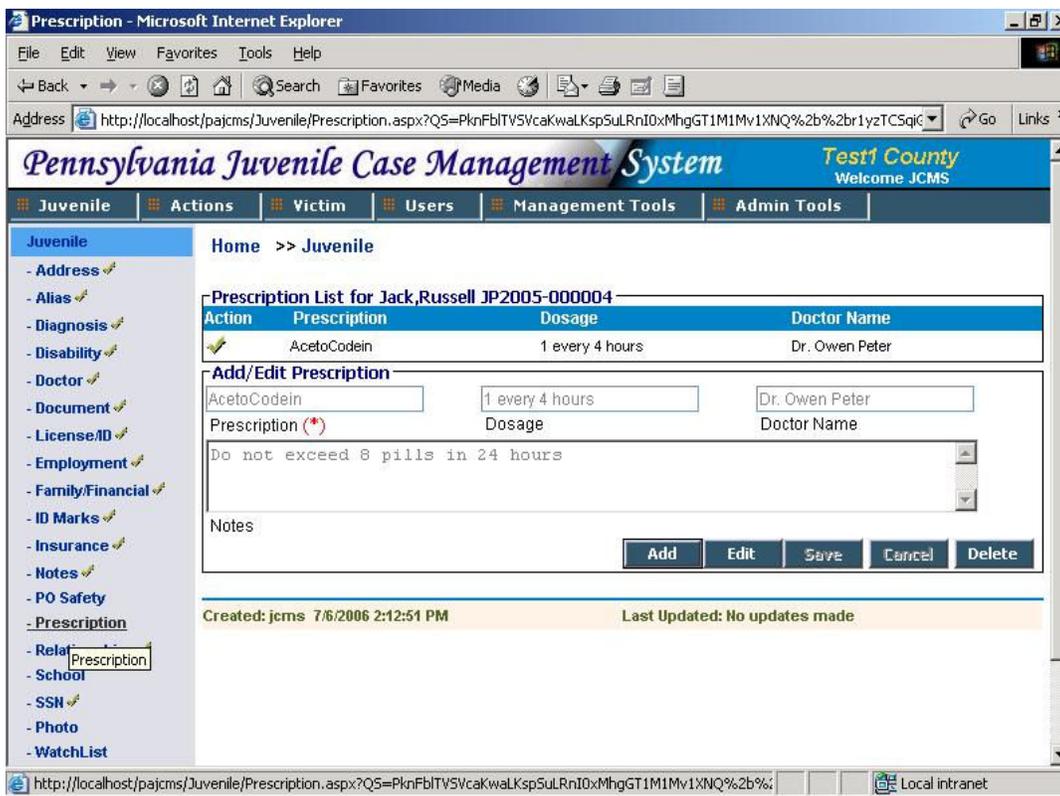
This area is used to note down information that a PO should be aware of before visiting the Juvenile’s residence. This will help the PO to take precautionary measures for his safety.

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.



2.3.14 Prescription

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



- The list contains the prescription name, dosage and the doctor's name who prescribed it. Click on '[View](#)' 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.

The screenshot shows the Pennsylvania Juvenile Case Management System (JCMS) interface. The browser address bar shows the URL: <http://localhost/pajcms/Juvenile/JuvenileRelations.aspx?QS=PknFbITV5VcaKwaLKspSulRnIDxMhgGT1M1Mv1XNQ%2b%2br1yzT>. The page title is "Pennsylvania Juvenile Case Management System" and "Test1 County Welcome JCMS". The navigation menu includes: Juvenile, Actions, Victim, Users, Management Tools, and Admin Tools. The left sidebar lists various categories: Address, Alias, Diagnosis, Disability, Doctor, Document, License/ID, Employment, Family/Financial, ID Marks, Insurance, Notes, PO Safety, Prescription, Relationships (selected), School, SSN, Photo, and WatchList. The main content area shows "Home >> Juvenile" and "Relation List for Jack,Russell JP2005-000004". The table below shows the relation list:

Action	Name	Relationship	DOB	Address
<input checked="" type="checkbox"/>	Nila , Mark	Attorney	07/01/2001	
View	Sher Maria K	Aunt		

Below the table is the "Add/Edit Relations" form. It includes fields for: Last Name (*), First Name, Middle Name, Suffix, Maiden Name, Relationship (*), SSN, DOB, Age, and checkboxes for "Juvenile Living with", "Relative living closest", "Relative is Guardian", and "Deceased". There is also a "Language" field and an "Interpreter" checkbox. At the bottom of the form are buttons for "Add", "Edit", "Save", "Cancel", and "Delete". Below the form are buttons for "Address" and "Employer". At the bottom of the page, it says "Created: jcms 7/6/2006 10:55:21 AM" and "Last Updated:".

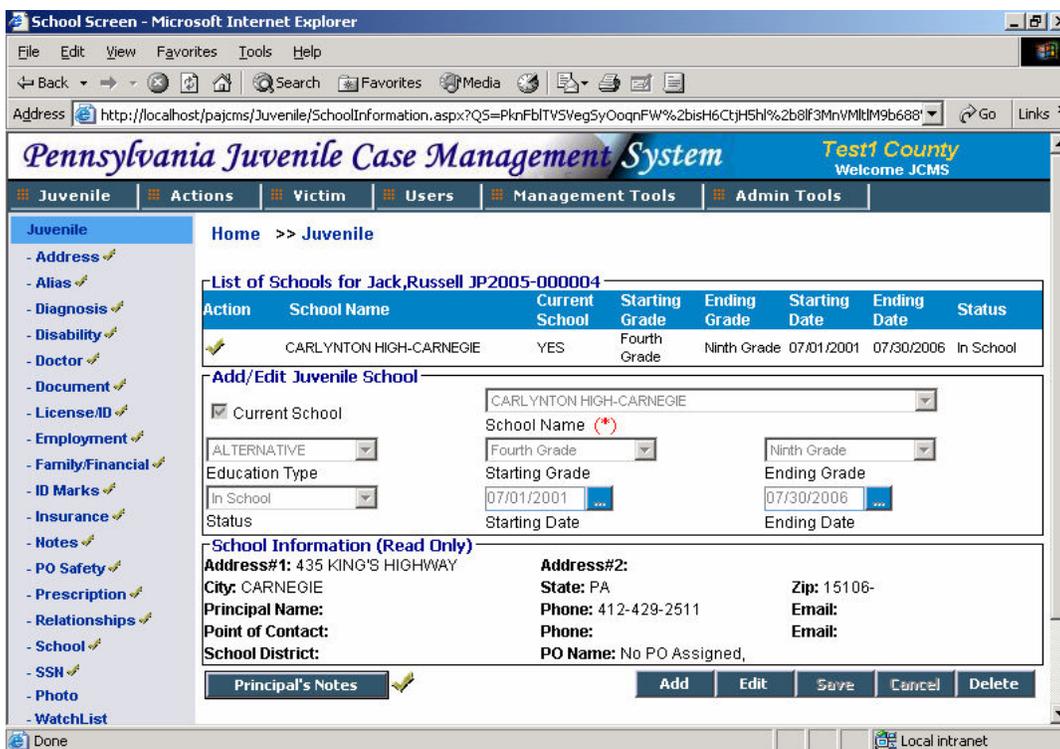
- The list contains the relative's name, his relation to the juvenile, date of birth and address. Click on '[View](#)' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on '**Add**'.(If not already in 'Add' mode).
- 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.

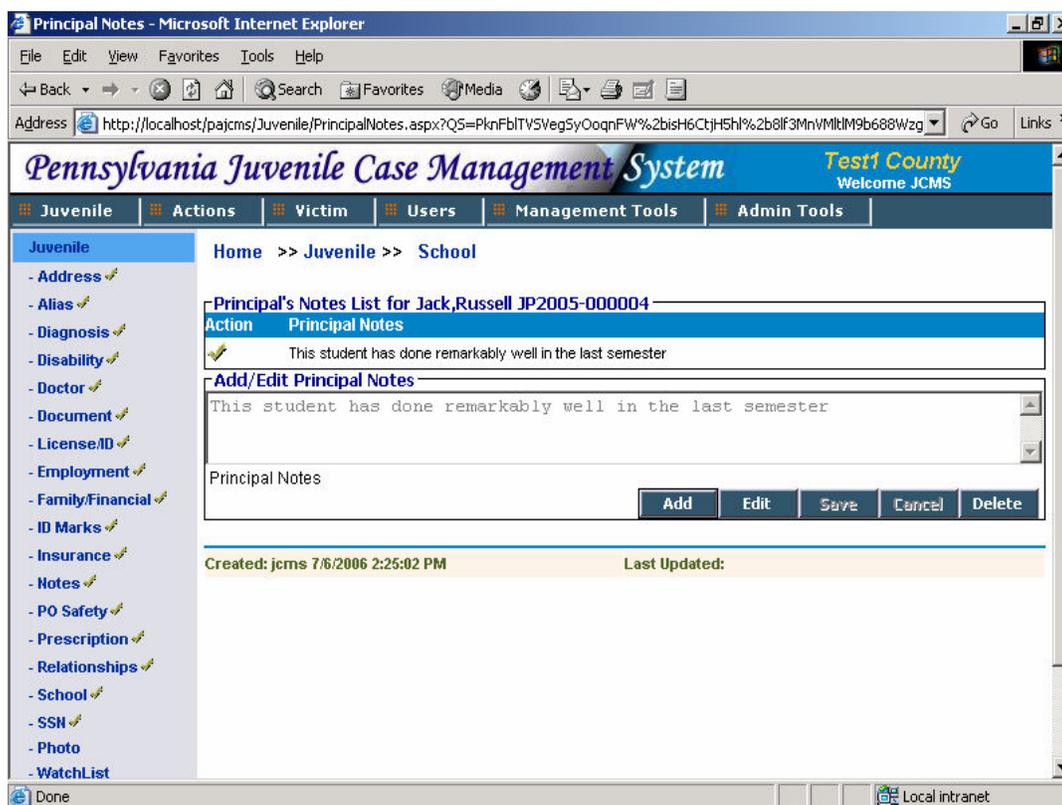


- The list contains the school name, grade details, start and end dates and status. Click on **'View'** to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on **'Add'**.(If not already in 'Add' mode).
- Enter all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

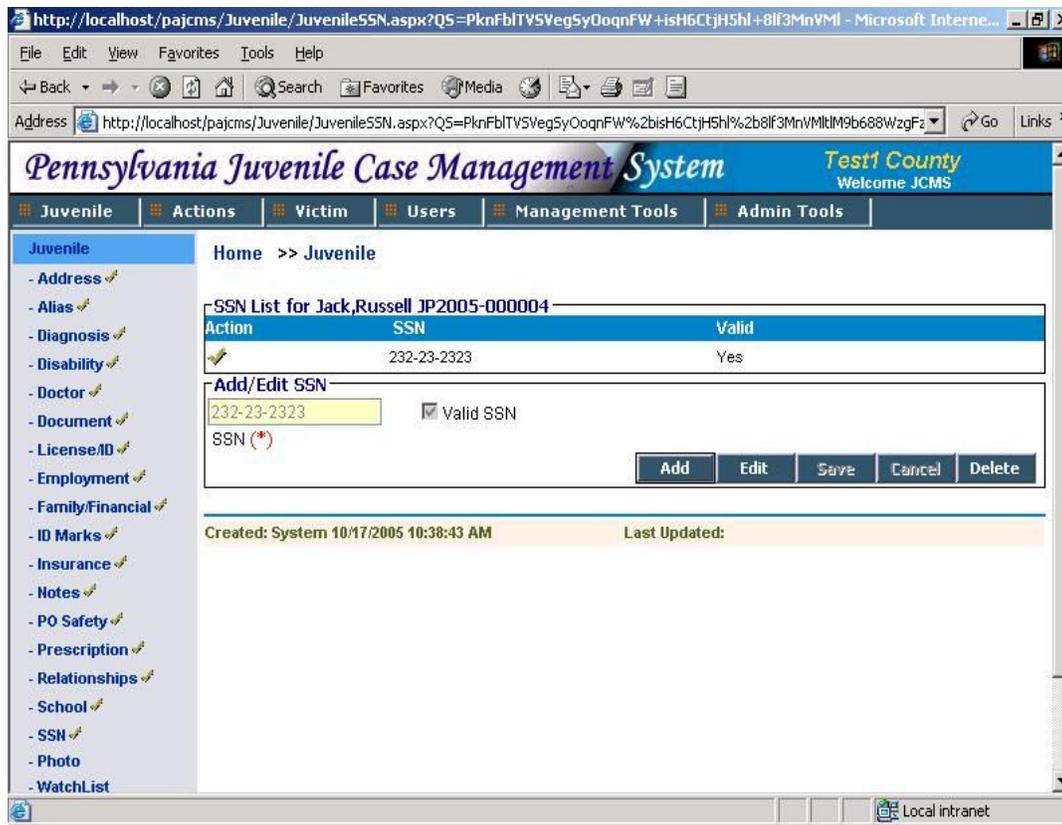
This screen contains all the principal's notes.



- The list contains all the notes. Click on '[View](#)' 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.

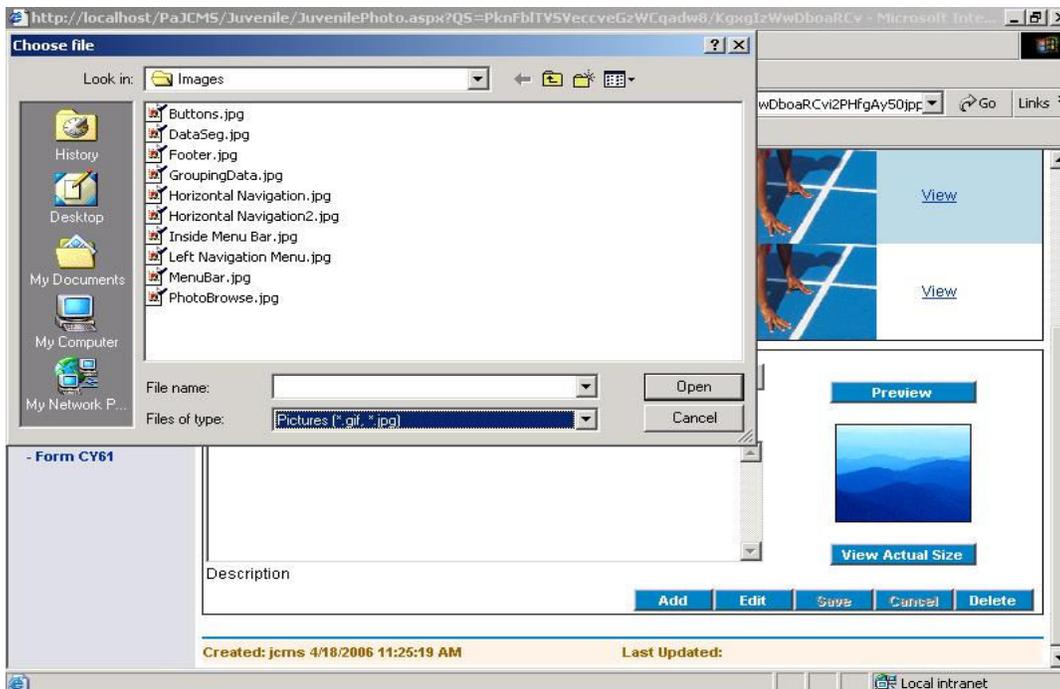


- Click on '[View](#)' to view a specific record. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on '**Add**'.(If not already in 'Add' mode).
- Enter the SSN in the box and click on the checkbox to make it valid. **SSN** is a mandatory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

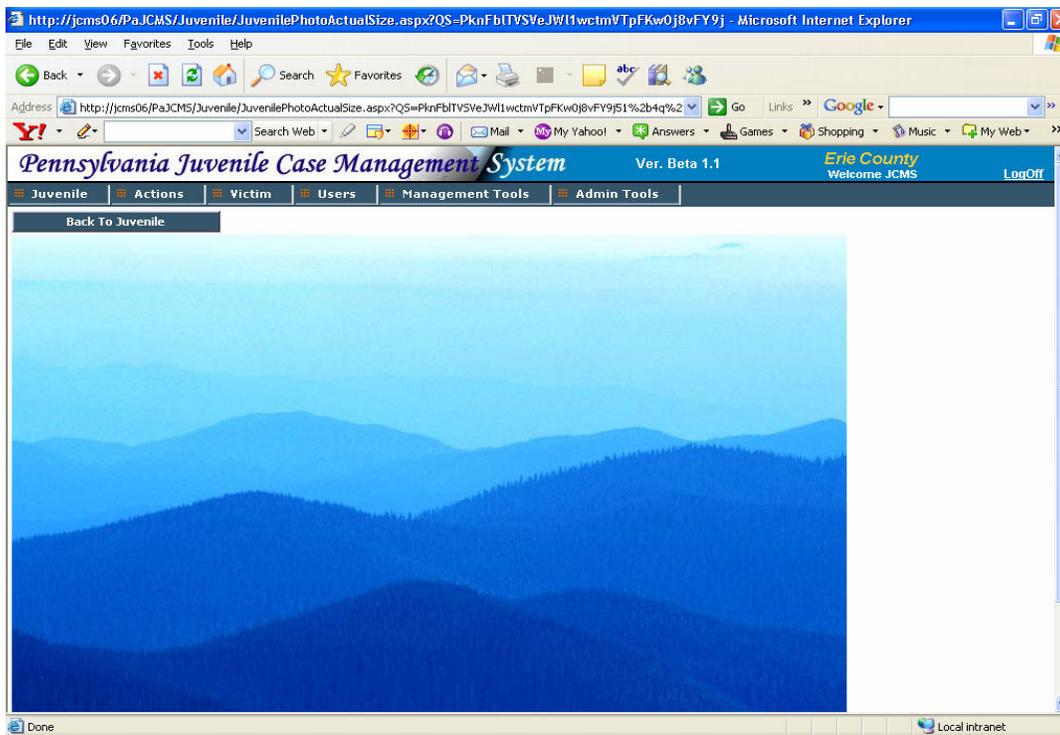
2.3.18 Photo

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

- Click on '[View](#)' 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.

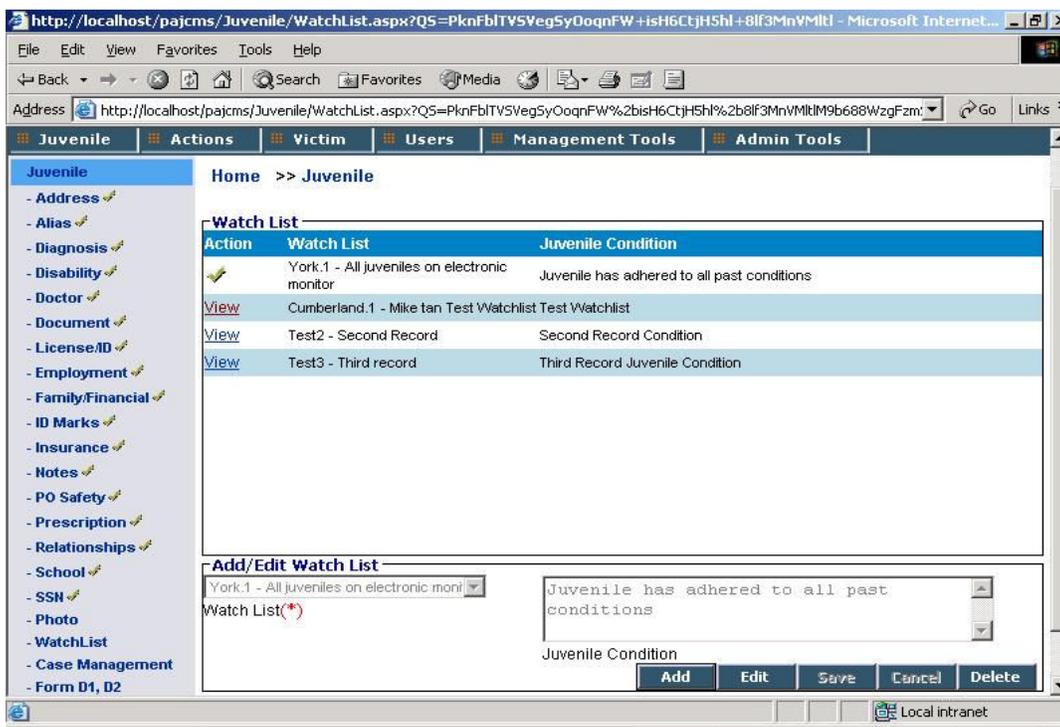


- Select the desired photo and click on **'Open'**. The filename will appear in the box next to the **'Browse'** button.
- Enter the other information. To see what the photo will look like once saved, click on the **'Preview'** button.
- Save the information entered. The current photo will show up in 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.



- The Watch List entries shows all the watch lists to which the juvenile is added. To view the details on each entry click the [View](#) 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

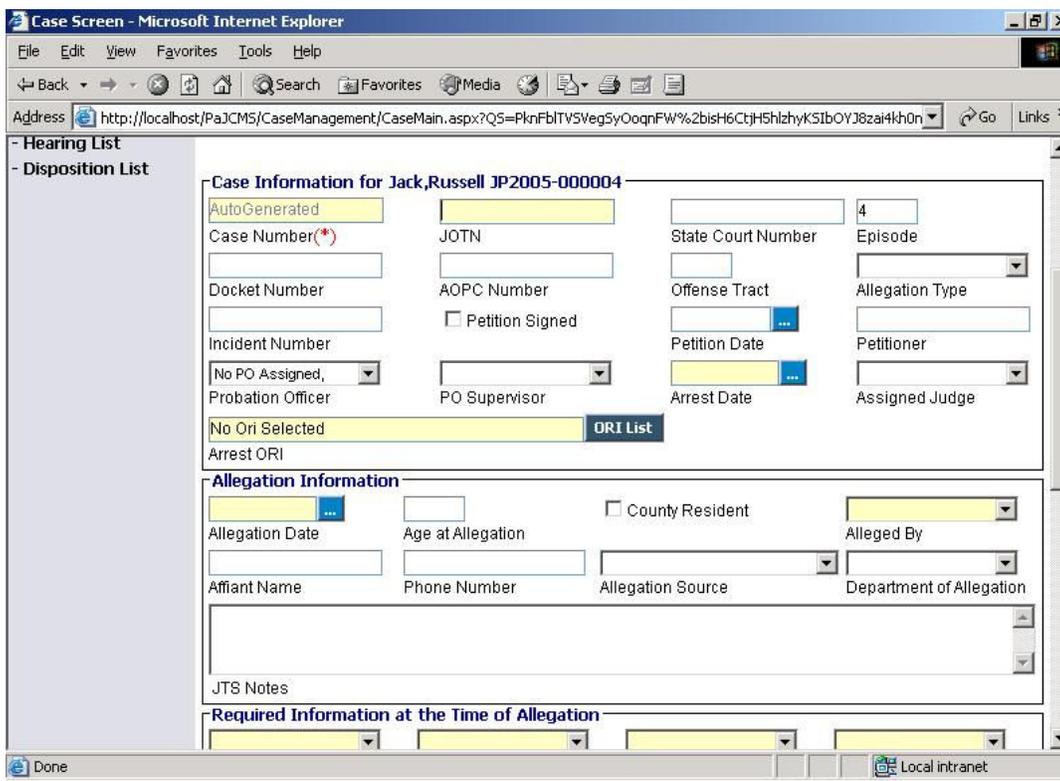
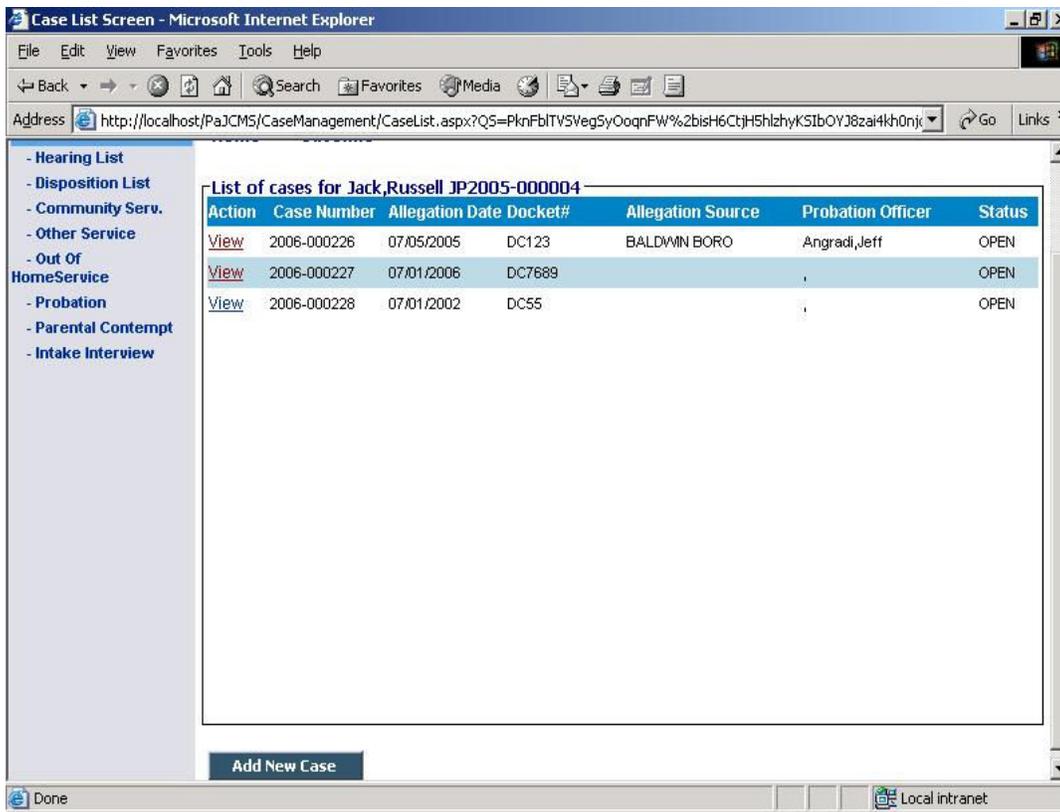
This screen contains a list of all the cases registered against that juvenile. You must have a juvenile open to perform this task.

Click on [View](#) 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.



- 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,

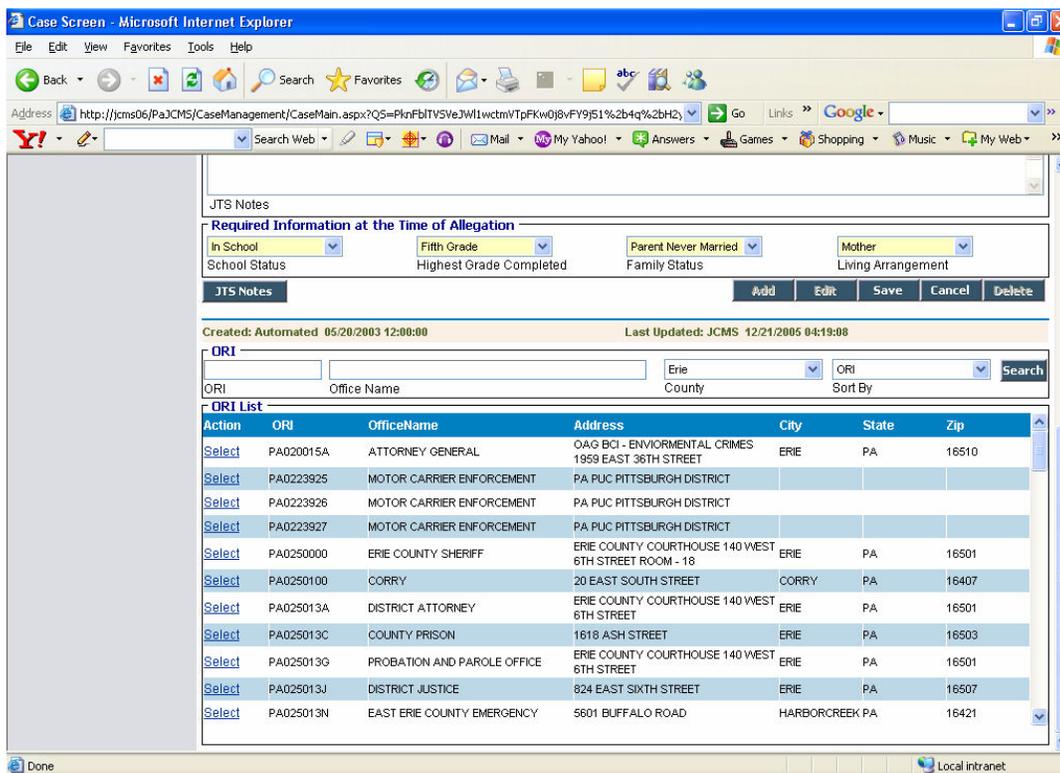
incident number, petition signed, petition date, petitioner, probation officer, PO supervisor, arrest date, assigned judge, arrest ORI.

- 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 '**Select**' link. The selected ORI gets populated in the **Arrest ORI** field.



- 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 reopened 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.

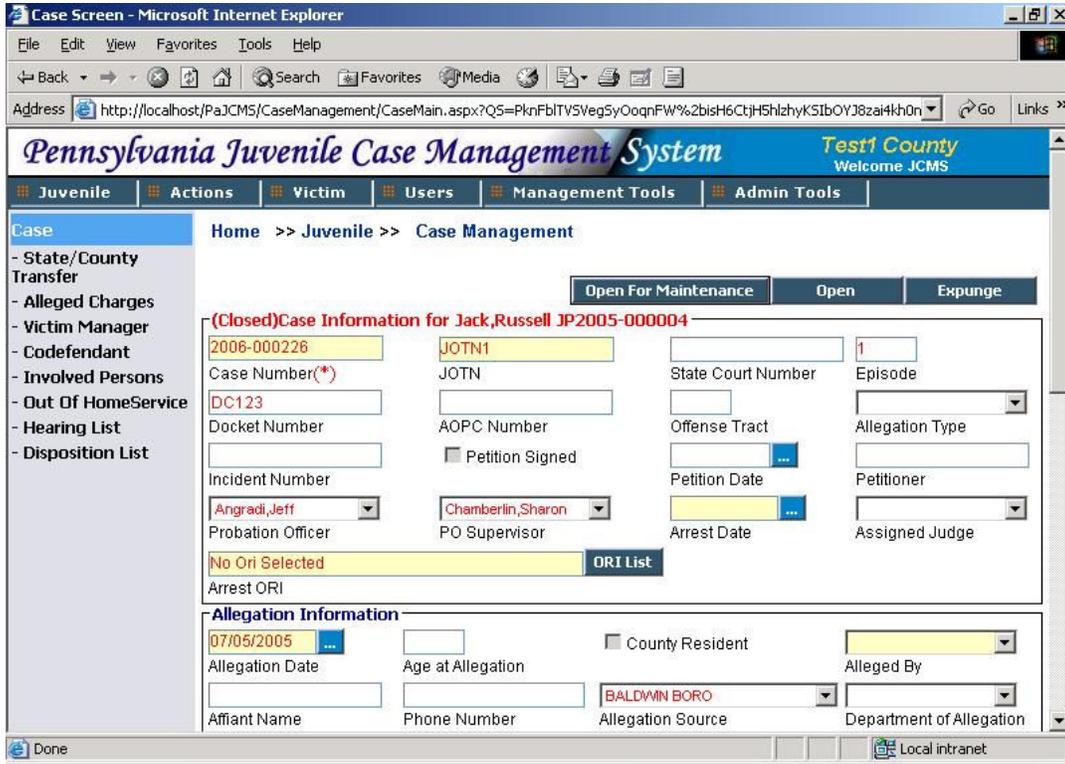
Expunge an open case:

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 insufficient 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 Maintenance:

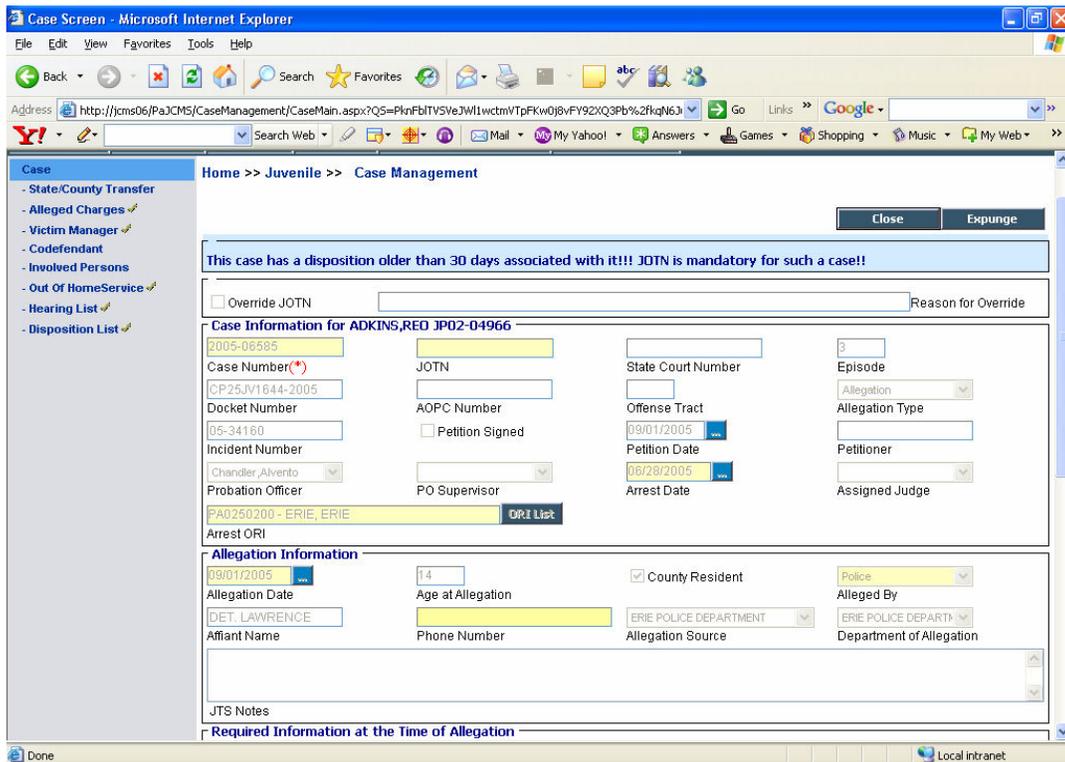
Once a case is closed you will see an additional button - '**Open for Maintenance**'.

To edit an already closed case, click on the '**Open for Maintenance**' 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.

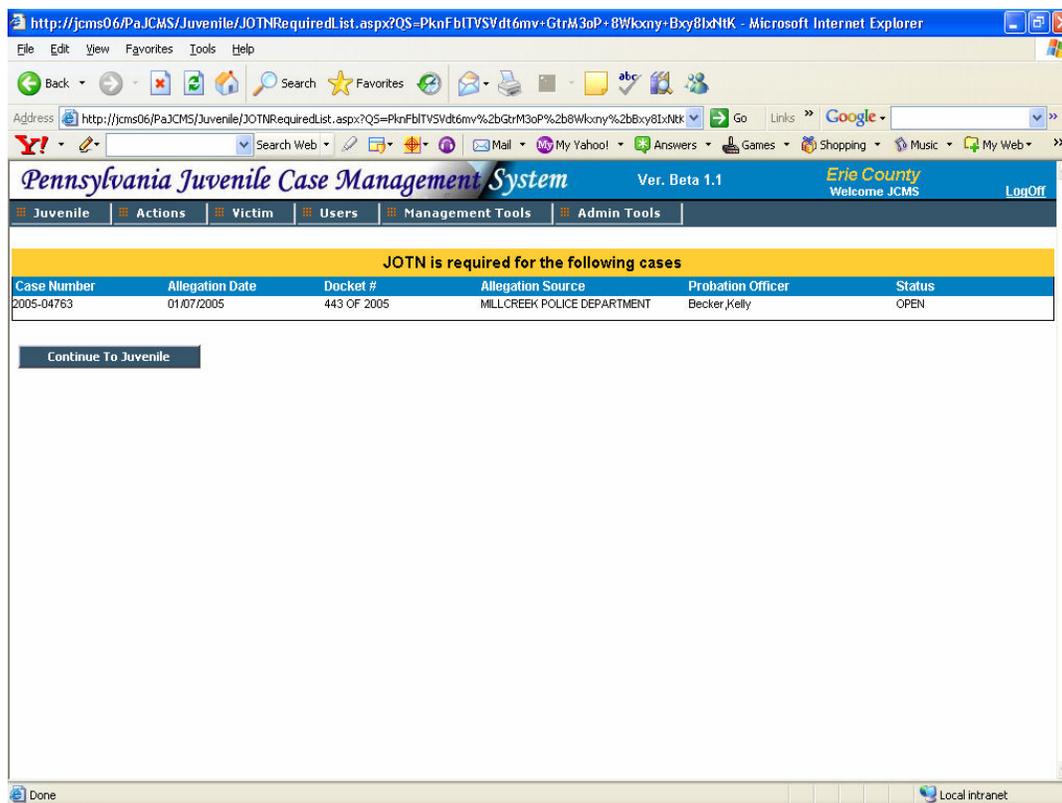


3.1.1.3 "JOTN Mandatory" Message

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.



- If a JOTN cannot be obtained for a required case then the message can be overridden 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.

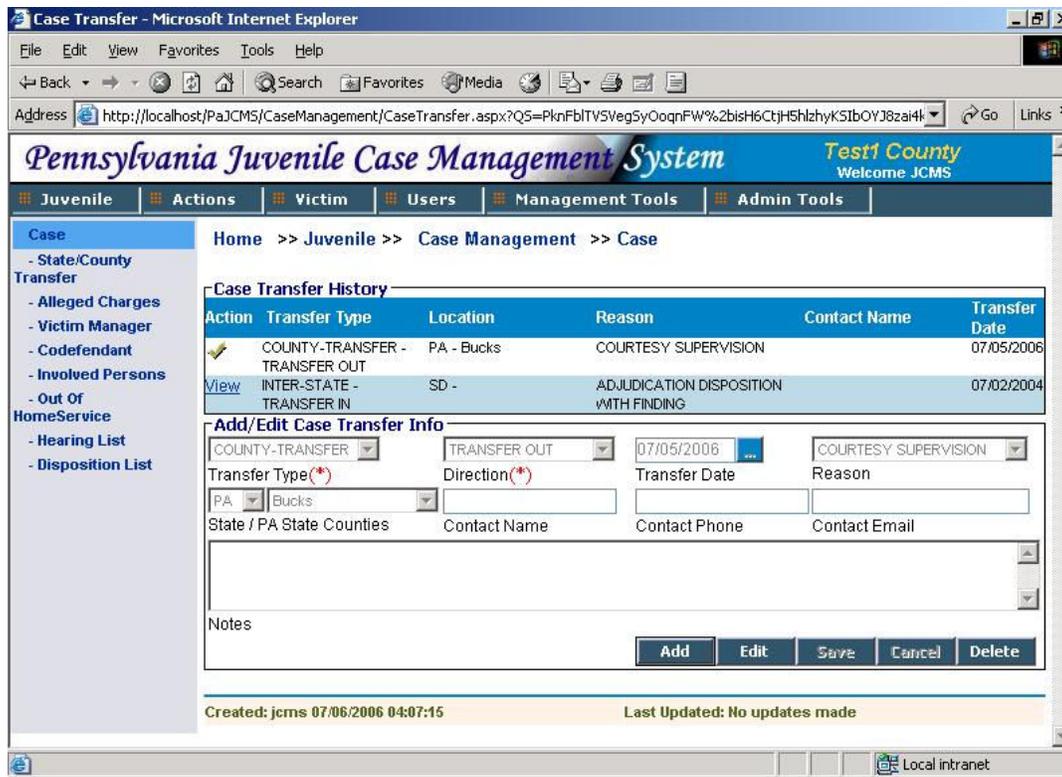


3.1.2 State/County Transfer

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 '[View](#)' 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 select 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.



- 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.

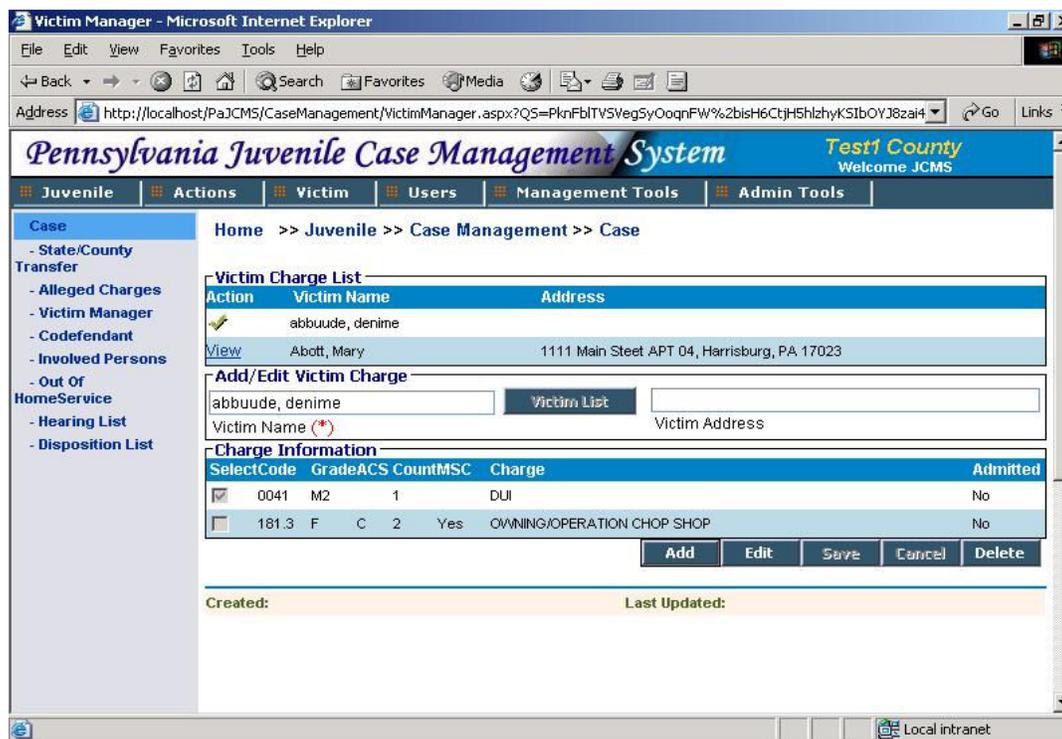
- Click on '[View](#)' to view a specific charge. The list will be empty if no record is present. In this case, the screen will be in 'Add' mode.
- To add data click on '**Add**'.(If not already in 'Add' mode).
- To add a alleged charge, **Charge code**, **Charge description** and **No. of counts** are mandatory fields.
- To search for an existing 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 '[Select](#)' 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 '[Show/Hide Charge search](#)' 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.



- Click on '[View](#)' 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 '[Select](#)' 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 '[Show/Hide Charge Search](#)' link below the 'Charge Information' section .
- Save the information entered. This can be modified using the '**Edit**' Button.

3.1.4.1 Victim Information

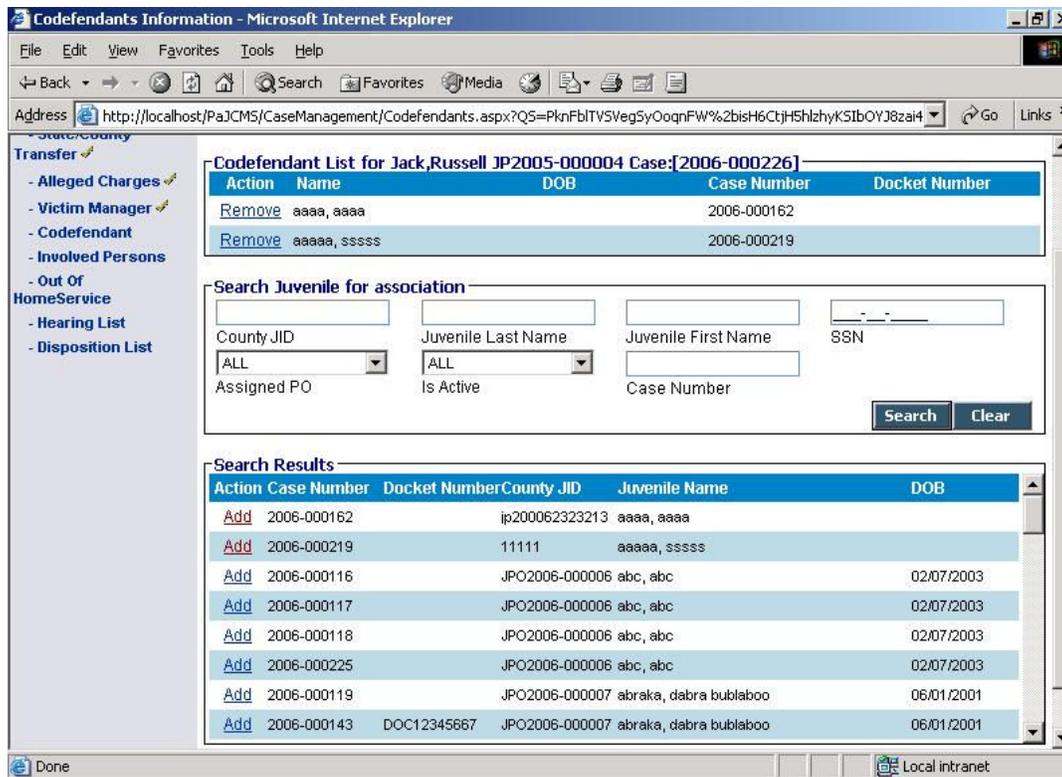
The Victim Information screen is used to add a new victim. Victim information can either be of type 'Business' or 'Individual'. Select the appropriate option and enter the information.

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

- 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.



- 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 'Add' 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

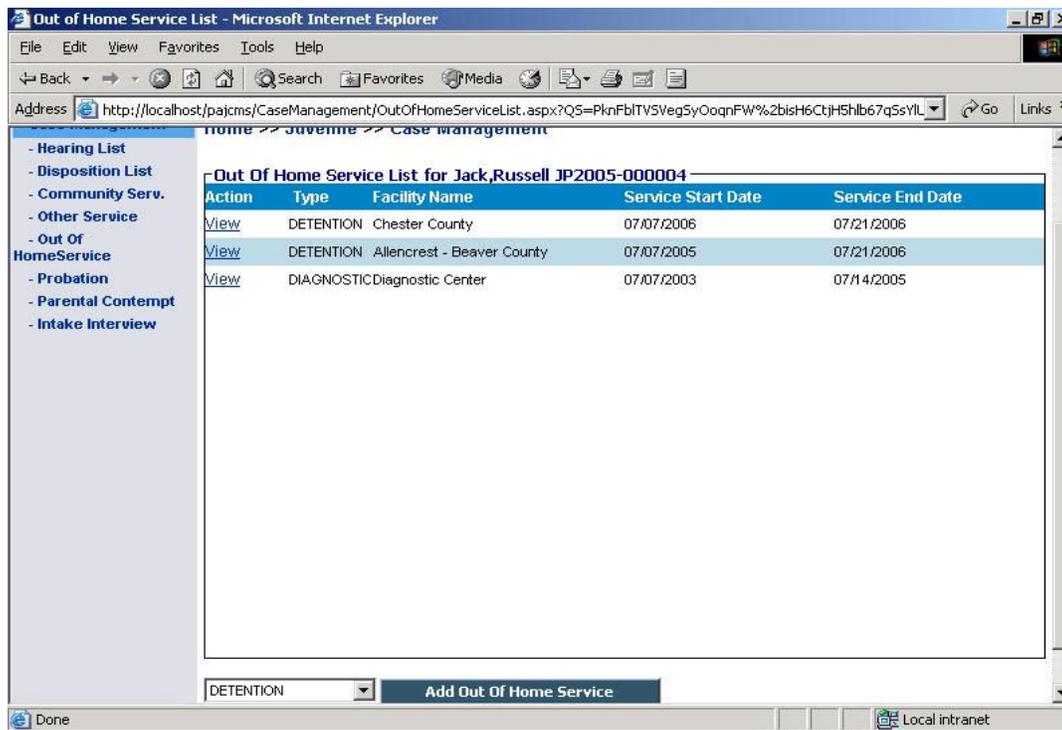
This screen contains information about all the people involved in that particular case. It has the involved person's full name, date of birth, involvement and address.

- The list displays the involved person's full name, date of birth and involvement. Click on [View](#) 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 bottom 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 ['Select'](#) 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.



- To view existing Out of Home service record click on the '[View](#)' 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.

The screenshot shows the 'Add/Edit Detention Detail for Jack,Russell JP2005-000004' form. The form includes the following fields and controls:

- Start Date(*)
- Release Date
- Facility (dropdown menu)
- Detention Section (dropdown menu)
- Notes (text area)
- Radio buttons for 'No Hearing' (selected) and 'With Hearing'
- 'Select Cases' table:

Select	Case Number	Allegation Date	Docket Number	Petition Date
<input type="checkbox"/>	2006-000226	07/05/2005	DC123	
<input type="checkbox"/>	2006-000227	07/01/2006	DC7689	
<input type="checkbox"/>	2006-000228	07/01/2002	DC55	

Buttons: Add Form D1, Add Form D2, Edit, Save, Cancel, Delete

Created: Last Updated:

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.

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.

Out of Home Service - Microsoft Internet Explorer

Address: http://jcms05/PaJCMS/CaseManagement/OutOfHomeService.aspx?Q5=G00sm5dXRPz4e%2bdj2B%2b5G0wAv6lf6TElx...

Pennsylvania Juvenile Case Management System Ver. Beta 1.1 **Allegheny County** Welcome JCMS LogOff

Home >> Juvenile >> Case Management >> OutOfHomeServiceList

Add/Edit Diagnostic Detail for ABRAM,SIERRA 75415A

Start Date(*) 08/01/2006 Release Date 08/30/2006 Facility

Sent for diagnostic services from 08/01/2006 to 08/30/2006

Notes

Select	Case Number	Allegation Date	Docket Number	Petition Date
<input checked="" type="checkbox"/>	T137744	05/23/2005		

Buttons: Add Form D1, Add Form D2, Edit, Save, Cancel, Delete

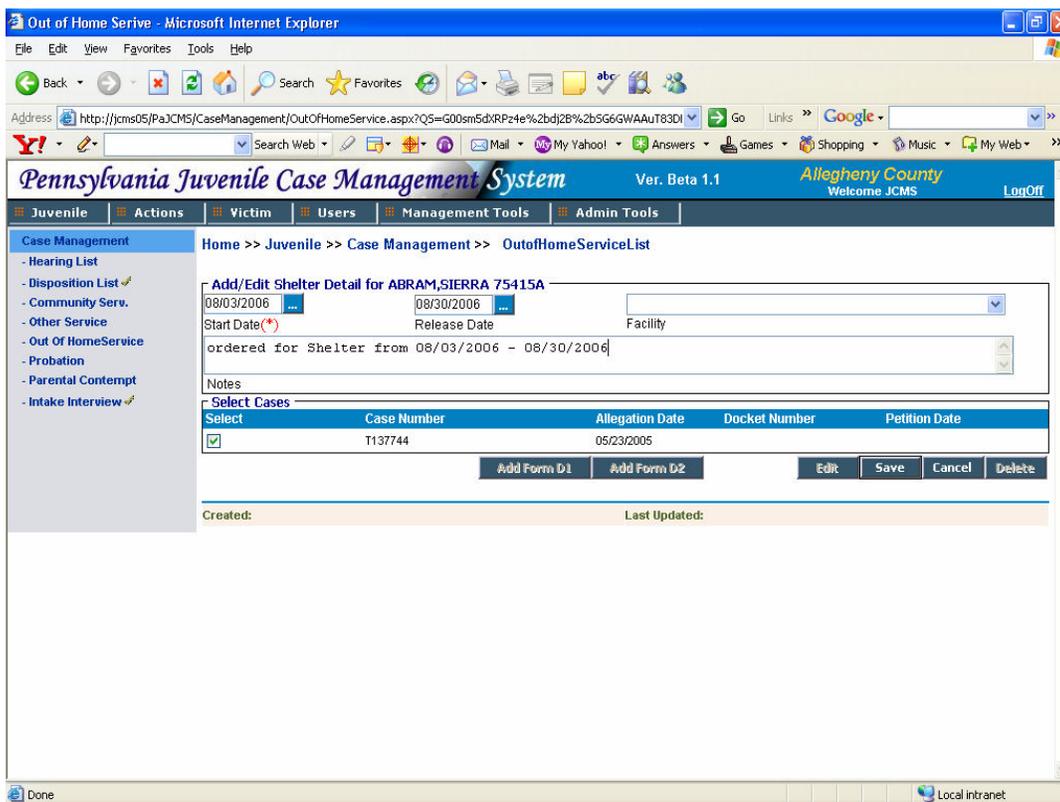
Created: Last Updated:

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.



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.

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.

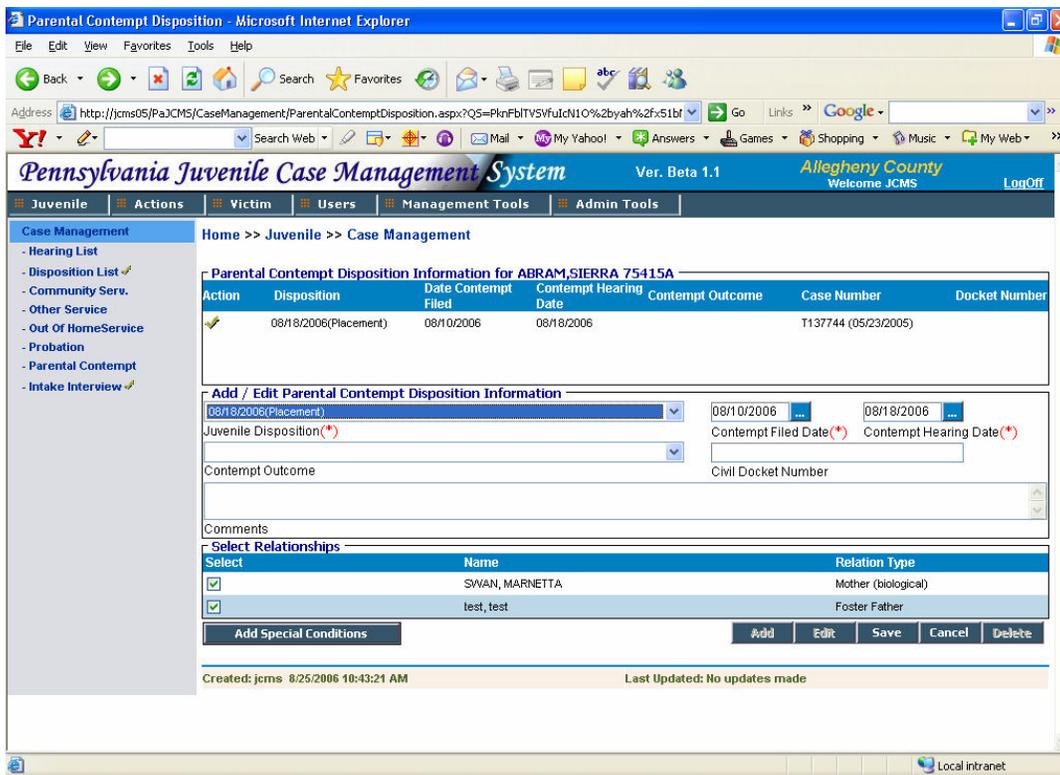
- Click on 'Add' to add a new probation. **Disposition, probation type and start date** are mandatory here.
- To save the data entered click 'Save'. To modify click 'Edit'.

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.

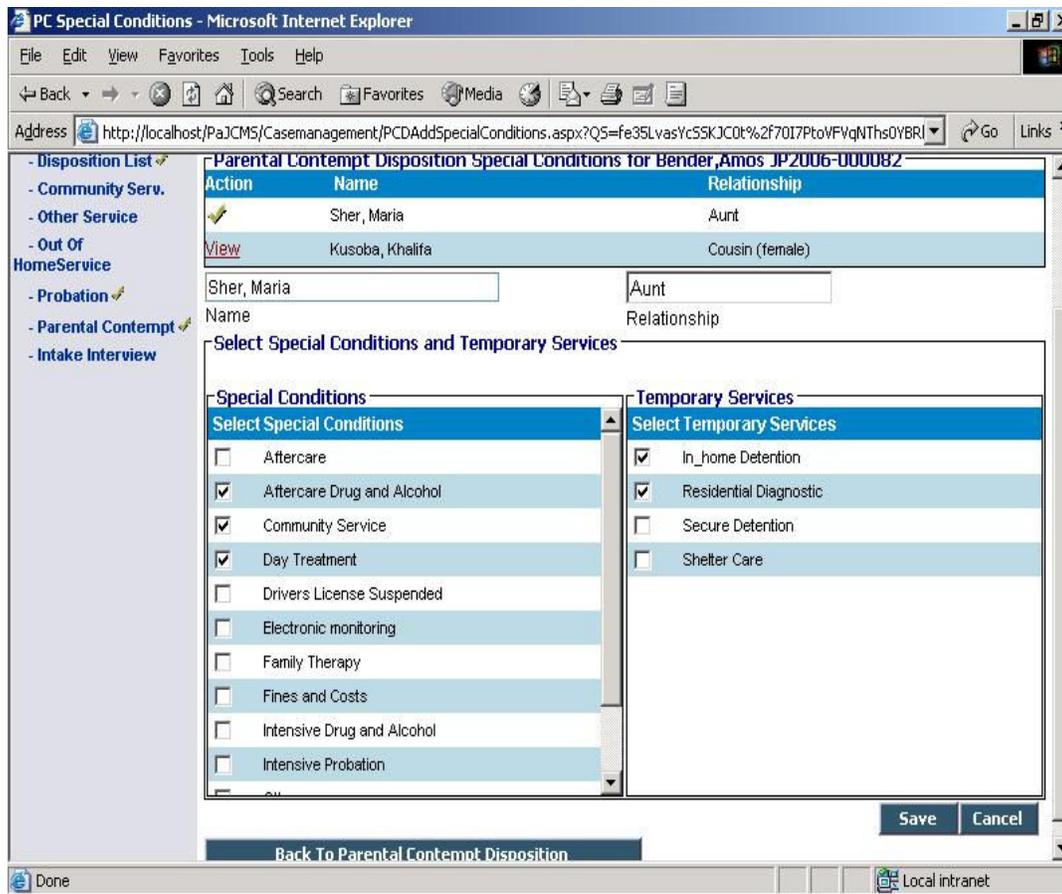
The list displays the disposition, date of filing contempt, contempt outcome, case number and docket number.



- Select 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

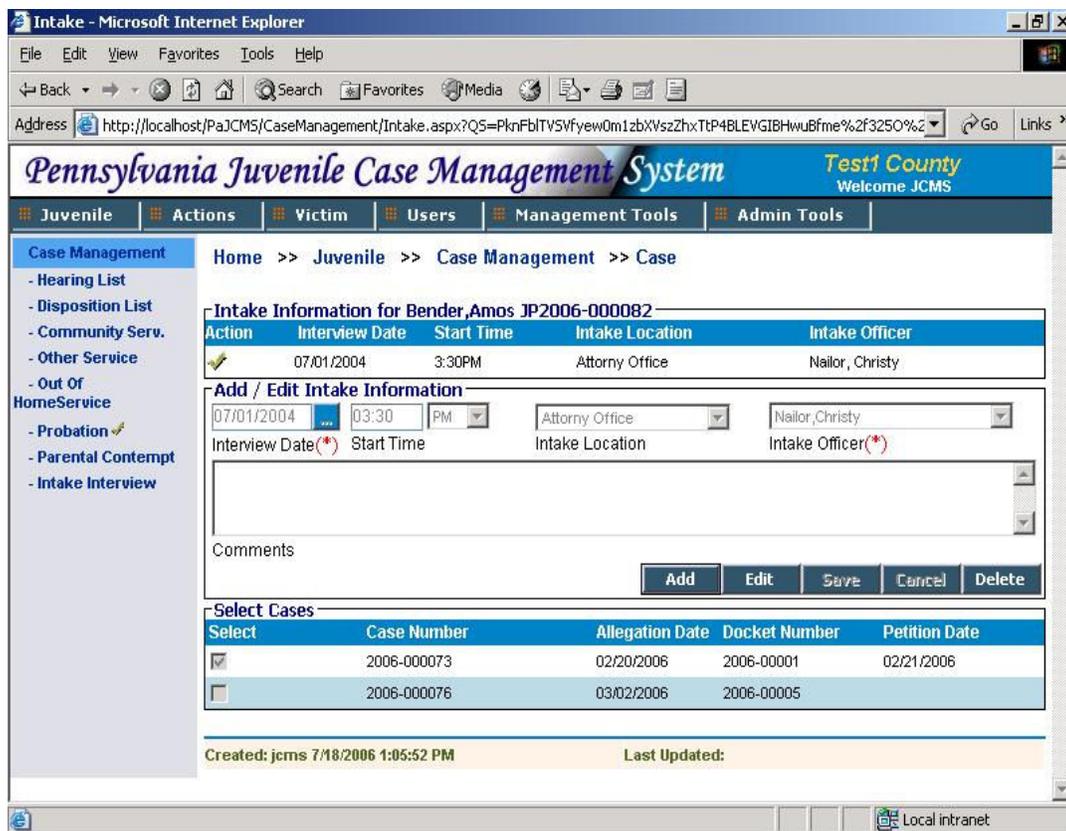
This screen contains all the juvenile's relations along with the special conditions assigned to them.



- The list contains the juvenile's relations along with their names. Click on '[View](#)' 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.



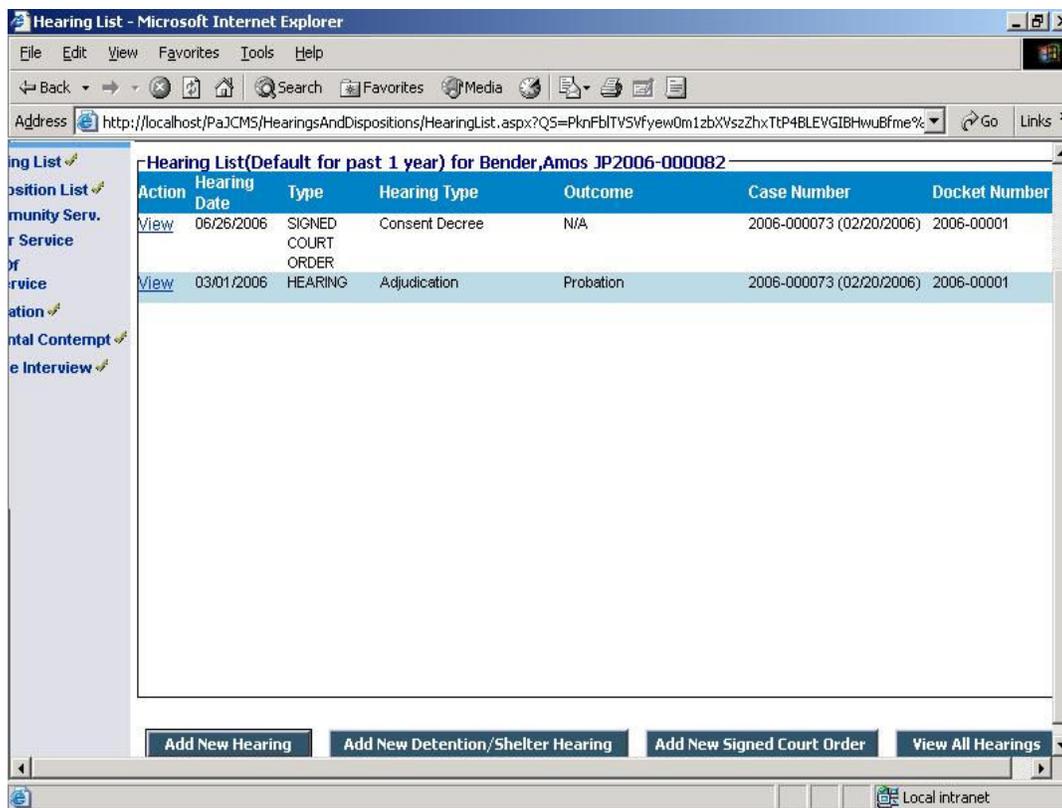
The list displays the interview date, start time, intake location and the intake officer's name.

- 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 mandatory 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.

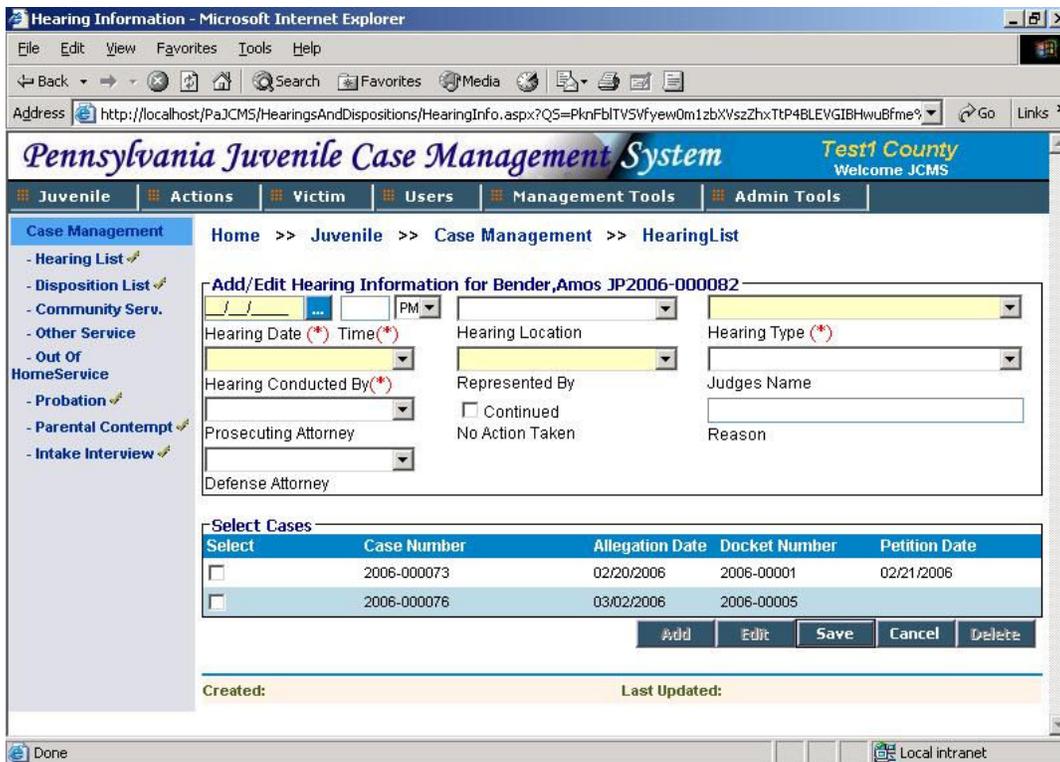
The screen shows list of all hearings for last one year. To view all the hearings until date click on '**View all Hearings**' button.



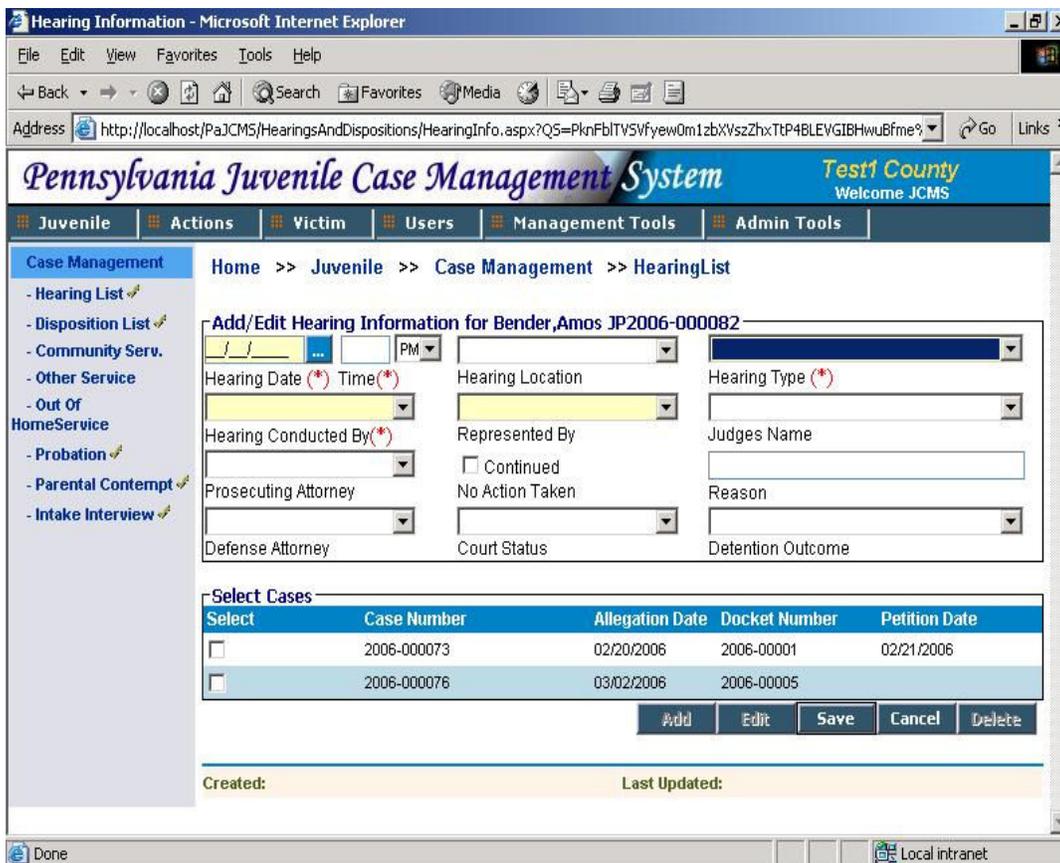
To add a 'Detention' hearing or a 'Shelter' hearing, click on the **Add New Detention/Shelter Hearing** button. This will take you to a new screen.

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.



3.6.2 Detention / Shelter Hearing



- 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**'.

Add/Edit Signed Court Order Information for Bender, Amos JP2006-000082

Order Date (*) Order Type (*) Ordered By

Represented By Judges Name Prosecuting Attorney

Defense Attorney

Comments

Select	Case Number	Allegation Date	Docket Number	Petition Date
<input type="checkbox"/>	2006-000073	02/20/2006	2006-00001	02/21/2006
<input type="checkbox"/>	2006-000076	03/02/2006	2006-00005	

Add New Disposition Add Edit Save Cancel Delete

- 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

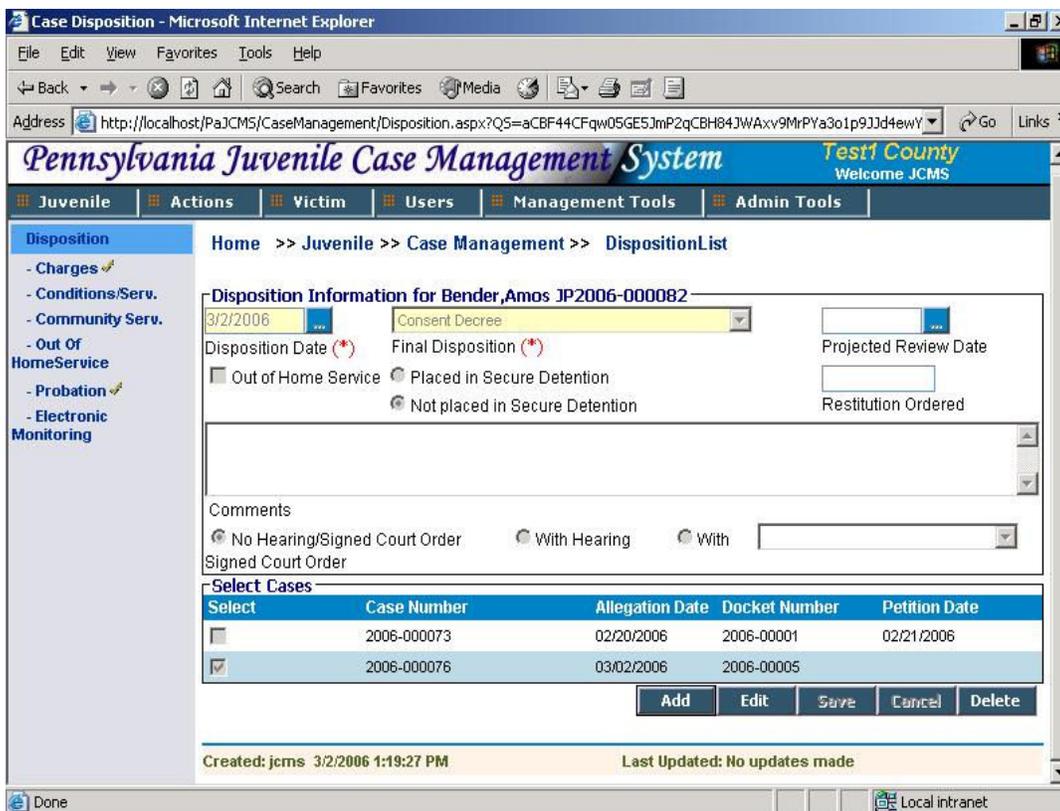
The disposition list displays all of the juvenile's dispositions. The Disposition list shows only dispositions in the last one year by default. To view all the dispositions click on the **'View All Dispositions'** button.

Action	Disposition Date	Final Disposition	Adj Delinquent	Adj Dependent	Secure Detention	Case Number	Docket Number
View	03/02/2006	Consent Decree	NO	NO	NO	2006-000076 (03/02/2006)	2006-00005
View	03/01/2006	Probation	NO	NO	YES	2006-000073 (02/20/2006)	2006-00001

- Click on **'Add New Disposition'** to add a new disposition or **'View'** 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.

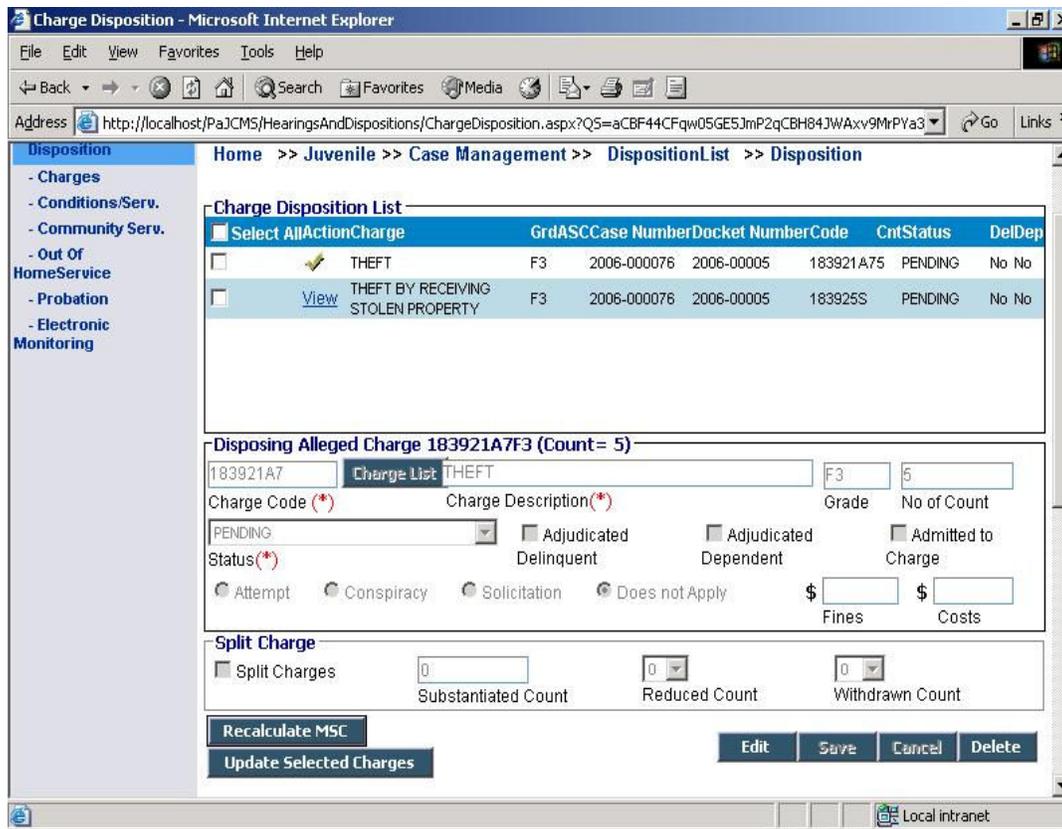
Depending upon the value selected in the hearing dropdown, a list of cases for that hearing gets shown in the 'Select Cases' list.

- 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.



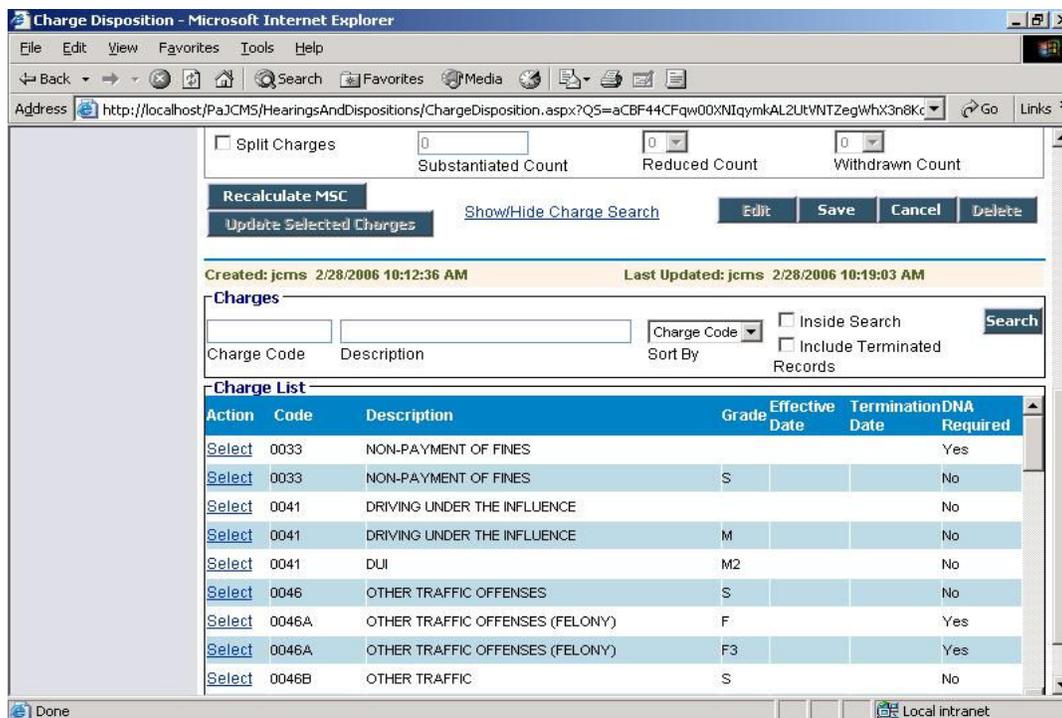
3.7.1 Charges

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.



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 dependant.

- Click on 'View' 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.

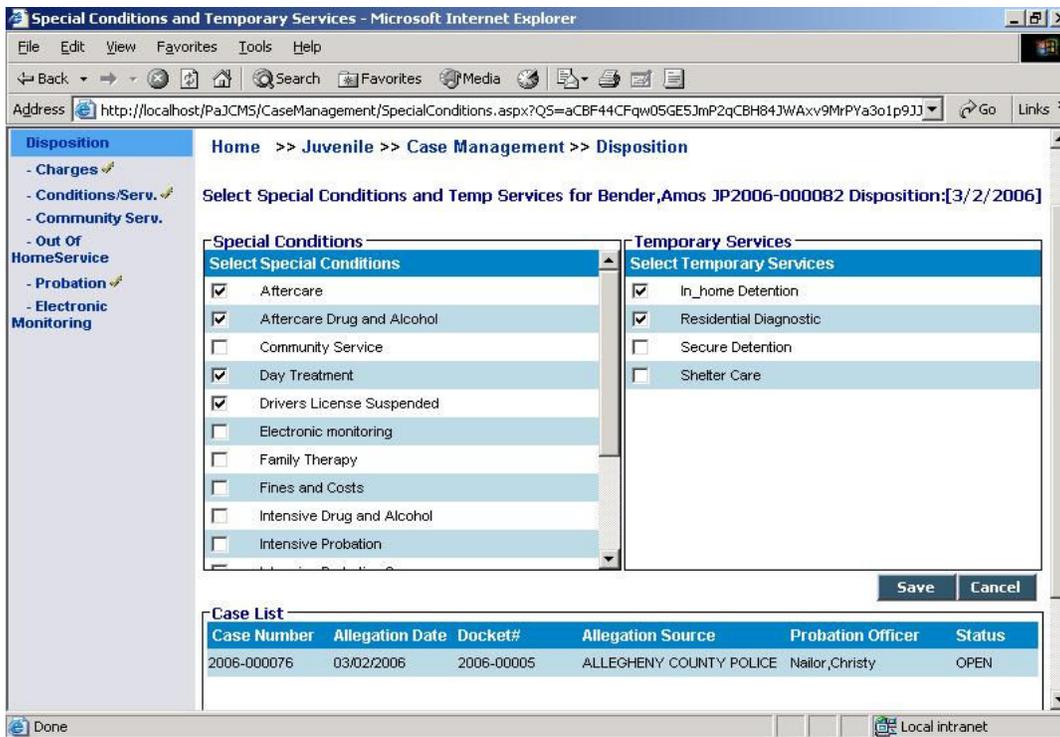


- Status, Adjudicated delinquent and Adjudicated dependant can be updated with the same values as that of the current charge. To do this, select 'All' in the top header list. Ensure that all the charges or the ones you want to make same have been selected. Make the required changes to the Status, Adjudicated 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.



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 disposition selected from the dropdown, the case list will vary.

- Click on '[View](#)' 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.

The screenshot displays the 'Community Service List for Bender, Amos JP2006-000082' in a Microsoft Internet Explorer browser. The browser address bar shows the URL: <http://localhost/PAJCMS/HearingsAndDispositions/CommunityService.aspx?Q5=PknFblTV5Vfyew0m1zbXVszZhxTtP4BLZG%2buC>.

The main content area is divided into several sections:

- Community Service List:** A table showing assigned and completed cases.

Action	Assigned Date	Completed Date	Case Numbers	Docket#	Probation Officer	Hours Ordered	Hours Remaining
✓	07/01/2004	07/14/2005	2006-000073 (02/20/2006)	DN4345	Austin, Debbie	55.00	30.00
View	07/07/2005		2006-000073 (02/20/2006)		Bersch, Chris	40.00	7.00
Total						95.00	37.00
- Add/Edit Community Service:** A form for adding or editing a service record.

Disposition: 03/01/2006-Probation	Date Assigned: 07/01/2004	Date Started: 07/01/2004	Required Finish Date: []	<input checked="" type="checkbox"/> Compensated
Actual Completion Date: 07/14/2005	Termination Date: []	Probation Officer: Austin, Debbie	Hours Ordered: 55.00	Hours Worked: 25.00
Docket Number: DN4345	Hours Remaining: 30.00			<input checked="" type="checkbox"/> Successfully Completed
- Work List:** A table showing worksite details.

Work Site	Start Date	End Date	Hours Worked	Terminated
ABRAXAS WORKBRIDGE	07/07/2006	07/14/2006	25.00	No
- Case List:** A table showing case details.

Case Number	Allegation Date	Docket#	Allegation Source	Probation Officer	Status
2006-000073	02/20/2006	2006-00001	AVALON BORO	Nailor, Christy	OPEN

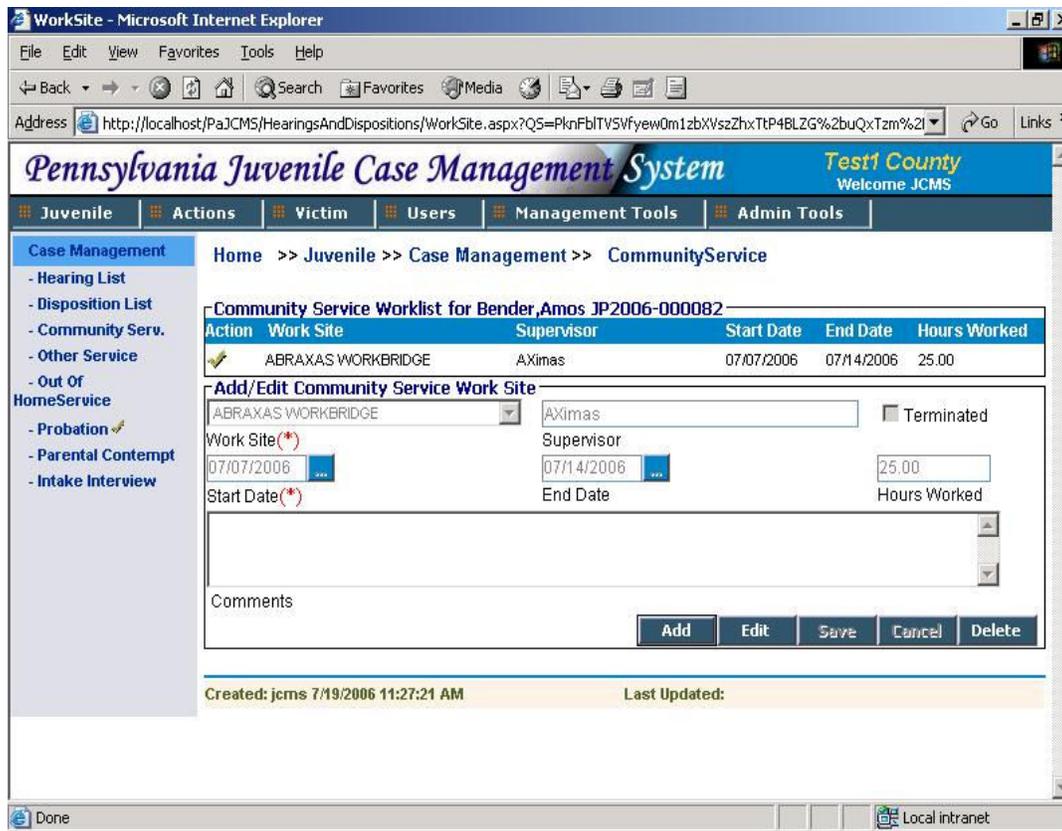
- Hours worked and Hours remaining are calculated on the basis of the number of hours in the worksite.
- The list also displays the total hours ordered and hours remaining for the dispositions on which community service is ordered.
- There is an additional list on this screen – Work list. This displays 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.

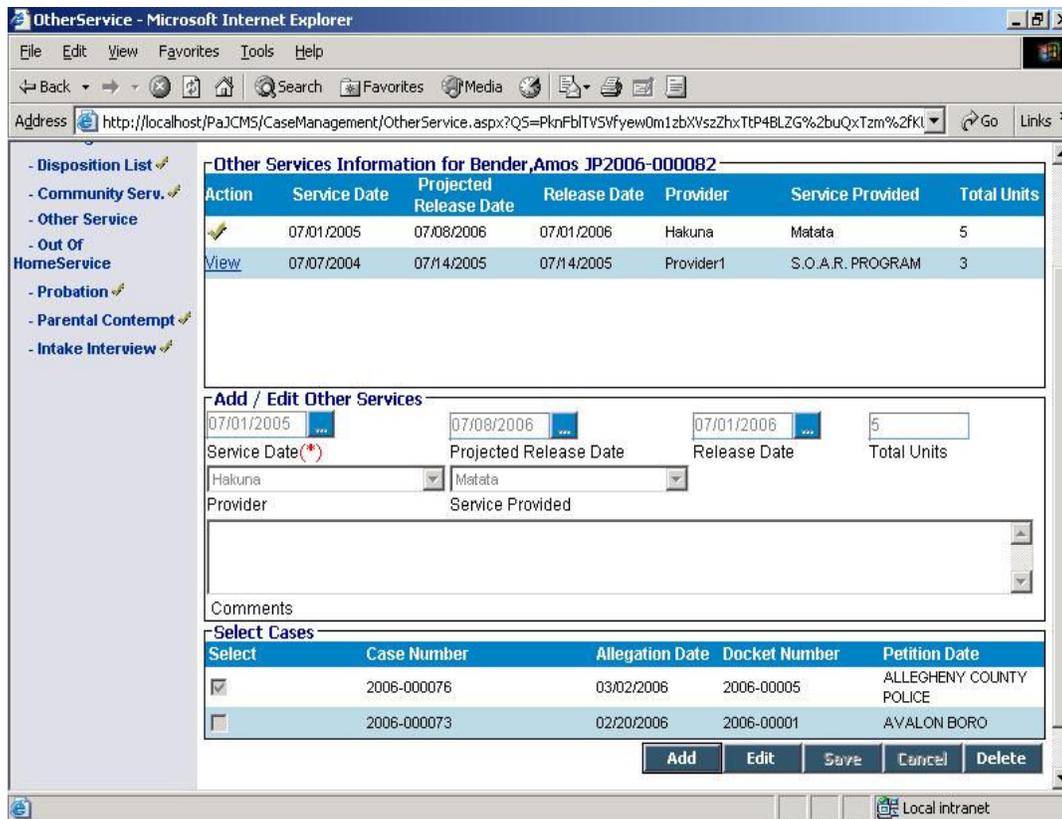


- The hours worked entered on this screen reflect on the community services screen when saved.
- Click on 'Community Service' in the horizontal navigation bar to go back to the previous screen.
- The worksite details will now be visible in the Work List.

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.

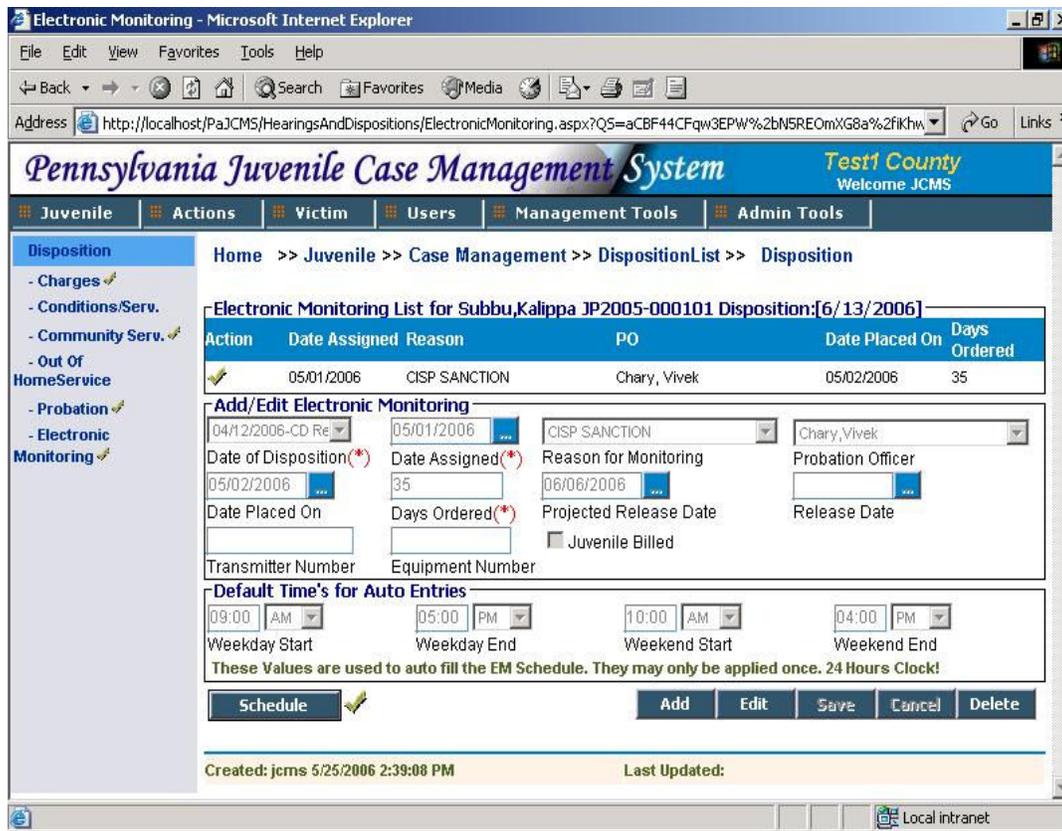
This list contains the service date, projected release date, release date, provider, service provided and the total units.



- To view the details of a particular service record click on '[View](#)'.
- 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.



- 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 '[View](#)' 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.

Form D1 Information for qqqq,www JPO2006-000018
Form D1 for Detention 05/02/2006, Allencrest - Beaver County - Criminal Homicide

IN THE COURT OF COMMON PLEAS Judicial District of Test JUDICIAL DISTRICT
 COUNTY JID #: JPO2006-000018
 Test1 COUNTY

STATEMENT OF FACTS AND REASONS ACCOMPANYING THE DETENTION OF A CHILD BY A PROBATION OFFICER PURSUANT TO 42 P.A.C.S. && 6304, 6225 AND 6331

I. Name of Child qqqq,wwww **II. Date of Birth:** 6/8/2006
III-A. Date Detention Authorized 01/01/1900 **IV-A. Child SID # :** 31287855
III-B. Time of Authorization 02:23 PM **IV-B. Social Security # :** 644-57-5756

V. There is a reasonable basis to believe that the above named child:
A. has committed
 1. count(s) of () 3. count(s) of ()
 2. count(s) of () 4. count(s) of ()
*If more than 4 crimes are alleged, list the four most serious crimes. In parenthesis () provide the code letter for the type of crime as follows:
 a = the crime of b = an attempt to commit c = solicitation to commit d = conspiracy to commit*

B. Other (when NO NEW delinquent act is alleged) Explain:

If section B is used, provide Court Status at time of Detention Admission: Informal Adjustment Adjudicated Delinquent

- 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.

Form D1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://localhost/PaJCMS/Forms/FormD1.aspx?QS=PknFblTV5VfkmQgtF8GhIf6EOSkiYaQ61aQX43zvOaKcF66MT%2fzie9LGxAxUJ

If section B is used, provide Court Status at time of Detention Admission:

Informal Adjustment Adjudicated Delinquent

Consent Decree Other(Explain)

If section B is used, list the most serious delinquent act, grading of offense and date of allegation relating to this court status:

Delinquent Act: Grading: Date of Allegation:

VI. This child is not believed to be excluded from the jurisdiction of Juvenile Court by age or any other reason.

VII. This child's detention is permitted and authorized pursuant to Section(s)

101-Criminal Homicide
 102-Rape
 103-Robbery
 103.1-Robbery of Motor Vehicle
 104-Aggravated Assault
 105-Invol. Deviate Sexual Intercourse
 105.1-Aggravated Indecent Assault

of the "Standards Governing the use of Secure Detention Under the Juvenile Act" as set forth in the JCJC Detention Handbook.

VIII. The alternatives to secure detention which were considered and rejected:

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

Form D1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://localhost/PaJCMS/Forms/FormD1.aspx?QS=PknFblTV5VfkmQgtF8GhIf6EOSkiYaQ61aQX43zvOaKcF66MT%2fzie9LGxAxUJ

105.1-Aggravated Indecent Assault

of the "Standards Governing the use of Secure Detention Under the Juvenile Act" as set forth in the JCJC Detention Handbook.

VIII. The alternatives to secure 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) -

IX. The reason or reasons why secure detention is required and alternatives are not appropriate:

(If detention was authorized pursuant to Section 701 of the Standards, this statement must include an explanation of why an exception was warranted and why non-secure options were rejected)

Name of Probation Officer/Intake Officer Authorizing Detention:

Print Name: Date:

Add Edit Save Cancel Delete Back

Send 2 COPIES of this form completed through Section IX to the Detention Center within one court business day of this child's admission to 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.

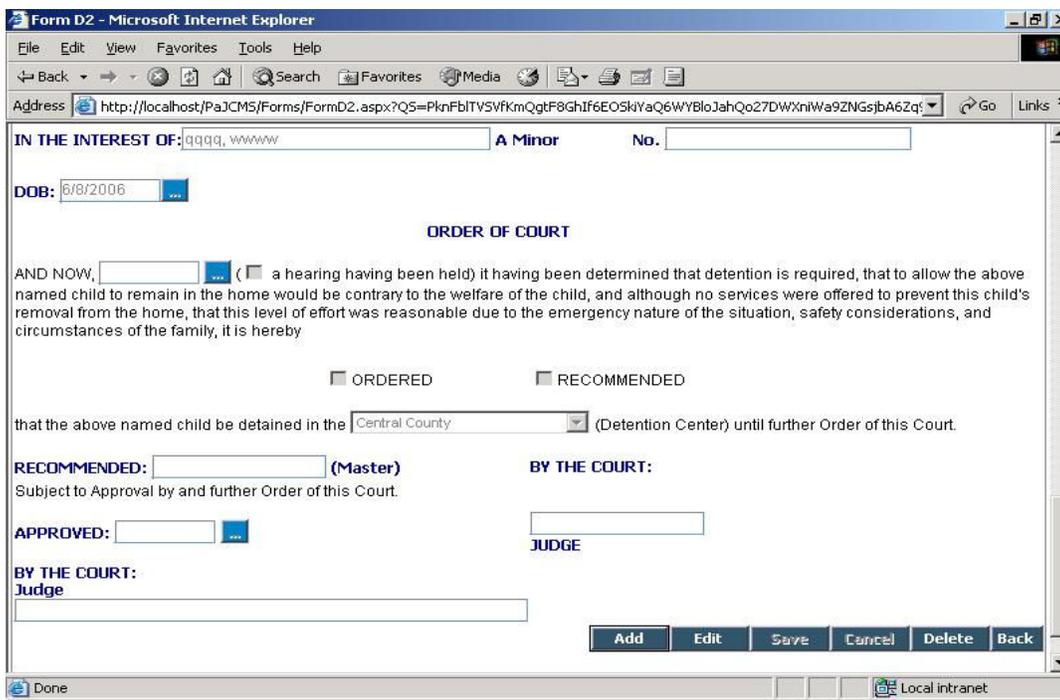
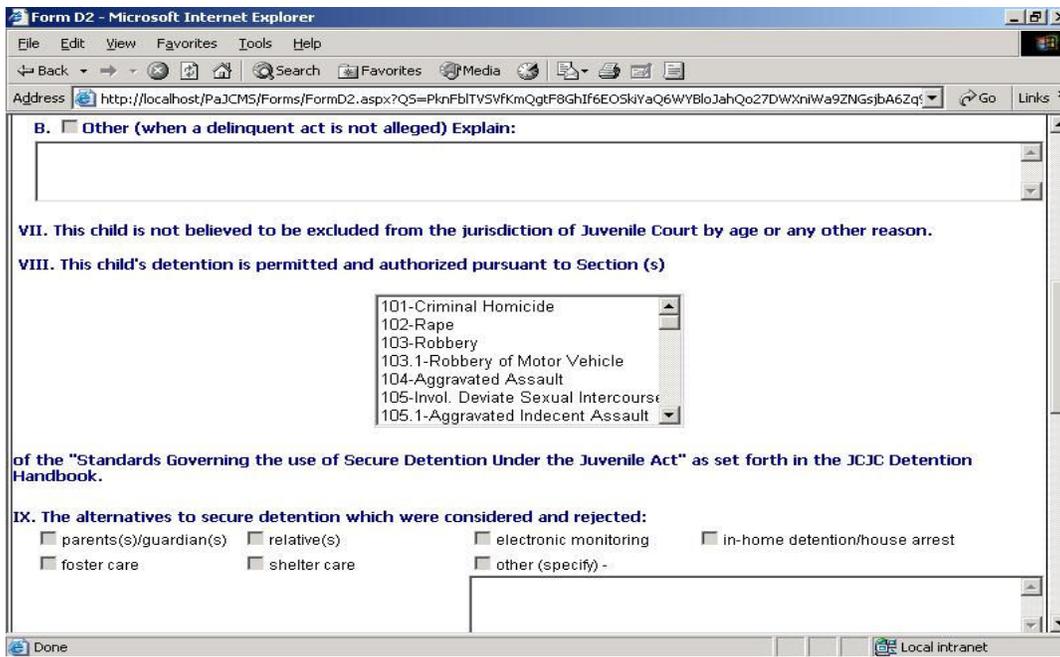
1. Click on the 'Form D1,D2' link in the left navigation menu on the juvenile main screen. This will take you to the D1, D2 list. The list contains the form type, start date, release date, detention section and detention facility. Click on 'View' to view a particular record or the 'Add Form D2' to add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

- Section VIII can have multiple values. To select more than one value, press 'Ctrl' on the keyboard 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.



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.

Form CY60 - Microsoft Internet Explorer

Address: http://localhost/PaJCMS/Forms/FormCY60.aspx?Q5=PknFblTV5VfkmQgtF8GhIf6EOSkYaQ6WYBLoJahQo27DWXniWa92Ncf%2bL

Form CY60 Information

CASE #

CCYA / JPO: **CCYA / JPO REQUEST FOR CAO ACTION**

CAO:

CCYA/JPO FILL OUT FORM WITH AS MUCH INFORMATION AS AVAILABLE AND FORWARD TO CAO WITHIN 5 DAYS OF CHILD'S INITIAL PLACEMENT, or A CHANGE IN CHILD INFORMATION

(SEE BACK OF FORM FOR CODE INFORMATION)

I. ACTION REQUESTED (COMPLETED BY CCYA/JPO) - CHECK ALL THAT APPLY

Automatic Enrollment in Medicaid Notification of Change or Additional Information Medicaid Non IV-E Redetermination - TPL Form Attached

Notification of 'Age Out' Notification of Change in Placement / Discharge Subsidized Permanent Legal Custodianship Release

II. IDENTIFYING INFORMATION (COMPLETED BY CCYA/JPO)

1. Child's Lastname: qqqq Firstname: wwwww Middle Initials:

2. Race: Native American, Black, 3. SSN: 644-57-5756 4. Date of Birth: 6/8/2006

5. Sex: Male Female 6. Does CCYA/JPO have an Access Card for the child: Yes No 7. Access card and Issue #: 8. Does the child have any personal income: Yes No

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

Form CY60 - Microsoft Internet Explorer

Address: http://localhost/PaJCMS/Forms/FormCY60.aspx?Q5=PknFblTV5VfkmQgtF8GhIf6EOSkYaQ6WYBLoJahQo27DWXniWa92Ncf%2bL

Unknown Unknown

9. Specify Monthly Gross Income: 0 Income Type:

III. PLACEMENT / REMOVAL INFORMATION (COMPLETED BY CCYA/JPO)

A. NOTICE OF CHILD'S INITIAL REMOVAL:

1. Date of Initial Removal(Constructive): 2. Date of Initial Placement:

3. Relative/Caretaker from whom Child was Removed:

RELATIVE / CARETAKER LASTNAME: FIRSTNAME: MIDDLENAME: RELATIVE SSN:

ADDRESS: RELATIONSHIP TO CHILD:

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:

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.

- 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 corresponding checkboxes have been checked

Form CY61 - Microsoft Internet Explorer

Address: <http://localhost/PaJCMS/Forms/FormCY61.aspx?QS=PknFblTV5Vd%2fZrzO%2fs5XpwkV9yco%2bbBDZ00GrNb5Pjx%2f4eqPPD>

II. MEDICAL INSURANCE INFORMATION

1. Does the Child have Private Medical Insurance: No Yes, Attach Third Party Liability (TPL) Data Entry Worksheet

III. COURT ORDER OR VOLUNTARY PLACEMENT AGREEMENT (COMPLETED BY CCYA/JPO)

1. Date of Initial Removal(Constructive Removal): 2. Date of Initial Placement:

3. Date of Juvenile Court Petition Or Voluntary Placement Agreement Signed By All Parties: VPA, Continue To Section IV Petition, Complete Section III

4. Initial Custody/Removal Court Order That Contains the CTWBI Language: Yes No 5. Effective Date of Order:

6. Court Order that contains the reasonable efforts to prevent Removal Language within 60 days of child's removal: Yes No 7. Effective Date of Order:

8. JPO Court Order that contains Shared case management language: Yes No 9. Effective Date of Order:

Form CY61 - Microsoft Internet Explorer

Address: <http://localhost/PaJCMS/Forms/FormCY61.aspx?QS=PknFblTV5Vd%2fZrzO%2fs5XpwkV9yco%2bbBDZ00GrNb5Pjx%2f4eqPPD>

IV. REMOVAL HOME:

1. Child was removed from Home: A. Parent or Adoptive Parent B. Relative (Other than Parent) C. Other (Unrelated Person, Runaway, Etc)

2. If C. Other (Above) is checked, then 6 months prior to placement did child live with: A. Parent or Adoptive Parent B. Relative (Other than Parent) C. Did not live with Parent or Other Specified Relative in Prior 6 months

3. Person from whom Child was Removed:

RELATIVE / CARETAKER LASTNAME: FIRSTNAME: MIDDLENAME: SSN:

ADDRESS: RELATIONSHIP TO CHILD:

V. DEPRIVATION FACTORS

1. Was the child deprived of Care and Support Of One Or Both Parents?

Deprivation - Check the Deprivation Factor(s) Below:

Death Unemployment Of Primary Wage Earner Underemployment Of Primary Wage Earner

VI. INCOME AND RESOURCES OF THE CHILD

1. Did the child have any Income/Resources in Eligibility Month or Month Child lived with Relative? Yes No
Specify the type and amount of Income/Resources available to Child:

TYPE	AMOUNT	TYPE	AMOUNT
<input type="checkbox"/> WAGES:	<input type="text"/>	<input type="checkbox"/> AUTOMOBILE:	<input type="text"/>
<input type="checkbox"/> SSI:	<input type="text"/>	<input type="checkbox"/> BANK ACCOUNT:	<input type="text"/>
<input type="checkbox"/> SS:	<input type="text"/>	<input type="checkbox"/> CERTIFICATE OF DEPOSIT:	<input type="text"/>
<input type="checkbox"/> OTHER:	<input type="text"/>	<input type="checkbox"/> OTHER:	<input type="text"/>
SPECIFY:	<input type="text"/>	SPECIFY:	<input type="text"/>

VII. INCOME AND RESOURCES OF THE HOUSEHOLD
1. Please list all the members of the household living with the child in the removal home (Attach additional sheet if needed):

HOUSEHOLD MEMBER (INCLUDE NAME, RELATION TO CHILD, SSN & DOB)	GROSS INCOME & FREQUENCY	INCOME SOURCE	RESOURCES & AMOUNT (FOR VEHICLES, INCLUDE MAKE, MODEL & YEAR)	DEPENDENT CARE EXPENSES TYPE & AMOUNT
Sher Maria (Lastname, Firstname, Middlename)	Gross Income			
Aunt 7/11/1985 (Relation, SSN, DOB)	Frequency			

- Enter the income and resources of the household in section VII. All the juvenile’s relations will be listed here.

2. Parent is paying Child Support for Child (ren) Out of the Home: Yes No

3. Name of Child(ren):

4. Total Amount:

5. Parent is receiving Child Support for Child(ren) Out of the Home: Yes No

6. Name of Child(ren):

7. Total Amount:

8. CCYA Information and Authorization:
NAME: (PLEASE PRINT) DATE PHONE

Add Edit Save Cancel Delete Back

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)

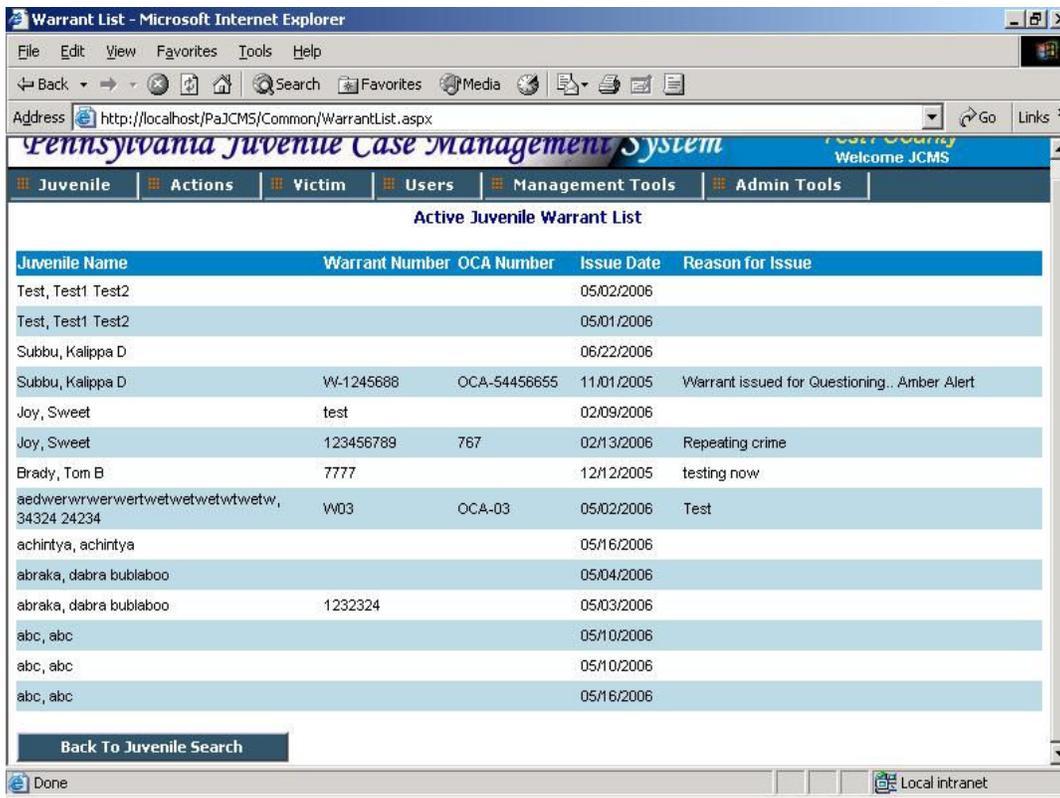
5.1.3 Add new Juvenile

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.

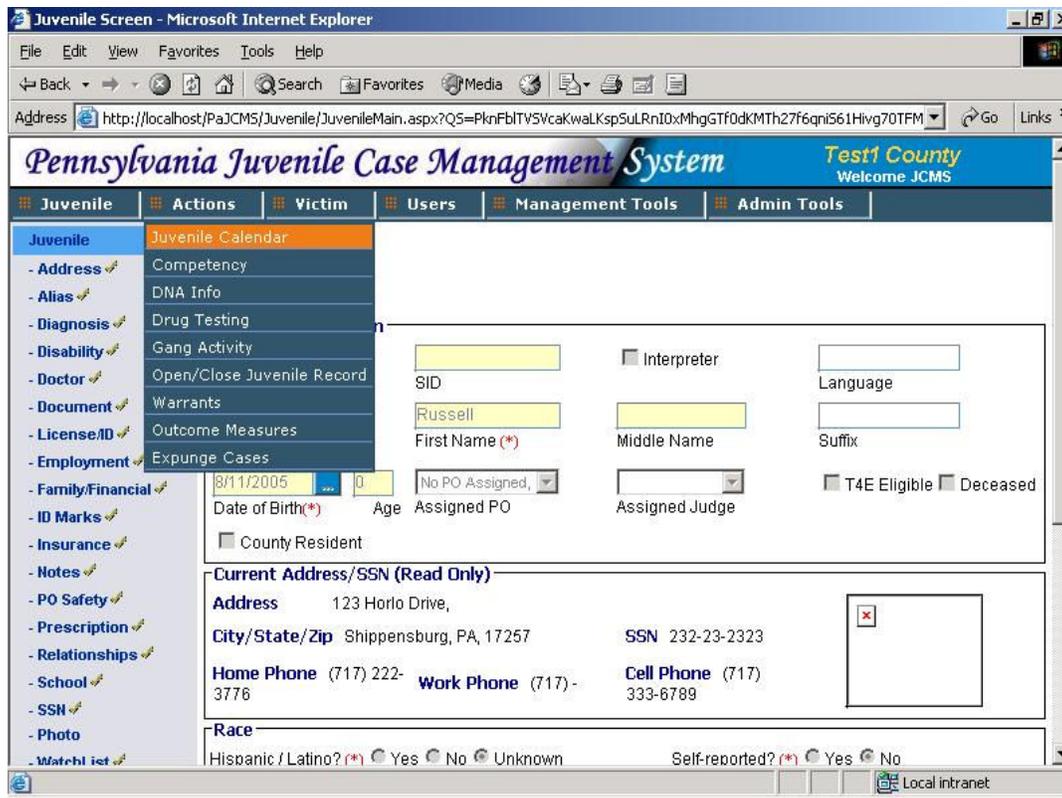


5.2 Actions

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 Activity
6. Open/Close Juvenile Record
7. Warrants
8. Outcome Measures
9. Expunge Cases



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 scheduler 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.

The screenshot displays the Juvenile Calendar application in Microsoft Internet Explorer. The browser window title is "Juvenile Calendar - Microsoft Internet Explorer". The address bar shows the URL: `http://localhost/PaJCMS/Common/Calendar.aspx?Q5=PknFbITV5Vd78PsMpZUaDLy9yqNmFAq5Guv%2FH9wPPFr2EgryKx2taOXfa`. The application interface includes a navigation menu with options like "Juvenile", "Actions", "Victim", "Users", "Management Tools", and "Admin Tools". A sidebar on the left lists various fields for a juvenile case, such as "Address", "Alias", "Diagnosis", "Disability", "Doctor", "Document", "License/ID", "Employment", "Family/Financial", "ID Marks", "Insurance", "Notes", "PO Safety", "Prescription", "Relationships", "School", "SSN", "Photo", "WatchList", "Case Management", "Form D1, D2", and "Form CV60".

The main area features a calendar for July 2006, with the current date being July 20, 2006. To the right of the calendar is a "Schedule List" table:

Action	Start Date	Start Time	End Time	Assigned Personnel	Event Type
	07/07/2006	15:35	16:45	Angradi, Jeff	CLOSED EXT SERVICE
View	07/07/2006	15:20	15:40	Brommer, Alan W.	COMPUTER GENERATED ENTRY

Below the calendar and schedule list, it indicates "Page 1 of 1 << Previous Next >>" and "Total Number of Records: 2".

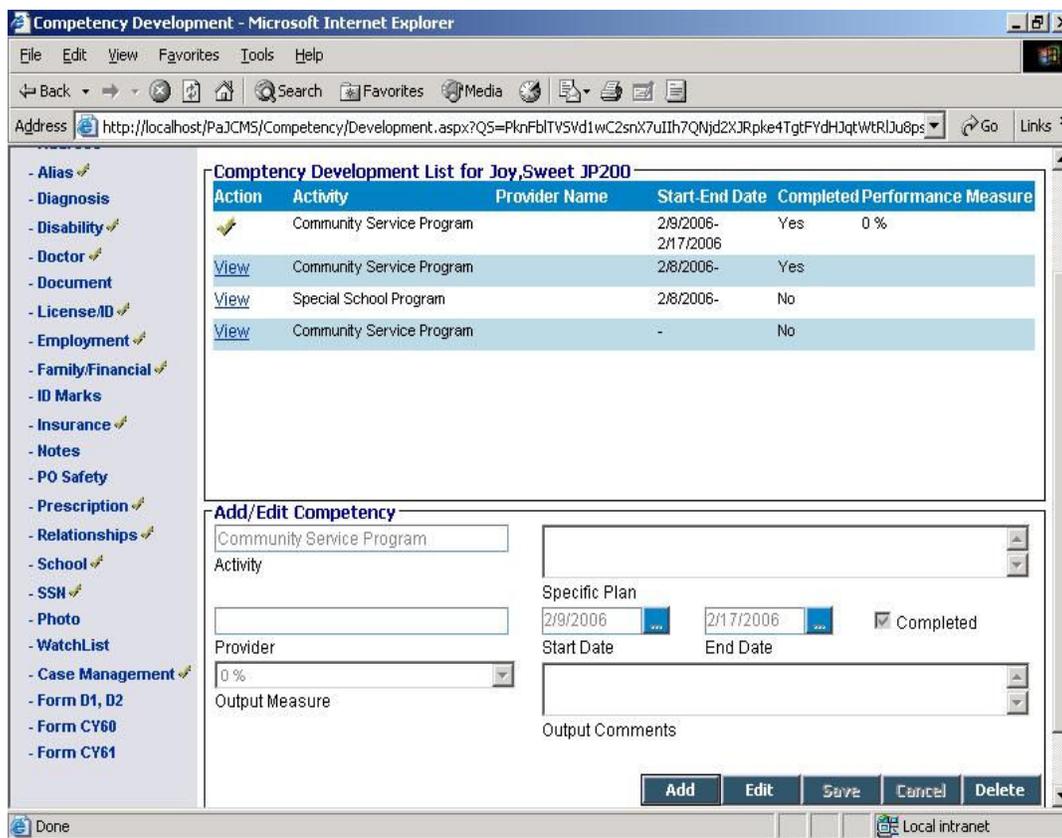
The bottom portion of the screenshot shows the "Add/Edit Calendar" form. It includes fields for "Type of Event" (CONTACT-SCHOOL BASE), "Date" (12/11/3006), "Start Time" (09:15 AM), "End Time" (09:30 AM), and "Event Priority" (Normal). The "Assigned Personnel" field is set to GRIMES, ROBERT. A text area for "Notes" contains the following text: "FTF: With Robert @ McKeesport HS . Asked him if he had been contacted about beginning his community service. Robert stated "no." He did state that the telephone at his Family home is broken. They can make calls. but they can not receive calls." The form has buttons for "Add", "Edit", "Save", "Cancel", and "Delete".

- 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.



Action	Activity	Provider Name	Start-End Date	Completed	Performance Measure
	Community Service Program		2/9/2006-2/17/2006	Yes	0 %
View	Community Service Program		2/8/2006-	Yes	
View	Special School Program		2/8/2006-	No	
View	Community Service Program		-	No	

Add/Edit Competency

Activity:

Specific Plan:

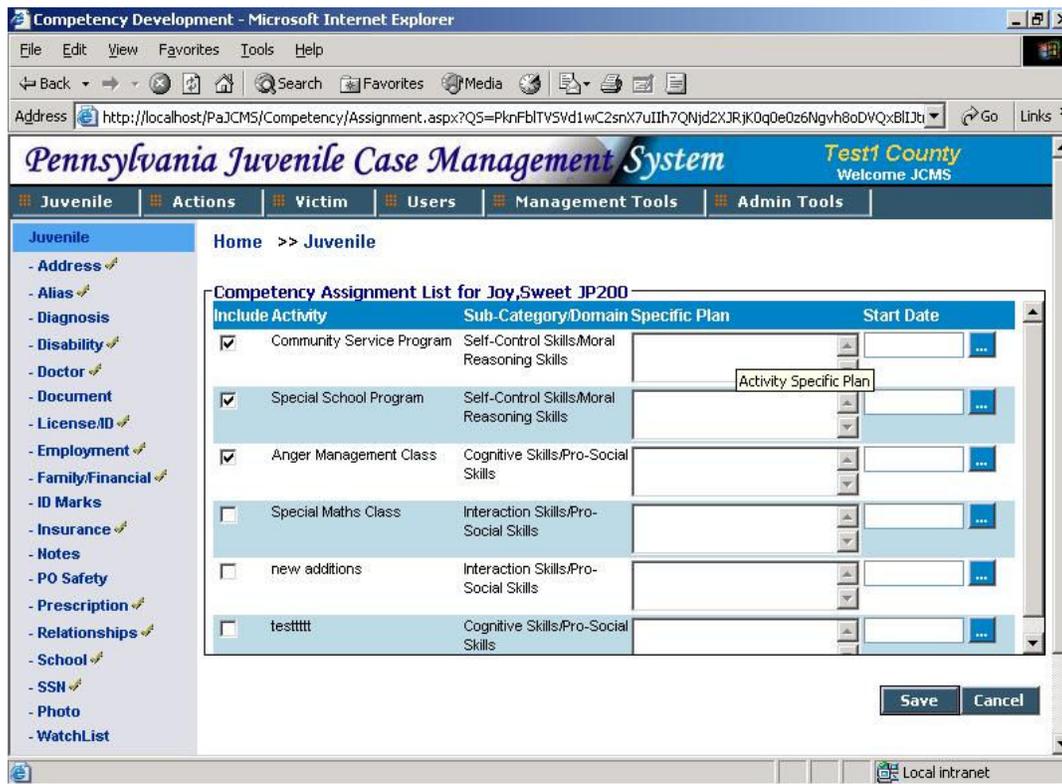
Start Date: End Date: Completed

Provider:

Output Measure:

Output Comments:

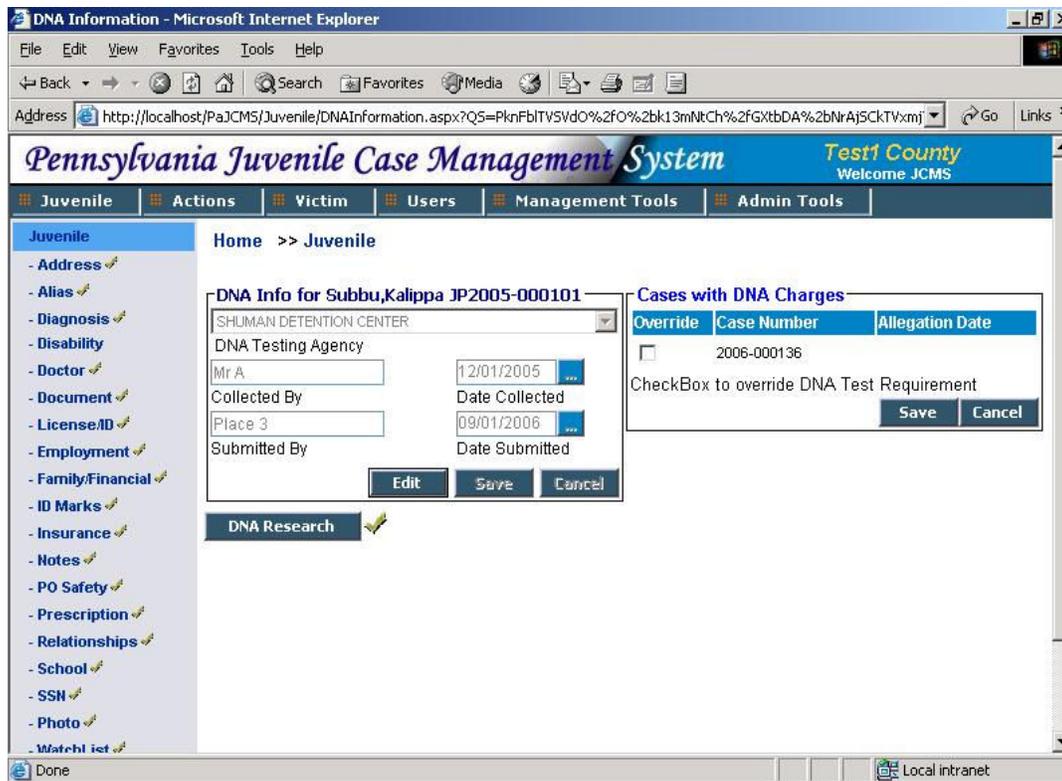
- Click on 'View' to view a particular record.
- Click on 'Add' to add a new record. This will take you to a new screen the 'Assignments screen'. You can select more than one activity in this screen and save. The control will be returned to the Competency Development screen and the records will have 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..



- 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.

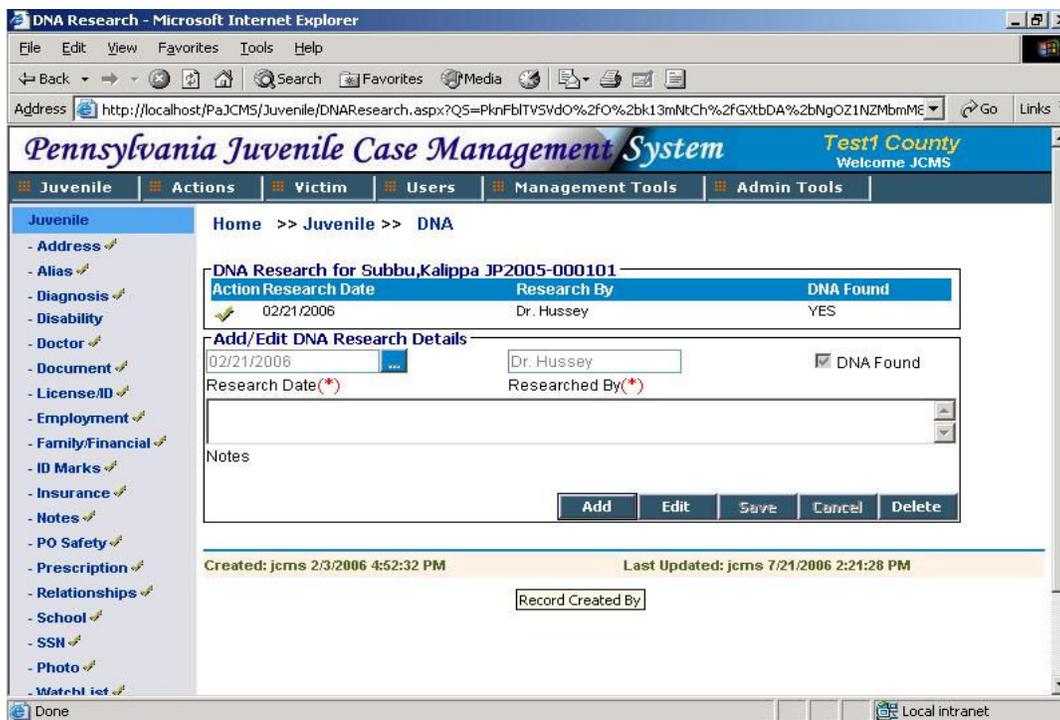
5.2.3 DNA Info

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



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.

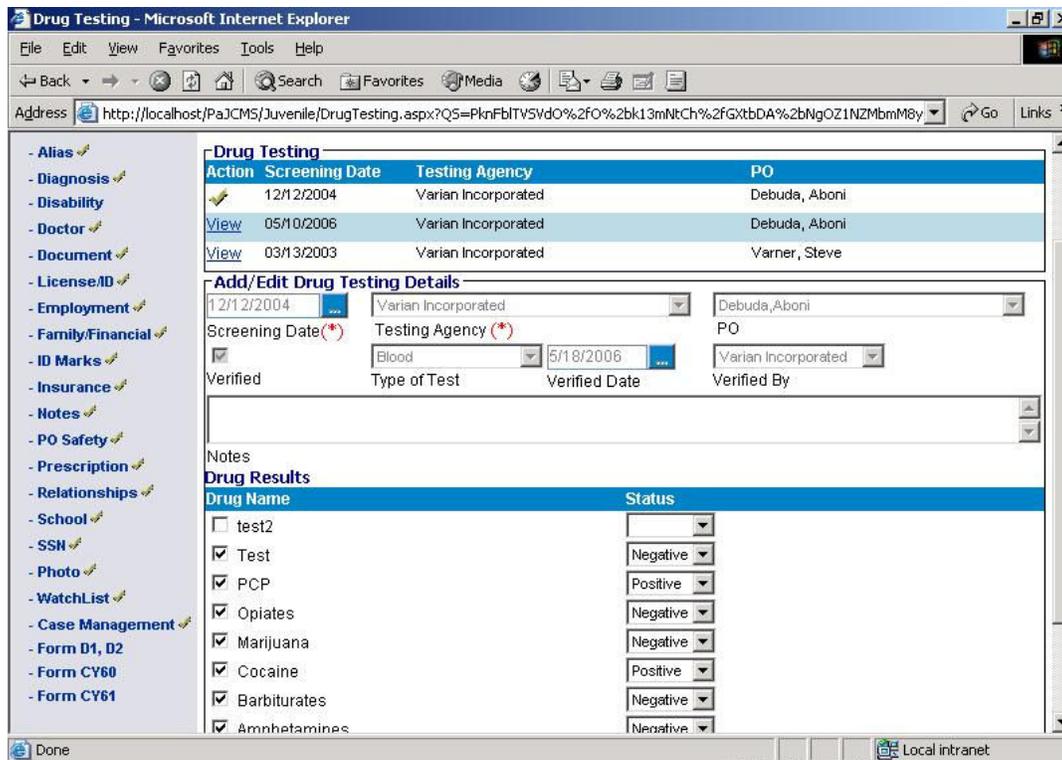


- Click on 'Add' to enter a new record. **Research date** and **researched by** are mandatory fields here.
- Save the record by clicking on 'Save'. Click on 'DNA' on the horizontal navigation bar to go back to the DNA Information screen.

5.2.4 Drug Testing

All details regarding a juvenile'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.

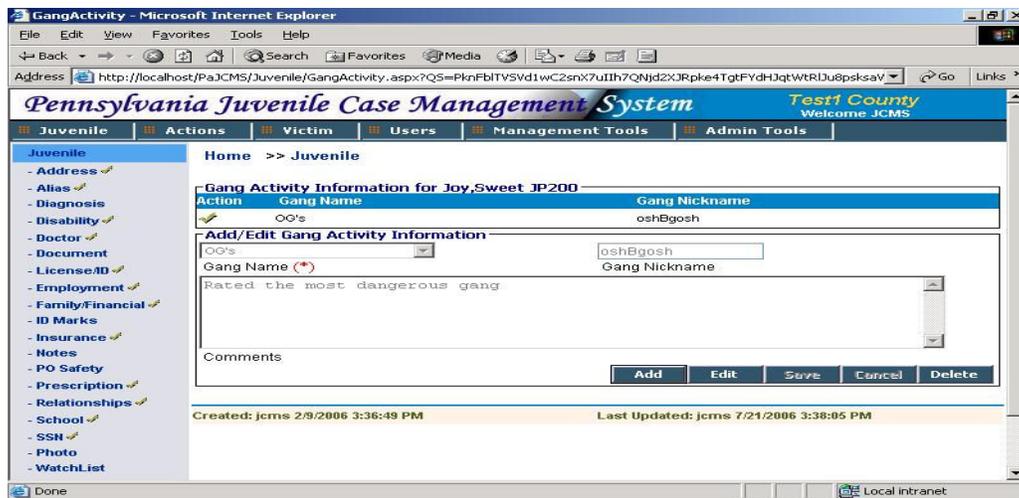


- Enter all the drug testing details. Click in the checkbox next to the drug name in the Drug Results list to select a tested drug. Pick the applicable drug status for the corresponding drug and click on 'Save' to save the record.

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.



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.

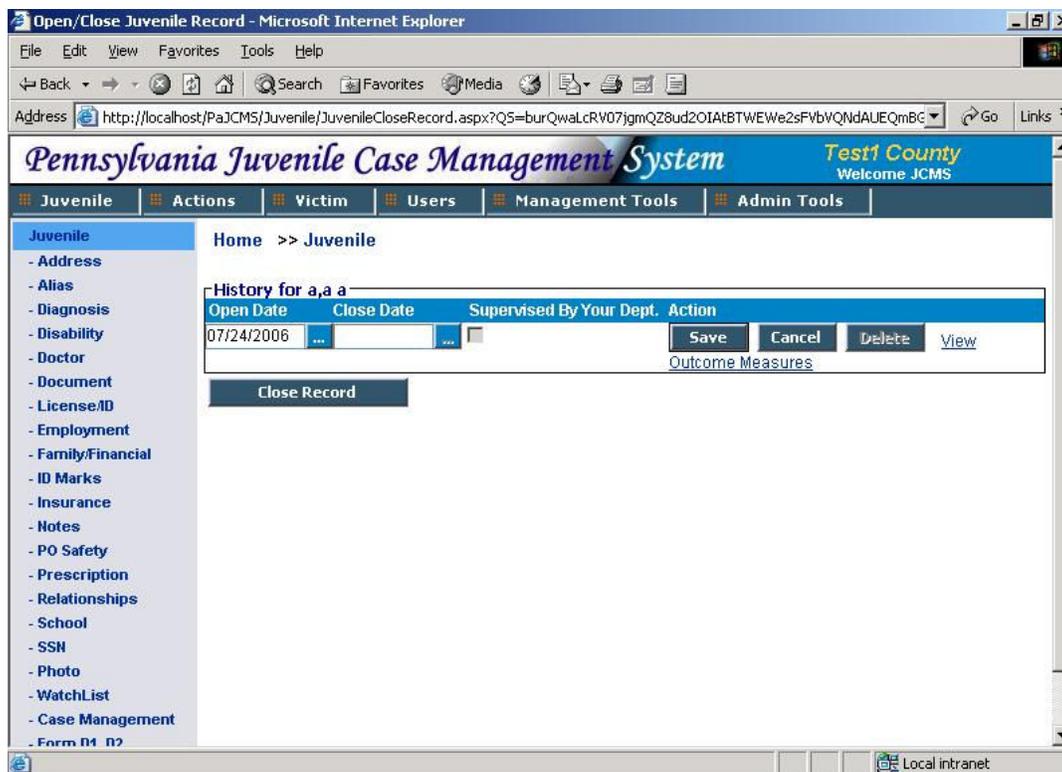
- Click on '[View](#)' to view the details of a particular record. Before you close a record, you can enter the outcome measures. You can do this by clicking on the '[Outcome Measures](#)' link.
- When you click on '[Outcome measures](#)', You will see a pop-up box asking you to confirm if the juvenile 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)

The screenshot shows the 'Open/Close Juvenile Record' page in Microsoft Internet Explorer. The browser address bar shows the URL: <http://localhost/PaJCMS/Juvenile/JuvenileCloseRecord.aspx?QS=PknFbITV5vd78PsMpZUaDly9yqNmFAq5Guv%2fH9wPPFr2Egr>. The page title is 'Pennsylvania Juvenile Case Management System' and it is for 'Test1 County'. The navigation menu includes 'Juvenile', 'Actions', 'Victim', 'Users', 'Management Tools', and 'Admin Tools'. The left sidebar lists various categories like Address, Alias, Diagnosis, etc. The main content area shows a message: 'Please correct the entries listed below.' with a bulleted list of issues:

- Case "2006-000073" a Community Service record exists with no termination date!
- There is a probation record for Bender, Amos Cleophus with no release date.
- There is a probation record for Bender, Amos Cleophus with no release date.

Below the message is a table titled 'History for Bender, Amos JP2006-000082' with columns 'Open Date', 'Close Date', and 'Supervised By Your Dept. Action'. The table contains one row with the date '02/28/2006' and a 'View' button. There are also 'Save', 'Cancel', and 'Delete' buttons.

- 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.

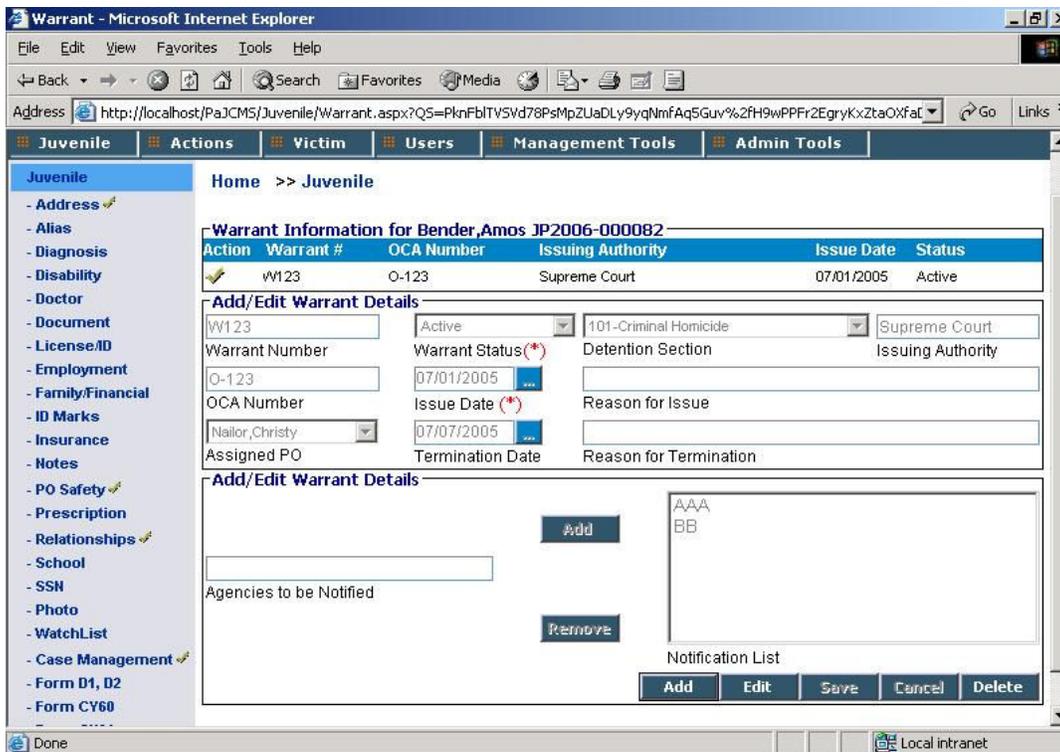


5.2.7 Warrants

All information related to a juvenile's warrants are entered here.

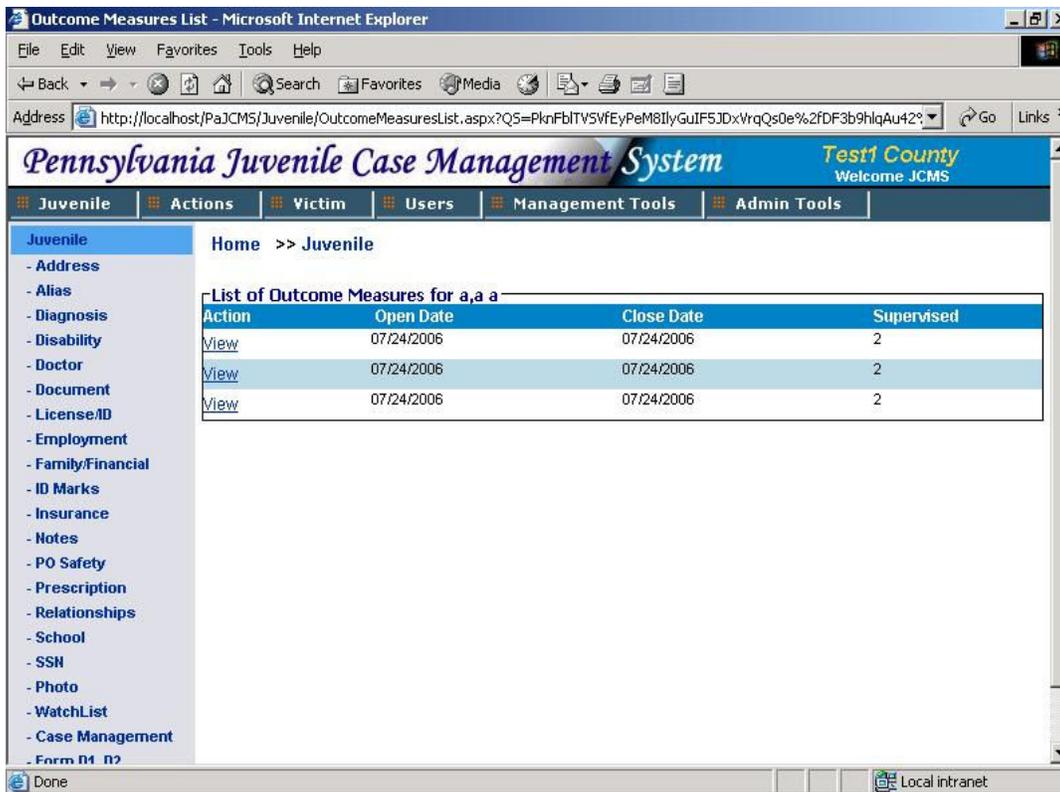
The list shows the warrant number, OCA number, issuing authority, date of issue and the status.

- 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 agency 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 then click on '**Remove**'.
- Click on '**Save**' to save this warrant.

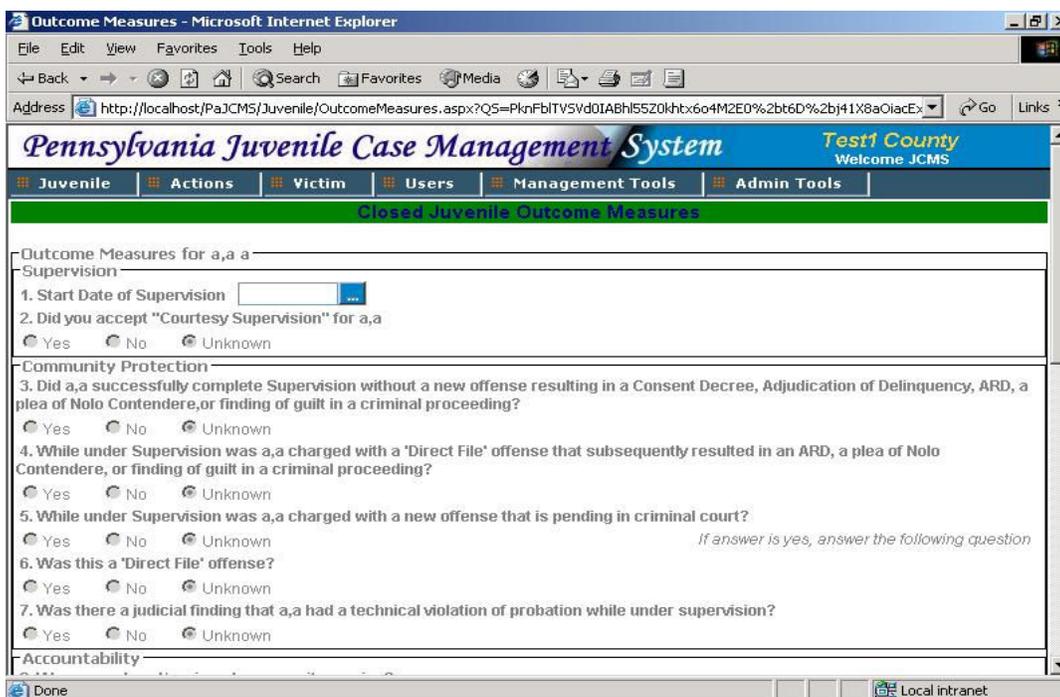


5.2.8 Outcome Measures

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.



- Click on '[View](#)' 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.



Outcome Measures - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://localhost/PaJCMS/Juvenile/OutcomeMeasures.aspx?Q5=PlnFbITV5Vd0IABhI55Z0khtx6o4M2E0%2bt6D%2bj41X8aOiacEx

12. Was a,a ordered to pay Crime Victim's Compensation Fund costs?
 Yes No Unknown Amount Ordered: Amount Collected:

Competency Development

13. Was a,a directed/ordered to participate in any Competency Development Activity while under supervision?
 Yes No Unknown *If answer is yes, answer the following question*

14. Did a,a successfully completed a Competency Development Activity while under supervision?
 Yes No Unknown

15. Was a,a directed/ordered to participate in a licensed substance abuse treatment program while under supervision?
 Yes No Unknown *If answer is yes, answer the following question*

16. Did a,a successfully complete, or was actively involved in a licensed substance abuse treatment program at case closing [in-patient or out-patient]?
 Yes No Unknown

17. Was a,a employed or actively engaged in an educational or vocational activity at closing?
 Yes No Unknown

Placement Summary

18. Was a,a committed to out-of-home placement for 28 or more consecutive days? (excluding: detention, sheltercare and diagnostic placement)?
 Yes No Unknown *If answer is yes, answer the following question*

19. Total number of days in out-of-home placement?
 Days:

Back To Juvenile Record Back To Outcome Measure List Save Reset

Created: jcms 7/24/2006 9:42:46 AM Last Updated: jcms 7/24/2006 9:48:22 AM

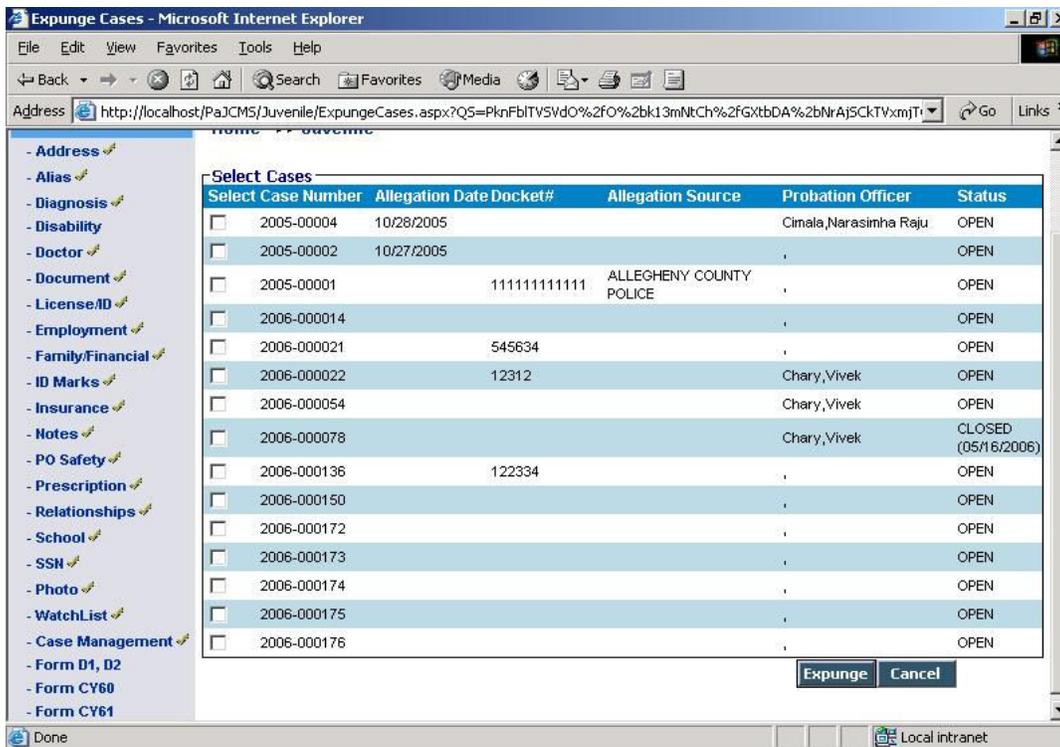
Done Local intranet

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.



5.3 Victim

All the information related to victims is maintained here.

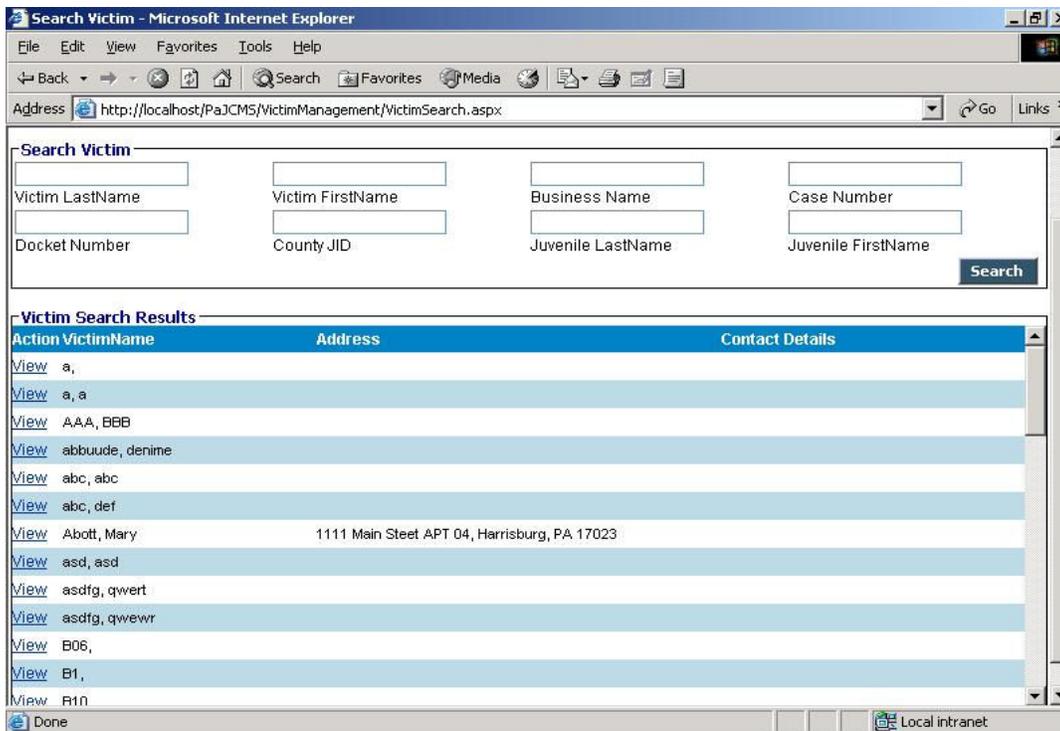
There are 2 sub-menus for victim information

- 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'**.



- Click on 'View' 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.

The screenshot shows the 'Juvenile Calendar' application. At the top, there's a PO dropdown menu set to 'ADMINISTRATOR, SYSTEM', followed by 'From Date:' and 'To Date:' fields, and a 'Show' button. Below this is a calendar grid for July 2006, with the current date 'Today: July 24, 2006' highlighted. To the right of the calendar is a 'Schedule List' table with columns: Action, Start Date, Start Time, End Time, Assigned Personnel, and Event Type. The table contains several rows of event data, each with a 'View' link. At the bottom, there's an 'Add/Edit Calendar' section with dropdowns for 'Type of Event' (set to 'CLOSED BY COURT ORDER') and 'Assigned Personnel' (set to 'Bender, Linda'). It also has input fields for 'Date' (07/13/2006), 'Start Time' (02:35 PM), 'End Time' (04:00 PM), and 'Event Priority' (High). A 'Calendar Item Description' field is also present.

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 'View' 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

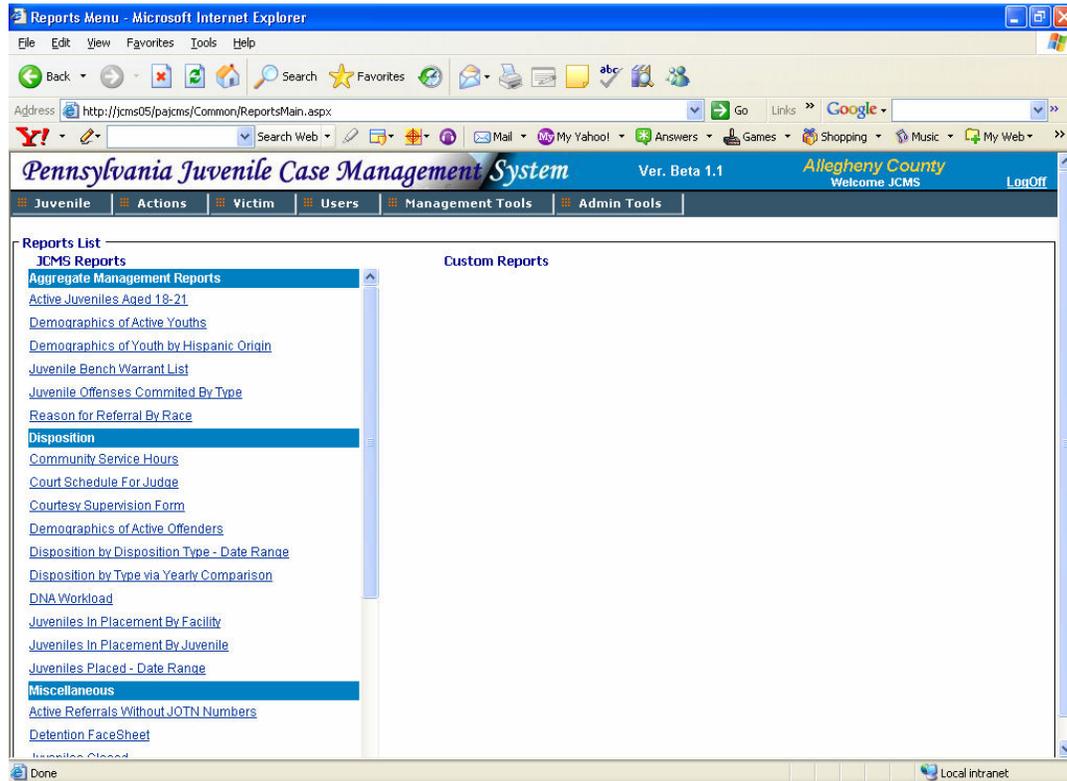
5.5.1 Reports

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.

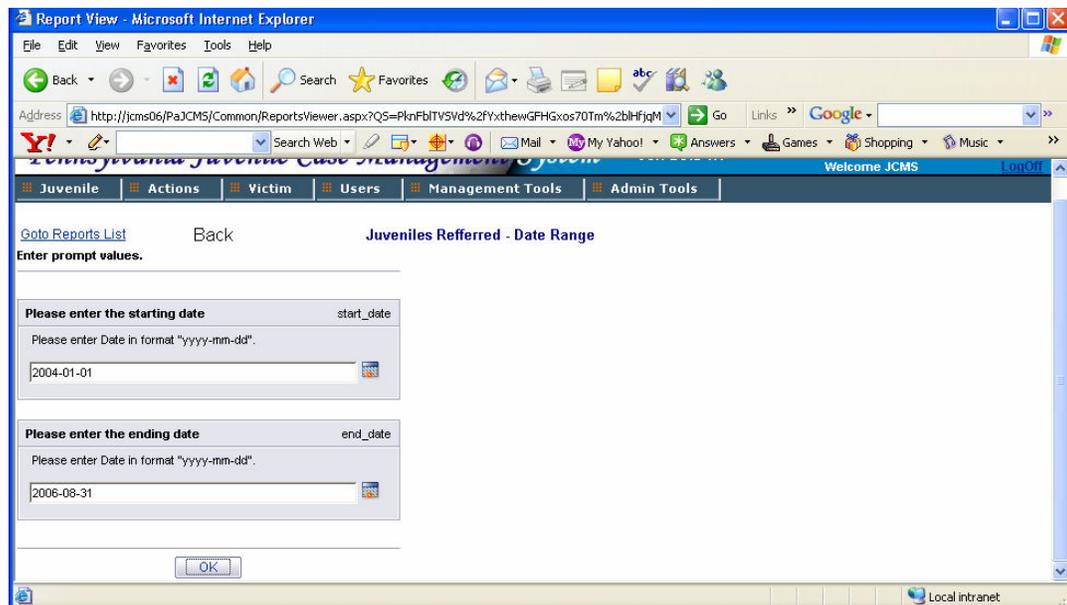
The reports appearing under this screen can be maintained from the LTM screen under the JCMS Reports section. The reports are arranged according to their categories. These categories can be maintained from the LTM screen under JCMS reports category section.

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.



- 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.



- The report with results will be generated as shown.

The screenshot displays the 'Pennsylvania Juvenile Case Management System' interface. The main content area shows a report titled 'JUVENILES REFERRED FOR THE PERIOD 1/1/2004 through 8/31/2006'. The report is presented in a table format with the following columns: NAME, COUNTY_ID, REFERRAL_DATE, and CASE_NUMBER. The data rows list various juveniles such as ABRAMS, TAUSHA; ABU-ZEBIBA, ZAID; ACOSTA, ANTHONY; and ADKINS, REO, along with their respective county IDs and case numbers.

NAME	COUNTY_ID	REFERRAL_DATE	CASE_NUMBER
ABRAMS, TAUSHA	JP2004-02007	7/20/2004	2004-02637
ABU-ZEBIBA, ZAID	JP2003-001907	1/17/2006	2006-00052
ACOSTA, ANTHONY	JP03-05330	6/1/2004	2004-01967
ACOSTA, ANTHONY	JP03-05330	8/18/2004	2004-03002
ACOSTA, FERNANDO	JP2004-03025	11/4/2004	2004-04005
ACOSTA, JONATHON	JP2005-01221	10/7/2005	2005-06704
ACOSTA, MARIELA	JP2004-03022	11/4/2004	2004-04002
Adams, Aaron	JP2006-000328	2/16/2006	2006-000623
Adams, Aaron	JP2006-000328	2/19/2006	2006-000624
ADAMS, FRANKLIN	JP02-05160	6/22/2005	2005-06338
ADDY, CHRISTOPHER	JP2006-00191	4/11/2006	2006-00363
ADJUTORI, STEPHEN	JP2005-01001	6/2/2005	2005-06262
ADKINS, REO	JP02-04966	9/21/2004	2004-03421
ADKINS, REO	JP02-04966	9/1/2005	2005-06585
ADKINS, REO	JP02-04966	10/17/2005	2005-06734
ADKINS-TORRES, RODERICK	JP2004-02601	9/22/2004	2004-03423

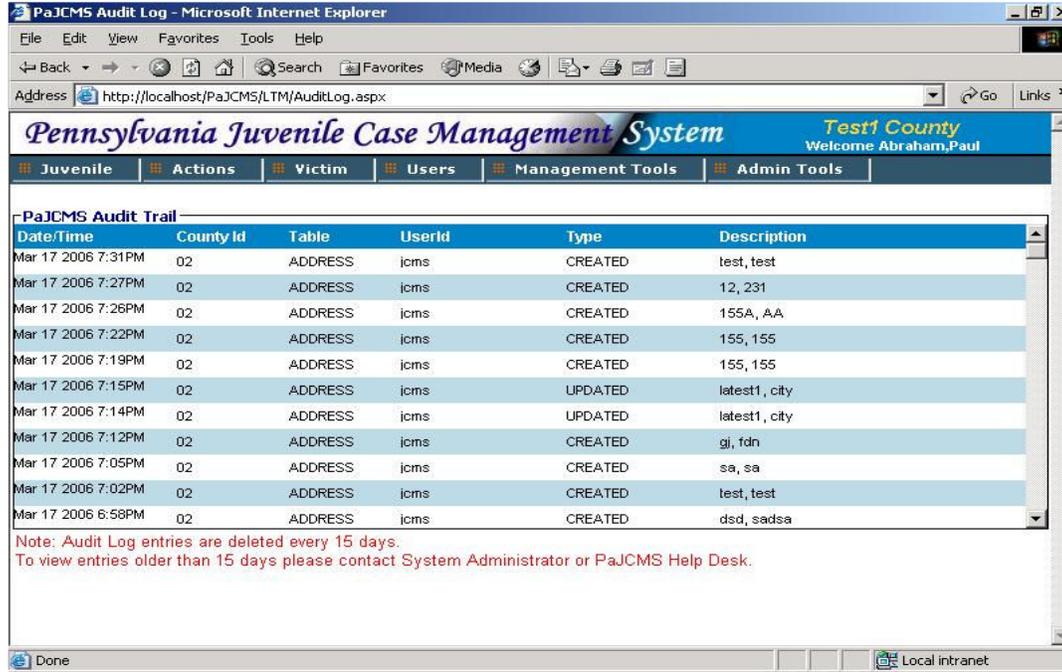
- To open a particular juvenile record drill down the group links on the left side bar until you see the desired juvenile. Click on the link and the report will take you to the juvenile's page.
- You can export the results of a report to different formats (Word, PDF, Excel etc) . You can then edit the exported document for your purpose . To export a report click the  icon on the pallette. Select the desired export format from the list available.
- To print the content of a report use the  icon on the pallette. 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 pallette 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  icon on the pallette.
- 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 occurring 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.

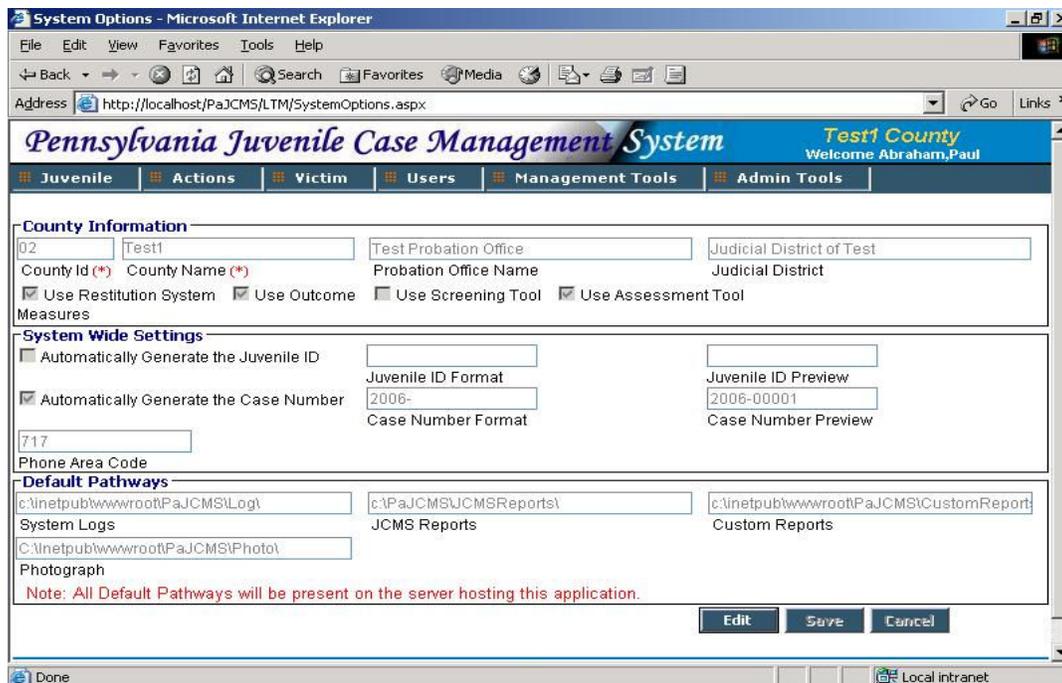
The screen shows information such as Date Time , County Id, Name of Entity, User Id making the change, Type of change (Created, Updated, Deleted) and the Description of what values were changed for a record.

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.



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.



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.
- Click 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.

ChangeJID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://localhost/PAJCMS/LTM/ChangeJid.aspx

Pennsylvania Juvenile Case Management System Test1 County
Welcome JCMS

Juvenile Actions Victim Users Management Tools Admin Tools

Juvenile ID match not found. Please enter a valid Juvenile ID.

Change Juvenile ID

JP2005-000101 Enter Old Juvenile Id Enter New Juvenile Id

Verify ID Change ID Cancel Change

Done Local intranet

- 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.

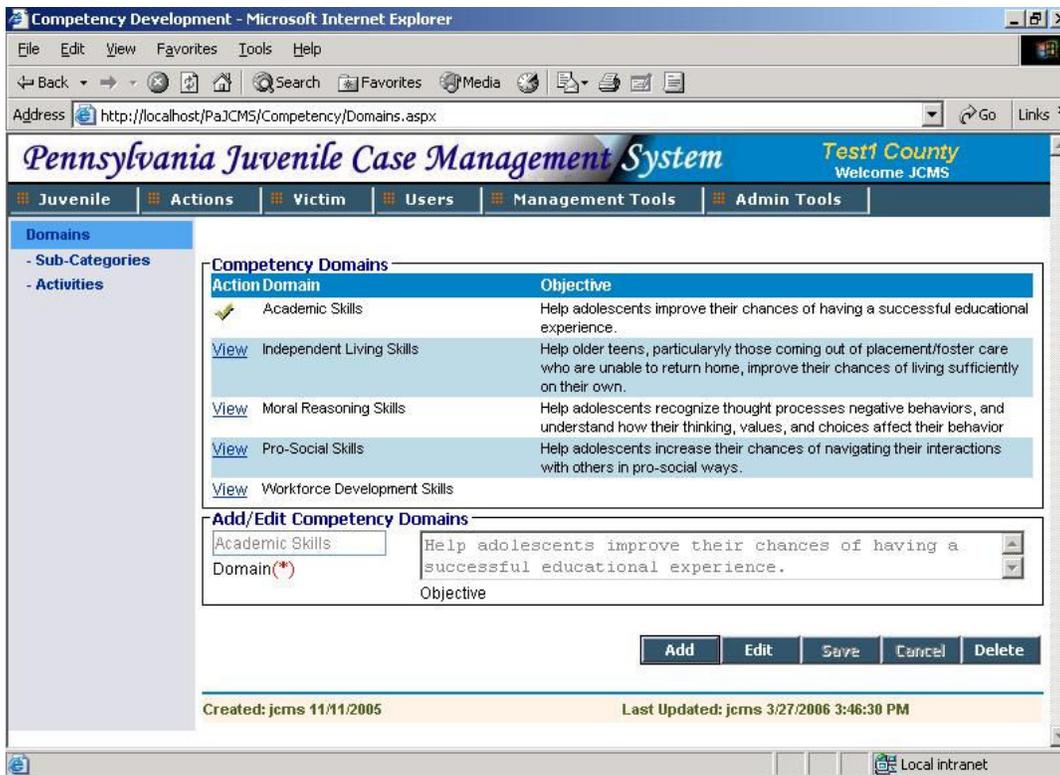
5.6.2 Competency Management

This menu item is used to handle all information 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.

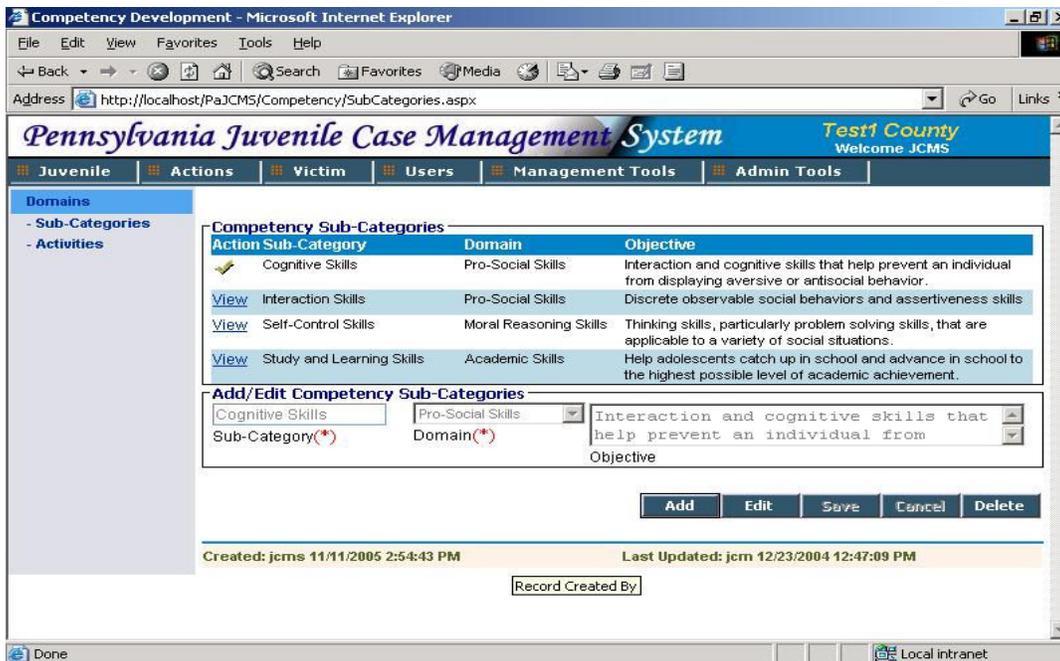


- Enter the objective in the provided area and click on 'Save'.

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'.



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'.

The screenshot shows a web browser window displaying the Pennsylvania Juvenile Case Management System. The page title is "Competency Development - Microsoft Internet Explorer". The address bar shows "http://localhost/PaJCMS/Competency/Activity.aspx". The page header includes "Pennsylvania Juvenile Case Management System" and "Test1 County Welcome JCMS". The navigation menu includes "Juvenile", "Actions", "Victim", "Users", "Management Tools", and "Admin Tools".

The main content area is titled "Competency Activities" and contains a table with the following data:

Action	Activity	Sub-Category/Domain	Performance Measure
	Anger Management Class	Cognitive Skills/Pro-Social Skills	Degree (1 to 5)
View	Community Service Program	Self-Control Skills/Moral Reasoning Skills	Percentage
View	new additions	Interaction Skills/Pro-Social Skills	Subjective
View	Special Maths Class	Interaction Skills/Pro-Social Skills	Qualitative
View	Special School Program	Self-Control Skills/Moral Reasoning Skills	Subjective
View	testtttt	Cognitive Skills/Pro-Social Skills	Subjective

Below the table is the "Add/Edit Competency Activities" form. The form includes the following fields:

- Activity(*): Anger Management Class
- Sub-Category/Domain(*): Cognitive Skills/Pro-Social Skills
- Performance Measure(*): Degree (1 to 5)
- Objective: Interaction and cognitive skills that help prevent an individual from displaying Objective

The form also includes an "Active" checkbox and buttons for "Add", "Edit", "Save", "Cancel", and "Delete".

At the bottom of the page, it says "Created: jcms 11/14/2005 4:53:28 PM" and "Last Updated: jcms 3/27/2006 3:44:21 PM".

5.6.3 LTM

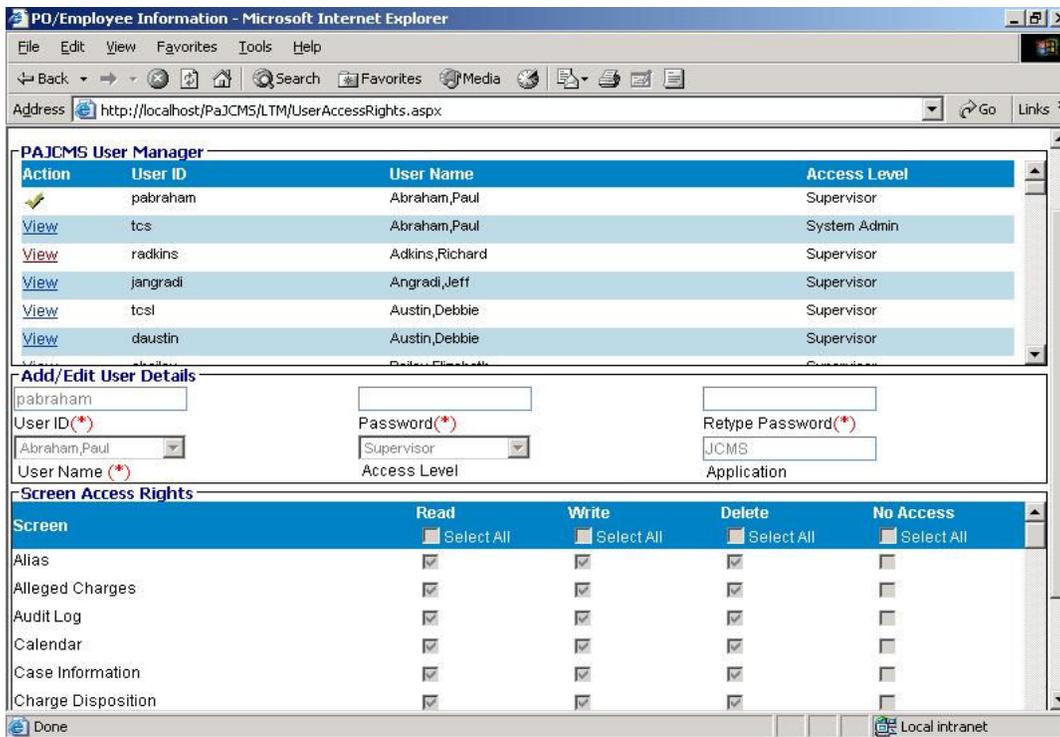
This menu item deals with all the look-up tables. Refer section 6.

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.



- 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

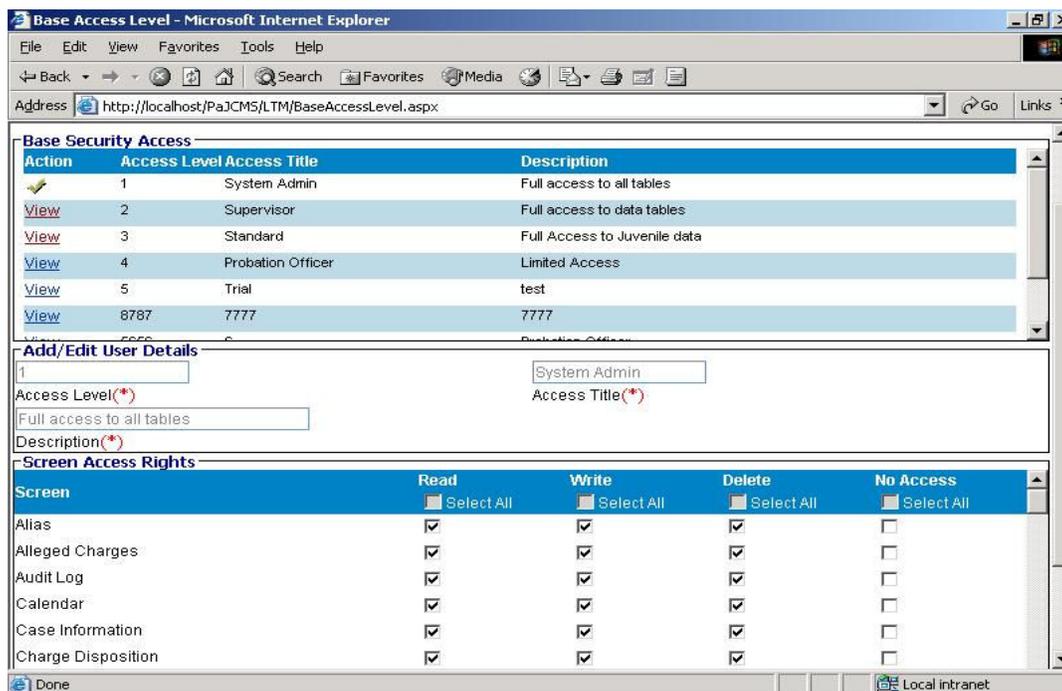
This screen is used to set the base access rights for a security level. You can assign base access rights to the various access levels for the different screens here.

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 automatically 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.



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.



All the subscreens are categorised into 5 sections –

6.1 Juvenile

6.2 Case

6.3 Court Related

6.4 Office

6.5 Others

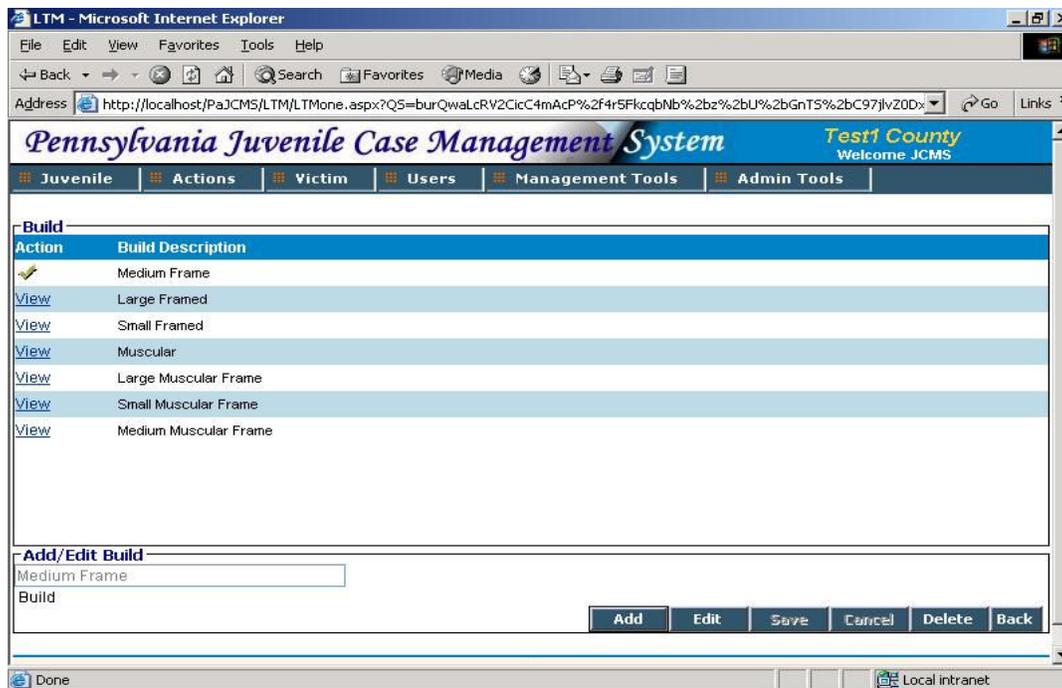
6.1 Juvenile – LTM

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.



- Click on '**Add**' to add a new record.
- Click on '[View](#)' 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

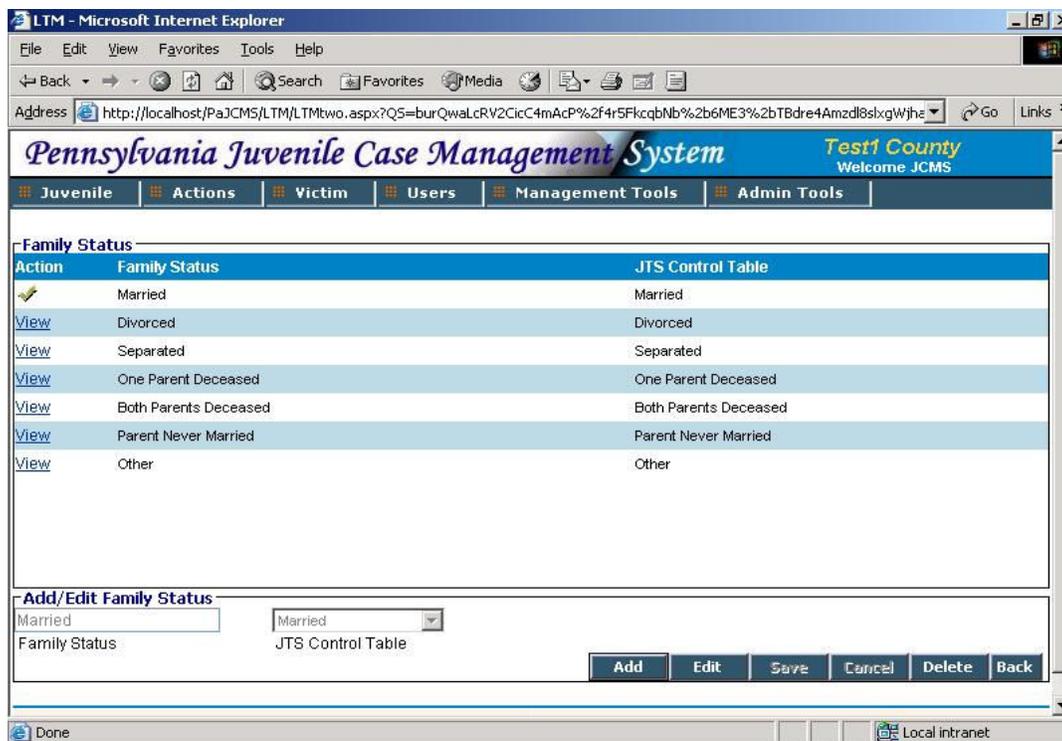
This screen is used to add or edit any relationship type.

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.



- Click on **'Add'** to add a new family status. Enter the family status and select a value from the JTS Control table.
- Click on **'View'** 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

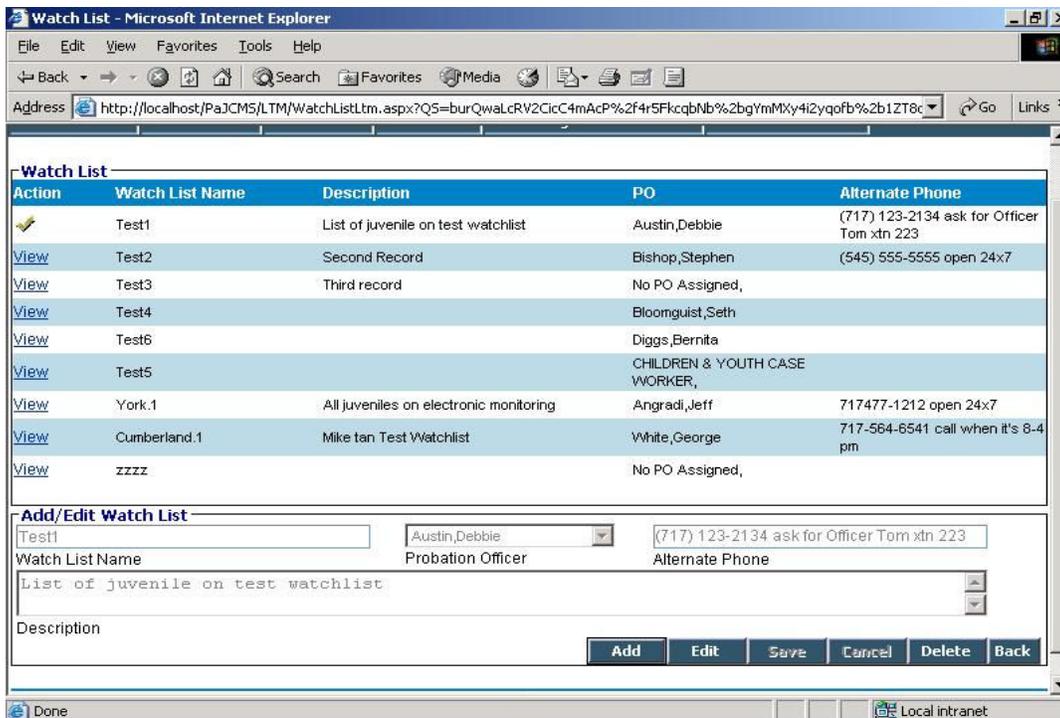
This screen is used to add or edit living arrangement. The entry fields are Living Arrangement and its corresponding JTS name. The JTS name needs to be selected from a drop down.

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.



- 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 **'View'** in the list to view a particular record. You can edit this build by clicking on **'Edit'** and making the required changes.

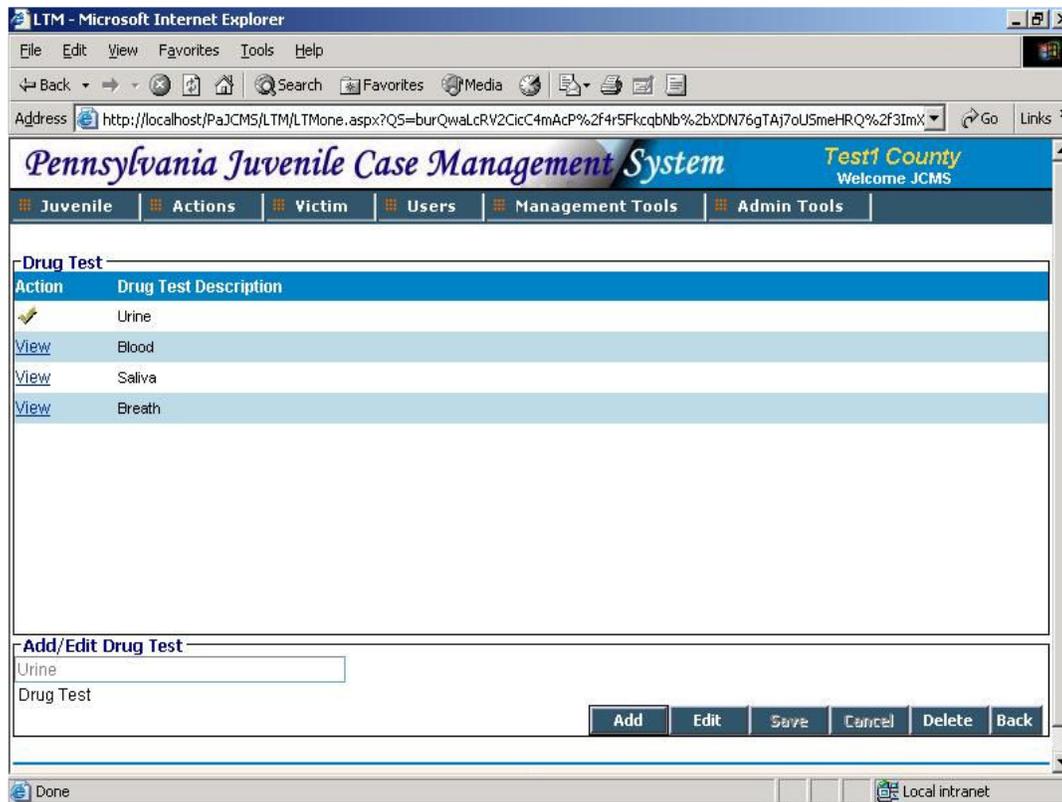
6.2 Case

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.



- Click on '**Add**' to add a new drug test.
- Click on '**View**' 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

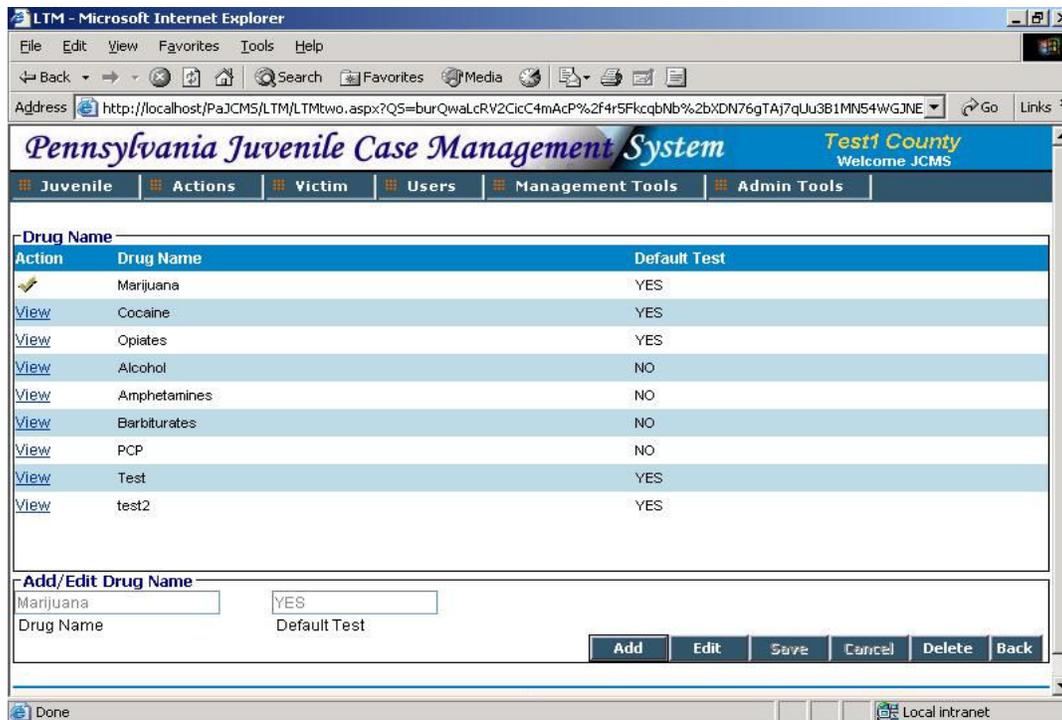
This screen is used to add or edit a transfer reason.

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.



- 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 **'View'** 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

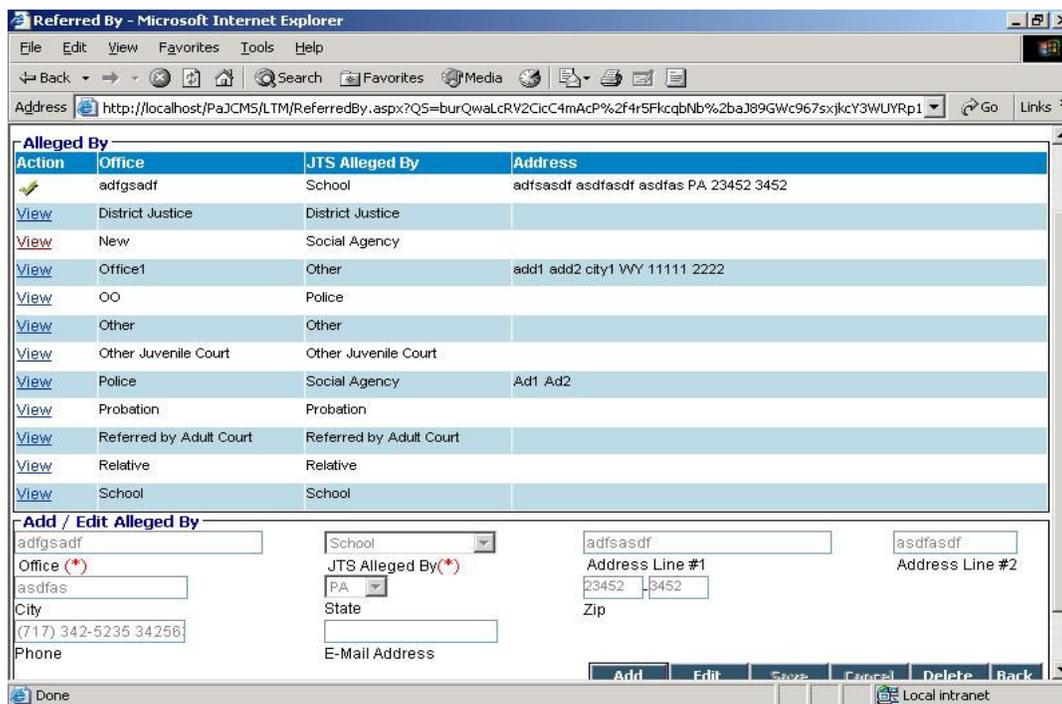
This screen is used to add or edit school status. The entry fields are School Status and its corresponding JTS name. The JTS name needs to be selected from the drop down.

6.2.3 Type III

It contains multiple entry fields.

6.2.3.1 Alleged By

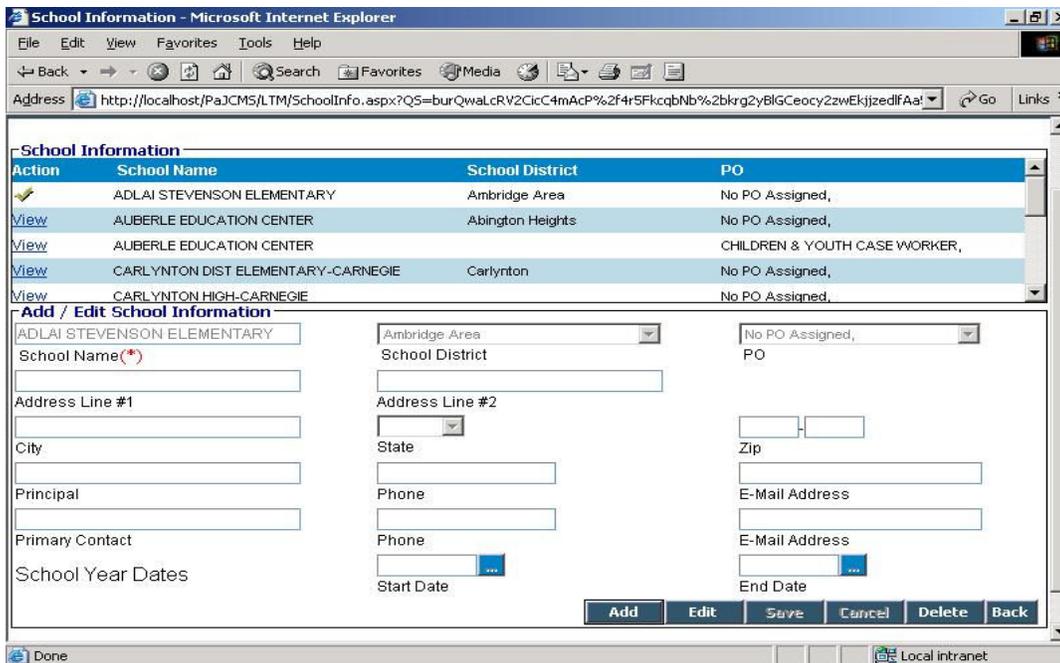
This screen is used to add or edit any alleged by details.



- Office and JTS Alleged By are mandatory fields.
- JTS Alleged By is populated from the Referredby_JTS table.
- Click on 'View' 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

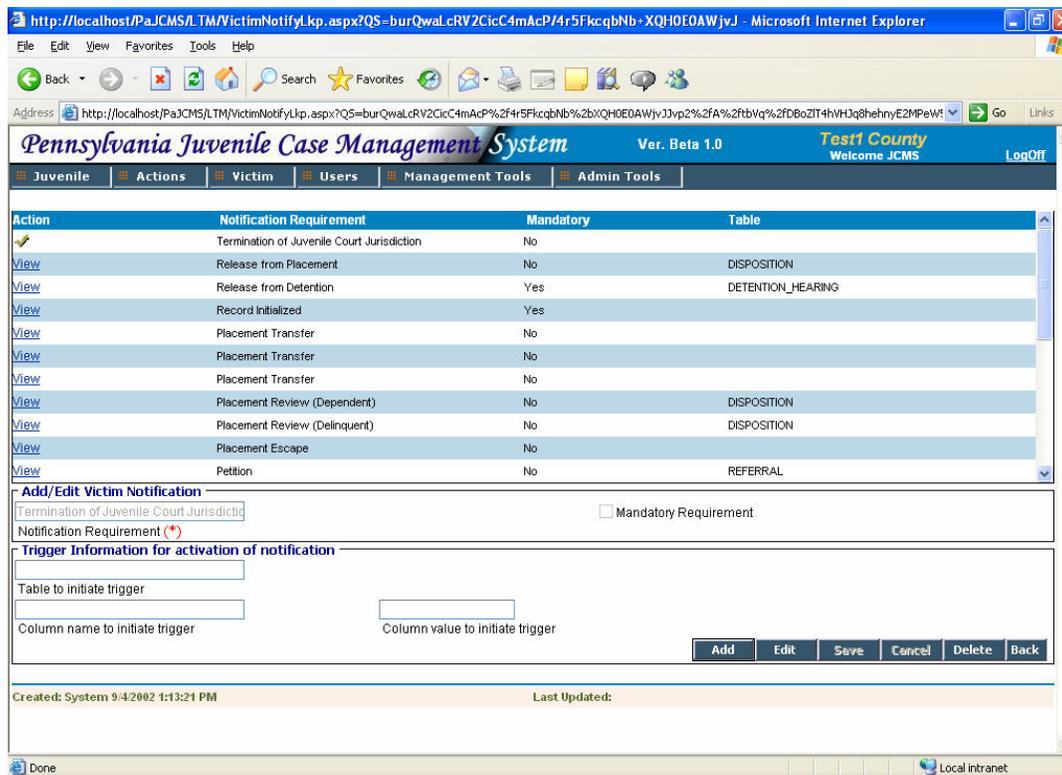
This screen is used to add or edit a school.



- **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

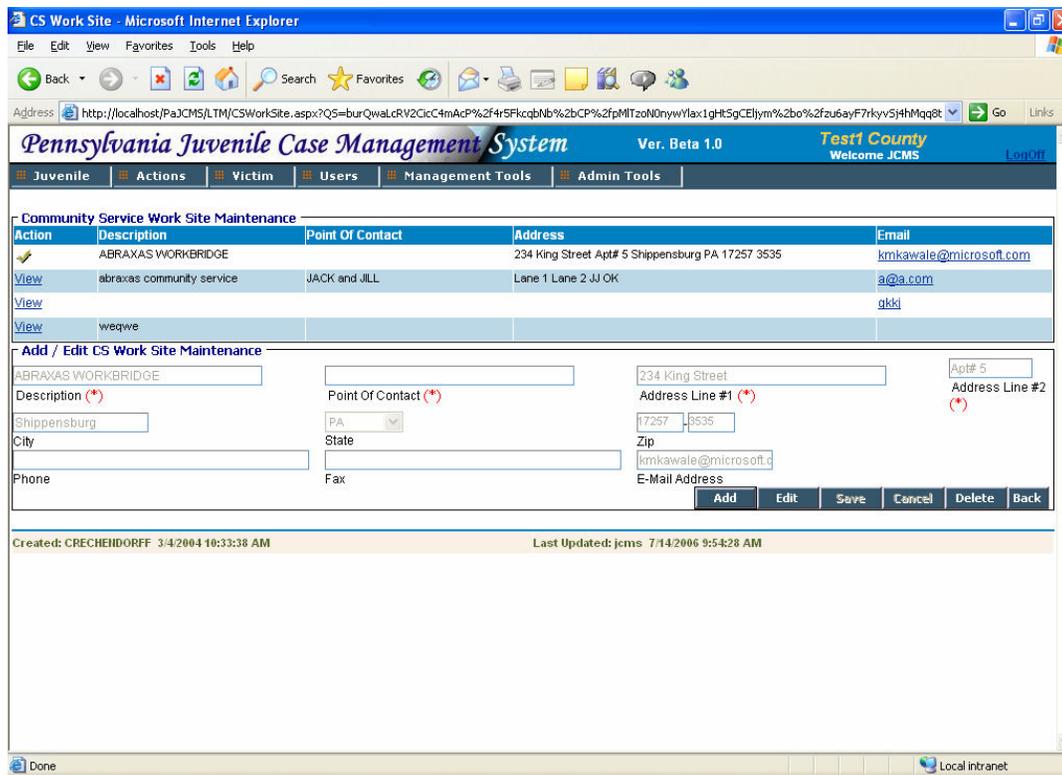
This screen is used to add or edit a victim notification.



- **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.



- **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.

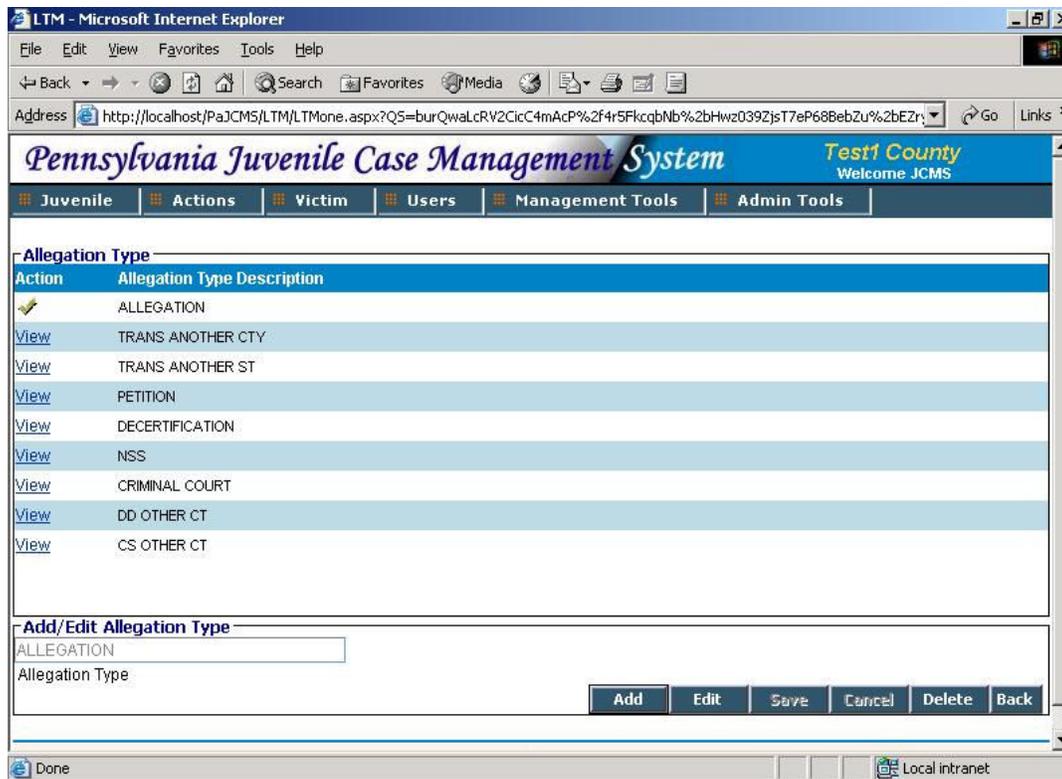
6.3 Court Related

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.



- Click on '**Add**' to add an allegation type.
- Click on '**View**' 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)

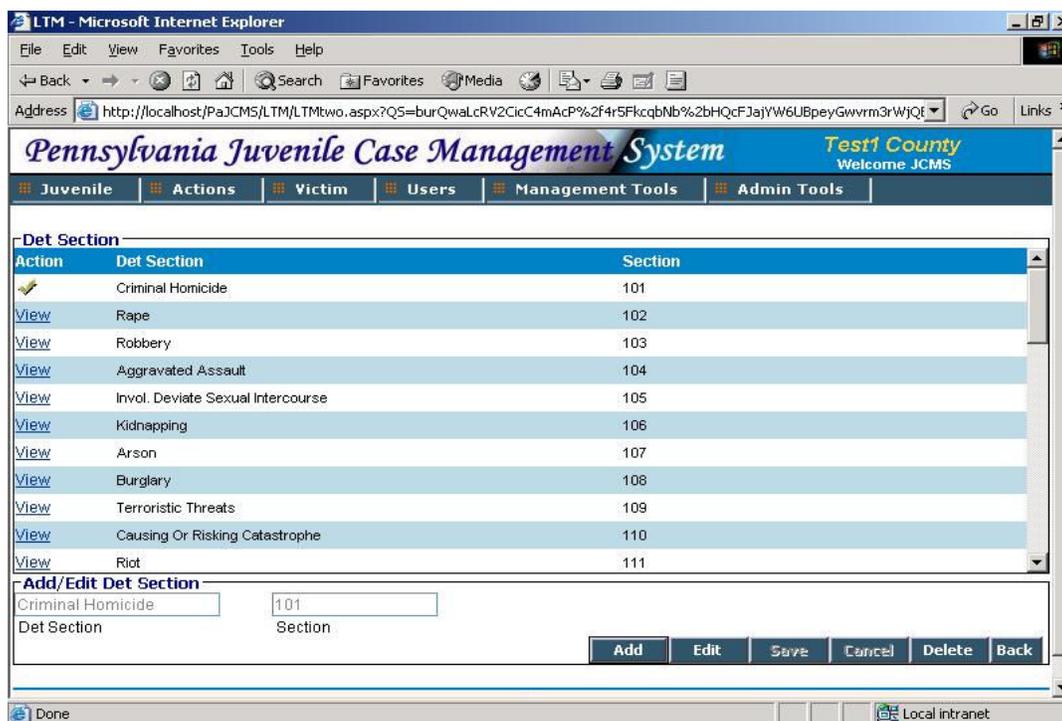
This screen is used to add or edit individual representatives.

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.



- 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

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.

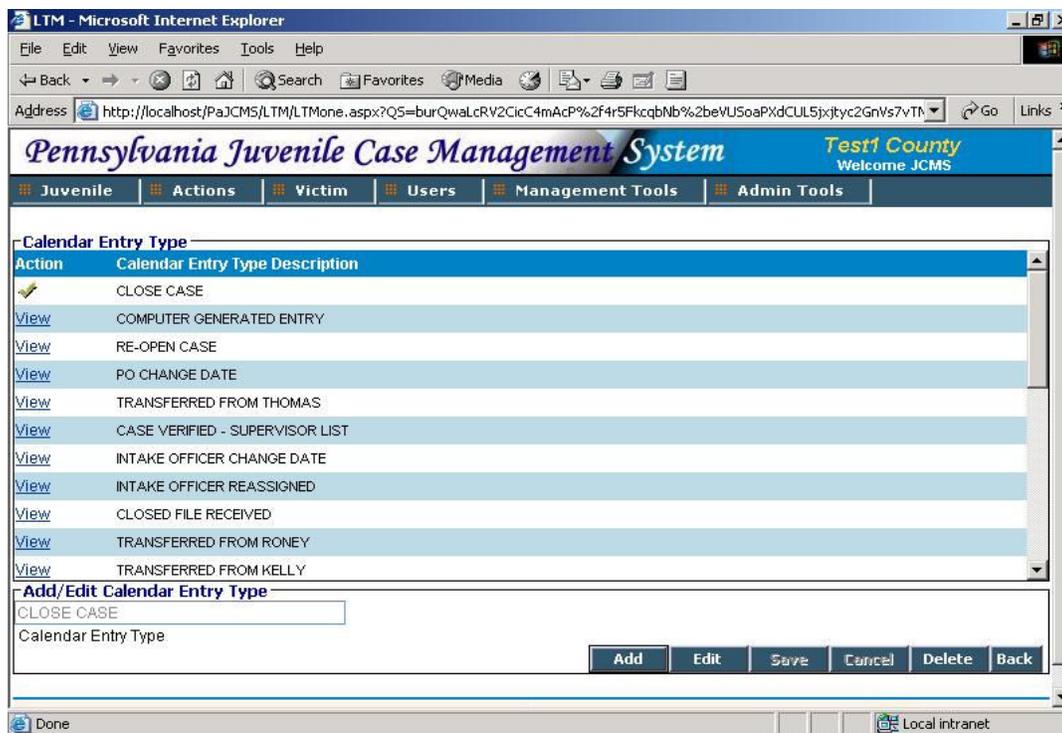
6.4 Office

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 .



- Click on **'Add'** to add a calendar entry type.
- Click on **'View'** 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

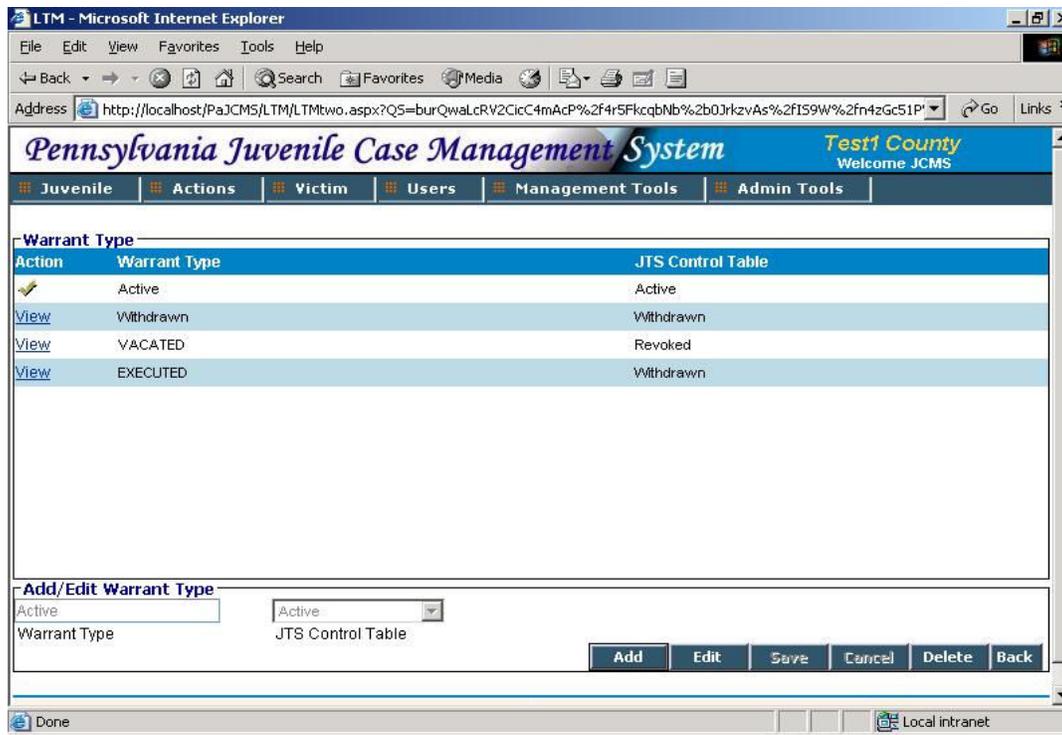
This screen is used to add or edit County Office types.

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.



- 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 **'View'** 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

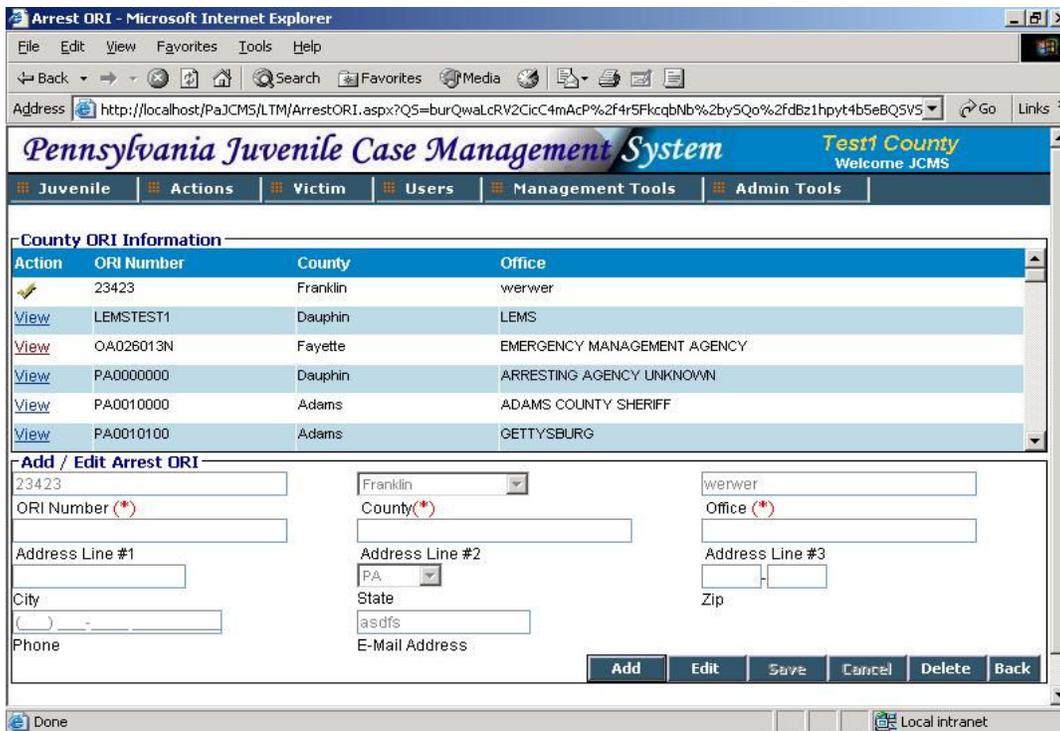
This screen is used to add or edit detention facilities. The entry fields are Detention Facility and its corresponding Out of Home Service Type. The Out of Home Service Type needs to be selected from a drop down.

6.4.3 Type III

It contains multiple entry fields.

6.4.3.1 Arrest ORI

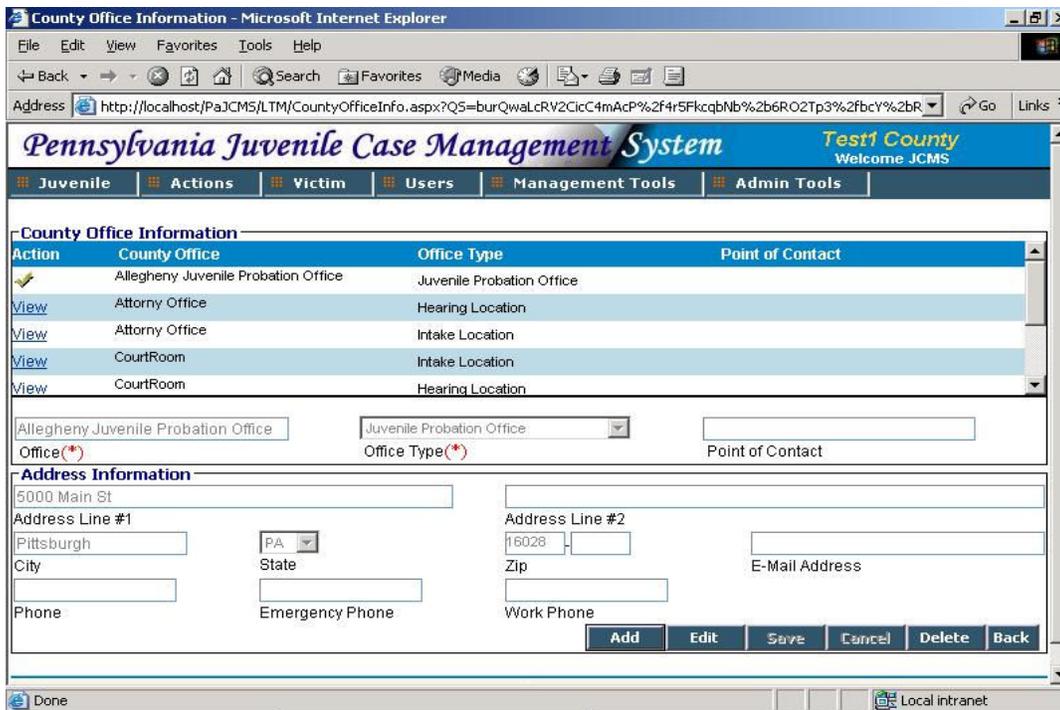
This screen is used to add or edit County Arrest ORI information. The list contains the ORI Number, County and Office.



- **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 '[View](#)' 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

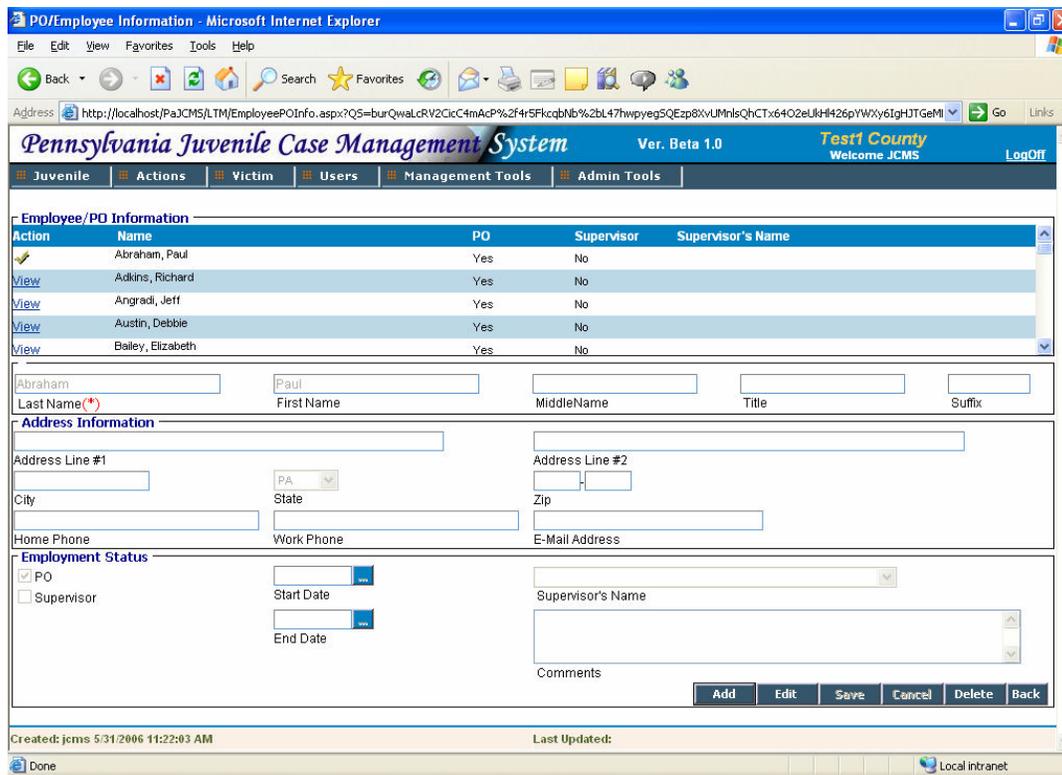
This screen is used to add or edit county office information.



- **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 '[View](#)' 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.



- 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 Supervisor. If an employee is made a Supervisor, his name will appear in the 'Supervisor's name' list after saving.
- Click on 'View' in the list to view a particular record. You can edit this record by clicking on 'Edit' and making the required changes.

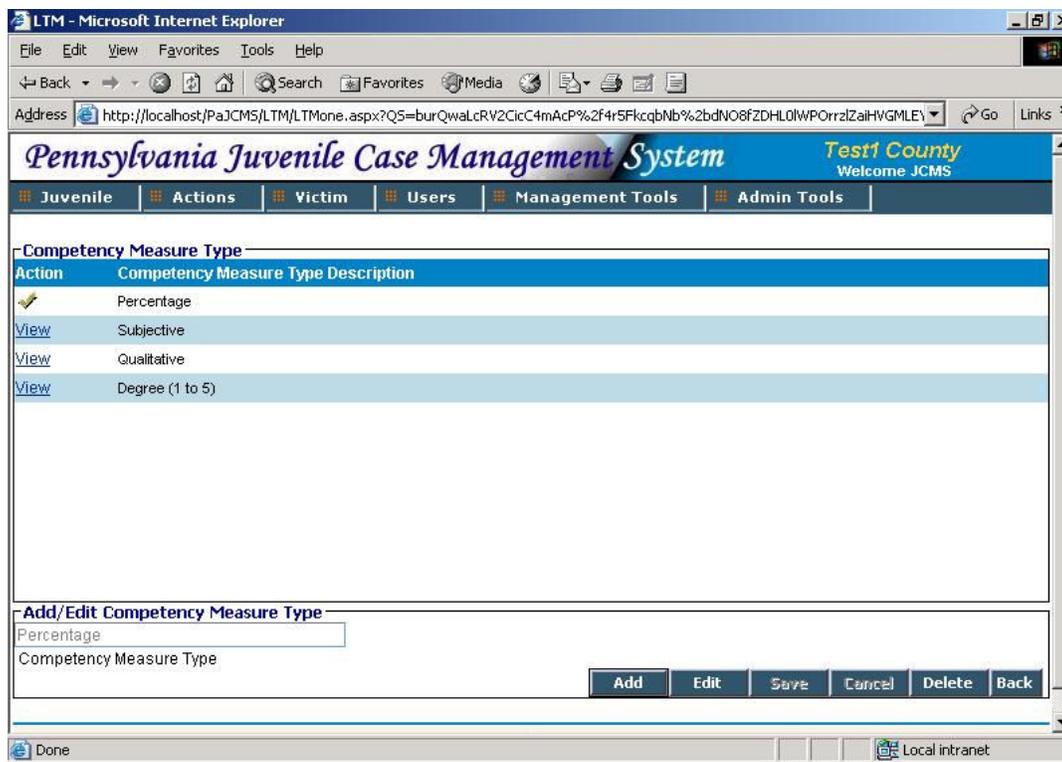
6.5 Others

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.



- Step 1: Click on **'Add'** to add a competency measure type.
- Step 2: Click on ['View'](#) 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

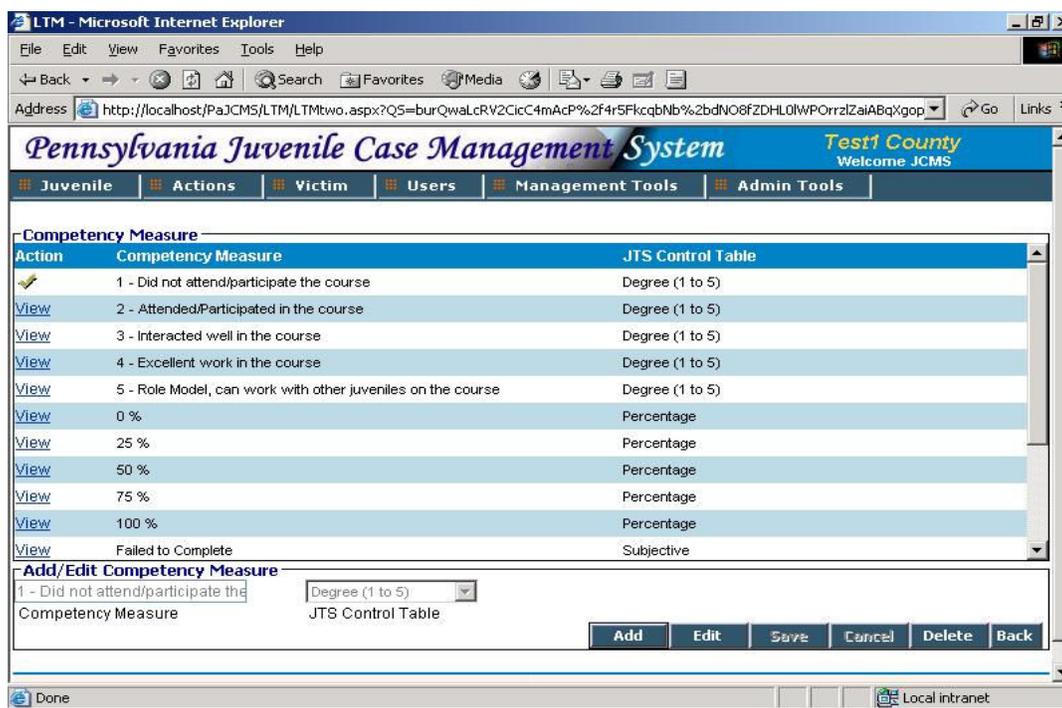
This screen is used to add or edit report categories.

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.



- Click on **'Add'** to add a competency measure. Enter the measure and select a value from the JTS Control table.
- Click on **'View'** 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

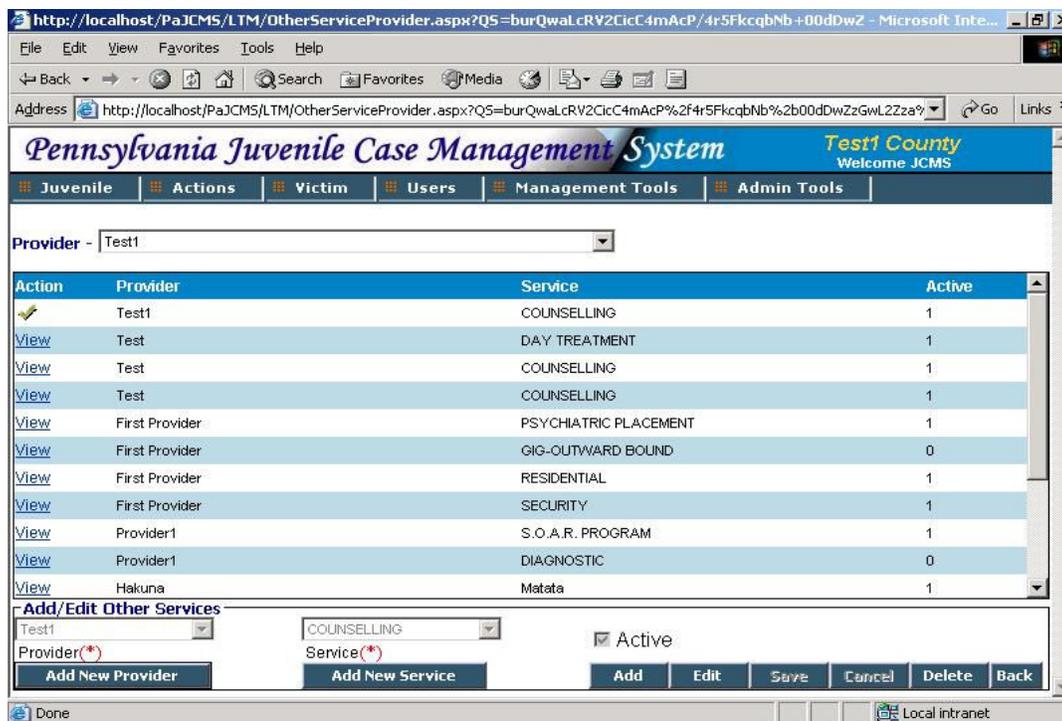
This screen is used to add or edit gang information. The entry fields are Gang Information and Gang name.

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.



- 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 –

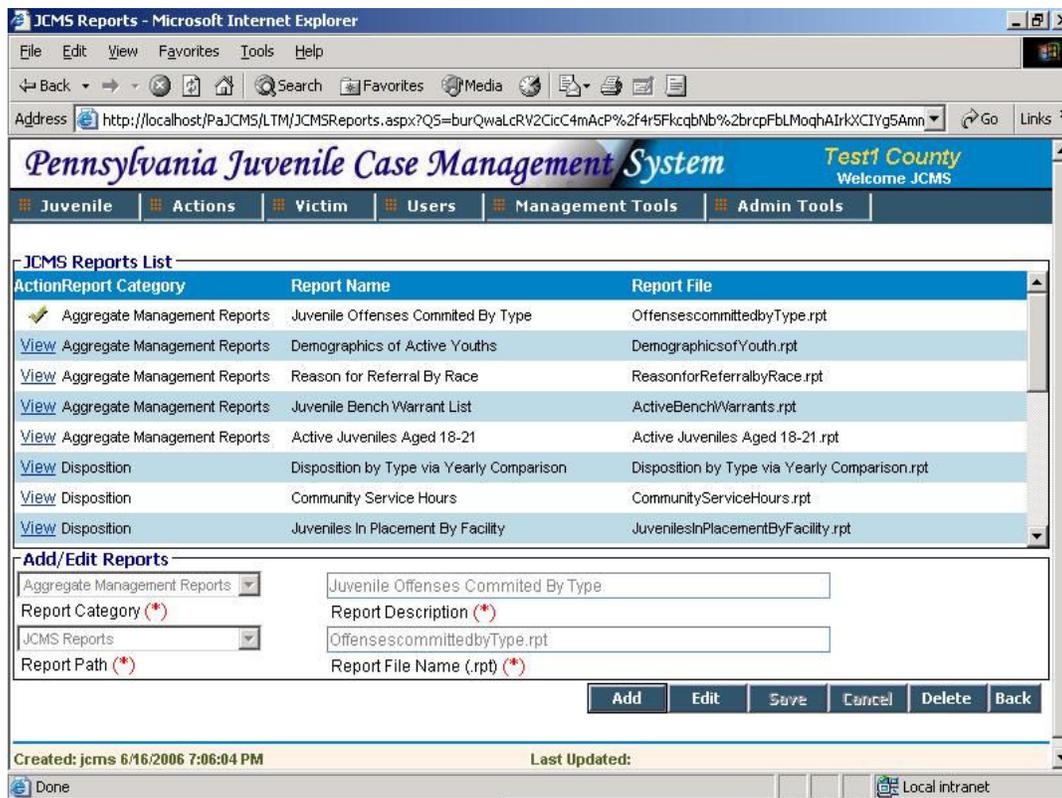
Click on Add New Provider to Add/Edit a Provider. A new screen opens up that lets you Add/Edit a Service Provider and check if they are Active or not.

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.



- 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.