



Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data
Gathering Environment

Juvenile and Adult Information
Screens User Manual

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Key/Legend




The BADGE application and the manuals use various styles and icons. Below are their explanations. The **BADGE Application** covers all BADGE modules while the **BADGE Module** covers this specific module.

Individual users may not have read or write privileges for every module; therefore, you may not be able to add, edit, or delete certain information in BADGE.

BADGE Application

Style/Symbol	Meaning
 Calendar Screen Icon	In order to select a date, click the Calendar Screen Icon and select the date.
 Printer Icon	In order to print a report or document, click the Printer Icon in the <i>Report Viewer</i> screen.
 Save Icon	In order to export and save a document, (i) click the Save Icon , and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the Save button.
 Scroll Bar	A Scroll Bar allows the user to move the window viewing area up, down, left, or right. The Scroll Bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
 Next Page Button	In order to go to the next page of a report, click the Next Page button.
 Magnifying Glass	Click the magnifying glass to expand a comment/textbox.

BADGE Module

Style/Symbol	Meaning
Bolded	Name of a function, key, button, or option.
Hyperlink	Press the Ctrl key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
<i>Italicized</i>	Name of a tab.
 Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
 Reference Bullet	Refer to another page or resource for additional information.
	Denotes mandatory fields that must be completed before data can be saved.
<u><i>Underlined and Italicized</i></u>	Name of a screen.

The BADGE manuals are instructional guides for users to understand how to use BADGE. The BADGE manuals will apply the same formatting but individual information. This manual addresses the Juvenile and Adult Information screens in BADGE.

Updates to the manuals are made frequently and uploaded to DJJ's website without any notification. For this reason, it is recommended that you access the manuals solely through the website instead of downloading and printing them to ensure that you have the most up-to-date version.

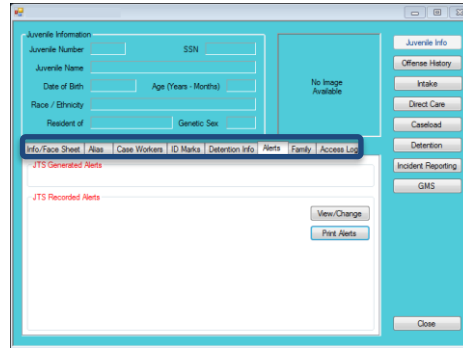
Juvenile Information Screen

From the Juvenile Information screen, you can access the juvenile number, Social Security Number, last name, first name, middle initial (if provided), date of birth, age, race/ethnicity, residence information, genetic sex, and an image (if available).

Juvenile Info Button

The Juvenile Information screen consists of eight tabs with additional juvenile information, such as the Info/Face Sheet, Alias, Case Workers, ID Marks, Detention Info, Alerts, Family, and Access Log tabs.

The **Juvenile Information** at the top of the screen cannot be edited.



1. Alerts Tab

When the Juvenile Information screen opens, the Alerts tab will be displayed. This tab shows the **JTS Generated Alerts** and **JTS Recorded Alerts**, along with a description for each alert.

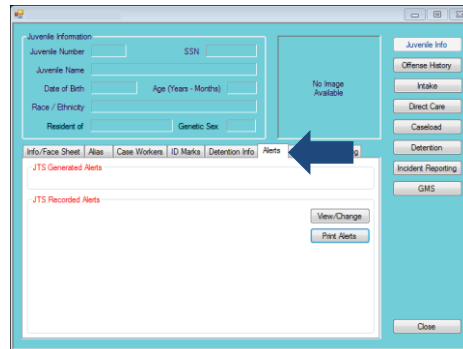
The Alerts tab can also be accessed by clicking on the **Alert! Info** button found on various BADGE screens.



The **Alert! Info** button will be **red** if the juvenile has documented alerts.

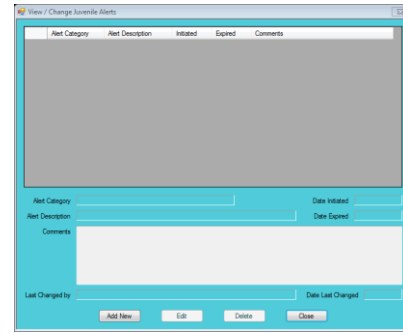
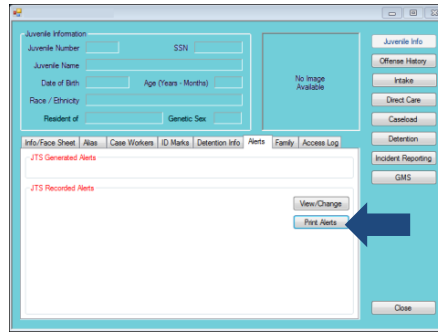


If the juvenile does not have any alerts, DO NOT put in an alert stating the juvenile has no alerts.



Information Found Under the Alerts Tab:

- **JTS Generated Alerts** are automated alerts created by BADGE based on case-specific information that has been recorded in the system. These alerts cannot be entered, edited, or deleted by the user from this screen.
 - **JTS Recorded Alerts** are current or expired alerts that are manually entered by a user. A user with the appropriate privileges can expire an existing alert, even if the user did not initially create the alert.
- a. **View/Change Button**
- i. The **View/Change** button allows you to input new, edit existing, or delete **JTS Recorded Alerts**. Click the **View/Change** button and the View/Change Juvenile Alerts screen will appear.

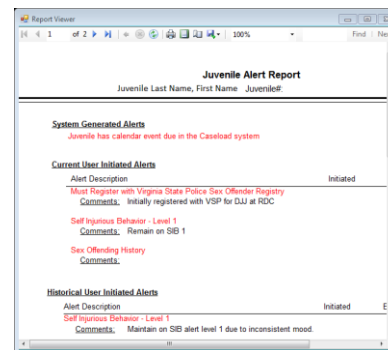
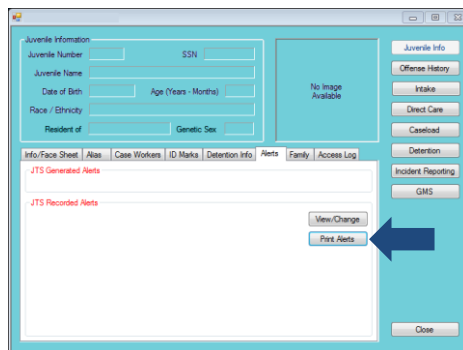


Only the **Date Expired** and the information in the **Comments** textbox can be edited. The **Date Expired** can **ONLY** be edited if it was not previously entered.

Information in the **Comments** textbox must be as detailed as possible.

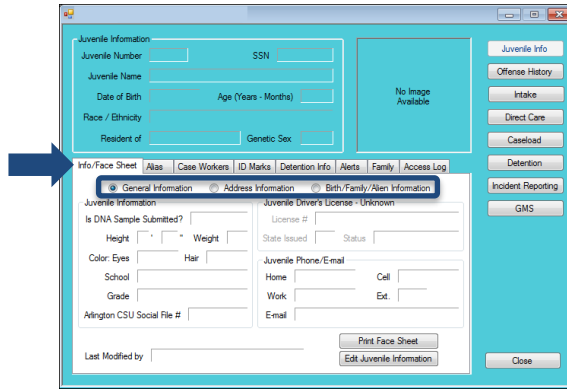
Delete should be used for removing an incorrect alert entry **ONLY**. If the alert is no longer valid, edit the alert and add the **Date Expired**.

1. The **Last Changed by** field will auto-populate with the name of the user who made the changes and the **Date Last Changed** field will auto-populate with the date the most recent changes were made.
- ii. **Add New Button**
 1. (i) Click the **Add New** button, and the fields on the bottom-half of the screen will become accessible, select the (ii) **Alerts Category** and (iii) **Alert Description** from the drop-down menus, and (iv) select the **Date Initiated** from the calendar screen. You do not need to select the **Date Expired** at this time. (v) Type any information about the alert in the **Comments** textbox and (vi) click the **Save** button.
- iii. **Edit Button**
 1. (i) Select an alert, and the row will be highlighted in *blue*, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button.
- iv. **Delete Button**
 1. (i) Select an alert, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.
- v. **Close Button**
 1. Click the **Close** button and you will return to the Juvenile Information screen.
- b. **Print Alerts Button**
 - i. The **Juvenile Alert Report** consists of all the alert information related to the specific juvenile. Click the **Print Alerts** button, and the Report Viewer screen will appear, and the report will be displayed.



2. Info/Face Sheet Tab

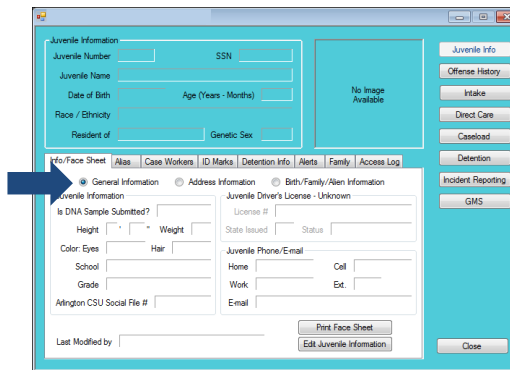
This tab consists of the **General Information**, **Address Information**, and **Birth/Family/Alien Information** radio buttons.



a. **General Information Radio Button**

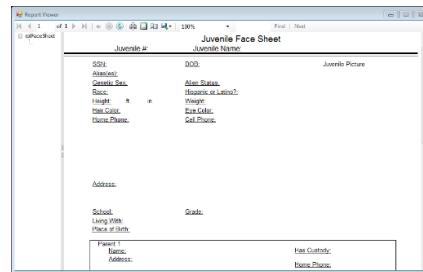
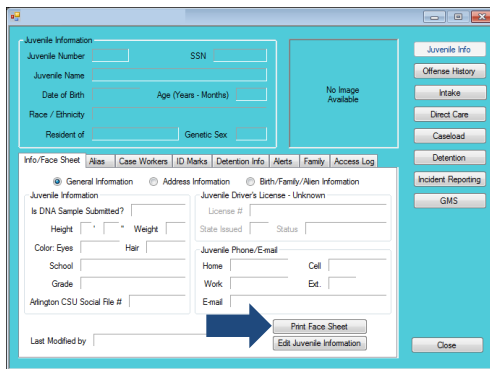
Information found under the **General Information** radio button under the *Info/Face Sheet* tab:

- Juvenile Information
- Juvenile Driver's License
- Juvenile Phone/E-mail
- Last Modified by
 - The **Last Modified by** field will auto-populate with the name of the user who made modifications to the juvenile's record and the date those changes occurred.



i. **Print Face Sheet Button**

1. The **Juvenile Face Sheet** displays demographic, family, caseload status, caseworker, and identifying marks information. Click the **Print Face Sheet** button, and the Report Viewer screen will appear, and the report will be displayed.

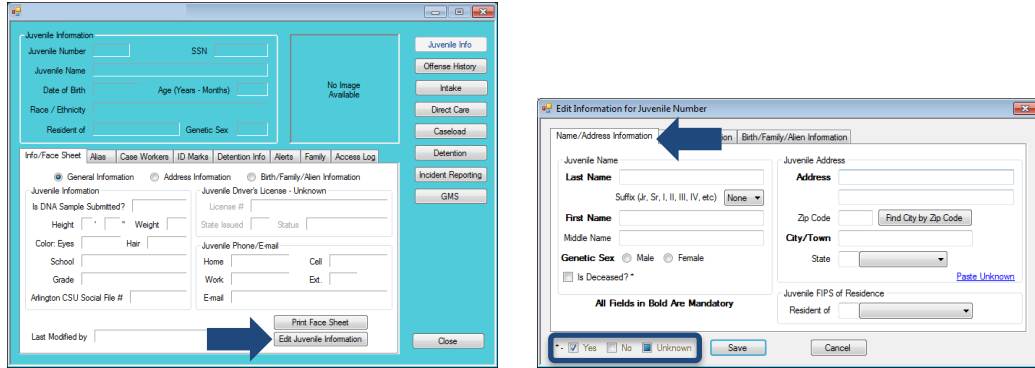


ii. **Edit Juvenile Information Button**

1. Click the **Edit Juvenile Information** button and the Edit Information screen will appear. The Edit Information screen consists of the *Name/Address Information*, *General Information*, and *Birth/Family/Alien Information* tabs.

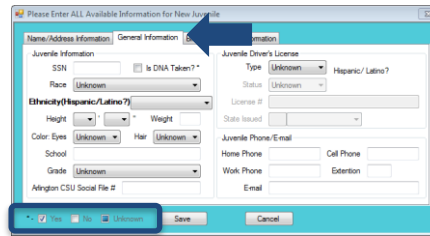
a. **Name/Address Information Tab**

- i. From the *Name/Address Information* tab, you can edit the **Juvenile Name, Genetic Sex, Juvenile Address, and Juvenile FIPS of Residence** fields. (i) Edit the information and (ii) click the **Save** button.



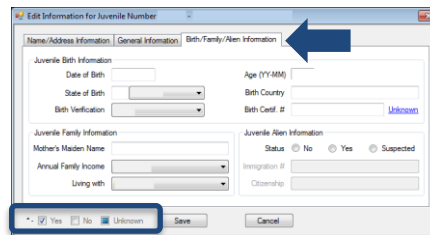
b. **General Information Tab**

- i. From the *General Information* tab, you can edit the **Juvenile Information, Juvenile Driver's License, and Juvenile Phone/E-mail** fields. (i) Edit the information and (ii) click the **Save** button.



c. **Birth/Family/Alien Information Tab**

- i. From the *Birth/Family/Alien Information* tab, you can edit the **Juvenile Birth Information, Juvenile Family Information, and the Juvenile Alien Information** fields. (i) Edit the information and (ii) click the **Save** button.



b. **Address Information Radio Button**

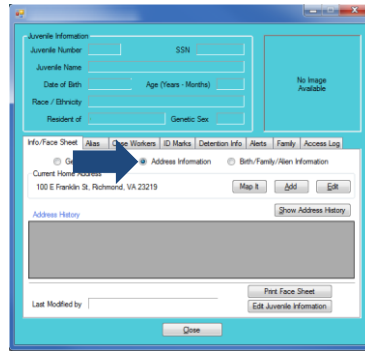
Information found under the **Address Information** radio button under the *Info/Face Sheet* tab:

- Current Home Address
- Address History
- Last Modified by

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town, State, and Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

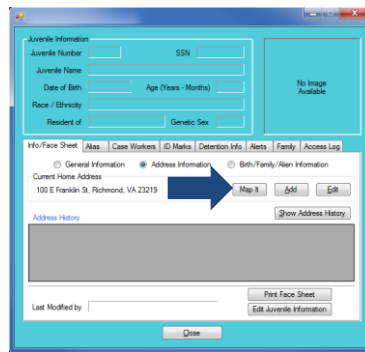
The Yes/ No/ Unknown legend can be found in the lower left corner of the Edit Information screen. Follow this legend for any question that has an asterisk (*) next to it.

If you are making edits in multiple tabs in the Edit Information screen, you can click the **Save** button when all of the edits are completed.



i. **Map It Button**

1. The **Map It** button allows juvenile addresses saved in the system to be geocoded and viewed on a map. The **Map It** button will only appear for cases that have geocoded addresses. If no current home address is recorded, if the juvenile's address has changed, or if the current home address is not geocoded, you can use the **Add** and **Edit** buttons to update the address.
2. To map a geocoded juvenile address, (i) click the **Map It** button and the Map Addresses screen will appear.



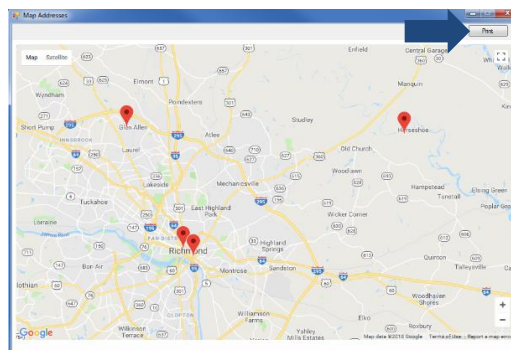
a. **Map Addresses Screen**

- i. The Map Addresses screen shows the selected address as a point on a map. From the Map Addresses screen you can zoom in or out on the map, change to display a satellite image, and print.

1. **Print Button**

- a. Click the **Print** button to print the map.

You can only open one address at a time on the Google map.

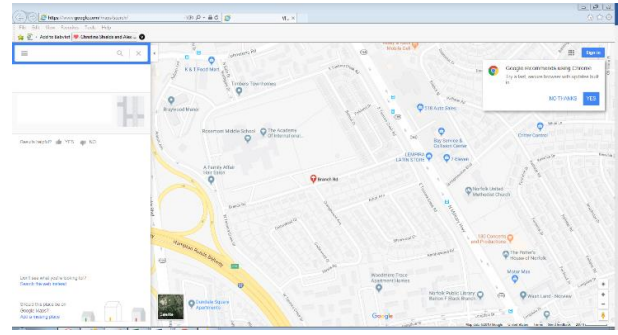
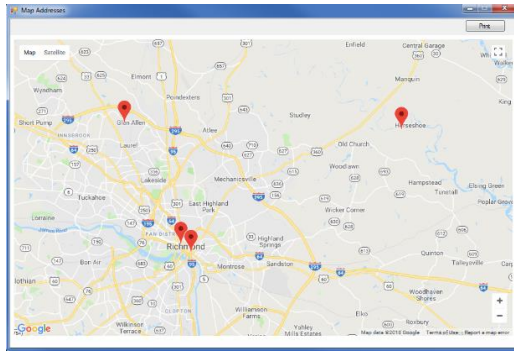


2. To view an individual mapped address point, (i) click the individual address point, and the juvenile number and selected address will appear, (ii) click the hyperlinked address, and the internet will appear displaying the Google map of the address.

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You can type the state abbreviation and the **City/County of Residence** if you do not want to use the drop-down menus.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town, State, and Juvenile FIPS of Residence** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.



ii. Add Button

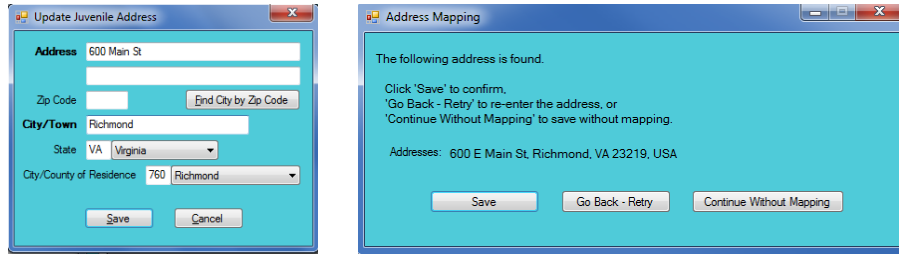
- (i) Click the **Add** button, and the Enter Juvenile Address screen will appear, type the (ii) **Address**, (iii) **Zip Code**, and (iv) **City/Town**, select the (v) **State** and (vi) **City/County of Residence** from the drop-down menus, (vii) click the **Save** button, and you will return to the **Address Information** radio button under the *Info/Face Sheet* tab.

iii. Edit Button

- (i) Click the **Edit** button, and the Update Juvenile Address screen will appear, (ii) edit the information, (iii) click the **Save** button when the edits are completed, and you will return to the Address Information screen under the *Info/Face Sheet* tab.

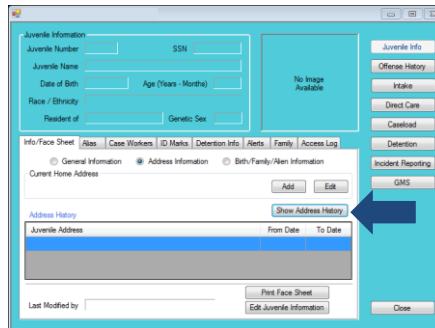
The address fields are for the juvenile's *home* address and should not list the address of any placements in which they reside (e.g., Bon Air JCC, or a CPP).

- After adding or editing an address on the Update Juvenile Address screen, click the **Save** button and the Address Mapping screen will appear. The Address Mapping screen will show the possible match in the database of geocoded addresses. (i) Click **Save** to confirm and continue, (ii) **Go Back – Retry** to return to the Update Juvenile Address screen to continue editing the record, or click **Continue Without Mapping** to save the non-geocoded address.



iv. **Show Address History Button**

1. Click the **Show Address History** button and the juvenile's previous addresses and timeframes during which they resided at each address will be displayed.



v. **Print Face Sheet Button**

1. The **Juvenile Face Sheet** displays demographic, family, caseload status, caseworker, and identifying marks information. Click the **Print Face Sheet** button, and the *Report Viewer* screen will appear, and the report will be displayed.

vi. **Edit Juvenile Information Button**

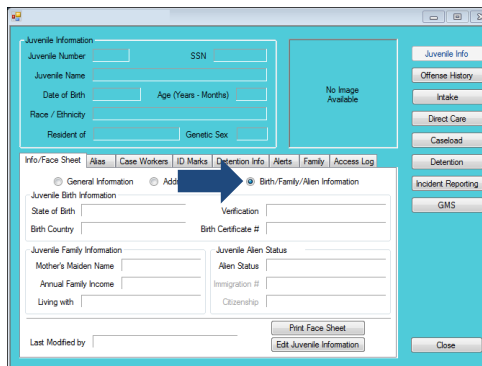
1. Click the **Edit Juvenile Information** button and the *Edit Information* screen will appear.

Refer to the [Info/Face sheet](#) section on how to navigate the **Edit Juvenile Information** button.

c. **Birth/Family/Alien Information Radio Button**

Information found under the **Birth/Family/Alien Information** radio button under the *Info/Face Sheet* tab:

- Juvenile Birth Information
- Juvenile Family Information
- Juvenile Alien Status
- Last Modified by




i. **Print Face Sheet Button**

1. The **Juvenile Face Sheet** displays demographic, family, caseload status, caseworker, and identifying marks information. Click the **Print Face Sheet** button, and the *Report Viewer* screen will appear, and the report will be displayed.

ii. **Edit Juvenile Information Button**

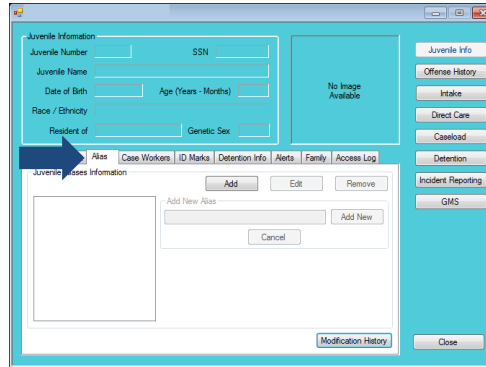
1. Click the **Edit Juvenile Information** button and the Edit Information screen will appear.

 Refer to the [Info/Face Sheet](#) section on how to navigate the **Edit Juvenile Information** button.

3. Alias Tab

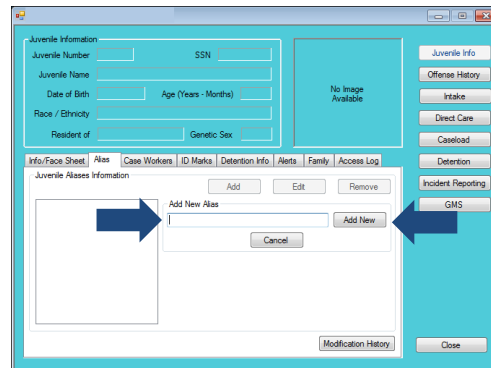
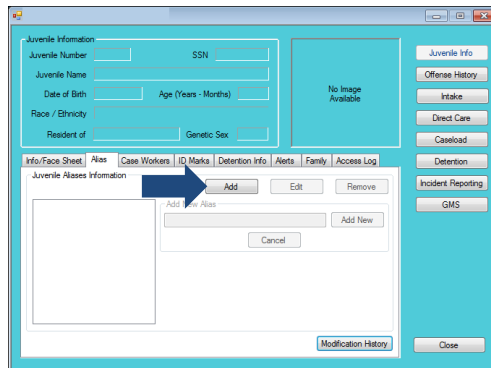
Information found under the *Alias* tab:

- Juvenile Aliases Information
- Modification History




a. Add Button

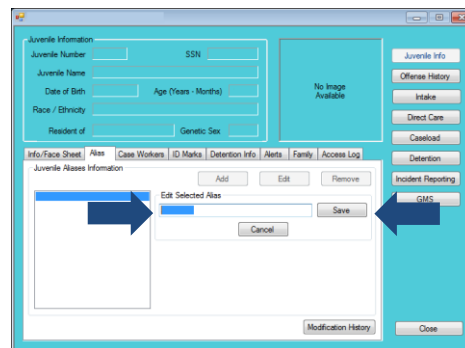
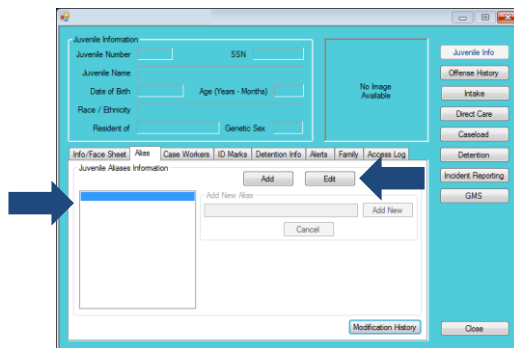
- (i) Click the **Add** button, and the **Add New Alias** field will become accessible, (ii) type the new alias, (iii) click the **Add New** button, and the new alias will appear in the box on the left.



b. Edit Button

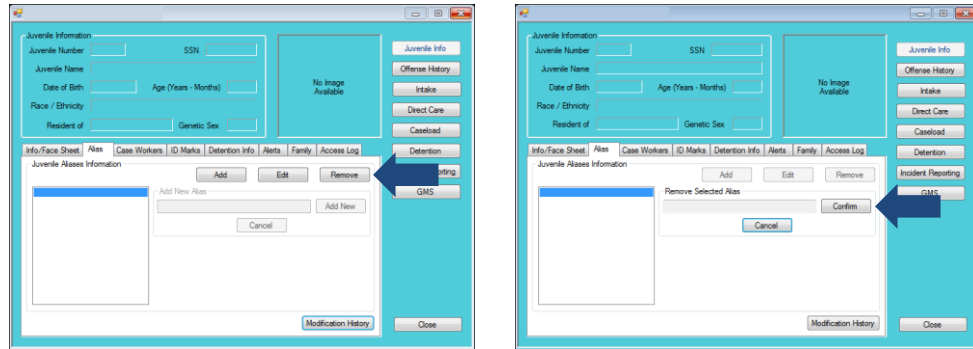
- (i) Select the alias, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the selected alias will appear in the **Edit Selected Alias** textbox, (iii) edit the alias, (iii) click the **Save** button when the edits are completed, and the updated alias will appear in the box on the left.

 An alias should be edited **ONLY** if a typo exists.



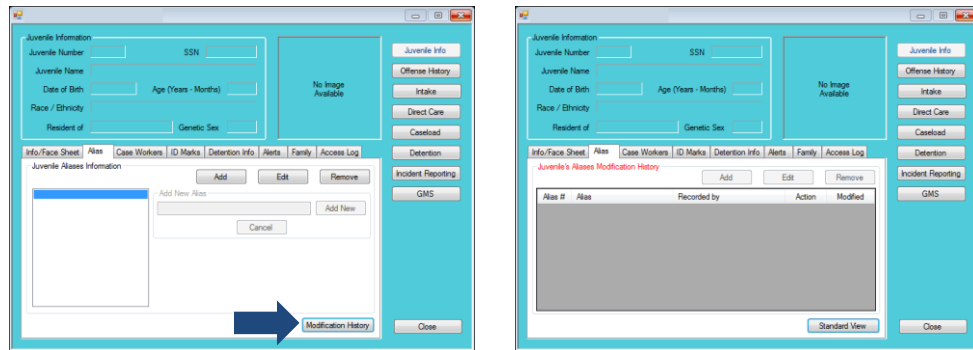
C. Remove Button

- i. (i) Select an alias, and the row will be highlighted in *blue*, (ii) click the **Remove** button, and the selected alias will appear in the **Remove Selected Alias** textbox, (iii) click the **Confirm** button, and the selected alias will be removed from the box on the left.



d. Modification History Button

- i. The **Juvenile's Aliases Modification History** consists of the alias #, alias name, the name of the employee who recorded the information, the action (i.e., Inserted, Updated, Deleted), and the date of the modification. Click the **Modification History** button, and the juvenile's aliases modification history will appear.



4. Case Workers Tab

Information found under the *Case Workers* Tab:

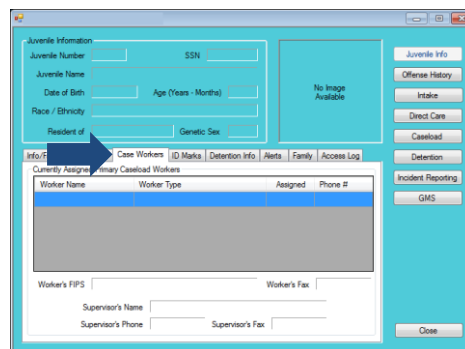
- Currently Assigned Primary Caseload Workers
 - Worker Name
 - Worker Type
 - Date Assigned
 - Phone Number
- Worker's FIPS
- Worker's Fax
- Supervisor's Name
- Supervisor's Phone
- Supervisor's Fax

An alias should be removed **ONLY** when an alias was added in error.

To return to the Standard View, click the **Standard View** button. The **Standard View** button is located where the **Modification History** button was located.

Information found on the *Case Workers* tab cannot be edited.

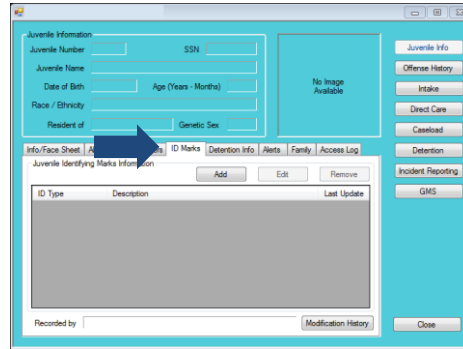
Worker's FIPS will be blank for direct care staff.



5. ID Marks Tab

Information found under the *ID Marks* Tab:

- Juvenile Identifying Marks Information
 - ID Type
 - Description
 - Date Last Update
- Recorded by
 - The **Recorded by** field will auto-populate with the name of the user who entered in the information.

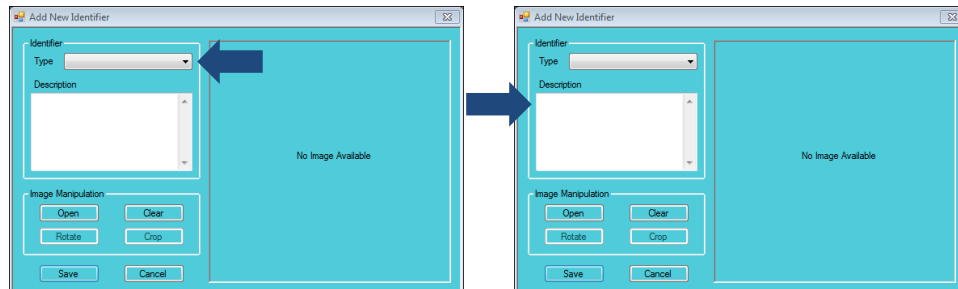


a. Add Button

- i. (i) Click the **Add** button, and the Add New Identifier screen will appear, (ii) select the **Type** from the drop-down menu, and if using **Front Photo**, refer to step (b) below, (iii) type the description of the identifying mark in the **Description** textbox, (iv) click the **Save** button, and you will return to the *ID Marks* tab under the Juvenile Information screen.

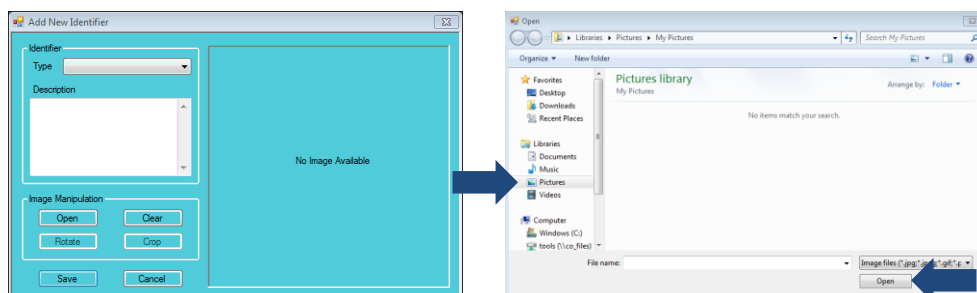
The **Rotate** and **Crop** buttons will not be accessible unless an image is uploaded.

Information in the **Description** textbox must be as detailed as possible.



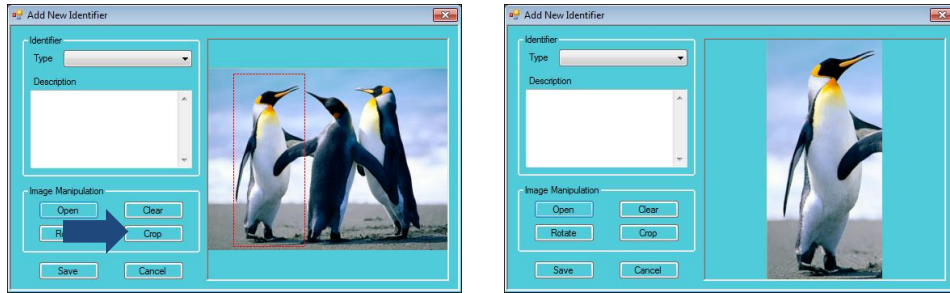
- ii. If you are adding a **Front Photo**, you must add an image in accordance with CSU Procedure # VOL III-3.4.94.06. (i) Select **Front Photo** from the **Type** drop-down menu, (ii) type the description of the **Front Photo**, (iii) click the **Open** button, and the Open screen will appear, (iv) search and (v) select the image, and (vi) click the **Open** button. You can also select the image by double clicking the image. You will return to the Add New Identifier screen and the selected image will appear, and (vii) click the **Save** button, and you will return to the *ID Marks* tab on the Juvenile Information screen.

A photo should be added only when **Front Photo** is selected as the **Type**.



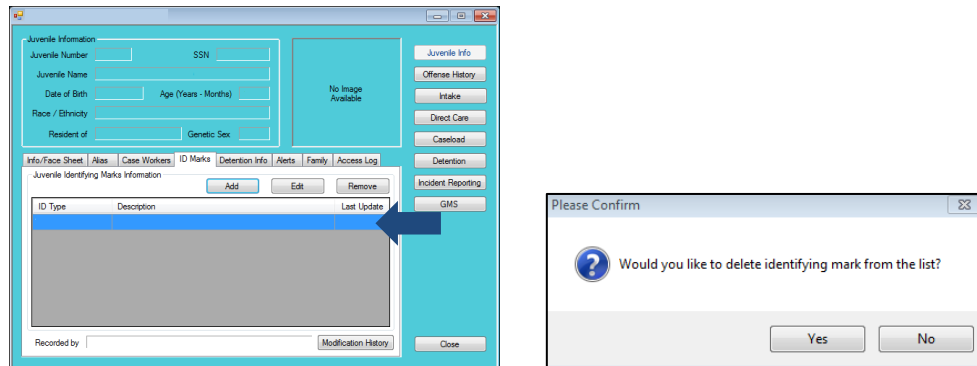
- iii. **Clear Button**
 1. Click the **Clear** button and the image will be deleted.
- iv. **Rotate Button**
 1. (i) Click the **Rotate** button, and the image will rotate counterclockwise, (ii) continue to click the **Rotate** button until the image is right-side up, and (iii) click the **Save** button.
- v. **Crop Button**
 1. (i) Click and drag the cursor to form a **red** box around the section of the image you want to crop, (ii) click the **Crop** button, and (iii) click the **Save** button.

If the cropped image does not display the correct area, click the **Revert** button and crop the image again.

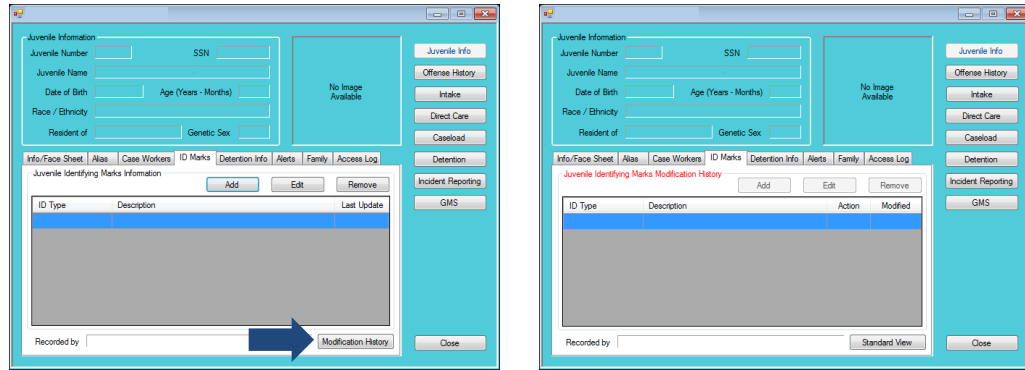


- b. **Edit Button**
 - i. (i) Select an identifying mark, and the row will be highlighted in **blue**, (ii) click the **Edit** button, and the *Edit Identifier* screen will appear, (iii) edit the information, (iv) click the **Save** button, and you will return to the *ID Marks* tab on the Juvenile Information screen.
- c. **Remove Button**
 - i. (i) Select an identifying mark, and the row will be highlighted in **blue**, (ii) click the **Remove** button, and the *Please Confirm* screen will appear, (iii) click the **Yes** button to delete the identification mark, and you will return to the *ID Marks* tab on the Juvenile Information screen.

To return to the Standard View, click the **Standard View** button. The **Standard View** button is located where the **Modification History** button was located.

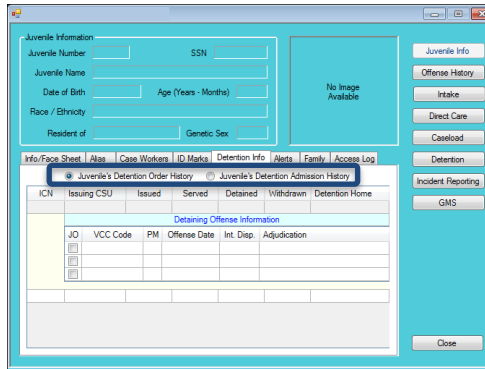


- d. **Modification History Button**
 - i. Click the **Modification History** button. The modification history of the juvenile's identifying marks consists of the ID type, description of the identifying mark, the action (i.e., Deleted, Updated, or Inserted), and the date of the modification.



6. Detention Info Tab

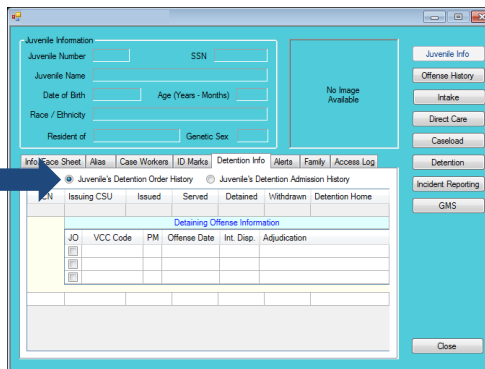
This tab consists of the **Juvenile’s Detention Order History** and **Juvenile’s Detention Admission History** radio buttons.



Information found under the **Juvenile’s Detention Order History** radio button under the *Detention Info* Tab:

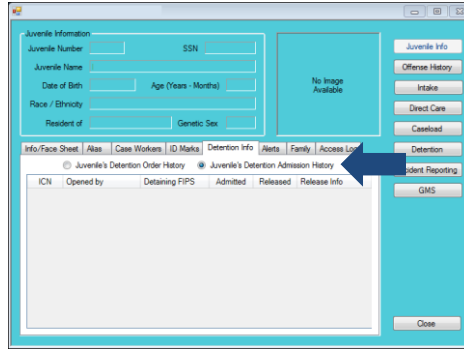
- Corresponding ICN
- Issuing CSU
- Date Detention Order Issued
- Served and/or Withdrawn (if applicable)
- Date Juvenile Detained
- Name of Detention Center

Information found on the *Detention Info* tab cannot be edited.



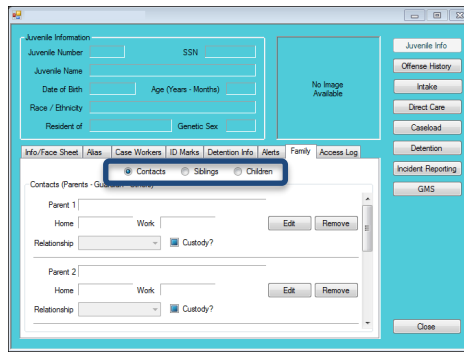
Information found under the **Juvenile’s Detention Admission History** radio button under the *Detention Info* tab:

- Corresponding ICN
- Detention Staff Member
- Detaining FIPS
- Date of Admission
- Date of Release (if applicable)
- Party Juvenile Released To (if applicable)



7. **Family Tab**

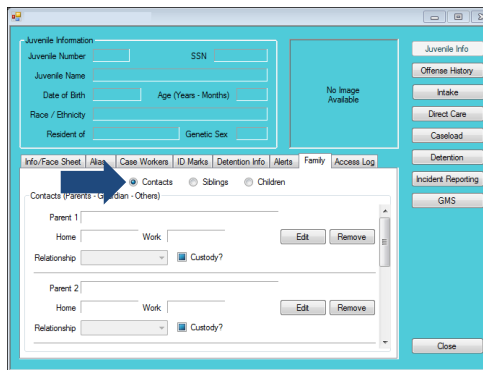
This tab consists of the **Contacts**, **Siblings**, and **Children** radio buttons.



b. **Contacts Radio Button**

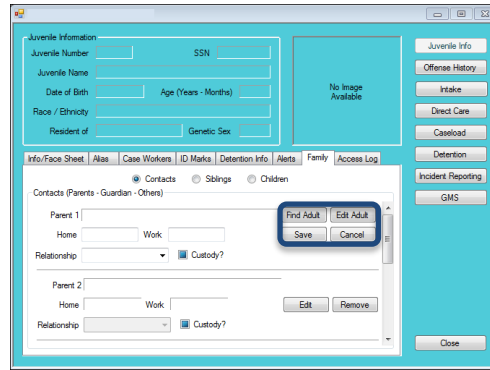
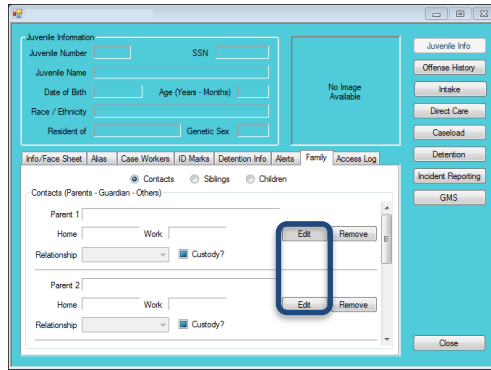
Information found under the **Contacts** radio button under the *Family* Tab:

- Family Information
 - Parents
 - Guardians
 - Others



i. **Edit Button**

1. If you would like to edit existing contact information or add new contact information, click the **Edit** button.

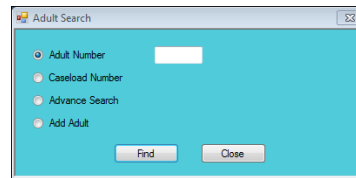
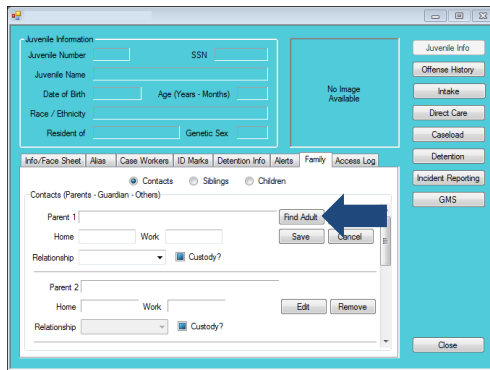


The **Find Adult** button should be used when searching for an adult. The **Edit Adult** button should be used to edit existing information.

2. Find Adult Button

a. Click the **Find Adult** button and the Adult Search screen will appear. This screen consists of three adult search options. If the search does not return the adult, and you have ensured that an adult record does not exist, proceed with adding a new adult.

- Refer to [Login & Search User Manual](#) on how to navigate tan adult search.
- Refer to [Intake Module User Manual](#) on how to navigate adding a new adult.



b. After searching for an adult, select the **Relationship** from the drop-down.

3. Custody Checkbox

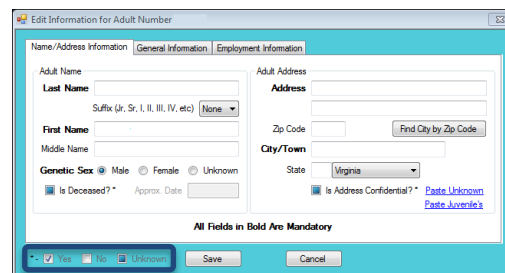
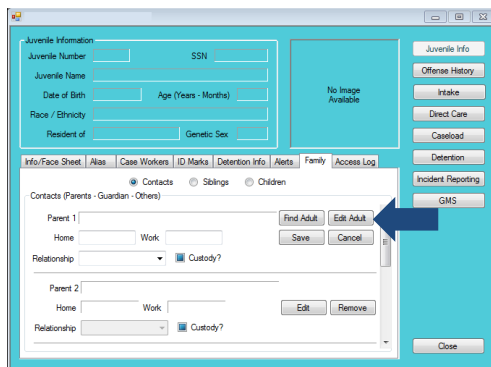
a. If the contact has custody of the juvenile, click the **Custody** checkbox. If the contact does not have custody of the juvenile, the **Custody** checkbox needs to be empty. If the custody information is unknown or has not been determined by the court, the **Custody** checkbox needs to be *blue*.

4. Edit Adult Button

a. (i) Click the **Edit Adult** button, and the Edit Information screen will appear, (ii) edit the information, and (iii) click the **Save** button.

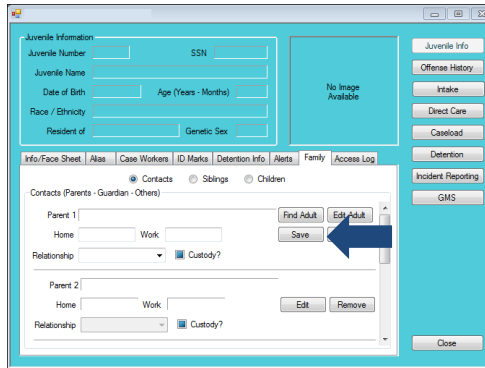
If the guardian is assigned by DSS, place a check mark in the **Is DSS?** checkbox.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.



5. Save Button

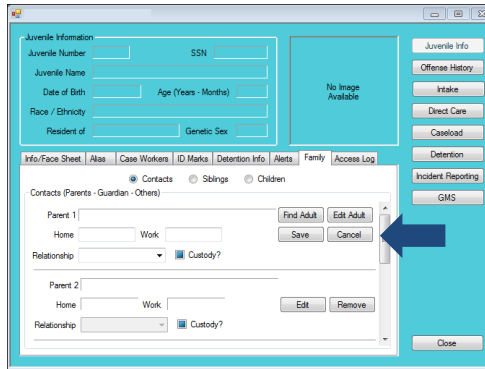
a. Click the **Save** button to save the new information.



6. **Cancel Button**

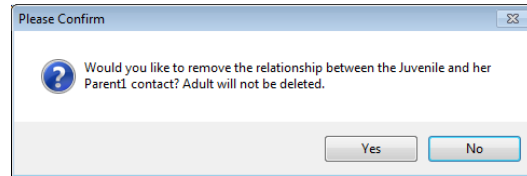
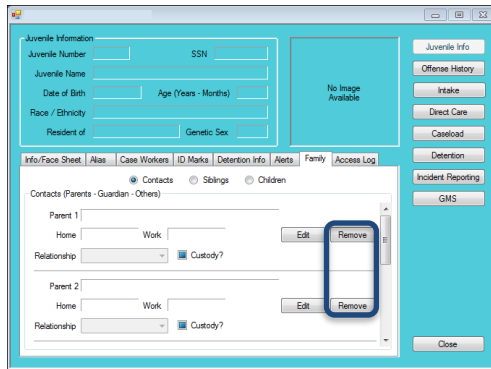
- a. Click the **Cancel** button to cancel the edit.

If you click the **Cancel** button without saving changes or additions, the new information will be erased.



ii. **Remove Button**

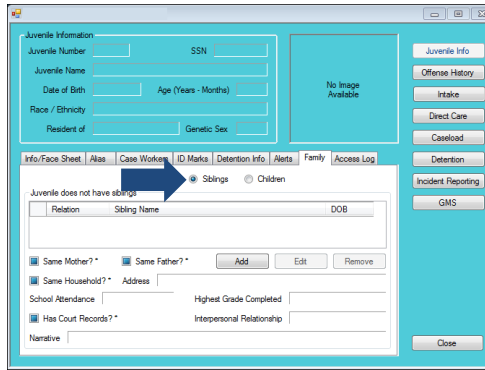
- 1. (i) Click the **Remove** button, and the Please Confirm screen will appear, (ii) click the **Yes** button, and you will return to the Contacts screen under the *Family* tab.



c. **Siblings Radio Button**

Information found under the Siblings radio button under the *Family* Tab:

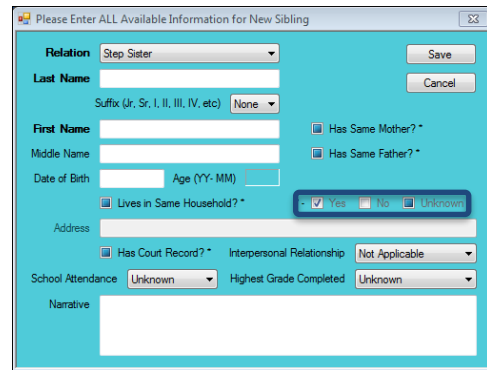
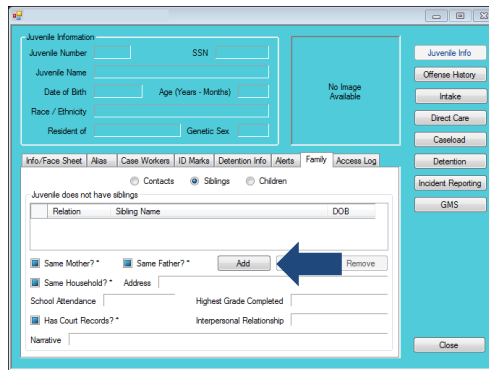
- Juvenile's Siblings
 - Number of Siblings
 - Relationship
 - Name
 - Date of Birth
 - School Attendance
 - Highest Grade Completed
 - Interpersonal Relationship



i. **Add Button**

1. (i) Click the **Add** button, and the *Please Enter ALL Available Information for New Sibling* screen will appear, (ii) select the **Relation** type from the drop-down menu, and type the sibling's (iii) **Last Name**, (iv) **First Name**, (v) **Middle Name**, and (vi) **Date of Birth**. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**.

The Yes/ No/ Unknown legend can be found on this screen. Follow this legend for any question that has an asterisk (*) next to it.



2. **Has Same Mother?* Checkbox**

- a. If the juvenile and the sibling have the same mother, click the **Has Same Mother?* checkbox**.

3. **Has Same Father?* Checkbox**

- a. If the juvenile and the sibling have the same father, click the **Has Same Father?* checkbox**.

4. **Lives in Same Household?* Checkbox**

- a. If the juvenile and the sibling live in the same household, click the **Lives in Same Household?* checkbox**.

5. **Has Court Record?* Checkbox**

- a. If the juvenile's sibling has a court record, click the **Has Court Record?* checkbox**.

6. Select the (i) **School Attendance**, (ii) **Interpersonal Relationship**, and (iii) **Highest Grade Completed** from the drop-down menus, (iv) type any information about the sibling into the **Narrative** textbox, (v) click the **Save** button, and you will return to the **Siblings** radio button under the *Family* tab.

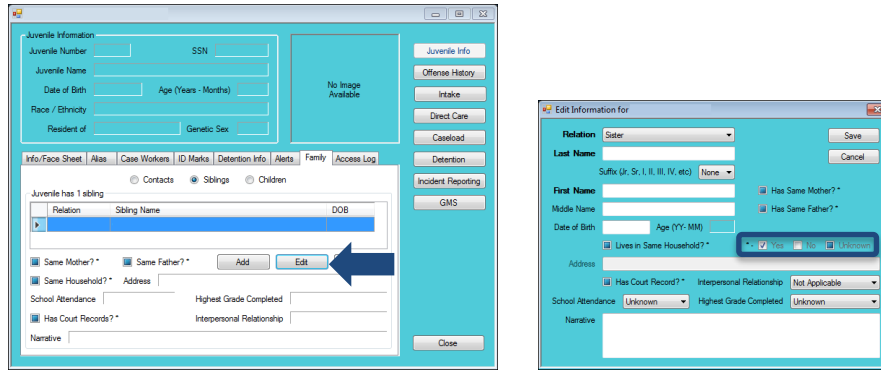
7. **Cancel Button**

- a. Click the **Cancel** button and you will return to the **Siblings** radio button under the *Family* tab.

ii. **Edit Button**

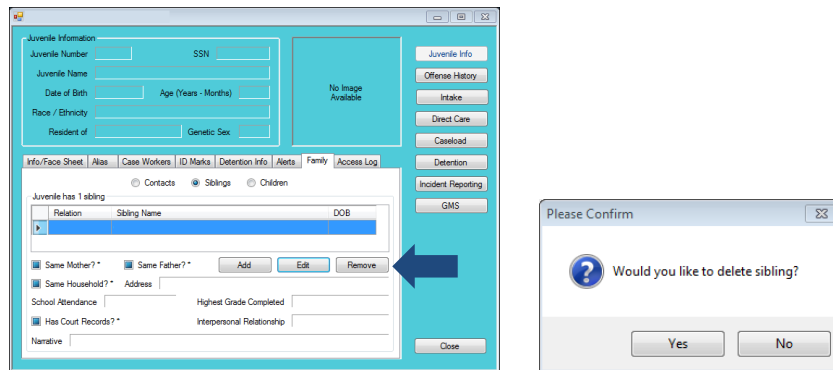
1. (i) Select the sibling's name, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the *Edit Information* screen will appear, (iii) edit the information, and (iv) click the **Save** button.

Information in the **Narrative** textbox must be as detailed as possible.



iii. Remove Button

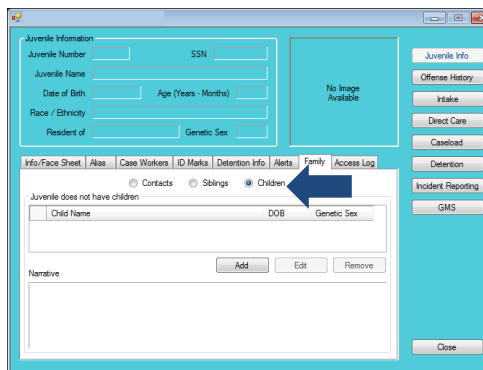
1. (i) Select the sibling's name, and the row will be highlighted in blue, (ii) click the **Remove** button, and the Please Confirm screen will appear, and (iii) click the **Yes** button to delete the sibling.



d. Children Radio Button

Information found on the **Children** radio button under the *Family* Tab:

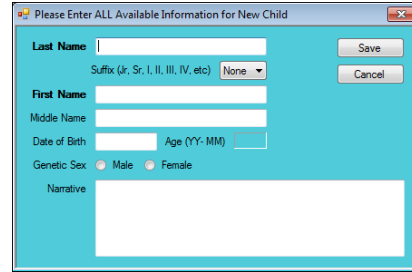
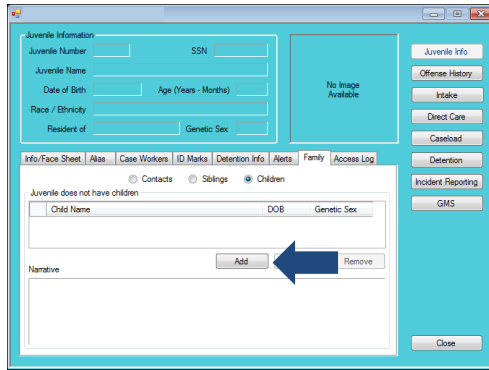
- Juvenile Children
 - Name
 - Date of Birth
 - Genetic Sex



i. Add Button

1. (i) Click the **Add** button, and the Please Enter ALL Available Information for New Child screen will appear, type the (ii) **Last Name**, (iii) **First Name**, (iv) **Middle Name**, and (v) **Date of Birth**. The **Age (YY-MM)** will auto-populate based on the **Date of Birth**. If the child has a suffix, select a **Suffix** from the drop-down menu. (vi) Select the child's **Genetic Sex**, (vii) type any information about the child into the **Narrative** textbox, (viii) click the **Save** button, and you will return to the **Children** radio button under the *Family* tab.

Information in the **Narrative** textbox must be as detailed as possible.

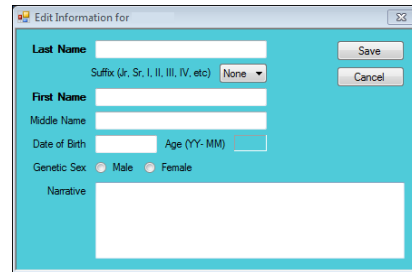
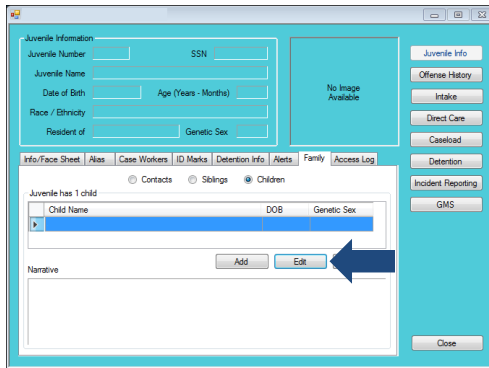


a. **Cancel Button**

- i. Click the **Cancel** button and you will return to the **Children** radio button under the *Family* tab.

ii. **Edit Button**

- 1. (i) Select the child's name, and the row will be highlighted in *blue*, (ii) click the **Edit** button, and the Edit Information screen will appear, (iii) edit the information, and (iv) click the **Save** button.



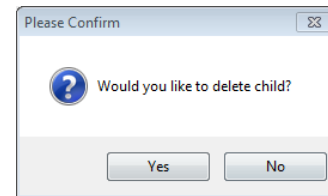
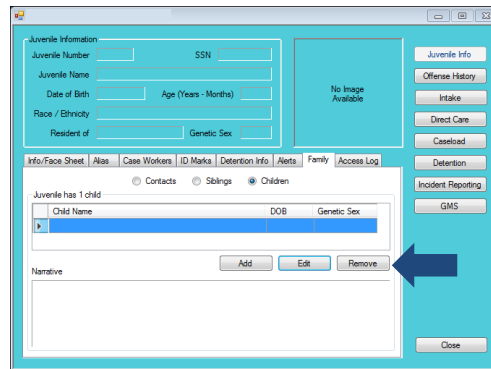
2. **Cancel Button**

- a. Click the **Cancel** button and you will return to the **Children** radio button under the *Family* tab.

iii. **Remove Button**

- 1. (i) Select the child's name, and the row will be highlighted in *blue*, (ii) click the **Remove** button, and the Please Confirm screen will appear, and (iii) click the **Yes** button to delete the child.

A child should be **Removed** ONLY if the information is entered in error.

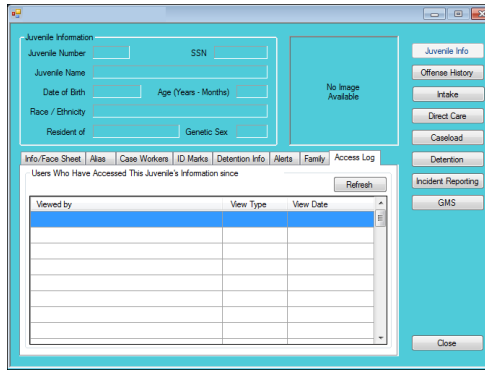


8. **Access Log Tab**

This tab lists the users who have view the juvenile's information to include their name, view type, and the date viewed.

When you access a juvenile's record, a log entry is automatically created in the **Access Log** tab.

The Library of Virginia series under which a juvenile record was expunged will be listed under **Viewed By** column as "System Expungement." The date the record was expunged will also be listed in the **View Date** column.



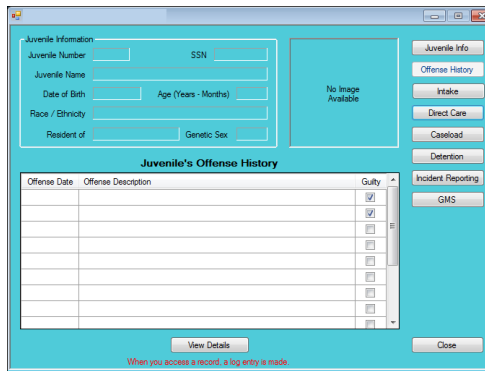
a. Refresh Button

- i. Click the **Refresh** button to ensure the most current information is being displayed.

Offense History Button

From the Offense History screen, you can view basic juvenile information, offense date, offense description, and will indicate if the juvenile was found guilty of the offense.

Offense History information cannot be edited from this screen.



1. View Details Button

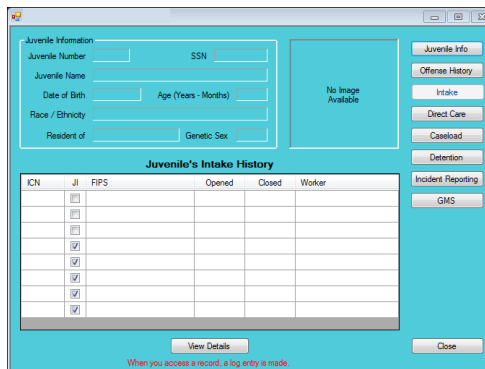
- a. Click the **View Details** button for the complete offense history information.

Refer to the [Offense History Screen User Manual](#) on how to navigate the Offense History screen.

Intake Button

From the Intake History screen, you can view the ICN, FIPS, the opened and closed dates, and the name of the worker that created the intake.

Intake information cannot be edited from this screen.



1. View Details Button

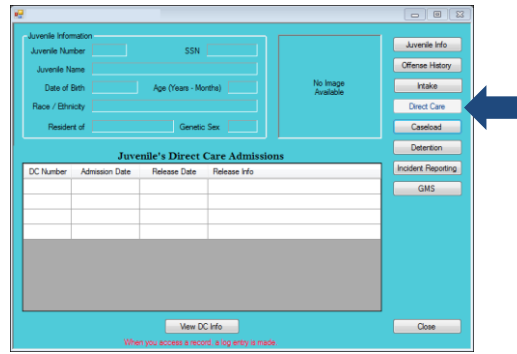
- a. Click the **View Details** button for the complete intake history information.

Refer to the [CSU Intake Module User Manual](#) on how to navigate the Intake History screen.

Direct Care Button

From the Direct Care Admissions screen, you can view the DC number, admission and released dates, and release information.

Direct Care information cannot be edited from this screen.



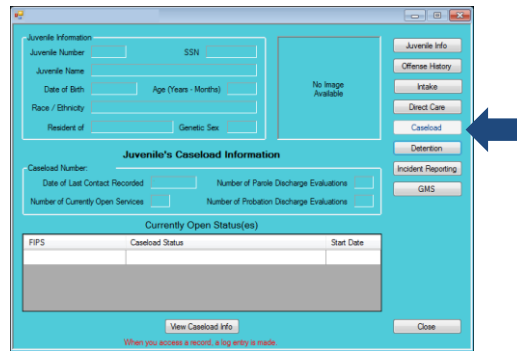
1. View DC Info Button

- a. Click the **View DC Info** button for complete direct care admissions information.

Caseload Button

From the Caseload Information screen, you can view the date of last recorded contact, the number of parole and/or probation discharge evaluations, number of currently open services and status(es).

Caseload information cannot be edited from this screen.



1. View Details Button

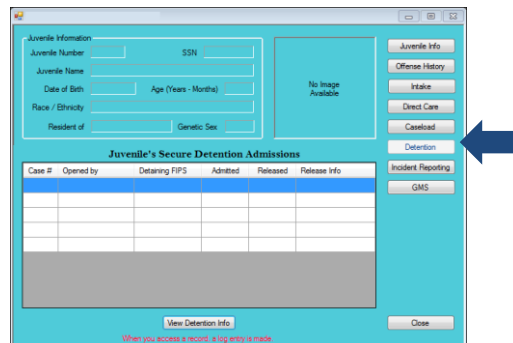
- a. Click the **View Details** button for the complete caseload information.

Refer to the [Caseload Management Module User Manual](#) on how to navigate the Caseload Details screen.

Detention Button

From the Secure Detention Admissions screen, you can view the case number, name of the detention staff that opened the admission, the detaining FIPS, the date of admission, the date of release from the detention center (if applicable), and the party to who, the juvenile was released to (if applicable).

Detention information cannot be edited from this screen.



1. **View Detention Info Button**

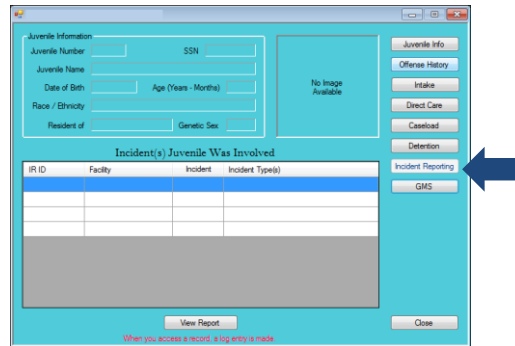
- a. Click the **View Detention Info** button for the complete secure detention information.

Refer to the [Detention Manual](#) on how to navigate the *Detention* screen.

Incident Reporting Button

From the *Incident(s) Juvenile Was Involved* screen, you can view the incident report ID number, the name of the facility where the incident occurred, the incident date, and name and class of the incident type.

Incident information cannot be edited from this screen.



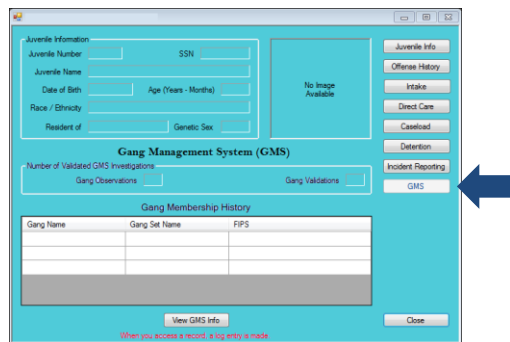
1. **View Report Button**

- a. Click the **View Report** button for the complete incidents' information.

GMS Button

From the *Gang Management System (GMS)* screen, you can view the number of GMS investigations, such as gang observations and gang validations, gang name, gang set name, and the FIPS.

Gang information cannot be edited from this screen.



1. **View GMS Info Button**

- a. Click the **View GMS Info** button for the juvenile's complete gang information.

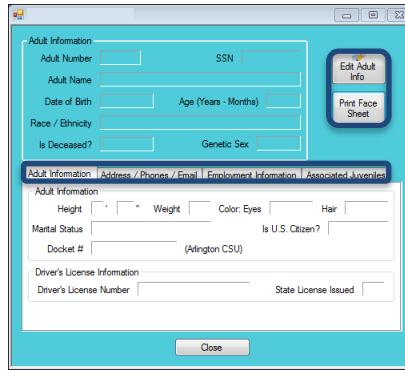
Adult Information Screen

From the *Adult Information* screen, you can access the adult number, Social Security Number, adult name, date of birth, age, race/ethnicity, deceased information, and genetic sex. The *Adult Information* screen consists of four tabs with additional adult information, such as the *Adult Information*, *Address/Phones/Email*, *Employment Information*, and *Associated Juveniles* tabs, and consists of the **Edit Adult Info** and **Print Face Sheet** buttons.

Type the **Zip Code** and click the **Find City by Zip Code** button. The **City/Town** and **State** fields will auto-populate for Virginia zip codes. Out-of-state information will need to be entered manually.

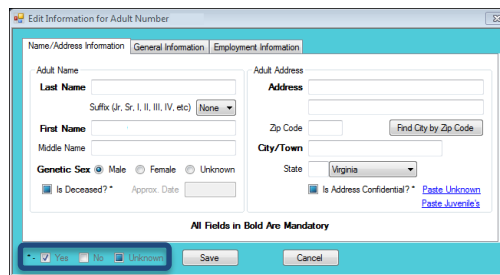
The Yes/ No/ Unknown legend can be found in the lower left corner of the **Edit Information** screen. Follow this legend for any question that has an asterisk (*) next to it.

If you are making edits in multiple tabs in the **Edit Information** screen, you can click the **Save** button when all of the edits are completed.



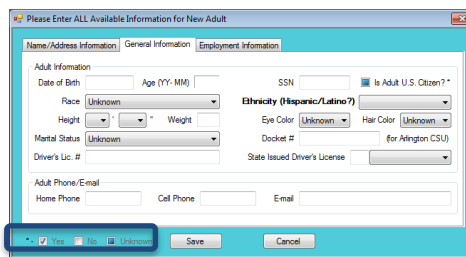
1. **Edit Adult Info Button**

- a. Click the **Edit Adult Info** button and the **Edit Information** screen will appear. This screen consists of the **Name/Address Information**, **General Information**, and **Employment Information** tabs.
 - i. **Name/Address Information Tab**
 - 1. From the **Name/Address Information** tab, you can edit the **Adult Name**, **Genetic Sex**, and **Adult Address** fields. (i) Edit the information and (ii) click the **Save** button.



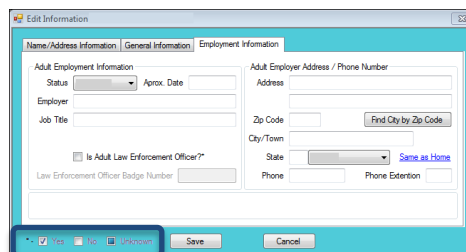
ii. **General Information Tab**

- 1. From the **General Information** tab, you can edit the **Adult Information** and **Adult Phone/E-mail** fields. (i) Edit the information and (ii) click the **Save** button.



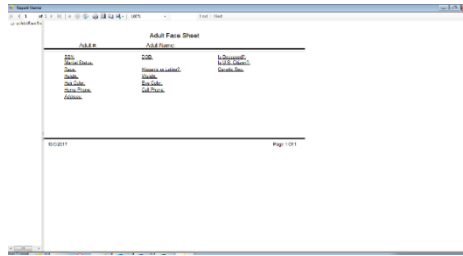
iii. **Employment Information Tab**

- 1. From the **Employment Information** tab, you can edit **Adult Employment Information** and **Adult Employer Address/Phone Number** fields. (i) Edit the information and (ii) click the **Save** button.



2. **Print Face Sheet Button**

- a. The **Adult Face Sheet** displays demographic and contact information. Click the **Print Face Sheet** button, and the Report Viewer screen will appear, and the report will be displayed.

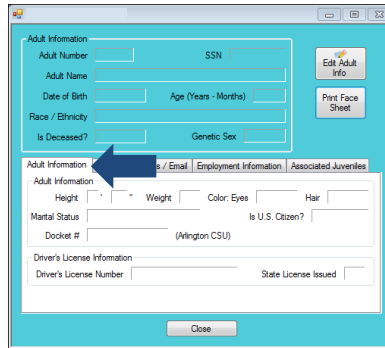


3. **Adult Information Tab**

Information Found Under the *Adult Information* Tab:

- Adult Information
 - Height
 - Weight
 - Marital Status
 - Docket # (Arlington CSU)
 - Eye Color
 - Hair Color
 - Citizenship Status
- Driver's License Information
 - Driver's License Number
 - License Issuing State

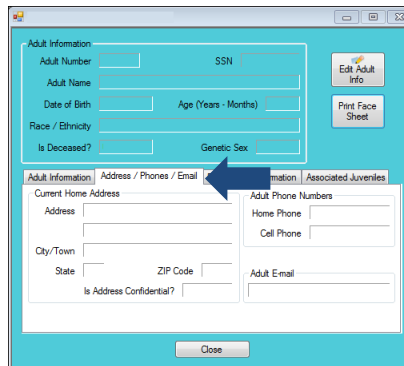
When the Adult Information screen opens, the *Adult Information* tab will be displayed.



4. **Address/Phones/Email Tab**

Information Found Under the *Address/Phones/Email* Tab:

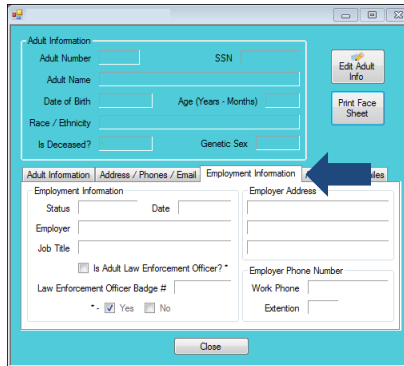
- Current Home Address
 - Address Confidentiality Information
- Adult Home and Cell Numbers
- Adult E-mail Address



5. **Employment Information Tab**

Information Found Under the *Employment Information* Tab:

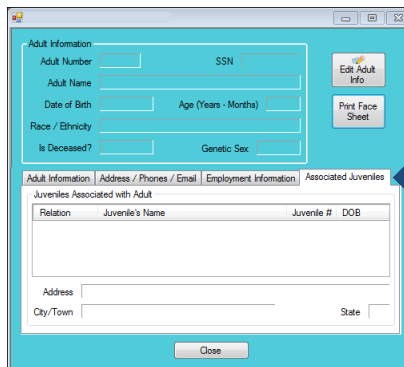
- Employment Information
 - Employment Status
 - Employment Date
 - Employer's Name
 - Adult's Job Title
- Employer's Address
- Employer's Work Phone Number and Extension (if applicable)



6. **Associated Juveniles Tab**

Information Found Under the *Associated Juveniles* Tab:

- The Relationship Between the Adult and Juvenile
- Juvenile's Name
- Juvenile Number
- Juvenile's Date of Birth
- Juvenile's Address



Document Revisions

Revision Date	Revised Item	Revision Details
June 2, 2017	Gender Field Name	The “Gender” field name in BADGE has been changed to “Genetic Sex.” This change will only affect the name of the field, not the values.
June 29, 2017	Family Tab – Contacts Screen	The field names for Juvenile Contacts were changed from “Father” and “Mother” to “Parent 1” and “Parent 2” to coincide with a change to the Supreme Court of Virginia’s DC-511 petition. A drop-down menu for “Relationship” has been added.
October 10, 2017	Name/Address Information Tab – Edit Information Screen	A checkbox has been added to Juvenile Information to allow you to indicate if a juvenile is deceased. When the checkbox indicates “Yes,” the Address and City/Town fields will automatically display “Deceased,” and the residence FIPS will display code “996” and “DECEASED.” Any screens or reports in the system that include the juvenile’s address or residence FIPS will then display these values. A system-generated alert will also appear for the juvenile indicating, “Juvenile is Deceased.”
January 16, 2017	Table of Contents, Hyperlinks, Key and Legend	Update Table of Contents to new format, correct all Hyperlinks, and fix the Key and Legend under Scroll Bar.
July 19, 2018	Map It button / Map Addresses screen – Info/Face Sheet tab	The Map It feature has been added to the Info/Face sheet tab. The Map It button allows geocoded addresses to appear on the Map Addresses screen as points on a Google map. Users are able to open the address on Google map and print the map or directions to the address.
May 28, 2019	Juvenile Information screen – Juvenile Button – Access Log tab	The Juvenile Information screen in BADGE has been updated to display the Library of Virginia series under which a juvenile record was expunged. The series information will be listed in View Type column in the row for System Expungement. The date that the record was expunged will also be listed in the View Date column.
July 1, 2019	Ethnicity Field	Changed the Ethnicity fields from a three-factor checkbox to a drop-down menu that is a mandatory field.