



# BADGE

Balanced Approach Data  
Gathering Environment

Detention Module  
Manual

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## **Table of Contents**



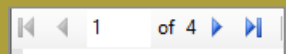

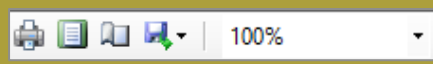
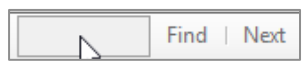






<b>Table of Contents</b> .....	<b>i</b>
<b>Key/Legend</b> .....	<b>ii</b>
<b>Please Note</b> .....	<b>iv</b>
<b>Detention Module</b> .....	<b>1</b>
<b>Access the Module</b> .....	<b>1</b>
<b>Search</b> .....	<b>1</b>
1. By Current Population .....	1
2. By Juvenile.....	2
<b>Add a New Admission</b> .....	<b>4</b>
1. With an ICN.....	4
2. Without an ICN.....	4
<b>Detention Admission Screen</b> .....	<b>4</b>
1. Admission Tab .....	4
2. Status Tab.....	7
3. MAYSI-2 Tab.....	7
4. Movement Tab .....	8
5. Weekend Detention Tab.....	9
6. YASI Tab.....	9
<b>Receive Juvenile Transfer</b> .....	<b>12</b>
<b>Secure Detention Population Screen</b> .....	<b>13</b>
<b>Secure Detention Population Screen Buttons</b> .....	<b>13</b>
1. Detention Admission Information Button.....	14
2. Verify Pending ICN Button.....	14
3. Admission Report Button.....	15
4. Juvenile Information Button .....	16
5. Offense History Button .....	16
6. Residential Transfer Button .....	17
7. Close Button .....	17
<b>Reports</b> .....	<b>18</b>
1. Admission Releases.....	19
2. Admissions By Offense .....	20
3. Admissions By Genetic Sex .....	20
4. Admissions By Race .....	20
5. Admissions By VCC Heading.....	20
6. Admissions w/o Detaining Offense .....	20
7. Admissions w/o MAYSI-2 .....	20
8. CAP/PPP/Detention Re-Entry Placements.....	20
9. Childcare Days By Facility.....	20
10. Childcare Days By FIPS.....	21
11. Childcare Days By Status.....	21
12. Daily Population .....	21
13. Detention Admissions.....	21
14. Facility Transfers.....	21
15. Length Of Stay .....	21
16. MAYSI-2 Scores.....	21
17. Outstanding Detention Orders.....	22
18. Overlapping Admissions.....	22
19. Pre-D Admissions Over 52 Days .....	22
20. Secure Detention Population Measures .....	22
21. State Childcare Days.....	22
22. Statewide Population.....	22
<b>Appendix</b> .....	<b>23</b>
A. Document Revisions .....	23







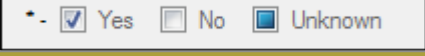
## Key/Legend

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




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

### In the BADGE Application

Style/Symbol/Button	Meaning
 Calendar Screen Button and Date Field	In order to select a date, click the <b>Calendar</b> drop-down button and select the date from the drop-down calendar. The date chosen will populate the text field to the left of the calendar drop-down button.
 Screen/Window Control Buttons	Located in the upper right hand corner of any given screen/window, in order of appearance (from left to right): <b>Minimize</b> the screen; <b>Maximize</b> the screen; and <b>Close</b> the screen. If a component is greyed out, it is not available.
 Report Viewer Buttons (1 of 4)	In order of appearance (from left to right): go to <b>First Page</b> ; go to <b>Previous Page</b> ; <b>Current Page</b> displayed; <b>Total Pages</b> ; go to <b>Next Page</b> ; and go to <b>Last Page</b> .
 Report Viewer Buttons (2 of 4)	In order of appearance (from left to right): go <b>Back to Parent Report</b> ; <b>Stop Rendering</b> report; and <b>Refresh</b> report.
 Report Viewer Buttons (3 of 4)	In order of appearance (from left to right): <b>Print</b> ; <b>Print Layout</b> ; <b>Page Setup</b> ; click the <b>Export</b> icon to choose to export a report as an Excel spreadsheet, PDF, or Word document from the drop-down menu; and choose the document view by clicking on the <b>Zoom</b> drop-down menu.
 Report Viewer Buttons (4 of 4)	In order of appearance (from left to right): <b>Text Box</b> , enter text to search for; click <b>Find</b> to search for text entered in text box; and click <b>Next</b> to find the next instance of text entered in the text box.
 Scroll Bars	A scroll bar allows the user the 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.
 Info Button and/or Text in Red Font	A record with text displayed in <b>red font</b> generally indicates there is an “alert” associated with a given juvenile record. To view an alert click the red and white <b>Info</b> button or select the <i>Alerts</i> tab on the <i>Juvenile Information</i> screen.
 Icon displayed on <i>Question</i> and/or <i>Confirmation</i> Screen	The question mark icon typically displays when the application user is prompted to confirm a requested action prior to proceeding.
 Icon displayed on various screens.	The exclamation mark on a red background denotes a mandatory field.
 Icon displayed on various screens.	The exclamation mark on yellow background typically displays on a search screen to inform the user no matches were found and that the search criteria should be changed.
 Icon displayed on <i>Information</i> Screen	The “i” icon typically displays when the application notifies a user of the results of a requested action, for example: “Data saved successfully.” This also displays when there is additional information for field.

Style/Symbol/Button	Meaning
 or 	Help Button Click the <b>Help</b> button to display the <i>Help</i> screen, which describes the business rules related to the selected report or for additional information related to the current screen.
 or 	Close Button Click the <b>Close</b> button to close the current screen, leaving open the prior screen
	Magnifying Glass Button Click the <b>Magnifying Glass</b> button to expand a comment/textbox.
	Map It Button The <b>Map It</b> button is currently disabled across the BADGE application.
 Questions with an asterik (*) next to it follow the legend above.	Click on a checkbox to place a check mark in the appropriate checkbox to indicate “Yes,” “No,” or “Unknown.” The default status, prior to user input, is a blue square in the “Unknown” checkbox.

### In the BADGE Manual

Style/Symbol	Meaning
<u><i>Underlined and Italicized</i></u>	Name of a screen.
<i>Italicized</i>	Name of a tab, document title, or manual title.
<b>Bolded</b>	Name of a function, key, button, option or where emphasis is required. The name of data fields on a module screen.
<u>Underlined</u>	Name of a column header in a displayed table or an application generated report.
“Text in Quotes”	Data or selection in a data field, input field, or drop-down menu.
<b><u>Bolded and Underlined</u></b>	The manual’s main title and other titles for key sections.
<a href="#">Hyperlink</a>	Press the Ctrl key and left click with the mouse to follow the hyperlink. Hyperlinks are links in the document that lead to webpages and files outside of the document or headings and bookmarks located inside the document.
 Padlock Icon	Denotes a locked item or record that cannot be changed.
 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.

The BADGE manuals are instructional guides for users to understand how to use the BADGE application. The BADGE manuals apply the same formatting across all manuals but information is specific to each module. This manual is intended to assist those using the BADGE Detention module.

The BADGE application manuals are regularly updated and uploaded to DJJ’s website without user notification. For this reason, it is recommended that users access the manuals solely through the website instead of downloading and printing them to ensure that the most up-to-date version is used.

**Please Note**

The BADGE electronic data management system is the property of the Commonwealth of Virginia and is intended for authorized users only. By accessing and using the BADGE system, users are consenting to system monitoring for law enforcement and other purposes.

Every user accessing the BADGE electronic data management system is bound by confidentiality rules. BADGE system users should not access information on any persons for which there is not a legitimate professional interest. A log entry is made whenever a user accesses a record in the BADGE system.

Access the following link for the [DJJ Acceptable Use & Information Security Agreement](#). See [§2.2-2827](#) of the Code of Virginia for restrictions on state employee access to information infrastructure. See §§[16.1-223](#) and [16.1-300](#) of the Code of Virginia for confidentiality requirements and use restrictions of data and records.

Unauthorized use of the BADGE electronic data management system may subject a user to State or Federal criminal prosecution and penalties.

To report any issues encountered with the BADGE electronic data management system, please email [DJJ-BADGE-Issues@djj.virginia.gov](mailto:DJJ-BADGE-Issues@djj.virginia.gov). If there is a need to request a change, please contact the appropriate Regional Program Manager (RPM) or Superintendent.

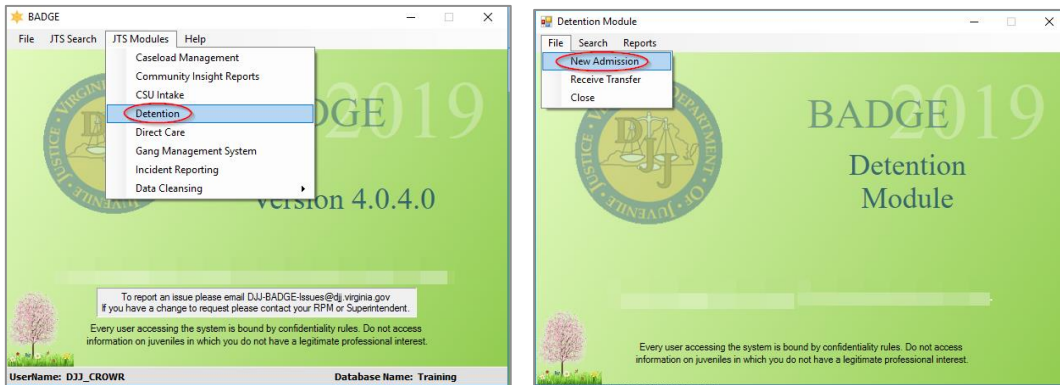
Please email [DJJ-BADGE-Passwords@djj.virginia.gov](mailto:DJJ-BADGE-Passwords@djj.virginia.gov) for assistance with BADGE login problems.

All potentially sensitive data have been removed from all screen images presented in this manual.

# Detention Module

## Access the Module

From the BADGE home screen (i) Click the **JTS Modules** drop-down menu option, (ii) click the **Detention** option from the drop-down menu, and the Detention Module screen will appear.



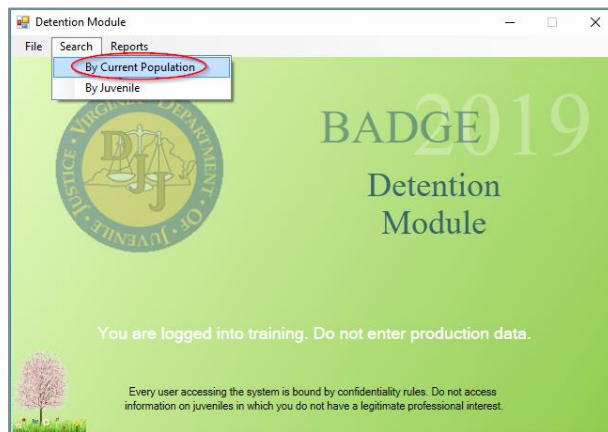
## Search

Click the **Search** drop-down menu option on the Detention Module screen to access the various methods available to search for a juvenile entry.

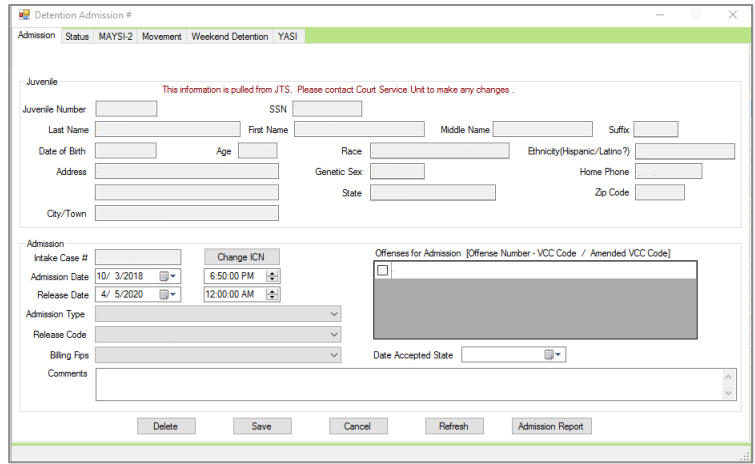
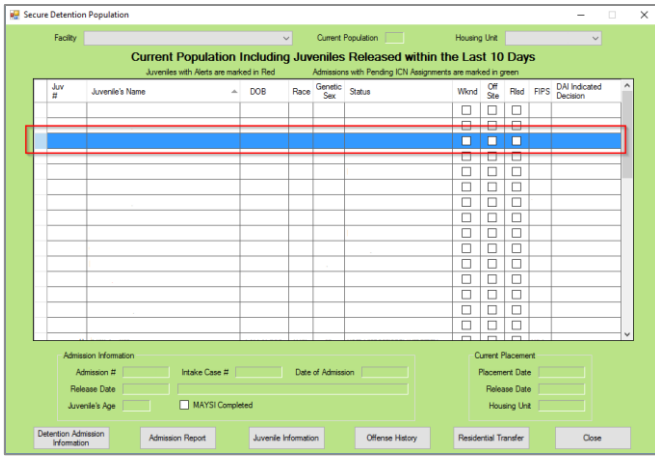
Search for an Existing Caseload by:	Additional Guidance/Instruction
<a href="#">By Current Population</a>	<a href="#">By Current Population</a>
<a href="#">By Juvenile</a>	<a href="#">Search by Juvenile</a> <a href="#">Search by Intake Case Number (ICN)</a> <a href="#">Search by Juvenile Information</a>

### 1. By Current Population

- a. (i) Select the **By Current Population** option from the drop-down menu and the Secure Detention Population screen will appear. (ii) Select a juvenile, and the row will be highlighted in *blue*. (iii) Click the **Detention Admission Information** button, and the Detention Admission screen will appear.



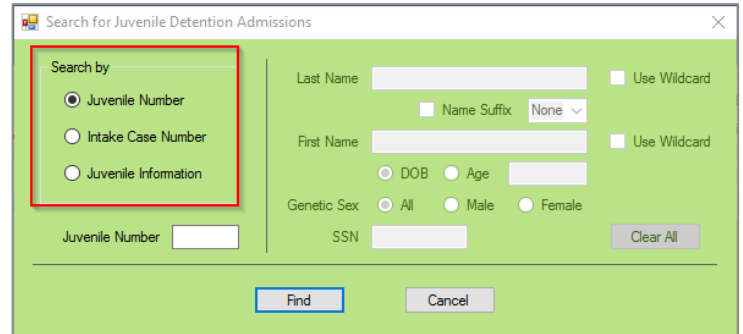
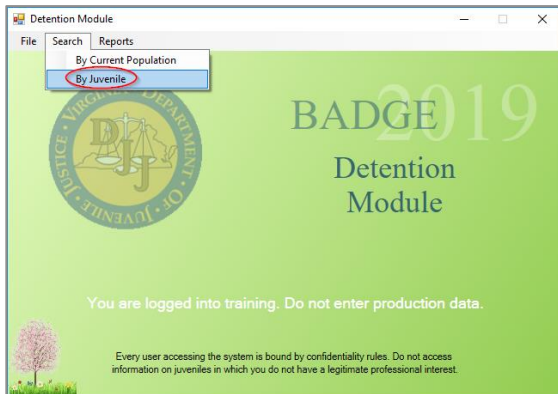
- Refer to the [Secure Detention Population](#) section for instructions on how to navigate the Secure Detention Population screen.
- Refer to the [Detention Admission](#) section for instructions on how to navigate the Detention Admission screen.



Refer to the [Admission Report Button](#) section for instructions on how to navigate the Admission report.

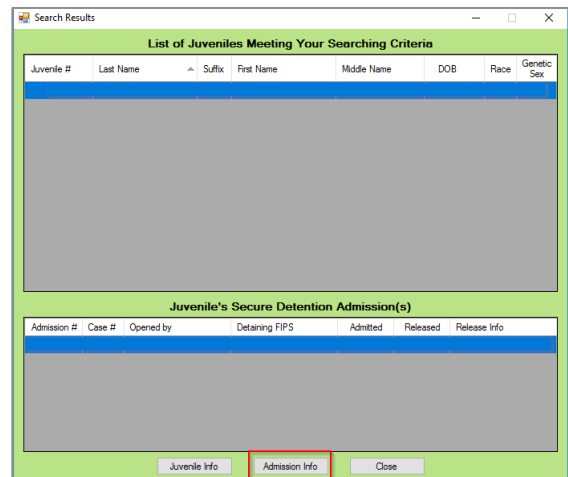
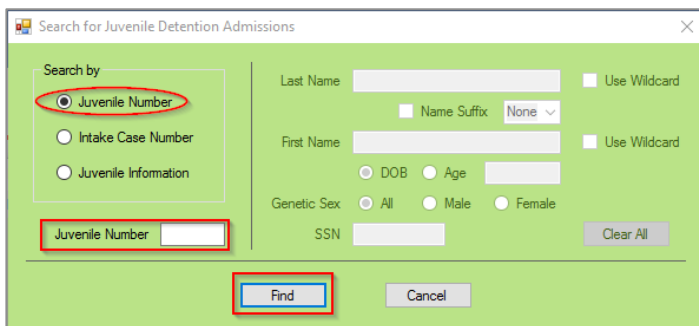
2. **By Juvenile**

Select the **By Juvenile** option from the drop-down menu and the Search for Juvenile Detention Admissions screen will appear.



a. **Search by Juvenile Number**


- i. (i) Click the **Juvenile Number** radio button, (ii) type in the **Juvenile Number** at the bottom of the screen, (iii) click the **Find** button, and the Search Results screen will appear, (iv) select the juvenile's **Secure Detention** Admission record on the bottom half of the screen, and the row will be highlighted in **blue**. (v) Click the **Admission Info** button and the Detention Admission screen will appear.






**b. Search By Intake Case Number**


- i. (i) Click the **Intake Case Number** radio button, (ii) type in the **ICN** at the bottom of the screen, (iii) click the **Find** button, and the Search Results screen will appear, (iv) select the juvenile's **Secure Detention Admission** record at the bottom half of the screen, and the row will be highlighted in *blue*. (v) Click the **Admission Info** button, and the Detention Admission screen will appear.


 Refer to the [Detention Admission](#) section for instructions on how to navigate the Detention Admission screen.

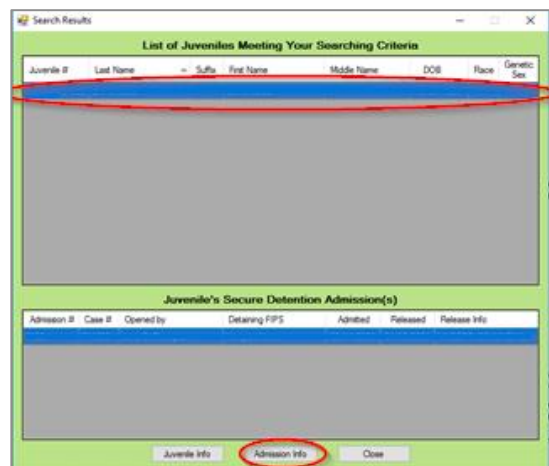
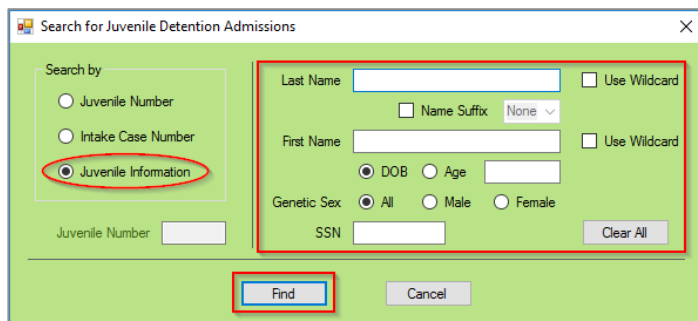
**c. Search by Juvenile Information**

- i. Click the **Juvenile Information** radio button and the fields on the right-hand side of the Search for Juvenile Detention Admissions screen will become accessible.
- ii. Type the **Last Name**.
- iii. Click the **Use Wildcard** checkbox and the search will match any character or sequence of characters that you put in the **Last Name** field.
- iv. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- v. Type the **First Name**.
- vi. Click the **Use Wildcard** checkbox and the search will match any character or sequence of characters that you put in the **First Name** field.
- vii. Select (i) either the **DOB** or the **Age** radio button and (ii) enter the appropriate information into the textbox(es).
- viii. Select the **Genetic Sex** by clicking the **All**, **Male**, or **Female** radio button.
- ix. Search using the juvenile's Social Security Number by typing it into the **SSN** textbox.
- x. Click the **Find** button and any records matching the criteria entered will appear in the Search Results screen.
- xi. The bottom of the screen will display the **Juvenile's Secure Detention Admission(s)** information.
- xii. If it is unclear which record is the correct one, (i) select a juvenile, and the row will be highlighted in *blue*. (ii) Click the **Juvenile Info** button, and the Juvenile Information screen will appear. (iii) Review the Juvenile Information screen to ensure the correct juvenile is selected. If the record is NOT the juvenile that you are searching for, exit out of the Juvenile Information screen, and select another juvenile from the search results list.
- xiii. If the results list the juvenile you are searching for, (i) select that juvenile, and the row will be highlighted in *blue*. (ii) Click the **Admission Info** button, and the Detention Admission screen will appear.

 In order to yield broader search results when searching by juvenile information, type **ONLY** two or three characters of the last and first name, and select **Use Wildcard**.

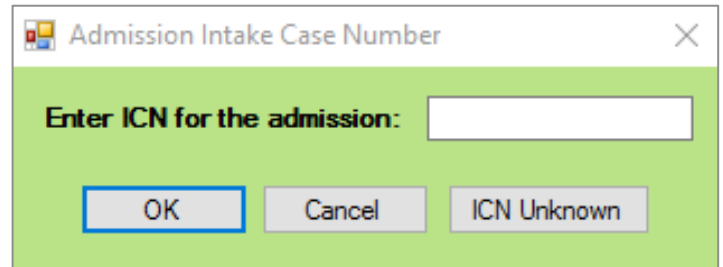
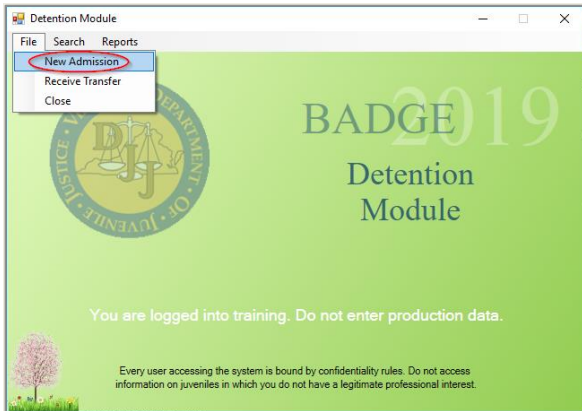
 When searching by **Juvenile Information**, the user does not need to enter information into all of the search fields. Doing so would result in a more restrictive search and may not return any results.

 Refer to the [Detention Admission Screen](#) section for instructions on how to navigate the Detention Admission screen.



## Add a New Admission

From the *Detention Module* screen, (i) click the **File** menu, (ii) select the **New Admission** option from the drop-down menu, and the *Admission Intake Case Number* screen will appear.



### 1. With an ICN

- a. (i) Enter the "ICN" into the **Enter ICN for the admission** field, (ii) click the **OK** button, and the *Detention Admission* screen will open to the *Admission* tab. The Juvenile section of the screen will be filled in with the demographic information associated with the ICN. (iii) Review this information to ensure that an admission is being created for the correct juvenile and ICN. Refer to step 3, **Admission Tab** below for instructions on how to navigate the *Admission* tab.

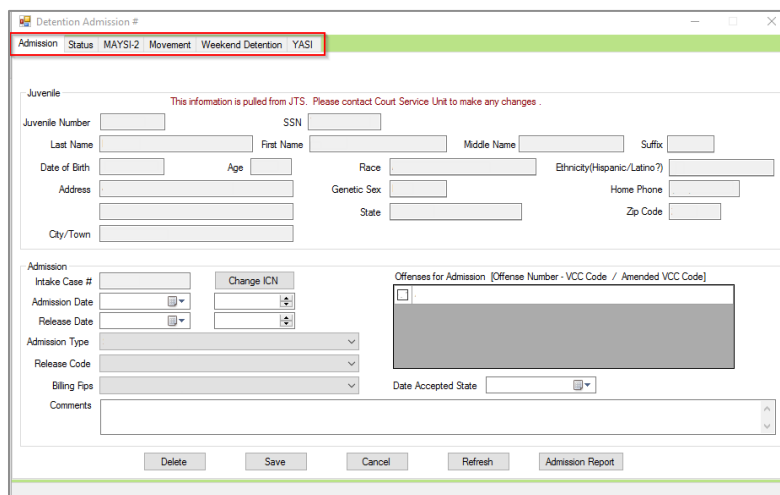
### 2. Without an ICN

- a. Click the **ICN Unknown** button and the *Detention Admission* screen will open to a blank *Admission* tab. The Juvenile section of the screen will be blank because no ICN was used to associate the juvenile's demographic information with the admission. Refer to step 3, **Admission Tab** below for instructions on how to navigate the *Admission* tab.

Refer to the [Secure Detention Population](#) section for instructions on how to navigate the *Secure Detention Population* screen.

## Detention Admission Screen

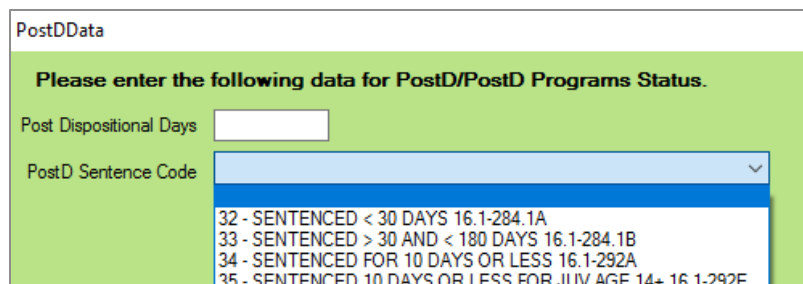
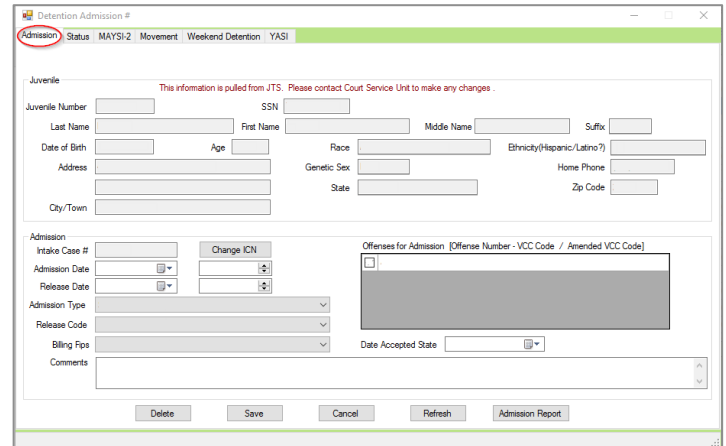
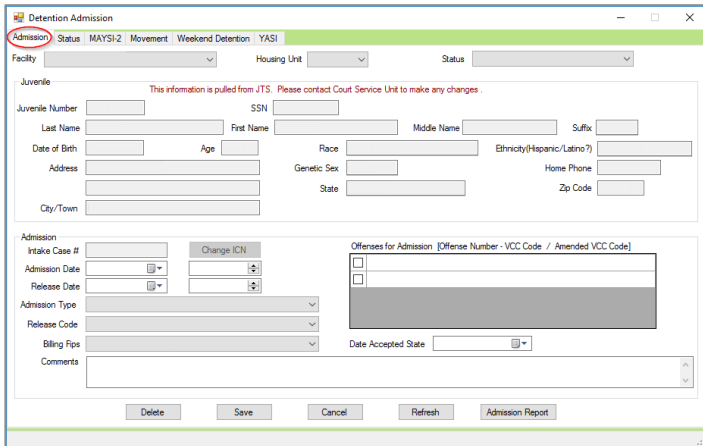
From the *Detention Admission* screen, the user can access the juvenile's detention information. The *Detention Admission* screen consists of the *Admission*, *Status*, *MAYSI-2*, *Movement*, *Weekend Detention*, and *YASI* tabs.



### 1. Admission Tab

- a. **Select Facility, Housing Unit, Status**

- i. Select the juvenile's (i) **Facility**, (ii) **Housing Unit** (if applicable), and (iii) **Status** from the drop-down menus. If editing an existing admission, refer to the [Movement](#) tab.
- b. **Juvenile Information**
  - i. The **Juvenile** information can only be accessed when the ICN is unknown. Enter the juvenile's (i) **SSN**, (ii) **Last Name**, (iii) **First Name**, and (iv) **Middle Name**, (v) select the **Suffix** (if applicable), (vi) enter the **Date of Birth**, and (vii) select the **Race** from the drop-down menu.(viii) Select from the options on the **Ethnicity(Hispanic/Latino?)** dropdown menu. (ix) Select the **Genetic Sex**, enter the (x) **Address** and (xi) **City/Town** into the textboxes, (xii) select the **State** from the drop-down menu, and enter the (xiii) **Zip Code** and (xiv) **Home Phone** number into the textboxes.
- c. **Admission Information**
  - i. The **Admission Date** and Time will be auto-populated. To change the **Admission Date**, (i) click the **Calendar** drop-down button, and select the "Date" from the drop-down calendar (if applicable). To change the Time, (ii) click on the value ("Hour," "Minute," "Second," or "AM/PM"), and use the arrows to change the value until the correct time is displayed or type in the time (if applicable).
  - ii. To Select the **Release Date**, (iii) click the **Calendar** drop-down button, and select the "Date" from the drop-down calendar (if applicable). The Release Time will auto-populate to midnight. To change the Time, (iv) click on the value ("Hour," "Minute," "Second," or "AM/PM"), and use the arrows to change the value until the correct time is displayed or type in the time (if applicable).
  - iii. Select the (v) **Admission Type**, (vi) **Release Code** (if applicable), and (vii) **Billing FIPS** from the drop-down menus, and (viii) **Date Accepted State** from the calendar drop-down menu. (ix) Place a checkmark next to each of the associated detaining offense(s) from the **Offenses for Admission** box (if applicable). (x) Enter any additional information into the **Comments** textbox and (xi) click the **Save** button.
  - iv. When a status of **Post-Dispositional (No Program)** or **Post-Dispositional (Program)** is selected, (i) click the **Save** button, and the [PostDDData](#) screen will appear. (ii) Enter the required days into the **Post Dispositional Days** textbox, (iii) select the **PostD Sentence Code** from the drop-down menu, and (iv) click the **OK** button to save and return to the *Admission* tab. Before closing the *Admission* tab, (v) click the **Save** button.



d. **Change an ICN**

- i. (i) Click the **Change ICN** button, (ii) enter the **ICN**, and (iii) click the **OK** button. A note from the BADGE system will appear and warn that the new information will overlay the CSU information. (iv) After changing the ICN, click **Save**.

The screenshot shows the 'Admission' form with the following fields and buttons:

- Intake Case # (text input)
- Change ICN (button, highlighted in red)
- Admission Date (calendar dropdown)
- Release Date (calendar dropdown)
- Admission Type (dropdown menu)
- Release Code (dropdown menu)
- Billing Fips (dropdown menu)
- Comments (text area)
- Offenses for Admission (Offense Number - VCC Code / Amended VCC Code) (table)
- Date Accepted State (dropdown menu)
- Buttons: Delete, Save, Cancel, Refresh, Admission Report

📌 The **Change ICN** button will turn into the **OK** button when a new ICN is entered.

👤 Refer to the [Search by Juvenile](#) section for instructions on how to navigate the **Search** for a juvenile menu option.

#### e. Release a Juvenile from the Admission Tab

- i. Select the (i) **Release Date** from the calendar drop-down button. (ii) To change the Time, click on the value ("Hour," "Minute," "Second," or "AM/PM,") and use the arrows to change the value until the correct time is displayed or type in the time. Select the (iii) **Release Code** from the drop-down menu, and (iv) click the **Save** button.
- ii. **Cancel Button**
  1. Click the **Cancel** button and unsaved information will be cleared.
- iii. **Refresh Button**
  1. Click the **Refresh** button to ensure the most current information is being displayed.
- iv. **Admission Report Button**
  1. Click the **Admission Report** button to view/print juvenile admission information.

- 📌 Users will not be able to change an admitting status once the record has been saved. If the admitting status is incorrect, the user will need to delete the admission and start over; this feature prevents overlaying statuses.
- 📌 After saving a new admission record, the record will be listed on the Secure Detention Population screen.
- 📌 The **Intake Case #** field and **Change ICN** button will not be accessible when adding a new admission.
- 📌 The juvenile number cannot be entered without an ICN. This is to prevent inaccurate admissions as the ICN is connected to the juvenile information.
- 📌 When entering the "Release Date", it cannot be later than the current date or prior to the "Admission Date".
- 📌 The **Offenses for Admission** box will only list associated detaining offenses if the ICN is known. When an ICN is associated with the admission, the user should associate the offenses.
- 📌 In order to save a new admission without an ICN, the user must enter information under the **Juvenile** section at the top of the screen in addition to the **Admission** information.
- 📌 When saving a new admission, a window will display reading "Please verify and update info in Status tab". The user should then verify that the correct status is displayed under the *Status* tab.
- 📌 When a new admission is saved, the words "Admission Saved" will appear on the bottom left of the screen.
- 📌 If the user does not save information on the *PostDDData* screen, a warning message will appear stating, "Admission not saved. Please click 'Save' to enter the required PostD/PostD Programs data."

👤 Refer to the [Admission Report](#) for instructions on how to navigate the Admission Report.

The screenshot shows the 'Admission' form with the following fields and buttons:

- Intake Case # (text input)
- Change ICN (button)
- Admission Date (calendar dropdown)
- Release Date (calendar dropdown)
- Admission Type (dropdown menu)
- Release Code (dropdown menu)
- Billing Fips (dropdown menu)
- Comments (text area)
- Offenses for Admission (Offense Number - VCC Code / Amended VCC Code) (table)
- Date Accepted State (dropdown menu)
- Buttons: Delete, Save, Cancel, Refresh, Admission Report

## 2. Status Tab

The *Status* tab displays the juvenile's **Status**, **Effective Date**, **Serve Weekend**, **PostD Sentence**, **Detention Hearing Date**, **Suspended Commit.**, and **Post Disp. Days** information.

### a. Add Status

- i. Click the **Add** button, and the **Status**, **Status Start Date**, **Post-D Sentence Code**, **Next Court Date**, and **Post-D Days** fields will become accessible.
- ii. Select the (i) **Status** from the drop-down menu, (ii) **Status Start Date** from the calendar drop-down button, (iii) **PostD Sentence Code** from the drop-down menu (if applicable), and (iv) **Next Court Date** from the calendar drop-down button, (v) enter **Post Dispositional Days** (if applicable), and (vi) click the **Save** button.
- iii. For the **Post-Dispositional (No Program)** and **Post-Dispositional (Program)** statuses, the user will need to record the statute referenced and the number of days that the juvenile is ordered to serve in detention.
- iv. If the juvenile is admitted as **Post-Dispositional (No Program)** and ordered to serve time on weekends, the **Serve Weekend** checkbox will be available. All weekend records must be marked as released before a new status can be added.
- v. If the juvenile is admitted as **Post-Dispositional (Program)** with a suspended commitment, the **Suspended Commitment** checkbox will be available.

### b. Edit Status

- i. (i) Select a **Status** from the table at the top of the screen, (ii) click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button.
- ii. **Cancel Button**
  1. Click the **Cancel** button and unsaved information will be cleared.
- iii. **Refresh Button**
  1. Click the **Refresh** button to ensure the most current information is being displayed.
- iv. **Delete Button**
  1. (i) Select an entry, and the row will be highlighted in *blue*, then (ii) click the **Delete** button.

- If an incorrect status is saved on the Status tab, the **Status** drop-down menu cannot be edited. If the status is incorrect, the user will need to delete the entry and start over.
- Not all juveniles admitted as **Post-Dispositional (Program)** will have a suspended commitment.
- Any time a juvenile's status changes in detention, users should access the juvenile's record in the **Detention** Module, click on the *Status* tab, and record the new status along with the date that the status became effective.

## 3. MAYSI-2 Tab

The *MAYSI-2* tab displays the **Date MAYSI-2 Administered**, **MAYSI-2 Category**, **Score**, **Range**, and if the **Juvenile Refused MAYSI-2** information.

- a. (i) Select the **Date MAYSI-2 Administered** from the calendar screen. If the juvenile refused the MAYSI-2, check the **Juvenile Refused MAYSI-2** checkbox. (ii) Enter the **Score** for each category, and the **Range** column will auto-populate a value based on the score number. (iii) Click the **Save** button.
- b. **Cancel Button**
  - i. Click the **Cancel** button and unsaved information will be cleared.
- c. **Refresh Button**
  - i. Click the **Refresh** button to ensure the most current information is being displayed.
- d. **Delete Button**
  - i. (i) Select an entry and (ii) click the **Delete** button.

■ If a score value outside the range for the corresponding category is entered, an “Error” value will appear in the **Range** field and the information will be unable to be saved.

■ The **Traumatic Experience** category will not have a score or range value.

■ The **Date MAYSI-2 Administered** must be after the admission date and before or on the current date and the release date.

#### 4. Movement Tab

The *Movement* tab displays juvenile movement history by **Facility**, **Housing Unit**, **Date Arrived**, and **Date Released** information.

- a. **Edit a Movement**
  - i. (i) Select a movement record, and the row will be highlighted in *blue*. (ii) Click the **Edit** button, (iii) edit the applicable information, and (iv) click the **Save** button.
- b. **Cancel Button**
  - i. Click the **Cancel** button and unsaved information will be cleared.
- c. **Refresh Button**
  - i. Click the **Refresh** button to ensure the most current information is being displayed.
- d. **Delete Button**
  - i. Select an entry, and the row will be highlighted in *blue*. (ii) Click the **Delete** button.



## 5. Weekend Detention Tab

The *Weekend Detention* tab displays the juvenile's weekend detention **Facility**, **Date/Time In**, **Releasing Counselor**, **Person Released To**, and **Date/Time Out** information.

### a. Entering Weekend Detention Data

- i. (i) Click the **Add** button, select the (ii) **Date/Time In**, and when releasing, (iii) the **Date/Time Out** from the calendar drop-down buttons, enter the (iv) **Releasing Staff** and (v) **Person Released To** into the textboxes, and (vi) click the **Save** button.

### b. Edit Weekend Detention Data

- i. (i) Select a weekend detention, and the row will be highlighted in *blue*. (ii) Click the **Edit** button, (iii) edit the information, and (iv) click the **Save** button.

### c. Cancel Button

- i. Click the **Cancel** button and unsaved information will be cleared.

### d. Refresh Button

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

### e. Delete Button

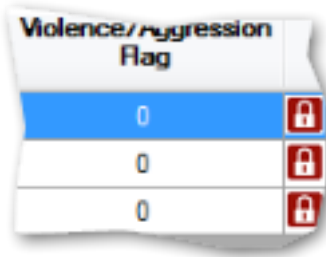
- i. Select an entry, and the row will be highlighted in *blue*. (ii) Click the **Delete** button.

- If the user releases the juvenile on the *Admission* tab, the last weekend **Date/Time Out** field will auto-populate on the *Weekend* tab.
- User must click the **Edit** button and ensure the **Date/Time In** and **Date/Time Out** fields on previous entries are completed before adding a new weekend detention entry.
- A user must assign weekenders a status of "Post-D (No Program)" and check the box entitled **Serve Weekend** on the *Status* screen; the **Date/Time In** will auto-populate the first weekend stay on the *Weekend Detention* tab.
- Juveniles serving weekend detention are referred to as weekenders in this manual.

## 6. YASI Tab

The *Detention Admission* screen *YASI* tab will display a juvenile's information for any completed *Full YASI*, *Pre-YASI*, or *Pre-adjudication* assessments.

- YASI information can be viewed on the [Caseload Management Module's Caseload Details](#) screen YASI tab OR via the [Detention Module's Detention Admission](#) screen YASI tab. While there are some minor presentation differences between the two YASI tabs, the data are the same.
- If there is a YASI item response issue that requires a reassessment, item responses for the current assessment will be locked as represented by the padlock icons in the following image.



Refer to the [BADGE Terms & Concepts Manual](#) for descriptions of the columns contained on the upper half of the YASI tab.

### a. Full YASI Tab

- When the *Full YASI* tab is selected, the YASI tab displays the Date Administered, Assessment Type, Completed By, Overall Risk, SR (static risk), DR (dynamic risk), Overall Protective, SP (static protective), DP (dynamic protective), Mental Health Flag, and Violence/Aggression Flag case plan information in columns in the upper half of the screen. The lower half of the screen consists of the *Behavior Analysis* and *Priority 1, 2, and 3* tabs.
- Select a *Full YASI* record in the upper half of the screen and the row will be highlighted in *blue*. Any existing data related to the selected record will auto-populate the text fields contained on the *Behavior Analysis* and *Priority 1, 2, and 3* tabs.

Date Administered	Assessment Type	Completed By	Overall Risk	SR	DR	Overall Protective	SP	DP	Mental Health Flag	Violence/Aggression Flag

Behavior Analysis | Priority 1 | Priority 2 | Priority 3

What is the pattern of behavior that needs to change?

What are the internal/external triggers?

What is the intent and motivation behind the behavior?

What incentives does the youth have to change?

### 1. Behavior Analysis Tab

- The **What is the pattern of behavior that needs to change** textbox will list all the offenses, or other problem behavior, that resulted in the juvenile's involvement in the justice system.
- The **What are the internal/external triggers** textbox will list all the internal and/or external triggers that the juvenile has that increases their likelihood of becoming involved in criminal activity.
- The **What is the intent and motivation behind the behavior** textbox will list the juvenile's purpose for the behavior and motivation for them to become involved in the pattern of behavior that needs to change.
- The **What incentives does the youth have to change** textbox will list the desires, abilities, reasons, needs, or anticipated outcomes that could serve as important incentives or motivating factors for the juvenile to change or adapt new behaviors.

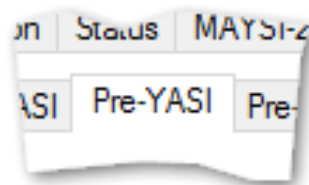


## 2. Priority 1, Priority 2, and Priority 3 Tabs

- Select a YASI record, and the row will be highlighted in blue, and any saved priority YASI case plan information will be displayed on the screen of each tab.
- The Domain textbox will list the domain that was selected on the domain wheel as a priority.
- The **Long Term Goal** textbox will list the long-term goal that the juvenile will be working related to the domain.
- The **Short Term Goal** textbox will list the short-term goal that the juvenile will be working related to the domain.
- The **Targets** textbox will list the target items that are to be addressed.
- The **Protective Factors** textbox will list the protective factors the juvenile has in the listed domain.
- The **Action Step** textbox will list the planned action the parole officer will take with the juvenile.

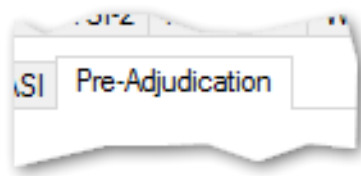
## b. Pre-YASI Tab

- When the *Pre-Yasi* tab is selected, the *YASI* tab displays the Assessment Type, Date Administered, Completed By, Overall Risk, Legal History, Social History, Pre-screen Protective, and areas contributing to risk (LH, FM, SC, CP, AD, MH, AV, AT, SK, and EF) pre-YASI information columns.
- Click on a *Pre-YASI* record to review saved *Pre-YASI* assessment information.



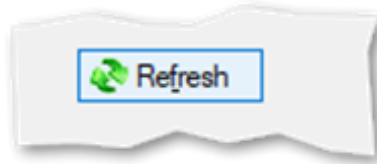
## c. Pre-Adjudication Tab

- When the **Pre-Adjudication** tab is selected, the *YASI* tab displays the Assessment Type, Date Administered, Completed By, Overall Risk, Legal History, Social History, Pre-screen Protective, and areas contributing to risk (LH, FM, SC, CP, AD, MH, AV, AT, SK, and EF) pre-adjudication information columns.
- Click on a record to review the information saved for the *Pre-Adjudication* assessment.



d. **Refresh Button**

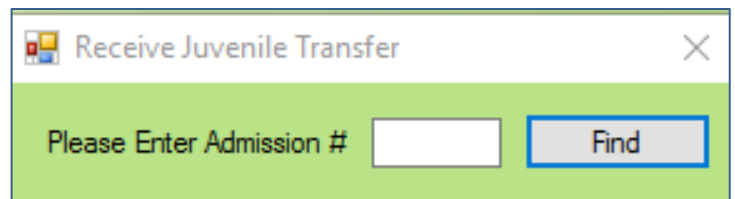
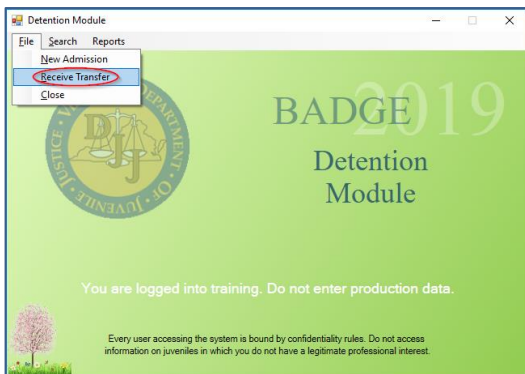
- i. Click the **Refresh** button to ensure the most current information is being displayed.



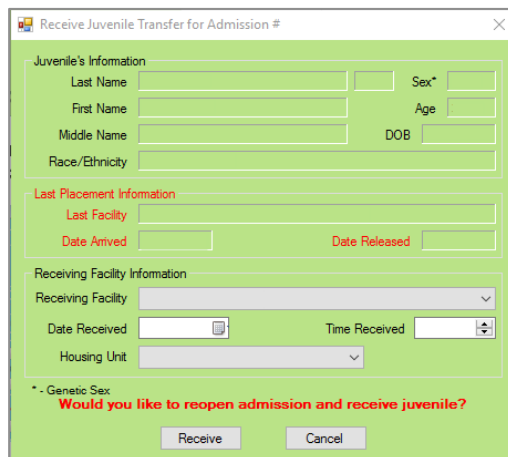
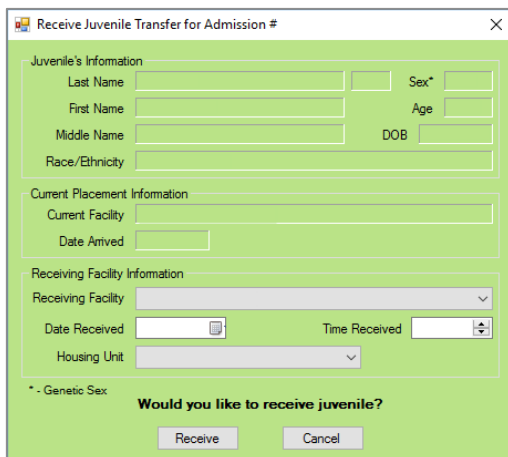
**Receive Juvenile Transfer**

The Receive Transfer screen should be accessed only if the juvenile is transferring from one detention center to another using the same admission number.

- 1. From the Detention Module screen, (i) click the **File** menu, (ii) select the **Receive Juvenile Transfer** option from the drop-down menu, and the Receive Juvenile Transfer screen will appear.



- a. (i) Enter the admission number into the **Please Enter Admission #** textbox, (ii) click the **Find** button, and the Receive Juvenile Transfer for Admission screen will appear.



- i. The Receive Juvenile Transfer for Admission screen displays the **Juvenile's Information, Current Placement Information, and Receiving Facility Information**. The juvenile information and placement information will not be available for editing on this screen.
- ii. **Enter Receiving Facility Information**

1. Select the (i) **Receiving Facility** from the drop-down menu, (ii) **Date Received** from the calendar drop-down button, (iii) **Time Received** by clicking on the (“Hour”, “Minute”, “Second”, or “AM/PM”) value which you would like to change and using the up and down arrows or typing in the time, (iv) and **Housing Unit** from the drop-down menu, and (v) click the **Receive** button.

- After clicking **Receive**, the juvenile information will display on the Secure Detention Population screen of the receiving facility.
- A juvenile’s admission number can be found at the bottom of the Secure Detention Population screen.
- Last Placement** information will appear on the Receive Juvenile Transfer for Admission screen if the juvenile has previously been released and the admission has been closed.
- The sending facility should provide the receiving facility with the Admission Number (**NOT the Juvenile number or ICN**) found on the Secure Detention Population screen.

## Secure Detention Population Screen

The Secure Detention Population screen displays a detention center’s **Current Population List** (including juveniles released within the last 10 days).

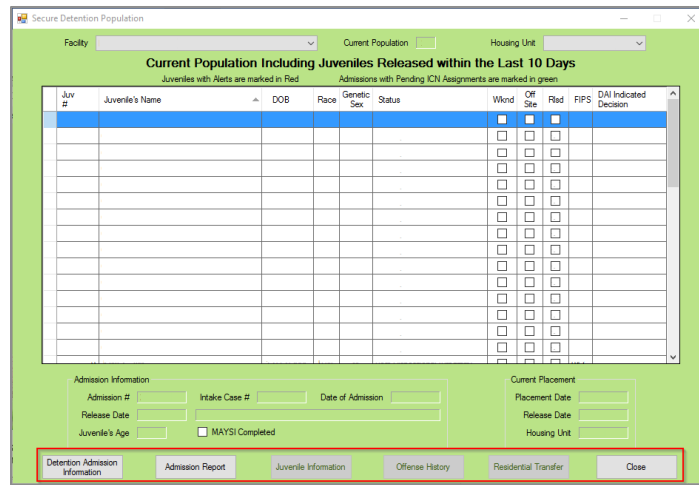
1. To access the Secure Detention Population screen from the Detention Module screen, (i) click the **Search** menu, (ii) select the **By Current Population** option from the drop-down menu, and the Secure Detention Population screen will appear and display the **Current Population** list for the selected facility.
  - a. The **Facility** field will auto-populate to reflect the user’s assigned detention center, and the **Housing Unit** field will auto-populate to **All Housing Units**. If you would like to change the **Facility** and/or **Housing Unit** fields, select the appropriate option(s) from the drop-down menu(s).

- b. Select a juvenile and their **Admission** and **Current Placement** information will appear in the **Admission Information** and **Current Placement** sections at the bottom of the screen.

- The **Juv #** field will display as 0 if an **ICN** has not yet been associated with the admission.
- When a juvenile is in the facility, the **Off-Site** box on the Secure Detention Population screen will be unchecked; when the juvenile is off-site, the **Off-Site** checkbox will be checked to indicate that the juvenile is not physically in the facility but has future weekends to serve.
- The **Current Population** count box at the top of the Secure Detention Population screen does not count weekenders that are marked as **Off-Site** or juveniles that have been released within the last 10 days.

## Secure Detention Population Screen Buttons

At the bottom of the Secure Detention Population screen, there are six buttons: **Detention Admission Information / Verify Pending ICN**, **Admission Report**, **Juvenile Information**, **Offense History**, **Residential Transfer**, and **Close**.



For some admission entries, the **Juvenile Information**, **Offense History**, and **Residential Transfer** buttons will be greyed out. This will apply to admissions without a juvenile number and/or associated ICN because this criteria is linked to the ICN or juvenile number.

**1. Detention Admission Information Button**

- a. From the *Detention Admission* screen, you can access the juvenile’s admission information.
  - i. (i) Select a juvenile, and the row will be highlighted in *blue*. (ii) Click the **Detention Admission Information** button, and the *Detention Admission* screen will appear.

Refer to the [Detention Admission](#) section for instructions on how to navigate the *Detention Admission* screen.



**2. Verify Pending ICN Button**

- a. The **Verify Pending ICN** button allows a user to verify a pending ICN for a juvenile.
  - i. (i) Select a juvenile record with a pending ICN from the list, and the row will be highlighted in *blue*, (ii) click the **Verify Pending ICN** button, and the *Juvenile’s Information for Admission* split screen will appear.

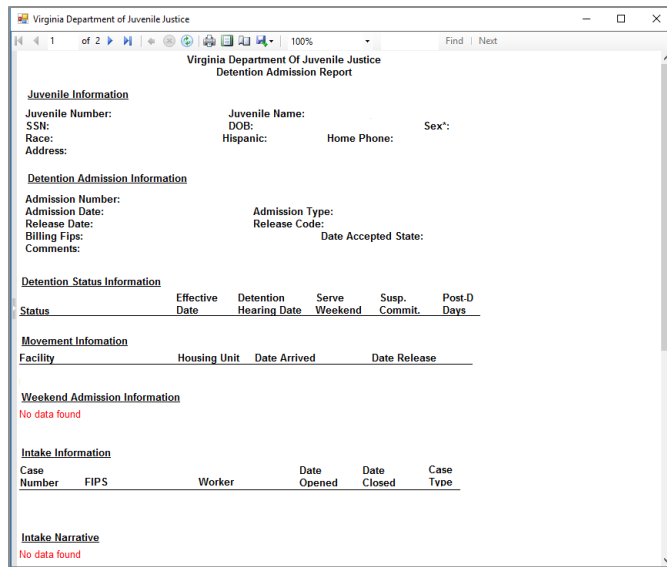


1. Click the **Assign** button to verify the pending ICN.
2. Click the **Decline** button to decline the ICN.
3. Click the **Cancel** button and unsaved information will be cleared.

- Juvenile records with a pending ICN will be highlighted in *green*.
- Upon declining a pending ICN, contact the CSU and notify them of the reason for the decline.
- If the desired juvenile record does not have a pending ICN, contact the detaining CSU to determine and assign an ICN for the juvenile record.
- The *Juvenile's Information for Admission* screen displays juvenile information from the Detention Center on the left side and the juvenile information from the CSU on the right side of the screen.
- When clicking the **Assign** button, the Juvenile's Information from JTS on the right side of the Juvenile's Information for Admission screen is the official information which will be saved for the admission.

### 3. Admission Report Button

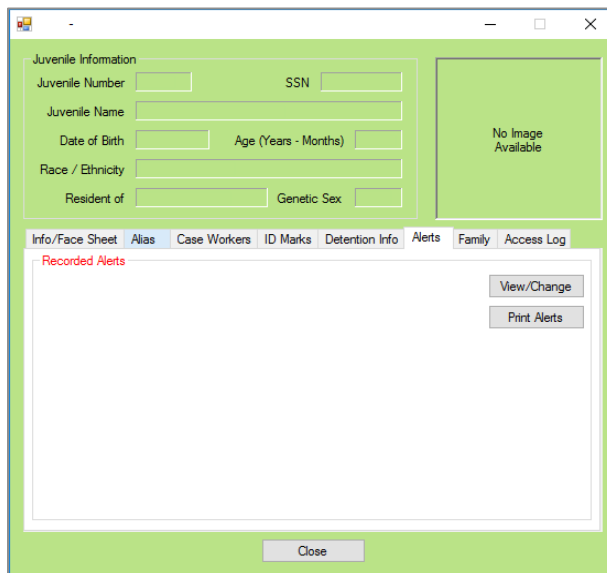
- a. The **Admission Report** button allows a user to access the juvenile's Detention Admission, Detention Status, Petition and Petitioner, Detention Order, Contact, Alias, and Alert information.
  - i. (i) Select a juvenile, and the row will be highlighted *in blue*. (ii) Click the **Admission Report** button, and the Virginia Department of Juvenile Justice screen will appear. (iii) Click the **Save** and/or **Print** button(s) located at the top of the screen.



**4. Juvenile Information Button**


- a. The **Juvenile Information** button allows a user to look at the selected juvenile’s information.
  - i. (i) Select a juvenile, and the row will be highlighted in *blue*. (ii) Click the **Juvenile Information** button, and the Juvenile Information screen will appear.

 Refer to the [Juvenile and Adult Information Screens User Manual](#) for instructions on how to navigate the Juvenile Information screen.



**5. Offense History Button**

- a. The **Offense History** button allows a user to view the selected juvenile’s offense history.
  - i. (i) Select a juvenile, and the row will be highlighted in *blue*. (ii) Click the **Offense History** button, and the Offense History screen will appear.

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



## 6. Residential Transfer Button

- a. The **Residential Transfer** button allows detention centers to provide information regarding the juvenile's safety and security issues when transferring to DJJ.
  - i. (i) Select a juvenile, and the row will be highlighted in *blue*, (ii) click the **Residential Transfer** button, and the Residential Transfer Information screen will appear.



 A screenshot of the 'Residential Transfer Information' window. The window title is 'Residential Transfer Information'. It contains a form with the following sections:
 

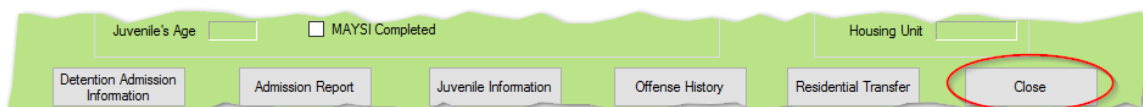
- Juvenile Information:** Fields for Juvenile #, Juvenile's Name, Admission #, Race / Ethnicity, DOB, and Genetic Sex.
- Disclaimer:** 'This information is for safety and security issues. This is not a medical document.'
- Alert Questions:** A list of questions with dropdown menus and magnifying glass icons. The questions include:
  - Has chronic or acute medical issues? (Describe if yes)
  - Taking medications (including psychotropic)? (Describe if yes)
  - Had incidents of physical aggression toward staff or other residents (include any injuries received or caused)? (Describe if yes)
  - Has mental health issues including suicide ideation, gestures, attempts and/or self injurious behavior? (Describe if yes)
  - Compliant with program and/or adult supervision? (Describe if no)
  - Has pending criminal matters? (Describe if yes)
  - Has visitation issues? (Describe if yes)
  - Has counseling/therapy while at the facility? (Describe if yes)
- Additional Information:** A text area for 'Please enter other information that may be important to receiving facility'.
- Facility Selection:** A dropdown menu for 'Your Facility:'.
- Buttons:** 'Save', 'Print', and 'Cancel'.

 A red box highlights the 'Alert Questions' section.

1. The Residential Transfer Information screen displays the juvenile information by **Juvenile #**, **Juvenile's Name**, **DOB**, **Admission #**, **Race/Ethnicity**, and **Genetic Sex**.
  - a. (i) Select the appropriate drop-down menu option for each alert question, (ii) type additional details into the textbox located next to the alert questions OR click the magnifying glass icon located next to the question to open an expanded textbox screen and type the information, (iii) select your facility of employment from the **Your Facility** dropdown menu, and (iv) click the **Save** button.
  - b. **Print Button**
    - i. Click the **Print** button to view or print residential transfer information for a specific juvenile record.
  - c. **Cancel Button**
    - i. Click the **Cancel** button and unsaved information will be cleared.

## 7. Close Button

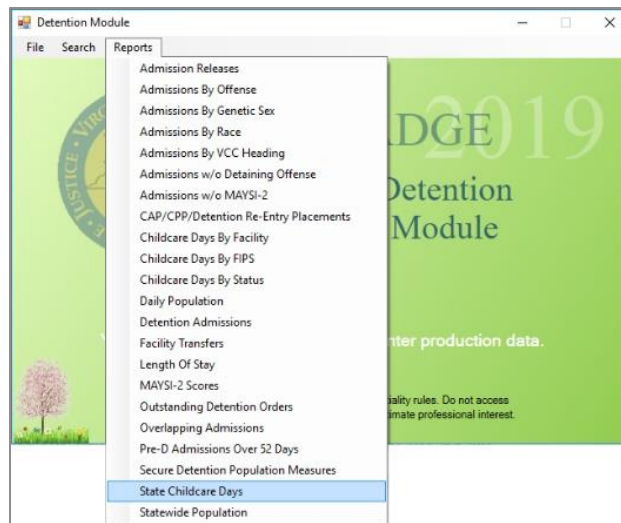
- a. Click the **Close** button to return to the Detention Module screen.





## Reports

This menu provides users with various reports. From the *Detention Module* screen, (i) click the **Reports** menu, (ii) select the desired report from the drop-down menu, and the selected report will generate.



Report Name	Report Summary
<a href="#">Admission Releases</a>	Lists the Juvenile Number, Last Name, DOB, Race/Ethnicity, Genetic Sex, Release Date, and release Reason information by county.
<a href="#">Admissions By Offense</a>	Lists the FIP's, VCC, Offense Description, and Total number of admissions information by offense category.
<a href="#">Admissions By Genetic Sex</a>	Lists the Facility, genetic sex (Male/Female), and Total number of admissions information by facility.
<a href="#">Admissions By Race</a>	Lists the races and Total number of admissions by Facility.
<a href="#">Admissions By VCC Heading</a>	Lists the Facility, VCC Heading, and Count number of admissions by facility and offense code heading.
<a href="#">Admissions w/o Detaining Offense</a>	Lists the admissions without an associated detaining offense for each FIPS.
<a href="#">Admissions w/o MAYSI-2</a>	Lists the Facility, Detaining FIPS, admission (ADM) Type, juvenile Name, date of birth (DOB), Admitted date, Released date (if applicable), and Total admissions information of juveniles admitted without a MAYSI-2 screening.
<a href="#">CAP/PPP/Detention Re-Entry Placements</a>	Lists placements by program and facility.
<a href="#">Childcare Days By Facility</a>	Lists the Detention Home, Billing Locality, juvenile admission information, and Local, State and Total admission days as well as Billing Locality Totals by facility.



Report Name	Report Summary
<a href="#">Childcare Days by FIPS</a>	Lists the Detention Home, Billing Locality, juvenile admission information, and Local, State and Total admission days as well as Billing Locality Totals by FIPS.
<a href="#">Childcare Days By Status</a>	Lists the Detention Home, Billing Locality, juvenile admission information, and Local, State and Total admission days as well as Billing Locality Totals by status.
<a href="#">Daily Population</a>	Lists daily population information, Facility Total, Total Onsite, and Total Offsite by Facility, CSU, and FIPS.
<a href="#">Detention Admissions</a>	Lists the Detaining Court, Juvenile Number, Juvenile Name, Race/Ethnicity, genetic Sex, date of birth (DOB), Age, Admission Date, Release Date, Locality, Facility and Grand Total information by facility.
<a href="#">Facility Transfers</a>	Lists the Juvenile Number, Juvenile Name, date of birth (DOB), facility Transferred From (for incoming juveniles), facility Transferred To (for outgoing juveniles), and Date Transferred information for juveniles transferred between detention facilities.
<a href="#">Length Of Stay</a>	Lists the Facility, the number of Total Released, Total Days Length of Stay, the Average (Avg) Days Length of Stay and the number of population with 1-10, 11-25, 26-50, 51-75, 76-100, and Over 100 Days information by Facility.
<a href="#">MAYSI-2 Scores</a>	Lists the Juvenile's Name, Detaining Locality, genetic Sex, date of birth (DOB), VCC, if the detention is a Judge Ordered Detention (JO), Admitted date, Released date (if applicable), and the MAYSI-2 scores by facility.
<a href="#">Outstanding Detention Orders</a>	Lists outstanding detention orders for each FIPS.
<a href="#">Overlapping Admissions</a>	Lists overlapping detention admissions and juvenile admission information by facility.
<a href="#">Pre-D Admissions over 52 Days</a>	Lists the Juvenile Number, the juvenile's Last, First and Middle names, Pre-D Date, ICN, Admitted date, FIPS, and Arrival date information by facility.
<a href="#">Secure Detention Population Measures</a>	Lists population, Status, and Offense demographics as well as Detention Population Composition for Pre-D Status, total Child Care Days, Admission and Release percentages, length of stay (LOS) and ADP by Facility, CSU, and FIPS.
<a href="#">State Childcare Days</a>	Lists Detention Home, Billing Locality, juvenile admission information, Admitted, Released, and State Dates as well as Local, State and Total Days of admission by facility.
<a href="#">Statewide Population</a>	Lists the Detention Facility, Baseline Capacity, and number of On-Site, weekend (WkEnd) Offsite, Male, Female, and Total residents by Detention Facility.

■ Some reports show only the most serious offense, while other reports will specify all detaining offenses.

## 1. Admission Releases

- a. The **Admission Releases** report lists the Juvenile Number, Last Name, DOB, Race/Ethnicity, Genetic Sex, Release Date, and release Reason information. (i) Click the **Reports** menu, (ii) select the

**Admissions Release** option from the drop-down menu, and the *Admission Release Report* screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

## 2. Admissions By Offense

- a. The **Admissions By Offense** report lists the FIP's, VCC, Offense Description, and Total number of admissions information. (i) Click the **Reports** menu, (ii) select the **Admissions By Offense** option from the drop-down menu, and the *Admission by Offense Report* screen will appear, select the (iii) **Facility** from the drop-down menu, (iv) **Start Date** and (v) **End Date** from the calendar screens, and (vi) **VCC Head** from the drop-down menu, (vii) click **Generate**, and the report will appear.

## 3. Admissions By Genetic Sex

- a. The **Admissions By Genetic Sex** report lists the Facility, genetic sex (Male/Female), and Total number of admissions information. (i) Click the **Reports** menu, (ii) select the **Admissions By Genetic Sex** option from the drop-down menu, and the *Admissions by Genetic Sex Report* screen will appear, select the (ii) **Start Date** and (iii) **End Date** from the calendar screens. (iv) Click **Generate**, and the report will appear.

## 4. Admissions By Race

- a. The **Admissions By Race** report lists the Facility, race, and Total number of admissions information. (i) Click the **Reports** menu, (ii) select the **Admissions By Race** option from the drop-down menu, and the *Admissions by Race Report* screen will appear, select the (iii) **Start Date** and (iv) **End Date** from the calendar screens, (v) click **Generate**, and the report will appear.

## 5. Admissions By VCC Heading

- a. The **Admissions By VCC Heading** report lists the Facility, VCC Heading, and Count number of admissions information. (i) Click the **Reports** menu, (ii) select the **Admissions By VCC Heading** option from the drop-down menu, and the *Admissions by VCC Heading Report* screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

## 6. Admissions w/o Detaining Offense

- a. The **Admissions w/o Detaining Offense** report lists the admissions without an associated detaining offense for each FIPS. It lists the Detention facility, ICN#, Juvenile#, juvenile Name, social security number (SSN), date of birth (DOB), genetic Sex, Race, Hispanic identification, Address, Phone number, date Admitted, date Released, and admission (Adm) Type information as well as Comments. (i) Click the **Reports** menu, (ii) select the **Admission w/o Detaining Offense** option from the drop-down menu, and the *Admissions without Detaining Offense Report* screen will appear. Select the appropriate (iii) **FIPS** from the drop-down menu, (iv) click **Generate**, and the report will appear.

■ Only staff with CSU read-only access to the Detention Module will have access to this report.

## 7. Admissions w/o MAYSI-2

- a. The **Admissions w/o MAYSI-2** report lists the Facility, Detaining FIPS, admission (ADM) Type, juvenile Name, date of birth (DOB), Admitted date, Released date (if applicable), and Total admissions information. (i) Click the **Reports** menu, (ii) select the **Admissions w/o MAYSI-2** option from the drop-down menu, and the *Admissions Without MAYSI-2 Report* screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

## 8. CAP/PPP/Detention Re-Entry Placements

- a. The **CAP/PPP/Detention Re-Entry Placements** report show placements by program and facility. The report displays the Juvenile Number, Juvenile Name, genetic Sex, date of birth (DOB), Race/Ethnicity, Most Serious Offense, Committing FIPS, Supervising FIPS, Final (ERD) early release date, Final (LRD) late release date, Date Arrived, and Date Released. (i) Click the **Reports** menu, (ii) select the **CAP/PPP/Detention Re-Entry Placements** option from the drop-down menu, and the *CAP/PPP/Detention Re-Entry Report* screen will appear. (iii) Select the **Facility** from the drop down-menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens. (vi) Click **Generate**, and the report will appear.

## 9. Childcare Days By Facility

- a. The **Childcare Days By Facility** report lists the billing Period, Detention Home, Billing Locality, if the juvenile is serving Weekend Detention (WK), juvenile number (Juv. #), the Juvenile's Name, VCC, if the

detention is a Judge Ordered Detention (JO), Race/Ethnicity, genetic Sex, date of birth (DOB), Age, Detention Status, State Date, Admitted date, Released date (if applicable), and Local, State, and Total Days information. (i) Click the **Reports** menu, (ii) select the **Childcare Days By Facility** option from the drop-down menu, and the Child Care Days by Facility Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

#### 10. Childcare Days By FIPS

- a. The **Childcare Days By FIPS** report lists the Billing period, Detention Home, Billing Locality, if the juvenile is serving Weekend Detention (WK), juvenile number (Juv. #), the Juvenile's Name, VCC, if the detention is a Judge Ordered Detention (JO), Race/Ethnicity, genetic Sex, date of birth (DOB), Age, Detention Status, State Date, Admitted date, Released date (if applicable), and Local, State, and Total Days information. (i) Click the **Reports** menu, (ii) select the **Childcare Days By Facility** option from the drop-down menu, and the Child Care Days by FIPS Report screen will appear, select the (iii) **FIPS** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

#### 11. Childcare Days By Status

- a. The **Childcare Days By Status** report lists Billing period, Detention Home, Billing Locality, if the juvenile is serving Weekend Detention (WK), juvenile number (Juv. #), the Juvenile's Name, VCC, if the detention is a Judge Ordered Detention (JO), Race/Ethnicity, genetic Sex, date of birth (DOB), Age, Detention Status, State Date, Admitted date, Released date (if applicable), and Local, State, and Total Days information. (i) Click the **Reports** menu, (ii) select the **Childcare Days By Status** option from the drop-down menu, and the Childcare Days by Status Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

#### 12. Daily Population

- a. The **Daily Population** report lists the CSU(s), detaining FIPS, Juvenile #, the Juvenile's Name, Race/Ethnicity, genetic Sex, date of birth (DOB), Age, Admission Date, Detention Status, Post Days, if the juvenile is serving weekends (WK End), if the juvenile is Off Site, number of Days Detained, Hearing Date (if applicable), Date Accepted by State, and DAI Most Serious Off. (offense) Category, DAI Total Score, and DAI Indicated Decision information. (i) Click the **Reports** menu, (ii) select the **Daily Population** option from the drop-down menu, and the Daily Population Report screen will appear, select the (iii) **Facility**, (iv) **CSU**, and (v) **FIPS** from the drop-down menus, the **Start Date** and **End Date** fields will not be accessible, (vi) click **Generate**, and the report will appear.

#### 13. Detention Admissions

- a. The **Detention Admissions** report lists the Detaining Court, Juvenile Number, Juvenile Name, Race/Ethnicity, genetic Sex, date of birth (DOB), Age, Admission Date, Release Date, Locality, Facility and Grand Total information. (i) Click the **Reports** menu, (ii) select the **Detention Admissions** option from the drop-down menu, and the Detention Admissions Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

#### 14. Facility Transfers

- a. The **Facility Transfers** report lists the Juvenile Number, Juvenile Name, date of birth (DOB), facility Transferred From (for incoming juveniles), facility Transferred To (for outgoing juveniles), and Date Transferred information for juveniles transferred between detention facilities. (i) Click the **Reports** menu, (ii) select the **Facility Transfers** option from the drop-down menu, and the Facility Transfers Report screen will appear. (iii) Select a **Facility** from the drop down menu, select the (iv) **Start Date** and (v) **End Date** from the calendar screens. (vi) Click **Generate**, and the report will appear.

#### 15. Length Of Stay

- a. The **Length Of Stay** report lists the Facility, the number of Total Released, Total Days Length of Stay, the Average (Avg) Days Length of Stay and the number of population with 1-10, 11-25, 26-50, 51-75, 76-100, and Over 100 Days information. (i) Click the **Reports** menu, (ii) select the **Length Of Stay** option from the drop-down menu, and the Length of Stay Report screen will appear, select the (iii) **Start Date** and (iv) **End Date** from the calendar screens, (v) click **Generate**, and the report will appear.

#### 16. MAYSI-2 Scores

- a. The **MAYSI-2 Scores** report lists the Juvenile's Name, Detaining Locality, genetic Sex, date of birth (DOB), VCC, if the detention is a Judge Ordered Detention (JO), Admitted date, Released date (if

applicable), and the MAYSI-2 scores for Alcohol/Drug, Angry/Irritable, Depressed/Anxious, Somatic Complaints, Suicide Ideation, Thought Disturbance, and Traumatic Experience information. (i) Click the **Reports** menu, (ii) select the **MAYSI-2 Scores** option from the drop-down menu, and the MAYSI/ Scores Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

## 17. Outstanding Detention Orders

- a. The **Outstanding Detention Orders** report lists outstanding detention orders for each FIPS. It lists the Worker who created the intake to which the detention order is attached, Facility, Date Issued, Juvenile Number, Case Number, Juvenile Name, date of birth (DOB), and Detention Date information. (i) Click the **Reports** menu, (ii) select the **Outstanding Detention Orders** option from the drop-down menu, and the Outstanding Detention Orders Report screen will appear. Select the (iii) **FIPS** from the drop-down menu, (iv) click **Generate**, and the report will appear.

■ A navigation panel with the name of each worker assigned to the outstanding orders will appear on the left side of the screen. To view a specific worker's orders, click the name of the desired worker and their records will appear at the top of the screen. The report list workers' names in alphabetical order.

■ Only staff with CSU read-only access to the Detention Module will have access to this report.

## 18. Overlapping Admissions

- a. The **Overlapping Admissions** report lists the Admission Number, Case Number, Juvenile Number, juvenile Last Name, First name, date of birth (DOB), billing (Bill) FIPS, Admitted date, Released date, Release Code, Initial Facility, Post-D days, Date Keyed, and Worker information. (i) Click the **Reports** menu, (ii) select the **Overlapping Admissions** option from the drop-down menu, and the Overlapping Admissions Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

## 19. Pre-D Admissions Over 52 Days

- a. The **Pre-D Admissions Over 52 Days** report lists the Juvenile Number, the juvenile's Last, First and Middle names, Pre-D Date, ICN, Admitted date, FIPS, and Arrival date information. It also includes the Total number of admissions over 52 days in pre-dispositional status for each facility. (i) Click the **Reports** menu, (ii) select the **Pre-D Admissions Over 52 Days** option from the drop-down menu, and the Admissions in Pre-D Status for 52 Days and Over Report screen will appear, select the (iii) **Facility** from the drop-down menu, (iv) click **Generate**, and the report will appear.

## 20. Secure Detention Population Measures

- a. The **Secure Detention Population Measures** report lists the Admissions and Releases number and percentages (#,%), the length of stay (LOS), and the ADP numbers and percentages (#,%) for Status, Genetic Sex, Race, Ethnicity, Offense Categories, and Total number and percentages information. At the end of the report, the Detention Population Composition for pre-dispositional (Pre-D) Statuses and the Child Care Days for all statuses and admissions is listed. (i) Click the **Reports** menu, (ii) select the **Secure Detention Population Measures** option from the drop-down menu, and the Secure Detention Population Measures Report screen will appear, select the (iii) **Facility**, (iv) **CSU**, and (v) **FIPS** from the drop-down menus, select the (vi) **Start Date** and (vii) **End Date** from the calendar screen, (viii) click **Generate**, and the report will appear.

## 21. State Childcare Days

- a. The **State Child Care Days** report lists the Billing Period, Detention Home, Billing Locality, Juvenile (#) number, the Juvenile's Name, Race/Ethnicity, genetic Sex, date of birth (DOB), Age, Detention Status, State accepted, Admitted, and Released Date, and the Local, State, and Total number of Days information. (i) Click the **Reports** menu, (ii) select the **State Child Care Days** option from the drop-down menu, and the State Child Care Days Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

## 22. Statewide Population

- a. The **Statewide Population** report lists the Detention Facility, Baseline Capacity, and number of On-Site, weekend (WkEnd) Offsite, Male, Female, and Total information. (i) Click the **Reports** menu, (ii) select the **Statewide Population** option from the drop-down menu, and the Statewide Population Report screen will appear.

## Appendix

### A. Document Revisions

Date	Item	Details
January 15, 2019	BADGE Home Screen	BADGE Home Screen has added the Non – JTS Modules Menu.
April 1, 2019	Residential Transfer Information Screen	Residential Transfer Information screen has been updated and the Yes/No/Unknown responses mandatory were made mandatory.
July 1, 2019	Ethnicity Field	Changed the <b>Ethnicity</b> fields from a three-factor checkbox to a drop-down menu that is a mandatory field.
September 16, 2020	Format Update	Updated format of entire BADGE Detention Manual based on guidance from the BADGE Style Manual and BADGE Manual Template. Including, but not limited to, adjusting paragraph spacing, adjusting list levels, implementing uniform font, adjusting screenshot size and borders, etc. Updated subsection order of Add a New Admission section and Detention Admission Screen Section.
December 10, 2020	Content Update	Updated entirety of manual content for consistency with BADGE application, input Report table for ease of use.