



# BADGE

Balanced Approach Data  
Gathering Environment

Direct Care Module User  
Manual

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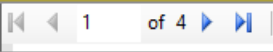

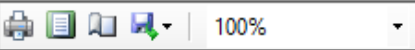
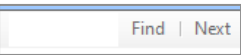






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





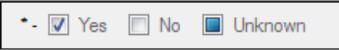
## Key/Legend

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 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 menu 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 menu.
 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>Textbox</b> , enter text to search for; click <b>Find</b> to search for text entered in textbox; and click <b>Next</b> to find the next instance of text entered in the textbox.
 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 describing 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 checkmark 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 an application displayed table or an application generated report. Cased to match.
“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 specific to each module. This manual is intended to assist those using the BADGE Caseload Management 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.

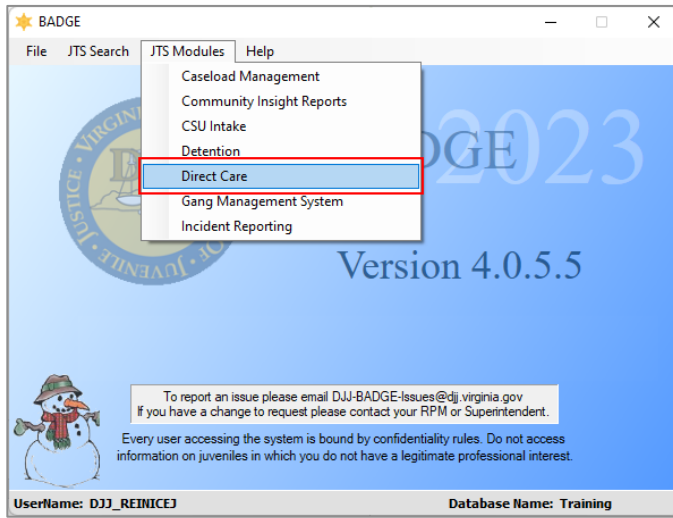
Please email [DJJ-BADGE-Passwords@djj.virginia.gov](mailto:DJJ-BADGE-Passwords@djj.virginia.gov) for assistance with BADGE login problems.

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

## Direct Care Module

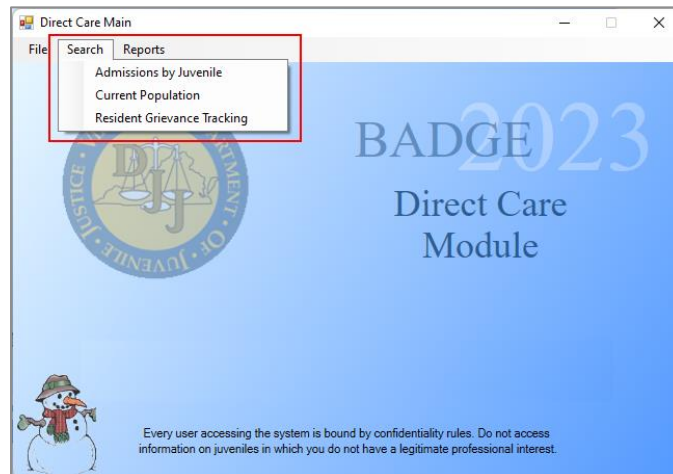
### Access the Module

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



### Search

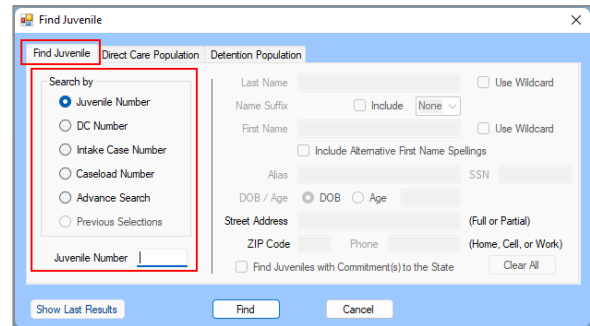
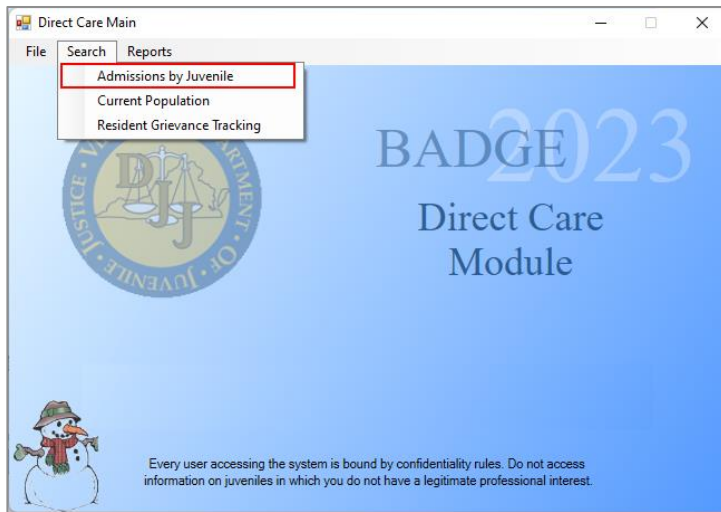
Click the **Search** drop-down menu on the *Direct Care Main* screen to access the various methods available to search for an existing juvenile in direct care: **Admissions by Juvenile**, **Current Population**, and **Resident Grievance Tracking**.



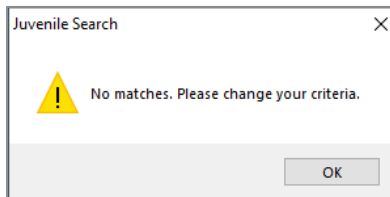
#### 1. Admissions by Juvenile

- a. From the *Direct Care Main* screen (i) click the **Search** drop-down menu, (ii) select the **Admissions by Juvenile** option from the drop-down menu, and the *Find Juvenile* screen will appear.
  - i. On the *Find Juvenile* screen search for a juvenile by (i) selecting an option in the **Search by** area on the *Find Juvenile* tab and (ii) entering the appropriate search data in any available text fields provided.





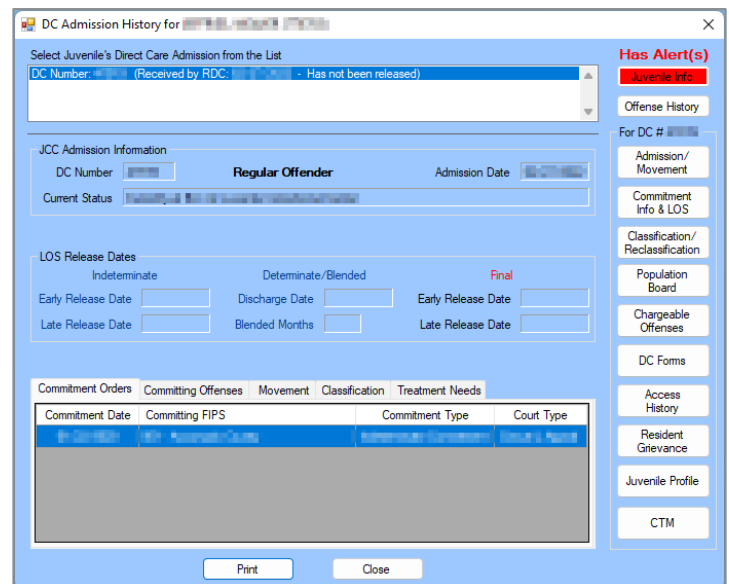
- ii. Click the **Find** button and one of the following three screens will appear:
  1. The Juvenile Search screen will appear stating “No matches. Please change your criteria.”



2. The DC Admission History screen will appear with the results for the specified juvenile.
3. The Search Results screen will appear with any potential matches.
  - a. On the Search Results screen (i) select the desired juvenile highlighting the row in blue, (ii) click the **Select** button and the DC Admission History screen will appear with the results for the juvenile selected from the search results.

Search Results - 151 juveniles meet your criteria.

Juvenile #	Last Name	Suffix	First Name	Middle Name	Residence FIPS	DOB	Race	Genetic Sex
100001	SMITH		JAMES	LEE	100000000	01/01/2000	M	M
100002	SMITH	JR	JAMES	LEE	100000000	01/01/2000	M	M
100003	SMITH		JAMES	LEE	100000000	01/01/2000	M	M
100004	SMITH		JAMES	LEE	100000000	01/01/2000	M	M
100005	SMITH		JAMES	LEE	100000000	01/01/2000	M	M
100006	SMITH		JAMES	LEE	100000000	01/01/2000	M	M
100007	SMITH		JAMES	LEE	100000000	01/01/2000	M	M
100008	SMITH		JAMES	LEE	100000000	01/01/2000	M	M
100009	SMITH		JAMES	LEE	100000000	01/01/2000	M	M
100010	SMITH		JAMES	LEE	100000000	01/01/2000	M	M

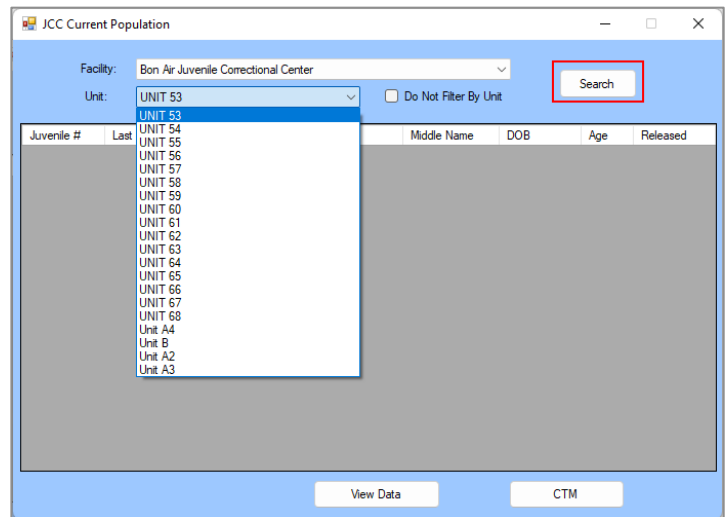
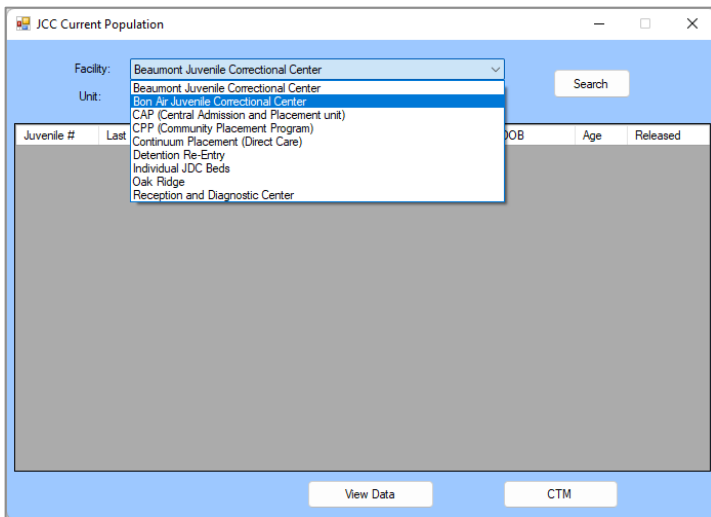
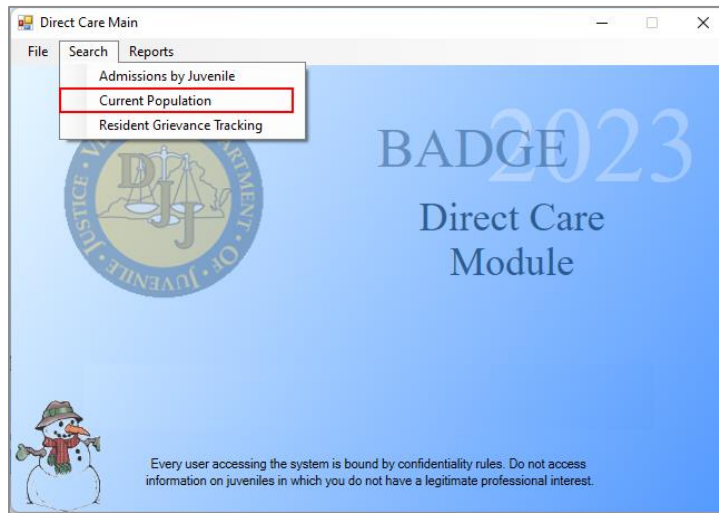


Refer to the [BADGE Login & Search User Manual](#) for instructions on how to navigate the Find Juvenile screen.  
 Refer to the [DC Admission History Screen](#) section for instructions on how to navigate the DC Admission History screen.

2. **Current Population**

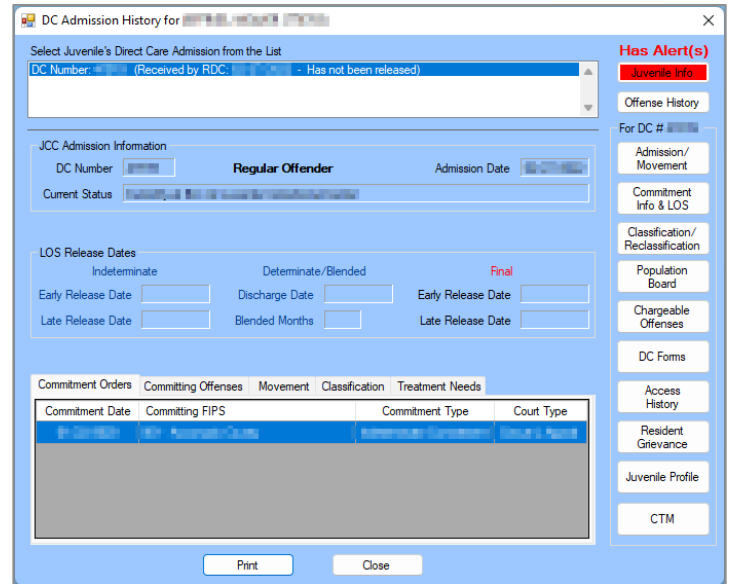
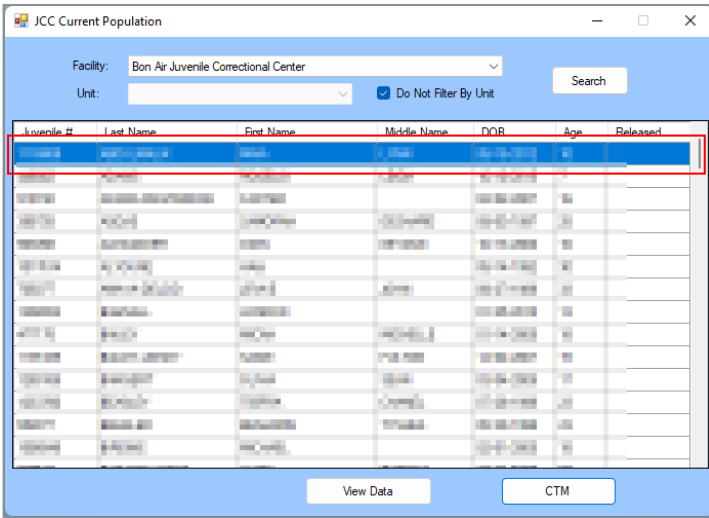
From the Direct Care Main screen (i) click the **Search** drop-down menu, (ii) select the **Current Population** option from the drop-down menu, and the JCC Current Population screen will appear.

On the *JCC Current Population* screen (i) select the **Facility** from the drop-down menu. The **Do Not Filter by Unit** checkbox will be selected automatically, to filter the results by a specific unit (ii) uncheck this checkbox and (iii) select a **Unit** from the drop-down menu.



a. **Search Button and View Data Button**

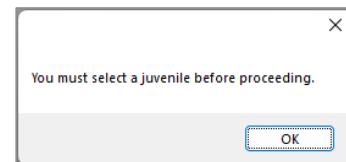
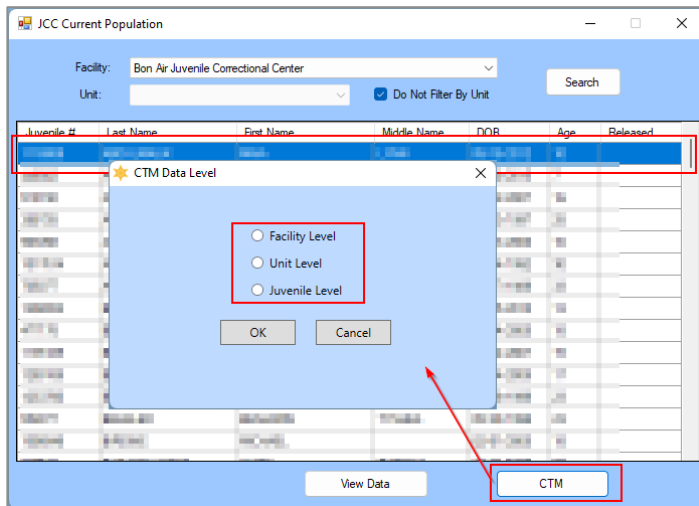
(i) Click the **Search** button and the search results will appear in a table on the screen. (ii) Select the desired juvenile, and the row will be highlighted in blue. (iii) Click the **View Data** button and the DC Admission History screen will appear.



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

**b. CTM (Community Treatment Model) Button.**

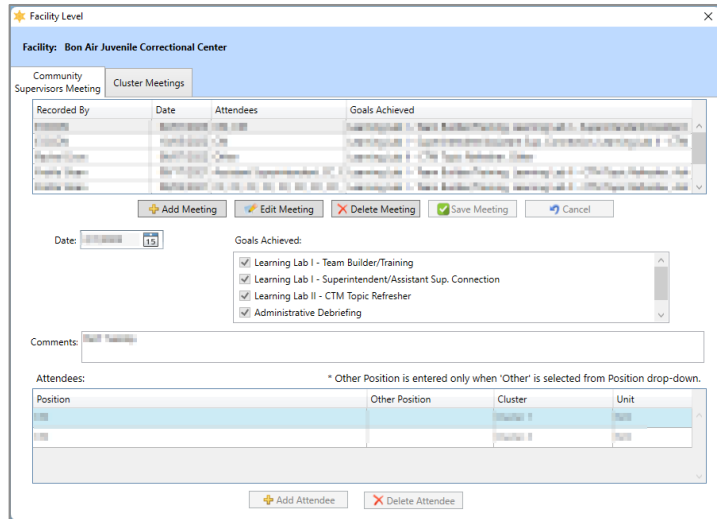
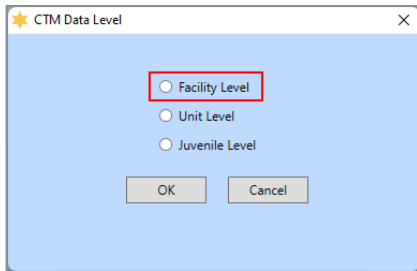
On the *JCC Current Population* screen (i) click the **CTM** button, and the *CTM Data Level* screen will appear. (ii) Select either the **Facility Level**, **Unit Level**, or **Juvenile Level** radio button and (iii) click **OK** to advance to the selected CTM data level screen.



A record search must be performed and a record selected on the *JCC Current Population* screen prior to clicking the **CTM** button.

**i. Facility Level Screen**

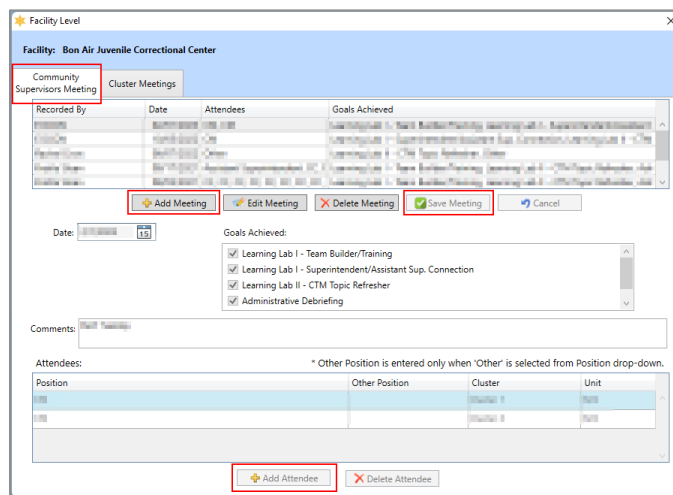
- (i) Select the **Facility Level** radio button, (ii) click the **OK** button, and the *Facility Level* screen will appear. The *Facility Level* screen contains the *Community Supervisors Meeting* tab and the *Cluster Meetings* tab.



a. **Community Supervisors Meeting Tab.** This tab displays the community supervisors meeting information: Recorded By, Date, Attendees, Goals Achieved, a **Comments** textbox, and an **Attendees** table.

i. **Add Meeting Button**

1. (i) Click the **Add Meeting** button, and the fields on the bottom of the screen will become accessible. (ii) Select the **Date** from the drop-down calendar menu, (iii) select one or more **Goals Achieved** checkbox options, and (iv) enter any **Comments** in the textbox.
2. (i) Click the **Add Attendee** button, and the fields in the **Attendees** section will become accessible. (ii) Select the **Position** from the drop-down menu, if **Other** is selected, (iii) type the position name in the **Other Position** textbox. (iv) Select the **Cluster** from the drop-down menu and (v) select the **Unit** from the drop-down menu.
3. Click **Save Meeting** button, and the meeting record will appear in the table at the top of the screen. The **Recorded By** field will auto-populate with the name of the logged in BADGE user who saved the meeting information.

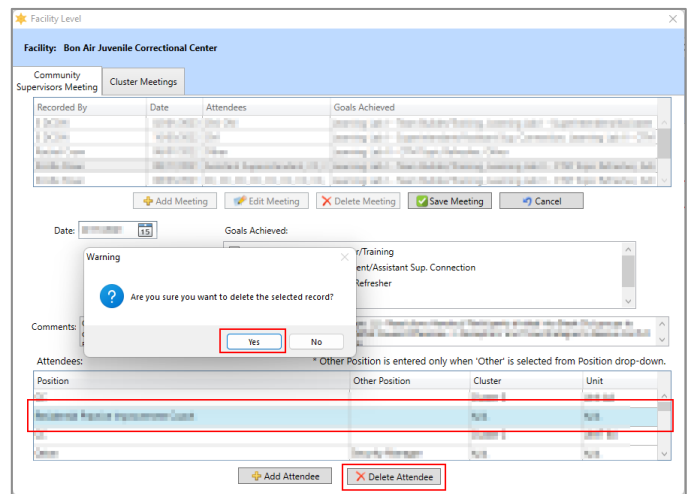
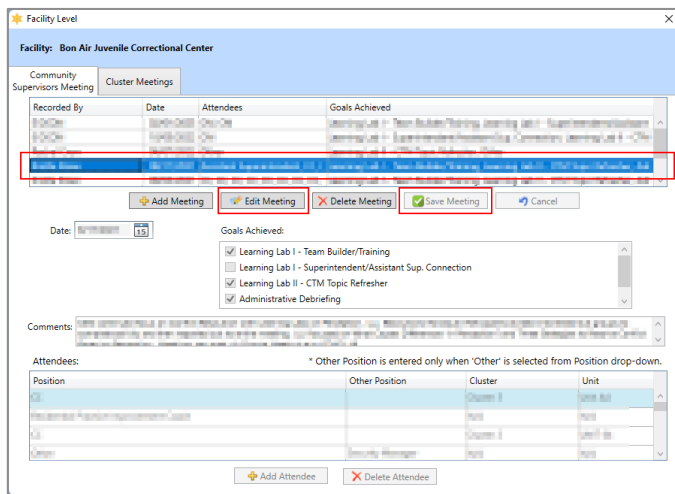


ii. **Edit Meeting Button**

1. Select a record, and the row will be highlighted in blue.
2. (i) Click the **Edit Meeting** button and the fields on the bottom of the screen will become accessible for the selected record. (ii) Edit the information in the **Date**, **Goals Achieved**, and **Comment** fields as necessary.
  - a. If an attendee needs to be deleted from the meeting record, (i) select the attendee record and the row will be highlighted in light blue. (ii) Click the **Delete**

**Attendee** button and a Warning screen will appear, (iii) click the **Yes** button to delete the record.

3. Click the **Save Meeting** button to save the edited record.

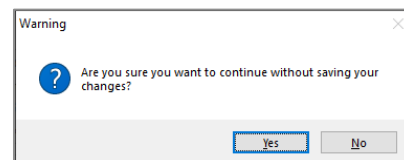
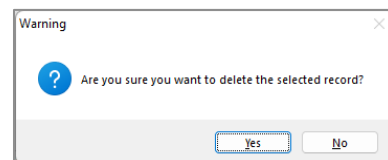
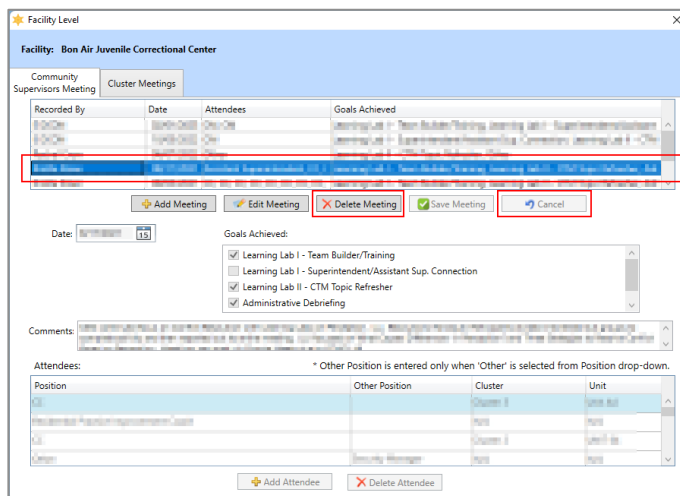


iii. **Delete Meeting Button**

1. Select a record in the table, and the row will be highlighted in blue.
2. (i) Click the **Delete Meeting** button and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to delete the meeting record.

iv. **Cancel Button**

1. (i) Click the **Cancel** button when adding or editing a meeting and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to proceed without saving any changes.

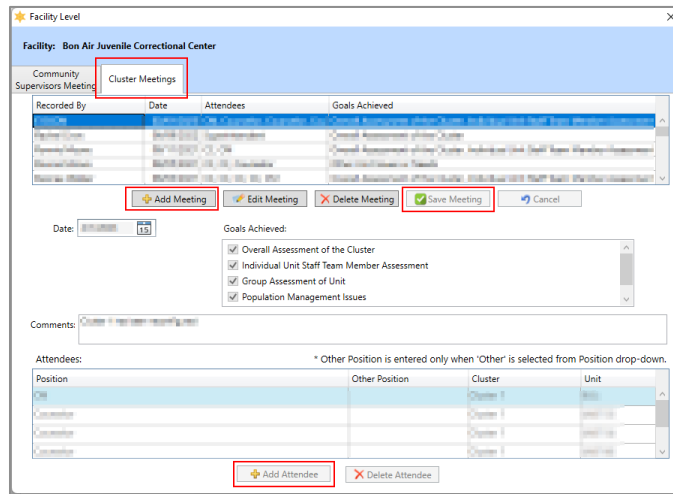


b. **Cluster Meetings Tab.** This tab consists of the clusters meeting information: Recorded By, Date, Attendees, Goals Achieved, a **Comments** textbox, and an **Attendees** table.

i. **Add Meeting Button**

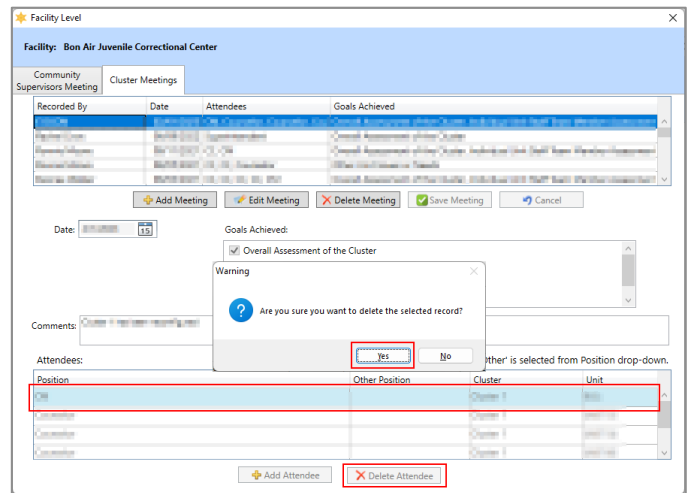
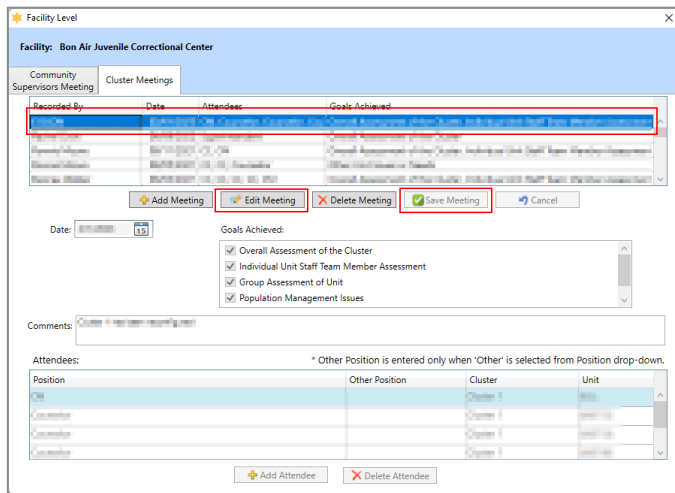
1. (i) Click the **Add Meeting** button, and the fields on the bottom of the screen will become accessible. (ii) Select the **Date** from the drop-down calendar menu, (iii) select one or more **Goals Achieved** checkbox options, and (iv) enter any **Comments** in the textbox.
2. (i) Click the **Add Attendee** button, and the fields in the **Attendees** section will become accessible. (ii) Select the **Position** from the drop-down menu, if **Other** is selected, (iii) type the position name in the **Other Position** textbox. (iv) Select the **Cluster** from the drop-down menu and (v) select the **Unit** from the drop-down menu.

3. Click **Save Meeting** button, and the meeting record will appear in the table at the top of the screen. The **Recorded By** field will auto-populate with the logged in BADGE user who saved the meeting information.



ii. **Edit Meeting Button**

1. Select a record, and the row will be highlighted in blue.
2. (i) Click the **Edit Meeting** button and the fields on the bottom of the screen will become accessible for the selected record. (ii) Edit the information in the **Date**, **Goals Achieved**, and **Comment** fields as necessary.
  - a. If an attendee needs to be deleted from the meeting record, (i) select the attendee record and the row will be highlighted in light blue. (ii) Click the **Delete Attendee** button and a Warning screen will appear, (iii) click the **Yes** button to delete the record.
3. Click the **Save Meeting** button to save the edited record.

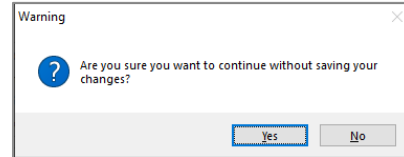
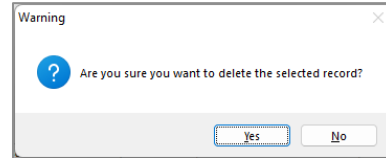
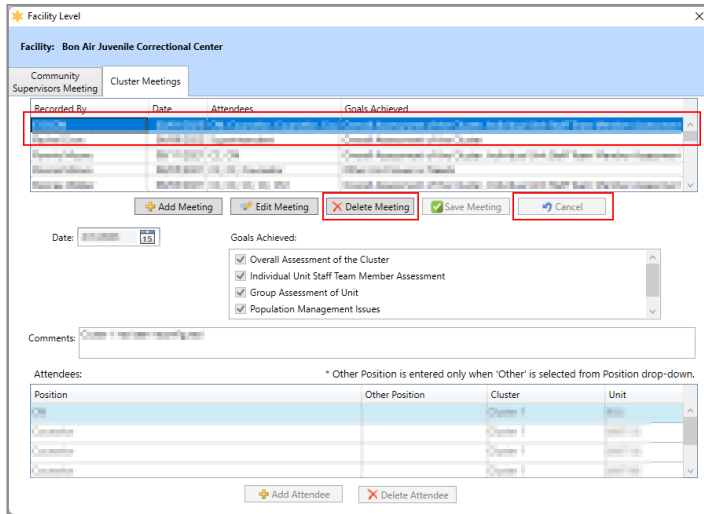


iii. **Delete Meeting Button**

1. Select a record, and the row will be highlighted in blue.
2. (i) Click the **Delete Meeting** button and a Warning screen will appear, (ii) click the **Yes** button to delete the meeting record.

iv. **Cancel Button**

1. (i) Click the **Cancel** button when adding or editing a meeting and a Warning screen will appear, (ii) click the **Yes** button to proceed without saving any changes.



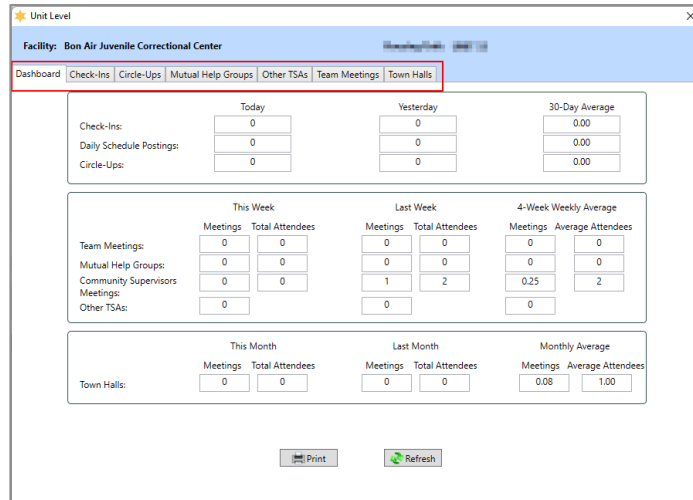
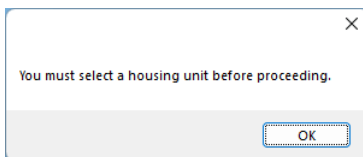
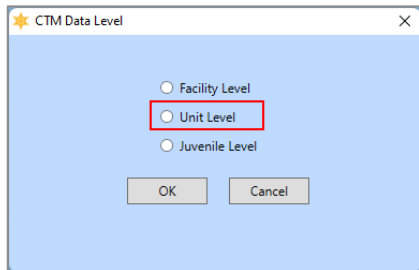
There must be at least one attendee per meeting. If the user attempts to delete the only attendee record, a *Warning* screen will appear and the record will not be deleted.

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

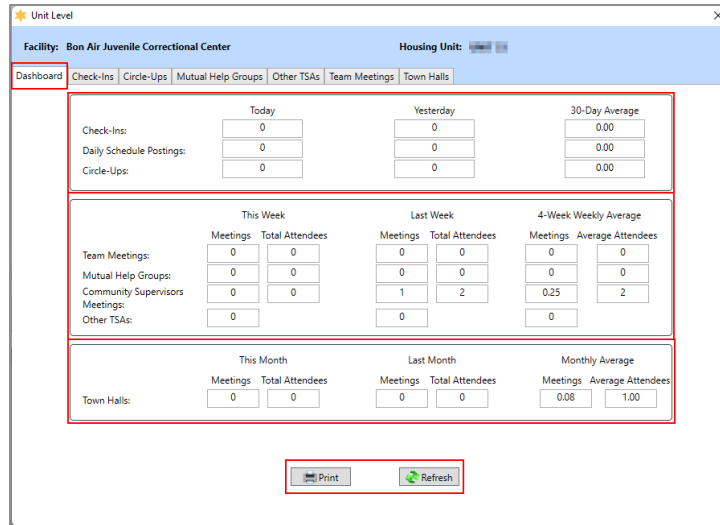
**ii. Unit Level Screen**

1. (i) Select the **Unit Level** radio button, (ii) click the **OK** button, and the *Unit Level* screen will appear. The *Unit Level* screen contains seven tabs: *Dashboard*, *Check-Ins*, *Circle-Ups*, *Mutual Help Groups*, *Other TSAs*, *Team Meetings*, and *Town Halls*.

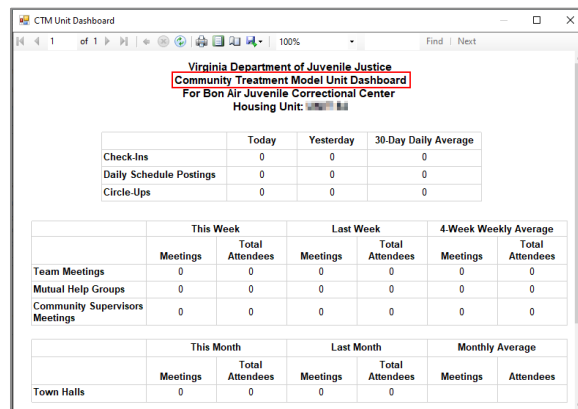
A **Unit** must be selected on the *JCC Current Population* screen when performing a search, prior to selecting the **Unit Level** radio button on the *CTM Data Level* screen, or an information screen will display advising the user to do so.



- a. **Dashboard Tab.** The *Dashboard* tab is read-only and displays a summary of unit level information from the remaining six tabs, in three areas, on the *Unit Level* screen.

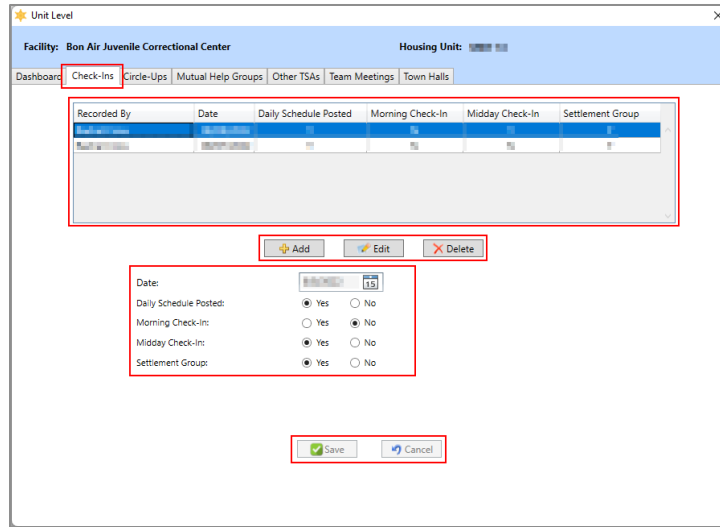


- i. The area at the top of the tab provides a count of Check-Ins, Daily Schedule Postings, and Circle-Ups by Today, Yesterday, and 30-Day Average.
- ii. The area in the middle of the tab displays a count of meetings and attendees for Team Meetings, Mutual Help Groups, and Community Supervisors Meetings for This Week, Last Week, and a 4-Week Weekly Average. A meeting count and four-week average meeting count is also displayed for Other TSAs.
- iii. The area at the bottom of the tab displays a count of meetings and attendees for Town Halls for This Month, Last Month, and a Monthly Average.
- iv. **Print Button**
  1. Click the **Print** button and CTM Unit Dashboard report screen will display the **Community Treatment Model Unit Dashboard** report for the selected unit. The report displays the information contained on the Dashboard tab.
- v. **Refresh Button**
  1. Click the **Refresh** button to ensure the most current information is being displayed.



- b. **Check-Ins Tab.** The Check-Ins tab allows the user to add, edit, or delete a check-ins record and displays: Recorded By, Date, Daily Schedule Posted, Morning Check-In, Midday Check-In, and Settlement Group.





**i. Add Button**

1. (i) Click the **Add** button and (ii) select the **Date** from the calendar drop-down menu. Select the **Yes** or **No** radio button for (iii) **Daily Schedule Posted**, (iv) **Morning Check-In**, (v) **Midday Check-In**, and (vi) **Settlement Group**. (vii) Click **Save** and the record will appear in the table at the top of the *Check-Ins* tab and the **Recorded By** field will auto-populate with the name of the logged in BADGE user making the entry.

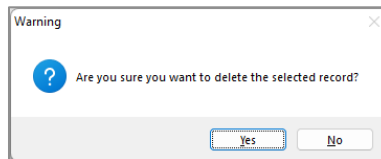
**ii. Edit Button**

1. (i) Select a record in the table, and the row will be highlighted in blue. (ii) Click the **Edit** button and (iii) edit the record as necessary using the **Date** calendar drop-down menu and the **Daily Schedule Posted**, **Morning Check-In**, **Midday Check-In**, and **Settlement Group** radio button fields.
2. Click the **Save** button to save the updated information.

■ If the user selects a date that has been used, a warning will display stating the “Check In Date for this housing unit has already been entered.”

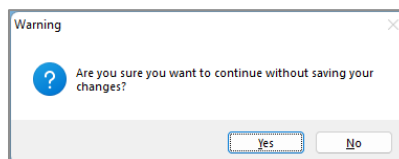
**iii. Delete Button**

1. Select a record in the table, and the row will be highlighted in blue.
2. (i) Click the **Delete** button and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to delete the record.

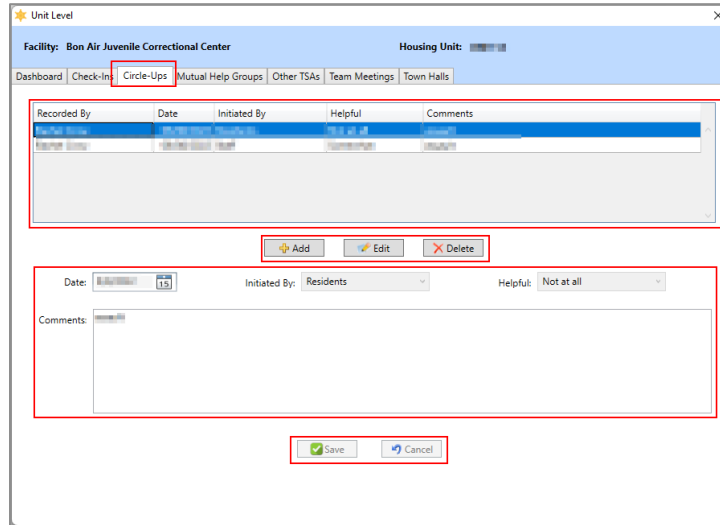


**iv. Cancel Button**

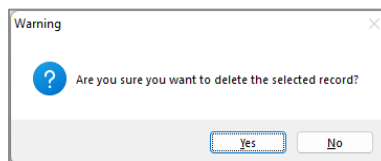
1. Click the **Cancel** button when adding or editing a record to proceed without saving any changes.
  - a. A Warning screen will appear if the **Cancel** button is selecting while adding a record but not while editing a record. When the Warning screen displays click the **Yes** button to proceed without saving any changes.



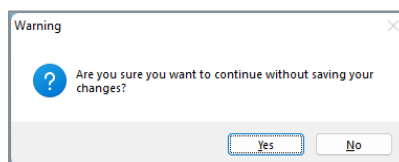
- c. **Circle-Ups Tab.** The *Circle-Ups* tab allows the user to add, edit, or delete a circle-ups meeting record and displays: Recorded By, Date, Initiated By, Helpful, and Comments.



- i. **Add Button**
  - (i) Click the **Add Button** and (ii) select the **Date** from the calendar drop-down menu. Use the drop-down menus to select responses for the (iii) **Initiated By** and (iv) **Helpful** fields. (v) Enter any necessary text in the **Comments** text field. (vi) Click **Save** and the record will appear in the table at the top of the *Circle-Ups* tab and the **Recorded By** field will auto-populate with the name of the logged in BADGE user making the entry.
- ii. **Edit Button**
  - (i) Select a record in the table, and the row will be highlighted in blue. (ii) Click the **Edit** button and (iii) edit the record as necessary using the **Date**, **Initiated By**, **Helpful**, and **Comments** fields.
  - Click the **Save** button to save the updated information.
- iii. **Delete Button**
  - (i) Click the **Delete** button, and the Warning screen will appear. (ii) Click the **Yes** button to delete the record.

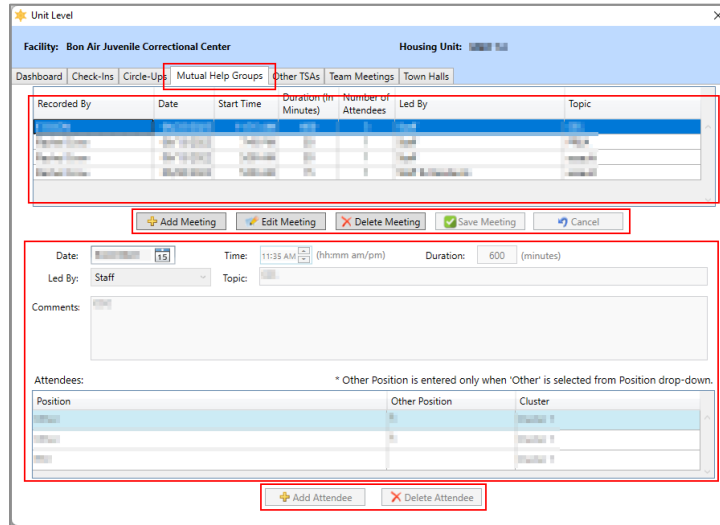


- iv. **Cancel Button**
  - Click the **Cancel** button when adding or editing a record to proceed without saving any changes.
    - A Warning screen will appear if the **Cancel** button is selecting while adding a record but not while editing a record. When the Warning screen displays click the **Yes** button to proceed without saving any changes.



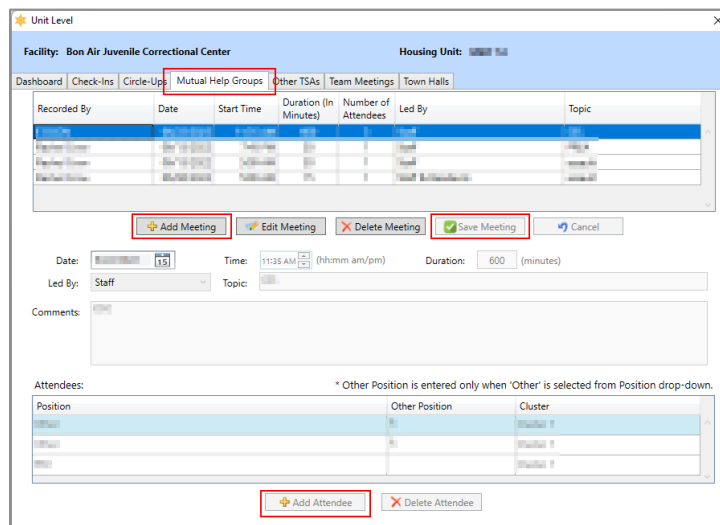
Multiple circle-ups can be recorded using the same date.

- d. **Mutual Help Groups Tab.** The *Mutual Help Groups* tab allows the user to add, edit, or delete a mutual help group meeting record and displays: Recorded By, Date, Start Time, Duration (In Minutes), Number of Attendees, Led By, Topic, a **Comments** textbox, and an **Attendees** table.



i. **Add Meeting Button**

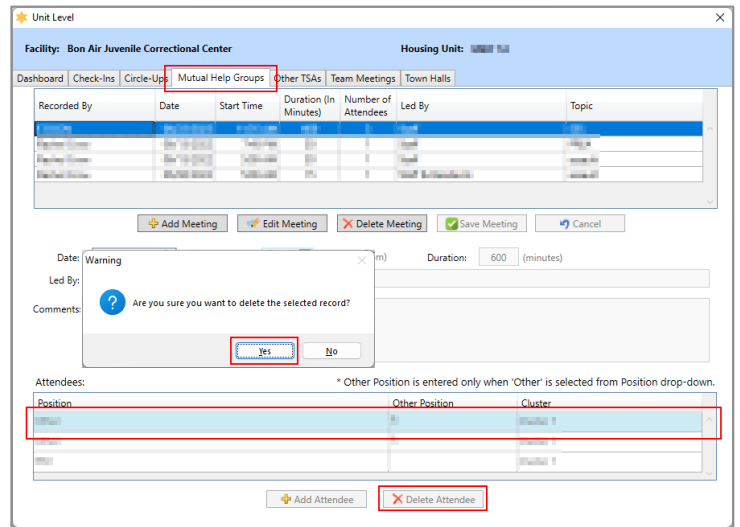
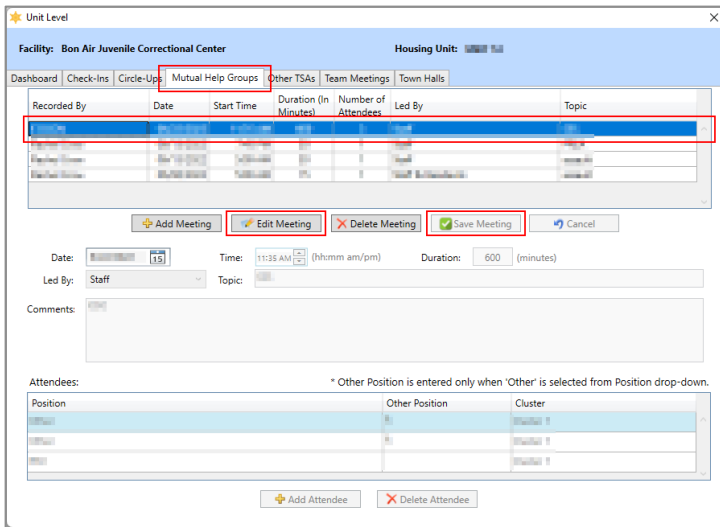
1. (i) Click the **Add Meeting** button, and the fields on the bottom of the screen will become accessible. (ii) Select the **Date** from the drop-down calendar menu, (iii) enter the **Time** and use the scroll arrows to select AM or PM, (iv) enter the **Duration** in minutes, (v) use the drop-down menu to select **Led By**, (vi) enter the **Topic** in the textbox, and (vii) enter any **Comments** in the textbox.
2. (i) Click the **Add Attendee** button, and the fields in the **Attendees** section will become accessible. (ii) Select the **Position** from the drop-down menu, if **Other** is selected, (iii) type the position name in the **Other Position** textbox. (iv) Select the **Cluster** from the drop-down menu.
3. Click **Save Meeting** button, and the meeting record will appear in the table at the top of the screen. The **Recorded By** field will auto-populate with the name of the logged in BADGE user who saved the meeting information.



ii. **Edit Meeting Button**

1. Select a record, and the row will be highlighted in blue.

2. (i) Click the **Edit Meeting** button and the fields on the bottom of the screen will become accessible for the selected record. (ii) Edit the information in the **Date, Time, Duration, Led By, Topic** and **Comments** fields as necessary.
  - a. If an attendee needs to be deleted from the meeting record, (i) select the attendee record and the row will be highlighted in **light blue**. (ii) Click the **Delete Attendee** button and a Warning screen will appear, (iii) click the **Yes** button to delete the record.
3. Click the **Save Meeting** button to save the edited record.

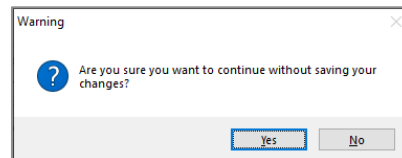
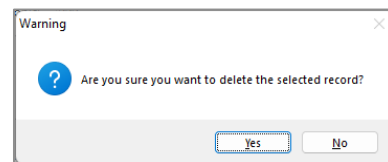
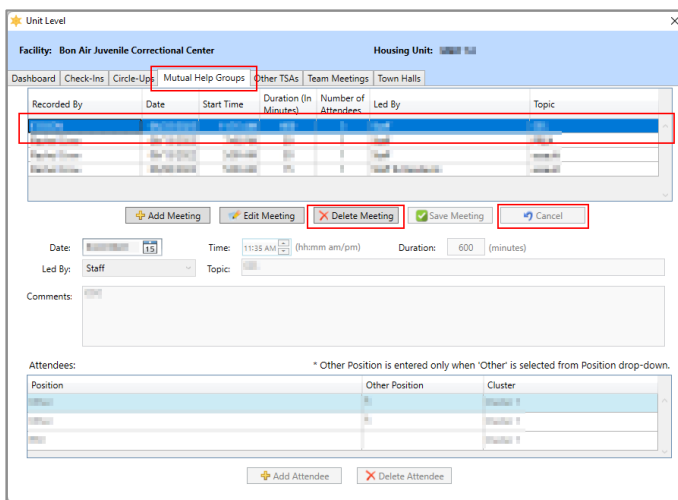


**iii. Delete Meeting Button**

1. Select a record in the table, and the row will be highlighted in **blue**.
2. (i) Click the **Delete Meeting** button and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to delete the meeting record.

**iv. Cancel Button**

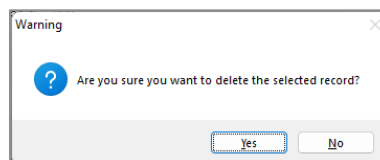
1. (i) Click the **Cancel** button when adding or editing a meeting and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to proceed without saving any changes.



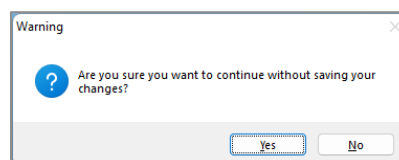
There must be at least one attendee per meeting. If the user attempts to delete the only attendee record, a Warning screen will appear and the record will not be deleted.

- e. **Other TSAs (Therapeutic Structured Activities) Tab.** The *Other TSAs* tab allows the user to add, edit, or delete an other TSA record and displays: Recorded By, Date, Number of TSAs, Followed Schedule?, and Comments.

- i. **Add Button**
  1. (i) Click the **Add Button** and (ii) select the **Date** from the calendar drop-down menu. (iii) Enter the **Number of Other TSAs** and (iv) select an option from the **Followed Schedule?** drop-down menu. (v) Enter any necessary text in the **Comments** text field. (vi) Click **Save** and the record will appear in the table at the top of the *Other TSAs* tab and the **Recorded By** field will auto-populate with the name of the logged in BADGE user making the entry.
- ii. **Edit Button**
  1. (i) Select a record in the table, and the row will be highlighted in blue. (ii) Click the **Edit** button and (iii) edit the record as necessary using the **Date**, **Number of Other TSAs**, **Followed Schedule?**, and **Comments** fields.
  2. Click the **Save** button to save the updated information.
- iii. **Delete Button**
  1. (i) Click the **Delete** button, and the Warning screen will appear. (ii) Click the **Yes** button to delete the record.



- iv. **Cancel Button**
  1. Click the **Cancel** button when adding or editing a record to proceed without saving any changes.
    - a. The Warning screen will appear if the **Cancel** button is selecting while adding a record but not while editing a record. When the Warning screen displays click the **Yes** button to proceed without saving any changes.



- f. **Team Meetings Tab.** The *Team Meetings* tab allows the user to add, edit, or delete a team meeting record and displays: Recorded By, Date, Number of Attendees, Attendees, Goals Achieved, and a **Comments** textbox.

i. **Add Meeting Button**

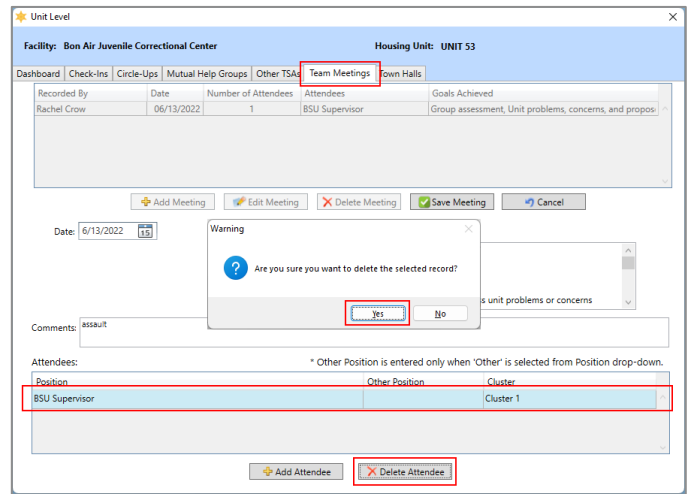
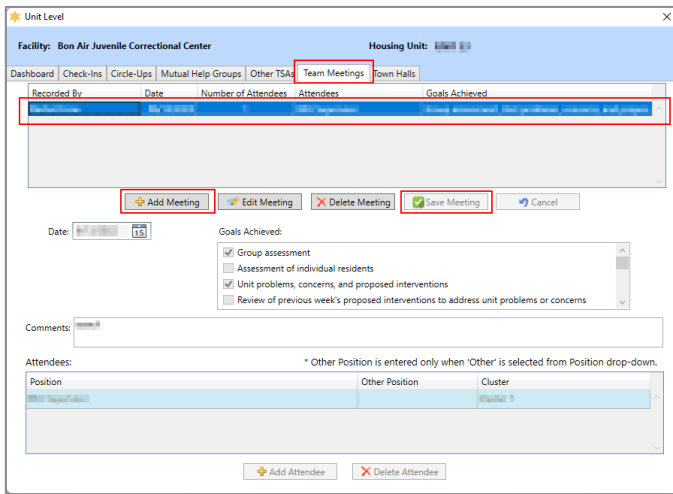
- (i) Click the **Add Meeting** button, and the fields on the bottom of the screen will become accessible. (ii) Select the **Date** from the drop-down calendar menu, (iii) select one or more **Goals Achieved** checkbox options, and (iv) enter any **Comments** in the textbox.
- (i) Click the **Add Attendee** button, and the fields in the **Attendees** section will become accessible. (ii) Select the **Position** from the drop-down menu, if **Other** is selected, (iii) type the position name in the **Other Position** textbox. (iv) Select the **Cluster** from the drop-down menu.
- Click **Save Meeting** button, and the meeting record will appear in the table at the top of the screen. The **Recorded By** field will auto-populate with the name of the logged in BADGE user who saved the meeting information.

ii. **Edit Meeting Button**

- Select a record, and the row will be highlighted in blue.
- (i) Click the **Edit Meeting** button and the fields on the bottom of the screen will become accessible for the selected record. (ii) Edit the information in the **Date**, **Goals Achieved**, and **Comment** fields as necessary.
  - If an attendee needs to be deleted from the meeting record, (i) select the attendee record and the row will be highlighted in light blue. (ii) Click the **Delete**

**Attendee** button and a Warning screen will appear, (iii) click the **Yes** button to delete the record.

3. Click the **Save Meeting** button to save the edited record.

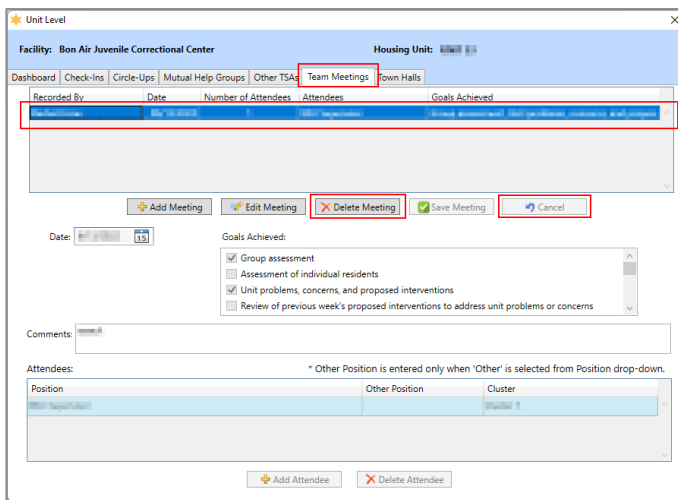


iii. **Delete Meeting Button**

1. Select a record, and the row will be highlighted in blue.
2. (i) Click the **Delete Meeting** button and a Warning screen will appear, (ii) click the **Yes** button to delete the meeting record.

iv. **Cancel Button**

1. (i) Click the **Cancel** button when adding or editing a meeting and a Warning screen will appear, (ii) click the **Yes** button to proceed without saving any changes.



There must be at least one attendee per meeting. If the user attempts to delete the only attendee record, a Warning screen will appear and the record will not be deleted.

g. **Town Halls Tab.** The *Town Halls* tab allows the user to add, edit, or delete a town halls meeting record and displays: Recorded By, Date, Start Time, Duration (In Minutes), Number of Attendees, Attendees, a **Comments** textbox, and an **Attendees** table.

The screenshot shows the 'Unit Level' application window for the 'Bon Air Juvenile Correctional Center'. The 'Town Halls' tab is active. A table at the top lists meeting records with columns: Recorded By, Date, Start Time, Duration (In Minutes), Number of Attendees, and Attendees. Below the table are buttons for 'Add Meeting', 'Edit Meeting', 'Delete Meeting', 'Save Meeting', and 'Cancel'. The 'Add Meeting' button is highlighted with a red box. Below these buttons is a form for adding a meeting with fields for Date (1/5), Time (12:26 AM), Duration (14 minutes), and a Comments text area. Below the form is an 'Attendees' section with a table for adding attendees. The table has columns for Position, Other Position, and Cluster. The first row shows 'BSU Supervisor' in the Position column and 'Cluster 1' in the Cluster column. Below the attendees table are buttons for 'Add Attendee' and 'Delete Attendee', both highlighted with red boxes.

### i. Add Meeting Button

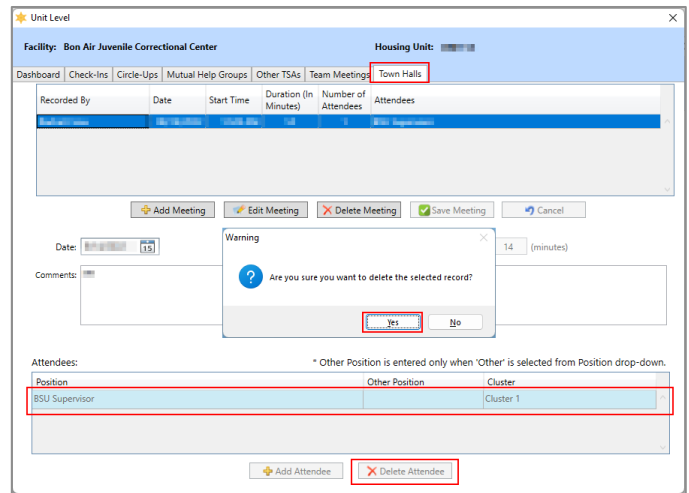
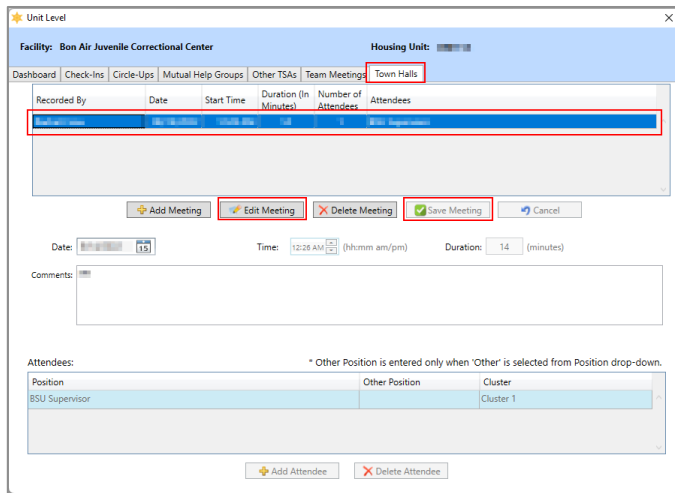
- (i) Click the **Add Meeting** button, and the fields on the bottom of the screen will become accessible. (ii) Select the **Date** from the drop-down calendar menu, (iii) enter the **Time** using the scroll arrows to select AM or PM, (iv) enter the **Duration** in minutes, and (v) enter any **Comments** in the textbox.
- (i) Click the **Add Attendee** button, and the fields in the **Attendees** section will become accessible. (ii) Select the **Position** from the drop-down menu, if **Other** is selected, (iii) type the position name in the **Other Position** textbox. (iv) Select the **Cluster** from the drop-down menu.
- Click **Save Meeting** button, and the meeting record will appear in the table at the top of the screen. The **Recorded By** field will auto-populate with the name of the logged in BADGE user who saved the meeting information.

This screenshot is similar to the previous one, but with additional red boxes highlighting the 'Save Meeting' button in the button bar and the 'Add Attendee' button at the bottom of the attendees section.

### ii. Edit Meeting Button

- Select a record, and the row will be highlighted in blue.
- (i) Click the **Edit Meeting** button and the fields on the bottom of the screen will become accessible for the selected record. (ii) Edit the information in the **Date**, **Time**, **Duration**, **Led By**, **Topic** and **Comments** fields as necessary.
  - If an attendee needs to be deleted from the meeting record, (i) select the attendee record and the row will be highlighted in light blue. (ii) Click the **Delete Attendee** button and a **Warning** screen will appear, (iii) click the **Yes** button to delete the record.
- Click the **Save Meeting** button to save the edited record.



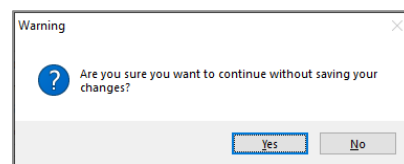
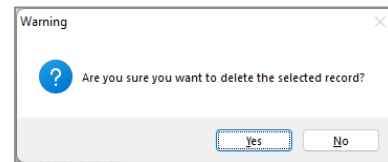
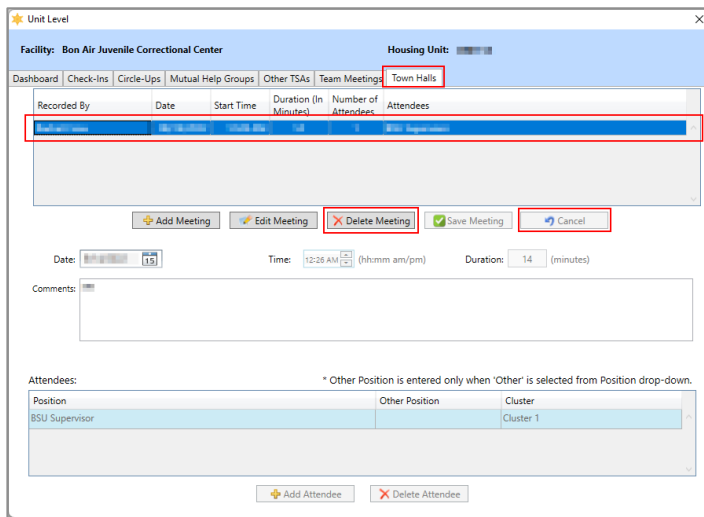


iii. **Delete Meeting Button**

1. Select a record in the table, and the row will be highlighted in blue.
2. (i) Click the **Delete Meeting** button and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to delete the meeting record.

iv. **Cancel Button**

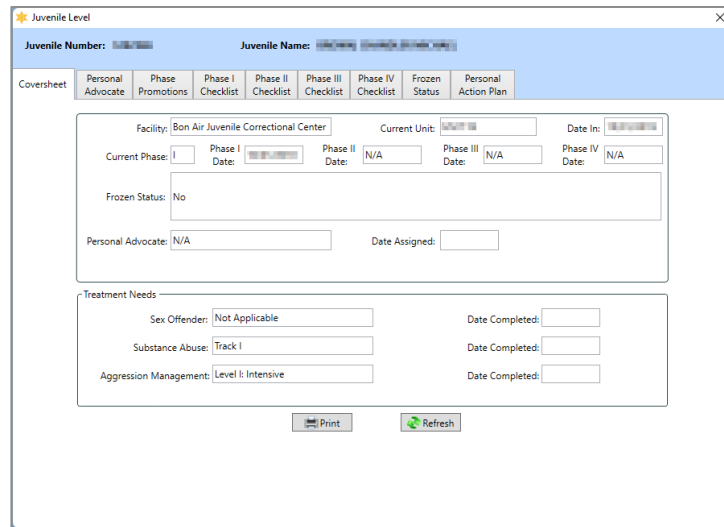
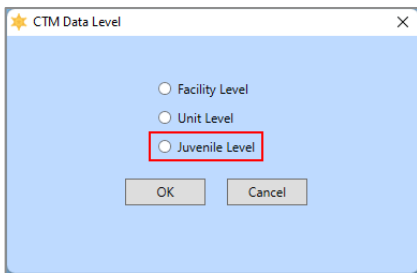
1. (i) Click the **Cancel** button when adding or editing a meeting and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to proceed without saving any changes.



There must be at least one attendee per meeting. If the user attempts to delete the only attendee record, a Warning screen will appear and the record will not be deleted.

iii. **Juvenile Level Screen**

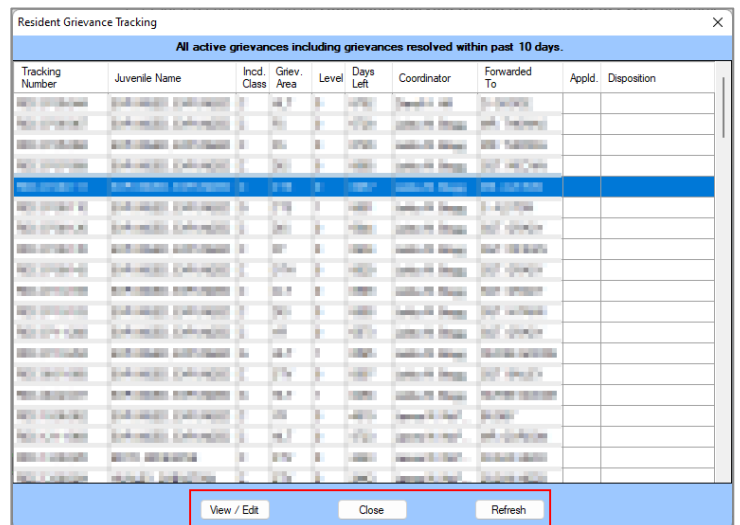
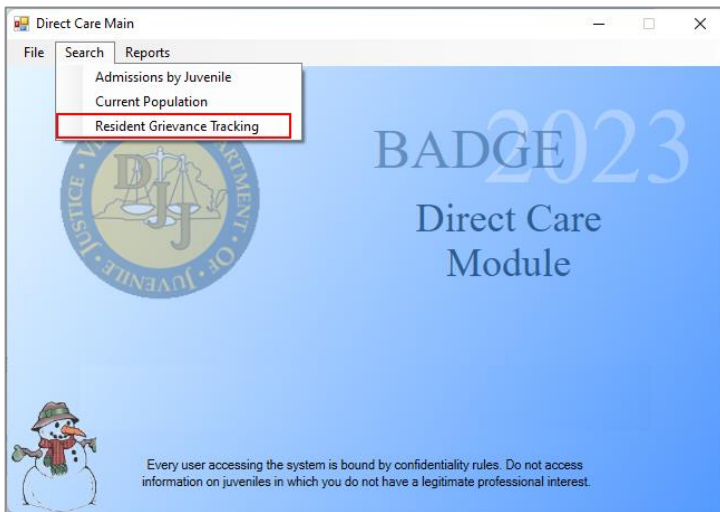
1. (i) Select the **Juvenile Level** radio button, (ii) click the **OK** button, and the Juvenile Level screen will appear. The Juvenile Level screen contains nine tabs: *Coversheet*, *Personal Advocate*, *Phase Promotions*, *Phase I Checklist*, *Phase II Checklist*, *Phase III Checklist*, *Phase IV Checklist*, *Frozen Status*, and *Personal Action Plan*.
  - a. Go to the DC Admission History screen / CTM Button section below for detailed instructions for the Juvenile Level screen.



Refer to the [DC Admission History](#) Screen / [CTM Button](#) section for detailed instructions on how to navigate the [Juvenile Level](#) screen.

### 3. Resident Grievance Tracking

- a. From the [Direct Care Main](#) screen (i) click the **Search** drop-down menu, (ii) select the **Resident Grievance Tracking** option from the drop-down menu, and the [Resident Grievance Tracking](#) screen will appear displaying a table of all active grievance records, including grievances resolved within the last 10 days.



- i. (i) Select the desired juvenile grievance record on [Resident Grievance Tracking](#) screen, and the row will be highlighted in blue. (ii) Click the **View / Edit** button and the [Resident Grievance for \[juvenile\]](#) screen will appear.
- ii. **Refresh Button.** Click the **Refresh** button on [Resident Grievance Tracking](#) screen to ensure the most current information is being displayed.
- iii. **Close Button.** Click the **Close** button on [Resident Grievance Tracking](#) screen to return to the [Direct Care Main](#) screen.

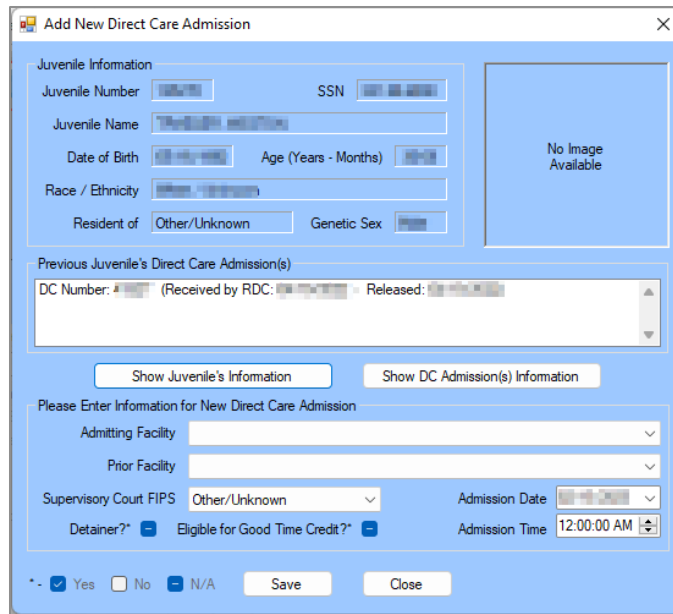
Refer to the [Resident Grievance](#) button section for instructions on how to navigate the *Resident Grievance* screen.

### Adding a New Admission

From the *Direct Care Main* screen, (i) click the **File** drop-down menu, (ii) select the **New Admission** menu option, and the *Find Juvenile* screen will appear. (iii) Follow the instructions in the [Admissions by Juvenile Section](#) to find and select the appropriate juvenile record and the *Add New Direct Care Admission* screen will appear.

If a juvenile is currently in direct care, the *Process New Direct Care Admission* information screen will appear and inform the user that the juvenile cannot be admitted while they are currently in direct care.

Refer to the [BADGE Login & Search User Manual](#) for instructions on how to navigate the *Find Juvenile* screen.



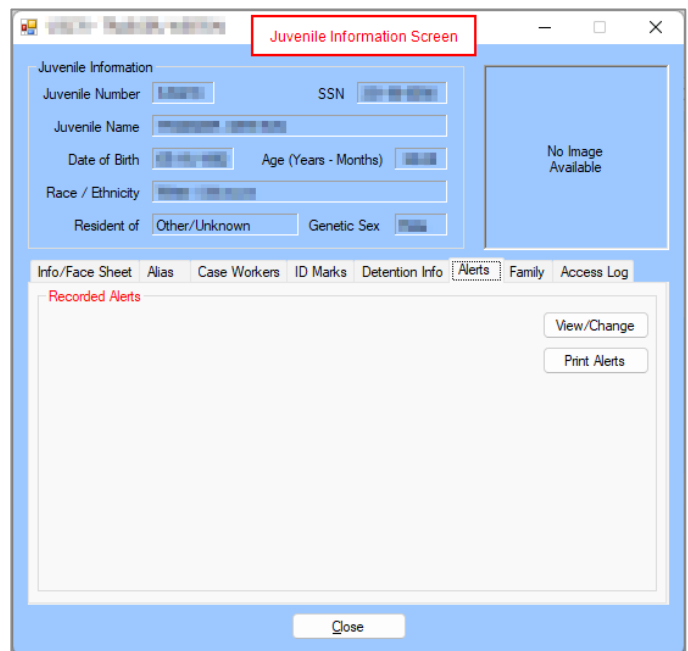
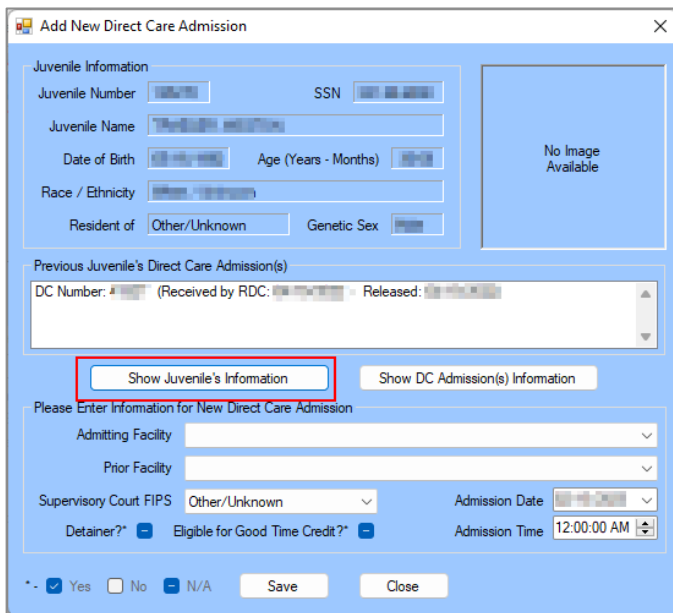
The data displayed in the **Juvenile Information** section at the top of the *Add New Direct Care Admission* screen **cannot** be edited from this screen.

**1. Add New Direct Care Admission Screen**

From the *Add New Direct Care Admission* screen, the juvenile’s general information and any previous direct care admissions are displayed and a new direct care admission can be created.

**a. Show Juvenile’s Information Button**

- i. (i) Click the **Show Juvenile’s Information** button and the *Juvenile Information* screen will appear and display additional information for the juvenile. (ii) Click the **Close** button to exit the *Juvenile Information* screen and return to the *Add New Direct Care Admission* screen.



Refer to the [BADGE Juvenile & Adult Information Screens User Manual](#) for instructions on using the *Juvenile Information* screen.

**b. Show DC Admission(s) Information Button**

- i. (i) Click the **Show DC Admission(s) Information** button and the *DC Admission History* screen will appear (see the *DC Admission History* screen section for detailed screen instructions). (ii) Click the

**Close** button to exit the DC Admission History screen and return to the Add New Direct Care Admission screen.

- The **Show DC Admission(s) Information** button will be available ONLY if the juvenile has been released from a previous Direct Care admission.

### c. Add a New Direct Care Admission

- i. To **add a new direct care** admission go to the **Please Enter Information for New Direct Care Admission** section on the bottom of the Add New Direct Care Admission screen.
  1. Select the (i) **Admitting Facility**, (ii) **Prior Facility**, and (iii) **Supervisory Court FIPS** using the corresponding drop-down menus.
  2. (i) Select the **Admission Date** from the drop-down calendar menu if the default date (today's date) must be changed. (ii) Enter the **Admission Time** and use the scroll arrows to select AM or PM.
  3. If the juvenile has a detainer, (i) click the **Detainer?\*** checkbox to place the appropriate indicator in the check box (see the checkbox legend on the bottom left of the screen). If the juvenile is eligible for good time credit, (ii) click the **Eligible for Good Time Credit?\*** checkbox to place the appropriate indicator in the check box.
  4. Click the **Save** button and the DC Admission History screen will appear.
    - i. Click the **Close** button on the DC Admission History screen to return to the Direct Care Main screen.

### d. Close Button

- i. Clicking the **Close** button, prior to clicking the **Save** button, on the Add New Direct Care Admission screen will return the user to the Direct Care Main screen.

Refer to the DC Admission History screen section for instructions on how to navigate the DC Admission History screen.

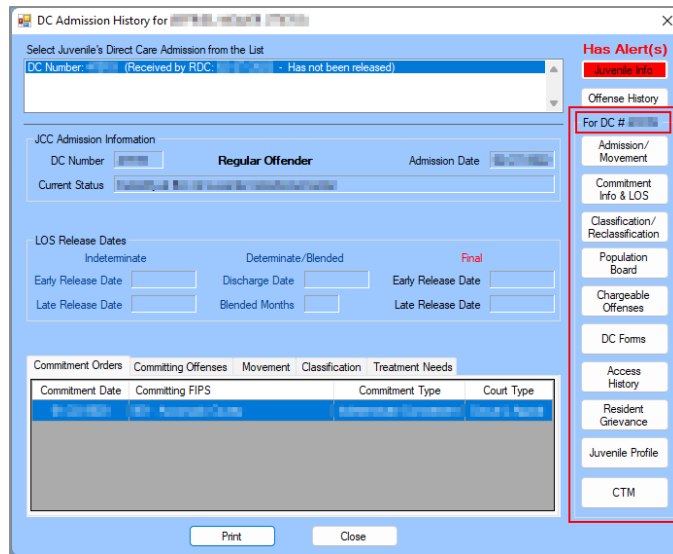
- Users can only process new admissions to facilities to which they are assigned.
- A new **Direct Care Number (DC # or DC Number)** is created when a new direct care admission is entered on the Add New Direct Care Admission screen and the **Save** button is clicked. The newly created **DC Number** will be displayed immediately on the DC Admission History screen.

### DC Admission History Screen

The DC Admission History screen lists all direct care admission records for the selected juvenile in the list at the top of the screen. For a direct care admission record selected from the list, the DC Admission History screen will display view only information in the **JCC Admission Information** and **LOS Release Dates** areas of the screen and on the following five tabs: *Commitment Orders*, *Committing Offenses*, *Movement*, *Classification*, and *Treatment Needs*.

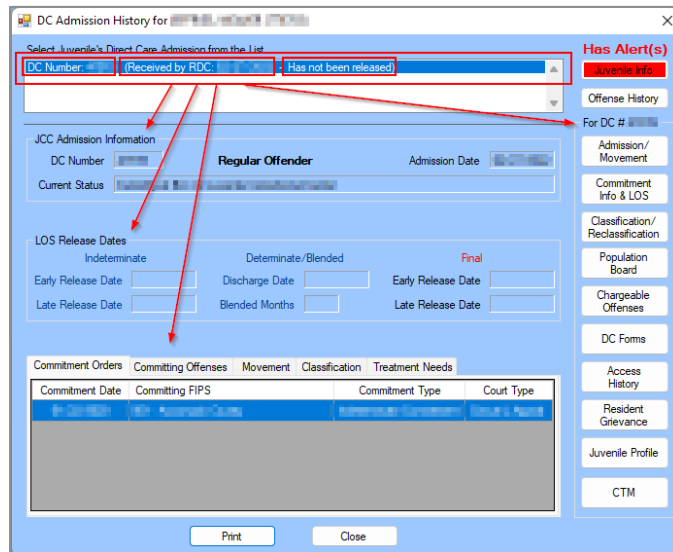
The **Juvenile Info** and **Offense History** buttons in upper right corner of the screen provide direct access to the Juvenile Information and Offense History screens.

The **For DC #** area of the DC Admission History screen contains ten buttons that open direct care specific screens where information can be added, edited, or deleted for the selected direct care record.



### Select the Direct Care Admission Record

From the *DC Admission History* screen, select the desired juvenile direct care admission record from the list at the top of the screen and the record will be highlighted in blue (frequently, only one record will exist). The list will show the juvenile’s DC number, received by RDC date, and released date information. If the juvenile has not been released, the admission will read “Has not been released”. The information displayed on the screen will change depending on the selected direct care admission.



- The **JCC Admission Information** and **LOS Release Dates** information cannot be edited from the *DC Admission History* screen.
- If a juvenile is a serious offender, the *DC Admission History* screen will read “Serious Offender” in blue under the **JCC Admission Information** section.

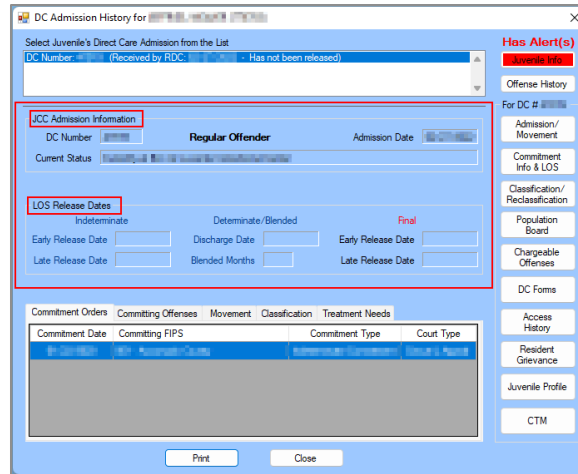
## 1. DC Admission History Screen Informational Areas, Tabs, and Report

### a. JCC Admission Information

- i. This read only area displays the juvenile’s **DC Number**, **Admission Date**, **Current Status**, and a flag if the juvenile is a **Serious Offender**.

### b. LOS Release Dates

- i. This read only area displays **Indeterminate: Early Release Date** and **Late Release Date**; **Determinate/Blended: Discharge Date** and **Blended Months**; and **Final: Early Release Date** and **Late Release Date**.

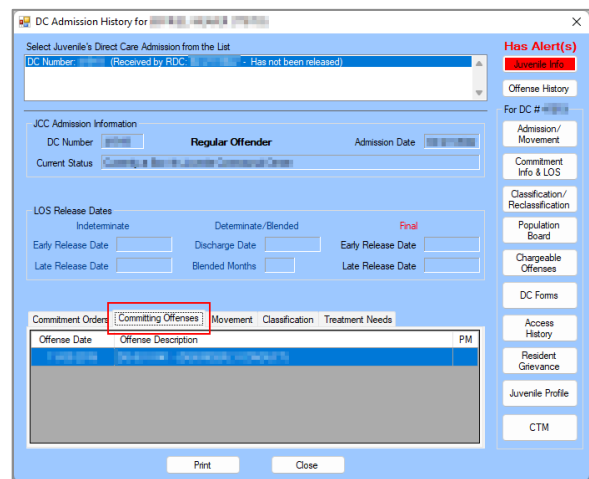
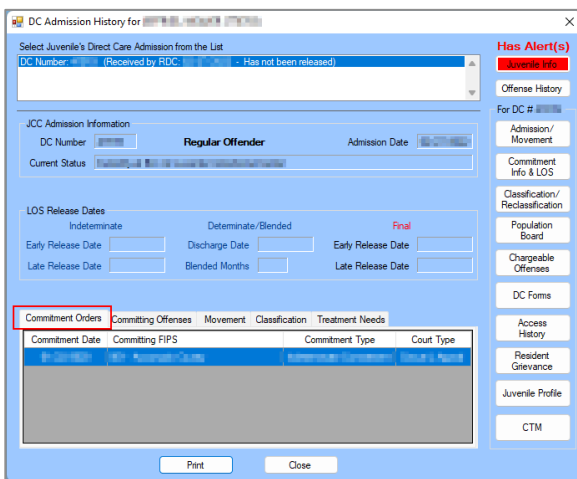


c. **Commitment Orders Tab**

i. This tab lists the juvenile's Commitment Date, Committing FIPS, Commitment Type, and Court Type.

d. **Committing Offenses Tab**

i. This tab lists the juvenile's Offense Date, Offense Description, and PM (penalty modifier) information.



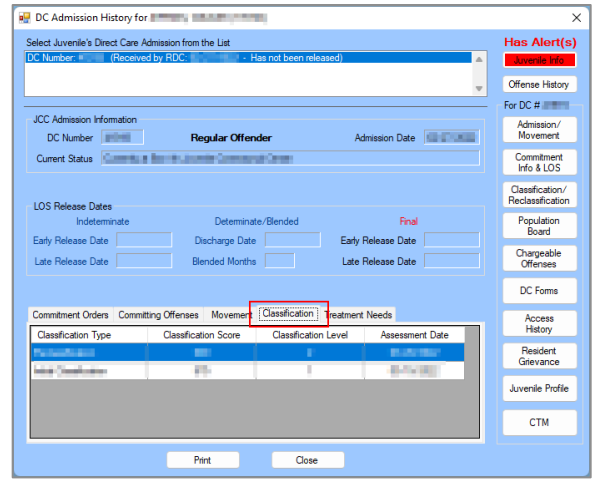
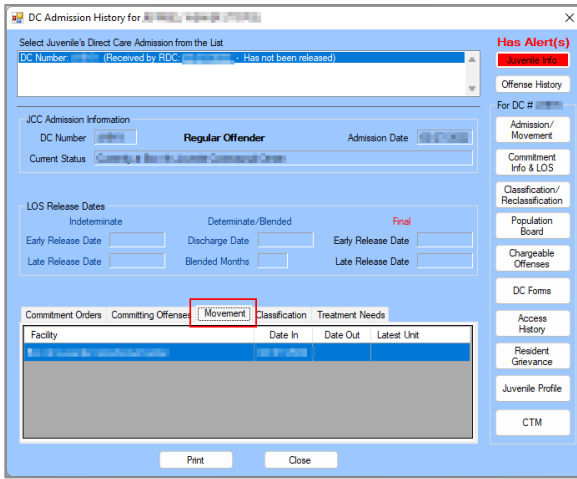
e. **Movement Tab**

i. This tab lists the juvenile's Facility, Date In, Date Out, and Latest Unit information.

f. **Classification Tab**

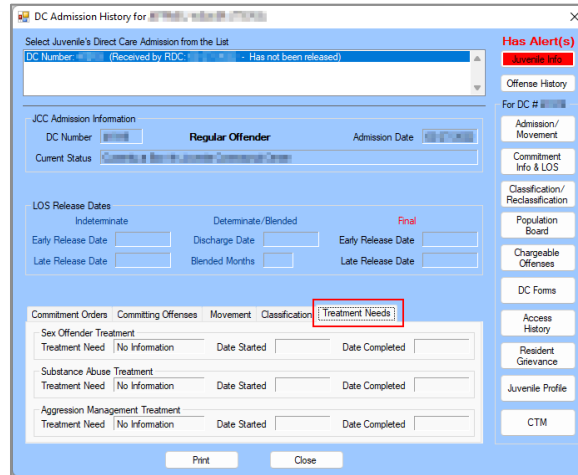
i. This tab lists the juvenile's Classification Type, Classification Score, Classification Level, and Assessment Date information.





g. **Treatment Needs Tab**

- i. This tab lists the juvenile’s Treatment Need, Date Started, and Date Completed for **Sex Offender Treatment**, **Substance Abuse Treatment**, and **Aggression Management Treatment**.



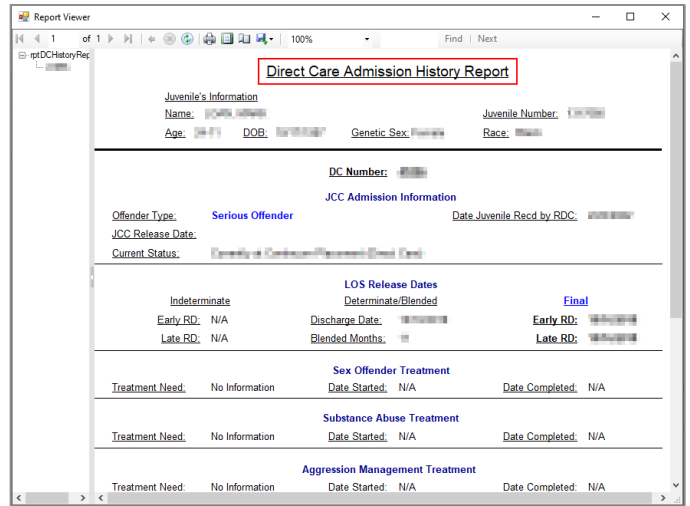
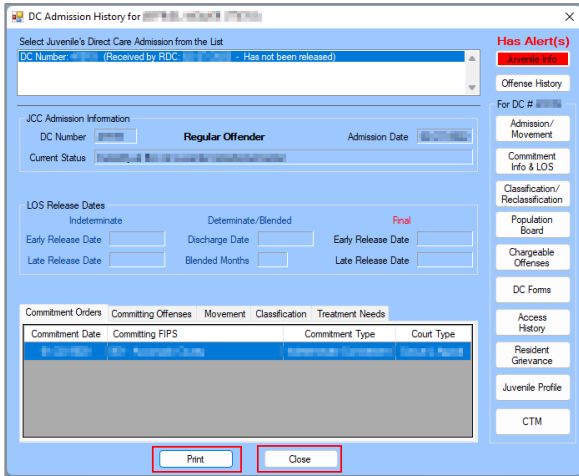
Refer to the [Caseload Management Module Manual](#) for more information on the *Treatment Needs* tab.

h. **Direct Care Admission History Report**

- i. Click the **Print** button and the Report Viewer screen will appear displaying the *Direct Care Admission History Report* for the selected juvenile. The report displays the juvenile’s demographics, **JCC Admission Information**, **LOS Release Dates**, and the data from the following five tabs: *Commitment Orders*, *Committing Offenses*, *Movement*, *Classification*, and *Treatment Needs*.

i. **Close Button**

- i. Click the **Close** button to return to the Direct Care Main screen.



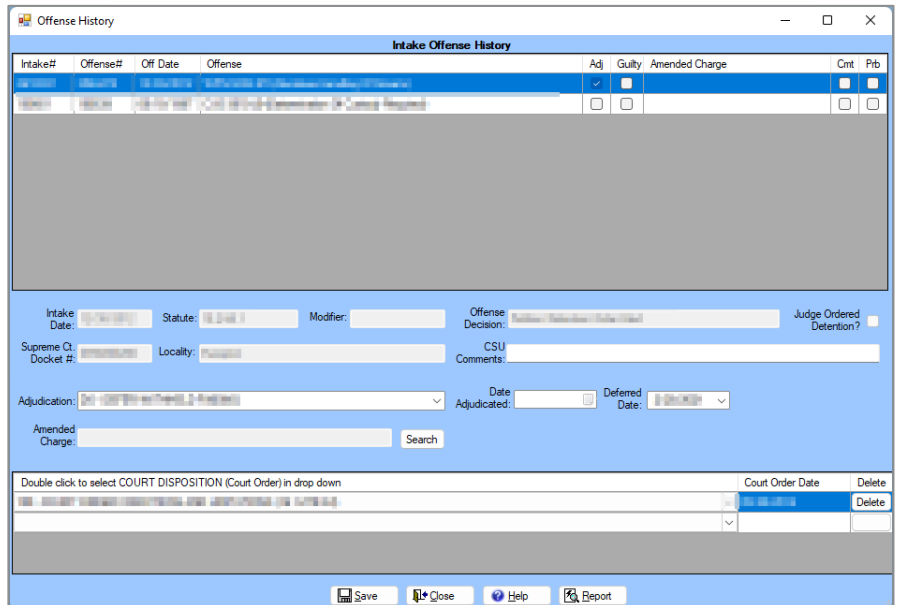
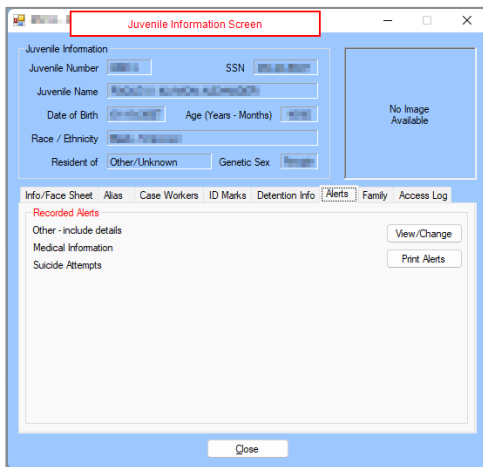
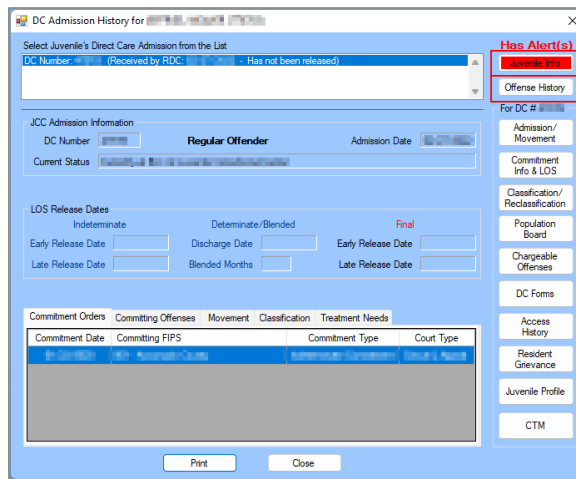
2. Juvenile Info and Offense History Buttons

a. Juvenile Info Button

i. Click the **Juvenile Info** button and the *Juvenile Information* screen will appear.

b. Offense History button

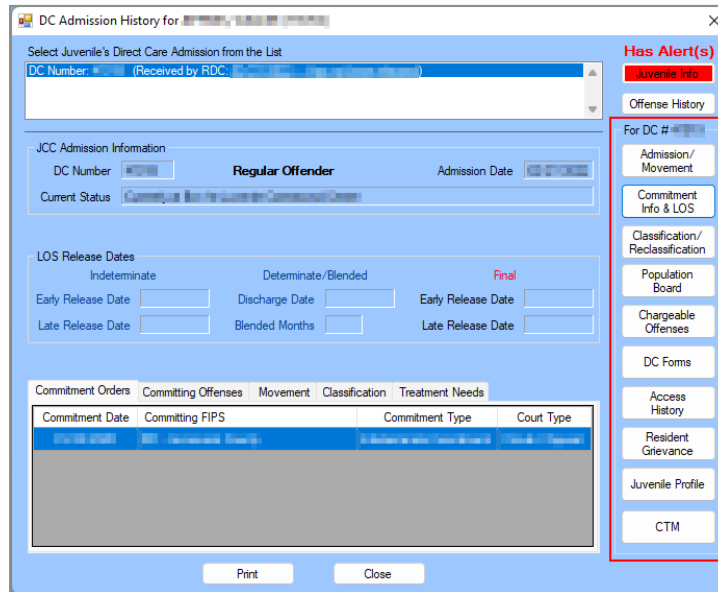
i. Click the **Offense History** button and the *Offense History* screen will appear.



- Refer to the [BADGE Juvenile & Adult Information Screens User Manual](#) for instructions on how to navigate the *Juvenile Information* screen.
- Refer to the [BADGE Offense History Screen Manual](#) for instruction on how to navigate the *Offense History* screen.

### 3. For DC # Action Buttons

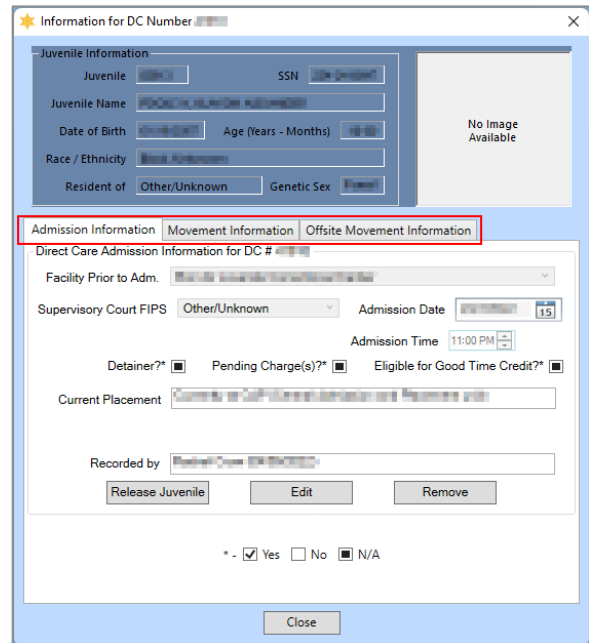
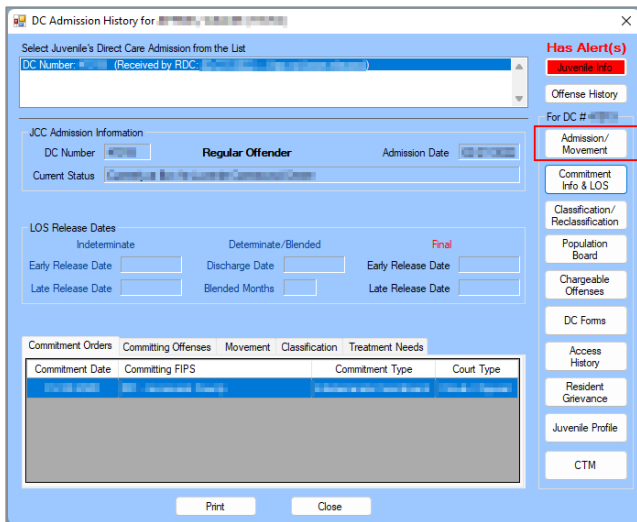
The available buttons in the **For DC #** area of the *DC Admission History* screen are summarized in the table below. Click on an embedded hyperlink in the table to go directly to the detailed instructions for a specific button.



For DC # Buttons	Description
<a href="#">Admission/Movement</a>	The <b>Admission/Movement</b> button allows the user to view the juvenile information, admission information, movement information, and offsite movement information. The user can also release a juvenile from direct care, edit admission information, and add housing unit movement information.
<a href="#">Commitment Info &amp; LOS</a>	The <b>Commitment Info &amp; LOS</b> button allows the user to add a commitment order, committing offense, intake offenses, and non-intake offenses. The user can also calculate LOS.
<a href="#">Classification/Reclassification</a>	The <b>Classification/Reclassification</b> button allows the user to access the juveniles review type, classification type, assessment date, custody level recommended, and the override custody and assessment level. The user can also view the <b>Initial Custody Designation Form</b> and <b>Custody Reclassification Form</b> .
<a href="#">Population Board</a>	The <b>Population Board</b> button allows the user to access juvenile information, case management/LOS, and medical, commitment status, and housing alerts. The user can search by juvenile number and view print strips.
<a href="#">Chargeable Offenses</a>	The <b>Chargeable Offenses</b> button allows the user to access the date, chargeable offense, and facility where the offense occurred. The user can also add a chargeable offense.
<a href="#">DC Forms</a>	The <b>DC Forms</b> button allows the user to access the type of form and the date it was completed. The type of forms listed are <b>Visitation</b> , <b>Vulnerability Assessment</b> , <b>Residential Transfer</b> , and <b>Comprehensive Discharge Summary Report</b> .
<a href="#">Access History</a>	The <b>Access History</b> button allows the user to view the user who accessed direct care information and the date accessed.
<a href="#">Resident Grievance</a>	The <b>Resident Grievance</b> button allows the user to access information about the juvenile to include the tracking number, incident date, received date, incident class, grievance area, and disposition. The user may also add an incident.
<a href="#">Juvenile Profile</a>	The <b>Juvenile Profile</b> button allows the user to access the juvenile's form type and date completed information. The user can also add a form. The form types include <b>Educational Information</b> , <b>LOS Determinate</b> , <b>Level of Service (LS/CMI)</b> , <b>Medical History</b> , <b>Offense History Data</b> , <b>Personality Information</b> , <b>Physical Exam</b> , <b>Psychological Information</b> , <b>Social History Information</b> , and <b>Youth Level of Service (YLS/CMI)</b> .
<a href="#">CTM</a>	The <b>CTM</b> button allows the user to view the juvenile's personal advocate, phase promotions, phase checklist, frozen status, and personal action plan information.

a. **Admission/Movement Button**

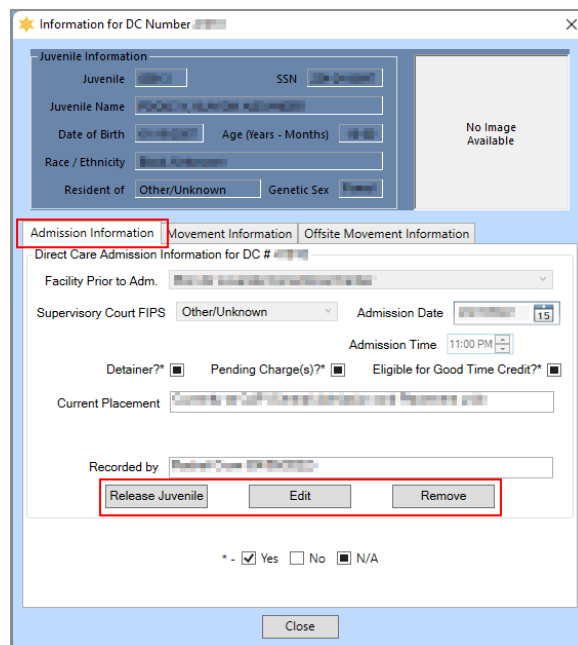
Click the **Admission/Movement** button and the *Information for DC Number* screen will appear. The *Information for DC Number* screen will display view only information in the **Juvenile Information** area of the screen and allow the user to add, edit, or delete information on the following tabs: *Admission Information*, *Movement Information*, and *Offsite Movement Information*.



i. **Admission Information Tab**

1. The **Direct Care Admission Information for DC #** section of the tab displays juvenile's admission information for the specified direct care number.

- a. The following fields are displayed and auto-populate when the tab is selected: the **DC #** (on the top boarder of the tab), **Facility Prior to Adm.**, **Supervisory Court FIPS**, **Admission Date**, **Admission Time**, **Detainer?\***, **Pending Charge(s)?\***, **Eligible for Good Time Credit?\***, **Current Placement**, and **Recorded by**.



i. **Release Juvenile Button**

1. Click the **Release Juvenile** button *Admission Information* tab and the **Current Placement** field will be replaced by the following fields: **Release Status**, **Discharge Date**, **FIPS Release to**, and **Discharge Time**.
2. Select the (i) **Release Status**, (ii) **Discharge Date**, and (iii) **FIPS Release to** using the corresponding drop-down or calendar drop-down menus. Change the (iv) **Discharge Time** from the default value by entering the correct discharge time directly into the textbox and using the arrows to select AM or PM.
3. Click the **Save** button to save the record and the **Recorded by** textbox will auto-populate with the name of the user updating the record and the date of the update.

The image shows two screenshots of a software form titled "Information for DC Number".

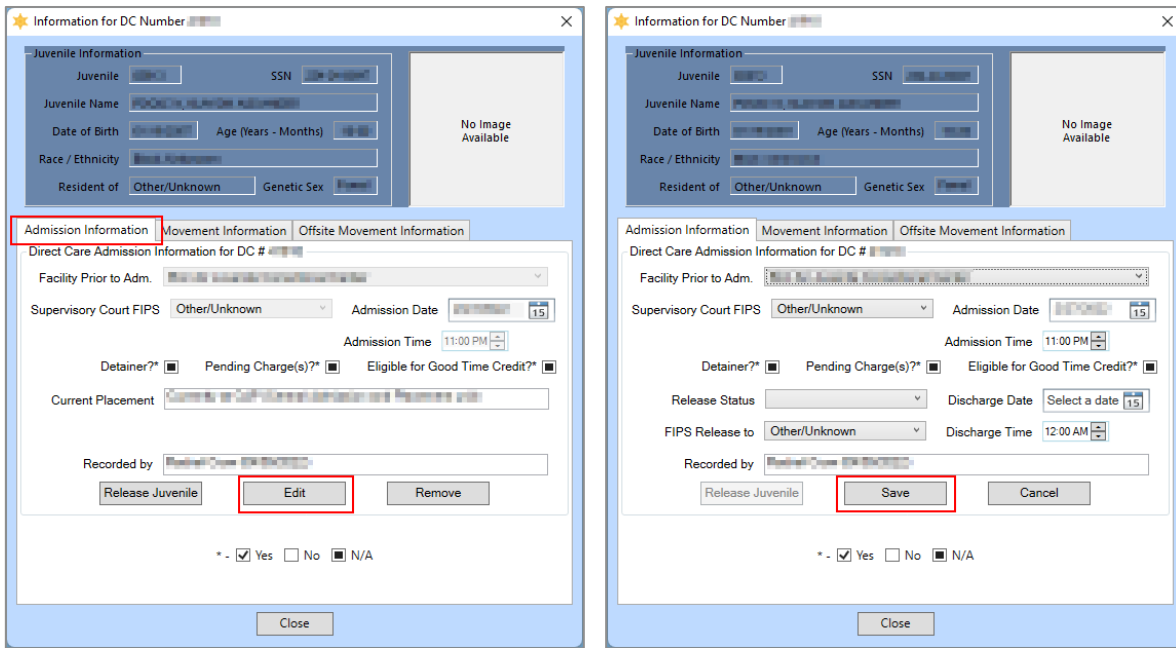
The left screenshot shows the "Admission Information" tab. The "Release Juvenile" button is highlighted with a red box. The form includes fields for Juvenile Information (Juvenile, SSN, Juvenile Name, Date of Birth, Age, Race/Ethnicity, Resident of, Genetic Sex), Direct Care Admission Information (Facility Prior to Adm., Supervisory Court FIPS, Admission Date, Admission Time), and checkboxes for Detainer?, Pending Charge(s)?, and Eligible for Good Time Credit?. The "Recorded by" field is populated with a name. The "Release Juvenile" button is highlighted.

The right screenshot shows the same form with the "Save" button highlighted with a red box. The "Discharge Date" and "Discharge Time" fields are now visible, indicating that the "Release Juvenile" button has been clicked.

■ The **Discharge Date** and **Discharge Time** entered cannot be greater than the current date and time.

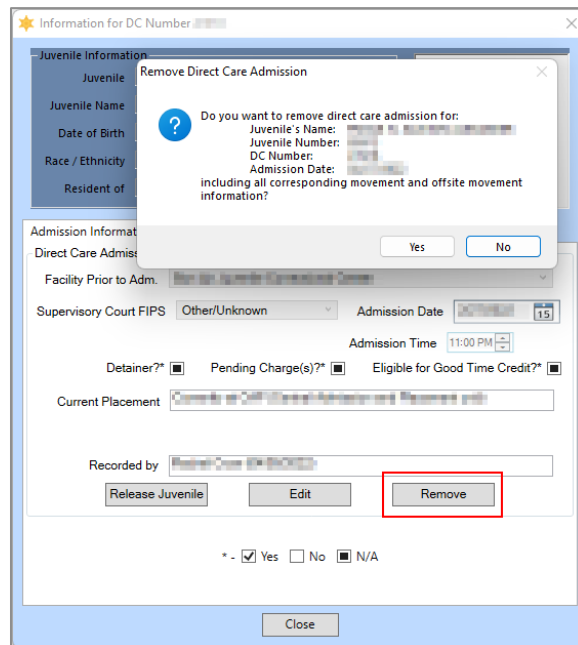
## ii. Edit Button


1. Click the **Edit** button on the *Admission Information* tab and all fields on the tab become available for updating. The **Current Placement** field will be replaced by the following fields, if they are not already displayed: **Release Status**, **Discharge Date**, **FIPS Release to**, and **Discharge Time**.
2. Select the (i) **Facility Prior to Adm.**, (ii) **Supervisory Court FIPS**, (iii) **Admission Date**, (iv) **Release Status**, (v) **Discharge Date**, and (vi) **FIPS Release to** using the corresponding drop-down or calendar drop-down menus. Click to place the appropriate marks (yes, no, and not applicable) in the checkboxes for (vii) **Detainer?**, (viii) **Pending Charge(s)?**, and (ix) **Eligible for Good Time Credit?**. Change the (x) **Admission Time** and (xi) **Discharge Time** values by entering the correct time directly into the textbox and using the arrows to select AM or PM.
3. Click the **Save** button to save the record and the **Recorded by** textbox will auto-populate with the name of the user updating the record and the date of the update.



iii. **Remove Button**

1. Click the **Remove** button on the *Admission Information* tab and the *Remove Direct Care Admission* confirmation screen will appear displaying the Juvenile's Name, Juvenile Number, DC Number, and Admission Date.
2. Click the **Yes** button to remove the record and return to the *Direct Care Main* screen.



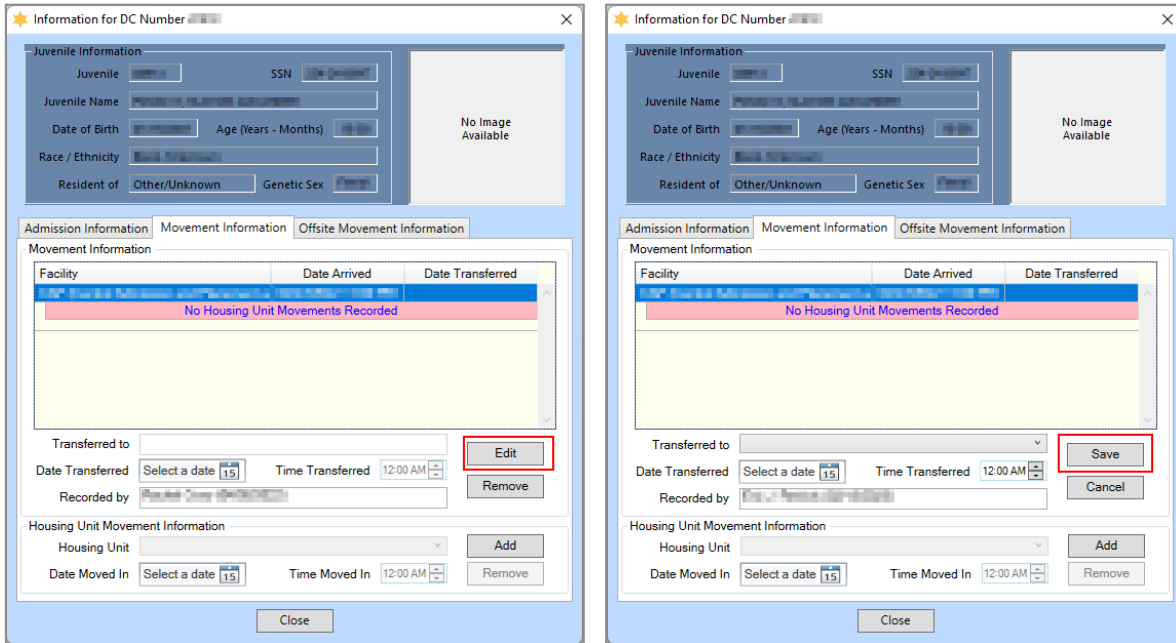
 The Admission Time must be earlier than the current time.

ii. **Movement Information Tab**

1. The **Movement Information** section displays the juvenile's facility and housing unit movement information in a table at the top of the tab and includes Facility, Date Arrived, and Date Transferred.
  - a. **Edit Button**
    - i. (i) Click the **Edit** button and select the (ii) **Transferred to** and (iii) **Date Transferred** using the corresponding drop-down or calendar drop-down menus. Input the (iv) **Time**

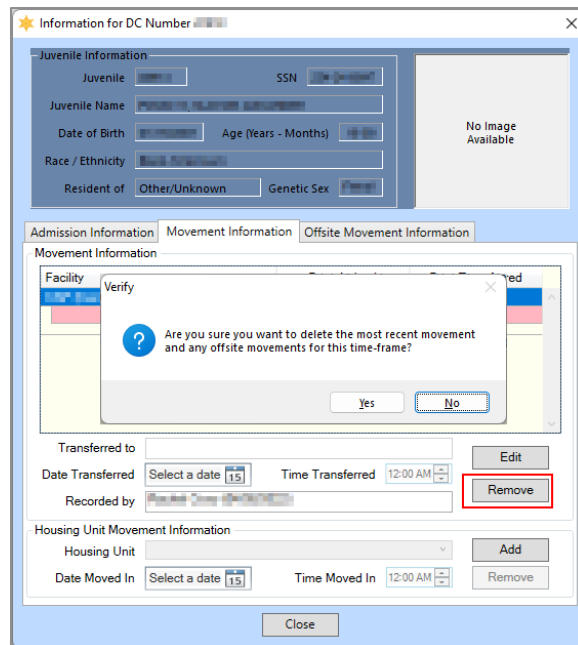
**Transferred** value by entering the correct time directly into the textbox and using the arrows to select AM or PM.

- ii. Click the **Save** button to save the record and the **Recorded by** textbox will auto-populate with the name of the user updating the record and the date of the update.



**b. Remove Button**

- i. (i) Click the **Remove** button in the **Movement Information** section of the tab and the Verify confirmation screen will appear, (ii) click the **Yes** button to delete the most recent movement record and all related offsite movement information.

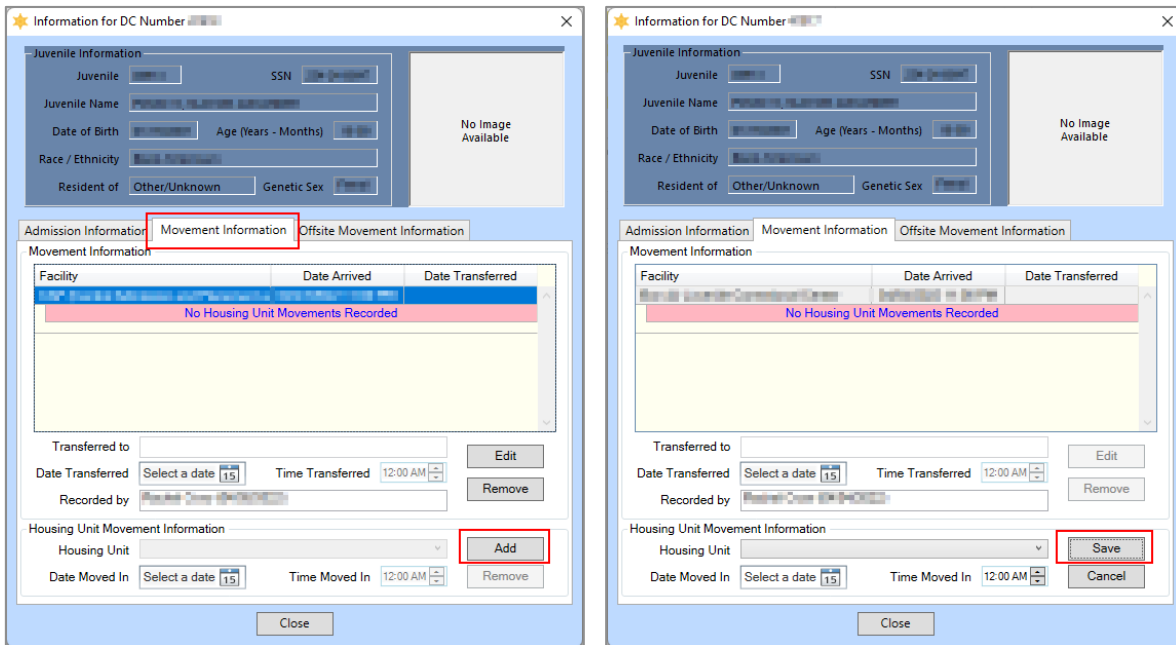


**2. Housing Unit Movement Information Section**

**a. Add Button**

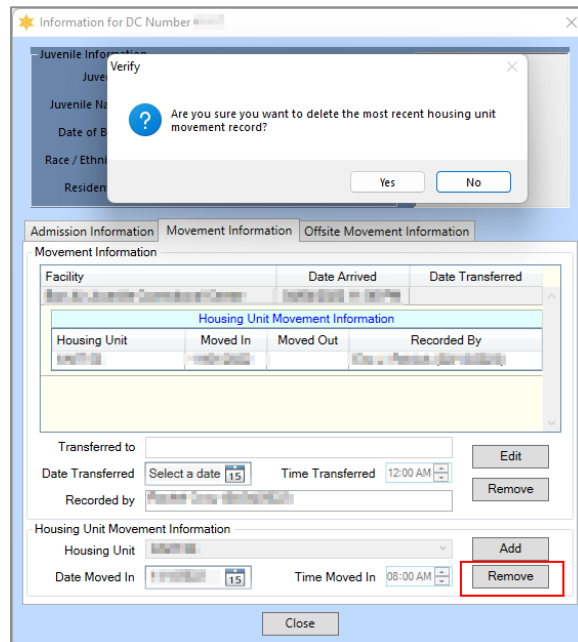
- i. (i) Click the **Add** button and select the (ii) **Housing Unit** and (iii) **Date Moved In** using the corresponding drop-down or calendar drop-down menus. Input the (iv) **Time Moved In** value by entering the correct time directly into the textbox and using the arrows to select AM or PM.

- ii. Click the **Save** button to save the record and the **Recorded by** textbox associated with the housing unit movement record will auto-populate with the name of the user updating the record and the date of the update.



**b. Remove Button**

- i. (i) Click the **Remove** button in the **Housing Unit Movement Information** section of the tab and the Verify confirmation screen will appear, (ii) click the **Yes** button to delete the most recent housing unit movement record.



- Before the user can delete a facility from the movement record, they must first delete all associated housing units.
- A movement record cannot be edited or deleted after a juvenile has been released from Direct Care.
- Facility housing units will expand and collapse based on selection.
- The date of transfer must be greater than the date arrived and cannot be a future date.
- The newest data will automatically be loaded into the database. If there is newer data in the database, the entry will be cancelled.
- Only the most recent movement record can be deleted.



### iii. Offsite Movement Information Tab

The **Offsite Movement Information Section** displays the juvenile's offsite movement information in a table at the top of the tab and includes: Moved Out, Reason, Moved In, and Facility.

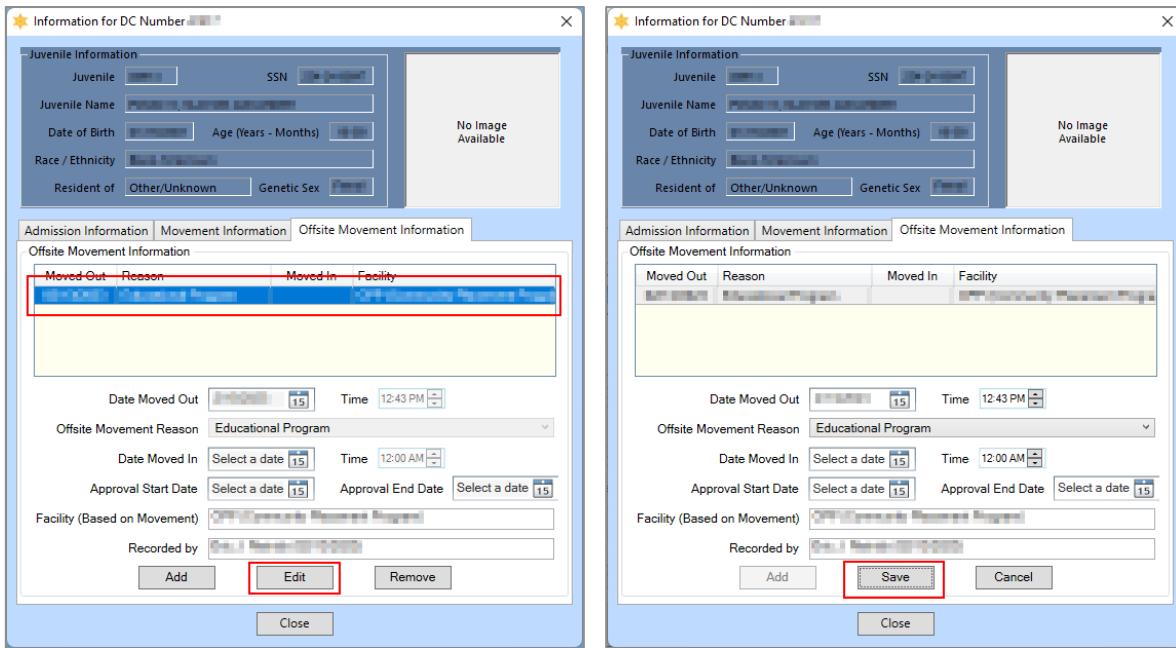
#### 1. Add Button

- a. (i) Click the **Add** button, select the (ii) **Date Moved Out** and (iii) **Time** from the drop-down calendar screen and by entering the correct time directly into the textbox and using the arrows to select AM or PM.
- b. Select the (i) **Offsite Movement Reason** using the drop-down menu. Select the (ii) **Date Moved In** and (iii) **Time** from the drop-down calendar screen and by entering the correct time directly into the textbox and using the arrows to select AM or PM.
  - i. If "Educational Program" or "Work Program" are selected for the **Offsite Movement Reason**, the user must select the (i) **Approval Start Date** and (ii) **Approval End Date** from the drop-down calendar screens.
- c. The **Facility (Based on Movement)** and **Recorded by** fields will auto-populate.
- d. Click the **Save** button.

The image contains two side-by-side screenshots of the 'Information for DC Number' window. Both windows show the 'Offsite Movement Information' tab selected. The left window shows the 'Add' button highlighted with a red box. The right window shows the 'Save' button highlighted with a red box. The interface includes fields for Juvenile Information, Admission Information, Movement Information, and Offsite Movement Information. The Offsite Movement Information section contains a table with columns for Moved Out, Reason, Moved In, and Facility. Below the table are fields for Date Moved Out, Time, Offsite Movement Reason, Date Moved In, Time, Approval Start Date, Approval End Date, Facility (Based on Movement), and Recorded by. Buttons for Add, Edit, Remove, Save, and Cancel are visible at the bottom.

#### 2. Edit Button

- a. Select a record from the table in the **Offsite Movement Information** section and the record will be highlighted in blue.
- b. Click the **Edit** button.
  - i. Edit the data fields as needed (see the fields described in the **Add Button** section immediately above).
- c. Click the **Save** button when the edits are completed.

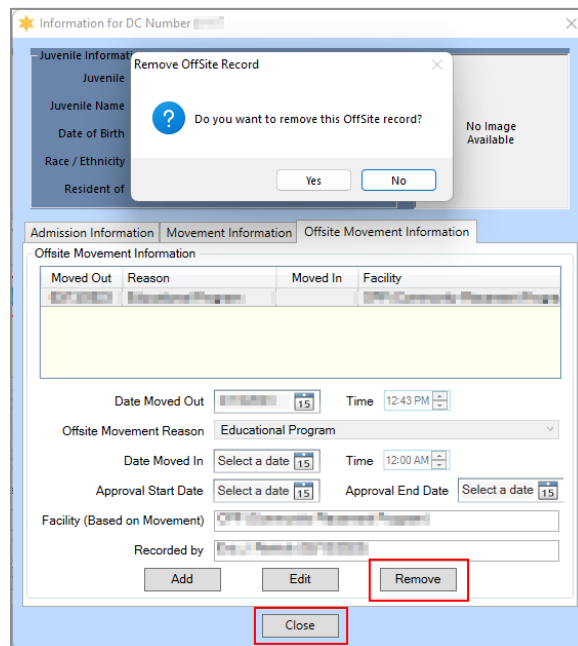


**3. Remove Button**

- a. (i) Select a record from the table in the **Offsite Movement Information** section and the record will be highlighted in blue. (ii) Click the **Remove** button and the Remove Offsite Record screen will appear. (iii) Click the **Yes** button to remove the record.

**4. Close Button**

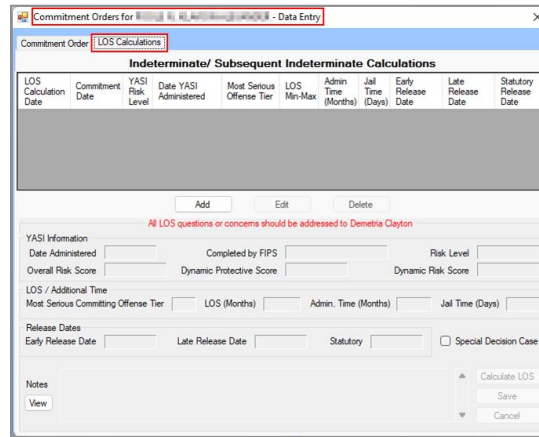
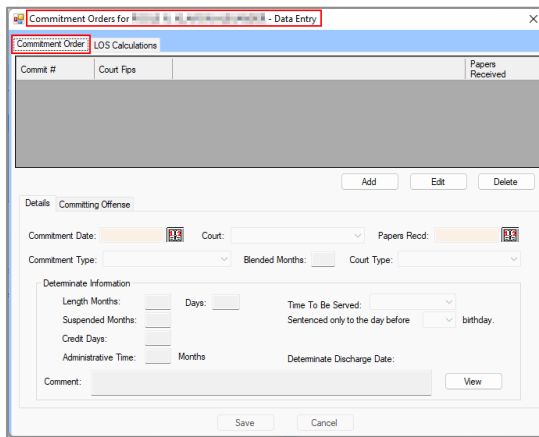
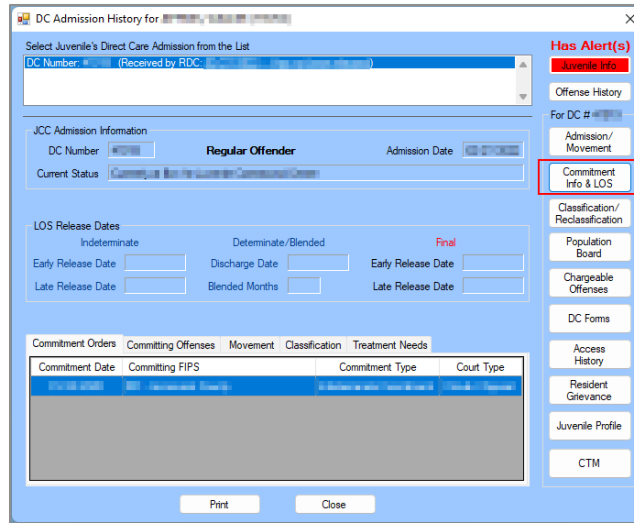
- a. Click the **Close** button to return to the DC Admission History screen.



■ The user cannot select a date earlier than the current date for the **Date Moved Out** or the **Date Moved In**.

**b. Commitment Info & LOS Button**

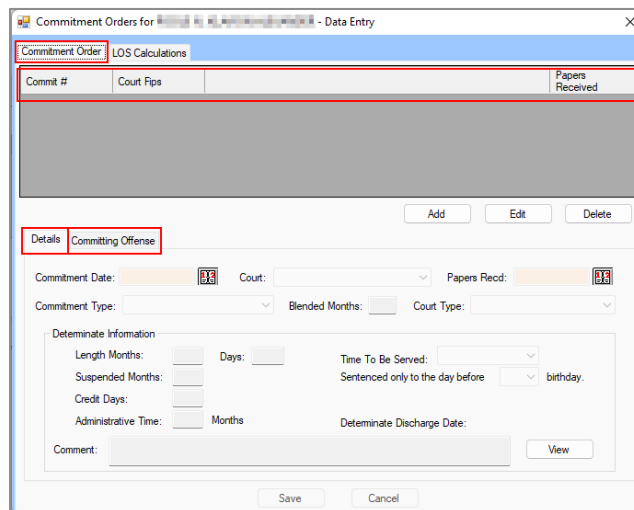
Click the **Commitment Info & LOS** button and the Commitment Orders screen will appear. The user can view, add, edit, or delete the juvenile’s commitment details and offense information on the Commitment Order tab; and view, add, edit, or delete the juvenile’s YASI, length of stay (LOS) and additional time, and release dates information on the LOS Calculations tab.



- If a juvenile has been released from direct care, the *Commitment Orders* screen will be read-only. The screen title will indicate either **Data Entry** or **Read-Only**.
- Commitment orders with a **Commitment Date** before **March 1, 2023**, will use the [2015 LOS Guidelines](#) and commitment orders with a **Commitment Date** equal to or after **March 1, 2023**, will use the [2023 LOS Guidelines](#).

i. **Commitment Order Tab**

The *Commitment Order* tab displays the juvenile’s commitment orders in a table at the top of the tab and includes Commit #, Court FIPS, and Papers Received date. The *Commitment Order* tab also contains the *Details* and *Committing Offense* tabs that allow the user to view, add, edit, or delete the juvenile’s commitment and offense information.

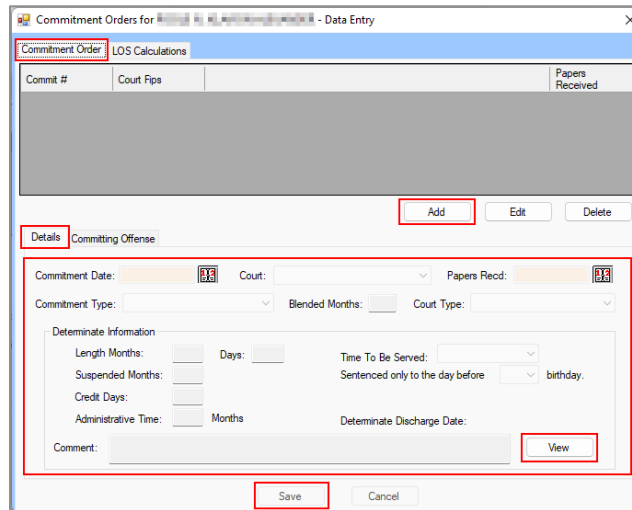


## 2. Details Tab

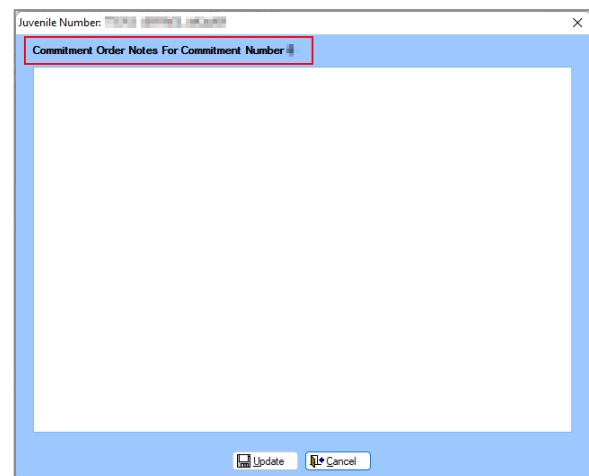
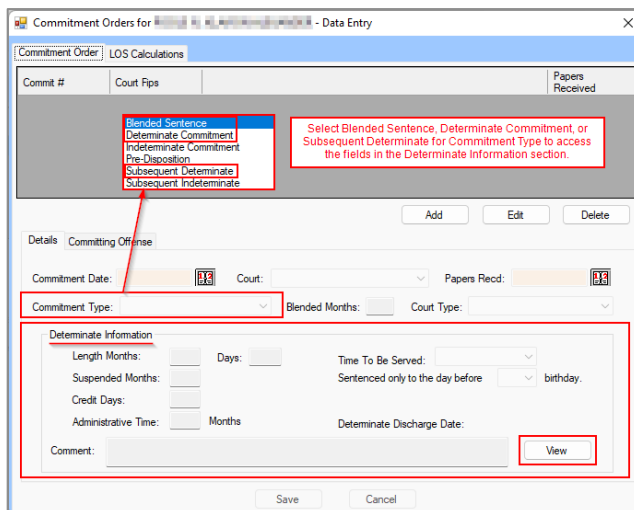
This tab allows the user to view, add, edit, or delete the juvenile's commitment order details.

### a. Add Button

- i. (i) Click the **Add** button, select the (ii) **Commitment Date**, (iii) **Court**, and (iv) **Papers Recd** date using the corresponding drop-down or calendar drop-down menus. Select the (v) **Commitment Type** and (vi) **Court Type** from the drop-down menus.
  1. If **Blended Sentence** is selected for **Commitment Type**, enter the number of months in the **Blended Months** field.



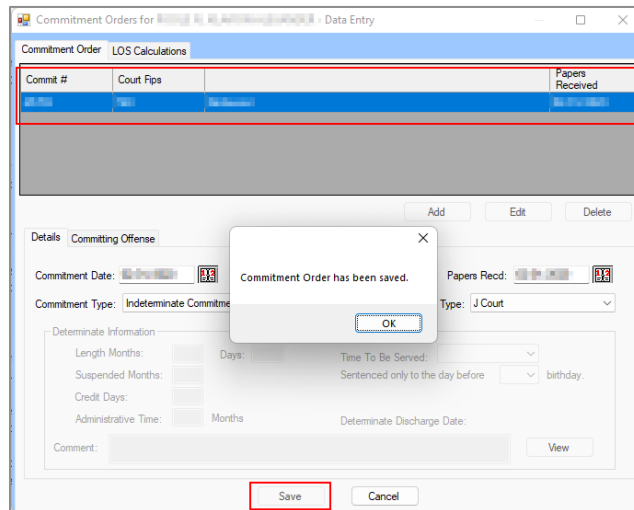
2. If **Blended Sentence**, **Determinate Commitment**, or **Subsequent Determinate** is selected for **Commitment Type**, the fields in the **Determinate Information** section become accessible.
  - a. Input the (i) **Length Months**, (ii) **Days**, (iii) **Suspended Months**, (iv) **Credit Days**, and (v) **Administrative Time** into each field. (vi) Select the (vii) **Time To Be Served** and (viii) **Sentenced only to the day before [age] birthday** from the drop-down menus. The **Determinate Discharge Date** will auto-populate.
  - b. (i) Enter any necessary information into the **Comment** textbox. (ii) Click the **View** button to temporarily expand the comment box to a larger notes screen, (iii) click the **Update** button to save changes made on the notes screen.



■ A **pending offense** is an alleged offense committed before the date of commitment for which there was not a final disposition or sentence prior to the determination of the projected length of stay. To calculate the **LOS** for a **pending offense**, select **Indeterminate Commitment** from the **Commitment Type** drop-down menu.

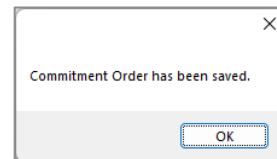
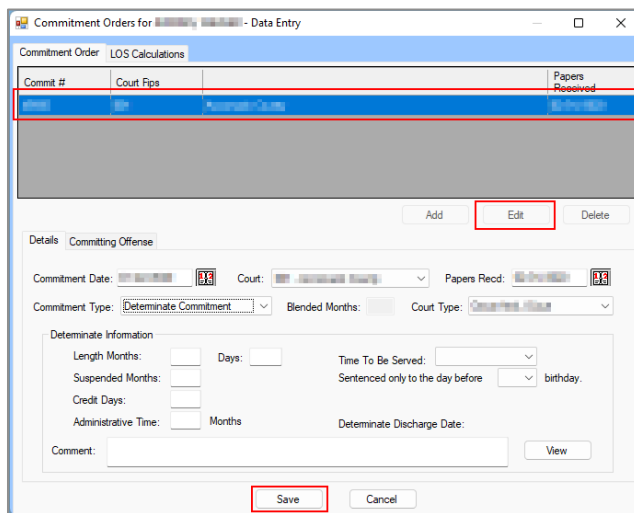
■ A **subsequent indeterminate commitment** is a commitment to DJJ for an offense that a juvenile commits after the date of commitment. To calculate the **LOS** for a **subsequent indeterminate commitment** select **Subsequent Indeterminate** from the **Commitment Type** drop-down menu.

3. (i) Click the **Save** button and an information screen will state the “Commitment Order has been saved.” (ii) Click the **OK** button and the record will appear in the table on the *Commitment Order* tab.



**b. Edit Button**

- i. Select a record from the table at the top of the *Commitment Order* tab and the record will be highlighted in blue.
- ii. Click the **Edit** button.
  1. Edit the data fields as needed (see the fields described in the **Add Button** section immediately above).
- iii. Click the **Save** button when the edits are completed.

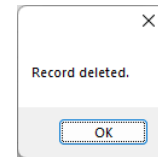
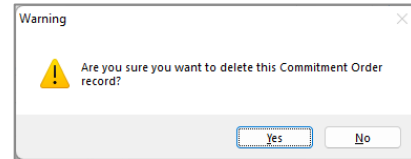
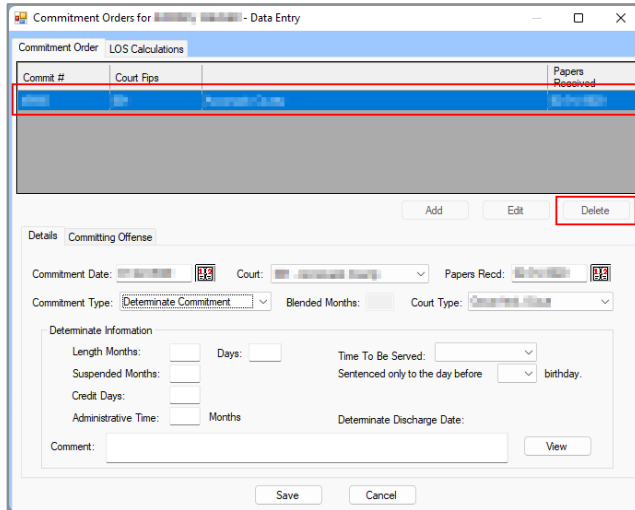


■ As noted above, if a juvenile has been released from direct care, the *Commitment Orders* screen will be read-only, and the record will be locked. To edit a commitment order after a juvenile has been released: (i) unrelease the juvenile, (ii) make any necessary changes, and then (iii) rerelease the juvenile.

**b. Delete Button**

- i. (i) Select a record from the table at the top of the *Commitment Order* tab and the record will be highlighted in blue. (ii) Click the **Delete** button and a Warning screen will appear. (iii) Click the **Yes** button on the Warning screen to delete the record. An information

screen will appear stating the record is deleted, (iv) click the **OK** button to return to the Commitment Orders screen.



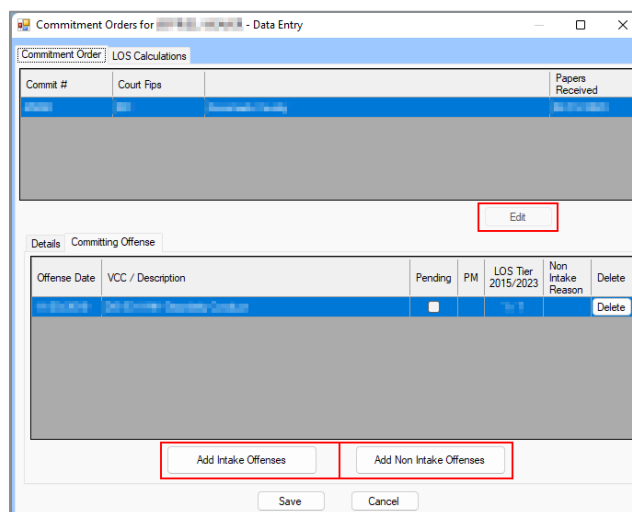
- The **Commitment Date** must be before the date the juvenile was received at RDC.
- If the LOS exceeds the juveniles 21st birthday, the **Determinate Discharge Date** will be set to the day before the juvenile's birthday.
- The user cannot select an age less than the juvenile's current age. If an age less than the current age is selected, the **Lengths Months and Days, Suspended Months, Credit Days, Administrative Time Months, and Time to Be Served** fields will become blank.

## 2. Committing Offense Tab

The *Committing Offense* tab displays the Offense Date, VCC Code/Description, Pending, PM, LOS Tier 2015/2023, and Non Intake Reason information (the Delete column is discussed in the delete an offense record instructions in section “d.” below). The tab allows the user to add intake and non-intake offenses.

### a. Edit Button

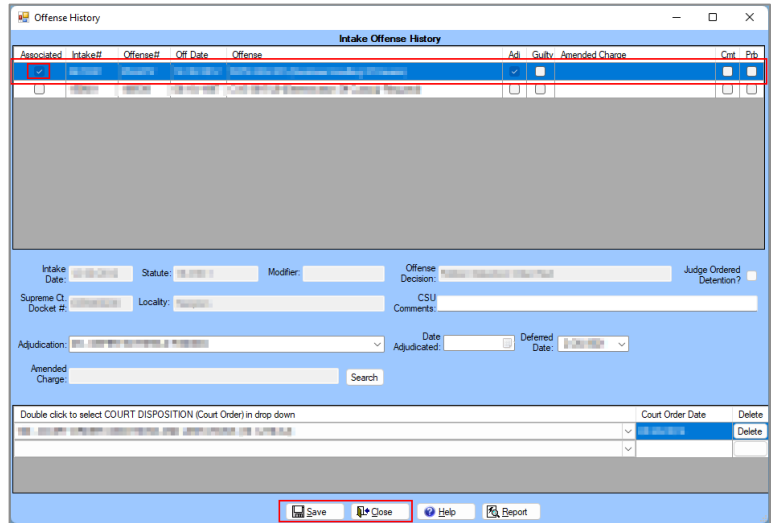
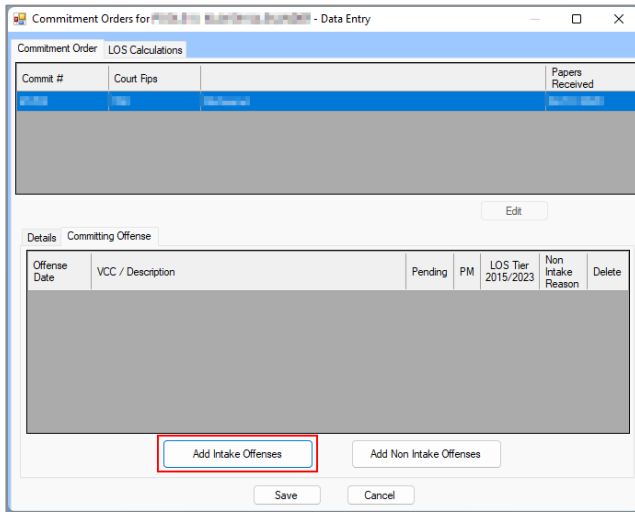
- i. (i) Select a record from the table at the top of the *Commitment Order* tab and the record will be highlighted in blue. (ii) Click the **Edit** button and the **Add Intake Offenses** and **Add Non Intake Offenses** buttons at the bottom of the *Committing Offense* tab will become accessible.



- The LOS Tier 2015/2023 column in the table at the bottom of the screen will display the offense tiers as categorized under the 2015 LOS Guidelines and 2023 LOS Guidelines. The 2015 categorization will be the number before the slash and the 2023 categorization will be the number after the forward slash.

**b. Add Intake Offenses Button**

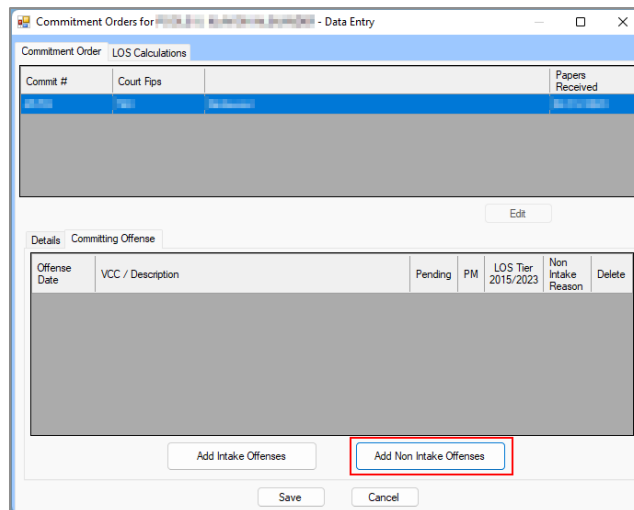
- i. Click the **Add Intake Offenses** button, and the Offense History screen will appear.
  - 1. (i) Select a record from the **Intake Offense History** table at the top of the screen and the record will be highlighted in blue. (ii) Place a checkmark in the Associated column checkbox corresponding to the offense record to be associated with the commitment order.
  - 2. Click the **Save** button.
  - 3. Click the **Close** button to return to the Commitment Orders screen.



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

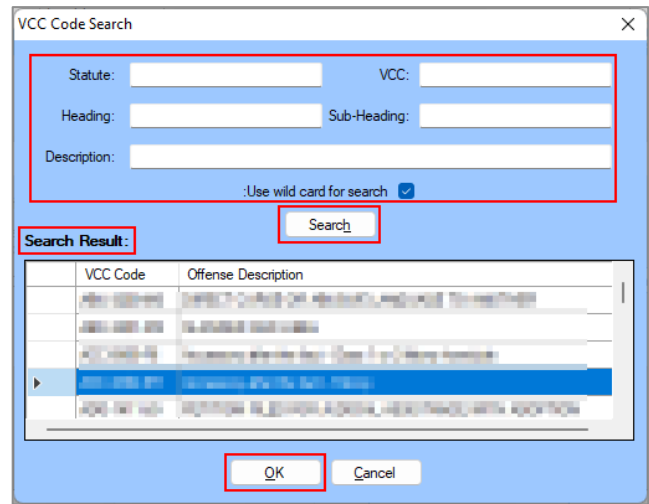
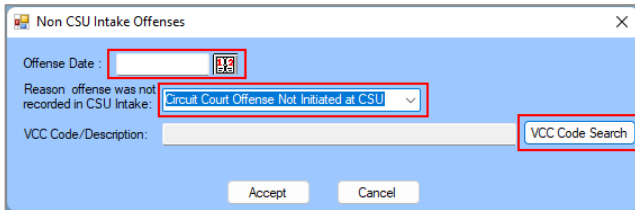
**b. Add Non-Intake Offenses Button**

- i. Click the **Add Non-Intake Offenses** button, and the Non CSU Intake Offenses screen will appear.

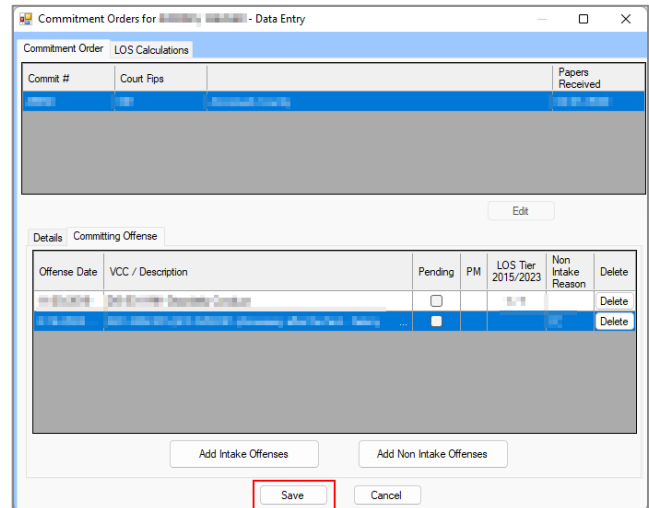
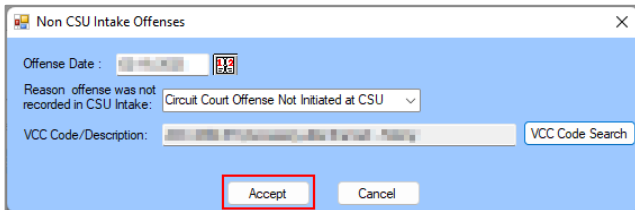


- 1. From the Non CSU Intake Offenses screen select the (i) **Offense Date** and the (ii) **Reason offense was not recorded in CSU Intake** from the corresponding calendar drop-down and drop-down menus. (iii) Click the **VCC Code Search** button, and the VCC Code Search screen will appear.
  - a. From the VCC Code Search screen the user can search for an offense by (i) typing one or more of the following into the corresponding field(s): **Statute, VCC, Heading, Sub-Heading, or Description**. The **Use wild card for search** checkbox will be selected automatically, uncheck this checkbox if the wildcard

function will not be used. (ii) Click the **Search** button and the **Search Results** section will display all items that meet the search criteria by VCC Code and Offense Description. (iii) Click on a row to select a VCC Code and the row will be highlighted in **blue**. (iv) Click the **Ok** button to return to the Non -CSU Intake Offenses screen. The selected information will auto-populate into the **VCC Code/Description** field.



2. From the Non CSU Intake Offenses screen click the **Accept** button to return to the Commitment Orders screen.
3. Click the **Save** button.



**c. Delete an Offense on the Committing Offense Tab**

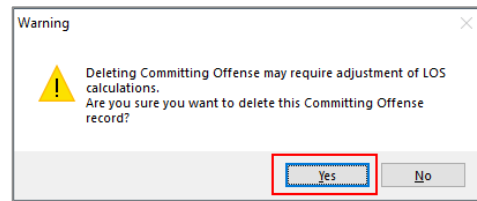
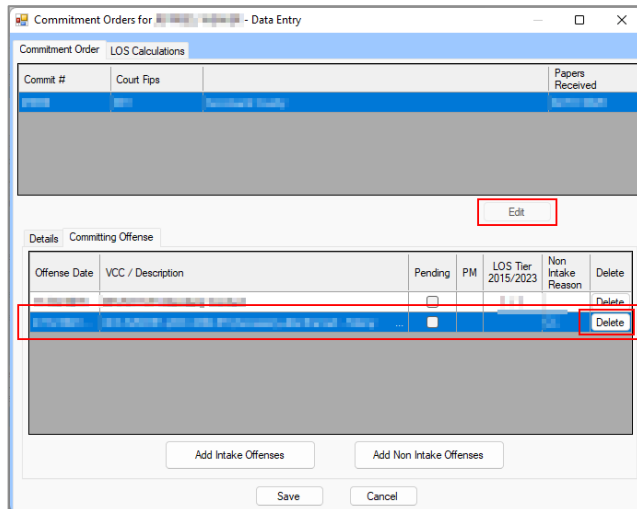
To delete a committing offense record from the table on the Committing Offense tab, two or more committing offense records must exist. To delete a record when only one committing offense exists the entire commitment order must be deleted. To delete the entire commitment order see the Delete button instructions in the Commitment Order tab, Details Tab section above. Deletion of the order will delete the offense.

**i. Edit Button**

1. Click the **Edit** button and the **Delete** button(s) in the Delete column of the table on the Committing Offense tab will become accessible.
  - a. **Delete Button**
    - i. (i) Select a record in the table, and the row will be highlighted in **blue**. (ii) Click the **Delete** button and a Warning screen will appear advising the user of the possible requirement to adjust LOS calculations. (iii) Click the **Yes** button on



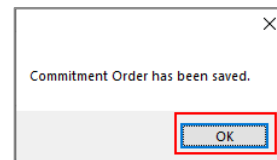
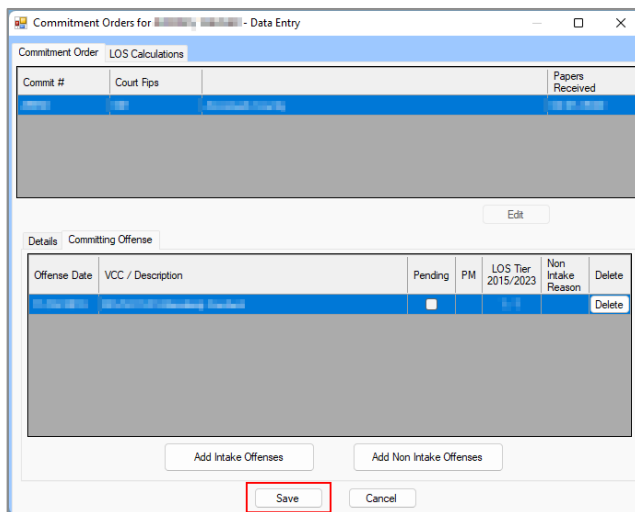
the *Warning* screen to acknowledge the warning and delete the committing offense record.



- If the user attempts to delete the last remaining offense an information screen will appear and state the commitment order must be deleted to delete the last committing offense.

ii. **Save Button**

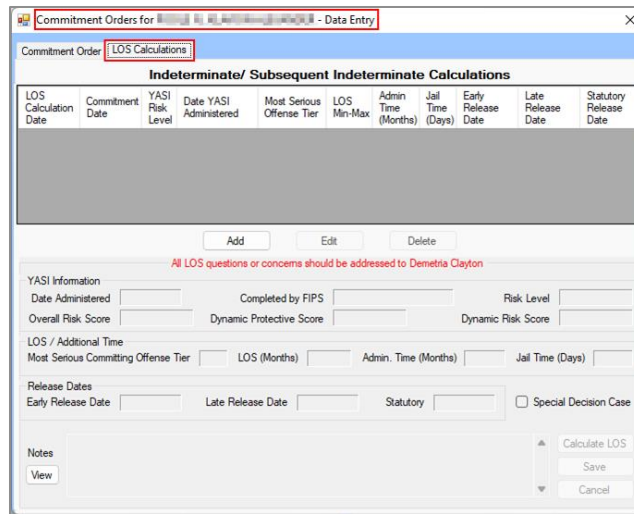
- (i) Click the **Save** button to save the edit/deletion and an information screen will appear and state the record has been saved. (ii) Click the **OK** button to return to the *Commitment Orders* screen.



- Save or cancel information on the Commitment Order tab before moving to the LOS Calculations tab.
- When attempting to add an offense for a juvenile not between ages 11 and 21, the user will get a *Warning* screen before continuing.
- The *Details* tab must have information selected to enter information on the *Committing Offense* tab.

ii. **LOS Calculations Tab**

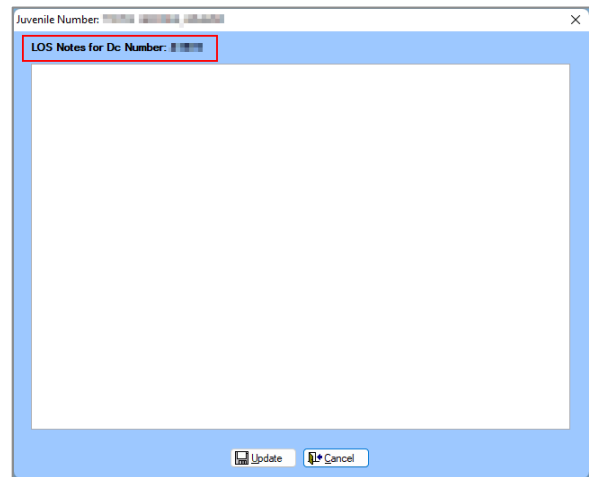
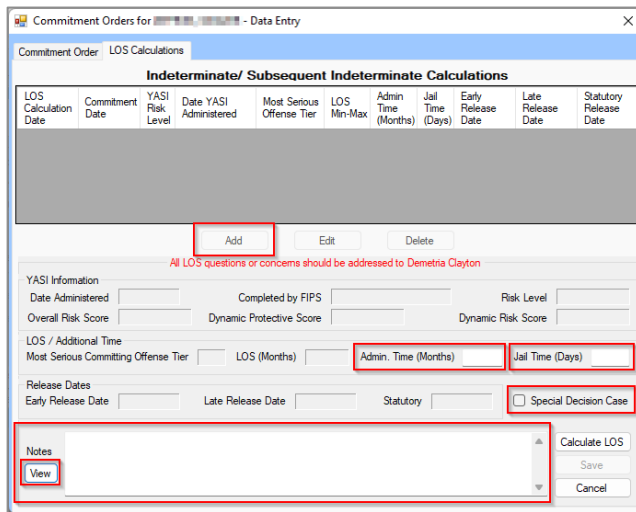
The *LOS Calculations* tab displays the juvenile’s indeterminate/subsequent indeterminate calculations in a table at the top of the tab and includes LOS Calculation Date, Commitment Date, YASI Risk Level, Date YASI Administered, Most Serious Offense Tier, LOS Min-Max, Admin Time (Months), Jail Time (Days), Early Release Date, Late Release Date, and Statutory Release Date. The tab also allows the user to add, edit, or delete **YASI Information**, **LOS / Additional Time**, **Release Dates**, and **Notes**.



- The *LOS Calculations* tab will only be accessible if the juvenile has an indeterminate or subsequent indeterminate commitment.
- Enter the commitment order **Details** and **Committing Offense** before calculating LOS.

1. **Add Button**

- a. (i) Click the **Add** button and the **Administrative Time (Months)**, **Jail Time (Days)** and **Notes** textboxes, and the **Special Decision Case** checkbox will become accessible. If applicable, enter the (ii) **Administrative Time (Months)** and (iii) **Jail Time (Days)** into the corresponding fields. If the commitment is a special decision case, (iv) click the **Special Decision Case** checkbox.
- b. (i) Enter any necessary information into the **Notes** textbox. (ii) Click the **View** button to temporarily expand the **Notes** textbox to a larger notes screen, (iii) click the Update button to save changes made on the notes screen.



- c. Click the **Calculate LOS** button.
  - i. The fields in the **YASI Information**, **LOS / Additional Time**, and **Release Dates** sections will auto-populate. This includes the following fields: **Date Administered**, **Completed by FIPS**, **Risk Level**, **Overall Risk Score**, **Dynamic Protective Score**, **Dynamic Risk Score**, **Most Serious Offense Tier**, **LOS (Months)**, **Early Release Date**, **Late Release Date**, and **Statutory** (release date).
  - ii. If an entry was made in the **Administrative Time (Months)** field a statement will appear in the **Notes** textbox and inform the user of the number of months of administrative time that have been added to the early and late release dates. Any other relevant LOS calculation information that exists will also be presented in the **Notes** textbox.

- iii. If an entry was made in the **Jail Time (Days)** field a statement will appear in the **Notes** textbox and inform the user of the number of days of jail time that have been added to the early and late release dates. Any other relevant LOS calculation information that exists will also be presented in the **Notes** textbox.
- d. Click the **Save** button.

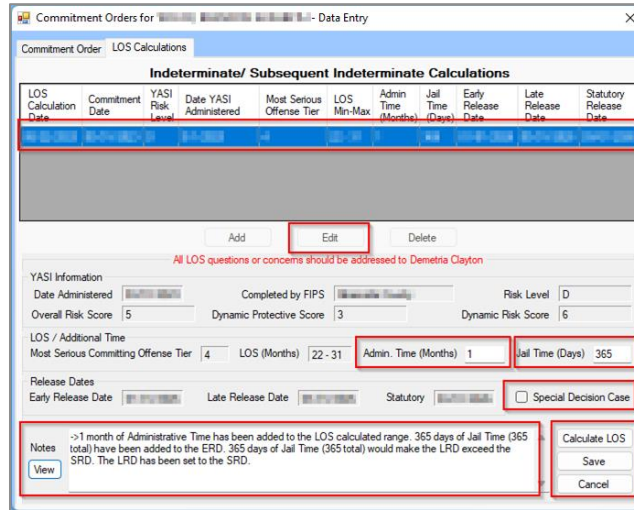
- After clicking the **Calculate LOS** button on the *LOS Calculations* tab, the **YASI Information**, **Most Serious Offense Tier**, **LOS (Months)**, and **Release Dates** fields will auto-populate if applicable.
- To calculate the LOS, a YASI record must exist within 30 days (preceding or following) of the date of admission.

- When calculating the LOS, the **Notes** textbox will inform the user if the ERD, LDR, or SRD are after the juvenile's 21<sup>st</sup> birthday. The relevant release dates will be reset to the day before the juvenile's 21<sup>st</sup> birthday.
- When calculating the LOS, the **Notes** textbox will inform the user if the ERD or LRD are after the SRD. The relevant release dates will be reset to the SRD.

**2. Edit Button**

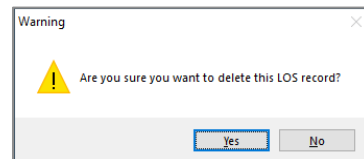
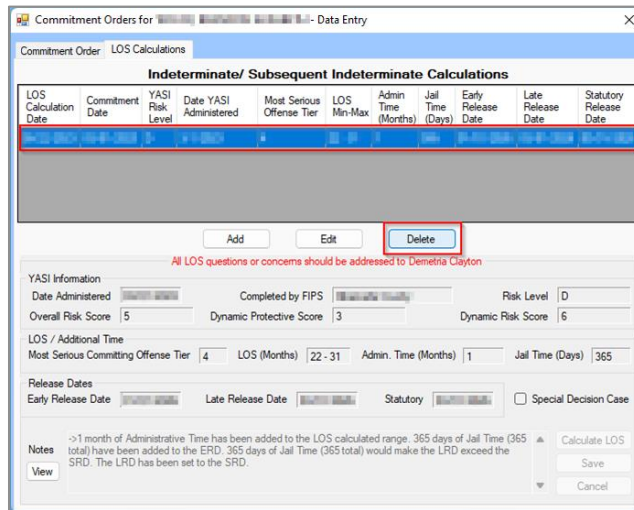
- a. Select a record from the table at the top of the *LOS Calculations* tab and the record will be highlighted in **blue**.
- b. Click the **Edit** button.
  - i. Edit the accessible data fields as needed. Only the **Administrative Time (Months)** and **Jail Time (Days)** fields, **Notes** textbox, and **Special Decision Case** checkbox can be edited.
  - ii. Click the **Calculate LOS** button to recalculate the LOS when updated values are entered into the **Administrative Time (Months)** and/or **Jail Time (Days)** fields.
- c. Click the **Save** button when the edits are completed.

- d. Click the **Cancel** button when adding or editing a LOS calculation to proceed without saving any changes.



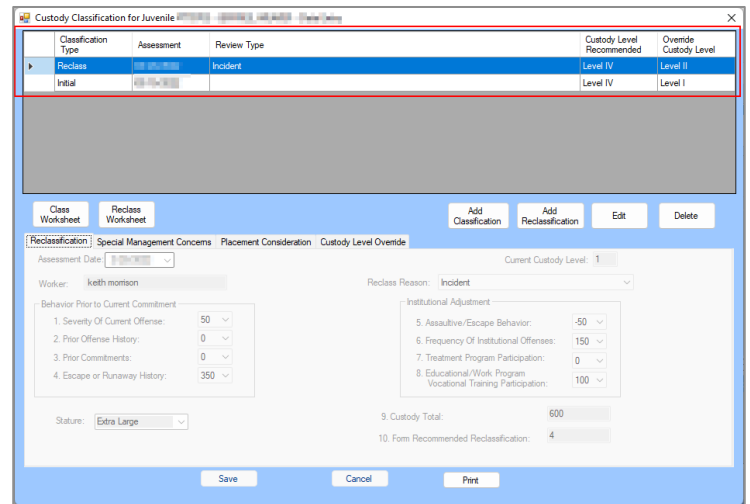
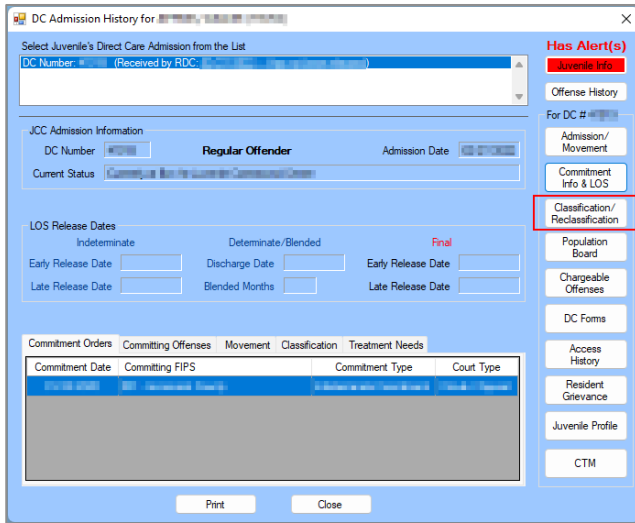
**3. Delete Button**

- a. (i) Select a record from the table at the top of the *LOS Calculations* tab and the record will be highlighted in blue. (ii) Click the **Delete** button and a Warning screen will appear. (iii) Click the **Yes** button on the Warning screen to delete the record.



**c. Classification/Reclassification Button**

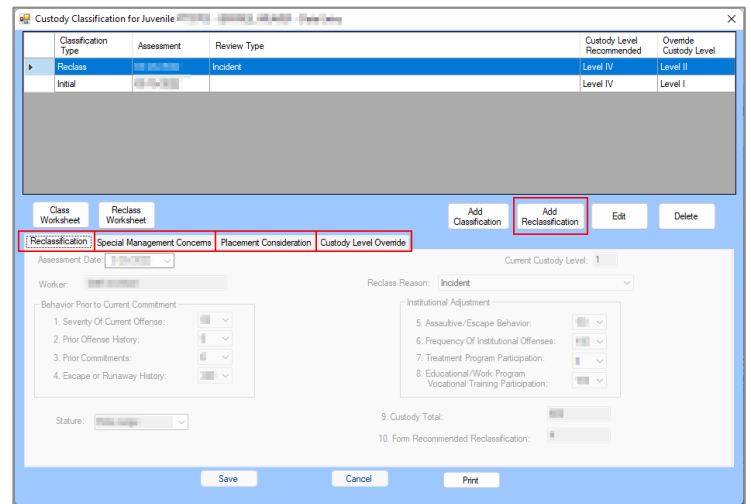
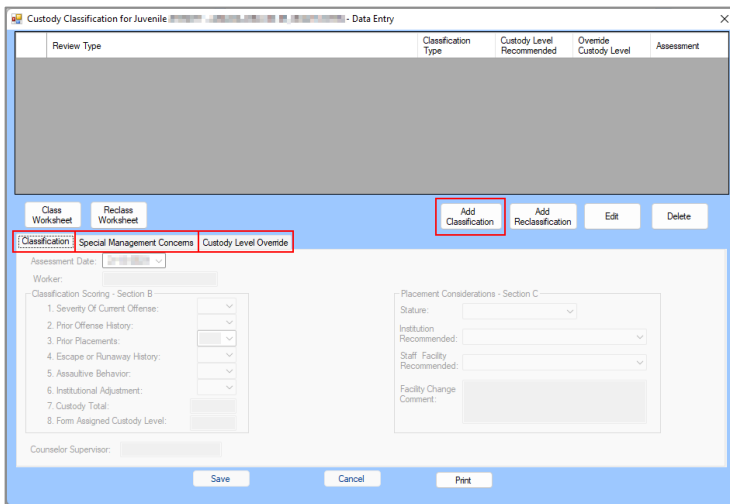
Click the **Classification/Reclassification** button and the Custody Classification for Juvenile screen will appear. The juvenile's Review Type, Classification Type, Custody Level Recommended, Override Custody Level, and Assessment information is displayed in a table at the top of the screen.



The juvenile must have a committing offense in order to access the **Classification/Reclassification** Button.

The Custody Classification for Juvenile screen will display the following 3 tabs: *Classification*, *Special Management Concerns*, and *Custody Level Override* when: 1) a custody classification or reclassification record has not yet been entered for the juvenile, 2) an initial classification record exists and has been selected from the table at the top the screen (the record will be highlighted in blue), or 3) the user selects the **Add Classification** button (detailed below).

The Custody Classification for Juvenile screen will display the following 4 tabs: *Reclassification*, *Special Management Concerns*, *Placement Consideration*, and *Custody Level Override* when: 1) a reclassification record exists and has been selected from the table at the top the screen (the record will be highlighted in blue), or 2) the user selects the **Add Reclassification** button (detailed below).



**i. Class Worksheet Button**

1. The **INITIAL CUSTODY DESIGNATION FORM** is a worksheet to be generated and completed manually when completing the juvenile’s initial classification. The worksheet contains sections for: demographic data, classification scoring, and placement considerations.
  - a. Click the **Class Worksheet** button and the worksheet will appear in the report viewer screen. The juvenile’s demographic data, “SEVERITY OF CURRENT OFFENSE,” “PRIOR OFFENSE HISTORY,” and “PRIOR COMMITMENTS” sections will auto-populate.

**ii. Reclass Worksheet Button**

1. The **CUSTODY RECLASSIFICATION FORM** is a worksheet to be generated and completed manually when completing the juvenile’s reclassification. The worksheet contains sections for: demographic data, classification scoring, and placement considerations.

- a. Click the **Reclass Worksheet** button and the worksheet will appear. The juvenile’s demographic data and “**BEHAVIOR PRIOR TO CURRENT COMMITMENT**” sections will auto-populate.

**iii. Add Classification Button**

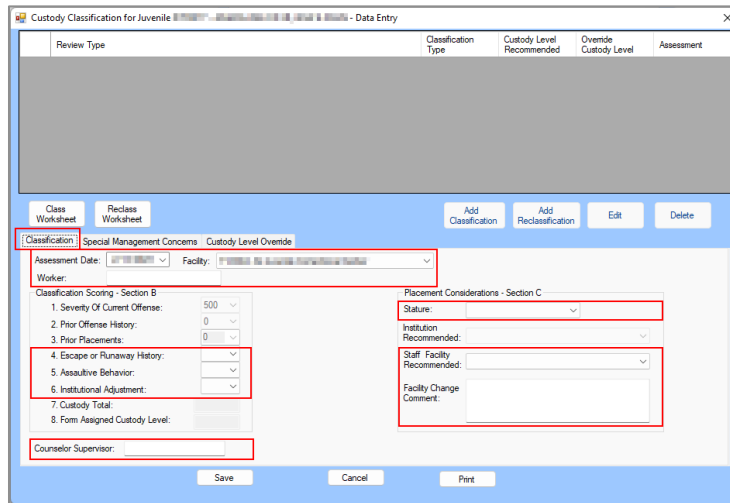
1. Click the **Add Classification** button to add an initial classification, and the fields in the *Classification*, *Special Management Concerns*, and *Custody Level Override* tabs will become accessible.

**a. Classification Tab**

- i. Select the (i) **Assessment Date** from the calendar drop-down menu, (ii) **Facility** from the drop-down menu, and (iii) enter the worker’s name into the **Worker** textbox.
- ii. **Classification Scoring – Section B**
  1. Select the (i) **4. Escape or Runaway History**, (ii) **5. Assaultive Behavior**, and (iii) **6. Institutional Adjustment** from the corresponding drop-down menus, and (iv) enter the supervisor’s name in the **Counselor Supervisor** textbox.
  2. The **1. Severity Of Current Offense**, **2. Prior Offense History**, **3. Prior Placements**, **7. Custody Total**, and **8. Form Assigned Custody Level** fields all will auto-populate when the record is saved.

iii. **Placement Considerations – Section C**

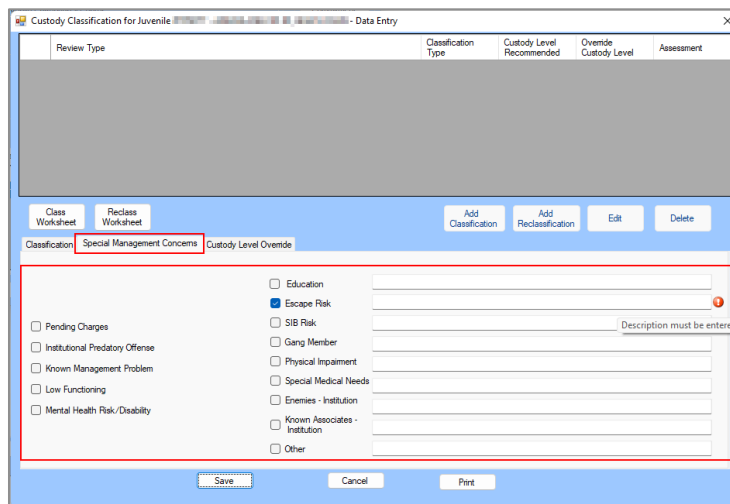
1. Select the (i) **Stature** and (ii) **Staff Facility Recommended** from the corresponding drop-down menus, and (iii) enter any comments into the **Facility Change Comment** section.
2. The **Institution Recommended** field will not be accessible.



■ The **Facility Change Comment** field must be completed if the **Staff Facility Recommended** is changed.

b. **Special Management Concerns Tab**

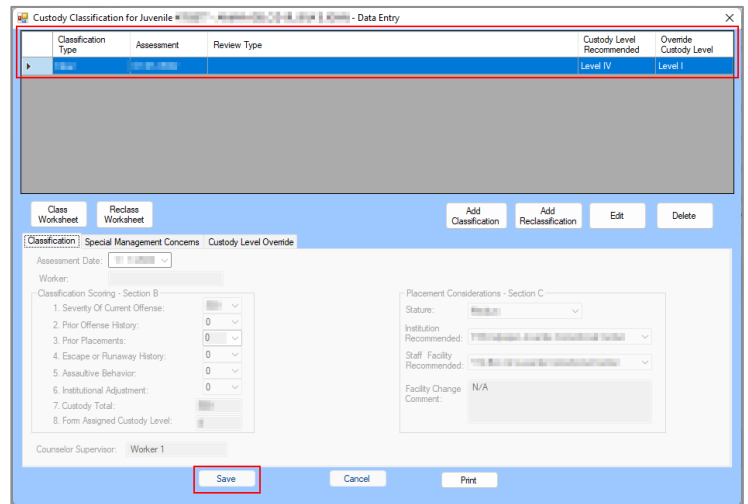
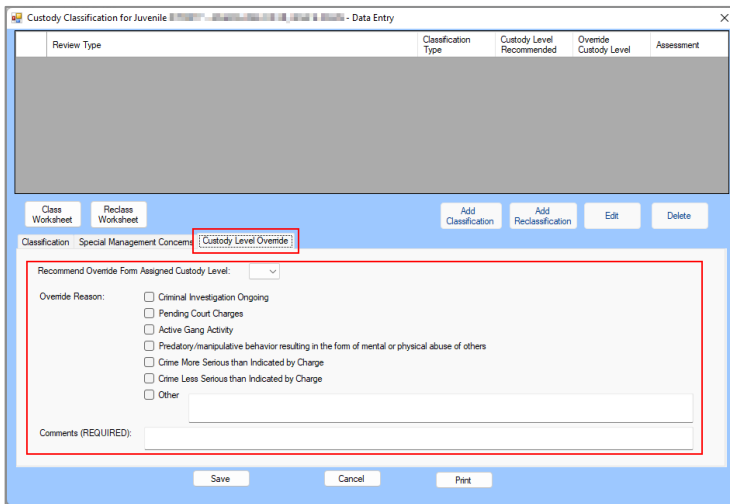
- i. (i) Place a checkmark in all **Special Management Concerns** checkbox options that apply to the juvenile. If a selected item has a corresponding textbox, the user must (ii) enter a description in the textbox. A warning will be displayed if the user attempts to save the record without completing all relevant textboxes.



c. **Custody Level Override Tab**

- i. Select the **Recommend Override Form Assigned Custody Level** from the drop-down menu.
- ii. (i) Place a checkmark in all applicable **Override Reason** checkbox options that apply to the juvenile. If a selected item has a corresponding textbox, the user must (ii) enter a description in the textbox. A warning will be displayed if the user attempts to save the record without completing all relevant textboxes.
- ii. Enter all comments relevant to the juvenile’s custody level override into the **Comments (REQUIRED)** textbox

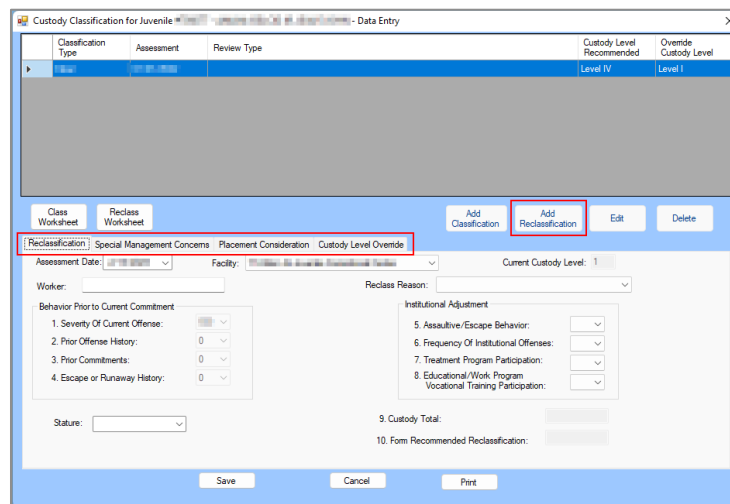
- iii. Click the **Save** button, the newly created initial classification record will be displayed in the table at the top of the *Custody Classification for Juvenile* screen, and the user will be returned to the *Classification* tab.



- If the **Other** option is selected, more information describing the override reason must be provided in the corresponding textbox in order to save the information on the *Custody Level Override* tab.

**iv. Add Reclassification Button**

1. Click the **Add Reclassification** button and the fields in the *Reclassification*, *Special Management Concerns*, *Placement Consideration*, and *Custody Level Override* tabs will become accessible.

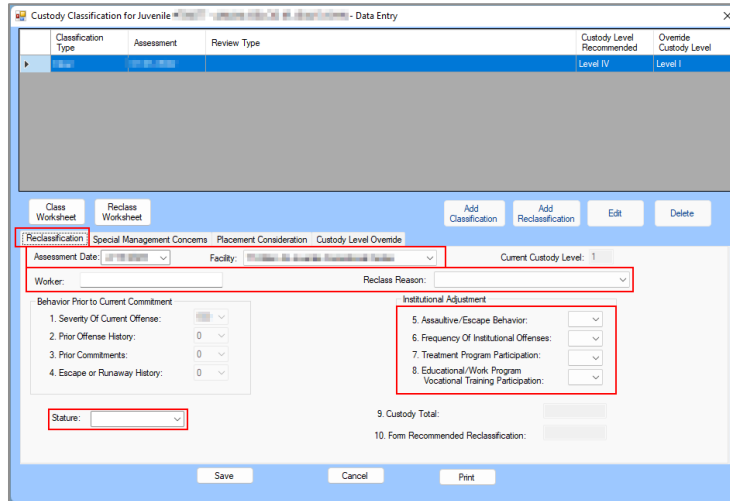


**a. Reclassification Tab**

- i. Select the (i) **Assessment Date** from the calendar drop-down menu and (ii) **Facility** from the drop-down menu.
- ii. The **Current Custody Level** field will auto-populate.
- iii. (i) Enter the worker's name into the **Worker** textbox and (ii) select the **Reclass Reason** from the drop-down menu. (iii) Select the **Stature** from the drop-down menu.
- iv. **Behavior Prior to Current Commitment**
  1. The fields in this section will auto-populate.
- v. **Institutional Adjustment**
  1. Select the (i) **5. Assaultive/Escapes Behavior**, (ii) **6. Frequency Of Institutional Offenses**, (iii) **7. Treatment Program Participation**, and (iv) **8. Educational/Work Program Vocational Training Participation** from the drop-down menus.

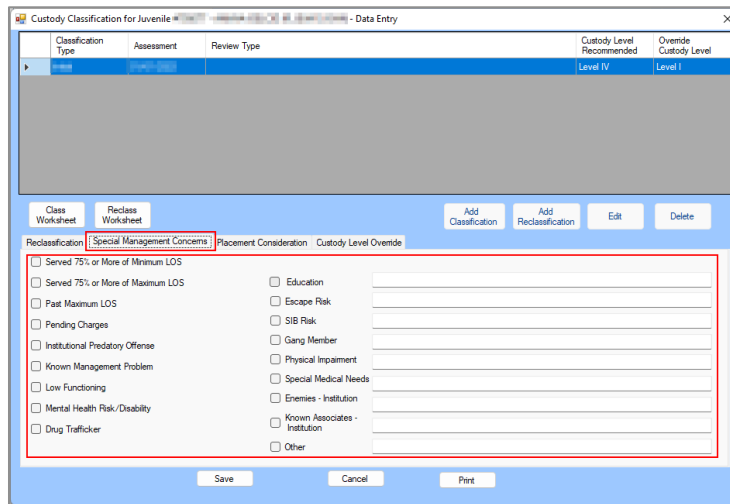


- vi. The **Custody Total** and **Form Recommended Reclassification** fields will auto-populate based on the **Institutional Adjustment** section.



**b. Special Management Concerns Tab**

- i. (i) Place a checkmark in all **Special Management Concerns** checkbox options that apply to the juvenile. If a selected item has a corresponding textbox, the user must (ii) enter a description in the textbox. A warning will be displayed if the user attempts to save the record without completing all relevant textboxes.

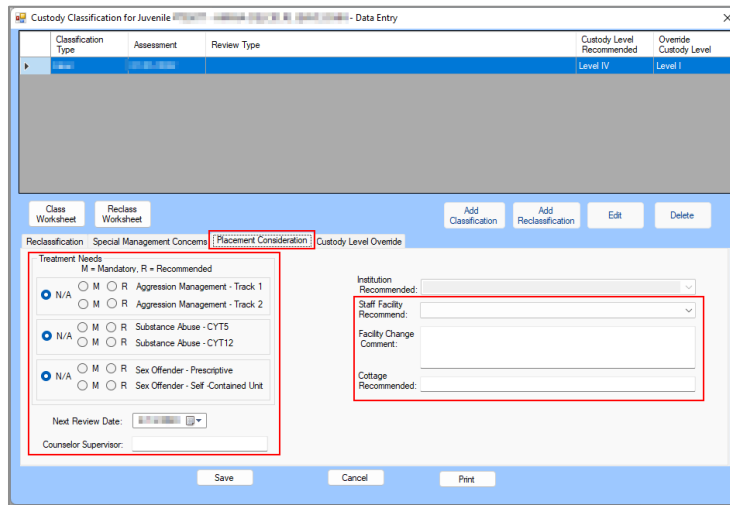


If a special management concern option has an associated textbox, additional information regarding the nature of the special management concern is required in order to save the information on the *Special Management Concerns* tab.

**c. Placement Consideration Tab**

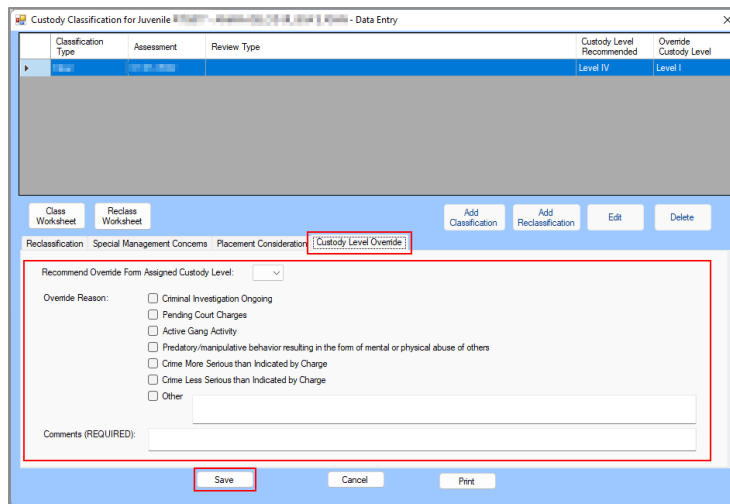
**i. Treatment Needs**

1. Select **N/A**, **M**, or **R** for the (i)(a) **Aggression Management – Track 1** or (b) **Aggression Management – Track 2**, (ii)(a) **Substance Abuse – CYT5** or (b) **Substance Abuse – CYT12**, and (iii)(a) **Sex Offender - Prescriptive** or (b) **Sex Offender - Self -Contained Unit** fields.
- ii. (i) Select the **Next Review Date** from the calendar drop-down menu, and (ii) enter the name into the **Counselor Supervisor** textbox.
- iii. The **Institution Recommended** field will auto-populate.
- iv. (i) Select the **Staff Facility Recommend** from the drop-down menu, and enter any required comments into the (ii) **Facility Change Comment** and (iii) **Cottage Recommended** textboxes.



d. **Custody Level Override Tab**

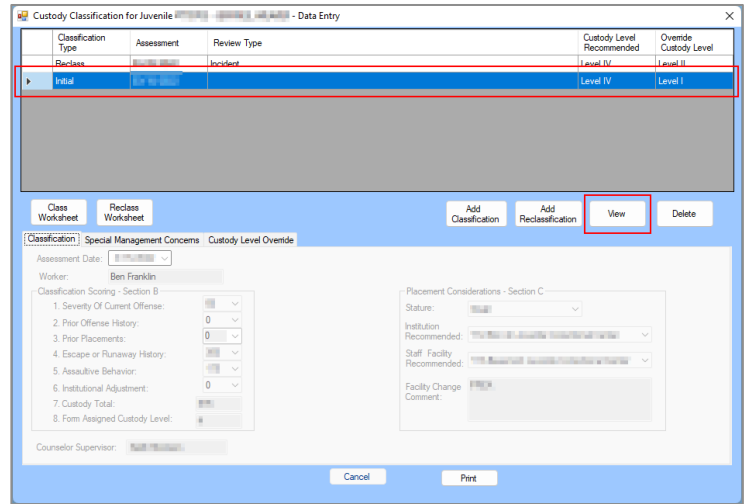
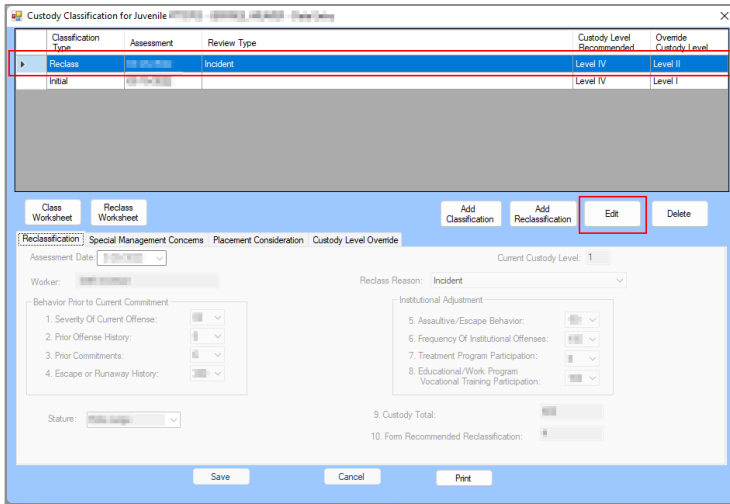
- i. Select the **Recommend Override Form Assigned Custody Level** from the drop-down menu.
- ii. (i) Place a checkmark in all applicable **Override Reason** checkbox options that apply to the juvenile. If a selected item has a corresponding textbox, the user must (ii) enter a description in the textbox. A warning will be displayed if the user attempts to save the record without completing all relevant textboxes.
- iii. Enter all comments relevant to the juvenile’s custody level override into the **Comments (REQUIRED)** textbox.
- iv. Click the **Save** button, the newly created initial classification record will be displayed in the table at the top of the Custody Classification for Juvenile screen, and the user will be returned to the *Reclassification* tab.



■ The **Other** option has an associated textbox and requires additional information with details related to the override reason.

v. **Edit / View Button**

1. Select the desired initial or reclassification record from the table at the top of the Custody Classification for Juvenile screen and the row will be highlighted in blue. If the record can be edited the **Edit** button will be displayed, if the record is read only the **View** button will be displayed.

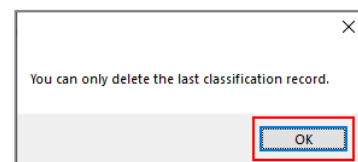
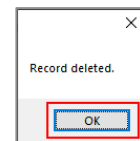
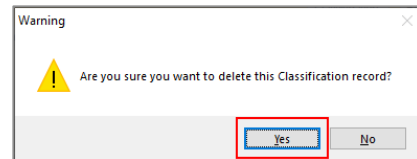
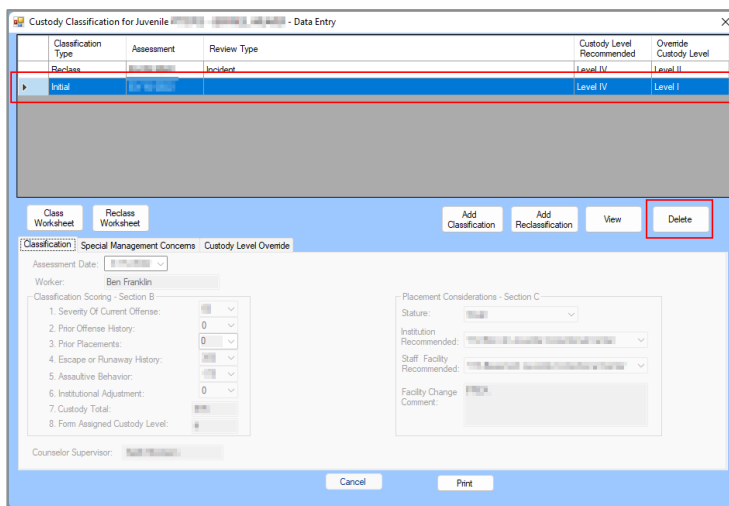


- a. Click the **Edit** button.
  - i. Edit the accessible data fields as required per the instructions in the [Add Classification](#) or [Add Reclassification](#) button sections above.
  - ii. Click the **Save** button when the edits are completed.
- b. Click the **View** button to view the record detail in each tab.

- Only edit the most recent classification recorded.
- The **View** button appears to allow the information in each tab of the selected record to be edited, however any edits made while using the **View** button cannot be saved.

**vi. Delete Button**

1. (i) Select the desired initial or reclassification record from the table at the top of the Custody Classification for Juvenile screen and the row will be highlighted in blue. (ii) Click the **Delete** button and either.
  - a. If the record can be deleted the Warning screen will appear and request user confirmation for the deletion request. (i) Click the **Yes** button, and an information screen will appear stating the record was deleted. (ii) Click the **OK** button to return to the Custody Classification for Juvenile screen.
  - b. If the record cannot be deleted an information screen will appear stating the criteria required to delete a record. Click the **OK** button to return to the Custody Classification for Juvenile screen.



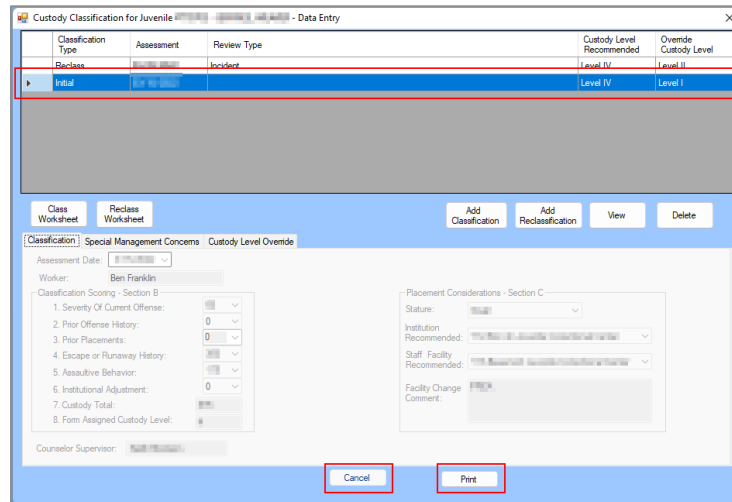
- Only the most recent classification recorded can be deleted.

**vii. Cancel Button**

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

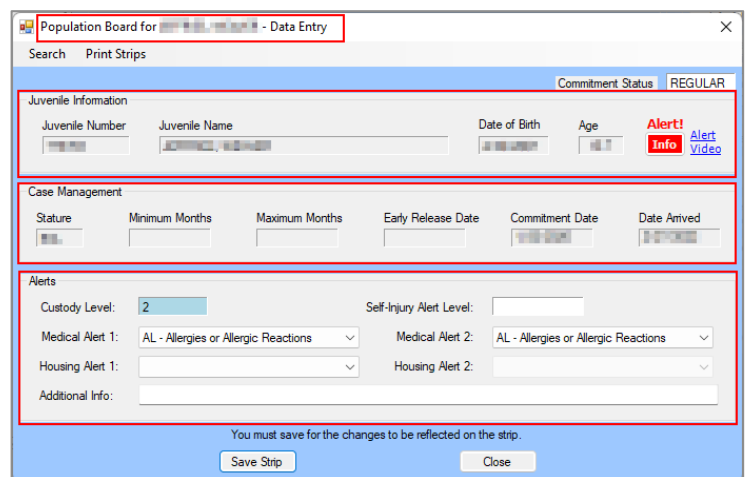
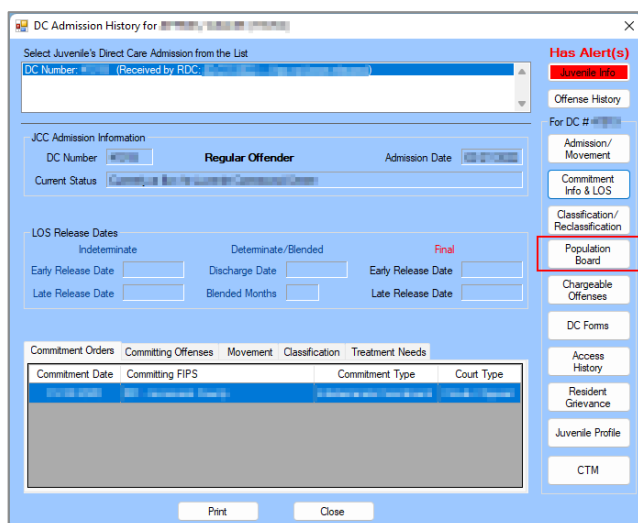
**viii. Print Button**

1. Select the desired initial or reclassification record from the table at the top of the Custody Classification for Juvenile screen and the row will be highlighted in blue.
2. Click the **Print** button and the completed form for the selected record will display in the report viewer screen, either the: **INITIAL CUSTODY DESIGNATION FORM** or **CUSTODY RECLASSIFICATION FORM**. Both forms display the juvenile's demographic data, classification scoring, and placement considerations.



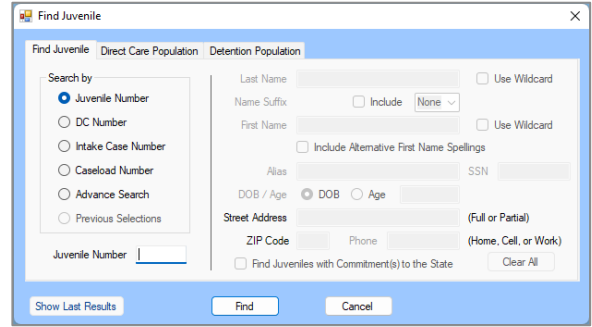
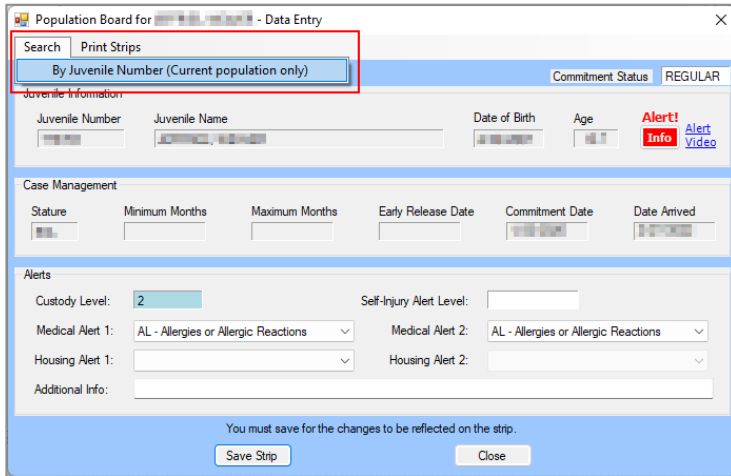
**d. Population Board Button**

Click the **Population Board** button and the Population Board screen will appear. The screen will display view only information in the **Juvenile Information** and **Case Management** areas of the screen and allow the user to view, add, or edit medical and housing alerts in the **Alerts** area of the screen. The screen also allows the user to generate population board strips using the **Print Strips** drop-down menu.



**i. Search Menu**

1. From the Population Board screen (i) click the **Search** drop-down menu, (ii) select the **By Juvenile Number (Current population only)** option from the drop-down menu, and the Find Juvenile screen will appear. (iii) Follow the instructions in the Admissions by Juvenile Section to find and select the appropriate juvenile record and the selected juvenile's information will appear in the Population Board screen.

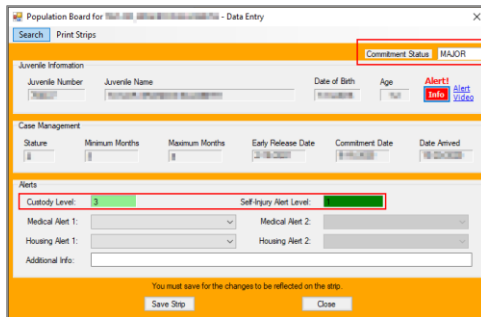


By default, the search is performed on the current population only. As a result, the user can only select a juvenile that has an open direct care admission.

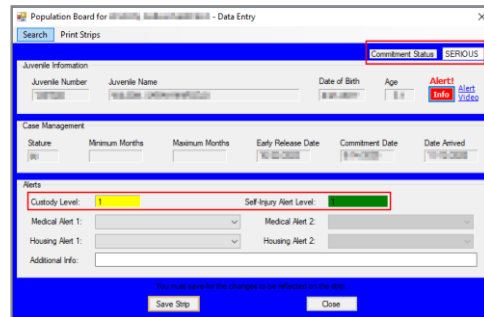
Refer to the [BADGE Login & Search User Manual](#) for instructions on how to navigate the *Find Juvenile* screen.

- a. The color of the *Population Board* screen is determined by the **Commitment Status** of the juvenile as follows: “REGULAR” displays the standard BADGE background color (the BADGE background color changes every quarter), “MAJOR” displays as orange, and “SERIOUS” displays as blue.
  - i. The color of the **Custody Level** and **Self-Injury Alert Level** fields also change based upon the severity of the level.

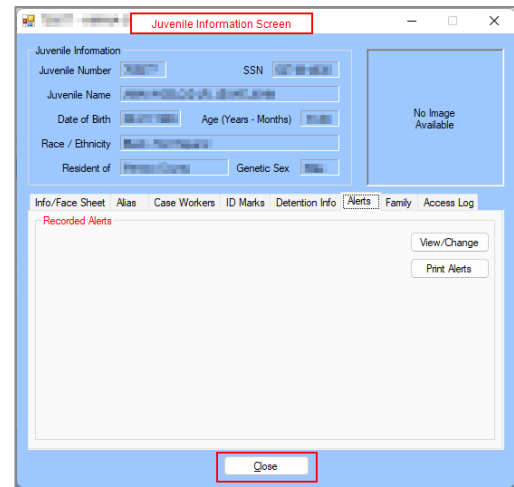
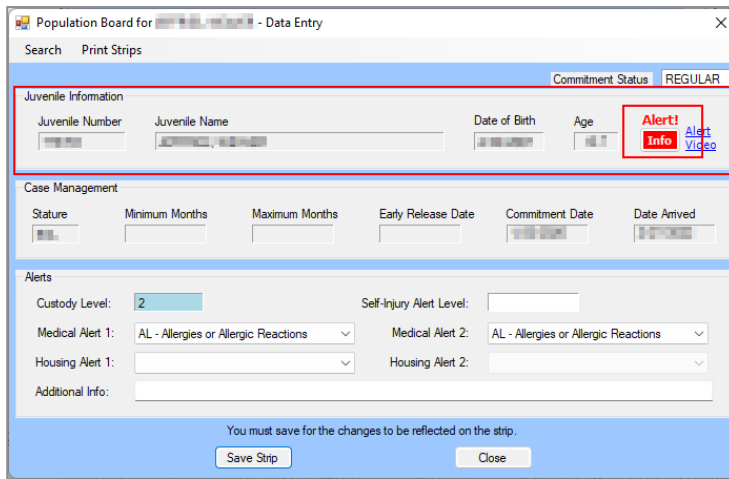
**Commitment Status “MAJOR”**



**Commitment Status “SERIOUS”**



- b. **Juvenile Information Area**
  - i. This read only area displays the selected juvenile’s **Juvenile Number**, **Juvenile Name**, **Date of Birth**, and **Age**.
  - ii. **Info** button
    - 1. Click the **Info** button and the *Juvenile Information* screen will appear.



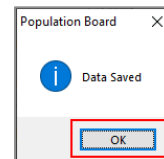
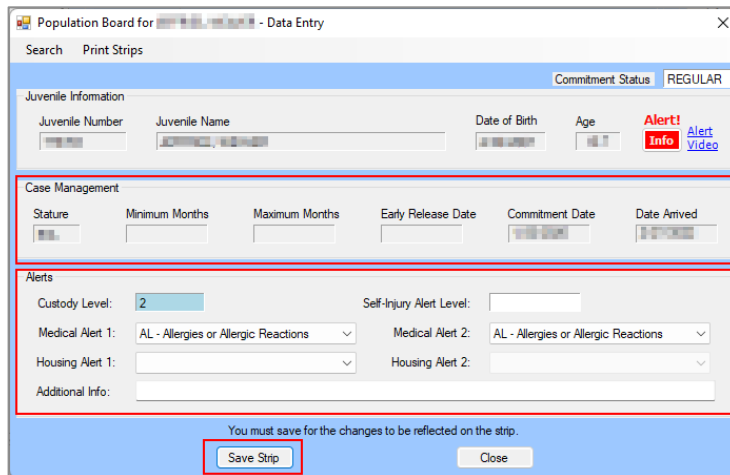
Refer to the [BADGE Login & Search User Manual](#) for instructions on how to navigate the *Juvenile Information* screen.

**c. Case Management Area**

- i. This read only area displays the selected juvenile’s **Stature**, **LOS Minimum Months**, **LOS Maximum Months**, **Early Release Date**, **Commitment Date**, and **Date Arrived**.

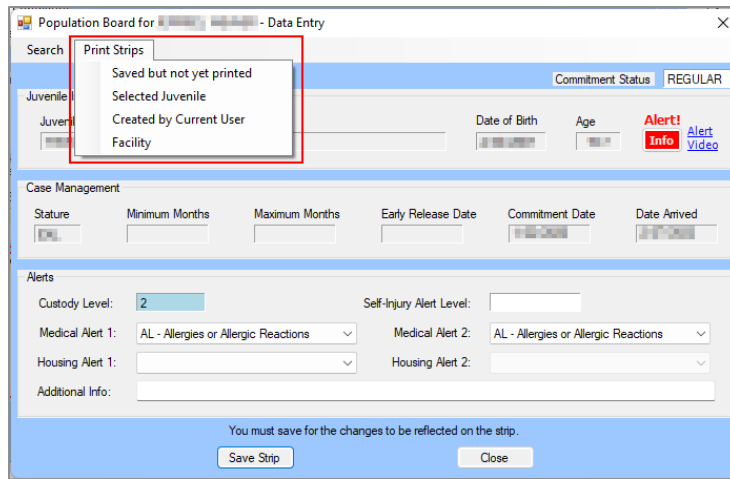
**d. Alerts Area**

- i. The **Custody Level** and **Self-Injury Alert Level** fields will auto-populate. If applicable, (i) select **Medical Alert 1** and **Medical Alert 2** using the corresponding drop-down menus. If applicable, (ii) select **Housing Alert 1** and **Housing Alert 2** using the corresponding drop-down menus. (iii) Enter any necessary information into the **Additional Info** textbox.
- ii. (i) Click the **Save Strip** button and the *Population Board* information screen will appear. (ii) Click the **OK** button to return to the *Population Board* screen.



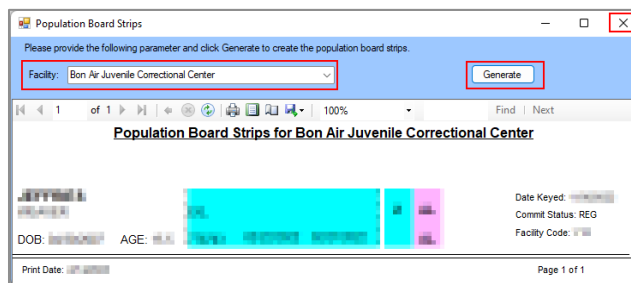
**ii. Print Strips Menu**

- 1. There are four **Print Strips** menu options that assist with managing the location of each resident and the population in each unit. From the *Population Board* screen, (i) click the **Print Strips** drop-down menu and (ii) select the desired option: (a) **Saved but not yet printed**, (b) **Selected Juvenile**, (c) **Created by Current User**, or (d) **Facility**.



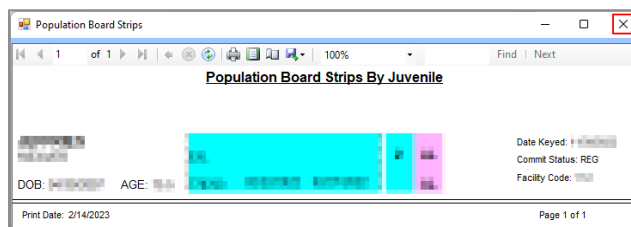
a. **Saved but not yet printed**

- i. Select the **Saved but not yet printed** option, and the report will appear in the Population Board Strips report screen.
- ii. If necessary, (i) select the **Facility** from the drop-down menu, (ii) click the **Generate** button, and the refreshed report will appear in the Population Board Strips report screen.
- iii. Click the “X” button to close the report screen and return to the Population Board screen.



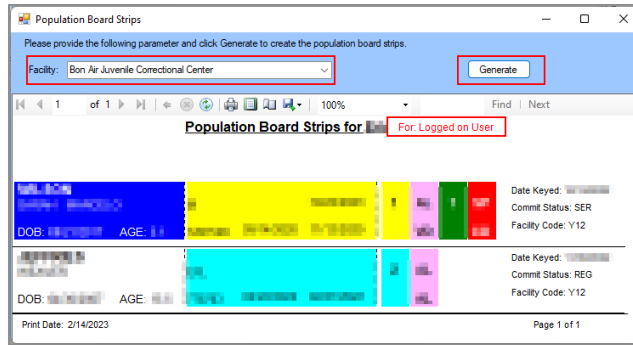
b. **Selected Juvenile**

- i. Select the **Selected Juvenile** option, and the report will appear in the Population Board Strips report screen.
- ii. Click the “X” button to close the report screen and return to the Population Board screen.



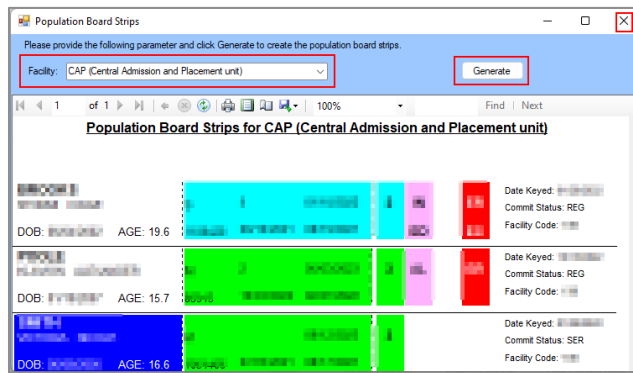
c. **Created by Current User**

- i. Select the **Created by Current User** option, and the report will appear in the Population Board Strips report screen.
- ii. If necessary, (i) select the **Facility** from the drop-down menu, (ii) click the **Generate** button, and the refreshed report will appear in the Population Board Strips report screen.
- iii. Click the “X” button to close the report screen and return to the Population Board screen.



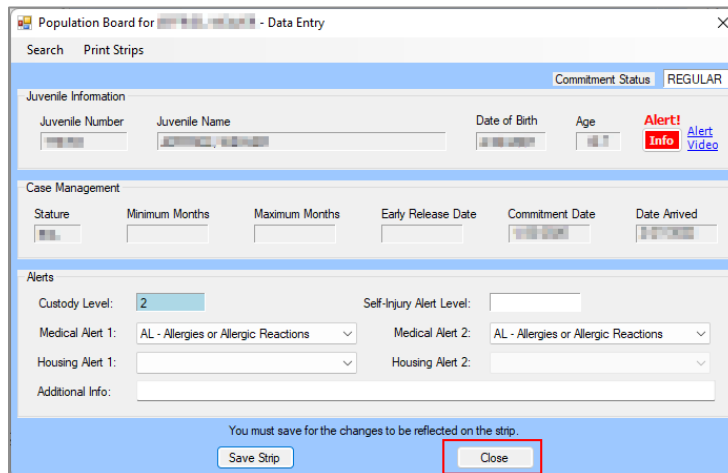
d. Facility

- i. Select the **Facility** option, and the report will appear in the Population Board Strips report screen.
- ii. If necessary, (i) select the **Facility** from the drop-down menu, (ii) click the **Generate** button, and the refreshed report will appear in the Population Board Strips report screen.
- iii. Click the “X” button to close the report screen and return to the Population Board screen.



iii. Close Button

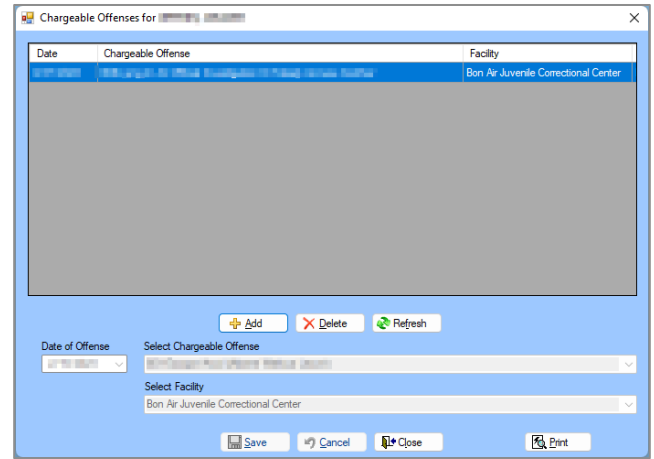
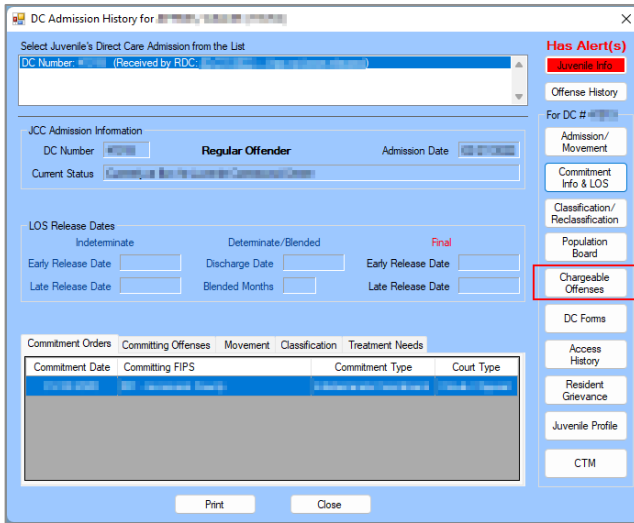
1. Click the **Close** button on the Population Board screen to return to the DC Admission History screen.



e. Chargeable Offenses Button

Click the **Chargeable Offenses** button and the Chargeable Offenses screen will appear. The juvenile’s chargeable offenses Date, Chargeable Offense, and Facility information is displayed in a table at the top of the screen. The user can view, add, or delete the juvenile’s chargeable offenses information on this screen.



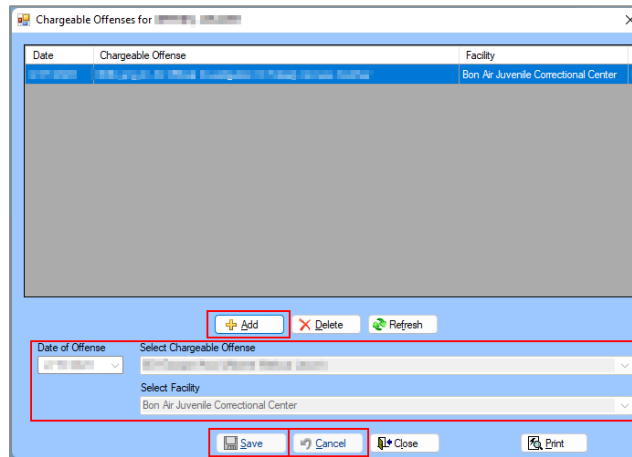


i. **Add Button**

1. Click the **Add** button and the fields at the bottom of the screen will become accessible.
2. Select the (i) **Date of Offense** using the calendar drop-down menu. Select the (ii) **Select Chargeable Offense** and the (iii) **Select Facility** using the corresponding drop-down menus.
3. Click the **Save** button, and the chargeable offense record will appear in the table at the top of the screen.

ii. **Cancel Button**

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

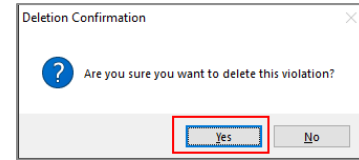
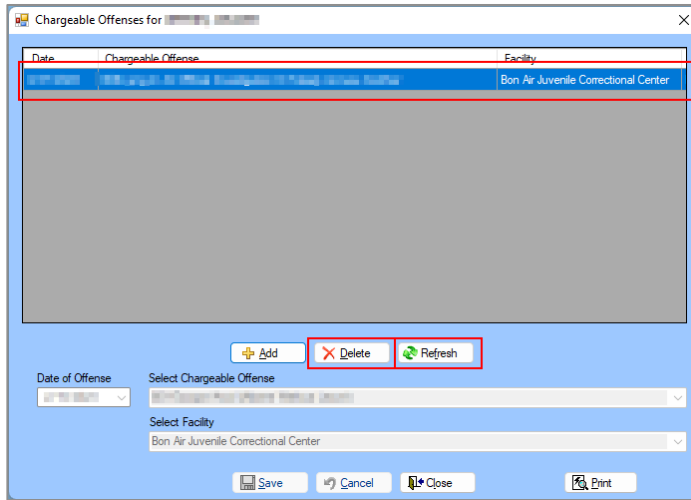


iii. **Delete Button**

1. (i) Select a record from the table at the top of the *Chargeable Offenses* screen and the record will be highlighted in blue. (ii) Click the **Delete** button and the *Deletion Confirmation* screen will appear. (iii) Click the **Yes** button on the *Delete Confirmation* screen to delete the record.

iv. **Refresh Button**

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

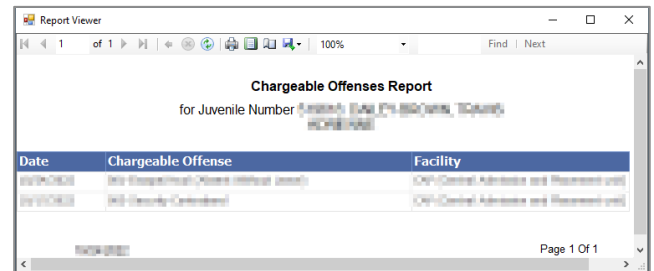
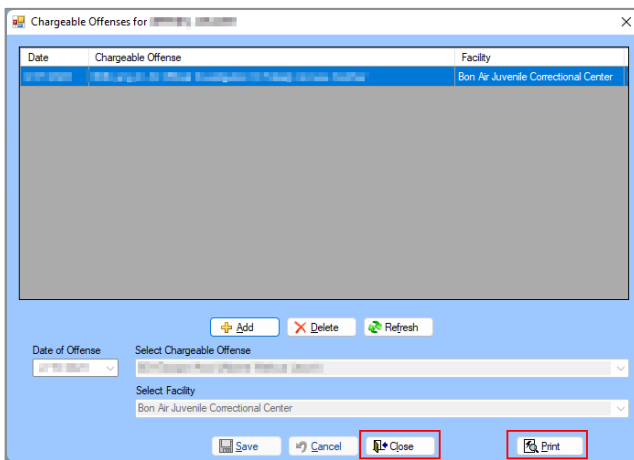


v. **Print Button**

1. Click the **Print** button and the Report Viewer screen will appear displaying the Chargeable Offenses Report for the selected juvenile. The report displays the juvenile’s chargeable offenses Date, Chargeable Offense, and Facility information.

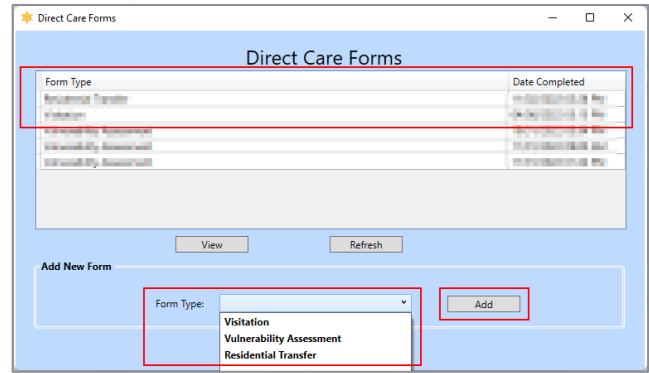
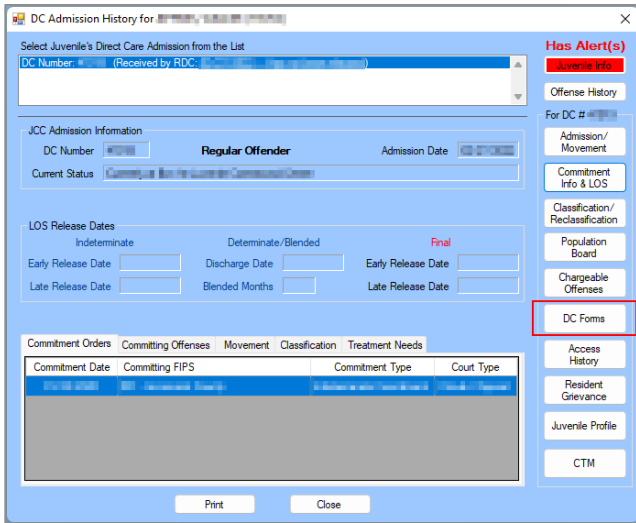
vi. **Close Button**

1. Click the **Close** button to return to the DC Admission History screen.



f. **DC Forms Button**

Click the **DC Forms** button and the Direct Care Forms screen will appear. The user can view completed direct care forms or add new Visitation, Vulnerability Assessment, and Residential Transfer forms. Any completed forms will be listed in the table at the top of the screen by Form Type and Date Completed. The available form types are summarized in the table below.



- Only one of each form type for **Visitation** and **Residential Transfer** can be added.
- Forms can be edited by clicking the **View** button.
- Forms cannot be deleted directly from the *Direct Care Forms* screen.

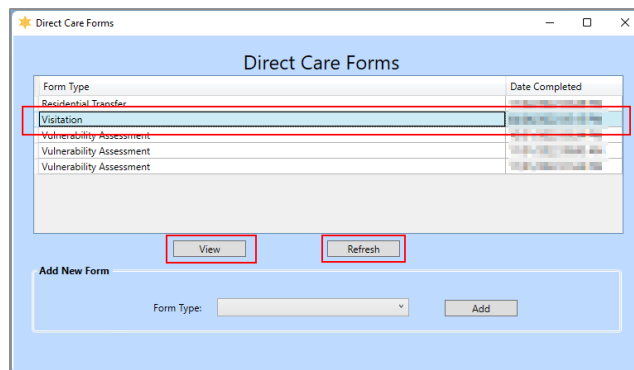
DC Form Type	Description
<a href="#">Visitation</a>	The <b>Visitation</b> form allows the user to access visitor information for the juvenile. This information includes visitors, siblings, children, other visitors, and the visitor log. The user can enter additional information about visitors, add new visitors, delete visitors, note visitor authorization status, and view information about specific visits. The user can also generate a visitor report.
<a href="#">Vulnerability Assessment</a>	The <b>Vulnerability Assessment</b> form allows the user to access the juvenile's risk of victimization and perpetration information. This information includes demographic, committing offense, mental health diagnosis, and gang alert information. The user can document the juvenile's responses to risk of victimization and perpetration resident questions and record staff observations related to the juvenile's risk of victimization. The user can also generate a vulnerability assessment report.
<a href="#">Residential Transfer</a>	The <b>Residential Transfer</b> form allows the user to access the juvenile's safety and security alert information that is applicable when the juvenile is transferred to a different facility or program. The user can document responses to alert questions, and review previously entered alert information. The user can also generate a residential transfer report.

i. **View Button**

1. To view or edit an existing form, (i) select a record in the table, and the row will be highlighted in **blue**. (ii) Click the **View** button to open the form and follow the instructions for the specific form type detailed in the sections below: **Visitation Form**, **Vulnerability Assessment Form**, and **Residential Transfer Form**.

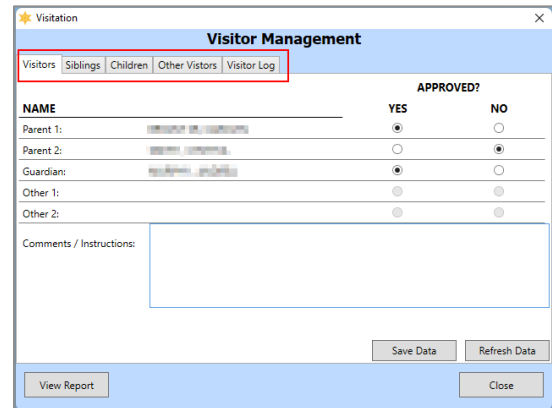
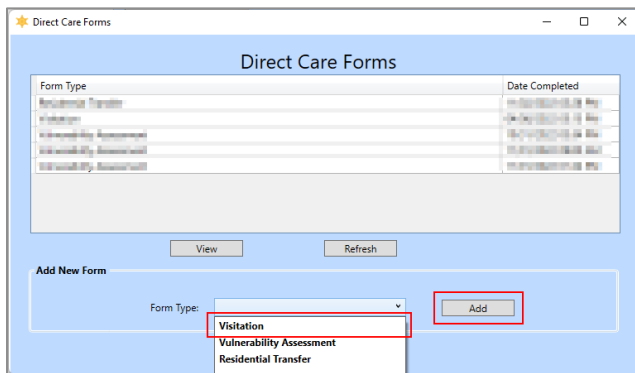
ii. **Refresh Button**

1. Click the **Refresh** button to ensure the most current information is being displayed in the **Direct Care Forms** table.



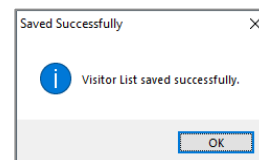
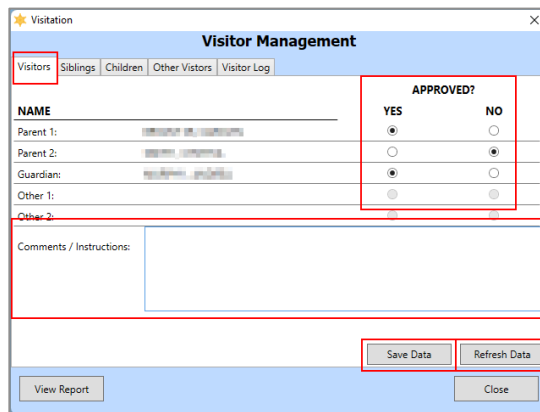
iii. **Visitation Form**

From the *Direct Care Forms* screen, (i) select **Visitation** from the **Form Type** drop-down menu, (ii) click the **Add** button, and the *Visitation* screen will appear displaying the juvenile’s visitor management information. The *Visitation* screen will allow the user to add, edit, or delete certain information on the following tabs: *Visitors*, *Siblings*, *Children*, *Other Visitors*, and *Visitor Log*.



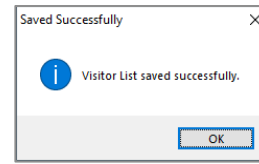
1. **Visitors Tab**

- The *Visitors* tab displays the juvenile’s visitor type (parent, guardian, etc.), name, approval status, and any additional comments or instructions.
- When the tab is selected the **NAME** information (visitor type and name) associated with the juvenile will auto-populate the tab and cannot be modified by the user on the *Visitation* screen.
- Adjacent to the appropriate visitor’s name, (i) select **YES** or **NO** if the visitor is **APPROVED** and (ii) enter any additional information into the **Comments/Instructions** textbox.
- (i) Click the **Save Data** button when the edits are completed and the *Save Successfully* information screen will appear. (ii) Click the **OK** button to return to the *Visitation* screen.
- Click the **Refresh Data** button on the *Visitors* tab to ensure the most current information is being displayed.



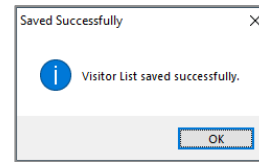
2. **Siblings Tab**


- The *Siblings* tab displays the juvenile’s available sibling information.
- When the tab is selected the **SIBLING NAME** and **AGE** will auto-populate and cannot be modified by the user on the *Visitation* screen.
- Adjacent to the appropriate sibling’s name, select **YES** or **NO** if the visitor is **APPROVED**.
- (i) Click the **Save Data** button when the edits are completed and the *Saved Successfully* information screen will appear. (ii) Click the **OK** button to return to the *Visitation* screen.
- Click the **Refresh Data** button on the *Siblings* tab to ensure the most current information is being displayed.




### 3. Children Tab

- The *Children* tab displays the juvenile's available children information.
- When the tab is selected the **CHILD NAME** and **AGE** will auto-populate and cannot be modified by the user on the *Visitation* screen.
- Adjacent to the appropriate sibling's name, select **YES** or **NO** if the visitor is **APPROVED**.
- (i) Click the **Save Data** button when the edits are completed and the *Saved Successfully* information screen will appear. (ii) Click the **OK** button to return to the *Visitation* screen.
- Click the **Refresh Data** button on the *Children* tab to ensure the most current information is being displayed.



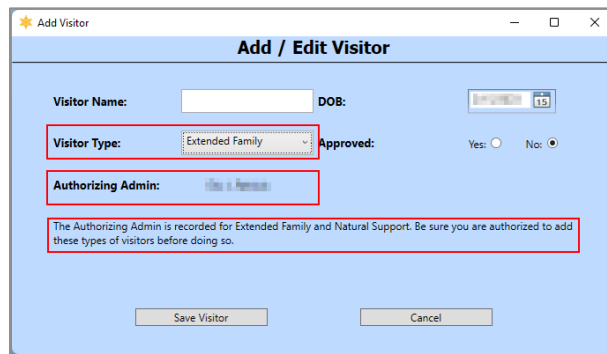
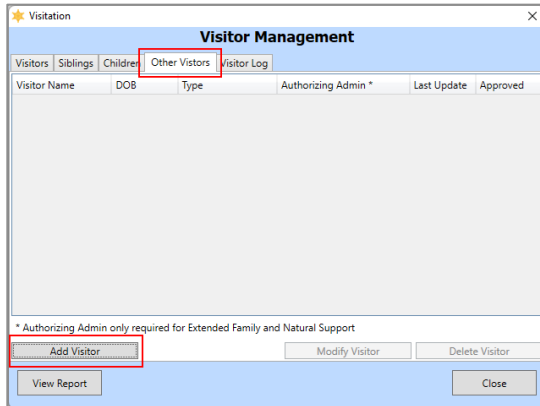
 A sibling or child must be added through editing the *Juvenile Information* screen before appearing as a visitor on the Siblings tab.

 For instructions on adding a sibling or child to a juvenile's record, refer to the [BADGE Juvenile & Adult Information Screens](#) manual.

### 4. Other Visitors Tab

- The *Other Visitors* tab displays visitors' data not listed on the *Visitors*, *Siblings*, or *Children* tabs. The table on the *Other Visitors* tab will display Visitor Name, DOB, Type, Authorizing Admin, Last Update, and Approved. The user can add, modify, or delete other visitor information on this tab.
  - Add Visitor Button**
    - Click the **Add Visitor** button and the *Add Visitor* screen will appear.
      - (i) Enter the **Visitor Name** in the textbox, (ii) select the **Visitor Type** from the drop-down menu, (iii) select the **DOB** from the calendar drop-down menu, (iv) and select **Yes** or **No** to indicate if **Approved**.
      - If **Extended Family** or **Natural Support** is selected for the **Visitor Type**, a warning will advise that the **Authorizing Admin** (logged on user) must have permission for this action and is being recorded.

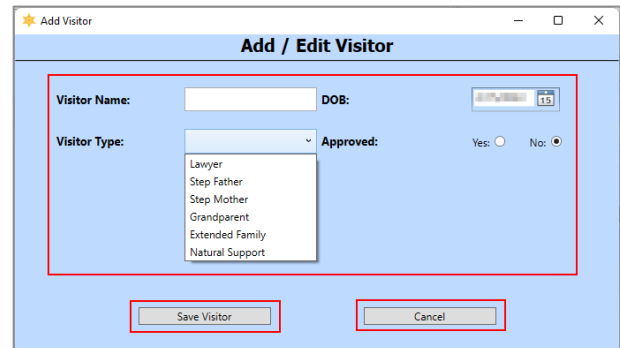
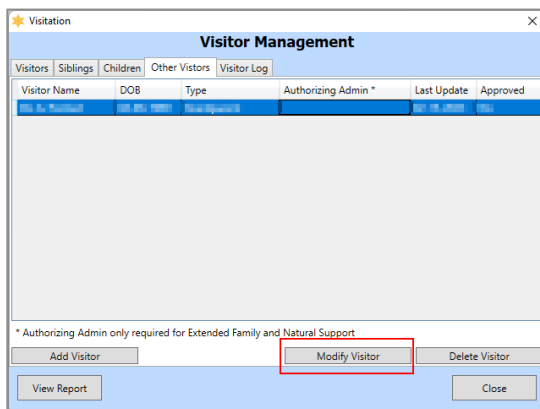
- b. Click the **Save Visitor** button, the Add Visitor screen will close, and the other visitor record will appear in the table on the *Other Visitors* tab.
- c. Click the **Cancel** button on the Add Visitor screen to return to the *Other Visitors* tab without saving any data.



**DOB** is a required field and is used to verify a visitor's identity upon entry to the facility. The user will get an alert message if the **DOB** is not changed from the current date.

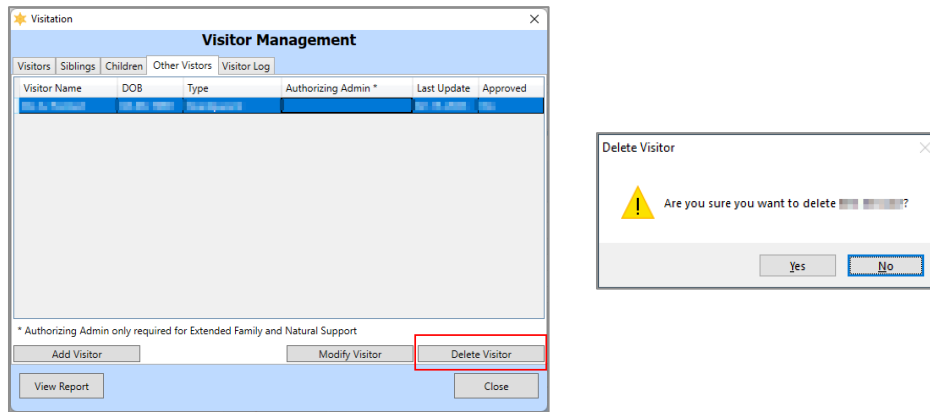
ii. **Modify Visitor Button**

1. Select the desired visitor record from the table at the top of the *Other Visitors* tab and the row will be highlighted in blue.
2. Click the **Modify Visitor** button and the Add Visitor screen will appear.
  - a. Modify the data fields as needed (see the fields described in the **Add Visitor Button** section immediately above).
3. Click the **Save Visitor** button, the Add Visitor screen will close, and the other visitor record will appear in the table on the *Other Visitors* tab.
4. Click the **Cancel** button on the Add Visitor screen to return to the *Other Visitors* tab without saving any data.



### iii. Delete Visitor Button

1. (i) Select the desired visitor record from the table at the top of the *Other Visitors* tab and the row will be highlighted in blue. (ii) Click the **Delete Visitor** button and the *Delete Visitor* screen will appear. (iii) Click the **Yes** button to delete the record and return to the *Visitation* screen.



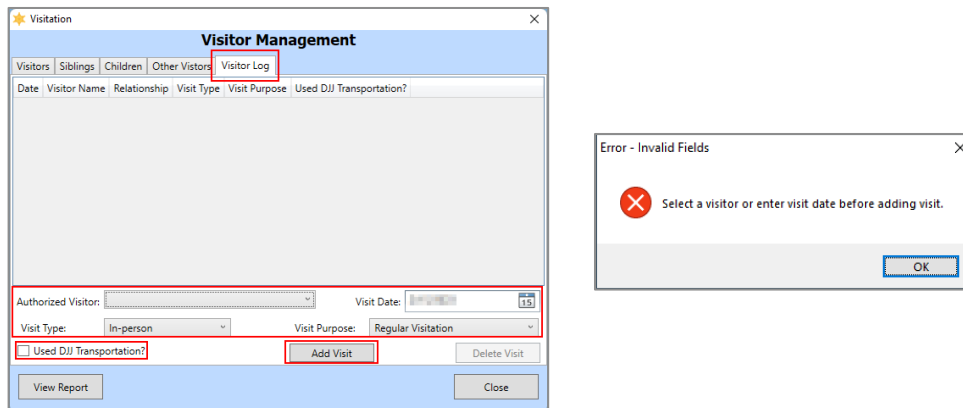
- The **Modify Visitor** and **Delete Visitor** buttons are only accessible if a record exists on the *Other Visitors* tab.

## 5. Visitor Log Tab

- a. The *Visitor Log* tab is used to record visitor information and displays the Date, Visitor Name, Relationship, Visit Type, Visit Purpose, and if Used DJJ Transportation.

### i. Add Visit Button

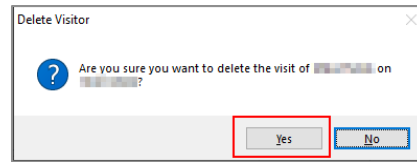
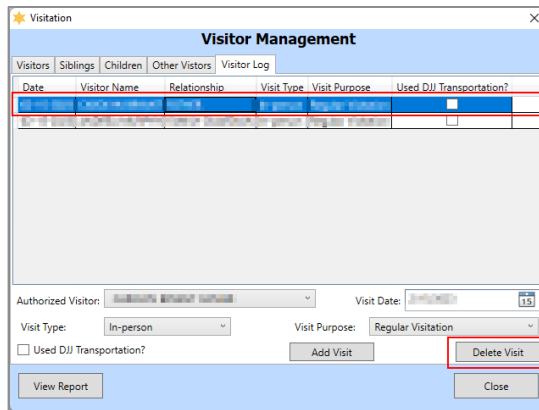
1. Select the (i) **Authorized Visitor**, (ii) **Visit Date**, (iii) **Visit Type**, and (iv) **Visit Purpose** using the corresponding drop-down or calendar drop-down menus. If the visitor used DJJ transportation, (v) click the **Used DJJ Transportation?** checkbox. (vi) Click the **Add Visit** button and the visitor record will appear in the table on the *Visitor Log* tab.



- If the **Add Visit** button is clicked, prior to selecting the visitor information, the *Error – Invalid Fields* screen will appear. Click the **OK** button to return to the *Visitor Log* tab and select the appropriate information.

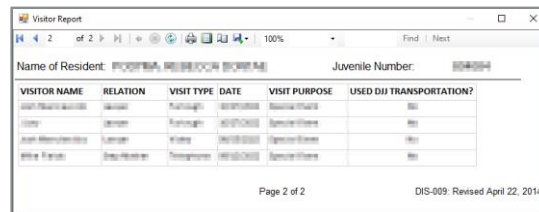
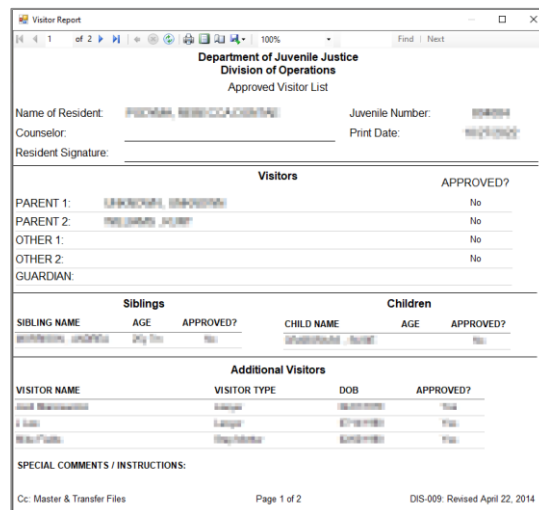
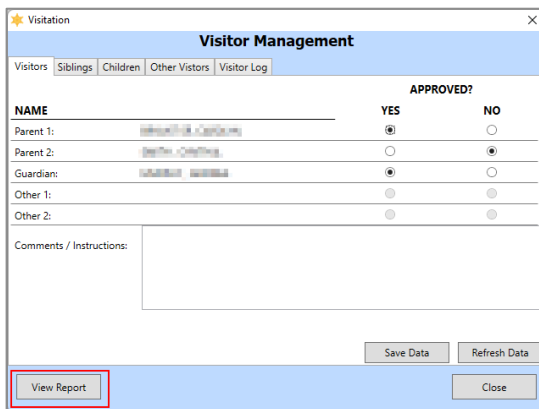
### ii. Delete Visit Button

1. Select a visitor record in the table, and the row will be highlighted in blue.
2. (i) Click the **Delete Visit** button and the *Delete Visitor* screen will appear. (ii) Click the **Yes** button on the *Delete Visit* screen to delete the visitor record and return to the *Visitation* screen.



6. View Report Button

- a. From any tab on the *Visitations* screen, click the **View Report** button and the *Visitor Report* screen will appear and display the juvenile’s identifying and counselor information, as well as the data contained in all the *Visitation* screen tabs: *Visitors*, *Siblings*, *Children*, *Other Visitors*, and *Visitor Log*.
- b. Click the “X” button to close the *Visitor Report* screen and return to the *Visitations* screen.



7. Close Button

- a. Click the **Close** button to return to the *Direct Care Forms* screen.



iv. **Vulnerability Assessment Form**

From the *Direct Care Forms* screen, (i) select **Vulnerability Assessment** from the **Form Type** drop-down menu, (ii) click the **Add** button, and the *Vulnerability Assessment* screen will appear. The *Vulnerability Assessment* screen allows the user to access the juvenile’s risk of victimization and perpetration information, record the juvenile’s responses, and record staff observations. The *Vulnerability Assessment* screen consists of the *Pre-Populated Information*, *Resident Questions*, and *Staff Observations* tabs.

If the juvenile is a released admission an information screen will appear stating the assessment cannot be completed.

1. **Pre-Populated Information Tab**

This tab displays the juvenile’s general information, risk of victimization and perpetration information, and is primarily auto-populated based on existing data. The user should review this information for accuracy.

- a. The **General Information** section of the tab auto-populates and displays the juvenile’s demographic data and the following fields: **Date Youth Admitted to Current DJJ Facility**, **Assessment Date**, **Staff Completing Vulnerability Assessment** (the logged in BADGE user), and **Previous Vulnerability Assessment Date(s)**.
- b. The **Risk of Victimization** section of the tab displays auto-populated risk of victimization assessment questions.
  - i. For the question **PV13** (mental health diagnosis) the user may (i) select the **Yes** or **No** radio button and (ii) enter appropriate text in the **Notes** textbox.
  - ii. For question **PV14** (intellectual/developmental disabilities) the user may (i) select the **Yes** or **No** radio button and (ii) enter appropriate text in the **Notes** textbox.

- c. The **Risk of Perpetration** section of the tab displays auto-populated risk of perpetration assessment questions.
  - i. The user may enter appropriate text in the **Additional Comments** textbox below question **PP3**.

The screenshot shows a 'Vulnerability Assessment' window with three tabs: 'Pre-Populated Information', 'Resident Questions', and 'Staff Observations'. The 'Pre-Populated Information' tab is active. It contains several sections:

- General Information:** Fields for Resident Name, Sex on Birth Certificate, Date Youth Admitted to Current DJJ Facility (Bon Air Juvenile Correction), Staff Completing Vulnerability Assessment, Juvenile Number, Date of Birth, and Assessment Date. A note says 'Review the pre-populated fields to ensure the accuracy of the assessment.'
- Risk of Victimization:** A table of questions with radio buttons for 'Yes', 'No', and 'Other Responses'.
 

Question	Yes	No	Other Responses
PV9: Is this the first time the resident has been placed in a JCC?	<input type="radio"/>	<input type="radio"/>	
PV10: Is the current most serious committing offense for a non-person offense? (Use DAI categories, not a felony against a person and not a class 1 misdemeanor against person)	<input type="radio"/>	<input type="radio"/>	
PV11: How many times has the resident received an institutional charge for Assault on Staff (S05), Assault on Resident (C05), and/or Fighting (077) in any juvenile confinement setting?			0
PV12: Does the resident have convictions or adjudications for a sexual offense against a person? (NCC-OBS, SEX, RAP (excluding OBS-3712-M4) with a DAI category of felony against a person or class 1 misdemeanor against person)	<input type="radio"/>	<input checked="" type="radio"/>	
PV13: Does the resident have a mental health diagnosis(es)? (Refer to the juvenile's admission and evaluation packet and any other additional evaluations. Examples include, but are not limited to, depressive disorders, bipolar disorder, and anxiety disorders. Add a note to the Notes below if information is not available.)	<input type="radio"/>	<input type="radio"/>	
PV14: Does the resident have known intellectual or developmental disabilities? (Refer to the juvenile's admission and evaluation packet and any other additional evaluations. Examples include, but are not limited to, intellectual disability, autism spectrum disorders, fetal alcohol syndrome, down syndrome, and specific learning disorders. Add a note to the Notes below if information is not available.)	<input type="radio"/>	<input type="radio"/>	
PV15: How long has the resident been at the current DJJ facility (in months)? (Only scored on Reassessments for males)			
- Risk of Perpetration:** Questions PP1, PP2, and PP3 with radio buttons for 'Yes', 'No', and 'Other Responses'.
 

Question	Yes	No	Other Responses
PP1: Does the resident have a gang alert?	<input type="radio"/>	<input checked="" type="radio"/>	
PP2: Does the resident have convictions or adjudications for a non-person sexual offense? (NCC-OBS, SEX, RAP (excluding OBS-3712-M4) with a DAI category other than felony against a person or class 1 misdemeanor against person)	<input type="radio"/>	<input checked="" type="radio"/>	
PP3: Has the resident been found guilty of an institutional offense for Sexual Misconduct (011)?	<input type="radio"/>	<input checked="" type="radio"/>	
- Additional Comments:** A text input field at the bottom.

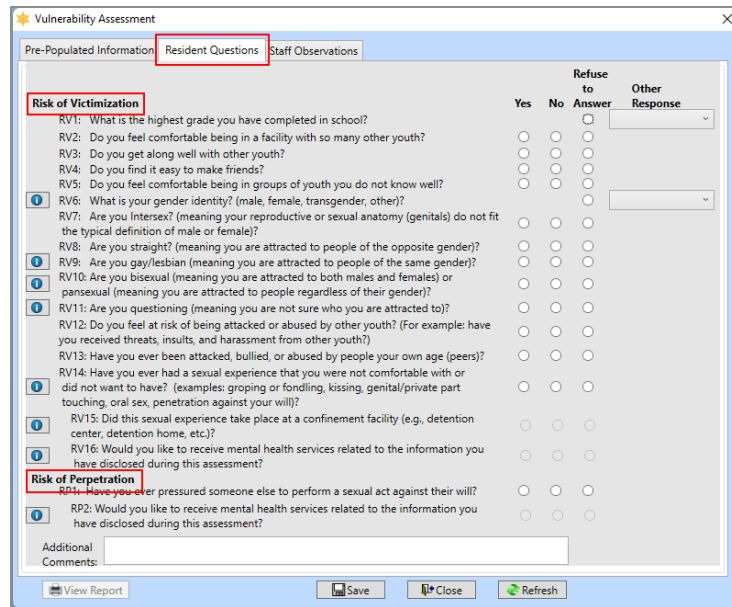
Buttons at the bottom include 'View Report', 'Save', 'Close', and 'Refresh'.

- The **Previous Vulnerability Assessment Date(s)** field auto-populates if previous assessments have been performed.

## 2. Resident Questions Tab

This tab documents the juvenile's responses to risk of victimization and perpetration assessment questions.

- a. In the **Risk of Victimization** section of the tab document the juvenile's responses for questions **RV1** through **RV16**.
  - i. (i) Select the **Yes**, **No**, or **Refuse to Answer** radio buttons for each assessment question. Based on the answers selected, the radio buttons from some questions may be inaccessible. If applicable, (ii) select the appropriate option from the corresponding **Other Response** drop-down menus.
- b. In the **Risk of Perpetration** section of the tab document the juvenile's responses for questions **RP1** through **RP2**.
  - i. Select the **Yes**, **No**, or **Refuse to Answer** radio buttons for each assessment question. Based on the answers selected, the radio buttons from some questions may be inaccessible.
  - ii. The user may enter appropriate text in the **Additional Comments** textbox below question **RP2**.

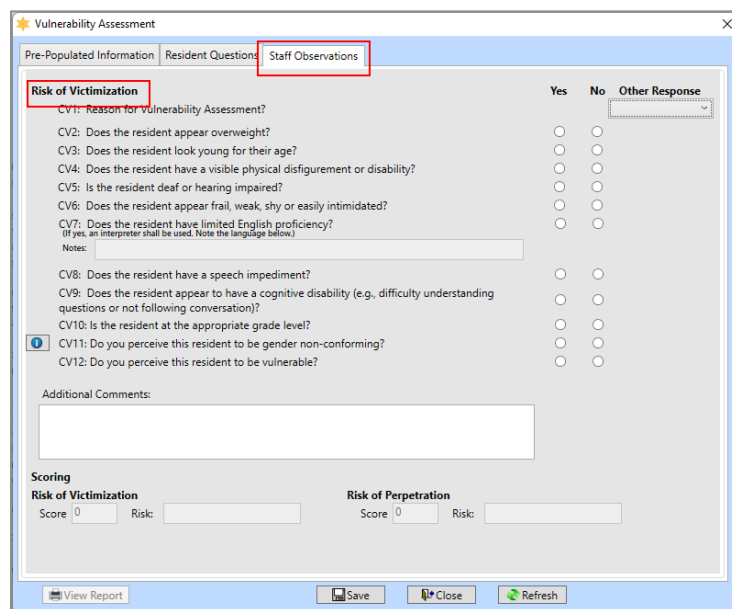


- If the **Refuse to Answer** radio button is selected, the corresponding **Other Response** drop-down menu will auto-populate to "Refused."

### 3. Staff Observations Tab

This tab documents the staff’s observations for the juvenile’s risk of victimization and calculates scoring and corresponding risk classifications for the juvenile’s overall risk of victimization and perpetration.

- In the **Risk of Victimization** section of the tab document the juvenile’s responses for questions **RV1** through **RV16**.
  - (i) Select the **Yes** or **No** radio buttons for each assessment question. Based on the answers selected, the radio buttons from some questions may be inaccessible. If applicable, (ii) select the appropriate option from any corresponding **Other Response** drop-down menu. If applicable, (iii) enter appropriate text in any corresponding **Notes** textbox.
  - The user may enter appropriate text in the **Additional Comments** textbox below question **CV12**.



- In the **Scoring** section of the tab the score and risk values are calculated.

- i. (i) Click the **Save** button and an information screen will state the assessment has been saved. (ii) Click the **OK** button to return to the *Staff Observations* tab and the **Score** and **Risk** textboxes will auto-populate for **Risk of Victimization** and **Risk of Perpetration** in the **Scoring** section of the tab after the assessment is saved.

The screenshot shows the 'Vulnerability Assessment' window with three tabs: 'Pre-Populated Information', 'Resident Questions', and 'Staff Observations'. The 'Resident Questions' tab is active, displaying a list of questions (CV1-CV12) with 'Yes', 'No', and 'Other Response' columns. Below the questions is a 'Notes' field and an 'Additional Comments' field. At the bottom, the 'Scoring' section is highlighted with a red box, showing 'Risk of Victimization' and 'Risk of Perpetration' with 'Score' and 'Risk' input fields. The 'Save' button at the bottom center is also highlighted with a red box. To the right, a separate dialog box titled 'Assessment Saved.' contains an 'OK' button.

- All 3 tabs on the *Vulnerability Assessment* screen must be completed before the user can successfully execute the **Save** button to save the assessment record and generate the victimization and perpetration **Scoring**.

#### 4. View Report Button

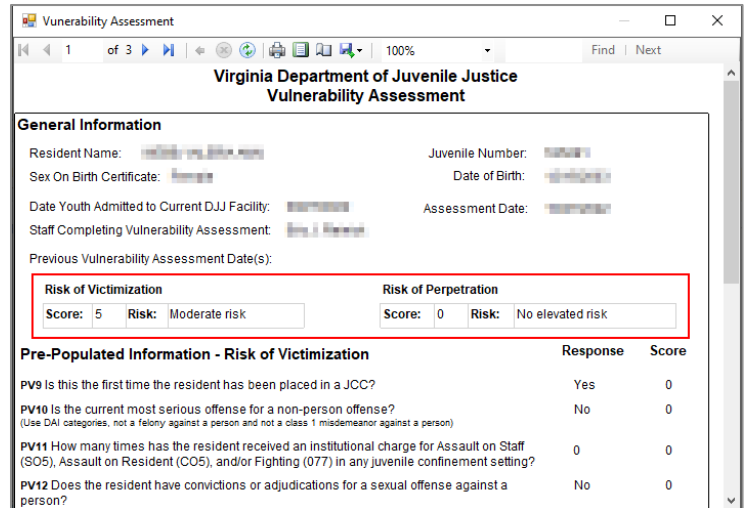
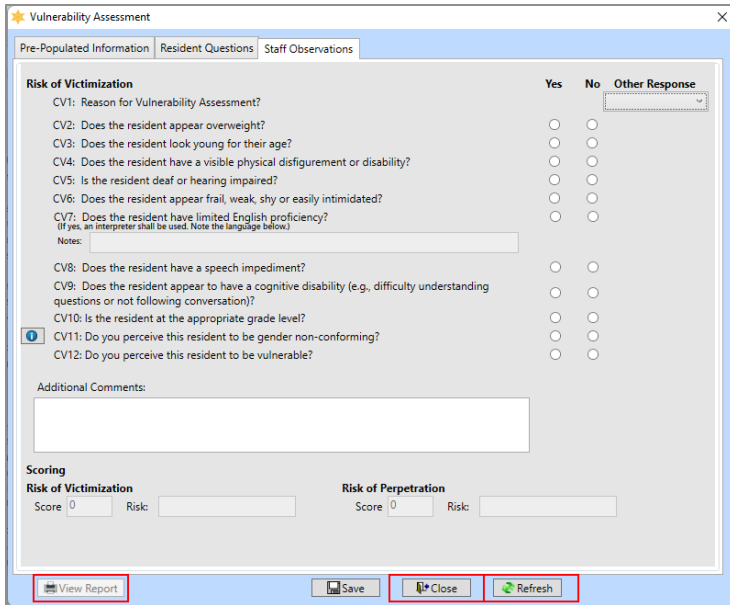
- a. From any tab on the *Vulnerability Assessment* screen, click the **View Report** button and the *Vulnerability Assessment* report screen will appear and display the juvenile's general information, score and risk information for risk of victimization and perpetration, as well as the data contained in all 3 of the *Vulnerability Assessment* screen tabs: *Pre-Populated Information*, *Resident Questions*, and *Staff Observations*.
- b. Click the "X" button to close the *Vulnerability Assessment* report screen and return to the *Vulnerability Assessment* screen.

#### 5. Close Button

- a. Click the **Close** button on the *Vulnerability Assessment* report screen to return to the *Direct Care Forms* screen.

#### 6. Refresh Button

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

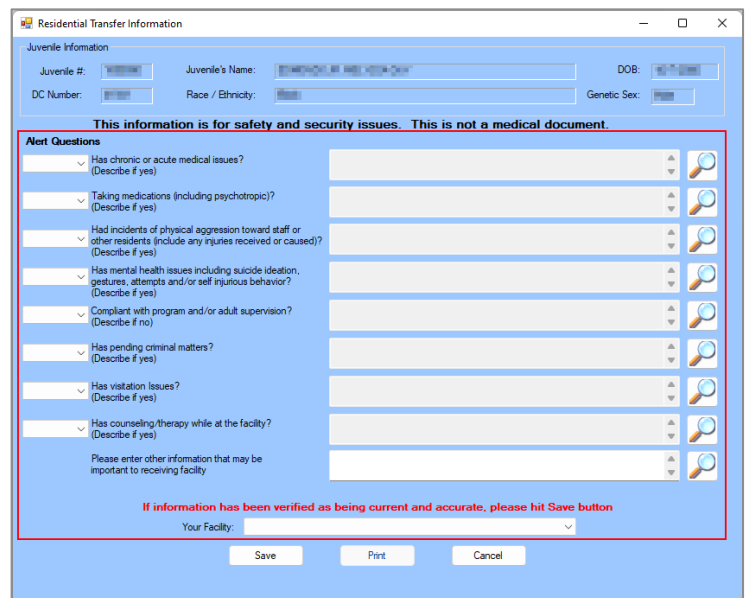
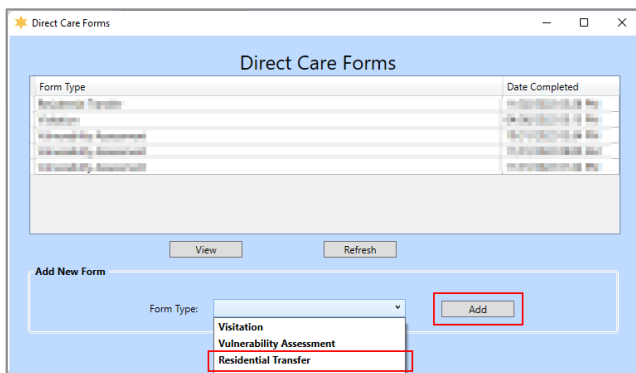


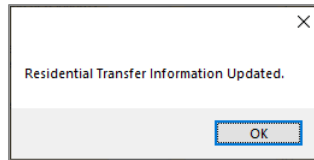
All 3 tabs on the Vulnerability Assessment screen must be completed and saved before the user can successfully execute the **View Report** button to view the completed **Vulnerability Assessment** report.

v. **Residential Transfer Form**

From the Direct Care Forms screen, (i) select **Residential Transfer** from the **Form Type** drop-down menu, (ii) click the **Add** button, and the Residential Transfer Information screen will appear displaying the juvenile’s demographic information and a series of alert questions. The Residential Transfer Information screen will allow the user to add or update alert question responses and comments.

1. In the **Alert Questions** section of the Residential Transfer Information screen, (i) select the appropriate drop-down menu option for each question. If applicable, (ii) enter appropriate text in the corresponding textbox located next to each question.
2. Select the appropriate drop-down menu option for the **Your Facility** drop-down menu.
3. (i) Click the **Save** button and an information screen will state the residential transfer information has been updated. (ii) Click the **OK** button to return to the Residential Transfer Information screen.



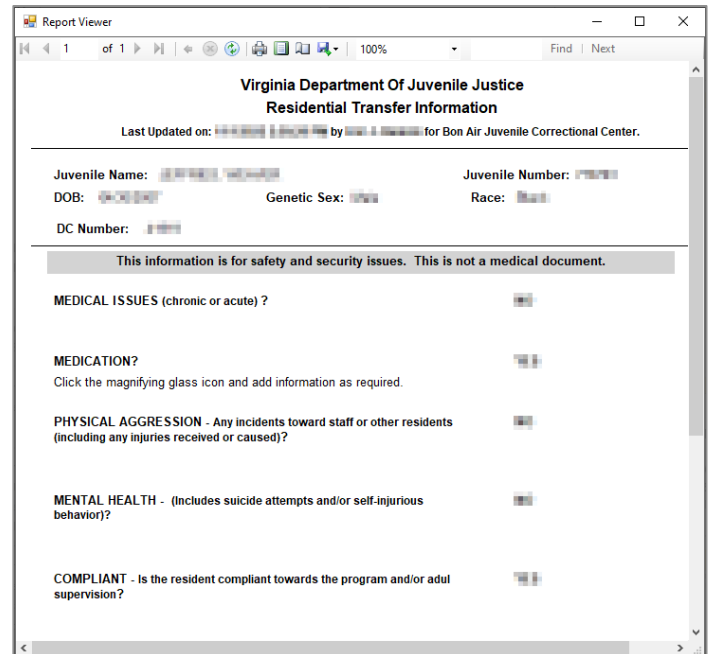
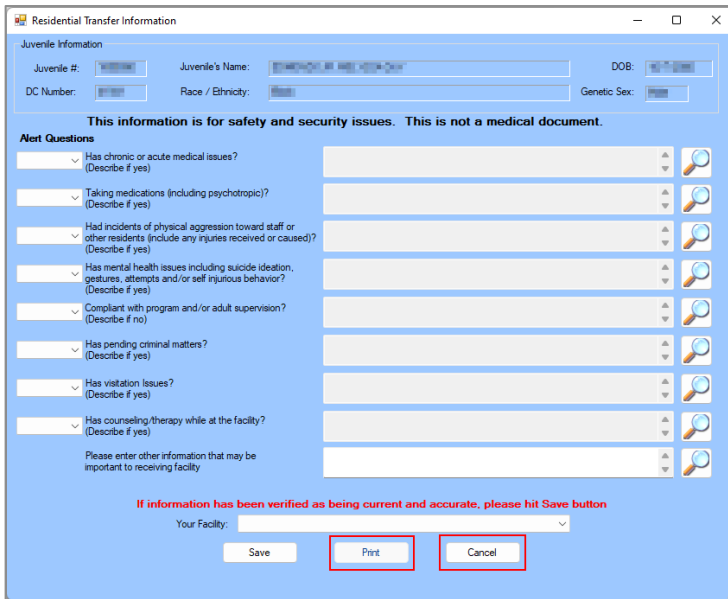


4. **Print Button**

- a. Click the **Print** button and the Report Viewer screen will appear and display the BADGE user and user’s facility that last updated the Residential Transfer Information screen, the juvenile’s general information, and the alert question responses and comments.
- b. Click the “X” button to close the Report Viewer screen and return to the Residential Transfer Information screen.

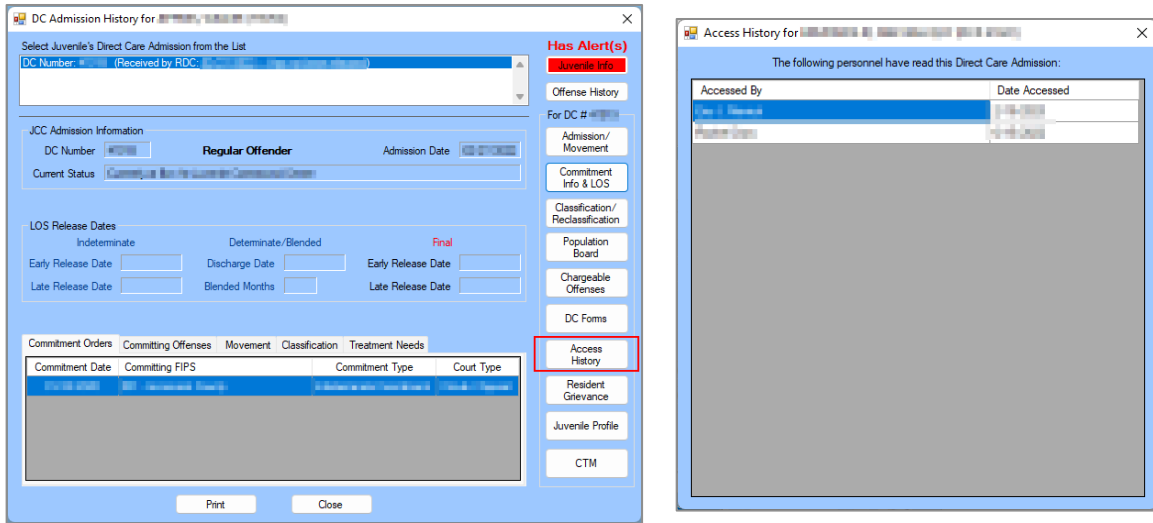
5. **Cancel Button**

- a. Click the **Cancel** button on the Residential Transfer Information screen to return to the Direct Care Forms screen without saving any data.



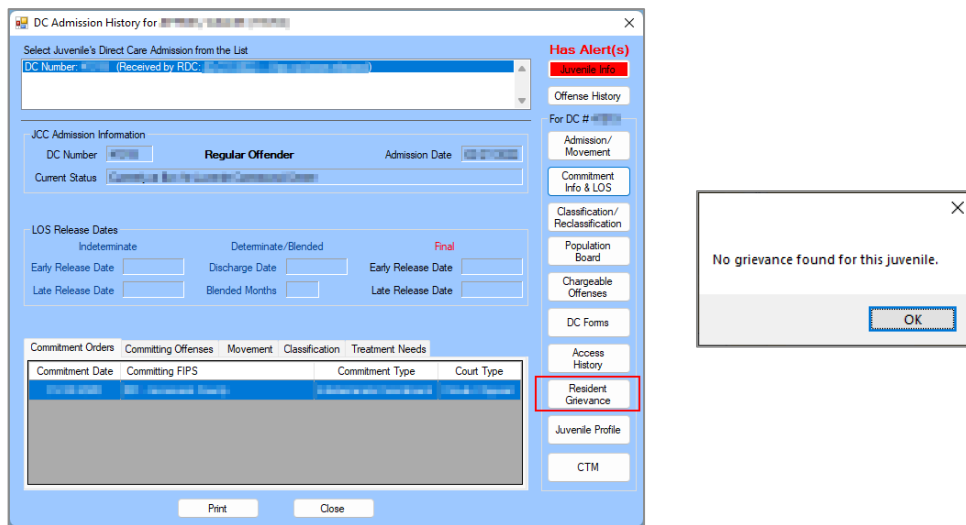
g. **Access History Button**

Click the **Access History** button and the Access History screen will appear. The Access History screen displays a read-only table of all users who have accessed the juvenile’s direct care admission record and the date the record was accessed.



**h. Resident Grievance Button**

(i) Click the **Resident Grievance** button and the Resident Grievance screen will appear if a grievance record exists. If a grievance record does not exist, an information screen will inform the user no grievance record was found; (ii) click the **OK** button on the information screen and the Resident Grievance screen will appear.



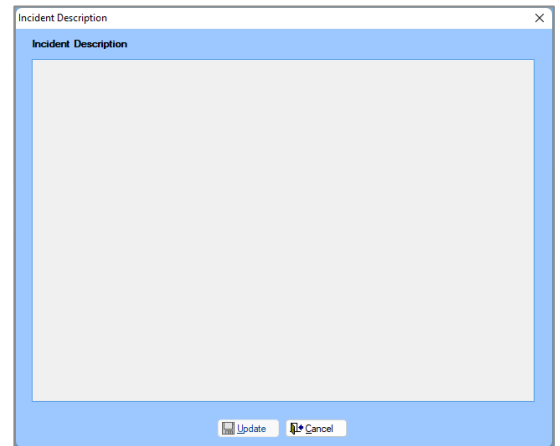
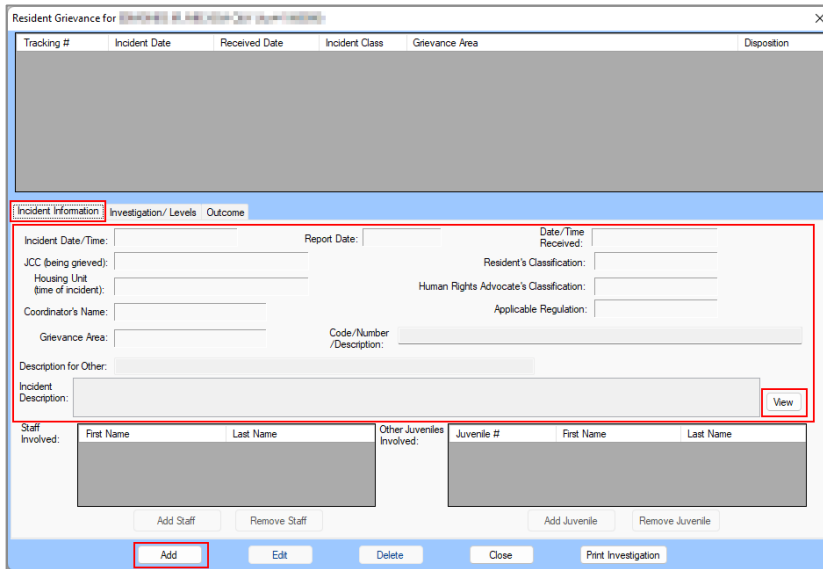
At the top of the Resident Grievance screen a table will display Tracking #, Incident Date, Received Date, Incident Class, Grievance Area, and Disposition for any existing grievance records. The Resident Grievance screen will allow the user to add, edit, delete, or print grievance information on the following tabs: Incident Information, Investigation/Levels, and Outcome. The tabs are summarized in the table below.

Resident Grievance Screen Tabs	Description
<a href="#">Incident Information</a>	The <i>Incident Information</i> tab displays the juvenile's resident grievance incident information to include <b>Incident Date/Time, Date/Time Received, Resident's Classification, Human Rights Advocate's Classification, Grievance Area,</b> and the incident <b>Code/Number/Description</b> .
<a href="#">Investigation/Levels</a>	The <i>Investigation/Levels</i> tab displays the juvenile's resident grievance investigation and level information in a table at the top of the tab to include <u>Level, Start Date, Date Forwarded, Forwarded To, Date Responded, Ext. Req., Ext. Appr., Extension Expired Date, and Respond By Date.</u>
<a href="#">Outcome</a>	The <i>Outcome</i> tab displays the juvenile's resident grievance outcome information to include <b>Disposition, Unfounded Subdisposition, Substantiated Subdisposition, Juvenile's Response to Resolution,</b> and if <b>Appealed</b> .

- i. Add Button
  1. Click the **Add** button on the bottom of the *Resident Grievance* screen and the fields in the *Incident Information, Investigation/Levels, and Outcome* tabs will become accessible.
- ii. **Incident Information Tab**  
 The *Incident Information* tab displays the juvenile's resident grievance incident information to include **Incident Date/Time, Date/Time Received, Resident's Classification, Human Rights Advocate's Classification, Grievance Area,** and the incident **Code/Number/Description**.



- a. Select the (i) **Incident Date/Time**, (ii) **Report Date**, and (iii) **Date/Time Received** using the corresponding calendar drop-down menus. Type the correct time and “AM” or “PM” directly into the fields for (iv) **Incident Date/Time** and (v) **Date/Time Received**.
- b. Select the (i) **JCC (being grieved)**, (ii) **Housing Unit (time of incident)**, (iii) **Coordinator’s Name**, and (iv) **Grievance Area** using the corresponding drop-down menus. If “Other” is selected for **Grievance Area**, (v) enter a description into the **Description for Other** textbox.
- c. Select the (i) **Resident’s Classification**, (ii) **Human Right’s Advocate’s Classification**, and (iii) **Applicable Regulation** using the corresponding drop-down menus.
- d. Enter text for (i) **Code/Number/Description** and (ii) **Incident Description** into the corresponding textboxes. (iii) Click the **View** button to temporarily expand the **Incident Description** textbox to a larger notes screen, (iv) click the **Update** button to save changes made on the notes screen.

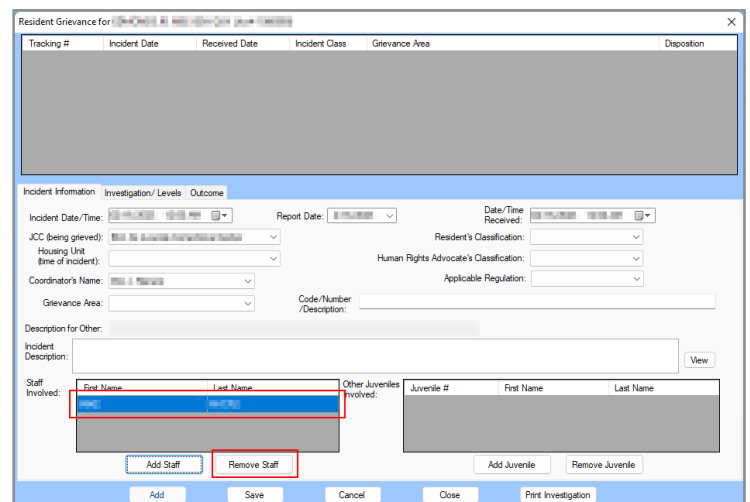
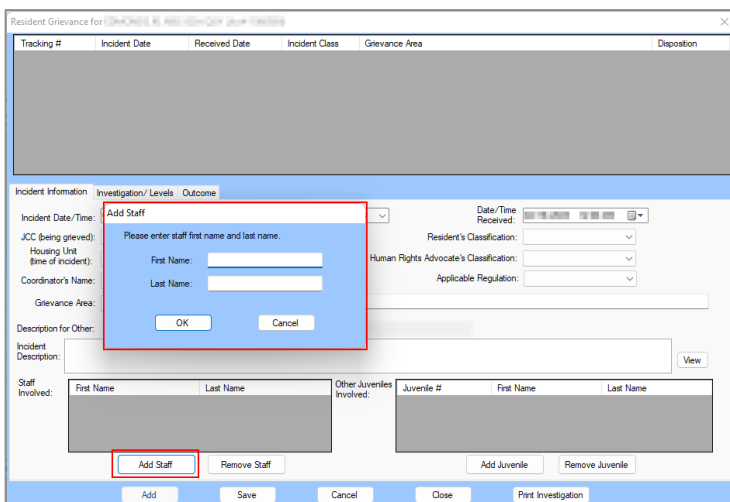


**2. Add Staff Button**

- a. (i) Click the **Add Staff** button, and the Add Staff screen will appear. Enter the (ii) **First Name** and (iii) **Last Name** into the corresponding textboxes. (iv) Click the **OK** button and the first and last names will appear in the **Staff Involved** table on the Resident Grievance screen.

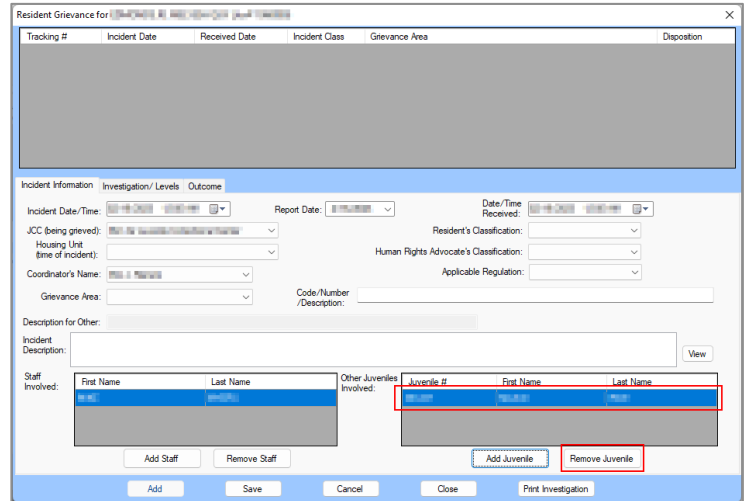
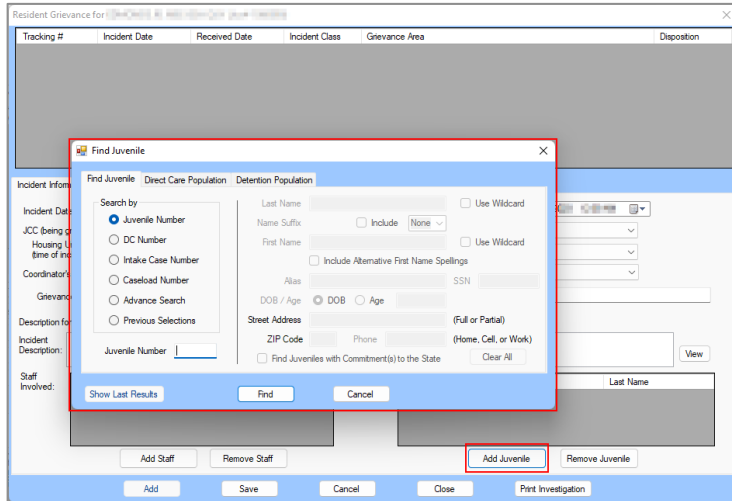
**3. Remove Staff Button**

- a. (i) Select a record in the **Staff Involved** table and the record will be highlighted in blue. (ii) Click the **Remove Staff** button and the staff record will be removed.



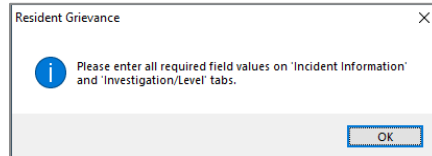
**4. Add Juvenile Button**

- a. (i) Click the **Add Juvenile** button, and the *Find Juvenile* screen will appear. (ii) Follow the instructions in the [Admissions by Juvenile Section](#) to find and select the appropriate juvenile record and the selected juvenile's information will appear in the **Other Juveniles Involved** table on the *Resident Grievance* screen.
5. **Remove Juvenile Button**
  - a. (i) Select a record in the **Other Juveniles Involved** table and the record will be highlighted in **blue**. (ii) Click the **Remove Juvenile** button and the staff record will be removed.



Refer to the [BADGE Login & Search User Manual](#) for instructions on how to navigate the *Find Juvenile* screen.

To save the information on the *Incident Information* tab, the *Investigation/Levels* tab must also be completed. The user will be presented with an information screen if the **Save** button is selected prior to entering all required information on both tabs.



iii. **Investigation/Levels Tab**

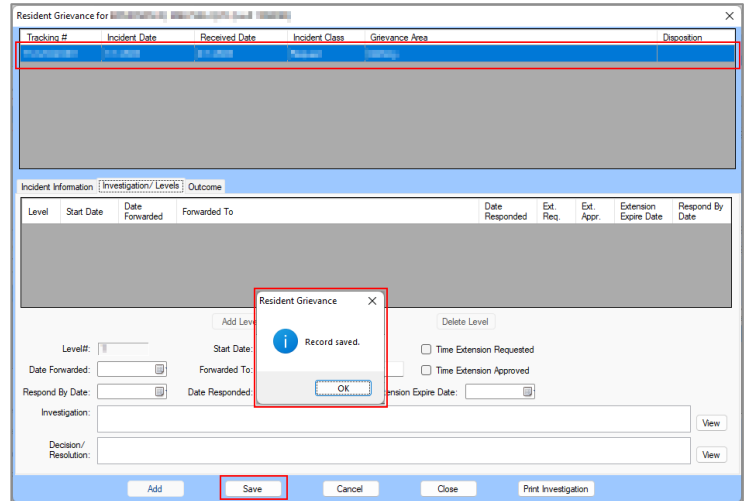
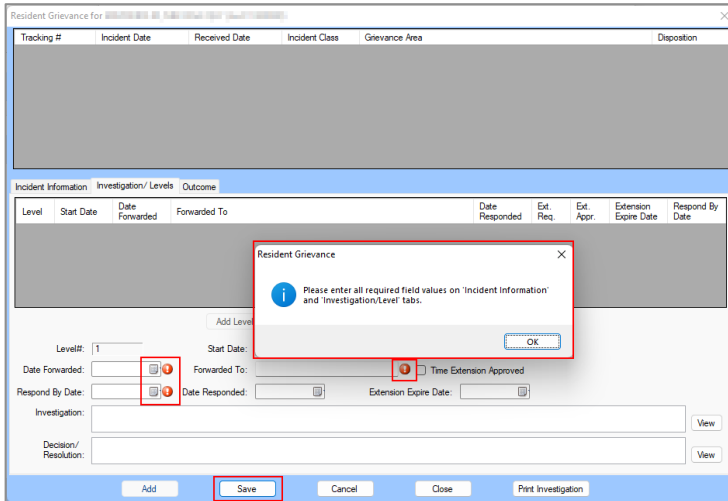
The *Investigation/Levels* tab displays the juvenile's resident grievance investigation and level information in a table at the top of the tab to include Level, Start Date, Date Forwarded, Forwarded To, Date Responded, Ext. Req., Ext. Appr., Extension Expired Date, and Respond By Date.

1. The **Level#** field will auto-populate. Select the (i) **Start Date** and (ii) **Date forwarded** using the corresponding calendar drop-down menus.
2. Enter appropriate text into the **Forwarded To** textbox.
3. Select the (i) **Respond By Date** and (ii) **Date Responded** (if applicable) using the corresponding calendar drop-down menus.
4. If required, (i) click the **Time Extension Requested** checkbox. If the time extension is approved, (ii) click the **Time Extension Approved** checkbox. (iii) Select the **Extension Expire Date** using the calendar drop-down menu (if applicable).
5. (i) Enter investigation comments into the **Investigation** textbox. (ii) Click the **View** button to temporarily expand the **Investigation** textbox to a larger notes screen, (iii) click the **Update** button to save changes made on the notes screen.
6. (i) Enter decision and resolution comments into the **Decision/Resolution** textbox (if applicable). (ii) Click the **View** button to temporarily expand the **Decision/Resolution** textbox to a larger notes screen, (iii) click the **Update** button to save changes made on the notes screen.

**iv. Save Button**

1. After updating all required fields on the *Incident Information* and *Investigation/Levels* tabs (i) click the **Save** button and the *Resident Grievance* information screen will appear stating “Record Saved.” (ii) Click the **OK** button and the record will appear in the table at the top of the *Resident Grievance* screen.
  - a. If any issues exist that will prevent the record from being saved, one of several *Resident Grievance* information screens will appear and display a statement pertaining to any issues.

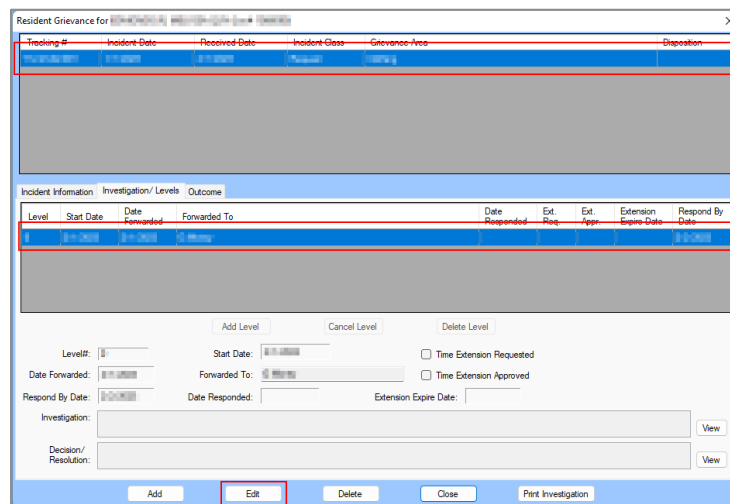
(i) Click the **OK** button on the information screen to return to the tabs, (ii) make any necessary corrections, and (iii) click the **Save** button.



The **Add Level**, **Cancel Level**, **Edit Level** and **Delete Level** buttons can only be accessed after a grievance record has been saved and selected for editing, see the **Edit** button section below for detail.

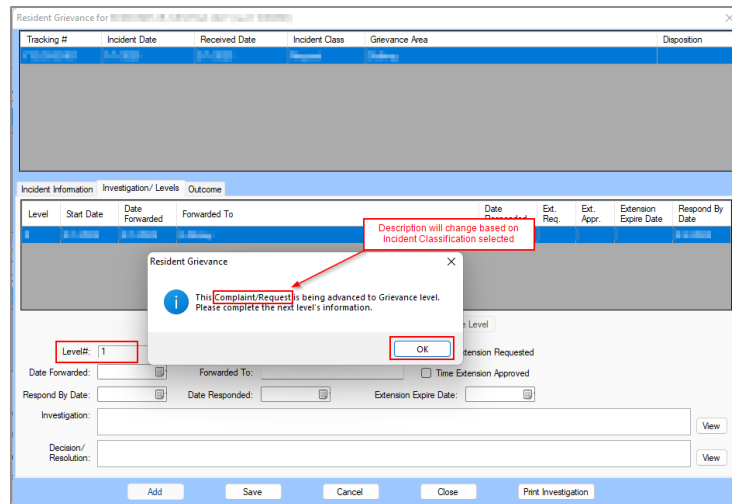
**v. Edit Button**

1. (i) From any tab on the *Resident Grievance* screen, select a resident grievance record from the table at the top of the screen and the record will be highlighted in **blue**. (ii) Click the **Edit** button and the *Investigation/Levels* tab will appear allowing the user to edit the most current grievance level record highlighted in **blue** in the table on the *Investigative/Levels* tab.

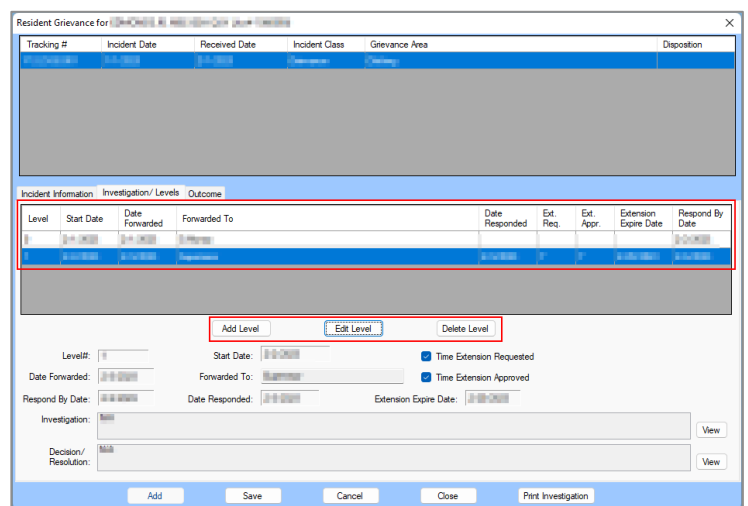
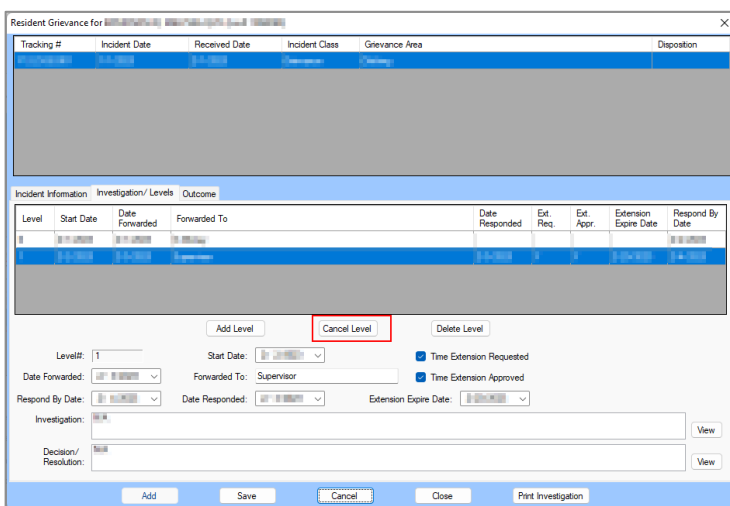


Once selected, the **Edit** button transitions into the **Save** button.

- a. Select the appropriate tabs (*Incident Information*, *Investigation/Levels*, or *Outcome*) and edit the most current level record information as necessary.
  - i. If the grievance’s **Respond by Date** has passed, the *Resident Grievance* information screen will immediately appear after clicking the **Edit** button notifying the user the item is being advanced to the next grievance level and the **Level#** value will automatically update. (i) Click the **OK** button on the information screen and (ii) edit the information as required.



- b. Selecting the **Edit** button will also enable access to the buttons on the *Investigate/Levels* tab.
  - i. **Cancel Level Button**
    1. Clicking the **Edit** button will enable the **Cancel Level** button on the *Investigate/Levels* tab.
    2. Click the **Cancel Level** button and the **Add Level**, **Edit Level**, and the **Delete Level** buttons will become accessible. The user will also now be able to select any level record in the table on the *Investigative/Levels* tab.
  - ii. **Add Level Button**
    1. (i) Click the **Add Level** button to add an entirely new level record. (ii) Select the appropriate tabs (*Incident Information*, *Investigation/Levels*, or *Outcome*) and enter the new level record information as necessary. (iii) Click the **Save** button.
  - iii. **Edit Level Button**
    1. (i) Select a level record in the table on the *Investigation/Level* tab and the record will be highlighted in **blue**. (ii) Click the **Edit Level** button and select the appropriate tabs (*Incident Information*, *Investigation/Levels*, or *Outcome*) and edit the selected level record information as necessary. (iii) Click the **Save** button.
  - iv. **Delete Level Button**
    1. (i) Select a level record in the table on the *Investigation/Level* tab and the record will be highlighted in **blue**. (ii) Click the **Delete Level** button to delete the selected level record.



Once selected, the **Cancel Level** button transitions into the **Edit Level** button.

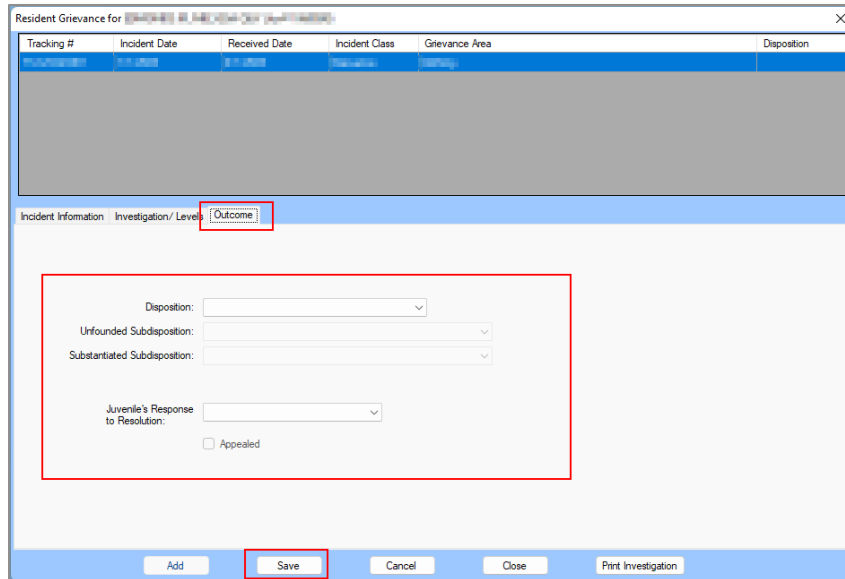
- For Level 1, the **Forwarded To** textbox should only have one name entered. For Levels 2, 3, and 4 the user must enter the name of who it was forwarded to for the prior level, as well as who it will be forwarded to for the next level.
- When an existing grievance record is selected for editing, the **Level#** will increase immediately if the incident has not been addressed before the **Respond By Date**.
- If a grievance has been responded to (i.e., a **Date Responded** date has been entered) a new investigation level cannot be added.

#### vi. Outcome Tab

The Outcome tab displays the juvenile's resident grievance outcome information to include **Disposition**, **Unfounded Subdisposition**, **Substantiated Subdisposition**, **Juvenile's Response to Resolution**, and if **Appealed**.

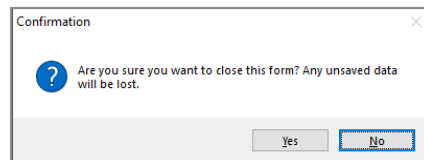
- The **Appealed** checkbox will only appear if the **Juvenile's Response to Resolution** is selected as **Unsatisfied**.
- If the fields in the *Outcome* tab are not accessible, the user will be required to select a record from the table at the top of the *Resident Grievance* screen and click the **Edit** button.

1. Select the **Disposition** from the drop-down menu.
  - a. If "Unfounded" is selected for the **Disposition** the user must select the **Unfounded Subdisposition** using the drop-down menu.
  - b. If "Substantiated" is selected for the **Disposition** the user must select the **Substantiated Subdisposition** using the drop-down menu.
2. Select the **Juvenile's Response to Resolution** from the drop-down menu.
  - a. If "Unsatisfied" is selected for the **Juvenile's Response to Resolution** the user may place a checkmark in the **Appealed** checkbox to indicate the juvenile has appealed the decision.
3. Click the **Save** button.



**vii. Close Button**

1. Click the **Close** button on the Resident Grievance screen to return to the DC Admission History screen.
  - a. If the user clicks the close button while editing an existing record the Confirmation screen will appear. Click the **Yes** button to lose any unsaved information and return to the DC Admission History screen.



**viii. Print Investigation Button**

1. (i) Select the desired record from the table at the top of the Resident Grievance screen and the row will be highlighted in blue. (ii) Click the **Print Investigation** button and the RESIDENT GRIEVANCE INVESTIGATION REPORT screen will display the **Resident Grievance System Investigation Report**. The report will display all the information documented on the *Incident Information, Investigation/Levels, and Outcome* tabs for the selected record.
2. Click the "X" button to close the RESIDENT GRIEVANCE INVESTIGATION REPORT screen and return to the Resident Grievance screen.

The screenshot shows a 'Resident Grievance for' window. At the top, there is a table with columns: Tracking #, Incident Date, Received Date, Incident Class, Grievance Type, and Disposition. Below this is a section for 'Incident Information' with fields for Level, Start Date, Date Forwarded, Forwarded To, Date Responded, Ext. Req., Ext. Appr., Extension Expire Date, and Respond By Date. There are also buttons for 'Add Level', 'Cancel Level', and 'Delete Level'. At the bottom, there are fields for 'Investigation' and 'Decision/Resolution', each with a 'View' button. A 'Print Investigation' button is highlighted with a red box.

The screenshot shows a report titled 'Virginia Department of Juvenile Justice Resident Grievance System Investigation Report'. It contains fields for Resident Name, Facility, Tracking Number, Incident Date, Grievance Area, Regulation Type, Incident Description, Juvenile Number, Unit, Incident Class, and Complaint Advanced. Below these fields is a table with columns: LEVEL, DATE FORWARDED, DATE RESPONDED, and TO. The report includes sections for 'INVESTIGATION Pending review', 'INVESTIGATION', and 'INVESTIGATION Resolved', each followed by a 'DECISION/COMMENT:' field. At the bottom, it shows 'Incident Disposition: SUBSTANTIATED' and 'Resident Response: NOT SATISFIED' with 'Appealed: YES'.

i. **Juvenile Profile Button**

Click the **Juvenile Profile** button and the *Juvenile Profile* screen will appear. The user can view, edit, delete, or add juvenile profile forms. Any completed forms will be listed in the table at the top of the screen by Form Type and Date Completed. The available form types are summarized in the table below.

The screenshot shows a 'DC Admission History for' window. It has a search bar for 'DC Number' and 'Received by RDC'. Below are sections for 'JCC Admission Information', 'LOS Release Dates', and 'Commitment Orders'. A sidebar on the right contains buttons for 'Has Alert(s)', 'Offense History', 'Admission/Movement', 'Commitment Info & LOS', 'Classification/Reclassification', 'Population Board', 'Chargeable Offenses', 'DC Forms', 'Access History', 'Resident Grievance', and 'Juvenile Profile'. The 'Juvenile Profile' button is highlighted with a red box.

The screenshot shows the 'Juvenile Profile' window. At the top, there is a table with columns 'Form Type' and 'Date Completed'. Below the table are 'View', 'Delete', and 'Refresh' buttons. At the bottom, there is an 'Add New Form' section with a dropdown for 'Worker Facility' (set to 'Bon Air Juvenile Correctional Center') and a 'Form Type' dropdown menu. The dropdown menu is open, showing a list of form types: Educational Information, LOS Determinate, Level of Service (LS/CMI), Medical History, Offense History Data, Personality Information, Physical Exam, Psychological Information, Social History Information, and Youth Level of Service (YLS/CMI). An 'Add' button is highlighted with a red box.

Form Type	Description
<a href="#">Education Information</a>	The <b>Education Information</b> form displays the juvenile's education needs and assessment information.
<a href="#">LOS Determinate</a>	The <b>LOS Determinate</b> form displays the juvenile's length of stay information, treatment, and service needs information.
<a href="#">Level of Service (LS/CMI)</a>	The <b>Level of Service</b> form displays the juvenile's <b>Criminal History, Education/Employment, Family/Marital, Leisure/Recreation, Companions, Alcohol/Drug Problem, Pro-criminal Attitude/Orientation, Antisocial Pattern, and Overall Risk Level</b> information.
<a href="#">Medical History</a>	The <b>Medical History</b> form displays the juvenile's <b>Current Medical Problems/Allergies, Vulnerability Factors, Past Medical History, STIs, Psychotropics, Family History, High-Risk Behavior/Sexual History, and Family</b> information.
<a href="#">Offense History Data</a>	The <b>Offense History Data</b> form displays the juvenile's <b>Commitment Number, Number of Suspended Commitments, Court Service Unit, Sentenced by, Sentence, and Escape/A.W.O.L. History</b> information.



Form Type	Description
<a href="#">Personality Information</a>	The <b>Personality Information</b> form displays the juvenile's Personality Inventory for Youth (PIY) scales and subscales information.
<a href="#">Physical Exam</a>	The <b>Physical Exam</b> form displays the juvenile's <b>Vital Signs, Skin, HEENT</b> (head, eyes, ears, nose, and throat), <b>Genital Exam, LAB, Assessment, and Plans/Recommendations</b> information.
<a href="#">Psychological Information</a>	The <b>Psychological Information</b> displays the juvenile's <b>Special Considerations, Substance Use, Substances, Psychotropic Medications, History of Assaultiveness, History Of Victimization, Intellectual Functioning, Significant Symptoms, and Trauma Symptom Checklist for Children</b> information.
<a href="#">Social History Information</a>	The <b>Social History Information</b> form displays the juvenile's <b>Living Situations, Mental Health/Substance Abuse Treatment Services, Family History, Special Population, and SASSI</b> (Substance Abuse Subtle Screening Inventory) information.
<a href="#">Youth Level of Service (YLS/CMI)</a>	The <b>Youth Level of Service (YLS/CMI)</b> form displays the juvenile's <b>Prior and Current Offenses/Dispositions, Family Circumstances/Parenting, Education/Employment, Peer Relations, Substance Abuse, Leisure/Recreation, Personality/Behavior, and Attitudes/Orientation</b> information.

#### i. View Button

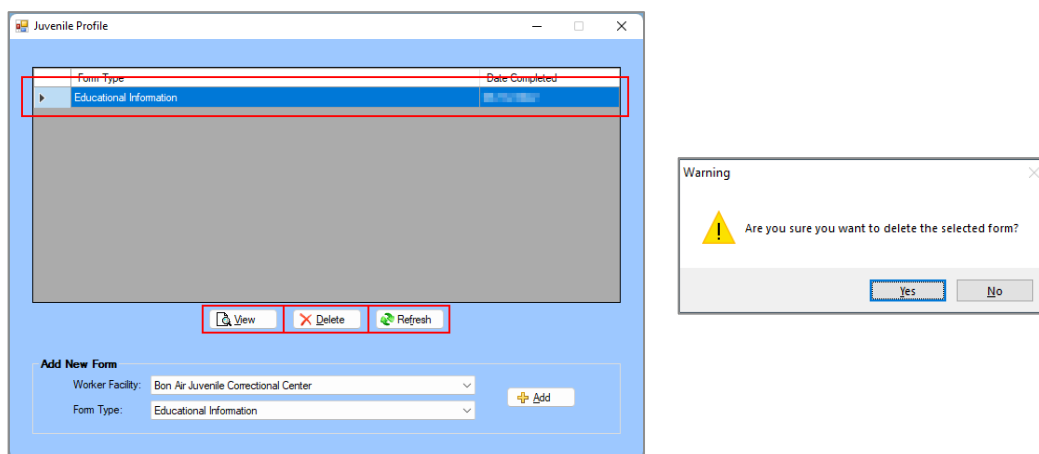
- (i) Select a **Form Type** record from the table at the top of the screen, and the record will be highlighted in **blue**. (ii) Click the **View** button to open the screen for the selected form type record.
  - For detailed instructions for the selected form type screen, locate the form type in the table above and follow the hyperlink to the instructions detailed below.

#### ii. Delete Button

- (i) Select a **Form Type** record from the table at the top of the screen, and the record will be highlighted in **blue**. (ii) Click the **Delete** button and the **Warning** screen will appear. (iii) Click the **Yes** button to delete the selected record and return to the **Juvenile Profile** screen.

#### iii. Refresh Button

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



- The **View** and **Delete** buttons are only accessible if a **Form Type** record exists.
- To edit an existing **Form Type** record, select the record and click the **View** button.
- Only one of each form type can be added.

#### iv. Education Information Form

From the **Juvenile Profile** screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **Education Information** from the **Form Type** drop-down menu. (iii) Click the **Add** button and the **Education** screen will appear displaying the juvenile's education needs and assessment information. The **Education** screen will allow the user to add, edit, or delete certain information on the following tabs: *Education Information, MAP Assessment, and STAR Assessment.*

The screenshot shows the 'Juvenile Profile' window. At the bottom, there is an 'Add New Form' section with two dropdown menus: 'Worker Facility' (set to 'Bon Air Juvenile Correctional Center') and 'Form Type' (set to 'Educational Information'). To the right of these dropdowns is an 'Add' button. Above the dropdowns are buttons for 'View', 'Delete', and 'Refresh'.

The screenshot shows the 'Education Information' tab in the BADGE system. The window title is 'Education( ) - DC Number: ( )'. The tab is titled 'EACH TAB MUST BE SAVED INDIVIDUALLY.' and contains several sections:
 

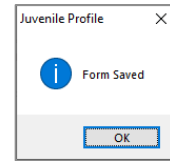
- Education Information:** 1. Last Grade Completed: K-12, 13: Diploma, 14: GED, 15: Ungraded/Alternative, 16: Unknown
- School History:** 0: Minimal or No Problem, 1: Minor Problem, 2: Moderate Problem, 3: Severe Problem. Sub-sections include: 3. Attendance, 4. Disruptive Classroom Behavior, 5. Disruptive Behavior on School Property, 6. Academic Progress, 7. Peer Interactions, 8. Staff Relationships.
- School Enrollment:** For #9 - 0: Diploma/GED/Appropriate Attendance, 1: Occasional Truancy, 2: Excessive Truancy, 3: Dropped Out/Did not Attend/In detention, 4: Suspended, 5: Expelled. 9. Current Status:
- Educational Needs:** 0: Not a Need, 1: Moderate Priority Need, 2: High Priority Need. Sub-sections include: 10. Career Education, 11. Parenting Skills, 12. Independent Living Skills, 13. Suggested Educational Plan (For #13- 1: School, 2: High School Equivalency Program, 3: Post Grad Program).
- Classifications:** 0: No, 1: Yes, in Community, 2: Yes, at DJJ. Sub-sections include: 13. Individualized Education Plan (IEP), 14. 504 Plan, 15. English Language Learner (ELL).

 At the bottom, there are 'Save' and 'Close' buttons, and a 'Last Updated:' field with a date and time.

## 1. Education Information Tab

This tab documents the juvenile's **Last Grade Completed, School History, School Enrollment, Educational Needs, and Classifications.**

- a. Select the **Last Grade Completed** from the drop-down menu.
- b. **School History Section**
  - i. Select the (i) **Attendance**, (ii) **Disruptive Classroom Behavior**, (iii) **Disruptive Behavior on School Property**, (iv) **Academic Progress**, (v) **Peer Interactions**, and (vi) **Staff Relationships** from the corresponding drop-down menus.
- c. **School Enrollment Section**
  - i. Select the **Current Status** from the drop-down menu.
- d. **Educational Needs Section**
  - i. Select the (i) **Career Education**, (ii) **Parenting Skills**, (iii) **Independent Living Skills**, and (iv) **Suggested Educational Plan** from the corresponding drop-down menus.
- e. **Classifications Section**
  - i. Select the (i) **Individualized Education Plan (IEP)**, (ii) **504 Plan**, and (iii) **English Language Learner (ELL)** from the corresponding drop-down menus.
- f. **Save Button**
  - i. (i) Click the **Save** button and the *Juvenile Profile* screen will state the assessment has been saved. (ii) Click the **OK** button to return to the *Education Information* tab.
- g. **Close Button**
  - i. Click the **Close** button and the user will be returned to the *Juvenile Profile* screen.
- h. **Last Updated Field**
  - i. The **Last Updated** field will auto-populate with the date the tab was last saved.

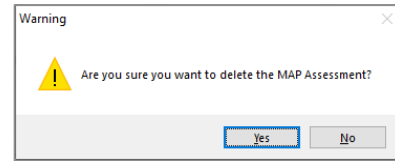
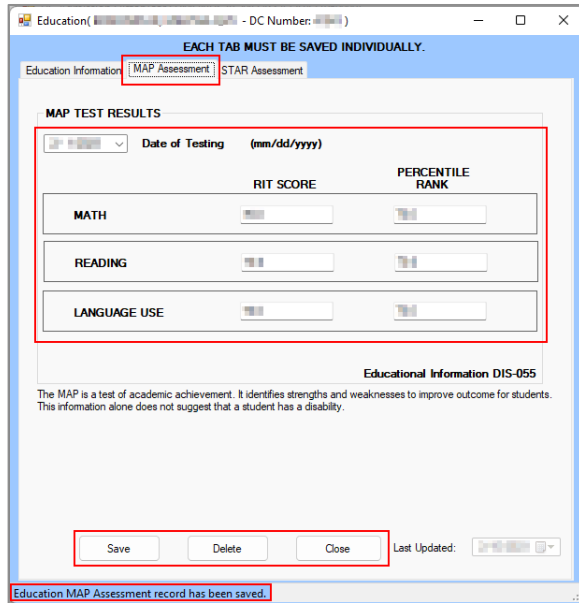


- The user can type the value directly into the drop-down menu field for each item and use the keyboard tab key to move directly to the next item on the *Education Information* tab.
- Clicking the **Close** button without saving will prompt a confirmation screen.
- The user must click the **Save** button on the *Education Information* tab to be granted access to input information in the *MAP Assessment* tab.

## 2. MAP Assessment Tab

This tab documents the juvenile's **MAP TEST RESULTS**.

- a. (i) Select the **Date of Testing** from the calendar drop-down screen. Enter the **RIT SCORE** and **PERCENTILE RANK** for the (ii) **MATH**, (iii) **READING**, and (iv) **LANGUAGE USE** sections.
- b. **Save Button**
  - i. Click the **Save** button and the statement, "Education MAP Assessment record has been saved," will appear on the bottom of the *MAP Assessment* tab.
- c. **Delete Button**
  - i. (i) Click the **Delete** button and the *Warning* screen will appear. (ii) Click the **Yes** button to delete MAP Assessment data return to the *MAP Assessment* tab.
- d. **Close Button**
  - i. Click the **Close** button and the user will return to the *Juvenile Profile* screen.
- e. **Last Updated**
  - i. The **Last Updated** field will auto-populate with the date the tab was last saved.

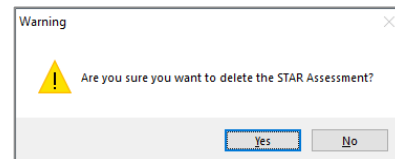
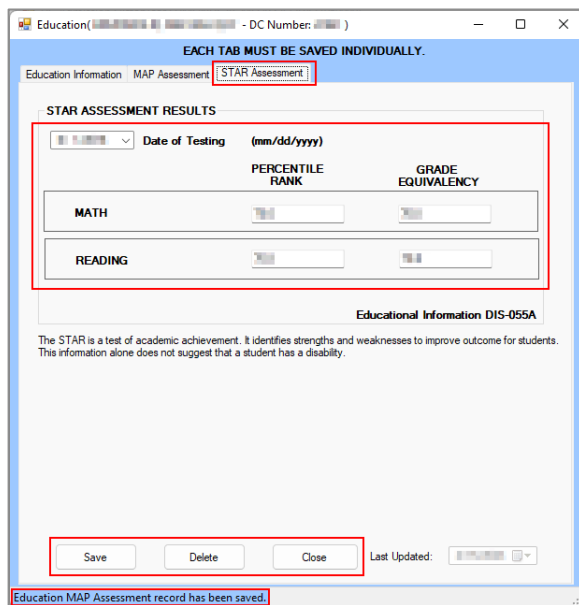


Clicking the **Close** button without saving will prompt a confirmation screen.

### 3. STAR Assessment Tab

This tab documents the juvenile's **STAR ASSESSMENT RESULTS**.

- a. (i) Select the **Date of Testing** from the calendar drop-down screen. Enter the **PERCENTILE RANK** and **GRADE EQUIVALENCY** for the (ii) **MATH** and (iii) **READING** sections.
- b. **Save Button**
  - i. Click the **Save** button and the statement, "Education STAR Assessment record has been saved," will appear on the bottom of the *STAR Assessment* tab.
- c. **Delete Button**
  - i. (i) Click the **Delete** button and the *Warning* screen will appear. (ii) Click the **Yes** button to delete STAR Assessment data return to the *STAR Assessment* tab.
- d. **Close Button**
  - i. Click the **Close** button and the user will return to the *Juvenile Profile* screen.
- e. **Last Updated**
  - i. The **Last Updated** field will auto-populate with the date the tab was last saved.



## v. LOS Determinate Form

From the *Juvenile Profile* screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **LOS Determinate** from the **Form Type** drop-down menu. (iii) Click the **Add** button and the *LOS Determination* screen will appear displaying the juvenile's length of stay information, treatment, and service needs. The *LOS Determination* screen will allow the user to add or edit information on the following tabs: *LOS* and *Assets and Service Needs*.

The screenshot shows the 'Juvenile Profile' window. At the bottom, there is an 'Add New Form' section. It contains two dropdown menus: 'Worker Facility' (set to 'Bon Air Juvenile Correctional Center') and 'Form Type' (set to 'LOS Determinate'). To the right of these dropdowns is an 'Add' button with a plus icon. A red box highlights the 'Add' button and the dropdowns.

The screenshot shows the 'LOS Determination' window with the 'Assets and Service Needs' tab selected. The form contains several sections:
 

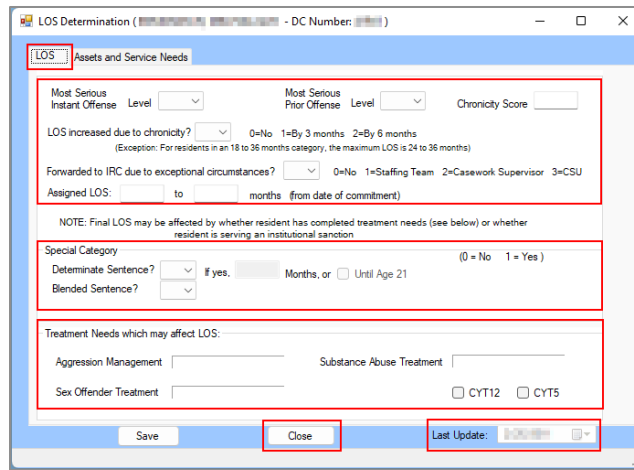
- Offense Levels:** 'Most Serious Instant Offense Level' and 'Most Serious Prior Offense Level' dropdowns, and a 'Chronicity Score' text box.
- Chronicity:** 'LOS increased due to chronicity?' dropdown with options '0=No', '1=By 3 months', and '2=By 6 months'. A note below states: '(Exception: For residents in an 18 to 36 months category, the maximum LOS is 24 to 36 months)'
- Forwarding:** 'Forwarded to IRC due to exceptional circumstances?' dropdown with options '0=No', '1=Staffing Team', '2=Casework Supervisor', and '3=CSU'.
- Assigned LOS:** 'Assigned LOS: [ ] to [ ] months (from date of commitment)'
- NOTE:** 'Final LOS may be affected by whether resident has completed treatment needs (see below) or whether resident is serving an institutional sanction'
- Special Category:** 'Determinate Sentence?' dropdown with options '0 = No' and '1 = Yes'. If '1' is selected, there is a 'Months, or' text box and an 'Until Age 21' checkbox.
- Blended Sentence:** 'Blended Sentence?' dropdown.
- Treatment Needs which may affect LOS:**
  - 'Aggression Management' text box
  - 'Substance Abuse Treatment' text box
  - 'Sex Offender Treatment' text box
  - 'CYT12' and 'CYT5' checkboxes

 At the bottom, there are 'Save' and 'Close' buttons, and a 'Last Update:' field.

## 1. LOS Tab

This tab documents factors that impact the juvenile's length of stay to include offense levels, chronicity, sentence, and treatment needs.

- a. Select the (i) **Most Serious Instant Offense** and (ii) **Most Serious Prior Offense** from the corresponding **Level** drop-down menus. (iii) Enter the **Chronicity Score** in the textbox. Select the (iv) **LOS increased due to chronicity** and (v) **Forwarded to IRC due to exceptional circumstances** from the corresponding drop-down menus. Enter any required values in the (vi) **Assigned LOS** and (vii) **to** textboxes.
- b. **Special Category Section**
  - i. Select "0" or "1" for **Determinate Sentence** from the drop-down menu.
    1. If "1" is selected, enter a value in the **Months** textbox or click the **Until Age 21** checkbox.
  - ii. Select "0" or "1" for **Blended Sentence** from the drop-down menu.
- c. **Treatment Needs which may affect LOS Section**
  - i. The **Aggression Management**, **Substance Abuse Treatment**, and **Sex Offender Treatment** fields will auto-populate.
  - ii. If the juvenile is attending 12 sessions for the Cannabis Youth Treatment, click the **CYT12** checkbox. If the juvenile is attending 5 sessions for the Cannabis Youth Treatment, click the **CYT5** checkbox.
- d. **Close Button**
  - i. Click the **Close** button and the user will be returned to the *Juvenile Profile* screen.
- e. **Last Updated Field**
  - i. The **Last Updated** field will auto-populate with the date the tab was last saved.



- The final LOS may be affected by whether the juvenile has completed their treatment needs or whether the juvenile is serving an institutional sanction.
- Clicking the **Close** button without saving will prompt a confirmation screen.
- The LOS tab data cannot be saved until the **Date Form Signed** calendar field has been completed on the *Assets and Service Needs* tab.

2. **Assets and Service Needs Tab**

This tab documents the juvenile’s **Service Needs which may affect LOS** and **Additional Service Needs Not Related to LOS**.

a. **Service Needs which may affect LOS Section**

- i. Select a value for (i) **Aggression Management**, (ii) **Substance Abuse**, and (iii) **Sex Offender** from the corresponding drop-down menus.

b. **Additional Service Needs Not Related to LOS Section**

- i. Place a checkmark in all **Additional Service Needs Not Related to LOS** checkbox options that apply to the juvenile.
- ii. Select the **Date Form Signed** using the calendar drop-down menu.

c. **Save Button**

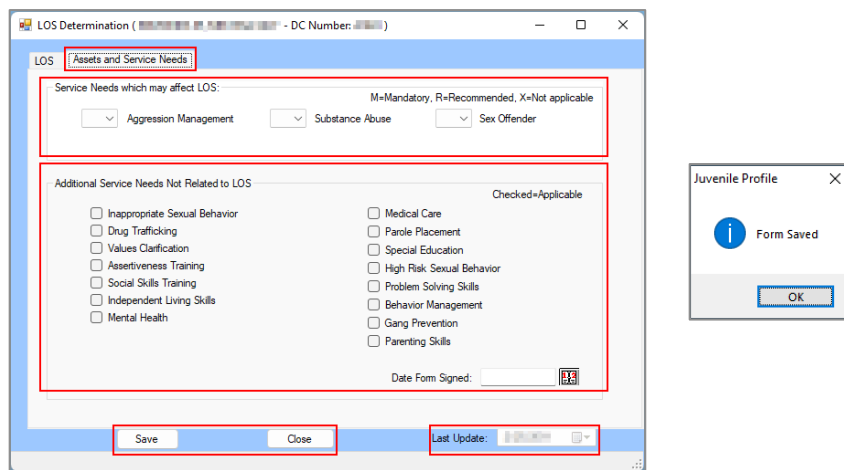
- i. (i) Click the **Save** button and the *Juvenile Profile* screen will state the assessment has been saved. (ii) Click the **OK** button to return to the *Assets and Service Needs* tab.

d. **Close Button**

- i. Click the **Close** button and the user will be returned to the *Juvenile Profile* screen.

e. **Last Update**

- i. The **Last Update** field will auto-populate the date the report was last updated.



vi. **Level of Service (LS/CMI) Form**

From the *Juvenile Profile* screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **Level of Service (LS/CMI)** from the **Form Type** drop-down menu. (iii) Click the **Add** button

and the Level of Service screen will appear. The Level of Service screen will allow the user to view, add, edit, or delete the juvenile's **Criminal History, Education/Employment, Family/Marital, Leisure/Recreation, Companions, Alcohol/Drug Problem, Pro-criminal Attitude/Orientation, Antisocial Pattern, and Overall Risk Level** information on the following tabs: *Page 1, Page 2, and Page 3.*

The left screenshot shows the 'Juvenile Profile' window. It contains a table with columns 'Form Type' and 'Date Completed'. The 'Form Type' column lists 'LOS Determinate' and 'Educational Information'. Below the table are 'View', 'Delete', and 'Refresh' buttons. At the bottom, there is an 'Add New Form' section with a dropdown for 'Worker Facility' (set to 'Bon Air Juvenile Correctional Center') and a dropdown for 'Form Type' (set to 'Level of Service (LS/CM)') with an 'Add' button.

The right screenshot shows the 'Level of Service' window. It has three tabs: 'Page 1', 'Page 2', and 'Page 3'. The 'Date Interviewed' is set to '11/11/2011'. The window is divided into three sections: '1.1 Criminal History', '1.2 Education/Employment', and '1.3 Family/Marital'. Each section contains several questions with dropdown menus and checkboxes. For example, in the '1.1 Criminal History' section, question 1 asks 'Any prior? Youth dispositions' and 'Adult convictions'. Questions 2, 3, and 4 ask about prior and present offenses. Questions 5, 6, and 7 ask about arrests, incarceration, and institutional misconduct. Question 8 asks about charges laid or probation breaches. Questions 9-13 ask about employment status. Questions 14-17 ask about suspension, participation, peer interactions, and authority interaction. Question 18 asks about marital satisfaction. Questions 19-21 ask about non-rewarding situations and criminal family/spouse. Each section has a 'Strength' checkbox. At the bottom are 'Save', 'Close', and 'Print' buttons.

## 1. Page 1 Tab

This tab documents the juvenile's **Criminal History, Education/Employment, and Family/Marital** information.

- a. If necessary, select the **Date Interviewed** from the calendar drop-down menu.
- b. **Criminal History Section**
  - i. Select the appropriate response from the **Any prior?** drop-down menu.
    1. If "Yes" was selected, enter the number of **Youth dispositions** and **Adult convictions** in the corresponding textboxes.
  - ii. Select the (i) **Two or more prior youth/adult dispositions/convictions?**, (ii) **Three or more prior youth/adult dispositions/convictions?**, and (iii) **Three or more present offenses?** from the corresponding drop-down menus.
    1. If "Yes" was selected for **Three or more present offenses**, enter the number of offenses in the textbox.
  - iii. Select the (i) **Arrested or charged under age 16**, (ii) **Ever incarcerated on conviction**, and (iii) **Ever punished for institutional misconduct or a behavior report?** from the corresponding drop-down menus.
    1. If "Yes" was selected for **Ever punished for institutional misconduct or a behavior report?**, enter the number of times in the textbox.
  - iv. Select the **Charge laid, probation breached, or parole suspended during prior community supervision?** from the drop-down menu.
  - v. If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- c. **Education/Employment Section**
  - i. Select the (i) **Currently unemployed?**, (ii) **Frequently unemployed?**, (iii) **Never employed for a full year?**, (iv) **Less than regular grade 10 or equivalent?**, (v) **Less than regular grade 12 or equivalent?**, (vi) **suspended or expelled at least once?**, (vii) **Participation/Performance**, (viii) **Peer interactions**, and (ix) **Authority interaction** from the corresponding drop-down menus.
  - ii. If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- d. **Family/Marital Section**
  - i. Select the (i) **Dissatisfaction with marital or equivalent situation**, (ii) **Non-rewarding, parental**, (iii) **Non-rewarding, other relatives**, and (iv) **Criminal - family/spouse** from the corresponding drop-down menus.

- ii. If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.

The screenshot shows the 'Level of Service' form, Page 1. The 'Date Interviewed' dropdown menu is highlighted in red. Section 1.1 Criminal History includes items 1-8 with checkboxes and Strength checkboxes. Section 1.2 Education/Employment includes items 9-17 with checkboxes and Strength checkboxes. Section 1.3 Family/Marital includes items 18-21 with checkboxes and Strength checkboxes. Buttons for Save, Close, and Print are at the bottom.

## 2. Page 2 Tab

This tab documents the juvenile's **Leisure/Recreation, Companions, and Alcohol/Drug Problem** information.

- a. If necessary, select the **Date Interviewed** from the calendar drop-down menu.
- b. **Leisure/Recreation Section**
- Select the (i) **Absence of recent participation in an organized activity** and (ii) **Could make better use of time** from the corresponding drop-down menus.
  - If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- c. **Companions Section**
- Select if the juvenile has (i) **Some criminal acquaintances**, (ii) **Some criminal friends**, (iii) **Few anti-criminal acquaintances**, and (iv) **Few anti-criminal friends** from the corresponding drop-down menus.
  - If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- d. **Alcohol/Drug Problem Section**
- Select the (i) **Alcohol problem, ever**, (ii) **Drug problem, ever**, (iii) **Alcohol problem, currently**, (iv) **Drug problem, currently**, (v) **Law violations**, (vi) **Marital/Family**, (vii) **School/Work**, and (viii) **Medical or other clinical indicators?** from the corresponding drop-down menus.
  - If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.

The screenshot shows the 'Level of Service' form, Page 2. The 'Page 2' tab is highlighted in red. Section 1.4 Leisure/Recreation includes items 22 and 23 with dropdown menus and Strength checkboxes. Section 1.5 Companions includes items 24-27 with dropdown menus and Strength checkboxes. Section 1.6 Alcohol/Drug Problem includes items 28-35 with dropdown menus and Strength checkboxes. Buttons for Save, Close, and Print are at the bottom.



## 3. Page 3 Tab

This tab documents the juvenile's **Pro-criminal Attitude/Orientation** and **Antisocial Pattern**.

- a. If necessary, select the **Date Interviewed** from the calendar drop-down menu.
- b. **Pro-criminal Attitude/Orientation Section**
  - i. Select the (i) **Supportive of crime**, (ii) **Unfavorable toward convention**, (iii) **Poor, toward sentence/offense**, and (iv) **Poor, toward supervision/treatment** from the corresponding drop-down menus.
  - ii. If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- c. **Antisocial Pattern Section**
  - i. Select the (i) **Specialized assessment for antisocial pattern** and (ii) **Early and diverse antisocial behavior** from the corresponding drop-down menus.
    1. If "Yes" was selected for **Early and diverse antisocial behavior**, place a checkmark in any of the **Early and diverse antisocial behavior** checkbox options that apply to the juvenile.
  - ii. Select the **Criminal attitude** from the drop-down menu.
    1. If "Yes" was selected for **Criminal attitude**, place a checkmark in any of the **Criminal attitude** checkbox options that apply to the juvenile.
  - iii. Select the **Pattern of generalized trouble** from the drop-down menu.
    1. If "Yes" was selected for **Pattern of generalized trouble**, select the **Financial problems** from the drop-down menu and place a checkmark in any of the **Pattern of generalized trouble** checkbox options that apply to the juvenile.
      - a. If **3 or more address changes last year** was checked, enter the number into the corresponding textbox.
  - iv. If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- d. The **Total Score** and **Override Risk Level** fields will auto-populate. Select the **Override Risk Level** from the drop-down menu.

## e. Save Button

- i. (i) Click the **Save** button and the *Juvenile Profile* screen will state the form has been saved.
- (ii) Click the **OK** button to return to the *Level of Service* screen.

## f. Close Button

- i. Click the **Close** button and the user will be returned to the *Juvenile Profile* screen.

## g. Print Button

- i. Click the **Print** button and the *Report Viewer* screen will appear and display the *Juvenile Profile – Level of Service/Case Management Inventory* report. The report displays the **Juvenile Name**, **Juvenile Number**, **Direct Care Number**, **Date Interviewed**, and the data from the following tabs: *Page 1*, *Page 2*, and *Page 3*.
- ii. Click the "X" button to close the *Report Viewer* screen and return to the *Level of Service* screen.

- The **Save** button can be used after completing one, two, or three tabs.
- The **Print** button will only become available after all necessary information on each tab is entered and saved.

vii. **Medical History Form**

From the Juvenile Profile screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **Medical History** from the **Form Type** drop-down menu. (iii) Click the **Add** button and the Medical History screen will appear. The Medical History screen will allow the user to view, add, edit, or delete the juvenile's **Current Medical Problems/Allergies, Vulnerability Factors, Past Medical History, STIs, Psychotropics, Family History, High-Risk Behavior/Sexual History, and Family** information on the following tabs: *Page 1, Page 2, and Page 3.*

## 1. Page 1 Tab

This tab documents the juvenile's **Current Medical Problems/Allergies, Vulnerability Factors**, and **Past Medical History** information.

### a. Current Medical Problems/Allergies Section

- i. Select the (i) **Medication and Reactions**, (ii) **Environmental and Reactions**, (iii) **Food(s) and Reactions**, (iv) **TB or Positive PPD**, (v) **Asthma**, (vi) **Diabetes**, (vii) **Hepatitis**, (viii) **Heart Problem**, (ix) **Sickle Cell Anemia/Trait**, (x) **Orthopedic Problem**, (xi) **Glasses**, (xii) **Other Assistive Devices Needed for Care**, (xiii) **Current Psychiatric Problems**, and (xiv) **Physical Disabilities** from the corresponding drop-down menus.

### b. Vulnerability Factors Section

- i. Select the (i) **Small Physical Stature**, (ii) **Developmental/Mental/Physical Disability**, (iii) **Presents as Lesbian, Bisexual, Transgender, Gender Identity Issues**, (iv) **History of Sexual Victimization**, and (v) **History of Sexual Activity While in Custody** from the corresponding drop-down menus.

### c. Past Medical History Section

- i. Select the (i) **Chicken Pox**, (ii) **Head Injuries**, (iii) **Loss of Consciousness**, (iv) **Fractures**, (v) **Seizures**, (vi) **Gunshot Wounds**, (vii) **Stab Wounds**, (viii) **Medical Hospitalizations**, (ix) **Psychiatric Hospitalizations**, and (x) **Surgery/Operations/Procedures** from the corresponding drop-down menus.
  1. If the juvenile is female, select the (i) **Pregnancy** and (ii) **Menstrual Cycle/Pap Smears** from the corresponding drop-down menus.
  2. If the juvenile is male, select "6" (not applicable) for the (i) **Pregnancy** and (ii) **Menstrual Cycle/Pap Smears** drop-down menus.

The screenshot shows a web-based form titled "Medical History" with three main sections, each enclosed in a red box:

- Current Medical Problems/Allergies:** Contains 14 items (1-14) with drop-down menus. Legend: 0 = No, 1 = Yes, 3 = Not Known, 6 = N/A.
- Vulnerability Factors:** Contains 19 items (15-19) with drop-down menus. Legend: 0 = No, 1 = Yes, 3 = Not Known, 6 = N/A.
- Past Medical History:** Contains 31 items (20-31) with drop-down menus. Legend: 0 = No, 1 = Yes, 3 = Not Known, 6 = N/A. A note states: "Females Only (select N/A if male)".

At the bottom of the form are buttons for "Save", "Close", and "Last Updated:".

## 2. Page 2 Tab

This tab documents the juvenile's **STIs, Psychotropics**, and **Family History** information.

### a. STIs Section

- i. Select the (i) **Chlamydia**, (ii) **Gonorrhea**, (iii) **Syphilis**, (iv) **Herpes**, (v) **Venereal Warts**, (vi) **Genital Sores**, (vii) **HPV**, (viii) **Pediculosis**, and (ix) **Trichomaniasis** from the corresponding drop-down menus.

### b. Psychotropics Section

- i. Place a checkmark in the appropriate **Psychotropic, Sleep**, and/or **Stimulant** checkboxes for (i) **Never previously prescribed**, (ii) **Prescribed in the past**, (iii) **Current prescription (prior to arrival at RDC)**, and (iv) **Newly prescribed at RDC**.

### c. Family History Section

- i. Select the (i) **TB**, (ii) **Heart Problems**, (iii) **High Blood Pressure**, (iv) **Blood Sugar Problems**, (v) **Asthma**, and (vi) **Other** from the corresponding drop-down menus.

Medical History ( )

Page 1 Page 2 Page 3

STIs

0 = No 1 = Yes 3 = Not Known 6 = N/A

32. Chlamydia

33. Gonorrhea

34. Syphilis

35. Herpes

36. Venereal Warts

37. Genital Sores

38. HPV

39. Pediculosis

40. Trichomaniasis

Psychotropics

	Psychotropic	Sleep	Stimulant
41. Never previously prescribed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Prescribed in the past	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Current prescription (prior to arrival at RDC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Newly prescribed at RDC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Family History

0 = No 1 = Yes 3 = Not Known 6 = N/A

45. TB

46. Heart Problems

47. High Blood Pressure

48. Blood Sugar Problems

49. Asthma

50. Other

Save Close Last Updated: [ ]

### 3. Page 3 Tab

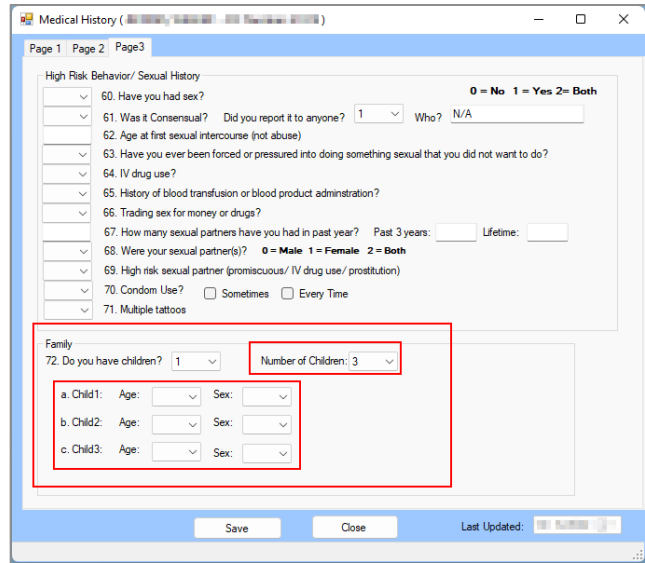
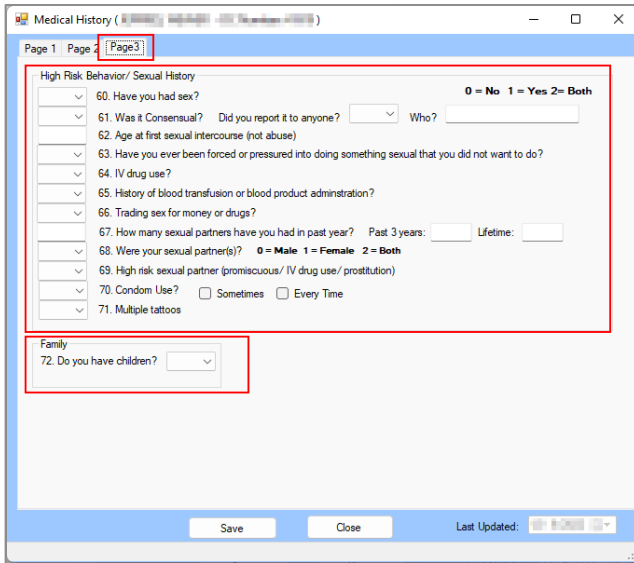
This tab documents the juvenile's **High Risk Behavior/Sexual History** and **Family** information.

#### a. High Risk Behavior/Sexual History Section

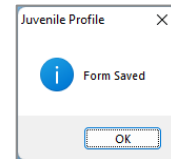
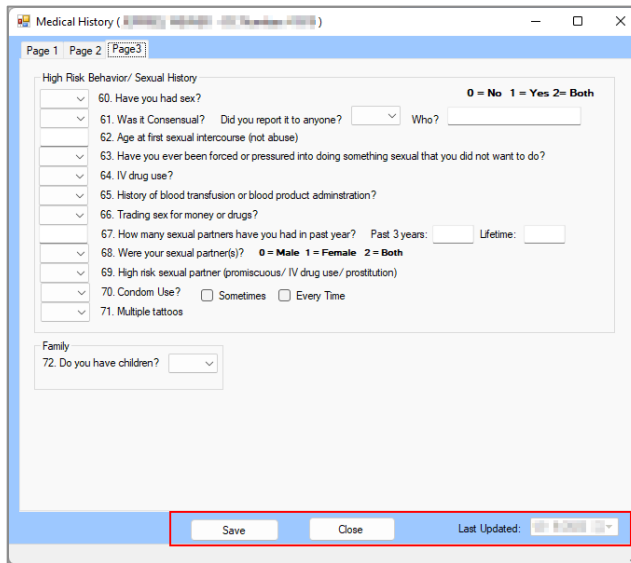
- i. Select the (i) **Have you had sex?** and (ii) **Was it consensual?** from the corresponding drop-down menus.
  1. If "0" was selected for **Was it consensual?**, (i) select the **Did you report it to anyone?** from the drop-down menu. If provided, (ii) enter the name of the person to whom it was reported to in the **Who?** textbox.
- ii. Enter in the age in years into the **Age at first sexual intercourse (not abuse)** textbox.
- iii. Select the (i) **Have you ever been forced or pressured into doing something sexual that you did not want to do?**, (ii) **IV drug use?**, (iii) **History of blood transfusion or blood product administration?**, and (iv) **Trading sex for money or drugs?** from the corresponding drop-down menus.
- iv. Enter values for the (i) **How many sexual partners have you had in the past year?**, (ii) **Past 3 years**, and (iii) **Lifetime** into the corresponding textboxes.
- v. Select the (i) **Were your sexual partner(s)?**, (ii) **High risk sexual partner (promiscuous/IV drug use/prostitution)**, and (iii) **Condom Use?** from the corresponding drop-down menus.
  1. If "1" was selected for **Condom Use?**, place a checkmark in the appropriate **Sometimes** or **Every Time** checkbox.
- vi. Select the **Multiple tattoos** from the drop-down menu.

#### b. Family Section

- i. Select the **Do you have Children?** from the drop-down menu.
  1. If "1" is selected for the **Do you have children?** drop-down menu, the **Number of Children** drop-down menu will appear. Select a value from the **Number of Children** drop-down menu and **Age** and **Sex** drop-down menus will appear for the selected number of children.
    - a. Select the **Age** and **Sex** from the corresponding drop-down menus for each child.

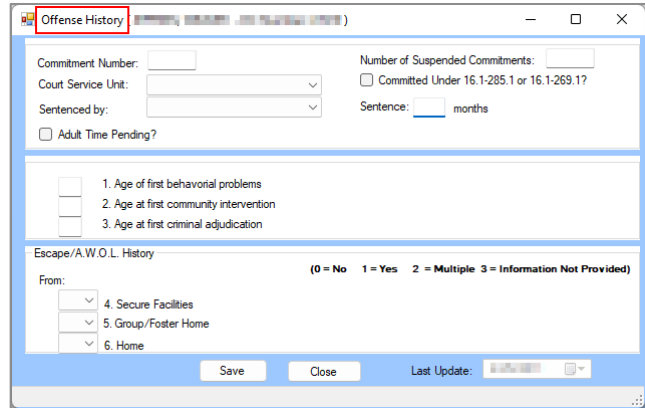
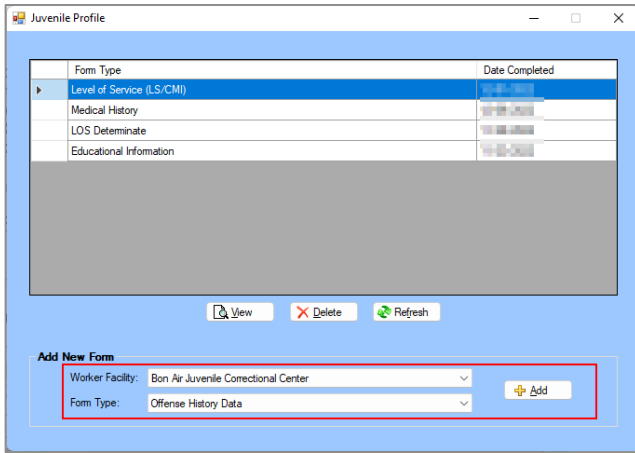


4. **Save Button**
  - a. (i) Click the **Save** button and the Juvenile Profile screen will state the assessment has been saved. (ii) Click the **OK** button to return to the Medical History screen.
5. **Close Button**
  - a. Click the **Close** button and the user will be returned to the Juvenile Profile screen.
6. **Last Updated Field**
  - a. The **Last Updated** field will auto-populate with the date the tab was last saved.

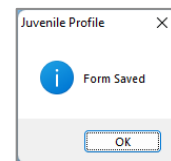
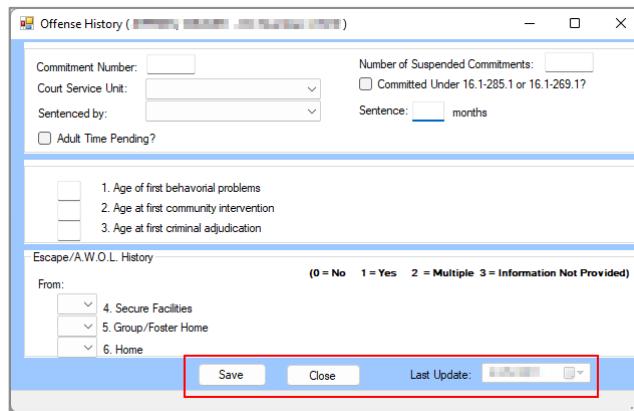


viii. **Offense History Data Form**

From the Juvenile Profile screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **Offense History Data** from the **Form Type** drop-down menu. (iii) Click the **Add** button and the Offense History screen will appear displaying the juvenile’s offense history information. The Offense History screen will allow the user to add and edit the juvenile’s **Commitment Number**, **Number of Suspended Commitments**, **Court Service Unit**, **Sentenced by**, **Sentence**, and **Escape/A.W.O.L. History**.



4. Enter the (i) **Commitment Number** and (ii) **Number of Suspended Commitments** into the corresponding textboxes. Select the (iii) **Court Service Unit** and (iv) **Sentenced by** from the corresponding drop-down menus. If required, place checkmarks in the (v) **Committed Under 16.1-285.1 or 16.1-269.1** and (vi) **Adult Time Pending** checkboxes. (vii) Enter the number of months into the **Sentence** textbox.
5. Enter the (i) **Age of first behavioral problems**, (ii) **Age at first community intervention**, and (iii) **Age at first criminal adjudication** into the corresponding textboxes.
6. **Escape/A.W.O.L History Section**
  - a. Select the (i) **Secure Facilities**, (ii) **Group/Foster Home**, and (iii) **Home** from the corresponding drop-down menus.
7. **Save Button**
  - a. (i) Click the **Save** button and the *Juvenile Profile* screen will state the form has been saved. (ii) Click the **OK** button to return to the *Offense History* screen.
8. **Close Button**
  - a. Click the **Close** button and the user will return to the *Juvenile Profile* screen.
9. **Last Update**
  - a. The **Last Update** field will auto-populate with the date the form was last updated.



ix. **Personality Information Form**

From the *Juvenile Profile* screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **Personality Information** from the **Form Type** drop-down menu. (iii) Click the **Add** button and the *Personality Scale* screen will appear. The *Personality Scale* screen will allow the user to add and edit the juvenile’s Personality Inventory for Youth (PIY) scales and subscales.

10. Enter values as required for the (i) **VAL**, (ii) **COG**, (iii) **ADH**, (iv) **DLQ**, (v) **FAM**, (vi) **RLT**, (vii) **SOM**, (viii) **DIS**, (ix) **WDL**, (x) **SSK**, (xi) **INC**, (xii) **COG1**, (xiii) **ADH1**, (xiv) **DLQ1**, (xv) **FAM1**, (xvi) **RLT1**, (xvii) **SOM1**, (xviii) **DIS1**, (xix) **WDL1**, (xx) **SSK1**, (xxi) **FB**, (xxii) **COG2**, (xxiii) **ADH2**, (xxiv) **DLQ2**, (xxv) **FAM2**, (xxvi) **RLT2**, (xxvii) **SOM2**, (xxviii) **DIS2**, (xxix) **WDL2**, (xxx) **SSK2**, (xxxii) **DEF**, (xxxiii) **COG3**, (xxxiv) **ADH3**, (xxxv) **DLQ3**, (xxxvi) **FAM3**, (xxxvii) **SOM3**, and (xxxviii) **DIS3** in the corresponding textboxes.
11. **Save Button**
  - a. (i) Click the **Save** button and the *Juvenile Profile* screen will state the form has been saved.
  - (ii) Click the **OK** button to return to the *Personality Scale* screen.
12. **Close Button**
  - a. Click the **Close** button and the user will return to the *Juvenile Profile* screen.
13. **Last Update**
  - a. The **Last Update** field will auto-populate with the date the form was last updated.

#### x. **Physical Exam Form**

From the *Juvenile Profile* screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **Physical Exam** from the **Form Type** drop-down menu. (iii) Click the **Add** button and the *Physical Exam* screen will appear. The *Physical Exam* screen will allow the user to view, add, or edit the juvenile's **Vital Signs**, **Skin**, **HEENT** (head, eyes, ears, nose, and throat), **Genital Exam**, **LAB**, **Assessment**, and **Plans/Recommendations** information on the following tabs: *Page 1* and *Page 2*.

The screenshot shows the 'Juvenile Profile' window. It contains a table with columns for 'Form Type' and 'Date Completed'. The table lists several form types: Level of Service (LS/CM), Offense History Data, Personality Information, Medical History, LOS Determinate, and Educational Information. Below the table is an 'Add New Form' section with two dropdown menus: 'Worker Facility' (set to 'Bon Air Juvenile Correctional Center') and 'Form Type' (set to 'Physical Exam'). There is an 'Add' button next to the 'Form Type' dropdown. At the bottom of the window are 'View', 'Delete', and 'Refresh' buttons.

The screenshot shows the 'Physical Exam' window, Page 1. It is divided into three main sections: 'Vital Signs', 'Skin', and 'HEENT'. The 'Vital Signs' section includes fields for Weight (lbs), Height (ft and in), and BMI, along with radio buttons for Hearing Screening (Pass/Fail), Vision Screening (Pass/Fail), and Allergies (Yes/No). The 'Skin' section has radio buttons for 'Checked' or 'Not Checked', and checkboxes for Birthmarks, Skin Marks (scars, tattoos, carvings), Acne, Fungal Infection, Signs of recent trauma, and Other. The 'HEENT' section has radio buttons for 'Checked', 'Not Checked', or 'Under Investigation', and radio buttons for Head, Eyes, Ears, Nose, Throat, and Neck (Normal/Abnormal). At the bottom are 'Save' and 'Close' buttons, and a 'Last Updated' field.

#### 14. Page 1 Tab

This tab documents the juvenile's **Vital Signs**, **Skin**, and **HEENT** information.

##### a. Vital Signs Section

- i. (i) Enter the **Weight** into the textbox. Select the **Height** in (ii) **ft.** and in (iii) **in** from the corresponding drop-down menus. (iv) Enter the **BMI** into the textbox. Select the appropriate radio button (**Pass/Fail** or **Yes/No**) for (v) **Hearing Screening**, (vi) **Vision Screening**, and (vii) **Allergies**.

##### b. Skin Section

- i. (i) Select the **Checked** or **Not Checked** radio button for **Skin**. Place a checkmark in the appropriate checkboxes for (a) **Birthmarks**, (b) **Skin Marks**, (c) **Acne**, (d) **Fungal Infection**, (e) **Signs of recent trauma**, (f) **Other**.

##### c. HEENT Section

- i. (i) Select the **Checked**, **Not Checked**, or **Under Investigation** radio button for **HEENT**. Select the appropriate radio button (**Normal/Abnormal**) for (a) **Head**, (b) **Eyes**, (c) **Ears**, (d) **Nose**, (e) **Throat**, and (f) **Neck**.

This screenshot is identical to the one above, but with three red rectangular boxes highlighting the 'Vital Signs', 'Skin', and 'HEENT' sections of the form.

#### 15. Page 2 Tab

This tab documents the juvenile's general examinations, **Genital Exam**, **LAB**, **Assessment**, and **Plans/Recommendations** information.

- a. Select the appropriate radio button (**Normal/Abnormal**) for (i) **Pulmonary**, (ii) **Cardiovascular**, (iii) **Chest**, (iv) **Abdomen**, (v) **Musculoskeletal**, (vi) **Neurological**, and (vii) **Breast Exam for females (if indicated)**.

##### b. Genital Exam Section

- i. Select the **Conducted**, **Not Conducted**, or **Under Investigation** radio button for **Genital Exam**.

##### c. LAB Section



- i. Select the **Conducted, Not Conducted, or Under Investigation** radio button for **LAB**.
- d. **Assessment Section**
  - i. Select the radio button (**Yes/No**) for (i) **Apparently Free from communicable disease** and (ii) **Handicaps**.
- e. **Plans/Recommendations Section**
  - i. Place a checkmark in the appropriate checkboxes for (i) **Psychotropic Medications**, (ii) **Other Medications**, (iii) **Referral with DJJ**, (iv) **Referral outside of DJJ**, **Diagnostic tests**, and (v) **Prosthetic device or equipment**.
  - ii. Place checkmarks for all the specific options that apply to the juvenile if a checkmark is placed in the (i) **Referral within DJJ**, (ii) **Referral outside of DJJ**, and/or (iii) **Diagnostic tests** checkboxes.
  - iii. Select the **Immunizations** from the drop-down menu.

The screenshot shows the 'Physical Exam' form with several sections highlighted by red boxes. The 'Physical Exam' section includes radio buttons for Normal or Abnormal for Pulmonary, Abdomen, Cardiovascular, Musculoskeletal, Chest, and Neurological. The 'Genital Exam' and 'LAB' sections each have radio buttons for Conducted, Not Conducted, and Under Investigation. The 'Assessment' section has radio buttons for 'Apparently Free from communicable disease' (Yes/No) and 'Handicaps?' (Yes/No). The 'Plans/Recommendations' section contains multiple checkboxes for Psychotropic Medications, Other Medications, Referral within DJJ (Optometrist, Dental, BSU, Other), Referral outside of DJJ (Dermatology, Orthopedics, Neurology, Cardiology, Urology, OB/Gyn, ENT, Nephrology, Audiology, PT/OT, Ophthalmology, Hematology, Surgery), and Diagnostic tests (Xray, EKG, Lab(s), Other). There is also a dropdown menu for Immunizations with a legend: 0 = No Records, 1 = DJJ Records Only, 2 = Records from schools, etc.

## 16. Save Button

- a. (i) Click the **Save** button and the *Juvenile Profile* screen will state the assessment has been saved. (ii) Click the **OK** button to return to the *Physical Exam* screen.

## 17. Close Button

- a. Click the **Close** button and the user will be returned to the *Juvenile Profile* screen.

## 18. Last Updated Field

- a. The **Last Updated** field will auto-populate with the date the tab was last saved.

This screenshot shows the 'Physical Exam' form with the 'Save' button highlighted by a red box. To the right, a 'Juvenile Profile' dialog box is open, displaying a blue information icon, the text 'Form Saved', and an 'OK' button.

## xi. Psychological Information Form

From the *Juvenile Profile* screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **Psychological Information** from the **Form Type** drop-down menu. (iii) Click the **Add** button and the *Psychological Information* screen will appear displaying the juvenile's **Special Considerations, Substance Use, Substances, Psychotropic Medications, History of**

**Assaultiveness, History Of Victimization, Intellectual Functioning, Significant Symptoms, and Trauma Symptom Checklist for Children.** The *Psychological Information* screen will allow the user to add, edit, or delete certain information on the following tabs: *Risks and Needs*, *Substance Abuse*, *Psychotropic Meds/Assault History*, and *Functionality Information*.

The screenshot shows the 'Juvenile Profile' window. It features a table with columns for 'Form Type' and 'Date Completed'. The table lists several form types, with 'Level of Service (LS/CM)' selected. Below the table are 'View', 'Delete', and 'Refresh' buttons. At the bottom, there is an 'Add New Form' section with a dropdown for 'Worker Facility' (set to 'Bon Air Juvenile Correctional Center') and another dropdown for 'Form Type' (set to 'Psychological Information'), followed by an 'Add' button.

The screenshot shows the 'Psychological Information' window with the 'Risks and Needs' tab selected. It contains two main sections: '1. Special Considerations' and '2. Substance Use\*'. Each section has several checkboxes for selection. A legend at the bottom indicates that '\*'Chronic' means weekly or more frequently, and 'Occasional' means less than weekly. 'Save' and 'Close' buttons are at the bottom.

## 19. Risks and Needs Tab

This tab documents the juvenile's **Special Considerations** and **Substance Use** information.

### a. Special Considerations Section

- i. Place a checkmark in the checkboxes that apply to the juvenile.

### b. Substance Use Section

- i. Place a checkmark in the checkboxes that apply to the juvenile.

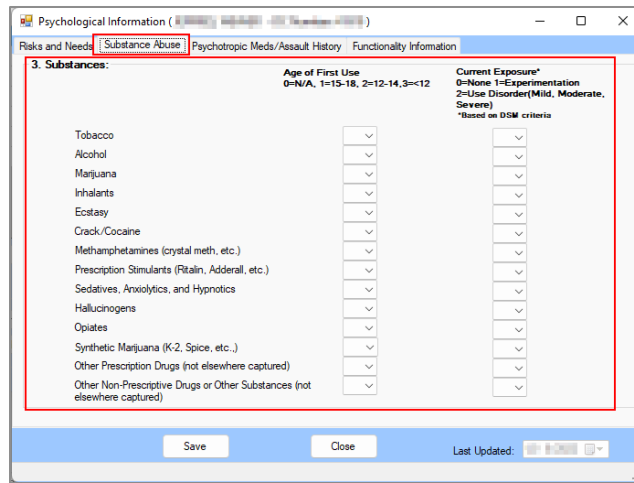
This screenshot is a closer view of the 'Risks and Needs' tab. It highlights the '1. Special Considerations' and '2. Substance Use\*' sections with red boxes. The 'Special Considerations' section includes checkboxes for: Indications of neglect, Documented homicidal ideation/intent, History of harming animals, History of fire setting, Pattern of non-suicidal SIB, History of suicide attempts, and Current suicidal ideation/intent. The 'Substance Use\*' section includes checkboxes for: Occasional drug use, Chronic drug use, Occasional alcohol use, Chronic alcohol use, Substance abuse interferes with life, and Substance use linked to offense(s). A legend at the bottom explains the frequency indicators.

## 20. Substance Abuse Tab

This tab documents the juvenile's **Substances** use, **Age of First Use**, and **Current Exposure** information.

### a. Substances Section

- i. Select the **Age of First Use** and **Current Exposure** for the (i) **Tobacco**, (ii) **Alcohol**, (iii) **Marijuana**, (iv) **Inhalants**, (v) **Ecstasy**, (vi) **Crack/Cocaine**, (vii) **Methamphetamines (crystal meth, etc.)**, (viii) **Prescription Stimulants (Ritalin, Adderall, etc.)**, (ix) **Sedatives, Anxiolytics, and Hypnotics**, (x) **Hallucinogens**, (xi) **Opiates**, (xii) **Synthetic Marijuana (K-2, Spice, etc.)**, (xiii) **Other Prescription Drugs (not elsewhere captured)**, and (xiv) **Other Non-Prescription Drugs or Other Substance (not elsewhere captured)** from the corresponding drop-down menus.



Current exposure is based on most recent DSM criteria.

## 21. Psychotropic Meds/Assault History Tab

This tab documents the juvenile’s **Psychotropic Medications**, **History of Assaultiveness**, and **History of Victimization** information.

### a. Psychotropic Medications Section

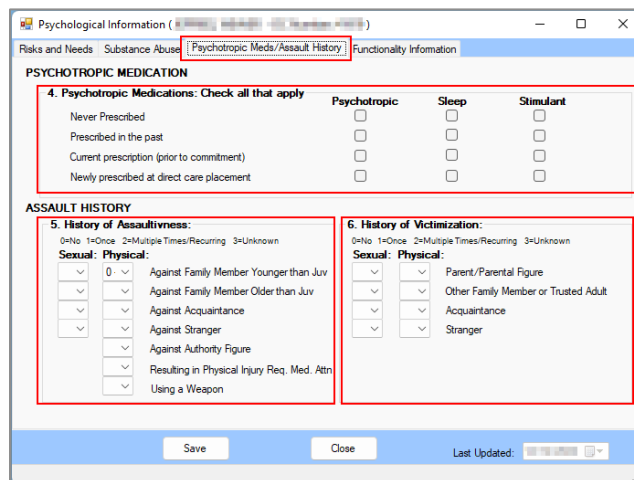
- i. Place a checkmark in the appropriate **Psychotropic**, **Sleep**, and/or **Stimulant** checkboxes for (i) **Never previously prescribed**, (ii) **Prescribed in the past**, (iii) **Current prescription (prior to arrival at RDC)**, and (iv) **Newly prescribed at RDC**.

### b. History of Assaultiveness Section

- i. Select the appropriate response for **Sexual** and **Physical** for the (i) **Against Family Member Younger than Juv**, (ii) **Against Family Member Older than Juv**, (iii) **Against Acquaintance**, and (iv) **Against Stranger** from the corresponding drop-down menus.
- ii. Select the appropriate response for **Physical** for the (i) **Against Authority Figure**, (ii) **Resulting in Physical Injury Req. Med. Attn.**, and (iii) **Using a Weapon** from the corresponding drop-down menus.

### c. History of Victimization Section

- i. Select the appropriate response for **Sexual** and **Physical** for the (i) **Parent/Parental Figure**, (ii) **Other Family Member or Trusted Adult**, (iii) **Acquaintance**, and (iv) **Stranger** from the corresponding drop-down menus.



## 22. Functionality Information Tab

This tab documents the juvenile’s **Intellectual Functioning**, **Significant Symptoms**, and **Trauma Symptom Checklist for Children** information.

### a. Intellectual Functioning Section

- i. (i) Select the **Testing Instrument** from the drop-down menu and (ii) enter the **FSIQ** into the textbox.
- b. **Significant Symptoms Section**
  - i. Place a checkmark in all **Significant Symptoms of DSM-V** disorder checkboxes that apply to the juvenile.
- c. **Trauma Symptom Checklist for Children: (adolescents through age 16) Section**
  - i. Select the appropriate radio button, **Not Administered**, **Valid**, or **Invalid**.

- The **Significant Symptoms of** refers to the disorders identified in the diagnostic and statistical manual of mental disorders (DSM-V).

### 23. Save Button

- a. (i) Click the **Save** button and the Juvenile Profile screen will state the assessment has been saved. (ii) Click the **OK** button to return to the Psychological Information screen.

### 24. Close Button

- a. Click the **Close** button and the user will be returned to the Juvenile Profile screen.

### 25. Last Updated Field

- a. The **Last Updated** field will auto-populate with the date the tab was last saved.

## xii. Social History Information Form

From the Juvenile Profile screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **Social History Information** from the **Form Type** drop-down menu. (iii) Click the **Add** button and the Social History screen will appear displaying the juvenile's **Living Situations, Mental Health/Substance Abuse Treatment Services, Family History, Special Population, and SASSI** (Substance Abuse Subtle Screening Inventory) information. The Social History screen will allow the user to add, edit, or delete certain information on the following tabs: *Page 1* and *Page 2*.

The screenshot shows the 'Juvenile Profile' window. It contains a table with columns 'Form Type' and 'Date Completed'. The 'Level of Service (LS/CM)' form is selected. Below the table are 'View', 'Delete', and 'Refresh' buttons. At the bottom, the 'Add New Form' section is highlighted with a red box, showing a dropdown for 'Worker Facility' (Bon Air Juvenile Correctional Center) and a dropdown for 'Form Type' (Social History Information), with an 'Add' button next to it.

The screenshot shows the 'Social History' window, Page 1. It is divided into two tabs: 'Page1' and 'Page2'. The 'Page1' tab is active. The form is titled 'Living Situations' and contains two main sections: '1. Living Situation Immediately Prior to Detention/Incarceration (Check ONE)' and '2. Prior Living Situation (Check all that apply)'. Below these are 'Mental Health/Substance Abuse (MH/SA) Treatment Services' sections: '3. Inpatient/Residential Treatment (Number of Placements)' and '4. Outpatient MH/SA Services (check all that apply)'. The form includes various checkboxes for living situations and treatment services. At the bottom, there are 'Save' and 'Close' buttons, and a 'Last Update' field.

## 1. Page 1 Tab

This tab documents the juvenile's **Living Situations** and **Mental Health/Substance Abuse Treatment Services**.

### a. Living Situations Immediately Prior to Detention/Incarceration Section

- Place a checkmark in the ONE checkbox that applies to the juvenile.

### b. Prior Living Situation Section

- Place a checkmark in ALL checkboxes that apply to the juvenile.

### c. Inpatient/Residential Treatment (Number of Placements) Section

- Enter the number of treatment service placements for (i) **Psychiatric Placement**, (ii) **Residential Treatment Facility (not primarily substance abuse)**, (iii) **Substance Abuse Treatment Facility**, and (iv) **Therapeutic Foster Care** in the corresponding textboxes.

### d. Outpatient MH/SA Services (Check all that apply) Section

- Place a checkmark in ALL checkboxes that apply to the juvenile.

The screenshot shows the 'Social History' window, Page 2. It is divided into two tabs: 'Page1' and 'Page2'. The 'Page2' tab is active. The form is titled 'Living Situations' and contains two main sections: '1. Living Situation Immediately Prior to Detention/Incarceration (Check ONE)' and '2. Prior Living Situation (Check all that apply)'. Below these are 'Mental Health/Substance Abuse (MH/SA) Treatment Services' sections: '3. Inpatient/Residential Treatment (Number of Placements)' and '4. Outpatient MH/SA Services (check all that apply)'. The form includes various checkboxes for living situations and treatment services. At the bottom, there are 'Save' and 'Close' buttons, and a 'Last Update' field.

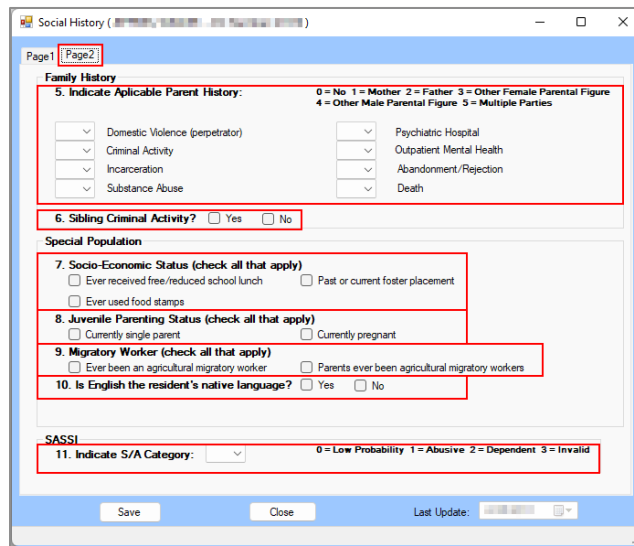
## 2. Page 2 Tab

This tab documents the juvenile's **Family History**, **Special Population**, and **SASSI** (Substance Abuse Subtle Screening Inventory) information.

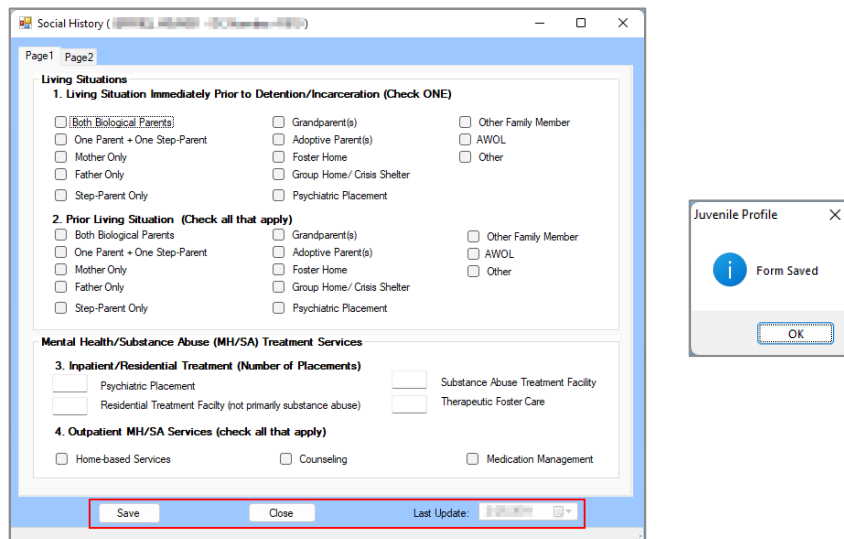
### a. Indicate Applicable Parent History Section

- Select the (i) **Domestic violence (perpetrator)**, (ii) **Criminal Activity**, (iii) **Incarceration**, (iv) **Substance Abuse**, (v) **Psychiatric Hospital**, (vi) **Outpatient Mental**

- Health, (vii) **Abandonment/Rejection**, and (viii) **Death** from the corresponding drop-down menus.
- b. **Sibling Criminal Activity Section**
  - i. Place a checkmark in the **Yes** or **No** checkbox.
- c. **Socio-Economic Status Section**
  - i. Place a checkmark in ALL checkboxes that apply to the juvenile.
- d. **Juvenile Parenting Status Section**
  - i. Place a checkmark in ALL checkboxes that apply to the juvenile.
- e. **Migratory Worker Section**
  - i. Place a checkmark in ALL checkboxes that apply to the juvenile.
- f. **Is English the resident's native language Section**
  - i. Place a checkmark in the **Yes** or **No** checkbox.
- g. **SASSI**
  - i. Select the **Indicate S/A Category** from the drop-down menu.



3. **Save Button**
  - a. (i) Click the **Save** button and the Juvenile Profile screen will state the assessment has been saved. (ii) Click the **OK** button to return to the Social History screen.
4. **Close Button**
  - a. Click the **Close** button and the user will be returned to the Juvenile Profile screen.
5. **Last Update**
  - a. The **Last Update** field will auto-populate with the date the tab was last updated.



### xiii. Youth Level of Service (YLS/CMI) Form

From the *Juvenile Profile* screen, (i) select the **Worker Facility** using the drop-down menu. (ii) Select **Youth Level of Service (YLS/CMI)** from the **Form Type** drop-down menu. (iii) Click the **Add** button and the *Youth Level of Service* screen will appear displaying the juvenile's **Prior and Current Offenses/Dispositions, Family Circumstances/Parenting, Education/Employment, Peer Relations, Substance Abuse, Leisure/Recreation, Personality/Behavior, and Attitudes/Orientation** information. The *Youth Level of Service* screen will allow the user to add, edit, or delete certain information on the following tabs: *Page 1* and *Page 2*.

The left screenshot shows the 'Juvenile Profile' window. At the bottom, there is an 'Add New Form' section with a dropdown for 'Worker Facility' (set to 'Bon Air Juvenile Correctional Center') and a dropdown for 'Form Type' (set to 'Youth Level of Service (YLS/CMI)'). An 'Add' button is next to the 'Form Type' dropdown. Below this are 'View', 'Delete', and 'Refresh' buttons.

The right screenshot shows the 'Youth Level of Service' form. It has a 'Date Completed' dropdown at the top right. Below the title bar are tabs for 'Page 1' and 'Page 2'. The form is divided into four sections, each with a list of items and checkboxes, and a 'Strength' checkbox at the bottom of each section.

- 1. Prior and Current Offenses/ Dispositions**
  - a. Three or more prior convictions
  - b. Two or more failures to comply
  - c. Prior probation
  - d. Prior Custody
  - e. Three or more current convictions
- 2. Family Circumstances/Parenting**
  - a. Inadequate Supervision
  - b. Difficulty in controlling behavior
  - c. Inappropriate discipline
  - d. Inconsistent parenting
  - e. Poor relations (father - youth)
  - f. Poor relations (mother - youth)
- 3. Education/Employment**
  - a. Disruptive classroom behavior
  - b. Disruptive behavior on school property
  - c. Low achievement
  - d. Problems with peers
  - e. Problems with teachers
  - f. Truancy
  - g. Unemployed/not seeking employment
- 4. Peer Relations**
  - a. Some delinquent acquaintances
  - b. Some delinquent friends
  - c. No/few positive acquaintances
  - d. No/few positive friends

At the bottom of the form are 'Save' and 'Close' buttons.

#### 1. Page 1 Tab

This tab documents the juvenile's **Prior and Current Offenses/Dispositions, Family Circumstances/Parenting, Education/Employment, and Peer Relations** information.

- If necessary, select the **Date Completed** from the calendar drop-down menu.
- Prior and Current Offenses/Dispositions Section**
  - Place a checkmark in ALL checkboxes that apply to the juvenile.
- Family Circumstances/Parenting Section**
  - Place a checkmark in ALL checkboxes that apply to the juvenile.
  - If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- Education/Employment Section**
  - Place a checkmark in ALL checkboxes that apply to the juvenile.
  - If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- Peer Relations Section**
  - Place a checkmark in ALL checkboxes that apply to the juvenile.
  - If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.

## 2. Page 2 Tab

This tab documents the juvenile's **Substance Abuse, Leisure/Recreation, Personality/Behavior, and Attitudes/Orientation** information.

- a. If necessary, select the **Date Completed** from the calendar drop-down menu.
- b. **Substance Abuse Section**
  - i. Place a checkmark in ALL checkboxes that apply to the juvenile.
  - ii. If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- c. **Leisure/Recreation**
  - i. Place a checkmark in ALL checkboxes that apply to the juvenile.
  - ii. If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- d. **Personality/Behavior**
  - i. Place a checkmark in ALL checkboxes that apply to the juvenile.
  - ii. If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- e. **Attitudes/Orientation**
  - i. Place a checkmark in ALL checkboxes that apply to the juvenile.
  - ii. If the area is a protective factor for the juvenile, place a checkmark in the **Strength** checkbox.
- f. The **Total Score** and **Overall Risk Level** fields will auto-populate based on the items selected on the *Page 1* and *Page 2* tabs.

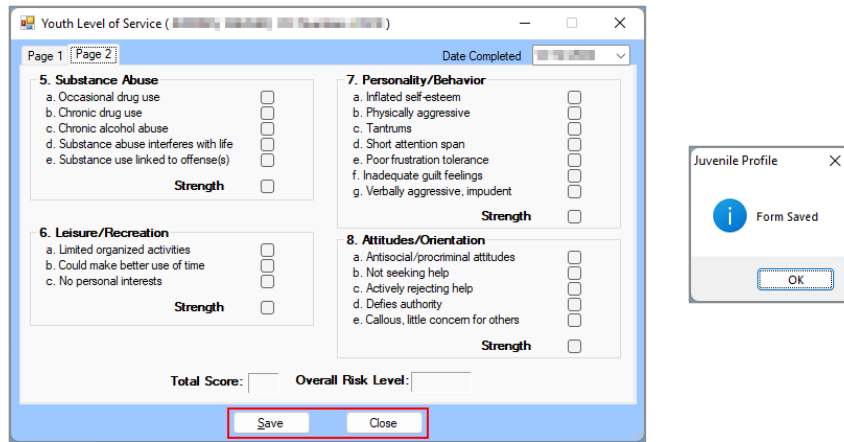
## 3. Save Button

- a. (i) Click the **Save** button and the *Juvenile Profile* screen will state the form has been saved.
- (ii) Click the **OK** button to return to the *Youth Level of Service* screen.

## 4. Close Button

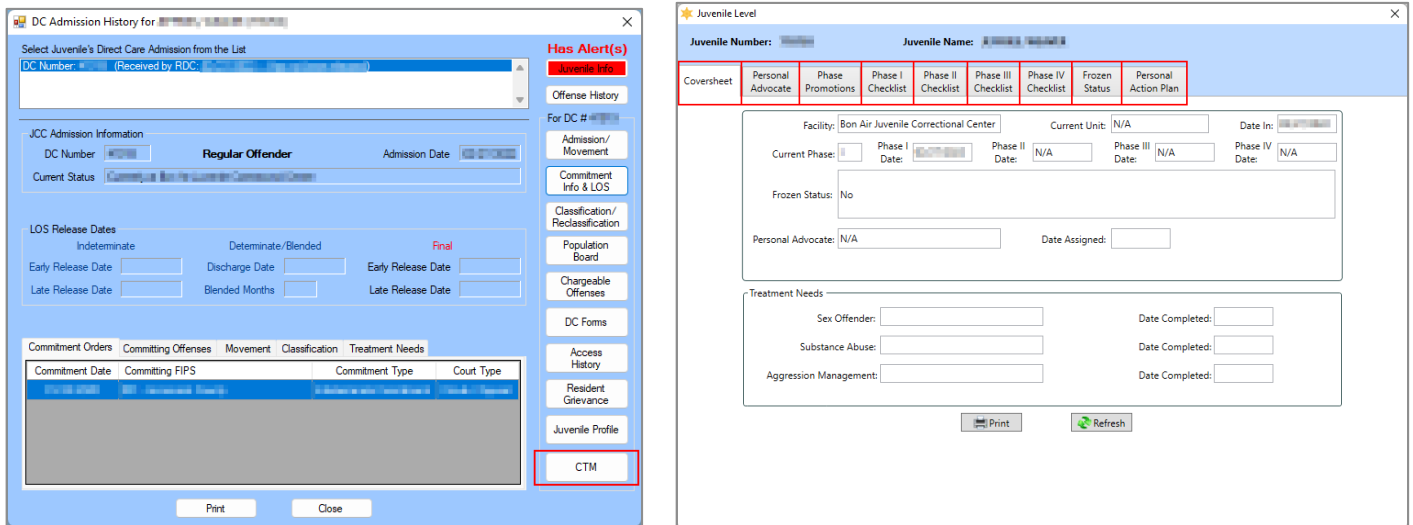
- a. Click the **Close** button and the user will be returned to the *Juvenile Profile* screen.





j. **CTM Button**

Click the **CTM** (Community Treatment Model) button and the Juvenile Level screen will appear. The Juvenile Level screen contains nine tabs: *Coversheet*, *Personal Advocate*, *Phase Promotions*, *Phase I Checklist*, *Phase II Checklist*, *Phase III Checklist*, *Phase IV Checklist*, *Frozen Status*, and *Personal Action Plan*.



Juvenile Level Screen Tabs	Description
<a href="#">Coversheet</a>	The <i>Coversheet</i> tab allows the user to view and print the juvenile's summary CTM (Community Treatment Model) information.
<a href="#">Personal Advocate</a>	The <i>Personal Advocate</i> tab displays the juvenile's personal advocate (PA) information in a table at the top of the tab and includes <u>Recorded By</u> , <u>PAs Last Name</u> , <u>PAs First Name</u> , <u>Position</u> , <u>Date Assigned</u> , and <u>Date Released</u> . The tab allows the user to view, add, edit, or delete the juvenile's PA information.
<a href="#">Phase Promotions</a>	The <i>Phase Promotions</i> tab displays the juvenile's phase promotion information in a table at the top of the tab and includes <u>Recorded By</u> , <u>Youth/PA Meeting Date</u> , <u>MHG Presentation Date</u> , <u>MHG Presentation Recommendation</u> , <u>Team Meeting Presentation Date</u> , <u>Team Meeting Decision</u> , <u>Next Team Meeting Review Date</u> , and <u>Phase</u> . The tab allows the user to view, add, edit, or delete the juvenile's phase promotions information.
<a href="#">Phase I Checklist</a>	The <i>Phase I Checklist</i> tab allows the user to document the juvenile's progress towards <b>Phase I – Look, Listen, and Learn</b> goals. The tab allows the user to view, add, edit, or print the juvenile's <b>Phase I – Look, Listen, and Learn</b> information.
<a href="#">Phase II Checklist</a>	The <i>Phase II Checklist</i> tab allows the user to document the juvenile's progress towards <b>Phase II – My Personal Discovery</b> goals. The tab allows the user to view, add, edit, or print the juvenile's <b>Phase II – My Personal Discovery</b> information.
<a href="#">Phase III Checklist</a>	The <i>Phase III Checklist</i> tab allows the user to document the juvenile's progress towards <b>Phase III – My Personal Journey</b> goals. The tab allows the user to view, add, edit, or print the juvenile's <b>Phase III – My Personal Journey</b> information.

Juvenile Level Screen Tabs	Description
<a href="#">Phase IV Checklist</a>	The <i>Phase IV Checklist</i> tab allows the user to document the juvenile’s progress towards <b>Phase IV – Countdown</b> goals. The tab allows the user to view, add, edit, or print the juvenile’s <b>Phase IV – Countdown</b> information.
<a href="#">Frozen Status</a>	The <i>Frozen Status</i> tab displays the juvenile’s frozen status information in a table at the top of the tab and includes <u>Recorded By</u> , <u>Phase</u> , <u>Start Date</u> , <u>End Date</u> , <u>Reason</u> , and <u>Comments</u> . The tab allows the user to view, add, edit, or delete the juvenile’s frozen status information.
<a href="#">Personal Action Plan</a>	The <i>Personal Action Plan</i> tab displays the juvenile’s action plan information in a table at the top of the tab and includes <u>Recorded By</u> , <u>Date Completed</u> , and <u>Next Treatment Team Review Date</u> . The tab allows the user to view, add, edit, delete, copy, or print the juvenile’s personal action plan information.

i. **Coversheet Tab**

The *Coversheet* tab allows the user to view and print the juvenile’s summary CTM (Community Treatment Model) information. The fields on the *Coversheet* tab auto-populate.

1. The section at the top of the screen displays the **Facility, Current Unit, Date In, Current Phase, Phase I Date, Phase II Date, Phase III Date, Phase IV Date, Frozen Status, Personal Advocate, and Date Assigned** fields.
2. **Treatment Needs Section**
  - a. This section displays the **Sex Offender, Substance Abuse, and Aggression Management** treatment fields and a corresponding **Date Completed** for each treatment field.
3. **Print Button**
  - a. Click the **Print** button and *CTM Juvenile Coversheet* report screen will display the **Community Treatment Model Coversheet** report for the juvenile. The report displays the information contained on the *Coversheet* tab.
4. **Refresh Button**
  - a. Click the **Refresh** button to ensure the most current information is being displayed.

- If a record is expunged, the *Coversheet* tab will be blank.
- If the youth is ever at the Bon Air JCC during the current direct care admission, the Phase I Date is equal to the date the youth first arrived at the Bon Air JCC. If a youth was never at the Bon Air JCC, the **Phase I Date** field will display **N/A**.

ii. **Personal Advocate Tab**

The *Personal Advocate* tab displays the juvenile’s personal advocate (PA) information in a table at the top of the tab and includes Recorded By, PAs Last Name, PAs First Name, Position, Date Assigned, and Date Released. The tab allows the user to view, add, edit, or delete the juvenile’s PA information.

The screenshot shows the 'Personal Advocate' tab selected. The 'Add' button is highlighted with a red box. Below the table, the form fields are visible: PAs Last Name, PAs First Name, Position (a dropdown menu), Date Assigned (calendar), Date Released (calendar), and Comments (text area). The 'Save' and 'Cancel' buttons are at the bottom.

## 1. Add Button

- (i) Click the **Add** button and the fields on the bottom of the *Personal Advocate* tab will become accessible. Enter the (ii) **PAs Last Name** and (iii) **PAs First Name** in the corresponding textboxes. (iv) Select the **Position** from the drop-down menu.
  - If "Other" is selected from the **Position** drop-down menu the **Other Position** textbox will appear. Enter appropriate text into the **Other Position** textbox.
- Select the (i) **Date Assigned** and (ii) **Date Released** from the corresponding calendar drop-down menus. Enter any necessary text into the (iii) **Comments** textbox.
- Click the **Save** button and the PA record will appear in the table at the top of the *Personal Advocate* tab. The **Recorded By** entry will auto-populate with the name of the logged in BADGE user making the entry.

The screenshot shows the 'Personal Advocate' tab selected. The 'Add' button is highlighted with a red box. Below the table, the form fields are visible: PAs Last Name, PAs First Name, Position (a dropdown menu set to 'Other'), Date Assigned (calendar), Date Released (calendar), and Comments (text area). The 'Other Position' field is highlighted with a red box. The 'Save' and 'Cancel' buttons are at the bottom.

## 2. Edit Button

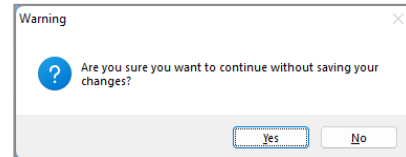
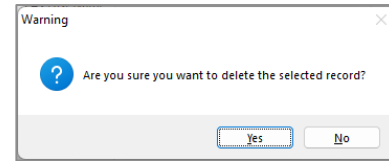
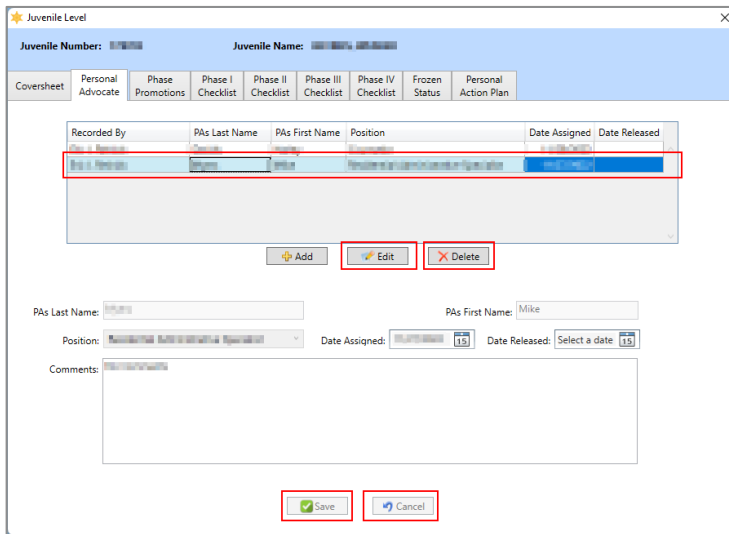
- (i) Select a record from the table at the top of the *Personal Advocate* tab and the record be highlighted in **blue**. (ii) Click the **Edit** button and edit the data fields as needed (see the fields described in the **Add Button** section immediately above).
- Click the **Save** button when the edits are completed.

## 3. Delete Button

- (i) Select a record from the table at the top of the *Personal Advocate* tab and the record will be highlighted in **blue**. (ii) Click the **Delete** button and a Warning screen will appear. (iii) Click the **Yes** button on the Warning screen to delete the record.

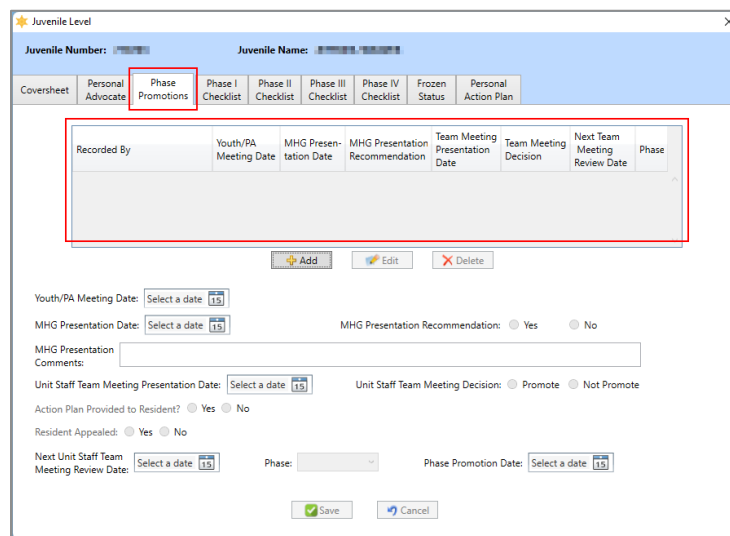
## 4. Cancel Button

- a. (i) Click the **Cancel** button when adding or editing a PA record and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to proceed without saving any changes.



iii. **Phase Promotions Tab**

The *Phase Promotions* tab displays the juvenile’s phase promotion information in a table at the top of the tab and includes Recorded By, Youth/PA Meeting Date, MHG Presentation Date, MHG Presentation Recommendation, Team Meeting Presentation Date, Team Meeting Decision, Next Team Meeting Review Date, and Phase. The tab allows the user to view, add, edit, or delete the juvenile’s phase promotions information.



1. **Add Button**

- a. (i) Click the **Add** button, and the fields on the bottom of the *Phase Promotions* tab will become accessible. Select the (ii) **Youth/PA Meeting Date** and the (iii) **MHG Presentation Date** from the corresponding calendar drop-down menus.
  - i. After selecting the **MHG Presentation Date**, (i) select the applicable radio button (**Yes/No**) for the **MHG Presentation Recommendation**. (ii) Enter any necessary text into the **MHG Presentation Comments** textbox.
- b. (i) Select the **Unit Staff Team Meeting Presentation Date** from the calendar drop-down menu. (ii) Select the applicable radio button (**Promote/Not Promote**) for **Unit Staff Team Meeting Decision**.

- i. If the **Not Promote** radio button is selected, select the applicable radio button (**Yes/No**) for the (i) **Action Plan Provided to Resident** and (ii) **Resident Appealed**.
  1. If the **Yes** radio button is selected for **Resident Appealed**, (i) select the **Appeal Review Date** from the calendar drop-down menu, (ii) select the applicable radio button (**Promote/Not Promote**) for **Appeal Review Decision**, and (iii) enter any necessary text into the **Appeal Comments** textbox.
- c. (i) Select the **Next Unit Staff Team Meeting Review Date** from the calendar drop-down menu, (ii) select the **Phase** from the drop-down menu, and (iii) select the **Phase Promotion Date** from the calendar drop-down menu.
- d. Click the **Save** button and the record will appear in the table at the top of the *Phase Promotions* tab. The **Recorded By** entry will auto-populate with the name of the logged in BADGE user making the entry.

## 2. Edit Button

- a. (i) Select a record from the table at the top of the *Phase Promotions* tab and the record will be highlighted in **blue**. (ii) Click the **Edit** button and edit the data fields as needed (see the fields described in the **Add Button** section immediately above).
- b. Click the **Save** button when the edits are completed.

## 3. Delete Button

- a. (i) Select a record from the table at the top of the *Phase Promotions* tab and the record will be highlighted in **blue**. (ii) Click the **Delete** button and a Warning screen will appear. (iii) Click the **Yes** button on the Warning screen to delete the record.

## 4. Cancel Button

- a. (i) Click the **Cancel** button when adding or editing a record and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to proceed without saving any changes.

- The **Next Unit Staff Team Meeting Review Date** is accessible after the user selects a **Unit Staff Team Meeting Presentation Date**.
- **MHG Presentation Date** is disabled until **Youth/PA Meeting Date** is entered.
- The **Unit Staff Team Meeting Presentation Date** is disabled until **MHG Presentation Date** is entered.
- If the **Unit Staff Team Meeting Decision** and **Appeal Review Decision** radio buttons are both Not Promote, then the **Phase** and **Phase Promotion Date** cannot be entered.

iv. **Phase I Checklist Tab**

The *Phase I Checklist* tab allows the user to document the juvenile’s progress towards **Phase I – Look, Listen, and Learn** goals. The tab allows the user to view, add, edit, or print the juvenile’s **Phase I – Look, Listen, and Learn** information.

1. **Phase I – Look, Listen, and Learn Section**

- a. The **Recorded By** entry will auto-populate with the name of the logged in BADGE user making the entry. Select the **Date Completed** from the calendar drop-down menu.

2. **Goals Section**

- a. For each goal (**Goal 1 to Goal 10**), (i) select the appropriate radio button, **Achieved**, **Progressing**, or **Needs Improvement** and (ii) enter **Comments** in the corresponding textbox to provide detail for each selection.

3. **Save Button**

- a. (i) Click the **Save** button and an information screen will state the “Phase I Checklist Saved.”
- (ii) Click the **OK** button to return to the *Phase I Checklist* tab.

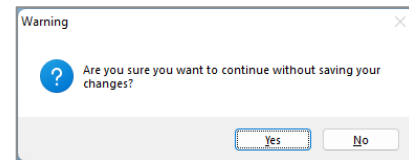
- ALL fields must be completed on the *Phase I Checklist* tab to save.

#### 4. Print Button

- Click the **Print** button and the *CTM Phase I Checklist* report screen will display the **Phase I Checklist– Look, Listen, and Learn** report for the juvenile. The report displays the information contained on the *Phase I Checklist* tab.

#### 5. Cancel Button

- (i) Click the **Cancel** button when adding or editing data on the *Phase I Checklist* tab and a **Warning** screen will appear. (ii) Click the **Yes** button on the **Warning** screen to proceed without saving any changes.



#### v. Phase II Checklist Tab

The *Phase II Checklist* tab allows the user to document the juvenile’s progress towards **Phase II – My Personal Discovery** goals. The tab allows the user to view, add, edit, or print the juvenile’s **Phase II – My Personal Discovery** information.

##### 1. Phase II – My Personal Discovery Section

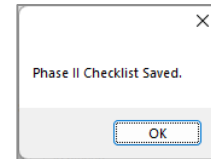
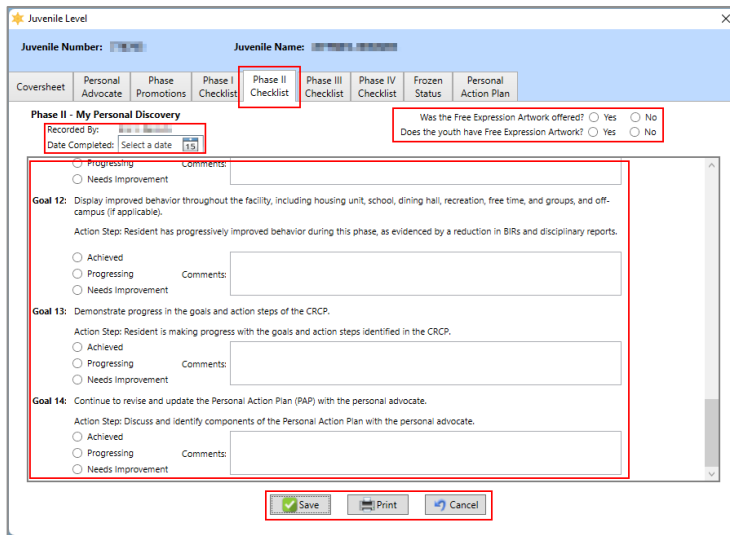
- The **Recorded By** entry will auto-populate with the name of the logged in BADGE user making the entry. Select the **Date Completed** from the calendar drop-down menu.
- Select the applicable radio button (**Yes/No**) for (i) **Was the Free Expression Artwork Offered?** and (ii) **Does the Youth have Free Expression Artwork?**

##### 2. Goals Section

- For each goal (**Goal 1 to Goal 14**), (i) select the appropriate radio button, **Achieved**, **Progressing**, or **Needs Improvement** and (ii) enter **Comments** in the corresponding textbox to provide detail for each selection.

##### 3. Save Button

- (i) Click the **Save** button and an information screen will state the “Phase II Checklist Saved.” (ii) Click the **OK** button to return to the *Phase II Checklist* tab.



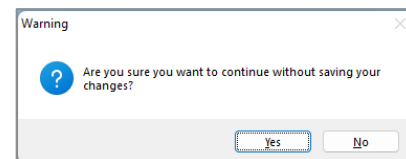
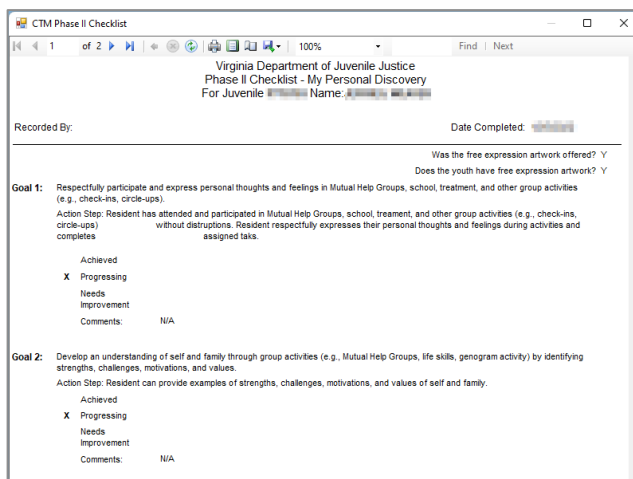
ALL fields must be completed on the *Phase II Checklist* tab to save.

4. **Print Button**

a. Click the **Print** button and the CTM Phase II Checklist report screen will display the **Phase II Checklist– My Personal Discovery** report for the juvenile. The report displays the information contained on the *Phase II Checklist* tab.

5. **Cancel Button**

a. (i) Click the **Cancel** button when adding or editing data on the *Phase II Checklist* tab and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to proceed without saving any changes.



vi. **Phase III Checklist Tab**

The *Phase III Checklist* tab allows the user to document the juvenile’s progress towards **Phase III – My Personal Journey** goals. The tab allows the user to view, add, edit, or print the juvenile’s **Phase III – My Personal Journey** information.

1. **Phase III – My Personal Journey**

a. The **Recorded By** entry will auto-populate with the name of the logged in BADGE user making the entry. Select the **Date Completed** from the calendar drop-down menu.  
 b. Select the applicable radio button (**Yes/No**) for (i) **Was the Free Expression Artwork Offered?** and (ii) **Does the Youth have Free Expression Artwork?**

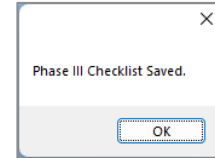
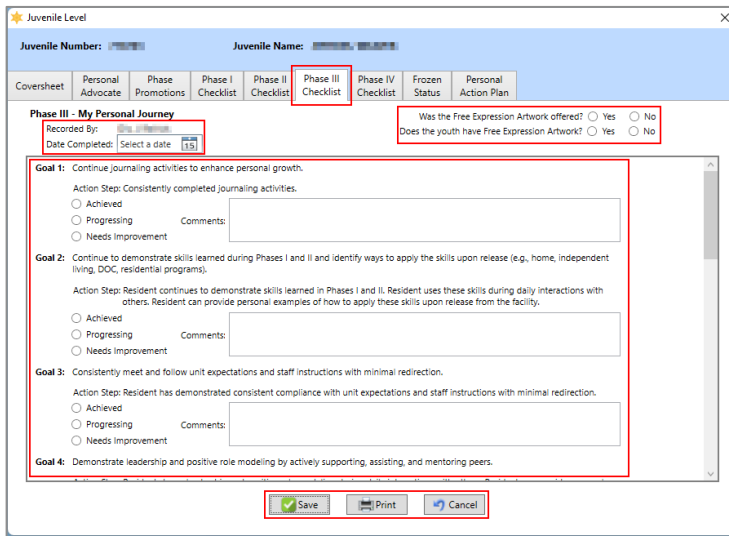
2. **Goals Section**

a. For each goal (**Goal 1 to Goal 10**), (i) select the appropriate radio button, **Achieved**, **Progressing**, or **Needs Improvement** and (ii) enter **Comments** in the corresponding textbox to provide detail for each selection.



3. **Save Button**

- a. (i) Click the **Save** button and an information screen will state the “Phase III Checklist Saved.”
- (ii) Click the **OK** button to return to the *Phase III Checklist* tab.



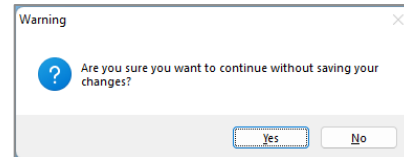
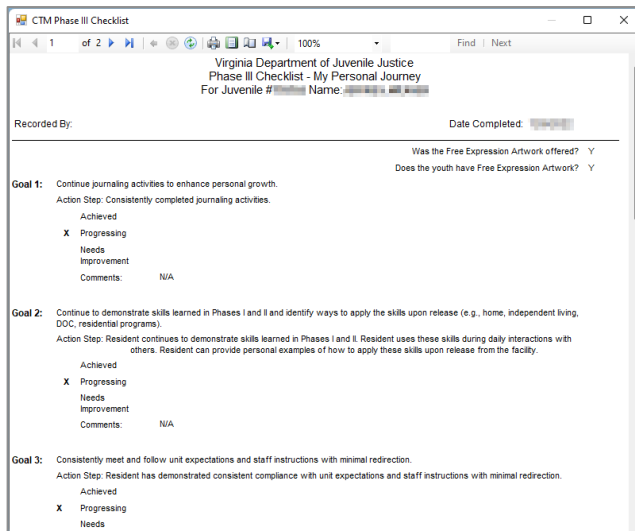
ALL fields must be completed on the *Phase III Checklist* tab to save.

4. **Print Button**

- a. Click the **Print** button and the *CTM Phase III Checklist* report screen will display the **Phase III – My Personal Journey** report for the juvenile. The report displays the information contained on the *Phase III Checklist* tab.

5. **Cancel Button**

- a. (i) Click the **Cancel** button when adding or editing data on the *Phase III Checklist* tab and a **Warning** screen will appear. (ii) Click the **Yes** button on the **Warning** screen to proceed without saving any changes.



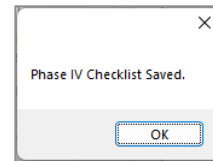
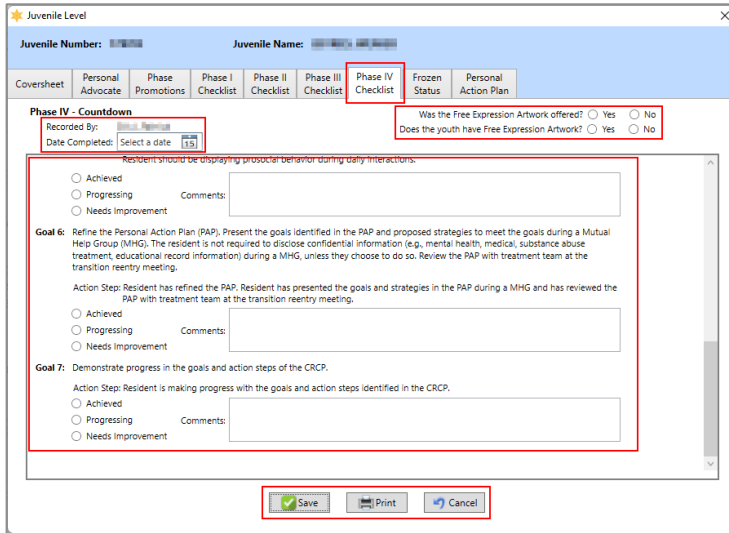
ii. **Phase IV Checklist Tab**

The *Phase IV Checklist* tab allows the user to document the juvenile’s progress towards **Phase IV – Countdown** goals. The tab allows the user to view, add, edit, or print the juvenile’s **Phase IV – Countdown** information.

1. **Phase IV – Countdown**

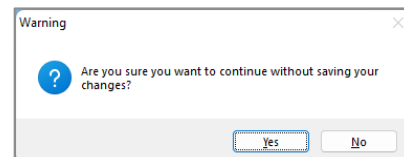
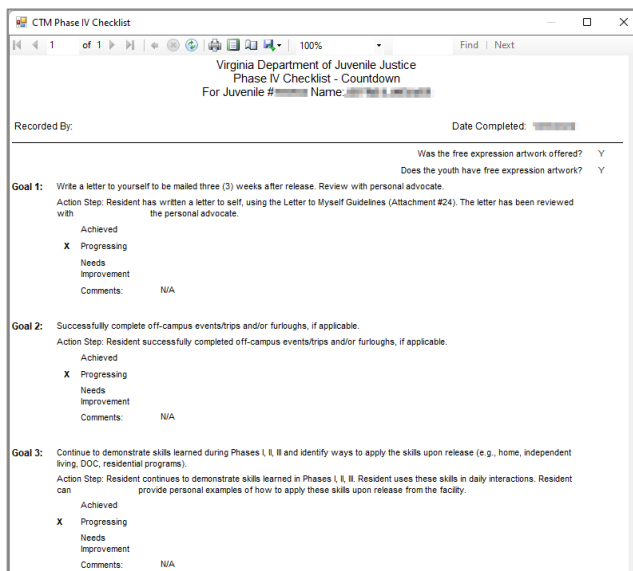
- a. The **Recorded By** entry will auto-populate with the name of the logged in BADGE user making the entry. Select the **Date Completed** from the calendar drop-down menu.

- b. Select the applicable radio button (**Yes/No**) for (i) **Was the Free Expression Artwork Offered?** and (ii) **Does the Youth have Free Expression Artwork?**
2. **Goals Section**
  - a. For each goal (**Goal 1 to Goal 7**), (i) select the appropriate radio button, **Achieved**, **Progressing**, or **Needs Improvement** and (ii) enter **Comments** in the corresponding textbox to provide detail for each selection.
3. **Save Button**
  - a. (i) Click the **Save** button and an information screen will state the “Phase IV Checklist Saved.” (ii) Click the **OK** button to return to the *Phase IV Checklist* tab.



ALL fields must be completed on the *Phase IV Checklist* tab to save.

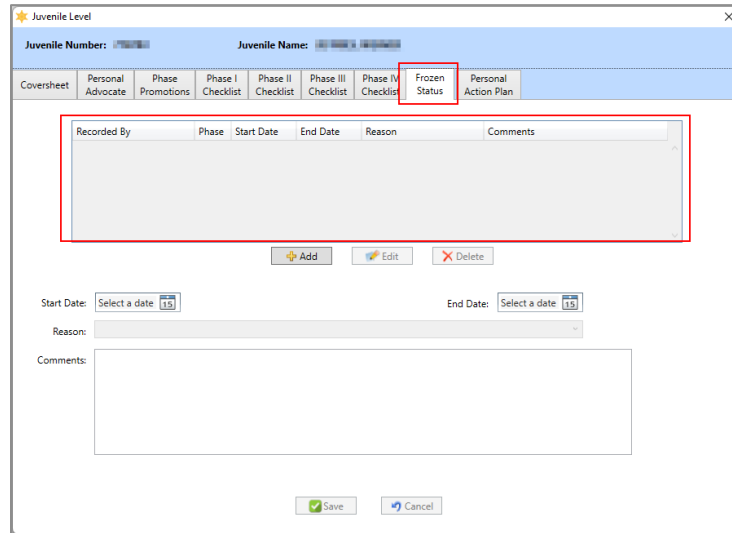
4. **Print Button**
  - a. Click the **Print** button and the CTM Phase IV Checklist report screen will display the **Phase IV – Countdown** report for the juvenile. The report displays the information contained on the *Phase IV Checklist* tab.
5. **Cancel Button**
  - a. (i) Click the **Cancel** button when adding or editing data on the *Phase IV Checklist* tab and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to proceed without saving any changes.



- The user can only enter one phase checklist per phase per admission.
- If the user attempts to print a Phase Checklist that does not have any data completed, a pop-up screen will appear to alert the user there is no data to print.

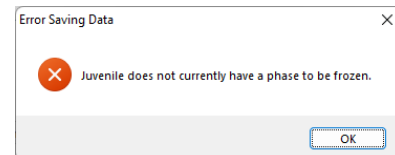
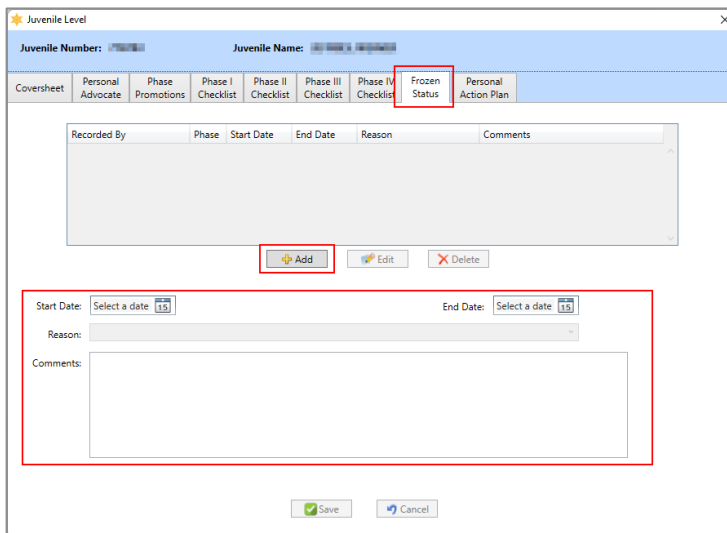
iii. **Frozen Status Tab**

The *Frozen Status* tab displays the juvenile’s frozen status information in a table at the top of the tab and includes Recorded By, Phase, Start Date, End Date, Reason, and Comments. The tab allows the user to view, add, edit, or delete the juvenile’s frozen status information.



1. **Add Button**

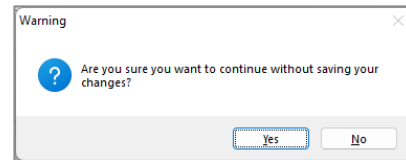
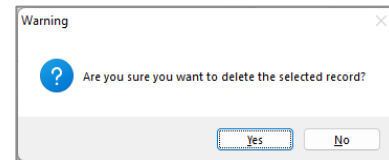
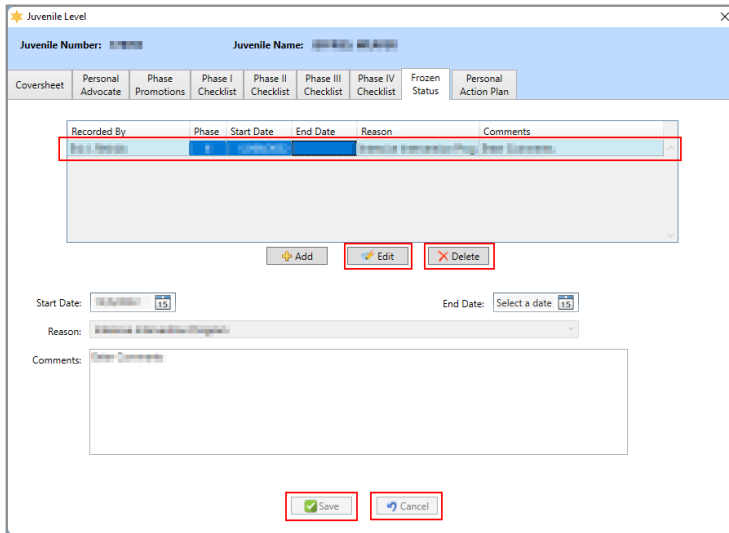
- a. (i) Click the **Add** button and the fields on the bottom of the *Frozen Status* tab will become accessible. Select the (ii) **Start Date** and (iii) **End Date** from the corresponding calendar drop-down menus. (iv) Select the **Reason** from the drop-down menu. Enter any necessary text into the (v) **Comments** textbox.
- b. Click the **Save** button and the frozen status record will appear in the table at the top of the *Frozen Status* tab. The **Recorded By** entry will auto-populate with the name of the logged in BADGE user making the entry.



- The *Error Saving Data* screen will appear if the user attempts to save a record on the *Frozen Status* tab and a record does not exist on the *Phase Promotions* tab that contains a **Phase** and a **Phase Promotion Date**.

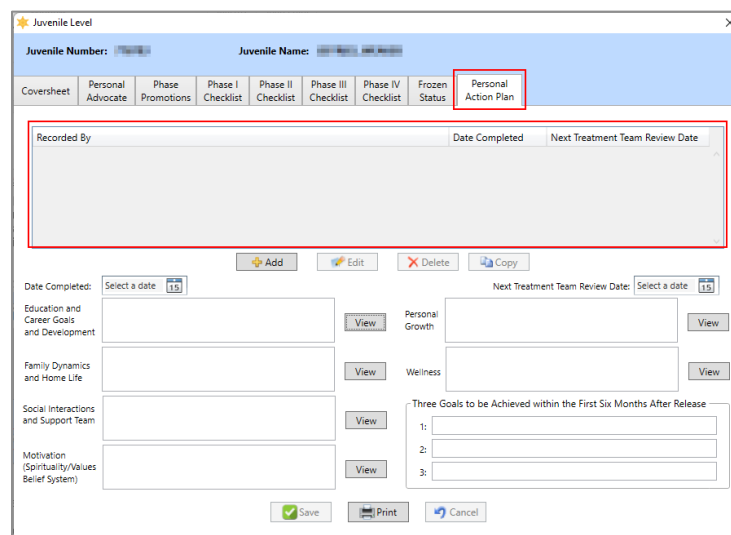
2. **Edit Button**

- a. (i) Select a record from the table at the top of the *Frozen Status* tab and the record be highlighted in **blue**. (ii) Click the **Edit** button and edit the data fields as needed (see the fields described in the **Add Button** section immediately above).
  - b. Click the **Save** button when the edits are completed.
3. **Delete Button**
- a. (i) Select a record from the table at the top of the *Frozen Status* tab and the record will be highlighted in **blue**. (ii) Click the **Delete** button and a Warning screen will appear. (iii) Click the **Yes** button on the Warning screen to delete the record.
4. **Cancel Button**
- a. (i) Click the **Cancel** button when adding or editing a frozen status record and a Warning screen will appear. (ii) Click the **Yes** button on the Warning screen to proceed without saving any changes.



iv. **Personal Action Plan Tab**

The *Personal Action Plan* tab displays the juvenile’s action plan information in a table at the top of the tab and includes Recorded By, Date Completed, and Next Treatment Team Review Date. The tab allows the user to view, add, edit, delete, copy, or print the juvenile’s personal action plan information.



1. **Add Button**

- a. (i) Click the **Add** button, and the fields on the *Personal Action Plan* tab will become accessible. Select the (ii) **Date Completed** and the (iii) **Next Treatment Team Review Date** from the corresponding calendar drop-down menus.
- b. Enter appropriate text into the corresponding textboxes for (i) **Education and Career Goals and Development**, (ii) **Family Dynamics and Home Life**, (iii) **Social Interactions and Support Team**, (iv) **Motivation (Spirituality/Values Belief System)**, (v) **Personal Growth**, and (vi) **Wellness**.
  - i. For any of the textboxes, (i) click the **View** button to temporarily expand the comment textbox into a larger *Personal Action Plan* textbox screen for the corresponding category. (ii) Click the **Update** button to save changes made on the expanded textbox screen. (iii) Click the **Cancel** button to exit the expanded textbox screen without saving any changes.
- c. In the **Three Goals to be Achieved within the First Six Months After Release** section, enter appropriate text into the corresponding textboxes for each goal for (i) **1**, (ii) **2**, and (iii) **3**.
- d. Click the **Save** button and the record will appear in the table at the top of the *Personal Action Plan* tab. The **Recorded By** entry will auto-populate with the name of the logged in BADGE user making the entry.

■ All textboxes must be completed on the *Personal Action Plan* tab to save the record.

## 2. Edit Button

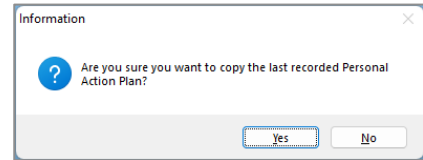
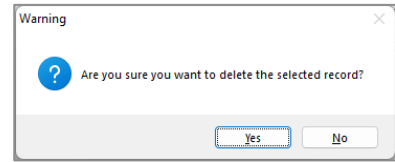
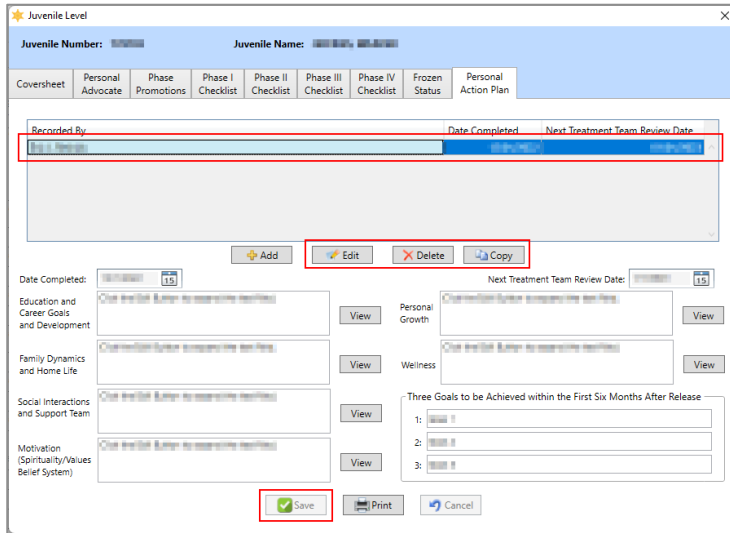
- a. (i) Select a record from the table at the top of the *Personal Action Plan* tab and the record will be highlighted in blue. (ii) Click the **Edit** button and edit the data fields as needed (see the fields described in the **Add Button** section immediately above).
- b. Click the **Save** button when the edits are completed.

## 3. Delete Button

- a. (i) Select a record from the table at the top of the *Personal Action Plan* tab and the record will be highlighted in blue. (ii) Click the **Delete** button and a Warning screen will appear. (iii) Click the **Yes** button on the Warning screen to delete the record.

## 4. Copy Button

- a. Use the **Copy** button to add a new personal action plan record that includes much of the same information as the last recorded personal action plan record. Rather than clicking the **Add** button, (i) click the **Copy** button and the *Information* screen will appear. (ii) Click the **Yes** button and a new personal action plan record will be created and populated with the data from the preceding record.
- b. Update the data fields as needed (see the fields described in the **Add Button** section immediately above).
- c. Click the **Save** button when the updates are completed.

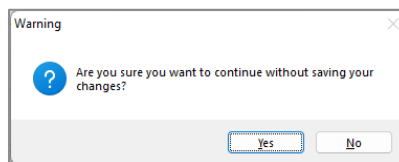
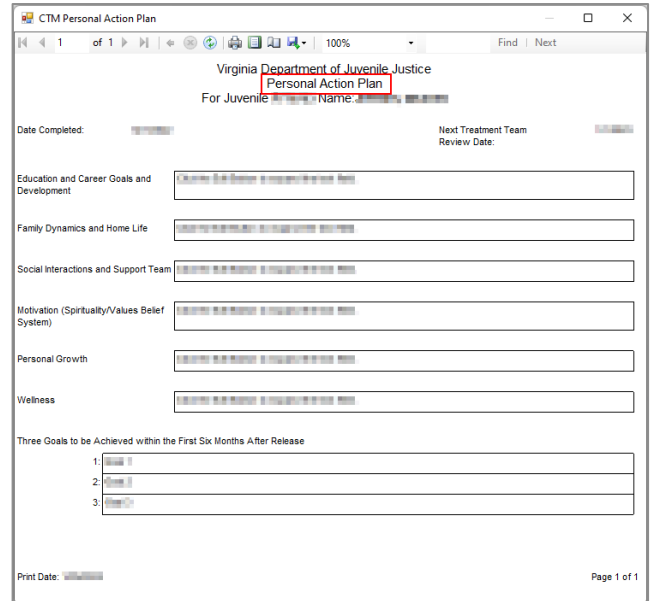
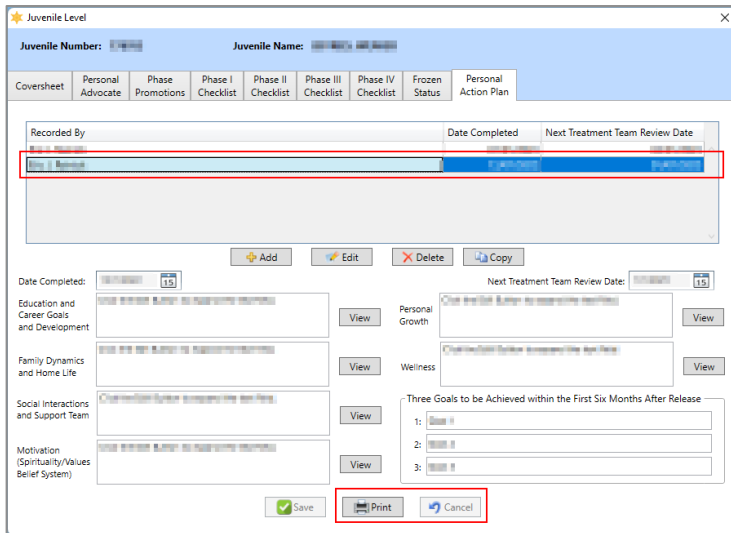


**5. Print Button**

- a. Click the **Print** button and the CTM Personal Action Plan report screen will display the **Personal Action Plan** report for the juvenile. The report displays the information contained on the *Personal Action Plan* tab.

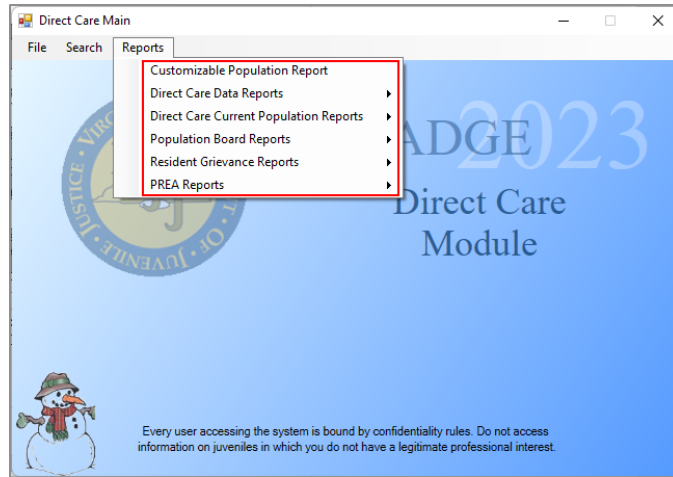
**6. Cancel Button**

- a. (i) Click the **Cancel** button when adding, editing, or copying a record to proceed without saving any changes. (ii) Click the **Yes** button on the Warning screen to proceed without saving any changes.



**Reports**

This menu provides users with various reports on different levels. From the Direct Care Main screen, click the **Reports** menu.



Report Type	Report Name	Report Summary
<a href="#">Customizable Population Report</a>	<a href="#">Customizable Population Report</a>	The <b>Customizable Population Report</b> lists allows a user to create a population report based on user selected search criteria and fields.
<a href="#">Direct Care Data Reports</a>	<a href="#">Commitments, Admissions and Releases by Fiscal Year</a>	The <b>Commitments to DJJ, Admissions to RDC, and Releases from JCC by Fiscal Year</b> report lists the number of <u>Commitments to DJJ</u> , <u>Admissions to RDC</u> , <u>Releases from JCC</u> , by <u>Fiscal Year</u> .
	<a href="#">Direct Care Facility Population Count</a>	The <b>Direct Care Facility Population Count</b> report lists the <u>FACILITY</u> and <u>Count</u> by genetic sex (female/male) for the specified date.
	<a href="#">Committed Population Count</a>	The <b>Committed Population Count</b> report lists the <u>COUNT</u> by <u>CATEGORY</u> (direct care and committed pre-admission to direct care) and <u>FACILITY</u> for the specified date.
	<a href="#">Facility Transfers</a>	The <b>Facility Transfers</b> report lists the <u>Juv #</u> , <u>Name</u> , <u>DOB</u> , <u>SSN</u> , <u>Date</u> , and <u>Transferred To</u> for the date range selected.
	<a href="#">Juveniles Released from Direct Care</a>	The <b>Juveniles Released from Direct Care</b> report lists the <u>Juv #</u> , <u>Name</u> , <u>DOB</u> , <u>SSN</u> , <u>Released</u> (date), and <u>Reason</u> for the facility and date range selected.
	<a href="#">Juveniles Who Need Updated Photos</a>	The <b>Committed Juveniles Who Need to Have Photographs Taken</b> report lists <u>Juvenile #</u> , <u>Name</u> , <u>Most Recent Photo</u> , by facility.
	<a href="#">Chargeable Offenses Count</a>	The <b>Chargeable Offenses Count</b> report lists the <u>Description</u> and <u>Total</u> for the facility and date range selected.
	<a href="#">Reclassification Override</a>	The <b>Reclassification Override</b> report lists <u>Override</u> (type) by count for <u>Level I</u> , <u>Level II</u> , <u>Level III</u> , <u>Level IV</u> , and <u>Total</u> .
<a href="#">MHSTP Pre-Release Report</a>	The <b>MHSTP Case Planning Pre-Release Meeting Report</b> lists the <u>Juvenile Number</u> , <u>Last Name</u> , <u>First Name</u> , <u>Alert</u> , <u>Early Release Date</u> , <u>JCC Release Date</u> , <u>MHSTP 90 Day Due Date / Review Status</u> , <u>Last Review</u> , and <u>Next Review Date</u> .	
<a href="#">Direct Care Current Population Reports</a>	<a href="#">Age and Gender Distribution</a>	The <b>Age and Gender Distribution by Juvenile Correctional Facilities</b> report lists the count (by age, <u>Total</u> , and <u>%</u> ) for <u>Facility</u> and <u>Sex</u> (genetic sex).
	<a href="#">Committed Juveniles List</a>	The <b>Current Population</b> report lists the Juvenile Number, Juvenile <u>Name</u> , <u>Race</u> , <u>Sex</u> , <u>DOB</u> , <u>Age</u> , <u>Received by RDC</u> (date) and <u>Arrived at JCC</u> (date), <u>Months at JCC</u> , and <u>Housing Unit</u> .
	<a href="#">Juveniles in JCCs Age 20+</a>	The <b>Juveniles in JCC Age 20+</b> report lists the Juvenile Number, <u>DC Number</u> , <u>Name</u> , <u>Date of Birth</u> , <u>Age</u> , <u>Genetic Sex</u> , <u>FIPS</u> , <u>Commitment Date</u> , <u>Early Release</u> (date), <u>Late Release</u> (date), <u>Offender Type</u> , and (treatment needs information) <u>SO</u> , <u>SA</u> , and <u>AM</u> by facility.

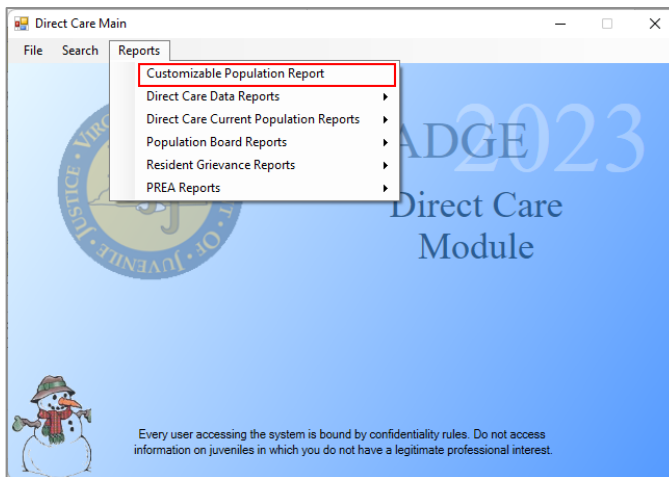
Report Type	Report Name	Report Summary
	<a href="#">Juveniles with Sex Offender Treatment Needs</a>	The <b>Juveniles with Sex Offender Treatment Needs</b> report lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Name</u> , <u>Age</u> (in years and months), <u>Sex</u> , <u>FIPS</u> , <u>Commitment Date</u> , <u>Early Release</u> (date), <u>Late Release</u> (date), <u>Class Level</u> , <u>Offender Type</u> , (treatment needs information) <u>SO</u> , <u>SA</u> , and <u>AM</u> , and <u>Months Served</u> by facility.
	<a href="#">Juveniles within 90 Days of Early Release Date</a>	The <b>Juveniles within 90 Days of Early Release Date</b> report lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Name</u> , <u>Age</u> (in years and months), <u>FIPS</u> , <u>Commitment Date</u> , <u>Early Release</u> (date), <u>Late Release</u> (date), <u>Offender Type</u> , <u>Class Level</u> , (treatment needs information) <u>SO</u> , <u>SA</u> , and <u>AM</u> , and <u>Months Served</u> by facility.
	<a href="#">Juveniles without a Reclassification within the last 6 Months (list)</a>	The <b>Juveniles without a Reclassification within the last 6 Months</b> report lists the <u>Juvenile Number</u> , <u>Name</u> , <u>Date of Birth</u> , <u>Sex</u> , <u>Commitment Date</u> , <u>Assessment Date</u> , and <u>Days</u> by facility.
	<a href="#">Indeterminate Commitments Who Have Served 15 Months or More</a>	The <b>Indeterminate Commitments Who Have Served 15 Months or More</b> report lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Name</u> , <u>Age</u> (in years and months), <u>Sex</u> , <u>FIPS</u> , <u>Commitment Date</u> , <u>Early Release</u> (date), <u>Late Release</u> (date), <u>Offender Type</u> , <u>Class Level</u> , (treatment needs information) <u>SO</u> , <u>SA</u> , and <u>AM</u> , and <u>Months Served</u> by facility.
	<a href="#">Misdemeanants Committed to DJJ</a>	The <b>Misdemeanants Committed to DJJ</b> report lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Name</u> , <u>Date of Birth</u> , <u>Sex</u> , <u>Age</u> (in years and months), <u>FIPS</u> , <u>Commitment Date</u> , <u>Early Release</u> (date), <u>Late Release</u> (date), <u>Offender Type</u> , <u>Class Level</u> , and (treatment needs information) <u>SO</u> , <u>SA</u> , and <u>AM</u> , by facility.
<a href="#">Population Board Reports</a>	<a href="#">Reclassification</a>	The <b>Reclassifications Due within Next 30 Days or Reclassifications Due over 90 Days</b> reports list the <u>Juvenile Number</u> , <u>Juvenile Name</u> , <u>Commitment Status</u> , <u>Early Release Date</u> , <u>Custody Level</u> and <u>Assessment Date</u> for the facility and reclassification selected.
	<a href="#">Early Release Due</a>	The <b>Early Release Due within Next 30 Days, Early Release Due within Next 60 Days, or Early Release Due within Next 90 Days</b> reports list the <u>Juvenile Number</u> , <u>Juvenile Name</u> , <u>Minimum Months</u> , <u>Maximum Months</u> , <u>Early Release Date</u> , and <u>Commitment Date</u> for the facility and early release period selected.
	<a href="#">Classification Levels</a>	The <b>Juveniles with Custody Level 0, 1, 2, 3, or 4</b> or reports list the <u>Juvenile Number</u> , <u>Juvenile Name</u> , and <u>Commitment Status</u> for the facility and custody level selected.
<a href="#">Resident Grievance Reports</a>	<a href="#">Incidents and Dispositions</a>	The <b>Resident Grievance Dispositions</b> report lists counts and facility totals of <u>Incident Class</u> ( <u>Complaint</u> , <u>Emergency Grievance</u> , <u>Grievance</u> , and <u>Request</u> ) by disposition ( <u>Substantiated</u> , <u>Unsubstantiated</u> , <u>Referred</u> , <u>Unfounded</u> , <u>Withdrawn</u> , and <u>Pending</u> ) for the date range selected.
	<a href="#">Incident Types</a>	The <b>Resident Grievance Incidents</b> report lists counts by month and facility by <u>Grievance Area</u> ( <u>Complaint</u> , <u>Emergency Grievance</u> , <u>Grievance</u> , and <u>Request</u> ) for the preceding 13 months.
	<a href="#">Staff Involved</a>	The <b>Staff Involved in Resident Grievance Process</b> report lists the <u>Housing Unit</u> , <u>Staff</u> , <u>Tracking #</u> , <u>Incident Date</u> , <u>Incident Class</u> , <u>Incident Area</u> , <u>Disposition</u> , <u>Resident Response</u> , and if <u>Appealed</u> by facility and for the date range selected.
	<a href="#">Residents Involved</a>	The <b>Residents Involved in Grievance Process</b> report lists the <u>Resident</u> , <u>Tracking #</u> , <u>Incident Date</u> , <u>Housing Unit</u> , <u>Incident Class</u> , <u>Incident Area</u> , <u>Incident Disposition</u> , <u>Resident Response</u> , and if <u>Appealed</u> by facility and for the date range selected.
	<a href="#">Resident Grievance Log</a>	The <b>Resident Grievance Log</b> report lists by facility the <u>Housing Unit</u> , <u>Tracking #</u> , <u>Coord Class</u> , <u>Resident</u> , <u>Juvenile Number</u> , <u>Grieve Area</u> , <u>Incident Date Time</u> , <u>Report Date</u> , <u>Received Date Time</u> , <u>Disposition</u> , <u>Last Level</u> , <u>Date Responded</u> , <u>Res. Resp.</u> , and if <u>Appealed</u> for the date range selected.
	<a href="#">Incident Areas</a>	The <b>Incident Area Report</b> lists the <u>Tracking Number</u> , <u>Resident</u> , <u>Juvenile Number</u> , <u>Incident Class</u> , and <u>Incident Disposition</u> by facility and incident area for the date range selected.
<a href="#">PREA Reports</a>	<a href="#">72-Hours Non-Compliance</a>	The <b>Vulnerability Assessment 72-Hours Non-Compliance Report</b> lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Initial Unit @ Bon Air</u> , <u>Current Unit</u> , <u>Date Arrived</u> , and <u>Initial Assessment</u> as of the report generation date.



Report Type	Report Name	Report Summary
	<a href="#">Reassessment Due Date</a>	The <b>Vulnerability Reassessment Due Date</b> report lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Initial Unit @ Bon Air</u> , <u>Current Unit</u> , <u>Most Recent Assessment</u> , and <u>Next Assessment Due Date</u> as of the report generation date.
	<a href="#">Completed Initials and Reassessments</a>	The <b>Vulnerability Completed Initials and Reassessments Report</b> lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Initial Unit @ Bon Air</u> , <u>Current Unit</u> , <u>Initial Assessment</u> , and <u>Reassessment Date(s)</u> for the date range selected.
	<a href="#">Translation Assistance</a>	The <b>Vulnerability Assessment Translation Assistance Report</b> lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Initial Unit @ Bon Air</u> , <u>Current Unit</u> , and <u>Comment</u> for the date range selected.
	<a href="#">Risk of Victimization</a>	The <b>Vulnerability Assessment Risk of Victimization Report</b> lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Sex</u> , <u>Initial Unit @ Bon Air</u> , <u>Current Unit</u> , <u>Date Arrived</u> , <u>Score</u> , and <u>Risk</u> for the date range selected.
	<a href="#">Risk of Perpetration</a>	The <b>Vulnerability Assessment Risk of Perpetration Report</b> lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Sex</u> , <u>Initial Unit @ Bon Air</u> , <u>Current Unit</u> , <u>Date Arrived</u> , <u>Score</u> , and <u>Risk</u> for the date range selected.
	PREA Audit Reports: <a href="#">PREA Initial Assessment Completed</a>	The <b>PREA Vulnerability Initial Assessment Completed Report</b> lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Initial Unit @ Bon Air</u> , and <u>Current Unit</u> for the date range selected.
	PREA Audit Reports: <a href="#">LGBTIQ Report</a>	The <b>Vulnerability Assessment LGBTIQ Report</b> lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Initial Unit @ Bon Air</u> , <u>Current Unit</u> , and <u>Identifies As</u> for the date range selected.
	PREA Audit Reports: <a href="#">Prior Victimization Offered Services</a>	The <b>Vulnerability Assessment Prior Victimization &amp; Offered Services Report</b> lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Initial Unit @ Bon Air</u> , <u>Current Unit</u> , and <u>Want Services (Y/N)</u> for the date range selected.
	PREA Audit Reports: <a href="#">Prior Perpetration Offered Services</a>	The <b>Vulnerability Assessment Prior Perpetration &amp; Offered Services Report</b> lists the <u>Juvenile Number</u> , <u>DC Number</u> , <u>Resident Name</u> , <u>Initial Unit @ Bon Air</u> , <u>Current Unit</u> , and <u>Want Services (Y/N)</u> for the date range selected.

## Customizable Population Report

- a. The Customizable Current Direct Care Population Report screen allows the user to create a population report based on user selected search criteria.
  - i. From the Direct Care Main screen, (i) click the **Reports** menu, (ii) select the **Customizable Population Report** option from the drop-down menu and the Customizable Current Direct Care Population Report screen will appear and display the **Please Select Your Searching Criteria** items.
    1. By default, where available, the **All** checkbox will be selected for all search criteria. **Deselect** the **All** checkbox to enable the selection of more detailed search criteria.



## ii. Select Searching Criteria

### 1. Correctional Facility

- a. Select **All** or the desired **Correctional Facility** radio button for **JCCs**, **Private Providers**, or **Customize**.
  - i. If the **JCCs** radio button is selected all **Correction Facility** checkbox options will be selected automatically.
  - ii. If the **Private Providers** radio button is selected no **Correctional Facility** checkbox options will be available.
  - iii. If the **Customize** radio button is selected, select one or more **Correctional Facility** checkbox options.

### 2. Housing Unit

- a. Select **All** or, if available, one or more desired **Housing Unit** checkboxes.

### 3. Custody Classification

- a. Select **All** or, if available, one or more desired **Custody Classification** checkboxes.

### 4. Offender Type

- a. Select **All** or the desired **Offender Type** radio button for **Serious Offender**, **Special Decision Case**, or **Regular Offender**.

### 5. Supervising CSU/FIPS

- a. (i) Select **All** or the desired **Supervising CSU/FIPS** radio button for **CSU** or **FIPS**. If applicable, (ii) select the supervising **CSU** or **FIPS** from the drop-down menu.

### 6. Genetic Sex

- a. Select **All** or the desired **Genetic Sex** radio button for **Male** or **Female**.

### 7. Committed by CSU/FIPS

- a. (i) Select **All** or the desired **Committed by CSU/FIPS** radio button for **CSU** or **FIPS**. If applicable, (ii) select the committing **CSU** or **FIPS** from the drop-down menu.

### 8. Age

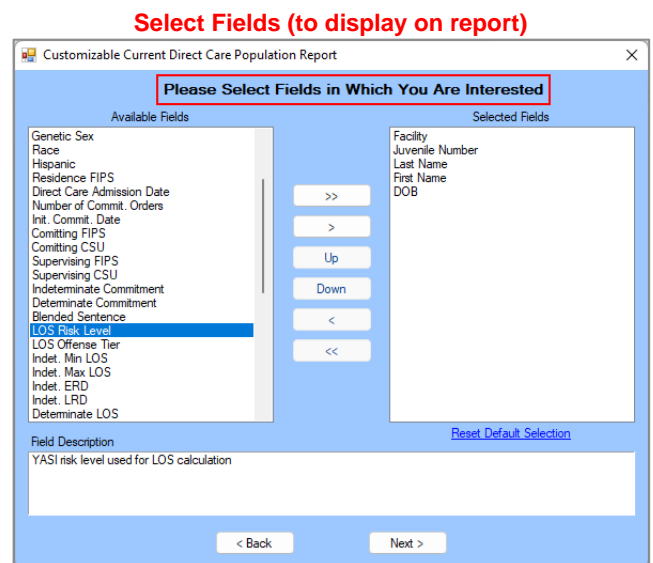
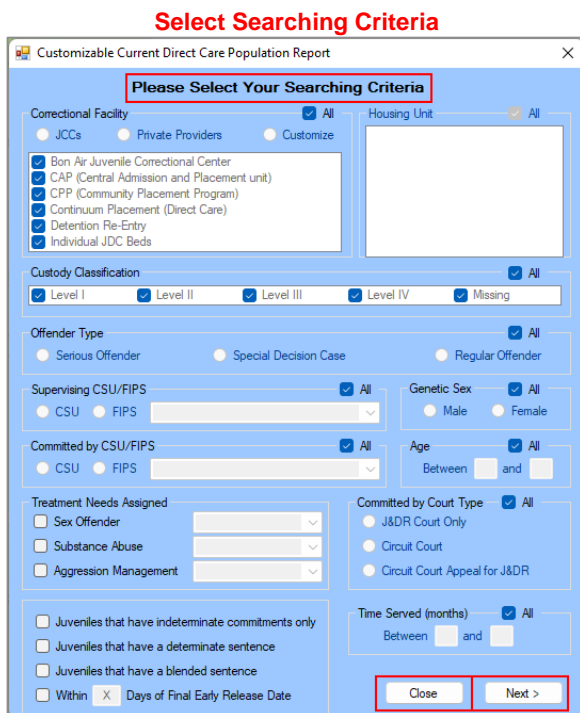
- a. Select **All** or type the age range into the two textboxes in years.

### 9. Treatment Needs Assigned

- a. (i) Select the **Sex Offender**, **Substance Abuse**, and/or **Aggression Management** checkbox(es) and then (ii) select the appropriate option(s) from the corresponding drop-down menu(s).

### 10. Committed by Court Type

- a. Select **All** or the desired **Committed by Court Type** radio button for **J&DR Court Only**, **Circuit Court**, or **Circuit Court Appeal for J&DR**.
- 11. **Sentence Type or Days to Final ERD**
  - a. To search for indeterminate commitments, select the **Juveniles that have indeterminate commitments only** checkbox.
  - b. To search for determinate commitments, select the **Juveniles that have a determinate sentence** checkbox.
  - c. To search for blended sentences, select the **Juveniles that have a blended sentence** checkbox.
  - d. To search for juveniles that are within a given number of days of their final ERD, (i) select the **Within X Days of Final Early Release Date** checkbox. **90** will appear in the number of days textbox by default. If searching for other than 90 days, (ii) enter the desired number of days search criteria into the textbox.
- 12. **Time Served (months)**
  - a. Select **All** or type the time served range into the two textboxes in months.
- 13. **Close Button**
  - a. Click the **Close** button and the user will be returned to the *Direct Care Main* screen.
- 14. **Next Button**
  - a. After selecting the desired search criteria, click the **Next** button and the *Customizable Current Direct Care Population Report* screen will display the **Please Select Fields in Which You Are Interested** items.



When selecting **Searching Criteria**, if the **All** radio button or more than one **Correctional Facility** checkbox is selected, additional **Housing Unit** search options will be unavailable.

iii. **Select Fields**

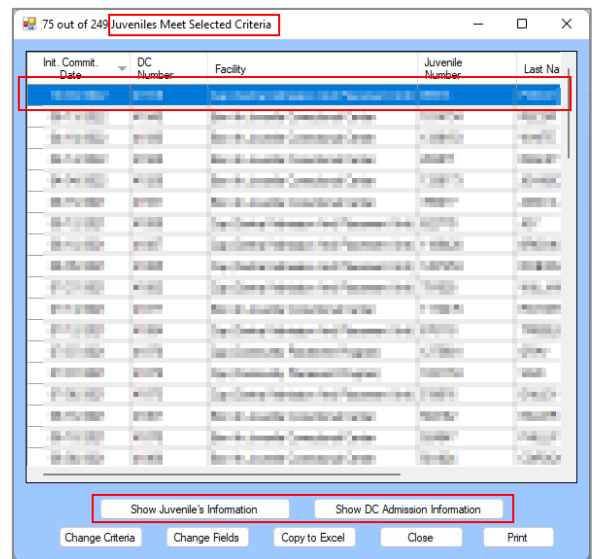
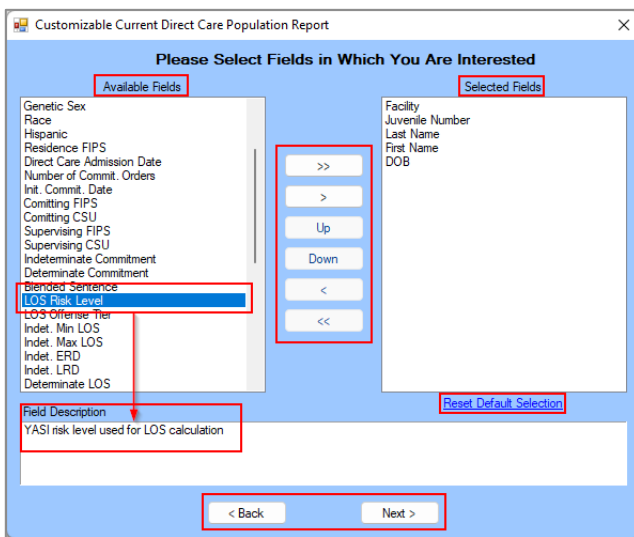
1. **Available Fields**

a. **( > ) Move One Available Field Right Arrow Button**

- i. (i) Select a field in the **Available Fields** section, and the row be highlighted in blue. (ii) Click the move one field right arrow ( > ) button and the selected field will move to the **Selected Fields** section. Repeat as many times as necessary until all required fields are moved to the **Selected Fields** section.

b. **( >> ) Move All Available Fields Right Arrow Button**

- i. (i) Select any field in the **Available Fields** section, and the row be highlighted in blue. (ii) Click the move all fields right arrow ( >> ) button and all fields will move to the **Selected Fields** section.
- 2. **Selected Fields**
  - a. By default, the **Selected Fields** section will contain **Facility, Juvenile Number, Last Name, First Name, and DOB.**
  - b. **( < ) Remove One Selected Field Left Arrow Button**
    - i. (i) Select a field in the **Selected Fields** section, and the row be highlighted in blue. (ii) Click the remove one field left arrow ( < ) button and the selected field will be removed to the **Available Fields** section. Repeat as many times as necessary until all unnecessary fields are removed from the **Selected Fields** section.
  - c. **( << ) Remove All Selected Fields Left Arrow Button**
    - i. (i) Select any field in the **Selected Fields** section, and the row be highlighted in blue. (ii) Click the remove all fields left arrow ( << ) button and all fields will be removed to the **Available Fields** section.
  - d. **Up Button**
    - i. (i) Select a field in the **Selected Fields** section, and the row will be highlighted in blue. (ii) Click the **Up** button to advance the field up the list one field at a time.
  - e. **Down Button**
    - i. (i) Select a field in the **Selected Fields** section, and the row will be highlighted in blue. (ii) Click the **Down** button to move the field down the list one field at a time.
  - f. **Reset Default Selection Hyperlink**
    - i. Click the **Reset Default Selection** hyperlink and the **Available Fields** and **Selected Fields** sections will reset to the initial default state noted above.
- 3. **Field Description**
  - a. Select a field in the **Available Fields** or **Selected Fields** section and the row will be highlighted in blue. A field definition will appear in the **Field Description** textbox.
- 4. **Back Button**
  - a. Click the **Back** button and the user will be returned to the to the **Select Searching Criteria** section of the Customizable Current Direct Care Population Report screen.
- 5. **Next Button**
  - a. After selecting the search criteria and the report fields click the **Next** button and the Juveniles Meet Selected Criteria report screen will appear.




- The field order in the **Selected Fields** section will be the column header order when the report is generated.
- If the search criteria do not return any results, the screen will be titled No Juveniles Meet Selected Criteria. Click the **Change Criteria** button to return to the **Select Searching Criteria** section on the Customizable Current Direct Care Population Report Screen.

iv. **Juveniles Meet Selected Criteria Report Screen**1. **Show Juvenile's Information Button**

- a. (i) Select the desired juvenile record on the Juveniles Meet Selected Criteria screen and the row will be highlighted in blue. (ii) Click the **Show Juvenile's Information** button and the Juvenile Information screen will appear and display additional information for the juvenile. (iii) Click the **Close** button to exit the Juvenile Information screen and return to the Juveniles Meet Selected Criteria screen.

2. **Show DC Admission Information Button**

- a. (i) Select the desired juvenile record on the Juveniles Meet Selected Criteria screen and the row will be highlighted in blue. (ii) Click the **Show DC Admission Information** button and the DC Admission History screen will appear and display additional information for the juvenile. (iii) Click the **Close** button to exit the DC Admission History screen and return to the Juveniles Meet Selected Criteria screen.

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

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

3. **Change Criteria Button**

- a. If the search criteria need to be modified for a different report OR the initial search criteria do not return any results (i) click the **Change Criteria** button to return to the **Select Searching Criteria** section on the Customizable Current Direct Care Population Report Screen. (ii) Edit the search criteria as necessary and run the search again. See the instructions in the [Select Searching Criteria](#) section above.

4. **Change Fields Button**

- a. If the fields in a report need to be modified (i) click the **Change Fields** button to return to the **Select Fields** section on the Customizable Current Direct Care Population Report Screen. (ii) Add or remove report fields as necessary and run the search again. See the instructions in the [Select Fields](#) section above.

5. **Copy to Excel Button**

- a. To migrate the entire report output on the Juveniles Meet Selected Criteria report screen to an MS Excel workbook (i) click the **Copy to Excel** button, (ii) open a MS Excel sheet, (iii) select the desired cell in Excel (typically A1) and right click on the spreadsheet screen, (iv) click the **Paste** button OR press **CTRL + V**, and the report output from the Juveniles Meet Selected Criteria screen will copy onto the MS Excel sheet.

6. **Close button**

- a. Click the **Close** button and to return to the Direct Care Main screen.

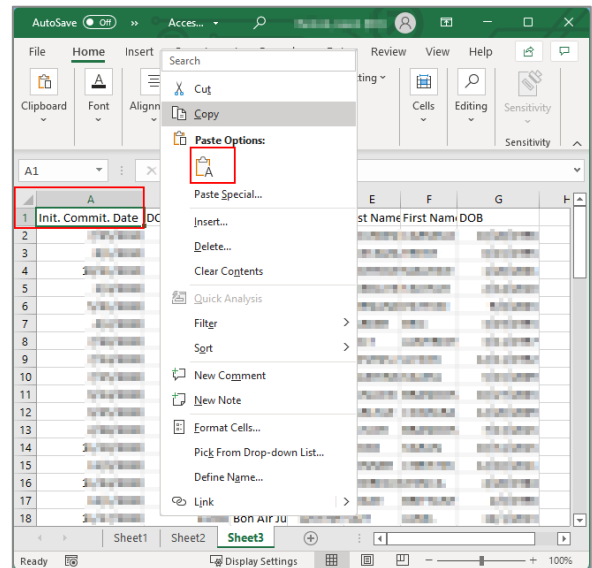
7. **Print button**

- a. Click the **Print** button and the Report Viewer screen will appear and display the output as the Customizable Population Report Data report. If the user has selected more than 9 fields, an information screen will appear and inform the user the report cannot be printed.

75 out of 249 Juveniles Meet Selected Criteria

Init. Commit. Date	DC Number	Facility	Juvenile Number	Last Na
10/14/2017	21792	San Joaquin Correctional Center	1000001	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000002	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000003	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000004	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000005	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000006	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000007	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000008	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000009	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000010	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000011	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000012	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000013	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000014	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000015	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000016	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000017	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000018	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000019	SMITH
10/14/2017	21792	San Joaquin Correctional Center	1000020	SMITH

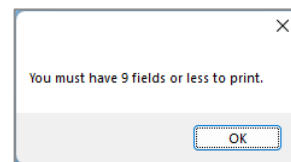
Buttons: Show Juvenile's Information, Show DC Admission Information, Change Criteria, Change Fields, Copy to Excel, Close, Print



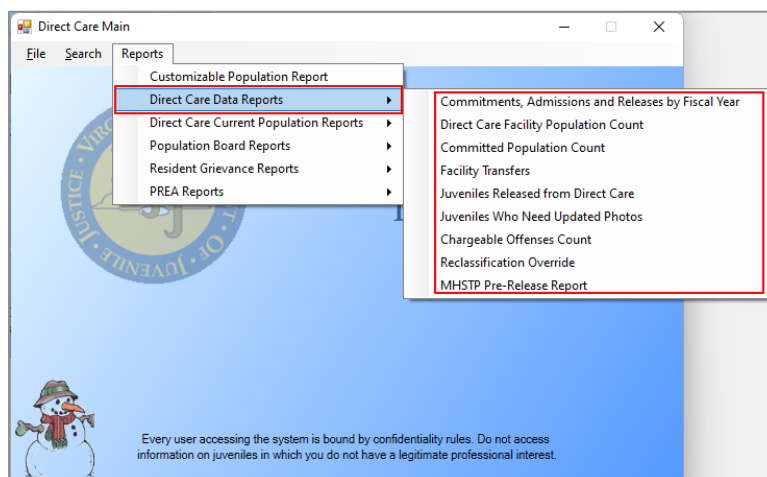
Report Viewer

Customizable Population Report Data  
Based on Report Selections

INITIAL_COM	DC_NUMBER	FACILITY	JUVENILE_NU	LNAME	FNAME	DOB
10/14/2017	21792	San Joaquin Correctional Center	1000001	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000002	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000003	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000004	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000005	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000006	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000007	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000008	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000009	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000010	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000011	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000012	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000013	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000014	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000015	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000016	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000017	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000018	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000019	SMITH	SMITH	10/14/2017
10/14/2017	21792	San Joaquin Correctional Center	1000020	SMITH	SMITH	10/14/2017



### Direct Care Data Reports



1. **Commitments, Admissions and Releases by Fiscal Year**
  - a. The **Commitments to DJJ, Admissions to RDC, and Releases from JCC by Fiscal Year** report lists the number of Commitments to DJJ, Admissions to RDC, Releases from JCC, by Fiscal Year. (i) Click the **Reports** menu, (ii) click the **Direct Care Data Reports** menu, (iii) select the **Commitments**,

**Admissions and Releases by Fiscal Year** option from the drop-down menu, and the Report Viewer screen will appear and display the report.

## 2. Direct Care Facility Population Count

- a. The **Direct Care Facility Population Count** report lists the FACILITY and Count by genetic sex (female/male) for the specified date. (i) Click the **Reports** menu, (ii) click the **Direct Care Data Reports** menu, (iii) click the **Direct Care Facility Population Count** option from the drop-down menu, and the Direct Care Facility Population Count screen will appear. (iv) Select the **Report Date** from the calendar screen drop-down menu, (v) click the **Generate** button, and the report will appear in the Direct Care Facility Population Count screen.

## 3. Committed Population Count

- a. The **Committed Population Count** report lists the COUNT by CATEGORY (direct care and committed pre-admission to direct care) and FACILITY for the specified date. (i) Click the **Reports** menu, (ii) click the **Direct Care Data Reports** menu, (iii) click the **Committed Population Count** option from the drop-down menu, and the Committed Population Count screen will appear. (iv) Select the **Report Date** from the calendar screen drop-down menu, (v) click the **Generate** button, and the report will appear in the Committed Population Count screen.

## 4. Facility Transfers

- a. The **Facility Transfers** report lists the Juv #, Name, DOB, SSN, Date, and Transferred To for the date range selected. (i) Click the **Reports** menu, (ii) click the **Direct Care Data Reports** menu, (iii) click the **Facility Transfers** option from the drop-down menu, and the Facility Transfer Report screen will appear. (iv) Select the facility from the **For** drop-down menu. Select the (v) **From** and (vi) **To** dates from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Facility Transfers** report will appear in the Facility Transfer Report screen.

## 5. Juveniles Released from Direct Care

- a. The **Juveniles Released from Direct Care** report lists the Juv #, Name, DOB, SSN, Released (date), and Reason for the facility and date range selected. (i) Click the **Reports** menu, (ii) click the **Direct Care Data Reports** menu, (iii) click the **Juveniles Released from Direct Care** option from the drop-down menu, and the Juveniles Released from Direct Care report screen will appear. (iv) Select the facility from the **For** drop-down menu. Select the (v) **From** and (vi) **To** dates from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Juveniles Released from Direct Care** report will appear in the Juveniles Released from Direct Care report screen.

## 6. Juveniles Who Need Updated Photos

- a. The **Committed Juveniles Who Need to Have Photographs Taken** report lists Juvenile #, Name, Most Recent Photo, by facility. (i) Click the **Reports** menu, (ii) click the **Direct Care Data Reports** menu, (iii) select the **Juveniles Who Need Updated Photos** option from the drop-down menu, and the Report Viewer screen will appear and display the report.

## 7. Chargeable Offenses Count

- a. The **Chargeable Offenses Count** report lists the Description and Total for the facility and date range selected. (i) Click the **Reports** menu, (ii) click the **Direct Care Data Reports** menu, (iii) click the **Chargeable Offenses Count** option from the drop-down menu, and the Chargeable Offenses Count report screen will appear. (iv) Select the facility from the **For** drop-down menu. Select the (v) **From** and (vi) **To** dates from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Chargeable Offenses** report will appear in the Chargeable Offenses Count report screen.

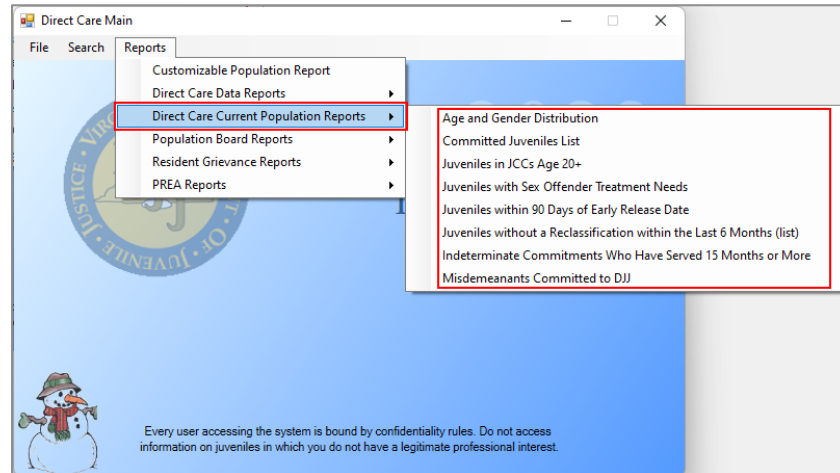
## 8. Reclassification Override

- a. The **Reclassification Override** report lists Override (type) by count for Level I, Level II, Level III, Level IV, and Total. (i) Click the **Reports** menu, (ii) click the **Direct Care Data Reports** menu, (iii) select the **Reclassification Override** option from the drop-down menu, and the Report Viewer screen will appear and display the report.

## 9. MHSTP Pre-Release Report

- a. The **MHSTP Case Planning Pre-Release Meeting Report** lists the Juvenile Number, Last Name, First Name, Alert, Early Release Date, JCC Release Date, MHSTP 90 Day Due Date / Review Status, Last Review, and Next Review Date. (i) Click the **Reports** menu, (ii) click the **Direct Care Data Reports** menu, (iii) click the **MHSTP Pre-Release Report** option from the drop-down menu, and the MHSTP Pre-Release Report screen will appear. (iv) Select the facility from the **For** drop-down menu and (v) click the **Generate** button and the **MHSTP Case Planning Pre-Release Meeting Report** will appear in the MHSTP Pre-Release Report screen.

## Direct Care Current Population Reports



### 1. Age and Gender Distribution

- a. The **Age and Gender Distribution by Juvenile Correctional Facilities** report lists the count (by age, Total, and %) for Facility and Sex (genetic sex). (i) Click the **Reports** menu, (ii) click the **Direct Care Current Population Reports** menu, (iii) click the **Age and Gender Distribution** option from the drop-down menu, and the *Report Viewer* screen will appear and display the report. (iv) Select the **Report Date** from the calendar screen drop-down menu, (v) click the **Generate** button, and the report will appear in the *Direct Care Facility Population Count* screen.

### 2. Committed Juveniles List

- a. The **Current Population** report lists the Juvenile Number, Juvenile Name, Race, Sex, DOB, Age, Received by RDC (date) and Arrived at JCC (date), Months at JCC, and Housing Unit. (i) Click the **Reports** menu, (ii) click the **Direct Care Current Population Reports** menu, (iii) select the **Committed Juveniles List** option from the drop-down menu, and the *List of Committed Juveniles* screen will appear, (iv) select the facility from the **For** drop-down menu. The **From** and **To** date fields default to today's date and cannot be modified. (v) Click the **Generate** button, and the report will appear.

### 3. Juveniles in JCCs Age 20+

- a. The **Juveniles in JCC Age 20+** report lists the Juvenile Number, DC Number, Name, Date of Birth, Age, Genetic Sex, FIPS, Commitment Date, Early Release (date), Late Release (date), Offender Type, and (treatment needs information) SO, SA, and AM by facility. (i) Click the **Reports** menu, (ii) click the **Direct Care Current Population Reports** menu, (iii) select the **Juveniles in JCCs Age 20+** option from the drop-down menu, and the *Report Viewer* screen will appear and display the report.

### 4. Juveniles with Sex Offender Treatment Needs

- a. The **Juveniles with Sex Offender Treatment Needs** report lists the Juvenile Number, DC Number, Name, Age (in years and months), Sex, FIPS, Commitment Date, Early Release (date), Late Release (date), Class Level, Offender Type, (treatment needs information) SO, SA, and AM, and Months Served by facility. (i) Click the **Reports** menu, (ii) click the **Direct Care Current Population Reports** menu, (iii) select the **Juveniles with Sex Offender Treatment Needs** option from the drop-down menu, and the *Report Viewer* screen will appear and display the report.

### 5. Juveniles within 90 Days of Early Release Date

- a. The **Juveniles within 90 Days of Early Release Date** report lists the Juvenile Number, DC Number, Name, Age (in years and months), FIPS, Commitment Date, Early Release (date), Late Release (date), Offender Type, Class Level, (treatment needs information) SO, SA, and AM, and Months Served by facility. (i) Click the **Reports** menu, (ii) click the **Direct Care Current Population Reports** menu, (iii) select the **Juveniles within 90 Days of Early Release Date** option from the drop-down menu, and the *Report Viewer* screen will appear and display the report.

### 6. Juveniles without a Reclassification within the Last 6 Months (list)

- a. The **Juveniles without a Reclassification within the last 6 Months** report lists the Juvenile Number, Name, Date of Birth, Sex, Commitment Date, Assessment Date, and Days by facility. (i) Click the



**Reports** menu, (ii) click the **Direct Care Current Population Reports** menu, (iii) select the **Juveniles within 90 Days of Early Release Date** option from the drop-down menu, and the *Report Viewer* screen will appear and display the report.

#### 7. Indeterminate Commitments Who Have Served 15 Months or More

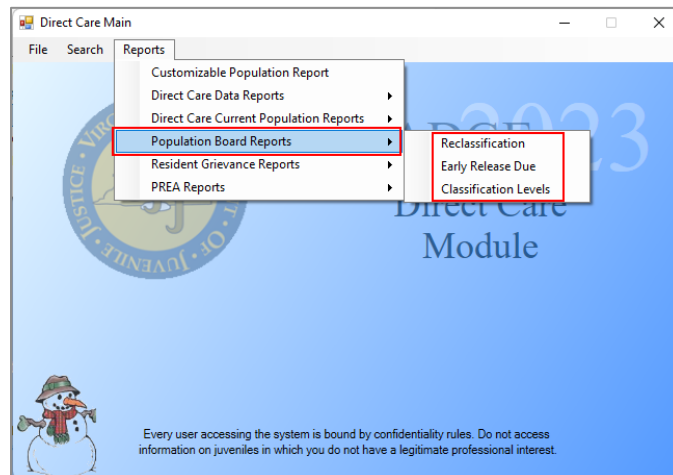
- a. The **Indeterminate Commitments Who Have Served 15 Months or More** report lists the Juvenile Number, DC Number, Name, Age (in years and months), Sex, FIPS, Commitment Date, Early Release (date), Late Release (date), Offender Type, Class Level, (treatment needs information) SO, SA, and AM, and Months Served by facility. (i) Click the **Reports** menu, (ii) click the **Direct Care Current Population Reports** menu, (iii) select the **Indeterminate Commitments Who Have Served 15 Months or More** option from the drop-down menu, and the *Report Viewer* screen will appear and display the report.

#### 8. Misdemeanants Committed to DJJ

- a. The **Misdemeanants Committed to DJJ** report lists the Juvenile Number, DC Number, Name, Date of Birth, Sex, Age (in years and months), FIPS, Commitment Date, Early Release (date), Late Release (date), Offender Type, Class Level, and (treatment needs information) SO, SA, and AM, by facility. (i) Click the **Reports** menu, (ii) click the **Direct Care Current Population Reports** menu, (iii) select the **Misdemeanants Committed to DJJ** option from the drop-down menu, and the *Report Viewer* screen will appear and display the report.

- If the user attempts to print a **Misdemeanants Committed to DJJ** report and no data exists, an information screen will appear and alert the user there is “No information to print.”

## Population Board Reports



#### 1. Reclassification

- a. The **Reclassifications Due within Next 30 Days** or **Reclassifications Due over 90 Days** reports list the Juvenile Number, Juvenile Name, Commitment Status, Early Release Date, Custody Level and Assessment Date for the facility and reclassification selected. (i) Click the **Reports** menu, (ii) click the **Population Board Reports** menu, (iii) click the **Reclassification** option from the drop-down menu, and the *Reports* screen will appear. (iv) Select the **Facility** from the drop-down menu and (v) select the period from the **Reclassification** drop-down menu. (vi) Click the **Generate** button and the selected **Reclassifications Due within Next 30 Days** or **Reclassifications Due over 90 Days** report will appear in the *Reports* screen.

#### 2. Early Release Due

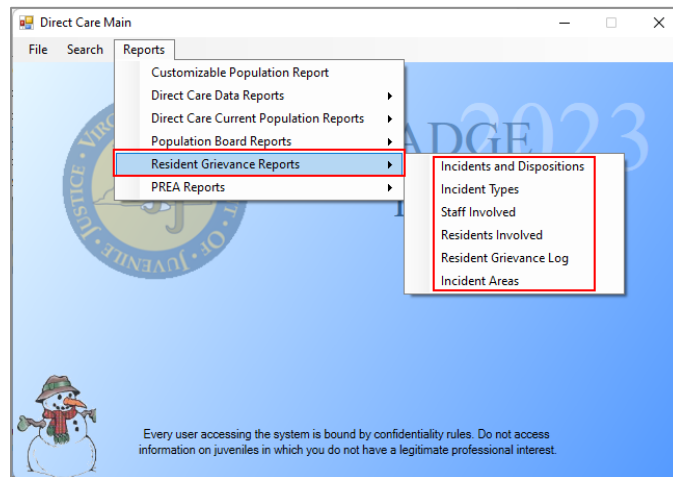
- a. The **Early Release Due within Next 30 Days**, **Early Release Due within Next 60 Days**, or **Early Release Due within Next 90 Days** reports list the Juvenile Number, Juvenile Name, Minimum Months, Maximum Months, Early Release Date, and Commitment Date for the facility and early release period selected. (i) Click the **Reports** menu, (ii) click the **Population Board Reports** menu, (iii) click the **Early Release Due** option from the drop-down menu, and the *Reports* screen will appear. (iv) Select the **Facility** from the drop-down menu and (v) select the period from the **Early Release** drop-down menu. (vi) Click the **Generate** button and the selected **Early Release Due within Next 30 Days**, **Early Release Due within Next 60 Days**, or **Early Release Due within Next 90 Days** report will appear in the *Reports* screen.

**Release Due within Next 60 Days**, or **Early Release Due within Next 90 Days** report will appear in the *Reports* screen.

### 3. Classification Levels

- a. The **Juveniles with Custody Level 0, 1, 2, 3, or 4** reports list the Juvenile Number, Juvenile Name, and Commitment Status for the facility and custody level selected. (i) Click the **Reports** menu, (ii) click the **Population Board Reports** menu, (iii) click the **Classification Levels** option from the drop-down menu, and the *Reports* screen will appear. (iv) Select the **Facility** from the drop-down menu and (v) select the level from the **Custody Level** drop-down menu. (vi) Click the **Generate** button and either the selected **Juveniles with Custody Level 0, 1, 2, 3, or 4** report will appear in the *Reports* screen.

## Resident Grievance Reports



### 1. Incidents and Dispositions

- a. The **Resident Grievance Dispositions** report lists counts and facility totals of Incident Class (Complaint, Emergency Grievance, Grievance, and Request) by disposition (Substantiated, Unsubstantiated, Referred, Unfounded, Withdrawn, and Pending) for the date range selected. (i) Click the **Reports** menu, (ii) click the **Resident Grievance Reports** menu, (iii) click the **Incidents and Dispositions** option from the drop-down menu, and the *Resident Grievance Reports* screen will appear. (iv) Select the **Facility** using the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Resident Grievance Dispositions** report will appear in the *Resident Grievance Reports* screen.

### 2. Incident Types

- a. The **Resident Grievance Incidents** report lists counts by month and facility by Grievance Area (Complaint, Emergency Grievance, Grievance, and Request) for the preceding 13 months. (i) Click the **Reports** menu, (ii) click the **Resident Grievance Reports** menu, (iii) click the **Incident Types** option from the drop-down menu, and the *Resident Grievance Reports* screen will appear. (iv) Select the **Facility** using the drop-down menu. The **Start Date** and **End Date** fields will be greyed out and cannot be modified. (v) Click the **Generate** button and the **Resident Grievance Incidents** report will appear in the *Resident Grievance Reports* screen.

### 3. Staff Involved

- a. The **Staff Involved in Resident Grievance Process** report lists the Housing Unit, Staff, Tracking #, Incident Date, Incident Class, Incident Area, Disposition, Resident Response, and if Appealed by facility and for the date range selected. (i) Click the **Reports** menu, (ii) click the **Resident Grievance Reports** menu, (iii) click the **Staff Involved** option from the drop-down menu, and the *Resident Grievance Reports* screen will appear. (iv) Select the **Facility** using the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Staff Involved in Resident Grievance Process** report will appear in the *Resident Grievance Reports* screen.

### 4. Residents Involved

- a. The **Residents Involved in Grievance Process** report lists the Resident, Tracking #, Incident Date, Housing Unit, Incident Class, Incident Area, Incident Disposition, Resident Response, and if Appealed

by facility and for the date range selected. (i) Click the **Reports** menu, (ii) click the **Resident Grievance Reports** menu, (iii) click the **Residents Involved** option from the drop-down menu, and the Resident Grievance Reports screen will appear. (iv) Select the **Facility** using the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Residents Involved in Grievance Process** report will appear in the Resident Grievance Reports screen.

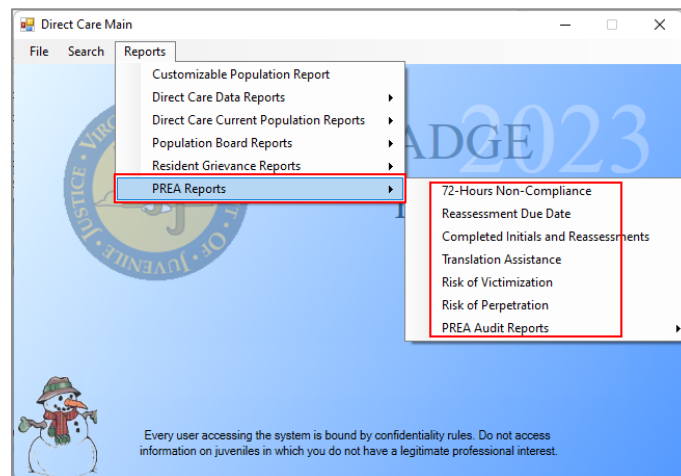
## 5. Resident Grievance Log

- a. The **Resident Grievance Log** report lists by facility the Housing Unit, Tracking #, Coord Class, Resident, Juvenile Number, Grieve Area, Incident Date Time, Report Date, Received Date Time, Disposition, Last Level, Date Responded, Res. Resp., and if Appealed for the date range selected. (i) Click the **Reports** menu, (ii) click the **Resident Grievance Reports** menu, (iii) click the **Resident Grievance Log** option from the drop-down menu, and the Resident Grievance Reports screen will appear. (iv) Select the **Facility** using the drop-down menu. Select the (v) **Start Date** and (vi) **End Date** from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Resident Grievance Log** report will appear in the Resident Grievance Reports screen.

## 6. Incident Areas

- a. The **Incident Area Report** lists the Tracking Number, Resident, Juvenile Number, Incident Class, and Incident Disposition by facility and incident area for the date range selected. (i) Click the **Reports** menu, (ii) click the **Resident Grievance Reports** menu, (iii) click the **Incident Areas** option from the drop-down menu, and the Resident Grievance Reports screen will appear. Select the (iv) **Facility** and the (v) **Incident Area** using the corresponding drop-down menus. Select the (vi) **Start Date** and (vii) **End Date** from the corresponding calendar drop-down screens. (viii) Click the **Generate** button and the **Incident Area Report** will appear in the Resident Grievance Reports screen.

## PREA Reports



### 1. 72-Hours Non-Compliance

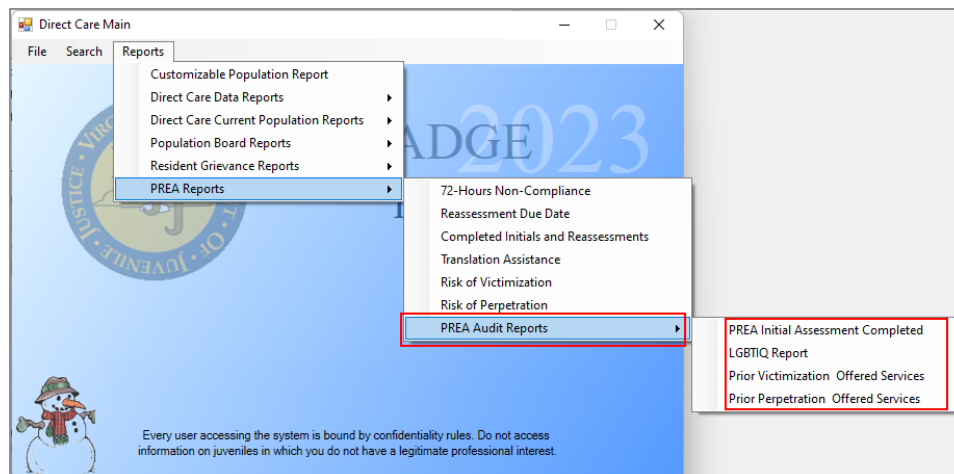
- a. The **Vulnerability Assessment 72-Hours Non-Compliance Report** lists the Juvenile Number, DC Number, Resident Name, Initial Unit @ Bon Air, Current Unit, Date Arrived, and Initial Assessment as of the report generation date. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) select the **72-Hours Non-Compliance** option from the drop-down menu, and the 72-Hours Non-Compliance Report screen will appear and display the report.

### 2. Reassessment Due Date

- a. The **Vulnerability Reassessment Due Date** report lists the Juvenile Number, DC Number, Resident Name, Initial Unit @ Bon Air, Current Unit, Most Recent Assessment, and Next Assessment Due Date as of the report generation date. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) select the **Reassessment Due Date** option from the drop-down menu, and the Reassessment Due Date Report screen will appear and display the report.

### 3. Completed Initials and Reassessments

- a. The **Vulnerability Completed Initials and Reassessments Report** lists the Juvenile Number, DC Number, Resident Name, Initial Unit @ Bon Air, Current Unit, Initial Assessment, and Reassessment Date(s) for the date range selected. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) click the **Completed Initials and Reassessments** option from the drop-down menu, and the Completed Initials and Reassessments Report screen will appear. Select the (iv) **From** and (v) **To** dates from the corresponding calendar drop-down screens. (vi) Click the **Generate** button and the **Vulnerability Completed Initials and Reassessments Report** will appear in the Completed Initials and Reassessments Report screen.
4. **Translation Assistance**
    - a. The **Vulnerability Assessment Translation Assistance Report** lists the Juvenile Number, DC Number, Resident Name, Initial Unit @ Bon Air, Current Unit, and Comment for the date range selected. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) click the **Translation Assistance** option from the drop-down menu, and the Translation Assistance Report screen will appear. Select the (iv) **From** and (v) **To** dates from the corresponding calendar drop-down screens. (vi) Click the **Generate** button and the **Vulnerability Assessment Translation Assistance Report** will appear in the Translation Assistance Report screen.
  5. **Risk of Victimization**
    - a. The **Vulnerability Assessment Risk of Victimization Report** lists the Juvenile Number, DC Number, Resident Name, Sex, Initial Unit @ Bon Air, Current Unit, Date Arrived, Score, and Risk for the date range selected. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) click the **Risk of Victimization** option from the drop-down menu, and the Risk of Victimization Report screen will appear. (iv) Select the **Risk Level** from the drop-down menu. Select the (v) **From** and (vi) **To** dates from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Vulnerability Assessment Risk of Victimization Report** will appear in the Risk of Victimization Report screen.
  6. **Risk of Perpetration**
    - a. The **Vulnerability Assessment Risk of Perpetration Report** lists the Juvenile Number, DC Number, Resident Name, Sex, Initial Unit @ Bon Air, Current Unit, Date Arrived, Score, and Risk for the date range selected. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) click the **Risk of Perpetration** option from the drop-down menu, and the Risk of Perpetration Report screen will appear. (iv) Select the **Risk Level** from the drop-down menu. Select the (v) **From** and (vi) **To** dates from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Vulnerability Assessment Risk of Perpetration Report** will appear in the Risk of Perpetration Report screen.
  7. **PREA Audit Reports**  
The **PREA Audit Reports** menu consists of the **PREA Initial Assessment Completed**, **LGBTIQ Report**, **Prior Victimization Offered Services**, and **Prior Perpetration Offered Services** reports.



- a. **PREA Initial Assessment Completed**
  - i. The **PREA Vulnerability Initial Assessment Completed Report** lists the Juvenile Number, DC Number, Resident Name, Initial Unit @ Bon Air, and Current Unit for the date range selected. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) click the **PREA Audit Reports**

menu, (iv) click the **PREA Initial Assessment Completed** option from the drop-down menu, and the *PREA Initial Assessment Completed Report* screen will appear. Select the (v) **From** and (vi) **To** dates from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **PREA Vulnerability Initial Assessment Completed Report** will appear in the *PREA Initial Assessment Completed Report* screen.

b. **LGBTIQ Report**

i. The **Vulnerability Assessment LGBTIQ Report** lists the Juvenile Number, DC Number, Resident Name, Initial Unit @ Bon Air, Current Unit, and Identifies As for the date range selected. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) click the **PREA Audit Reports** menu, (iv) click the **LGBTIQ Report** option from the drop-down menu, and the *LGBTIQ Report* screen will appear. Select the (v) **From** and (vi) **To** dates from the corresponding calendar drop-down screens. (vii) Click the **Generate** button and the **Vulnerability Assessment LGBTIQ Report** will appear in the *LGBTIQ Report* screen.

c. **Prior Victimization Offered Services**

i. The **Vulnerability Assessment Prior Victimization & Offered Services Report** lists the Juvenile Number, DC Number, Resident Name, Initial Unit @ Bon Air, Current Unit, and Want Services (Y/N) for the date range selected. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) click the **PREA Audit Reports** menu, (iv) click the **Prior Victimization Offered Services** option from the drop-down menu, and the *Prior Victimization & Offered Services Report* screen will appear. (v) Select the **Want Services** option from the drop-down menu. Select the (vi) **From** and (vii) **To** dates from the corresponding calendar drop-down screens. (viii) Click the **Generate** button and the **Vulnerability Assessment Prior Victimization & Offered Services Report** will appear in the *Prior Victimization & Offered Services Report* screen.

d. **Prior Perpetration Offered Services**

i. The **Vulnerability Assessment Prior Perpetration & Offered Services Report** lists the Juvenile Number, DC Number, Resident Name, Initial Unit @ Bon Air, Current Unit, and Want Services (Y/N) for the date range selected. (i) Click the **Reports** menu, (ii) click the **PREA Reports** menu, (iii) click the **PREA Audit Reports** menu, (iv) click the **Prior Perpetration Offered Services** option from the drop-down menu, and the *Prior Perpetration & Offered Services Report* screen will appear. (v) Select the **Want Services** option from the drop-down menu. Select the (vi) **From** and (vii) **To** dates from the corresponding calendar drop-down screens. (viii) Click the **Generate** button and the **Vulnerability Assessment Prior Perpetration & Offered Services Report** will appear in the *Prior Perpetration & Offered Services Report* screen.

## Appendix

### A. Document Revisions

Revision Date	Revised Item	Details
10/2018	DC Forms Visitation	Visit Purpose and Used DJJ Transportation Checkbox were added to the <i>Visitor Log</i> tab on the <i>Visitation</i> screen. Natural Support and Extended Family have been added and Special Visitor has been expired from the Visitor Type on the <i>Add Visitor</i> screen.
01/2019	BADGE Home Screen	BADGE Home Screen has added the Non – JTS Modules Menu.
01/2019	Find Juvenile Screen - Advance Search	The Find Juvenile screen has been updated and added the ability to search for a juvenile by an Alias previously recorded in BADGE. In addition, clarification was added to two other search criteria indicating that (i) the search for alternative spellings only applies to the first name field and (ii) the search for a phone applies to a home, work, or cell phone.
03/2019	DC Forms – Comprehensive Discharge Summary	The Comprehensive Discharge Summary form was added under the DC Forms Button located on the DC Admission Screen.
04/2019	Residential Transfer Screen	Residential Transfer screen has been updated to resemble the Residential Transfer forms.
04/2019	Indeterminate Commitments Who Have Served 15 Months or More Report	The Indeterminate Commitments Who Have Served 15 Months or More report was added to the Direct Care Current Population Reports.
04/2019	Major Offenders Who Have Served 30 Months or More Report	The Major Offenders Who Have Served 30 Months or More report was expired.
07/2019	Admission Movement Button - Offsite Movement Information Tab	Approval Start Date and Approval End Date fields have been added for when “Educational Program” or “Work Program” are chosen as the Offsite Movement Reason.
03/2023	Entire Manual	Updated manual per Style Guide. Added sections to account for CTM button addition. Added Phase checklist print error note. Inserted tables with hyperlinks for sections with multiple tabs or buttons. Revised any discrepancies from BADGE system. Added language for Commitment Orders Tab, PREA Reports, and Population Board Reports sections.
08/2023	Commitment Orders Screen, LOS Calculations Tab	Update for addition of Jail Time (Days) field on LOS Calculations Tab.
08/2023	BADGE Version at time of manual update.	BADGE Version at time of latest <i>BADGE Direct Care Module Manual</i> update: <b>Version 4.0.5.7.</b>