



Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data
Gathering Environment

Offense History Screen
Manual

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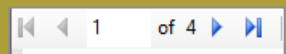

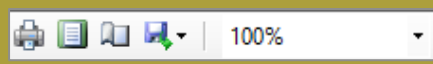
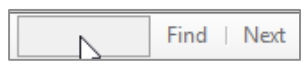
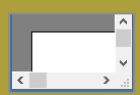





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





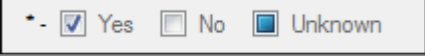
Key/Legend

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 Calendar drop-down button and select the date from the drop-down calendar. The date chosen will populate the text field to the left of the calendar drop-down button.
 Screen/Window Control Buttons	Located in the upper right hand corner of any given screen/window, in order of appearance (from left to right): Minimize the screen; Maximize the screen; and Close 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 First Page ; go to Previous Page ; Current Page displayed; Total Pages ; go to Next Page ; and go to Last Page .
 Report Viewer Buttons (2 of 4)	In order of appearance (from left to right): go Back to Parent Report ; Stop Rendering report; and Refresh report.
 Report Viewer Buttons (3 of 4)	In order of appearance (from left to right): Print ; Print Layout ; Page Setup ; click the Export 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 Zoom drop-down menu.
 Report Viewer Buttons (4 of 4)	In order of appearance (from left to right): Text Box , enter text to search for; click Find to search for text entered in text box; and click Next to find the next instance of text entered in the text box.
 Scroll Bars	A scroll bar allows the user the move the window viewing area up, down, left, or right. The scroll bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
 Info Button and/or Text in Red Font	A record with text displayed in red font generally indicates there is an “alert” associated with a given juvenile record. To view an alert click the red and white Info 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 	<p>Click the Help 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.</p>
 or 	<p>Click the Close button to close the current screen, leaving open the prior screen</p>
	<p>Click the Magnifying Glass button to expand a comment/textbox.</p>
	<p>The Map It button is currently disabled across the BADGE application.</p>
 Questions with an asterik (*) next to it follow the legend above.	<p>Click on a checkbox to place a check mark in the appropriate checkbox to indicate “Yes,” “No,” or “Unknown.” The default status, prior to user input, is a blue square in the “Unknown” checkbox.</p>

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.
Bolded	Name of a function, key, button, option or where emphasis is required. The name of data fields on a module screen.
<u>Underlined</u>	Name of a column header in a displayed table or an application generated report.
“Text in Quotes”	Data or selection in a data field, input field, or drop-down menu.
<u>Bolded and Underlined</u>	The manual’s main title and other titles for key sections.
Hyperlink	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. If there is a need to request a change please contact the appropriate Regional Program Manager (RPM) or Superintendent.

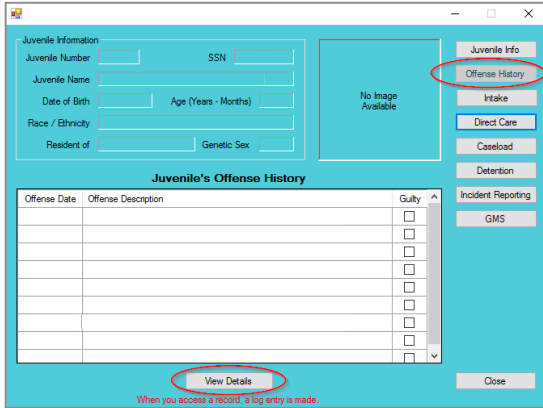
Please email DJJ-BADGE-Passwords@djj.virginia.gov for assistance with BADGE login problems.

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

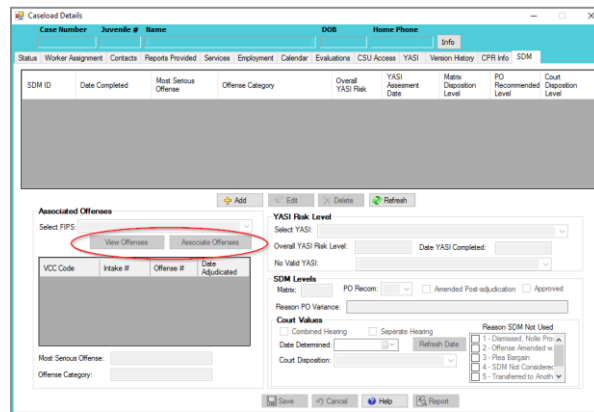
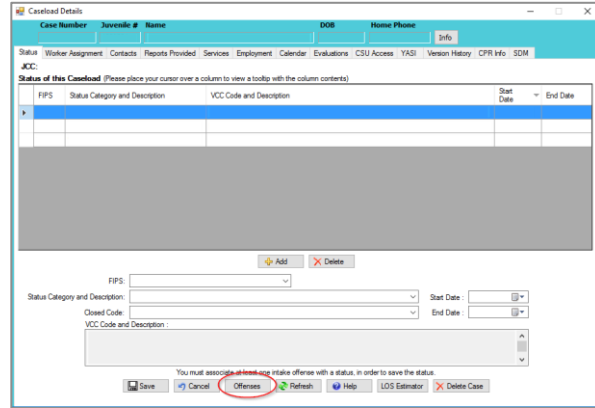
Offense History Screen

The Offense History screen lists all of the juvenile's offenses and related information. To access the Offense History screen:

1. From the Juvenile Information screen, click the **View Details** button.
2. From the Status tab on the Caseload Details screen, click the **Offenses** button.
3. From the SDM tab on the Caseload Details screen, click the **Associate Offenses** button.
4. From the Intake History screen, click the **View Offense History Details** button.
5. From the DC Admission History screen, click the **Offense History** button.

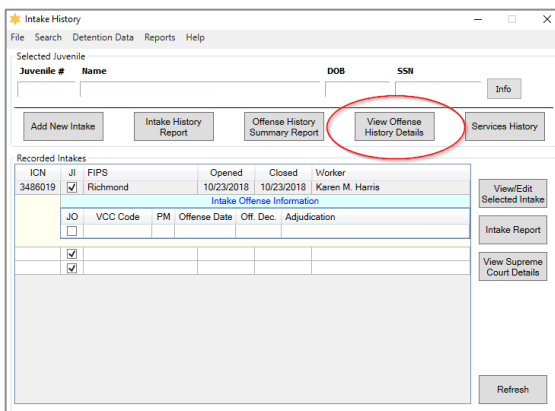


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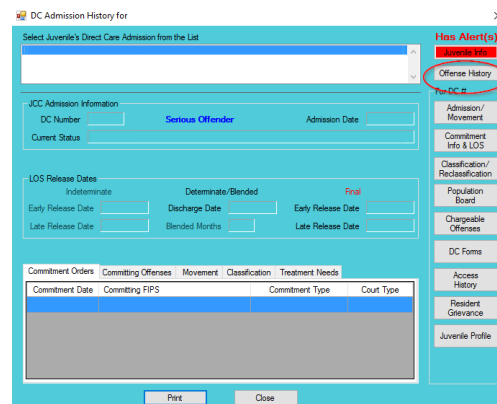


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OR



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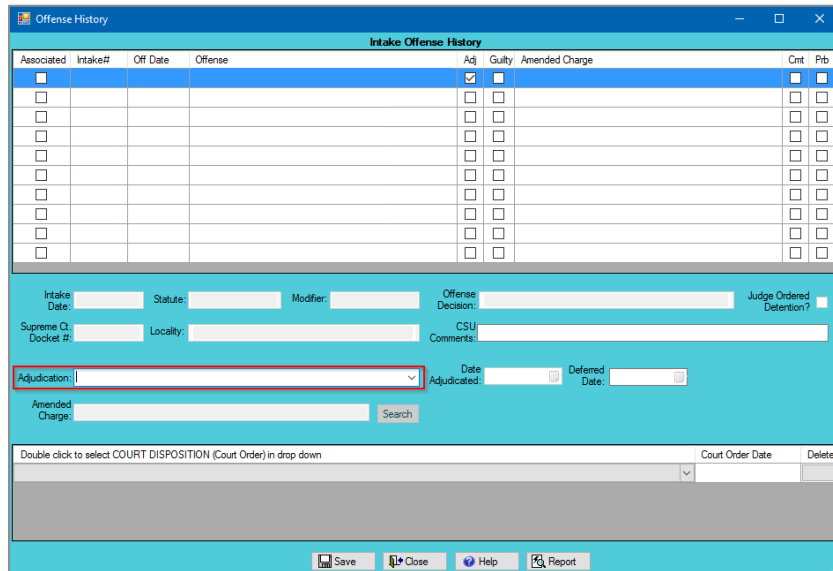


Refer to the [Caseload Management](#), [CSU Intake](#), [Juvenile & Adult Information](#), or the [Direct Care](#) User Manual for instructions on how to access Offense History from the Caseload Details, Intake History, Juvenile Information, and DC Admission History screens.

Accessing the Offense History screen from the Status or SDM tabs on the Caseload Details screen will provide access to the **Associated** column. The **Associated** column will not appear if the Offense History screen is accessed from the Intake History, Juvenile Information, or DC Admission History screens.

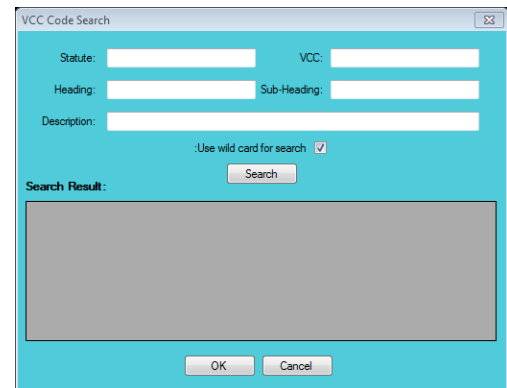
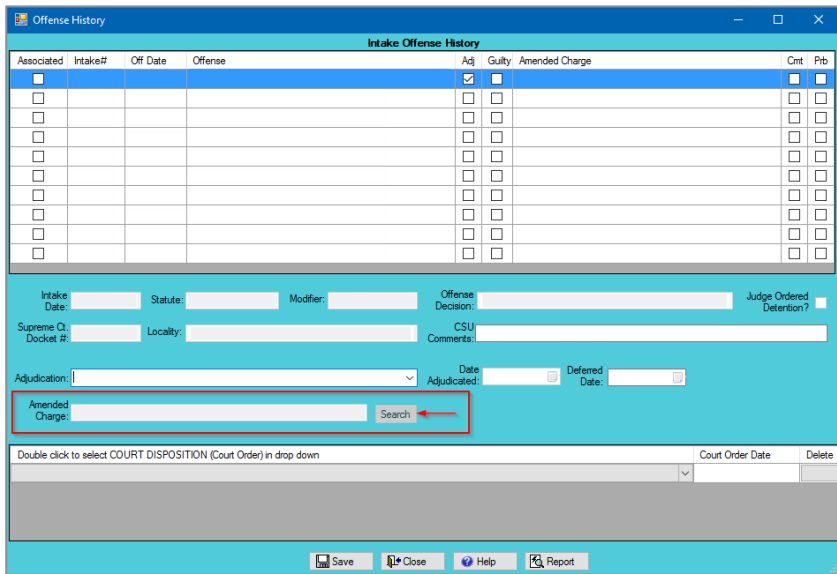
Add New Adjudication and Disposition Information

1. (i) Select an offense and the row will be highlighted in blue. (ii) Select the **Adjudication** from the drop-down menu. Depending on the type of adjudication selected, the **Date Adjudicated** and/or the **Deferred Date** may need to be selected using the calendar drop-down button in the corresponding data field.



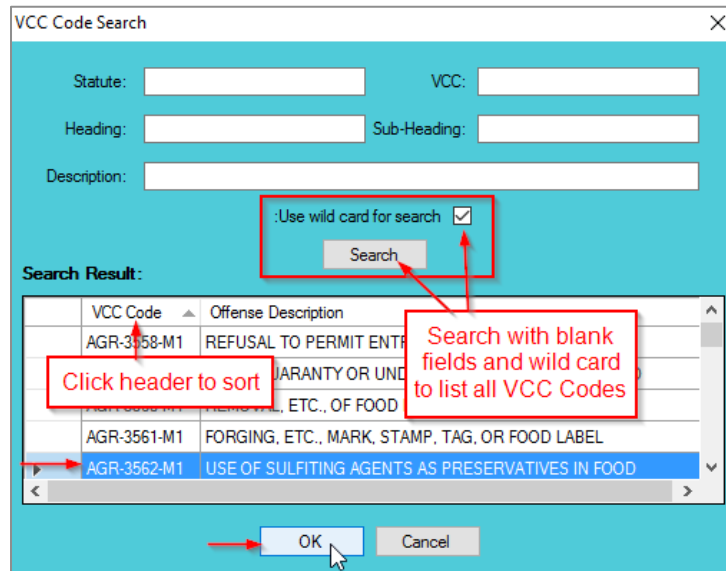
All juvenile delinquent and adult criminal offenses must have a selected **Adjudication**.

- a. If the selected charge is amended by the court, click the **Search** button next to the **Amended Charge** field and the VCC Code Search screen will appear.

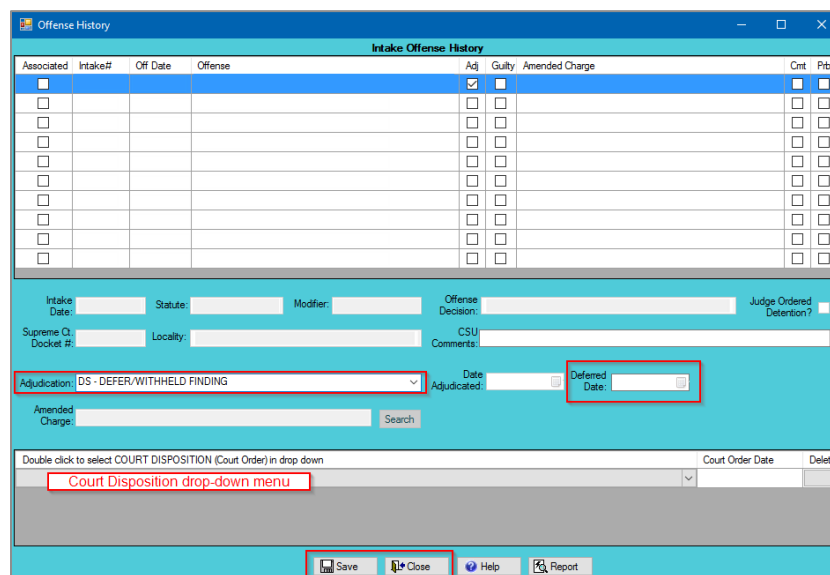


- On the VCC Code Search screen, select the **Use wild card for search** checkbox and click the **Search** button to search to charges without entering any information into the search fields. This will generate a list of all VCC's and descriptions.
- To add a **Court Disposition** for an adjudicated case where the disposition was transferred to another court, the Offense History screen must be accessed from either the Juvenile Information screen or the CSU Intake module.

- i. Search for the amended charge by **Statute, VCC, Heading, Sub-Heading, or Description**. The **Use wild card for search** checkbox is selected automatically. To limit search results uncheck the wild card checkbox. (i) Click the **Search** button, and a list of VCCs and offense descriptions will be generated which meet the search criteria, (ii) select the desired **VCC Code** and the row will be highlighted in blue. (iii) Click the **OK** button to return to the Offense History screen.



- b. The **Date Adjudicated** must be selected using the corresponding calendar drop-down button in order to add any adjudication other than (i) **DS - Defer/Withheld Finding**.
- c. If the selected **Adjudication** is **DS - Defer/Withheld Finding**, **FG - Found Guilty by Circuit Court**, **G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia**, the disposition drop-down menu will be accessible. Depending on the type of adjudication selected the **Date Adjudicated** and/or the **Deferred Date** may have to be selected using the corresponding calendar drop-down buttons.
 - i. **DS - Defer/Withheld Finding Adjudication**
 1. (i) Select **DS - Defer/Withheld Finding** as the **Adjudication** from the drop-down menu. The **Date Adjudicated** field will not be accessible. (ii) Select the **Deferred Date** from the calendar drop-down button. (iii) Double click in the **Court Disposition** drop down field to select **102 – DEFER DISPOSITION ON CONDITION OF GOOD BEHAVIOR** or **104 – DEFER FINDING AND DISPOSITION W/PROBATION SUPERVISION** from the **Court Disposition** drop-down menu. (iv) Click the **Court Order Date** field and then select the date using the calendar drop-down button. Click the (v) **Save** button and the (vi) **Close** button to return to the previous screen.



2. In order to add multiple dispositions, repeat the steps outlined above.



Refer to the [Edit Existing Adjudication and Dispositions](#) section for instructions on how to edit offenses with **DS - Defer/Withheld Finding** adjudication.



The **Deferred Date** will be saved without an error message when the **Deferred Date** is added under the **DS** adjudication code, is saved, and then the adjudication code is changed.



If a **Deferred Date**, or **Court Order Date** is added in error, the disposition must be deleted and the correct disposition information must be re-entered.

ii. **FG - Found Guilty by Circuit Court Adjudication**

1. (i) Select **FG - Found Guilty by Circuit Court** as the **Adjudication** from the drop-down menu and the (ii) **Date Adjudicated** using the calendar drop-down button. The **Deferred Date** field will not be accessible. (iii) Double click in the **Court Disposition** drop down field to select the disposition from the **Court Disposition** drop-down menu. (iv) Click the **Court Order Date** field and then select the date using the calendar drop-down button. Click the (v) **Save** button and the (vi) **Close** button to return to the previous screen.

The screenshot shows the 'Intake Offense History' window. At the top is a table with columns: Associated, Intake#, Off Date, Offense, Adj, Guilty, Amended Charge, Cmt, and Ptb. Below the table is a form with fields for Intake Date, Statute, Modifier, Offense Decision, Judge Ordered Detention?, Supreme Ct. Docket #, Locality, CSU, and Comments. The 'Adjudication' dropdown is set to 'FG - FOUND GUILTY BY CIRCUIT COURT'. The 'Date Adjudicated' and 'Deferred Date' fields are present. Below the form is a 'Court Disposition' dropdown menu, which is highlighted with a red box and labeled 'Court Disposition drop-down menu'. To the right of this dropdown is a 'Court Order Date' field, also highlighted with a red box. At the bottom of the screen are buttons for 'Save', 'Close', 'Help', and 'Report'.

2. In order to add multiple dispositions, repeat the steps outlined above.



An error will appear if an attempt to exit the *Caseload Details* screen is made while the *Offense History* screen is open.



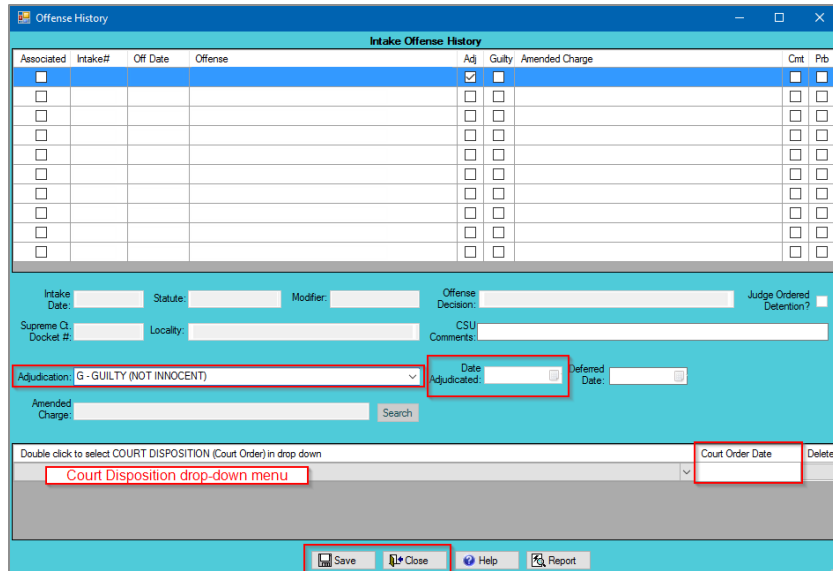
Do NOT select disposition codes **102** or **104** if **FG - Found Guilty by Circuit Court**, **G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia** are selected as the adjudication.



Do NOT input any deferred dates if **FG - Found Guilty by Circuit Court** is selected.

iii. **G - Guilty (Not Innocent) Adjudication**

1. (i) Select **G - Guilty (Not Innocent)** as the **Adjudication** from the drop-down menu and the (ii) **Date Adjudicated** using the calendar drop-down button. The **Deferred Date** field will not be accessible. (iii) Double click in the **Court Disposition** drop field to select the disposition from the **Court Disposition** drop-down menu. (iv) Click the **Court Order Date** field and then select the date using the calendar drop-down button. Click the (v) **Save** button and the (vi) **Close** button to return to the previous screen.

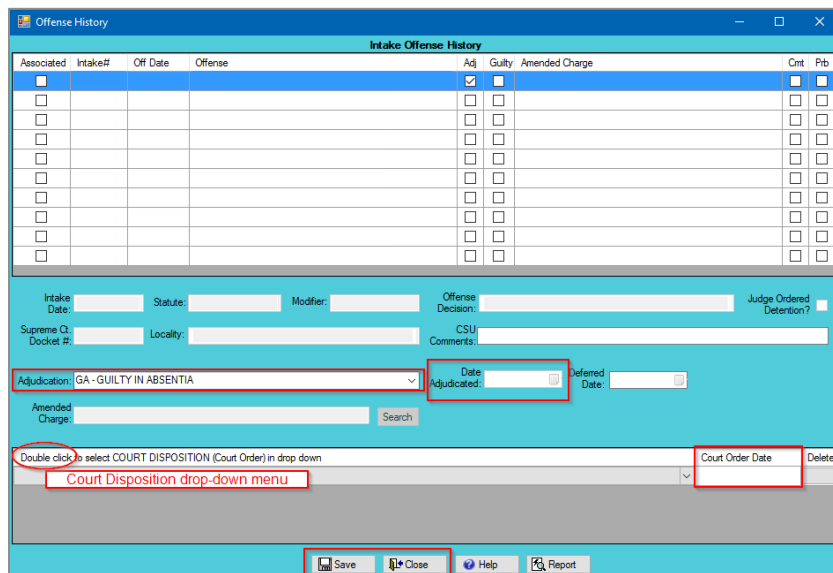


2. In order to add multiple dispositions, repeat the steps above.

- Do NOT input a deferred date if **G - Guilty (Not Innocent)** is selected.
- An error will appear if an attempt to exit the Caseload Details screen is made while the Offense History screen is open.

iv. **GA - Guilty in Absentia Adjudication**

1. (i) Select (i) **GA - Guilty in Absentia** as the **Adjudication** from the drop-down menu and the (ii) **Date Adjudicated** using the calendar drop-down button. The **Deferred Date** field will not be accessible. (iii) Double click in the **Court Disposition** drop field to select the disposition from the **Court Disposition** drop-down menu. (iv) Click the **Court Order Date** field and then select the date using the calendar drop-down button. Click the (v) **Save** button and the (vi) **Close** button to return to the previous screen.



2. In order to add multiple dispositions, repeat the steps outlined above.

- Do NOT input a deferred date if **GA - Guilty in Absentia** is selected.

Edit Existing Adjudication and Disposition Information

- In order to edit an existing **Adjudication** that is NOT **DS - Defer/Withheld Finding**, (i) select an offense, and the row will be highlighted in **blue**. (ii) Edit the information in the lower half of the *Offense History* screen. Click the (iii) **Save** button and the (iv) **Close** button to return to the previous screen.

The screenshot shows the 'Offense History' window. At the top is a table titled 'Intake Offense History' with columns: Associated, Intake#, Off Date, Offense, Adj, Guilty, Amended Charge, Cmt, and Ptb. A red box highlights a row in the table with the text 'Select row then edit in lower half of screen'. Below the table is a form with fields for Intake Date, Statute, Modifier, Offense Decision, Judge Ordered Detention?, Supreme Ct. Docket #, Locality, CSU Comments, Adjudication (dropdown), Date Adjudicated, Deferred Date, Amended Charge, and a Search button. At the bottom of the form is a dropdown menu for 'COURT DISPOSITION (Court Order)' and a 'Delete' button. At the very bottom of the window are buttons for Save, Close, Help, and Report.

- In order to edit an existing **DS - Defer/Withheld Finding** adjudication to a **FG - Found Guilty by Circuit Court**, **G - Guilty (Not Innocent)**, or **GA - Guilty in Absentia** adjudication, (i) select the offense, and the row will be highlighted in **blue**. (ii) Select the appropriate **Adjudication** from the drop-down menu and the (ii) **Date Adjudicated** using the calendar drop-down button. Do NOT edit the existing **Deferred Date** or existing **Court Disposition** information. Click the (iv) **Save** button and the (v) **Close** button to return to the previous screen.
- In order to edit an existing **DS - Defer/Withheld Finding** adjudication to a **NG – Not Guilty** adjudication, (i) select the offense and the row will be highlighted in **blue**. (ii) Select **NG – Not Guilty** as the adjudication from the drop-down menu and the (ii) **Date Adjudicated** using the calendar drop-down button. Do NOT edit the existing **Deferred Date** or existing **Court Disposition** information. Click the (iv) **Save** button and the (v) **Close** button to return to the previous screen.

Close Button

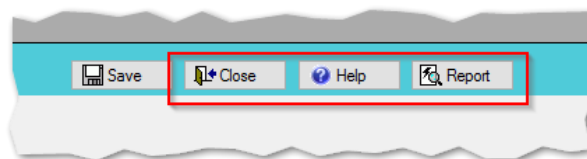
- Click the **Close** button to return to the previous screen.

Help Button

- Click the **Help** button and the *Help* screen will appear. The *Help* screen provides instructions on how to associate a case status to an offense and an offense to a disposition.

Report Button

- Click the **Report** button and the *Report Viewer* screen will appear displaying the **Offense History Report**. The **Offense History Report** lists all of the offenses, adjudications, and dispositions associated with the juvenile.



Virginia Department of Juvenile Justice
Offense History Report

Name: _____ DOB: _____ JTS#: _____

Charge: _____ Statute: 18.2-250.1 Penalty Modifier: _____
Offense Date: _____ Intake Case #: _____ Supreme Court Docket #: _____ Intake Date: _____

Intake FIP#: _____
Intake Disposition: _____
CSU Comments: _____
Amended Charge: _____
Date Amended: _____ Amended Statute: _____ Amended Penalty Modifier: _____
Adjudication: _____
Adjudication Date: _____ Adjudication Deferred Date: _____

Court Disposition Description(s) _____ Court Order Date _____

Charge: _____ Statute: 18.2-212 Penalty Modifier: _____
Offense Date: _____ Intake Case #: _____ Supreme Court Docket #: _____ Intake Date: _____

Intake FIP#: _____
Intake Disposition: _____
CSU Comments: _____
Amended Charge: _____
Date Amended: _____ Amended Statute: _____ Amended Penalty Modifier: _____
Adjudication: _____
Adjudication Date: _____ Adjudication Deferred Date: _____

Court Disposition Description(s) _____ Court Order Date _____

Charge: _____ Statute: 18.2-103 Penalty Modifier: _____
Offense Date: _____ Intake Case #: _____ Supreme Court Docket #: _____ Intake Date: _____

Intake FIP#: _____
Intake Disposition: _____
CSU Comments: _____
Amended Charge: _____
Date Amended: _____ Amended Statute: _____ Amended Penalty Modifier: _____
Adjudication: _____

Appendix

A. Document Revisions

Date	Item	Details
January 5, 2018	Table of Contents	Add words version of the Table of Contents
October 2, 2018	Title Page / Headings / Format / Screenshots	The format, headings, title page, and screenshots have been updated for correction and consistency.
January 9, 2018	Accessing the Offense History screen	The manual was updated to reflect that the Offense History screen could be updated from the SDM and CSU Intake screen.
January 9, 2018	Offense History Screen – Associating an Offense	A note was added to clarify that offenses can only be associated with a workload case status by accessing the offense history through the Caseload Details screen.
January 9, 2018	Offense History Screen – Add a Disposition	A note was added to clarify that in order to add an offense disposition for a disposition that was transferred to another court, the Offense History screen must be accessed from either the Juvenile Information screen or the CSU Intake Module.
06/2020	<u>Offense History</u> Screen	Update manual to new format. BADGE Updates for <u>Offense History</u> screen: change manual to reflect removal of Deferral Expir. Date data field in main field. Removal of Deferred Date and Deferral Expiration Date fields and change Disposition Date field to Court Order Date field in Court Disposition window of <u>Offense History</u> screen.
06/2020	<u>BADGE Version</u>	Version at time of change: Version 4.0.4.0
11/2021	<u>Minor Edits</u>	Update Hyperlinks.