



Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data
Gathering Environment

Community Programs
Reporting Manual

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Key/Legend




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

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

BADGE Application

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

BADGE Module

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

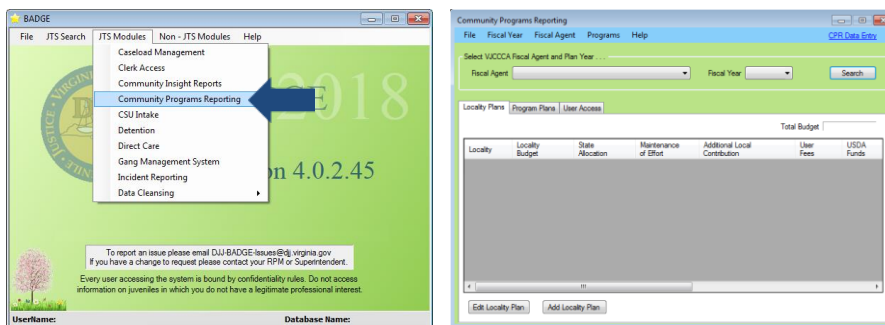
The BADGE manuals are instructional guides for users to understand how to use BADGE. The BADGE manuals will apply the same formatting but individual information. This manual addresses the Community Programs Reporting (CPR) Administrative screens in the Community Programs Reporting BADGE Module.

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

Community Programs Reporting Module

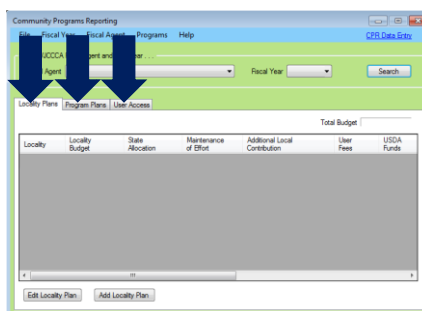
From the BADGE home screen:

- (i) Click the **JTS Modules** menu, (ii) select the **Community Programs Reporting** option from the drop-down menu, and the Community Programs Reporting screen will appear.



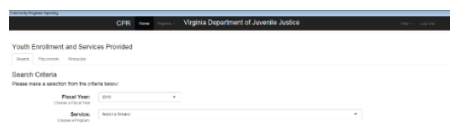
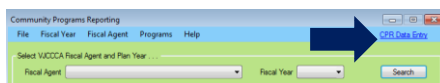
Community Programs Reporting Screen

From the Community Programs Reporting screen, you can add and edit locality plans. The Community Programs Reporting screen displays the **CPR Data Entry** system hyperlink, a **VJCCCA Fiscal Agent and Plan Year** search menu, and the Locality Plans, Program Plans, and User Access tabs.



1. CPR Data Entry System Hyperlink

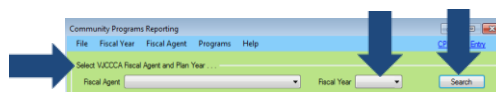
- a. Click the **CPR Data Entry** hyperlink located in the upper right-hand corner and the CPR Home screen will appear.

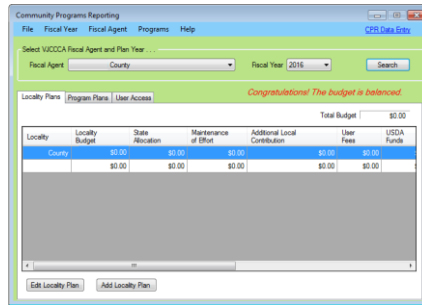


Refer to the **CPR Data Entry System Manual** for instructions on how to login and use the internet-based **CPR Data Entry System**.

2. Search for Existing Locality Plan Information

- a. To search for locality plan information, select a (i) **Fiscal Agent** and (ii) **Fiscal Year** from the drop-down menus located in the **Select VJCCCA Fiscal Agent and Plan Year** section, (iii) click the **Search** button, and locality plan information will populate into the corresponding tabs.

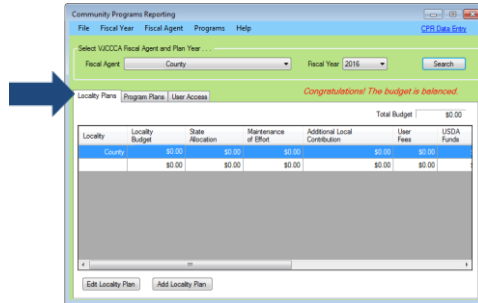




3. **Locality Plans Tab**

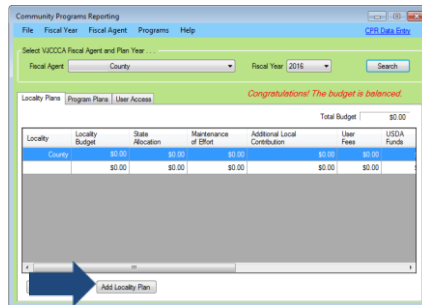
- a. The Community Programs Reporting screen will automatically open to the *Locality Plans* tab. This tab displays locality plan information by locality, budget, state allocation, maintenance of effort, additional local contribution, user fees, USDA funds, other locality funds, recovered funds, and other funds and their sources information.
- b. At the bottom of the *Locality Plans* tab, two buttons will become accessible after a fiscal agent and fiscal plan year search has been completed.

Edit Locality Plan | Add Locality Plan



c. **Add Locality Plan Button**

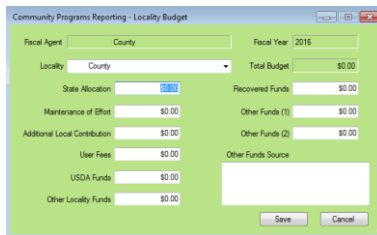
- i. Click the **Add Locality Plan** button located at the bottom of the *Locality Plans* tab, and the Community Programs Reporting – Locality Budget screen will appear.



ii. **Community Programs Reporting – Locality Budget Screen**

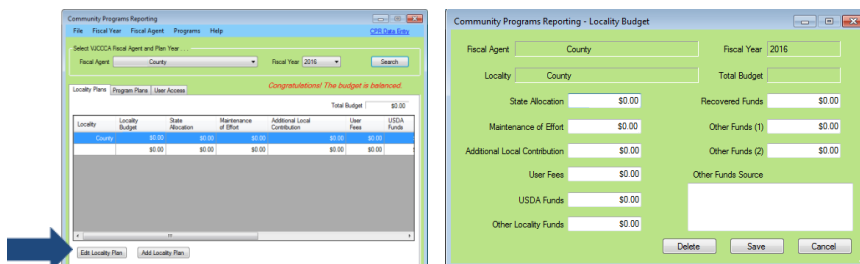
- 1. The **Fiscal Agent** and **Fiscal Year** fields will auto-populate. The **Total Budget** field will auto-populate to a \$0.00 amount until additional amounts are entered into the **State Allocation**, **Maintenance of Effort**, **Additional Local Contribution**, **User Fees**, **USDA Funds**, **Other Locality Funds**, **Received Funds**, **Other Funds (1)**, **Other Funds (2)**, and **Other Funds Source** locality plan fields.

Refer to the Plan Info tab on the VJCCCA plan for that fiscal year to get the budget amount(s).



2. Enter budget values for the (i) **State Allocation**, (ii) **Maintenance of Effort**, (iii) **Additional Local Contribution**, (iv) **User Fees**, (v) **USDA Funds**, (vi) **Other Locality Funds**, (vii) **Recovered Funds**, (viii) **Other Funds (1)**, (ix) **Other Funds (2)**, and (x) **Other Funds Source** fields (if applicable), and (xi) click the **Save** button.
3. **Cancel Button**
 - a. (i) Click the **Cancel** button and the *Data Changed* screen will appear asking if you wish to save changes to the locality plan, and (ii) click the **Yes**, **No**, or **Cancel** button. If you click either the **Yes** or **Cancel** buttons, you will return to the Community Programs Reporting – Locality Budget screen, and if you click the **No** button, you will return to the Community Programs Reporting screen.
- d. **Edit Locality Plan Button**
 - i. After searching for a locality plan by fiscal agent and fiscal year, (i) select a locality plan record from the list, and the row will be highlighted in *blue*, (ii) click the **Edit Locality Plan** button, and the Community Programs Reporting – Locality Budget screen will appear, (iii) edit the information, and (iv) click the **Save** button.

When editing the locality budget, the **Delete**, **Save**, and **Cancel** buttons will not become available until the program's locality budget is balanced. The sum of the budget line items must equal the **Total Budget** amount.



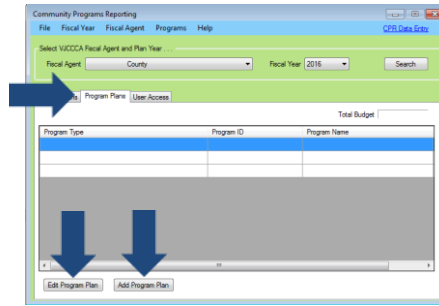
- ii. **Delete Button**
 1. Click the **Delete** button and the locality's VJCCA plan information will be deleted.
- iii. **Cancel Button**
 1. (i) Click the **Cancel** button and the *Data Changed* screen will appear asking if you wish to save changes to the locality plan, and (ii) click the **Yes**, **No**, or **Cancel** button. If you click either the **Yes** or **Cancel** buttons, you will return to the Community Programs Reporting – Locality Budget screen, and if you click the **No** button, you will return to the Community Programs Reporting screen.
4. **Program Plans Tab**
 - a. The *Program Plan* tab displays locality program plan information by program type, ID, name, and budget information.
 - b. At the bottom of the *Program Plans* tab, two buttons will become accessible after a fiscal agent and fiscal plan year search has been completed.

Edit Program Plan | Add Program Plan

- c. To access the *Program Plans* tab after searching for a plan by fiscal agent and year, click the *Program Plans* tab.

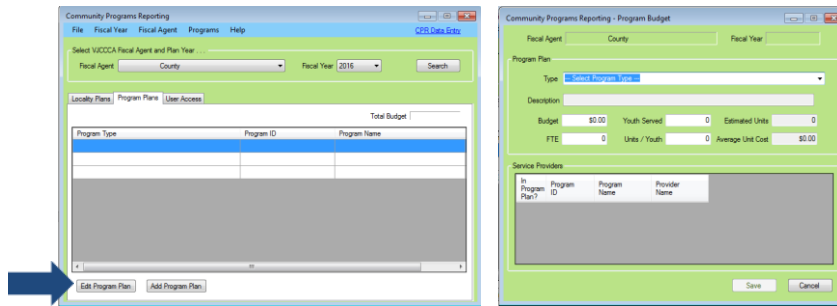
Each Program Plan must be associated with at least one Program Provider. Refer to the [Add a Program Provider](#) section for instructions on how to add a program provider.

To add a new program plan budget, the program and service provider must be already exist in the system. For instructions on how to add a new program or service provider, refer to the [Program Maintenance](#) message will appear on the [Community Program Reporting](#) screen after the **Program Plan** has been added or edited.



d. Add a Program Plan Button

- i. (i) Click the **Add Program Plan** button, and the Community Programs Reporting – Program Budget screen will appear.



ii. Community Programs Reporting – Program Budget Screen

- 1. The **Fiscal Agent** and **Fiscal Year** fields will auto-populate with read-only information.
- 2. (i) Select a program type from the **Type** drop-down menu, (ii) edit the **Description** if appropriate, enter the (iii) **Budget** amount, and the number of (iv) **Youth Served**, (v) **FTE**, and (vi) **Units / Youth** into the textboxes (if applicable), enter the (vii) **Average Unit Cost** amount, (viii) click the **Save** button, and the new program will appear under the **Service Providers**. (ix) Select the **In Program Plan?** checkbox for each program record that is appropriate, and (vii) click the **Save** button.

Refer to the [Programs Menu](#) section for instructions how to Add / Edit a program provider.

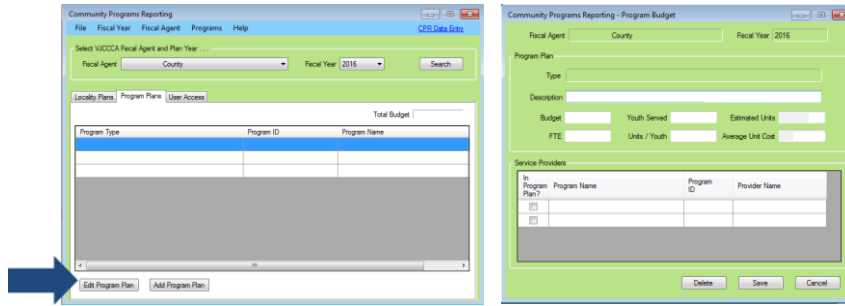
3. Cancel Button

- a. (i) Click the **Cancel** button and the Data Changed screen will appear asking if you wish to save changes to the program plan, and (ii) click the **Yes**, **No**, or **Cancel** button. If you click either the **Yes** or **Cancel** buttons, you will return to the Community Programs Reporting – Program Budget screen, and if you click the **No** button, you will return to the Community Programs Reporting screen.

e. Edit Program Plan Button

- i. After searching for a locality plan by fiscal agent and plan year, (i) select a program plan record from the list, and the row will be highlighted in **blue**, (ii) click the **Edit Program Plan** button at the bottom of the screen, and the Community Programs Reporting – Program Budget screen will appear, (iii) edit the information, and (iv) click the **Save** button.

Congratulations! The budget is below



ii. **Delete Button**

1. Click the **Delete** button and the program plan information will be deleted.

iii. **Cancel Button**

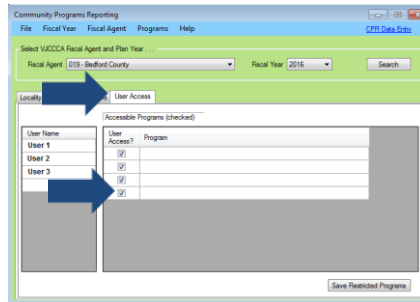
1. Click the **Cancel** button and the *Data Changed* screen will appear asking if you wish to save changes to the locality plan, and (ii) click the **Yes**, **No**, or **Cancel** button. If you click either the **Yes** or **Cancel** buttons, you will return to the Community Programs Reporting – Locality Budget screen, and if you click the **No** button, you will return to the Community Programs Reporting screen.

Only Central Office staff will have access to make changes on the *User Access* tab.

5. **User Access Tab**

The *User Access* tab provides a list of user names that can be granted access to make changes to locality plans in the CPR module. Users can also be restricted from making changes to locality plan information from the *User Access* tab.

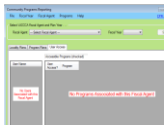
If no fiscal agent or fiscal year agent options are selected, the *User Access* tab will show that there are no users or programs associated with the fiscal agent.



- To access the *User Access* tab after searching for a plan by fiscal agent and year, click the *User Access* tab.

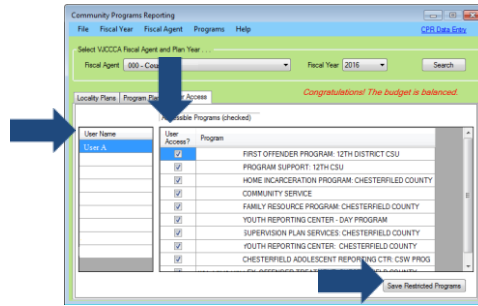
i. **Grant or Restrict User Access**

1. Click the desired name in the **User Name** list, and a list of the community programs that the user can be granted access to will appear.
2. To grant user access, place a checkmark in the **User Access?** checkbox located in the row of the selected program in the **Accessible Programs (checked)** list, and the user will be granted access to make changes to plan information for that program.
3. To restrict user access, uncheck the **User Access?** checkbox.
4. Click the **Save Restricted Programs** button to save all changes made on the screen.



Default access for a user is all programs.

The system will automatically dump last year's data into the new fiscal year, and the message "Congratulations! The budget is balanced" will be displayed. The balanced budget is from the previous year. The new fiscal year's budget must be updated in the system.



Fiscal Year Menu

From the Community Programs Reporting screen, select options from the (i) **Fiscal Agent** and (ii) **Fiscal Year** drop-down menus, (iii) click the **Search** button, and plan information will populate, and the **Fiscal Year** drop-down menu options will become available.

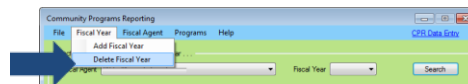
1. Add Fiscal Year

- a. (i) Click the **Fiscal Year** menu, (ii) select the **Add Fiscal Year** option from the drop-down menu, and the CPR – Add FY screen will appear, (iii) enter the fiscal year into the **Fiscal Year** textbox, (iv) click the **Save** button, and the ADD FISCAL YEAR screen will appear informing you to review the details, (v) click **OK** to the **Add Fiscal Year** message, and you will return to the Community Programs Reporting screen.



2. Delete Fiscal year

- a. (i) Click the **Fiscal Year** menu, (ii) select the **Delete Fiscal Year** option from the drop-down menu, and a **Remove Fiscal Year** message will appear with the notification that Information Services must be contacted to delete a fiscal year from the system.

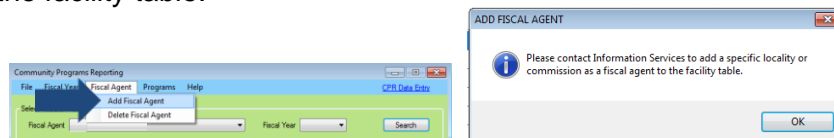


Fiscal Agent Menu

From the Community Programs Reporting screen, select options from the (i) **Fiscal Agent** and (ii) **Fiscal Year** drop-down menus, (iii) click the **Search** button, and plan information will populate, and the **Fiscal Agent** drop-down menu options will become available.

1. Add Fiscal Agent

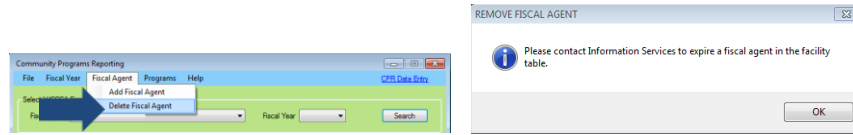
- a. (i) Click the **Fiscal Agent** menu, (ii) select the **Add Fiscal Agent** drop-down menu, and the ADD FISCAL AGENT screen will appear. The ADD FISCAL AGENT screen states that Information Services must be contacted to add a specific locality or commission as a fiscal agent to the facility table.



BADGE Manual

2. Delete Fiscal Agent

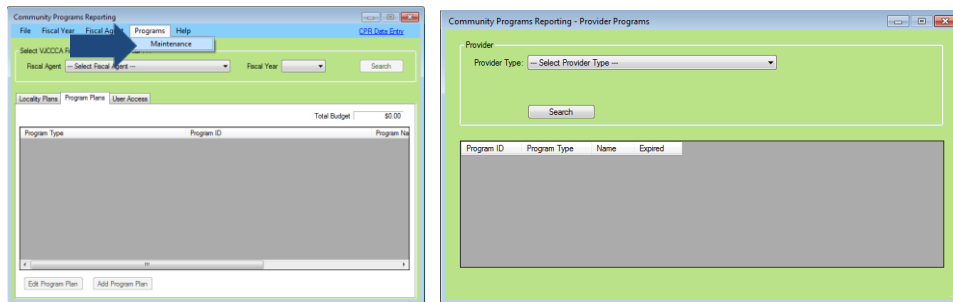
- a. (i) Click the **Fiscal Agent** menu, (ii) select the **Delete Fiscal Agent** option from the drop-down menu, and the REMOVE FISCAL AGENT screen will appear. The REMOVE FISCAL AGENT screen states that Information Services must be contacted to expire/delete a fiscal agent in the facility table.



Programs Menu

1. Maintenance

- a. To add, edit, or delete a program provider or community program, from the Community Programs Reporting screen, (i) click the **Programs** menu, (ii) select the **Maintenance** option from the drop-down menu, and the Community Programs Reporting – Provider Programs screen will appear.



If the **VJCCCA Provider Type** is selected, the **Add Provider** and **Edit Provider** buttons will not appear.

If the **Provider Type** does not have any associated programs, only the **Add Program** button will appear.

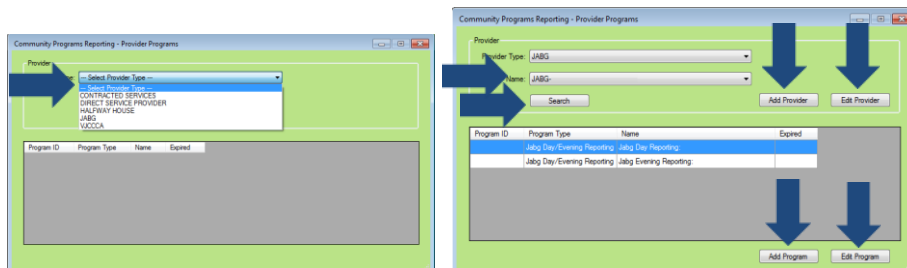
i. Community Programs Reporting – Provider Programs Screen

The Community Programs Reporting – Provider Programs screen displays a program's provider type, ID, program type, name, and expired (if applicable) information.

1. Search for a Program by Provider Type

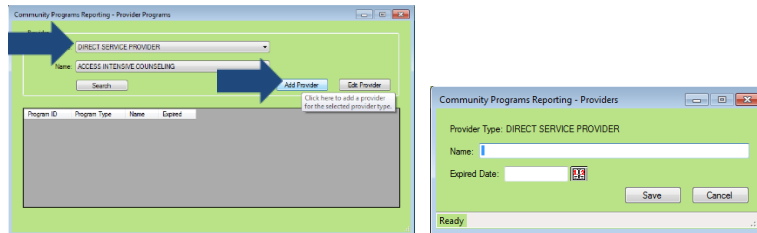
- a. To search and view a program provider's information, (i) Select a provider type from the **Provider Type** drop-down menu, and a provider type **Name** drop-down menu will appear, (ii) select a program name from the **Name** drop-down menu, (iii) click the **Search** button, and the provider ID, program type, program name, and expired date (if applicable) information will appear.
- b. The **Add Provider** and **Edit Provider** buttons will appear based on which Provider Type options are selected

If no **Provider Type** is selected, and the **Search** button is clicked, only the **Add Program** button will become available.



2. Add a Program Provider

- a. (i) Select an option from the **Provider Type** drop-down menu, (ii) click the **Add Provider** button, and the Community Programs Reporting – Providers screen will appear.

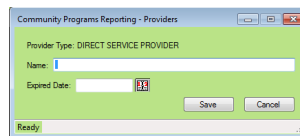


If a **Provider Type** does not have any program names associated with it, only the **Add Provider**, **Edit Provider**, and **Add Program** buttons will be available.

i. Community Programs Reporting – Providers screen

- 1. The **Provider Type** information will auto-populate, and will be read-only.
 - (i) Type the provider name into the **Name** textbox, (ii) enter an **Expired Date** or select a date on the calendar screen, and (iii) click the **Save** button.
- 2. **Cancel button**
 - a. Click the **Cancel** button and you will return to the Community Programs Reporting – Provider Programs screen

The **Expired Date** is usually the end of the fiscal year (June 30, xxxx). Expire programs after the VJCCA expenditure process.



3. Edit a Program Provider

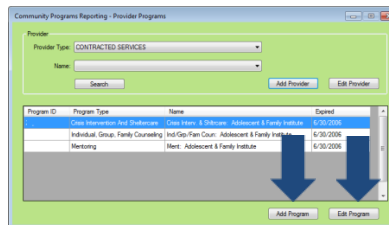
- a. (i) Select an option from the **Provider Type** drop-down menu, (ii) click the **Edit Provider** button, and the Community Programs Reporting – Providers screen will appear, (iii) edit the information, and (iv) click the **Save** button.

b. **Cancel Button**

- i. Click the **Cancel** button and you will return to the Community Programs Reporting – Provider Programs screen.

4. Add a Community Program

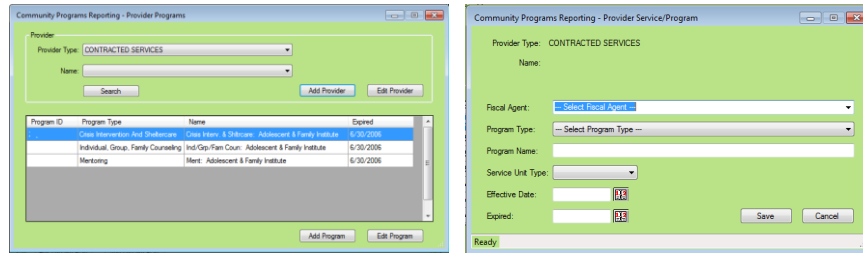
- a. Select the (i) **Provider Type** and (ii) **Name** (if applicable) from the drop-down menus, (ii) click the **Search** button, and the **Add Program** and **Edit Program** buttons will appear at the bottom of the screen.



Information Services must be contacted in order to update the **Effective Date** for a program.

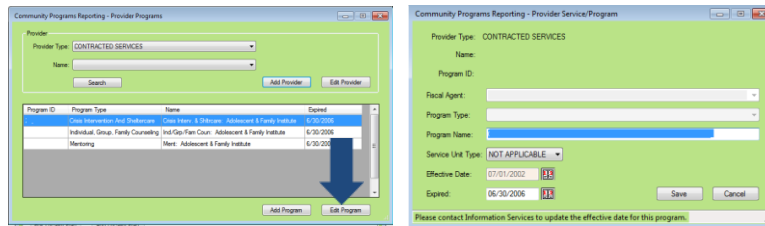
i. Add Program Button

1. (i) Click the **Add Program** button, and the Community Programs Reporting – Provider Service/Program screen will appear, select the (ii) **Fiscal Agent** and (iii) **Program Type** from the drop-down menus, (iv) type the program name into the **Program Name** textbox, (v) select the **Service Unit Type** from the drop-down menu, (vi) enter either an **Effective Date** or **Expired Date**, or click the calendars to select a date, and (vii) click the **Save** button.
2. **Cancel Button**
 - a. Click the **Cancel** button and you will return to the Community Programs Reporting – Provider Programs screen.



ii. Edit a Community Program

1. (i) Click the **Edit Program** button, and the Community Programs Reporting – Provider Service/Program screen will appear. The **Fiscal Agent**, **Program Type**, **Effective Date**, and **Expired Date** fields will not be accessible.
2. (i) Click in the **Program Name** textbox to edit the program name, (ii) select an option from the **Service Unit Type** drop-down menu, and (iii) click the **Save** button.
3. **Cancel Button**
 - a. Click the **Cancel** button and you will return to the Community Programs Reporting – Provider Programs screen.



Help Menu

1. From the Community Programs Reporting screen, (i) click the **Help** menu, (ii) select the **User Manual** option from the drop-down menu, and the User Manual screen will appear.



2. The User Manual screen provides guidance on operating the **Community Programs Reporting** Module.

Document Revisions