Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data Gathering Environment

BADGE Incident Reporting Manual

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Table of Contents

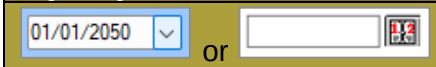
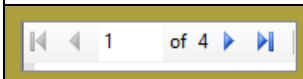
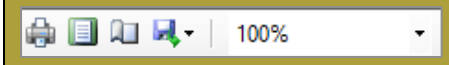
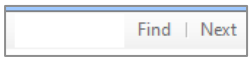
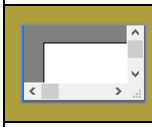
Table of Contents i
Key/Legend ii
Please Note iv
Adding a New Incident Report 1
Community Programs (CSU, VJCCCA, and Group Home/Youth Center/Shelter) 3
1. IR Tab – CSU, VJCCCA, and Group Home 3
2. Incident Type Tab – CSU, VJCCCA, and Group Home 4
3. Description Tab – CSU, VJCCA, and Group Home 7
4. Juvenile(s) Involved Tab – CSU, VJCCA, and Group Home 7
5. Parties Notified Tab – CSU, VJCCA, and Group Home 12
6. Addendum tab – CSU, VJCCA, and Group Home 14
7. Access Log Tab – CSU, VJCCA, and Group Home 17
Juvenile Detention Center (JDC) 17
1. IR Tab – JDC 18
2. Incident Type Tab – JDC 18
3. Description Tab – JDC 22
4. Juvenile(s) Involved Tab – JDC 22
5. Parties Notified Tab – JDC 27
6. Addendum tab – JDC 28
7. PREA Corrective Action Tab – JDC 31
8. Access Log Tab – JDC 35
Direct Care (CAP or JCC) 35
1. IR Tab – CAP and JCC 36
2. Incident Type Tab – CAP and JCC 37
3. Description Tab – CAP and JCC 41
4. Juvenile(s) Involved Tab – CAP and JCC 41
5. Staff Involved Tab –JCC Only (Does Not Display for CAP) 46
6. Parties Notified Tab – CAP and JCC 49
7. Addendum tab – CAP and JCC 50
8. PREA Corrective Action Tab – CAP and JCC 53
9. Access Log Tab – CAP and JCC 56
Main Buttons on the Incident Reporting Screen 57
1. Delete Button 57
2. Save Button 58
3. Email Button 58
4. Notify DJJ Director Button 59
5. Print Button 60
6. Approve / Lock this Incident Button 60
7. Unapprove / Unlock this Incident 61
Search - Incident Reporting Module 62
By Incident Number 62
Juvenile Search 63
Organizational Search 65
Reports - Incident Reporting Module 67
1. No PREA Corrective Action Reported 68
2. PREA-Related Incidents and Dispositions 68
Appendix 71
A. Document Revisions 71

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
 or Calendar Screen Button and Date Field		To select a date, click the **Calendar** 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): **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): **Textbox**, enter text to search for; click **Find** to search for text entered in textbox; and click **Next** 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 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 *Alerts* tab on the *Juvenile Information* screen.
	Icon displayed on *Question* and/or *Confirmation* 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 *Information* 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
Help or Help	Help Button	Click the **Help** button to display the *Help* screen describing the business rules related to the selected report or for additional information related to the current screen.
Close or Close	Close Button	Click the **Close** button to close the current screen, leaving open the prior screen
	Magnifying Glass Button	Click the **Magnifying Glass** button to expand a comment/textbox.
Map It	Map It Button	The **Map It** button is currently disabled across the BADGE application.
*- Yes No Unknown 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
Underlined and Italicized	Name of a screen.
Italicized	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.
Underlined	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.
Bolded and Underlined	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 Incident Reporting Module**.

The BADGE application manuals are regularly updated and uploaded to DJJ's website and DJJ Connect 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.

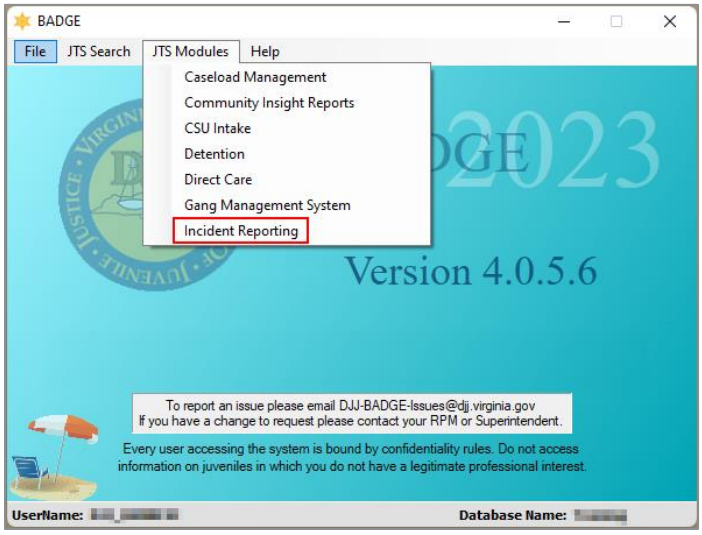
Please email DJJ-BADGE-Passwords@djj.virginia.gov for assistance with BADGE login problems.

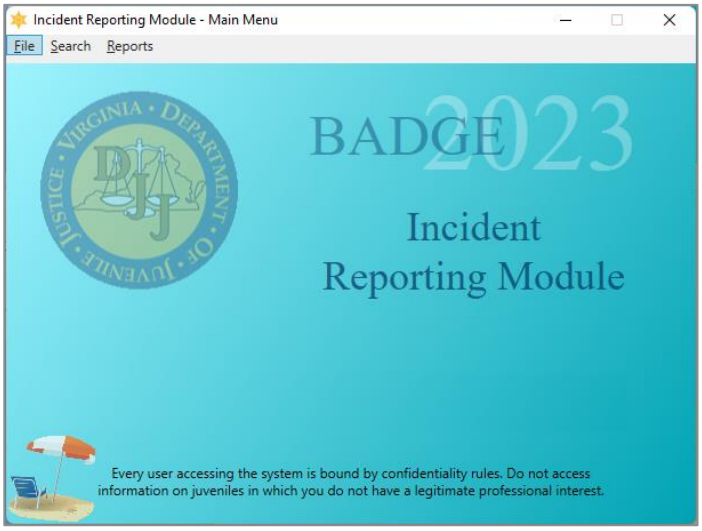
All potentially sensitive data have been removed from all screen images presented in this manual.

Adding a New Incident Report

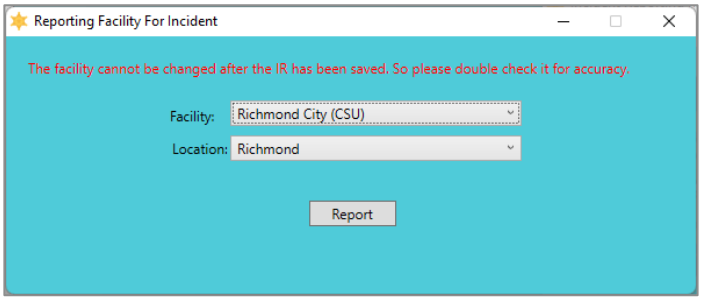
From the *BADGE* home screen:

1. (i) Click the **JTS Modules** menu, (ii) select the **Incident Reporting** option from the drop-down menu, and the *Incident Reporting Module – Main Menu* screen will appear.



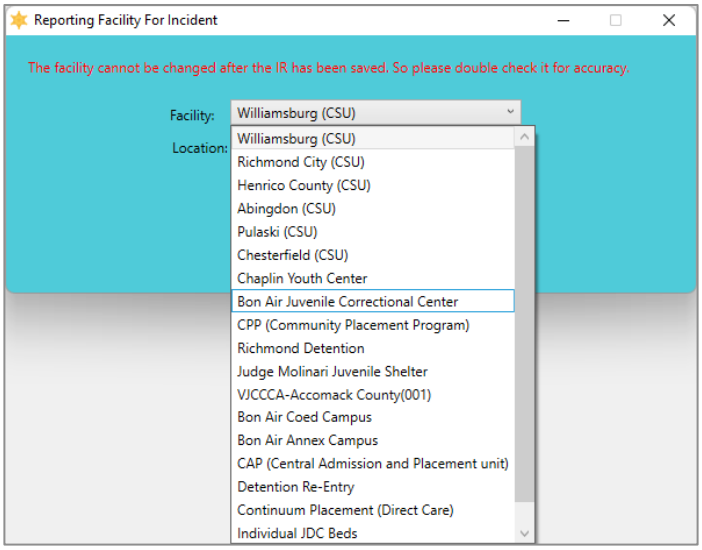


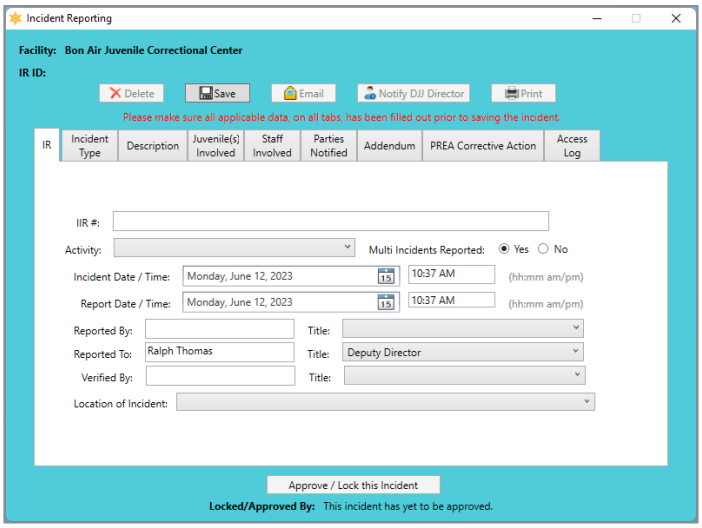
2. From the *Incident Reporting Module – Main Menu* screen, (i) click **File**, (ii) select the **New Incident** option from the drop-down menu, and the *Reporting Facility for Incident* screen will appear.



On the *Reporting Facility for Incident* screen the **Location** drop-down menu does not appear for all facilities.

3. From the *Reporting Facility for Incident* screen, (i) select **Facility** and **Location** options from the drop-down menus, (ii) click **Report**, and the *Incident Reporting* screen will appear.





a. The *Incident Reporting* screen will display the **Facility** selected, the **IR ID** (after the incident has been saved), and **FIPS** information (for certain facility types). New incident report information will be input on the following *Incident Reporting* screen tabs: *IR, Incident Type, Description, Juvenile(s) Involved, Staff Involved, Parties Notified, Addendum*, and *Access Log*.

- The *Incident Reporting* screen will display differently for each facility type that is selected. Not all tabs or fields are available for all facility types.
- The facility cannot be changed after the incident report has been saved. Therefore, double-check the report for accuracy before saving.

i. Regardless of the facility type chosen and the tab selected and displayed on the *Incident Reporting* screen, the following main buttons will always be displayed: (1) **Delete**, (2) **Save**, (3) **Email**, (4) **Notify DJJ Director**, (5) **Print**, and (6) **Approve / Lock this Incident (Unapprove / Unlock this Incident)** buttons.

1. Additional detail for the buttons located on the *Incident Reporting* screen is presented in the **Main Buttons on the Incident Reporting Screen** section of this manual. Follow the hyperlinks in the table below for instructions pertaining to each button.

Main Buttons on the Incident Reporting Screen	Delete Button
	Save Button
	Email Button
	Notify DJJ Director Button
	Print Button
	Approve / Lock this Incident Button
	Unapprove / Unlock this Incident button

b. Follow the hyperlinks in the table below for instructions on using the *Incident Reporting* screen for specific facility types.

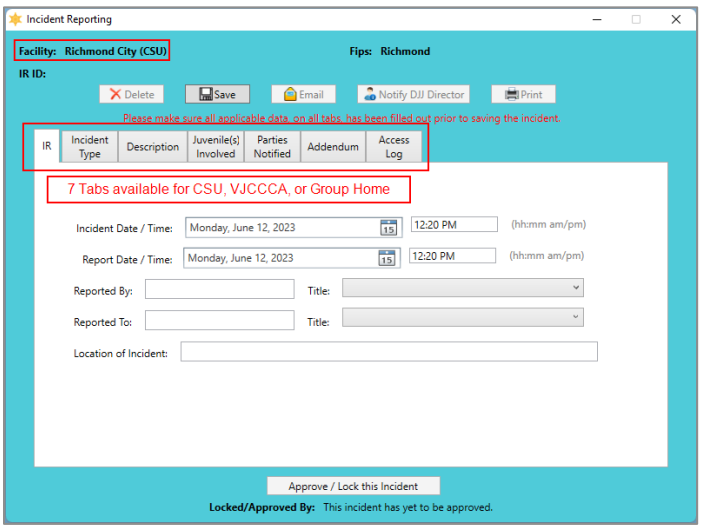
Incident Reporting Screen Facilities
Community Programs – Court Service Units, VJCCCA Programs, and Group Homes/Youth Centers/Shelters
Juvenile Detention Centers
Direct Care – CAP and JCC

- Users should complete all relevant fields on all *Incident Reporting* screen tabs prior to saving an incident.

Community Programs (CSU, VJCCCA, and Group Home/Youth Center/Shelter)

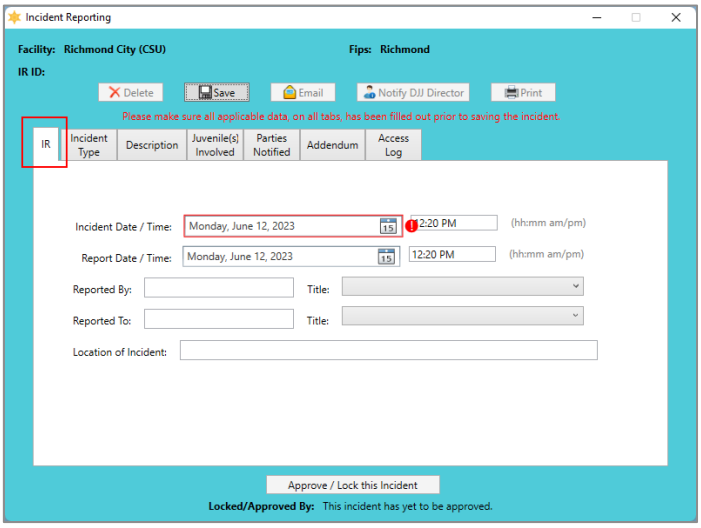
Given the similarity on the *Incident Reporting* screen between a **Court Service Unit** (CSU), **Virginia Juvenile Community Crime Control Act Program** (VJCCCA), and **Group Home** facility type, they are all presented here. These facility types will have **different values for some fields**. Relevant differences will be pointed out as necessary in the tab sections below.

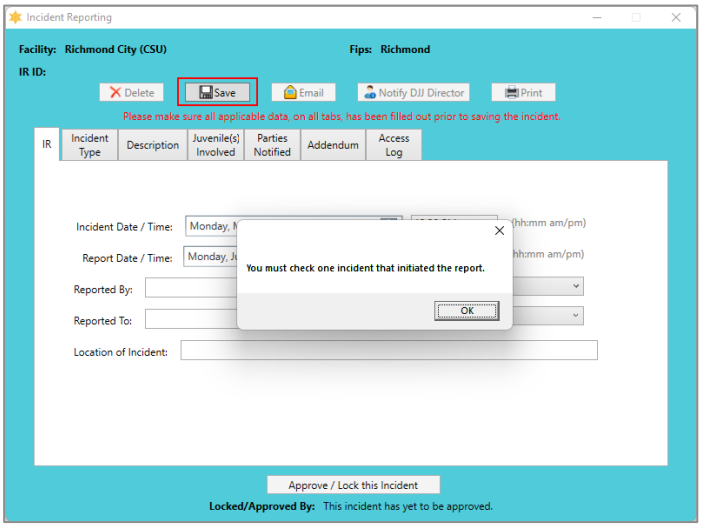
If a CSU, VJCCCA, or Group Home is selected as the incident reporting facility from the **Facility** drop-down menu, the *Incident Reporting* screen will display the following 7 tabs: (1) *IR*, (2) *Incident Type*, (3) *Description*, (4) *Juvenile(s) Involved*, (5) *Parties Notified*, (6) *Addendum*, and (7) *Access Log* tabs.



On the upper left corner of the *Incident Reporting* screen the facility the user has selected will be displayed, as demonstrated in the screen image displyed above.

1. **IR Tab – CSU, VJCCCA, and Group Home**
   a. Use the calendar drop-down screens and the adjacent time fields (hh:mm am/pm format) to enter the (i) **Incident Date / Time** and (ii) **Report Date / Time**. For each field, (iii) **Reported By** and (iv) **Reported To**, enter the employee name and select the appropriate value from the adjacent **Title** fields using the drop-down menu. (v) Enter the appropriate information in the **Location of Incident** text field.
   b. If the **Save** button at the top of the *Incident Reporting* screen is clicked an information screen will appear informing the user that an initiating incident must be selected on the *Incident Type* tab. Click the **OK** button to return to the *Incident Reporting* screen. Typically, the **Save** button is not selected until all tabs have been completed on the *Incident Reporting* screen; however, the incident report can be saved at any time.





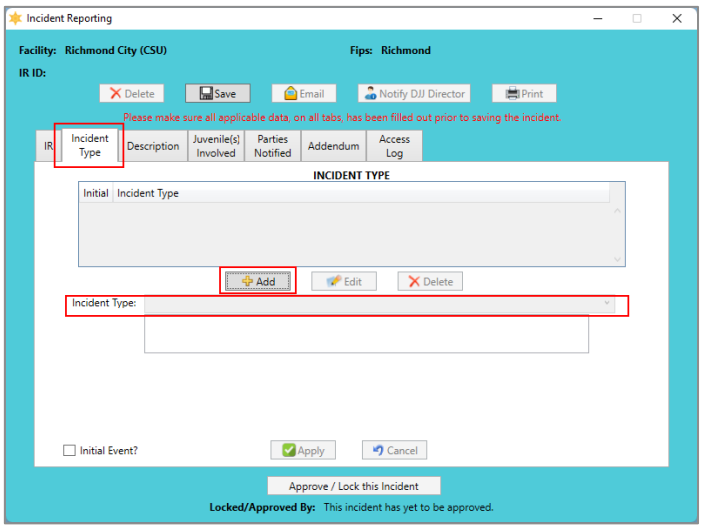
- The **Incident Date/Time** must be before the **Report Date/Time**.
- Make sure all applicable data on all tabs have been entered on the *Incident Reporting* screen prior to saving the incident.
- At a minimum, the following fields must be entered before an incident can be saved:
  - **Incident Date / Time**, **Report Date / Time** and **Location of Incident** on the *IR* tab, and
  - At least one **Incident Type** must be added and selected as an **Initial Event** on the *Incident Type* tab.

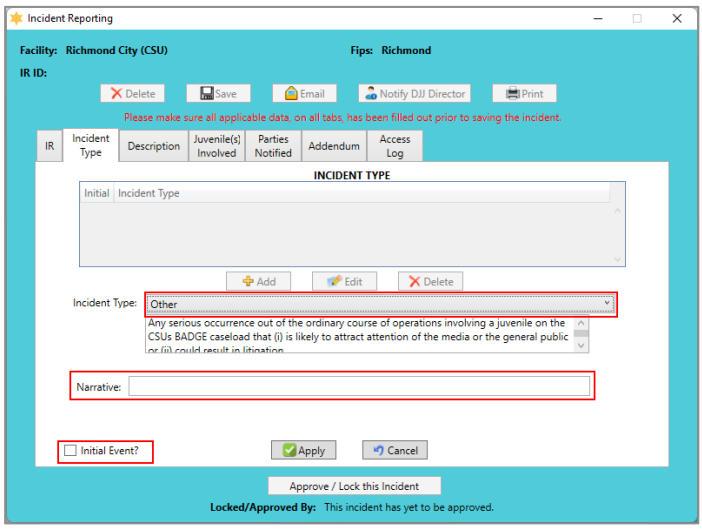
2. Incident Type Tab – CSU, VJCCCA, and Group Home

a. Add an Incident Type

i. (i) Click the **Add** button. (ii) Select an option from the **Incident Type** drop-down menu and the definition of the incident type will populate in the textbox below the incident type option selected.

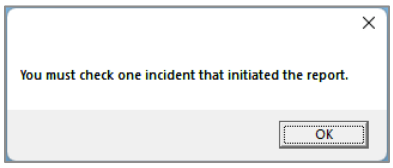
1. The **Narrative** field will appear when "Other" is selected for the **Incident Type** field. If the field appears, input appropriate text in the text field.





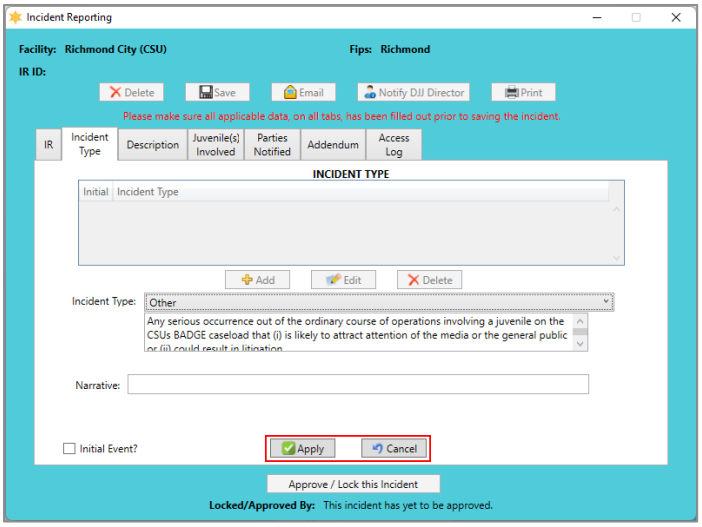
ii. If appropriate, place a checkmark in the **Initial Event?** checkbox.

- One and only one incident type record must have the **Initial Event?** checkbox selected. An information screen will appear If the user attempts to click the **Save** button without assigning an incident as an initial event.

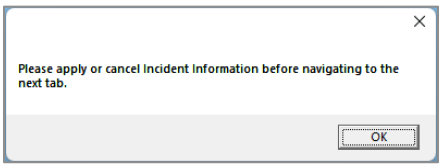


iii. Click the **Cancel** button and any unsaved information will be cleared.

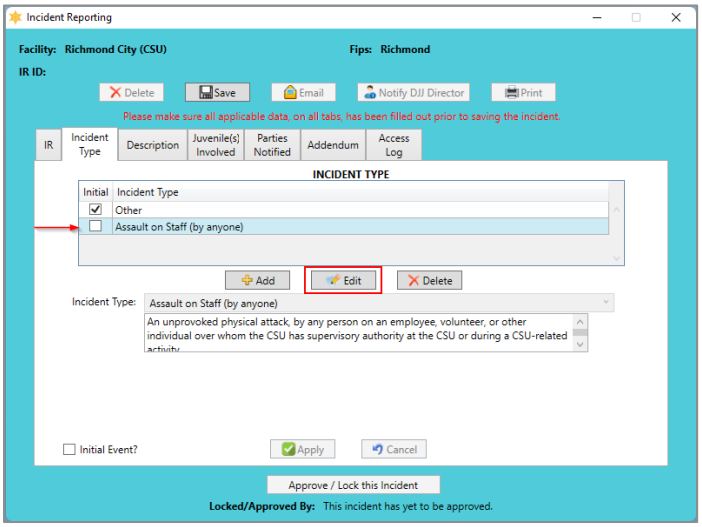
iv. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.



1. An information screen will display if the user attempts to access another tab without selecting the **Apply** or **Cancel** buttons on the *Incident Type* tab. Click the **OK** button to close the information screen and return to the *Incident Type* tab.

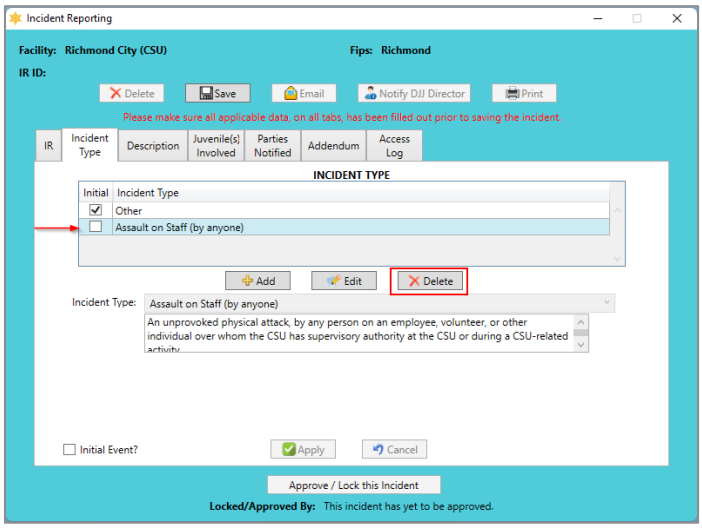


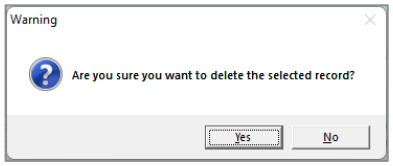
b. **Edit an Incident Type**
   i. (i) Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by modifying the **Incident Type** drop-down menu and the **Initial Event?** Checkbox.
   ii. Click the **Cancel** button and any unsaved information will be cleared.
   iii. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.



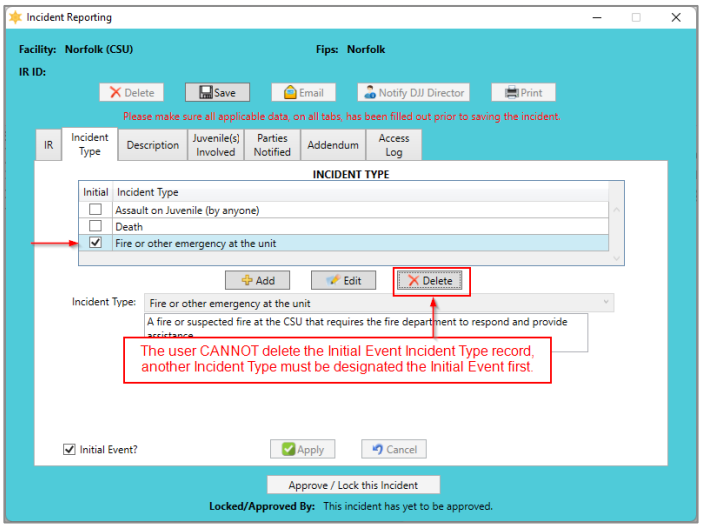
c. **Delete an Incident Type**
   i. Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in blue.
      1. If the incident type record selected for deletion **is not** the initial event (i.e., the **Initial Event** checkbox **is not** selected), (i) click the **Delete** button and the ***Warning*** screen will appear, (ii) (a)

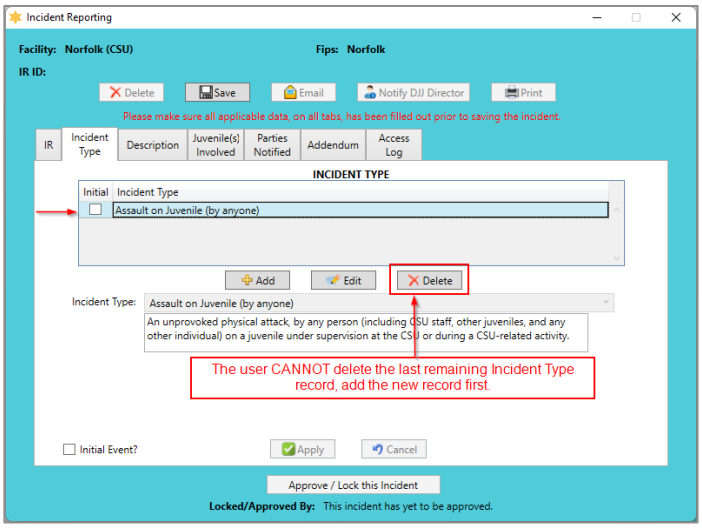
click the **Yes** button to delete the record or (ii) (b) click the **No** button to return to the *Incident Type* tab without deleting the record.

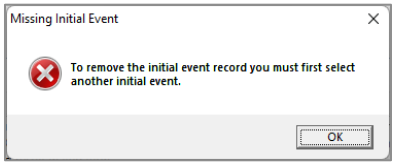




2. If the incident type record selected for deletion **is** the initial event (i.e., the **Initial Event** checkbox **is** selected) or the record selected for deletion is the only existing record, when the user (i) clicks the **Delete** button the *Missing Initial Event* information screen will appear and state, "To remove the initial event record you must first select another initial event." (ii) Click the **OK** button to return to the *Incident Type* tab.
   a. Follow the instructions in the **Add an Incident Type** section and/or the **Edit an Incident Type** section above to designate another incident type record as the **Initial Event**.
   b. Follow the instructions in the **Edit an Incident Type** section above to remove the **Initial Event** designation from the incident type record to be deleted and then follow the instructions in the **Delete an Incident Type** section to delete the record.

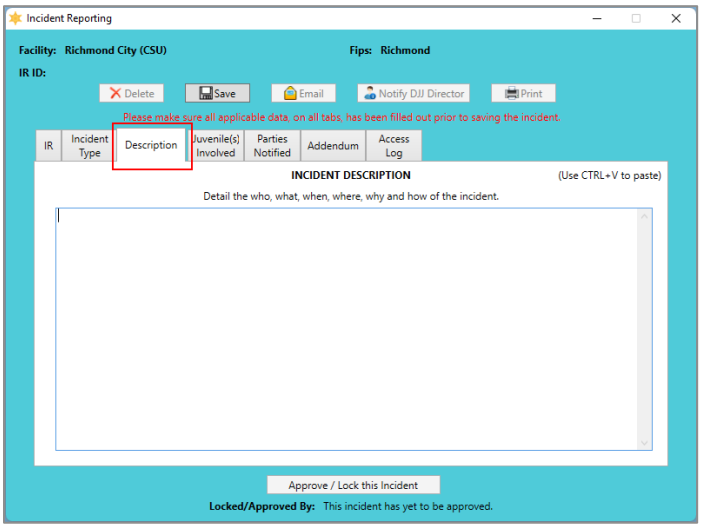




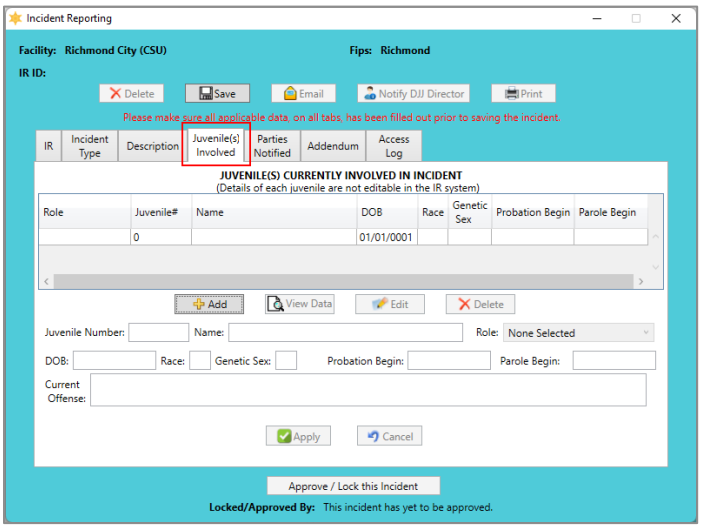


- The **Initial Event?** checkmark must be removed from an incident type record before an incident type record can be deleted.
- An incident type record must be designated as an initial event in order to save an IR.
- To delete the only remaining incident type record, the user must first add a new incident type record.

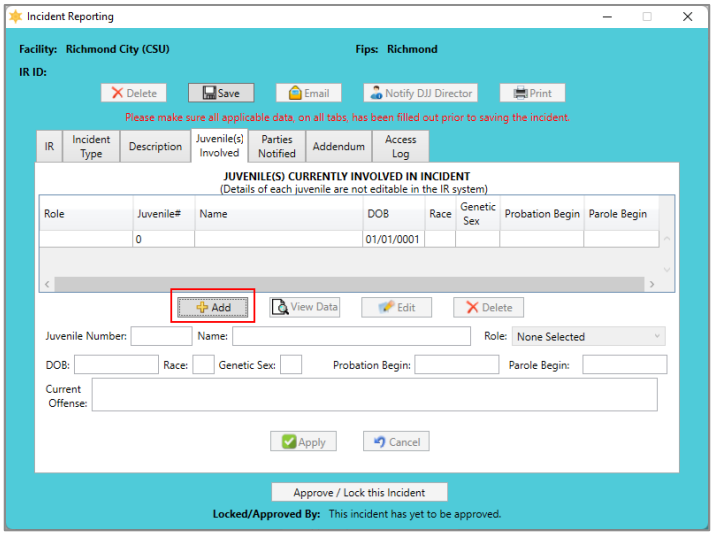
3. **Description Tab – CSU, VJCCA, and Group Home**
   a. (i) Type the incident description into the **Incident Description** section.

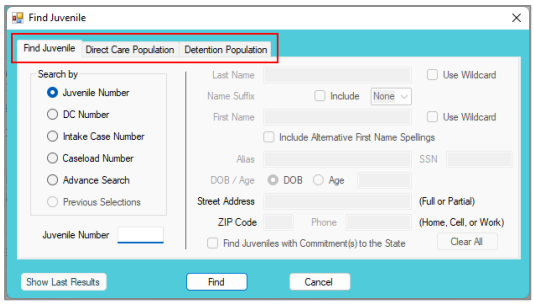


4. **Juvenile(s) Involved Tab – CSU, VJCCA, and Group Home**
   The *Juvenile(s) Involved* tab allows users to add all juveniles involved in an incident and document the juveniles' role in the incident. A juvenile record displays Role, Juvenile#, Name, DOB, Race, Genetic Sex, Probation Begin, Parole Begin, and Current Offense.



   a. **Add Juvenile(s) Involved**
      i. (i) Click the **Add** button and the *Find Juvenile* screen will appear.
         1. The *Find Juvenile* screen will display the *Find Juvenile* tab, the *Direct Care Population* tab, and the *Detention Population* tab. For summary instructions using the *Find Juvenile* screen, see Juvenile Search in the Search – Incident Reporting Module section below. For detailed instructions using the *Find Juvenile* screen, see the BADGE Login & Search Manual.

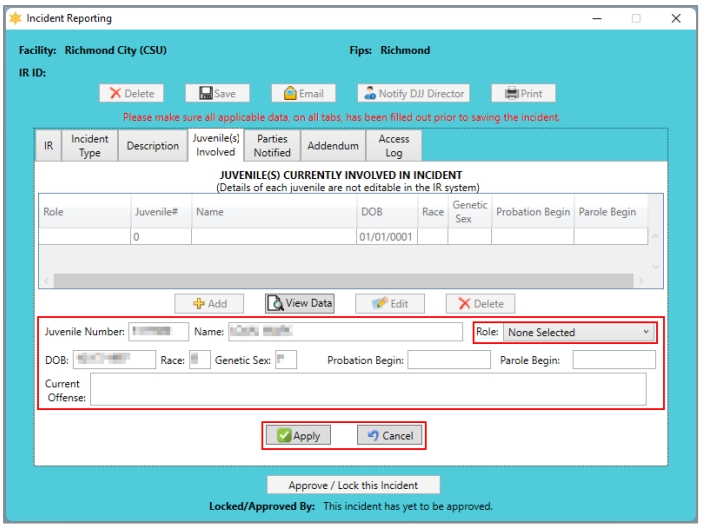




2. Once the appropriate juvenile has been found and selected using the *Find Juvenile* screen the user will be returned to the *Juvenile(s) Involved* tab where the **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Probation Begin**, **Parole Begin,** and **Current Offense** fields will auto-populate.

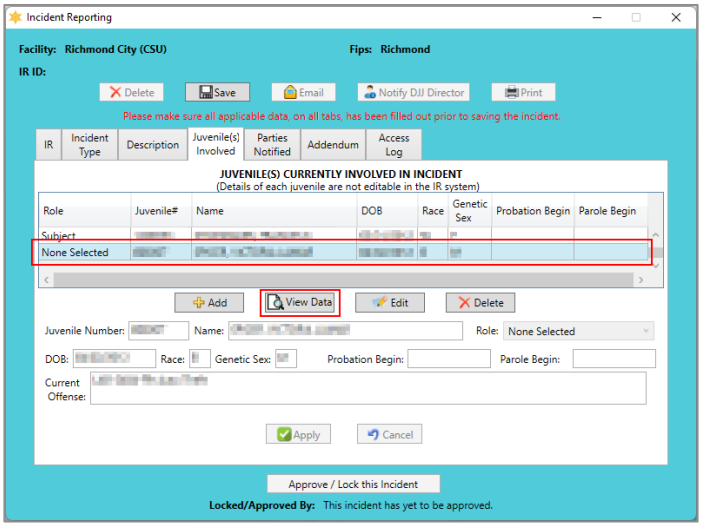
ii. Select an option from the **Role** drop-down menu.
   1. Click the **Cancel** button and any unsaved information will be cleared.
   2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.

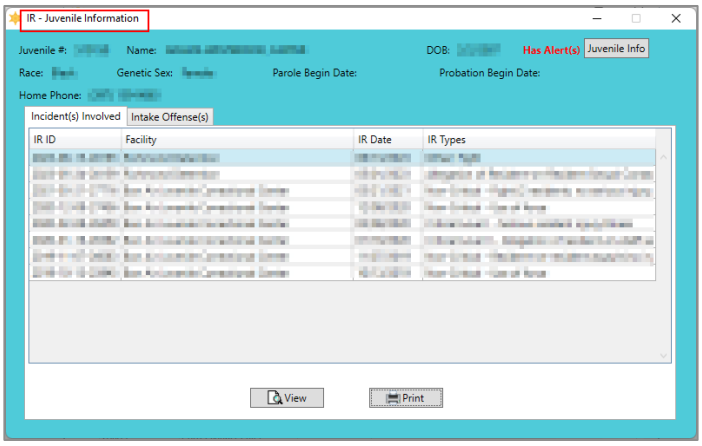
iii. Perform the steps above as necessary to add any additional juveniles involved in the incident.



b. **View Data for Juvenile's Involved**

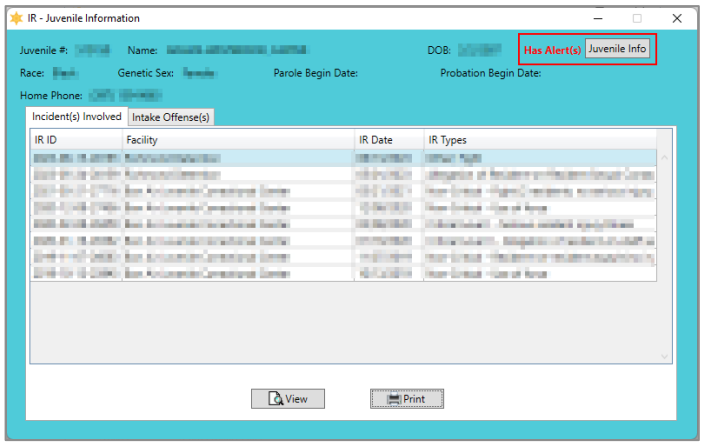
i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **View Data** button and the *IR – Juvenile Information* screen will appear.

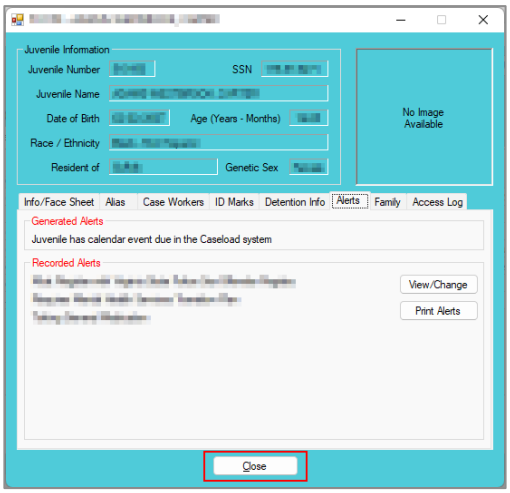




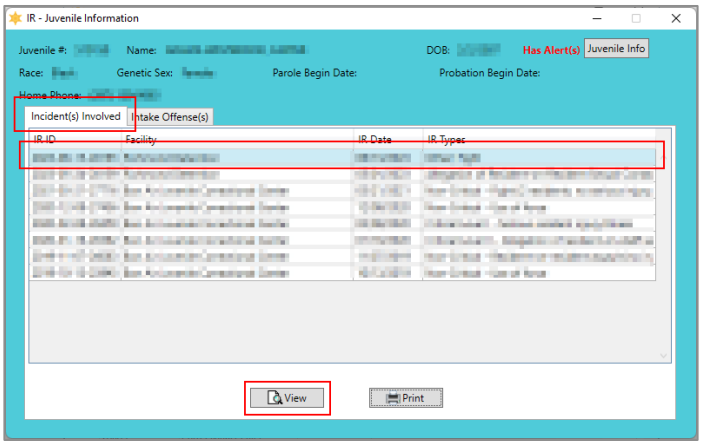
1. The *IR – Juvenile Information* screen displays Juvenile #, Name, DOB, Race, Genetic Sex, Parole Begin Date, Probation Begin Date, Home Phone, and will indicate if the juvenile has alert(s).
   a. **Juvenile Info** Button
      i. From the *IR – Juvenile Information* screen, (i) click the **Juvenile Info** button located in the upper right-hand side of the screen 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 *IR – Juvenile Information* screen.

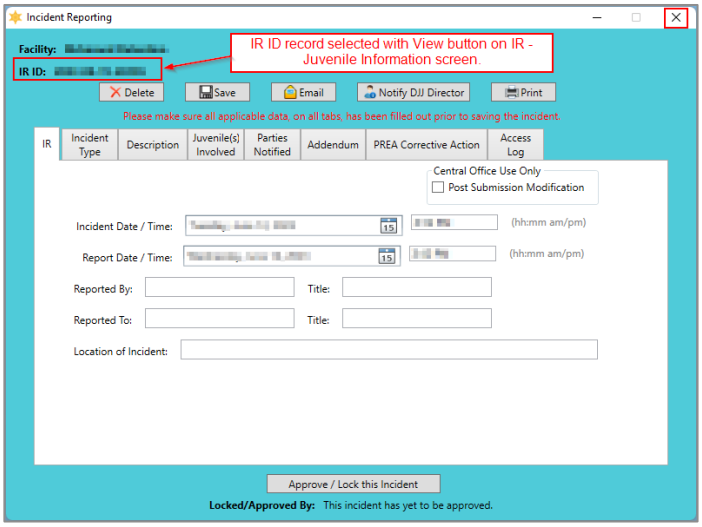
Refer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the *Juvenile Information* screen.



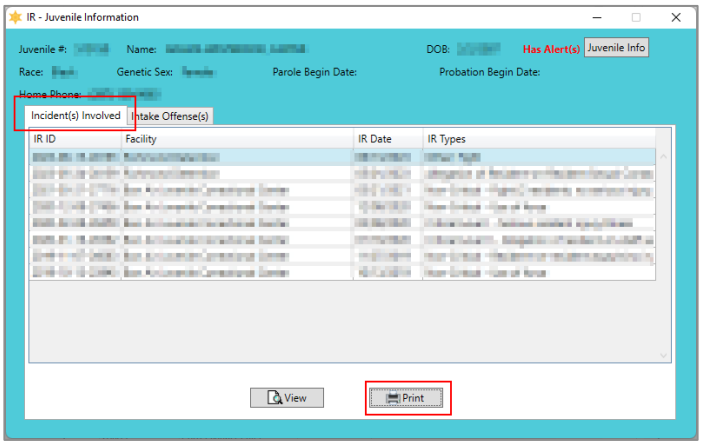


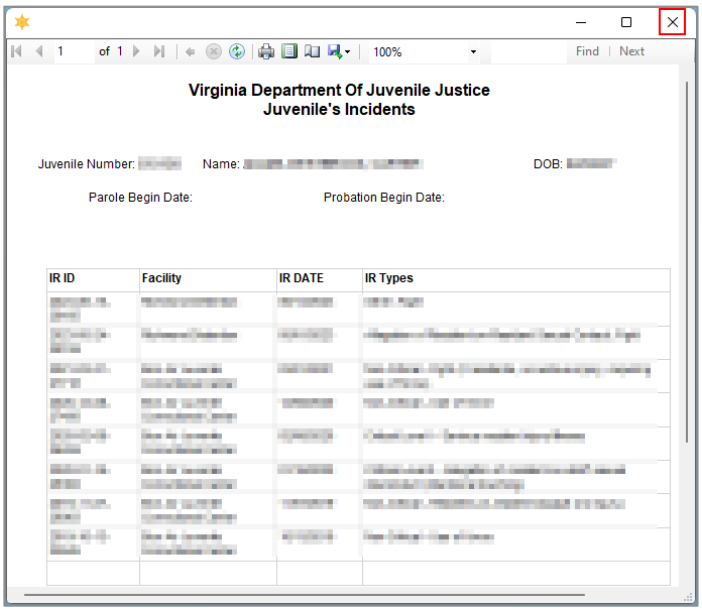
   b. *Incident(s) Involved* Tab
      i. The *Incident(s) Involved* tab displays IR ID, Facility, IR Date, and IR Types for each incident record. (i) Select a record from the list and the row will be highlighted in blue. (ii) Click the **View** button and the *Incident Reporting* screen will appear displaying the incident record selected. When done, (iii) click the **X** button in the upper right corner to close the screen and return to the *IR – Juvenile Information* screen.





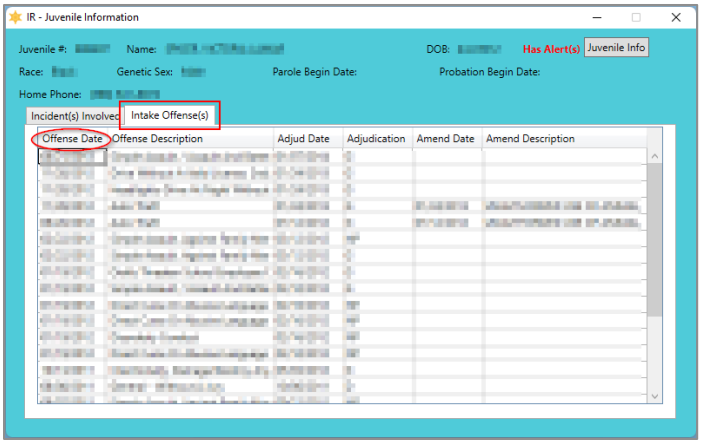
ii. (i) Click the **Print** button and a report viewer screen will appear displaying the full list of records on the *Incident(s) Involved* tab. (ii) Click the **X** button in the upper right corner to close the report viewer screen and return to the *IR – Juvenile Information* screen.





c. *Intake Offense(s)* Tab

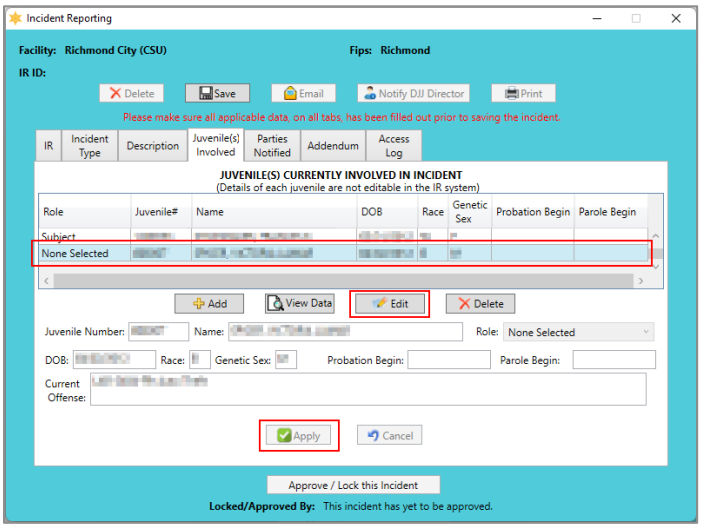
i. The *Intake Offense(s)* tab displays a list of the juvenile's intake offenses by Offense Date, Offense Description, Adjudication Date, Adjudication, Amend Date, and Amend Description. The user can sort the list by clicking the header of any column. When done, click the **X** button in the upper right corner to close the screen and return to the *IR – Juvenile Information* screen.



c. **Edit Juvenile(s) Involved**

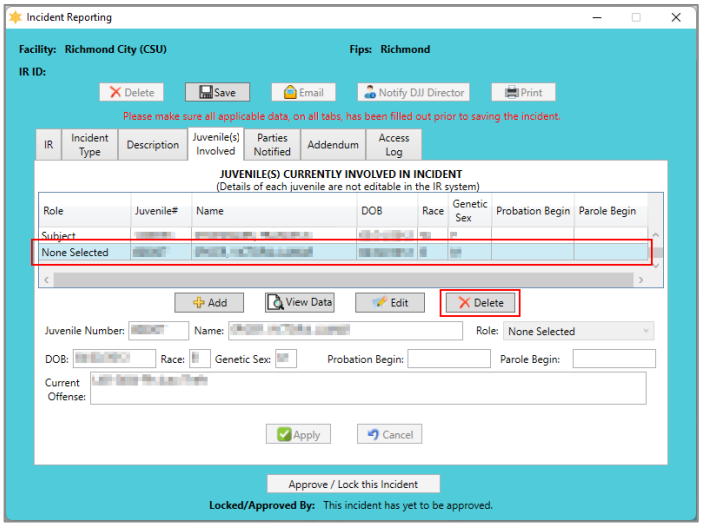
i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by modifying the **Role** field. The **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Class Level**, **Committing Court**, and **Committing Offense(s)** fields cannot be edited.

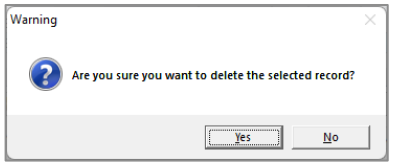
1. Click the **Cancel** button and any unsaved information will be cleared.
2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.



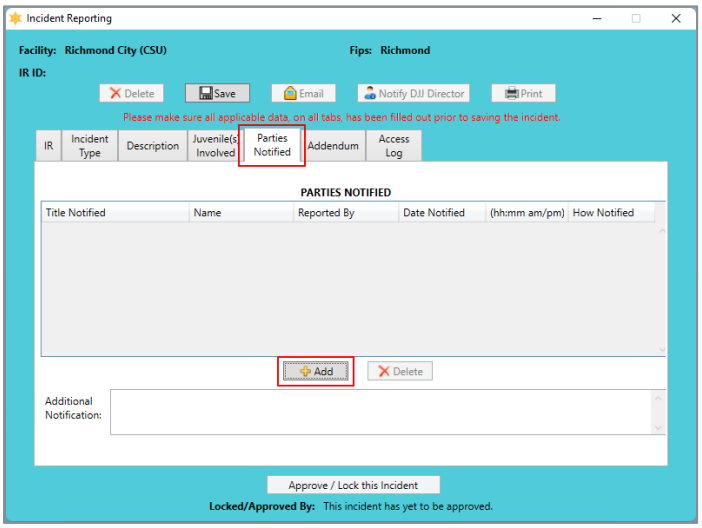
d. **Delete Juvenile(s) Involved**

i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

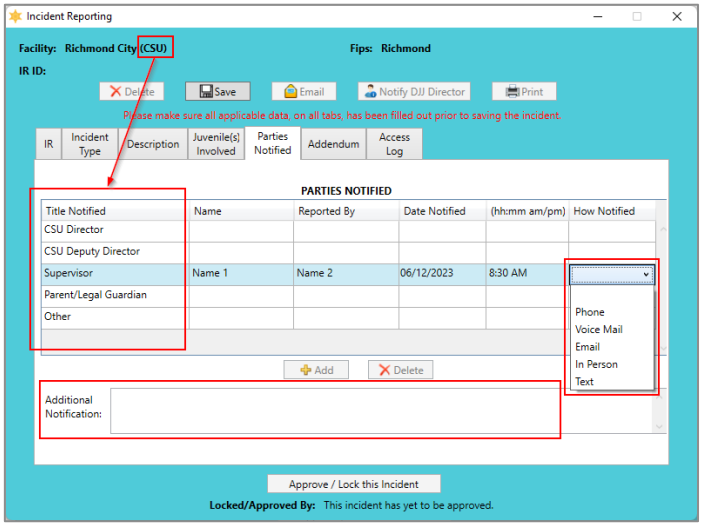


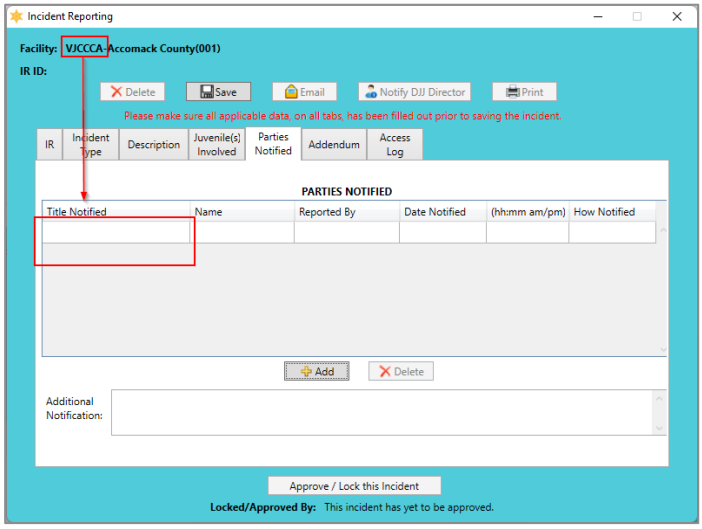


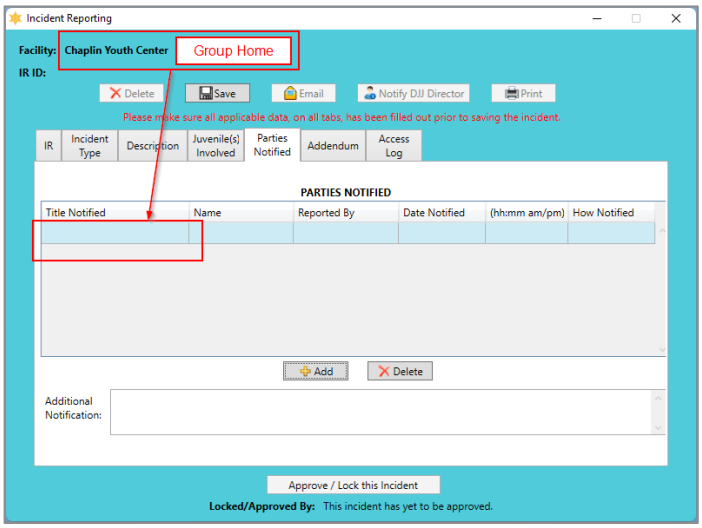
5. **Parties Notified Tab – CSU, VJCCA, and Group Home**
   The *Parties Notified* tab allows users to document all parties notified of an incident. The **PARTIES NOTIFIED** section of the tab displays the following column headings: Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified.

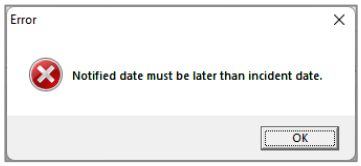


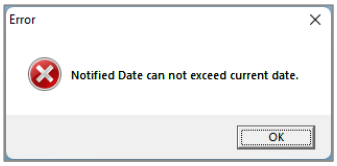
   a. **Add Parties Notified**
      i. (i) Click the **Add** button and a table will appear in the **PARTIES NOTIFIED** section of the tab. The Title Notified column will auto-populate and display the following based on the facility type:
         1. **CSU**
            a. CSU Director, CSU Deputy Director, Supervisor, Parent/Legal Guardian, and Other.
         2. **VJCCCA** and **Group Home/Youth Center/Shelter**
            a. The Title Notified does not auto-populate for these facility types and is completed by the user.
      ii. To input data directly into the table (i) select the appropriate **Title Notified** row in the **PARTIES NOTIFIED** section and the row will be highlighted in blue. Enter appropriate data for the (ii) **Title Notified** (if blank), (iii) **Name**, and (iv) **Reported By**. Use the calendar drop-down screen to (v) enter the **Date Notified**. Enter the (vi) time **(hh:mm am/pm)** and use the drop-down list to (vii) select the **How Notified** information.
      iii. The **Additional Notification** textbox will also become accessible.
         1. If additional parties are notified that do not exist in the **PARTIES NOTIFIED** table (primarily applicable for **CSUs**), record that information in the **Additional Notification** textbox using the same format of the table (Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified).











- The **Add** button will be greyed out and inaccessible after it is initially selected for **CSU** facility types but remains available for **VJCCA** and **Group Home/Youth Center/Shelter** facility types.
- The **Add** button can be used to add multiple records to the **PARTIES NOTIFIED** table for **VJCCCA** and **Group Home/Youth Center/Shelter** facility types.
- The **Incident Date/Time** must be before the **Date Notified** or an *Error* screen will display when the **Save** button is selected.
- The **Notified Date** cannot exceed the current date or an *Error* screen will display when the **Save** button is selected.

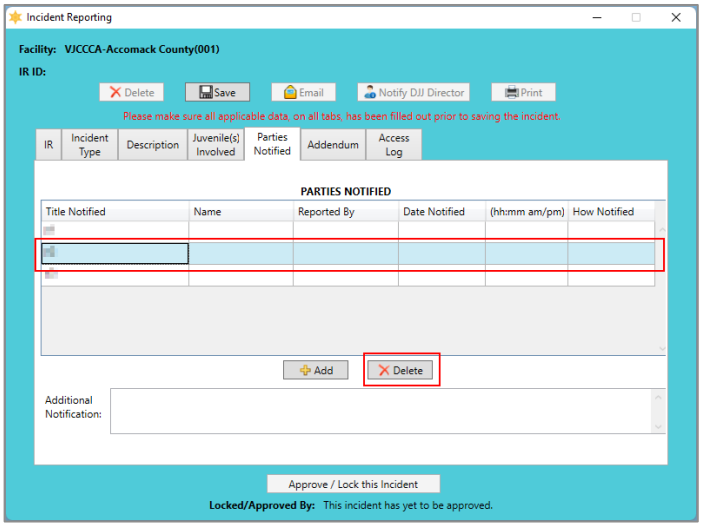
b. **Delete Parties Notified**

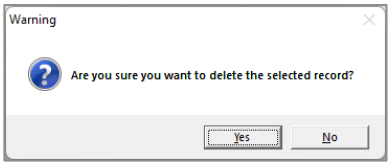
i. **CSU**

1. The **Delete** button is always greyed out and inaccessible on this tab for **CSUs**. To edit or delete information in the **PARTIES NOTIFIED** table or Additional Notification text field, select each individual field and use the keyboard to delete an entry and edit or enter new text.

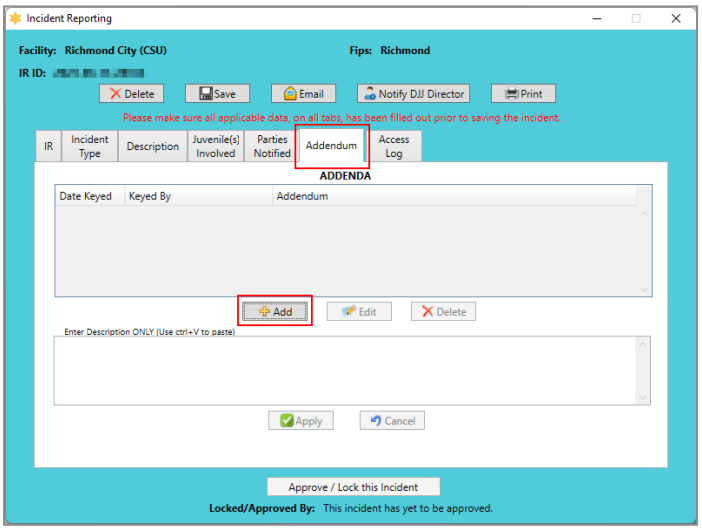
ii. **VJCCCA and Group Home/Youth Center/Shelter**

1. (i) Select a record in the **PARTIES NOTIFIED** table and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

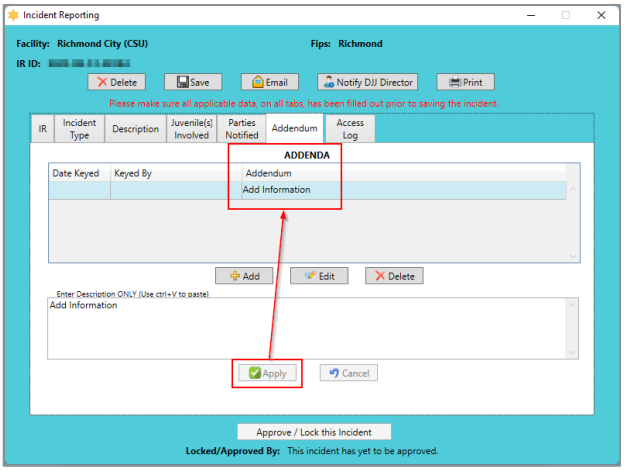


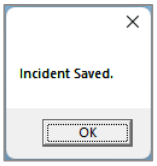


6. **Addendum tab – CSU, VJCCA, and Group Home**
   The *Addendum* tab allows users to document any additional information that has been obtained related to the initial incident. The **ADDENDA** section of the tab displays the following column headings: Date Keyed, Keyed By, and Addendum.

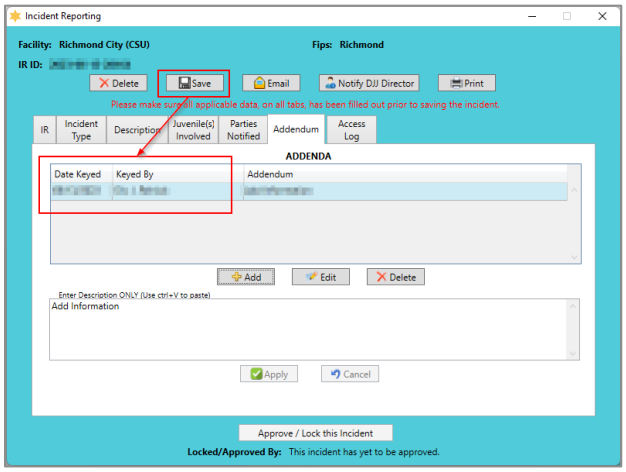


   a. **Add Addendum**
      i. Click the **Add** button and (ii) enter a description of the incident into the **Enter Description ONLY** textbox.
         1. To cancel, click the **Cancel** button prior to selecting the **Apply** button or the **Save** button.
      ii. Click the **Apply** button and the description entered in the textbox will appear in the Addendum column of the **ADDENDA** section.
      iii. (i) Click the **Save** button and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button on the information screen to return to the *Incident Reporting* screen, *IR* tab.



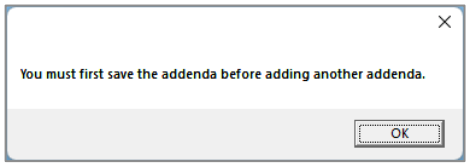


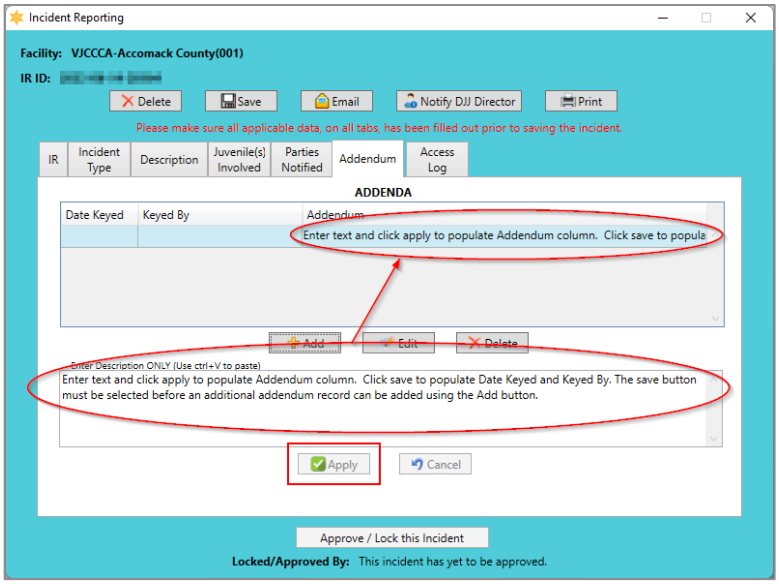
iv. To continue working on the *Addendum* tab, the user will be required to select the *Addendum* tab again. The Date Keyed and Keyed By fields in the **ADDENDA** section of the *Addendum* tab will be completed, these two fields auto-populate when the **Save** button is selected.



v. To add an additional addendum click the **Add** button and perform the steps outlined above again.

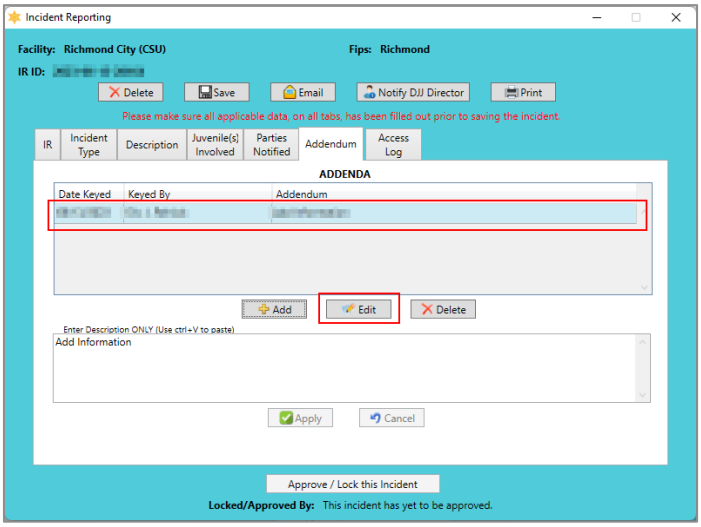
- If the **Add** button is selected after clicking the **Apply** button to enter an addenda but prior to clicking on the **Save** button, an information screen will appear stating the addenda must be saved before adding another addenda.
- Clicking the **Apply** button will only populate the Addendum column of the **ADDENDA** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, and Addendum).

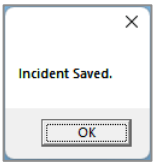


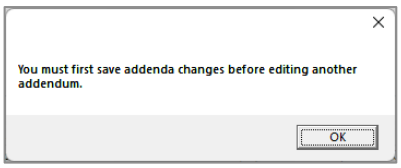


See the notes above for these two images

a. **Edit Addendum**
   i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Edit** button and (iii) update the record as required by modifying the text in the **Enter Description ONLY** field.
      1. Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
      2. Click the **Apply** button and the changes will appear in the Addendum column of the edited record in the **ADDENDA** section.
      3. (i) Click the **Save** button to finalize the changes and an information screen will appear stating "Incident Saved." (ii) Click the **OK** button to return to the *Incident Reporting* screen, *IR* tab. To continue working on the *Addendum* tab, the user will be required to (iii) select the *Addendum* tab again.

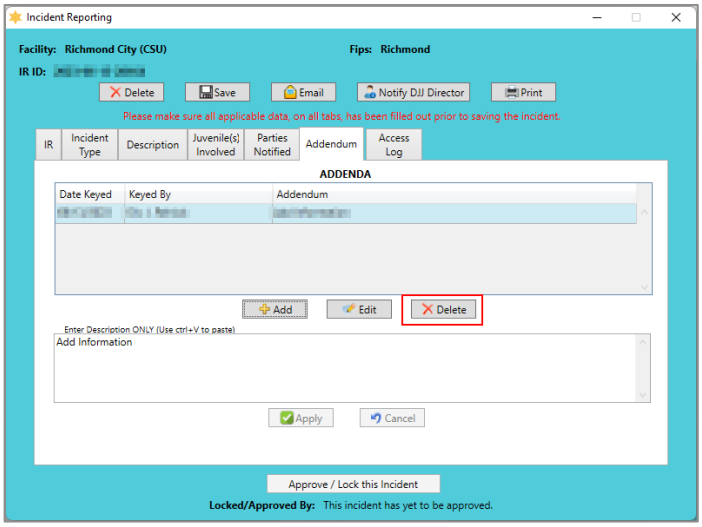


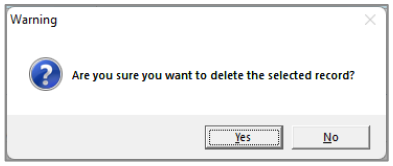




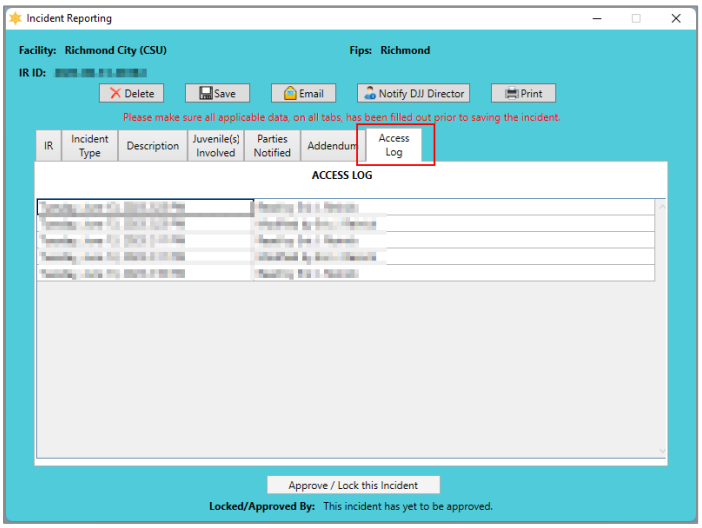
If the **Edit** button is selected after clicking the **Apply** button but prior to clicking on the **Save** button, an information screen will appear stating the addenda changes must be saved before editing another addendum.

b. **Delete Addendum**
   i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.





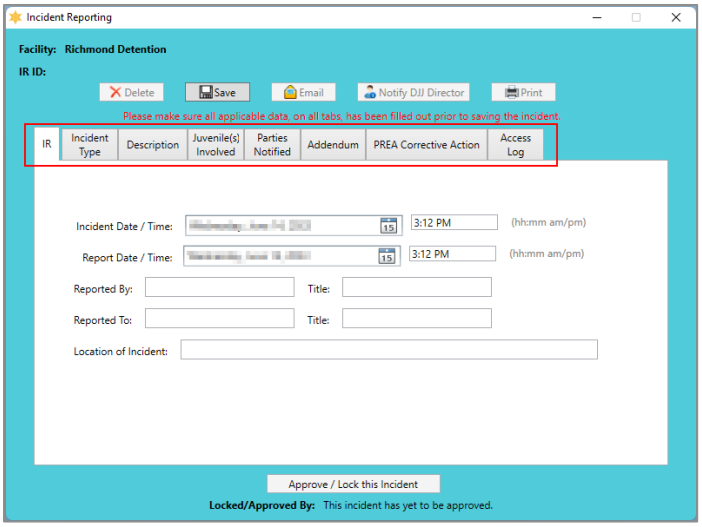
7. **Access Log Tab – CSU, VJCCA, and Group Home**
   The *Access Log* tab displays a list of all users who have either entered, viewed, or edited an incident report. The **ACCESS LOG** section on the *Access Log* tab will display the day, date, time, access type (read or modify), and the user name.



The **ACCESS LOG** section will also display the names of any users who view the incident report even after the record has been saved in the BADGE system.

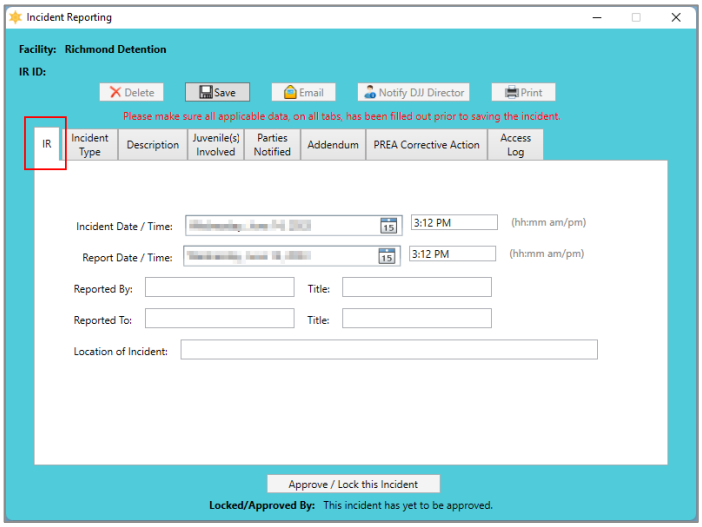
Juvenile Detention Center (JDC)

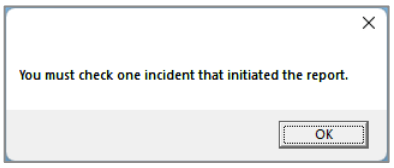
If a Juvenile Detention Center is selected as the incident reporting facility from the **Facility** drop-down menu, the *Incident Reporting* screen will display the following tabs: (1) *IR*, (2) *Incident Type*, (3) *Description*, (4) *Juvenile(s) Involved*, (5) *Parties Notified*, (6) *Addendum*, (7) *PREA Correction Action*, and (8) *Access Log* tabs.



- On the upper left corner of the *Incident Reporting* screen the facility the user has selected will be displayed, as demonstrated in the screen image displyed above.

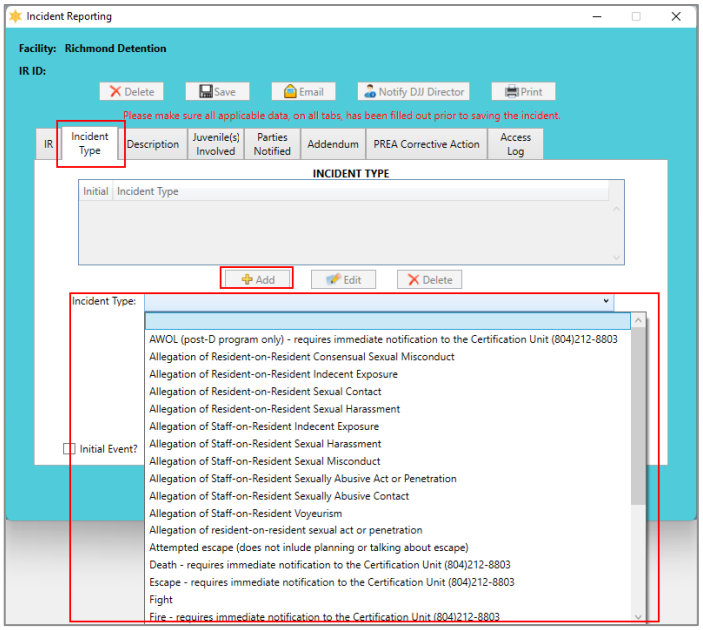
1. **IR Tab – JDC**
   a. Use the calendar drop-down screens and the adjacent time fields (hh:mm am/pm format) to enter the (i) **Incident Date / Time** and (ii) **Report Date / Time**. For each field, (iii) **Reported By** and (iv) **Reported To**, enter the employee name and (v) enter the appropriate text for the adjacent **Title** fields. (vi) Enter the location within the juvenile detention center in the **Location of Incident** text field.
   b. If the **Save** button at the top of the *Incident Reporting* screen is clicked an information screen will appear informing the user that an initiating incident must be selected on the *Incident Type* tab. Click the **OK** button to return to the *Incident Reporting* screen. Typically, the **Save** button is not selected until all tabs have been completed on the *Incident Reporting* screen.

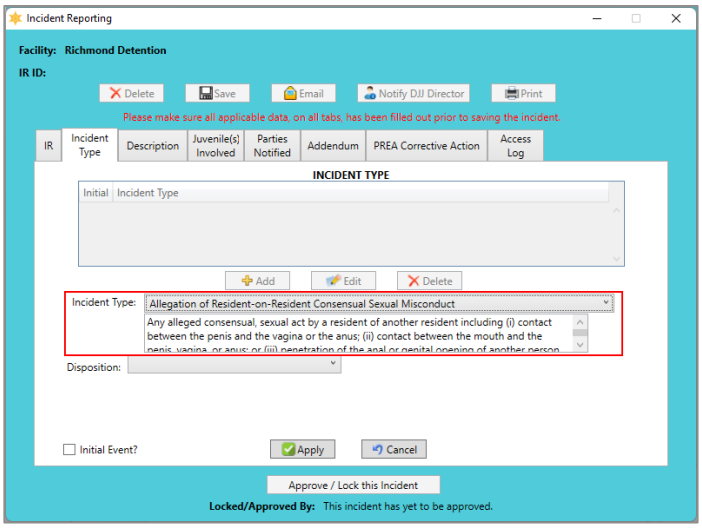




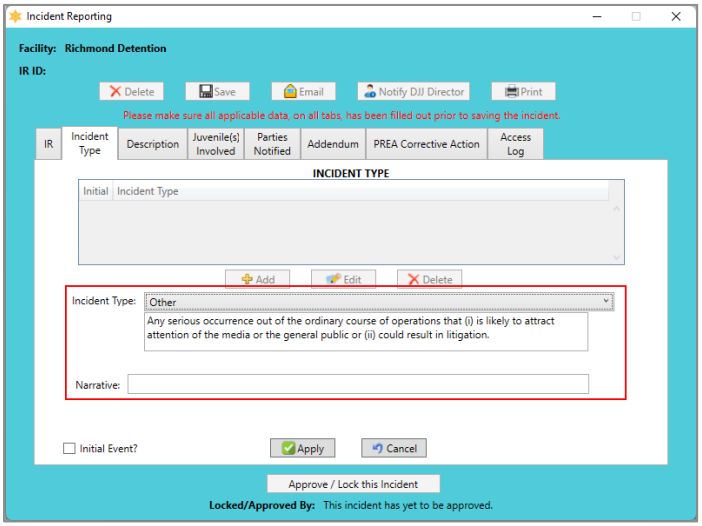
- The **Incident Date/Time** must be before the **Report Date/Time**.
- Make sure all applicable data on all tabs has been entered on the *Incident Reporting* screen prior to saving the incident.
- At a minimum, the following fields must be entered before an incident can be saved:
  - **Incident Date / Time**, **Report Date / Time** and **Location of Incident** on the *IR* tab, and
  - At least one **Incident Type** must be added and selected as an **Initial Event** on the *Incident Type* tab.

2. **Incident Type Tab – JDC**
   a. **Add an Incident Type**
      i. (i) Click the **Add** button. (ii) Select an option from the **Incident Type** drop-down menu and the definition of the incident type will populate in the textbox below the incident type option selected.

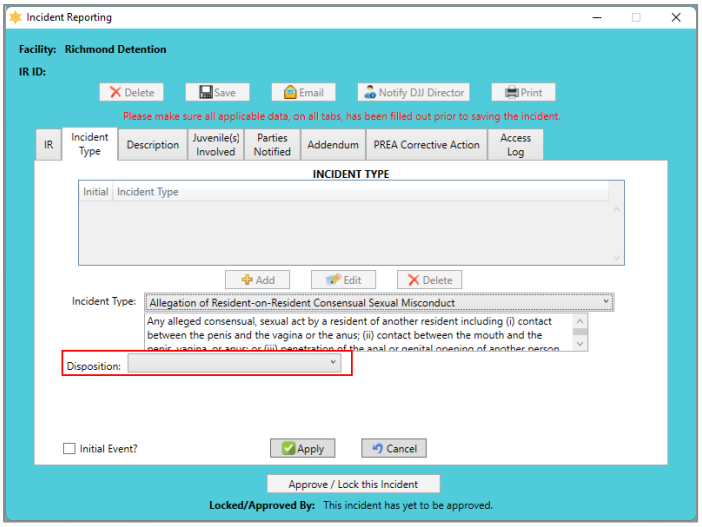




1. The **Narrative** field will appear when “Other” is selected for the **Incident Type** field. If the field appears, input appropriate text in the text field.

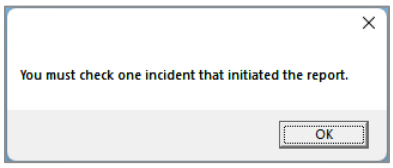


2. The **Disposition** field will appear when certain values are selected for the **Incident Type** field. If the field appears, select an option from the **Disposition** drop-down menu.

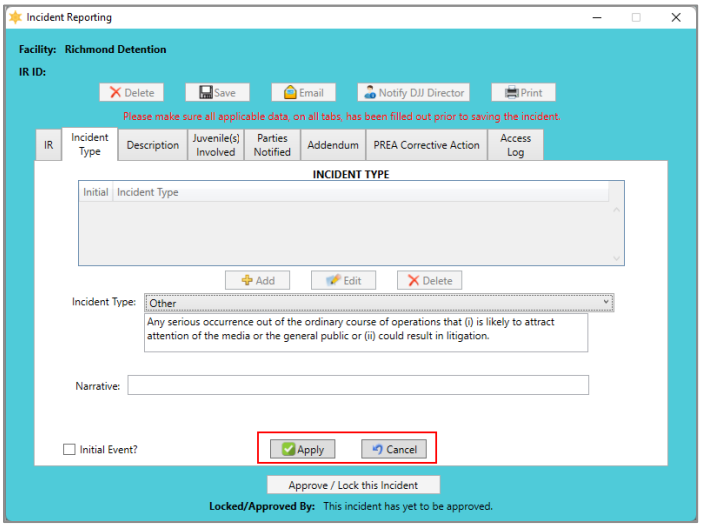


ii. If appropriate, place a checkmark in the **Initial Event?** checkbox.

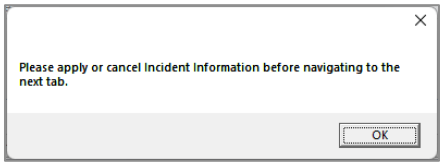
One and only one incident type record must have the **Initial Event?** checkbox selected. An information screen will appear If the user attempts to click the **Save** button without assigning an incident as an initial event.



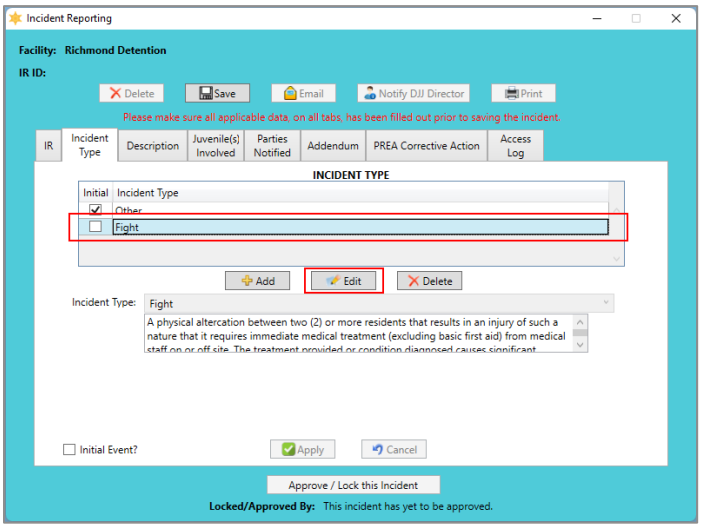
iii. Click the **Cancel** button and any unsaved information will be cleared.
iv. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.



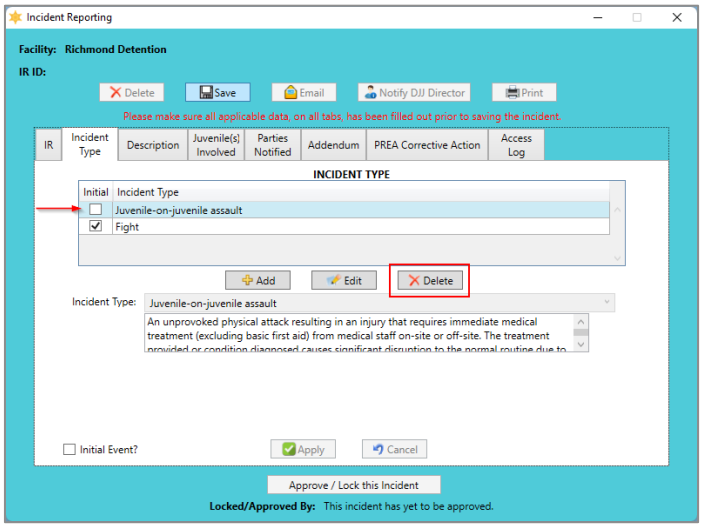
1. An information screen will display if the user attempts to access another tab without selecting the **Apply** or **Cancel** buttons on the *Incident Type* tab. Click the **OK** button to close the information screen and return to the *Incident Type* tab.

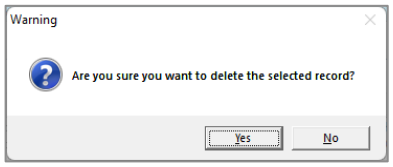


b. **Edit an Incident Type**
   i. (i) Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by modifying the **Incident Type** drop-down menu and the **Initial Event?** Checkbox.
   ii. Click the **Cancel** button and any unsaved information will be cleared.
   iii. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.



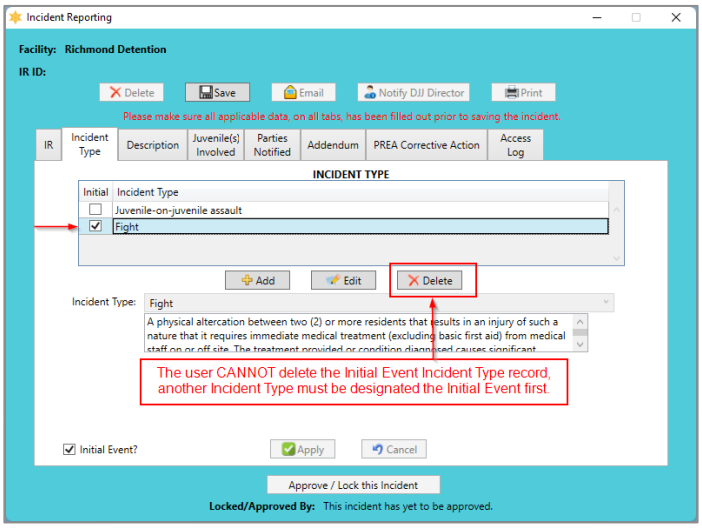
c. **Delete an Incident Type**
   i. Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in blue.
      1. If the incident type record selected for deletion **is not** the initial event (i.e., the **Initial Event** checkbox **is not** selected), (i) click the **Delete** button and the *Warning* screen will appear, (ii) (a) click the **Yes** button to delete the record or (ii) (b) click the **No** button to return to the *Incident Type* tab without deleting the record.

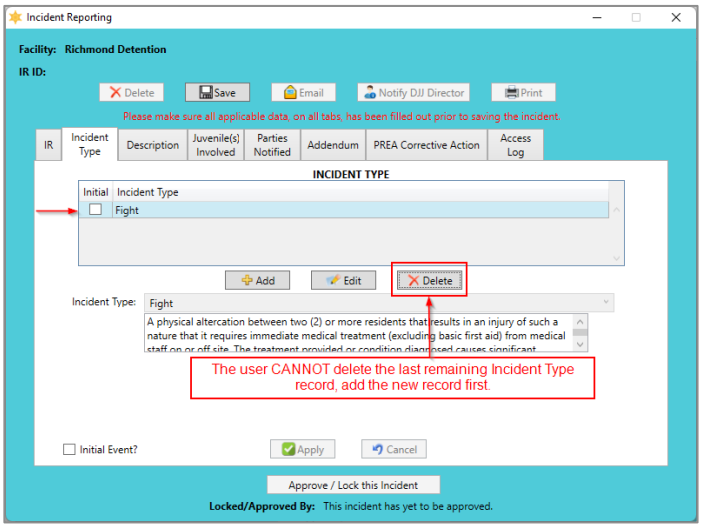


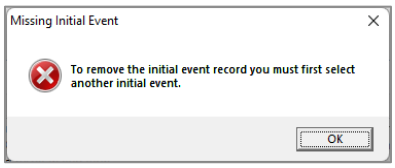


      2. If the incident type record selected for deletion **is** the initial event (i.e., the **Initial Event** checkbox **is** selected) or the record selected for deletion is the only existing record, when the user (i) clicks the **Delete** button the *Missing Initial Event* information screen will appear and state, "To remove the initial event record you must first select another initial event." (ii) Click the **OK** button to return to the *Incident Type* tab.
         a. Follow the instructions in the **Add an Incident Type** section and/or the **Edit an Incident Type** section above to designate another incident type record as the **Initial Event**.

b. Follow the instructions in the **Edit an Incident Type** section above to remove the **Initial Event** designation from the incident type record to be deleted and then follow the instructions in the **Delete an Incident Type** section to delete the record.



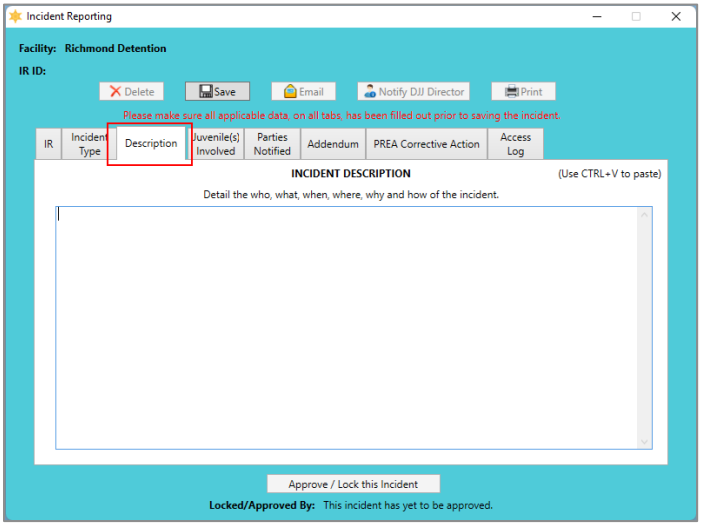




- The **Initial Event?** checkmark must be removed from an incident type record before an incident type record can be deleted.
- An incident type record must be designated as an initial event in order to save an IR.
- To delete the only remaining incident type record, the user must first add a new incident type record.

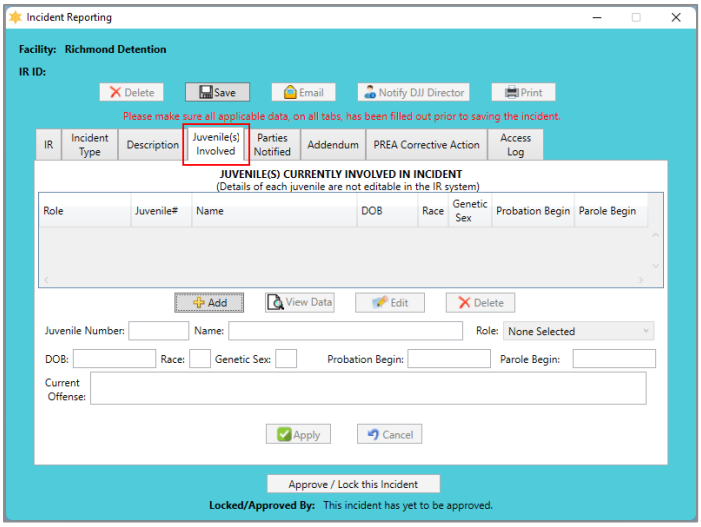
3. **Description Tab – JDC**

a. (i) Type the incident description into the **Incident Description** section.



4. **Juvenile(s) Involved Tab – JDC**

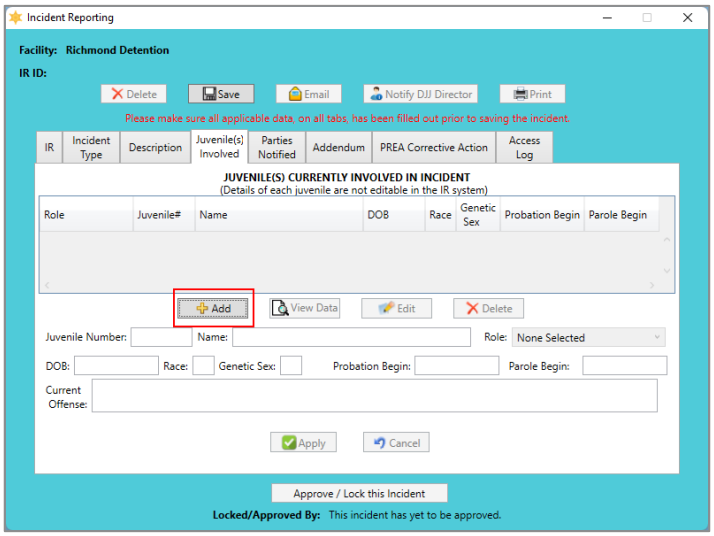
The *Juvenile(s) Involved* tab allows users to add all juveniles involved in an incident and document the juveniles' role in the incident. A juvenile record displays Role, Juvenile#, Name, DOB, Race, Genetic Sex, Probation Begin, and Parole Begin.

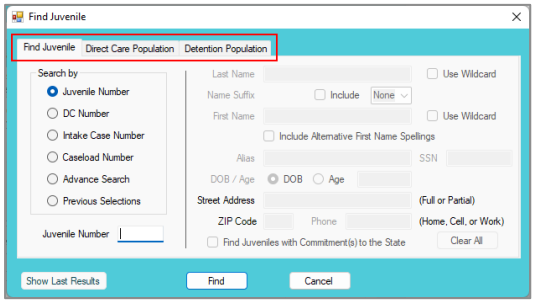


a. **Add Juvenile(s) Involved**

i. (i) Click the **Add** button and the *Find Juvenile* screen will appear.

1. The *Find Juvenile* screen will display the *Find Juvenile* tab, the *Direct Care Population* tab, and the *Detention Population* tab. For summary instructions using the *Find Juvenile* screen, see Juvenile Search in the Search – Incident Reporting Module section below. For detailed instructions using the *Find Juvenile* screen, see the BADGE Login & Search Manual.



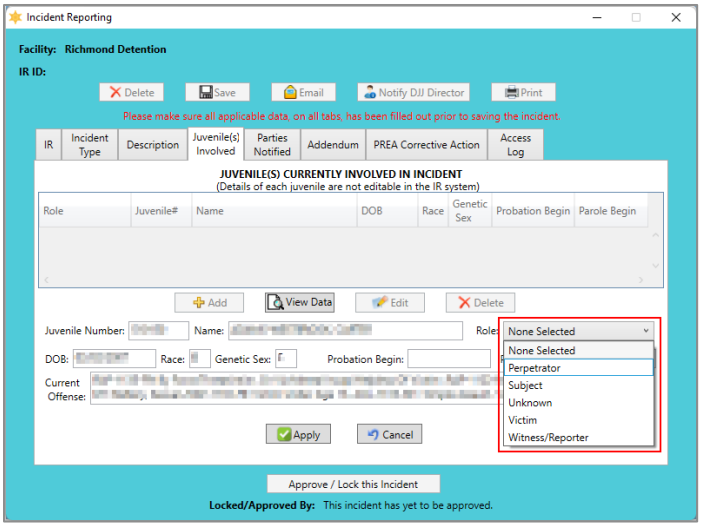


2. Once the appropriate juvenile has been found and selected using the *Find Juvenile* screen the user will be returned to the *Juvenile(s) Involved* tab where the **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Probation Begin**, **Parole Begin,** and **Current Offense** fields will auto-populate.

ii. Select an option from the **Role** drop-down menu.

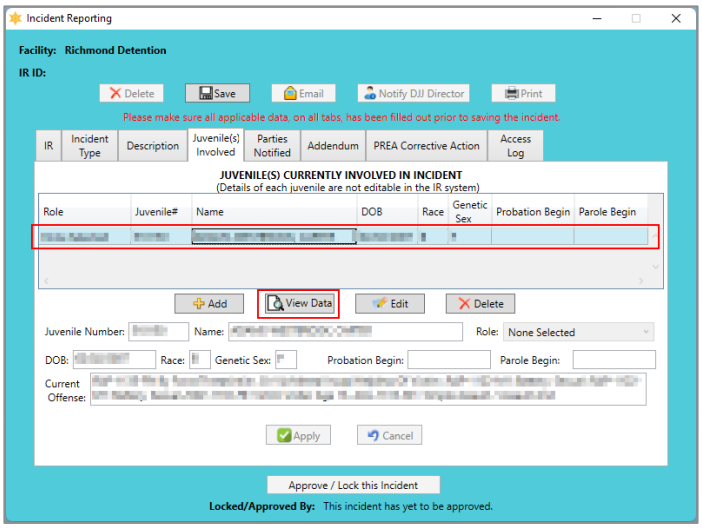
1. Click the **Cancel** button and any unsaved information will be cleared.
2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.

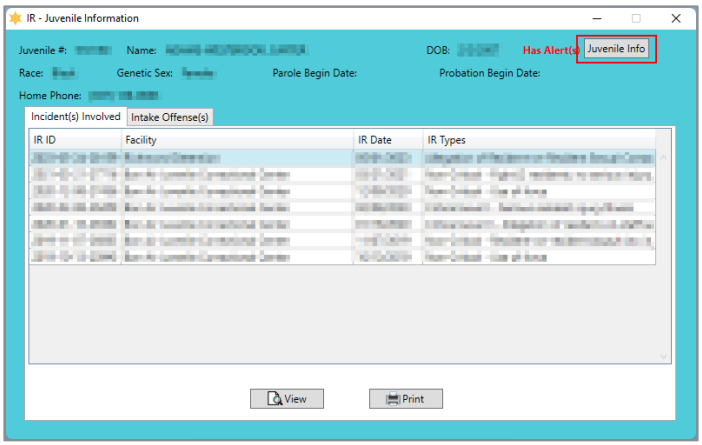
iii. Perform the steps above as necessary to add any additional juveniles involved in the incident.



b. **View Data for Juvenile's Involved**

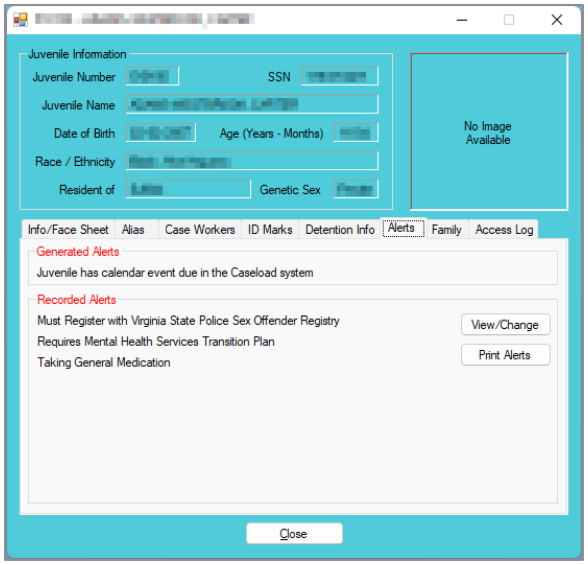
i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **View Data** button and the *IR – Juvenile Information* screen will appear.





1. The *IR – Juvenile Information* screen displays Juvenile #, Name, DOB, Race, Genetic Sex, Parole Begin Date, Probation Begin Date, Home Phone, and will indicate if the juvenile has alert(s).
   a. **Juvenile Info** Button
      i. From the *IR – Juvenile Information* screen, (i) click the **Juvenile Info** button located in the upper right-hand side of the screen 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 *IR – Juvenile Information* screen.

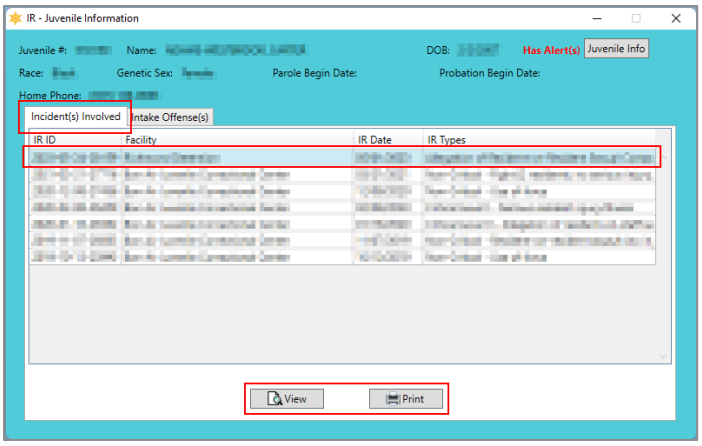
Refer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the *Juvenile Information* screen.

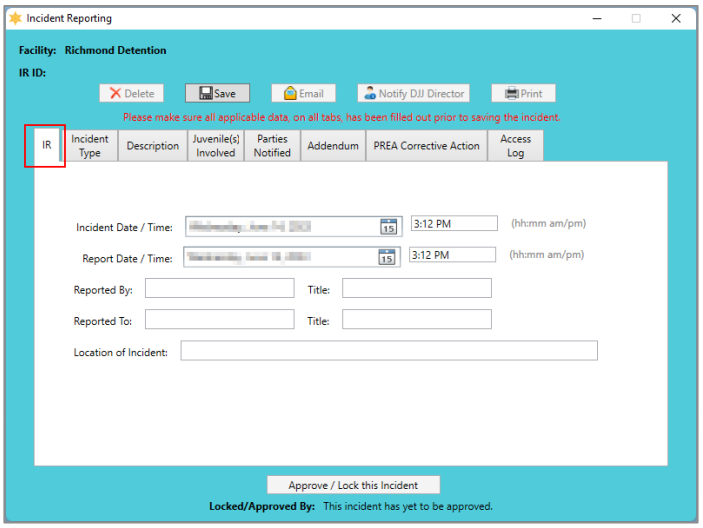


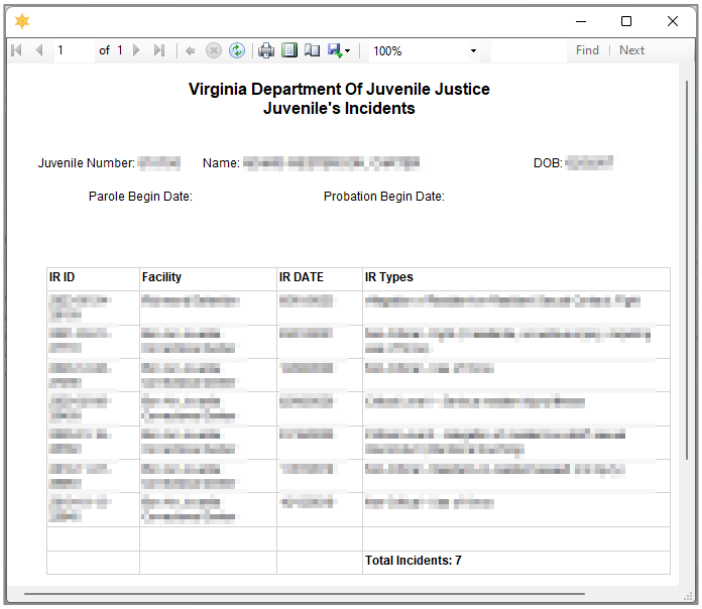
b. *Incident(s) Involved* Tab

i. The *Incident(s) Involved* tab displays IR ID, Facility, IR Date, and IR Types for each incident record. (i) Select a record from the list and the row will be highlighted in blue. (ii) Click the **View** button and the *Incident Reporting* screen will appear displaying the incident record selected. When done, (iii) click the **X** button in the upper right corner to close the screen and return to the *IR – Juvenile Information* screen.

ii. (i) Click the **Print** button and a report viewer screen will appear displaying the full list of records on the *Incident(s) Involved* tab. (ii) Click the **X** button in the upper right corner to close the report viewer screen and return to the *IR – Juvenile Information* screen.

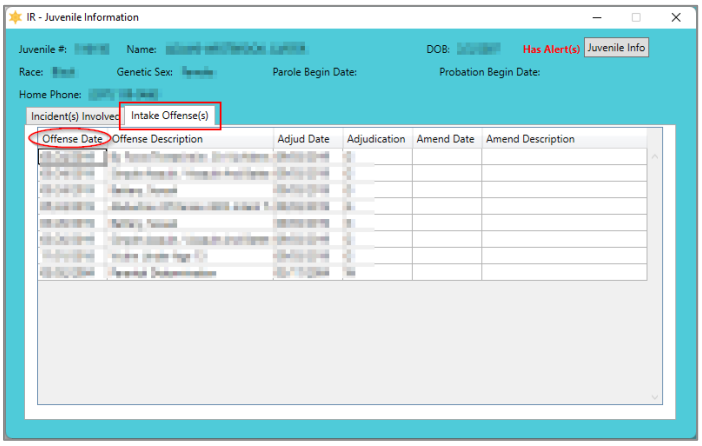






c. *Intake Offense(s)* Tab

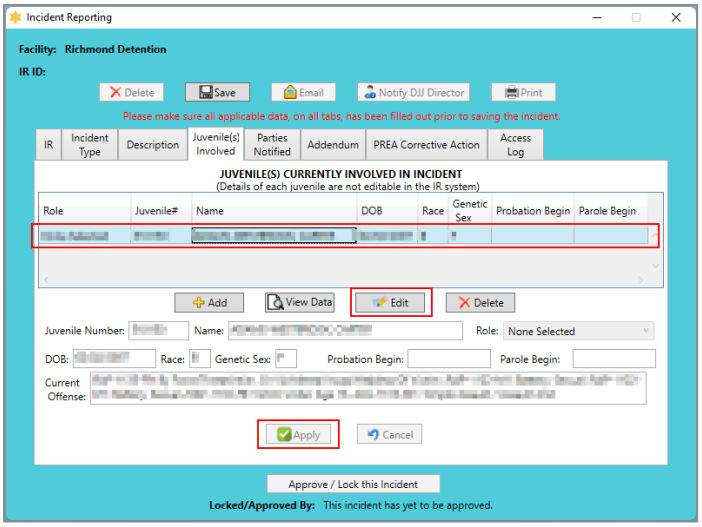
i. The *Intake Offense(s)* tab displays a list of the juvenile's intake offenses by Offense Date, Offense Description, Adjudication Date, Adjudication, Amend Date, and Amend Description. The user can sort the list by clicking the header of any column. When done, click the **X** button in the upper right corner to close the screen and return to the *IR – Juvenile Information* screen.



c. **Edit Juvenile(s) Involved**

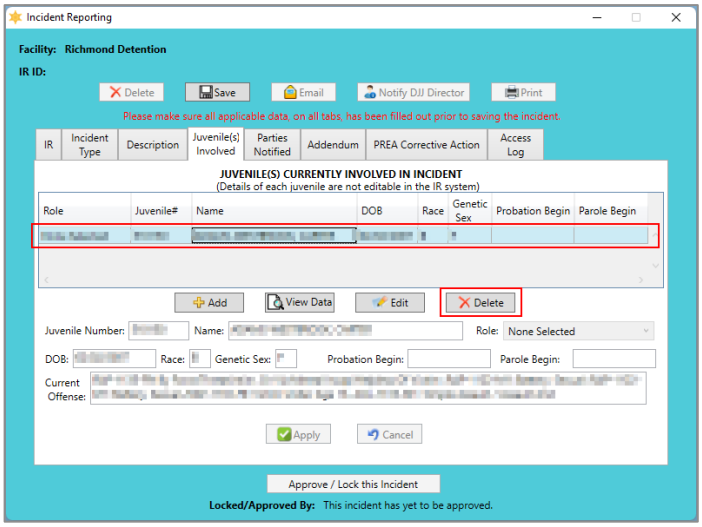
i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by modifying the **Role** field. The **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Class Level**, **Committing Court**, and **Committing Offense(s)** fields cannot be edited.

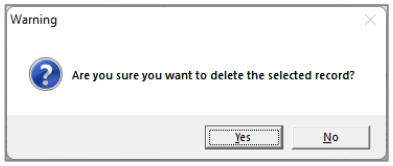
1. Click the **Cancel** button and any unsaved information will be cleared.
2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.



d. **Delete Juvenile(s) Involved**

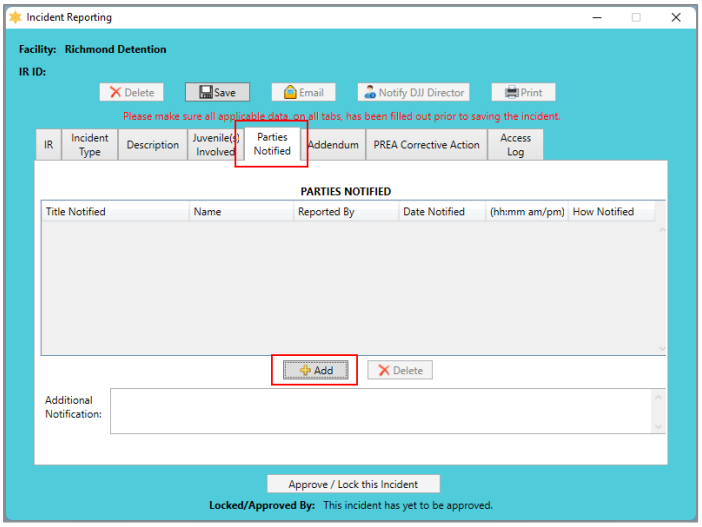
i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.



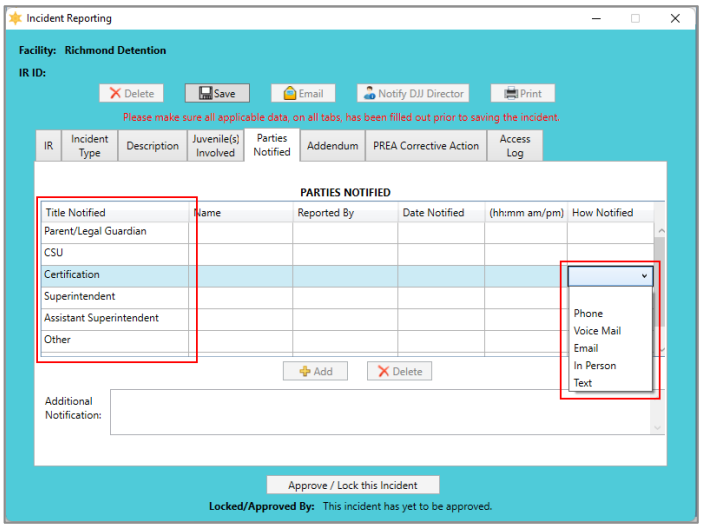


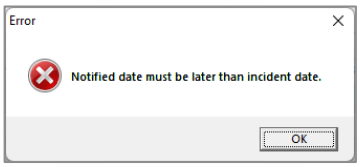
5. **Parties Notified Tab – JDC**

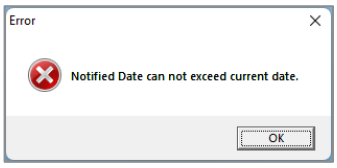
The *Parties Notified* tab allows users to document all parties notified of an incident. The **PARTIES NOTIFIED** section of the tab displays the following column headings: Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified.



a. **Add Parties Notified**
   i. (i) Click the **Add** button and a table will appear in the **PARTIES NOTIFIED** section of the tab. The Title Notified column will auto-populate and display the following: Parent/Legal Guardian, CSU, Certification, Superintendent, Assistant Superintendent, and Other. The **Additional Notification** textbox will also become accessible.
   ii. To input data directly into the table (i) select the appropriate **Title Notified** row in the **PARTIES NOTIFIED** section and the row will be highlighted in blue. Enter appropriate data for the (ii) **Name** and (iii) **Reported By**. Use the calendar drop-down screen to (iv) enter the **Date Notified**. Enter the (v) time **(hh:mm am/pm)** and use the drop-down list to (vi) select the **How Notified** information.
   iii. If additional parties are notified that do not exist in the **PARTIES NOTIFIED** table, record that information in the **Additional Notification** textbox using the same format as the table (Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified).





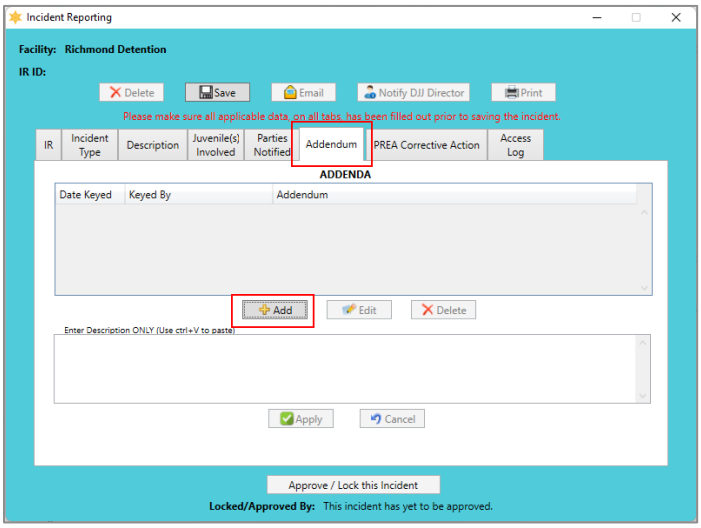


- The **Add** button will be greyed out and inaccessible after it is initially selected.
- The **Incident Date/Time** must be before the **Date Notified** or an *Error* screen will display when the **Save** button is selected.
- The **Notified Date** cannot exceed the current date or an *Error* screen will display when the **Save** button is selected.

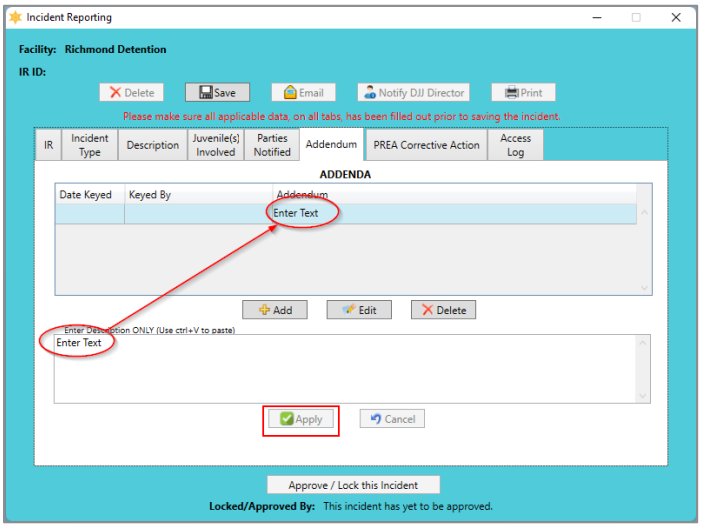
b. **Delete Parties Notified**
   i. The **Delete** button is always greyed out and inaccessible on this tab. To edit or delete information in the **PARTIES NOTIFIED** table or Additional Notification text field, select each individual field and use the keyboard to delete an entry and edit or enter new text.

6. **Addendum tab – JDC**

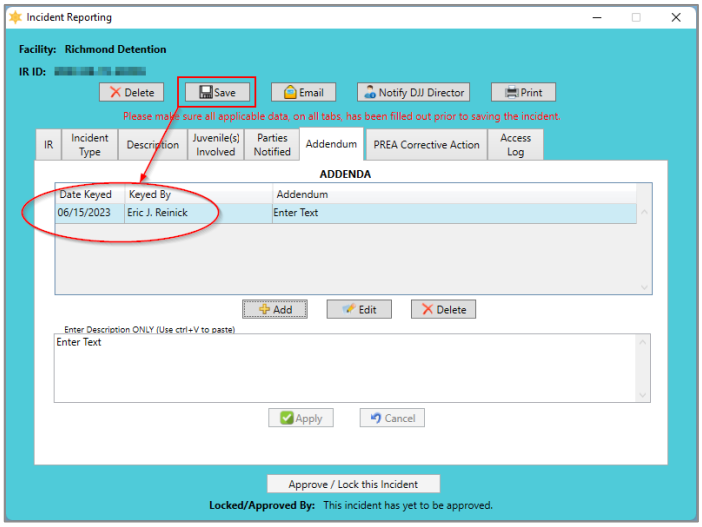
The *Addendum* tab allows users to document any additional information that has been obtained related to the initial incident. The **ADDENDA** section of the tab displays the following column headings: Date Keyed, Keyed By, and Addendum.

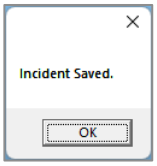


a. **Add Addendum**
   i. Click the **Add** button and (ii) enter a description of the incident into the **Enter Description ONLY** textbox.
      1. To cancel, click the **Cancel** button prior to selecting the **Apply** button or the **Save** button.
   ii. Click the **Apply** button and the description entered in the textbox will appear in the Addendum column of the **ADDENDA** section.



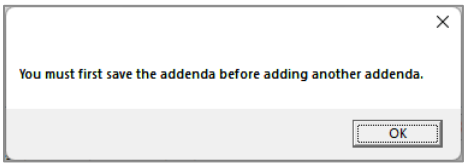
   iii. (i) Click the **Save** button and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button on the information screen to return to the *Incident Reporting* screen, *IR* tab.
   iv. To continue working on the *Addendum* tab, the user will be required to select the *Addendum* tab again. The Date Keyed and Keyed By fields in the **ADDENDA** section of the *Addendum* tab will be completed, these two fields auto-populate when the **Save** button is selected.



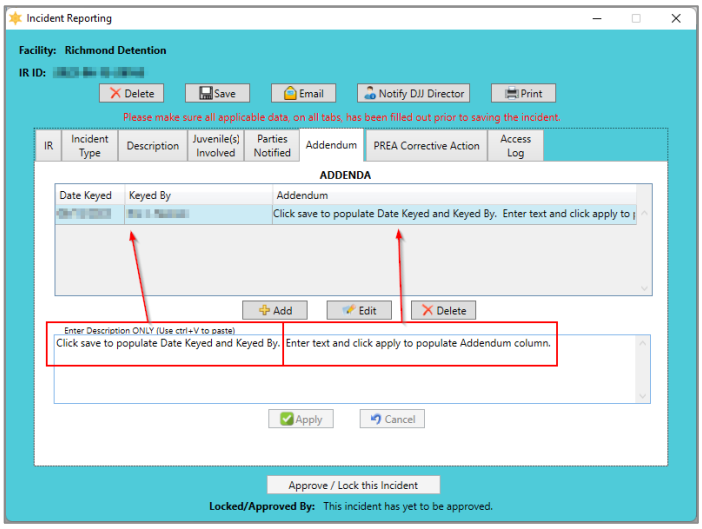


v. To add an additional addendum click the **Add** button and perform the steps outlined above again.

- If the **Add** button is selected after clicking the **Apply** button to enter an addendum but prior to clicking on the **Save** button, an information screen will appear stating the addenda must be saved before adding another addenda.
- Clicking the **Apply** button will only populate the Addendum column of the **ADDENDA** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, and Addendum).



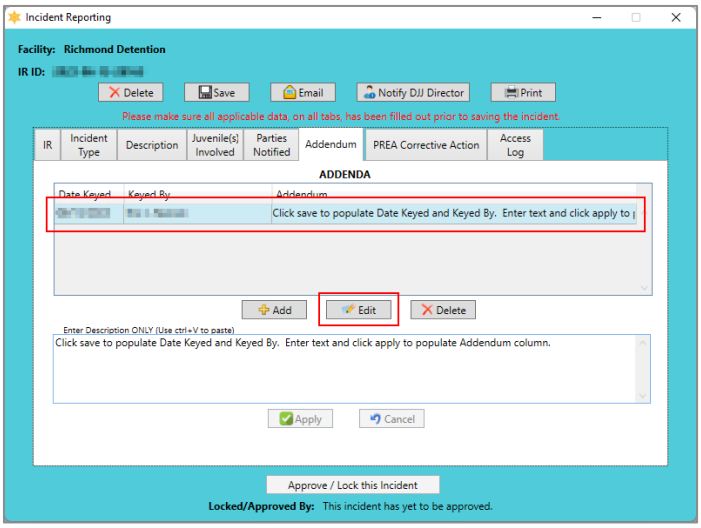
See the notes above for these two images

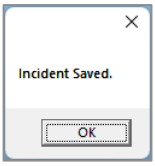


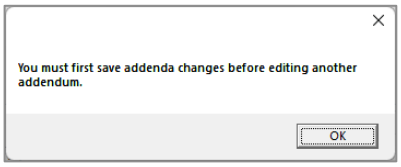
b. **Edit Addendum**

i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Edit** button and (iii) update the record as required by modifying the text in the **Enter Description ONLY** field.

1. Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
2. Click the **Apply** button and the changes will appear in the Addendum column of the edited record in the **ADDENDA** section.
3. (i) Click the **Save** button to finalize the changes and an information screen will appear stating "Incident Saved." (ii) Click the **OK** button to return to the *Incident Reporting* screen, *IR* tab. To continue working on the *Addendum* tab, the user will be required to (iii) select the *Addendum* tab again.



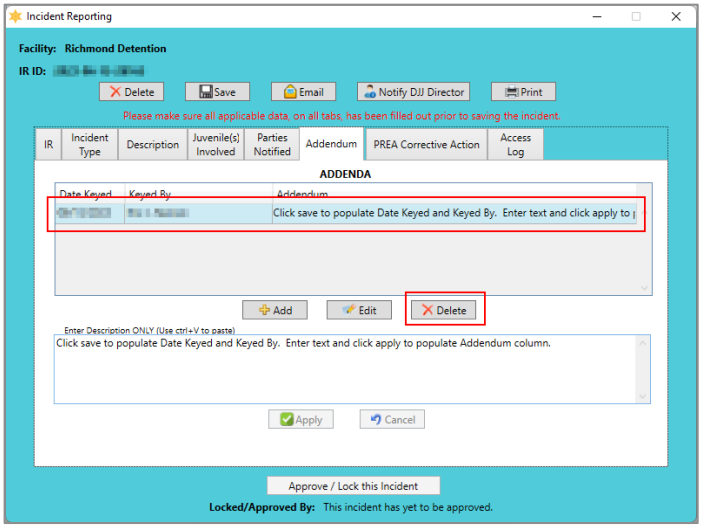


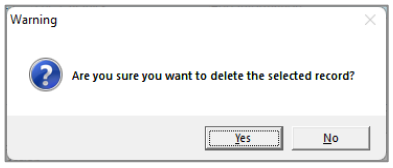


If the **Edit** button is selected after clicking the **Apply** button but prior to clicking on the **Save** button, an information screen will appear stating the addenda changes must be saved before editing another addendum.

c. **Delete Addendum**

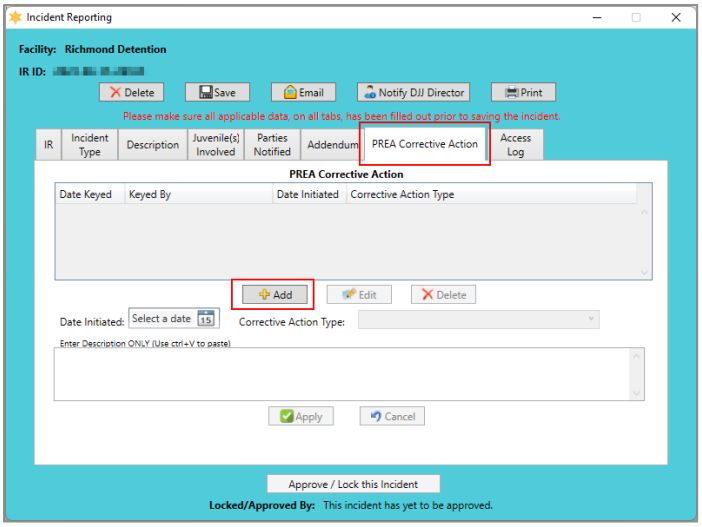
i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.



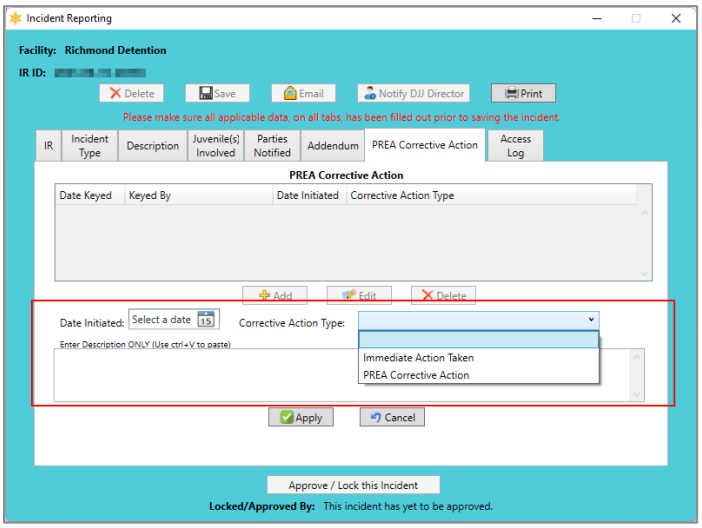


7. **PREA Corrective Action Tab – JDC**

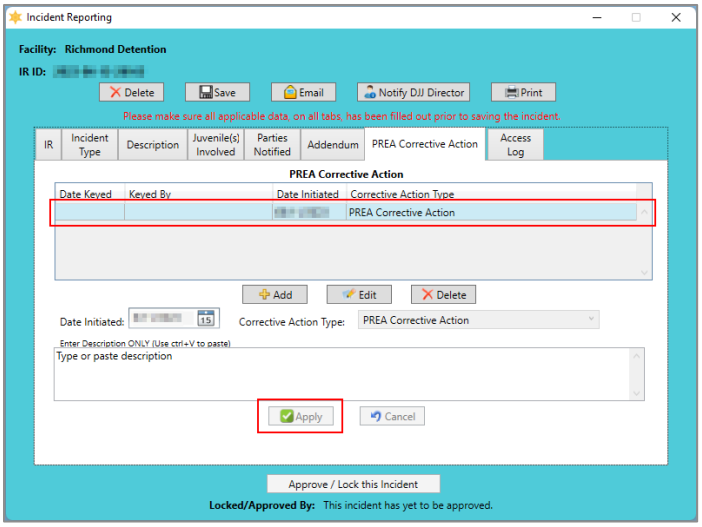
The *PREA Corrective Action* tab allows users to add, edit, and delete PREA corrective actions. The **PREA Corrective Action** section of the tab displays the following column headings: Date Keyed, Keyed By, Date Initiated, and Corrective Action Type.



a. **Add PREA Corrective Action**
   i. (i) Click the **Add** button and use the calendar drop-down screen to (ii) enter the **Date Initiated**. Use the drop-down list to (iii) select the **Corrective Action Type** and (iv) enter a description of the corrective action into the **Enter Description ONLY** textbox.
      1. To cancel, click the **Cancel** button prior to selecting the **Save** button or **Apply** button.

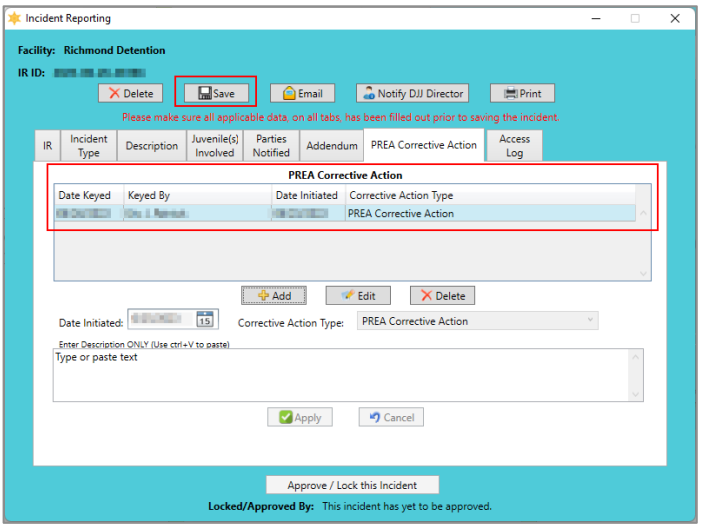


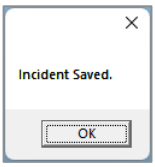
   ii. Click the **Apply** button and the **PREA Corrective Action** section will partially populate with the <u>Date Initiated</u>, <u>Corrective Action Type</u>, and the **Save** button will become accessible.



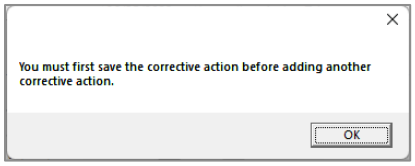
1. (i) Click the **Save** button and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button to return to the *Incident Reporting* screen, *IR* tab. To continue working on the *PREA Corrective Action* tab, the user will be required to (iii) select the *PREA Corrective Action* tab again.
2. The Date Keyed and Keyed By fields in the **PREA Corrective Action** section will auto-populate when the **Save** button is selected.

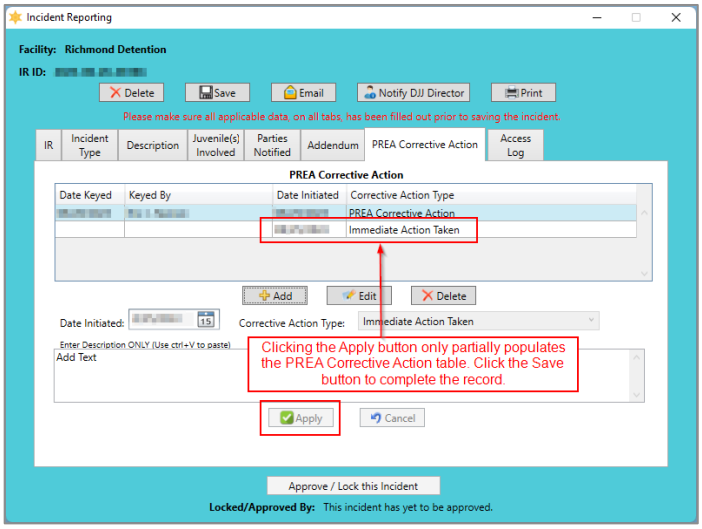
iii. To add an additional PREA corrective action click the **Add** button and perform the steps outlined above again.





- If the **Add** button is selected after clicking the **Apply** button to enter a PREA corrective action but prior to clicking on the **Save** button, an information screen will appear stating the corrective action must be saved before adding another corrective action.
- Clicking the **Apply** button will only populate the Date Initiated and Corrective Action Type columns of the **PREA Corrective Action** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, Date Initiated and Corrective Action Type).

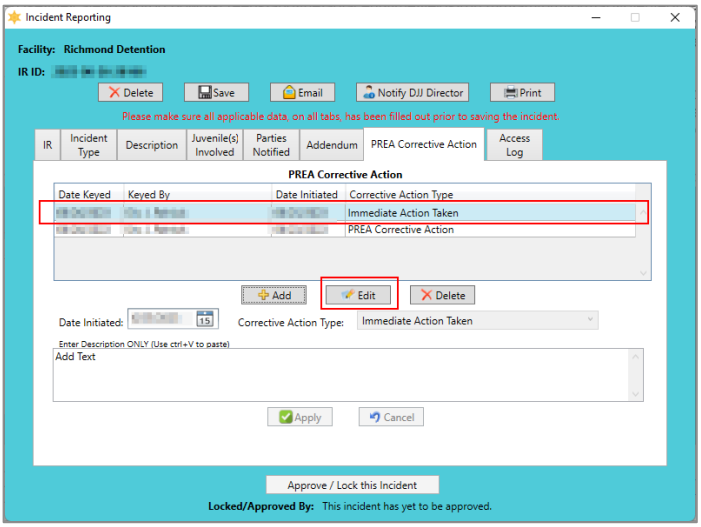


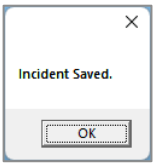


b. **Edit PREA Corrective Action**

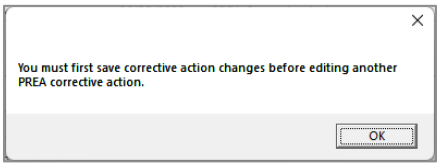
i. (i) Select a PREA corrective action record in the **PREA Corrective Action** section and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by using the calendar drop-down screen to (iii) enter the **Date Initiated**. Use the drop-down list to (iv) select the **Corrective Action Type** and (v) modify the description of the corrective action in the **Enter Description ONLY** textbox, as needed.

1. Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
2. Click the **Apply** button and the changes will appear in the in the **PREA Corrective Action** section and the **Save** button will also become accessible.
3. (i) Click the **Save** button to finalize the changes and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button to return to the *Incident Reporting* screen, *IR* tab. To continue working on the *PREA Corrective Action* tab, the user will be required to (iii) select the *PREA Corrective Action* again.



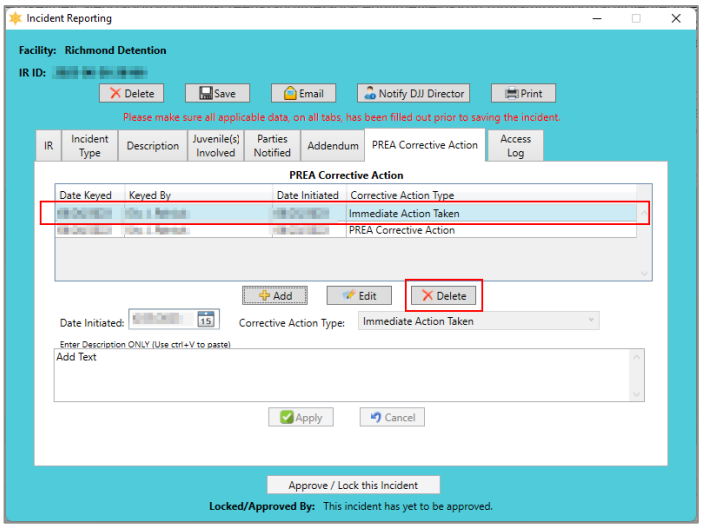


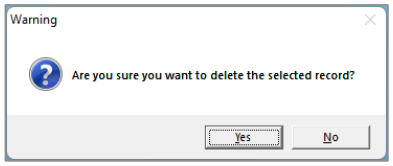
If the **Edit** button is selected after clicking the **Apply** button to enter a PREA corrective action but prior to clicking on the **Save** button, an information screen will appear stating the corrective action must be saved before editing another corrective action.



c. **Delete PREA Corrective Action**

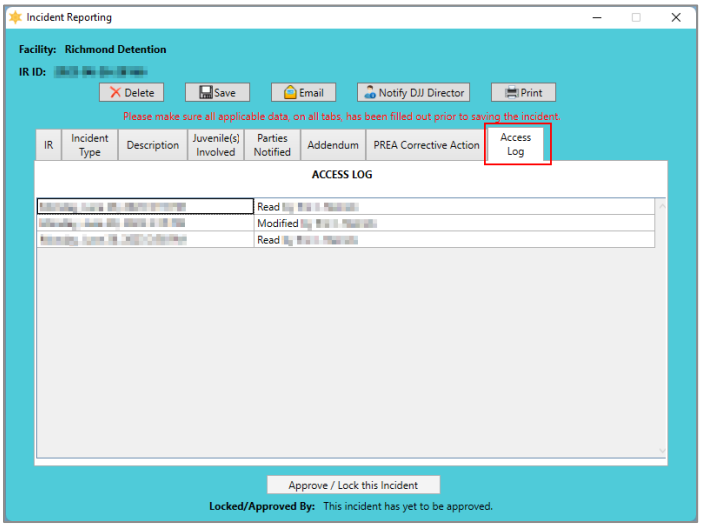
i. (i) Select a PREA corrective action record in the **PREA Corrective Action** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.





8. **Access Log Tab – JDC**

The *Access Log* tab displays a list of all users who have either entered, viewed, or edited an incident report. The **ACCESS LOG** section on the *Access Log* tab will display the day, date, time, access type (read or modify), and the user name.



The **ACCESS LOG** section will also display the names of any users who view the incident report even after the record has been saved in the BADGE system.

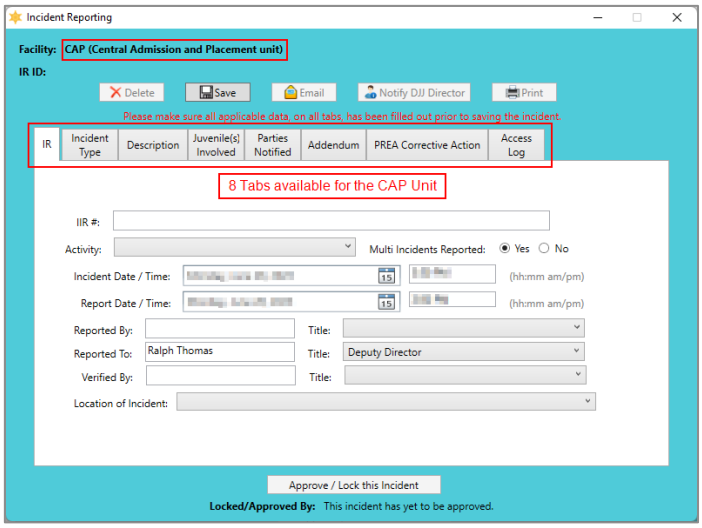
Direct Care (CAP or JCC)

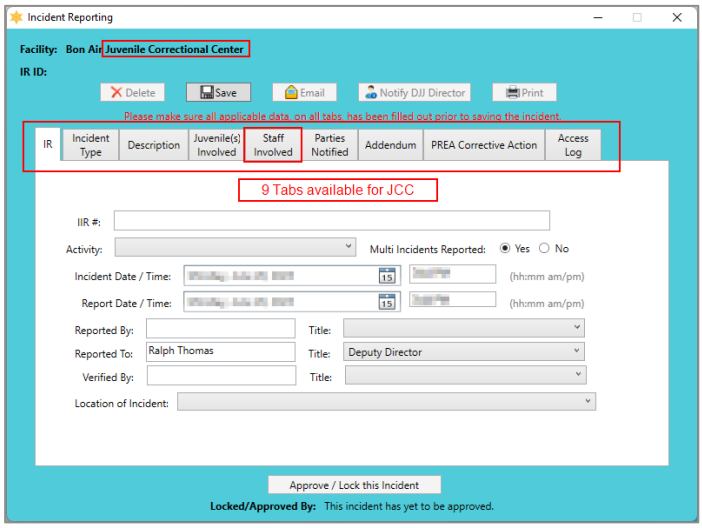
Given the similarity on the *Incident Reporting* screen between the **Central Admission and Placement Unit** (CAP) and the **Juvenile Correctional Center** (JCC) facilities, they are both presented here. The CAP unit and JCC will have **different values for some fields** and the *Staff Involved* tab is not displayed for the CAP unit. Relevant differences will be pointed out as necessary in the tab sections below.

If the CAP unit is selected as the incident reporting facility from the **Facility** drop-down menu, the *Incident Reporting* screen will display the following tabs: (1) *IR*, (2) *Incident Type*, (3) *Description*, (4) *Juvenile(s)*

Involved, (5) *Staff Involved*—**Not Displayed for CAP**, (6) *Parties Notified*, (7) *Addendum*, (8) *PREA Correction Action*, and (9) *Access Log* tabs.

If a Juvenile Correction Center (JCC) is selected as the incident reporting facility from the **Facility** drop-down menu, the *Incident Reporting* screen will display the following tabs: (1) *IR*, (2) *Incident Type*, (3) *Description*, (4) *Juvenile(s) Involved*, (5) *Staff Involved*, (6) *Parties Notified*, (7) *Addendum*, (8) *PREA Correction Action*, and (9) *Access Log* tabs.





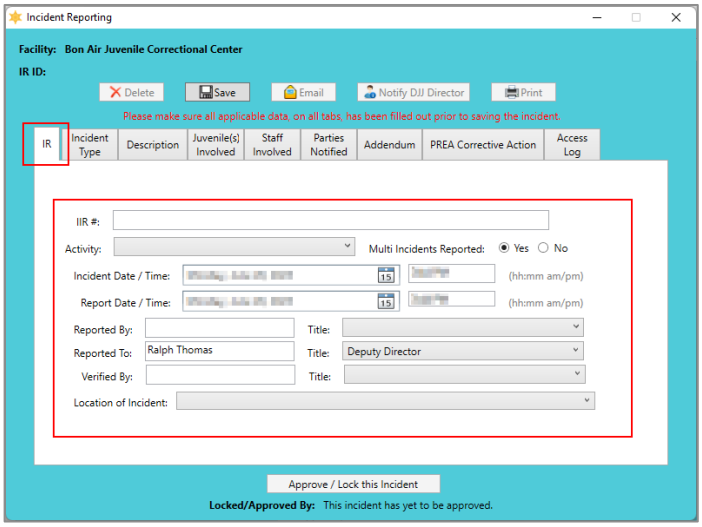
On the upper left corner of the *Incident Reporting* screen the facility the user has selected will be displayed, as demonstrated in the two screen images displyed above.

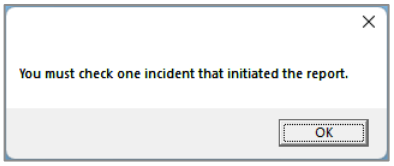
1. **IR Tab – CAP and JCC**
   a. On the *IR* tab, (i) enter the **IIR#**, (ii) select an option from the **Activity** drop-down menu, and (iii) select the appropriate **Yes** or **No** radio button for **Multi Incidents Reported**. Use the calendar drop-down screens and the adjacent time fields (hh:mm am/pm format) to enter the (iv) **Incident Date / Time** and (v) **Report Date / Time**. For each field, (vi) **Reported By**, (vii) **Reported To**, and (viii) **Verified By**, enter the employee name and select the appropriate value from the adjacent **Title** fields using the drop-down menu. (ix) Select the **Location of Incident** from the drop-down menu.

The **IIR #** field on the *IR* tab is not system generated and users must input the text for the **IIR #** field according to the facility's process/procedure for creating the **IIR #**.

The **IIR #** field is not currently used by the CAP Unit.

   b. If the **Save** button at the top of the *Incident Reporting* screen is clicked an information screen will appear informing the user that an initiating incident must be selected on the *Incident Type* tab. Click the **OK** button to return to the *Incident Reporting* screen. Typically, the **Save** button is not selected until all tabs have been completed on the *Incident Reporting* screen.





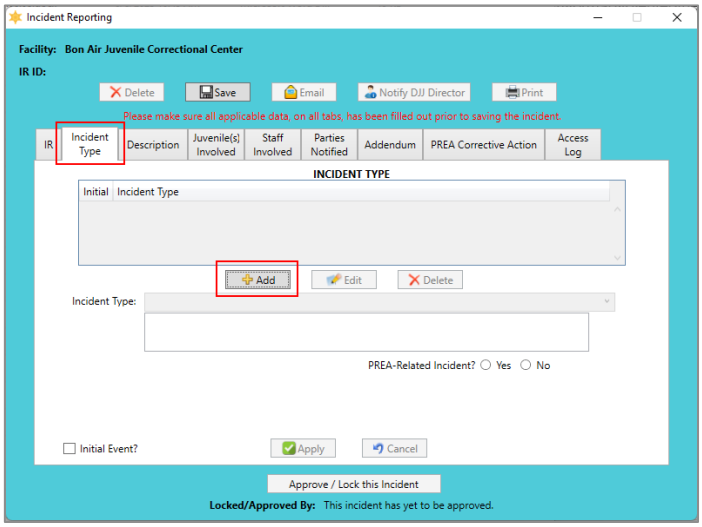
- The **Incident Date/Time** must be before the **Report Date/Time**.
- Make sure all applicable data on all tabs has been entered on the *Incident Reporting* screen prior to saving the incident.
- At a minimum, the following fields must be entered before an incident can be saved:
  - **Incident Date / Time**, **Report Date / Time** and **Location of Incident** on the *IR* tab, and
  - At least one **Incident Type** must be added and selected as an **Initial Event** on the *Incident Type* tab. An information screen will display if an **Initial Event** has not been selected.

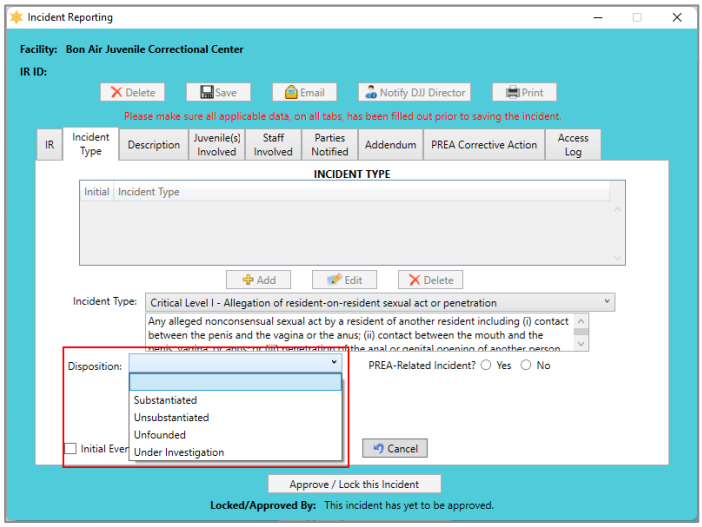
2. Incident Type Tab – CAP and JCC

a. Add an Incident Type

i. (i) Click the **Add** button. (ii) Select an option from the **Incident Type** drop-down menu and the definition of the incident type will populate in the textbox below the incident type option selected.

1. The **Disposition** field will appear when certain values are selected for the **Incident Type** field. If the field appears, select an option from the **Disposition** drop-down menu.

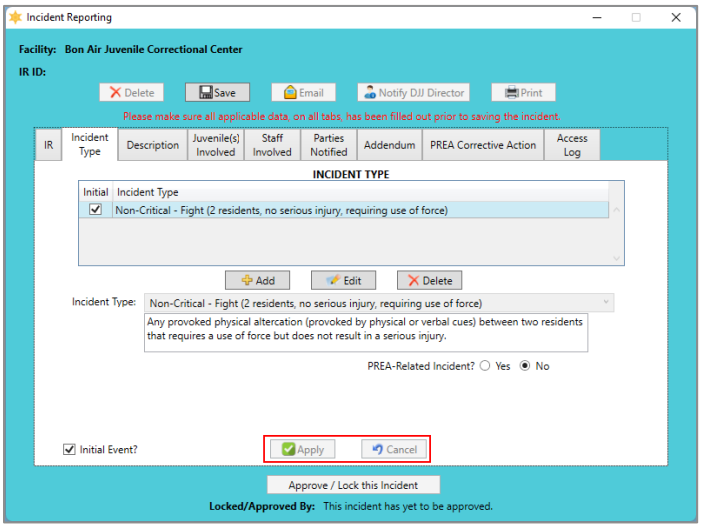




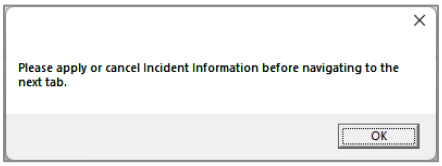
ii. (iii) For the **PREA–Related Incident?** radio buttons select either **Yes** or **No**. (iv) If appropriate, place a checkmark in the **Initial Event?** checkbox.

- One and only one incident type record must have the **Initial Event?** checkbox selected. An information screen will appear If the user attempts to click the **Save** button without assigning an incident as an initial event.

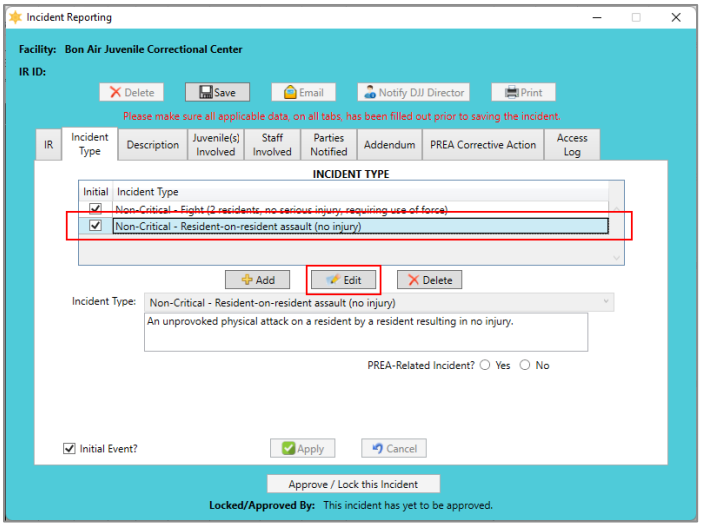
iii. Click the **Cancel** button and any unsaved information will be cleared.
iv. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.



1. An information screen will display if the user attempts to access another tab without selecting the **Apply** or **Cancel** buttons on the *Incident Type* tab. Click the **OK** button to close the information screen and return to the *Incident Type* tab.



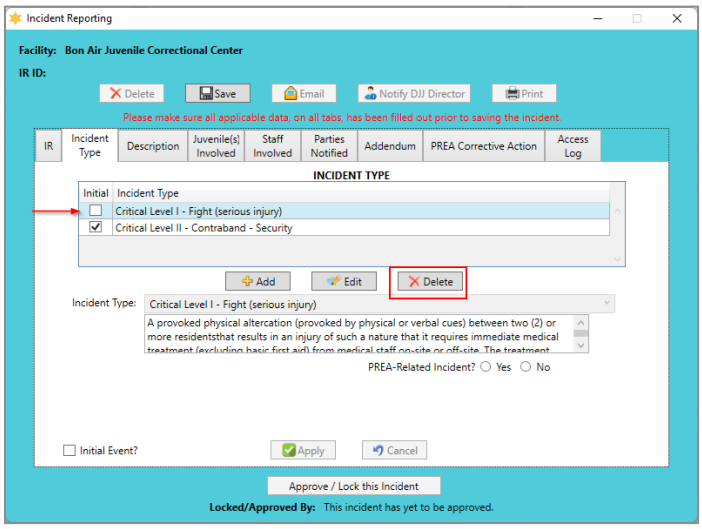
b. **Edit an Incident Type**
   i. (i) Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by modifying the **Incident Type** drop-down menu, the **PREA–Related Incident?** radio buttons, and/or the **Initial Event?** Checkbox.
      1. Click the **Cancel** button and any unsaved information will be cleared.
      2. Click the **Apply** button and the record will appear in the **INCIDENT TYPE** section.

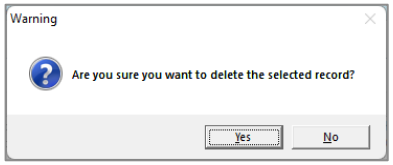


c. **Delete an Incident Type**

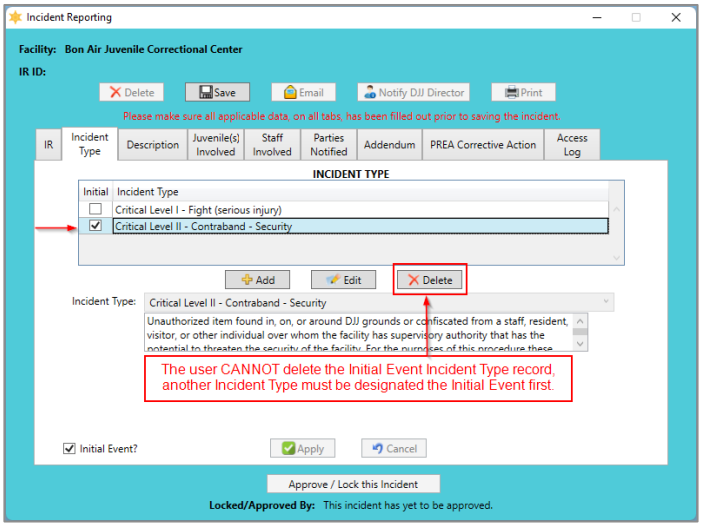
i. Select an incident type record in the **INCIDENT TYPE** section, and the row will be highlighted in blue.

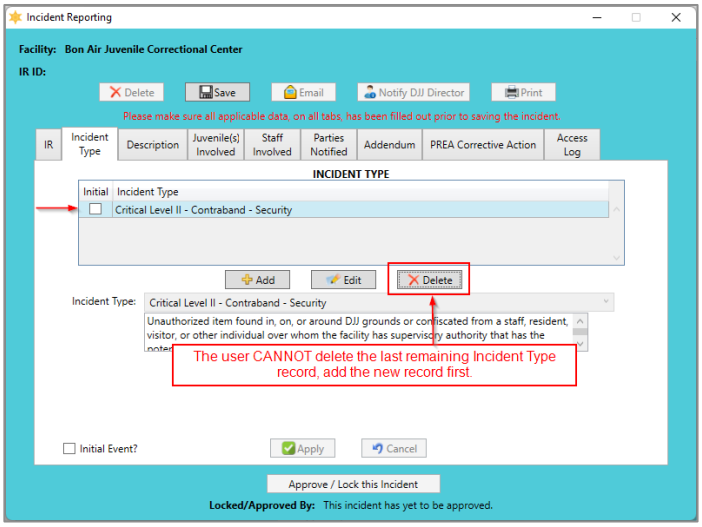
1. If the incident type record selected for deletion **is not** the initial event (i.e., the **Initial Event** checkbox **is not** selected), (i) click the **Delete** button and the *Warning* screen will appear, (ii) (a) click the **Yes** button to delete the record or (ii) (b) click the **No** button to return to the *Incident Type* tab without deleting the record.

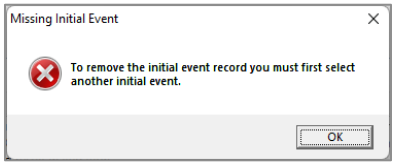




2. If the incident type record selected for deletion **is** the initial event (i.e., the **Initial Event** checkbox **is** selected) or the record selected for deletion is the only existing record, when the user (i) clicks the **Delete** button the *Missing Initial Event* information screen will appear and state, "To remove the initial event record you must first select another initial event." (ii) Click the **OK** button to return to the *Incident Type* tab.
   a. Follow the instructions in the **Add an Incident Type** section and/or the **Edit an Incident Type** section above to designate another incident type record as the **Initial Event**.
   b. Follow the instructions in the **Edit an Incident Type** section above to remove the **Initial Event** designation from the incident type record to be deleted and then follow the instructions in the **Delete an Incident Type** section to delete the record.







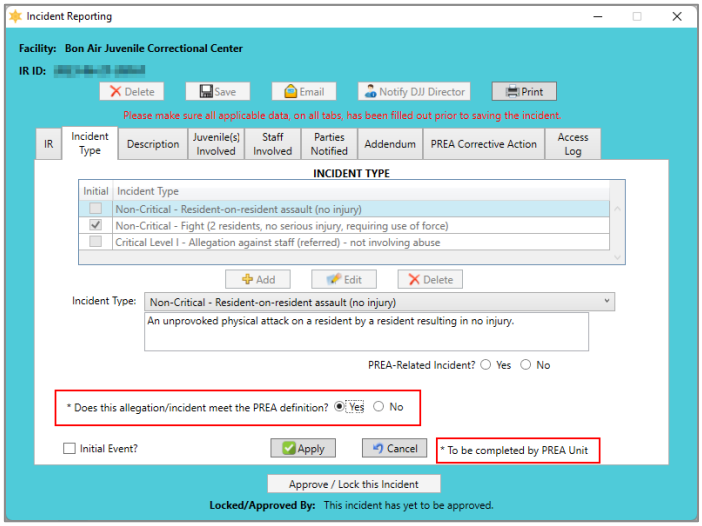
- The **Initial Event?** checkmark must be removed from an incident type record before an incident type record can be deleted.
- An incident type record must be designated as an initial event in order to save an IR.
- To delete the only remaining incident type record, the user must first add a new incident type record.

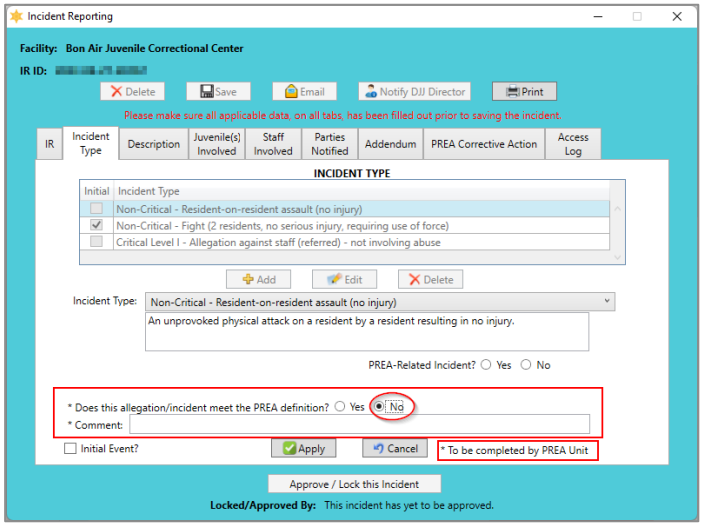
d. **Does this allegation/incident meet the PREA definition? Radio Buttons**

i. Once a PREA-related incident is saved, a question will appear at the bottom of the *Incident Type* tab. The PREA question, associated radio buttons, and **Comment** text field only appear after the incident is saved and **should only be completed by the PREA Unit**.

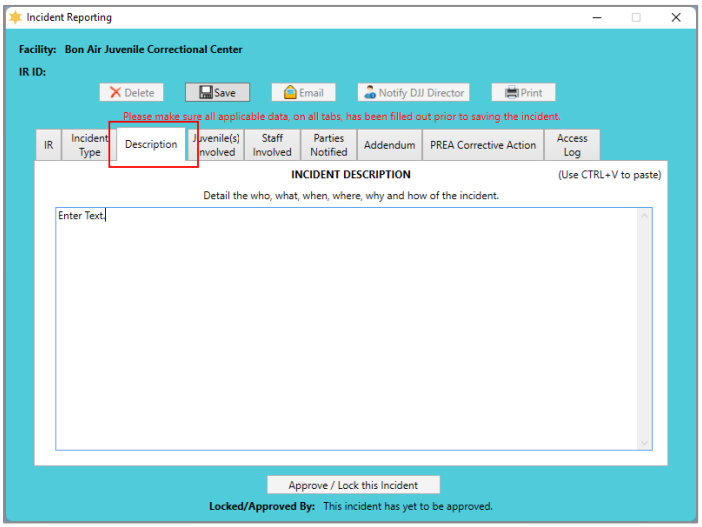
ii. Select either **Yes** or **No** for the **Does this allegation/incident meet the PREA definition?** radio buttons.

1. If the **No** radio button is selected the **Comment** field will appear, enter the appropriate text in the field. If the user leaves the **Comment** field blank and clicks the **Apply** button the *Missing Value* information screen will appear and instruct the user to update the field before proceeding.

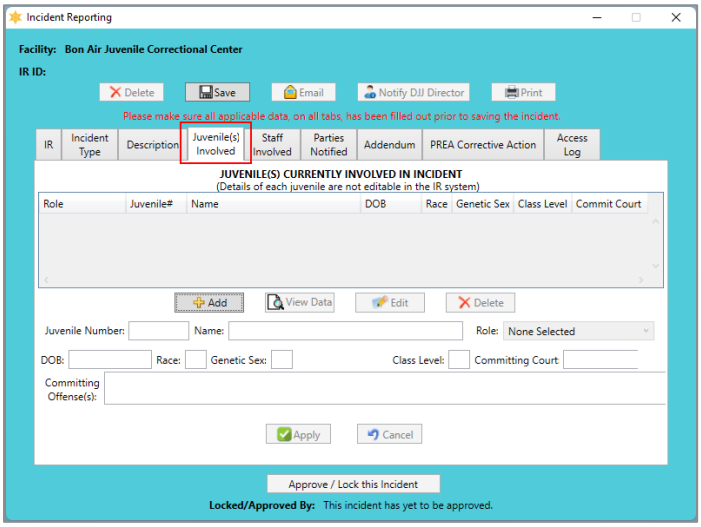




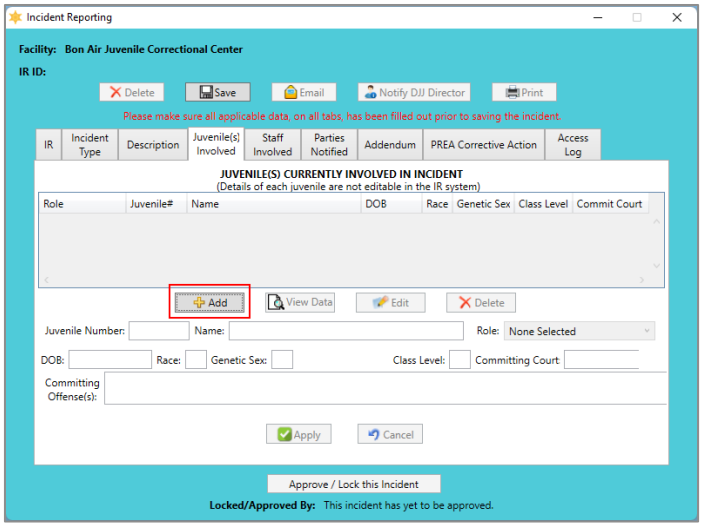
3. **Description Tab – CAP and JCC**
   a. (i) Type the incident description into the **Incident Description** section.

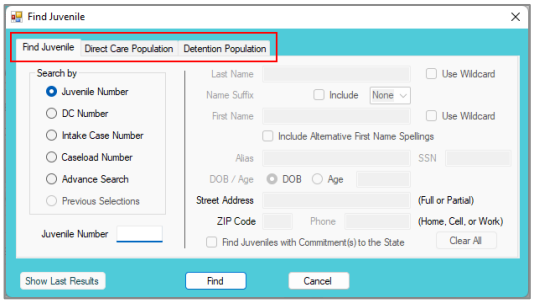


4. **Juvenile(s) Involved Tab – CAP and JCC**
   The *Juvenile(s) Involved* tab allows users to add all juveniles involved in an incident and document the juveniles' role in the incident. A juvenile record displays Role, Juvenile#, Name, DOB, Race, Genetic Sex, Class Level, Commit Court, and Committing Offense(s).



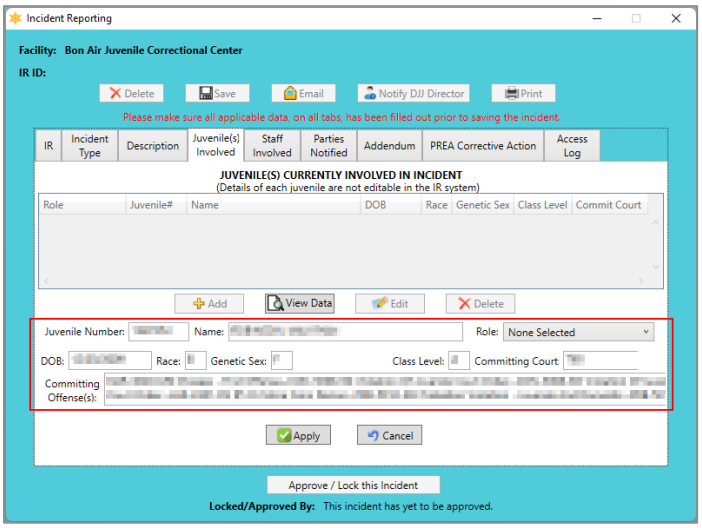
   a. **Add Juvenile(s) Involved**
      i. (i) Click the **Add** button and the *Find Juvenile* screen will appear.
         1. The *Find Juvenile* screen will display the *Find Juvenile* tab, the *Direct Care Population* tab, and the *Detention Population* tab. For summary instructions using the *Find Juvenile* screen, see Juvenile Search in the Search – Incident Reporting Module section below. For detailed instructions using the *Find Juvenile* screen, see the BADGE Login & Search Manual.





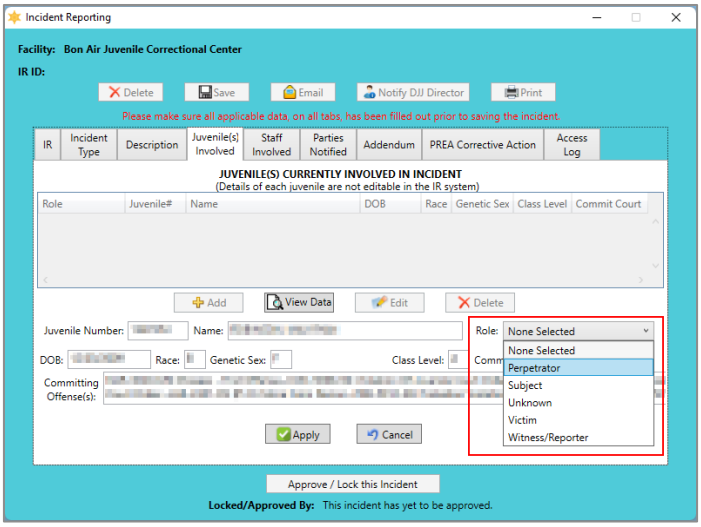
The data fields on the *Juvenile(s) Involved* tab will be greyed out until the **Add** or **Edit** button is selected.

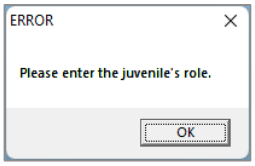
2. Once the appropriate juvenile has been found and selected using the *Find Juvenile* screen the user will be returned to the *Juvenile(s) Involved* tab where the **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Class Level**, **Committing Court**, and **Committing Offense(s)** fields will auto-populate.



ii. Select an option from the **Role** drop-down menu.
   1. Click the **Cancel** button and any unsaved information will be cleared.
   2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.

iii. Perform the steps above as necessary to add any additional juveniles involved in the incident.

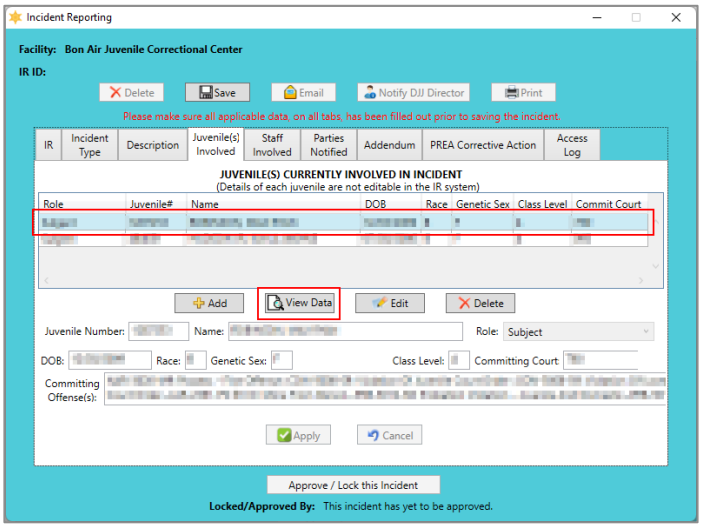


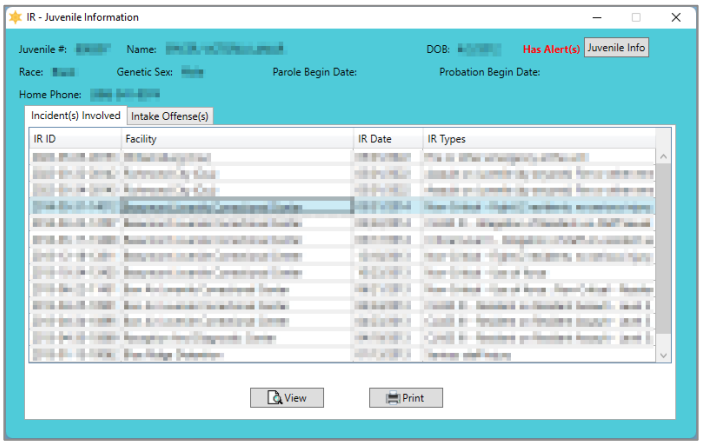


The juvenile's role in the incident must be selected before applying changes on the *Juvenile(s) Involved* tab. An *ERROR* screen will display if the user attempts to click the **Apply** button without selecting an option from the **Role** drop-down menu.

b. **View Data for Juvenile's Involved**

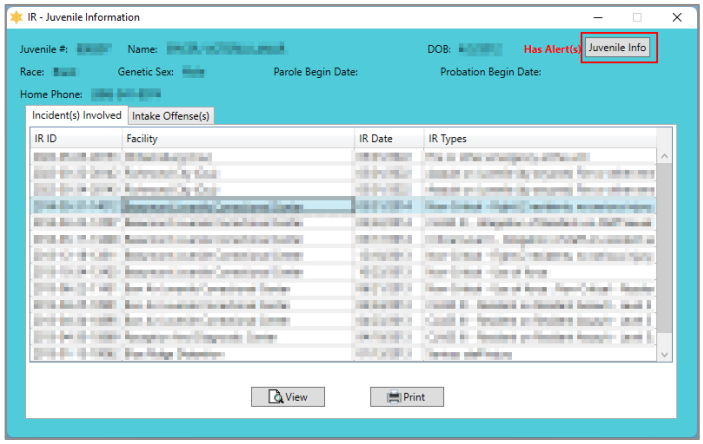
i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **View Data** button and the *IR – Juvenile Information* screen will appear.

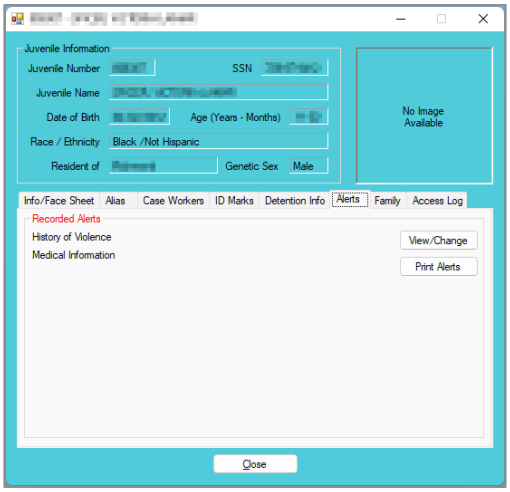




1. The *IR – Juvenile Information* screen displays Juvenile #, Name, DOB, Race, Genetic Sex, Parole Begin Date, Probation Begin Date, Home Phone, and will indicate if the juvenile has alert(s).
   a. **Juvenile Info** Button
      i. From the *IR – Juvenile Information* screen, (i) click the **Juvenile Info** button located in the upper right-hand side of the screen 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 *IR – Juvenile Information* screen.

Refer to the BADGE Juvenile & Adult Information Screens Manual for instructions on using the *Juvenile Information* screen.

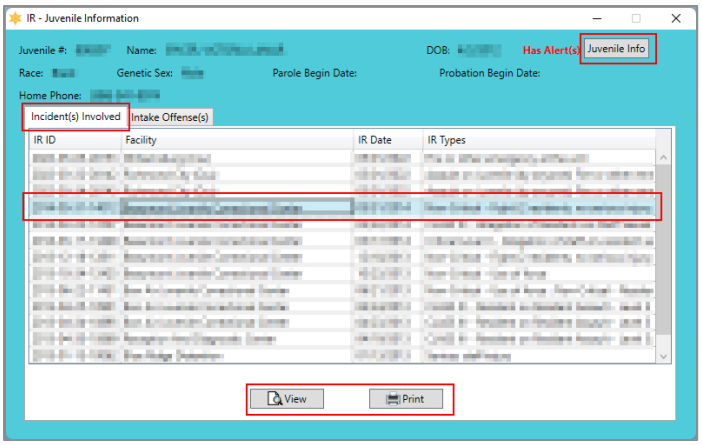


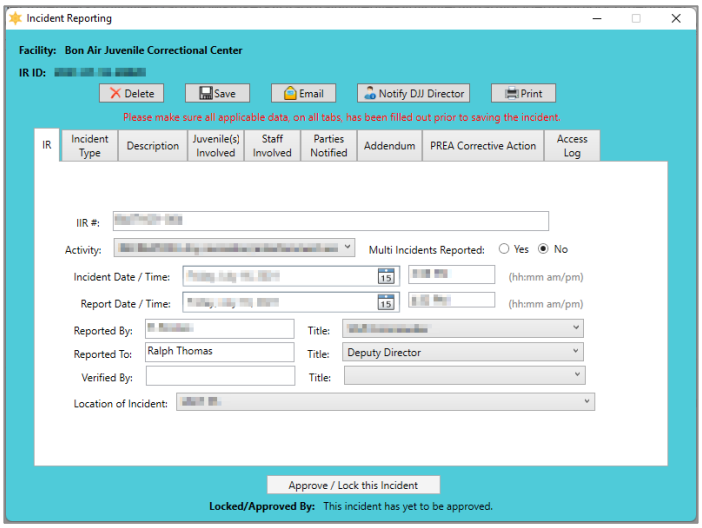


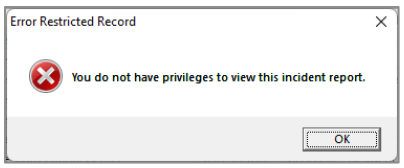
b. *Incident(s) Involved* Tab

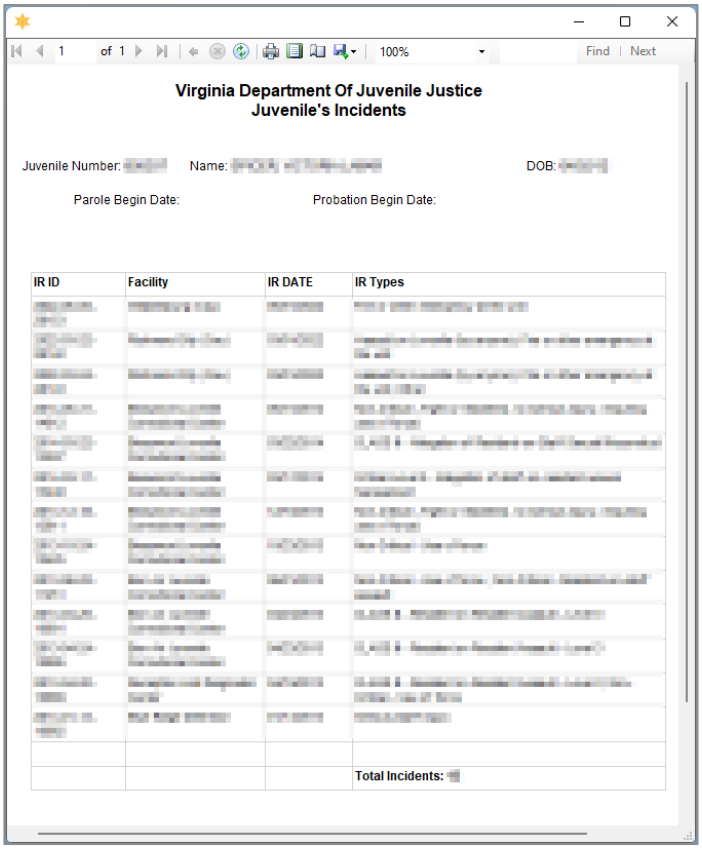
i. The *Incident(s) Involved* tab displays IR ID, Facility, IR Date, and IR Types for each incident record. (i) Select a record from the list and the row will be highlighted in blue. (ii) Click the **View** button and the *Incident Reporting* screen will appear displaying the incident record selected. When done, (iii) click the **X** button in the upper right corner to close the screen and return to the *IR – Juvenile Information* screen.

ii. (i) Click the **Print** button and a report viewer screen will appear displaying the full list of records on the *Incident(s) Involved* tab. (ii) Click the **X** button in the upper right corner to close the report viewer screen and return to the *IR – Juvenile Information* screen.



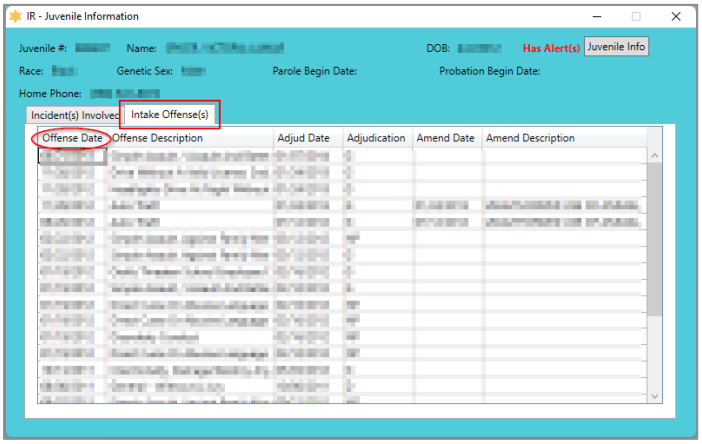






c. *Intake Offense(s)* Tab

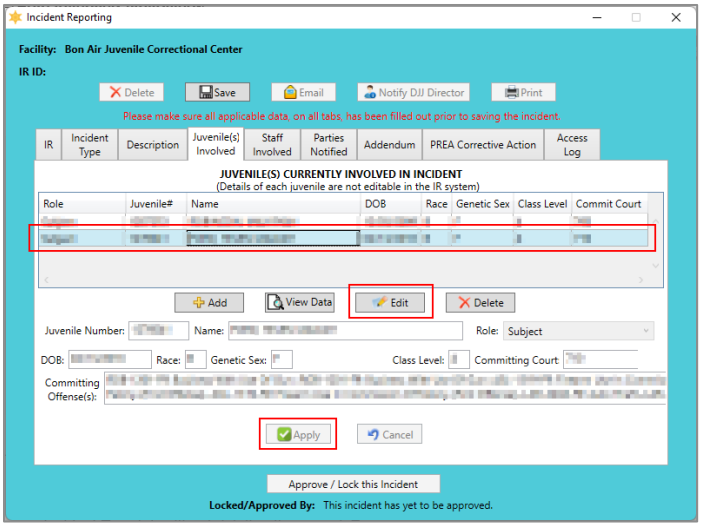
i. The *Intake Offense(s)* tab displays a list of the juvenile's intake offenses by Offense Date, Offense Description, Adjudication Date, Adjudication, Amend Date, and Amend Description. The user can sort the list by clicking the header of any column. When done, click the **X** button in the upper right corner to close the screen and return to the *IR – Juvenile Information* screen.



c. **Edit Juvenile(s) Involved**

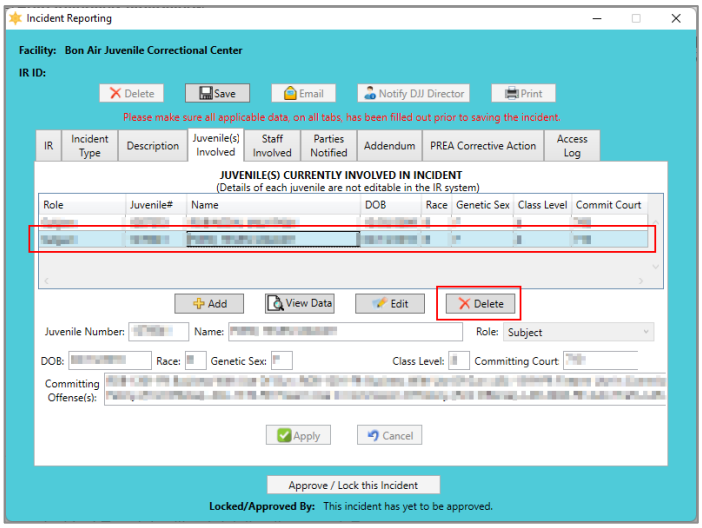
i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by modifying the **Role** field. The **Juvenile Number**, **Name**, **DOB**, **Race**, **Genetic Sex**, **Class Level**, **Committing Court**, and **Committing Offense(s)** fields cannot be edited.

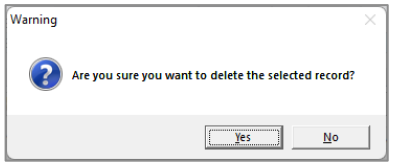
1. Click the **Cancel** button and any unsaved information will be cleared.
2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.



d. **Delete Juvenile(s) Involved**

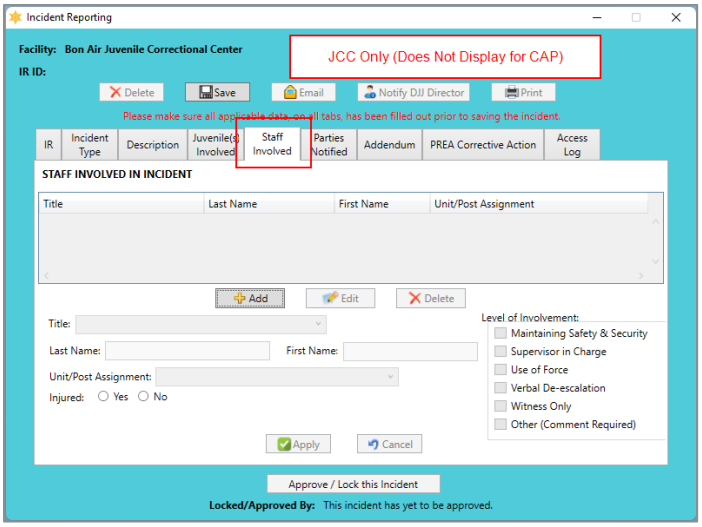
i. (i) Select a Juvenile's record in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.





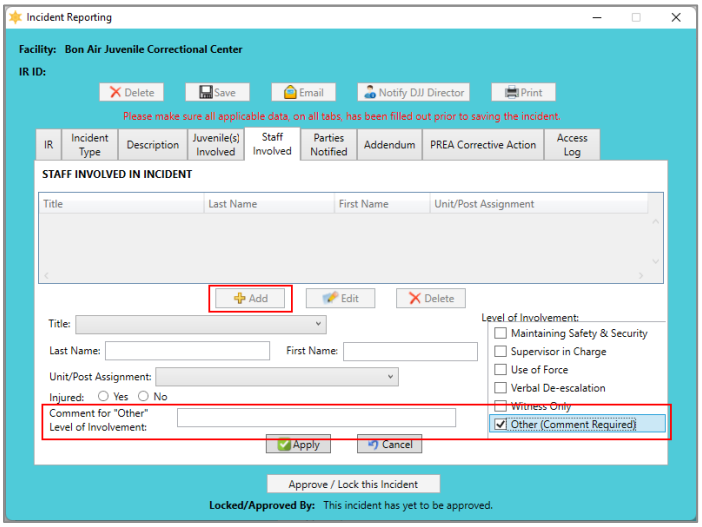
5. **Staff Involved Tab –JCC Only (Does Not Display for CAP)**

The *Staff Involved* tab allows users to add all staff involved in an incident, document the staff's level of involvement in the incident, and record if staff were injured in the incident. A staff record displays Title, Last Name, First Name, and Unit/Post Assignment.

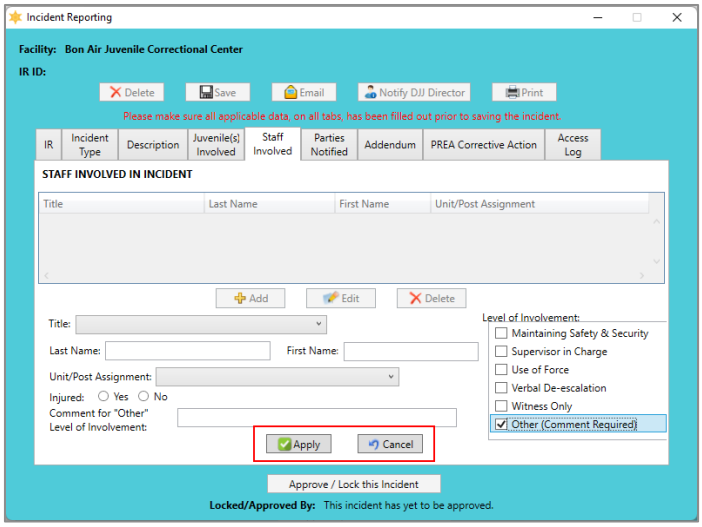


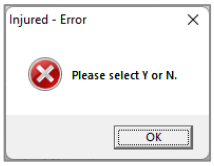
The *Staff Involved* tab can only be viewed when accessing the **Incident Reporting Module** for a Juvenile Correctional Center facility.

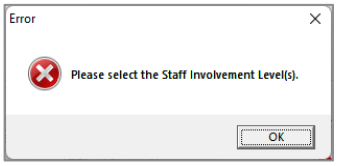
a. **Add Staff Involved**
   i. (i) Click the **Add** button, and the fields in the lower half of the screen will become accessible.
   ii. (i) Select the staff's title from the **Title** drop-down menu, enter the staff's (ii) **Last Name**, and (iii) **First Name**. (iv) Select an option from the **Unit/Post Assignment** drop-down menu and (v) select either **Yes** or **No** for the **Injured** radio buttons. (vi) Place a checkmark in one or more **Level of Involvement** checkboxes.
      1. If the **Other (Comment Required)** checkbox is selected from the **Level of Involvement** checkbox list, the **Comment for "Other" Level of Involvement** text field will appear and must be entered.



      2. Click the **Cancel** button and any unsaved information will be cleared.
      3. Click the **Apply** button and the record will appear in the **STAFF INVOLVED IN INCIDENT** section.







- The *Injured – Error* information screen will appear when the user selects the **Apply** button and neither the **Yes** or **No** radio button is selected for **Injured**.
- The *Error* information screen will appear when the user selects the **Apply** button and an option has not been selected for **Level of Involvement.**

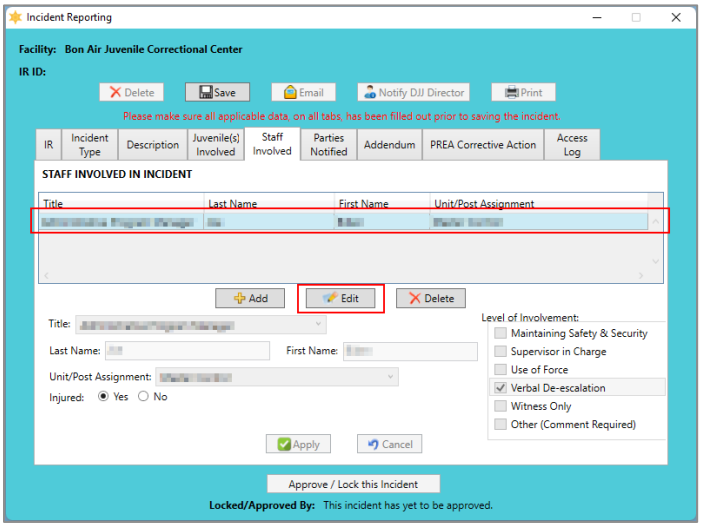
iii. Perform the steps above as necessary to add any additional **STAFF INVOLVED IN INCIDENT** records.

- All fields on the *Staff Involved* tab must be completed in order to save a new **STAFF INVOLVED IN INCIDENT** record.

b. Edit Staff Involved

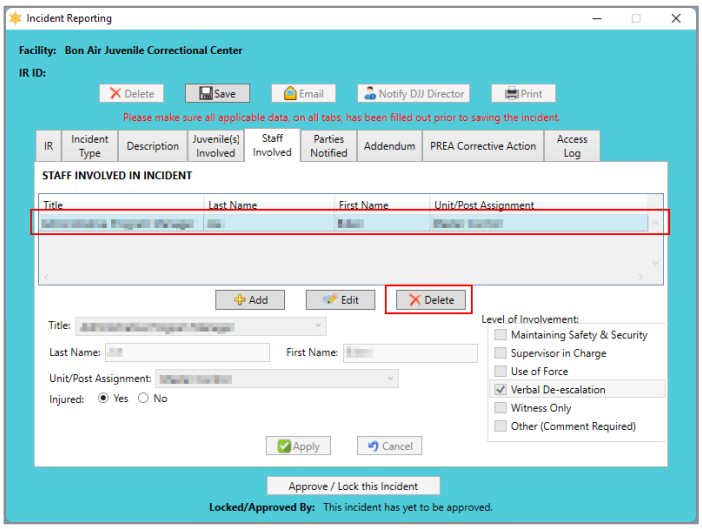
i. (i) Select a staff's record in the **STAFF INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by modifying the **Title**, **Last Name**, **First Name**, **Unit/Post Assignment**, **Level of Involvement** fields and **Injured** radio buttons as required.

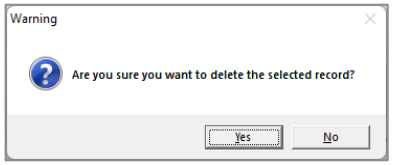
1. Click the **Cancel** button and any unsaved information will be cleared.
2. Click the **Apply** button and the record will appear in the **JUVENILES(S) CURRENTLY INVOLVED IN INCIDENT** section.



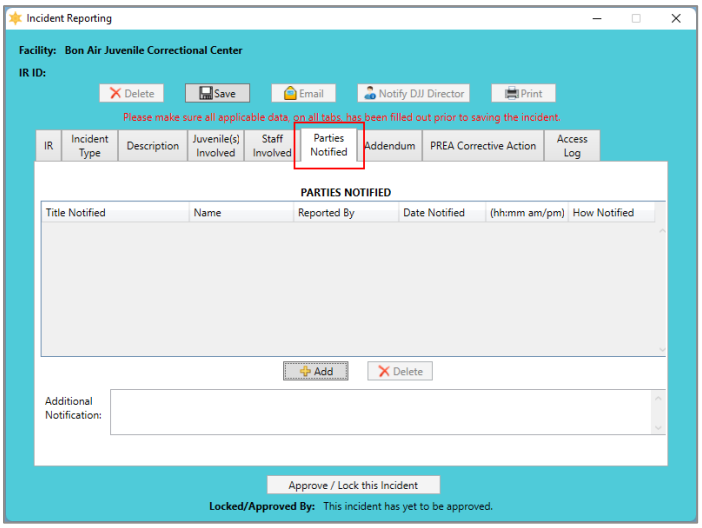
c. Delete Staff Involved

i. (i) Select a staff's record in the **STAFF CURRENTLY INVOLVED IN INCIDENT** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.

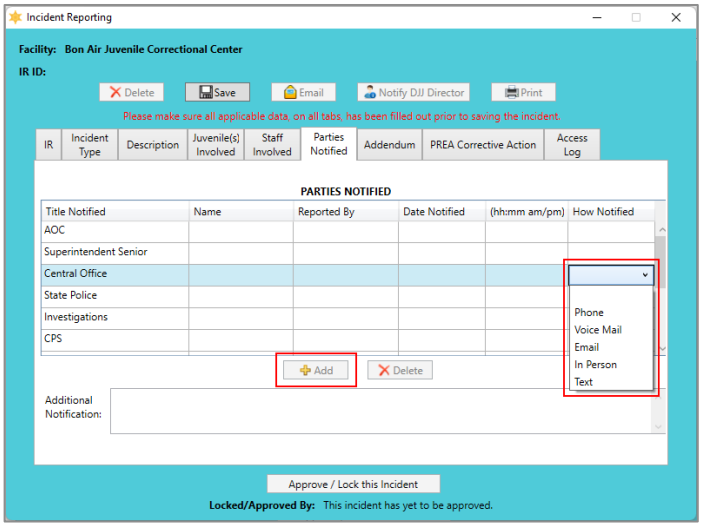


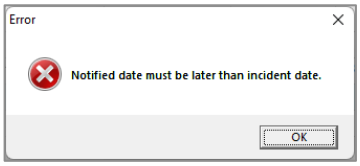


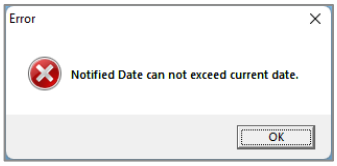
6. **Parties Notified Tab – CAP and JCC**
   The *Parties Notified* tab allows users to document all parties notified of an incident. The **PARTIES NOTIFIED** section of the tab displays the following column headings: Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified.



   a. **Add Parties Notified**
      i. (i) Click the **Add** button and a table will appear in the **PARTIES NOTIFIED** section of the tab. The Title Notified column will auto-populate and display the following: AOC, Superintendent Senior, Central Office, State Police, Investigations, CPS, Health Services, Guardian, Court, BSU, PREA Coordinator, and PREA Facility Compliance Manager. The **Additional Notification** textbox will also become accessible.
      ii. To input data directly into the table (i) select the appropriate **Title Notified** row in the **PARTIES NOTIFIED** section and the row will be highlighted in blue. Enter appropriate data for the (ii) **Name** and (iii) **Reported By**. Use the calendar drop-down screen to (iv) enter the **Date Notified**. Enter the (v) time **(hh:mm am/pm)** and use the drop-down list to (vi) select the **How Notified** information.
      iii. If additional parties are notified that do not exist in the **PARTIES NOTIFIED** table, record that information in the **Additional Notification** textbox using the same format of the table (Title Notified, Name, Reported By, Date Notified, (hh:mm am/pm), and How Notified).







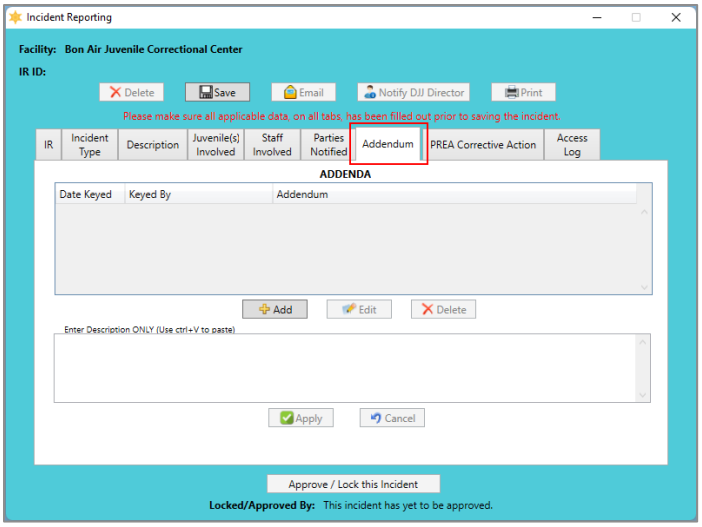
- The **Add** button will be greyed out and inaccessible after it is initially selected.
- The **Incident Date/Time** must be before the **Date Notified** or an *Error* screen will display when the **Save** button is selected.
- The **Notified Date** cannot exceed the current date or an *Error* screen will display when the **Save** button is selected.

b. **Delete Parties Notified**

i. The **Delete** button is always greyed out and inaccessible on this tab. To edit or delete information in the **PARTIES NOTIFIED** table or Additional Notification text field, select each individual field and use the keyboard to delete an entry and edit or enter new text.

7. **Addendum tab – CAP and JCC**

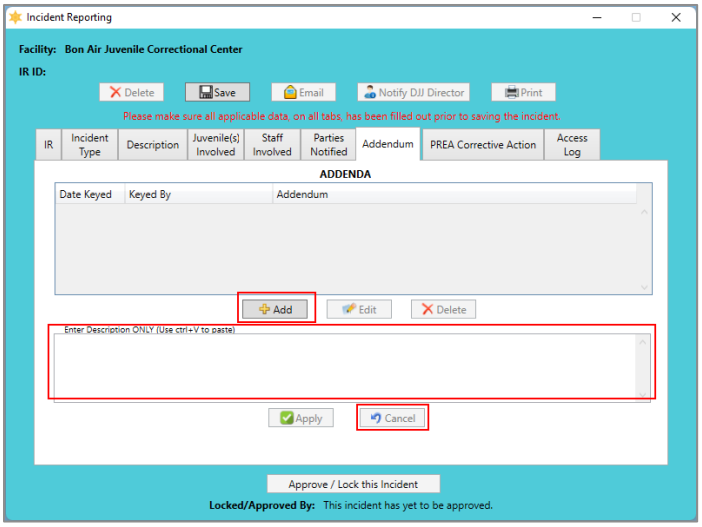
The *Addendum* tab allows users to document any additional information that has been obtained related to the initial incident. The **ADDENDA** section of the tab displays the following column headings: Date Keyed, Keyed By, and Addendum.



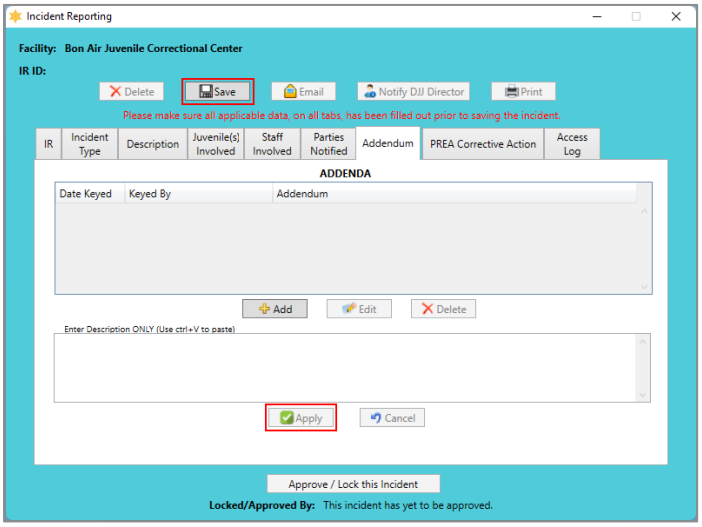
a. **Add Addendum**

i. (i) Click the **Add** button and (ii) enter a description of the incident into the **Enter Description ONLY** textbox.

1. To cancel, click the **Cancel** button prior to selecting the **Save** button or **Apply** button.

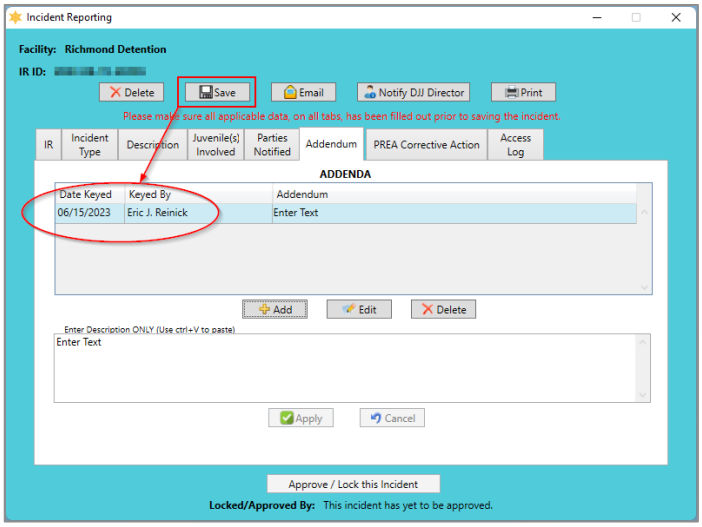


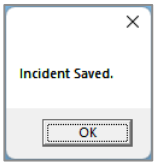
ii. Click the **Apply** button and the description entered in the textbox will appear in the Addendum column of the **ADDENDA** section.



iii. (i) Click the **Save** button and an information screen will appear stating the incident has been saved.
(ii) Click the **OK** button on the information screen to return to the *Incident Reporting* screen, *IR* tab.

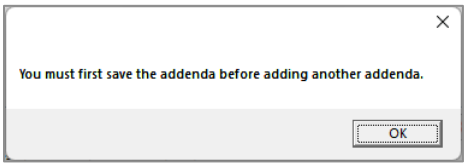
iv. To continue working on the *Addendum* tab, the user will be required to select the *Addendum* tab again. The Date Keyed and Keyed By fields in the **ADDENDA** section of the *Addendum* tab will be completed, these two fields auto-populate when the **Save** button is selected.



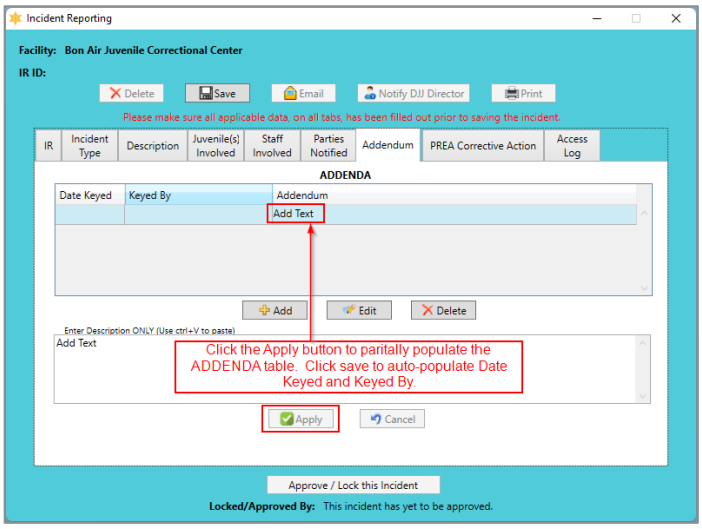


v. To add an additional addendum click the **Add** button and perform the steps outlined above again.

- If the **Add** button is selected after clicking the **Apply** button to enter an addendum but prior to clicking on the **Save** button, an information screen will appear stating the addenda must be saved before adding another addenda.
- Clicking the **Apply** button will only populate the Addendum column of the **ADDENDA** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, and Addendum).



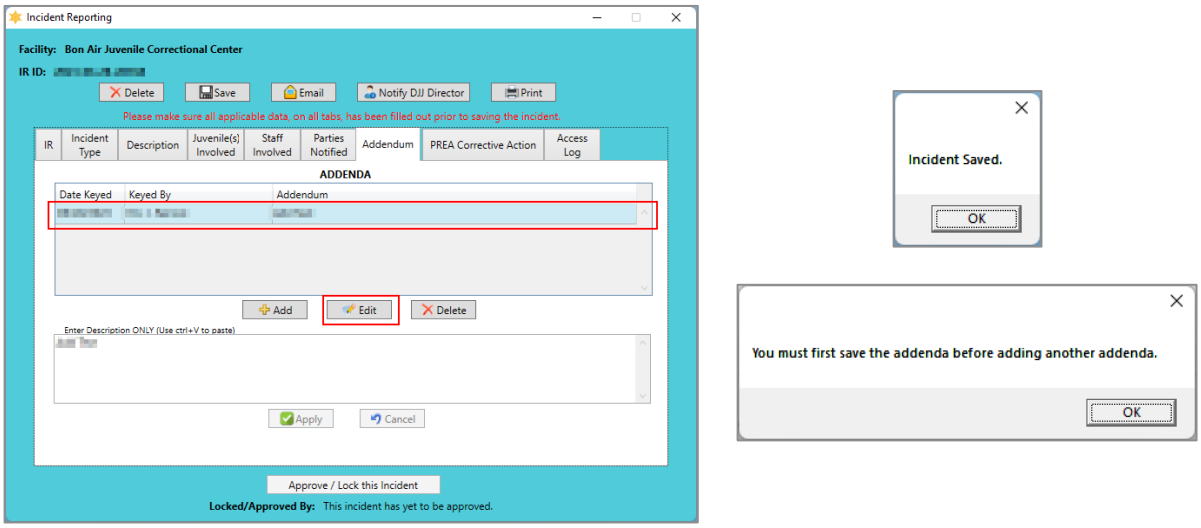
See the notes above for these two images



b. **Edit Addendum**

i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Edit** button and (iii) update the record as required by modifying the text in the **Enter Description ONLY** field.

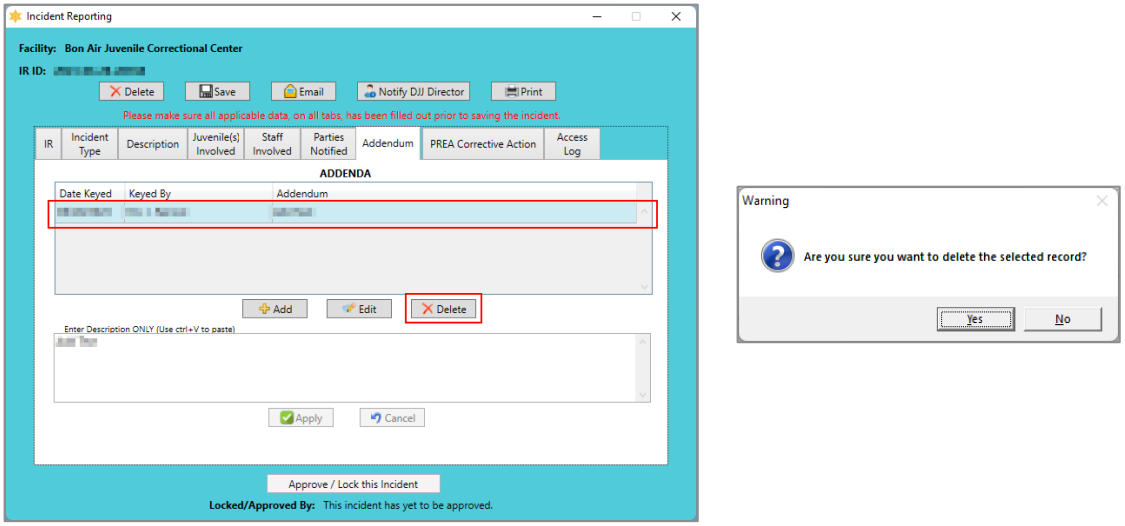
1. Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
2. Click the **Apply** button and the changes will appear in the Addendum column of the edited record in the **ADDENDA** section.
3. (i) Click the **Save** button to finalize the changes and an information screen will appear stating "Incident Saved." (ii) Click the **OK** button to return to the *Incident Reporting* screen, *IR* tab. To continue working on the *Addendum* tab, the user will be required to (iii) select the *Addendum* tab again.



If the **Edit** button is selected after clicking the **Apply** button but prior to clicking on the **Save** button, an information screen will appear stating the addenda changes must be saved before editing another addendum.

c. **Delete Addendum**

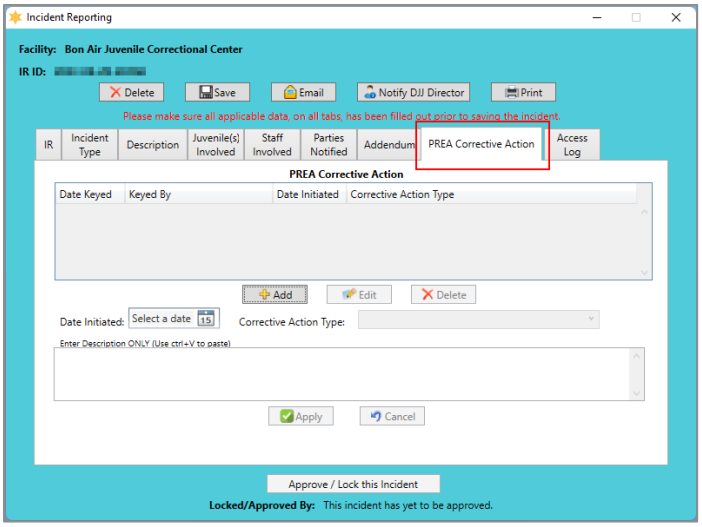
i. (i) Select an addendum record in the **ADDENDA** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.



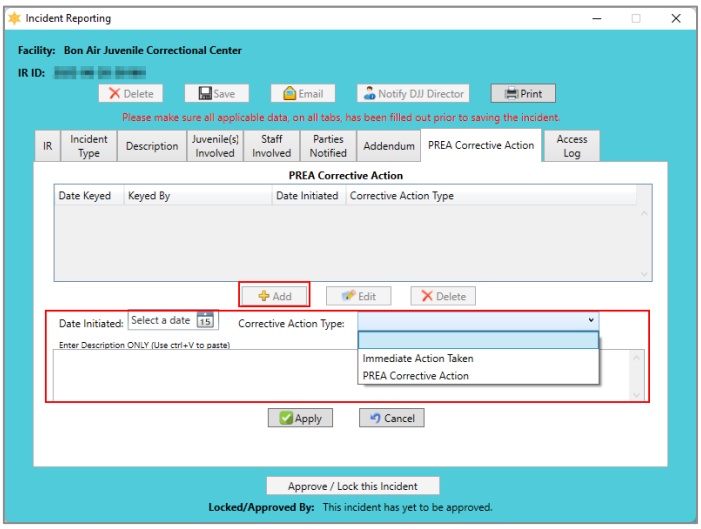
If the incident report has been approved by the administrator of the program or facility, any missing, changed, or new information should be sent as quickly as possible in an addendum.

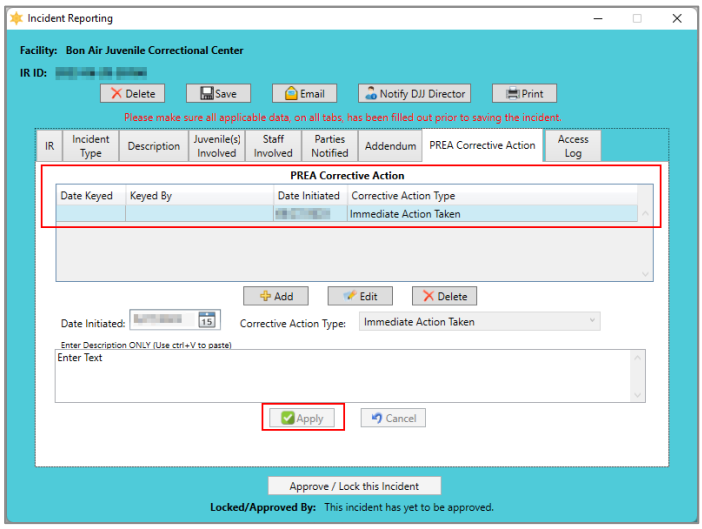
8. **PREA Corrective Action Tab – CAP and JCC**

The *PREA Corrective Action* tab allows users to add, edit, and delete PREA corrective actions. The **PREA Corrective Action** section of the tab displays the following column headings: Date Keyed, Keyed By, Date Initiated, and Corrective Action Type.

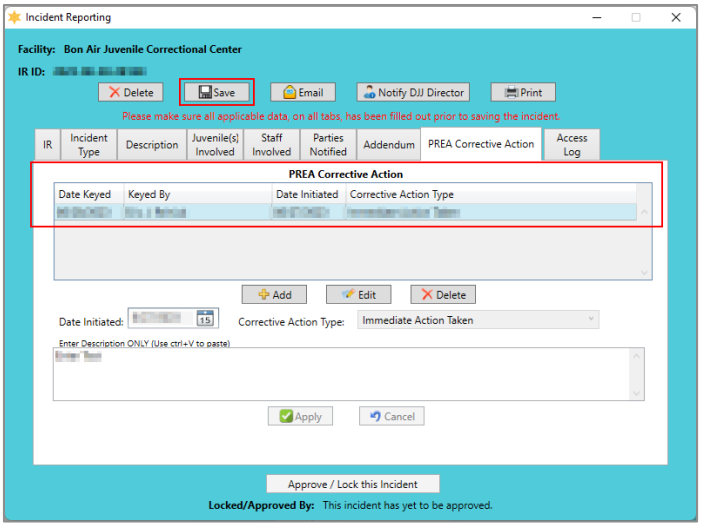


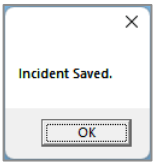
a. **Add PREA Corrective Action**
   i. (i) Click the **Add** button and use the calendar drop-down screen to (ii) enter the **Date Initiated**. Use the drop-down list to (iii) select the **Corrective Action Type** and (iv) enter a description of the corrective action into the **Enter Description ONLY** textbox.
      1. To cancel, click the **Cancel** button prior to selecting the **Save** button or **Apply** button.
   ii. Click the **Apply** button and the **PREA Corrective Action** section will partially populate with the Date Initiated, Corrective Action Type, and the **Save** button will become accessible.



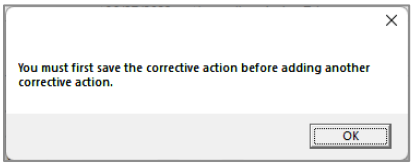


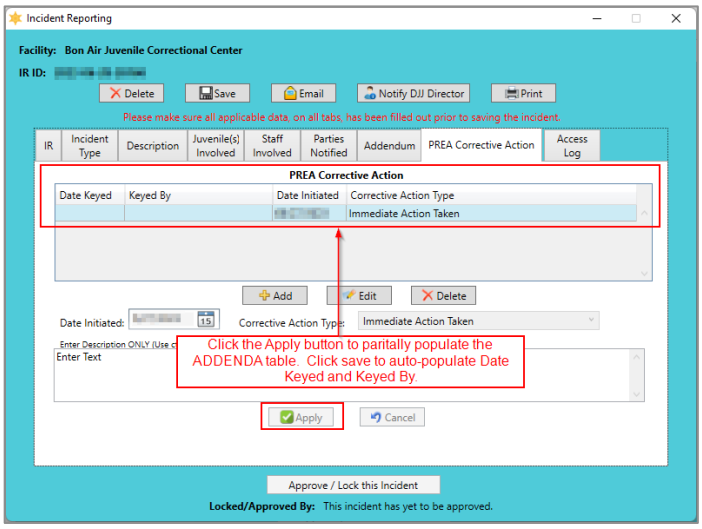
      1. (i) Click the **Save** button and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button to return to the *Incident Reporting* screen, *IR* tab. To continue working on the *PREA Corrective Action* tab, the user will be required to (iii) select the *PREA Corrective Action* tab again.
      2. The Date Keyed and Keyed By fields in the **PREA Corrective Action** section will auto-populate when the **Save** button is selected.
   iii. To add an additional PREA corrective action click the **Add** button and perform the steps outlined above again.





- If the **Add** button is selected after clicking the **Apply** button to enter a PREA corrective action but prior to clicking on the **Save** button, an information screen will appear stating the corrective action must be saved before adding another corrective action
- Clicking the **Apply** button will only populate the Date Initiated and Corrective Action Type columns of the **PREA Corrective Action** section; click the **Save** button to populate a complete record (Date Keyed, Keyed By, Date Initiated and Corrective Action Type).

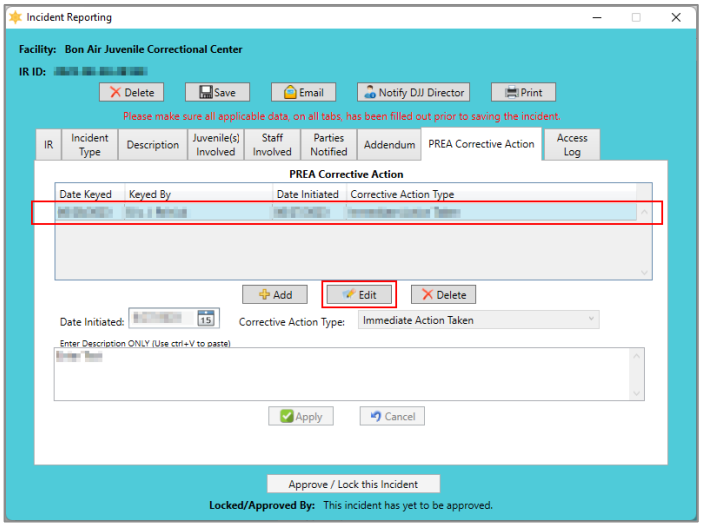


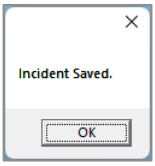


b. **Edit PREA Corrective Action**

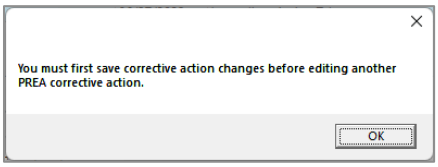
i. (i) Select a PREA corrective action record in the **PREA Corrective Action** section and the row will be highlighted in blue. (ii) Click the **Edit** button and update the record as required by using the calendar drop-down screen to (iii) enter the **Date Initiated**. Use the drop-down list to (iv) select the **Corrective Action Type** and (v) modify the description of the corrective action in the **Enter Description ONLY** textbox, as needed.

1. Click the **Cancel** button prior to clicking the **Apply** button or the **Save** button and any unsaved information will be cleared.
2. Click the **Apply** button and the changes will appear in the in the **PREA Corrective Action** section and the **Save** button will also become accessible.
3. (i) Click the **Save** button to finalize the changes and an information screen will appear stating the incident has been saved. (ii) Click the **OK** button to return to the *Incident Reporting* screen, *IR* tab. To continue working on the *PREA Corrective Action* tab, the user will be required to (iii) select the *PREA Corrective Action* again.



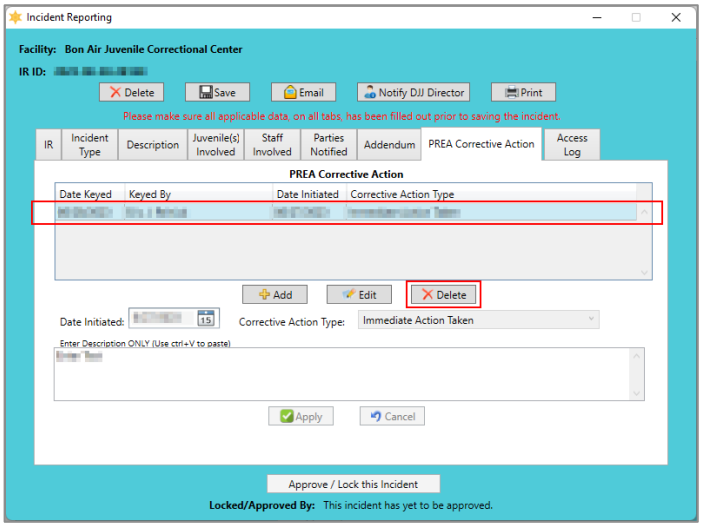


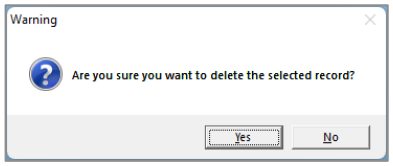
If the **Edit** button is selected after clicking the **Apply** button to enter a PREA corrective action but prior to clicking on the **Save** button, an information screen will appear stating the corrective action must be saved before editing another corrective action



c. **Delete PREA Corrective Action**

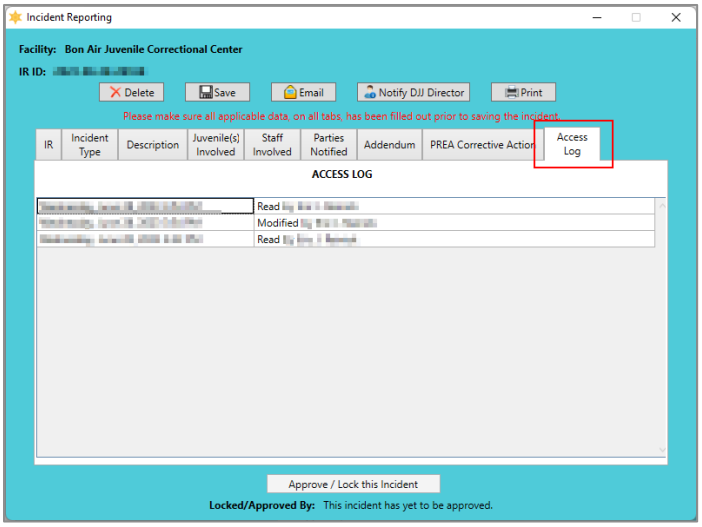
i. (i) Select a PREA corrective action record in the **PREA Corrective Action** section and the row will be highlighted in blue. (ii) Click the **Delete** button and the *Warning* screen will appear, (iii) (a) click the **Yes** button to delete the record or (iii) (b) the **No** button to return to the *Incident Type* tab without deleting the record.





9. **Access Log Tab – CAP and JCC**

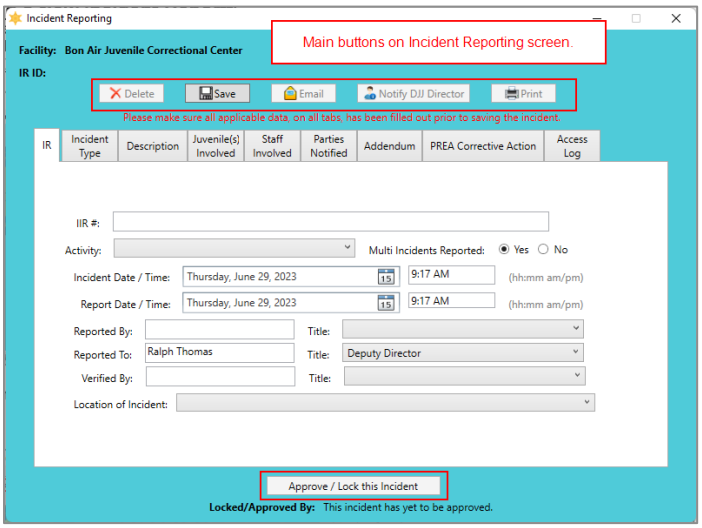
The *Access Log* tab displays a list of all users who have either entered, viewed, or edited an incident report. The **ACCESS LOG** section on the *Access Log* tab will display the day, date, time, access type (read or modify), and the user name.



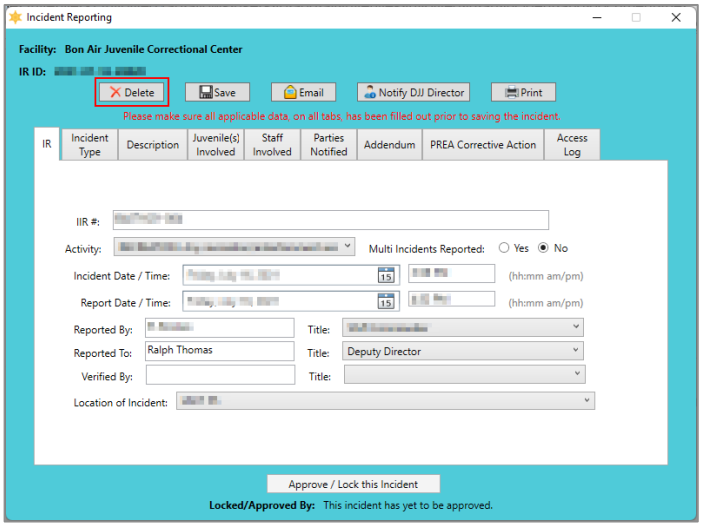
The **ACCESS LOG** section will also display the names of any users who view the incident report even after the record has been saved in the BADGE system.

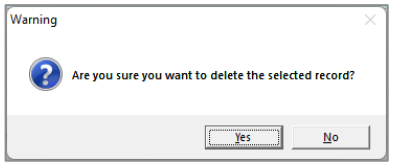
Main Buttons on the Incident Reporting Screen

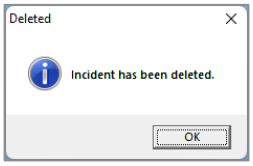
Regardless of the facility type chosen and the tab selected and displayed on the *Incident Reporting* screen, the following main buttons will always be displayed: (1) **Delete**, (2) **Save**, (3) **Email**, (4) **Notify DJJ Director**, (5) **Print**, and (6) **Approve / Lock this Incident (Unapprove / Unlock this Incident)** buttons.



1. **Delete Button**
   a. (i) Click the **Delete** button at the top of the screen and the *Confirm Incident Deletion* screen will appear. Either (ii) (a) click the **No** button to close the *Confirm Incident Deletion* screen and return to the *Incident Reporting* screen; OR (ii) (b) click the **Yes** button and the *Deleted* information screen will appear stating the incident has been deleted, (iii) click the **OK** button to return to the *Incident Reporting* screen.

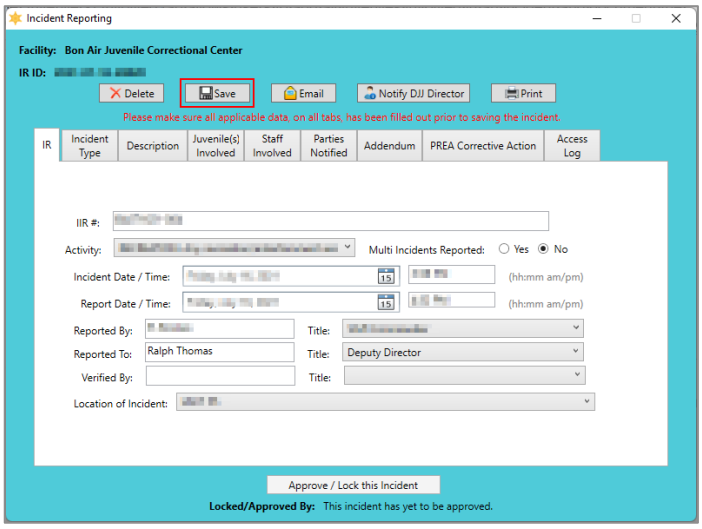


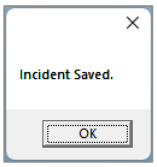




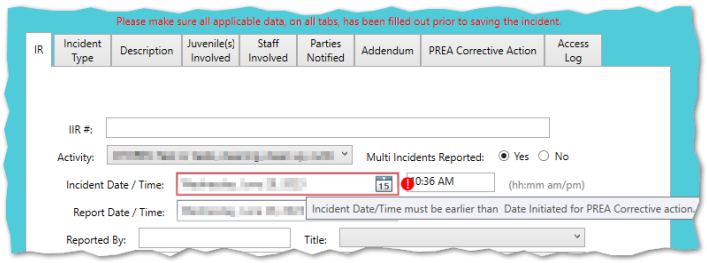
The **Delete** button will be greyed out and inaccessible if the incident has been approved/locked.

2. **Save Button**
   a. To save data input on the *Incident Reporting* screen (i) click the **Save** button at the top of the screen and an information screen will display stating the incident has been saved. (ii) Click the **OK** button on the information screen to return to the *Incident Reporting* screen.





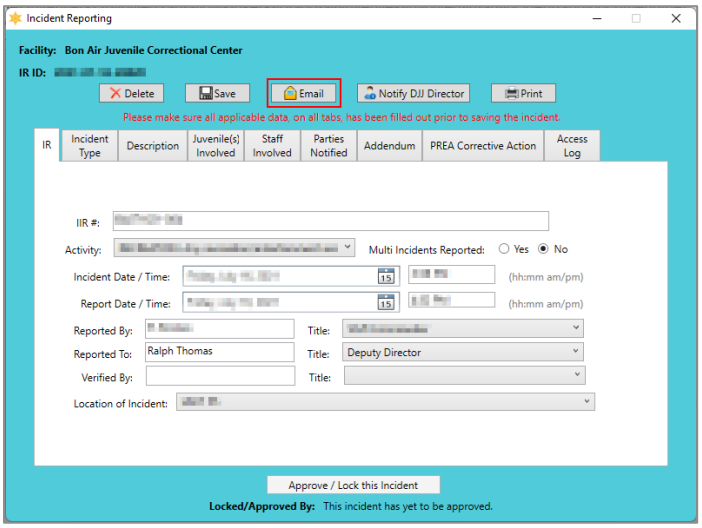
   1. However, if all required information was not entered prior to clicking the **Save** button, any field that requires a data entry or correction will be highlighted with a warning.



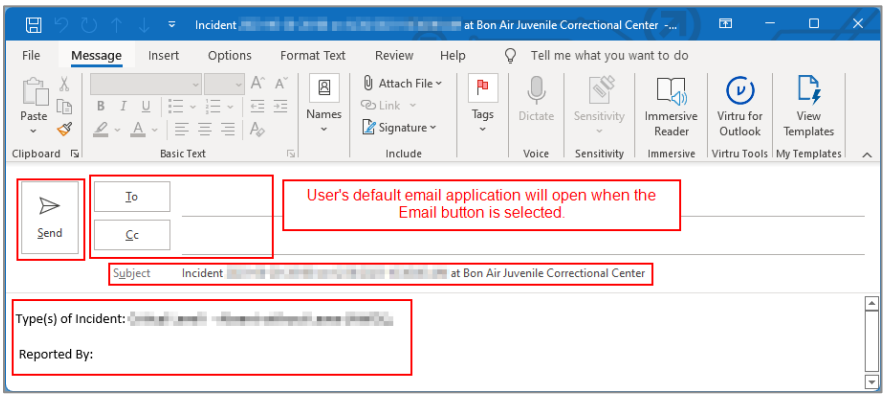
At a minimum, the following fields must be entered before an incident can be saved:
- **Incident Date / Time**, **Report Date / Time** and **Location of Incident** on the *IR* tab, and
- At least one **Incident Type** must be added and selected as an **Initial Event** on the *Incident Type* tab.

3. **Email Button**

a. Click the **Email** button at the top of the *Incident Reporting* screen and the user's default email application will open.



i. The **Subject** line will auto-populate with the **IR ID**, date and time of the incident, and the **Facility**.
ii. The **Body** of the email will partially auto-populate with "Type(s) of Incident" and "Reported By."
iii. The user will complete the email by (i) adding necessary text to the body of the email, adding necessary email addresses in the (ii) **To** and (iii) **Cc** fields, and clicking the (iv) **Send** button to dispatch the email.

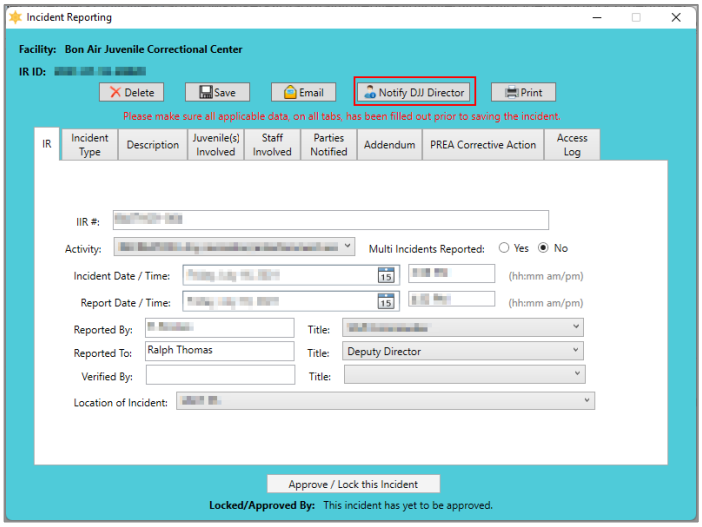


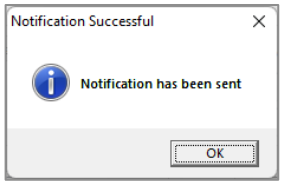
- The **Email** button is not accessible until the incident report is saved.
- If the **Email** button does not open the user's email application as expected, contact the VCCC helpdesk for help configuring the default email application.

4. **Notify DJJ Director Button**

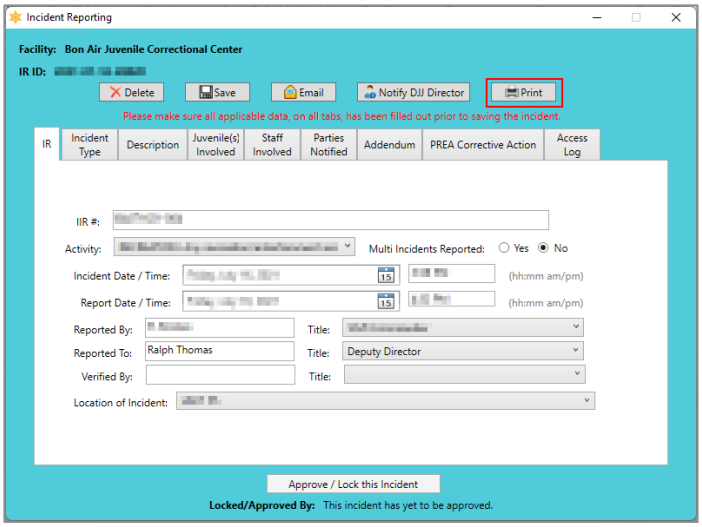
a. (i) Click the **Notify DJJ Director** button at the top of the *Incident Reporting* screen and the *Notification Successful* information screen will appear. (ii) Click the **OK** button to return to the *Incident Reporting* screen.

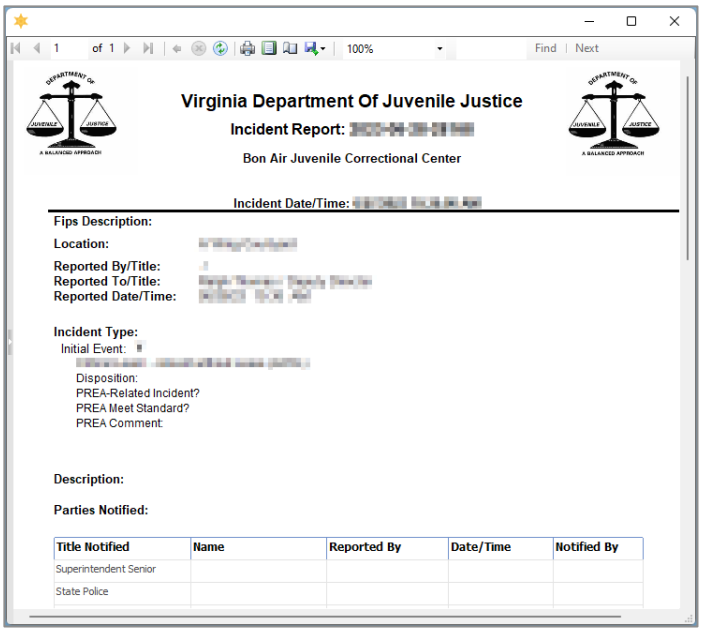
- The **Notify DJJ Director** button is not accessible until the incident report is saved.
- Make sure all apllicable data, on all tabs, is complete prior to saving the incident and notifiing the DJJ Director.



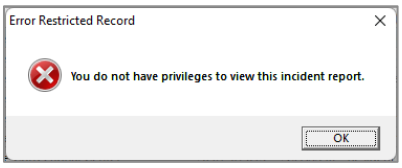


5. **Print Button**
   a. (i) Click the **Print** button and the report viewer screen will appear displaying the incident report. (ii) Click the **X** button in the upper right corner to close the report viewer screen and return to the *Incident Reporting* screen.

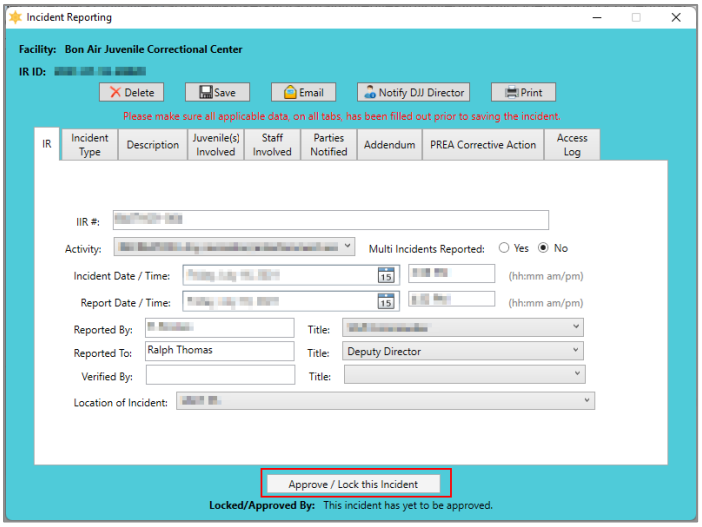




- A saved incident report must exist to utilize the **Print** button, otherwise the button will be greyed out and inaccessible.
- The **facility** will be displayed on the report as demonstrated on line 3 of the report image displayed above. In this example the facility type is Bon Air Juvenile Correctional Center.
- The *Error Restricted Record* screen will appear if the user attempts to view or print a record that the user does not have permissions to access.



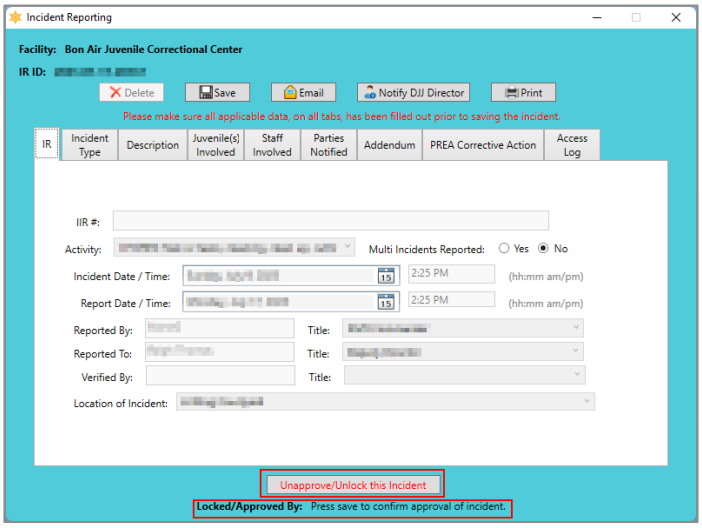
6. **Approve / Lock this Incident Button**
   a. To approve and lock the incident report click the **Approve / Lock this Incident** button.

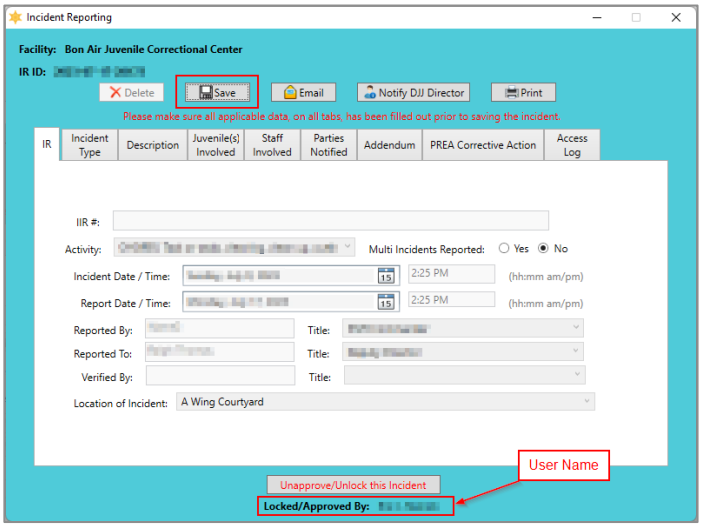


i. Once the **Approve / Lock this Incident** is selected it will change to the **Unapprove / Unlock this Incident** button and the **Delete** button will no longer be accessible. The **Locked/Approved By** field will display "This incident has yet to be approved."

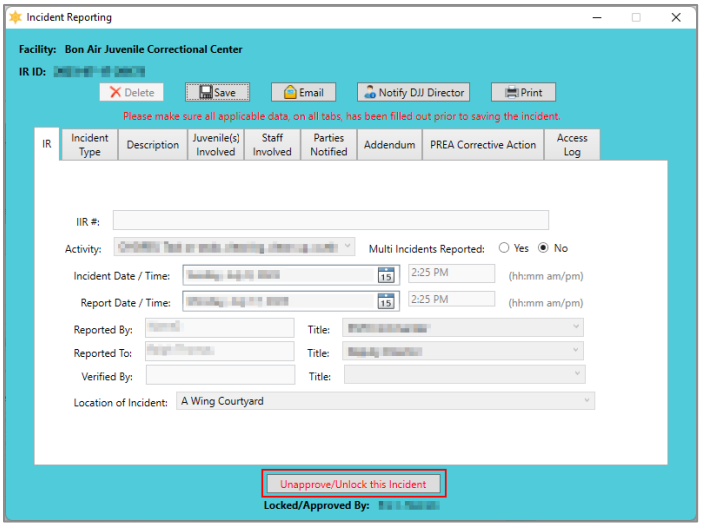
ii. Click the **Save** button to complete the approval and lock of the incident report and the **Lock/Approved By** field will display the name of the logged-on user performing the save.

The **Approve / Lock this Incident** button is greyed out until the incident report is saved and is only available to users with appropriate permissions.





7. **Unapprove / Unlock this Incident**
   a. Once the **Approve / Lock this Incident** button has been clicked, the button will change to the **Unapprove / Unlock this Incident** button. Click the **Unapprove / Unlock this Incident** button to enable editing of the incident report.

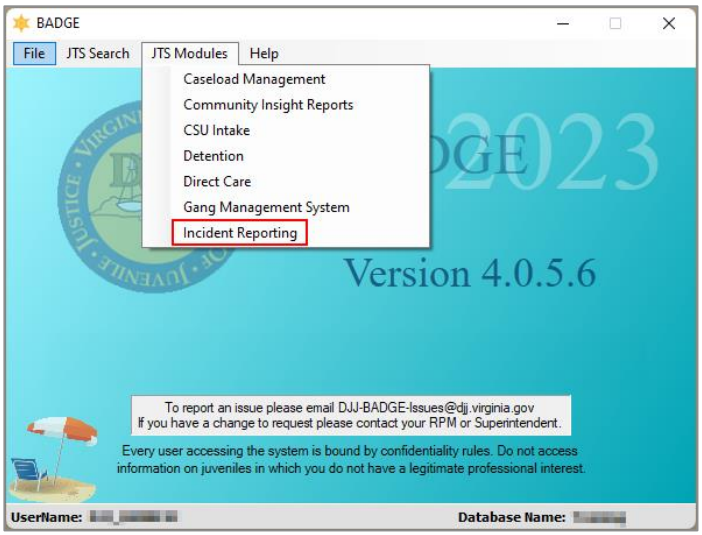


The **Unapprove / Unlock this Incident** will be greyed out unless the user has appropriate permissions.

Search - Incident Reporting Module

There are several methods to search the BADGE Incident Reporting Module: by an existing incident number, by juvenile(s), or by organization and SIR approval type.

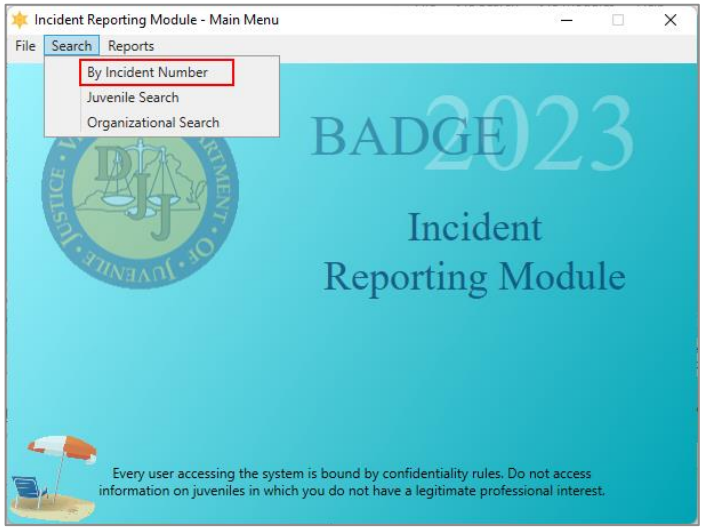
From the *BADGE* home screen (i) Click the **JTS Modules** drop-down menu option, (ii) click the **Incident Reporting** option from the drop-down menu, and the *Incident Reporting Module –Main Menu* screen will appear. On the *Incident Reporting Module –Main Menu* screen (iii) click the **Search** drop-down menu option to (iv) select the desired search method: **By Incident Number**, **Juvenile Search**, or **Organization Search**.

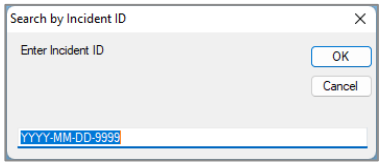


Incident Reporting Module Search	Search Type
By Incident Number	Incident report identification number
Juvenile Search	Find juvenile, direct care population, and detention Population
Organizational Search	Organization type, organization, approval type, and date range

By Incident Number

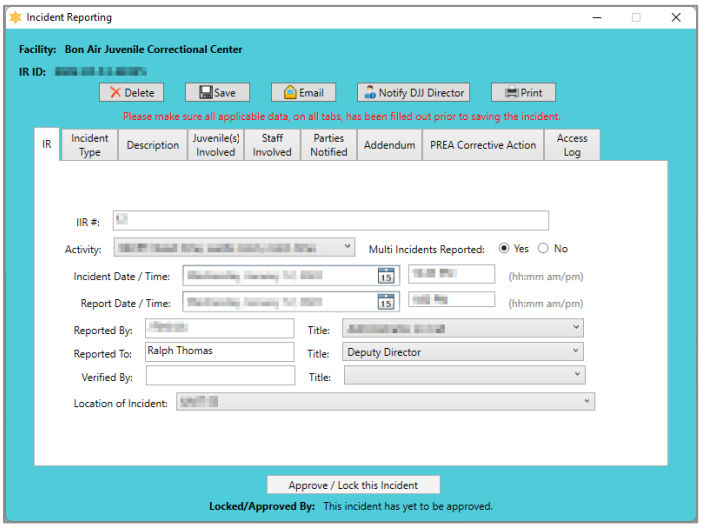
a. (i) Click the **Search** drop-down menu on the *Incident Reporting Module - Main Menu* screen, (ii) select the **By Incident Number** option, and the *Search by Incident ID* screen will appear.





i. (i) Enter the incident ID number in the textbox. The incident ID is in a year, month, day, and report number format (YYYY -MM-DD-9999). (ii) Click **OK** and the *Incident Reporting* screen will appear.
   1. If an invalid incident number is entered an error screen will appear to notify the user. Click the **OK** button to return to the *Search by Incident ID* screen.

ii. Click the **Cancel** button to exit the *Search by Incident ID* screen



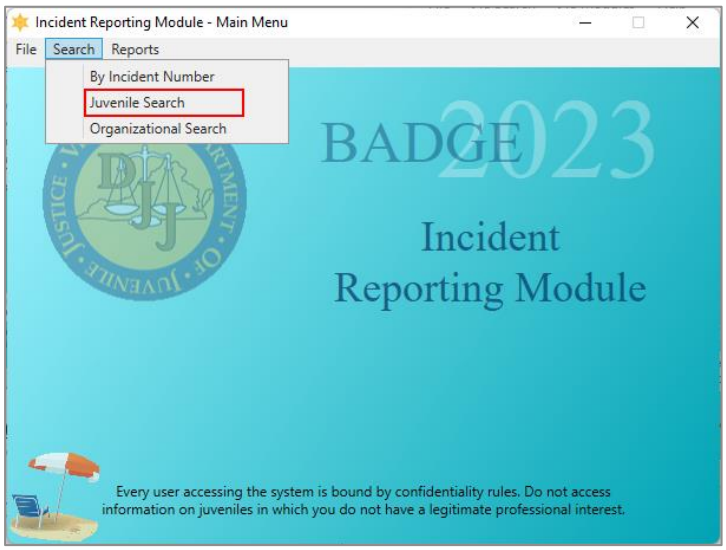
Refer to the Adding a New Incident Report section for instructions on entering a new incident report.

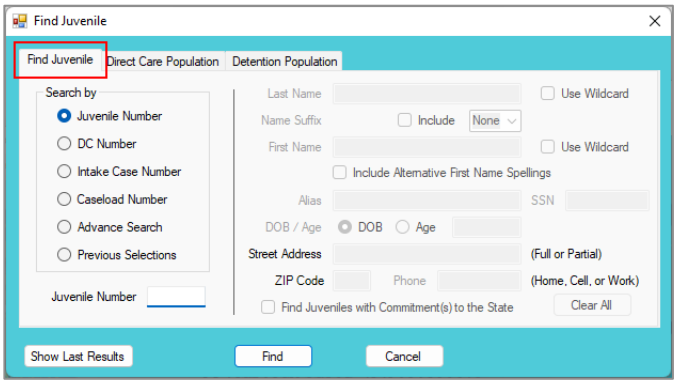
Juvenile Search

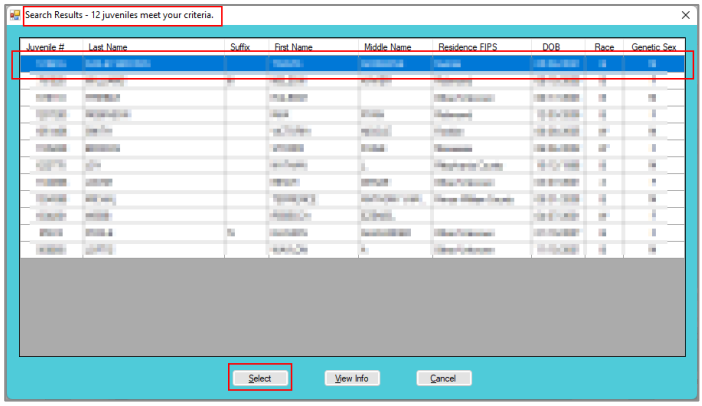
a. (i) Click the **Search** drop-down menu on the *Incident Reporting Module - Main Menu screen*, (ii) select the **Juvenile Search** option, and the *Find Juvenile* screen will appear. The *Find Juvenile* screen will display the *Find Juvenile* tab, the *Direct Care Population* tab, and the *Detention Population* tab.

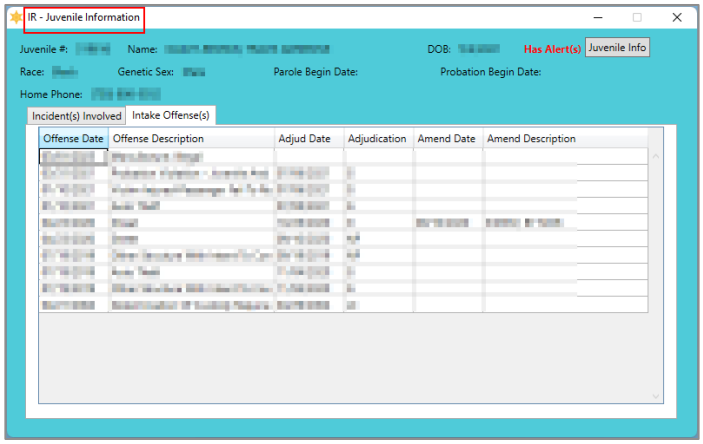
   i. **Find Juvenile Tab**
   The *Find Juvenile* tab allows a user to search for a juvenile by **Juvenile Number**, **DC Number**, **Intake Case Number**, **Caseload Number**, **Advance Search** or choose from **Previous Selections**.
      1. (i) Select the *Find Juvenile* tab at the top of the *Find Juvenile* screen. (ii) Select the desired **Search by** radio button on the *Find Juvenile* tab and (iii) enter the related information in the appropriate text field(s). (iv) Click the **Find** button, and the *IR – Juvenile Information* will display if only one juvenile record is found, the *Search Results* screen will appear if multiple juvenile records are found, and the *Juvenile Search* information screen will appear if there are not any or too many search results.

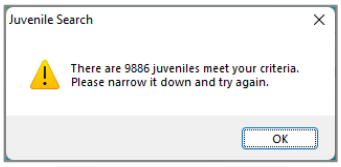
a. (i) From the *Search Results* screen, select a juvenile record and the row with be highlighted in blue. (ii) Click the **Select** button and the *IR – Juvenile Information* will display.

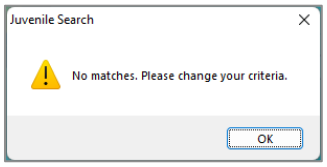










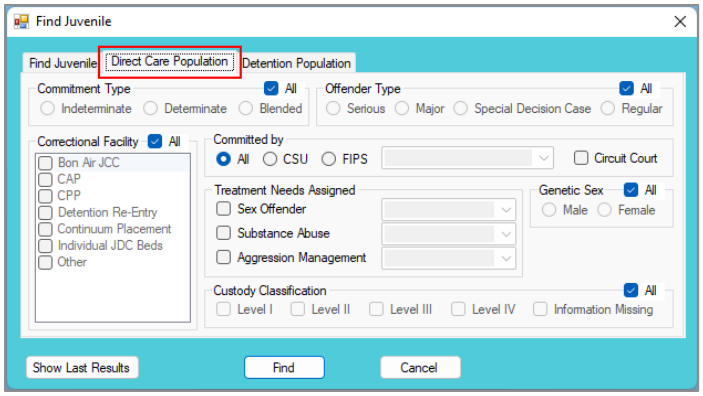


- The user can view the previous juvenile search results by clicking the **Show Last Results** button on the *Find Juvenile* tab.
- If conducting an **Advance Search**, do so for each criterion separately. Entering multiple criteria may be too specific to yield any results.
- In order to yield broader search results, type ONLY two or three characters of the last and first name, and select **Use Wildcard** checkbox.
- The **Include Alternative First Name Spellings** checkbox does not work with the **Use Wildcard** option. Pick ONLY one of these options.
- To reset the search fields, click the **Clear All** button.

Refer to the BADGE Login & Search Manual for detailed instructions on how to search for a juvenile.

ii. **Direct Care Population Tab**

The *Direct Care Population* tab allows a user to search for a juvenile by **Commitment Type**, **Offender Type**, **Correctional Facility**, **Committed by**, **Treatment Needs Assigned**, **Genetic Sex**, and **Custody Classification**.

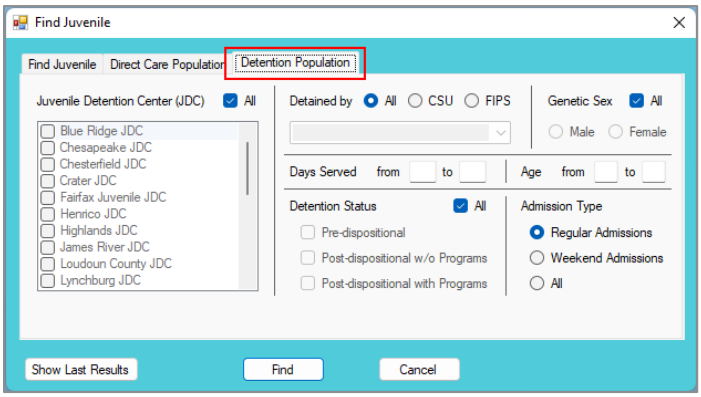


1. (i) Select the *Direct Care Population* tab at the top of the *Find Juvenile* screen. (ii) Select the desired radio buttons and/or checkboxes for **Commitment Type**, **Offender Type**, **Correctional Facility**, **Committed by**, **Treatment Needs Assigned**, **Genetic Sex**, and **Custody Classification**. (iii) If required, select the appropriate items from the **Committed by** and **Treatment Needs Assigned** drop-down menus. (iv) Click the **Find** button, and the *Search Results* screen will appear.
   a. (i) From the *Search Results* screen, select a juvenile record and the row with be highlighted in blue. (ii) Click the **Select** button and the *IR – Juvenile Information* will display.

Refer to the BADGE Login & Search Manual for detailed instructions on how to search for a juvenile.

iii. **Detention Population Tab**

The *Detention Population* tab allows a user to search for a juvenile by **Juvenile Detention Center (JDC)**, **Detained by**, **Genetic Sex**, **Days Served**, **Age**, **Detention Status**, and **Admission Type**.

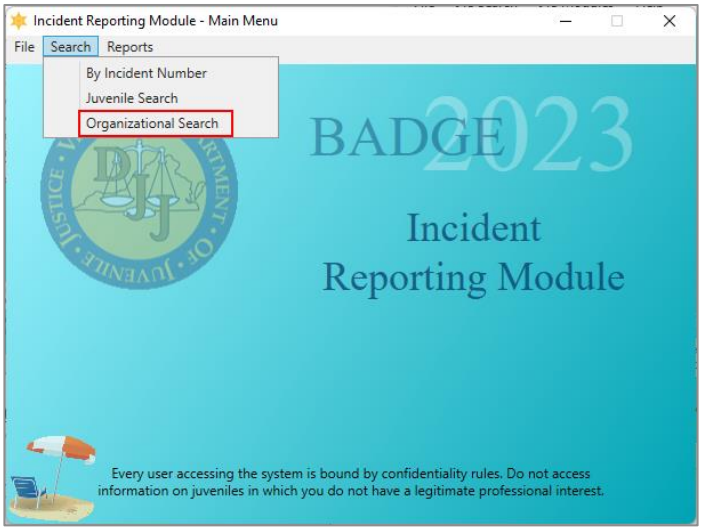


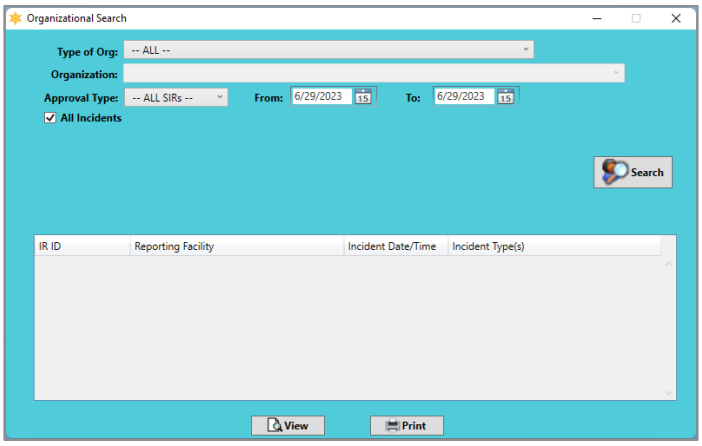
1. (i) Select the *Detention Population* tab at the top of the *Find Juvenile* screen. (ii) Select the desired radio buttons and/or checkboxes for **Juvenile Detention Center (JDC)**, **Detained by**, **Genetic Sex**, **Detention Status**, and **Admission Type**. (iii) If required, select the desired **CSU** or **FIPS** value from the **Detained by** drop-down list. (iv) If required, enter the **Days Served** and **Age** ranges in the corresponding **from** and **to** textboxes. (v) Click the **Find** button, and the *Search Results* screen will appear.
   a. (i) From the *Search Results* screen, select a juvenile record and the row with be highlighted in blue. (ii) Click the **Select** button and the *IR – Juvenile Information* will display.

Refer to the BADGE Login & Search Manual for detailed instructions on how to search for a juvenile.

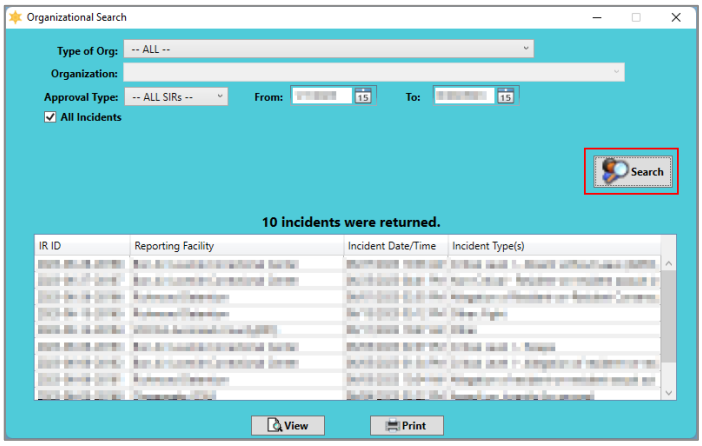
Organizational Search

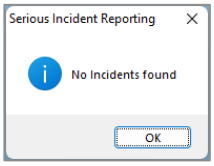
a. (i) Click the **Search** drop-down menu on the *Incident Reporting Module - Main Menu screen*, (ii) select the **Organizational Search** option and the *Organizational Search* screen will appear.



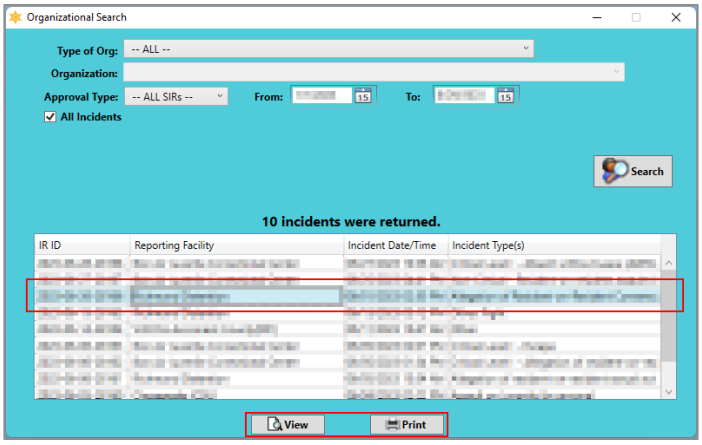


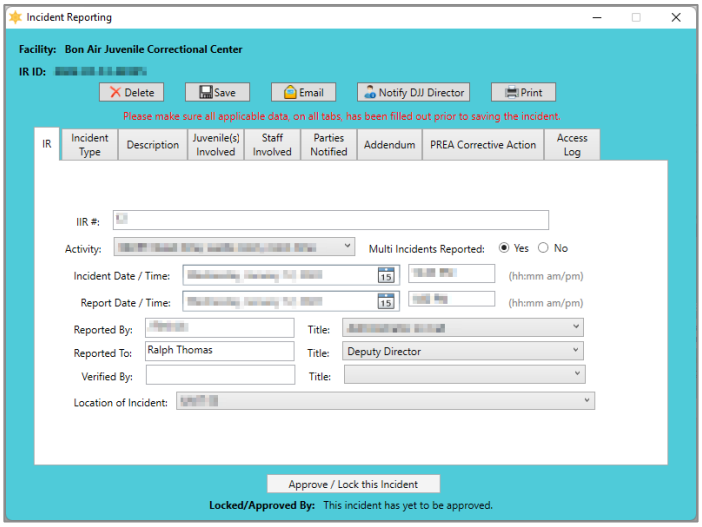
i. (i) Select the **Type of Org**, **Organization**, and **Approval Type** from the corresponding drop-down menus. (ii) Select the **From** and **To** dates from the drop-down calendar buttons. (iii) If required, place a checkmark in the **All Incidents** checkbox. (iv) Click the **Search** button and any incidents that meet the search criteria will be displayed in the lower half of the *Organizational Search* screen. The *Serious Incident Reporting* information screen may appear if no incidents match the search criteria.

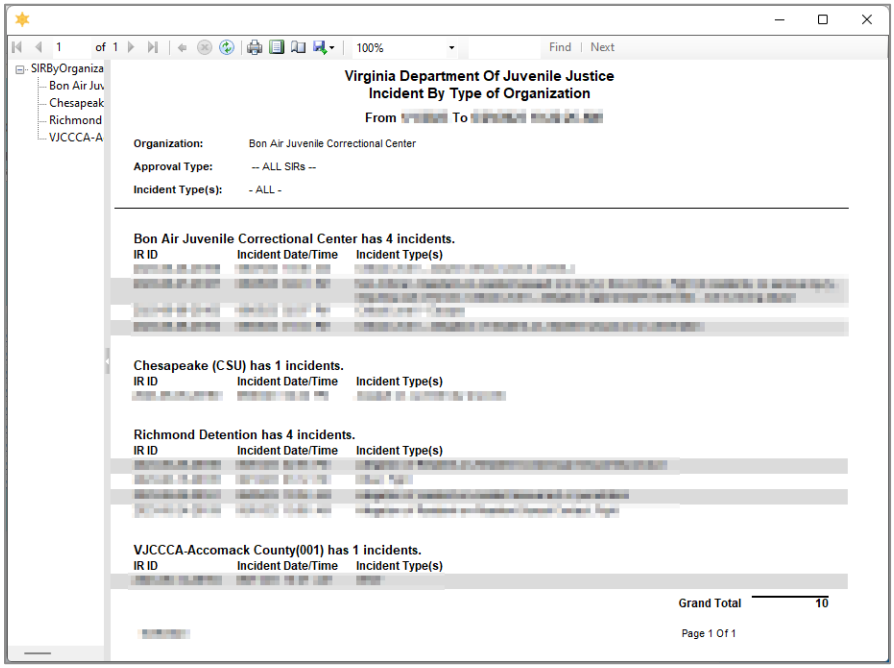




i. From the lower half of the *Organizational Search* screen, select an incident record and the row with be highlighted in blue.
   1. Click the **View** button and the *Incident Reporting* screen will appear for the selected record.
   2. Click the **Print** button and the BADGE report screen will appear displaying the **Incident By Type of Organization** report.





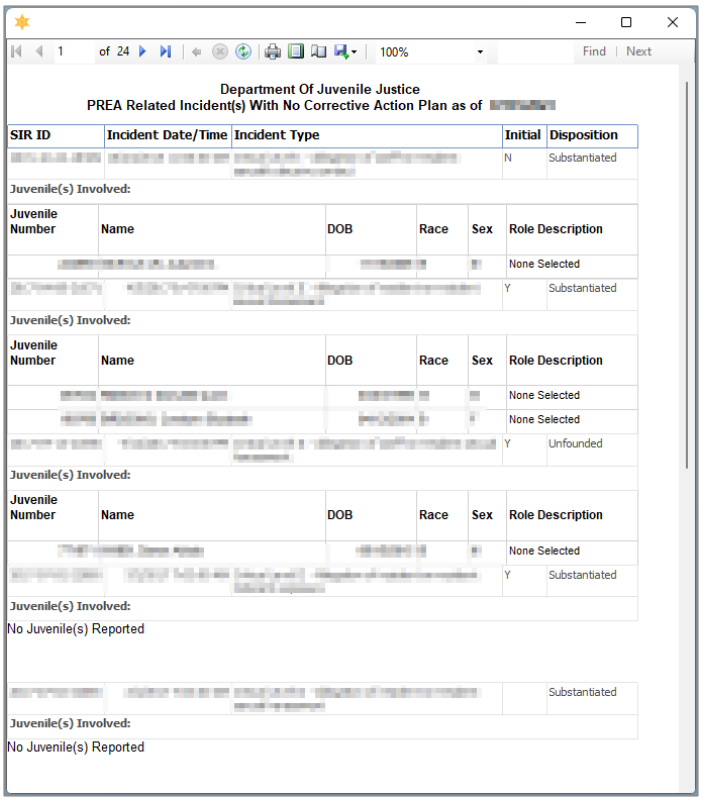


- Select the **ALL Incidents** checkbox on the *Organizational Search* screen to view all incident reports for the desired organization.
- When performing an Organizational Search, specify **Approved SIRs** or **Unapproved SIRs** by selecting the desired option from the **Approval Type** drop-down menu.

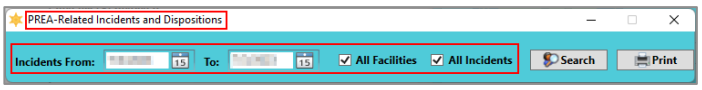
Reports - Incident Reporting Module

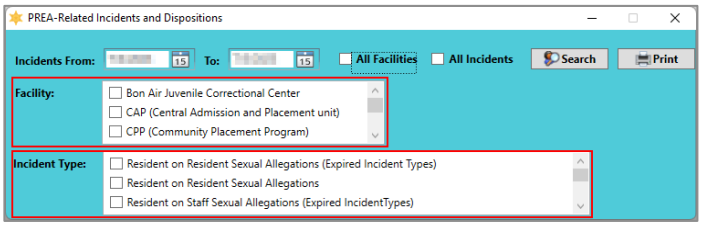
This menu provides users with two report options: **No PREA Corrective Action Reported** and **PREA-Related Incidents and Dispositions**. From the *Incident Reporting Module – Main Menu* screen, click the **Reports** menu.

1. **No PREA Corrective Action Reported**
   a. From the *Incident Reporting Module - Main Menu* screen, (i) click the **Reports** menu, (ii) select the **No PREA Corrective Action Reported** option, and the BADGE report screen will appear displaying the **PREA Related Incident(s) With No Corrective Action Plan as of (date report generated)** report.



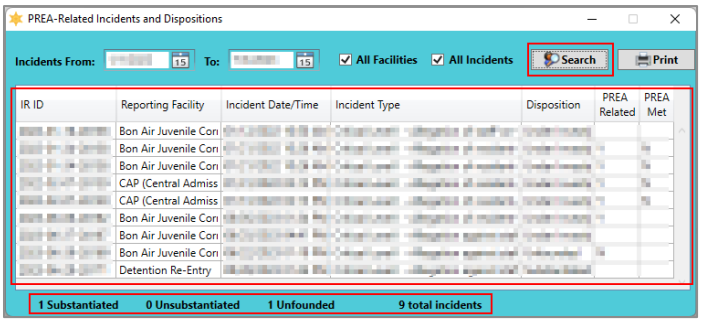
2. **PREA-Related Incidents and Dispositions**
   a. From the *Incident Reporting Module - Main Menu* screen, (i) click the **Reports** menu, (ii) select the **PREA-Related Incidents and Dispositions** option, and the *PREA-Related Incidents and Dispositions* screen will appear.
      i. Select the (i) **Incidents From** and (ii) **To** dates using the corresponding calendar drop-down menus. The **All Facilities** and **All Incidents** checkboxes will be automatically selected.
         1. If the **All Facilities** and/or **All Incidents** checkboxes are deselected by the user, the user will select checkbox(es) corresponding to the desired options that appear in the (i) **Facility** and (ii) **Incident Type** sections.



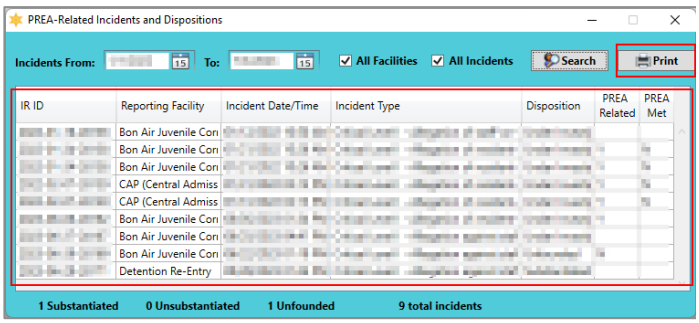


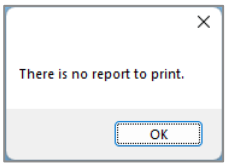
- Deselect the **All Facilities** and **All Incidents** checkboxes on the *PREA-Related Incidents and Dispositions* screen to view and select from an itemized list of facilities and incident types.

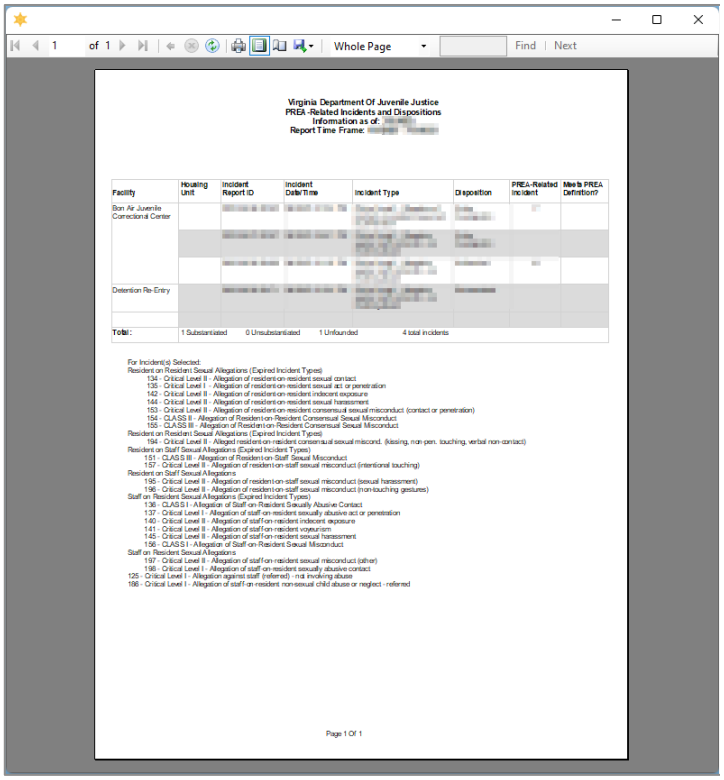
ii. Click the **Search** button and records that meet the search criteria will populate the table in lower portion of the *PREA-Related Incidents and Dispositions* screen and display IR ID, Reporting Facility, Incident Date/Time, Disposition, PREA Related, and PREA Met for each record.



iii. After a search is performed, click the **Print** button and the BADGE report screen will appear and display the **PREA-Related Incidents and Dispositions** report.
   1. An *Information* screen will appear stating “There is no report to print” if the user clicks the **Print** button on the *PREA-Related Incidents and Dispositions* screen while no records are displayed.


PREA-Related Incidents and Dispositions
Incidents From:
To:
All Facilities
All Incidents
Search
Print
IR ID
Reporting Facility
Incident Date/Time
Incident Type
Disposition
PREA Related
PREA Met
Bon Air Juvenile Cor
Bon Air Juvenile Cor
Bon Air Juvenile Cor
CAP (Central Admiss
CAP (Central Admiss
Bon Air Juvenile Cor
Bon Air Juvenile Cor
Bon Air Juvenile Cor
Detention Re-Entry
1 Substantiated
0 Unsubstantiated
1 Unfounded
9 total incidents


There is no report to print.
OK


1
of 1
Whole Page
Find
Next
Virginia Department Of Juvenile Justice
PREA -Related Incidents and Dispositions
Information as of:
Report Time Frame:
Facility
Housing Unit
Incident Report ID
Incident Date/Time
Incident Type
Disposition
PREA-Related Incident
Meets PREA Definition?
Bon Air Juvenile Correctional Center
Detention Re-Entry
Total :
1 Substantiated
0 Unsubstantiated
1 Unfounded
4 total incidents
For Incident(s) Selected:
Resident on Resident Sexual Allegations (Expired Incident Types)
134 - Critical Level II - Allegation of resident-on-resident sexual contact
135 - Critical Level I - Allegation of resident-on-resident sexual act or penetration
142 - Critical Level II - Allegation of resident-on-resident indecent exposure
144 - Critical Level II - Allegation of resident-on-resident sexual harassment
153 - Critical Level II - Allegation of resident-on-resident consensual sexual misconduct (contact or penetration)
154 - CLASS II - Allegation of Resident-on-Resident Consensual Sexual Misconduct
155 - CLASS III - Allegation of Resident-on-Resident Consensual Sexual Misconduct
Resident on Resident Sexual Allegations (Expired Incident Types)
194 - Critical Level II - Alleged resident-on-resident consensual sexual miscond. (kissing, non-pen. touching, verbal non-contact)
Resident on Staff Sexual Allegations (Expired Incident Types)
151 - CLASS III - Allegation of Resident-on-Staff Sexual Misconduct
157 - Critical Level II - Allegation of resident-on-staff sexual misconduct (intentional touching)
Resident on Staff Sexual Allegations
195 - Critical Level II - Allegation of resident-on-staff sexual misconduct (sexual harassment)
196 - Critical Level II - Allegation of resident-on-staff sexual misconduct (non-touching gestures)
Staff on Resident Sexual Allegations (Expired Incident Types)
136 - CLASS I - Allegation of Staff-on-Resident Sexually Abusive Contact
137 - Critical Level I - Allegation of staff-on-resident sexually abusive act or penetration
140 - Critical Level II - Allegation of staff-on-resident indecent exposure
141 - Critical Level II - Allegation of staff-on-resident voyeurism
145 - Critical Level II - Allegation of staff-on-resident sexual harassment
156 - CLASS I - Allegation of Staff-on-Resident Sexual Misconduct
Staff on Resident Sexual Allegations
197 - Critical Level II - Allegation of staff-on-resident sexual misconduct (other)
198 - Critical Level I - Allegation of staff-on-resident sexually abusive contact
125 - Critical Level I - Allegation against staff (referred) - risk involving abuse
186 - Critical Level I - Allegation of staff-on-resident non-sexual child abuse or neglect - referred
Page 1 Of 1

Appendix

A. Document Revisions

Date	Item	Details
04/2019	Incident Reporting Screen – Staff Involved tab	The Staff Involved tab has been added to the Incident Reporting screens, and can only be viewed by BADGE users with JCC user permissions.
10/2023	Entire Manual	Complete manual revision, previous manual completed in 2014.
10/2023	BADGE Version at time of manual update.	BADGE Version at time off lastest *BADGE Incident Reporting Module Manual* update: **Version 4.0.5.8.**