



Juvenile Justice
Information System

JPAS

Juvenile Provider Access System

JJIS – A Shared Information System

(April 2012)

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Juvenile Provider Access System

A Shared Information System

Getting Started Guide April 2012

What is JPAS?

The Juvenile Provider Access System (JPAS) is a tool that facilitates information sharing between OYA's Juvenile Parole / Probation Officers (JPPO) and contracted Providers throughout the youth referral, screening, and placement process.

JPAS does not eliminate direct communication between JPPOs and Providers! Pick up the phone!



A web-based "lens" of the statewide-integrated Juvenile Justice Information System (JJIS), JPAS shows Providers information they need about the youth referred to them. JPAS gives Providers a real-time view of information in a youth's JJIS notebook to help automate the referral, wait list, and acceptance process; and easily share information about a youth's progress with their JPPO.

JJIS is a powerful tool and users have access to data, much of which is confidential and protected from public release by Oregon law. All users should be alert to the necessity of protecting the integrity and confidentiality of the data in JJIS.

JPAS users' access will be monitored and may be terminated for violations of the use of JJIS as outlined in the JJIS User Security Agreement.

JPAS Implementation

The implementation plan for rolling out JPAS to OYA's statewide providers is distributed into five phases from April 2012 through March 2013. Implementations are scheduled as follows (timelines are estimated):

Phase 1 (Apr – Jun 2012)

- Eastern Oregon Academy
- Homestead
- J Bar B
- The Next Door, Inc.

Phase 2 (Jun – Sep 2012)

- Bob Belloni Ranch
- Community Works
- Klamath lake Youth Ranch
- SOASTC

Phase 3 (Sep – Nov 2012)

- Christian Community Placement
- Haag Home
- Looking Glass
- OCP-OSLC Community Program
- Salvation Army

Phase 4 (Nov 2012 – Jan 2013)

- Catholic Community Services
- Janus Youth Program
- Morrison Child & Family
- Polk County Youth Program
- Youth Guidance

Phase 5 (Jan – Mar 2013)

- Boys & Girls Aid
- Parrott Creek
- St. Mary's
- Youth Progress

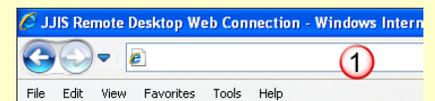
Implementation includes . . .

- ✓ site readiness assessment
- ✓ site network administrator's checklist
- ✓ coordinated site visit from an OYA CRU liaison and a JJIS Business Analyst for orientation and training

Getting Started — First Time Log on to JPAS

Open your Internet browser and enter the JJISWeb URL into the browser's address window.

<https://www.jjisweb.oregon.gov>

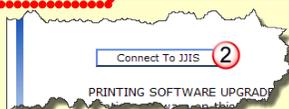


TIP: When the JJIS Desktop Web Connection screen opens, bookmark the site or add it as a Favorite in your browser settings.

NOTE: If you cannot access the JPAS site via the internet, you may need a network administrator's assistance to enable the Terminal Services Client Control web browser add-on.

Subsequent Log-ons to JPAS

1. Access the log-in site (see **TIP** about bookmarking a favorite).
2. Click **Connect to JJIS**.



A Remote Desktop Connection window pops up.

3. Click **Connect**.



On the JJIS login screen,

4. Enter **User Name** and **Password**.
5. Select the **Production** radio button.
6. Click **OK**.



User Name and Password

Upon signature, your JJIS User Security Agreement is processed by the JJIS Security Coordinator assigned to your location.

Once your account is set up, you will receive an email that contains your JPAS Logon – a User Name and Password.

After you log-in to JPAS, you can change your password —

1. Select the JPAS **File** menu.
2. Select **Change Password**.
3. Enter the password you were given.
4. Enter a new password (follow the password guidelines on the screen).
5. Enter the new password again.
6. Click **OK**.

Service Referrals in a Nutshell



When a JPPO enters a service referral into JJIS, an automatic e-mail notification is sent to the Provider's Service Referral Worker with a message to view the pending referral in the JPAS Service Referrals screen.

Providers receive view-only access to information in the JJIS Youth Notebook — the information available for viewing is similar to the traditional hard copy service referral packet. The Provider can then review relevant information, and based on their capacity to place and provide service to the youth, they can take an appropriate action and enter a note.

- ❖ Pending
 - Missing Information
 - Reviewing
- ❖ Add to Waiting List
 - Accepted
 - Milieu Fit
 - Placement Skipped per OYA
- ❖ Close Service Referral
 - Placed Elsewhere
 - Rejected (multiple reasons available)

The JPAS system automatically sends an e-mail notification to the JPPO to review the outcome of the referral in JJIS.

During a youth's placement, Providers enter Progress Notes — each time a Provider enters a Progress Note, JPAS sends an e-mail notification to the JPPO who can then access the note in JJIS to use for case planning.

Shortcuts, Tips & Tricks

- ❖ Use the Ctrl-O keyboard shortcut to enter the current date.
- ❖ Just enter the mmddyyyy in date fields — JJIS will format it as mm/dd/yyyy.
- ❖ Be aware of common data entry errors:
 - the letter "O" vs. the number "0"
 - the letter "l" vs. the number "1"
 - the letter "S" vs. the number "5"
- ❖ Spell check progress notes — with the cursor in the Narrative field, click the spell check icon on the JPAS toolbar (or use the Ctrl-E keyboard shortcut). 
- ❖ Sort a list by clicking the title of the column you want to sort by (∇ — A to Z, 1 to 10); click the column title again to reverse the sort order (Δ — Z to A, 10 to 1).

Search by Caseload or Referral

Select the **Search** icon located in the upper left corner of the JPAS toolbar — search for youth on an active caseload list or search service referrals.

When you receive an e-mail that a youth has been referred to you, use the Service Referral screen to see the pending referral.



Youth Notebook & Progress Notes

► View Youth Notebook — relevant info for placement purposes

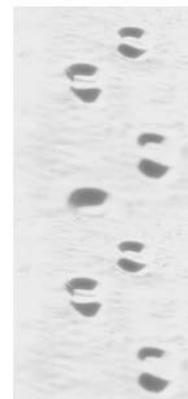
► Enter Youth Progress Notes — JPPO can use in case planning

REMEMBER: JPAS does not eliminate direct communication between JPPOs and Providers.



JJIS Access, Appropriate Use, & Confidentiality

The JJIS system, its data, and any subsystems such as JJPS or JPAS, are not to be used for a person’s own interest, advantage, personal gain, or for any private purpose. JJIS records should only be accessed on a “need-to-know” basis by workers to whom the youth is assigned. Workers are considered assigned to a youth if they 1) are recorded as an active worker on the youth record; 2) work in the same office as an assigned worker*; or 3) work in a facility in which the youth is currently admitted and they have a specific direct working relationship with the youth or other authorized work-related reason to access specific information on the youth record.



JJIS tracks footprints

While access to most information in JJIS remains open and a worker’s ability to do their job is not restricted, JJIS does track “footprints” – in other words, it knows where an individual has been in the system, who has reviewed a case note, and who made a change in a record.

Users are expected to use only the minimum amount of information needed to accomplish their authorized job duties. However, workers not assigned to a youth may still have a legitimate need to view and update youth information consistent with their job duties. A Temporary Assignment feature allows Workers to grant themselves access to a youth’s record – the access remains in effect for 24 hours. JJIS alerts the user that the case is not assigned to them and provides the user an option to either proceed with opening the record or decline. The user may also enter a note to remind themselves why they requested access.

*Primary Worker, Courtesy Supervision Worker, Referral Worker, Juvenile Department Worker w/ OYA Commitment



JJIS includes a feature that allows protection and/or restriction of specific information such as notes, documents, assessments, and incidents to comply with HIPAA (Health Insurance Portability & Accountability Act) and 42CFR (Code of Federal Regulations) alcohol and drug confidentiality requirements. These features should only be used subject to local agency policy guidance.

When a user not assigned to a case tries to access protected information, JJIS alerts the user that the information is marked “protected” and provides the user an option to either proceed with accessing the information or decline. If the user proceeds, their access is logged.

Restricting information prevents users who are not part of a specified Security Group from accessing the information. Only the individual who restricted the information can grant access to individuals outside of the Security Group.

Workers assigned to a case can review the tracking log which lists by whom and when protected information was accessed. This assists in supporting the HIPAA requirement of disclosing who has accessed certain information.

For more information, review the complete JJIS policy — "Privacy & Protection of Confidential Information in JJIS".

JJIS is a powerful tool and users have access to data, much of which is confidential and protected from public release by Oregon law. All JJIS users should be alert to the necessity of protecting the integrity and confidentiality of the data in JJIS.

Violations of the use of JJIS as outlined in the Individual User Security Agreement are taken very seriously. Violators may be subject to discipline, up to and including dismissal, for violations of the security agreement.

Don't forget - "No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons."



Some examples of security violations . . .

- ▶ Looking up one’s own or co-workers’ last names “just to see what comes up”.
- ▶ Looking up names of co-workers and/or their family members and sharing information to intentionally cause conflict or distress for the co-worker.
- ▶ Looking up names of relatives, friends, or acquaintances.
- ▶ Looking up names of relatives, friends, or acquaintances to change or remove information in an existing JJIS record.
- ▶ Reviewing case notes of a youth not on one’s caseload (for example, a high-profile or sensitive-designation youth).



Remember how much trouble curiosity caused the cat!

For more information, review the complete JJIS policy — "JJIS Security (Users)".



Open & Log In to JPAS

Open the JPAS application via the JJISWeb system.

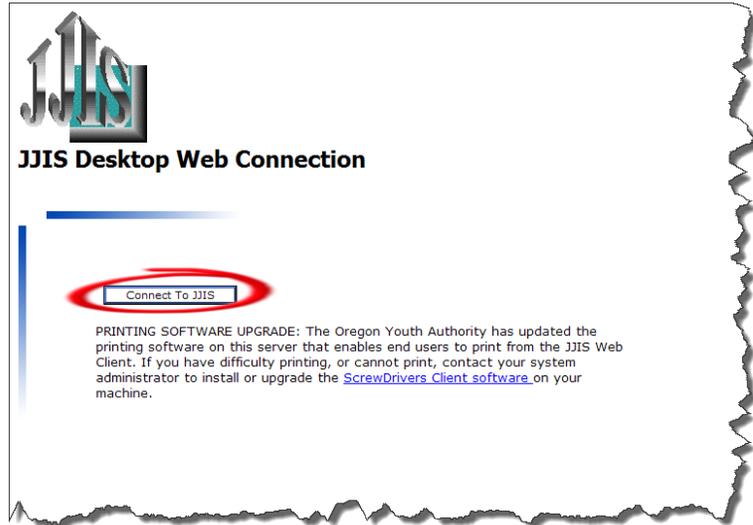
Open your Internet browser and enter the JJISWeb URL into the browser's address window.

<https://www.jjisweb.oregon.gov>

When the JJIS Desktop Web Connection screen opens, bookmark the site or add it as a Favorite in your browser settings.

Click the **Connect to JJIS** button.

NOTE: Additional instructions are available for local network administrators to troubleshoot problems with accessing JJISWeb.



The JPAS Toolbar appears at the top of the computer screen . . .

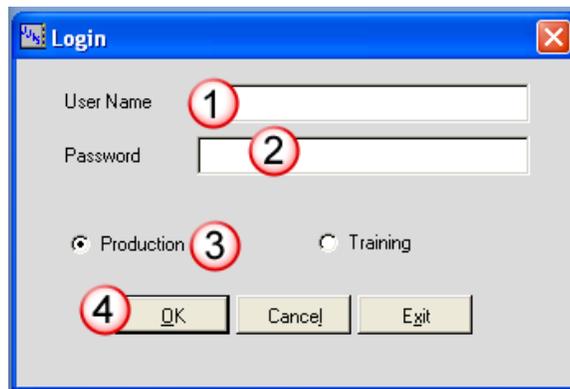


. . . and a **Login** screen opens.

1. Enter **User Name**.
2. Enter **Password**.

NOTE: Passwords must be entered exactly as they were set up; for example, differentiate between the number 0 (zero) and the letter O.

3. JJIS defaults to the **Production** radio button .
4. Click **OK**.



NOTE: If a JPAS user finds they cannot log on to JPAS and there is no pending administrative reason, it is likely the account has been locked because of:

- **Inactivity:** Users are locked out of their accounts after 60 days of non-use. Users will receive a warning 7 days prior to the lock-out date.
- **Failed Log-In Attempts:** JJIS allows the user up to 10 attempts before locking the account.

JPAS Users must contact the JPAS Security Coordinator located in OYA's Community Resources Unit to request that their account be unlocked and have their password reset.



Change JPAS Password

1. Select **File** from the JPAS Menu.
2. Select **Change Password . . .**

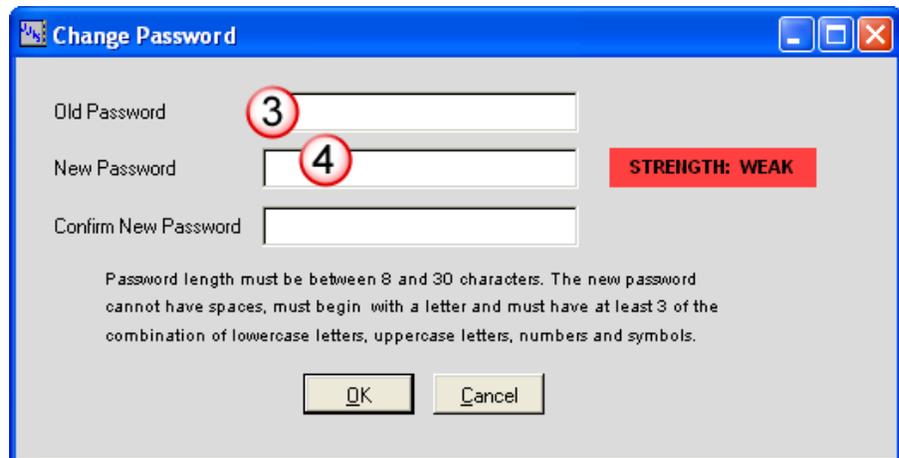


The Change Password screen opens.

3. Enter the current password in the **Old Password** field.
4. Enter the new password in the **New Password** field. JJIS enforces a "strong password" protocol.

Passwords must:

- be between 8 and 30 characters long
- begin with a letter
- include a combination of lowercase and uppercase letters, numbers or symbols.

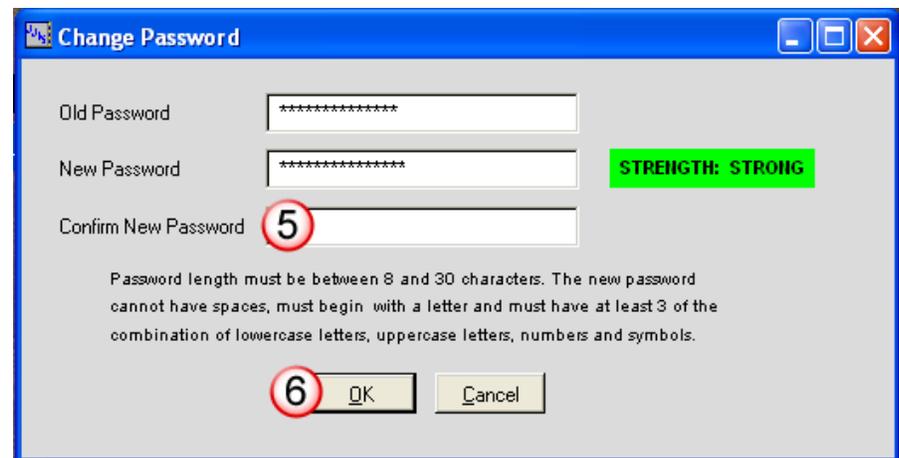


As the new password is entered, a strength indicator on the screen changes when the password meets the criteria for a strong password.

5. Re-enter the new password in the **Confirm New Password** field.
6. Click **OK**.

Click **Cancel** to discard unsaved changes and close the screen.

NOTE: Passwords must be entered exactly as they were set up; for example, differentiate between the number 0 (zero) and the letter O.





Review Service Referral

When a JPPO enters a service referral into JJIS, an automatic e-mail is sent to the Provider's designated Service Referral Worker. The e-mail directs the Provider's worker to log in to JPAS to review the referral.

NOTE: User accounts, including e-mail addresses, are maintained in the JJIS User Notebook by the assigned JPAS Security Coordinator in OYA's Community Resources Unit. Any changes in personnel must be communicated for security processing and account maintenance.

Open and log on to the JPAS application via the JJISWeb system.

1. Click the **Search** icon on the JPAS toolbar. The search screen opens, defaulting to the Active Caseload list.
2. Select the **Service Referrals** tab on the top of the screen.
3. The Provider field defaults to the workplace of the logged-in worker; the **Program** field defaults to "All" — if necessary, select a program from the drop-down list.
4. Select the **Pending** radio button to filter the list to show only the referrals that have not been added to the waiting list or closed.
5. Click **Search**. The table list displays the pending referrals.
6. Select the youth record in the list — the referral details display in the area below, in addition to any notes the JPPO may have entered.
7. The Action defaults to "Pending" — select "Reviewing" from the **Reason** drop-down list.

Optional: Enter a **Note**.

8. Click **Apply** to save the status. (JPAS sends an automatic e-mail notification to the JPPO.)

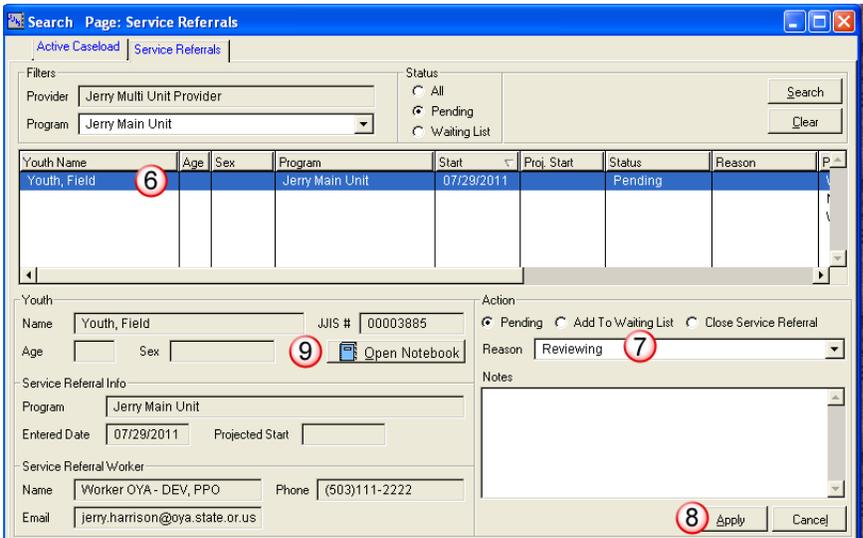
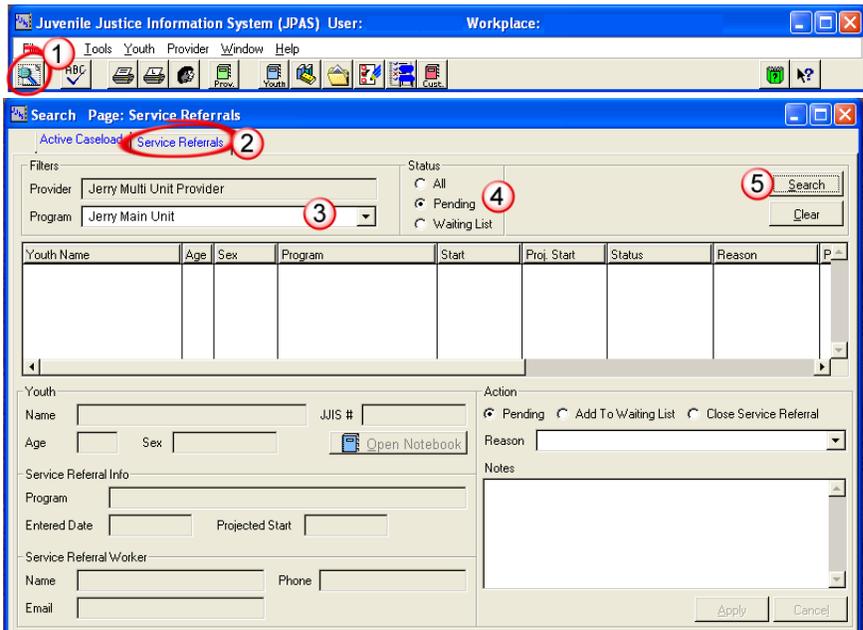
9. Click **Open Notebook**.

The selected youth's notebook opens defaulting to the Youth Info page.

See Navigate Youth Information for an overview of the information available in the Youth Notebook.



e-mail example





Consider / Accept / Reject Service Referral

Providers are given view-only access to information in the JJIS Youth Notebook — the information available for viewing is similar to the traditional hard copy service referral packet. The Provider can then review relevant information, request more information if necessary, and based on their ability to place and provide service to the youth, they can take an appropriate action and reason, and enter a note for the JPPO.

Request More Information

In the Service Referrals tab,

1. Select the **Youth** name in the list.
2. The Action radio button should remain Pending.

Select “Missing Information” from the **Reason** drop-down list.

3. Enter a **Note** indicating the information that is missing.
4. Click **Apply** to save the entry.

An automatic e-mail notification is sent to the JPPO for review.

Search Page: Service Referrals

Active Case | Service Referrals

Filters: Provider: Jerry Multi Unit Provider, Program: Jerry Main Unit

Status: All, Pending, Waiting List

Youth Name	Age	Sex	Program	Start	Proj. Start	Status	Reason	P
Youth, Field			Jerry Main Unit	07/29/2011		Pending		

Youth Name: Youth, Field, JJIS #: 00003885

Age: , Sex: , Open Notebook

Service Referral Info: Program: Jerry Main Unit, Entered Date: 07/29/2011, Projected Start:

Service Referral Worker: Name: Worker OYA - DEV, PPO, Phone: (503)111-2222, Email: jerry.harrison@oya.state.or.us

Action: Pending, Add To Waiting List, Close Service Referral

Reason: Missing Information

Notes:

Apply Cancel

Accept Youth into Program

In the Service Referrals tab,

1. Select the **Youth** name in the list.
2. Select the **Add to Waiting List** radio button.

Select the appropriate **Reason** from the drop-down list:

- Accepted
- Milieu Fit
- Placement Skipped per OYA

3. Enter any additional **Note**.
4. Click **Apply** to save the entry.

An automatic e-mail notification is sent to the JPPO for review.

Search Page: Service Referrals

Active Case | Service Referrals

Filters: Provider: Jerry Multi Unit Provider, Program: Jerry Main Unit

Status: All, Pending, Waiting List

Youth Name	Age	Sex	Program	Start	Proj. Start	Status	Reason	P
Youth, Field			Jerry Main Unit	07/29/2011		Pending		

Youth Name: Youth, Field, JJIS #: 00003885

Age: , Sex: , Open Notebook

Service Referral Info: Program: Jerry Main Unit, Entered Date: 07/29/2011, Projected Start:

Service Referral Worker: Name: Worker OYA - DEV, PPO, Phone: (503)111-2222, Email: jerry.harrison@oya.state.or.us

Action: Pending, Add To Waiting List, Close Service Referral

Reason: Accepted

Notes: Milieu Fit, Placement Skipped per OYA

Apply Cancel

Consider / Accept / Reject Service Referral

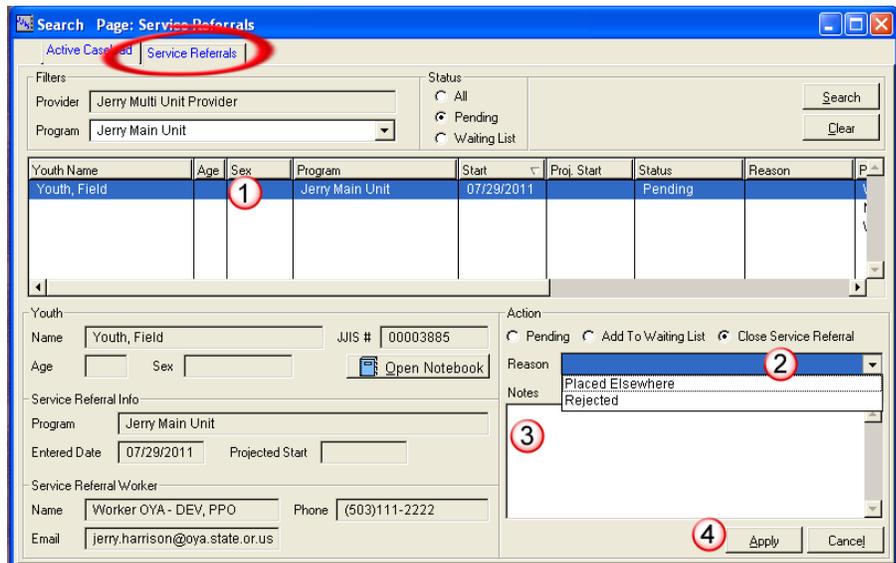
Reject Service Referral

In the Service Referrals tab,

1. Select the **Youth** name in the list.
2. Select the **Close Service Referral** radio button.

Select the appropriate **Reason** from the drop-down list:

- Placed Elsewhere

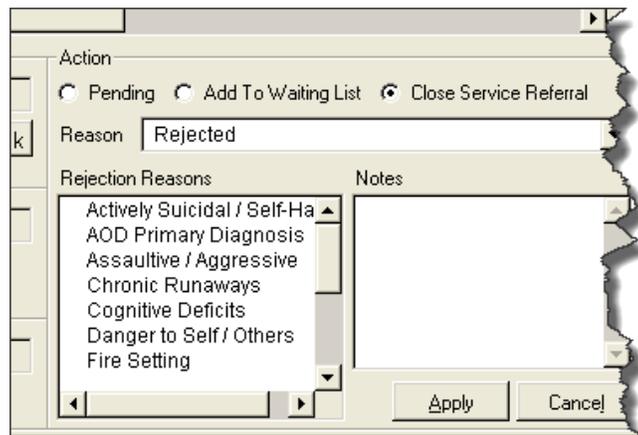


- Rejected — If the referral is rejected, select a Rejection Reason from the additional drop-down list that appears:

- Actively Suicidal / Self-Harm
- AOD Primary Diagnosis
- Assaultive / Aggressive
- Chronic Runaways
- Cognitive Deficits
- Danger to Self / Others
- Fire Setting
- Psychiatric Disorder
- Psychosis
- Require Detox
- Severe Depression
- Sex Offense
- Untreated Fire Setting
- Untreated Sex Offense

3. Enter any additional **Note**.
4. Click **Apply** to save the entry.

An automatic e-mail notification is sent to the JPPO for review.

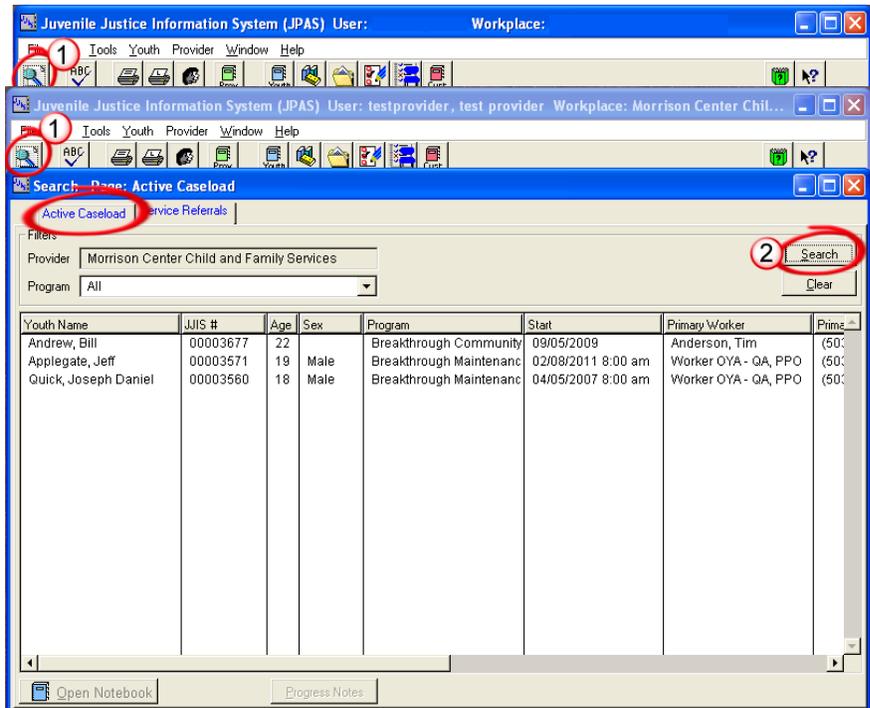




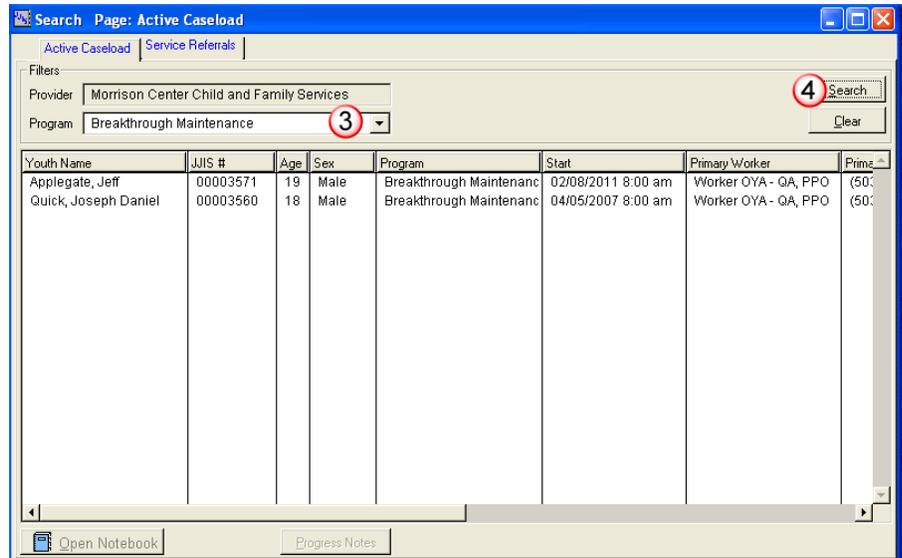
View and Filter Active Caseload

Open and log on to the JPAS application via the JJISWeb system.

1. Click the **Search** icon on the JPAS toolbar. The search screen opens, defaulting to the Active Caseload list for all programs operated by the Provider.
2. Click **Search** to see the names of all youth currently in the program.



3. Select a different Program from the drop-down list to see only the youth in a specific program.
4. Click **Search**.





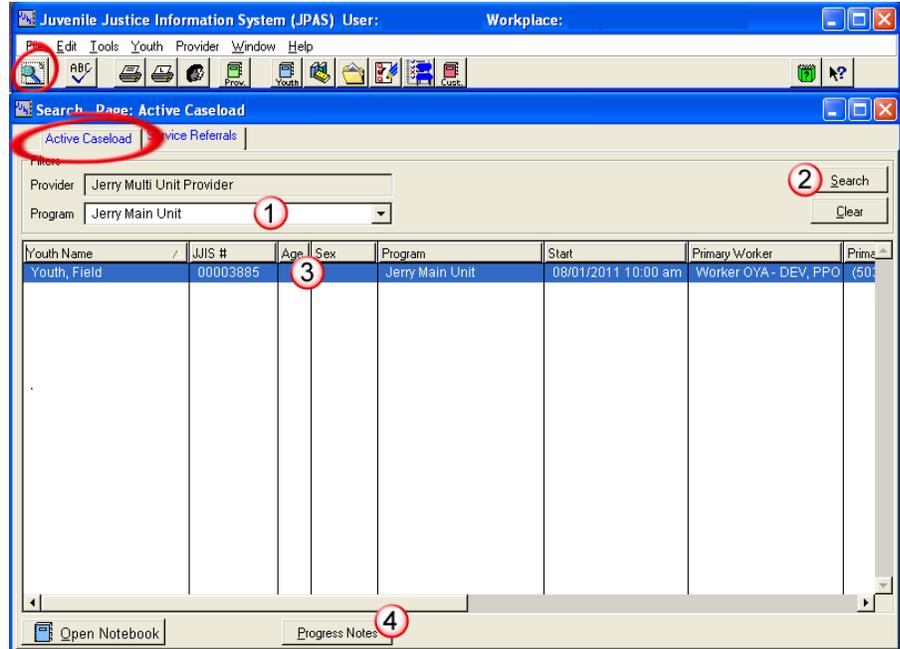
Enter a Progress Note

Open JPAS — and click the Search icon on the JPAS toolbar.

The Search screen defaults to the Active Caseload tab for the location of the logged-in worker; the Program field defaults to All.

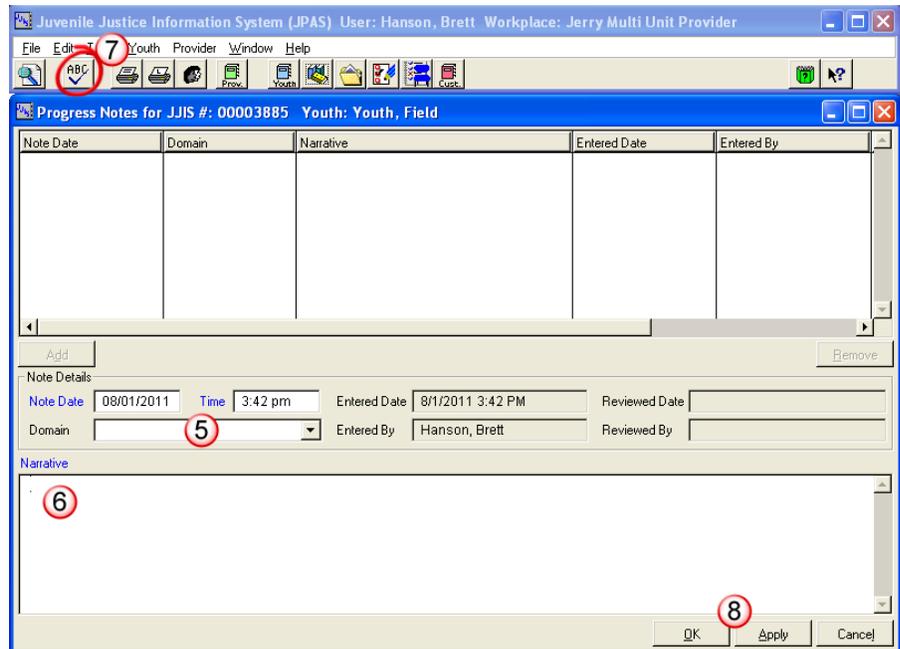
1. If necessary, select a Program from the drop-down list.
2. Click **Search**.
3. Select the **Youth** name in the list.
4. Click **Progress Notes**.

The Progress Notes screen opens.



The Note Date and Time fields default to the current date and time. If appropriate, these can be edited; however, the Entered Date and Time reflect when the note was actually entered and cannot be edited.

5. Select a **Domain** from the drop-down list.
 - Accountability
 - Behavior
 - Case Plan
 - Community
 - Community Protection
 - Competency Development
 - Culture
 - Education
 - Family
 - Life/Social Skills
 - Medical
 - Mental Health
 - Offense Specific
 - Peer
 - Physical Fitness
 - Reintegration
 - Specialized Needs
 - Substance Use
 - Transition
 - Victim
 - Vocation





Enter a Progress Note

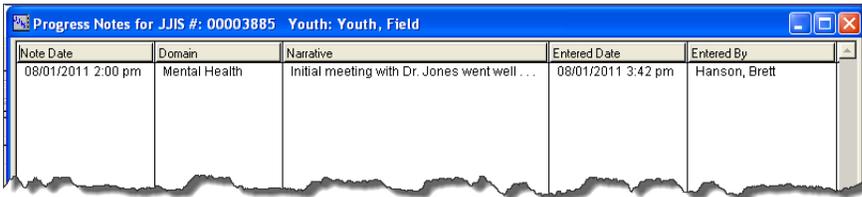
6. Enter the Narrative of the Progress Note.

NOTE: It is recommended that the note be saved prior to launching the spellcheck —click **Apply** to save the entry and remain on the screen.

7. Click the Spell Check icon on the JPAS toolbar and follow the prompts for completing the spell check.
8. After the spellcheck is complete and if there are no additional changes, click **OK** to save the entry and exit the screen or click **Apply** to save the entry and remain on the screen.

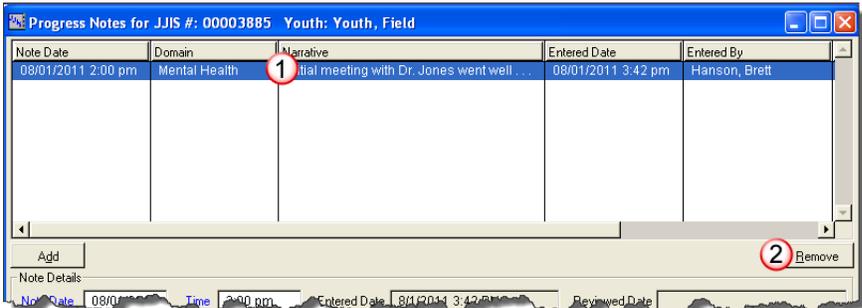
The entry appears in the list of notes in the upper area of the screen.

An automatic e-mail notification is sent to the JJPO that a Progress Note has been entered.

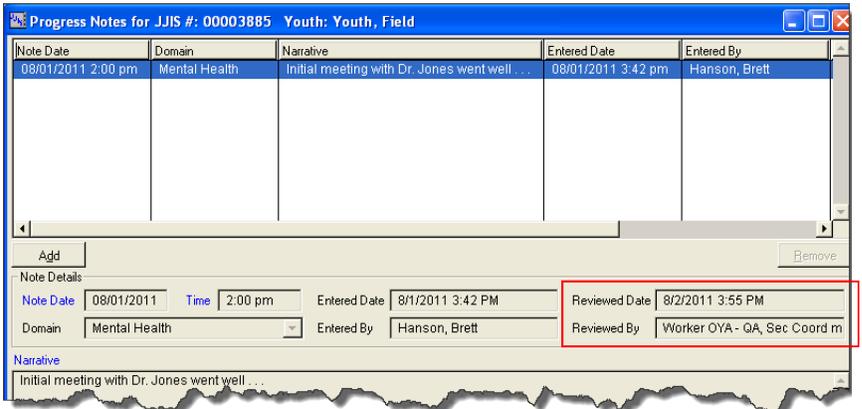


Deleting a Progress Note

Progress Notes can be deleted by the author for up to seven days. After seven days, they can only be deleted by a JJIS Security Coordinator.



However, if a Progress Note has been reviewed by the JJPO — indicated by information showing in the Reviewed Date and Reviewed By fields — the note cannot be removed.





Navigate Youth Information

The Open Notebook button on the Service Referrals screen opens the selected youth’s notebook; there are also many options under the JPAS Youth menu to open the notebook and view additional information.

The Youth Notebook defaults to the Youth Info page — refer to available screens and options in the JPAS Youth menu to review information to help determine ability to place and provide appropriate services to the youth.

Navigate through and review the Youth information available to help determine ability to place and provide appropriate service to the selected youth.

The information available for viewing is similar to a service referral packet traditionally provided in hard copy:

JJIS #: 00003885 Youth: Youth, Field Jurisdiction: Marion Page: Youth Info.

Basic Information Business JJIS # 00003885

Last Name Youth

First Name Field

Middle Name Suffix

Date of Birth Age

Sex Adopted

SSN

Deceased Date

Whereabouts

Relationship Youth

Birth Place

Race

Ethnicity

On File Finger Prints Photograph DNA Sample

Languages Primary Language Interpreter

Address Home Mailing

Action Add Fix Same as Youth Expire

Line 1

Line 2

City State OR Zip

County United States

Phones Primary Type Number

Lives With

AKA Names Type Last Name First N AKA DOB

Notes

Apply Cancel

Right sidebar menu:

- Youth Info
- Overview
- Risk Overview
- Alerts
- Warrants
- Locations
- Decision Pts
- Referrals
- Workers
- Persons
- ID Numbers
- Services
- Program Hist.
- Phys. Desc.
- School Info
- Pop. Groups

Youth

- Notebook
- Case Plan
- Documents
- Assessments
- Cust. Custody Episodes
- Incidents
- Location Comments
- Attendance Tracking Search
- Condition Notebook
- Print Face Sheet...
- Display Photo

Service Referral History

- Placement tab on the top
- Service Referral tab on the right

JJIS #: 00003885 Youth: Youth, Field Jurisdiction: Marion Page: Serv. Referral

Basic Placement Referrals & Proceedings Favorites

Active All

Provider	Program	Proj. Start	Closed	Referral Date	Status
Jerry Multi Unit Provider	Jerry Main Unit			07/29/2011	Pending

Add Copy Mass Update History

Service Referral Program Search...

Referral Date 08/01/2011 Status Pending Notes

Projected Start Reason

Closed Date

Last Reviewed 08/01/2011 Reviewed

Office

Worker

Current Location

Apply Cancel

Right sidebar menu:

- Locations
- Cty. Plcmt
- Interstate
- Program Hist
- Serv. Referral
- Services

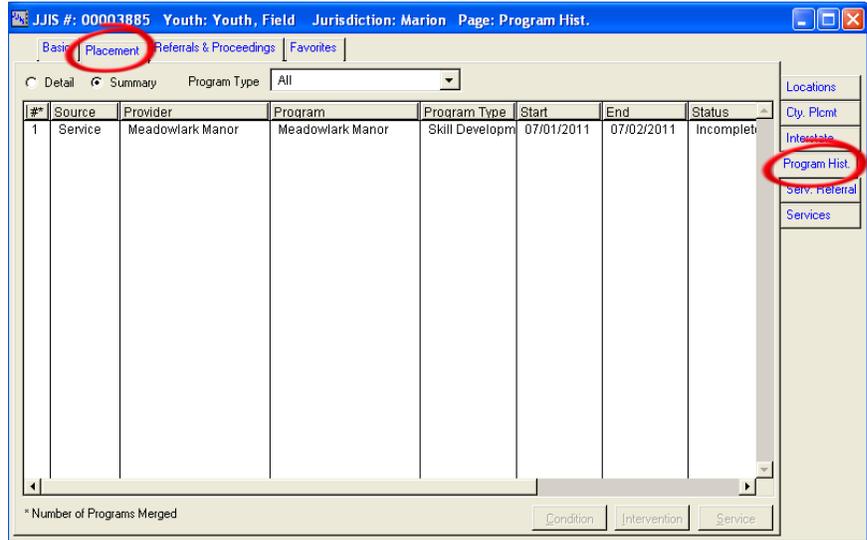


Navigate Youth Information

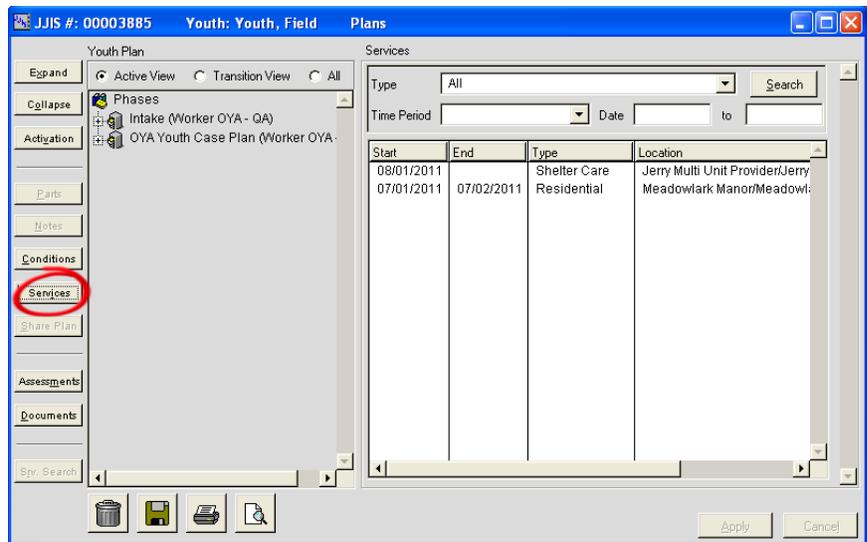
Prior Treatment

- Select the **Placement** tab on the top.

Select the **Program History** tab on the right.



- The information is also accessible through the Case Plan — **Services** button on the left side of the Case Plan screen.

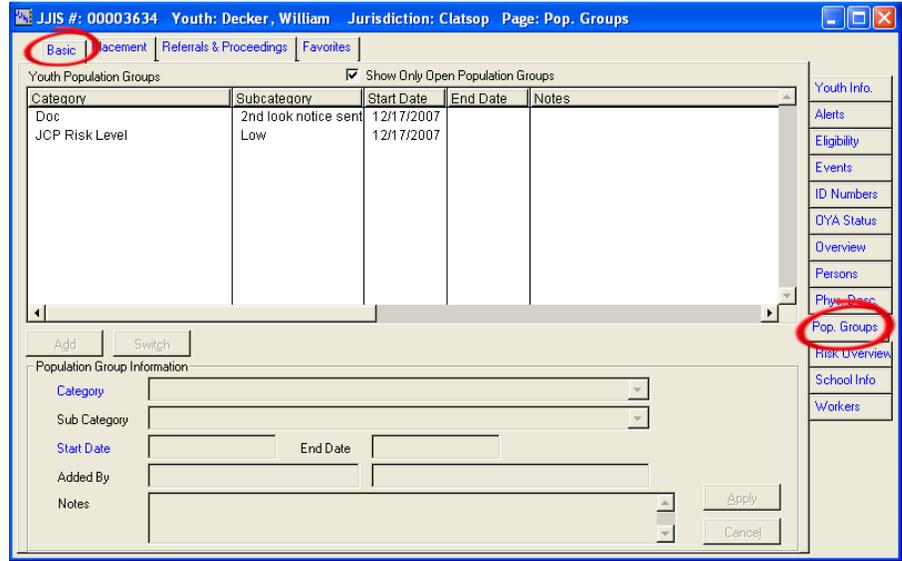




Navigate Youth Information

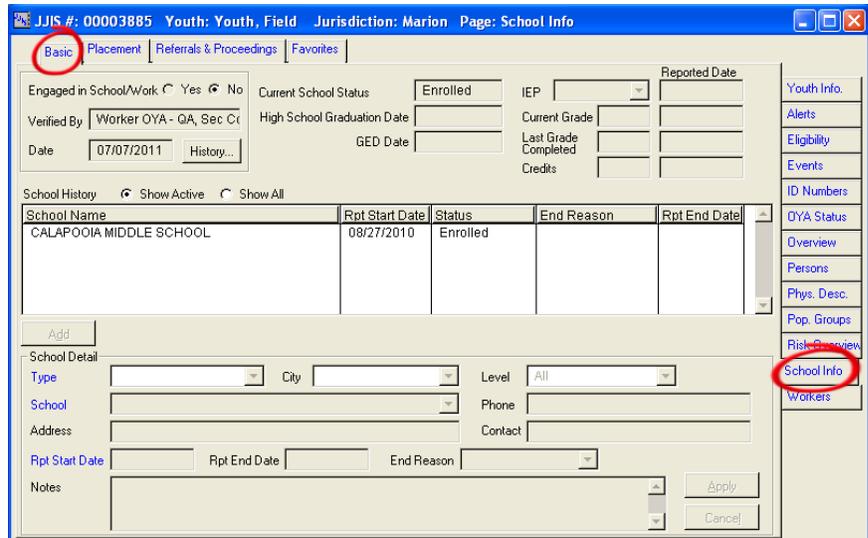
Population Groups

- Select the **Basic** tab on the top.
- Select the **Pop Groups** tab on the right.



School History

- Select the **Basic** tab on the top.
- Select the **School Info** tab on the right.





Navigate Youth Information

Referrals

- Select the **Referrals & Proceedings** tab on the top.
- Select the **Referrals** tab on the right.
- Select a Referral in the table list and click **View** to open it for review.

JJIS #: 00003560 Youth: Quick, Joseph Daniel Jurisdiction: Deschutes Page: Referrals

Basic | **Referrals & Proceedings** | Favorites

Display: Referrals and Allegations

Ref # / Alleg #	Worker / Status	Office / Status	Received Date/County Ref #	Allegation	Finding	Petition #	Disposition (Order)
03	Egbert, Paul	South Valley Parole/Pr	11/02/2004 5656	Arson-1	Juris. found t	9997	Commit to OYA-YCF
1	01/15/2005	Final		Arson-1	Juris. found t	9997	Commit to OYA-YCF
2	01/15/2005	Final		Assault-2	Juris. found t	9997	Commit to OYA-YCF
3	01/15/2005	Final		Criminal Trespass-1	Juris. found t	9997	Commit to OYA-YCF
02	Anderson, Tir	Central Support - OYA	06/17/2002	DUII	Juris. found t	1234	Probation 08/15/20
1	08/15/2002	Final		Fail Perform Duties DriverP	Juris. found t	1234	Probation 08/15/20
2	08/15/2002	Final		Endanger Welfare of Minor/M	Juris. found t	1234	Probation 08/15/20
5	08/15/2002	Final		Endanger Welfare of Minor/M	Juris. found t	1234	Probation 08/15/20
6	08/15/2002	Final		Endanger Welfare of Minor/M	Juris. found t	1234	Probation 08/15/20
7	08/15/2002	Final		Unauth Use Vehicle	Juris. found t	1234	Probation 08/15/20
01	Anderson, Tir	Central Support - OYA	05/20/2001 5646	Criminal Trespass-2			
1	05/20/2001	Original - Police Repoi		Criminal Trespass-2			
2	05/20/2001	Original - Police Repoi		Poss Firearm/Weapon Publ			
4	05/20/2001	Original - Police Repoi		Criminal Trespass-2			

Add Decision Point | Add | Update | **View**

JJIS #: 00003560 Youth: Quick, Joseph Daniel. Referral Details for number: 3

Referral Status: Active | Referring Agency (Ctrl+R): SHERIFF'S OFFICE - LINN CO | Police Rpt #: 55566

Received Date: 11/02/2004 | County Ref #: 5656 | Police Rpt Date: 10/31/2004 | Officer Name: Buck | County of Crime: Benton

Worker: Office: South Valley Parole/Probator | Unit: Linn Unit | Name: Egbert, Paul

#	Status	Date	Law #	Allegation	Disposition	Close Reason
1	Final	10/31/2004	164325	Arson-1	Commit to OYA-YCF 01/15/2005 -	
2	Final	10/31/2004	163175	Assault-2	Commit to OYA-YCF 01/15/2005 -	
3	Final	10/31/2004	164255	Criminal Trespass-1	Commit to OYA-YCF 01/15/2005 -	

Allegation: Occured Date: 10/31/2004 | ORS #: 164325 | Allegation: Arson-1 | Original Date: 11/02/2004 | Source: Police Report | Category: Property | Petition: 9997 | Finding: Juris. found by Pleas | Class: A | Type: Felony

Back | Next | Copy From Other Referral



Navigate Youth Information

Decision Points

- Select the **Referrals & Proceedings** tab on the top.
- Select the **Decision Points** tab on the right.
- Select a Decision Point in the table list and click **View** to open it for review.

JJIS #: 00003560 Youth: Quick, Joseph Daniel Jurisdiction: Deschutes Page: Decision Pts

Basic | Placement | **Referrals & Proceedings** | Favorites

Display: Decision Points by Date For: Petition No. []

Dec. Date	Petition Nos. / Ref # Alleg #	Decision Point Type / Allegation - Status	Outcome / Alleg Finding	Allegation Disposition	Link to
01/15/2005	9997 Ref. 3 Alleg. 1 Ref. 3 Alleg. 2 Ref. 3 Alleg. 3	Adjudication & Disposition Arson-1 - Final Assault-2 - Final Criminal Trespass-1 - Final	Finding/Disposition/Conc Juris. found by Pleas Juris. found by Pleas Juris. found by Pleas	Commit to OYA-YCF Commit to OYA-YCF Commit to OYA-YCF	Referrals Decision Pts Warrants
12/15/2004	9997 Ref. 3 Alleg. 1 Ref. 3 Alleg. 2 Ref. 3 Alleg. 3	Petition Filing Arson-1 - Filed Assault-2 - Filed Criminal Trespass-1 - Filed	Petition Filing		
11/20/2004	9997 Ref. 3 Alleg. 1 Ref. 3 Alleg. 2 Ref. 3 Alleg. 3	Informal Review Arson-1 - Informal/Review Pend Assault-2 - Informal/Review Pend Criminal Trespass-1 - Informal/R	Adjudication Review		
08/15/2002	1234 Ref. 2 Alleg. 1 Ref. 2 Alleg. 2 Ref. 2 Alleg. 5	Adjudication & Disposition DUII - Final Fail Perform Duties Driver/Pd - Fi Endanger Welfare of Minor/Mis - I	Finding/Disposition/Conc Juris. found by Pleas Juris. found by Pleas Juris. found by Pleas	Probation Probation Probation	

Conditions... Add & Copy Allegations Add Update **View**

JJIS #: 00003560 Youth: Quick, Joseph Daniel Decision Point Maintenance

Detail

Type: Adjudication & Disposition Date: 01/15/2005

Outcome: Finding/Disposition/Condition(s) Hearings Officer: Mary Kannenberg

Notes: Decision Point Link: []

Select. []

Sel	Petition	Law # (Ctrl-N)	Allegation	Findings	Status	Close Reason	Allegation Dispo
	9997	164325	Arson-1	Juris. found by Pleas	Final		Commit to OYA-
	9997	163175	Assault-2	Juris. found by Pleas	Final		Commit to OYA-
	9997	164255	Criminal Trespass-1	Juris. found by Pleas	Final		Commit to OYA-

Create Allegation List Edit Allegation List Select All Deselect All

Apply Action to selected Allegations

Action: [] Update List Reset

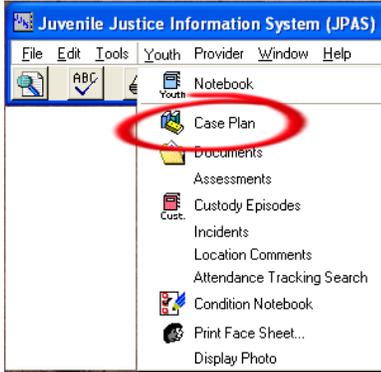
Conditions OK Apply Apply Add Conditions Cancel



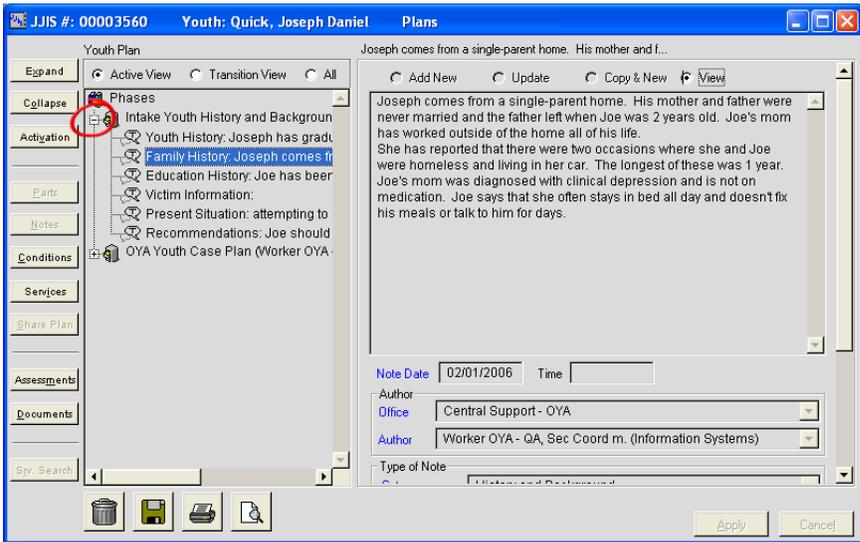
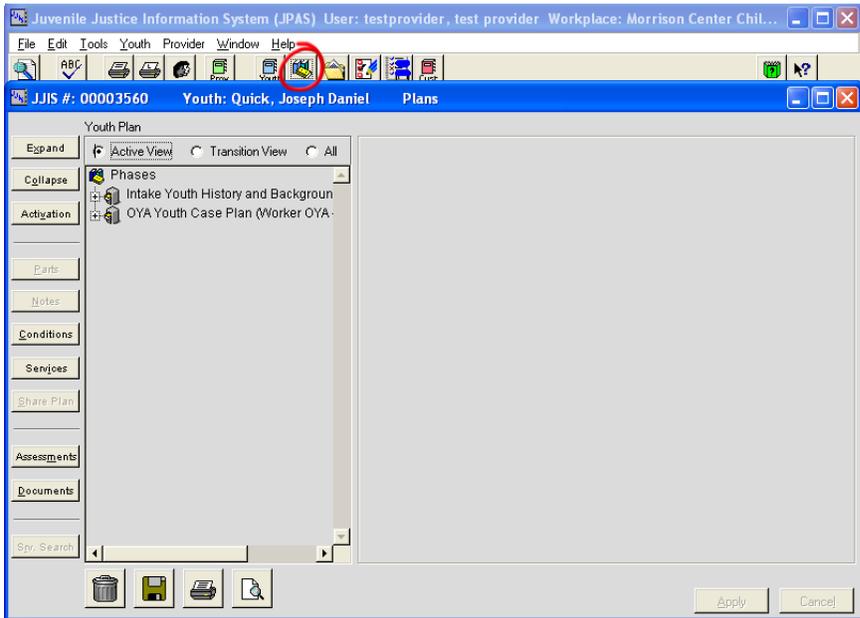
Navigate Youth Information

Case Plan

- Click the Case Plan icon on the JPAS Toolbar; or
- Select **Case Plan** from the Youth menu on the JPAS toolbar.



- Expand the History and Background phase of the Case Plan and review background information on the youth.

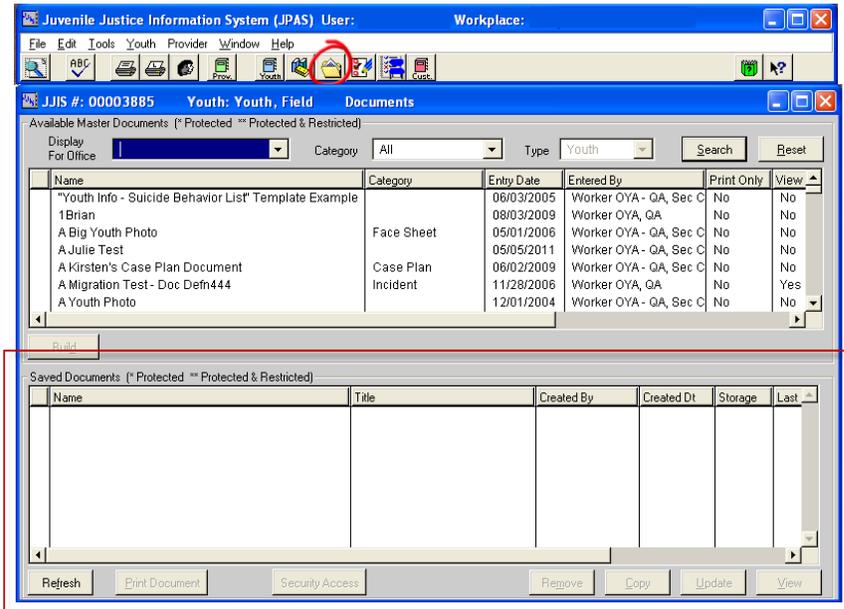
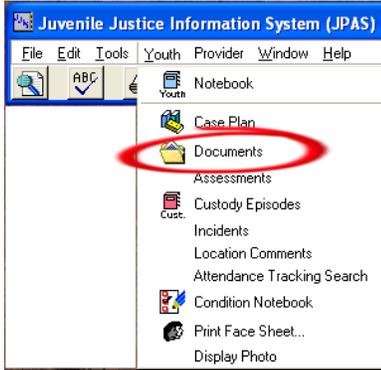




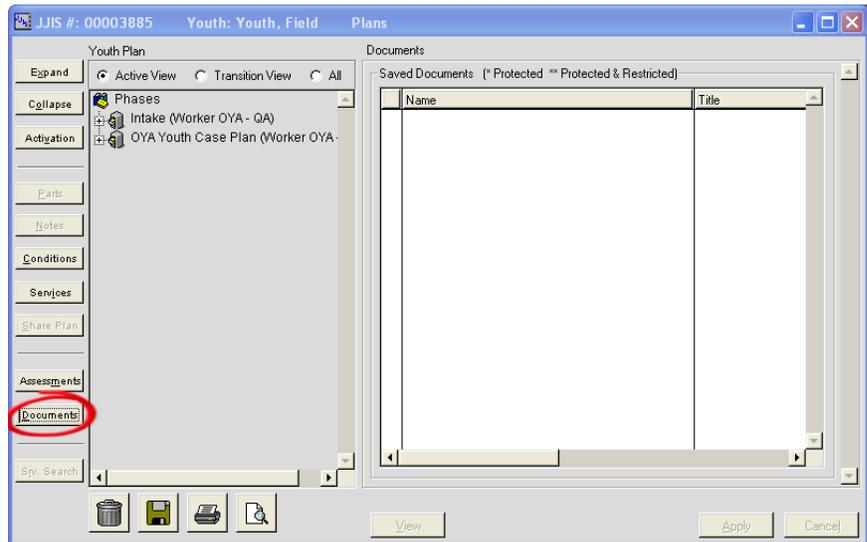
Navigate Youth Information

Documents

- Click the Documents icon on the JPAS Toolbar; or
- Select **Documents** from the Youth menu on the JPAS toolbar.



- Also accessible through the **Case Plan — Documents** button on the left side of the Case Plan screen.

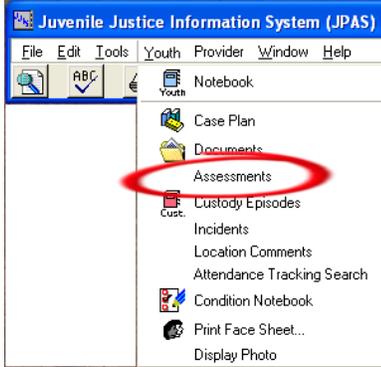




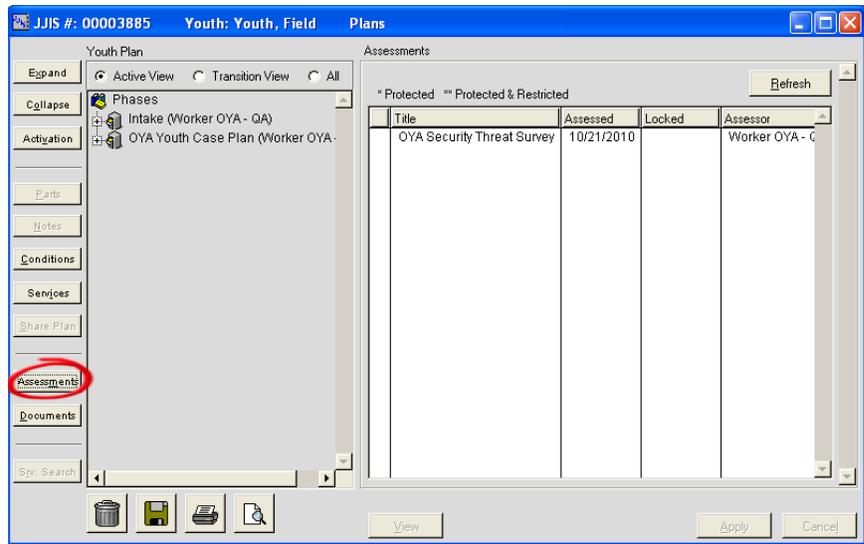
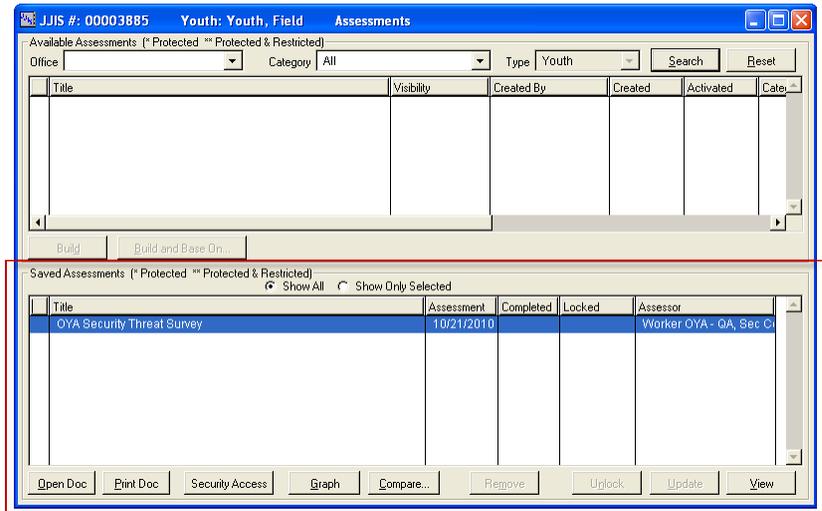
Navigate Youth Information

Assessments

- Select **Assessments** from the Youth menu on the JPAS toolbar.



- Also accessible through the **Case Plan — Assessments** button on the left side of the Case Plan screen.

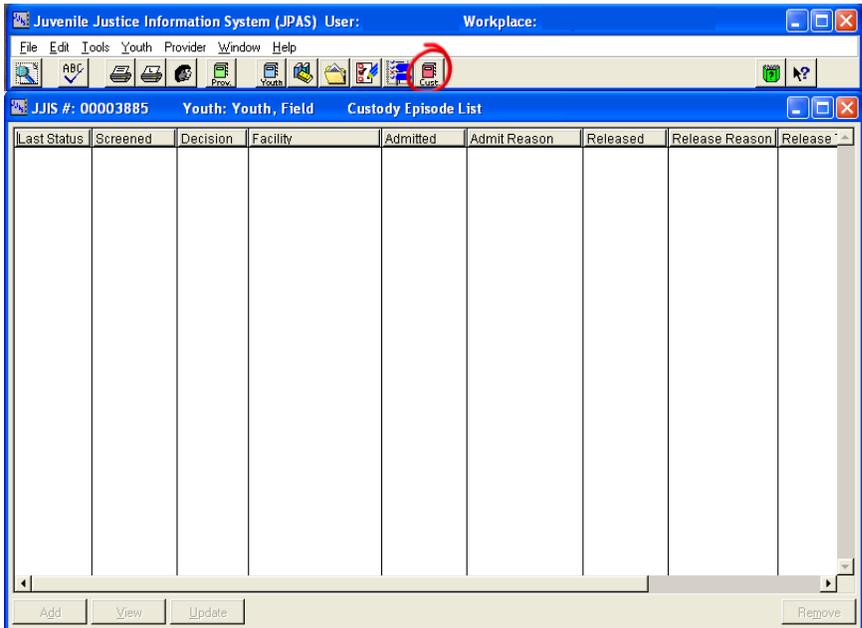
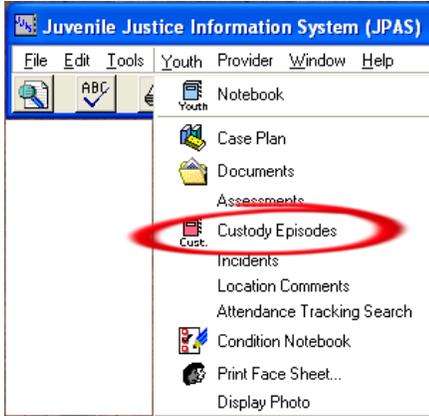




Navigate Youth Information

Custody Episodes

- Select Custody Episodes from the Youth menu on the JPAS toolbar.

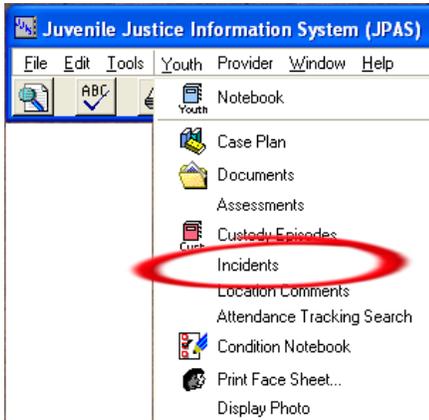




Navigate Youth Information

Incidents

- Select Incidents from the Youth menu on the JPAS toolbar.



JJIS #: 00003885 Youth: Youth, Field Incidents List

Incident Filter: All Incidents Reviewed and Locked Incidents

* Protected ** Protected & Restricted

Number	Status	Type	Incident Date	Incident Time	Location	Problems
* 16602	Pending	Field YIR	07/25/2011	10:00 am	Meadowlark Manor	Significant Event
* 16234	Pending	Field YIR	02/17/2011	2:00 am	Meadowlark Manor	
* 16233	Pending	Field YIR	02/17/2011	1:00 am	Meadowlark Manor	
* 16123	Pending	Field YIR	02/02/2011	10:00 am	Home	
** 16122	Pending	Field YIR	02/02/2011	10:00 am	Home	Sexual Behavior
* 15810	Pending	Facility YIR	11/16/2010	2:00 am	Hillcrest YCF, Campus Servic	
* 15811	Pending	Facility YIR	11/16/2010	2:00 am	Hillcrest YCF, Campus Servic	
* 15185	Pending	Field YIR	05/26/2010	10:00 am	Home	Significant Event
* 15066	Pending	Field YIR	05/11/2010	3:00 pm	Jail	Property Damage, Sexual Behav
* 14908	Pending	Field YIR	04/29/2010	4:00 am	Jail	Significant Law Violation
* 15184	Pending	Field YIR	04/26/2010	1:00 am	Jail	
* 14767	Pending	Field YIR	04/21/2010	3:00 am	Jail	
* 14170	Pending	Field YIR	03/10/2010	12:00 pm	Jail	
* 13453	Pending	Field YIR	07/10/2009	7:00 am	Jail	Property Damage; Significant Ev
* 12701	Pending	Field YIR	03/30/2009	7:30 am	Jail	
* 10741	Complete	Field YIR	08/05/2008	8:00 am	Community Corrections	Contraband
* 14907	Pending	Info Only YIR	08/04/2008		street	Assault, Youth Misconduct
* 15209	Pending	Info Only YIR	04/15/2008		Central Park	Sexual Behavior

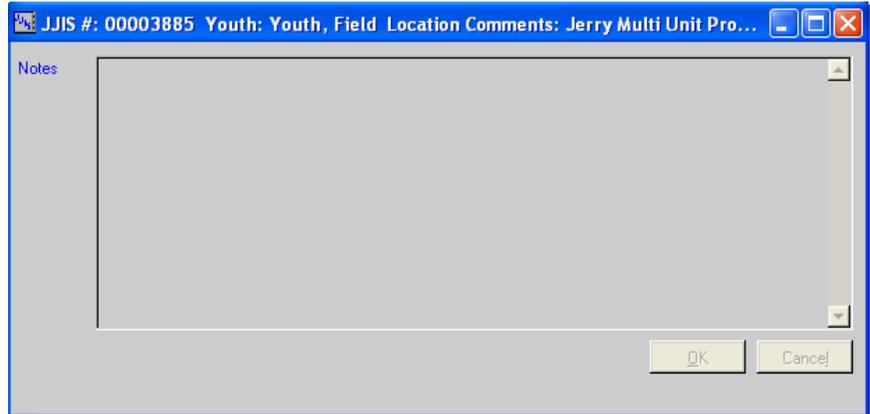
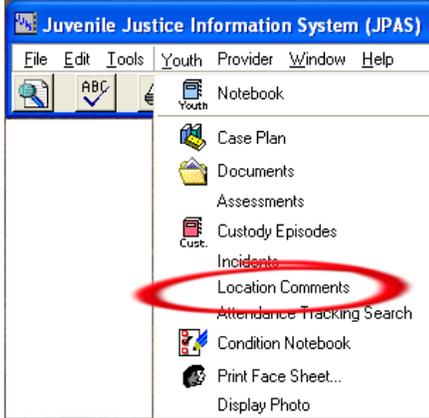
Security Access Add Update View Total: 18



Navigate Youth Information

Location Comments

- Select Location Comments from the Youth menu on the JPAS toolbar.

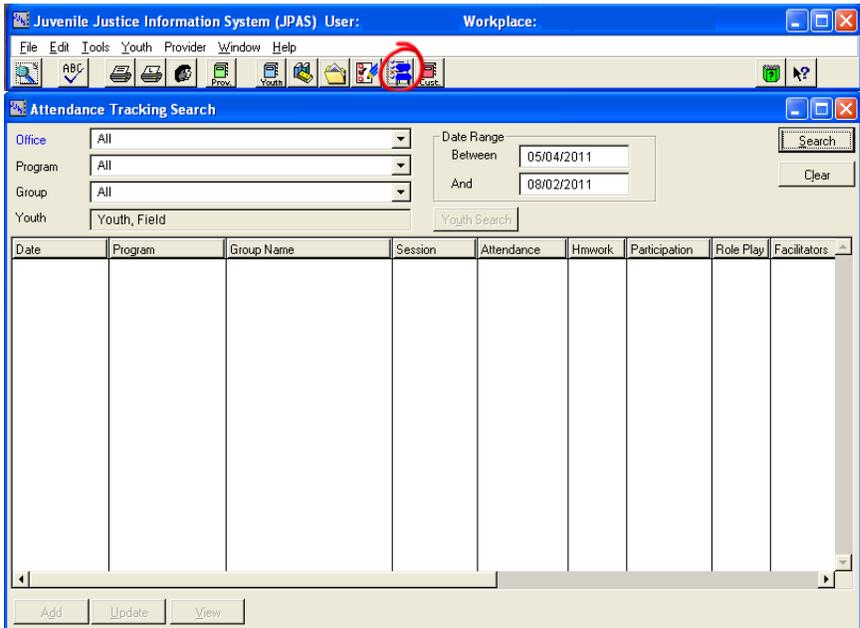
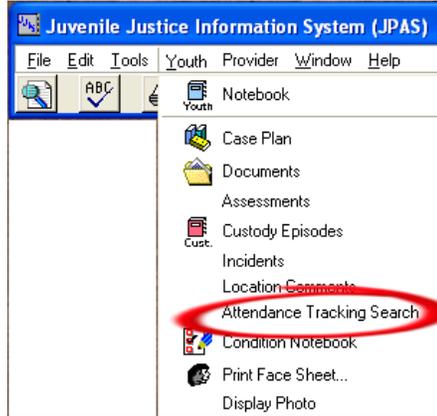




Navigate Youth Information

Attendance Tracking

- Click the Attendance Tracking icon on the JPAS Toolbar; or
- Select Attendance Tracking Search from the Youth menu on the JPAS toolbar.

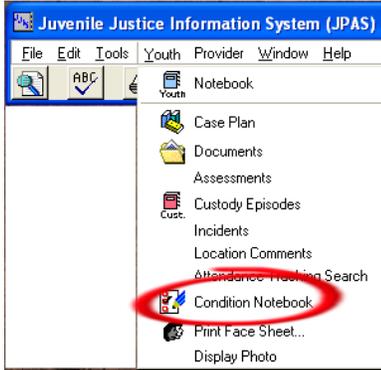




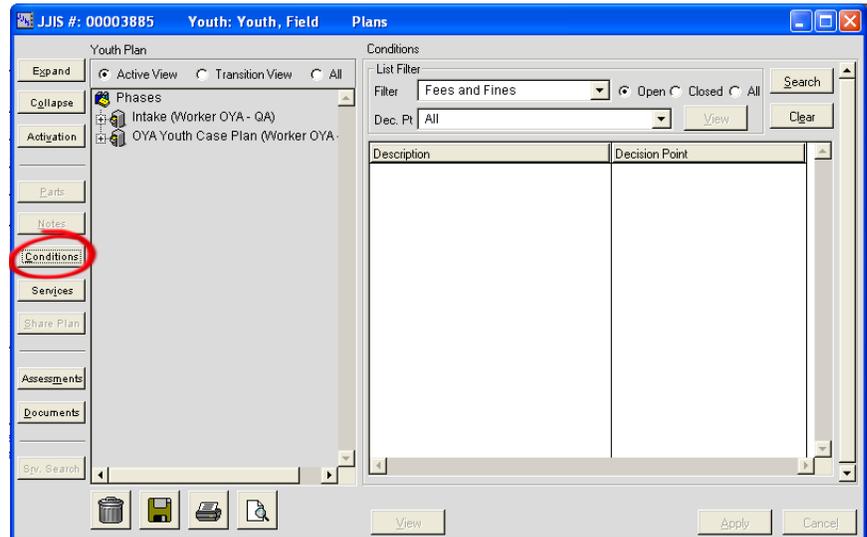
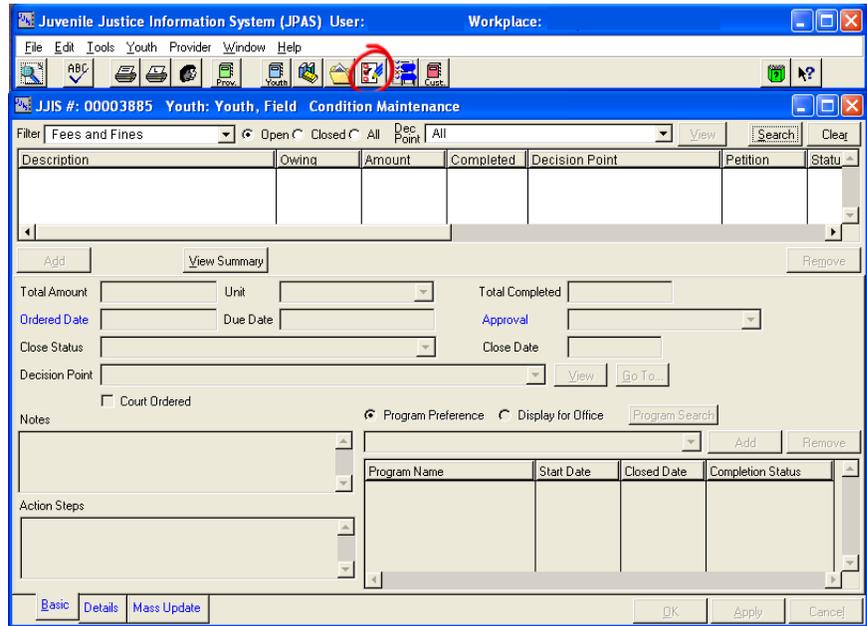
Navigate Youth Information

Conditions

- Click the Condition Notebook icon on the JPAS Toolbar; or
- Select Condition Notebook from the Youth menu on the JPAS toolbar.



- Also accessible through the Case Plan — **Conditions** button on the left side of the Case Plan screen.

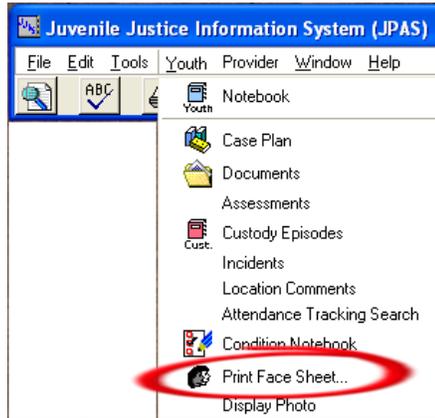




Navigate Youth Information

Print Face Sheet

- Click the Print Face Sheet icon on the JPAS Toolbar; or
- Select **Print Face Sheet** from the Youth menu on the JPAS toolbar.



The Face Sheet is sent directly to the user's printer.



JJIS #: 00003885 Youth: Youth, Field
Printed: August 2, 2011

Field Youth's Facesheet

Case Status: Open
Primary Worker: Worker OYA - DEV, PPO County of Jurisdiction: Marion
Opened: 08/05/2008 Closed:

Youth Information
Name: Field Youth
AKA:
Sex: DOB: Age:
Birthplace:
Address:
Mailing Address:
Phones:
Height: Weight: Eyes: Hair:
Race: Ethnicity:
Identifying Marks:
Primary Language: Interpreter Needed: No
School: CALAPOOIA MIDDLE SCHOOL
School Status: Enrolled School Grade:

Identification Type	Number	County
DHS Pnme Number	AZ12345A	
DHS Case Number	AZ12345A	

Family Information

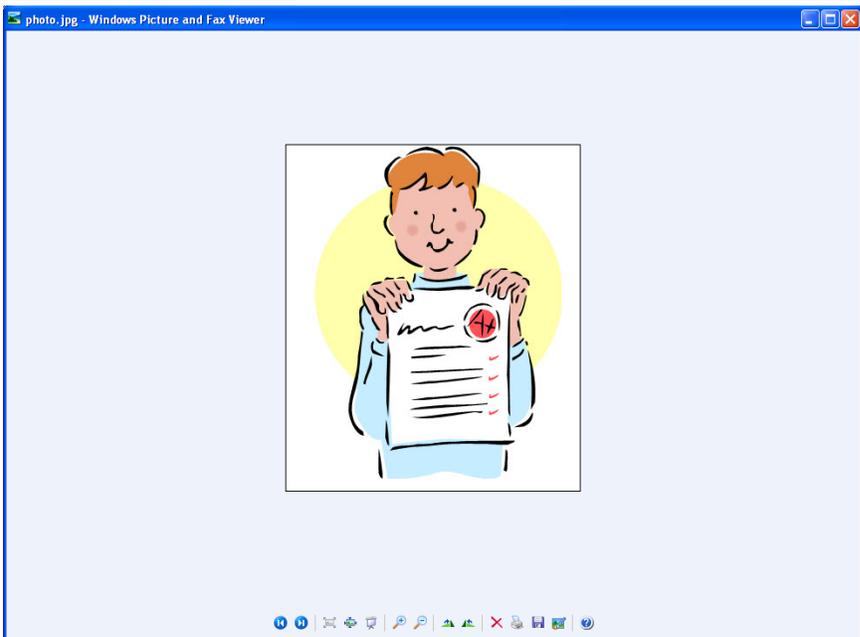
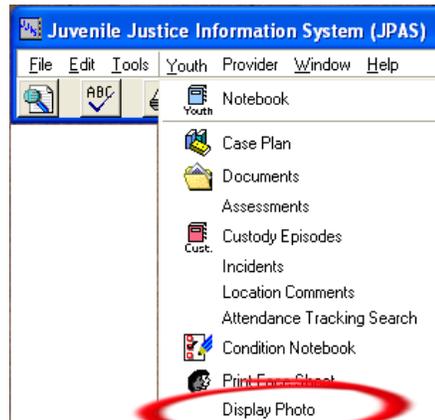
Name / Address / Mailing Address / Deceased	Relationship / Home Phone / Age / Birthdate	Primary Phone / Work Phone / Cell Phone / Language

Referral History

Seq #	Worker / Status Date / Occurred Date	Office / Status / Petition #	Received Date / Allegation / ORS #	Agency - Report Id / Disposition
01	Worker OYA - QA, Sec Coord m 06.01/2010	Central Support - OYA	06.01/2010 12345	
		Original - Police Report	Assault-2 163175	

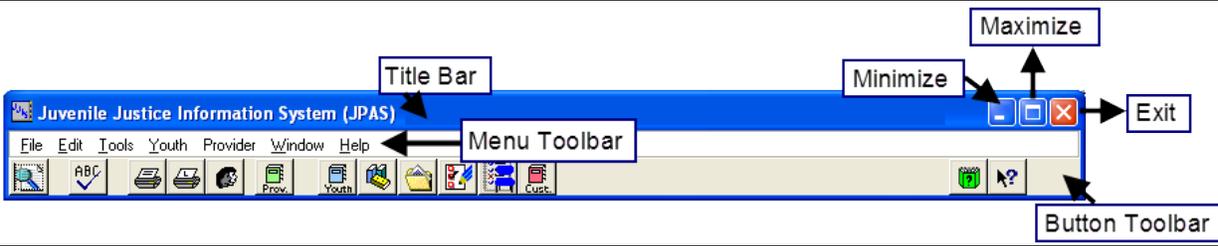
Display Photo

- Select **Display Photo** from the Youth menu on the JPAS toolbar.





JPAS (Provider Access) Toolbars & Menus



Title Bar

Displays the name of the logged-in user and their workplace.

Menu Toolbar

Menus display lists of commands – some commands correspond to icons on the Button Toolbar while others have keyboard shortcut keys associated with them.

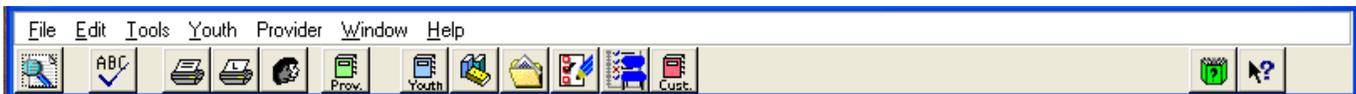


Window Controls

- Minimize**
 Reduces a window to a button on the taskbar. To restore the window to its previous size and location, click the button on the taskbar.
- Maximize**
 Enlarges a program or window to fill the screen. To restore the window to its previous size and location, double click the title bar.
- Exit**
 Closes the program after prompting to save any unsaved screens.

Button (Icon) Toolbar

The Buttons offer shortcuts to commonly used JJIS commands that can also be found in the JJIS menus.



	Open the Search Notebook		Open a Case Plan for a selected youth
	Check spelling of text in a note field		Open a list of Documents for a selected youth
	Print the current screen – includes fields, tabs, scrollbars, etc.		Open a Condition Notebook for a selected youth
	Print the items in a screen as a <u>L</u> ist – prints only the data		Open Attendance Tracking Search
	Send a selected youth's Face Sheet directly to the printer without pausing to preview		Open a Custody Episode Notebook for a selected youth
	Open a selected service provider's Notebook		Open Online Help from the JJIS website
	Open a selected youth's Notebook		Click to turn on Bubble Help; then hover the mouse over each icon on the Button Toolbar to display its function



JPAS (Provider Access) Toolbars & Menus

Menu Toolbar

Menus on the JPAS Toolbar contain drop-down lists of commands. Select a menu command by clicking the mouse on the desired option.

Some menu options correspond to buttons on the Button Toolbar while others have keyboard shortcut keys associated with them such as Ctrl-P to Print.



Some of the Menu drop-downs can be expanded another level for additional options. Some items under the File, Edit, and Tools menus are available when the user right-clicks the mouse in a field.



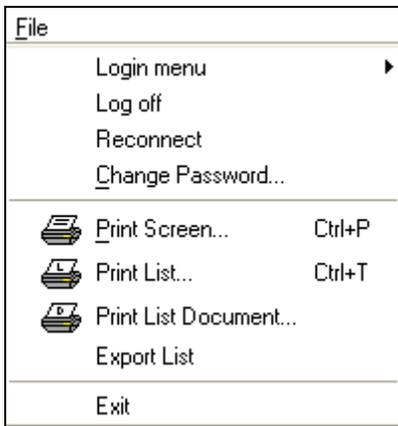
In addition to the keyboard shortcut keys, menu accelerator keys can be used to access commands by pressing the Alt key and the underlined letter of the menu command.

Accelerator Key Example

To copy selected text, click "Alt E C" for Edit, Copy.



File Menu



Login Menu – allows multiple users to log onto a shared workstation, eliminating the need for each user to exit to prevent unauthorized viewing of JPAS – users log back on quickly by selecting their name from a list of logged-on users and then entering their password

Log off – allows users to temporarily log off of a shared workstation to prevent unauthorized viewing of JJIS and they can then log back on to JJIS quickly through the Login Menu

Reconnect – allows users to manually reconnect to JJIS if the connection has been idle for a period of time (e.g., no communication between the workstation and the database, such as a mouse-click or a keyboard strike)

Change Password – allows users to change their password

Print Screen – prints the current screen directly to the user's printer (also Ctrl P); includes fields, notebook tabs, etc.

Print List – prints a selected list directly to the user's printer (also Ctrl T) – prints only the data

Print List Document – prints a selected list through the JJIS Word Processor, allowing users to set margins, designate landscape or portrait orientation, and format the list by rearranging and resizing columns

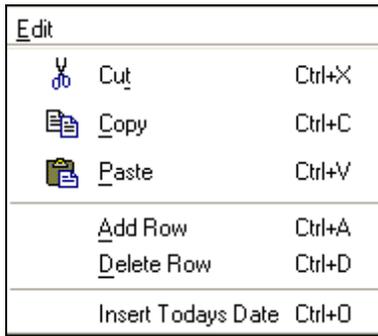
Export List – allows users to export lists to the computer's internal memory (clipboard). The data (in a tab-delimited format) can then be pasted into Microsoft Excel and other applications.

Exit – exits (shuts-down) JPAS (can also be done by clicking the X in the upper right corner of the title bar). NOTE: All screens must be closed before the program can shut down.



JPAS (Provider Access) Toolbars & Menus

Edit Menu



Cut – select text and cut it from its current location for pasting in a different location; the cut text remains on the computer's internal memory (clipboard) until new text is selected and cut/copied to the clipboard

Copy – select text and copy it to paste in another location

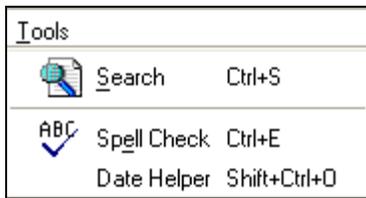
Paste – inserts cut or copied text into a new designated location

Add Row – adds a row to a dataset for inserting additional information

Delete Row – deletes an unnecessary row from a dataset

Insert Today's Date – quick shortcut inserts the current date into a selected date field – TIP – use the Ctrl-O keyboard shortcut!

Tools Menu

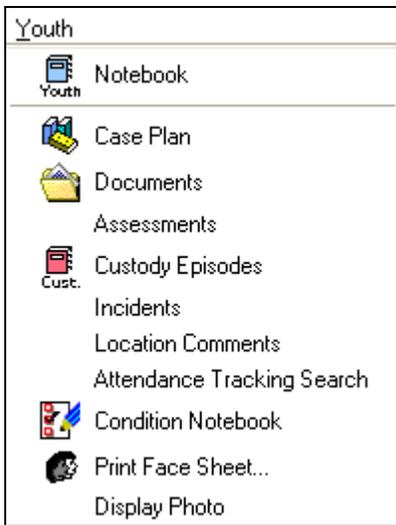


Search – opens the Search Notebook

Spell Check – checks the spelling of the text in a selected field

Date Helper – opens a calendar for quickly computing past and future dates based on such dates as current date, the youth's date of birth, and disposition ordered date

Youth Menu



Notebook – opens the Youth Notebook for a selected youth

Case Plan – opens the Case Plan for a selected youth

Documents – opens a list of available documents to create and a list of saved documents for a selected youth

Assessments – opens a list of available assessments to create and a list of saved assessments for a selected youth

Custody Episodes – opens a screen for documenting the screening for, admission into, or release from custody of a selected youth

Incidents – opens the list of incidents a selected youth has been involved in while in custody

Location Comments – provides the ability to record general comments for a selected youth regarding their stay in custody or an OYA substitute care placement

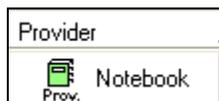
Attendance Tracking Search – lists sessions that selected youth have participated in

Condition Notebook – opens the Condition Notebook for a selected youth

Print Face Sheet – automatically prints a Face Sheet document of general information about the youth

Display Photo – displays a photo for the selected youth

Provider Menu



Notebook – opens the Provider Notebook for a selected provider



JPAS (Provider Access) Toolbars & Menus

Window Menu



Close All – closes all open JJIS windows

Close All and Exit - allows users to close all open screens and exit JJIS at the same time.

Refresh All – updates all open windows with new data entered since the user opened JJIS

Collapse All – minimizes all open windows

Restore All – maximizes all open windows (windows can be maximized individually by clicking the appropriate button on the taskbar at the bottom of the screen)

All Windows – displays a list of all open windows

Help Menu



JJIS Online Help – opens the JJIS website's Help Center (NOTE: a link on the Online Help page will take JPAS users to JPAS information maintained on the OYA external (public) website.)

JJIS Information Center – opens the JJIS website's Information Center

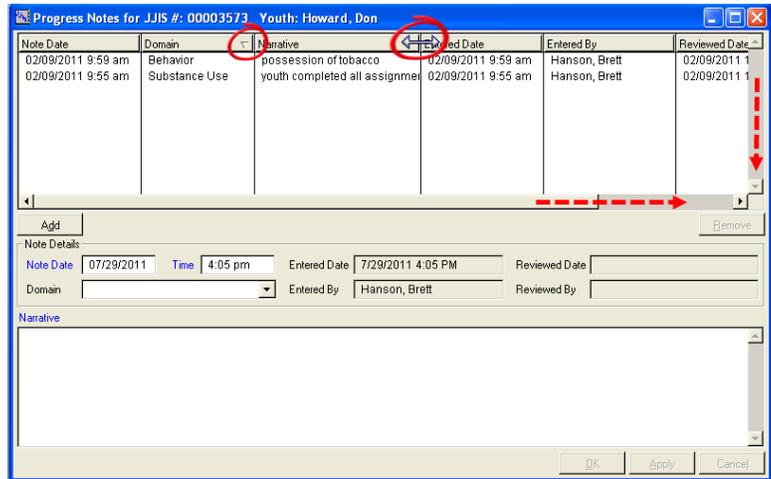
Partner Links – opens the OYA's Useful Links webpage

About JJIS – displays the JJIS release number, the date it was released, and general information on updates in the release

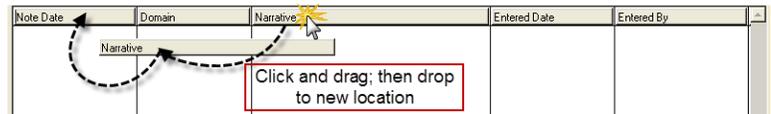


JPAS Navigation Tips & Keyboard Shortcuts

- To see more of the contents in a data table, use the vertical and horizontal scroll bars.
- To size a column, point the mouse cursor to the column edge. Hold down the mouse button – when it becomes a double-arrow, drag the column edge to the desired size (wider or narrower).
- Click a column title to change the order of the data from ascending to descending and vice versa. The column title used to sort the table will display a triangle (△ or ▽) indicating whether the sort order is ascending or descending.



Columns can be re-ordered by selecting the column title and dragging it to a different position.



Frequently-performed tasks can be accomplished quickly by using shortcut keys – one or more keys pressed on the keyboard – or using a Button Icon to complete a task.

Task	Shortcut Key	Button Icon
Insert Today's Date	Ctrl-O	--
Date Helper	Shift-Ctrl-O	--
Search for a Youth	Ctrl-S	
Print Screen	Ctrl-P	
Print List	Ctrl-T	
Spell Check	Ctrl-E	
Cut Text	Ctrl-X	The shortcut keys and icon buttons are also used in the JJIS "Document Workbench" word processor add-on.
Copy Text	Ctrl-C	
Paste Text	Ctrl-V	
Specific Menu and Button Commands	"Alt" and the underlined letter in the button or menu text – e.g., Alt-O	



Window Commands & Controls

Window Commands

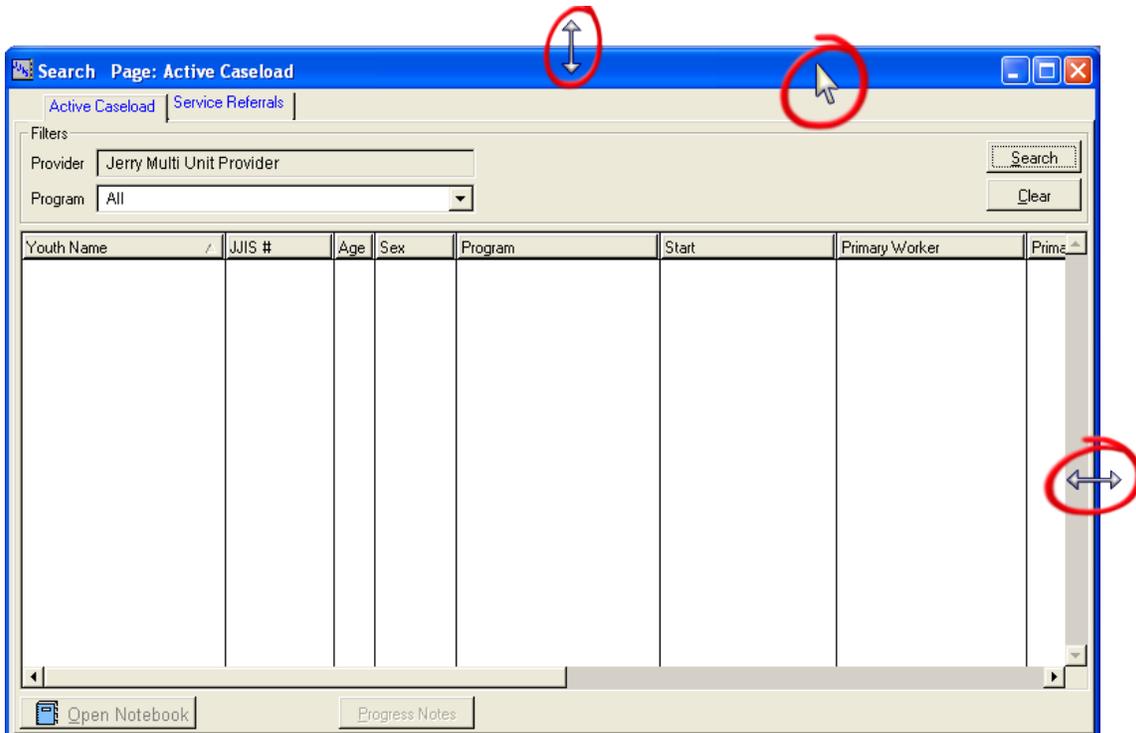
- **Close All** closes all open windows
- **Close All and Exit** closes all open windows and exits
- **Refresh All** updates windows (screens) with new information entered since database first opened.
- **Collapse All** minimizes all windows to the computer screen task bar
- **Restore All** maximizes all minimized windows
- **All Windows** displays a list of open windows for the user to bring in front of the other windows



Window Controls

Resize, reshape, and move windows to see more than one screen at a time or adjust how much of the window's contents are visible.

- **Move a Window** – place the mouse pointer  anywhere in the band at the top of the window, hold the mouse button down and drag the window to a new place on the screen.
- **Resize or Reshape a Window** – place the mouse pointer on the window border, when the pointer changes into  or , hold the mouse button down and drag the border to enlarge, reduce, or change the size and shape of the window.



Data Entry — Fields, Lists, and Filters

There are several types of data entry fields – the following screenshots provide a good example of the different types of fields. The numbers correspond to the key below.

- | | | | | | | | | | |
|-----------------------------|--|----------|----------|----------|----------|----------|----------|----------|----------|
| 1. Drop-Down List | Similar to a List Field, offers a list of options to select from, but initially appears with a default option already selected. | | | | | | | | |
| 2. Radio Button | Displays a selection of items to choose from, but only one button can be selected. | | | | | | | | |
| 3. List | Offers a list of options to select from by clicking the drop-down triangle. | | | | | | | | |
| 4. Notes / Narrative | General text corresponding to the field label; allows a large amount of text to be entered and includes a vertical scroll bar to see more text than fits in the field's boundaries. | | | | | | | | |
| 5. Date | Restricted to accept only dates – dates must be entered in a valid format. Valid entry formats are: <table style="margin-left: 40px;"> <tr> <td>MMDDYYYY</td> <td>01012000</td> </tr> <tr> <td>M/D/YYYY</td> <td>1/1/2000</td> </tr> <tr> <td>M-D-YYYY</td> <td>1-1-2000</td> </tr> <tr> <td>M D YYYY</td> <td>1 1 2000</td> </tr> </table> <p>JJIS automatically formats the entry to a MM/DD/YYYY format (01/01/2000).</p> | MMDDYYYY | 01012000 | M/D/YYYY | 1/1/2000 | M-D-YYYY | 1-1-2000 | M D YYYY | 1 1 2000 |
| MMDDYYYY | 01012000 | | | | | | | | |
| M/D/YYYY | 1/1/2000 | | | | | | | | |
| M-D-YYYY | 1-1-2000 | | | | | | | | |
| M D YYYY | 1 1 2000 | | | | | | | | |
| 6. Dimmed | Data entry is not allowed. JJIS either automatically enters the data based on entry into other fields, or the field becomes enabled when data is entered into a connected field. | | | | | | | | |
| 7. Blue Text | Data entry is either mandatory or recommended. JJIS issues a prompt when a mandatory field is skipped and does not allow the user to continue or close the screen until data has been entered. | | | | | | | | |