



Juvenile Provider Access System

A Shared Information System Getting Started Guide March 2015

What is JPAS?

The Juvenile Provider Access System (JPAS) facilitates information sharing between OYA's Juvenile Parole / Probation Officers (JPPO) and contracted OYA residential care 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.

Implementation & Assistance

JPAS has been implemented in phases with OYA's statewide providers since Spring 2012. Implementation includes:

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

Once JPAS is implemented at your site, please contact the OYA Central's JPAS Security Coordinator with any questions or problems for routing to appropriate staff for assistance.

[Sara Muzechenko — 503-373-7595 or sara.muzechenko@oya.state.or.us]

Getting Started — Logging On to JPAS

Upon signature, your JJIS User Security Agreement is processed by the JPAS Security Coordinator. Once your account is set up, you will receive two emails:

- an email that contains your JPAS log on (User Name and Password);
- and a separate email with log on instructions.

Log on to JPAS

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**.

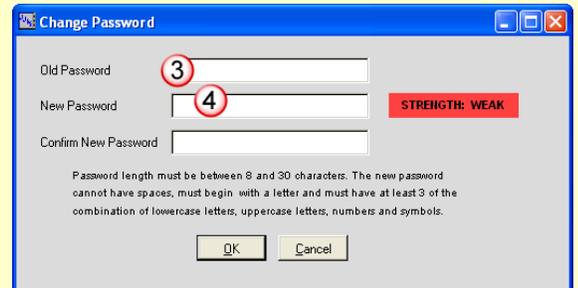
Change JPAS Password

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.

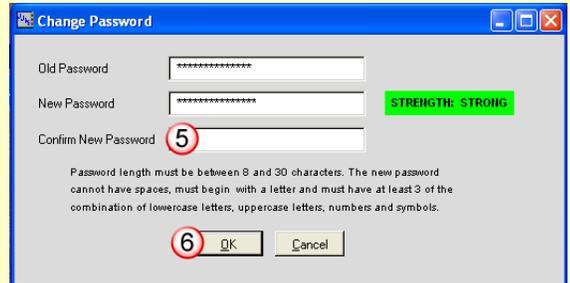


NOTE: Passwords must:

- 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.

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 (△ — 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.