

JPAS

Juvenile Provider Access System

JPAS Basics

- What is JJIS?
- What is JPAS?
- Admission Decision Process
- Placement Decision Process
- How to:
 - View and Filter an Active Caseload
 - Review a Pending Service Referral
 - Service Referral Status Actions
 - Pending
 - Waiting List
 - Closed – Rejected
 - Request More Information
 - Accept Youth
 - Reject Referral
- JPAS Toolbars and Menus
- Youth Notebook Navigation

What is JJIS?

In 1995, Senate Bill 1 called for extensive collection of data related to the outcomes of systems designed to provide public safety, hold youth accountable, and provide them with reformation opportunities.

In response to these demands, a partnership between the Oregon Youth Authority and the Oregon County Juvenile Departments was formed.

The partnership decided a fresh start was needed to meet the demands of the juvenile justice community . . .

. . . and the development of the Juvenile Justice Information System (JJIS) began.

. . . an electronic information system developed and maintained by the state through the Oregon Youth Authority (OYA), in partnership with county juvenile departments . . .

Oregon Revised Statute 420A.223

What is JPAS?

The Juvenile Provider Access System (JPAS) is a “lens” of the statewide-integrated Juvenile Justice Information System (JJIS) and shows Providers information they need about youth referred to them for services.



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 is accessed by a two-step log in process – first through a web-based application called OYA Remote Services, then to JJIS.

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 to easily share information about a youth’s progress with their JPPO.

However . . .

. . . JPAS does not replace direct communication between JPPOs and Providers!



JPAS User Responsibilities

JPAS users must sign and submit a JJIS User Security Agreement and review JJIS Security overview and policies.

- [Access, Appropriate Use, and Confidentiality](#)
- [JJIS Policy: User Security](#)
- [JJIS Policy: Privacy and Protection of Confidential Information](#)

After processing an authorized JPAS user's security agreement, the JPAS Security Coordinator * emails the user with links to the review materials. When the user has completed their review of the introductory materials, the JPAS Security Coordinator emails log-in instructions and credentials to the user.

* The JPAS Security Coordinator is a member of OYA's Community Resources Unit (CRU)

JJIS is a powerful tool and JPAS users have access to data, much of which is confidential and protected from public release by Oregon law.

JPAS users must be aware of their responsibilities and the necessity of protecting the integrity and confidentiality of the data in JJIS.

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

Do not leave JPAS screens unattended.

Lock your computer or log off JPAS.

How does JPAS work?

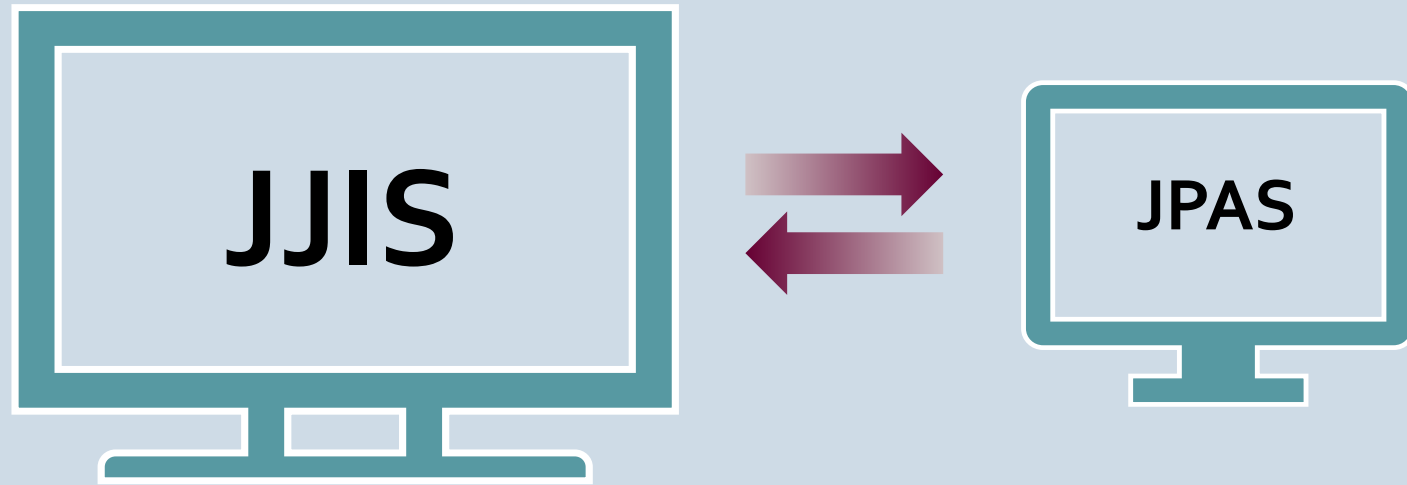
JPAS and JJIS “talk” to each other.

When a JPPO enters a service referral into JJIS, an e-mail notification is automatically sent to the Provider’s designated intake worker.

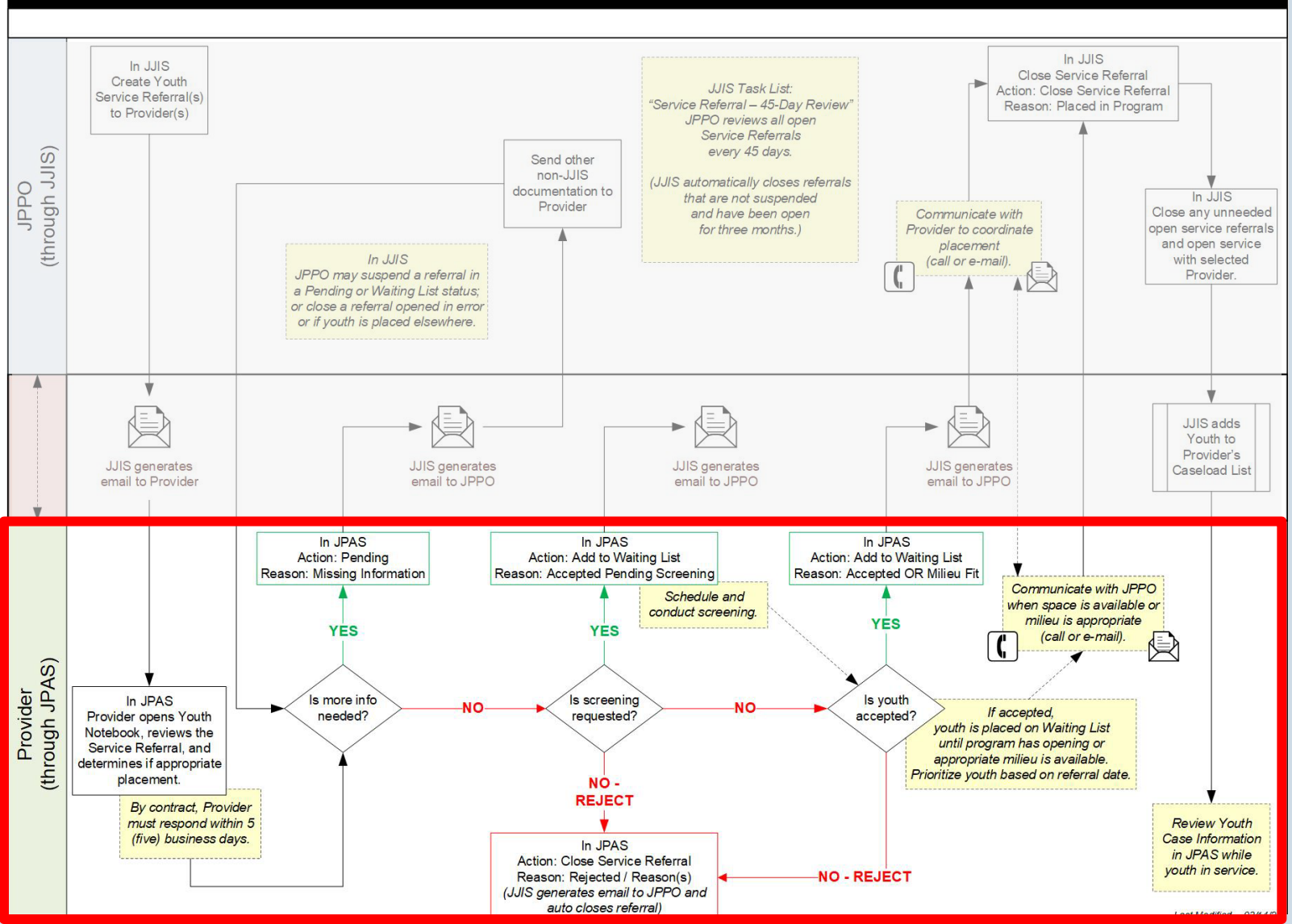
JJIS generates an automatic e-mail notification to the JPPO when the Provider’s intake worker updates the referral status.

JPAS users have a view of information in JJIS specific to youth that have been referred to them.

Again, JPAS does not replace direct communication between JPPOs and Providers!



Provider Service Referrals - JJIS to JPAS



JPPO and Provider Roles

JPPOs

- Create youth service referral
- Respond to referral status changes
- Coordinate placement of youth
- Enter youth case information in JJIS

Provider Intake Workers

- Review youth service referral
- Indicate if placement request is appropriate
- Schedule/conduct youth screening if needed
- Place youth on waiting list for opening or appropriate milieu (prioritized based on referral date)
- Review youth case information while youth in service

Admission Decision Process

JPPO enters required information into JJIS;
 JJIS generates automated e-mail to
 BRS provider indicating a referral
 is in JPAS awaiting review.

BRS Provider
 reviews
 information.

Change
 Pending reason
 to
 "Reviewing".

Does referral
 have
 information
 necessary to
 make
 decision?

*Decision timeline
 of five days does
 not start until all
 necessary
 information has
 been provided.*

YES

Does youth
 meet
 program
 admission
 criteria?

YES

Change the Pending status to "Add
 to Waiting List" and select an
 appropriate reason:

- Accepted
- Accepted Pending Screening
- Milieu Fit*

** Provider has accepted
 youth, but current milieu is
 not appropriate – placement
 is on hold until milieu fit is
 available.*

NO

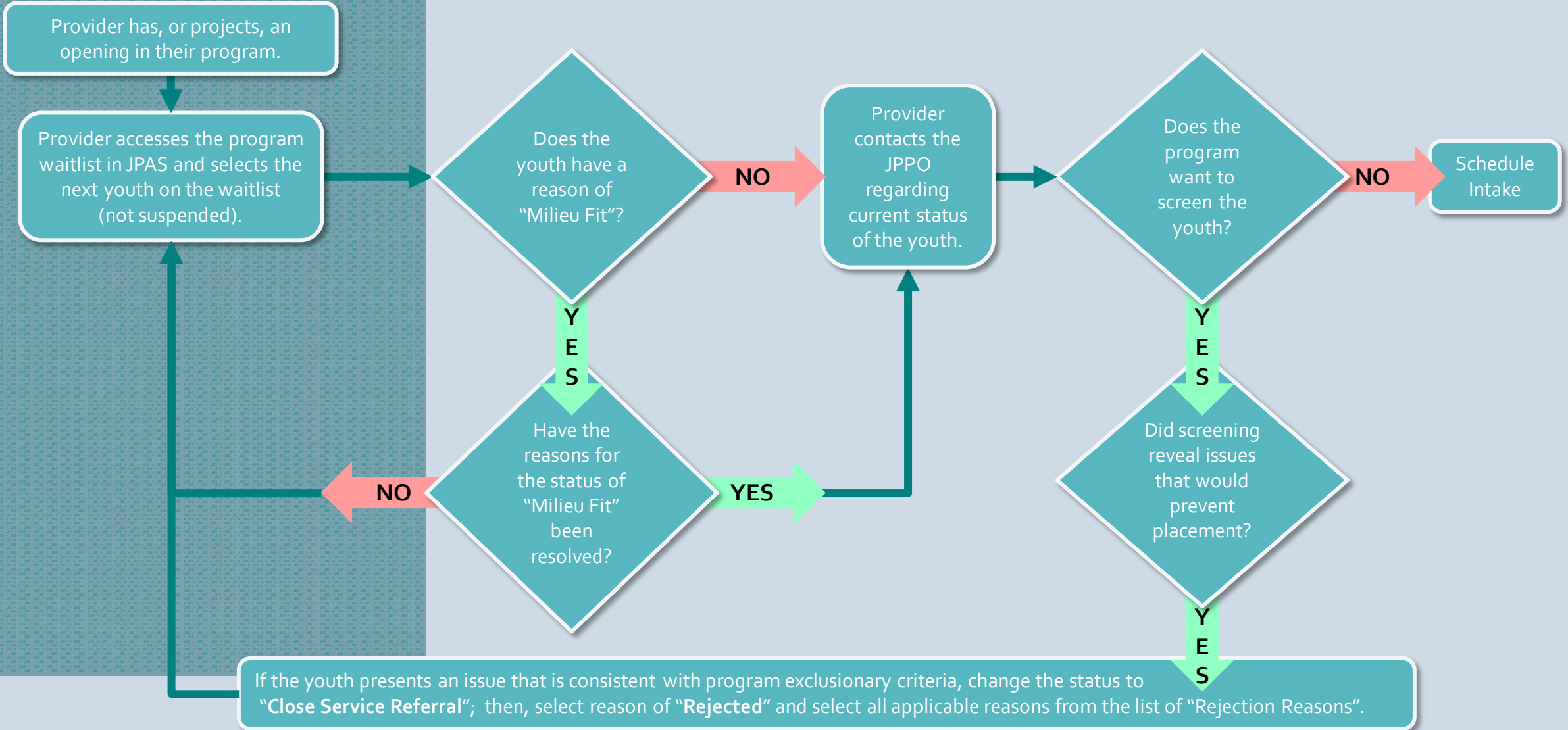
Change Pending reason
 from "Reviewing" to
 "Missing Information"
 and indicate missing
 information in JPAS note.

NO

Select "Close Service
 Referral" status and select
 reason of "Rejected" and all
 applicable reasons from the
 list of "Rejection Reasons".

JPPO provides
 additional
 information.

Placement Decision Process



JPAS Interface

When you first log on to JPAS, the only item that appears on the screen is the JPAS toolbar — the title bar displays your name and workplace.

Like JJIS, JPAS is set up similar to a tabbed notebook. Click the Search icon in the toolbar to open the JPAS notebook.

JPAS has two primary screens (or tabs).

- **Active Caseload** – the default opening screen displays names of youth currently placed in the provider’s programs
- **Service Referrals** – this screen displays service referrals that are in a state of review ; the youth have not been placed in a program

The image shows three screenshots of the JPAS interface. The top screenshot is the main JPAS window with a blue title bar containing 'Juvenile Justice Information System (JPAS) User: [redacted] Workplace: [redacted]'. Below the title bar is a menu bar (File, Edit, Tools, Youth, Provider, Window, Help) and a toolbar with various icons. A yellow star points to the Search icon, which is highlighted by a red box and a callout box that says 'Search Notebook'. A large purple callout box with a yellow star says 'Always start in JPAS by opening the Search Notebook'. The middle screenshot shows the 'Search Page: Active Caseload' window with two tabs: 'Active Caseload' (highlighted with a red box) and 'Service Referrals'. It features filter fields for Provider and Program, a Search button, and a table with columns: Youth Name, JJIS #, Age, Sex, Program, Start, Primary Worker, and Prime. The bottom screenshot shows the 'Search Page: Service Referrals' window with two tabs: 'Active Caseload' and 'Service Referrals' (highlighted with a red box). It includes filter fields for Provider and Program, a Status section with 'Show Active' and 'Show All' radio buttons, a Search button, and a table with columns: Youth Name, Age, Sex, Program, Target, Score, Start, Proj. Start, Status, and Reason. Below the table are sections for Youth information (Name, JJIS #, Age, Sex), Service Referral Info (Program, Entered Date, Projected Start), Service Referral Worker (Name, Phone, Email), and Action (Pending, Add To Waiting List, Close Service Referral), along with a Reason dropdown and a Notes text area. 'Apply' and 'Cancel' buttons are at the bottom right.

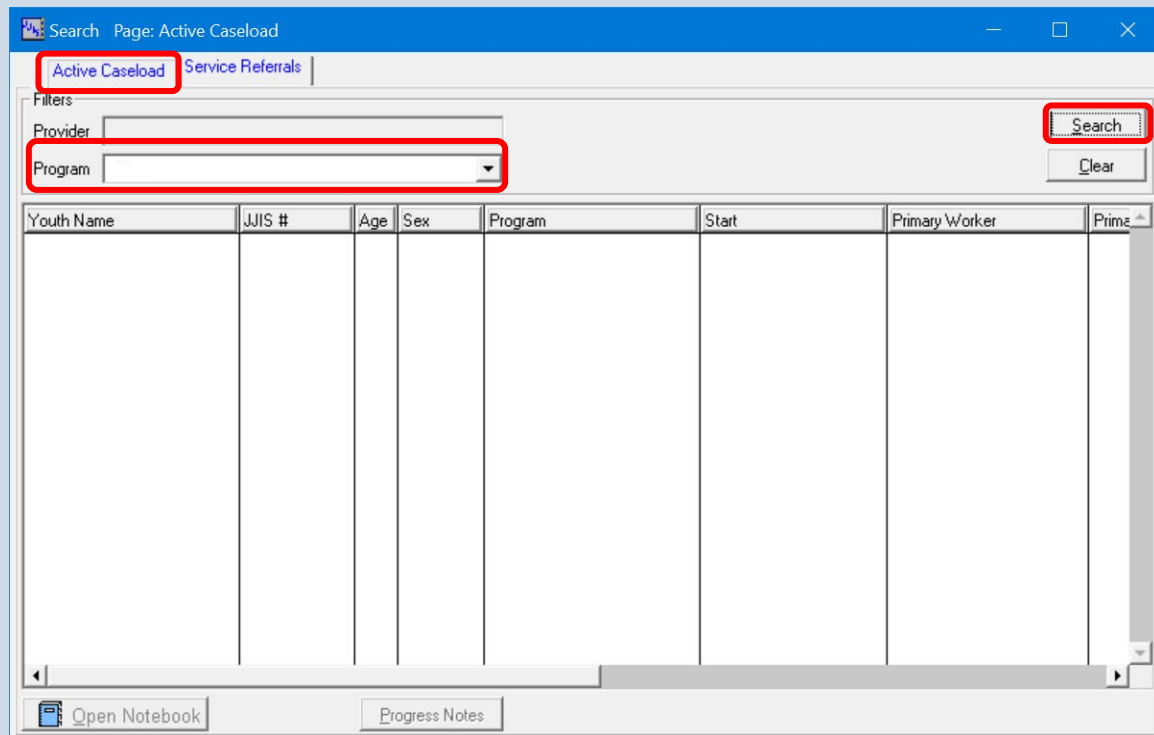
Active Caseload Screen

The caseload screen provides a view-only overview of youth placed with the Provider; data cannot be entered into this screen. The table contains the following columns of information:

- Youth Name and JJIS #
- Age
- Sex
- Program
- Start Date
- Primary Worker (JPPO), Phone, Email
- OYA Commitment Expiration Date
- BRS Authorization Date
- Date of Offender Registration (if applicable)

If a Provider manages multiple programs, the Program drop-down defaults to All, but individual programs may be selected from the drop-down list.

Search fills the Active Caseload list with youth currently placed in program(s).



- Click a column title to sort the contents in alphabetical, numerical, or chronological order.
- View more content by scrolling both vertically and horizontally.
- Re-size columns by holding and dragging their edges.
- Re-order columns by holding and dragging the column title to a new position in the table.
- Select a youth in the table list to provide context for the JPAS menus and toolbar button commands; and to enable the Open Notebook and Progress Notes buttons at the bottom of the screen.

View Active Caseload

Click the **Search** icon on the JPAS toolbar to open the Active Caseload list for all programs operated by the **Provider**.

Click **Search** to display the default list of all youth currently in the program

If there are multiple programs and you only want to see youth in a specific program, select the Program from the drop-down list and click **Search** to filter the list.

NOTE

If the Active Caseload screen is left open throughout the day (or overnight), it is very important to refresh it periodically to ensure that recent entries are displayed. Simply close and re-open to refresh the display.

Youth Name	JJIS #	Age	Sex	Program	Start	Primary Worker	Primary Worker ID
Andrew, Bill	00003677	22		Breakthrough Community	09/05/2009	Anderson, Tim	(500)
Applegate, Jeff	00003571	19	Male	Breakthrough Maintenanc	02/08/2011 8:00 am	Worker OYA - QA, PPO	(500)
Quick, Joseph Daniel	00003560	18	Male	Breakthrough Maintenanc	04/05/2007 8:00 am	Worker OYA - QA, PPO	(500)

Service Referral Notification

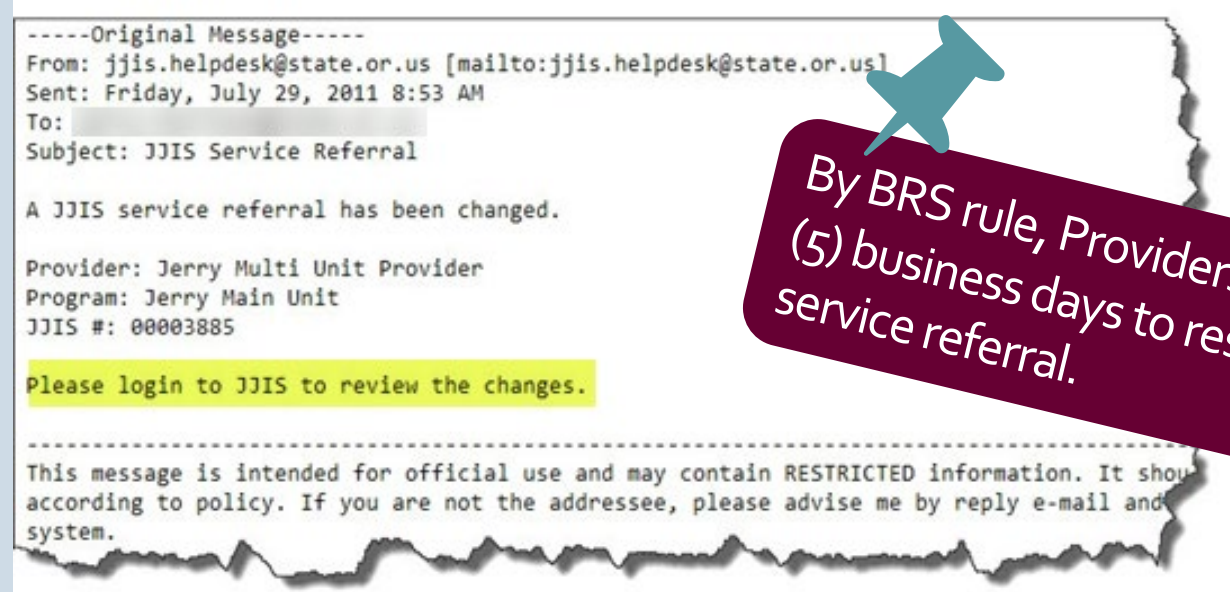
When a JPPO enters a service referral into JJIS, an automatic email is generated and sent to the Provider's designated intake worker. *

The e-mail includes only the youth's JJIS # and the Provider/Program the youth has been referred to.

The e-mail directs the worker to log in to JPAS to review the details of the referral.

Any time changes are made to the referral — by either the JPPO (through JJIS) or the Provider (through JPAS) — an email is generated to provide notification that a change has occurred and to log in to review the status of the referral.

Remember, the automatic emails do not replace direct communication between JPPOs and Providers



By BRS rule, Providers have five (5) business days to respond to a service referral.

*Email addresses for designated intake workers are maintained in JJIS by the JPAS Security Coordinator.

Make sure that your Intake Worker's email is set up to receive referral updates (e.g., email from "jjis.helpdesk@state.or.us" isn't going into junk mail or spam).

If your designated intake worker is not receiving notifications, please contact your assigned CRU Tech in OYA's Community Resources Unit.

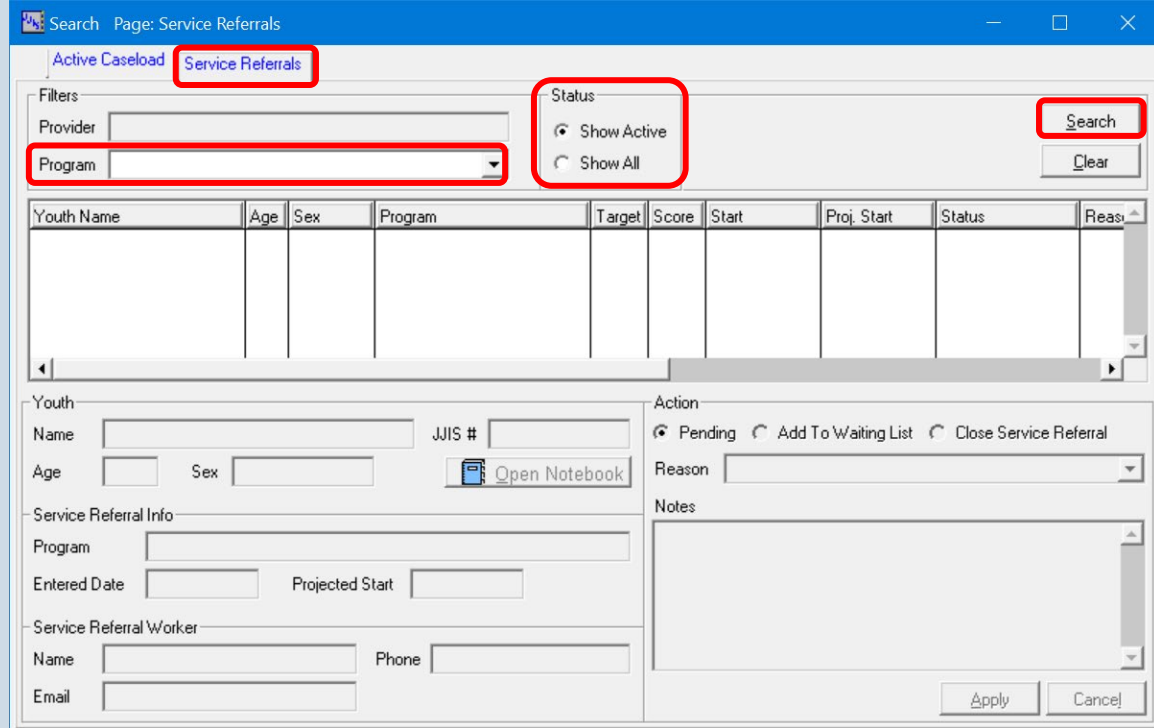
Service Referrals Screen

This screen displays the status of service referrals to the program.

Search activates the screen to fill with a list of youth who have been referred to the program. The list defaults to Show Active referrals (pending and waiting list); the Show All filter includes inactive referrals — youth who are placed in the program and closed referrals.

The table contains the following columns of information:

- Youth Name
- Age
- Sex
- Program
- (Target and Score not applicable)
- Start Date
- Projected Start Date
- Status and Reason
- Primary Worker, Phone, and Email

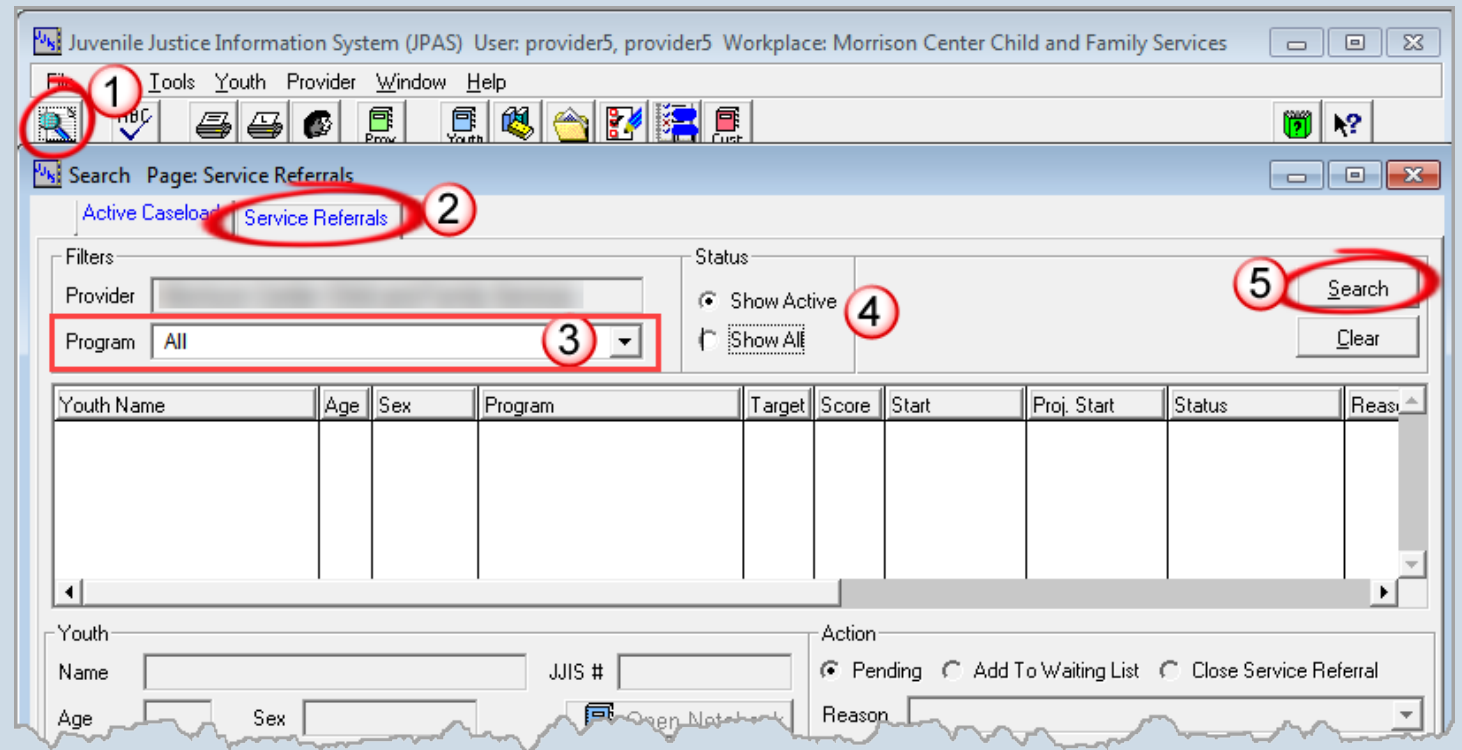


- Click a column title to sort the contents in alphabetical, numerical, or chronological order.
- View more content by scrolling both vertically and horizontally.
- Re-size columns by holding and dragging their edges.
- Re-order columns by holding and dragging the column title to a new position in the table.
- Select a youth in the table list to provide context for the JPAS menu and toolbar button commands. The fields in the lower area of the screen fill with additional details about the referral including:
 - action options (e.g., Add to Waiting List)
 - notes that have been entered
 - enabled Open [Youth] Notebook button

Review Pending Referral

Open and log on to JPAS using the instructions provided by the JPAS Security Coordinator.

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", but a specific program can be selected from the drop-down list.
4. The Status radio button filter defaults to "Show Active" – active referrals are those that are in a Pending or Waiting List status. The Show All option would include referrals that have been closed or placed.
5. Click **Search**. Referrals in a Pending or Waiting List status display in the table.



Providers are given access to view information of youth for whom they've received a referral. The information available for viewing is similar to the traditional hard copy service referral packet.

The Provider can 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 to the JPPO or referring case manager.

The date of the referral should be used to prioritize intake of youth to the program.

Review Pending Referral

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. *See Service Referral Status and Action Definitions.*
8. Enter a **Note** (include date and name of author).
9. Click **Apply** to save the status.
 (JPAS sends an automatic e-mail notification to the JPPO.)

Click the **Open Notebook** button; *the youth’s notebook opens defaulting to the Youth Info page.*

See more information about JPAS Navigation to review the information available — similar to the traditional hard copy service referral packet. JPAS account holders are given access to view PDFs of documents. More information can be requested if necessary.

The screenshot shows the 'Service Referrals' page in the JPAS system. At the top, there are tabs for 'Active Caseload' and 'Service Referrals'. Below this is a 'Filters' section with dropdowns for 'Provider' and 'Program', and a 'Status' section with radio buttons for 'Show Active' and 'Show All'. A search bar is also present.

The main part of the interface is a table with columns: Youth Name, Age, Sex, Program, Target, Score, Start, Proj. Start, Status, and Reason. One row is highlighted in blue, and a red circle with the number '6' is placed over the 'Youth Name' cell of this row.

Below the table is a detailed form for the selected youth. It includes fields for 'Youth Name', 'Age', 'Sex', 'Entered Date', and 'Projected Start'. There is also an 'Open Notebook' button. To the right of the form, there is an 'Action' section with radio buttons for 'Pending', 'Add To Waiting List', and 'Close Service Referral'. Below this is a 'Reason' dropdown menu, which has a red circle with the number '7' over it. Below the 'Reason' dropdown is a 'Notes' text area, which has a red circle with the number '8' over it. At the bottom right of the form, there are 'Apply' and 'Cancel' buttons, with a red circle and the number '9' over the 'Apply' button.

Referral Status and Actions

PENDING

Missing Information	Provider has received referral, but needs additional information from the JPPO. <i>List the needed items in the notes section.</i>
Reviewing	Provider has received referral and is reviewing for appropriate placement. <i>All referrals are initially in a Pending Status.</i>

An automatic e-mail notification is sent to the JPPO for review and to take further action regarding any mission information.

By BRS rule, Providers have five (5) business days to respond to a referral and enter a note indicating they attempted or made contact with JPPO. The five-day response time does not start until the provider has received all necessary information.

Referral Status and Actions

WAITING LIST

Accepted	Provider has accepted youth and will place youth on list for upcoming available openings in the program. <i>Youth should be prioritized based on referral date.</i>
Accepted Pending Screening	Provider has accepted youth contingent upon screening.
Milieu Fit	Provider has accepted youth, but current milieu is not appropriate. <i>Placement is on hold until appropriate milieu fit.</i>

An acceptance to a waiting list or a milieu fit creates an automatic e-mail notification to the JPPO to review and take further action to open a service with the Provider.

Referral Status and Actions

CLOSED

Rejected	Provider has determined that referred youth is not appropriate for program and rejects the referral. Provider must indicate at least one of the following rejection reason(s).		
(reasons)	<ul style="list-style-type: none"> Actively Suicidal /Self-Harm Age Fit Animal Abuse Assaultive / Aggressive Can't Go to Public School Chronic Runaways Co-Defendant /Victim in Program Cognitive Deficits 	<ul style="list-style-type: none"> Danger to Self / Others Fire Setting Gang Mix Gender Hasn't Completed School No Current Proctor Home Available Psychiatric Disorder Psychosis 	<ul style="list-style-type: none"> Require Detox Security Alert Issue Severe Depression Sex Offense SUD Primary Diagnosis Untreated Fire Setting Untreated Sex Offense

A rejection creates an automatic e-mail notification to the JPPO to review and take appropriate action to create a new service referral with another Provider.

Request More Information

In the Service Referrals tab,

1. Select the **Youth** name in the list.
2. In the Action area of the screen, (with the Pending radio button selected), select "Missing Information" from the **Reason*** drop-down list.

By BRS rule, the 5-day admission decision timeline does not start until the additional information that was requested is submitted.

3. Enter a **Note** indicating the information that is missing (include date and name of author).
4. Click **Apply** to save the entry.

An automatic e-mail notification is sent to the JPPO for review and to take further action regarding the missing information.

* The "Suspended" reason option is used only by the JPPO.

The screenshot shows the 'Service Referrals' tab in a web application. A red arrow points to the 'Service Referrals' tab. Below the filters, a table lists referrals. A red circle with the number '1' is placed over the first row of the table. Below the table, the 'Youth' information section has a red circle with the number '2' over the 'JJIS #' field. The 'Action' section has a dropdown menu for 'Reason' with 'Missing Information' selected; a red circle with the number '3' is over this dropdown. Below the 'Reason' dropdown, a text area for 'Notes' contains the text 'Reviewing' and 'Suspended'; a red circle with the number '4' is over this area. At the bottom right, the 'Apply' button has a red circle with the number '5' over it.

Accept Referral

In the Service Referrals tab,

1. Select the **Youth** name in the list.
2. Select the **Add to Waiting List** radio button.
3. Select the appropriate **Reason*** from the drop-down list:
 - Accepted
 - Accepted Pending Screening
 - Milieu Fit
4. Enter a **Note** to provide additional information (include date and name of author).
5. Click **Apply** to save the entry.

An automatic e-mail notification is sent to the JPPO for review and to take further action to open a service with the provider.

** The "Suspended" reason option is used only by the JPPO.*

The screenshot shows the 'Service Referrals' tab in the JJIS application. A red arrow points to the 'Service Referrals' tab. The interface includes a table of referrals, a form for entering details, and a list of reasons. Numbered callouts indicate the following steps:

- 1: Selecting a youth name in the table.
- 2: Selecting the 'Add To Waiting List' radio button in the Action section.
- 3: Selecting a reason from the Reason dropdown menu.
- 4: Entering a note in the Notes text area.
- 5: Clicking the 'Apply' button to save the entry.

Reject Referral

In the Service Referrals tab,

1. Select the **Youth** name in the list.
2. Select the **Close Service Referral** radio button.
3. Select **Rejected** from the Reason* drop-down list.
4. Select a **Rejection Reason(s)** from the list. A check appears to the left of the selection. At least one Rejection Reason is required.

TIP: Select multiple reasons by using the Ctrl-Click keyboard/mouse combination.

5. Enter a **Note** to provide additional information about the rejection decision (include date and name of author).
6. Click **Apply** to save the entry.

An automatic e-mail notification is sent to the JPPO for review and to take appropriate action to create a new service referral in JJIS.

* The "Opened in Error" and "Placed Elsewhere" reason options are used only by the JPPO.

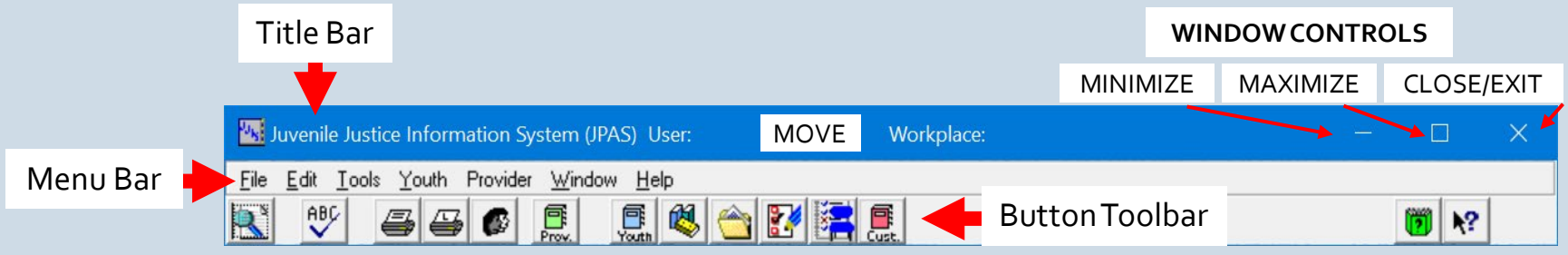
The screenshot shows the 'Service Referrals' tab in the JJIS application. A red arrow points to the 'Service Referrals' tab. The interface includes a table of referrals, a form for entering details, and a list of rejection reasons. Numbered callouts indicate the following steps:

- 1:** A row in the referral table is highlighted.
- 2:** The 'Close Service Referral' radio button in the 'Action' section is selected.
- 3:** The 'Reason' dropdown menu is set to 'Rejected'.
- 4:** A rejection reason is selected from the 'Rejection Reasons' list.
- 5:** A note is entered in the 'Notes' field.
- 6:** The 'Apply' button is clicked to save the entry.

JPAS Toolbars and Menus

When you first log on to JPAS, the only item that appears on the screen is the JPAS toolbar.

- **Title Bar** — displays the logged in user's name and their workplace
- **Button Toolbar** — shortcuts to commonly used commands that are also found in the Menu Bar
- **Menu Bar** — lists of drop-down commands; some correspond to the Button Toolbar while others have keyboard shortcut keys associated with them
- **Window Controls** — software features that allow how windows display (common to most software applications, e.g., Microsoft Windows®)



MINIMIZE Window – reduces window to a button on the taskbar.
 Click the JJIS button on the taskbar and select the screen to restore it to its previous size and location.

MAXIMIZE Window – enlarges window to fill the computer screen
 Click the Minimize button to restore the window to its previous size and location (or double-click the title bar).

CLOSE/EXIT – closes window
 Click the X on the title bar to close JPAS (all windows must be closed before JPAS can be closed).

MOVE – re-positions window
 Press and hold the cursor on the title bar to drag a window to a new position on the computer desktop — release the mouse when the window is in the desired location.

To ensure you receive software updates, close JPAS:

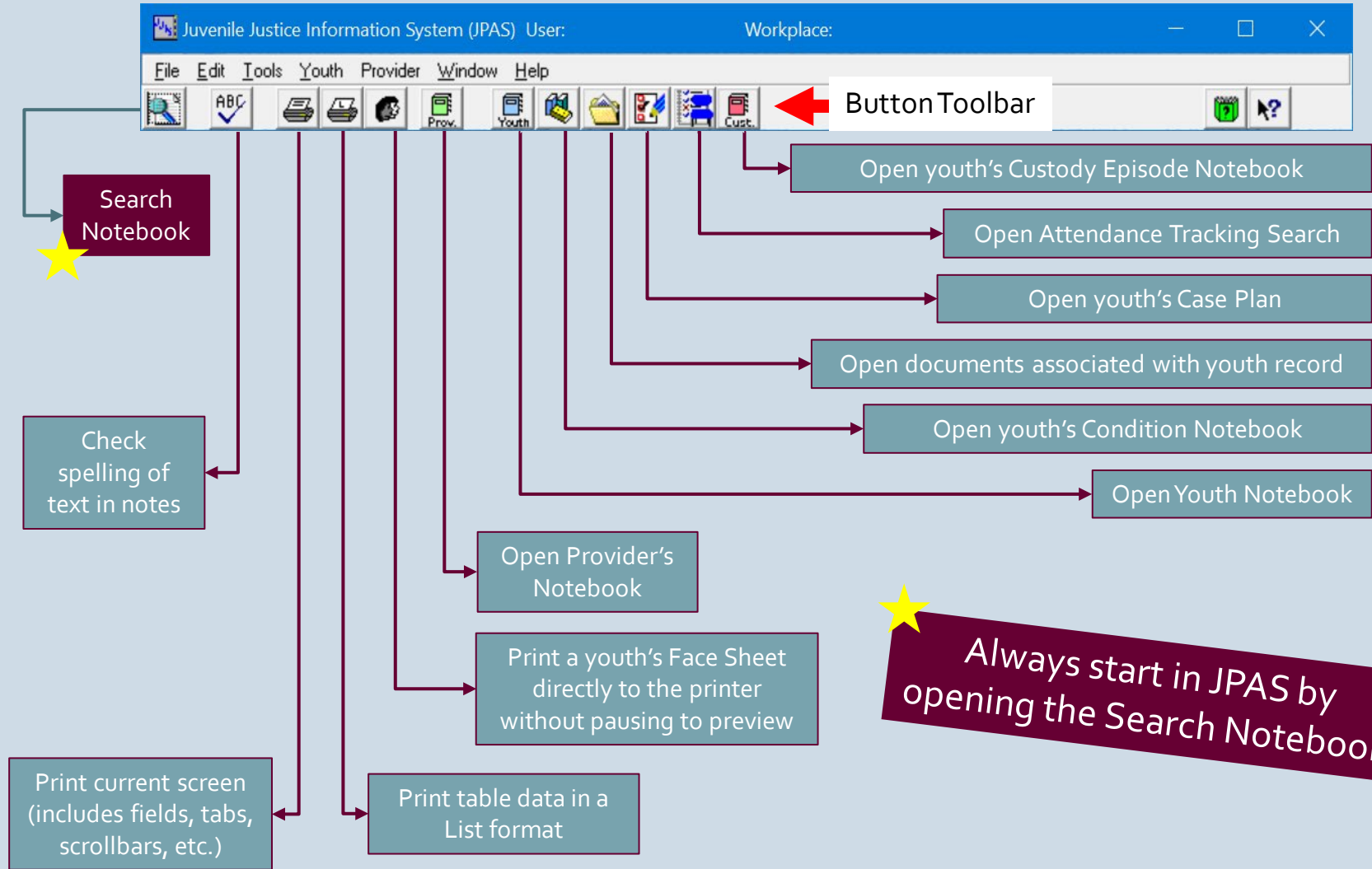
- Select Log Off under the File menu; or
- Click X in the upper right corner of the screen; or select Close All and Exit from the Window menu.

JPAS Toolbars and Menus

Button Toolbar

- shortcuts to commonly used JPAS commands
- correspond to items in the menus
- commands associated with a youth record require the context of a youth (i.e., a youth must be selected in a table list or Youth Notebook must be open)
 - Face Sheet
 - Youth Notebook
 - Case Plan
 - Documents
 - Condition Notebook
 - Attendance Tracking
 - Custody Episode Notebook

An error message prompt that a youth must be selected.

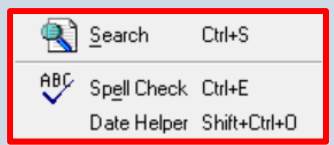
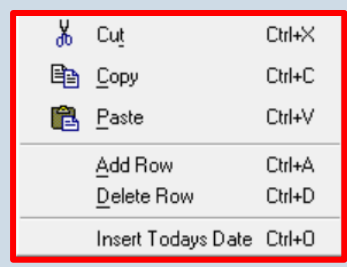
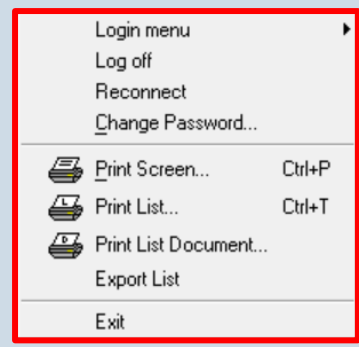
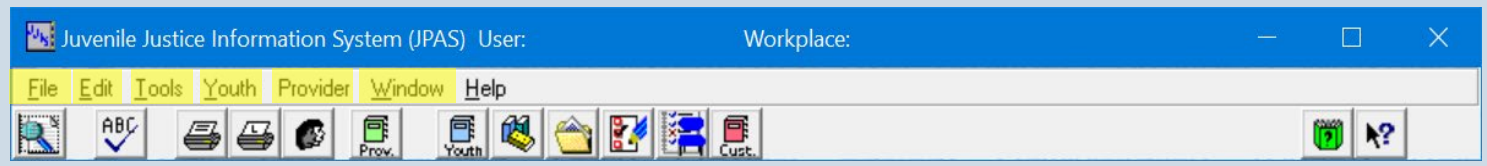


Always start in JPAS by opening the Search Notebook

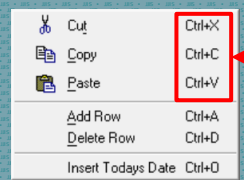
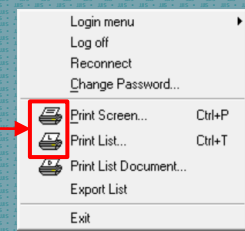
JPAS Toolbars and Menus

Menu Bar

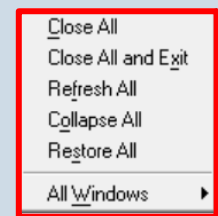
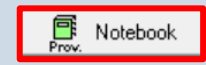
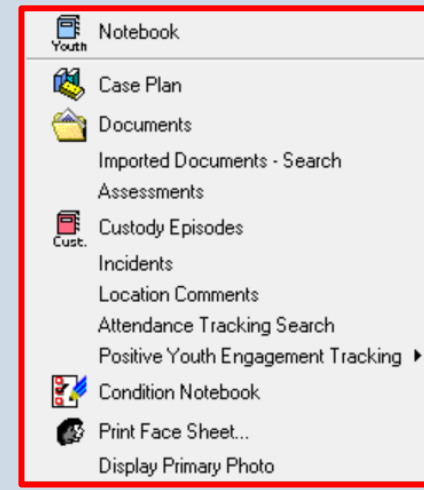
- drop-down lists of JPAS commands
- like the Buttons, commands associated with a youth record require the context of a youth
- some menus correspond with commands available through the button toolbar — the toolbar icon
- some commands have associated keyboard shortcuts common to other software applications (e.g., Microsoft Word®)



BUTTON TOOLBAR ICONS

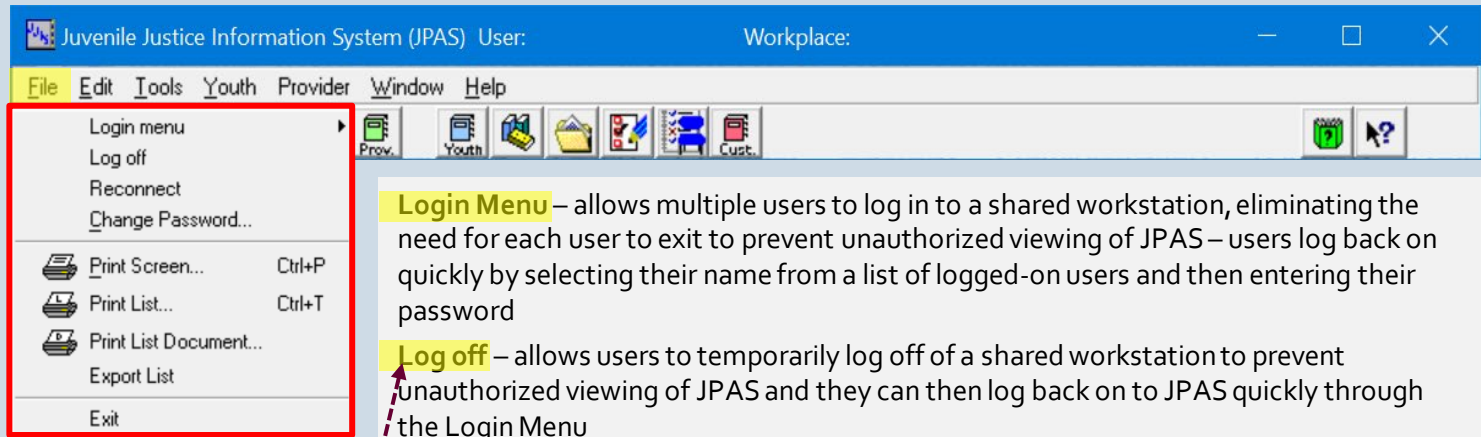


KEYBOARD SHORTCUTS



JPAS Toolbars and Menus

File Menu Functions

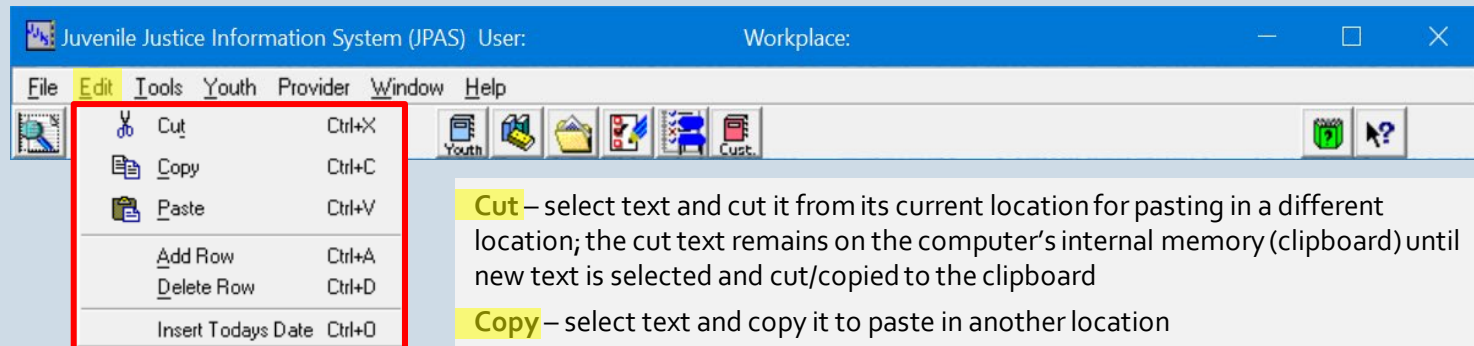


NOTE
Don't forget to log off JPAS at the end of the workday for security purposes and to ensure you receive software updates.

- Login Menu** – allows multiple users to log in to 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 JPAS and they can then log back on to JPAS quickly through the Login Menu
- Reconnect** – allows users to manually reconnect to JPAS 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 (closes) JPAS. JPAS can also be closed by clicking the X in the upper right corner of the title bar. NOTE: All screens must be closed before JPAS can shut down.

JPAS Toolbars and Menus

Edit Menu Functions



Juvenile Justice Information System (JPAS) User: Workplace:

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Add Row	Ctrl+A
Delete Row	Ctrl+D
Insert Today's Date	Ctrl+O

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

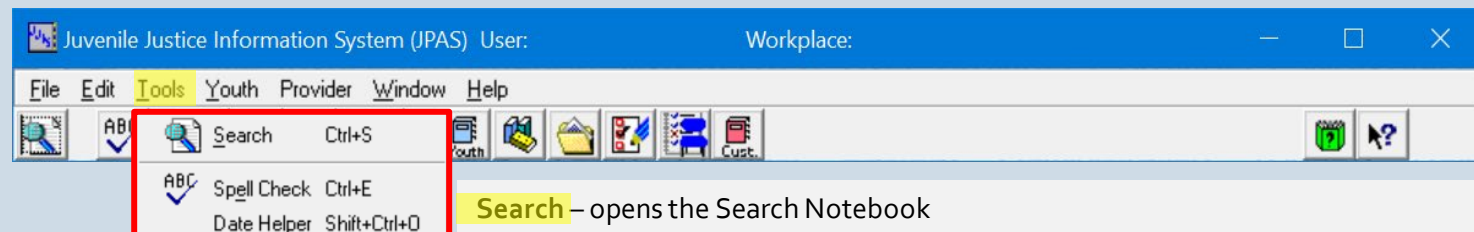
Paste – inserts cut or copied text into a new designated location

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 Functions



Juvenile Justice Information System (JPAS) User: Workplace:

Search	Ctrl+S
Spell Check	Ctrl+E
Date Helper	Shift+Ctrl+O

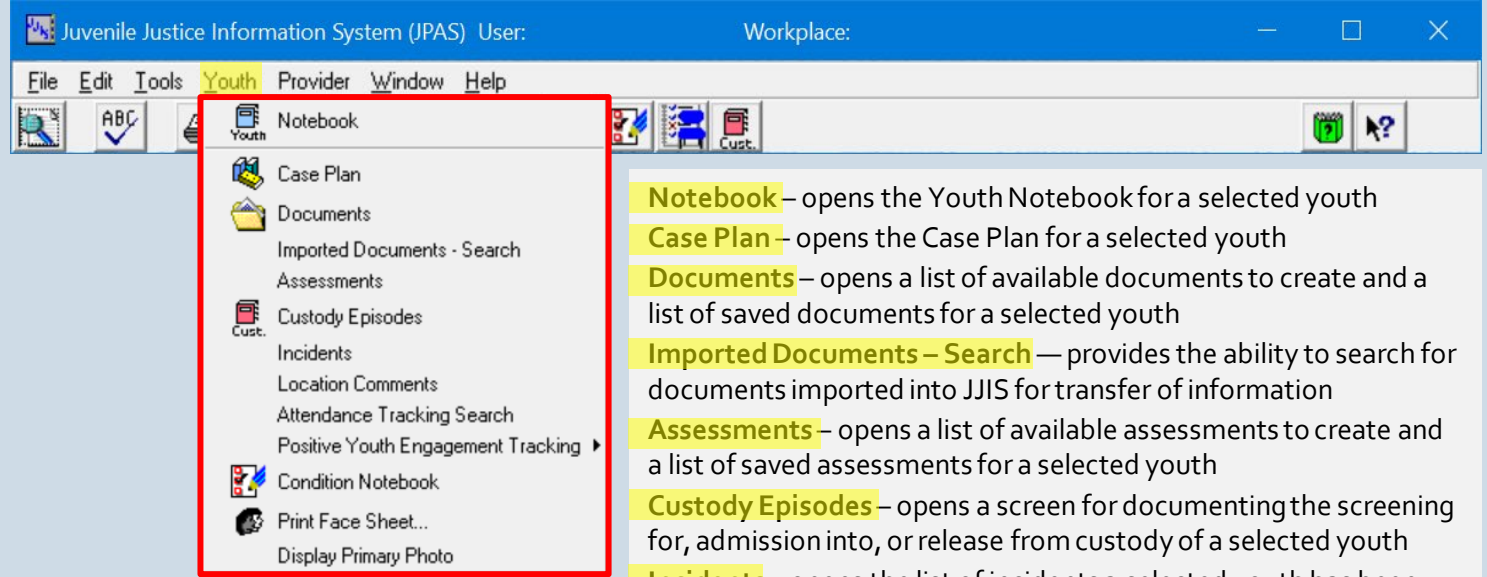
Search – opens the Search Notebook

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

JPAS Toolbars and Menus

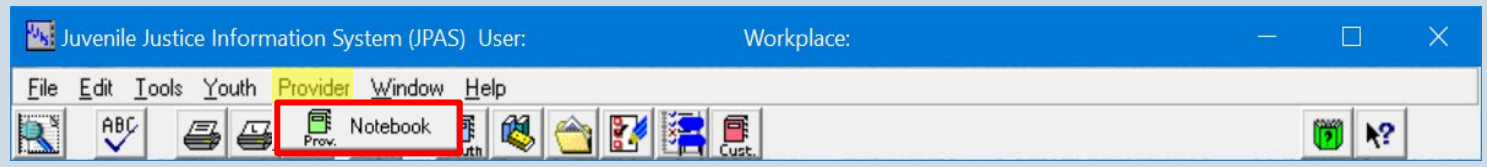
Youth Menu Functions



- 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
- Imported Documents – Search** – provides the ability to search for documents imported into JJIS for transfer of information
- 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
- Positive Youth Engagement Tracking** – tracks the time OYA facility youth participate in PYE activities and their achievements
- 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

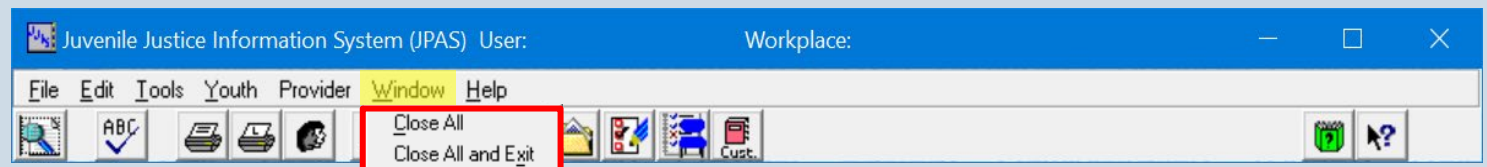
JPAS Toolbars and Menus

Provider Menu Functions



Provider – opens the Provider’s Notebook which includes details of the Provider and its Programs such as personnel, credentials, services, contracts, and more

Window Menu Functions



- 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

Navigation: Youth Notebook

In addition to youth who are currently in a program offered by the provider, providers are given access to view information of youth for whom they've received a referral.

1. In either the Active Caseload or Service Referrals screen, select a youth.
2. Open the Youth Notebook using one of the following methods:
 - Click the Open Notebook button on the screen; or
 - Click the Youth Notebook button on the JPAS button toolbar; or
 - Select Notebook from the Youth menu in the menu bar; or
 - Double-click the name in the table list.

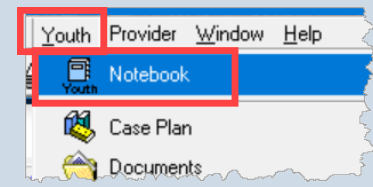
Youth Notebook

The screenshot shows the 'Active Caseload' page in the JPAS system. At the top, there are tabs for 'Active Caseload' and 'Service Referrals'. Below the tabs are filter fields for 'Provider' and 'Program', with 'Search' and 'Clear' buttons. A table with columns for Youth Name, JJIS #, Age, Sex, Program, Start, Primary Worker, and Primary Worker is displayed. A red circle with the number '1' highlights the first row of the table. Below the table, there are two buttons: 'Open Notebook' and 'Progress Notes'. A red arrow points to the 'Open Notebook' button, and a red circle with the number '2' highlights it.

JPAS Toolbar



JPAS Youth Menu



Navigation: Youth Info

The Youth Notebook defaults to the Youth Info tab with general information about the youth.

In addition to the options in the JPAS toolbar buttons and menus, available screens in a youth record display information that will help the provider determine its ability to place and provide appropriate services to the youth.

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

Basic | Youth Info

The screenshot shows the 'Youth Info' form in the JJIS system. The top navigation bar includes 'JJIS #', 'Youth:', 'Jurisdiction:', and 'Page: Youth Info.'. Below this are tabs for 'Basic', 'Placement', 'Referrals & Proceedings', and 'Favorites'. The 'Basic' tab is active. The form is divided into several sections:

- Basic Information:** Includes fields for Business (checkbox), JJIS #, Last Name, First Name, Middle Name, Suffix, Date of Birth, Age, Sex, Adopted (checkbox), SSN, Deceased (checkbox), Date, Whereabouts, Relationship, Birth Place, Race, Ethnicity, and On File (checkbox).
- Address:** Includes radio buttons for Home (selected) and Mailing, and fields for Action (Add, Fix, Same as Youth, Expire), Line 1, Line 2, City, State, Zip, County, and Country.
- Phones:** A table with columns for Primary, Type, and Number.
- Lives With:** A section for identifying living arrangements.
- AKA Names:** A table with columns for Type, Last Name, and First Name.
- AKA DOBs:** A table with a column for AKA DOB.
- Languages:** A table with columns for Primary, Language, and Interpreter.
- Notes:** A text area for additional information.

On the right side of the form, there is a vertical sidebar menu with the following items: Youth Info. (highlighted with a red box), Alerts, Eligibility, Events, ID Numbers, OYA Status, Overview, Persons, Phys. Desc., Pop. Groups, Risk Overview, School Info, and Workers.

Navigation: Prior Treatment

Select the **Placement** tab.

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

Placement | Program History

JJIS #: Youth: Jurisdiction: Page: Program Hist.

[Basic](#) **[Placement](#)** [Referrals & Proceedings](#) [Favorites](#)

Detail Summary Program Type: All

#*	Source	Provider	Program	Program Type	Start	End	Status

[Locations](#)

[Cty. Plcmt](#)

[Interstate](#)

[Program Hist.](#)

[Services](#)

* Number of Programs Merged

Navigation: Location Movements

Select the **Placement** tab.

Select the **Locations** tab on the right.

Click the **Movements** button on the lower right of the screen.

Placement | Locations / Movements

JJIS #: Youth: Jurisdiction: Page: Locations

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

Type	Location	Start Date/Time	Start Reason	Closed Date/Time	Destination

Locations
 Cty. Plcmt
 Interstate
 Program Hist.
 Services

Add Update Remove Proctor Home Location Comments **Movements**

Navigation: Population Groups

Select the **Basic** tab.

Select the **Pop Groups** tab on the right.

NOTE: Uncheck the Show Only Open Population Groups box to see a history of population groups the youth has been assigned to in the past.

Population Groups are a way of grouping youths by a certain category so that they can be tracked (e.g., youth involved in a local research project, youth identified locally as a particular risk, youth that are members of a particular Native American tribe). Groups may be set up for statewide or local purposes.

Basic | Population Groups

JJIS #: Youth: Jurisdiction: Page: Pop. Groups

Basic | Placement | Referrals & Proceedings | Favorites

Show Only Open Population Groups

Category	Subcategory	Start Date	End Date	Notes

Add Switch

Population Group Information

Category: [Dropdown]

Sub Category: [Dropdown]

Start Date: [Text] End Date: [Text]

Added By: [Text]

Notes: [Text Area]

Apply Cancel

- Youth Info.
- Alerts
- Eligibility
- Events
- ID Numbers
- OYA Status
- Overview
- Persons
- Phys. Desc.
- Pop. Groups**
- Risk Overview
- School Info
- Workers

Navigation: Referrals

Referrals are allegations of wrongdoing that have been documented in a police report or other formal means and reported to a juvenile department.

Select the **Referrals & Proceedings** tab.
 Select the **Referrals** tab on the right.
 Select a Referral in the table list.

NOTE: Select "Referrals and Allegation History" from the Display drop-down list to show the history of the referrals.

Click **View** to open a referral and view the details.

Referrals & Proceedings | History

Basic Placement **Referrals & Proceedings** Favorites

Display: Referrals and Allegation History

Ref # / Alleg #	Worker / Status Date	Office / Status	Received Date/County Ref #	Allegation	Finding	Petition#	Disposition (Ordered)
1	10/15/2018	Police	10/15/2018	
2	10/15/2018	Police	10/15/2018	
3	10/15/2018	Police	10/15/2018	
4	10/15/2018	Police	10/15/2018	

Buttons: Add Decision Point, Add, Update, **View**

Navigation: School History

Select the **Basic** tab.

Select the **School Info** tab on the right.

NOTE: Select the Show All radio button to see a history of schools the youth has attended or been enrolled at in the past.

Select a School in the table list to display School Detail.

Basic | School Info and History

JJIS #: Youth: Jurisdiction: Page: School Info

Basic | Placement | Referrals & Proceedings | Favorites

Engaged in School/Work Yes No
 Verified By: _____
 Date: _____

Current School Status: _____ IEP: _____ Reported Date: _____
 High School Graduation Date: _____ Current Grade: _____
 GED Date: _____ Last Grade Completed: _____
 Credits: _____

School History Show Active Show All

School Name	Rpt Start Date	Status	End Reason	Rpt End Date

School Detail

Type: _____ City: _____ Level: All _____
 School: _____ Phone: _____
 Address: _____ Contact: _____
 Rpt Start Date: _____ Rpt End Date: _____ End Reason: _____
 Notes: _____

Right sidebar menu: Youth Info, Alerts, Eligibility, Events, ID Numbers, OYA Status, Overview, Persons, Phys. Desc., Pop. Groups, Risk Overview, **School Info**, Workers

Navigation: Contact Conditions

Contact Conditions indicate with whom and under what circumstances a youth may have contact with – either in person, by phone, or by mail.

Select the **Basic** tab on the top.

Select the **Persons** tab on the right of the screen.

Select a person in the list and click **Contact Conditions** in the lower left corner to open a secondary screen displaying the contact conditions for the selected person.

Basic | Persons

JJIS #: Youth: Jurisdiction: Page: Persons

Basic Placement Referrals & Proceedings Favorites

Role: All Status: Active Inactive All Address: Primary All

Role	Name	Relationship	Primary Phone	Addr. Entry Dt	Address

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

Contact Conditions

Name: [text] Last Changed By: [text]

Effective Date: [text]

Approved By: [text]

Visiting Status: [text]

Phone Status: [text]

Mail Status: [text]

Conditions/Static Information: [text]

LEDs Check Completed [checked]

OYA Facility Access Form Signed (FAF) [unchecked]

View Person Details Add Person OK Apply Cancel

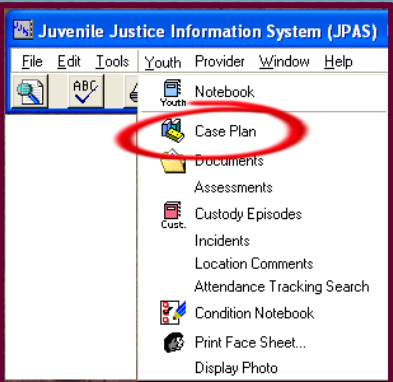
Navigation: Case Plan

Youth new to OYA will not have a Case Plan in JJIS until one has been completed:

- by the JPPO within 45 days of the youth being placed on probation with OYA; or
- by a facility Living Unit Manager within 105 days of being admitted to an OYA facility

Select the **Case Plan** button on the JPAS toolbar; or select Case Plan from the Youth menu. Click the "+" sign to the left of the Case Plan parts

- Expand the History and Background phase of the Case Plan to review background information on the youth.
- Expand parts of the plan to view, problems, strengths, long-term goals and competencies for specific domains.



Case Plan

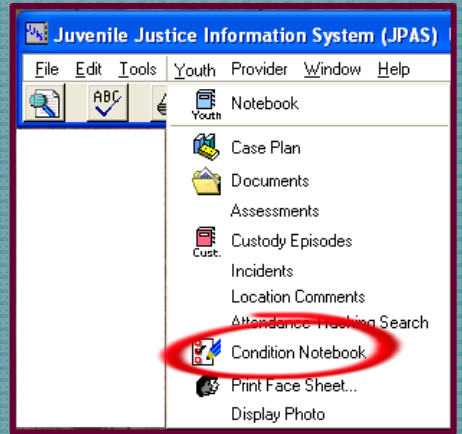
The screenshot shows the JJIS Case Plan interface for a youth named Joseph. The 'Phases' list on the left includes 'Intake Youth History and Background', which is expanded to show 'Family History: Joseph comes from a single-parent home...'. A secondary window titled 'Manage Impulsive Behavior' is open, showing a goal: 'Youth will manage impulsive behaviors.' with a table of competencies.

Description	Rating	Target	Status
Demonstrates verbal & non-verbal refusal skill	0	0	In Progress
Displays ability to avoid external triggers to imp	0	0	In Progress
Exhibits ability to identify own impulsive behavi	0	0	In Progress
Identifies internal triggers to impulsivity	0	0	In Progress
Uses techniques to manage impulsive behavi	0	0	In Progress

Navigation: Conditions

Select the **Condition Notebook** icon from the JPAS toolbar; or select Condition Notebook from the Youth menu.

*The Condition Notebook is also accessible through the Case Plan – select the **Conditions** button on the left side of the case plan.*



Conditions

File Edit Tools Youth Provider Window Help

JJIS #: Youth: Condition Maintenance

Filter: All Trackable Conditions Open Closed All Dec Point All View Search Clear

Description	Owing	Amount	Completed	Decision Point	Petition	Status
Restitution	US\$200.00	US\$200.00	0 Dollars			Pend

Add View Summary Remove

Total Amount Unit Total Completed

Ordered Date Due Date Approval

Close Status Close Date

Decision Point View Go To...

Court Ordered

Notes Program Preference Display for Office Program Search

Program Name	Start Date	Closed Date	Completion Status

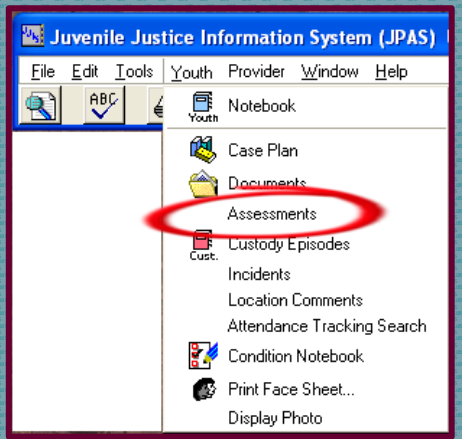
Action Steps

Basic Details Mass Update OK Apply Cancel

Navigation: Assessments

Select **Assessments** from the Youth menu. The lower area of the screen displays saved assessments that have been conducted with the youth.

*The list of saved assessments is also accessible through the **Case Plan** – select the **Assessments** button on the left side of the Case Plan screen.*



Assessments

JJIS #: Youth: / Assessments

Available Assessments (* Protected ** Protected & Restricted)

Office: Category: All Type: Youth Search Reset

Title	Visibility	Created By	Created	Activated	Cate...

Build Build and Base On...

Saved Assessments (* Protected ** Protected & Restricted)

Show All Show Only Selected

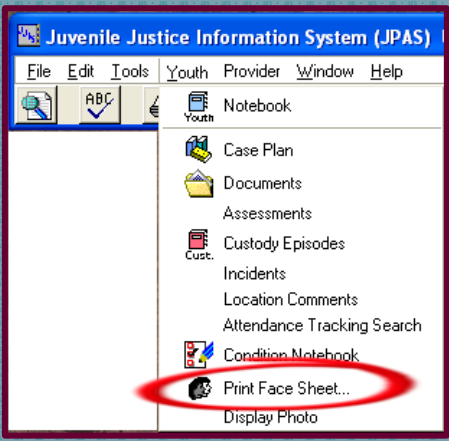
Title	Assessment	Completed	Locked	Assessor

Open Doc Print Doc Security Access Graph Compare... Remove Unlock Update View

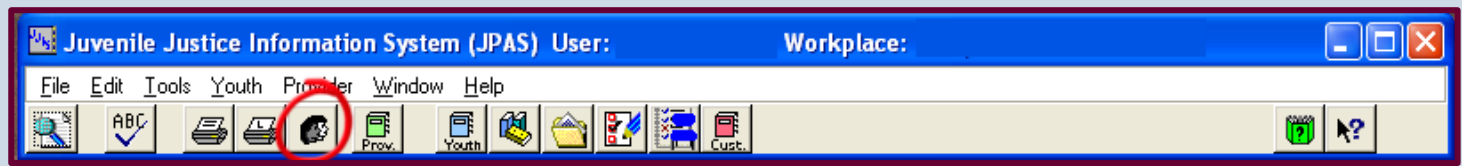
Navigation: Print Face Sheet

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

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



Face Sheets



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:

Identifying Numbers

Identification Type	Number	County
DHS Prime Number	AZ12345A	
DHS Case Number	AZ12345A	

Family Information

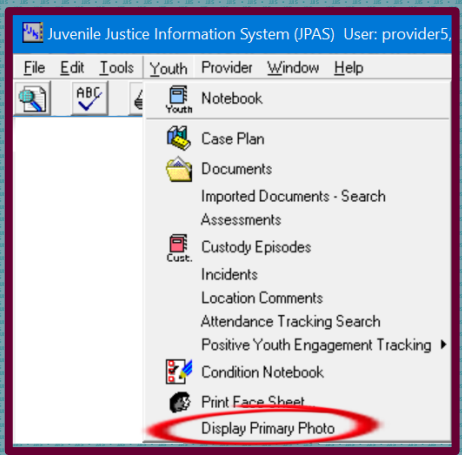
Name / Address / Mailing Address / Deceased	Relationship / Home Phone / Age / Birthdate	Primary Phone / Work Phone / Cell Phone / Language

Referral History

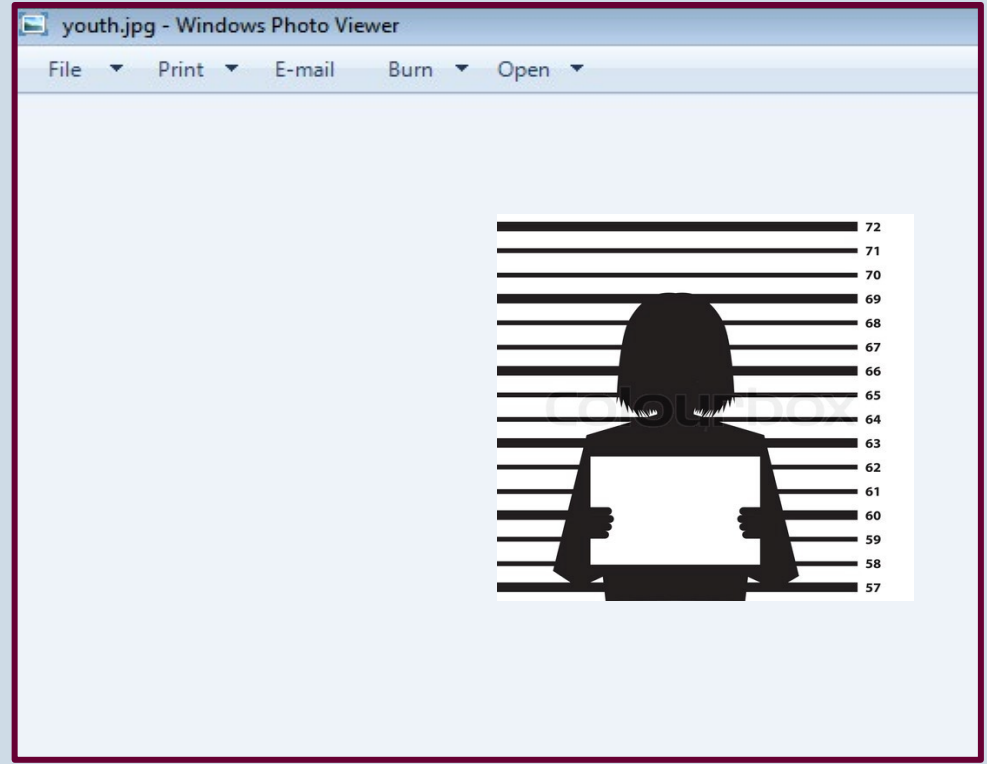
Seq #	Worker / Status Date / Occurred Date	Office / Status / Petition #	Received Date / Allegation / ORS #	Agency - Report Id / Disposition
01	Worker OYA - QA, Sec Coord m.	Central Support - OYA	06.01/2010 12345	
1	06.01/2010	Original - Police Report	Assault-2	
	06.01/2010		163175	

Navigation: Display Photo

Select **Display Primary Photo** from the Youth menu.
 The photo opens in a photo viewer application.



Youth Photo



Navigation: Imported Documents

The JJIS Imported Documents feature is intended to streamline the transfer of information between JJIS workers and stakeholders, and facilitate appropriate sharing of specific documents by reducing the need to email, fax, or mail documents between JJIS partners (juvenile departments, detention, OYA, and OYA contracted residential providers).

However, JJIS is not a complete electronic case file and does not replace the local hard file or any local electronic document management system.

Three JJIS security roles grant users the ability to view PDFs of imported documents based on the document's security classification:

- High (Role 81)
- Medium (Role 108)
- Low (Role 93)

Your access to imported documents is granted when your account is set up.

HIGH Role 81 View High, Medium, & Low	Medical	Immunization Record	
		Insurance/BRS Authorization	
	Assessments / Evaluations	Firesetter	Psychiatric Assessment Psycho Sexual Assessment
		Mental Health	
		Psychological	
		Sex Offender	
		Sexual Safety Education	
		Substance Use	
	Progress Reports	Other	
		Firesetter	
		Mental Health	
		Psychological	
		Sex Offender	
		Substance Use	
Other			

MEDIUM Role 108 View Medium & Low	Case Management	Accountability	
		Department of Corrections	
		Education/Vocational	
		General Case Plan	Provider Master Service Plan; Provider 90-day Review
		Incident Reports	
		Informal Agreement/FAA	
		Interstate Compact	
		Reformation Plan	
		Skill Development	
		Title IV-E	

LOW Role 93 View Low	Police Report	—	
	Court Document	Conditional Release Conditions	Affidavit, Probable Cause
		Motions	
		Orders	
		Petitions	
		Probation Conditions	
		Second Look Documents	
		Parole Agreement	
	Youth Identification	Birth Certificate	
		Tribal Identification	
		Other Identifications	

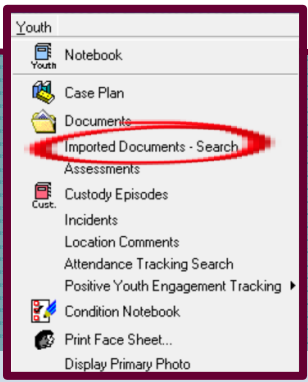
Navigation: Imported Documents

Select **Imported Documents – Search** from the Youth menu.

The screen defaults to display All documents that have been imported into the youth’s record. The default filters can be changed to display only documents that meet selected criteria:

- Category
- Subcategory
- Document Date (range)
- Keywords — keywords must be an exact match - not a “sounds like” or partial word (e.g., searching for “report” will not return documents with “reports” as a keyword).

Click **Search**.



Imported Documents

The screenshot shows a software window titled 'Imported Youth Document - Search'. At the top, there are search filters: 'Category' set to 'All', 'Subcategory' set to 'All', 'Document Date: Between' with two empty date fields, and a 'Keywords' text box. There are 'Search' and 'Reset' buttons. Below the filters, a table is displayed with the following columns: Document Date, Document Name, Category, Subcategory, and Keywords. The table contains several rows of data, though the text is blurred. At the bottom of the window, there are 'Open Document' and 'Security Access' buttons.

- If a user does not have appropriate security to view a document (based on document category), an error message appears and the user will not be able to proceed with opening the document.
- If a user does have appropriate security, a Protected Information screen appears. The user can enter an Access Note explaining why the document was accessed (optional, but recommended).

Questions or Need Assistance?

Email the
JPAS Security Coordinator at OYA

JPASSecurityCoordinator@oya.oregon.gov

Thank you . . .