



Juvenile Justice
Information System

JPAS

Juvenile Provider Access System

JJIS – A Shared Information System

(July 2015)





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.

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**.

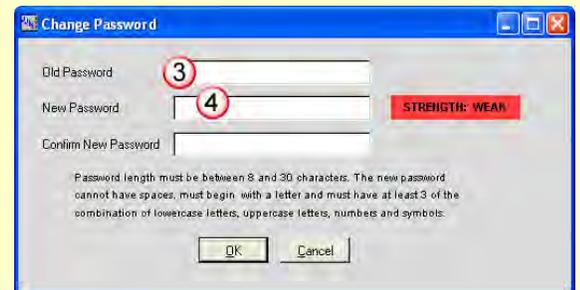
Change JPAS Password

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.



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.

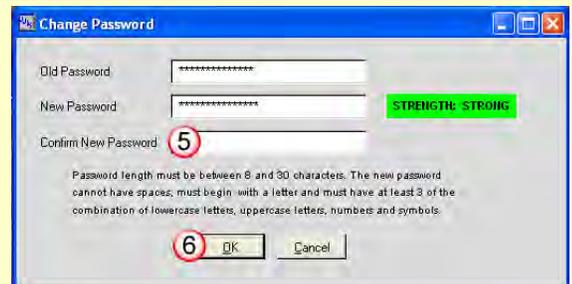
[Sara Muzechenko — 503-373-7595 or sara.muzechenko@oya.state.or.us]

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

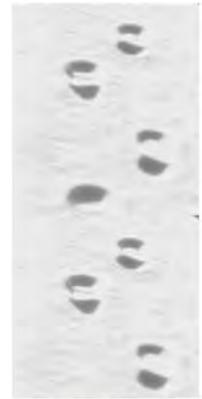
► Enter Youth Progress Notes — JPPO can use in case planning

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



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 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. Individuals who have access to the restricted information can grant access to another Security Group or 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)”.



Change JPAS Password

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

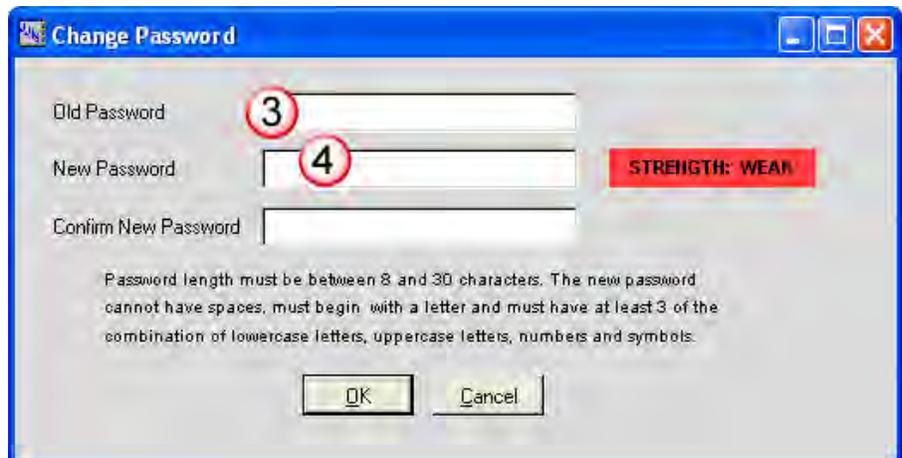


The Change Password screen opens.

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.

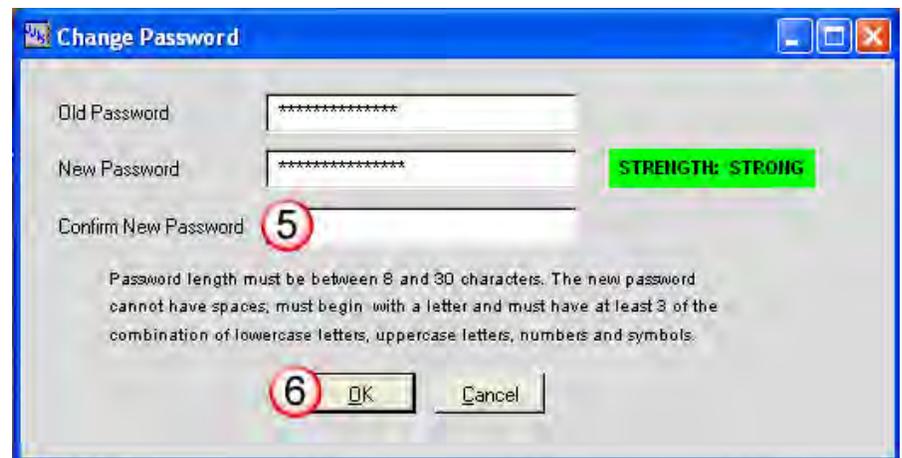


As the new password is entered, a strength indicator on the screen changes when the password meets the criteria for a strong password.

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.





View and Filter Active Caseload

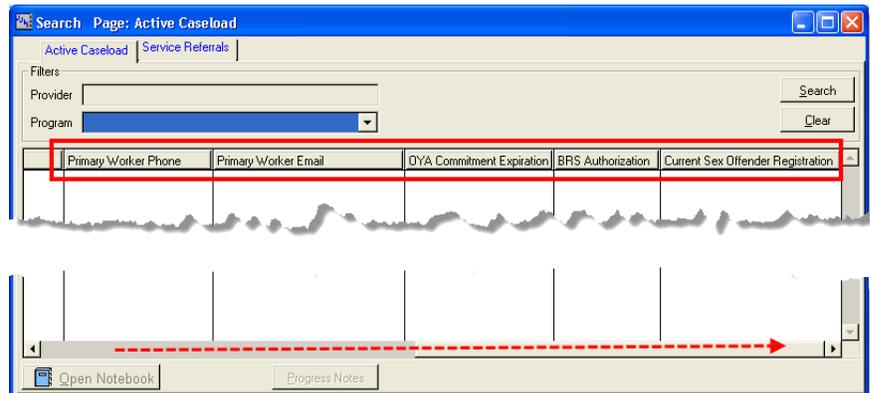
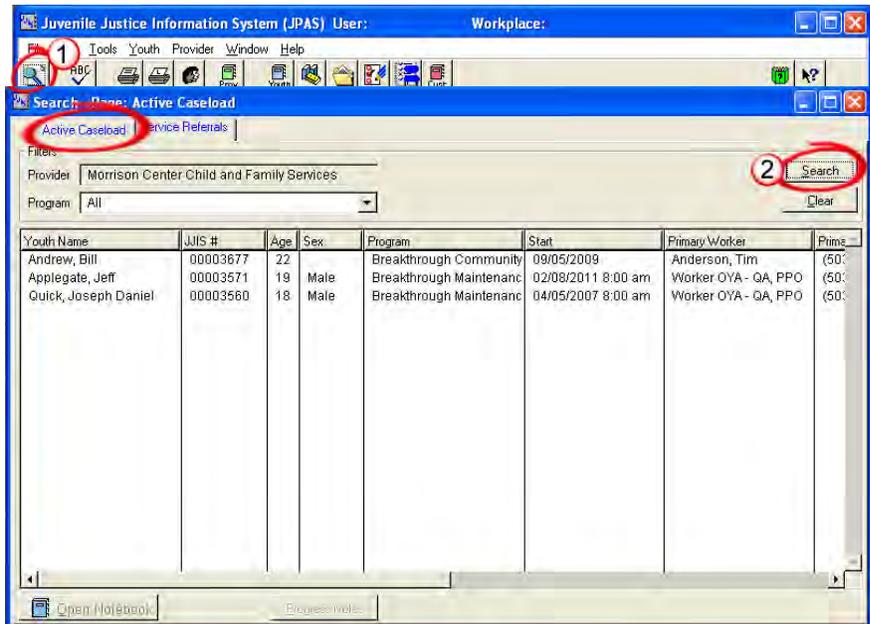
Open and log on to the JPAS application via the JJISWeb system.

1. Click the **Search** icon on the JPAS toolbar to open the Active Caseload list for all programs operated by the Provider.
2. Click **Search** to display the names of all youth currently in the program.

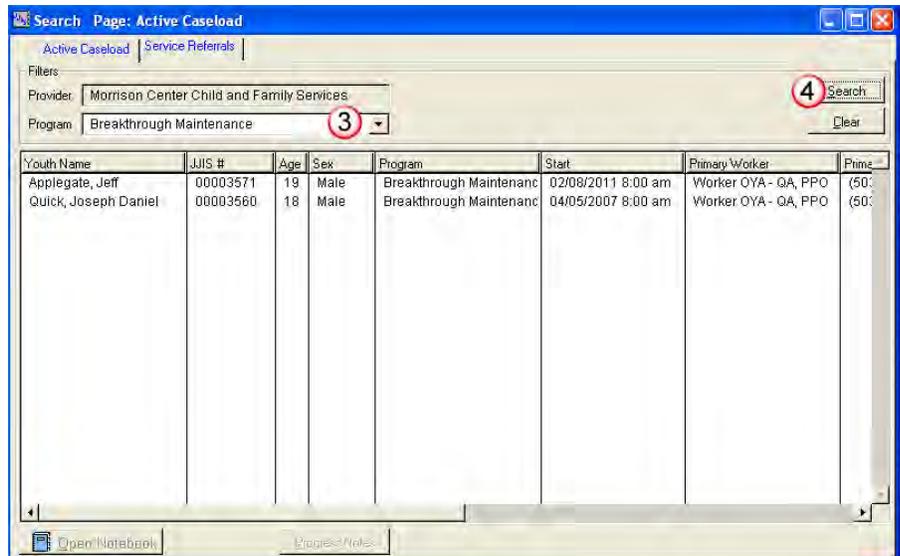
The list includes the following columns of information:

- Youth Name
- JJIS #
- Age
- Sex
- Program
- Start
- Primary Worker
- Primary Worker Phone
- Primary Worker Email
- OYA Commitment Expiration
- BRS Authorization
- Current Sex Offender Registration

NOTE: Use the horizontal scrollbar at the bottom of the screen to display more columns of information.



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





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**.

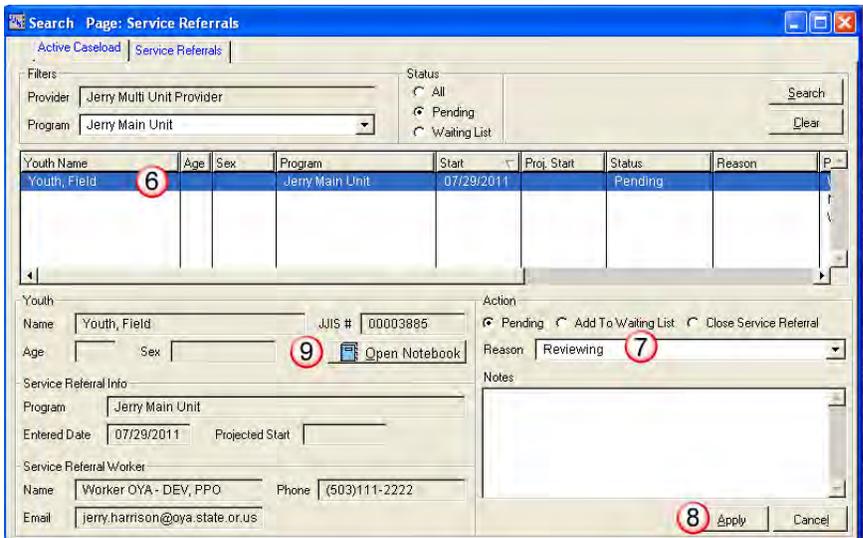
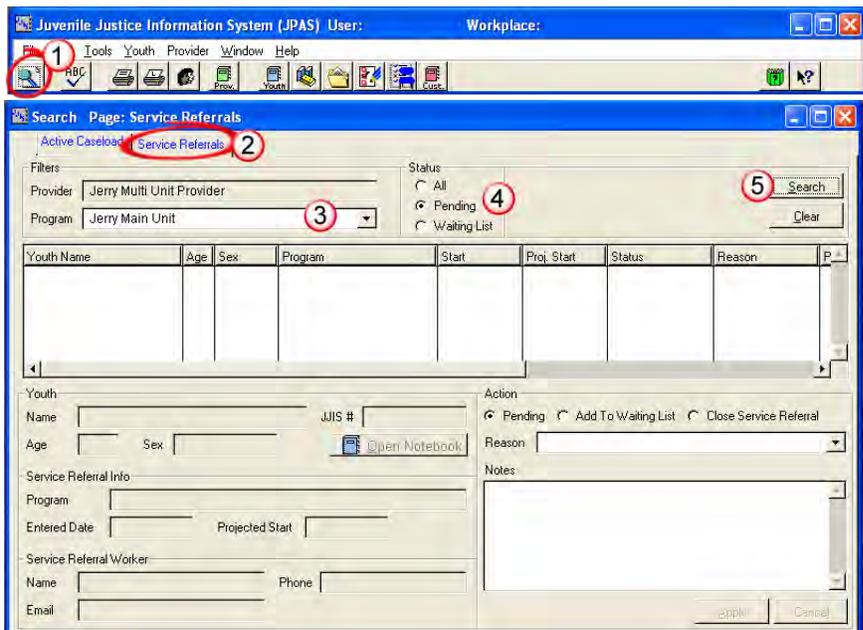
8. Click **Apply** to save the status. (JPAS sends an automatic e-mail notification to the JPPO.)
9. Click **Open Notebook**.

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 and to take further action regarding the missing information.

Search Page: Service Referrals

Active Cases | 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

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

Reason: Missing Information

Notes:

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

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 and to take further action to open a service with the provider.

Search Page: Service Referrals

Active Cases | 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

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

Reason: Accepted

Notes: Milieu Fit, Placement Skipped per OYA

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

Apply Cancel



Consider / Accept / Reject Service Referral

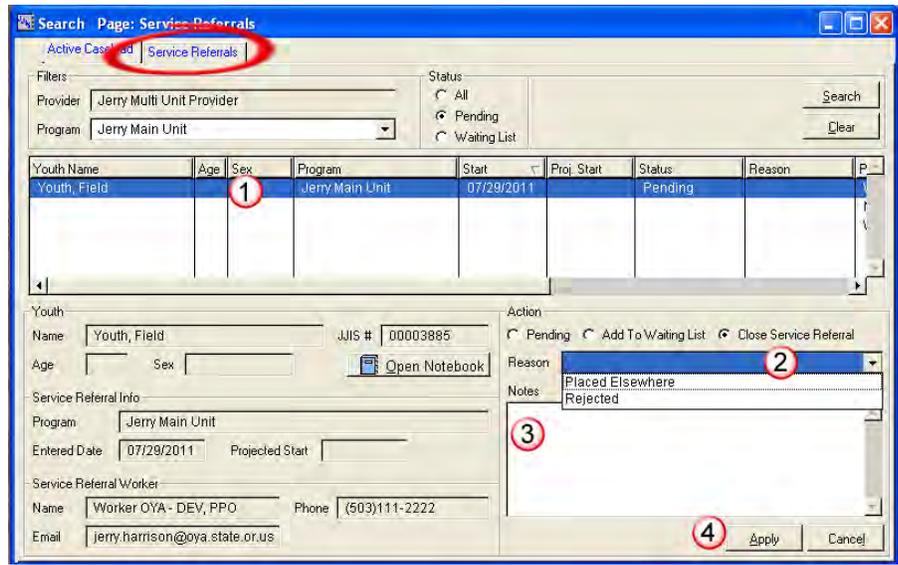
Reject Service Referral

In the Service Referrals tab,

1. Select the **Youth** name in the list.
2. Select the **Close Service Referral** radio button — then select the appropriate **Reason** from the drop-down list:

Placed Elsewhere

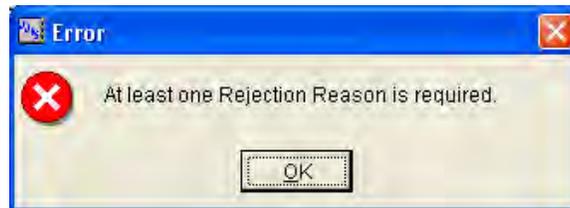
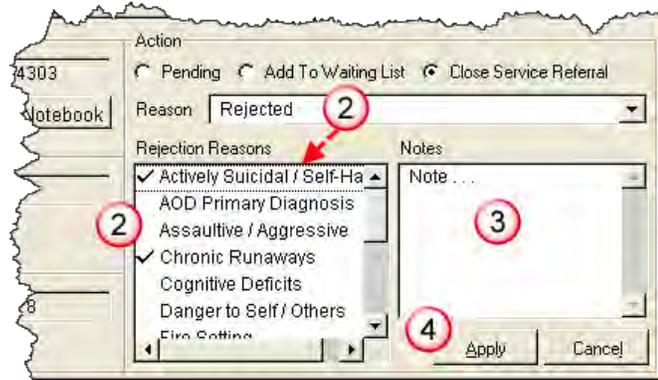
3. Enter any additional **Notes**.
4. Click **Apply** to save the entry.



Rejected

If the referral is rejected, select a Rejection Reason(s) from the 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



NOTE: Multiple reasons may be selected — but at least one rejection reason is required.

3. Enter any additional **Notes**.
4. 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.



Enter a Progress Note

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

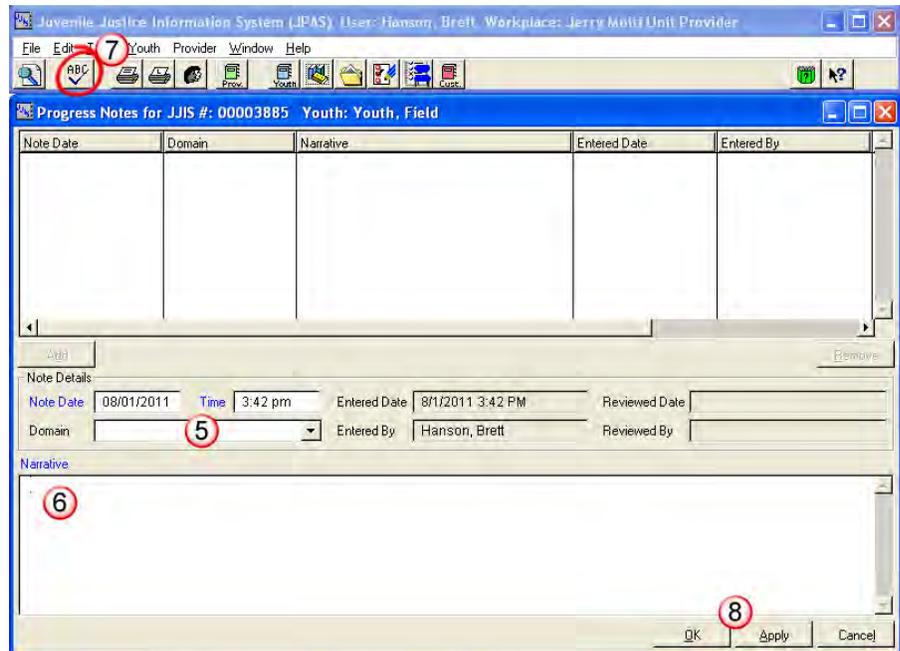
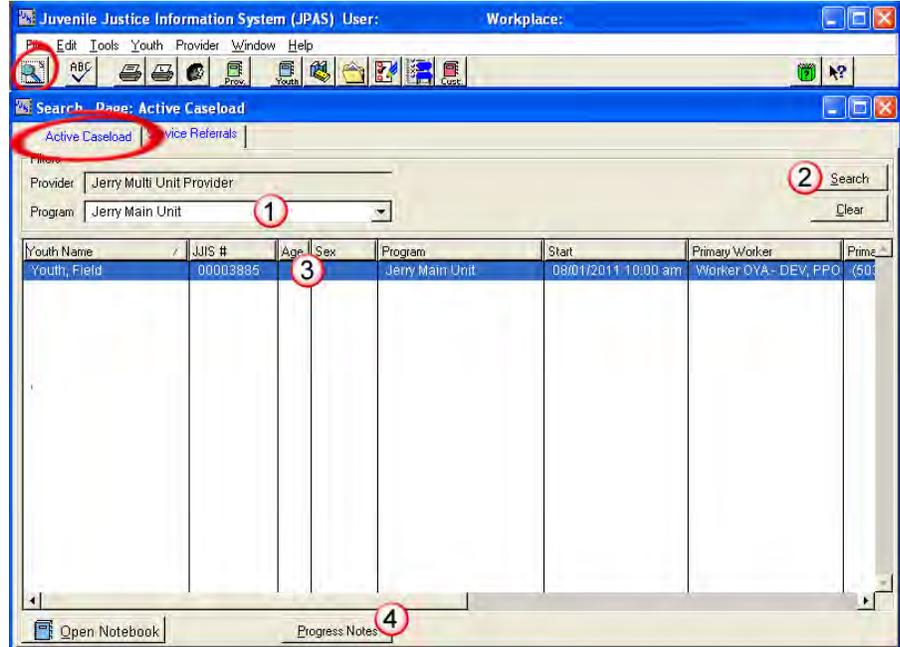
The Search screen defaults to the Active Caseload tab for the location of the logged-in worker; the Program field defaults to All.

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

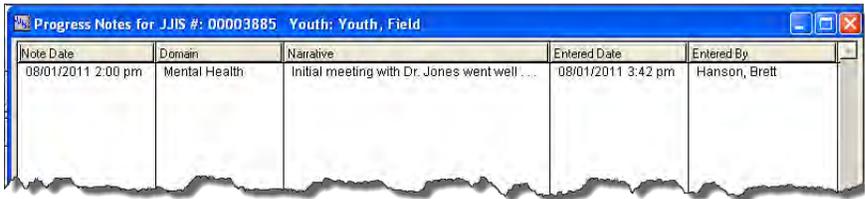
6. Enter the Narrative of the Progress Note.

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.

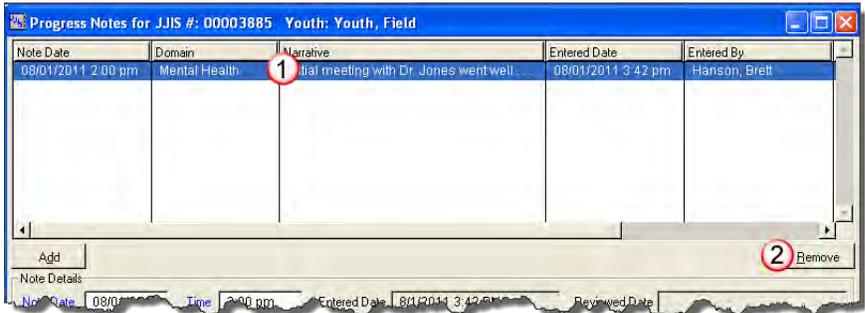
The entry appears in the list of notes in the upper area of the screen.

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

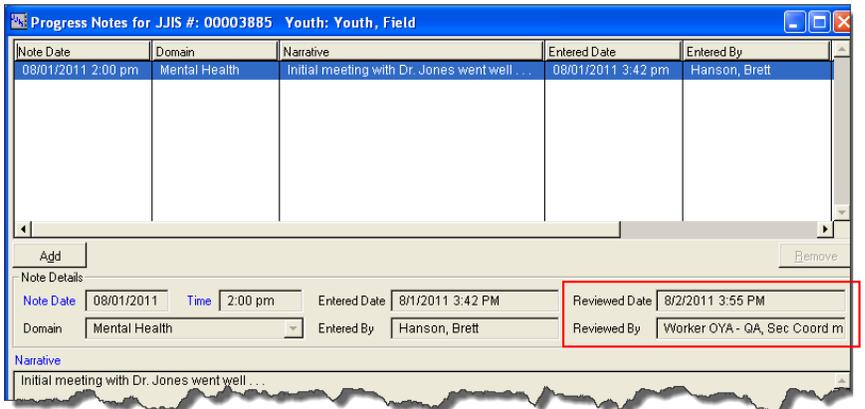


Deleting a Progress Note

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.





Imported Documents in JJIS

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

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

Each JJIS internal partner agency that implements the Imported Documents feature will develop local policy and procedure clearly describing for staff:

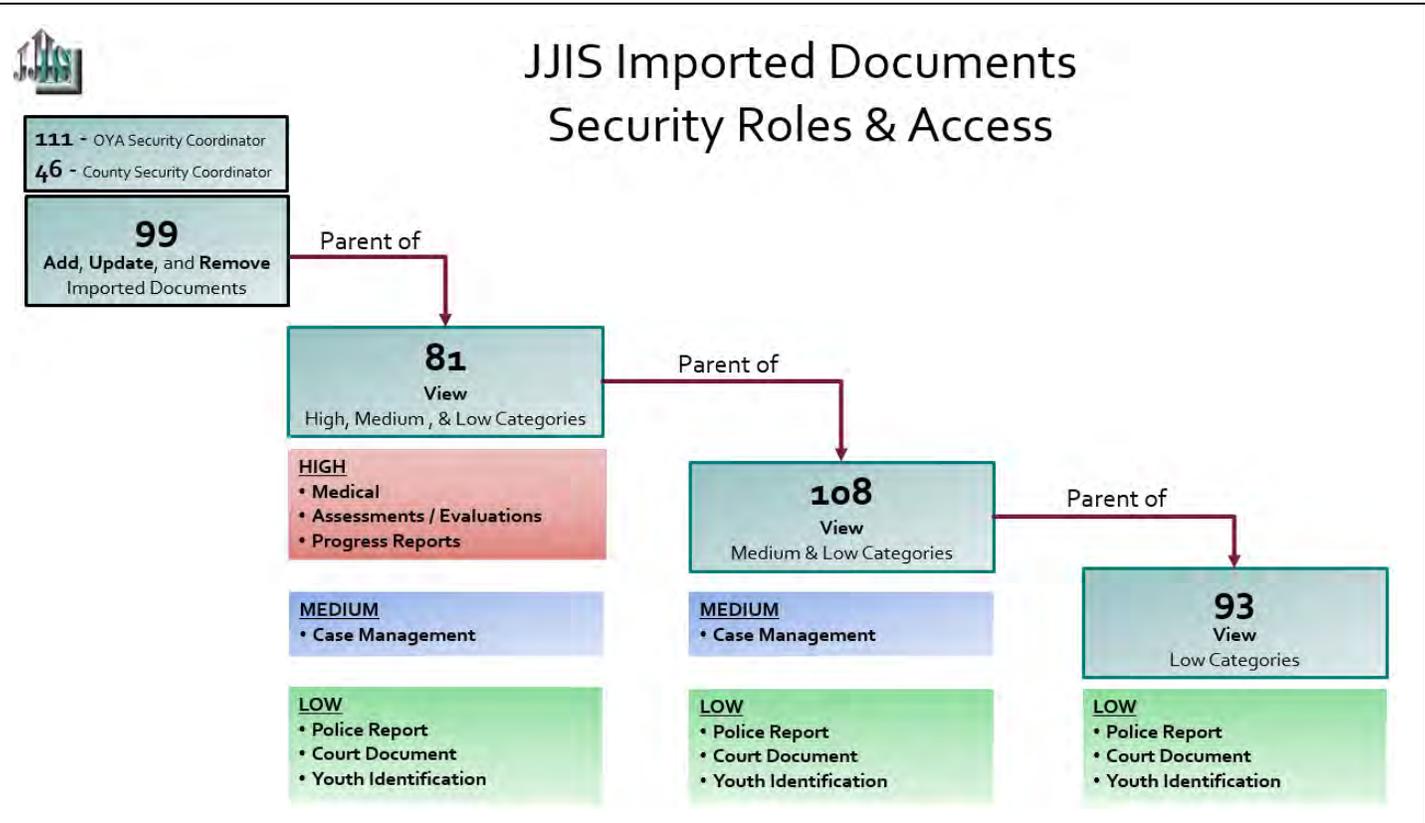
- what documents will be imported into JJIS;
- which worker types will have each Security Role;
- work flow and logistics associated with importing documents;
- re-disclosure of confidential youth information and e-mailing of imported documents; and.
- interagency protocol and minimum expectations for OYA field office and juvenile departments around importing documents.

Security Roles & Access

There are four JJIS security roles associated with the Imported Documents feature. Primary **Role 99** grants the individual designated to import documents to **Add, Update, and Remove Imported Documents**.

Three secondary roles grant users the ability to **View Imported Documents** based on a high (Role 81), medium (Role 108), or low (Role 93) security classification.

The “importer” categorizes a document during the import process. The selected category determines the security level of the document which makes it viewable only to individuals who are granted the corresponding security role.





IMPORTED DOCUMENT SECURITY

Security Level	Category	Document Examples	
Role 99 – Add, Update, and Remove Imported Documents			
HIGH — Role 81 — View High, Medium, & Low Categories			
	Medical	Immunization Record	
		Insurance/BRS Authorization	
	Assessments /Evaluations	Firesetter	Psychiatric Assessment
		Mental Health	
		Psychological	Psycho Sexual Assessment
		Sex Offender	
Substance Abuse			
Sexual Safety Education			
Other			
Progress Reports	Firesetter		
	Mental Health		
	Psychological		
	Sex Offender		
	Substance Abuse		
Other			
MEDIUM — Role 108 — View Medium & Low Categories			
	Case Management	Accountability	Provider Master Service Plan; Provider 90-Day Review
		Education/Vocational	
		General Case Plan	
		Incident Reports	
		Skill Development	
LOW — Role 93 — View Low Categories			
	Police Report	—	
	Court Documents	Conditional Release Conditions	Affidavit; Probable Cause
		Motions	
Orders			
Petitions			
Probation Conditions			
Parole Agreement			
Youth Identification	Birth Certificate		
	Tribal Identification		
	Other Identifications		

Search for an Imported Document

For a selected youth,

1. Open the **Youth** menu.
2. Select **Imported Documents** – Search from the Youth menu.
3. Select **Search**.
4. In the Search screen, scroll through the list of documents; or change the default All search filters at the top of the page to display only documents that meet selected criteria:

- Category
- Subcategory
- Document Date (range)
- Keywords

NOTE: Keywords must be an exact match — not a partial word. For example, searching for “report” will not return documents with keywords of “reports”.

5. Click **Search**.

Documents that match the search criteria display in the list.

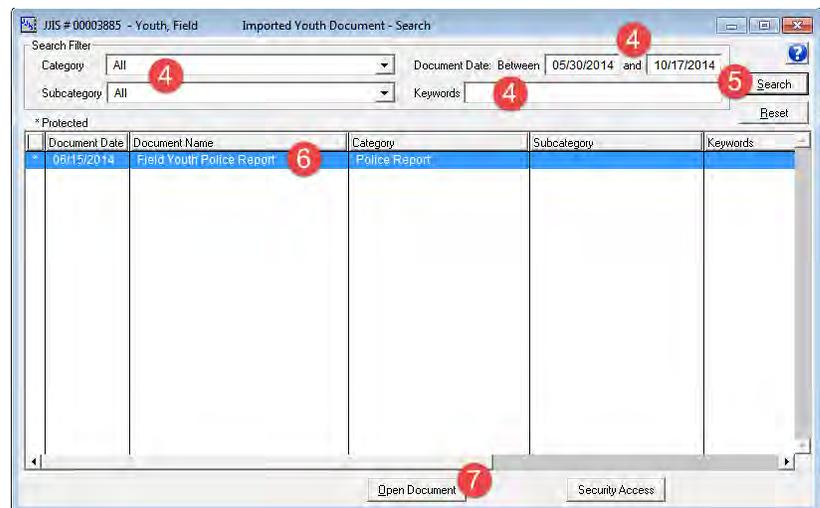
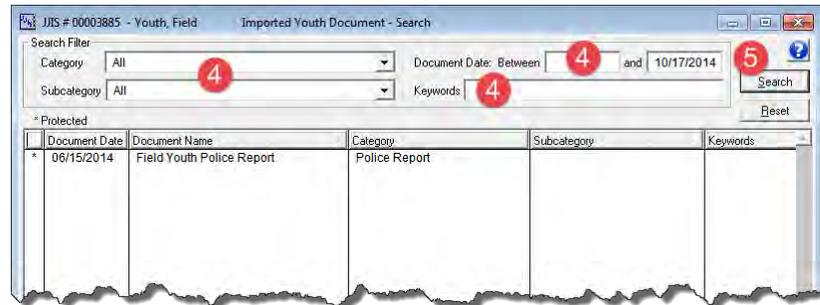
6. In the list of documents, select the document you wish to open.
7. Click **Open Document**.

NOTE: If the user does not have appropriate security to view the document (based on document category), an error message appears. Click **OK** to close the message. The user cannot proceed.

8. If the user does have appropriate security, a Protected Information screen appears. An Access Note can be entered, explaining why the document was accessed (optional, but recommended).

9. Click **Yes** to proceed with opening the document.

The document opens in Adobe Acrobat Reader.





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 — providers can access the available screens and options in the JPAS Youth menu to review information to help determine their 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:

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

Basic Placement Referrals & Proceedings Favorites

Basic Information Business JJS # 00003885

Last Name Youth First Name Field Middle Name Suffix Date of Birth Sex Age 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 DOBs AKA DOB

Notes

Apply Cancel

Youth

Notebook

Case Plan

Documents Imported Documents - Search Assessments

Cust. Custody Episodes Incidents Location Comments Attendance Tracking Search Positive Youth Engagement Tracking

Condition Notebook Print Face Sheet... Display Photo

Updated

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

Locations City, Plcmt Interstate Program Hist Serv. Referral Services

add Done Mass Update Preview

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



Navigate Youth Information

Eligibility

- Select the **Basic** tab on the top
- Select the **Eligibility** tab on the right

Type	Determination	Reason	Review	Effective	Closed
BRS Authoriza	Authorized			09/15/2010	09/14/2011
Medical	General Assistance			02/18/2011	

Prior Treatment

- Select the **Placement** tab on the top.
- Select the **Program History** tab on the right.

#	Source	Provider	Program	Program Type	Start	End	Status
1	Service	Meadowlark Manor	Meadowlark Manor	Skill Developm	07/01/2011	07/02/2011	Incomplete

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

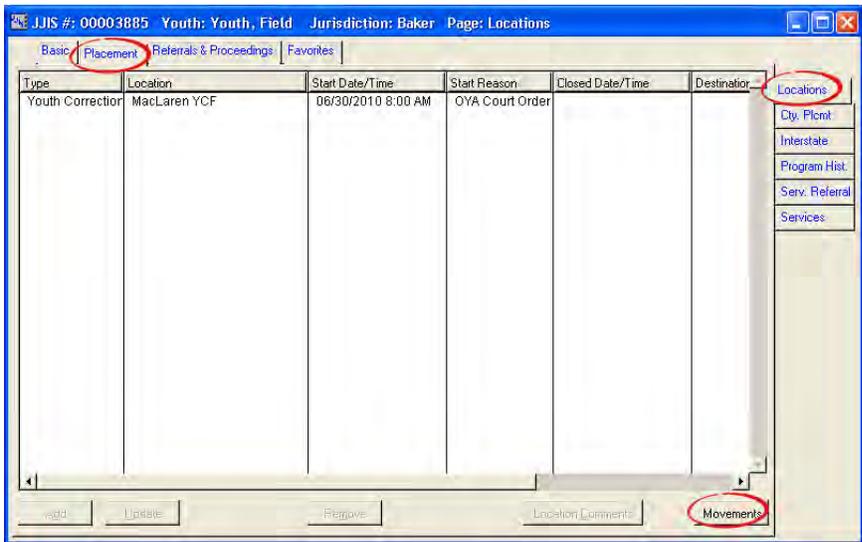
Start	End	Type	Location
08/01/2011		Shelter Care	Jerry Multi Unit Provider/Jerry
07/01/2011	07/02/2011	Residential	Meadowlark Manor/Meadowl.



Navigate Youth Information

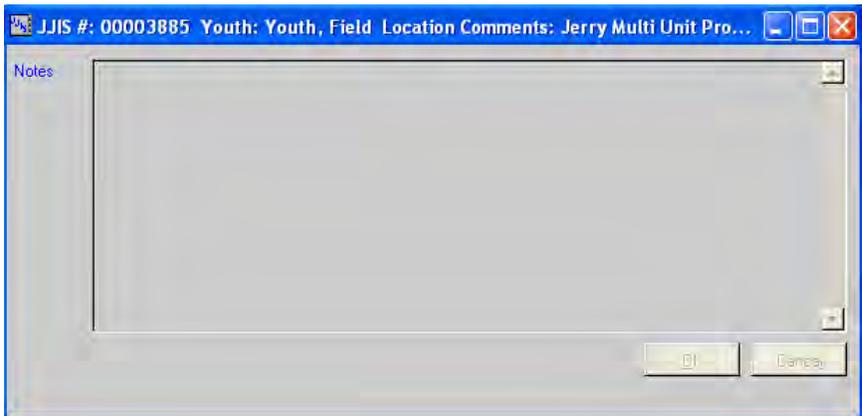
Location Movements

- Select the **Placement** tab on the top and the **Locations** tab on the right — then click the **Movements** button on the screen.



Location Comments

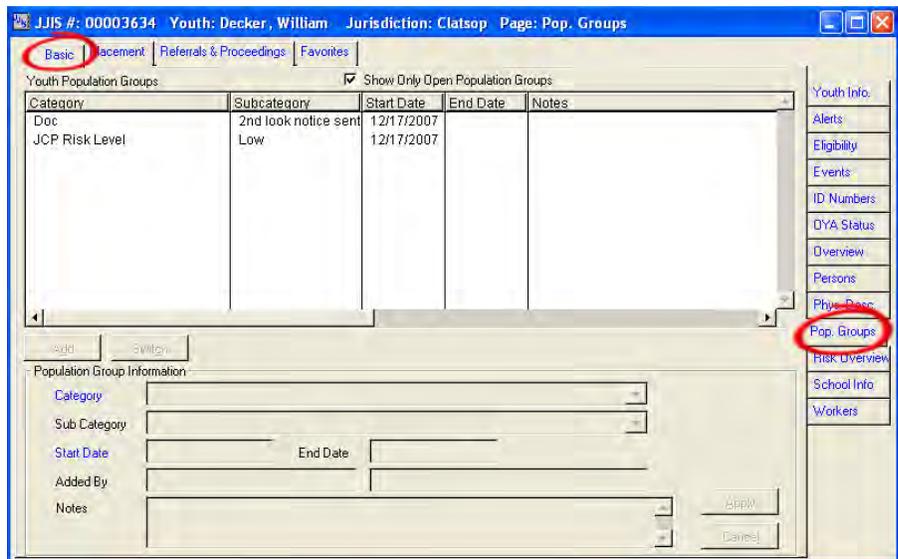
- Select Location Comments from the Youth menu on the JPAS toolbar.



Population Groups

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

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





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.

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

Ref # / Alleg #	Worker / Status Date	Office / Status	Received Date/County Ref #	Allegation	Finding	Petition #	Disposition (Order)	Decision Pts
03	Egbert, Paul	South Valley Parole/Pr	11/02/2004	5656				Warrants
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	

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.

Dec. Date	Petition Nos. / Ref # Alleg #	Decision Point Type / Allegation - Status	Outcome / Alleg Finding	Allegation Disposition	Link to
01/15/2005	9997	Adjudication & Disposition	Finding/Disposition/Conc		
	Ref. 3 Alleg. 2	Arson-1 - Final	Juris. found by Pleas	Commit to OYA-YCF	
	Ref. 3 Alleg. 2	Assault-2 - Final	Juris. found by Pleas	Commit to OYA-YCF	
	Ref. 3 Alleg. 3	Criminal Trespass-1 - Final	Juris. found by Pleas	Commit to OYA-YCF	

School History

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

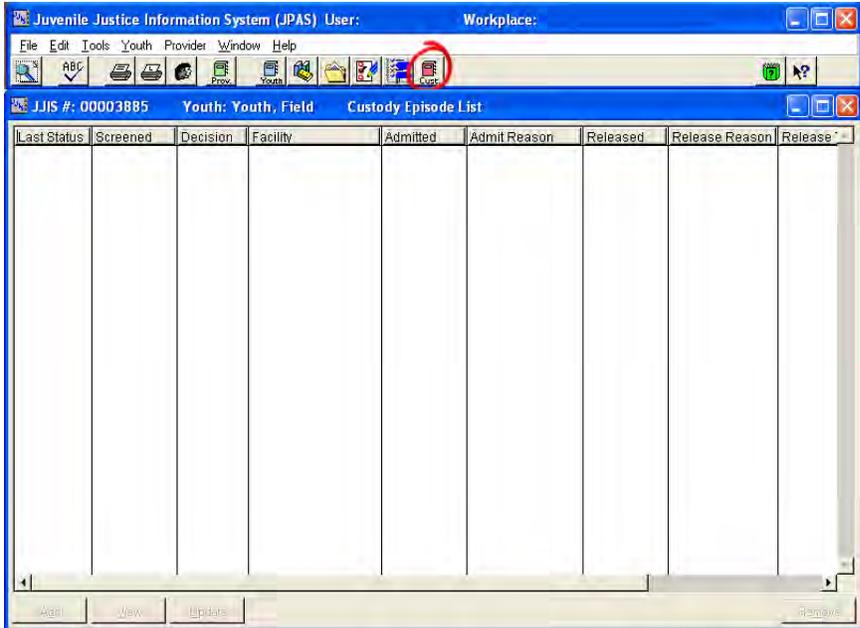
School Name	Rpt Start Date	Status	End Reason	Rpt End Date
CALAPOOIA MIDDLE SCHOOL	08/27/2010	Enrolled		



Navigate Youth Information

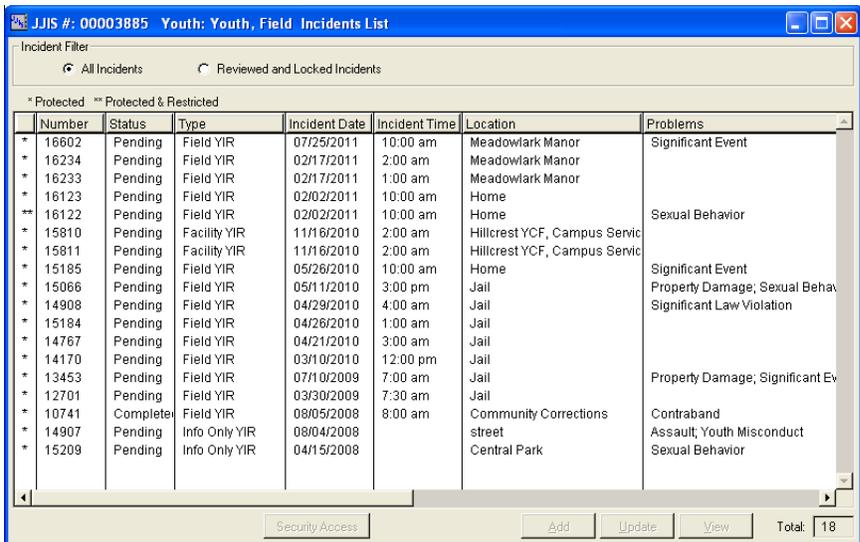
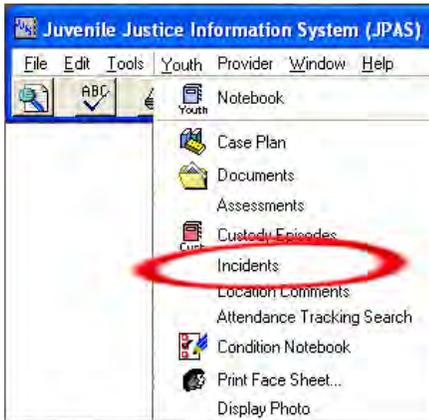
Custody Episodes

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



Incidents

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

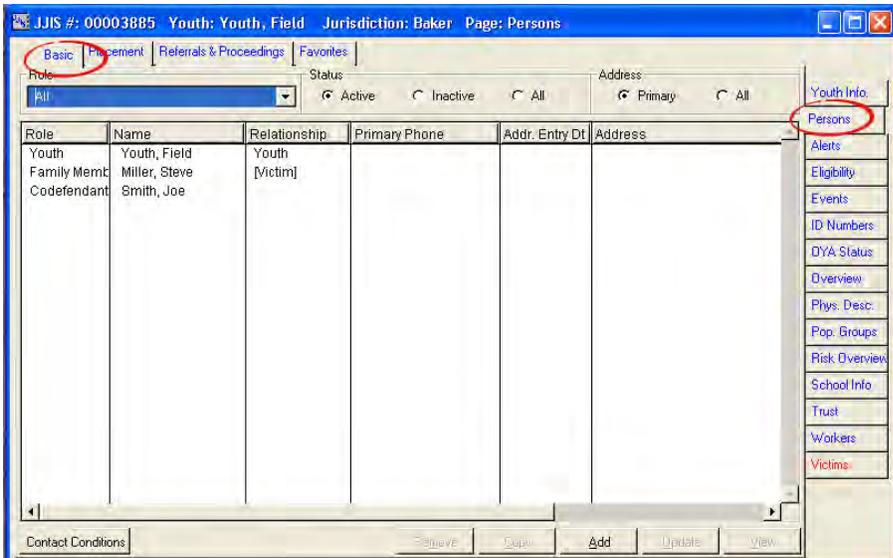


Contact Conditions

- 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.

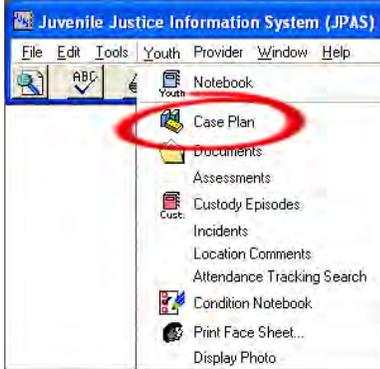




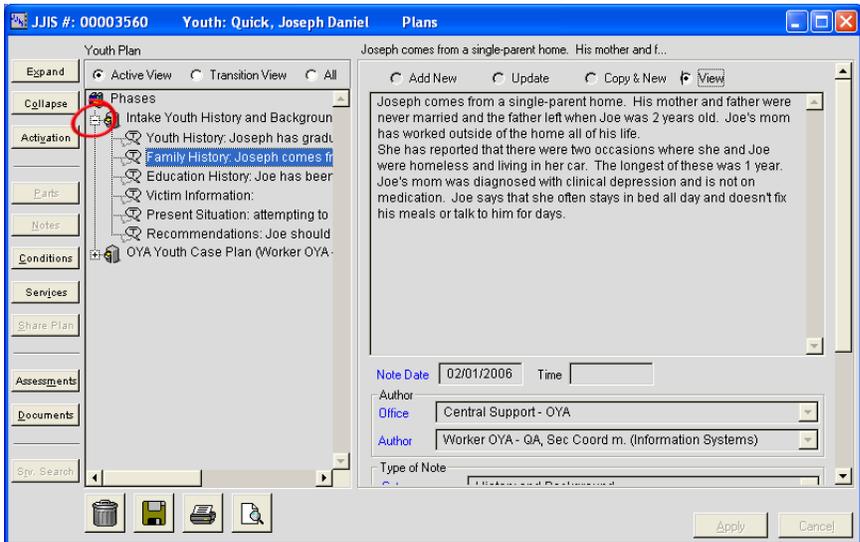
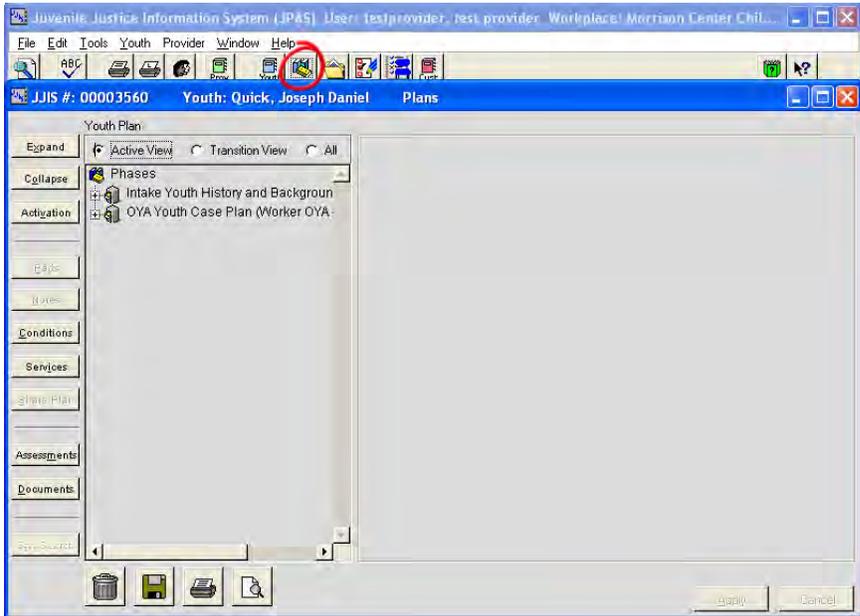
Navigate Youth Information

Case Plan

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



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

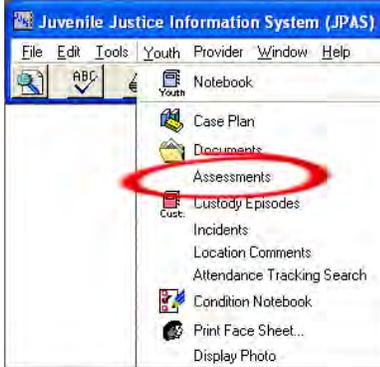




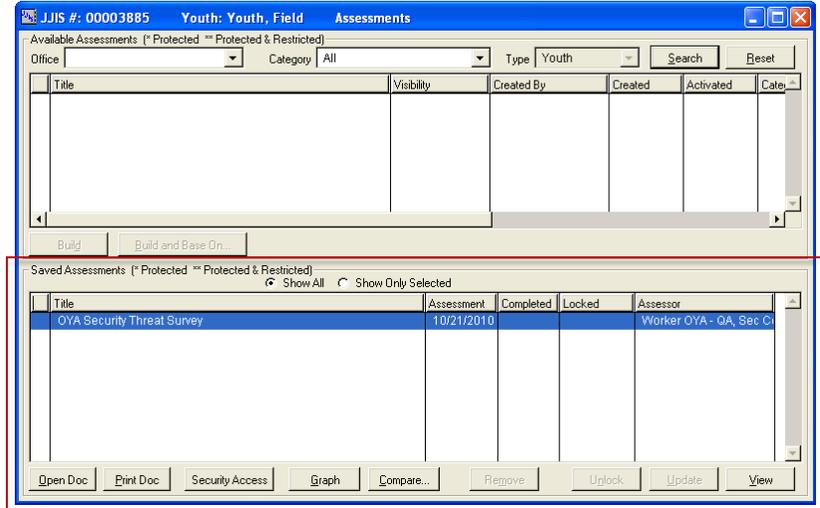
Navigate Youth Information

Assessments

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



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

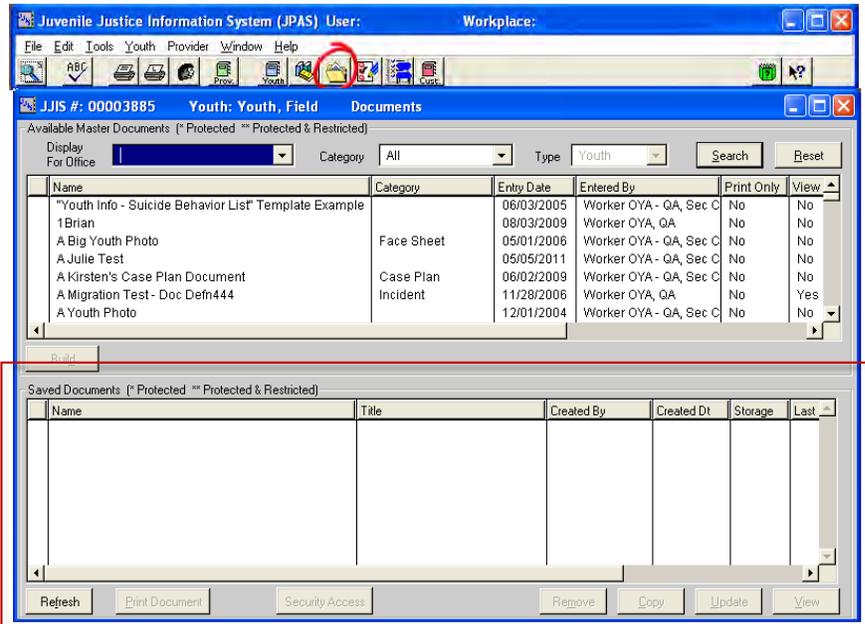


Documents

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



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

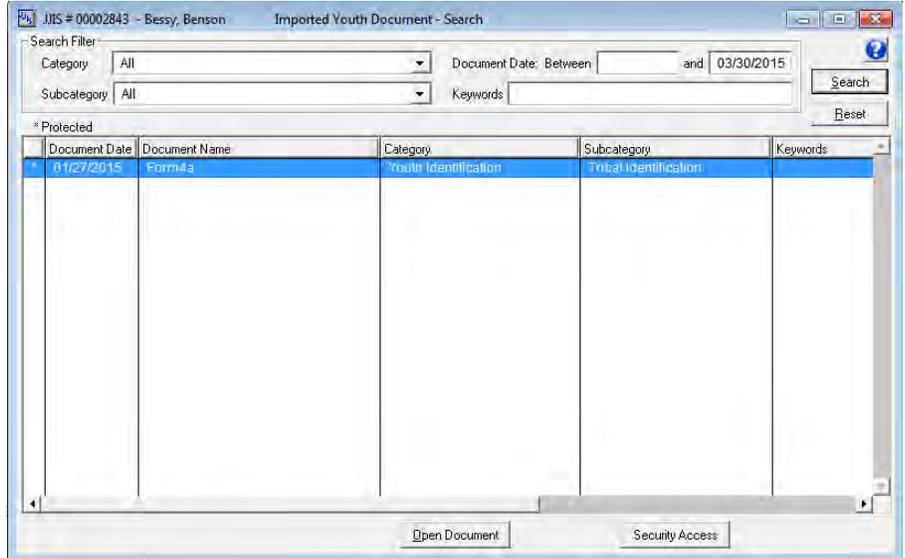




Navigate Youth Information

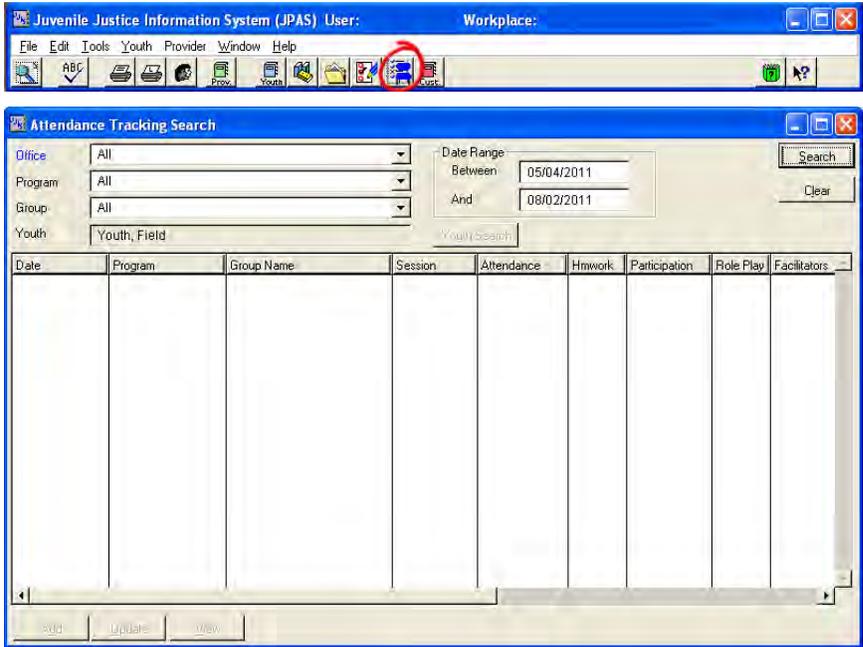
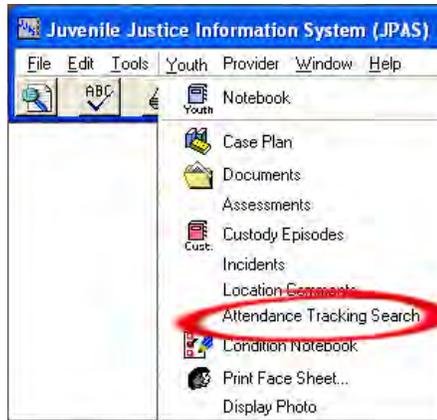
Imported Documents

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



Attendance Tracking

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

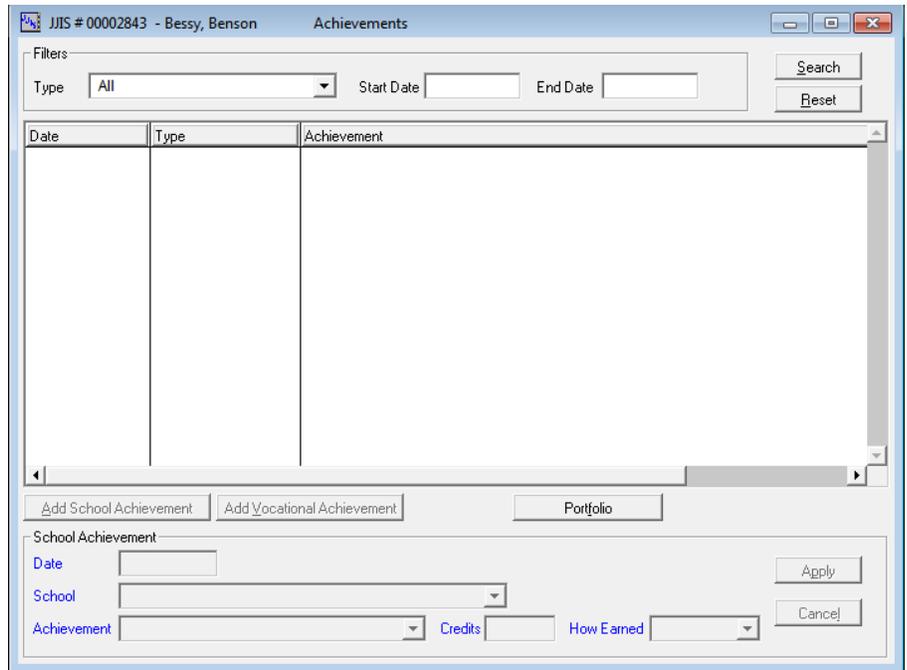
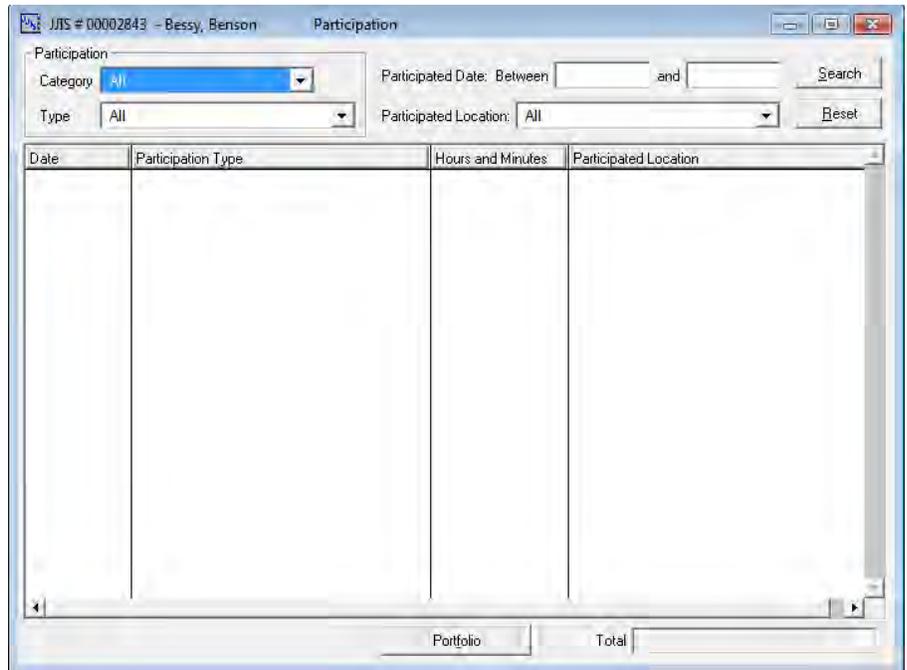
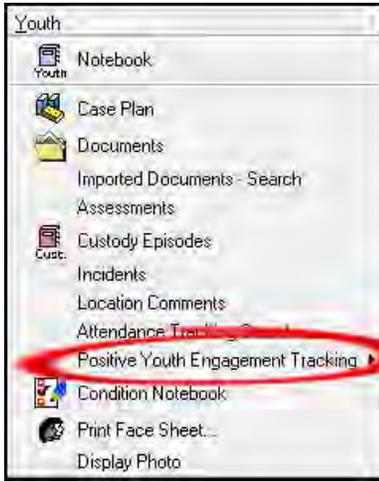




Navigate Youth Information

Positive Youth Engagement

- Select Positive Youth Engagement Tracking – Participation from the Youth menu.
- Select Positive Youth Engagement Tracking – Achievements from the Youth menu.



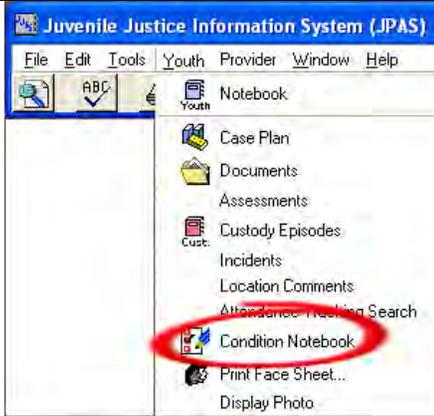
Conditions

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

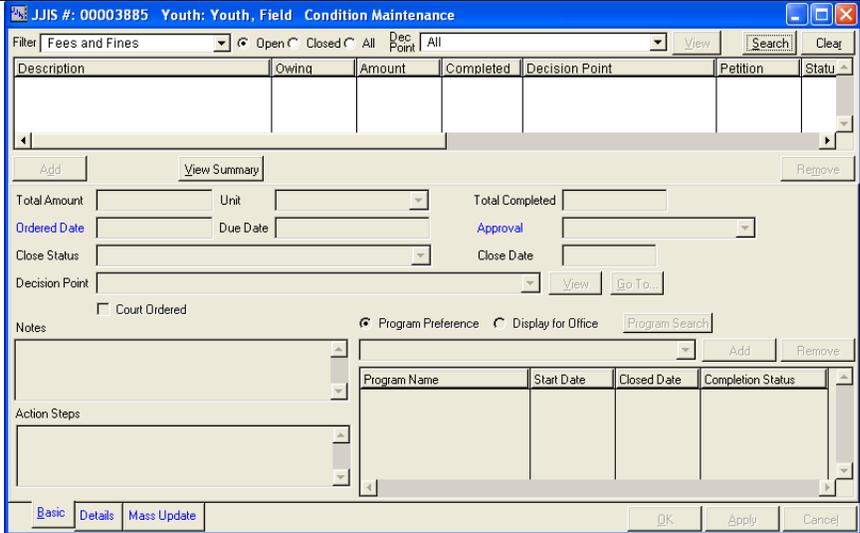




Navigate Youth Information



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



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
Opened: 08/05/2008
County of Jurisdiction: Marion
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:
School: CALAPOOIA MIDDLE SCHOOL
School Status: Enrolled Interpreter Needed: No
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

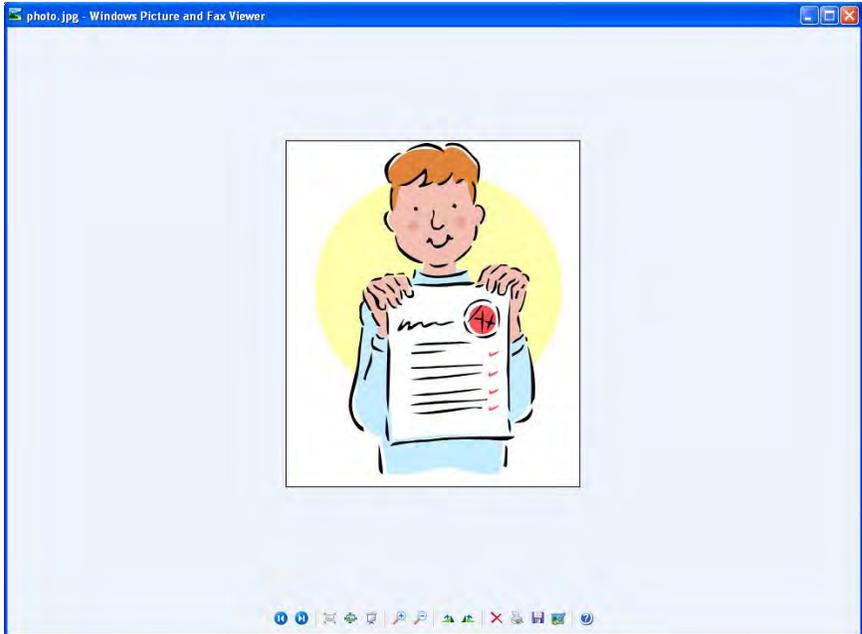
Referral History				
Seq #	Worker / Status Date / Occurred Date	Office / Status / Petition #	Received Date / Allegation / ORS #	Agency - Report Id / Disposition
01	Worker OYA - QA, Sec Coord m.	Central Support - OYA	06/01/2010 12345	
1	06/01/2010	Original - Police Report	Assault-2	
	06/01/2010		163175	



Navigate Youth Information

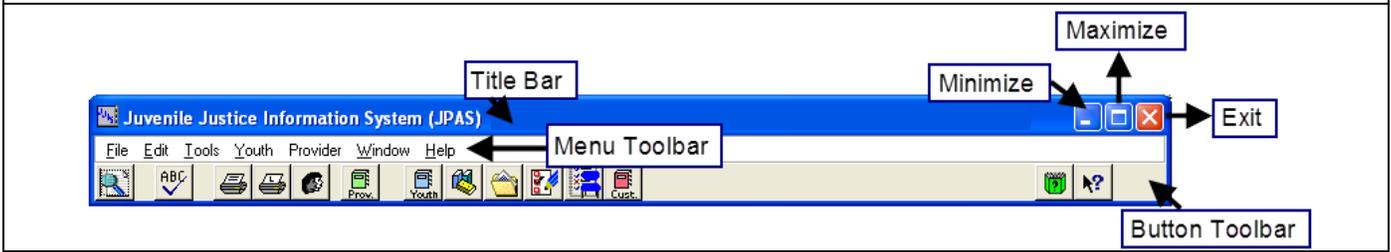
Display Photo

- 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 List – 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.



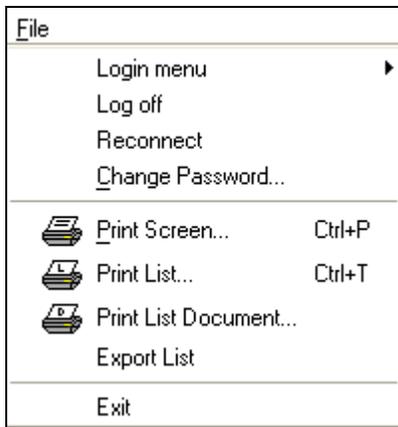
In addition to the keyboard shortcut keys, menu accelerator keys can be used to access commands by pressing the Alt key and the underlined letter of the menu command.

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

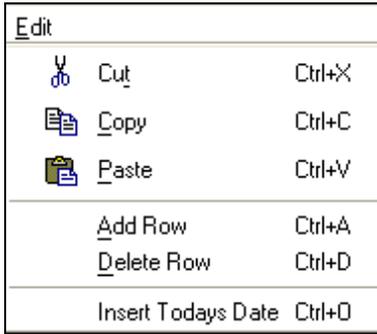
Export List – allows users to export lists to the computer’s internal memory (clipboard). The data (in a tab-delimited format) can then be pasted into Microsoft Excel and other applications.

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

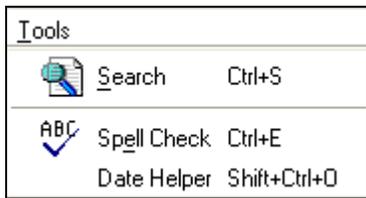
Paste – inserts cut or copied text into a new designated location

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

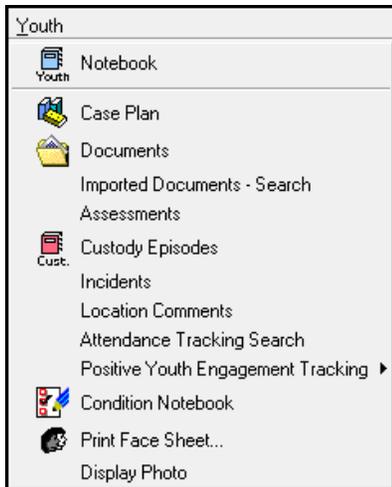


Search – opens the Search Notebook

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



Updated

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

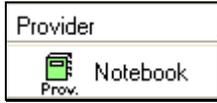
Print Face Sheet – automatically prints a Face Sheet document of general information about the youth

Display Photo – displays a photo for the selected youth



JPAS (Provider Access) Toolbars & Menus

Provider Menu



Notebook – opens the Provider Notebook for a selected provider

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

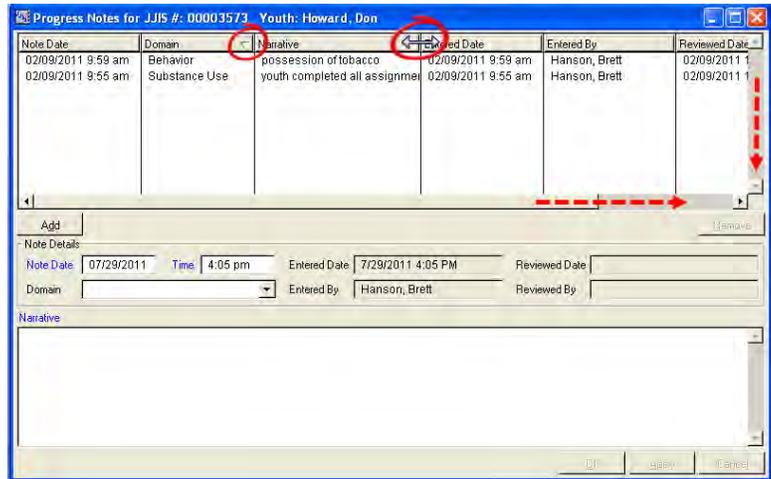
Partner Links – opens the OYA’s Useful Links webpage

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

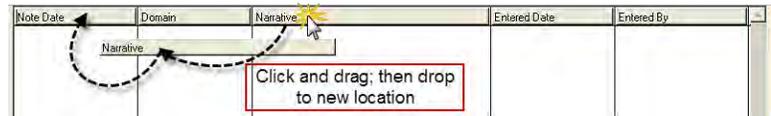


JPAS Navigation Tips & Keyboard Shortcuts

- 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

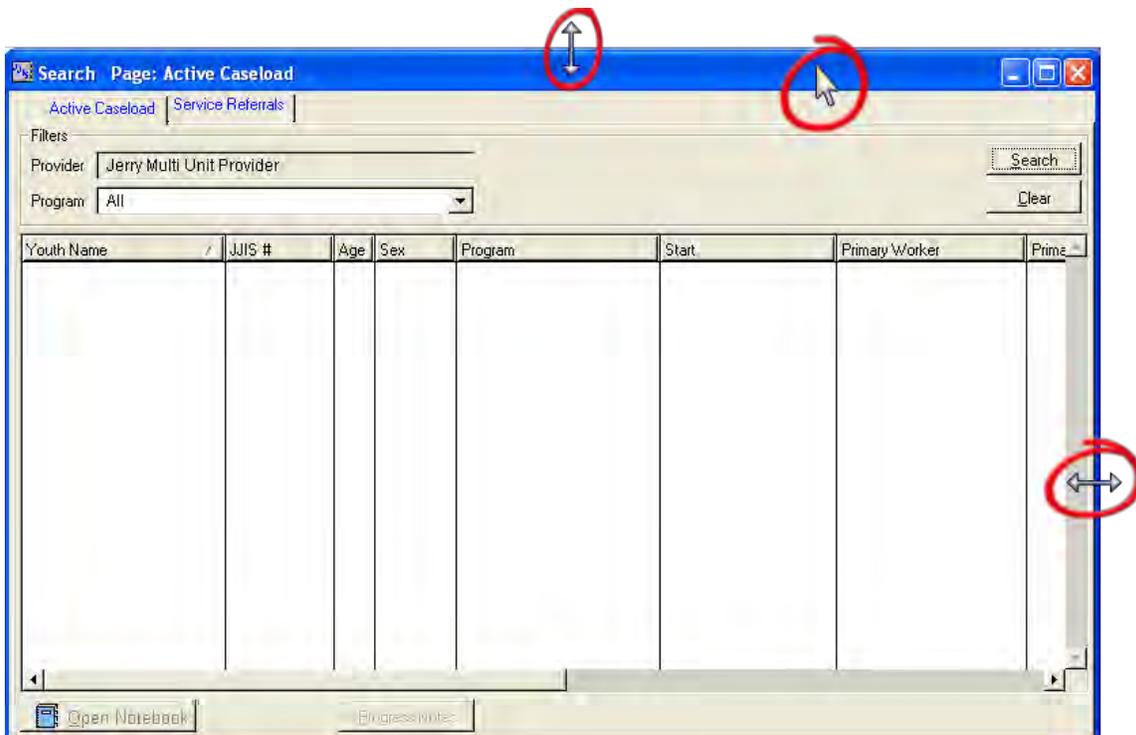
- **Close All** closes all open windows
- **Close All and Exit** closes all open windows and exits
- **Refresh All** updates windows (screens) with new information entered since database first opened.
- **Collapse All** minimizes all windows to the computer screen task bar
- **Restore All** maximizes 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.

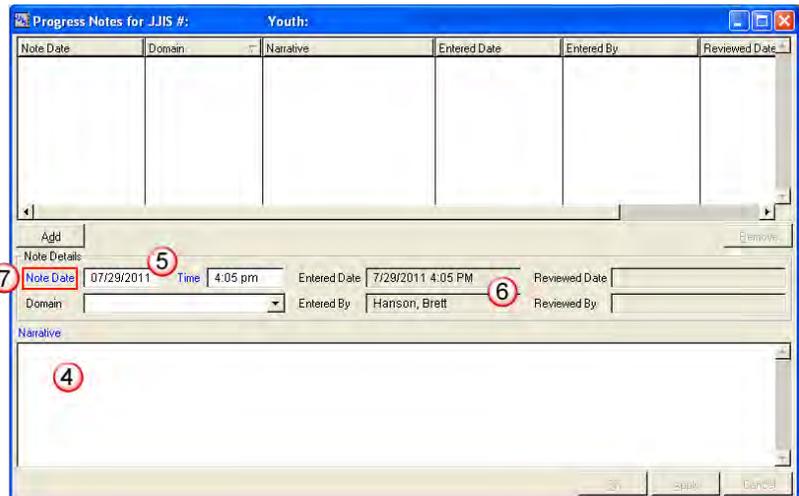
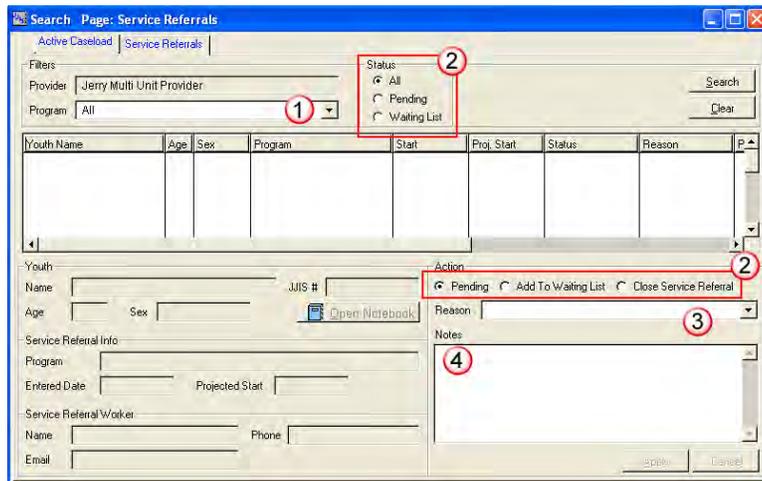
- **Move a Window** – place the mouse pointer  anywhere in the band at the top of the window, hold the mouse button down and drag the window to a new place on the screen.
- **Resize or Reshape a Window** – place the mouse pointer on the window border, when the pointer changes into  or , hold the mouse 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 border="0" 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> JJIS automatically formats the entry to a MM/DD/YYYY format (01/01/2000). | 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. | | | | | | | | |