

Juvenile Justice Information System

JJIS is a statewide-integrated electronic information system developed in partnership with Oregon's 36 county juvenile departments and the Oregon Youth Authority (OYA).

JJIS Basics

- [Introduction](#)
- [Security](#)
- [Logging On to JJIS](#)
- [Basic Navigation](#)
- [Search Notebook](#)

Introduction to JJIS

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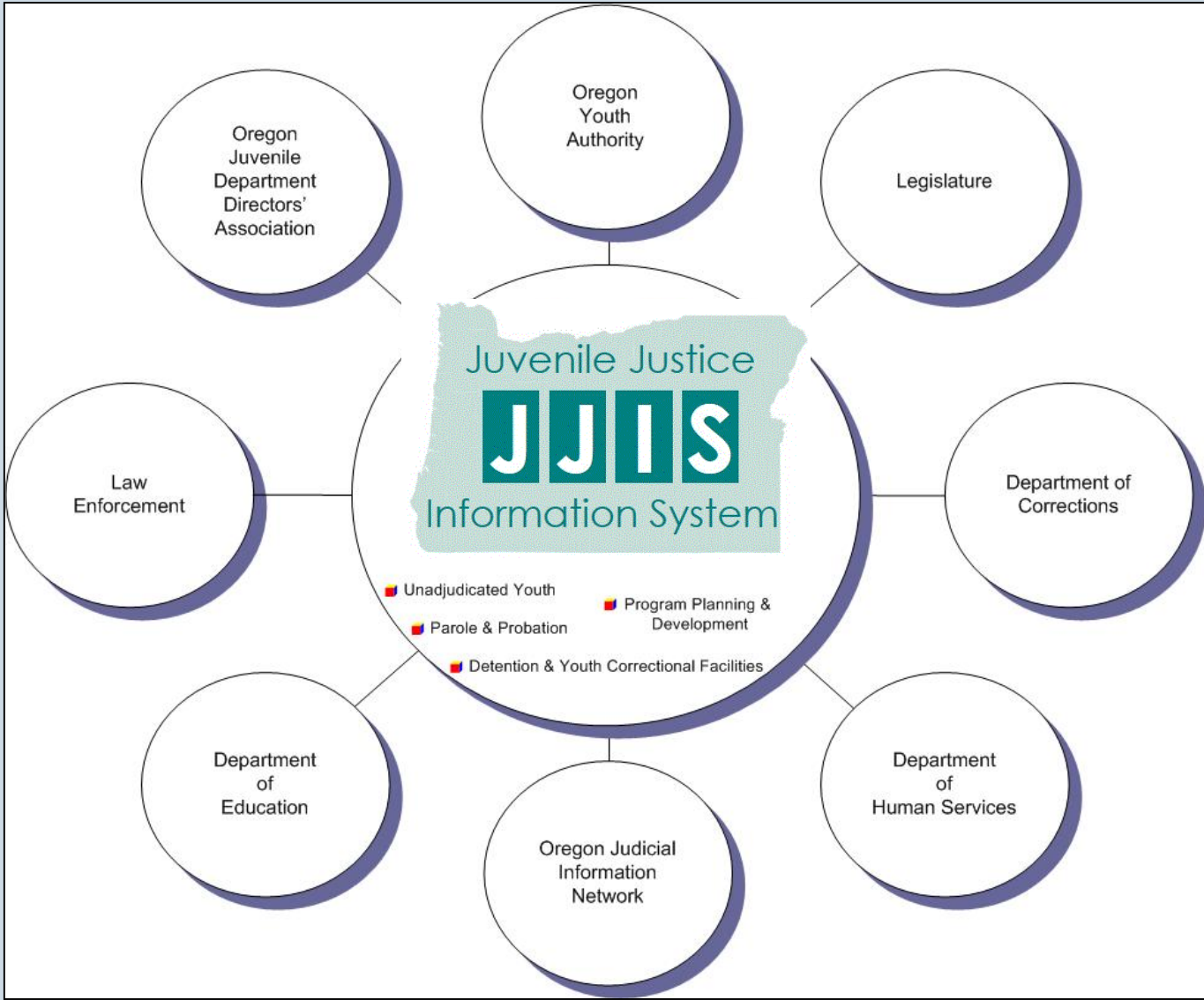
JJIS Partnership

In a collaborative partnership between the Oregon Youth Authority (OYA) and Oregon's county juvenile departments, JJIS is administered by the State of Oregon through OYA.

Access to JJIS is granted to OYA and the county juvenile departments pursuant to signed Intergovernmental Agreements.

Other public and private agencies that work with youth served by the county juvenile departments and the OYA are external partners.

JJIS partners support appropriate access to JJIS for research projects that support county and statewide research priorities.



JJIS Partnership

JJIS data is under the jurisdiction of all county juvenile departments and OYA.

JJIS users are located statewide:

- in county juvenile department offices and juvenile detention facilities;
- in OYA parole/probation offices and secure custody youth correctional facilities operated by OYA;
- and in residential provider community placements.

JJIS users have an ethical responsibility to the multiple jurisdictions whose data are contained in JJIS and JJIS may only be used for their approved purpose.



What does JJIS do?

JJIS is designed, developed, and implemented statewide to support Oregon's goal to have a juvenile justice system that provides a continuum of services and shared responsibility among all members of the juvenile justice community.

JJIS provides a single comprehensive view of information about youth in the juvenile justice system across state, county, and local agencies by providing statistics on:

- number of juveniles by geographical location
- demographic make-up of the population
- type, severity, and geographic location of crimes committed
- criminal recidivism rates

JJIS aids in the overall planning, development and evaluation of programs designed to reduce juvenile crime by providing planning, development, and evaluation of programs to:

- track goals for a youth and their progress
- track provider performance
- track outcomes of youth who have participated in service or treatment programs
- compare youth's behavioral profile before and after treatment
- track youth's criminal history after a service

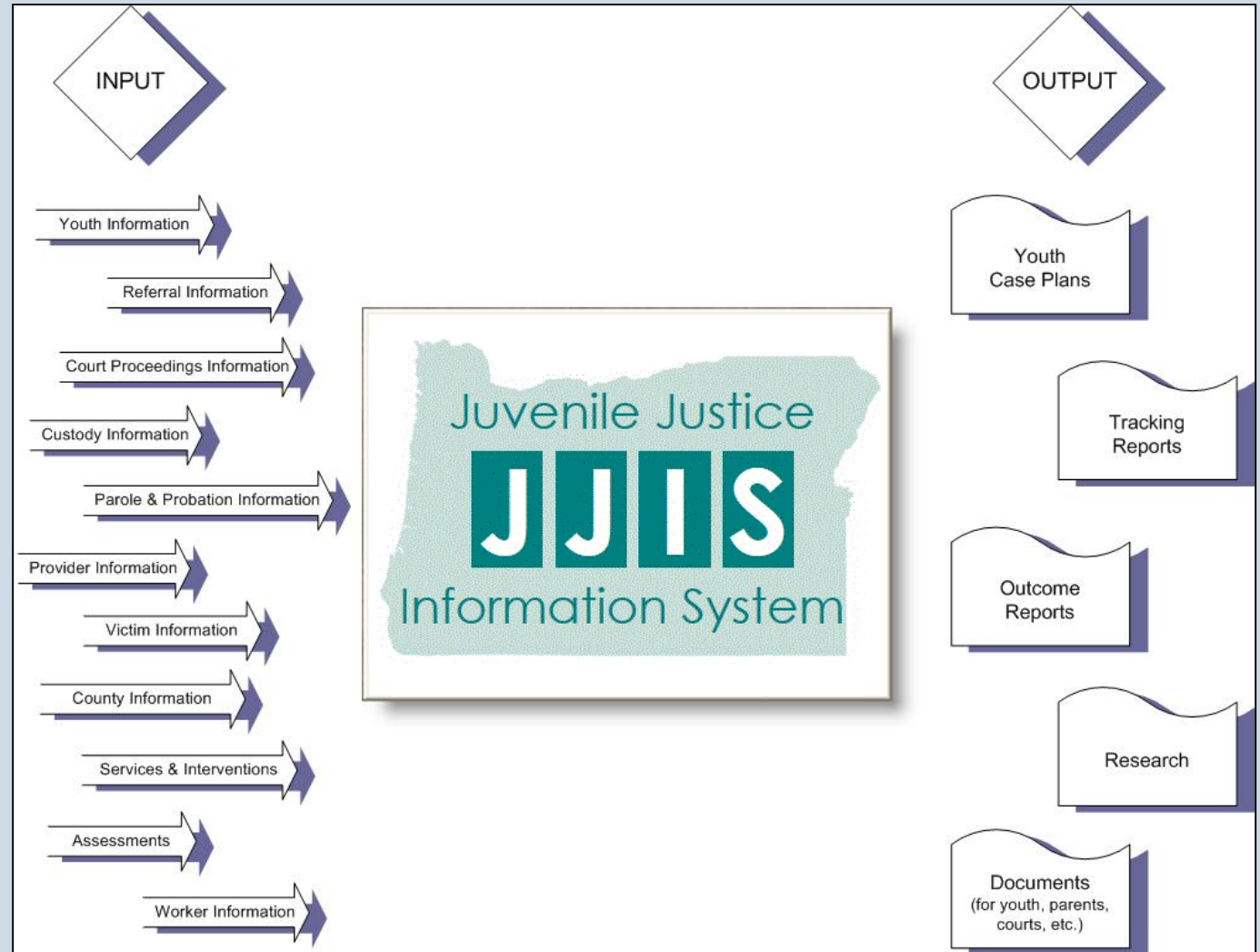
JJIS supports comprehensive case management, planning, and evaluation of youth involved in the justice process in support of each agency's mission and mandate by providing decision-making information on:

- criminal referral history
- reformation and restitution obligations, and progress against obligations
- prior behavioral assessments, risk assessment, and behavioral incidents
- educational, vocational, and medical needs
- prior services and treatments provided to the youth

JJIS Input and Output

JJIS is an integrated system of information entered by users and collected from other statewide systems – the information in JJIS:

- Provides a comprehensive view of information about youth across Oregon's state and county juvenile justice agencies;
- Provides comprehensive support for managing individual youth cases and tracking youth through the justice process;
- Provides the capacity for and aids in the overall planning, development, and evaluation of programs designed to reduce juvenile crime; and
- Recognizes and supports the common business needs of juvenile justice partnership agencies.



JJIS Security and User Responsibilities

JJIS Basics

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Access

JJIS is designed to protect information of youth around the state.

JJIS users must have appropriate security based on their job to enter and view information in JJIS.

Upon supervisory authorization, JJIS accounts, security, and permissions are granted to users by their local JJIS Security Coordinator.

Users are required to read, understand, and accept security requirements outlined in their JJIS User Agreement and renew their security agreement annually.



Juvenile Justice Information System User Security Agreement

JJIS Form 2a - Page 1 of 2

This User Security Agreement is for users who, after receiving orientation and appropriate training, will be provided access to JJIS (as an Internal Partner or approved External Partner user), JJPS (the view-only Juvenile Justice Partner System), or JPAS (the Juvenile Provider Access System).

The Juvenile Justice Information System (JJIS) is a statewide-integrated information system, administered by the State of Oregon through the Oregon Youth Authority (OYA) and is a collaborative partnership between OYA and Oregon's county juvenile departments. Consequently, JJIS data is under the jurisdiction of all county juvenile departments and the Oregon Youth Authority. JJIS users have an ethical responsibility to the multiple jurisdictions whose data are contained in JJIS and JJIS may only be used for your approved purpose. JJIS can be accessed through either a desktop application or a remote desktop connection with a Windows Server account.

The Juvenile Justice Partner System (JJPS) is designed to provide a real-time view of the status of youth cases for designated public safety agency users and contains releasable, non-confidential elements. JJPS can be accessed only through a remote desktop connection with a Windows Server account.

The Juvenile Provider Access System (JPAS) is designed to facilitate information sharing between OYA's Juvenile Parole/Probation Officers and contracted Providers throughout the youth referral, screening, and placement process. JPAS can be accessed only through a remote desktop connection with a Windows Server account.

- Information in JJIS is confidential unless considered public information pursuant to ORS 192.410 to 199.505. Any information in JJIS that relates to the past, present, or future physical or mental health condition of an individual, the provision of health care to an individual, or the payment for the provision of health care to an individual (known as "health information" is considered confidential under the federal Health Insurance Portability and Accountability Act (HIPAA) (45 CFR Parts 160 and 164). Disclosures of health information which is not otherwise allowed or requested by state or federal law may be a serious violation and subject to criminal investigation and prosecution by the State of Oregon and by the federal government.
- No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons. JJIS information shall only be used for legitimate law enforcement and juvenile justice purposes, or as otherwise allowed by state and federal statute. JJIS users shall seek, obtain, and use only the minimum amount of information needed to accomplish an authorized job task.
- JJIS information shall only be released subject to agency policy by the agency with jurisdiction (who entered the information) or physical custody, and in accordance with prevailing state and federal statutes.
- JJIS information should only be conveyed in a secure and appropriate manner. JJIS data includes confidential information and any JJIS data report that contains case-specific data may not be released or published.

Internal Partner — Oregon Youth Authority and Oregon's county juvenile departments

External Partner — other public and private agencies that work with youth served by an Oregon county juvenile department or the Oregon Youth Authority and are authorized to access JJIS

FORM DISTRIBUTION INSTRUCTIONS

Only Page 2 needs to be completed and submitted

Type of Access		ORIGINAL	COPIES	
		Local JJIS Security Coordinator	User	Authorized Agency Rep (if applicable)
JJIS/ JJPS	OYA internal staff	New / Renewal	New / Renewal	
	OYA-sponsored external partner staff	New / Renewal	New / Renewal	New / Renewal
	County internal staff	New / Renewal	New / Renewal	
	County-sponsored external partner staff	New / Renewal	New / Renewal	New / Renewal

Appropriate Use

No person is allowed to seek, obtain, use or release information from JJIS for private or personal reasons.

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User Responsibilities



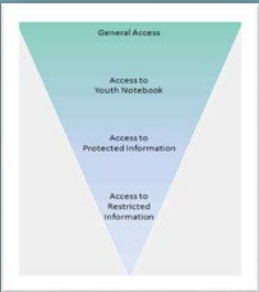
Protect Information

- Acquire the habit of locking workstations
- Recognize that shared log-ins inaccurately reflect case documentation
- Know how to change a system password and the criteria for a strong password



Appropriate Access & Use

- Understand appropriate use of a record
- Sharing information
- Investigation of suspected violations
- Violations vs. training issue



Security Tools

- Apply Temporary Assignment
- Understand Protected Information
- Understand Restricted Information
- Access logs

Work Station Security

Users must comply with agency policy on appropriate use of computer equipment and information systems.

- Do not leave your workstation accessible for unauthorized viewing or use by the public or unauthorized persons.
- If you are working in a public setting (e.g., coffee shop), be aware of your surroundings and sit where your computer screen is not easily viewed.

TIP! Lock your computer when you step away from your workstation – use the Win+L keyboard shortcut.



Win (key) + L



Protect your log-in

You are responsible for all transactions entered into JJIS under your log-in.

- Do not allow anyone to use your User Name and Password.
- Keep your log-in information secure – for example, don't leave your log-in on a Post-It note next to the computer.
- If your work setting shares a common computer (for example, a close custody facility), do not share a single log-in.

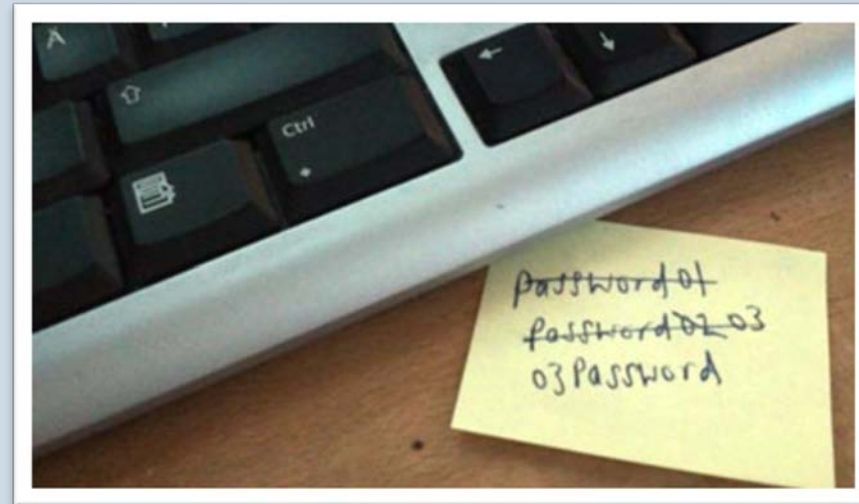


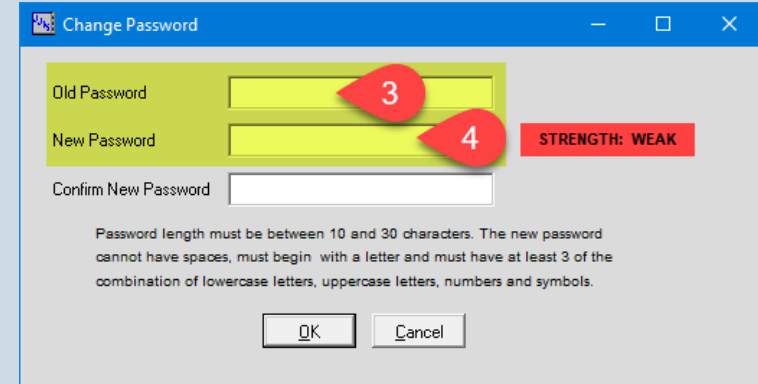
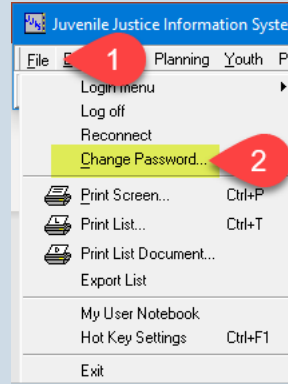
image licensed under Creative Commons

Change your password

When you are initially given access to JJIS, your local JJIS Security Coordinator will provide your JJIS User Name and a temporary password.

1. Select **File** from the JJIS Menu.
2. Select **Change Password . . .** a Change Password screen opens.
3. Enter your current password in the **Old Password** field.
4. Enter a new password in the **New Password** field.
5. Re-enter the new password in the **Confirm New Password** field.
6. Click **OK**.

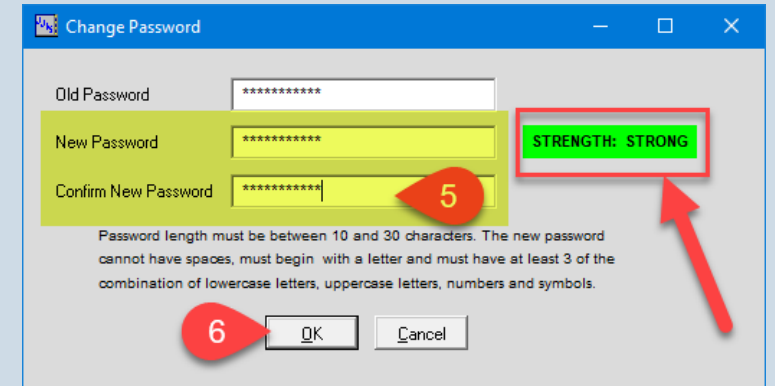
JJIS prompts you every 90 days to change your password, but you can change it at any time.



JJIS enforces a "strong password" protocol. Passwords must:

- *be at least 10 characters long (no longer than 30)*
- *begin with a letter*
- *include a combination of lowercase and uppercase letters, numbers or symbols*
- *cannot have any spaces*

As you enter your new password, a strength indicator changes from red to green when the password meets the criteria for a strong password.



Access records

The JJIS system, its data, and any subsystems such as the Juvenile Justice Partner System (JJPS) or Juvenile Provider Access System (JPAS), are not to be used for a person's own interest, advantage, personal gain, or for any private purpose.

Users are expected to access only the minimum amount of information needed to accomplish their authorized job duties.

JJIS records should be accessed on a "need-to-know" basis by users to whom the youth is assigned.

Users are considered "workers" 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 in the youth record.

*Primary Worker, Courtesy Supervision Worker, Referral Worker, Juvenile Department Worker During OYA Commitment



Confidentiality

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.

*Remember —
“No person is
allowed to seek,
obtain, use or
release information
from JJIS for private or personal
reasons.”*



Security violations

Violations of the use of JJIS are taken very seriously. If a known security violation is investigated and found to be true, users need to understand that they may be subject to discipline, up to and including dismissal.

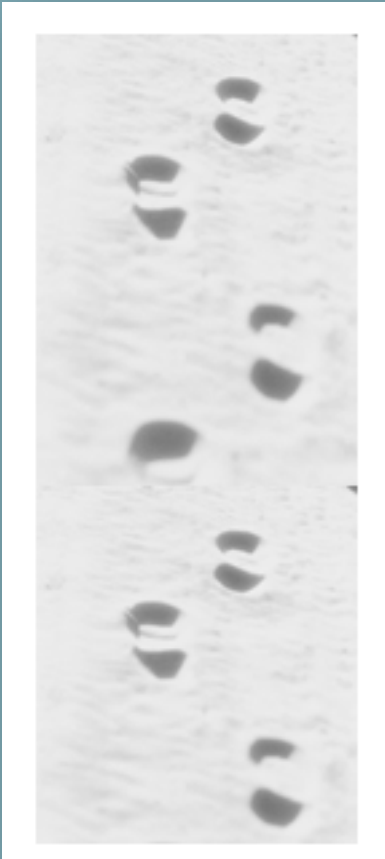
Situations determined to be inadvertent and not in violation may be resolved through coaching and training, progressive discipline, or corrective action.



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).

JJIS tracks footprints



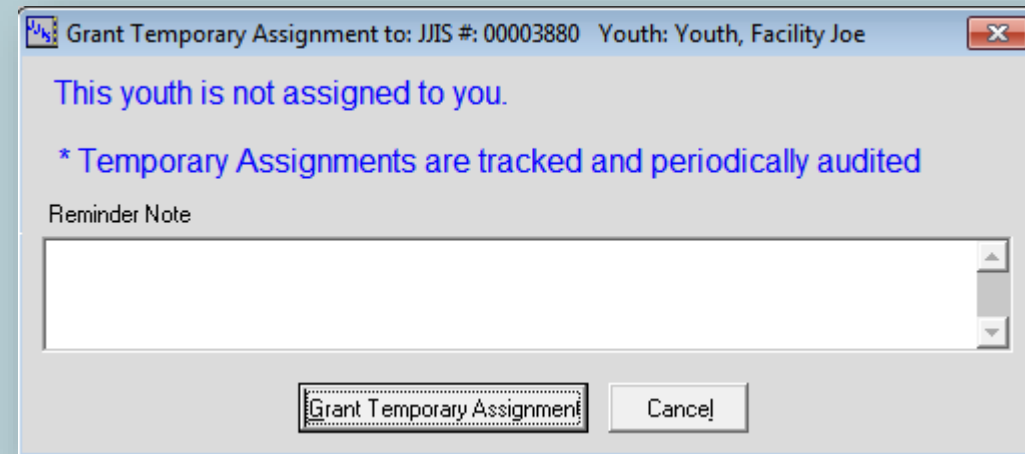
While access to most information in JJIS remains open and a worker's ability to do their job is not restricted, JJIS does track "footprints" – in other words, JJIS knows where an individual has been in the system, who has viewed youth information, and who made a change to a record.

Temporary Assignment

Users are expected to access only the minimum amount of information needed to accomplish their authorized job duties.

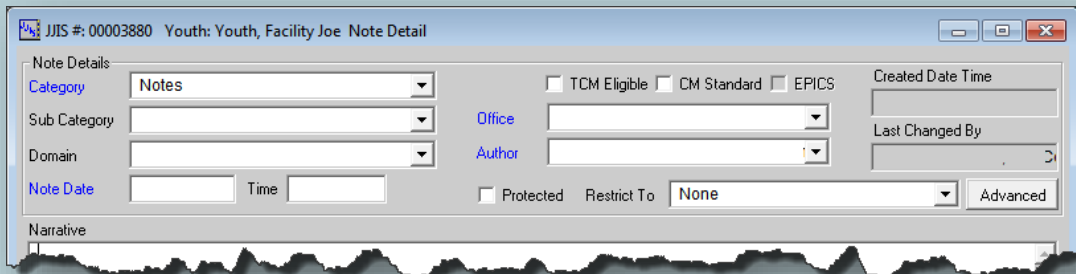
However, users not assigned to a youth may still have a legitimate need to view and update youth information consistent within their job duties.

If a user attempts to access information for a youth they are not assigned to, JJIS prompts with a screen to enter a note why the temporary access was needed.



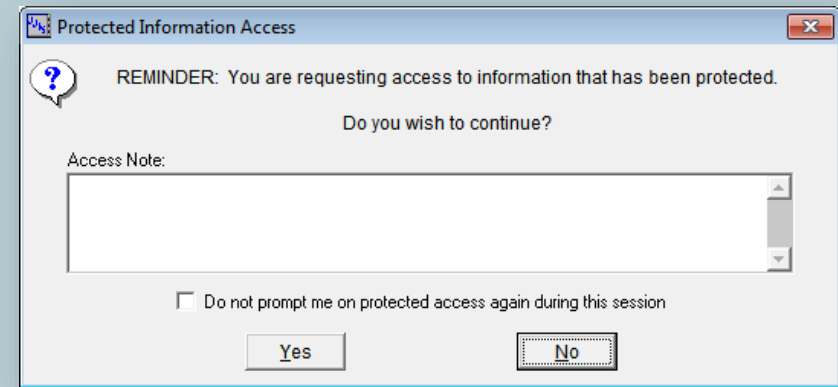
Protected Information

The Protected Information feature allows a user to protect and/or restrict 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.



The screenshot shows a web application window titled "JJIS #: 00003880 Youth: Youth, Facility Joe Note Detail". The "Note Details" section includes a "Category" dropdown menu set to "Notes", a "Sub Category" dropdown, and a "Domain" dropdown. There are checkboxes for "TCM Eligible", "CM Standard", and "EPICS". The "Restrict To" dropdown is set to "None". A "Protected" checkbox is also visible. The "Narrative" section is partially visible at the bottom.

When a user tries to access protected information in a case they are not assigned to, JJIS alerts them that the information is marked "protected" and provides an option to either proceed with accessing the information (including noting why they accessed the information) or decline. If the user proceeds, their access is logged.

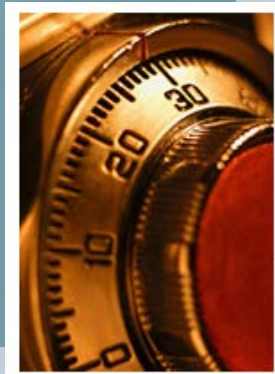


The screenshot shows a dialog box titled "Protected Information Access". It contains a question mark icon and the text: "REMINDER: You are requesting access to information that has been protected. Do you wish to continue?". Below this is a text input field labeled "Access Note:". At the bottom, there is a checkbox labeled "Do not prompt me on protected access again during this session" and two buttons: "Yes" and "No".

Restricted Information

Restricting information prevents individuals who are not part of a specified Security Group from accessing the information.

Only the individual who restricted the information can grant access to individuals outside of the Security Group.



Search Criteria

Category: Problem Author: All

Sub Category: Date From: to

Domain: Behavior

Date/Time	Category	Domain	Author	TCM
05/04/2018 4:49 PM	Problem	Behavior	OYA - QA, Sec Coord	No

Buttons: Add, Update, Copy, View, Remove, Security Access

Data Access & Security

Information: Case Note: May 4, 2018 16:49:44.000 - Problem - RESTRICTED

Protected Restrict To: Mental Health Advanced

Access Date/Time	Office	Worker	Log Entry Type	Access Note
05/04/2018 4:54 PM	Central Support - OYA	OYA - QA, Sec Coord	Viewed Protected	

Buttons: Apply, Cancel

Workers assigned to a case can review a Data Access & Security Log that tracks by whom and when protected or restricted information was accessed.

This assists in supporting the HIPAA requirement of disclosing who has accessed certain information.

Logging On to JJIS

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Open and Log on to JJIS

Using the mouse, double-click the JJIS icon on the computer's "desktop".

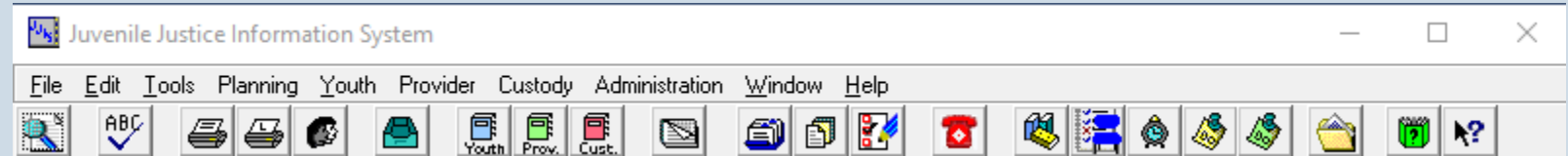
The JJIS Toolbar appears at the top of the computer screen . . . and a Login screen opens.

Enter the JJIS User Name and temporary password provided by your local JJIS Security Coordinator.

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

Do not change the default Production radio button – this is the real-time JJIS production database.

Click OK.



[See the changing passwords information in the Security section of this presentation.](#)

Login

User Name

Password

Production Training

OK Cancel Exit

Basic Navigation

JJIS Basics

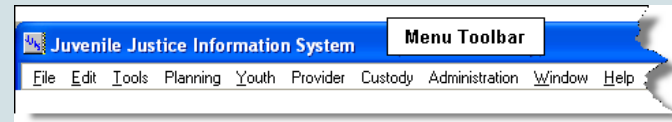
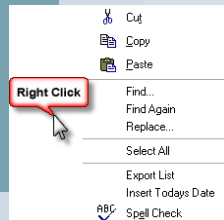
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JJIS Menu Toolbar

Some items on the JJIS Menu Toolbar include pre-programmed keyboard shortcuts — for example, Ctrl X, for the “Cut” command. You can assign other shortcuts through Hot Key Settings in your User Notebook.

Some Menu drop-downs can be expanded to another level for additional options. The Menu options available, particularly those under the Administration menu, depend on the security access roles assigned to you.

Some items under the File, Edit, and Tools menus are available when you right-click the mouse in a field.



File

- Login menu
- Log off
- Reconnect
- Change Password...
- Print Screen...
- Print List...
- Print List Document...
- Export List
- My User Notebook
- Hot Key Settings
- Exit

Edit

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

Tools

- Search Ctrl+S
- Spell Check Ctrl+E
- Date Helper Shift+Ctrl+O
- Notices
- Broadcast Messages
- Schools
- Crime Codes
- Other Codes

Planning

- Case Plan
- Events
- Task List

Youth

- Notebook
- Add Note
- List Notes
- Condition Notebook
- Documents
- Quick Documents
- Print Face Sheet...
- Quick Decision Points
- Assessments
- Custody Episodes
- Custody Visits/Calls
- Incidents
- Location Comments
- Victim Notifications
- Attendance Roster
- Attendance Tracking
- Attendance Tracking Search
- Add Photo
- Display Photo
- Allegation Maintenance
- Petition Maintenance
- Expunction Detail
- Temporary Assignments

Provider

- Notebook
- Documents
- Assessments
- Invoices
- Discrepancies
- List Notes
- Add Note

Custody

- Custody Episodes
- Notebook
- Facility Referrals

Administration

- Conditions - Office Groups
- Conditions - Program Preference
- Facility Access
- Facility Layout
- Roster Design
- Assessment Design
- Caseload Reassignment Tool
- Decision Point Template Design
- Document Design
- External Document Design
- Event Registration Design
- Plan Template Design
- Population Group Design
- Restricted Notebook
- Security Group Design
- Mass Grant Restricted Info
- Security Template Design
- Financial Administration

Window

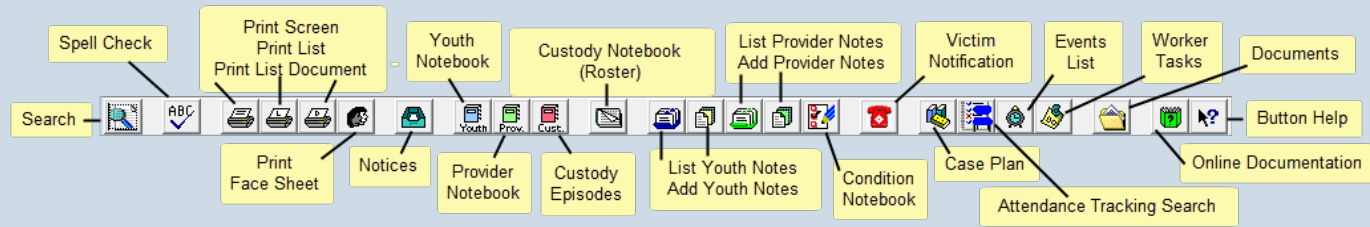
- Close All
- Close All and Exit
- Refresh All
- Collapse All
- Restore All
- All Windows

Help

- JJIS Online Help F1
- JJIS Information Center
- JJIS Available Reports
- JJIS Tips and Tricks
- Partner Links
- Bubble Help (On/Off)
- Add Help Request
- List Help Requests
- About JJIS...

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		Add a new Note to a selected youth's notebook
	Check spelling of text in a note field		List all Notes for a selected Provider
	Print the current screen – includes fields, tabs, scrollbars, etc.		Add a new Note to a selected Provider notebook
	Print the items in a screen as a <u>L</u> ist – prints only the data		Open a Condition Notebook for a selected youth
	Print items in a selected list as a <u>D</u> ocument		Open Victim Notification List
	Send a selected youth's Face Sheet directly to the printer without pausing to preview		Open a Case Plan for a selected youth
	Send and receive electronic notifications in JJIS		Open Attendance Tracking Search
	Open a selected youth's Notebook		Open an Events List for a selected office, worker, location, or youth
	Open a selected service provider's Notebook		Open a Worker Task List to assist workers with updating youth records
	Open a Custody Episode Notebook for a selected youth		Open a list of Documents for a selected youth
	Open a detention or close custody facility roster		Open Online Help from the JJIS website
	List all Notes for a selected youth		Click to turn on Bubble Help; then hover the mouse over each icon on the Button Toolbar to display its function

The Youth major tab includes minor tabs for Youth Name, Person Name, ID Number, Referral, and Physical Description.

JJIS Notebooks

JJIS is made up primarily of screens (or pages) collected into “notebooks”.

Notebooks are designed similar to a binder with multiple pages behind divider tabs.

Users can customize the Notebooks to display only specific pages — for example, just the pages they use on a regular basis — and in the order most useful for their own work processes.

The Search and Youth Notebooks include “major” tabs at the top of the screen with associated “minor” tabs on the right.

NOTE: The pages or tabs available to a user depend on the user’s security access for their job.

The screenshot shows a web application window titled "Search Page: Youth Name". At the top, there are five tabs: "Youth", "Lists", "Provider", "User", and "Worker". The "Youth" tab is selected and highlighted with a red box. Below the tabs is a "Search Criteria" section with the following fields: "Last Name" (text input), "First Name" (text input), "SSN" (text input), "Date of Birth" (text input), "Sex" (dropdown menu), and "Age" (text input) followed by "or less". There is a checkbox for "Last Name Sounds Like" and "Search" and "Clear" buttons. Below the search criteria is a table with the following columns: "JJIS #", "Youth Name", "DOB", "Age", "Sex", "County", "Primary Worker", and "Opened". The table is currently empty. At the bottom of the window, there are buttons for "Open Notebook" and "Add Youth", and a "Total: 0" indicator. On the right side of the window, there is a vertical list of tabs: "Youth Name", "Person Name", "ID Number", "Referral", and "Phys Desc". These tabs are also highlighted with a red box.

Navigation

Some tables in JJIS are scrollable – you can see more of the data table contents by using 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).

To change the sort order of the data from ascending (A-Z, 0-9) to descending (Z-A, 9-0), click the column title. The column title used to sort the table will display a triangle to indicate whether the order is ▲ ascending or ▼ descending.

The screenshot shows the 'Search Page: Youth Name' interface. It includes search criteria fields for Last Name (filled with 'youth'), First Name, SSN, Date of Birth, and Sex. A table of results is displayed with columns: JJIS #, Youth Name, DOB, Age, Sex, County, Primary Worker, and Period. The 'DOB' column title has a downward-pointing triangle, indicating descending sort order. Red circles highlight the horizontal scroll bar at the bottom, the vertical scroll bar on the right, and the double-headed arrow on the 'Period' column header. A 'Total: 5' indicator is visible at the bottom right of the table area.

JJIS #	Youth Name	DOB	Age	Sex	County	Primary Worker	Period
00003609	Youth, ICJ	02/04/1992	16	Female	Marion		07/05/2006
00002763	Youth, New	12/29/1990	17	Male	Marion	Default, Kirsten	12/11/2002
00003827	Youth, The	12/29/1992	15	Unknow	Jackson	Worker Jackson, B	01/01/2008

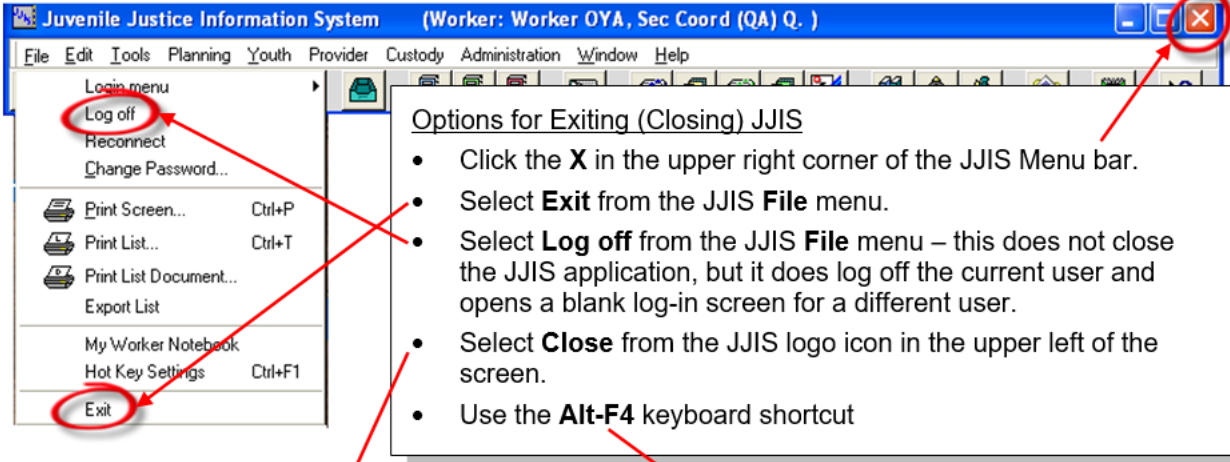
Exiting JJIS

There are several ways to exit JJIS.

Remember that all open windows (screens) of JJIS need to be closed.

You will be prompted if a screen contains information that has not been saved.

You can also simply log off of JJIS, leaving JJIS and the computer station open for another user to log on to JJIS.



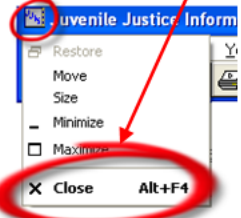
Juvenile Justice Information System (Worker: Worker OYA, Sec Coord (QA) Q.)

File Edit Tools Planning Youth Provider Custody Administration Window Help

- Login menu
 - Log off
 - Reconnect
 - Change Password...
- Print Screen... Ctrl+P
- Print List... Ctrl+T
- Print List Document...
- Export List
- My Worker Notebook
- Hot Key Settings Ctrl+F1
- Exit

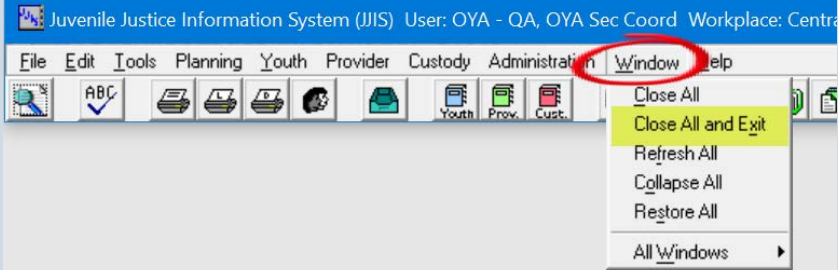
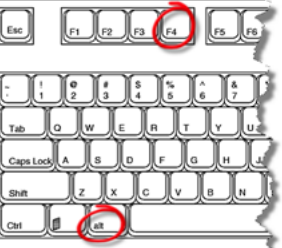
Options for Exiting (Closing) JJIS

- Click the **X** in the upper right corner of the JJIS Menu bar.
- Select **Exit** from the JJIS **File** menu.
- Select **Log off** from the JJIS **File** menu – this does not close the JJIS application, but it does log off the current user and opens a blank log-in screen for a different user.
- Select **Close** from the JJIS logo icon in the upper left of the screen.
- Use the **Alt-F4** keyboard shortcut



Juvenile Justice Inform

- Restore
- Move
- Size
- Minimize
- Maximize
- X Close Alt+F4**



Juvenile Justice Information System (JJIS) User: OYA - QA, OYA Sec Coord Workplace: Centra

File Edit Tools Planning Youth Provider Custody Administration **Window** Help

- Close All
- Close All and Exit
- Refresh All
- Collapse All
- Restore All
- All Windows

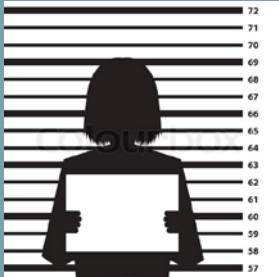
Search Notebook

JJIS Basics

- [Introduction](#)
- [Security](#)
- [Logging On to JJIS](#)
- [Basic Navigation](#)
- [Search Notebook](#)

Access to information in JJIS generally begins with searching for a youth.

The majority of youth cases are first entered into JJIS by a county juvenile department from a police report containing referrals and allegations.



Over time, other information entered into JJIS will include court findings and conditions, identification numbers, victim information, case notes, school information, documents, assessments, and more.

Bend Police Department Report

Report Number: 11-1289 Date of This Report: 02/05/2013 Officer Reporting: B Fife

Date/Time Occurred	Date From: 02/05/2013 To:	Time: 0500	Day of Week: Tuesday
Location of Occurrence: Skippers			

Offenses	ORS/Ordinance No.	Felony/Misd/Infraction
Charge 1: Burg II	164.215	
Charge 2: Resist Arrest	162.315	
Charge 3:		

Additional charges: No Yes, see connecting report

Suspect Bobbins, Billy, Bob DOB: 02/12/1988 M Cau

Summary or Short Narrative:

At 0500-- hours officer Fife responded to Skippers to investigate an alleged Burglary in Process. Upon arriving at the scene, officer Fife attempted to take alleged suspect into custody. At that time suspect shouted obscenities at Officer Fife dropping a cash register and a case of Tartar sauce. Suspect then lunged at Officer Fife and attempted to hit and kick him. Officer Fife got suspect into restraints and transported Youth to Deschutes County Detention Facility. Officer Fife suffered several scraps, cuts and a black left eye. Medical attention promptly delivered by The Linn Paramedics. Youth received no injuries in the altercation and settled down once placed in restraints. The owner of Skippers was notified and will give Police Department a report of the missing items and any damage to the establishment.

Search for a youth

Select the Youth tab on the top of the search screen.

Select the Youth Name tab on the right of the search screen.

Enter search criteria.

The minimum criteria that must be entered for a youth name search is one of the following:

- Last Name (or part of it)
- Social Security Number
- Date of Birth (caution – this search does not retrieve AKA names)

Click Search or press the Enter key.

If there are matching records, JJIS returns an alphabetical list of youth matching the criteria, including their JJIS Number, Age, Primary Worker, County, and Opened and Closed Dates. The number of records matching the search criteria displays in a Total box at the bottom of the screen.

If there are no matching records, JJIS displays an Information message of “No Matches”. Click OK.

To initiate another search, click Clear and enter new search criteria.

Search Page: Youth Name

1 Youth Provider User Worker

Search Criteria

Last Name Last Name Sounds Like

3 First Name

SSN

Date of Birth Sex Age: or less

4 Search

Clear

2 Youth Name

Person Name

ID Number

Referral

5 Phys Desc

JJIS #	Youth Name	DOB	Age	Sex	County	Primary Worker	Opened

Open Notebook Add Youth Total: 0

TIPS

The Search function is not case-sensitive – enter text in either upper or lower case.

You may enter numbers without punctuation (e.g., SSN 123-45-6789 can simply be entered as 123456789) – JJIS formats the number with dashes.

The first name field uses the first two letters of the first name (e.g., searching for “Jo Smith” returns all Smiths whose first names begin with “Jo” and includes names like Joseph, Jose, Jon, Joan, Jorge, or Jonah.

