



JPAS

Juvenile Provider Access System

JJIS – A Shared Information System

(Revised February 2023)



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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 is a “lens” of the statewide-integrated Juvenile Justice Information System (JJIS) and shows information Providers 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 share information about a youth's progress with their JPPO.

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

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



JPAS does not replace direct communication
between JPPOs and Providers!

Pick up the phone!

JPAS Forms and Records

New Users

JJIS Form 2a – all new users complete and sign JJIS Form 2a, and again for annual July 1 renewals.

The form is signed by the provider's designated 'External Partner Authorized Agency Representative' before submitting to OYA.

External Partner

Authorized Agency Representative:

JJIS Form 1e – completed when provider's authorized representative changes, and again for annual July 1 renewals.

The authorized agency representative collects and signs all of the provider's users' 2a forms.

OYA's JPAS Security Coordinator (OYA Community Resources Manager) signs Form 1e.

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

Imported Documents

JJIS Form 3a — When an individual has been identified as needing access to the Imported Documents feature, a security access role assignment form must be completed.

The form is only needed once and is signed by the 'External Partner Authorized Agency Representative' who determines the role before providing to OYA.

Annual Renewals

It is recommended that the OYA JPAS Security Coordinator contact providers during the month of May with a deadline of mid-June for return of the renewal forms.

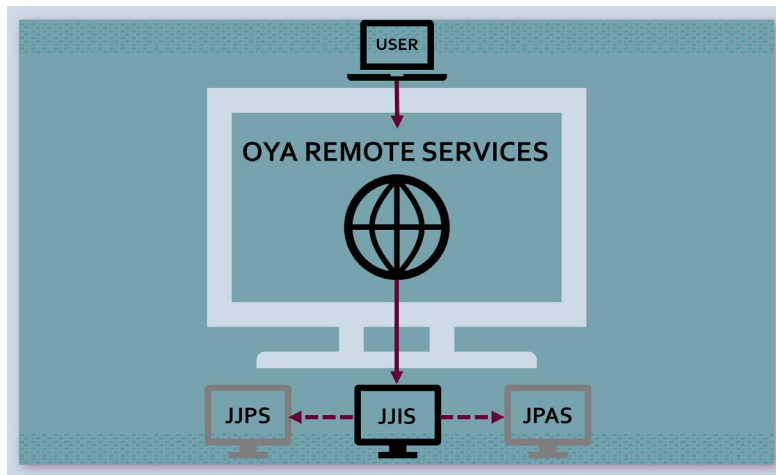
Once the forms are received, information is updated/confirmed in JJIS.

Access to JPAS will be terminated for users who do not submit a JJIS Form 2a renewal.

Records — Forms should be kept for at least 3 years.

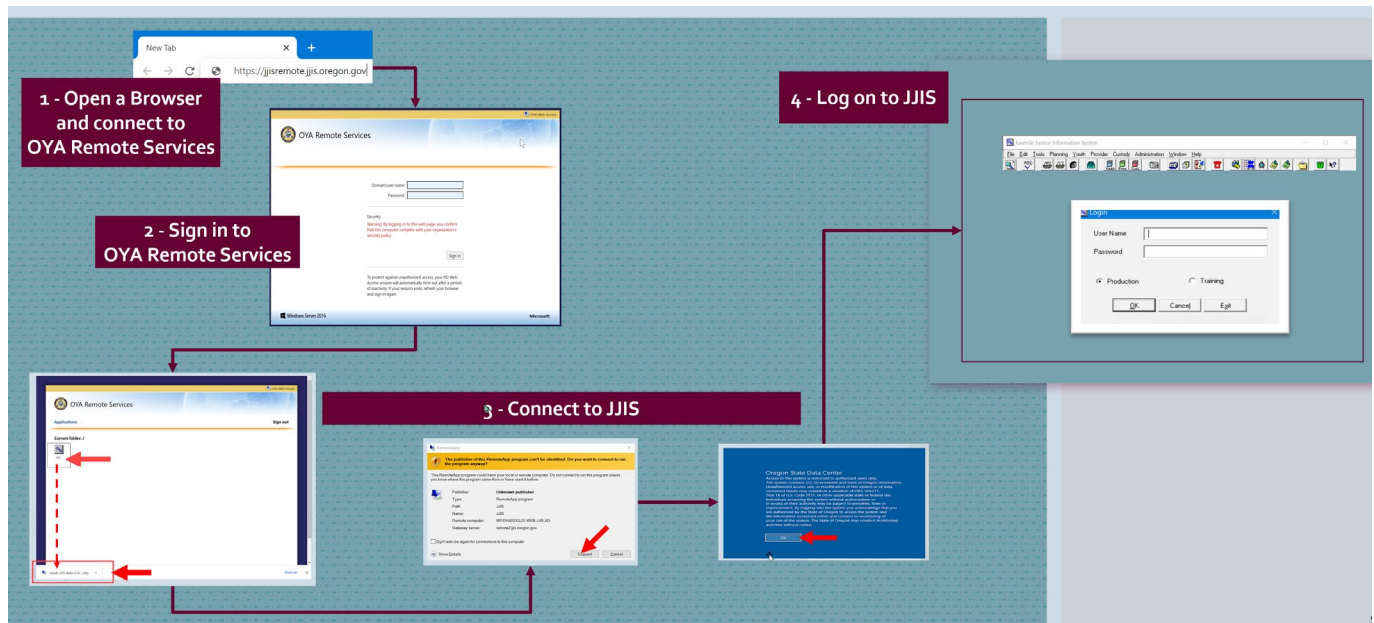
Open and Log In via OYA Remote Services

JPAS is not installed directly on local computers. Users access JPAS using OYA Remote Services, which provides a connection to JJIS through a web browser.



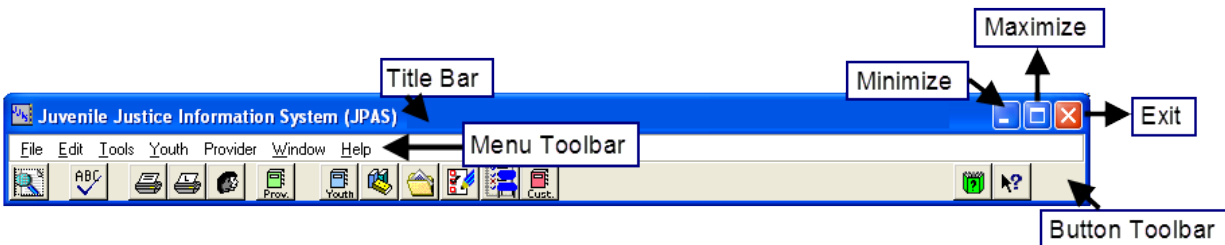
Log-in credentials are emailed to you from the JPAS Security Coordinator or the JJIS Security Officer. For security purposes, your credentials are emailed separately from log-in instructions which will be emailed to you.

Logging in is a two-step process – first to OYA Remote Services, then to JJIS.



It is recommended that users log off JPAS at the end of the workday for security purposes and to ensure software updates are downloaded.

JPAS (Provider Access) Toolbars & Menus



Title Bar

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

Menu Toolbar

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



Window Controls

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

Button (Icon) Toolbar

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



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

JPAS (Provider Access) Toolbars & Menus

Menu Toolbar

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

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



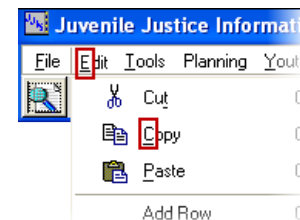
Some of the Menu drop-downs can be expanded another level for additional options. Some items under the File, Edit, and Tools menus are available when the user right-clicks the mouse in a field.



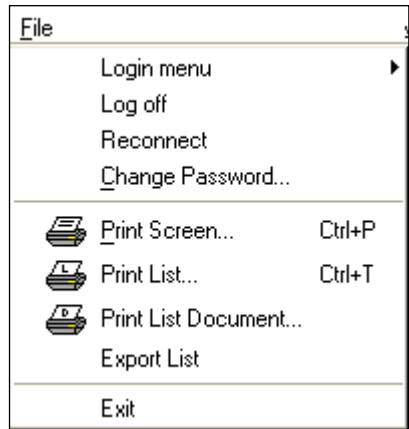
In addition to the keyboard shortcut keys, menu accelerator keys can be used to access commands by pressing the Alt key and the underlined letter of the menu command.

Accelerator Key Example

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



File Menu



Login Menu – allows multiple users to log 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 JJIS and they can then log back on to JJIS quickly through the Login Menu

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

Change Password – allows users to change their password

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

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

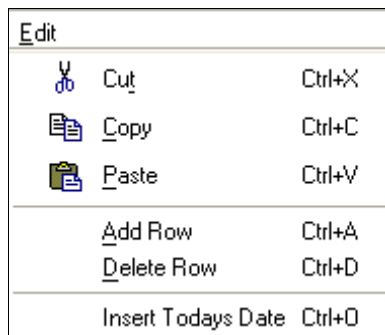
Print List Document – prints a selected list through the JJIS Word Processor, allowing users to set margins, designate landscape or portrait orientation, and format the list by rearranging and resizing columns

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

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

JPAS (Provider Access) Toolbars & Menus

Edit Menu



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

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

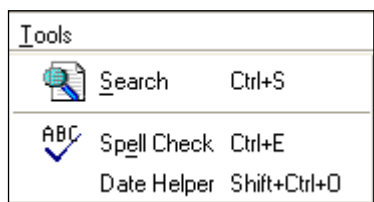
Paste – inserts cut or copied text into a new designated location

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

Delete Row – deletes an unnecessary row from a dataset

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

Tools Menu

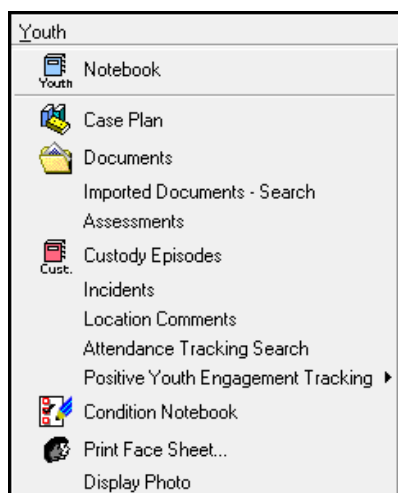


Search – opens the Search Notebook

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

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

Youth Menu



Notebook – opens the Youth Notebook for a selected youth

Case Plan – opens the Case Plan for a selected youth

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

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

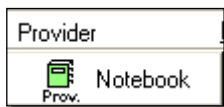
Condition Notebook – opens the Condition Notebook for a selected youth

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

Display Photo – displays a photo for the selected youth

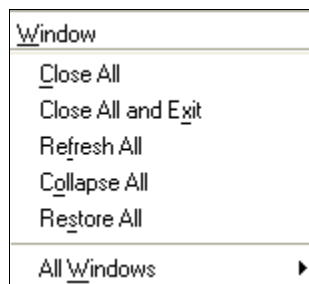
JPAS (Provider Access) Toolbars & Menus

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.

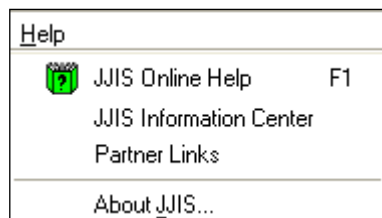
Refresh All – updates all open windows with new data entered since the user opened JJIS

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



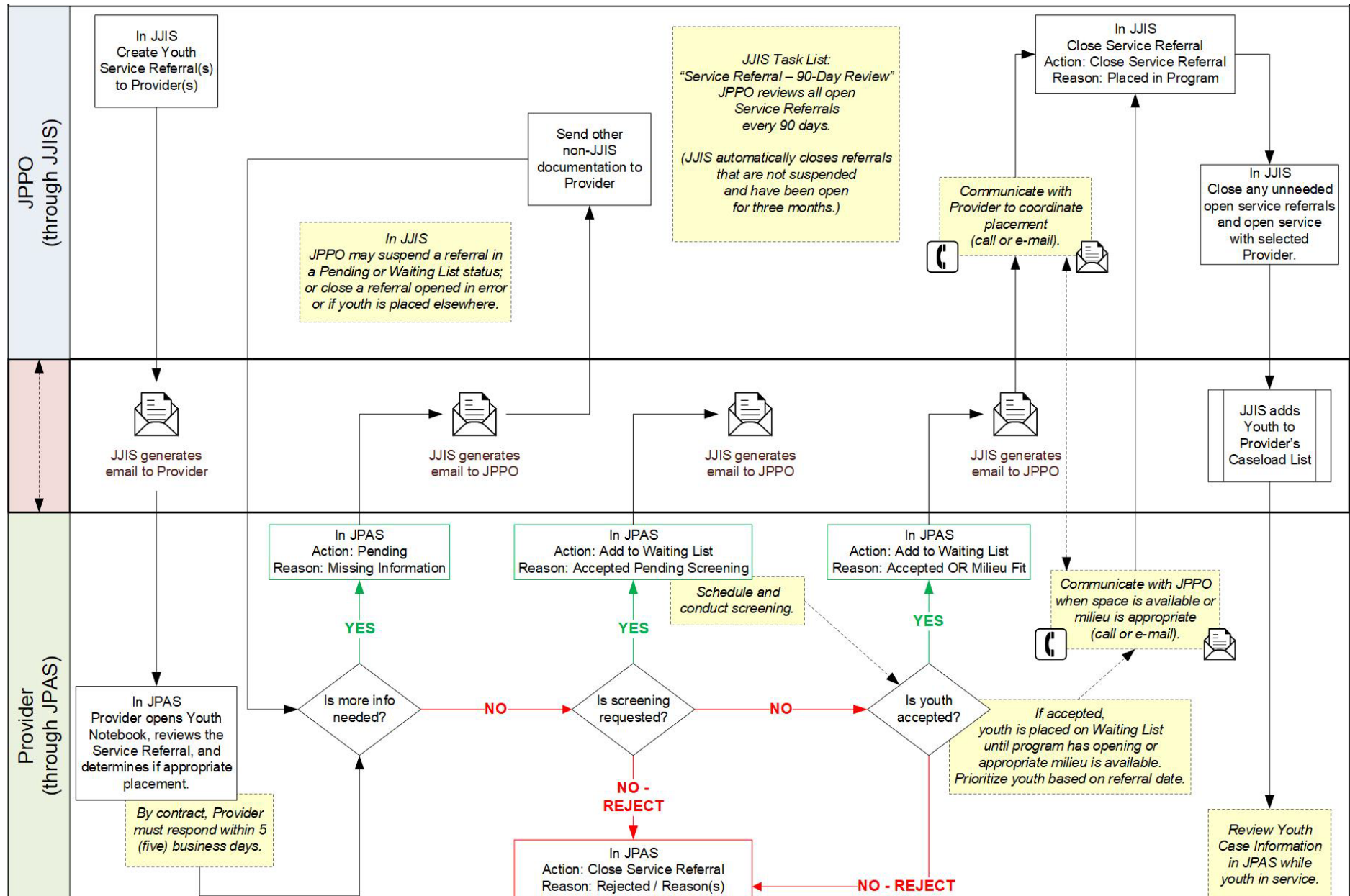
JJIS Online Help – opens the JJIS website’s Help Center (NOTE: a link on the Online Help page will take JPAS users to JPAS information maintained on the OYA external (public) website.)

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

Provider Service Referral Flow



Service Referral Status Action and Reason Definitions

JPAS gives Providers view-only access to information in the JJIS Youth Notebook — the information available is similar to traditional hard copy service referral packets. Using JPAS, the Provider reviews pending service referrals with relevant information about a youth and can request more information if needed. Based on the Provider’s ability to place and provide service to the youth, they respond to the JPPO (or referring case manager) through JPAS by selecting appropriate actions to change the referral status, indicate an associated reason, and enter notes to the JPPO or referring case manager.

Any time the referral status is changed in JPAS, JJIS generates an automatic e-mail notification to the JPPO — the e-mail includes the Provider and Program name, Youth JJIS # and initials, and the status change. It is the JPPO’s responsibility to review the status change in JJIS and take appropriate steps based on the reason associated with the status change (e.g., provide missing information, open a service, create a new service referral, or suspend a service referral).

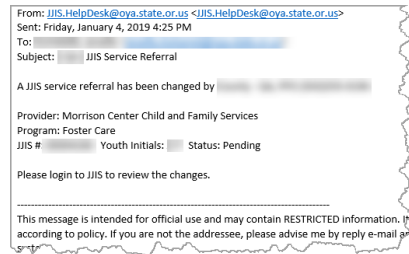
Status Action	Reason Definition	
Pending	Missing Information	Provider has received referral but needs additional information from the JPPO. <i>(List the needed items in the Notes field.)</i>
	Reviewing	Provider has received referral and is reviewing for appropriate placement. <i>(All referrals are initially in a Pending Status. 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 timeline does not start until all necessary information has been provided.)</i>
	Suspended	Referral has been submitted but JPPO is requesting the youth not be screened/approved at this point; only to be used by JPPO. The JPPO will need to remove the youth from this status to re-initiate the screening/waiting list process with a note when the referral is suspended or unsuspected. <i>(used only by JPPO)</i>
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 upon the date of the referral.)</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 on hold until milieu fit available.)</i>
	Suspended	Youth has been screened/accepted into program, but JPPO determines youth is not ready for placement; only the JPPO should suspend a youth from a waiting list with a note when the referral is suspended or unsuspected.
Placed in Program	—	Youth has been placed in the program. <i>(OYA OS2 closes the referral in JJIS when entering the service.)</i>
Closed	Opened in Error	Referral was opened in error. <i>(used only by JPPO)</i>
	Placed Elsewhere	Youth was placed at another location. <i>(used only by JPPO)</i>
	Rejected	<p>Provider has determined that referred youth is not appropriate for program and rejects referral. The Provider must indicate one of the following rejection reason(s): <i>(used only by Provider)</i></p> <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 – Danger to Self / Others – Fire Setting – Gang Mix – Gender – Hasn’t Completed School – No Current Proctor Home Available – Psychiatric Disorder – Psychosis – Require Detox – Security Alert Issue – Severe Depression – Sex Offense – SUD Primary Diagnosis – Untreated Fire Setting – Untreated Sex Offense

Review a Pending Service Referral

When a JPPO or referring case manager enters a service referral in JJIS, an e-mail is automatically sent to the Provider’s designated Intake Worker. The e-mail directs the Provider’s worker to log in to JPAS to review the referral. By BRS rule, Providers have five (5) business days to review and respond to a pending referral. The timeline does not start until all necessary information has been provided.

NOTE: Providers must communicate any changes in designated Intake Workers and their e-mail addresses to OYA’s JPAS Security Coordinator to ensure e-mail delivery.

SAMPLE

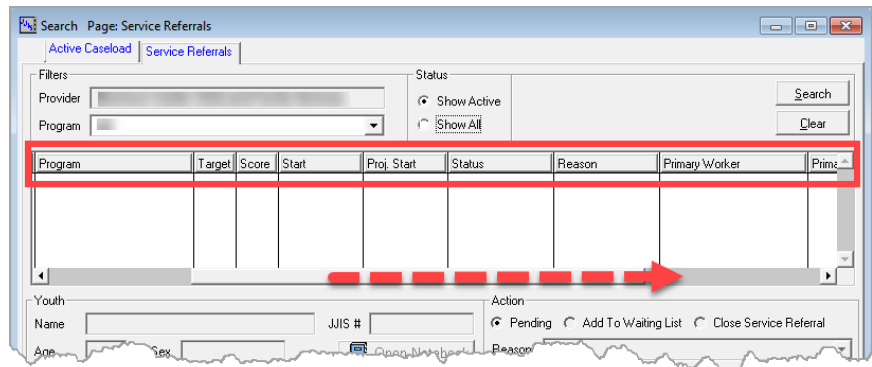
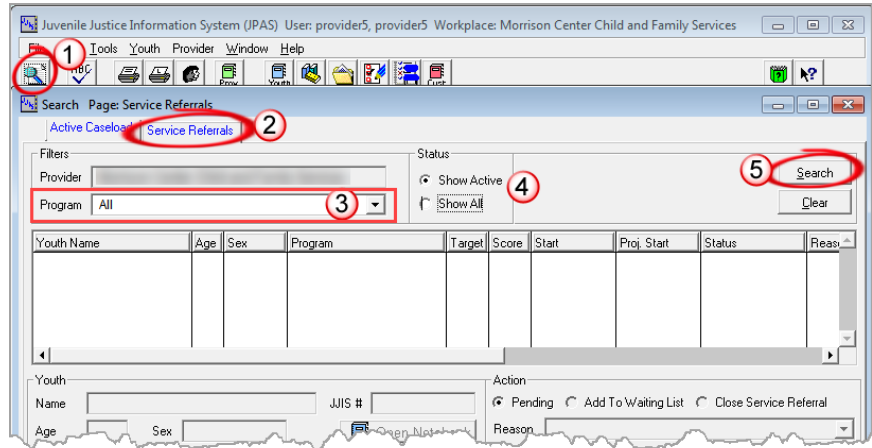


Open and log in to JPAS.

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. By default, the Program drop-down list defaults to “All” programs operated by the Provider.

Leave the default selection as All or select a **Program** from the drop-down list to see only referrals specific to that program.

4. By default, the **Status** radio button defaults to “Show Active” referrals — active referrals are in a Pending or Wait List status.
 - All new referrals are initially in a Pending Status.
 - The “Show All” radio button filters the list to display all service referrals: Pending, Waiting List, Placed in Program, and Closed.
5. Click **Search**. The list displays youth on the program’s Waiting List or for whom there are Pending service referrals.



Use the horizontal scroll bar at the bottom of the screen to scroll right and display columns that extend past the initial screen.

The list includes the following columns:

- Youth Name
- Age
- Sex
- Program
- Target*
- Score**
- Start [Date]
- Projected Start [Date]
- Status
- Reason
- Primary Worker***
- Primary Worker Phone
- Primary Worker Email

- ***Target** — likelihood of not recidivating with a felony within three years
- ****Score** — helps match youth with programs that have a history of being effective with other, similar youth
 - green text — may lower the youth’s likelihood to recidivate
 - blue text — not likely to increase or decrease youth’s likelihood to recidivate
 - black text — could potentially increase the youth’s likelihood to recidivate
 - NA — scores are not visible to another county

Review a Pending Service Referral

*****Primary Worker** (JPPO or referring case manager) is also referred to as Service Referral Worker in JPAS.

REMEMBER, all new referrals are initially in a Pending Status. By BRS rule, Providers have five (5) business days to respond to a referral. The timeline does not start until all necessary information has been provided.

Referrals are listed by date — from oldest to newest; the most recent referral will be at the bottom of the list.

6. Select a referred youth in the list — the area below the list displays the details, in addition to any notes the JPPO or referring case manager may have entered related to the referral.

7. The Action radio button defaults to “Pending”.

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

Reviewing indicates that the referral has been received and is being reviewed for appropriate placement. [See Service Referral Status Action and Reason Definitions.](#)

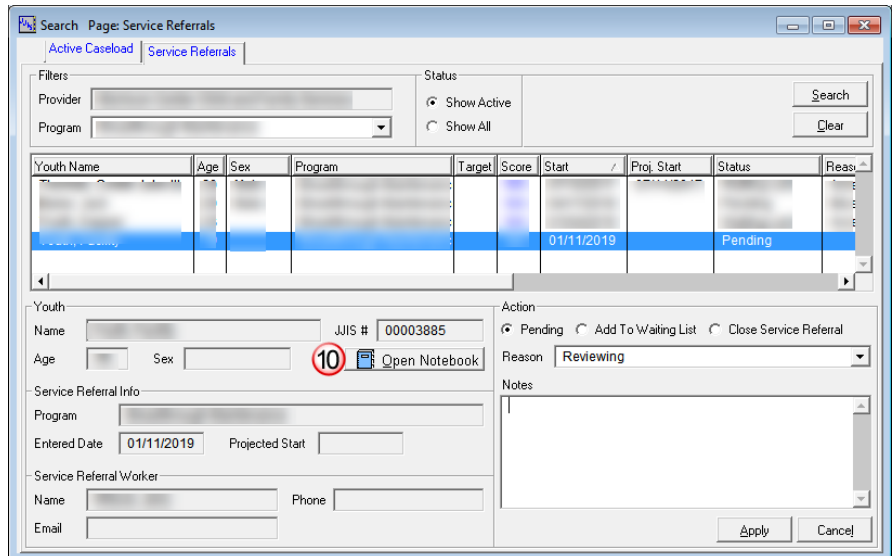
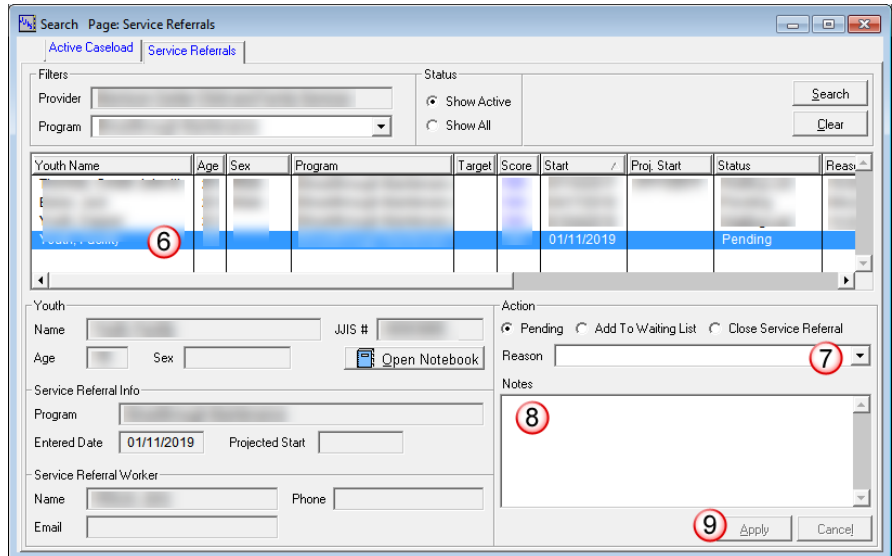
8. Enter a **Note** (include date and name of author), indicating that contact has been attempted or made with the JPPO.

9. Click **Apply** to save the reason.

An automatic e-mail notification is sent to the JPPO that the status of the referral is pending and being reviewed.

10. Click **Open Notebook**.

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



Providers are given view-only access to information in the JJIS Youth Notebook — see [Navigate Youth Information](#). Review the available information — this is similar to a traditional hard copy service referral packet.

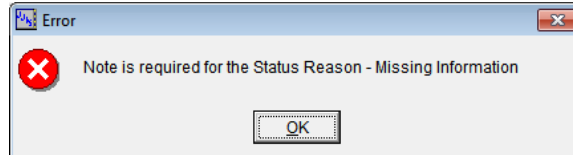
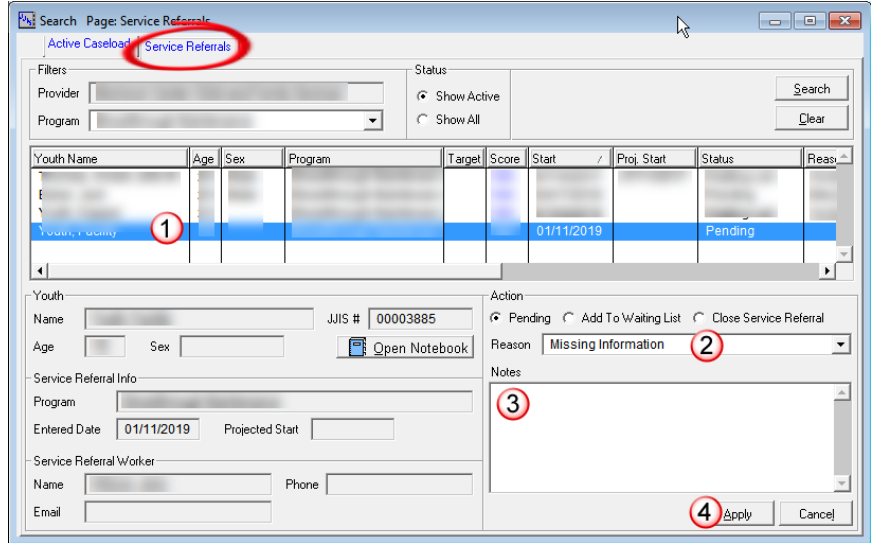
- If necessary, more information can be requested from the JPPO or referring case manager through JPAS as described in [Request More Information About a Referral](#).
- If no more information is needed from the JPPO or referring case manager, based on the program’s ability to place and provide service to the youth, the provider’s intake worker enters an appropriate accept or reject action and reason, and enters a note for the JPPO as described in [Accept or Reject Service Referral](#).

Request More Information About a Referral

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

An automatic e-mail notification is sent to the JPPO or referring case manager to review and take further action regarding the missing information indicated in the note.



After reviewing the youth information and based on the program’s ability to place and provide service to the youth, the provider’s intake worker enters an appropriate accept or reject action and reason and enters a note for the JPPO.

- Follow the instructions to [Accept or Reject Service Referral](#).

Accept Service Referral

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
- Accepted Pending Screening
- Milieu Fit
- *Suspended is for use only by the referring agency*

3. Enter any additional **Notes** (include date and name of author).

4. Click **Apply** to save the entry.

An automatic e-mail notification indicating the status change is sent to the JPPO or referring case manager.

- Accepted — Provider has accepted youth and will place youth on list for upcoming available openings in the program. *(Youth should be prioritized based upon referral date.)*
- Accepted Pending Screening — Provider has accepted youth contingent upon screening. *(Screening should be scheduled to complete the acceptance or rejection of referral.)*
- Milieu Fit — Provider has accepted youth, but current milieu is not appropriate. *(Placement on hold until milieu fit available.)*

Reject Service Referral

In the Service Referrals tab,

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

Select **Rejected** from the Reason drop-down list.

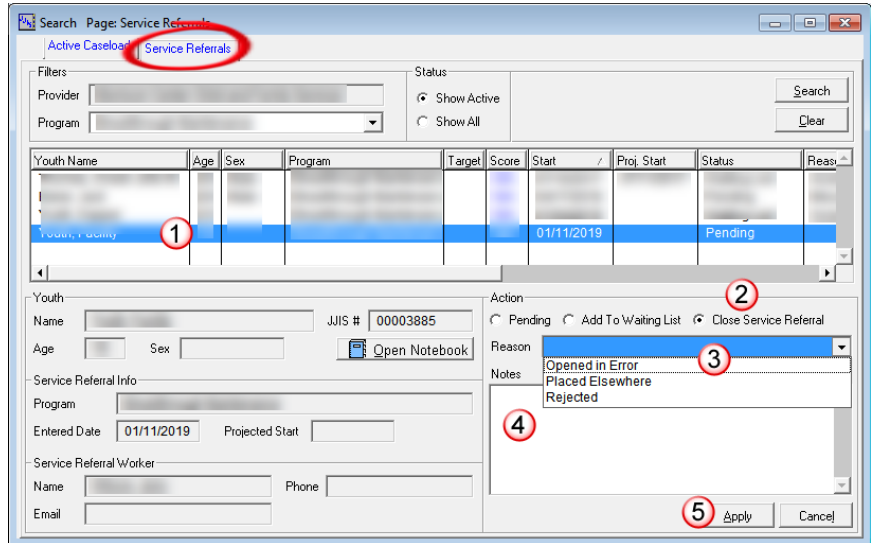
Opened in Error and Placed Elsewhere are to be used only by the referring agency.

Select a Rejection Reason(s) from the list. A check appears to the left of each selection.

3. Enter any additional **Notes** (include date and name of author).

4. Click **Apply** to save the entry.

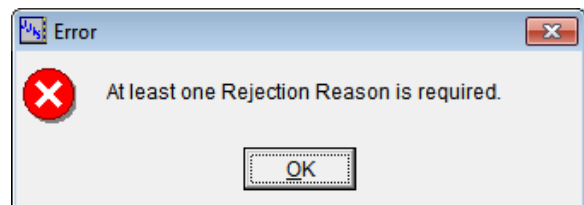
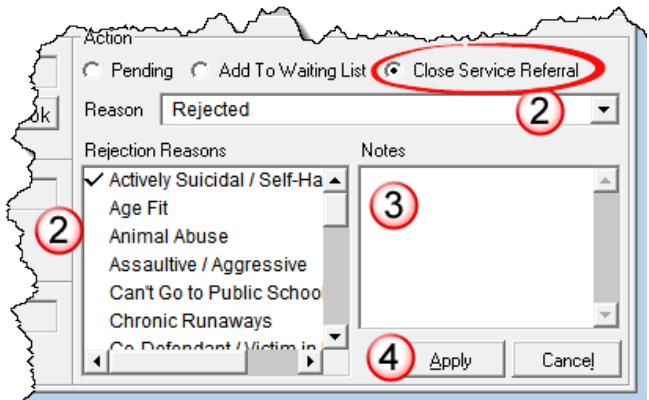
An automatic e-mail notification indicating the status change is sent to the JPPO or referring case manager.



Rejection Reasons

If the referral is rejected, select a Rejection Reason(s) from the list of reasons that opens:

- 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
- Danger to Self / Others
- Fire Setting
- Gang Mix
- Gender
- Hasn't Completed School
- No Current Proctor Home Available
- Psychiatric Disorder
- Psychosis
- Require Detox
- Security Alert Issue
- Severe Depression
- Sex Offense
- SUD Primary Diagnosis
- Untreated Fire Setting
- Untreated Sex Offense

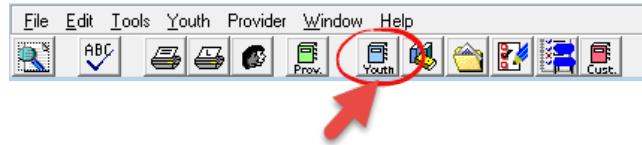


NOTE: At least one rejection reason is required, but multiple reasons may be selected.

Navigate Youth Information

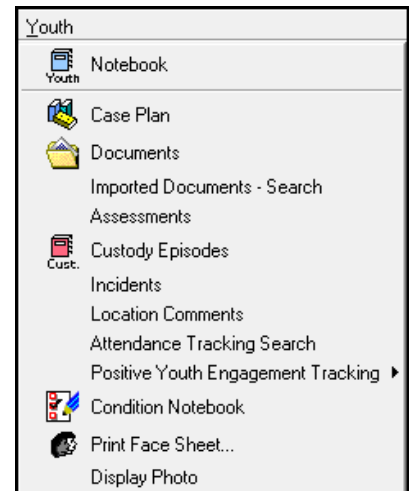
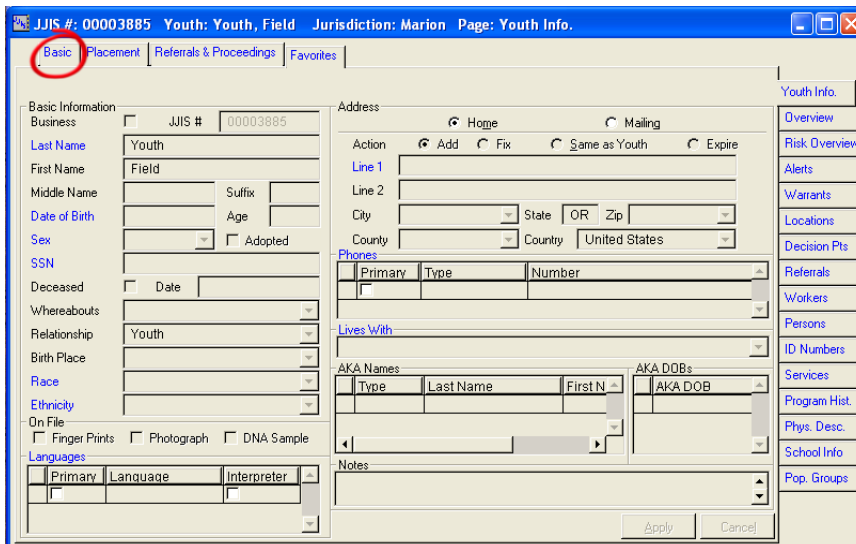
Providers can view information for youth the provider has received a referral for and for youth who are currently in a program offered by the provider.

- Select a youth from either the Active Caseload or Service Referrals screen.
- Click the Open Notebook button on the screen or select the Youth Notebook button in the JPAS Toolbar.



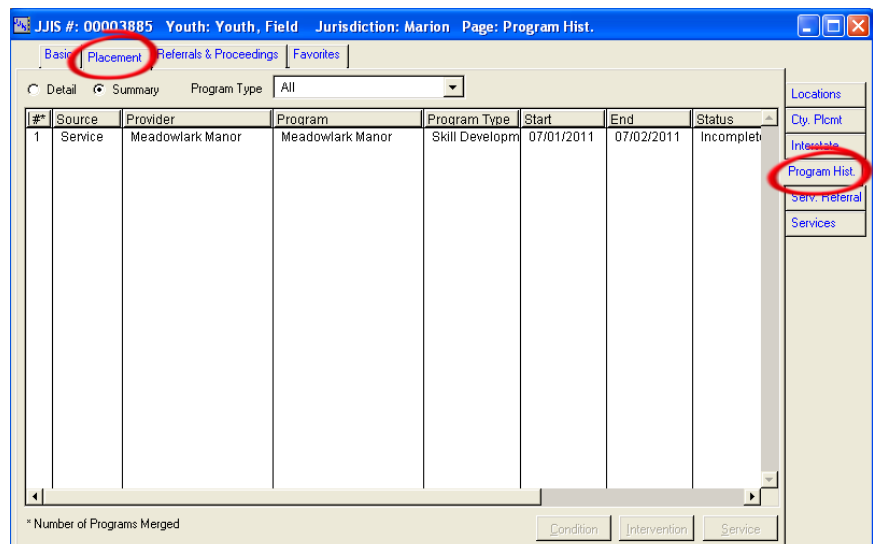
The Youth Notebook defaults to the Youth Info page — providers can access the available screens and options in the JPAS Youth menu to review information to help determine their ability to place and provide appropriate services to the youth.

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



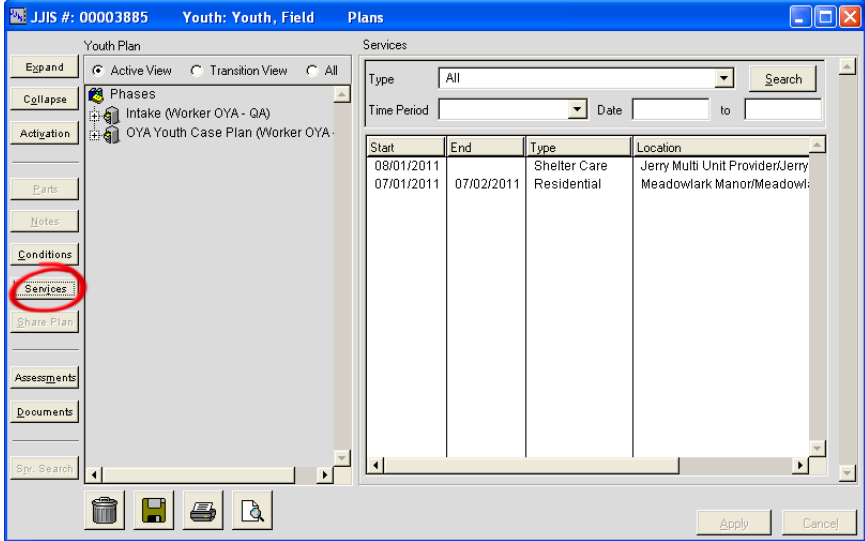
Prior Treatment

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



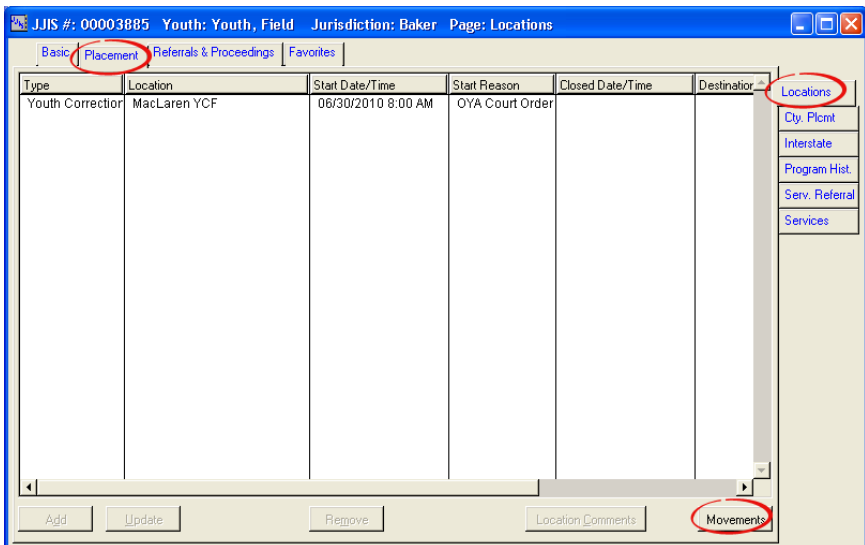
Navigate Youth Information

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



Location Movements

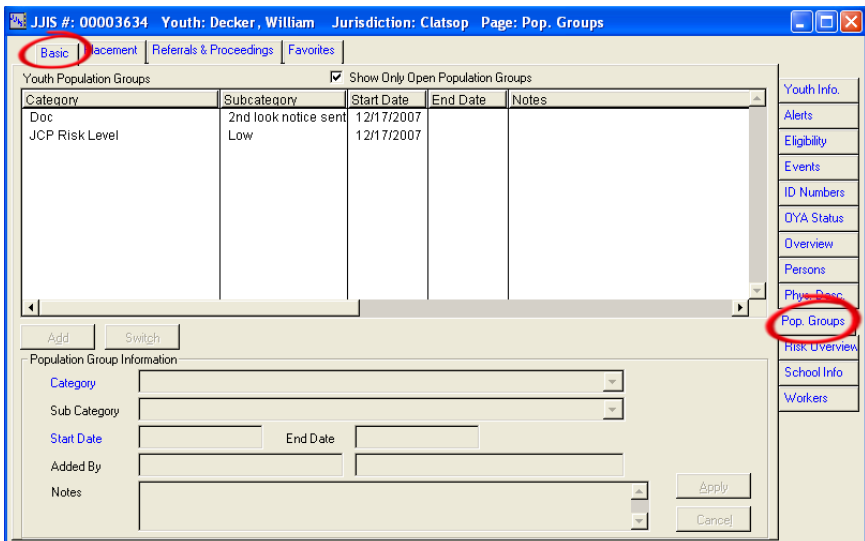
- Select the **Placement** tab on the top and the **Locations** tab on the right — then click the Movements button on the screen.



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

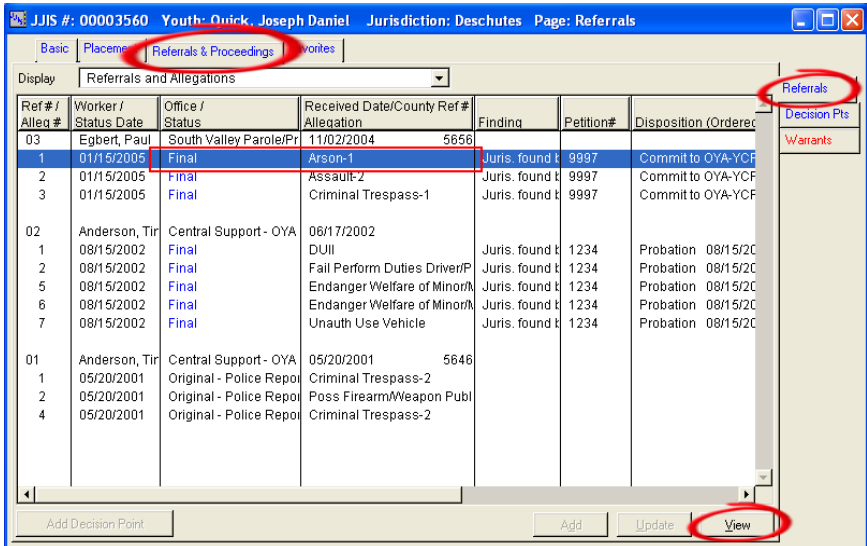
Referrals

- 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.

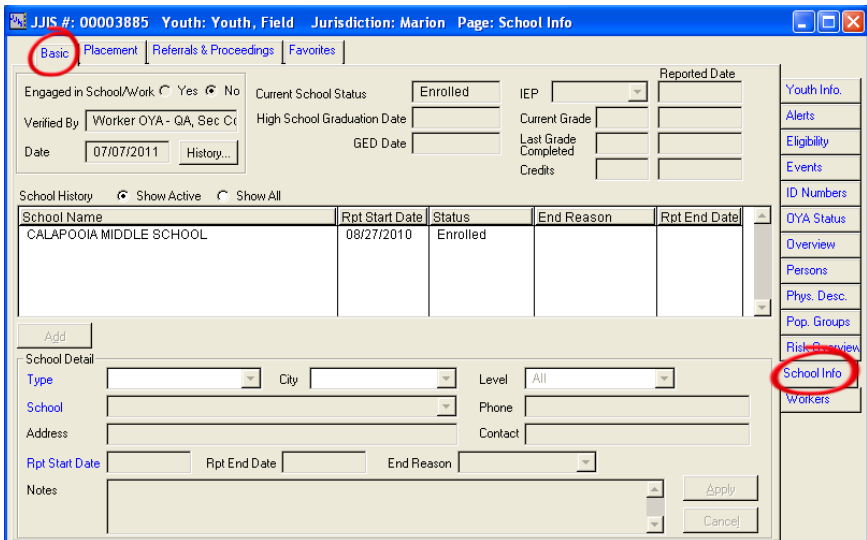


School History

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

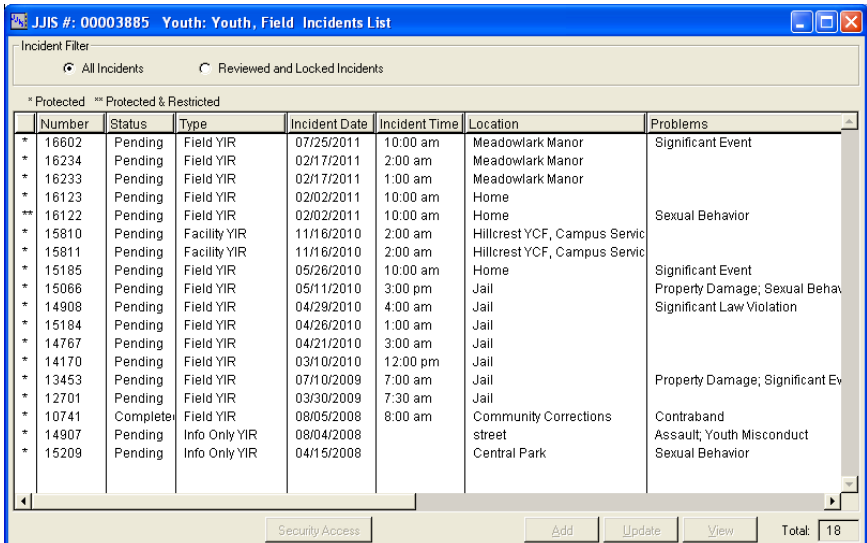
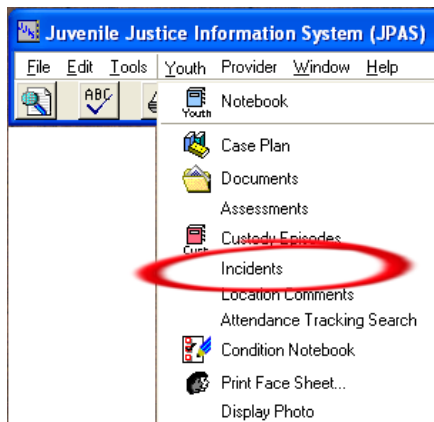
Select the **School Info** tab on the right.

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



Incidents

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



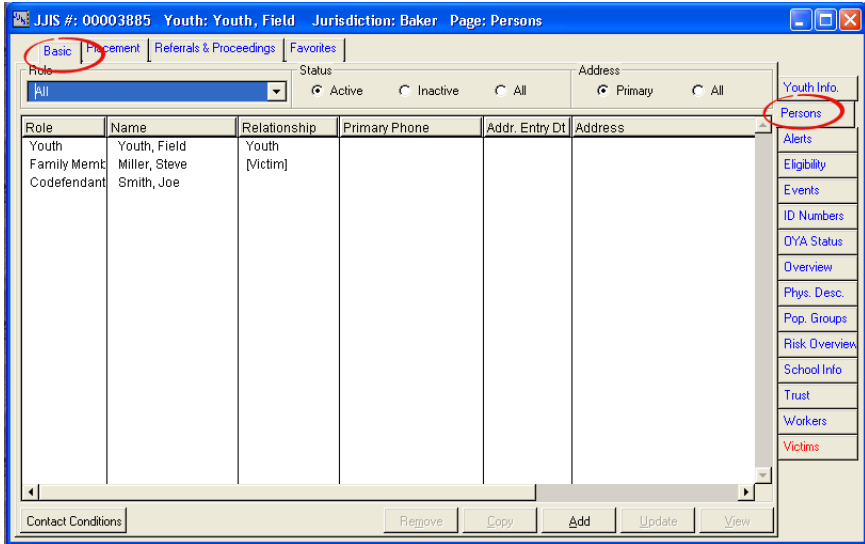
Navigate Youth Information

Contact Conditions

- Select the Basic tab on the top.

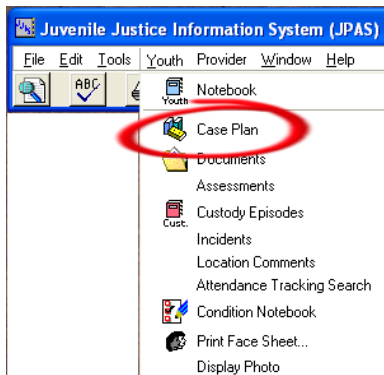
Select the **Persons** tab on the right of the screen.

Select a person in the list and click Contact Conditions.

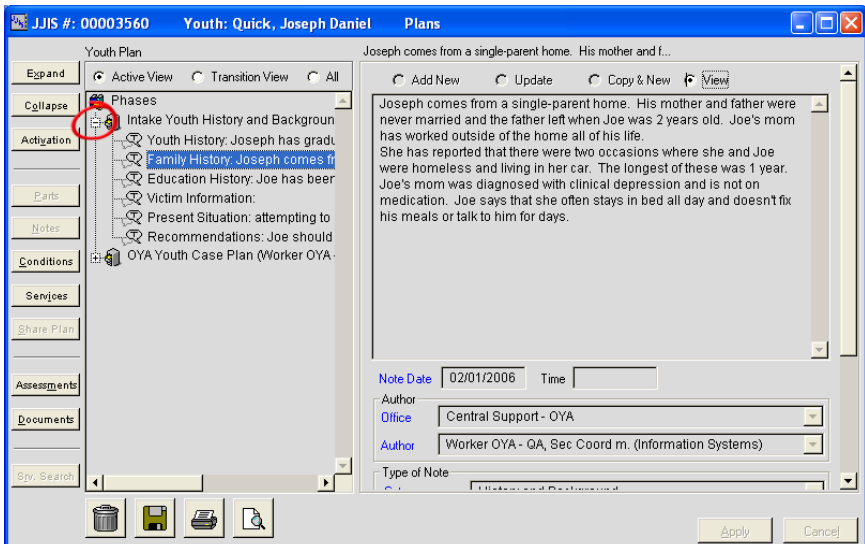
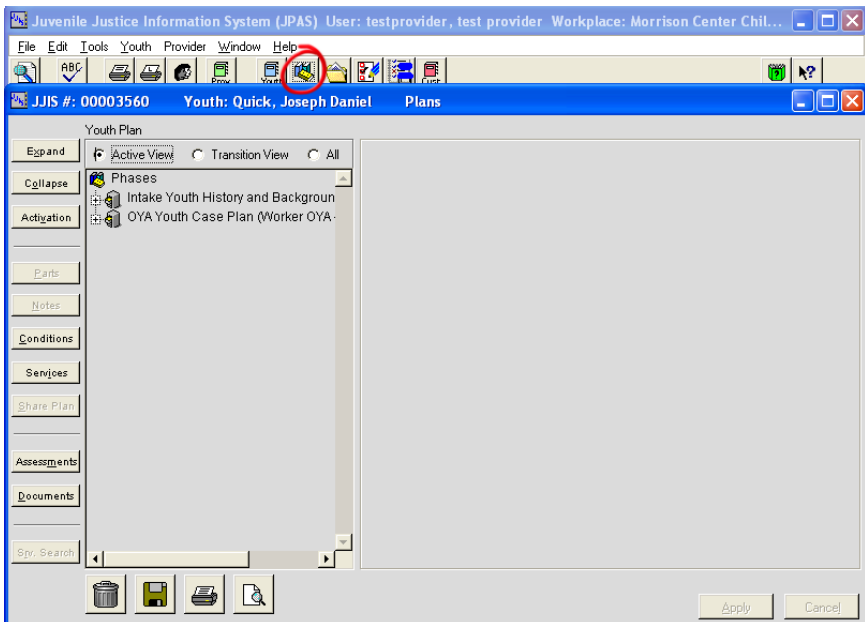


Case Plan

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



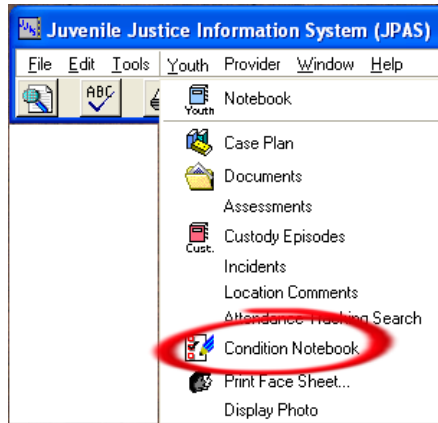
- Expand the History and Background phase of the Case Plan and review background information on the youth.



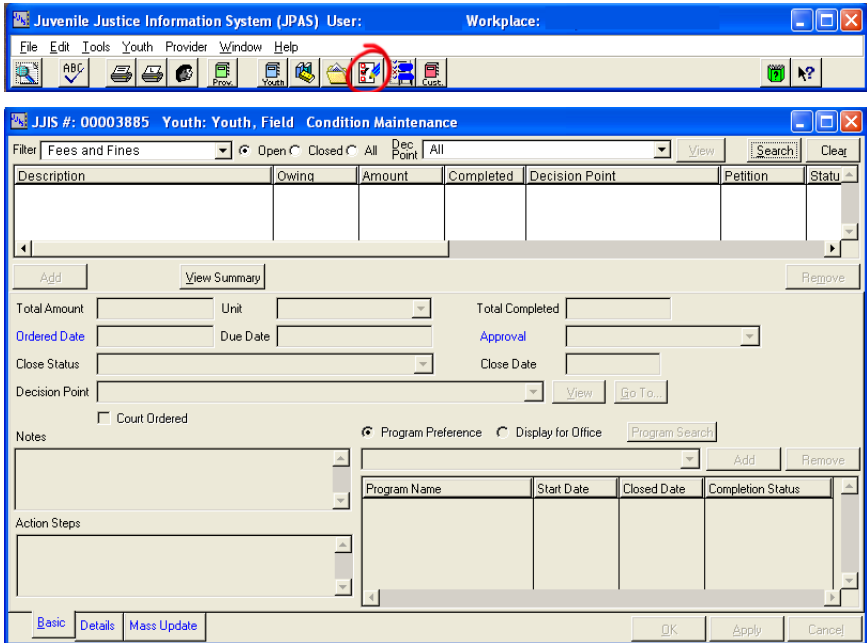
Navigate Youth Information

Conditions

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

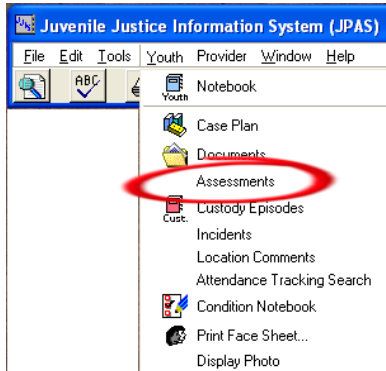


NOTE: Condition information is also accessible through the Case Plan — **Conditions** button on the left side of the Case Plan screen.

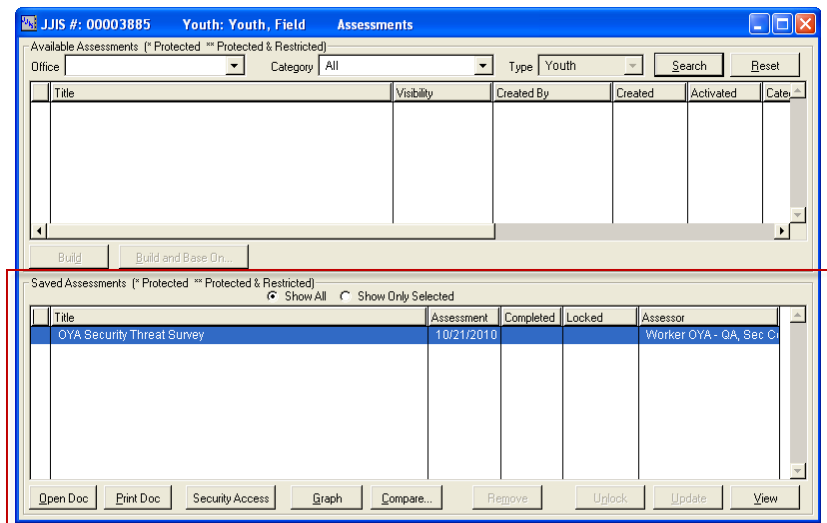


Assessments

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



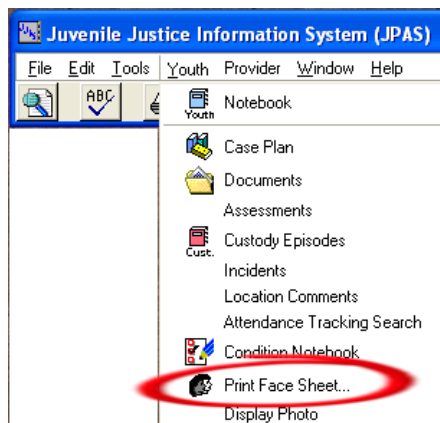
NOTE: Assessment information is also accessible through the **Case Plan** — **Assessments** button on the left side of the Case Plan screen.



Navigate Youth Information

Print Face Sheet

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



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



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

Field Youth's Facesheet

Case Status: Open
Primary Worker: Worker OYA - DEV, PPO
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: Interpreter Needed: No
School: CALAPOOIA MIDDLE SCHOOL
School Status: Enrolled School Grade:

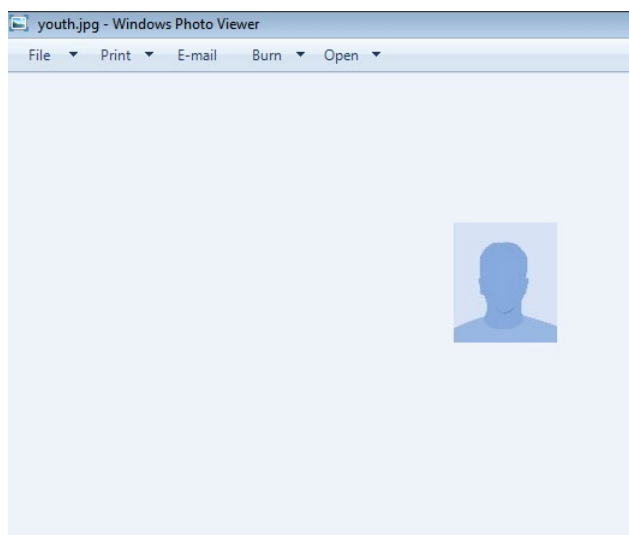
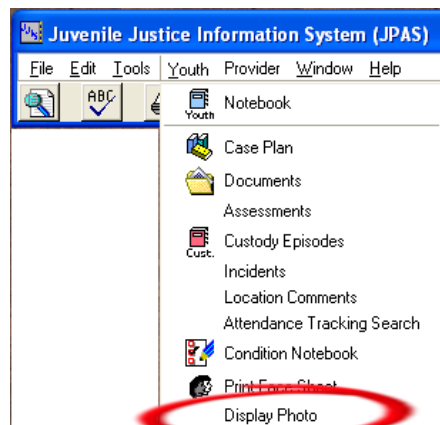
Identifying Numbers		
Identification Type	Number	County
DHS Prime Number	AZ12345A	
DHS Case Number	AZ12345A	

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	

Display Photo

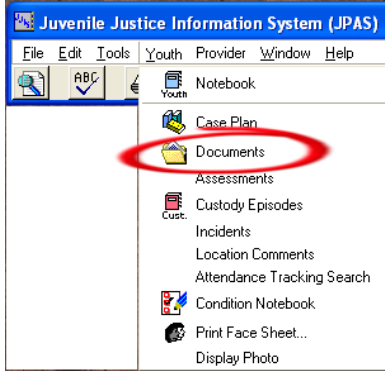
- Select **Display Photo** from the Youth menu on the JPAS toolbar.



Navigate Youth Information

Documents

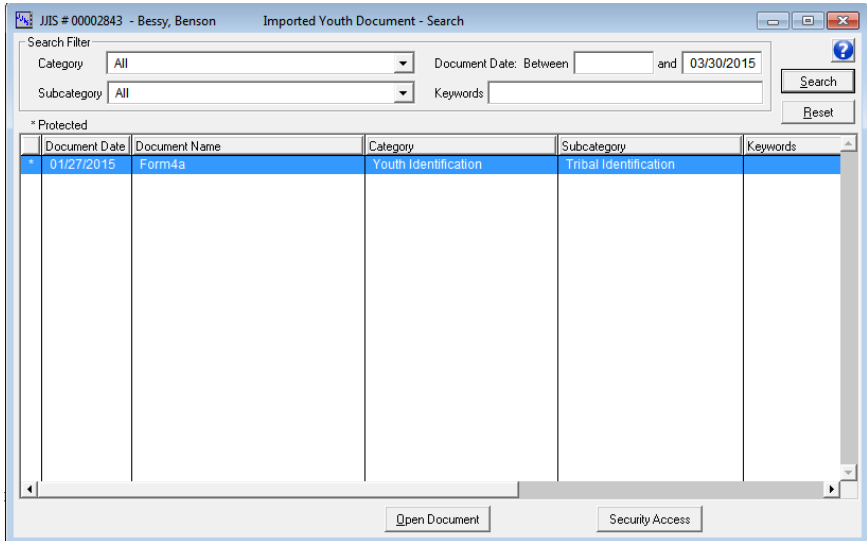
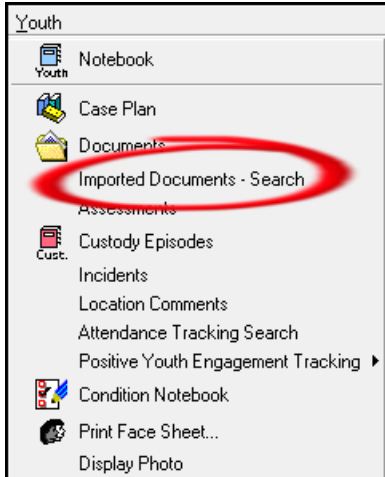
- Select **Documents** from the Youth menu or the Documents icon on the JPAS toolbar.



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

Imported Documents

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



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PURPOSES OF 2-SIDED PRINTING*

Imported Documents Access for Providers

The JJIS Imported Documents feature is intended to streamline the transfer of information between JJIS 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 Imported Documents** based on a high (Role 81), medium (Role 108), or low (Role 93) security classification.

Security Level	Category	Subcategory (optional)	Document Examples
HIGH Role 81 View High, Medium, & Low	Medical	Immunization Record	
		Insurance/BRS Authorization	
	Assessments / Evaluations	Firesetter	Psychiatric Assessment
		Mental Health	
		Psychological	Psycho Sexual Assessment
		Sex Offender	
		Sexual Safety Education	
		Substance Use	
		Other	
	Progress Reports	Firesetter	
		Mental Health	
		Psychological	
		Sex Offender	
		Substance Use	
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			

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.

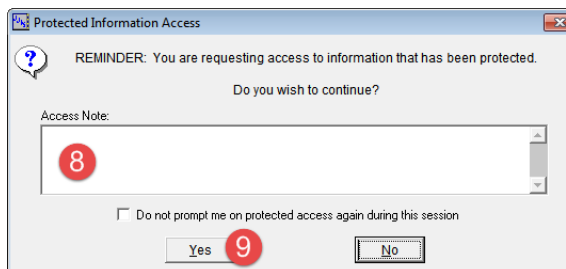
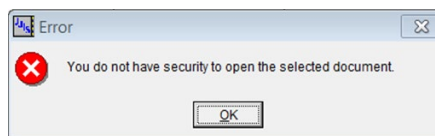
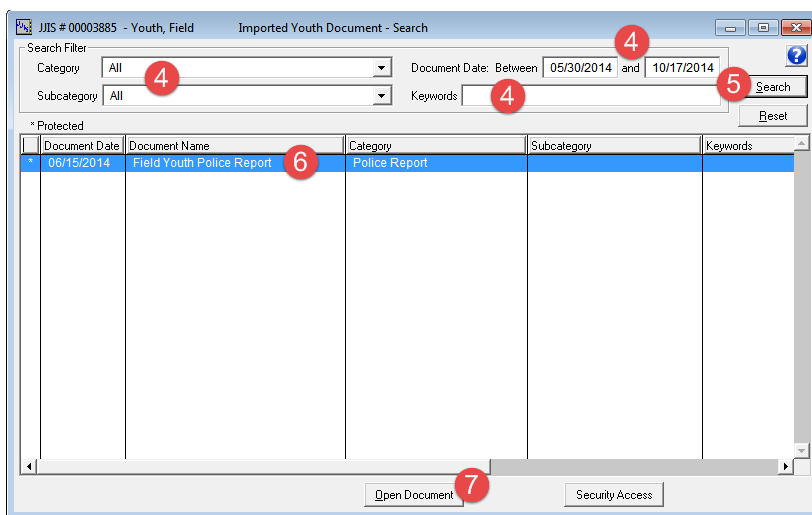
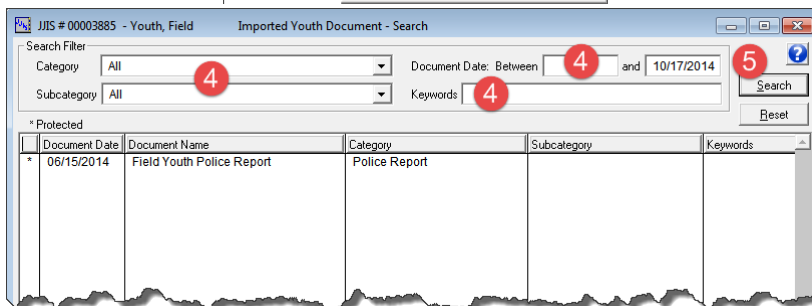
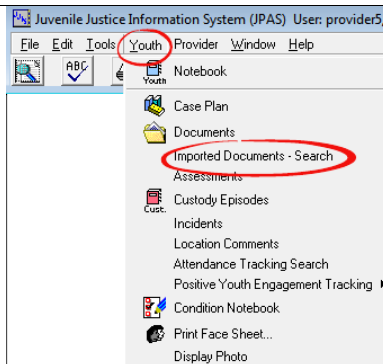
7. Click **Open Document**.

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).

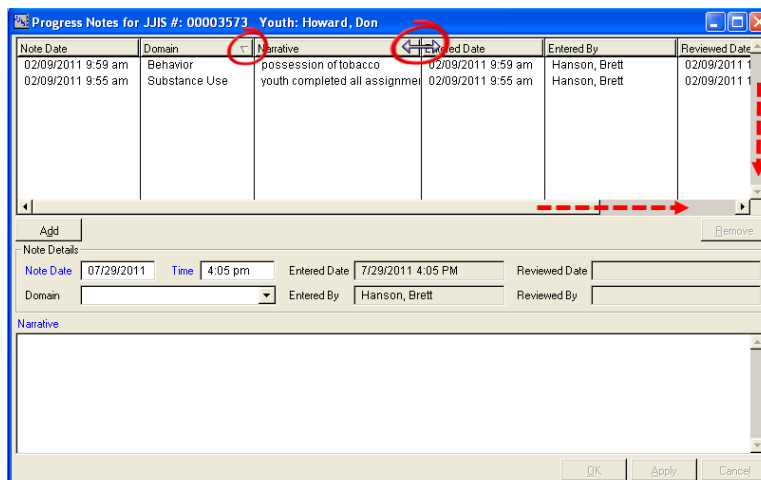
9. Click **Yes** to proceed with opening the document.

The document opens in Adobe Acrobat Reader.

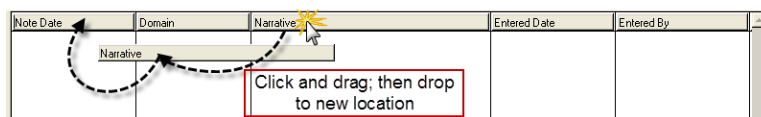


JPAS Navigation Tips & Keyboard Shortcuts

- 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.



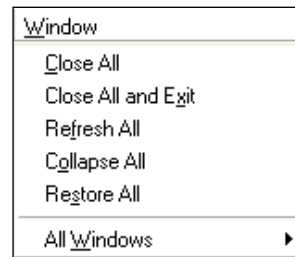
Frequently-performed tasks can be accomplished quickly by using shortcut keys – one or more keys pressed on the keyboard – or using a Button Icon to complete a task.

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

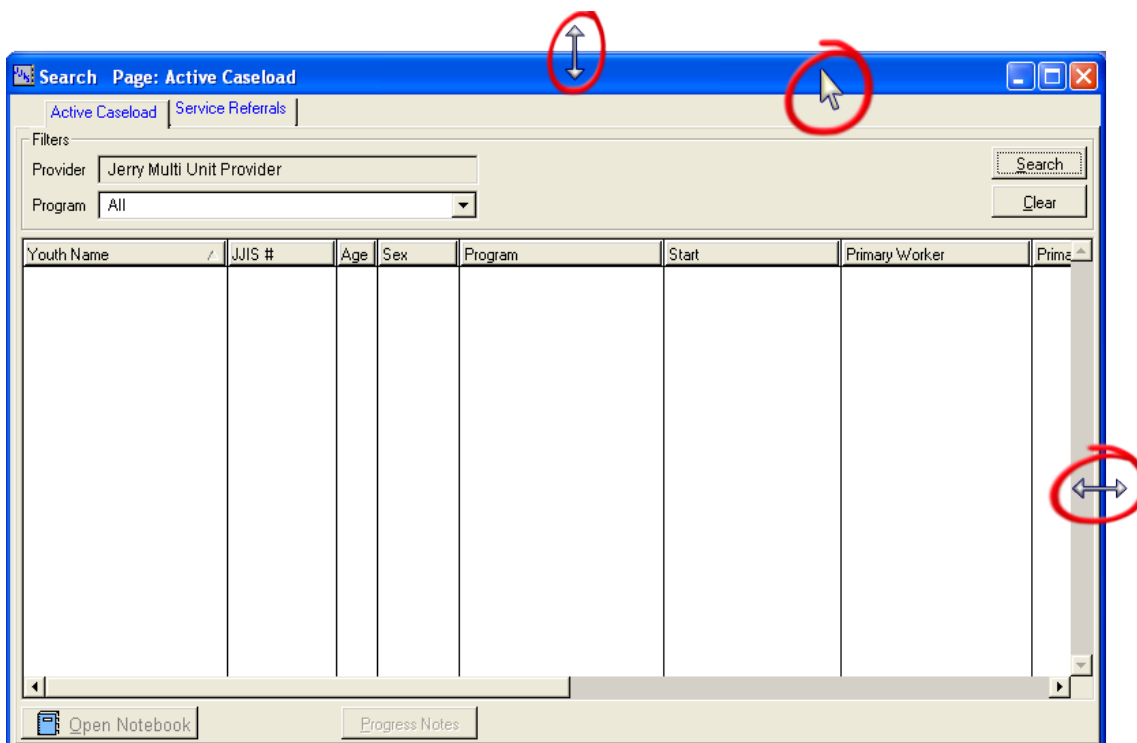
- **Close All** closes all open windows
- **Close All and Exit** closes all open windows and exits
- **Refresh All** updates windows (screens) with new information entered since database first opened.
- **Collapse All** minimizes all windows to the computer screen task bar
- **Restore All** maximizes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



View and Filter Active Caseload List

Open and log in to JPAS.

1. Click the **Search** icon on the JPAS toolbar to open the Active Caseload list.

2. By default, the Program list filter defaults to All programs operated by the Provider.

Leave the default selection as All or select a **Program** from the drop-down list to see only the youth in that program.

3. Click **Search**.

The list displays the youth currently in the selected program.

The list includes the following columns of information:

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

Use the horizontal scroll bar at the bottom of the screen to scroll right and display columns that extend past the initial screen.

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 the screen and re-open to refresh the display.

It is recommended that users log off JPAS at the end of the workday for security purposes and to ensure software updates are downloaded.

