Juvenile Justice
JJIS
Information System

JJPS
Juvenile Justice Partner System

JJPS Basics
- What is JJIS?
- What is JJPS?
- JJPS Toolbars and Menus

What is JJIS?

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

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

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

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

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

Oregon Revised Statute 420A.223

What is JJPS?

The Juvenile Justice Partner System (JJPS) is a subsystem of the statewide-integrated Juvenile Justice Information System (JJIS), designed to provide a real-time view of the status of youth cases for designated public safety agency users.

JJIS → **JJPS**
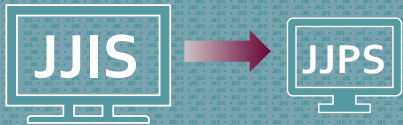
Public safety agencies are sponsored by a JJIS partner agency (either a county juvenile department or the Oregon Youth Authority).

JJPS contains information about youth under the jurisdiction of all county juvenile departments and the Oregon Youth Authority.

JJPS displays only delinquency case data that may be released to the public.

Dependency information and cases restricted by local juvenile departments or OYA policy are not displayed.

JJPS User Responsibilities

Once an agency's request for access has been approved, individual users are required to submit a JJIS User Security Agreement and review JJIS overview and policy documentation.

- Access, Appropriate Use, and Confidentiality

- JJIS Policy: User Security

- JJIS Policy: Privacy and Protection of Confidential Information

JJIS is a powerful tool and JJPS users must be aware of their responsibilities and the necessity of protecting the integrity and confidentiality of the data in JJIS.

JJPS users have an ethical responsibility to the multiple jurisdictions whose data are contained in JJIS.

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

Do not leave JJPS screens unattended.

Lock your computer or log off JJPS.

Getting Started

JJIS Security Coordinators from sponsoring juvenile justice agencies coordinate individual user security agreements; user access authorization; formal procedures for review; and termination of access on the date that access privileges expire or if a user violates their user security agreement.

After processing an authorized JJPS user's security agreement, the local JJIS Security Coordinator or the JJIS Security Officer emails the user with links to the review materials.

When the user has completed their review of the introductory materials, they receive log-in instructions and credentials.

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

JJPS contains a subset of JJIS data:
- county of jurisdiction
- parent contact information
- parole/probation worker contacts
- referrals, findings, and dispositions
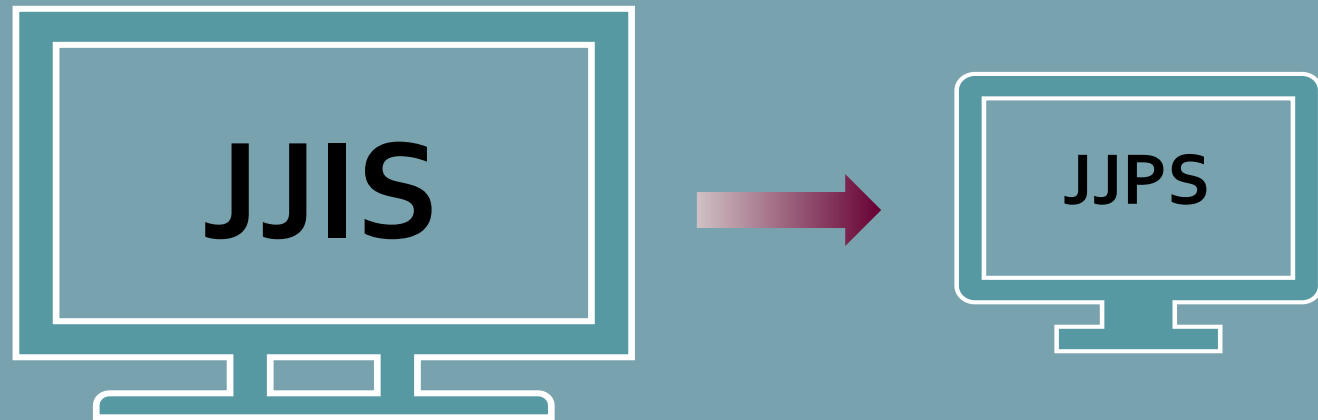
JJIS → **JJPS**

JJPS Interface

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

Like JJIS, JJPS is set up similar to a notebook with tabbed pages.

JJPS has two notebooks:

- **Search Notebook** – allows the user to search for youth by their name, an ID number, or a referral

- **Youth Notebook** – provides basic youth information on an Overview page, and a Referrals page listing allegations, their disposition, and status

Search Notebook

Youth Notebook

JJPS Screens

The JJPS screens include tables of data.

There are tools to make it easier to view all of the available data.

— Click a column title to sort the contents in alphabetical, numerical, or chronological order.

— View more content by scrolling both vertically and horizontally.

— Re-size columns by holding and dragging their edges.

— Re-order columns by holding and dragging the column title to a new position in the table.

JJPS Toolbars and Menus

When you first log on to JJPS, the only item that appears on the screen is the JPS toolbar.
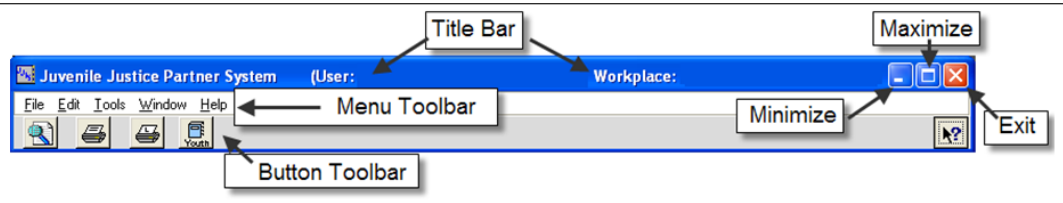
- **Title Bar** — displays the logged in user's name and their workplace

- **Menu Bar** — lists of drop-down commands; some correspond to the Button Toolbar

- **Button Toolbar** — shortcuts to commonly used commands that are also found in the Menu Bar

- **Window Controls** — software features that allow how windows display (common to most software applications, e.g., Microsoft Windows®)

MINIMIZE – reduces window to a button on the taskbar. Clicking the JJIS button on the taskbar restores the window to its previous size and location.
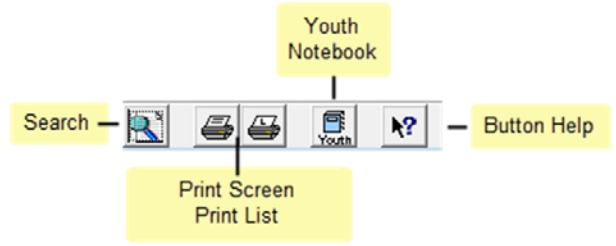
MAXIMIZE – enlarges window to fill the computer screen. Clicking the Minimize button or double-clicking the title bar restores the window to its previous size and location.

EXIT – closes JJPS.

Navigation — JJPS Toolbars

Title Bar — Maximize — Minimize — Menu Toolbar — Button Toolbar — Exit

Juvenile Justice Partner System (User:) (Workplace:)
File Edit Tools Window Help

Navigation — JJPS Button Toolbar

Youth Notebook — Search — Button Help — Print Screen Print List

	Open the Search Notebook		Print the current screen – includes fields, tabs, scrollbars, etc.
	Open a selected youth's Notebook		Print the items in a screen as a List – prints only the data

JJPS Toolbars and Menus

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 JJPS – 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 JJPS and they can then log back on to JJPS quickly through the Login Menu

Reconnect – allows users to reconnect to JJPS 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

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

Exit – exits (closes) JJPS.
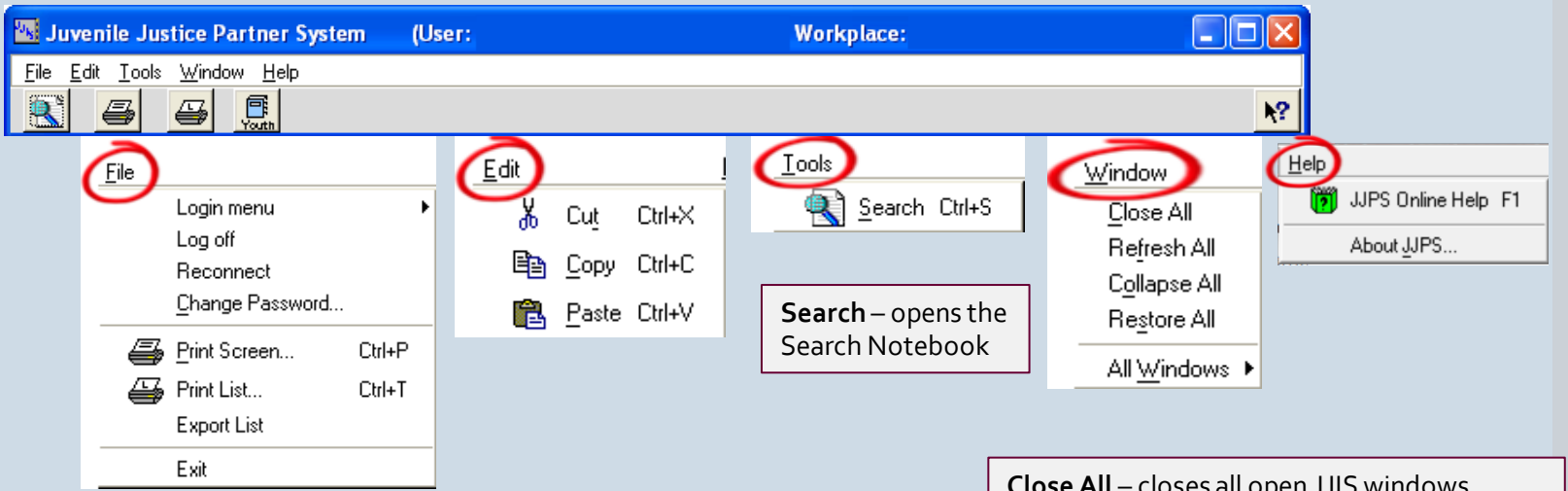
Search – opens the Search Notebook

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

*(Cut and Paste options are not available in JJPS.)*

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

Don't forget to log off or exit JJPS at the end of the workday for security purposes and to ensure information is refreshed.

Search by Youth Name

1. Select the **Search** icon on the JJPS toolbar.

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

3. Enter search criteria. The minimum criteria that must be entered for a youth name search is <u>one</u> of the following:

   - Last Name (or part of it)
   - Social Security Number
     - Can be entered without punctuation (123456789 will automatically format to 123-456789)
   - Date of Birth (caution – this search does not retrieve AKA names)
   - Sex – select from the drop-down list of options

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

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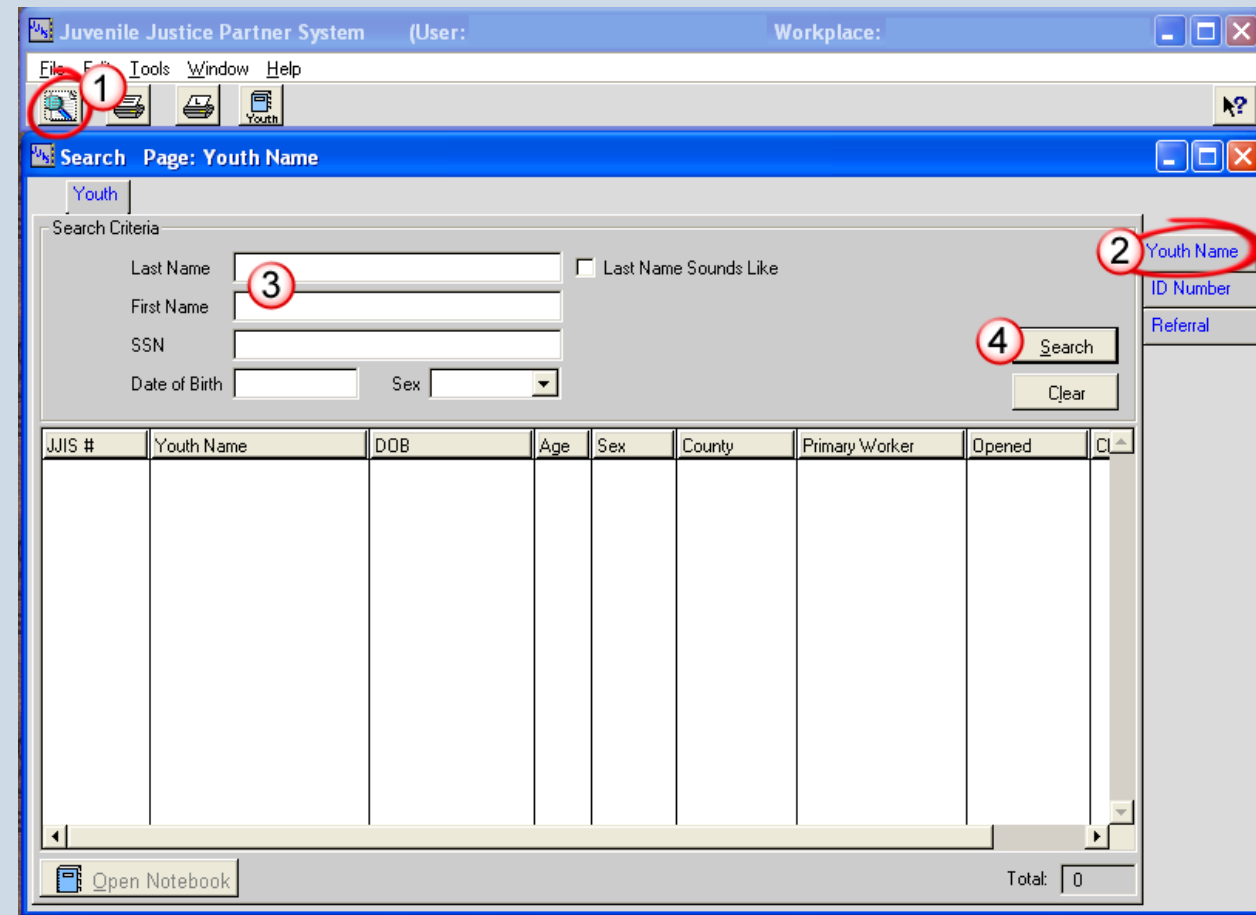
If there are matching records, JJIS returns an alphabetical list of youth, including their JJIS Number, Age, Primary Worker, County, and Opened and Closed Dates. The number of records matching the search criteria displays in a Total box at the bottom of the screen.

If there are no matching records, a message displays "No Matches". Click **OK**.

To initiate another search, click **Clear** and enter new search criteria.
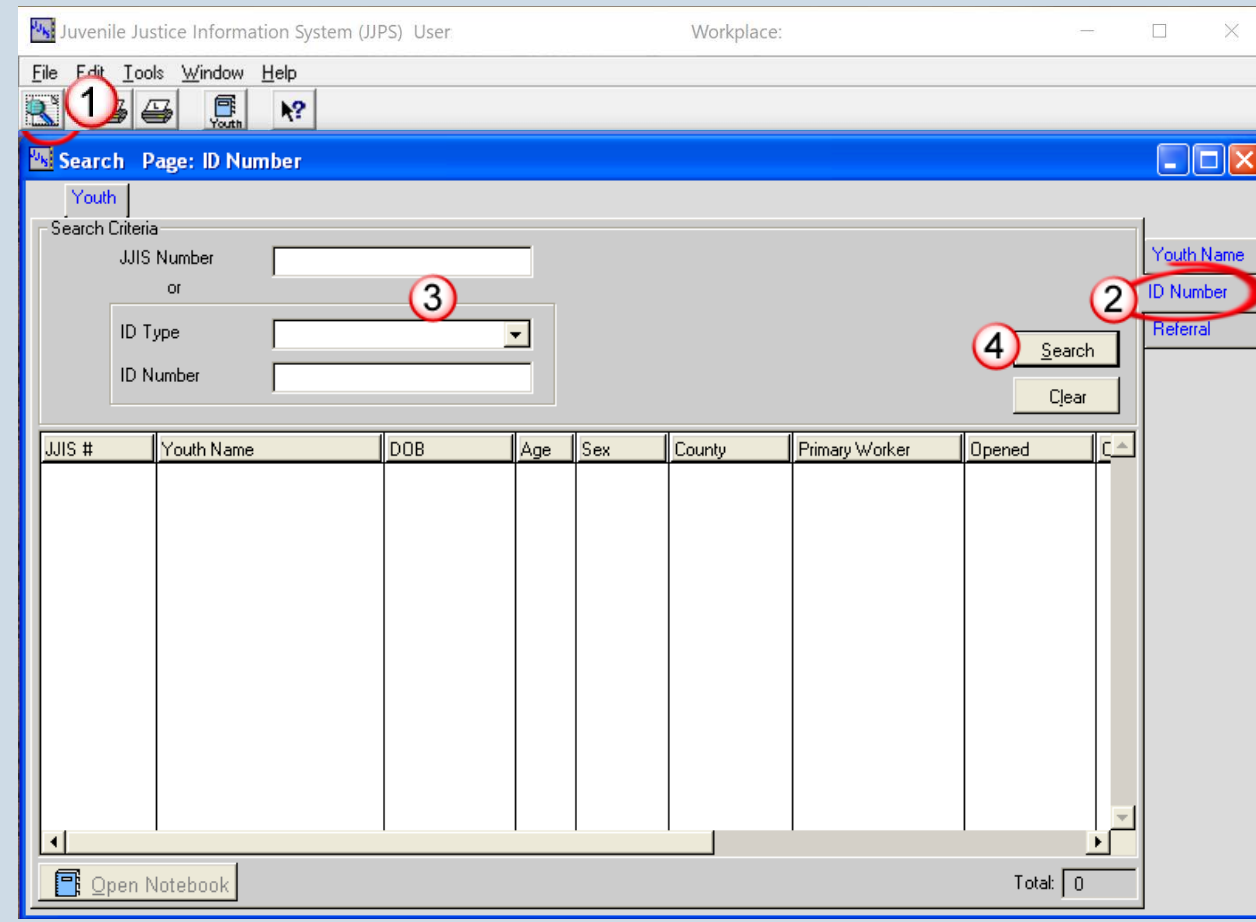
Search by Identification Number

1. Select the **Search** icon on the JJPS toolbar.

2. Select the **ID Number** tab on the right of the search screen.

3. Enter search criteria. The minimum criteria that must be entered for an Identification Number Search is a JJIS number, **or** an ID type **and** number

   The **JJIS Number** field allows the eight-digit JJIS number to be entered with or without leading zeroes. Because there cannot be duplicate JJIS numbers, the search returns the one youth that matches the JJIS number.

   - **ID Type** field is a drop-down field of types of other identifying numbers that may have been entered for a youth.

   - Partial numbers can be entered in the **ID Number** field. Non-JJIS ID numbers containing alpha characters can be entered in either upper or lower case.

4. Click **Search** or press the Enter key.

If there is a matching JJIS Number record, only that youth displays in the list. If the search by another ID Type/Number finds records that match the criteria, JJPS returns an alphabetical list of youth. The number of found records displays at the bottom of the screen.

If there is not a matching record, a message displays "No Matches". Click **OK**.

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

Search by Referral

1. Select the **Search** icon on the JJPS toolbar.
2. Select the **Referral** tab on the right of the search screen.
3. Enter search criteria. The following search combinations can be conducted:
   - City <u>and</u> Agency Name
   - City <u>and</u> Police Report #
   - Police Report #

   NOTE: "City" cannot be searched without a referring agency or police report number.

   The City drop-down list includes Oregon cities, townships, a few western states (e.g., Washington State), and "Out of State".

   The Agency Name drop-down list has no options until a City has been selected – it then includes agencies corresponding to the selected City.

4. Click **Search** or press the Enter key.
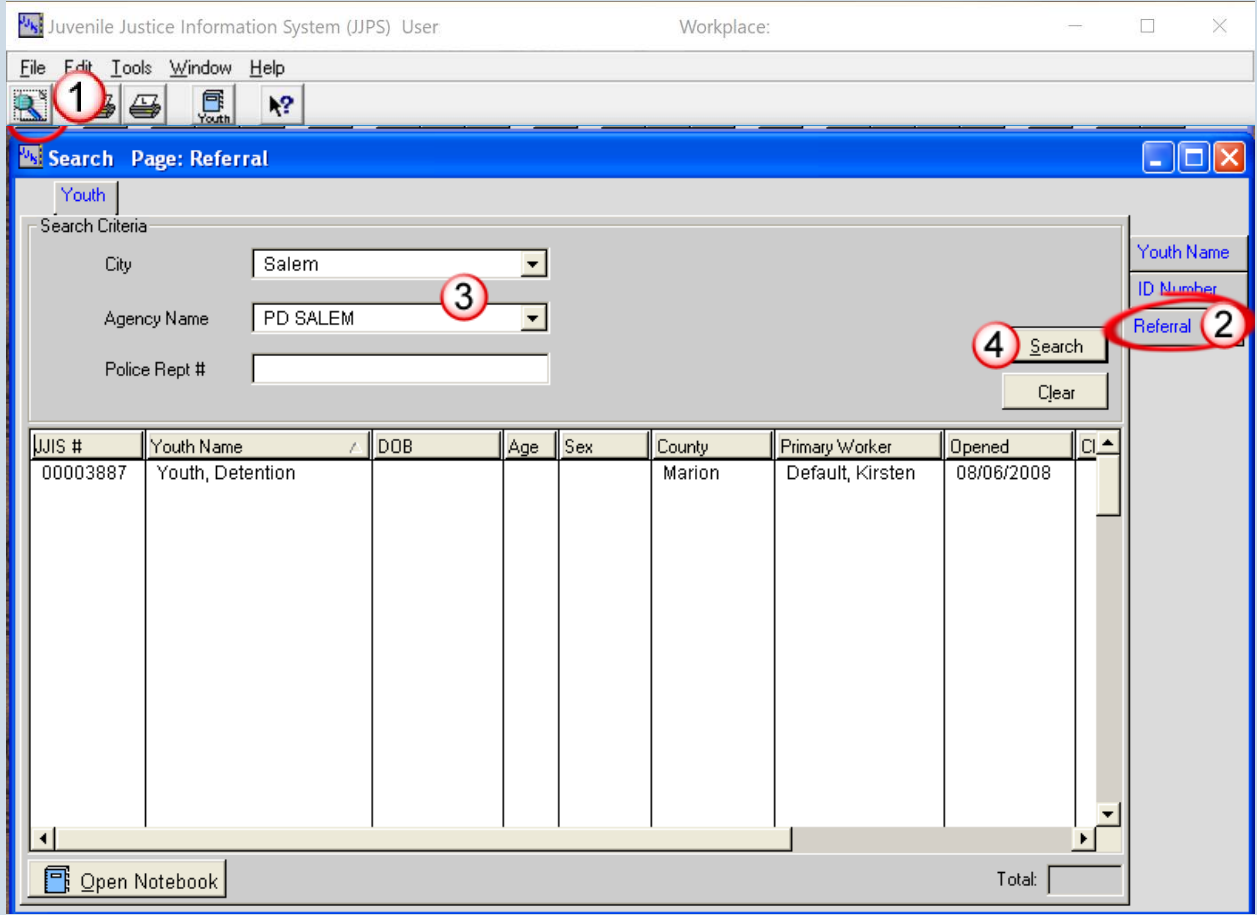
If there are matching records, JJPS returns an alphabetical list of youth. The number of found records displays at the bottom of the screen.

If there are no matching records, a message displays "No Matches". Click **OK**.

To initiate another search, click **Clear** and enter new search criteria.
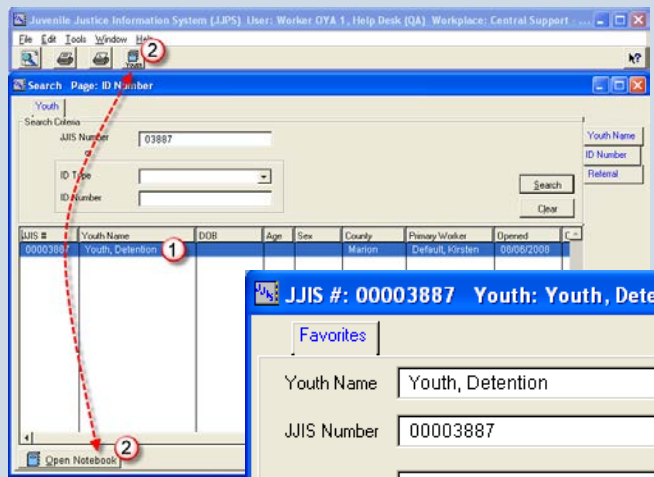
Open and View a Youth Record

Commands associated with a youth record require the context of a youth (that is, a youth must be selected in a table list).

1. Select the youth in the list of found records.
2. Click **Open Notebook** at the bottom of the screen or click the Youth Notebook icon on the JJPS Toolbar.

The JJPS Youth Notebook has two tabs on the right side of the screen:

The **Overview** tab displays basic demographic, worker, and parental information.

- **Status** — if an agency is currently working with the youth, the status is "Open"; otherwise, the status is "Closed".
- **Opened** — the last date the case was opened, or re-opened with a new referral.
- **Closed** — the date all referrals and allegations are closed and the case is closed.
- **Jurisdiction** — refers to the county that holds legal jurisdiction of the youth.
- **Worker** — refers to the primary worker who is the point of contact for the case. This person is often the probation officer or parole officer.
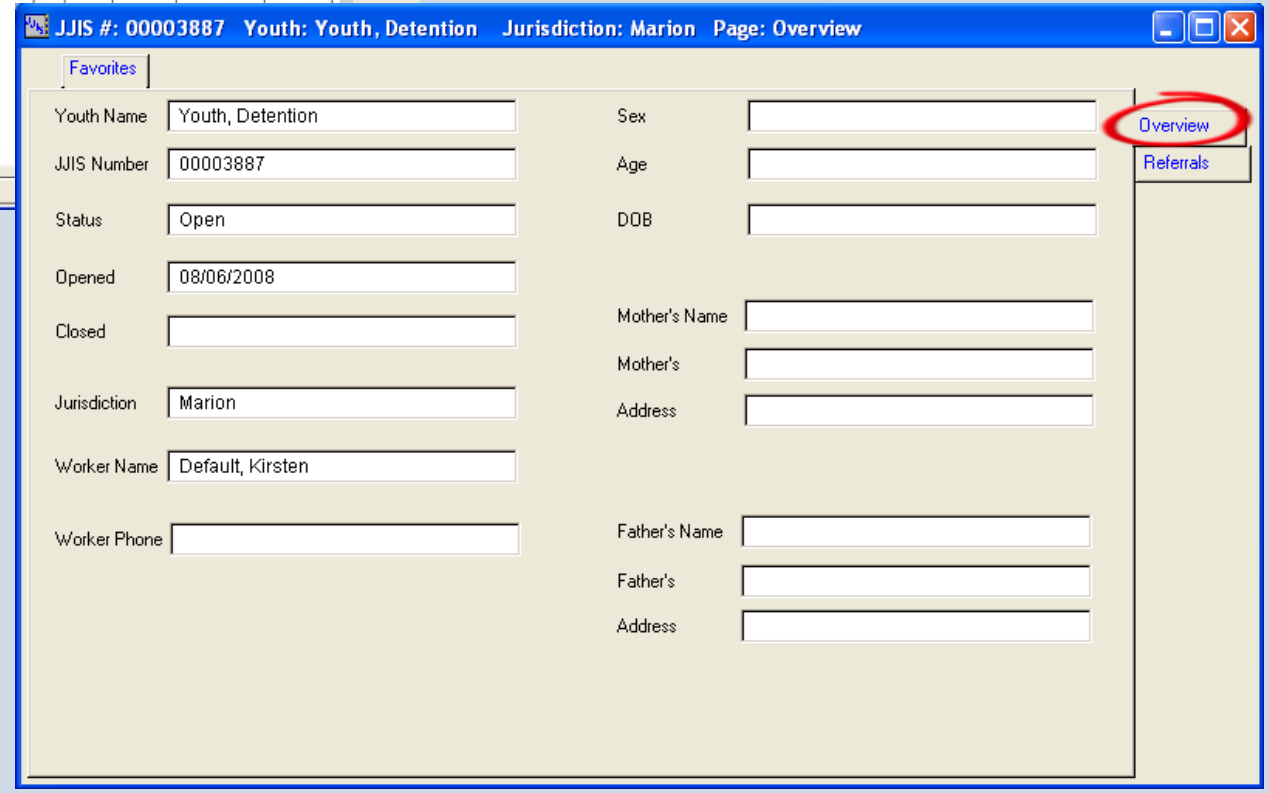
Open and View a Youth Record

The **Referrals** tab displays the following referral information:

- **Referral # / Allegation #** — the police report information stored in JJIS.

- **Received / ORS #** — the date the referral was received and the activity for which the youth was referred.

- **Office / Allegation** — identifies which agency received the allegation.

- **Allegation Disposition** — displays the formal or informal consequences of the allegation.

- **Allegation Status and Date** — refers to the various stages an allegation is in as it moves through the juvenile justice process.

Select **Referrals and Allegations History** from the Display drop-down list for a progression of the allegation status for each referral.
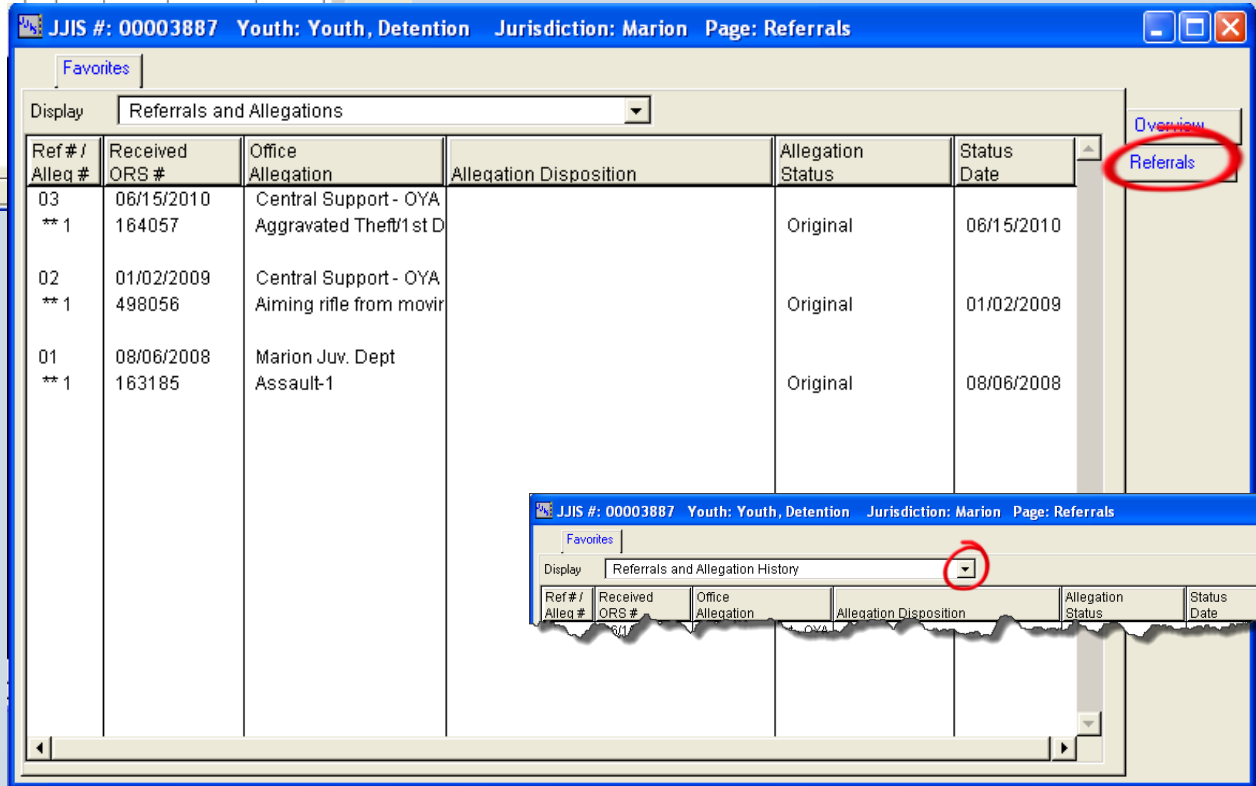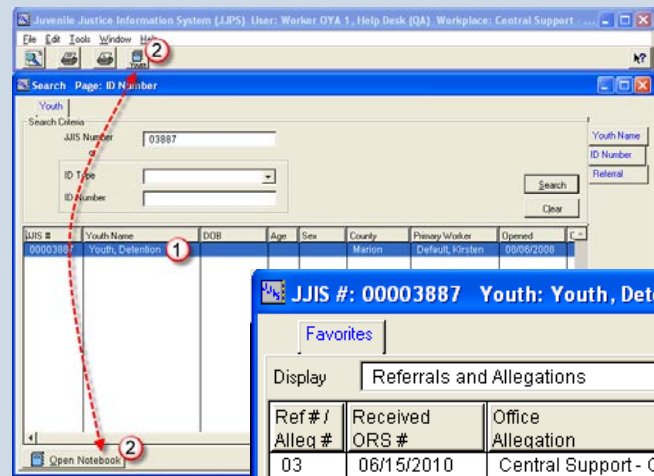
Disposition Definitions

In the Referrals screen, the **Allegation Dispositions** are the formal or informal consequences of the allegation.

A resource document can be accessed from the Help menu on the JJPS toolbar.

Select "JJIS Disposition Definitions" from the JJPS section on the page.

The documents lists types of dispositions and their definitions.

FORMAL DELINQUENCY DISPOSITION DEFINITIONS
Updated March 2010

DISPOSITION	DEFINITION
Bench Probation	After adjudication, the youth offender is placed on probation by the Juvenile Court, but is not directed to be supervised by an agency; supervision of the case, if any, is conducted by the court and the Juvenile Department keeps the allegation open.
Civil Agreement/Judgment	The youth offender, parents, victim(s) and Juvenile Department and/or OYA and/or the District Attorney and any other parties have reached an agreement in writing or verbally that the youth will meet certain conditions, such as making restitution payments, in lieu of the filing of a petition, or prosecution, or a certain disposition on one or more crimes.
Commit to Agency (or individual) other than DHS or OYA	After adjudication, the youth is committed to or ordered to the legal custody of an agency or individual other than DHS or OYA (ORS 419C.555) and is not otherwise placed on Probation for this allegation. Examples of when this disposition is selected are when a youth is committed to the Mental Health Division or a youth is committed to the custody of an individual person. This disposition would not be used for youth that are committed to OYA and placed in a Mental Health facility. These youth would continue to have a disposition of Commit to OYA.
Commit to DHS	After adjudication, the youth offender is committed to the legal custody of the Oregon Department of Human Services (DHS) for care, placement and supervision, and is not placed, or continued on probation. (ORS 419C.478)
Commit to OYA - YCF	After adjudication, the youth offender is committed to the legal custody of the OYA for placement in a youth correctional facility. (ORS 419C.495)
Disposition Vacated/ Set Aside	Disposition used to replace a prior disposition when the court has ordered that the prior disposition is either set aside or vacated.
Interstate Compact Supervision - Parole	Cooperative interstate supervision of delinquent juveniles on parole.
Interstate Compact Supervision - Probation	Cooperative interstate supervision of delinquent juveniles on probation.
Jurisdiction Only Established	After adjudication, the Court establishes jurisdiction with or without conditions without placing the youth on probation. Wardship may or may not also be established.
Jurisdiction Vacated/ Set Aside	Used with a Review Hearing to replace a prior finding of Jurisdiction Established when the court has ordered jurisdiction set aside or vacated.
OYA Commitment Terminated/Probation Continued	Youth has previously been committed to OYA for care and placement but the commitment and custody to OYA has been terminated and the probation is continued under supervision of the juvenile department.

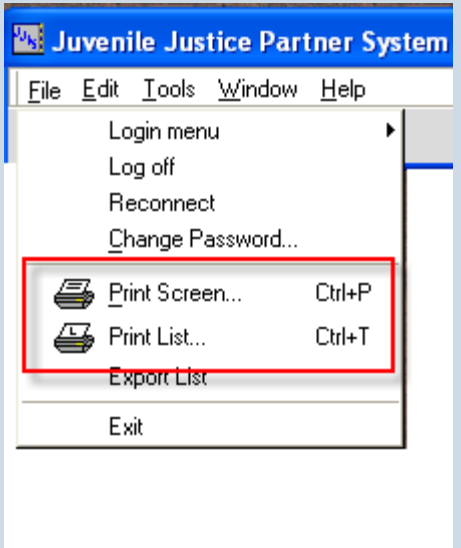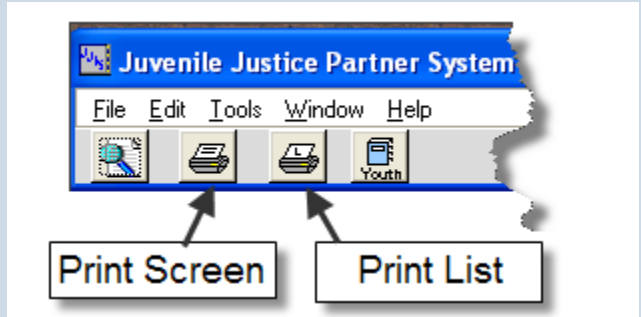Delinquency Disposition Definitions   Page 1

JJPS Print Screen & Print List

There are two toolbar icons for printing information from JJPS. The commands are also available from the JJPS File menu.

Print Screen – sends a picture of only the current screen, including any menu bars, tabs, and buttons to the printer.

Print List – sends selected list to the printer.

Export a List

Search results can be exported for use in other applications like Microsoft Excel© — useful for quick analysis or *ad hoc* reporting.

Copy a List for Exporting

1. In a JJIS data list -- position the cursor anywhere in the list.

2. Select **File** from the JJPS Menu Bar.

3. Select **Export List** from the drop-down menu.

JJPS responds with a message indicating the number of records (rows) that were copied (exported) to the clipboard.

4. Click **OK**.

The list is copied to the computer's internal clipboard.

5. Open Microsoft Excel and select the cell where the list should appear.

6. Select **Paste** from the ribbon – the list, including the column headings appears in the spreadsheet. The sheet will require some column resizing.

Thank you . . .